

Using the Agile Fleet Commander Kiosk

Located in the Lobby of Stangle

Contact Us:

- Business Hours: Mon-Fri 8:00 AM – 4:30 PM
301-687-4125; FleetAdministrators@frostburg.edu
- After Hours: University Police Non-Emergency
301-687-4223

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The Kiosk is located in the Lobby of Stangle

Fuel
Receipt
Box



Key Box

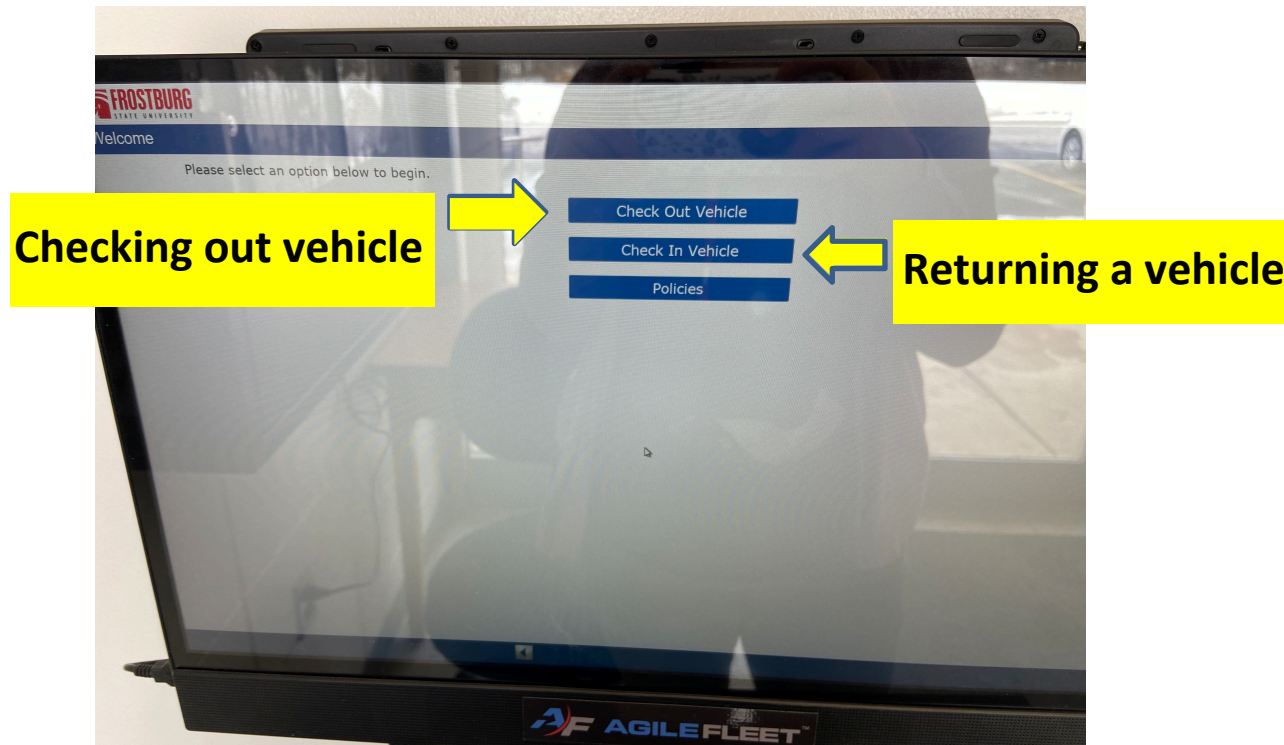
Kiosk

To begin, touch the screen.



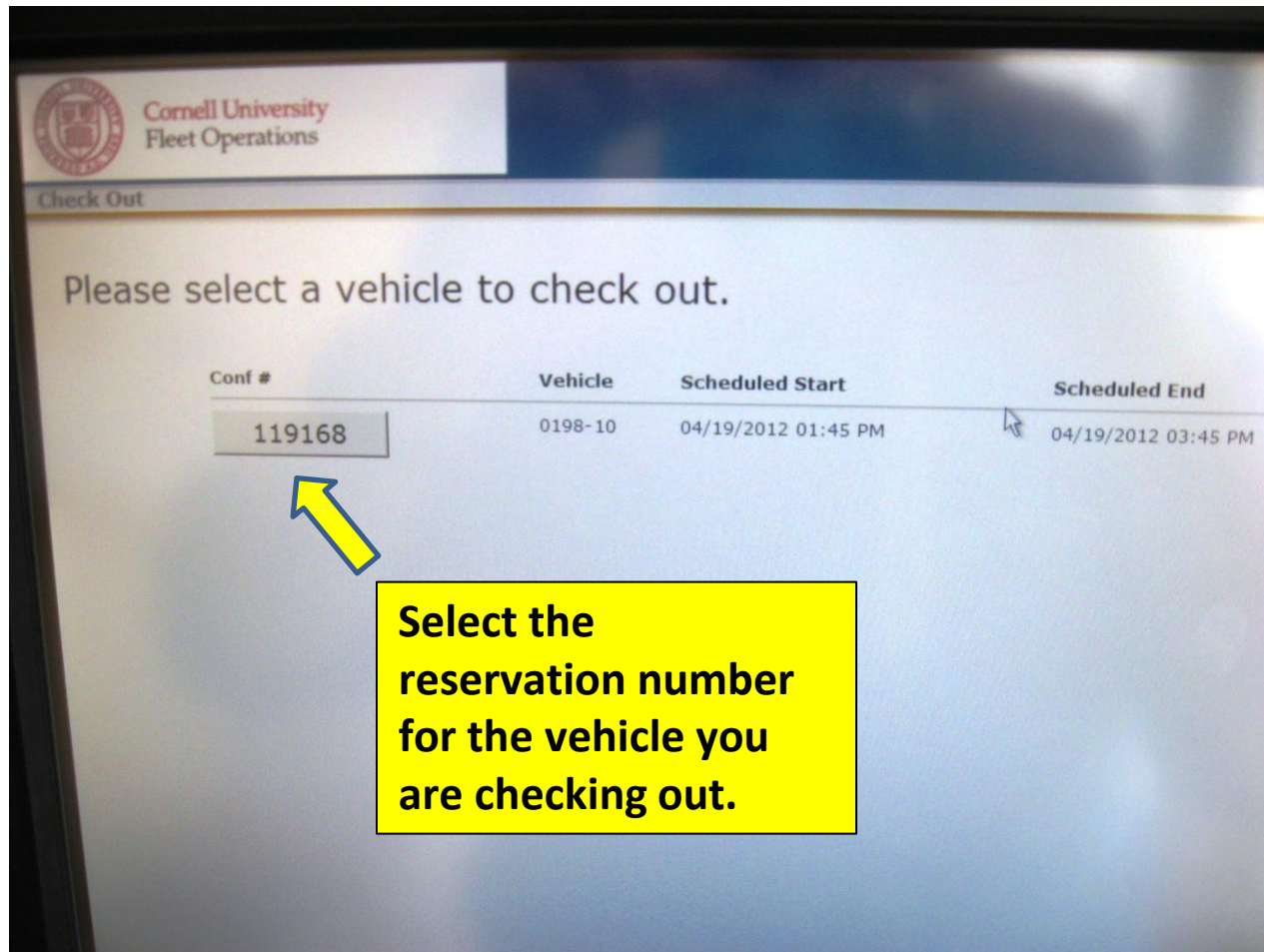
The Screen is touch sensitive. The Driver will need to log into the system with their FSU credentials.

Select the option for what you would like to do.



- "Check Out Vehicle" is for checking out a vehicle you have already reserved online.
- "Check In Vehicle" is used to return a vehicle.

Checking Out a Vehicle



Cornell University
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Check Out

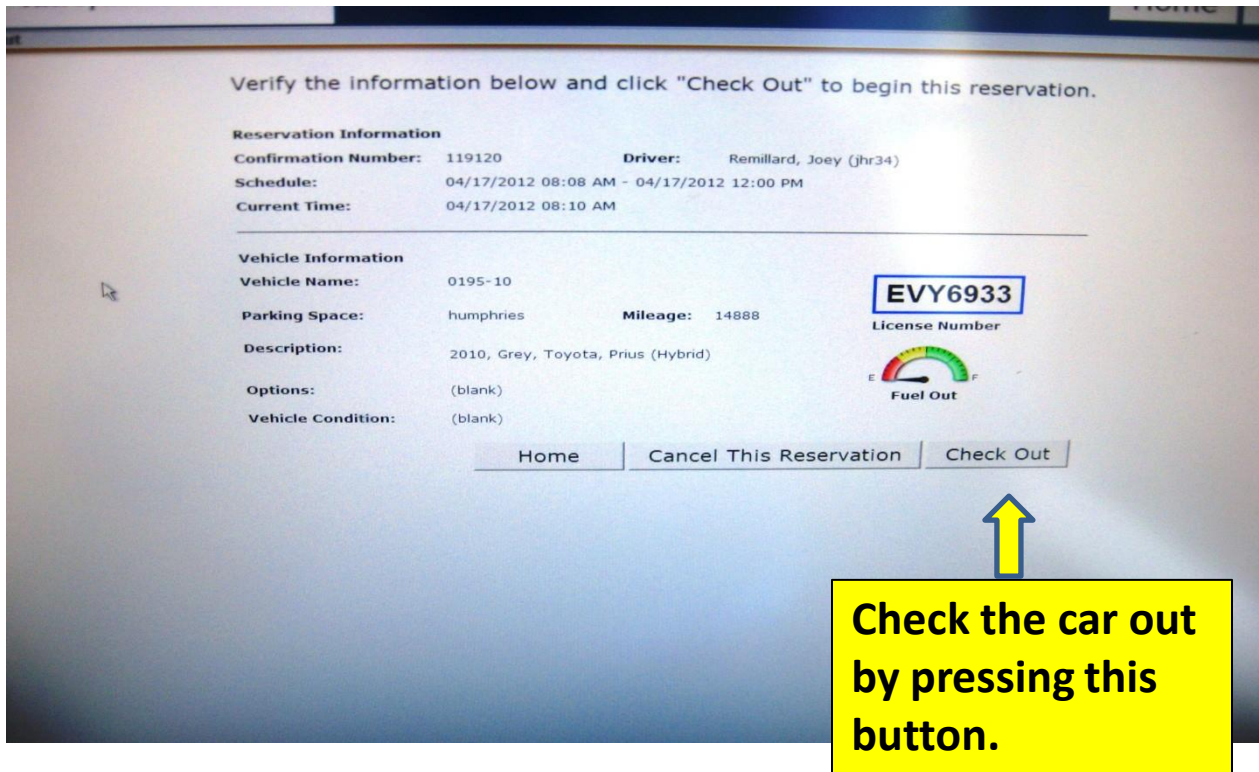
Please select a vehicle to check out.

Conf #	Vehicle	Scheduled Start	Scheduled End
119168	0198-10	04/19/2012 01:45 PM	04/19/2012 03:45 PM

Select the reservation number for the vehicle you are checking out.

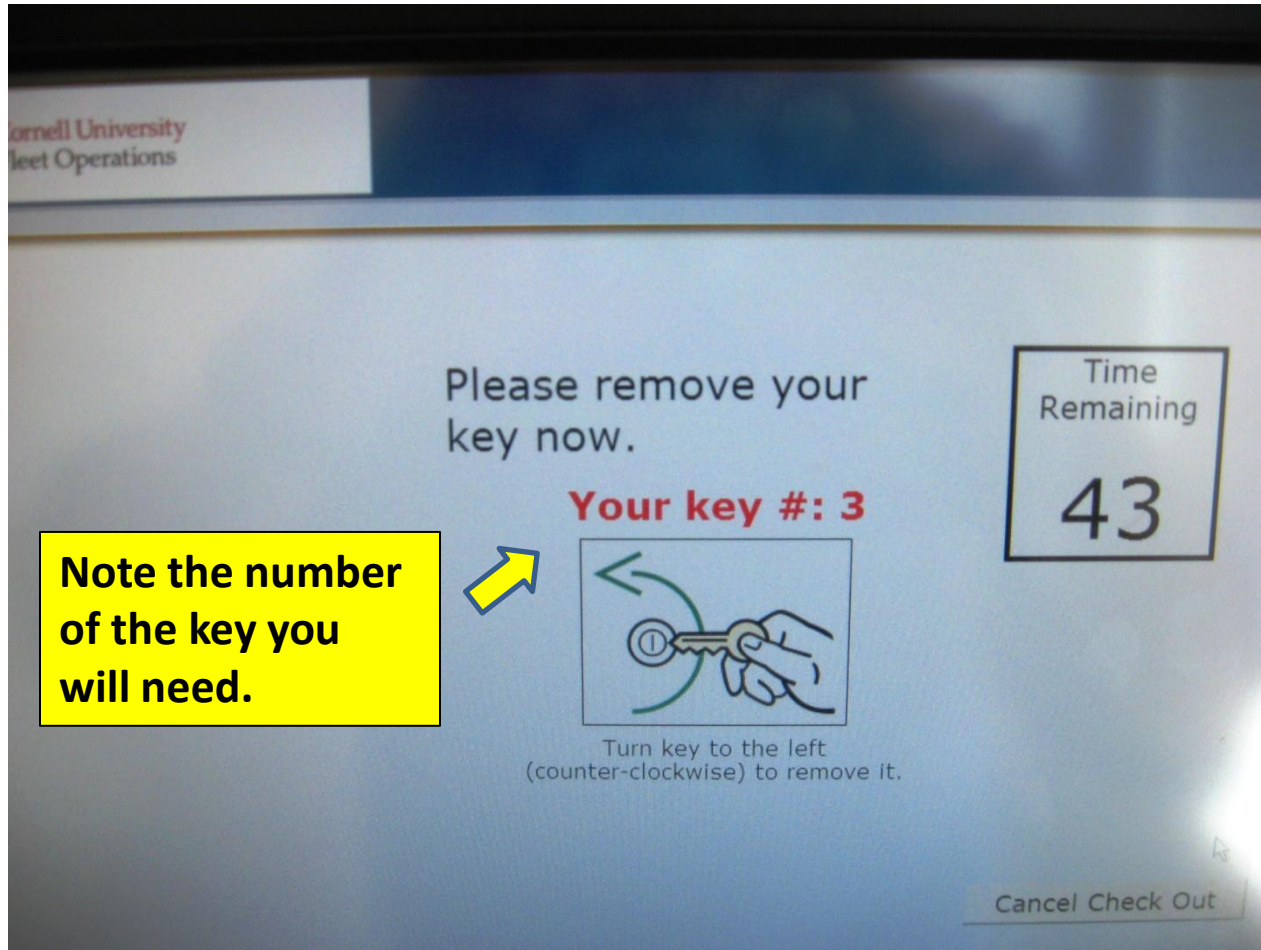
- Check Out a Vehicle will bring up a list of your existing reservations.

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 60 seconds.

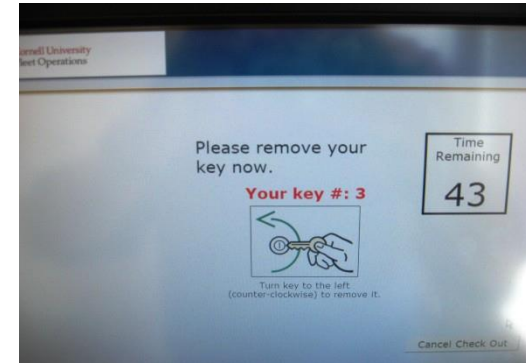
Checking Out a Vehicle



- 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.

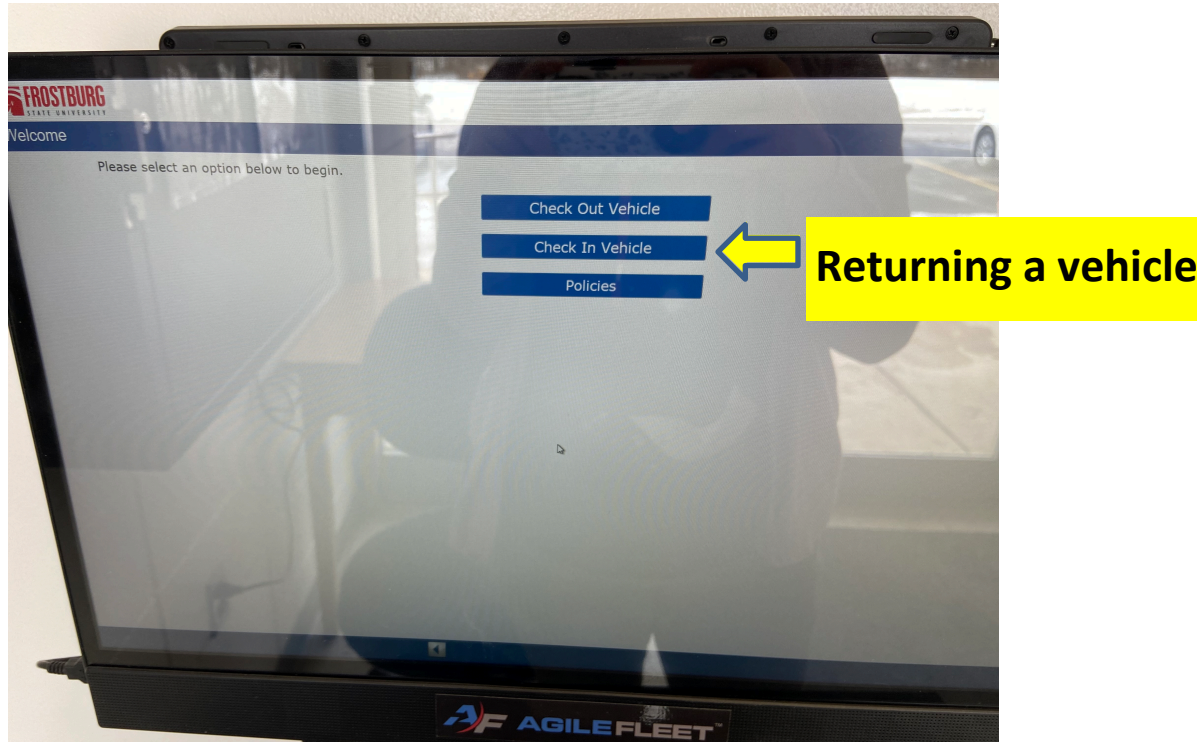
Checking Out a Vehicle



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.
- Turn the key and remove the key and fuel card.
- 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."

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

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

Enter your vehicle mileage here.

- You will need to enter your vehicle's return mileage as well as the fuel level.
- You can leave comments for the Fleet Garage staff on this page.
- Press the Check In button for the key box to unlock.

Checking In a Vehicle



- A green light will turn on next to where they key must be returned.
- Insert the fuel card and key.
- Turn the key clockwise to lock it in place.

Please Remember

- Report any issues with a vehicle to Facilities Management via work order, by calling x4125 or by email to FleetAdministrators@frostburg.edu
- Business hours: 301-687-4125.
- After hours: University Police
301-687-4223