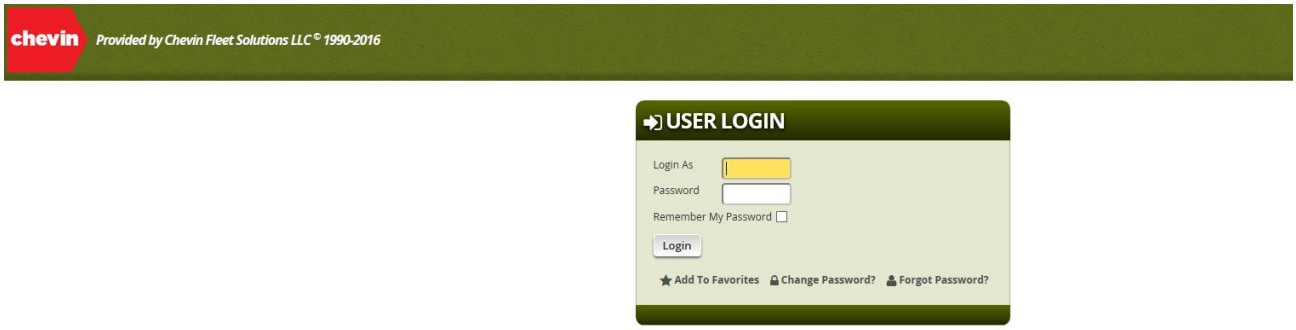
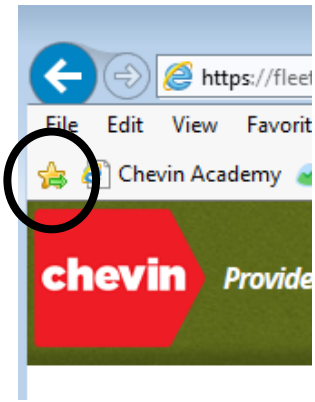
Billing Review User Instructions

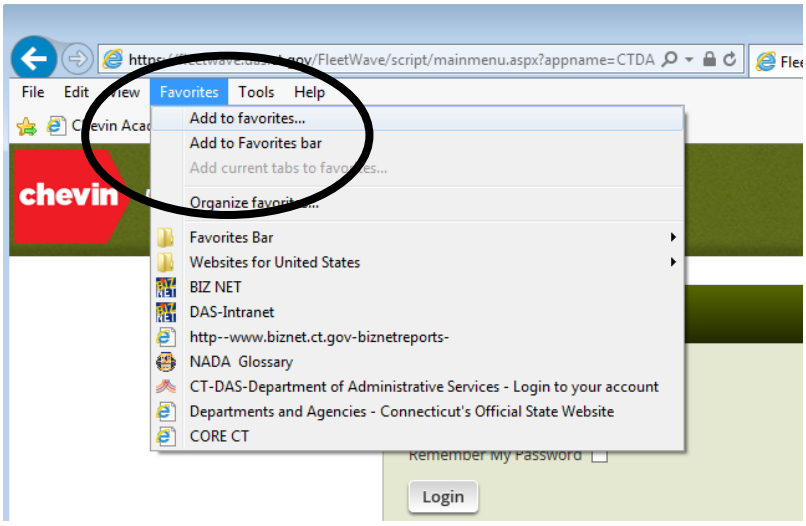
1. Go to the Chevin FleetWave link: https://fleetwave.das.ct.gov/FleetWave



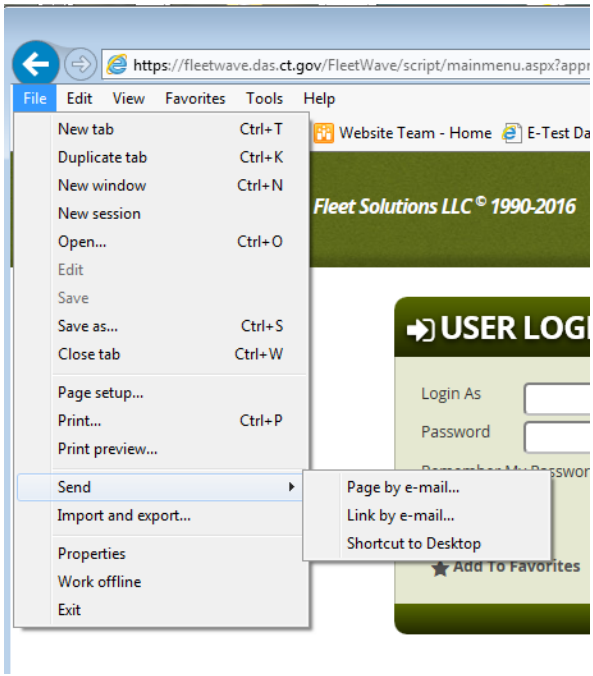
   - You can add the link to your favorites or create desktop shortcut
     - Favorites Bar Options:
       - Click the Star with arrow to add to favorites bar



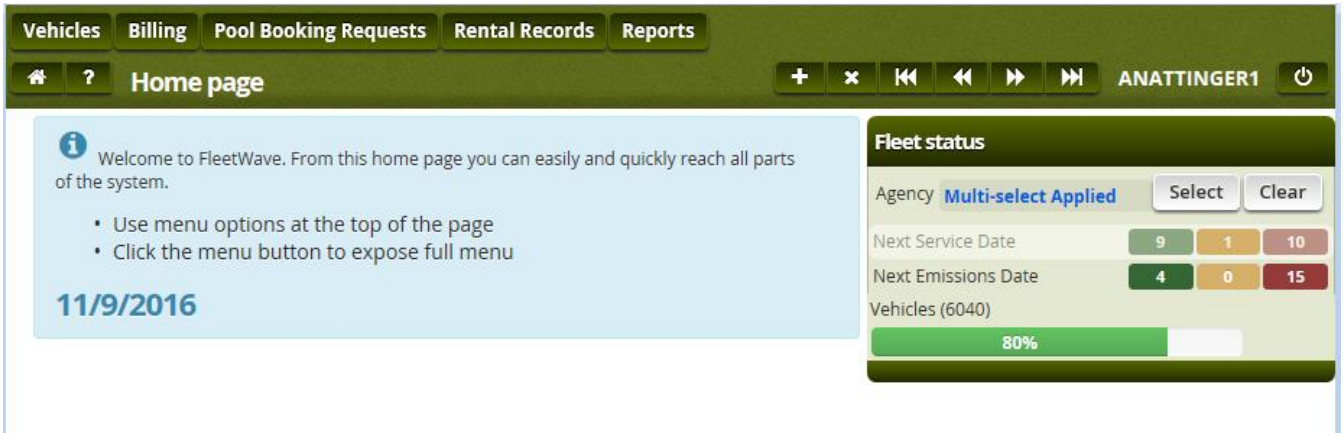
       - Select Favorites→ Select **Add to Favorites** (Drop down list) or Select **Add to Favorites Bar**



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

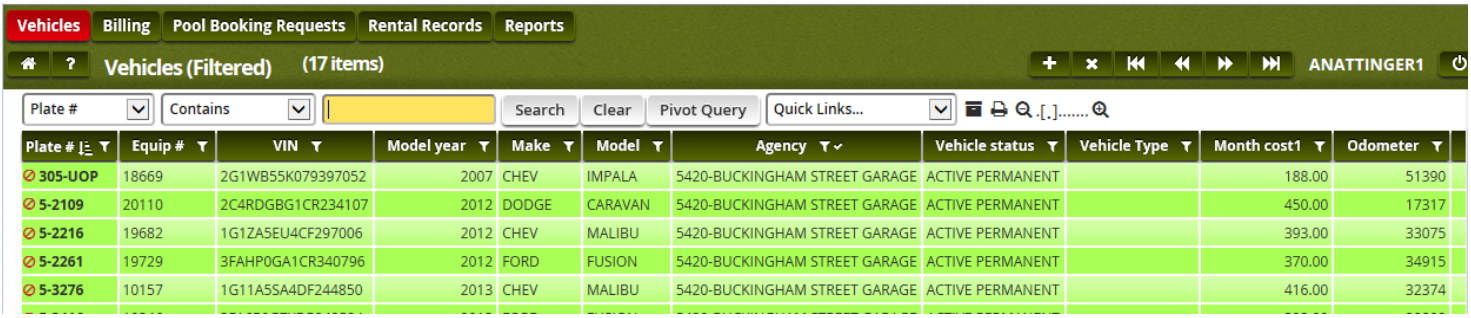


2. Login with your name and password. The system will bring to your Home Page:



   - You have 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.



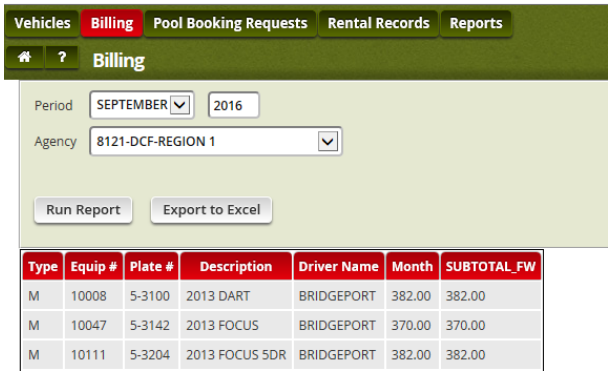
- If you click on any of your vehicles plate # the summary page will appear. The 3 tabs you need are below:
    - *Summary Tab*: Summary information about the vehicle. This information will always remain the top box as you click different tabs for that vehicle.

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

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

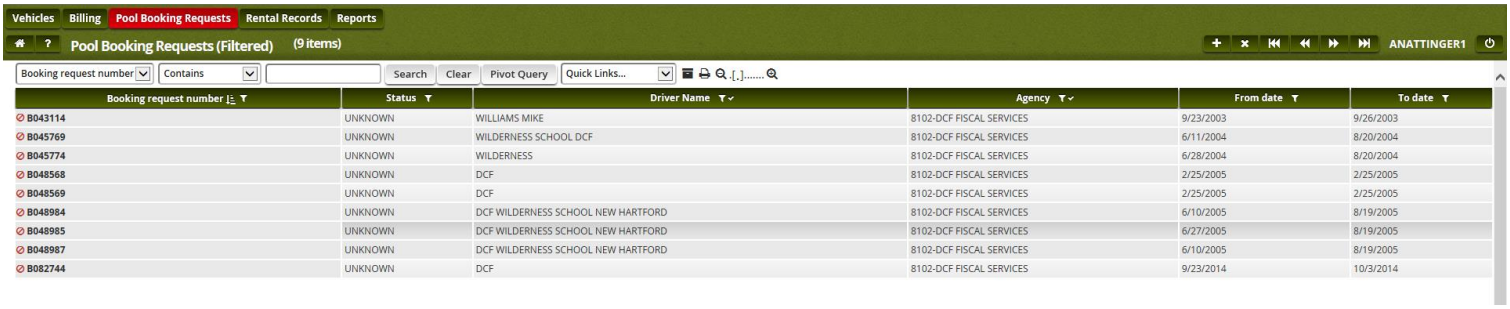
    - *Printer*: (Last tab) You can print the information on the tab you are on.

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



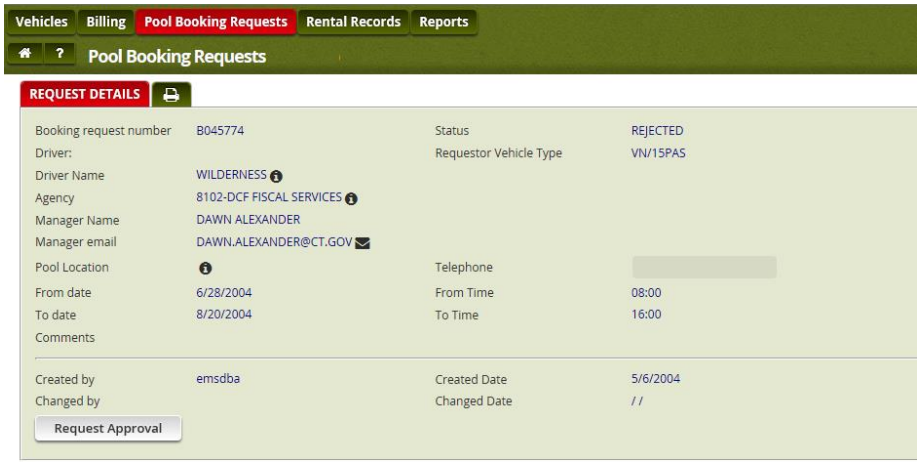
Type	Equip #	Plate #	Description	Driver Name	Month	SUBTOTAL_FW
M	10008	5-3100	2013 DART	BRIDGEPORT	382.00	382.00
M	10047	5-3142	2013 FOCUS	BRIDGEPORT	370.00	370.00
M	10111	5-3204	2013 FOCUS 5DR	BRIDGEPORT	382.00	382.00

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

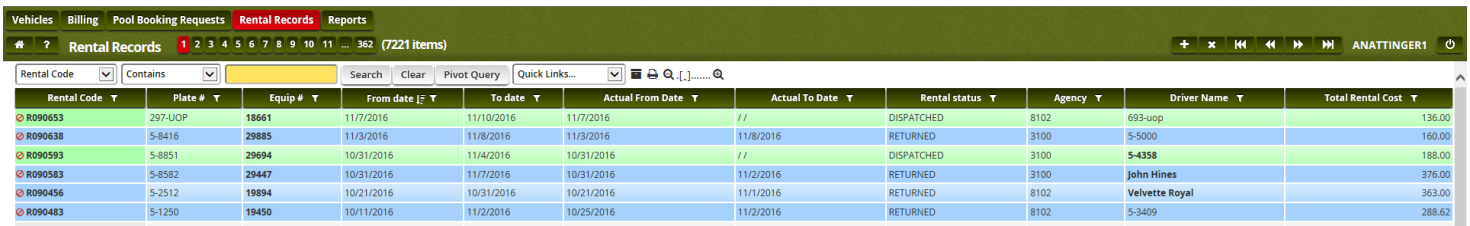


Booking request number	Status	Driver Name	Agency	From date	To date
B043114	UNKNOWN	WILLIAMS MIKE	8102-DCF FISCAL SERVICES	9/23/2003	9/26/2003
B045769	UNKNOWN	WILDERNESS SCHOOL DCF	8102-DCF FISCAL SERVICES	6/11/2004	8/20/2004
B045774	UNKNOWN	WILDERNESS	8102-DCF FISCAL SERVICES	6/28/2004	8/20/2004
B048568	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.

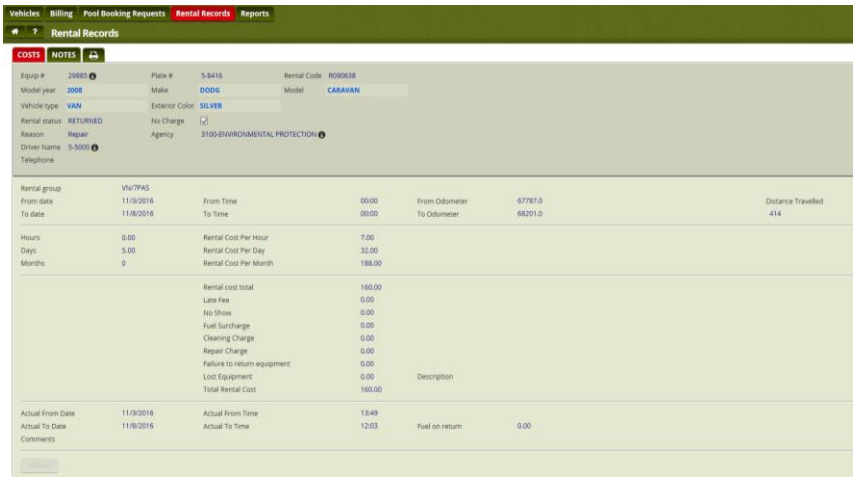


6. **Rental Records**: Gives a list of the rental records that have been dispatched or returned.



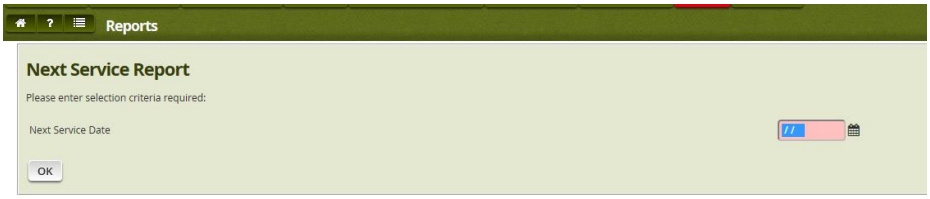
Rental Code	Plate #	Equip #	From date	To date	Actual From Date	Actual To Date	Rental status	Agency	Driver Name	Total Rental Cost
R090653	297-UOP	18661	11/7/2016	11/10/2016	11/7/2016	/ /	DISPATCHED	8102	693-uop	136.00
R090638	5-8416	29885	11/3/2016	11/8/2016	11/3/2016	11/8/2016	RETURNED	3100	5-5000	160.00
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.



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.