



aRtie25 VEHICLE SCHEDULER

• INSTRUCTIONS •



Logging on to the Vehicle Scheduler to Request a Vehicle

1. From the SCC home page, click on **EMPLOYEE RESOURCES** (top, right side of page)
2. Click on **VEHICLE CALENDAR** (left side of page, located at bottom of list)
3. Click on **MY REQUESTS**
4. Enter **USERNAME** (Enterprise ID in ALL CAPS) and **PASSWORD** (MEMO password)
5. Click **ENTER** button



All Vehicle Requests must be submitted at least 3 BUSINESS DAYS before Travel date!



Online Vehicle Request Form



Once logged on to the Vehicle Scheduler, fill in the appropriate information with as many details as possible where applicable. (NOTE: When online, the required fields are shown in red.)

- **Driver Name:** (REQUIRED) Enter person who will be responsible party driving vehicle
- **Destination:** (REQUIRED) Enter destination
- **Type:** (REQUIRED) Click down arrow, select "Travel"
- **Department:** (REQUIRED) Click down arrow, select correct department
- **Number of Passengers:** (REQUIRED) Including driver, enter number of passengers

Enter Dates & Time Vehicles Needed!



After checking vehicle availability, indicate the **Start date/time** and **End date/time** of the **First** or only occurrence of travel for this vehicle request.

- **START TIME:** Click down arrows and enter DATE, Start TIME, AM/PM of when vehicle is needed.
- **END TIME:** Click down arrows and enter DATE, End TIME, AM/PM when vehicle will be returned.
- **NOTE:** If Travel event is consecutive dates and vehicle will be kept overnight (i.e. out-of-state trip), enter First date/time vehicle is needed in the START TIME, and date/time when vehicle is returning in the END TIME. The dates will be different.

- **AD HOC (Use to add more dates with SAME Start and End TIME as First Occurrence):** If Travel includes dates when vehicle will be picked up and returned on the same day, enter first date and start/end times, then add additional dates using AD HOC. Select additional dates using down arrows; click ENTER button. Repeat for all dates needed.



NOTE: Check vehicle availability **BEFORE** submitting the online request by using the "Vehicles" link at the top of the Vehicle Calendar web page.

Which vehicle do you prefer?

VEHICLE PREFERENCE

1. **Specific Vehicle:** Click down arrow to choose specific vehicle to use.
2. **Any Vehicle In:** Use down arrow to choose only option "Vehicles".
3. **Other:** Use text box to enter multiple vehicles. Separate each vehicle with a comma.

Custom Attributes

NOTE: Contact Name and Contact Phone are both **REQUIRED** fields. They must be filled in before clicking the "NEXT" button at the bottom of the online request form.

- **Contact Email:** Type Email address
- **Contact Name:** Type First and Last name
- **Contact Phone:** Type Phone Number

Comments

- List any additional travel dates with **DIFFERENT** start and end times.
- List any additional information important for Facilities Office to know about request.

Purpose of Trip

- Type in detail answering, "What is the purpose of this trip?"



- Once form is completed, click **NEXT** button at the bottom of online request form; review the "Event Request Summary" page.
- Click on **MAKE CHANGES** button to make changes, or **SUBMIT REQUEST** button to submit.
- Once request has been submitted, a "Vehicle Request Confirmation" will be emailed to you. This confirms that the vehicle has been **REQUESTED** only, **NOT** reserved.
- Once the Facilities Office has processed the online Vehicle Request, a Vehicle Confirmation (PDF) will be emailed.



Have additional questions on how to fill out the online Vehicle Request form?
Call the SCC HelpDesk @ 3-6274, option 3.

How can I find all Vehicle Events for a specific Requestor?

- Go to Vehicle Calendar page.
- Enter First and/or Last name in the "Vehicle Quick Search" box.
- Click GO button; list will populate on page.