Fleet Hub Guidance Document: Assigned Driver

Fleet Hub is located on the FleetOhio web Page: https://fleetohio.das.ohio.gov/fawebprod/

From here select the option for **Fleet Hub – Vehicle Assignment Application & Voyager Transactions**. It is found on the left side of the screen under "Quick Links". You **do not need** a User ID or password for this page.

Please follow the normal single sign on process to get onto the FleetOhio page or into the Fleet Hub when it appears. (If you have already signed into a single sign on page, it may skip this step.)

This will open the access page of the Fleet Hub. As an assigned driver you should only see transactions for your assigned vehicle.

Voyager Vehicle Transactions

If you are fleet coordinator, please navigate to *External Transactions* >> *Voyager Transactions* to see transactions for all vehicles in your agency.

Download Missing Receipt Affidavit

Voyager Transactions

Account	Driver	Fleet Ohio Equip #	Tran Date	Posted	Amount	Status	
869284117 - DEPT OF ADMN SVCS MANAGED		32-2020	9/5/2023	9/12/2023	99.00	Receipt Pending	✏
869284117 - DEPT OF ADMN SVCS MANAGED		32-2020	9/5/2023	9/7/2023	236.05	Receipt Pending	✏
869284117 - DEPT OF ADMN SVCS MANAGED		32-2020	7/11/2023	7/12/2023	47.75	Receipt Pending	✏
869284117 - DEPT OF ADMN SVCS MANAGED		32-2020	6/2/2023	6/6/2023	54.03	Receipt Pending	✏

Displaying 1 to 4 of 4 records. « ‹ Page 1 of 1 › »

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In the Status column you will see a handful of options:

- Received- Transaction has been received from Voyager.
- Needs Reviewed- Product code needs to be corrected, did not come from the vendor correctly. This will shown in **Yellow**.
- Receipt Pending- Needs receipt uploaded.
- Receipt Received- Receipt has been added, but not audited.
- Complete- Receipt has been audited with no issues found. This will be shown in **Green.**
- Error- Any Error in processing, email DASFleet@das.ohio.gov . This will shown in **Red**.

From here find the transaction that matches the receipt/invoice you have and then click the **blue** pencil on the far-right side of the table.

Voyager Transactions

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869284117 - DEPT OF ADMN SVCS MANAGED		32-2020	9/5/2023	9/12/2023	99.00	Receipt Pendi	✏
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Displaying 1 to 4 of 4 records. « ‹ Page 1 of 1 › »

This will populate the **Voyager Transaction Edit** screen. All information received from Voyager regarding that specific transaction will show here. On this screen you will need to do the following:

1. **Attach** the matching receipt. Please make sure the Full receipt is pictured/scanned with all parts of the receipt/invoice clear and legible (DATE, TIME, and AMOUNT).
   A. Match the receipt to the *Transaction Date* and *Total Amount.* These two show the date the service or fuel was gotten and for fuel transactions the fuel amount with tax that would show on the fuel receipt.
2. **Upload** the attached receipt or Invoice and correct coding (blue **Upload** button).
3. The Driver and Fleet Coordinator will receive an email notifying them that the product code needs updated. Look at the product code box if it blank and surrounded by a **Yellow** box this will need to be changed.
   A. If this needs changed the Import status will say *Needs Review* in **Yellow** and have a *Save* button in **Green**. Please update to the correct service (Oil change, Wash, Wiper blades) there is a button at the bottom left that says *View Product Code/Task ID* that will open a window of example codes please pick the closest one to what service was received.
      a. If there is only one line avalible and multiple services were received choose Oil change (code A) first, if no oil change choose the most relevant option based on the invoice.
   B. If it needs to be coded as fuel please click the *Is Fuel* box and use 01 for unleaded or 05 for Diesel
   C. It is recommended that you *Save* as you go. This will alert you to any issues if the upload gets stalled and does not finish.

Voyager Transaction Edit

Previous Transaction **Next Transaction** ✕

Card # 404227	**Account** 869284117 - DEPT OF ADMN SVCS MANAGED
Transaction Date Time 8/31/2023 4:28 PM	**Posted Date** 9/4/2023	**Reference #** 664814	**Approval/Auth Code** 618164
Merchant Name TEDS AUTO SALES	**Merchant Address** 918 W MAIN ST LOUISVILLE OH 44641-0000	**Invoice #** 00428513
VIN 3FA6P0G78HR318684	**Voyager Vehicle #** 054306	**Fleet Ohio Equipment #** 54-306	**Odometer** 0
Vehicle 2017 FORD FUSION	**Total Amount** $16.93	**Audit Status** Unaudited

Receipts

Select **Choose File** to select the file to upload. Then select **Upload** button to upload the receipt.
Only **image** and **pdf** files are allowed.

[Choose File] No file chosen ←

[Upload]

No Receipts uploaded.

For a line item where "Fleet Ohio Product Code" is blank please select proper product code and then select Save button.

Voyager Product	Is Fuel	Fleet Ohio Product Code	Quantity	Unit Price	Total Tax	Cost w/o Tax	Import Status
Work Order Transactions							
NP - PROD NOT AVAILABLE	☐	Select Fleet Ohio Product ▼	1	$16.93	$0	$16.93	Review Required

③

[View Product Code/Task Ids] [Cancel] [Save] [Save and Send to AssetWorks Later]

When uploading a Receipt, Invoice, or Affidavit please click the **grey Choose File** button on the right side of the screen. This will allow for the user to search their computer or phone to find the receipt or invoice that corresponds to the Voyager transaction. Receipts and invoices can be more than one page if needed as long as all parts of the receipt are legible and shown. Please include all pages of maintenance invoices. As a reminder every time your car has service whether a PO is needed or not an invoice should

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be gotten by the driver when the car is picked up.
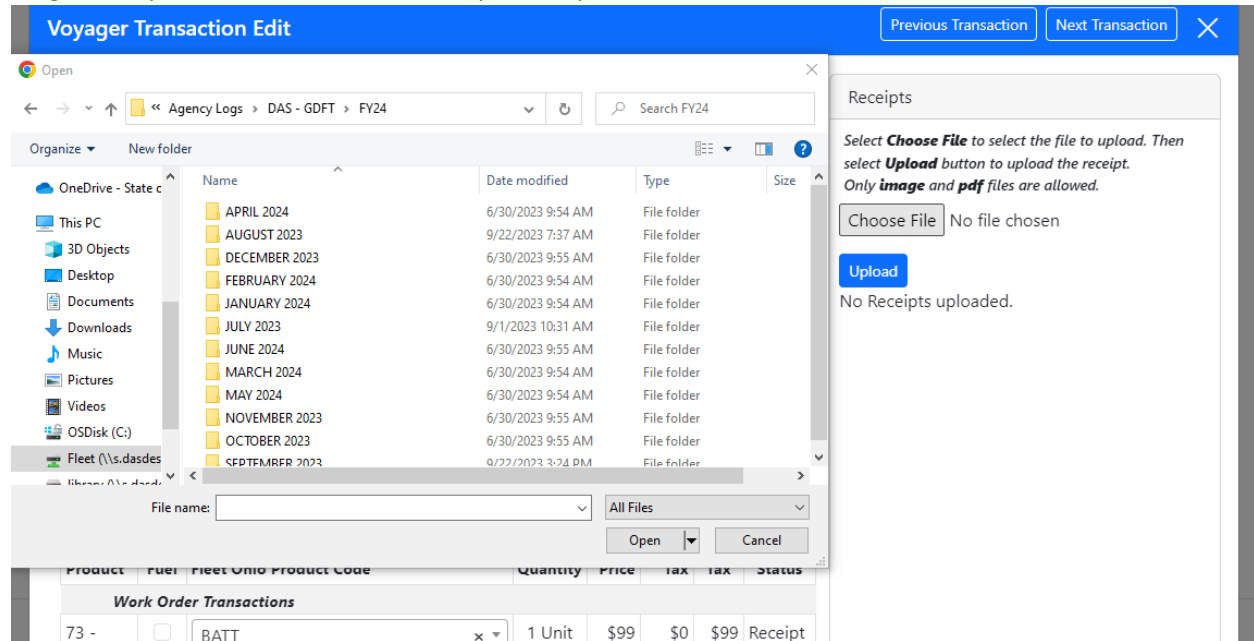
Once the receipt has been selected click the **blue Upload** button on the right side of the screen. Below the receipt is showing ready having been uploaded and the coding has been updated to reflect the Oil Change that was preformed instead of just REPR (repair). If needed there is a **red** delete button if the wrong receipt has been uploaded. It is at the bottom of the uploaded receipt image.
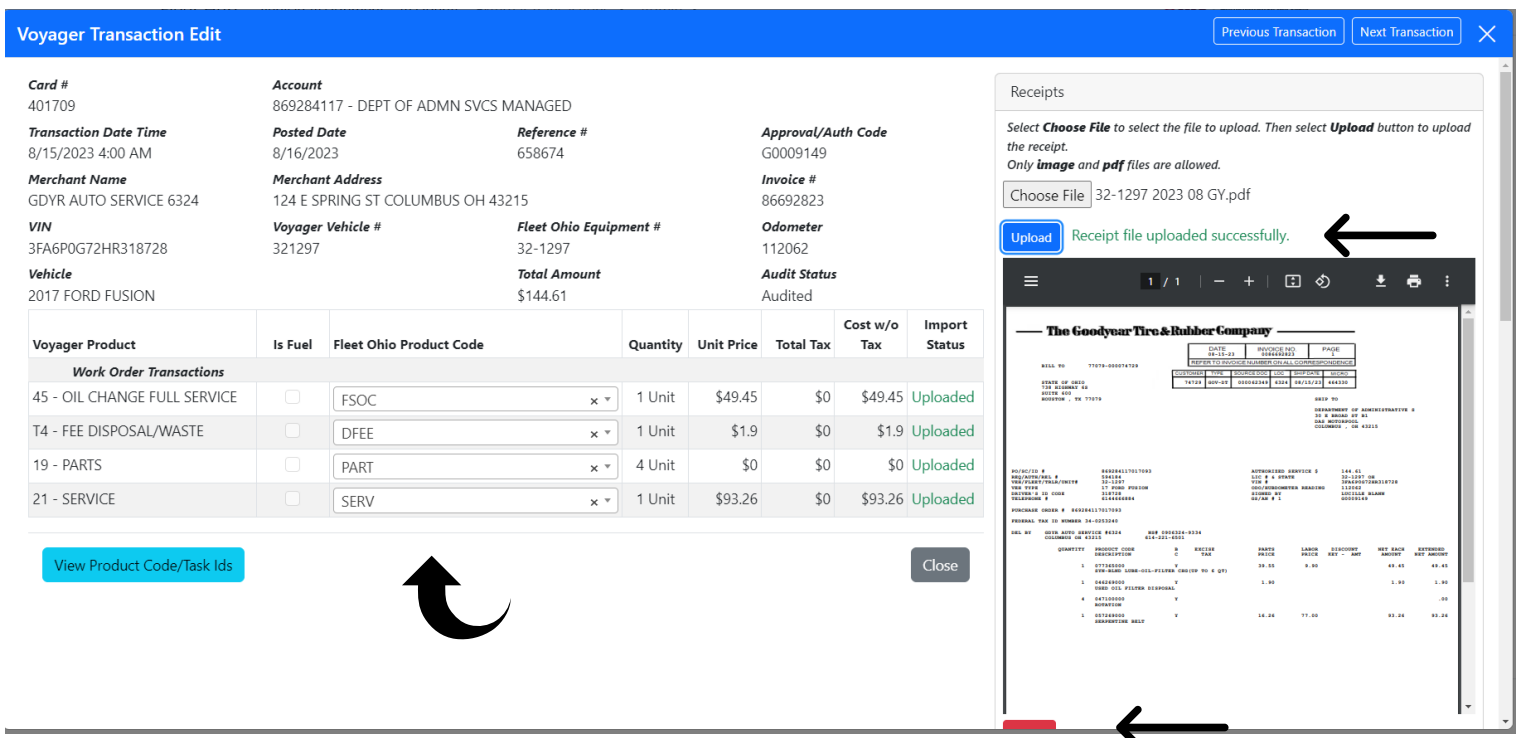
After the receipt has been uploaded and if needed the product code corrected saved for the transaction the driver can use the buttons at the top right corner of the screen to navigate to upload the next transactions receipt for the vehicle.

What if:

An invoice that is not populating? Voyager Transactions can take 10-15 days to show. If the transaction is still not showing please send the invoice or receipt to your Fleet Coordinator or DASFleet@das.ohio.gov so that the vendor can be contacted for timely billing and we here at Fleet can work to get the invoice properly billed.

An invoice that is not showing correctly, please follow the normal procedure for alerting OFM. Send an email to DASFleet@das.ohio.gov with the subject line "Dispute for *your vehicle license*". Within the email give us a little information about what is wrong, and we will get the dispute filed.

Please email any questions to DasFleet@das.ohio.gov . You will need access to Fleet Ohio to access the Fleet Hub. If you do not already have an account you will need to complete an Enrollment form for Fleet Ohio.

If you are not seeing any transactions or transactions that do not belong to your vehicle please contact your Fleet Coordinator and/or DASFleet@das.ohio.gov so we can get the problem corrected.

Updated 09/26/2023

Appendix A

Quick guide of Codes

Work Order Task IDs

Repair Task IDs

Task ID	Description	Task ID	Description
01	TOWING SERVICES	11	HEATING AND AIR CONDITIONING
02	CHANGE AND REPAIR TIRES	12	MOTOR / ENGINE
03	SUSPENSION SYSTEM	13	POWER TRAIN
04	WINDOW / GLASS – VEHICLE	14	IGNITION SYSTEM
05	SOFT TRIM AND UPHOLSTERY	15	COOLING SYSTEM
06	AUTO BODY / CAB BODY	16	FUEL SYSTEM
07	ELECTRICAL SYSTEMS	17	EMISSION SYSTEM
08	BATTERY AND SERVICES	18	EXHAUST SYSTEM
09	LIGHTING SYSTEM	19	FRAME AND CHASSIS
10	INSTRUMENTS AND GAUGES	20	BRAKES / PARKING / ABS / AIR

Preventative Maintenance Task IDs

Task ID	Description
A	LUBE OIL AND FILTER
B	A SERVICE + COOLANT CHECK
C	A + B SERVICES + FUEL FILTER, AIR FILTER, DIFFERENTIAL LUBRICANT

Fuel codes: First make sure the **Is Fuel** box is selected. Then pick from:

2. 01- Unleaded
3. 05- Diesel

With codes we just need the code to reflect what was done. If it has been miscoded and was for a car wash type in wash and options will populate. Please pick the one closest to the service received.

Updated 09/26/2023