

# Assigned Vehicle Portal

Fleet Services has released a new application that will make managing assigned vehicles easier and more transparent. The Assigned Vehicle Portal (AVP) allows you to electronically perform the annual rate acknowledgement, MFK verification and vehicle contact updates.

Administrative Contacts will be able to update MFKs, and contacts at any time, at their convenience. Finally, assigned vehicle information can be downloaded into a spreadsheet so customers can create their own reports.

Fleet Services has also created new roles that allow the Administrative Contacts to assign roles to others in their organization to allow others to view, update and change vehicle information based on the permissions granted by the vehicle's Administrative Contact.

## Searching and filtering information.

Most screens in the AVP that list vehicles, contact or rates will have a header bar that has some tools to help you refine your search.

1. You can click on the header and sort. The first click will sort in ascending order the second click will sort in descending order.
2. Under the header name is a box. You enter words or numbers appropriate for the field to filter your results. You can enter partial information or the exact information you are looking for.
3. Notice next to the box, is an icon that looks like a funnel. You can refine your search using “contains”, “starts with”, “ends with” and several others.
4. Under the header name is a box. You enter words or numbers appropriate for the field to filter your results. You can enter partial information or the exact information you are looking for.
5. You can use the boxes to create multiple filter sorts. For example, you can enter a year in the year box, (2019) and a make in the make box, (Ford). The system will look for all 2019 vehicles and then all Ford vehicles. So, the only vehicles left in the results box would be 2019 Fords.

The screenshot shows the header of a table with columns: Dept-SDept, License, Model, Make, Year, Color, Admin Contact, and Service Contact. Each column has a header bar with a dropdown arrow. Annotations with arrows point to these elements:

- Annotation 1: "Click on the header to sort ascending or descending" points to the Dept-SDept header bar.
- Annotation 2: "Click on the funnel to further refine your filters" points to the funnel icon next to the Make header bar.
- Annotation 3: "Enter information in the box to filter" points to the input box next to the Admin Contact header bar.

The table contains the following data rows:

Dept-SDept	License	Model	Make	Year	Color	Admin Contact	Service Contact
9472-73300	8844	Equinox AWD		2016	White		
9360-00000	19428	MALIBU 1FL		2020	Gray		
9330-00000	10005	MALIBU 1FL		2020	Gray		
9330-00000	10099	MALIBU 1FL		2019	Gray		

## System roles, emails, bulk actions, and step-by-step instructions

This page provides information to help Administrative Contacts assign the different roles in the Assigned Vehicle Portal and information on how to respond to the emails the AVP system may send.

### System Roles

#### *Administrative Contact*

This is the person Fleet Services contacts regarding financial, driver complaint and vehicle replacement issues.

- This person can change and update MFKs, and Administrative/Service Contacts
- This person can add, delete, and change Administrative Contact Delegates, and Department Viewers
- [How to change an Administrative Contact](#)

#### *Administrative Contact Delegate*

This is a new role with the introduction of the Assigned Vehicle Portal. This role is designated by the Administrative Contact and has the same rights as the Administrative Contact except that this person cannot change the Administrative Contact.

- [How to add, change or delete an Administrative Contact Delegate](#)

#### *Service Contact*

The service contact is the person we would contact for maintenance and repair issues, recalls and if the vehicle needs to be moved for construction or other emergencies.

- [How to change a Service Contact](#)

#### *Department Viewer*

The Department Viewer is a new role with the introduction of the Assigned Vehicle Portal. An Administrative Contact or Administrative Contact Delegate can assign a Department Viewer to one or many vehicles. Note that each vehicle can have only two Departmental Viewers. The Departmental Viewer can view and download information regarding assigned vehicles but cannot change any information.

- [How to add, change or delete a Department Viewer](#)

### System emails and banner notifications

- **New vehicle rates available for upcoming fiscal year**
  - [How to respond to this banner](#)
- **Acknowledgement of vehicle contacts and MFK for new fiscal year**
  - [How to respond to this banner](#)
- **MFK needs updated**
  - [How to respond to this email](#)

- **Vehicle contact information update needed**
  - [How to respond to this email](#)

Additionally, you may receive reminders for the above emails that will look very similar to the original email.

#### Bulk Contact Actions

Sometimes, an Administrative Contact or Delegate may want to make the same contact change to many vehicles. For example, when initially setting up the Assigned Vehicle Portal an Administrative Contact Delegate may need to be assigned for all vehicles, or a person may have left the organization who was the Service Contact for multiple vehicles, and a new Service Contact needs to be assigned for those vehicles. The Assigned Vehicle Portal allows these “Bulk” changes through the Bulk Actions feature.

[How do I add the same contact to multiple vehicles?](#)

[How do I switch the contact on multiple vehicles?](#)

[How do I remove the contact on multiple vehicles?](#)

[How do I keep the same contact on multiple vehicles?](#)

In this case the system may be asking for an update to vehicles contacts because something caused the system to believe the contact is no longer valid. This may be because the department updated its department number, or the contact changed positions. This feature allows customers to tell the system that even though a change occurred, the contact stays the same.

## How to respond to the “New rates available for the upcoming fiscal year” banner message.

When you get this message, it means that the rates for the new fiscal year are available for your vehicle. Click on the link to be directed to the Assigned Vehicle Portal. After you log in, you should see a banner like the one below.

## Need Attention

You have 9 vehicles waiting for your action.

Please click [here](#) to acknowledge new rates for the next fiscal year.

Click the link to be taken to a listing of your vehicles (sample below) that need the new rate acknowledged. You may have an option for a loaner vehicle, so click the radio button next to the rate that makes the most sense for you.

Assigned Vehicle Portal

My Assigned Vehicles

My Contacts

My Accounts

Acknowledge Selected Vehicle Rates

My Pending Vehicle Rates Acknowledgement

<input type="checkbox"/>	Dept-SDept	License	Service Contact	Model	Make	Year	FY 2021 Monthly Rate		FY 2022 Monthly Rate	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="checkbox"/>	0355-21020	10266		F350 4X4	FORD	2013	Regular Rate:	\$424.00	Regular Rate:	\$345.00
<input type="checkbox"/>	0355-21020	8811		CITY EXPRESS LT	CHEVROLET	2015	Regular Rate:	\$350.00	<input checked="" type="radio"/> Regular Rate:	\$261.00
							Mileage Allowance:	1250.00	<input type="radio"/> With Loaner:	\$281.00
							Excess Mileage Rate:	\$0.15	Mileage Allowance:	1250.00
									Excess Mileage Rate:	\$0.12
<input type="checkbox"/>	0355-21020	10311		3500 SRW 4WD	CHEVROLET	2016	Regular Rate:	\$459.00	Regular Rate:	\$447.00
<input type="checkbox"/>	0355-21020	10422		3500 SRW 4WD	CHEVROLET	2016	Regular Rate:	\$469.00	Regular Rate:	\$456.00
<input type="checkbox"/>	0355-21020	10176		GR CARAVAN	DODGE	2018	Rate With Loaner:	\$434.00	<input type="radio"/> Regular Rate:	\$424.00
									<input checked="" type="radio"/> With Loaner:	\$461.00

Once correct rate has been chosen (by selecting the corresponding radio button) either click the box to on the left to select individual vehicles or the box on at the top left to select all of the vehicles and then click on the “Acknowledge Selected Vehicle Rate.

Acknowledge Next Fiscal Year Vehicle Rates

You are about to acknowledge the following vehicle rates for the fiscal year 2022.

License	New Rate
10266	Regular Rate: \$345.00
8811	Regular Rate: \$261.00 Mileage Allowance: 1250.00 Excess Mileage Rate: \$0.12
10311	Regular Rate: \$447.00
10422	Regular Rate: \$456.00
10176	Rate With Loaner: \$461.00

No. I changed my mind.

Yes. I acknowledge the new rates.

Confirm your selections by clicking on the “Yes I acknowledge the new rates” button.

[Return to System Emails](#)

## How to respond to the “Acknowledgement of vehicle contacts and MFK for new fiscal year” email message.

When you get this message, it means that the system needs you to review the MFK and contact information currently in the system to make sure they are correct. Click on the link to be directed to the Assigned Vehicle Portal. After you log in, you should see a banner like the one below:

Need Attention

You have 10 vehicles waiting for your action.

Please click [here](#) to confirm contacts and MFK.

Click the link to be taken to a listing of your vehicles (sample below) that need the MFK and contact information acknowledged.

Assigned Vehicle Portal
My Assigned Vehicles
My Contacts
My Accounts

Confirm Selected Vehicle Info

My Pending Contacts and MFK Confirmation

<input type="checkbox"/>	Dept-SDept	License	Admin Contact	Service Contact	Account
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	0355-21020	10266			495-05-0325-66621-00000000-6058-000-10266-66-0000100%
<input type="checkbox"/>	0355-21020	8811			495-05-0325-66621-00000000-6058-000-08811-00-0000100%
<input type="checkbox"/>	0355-21020	10311			495-05-0385-99421-00000000-6058-000-10311-00-0000100%
<input type="checkbox"/>	0355-21020	10422			465-05-0325-81541-00000000-6058-000-10422-88-0000100%
<input type="checkbox"/>	0355-21020	10176			465-05-0325-55124-00000000-6058-000-10176-87-0000100%

If you need to make a change, click on vehicles license number and you will be taken to the page below to make any necessary edits.

The screenshot shows the 'Assigned Vehicle Portal' interface. At the top, there are tabs for 'My Assigned Vehicles', 'My Contacts', and 'My Accounts'. Below the tabs is a 'Back to Annual Confirmation Page' button. The 'Vehicle' section displays: License: 10311, Make: CHEVROLET, Model: 3500 SRW 4WD - 2016, Color: White. The 'Monthly Rate' section shows a Regular Rate of \$459.00 and a 'View Rate History' link. The 'Accounts' section shows a 100% valid status at 5/14/2021 9:04 AM, with an 'Edit' button highlighted in yellow, and 'Validate MFK' and 'View MFK History' links. The 'Contacts' section has two columns: 'Admin Contact' and 'Service Contact', each with a 'Switch Person' button highlighted in red.

To edit the MFK, click on the edit link highlighted in yellow. Enter the new MFK information, then click the validate and save button. The system will not allow you to enter an MFK that is not valid.

To edit a vehicle contact, click on the appropriate “Switch Person” button highlighted in red. You will be presented with a search screen to find the new contact. Enter the person’s last name, HawkID, University ID or employee id then select the correct person and click on the “Update to This Person” button.

[Return to System Emails](#)

### How to respond to the “MFK needs updated for vehicle(s)” email message.

When you get this message, it means that an MFK in the system for one or more of your vehicles is invalid. Click on the link in the email to be directed to the Assigned Vehicle Portal. After you log in, click on the tab at the top that says, “My Accounts”. In the far-right column, you will see an “N”, highlighted in red for those vehicles that have an invalid MFK

License	Rate	Fund	Org	Dept	Subdept	Grant/Pgm	Iact	Oact	Dact	Fn	Cctr	%	Valid
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8670	\$86.00	000	08	0425	18205	00000000	6058	000	00003	00	0000	100	N
10152	\$297.00											100	Y
10171	\$538.00											100	Y

To update to a valid MFK, click on the license plate number for the corresponding vehicle, highlighted in yellow above. This will open the vehicle information page and allow you to edit the MFK. See below.

Assigned Vehicle Portal
My Assigned Vehicles
My Contacts
My Accounts
Fleet Admin

Back to My Account List

### Vehicle

License: 8670    Make: FREIGHTLINER    Model: SPRINTER - 2011    Color: Black

### Monthly Rate

Regular Rate: \$86.00

[Edit](#)
[View Rate History](#)

### Accounts

000-08-0425-18205-00000000-6058-000-00003-00-0000	100%
FUND: Intercollegiate Athletics ORG: Athletics DEPT: Intercollegiate Athletics SUBDEPT: M Golf Team Travel	
Invalid @ 5/13/2021 9:25 AM	
<a href="#">Edit</a>	<a href="#">Validate MFK</a> <a href="#">View MFK History</a>

Click on the “edit” link, highlighted in yellow, to edit the MFK. Make the appropriate corrections, and then click on the “Validate and Save” link. The system will not allow you to save an invalid MFK.

[Return to System Emails](#)

### How to respond to the “Vehicle contact information update needed” email message.

When you get this message, it means that a contact for one or more of your vehicles is no longer valid. The person may have left the University or the person may have transferred to a different department. To fix this error, click on the link in the email to be directed to the Assigned Vehicle Portal.

After you have logged in, you will see the banner below on the home page

### Need Attention

1 vehicle contact is identified as possible outdated. Please go to the vehicle details page to update this contact to another person or acknowledge the change if you want to keep this contact.

3408
Admin Contact
Smith, Bob A

Click on the blue license plate number to open the vehicle information page.

When the page opens, click on the “Switch Person” link for the appropriate person you need to switch. In this case we have highlighted, in yellow, the “Switch Person” link for the Administrative Contact

Assigned Vehicle Portal
My Assigned Vehicles
My Contacts
My Accounts

Back to My Contact List

### Vehicle

License: 3408    Make: FORD    Model: FOCUS HATCHBK - 2015    Color: Black

### Monthly Rate

Regular Rate: \$314.00

[View Rate History](#)

### Accounts

408-08-0425-80526-00000000-6058-000-00000-00-0000    100%

FUND: Intercollegiate Athletics  
ORG: Athletics  
DEPT: Intercollegiate Athletics  
SUBDEPT: Athletic Trainers General Exp

**Valid** @ 5/14/2021 9:04 AM

[Edit](#)   [Validate MFK](#)   [View MFK History](#)

### Contacts

Admin Contact

Smith, Bob A  
bob-smith@uiowa.edu  
40 JNT  
+ 1 319 338 4217

Switch Person
Keep Contact

Service Contact

Switch Person

After clicking on that link, a search window opens to search for a new contact based on the persons HawkID, University ID, Employee ID, or the person's last name. After searching, select the appropriate person by clicking on the "Update to This Person" button.

Update an Admin Contact

This is the person we would contact about driving complaints, policy issues and financial issues.

Please search a new UIOWA person for this role.

#### Search Person

You may search by entering a valid HawkID, University ID, Employee ID or by entering at least the beginning of the Last Name.

HawkID	Last	First	Title	Department	
			Groundskeeper I	Uihc-Grounds	<input type="button" value="Update to This Person"/>
			Revenue Cycle Representative	Uihc-Patient Financial Svcs	<input type="button" value="Update to This Person"/>
			Mgmt Svcs Assistant Director	VPFO-Parking & Transportation	<input type="button" value="Update to This Person"/>

[Return to System Emails](#)



## How to change an Administrative Contact

Note that the Administrative Contact cannot be deleted, only changed. To change an Administrative Contact, you must be the Administrative Contact. The first step is to log in to the Assigned Vehicle Portal and click the “My Contacts” tab at the top of the page.

Assigned Vehicle Portal

My Assigned Vehicles

My Contacts

My Accounts

Bulk Actions

Export to CSV

License	Dept-SDept	Admin Contact	Admin Contact Delegate	Service Contact	Department Viewers
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8517	7300-00202	Smith, Bob	Jones, Sarah	Watson, Dave	Watson, Dave
8811	0355-21020				
10311	0355-21020				

Click on the link of the license number (highlighted in yellow above) of the vehicle you would like to update the Administrative Contact. The vehicle information page will open showing the current contact information. Click on the “Switch Person” button, highlighted in yellow below.

Assigned Vehicle Portal	My Assigned Vehicles	My Contacts	My Accounts	Fleet Admin	Impersonation
Back to My Contact List					
Vehicle					
License: 10292    Make: DODGE    Model: GR CARAVAN - 2018    Color: Red					
Monthly Rate					
Regular Rate: \$424.00					
<a href="#">Edit</a> <a href="#">View Rate History</a>					
Accounts					
050-02-0150-50000-00000000-6058-000-00000-40-0000    100%					
FUND: General Education Fund					
ORG: Office of the Provost					
DEPT: Art Museum					
SUBDEPT: UIMA Administration					
Valid @ 5/24/2021 1:00 PM					
<a href="#">Edit</a> <a href="#">Validate MFK</a> <a href="#">View MFK History</a>					
Contacts					
Admin Contact			Department Viewer		
Smith, Bob A bob-smith@uiowa.edu 947 JH +1 319 359 8862					
<a href="#">Switch Person</a>			<a href="#">Switch Person</a> <a href="#">Keep Contact</a> <a href="#">Remove</a>		

The search window will open allowing a search by hawkid, University ID, Employee ID or last name.

Update an Admin Contact

This is the person we would contact about driving complaints, policy issues and financial issues.

Please search a new UIOWA person for this role.

Search Person

Search

You may search by entering a valid HawkID, University ID, Employee ID or by entering at least the beginning of the Last Name.

Cancel

In the search results, select the new Administrative Contact by clicking on the “Update to this Person” button highlighted in yellow below.

Update an Admin Contact

This is the person we would contact about driving complaints, policy issues and financial issues.

Please search a new UIOWA person for this role.

Search Person

Search

You may search by entering a valid HawkID, University ID, Employee ID or by entering at least the beginning of the Last Name.

HawkID	Last	First	Title	Department	
			Mgmt Svcs Assistant Director	VPFO-Parking & Transportation	Update to This Person

Cancel

[Return to Roles that are Used in the AVP](#)

## How to add, change or delete an Administrative Contact Delegate

To add, change or delete an Administrative Contact Delegate you must be an Administrative Contact.

To add, change or delete an Administrative Contact Delegate, the first step is to log in to the Assigned Vehicle Portal and click the “My Assigned Vehicles” tab at the top of the page.

Assigned Vehicle Portal    My Assigned Vehicles <b>My Contacts</b> My Accounts						
Bulk Actions ▾		Export to CSV				
License	Dept-SDept	Admin Contact	Admin Contact Delegate	Service Contact	Department Viewers	
8517	7300-00202	Smith, Bob	Jones, Sarah	Watson, Dave	Watson, Dave	
8811	0355-21020					
10311	0355-21020					

Click on the link of the license number (highlighted in yellow above) of the vehicle you would like to update the Administrative Contact Delegate. The vehicle information page will open showing the current contact information. To add an Administrative Contact delegate, click on the “Add an Admin Contact Delegate” link, highlighted in yellow below.

Assigned Vehicle Portal **My Assigned Vehicles** My Contacts My Accounts Fleet Admin Impersonation

Monthly Rate  
Regular Rate: \$397.00  
[Edit](#) [View Rate History](#)

Accounts  
260-05-0355-00020-00000000-6058-000-10006-00-0000 100%  
FUND: Stores Svcs Revolving Dpt Svc  
ORG: VP Finance and Operations  
DEPT: Parking and Transportation  
SUBDEPT: MP Labor Sales  
Valid @ 5/14/2021 9:04 AM  
[Edit](#) [Validate MFK](#) [View MFK History](#)

Contacts

**Wilson, Michael G**  
michael-g-wilson@uiowa.edu  
100 FS  
+1 319 335 5088  
[Switch Person](#)

**Forcier, Mike**  
michael-forcier@uiowa.edu  
USB  
+1 319 335 5152  
[Switch Person](#)

**Add an Admin Contact Delegate**

[Add a Department Viewer](#)

The search window will open allowing a search by hawkid, University ID, Employee ID or last name. In the results window click on the yellow “Add” button next to the correct person. This person has now been added an Administrative Contact Delegate.

Add an Admin Contact Delegate

This person will have rights to view and update the contact and MFK information for any vehicle that is assigned to them the Administrative Contact. The only limitation is that the Admin Contact Delegate will not be able to update the Admin Contact.

Search Person

[Search](#)

You may search by entering a valid HawkID, University ID, Employee ID or by entering at least the beginning of the Last Name.

HawkID	Last	First	Title	Department	
			Supv Plant Motorpool	VPFO-Parking & Transportation	<a href="#">Add</a>

[Cancel](#)

To change to a different Administrative Contact Delegate the first step is to log in to the Assigned Vehicle Portal and click the “My Assigned Vehicles” tab at the top of the page.

Assigned Vehicle Portal						
My Assigned Vehicles						
My Contacts						
My Accounts						
Bulk Actions ▾						
Export to CSV						
License	Dept-SDept	Admin Contact	Admin Contact Delegate	Service Contact	Department Viewers	
▾	▾	▾	▾	▾	▾	
8517	7300-00202	Smith, Bob	Jones, Sarah	Watson, Dave	Watson, Dave	
8811	0355-21020					
10311	0355-21020					

Click on the link of the license number (highlighted in yellow above) of the vehicle you would like to change the Administrative Contact Delegate. The vehicle information page will open showing the current contact information. Click on the “Switch Person” button, highlighted in yellow, to open the search window.

Assigned Vehicle Portal

My Assigned Vehicles

My Contacts

My Accounts

Fleet Admin

Impersonation

Monthly Rate

Regular Rate: \$308.00

[Edit](#)
[View Rate History](#)

Accounts

80%

FUND: University Hospital  
 ORG: University Hospitals  
 DEPT: PATH Administrative Services  
 SUBDEPT: PATH Blood Donor Center  
**Valid @ 5/14/2021 9:04 AM**

20%

FUND: University Hospital  
 ORG: University Hospitals  
 DEPT: PATH Administrative Services  
 SUBDEPT: PATH Blood Bank  
**Valid @ 5/14/2021 9:04 AM**

[Edit](#)
[Validate MFK](#)
[View MFK History](#)

Contacts

Admin Contact

Switch Person

Admin Contact Delegate

Johnson, David  
 david.johnson@uiowa.edu  
 2 WCTC  
 339-1274  

Switch Person

Keep Contact

Remove

Department Viewer

Switch Person

Remove

Service Contact

Switch Person

You will be able to search by hawkid, University ID, Employee ID or last name. In the results window click on the yellow “Add” to switch this person to the Administrative Contact Delegate.

Update an Admin Contact Delegate

This person will have rights to view and update the contact and MFK information for any vehicle that is assigned to them the Administrative Contact. The only limitation is that the Admin Contact Delegate will not be able to update the Admin Contact.

Please search a new UIOWA person for this role.

Search Person

Search

You may search by entering a valid HawkID, University ID, Employee ID or by entering at least the beginning of the Last Name.

HawkID	Last	First	Title	Department	
			Mgmt Svcs Assistant Director	VPFO-Parking & Transportation	Update to This Person

Cancel

To remove an Administrative Contact Delegate, click on the “Remove” button highlighted in green above.

[Return to Roles that are Used in the AVP](#)

## How to change a Service Contact

Note that the Service Contact cannot be deleted, only changed. To change a Service Contact, you must be the Administrative Contact or the Administrative Contact Delegate. The first step is to log in to the Assigned Vehicle Portal and click the “My Contacts” tab at the top of the page.

Assigned Vehicle Portal

My Assigned Vehicles

My Contacts

My Accounts

Bulk Actions

Export to CSV

License	Dept-SDept	Admin Contact	Admin Contact Delegate	Service Contact	Department Viewers
8517	7300-00202	Smith, Bob	Jones, Sarah	Watson, Dave	Watson, Dave
8811	0355-21020				
10311	0355-21020				

Click on the link of the license number (highlighted in yellow above) of the vehicle you would like to update the Service Contact. The vehicle information page will open showing the current contact information. Click on the “Switch Person” button, highlighted in yellow below to open the search window.

Assigned Vehicle Portal **My Assigned Vehicles** My Contacts My Accounts Fleet Admin Impersonation

Back to My Assigned Vehicle List

Vehicle

License: 10006 Make: DODGE Model: 2500TM SCLB4X4 - 2018 Color: White

Monthly Rate

Regular Rate: \$397.00

[Edit](#) [View Rate History](#)

Accounts

100%

FUND: Stores Svcs Revolving Dpt Svc  
ORG: VP Finance and Operations  
DEPT: Parking and Transportation  
SUBDEPT: MP Labor Sales

Valid @ 5/14/2021 9:04 AM

[Edit](#) [Validate MFK](#) [View MFK History](#)

Contacts

Admin Contact

Switch Person

Admin Contact Delegate

Switch Person Remove

Service Contact

Alt, Ed  
ed-alt@uiowa.edu  
USB  
1-4310-337-1043

Switch Person

You will be able to search by hawkid, University ID, Employee ID or last name.

Update a Service Contact

This is the person we would contact when the vehicle is due for service or for a recall.  
Please search a new UIOWA person for this role.

Search Person

[Search](#)

You may search by entering a valid HawkID, University ID, Employee ID or by entering at least the beginning of the Last Name.

HawkID	Last	First	Title	Department	
			Mgmt Svcs Assistant Director	VPFO-Parking & Transportation	<a href="#">Update to This Person</a>

Cancel

In the results window click on the yellow “Update to This Person” to switch this person to the Service Contact

[Return to Roles that are Used in the AVP](#)

## How to add, change or delete a Department Viewer

To add, change or delete a Department Viewer you must be an Administrative Contact or an Administrative Contact Delegate.

To add a Department Viewer, the first step is to log in to the Assigned Vehicle Portal and click the “My Contacts” tab at the top of the page.

Assigned Vehicle Portal

My Assigned Vehicles

My Contacts

My Accounts

Bulk Actions

Export to CSV

License	Dept-SDept	Admin Contact	Admin Contact Delegate	Service Contact	Department Viewers
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8517	7300-00202	Smith, Bob	Jones, Sarah	Watson, Dave	Watson, Dave
8811	0355-21020				
10311	0355-21020				

Click on the link of the license number (highlighted in yellow above) of the vehicle you would like to add a Department Viewer. The vehicle information page will open showing the current contact information. To add a Department Viewer, click on the “Add a Department Viewer” link, highlighted in yellow(below).

Assigned Vehicle Portal	My Assigned Vehicles	My Contacts	My Accounts	Fleet Admin	Impersonation
Back to My Contact List					
Vehicle					
License: 10008    Make: FORD    Model: F250XL XCSB4X2 - 2018    Color: White					
Monthly Rate					
Regular Rate: \$357.00					
<a href="#">Edit</a> <a href="#">View Rate History</a>					
Accounts					
100%					
FUND: Stores Srvc Revolving Dot Svc					
ORG: VP Finance and Operations					
DEPT: Facilities Management Shops					
SUBDEPT: West Campus Maintenance Zone					
Valid @ 5/14/2021 9:04 AM					
<a href="#">Edit</a> <a href="#">Validate MFK</a> <a href="#">View MFK History</a>					
Contacts					
Admin Contact			Service Contact		
<div></div>			<div></div>		
<a href="#">Switch Person</a>			<a href="#">Switch Person</a>		
<a href="#">Add an Admin Contact Delegate</a>					
<a href="#">Add a Department Viewer</a>					

The search window will open allowing a search by hawkid, University ID, Employee ID or last name. In the results window click on the yellow “Add” button next to the correct person. This person has now been added a Department Viewer.

Add a Department Viewer

This person will be able to view any contact and MFK information for vehicles assigned to them by the Admin Contact or the Admin Contact Delegate.

Search Person

Search

You may search by entering a valid HawkID, University ID, Employee ID or by entering at least the beginning of the Last Name.

HawkID	Last	First	Title	Department	
			Mgmt Svcs Assistant Director	VPFO-Parking & Transportation	Add

Cancel

To change to a different Department Viewer first step is to log in to the Assigned Vehicle Portal and click the “My Assigned Vehicles” tab at the top of the page.

Assigned Vehicle Portal

My Assigned Vehicles

My Contacts

My Accounts

Bulk Actions

Export to CSV

License	Dept-SDept	Admin Contact	Admin Contact Delegate	Service Contact	Department Viewers
8517	7300-00202	Smith, Bob	Jones, Sarah	Watson, Dave	Watson, Dave
8811	0355-21020				
10311	0355-21020				

Click on the link of the license number (highlighted in yellow above) of the vehicle you would like to change the Department Viewer. The vehicle information page will open showing the current contact information. Click on the “Switch Person” button, highlighted in yellow, to open the search window.



Assigned Vehicle Portal   My Assigned Vehicles   **My Contacts**   My Accounts   Fleet Admin   Impersonation

[Back to My Contact List](#)

**Vehicle**  
 License: 10271   Make: FORD   Model: E450 - 2014   Color: White

**Monthly Rate**  
 Regular Rate: \$576.00  
[Edit](#)   [View Rate History](#)

**Accounts**  
 FUND: General Education Fund   100%  
 ORG: VP Research  
 DEPT: Environmental Health & Safety  
 SUBDEPT: Waste  
 Valid @ 5/14/2021 9:04 AM  
[Edit](#)   [Validate MFK](#)   [View MFK History](#)

**Contacts**

**Admin Contact**  
[Switch Person](#)

**Service Contact**  
[Switch Person](#)

**Department Viewer**  
[Switch Person](#)   [Remove](#)

[Add an Admin Contact Delegate](#)  
[Add a Department Viewer](#)

You will be able to search by hawkid, University ID, Employee ID or last name. In the results window click on the yellow “Update to This Person” to switch this person to the Department Viewer.

Update a Department Viewer
×

This person will be able to view any contact and MFK information for vehicles assigned to them by the Admin Contact or the Admin Contact Delegate.

Please search a new UIOWA person for this role.

**Search Person**

You may search by entering a valid HawkID, University ID, Employee ID or by entering at least the beginning of the Last Name.

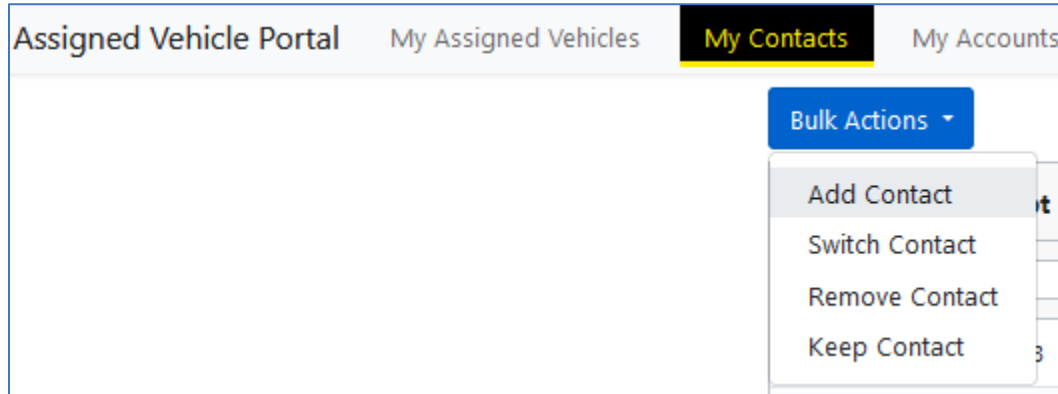
HawkID	Last	First	Title	Department	
			Mgmt Svcs Assistant Director	VPFO-Parking & Transportation	<a href="#">Update to This Person</a>

To delete a Department Viewer, click on the red “Remove” button” located on the vehicle information page.

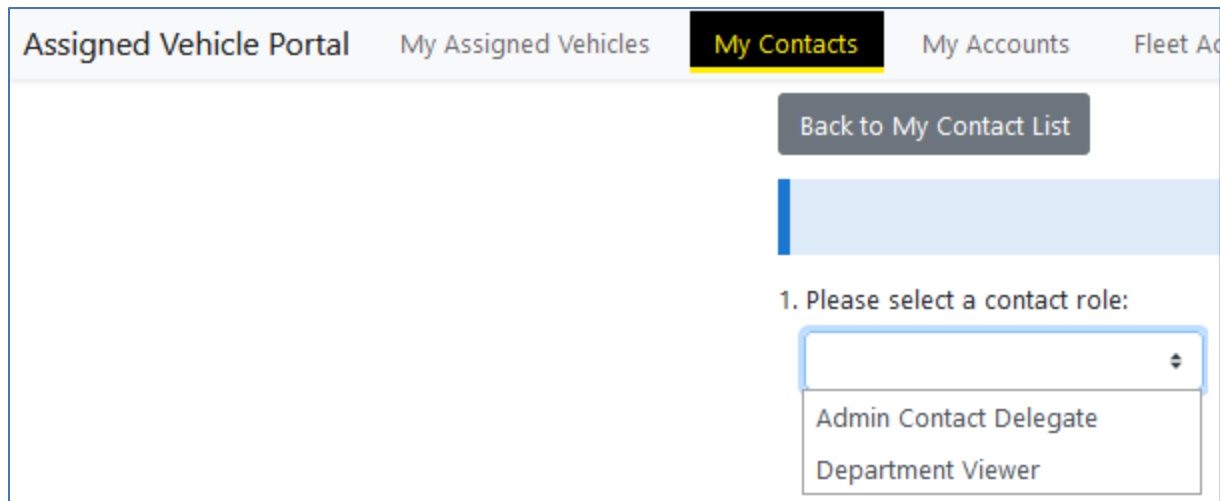
[Return to Roles that are Used in the AVP](#)

## How do I add the same contact to multiple vehicles?

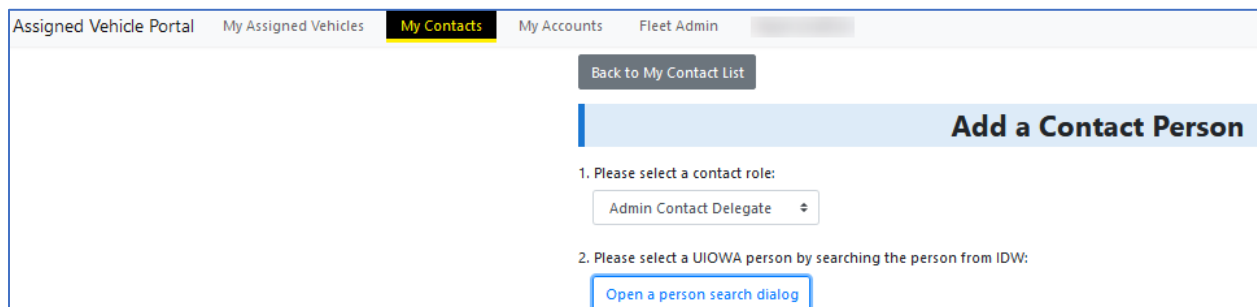
Once the Assigned Vehicle Portal has been opened, click on the “My Contacts” tab at the top of the page. When the page opens, click on the blue “Bulk Actions” drop-down at the top left of the page and select, “Add Contact”.



The system will then ask what role you want this new contact to be. Remember, you can only switch Administrative and Service Contacts, you cannot add or delete them.



In this case, let's say we want to add an Administrative Services Contact Delegate. When you make either choice, a search button will pop-up to help you find the person you want to designate.



When you click on the “Open a person search dialog” button, a search box opens allowing you to search by hawkid, University ID, Employee ID, or last name.

Find a UIOWA Person

Search Person

jones

Search

You may search by entering a valid HawkID, University ID, Employee ID or by entering at least the beginning of the Last Name.

HawkID	Last	First	Title	Department	
			Assistant Product Specialist	Cpha-UI Pharmaceuticals	Select
			Staff Nurse	Uihc-Nursing Service	Select
			Staff Nurse	Uihc-Nursing Service	Select
			UIHC Staff		Select
			UIHC Staff		Select
			UIHC Staff		Select
			Pipefitter	VPFO-FM Oper & Maint	Select
			Student - Unknown College	Uihc-Rehab Therapies	Select

Cancel

Click on the yellow select button on the same line as the person you want to select.

Then you will be asked which vehicles you wish to assign the new contact to. Click on the blue, “Next: Select the desired vehicles for *name* to be Admin Contact Delegate” button.

Assigned Vehicle Portal   My Assigned Vehicles   **My Contacts**   My Accounts   Fleet Admin   Impersonation


[Back to My Contact List](#)

### Add a Contact Person

1. Please select a contact role:

2. Please select a UIOWA person by searching the person from IDW:  
[Open a person search dialog](#)

Selected Person:


 Adjunct Assistant Professor  
 Cpub-HealthManagement & Policy

[Next: Select desired vehicles for Aaron to be Admin Contact Delegate](#)

You will then see a list of all vehicles for which you can add contacts for. You can select all vehicles by checking the box to the left of the “Dept-SubDept” header, highlighted in yellow, or you can select individual vehicles by checking the box next to the specific vehicle, highlighted in green below.

Assigned Vehicle Portal   My Assigned Vehicles   **My Contacts**   My Accounts   Fleet Admin   Impersonation

[Back to My Contact List](#)

### Add a Contact Person

[Back to choose another person](#)   Please select vehicles for Aaron to be Admin Contact Delegate

[Confirm Selection](#)

<input type="checkbox"/>	Dept-SubDept	License	Current Admin Contact	Current Service Contact
<input type="checkbox"/>	4590-00003	0506		
<input type="checkbox"/>	9330-00000	10005		
<input type="checkbox"/>	0375-00205	10008		
<input type="checkbox"/>	0355-21020	10018		
<input type="checkbox"/>	1240-00002	10020		
<input type="checkbox"/>	0375-00043	10054		

Once you have made the appropriate selection, click the blue, “Confirm Selection” button above.

You will be asked to confirm the selection:

Confirm Vehicles
 ✕

Are you sure that you want to add Aaron to be Admin Contact Delegate ?

1:   Dept-SubDept: 4590-00003   License: 0506

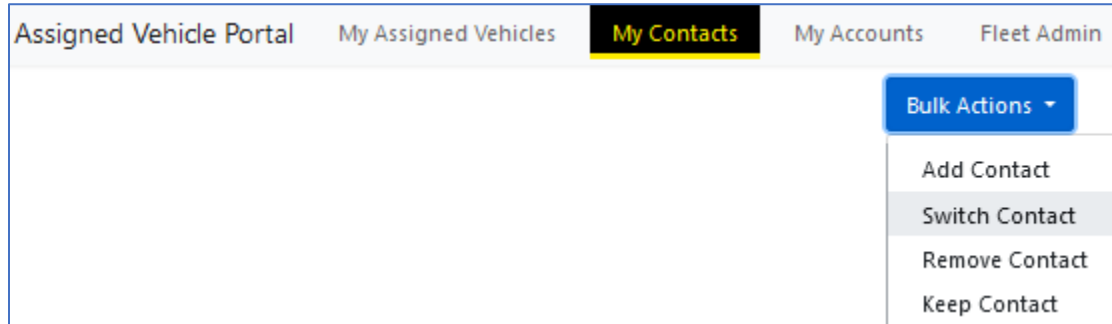
[No. I changed my mind.](#)
[Yes. Add this person.](#)

Clicking the , “Yes, Add this person” button will the new Administrative Contact Delegate to the vehicles that were selected earlier.

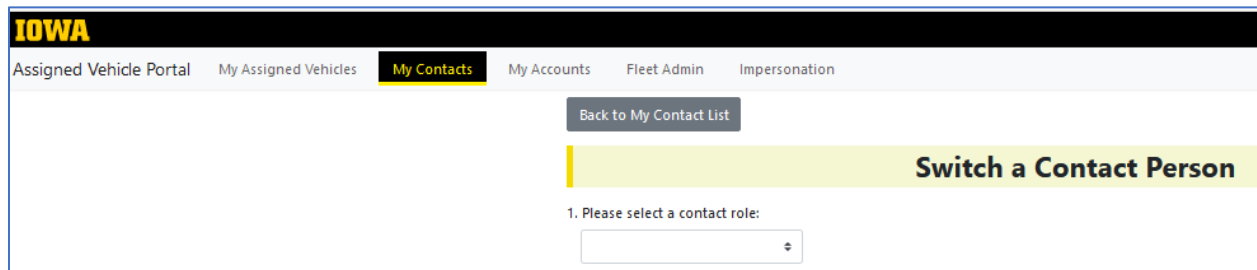
[Return to Bulk Contact Actions](#)

## How do I switch the contact on multiple vehicles?

Once the Assigned Vehicle Portal has been opened, click on the “My Contacts” tab at the top of the page. When the page opens, click on the blue “Bulk Actions” drop-down at the top left of the page and select, “Switch Contact”.



You will then be asked to choose the role you want to switch.

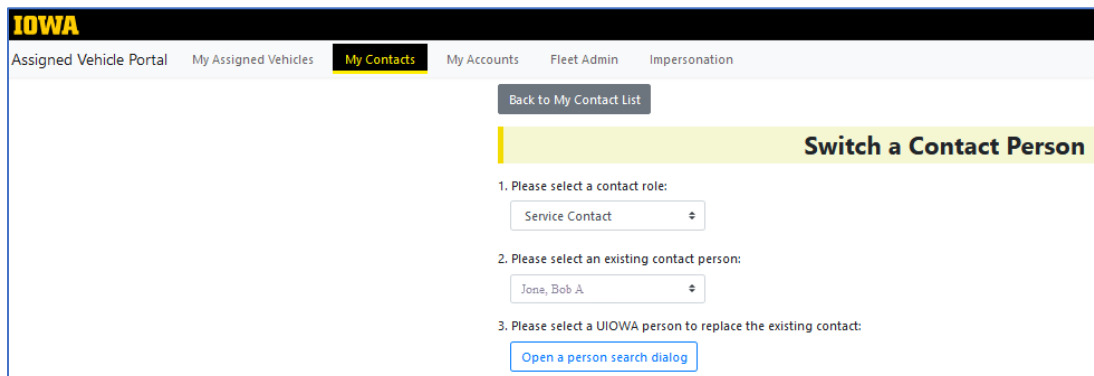


The choices you are provided depend on your role.

- If you are an Administrative Contact, you can switch any role.
- If you are an Administrative Contact Delegate, you can switch the Service Contact and the Department Viewer.
- If you are the Service Contact, you can switch the Service Contact.

The steps below are the same no matter what role you want to switch.

After you choose the role that you want to switch, then you will be asked to choose the person in that role that you want to switch from. You can then click on the “Open a person search dialog” button to search for the person you want to move the to.



As in other search boxes in the application, you will be able to search for the new person by hawkid, University ID, Employee ID or last name. Click the yellow, “Select” button next to the person you want as the new contact.

Find a UIOWA Person

Search Person

Search

You may search by entering a valid HawkID, University ID, Employee ID or by entering at least the beginning of the Last Name.

HawkID	Last	First	Title	Department	
			Laboratory Technician II	Uihc-Pathology	Select
			Admin Services Coordinator	VPFO-Parking & Transportation	Select
			Manager, Accounting - Facilities Management	VPFO-FM Business & Fin Svcs	Select

Cancel

Then you will be asked to choose the vehicles that you want to make this switch effective for. Click on the blue button below

IOWA

Assigned Vehicle PortalMy Assigned VehiclesMy ContactsMy AccountsFleet AdminImpersonation

Back to My Contact List

Switch a Contact Person

1. Please select a contact role:

Service Contact

2. Please select an existing contact person:

3. Please select a UIOWA person to replace the existing contact:

Open a person search dialog

Selected Person:

Admin Services Coordinator  
VPFO-Parking & Transportation

Next: Select desired vehicles for Blake to be Service Contact

You can choose all vehicles by selecting the box highlighted in yellow below, or specific vehicles by checking any of the boxes highlighted in green below.

Assigned Vehicle Portal

Back to My Contact List

Switch a Contact Person

Back to choose another person

Please select vehicles for [Blake](#) to be Service Contact

Confirm Selection

<input type="checkbox"/>	Dept SubDept	License	Current Admin Contact	Current Service Contact
<input type="checkbox"/>	0355-31024	10009	Ribbie, Michelle	Pray, Joseph M
<input type="checkbox"/>	0375-00205	10017	Hackman, James M	Pray, Joseph M
<input type="checkbox"/>	0355-31024	10019	Ribbie, Michelle	Pray, Joseph M
<input type="checkbox"/>	0355-31024	10044	Ribbie, Michelle	Pray, Joseph M
<input type="checkbox"/>	0355-31024	10045	Ribbie, Michelle	Pray, Joseph M
<input type="checkbox"/>	0355-31024	10056	Ribbie, Michelle	Pray, Joseph M
<input type="checkbox"/>	0355-31024	10063	Ribbie, Michelle	Pray, Joseph M
<input type="checkbox"/>	0355-31024	10067	Ribbie, Michelle	Pray, Joseph M
<input type="checkbox"/>	0355-31024	10073	Ribbie, Michelle	Pray, Joseph M
<input type="checkbox"/>	0355-31024	10075	Ribbie, Michelle	Pray, Joseph M
<input type="checkbox"/>	0355-31024	10110	Ribbie, Michelle	Pray, Joseph M
<input type="checkbox"/>	0355-31024	10120	Ribbie, Michelle	Pray, Joseph M
<input type="checkbox"/>	0355-31024	10121	Ribbie, Michelle	Pray, Joseph M
<input type="checkbox"/>	0355-31024	10137	Ribbie, Michelle	Pray, Joseph M
<input type="checkbox"/>	0355-31024	10139	Ribbie, Michelle	Pray, Joseph M
<input type="checkbox"/>	0355-31024	10141	Ribbie, Michelle	Pray, Joseph M
<input type="checkbox"/>	0355-31024	10149	Ribbie, Michelle	Pray, Joseph M

1 to 17 of 81

Page 1 of 5

Once you have made your selection, you confirm it by clicking the blue, “Confirm Selection” button above.

When the Confirm Vehicles dialog box opens, you can choose “Yes, Switch Contact” to make the change or “No, I changed my mind” but to return to the previous page.

### [Return to Bulk Contact Actions](#)

### How do I remove the contact on multiple vehicles?

Once the Assigned Vehicle Portal has been opened, click on the “My Contacts” tab at the top of the page. When the page opens, click on the blue “Bulk Actions” drop-down at the top left of the page and select, “Remove Contact”.

Assigned Vehicle Portal

My Assigned Vehicles

My Contacts

My Accounts

Bulk Actions

- Add Contact
- Switch Contact
- Remove Contact
- Keep Contact

You will then be asked what role the person has that you want to remove. Keep in mind, the only roles that can be removed are the Admin Contact Delegate (Can only be removed by the Admin Contact) and the Department Viewer (Can be removed by the Admin Contact and the Admin Contact Delegate).

**IOWA**

Assigned Vehicle Portal My Assigned Vehicles **My Contacts** My Accounts Fleet Admin Impersonation

[Back to My Contact List](#)

### Remove a Contact Person

1. Please select a contact role:

- Admin Contact Delegate
- Department Viewer

Select the role of the person you want to remove. You will be presented with a drop down of all people who hold that role for vehicles that you have access to change. That may be only one person, or it may be many people. Click the blue box below the person's name that you have selected.

[Back to My Contact List](#)

### Remove a Contact Person

1. Please select a contact role:

Department Viewer

2. Please select an existing contact person:

[remove](#) from being Department Viewer

Then you will be presented with a list of vehicles where that person has the role you would like to remove. Select the box highlighted in yellow to select all vehicles or check the box next to the individual vehicles, highlighted in green, you would like that person removed from. Then click on the blue, "Confirm Selection" button above the search box header.

[Back to My Contact List](#)

### Remove a Contact Person

[Back to choose another person](#) Please select vehicles to remove from being Department Viewer

[Confirm Selection](#)

Dept-SubDept	License	Current Admin Contact	Current Service Contact
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	0255-01000	8456	
<input checked="" type="checkbox"/>	0255-01000	8782	
<input checked="" type="checkbox"/>	0255-01000	8792	

A confirmation box will pop-up. Select either "Yes, Remove this contact" to finalize the removal or "No, I changed my mind" to be taken back to the previous page. [Return to Bulk Contact Actions](#)



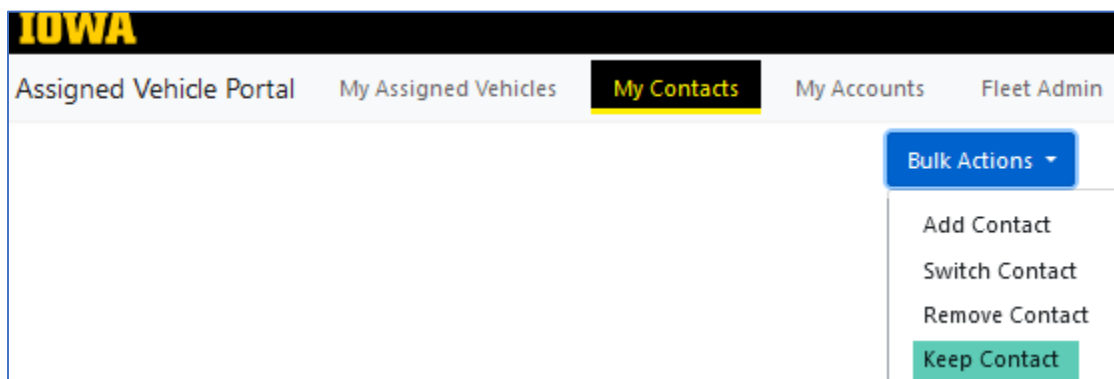
## How do I keep the same contact on multiple vehicles?

When you log in to the Assigned Vehicle Portal you may see a banner similar the example below:

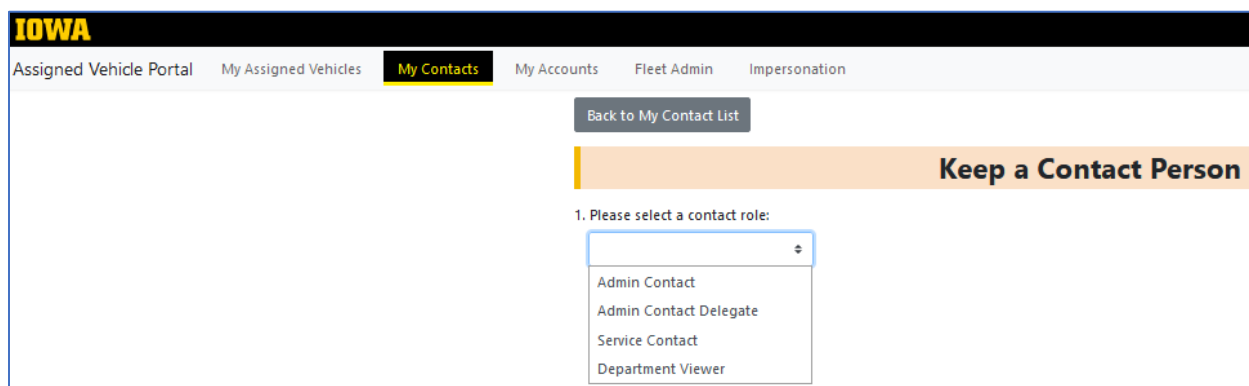
**Need Attention**  
1 vehicle contact is identified as possible outdated. Please go to the vehicle details page to update this contact to another person or acknowledge the change if you want to keep this contact.  
3408    Admin Contact    Jones, David R

In the example above one vehicle may have out-of-date contact information. The system logic may determine that the person is no longer in the department and not available to be a contact. There are circumstances where the system can be incorrect. To over-ride the system logic and keep the same person as a contact follow these steps.

Click on the “My Contacts” tab at the top of the page and then click on blue, “Bulk Actions” drop-down and choose “Keep Contact”.



You will then see a drop-down of the roles for to select to retain.



When you select a role, you will be presented with a drop down of those staff that are in that role that the system has determined are no longer available for that role.

**IOWA**

Assigned Vehicle Portal My Assigned Vehicles **My Contacts** My Accounts Fleet Admin Impersonation

Back to My Contact List

### Keep a Contact Person

1. Please select a contact role:

Admin Contact

2. Please select an existing contact person:

Smith, Tracy L.  
Smith, Tracy L.  
Jones, Dave A.

Keep Smith, Tracy L. as Admin Contact

Use the drop-down to select the person you would like to retain in the role and click the blue button. Then you will see a list of vehicles for which that person has the role you want them to retain.

**IOWA**

Assigned Vehicle Portal My Assigned Vehicles **My Contacts** My Accounts Fleet Admin Impersonation

Back to My Contact List

### Keep a Contact Person

Back to choose another person Please select vehicles to keep [Smith, Tracy L.] as Admin Contact

Confirm Selection

<input type="checkbox"/>	Dept-SubDept	License	Current Admin Contact	Current Service Contact
<input type="checkbox"/>	3255-11000	8578		
<input type="checkbox"/>	3255-11000	9212		

Select the box highlighted in yellow to select all vehicles you want the person to remain in the role for or select any of the green highlighted boxes to select individual vehicles where you want the person to retain the role.

Once you have made your selection, you will see the Confirmation box below.

**Confirm Vehicles**

Are you sure that you want to keep [Smith, Tracy L.] as Admin Contact for the following vehicles?

1: Dept-SubDept: 3255-11000 License: 9212

No. I changed my mind. Yes. Keep this contact.

Chose the "No, I changed my mind." button to go back to the previous page or the "Yes. Keep this contact." to over-ride the system and keep the current contact. [Return to Bulk Contact Actions](#)