

How to Use Husky Motors New Vehicle Reservation System

For more information, contact Angie Kolehaminen at
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Logging In

- Step 1: Visit: <https://mtu.agilefleet.com/login.asp>
- Step 2: Click on **Sign Up Now!**

Michigan Tech Agile FleetCommander

Home Administration Help About

Please Login

You have attempted to access a feature that requires you to login first and/or have Administrator privileges or your session has expired and you need to re-login.

Vehicle Use

Make Reservation

My Schedule

Car Pool

My Profile

My Vehicles

My Reports

Accidents/Incidents

Information ⓘ

Instructions

Policies

Vehicles and Rates

Locations

Contact us

FAQs

Terms of Use

Privacy Statement

Documents

Sign Up Now!

Username:

Password:

Login Clear

[Forgot password?](#)

Notice: All logins (and attempts to login) are logged for security reasons.

[Privacy Statement](#) • [Feedback](#)

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Please fill out all information, including your driver's license number and expiration date. Use your ISO log-in and password to access the system.

User Registration

Site Information
*Site you are registering for: Michigan Tech University
You may have the opportunity to request permission at additional sites after you are approved for your primary site. Request for additional permissions is done via the My Profile link.

User Information
*Name (*last, *first,):
*Username:
*Login Password:
*Re-enter Password:

Contact Information
Title:
Department:
Account Number:
*Phone Preference:
*Business Phone: Ext
Mobile Phone:
*Preferred Email:
*Work Email:

Additional Information
*Supervisor/Advisor Name:
*Supervisor/Advisor Phone:
*Supervisor/Advisor Email:
Driver's License Number:
License Expiration Date: 
License Issuing State/Province:

Use the space below to provide:
1) A description of your motor pool requirements,
2) Any unique requirements you may have (e.g. Always require cargo space, require wheelchair lift), and
3) Any other comments you may have for the motor pool staff.

Comments:

* - required fields

Please enter the text you see in the picture into the text box before submitting your registration.



User Registration Approval

- All user registrations will need to be approved by the administrator. I will approve these right away so you can make your vehicle reservation.

The screenshot shows the Agile FleetCommander web application interface. At the top left is the "MichiganTech" logo. At the top right is the "Agile FleetCommander" logo with navigation links for Home, Administration, Help, and About. A blue sidebar on the left contains a menu with sections: "Vehicle Use" (with a checked checkbox) and "Information". Under "Vehicle Use" are links for Make Reservation, My Schedule, Car Pool, My Profile, My Vehicles, My Reports, and Accidents/Incidents. Under "Information" are links for Instructions, Policies, Vehicles and Rates, Locations, Contact us, FAQs, Terms of Use, Privacy Statement, Documents, and Sign Up Now!. The main content area is titled "User Registration" and features a yellow background with a blue header that reads "REGISTRATION CONFIRMATION - PLEASE READ". Below this header, the text states: "Thank you for registering. **Your account will be available for use once an Administrator approves it.** When you receive a welcome email notification from the Administrator, you can begin to use FleetCommander."

Once registration is approved you will log in and see the following screen. Click "OK" once you have read the motor pool policies.

The screenshot shows a web browser window displaying the Agile Fleet website. The page title is "Motor Pool Policies". A dialog box is overlaid on the page, stating: "The page at https://mtu.agilefleet.com says: Please read our Policies and confirm you agree to the terms by clicking the button at the bottom of page." The dialog box has an "OK" button. The website content includes a navigation bar with "Home" and "Administ" links, and a main content area with a table of policy links and sections for "Use Authorization", "Requirements of Operator", and "Responsibilities of Operator".

Motor Pool Policies

The following information (last updated on June 2016) is responsible for the operation of a motor pool vehicle. Every operator of a motor pool vehicle is responsible for the safe operation of the vehicle. Every vehicle is a privilege that can be revoked.

Policy
Use Authorization
Requirements of Operator
Responsibilities of Operator
Cancellations
Picking Up Vehicles
Returning Vehicles
Road Repairs
Accident Reporting
Insurance

Use Authorization

Only authorized State University faculty, staff, and students may operate a motor pool vehicle. The vehicle may be used only for State University business. No one, other than faculty, staff, and students on business or course work, may ride in State University vehicles unless special paperwork is submitted in advance.

Domestic and non-domestic animals are NOT allowed in the vehicles with the exception of seeing-eye, hearing-ear, and service dogs. (Please indicate a special vehicle requirement when making the reservation, of the need to transport one of these dogs.) Caged research animals may be transported in cargo vans only.

Vehicles are not to be used for towing. No objects are to be placed, mounted, or tied to the outside of any motor pool vehicle. Damage resulting from any of these conditions will be the responsibility of the requestor's department (or organization).

Smoking is strictly prohibited in all motor pool vehicles.

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Requirements of Operator

All drivers of motor pool vehicles must possess a valid U.S. driver's license with fewer than 6 points on their record. For insurance purposes, the Motor Pool office, must have on file a list of all persons who will be operating motor pool vehicles. This must include the driver's name, license number, state of issue, expiration date of license, and driver's date of birth.

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Responsibilities of Operator

The operator of the vehicle has, but is not limited to, the following responsibilities:

- Safe operation and security of the vehicle until it has been returned to the Motor Pool.
- Strict adhere to all traffic and parking laws. A practice of road courtesy at all times. YOU are responsible for all traffic and parking violations. Any citations received by the Motor Pool office shall be forwarded to the department (or organization) that reserved the vehicle. Speeding in a motor pool vehicle will result in a 90-day suspension of driving privileges.
- Safety belts are to be worn by all occupants of the vehicle at all times the vehicle is in motion. The driver is responsible for ensuring that all occupants comply with this requirement!
- **Do not abuse this vehicle!** Vehicle damage resulting from abuse is subject to payment by the driver's department (or organization).

If the operator of a vehicle is at fault in an accident, the department (or organization) will be required to pay

Click on the “Home” button.

The screenshot shows the Agile FleetCommander web application interface. At the top left is the "MichiganTech" logo. At the top right is the "Agile FleetCommander" title. Below the title is a navigation bar with icons and labels for "Home", "Administration", "Logout", "Help", and "About". Below the navigation bar is a "Welcome" message and a "Logged In: Penny Foetisch" status indicator. On the left side, there is a blue sidebar menu with a "Vehicle Use" section containing a checklist of items: "Make Reservation", "My Schedule", "Car Pool", "My Profile", "My Vehicles", "My Reports", and "Accidents/Incidents". Below this is an "Information" section with a list of items: "Instructions", "Policies", "Vehicles and Rates", "Locations", "Contact us", "FAQs", "Terms of Use", "Privacy Statement", and "Documents". The main content area contains a welcome message: "We are excited about the launch of this new service and we are pleased to provide you 24 hours per day access to motor pool resources, policies, and procedures. Please enjoy the site. We look forward to serving you through this new venue."

Making a Reservation

- You can make a reservation for yourself or for someone else. Click on the **Make Reservation**.

The screenshot displays the Agile FleetCommander web interface. At the top left is the Michigan Tech logo. The top right features the 'Agile FleetCommander' title and navigation links for Home, Administration, Logout, Help, and About. A user is logged in as Angie Kolehmainen. The main content area is titled 'Vehicle Reservation' and contains a 'Request Information' form. The form asks 'Who is this request for?' and provides two radio button options: 'This request is for me' (selected) and 'This request is for' followed by a text input field and a 'Search' link. At the bottom of the form are 'Cancel Request' and 'Next (Continue Request)' buttons. A left-hand navigation menu includes sections for 'Vehicle Use' (with a checkmark), 'Accidents/Incidents', and 'Information' (with a question mark icon). The 'Vehicle Use' section lists: Make Reservation, My Schedule, Car Pool, My Profile, My Vehicles, and My Reports. The 'Information' section lists: Instructions, Policies, Vehicles and Rates, Locations, Contact us, FAQs, Terms of Use, Privacy Statement, Documents, and Sign Up Now!

Select Usage Type

- Please select “**Daily Rental**” for the usage type.

The screenshot displays the Agile FleetCommander web application interface. At the top left is the Michigan Tech logo. The top right navigation bar includes links for Home, Administration, Logout, Help, and About, along with the text 'Agile FleetCommander' and 'Logged In: Angie Kolehmainen'. A left-hand navigation menu lists various options under 'Vehicle Use' and 'Information'. The main content area is titled 'Vehicle Reservation' and contains a 'Request Information' form. The form has a 'Usage Type:' label and five radio button options: 'Daily Rental' (selected), 'Maintenance', 'Courtesy', 'Student Groups', and 'Long-Term'. At the bottom of the form are two buttons: 'Cancel Request' and 'Next (Continue Request)'.

Request Information

- Complete Reservation Request form: pickup date/time; return date/time; type of vehicle; number of occupants; destination; purpose; account information; once completed, select **“Next (Continue Request)”**

Vehicle Reservation - Start Request

Request Information

Requestor Information
User ID / name: amkolehm / Angie Kolehmainen
E-mail address: amkolehm@mtu.edu
Driver's user ID: amkolehm (Angie Kolehmainen) [change](#)

Schedule Information
Pick-up date / time: 08/28/2015 7:00 AM
Return date / time: 08/28/2015 4:00 PM

Selection Information
Usage Type: Daily Rental
Site: Michigan Tech University
Location: Parking Lot #30
Type: - Any Type -
Options: Hitch [Clear Options](#)

Number of occupants: 1 (driver and passengers)

Additional Information
Department: None Selected
Account Number:
Destination:
Comments (for example, the description of any special vehicle requirements)

press Shift+Enter to begin a new line

[Cancel Request](#) [Next \(Continue Request\)](#)

Making a Reservation cont.

- Confirmation Page: “Submit Request” to have a vehicle assigned to your reservation.
- “Select Submit and Make Similar Request” to submit and make another request. For your convenience, the information you entered will transfer to the new submission request.

Vehicle Reservation - Finish Request

 **Confirm Request**

Requestor Information
User ID / name: **amkolehm / Angie Kolehmainen**
E-mail address: **amkolehm@mtu.edu**
Driver's user ID: **amkolehm / Angie Kolehmainen**

Schedule Information
Pick-up date / time: **08/29/2015 07:00AM**
Return date / time: **08/29/2015 04:00PM**
Duration: **9 hours**

Selection Information
Usage Type: **Daily Rental**
Site: **Michigan Tech University**
Location: **Parking Lot #30**
Type: **Sedan**
Options: **(any options)**
Number of occupants: **3 (driver and passengers)**

Additional Information
Department: **Facilities Management**
Account Number: **H47121**
Destination: **Marquette**
Comments:
Please provide a gps if available.

Auto-assign to a vehicle? Ignore buffers?

Once you hit submit, you are all set. This page displays your current requests. To cancel your current reservation displayed below, click the **x** next to the Request Date/Time. To make another reservation, click "Make Reservation".

[Home](#) [Administration](#) [Logout](#) [Help](#) [About](#)

My Schedule - Current Requests
Logged In: Penny Foetisch

User ID / name: **pjfoetis / Foetisch Penny** Schedule as of: **8/28/2015 12:43:59 PM**
 E-mail address: **pjfoetis@mtu.edu**

Request ID or Confirmation number: Display: **Current Requests ✓**
[All Requests](#)

	Request Date/Time	Schedule Information	Status Information	Request ID or Confirmation Number	Vehicle Information
✕	08/28/2015 12:43:58 pm	Pick-up: 08/31/2015 @ 07:00 AM Return: 08/31/2015 @ 04:00 PM Duration: 9 hours	<ul style="list-style-type: none"> ! Request is pending 👤 You are the requestor 🚗 You are the driver 	R000010 <i>Request ID</i>	<i>Unassigned</i>

📄 Schedule Message - Google Chrome
⏪ ⏩ ✕

<https://mtu.agilefleet.com/ScheduleMessage.asp?Title=FleetComm>

FleetCommander: Submit Request

Your vehicle reservation request has been submitted. An email with information about your request is being sent to you at pjfoetis@mtu.edu.

Checking Out a Vehicle

- The FleetCommander outdoor kiosk interface is a touch-screen. Just tap the desired item!



Checking Out a Vehicle



Checking Out a Vehicle

MichiganTech Home

Please Login

System "Message of Use" text is configurable by the Enterprise Administrator and appears here.

 **User Id:**

Password:

Login Clear

Notice: All logins (and attempts to login) are logged for security reasons.

- **All users must log in.**
- **Use the virtual keyboard to enter your User ID and Password.**

Checking Out a Vehicle

MichiganTech

Home Logout

Check Out

Please select the reservation you would like to check out.

Conf #	Vehicle	Scheduled Start	Scheduled End	Comments
100879	E20050913B	11/10/2008 05:00 PM	11/10/2008 10:30 PM	

Cancel

- You'll be presented with your approved reservations that are ready to be dispatched.
- Tap on the desired confirmation number.

Checking Out a Vehicle

MichiganTech Administration Home Logout

Check Out

Verify the information below and click "Check Out" to begin this reservation.

Reservation Information

Confirmation Number:	112495	Driver:	Gearhart, Alexis (agearthart)
Schedule:	05/12/2010 04:59 PM - 05/12/2010 06:00 PM		
Current Time:	05/12/2010 05:05 PM		

Vehicle Information

Vehicle Name:	1H500065	License Number:	100D2UA	
Parking Space:	A-7	Mileage:	965	Fuel Out
Description:	2001, DEEP MAHOGANY/SADDLE, Acura, 3.5 MDX TOURPKG NAVI AT			
Options:	Cargo Space			
Vehicle Condition:	(blank)			

Cancel Print Travel Sheet **Check Out**

On the next screen, tap the Check Out button.

Checking Out a Vehicle

The screenshot shows a kiosk interface with a blue header bar containing the 'MichiganTech' logo. Below the header is a grey bar with the text 'Check Out'. The main area of the screen displays the message 'Please wait. Checking the key status...' next to a circular loading icon composed of seven blue dots. A callout box with a white background and a black border is positioned on the left side of the screen, containing the text: 'The kiosk will then check to make sure that the key is present in the key box.'

Checking Out a Vehicle

MichiganTech

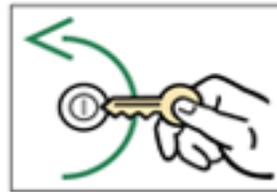
Check Out

Please remove your key now.

Time Remaining
17

- **A countdown starts.**
- **The door latch light on the front of the key box lights up to indicate the door can be opened.**
- **Slide the latch up to open the door.**

Your key #:2



Turn key to the left (counter-clockwise) to remove it.

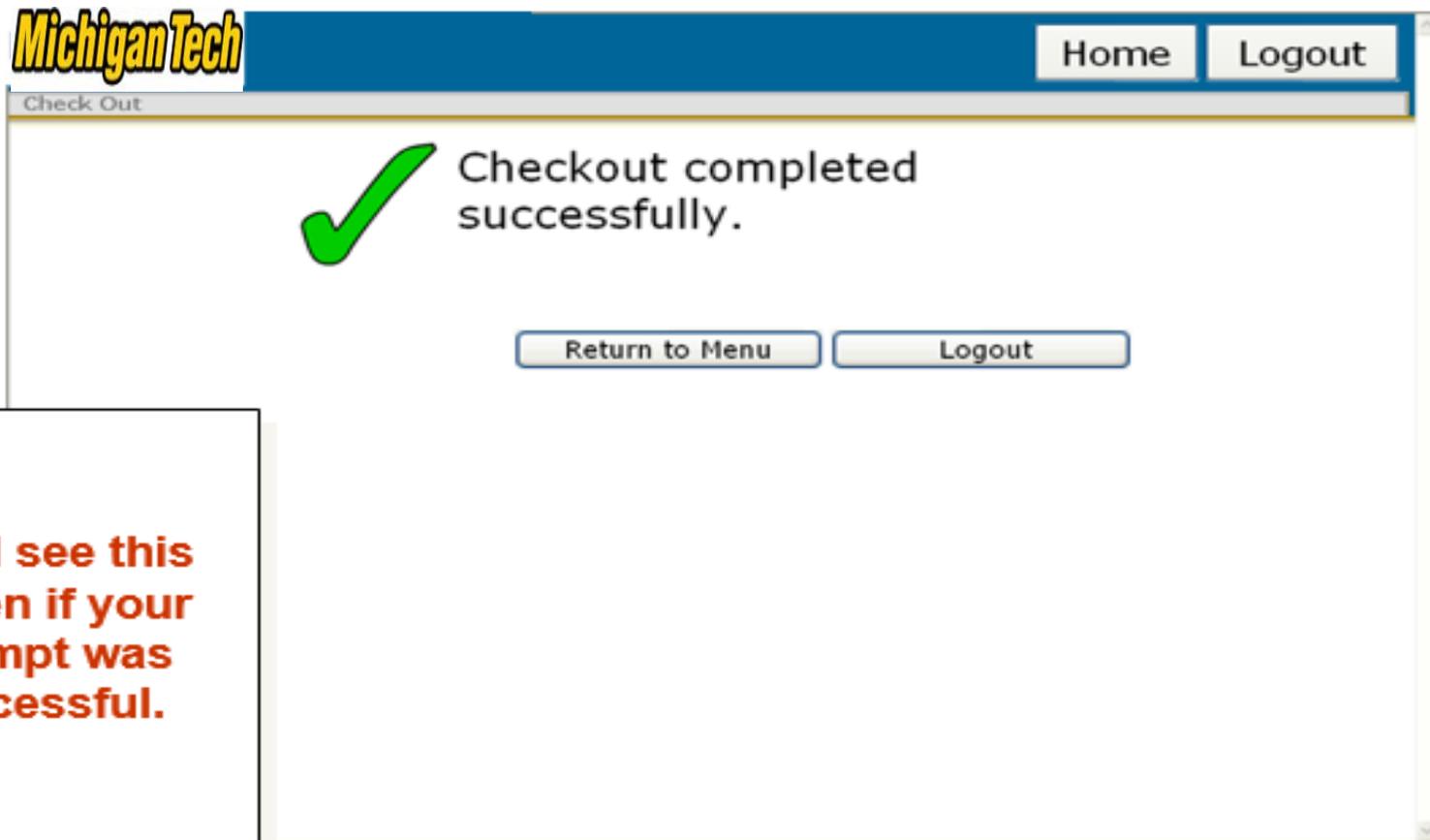
Cancel Check Out

Checking Out a Vehicle

- **The light next to the correct key lights up. Turn the key and remove it, then close the door.**
- **All other keys remain locked in place.**



Checking Out a Vehicle



You'll see this screen if your attempt was successful.

Checking Out a Vehicle

The screenshot shows a software window titled "Michigan Tech" with a "Check Out" header. The main content area contains the text "This is sample check out text" and a large red "3" under the heading "Time Remaining". To the right of the countdown, it says "Please remove your key now." A separate box on the left contains the instruction: "If you don't remove the key, the countdown continues."

Checking Out a Vehicle

The screenshot shows a web interface for Michigan Tech. At the top left is the 'Michigan Tech' logo. Below it is a header bar with the text 'Check Out'. The main content area displays the message 'Please wait. Checking the key status...' next to a circular loading spinner consisting of seven blue dots. A callout box on the left side of the screen contains the text: 'When it reaches 0, the system finishes by checking the key status again.'

Checking Out a Vehicle

Michigan Tech Home Logout

Check Out

 Your key was not removed in the time allotted.
Please click "Return to Menu" to try again.

Return to Menu Logout

If the key has not been removed in time, the user must check out again.

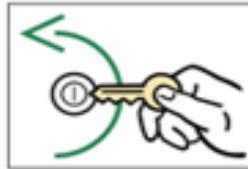
Checking Out a Vehicle

Michigan Tech

Check Out

Please remove your key now.

Your key #:2



Turn key to the left (counter-clockwise) to remove it.

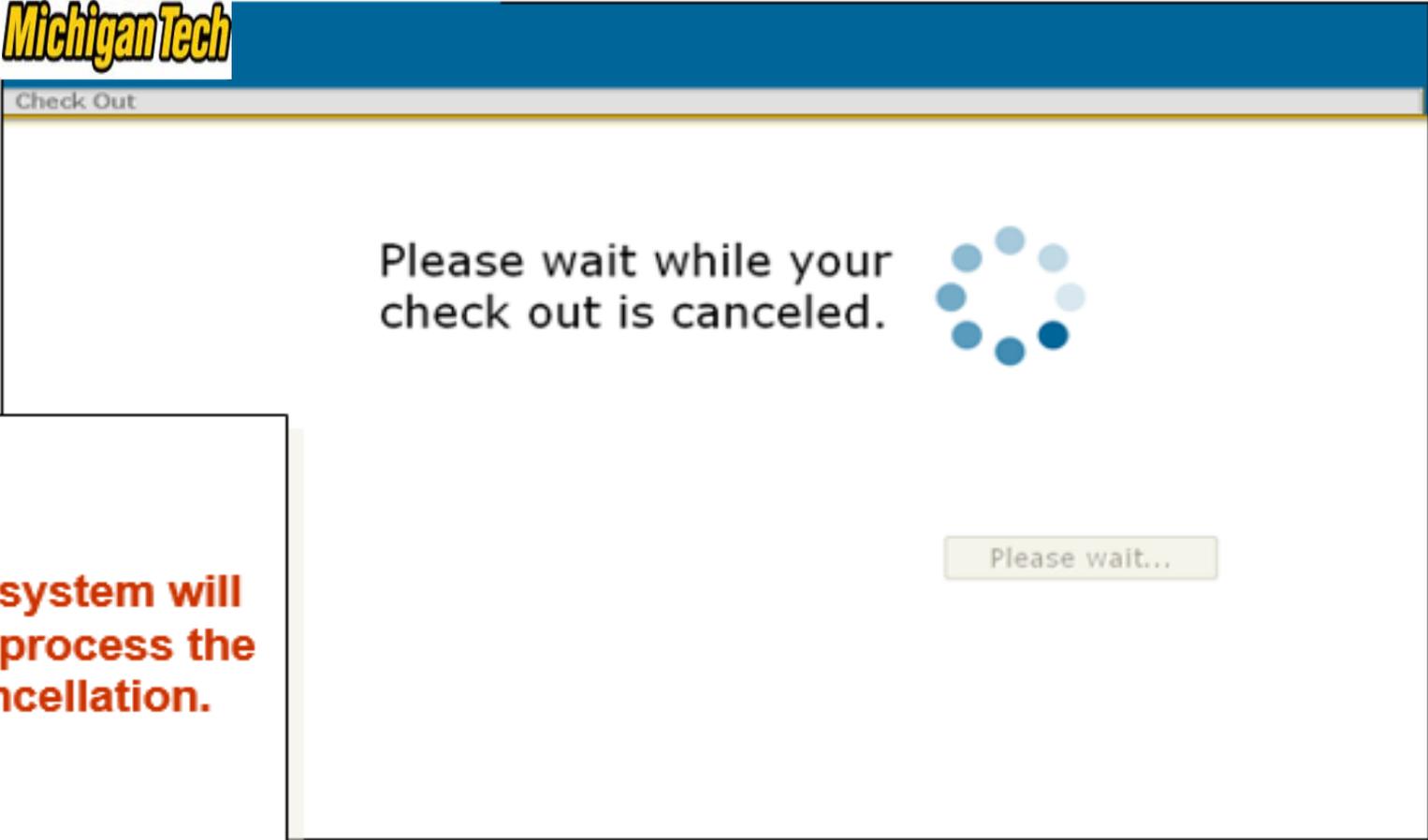
Time Remaining

17

If desired, a user can cancel the check out process.

Cancel Check Out

Checking Out a Vehicle



Michigan Tech

Check Out

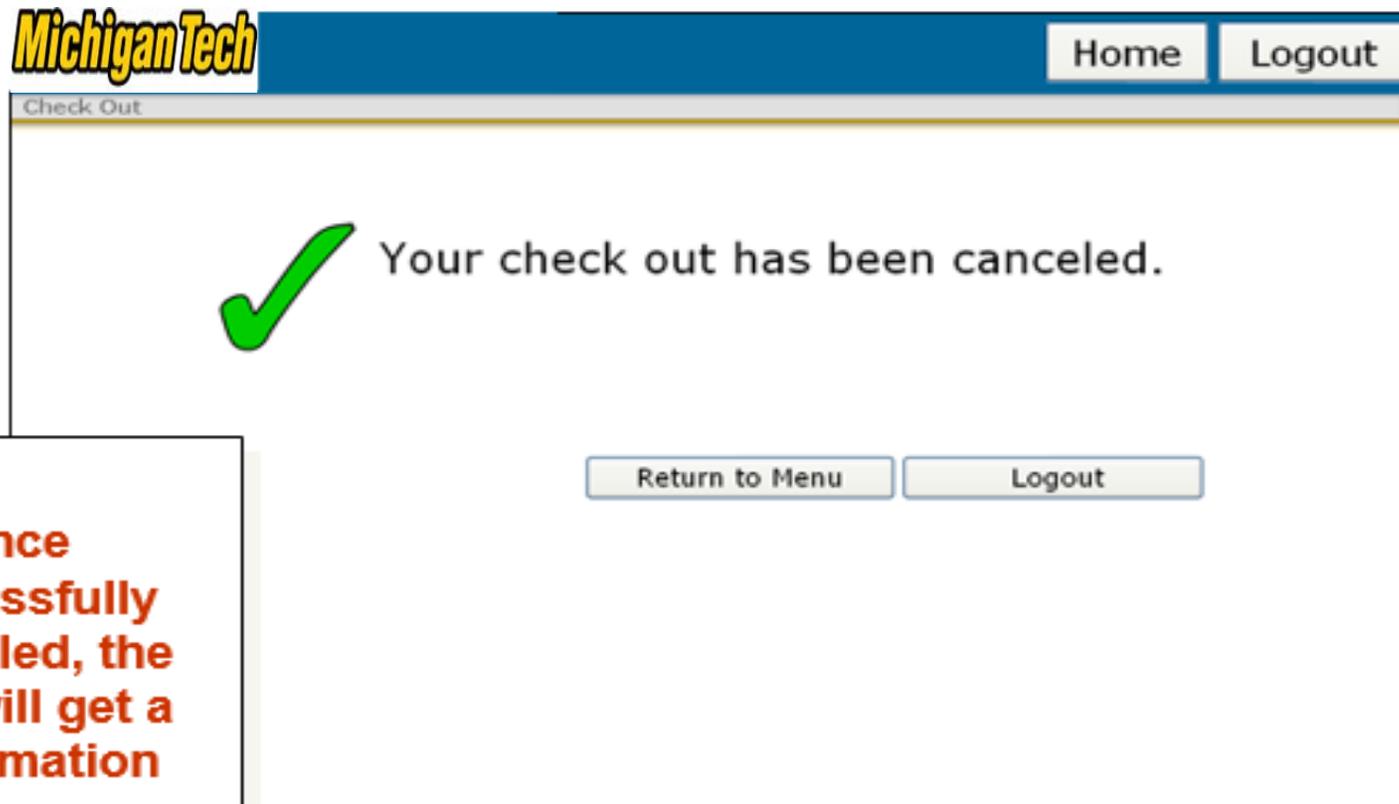
Please wait while your check out is canceled.



Please wait...

The system will then process the cancellation.

Check Out a Vehicle



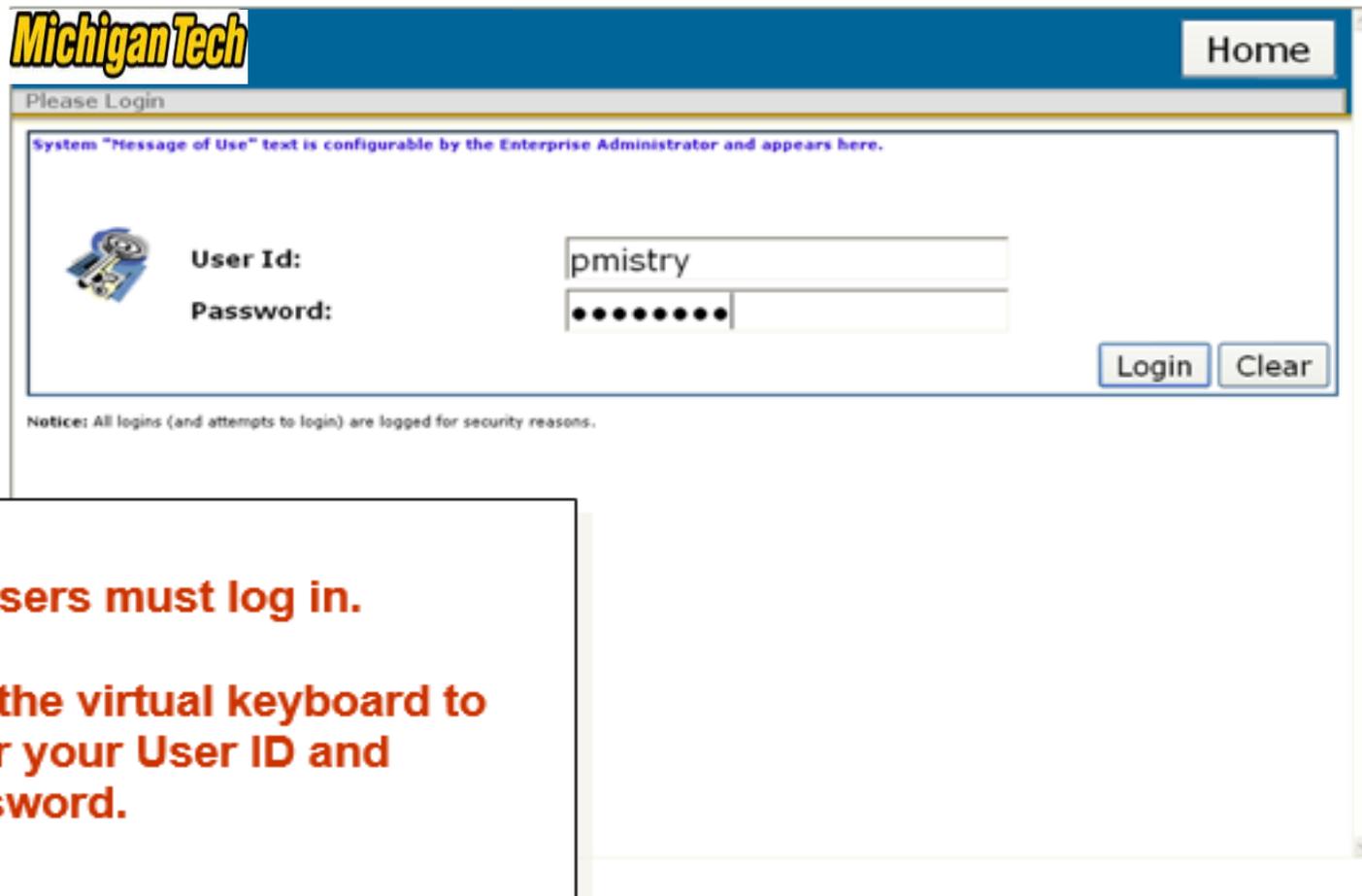
Once successfully cancelled, the user will get a confirmation message.

Checking In a Vehicle

The screenshot shows the Michigan Tech Fleet Commander interface. At the top left is the 'Michigan Tech' logo. To the right are 'Administration' and 'Logout' buttons. Below the header is a 'Welcome' message. The main content area says 'Please select an option below to begin.' and lists five buttons: 'Check Out Vehicle', 'Check In Vehicle', 'Grab & Go', 'Policies', and 'Logout'. The 'Check In Vehicle' button is highlighted with a red border. A callout box on the left points to this button.

When returning your keys, tap the Check In button.

Checking In a Vehicle



Michigan Tech Home

Please Login

System "Message of Use" text is configurable by the Enterprise Administrator and appears here.

 **User Id:** pmistry

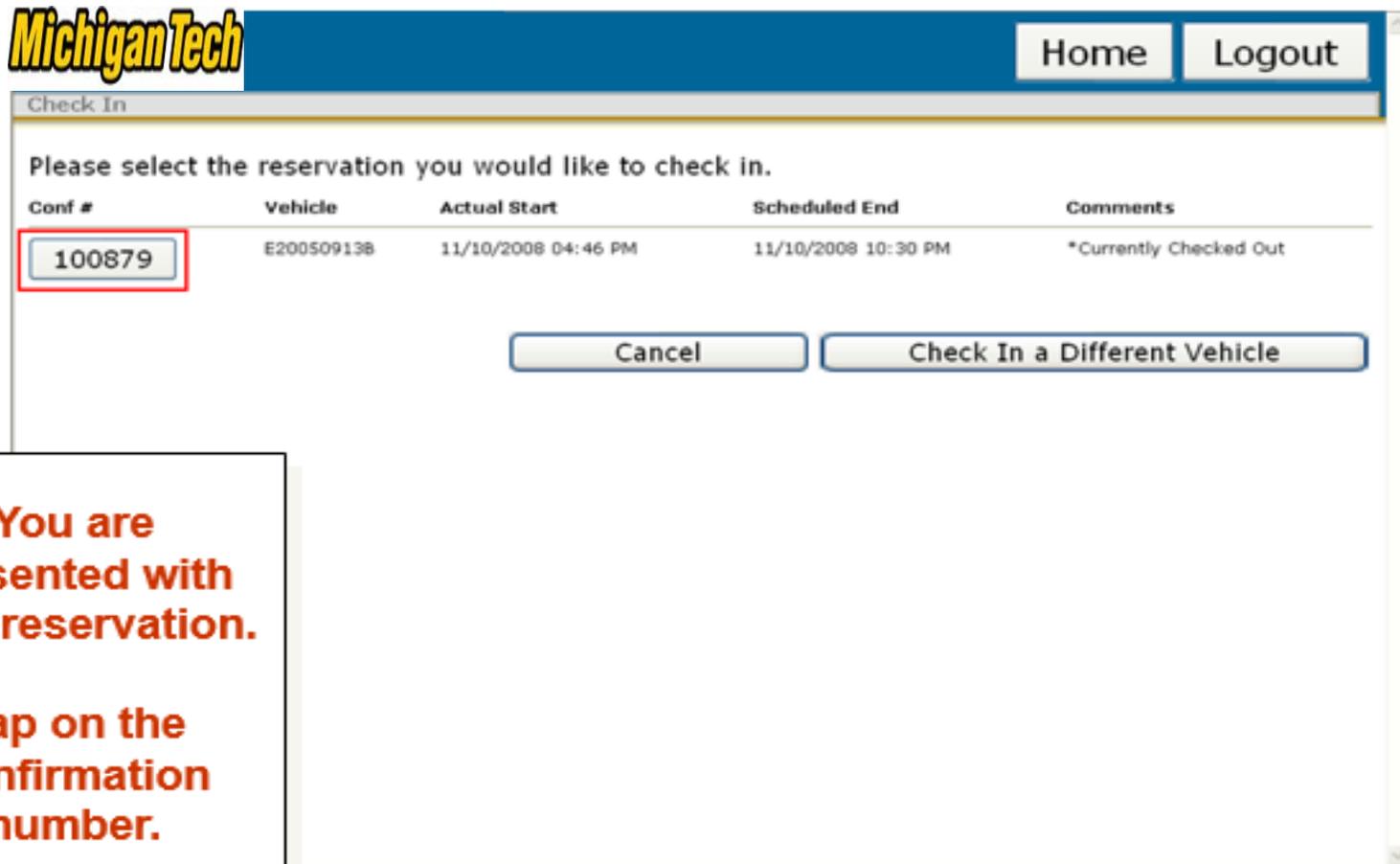
Password: ●●●●●●●●●●

Login Clear

Notice: All logins (and attempts to login) are logged for security reasons.

- All users must log in.
- Use the virtual keyboard to enter your User ID and Password.

Checking In a Vehicle



MichiganTech Home Logout

Check In

Please select the reservation you would like to check in.

Conf #	Vehicle	Actual Start	Scheduled End	Comments
100879	E200509138	11/10/2008 04:46 PM	11/10/2008 10:30 PM	*Currently Checked Out

Cancel Check In a Different Vehicle

You are presented with your reservation.

Tap on the confirmation number.

Checking In a Vehicle

MichiganTech Administration Home Logout

Check In

Complete the form below and click "Check In" to complete this reservation.

Reservation Information
Confirmation Number: 112497 Driver: Gearhart, Alexis (agearthart)
Schedule: 05/13/2010 09:38 AM - 05/13/2010 10:00 AM
Current Time: 05/13/2010 09:57 AM

Vehicle Information
Vehicle Name: 4A021251 License Number: CN12353 Mileage Out: 25008
Parking Space: Fuel In: E | - - - - | F Mileage In:
Description: 2004, SILVER, HONDA, ACCORD 2DR EX-V6-LEATHER/AUTOMATIC
Vehicle Condition: LS DRIVER SEAT BY BACK-PART COMING OUT, TOP OF PASS WINDOW-TAPE COMING OFF, MISSING REAR CARGO NET, BOLT COVERS 2 BROKEN BACK-BOTTOM PASS SEAT

If your comments are urgent or you wish them to be seen immediately by the administrator, then place a check in the checkbox. Your comments will be sent to the administrator when you click on the Check In button.

Send Comments to Administrator

Cancel

- Enter fuel level.
- Enter vehicle mileage.

Checking In a Vehicle

MichiganTech Administration Home Logout

Check In

Complete the form below and click "Check In" to complete this reservation.

Reservation Information
Confirmation Number: 112497 Driver: Gearhart, Alexis (agearthart)
Schedule: 05/13/2010 09:38 AM - 05/13/2010 10:00 AM
Current Time: 05/13/2010 09:57 AM

Vehicle Information
Vehicle Name: 4A021251 License Number: CHJ2353
Parking Space: Fuel In: E | - - - - | F
Description: 2004, SILVER, HONDA, ACCORD 2DR EX-V6-LEATHER/AUTOMATIC
Vehicle Condition: LS DRIVER SEAT BY BACK-PART COMING OUT, TOP OF PASS WINDOW-TAPE COMING OFF, MISSING REAR CARGO NET, BOLT COVERS 2 BROKEN BACK-BOTTOM PASS SEAT

Comments:
If your comments are urgent or you wish them to be seen immediately by the administrator, then place a check in the checkbox. Your comments will be sent to the administrator when you click on the Check In button.

Send Comments to Administrator

Cancel Check In

Users also have the option to send comments to the Administrator.

Checking In a Vehicle

MichiganTech Administration Home Logout

Check In

Complete the form below and click "Check In" to complete this reservation.

Reservation Information

Confirmation Number: 112497 Driver: Gearhart, Alexis (agearthart)
Schedule: 05/13/2010 09:38 AM - 05/13/2010 10:00 AM
Current Time: 05/13/2010 09:57 AM

Vehicle Information

Vehicle Name: 4A021251 License Number: CHJ2353 Mileage Out:
Parking Space: Fuel In: E | - - - - | F Mileage In:
Description: 2004, SILVER, HONDA, ACCORD 2DR EX-V6-LEATHER/AUTOMATIC
Vehicle Condition: LS DRIVER SEAT BY BACK-PART COMING OUT, TOP OF PASS WINDOW-TAPE COMING OFF, MISSING REAR CARGO NET, BOLT COVERS 2 BROKEN BACK-BOTTOM PASS SEAT
Comments: If your comments are urgent or you wish them to be seen immediately by the administrator, then place a check in the checkbox. Your comments will be sent to the administrator when you click on the Check In button.

 Send Comments to Administrator

Cancel **Check In**

Tap Check In to check in the vehicle.

Checking In a Vehicle

Michigan Tech

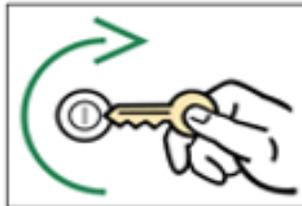
Check In

A countdown starts.

The door latch light on the front of the key box lights up to indicate the door can be opened. Slide the latch up to open the door.

Please return your key now.

Your key #:5



Insert key and turn to the right (clockwise).

Time Remaining

17

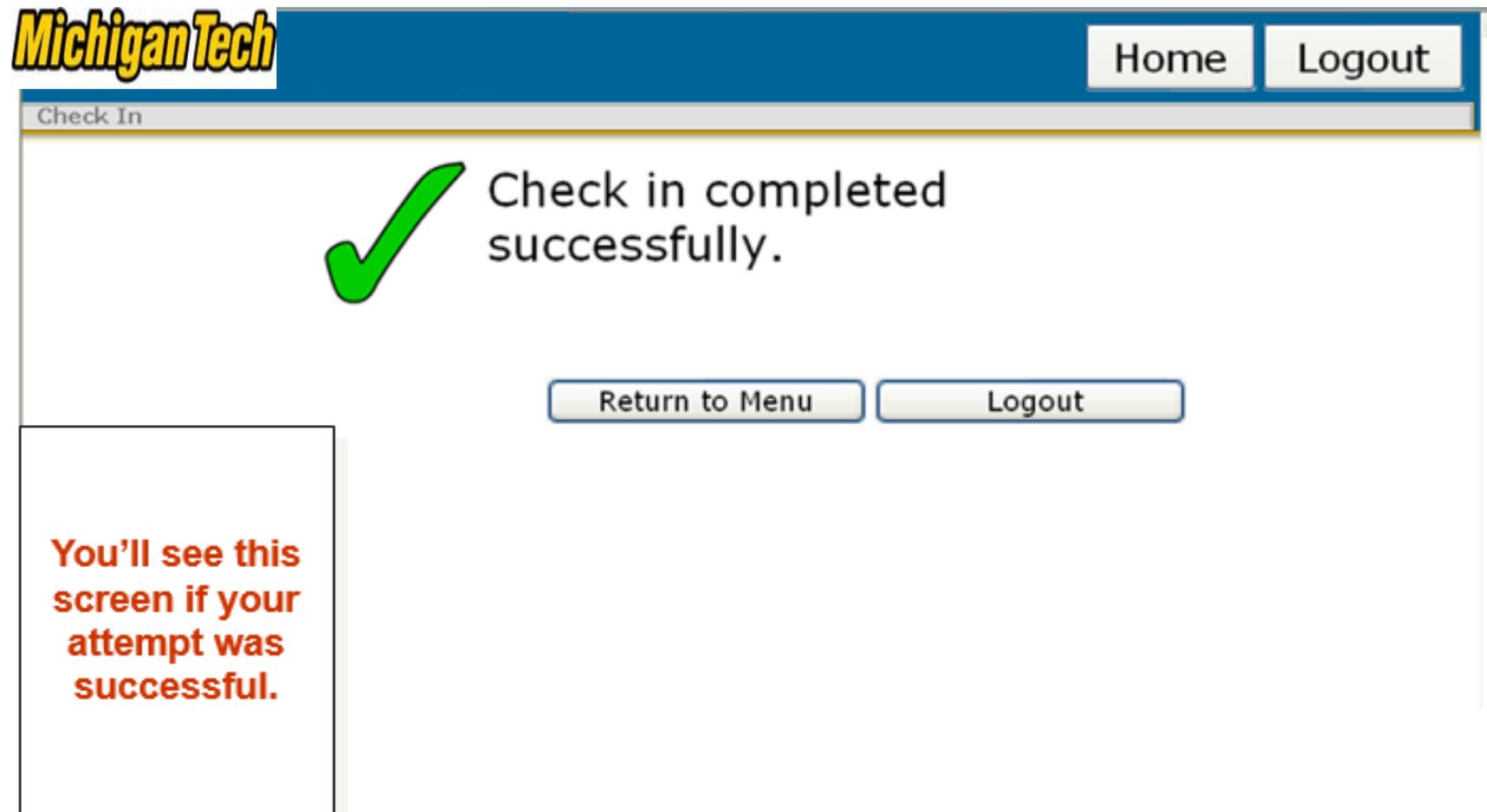
Cancel Check In

Checking In a Vehicle

- **The light next to the correct key lights up. Insert the key.**
- **You MUST turn the key in order to complete the return.**



Checking In a Vehicle



The screenshot shows a web interface for Michigan Tech. At the top left is the 'Michigan Tech' logo. At the top right are 'Home' and 'Logout' buttons. Below the header is a 'Check In' section. A large green checkmark is followed by the text 'Check in completed successfully.'. Below this message are two buttons: 'Return to Menu' and 'Logout'. A red-bordered box on the left side of the page contains the text: 'You'll see this screen if your attempt was successful.'

Thank you!!

- Thank you for viewing this How-To on The Vehicle Reservation System PowerPoint! We hope it has been helpful.
- Please submit all questions, concerns and feedback to Angie Kolehmainen, Director of Transportation Services at amkolehm@mtu.edu.