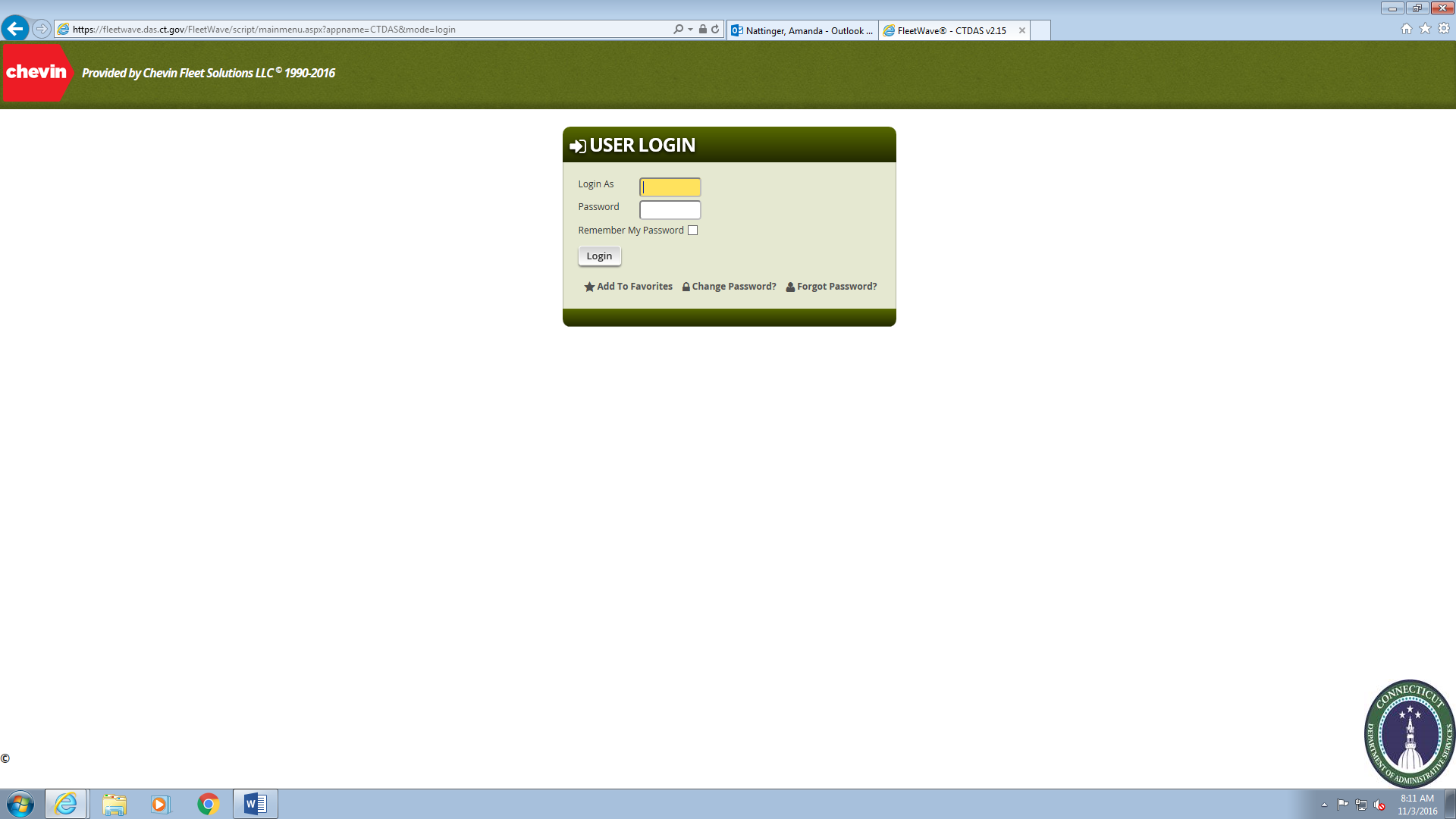
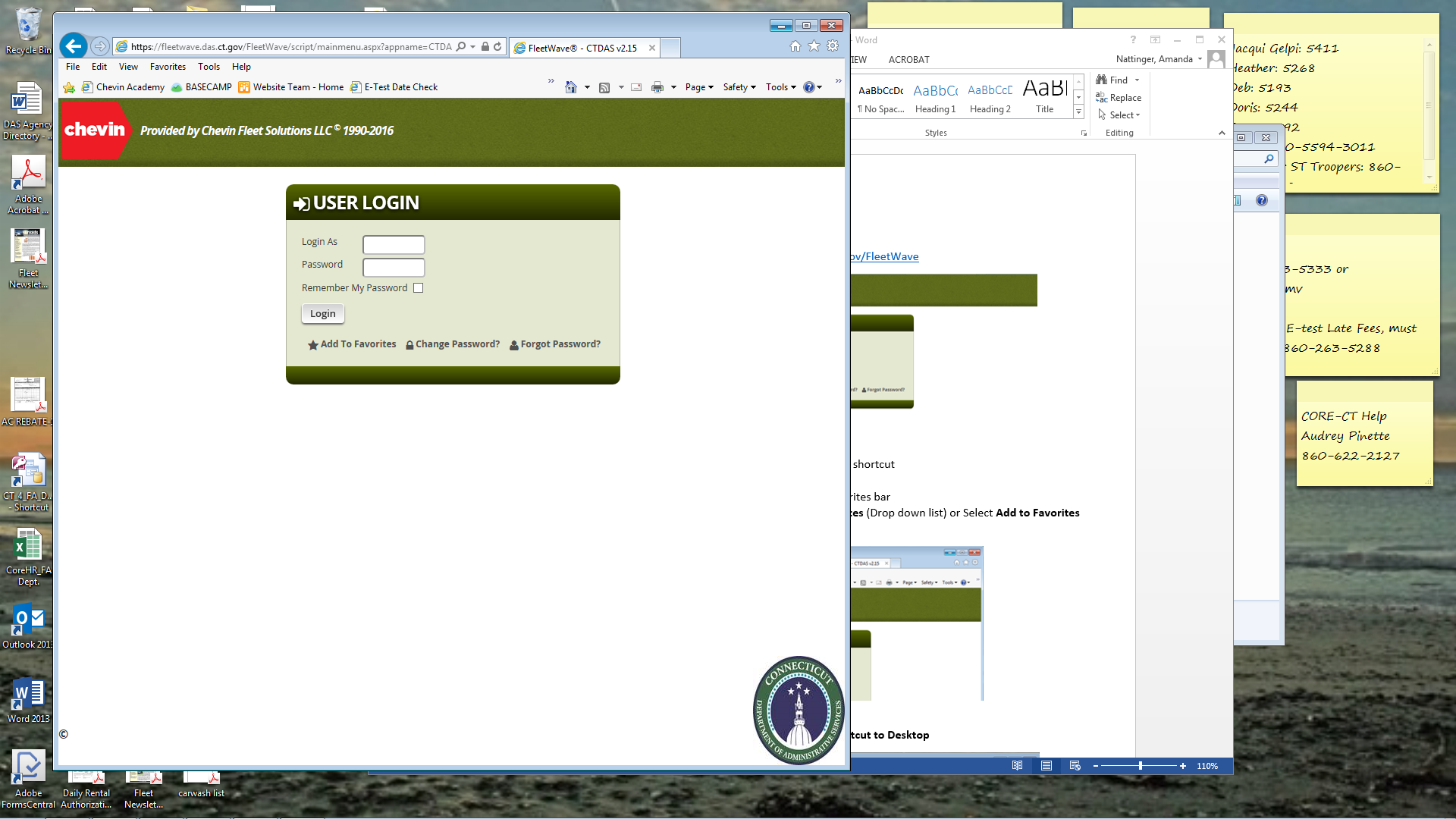
**Billing Review User Instructions**

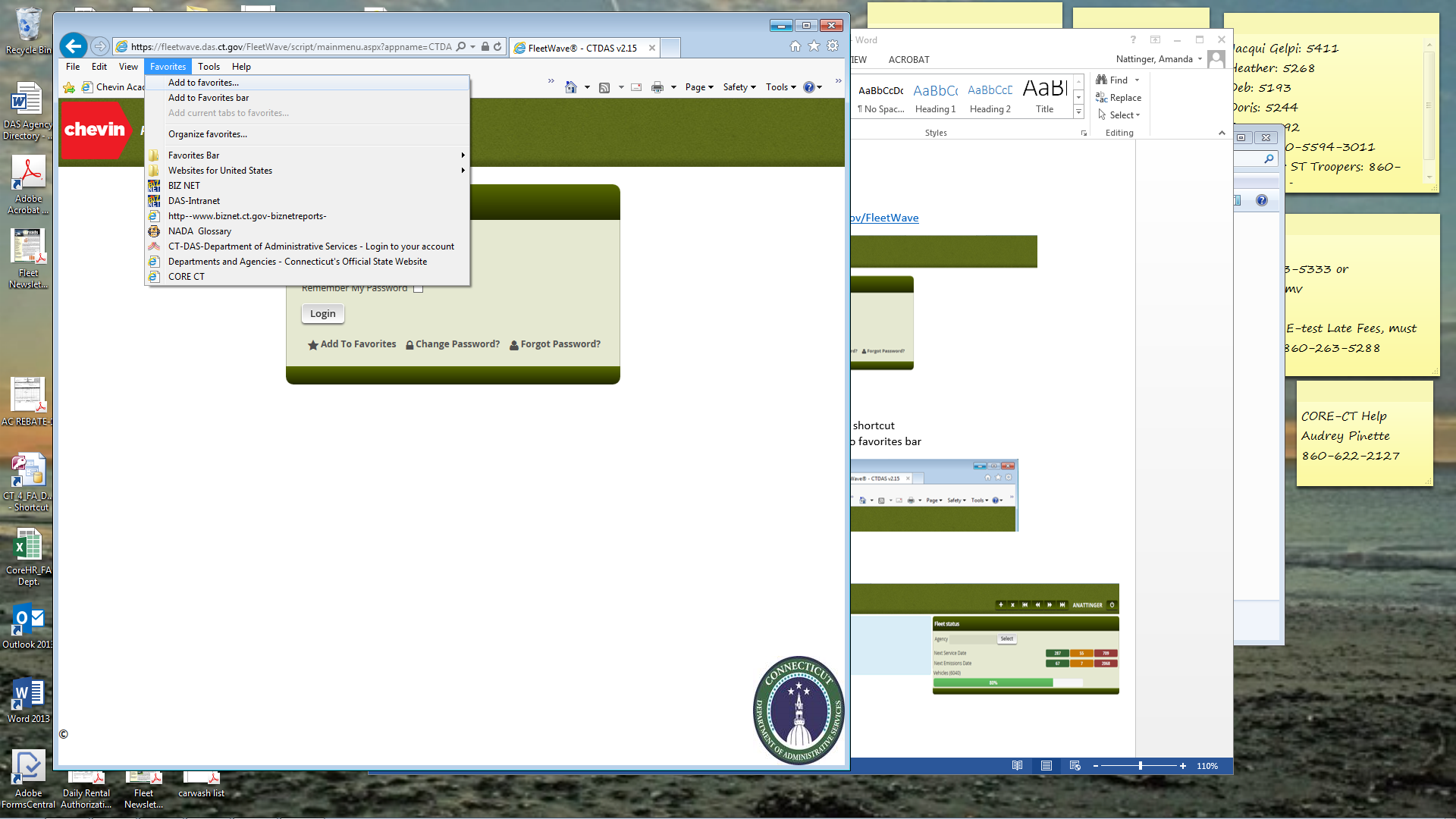
1. Go to the Chevin FleetWave link: <https://fleetwave.das.ct.gov/FleetWave>



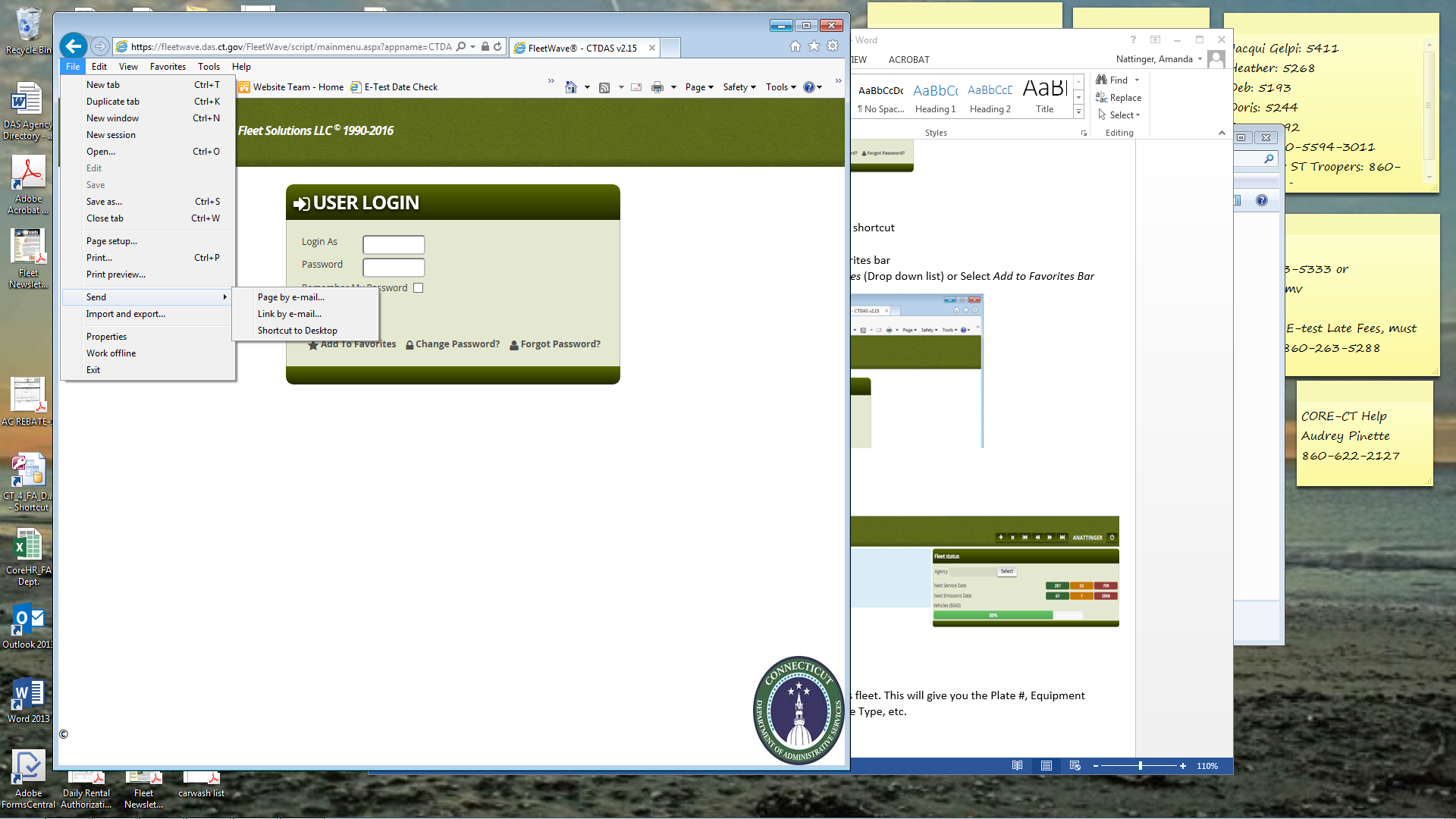
* You can add the link to your favorites or create desktop shortcut
  + Favorites Bar Options:
    - Click the Star with arrow to add to favorites bar



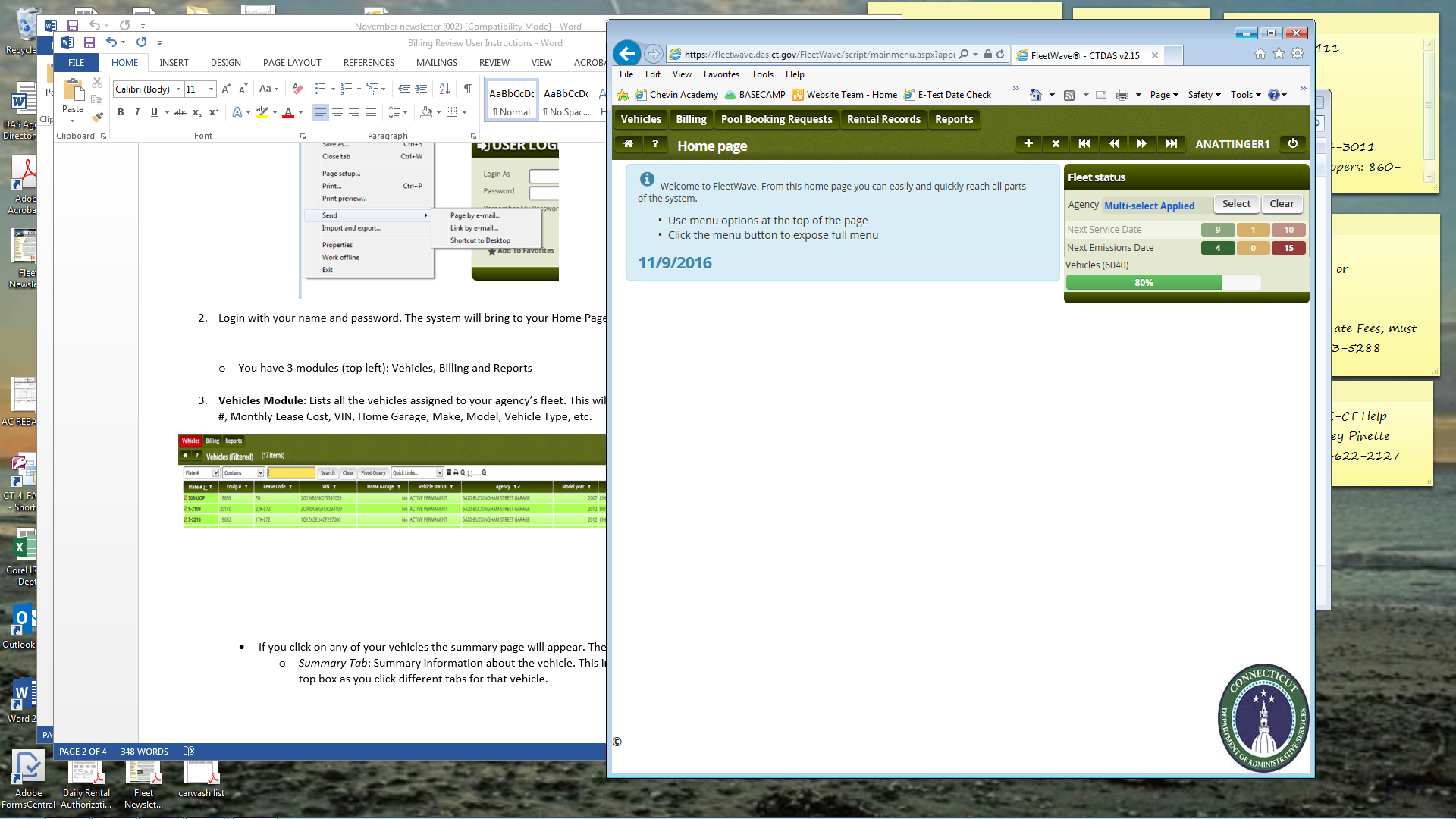
* + - Select Favorites🡪 Select **Add to Favorites** (Drop down list) or Select **Add to Favorites Bar**



* Create Shortcut:
  + Select **File** 🡪Select **Send** 🡪 Select **Shortcut to Desktop**

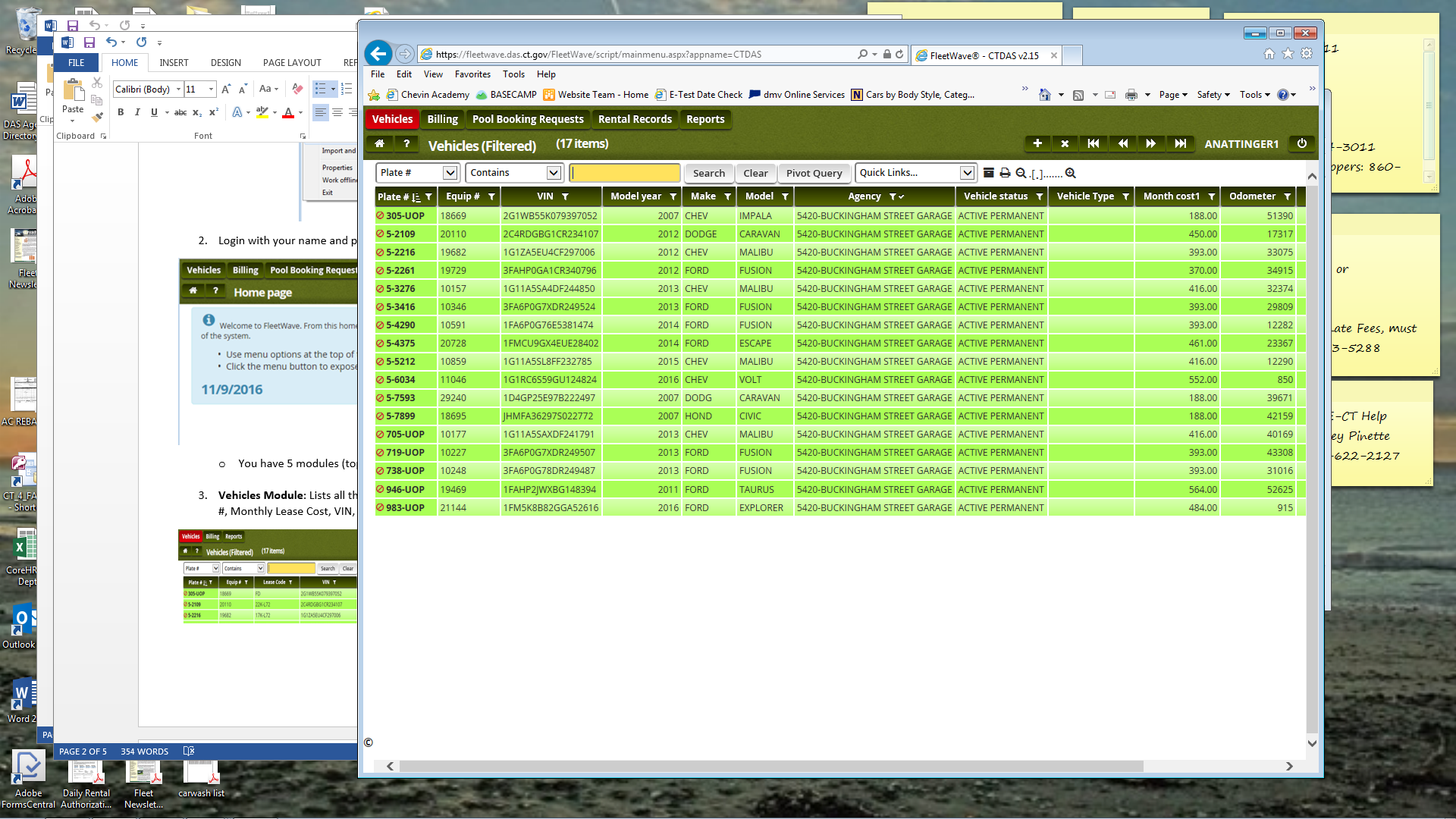


1. Login with your name and password. The system will bring to your Home Page:

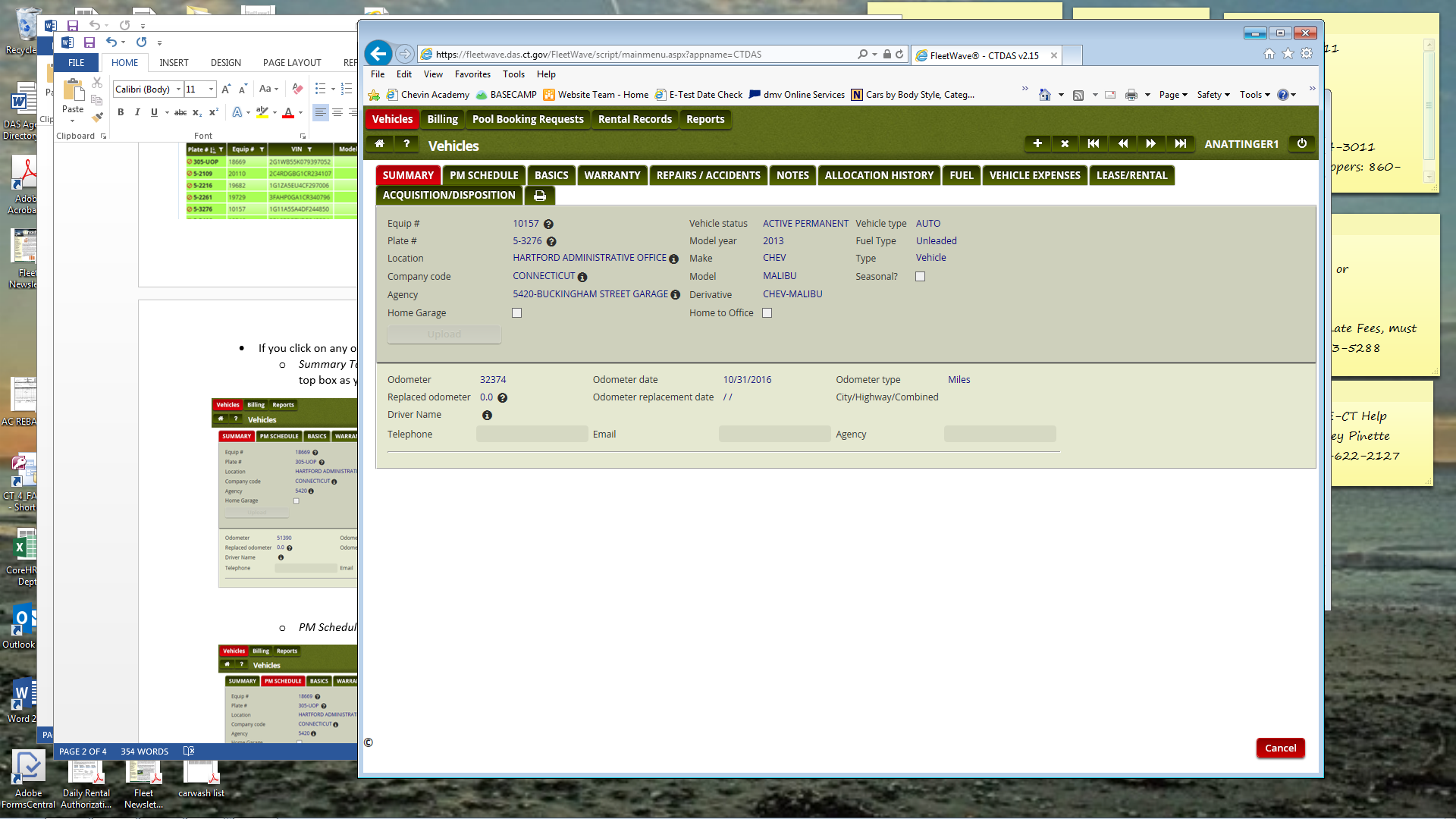


* You have 5 modules (top left): Vehicles, Billing , Pool Booking Requests, Rental Records and Reports

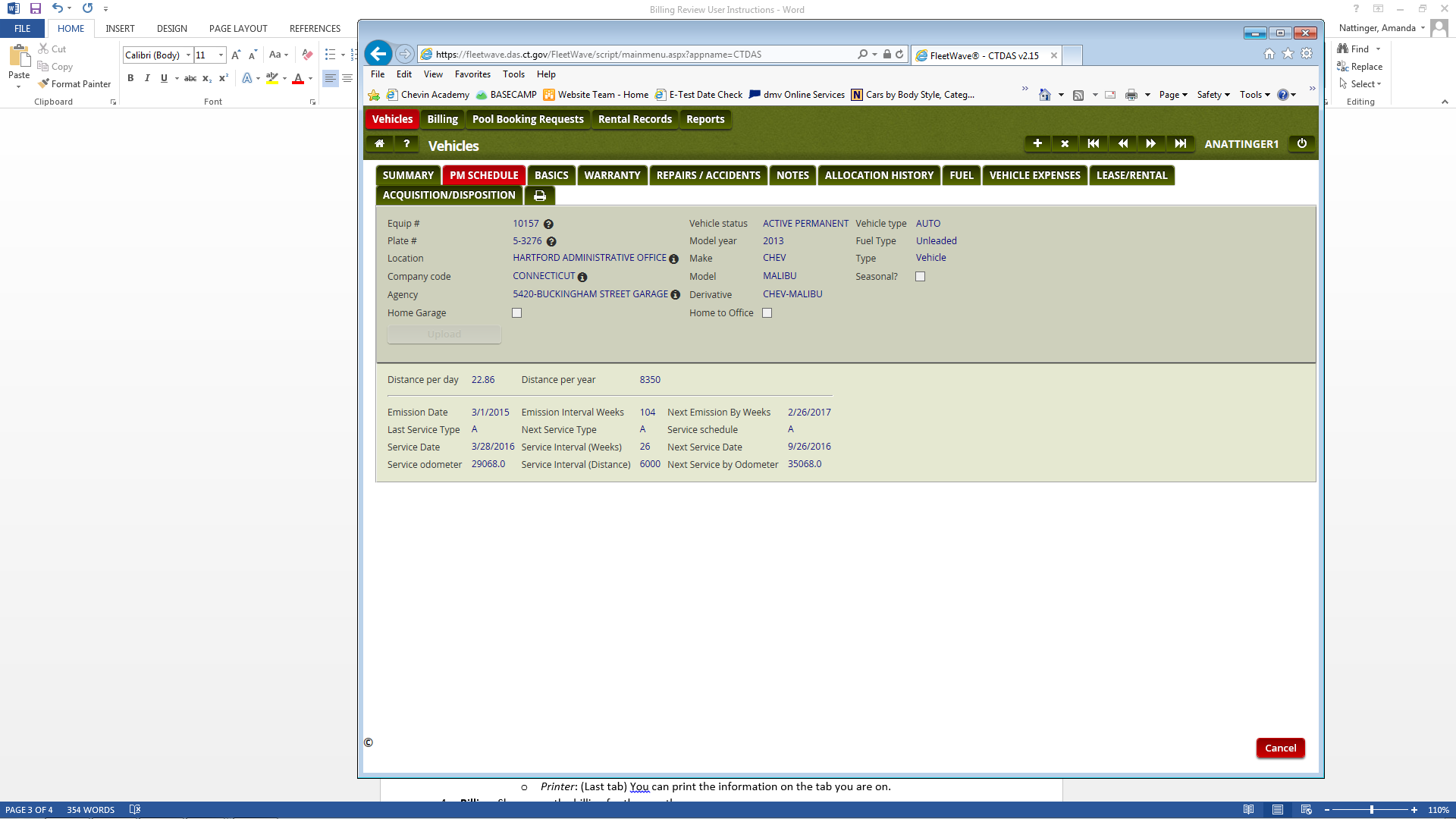
1. **Vehicles Module**: Lists all the vehicles assigned to your agency’s fleet. This will give you the Plate #, Equipment #, Monthly Lease Cost, VIN, Home Garage, Make, Model, Vehicle Type, etc.



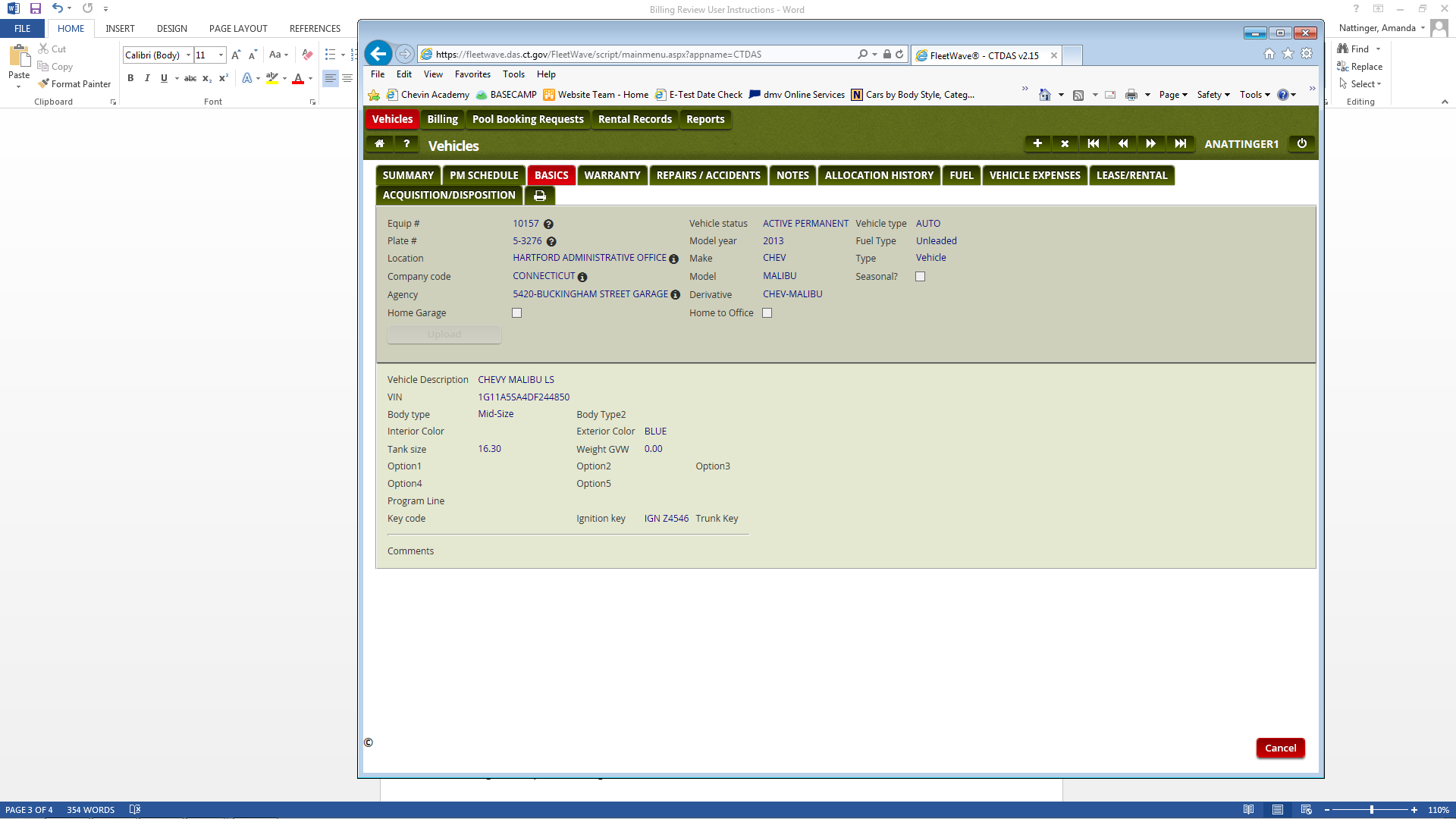
* If you click on any of your vehicles plate # the summary page will appear. The 3 tabs you need are below:
  + *Summary Tab*: Summary information about the vehicle. This information will always remain the top box as you click different tabs for that vehicle.



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

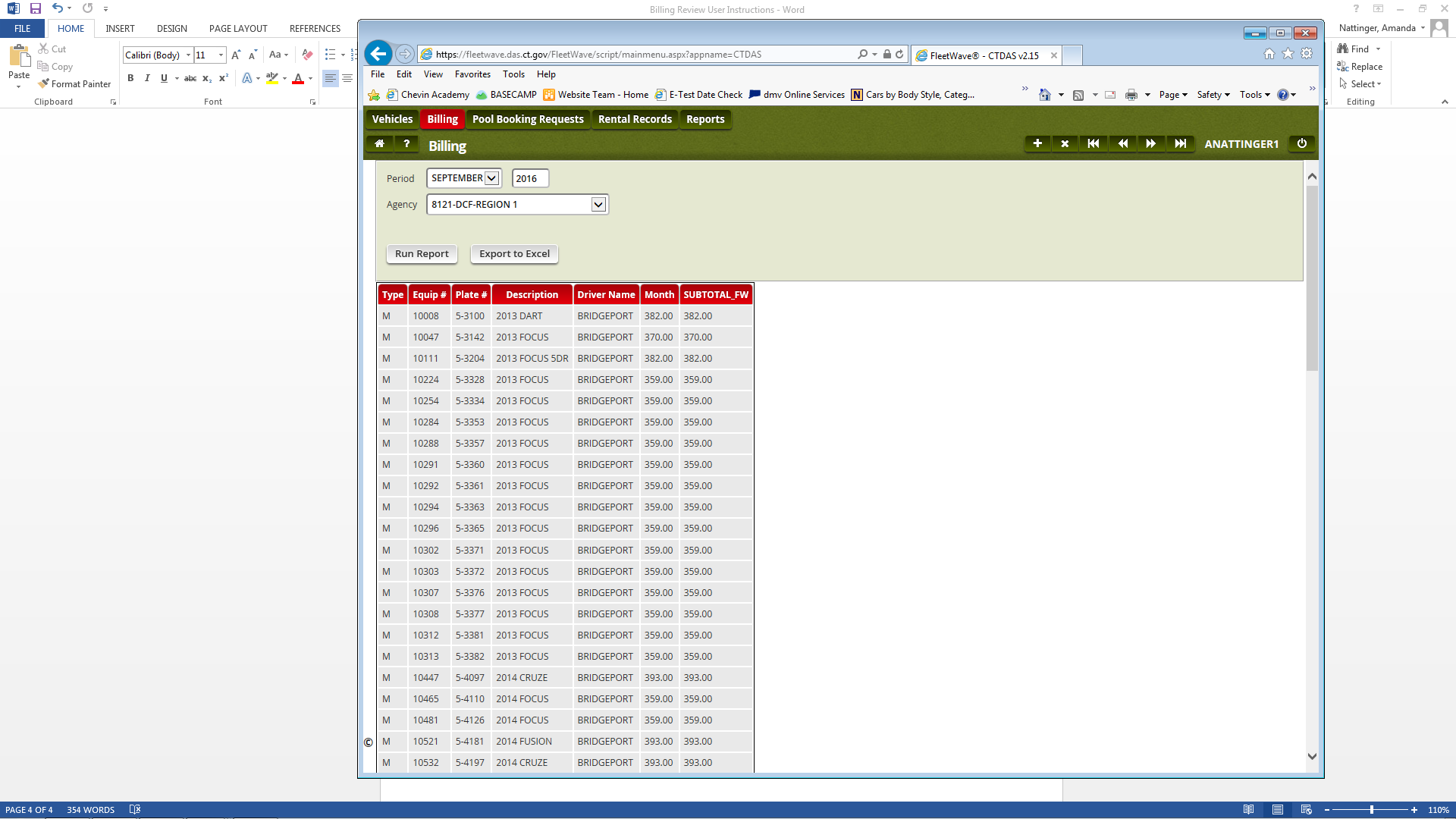


* + *Basics*: More information of the selected vehicle.

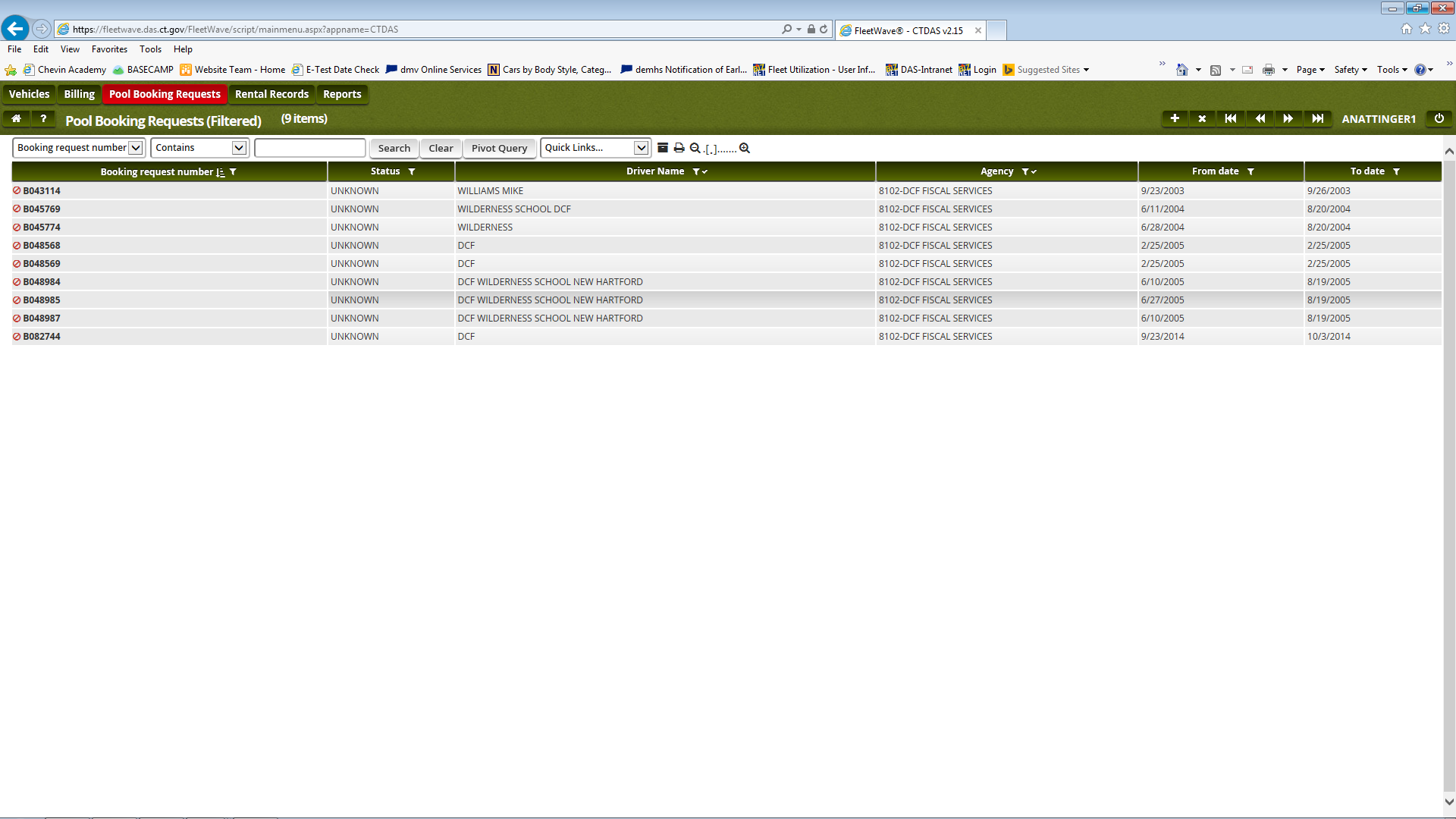


* + *Printer*: (Last tab) You can print the information on the tab you are on.

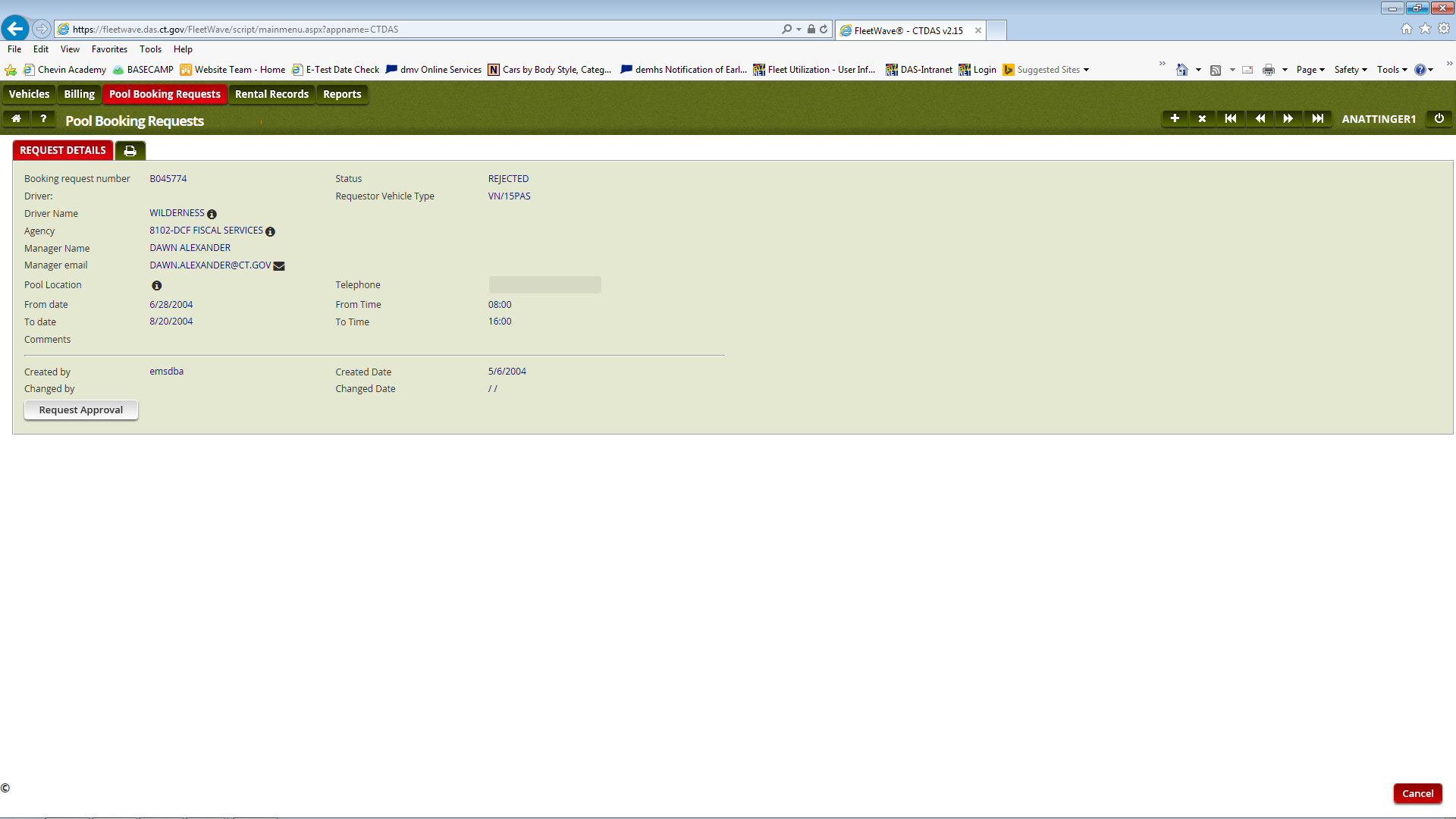
1. **Billing:** Shows you the billing for the month.
   * Select Month, Year, Agency, and click *Run Report*
   * Click *Export to Excel* to send the report to excel, if applicable



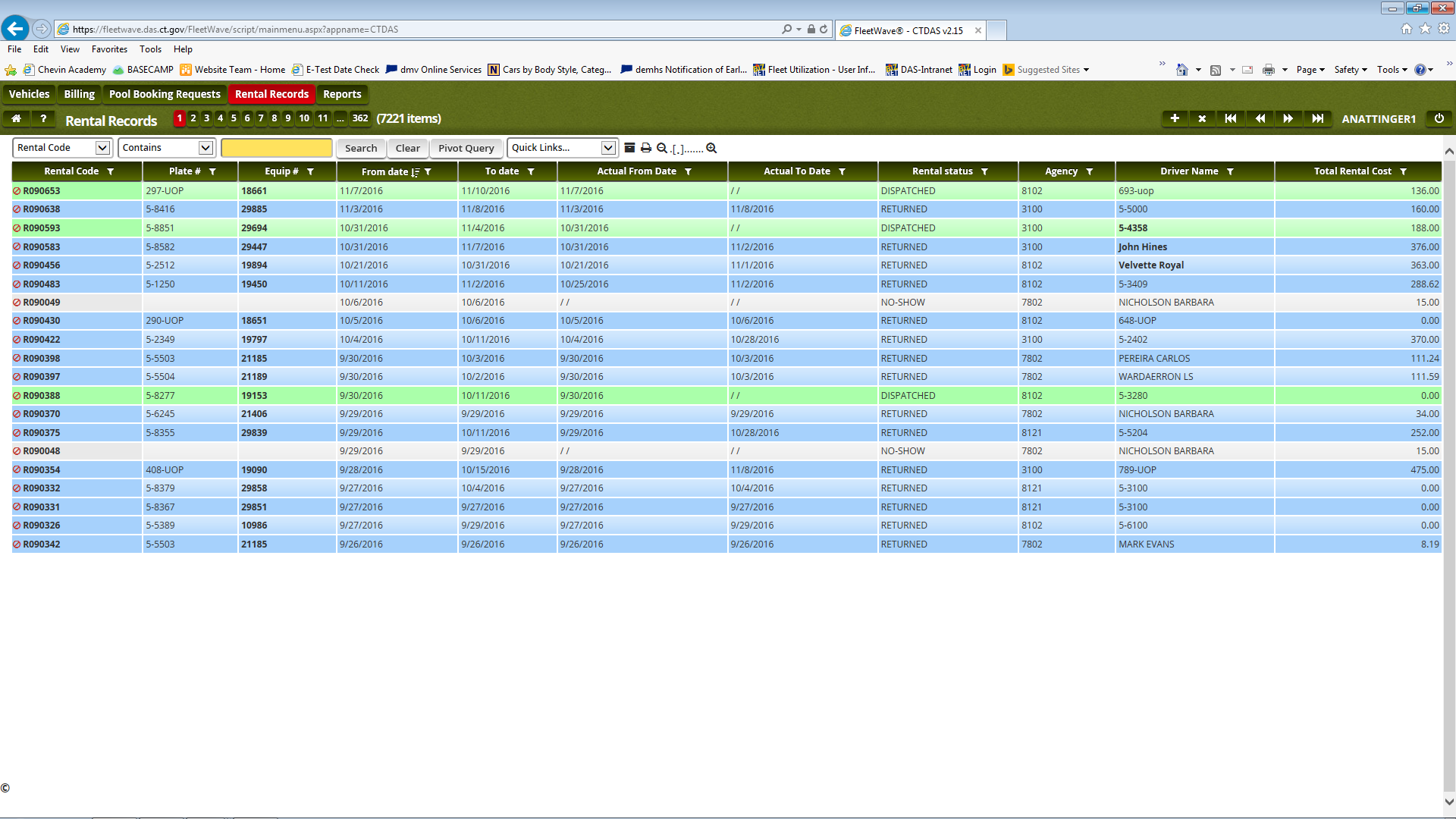
1. **Pool Booking Request**: Shows the daily rental request in the system for your agency.
   * Request number, Status, Driver Name, Agency, From and To Dates.



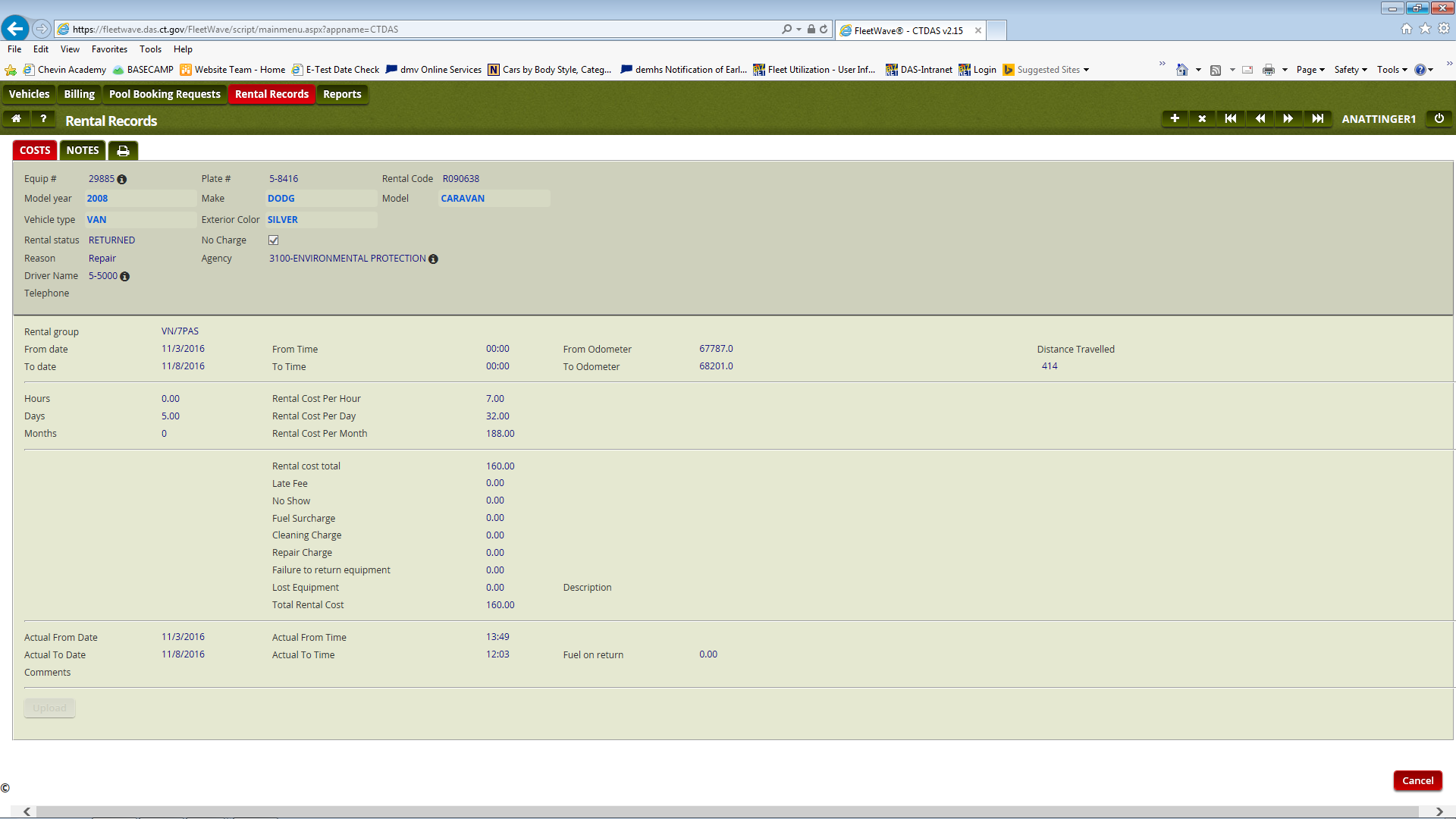
* For more details click on a booking request number. It will give you a printable over view.



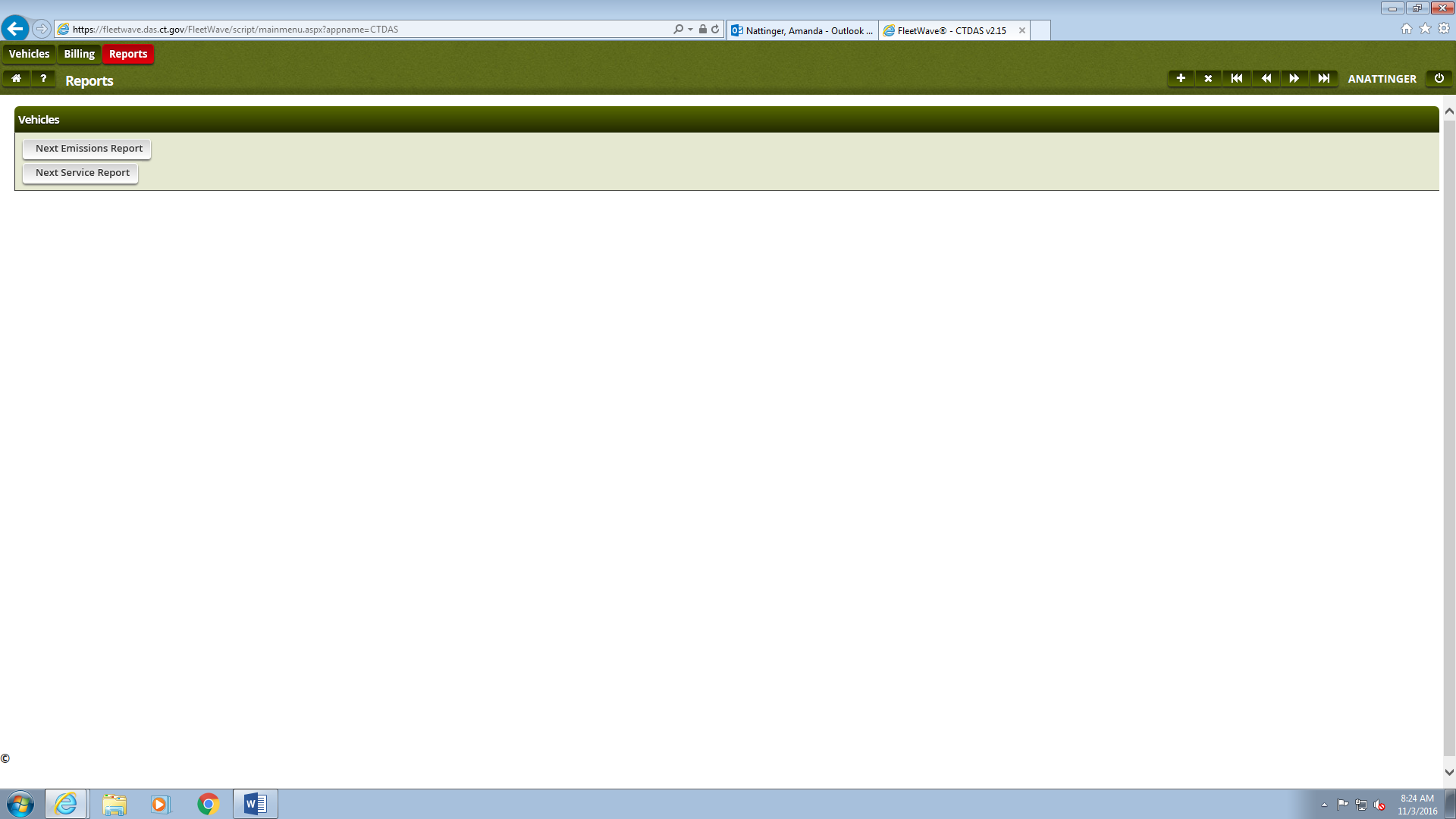
1. **Rental Records**: Gives a list of the rental records that have been dispatched or returned.



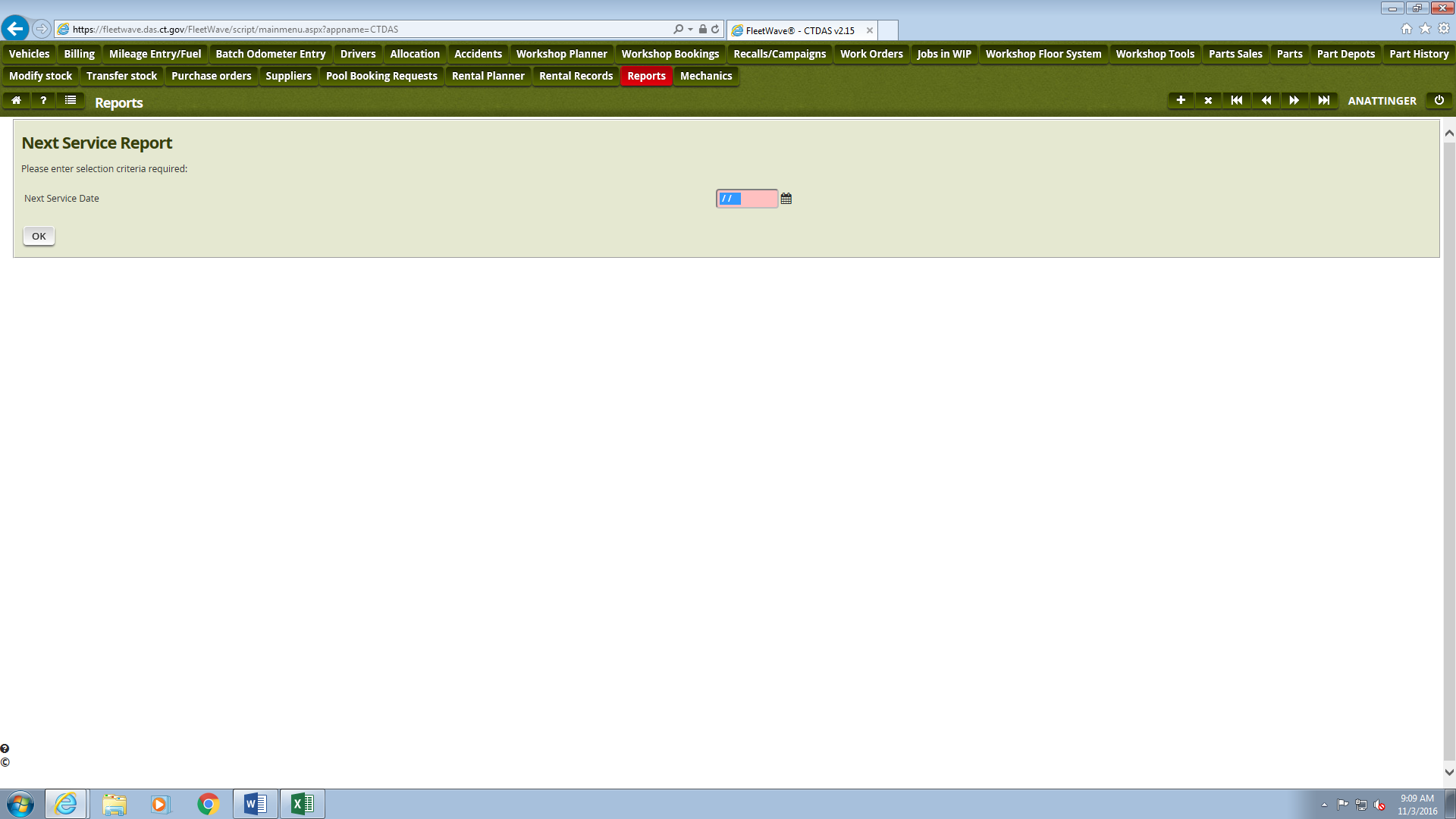
* Select the *rental code* from the vehicle rental you would like to view.
* It will open up to a more detailed printable page showing dates, times, cost, miles driven, etc.



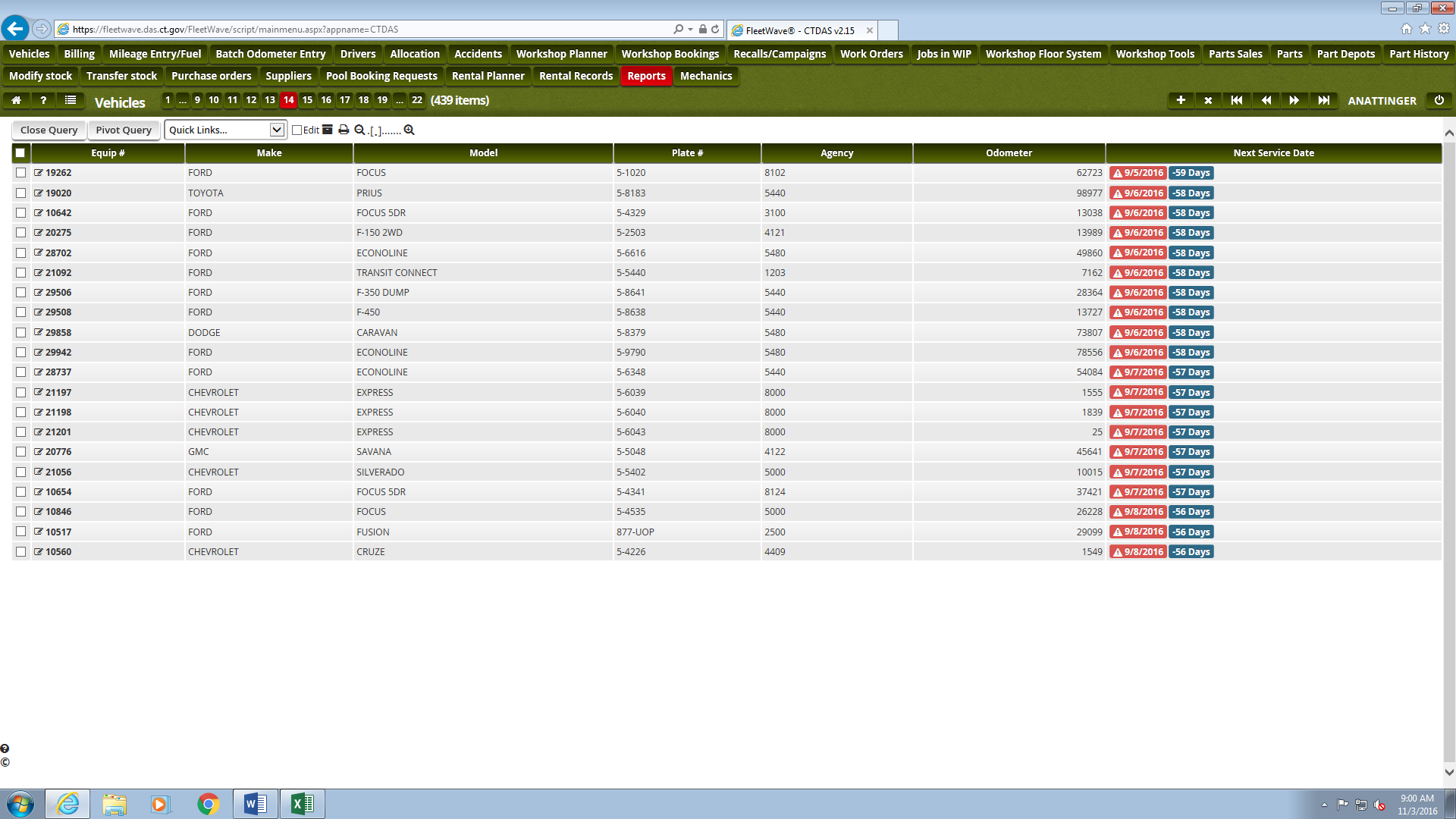
1. **Reports:** Run reports based on your vehicles.



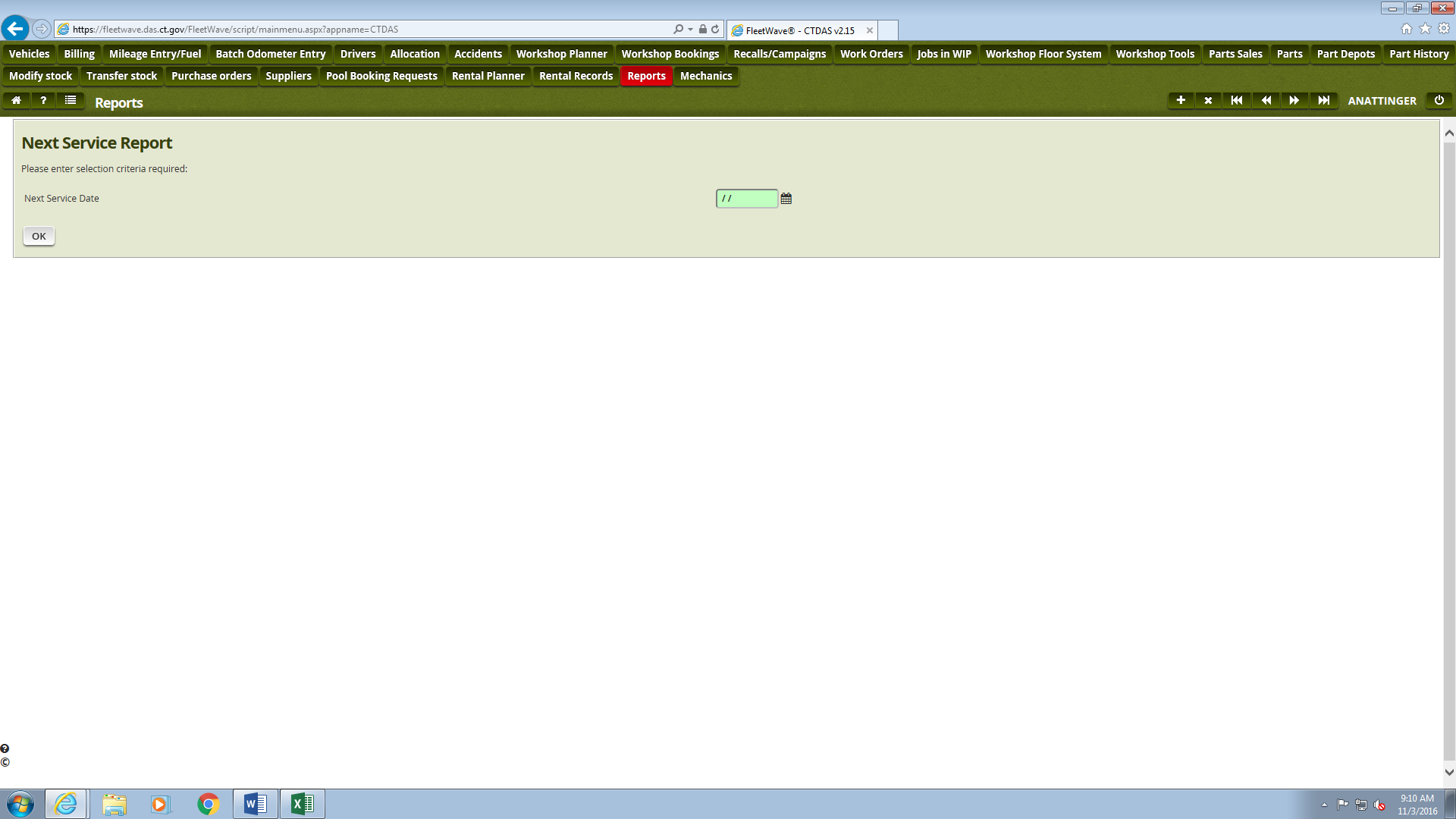
* Click the Report, Enter the next date you are looking for and click ***OK***.



* 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



1. 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.