Billing Review User Instructions

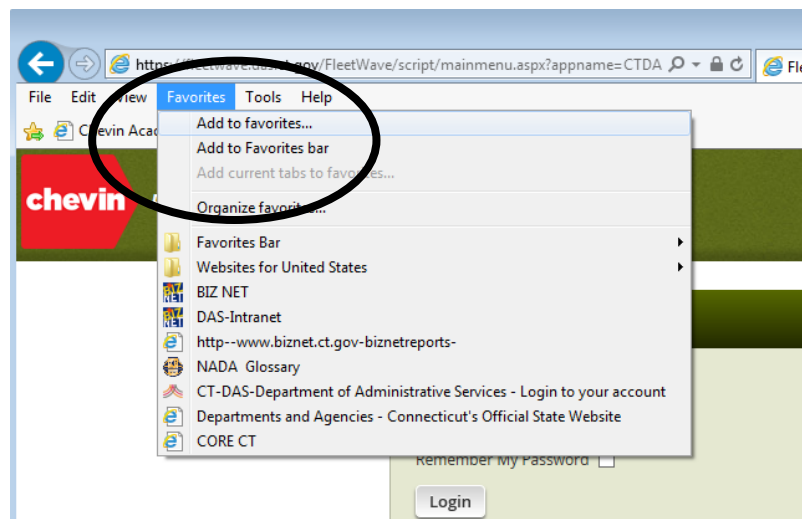1. Go to the Chevin FleetWave link: https://fleetwave.das.ct.gov/FleetWave
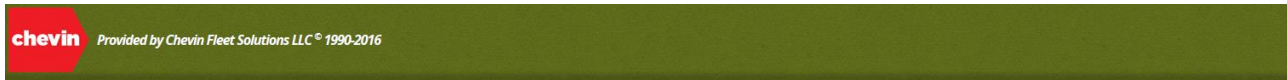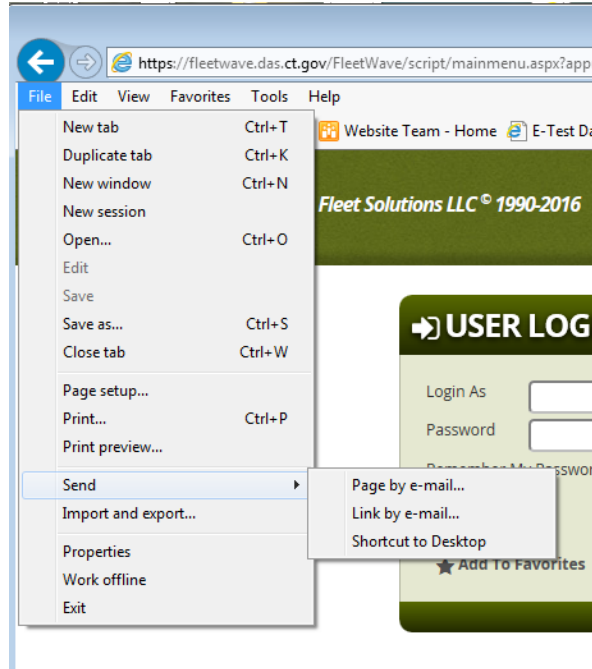

   o You can add the link to your favorites or create desktop shortcut
      - Favorites Bar Options:
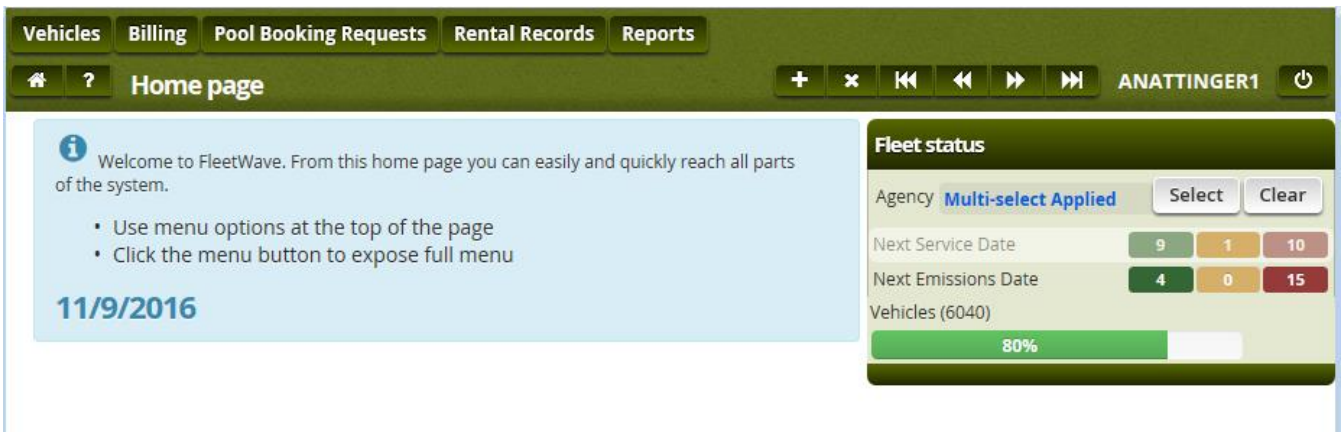   ▪ Click the Star with arrow to add to favorites bar
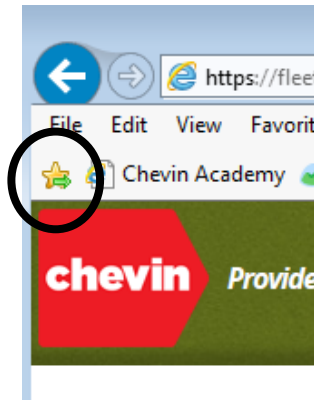
         ▪ Select Favorites→ Select **Add to Favorites** (Drop down list) or Select **Add to Favorites Bar**

- 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.

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.

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

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

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

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

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

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

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

- 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.

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

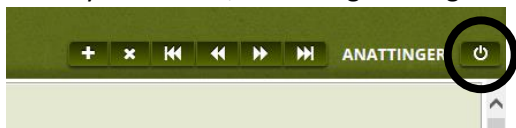- Click the Report, Enter the next date you are looking for and click **OK**.

- 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

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.