



**AGILE FLEET**<sup>TM</sup>  
FLEET MANAGEMENT SOLUTIONS

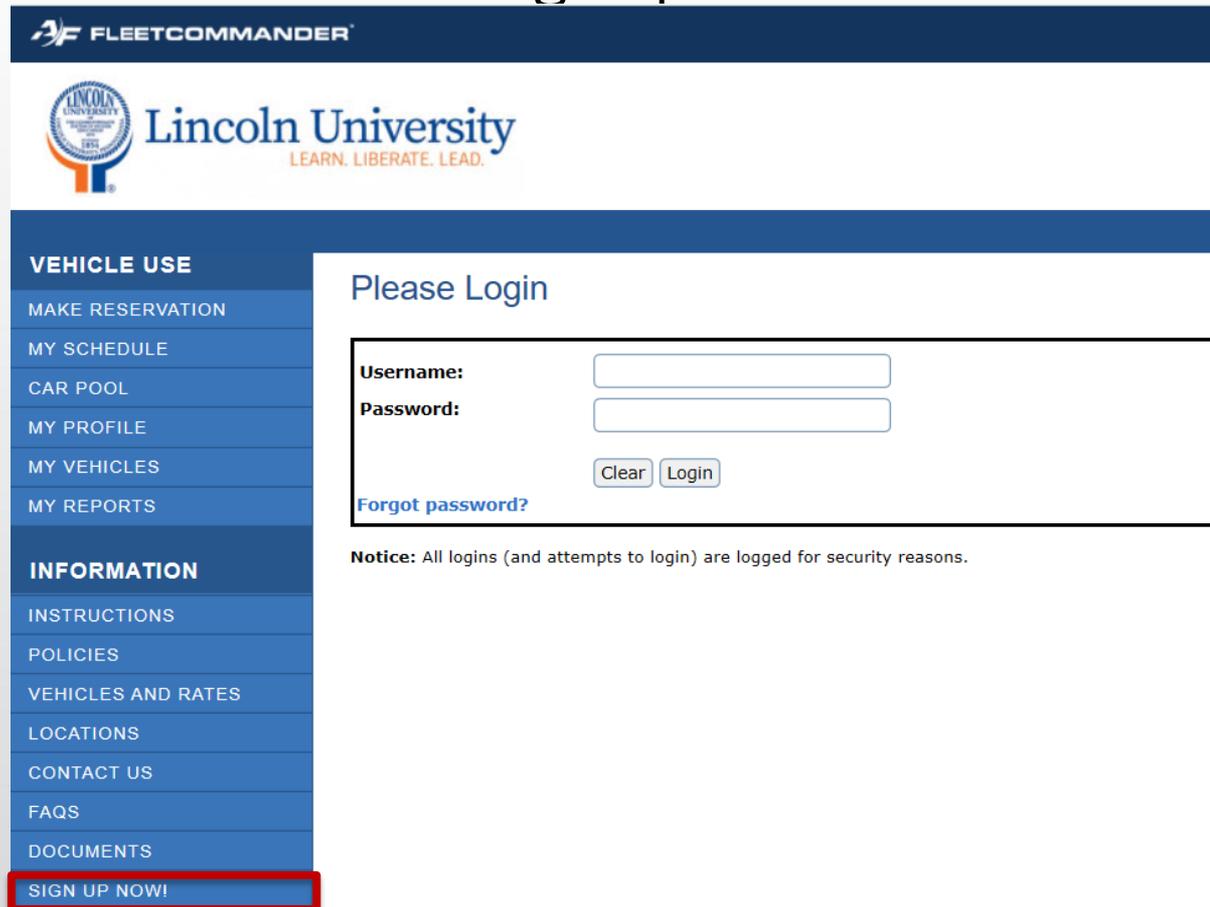
# LINCOLN UNIVERSITY FLEETCOMMANDER USER TRAINING

- User Registration
- Login to FleetCommander
- Make Reservation
- Request Change to Reservation

## User Registration

# USER REGISTRATION

Go to [lincoln.agilefleet.com](http://lincoln.agilefleet.com)  
Select “Sign Up Now!”



**AF FLEETCOMMANDER**

 **Lincoln University**  
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**VEHICLE USE**

- MAKE RESERVATION
- MY SCHEDULE
- CAR POOL
- MY PROFILE
- MY VEHICLES
- MY REPORTS

**INFORMATION**

- INSTRUCTIONS
- POLICIES
- VEHICLES AND RATES
- LOCATIONS
- CONTACT US
- FAQS
- DOCUMENTS
- SIGN UP NOW!**

**Please Login**

**Username:**

**Password:**

[Forgot password?](#)

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

# USER REGISTRATION

## Complete all required fields

### Site Information

\*Site you are registering for:

Lincoln University Main Campus

You may have the opportunity to request permission for 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, middle):

Salutation:

(none) ▾

\*Username:

\*Login Password:

\*Re-enter Password:

### Contact Information

Title:

\*Department:

None Selected ▾

Address:

\*Phone Preference:

Business Phone ▾

\*Business Phone:

Mobile Phone:

Preferred Email:

Work Email ▾

\*Work Email:

# USER REGISTRATION

Be sure to include driver's license information.

**Additional Information**

\*Department Chair Name:

\*Department Chair Phone:

\*Department Chair Email:

\*License Expiration Date:  

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.



Enter security text and click the “Save Registration” button.

# USER REGISTRATION

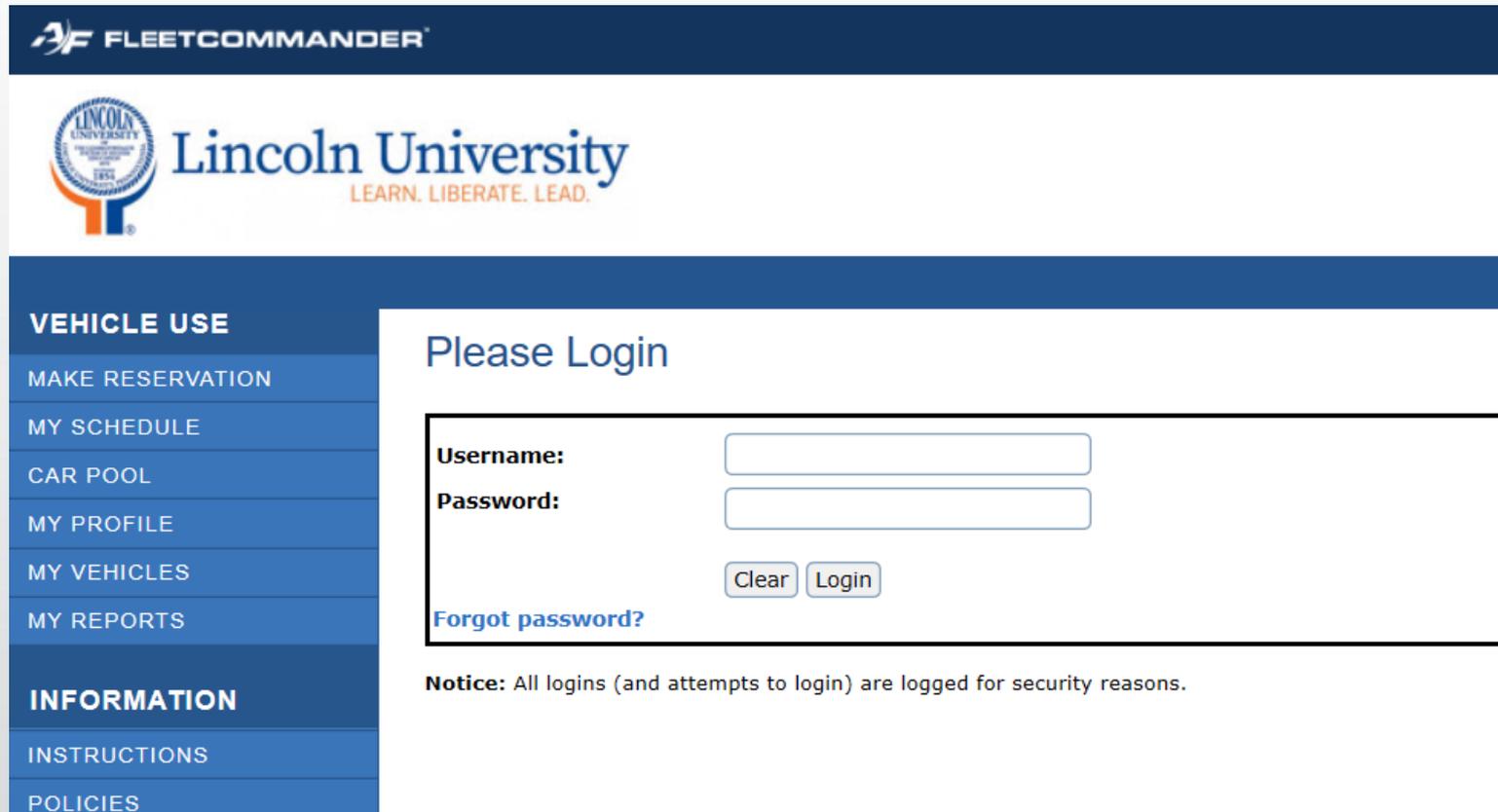


**LOGIN**



# Login to FleetCommander

Go to [lincoln.agilefleet.com](http://lincoln.agilefleet.com)  
Enter username and password



**FLEETCOMMANDER**

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**INFORMATION**

- INSTRUCTIONS
- POLICIES

### Please Login

**Username:**

**Password:**

[Forgot password?](#)

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

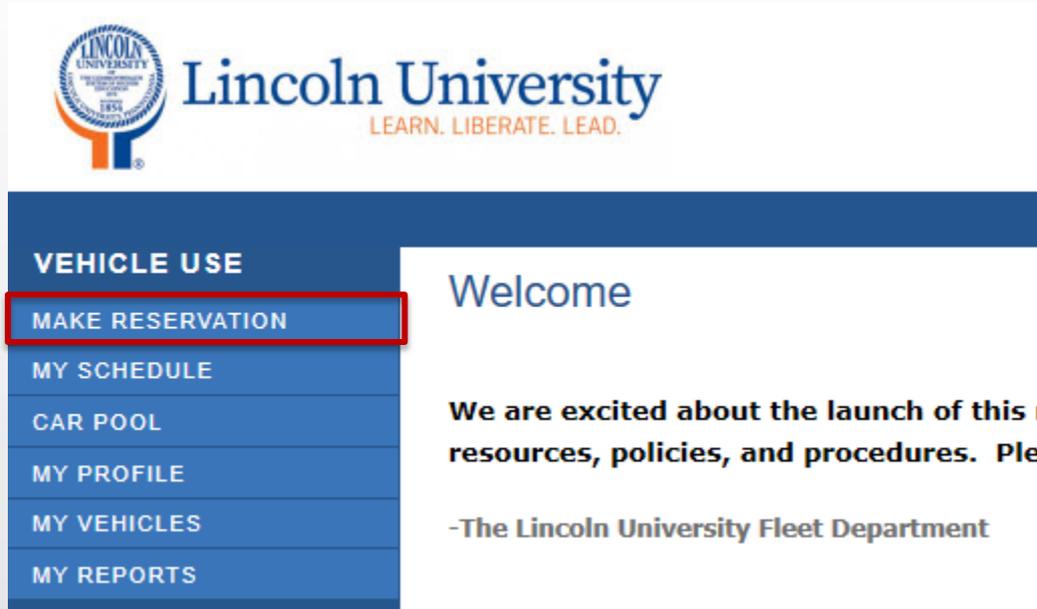
**MAKE A RESERVATION**



**Make a Reservation**

# MAKE A RESERVATION

Click on “Make Reservation”



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**VEHICLE USE**

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Welcome

**We are excited about the launch of this n resources, policies, and procedures. Plea**

**-The Lincoln University Fleet Department**

# MAKE A RESERVATION

Make a reservation for you or someone else.

Vehicle Reservation

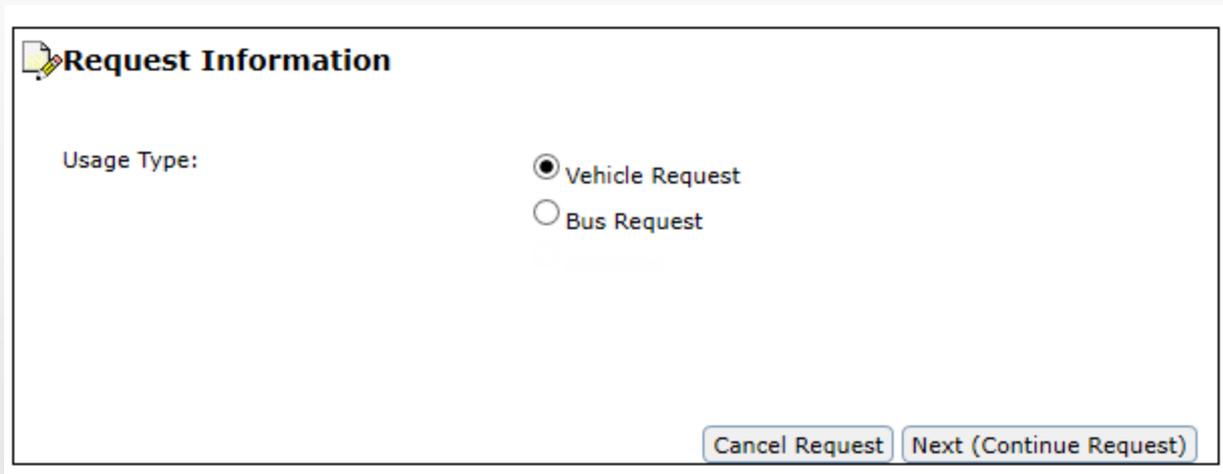
 **Request Information**

Who is this request for?

This request is for me

This request is for  [Search](#)

Select either Vehicle Request or Bus Request

A screenshot of a web form titled 'Request Information'. The form contains a 'Usage Type:' label, two radio button options: 'Vehicle Request' (which is selected) and 'Bus Request', and two buttons at the bottom: 'Cancel Request' and 'Next (Continue Request)'.

**Request Information**

Usage Type:

Vehicle Request

Bus Request

Cancel Request Next (Continue Request)

# MAKE A RESERVATION

## Request Information

**Requestor Information**  
User ID / name: **progovoy / Phelps Rogovoy**  
E-mail address: **progovoy@agilefleet.com**  
Driver's user ID:  **(Phelps Rogovoy)** [change](#)

**Schedule Information**  
Pick-up date / time:     
Return date / time:   

**Selection Information**  
Usage Type: **Vehicle Request**  
Site: **Lincoln University Main Campus**  
Type:    
Number of occupants:   (driver and passengers)

**Additional Information**  
Department:    
Purpose of Trip:   
Destination (City):   
Driver Requested:    
Comments (for example, the description of any special vehicle requirements)  
  
press Shift+Enter to begin a new line

Complete the fields with red arrows and select “Next (Continue Request)”

# MAKE A RESERVATION

## Confirm Request

**Requestor Information**  
User ID / name: **progovoy / Phelps Rogovoy**  
E-mail address: **progovoy@agilefleet.com**  
Driver's user ID: **progovoy / Phelps Rogovoy**

**Schedule Information**  
Pick-up date / time: **10/03/2019 08:00 AM**  
Return date / time: **10/03/2019 04:00 PM**  
Duration: **8 hours**

**Selection Information**  
Usage Type: **Vehicle Request**  
Site: **Lincoln University Main Campus**  
Type: **VAN - 15 Pass**  
Number of occupants: **1 (driver and passengers)**

**Additional Information**  
Department: **Academic Advising : 01\_13\_404012\_75520**  
Purpose of Trip: **Training**  
Destination (City): **Philadelphia**  
Driver Requested: **No**  
Comments: **(none)**

Select “Submit Request” or “Submit and Make Similar” to make a second reservation

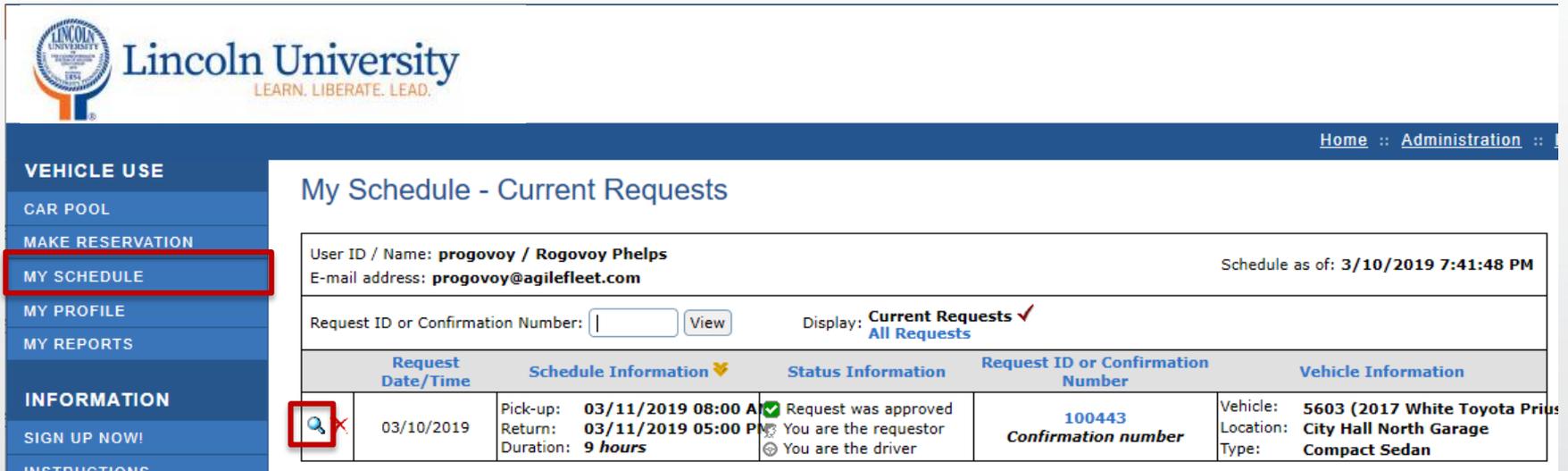
# REQUEST CHANGE TO A RESERVATION



## Request a Change to a Reservation

# REQUEST CHANGE TO A RESERVATION

To request changes to a reservation, go to “My Schedule” and click the magnifying glass next to the reservation. Another option is to cancel the reservation and recreate it.



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Home :: Administration ::

### My Schedule - Current Requests

User ID / Name: **progovoy / Rogovoy Phelps** Schedule as of: 3/10/2019 7:41:48 PM  
E-mail address: **progovoy@agilefleet.com**

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
 03/10/2019	Pick-up: <b>03/11/2019 08:00 AM</b> Return: <b>03/11/2019 05:00 PM</b> Duration: <b>9 hours</b>	✓ Request was approved ⊗ You are the requestor ⊗ You are the driver	<b>100443</b> <i>Confirmation number</i>	Vehicle: <b>5603 (2017 White Toyota Prius</b> Location: <b>City Hall North Garage</b> Type: <b>Compact Sedan</b>

# REQUEST CHANGE TO A RESERVATION

Click the “Request Changes” button.

 Request date/time: 03/10/2019 07:41 PM

**✔ Request was approved**  
**Request ID: R000505**  
**Confirmation number: 100443**

**Requestor Information**  
User ID / name: **progovoy / Rogovoy, Phelps**  
E-mail address: **progovoy@agilefleet.com**

**Vehicle information**  
Vehicle: **5603 (2017 White Toyota Prius)**  
Location: **City Hall North Garage**  
Type: **Compact Sedan**  
Reservation Beginning Mileage:  
Reservation Ending Mileage:  
Total Mileage:

Last modified: 03/10/2019 07:41 PM

# REQUEST CHANGE TO A RESERVATION

Add your message and click the “Submit Change Request” button.

## My Schedule - Request Changes



Request date/time: 03/10/2019 07:41 PM

**✓ Request was approved**

**Request ID: R000505**

**Confirmation number: 100443**

### Reservation Information

Changes (requestor/driver, schedule, selection, additional, or vehicle information):

Can I keep vehicle till Friday at 4PM?

press Shift+Enter to begin a new line

**Submit Change Request**

Cancel (Back)