

Mileage/Billing Review User Instructions

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



USER LOGIN

Login As:

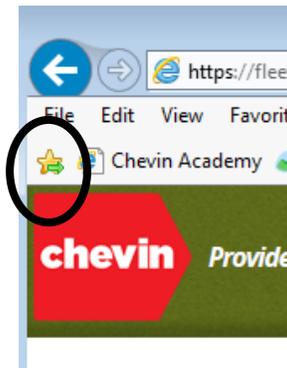
Password:

Remember My Password

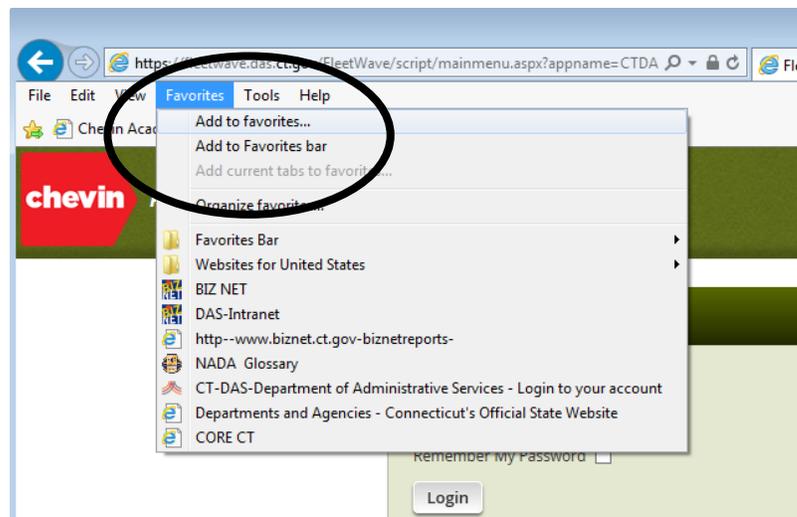
Login

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

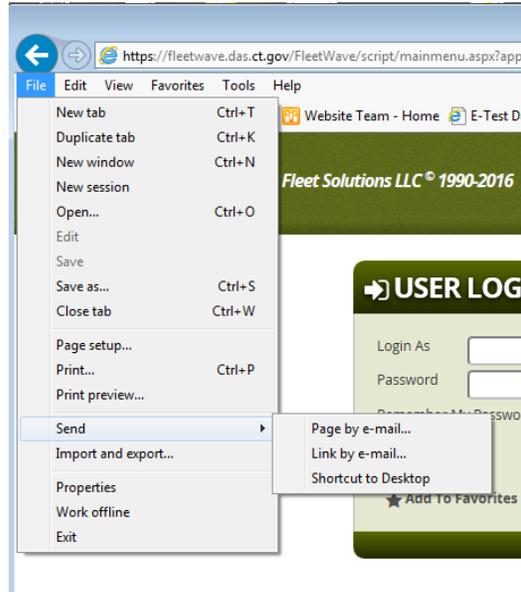
- You can add the link to your favorites or create desktop shortcut
 - Favorites Bar Options:
 - Click the Star with arrow to add to favorites bar



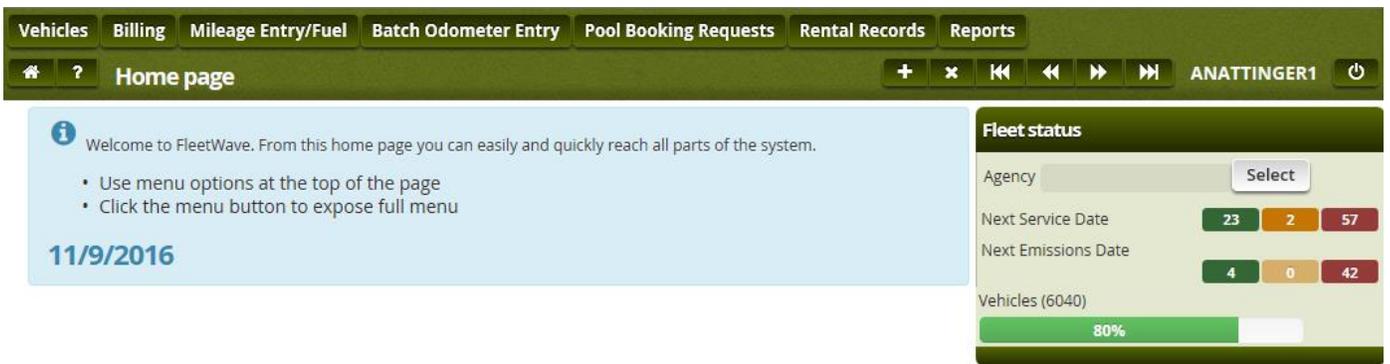
- Select Favorites → Select **Add to Favorites** (Drop down list) or Select **Add to Favorites Bar**



- 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 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.

 A screenshot of the Fleet status report table. The table has 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	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	2G1WB5K079397052	2007	CHEV	IMPALA	5420-BUCKINGHAM STREET GARAGE	ACTIVE PERMANENT	
399-UOP	19038	2G1WB5KX81337800	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?	<input type="checkbox"/>						
Agency	5420	Derivative	CHEV-IMPALA								
Home Garage	<input type="checkbox"/>	Home to Office	<input type="checkbox"/>								
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

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?	<input type="checkbox"/>						
Agency	5420	Derivative	CHEV-IMPALA								
Home Garage	<input type="checkbox"/>	Home to Office	<input type="checkbox"/>								
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.

Vehicles

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

Upload

Vehicle Description CHEV IMPALA
 VIN 2G1WB55K079397052
 Body type Full-Size Body Type2
 Interior Color Exterior Color SILVER
 Tank size 18.00 Weight GWV 0.00
 Option1 Option2 Option3
 Option4 Option5
 Program Line
 Key code Ignition key G0013 Trunk Key
 Comments

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

Vehicles

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

Upload

Fuel

Equip #	Plate #	Agency	Date	Odometer	Amount	Price per
No items						

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

4. 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

Vehicles **Billing** Mileage Entry/Fuel Batch Odometer Entry Pool Booking Request

Billing

Period SEPTEMBER 2016
 Agency 8121-DCF-REGION 1

Run Report Export to Excel

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
M	10224	5-3328	2013 FOCUS	BRIDGEPORT	359.00	359.00

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	5-3100	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	

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.

Batch Odometer Entry

Vehicle Search

Enter fuel and odometer readings for vehicles

Agency: Plate #: Month:

- 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**.

Equip #	Plate #	Previous odometer date	Previous odometer	Odometer date	Odometer
10197	5-3276	12/13/2017	34379	1/1	0
10348	728-UCP	12/14/2017	39160	1/1	0
10346	5-3416	12/3/2018	34093	1/1	0
10591	5-4290	12/13/2017	18523	1/1	0
10889	5-6212	12/13/2017	19258	1/1	0
11085	5-6219	4/27/2017	50	1/1	0
11082	5-6251	6/9/2016	0	1/1	0
11234	AM08024	11/1/2017	25	1/1	0
11342	5-7285	1/9/2018	1390	1/1	0
11384	AM08008	12/18/2017	1738	1/1	0
19469	846-UCP	12/6/2017	56211	1/1	0
20110	5-2109	12/1/2017	18950	1/1	0
20728	5-4375	12/15/2017	33179	1/1	0
21403	AM08004	6/1/2017	25	1/1	0
21534	AM08018	12/1/2017	25	1/1	0
21565	5-88027	12/14/2017	176	1/1	0

- 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 #: Month:

Equip #	Plate #	Previous odometer date	Previous odometer	Odometer date	Odometer
11085	5-6219	4/27/2017	50	1/19/2018	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.

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
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.

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-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 Mines	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	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 R00038
 Model year 2008 Make DODG Model CARAVAN
 Vehicle type VAN Exterior Color SILVER
 Rental status RETURNED No Charge C
 Reason Repair Agency 3100-ENVIRONMENTAL PROTECTION
 Driver Name S-5000
 Telephone

Rental group	VN/TPAS	From Time	00:00	From Odometer	67787.0	Distance Travelled	414
From date	11/8/2016	To Time	00:00	To Odometer	68201.0		
Hours	0.00	Rental Cost Per Hour	7.00				
Days	5.00	Rental Cost Per Day	32.00				
Months	0	Rental Cost Per Month	188.00				
		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				
		Total Rental Cost	160.00				
				Description			
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							

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.

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

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