

# Using the Agile Fleet Commander Kiosk

Located in the Lobby of Central Stores

- Please call Jo Anne at **581-7572** or Mike at **581-2899** with any questions or problems.
- Drivers will need a FleetCommander Login Name and Password to log into the Kiosk.
- The CS 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 Lobby of Central Stores

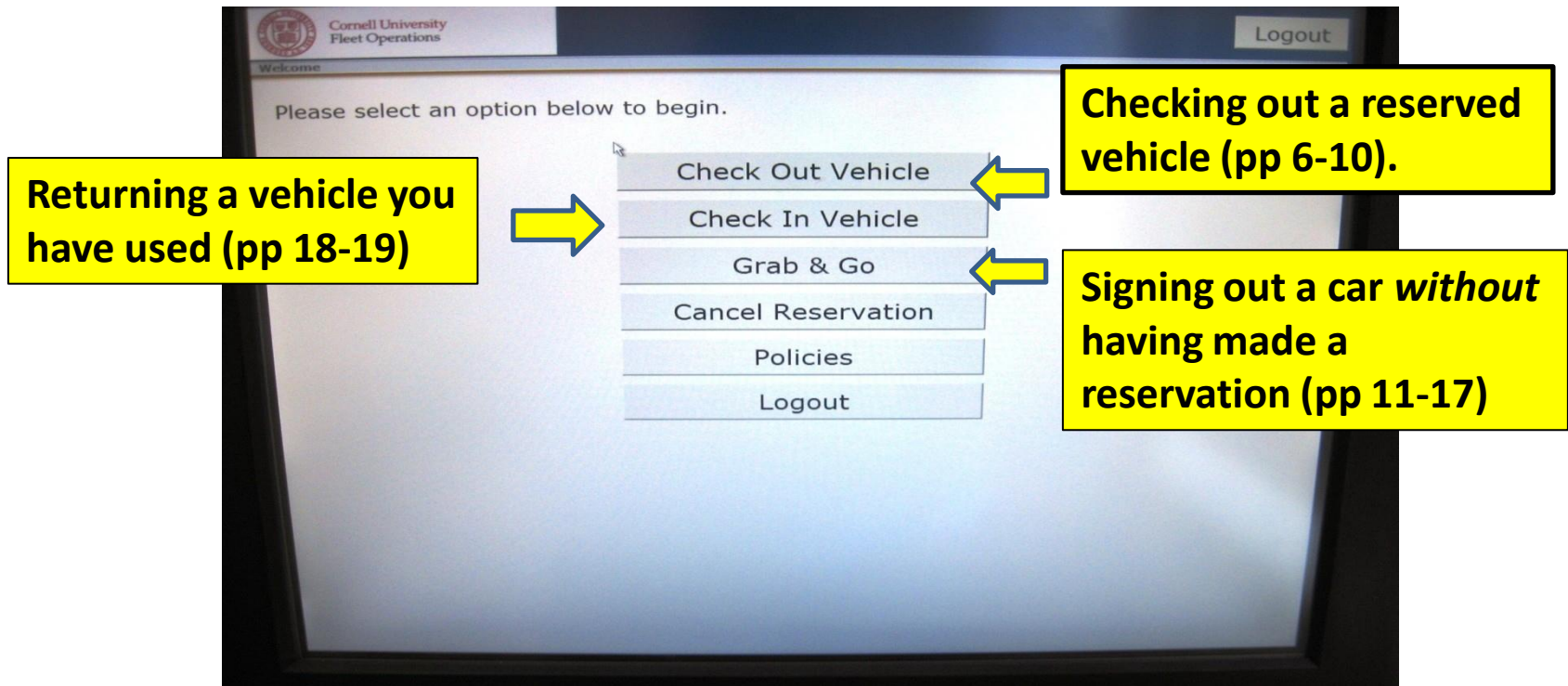


# To begin, touch the screen.



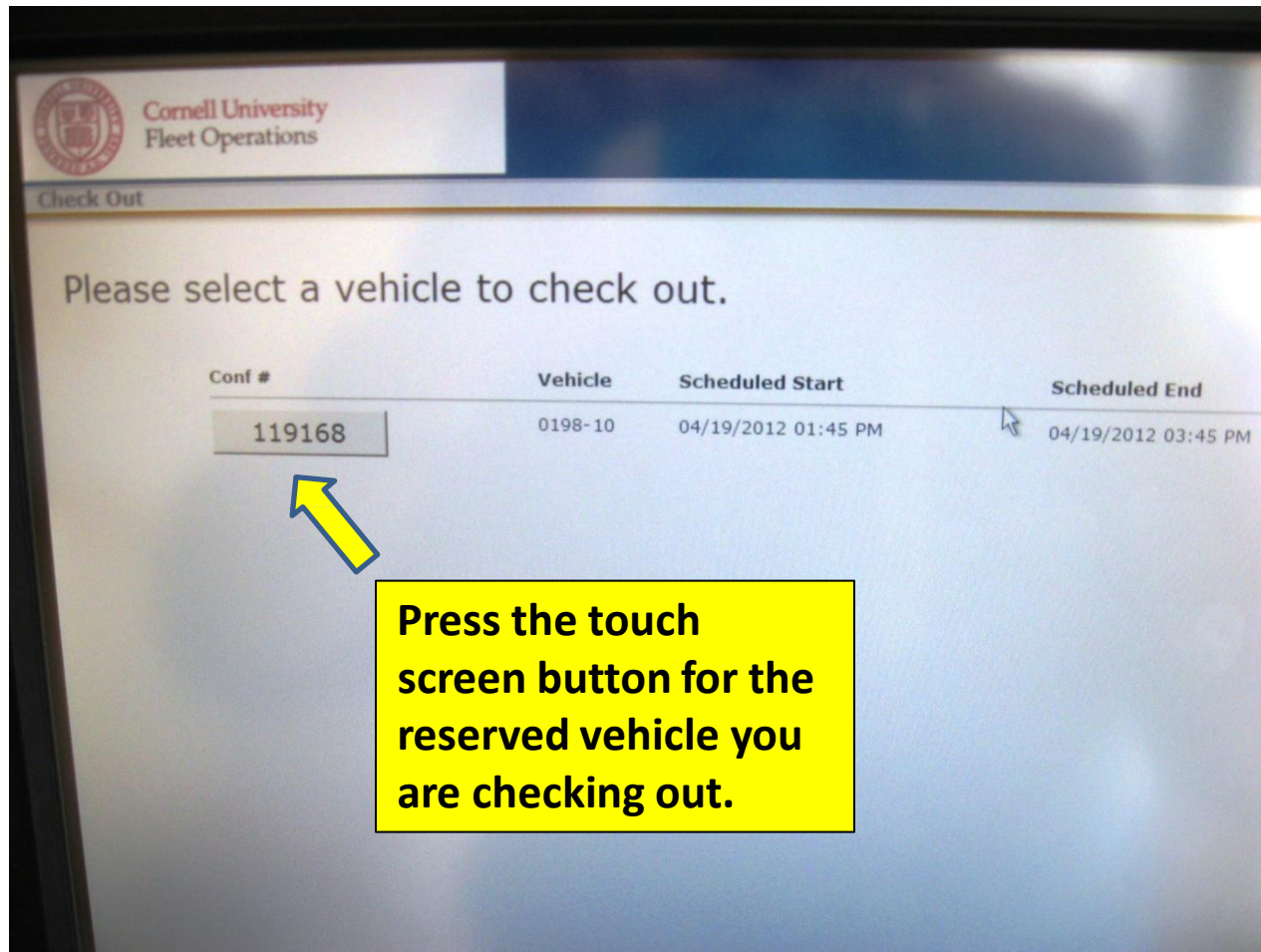
The Screen is touch sensitive. The Driver will need to log into the system with their login name and password. We do not have a key pad.

# Select the option for what you would like to do.



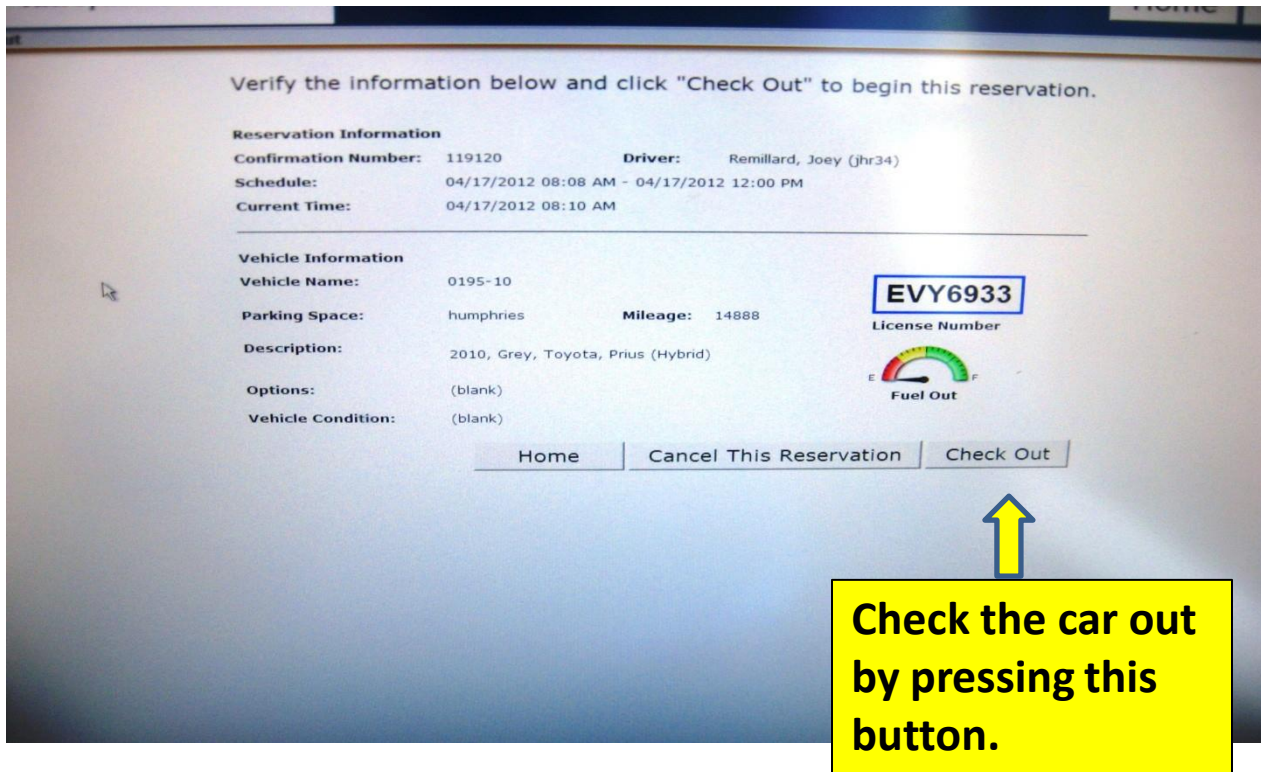
- Check Out a Vehicle is for checking out a car you have already reserved online.
- Grab & Go is for checking out a vehicle without having made a reservation as long as there is one available and **your fiscal agent has granted permission.**

# Checking Out a Vehicle



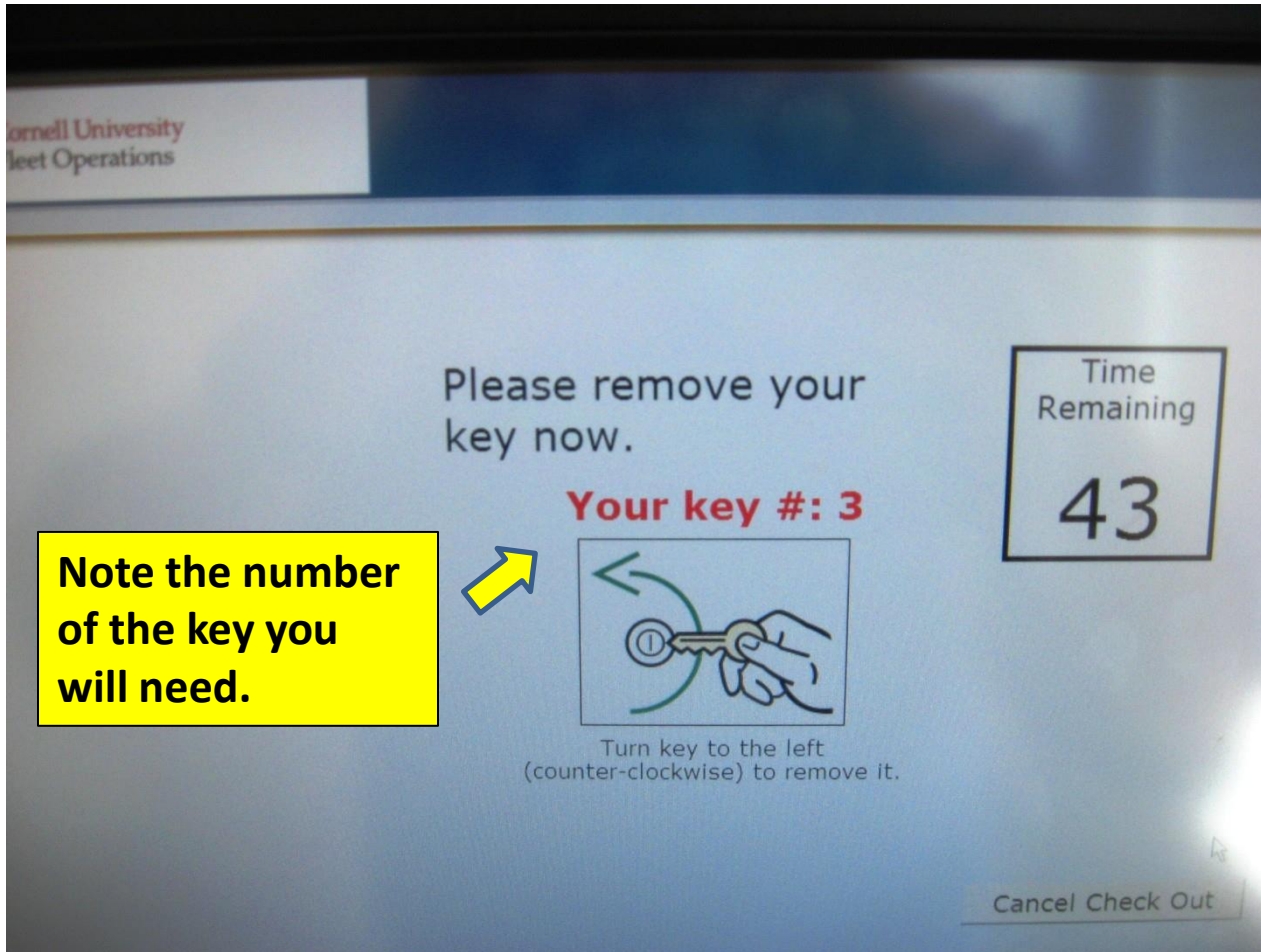
- Once logged in by selecting Check Out a Vehicle will bring up a list of your existing reservations.

# 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.



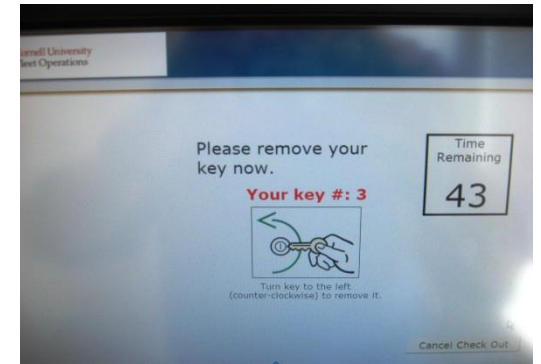
# Checking Out a Vehicle



- 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.**

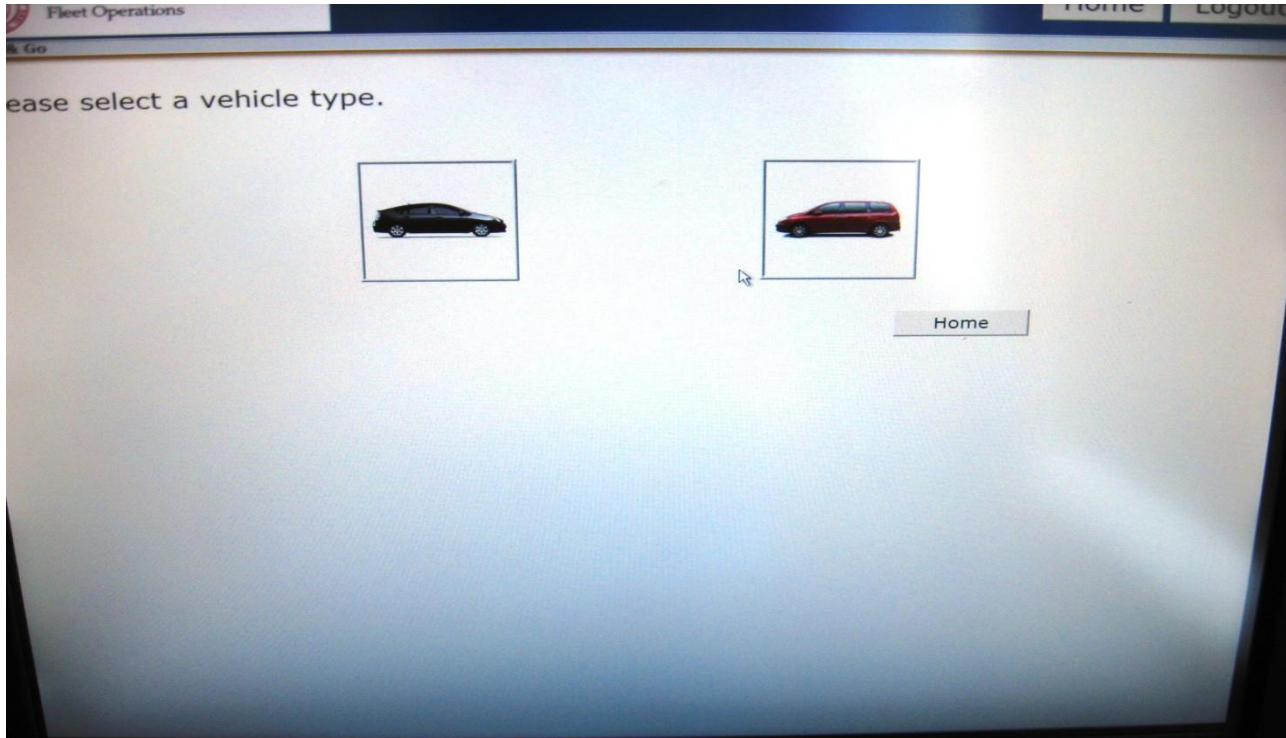
# Checking Out a Vehicle



**The number of the key you need and the timer will show on the kiosk screen while you retrieve your key.**

- 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.

# Grab & Go



**Grab & Go will ask you to first select a vehicle type based on what is available.**

**Select a sedan or van.**

**Selecting the Grab & Go option allows you to check out a car (as long as one is available) without having made a reservation on line.**

# Grab & Go

Cornell University  
Fleet Operations

Home | Logo

Provide the following information for your reservation and click "Continue" to select a vehicle.

Driver: Joey Remillard      Vehicle Type: Hybrid

Departing: 04/17/2012 08:08 AM

Usage Type: Daily Rental

I am returning: 4 17 2012 at 12 00 PM

\*Account #:

\*Department name: R68 - FACILITIES CUSTOMER SERVICE

\*Destination: teagle

\*Business Purpose: lunch

Home | Back | Continue

**Press Continue when ready.**

**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

Cornell University  
Fleet Operations

Grab & Go

Click a vehicle button to submit your reservation for that vehicle.

**Driver:** Joey Remillard  
**Departing:** 4/19/2012 1:56:05 PM  
**Returning:** 4/19/2012 5:00:00 PM  
**\*Destination:** (blank)

**Vehicle Type:** Hybrid  
**Usage Type:** Daily Rental  
**\*Account #:**  
**\*Business Purpose:** (blank)

**\*Department name:** S

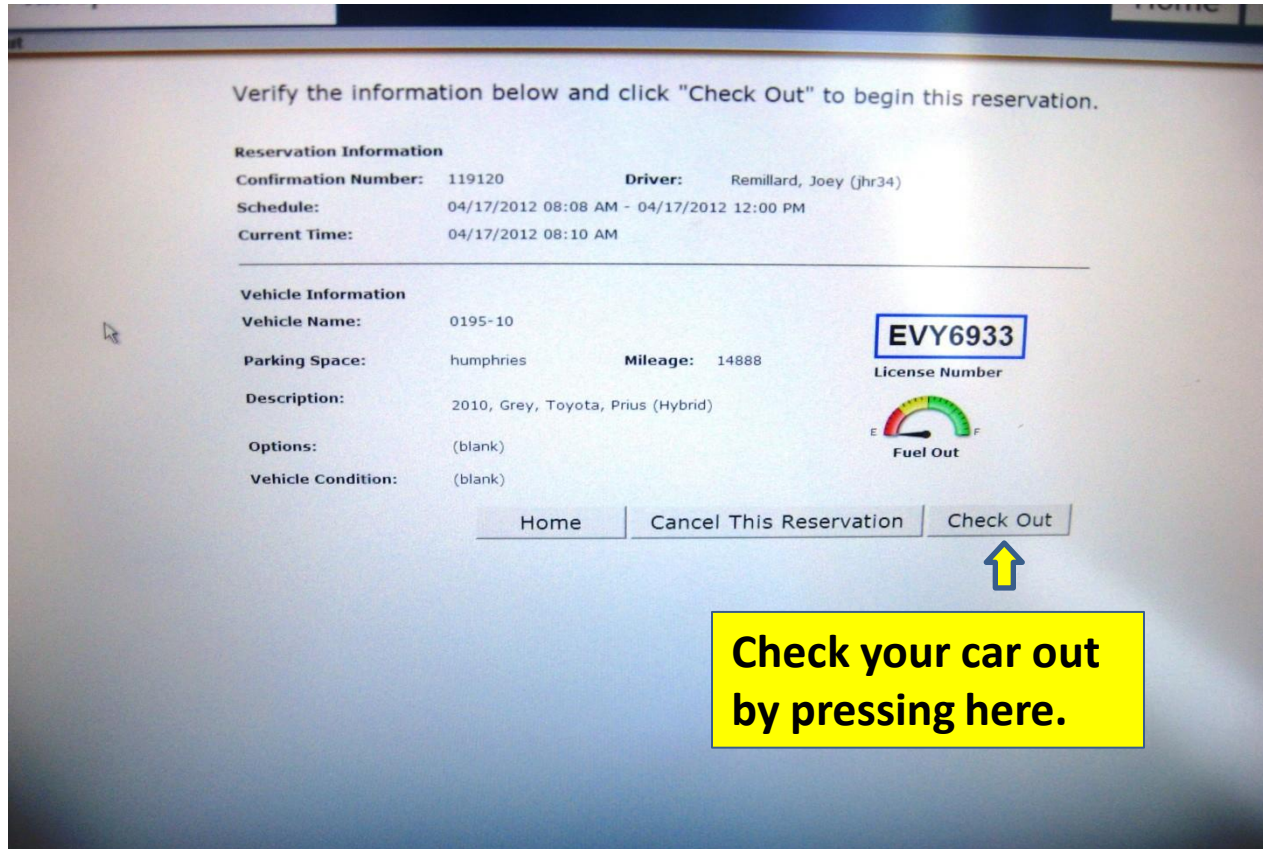
Vehicle	License
0195-10, 2010 Prius (Hybrid)	EVY6933

Select ->

Choose a vehicle by pressing here.

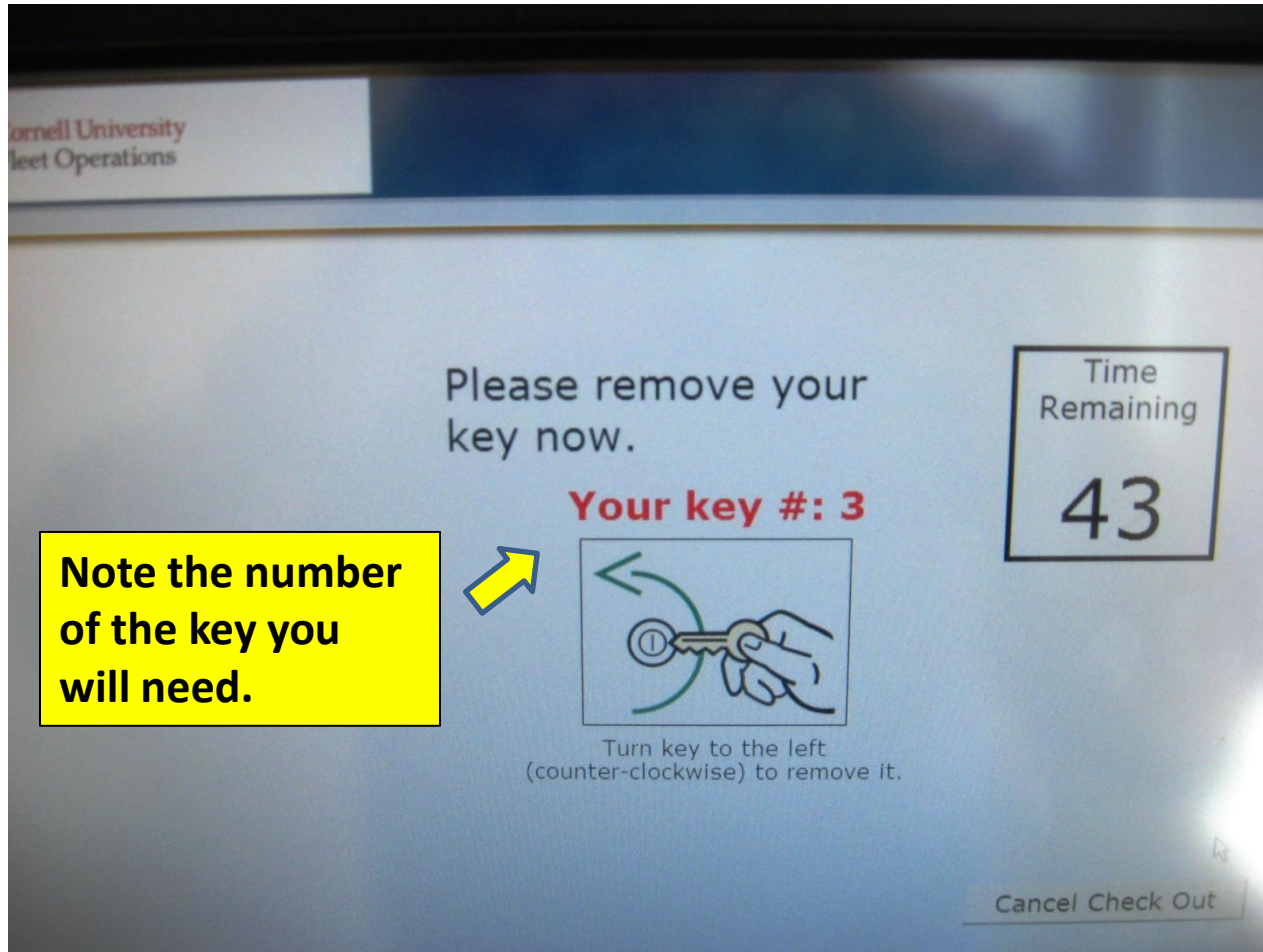
**You will be given a choice of available vehicles.  
Choose the vehicle you wish to check out by pressing it's corresponding Select button.**

# Grab & Go



Confirm your reservation information is correct. You can check out the car by pressing the Check Out button, or cancel the reservation.

# Grab & Go



**You will be shown the number of the key you need and a timer. You must retrieve your key within the 45 seconds.**

# Grab & Go

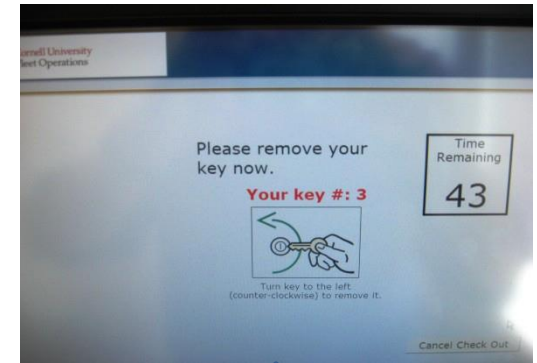


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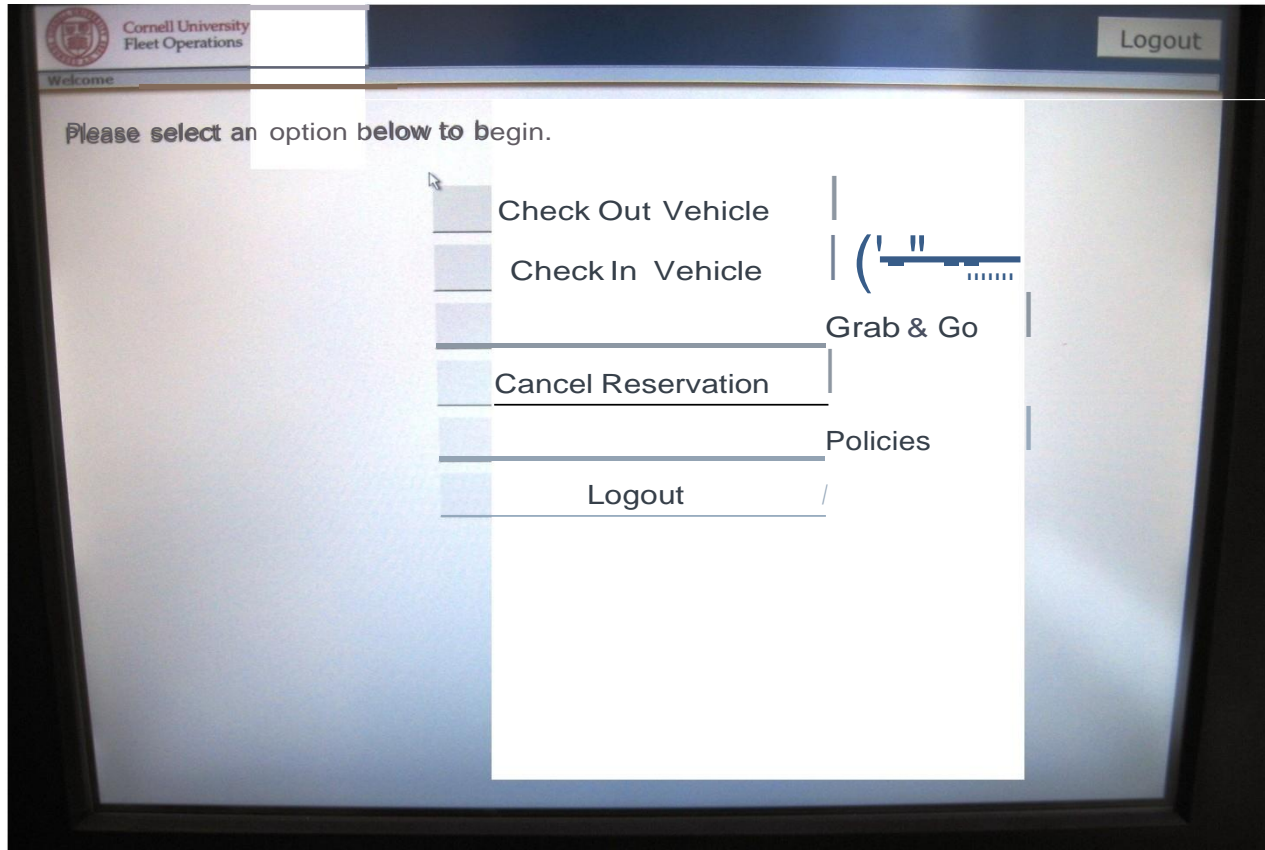
# Grab & Go



**The number of the key you need and the timer will show on the kiosk screen while you retrieve your key.**

- 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.

# Checking In a Vehicle



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

# Checking in a Vehicle

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

**Reservation Information**

Confirmation Number: 119168      Driver: Remillard, Joey (jhr34)  
Schedule: 04/19/2012 01:53 PM - 04/19/2012 03:45 PM  
Current Time: 04/19/2012 01:54 PM

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**Vehicle Information**

Vehicle Name: 0198-10      License Number: **EXB4657**      Mileage Out: 19447  
Mileage In:

Description: 2010, Grey, Honda, Insight (Hybrid) / Hatch  
Vehicle Condition: (blank)  
Comments:

Send Comments to Administrator

Home      Check In

**Your mileage  
Will  
Auto-populate**

- 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...**

- Report any issues with a vehicle to Fleet Operations at 581-7572 or 581-2899.