

Lincoln Land Community College

# Etrieve | Central

Vehicle Request Submitter User's Guide



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## Guidelines

- The standard vehicle request should be made a minimum of 3 business days prior to departure.
- You may submit a Vehicle Request form for yourself or for another LLCC staff/faculty member.
- Please provide a copy of each person's driver's license that will be driving College vehicles.
- For insurance purposes, please provide verification that you carry car insurance.
  - Both the driver's license and Insurance verification can be scanned into an MFP, saved onto your computer and then attached to the Vehicle Request form before submitting.
- It is recommended that the person driving a vehicle be at least 21 years of age and should carry insurance coverage in the amount not less than required by Section 10-101(b) of the Illinois Vehicle Code [625 ILCS 5/10-101(b)], while using a college fleet vehicle.
- If an outside rental vehicle is required for the reservation, all drivers MUST be at least 21 years of age (for car rental) and 25 years of age (for van rental) and should carry insurance coverage in the amount not less than required by Section 10-101(b) of the Illinois Vehicle Code [625 ILCS 5/10-101(b)], and abide by all regulations and rules set forth by the rental agency.
- Vehicles are given on a first come, first served basis.
- Please submit 1 request only for an event/conference/trip. The appropriate number of vehicles will be scheduled based on availability and group size.
- College vehicles are not allowed to be taken home the night before travel. Please set your reservation departure for the day of travel. Keys may be picked up in advance.
- College vehicles will not be permitted to be left at an airport or extended stay parking lot.
- Please see the College Fleet Vehicle Usage Procedures on the Finance Department portal page for additional information.

## How to Access

On your desktop (both PC and Mac) double click on the Etrieve icon. While on campus, your credentials will automatically authenticate and log you into the software. Off campus or via Smart Device, select **the Etrieve for Employees** link under **My LLCC, Faculty/Staff Resources** from the homepage of [www.llcc.edu](http://www.llcc.edu). Enter your User Name and Password.



## My LLCC

### Student Resources

- Career Coach
- Cash Course
- Center for Academic Success
- EdReady
- Email
- Office 365 ProPlus (free)
- Open Door Program

### Faculty/Staff Resources

- Assessment
- CurricuNET
- Early Alert
- Email
- Employee Portal
- Etrieve for Employees**
- Hippocampus

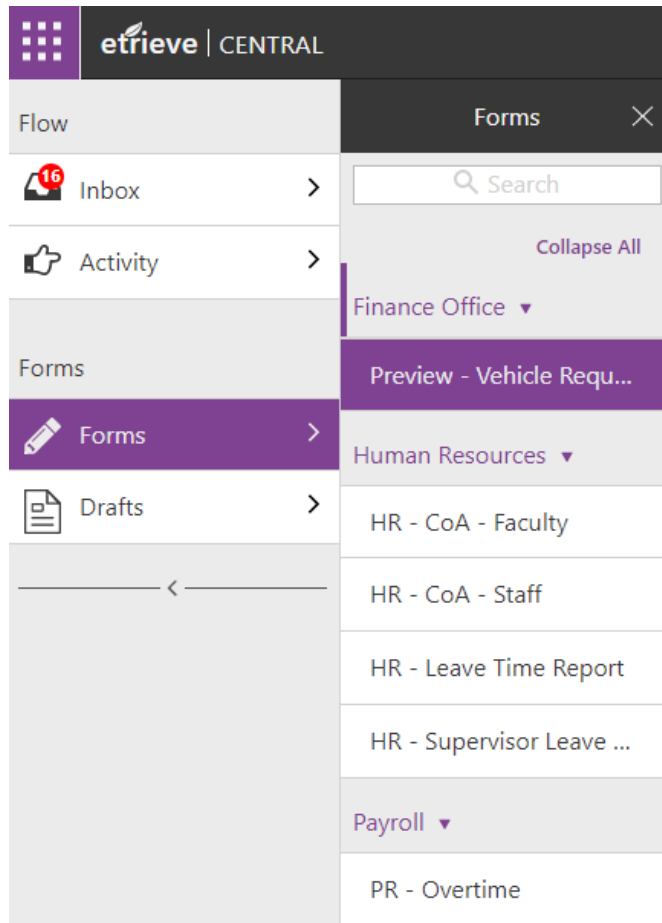
### Quick Links

- Account Activation
- Active Shooter Training Video
- Blackboard
- Bookstore
- Catalog
- Child Development Center
- College Directory

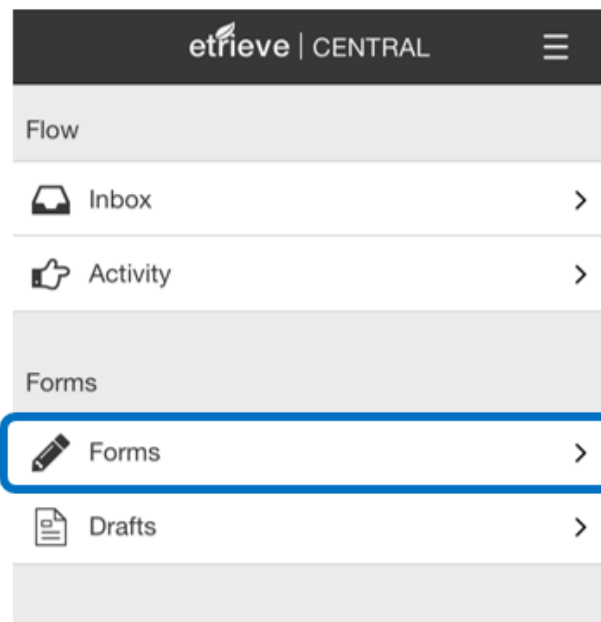


## Choose Form

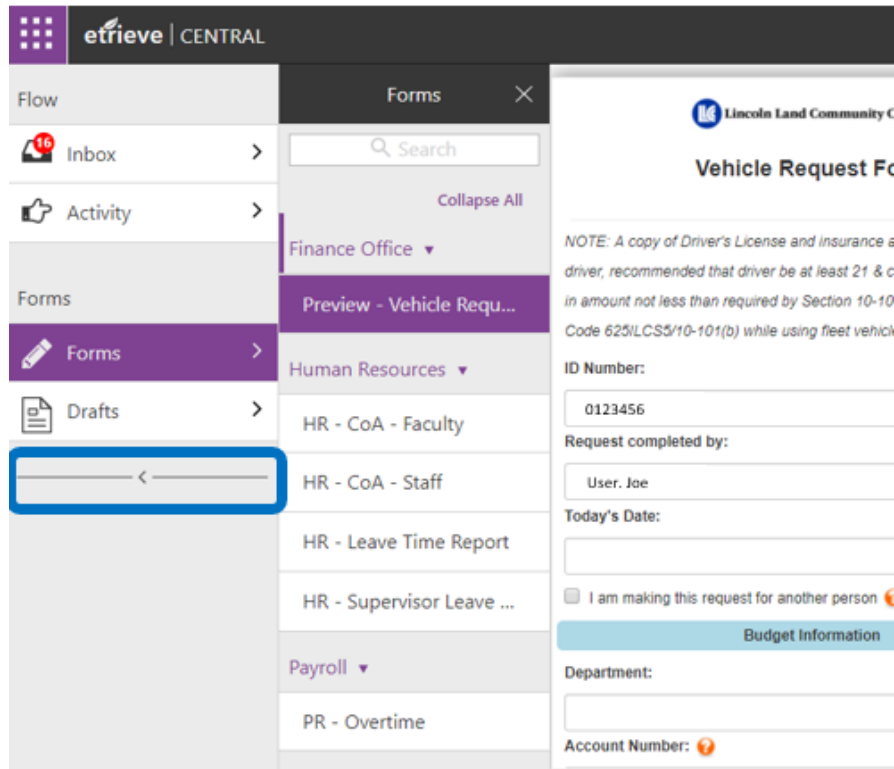
Select Forms and then choose the Finance Office – Vehicle Request form.



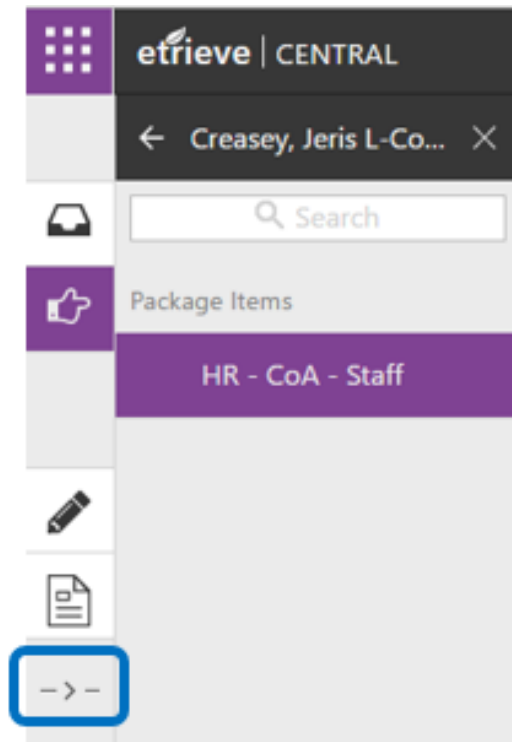
Web Interface  
on Smart device



Minimize column so that you can view the entire form by clicking on the arrow left below Drafts.



Click on the arrow to the right to expand the left column.



## Complete the Form

Verify that your LLCC ID and Full Name are correct. If you are submitting the request for another person, you will need to check the box and Search by Last Name. Select the individual from the drop down box. Today's Date will automatically populate when the form is Submitted.

etrieve | CENTRAL

Drafts

Search

Drafts Edit

Preview - Vehicle Re...

HR - Leave Time Re...

HR - Leave Time Re...

Lincoln Land Community College

Vehicle Request Form

NOTE: A copy of Driver's License and insurance are required for each driver, recommended that driver be at least 21 & carry insurance coverage in amount not less than required by Section 10-101(b) of the IL Vehicle Code 625ILCS5/10-101(b) while using fleet vehicle.

ID Number: 0123456 Request completed by: User: Joe Today's Date:

I am making this request for another person

User Search

Search for User: creasey, j Search

Requesting for: Choose...  
Choose...  
Creasey, Jeris L.

Choose the Department requesting the vehicle reservation. This may be for the department that you work in, or it may be for a Club trip, etc. You MUST enter the appropriate Budget Number at the time the request is submitted. If you do not see your department listed, please contact Rachel Patarozzi at [Rachel.patarozzi@llcc.edu](mailto:Rachel.patarozzi@llcc.edu).

HR - Leave Time Re...









Budget Information

Department: Foreign Language  
Foundation  
Geography  
Geology  
Grounds  
Health  
Health Professions  
History  
Horticulture  
Hospitality Management  
Human Resources  
Humanities  
IA Baseball  
IA Men's Basketball  
IA Men's Soccer  
IA Softball  
IA Women's Basketball  
IA Women's Volleyball  
Information Technology  
Library





Account Number: 01-88110-54101-00

Return Date: Return Time: ex:10:10 AM

**Travel Information** All fields must be completed. The Departure and Return Dates and Times should reflect the actual span of time the vehicle(s) will be in your possession. If you are not certain as to the exact return time, please use the latest possible time you may return so that scheduling conflicts are avoided.

Travel Information			
<b>Departure Date:</b>	<b>Departure Time:</b>	<b>Return Date:</b>	<b>Return Time:</b>
 09/08/2017	 08:00 AM	 09/08/2017	 04:00 PM
<b>Number of persons traveling:</b>			
 2			
<b>Reason for travel:</b>			
 Training Session			
<b>Destination:</b>			
 Jacksonville, IL			
<b>Roundtrip Mileage:</b>			
 66			

**Driver Information** requires the Driver's License Number for each driver. A copy of the Driver's License and Insurance for each driver must be submitted before departure. If we do not have it on file, please attach a copy to this form or submit directly to the Finance Department. Add any Additional Notes to the Vehicle Request as necessary.

Driver Information		
<b>Name of driver(s):</b>	<b>Driver's license no.:</b>	<b>License &amp; insurance on file:</b>
 Jeris Creasey	c620-1234-5678	No 
Please submit a copy of your Driver's License and Insurance before		
departure by submitting it as an attachment to this request or deliver to the Finance Office.		
 Joni Bernahl	B223-1234-5678	Yes 
<input type="button" value="Add Driver"/>		
<b>Additional Notes:</b>		
<div style="border: 1px solid #ccc; height: 40px;"></div>		



[Attach Driver's License and Insurance Verification](#) Using the Scan function on an MFP, scan both documents and send to your LLCC email address. Save the scanned document to your computer with an appropriate name (Ex. User License and Insurance.pdf). at the bottom of the Vehicle Request form, click on Attachments. Upload File(s). Select the file to upload and close the box.

Training Session

Destination: Jacksonville, IL

Roundtrip Mileage: 66

Driver Information

Name of driver(s): Jeris Creasey

Driver's license: c620-1234

Please submit your request for vehicle departure by submitting it as an attachment to this request or document.

Joni Bernahl

B223-1234

Attachments

User License and Insurance.PDF 09-05-2017, 1:39pm

Upload File(s)

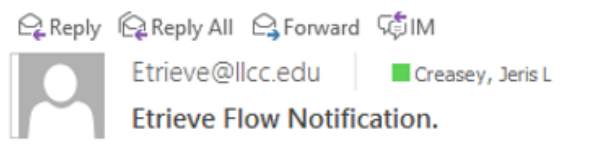
Submit Attachments Download Print Print

### Submit the Form

Verify that all fields have been populated and click on **Submit**.

### Form Returned

If there are corrections needed to the Vehicle Request form, an email will be received from the Supervisor/Budget Approver indicating that it has been Returned and a link to access the form for further action. See the Supervisor Comments section for specific information.



The workflow package 'VR-Creasey, Jeris L-09/05/2017' containing a document submitted by you has been Returned by Bernahl, Joni C.

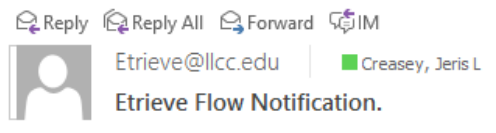
To access it, please [click here](#).

## Correct the Form

Access the form and make the necessary corrections. Under the Additional Notes section, enter a note indicating that corrections have been completed, etc. and click on Return. The Supervisor will receive an email notification that the Vehicle Request Form has been Returned.

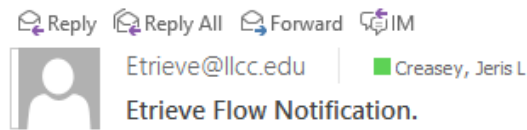
## Form Approved or Declined

An email will be received by the Submitter once action has been taken by the Supervisor. This will indicate that the Vehicle Request Form has been Approved or Declined.



The workflow package 'VR-Creasey, Jeris L-09/05/2017' containing a document submitted by you has been Approved by Bernahl, Joni C.

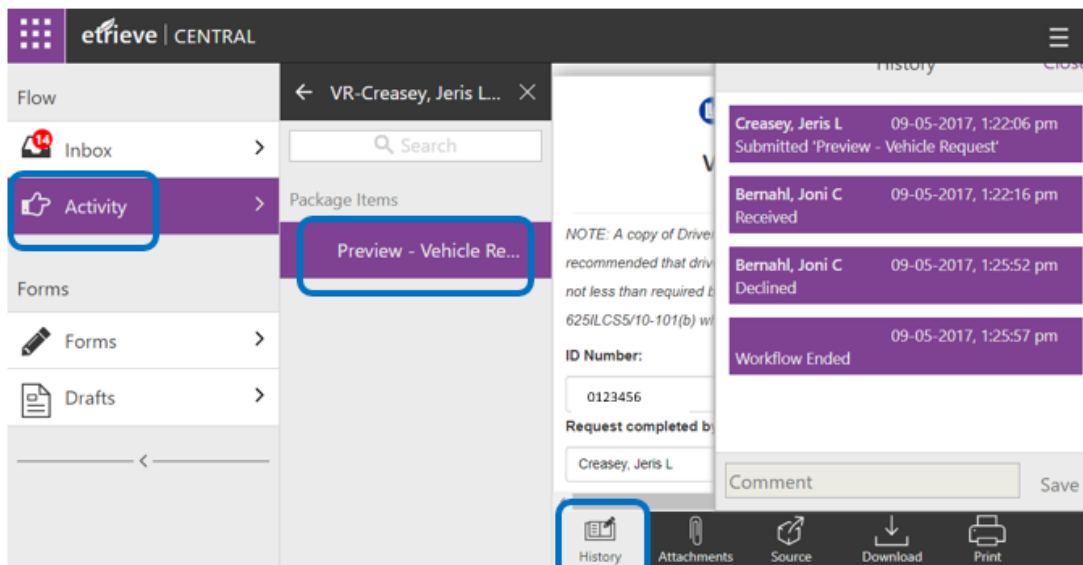
or



The workflow package 'VR-Creasey, Jeris L-09/05/2017' containing a document submitted by you has been Declined by Bernahl, Joni C.

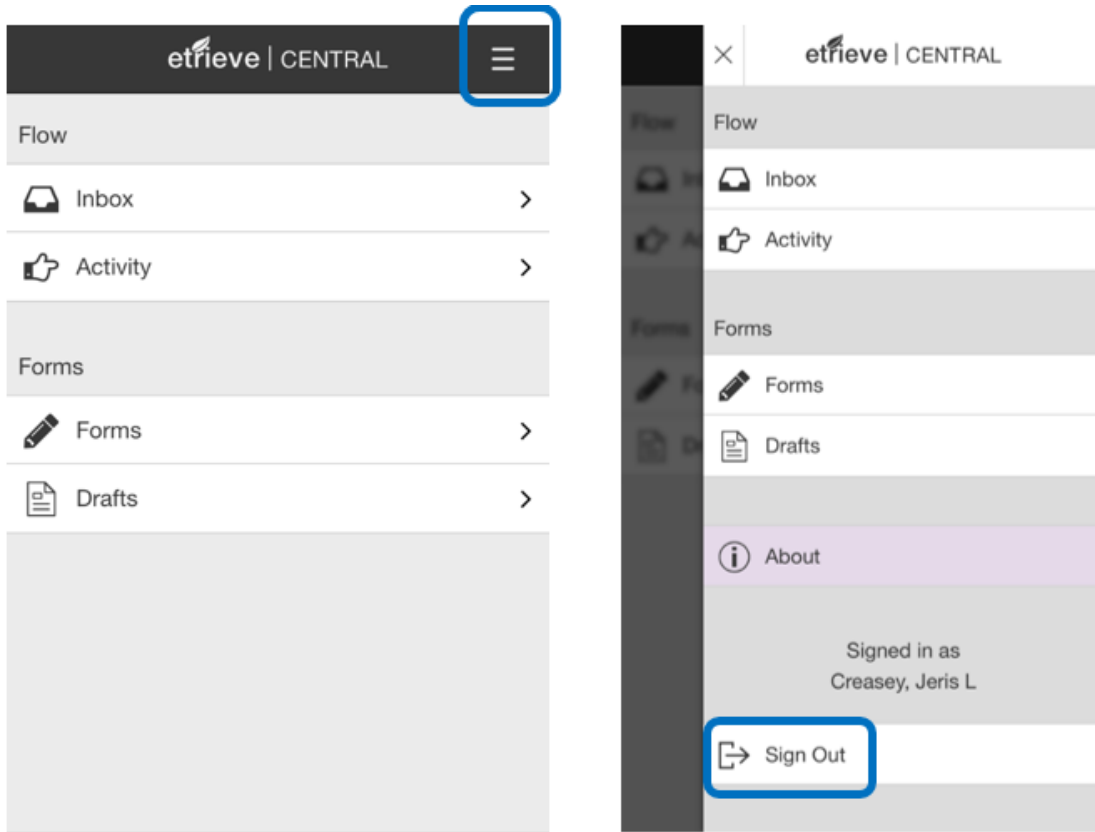
## View Submitted Forms

To view all Submitted Forms, click on Activity under your Inbox. You will see each form submitted and a status of In Progress or Ended. Click on the record to view the History of the form, as needed.



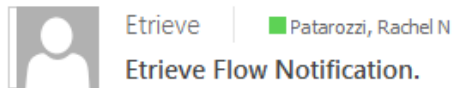
## Sign Out

Close your browser, or if using a mobile device, select the Hamburger icon in the top right and scroll down to the Sign Out option.



## Form has been Processed

Once your vehicle has been returned, The Finance Office will enter into the form the fuel charges, etc. and approve the form. The reservation will then be completely closed and an email notification will be sent to the submitter.



The workflow package 'VR-Creasey, Jeris L-09/05/2017' containing a document submitted by you has been processed.