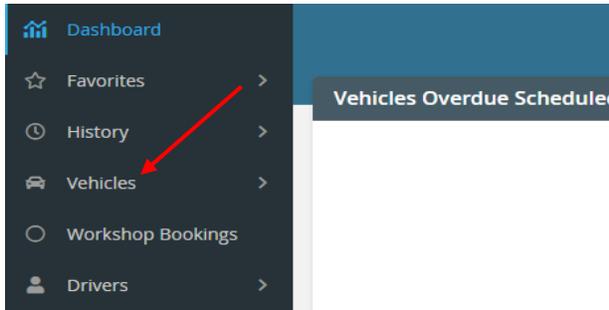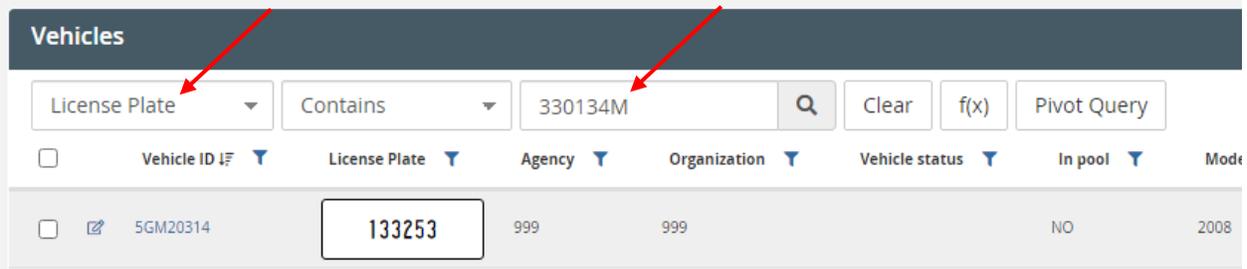Add Vehicle to the System and Setting Old Vehicle to Surplus Status:

Once a new vehicle is received, Fleet Manager enters new vehicle data into FleetWave by following the steps below.
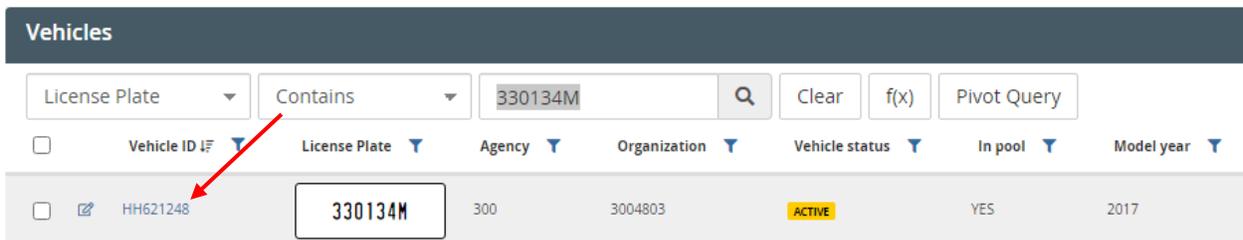
1. Navigate to the Vehicles module via the left menu bar.

2. Pull up the vehicle that is being replaced by searching for the plate number in the search box.

3. Click the Vehicle ID to bring up that vehicle record.

4. When the Specification screen appears, print this to a PDF document so you have your SAMII Customer Number, Agency, Organization, Mileage and Assignment Name to reference.

5. From the Specification screen, click the Vehicles drop down arrow>Tools drop down arrow>Reallocation.

6. From the Reallocation screen, type in the plate number in the Vehicle ID field and hit Tab. On this screen, enter the odometer reading from the PDF (created in Step 4). Start Date is when this vehicle was set to surplused. In this case we are selecting Surplused. Click Save in the bottom right corner. **Note:** All fields with three blue dots are mandatory. Up to this point, the same instructions can be used to set the vehicle status to Inactive Temporary and Inactive Permanent.

7. Click the Vehicles tab. This takes you back to your vehicle and Vehicle Status now shows Surplused.

8. Click the '+' in the top right corner to enter a new vehicle record.
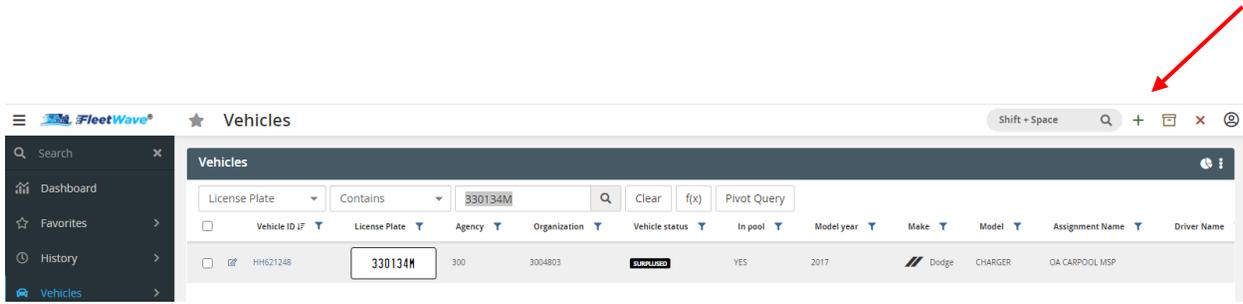
9. System displays the add form for a new vehicle record.

10. Status is defaulted to INITIAL ENTRY.

11. Vehicle ID will be assigned by FleetWave. Other details as VIN, Agency, Organization, Make, Model, Model Year, Body Type, Transmission, Fuel Type are filled by Fleet Administrator. Enter your License Plate number in the field and begin filling out the information by tabbing through the fields. You can get your SAMII Customer Number and Assignment Name from your saved PDF (Step 4). Once information is filled out, click "Save".

12. From the Specification screen, click the Vehicles drop down arrow>Tools drop down arrow>Reallocation.

13. From the Reallocation screen, type in your plate number in the Vehicle ID field and hit Tab. You may get a pop-up box to select from a list of vehicles that have that plate number associated with it. Select the new vehicle you are entering data for. Fill in the required information. You will get your Agency and Organization from the PDF (Step 4), set vehicle to active and save. **Note:** All fields with three blue dots are mandatory.

14. Navigate to the Vehicles module via the left menu bar. This takes you back to your vehicle and Vehicle Status now shows Active. Click the Edit icon under Vehicle ID.

15. Click the PM/Inspection tab.

16. From this screen you enter your odometer type, warranty information and vehicle service events. First, enter your Odometer Type and Warranty information. **Note:** Warranty is populated in days. 3yr = 1095 days. 5yr = 1825 days. Fill out this information and hit Save. Then move to Vehicle Service Events.

17. From the same screen "PM/Inspection", you will enter your service intervals that you receive reminders for by entering Vehicle Service Events. There are new abbreviations listed for PM intervals that will be posted on OA Fleet Management website. PMSN1 will be most common. This covers vehicles from 2013 to current. Click on the "+" icon.

18. First we will enter PMSN1, previously known as PM1. Service Seed Date is the date the vehicle was active. Enter data shown below and click "Save".

19. The system now shows your PMSN1 interval. You will continue the same process for all PM reminders. Click the "+" icon to enter PMSN2.

20. PMSN2 is selected for PM2. 360 months is entered to bypass the monthly reminder. The system will not allow this field to be blank. Reminders will be sent at 45000 miles.

Continue these steps for PMSN3 and PMSN4. Use 360 months for remainder of your PM intervals.

21. The end result will look like this:

22. The system will take you directly to the Procurement tab. If not, click the procurement tab. Fill in the fields and then scroll to the bottom of the screen to enter the funding source previously known as "Acquisition Data" in the Procurement & Funding box by clicking the "+" icon. Fill in the Procurement Funding source and click "Save". To enter multiple lines of funding, repeat this process.

23. Select Allocation & Assignment History tab. Here you can enter your title number, primary and secondary purpose and primary contact and maintenance contact. Enter information and click "Save".

24. Your new vehicle is now entered into the system. Refer to Disposal of Vehicle training module once your vehicle is sold.