

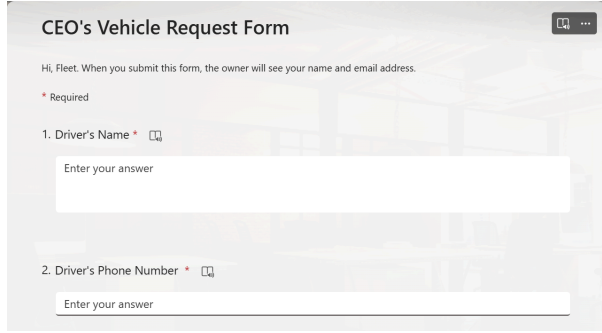
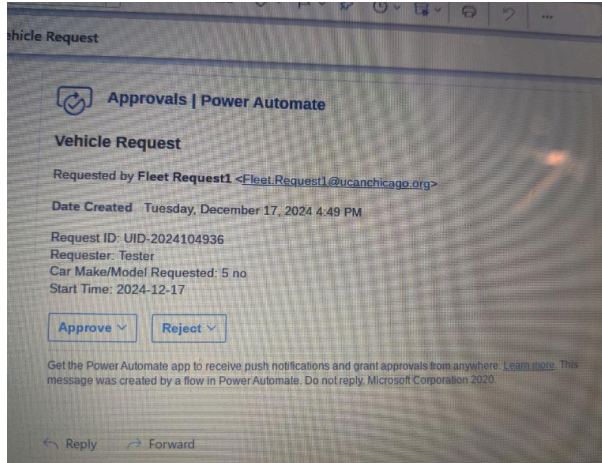
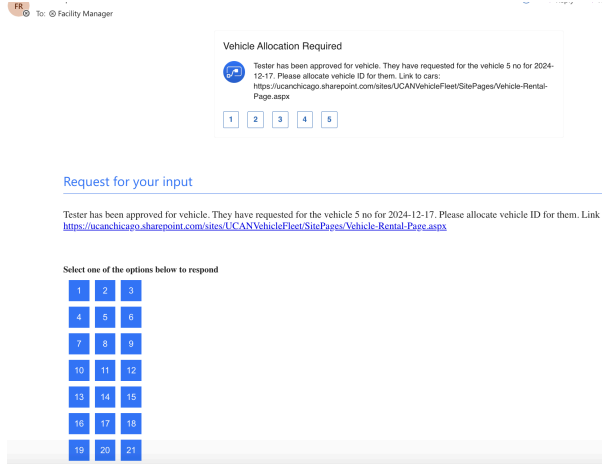


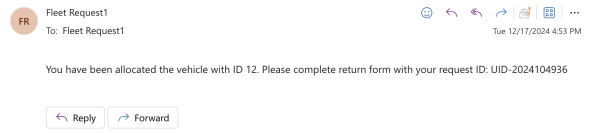
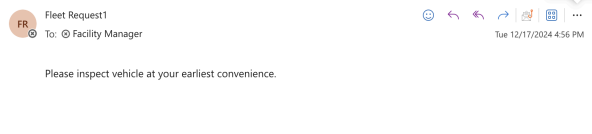
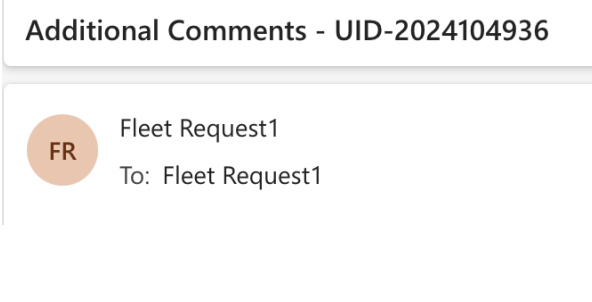
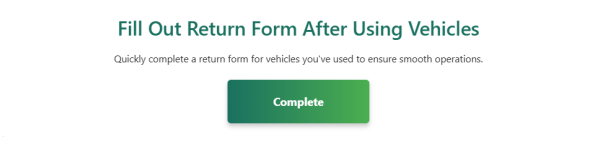
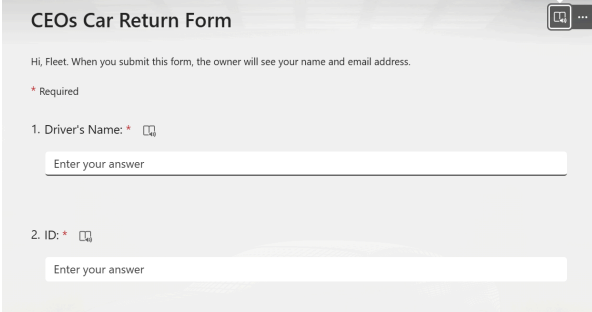
Navigate Fleet Manager

Go to Landing Page, scroll down to “For Fleet Managers”	<div><div>Look At Past Vehicle Usage</div><div>Access detailed reports of past vehicle usage, including history and approvals.</div><div>Review</div><div><div>For Fleet Managers</div><div>Driving history, approvals, and rejections.</div></div><div><div>For Facility Managers</div><div>Staff driving history, applications, and return history.</div></div></div>
At home page, navigate to “Staff History” to check the driver’s history	<div><div>Fleet Manager Pending Approvals</div><div>Fleet Request1</div><div><div>Home</div><div>Staff History</div></div><div>Requests Pending Fleet Mgmt. Approval (CEO)</div><div><div>+ Add new item</div><div>Edit</div><div>Edit in grid view</div><div>Share</div><div>Copy link</div><div>Delete</div><div>X 1 selected</div><div>All items</div><div>See all</div></div><div><div>Title</div><div>Request ID</div><div>Driver's Name</div><div>Allocated</div><div>Car Model/Make</div><div>Start Time</div><div>End Time</div></div><div><div>Vehicle Request</div><div>068</div><div>Steven Jr. Lucas</div><div>ABC1</div><div>2014 Ford F150 Connect XL</div><div>12/16/2024</div><div>12/17/2024</div></div><div><div>Vehicle Request</div><div>072</div><div>Matt Brown</div><div>CBE2</div><div>2023 Nissan Rogue SV</div><div>12/17/2024</div><div>12/19/2024</div></div></div>
Check the Driver’s history to check satisfaction, approve or deny through email.	<div><div><div></div><div><div>Steven Jr. Lucas</div><div>Department: Transportation</div><div>Driving Status: Good</div><div>Email: steven@jr.lucas</div></div></div><div>Steven Jr. Lucas' Driving History</div><div><div>+ Add new item</div><div>Edit in grid view</div><div>Share</div><div>Export to Excel</div><div>All items</div><div>See all</div></div><div><div>Title</div><div>Request ID</div><div>Driver's Name</div><div>Number</div><div>Allocated</div><div>Car Model/Make</div><div>Start Time</div><div>End Time</div></div><div><div>Vehicle Request</div><div>068</div><div>Steven Jr. Lucas</div><div>ABC1</div><div>2014 Ford F150 Connect XL</div><div>12/16/2024</div><div>12/17/2024</div></div></div>
If approved, drivers get information sent to them, including User ID	<div><div><div>FR</div><div>Fleet Request1</div><div>To: Fleet Request1</div><div>Tue 12/17/2024 4:53 PM</div></div><div>You have been allocated the vehicle with ID 12. Please complete return form with your request ID: UID-2024104936</div><div><div>Reply</div><div>Forward</div></div></div>
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	<div><p>Check Vehicle Availability With Ease</p><p>View all vehicles currently available for rent, along with their details and locations.</p><p>Browse</p></div>
2. Select a vehicle you would like to request	<div><p>2019 Nissan Sentra S</p><p>Sedan, DU96379</p><p>Select</p></div>
3. Once chosen scroll down and click "Vehicle Request Form"	<div><p>Vehicle Request Form</p></div>

<p>4. Fill out the “Vehicle Request Form” with the appropriate information</p>	
<p>5. Once submitted, wait for the fleet management to approve the decision.</p> <p>a. If a residential requester, then the fleet manager will approve or deny request for vehicle through email.</p>	
<p>6. If approved an email will be sent to your inbox saying “Approved”</p> <p>7. You are now free to use the requested vehicle</p> <p>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.</p> <p>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.</p>	
<p>8. If rejected an email will be sent to your inbox saying “Rejected”</p> <p>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)</p>	

<p>10. If denied, the requester will be notified via email, and be asked if they wish to amend the decision:</p> <ol style="list-style-type: none"> 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. If not, the request will be closed. 	
<p>11. Once approved (or approval amended), the requester gets a vehicle.</p>	
<p>12. Once they return it, they will complete the return form and input their request ID, which will then notify faculty via email.</p>	
<p>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.</p> <p>14. The log has then been officially completed. You will be able to see all the information filled in the columns</p>	
<p>Return Process:</p> <ol style="list-style-type: none"> Click “Complete” under “Fill Out Return Form After Using Vehicles” on Home Page 	
<ol style="list-style-type: none"> 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.

6. OPTIONAL: Add pictures of the vehicle's condition after use. However, please note that without any pictures, you may be held liable for any damage found. (Non-anonymous question) [?]

Upload file

File number limit: 5 Single file size limit: 1GB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

7. OPTIONAL: Please add comments about any damage or other malfunctions. [?]

Enter your answer

Navigate Facility

Navigate to bottom of “Landing Page” to see “For Facility Managers”

For Fleet Managers

Driving history, approvals, and rejections.

For Facility Managers

Staff driving history, applications, and return history.

On the main page, scroll to see list of all Request (residential and other) waiting for the approval, car assignment or return inspection

Home

Staff History

Requests Pending Facility Mgmt. Approval (CEO)

See all

Add new item

Edit in grid view


Share

Export to Excel

All items

Title	Request ID	Driver's Name	Allocated...	Car Model/Make	Start Time	End Time	Location
Vehicle Request	081	Steven J. Lucas	FGH6	2022 Nissan Rogue SV	12/15/2024	12/15/2024	Other
Vehicle Request	073	Steven J. Lucas	ABC1	2014 Ford F150 Connect XL	12/16/2024	12/17/2024	Residential
Vehicle Request	089	Matt Brown	JDC0	2019 Ford F150 Connect XL	12/17/2024	12/18/2024	Other

Optional: navigate to “Staff History” on the top of the page to see drivers info, status and history



Steven Jr. Lucas
Department: Transportation
Driving Status: **Good**
Email: steven@jr.lucas

Steven Jr. Lucas' Driving History See all

[Add new item](#)

[Edit in grid view](#)

[Share](#)

[Export to Excel](#)

[All items](#)


Title	Request ID	Driver's Name	Number	Alloca...	Car Model/Make	Start Time	End Time
Vehicle Request	000	Steven Jr. Lucas	ABC1		2016 Ford F150 Connect XL	12/16/2024	12/17/2024

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

FR

To: @ Facility Manager

Vehicle Allocation Required

 Tester has been approved for vehicle. They have requested for the vehicle 5 no for 2024-12-17. Please allocate vehicle ID for them. Link to cars: <https://ucan-chicago.sharepoint.com/sites/UCANVehicleFleet/SitePages/Vehicle-Rental-Page.aspx>

1

2

3

4

5

[Request for your input](#)

Tester has been approved for vehicle. They have requested for the vehicle 5 no for 2024-12-17. Please allocate vehicle ID for them. Link <https://ucan-chicago.sharepoint.com/sites/UCANVehicleFleet/SitePages/Vehicle-Rental-Page.aspx>

Select one of the options below to respond

1

2

3

4

5

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10

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21

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


Returned Vehicle Facility Validations Form

Facility Managers can approve requests from fleet managers, view staff driving history, and fill out validation forms.

 **Form**


Fill out form, while physically investigating car condition

Vehicle Walk-Around

10. Head Lights 

☐ Working

☐ Not Working

11. Tail Lights 

☐ Working

☐ Not Working

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