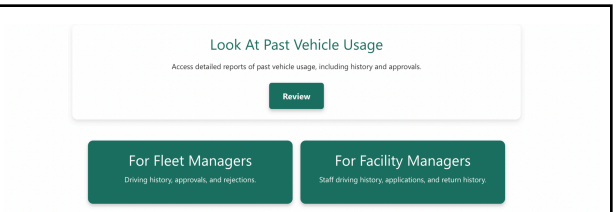
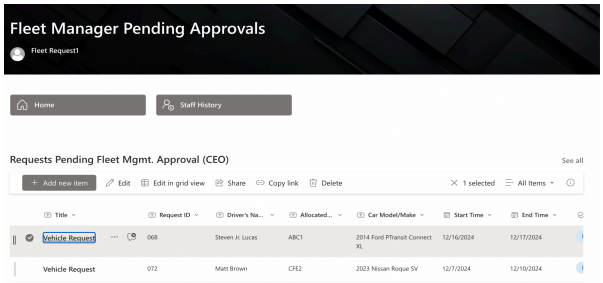
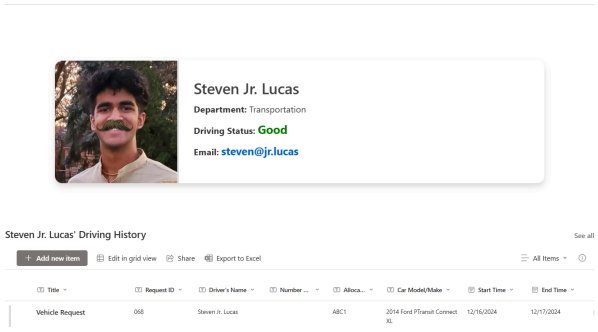
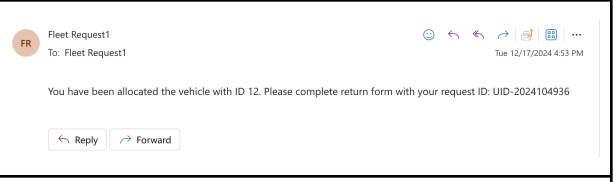
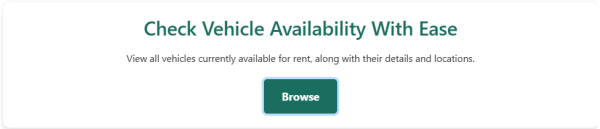
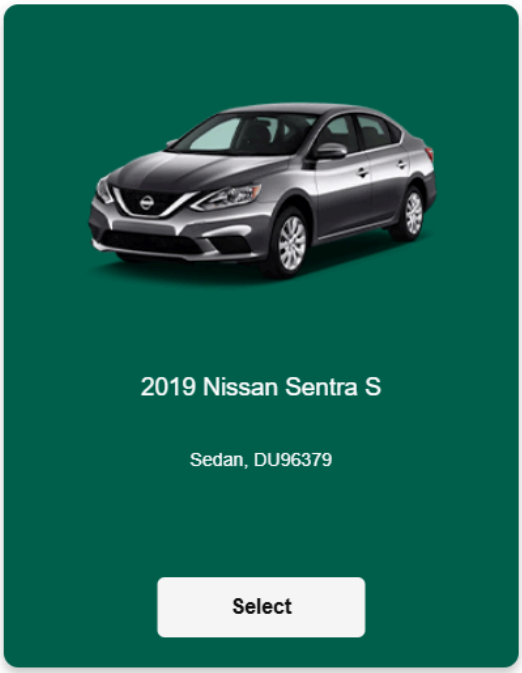
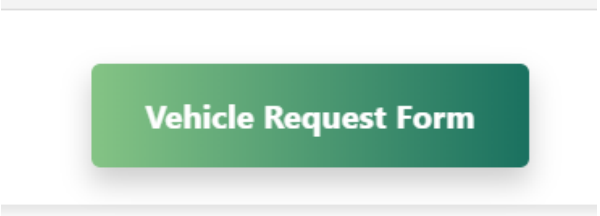
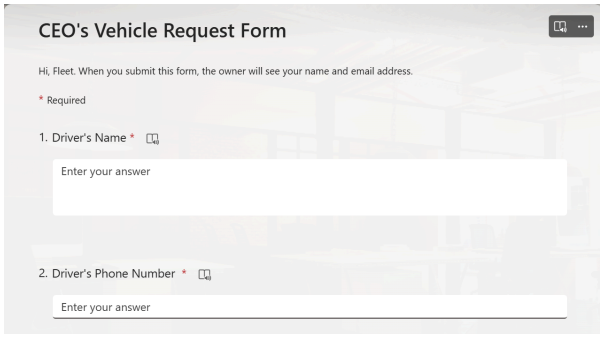
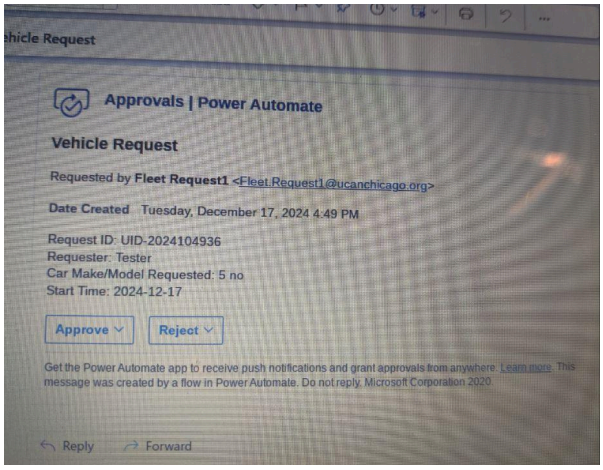
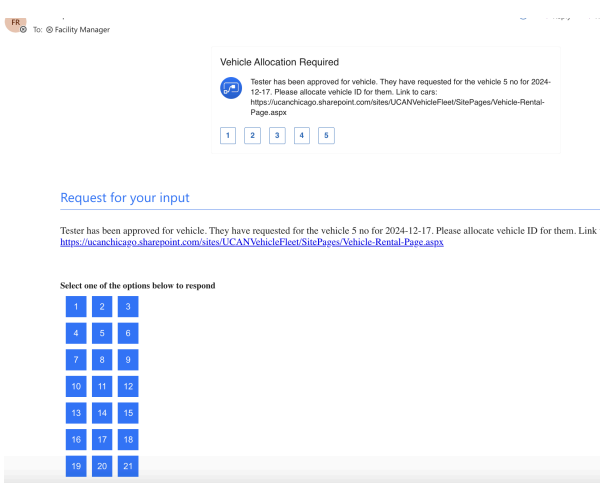
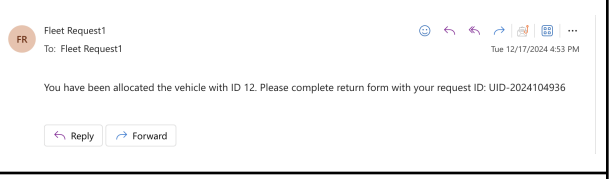
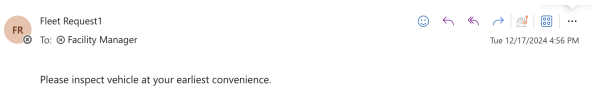
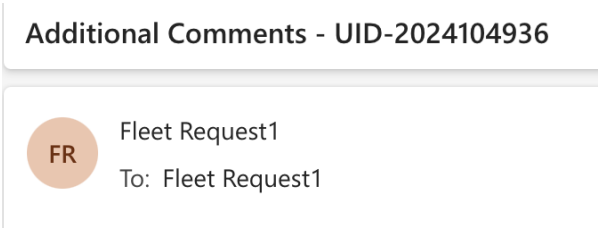
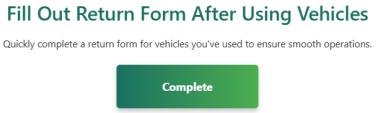
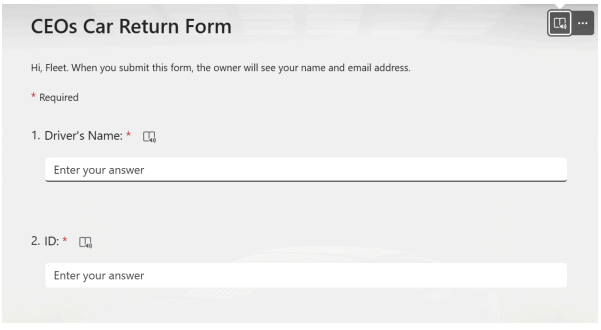
Navigate Fleet Manager

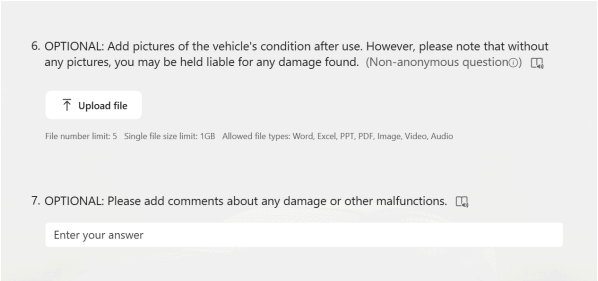
Go to Landing Page, scroll down to “For Fleet Managers”	
At home page, navigate to “Staff History” to check the driver’s history	
Check the Driver’s history to check satisfaction, approve or deny through email.	
If approved, drivers get information sent to them, including User ID	
If denied, go to email and see why the request was denied, amend if needed.	
You have chance to amend once, but if denied a second time, you have to submit second request form	

Navigate Staff

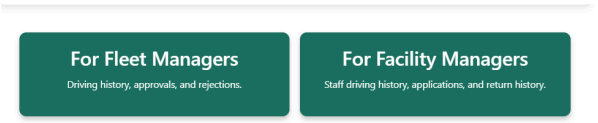
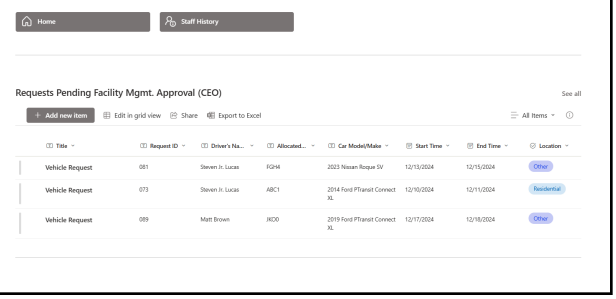
Request a car	
1. Click ‘Browse’ under Vehicle Availability on Home Page	
2. Select a vehicle you would like to request	
3. Once chosen scroll down and click “Vehicle Request Form”	

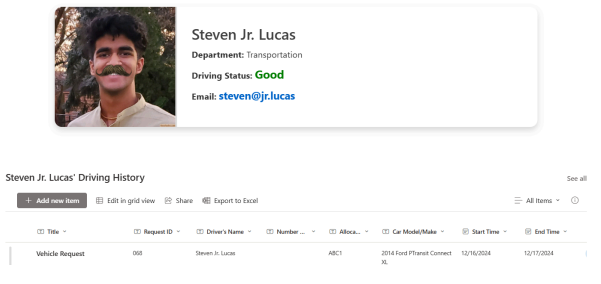
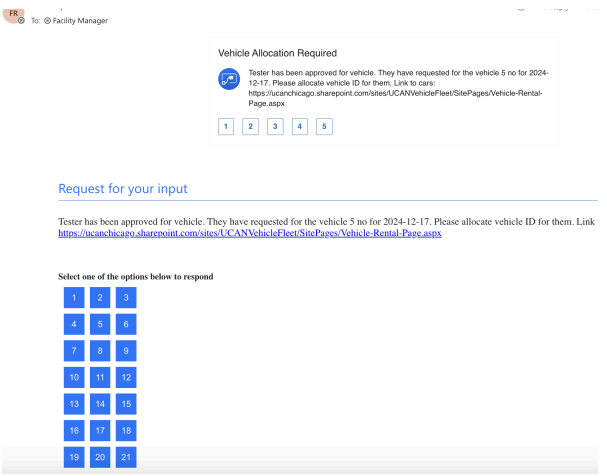
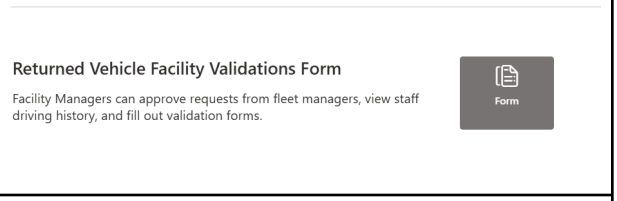
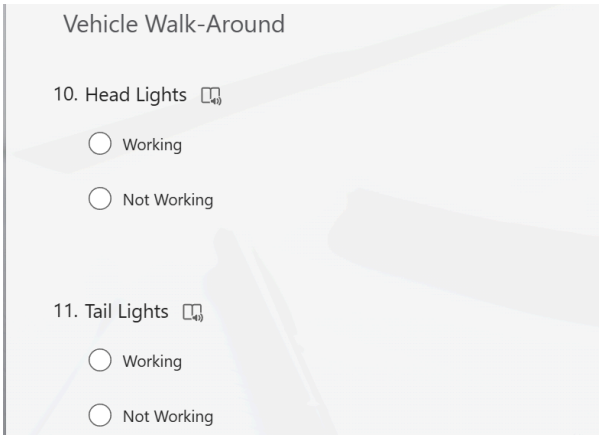
4. Fill out the “Vehicle Request Form” with the appropriate information	
5. Once submitted, wait for the fleet management to approve the decision. a. If a residential requester, then the fleet manager will approve or deny request for vehicle through email.	
6. If approved an email will be sent to your inbox saying “Approved” 7. You are now free to use the requested vehicle a. If approved, the faculty will be notified and asked to allocate a vehicle to the requester. We used a dummy ID system to allocate. b. Requester’s will get the vehicle ID sent to them, including their request ID that they must include when filling out the return form later on.	
8. If rejected an email will be sent to your inbox saying “Rejected” 9. If the fleet manager sends additional comments in the rejection email, staff has the choice to ‘amend’ (a second chance at getting the request approved)	

10. If denied, the requester will be notified via email, and be asked if they wish to amend the decision: a. If yes, the fleet manager will receive an email about the amendment. If they say yes, they will proceed. Otherwise, the requester will be notified that they were denied, and the request will be closed. b. If not, the request will be closed.	
11. Once approved (or approval amended), the requester gets a vehicle.	
12. Once they return it, they will complete the return form and input their request ID, which will then notify faculty via email.	
13. Then the faculty completes the validation form of the vehicle, adding any additional comments they may have. These comments get added to the log and emailed to the requester. 14. The log has then been officially completed. You will be able to see all the information filled in the columns	
Return Process: 1. Click “Complete” under “Fill Out Return Form After Using Vehicles” on Home Page	
2. Complete car return form	

3. Add Picture of the vehicle condition to report damage or to verify that the vehicle is in good condition. After submission, the Facility Manager will be able to investigate the condition of the car in person to complete the return process.	

Navigate Facility

Navigate to bottom of “Landing Page” to see “For Facility Managers”	
On the main page, scroll to see list of all Request (residential and other) waiting for the approval, car assignment or return inspection	

Optional: navigate to “Staff History” on the top of the page to see drivers info, status and history	
For Request Approval: If approved, go to your email to find “Request Awaiting”, to see requested car details,etc. Assign car to the request and send it back with “Approve status”. Add optional comments	
If you deny, go to your email to find “Request Awaiting”, send it back with “Deny status”. Add optional comments	
For Returns: Go to bottom of “Facility Manager Requests and Validations”, where you can see “Returned Vehicle Facility Validations” Form	
Fill out form, while physically investigating car condition	

If approved, send it back with “Accepted status”. Add optional comments	
If denied, send it back with “Deny status”. Add optional comments and pictures	