



Vehicle Request

SERVICE REQUEST SYSTEM @ HOLMES COMMUNITY COLLEGE

1. Log into My Doghouse.
2. Click on the **Resources** tab.
3. Click on the link in the **Service Request System** channel.
4. Click the + by **Travel**.
5. Click on **Vehicle Request**.
6. Name, Department, & Campus are completed for you.
7. Choose the type of vehicle. (You can select more than one vehicle type by using the control key.)
8. Date of Pickup & Date of Return are clickable calendars.
9. Times are on the hour in a drop down list.
10. Fill in the rest of the form with the appropriate information. (All fields are required, except Additional Information.)
11. **MOST IMPORTANT STEP** Enter the email user name, NOT email address, of the person who approves your request (example: awood). (Check with your dean, director, or administrator for the approver's name.) Click **Submit**.

Main Page

Create a New Request
(Click the + to expand the menu)

- + Technology Services
- Travel
 - [Vehicle Approval](#)
 - [Vehicle Request](#)
 - [Vehicle Return](#)

Update/Review Requests

- [Service Request](#)
- [Vehicle Request](#)

Main Menu

- [Menu Page](#)

Exit the System

- [Exit](#)

Person making Request: Jenny Jones **Department: 17322-Computer Services**

Campus: Type of Vehicle:
(Use Ctrl key to select more than one)

Date of Pickup: Time: AM/PM:

Date of Return: Time: AM/PM:

Destination:

Purpose:

Number of people traveling in vehicle: Driver:

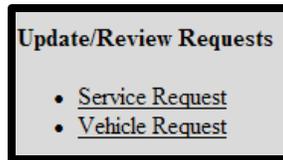
Additional Information: (more detail means better selection of vehicle)

*Check with your Dean, Director, or Administrator
for your immediate approver or follow your normal
chain of command.*

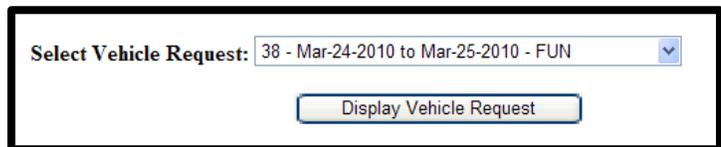
Enter the email user name (ex: tsmith) of the person approving this request. This person is usually the Academic Dean, Career-Technical Director, or Appropriate Administrator.

What happens next??

1. A copy of the request will appear on your screen. You can print by clicking the print button at the bottom of the page.
2. An email will be sent to you, your approver, and the vehicle shop. (At this point the vehicle shop is only notified that a vehicle has been requested, the request must still complete the approval process BEFORE you can pick up the vehicle.)
3. To monitor the progress of your vehicle request in the Service Request System, click **Vehicle Request** under Update/Review Requests.



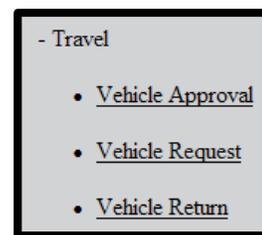
4. Click the drop down box and select the vehicle request you want information about.
5. Click **Display Vehicle Request**.



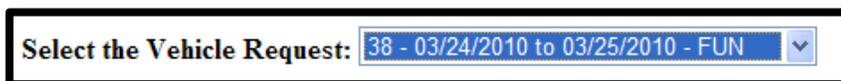
6. Scroll to the bottom of the request to see approval information. As approval is granted, the approvers name and date will appear.
7. When final approval from the Administrator is granted, an email will be sent to you and the vehicle shop.
8. Pick up the vehicle.

After you return the vehicleOPTIONAL STEP!

1. Back in the Service Request System under Travel click **Vehicle Return**.



2. Select the appropriate vehicle request number.



3. Provide any details to the shop about the vehicles condition or performance during your trip. For example, if the wipers don't work let the shop know so that they can fix it before the vehicle leaves again.