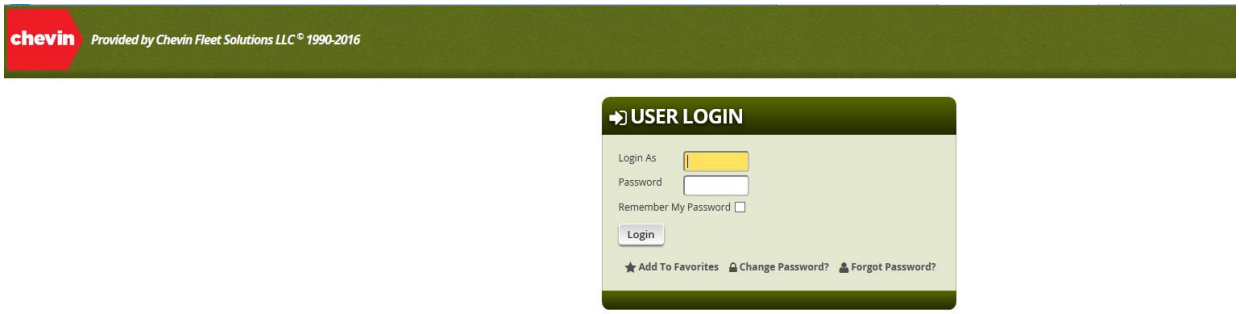
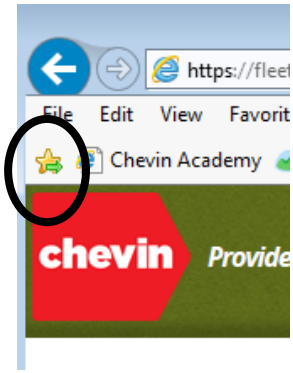
Mileage/Billing Review User Instructions

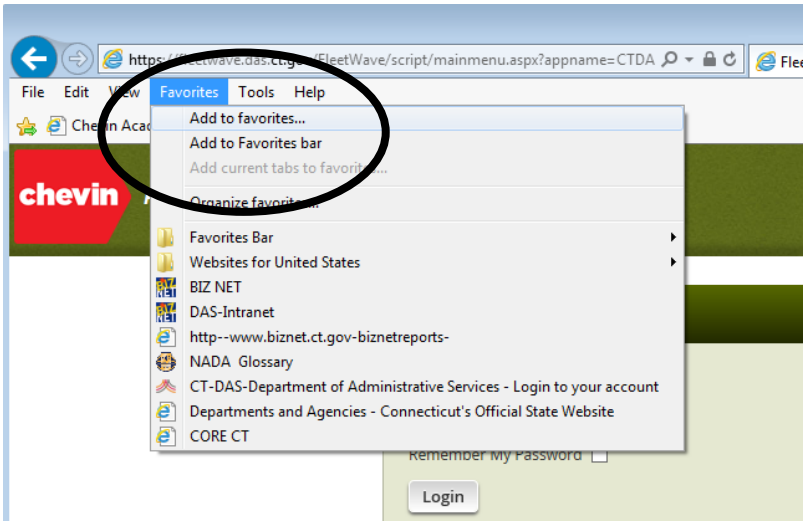
1. Login with your name and password. https://fleetwave.das.ct.gov/FleetWave



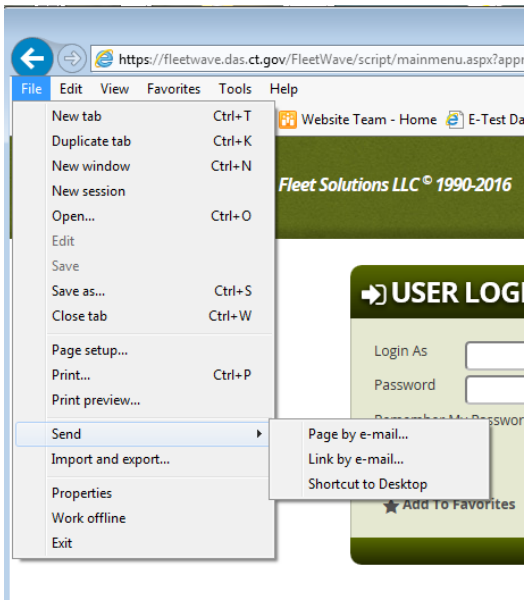
- You can add the link to your favorites or create desktop shortcut
  - Favorites Bar Options:
    - Click the Star with arrow to add to favorites bar



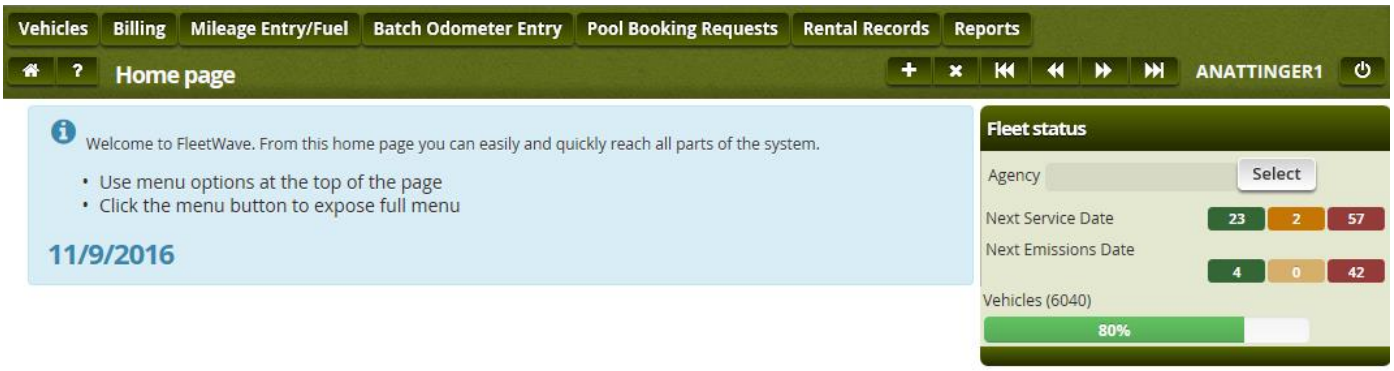
    - Select Favorites→ Select **Add to Favorites** (Drop down list) or Select **Add to Favorites Bar**



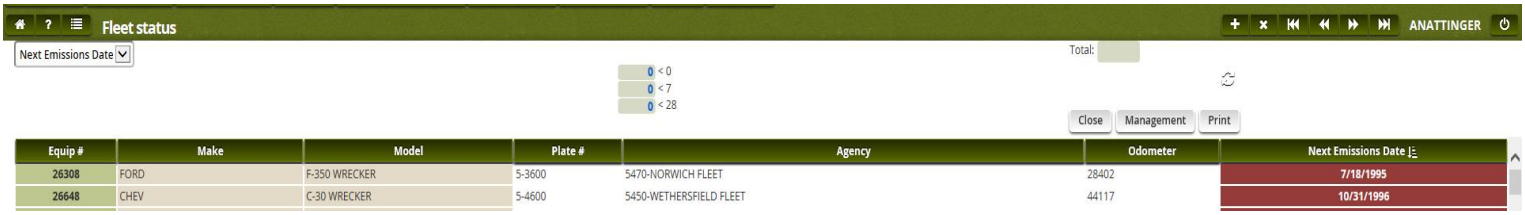
- Create Shortcut:
  - Select **File** →Select **Send** → Select **Shortcut to Desktop**



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



- You have 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.



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	Mo
2159-CX	20554	1GCVKPEC4EZ164799	2014	CHEV	SILVERADO	3100-ENVIRONMENTAL PROTECTION	ACTIVE PERMANENT		
305-UOP	18669	2G1WB55K079397052	2007	CHEV	IMPALA	5420-BUCKINGHAM STREET GARAGE	ACTIVE PERMANENT		
399-UOP	19038	2G1WB55KX81337800	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.

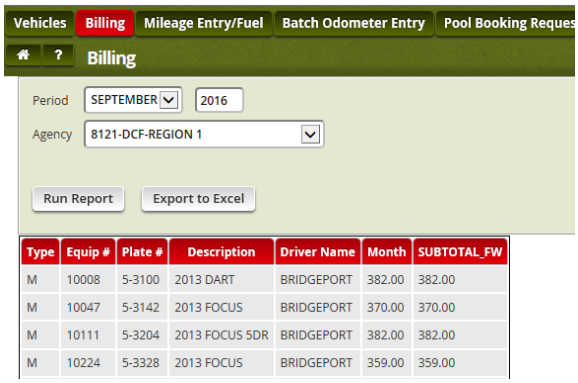
  - *PM Schedule*: (Bottom box changes) Information on the next service dates of the vehicle

- *Basics*: Basic information of your agency's vehicles.

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

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

4. **Billing:**
   a. 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



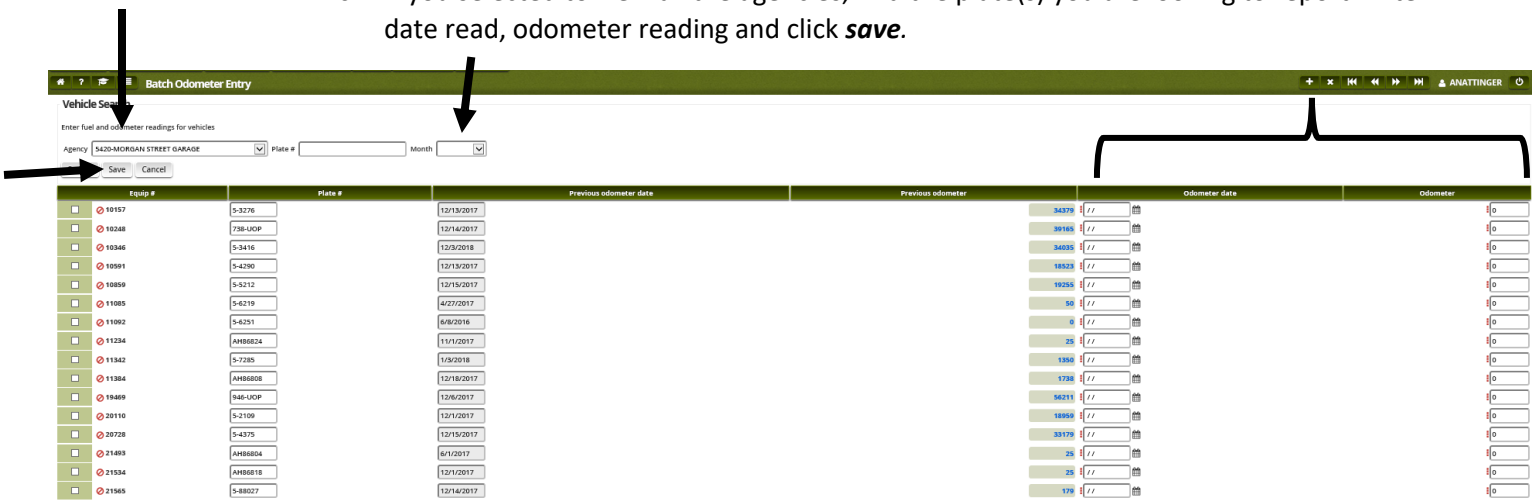
Type	Equip #	Plate #	Description	Driver Name	Month	SUBTOTAL_FW
M	10008	5-3100	2013 DART	BRIDGEPORT	382.00	382.00
M	10047	5-3142	2013 FOCUS	BRIDGEPORT	370.00	370.00
M	10111	5-3204	2013 FOCUS 5DR	BRIDGEPORT	382.00	382.00
M	10224	5-3328	2013 FOCUS	BRIDGEPORT	359.00	359.00

5. **Mileage Entry/Fuel:**
   a. View mileage entry for agency assigned vehicles.
      - 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
      - You can select your agency to view all the vehicles or enter in a specific plate number and then select the month reporting for.

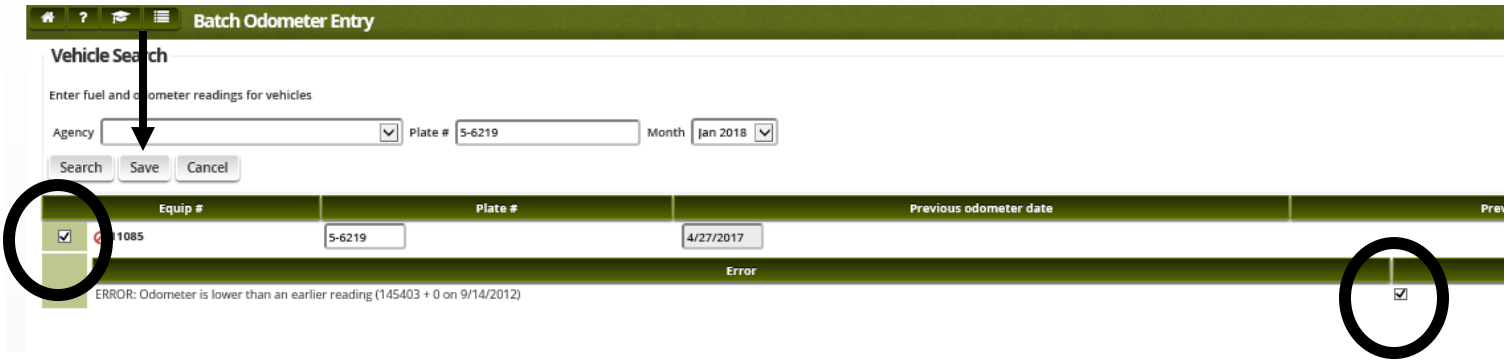
      - If you selected to view all the agencies, find the plate(s) you are looking to report. Enter date read, odometer reading and click ***save***.



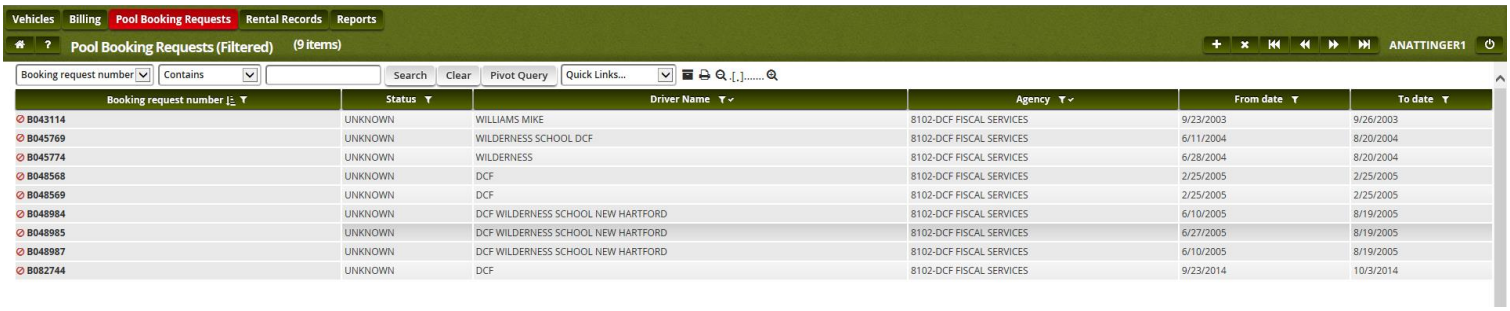
      - If you selected a plate # and month: enter the date read and odometer reading and click ***save.***

****** If you get an ERORR: Odometer is lower than…etc.******

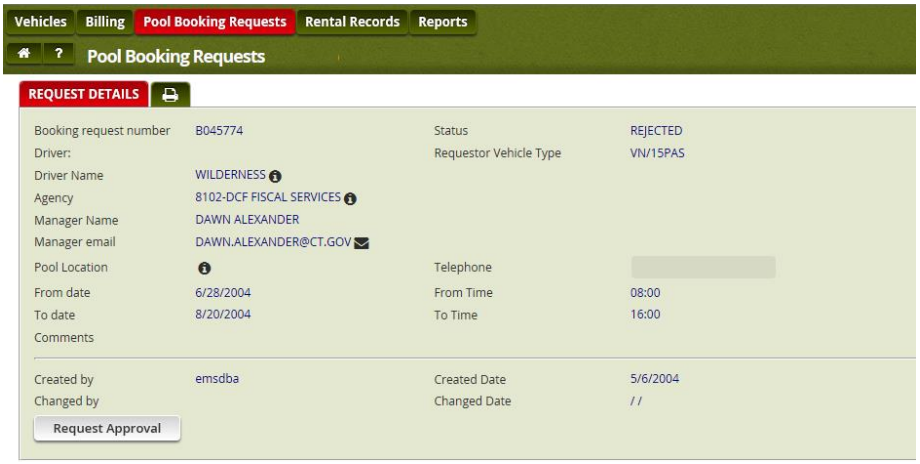
- Select the line check box and the check box to the right of the error and click ***Save.*** This will override the error and allow you to enter your mileage.



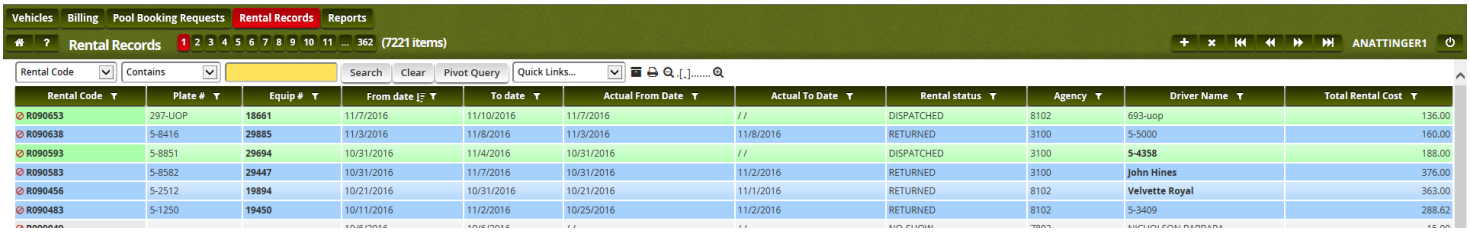
7. **Pool Booking Request**: Shows the daily rental request in the system for your agency.
   a. Request number, Status, Driver Name, Agency, From and To Dates.



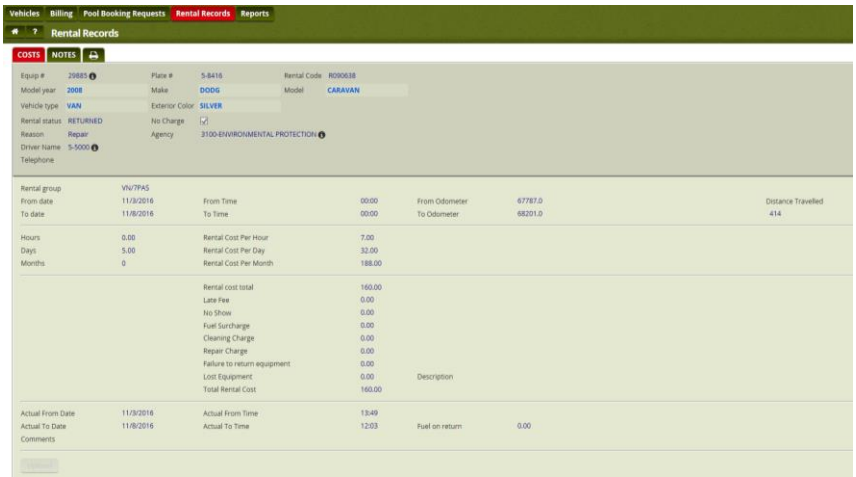
- For more details click on a booking request number. It will give you a printable over view.



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

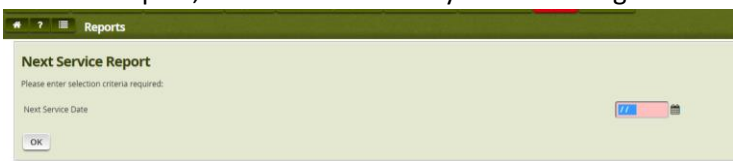


- Select the *rental code* from the vehicle rental you would like to view.
- It will open up to a more detailed printable page showing dates, times, cost, miles driven, etc.



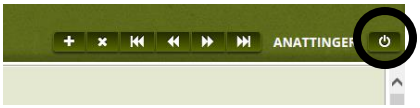
9. **Reports:**
   a. Run reports based on your vehicles. If you don't see a report talk to your ATA and they can send us a request. We will try to accommodate the agency's needs as best we can.

- Click the Report, Enter the next date you are looking for and click ok.



- 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

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.