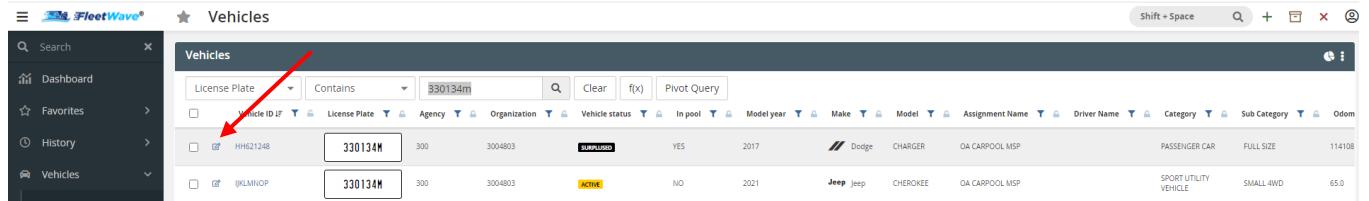


Disposition of Vehicle

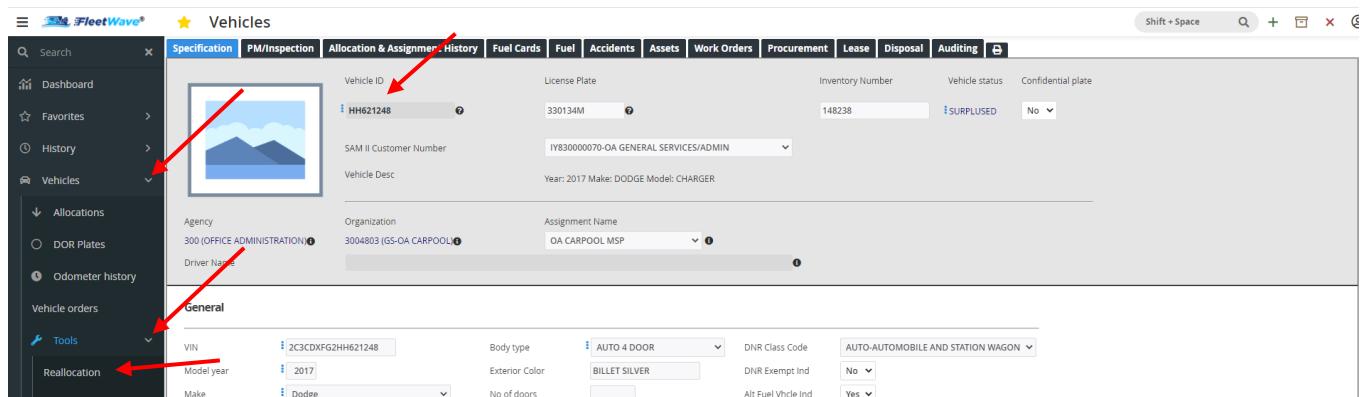
Once a vehicle has been sold and you have received the sale proceeds report from Surplus Property, you are now ready to set the old vehicle to “Sold” status in FleetWave.

1. Navigate to the Vehicles module via the left menu bar, and search for the vehicle that sold. Vehicle Status should be set to surplused from your previous training module “Add Vehicle to the System”. Click the Edit icon.



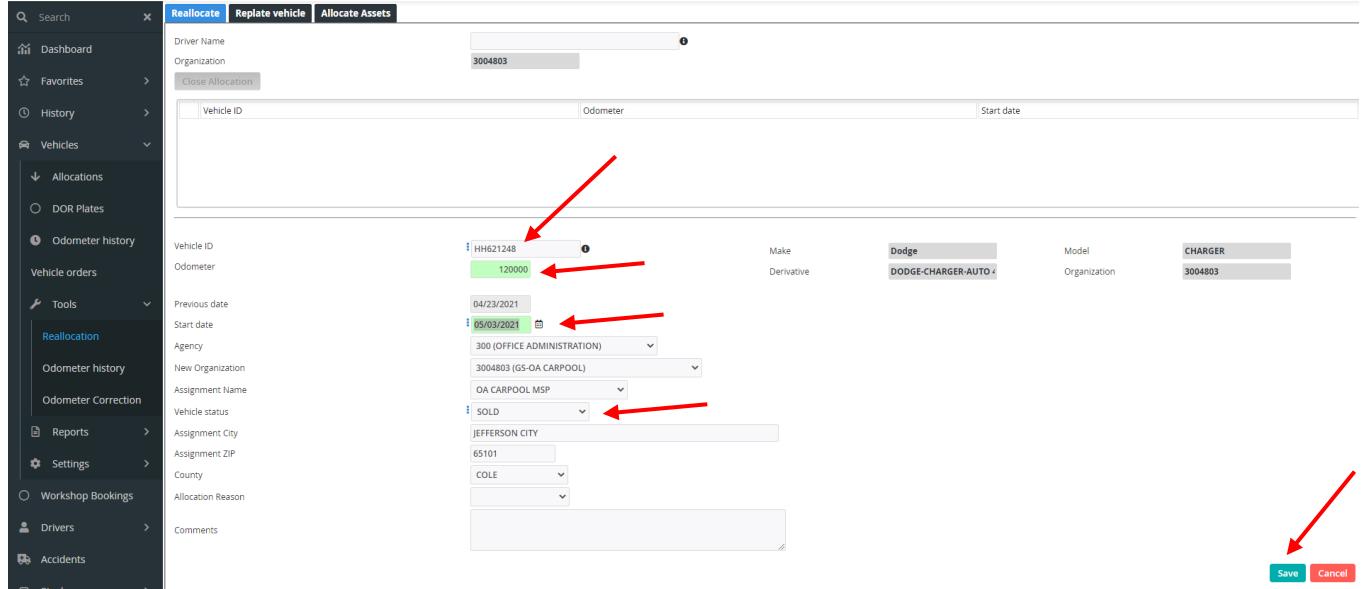
The screenshot shows the FleetWave Vehicles module. The left sidebar has 'Vehicles' selected. The main area is a table with columns: License Plate, Vehicle ID, Agency, Organization, Vehicle status, In pool, Model year, Make, Model, Assignment Name, Driver Name, Category, Sub Category, and Odom. A vehicle with license plate 330134M and vehicle ID HH621248 is selected, indicated by a red arrow pointing to the edit icon (pencil) in the 'Vehicle ID' column.

2. This will take you to the vehicle specification tab. From this screen, copy your Vehicle ID. Click Vehicles drop down arrow>Tools drop down arrow>Reallocation.



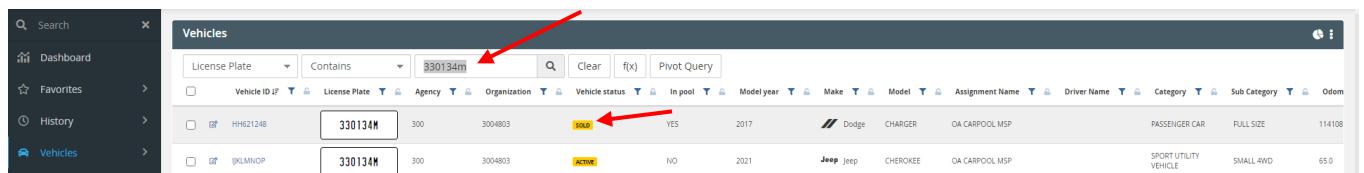
The screenshot shows the FleetWave Vehicles module on the Specification tab. The left sidebar has 'Vehicles' selected. The main area shows vehicle details: Vehicle ID (HH621248), License Plate (330134M), Inventory Number (148238), Vehicle status (SURPLUSED), and other fields like SAM II Customer Number, Vehicle Desc, Agency, Organization, Assignment Name, and General settings. A red arrow points to the Vehicle ID field. Another red arrow points to the 'Tools' dropdown menu in the sidebar, with 'Reallocation' highlighted.

3. Paste the Vehicle ID into the Vehicle ID field and hit tab. Enter ending odometer from SS1. Enter Start Date, which is the disposal date from SS1. User changes Vehicle Status to ‘Sold’ and save the record.



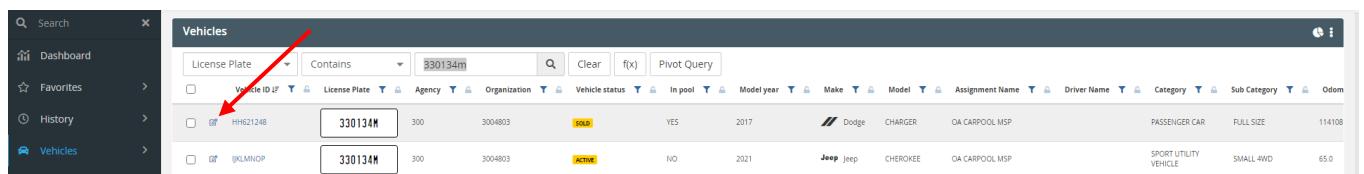
The screenshot shows the 'Reallocate' screen. The 'Vehicle ID' field contains 'HH621248'. The 'Odometer' field contains '120000'. The 'Start date' field contains '05/03/2021'. The 'Vehicle status' dropdown is set to 'SOLD'. A red arrow points to the 'SOLD' status. Another red arrow points to the 'Save' button at the bottom right. The vehicle details on the right are: Make: Dodge, Model: CHARGER, Derivative: DODGE-CHARGER-AUTO, Organization: 3004803.

4. Select Vehicles. This returns you to the Vehicles module browse screen, vehicle status is changed to “Sold”. **Note:** You can stop here unless your agency enters their own surplus sale proceeds previously known as “Disposition Data”.



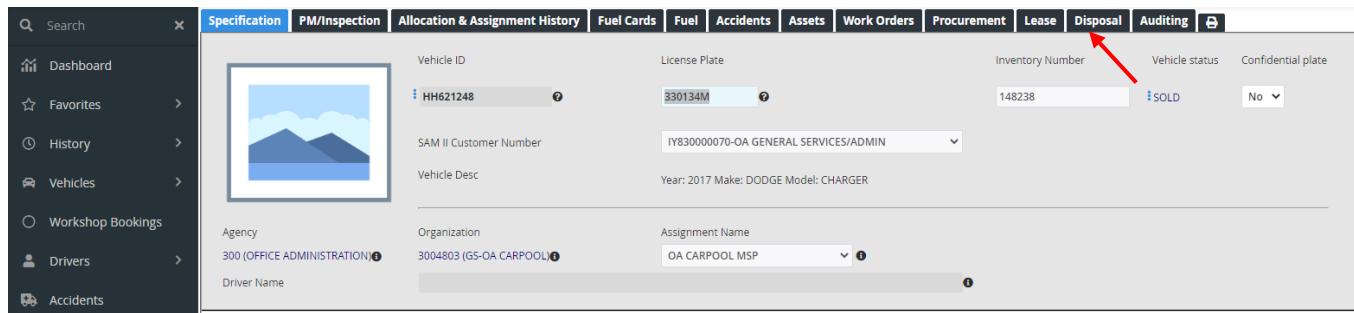
The screenshot shows the 'Vehicles' browse screen. A search bar contains '330134M'. A red arrow points to the 'SOLD' status of the first vehicle in the list. The vehicle details are: License Plate: 330134M, Vehicle ID: HH621248, Organization: 3004803, Status: SOLD, YES, Model year: 2017, Make: Dodge, Model: CHARGER, Assignment Name: OA CARPOOL MSP, Category: PASSENGER CAR, Sub Category: FULL SIZE, Odometer: 114108.

5. User will now need to enter sale proceeds data. Click the Edit Icon to go back to Specification module.



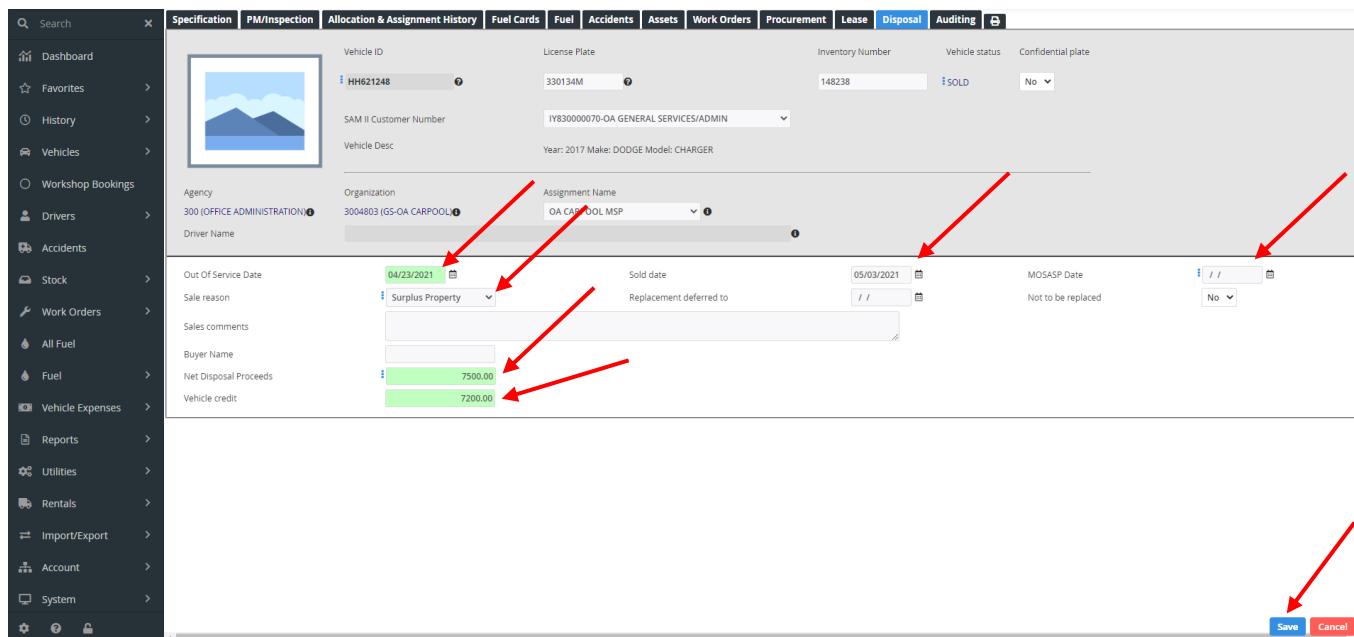
The screenshot shows the 'Vehicles' browse screen. An edit icon (pencil) is highlighted with a red arrow. The vehicle details are: License Plate: 330134M, Vehicle ID: HH621248, Organization: 3004803, Status: SOLD, YES, Model year: 2017, Make: Dodge, Model: CHARGER, Assignment Name: OA CARPOOL MSP, Category: PASSENGER CAR, Sub Category: FULL SIZE, Odometer: 114108. Another vehicle is listed below with similar details.

6. Click on the Disposal tab.



This screenshot shows the vehicle detail page with the 'Disposal' tab highlighted in blue with a red arrow pointing to it. The page includes a sidebar with links like Dashboard, Favorites, History, Vehicles, Workshop Bookings, Drivers, and Accidents. The main content area displays vehicle information: Vehicle ID (HH621248), License Plate (330134M), Inventory Number (148238), SAM II Customer Number (IY830000070-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), and Driver Name.

7. Enter the information in the fields with arrows. Out of Service Date is the date listed on the SS1, Sold Date is the date from the sales proceeds report. MOSASP Date is also the sold date from the sales proceed report. Sale Reason is typically Surplus Property. Net Disposal Proceeds is the amount the vehicle sold for. Vehicle Credit is the amount deposited into the revolving fund.



This screenshot shows the vehicle disposal page with several fields highlighted by red arrows: Out Of Service Date (04/23/2021), Sale reason (Surplus Property), Net Disposal Proceeds (7500.00), and Vehicle credit (7200.00). The page includes a sidebar with links like Dashboard, Favorites, History, Vehicles, Workshop Bookings, Drivers, Accidents, Stock, Work Orders, All Fuel, Fuel, Vehicle Expenses, Reports, Utilities, Rentals, Import/Export, Account, and System. The top navigation bar includes tabs for Specification, PM/Inspection, Allocation & Assignment History, Fuel Cards, Fuel, Accidents, Assets, Work Orders, Procurement, Lease, Disposal, Auditing, and a search bar. The 'Disposal' tab is active. The bottom right corner features 'Save' and 'Cancel' buttons, with a red arrow pointing to the 'Save' button.