NEED A COURTESY VEHICLE?

FLEET SERVICES
FLEET BREAK DOWN

• If you need to bring in your leased vehicle for service, you may now reserve a courtesy vehicle
  • Request online
  • By phone at 5-3033

• Compact
• Mid-Size
• Full size
• Mini Utility
• Minivans
• Pick Ups
• Cargo Vans
• Sports Utility Vehicles
• Furniture Vans
• Stake Bed Truck
FLEET COMMANDER

To make a reservation online, click the link below and log in with your U of M credentials

https://pts.umn.edu/fleet/rental.html
CUSTOMER VIEW

Left hand bar shows customer options to work with profile and reservations

Welcome to Agile FleetCommander, the University's rental vehicle reservation system. Our system allows you to:

- Create rental reservation requests online for yourself or for others
- View a schedule of your requests and reservations online at any time
- Create multiple reservation requests with a minimum of data entry by "cloning" an existing request
- Maintain a user profile that contains your EFS account string, so you do not need to re-enter it
- Receive email confirmations of reservations and changes
- Generate reports about your reservations

Please call the Fleet and Transit Services office at 612-625-3033 if you need assistance.
CUSTOMER VIEW

- View all past, present, future and pending reservations by clicking on "My Schedule"
REQUESTING A COURTESY VEHICLE

- Click “Make Reservation” to begin making a reservation
- Select “This Request is for me”
REQUESTING A COURTESY VEHICLE

- Select Courtesy as your usage type
# REQUESTING A COURTESY VEHICLE

- Set Pick up/drop off time
- Select vehicle type
- Enter billing information
- In comments section enter vehicle # being brought in for service with an “R” in front as shown, along with any special requests
- If you do not enter a vehicle number, this courtesy will be billed as a rental instead

<table>
<thead>
<tr>
<th>Request was approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request ID: R036859</td>
</tr>
<tr>
<td>Confirmation number: 135663</td>
</tr>
</tbody>
</table>

**Requester Information**
- User ID / name: [Field]
- E-mail address: [Field]
- Driver’s user ID: [Field]

**Schedule Information**
- Pick-up date / time: [Field]
- Return date / time: [Field]

**Selection Information**
- Usage Type: [Field]
- Site: [Field]
- Type: [Field]

**Additional Information**
- Department: [Field]
- Fund: [Field]
- Department ID: [Field]
- Program ID: [Field]
- PCBU: [Field]
- **Project ID:** [Field]
- Project Activity: [Field]
- Chart Field 1: [Field]
- Chart Field 2: [Field]
- FLN EmpI ID (CF3): [Field]
- Cost Share: [Field]

**Comments**
- [Field]

**Vehicle Selected**

<table>
<thead>
<tr>
<th>Make</th>
<th>Model</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Field]</td>
<td>[Field]</td>
<td>[Field]</td>
</tr>
</tbody>
</table>

**Vehicle #**
- [Field]
- [Field]
- [Field]
- [Field]
CONFIRM COURTESY REQUEST

- Review information
- Select Submit Request & Assign or Submit & Make Similar Request to make an additional request
CONFIRMATION EMAIL

• You will receive a confirmation email with a 6-digit confirmation number to refer back to reservation once we have assigned a vehicle to you.

Fleet and Transit Services: Reservation approved (Confirmation ID: 127554)

Note: Please do not reply to this message. Call us at 612-626-3033 if you have questions.

We have approved your vehicle reservation request.
You may view and request changes to your schedule online at https://motorpool.pts.umn.edu/MyScheduleBrowse

(if the link above spans more than one line, you may need to copy and paste it into your browser address bar.)

Requestor: Helgeson, Melina
Driver: Helgeson, Melina
Request date/time: 04/22/2015 12:58:13 pm
Pick-up: 4/30/2015 7:00:00 AM
Return: 4/30/2015 6:00:00 PM
Duration: 11 hours
Request ID: R028555
Usage Type: Rental

Vehicle: 131036 (2013, TOYOTA, PRIUS, GRAY)
Type: Compact car
License Number: 940666

Department: FLEET SERVICES
Fund: 
Department ID: 1
Program ID:
Project ID:
Chart Field 1:
Chart Field 2:
Fin Emp ID:
Comments: Prius Please
QUESTIONS?

- Please contact Amber Benbow with any questions
  - petri142@umn.edu
  - 612-626-3320