

# Agency Mileage Entry User Instructions

1. Login with your name and password. <https://fleetwave.das.ct.gov/FleetWave>



**USER LOGIN**

Login As

Password

Remember My Password

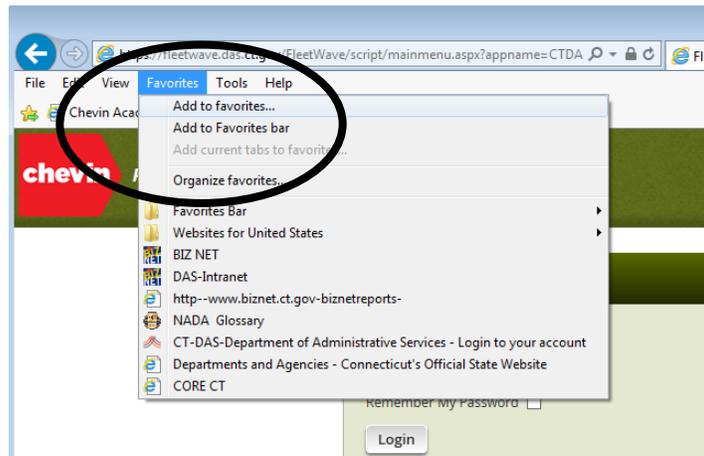
Login

★ Add To Favorites    🔒 Change Password?    👤 Forgot Password?

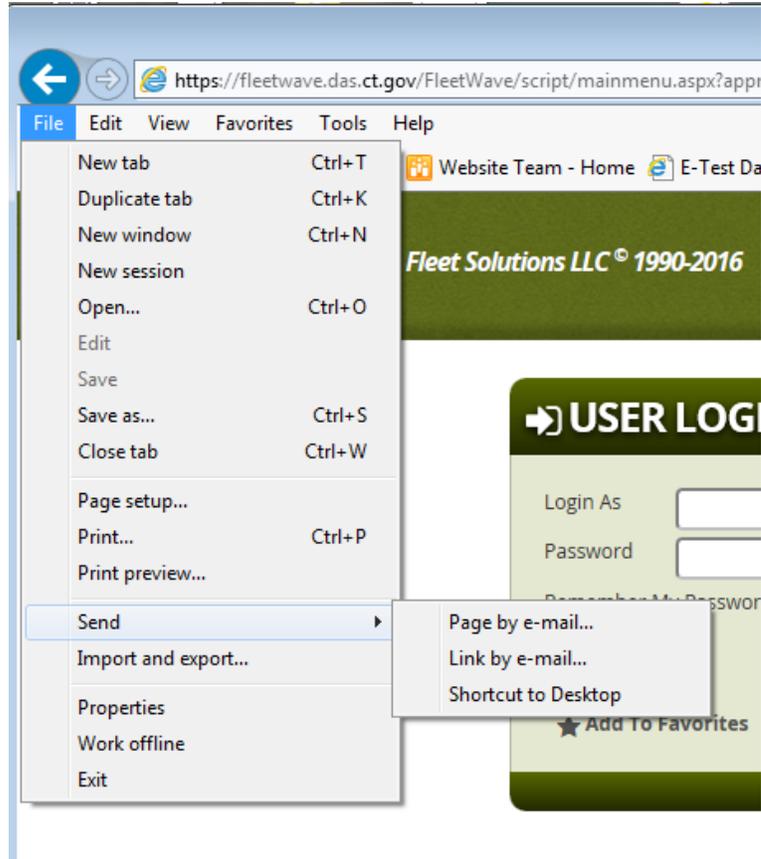
- You can add the link to your favorites or create desktop shortcut
  - Favorites Bar Options:
    - Click the Star with arrow to add to favorites bar



- 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 4 modules (top left): Vehicles, Billing, Mileage Entry/Fuel, Batch Odometer and Reports.
- You also have a KPI table (right top) which shows the emissions and service due dates for your agency's vehicles. You can click on the KPI number boxes to open the report. If you click the print button, you can print or export to excel.

 A screenshot of the Fleet status report table. The table has the following columns: Equip #, Make, Model, Plate #, Agency, Odometer, and Next Emissions Date. The data is as follows:
 

Equip #	Make	Model	Plate #	Agency	Odometer	Next Emissions Date
26308	FORD	F-350 WRECKER	5-3600	5470-NORWICH FLEET	28402	7/18/1995
26648	CHEV	C-30 WRECKER	5-4600	5450-WETHERSFIELD FLEET	44117	10/31/1996

### 3. Vehicles Module

- a. Lists all the vehicles assigned to your agency's fleet. This will give you the Plate #, Equipment #, Monthly Cost, VIN, Make, Model, Vehicle Type, etc.

Plate #	Equip #	VIN	Model year	Make	Model	Agency	Vehicle status	Vehicle Type	Mo
2159-CX	20554	1GCVKPEC4EZ164799	2014	CHEV	SILVERADO	3100-ENVIRONMENTAL PROTECTION	ACTIVE PERMANENT		
305-UOP	18669	2G1WB55K079397052	2007	CHEV	IMPALA	5420-BUCKINGHAM STREET GARAGE	ACTIVE PERMANENT		
399-UOP	19038	2G1WB55KX81337800	2008	CHEV	IMPALA	3100-ENVIRONMENTAL PROTECTION	ACTIVE PERMANENT		
4070-CX	20552	1GCVKPEC0EZ165500	2014	CHEV	SILVERADO	3100-ENVIRONMENTAL PROTECTION	ACTIVE PERMANENT		
4071-CX	20555	1GCVKPEC3EZ165295	2014	CHEV	SILVERADO	3100-ENVIRONMENTAL PROTECTION	ACTIVE PERMANENT		

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

**Summary** | PM SCHEDULE | BASICS | WARRANTY | REPAIRS / ACCIDENTS | NOTES | ALLOCATION HISTORY | FUEL | VEHICLE EXPENSES | LEASE/RENTAL | ACQUISITION/DISPOSITION

Equip # 18669 Vehicle status ACTIVE PERMANENT Vehicle type AUTO  
 Plate # 305-UOP Model year 2007 Fuel Type Unleaded  
 Location HARTFORD ADMINISTRATIVE OFFICE Make CHEV Type Vehicle  
 Company code CONNECTICUT Model IMPALA Seasonal?   
 Agency 5420 Derivative CHEV-IMPALA  
 Home Garage  Home to Office

Odometer 51390 Odometer date 10/11/2016 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

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

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 Agency 5420 Derivative CHEV-IMPALA  
 Home Garage  Home to Office

Distance per day 15.04 Distance per year 5493

Emission Date 5/14/2015 Emission Interval Weeks 104 Next Emission By Weeks 5/11/2017  
 Last Service Type A Next Service Type A Service schedule A  
 Service Date 10/25/2016 Service Interval (Weeks) 26 Next Service Date 4/25/2017  
 Service odometer 51395.0 Service Interval (Distance) 6000 Next Service by Odometer 57395.0

- **Basics:** Basic information of your agency's vehicles.

- **Fuel:** Shows when the vehicle fueled up at a DOT station

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

#### 4. Mileage Entry/Fuel:

- View mileage entry for agency assigned vehicles.
  - You can search a specific vehicle, month, etc. to narrow down list

Equip #	Plate #	Agency	Date	Odometer	Amount	Price per unit	Cost	Comments
10008	5-3100	8121-DCF-REGION 1	5/25/2016	33048	9.00	1.97	17.73	
10008	5-3100	8121-DCF-REGION 1	5/4/2016	32864	12.20	1.97	24.03	
10008	5-3100	8121-DCF-REGION 1	3/28/2016	32244	13.40	1.58	21.17	
10008	5-3100	8121-DCF-REGION 1	3/16/2016	31876	8.90	1.58	14.06	
10008	5-3100	8121-DCF-REGION 1	4/11/2016	32570	13.10	1.83	23.97	
10008	5-3100	8121-DCF-REGION 1	3/9/2016	31641	8.40	1.58	13.27	
10008	5-3100	8121-DCF-REGION 1	2/29/2016	31428	10.60	1.40	14.84	
10008	5-3100	8121-DCF-REGION 1	2/19/2016	26690	0.10	1.40	0.14	

#### 5. Batch Odometer Entry

- Enter Agency Pool Vehicle(s) Mileage
  - You can select your agency to view all the vehicles or enter in a specific plate number and then select the month reporting for.

- If you selected to view all the agencies, find the plate(s) you are looking to report. Enter date read, odometer reading and click **save**.

Batch Odometer Entry

Vehicle Search

Enter fuel and odometer readings for vehicles

Agency: 5420-MORGAN STREET GARAGE | Plate #: | Month: |

Save Cancel

Equip #	Plate #	Previous odometer date	Previous odometer	Odometer date	Odometer
10157	5-3276	12/13/2017	34379	1/1/2018	0
10248	750-UOP	12/14/2017	39195	1/1/2018	0
10346	5-3416	12/3/2018	34035	1/1/2018	0
10591	5-4290	12/13/2017	18323	1/1/2018	0
10859	5-6212	12/15/2017	19258	1/1/2018	0
11085	5-6219	4/27/2017	50	1/1/2018	0
11092	5-6251	6/9/2016	0	1/1/2018	0
11234	AM98024	11/1/2017	25	1/1/2018	0
11342	5-7285	1/3/2018	1350	1/1/2018	0
11384	AM98608	12/18/2017	1738	1/1/2018	0
19469	946-UOP	12/6/2017	56211	1/1/2018	0
20110	5-2109	12/1/2017	18958	1/1/2018	0
20728	5-4375	12/13/2017	33179	1/1/2018	0
21493	AM98004	6/1/2017	25	1/1/2018	0
21534	AM98018	12/1/2017	25	1/1/2018	0
21565	5-88027	12/14/2017	178	1/1/2018	0

- If you selected a plate # and month: enter the date read and odometer reading and click **save**.

Batch Odometer Entry

Vehicle Search

Enter fuel and odometer readings for vehicles

Agency: | Plate #: 5-6219 | Month: Jan 2018 |

Search Save Cancel

Equip #	Plate #	Previous odometer date	Previous odometer	Odometer date	Odometer
11085	5-6219	4/27/2017	50	1/1/2018	60

\*\*\*\* If you get an ERROR: Odometer is lower than...etc.\*\*\*\*

- Select the line check box and the check box to the right of the error and click **Save**. This will override the error and allow you to enter your mileage.

Batch Odometer Entry

Vehicle Search

Enter fuel and odometer readings for vehicles

Agency: | Plate #: 5-6219 | Month: Jan 2018 |

Search Save Cancel

Equip #	Plate #	Previous odometer date	Previous odometer	Odometer date	Odometer
<input checked="" type="checkbox"/>	11085	5-6219	4/27/2017		
	Error				
	ERROR: Odometer is lower than an earlier reading (145403 + 0 on 9/14/2012)				
					<input checked="" type="checkbox"/>

## 6. Reports:

- Run reports based on your vehicles. If you don't see a report talk to your ATA and they can send us a request. We will try to accommodate the agency's needs as best we can.

Vehicles Billing Reports

Reports

Vehicles

Next Emissions Report

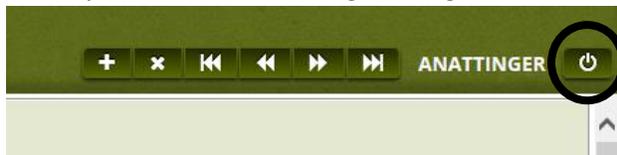
Next Service Report

- 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

Equip #	Make	Model	Plate #	Agency	Odometer	Next Service Date
19262	FORD	FOCUS	5-1020	8102	62723	▲ 9/5/2016 -59 Days
19020	TOYOTA	PRIUS	5-8183	5440	98977	▲ 9/6/2016 -58 Days
10642	FORD	FOCUS SDR	5-4329	3100	13038	▲ 9/6/2016 -58 Days
20275	FORD	F-150 2WD	5-2503	4121	13989	▲ 9/6/2016 -58 Days

7. 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. Most pages have a button or a printer.
- If you are done viewing something hit the CANCEL button on the page.
- If you forget your password, you can email Fleet to reset.