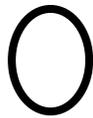


ATA User Instructions

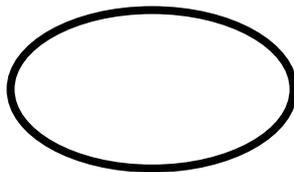
1. Login with your name and password. <https://fleetwave.das.ct.gov/FleetWave>



- 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

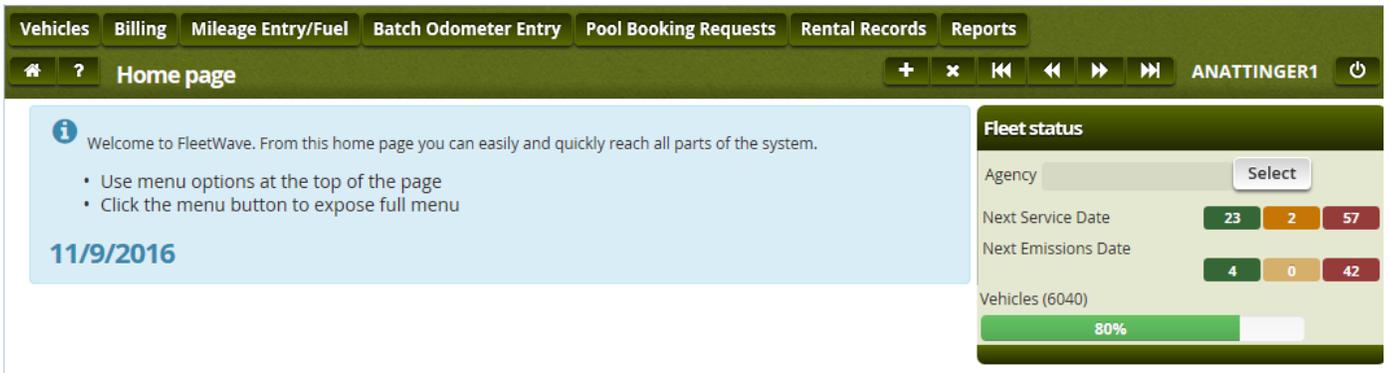


- Select Favorites → Select **Add to Favorites** (Drop down list) or Select **Add to Favorites Bar**



- 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 7 modules (top left): Vehicles, Billing, Mileage Entry/Fuel, Batch Odometer Entry, Pool Booking Requests, Rental Records 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.

Equip #	Make	Model	Plate #	Agency	Odometer	Next Emissions Date
26308	FORD	F-350 WRECKER	5-3600	S470-NORWICH FLEET	28402	7/18/1995
26648	CHEV	C-30 WRECKER	5-4600	S450-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
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 Information:

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

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

PM Schedule Information:

- 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. Billing:

- a. 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

5. Mileage Entry/Fuel:

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

Equip #	Plate #	Agency	Date	Odometer	Amount	Price per unit	Cost	Comments
10008	5-8100	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	3/18/2016	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	

6. Batch Odometer Entry

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

- o 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: ALL AGENCIES STAFF GARAGE | Plate #: | Month: |

Save Cancel

Equip #	Plate #	Previous odometer date	Previous odometer	Odometer date	Odometer
14987	5-5178	12/13/2017	34270	1/1/2018	34270
16248	750-UOP	12/14/2017	29765	1/1/2018	29765
16360	5-3416	12/5/2018	34055	1/1/2018	34055
16591	5-4290	12/13/2017	18323	1/1/2018	18323
16904	5-5112	12/15/2017	19254	1/1/2018	19254
11083	5-4219	4/27/2017	30	1/1/2018	30
11082	5-4251	6/9/2016	0	1/1/2018	0
11234	AM88024	11/1/2017	25	1/1/2018	25
11342	5-7285	1/9/2018	1380	1/1/2018	1380
11384	AM88008	12/18/2017	1788	1/1/2018	1788
18469	340-UOP	12/6/2017	34211	1/1/2018	34211
20110	5-2100	12/1/2017	10000	1/1/2018	10000
20728	5-4375	12/13/2017	33178	1/1/2018	33178
21493	AM88004	6/1/2017	25	1/1/2018	25
21534	AM88016	12/1/2017	25	1/1/2018	25
21565	5-80227	12/14/2017	178	1/1/2018	178

- o 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 #: 5-4219 | Month: Jan 2018 |

Search Save Cancel

Equip #	Plate #	Previous odometer date	Previous odometer	Odometer date	Odometer
11083	5-4219	4/27/2017	30	1/1/2018	30

**** 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.

7. **Pool Booking Request:** Shows the daily rental request in the system for your agency.

- a. 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
B048884	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.

8. **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	297-4JOP	18661	11/7/2016	11/10/2016	11/7/2016	//	DISPATCHED	8102	693-usp	136.00
R090658	5-8416	29855	11/3/2016	11/8/2016	11/3/2016	11/8/2016	RETURNED	3100	5-5006	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.

- o It will open up to a more detailed printable page showing dates, times, cost, miles driven, etc.

Rental Records			
Equip #	20551	Plate #	5-8415
Model Year	2008	Make	BOOG
Vehicle Type	VAN	Exterior Color	SILVER
Rental Status	RETURNED	No Charge	<input checked="" type="checkbox"/>
Reason	Repair	Agency	3100-ENVIRONMENTAL PROTECTION
Driver Name	S-5000		
Telephone			
Rental group	YU/PMG		
From date	11/3/2015	From Time	00:00
To date	11/8/2015	To Time	00:00
		From Odometer	67787.8
		To Odometer	68201.8
		Distance Travelled	414
Hours	0.39	Rental Cost Per Hour	2.30
Days	5.59	Rental Cost Per Day	32.09
Months	0	Rental Cost Per Month	188.09
		Rental cost total	166.09
		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
		Low Equipment	0.00
		Total Rental Cost	166.09
Actual from date	11/3/2015	Actual from time	1:29
Actual to date	11/8/2015	Actual to time	12:05
Comments		Fuel on return	0.00

9. Reports:

- a. 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.

- 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	9/4/2016 -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

10. 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.
- If you forget your password, you can email Fleet to reset.