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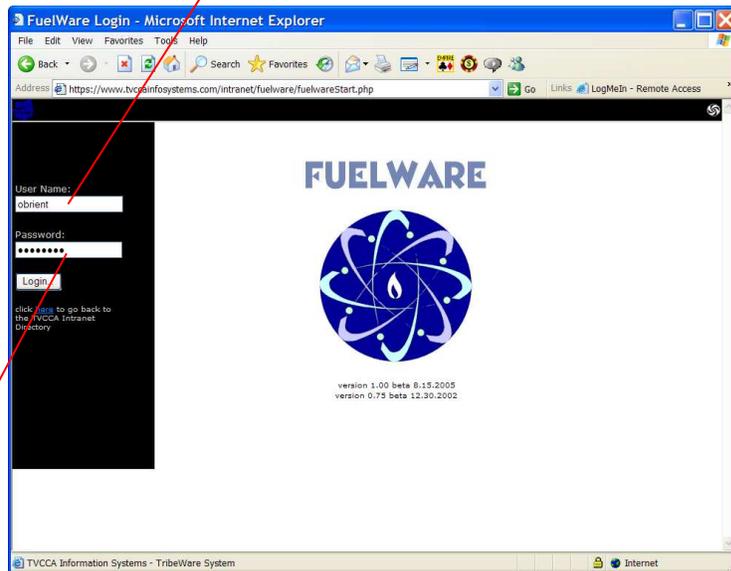
4. Select the agency to which you want to login
5. Click the continue button

Select the agency here.
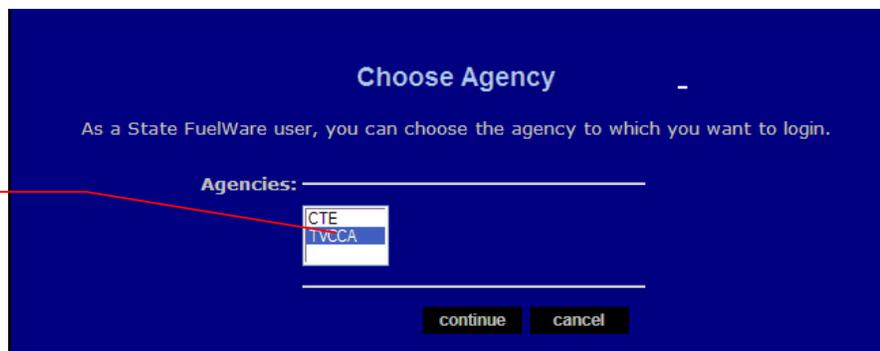
The Main Directory…

Indicates which agency to which you are currently logged in.
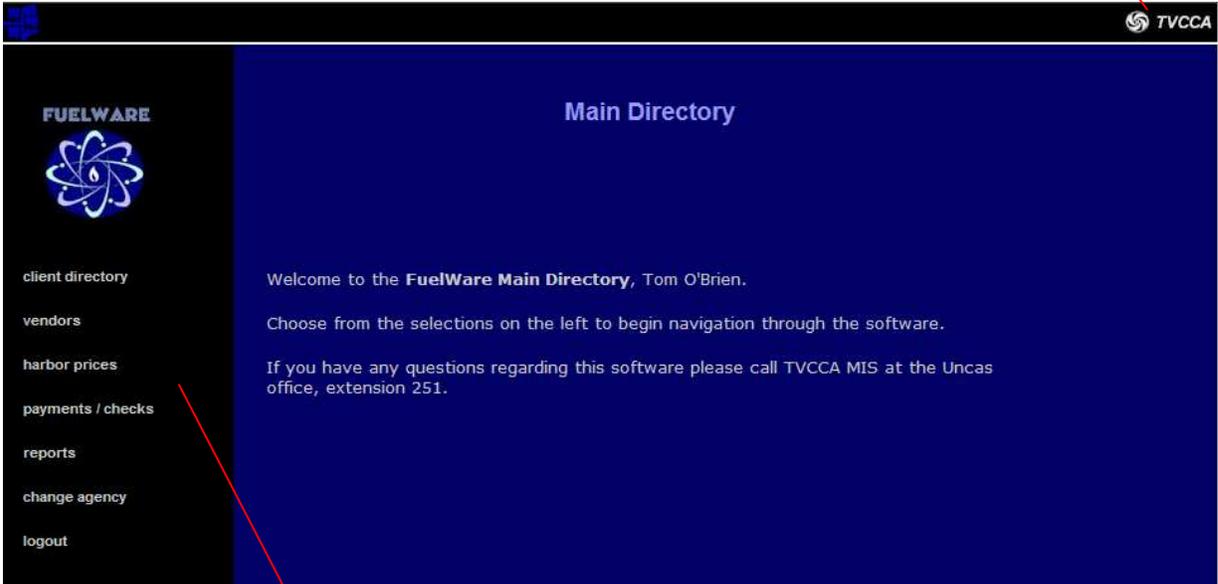
Click on these links to navigate through FuelWare

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

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

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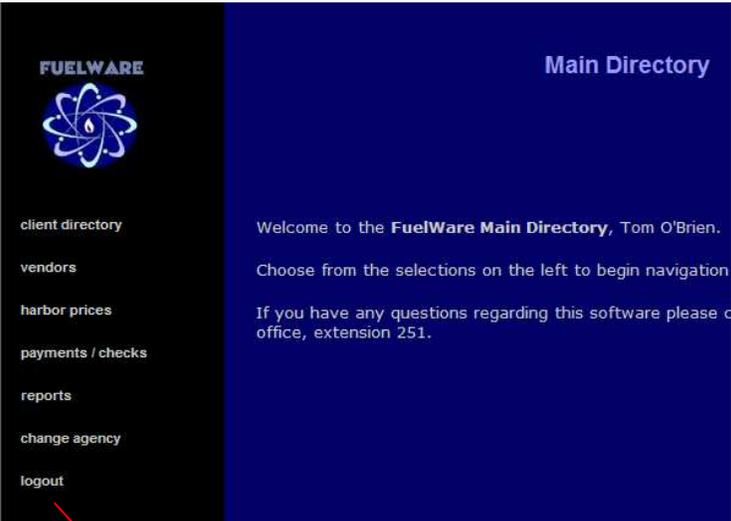
*Click here to **properly** logout of FuelWare*

TribeWare