



AGILE FLEETTM
FLEET MANAGEMENT SOLUTIONS

STATE OF IOWA FLEETCOMMANDER

Vehicle Reservations
June 2020

- ❖ **Make Reservation**
- ❖ **Request a Change to a Reservation**
- ❖ **Cancel a Reservation**

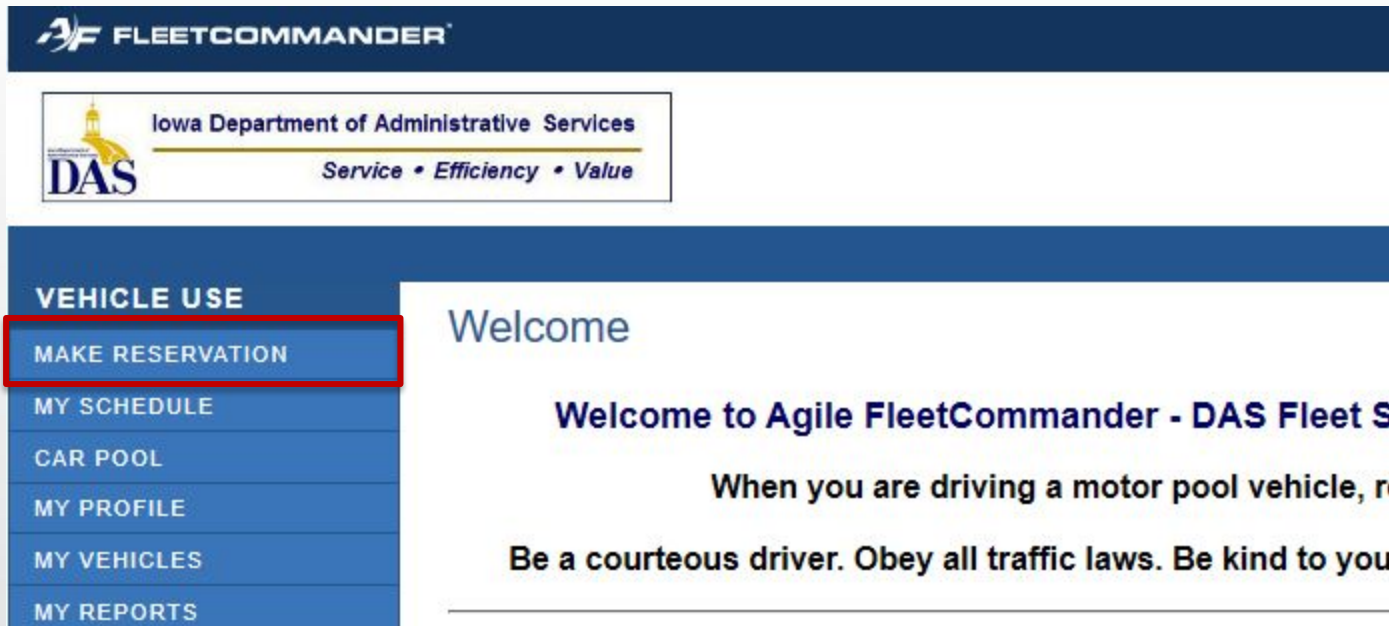
MAKE A RESERVATION




Make a Reservation

MAKE A RESERVATION

Click on “Make Reservation”



AF FLEETCOMMANDER

 Iowa Department of Administrative Services
Service • Efficiency • Value

VEHICLE USE

- MAKE RESERVATION**
- MY SCHEDULE
- CAR POOL
- MY PROFILE
- MY VEHICLES
- MY REPORTS

Welcome

Welcome to Agile FleetCommander - DAS Fleet S

When you are driving a motor pool vehicle, n

Be a courteous driver. Obey all traffic laws. Be kind to you

MAKE A RESERVATION

Make a reservation for you or someone else.

Vehicle Reservation

Request Information

Who is this request for?

This request is for me

This request is for [Search for Driver](#)

Select Usage Type and pickup Site.

Vehicle Reservation

Request Information

NEW - Effective for Fiscal Year 2020 billing, Usage Types have been updated to reflect the destination of each rental. The new usage types and the corresponding service codes are listed below:

- Daily Rental In-State - 3866
- Daily Rental Out of State - 3915
- Outside Rental In-State - 3866
- Outside Rental Out of State - 3915
- Outside Rental International - 3916

Please select the usage type that corresponds with the trip's final destination or corresponding information on the Travel Department Authorization (TDA). These new options will allow for the rental to be charged through eDAS to the service code reflected on the TDA.

NEW - To help determine the most cost-effective rental option, estimated daily mileage will now be required for all reservations.

Select "Outside Rental" if you are looking to rent a 12 or 15 passenger van, cargo van, box truck, etc. from an outside rental location such as Enterprise. If an Outside Rental needs to be cancelled, you must contact DAS Fleet Services to cancel, fees may occur for a cancelled outside reservation.

- Usage Type: Daily - In State
- Daily - Out of State
- Long Term
- Outside - In State
- Outside-Out-of-State
- Outside - Int'l
- Maintenance
- Body Shop
- Courtesy Loaner
- Wash/Detail

Select Site:

MAKE A RESERVATION

Complete all fields and select “Next (Continue Request)”

Vehicle Reservation - Start Request

Request Information

* = required field

Requestor Information

User Id / Name: **motorpool@iowa.gov / DAS FLEET SERVICES**
E-mail address: **motorpool@iowa.gov**
*Driver's User Id: (DAS FLEET SERVICES) [change driver](#)

Schedule Information

*Pick-up Date / Time:
(MM/DD/YYYY HH:MM AMPM)
*Return Date / Time:
(MM/DD/YYYY HH:MM AMPM)

Selection Information

Usage Type: **Daily - In State**
Site: ***Motor Pool**
Location:
Type:
Number of Occupants: (driver and passengers)

Additional Information

Agency:
eDAS code:
*Destination:
*Purpose:
Alternate Driver:
*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

MAKE A RESERVATION

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: (MM/DD/YYYY HH:MM AMPM) 06/11/2020 07:00 AM
*Return Date / Time: (MM/DD/YYYY HH:MM AMPM) 06/12/2020 05:00 PM
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
Comments: (none)

REQUEST CHANGE TO A RESERVATION



Request a Change to a Reservation

REQUEST 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.



VEHICLE USE

MAKE RESERVATION

MY SCHEDULE

CAR POOL

MY PROFILE

MY VEHICLES

MY REPORTS

INFORMATION

INSTRUCTIONS


My Schedule - Current Requests

User ID / Name: DASFleet / Fleet DAS		Schedule as of: 2/3/2020 8:59:03 AM			
E-mail address: motorpool@iowa.gov					
Request ID or Confirmation Number: <input type="text"/> View		Display: Current Requests ✓ All Requests			
Request Date/Time	Schedule Information 📄	Status Information	Request ID or Confirmation Number	Vehicle Information	
 02/03/2020	Pick-up: 02/26/2020 07:00 AM Return: 02/26/2020 05:00 PM Duration: 10 hours	✓ Request was approved 👤 You are the requestor 🚗 You are the driver	114586 <i>Confirmation number</i>	Vehicle: 2725 (2019 SILVER FORD ESCAPE) Location: Fleet Services Type: Small SUV	

REQUEST CHANGE TO A RESERVATION

Click the “Request Changes” button.

 Request date/time: 02/03/2020 08:59 AM

 **Request was approved**

Request ID: R015111

Confirmation number: 114586

Requestor Information

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 Mileage:
Reservation Ending Mileage:
Total Mileage:

[OK \(Back\)](#) [Re-send Email](#) [Request Changes](#) [Cancel Request](#) [Add Notes](#)

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

REQUEST CHANGE TO A RESERVATION

Add your message and click the “Submit Change Request” button.

My Schedule - Request Changes



Request date/time: 03/10/2019 07:41 PM

✓ Request was approved

Request ID: R000505

Confirmation number: 100443

Reservation Information

Changes (requestor/driver, schedule, selection, additional, or vehicle information):

Can I keep vehicle till Friday at 4PM?

press Shift+Enter to begin a new line

Submit Change Request

Cancel (Back)

Cancel a Reservation

CANCEL A RESERVATION

To cancel a reservation, go to “My Schedule” and click the red ‘X’ next to the reservation.



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My Schedule - Current Requests

User ID / Name: DASFleet / Fleet DAS		Schedule as of: 2/3/2020 8:59:03 AM			
E-mail address: motorpool@iowa.gov					
Request ID or Confirmation Number: <input type="text"/> <input type="button" value="View"/>		Display: Current Requests ✓ All Requests			
Request Date/Time	Schedule Information 📄	Status Information	Request ID or Confirmation Number	Vehicle Information	
 02/03/2020	Pick-up: 02/26/2020 07:00 AM Return: 02/26/2020 05:00 PM Duration: 10 hours	✓ Request was approved 👤 You are the requestor 🚗 You are the driver	114586 Confirmation number	Vehicle: 2725 (2019 SILVER FORD ESCAPE) Location: Fleet Services Type: Small SUV	

CANCEL A RESERVATION

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

My Schedule - Cancel Request

 Request date/time: 06/10/2020 02:31 PM
✓ Request was approved
Request ID: R015828
Confirmation number: 115281

Reservation Information
Notes (optional cancellation information):

press Shift+Enter to begin a new line

Are you sure you want to cancel this request?

QUESTIONS?



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

Thank you.