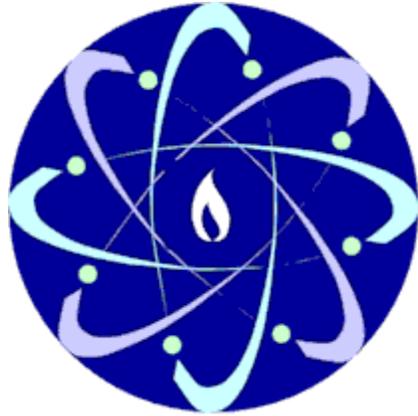


FUELWARE



Quick Reference – State User

Version 1.0 – March 9, 2006

TribeWare



Getting to FuelWare...

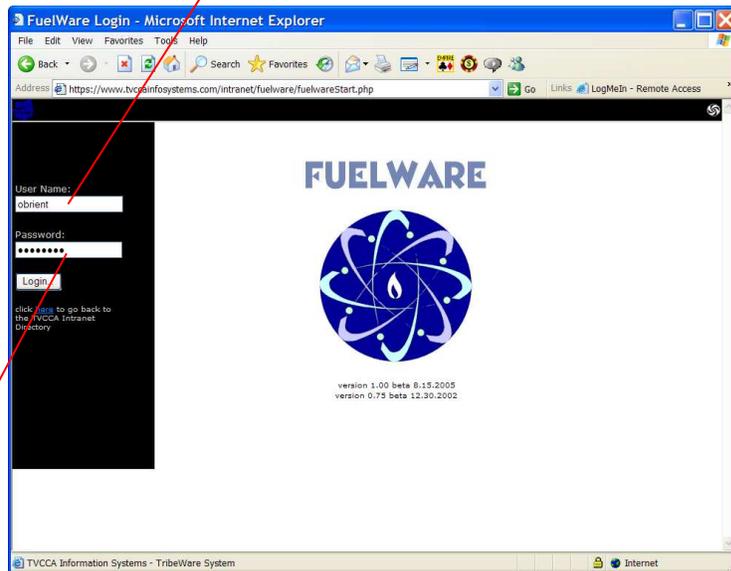
In Internet Explorer go to the following site: <http://www.tvccainfosystems.com>

Logging into FuelWare...

1. Enter your username in the field indicated.
2. Enter your password in the field indicated.
3. Press the **LOGIN** button.

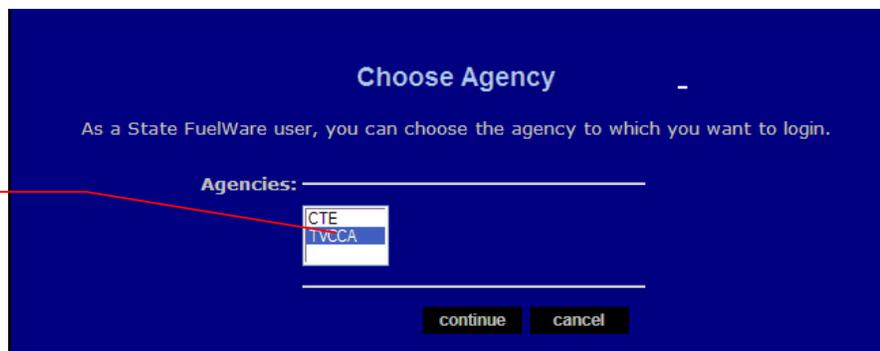
Type your user name here

Enter your password here.



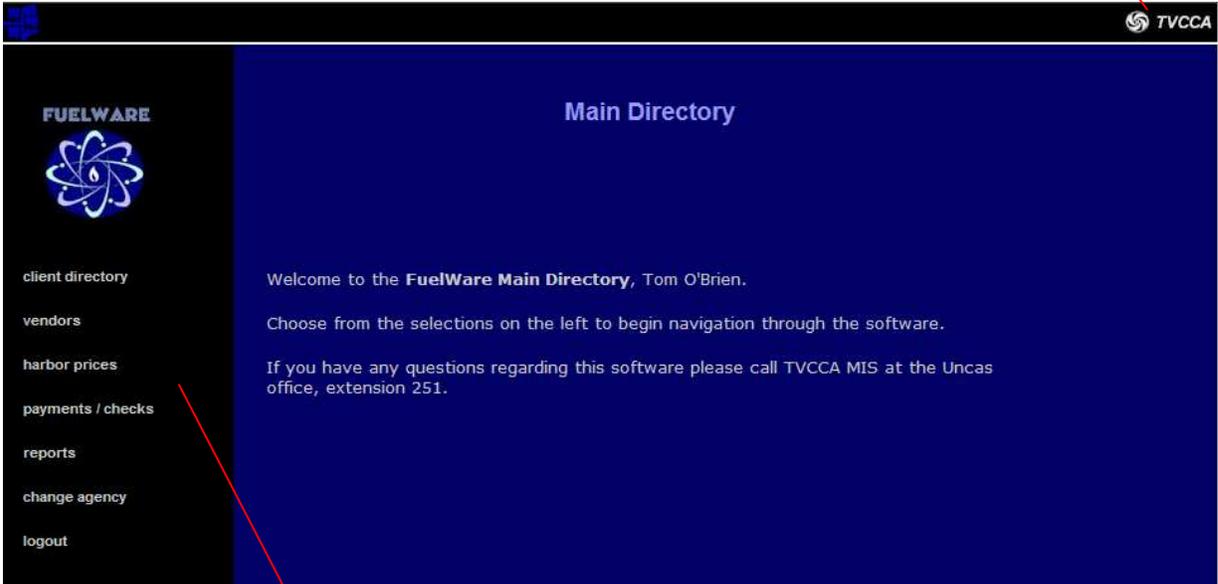
4. Select the agency to which you want to login
5. Click the continue button

Select the agency here.



The Main Directory...

Indicates which agency to which you are currently logged in.



Click on these links to navigate through FuelWare

- CLIENT DIRECTORY:** opens a page to search for 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
- CHANGE AGENCY:** use this to change the agency you are using to work with in FuelWare
- LOGOUT:** use this to properly logout of FuelWare

The Client Directory



The screenshot shows a dark blue interface titled "Client Directory". Below the title, there is a link that says "Click here if you would like to perform a Client Intake." and a prompt "Use the form below to find a client." The form consists of four radio button options, each followed by a text input field:

- find by social security number*
- find by last name*
- find by telephone number*
- find by case number*

At the bottom right of the form is a button labeled "FIND".

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.

The Reports Directory...

- 1. Click on the top list to choose a category of report and to open the second list.
- 2. Choose the report you want to run from the second list.
- 3. Click **CREATE REPORT** to open a new window with your report in PDF format

Click here to choose a category

The screenshot shows a dark blue background with the title "Reports Directory" in white. There are two white callout boxes with red borders and lines pointing to specific elements. The top callout points to a list of categories, where "client summary reports" is highlighted. The bottom callout points to a list of specific reports, with "create report" highlighted below it.

Reports Directory

- client lists
- client summary reports**
- authorization/delivery reports
- state reports
- utility reports / vendor lists
- batched reports
- reference table lists

- Eligibility Summary
- All Clients - Summary by Town
- All Clients - Summary by Application Date
- All Certified Clients - Summary by Certification Date
- All Certified Clients - Summary by Eligibility
- Clients With an Application Date Between Two Dates - Summary by Date
- Clients With an Application Date Between Two Dates - Summary by Town
- All Clients Between Two Intake Dates by Town - Summary by Town

create report

Choose a report from this section

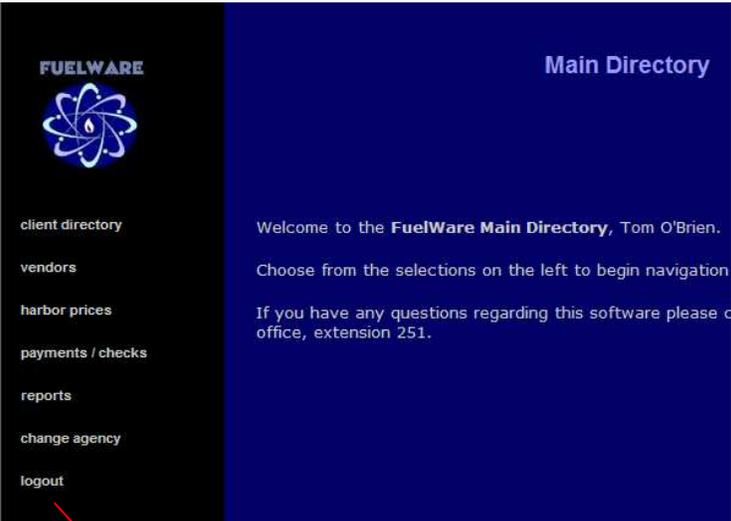
Logging Out...

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 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

