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.

Vehicles						
License Plate 🔹	Contains 👻	330134M	Q	Clear f(x)	Pivot Query	
□ Vehicle ID ↓ ₹ ▼	License Plate 🛛 🕇	Agency T	Organization 🝸	Vehicle status 🛛 🝸	in pool 🛛 🝸	Mode
□ 🗹 5GM20314	133253	999	999		NO	2008

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

Vehicles						
License Plate 🔻	Contains -	330134M	Q	Clear f(x)	Pivot Query	
□ Vehicle ID ↓ = ▼	License Plate 🛛 🝸	Agency T	Organization T	Vehicle status 🏾 🝸	In pool 🛛 🕇	Model year 🛛 🝸
☐ 😰 HH621248	330134M	300	3004803	ACTIVE	YES	2017

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.

	/Inspection	Allocation &	Assignment History	Fuel Cards Fuel	Accidents Ass	ets Work Orders	Procurement	Lease	Disposal	Auditing	8	
		Vehicle ID		License Plate		Inventory Number	Vehicle status	Confidenti	al plate			
		HH621248	0	330134M @		148238	ACTIVE					
		SAM II Cu	stomer Number	IY830000070-OA GENER	AL SERVICES/ADMIN							
		Vehicle De	esc .	Year: 2017 Make: DODG	E Model: CHARGER							
Agency		Organizat	ion	Assignment Name								
300 (OFFICE ADMINI Driver Name	ISTRATION)	3004803 (🚯	GS-OA CARPOOL)	OA CARPOOL MSP								
General												
General	2C3CDXFG	2HH621248	Body type	AUTO 4 DOOR	DNR Class Code	AUTO-AUTOMOBILE	AND STATION WA	GON				
General VIN Model year	2C3CDXFG 2017	2HH621248	Body type Exterior Color	AUTO 4 DOOR BILLET SILVER	DNR Class Code DNR Exempt Ind	AUTO-AUTOMOBILE	AND STATION WA	GON				
General VIN Model year Make	2C3CDXFG: 2017 Dodge	2HH621248	Body type Exterior Color No of doors	AUTO 4 DOOR BILLET SILVER	DNR Class Code DNR Exempt Ind Alt Fuel Vhcle Ind	AUTO-AUTOMOBILE	E AND STATION WA	GON				
General VIN Model year Make Model	2C3CDXFG 2017 Dodge CHARGER PASSENGEI	2HH621248	Body type Exterior Color No of doors Passenger Capacity Transmission	AUTO 4 DOOR BILLET SILVER 0	DNR Class Code DNR Exempt Ind Alt Fuel Vhcle Ind Alt Fuel Exempt Drive Type	AUTO-AUTOMOBILE	E AND STATION WA	GON				
General VIN Model year Make Model Category Sub Category	2C3CDXFG 2017 Dodge CHARGER PASSENGEI FILL SIZE	2HH621248 R CAR	Body type Exterior Color No of doors Passenger Capacity Transmission Fuel Type	AUTO 4 DOOR BILLET SILVER 0 Automatic Linlaaded Regular	DNR Class Code DNR Exempt Ind Alt Fuel Vhcle Ind Alt Fuel Exempt Drive Type OFM or Conversion	AUTO-AUTOMOBILE	E AND STATION WA	GON				
General VIN Model year Make Model Category Sub Category	2C3CDXFG 2017 Dodge CHARGER PASSENGEI FULL SIZE	2HH621248 R CAR	Body type Exterior Color No of doors Passenger Capacity Transmission Fuel Type Secondary Fuel Type	AUTO 4 DOOR BILLET SILVER 0 Automatic Unleaded Regular ESS Ethanol	DNR Class Code DNR Exempt Ind Alt Fuel Vhcle Ind Alt Fuel Exempt Drive Type OEM or Conversion Converted Date	AUTO-AUTOMOBILE	E AND STATION WA	GON				
General VIN Model year Make Model Category Sub Category Operational Info	2C3CDXFG 2017 Dodge CHARGER PASSENGEI FULL SIZE	2HH621248 R CAR	Body type Exterior Color No of doors Passenger Capacity Transmission Fuel Type Secondary Fuel Type	AUTO 4 DOOR BILLET SILVER 0 Automatic Unleaded Regular E85 Ethanol	DNR Class Code DNR Exempt Ind Alt Fuel VhCle Ind Alt Fuel Exempt Drive Type OEM or Conversion Converted Date	AUTO-AUTOMOBILE	AND STATION WA	GON				
General VIN Model year Make Model Category Sub Category Operational Info In service date	2C3CDXFG 2017 Dodge CHARGER PASSENGEI FULL SIZE 0 5/05/2017	2HH621248 R CAR	Body type Exterior Color No of doors Passenger Capacity Transmission Fuel Type Secondary Fuel Type Delivery Date	AUTO 4 DOOR BILLET SILVER 0 Automatic Unleaded Regular E85 Ethanol 05/05/2017	DNR Class Code DNR Exempt Ind Alt Fuel Vhcle Ind Alt Fuel Exempt Drive Type OEM or Conversion Converted Date Date purchased	AUTO-AUTOMOBILE	AND STATION WA	GON				
General VIN Model year Make Model Category Sub Category Operational Info In service date Odometer	2C3CDXFG: 2017 Dodge CHARGER PASSENGEI FULL SIZE 0 05/05/2017 113237.0	2HH621248 R CAR 7	Body type Exterior Color No of doors Passenger Capacity Transmission Fuel Type Secondary Fuel Type Delivery Date Odometer date	AUTO 4 DOOR BILLET SILVER 0 Automatic Unleaded Regular E85 Ethanol 05/05/2017 04/20/2021	DNR Class Code DNR Exempt Ind Alt Fuel Vhcle Ind Alt Fuel Exempt Drive Type OEM or Conversion Converted Date Date purchased Date Registered	AUTO-AUTOMOBILE	AND STATION WA	GON				
General VIN Model year Make Model Category Sub Category Uperational Info Operational Info Codometer Total Fuel Cost	2C3CDXFG: 2017 Dodge CHARGER PASSENGEI FULL SIZE 0 05/05/2017 113237.0 7418	2HH621248 R CAR 7	Body type Exterior Color No of doors Passenger Capacity Transmission Fuel Type Secondary Fuel Type Delivery Date Odometer date Total Cost	AUTO 4 DOOR BILLET SILVER 0 Automatic Unleaded Regular E85 Ethanol 05/05/2017 04/20/2021 0.00	DNR Class Code DNR Exempt Ind Alt Fuel Vhcle Ind Alt Fuel Exempt Drive Type OEM or Conversion Converted Date Date purchased Date Registered Distance per year	AUTO-AUTOMOBILE	AND STATION WA	GON				

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

≡	j≊ FleetWave®	*	Vehicle	s								Shift + Space	Q	+	•	×	9
۹	Search 🗙	Speci	fication PM/	/Inspection	Allocation &	Assignment History	Fuel Cards Fue	Accidents A	ssets Work Orders	Procuremen	t Lease Disp	osal Auditing	8				aÎ
á	Dashboard	E F			Vehicle ID		License Plate		Inventory Number	Vehicle status	Confidential plate						1
☆	Favorites >				HH621248	0	330134M @		148238	ACTIVE							1
()	History >				SAM II Cus	tomer Number	IY830000070-OA GENE	RAL SERVICES/ADMIN									1
æ	Vehicles 🗸				Vehicle De	sc	Year: 2017 Make: DOD	SE Model: CHARGER									
	↓ Allocations	Age	ency		Organizati	on	Assignment Name										
	O DOR Plates	300 Dri	O (OFFICE ADMINI	ISTRATION)	3004803 (6	GS-OA CARPOOL)	OA CARPOOL MSP										
	Odometer history																1
	Vehicle orders	9	neral														
	🗲 Tools 🗸 🗸	VIN	i del year	2C3CDXF0 2017	52HH621248	Body type Exterior Color	AUTO 4 DOOR BILLET SILVER	DNR Class Code DNR Exempt Ind	AUTO-AUTOMOBIL	E AND STATION W	AGON						
	Reallocation	Ma	ke	Dodge		No of doors		Alt Fuel Vhcle Ind									ľ
		Mo Cat	idel tegory	PASSENG	ER CAR	Passenger Capacity Transmission	0 Automatic	Alt Fuel Exempt	4X2								
	Odometer history	Sut	o Category	FULL SIZE		Fuel Type	Unleaded Regular	OEM or Conversio	n OEM								
	Odometer Correction					Secondary Fuel Type	E85 Ethanol	Converted Date	11								

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.

= Fleetwave*	🛧 Reallocation					Shift + Space	Q
Q Search X	Reallocate Replate vehicle Allocate Assets						
翁 Dashboard	Driver Name Organization	3004803					
☆ Favorites >	Close Allocation						
③ History >	Vehicle ID	Odometer		Start date			
🛱 Vehicles 🗸 🗸							
↓ Allocations		/					
O DOR Plates							
• Odometer history	Vehicle ID	HH621248	Make	Dodge	Model	CHARGER	1
Vehicle orders	Odometer	0	Derivative	DODGE-CHARGER-AUTO 4	Organization	3004803	
🖌 Tools 🗸 🗸	Previous date	05/05/2017					
Reallocation	Start date	i / / ii					
	Agency	300 (OFFICE ADMINISTRATION)					
Odometer history	New Organization	3004803 (GS-OA CARPOOL)					
Odometer Correction	Assignment Name						
Deportr	Venicle status						
	Assignment 7IP	65101					
Settings >	County						
* • •	Allocation Reason	×				/	

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

A	Vehicles	, /		~												
= 🔎	號 :FleetWave®	*	Vehicles								Shift + S	ipace Q	+	-	×	ම
Q Sear	rch 🗙	Ve	hicles												¢ :	
វារ៍ Das	shboard		icense Plate 🔹 👻	Contains	- 330134M	Q	Clear f(x)	livot Query								
☆ Fav	orites >	0	Vehicle ID 🚛 👅	License Plate 🔻	Agency T	Organization T	Vehicle status	In pool 🔻	Model year 🛛 🕇	Make T	Model 🝸	Assignment Name	T	Drive	er Name	
() Hist	tory >		😰 HH621248	330134N	300	3004803	SURPLUSED	YES	2017	// Dodge	CHARGER	OA CARPOOL MSP				
😭 Veh	nicles >															

8. Click the '+' in the top right corner to enter a new vehicle record.

≡	三 魏 :FleetWave [®]	Vehicles Shift + Space Q + 🖸 X	0
Q	Search 🗙	ehicles 🖉	
âĭi	Dashboard	License Plate Contains Contains Clear f(x) Pivot Query	
☆	Favorites >	Vehicle ID IF Y License Plate Y Agency Y Organization Y Vehicle status Y In pool Y Model year Y Make Y Model Y Assignment Name Y Driver N	ame
(1)	History >	If HH621248 330134K 300 3004983 Maxage VES 2017 M Dodge CHARGER 0A CARPOOL MSP	
a	Vehicles >		

9. System displays the add form for a new vehicle record.

		as nucliating		Procurement Lease	Disposal	
	Vehicle ID	License Plate		Inventory Numb	er Vehicle status	Confidential plate
	1 0		0		INITIAL ENTRY	No 🛩
	SAM II Customer Number Vehicle Desc			~		
Agency	Organization	Assignment N	ame			
0	0		~ 0			
Driver Name				0		
VIN I Model year	2021	Body type Exterior Color		 DNR Class Code DNR Exempt Ind 	No 🗸	v
Make	~	No of doors	0	Alt Fuel Vhcle Ind	No 🗸	
Model	~	Passenger Capacity	0	Alt Fuel Exempt	No 🛩	
Derivative	~	Transmission	~	Drive Type	~	
		Fuel Type	~	OFM or Conversion	· ·	
Category	*	i dei type				
Category Sub Category	~	Secondary Fuel Type	~	Converted Date	//	
Category Sub Category Operational Info	~	Secondary Fuel Type	v	Converted Date		
Category Sub Category Operational Info In service date	· · · · · · · · · · · · · · · · · · ·	Secondary Fuel Type Delivery Date	······································	Converted Date Date purchased		
Category Sub Category Operational Info In service date Odometer	· · · · · · · · · · · · · · · · · · ·	Secondary Fuel Type Delivery Date Odometer date	· · · · · · · · · · · · · · · · · · ·	Converted Date Date purchased Date Registered	11 首 11 首 11 首	

10. Status is defaulted to INITIAL ENTRY.

Specification PM/Inspection	Allocation & Assignment History	Fuel Cards Fuel	Accidents A	ssets Work Ord	lers Procurem	nent Lease Disposal		
	Vehicle ID		License Plate			Inventory Number	Vehicle status	Confidential plate
	: O			0			INITIAL ENTRY	No 🗸
	SAM II Customer Number					~		
	Vehicle Desc							
Agency	Organization		Assignment Name					
0	0			~ 0				
Driver Name					0			

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".

Q Search X	Specification PM/In	spection Allocation &	Assignment Histor	y Fuel Cards Fue	el Accidents Assets	Work O	rders Procureme	nt Lease Disposa	1	
箭 Dashboard		Vehicle ID		Licens	e Plate			Inventory Number	Vehicle status	Confidential plate
☆ Favorites >		-	0	33013	34M 🕑				INITIAL ENTRY	No 🗸
③ History >		SAM II Cus	omer Number	1983	0000070-OA GENERAL SERVI	CES/ADMIN	×			
🖨 Vehicles 🛛 🗸		Vehicle De	sc							
↓ Allocations	Agency	Organizati	20	Assign	ment Name					
O DOR Plates	0	0		OA C	ARPOOL MSP	~ 0				
Odometer history	Driver Name						0			
Vehicle orders	General									
🖌 Tools >	VIN	1ABCDEFGHIJKLMNOP		Body type	AUTO 4 DOOR	~	DNR Class Code	AUTO-AUTOMOBIL	E AND STATION WAGON	•
■ Reports >	Model year	2021		Exterior Color	Silver		DNR Exempt Ind	No 🗸		
Settings >	Make	Jeep	*	No of doors	4		Alt Fuel Vhcle Ind	No 🗸		
	Model	CHEROKEE ~		Passenger Capacity	5		Alt Fuel Exempt	No 🗸		
 Workshop Bookings 	Category	SPORT UTILITY VEHICLE	*	Transmission	Automatic 🗸		Drive Type	4x4 🗸		
💄 Drivers 💦 📏	Sub Category	SMALL 4WD	~	Fuel Type	Unleaded Regular	~	OEM or Conversion	~		
				Secondary Fuel Type		~	Converted Date	// 🛱		
He Accidents	Operational Info									×
⇔ 0 🔒	In service date	04/23/2021		Delivery Date	04/22/2021		Date purchased	04/22/2021		Save Cancel

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

≡]]]]] FleetWave ®	★ Vehicles	5								Shift + Space	Q	+ 🖂	×	0
Q :	Search 🗙	Specification PM/I	Inspection Al	llocation & Assignment H	listory Fuel Cards	Fuel Accide	its Assets W	ork Orders F	rocurement	Lease Dispo	sal Auditing 🗧				
âĭi	Dashboard		_	Vehicle ID		License Plate			Inv	entory Number	Vehicle statu	s Cor	ifidential pla	ate	
☆	Favorites >			IJKLMNOP	0	330134M	0				INITIAL ENTE	RY N	~		
٩	History >			SAM II Customer Number		IY83000070-OA	ENERAL SERVICES//	ADMIN	~						
æ	Vehicles 🗸			Vehicle Desc		Year: 2021 Make: Je	ep Model: CHEROKE	E							
4	Allocations	Agency		Organization		Assignment Name									
0	DOR Plates	0		0		OA CARPOOL MS	×	0							
C	Odometer history	Driver Name							0						
Ve	hicle orders	Beneral													
×	Tools	VIN	1ABCDEFGH	IJKLMNOP	Body type	AUTO 4	DOOR	✓ DNR Classical V	ass Code	AUTO-AUTOMO	BILE AND STATION WA	gon 🗸			
	Reallocation	Model year	2021		Exterior Colo	Silver		DNR Ex	empt Ind	No 🗸					

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.

≡	steetWave [®] (新聞)	🔶 Reallocation					Shift + Space	Q (
Q	Search 🗙	Close Allocation						
ŝ	Dashboard	Vehicle ID	Odometer		Start date			
☆	Favorites >							
٩	History >							
8	Vehicles 🗸 🗸							
4	 Allocations 	Vehicle ID	IJKLMNOP	Make	Jeep	Model	CHEROKEE	
c) DOR Plates	Odometer	65	Derivative		Organization		
C	Odometer history	Previous date Start date	/ / ¹ 04/22/2021 首					
v	ehicle orders	Agency	300 (OFFICE ADMINISTRATION)					
1	^{ir} Tools 🗸 🗸	New Organization	3004803 (GS-OA CARPOOL)	~				
	Reallocation	Vehicle status	ACTIVE					
	Odometer history	Assignment City	JEFFERSON CITY					
	Odometer Correction	County	COLE Y					
E) Reports >	Allocation Reason	New 🗸					
\$	I Settings >	Comments		4				
۵	0 L						Save	Cancel

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.

ﷺ , 汗leetWave [®]		*	Vehicles								Shift + Sp	oace Q	+	🖻 🗙	2
	×	Vehi	icles											¢	
Dashboard		Lic	ense Plate	Contains		C	کر Clear f(x)	Pivot Query							
Favorites	>	0	tehicle ID IF	T License Plate T	Agency T	Organization T	Vehicle states 🝸	In pool	Model year 🛛 🕇	Make T	Model T	Assignment Name	т	Driver N	ame
History	>		12 IJKLMNOP	330134M	300	3004803	ACTIVE	NO	2021	Jeep Jeep	CHEROKEE	OA CARPOOL MSP			
	~		@ HH621248	330134M	300	3004803	SURPLUSED	YES	2017	// Dodge	CHARGER	OA CARPOOL MSP			
	Image: Select Wave* earch Dashboard Favorites History Vehicles	earch × Dashboard × Ravorites > History > Vehicles ×	earch X Veh Dashboard Lic Ravorites > 0 History > 0 Vehicles 0		StleetWave* Vehicles earch X Dashboard License Plate Favorites Indice to BT License Plate Contains Indice to BT License Plate Vehicles GT UPLINKOP 330134M Vehicles GT	SelectWave* Vehicles earch × Dashboard License Plate Favorites - Vehicles - Vehicles - Istory - off liptimum - off liptimum - vehicles - off liptimum -	earch × Vehicles Dashboard License Plate Contains Favorites - finde 10 Jr Vehicles ar ijkLikinOP 330134K 300 3004603	Encode X Vehicles Contains E30134M Q License Plate Contains E30134M License Plate Contains Contains Savorites Intervention Vehicles Istory If UKLINICP 330134M 300 Vehicles If HHS1248 330134M 300	Effect Wave* Vehicles earch × Dashboard License Plate Favorites > Istory > (af' likLMNOP 330134M 330134M 300 100 100 100 100		Select Wave* Vehicles earch × Dashboard License Plate Contains 330134M Q Clear ftox Plvot Query Made 1 Made 1 Favorites - - - - - - Made 1 Made 1 Made 1 Made 1 Made 1 Made 1 - Made 1 Made 1 Made 1 Made 1 - Made 1 Made 1 - - Made 1 - Made 1 - Made 1 - - - Made 1 - - - Made 1 - - - - - Made 1 - - - - - Made 1 - - - - - - - Made 1 -	If lead Ware* Vehicles Shift+sg earch X Vehicles Vehicles Dashboard License Plate Contains Istory Istory arr UkLMNOP 330134M 300 3004803 No 2021 Jeep jeep CHEROKEE Vehicles arr HHS21248 330134M 300 3004803 Interest YES 2017 Dodge CHARGER	If beet Wave* Vehicles Shift+Space Q earch × Vehicles Vehicles	Bitter Space Vehicles Carch X Dashboard Say Contains Say Contains Say Contains Vehicles Clear Istory Say Contains Vehicles Say Contains Istory Say Contains Vehicles Say Contains Istory Say Contains Vehicles Vehicles Istory Say Contains Vehicles Say Contains Istory Say Contains Vehicles Say Contains Istory Istory Istory Isto	If leet Wave* Vehicles Shift+Space Q + T X Cearch X Vehicles Vehicles Contains 330134M Q Clear ftox Plvot Query Itemse Plate Assignment Name T Driver N Savorites -

15. Click the PM/Inspection tab.

≡	<u>ﷺ</u> , <i>≣leetWave</i> [®]	★ Vehicles											Shift + Space	Q	+ 🖻	×
۹	Search 🗙	Specification PM/I	nsption	Allocation & As	ssignment Histo	ry Fuel Cards	Fuel	Accidents	Assets	Work Ord	ders Procureme	ent Lease Dis	sposal Auditing	3		
áŭ	Dashboard		_	Vehicle ID			License Pla	ate				Inventory Number	Vehicle statu	is Conf	dential pla	te
	Favorites >			IJKLMNOP	Ø		330134M	Ø					# ACTIVE	No	~	
	History >			SAM II Custo	mer Number		1Y830000	0070-OA GENE	RAL SERVICES	S/ADMIN	~					
8	Vehicles 🗸 🗸			Vehicle Desc			Year: 2021	Make: Jeep M	odel: CHEROM	KEE						
4	 Allocations 	Agency		Organization			Assignmer	nt Name								
c) DOR Plates	300 (OFFICE ADMINIS	TRATION)	3004803 (GS-	OA CARPOOL)		OA CARP	POOL MSP	`	~ 0						
C	Odometer history	Driver Name									0					
	ehicle orders	General														
1	° Tools >	VIN	ABCDEFC	GHIJKLMNOP		Body type		AUTO 4 DO	OR	~	DNR Class Code	AUTO-AUTO	MOBILE AND STATION W	AGON 🗸		
	Reports >	Model year	2021			Exterior Colo	r	Silver			DNR Exempt Ind	No 🗸				
4	I Settings >	Make	i Jeep		~	No of doors		4			Alt Fuel Vhcle Ind	No 🗸				
	- Workshop Rookings	Model	CHEROKE	E	~	Passenger Ca	apacity	5			Alt Fuel Exempt	No 🗸				
	workshop bookings	Category	SPORT U	TILITY VEHICLE	~	Transmission	1	Automatic	*		Drive Type	4x4 🗸				
-	Drivers >	Sub Category	SMALL 4V	VD	~	Fuel Type		Unleaded R	tegular	*	OEM or Conversio	in	~			
80	Accidents					Secondary Fi	uel Type			~	Converted Date	11				
٥	0 ₽	In service date	04/23/202	1 🗒		Delivery Date	2	04/22/2021			Date purchased	04/22/2021			Save	Cance

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.

≡	<u> </u> FleetWave®		\star Vehicles							Shift + Space	a + 🖻 × @
۹		×	Specification PM/Inspection	Allocation & Assignmen	t History	Fuel Cards	Fuel Accidents Asset	ts Work Orders Procurer	nent Lease Dis	posal Auditing 🔒	
á	Dashboard			Vehicle ID			License Plate		Inventory Number	Vehicle status	Confidential plate
☆	Favorites	>		IJKLMNOP	Ø		330134M 🚱			# ACTIVE	No 🗸
0	History	>		SAM II Customer Numi	per		IY830000070-OA GENERAL SEF	RVICES/ADMIN ~			
Ø	Vehicles	~		Vehicle Desc			Year: 2021 Make: Jeep Model: CH	HEROKEE			
1	Allocations		Agency	Organization			Assignment Name				
) DOR Plates		300 (OFFICE ADMINISTRATION)	3004803 (GS-OA CARP)	DOL)		OA CARPOOL MSP	~ 0			
	Odometer history		Driver Name					0			
. v	ehicle orders										
			Odometer								
1	P Tools	>	Odometer type		Miles	~					
	Reports	>	Odometer on-fleet			0.0	On-Fleet Da	ate	04	1/23/2021	
			Estimated Odometer TODAY			65.0	Deviation P	ercentage		0.00	
1	setungs	`	Distance per day			0.00	Distance pe	er month		0.00	
0	Workshop Bookings		Replaced odometer			0.0	Odometer i	replacement date	1	/	
-	Drivers	>	Vehicle Service Events								+ 🖬 × 🕴
69	Accidents		Vehicle ID 47	Reason Service seed	date	Recurrence inte	erval Recurrence Type	Recurrence distance	Last service date	Next Service Date	Shop Location
٠	0 L	4					No Item	IS			Save Cancel

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.

	IJKLMNOP	0	330134M	0			ACTIVE	No ¥	
	SAM II Customer N	lumber	IY8300000	70-OA GENERAL SERVI	CES/ADMIN Y				
	Vehicle Desc		Year: 2021 N	lake: JEEP Model: CHER	ROKEE				
y	Organization		Assignment	Name					
FFICE ADMINISTRATION)	3004803 (GS-OA C/	ARPOOL)	OA CARPO	OL MSP	~ 0				
Name					0				
neter									
eter type			Miles V						
eter on-fleet			0.0		On-Fleet Date			04/23/2021	
ted Odometer TODAY	,		65.0		Deviation Percentag	e		0.00	
ce per day			0.00		Distance per month			0.00	
ed odometer			0.0		Odometer replacem	ent date		//	
ehicle Service Events									+=>
Vehicle ID 17	Reason	Service seed dat	te Recurren	nce interval	Recurrence Type	Recurrence distance	Last service da	te Next Service Date	Shop Location
					No Items				

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".

Vehicle Service Even	ts	
Reason	PMSN1 V	
Service seed date	05/03/2021	-
Recurrence interval	12	
Recurrence Type	months 🗸	
Recurrence distance	7500.00	
Last service dat	11	
Next Service Date	11	
Shop Leastion	~	0
Control Control		

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

Vehio	le Ser	vice Events								+≡×:
		Vehicle ID ↓F	Reason	Service seed date	Recurrence interval	Recurrence Type	Recurrence distance	Last service date	Next Service Date	Shop Location
	ľ		PMSN1	05/03/2021	12	months	7500.00	11	05/03/2022	

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.

Vehicle Service Events	
Reason	PMSN2 V
Service seed date	05/03/2021 🗎 🔶
Recurrence interval	360
Recurrence Type	months 🗸
Recurrence distance	45000.00
Last service date	// 0.0
Next Service Date	// 0.0
Shop Location	~ 0
Save Cancel	

21. The end result will look like this:

Vehi	cle Ser	vice Events								+ = × ;
0		Vehicle ID 17	Reason	Service seed date	Recurrence interval	Recurrence Type	Recurrence distance	Last service date	Next Service Date	Shop Location
	ß		PMSN1	05/03/2021	12	months	7500.00	17	05/03/2022	
	ß		PMSN2	05/03/2021	360	months	45000.00	17	05/03/2051	
	ß		PMSN3	05/03/2021	360	months	105000.00	17	05/03/2051	
	ß		PMSN4	05/03/2021	360	months	130000.00	17	05/03/2051	
	ß		INSPECTION	05/03/2021	24	months	0.00	17	05/03/2023	

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.

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=	jiii Fleet Wave®	Vehicles			Sł	hift + Space C	(+ E	1 ×
	Search 🗙	Specification PM/Inspection A	Ilocation & Assignment History Fuel Card	s Fuel Accidents Assets Work Orders Proc	rement Lease Disposal	Auditing 🔒		
	Dashboard		Vehicle ID	License Plate	Inventory Number	Vehicle status	Confidential p	late
	Favorites >		IJKLMNOP 🕑	330134M 🕑		# ACTIVE	No 🗸	
	History >		SAM II Customer Number	IY830000070-OA GENERAL SERVICES/ADMIN				
æ	Vehicles 🗸 🗸		Vehicle Desc	Year: 2021 Make: Jeep Model: CHEROKEE				
4	Allocations	Agency	Organization	Assignment Name				
c	DOR Plates	300 (OFFICE ADMINISTRATION)	3004803 (GS-OA CARPOOL)	OA CARPOOL MSP V				
G	Odometer history	Driver Name			0			
v	ehicle orders	Supply method	ŧ	~				
	Tools >	Supplier		✓ ● Discount Rate ●	6 Accessories	0.00		
ſ	10015 7	List price	.00	Discount Rate *	6 Extras	0.00		
	Reports >	Discount Type	Fixed 🛩	Total options			0.00	
•	Settings >	Trip Cost Adjustment	0.00	Discount Extra			0.00	
	U	Discount Vehicle	0.00	Extra Accessori	PS		0.00	
0	Workshop Bookings	Initial registration fee	0.00	Discount Acces	sories		0.00	
	Drivers >	Delivery	0.00	Total extras			0.00	
_		Total discount	0.00					
	Accidents	Supply price	0.00					
	ଡ ≙	1					Save	Cancel

Procurement & Funding + =								
		Vehicle ID 47	Agency	Organization	Source	Amount	Percentage	
	đ	IJKLMNOP	300	3004803	0505	24000.00	100.00	

1

Procurement 8	& Funding	
Vehicle ID	IJKLMNOP 8	
Agency	300 (OFFICE ADMINISTRATION)	~ 0
Organization	3004803 (GS-OA CARPOOL)	~ 0
Source	0505	
Amount	24000.00	
Percentage	100.00	

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".

=	:@. ∓leetWave®	Vehicles	Shift+Space Q + ㅋ ×
Q	Search 🗙	Specification PM/Inspection Allocation & Assignment History Fuel Cards Fuel Accidents Assets Work C	Orders Procurement Lease Disposal Auditing
	Dashboard	Vehicle ID License Plate	Inventory Number Vehicle status Confidential plate
	Favorites >	: IJKLMNOP @ 330134M @	ACTIVE No 🗸
	History >	SAM II Customer Number IY830000070-OA GENERAL SERVICES/ADMII	N Y
A	Vehicles >	Vehicle Desc Year: 2021 Make: Jeep Model: CHEROKEE	
0	Workshop Bookings		
.	Drivers >	300 (OFFICE ADMINISTRATION) 3004803 (GS-OA CARPOOL) OA CARPOOL MSP	
6 0	Accidents	Driver Name	0
	Stock >	Title Number Assignment City JEFFERSON CITY	Assignment ZIP 65101
	Work Orders >	Primary purpose Secondary purpose	~
	All Fuel	In pool IN Motor Pool Location	∼ Reallocate
	Fuel >	Allocations	:
0	Vehicle Expenses >	Vehicle ID 17 End Date Odometer Vehicle status Agency Organizat	tion Assignment Name License Plate Comments
	Reports >	O IJKLIMNOP /// 65.0 ACTIVE OFFICE ADMINISTRATION 3004803 -	GS-GA CARPOOL GA CARPOOL MSP 330134M
•	Utilities >		
٠	0 L		Save Cancel
	Reports >		
¢ %	Utilities >	Primary Contact Maintenance Contact	~
\$	0 		Save Cancel

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