



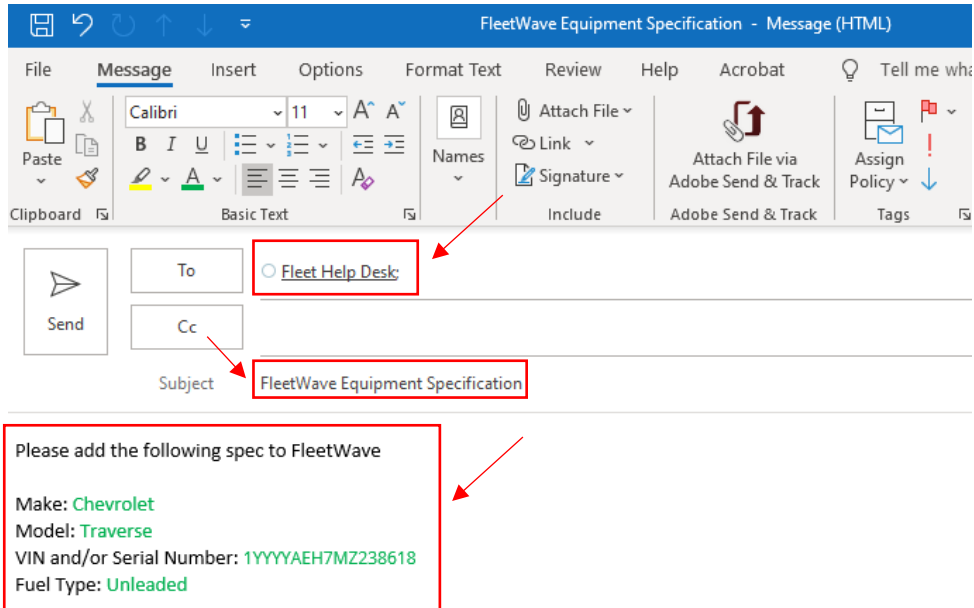
**ADDING EQUIPMENT
USER GUIDE**


Adding Equipment:

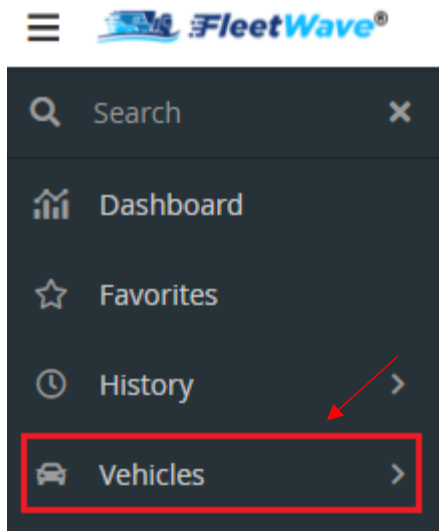
Users can add equipment directly to the vehicles table.

Precondition:

- The equipment spec must exist in the system.
 - If your specification doesn't exist, you will need to email the Fleet Help Desk – FleetHelpDesk@dms.fl.gov.
 - You should include: *Make, Model, VIN/Serial Number and Fuel Type*



1. Access the Vehicles table (Located on the left toolbar). To lock/unlock your toolbar, use the  button.



2. Click '+' to add record (Located on top, right)



3. FleetWave displays add form for a new equipment record on the *Specification* tab.

Specification Compliance Allocations Procurement Disposal Uploads

Vehicle Description: _____ Equipment ID: _____ Tag Number: _____ Vehicle Status: Live

Driver Name: _____

Next Service Date: _____

General

Model Year: _____ FLAIR Property Number: _____

Make: _____ Org Code: _____

Model: _____ Billing Org Code: _____

Vehicle Type: _____

VIN/Serial Number: _____

Title Number: _____

4. Status will default to *Live*.

a. Status Definitions:

- i. Pre-Fleet – outfitting
- ii. Off Road - stolen, totaled, inoperable, or awaiting funding
- iii. Live - operational

Specification Compliance Allocations Procurement Disposal Uploads

Vehicle Description: _____ Equipment ID: _____ Tag Number: _____ Vehicle Status: Live

Driver Name: _____

Next Service Date: _____

5. Enter Required Fields on *Specification* tab: 'Equipment ID', 'Vehicle Status', 'Model Year', 'Make', 'Model', 'Vehicle Type', 'VIN/Serial Number', FLAIR Property Number, 'Org Code', 'City', 'County', 'State', 'Fuel Type', 'Assigned Use'.

6. Enter additional information on *Specification* tab, as needed.

7. Click on *Compliance* tab.

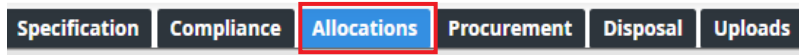
Specification Compliance Allocations Procurement Disposal Uploads

8. Enter Required Fields on *Compliance* tab: 'Commission Date', 'Begin Service Date', 'Odometer Type'

9. Enter 'Begin Odometer' if different than 0

10. Enter additional information on *Compliance* tab, as needed.

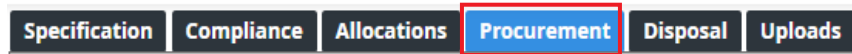
11. Click on *Allocations* tab.



12. Enter Required Fields on *Allocations* tab: 'Agency', 'Division', 'Department'

13. Enter additional information on *Allocations* tab, as needed.

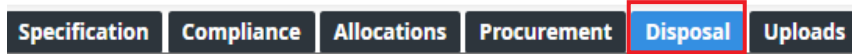
14. Click on *Procurement* tab.



15. Enter Required Fields on *Procurement* tab: 'Purchase Date', 'Supply Method', 'Purchase Price'

16. Enter additional information on *Procurement* tab, as needed.

17. The *Disposal* tab will be visible and read only so no data entry is needed.



18. Click 'Save' (Located on bottom, right)



19. FleetWave will return to the table of equipment. New equipment will be visible in the table.