



**TIPS AND TRICKS
USER GUIDE**

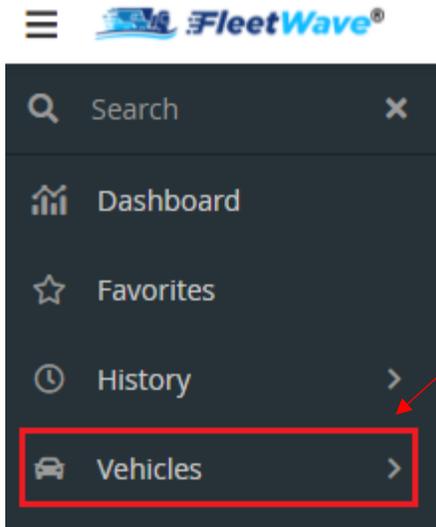
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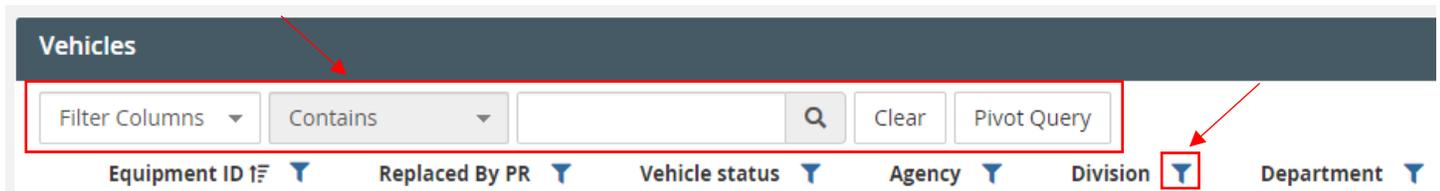
Filtering

There are two ways to filter lists: drop-down menus and filter icon

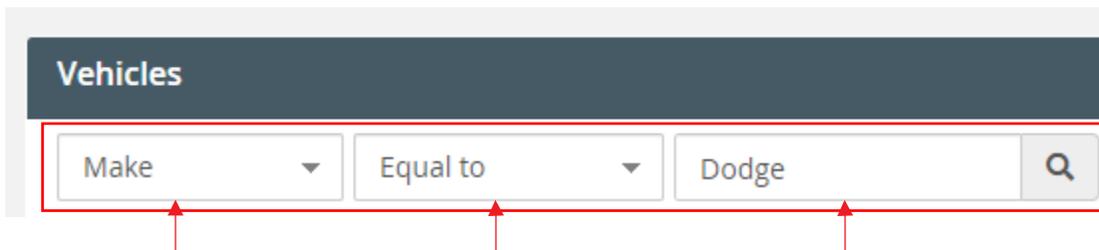
1. Access the table you would like to filter
For this example, we will be using the Vehicles table (Located on the left toolbar)



2. Your filtering options are located at the top of the vehicle list.



3. Using the drop-down menu to filter, we will filter all *Makes* that equal *Dodge*.



4. Click on the search icon



5. FleetWave displays only vehicles with the *Makes* that equal *Dodge*.

Equipment ID	Replaced By PR	Vehicle status	Agency	Division	Department	Model Year	Make
YR556		Live	DMS	72J	72J	2019	Dodge
YR488		Live	DMS	72J	72J	2019	Dodge
YQ032		Live	DMS	72J	72J-3000	2019	Dodge
YQ033		Live	DMS	72J	72J-1100	2019	Dodge
YG723		Live	DMS	72J	72J	2001	Dodge
ST033760		Live	DMS	7CA	7CA	2005	Dodge

6. Using the filter icon , we will filter all *Makes* that equal *Dodge*.

7. Click on the filter icon beside *Make*.  A filter pop-up screen will be displayed.

Filter: Make ×

Basic Filter Custom Filter

Search

Append Selection to Filter

Select all

- Arising Industries
- Buick
- Chevrolet
- Chrysler
- Dodge
- Electric
- Ford
- GMC
- Imperial Trailer

Apply Filter Clear filter Clear ALL Filters

8. Under the *Basic Filter*, select *Dodge*. Users can also use the *Custom Filter* to produce same results.

- Select all
- Arising Industries
 - Buick
 - Chevrolet
 - Chrysler
 - Dodge
 - Electric
 - Ford
 - GMC
 - Imperial Trailer

9. Click on Apply Filter. (Located on bottom, right of pop-out)

Apply Filter Clear filter Clear ALL Filters

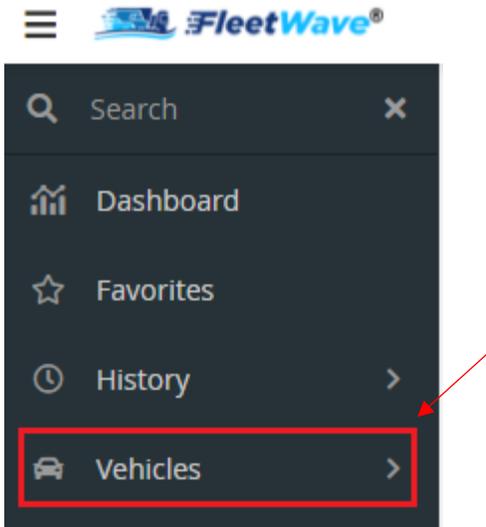
10. FleetWave displays only vehicles with the *Makes* that equal *Dodge*.

Make	Equal to	Dodge	Q	Clear	Pivot Query	Equipment ID	Replaced By PR	Vehicle status	Agency	Division	Department	Model Year	Make
						YR556		Live	DMS	72J	72J	2019	Dodge
						YR488		Live	DMS	72J	72J	2019	Dodge
						YQ032		Live	DMS	72J	72J-3000	2019	Dodge
						YQ033		Live	DMS	72J	72J-1100	2019	Dodge
						YG723		Live	DMS	72J	72J	2001	Dodge
						ST033760		Live	DMS	7CA	7CA	2005	Dodge

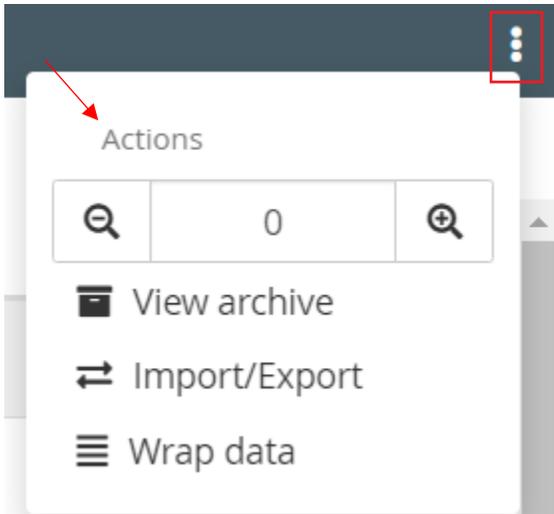
Import/Export

Import/Export allows you to print the screen you are on or export data to a CSV, Word, PDF or Excel format.

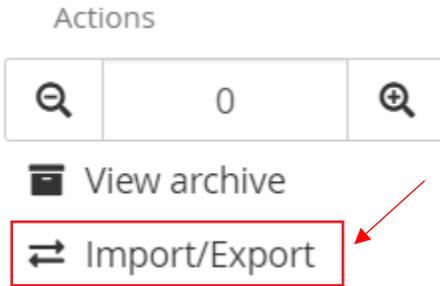
1. Access the table you would like to *Import/Export*.
For this example, we will be using the Vehicles table (Located on the left toolbar)



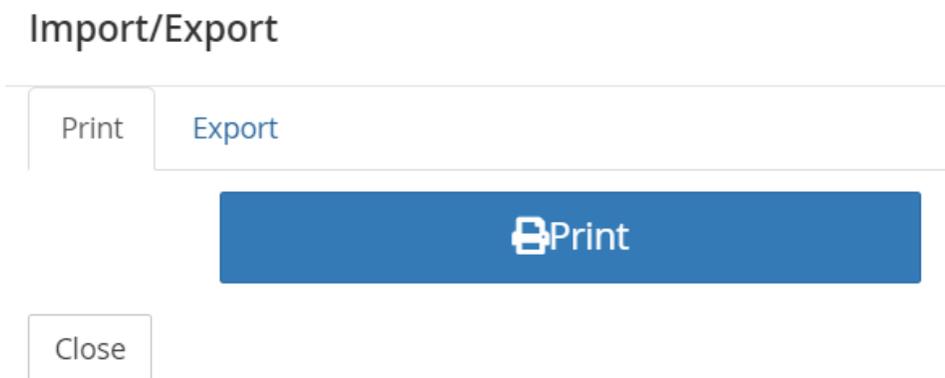
2. Click on the ellipses \dots (Located on the top, right)
An *Actions* menu will display.



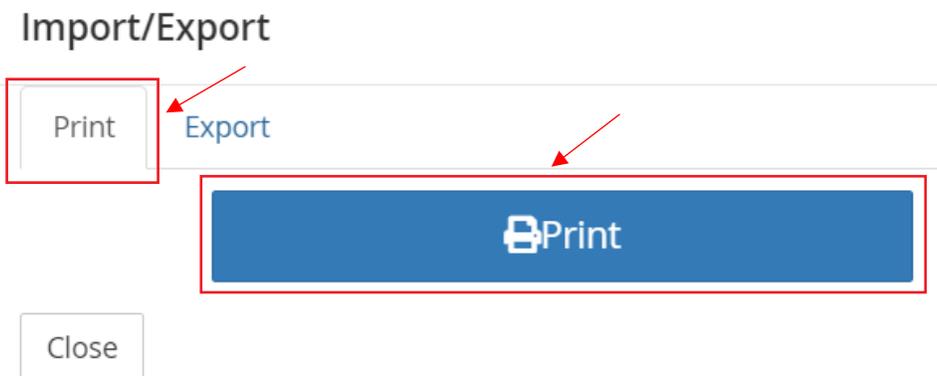
3. Click on *Import/Export*.



4. An Import/Export pop-up screen will be displayed.



5. On the *Print* tab, click on *Print* to print your table of equipment.



6. A print screen pop-out will be displayed.

11:41 AM Export Date: 9/9/2021 10:40, User ID: 115426TEST

Equipment ID	Replaced By PR	Vehicle Status	Agency	Division	Department	Model Year	Make	Model	Vehicle Type	Fuel Type	Driver Name	Odometer	Total Cost
YU567	Live	DMS	72J	72J		2021	Ford	TRANSIT T-150	Van	UL		0.00	0.00
YR616	Live	DMS	72J	72J		2020	Ford	TRANSIT CONNECT	Van	UL		43562.00	0.00
YR616	Live	DMS	72J	72J		2020	Ford	TRANSIT CONNECT	Van	UL		4817.00	0.00
YR554	Live	DMS	72J	72J		2020	Ford	TRANSIT CONNECT	Van	UL		6266.00	0.00
YR617	Live	DMS	72J	72J		2020	Ford	TRANSIT CONNECT	Van	UL		4566.00	0.00
YR544	Live	DMS	72J	72J-1100		2020	Ford	F-150	Pickup	UL		27002.00	0.00
YR513	Live	DMS	7000	7E3		2020	Chrysler	TAHOE	SUV	UL		15020.00	0.00
YR512	Live	DMS	7000	7E3		2020	Chrysler	TAHOE	SUV	UL		5137.00	0.00
YR790	Live	DMS	72J	72J-1100		2020	Chrysler	VOYAGER	Van	UL		4060.00	0.00
YR556	Live	DMS	72J	72J		2019	Dodge	CHARGER	Sedan	UL		6075.00	0.00
YQ033	Live	DMS	72J	72J-1100		2019	Dodge	GRAND CARAVAN	Van	UL		156020.00	0.00
YQ470	Live	DMS	72J	72J-1040		2019	Ford	TRANSIT CONNECT	Van	UL		58067.00	0.00
YQ471	Live	DMS	72J	72J-1100		2019	Ford	TRANSIT CONNECT	Van	UL		14952.00	0.00
YQ469	Live	DMS	72J	72J-1040		2019	Ford	TRANSIT CONNECT	Van	UL		13859.00	0.00
YQ466	Live	DMS	72J	72J-4520		2019	Ford	TRANSIT CONNECT	Van	UL		1981.00	0.00
YQ032	Live	DMS	72J	72J-3000		2019	Dodge	GRAND CARAVAN	Van	UL		27815.00	0.00
YR488	Live	DMS	72J	72J		2019	Dodge	GRAND CARAVAN	Van	UL		42798.00	0.00
ST0Y478	Live	DMS	7000	7E3		2018	Chrysler	TAHOE	SUV	UL	750038	62282.00	0.00
ST0Y4415	Live	DMS	7000	7E3		2018	Ford	EXPLORER	SUV	EB5	953568	46068.00	0.00
YP993	Live	DMS	72J	72J-3002		2018	Asiang Industries	612VSRW	NO	NO		0.00	0.00
YP992	Live	DMS	72J	72J-3002		2018	Asiang Industries	612VSRW	NO	NO		0.00	0.00
YF861	Live	DMS	72J	72J		2012	Impregal Trailer	TAB2510TRFLAT	NO	NO		0.00	0.00
ST014617	Live	DMS	72J	72J		2011	Ford	RANGER	Pickup	UL		819034.00	0.00
ST032879	Live	DMS	7000	7E3		2011	Ford	ESCAPE	SUV	UL	201624	170574.00	0.00
YQ726	Live	DMS	72J	72J		2010	Ford	F-150	Pickup	UL		230231.00	0.00
YQ720	Live	DMS	72J	72J		2009	Chrysler	SILVERADO	Pickup	UL		170364.00	0.00
ST032886	Live	DMS	72J	72J		2007	Ford	TALURUS	Sedan	UL		145472.00	0.00
ST030906	Live	DMS	7000	7E3		2007	Ford	EXPLORER	SUV	EB	780038	364867.00	0.00

Print 2 sheets of paper

Destination 4050_380.2_Bizhub or

Pages All

Copies 1

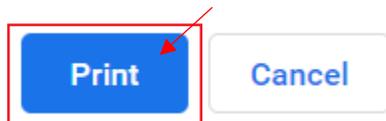
Layout Landscape

Color Black and white

More settings

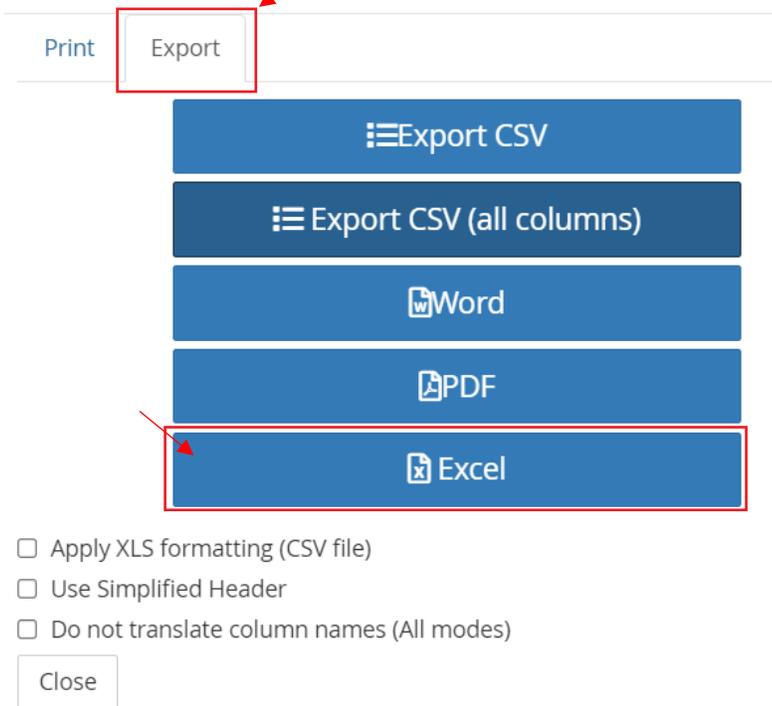
- a. Displays print preview
- b. Print: Displays number of pages
- c. Destination: Display the printer option
- d. Pages: Choose how many pages you want to print
- e. Copies: Choose how many copies you want to print
- f. Layout: Choose portrait or landscape
- g. Color: Choose your print color option
- h. More Settings: Allows user to choose more printer settings

7. Click print to send print display to the destination of your choice.

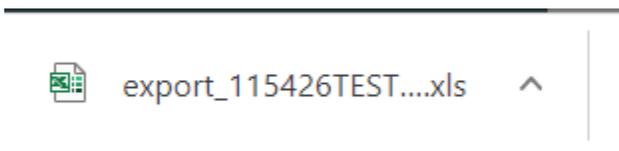


- To *Export*, repeat steps one (1) through four (4).
- On the *Export* tab, click on the format you would like to export the table of equipment in. For this example, we will be using *Excel* format.

Import/Export



- Once you click on your format of choice, your export will display on the bottom of the screen.

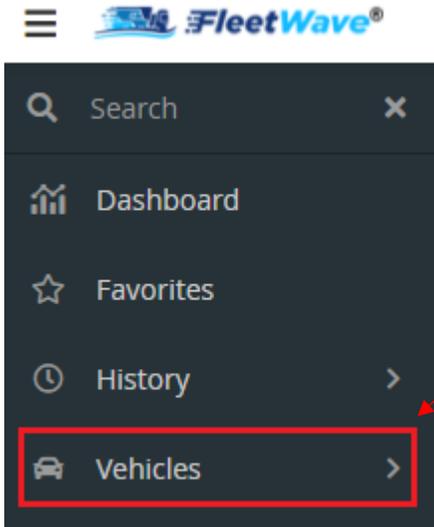


- Click on the file, and your data will be displayed in the format selected.

	A	B	C	D	E	F	G	H
1	Export							
2								
3	Equipment ID	Replaced By PR	Vehicle Status	Agency	Division	Department	Model Year	Make
4	YU567		Live	DMS	72J	72J	2021	Ford
5	YS790		Live	DMS	72J	72J-1100	2020	Chrysler
6	YR513		Live	DMS	7000	7E3	2020	Chevrolet
7	YR512		Live	DMS	7000	7E3	2020	Chevrolet
8	YR618		Live	DMS	72J	72J	2020	Ford
9	YR616		Live	DMS	72J	72J	2020	Ford
10	YR554		Live	DMS	72J	72J	2020	Ford
11	YR617		Live	DMS	72J	72J	2020	Ford
12	YR556		Live	DMS	72J	72J	2019	Dodge
13	YR544		Live	DMS	72J	72J-1100	2020	Ford
14	YR488		Live	DMS	72J	72J	2019	Dodge
15	YQ470		Live	DMS	72J	72J-1040	2019	Ford
16	YQ471		Live	DMS	72J	72J-1100	2019	Ford
17	YQ469		Live	DMS	72J	72J-1040	2019	Ford
18	YQ466		Live	DMS	72J	72J-4020	2019	Ford
19	YQ033		Live	DMS	72J	72J-1100	2019	Dodge

Pivot Query

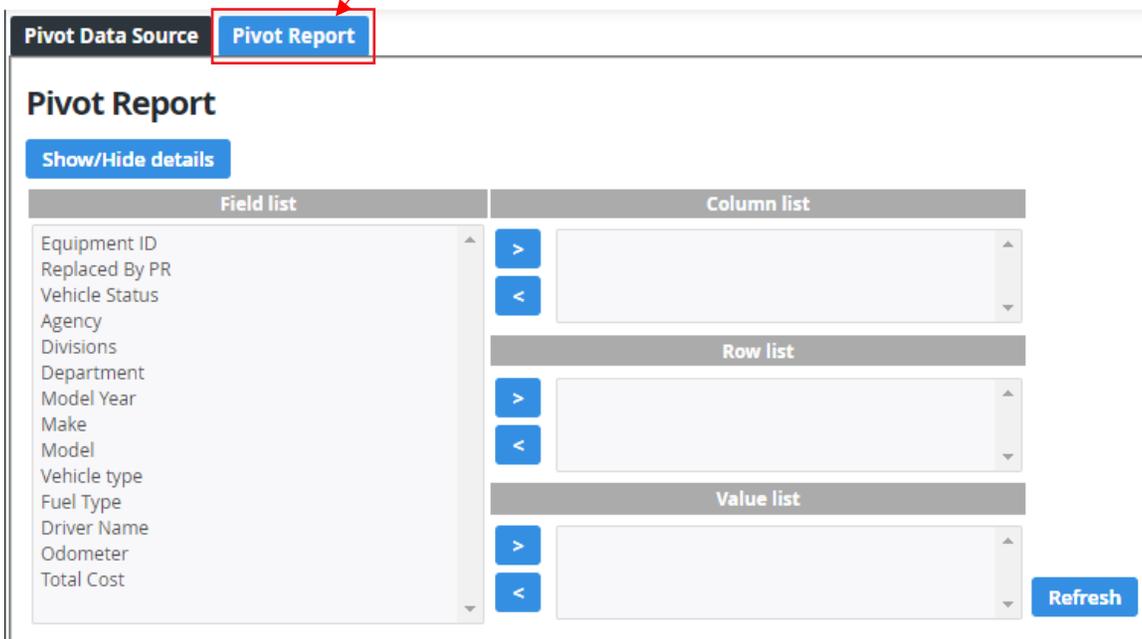
1. Access the table you would like to create a Pivot Query on.
For this example, we will be using the Vehicles table (Located on the left toolbar)



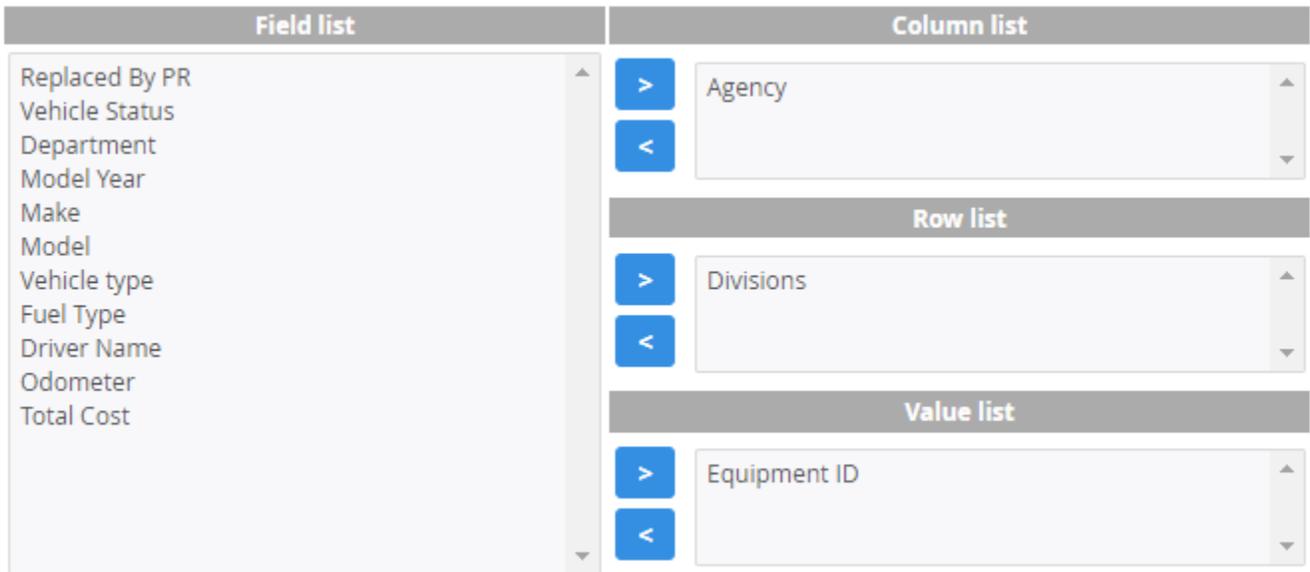
2. Click on *Pivot Query* (Located on top, left)



3. A pivot report pop-up screen will be displayed.



4. Using the pivot report screen, we will create a pivot report that shows the number of assets within each division of the agency.
 - a. Use the arrow keys   to add/remove items from *Field List* to *Column/Row/Value List*.

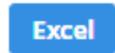


5. Click on *Refresh*, and the *Pivot Report* will display.



Pivot Report



Agency		
Divisions	DMS	Row Totals
7000	6	6
726	1	1
72B	2	2
72J	54	54
7CA	2	2
Column Totals	65	65

6. *Show/Hide Details* will display your query.



7. *Cancel* will take you back to the table of equipment.



8. *Print*. As of September 7, 2021, there is a bug in the *Print* option. The vendor is aware and working a solution. Use the *Excel* option, to download into Excel and print your report.



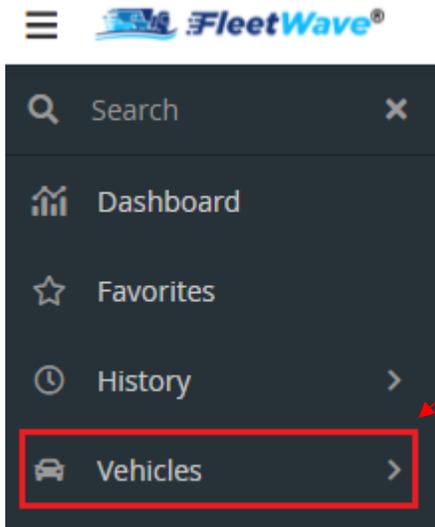
9. *Excel* will download your query in Excel format. You may print your report from here.



Printing

There are multiple ways to print information in the system.

1. See [Import/Export](#) steps one (1) through seven (7).
2. Access the table you would like to Print.
For this example, we will be using the Vehicles table (Located on the left toolbar)



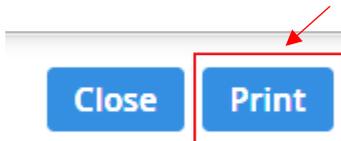
3. Locate the piece of equipment you would like to print information on using the filter option.
4. Once you find the equipment, click on the edit icon. *(You can also click directly on the Equipment ID)*



5. Locate and click on the print icon. *(located near tabs on top screen)*



6. Screen print preview will be displayed. Click on *Print* (located on top, right)

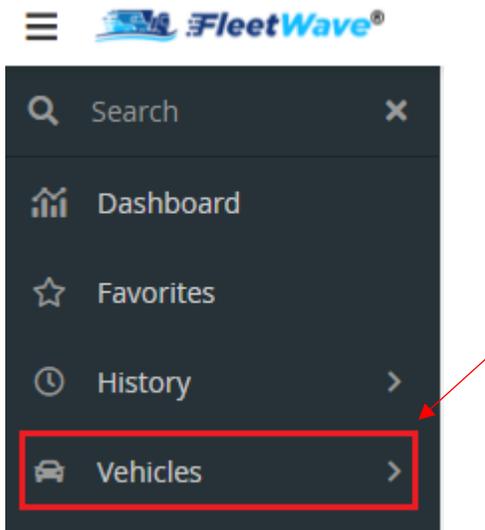


7. Print screen pop-out will then be displayed. Follow [Import/Export](#) steps six (6) and seven (7).

Sorting

You can sort items on your screen in ascending or descending order if the sort icon  is displayed.

1. Access the table you would like to Print.
For this example, we will be using the Vehicles table (Located on the left toolbar)

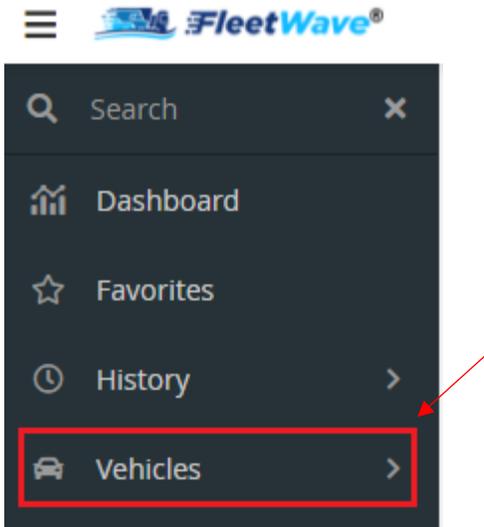


2. Locate the sort icon 
3.  The up arrow on the sort icon will sort your information in descending order.
4.  The down arrow on the sort icon will sort your information in ascending order.

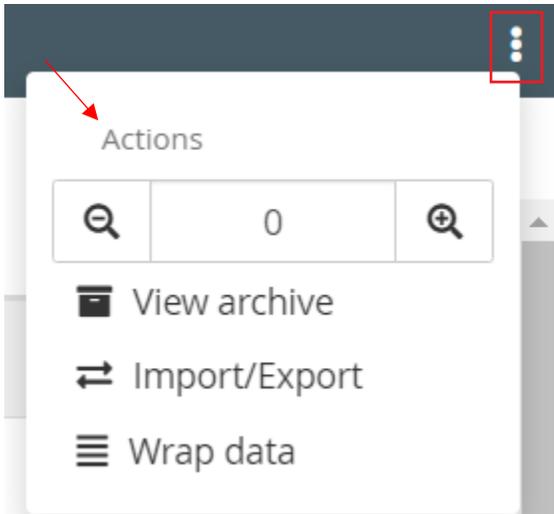
View Archive

View Archive allows you to see all agency vehicles in the following status(s): 'Disposed', 'Pending Disposal'.

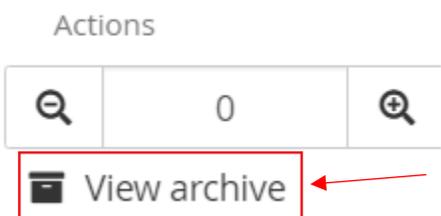
1. Access the table you would like to *View Archive* on.
For this example, we will be using the Vehicles table (Located on the left toolbar)



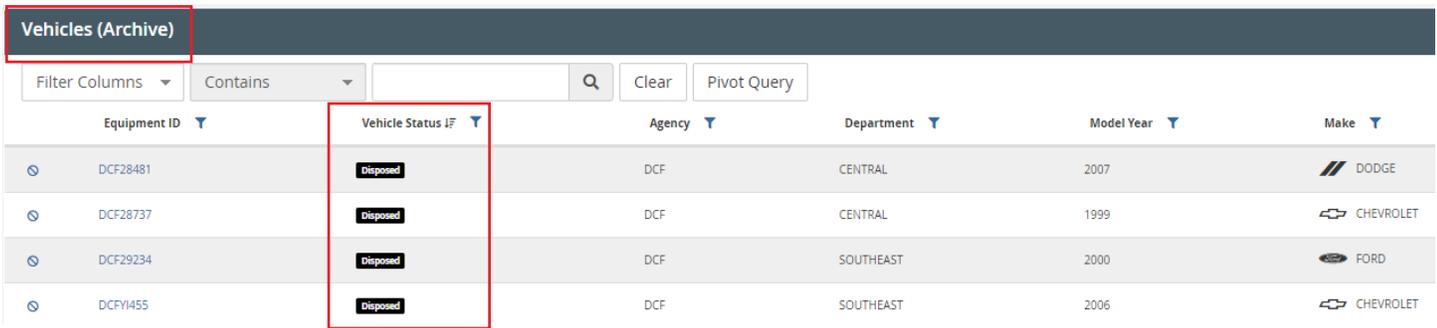
2. Click on the ellipses \dots (Located on the top, right)
An *Actions* menu will display.



3. Click on *View Archive*.



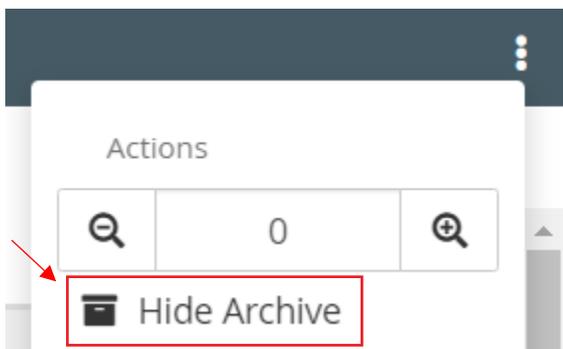
4. The vehicle table will display all archived equipment.



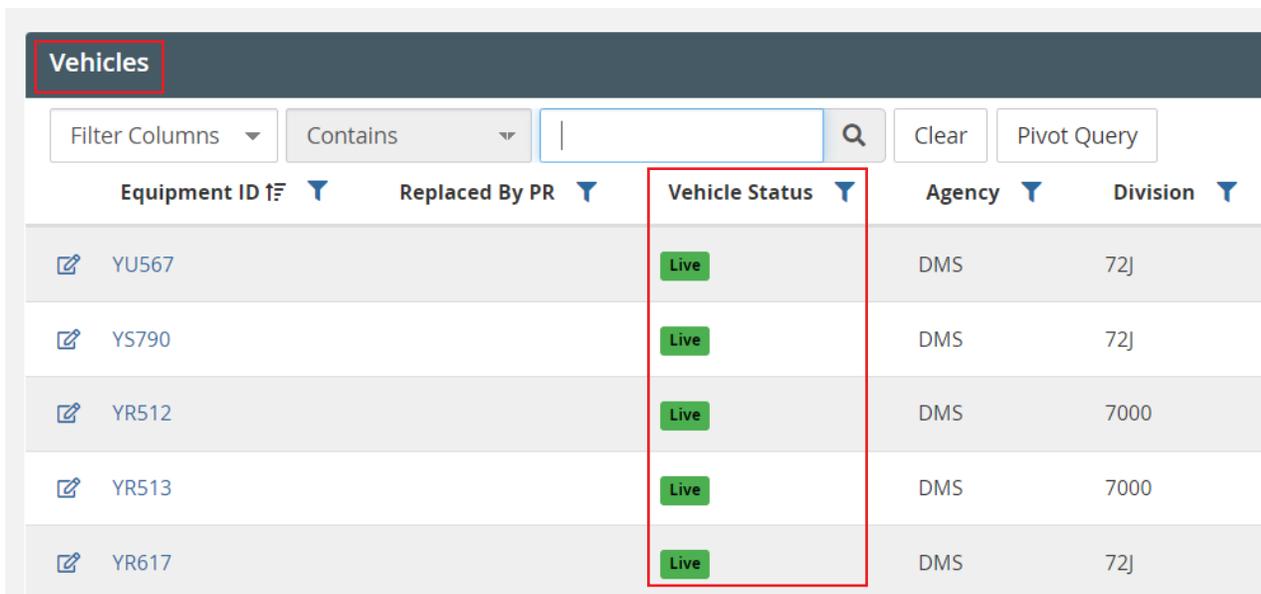
Equipment ID	Vehicle Status IF	Agency	Department	Model Year	Make
DCF28481	Disposed	DCF	CENTRAL	2007	DODGE
DCF28737	Disposed	DCF	CENTRAL	1999	CHEVROLET
DCF29234	Disposed	DCF	SOUTHEAST	2000	FORD
DCFY455	Disposed	DCF	SOUTHEAST	2006	CHEVROLET

5. To exit the archive view, click on the ellipses  (Located on the top, right)
An *Actions* menu will display.

6. Click on *Hide Archive*.



7. FleetWave will display the active table of equipment.

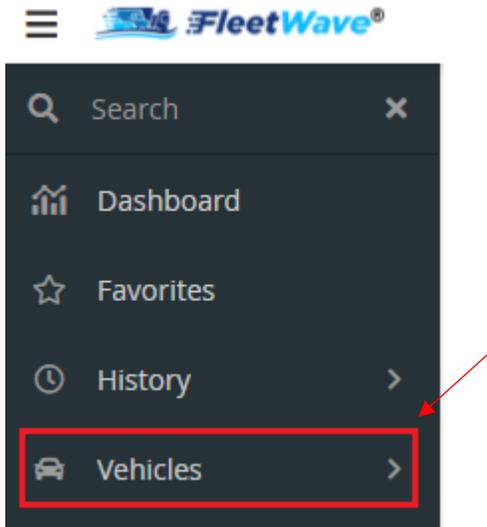


Equipment ID	Replaced By PR	Vehicle Status	Agency	Division
YU567		Live	DMS	72J
YS790		Live	DMS	72J
YR512		Live	DMS	7000
YR513		Live	DMS	7000
YR617		Live	DMS	72J

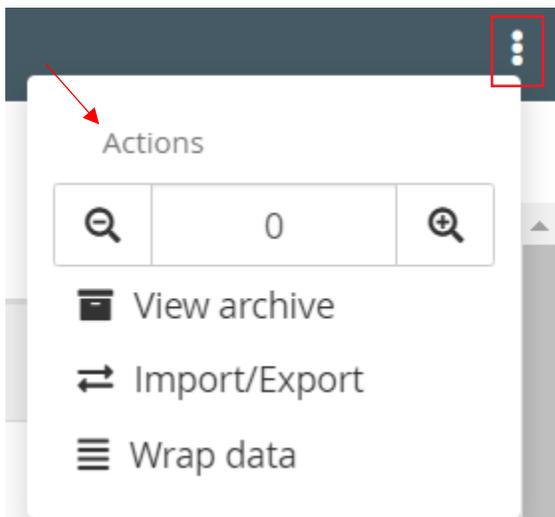
Wrap Data

Wrap Data will only take effect when there are sufficient columns on the screen to require you to horizontally scroll. FleetWave will look for columns that can be reduced in size and wrap the data in them (like the wrap data function in Excel).

1. Access the table you would like to *Wrap Data* on.
For this example, we will be using the Vehicles table (Located on the left toolbar)



2. Click on the ellipses \vdots (Located on the top, right)
An *Actions* menu will display.



3. Click on *Wrap Data*.

Actions

0

View archive

Import/Export

Wrap data

4. Wrap Data will wrap the data in the columns that can be reduced in size.

Make	Model	Vehicle Type
Ford	F-150	Pickup
Ford	TRANSIT CONNECT	Van
Dodge	GRAND CARAVAN	Van
Dodge	GRAND CARAVAN	Van
Ford	TRANSIT CONNECT	Van

→

Make	Model	Vehicle Type
Ford	F-150	Pickup
Ford	TRANSIT CONNECT	Van
Dodge	GRAND CARAVAN	Van
Dodge	GRAND CARAVAN	Van
Ford	TRANSIT CONNECT	Van

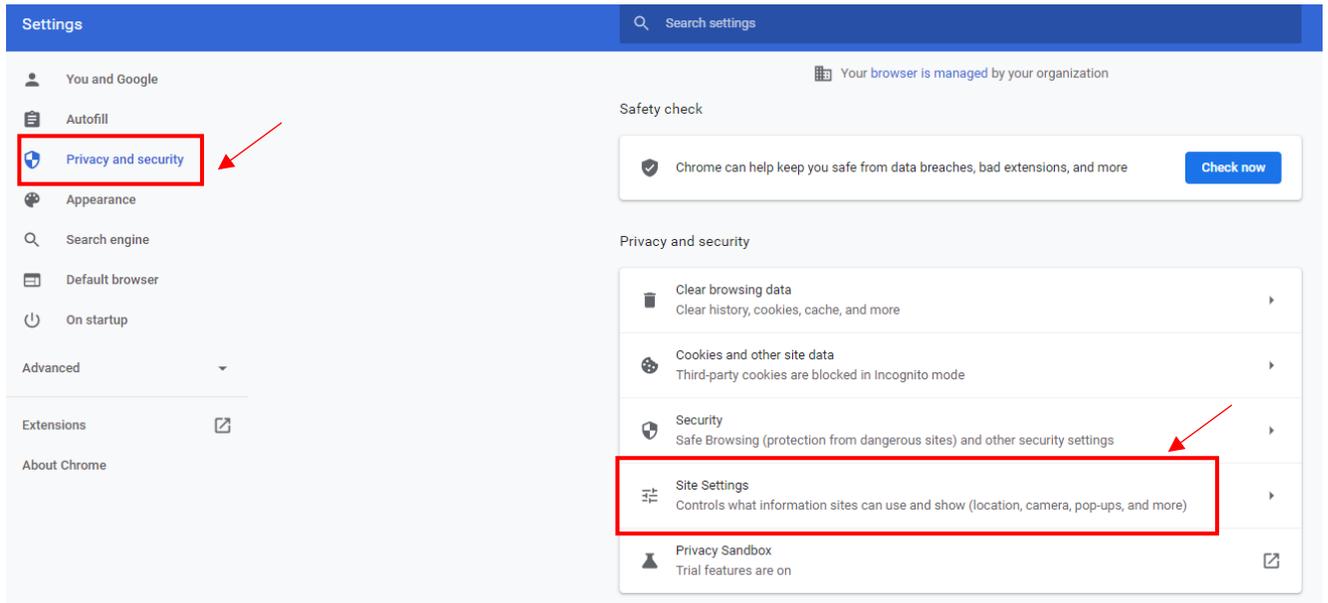
5. To return to previous view, repeat steps two (2) and three (3).

Pop-up Blocker Access

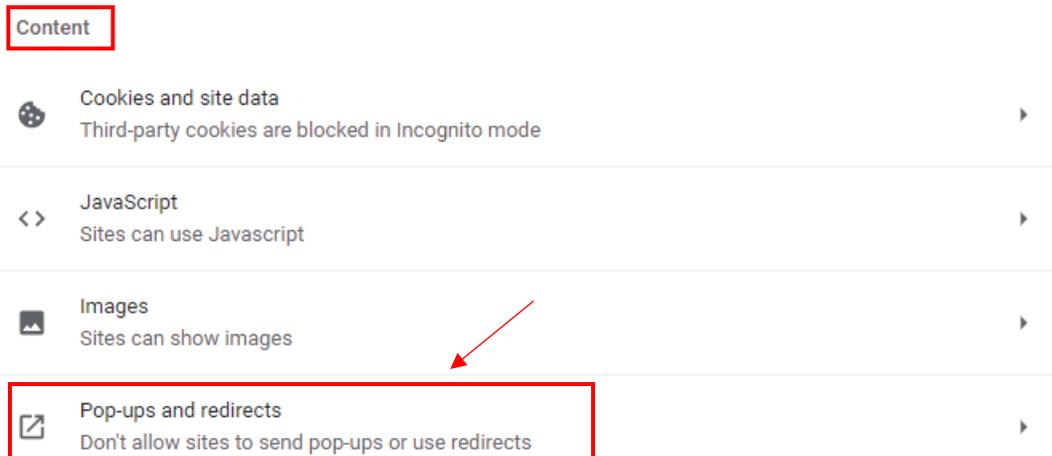
Users will need to allow access to pop-up blockers for the FleetWave production website.

Google Chrome

1. Click the ellipsis icon  in the upper right corner of your web browser, and then click Settings.
2. In the Privacy and Security settings section, click Site Settings.



3. Under Site Settings, scroll to the Content section and click Pop-ups and Redirects.



4. Under the Allowed to send pop-ups and use redirects, click Add.

Sites might send pop-ups to show ads, or use redirects to lead you to websites you may not want to visit

Default behavior

Sites automatically follow this setting when you visit them

- Sites can send pop-ups and use redirects
- Don't allow sites to send pop-ups or use redirects

Customized behaviors

Sites listed below follow a custom setting instead of the default

Not allowed to send pop-ups or use redirects

Add

No sites added

Allowed to send pop-ups and use redirects

Add

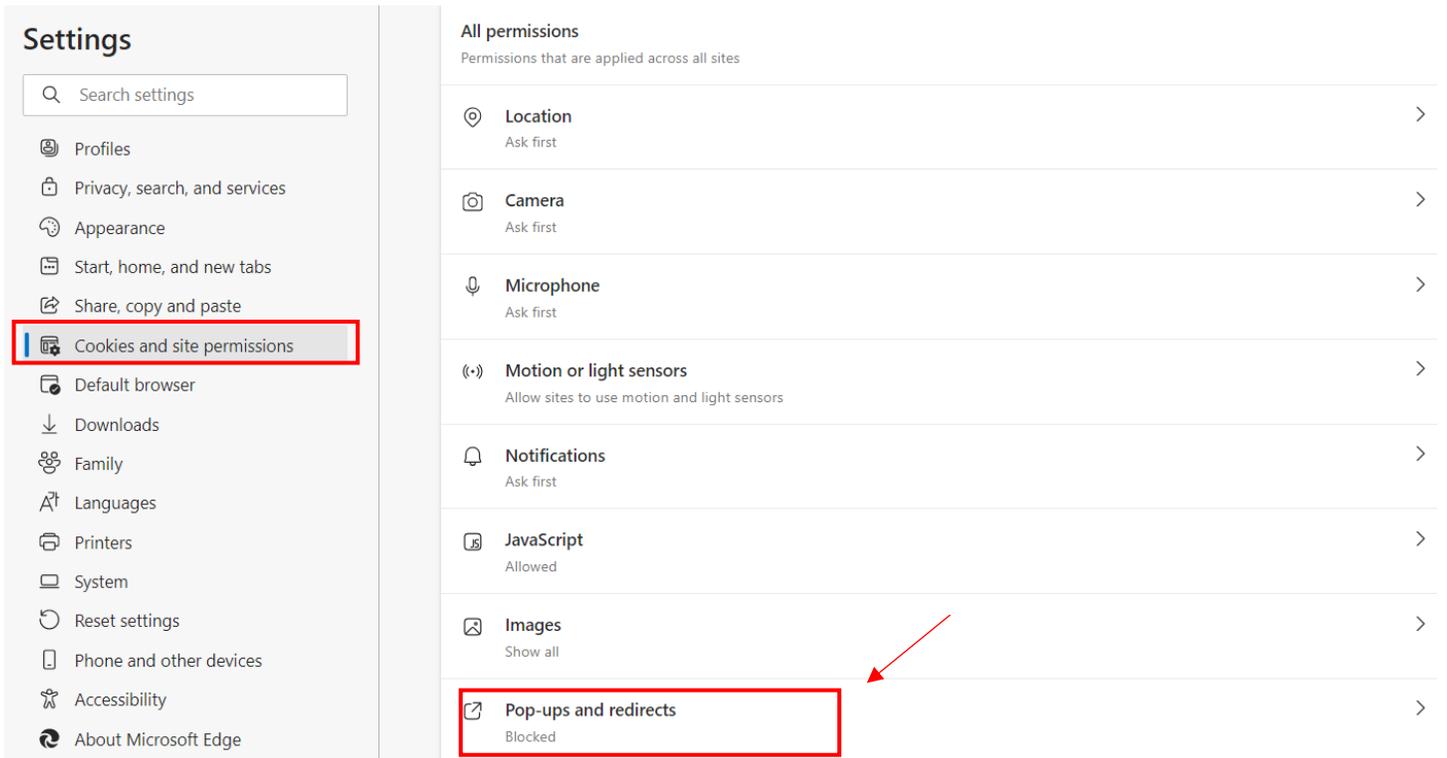
 <https://hosting.chevinfleetus.com>

▶ ⋮

5. Enter the FleetWave url <https://uspod002.chevinfleet.com/StateofFlorida/script/mainmenu.aspx?appname=FWCORE> and click Add.

Microsoft Edge

1. Click the ellipsis icon (...) in the upper right corner of your web browser, and then click Settings.
2. In the Cookies and site permissions section, click Pop-ups and Redirects option under 'All Permissions'.



3. Under the Allow, click Add.



4. Enter the FleetWave url
<https://uspod002.chevinfleet.com/StateofFlorida/script/mainmenu.aspx?appname=FWCORE>

5. Click Add.