Using the Agile Fleet Commander Kiosk

Located in the Humphreys Service Building staff break Area across from room 118

• Please call Facilities Customer Service at 255-5322 with any questions.
• Report any problems with the Agile program or the kiosk to Fleet Operations at 255-3247.
• The FCS 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 staff break area near the bulletin board.
To begin, touch the screen.

The Screen is touch sensitive.

If you prefer, or are having trouble with the touch screen function, please try using the stylus!
Select the option for what you would like to do.

- Returning a vehicle you have used (pp 18-19)
- Checking out a reserved vehicle (pp 6-10).
- Signing out a car without having made a reservation (pp 11-17)

- 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.
Checking Out a Vehicle

- 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.
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

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

Select a hybrid or van.
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 based on the type you selected. Choose the vehicle you wish to check out by pressing it’s corresponding Select button.
Confirm your reservation information is correct. You can check out the car by pressing the Check Out button, or cancel the reservation.
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.
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.
Checking In a Vehicle

- To return a vehicle, select Check In Vehicle from the mail menu.
Checking in a Vehicle

You will need to enter the mileage reading after you have used the car at the time you check it in.

• 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...

- Refuel the vehicle prior to returning it at the fuel farm on Solidago Drive (formerly Palm Road).
- Note your mileage prior to returning the vehicle.
- Report any issues with a vehicle to Fleet operations at 255-3247.