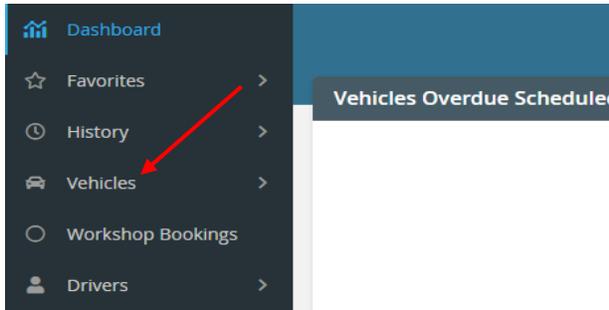


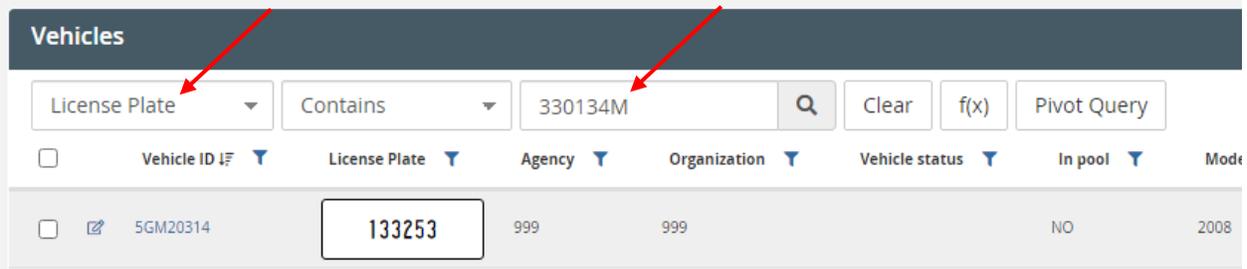
Add Vehicle to the System and Setting Old Vehicle to Surplus Status:

Once a new vehicle is received, Fleet Manager enters new vehicle data into FleetWave by following the steps below.

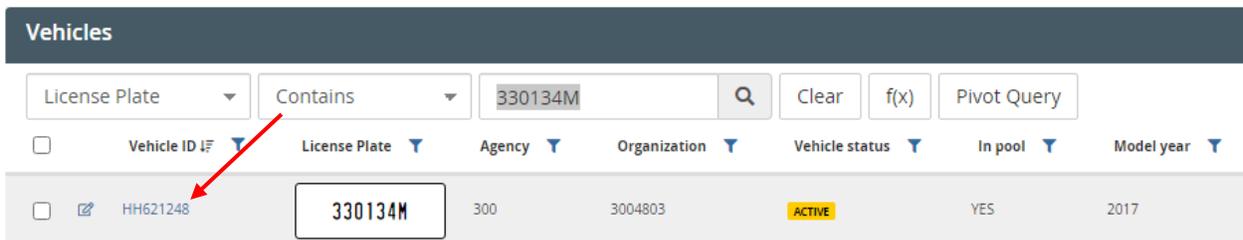
1. Navigate to the Vehicles module via the left menu bar.



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.



- 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.

**Specification** | PM/Inspection | Allocation & Assignment History | Fuel Cards | Fuel | Accidents | Assets | Work Orders | Procurement | Lease | Disposal | Auditing

Vehicle ID: HH621248 | License Plate: 330134M | Inventory Number: 148238 | Vehicle status: ACTIVE | Confidential plate:

SAM II Customer Number: IY83000070-OA GENERAL SERVICES/ADMIN

Vehicle Desc: Year: 2017 Make: DODGE Model: CHARGER

Agency: 300 (OFFICE ADMINISTRATION) | Organization: 3004803 (GS-OA CARPOOL) | Assignment Name: OA CARPOOL MSP

Driver Name: [Redacted]

---

**General**

VIN	2C3CDXFG2HH621248	Body type	AUTO 4 DOOR	DNR Class Code	AUTO-AUTOMOBILE AND STATION WAGON
Model year	2017	Exterior Color	BILLET SILVER	DNR Exempt Ind	<input type="checkbox"/>
Make	Dodge	No of doors		Alt Fuel Vhcle Ind	<input checked="" type="checkbox"/>
Model	CHARGER	Passenger Capacity	0	Alt Fuel Exempt	<input type="checkbox"/>
Category	PASSENGER CAR	Transmission	Automatic	Drive Type	4X2
Sub Category	FULL SIZE	Fuel Type	Unleaded Regular	OEM or Conversion	OEM
		Secondary Fuel Type	E85 Ethanol	Converted Date	//

**Operational Info**

In service date	05/05/2017	Delivery Date	05/05/2017	Date purchased	05/05/2017
Odometer	113237.0	Odometer date	04/20/2021	Date Registered	05/05/2017
Total Fuel Cost	7418	Total Cost	0.00	Distance per year	28584.47

**Fuel Consumption**

[Edit](#) [Cancel](#)

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

**FleetWave** | Vehicles

Search: [Search Bar]

Navigation Menu:

- Dashboard
- Favorites
- History
- Vehicles
- Allocations
- DOR Plates
- Odometer history
- Vehicle orders
- Tools
- Odometer history
- Odometer Correction

Main Content Area (Specification screen):

Vehicle ID: HH621248 | License Plate: 330134M | Inventory Number: 148238 | Vehicle status: ACTIVE | Confidential plate:

SAM II Customer Number: IY83000070-OA GENERAL SERVICES/ADMIN

Vehicle Desc: Year: 2017 Make: DODGE Model: CHARGER

Agency: 300 (OFFICE ADMINISTRATION) | Organization: 3004803 (GS-OA CARPOOL) | Assignment Name: OA CARPOOL MSP

Driver Name: [Redacted]

---

**General**

VIN	2C3CDXFG2HH621248	Body type	AUTO 4 DOOR	DNR Class Code	AUTO-AUTOMOBILE AND STATION WAGON
Model year	2017	Exterior Color	BILLET SILVER	DNR Exempt Ind	<input type="checkbox"/>
Make	Dodge	No of doors		Alt Fuel Vhcle Ind	<input checked="" type="checkbox"/>
Model	CHARGER	Passenger Capacity	0	Alt Fuel Exempt	<input type="checkbox"/>
Category	PASSENGER CAR	Transmission	Automatic	Drive Type	4X2
Sub Category	FULL SIZE	Fuel Type	Unleaded Regular	OEM or Conversion	OEM
		Secondary Fuel Type	E85 Ethanol	Converted Date	//

- 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 surplus. 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.

Reallocation

Driver Name: [ ]

Organization: 3004803

Close Allocation

Vehicle ID	Odometer	Start date

Vehicle ID: HH621248

Odometer: 0

Previous date: 05/05/2017

Start date: //

Agency: 300 (OFFICE ADMINISTRATION)

New Organization: 3004803 (GS-OA CARPOOL)

Assignment Name: OA CARPOOL MSP

Vehicle status: ACTIVE

Assignment City: JEFFERSON CITY

Assignment ZIP: 65101

County: COLE

Allocation Reason: [ ]

Make: Dodge

Model: CHARGER

Derivative: DODGE-CHARGER-AUTO

Organization: 3004803

Save Cancel

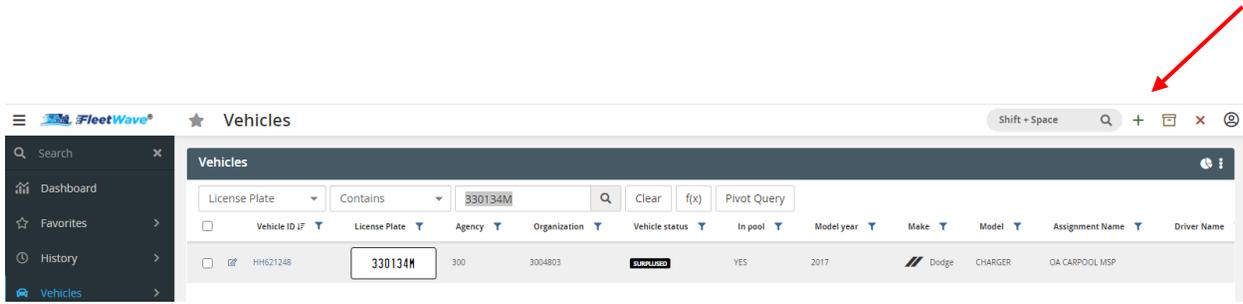
- Click the Vehicles tab. This takes you back to your vehicle and Vehicle Status now shows Surplused.

Vehicles

License Plate: 330134M

Vehicle ID	License Plate	Agency	Organization	Vehicle status	In pool	Model year	Make	Model	Assignment Name	Driver Name
HH621248	330134M	300	3004803	SURPLUSED	YES	2017	Dodge	CHARGER	OA CARPOOL MSP	

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



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

The screenshot shows the 'Add Vehicle' form in FleetWave. The form is divided into several sections: 'General', 'Operational Info', and 'Fuel Consumption'. The 'Vehicle status' dropdown menu is set to 'INITIAL ENTRY'.

**General**

Vehicle ID: [ ] License Plate: [ ] Inventory Number: [ ] Vehicle status: INITIAL ENTRY Confidential plate: No

SAM II Customer Number: [ ]

Vehicle Desc: [ ]

Agency: [ ] Organization: [ ] Assignment Name: [ ]

Driver Name: [ ]

**General**

VIN: [ ] Body type: [ ] DNR Class Code: [ ]

Model year: 2021 Exterior Color: [ ] DNR Exempt Ind: No

Make: [ ] No of doors: 0 Alt Fuel Vchle Ind: No

Model: [ ] Passenger Capacity: 0 Alt Fuel Exempt: No

Derivative: [ ] Transmission: [ ] Drive Type: [ ]

Category: [ ] Fuel Type: [ ] OEM or Conversion: [ ]

Sub Category: [ ] Secondary Fuel Type: [ ] Converted Date: //

**Operational Info**

In service date: // Delivery Date: // Date purchased: //

Odometer: [ ] Odometer date: // Date Registered: //

Total Fuel Cost: 0 Total Cost: 0.00 Distance per year: 0.00

**Fuel Consumption**

10. Status is defaulted to INITIAL ENTRY.

This screenshot is identical to the previous one, but with a red box highlighting the 'Vehicle status' dropdown menu, which is set 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.

Close Allocation

Vehicle ID: IJKLMNOP

Odometer: 65

Start date: 04/22/2021

Agency: 300 (OFFICE ADMINISTRATION)

New Organization: 3004803 (GS-OA CARPOOL)

Assignment Name: OA CARPOOL MSP

Vehicle status: ACTIVE

Assignment City: JEFFERSON CITY

Assignment ZIP: 65101

County: COLE

Allocation Reason: New

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.

Vehicles

License Plate: 330134M

Contains: 330134M

Vehicle ID #	License Plate	Agency	Organization	Vehicle status	In pool	Model year	Make	Model	Assignment Name	Driver Name
IJKLMNOP	330134M	300	3004803	ACTIVE	NO	2021	Jeep	Jeep	CHAROKKEE	OA CARPOOL MSP
HH621248	330134M	300	3004803	REPLUSED	YES	2017	Dodge	CHARGER	OA CARPOOL MSP	

15. Click the PM/Inspection tab.

The screenshot shows the FleetWave interface for a vehicle. The 'PM/Inspection' tab is selected, indicated by a red arrow. The vehicle details are as follows:

Vehicle ID	License Plate	Inventory Number	Vehicle status	Confidential plate
IJKLMNOP	330134M		ACTIVE	No
SAM II Customer Number	IY83000070-OA GENERAL SERVICES/ADMIN			
Vehicle Desc	Year: 2021 Make: Jeep Model: CHEROKEE			
Agency	Organization	Assignment Name		
300 (OFFICE ADMINISTRATION)	3004803 (GS-OA CARPOOL)	OA CARPOOL MSP		
Driver Name				

**General**

VIN	Body type	DNR Class Code
1ABCDEFGHIJKLMNPO	AUTO 4 DOOR	AUTO-AUTOMOBILE AND STATION WAGON
Model year	Exterior Color	DNR Exempt Ind
2021	Silver	No
Make	No of doors	Alt Fuel Vhcle Ind
Jeep	4	No
Model	Passenger Capacity	Alt Fuel Exempt
CHEROKEE	5	No
Category	Transmission	Drive Type
SPORT UTILITY VEHICLE	Automatic	4x4
Sub Category	Fuel Type	OEM or Conversion
SMALL 4WD	Unleaded Regular	
	Secondary Fuel Type	Converted Date
		//

**Operational Info**

In service date	Delivery Date	Date purchased
04/23/2021	04/22/2021	04/22/2021

Buttons: Save, Cancel

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.

The screenshot shows the FleetWave interface for a vehicle. The 'PM/Inspection' tab is selected. The vehicle details are the same as in the previous screenshot.

**Odometer**

Odometer type	Miles		
Odometer on-fleet	0.0	On-Fleet Date	04/23/2021
Estimated Odometer TODAY	65.0	Deviation Percentage	0.00
Distance per day	0.00	Distance per month	0.00
Replaced odometer	0.0	Odometer replacement date	//

**Vehicle Service Events**

Vehicle ID	Reason	Service seed date	Recurrence interval	Recurrence Type	Recurrence distance	Last service date	Next Service Date	Shop Location
No Items								

Buttons: 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.

The screenshot shows the 'PM/Inspection' screen with various vehicle details. Below the details is the 'Odometer' section with fields for Odometer type (Miles), Odometer on-fleet (0.0), Estimated Odometer TODAY (65.0), Distance per day (0.00), Replaced odometer (0.0), On-Fleet Date (04/23/2021), Deviation Percentage (0.00), Distance per month (0.00), and Odometer replacement date (//). Below this is the 'Vehicle Service Events' table, which is currently empty and shows 'No Items'. A red arrow points to the '+' icon in the top right corner of the table header.

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”.

The screenshot shows the 'Vehicle Service Events' form with the following fields and values: Reason (PMSN1), Service seed date (05/03/2021), Recurrence Interval (12), Recurrence Type (months), Recurrence distance (7500.00), Last service date (//), Next Service date (//), and Shop Location (//). Red arrows point to each of these fields. The 'Save' and 'Cancel' buttons are at the bottom left.

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

The screenshot shows the 'Vehicle Service Events' table with one entry. A red arrow points to the '+' icon in the top right corner of the table header.

Vehicle ID #	Reason	Service seed date	Recurrence Interval	Recurrence Type	Recurrence distance	Last service date	Next Service Date	Shop Location
	PMSN1	05/03/2021	12	months	7500.00	//	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.

The screenshot shows a configuration form for 'Vehicle Service Events'. The fields are as follows:

- Reason: PMSN2
- Service seed date: 05/03/2021
- Recurrence interval: 360
- Recurrence Type: months
- Recurrence distance: 45000.00
- Last service date: //
- Next Service Date: //
- Shop Location: (empty dropdown)

Red arrows point to the Reason, Service seed date, Recurrence interval, and Recurrence Type fields. At the bottom, there are 'Save' and 'Cancel' buttons.

21. The end result will look like this:

Vehicle Service Events									
	Vehicle ID #	Reason	Service seed date	Recurrence interval	Recurrence Type	Recurrence distance	Last service date	Next Service Date	Shop Location
<input type="checkbox"/>	...	PMSN1	05/03/2021	12	months	7500.00	//	05/03/2022	
<input type="checkbox"/>	...	PMSN2	05/03/2021	360	months	45000.00	//	05/03/2051	
<input type="checkbox"/>	...	PMSN3	05/03/2021	360	months	105000.00	//	05/03/2051	
<input type="checkbox"/>	...	PMSN4	05/03/2021	360	months	130000.00	//	05/03/2051	
<input type="checkbox"/>	...	INSPECTION	05/03/2021	24	months	0.00	//	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.

Vehicle ID	Agency	Organization	Source	Amount	Percentage
IJKLMNOP	300	3004803	0505	24000.00	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”.

Vehicle ID: IJKLMNOP  
License Plate: 330134M  
Inventory Number:   
Vehicle status: ACTIVE  
Confidential plate: No

SAM II Customer Number: IY83000070-OA GENERAL SERVICES/ADMIN  
Vehicle Desc: Year: 2021 Make: Jeep Model: CHEROKEE

Agency: 300 (OFFICE ADMINISTRATION)  
Organization: 3004803 (GS-OA CARPOOL)  
Assignment Name: OA CARPOOL MSP  
Driver Name:

Title Number:   
Assignment City: JEFFERSON CITY  
Assignment ZIP: 65101  
Primary purpose:   
Secondary purpose:   
County: COLE  
In pool: No  
Motor Pool Location:   
Reallocate

Vehicle ID #	End Date	Odometer	Vehicle status	Agency	Organization	Assignment Name	License Plate	Comments
IJKLMNOP	//	65.0	ACTIVE	OFFICE ADMINISTRATION	3004803 - GS-OA CARPOOL	OA CARPOOL MSP	330134M	

Primary Contact:   
Maintenance Contact:   
Save Cancel

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