



EQUIPMENT LOGS,
ODOMETER HISTORY,
AND
ODOMETER CORRECTION TOOL
USER GUIDE

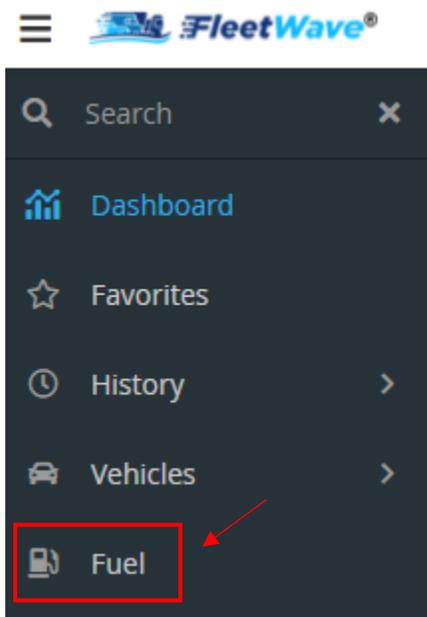
Equipment Logs

Fleet Administrator and Data Entry users can add equipment logs directly to the Fuel table.

Precondition:

- Equipment must be in FleetWave.
- Data Entry users will only be able to add logs. For editing, Data Entry users should contact their agency Fleet Administrator for assistance.
- Allow pop-up blocker for FleetWave production website (See *Tips & Tricks user guide*).

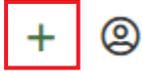
1. Access the Fuel table (Located on the left toolbar). To lock/unlock your toolbar, use the  button.



2. FleetWave will display all fuel transactions.

Fuel								
Filter Columns	Contains							
Equipment ID	Agency	Department	Transaction Date	Odometer	Fuel Type	Fuel Cost	Fuel Amount	
 PD61	JAC	PD04	10/1/2021	28310	 ODO	0.00 USD	0.00	
 PD64	JAC	PD04	10/1/2021	4600	 ODO	0.00 USD	0.00	
 PD64	JAC	PD04	9/1/2021	4200	 ODO	0.00 USD	0.00	
 PD61	JAC	PD04	8/1/2021	28310	 ODO	0.00 USD	0.00	
 PD64	JAC	PD04	8/1/2021	4100	 ODO	36.00 USD	12.00	
 PD64	JAC	PD04	7/1/2021	4000	 ODO	0.00 USD	0.00	

- Click '+' to add Equipment Log (*Located on top, right*)



- FleetWave displays Equipment Log on *Fuel* tab.

Fuel

Equipment ID	<input type="text"/>	Vehicle Description	<input type="text"/>	Agency	<input type="text"/>
Tag Number	<input type="text"/>	VIN/Serial Number	<input type="text"/>	Department	<input type="text"/>

Transaction Date	<input type="text" value="//"/>	<input type="text"/>	
Odometer	<input type="text"/>	<input type="text"/>	
Days Down	<input type="text"/>	<input type="text"/>	
Days On Standby	<input type="text"/>	<input type="text"/>	
Commute Mileage	<input type="text" value="0"/>	<input type="text"/>	
Condition	<input type="text"/>	<input type="text"/>	
Fuel Amount	<input type="text" value="0.00"/>	Units of Measure	<input type="text" value="US Gallons"/>
Fuel Cost	<input type="text" value="0.00"/>	Price per unit	<input type="text" value="0.00"/>

- Enter 'Equipment ID'.

Equipment ID



After entry, hit your tab key. FleetWave will auto populate the 'Vehicle Description', 'Agency', 'Tag Number', 'VIN/Serial Number', 'Department' and the highest recorded 'Odometer' for that piece of equipment.

- Enter all Required Fields: 'Transaction Date', 'Odometer', 'Days Down', 'Days on Standby', 'Condition'

NOTE: The 'Transaction Date' date must be the last day of the month for the entries being made. For example: If you're entering a log for October, your 'Transaction Date' will be October 31, 20XX.

NOTE: The 'Odometer' submitted will only update the vehicle record 'Odometer' and 'Odometer Date' if it is the highest recorded 'Odometer' for that piece of equipment and has the most current date.

Conditions:

Condition	Description
FAIR	Needs Tires; Repairable Rust; Some Mech Defects; Visual Flaws; Running Condition
GOOD	No Mech Issues; No Body Damage; Very Few Visual Flaws; Rust Free; Some Tire Wear

EXCELLENT	Appears Brand New; No Bodywork; No Rust; Perfect Mech Condition; No Visual Flaws
INOPERATIVE (NOT REPAIRABLE)	Inoperative (Not Repairable)
INOPERATIVE (AWAITING PARTS)	Inoperative (Awaiting Parts)
INOPERATIVE (AWAITING FUNDS)	Inoperative (Awaiting Funds)
INOPERATIVE (BURNED)	Inoperative (Burned)
WRECKED	Wrecked
POOR	Poor

7. Enter additional information on *the Equipment Log*, as needed.

NOTE: only add 'Fuel Amount', 'Units of Measure', 'Fuel Cost' details if not already provided by the WEX integration.

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



9. FleetWave will return to the fuel table. New Equipment Logs will be visible in the table with a 'Fuel Type' of 'ODO'.

Odometer History

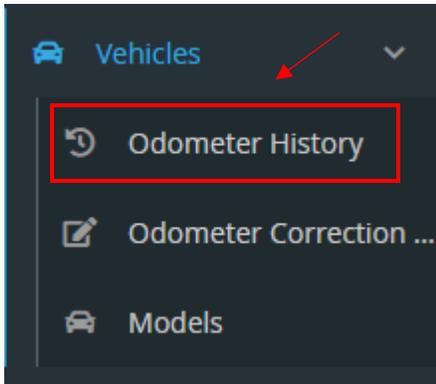
Users can view odometer history for an equipment.

Precondition:

- Equipment must be in FleetWave.

1. Access the Odometer History table under the Vehicles menu. *(Located on the left toolbar).*

To lock/unlock your toolbar, use the  button.



2. FleetWave will display odometer history transactions.

Odometer History						
Filter Columns	Contains					
Equipment ID	Period start	Odometer start	Period end	Odometer end	Distance Travelled	
PD61	8/1/2021	28310	8/1/2021	28310	0	
PD61	10/1/2021	28310	10/1/2021	28310	0	
PD64	7/1/2021	4000	7/1/2021	4000	0	
PD64	8/1/2021	4000	8/1/2021	4100	100	
PD64	9/1/2021	4100	9/1/2021	4200	100	
PD64	10/1/2021	4200	10/1/2021	4600	400	

3. Click an Equipment ID to view a specific odometer record.

4. To view all history for an equipment, enter the Equipment ID in the search box and click 



5. If you do not see all history records, you can click Calculate.

Filter Columns Contains Clear Pivot Query **Calculate**

This will open a new screen.

Odometer History

This will create an Odometer history table for every vehicle, to record the Monthly Start/End Odometers and distance travelled. It will also calculate month cost per mile/km and fuel consumption statistics.

Equipment ID

(Enter * to force ALL vehicle histories to be rebuilt)

- a. Enter the Equipment ID
- b. Click Submit

6. FleetWave will return all odometer history records for that equipment.

Odometer History

This will create an Odometer history table for every vehicle, to record the Monthly Start/End Odometers and distance travelled. It will also calculate month cost per mile/km and fuel consumption statistics.

Daily mode active.

Equipment ID PD64, PD04 - DUVAL, Odometer Type M

More Details

Alert Threshold for Odometer Changes 5000

MSGWRITETHISTOISTORY

from	to	Distance Travelled	Count	Cost	Cost Per Mile	3 Month Cost Per Mile	Life Cost Per Mile	Fuel Type/Quantity	CO ₂ KG	MPG (UK)	Status
7/1/2021	4000	7/1/2021 4000	0	1	0.00	0.00	0.00	ODO 0.00		0.00	
8/1/2021	4000	8/1/2021 4100	100	1	0.00	0.00	0.00	ODO 0.00		0.00	
9/1/2021	4100	9/1/2021 4200	100	1	0.00	0.00	0.00	ODO 0.00		0.00	
10/1/2021	4200	10/1/2021 4600	400	1	0.00	0.00	0.00	ODO 0.00		0.00	

NOTE: Odometer History is updated nightly to include any odometer inputs that occurred from transactions during the day.

Odometer history contains odometer readings from the following fuel table transactions:

- Equipment Logs
- WEX Fuel transactions

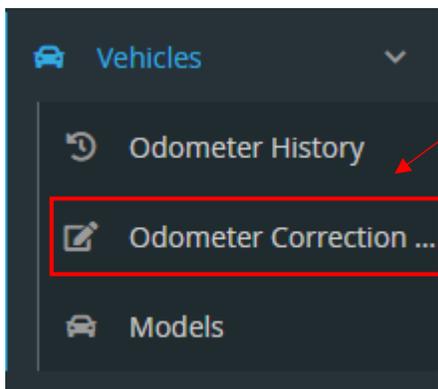
Odometer Correction Tool

Fleet Administrators can update an odometer record to correct it.

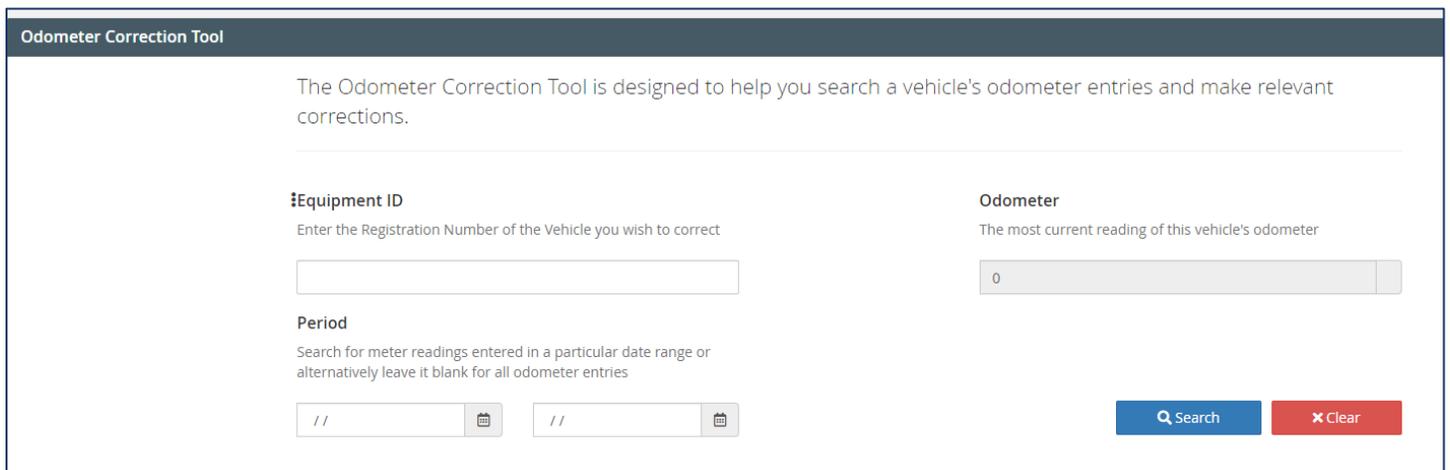
Precondition:

- Equipment must be in FleetWave.
- Only Fleet Administrators can update odometers.
- Allow pop-up blocker for FleetWave production website (See Tips & Tricks user guide).

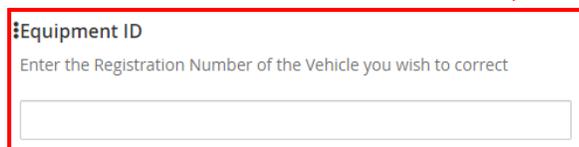
1. Access the Odometer Correction Tool under the Vehicles menu. (Located on the left toolbar). To lock/unlock your toolbar, use the  button.



2. The Odometer Correction tool screen will be displayed:

A screenshot of the 'Odometer Correction Tool' interface. At the top, it says 'The Odometer Correction Tool is designed to help you search a vehicle's odometer entries and make relevant corrections.' Below this, there are three main sections: 'Equipment ID' with a text input field, 'Odometer' with a numeric input field showing '0', and 'Period' with two date range input fields. At the bottom right, there are 'Search' and 'Clear' buttons. A red arrow points to the 'Equipment ID' input field.

3. Enter the 'Equipment ID'.

A close-up screenshot of the 'Equipment ID' input field. The field is a white rectangular box with a light gray border. Above it, the text reads 'Equipment ID' and 'Enter the Registration Number of the Vehicle you wish to correct'. A red rectangular box highlights the input field, and a red arrow points to it from the top right.

4. Enter date range to search odometer readings for. (If blank, all entries will be displayed).

Period

Search for meter readings entered in a particular date range or alternatively leave it blank for all odometer entries



5. Click Search.



6. FleetWave will return a list of odometer transactions entered between the date range selected for the specified equipment.

Odometer Correction Tool

Equipment ID
Enter the Registration Number of the Vehicle you wish to correct

Odometer
The most current reading of this vehicle's odometer

Period
Search for meter readings entered in a particular date range or alternatively leave it blank for all odometer entries

Source table	Transaction Date	Transaction time	Odometer	Record Status
Fuel Live	<input type="text" value="10/1/2021"/> <input type="text"/>	<input type="text" value="00:00"/>	<input type="text" value="4600"/> <input type="text" value="M"/>	<input checked="" type="checkbox"/>
Fuel Live	<input type="text" value="9/1/2021"/> <input type="text"/>	<input type="text" value="00:00"/>	<input type="text" value="4200"/> <input type="text" value="M"/>	<input checked="" type="checkbox"/>
Fuel Live	<input type="text" value="8/1/2021"/> <input type="text"/>	<input type="text" value="00:00"/>	<input type="text" value="4100"/> <input type="text" value="M"/>	<input checked="" type="checkbox"/>
Fuel Live	<input type="text" value="7/1/2021"/> <input type="text"/>	<input type="text" value="00:00"/>	<input type="text" value="4000"/> <input type="text" value="M"/>	<input checked="" type="checkbox"/>

7. The Transaction Date, Transaction Time and Odometer for records shown can be updated.

8. Click Save to commit the changes entered.

