

STATE OF IOWA FLEETCOMMANDER

Vehicle Reservations June 2020





Make Reservation Request a Change to a Reservation Cancel a Reservation



Make a Reservation



Click on "Make Reservation"

AF FLEETCOMMAN	IDER
lowa Department of	Administrative Services
DAS Ser	vice • Efficiency • Value
VEHICLE USE	Welcome
MAKE RESERVATION	Weicome
MY SCHEDULE	Welcome to Agile FleetCommander - DAS Fleet S
CAR POOL	
MY PROFILE	when you are driving a motor pool vehicle, r
MY VEHICLES	Be a courteous driver. Obey all traffic laws. Be kind to you
MY REPORTS	· · · · · · · · · · · · · · · · · · ·



Make a reservation for you or someone else.

Vehicle Reservation			
Request Information			
 This request is for me This request is for 	Search for Driver		
		Cancel Request	Next (Continue Request)



Select Usage Type and pickup Site.

Vehicle Reservation

	Thiomaton
NEW - Effect destination of	tive for Fiscal Year 2020 billing, Usage Types have been updated to reflect the of each rental. The new usage types and the corresponding service codes are listed
• Da	ilv Rental In-State - 3866
• Da	ily Rental Out of State - 3915
• OL	tside Rental In-State - 3866
• OL	tside Rental Out of State - 3915
• OL	itside Rental International - 3916
Please select information of to be charge	t the usage type that corresponds with the trip's final destination or corresponding on the Travel Department Authorization (TDA). These new options will allow for the rental dittrough DADs to the service code reflected on the TDA
to be charge	
NEW - To he required for	elp determine the most cost-effective rental option, estimated daily mileage will now be all reservations.
must contac	t DAS Fleet Services to cancel, fees may occur for a cancelled outside reservation.
must contac Usage Type:	Daily - In State
must contac Must contac Usage Type:	Daily - In State Daily - Out of State
must contac	Daily - In State Daily - Out of State Long Term
must contac Usage Type:	Daily - In State Daily - Out of State Long Term Outside - In State
rrom an outs must contac Usage Type:	Daily - In State Daily - Out of State Long Term Outside - In State Outside - In State
ust contac	Daily - In State Daily - Out of State Daily - Out of State Outside - In State
ust contac	 Daily - In State Daily - Out of State Long Term Outside - In State Outside - In State Outside - In State Maintenance
Trom an outs must contac Usage Type:	Daily - In State Daily - Out of State Outside - In State Outside - Int'l Maintenance Body Shop
usage Type:	Daily - In State Daily - Un State Daily - Un State Daily - Out of State Outside - In State Outside - In State Outside - In State Outside - In State Outside - Untof-State Outside - Untof
usage Type:	Daily - In State Daily - Out of State Long Term Outside - In State Outside-Out-of-State Outside-Out-of-State Outside - Int'l Maintenance Body Shop Courtesy Loaner Wash/Detail
Select Site:	 Daily - In State Daily - Out of State Long Term Outside - In State Outside - In State Outside - In State Outside - Int'l Maintenance Body Shop Courtesy Loaner Wash/Detail
Select Site: (Daily - In State Daily - Out of State Long Term Outside - In State Outside - In State Outside - Int'l Maintenance Body Shop Courtesy Loaner Wash/Detail



Complete all fields and select "Next (Continue Request)"

Vehicle Reservation - Start Request

* = required field User Id / Name: motorpool@iowa.gov / DAS FLEET SERVICES E-mail address: motorpool@iowa.gov *Driver's User Id: motorpool@io (DAS FLEET SERVICES) change driver Schedule Information ************************************	Request Information	1
Requestor Information User Id / Name: motorpool@iowa.gov / DAS FLEET SERVICES E-mail address: motorpool@iow.gov "briver's User Id: motorpool@iow.gov "briver's User Id: motorpool@iow.gov Schedule Information "fick-up Date / Time: 06/10/2020 07:00 AM Off 0/2020 05:00 PM Off		* = required field
User Id / Name: motorpool@iowa.gov E-mail address: motorpool@iowa.gov **Driver's User Id: motorpool@io Schedule Information **Pick-up Date / Time: 06/10/2020 07:00 AM	Requestor Information	
E-mail address: motorpool@iowa.gov "Driver's User Id: motorpool@iowa.gov "Driver's User Id: motorpool@io (DAS FLEET SERVICES) change driver Schedule Information "Pick-up Date / Time: O6/10/2020 07:00 AM 😭 💿 "Return Date / Time: O6/10/2020 05:00 PM 😭 💿 Selection Information Usage Type: Daily - In State Site: "Motor Pool Location: Fleet Services Type: COMPACT V Number of Occupants: 1 v (driver and passengers) Additional Information Agency: Administrative Services O Destination: "Purpose: 0 Destination: "Furpose: 0 Destination: "Estimated Daily Mileage: Comments (for example, the description of any special vehicle requirements. For Outside Rentals, include vehicle size and pickup location.) press Shift-Enter to begin a new line	User Id / Name:	motorpool@iowa.gov / DAS FLEET SERVICES
*Driver's User Id: motorpool@io Schedule Information **Pick-up Date / Time: (MM/DD/YYYY HH:MM AMPM) 06/10/2020 07:00 AM **Return Date / Time: (MM/DD/YYYY HH:MM AMPM) 06/10/2020 05:00 PM **Return Date / Time: (MM/DD/YYYY HH:MM AMPM) 06/10/2020 05:00 PM **Return Date / Time: Usage Type: Daily - In State Ste: **Motor Pool Location: Fleet Services * Type: COMPACT * Number of Occupants: 1 * (driver and passengers) Additional Information Agency: Administrative Services @ Press Shift-Enter to segin a new Interpreter Shift-Enter to begin a net Shift-Enter to begin a new Interpreter Shift-E	E-mail address:	motorpool@iowa.gov
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Alternate Driver:	*Purpose:	
*Estimated Daily Mileage: Comments (for example, the description of any special vehicle requirements. For Outside Rentals, include vehicle size and pickup location.) press Shift+Enter to begin a new line	Alternate Driver:	
Comments (for example, the description of any special vehicle requirements. For Outside Rentals, include vehicle size and pickup location.)	*Estimated Daily Mileage:	
press Shift+Enter to begin a new line	Comments (for example, the d	escription of any special vehicle requirements. For Outside Rentals, include vehicle size and pickup location.)
press Shift+Enter to begin a new line		
		press Shift+Enter to begin a new line



Select "Submit Request" or "Submit and Make Similar" to make a second reservation

Vehicle Reservation - Finish Request **Confirm Request** * = required field Requestor Information User Id / Name: motorpool@iowa.gov / DAS FLEET SERVICES E-mail address: motorpool@iowa.gov *Driver's User Id: motorpool@iowa.gov / DAS FLEET SERVICES Schedule Information *Pick-up Date / Time: 06/11/2020 07:00 AM (MM/DD/YYYY HH:MM AMPM) *Return Date / Time: 06/12/2020 05:00 PM (MM/DD/YYYY HH:MM AMPM) Duration: 1 day 10 hours Selection Information Usage Type: Daily - In State Site: *Motor Pool Location: **Fleet Services** Type: COMPACT Number of Occupants: 1 (driver and passengers) Additional Information Agency: Administrative Services eDAS code: 0 Destination: test Purpose: test Alternate Driver: test Estimated Daily Mileage: test (none) Comments: Cancel Request Previous (Change Request) Submit Request Submit and Make Similar Request



Request a Change to a Reservation



To request changes to a reservation, go to "My Schedule" and click the magnifying glass next to the reservation. Another option is to cancel the reservation and recreate it.



Total Mileage:



Re-send Email Request Changes Cancel Request Add Notes

Last modified: 02/03/2020 08:59 AM

Click the "Request Changes" button.

Request date/time: 02	2/03/2020 08:59 AM	
Request was a	approved	
Request ID: R01	5111	
Confirmation nur	mber: 114586	
Requestor Information	on	
User ID / name:	DASFleet / Fleet, DAS	
E-mail address:	motorpool@iowa.gov	
Vehicle Information		
Vehicle:	2725 (2019 SILVER FORD ESCAPE)	
Location:	Fleet Services	
Type:	Small SUV	
Reservation Beginning I	Mileage:	
Reservation Ending Mile	leage:	

OK (Back)



Add your message and click the "Submit Change Request" button.

y Schedule - Red	quest Changes	S		
1				
Jest date/time: 03/10/2019 07:41	1 PM			
Request was approve	ed			
quest ID: R000505				
nfirmation number:	100443			
servation Information Changes (requestor/driver, s	chedule, selection, additi	ional, or vehicle info	ormation):	
Can I keep vehicle till Friday	y at 4PM?]
			press Shift+Enter	to hegin a new line
			press onne enter	co begin a men min
			press onire enter	to begin a new mile

CANCEL A RESERVATION



Cancel a Reservation

CANCEL A RESERVATION



To cancel a reservation, go to "My Schedule" and click the red 'X' next to the reservation.

lowa Departm	t of Administrative Services
DAS	ervice • Efficiency • Value
VEHICLE USE	My Schedule - Current Requests
MAKE RESERVATION	
MY SCHEDULE	User ID (Name DACELest / Elect DAC
CAR POOL	E-mail address: motorpool@iowa.gov Schedule as of: 2/3/2020 8:59:03 A
MY PROFILE	
MY VEHICLES	Request ID or Confirmation Number: View Display: All Requests
MY REPORTS	Request Date/Time Schedule Information Status Information Confirmation Vehicle Information Vehicle Information
INFORMATION	Vehicle: 2/26/2020 07:00 AM Return: 02/26/2020 05:00 PM You are the requestor 114586 Confirmation Location: Fleet Services
INSTRUCTIONS	Duration: 10 hours Or You are the driver Number Type: Small SUV

CANCEL A RESERVATION



Add your message and click the "Yes (Cancel Request)" button.

Shift+Enter to begin a new line

QUESTIONS?



Please contact DAS Fleet Services Motor Pool at 515-281-5123 for assistance.

Thank you.