Vehicle Use

Que Centre Procedure

1. When you log onto Que Centre you will automatically view the College Event Calendar for the current month. What you are seeing is all the events and rooms scheduled for events. The calendar will allow you to see what vehicles are being used, and you ALWAYS need to check to see if the vehicle you want to use is available by using the calendar prior to requesting your vehicle.

2. You will need to filter the calendar to see the vehicles.
   On the top right of the calendar:

   * Buildings: Select
   Floor/Grounds:  
   Room/Area:  

   As you click on the Buildings drop down menu you will see all the buildings on campus, select Wall Service Complex. Once you do that then the Floor/Grounds drop down menu, select Vehicles. Then Room/Area drop down menu, select the vehicle. If you just select Vehicles, you will see all the vehicles that are being used, if you select a vehicle from the Room/Area menu you will only view that vehicle and the days it is being used.

3. To move from month to month you simply click on the “>>” or “<<” to the right and to the left or, you can change the view of the calendar so that you can see a week at a time or month at a time.

4. You will notice different colors on the calendar. Green indicates current and past. Dark blue indicates approved. Bright pink indicates waiting for approval. Red indicates conflict. When you hover over a vehicle general information will appear on the screen. If you want a copy, you can print the calendar.

5. The next step: Create New Event Schedule:
   For Event Schedule Name and Title insert “Vehicle Request” (as shown). For Event Schedule Description insert your destination and purpose. For Calendar select: “Wall Service Complex” and select “Vehicles” for Calendar Category. Ignore “Private”. For Buildings select “Wall Service Complex”, for Floors/Grounds select “Vehicles”, for Room/Area select the vehicle you want to use. Skip and ignore “set up” block, go directly to date. Always use date format as 00/00/0000, and put in the time. If you need the vehicle for more than one day, select the appropriate pattern from the drop down menu for Recurrence Pattern, then select end date. Then save.

   Event Schedule Name: Vehicle Request
   Event Schedule Title: Vehicle Request
   Event Schedule Description: Example: Athletics trip to NYC
6. Go back to the Events Calendar and on the left of the calendar, click Vehicle Use Form, print, fill out with Supervisor’s signature and approval, and send to the facilities Office as email: facilitieswo@delhi.edu or fax 4157.