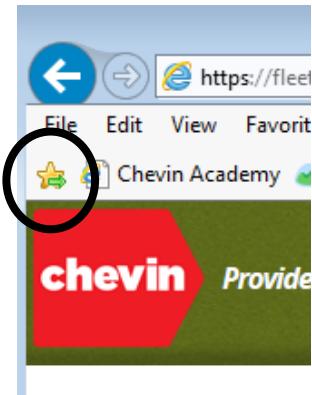


Billing Review User Instructions

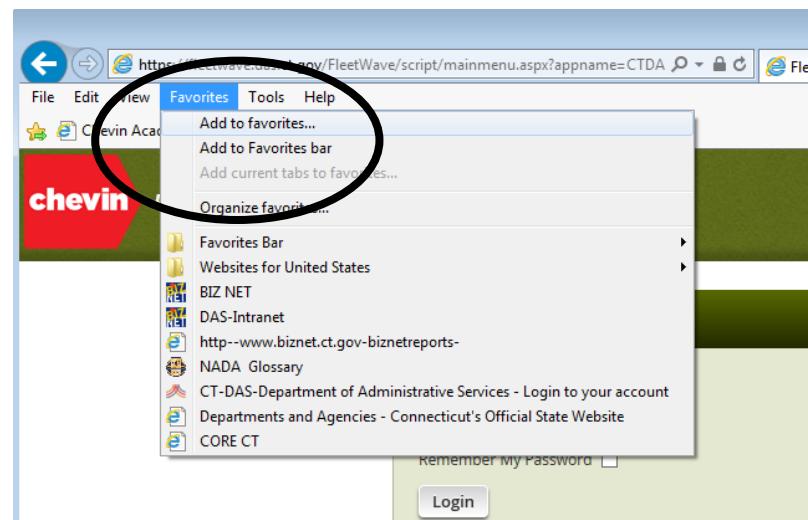
1. Go to the Chevin FleetWave link: <https://fleetwave.das.ct.gov/FleetWave>



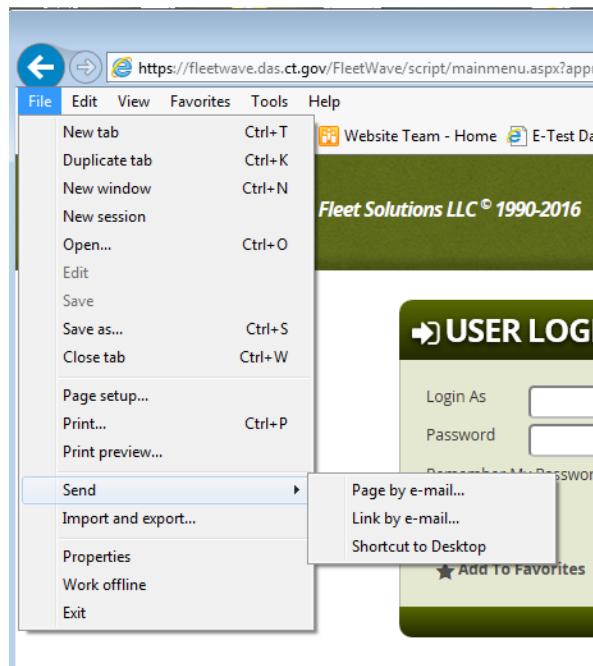
- You can add the link to your favorites or create desktop shortcut
 - Favorites Bar Options:
 - Click the Star with arrow to add to favorites bar



- 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

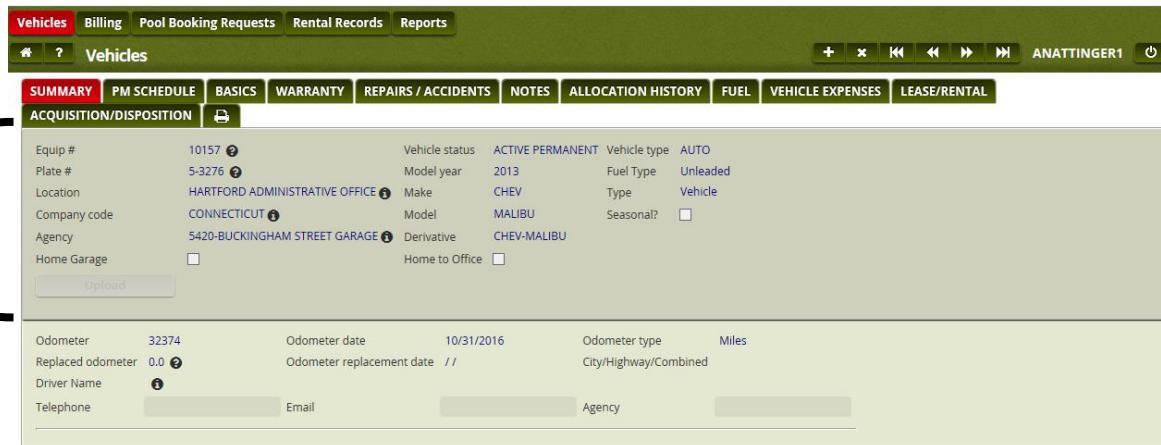


2. Login with your name and password. The system will bring to your Home Page:

- 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.

Plate #	Contains	Search	Clear	Pivot Query	Quick Links...	Print	Search	CSV	Excel	PDF	
305-UOP	18669	2G1WB55K079397052	2007	CHEV	IMPALA	5420-BUCKINGHAM STREET GARAGE	ACTIVE PERMANENT			188.00	51390
5-2109	20110	2C4RDGBG1CR234107	2012	DODGE	CARAVAN	5420-BUCKINGHAM STREET GARAGE	ACTIVE PERMANENT			450.00	17317
5-2216	19682	1G1Z5EU4CF297006	2012	CHEV	MALIBU	5420-BUCKINGHAM STREET GARAGE	ACTIVE PERMANENT			393.00	33075
5-2261	19729	3FAHP0GA1CR340796	2012	FORD	FUSION	5420-BUCKINGHAM STREET GARAGE	ACTIVE PERMANENT			370.00	34915
5-3276	10157	1G11A5SA4DF244850	2013	CHEV	MALIBU	5420-BUCKINGHAM STREET GARAGE	ACTIVE PERMANENT			416.00	32374

- 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.



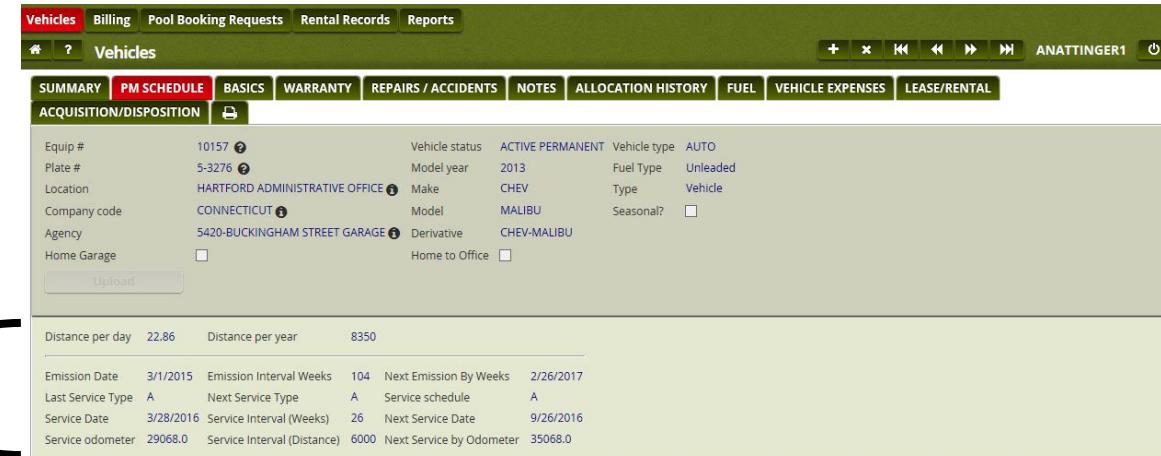
Basic vehicle information displayed on the summary tab:

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"/>		

Below the basic information, there is a section for driver details:

Odometer	32374	Odometer date	10/31/2016	Odometer type	Miles
Replaced odometer	0.0	Odometer replacement date	//	City/Highway/Combined	
Driver Name		Telephone		Email	

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



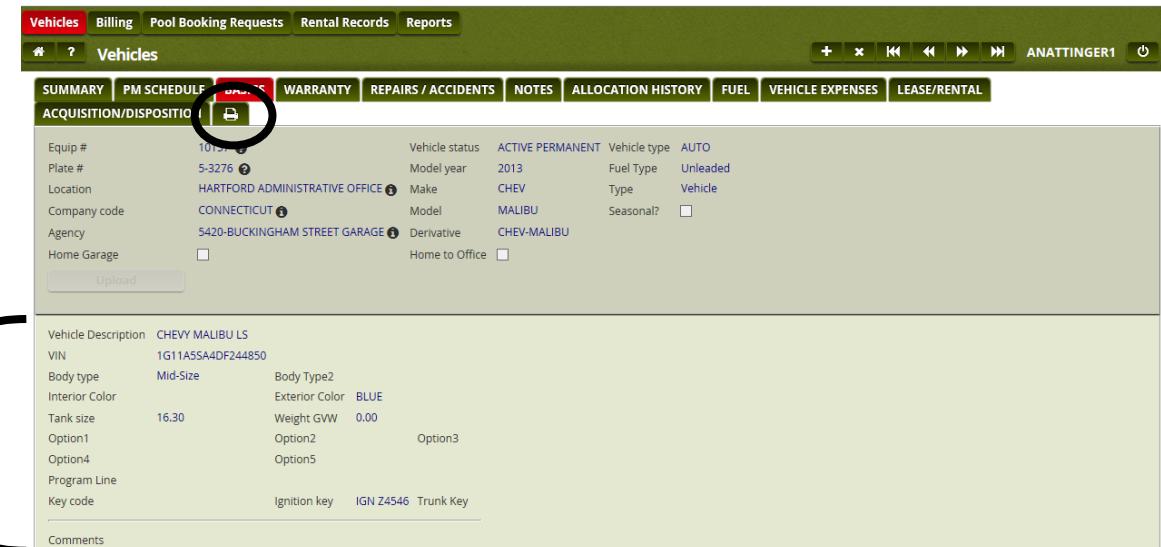
Service history and upcoming service dates:

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"/>		

Below the basic information, there is a section for service details:

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.



Detailed vehicle specifications:

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"/>		

Below the basic information, there is a section for vehicle details:

Vehicle Description	CHEVY MALIBU LS				
VIN	1G11A5SA4DF244850				
Body type	Mid-Size	Body Type2			
Interior Color		Exterior Color	BLUE		
Tank size	16.30	Weight GVW	0.00		
Option1		Option2			
Option4		Option3			
Program Line		Option5			
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

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

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.

Pool Booking Requests (Filtered) (9 items)						
Booking request number		Status	Driver Name	Agency	From date	To date
8043114		UNKNOWN	WILLIAMS MIKE	8102-DCF FISCAL SERVICES	9/23/2003	9/26/2003
8045769		UNKNOWN	WILDERNESS SCHOOL DCF	8102-DCF FISCAL SERVICES	6/11/2004	8/20/2004
8045774		UNKNOWN	WILDERNESS	8102-DCF FISCAL SERVICES	6/28/2004	8/20/2004
8048568		UNKNOWN	DCF	8102-DCF FISCAL SERVICES	2/25/2005	2/25/2005
8048569		UNKNOWN	DCF	8102-DCF FISCAL SERVICES	2/25/2005	2/25/2005
8048984		UNKNOWN	DCF WILDERNESS SCHOOL NEW HARTFORD	8102-DCF FISCAL SERVICES	6/10/2005	8/19/2005
8049885		UNKNOWN	DCF WILDERNESS SCHOOL NEW HARTFORD	8102-DCF FISCAL SERVICES	6/27/2005	8/19/2005
8049887		UNKNOWN	DCF WILDERNESS SCHOOL NEW HARTFORD	8102-DCF FISCAL SERVICES	6/10/2005	8/19/2005
8082744		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.

Pool Booking Requests						
REQUEST DETAILS						
Booking request number	8045774	Status	REJECTED	Driver:		
Driver:		Requestor Vehicle Type	VN/1SPAS	Driver Name	WILDERNESS	
Driver Name	WILDERNESS	Agency	8102-DCF FISCAL SERVICES	Manager Name	DAWN ALEXANDER	
Agency	8102-DCF FISCAL SERVICES	Manager email	DAWN.ALEXANDER@CT.GOV	Pool Location		Telephone
Manager Name	DAWN ALEXANDER	Manager email	DAWN.ALEXANDER@CT.GOV	From date	6/28/2004	From Time
Manager email	DAWN.ALEXANDER@CT.GOV	Pool Location		To date	8/20/2004	To Time
Comments		Comments			16:00	
Created by	emsdba	Created Date	5/6/2004	Changed by		Changed Date
Changed by		Changed Date	//	Request Approval		

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

Rental Records (7221 items)													
Rental Code		Plate #		Equip #		From date		To date		Actual From Date		Actual To Date	
8090653	297-UOP	18661	11/7/2016	11/10/2016	11/7/2016	//				DISPATCHED	8102	693-uop	136.00
8090638	5-8416	29885	11/3/2016	11/8/2016	11/3/2016	11/8/2016				RETURNED	8100	5-5000	160.00
8090593	5-8851	29694	10/31/2016	11/8/2016	10/31/2016	//				DISPATCHED	8100	5-4358	188.00
8090583	5-8582	29447	10/31/2016	11/7/2016	10/31/2016	11/2/2016				RETURNED	8100	John Hines	376.00
8090456	5-2512	19894	10/21/2016	10/31/2016	10/21/2016	11/1/2016				RETURNED	8102	Velvette Royal	363.00
8090483	5-1250	19450	10/11/2016	11/2/2016	10/25/2016	11/2/2016				RETURNED	8102	5-3409	288.62

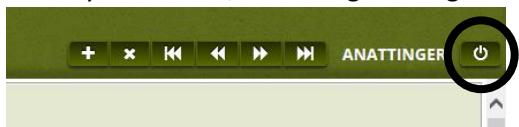
- Select the *rental code* from the vehicle rental you would like to view.
- It will open up to a more detailed printable page showing dates, times, cost, miles driven, etc.

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.