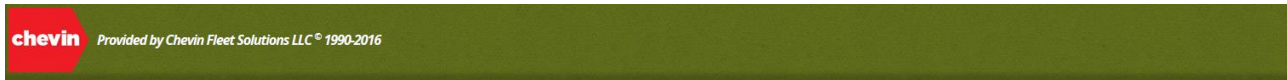


## Billing Review User Instructions

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



**USER LOGIN**

Login As

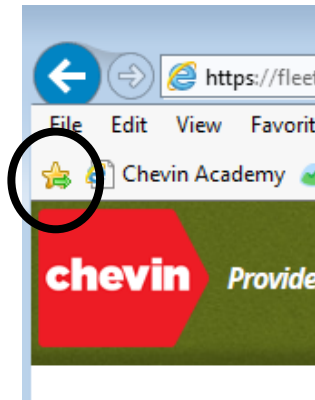
Password

Remember My Password ☐

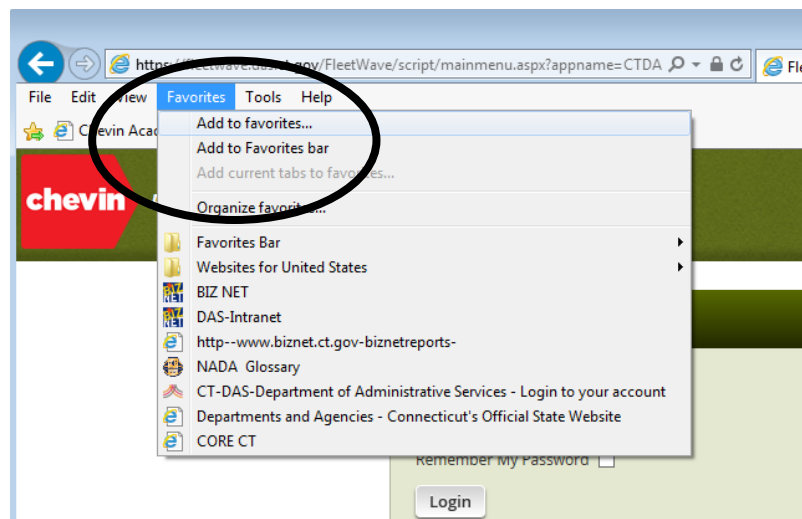
Login

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

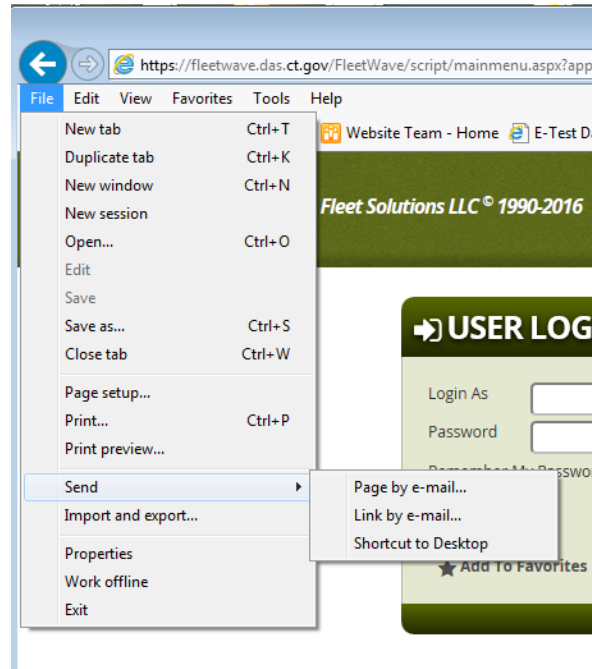
- You can add the link to your favorites or create desktop shortcut
  - Favorites Bar Options:
    - Click the Star with arrow to add to favorites bar



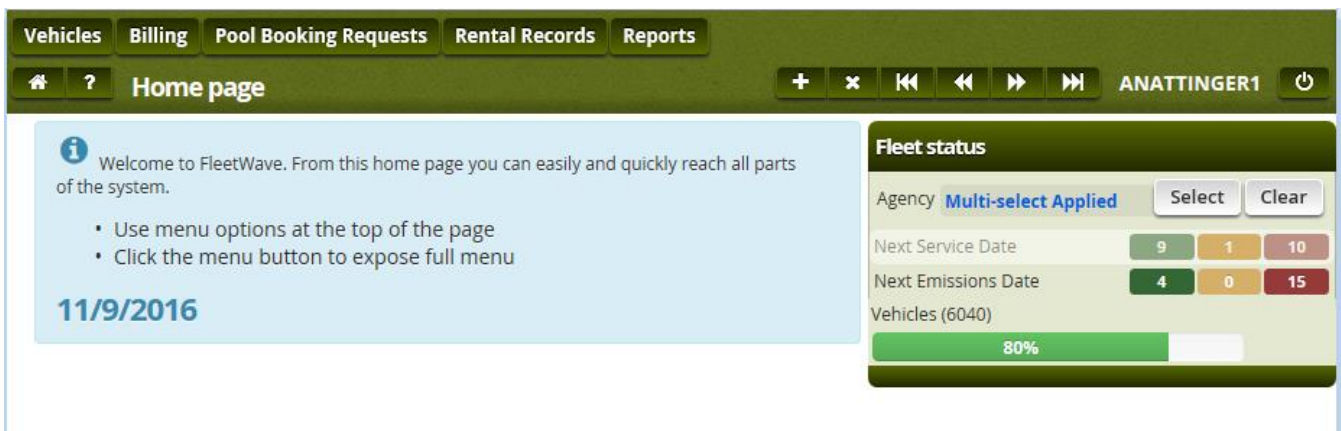
- Select Favorites → Select **Add to Favorites** (Drop down list) or Select **Add to Favorites Bar**



- 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 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.

Vehicles

Billing

Pool Booking Requests

Rental Records

Reports

+

x

⏮

⏪

⏩

⏭

ANATTINGER1

⏻

🏠

?

Vehicles (Filtered)

(17 items)

Plate #

Contains

Search

Clear

Pivot Query

Quick Links...

📄

🔍

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

🔗

- 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.

**Vehicles** Billing Pool Booking Requests Rental Records Reports

**Vehicles** + x < > >> ANATTINGER1

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

**ACQUISITION/DISPOSITION** 🖨️

Equip #	10157	Vehicle status	ACTIVE PERMANENT	Vehicle type	AUTO
Plate #	5-3276	Model year	2013	Fuel Type	Unleaded
Location	HARTFORD ADMINISTRATIVE OFFICE	Make	CHEV	Type	Vehicle
Company code	CONNECTICUT	Model	MALIBU	Seasonal?	<input type="checkbox"/>
Agency	5420-BUCKINGHAM STREET GARAGE	Derivative	CHEV-MALIBU		
Home Garage	<input type="checkbox"/>	Home to Office	<input type="checkbox"/>		

Upload

Odometer	32374	Odometer date	10/31/2016	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.

**Vehicles** Billing Pool Booking Requests Rental Records Reports

**Vehicles** + x < > >> ANATTINGER1

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

**ACQUISITION/DISPOSITION** 🖨️

Equip #	10157	Vehicle status	ACTIVE PERMANENT	Vehicle type	AUTO
Plate #	5-3276	Model year	2013	Fuel Type	Unleaded
Location	HARTFORD ADMINISTRATIVE OFFICE	Make	CHEV	Type	Vehicle
Company code	CONNECTICUT	Model	MALIBU	Seasonal?	<input type="checkbox"/>
Agency	5420-BUCKINGHAM STREET GARAGE	Derivative	CHEV-MALIBU		
Home Garage	<input type="checkbox"/>	Home to Office	<input type="checkbox"/>		

Upload

Distance per day	22.86	Distance per year	8350		
------------------	-------	-------------------	------	--	--

Emission Date	3/1/2015	Emission Interval Weeks	104	Next Emission By Weeks	2/26/2017
Last Service Type	A	Next Service Type	A	Service schedule	A
Service Date	3/28/2016	Service Interval (Weeks)	26	Next Service Date	9/26/2016
Service odometer	29068.0	Service Interval (Distance)	6000	Next Service by Odometer	35068.0

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

**Vehicles** Billing Pool Booking Requests Rental Records Reports

**Vehicles** + x < > >> ANATTINGER1

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

**ACQUISITION/DISPOSITION** 🖨️

Equip #	10157	Vehicle status	ACTIVE PERMANENT	Vehicle type	AUTO
Plate #	5-3276	Model year	2013	Fuel Type	Unleaded
Location	HARTFORD ADMINISTRATIVE OFFICE	Make	CHEV	Type	Vehicle
Company code	CONNECTICUT	Model	MALIBU	Seasonal?	<input type="checkbox"/>
Agency	5420-BUCKINGHAM STREET GARAGE	Derivative	CHEV-MALIBU		
Home Garage	<input type="checkbox"/>	Home to Office	<input type="checkbox"/>		

Upload

Vehicle Description	CHEVY MALIBU LS				
VIN	1G11A5SA4DF244850				
Body type	Mid-Size	Body Type2			
Interior Color		Exterior Color	BLUE		
Tank size	16.30	Weight GW	0.00		
Option1		Option2		Option3	
Option4		Option5			
Program Line					
Key code		Ignition key	IGN Z4546	Trunk Key	

Comments

- *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** **Pool Booking Requests** **Rental Records** **Reports**

**Billing**

Period:  2016

Agency:

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.

**Vehicles** **Billing** **Pool Booking Requests** **Rental Records** **Reports**

**Pool Booking Requests (Filtered)** (9 items)

Booking request number  Contains  Search  Pivot Query Quick Links...     ANATTINGER1

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.

**Vehicles** **Billing** **Pool Booking Requests** **Rental Records** **Reports**

**Pool Booking Requests**

**REQUEST DETAILS**

Booking request number: B045774 Status: REJECTED

Driver: WILDERNESS Requestor Vehicle Type: VN/15PAS

Driver Name: WILDERNESS

Agency: 8102-DCF FISCAL SERVICES

Manager Name: DAWN ALEXANDER

Manager email: DAWN.ALEXANDER@CT.GOV

Pool Location:

From date: 6/28/2004 From Time: 08:00

To date: 8/20/2004 To Time: 16:00

Comments:

Created by: emsdba Created Date: 5/6/2004

Changed by: Changed Date: //

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

**Vehicles** **Billing** **Pool Booking Requests** **Rental Records** **Reports**

**Rental Records** 1 2 3 4 5 6 7 8 9 10 11 ... 362 (7221 items)

Rental Code  Contains  Search  Pivot Query Quick Links...     ANATTINGER1

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**.

**Next Service Report**

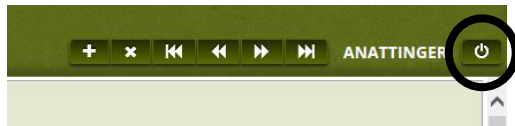
Please enter selection criteria required:

Next Service Date

- 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

Quick Links... <input type="button" value="Edit"/> <input type="button" value="Print"/> <input type="button" value="Excel"/>			
Make	Model		
FORD	FOCUS	5-10;	
TOYOTA	PRIUS	5-81;	
FORD	FOCUS SDR	5-43;	
FORD	F-150 2WD	5-25;	

## 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.