FUELWARE

Quick Reference

Version 1.1 – June 2008

TribeWare
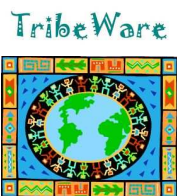
Getting to FuelWare…

In Internet Explorer go to the following site: **http://www.tvccainfosystems.com**

Logging into FuelWare…

1. Enter your username in the field indicated.

2. Enter your password in the field indicated.

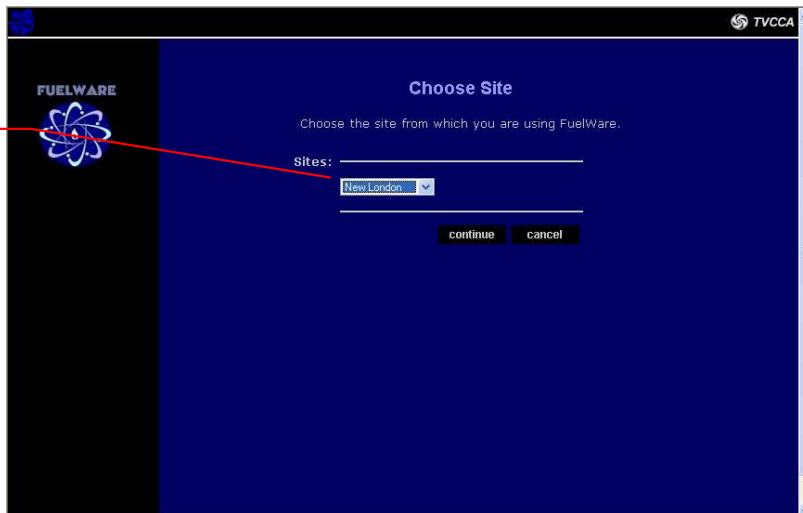3. Press the **LOGIN** button.

Type your user name here

Enter your password here
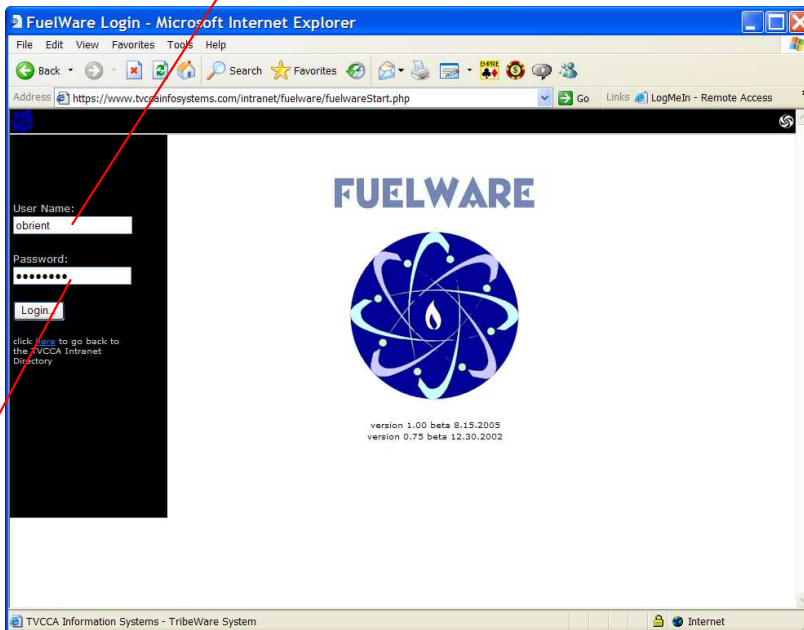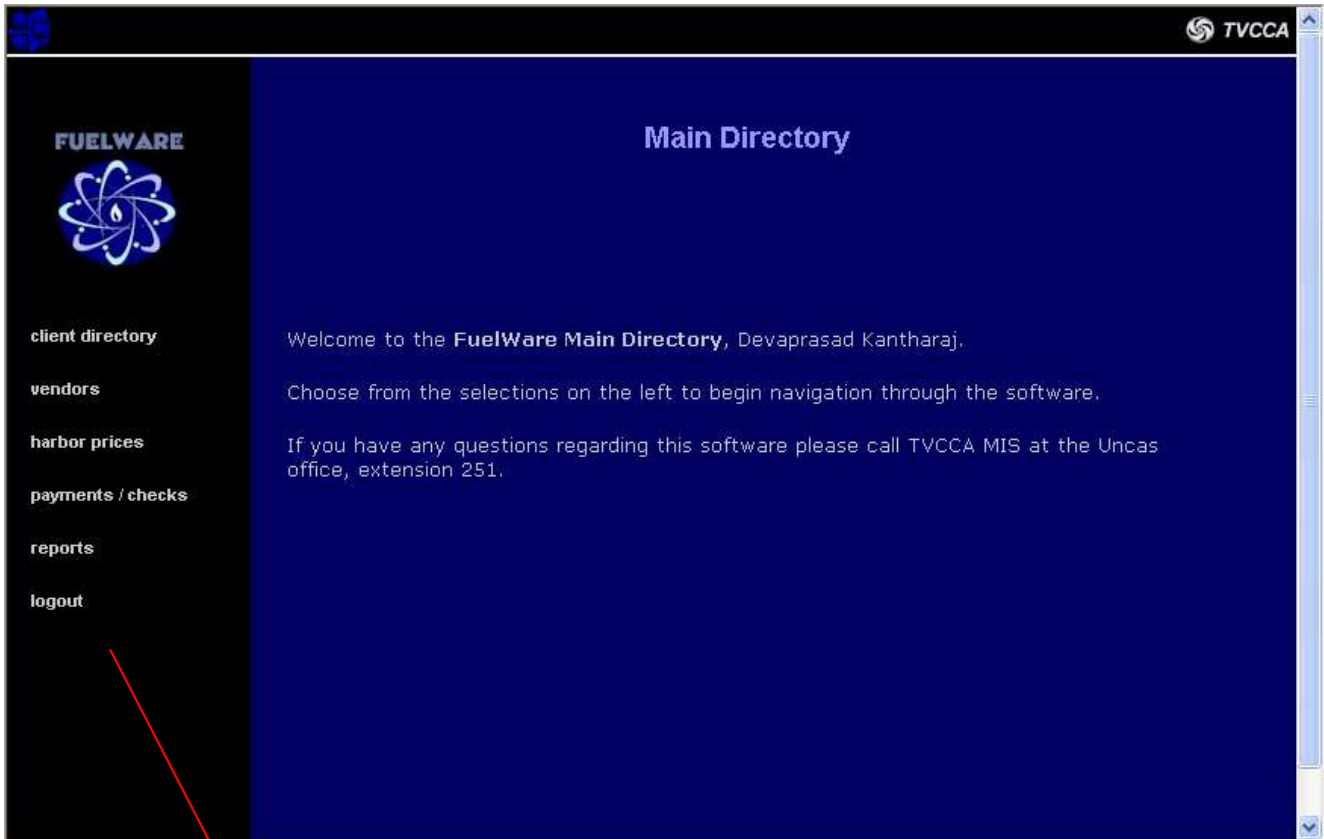

4. IMPORTANT: Select the site at which you are working from the list. It is very important that you accurately select the site as it affects reporting.

5. Click the 'continue' button

Select the site here

The Main Directory…

Click on these links to navigate through FuelWare

CLIENT DIRECTORY: opens a page to search for and add clients

VENDORS: lists basic vendor information

HARBOR PRICES: view harbor price and fixed margin price information

PAYMENTS / CHECKS: list payment bundles and associated information

REPORTS: all reports

LOGOUT: use this to properly logout of FuelWare

The Client Directory

Click either link to begin a client intake

1. Enter your search criteria in any one of the fields
2. Click the **FIND** button

TIPS for searching…

-If you are using the **social security** or **telephone number** fields, do not use any dashes, spaces, or other punctuation. For instance, if you are searching for Social Security number 012-34-5678, type in *0123425678*.

-Include the area code in the **telephone number** field. For instance, to search for (860) 999-1234, type in *8609991234*

-You can search for clients that begin with partial search criteria. For instance, to search for all clients' **last names** that begin with the letters 'Sa', type in *sa* in the last name field.

Viewing a Client…

Universal note area – can be viewed by all staff in all TribeWare modules (these are NOT case notes)

Click on these links to navigate through the client screens

LINKS…

MAIN CLIENT VIEW: the current page which you are viewing

CERTIFICATION: opens a screen where one can work on certifying the current client

AUTHORIZATION / DELIVERY: enter and list authorization and invoices for the current client

PRINT: quick sub-menu to print the client application, certification letter, and DSS Supplemental Form

OTHER CLIENT DATA: quick sub-menu to edit and view client vendor, household view, living arrangements, and mailing address data

CLIENT CASE NOTES: opens a screen to view and enter case notes for the client
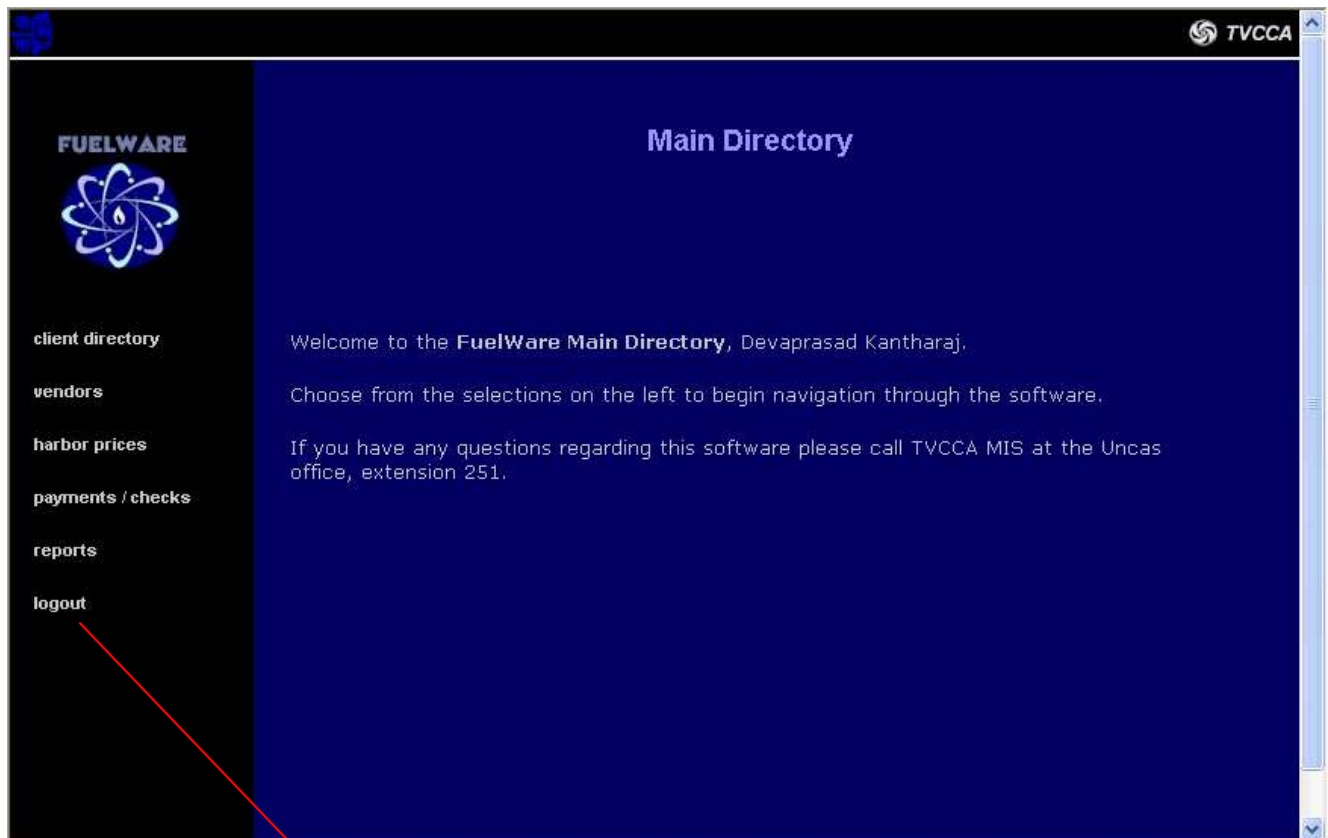
CLIENT DIRECTORY: return to the Client Directory

Logging Out…

    1. From *anywhere* in the software, find the FuelWare logo on the upper-left portion of your screen and click on it to bring you back to the Main Directory

Click on this logo anywhere in the software to bring you back to the Main Directory

    2. Click on **LOGOUT** to properly logout of FuelWare.

*Click here to **properly** logout of FuelWare*

TribeWare

TVCCA Information Systems
www.tvccainfosystems.com