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

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 reenter 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 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 “Courtesey” 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!
CONFIRM COURTESY REQUEST

- Review information
- Select “Submit Request & Assign” to finish 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 the reservation once a vehicle is assigned to you.

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

Note: Please do not reply to this message. Call us at 612-625-3033 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 8:00:00 PM
Duration: 11 hours
Request ID: R028555
Usage Type: Rental

Vehicle: 131036 (2013, TOYOTA, PRIUS, GRAY)
Type: Compact car
License Number: 940688

Department: FLEET SERVICES
Fund: 1100
Department: 0132
Program ID: 20450
Project ID:
Chart Field 1:
Chart Field 2:
Fin Emp ID:
Comments: Prius Please
QUESTIONS?

• Please contact Melina Helgeson with any questions
  • helge205@umn.edu
  • 612-625-8589