

AGILE FLEET COMMANDER

Monthly Mileage Entry Quick Guide

Purpose

All State of Iowa agencies are required to report vehicle mileage monthly to ensure accurate fleet records and cost-per-mileage calculations.

Step 1: Access the System

- Log in to Agile Fleet Commander
- On left navigation pane, click on **Vehicle Use**
- Click **My Vehicles**

Step 2: Find the Vehicle

- Use Vehicle dropdown to find your vehicle number

Step 3: Enter Mileage Information

- Complete the following fields:
 - Mileage Date
 - Current Odometer Reading
 - Optional: Comments

Step 4: Save

- Click **Save Changes**

After Saving

- ✓ Maintenance alerts will display if service is due.
- ✓ Recent mileage history will be visible.
- ✓ Select **Cancel (Start Over)** to enter mileage for another vehicle.

Important Reminder

Mileage must be entered no later than the **7th business day of the following month.**

Need Help? Email DAS Fleet Services motorpool@das.iowa.gov