

IT524 AiM Motor Pool

What is AiM Motor Pool?	2
Where to Request Access to AiM Motor Pool	2
Access AiM Facilities Management	3
Go to the Quick Login Access page	3
AiM Dashboard	4
Administrative Message Center and Building List	4
Training Resources	4
JMU QUICK SEARCH	5
WorkDesk: Left Column Navigation	5
Create a Vehicle Request	6
Enter Request Information	7
Vehicle Rental Request Status	7
Enter Description	8
Extra Description Field	8
Enter Organization Information	9
Enter Asset Group	10
Enter Dates and Times	11
Enter Account Information	12
Complete User Defined Fields	13
Summary Steps: New Vehicle Rental Request (Non-Chauffeured)	15
Create a Chauffeured Vehicle Request	16
Summary Steps: New Vehicle Rental Request (Chauffeured)	18
Edit a Vehicle Rental Request	19
Copy Vehicle Rental Request	21
Search for Vehicle Rental Charges	22
Appendix	25
Finalize a Vehicle Rental Request	25
Print a Vehicle Rental Request	26
Description and Extra Description Field Examples	27

<https://aimapp.jmu.edu/fmax/login>

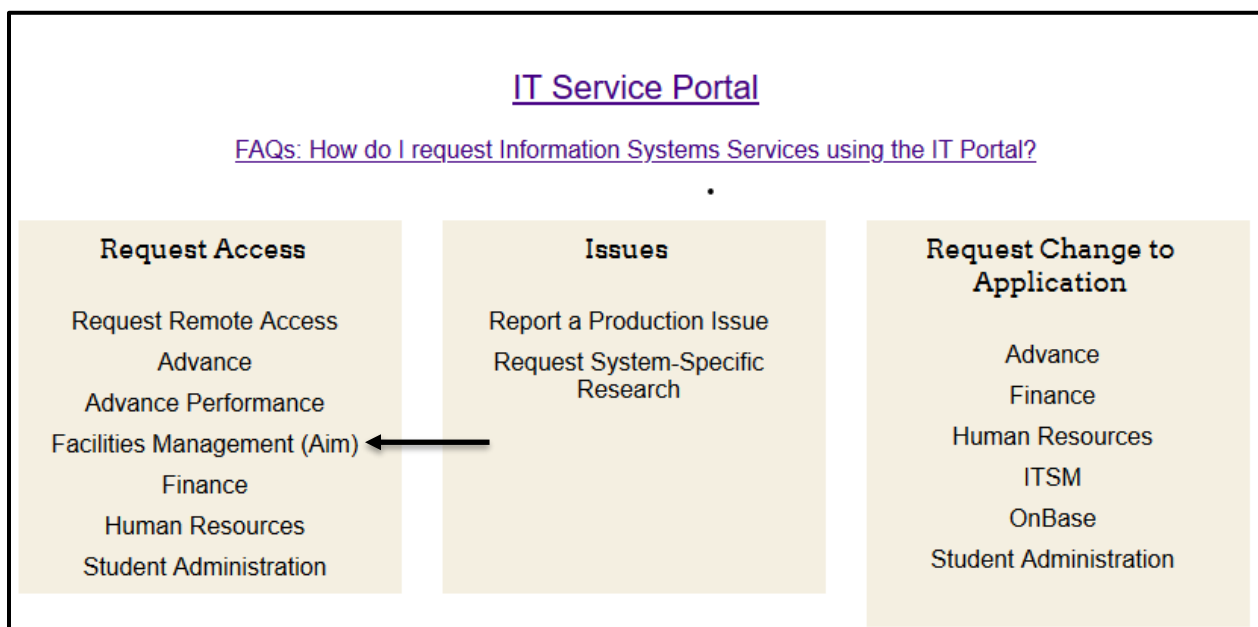
What is AiM Motor Pool?

Motor Pool is the segment of the AiM system used to process vehicle rentals, which are managed by Transportation Services.

Where to Request Access to AiM Motor Pool

Access requests can be made on the **Quick Login Access page** on the JMU website.

Under **Request Access**, click **Facilities Management (AiM)** and complete the online access request form. Select **Motor Pool** to request access to the Motor Pool portion of the AiM system.



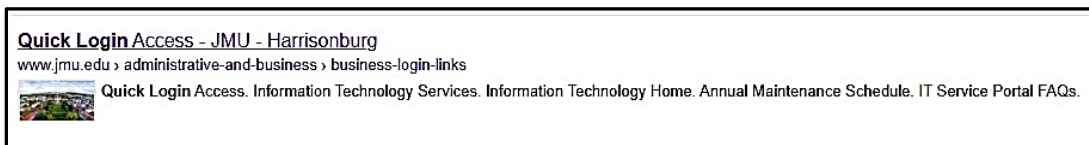
Access AiM Facilities Management

Go to the Quick Login Access page

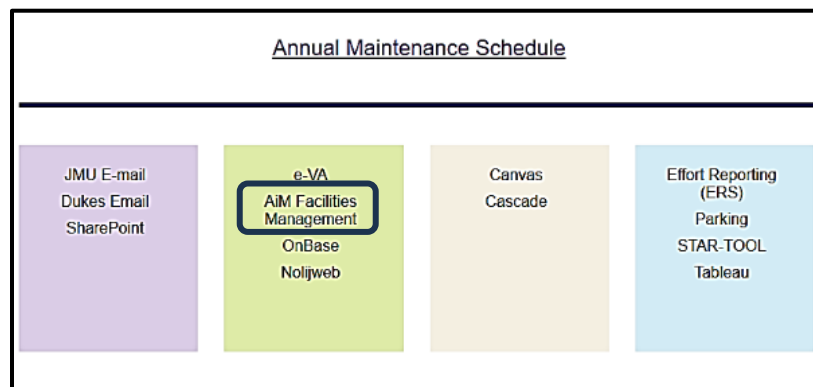
1. From the JMU Home page, search by **Quick Login**.



2. Select **Quick Login Access**.



3. On the second row of applications, click **AiM Facilities Management**.



4. Enter your **JMU eID** and **password** and click **Login**.



AiM Dashboard

When you log into the AiM system, you are taken to the AiM Dashboard. Here are some key features:

Administrative Message Center and Building List

The **Administrative Message** area is used by Facilities Management to communicate information such as the system being temporarily offline. It's a good idea to check this area for updates whenever you login.



The **Building List** provides a list of JMU property numbers and the facility each building resides in. For more information on the property, you can click on the property number.

BUILDING LIST				
Show <input type="text" value="20"/> entries				
Property	Description	Property Class	Facility	Region
0249	10 W. GRACE ST.	AUX	NORTH	MAIN
0207	1050 S. MAIN ST. (MIKE'S MART)	E&G	BLUESTONE	MAIN
0270	1070 HILLCREST DR.	AUX	BLUESTONE	MAIN
0160	1077 S. MAIN ST. (FUNKHOUSER HOUSE)	E&G	BLUESTONE	MAIN
0342	110 W. GRACE ST.	E&G	MEMORIAL	MAIN
0333	1140 HILLCREST DR.	AUX	BLUESTONE	MAIN
0178	1150 S. MAIN ST. (FACULTY HOUSING)	AUX	S MAIN	MAIN
0283	116 PORT REPUBLIC RD.	AUX	LAKE	MAIN
0392	1465/1460 WADSWORTH ST	AUX	S MAIN	MAIN

Training Resources

Youtube Training Videos
[Customer Dashboard Overview](#)
[Customer Request Entry](#)
[Vehicle Request Entry](#)
[Work Order and Phase Overview](#)

Resource Materials
[AiM Zone Map \(GIS\)](#)
[Work Order Guide](#)
[Motor Pool Guide](#)

Training videos created by Facilities Management IT, and the IT Training guides, are available for easy access anytime you need them.

The AiM Zone Map (GIS) is a reference for people who need to enter work orders for spaces on campus not associated with a building. Work orders are a separate component of the AiM system.

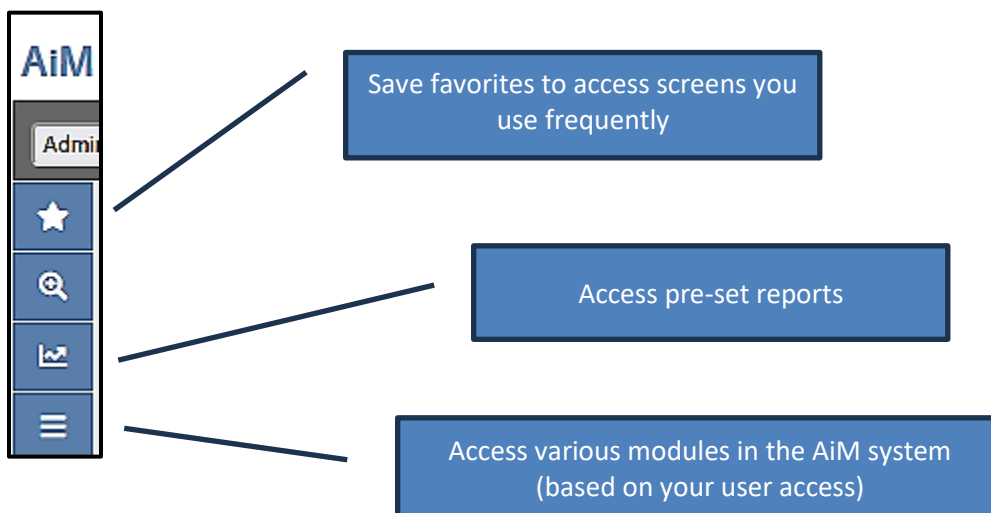
JMU QUICK SEARCH

The **JMU Quick Search** is designed to give you easy access to vehicle rental requests. You have two primary ways to search:

- ★ **Vehicle Request** – search by Vehicle Request transaction #
- ★ **Account (VR)** – search by the account number (Dept ID) the vehicle request is charged to

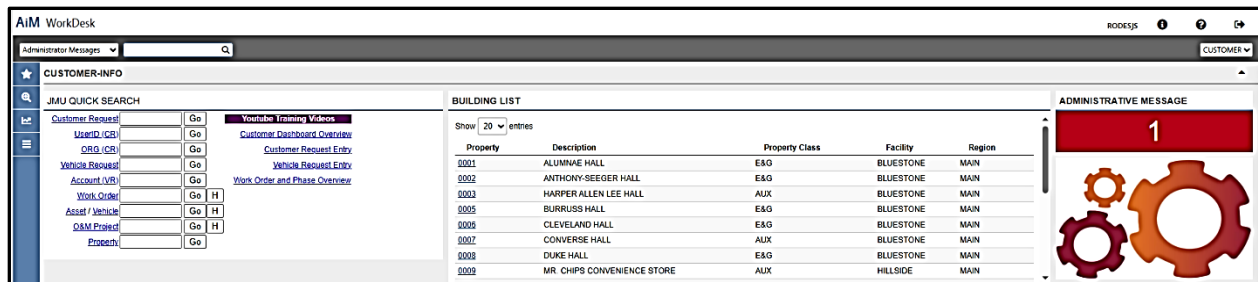
The screenshot shows the AiM WorkDesk interface. At the top, there's a header with the AiM logo and 'WorkDesk'. Below it is a navigation bar with 'Administrator Messages' and a search icon. The main content area is titled 'CUSTOMER-INFO' and contains a section for 'JMU QUICK SEARCH'. This section has a list of search criteria: 'Customer Request', 'UserID (CR)', 'Account (CR)', 'Vehicle Request', 'Account (VR)', 'Work Order', 'Asset / Vehicle', 'O&M Project', and 'Property'. Each criterion has a text input field and a 'Go' button. The 'Vehicle Request' and 'Account (VR)' options are marked with a star icon. To the right of the search section, there are two purple buttons: 'Youtube Training Videos' and 'Resource Materials'. Below these buttons are several links: 'Customer Dashboard Overview', 'Customer Request Entry', 'Vehicle Request Entry', 'Work Order and Phase Overview', and 'AiM Zone Map (GIS)'.

WorkDesk: Left Column Navigation



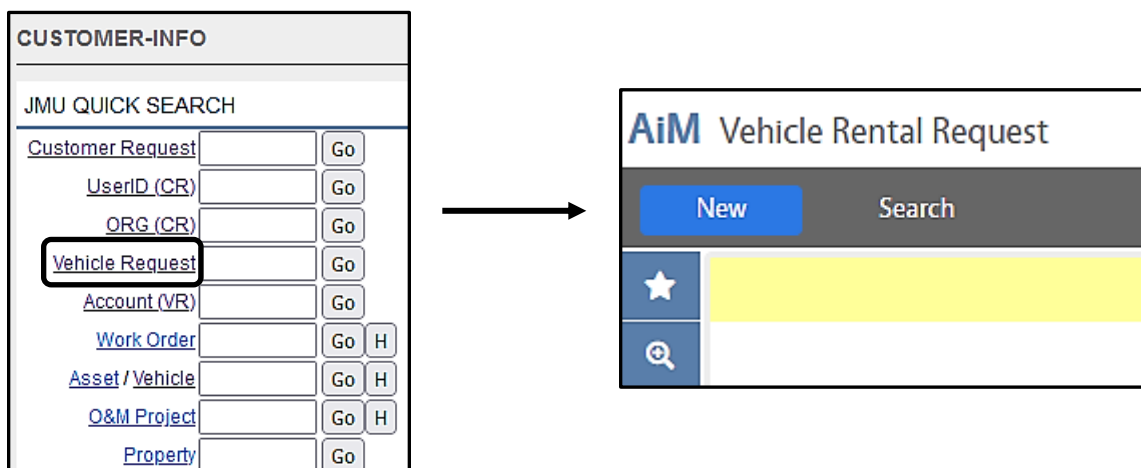
Create a Vehicle Request

Once you login, you will be on the AiM Dashboard.



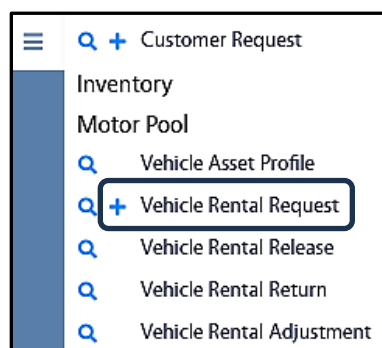
Under JMU QUICK SEARCH, click the **Vehicle Request** hyperlink, which takes you to the Vehicle Rental Request screen. From there, click **New**.

1. Under JMU Quick Search, click the **Vehicle Request** hyperlink, then click **New**.



OR

Click the three bars on the left-side navigation, click the drop-down arrow next to Motor Pool, and select **+ Vehicle Rental Request**.

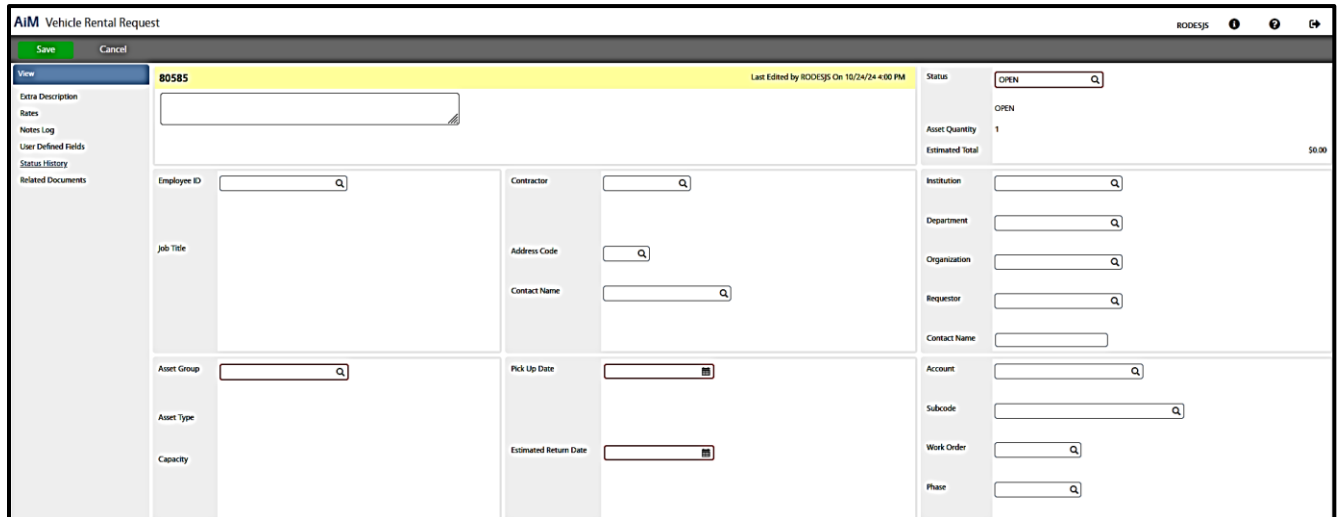


Enter Request Information

All of the boxes that you see outlined in red on your screen are required fields:

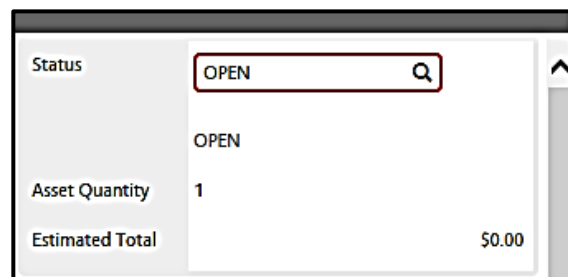
- Status
- Asset Group
- Pickup Date
- Estimated Return Date

They are NOT the only fields you should complete, simply the ones that the system edits.



Vehicle Rental Request Status

When you create a new request, the status defaults to Open. There are three Status options: Open, Finalized or Cancelled.



Asset Quantity is always - 1 (**one vehicle per request**)

- If a chauffeur will not stay for an event, this becomes two separate requests; one to the event and one from the event.
- If a chauffeur stays for the event, only one request is needed

Estimated Total – the system will calculate an estimate but does not have information on mileage nor does it have information on which chauffeur rate applies (if selected); **for a more accurate estimate, please contact Transportation Services**

Enter Description

2. Provide a clear, concise description of the travel
 - If a chauffeur is required, state that **first**
 - Start with a statement about needs, destination, and number of passengers
 - Provide exact locations/addresses, and dates/times for pick-up and drop-off
 - Provide Airline, Flight numbers, and Arrival time for airport pickups
 - Indicate request # of # in the description field if more than one vehicle request for an event
 - Do not use symbols (such as ampersands). Symbols may break the field and cause an incomplete confirmation email.
 - If additional space is needed, use the **Extra Description field**, and indicate “See Extra Description” in the basic Description field

80585

Need sedan and driver to pick up two passengers at 7:00 am on 10/26/24 and drive to Dulles Airport. United flight 400, departing at 11:52 am. Return time 3:00 pm See extra description for names, contact info, and pick up location.

Extra Description Field

Use the Extra Description field to enter additional information. For example, if more than one person will be driving a non-chauffeured vehicle, the names of additional drivers should be entered in the Extra Description field.

AiM Extra Description

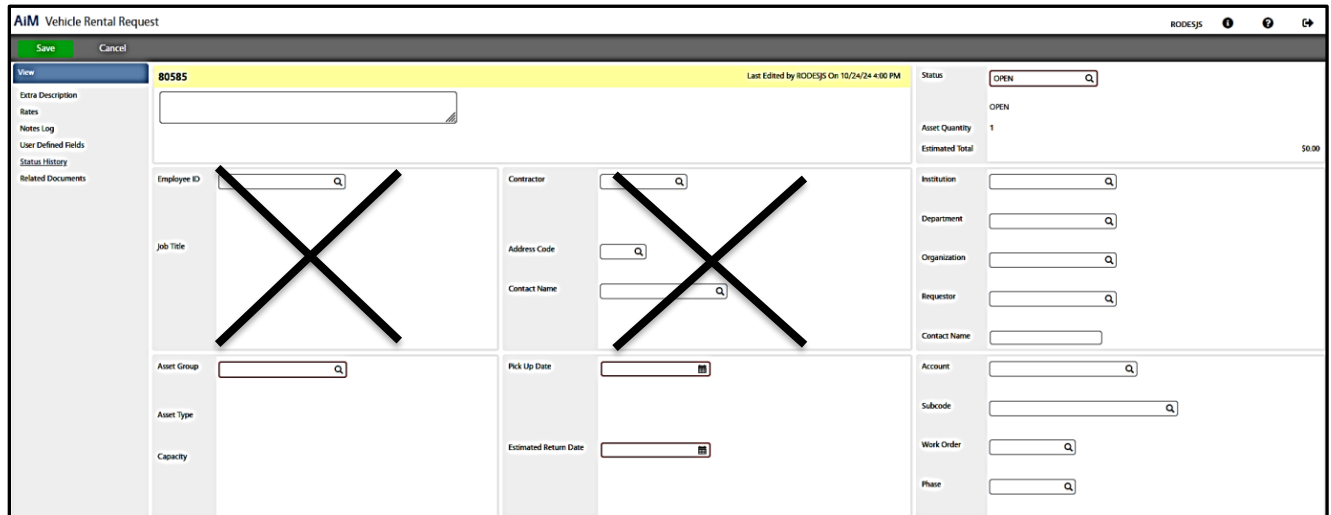
Done Cancel

80585

Driver #2: James Madison (540-568-1000)
Driver #3: Dolley Madison (540-568-2000)

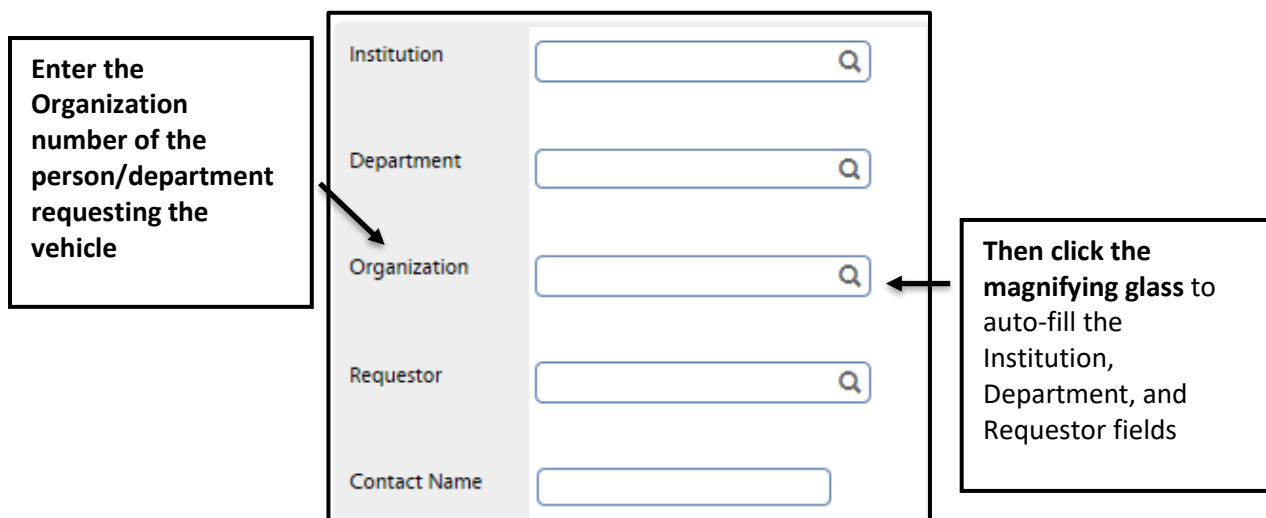
Fields that JMU does not use:

- Employee ID and Job Title
- Contractor, Contractor Address Code, Contract Name



Enter Organization Information

3. Enter the **Organization number** of the person/department requesting the vehicle.
4. Click the **magnifying glass** to auto-fill Institution, Department, and Requestor system information.
5. Enter the **Contact Name** (this is the requestor's name).



Enter the Organization number of the person/department requesting the vehicle

Then click the magnifying glass to auto-fill the Institution, Department, and Requestor fields

Enter Asset Group

- Click on **magnifying glass icon** in the Asset Group field.



The screenshot shows a form with two fields: "Asset Group" and "Asset Type". The "Asset Group" field is highlighted with a red rectangular box, and a magnifying glass icon is located at the right end of this box. A black arrow points from below towards the magnifying glass icon.

- Select the **vehicle type** in the Asset Group. NOTE: Transportation Services may need to make a change to the type of vehicle selected based on availability.
 - If requesting a chauffeur, choose a vehicle that is adequate for your needs, keeping in mind the number of passengers, luggage, etc.
 - If requesting a bus, be aware that JMU buses may be reassigned in the event of a sports event scheduling change (a bus will be provided from a local source)

Clicking on the asset will auto-fill the Asset Group field

AiM Asset Group	
Done	Search
Cancel	
Asset Group ↓	Description
BUS-TRIP	BUS-TRIP
COACH	COACH
SEDAN-ALT FUEL	SEDAN ALTERNATIVE FUEL
SEDAN-FULL	SEDAN-FULL
SEDAN-MID	SEDAN-MID
SUV-FULL	SUV-FULL
SUV-MID	SUV-MID
SUV-SMALL	SUV-SMALL
TRUCK-LIGHT DUTY	TRUCK-LIGHT DUTY
VAN-07 PASSENGER	VAN-07 PASSENGER
VAN-12 PASSENGER	VAN-12 PASSENGER
VAN-CARGO	VAN-CARGO

Enter Dates and Times

Use the calendar icons for Pickup Date and Estimated Return Date to insert the date and times of the rental.

- Click the **calendar icon** for **Pickup Date**, then select the **date** and underneath that the **time** (it is recommended that you use 15-minute increments).

Pick Up Date

Estimated Return Date

October 2024

<< < Now > >>

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

1 2 3 4 5 6 AM

7 8 9 10 11 12 PM

:00 :05 :10 :15 :20 :25

:30 :35 :40 :45 :50 :55

Exact minutes 24

Done

- Click the **calendar icon** for **Estimated Return Date**, then select the **date** and underneath that the **time** (it is recommended that you use 15-minute increments).

Sample completed entry looks like this:

Pick Up Date

Oct 24, 2024 08:00 AM

Estimated Return Date

Oct 24, 2024 07:00 PM

Be sure to verify your date selection and time, including AM/PM; the system does not have a time/day/year check

Enter Account Information

Enter the account that will pay for the vehicle use must be identified.

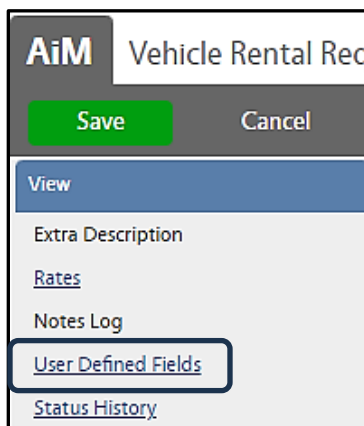
In AiM, the Account Code = Organizational Code/Department ID

10. Enter the account code for the department paying for the rental. You can only select Account/Organizational codes for which you are authorized. This entry may differ from the Organizational code you entered in the Organization field earlier, depending on which department is paying for the rental.
11. Enter Subcode **128400**. Click the **magnifying glass** icon beside the Account field to populate system text.

The screenshot displays a form with four fields: Account, Subcode, Work Order, and Phase. The Subcode field is populated with '128400'. A large red 'X' is overlaid on the Work Order and Phase fields. A tooltip for the Account field reads: 'Enter the Department ID that will incur the rental charge'.

Complete User Defined Fields

User defined fields are required for each rental request. Use the URL **User Defined Fields** in LEFT navigation to access the dialog box.

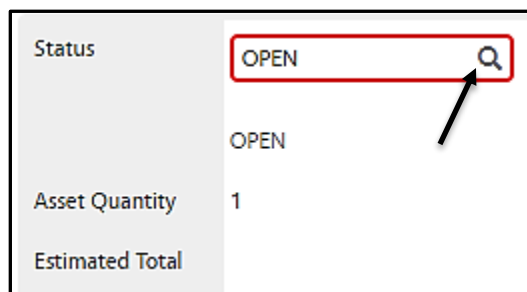


12. Complete each of the Defined Fields when the new screen appears:

- Vehicle Driver Name
- Number of travelers – total in the car (chauffeur not included)
- Destination – provide exact location and address
- Pick-up location – provide exact address for chauffeured trips (enter Transportation Services for non-chauffeured trips)
- Requestor Name
- Requestor Email
- Requestor Phone Number
- Approver Name – the person with signature authority for the bill or account
- Approver Email
- Billing Contact Name – possibly different than approver
- Billing Contact MSC/Address

13. Click **Done** to return to the original request screen.

14. If you are done and do not need to make any changes, update the Status to FINALIZED by clicking the **magnifying glass icon in the Open status field**.



15. Select **Finalized**.

AiM Vehicle Rental Request Status

Done Search Show All Cancel

Status
OPEN
FINALIZED
CANCELED

16. Click **Save**. Requests must be finalized before they can be filled by Transportation Services.

AiM Vehicle Rental Request

Save Cancel

View 74810

Note: Error messages will appear if any required fields are incomplete. Be sure to check the dates entered in the Description field and the dates entered in the form fields to make sure they match.

NOT DONE YET?

If you want to leave the request in an Open status to come back and edit later, add a note to your description such as "Left in Open status, will edit request at a later time." This informs Transportation Services that you are still working on the request.

Enter the notation and simply save your open request. Remember to remove this notation once you are ready to finalize and submit.

Summary Steps: New Vehicle Rental Request (Non-Chauffeured)

1. Under JMU Quick Search, click **Vehicle Request** to access the Vehicle Request screen, then click **New**.
2. Complete **Description Field** with detailed information about the trip. Use the Extra Description field to provide more information as needed.
3. **Leave the following boxes empty:** Employee ID, Contractor, Address Code, Contact Name, Work Order Number, and Phase.
4. Enter the **Organization number** of the person/department requesting the vehicle.
5. Click the **Organization field magnifying glass** to auto-populate the Institution, Department, and Requestor fields.
6. Enter the **Contact Name** (this is the requestor's name).
7. Click on **Magnifying glass** next to Asset Group – **choose desired vehicle type**.
8. Complete **pick up date and time**. (Make sure to click A.M. or P.M.)
9. Complete estimated **return date and time**. (Make sure to click A.M. or P.M.)
10. Under **Account**, enter **Department ID** to be billed.
11. Enter **sub code 128400** and then click **Magnifying glass** next to the Account field to populate system text.
12. Under the View block on the left side of the screen, choose **User Defined Fields** – complete information in all 11 fields and click **Done**.
13. Go to **Status** field, click the magnifying glass. Select **Finalized**.
14. Click **Save**.

If you need to come back to edit the request at a later time, make a notation in the short description field that you need to come back to finish the request later, leave the request in open status and click Save.

Remember! The status of the request must be finalized before it can be filled by Transportation Services.

Create a Chauffeured Vehicle Request

When requesting a chauffeur, choose a vehicle that is adequate for your needs, keeping in mind the number of passengers, luggage, etc.

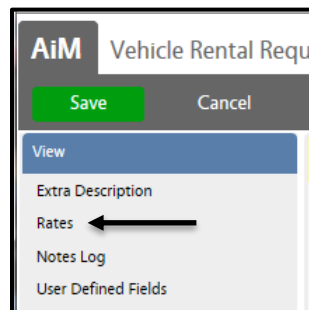
Any vehicle type may be selected. However, please note that the vehicle type may be changed at the discretion of the Transportation Supervisor/Department (you should be notified of any needed changes).

Chauffeurs have a **four-hour minimum** per trip charge. Motor coach and trip bus drivers are included with the vehicle.

1. Complete the first screen of data for your new vehicle request (in the same manner as for a non-chauffeured request).

Additional information to keep in mind for chauffeured requests:

- Chauffeur is automatically assigned with motorcoach and/or trip bus rental
 - If a chauffeur is requested, use the description field to indicate where and when to pick up passenger(s), use the Extra Description field if needed
 - Always include passenger names and cell phone numbers
2. Complete the **User Defined Fields**. Note: Driver will be entered as chauffeur. For passenger count, only count the individuals being driven (not the chauffeur).
 3. Click **Rates**.



4. Click **Load**.

A screenshot of the 'AiM Rates' screen. At the top, there are 'Done' and 'Cancel' buttons. Below them is a header section with '80585' and a description: 'NEED SEDAN AND DRIVER TO PICK UP TWO PASSENGERS AT 7:00 AM ON 10/26/24 AND DRIVE TO DULLES AIRPORT, UNITED FLIGHT 400, DEPARTING AT 11:52 AM. RETURN TIME 3:00 PM. SEE EXTRA DESCRIPTION FOR NAMES, CONTACT INFO, AND PICK UP LOCATION.' To the right of this is a 'Status' field set to 'OPEN' and an 'Asset Quantity' field set to '1'. Below this is an 'Estimated Total' field showing '\$45.00'. The main section is titled 'Default Rates' and contains a table with columns: 'Sequence', 'Description', 'Rate Class', 'Rate Type', 'Rate', 'Unit Cost', 'Estimated Quantity', and 'Subtotal'. The table has two rows: Row 1: '1', 'DAILY', 'Duration', 'DAILY', '\$45.0000', '1.0000', '\$45.00'; Row 2: '2', 'MILEAGE', 'Mileage', 'MILEAGE', '\$0.5700', '0.0000', '\$0.00'. Below the table is an 'Optional Rates' section. At the bottom right, there is a 'Load' button with a red arrow pointing to it.

- Click the **box** to the left of the word chauffeur to select it and click **Done** at top LEFT to return to the original Rates screen.

The screenshot shows a dialog box titled "AiM Rates". At the top, there are two buttons: "Done" and "Cancel". Below these buttons is a table with two columns: "Rate Class" and "Description". The table contains one row with the value "CHAUFFEUR" in both columns. A small square checkbox is located to the left of the "CHAUFFEUR" text in the "Rate Class" column.

Rate Class	Description
<input type="checkbox"/> CHAUFFEUR	CHAUFFEUR

- "Chauffeur" now appears under Optional Rates. Click **Done** to return to the original Vehicle Rental Request.

The screenshot shows the "AiM Rates" screen. At the top, there are two buttons: "Done" and "Cancel". Below these buttons is a yellow header bar with the text "80585" and "Last Edited by RODESJS On 10/24/24 4:00 PM". Below the header bar is a text area with the following text: "NEED SEDAN AND DRIVER TO PICK UP TWO PASSENGERS AT 7:00 AM ON 10/26/24 AND DRIVE TO DULLES AIRPORT. UNITED FLIGHT 400, DEPARTING AT 11:52 AM. RETURN TIME 3:00 PM SEE EXTRA DESCRIPTION FOR NAMES, CONTACT INFO, AND PICK UP LOCATION." Below the text area are two sections: "Default Rates" and "Optional Rates". The "Default Rates" section contains a table with two columns: "Sequence" and "Description". The table has two rows: "1 DAILY" and "2 MILEAGE". The "Optional Rates" section contains a table with two columns: "Sequence" and "Description". The table has one row: "3 CHAUFFEUR".

Sequence	Description
1	DAILY
2	MILEAGE

Sequence	Description
3	CHAUFFEUR

- Finalize and save** your request to submit it to Transportation Services.

Summary Steps: New Vehicle Rental Request (Chauffeured)

1. Under JMU Quick Search, click **Vehicle Request** to access the Vehicle Request screen, then click **New**.
2. Complete **Description Field** with detailed information about the trip. Use the Extra Description field to provide more information as needed.
3. **Leave the following boxes empty:** Employee ID, Contractor, Address Code, Contact Name, Work Order Number, and Phase.
4. Enter the **Organization number** of the person/department requesting the vehicle.
5. Click the **Organization field magnifying glass** to auto-populate the Institution, Department, and Requestor fields.
6. Enter the **Contact Name** (this is the requestor's name).
7. Click on **Magnifying glass** next to Asset Group – **choose desired vehicle type**.
8. Complete **pick up date and time**. (Make sure to click A.M. or P.M.)
9. Complete estimated **return date and time**. (Make sure to click A.M. or P.M.)
10. Under **Account**, enter **Department ID** to be billed.
11. Enter **sub code 128400** and then click **Magnifying glass** next to the Account field to populate system text.
12. Under the View block on the left side of the screen, choose **User Defined Fields** – complete information in all 11 fields and click **Done**.
13. Go to View and select **Rates**.
14. Under Optional Rates click **Load** in lower right corner.
15. Click checkbox beside **Chauffeur**, then click **Done** in upper left corner and then **Done** again on Rates Page.
16. Go to **Status** field, click the magnifying glass. Select **Finalized**.
17. Click **Save**.

If you need to come back to edit the request at a later time, make a notation in the short description field that you need to come back to finish the request later, leave the request in open status and click Save.

Remember! The status of the request must be finalized before it can be filled by Transportation Services.

Edit a Vehicle Rental Request

The edit function is only available for **an open request, not for any other status**. If you need to find an open request to edit, you can search by Vehicle Request # or Account # (the Dept ID charged for the rental) on the Customer Dashboard under JMU Quick Search.

CUSTOMER-INFO		
JMU QUICK SEARCH		
<u>Customer Request</u>	<input type="text"/>	Go
<u>UserID (CR)</u>	<input type="text"/>	Go
<u>ORG (CR)</u>	<input type="text"/>	Go
★ <u>Vehicle Request</u>	<input type="text"/>	Go
★ <u>Account (VR)</u>	<input type="text"/>	Go
<u>Work Order</u>	<input type="text"/>	Go H
<u>Asset / Vehicle</u>	<input type="text"/>	Go H
<u>O&M Project</u>	<input type="text"/>	Go H
<u>Property</u>	<input type="text"/>	Go

If you're on the Vehicle Request screen, you also have the option to enter the vehicle request # in the search box at the bottom of the screen.

Vehicle Rental Request

Search

Last Edited by On

Status

Asset Quantity

Estimated Total \$0.00

Employee ID

Contractor

Address Code

Contact Name

Institution

Department

Organization

Requestor

Contact Name

Asset Group

Asset Type

Capacity

Pick Up Date

Estimated Return Date

Account

Subcode

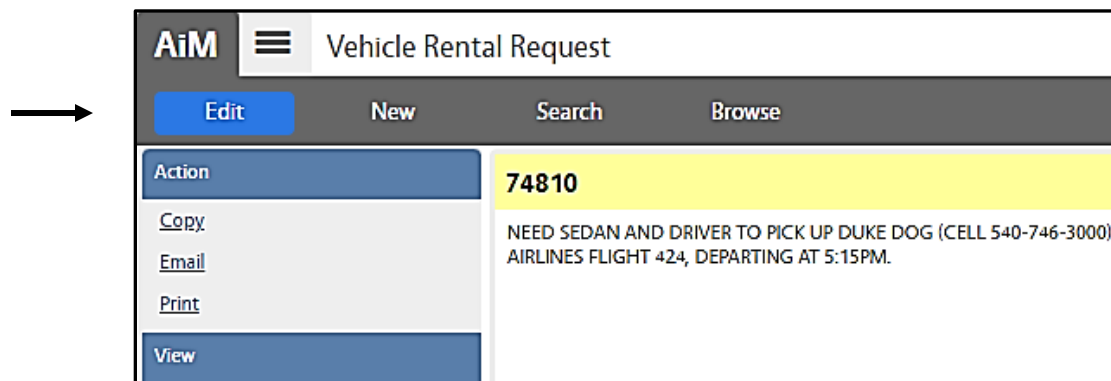
Work Order

Phase

Insert the Transaction number into the Search field, then click the magnifying glass

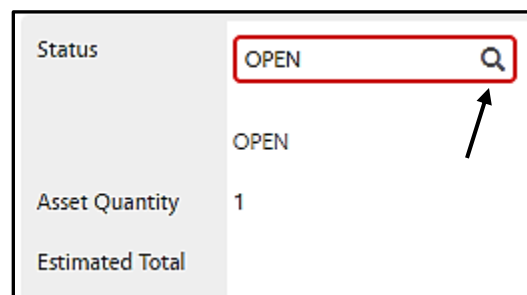
Search

1. With the request showing, click **Edit**. Make any necessary changes.



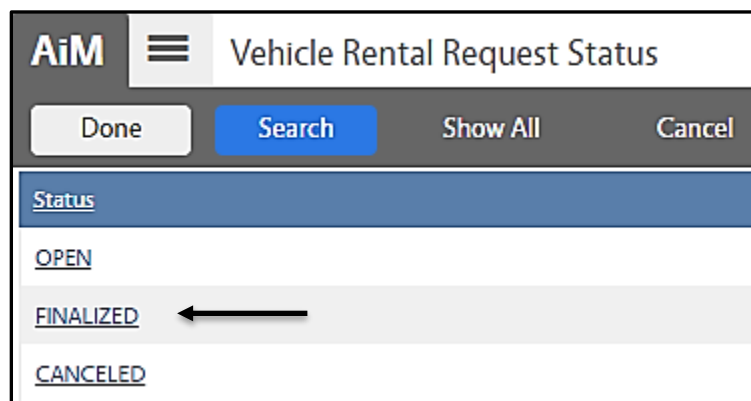
The screenshot shows the 'AiM Vehicle Rental Request' interface. At the top, there is a navigation bar with buttons: 'Edit' (highlighted with an arrow), 'New', 'Search', and 'Browse'. Below this is a table with two columns. The left column is titled 'Action' and contains links: 'Copy', 'Email', 'Print', and 'View'. The right column displays the request details for ID '74810': 'NEED SEDAN AND DRIVER TO PICK UP DUKE DOG (CELL 540-746-3000) AIRLINES FLIGHT #24, DEPARTING AT 5:15PM.'

2. Click the **magnifying glass** to the right of Status>Open, and a dialog box will appear.



The screenshot shows a dialog box for the 'Status' field. The 'Status' dropdown is set to 'OPEN'. A magnifying glass icon is highlighted with an arrow, indicating where to click to open a search or filter dialog.

3. Click **Finalized**, then click **Done**.



The screenshot shows the 'AiM Vehicle Rental Request Status' interface. At the top, there is a navigation bar with buttons: 'Done', 'Search', 'Show All', and 'Cancel'. Below this is a table with one column titled 'Status'. The table contains three rows: 'OPEN', 'FINALIZED' (highlighted with an arrow), and 'CANCELED'.

4. Click **Save** at top LEFT of the request screen to submit. Once finalized & saved, the request will NOT accept any changes (contact Transportation Services to assist with any necessary adjustments to the request).

Copy Vehicle Rental Request

If you have two similar vehicle requests, for example, you are requesting a chauffeur that will NOT stay with you, or more than one vehicle is needed for the event, you can copy an existing request.

Click **Copy**. This action copies the main page of the request and generates a new Transaction ID.

The screenshot shows the 'Vehicle Rental Request' form in the AiM system. The 'Action' menu is open, and the 'Copy' option is highlighted. The main form displays a request for a chauffeur for 5 passengers to Baltimore - Inner Harbor Convention Center on August 10, 2021, from 8 AM to 11:30 PM. The passengers listed are James Madison 8-1234, Dolly Madison 8-4321, and George Washington 8-1111. The 'Employee ID' field is empty.

Action	64629
Copy	CHAUFFEUR NEEDED FOR 5 PASSENGERS TO BALTIMORE - INNER HARBOR CONVENTION CENTER
Email	AUGUST 10, 2021
Print	PICK UP AT 8AM, RETURN AT 11:30 PM
View	PASSENGERS:
Extra Description	JAMES MADISON 8-1234
Rates	DOLLY MADISON 8-4321
Notes Log	GEORGE WASHINGTON 8-1111
User Defined Fields	
Status History	

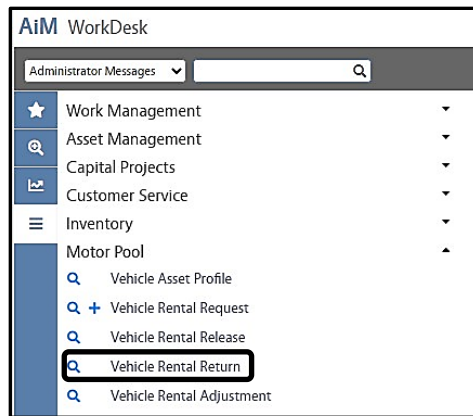
User defined fields are not copied, so need to be re-entered

Rates are copied as the system assumes the same Asset Type (vehicle); you can select a different Asset Type (vehicle) as needed

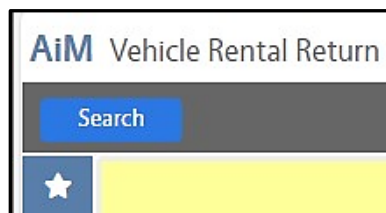
- Edit **any data on the main page**. Be sure to check the dates entered in the Description field and the dates entered in the calendars to make sure they are updated and match. Update information regarding drivers and/or passengers, etc.
- Enter **User Defined Fields** (they do not copy)
- Edit **Asset Type** (if necessary)
- Review entry, **Finalize**, and **Save**.

Search for Vehicle Rental Charges

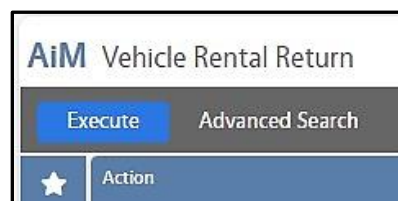
Under the **hamburger menu**, click the **Motor Pool** drop-down menu, then select **Vehicle Rental Return**.



Click **Search**.



Click **Advanced Search**.



Scroll down until you are in the **Vehicle Rental Return Line Item** section. Enter your Vehicle Rental Request number in the **Asset Rental Request** field.

The screenshot shows the 'AiM Vehicle Rental Return' interface. At the top, there are tabs for 'Execute', 'Basic Search', and 'Reset'. Below these is a 'User Defined Fields' section with a table of fields and operators. The 'Vehicle Rental Return Line Item' section is highlighted with a dropdown menu set to 'Select'. Below this, there is another table of fields and operators. An arrow points to the 'Asset Rental Request' field in this section.

User Defined Fields			
		Operator	
<input type="checkbox"/>	Pre-trip Time	=	
<input type="checkbox"/>	Reservation Request	=	
<input type="checkbox"/>	Resource	=	
<input type="checkbox"/>	Itinerary Received	=	
<input type="checkbox"/>	vehicle	=	

Vehicle Rental Return Line Item **Select**

Vehicle Rental Return Line Item			
		Operator	
Line	=		
Description	contains		
Status	=		
Asset Rental Request	=		
Asset Type	=		
Asset Group	=		

Click **Execute**.

The screenshot shows the 'AiM Vehicle Rental Return' interface after clicking 'Execute'. The 'Asset Rental Request' field in the 'Vehicle Rental Return Line Item' section is now populated with the value '78996'. An arrow points to the 'Execute' button.

User Defined Fields			
		Operator	
<input type="checkbox"/>	Pre-trip Time	=	
<input type="checkbox"/>	Reservation Request	=	
<input type="checkbox"/>	Resource	=	
<input type="checkbox"/>	Itinerary Received	=	
<input type="checkbox"/>	vehicle	=	

Vehicle Rental Return Line Item **Select**

Vehicle Rental Return Line Item			
		Operator	
Line	=		
Description	contains		
Status	=		
Asset Rental Request	=		78996

To see the details of the Vehicle Rental Return, click the **transaction # hyperlink**.

AiM Vehicle Rental Return			
Search			
★	Action	Transaction ID	Description
🔍	Export	74938	REQUEST 2 OF 2: CHAUFFEUR AND CAR NEEDED FOR 2 PASSENGER
📄	View		
☰			TO PICK UP AT THE AC MARRIOTT, 1112 19TH ST NW, WASHINGTON DC TO THEIR HOMES. SEE EXTRA DESCRIPTION FOR DETAILS

As long as the status of the rental return displays as “CLOSED” (as shown below) you will see the correct charges, which are shown in the Total field.

AiM Vehicle Rental Return			
Search		RODESJS ⓘ ? ➡	
Browse		☆	
★	Action	74938	Last Edited by ANGELA DUNLAP On 3/29/24 4:08 PM
🔍	Email	REQUEST 2 OF 2: CHAUFFEUR AND CAR NEEDED FOR 2 PASSENGER. TO PICK UP AT THE AC MARRIOTT, 1112 19TH ST NW, WASHINGTON DC TO THEIR HOMES. SEE EXTRA DESCRIPTION FOR DETAILS	
📄	View		
📄	Extra Description	<div> <div>Status</div> <div>CLOSED</div> <div>CLOSED</div> <div>Total</div> <div>\$194.70</div> </div>	
☰	Sent Email		

Appendix

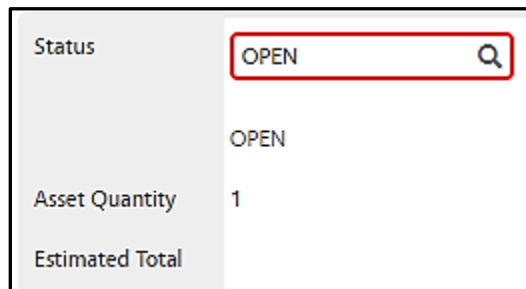
Finalize a Vehicle Rental Request

The distinction between SAVED and FINALIZED requests in Motor Pool:

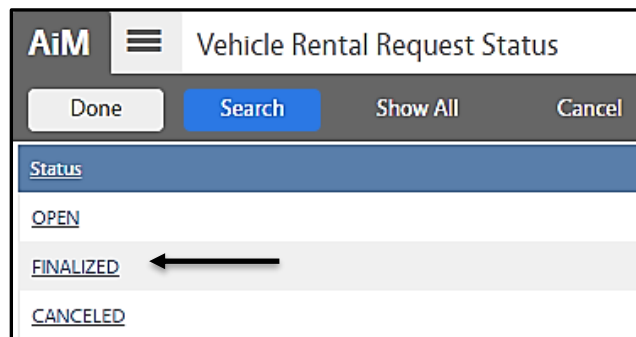
SAVED ONLY	FINALIZED AND SAVED
Once all fields are complete (error free), a SAVE keeps the request in AiM	The request gets submitted to Transportation Services after the Status is changed to Finalized and then Saved
Requests with error messages are NOT saved in AiM even if Save is clicked	Once Finalized and Saved, a vehicle request can only be changed or cancelled by Transportation Services

To **finalize** a saved request and submit to Transportation Services:

1. Locate the **Open** Vehicle Request.
2. If NOT in Edit mode already, Click **Edit** at top LEFT. Make any desired changes.
3. Click the **magnifying glass** to the right of Status>Open, and a dialog box will appear.



4. Click **Finalized**, then click **Done**.



5. Click **Save** at top LEFT of the request screen to submit -- Once finalized & saved, the request will NOT accept any changes (please contact Transportation Services to assist with any necessary adjustments to the request).

Print a Vehicle Rental Request

On both the Asset Request Saved or Asset Request Finalized screens, there is a print option in the left-side navigation.

1. Click **Print**.

AiM Vehicle Rental Request

Edit New Search Browse

Action **64629**

Copy

Email

Print

View

Extra Description

Rates

Employee ID

CHAUFFEUR NEEDED FOR 5 PASSENGERS TO BALTIMORE - INNER HARBOR CONVENTION CENTER
AUGUST 10, 2021
PICK UP AT 8AM, RETURN AT 11:30 PM
PASSENGERS:
JAMES MADISON 8-1234
DOLLY MADISON 8-4321
GEORGE WASHINGTON 8-1111

**** Do not use the browser's File/Print option as it will not produce the result you need ****

2. A report will be generated. Click the **Print icon** on the top left section of the menu bar.

Asset Rental Request

Showing page 1 of 1

AiM **Asset Rental Request**

Asset Rental Request	
Description:	CHAUFFEUR NEEDED FOR 5 PASSENGERS TO BALTIMORE - INNER HARBOR CONVENTION CENTER AUGUST 10, 2021 PICK UP AT 8AM, RETURN AT 11:30 PM PASSENGERS: JAMES MADISON 8-1234 DOLLY MADISON 8-4321 GEORGE WASHINGTON 8-1111 SEE EXTRA DESCRIPTION
Editor:	
Edit Date:	
Asset Quantity:	
Estimated Total:	

3. Select **PDF** and click **OK**. Save or print the generated PDF file.

Print Report

Print Format

☐ HTML

☒ PDF Auto

Pages

☒ All pages ☐ Current page ☐ Pages:

(Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6)

OK Cancel

Description and Extra Description Field Examples

The following are good examples from the Description and Extra Description fields.

Transaction 65149:

AiM

Vehicle Rental Request

Save

Cancel

View

Extra Description

Rates

Notes Log

User Defined Fields

[Status History](#)

Related Documents

65149

CHAUFFEUR AND CAR NEEDED FOR 3 PASSENGERS AND 6+ LARGE SUITCASES FROM DULLES BACK TO JMU ON SUNDAY, NOV. 14, 2021. PICKUP DULLES AIRPORT APPROX. 4:15 PM AND DROP AT JMU HARTMAN HALL AT 7:30 P.M. MORE DETAILS IN EXTRA DESCRIPTION.

Employee ID

AiM

Extra Description

Done

Cancel

65149

3 passengers from Dulles Airport: Returning to JMU Hartman Hall

James Madison - cell 540-746-1000
Dolley Madison - cell 540-746-2000
Duke Dog - cell 540-746-1111

Flight United Airlines - UA 1992 landing at 4:15 pm
Pickup at Dulles Airport approx. 4:15 pm but after immigration and baggage claim complete

Transaction 65151:

AiM Vehicle Rental Request

Save

Cancel

View

Extra Description

Rates

Notes Log

User Defined Fields

[Status History](#)

Related Documents

65151

CAR AND DRIVER NEEDED TO PICK UP VIP FROM DULLES AIRPORT ON 9-12-21 AT 11:48 A.M. DROP OFF AT HOTEL MADISON. DETAILS IN EXTRA DESCRIPTION. CONTACT DOLLEY MADISON 568-2000.

Employee ID

AiM Extra Description

Done

Cancel

65151

Pick up: Sunday, September 12 @ 11:48 a.m.
Airline: Delta
Flight: 3548 (originating from Evansville, IN - Flight 5033)
Guest: Duke Dog
Guest's cell: 540-746-1111
Drop off: Hotel Madison
Dolley Madison's cell 540-746-2000