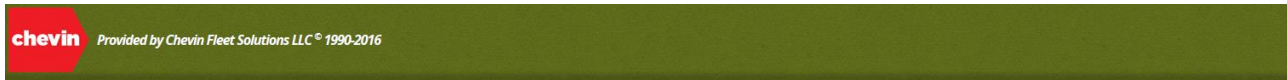
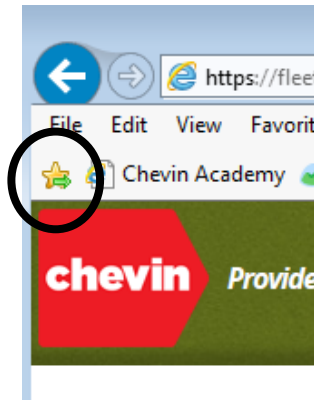


## Billing Review User Instructions

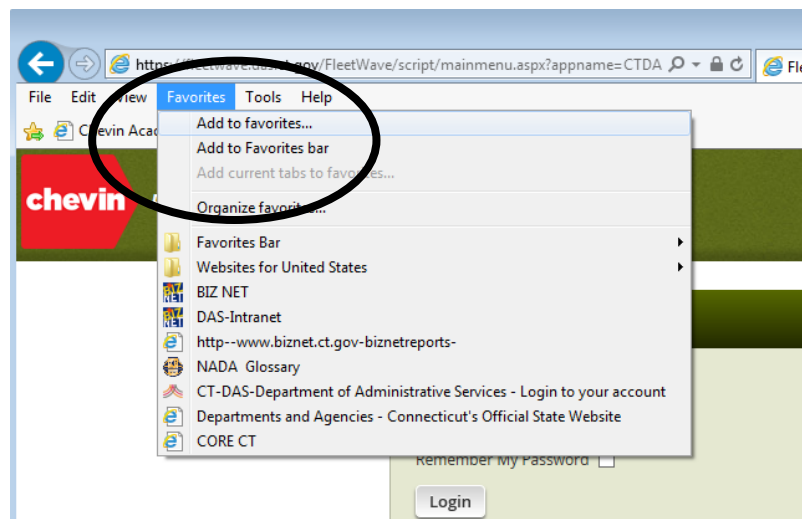
1. Go to the Chevin FleetWave link: <https://fleetwave.das.ct.gov/FleetWave>

A screenshot of the 'USER LOGIN' form. The form has a title 'USER LOGIN' with a right-pointing arrow. Below the title are four input fields: 'Login As' (with a yellow background), 'Password', 'Remember My Password' (with a checkbox), and a 'Login' button. At the bottom of the form, there are three links: 'Add To Favorites', 'Change Password?', and 'Forgot Password?'.

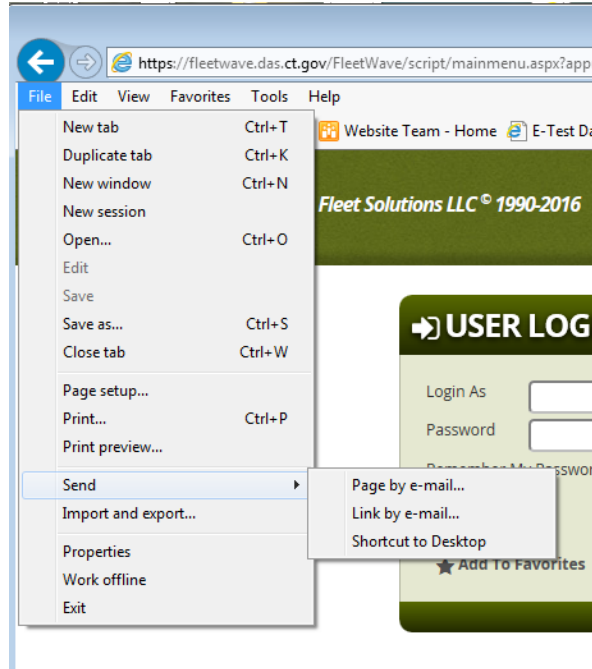
- You can add the link to your favorites or create desktop shortcut
  - Favorites Bar Options:
    - Click the Star with arrow to add to favorites bar



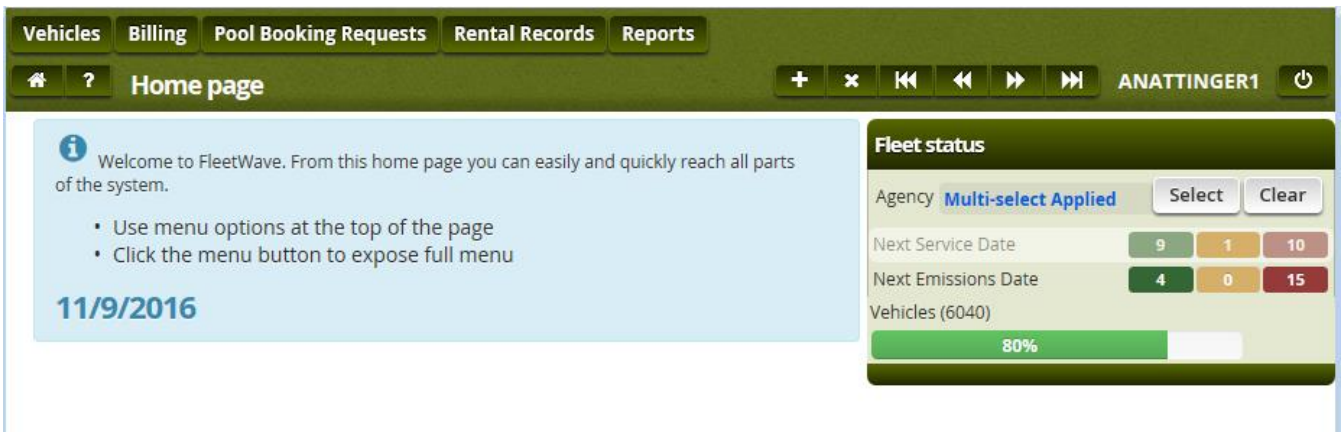
- Select Favorites → Select **Add to Favorites** (Drop down list) or Select **Add to Favorites Bar**



- Create Shortcut:
  - Select **File** → Select **Send** → Select **Shortcut to Desktop**



2. Login with your name and password. The system will bring to your Home Page:



- You have 5 modules (top left): Vehicles, Billing, Pool Booking Requests, Rental Records and Reports

3. **Vehicles Module:** Lists all the vehicles assigned to your agency's fleet. This will give you the Plate #, Equipment #, Monthly Lease Cost, VIN, Home Garage, Make, Model, Vehicle Type, etc.

 A screenshot of the FleetWave 'Vehicles' module. The page title is 'Vehicles (Filtered) (17 items)'. There are search and filter options at the top. Below is a table with the following columns: Plate #, Equip #, VIN, Model year, Make, Model, Agency, Vehicle status, Vehicle Type, Month cost1, and Odometer. The table contains five rows of vehicle data.
 

Plate #	Equip #	VIN	Model year	Make	Model	Agency	Vehicle status	Vehicle Type	Month cost1	Odometer
305-UOP	18669	2G1WB55K079397052	2007	CHEV	IMPALA	5420-BUCKINGHAM STREET GARAGE	ACTIVE PERMANENT		188.00	51390
5-2109	20110	2C4RDGBG1CR234107	2012	DODGE	CARAVAN	5420-BUCKINGHAM STREET GARAGE	ACTIVE PERMANENT		450.00	17317
5-2216	19682	1G1ZA5EU4CF297006	2012	CHEV	MALIBU	5420-BUCKINGHAM STREET GARAGE	ACTIVE PERMANENT		393.00	33075
5-2261	19729	3FAHP0GA1CR340796	2012	FORD	FUSION	5420-BUCKINGHAM STREET GARAGE	ACTIVE PERMANENT		370.00	34915
5-3276	10157	1G11A5SA4DF244850	2013	CHEV	MALIBU	5420-BUCKINGHAM STREET GARAGE	ACTIVE PERMANENT		416.00	32374

- If you click on any of your vehicles plate # the summary page will appear. The 3 tabs you need are below:
  - *Summary Tab:* Summary information about the vehicle. This information will always remain the top box as you click different tabs for that vehicle.

**Vehicles** Billing Pool Booking Requests Rental Records Reports

Vehicles ANATTINGER1

SUMMARY PM SCHEDULE BASICS WARRANTY REPAIRS / ACCIDENTS NOTES ALLOCATION HISTORY FUEL VEHICLE EXPENSES LEASE/RENTAL

ACQUISITION/DISPOSITION

Equip #	10157	Vehicle status	ACTIVE PERMANENT	Vehicle type	AUTO
Plate #	5-3276	Model year	2013	Fuel Type	Unleaded
Location	HARTFORD ADMINISTRATIVE OFFICE	Make	CHEV	Type	Vehicle
Company code	CONNECTICUT	Model	MALIBU	Seasonal?	<input type="checkbox"/>
Agency	5420-BUCKINGHAM STREET GARAGE	Derivative	CHEV-MALIBU		
Home Garage	<input type="checkbox"/>	Home to Office	<input type="checkbox"/>		
Upload					
Odometer	32374	Odometer date	10/31/2016	Odometer type	Miles
Replaced odometer	0.0	Odometer replacement date	//	City/Highway/Combined	
Driver Name					
Telephone		Email		Agency	

- *PM Schedule:* (Bottom box changes) Information on the next service dates of the vehicle.

**Vehicles** Billing Pool Booking Requests Rental Records Reports

Vehicles ANATTINGER1

SUMMARY PM SCHEDULE BASICS WARRANTY REPAIRS / ACCIDENTS NOTES ALLOCATION HISTORY FUEL VEHICLE EXPENSES LEASE/RENTAL

ACQUISITION/DISPOSITION

Equip #	10157	Vehicle status	ACTIVE PERMANENT	Vehicle type	AUTO
Plate #	5-3276	Model year	2013	Fuel Type	Unleaded
Location	HARTFORD ADMINISTRATIVE OFFICE	Make	CHEV	Type	Vehicle
Company code	CONNECTICUT	Model	MALIBU	Seasonal?	<input type="checkbox"/>
Agency	5420-BUCKINGHAM STREET GARAGE	Derivative	CHEV-MALIBU		
Home Garage	<input type="checkbox"/>	Home to Office	<input type="checkbox"/>		
Upload					
Distance per day	22.86	Distance per year	8350		
Emission Date	3/1/2015	Emission Interval Weeks	104	Next Emission By Weeks	2/26/2017
Last Service Type	A	Next Service Type	A	Service schedule	A
Service Date	3/28/2016	Service Interval (Weeks)	26	Next Service Date	9/26/2016
Service odometer	29068.0	Service Interval (Distance)	6000	Next Service by Odometer	35068.0

- *Basics:* More information of the selected vehicle.

**Vehicles** Billing Pool Booking Requests Rental Records Reports

Vehicles ANATTINGER1

SUMMARY PM SCHEDULE BASICS WARRANTY REPAIRS / ACCIDENTS NOTES ALLOCATION HISTORY FUEL VEHICLE EXPENSES LEASE/RENTAL

ACQUISITION/DISPOSITION

Equip #	10157	Vehicle status	ACTIVE PERMANENT	Vehicle type	AUTO
Plate #	5-3276	Model year	2013	Fuel Type	Unleaded
Location	HARTFORD ADMINISTRATIVE OFFICE	Make	CHEV	Type	Vehicle
Company code	CONNECTICUT	Model	MALIBU	Seasonal?	<input type="checkbox"/>
Agency	5420-BUCKINGHAM STREET GARAGE	Derivative	CHEV-MALIBU		
Home Garage	<input type="checkbox"/>	Home to Office	<input type="checkbox"/>		
Upload					
Vehicle Description	CHEVY MALIBU LS				
VIN	1G11A5SA4DF244850				
Body type	Mid-Size	Body Type2			
Interior Color		Exterior Color	BLUE		
Tank size	16.30	Weight GW	0.00		
Option1		Option2	Option3		
Option4		Option5			
Program Line					
Key code		Ignition key	IGN Z4546	Trunk Key	
Comments					

- *Printer:* (Last tab) You can print the information on the tab you are on.

- Billing:** Shows you the billing for the month.
  - Select Month, Year, Agency, and click *Run Report*
  - Click *Export to Excel* to send the report to excel, if applicable

Type	Equip #	Plate #	Description	Driver Name	Month	SUBTOTAL\_FW
M	10008	5-3100	2013 DART	BRIDGEPORT	382.00	382.00
M	10047	5-3142	2013 FOCUS	BRIDGEPORT	370.00	370.00
M	10111	5-3204	2013 FOCUS 5DR	BRIDGEPORT	382.00	382.00

- Pool Booking Request:** Shows the daily rental request in the system for your agency.
  - Request number, Status, Driver Name, Agency, From and To Dates.

Booking request number	Status	Driver Name	Agency	From date	To date
B043114	UNKNOWN	WILLIAMS MIKE	8102-DCF FISCAL SERVICES	9/23/2003	9/26/2003
B045769	UNKNOWN	WILDERNESS SCHOOL DCF	8102-DCF FISCAL SERVICES	6/11/2004	8/20/2004
B045774	UNKNOWN	WILDERNESS	8102-DCF FISCAL SERVICES	6/28/2004	8/20/2004
B048568	UNKNOWN	DCF	8102-DCF FISCAL SERVICES	2/25/2005	2/25/2005
B048569	UNKNOWN	DCF	8102-DCF FISCAL SERVICES	2/25/2005	2/25/2005
B048984	UNKNOWN	DCF WILDERNESS SCHOOL NEW HARTFORD	8102-DCF FISCAL SERVICES	6/10/2005	8/19/2005
B048985	UNKNOWN	DCF WILDERNESS SCHOOL NEW HARTFORD	8102-DCF FISCAL SERVICES	6/27/2005	8/19/2005
B048987	UNKNOWN	DCF WILDERNESS SCHOOL NEW HARTFORD	8102-DCF FISCAL SERVICES	6/10/2005	8/19/2005
B082744	UNKNOWN	DCF	8102-DCF FISCAL SERVICES	9/23/2014	10/3/2014

- For more details click on a booking request number. It will give you a printable over view.

- Rental Records:** Gives a list of the rental records that have been dispatched or returned.

Rental Code	Plate #	Equip #	From date	To date	Actual From Date	Actual To Date	Rental status	Agency	Driver Name	Total Rental Cost
R090653	297-UOP	18661	11/7/2016	11/10/2016	11/7/2016	//	DISPATCHED	8102	693-uop	136.00
R090638	5-8416	29885	11/3/2016	11/8/2016	11/3/2016	11/8/2016	RETURNED	3100	5-5000	160.00
R090593	5-8851	29694	10/31/2016	11/4/2016	10/31/2016	//	DISPATCHED	3100	5-4358	188.00
R090583	5-8582	29447	10/31/2016	11/7/2016	10/31/2016	11/2/2016	RETURNED	3100	John Hines	376.00
R090456	5-2512	19894	10/21/2016	10/31/2016	10/21/2016	11/1/2016	RETURNED	8102	Velvette Royal	363.00
R090483	5-1250	19450	10/11/2016	11/2/2016	10/25/2016	11/2/2016	RETURNED	8102	5-3409	288.62

- Select the *rental code* from the vehicle rental you would like to view.
- It will open up to a more detailed printable page showing dates, times, cost, miles driven, etc.

**Rental Records**

**COSTS** **NOTES**

Equip # 20853 **Plate #** S-8416 **Rental Code** R000638  
 Model year 2008 **Make** DODG **Model** CARAVAN  
 Vehicle type VAN **Exterior Color** SILVER  
 Rental status RETURNED **Hot Charge** C2  
 Reason Repair **Agency** 3100-ENVIRONMENTAL PROTECTION  
 Driver Name S-5000  
 Telephone

Rental group	VN/7PAS	From Time	00:00	From Odometer	67787.0	Distance Travelled
From date	11/8/2016	To Time	00:00	To Odometer	68201.0	414
Hours	0.00	Rental Cost Per Hour	7.00			
Days	5.00	Rental Cost Per Day	32.00			
Months	0	Rental Cost Per Month	160.00			
		Rental cost total	160.00			
		Late Fee	0.00			
		No Show	0.00			
		Fuel Surcharge	0.00			
		Cleaning Charge	0.00			
		Repair Charge	0.00			
		Failure to return equipment	0.00			
		Lost Equipment	0.00			
		<b>Total Rental Cost</b>	<b>160.00</b>			
Actual From Date	11/8/2016	Actual From Time	13:49			
Actual To Date	11/8/2016	Actual To Time	12:03	Fuel on return	0.00	

Comments

7. **Reports:** Run reports based on your vehicles.



- Click the Report, Enter the next date you are looking for and click **OK**.

**Next Service Report**

Please enter selection criteria required:

Next Service Date

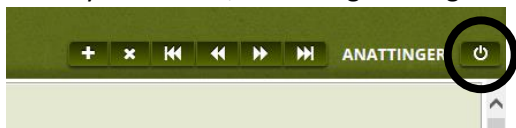
OK

- Here you can view the vehicles that are due for either report. If you click on the equipment #, it will bring you to the vehicle view in the vehicle module
- If you click the print button you can print or export to Excel

Quick Links...  Edit  Print  [.].....

	Make	Model	
	FORD	FOCUS	5-10;
	TOYOTA	PRIUS	5-81;
	FORD	FOCUS 5DR	5-43;
	FORD	F-150 2WD	5-25;

8. When you're done, don't forget to log off:



Things to note:

- This is an Excel based system, so almost all reports or pages can be printed or exported to excel.
- If you are done viewing something hit the CANCEL button on the page.
- If you forget your password, you can email Fleet to reset.