



**MiFleet How to Guide**  
A Guide Through Cartrack MiFleet

Revision 1.5

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# INTRODUCTION: MIFLEET OVERVIEW

1. Users can select the tabs they wish to access

The screenshot displays the CARTRACK MIFLEET dashboard. At the top, there is a navigation bar with tabs for Map, List, Dashboard, Reports, MiFleet (selected), Delivery, Vision, and Control Room. Below this is a secondary menu with options like Reminders, Import Data, Export Data, Costs Summary, Document Storage, Contract Storage, Settings, and About MiFleet. A central menu bar contains icons for Dashboard, Fuel, Tolls, Fines, Tyres, Maintenance, Accidents, and MISC. Below the menu is a search bar and filters for Start Date (29/05/2022) and End Date (28/07/2022), along with an Export button. The main content is a table with columns for Vehicle, Fuel, Tolls, Fines, Tyres, Maintenance, Accidents, Insurance, and Total. The table lists various vehicle IDs and their associated costs. At the bottom, there is a pagination control showing Page 1 of 3 and 10 rows.

Vehicle	Fuel	Tolls	Fines	Tyres	Maintenance	Accidents	Insurance	Total
BD650002	SGD 11 000,00	SGD 11 023,54	SGD 11 000,00	SGD 27,82	SGD 37,45	SGD 11 026,75	0	SGD 44 148,73
CN4-TEST	SGD 12,84	0	SGD 37,45	SGD 107,00	SGD 48,15	SGD 5 350,00	0	SGD 5 557,58
DEVTEST(SG)	0	0	SGD 73,83	SGD 149,80	SGD 21,40	SGD 321,00	0	SGD 590,64
FC7077X	0	SGD 47,08	0	SGD 235,40	SGD 35,31	SGD 267,50	0	SGD 681,59
GS00103TEST	0	SGD 66,34	SGD 321,00	SGD 37,45	SGD 1 605,00	SGD 5 885,00	0	SGD 7 938,33
HSDC	SGD 2 564,46	SGD 24,61	SGD 21,40	SGD 44 053,50	0	0	0	SGD 46 663,97
SKA9556T	0	0	0	0	0	0	0	SGD 0,00
SLV6683G	0	0	0	0	0	0	0	SGD 100,00
SLX2819Z	0	0	0	0	0	0	0	SGD 0,00
SME2325U	0	0	0	0	0	0	0	SGD 0,00



# SETTINGS: SUPPLIERS

1. Click "+ New Supplier" to add a new supplier
2. Input all required fields marked with "\*", and other optional fields, if applicable
3. Check supplier categories and click "Save Supplier"


The screenshot displays the CARTRACK MiFleet interface. The top navigation bar includes options like Reminders, Import Data, Export Data, Costs Summary, Document Storage, Contract Storage, Settings (highlighted), and About MiFleet. The left sidebar shows a menu with 'Suppliers' selected. The main content area features a 'Create new Supplier' modal with the following sections:

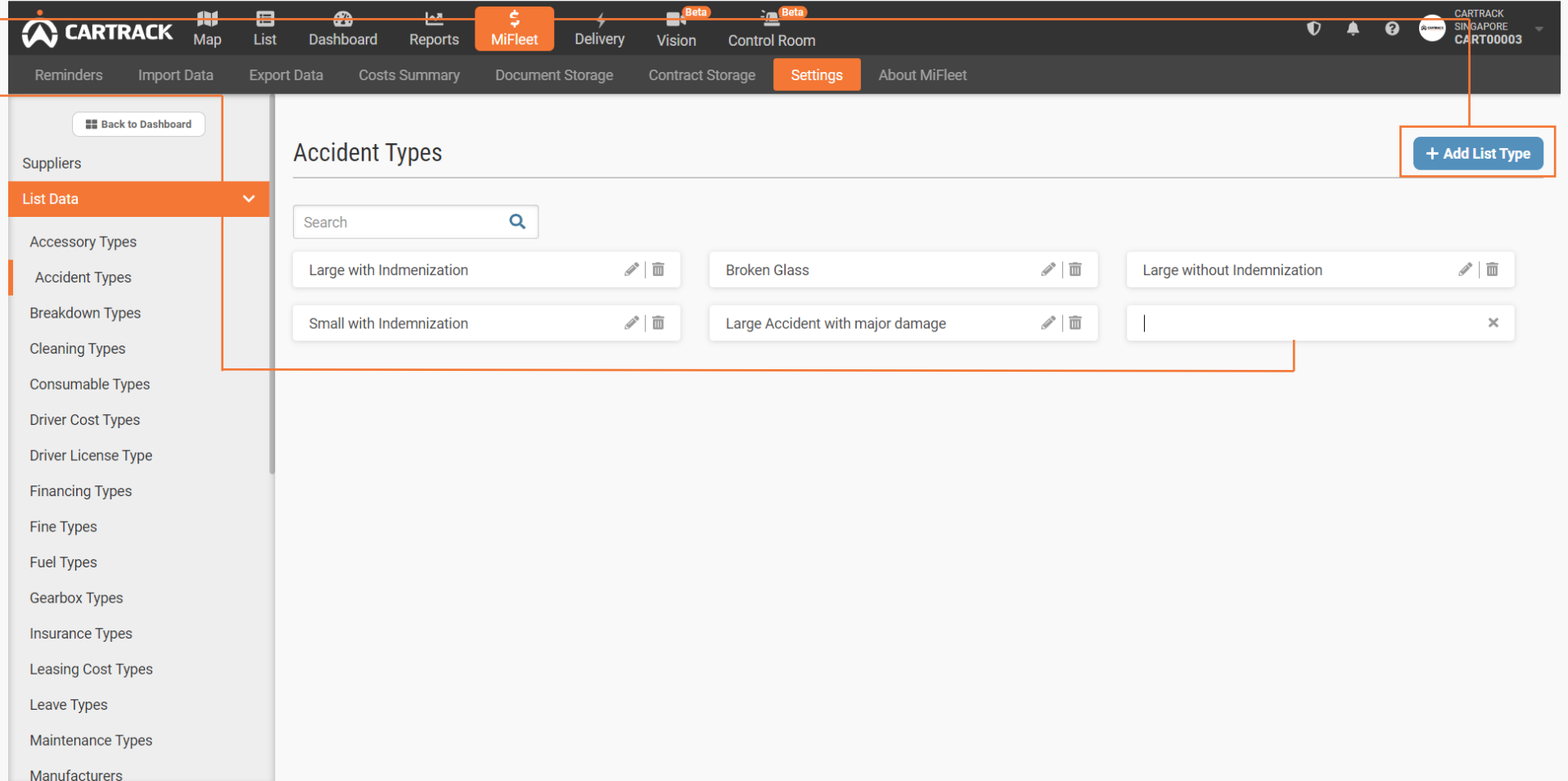
- Supplier information:** Fields for Supplier (marked with \*), VAT Number (marked with \*), Supplier Type (dropdown), Email, Telephone, Telefax, and Contact Person.
- Address Information:** Fields for Address 1, Address 2, Address 3, and Postal Code.
- Supplier Categories:** A list of categories with checkboxes: Fuel, Human Resources, Insurance, Maintenance, State, Vehicle Salesman, and Workshop.

A 'Save Supplier' button is located at the bottom of the modal. In the background, a table of existing suppliers is partially visible, with a '+ New Supplier' button in the top right corner of the main page.



# SETTINGS: LIST DATA

1. Click "+ Add List Type" to add a new list item
2. Input the list item's name
3. You are able to edit & delete by selecting these icons 




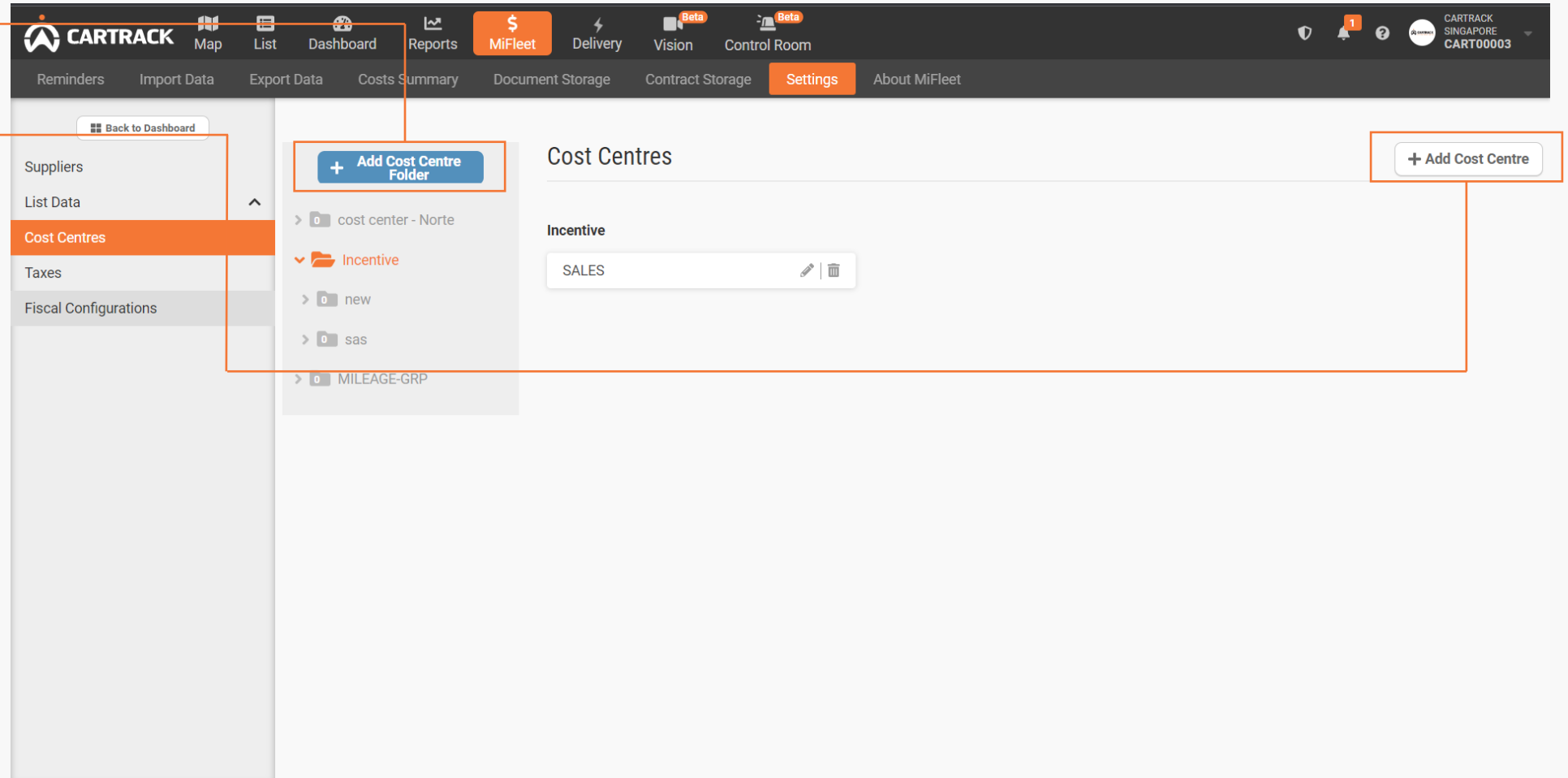
The screenshot shows the CARTRACK web application interface. The top navigation bar includes the CARTRACK logo and various menu items: Map, List, Dashboard, Reports, MiFleet (highlighted), Delivery, Vision, and Control Room. A secondary navigation bar contains Reminders, Import Data, Export Data, Costs Summary, Document Storage, Contract Storage, Settings (highlighted), and About MiFleet. On the right side of the top bar, there are icons for a shield, a bell, a question mark, and a user profile, along with the text 'CARTRACK SINGAPORE CART00003'. The main content area is titled 'Accident Types' and features a search bar. Below the search bar, there are six list items, each with an edit icon (pencil) and a delete icon (trash): 'Large with Indmenization', 'Broken Glass', 'Large without Indemnization', 'Small with Indemnization', 'Large Accident with major damage', and an empty input field with a close icon (X). A sidebar on the left contains a 'Back to Dashboard' button and a list of categories: Suppliers, List Data (highlighted), Accessory Types, Accident Types, Breakdown Types, Cleaning Types, Consumable Types, Driver Cost Types, Driver License Type, Financing Types, Fine Types, Fuel Types, Gearbox Types, Insurance Types, Leasing Cost Types, Leave Types, Maintenance Types, and Manufacturers. A blue '+ Add List Type' button is located in the top right corner of the main content area.

NOTE:  
You can manage expense types here by adding and removing list items as required. These list items will be available when you input costs into the system.



# SETTINGS: COST CENTRES

1. Click "+ Add Cost Center Folder" to add a new cost center folder
2. Click "+ Add Cost Center" to add a new cost center
3. You are able to edit & delete by selecting these icons 




The screenshot displays the CARTRACK interface for managing Cost Centres. The top navigation bar includes options like Map, List, Dashboard, Reports, MiFleet, Delivery, Vision, and Control Room. The 'Settings' tab is active. The left sidebar shows a menu with 'Cost Centres' highlighted. The main content area shows a list of cost centers with a '+ Add Cost Centre Folder' button. The 'Incentive' dropdown is set to 'SALES'. A '+ Add Cost Centre' button is located in the top right corner of the main content area.

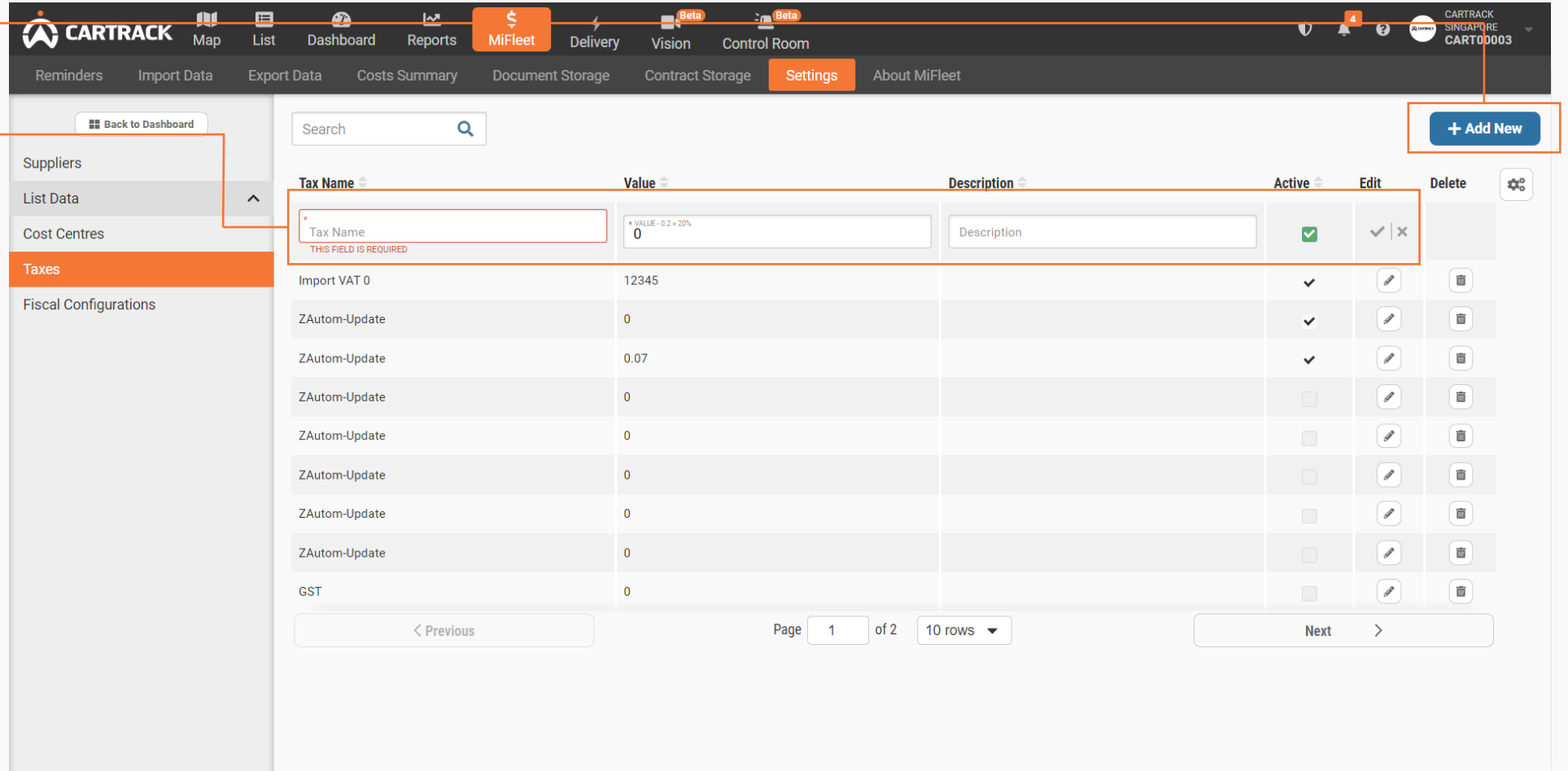
NOTE:  
The Cost Center folder is used to classify and categorise expenditure. For example, you may want to group cost by business department



# SETTINGS: TAXES

1. Click "+ Add New" to add a new tax requirement
2. Input of fields marked with "\*" to create a new tax
3. You are able to edit & delete by selecting these icons 

NOTE:  
Input your tax value as a decimal. For example, if your tax is 7%, you should input 0.07  
 $7\% = 7/100 = 0.07$



The screenshot displays the 'Settings: Taxes' interface in the CARTRACK system. The top navigation bar includes 'CARTRACK SINGAPORE CART00003' and various menu items like 'Map', 'List', 'Dashboard', 'Reports', 'MiFleet', 'Delivery', 'Vision', and 'Control Room'. The 'Settings' menu is highlighted. On the left sidebar, 'Taxes' is selected under 'Fiscal Configurations'. The main content area features a search bar and a table of tax requirements. The table has columns for 'Tax Name', 'Value', 'Description', 'Active', 'Edit', and 'Delete'. A red box highlights the 'Tax Name' field in the header row, which contains a red asterisk and the text 'THIS FIELD IS REQUIRED'. Below the table is a pagination bar showing 'Page 1 of 2' and '10 rows'.

Tax Name	Value	Description	Active	Edit	Delete
* Tax Name THIS FIELD IS REQUIRED	* VALUE - 0.2 = 20% 0	Description	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Import VAT 0	12345		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZAutom-Update	0		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZAutom-Update	0.07		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZAutom-Update	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZAutom-Update	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZAutom-Update	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZAutom-Update	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZAutom-Update	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZAutom-Update	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GST	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# DOCUMENT STORAGE: OVERVIEW

1. Document Storage is a location that allows users to store documents related to the fleet in MiFleet
2. Example of a document that is stored under document storage

The screenshot displays the CARTRACK MiFleet Document Storage interface. The top navigation bar includes options like Reminders, Import Data, Export Data, Costs Summary, Document Storage, Contract Storage, Settings, and About MiFleet. The left sidebar shows a list of folders, with 'TEST-LOAN' selected. The main content area shows the 'Document Storage' page, which includes a search bar, an 'Add Files' button, and a description of the storage space. A document card is highlighted, showing details for a 'Car-Loan-Payment...' document, including vehicle and driver information, and a description: 'Loan Agreement Details - Remind May 2020'.





# DOCUMENT STORAGE: ADD DOCUMENT

1. Click "+ Add Folder" to add a new document folder
2. Click "+ Add Files" to add a new document
3. Input the folder name
4. Drag and drop or select the file from the computer, select the fields and input the description of the file then click "Add"

The screenshot displays the CARTRACK Document Storage interface. The top navigation bar includes options like Map, List, Dashboard, Reports, MiFleet, Delivery, Vision, and Control Room. The main content area is titled 'Document Storage' and contains a list of folders on the left and a file card in the center. A 'File Upload' modal is open on the right, showing a 'Drag and drop files here or browse your files.' area, dropdown menus for 'Associate driver' and 'Associate vehicle', a 'Description' input field, and an 'Add' button. Orange lines connect the numbered steps to the corresponding UI elements: Step 1 points to the '+ Add Folder' button; Step 2 points to the '+ Add Files' button; Step 3 points to the folder name input field at the bottom of the folder list; and Step 4 points to the file card and the 'Add' button in the modal.



# CONTRACT STORAGE: FINANCING


## OVERVIEW

1. Select "Financing" to access Financing overview
2. Click "+ Add Contract" to add a new contract
3. Filter by start date and end date or contract status
4. View all contracts categorised as financing

The screenshot displays the CARTRACK MiFleet interface for the 'Contract Storage' section, specifically the 'Financing' overview. The navigation bar at the top includes options like Reminders, Import Data, Export Data, Costs Summary, Document Storage, Contract Storage (selected), Settings, and About MiFleet. The sidebar on the left shows 'Financing' as the active category, with other options like Insurance, Maintenance, and Fuel Cards. The main content area features a table of contracts with the following data:

Date	Vehicle	Status	Description	Financing Type	Supplier	Contract Start Date	Contract End Date	Total Value
07/04/2022	COURIERVAN	EXPIRED		Direct Purchase	LTA-EZ LINK Pte Ltd	01/03/2022	30/04/2022	SGD 1 000,00
12/05/2022	COURIERVAN	ACTIVE		Leasing	Hertz Pte Ltd	12/05/2022	23/11/2022	SGD 1 650,00
17/05/2022	COURIERVAN	ACTIVE		Renting	G8 Auto Repairs & Services	17/05/2022	16/11/2022	SGD 1 000,00
19/05/2022	COURIERVAN	ACTIVE		Leasing	G8 Auto Repairs	19/05/2022	23/11/2022	SGD 1 000,00
20/05/2022	COURIERVAN	ACTIVE	Very Expensive Car W...	Direct Purchase	AIG	20/05/2022	23/12/2022	SGD 1 000,00

At the bottom of the table, there is a pagination control showing 'Page 1 of 1' and '14 rows'.

NOTE:  
Any status reflecting this icon  indicates that the particular contract has been previously renewed.



# CONTRACT STORAGE: FINANCING

## ADD CONTRACT

1. Input all required information marked with "\*"
2. The type selection is depending on what was created under [list data](#)

[← Back](#) / Financing [Cancel](#) [Save](#)

### Details

#### GENERAL

\* Date (dd/mm/yyyy)  \* Vehicle  \* SUPPLIER Cartrack SG  \* FINANCING TYPE Renting

#### DETAILS

\* Contract Start Date (dd/mm/yyyy)  \* Contract End Date (dd/mm/yyyy)  Odometer Limit   
Residual Value (S\$)  Interest (%)  Odometer

### Amounts

VALUES	NOTES
* Net Value (S\$) <input type="text"/>	
+ VAT TAX New Tax <input type="text"/> VAT VALUE SGD 0,00	
* Total Value <input type="text"/>	

### Payment Details

PAYMENT DUE	ACCOUNT DETAILS
PAYMENT TERM <input type="text"/>	Accounting Account <input type="text"/>
PAYMENT METHOD <input type="text"/>	

NOTE:  
Users should input all information, even optional, to have thorough documentation for future use



# CONTRACT STORAGE: INSURANCE


## OVERVIEW

1. Select Insurance to access insurance overview
2. Click "+ Add Contract" to add a new contract
3. Filter by start date and end date or contract status
4. View all contracts categorised as insurance

The screenshot displays the CARTRACK interface for the 'Contract Storage' section, specifically the 'Insurance' overview. The top navigation bar includes options like Reminders, Import Data, Export Data, Costs Summary, Document Storage, Contract Storage (selected), Settings, and About MiFleet. The left sidebar shows categories: Financing, Insurance (selected), Maintenance, and Fuel Cards. The main content area features a search filter for 'CONTRACT STATUS All' and a '+ Add Contract' button. Below is a table of contracts with the following data:

Date	Vehicle	Status	Description	Insurance Type	Supplier	Contract Start Date	Contract End Date	Total Value
01/01/2021	TRUCK1	CANCELLED		Third Party	AIG	01/01/2021	13/11/2021	SGD 0,00
01/08/2021	COURIERVAN	ACTIVE		Vehicle Comprehensive	LTA-EZ LINK Pte Ltd	01/09/2021	01/09/2022	SGD 287,50
01/01/2021	LIGHTTRUCK	EXPIRED		Third Party	AIG	01/01/2021	30/12/2021	SGD 0,00
01/05/2021	REEFERTRUCK	EXPIRED		Vehicle Comprehensive	AIG	01/05/2021	30/05/2021	SGD 850,65
01/02/2021	SLJ1807F	EXPIRED		Third Party	AIG	01/02/2021	01/05/2021	SGD 0,00

At the bottom, the pagination bar indicates 'Page 1 of 11 rows'.

NOTE:  
Any status reflecting this icon  indicates that the particular contract has been previously renewed.



# CONTRACT STORAGE: INSURANCE

## ADD CONTRACT

1. Input all required information marked with "\*"
2. The type of selection depends on what was created under [list data](#)

< Back / Insurance Cancel Save

### Details

---

**GENERAL**

\* Date (dd/mm/yyyy)  \* Vehicle  \* SUPPLIER Cartrack SG  \* INSURANCE TYPE Third Party

**DETAILS**

\* Contract Start Date (dd/mm/yyyy)  \* Contract End Date (dd/mm/yyyy)  Policy Number

FRANCHISE PERCENTAGE 0  Franchise Value  Odometer

### Amounts

VALUES	NOTES
* Net Value (S\$) <input type="text"/>	<input type="text"/>
* VAT TAX New Tax <input type="text"/> VAT VALUE SGD 0,00	
* Total Value <input type="text"/>	

### Payment Details

PAYMENT DUE	ACCOUNT DETAILS
PAYMENT TERM <input type="text"/> PAYMENT METHOD <input type="text"/>	Accounting Account <input type="text"/>


NOTE:  
Users should input all information, even optional, to have thorough documentation for future use



# CONTRACT STORAGE: MAINTENANCE OVERVIEW

1. Select Maintenance to access maintenance overview
2. Click "+ Add Contract" to add a new contract
3. Filter by start date and end date or contract status
4. View all contracts categorised as maintenance

Date	Vehicle	Status	Description	Maintenance Type	Supplier	Contract Start Date	Contract End Date	Total Value
26/04/2022	DELIVERYVAN	ACTIVE		Electronics	AIG	27/04/2022	01/03/2023	SGD 17 250,00
01/05/2021	TRUCK1	CANCELLED		Painting	AIG	01/05/2021	30/11/2021	SGD 0,00
07/04/2022	COURIERVAN	EXPIRING SOON		Engine	Cartrack Pinetown	01/03/2022	30/04/2022	SGD 165 000,00
26/04/2022	LIGHTTRUCK	ACTIVE		Engine	G8 Auto Repairs & Services	26/04/2022	01/03/2023	SGD 100,00
01/01/2021	TRAILER1	EXPIRED		Engine	G8 Auto Repairs & Services Pte Ltd	01/01/2021	30/05/2021	SGD 0,00
01/01/2021	SME2325V	EXPIRED		Suspension	G8 Auto Repairs & Services Pte Ltd	01/01/2021	06/05/2021	SGD 214,00
01/02/2021	SJM6411A	EXPIRED		Suspension	G8 Auto Repairs & Services Pte Ltd	01/01/2021	31/05/2021	SGD 272,85

NOTE:  
Any status reflecting this icon  indicates that the particular contract has been previously renewed.



# CONTRACT STORAGE: MAINTENANCE

## ADD CONTRACT

1. Input all required information marked with "\*"
2. The type of selection depends on what was created under [list data](#)

< Back / Maintenance Cancel Save

### Details

GENERAL			
* Date (dd/mm/yyyy)	* Vehicle <input type="text"/>	* SUPPLIER Cartrack SG <input type="text"/>	* MAINTENANCE TYPE Wash <input type="text"/>
DETAILS			
* Contract Start Date (dd/mm/yyyy)	* Contract End Date (dd/mm/yyyy)		
* Warranty date (dd/mm/yyyy)	WARRANTY ODOMETER 0		
SERVICE INTERVAL MONTHS 0	SERVICE INTERVAL ODOMETER 0		
VALUES	NOTES		
* Net Value (S\$)			
* VAT TAX New Tax <input type="text"/>			
VAT VALUE SGD 0,00			
* Total Value			

### Payment Details

PAYMENT DUE	ACCOUNT DETAILS
PAYMENT TERM <input type="text"/>	ACCOUNTING ACCOUNT Accounting Account
PAYMENT METHOD <input type="text"/>	

NOTE:  
Users should input all information, even optional, to have thorough documentation for future use



# CONTRACT STORAGE: FUEL CARDS


## OVERVIEW

1. Select "Fuel Cards" to access fuel cards overview
2. Click "+ Add Contract" to add a new contract
3. Filter by start date and end date or contract status
4. View all contracts categorized as fuel cards

The screenshot shows the CARTRACK MiFleet interface. The top navigation bar includes options like Map, List, Dashboard, Reports, MiFleet, and Delivery. The sidebar menu on the left has categories like Financing, Insurance, Maintenance, and Fuel Cards (which is highlighted). The main content area shows a search and filter section with fields for Start Date, End Date, and CONTRACT STATUS (set to All). Below this is a table of fuel card contracts.

Date	Supplier	Vehicle / Driver	Status	Description	Card Number	Contract Start Date	Contract End Date
01/08/2021	Lumens Auto Pte Ltd	DELIVERYVAN	ACTIVE		33682001932	01/08/2021	31/07/2023
01/08/2021	EXXONMOBIL ASIA PACIFIC PTE LTD	TRUCK1	ACTIVE		38000125	01/08/2021	31/07/2023
01/08/2021	Lumens Auto Pte Ltd	TRUCK1	ACTIVE		39511001852	01/08/2021	31/07/2023
01/09/2021	AIG	TRUCK1	EXPIRED	Fuel Card for Thulasi...	551632156486513	01/07/2021	18/09/2021
22/06/2021	SHELL FC	TRUCK1	EXPIRED		SH0011-E300	01/06/2021	30/06/2021
01/05/2021	SHELL FC	TRUCK1	CANCELLED		SFC10021A	01/05/2021	31/12/2021
08/03/2022	SHELL FC	COURIERVAN	ACTIVE		5263352258	08/03/2022	17/03/2026
01/08/2021	EXXONMOBIL ASIA PACIFIC PTE LTD	COURIERVAN	ACTIVE		38000042	01/08/2021	31/07/2023
01/08/2021	Lumens Auto Pte Ltd	COURIERVAN	CANCELLED		7002872539511001837	01/08/2021	31/07/2023
01/08/2021	Lumens Auto Pte Ltd	LIGHTTRUCK	ACTIVE		39511001837	01/08/2021	31/07/2023
01/08/2021	SHELL FC	LIGHTTRUCK	EXPIRED		9632514528662	01/08/2021	30/09/2021

At the bottom of the table, there is a pagination control showing "Page 1 of 3" and "11 rows".

NOTE:  
Any status reflecting this icon  indicates that the particular contract has been previously renewed.





# FUEL CARD: ADD CONTRACT

1. Input all required information marked with "\*"

< Back / Fuel Card Cancel Save

**Contract Details** Future Dated

\* Date (dd/mm/yyyy)  \* Vehicle

\* SUPPLIER  
Cartrack SG

\* Card Number

\* Contract Start Date (dd/mm/yyyy)

\* Contract End Date (dd/mm/yyyy)

Odometer

**NOTES**

**Plafond Management**

Plafond Period	Plafond Amount	Start Date	End Date	Edit	Delete
		No data available			

< Previous Page 1 of 1 10 rows Next >

NOTE:  
Users should input all information, even optional, to have thorough documentation for future use



# DASHBOARD: OVERVIEW

1. Select the tab to view costs according to the cost category or overview

2. Display information for the date selected, or to export the information in excel

3. Sort information according to the column names

NOTE:  
By selecting a single vehicle, the system will direct the users to the [vehicle status page](#)

The screenshot shows the CARTRACK MiFleet dashboard. The top navigation bar includes tabs for Map, List, Dashboard, Reports, MiFleet (selected), Delivery, Vision, and Control Room. Below this is a secondary navigation bar with options like Reminders, Import Data, Export Data, Costs Summary, Document Storage, Contract Storage, Settings, and About MiFleet. A row of icons represents different cost categories: Dashboard, Fuel, Tolls, Fines, Tyres, Maintenance, Accidents, and MISC. Below the icons is a search bar and date range filters (Start Date: 29/05/2022, End Date: 28/07/2022) with an Export button. The main content area is a table with columns for Vehicle, Fuel, Tolls, Fines, Tyres, Maintenance, Accidents, Insurance, and Total. The table lists 10 vehicles with their respective costs in SGD. At the bottom, there is a pagination control showing Page 1 of 3 and 10 rows.

Vehicle	Fuel	Tolls	Fines	Tyres	Maintenance	Accidents	Insurance	Total
BD650002	SGD 11 000,00	SGD 11 023,54	SGD 11 000,00	SGD 27,82	SGD 37,45	SGD 11 026,75	0	SGD 44 148,73
CN4-TEST	SGD 12,84	0	SGD 37,45	SGD 107,00	SGD 48,15	SGD 5 350,00	0	SGD 5 557,58
DEVTEST(SG)	0	0	SGD 73,83	SGD 149,80	SGD 21,40	SGD 321,00	0	SGD 590,64
FC7077X	0	SGD 47,08	0	SGD 235,40	SGD 35,31	SGD 267,50	0	SGD 681,59
GS00103TEST	0	SGD 66,34	SGD 321,00	SGD 37,45	SGD 1 605,00	SGD 5 885,00	0	SGD 7 938,33
HSDC	SGD 2 564,46	SGD 24,61	SGD 21,40	SGD 44 053,50	0	0	0	SGD 46 663,97
SKA9556T	0	0	0	0	0	0	0	SGD 0,00
SLV6683G	0	0	0	0	0	0	0	SGD 100,00
SLX2819Z	0	0	0	0	0	0	0	SGD 0,00
SME2325U	0	0	0	0	0	0	0	SGD 0,00



# DASHBOARD: FUEL OVERVIEW

1. [Import fuel costs](#), [manually add fuel costs](#) or [download report](#)
2. Filter information by start date and end date, status or export data
3. View the document or to [validate](#) the transaction

Fuelling Transaction Date	Vehicle	Fuel Provider	Fuelling Station	Liters	Gross Total	L/100km	Fuel Risk Status	Fuel Station Warning	View Transaction	View Transaction Details
26/02/2022 20:45:00	TRUCK1	Lumens Auto Pte Ltd	Shell Sengkang 626_01	30.40	SGD 67,50	10.37 l	VALIDATED	●	👁️	👁️
26/02/2022 13:00:00	COURIERVAN	EXXONMOBIL ASIA PACIFIC PTE LTD	ESSO-QUEENSWAY B ...	33.96	SGD 76,08	8.60 l	MANAGER APPROVED	●	👁️	👁️
20/02/2022 20:41:00	LIGHTTRUCK	Lumens Auto Pte Ltd	Shell PUNGGOL 672_01	36.63	SGD 80,70	7.78 l	REVIEW RISK	●	👁️	👁️
17/02/2022 11:24:00	COURIERVAN	EXXONMOBIL ASIA PACIFIC PTE LTD	ESSO-Bedok South (F...	34.77	SGD 76,78	10.68 l	VALIDATED	●	👁️	👁️
14/02/2022 14:09:00	REEFERTRUCK	EXXONMOBIL ASIA PACIFIC PTE LTD	ESSO-Geylang Lor. 38 ...	47.12	SGD 104,04	10.02 l	MANAGER DECLINED	●	👁️	👁️

NOTE:

There are 4 different risk status:

MANAGER APPROVED

Transaction approved

VALIDATED

System auto validate transaction

MANAGER DECLINED

Transaction rejected due to fraud transaction

REVIEW RISK

System detect a possible risk

There are 3 different station warning:



Vehicle was fueled at the company fuel provider or there wasn't one available in a radius of 10 km



Vehicle fueled at a distinct fuel provider and there was a company fuel provider between 5 km and 10 km



Vehicle fueled at a distinct fuel provider and there was a company fuel provider at less than 5 km



# DASHBOARD: FUEL

## IMPORT

- 1. Click here to import fuel cost
- 2. Users are able to download a template in excel to use for importing data or if they have an existing document to upload
- 3. MiFleet allows the user to upload their own document with the help of data mapping. The user has to match fields from their file to the MiFleet field

The screenshot shows the 'Import File' section of the MiFleet dashboard. At the top, there is a 'Back to Dashboard' button and two radio buttons: 'Import File' (selected) and 'Capture Data'. Below these are several category buttons: Fuel, Tolls, Fines, Maintenance, Accidents, Multi Cost, and All Imports. The 'Fuel' button is highlighted with an orange box. The 'Upload File' section contains a dropdown menu for 'IMPORT TYPE' with 'Import Fuelling' selected, a large 'Upload File' button, a 'Download Template' button, and a 'Download MiFleet Imports Guide' button. A red warning message at the bottom states: 'We can only allow files with 1000 lines. Please make sure your file does not exceed that limit.' A 'Match Found Fields' dialog is open on the right, showing a mapping between 'MiFleet Field' and 'Import File Field'. The mapping is as follows:

MiFleet Field	Import File Field
Document Type	Document Type
Document Status	Document Status
Document Number	Document Number
Supplier	Supplier
Date	Date
Vehicle*	Vehicle*
Description	Description
Quantity*	Quantity*
Unit Price*	Unit Price*
Net Value*	Net Value*

NOTE:  
A MiFleet Imports Guide is available if the user is still unsure

For certain countries, there is quick import format available which does not require data mapping



# DASHBOARD: FUEL

## ADD FUEL COSTS

1. Click here to manually add fuel cost

2. Input all required information marked with "\*"

Import File  Capture Data

**Fuel** Tolls Fines Tyres Maintenance Accidents MISC

### Accounting Details

\* CONCEPT **Fuelling** \* SUPPLIER **TP - Traffic Police SG** \* Vehicle \* General Ledger (GL) Code \* Description

\* Fueled Liters \* Liter Price Discount Value NET VALUE 0.00 \* Tax Type Total Value

Show Advanced Options

### Concept Management Details

FUEL CARD Driver TRANSACTION TYPE **Business**

Fuelling Station \* Fuel Transaction Date (dd/mm/yyyy) \* Fuel Transaction Time

Fuelling Order ODOMETER READING 0

Additional Notes

Tank Full?

Save

NOTE:  
Users should input all information, even optional, to have thorough documentation for future use



# DASHBOARD: FUEL VALIDATION

1. Click  to do fuel validation

2. Validate the fuel claim via location, liters, tank capacity or fuel station warning

3. The user has the option to Validate (approve) or Mark as Fraud (decline)

The screenshot shows the Cartrack MiFleet dashboard. At the top, there's a navigation bar with options like Map, List, Dashboard, Reports, MiFleet (selected), Delivery, and Control Room. Below this is a secondary navigation bar with Reminders, Import Data, Export Data, Costs Summary, Document Storage, Contract Storage, Settings, and About MiFleet. The main content area has three tabs: Dashboard, Fuel (selected), and Tolls. A search bar and date filters are present. A table lists fueling transactions with columns for Transaction Date, Vehicle, Fuel Provider, and Fuel. A modal window is open for a transaction from COURIERVAN, showing a map of the location, a 'REVIEW RISK' button, and various metrics: Location (Distance 0.00), Liters (Difference -50.00), Tank Capacity (Difference 15.00), and Fuel Station Warning (Alert Level red, 9 stations in 5KM, 0 stations in 10KM). At the bottom of the modal are 'Validate' and 'Mark as Risk' buttons. On the right, a table shows fuel station warnings with columns for Fuel Station Warning, View Transaction Details, and View Transaction Details, with a red dot indicating a warning.

NOTE:  
For fuel validation using liters a fuel sensor is require



# DASHBOARD: FUEL REPORT

- 1. Choose your favourite or commonly used report
- 2. Input all the required fields, and date range selection for the report
- 3. Choose between PDF or Excel format, multiple email addresses can be added and even include a password if require
- 4. Then user can choose to quickly download report or receive the report via email

NOTE:  
To schedule a report, please refer to the Fleetweb user guide

The screenshot shows the CARTRACK MiFleet dashboard. The top navigation bar includes 'Map', 'List', 'Dashboard', 'Reports', 'MiFleet', 'Delivery', 'Vision', and 'Control Room'. The 'MiFleet' tab is active. Below the navigation bar, there are several menu items: 'Reminders', 'Import Data', 'Export Data', 'Costs Summary', 'Document Storage', 'Contract Storage', 'Settings', and 'About MiFleet'. The 'Export Data' menu item is highlighted. On the left side, there is a sidebar menu with various report categories: 'Accessories', 'Accidents', 'All Driver Costs', 'Assets', 'Assets - Detailed', 'Breakdowns / Towing', 'Cancelled Documents Report', 'Cleanings', 'Consumables', 'Cost Balance by Vehicle', 'Documents', 'Driver Costs', 'Driver Leave Costs', 'Driver Leaves', 'Driver Licenses', and 'Drivers'. The 'Cleanings' category is selected. The main content area displays the 'Fuellings' report generation form. The form includes a search bar, a 'Back to Dashboard' button, and a 'Fuellings' title. Below the title, there is a subtitle: 'List of fuellings not validated by the fraud detection system.' The form contains several input fields: 'REGISTRATION' (set to 'All Vehicles'), 'START DATE (DD/MM/YYYY)' (set to '28/07/2022'), 'END DATE (DD/MM/YYYY)' (set to '28/07/2022'), 'SEND REPORT ON (DD/MM/YYYY)' (set to '28/07/2022'), 'Email Address', and 'DOCUMENT FORMAT' (set to 'Adobe Acrobat Reader (pdf)'). There is also a 'Schedule' checkbox and a 'Password Protected' checkbox. At the bottom of the form, there are two buttons: 'Download Report' and 'Submit'. A heart icon is visible in the top right corner of the form area.



# DASHBOARD: TOLLS

## OVERVIEW

1. [Import tolls cost](#), [manually add tolls cost](#) or [download report](#)
2. Filter information by start date and end date, status or export data
3. Choose to view the document or view details to [validate](#) the transaction

Toll Entry	Vehicle	Location	Status	Gross Total	View Transaction	View Details
13-07-22 09:30:00	BD650002	A1 Cascals	MANAGER DECLINED	SGD 11 000,00		
13-07-22 07:00:00	GS00103TEST	test	REVIEW RISK	SGD 12,84		
13-07-22 07:00:00	BD650002	test	REVIEW RISK	SGD 23,54		
13-07-22 07:00:00	FC7077X	test	REVIEW RISK	SGD 47,08		
13-07-22 07:00:00	GS00103TEST	test	REVIEW RISK	SGD 53,50		
12-07-22 07:00:00	HSDC	test	MANAGER APPROVED	SGD 24,61		

NOTE:

There are 4 different risk status:

**MANAGER APPROVED**

Transaction approved

**VALIDATED**

System auto validate transaction

**MANAGER DECLINED**

Transaction rejected due to fraud transaction

**REVIEW RISK**

System detect a possible risk





# DASHBOARD: TOLLS

## IMPORT

- 1. Click here to import tolls cost
- 2. Users are able to download an Excel template to use for import data or they can upload an existing document
- 3. MiFleet allows users to upload their own document with the help of data mapping. Users need to match fields from their file to the MiFleet field

The screenshot shows the 'Tolls' import interface. At the top, there are navigation buttons: 'Back to Dashboard' and 'Import File' (highlighted with an orange box). Below this is a row of category icons: Fuel, Tolls (highlighted), Fines, Maintenance, Accidents, Multi Cost, and All Imports. The main section is titled 'Upload File' and contains the text: 'Please select the desired importer and upload your CSV, TSV, XLS, XLSX file.' Below this is a dropdown menu for 'IMPORT TYPE' with 'Import Toll Costs' selected. To the right of the dropdown are three buttons: 'Upload File' (highlighted with an orange box), 'Download Template', and 'Download MiFleet Imports Guide'. A red warning message at the bottom states: 'We can only allow files with 1000 lines. Please make sure your file does not exceed that limit.'

**Match Found Fields**

We've analyzed your file and found the following column headings. Please match the required Fleet Field on the left to the appropriate column heading from your file

MiFleet Field	Import File Field
Document Type	Document Type
Document Status	Document Status
Document Number	Document Number
Supplier	Supplier
Date	Date
Vehicle*	Vehicle*
Description	Description
Quantity*	Quantity*
Unit Price*	Unit Price*
Net Value*	Net Value*

NOTE:  
A MiFleet Imports Guide is available if the user is still unsure



# DASHBOARD: TOLLS

## ADD TOLLS COST

1. Click here to manually add tolls cost

Import File  Capture Data

Fuel Tolls Fines Tyres Maintenance Accidents MISC

2. Input all required information marked with "\*"

### Accounting Details

\* CONCEPT Toll \* SUPPLIER TP - Traffic Police SG \* Vehicle General Ledger (GL) Code \* Description  
\* QUANTITY 0 \* Price Discount Value NET VALUE 0.00 \* Tax Type Total Value

Show Advanced Options

### Concept Management Details

\* Passage Name Additional Notes  
\* Toll Entry (dd/mm/yyyy) \* Toll Entry Time Toll Exit (dd/mm/yyyy) Toll Exit Time


Save

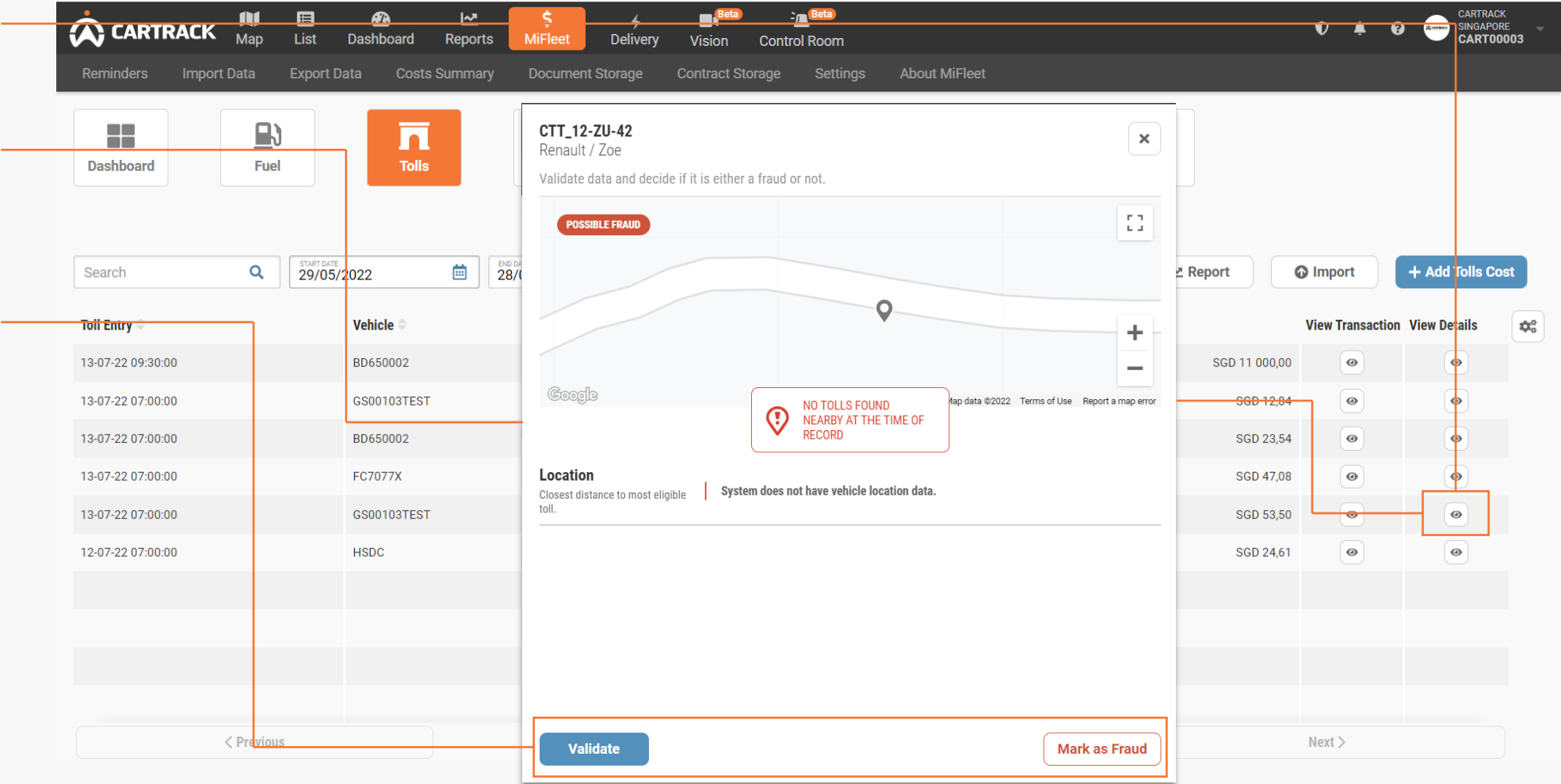
NOTE:  
Users should input all information, even optional, to have thorough documentation for future use



# DASHBOARD: TOLLS

## VALIDATION

- 1. Click  to do fuel validation
- 2. Validate the tolls claim via location
- 3. The user has the option to "Validate" (approve) or "Mark as Fraud" (decline)



The screenshot displays the CARTRACK dashboard interface. The top navigation bar includes 'MiFleet' and other menu items. The sidebar on the left has 'Tolls' selected. The main content area shows a table of toll entries with columns for 'Toll Entry' and 'Vehicle'. A detailed view for a specific entry (CTT\_12-ZU-42) is open, showing a map and a 'Validate' button. The map displays a route and a warning: 'NO TOLLS FOUND NEARBY AT THE TIME OF RECORD'. The 'Validate' button is highlighted with an orange box, and the 'Mark as Fraud' button is also visible. The table of toll entries includes the following data:

Toll Entry	Vehicle
13-07-22 09:30:00	BD650002
13-07-22 07:00:00	GS00103TEST
13-07-22 07:00:00	BD650002
13-07-22 07:00:00	FC7077X
13-07-22 07:00:00	GS00103TEST
12-07-22 07:00:00	HSDC



# DASHBOARD: TOLLS REPORT

- 1. Choose your favourite or commonly used report
- 2. Input all the required fields, and date range selection for the report
- 3. Choose between PDF or Excel format. Multiple email addresses can be added and users can even include a password if required
- 4. Then user can choose to quickly download report or receive the report via email

NOTE:  
To schedule a report, please refer to the Fleetweb user guide

The screenshot shows the CARTRACK dashboard with the 'MiFleet' tab selected. The 'Export Data' menu item is highlighted. The 'Tolls' report page is displayed, showing a search bar and a list of report categories on the left. The 'Tolls' report is selected, and the form for generating the report is visible. The form includes a dropdown for 'REGISTRATION' set to 'All Vehicles', two date pickers for 'START DATE' and 'END DATE' both set to '28/07/2022', a 'SEND REPORT ON' date picker set to '28/07/2022', an 'Email Address' field, a 'DOCUMENT FORMAT' dropdown set to 'Adobe Acrobat Reader (pdf)', and a 'Password Protected' checkbox. There are 'Download Report' and 'Submit' buttons at the bottom of the form. A heart icon is visible in the top right corner of the form area.



# DASHBOARD: FINES

## OVERVIEW

1. [Import fines cost](#), [manually add fines cost](#) or [download report](#)
2. Filter information by start date and end date, status or export data
3. View the document

The screenshot shows the CARTRACK dashboard interface. The navigation bar at the top includes 'Map', 'List', 'Dashboard', 'Reports', 'MiFleet' (selected), 'Delivery', 'Vision', and 'Control Room'. Below this is a secondary navigation bar with 'Reminders', 'Import Data', 'Export Data', 'Costs Summary', 'Document Storage', 'Contract Storage', 'Settings', and 'About MiFleet'. A sidebar contains icons for 'Dashboard', 'Fuel', 'Tolls', 'Fines' (highlighted), 'Tyres', 'Maintenance', 'Accidents', and 'MISC'. The main content area features a search bar, filters for 'START DATE' (29/05/2022) and 'END DATE' (28/07/2022), a 'STATUS FILTER' set to 'All', and an 'Export' button. To the right are buttons for 'Report', 'Import', and '+ Add Fines Cost'. Below these is a table with columns: 'Infringement Date', 'Vehicle', 'Fine Type', 'Payment Due Date', 'Gross Total', and 'View Transaction'. The table lists several parking and speeding fines. At the bottom, there are navigation buttons for '< Previous', 'Page 1 of 1', '10 rows', and 'Next >'.

Infringement Date	Vehicle	Fine Type	Payment Due Date	Gross Total	View Transaction
13/07/2022	SMG1323X	Parking Fine		SGD 37,45	
13/07/2022	SMN3702K4G	Parking Fine		SGD 214,00	
13/07/2022	HSDC	Parking Fine		SGD 21,40	
13/07/2022	CN4-TEST	Parking Fine		SGD 37,45	
13/07/2022	GS00103TEST	Parking Fine		SGD 321,00	
13/07/2022	DEVTEST(SG)	Parking Fine		SGD 73,83	
13/07/2022	BD650002	Speeding	13/07/2022	SGD 11 000,00	
12/07/2022	SMM1763C	Parking Fine		SGD 42,80	



# DASHBOARD: FINES

## IMPORT

- 1. Click here to import fines cost
- 2. Users are able to download a template in Excel to use for importing data or if they have an existing document to upload
- 3. MiFleet allows users to upload their own document with the help of data mapping. You will have to match fields from your file to the MiFleet field

**Upload File**

Please select the desired importer and upload your CSV, TSV, XLS, XLSX file.

IMPORT TYPE  
Import Fines

**Upload File**

Download Template

Download MiFleet Imports Guide

**Match Found Fields**

We've analyzed your file and found the following column headings. Please match the required Fleet Field on the left to the appropriate column heading from your file

MiFleet Field	Import File Field
Document Type	Document Type
Document Status	Document Status
Document Number	Document Number
Supplier	Supplier
Date	Date
Vehicle*	Vehicle*
Description	Description
Quantity*	Quantity*
Unit Price*	Unit Price*
Net Value*	Net Value*

**⚠** We can only allow files with 1000 lines. Please make sure your file does not exceed that limit.

NOTE:  
A MiFleet Imports Guide is available if user is still unsure



# DASHBOARD: FINES

## ADD FINES COST

1. Click here to manually add fines cost

Import File  Capture Data

Fuel Tolls **Fines** Tyres Maintenance Accidents MISC

2. Input all required information marked with "\*"

### Accounting Details

\* CONCEPT: Fine \* SUPPLIER: TP - Traffic Police SG \* Vehicle: [dropdown] General Ledger (GL) Code: [dropdown] \* Description: [text]  
\* QUANTITY: 0 \* Price: [text] Discount Value: [text] NET VALUE: 0.00 \* Tax Type: [dropdown] Total Value: [text]

Show Advanced Options

### Concept Management Details

\* FINE TYPE: Parking \* DRIVER: Sean Francis  
Infringement Description: [text]  
Additional Notes: [text]  
\* INFRINGEMENT DATE (DD/MM/YYYY): 29/04/2022 \* INFRINGEMENT TIME: 14:09:32 \* Infringement Number: [text] Payment Due Date (dd/mm/yyyy): [text]

Save

NOTE:  
Users should input all information, even optional, to have thorough documentation for future use



# DASHBOARD: FINES REPORT

- 1. Choose your favourite or commonly used report
- 2. Input all the required fields, and date range selection for the report
- 3. Choose between PDF or Excel format. Multiple email addresses can be added and you can even include a password if required
- 4. Then user can choose to quickly download report or receive the report via email

NOTE:  
To schedule a report, please refer to the Fleetweb user guide

The screenshot shows the CARTRACK MiFleet dashboard. The navigation bar includes options like Map, List, Dashboard, Reports, MiFleet, Delivery, Vision, and Control Room. The 'Export Data' option is highlighted. The main content area is titled 'Fines' and includes a search bar, a sidebar with report categories, and a form for configuring the report. The form has fields for Registration (All Vehicles), Start Date (28/07/2022), End Date (28/07/2022), Send Report On (28/07/2022), Email Address, Document Format (Adobe Acrobat Reader (pdf)), and Password Protected. There are buttons for Download Report and Submit.





# DASHBOARD: TYRES

## OVERVIEW

1. [Manually add tyres cost](#) or [download report](#)
2. Filter information by start date and end date, status or export data
3. View the document

The screenshot shows the CARTRACK dashboard interface. The top navigation bar includes 'Map', 'List', 'Dashboard', 'Reports', 'MiFleet' (selected), 'Delivery', 'Vision', and 'Control Room'. Below this is a secondary bar with 'Reminders', 'Import Data', 'Export Data', 'Costs Summary', 'Document Storage', 'Contract Storage', 'Settings', and 'About MiFleet'. A central menu features icons for 'Dashboard', 'Fuel', 'Tolls', 'Fines', 'Tyres' (highlighted), 'Maintenance', 'Accidents', and 'MISC'. The main content area contains a search bar, filters for 'START DATE' (29/05/2022) and 'END DATE' (28/07/2022), a 'STATUS FILTER' set to 'All', and an 'Export' button. To the right are buttons for 'Report', 'Import', and '+ Add Tyres Cost'. Below these is a table with columns: 'Date', 'Vehicle', 'Operation Type', 'Description', 'Gross Total', and 'View Transaction'. The table lists several tyre operations, including 'Exchange Tyres' and 'Align Tyres'. At the bottom, there are navigation buttons for '< Previous', 'Page 1 of 1', '10 rows', and 'Next >'.

Date	Vehicle	Operation Type	Description	Gross Total	View Transaction
18/07/2022	HSDC	Exchange Tyres	Tyre Replacement	SGD 44 000,00	
13/07/2022	DEVTEST(SG)	Exchange Tyres		SGD 149,80	
13/07/2022	FC7077X	Exchange Tyres		SGD 235,40	
13/07/2022	CN4-TEST	Exchange Tyres		SGD 107,00	
13/07/2022	HSDC	Align Tyres		SGD 53,50	
13/07/2022	BD650002	Align Tyres		SGD 27,82	
13/07/2022	GS00103TEST	Calibrate Tyres		SGD 37,45	



# DASHBOARD: TYRES

## IMPORT

1. Click here to import fines cost
2. Users are able to download a template in Excel to use for importing data or if they have an existing document to upload
3. MiFleet allows users to upload their own document with the help of data mapping. You will have to match fields from your file to the MiFleet field

**Upload File**

Please select the desired importer and upload your CSV, TSV, XLS, XLSX file.

IMPORT TYPE  
Import Tyres

**Upload File**

Download Template

Download MiFleet Imports Guide

**Match Found Fields**

We've analyzed your file and found the following column headings. Please match the required Fleet Field on the left to the appropriate column heading from your file

MiFleet Field	Import File Field
Document Type	Document Type
Document Status	Document Status
Document Number	Document Number
Supplier	Supplier
Date	Date
Vehicle*	Vehicle*
Description	Description
Quantity*	Quantity*
Unit Price*	Unit Price*
Net Value*	Net Value*

**⚠ We can only allow files with 1000 lines. Please make sure your file does not exceed that limit.**

NOTE:  
A MiFleet Imports Guide is available if user is still unsure



# DASHBOARD: TYRES

## ADD TYRES COST

1. Click here to manually add tyre costs

2. Input all required information marked with "\*"

Import File  Capture Data

### Accounting Details

\* CONCEPT  
Tyre

\* Supplier

\* Vehicle

General Ledger (GL) Code

\* Description

\* QUANTITY  
0

\* Price

Discount Value

NET VALUE  
0.00

\* Tax Type

Total Value

Show Advanced Options

### Concept Management Details

\* TYRE OPERATION  
Calibrar Direcção

Additional Notes

Tyres

Location	Brand	Size	Code
<input type="button" value="Add Tyre"/>			

Save

NOTE:  
User should input all information, even optional, to have thorough documentation for future use



# DASHBOARD: TYRES REPORT

- 1. Choose your favourite or commonly used report
- 2. Input all the required fields and date range selection for the report
- 3. Choose between PDF or Excel format. Multiple email addresses can be added and you can even include a password if required
- 4. Then user can choose to quickly download report or receive the report via email

NOTE:  
To schedule a report, please refer to the Fleetweb user guide

The screenshot shows the CARTRACK MiFleet dashboard. The navigation bar includes 'Map', 'List', 'Dashboard', 'Reports', 'MiFleet', 'Delivery', 'Vision', and 'Control Room'. The 'Export Data' button is highlighted in the navigation bar. The main content area is titled 'Accessories' and shows a form for generating a report. The form includes a 'REGISTRATION' dropdown menu set to 'All Vehicles', 'START DATE' and 'END DATE' fields both set to '28/07/2022', a 'SEND REPORT ON' field set to '28/07/2022', an 'Email Address' field, and a 'DOCUMENT FORMAT' dropdown menu set to 'Adobe Acrobat Reader (pdf)'. There is a 'Schedule' checkbox and a 'Password Protected' checkbox. At the bottom of the form are 'Download Report' and 'Submit' buttons. A sidebar menu on the left lists various reports, with 'Accessories' selected. A 'Back to Dashboard' button is at the top of the sidebar. A heart icon is visible in the top right corner of the main content area.



# DASHBOARD: MAINTENANCE OVERVIEW

1. [Import maintenance cost](#), [manually add maintenance cost](#) or [download report](#)

2. Filter information by start date and end date, status or export data

3. View the document

The screenshot displays the CARTRACK Maintenance Overview dashboard. The top navigation bar includes options like Map, List, Dashboard, Reports, MiFleet (selected), Delivery, Vision, and Control Room. The sidebar contains icons for Dashboard, Fuel, Tolls, Fines, Tyres, Maintenance (highlighted), Accidents, and MISC. The main content area features a search bar, filters for Start Date (29/05/2022) and End Date (28/07/2022), a Status Filter (All), and an Export button. Below these are buttons for Report, Import, and Add Maintenance Cost. The main table lists maintenance records with columns for Date, Vehicle, Maintenance Type, Description, and Gross Total. A 'View Transaction' button is present for each row. The bottom of the page shows pagination controls for 'Page 1 of 1' and '10 rows'.

Date	Vehicle	Maintenance Type	Description	Gross Total	View Transaction
13/07/2022	BD650002	Interior Cleaning		SGD 37,45	
13/07/2022	CN4-TEST	Air Conditioning		SGD 48,15	
13/07/2022	DEVTEST(SG)	Wash		SGD 21,40	
13/07/2022	FC7077X	Exhaust		SGD 35,31	
13/07/2022	GS00103TEST	Motor		SGD 535,00	
13/07/2022	GS00103TEST	Exterior Paint		SGD 1 070,00	



# DASHBOARD: MAINTENANCE

## IMPORT

- 1. Click here to import maintenance costs
- 2. Users are able to download a template in Excel to use for importing data or if they have an existing document to upload
- 3. MiFleet allows users to upload their own document with the help of data mapping. Users need to match fields from their file to the MiFleet field.

**Match Found Fields**

We've analyzed your file and found the following column headings. Please match the required Fleet Field on the left to the appropriate column heading from your file

MiFleet Field	Import File Field
Document Type	Document Type
Document Status	Document Status
Document Number	Document Number
Supplier	Supplier
Date	Date
Vehicle*	Vehicle*
Description	Description
Quantity*	Quantity*
Unit Price*	Unit Price*
Net Value*	Net Value*

⚠ We can only allow files with 1000 lines. Please make sure your file does not exceed that limit.

NOTE:  
A MiFleet Imports Guide is available if you are still unsure

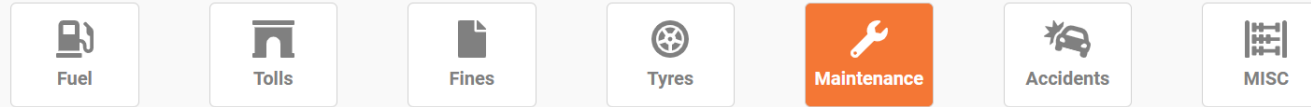


# DASHBOARD: MAINTENANCE

## ADD MAINTENANCE COST

1. Click here to manually add maintenance costs

Import File  Capture Data



2. Input all required information marked with "\*"

### Accounting Details

* CONCEPT Maintenance	* Supplier	* Vehicle	General Ledger (GL) Code	* Description	
* QUANTITY 0	* Price	Discount Value	NET VALUE 0.00	* Tax Type	Total Value

Show Advanced Options

### Concept Management Details

* MAINTENANCE TYPE Lavagem Exterior	Maintenance Budget	Vehicle MMV (Make/Model/Variant)
Job Card Reference	Driver	Fleet Controller

Save

NOTE:  
Users should input all information, even optional, to have thorough documentation for future use



# DASHBOARD: MAINTENANCE REPORT

1. Choose your favourite or commonly used report
2. Input all the required field, and date range selection for the report
3. Choose between PDF or Excel format, multiple email addresses can be added and you can even include a password if require
4. Then user can choose to quickly download report or receive the report via email

NOTE:  
To schedule a report, please refer to the Fleetweb user guide

The screenshot shows the CARTRACK web application interface for generating a Maintenance Report. The top navigation bar includes 'CARTRACK', 'Map', 'List', 'Dashboard', 'Reports', 'MiFleet', 'Delivery', 'Vision', and 'Control Room'. The 'MiFleet' menu is expanded, showing options like 'Reminders', 'Import Data', 'Export Data', 'Costs Summary', 'Document Storage', 'Contract Storage', 'Settings', and 'About MiFleet'. The 'Export Data' option is highlighted. On the left, a sidebar menu lists various report categories such as 'Accessories', 'Accidents', 'All Driver Costs', 'Assets', 'Assets - Detailed', 'Breakdowns / Towing', 'Cancelled Documents Report', 'Cleanings', 'Consumables', 'Cost Balance by Vehicle', 'Documents', 'Driver Costs', 'Driver Leave Costs', 'Driver Leaves', 'Driver Licenses', and 'Drivers'. The main content area is titled 'Maintenances' and contains a form with the following fields: a 'REGISTRATION' dropdown menu set to 'All Vehicles'; 'START DATE (DD/MM/YYYY)' and 'END DATE (DD/MM/YYYY)' date pickers both set to '28/07/2022'; a 'SEND REPORT ON (DD/MM/YYYY)' date picker set to '28/07/2022' with a 'Schedule' checkbox; an 'Email Address' input field; a 'DOCUMENT FORMAT' dropdown menu set to 'Adobe Acrobat Reader (pdf)'; and a 'Password Protected' checkbox. At the bottom of the form are 'Download Report' and 'Submit' buttons. A blue heart icon is visible in the top right corner of the form area. Orange lines connect the numbered steps to the corresponding UI elements: Step 1 points to the 'Export Data' menu item; Step 2 points to the search bar and the sidebar menu; Step 3 points to the 'REGISTRATION' dropdown, the 'Email Address' field, and the 'DOCUMENT FORMAT' dropdown; Step 4 points to the 'Download Report' and 'Submit' buttons.





# DASHBOARD: ACCIDENTS

## OVERVIEW

1. [Import accidents cost](#), [manually add accidents cost](#) or [download report](#)
2. Filter information by start date and end date, status or export data
3. View the document

The screenshot shows the CARTRACK dashboard interface. The top navigation bar includes 'Map', 'List', 'Dashboard', 'Reports', 'MiFleet' (selected), 'Delivery', 'Vision', and 'Control Room'. Below this is a secondary navigation bar with 'Reminders', 'Import Data', 'Export Data', 'Costs Summary', 'Document Storage', 'Contract Storage', 'Settings', and 'About MiFleet'. A sidebar contains icons for 'Dashboard', 'Fuel', 'Tolls', 'Fines', 'Tyres', 'Maintenance', 'Accidents' (highlighted), and 'MISC'. The main content area features a search bar, date filters (START DATE: 30/05/2022, END DATE: 29/07/2022), a status filter (All), and buttons for 'Report', 'Import', and '+ Add Accidents Cost'. Below these is a table with the following data:

Accident Date	Vehicle	Accident Type	Driver Name	Description	Gross Total	View Transaction
13/07/2022	BD650002	Large Accident with major damage	Aaron testd	ACCIDENTS	SGD 11 000,00	
13/07/2022	CN4-TEST	Large Accident with major damage	Jasmine Zhao Zhao		SGD 5 350,00	
13/07/2022	DEVTEST(SG)	Broken Glass	Rizza Rizza 101		SGD 321,00	
13/07/2022	BD650002	Large with Indmenization	Miriam C		SGD 26,75	
13/07/2022	GS00103TEST	Large without Indemnization	Wayne Lim		SGD 535,00	
13/07/2022	GS00103TEST	Large Accident with major damage	Julia Lim Lim		SGD 5 350,00	
13/07/2022	FC7077X	Small with Indemnization	Marc		SGD 267,50	

At the bottom of the table, there is a pagination bar showing 'Page 1 of 1' and '10 rows'. Navigation buttons for '< Previous' and 'Next >' are also present.



# DASHBOARD: ACCIDENTS

## IMPORT

1. Click here to import accident costs
2. Users are able to download a template in excel to use for importing data or if they have an existing document to upload
3. MiFleet allows users to upload their own document with the help of data mapping. The user has to match fields from their file to the MiFleet field

Back to Dashboard

Import File Capture Data

Fuel Tolls Fines Maintenance Accidents Multi Cost All Imports

### Upload File

Please select the desired importer and upload your CSV, TSV, XLS, XLSX file.

IMPORT TYPE  
Import Accidents

Upload File

Download Template

Download MiFleet Imports Guide

**⚠ We can only allow files with 1000 lines. Please make sure your file does not exceed that limit.**

### Match Found Fields

We've analyzed your file and found the following column headings. Please match the required Fleet Field on the left to the appropriate column heading from your file

MiFleet Field	Import File Field
Document Type	Document Type
Document Status	Document Status
Document Number	Document Number
Supplier	Supplier
Date	Date
Vehicle*	Vehicle*
Description	Description
Quantity*	Quantity*
Unit Price*	Unit Price*
Net Value*	Net Value*

NOTE:  
A MiFleet Imports Guide is available if you are still unsure



# DASHBOARD: ACCIDENTS

## ADD ACCIDENTS COST

1. Click here to manually add accidents cost

Import File  Capture Data

Fuel Tolls Fines Tyres Maintenance **Accidents** MISC

2. Input all required information marked with "\*"

### Accounting Details

\* CONCEPT Accidents \* Supplier \* Vehicle General Ledger (GL) Code \* Description

\* QUANTITY 0 \* Price Discount Value NET VALUE 0.00 \* Tax Type Total Value

Show Advanced Options

### Concept Management Details

\* ACCIDENT TYPE AL Accident Type \* Driver Location of Accident

Detailed Accident Description

\* Accident Date (dd/mm/yyyy) Has Recoveries? Accident Loss Value

Case/Process Number Insurance Claim Number

Third Parties Involved

Add Third Party

Save

NOTE:  
Users should input all information, even optional, to have thorough documentation for future use



# DASHBOARD: ACCIDENTS

## REPORT

- 1. Choose your favourite or commonly used report
- 2. Input all the required field, and date range selection for the report
- 3. Choose between PDF or Excel format, multiple email addresses can be added and you can even include a password if require
- 4. Then user can choose to quickly download report or receive the report via email

NOTE:  
To schedule a report, please refer to the Fleetweb user guide

The screenshot shows the CARTRACK MiFleet dashboard. The top navigation bar includes 'Map', 'List', 'Dashboard', 'Reports', 'MiFleet', 'Delivery', 'Vision', and 'Control Room'. The 'MiFleet' menu is expanded, showing options like 'Reminders', 'Import Data', 'Export Data', 'Costs Summary', 'Document Storage', 'Contract Storage', 'Settings', and 'About MiFleet'. The 'Accidents' report is selected in the left sidebar. The main content area is titled 'Accidents' and contains a form for generating a report. The form includes a search bar, a 'Back to Dashboard' button, and a 'Heart' icon. The form fields are: 'REGISTRATION' (All Vehicles), 'START DATE' (29/07/2022), 'END DATE' (29/07/2022), 'SEND REPORT ON' (29/07/2022), 'Email Address', 'DOCUMENT FORMAT' (Adobe Acrobat Reader (pdf)), and 'Password Protected'. There are 'Download Report' and 'Submit' buttons at the bottom.



# DASHBOARD: MISC

## OVERVIEW

1. [Import MISC cost, manually add MISC cost](#)

2. Filter information by start date and end date, status or export data

3. View the document

The screenshot shows the CARTRACK dashboard interface. The top navigation bar includes 'Map', 'List', 'Dashboard', 'Reports', 'MiFleet' (selected), 'Delivery', 'Vision', and 'Control Room'. Below this is a secondary navigation bar with 'Reminders', 'Import Data', 'Export Data', 'Costs Summary', 'Document Storage', 'Contract Storage', 'Settings', and 'About MiFleet'. The main dashboard area features several category tiles: 'Dashboard', 'Fuel', 'Tolls', 'Fines', 'Tyres', 'Maintenance', 'Accidents', and 'MISC' (highlighted in orange). Below the tiles is a search and filter section with a search bar, 'START DATE' (30/05/2022), 'END DATE' (29/07/2022), 'STATUS FILTER' (All), and an 'Export' button. To the right are 'Import' and 'Add Cost' buttons. The main data area is a table with the following columns: Date, Vehicle, Driver, Supplier, Concept Type, Description, Gross Total, and View Transaction. The table contains 10 rows of transaction data. At the bottom, there is a pagination bar showing 'Page 1 of 3', '10 rows', and 'Next'.

Date	Vehicle	Driver	Supplier	Concept Type	Description	Gross Total	View Transaction
28/07/2022	SMN3702K4G		Zurich Insurance	Insurance	insurance	SGD 12,346,000.00	
14/07/2022	BD650002		Cartrack SG	Accessory	test	SGD 11,77	
14/07/2022	BD650002		Cartrack SG	Accessory	test	SGD 21,40	
13/07/2022	SMR3862KCART		Borneo Motor	Insurance	test	SGD 21,40	
13/07/2022	SMR3862KCART		Cartrack SG	Insurance	test	SGD 32,10	
13/07/2022	SMR3862KCART		Comfort Delgro	Insurance	test	SGD 49,22	
13/07/2022	SMR3862KCART		EXXONMOBIL ASIA PACIFIC PTE LTD	Insurance	test	SGD 34,24	
13/07/2022	SMR3862KCART		Fuel - Shell	Insurance	test	SGD 85,60	
13/07/2022	FC7077X		Cartrack SG	Accessory	test	SGD 25,68	
13/07/2022	SMG1323XCT9		Cartrack SG	Accessory	test	SGD 11,77	



# DASHBOARD: MISC

## IMPORT

- 1. Click here to import MISC cost
- 2. Users are able to download a template in excel to use to import data or if they have an existing document to upload
- 3. MiFleet allows users to upload their own documents with the help of data mapping. Users have to match fields from their file to the MiFleet field.

**Upload File**

Please select the desired importer and upload your CSV, TSV, XLS, XLSX file.

IMPORT TYPE

- Import Accidents
- Import Fines
- Import Fuelling
- Import Fuelling Costs - Shell SG
- Import Maintenance
- Import Suppliers
- Import Toll Costs
- Import Tyres

**Match Found Fields**

We've analyzed your file and found the following column headings. Please match the required Fleet Field on the left to the appropriate column heading from your file

MiFleet Field	Import File Field
Document Type	Document Type
Document Status	Document Status
Document Number	Document Number
Supplier	Supplier
Date	Date
Vehicle*	Vehicle*
Description	Description
Quantity*	Quantity*
Unit Price*	Unit Price*
Net Value*	Net Value*

**Warning:** We can only allow files with 1000 lines. Please make sure your file does not exceed that limit.



# DASHBOARD: MISC

## ADD MISC COST

1. Click here to manually add MISC cost
2. Users can select the category of costs that does not fall under the six cost options available
3. Input all required information marked with "\*"

Import File  Capture Data

Fuel Tolls Fines Tyres Maintenance Accidents MISC

### Accounting Details

\* CONCEPT  
Accessory

\* Supplier

\* Vehicle

General Ledger (GL) Code

\* Description

\* QUANTITY  
0

\* Price

Discount Value

NET VALUE  
0.00

\* Tax Type

Total Value

Show Advanced Options

### Concept Management Details

\* ACCESSORY TYPE  
Air Bags

Detailed Accident Description

Save

NOTE:  
Users should input all information, even optional, to have thorough documentation for future use



# COST SUMMARY: OVERVIEW

1. [Import MISC cost](#), [manually add MISC cost](#), search or filter transaction
2. View Outstanding, Paid and Overdue amounts in the system
3. Select a transaction to [update document](#)

The screenshot displays the CARTRACK MiFleet interface for the 'Costs Summary' page. The navigation bar includes options like Map, List, Dashboard, Reports, MiFleet, Delivery, Vision, and Control Room. The 'Costs Summary' sub-menu is active. The summary section shows three categories: Outstanding (SGD 64,537.48), Paid (SGD 3,629.47), and Overdue (SGD 0.00). Below the summary is a table of transactions with the following columns: Date, Document Type, Status, Source, Supplier, Document Number, Description, Gross Total, and Cancel. The first row is highlighted.

Date	Document Type	Status	Source	Supplier	Document Number	Description	Gross Total	Cancel
02/07/2021	Invoice	Pending	Manually	SHELL SG Pte Ltd	121		SGD 0,00	
30/06/2021	Invoice	Paid	Manually	G8 Auto Repairs & Services Pte Ltd	Serv125		SGD 88,00	
23/06/2021	Invoice	Pending	Manually	G8 Auto Repairs & Services Pte Ltd	INV-2021-JN004		SGD 85,60	
22/06/2021	Invoice	Pending	Manually	Hertz Pte Ltd	INV-2021-JN003		SGD 0,00	
22/06/2021	Invoice	Pending	Manually	SHELL FC	INV-2021-JN003		SGD 0,00	
22/06/2021	Invoice	Pending	Manually	ESSO	INV-2021-JN002		SGD 55,64	
22/06/2021	Invoice	Paid	Manually	G8 Auto Repairs & Services Pte Ltd	Serv120		SGD 100,00	
22/06/2021	Invoice	Paid	Manually	LTA-EZ LINK Pte Ltd	Serv124		SGD 200,00	
08/06/2021	Invoice	Pending	Manually	G8 Auto Repairs & Services Pte Ltd	INV-2021-JN001		SGD 240,75	
08/06/2021	Invoice	Validated	Manually	Hertz Pte Ltd	INV-2021-MY001		SGD 0,00	
08/06/2021	Invoice	Overdue Payment	Manually	Hertz Pte Ltd	INV-2021-MY001		SGD 0,00	
08/06/2021	Invoice	Paid	Manually	G8 Auto Repairs & Services Pte Ltd	INV-2021-JUN001		SGD 0,00	





# COST SUMMARY: DOCUMENT UPDATE

1. Click on "Edit Document" to update document
2. Go to here to change the document status
3. Add "Payment Due" or "Payment Method" here

< Back to Dashboard / Edit Document

Last Updated: 19/05/2022

DOCUMENT TYPE  
Invoice

DOCUMENT STATUS  
Pending

DOCUMENT NUMBER

ISSUER  
EXXONMOBIL ASIA PACIFIC PTE LTD

DATE (DD/MM/YYYY)  
19/05/2022

DOCUMENT DESCRIPTION

CHECK TOTAL  
SGD 0,00

TOTAL NET COST	SGD 500,00
TOTAL NON DEDUCTIBLE VAT	SGD 35,00
TOTAL DEDUCTIBLE VAT	SGD 0,00
DISCOUNT APPLIED	SGD 0,00
<b>TOTAL</b>	<b>SGD 535,00</b>

Details

Driver / Vehicle	Concept	Quantity	Price	Net Value	Deductable VAT	Non Deductable VAT	Total	Delete
> COURIERVAN	Fuelling	50.00	SGD 10,00	SGD 500,00	SGD 0,00	SGD 35,00	SGD 535,00	

< Previous Page 1 of 1 10 rows Next >

Payment Due Payment Method

PAYMENT TERM	PAYMENT DUE (DD/MM/YYYY)	PAYMENT METHOD	PAID AMOUNT	LAST PAYMENT DATE (DD/MM/YYYY)



# REMINDERS: SERVICE REMINDER

## OVERVIEW

- 1. Search for a vehicle or filter by status
- 2. To [add a new service reminder](#) or to cancel a service reminder
- 3. To view a particular service reminder details
- 4. Status of the service reminder

Vehicle	Service Task	Status	Next Due	Last Completed	View Details	Cancel
TRUCK1	Scheduled Servicing Every 6 months or 10000 Kilometers	OVERDUE	2 Days			
COURIERVAN	Preventive Servicing Every 6 months or 10000 Kilometers	ACTIVE	182 Days			
LIGHTTRUCK	Scheduled Servicing Every 3 months or 10000 Kilometers	DUE SOON	5 Days			
REEFERTRUCK	Preventive Servicing Every 6 months or 10000 Kilometers	OVERDUE	-1 Days			



# REMINDERS: ADD SERVICE REMINDER

## OVERVIEW

1. Input the fields marked with "\*" as these are the required field

The screenshot shows the 'New Service Reminder' form in the Cartrack MiFleet interface. The form is titled 'New Service Reminder' and contains several input fields. An orange box highlights the 'Details' section, which includes:

- \* Vehicle (dropdown menu)
- \* Service Task (dropdown menu)
- Service Due Date section:
  - \* Expiration Date (dd/mm/yyyy) (calendar icon)
  - Thereafter Every section:
    - Service Date Interval (input field)
    - Months (dropdown menu)
- Service Due Odometer section:
  - \* Mileage Period (input field)
  - Thereafter Every section:
    - Service Interval (input field)
    - Kilometers (dropdown menu)

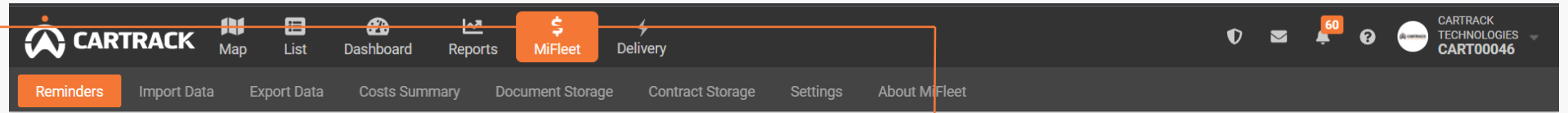
The top navigation bar includes 'CARTRACK', 'Map', 'List', 'Dashboard', 'Reports', 'MiFleet', 'Delivery', 'Control Room', and 'Beta'. The left sidebar has 'Reminders' and 'Service Reminders'. The bottom right has 'Cancel' and 'Save' buttons.



# REMINDERS: COST BREAKDOWN PER VEHICLE

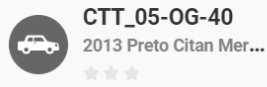
1. Displays information of the particular vehicle on the section the user chooses to view

2. View by different cost categories



< Back / Vehicle Status

Open Location



- General ▾
- Assigned Drivers
- Contracts
- Costs Per Kilometers
- Monthly Costs
- Operational Costs >
- Regulatory Costs >
- Vehicle Costs >

## Monthly Costs

Costs	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
> Op. Costs	€1 298,00	€22 300,00	€11 564,00	€30 087,25	€0,00	€0,00	€0,00	€0,00	€30,00	€0,00
> Reg. Costs	€996,66	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00
> Veh. Costs	€1 152,28	€1,00	€181,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00
<b>TOTAL</b>	<b>€3 446,94</b>	<b>€22 301,00</b>	<b>€11 745,00</b>	<b>€30 087,25</b>	<b>€0,00</b>	<b>€0,00</b>	<b>€0,00</b>	<b>€0,00</b>	<b>€30,00</b>	<b>€0,00</b>

< Previous Page 1 of 1 25 rows Next >

## Costs Per Kilometers

NOTE:

**Operational Costs:** Costs required for the vehicle to be used on daily basis, e.g. fuel, parking

**Regulatory Costs:** Costs required in order for the vehicle to be used, e.g. road tax, insurance

**Vehicle Costs:** It is costs incurred by the vehicle, e.g. leasing, hire or purchase



# ALERTS: ALERT FEED

1. Click here to access alerts
2. In the search bar, select the date range or apply filters to set the alerts you wish to see.
3. Select MiFleet alerts to view all feeds regarding MiFleet
4. Click + "Add Alert" to add a new MiFleet alert

The screenshot shows the CARTRACK Alerts: Alert Feed interface. The top navigation bar includes the CARTRACK logo and menu items: Map, List, Dashboard, Reports, MiFleet, and Delivery. A notification bell icon is highlighted with an orange box. Below the navigation bar, there are tabs for Feed, Active, Add Alert, Reminders, and Message Credits. The main content area features a search bar, a date range selector (START DATE: 30/04/2022, END DATE: 01/05/2022), and a More Filters button. A dropdown menu is open, showing 'Fleet alerts' and 'MiFleet Alerts' (highlighted with an orange box). Below the dropdown is a table with columns: Date/Time, Type, Vehicle, Driver, Message, Mark as Read, Dismiss, and View Document. The table is currently empty, displaying 'No data available'. A blue '+ Add Alert' button is located in the top right corner of the table area.



# ALERTS: ADD ALERTS

1. Select MiFleet to create alerts
2. Select the alerts required from the dropdown list.
3. Input all fields to create MiFleet alerts to be sent via email or SMS
4. Click "Create" to save alerts to system

The screenshot displays the CARTRACK MiFleet alert creation interface. The navigation bar at the top includes 'Feed', 'Active', 'Add Alert', 'Reminders', and 'Message Credits'. The 'Add Alert' button is highlighted. A dropdown menu is open, showing 'MiFleet' as the selected option. The main form is titled 'MiFleet' and contains the following sections:

- Fill Costs Alert details here**
  - Name:** A text input field.
  - NOTIFICATION TYPES:** A dropdown menu with 'Vehicle License Expiration' selected.
  - DUE REMAINING DAYS:** A text input field with the value '1'.
- Vehicles - Choose the vehicles to apply to this alert:** A section with a checked checkbox for 'All Vehicles'.
- Insert Email - Write the emails to alert the driver:** A section with a text input field for 'Emails' and a dropdown menu for 'Report Complete'.
- Resend this alert in periods of DAYS:** A text input field with the value '0'.
- Insert SMS Alert - Insert the phone numbers prefixed with country codes(without 0) or names:** A section with a text input field for 'SMS' and a dropdown menu.
- Resend this alert in periods of DAYS:** A text input field with the value '0'.

The 'Create' button is located in the top right corner of the form.





**Thank you**