EQUIPMENT LOGS,

ODOMETER HISTORY,

AND

ODOMETER CORRECTION TOOL

USER GUIDE

Department of MANAGEMENT SERVICES

We Serve Those Who Serve Florida

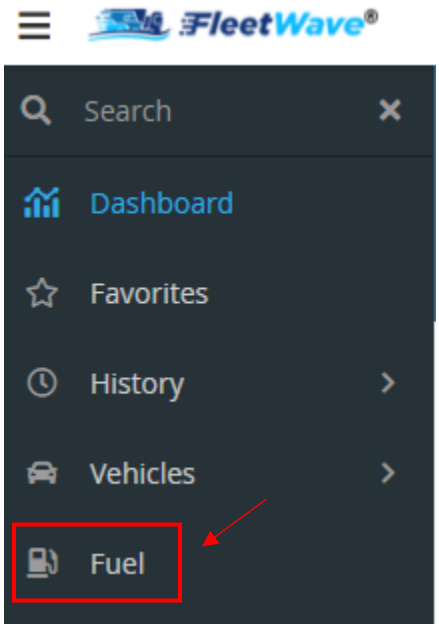
Equipment Logs

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

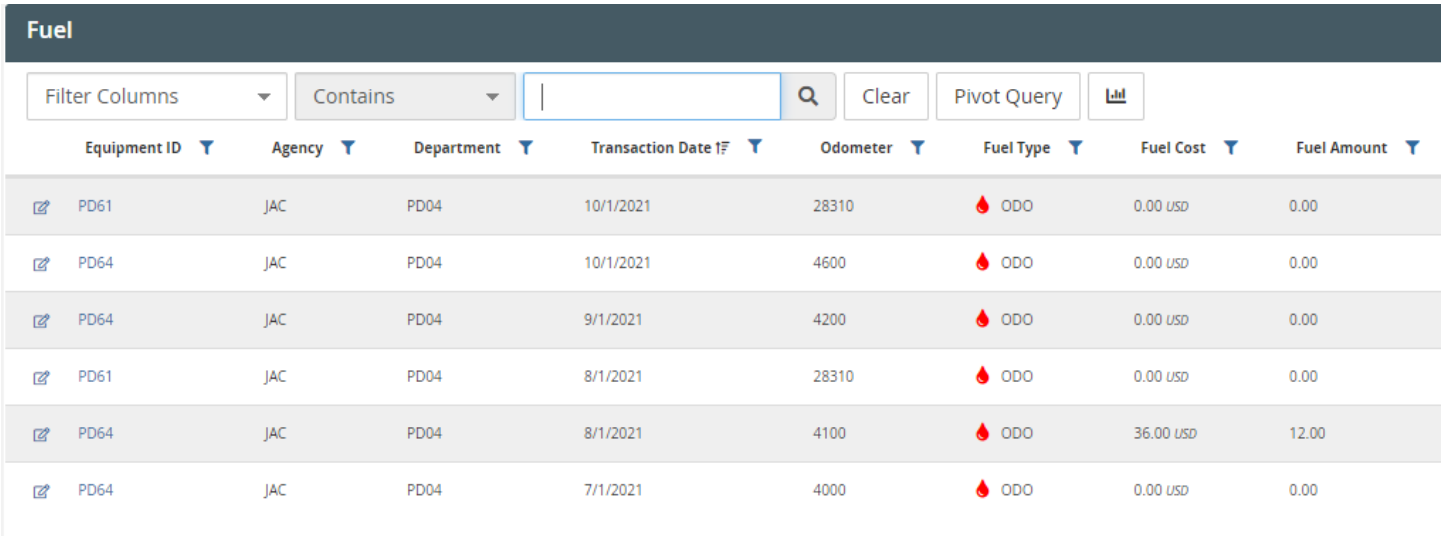
Precondition:

- 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*).

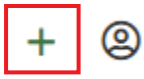
1. Access the Fuel table *(Located on the left toolbar).* To lock/unlock your toolbar, use the button.



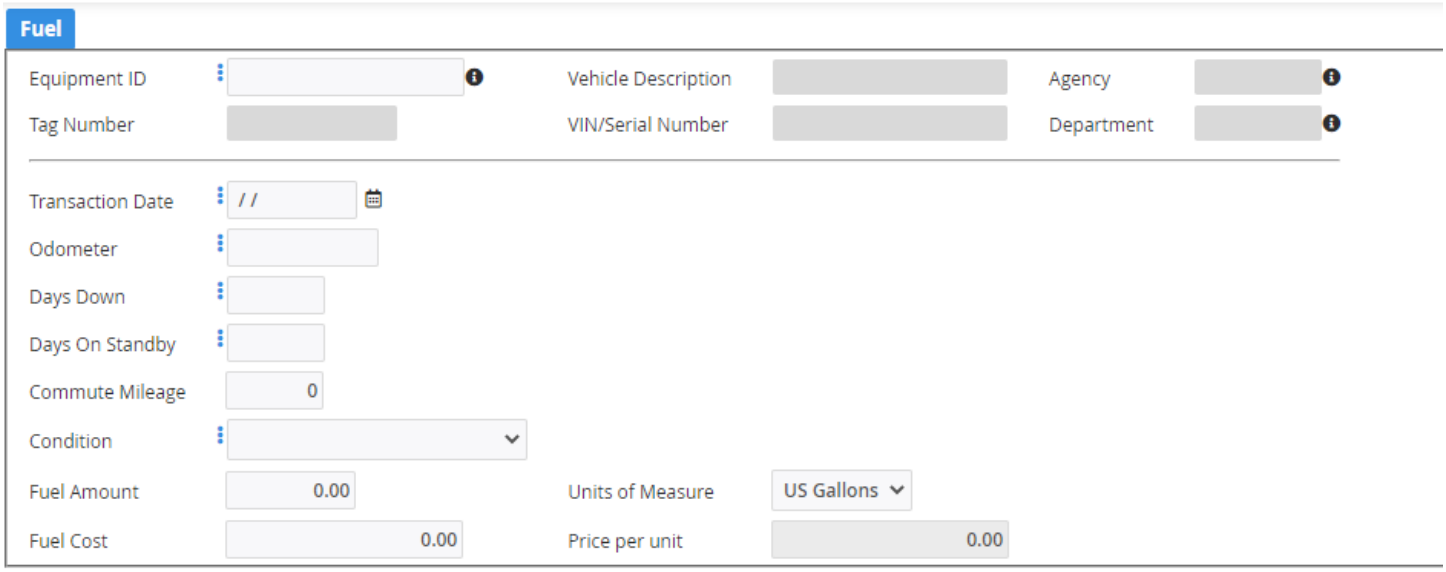
2. FleetWave will display all fuel transactions.



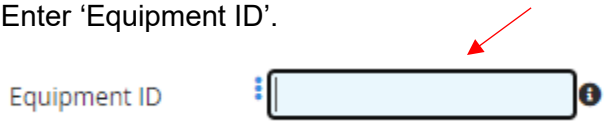
3. Click '+' to add Equipment Log *(Located on top, right)*



4. FleetWave displays Equipment Log on *Fuel* tab.



5. Enter '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.

6. 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

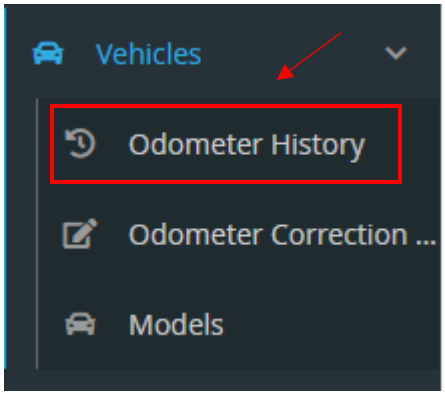
Users can view odometer history for an equipment.

Precondition:

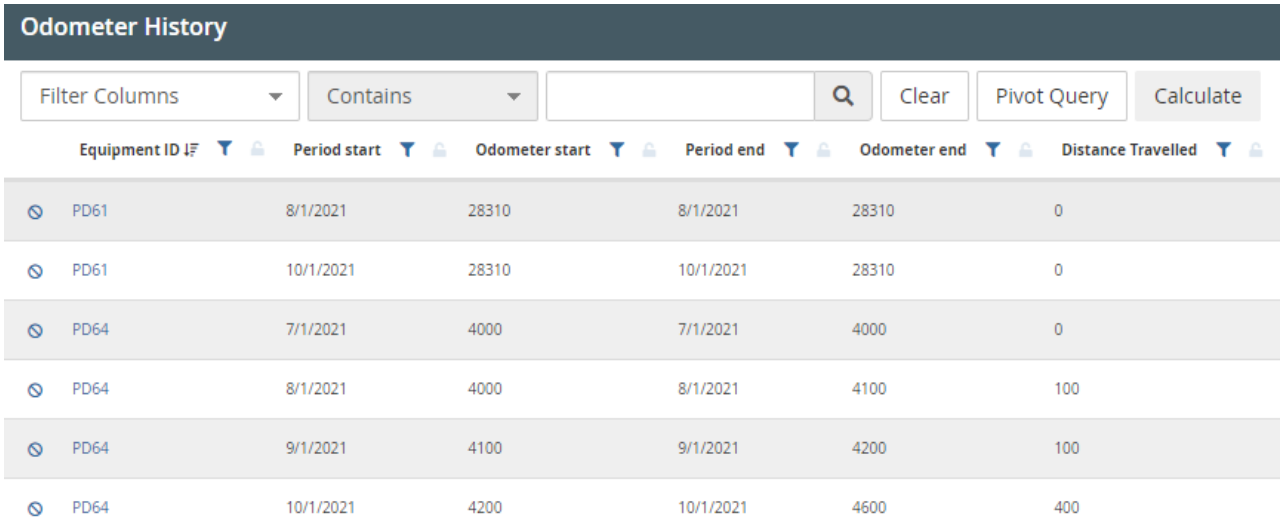
- Equipment must be in FleetWave.

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

   To lock/unlock your toolbar, use the button.

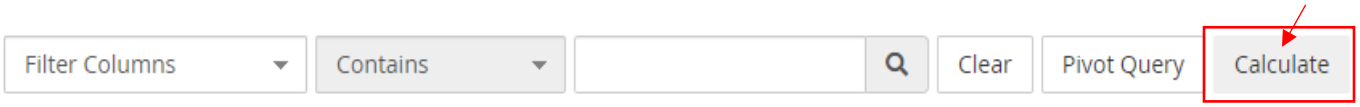


2. FleetWave will display odometer history transactions.

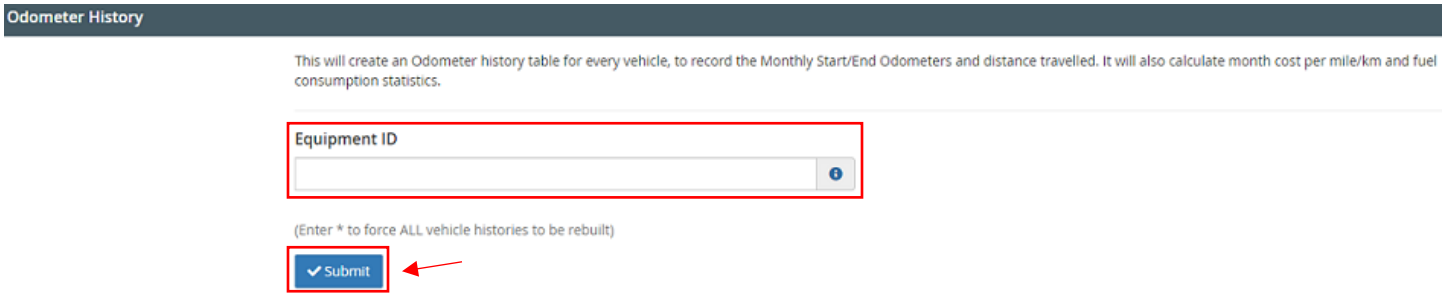


3. Click an Equipment ID to view a specific odometer record.
4. To view all history for an equipment, enter the Equipment ID in the search box and click

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

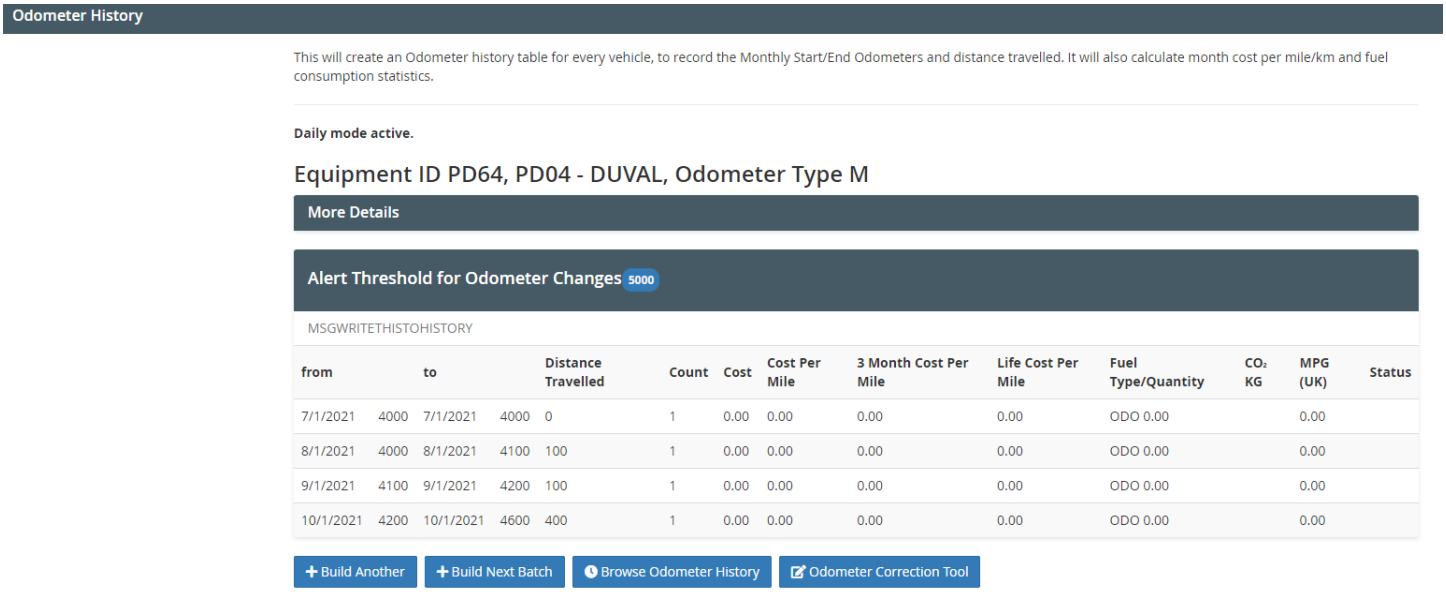


This will open a new screen.



a. Enter the Equipment ID
b. Click Submit

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



***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

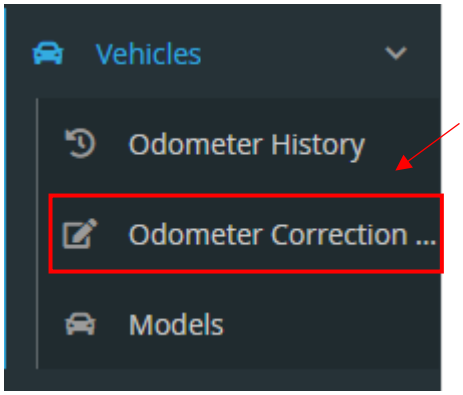
Odometer Correction Tool

Fleet Administrators can update an odometer record to correct it.

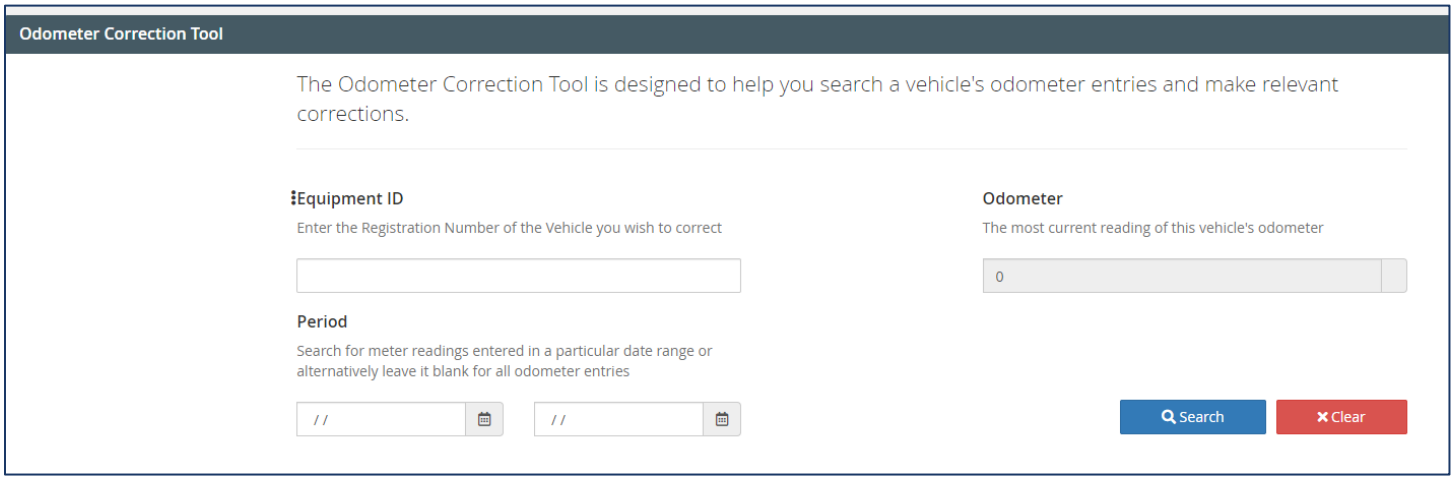
Precondition:

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

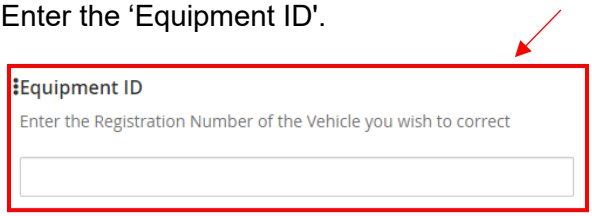
1. Access the Odometer Correction Tool under the Vehicles menu. *(Located on the left toolbar).* To lock/unlock your toolbar, use the button.



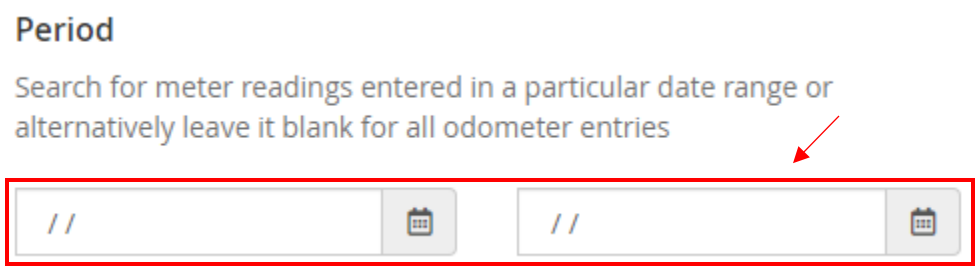
2. The Odometer Correction tool screen will be displayed:



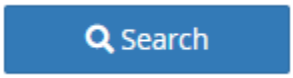
3. Enter the 'Equipment ID'.



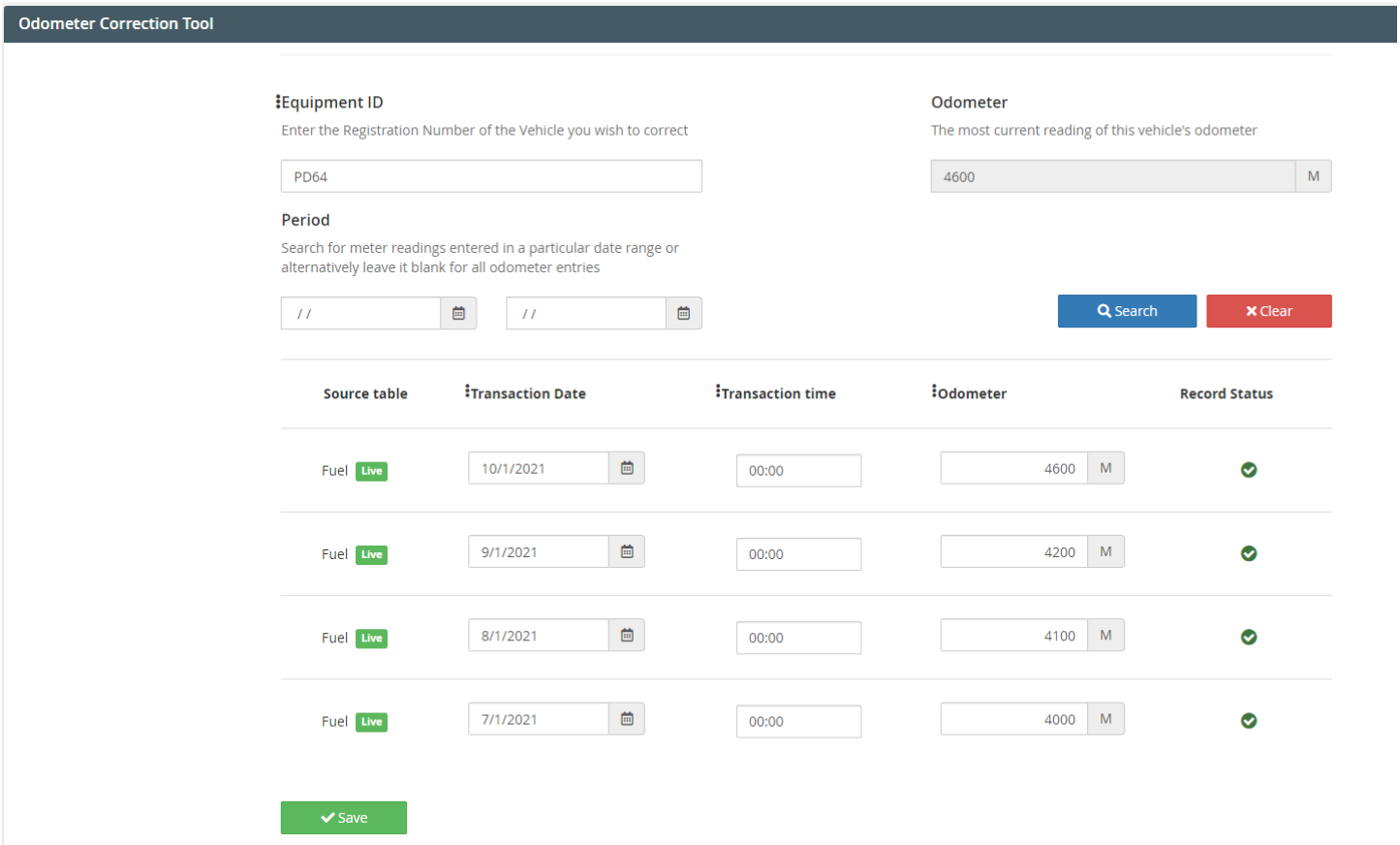
4. Enter date range to search odometer readings for. (If blank, all entries will be displayed).

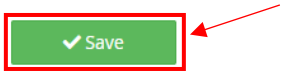


5. Click Search.



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



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

8. Click Save to commit the changes entered.