Using the Agile Fleet Commander Kiosk

Located in the Lobby of Central Stores

- Please call Jo Anne at **581-7572** or Mike at **581-2899** with any questions or problems.
- Drivers will need a FleetCommander Login Name and Password to log into the Kiosk.
- The CS staff will be happy to give you a quick one-on-one training on using the kiosk – just ask!
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The Kiosk is located in the Lobby of Central Stores
To begin, touch the screen.

The Screen is touch sensitive. The Driver will need to log into the system with their login name and password. We do not have a key pad.
Select the option for what you would like to do.

- Returning a vehicle you have used (pp 18-19)
- Check Out a Vehicle is for checking out a car you have already reserved online.
- Grab & Go is for checking out a vehicle without having made a reservation as long as there is one available and your fiscal agent has granted permission.
- Checking out a reserved vehicle (pp 6-10).
- Signing out a car without having made a reservation (pp 11-17).
Checking Out a Vehicle

- Once logged in by selecting Check Out a Vehicle will bring up a list of your existing reservations.

Press the touch screen button for the reserved vehicle you are checking out.
Checking Out a Vehicle

- Confirm that the information for your reservation is correct. At this point you can check out the car or cancel the reservation.
Check Out a Vehicle

- You will be shown the number of the key you need and a timer. You must retrieve your key within the 45 seconds.

Note the number of the key you will need.
Checking Out a Vehicle

- There is a small lever below the handle of the cabinet.
- To open the door, wait for the “click,” then, slide the lever into the “up” position and pull the door open.

After you hear a click, open the cabinet door.
Checking Out a Vehicle

- A green light will turn on next to the key that goes with your vehicle.

- Be sure to close the door once you have your key or an alarm will sound.

The number of the key you need and the timer will show on the kiosk screen while you retrieve your key.
Grab & Go

Grab & Go will ask you to first select a vehicle type based on what is available.

Select a sedan or van.

Selecting the Grab & Go option allows you to check out a car (as long as one is available) without having made a reservation online.
Grab & Go

Enter the time that you plan to return the car (usage is limited to 4 hours). The account field can be left blank. The other fields will auto-populate with information from when you registered as a user.
Grab & Go

You will be given a choice of available vehicles. Choose the vehicle you wish to check out by pressing it’s corresponding Select button.
## Grab & Go

### Reservation Information
- **Confirmation Number:** 119120
- **Driver:** Remillard, Joey (jhr34)
- **Schedule:** 04/17/2012 08:08 AM - 04/17/2012 12:00 PM
- **Current Time:** 04/17/2012 08:10 AM

### Vehicle Information
- **Vehicle Name:** 0195-10
- **Parking Space:** humphries
- **Mileage:** 14888
- **Description:** 2010, Grey, Toyota, Prius (Hybrid)
- **Options:** (blank)
- **Vehicle Condition:** (blank)

### Check your car out by pressing here.

Confirm your reservation information is correct. You can check out the car by pressing the Check Out button, or cancel the reservation.
Grab & Go

Note the number of the key you will need.

You will be shown the number of the key you need and a timer. You must retrieve your key within the 45 seconds.
Grab & Go

- There is a small lever below the handle of the cabinet.

- To open the door, wait for the “click,” then, slide the lever into the “up” position and pull the door open.

After you hear a click, open the cabinet door.
Grab & Go

- A green light will turn on next to the key that goes with your vehicle.
- Be sure to close the door once you have your key or an alarm will sound.

The number of the key you need and the timer will show on the kiosk screen while you retrieve your key.
• To return a vehicle, select Check In Vehicle from the menu.
Checking in a Vehicle

- You can leave comments for the Fleet Garage staff concerning the vehicle if you have any questions or concerns. Press the Check In button to complete the process.
Please Remember...

• Report any issues with a vehicle to Fleet Operations at 581-7572 or 581-2899.