

Reminders

Cartrack's Reminders enable users to customise and automate reminders that will put them ahead of vehicle servicing, license renewal, and resource checks, to name a few. This is beneficial for effective fleet maintenance, increased fleet longevity, reduced maintenance costs, avoiding fines, and ensuring full compliance at all times.

In this guide, we will cover the following:

1. Navigating fleet overview

- Reviewing upcoming reminders
- Adding new fleet reminders
- Searching for specific fleet reminders
- Editing fleet reminders
- Deleting fleet reminders
- Deleting all reminders for a vehicle
- Downloading fleet reminders
- Customising which reminders you can see
- Adding filters to your fleet overview
- Adjusting the density of your fleet overview display

2. Navigating driver overview

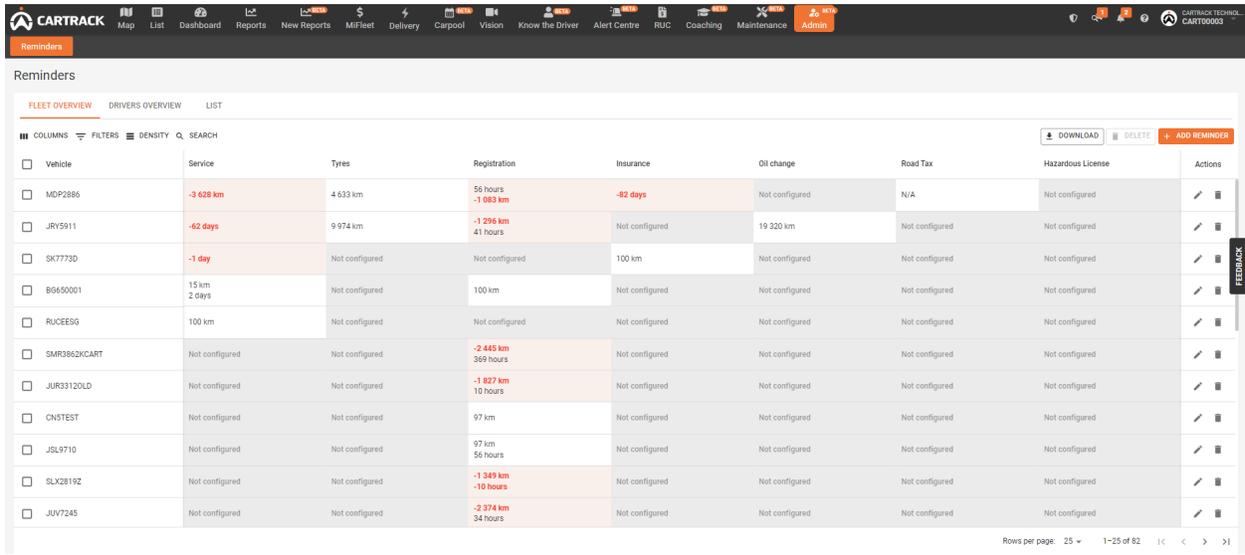
- Reviewing upcoming reminders
- Adding new driver reminders
- Searching for specific driver reminders
- Editing driver reminders
- Deleting driver reminders
- Deleting all reminders for a driver
- Downloading driver reminders

3. Navigating list overview

- Searching for specific reminders
- Marking individual reminders as complete
- Marking multiple reminders as complete

1. Navigating Fleet Overview

Fleet overview gives you access to reminders based on all the vehicles in your fleet.



The screenshot shows the CARTRACK Reminders interface. At the top, there is a navigation bar with various icons and labels: CARTRACK, Map, List, Dashboard, Reports, New Reports, My Fleet, Delivery, Carpool, Vision, Know the Driver, Alert Centre, RUC, Coaching, Maintenance, and Admin. Below the navigation bar, the 'Reminders' section is active, showing a 'FLEET OVERVIEW' tab. The main content is a table with columns for Vehicle, Service, Tyres, Registration, Insurance, Oil change, Road Tax, Hazardous License, and Actions. The table lists 13 vehicles with their respective reminder statuses. Some reminders are highlighted in red, indicating they are upcoming or overdue. For example, vehicle MDP2886 has a service reminder of -3 628 km, and vehicle JRY5911 has a service reminder of -62 days. The table also includes a 'FEEDBACK' button on the right side and a 'Rows per page: 25' indicator at the bottom right.

Vehicle	Service	Tyres	Registration	Insurance	Oil change	Road Tax	Hazardous License	Actions
<input type="checkbox"/> MDP2886	-3 628 km	4 633 km	55 hours -1 083 km	-82 days	Not configured	N/A	Not configured	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> JRY5911	-62 days	9 974 km	-1 296 km 41 hours	Not configured	19 320 km	Not configured	Not configured	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> SK7773D	-1 day	Not configured	Not configured	100 km	Not configured	Not configured	Not configured	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> B6650001	15 km 2 days	Not configured	100 km	Not configured	Not configured	Not configured	Not configured	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> RUCEESG	100 km	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> SMR3862KCART	Not configured	Not configured	-2 445 km 39 hours	Not configured	Not configured	Not configured	Not configured	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> JUR3312OLD	Not configured	Not configured	-1 627 km 10 hours	Not configured	Not configured	Not configured	Not configured	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> CN5TEST	Not configured	Not configured	97 km	Not configured	Not configured	Not configured	Not configured	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> JSL9710	Not configured	Not configured	97 km 56 hours	Not configured	Not configured	Not configured	Not configured	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> SLX2819Z	Not configured	Not configured	-1 349 km -10 hours	Not configured	Not configured	Not configured	Not configured	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> JUV7245	Not configured	Not configured	-2 374 km 34 hours	Not configured	Not configured	Not configured	Not configured	<input type="checkbox"/> <input type="checkbox"/>

Reviewing upcoming reminders

Fleet overview lets you see all statuses for all reminders you have set, highlighting any upcoming reminders, and helping you quickly spot if a reminder for a specific vehicle was created or not.

The screenshot shows the CARTRACK Reminders interface. At the top, there is a navigation bar with various icons and labels like 'New Reports', 'MIFleet', 'Delivery', 'Carpool', 'Vision', 'Know the Driver', 'Alert Centre', 'RUC', 'Coaching', 'Maintenance', and 'Admin'. Below this, the 'Reminders' section is active, showing a 'FLEET OVERVIEW' tab. The table below lists reminders for five vehicles: JRY5911, SMG1323X, SK7773D, and BG650001. The 'Tyres' column for JRY5911 shows '-64 days' and '-1 391 km 39 hours', with a tooltip indicating 'There is no reminder configured for this category'. Other columns include 'Oil change', 'Road Tax', 'Hazardous License', and 'PTO Type'. The bottom of the table shows 'Rows per page: 25' and '1-25 of 83'.

Vehicle	Service	Tyres	Registration	Oil change	Road Tax	Hazardous License	PTO Type	Actions
JRY5911	-64 days	9 879 km	-1 391 km 39 hours	Not configured	19 224 km	Not configured	470 km	[Edit] [Delete]
SMG1323X	194 km	Not configured	Not configured	Not configured	Not configured	Not configured	444 km	[Edit] [Delete]
SK7773D	-3 days	Not configured	Not configured	100 km	Not configured	Not configured	500 km	[Edit] [Delete]
BG650001	15 km	Not configured	100 km	Not configured	Not configured	Not configured	500 km	[Edit] [Delete]

Pinpointing any reminders that have not been set

On the Fleet Overview page, **Not configured** indicates that a reminder has not been created for that specific vehicle in that specific category, making it easy to pinpoint any reminders that still need to be set up.

If a Reminder is not applicable for a specific vehicle, you can click on **N/A Mark as non-applicable** and the reminder will no longer show as “not configured.”

Adding new fleet reminders

- To add a new reminder, click on the **+ ADD REMINDER** button

The screenshot shows the CARTRACK Reminders interface. At the top, there is a navigation bar with various icons and labels like 'Map', 'List', 'Dashboard', 'Reports', 'New Reports', 'MIFleet', 'Delivery', 'Carpool', 'Vision', 'Know the Driver', 'Alert Centre', and 'RUC'. Below this, the 'Reminders' section is active, showing a 'FLEET OVERVIEW' tab. The interface includes a table with columns: Vehicle, Service, Tyres, Registration, Insurance, Oil change, Road Tax, Hazardous License, and Actions. The table contains several rows of vehicle data with various metrics and status indicators. At the bottom right of the table, it says 'Rows per page: 25' and '1-25 of 82'.

Vehicle	Service	Tyres	Registration	Insurance	Oil change	Road Tax	Hazardous License	Actions
MDP2886	-3 628 km	4 633 km	56 hours -1 083 km	-82 days	Not configured	N/A	Not configured	[Edit] [Delete]
JRY5911	-62 days	9 974 km	-1 296 km 41 hours	Not configured	19 320 km	Not configured	Not configured	[Edit] [Delete]
SK7773D	-1 day	Not configured	Not configured	100 km	Not configured	Not configured	Not configured	[Edit] [Delete]
BG650001	15 km 2 days	Not configured	100 km	Not configured	Not configured	Not configured	Not configured	[Edit] [Delete]
RUCEESG	103 km	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	[Edit] [Delete]
SMR3862KCART	Not configured	Not configured	-2 445 km 369 hours	Not configured	Not configured	Not configured	Not configured	[Edit] [Delete]

Follow the prompts that pop up:

Create Fleet Reminder

Category

APPLY TO

All Vehicles Vehicles

79 vehicles selected

⚠ This will override existing reminders for selection.

SCHEDULE

Criteria

First reminder Alert before

Repeat every Stop repeating at

[+ ADD ANOTHER CRITERIA](#)

ALERT NOTIFICATION

- Click on to view the existing reminder **categories**. These categories form the columns on the overgrid view, so it is best to keep consistent in terms of how you use them. If you need to create a new category, click [+ Add New](#) and label your category. This category will then be available for all future reminders.

Categories:

Category

- Service
- Tyres
- Registration
- Insurance
- Oil change
- Road Tax
- Hazardous License
- + Add New

3. Select whether you want the reminders to apply to all vehicles or just specific ones:

APPLY TO

All Vehicles Vehicles

79 vehicles selected

⚠ This will override existing reminders for selection.

Note: If you apply a reminder to a vehicle or driver that already has a reminder set up for the given category, the pre-existing reminder will be overridden by the new one.

4. Select when you want the reminders to occur.

a. Select **criteria**:

SCHEDULE

Criteria

- Distance
- Hours of Operation
- Date

b. Fill in the specific reminder information based on the criteria you have selected.

c. You can also add more than one criteria by clicking on

+ ADD ANOTHER CRITERIA ⓘ

- e.g., You can set a reminder for your vehicle to require servicing after it hits a certain mileage. However, your vehicle will still need servicing after a certain period of time, even if you haven't hit the mileage limit. In this case, you would add criteria for both Distance and Date.

Distance options:

Criteria Distance	
First reminder (km) 0	Alert before (km)
Repeat every (km)	Stop repeating at (km)

- **First reminder (km):** Decide after how many kilometers you'd like to receive your reminders. This is used as a cut off for when you need to take action. For example, if your vehicle needs to go for servicing once it has 20,000km on the odometer, you would set your first reminder as 20,000km.
- **Alert before (km):** Decide how soon you want to receive a reminder before your vehicle has traveled the specified distance (e.g. Receive a reminder 800km before your vehicle has traveled 20,000km)
- **Repeat every (km):** Add the interval of your reminders; this shows the frequency of which you need to take action. For example, if you need to take your vehicle in for servicing every 20,000 km, you would set your repeat as 20,000km. Note that this is the frequency after your first reminder. So if your vehicle needs to get serviced once it has 20,000km on the clock, and then every 10,000km thereafter, you would set your "First Reminder" as 20,000km and your "Repeat Every" as 10,000km.
- **Stop repeating at (km):** After which distance you'd like to stop receiving reminders. For example, if you no longer need to send your vehicle in for servicing once it has 200,000km on the odometer, you would set this to 200,000km.

Hours of operation options:

Criteria
Hours of Operation

First reminder (hours)
0

Alert before (hours)

Repeat every (hours)

Stop repeating at (hours)

- **First reminder (hours):** Decide after how many hours you'd like to receive your reminders. This is used as a cut off for when you need to take action. For example, if your vehicle needs to go for servicing once it has been operated for 500 hours, you would set your first reminder to 500 hours.
- **Alerts before (hours):** Decide how soon you want to receive a reminder before your vehicle has traveled for a specific period of time. For example, receive a reminder 100 hours before your vehicle has been operated for 500 hours.
- **Repeat every (hours):** Add the interval of your reminders; this shows the frequency of which you need to take action. For example, if you need to take your vehicle in for servicing every 500 operation hours, you would set your repeat as 500 hours. Note that this is the frequency after your first reminder. So if your vehicle needs to get serviced once it has been operated for 500 hours and then every 100 hours thereafter, you would set your "First Reminder" as 500 hours and your "Repeat Every" as 100 hours.
- **Stop repeating at (hours):** Decide after how many hours you'd like to stop receiving reminders. For example, if you no longer need to send your vehicle in for servicing once it has been used for 1500 hours, you would set this to 1500 hours.

Date options:

Criteria
Date

First reminder
2023/12/20

Alert before
Days

Repeat ev...
Days

Stop repeating at

- **First reminder:** Decide which date you'd like to receive your first reminders. For example, if you need to receive a reminder on the 25th of January, you would set this date as your first reminder.

- **Alert before (days):** Decide how soon you want to receive a reminder before the specified first reminder date. For example, receive a reminder 14 days before your first reminder date, which is the 25th of January.
 - **Repeat every (days):** Add the interval of your reminders; this shows the frequency of which you need to take action. For example, if you need to take your vehicle in for servicing every 50 operation days, you would set your repeat as 50 days. Note that this is the frequency after your first reminder. So if your vehicle needs to get serviced once it has been operated past a specific date and then every 50 days, you would set your “First Reminder” as the 25th of January and your “Repeat Every” as 50 days.
 - **Stop repeating at (days):** After which distance you’d like to stop receiving reminders. For example, if you no longer need to send your vehicle in for servicing once it has been used past a certain date (e.g 25th of July), you would set this to the 25th of July.
5. Decide on how you wish to receive your reminder alert notification, whether via **email** or **SMS**.

ALERT NOTIFICATION

Email

Email Addresses ▼

SMS

6. If necessary, you can add additional comments

Comment (Optional)

0/150

SUBMIT

7. Once you’re done, click on

CANCEL

8. However, you also have the option to click on , which allows you to stop the entire process or restart it.

Searching for specific fleet reminders

The screenshot shows the CARTRACK Reminders interface. At the top, there is a navigation bar with various icons and the CARTRACK logo. Below the navigation bar, the 'Reminders' section is active. The interface includes tabs for 'FLEET OVERVIEW', 'DRIVERS OVERVIEW', and 'LIST'. A search bar is present with the text 'MDP2886' entered. Below the search bar, a table displays the search results. The first row is highlighted in red and contains the following data:

Vehicle	Service	Tyres	Registration	Insurance	Oil change	Road Tax	Hazardous License	Actions
MDP2886	-3 620 km	4 633 km	56 hours -1 083 km	-82 days	Not configured	N/A	Not configured	[Edit] [Delete]

1. Enter the vehicle's registration into the search box.
2. The correct vehicle will pop up along with its reminders

Editing fleet reminders

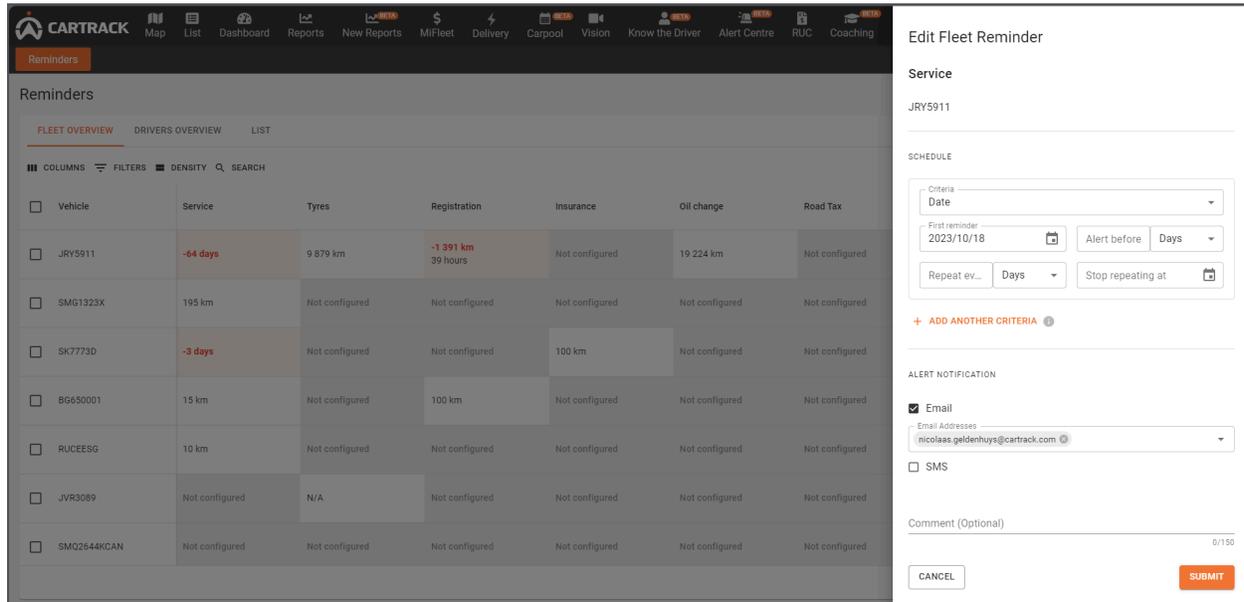
The screenshot shows the CARTRACK Reminders interface with a list of vehicles. The first row is highlighted in red, and a hover menu is visible over the 'Tyres' column. The data for the first row is as follows:

Vehicle	Service	Tyres	Registration	Insurance	Oil change	Road Tax	Hazardous License	PTO Type	Actions
JRY5911	-64 days	9 879 km	-1 391 km 39 hours	Not configured	19 224 km	Not configured	Not configured	470 km	[Edit] [Delete]
SMG1223X	199 km	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	469 km	[Edit] [Delete]
SK7773D	-3 days	Not configured	Not configured	100 km	Not configured	Not configured	Not configured	500 km	[Edit] [Delete]
BG6500D	15 km	Not configured	100 km	Not configured	Not configured	Not configured	Not configured	500 km	[Edit] [Delete]
RUCEE9G	10 km	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	407 km	[Edit] [Delete]
JVR3089	Not configured	N/A	Not configured	Not configured	Not configured	Not configured	Not configured	444 km	[Edit] [Delete]
SMQ2544KCAN	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	433 km	[Edit] [Delete]
JSQ483	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	468 km	[Edit] [Delete]
SLV689G	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	473 km	[Edit] [Delete]

1. Hover over the reminder you wish to edit, then click on

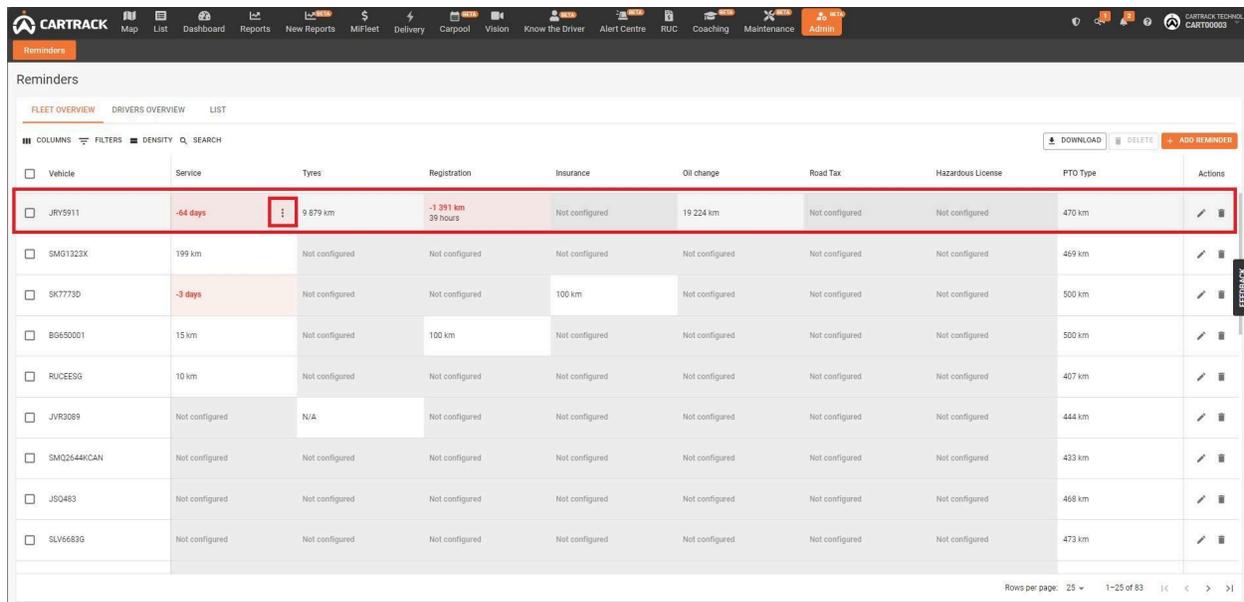
-  Edit reminder
-  Mark as complete
-  Delete reminder

2. Click on



3. The above menu will pop up, allowing you to make edits to the reminder you have selected.

Deleting fleet reminders



1. Hover over the reminder you wish to delete, then click on .

- Edit reminder
- Mark as complete
- Delete reminder

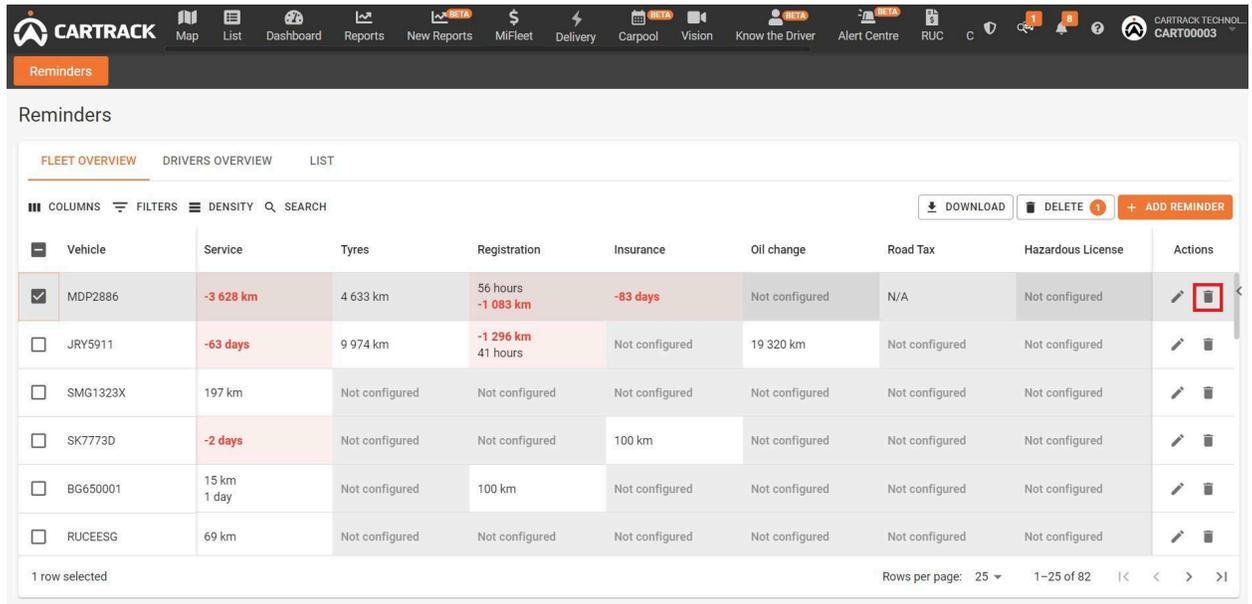
2. Click on

The screenshot shows the CARTRACK Reminders interface. A table lists reminders with columns for Vehicle, Service, Tyres, Road Tax, and Hazardous License. A pop-up dialog titled 'Delete reminder' is displayed over the table, containing the text: 'This action will permanently erase the reminder configuration from our database, and it cannot be undone.' The dialog has two buttons: 'CLOSE' and 'CONFIRM'. The 'CONFIRM' button is highlighted with a red box.

Vehicle	Service	Tyres	Road Tax	Hazardous License	Actions	
<input checked="" type="checkbox"/> MDP2886	-3 628 km	4 633 km	N/A	Not configured	<input type="checkbox"/> <input type="checkbox"/>	
<input type="checkbox"/> JRY5911	-63 days	9 974 km	Not configured	Not configured	<input type="checkbox"/> <input type="checkbox"/>	
<input type="checkbox"/> SMG1323X	197 km	Not configured	Not configured	Not configured	<input type="checkbox"/> <input type="checkbox"/>	
<input type="checkbox"/> SK7773D	-2 days	Not configured	Not configured	100 km	Not configured	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> BG650001	15 km 1 day	Not configured	100 km	Not configured	Not configured	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> RUCEESG	69 km	Not configured	Not configured	Not configured	Not configured	<input type="checkbox"/> <input type="checkbox"/>

3. Deleting reminders is permanent, so you will see a pop-up that needs you to confirm your decision. If you are certain about deleting, then click on **CONFIRM**. If not, click on **CLOSE** to cancel it

Deleting all reminders for a vehicle



Reminders

FLEET OVERVIEW DRIVERS OVERVIEW LIST

COLUMNS FILTERS DENSITY SEARCH

DOWNLOAD DELETE 1 ADD REMINDER

Vehicle	Service	Tyres	Registration	Insurance	Oil change	Road Tax	Hazardous License	Actions
<input checked="" type="checkbox"/> MDP2886	-3 628 km	4 633 km	56 hours -1 083 km	-83 days	Not configured	N/A	Not configured	 
<input type="checkbox"/> JRY5911	-63 days	9 974 km	-1 296 km 41 hours	Not configured	19 320 km	Not configured	Not configured	 
<input type="checkbox"/> SMG1323X	197 km	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	 
<input type="checkbox"/> SK7773D	-2 days	Not configured	Not configured	100 km	Not configured	Not configured	Not configured	 
<input type="checkbox"/> BG650001	15 km 1 day	Not configured	100 km	Not configured	Not configured	Not configured	Not configured	 
<input type="checkbox"/> RUCCEESG	69 km	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	 

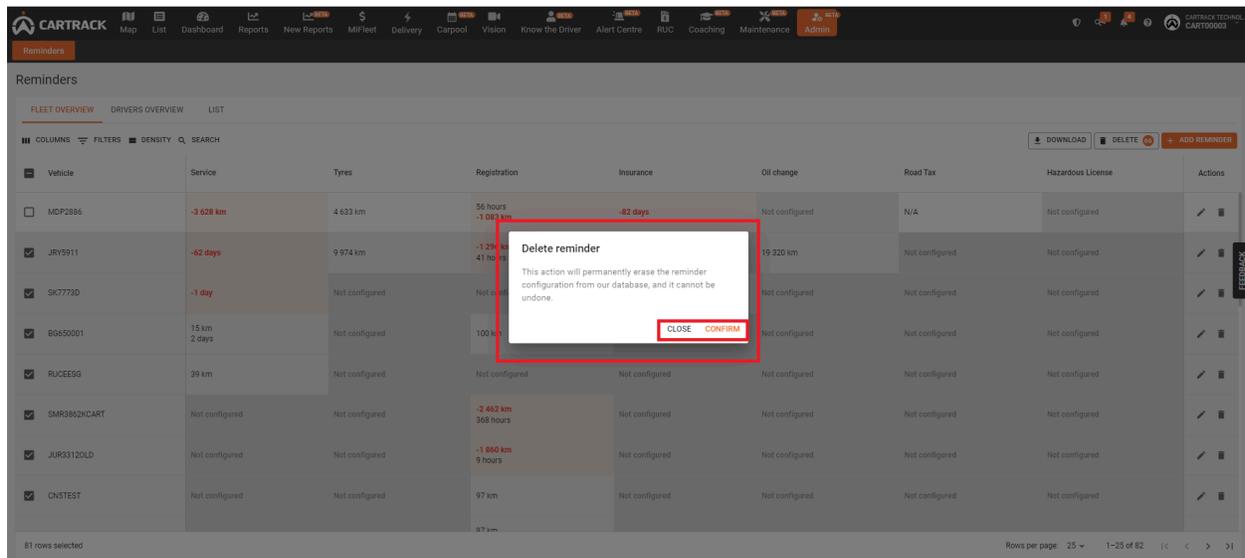
1 row selected

Rows per page: 25 1-25 of 82

To delete all reminders for a fleet vehicle, simply:

1. Select the vehicle you wish to delete based on the vehicle registration.

2. Click on 



Reminders

FLEET OVERVIEW DRIVERS OVERVIEW LIST

COLUMNS FILTERS DENSITY SEARCH

DOWNLOAD DELETE 1 ADD REMINDER

Vehicle	Service	Tyres	Registration	Insurance	Oil change	Road Tax	Hazardous License	Actions
<input type="checkbox"/> MDP2886	-3 628 km	4 633 km	56 hours -1 083 km	-82 days	Not configured	N/A	Not configured	 
<input checked="" type="checkbox"/> JRY5911	-62 days	9 974 km	-1 296 km 41 hours	Not configured	19 320 km	Not configured	Not configured	 
<input checked="" type="checkbox"/> SK7773D	-1 day	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	 
<input checked="" type="checkbox"/> BG650001	15 km 2 days	Not configured	100 km	Not configured	Not configured	Not configured	Not configured	 
<input checked="" type="checkbox"/> RUCCEESG	39 km	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	 
<input checked="" type="checkbox"/> SMR3862XCART	Not configured	Not configured	-2 442 km 368 hours	Not configured	Not configured	Not configured	Not configured	 
<input checked="" type="checkbox"/> JUR312OLD	Not configured	Not configured	-1 860 km 9 hours	Not configured	Not configured	Not configured	Not configured	 
<input checked="" type="checkbox"/> CN5TEST	Not configured	Not configured	97 km	Not configured	Not configured	Not configured	Not configured	 

81 rows selected

Rows per page: 25 1-25 of 82

Delete reminder

This action will permanently erase the reminder configuration from our database, and it cannot be undone.

CLOSE **CONFIRM**

3. Deleting reminders is permanent, so you will see a pop-up that needs you to confirm your decision. If you are certain about deleting, then click on **CONFIRM**. If not, click on **CLOSE** to cancel it

Downloading fleet reminders

The screenshot shows the CARTRACK Reminders interface. At the top, there is a navigation bar with various icons and the CARTRACK logo. Below the navigation bar, the 'Reminders' section is active. The interface includes tabs for 'FLEET OVERVIEW', 'DRIVERS OVERVIEW', and 'LIST'. A toolbar contains 'COLUMNS', 'FILTERS', 'DENSITY', and 'SEARCH' options, along with 'DOWNLOAD', 'DELETE', and 'ADD REMINDER' buttons. The 'DOWNLOAD' button is highlighted with a red box. Below the toolbar is a table of reminders with columns for Vehicle, Service, Tyres, Registration, Insurance, Oil change, Road Tax, Hazardous License, and Actions. The first row, for vehicle MDP2886, has its checkbox checked and is also highlighted with a red box. The table shows various reminder statuses and values for each vehicle.

Vehicle	Service	Tyres	Registration	Insurance	Oil change	Road Tax	Hazardous License	Actions
<input checked="" type="checkbox"/> MDP2886	-3 628 km	4 633 km	56 hours -1 083 km	-83 days	Not configured	N/A	Not configured	
<input type="checkbox"/> JRY5911	-63 days	9 974 km	-1 296 km 41 hours	Not configured	19 320 km	Not configured	Not configured	
<input type="checkbox"/> SMG1323X	197 km	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	
<input type="checkbox"/> SK7773D	-2 days	Not configured	Not configured	100 km	Not configured	Not configured	Not configured	
<input type="checkbox"/> BG650001	15 km 1 day	Not configured	100 km	Not configured	Not configured	Not configured	Not configured	
<input type="checkbox"/> RUCEESG	69 km	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	

Exporting reminders is as simple as:

1. Selecting the reminders you wish to export by checking the box

2. Clicking on the  button

3. Selecting the format you want to download the reminder in:

Download as Excel

Download as CSV

Customising which reminders you can see on your fleet overview

Easily select which columns you would like to see on your fleet overview according to your individual needs by clicking on **COLUMNS**

Reminders

FLEET OVERVIEW DRIVERS OVERVIEW LIST

COLUMNS FILTERS DENSITY SEARCH

DOWNLOAD DELETE ADD REMINDER

Vehicle	Service	Tyres	Registration	Insurance	Oil change	Road Tax	Hazardous License	Actions
Find column Column title	-3 628 km	4 633 km	56 hours -1 083 km	-82 days	Not configured	N/A	Not configured	✂
Checkbox selection Vehicle	-62 days	9 974 km	-1 296 km 41 hours	Not configured	19 320 km	Not configured	Not configured	✂
Service	-1 day	Not configured	Not configured	100 km	Not configured	Not configured	Not configured	✂
Tyres	15 km 2 days	Not configured	100 km	Not configured	Not configured	Not configured	Not configured	✂
Registration	71 km	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	✂
Insurance	Not configured	Not configured	-2 449 km 369 hours	Not configured	Not configured	Not configured	Not configured	✂
Oil change	Not configured	Not configured	-1 827 km 10 hours	Not configured	Not configured	Not configured	Not configured	✂
Road Tax	Not configured	Not configured	97 km	Not configured	Not configured	Not configured	Not configured	✂
Hazardous License	Not configured	Not configured	97 km 56 hours	Not configured	Not configured	Not configured	Not configured	✂
Actions	Not configured	Not configured	-1 249 km -10 hours	Not configured	Not configured	Not configured	Not configured	✂
CNSTEST	Not configured	Not configured	-2 374 km 34 hours	Not configured	Not configured	Not configured	Not configured	✂
JSL9710	Not configured	Not configured	97 km	Not configured	Not configured	Not configured	Not configured	✂
SLX2819Z	Not configured	Not configured	97 km 56 hours	Not configured	Not configured	Not configured	Not configured	✂
JUV7245	Not configured	Not configured	97 km	Not configured	Not configured	Not configured	Not configured	✂

Rows per page: 25 1-25 of 82

Click on **SHOW ALL** if you wish to see every reminder on your overview page.

Reminders

FLEET OVERVIEW DRIVERS OVERVIEW LIST

COLUMNS FILTERS DENSITY SEARCH

DOWNLOAD DELETE ADD REMINDER

Vehicle	Service	Tyres	Registration	Insurance	Oil change	Road Tax	Hazardous License	Actions
Find column Column title	-3 628 km	4 633 km	56 hours -1 083 km	-82 days	Not configured	N/A	Not configured	✂
Checkbox selection Vehicle	-62 days	9 974 km	-1 296 km 41 hours	Not configured	19 320 km	Not configured	Not configured	✂
Service	-1 day	Not configured	Not configured	100 km	Not configured	Not configured	Not configured	✂
Tyres	15 km 2 days	Not configured	100 km	Not configured	Not configured	Not configured	Not configured	✂
Registration	69 km	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	✂
Insurance	Not configured	Not configured	-2 449 km 369 hours	Not configured	Not configured	Not configured	Not configured	✂
Oil change	Not configured	Not configured	-1 827 km 10 hours	Not configured	Not configured	Not configured	Not configured	✂
Road Tax	Not configured	Not configured	97 km	Not configured	Not configured	Not configured	Not configured	✂
Hazardous License	Not configured	Not configured	97 km 56 hours	Not configured	Not configured	Not configured	Not configured	✂
Actions	Not configured	Not configured	97 km	Not configured	Not configured	Not configured	Not configured	✂
SMR3862KCACT	Not configured	Not configured	97 km	Not configured	Not configured	Not configured	Not configured	✂
JUR3312OLD	Not configured	Not configured	97 km	Not configured	Not configured	Not configured	Not configured	✂
CNSTEST	Not configured	Not configured	97 km	Not configured	Not configured	Not configured	Not configured	✂

Rows per page: 25 1-25 of 82

Click on **HIDE ALL** if you wish to hide every column, then proceed to select the ones you want on your overview page.

The screenshot shows the CARTRACK Reminders interface. At the top, there is a navigation bar with various icons and the user's name 'Admin'. Below this, the 'Reminders' section is active, showing a 'FLEET OVERVIEW' tab. A 'COLUMNS' dropdown menu is open, listing various reminder categories: Service, Tyres, Registration, Insurance, Oil change, Road Tax, and Hazardous License. The main table displays reminders for several vehicles, with columns for Service, Tyres, Registration, Insurance, Oil change, Road Tax, Hazardous License, and Actions. The table is sorted by Service, showing reminders for vehicles like SMR3862KACART, JUR3312OLD, and CNSTEST.

Vehicle	Service	Tyres	Registration	Insurance	Oil change	Road Tax	Hazardous License	Actions
SMR3862KACART	-3 628 km	4 633 km	56 hours -1 083 km	-82 days	Not configured	N/A	Not configured	✎
JUR3312OLD	-62 days	9 974 km	-1 296 km 41 hours	Not configured	19 320 km	Not configured	Not configured	✎
CNSTEST	-1 day	Not configured	Not configured	100 km	Not configured	Not configured	Not configured	✎
	15 km 2 days	Not configured	100 km	Not configured	Not configured	Not configured	Not configured	✎
	69 km	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	✎
	Not configured	Not configured	-2 449 km 369 hours	Not configured	Not configured	Not configured	Not configured	✎
	Not configured	Not configured	-1 824 km 10 hours	Not configured	Not configured	Not configured	Not configured	✎
	Not configured	Not configured	97 km	Not configured	Not configured	Not configured	Not configured	✎
			87 km					

Make use of the search bar to conveniently search for the specific column you are looking for.

The screenshot shows the CARTRACK Reminders interface, similar to the first one, but with a search bar in the 'COLUMNS' dropdown menu. The search bar contains the text 'vehicle'. The dropdown menu is open, and the 'Vehicle' option is selected. The main table displays reminders for several vehicles, with columns for Service, Tyres, Registration, Insurance, Oil change, Road Tax, Hazardous License, and Actions. The table is sorted by Service, showing reminders for vehicles like SK7773D, B665001, RUCEEG, SMR3862KACART, JUR3312OLD, and CNSTEST.

Vehicle	Service	Tyres	Registration	Insurance	Oil change	Road Tax	Hazardous License	Actions
SK7773D	-3 628 km	4 633 km	56 hours -1 083 km	-82 days	Not configured	N/A	Not configured	✎
B665001	-62 days	9 974 km	-1 296 km 41 hours	Not configured	19 320 km	Not configured	Not configured	✎
RUCEEG	-1 day	Not configured	Not configured	100 km	Not configured	Not configured	Not configured	✎
	15 km 2 days	Not configured	100 km	Not configured	Not configured	Not configured	Not configured	✎
	69 km	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	✎
	Not configured	Not configured	-2 449 km 369 hours	Not configured	Not configured	Not configured	Not configured	✎
	Not configured	Not configured	-1 824 km 10 hours	Not configured	Not configured	Not configured	Not configured	✎
	Not configured	Not configured	97 km	Not configured	Not configured	Not configured	Not configured	✎
			87 km					

Adding filters to your fleet overview

Easily add filters to the columns you have chosen to appear on your overview according to your specific needs by clicking on **FILTERS**

CARTRACK | Map | List | Dashboard | Reports | New Reports | MyFleet | Delivery | Carpool | Vision | Know the Driver | Alert Centre | RUC | Coaching | Maintenance | Admin

Reminders

FLEET OVERVIEW | DRIVERS OVERVIEW | LIST

COLUMNS FILTERS DENSITY Q SEARCH

DOWNLOAD DELETE ADD REMINDER

Vehicle	Service	Tyres	Registration	Insurance	Oil change	Road Tax	Hazardous License	Actions
Vehicle	Operator	Value	4 633 km	56 hours -1 083 km	-82 days	Not configured	N/A	Not configured
Vehicle	contains	Filter value	9 974 km	-1 296 km 41 hours	Not configured	19 320 km	Not configured	Not configured
SK7773D	-1 day	Not configured	Not configured	100 km	Not configured	Not configured	Not configured	Not configured
B665001	15 km 2 days	Not configured	100 km	Not configured	Not configured	Not configured	Not configured	Not configured
RUCEEG	71 km	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured
SMR3862KCART	Not configured	Not configured	-2 449 km 369 hours	Not configured	Not configured	Not configured	Not configured	Not configured
JUR3312OLD	Not configured	Not configured	-1 827 km 10 hours	Not configured	Not configured	Not configured	Not configured	Not configured
CN5TEST	Not configured	Not configured	97 km	Not configured	Not configured	Not configured	Not configured	Not configured
JSL9710	Not configured	Not configured	97 km 56 hours	Not configured	Not configured	Not configured	Not configured	Not configured
SLX2819Z	Not configured	Not configured	-1 349 km -10 hours	Not configured	Not configured	Not configured	Not configured	Not configured
JUV7245	Not configured	Not configured	-2 374 km 34 hours	Not configured	Not configured	Not configured	Not configured	Not configured

Rows per page: 25 | 1-25 of 82

1. Click on  FILTERS

CARTRACK | Map | List | Dashboard | Reports | New Reports | MyFleet | Delivery | Carpool | Vision | Know the Driver | Alert Centre | RUC | Coaching | Maintenance | Admin

Reminders

FLEET OVERVIEW | DRIVERS OVERVIEW | LIST

COLUMNS FILTERS DENSITY Q SEARCH

DOWNLOAD DELETE ADD REMINDER

Vehicle	Service	Tyres	Registration	Insurance	Oil change	Road Tax	Hazardous License	Actions
Vehicle	Operator	Value	4 633 km	56 hours -1 083 km	-82 days	Not configured	N/A	Not configured
Vehicle	contains	Filter value	9 974 km	-1 296 km 41 hours	Not configured	19 320 km	Not configured	Not configured
Vehicle			Not configured	Not configured	100 km	Not configured	Not configured	Not configured
B665001	15 km 2 days	Not configured	100 km	Not configured	Not configured	Not configured	Not configured	Not configured
RUCEEG	69 km	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured
SMR3862KCART	Not configured	Not configured	-2 449 km 369 hours	Not configured	Not configured	Not configured	Not configured	Not configured
JUR3312OLD	Not configured	Not configured	-1 824 km 10 hours	Not configured	Not configured	Not configured	Not configured	Not configured
CN5TEST	Not configured	Not configured	97 km	Not configured	Not configured	Not configured	Not configured	Not configured

Rows per page: 25 | 1-25 of 82

2. Select the column you wish to apply a filter to.

The screenshot shows the CARTRACK Reminders interface. A table lists various vehicles with columns for Vehicle, Service, Tyres, Registration, Insurance, Oil change, Road Tax, and Hazardous License. A filter dropdown menu is open for the 'Vehicle' column, showing options like 'contains', 'is empty', etc. The 'contains' option is selected, and a red box highlights the 'Operator' dropdown and the 'REMOVE ALL' button.

Vehicle	Service	Tyres	Registration	Insurance	Oil change	Road Tax	Hazardous License	Actions
4 633 km			56 hours -1 063 km	-82 days	Not configured	N/A	Not configured	
9 974 km			-1 296 km 41 hours	Not configured	19 320 km	Not configured	Not configured	
SK7773D			Not configured	100 km	Not configured	Not configured	Not configured	
B965001	15 km 2 days		100 km	Not configured	Not configured	Not configured	Not configured	
RUCEES9	69 km		Not configured	Not configured	Not configured	Not configured	Not configured	
SMR362VCART			-2 449 km 369 hours	Not configured	Not configured	Not configured	Not configured	
JUR3312OLD			-1 834 km 10 hours	Not configured	Not configured	Not configured	Not configured	
CN5TEST			97 km	Not configured	Not configured	Not configured	Not configured	
			97 km					

3. Select which **Operator** you wish to apply to the column you are applying the filter to.

The screenshot shows the CARTRACK Reminders interface. A table lists various vehicles with columns for Vehicle, Service, Tyres, Registration, Insurance, Oil change, Road Tax, and Hazardous License. A filter dropdown menu is open for the 'Vehicle' column, showing options like 'is empty', etc. The 'is empty' option is selected, and a red box highlights the 'REMOVE ALL' button.

Vehicle	Service	Tyres	Registration	Insurance	Oil change	Road Tax	Hazardous License	Actions
Not configured			-128 km 47 hours	Not configured	Not configured	Not configured	Not configured	
Not configured			97 km	Not configured	Not configured	Not configured	Not configured	
Not configured			-56 km	Not configured	Not configured	Not configured	Not configured	
Not configured			97 km	Not configured	Not configured	Not configured	Not configured	

4. Once a filter is applied, you will see the number appear above the “Filters” button. If you wish to remove the filters, simply click on **REMOVE ALL**

The screenshot shows the CARTRACK Reminders interface. At the top, there is a navigation bar with various icons and the text 'CARTRACK' and 'Admin'. Below this, the 'Reminders' section is active. A table with columns for Vehicle, Service, Tyres, Registration, Insurance, Oil change, Road Tax, and Hazardous License is displayed. A filter dropdown menu is open over the 'Vehicle' column, showing options like 'is empty' and 'contains'. The '+ ADD FILTER' button at the bottom of the dropdown is highlighted with a red box.

5. You can easily add more than one filter by clicking on **+ ADD FILTER**

Adjusting the density of your overview display

Adjust how many reminders appear on your overview board at a time by adjusting its density

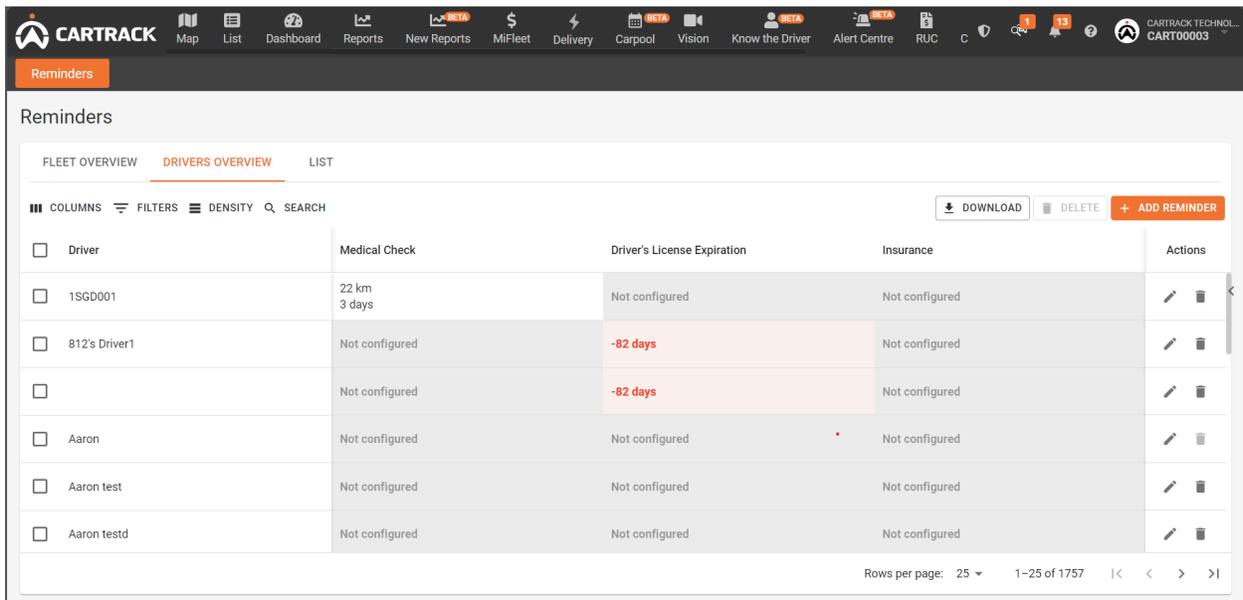
The screenshot shows the CARTRACK Reminders interface with the 'DENSITY' dropdown menu open. The menu has three options: 'Compact', 'Standard', and 'Comfortable'. The 'Compact' option is selected and highlighted with a red box. The table below shows a list of reminders with columns for Vehicle, Tyres, Registration, Insurance, Oil change, Road Tax, and Hazardous License. The 'Rows per page' is set to 25, and the total number of rows is 82.

To do so, simply:

1. Click on **≡ DENSITY**

2. Choose between compact, standard, and comfortable density

2. Navigating Driver Overview



The screenshot shows the Cartrack Reminders interface. At the top, there is a navigation bar with the Cartrack logo and various menu items like Map, List, Dashboard, Reports, New Reports, MiFleet, Delivery, Carpool, Vision, Know the Driver, Alert Centre, and RUC. Below the navigation bar, there is a 'Reminders' section with tabs for 'FLEET OVERVIEW', 'DRIVERS OVERVIEW', and 'LIST'. The 'DRIVERS OVERVIEW' tab is selected. Below the tabs, there are controls for 'COLUMNS', 'FILTERS', 'DENSITY', and 'SEARCH'. There are also buttons for 'DOWNLOAD', 'DELETE', and '+ ADD REMINDER'. The main content is a table with the following columns: Driver, Medical Check, Driver's License Expiration, Insurance, and Actions. The table contains several rows of data, with some cells highlighted in red to indicate upcoming reminders.

<input type="checkbox"/> Driver	Medical Check	Driver's License Expiration	Insurance	Actions
<input type="checkbox"/> 1SGD001	22 km 3 days	Not configured	Not configured	
<input type="checkbox"/> 812's Driver1	Not configured	-82 days	Not configured	
<input type="checkbox"/>	Not configured	-82 days	Not configured	
<input type="checkbox"/> Aaron	Not configured	Not configured	Not configured	
<input type="checkbox"/> Aaron test	Not configured	Not configured	Not configured	
<input type="checkbox"/> Aaron testd	Not configured	Not configured	Not configured	

Rows per page: 25 1-25 of 1757

Driver overview gives you access to reminders and reports based on all your fleet's individual drivers.

Reviewing upcoming reminders

Driver overview lets you see all statuses for all reminders you have set, highlighting any upcoming reminders, and helping you quickly spot if a reminder for a specific driver was created or not.

Reminders

FLEET OVERVIEW **DRIVERS OVERVIEW** LIST

COLUMNS FILTERS DENSITY SEARCH DOWNLOAD DELETE + ADD REMINDER

Driver	Medical Check	Driver's License Expiration	Insurance	Actions
<input type="checkbox"/> Aaron test	Not configured	Not configured	Not configured	
<input type="checkbox"/> Aaron testd	Not configured	Not configured	Not configured	
<input type="checkbox"/> Abbigail	Not configured	Not configured	Not configured	
<input type="checkbox"/> Abdul	Not configured	Not configured	Not configured	
<input type="checkbox"/> ABEYKOONPS	Not configured	Not configured	Not configured	
<input type="checkbox"/> Abner	Not configured	Not configured	Not configured	

Rows per page: 25 1-25 of 1757

“Not configured” indicates that a reminder has not been created for that specific driver category.

Adding new driver reminders

1. To add a new reminder, click on the **+ ADD REMINDER** button

Reminders

FLEET OVERVIEW **DRIVERS OVERVIEW** LIST

COLUMNS FILTERS DENSITY SEARCH DOWNLOAD DELETE + ADD REMINDER

Driver	Medical Check	Driver's License Expiration	Insurance	Actions
<input type="checkbox"/> 1SGD001	22 km 3 days	Not configured	Not configured	
<input type="checkbox"/> 812's Driver1	Not configured	-82 days	Not configured	
<input type="checkbox"/>	Not configured	-82 days	Not configured	
<input type="checkbox"/> Aaron	Not configured	Not configured	Not configured	
<input type="checkbox"/> Aaron test	Not configured	Not configured	Not configured	
<input type="checkbox"/> Aaron testd	Not configured	Not configured	Not configured	

Rows per page: 25 1-25 of 1757

Follow the prompts that pop up:

Create Driver Reminder

Category

APPLY TO

All Drivers Drivers

1756 drivers selected

⚠ This will override existing reminders for selection.

SCHEDULE

Criteria

First reminder Alert before

Repeat every Stop repeating at

+ ADD ANOTHER CRITERIA ⓘ

ALERT NOTIFICATION

2. Click on to view the different reminder **categories**.

Categories:

Category

Medical Check

Driver's License Expiration

Insurance

3. Select whether you want the reminders to apply to all drivers or specific drivers
4. If you want to add a new category, simply click on the “add new” button

APPLY TO

All Drivers Drivers

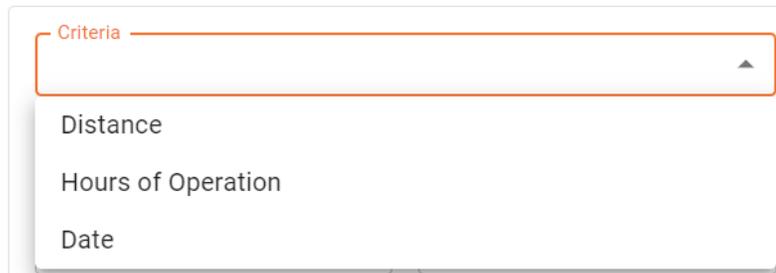
Select Drivers

⚠ This will override existing reminders for selection.

5. Select when you want the reminders to occur.

a. Select **criteria**:

SCHEDULE



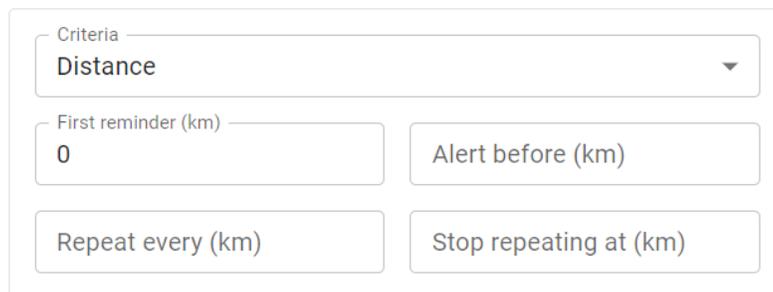
b. Fill in the specific reminder information based on the criteria you have selected.

c. You can also add more than one criteria by clicking on

+ ADD ANOTHER CRITERIA ⓘ

- e.g., You can set a reminder for your vehicle to require servicing after it hits a certain mileage. However, your vehicle will still need servicing after a certain period of time, even if you haven't hit the mileage limit.

Distance options:



- **First reminder (km):** Decide after how many kilometers you'd like to receive your reminders. This is used as a cut off for when you need to take action. For example, if action needs to be taken once your driver has travelled 20,000km, you would set your first reminder as 20,000km.
- **Alert before (km):** Decide how soon you want to receive a reminder before your vehicle has traveled the specified distance (e.g. Receive a reminder 20,000km before your driver has traveled 800km)
- **Repeat every (km):** Add the interval of your reminders; this shows the frequency of which you need to take action. For example, if action needs to be taken once your driver has travelled 20,000 km, you would set your repeat as 20,000km. Note that this is the frequency after your first reminder. So, for example, if your driver needs to undergo a medical check once they have travelled 20,000km, and then every 10,000km thereafter, you would set your "First Reminder" as 20,000km and your "Repeat Every" as 10,000km.

- **Stop repeating at (km):** After which distance you'd like to stop receiving reminders. For example, if you no longer need to send your vehicle in for servicing once it has 200,000km on the odometer, you would set this to 200,000km.

Hours of operation options:

Criteria

First reminder (hours)

Alert before (hours)

Repeat every (hours)

Stop repeating at (hours)

- **First reminder (hours):** Decide after how many hours you'd like to receive your reminders. This is used as a cut off for when you need to take action. For example, if action needs to be taken once your driver has been working for 500 hours, you would put your first reminder as 500 hours.
- **Alerts before (hours):** Decide how soon you want to receive a reminder before your driver has traveled the specified distance. For example, receive a reminder 100 hours before your driver has worked 500 hours.
- **Repeat every (hours):** Add the interval of your reminders; this shows the frequency of which you need to take action. For example, if action needs to be taken every 500 working hours, you would set your repeat as 500 hours. Note that this is the frequency after your first reminder. So, for example, if your driver needs to undergo a medical check once they have worked for 500 hours and then every 100 hours thereafter, you would set your "First Reminder" as 500 hours and your "Repeat Every" as 100 hours.
- **Stop repeating at (hours):** After which distance you'd like to stop receiving reminders. For example, if you no longer need to send your vehicle in for servicing once it has been used for 500 hours, you would set this to 500 hours.

Date options:

Criteria

Date
▼

First reminder

2023/12/20
📅

Alert before
Days
▼

Repeat ev...
Days
▼

Stop repeating at
📅

- **First reminder:** Decide which date you'd like to receive your first reminders. For example, if you need to receive a reminder on the 25th of January, you would set this date as your first reminder.
- **Alert before (days):** Decide how soon you want to receive a reminder before the specified first reminder date. For example, receive a reminder 14 days before your first reminder date, which is the 25th of January.
- **Repeat every (days):** Add the interval of your reminders; this shows the frequency of which you need to take action. For example, if action needs to be taken every 50 working days, you would set your repeat as 50 days. Note that this is the frequency after your first reminder. So, for example, if your driver needs to undergo a medical check once they've worked past a specific date and then every 50 days, you would set your "First Reminder" as the 25th of January and your "Repeat Every" as 50 days.
- **Stop repeating at (days):** After which distance you'd like to stop receiving reminders. For example, if no actions are needed once a driver has been working past a certain date (e.g 25th of July), you would set this to that specific date (25th of July).

6. Decide on how you wish to receive your reminder alert notification, whether via **email** or **SMS**.

ALERT NOTIFICATION

Email

Email Addresses
▼

SMS

7. If necessary, you can add additional comments

Comment (Optional)

8. Once your done, click on

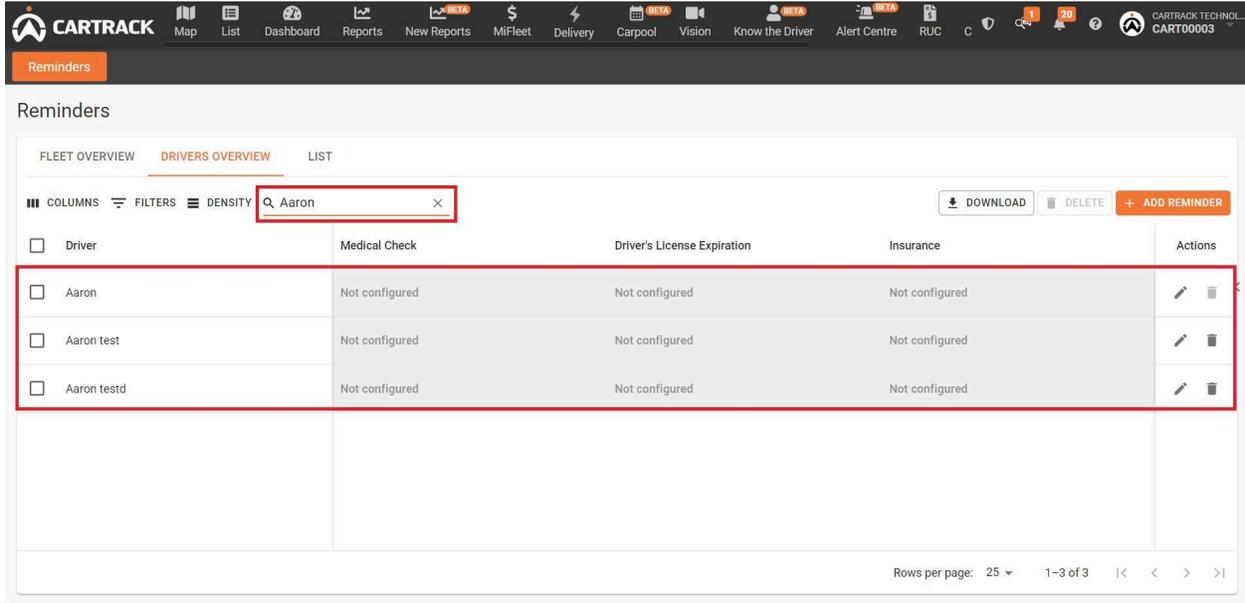


9. However, you also have the option to click on



, which allows you to stop the entire process or restart it.

Searching for specific driver reminders



The screenshot shows the CARTRACK web application interface. At the top, there is a navigation bar with the CARTRACK logo and various menu items like Map, List, Dashboard, Reports, etc. Below the navigation bar, there is a "Reminders" section. The "DRIVERS OVERVIEW" tab is selected. A search box is visible with the text "Aaron" entered and highlighted by a red box. Below the search box, there is a table with columns: Driver, Medical Check, Driver's License Expiration, Insurance, and Actions. The table contains three rows of data, all of which are highlighted by a red box. The first row is for "Aaron", the second for "Aaron test", and the third for "Aaron testd". All "Medical Check" and "Driver's License Expiration" fields are marked as "Not configured". The "Insurance" field is also "Not configured". The "Actions" column contains edit and delete icons for each row. At the bottom of the table, there is a pagination control showing "Rows per page: 25" and "1-3 of 3".

To find a specific driver's reminders using the search box:

1. Enter the driver's name into the search box.
2. The correct driver will pop up along with its reminders

Editing driver reminders

Driver	Medical Check	Driver's License Expiration	Insurance	Actions
1SGD001	22 km 1 day	Not configured	Not configured	 
812's Driver1	Not configured	-84 days	Not configured	 
	Not configured	-84 days	Not configured	 
Aaron	Not configured	Not configured	Not configured	 
Aaron test	Not configured	Not configured	Not configured	 
Aaron testd	Not configured	Not configured	Not configured	 
Abbigail	Not configured	Not configured	Not configured	 
Abdul	Not configured	Not configured	Not configured	 
ABEYK00NPS	Not configured	Not configured	Not configured	 
Abner	Not configured	Not configured	Not configured	 

1. Hover over the reminder you wish to edit, then click on

-  Edit reminder
-  Mark as complete
-  Delete reminder

2. Click on

Edit Driver Reminder

Medical Check

1SGD001

SCHEDULE

Criteria: Distance 

First reminder (km): 22 Alert before (km):

Repeat every (km): Stop repeating at (km):

Criteria: Hours of Operation 

First reminder (hours): 22 Alert before (hours):

Repeat every (hours): Stop repeating at (hours):

Criteria: Date 

First reminder: 2023/12/22 Alert before: Days

Repeat ev... Days Stop repeating at:

+ ADD ANOTHER CRITERIA 

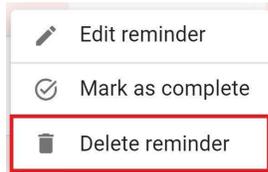
ALERT NOTIFICATION

3. The above menu will pop up, allowing you to make edits to the reminder you have selected.

Deleting driver reminders

Driver	Medical Check	Driver's License Expiration	Insurance	Actions
<input type="checkbox"/> 1SGD001	22 km 1 day	Not configured	Not configured	
<input type="checkbox"/> 812's Driver1	Not configured	-84 days	Not configured	
<input type="checkbox"/>	Not configured	-84 days	Not configured	
<input type="checkbox"/> Aaron	Not configured	Not configured	Not configured	
<input type="checkbox"/> Aaron test	Not configured	Not configured	Not configured	
<input type="checkbox"/> Aaron testd	Not configured	Not configured	Not configured	
<input type="checkbox"/> Abbigail	Not configured	Not configured	Not configured	
<input type="checkbox"/> Abdul	Not configured	Not configured	Not configured	
<input type="checkbox"/> ABEYKOONPS	Not configured	Not configured	Not configured	
<input type="checkbox"/> Abner	Not configured	Not configured	Not configured	

1. Hover over the reminder you wish to delete, then click on 



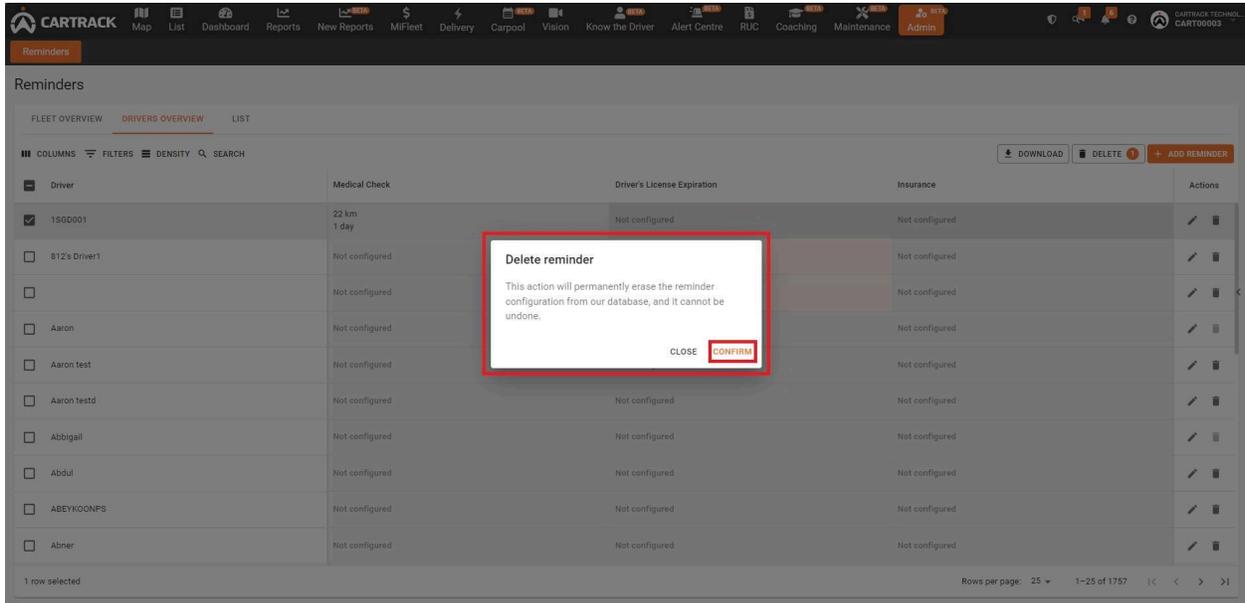
2. Click on

Deleting all reminders for a driver

Driver	Medical Check	Driver's License Expiration	Insurance	Actions
<input checked="" type="checkbox"/> 1SGD001	22 km 1 day	Not configured	Not configured	
<input type="checkbox"/> 812's Driver1	Not configured	-84 days	Not configured	
<input type="checkbox"/>	Not configured	-84 days	Not configured	
<input type="checkbox"/> Aaron	Not configured	Not configured	Not configured	
<input type="checkbox"/> Aaron test	Not configured	Not configured	Not configured	
<input type="checkbox"/> Aaron testd	Not configured	Not configured	Not configured	
<input type="checkbox"/> Abbigail	Not configured	Not configured	Not configured	
<input type="checkbox"/> Abdul	Not configured	Not configured	Not configured	
<input type="checkbox"/> ABEYKOONPS	Not configured	Not configured	Not configured	
<input type="checkbox"/> Abner	Not configured	Not configured	Not configured	

To delete multiple reminders for your drivers, simply:

1. Select the driver whose reminder you wish to delete
2. Click on 



The screenshot shows the CARTRACK 'Reminders' page. A table lists reminders for various drivers. A pop-up dialog box titled 'Delete reminder' is centered over the table, indicating that the action is permanent and cannot be undone. The dialog has 'CLOSE' and 'CONFIRM' buttons. The table below shows the following data:

Driver	Medical Check	Driver's License Expiration	Insurance	Actions
<input checked="" type="checkbox"/> 1S0D001	22 km 1 day	Not configured	Not configured	
<input type="checkbox"/> 812's Driver1	Not configured	Not configured	Not configured	
<input type="checkbox"/> Aaron	Not configured	Not configured	Not configured	
<input type="checkbox"/> Aaron test	Not configured	Not configured	Not configured	
<input type="checkbox"/> Aaron testd	Not configured	Not configured	Not configured	
<input type="checkbox"/> Abbigail	Not configured	Not configured	Not configured	
<input type="checkbox"/> Abdul	Not configured	Not configured	Not configured	
<input type="checkbox"/> ABEYKOONPS	Not configured	Not configured	Not configured	
<input type="checkbox"/> Abner	Not configured	Not configured	Not configured	

3. Deleting reminders is permanent, so you will see a pop-up that needs you to confirm your decision. If you are certain about deleting, then click on **CONFIRM** . If not, click on **CLOSE** to cancel it.

Downloading driver reminders

The screenshot shows the CARTRACK Reminders interface. At the top, there is a navigation bar with various icons and the CARTRACK logo. Below the navigation bar, the 'Reminders' section is active. The interface includes tabs for 'FLEET OVERVIEW', 'DRIVERS OVERVIEW', and 'LIST'. A table of reminders is displayed with columns for Driver, Medical Check, Driver's License Expiration, Insurance, and Actions. The first row is selected, and the 'DOWNLOAD' button is highlighted in a red box. Below the table, there are options for 'Download as Excel' and 'Download as CSV'.

Driver	Medical Check	Driver's License Expiration	Insurance	Actions
<input checked="" type="checkbox"/> 1SGD001	22 km 2 days	Not configured	Not configured	
<input type="checkbox"/> 812's Driver1	Not configured	-83 days	Not configured	
<input type="checkbox"/>	Not configured	-83 days	Not configured	
<input type="checkbox"/> Aaron	Not configured	Not configured	Not configured	
<input type="checkbox"/> Aaron test	Not configured	Not configured	Not configured	
<input type="checkbox"/> Aaron testd	Not configured	Not configured	Not configured	

1 row selected Rows per page: 25 1-25 of 1757

Exporting driver reminders is as simple as:

1. Selecting the reminders you wish to export by checking the boxes

2. Clicking on the  button

3. Selecting the format you want to download the reminder in:

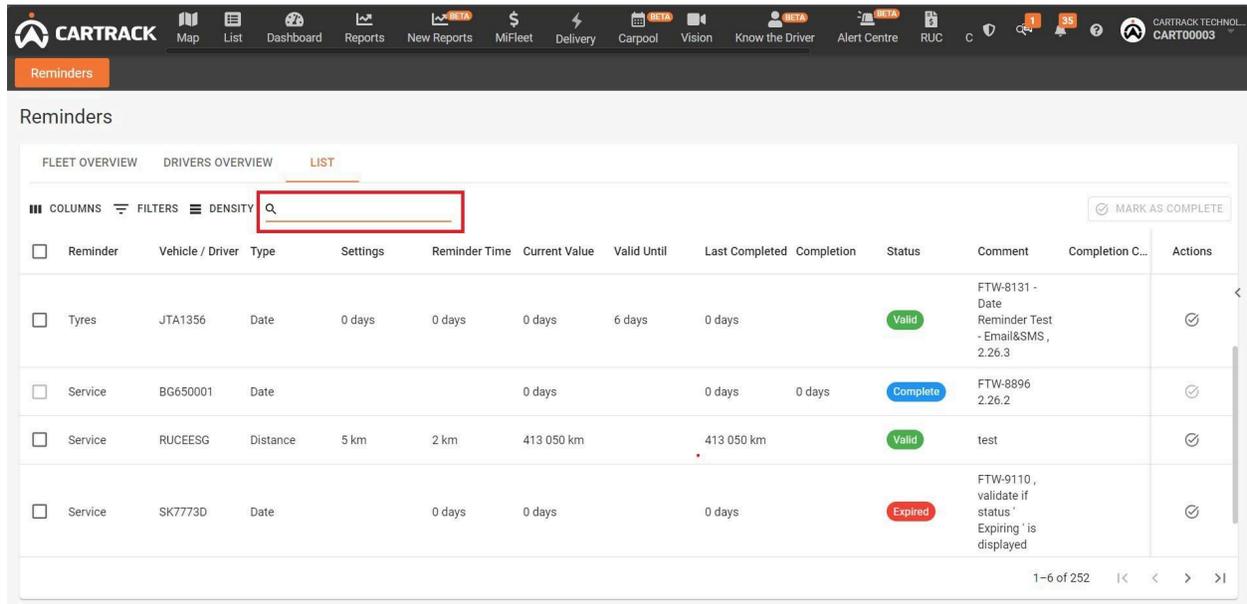
Download as Excel

Download as CSV

3. Navigating List Overview

The **list** option shows you every reminder as an individual instance, giving you access to a log of every reminder that you have received and actioned. It is another easy way to see upcoming reminders and take action on them. You can search for a specific reminder by using either the reminder name (e.g., service), the vehicle registration, or the driver name.

Search for specific reminders

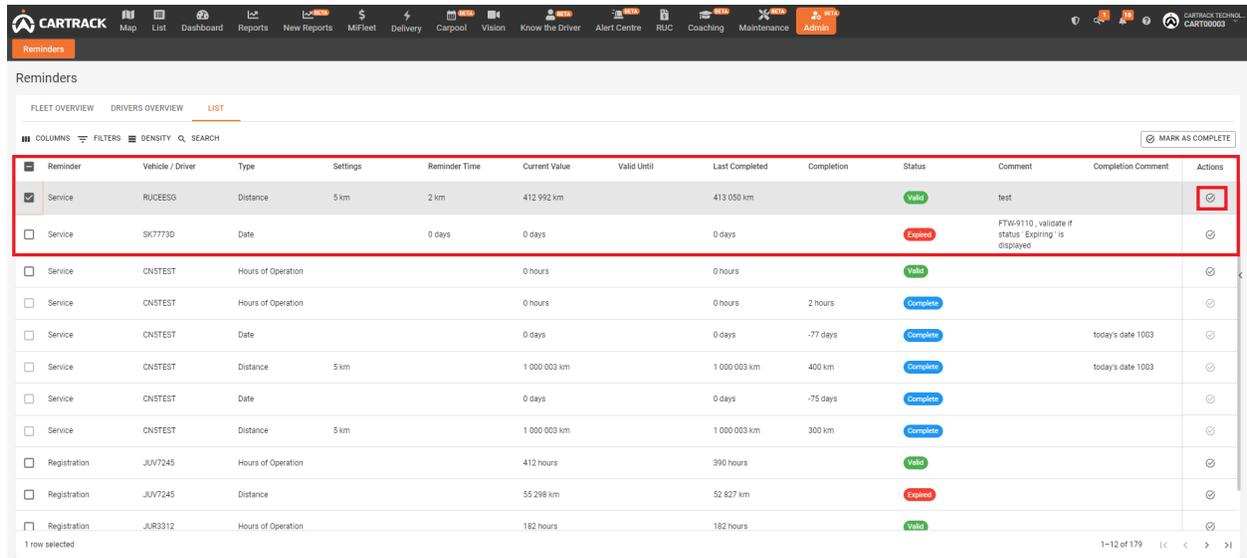


The screenshot shows the Cartrack Reminders interface. At the top, there is a navigation bar with various icons and the Cartrack logo. Below the navigation bar, the 'Reminders' section is active. The interface includes tabs for 'FLEET OVERVIEW', 'DRIVERS OVERVIEW', and 'LIST'. A search bar is located at the top of the list view, highlighted with a red box. Below the search bar, there is a table of reminders with columns: Reminder, Vehicle / Driver, Type, Settings, Reminder Time, Current Value, Valid Until, Last Completed, Completion, Status, Comment, Completion C..., and Actions. The table contains several rows of reminders with different statuses like 'Valid', 'Complete', and 'Expired'.

To find specific reminders:

1. Enter the reminder name, vehicle registration, or driver name into the search box
2. The reminder you are looking for will pop up

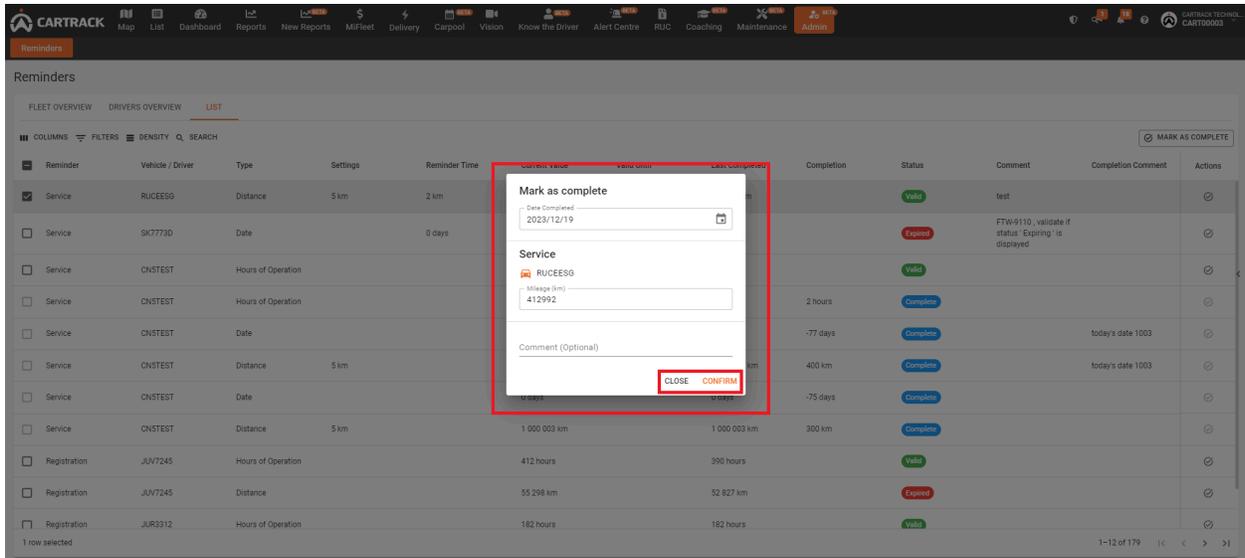
Marking individual reminders as complete



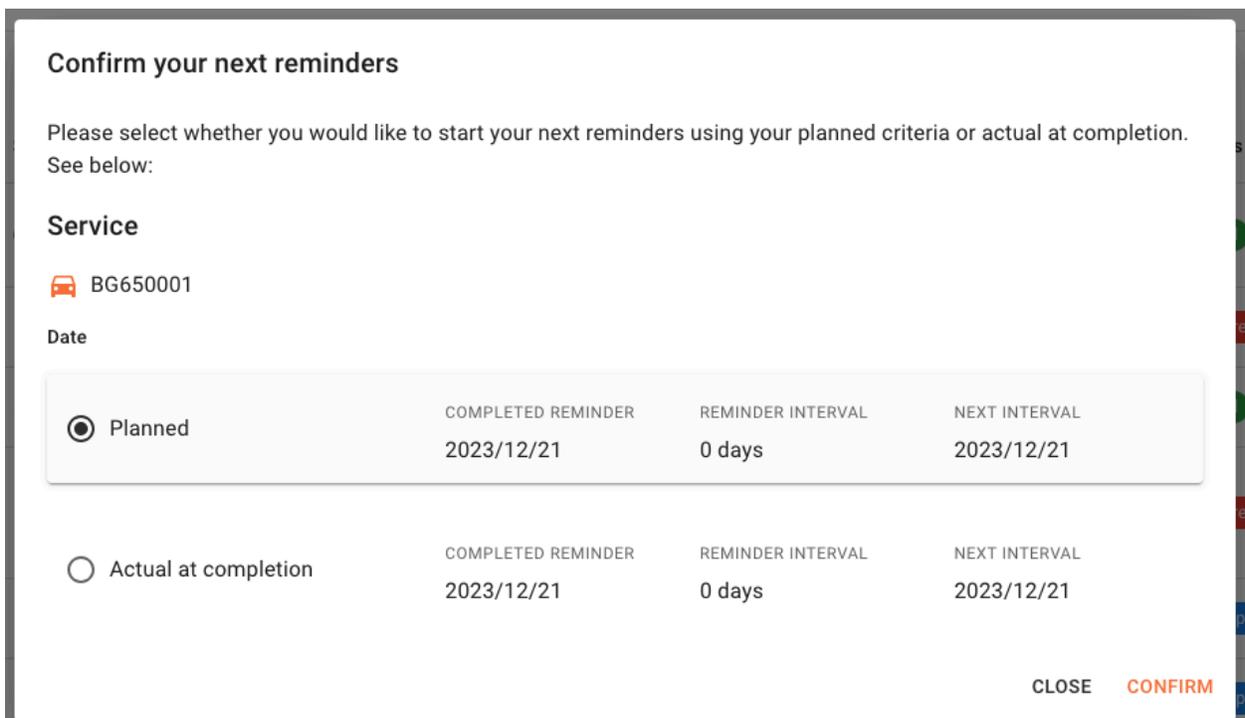
The screenshot shows the Cartrack Reminders interface. The 'Reminders' section is active, and the 'LIST' tab is selected. A search bar is visible at the top. Below the search bar, there is a table of reminders. The first row of the table is highlighted with a red box, and the 'Mark as Complete' button in the 'Actions' column of that row is also highlighted with a red box. The table has columns: Reminder, Vehicle / Driver, Type, Settings, Reminder Time, Current Value, Valid Until, Last Completed, Completion, Status, Comment, Completion Comment, and Actions. The first row shows a 'Service' reminder for 'RUCESG' with a status of 'Valid'.

You can easily mark individual reminders as complete in the List sections. Simply:

1. Select the individual reminder you wish to mark as complete.
2. Click on  to mark the reminder as complete.



3. Confirm the date the reminder was completed and add any additional comments
4. Click on **CONFIRM** to complete the process, which will redirect you to the following pop-up:



Decide if you want future reminders to stick to your original interval choice, regardless of the reminder being actioned early or late, or if you want reminders adjusted based on when you complete them.

- **Planned criteria:** This means that your schedule will follow what you initially indicated, regardless of whether your reminder was actioned early or late. For example, if your vehicle is due for a service every 10,000km, but you only actioned your service at 12,300km, your next service will still be due at 20,000km and not 10,000km after 12,300km.
- **Actual at completion:** this means that your schedule will follow your initial interval, but using the status when the reminder was actioned. For example, if your vehicle was due for a service every 10,000km, but you only actioned your service at 12,300km, your next service will still be due at 22,300 km, as this is 10,000km after your last action.

Marking multiple reminders as complete

The screenshot shows the CARTRACK Reminders interface. The top navigation bar includes various icons and the 'Admin' user profile. The main content area is titled 'Reminders' and has tabs for 'FLEET OVERVIEW', 'DRIVERS OVERVIEW', and 'LIST'. Below the tabs, there are options for 'COLUMNS', 'FILTERS', 'DENSITY', and 'SEARCH'. A red box highlights the 'MARK AS COMPLETE' button in the top right corner of the table. The table itself has columns for Reminder, Vehicle / Driver, Type, Settings, Reminder Time, Current Value, Valid Until, Last Completed, Completion, Status, Comment, Completion Comment, and Actions. Three rows are selected, indicated by checked checkboxes in the first column.

Reminder	Vehicle / Driver	Type	Settings	Reminder Time	Current Value	Valid Until	Last Completed	Completion	Status	Comment	Completion Comment	Actions
<input checked="" type="checkbox"/>	RUCEESG	Distance	5 km	2 km	412 992 km		413 050 km		Valid	test		
<input checked="" type="checkbox"/>	SK7773D	Date		0 days	0 days		0 days		Expired	FTW-9110 , validate if status 'Expiring' is displayed		
<input checked="" type="checkbox"/>	CNSTEST	Hours of Operation			0 hours		0 hours		Valid			
<input type="checkbox"/>	CNSTEST	Hours of Operation			0 hours		0 hours	2 hours	Completion			
<input type="checkbox"/>	CNSTEST	Date			0 days		0 days	-77 days	Completion		today's date 1003	
<input type="checkbox"/>	CNSTEST	Distance	5 km		1 000 003 km		1 000 003 km	400 km	Completion		today's date 1003	
<input type="checkbox"/>	CNSTEST	Date			0 days		0 days	-75 days	Completion			
<input type="checkbox"/>	CNSTEST	Distance	5 km		1 000 003 km		1 000 003 km	300 km	Completion			
<input type="checkbox"/>	JUV7245	Hours of Operation			412 hours		390 hours		Valid			
<input type="checkbox"/>	JUV7245	Distance			55 298 km		52 827 km		Expired			
<input type="checkbox"/>	JUR3312	Hours of Operation			182 hours		182 hours		Valid			

3 rows selected

You can easily mark multiple reminders as complete in the List section. Simply:

1. Select the reminders you wish to mark as complete

2. Click on 

The screenshot shows the CARTRACK Reminders interface. A modal window titled "Mark as complete" is open over a table of reminders. The modal contains the following fields:

- Date Completed: 2023/12/19
- Service: SK7773D
- Date: 2023/12/19
- Vehicle/Driver: RUCEESG (412992)
- Vehicle/Driver: CNSTEST
- Comment (Optional):

At the bottom of the modal are two buttons: "CLOSE" and "CONFIRM". The background table lists various reminders with columns for Reminder, Vehicle / Driver, Type, Settings, Reminder Time, Completion, Status, Comment, Completion Comment, and Actions. The status of the reminders varies, including "Valid", "Expired", and "Complete".

3. Confirm the date the reminders were completed
4. All reminders you will be marking as complete are listed according to their vehicle/driver
5. Click on **CONFIRM** to complete the process, or click on **CLOSE** to cancel it.