State of South Dakota

Fleet Commander User Training

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Make a Reservation

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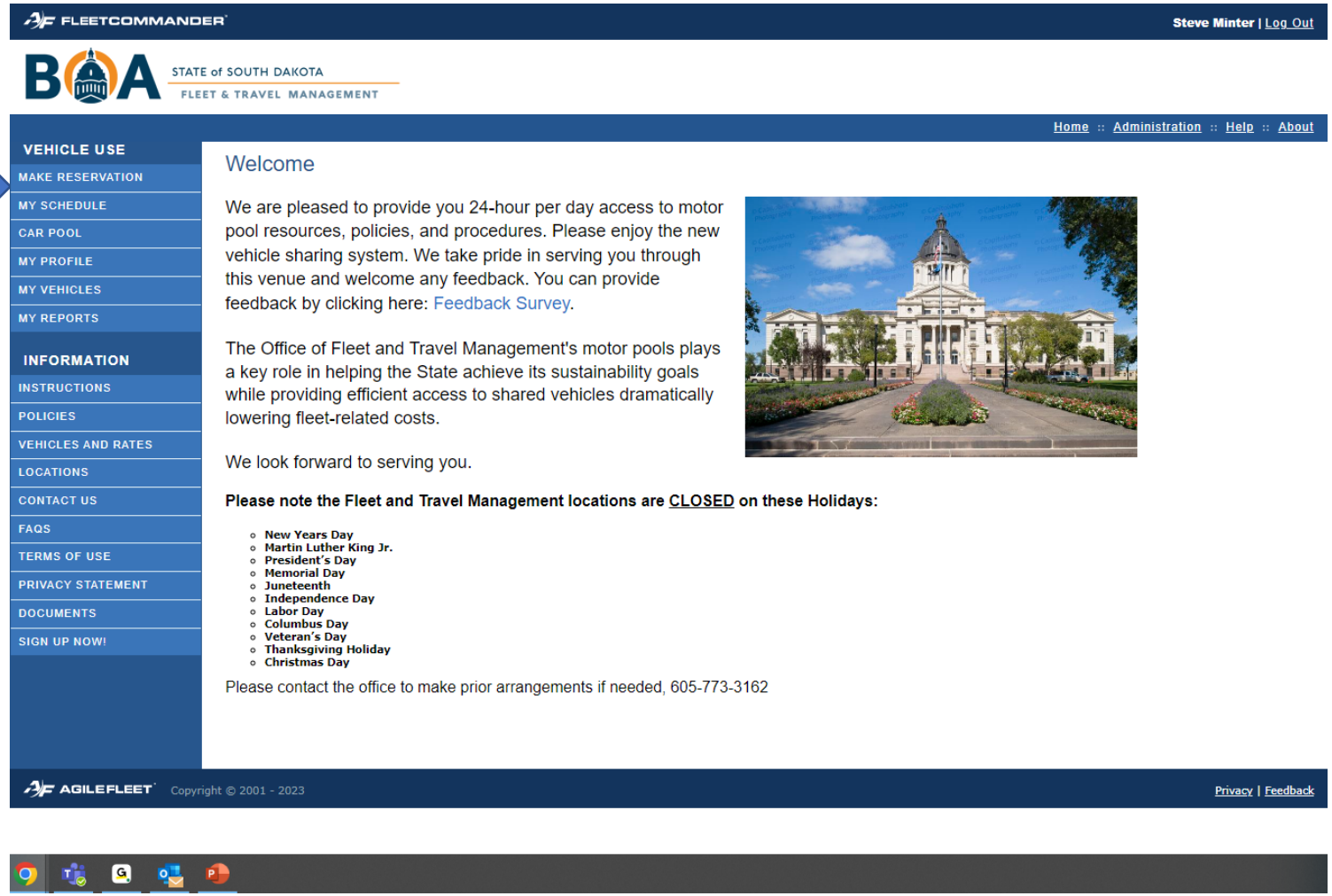
Make a Reservation



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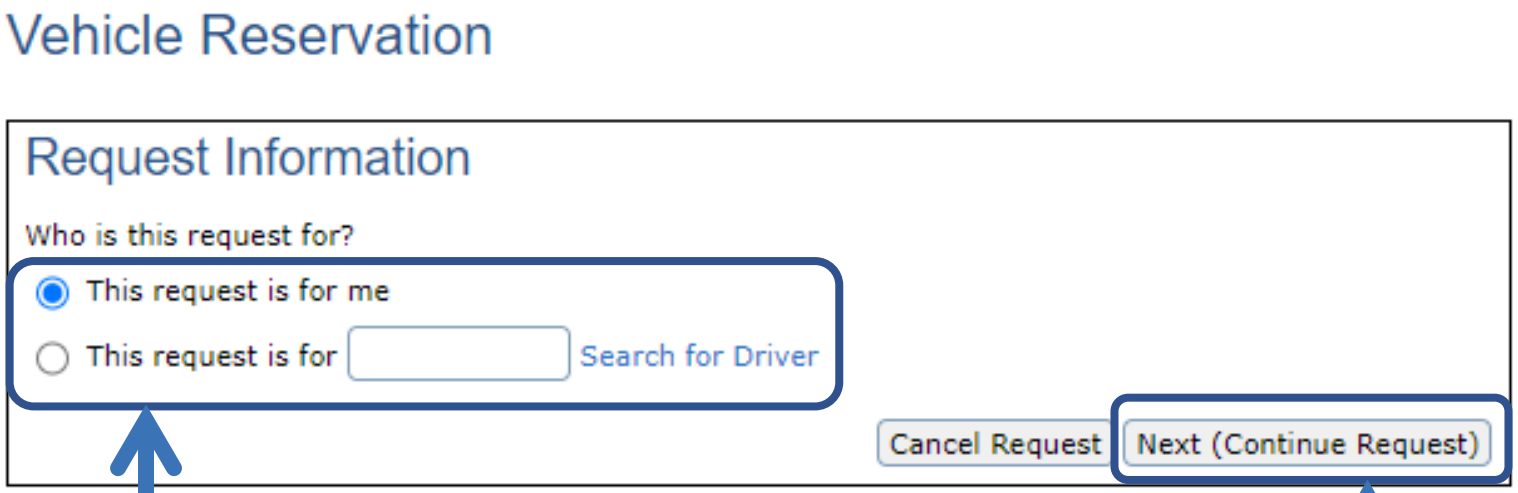
Make a Reservation



"This Request is for me" is selected by default. You can make a reservation for someone else by searching for the Driver

Select "Next (Continue Request)"

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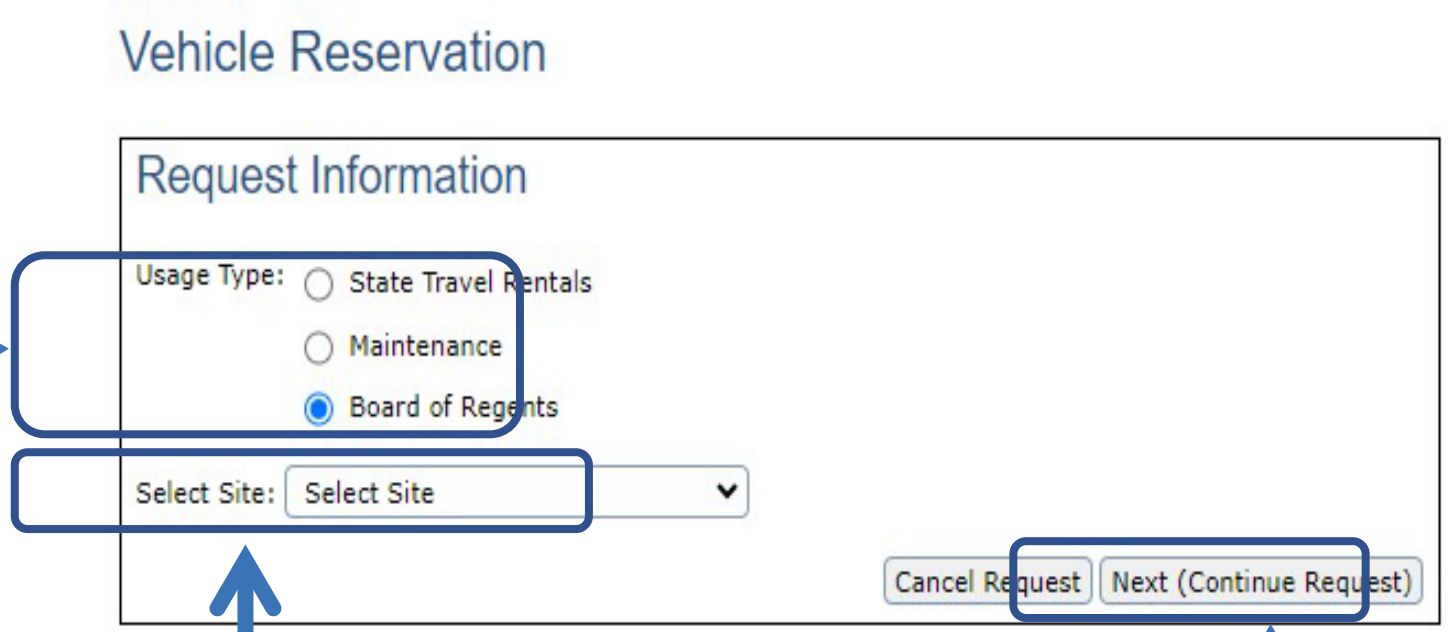
Select the appropriate usage type.
Note: Not all staff will have access to all "Usage Types"



Select the site from the drop down that you intend to pick the vehicle up from.

Select "Next (Continue Request)"

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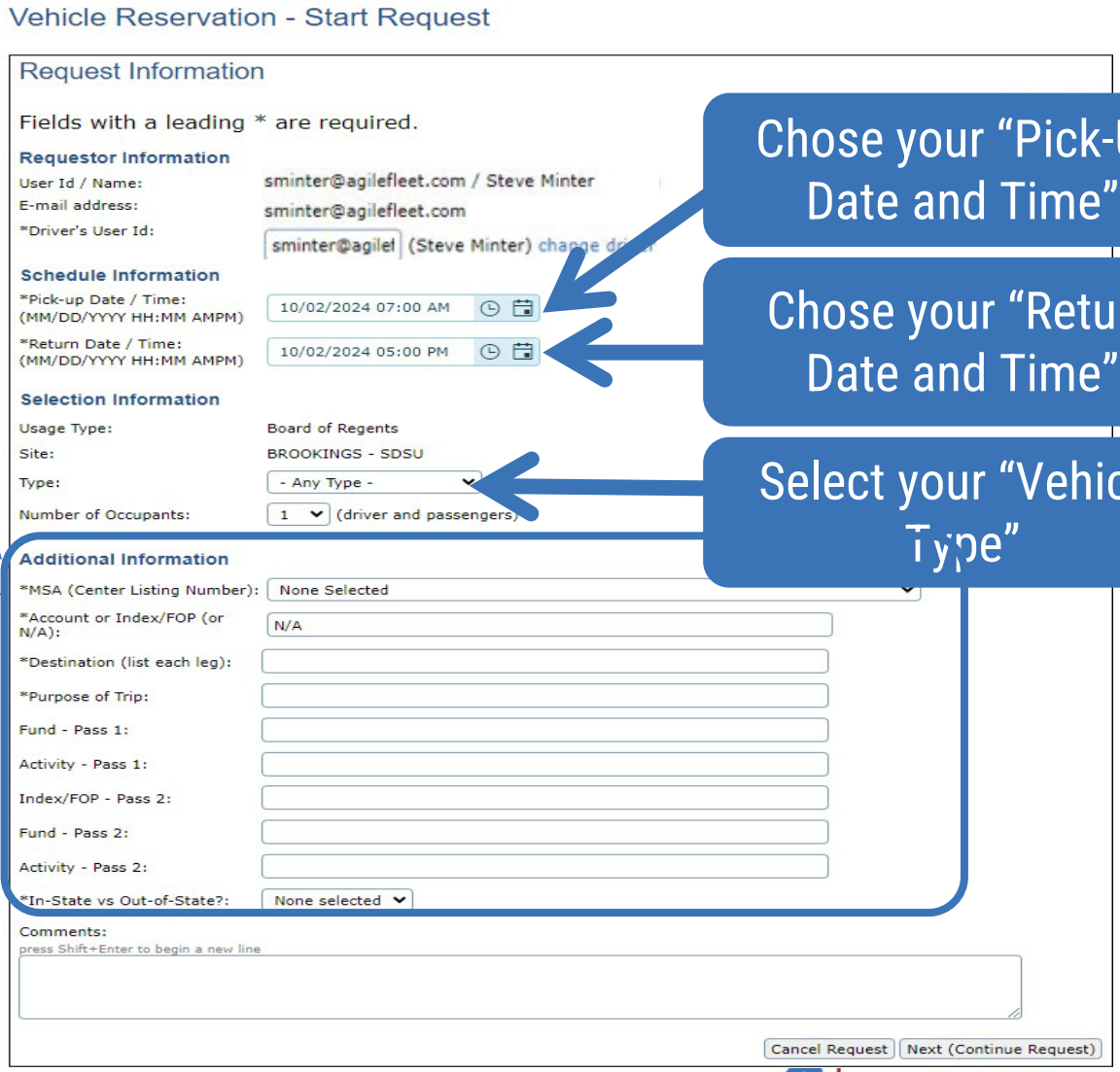
Be sure to fill out the Additional Information section.
All fields with leading "*" are required.

The MSA Center and index will be populated from your profile. Do not change this.

The index may be changed or added on each reservation. Please separate out fund and activity code if needed into appropriate fields.



Chose your "Pick-Up Date and Time"

Chose your "Return Date and Time"

Select your "Vehicle Type"

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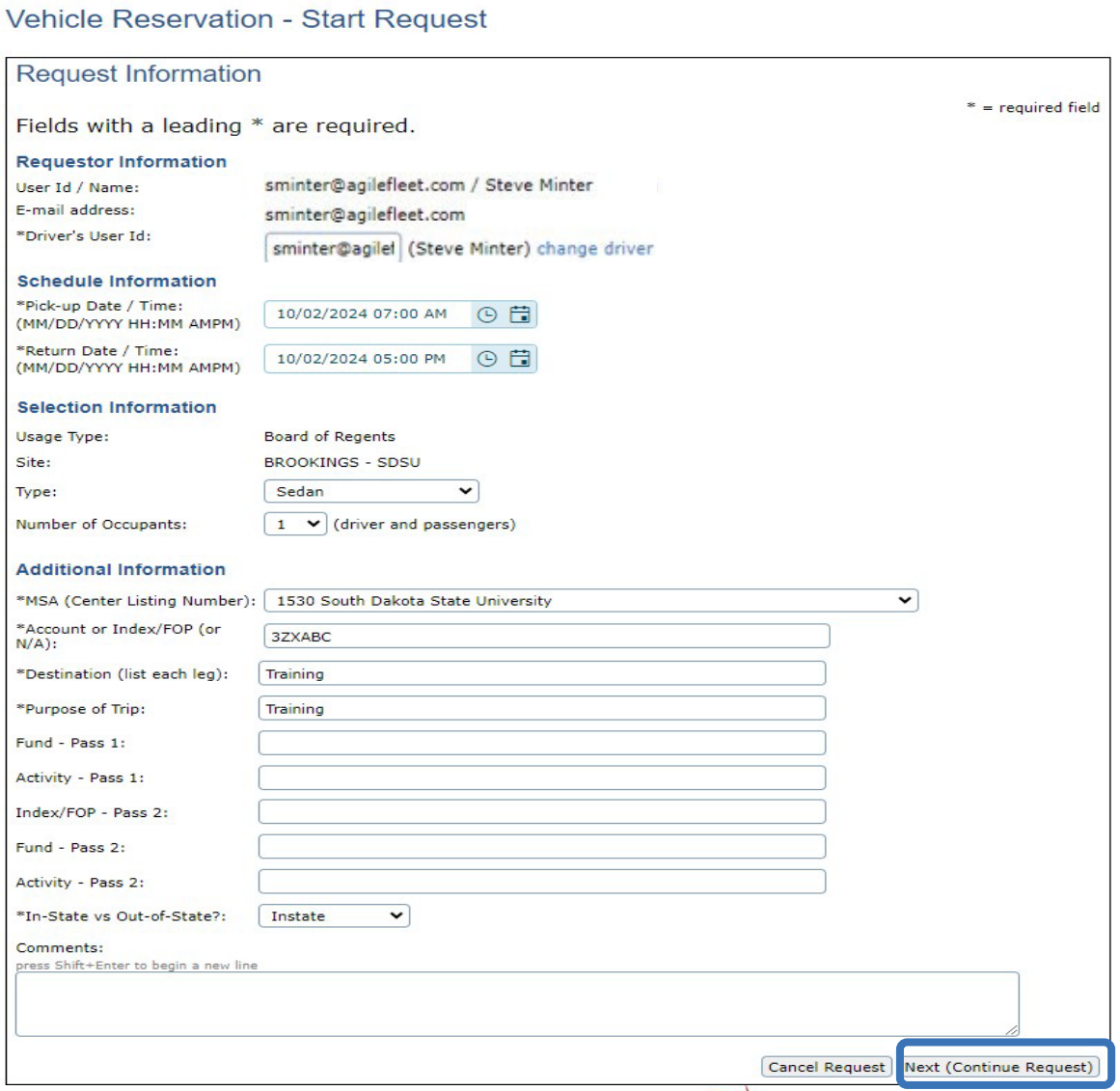
When information is completed select “Next (Continue Request)”



Make a Reservation

If all selected information is correct select “Submit Request”

If Changes need to be made select “Previous (Change Request)”

Selecting “Submit and Make Similar Request” submits the current request and takes you back to start another request with pre-populated fields.

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Request a Change to a Reservation

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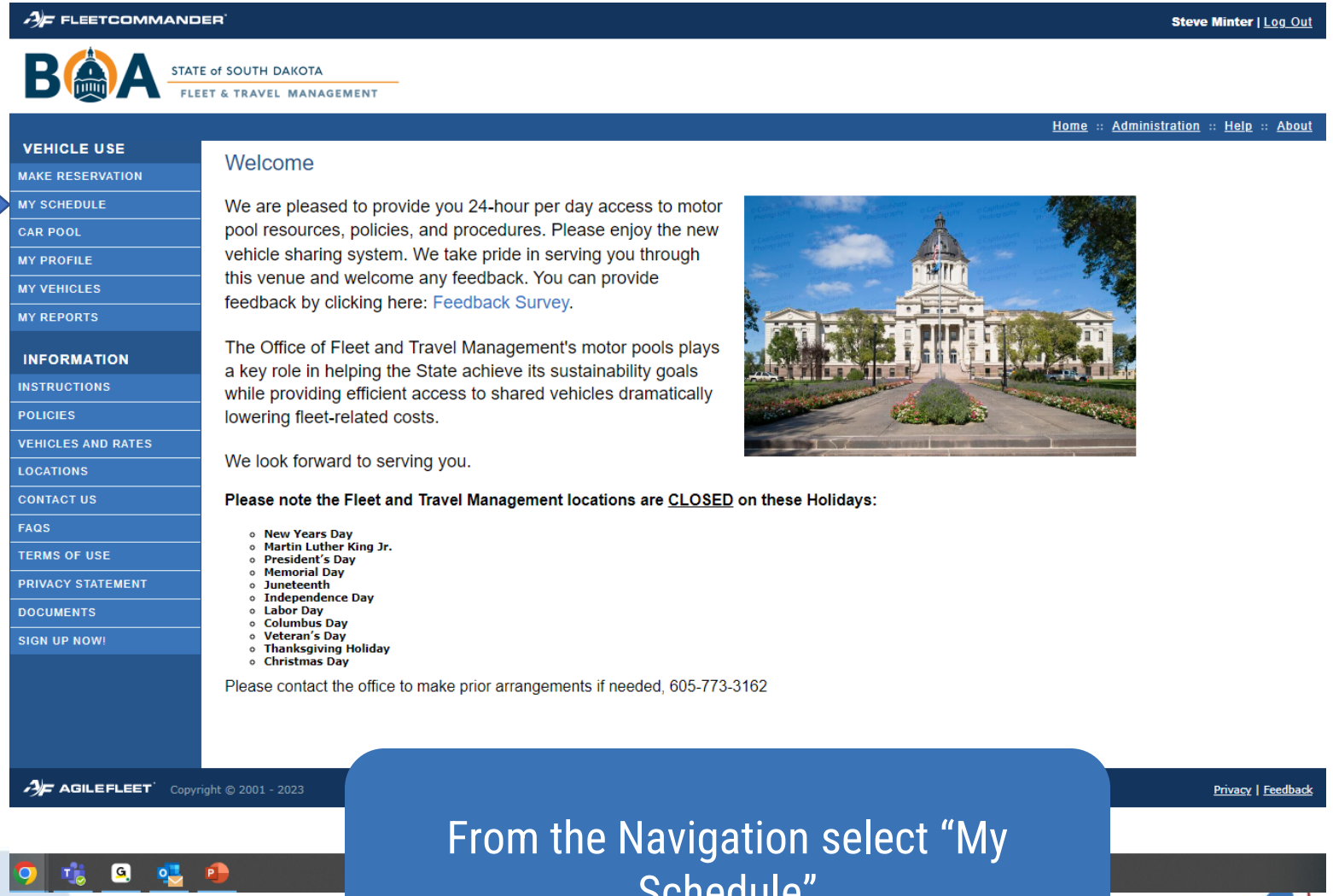
Request a Change to a Reservation



From the Navigation select “My Schedule”

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Request a Change to a Reservation

My Schedule - Current Requests

User ID / Name: **jsmith / Smith John**
E-mail address: **sminter@agilefleet.com**

Schedule as of: **5/16/2023 1:12:52 PM**

Request ID or Confirmation Number: [ ] View Display: **Current Requests** ✓ All Requests

	Request Date/Time	Schedule Information	Status Information	Request ID or Confirmation Number	Vehicle Information
🔍 ✗	05/16/2023	Pick-up: **05/17/2023 07:00 AM** Return: **05/17/2023 11:00 PM** Duration: **16 hours**	Request was approved You are the requestor You are the driver	100019 ***Confirmation number***	Vehicle: **74139 (2015 Black Ford EXP)** Location: **Main** Type: **SUV**

Select View 🔍

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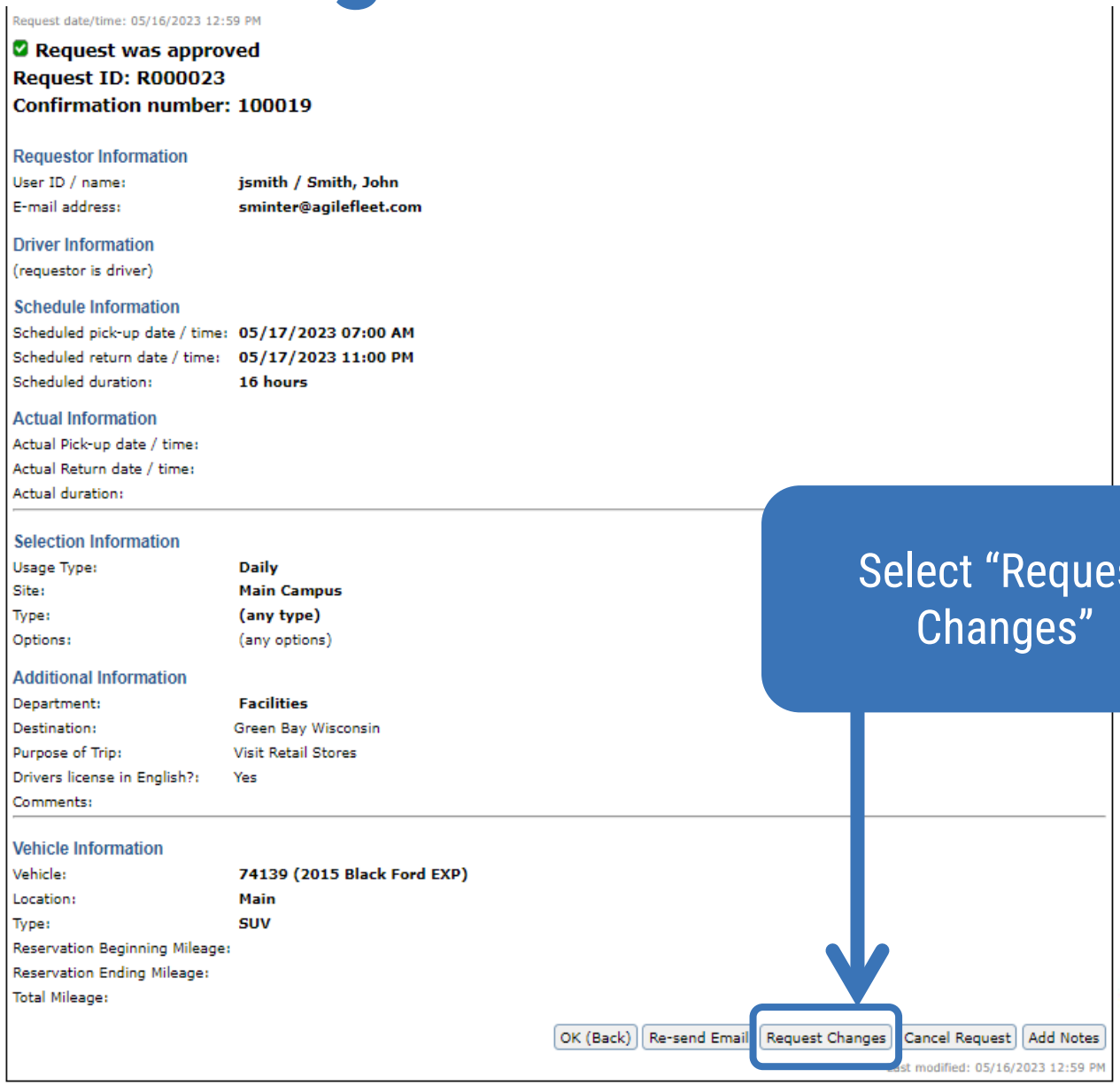

Select “Request Changes”

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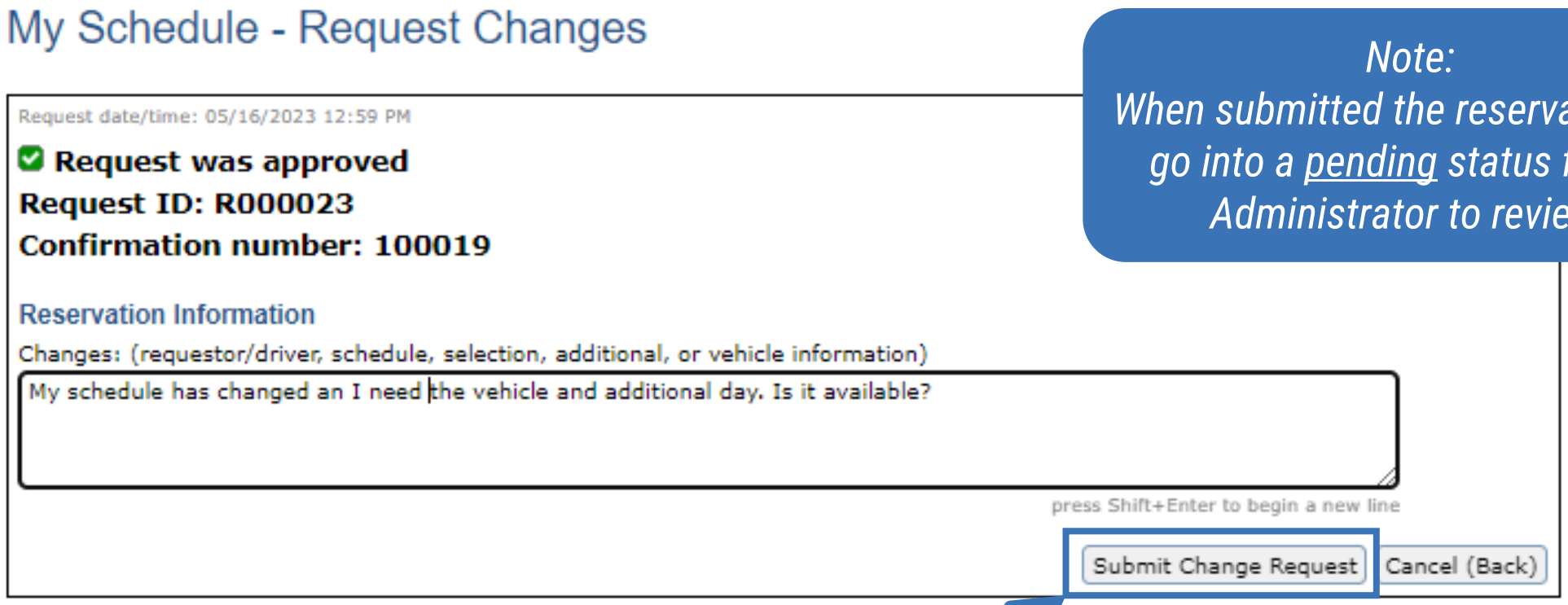

Note:
When submitted the reservation will go into a pending status for the Administrator to review.

Express your requested change to the reservation and select “Submit Change Request”

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