

MIFLEET

USER GUIDE



TABLE OF CONTENTS

INTRODUCTION

[WHAT YOU NEED TO USE MIFLEET](#)

MIFLEET COSTS

[COSTS OVERVIEW](#)

[MANUALLY ADDING COSTS](#)

[FUEL VALIDATION](#)

[TOLL MANAGEMENT](#)

REMINDERS

[ADDING AND MANAGING SERVICE REMINDERS](#)

IMPORT HISTORY

[IMPORTING COSTS](#)

[UPLOAD STATUS](#)

REPORTS

[RECOMMENDED REPORTS](#)

FILES

[ADDING A NEW FOLDER](#)

[ADDING A NEW FILE](#)

CONTRACTS

[CONTRACT STATUS](#)

[EDITING A CONTRACT](#)

[ADDING A NEW CONTRACT](#)

SETTINGS

[MANAGING SUPPLIERS](#)

[ADDING A NEW SUPPLIER](#)

[LIST DATA](#)

[MANAGING COST CENTRES](#)

[FUEL VALIDATION](#)

[MANAGING TAXES](#)

[FISCAL CONFIGURATION](#)

[VEHICLE MAPPING](#)

DASHBOARD

MIFLEET ALERTS

[VIEWING MIFLEET ALERTS](#)

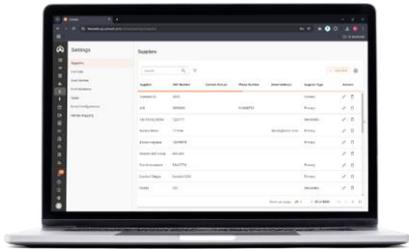
[SETTING UP MIFLEET ALERTS](#)

INTRODUCTION

MiFleet is a cost management and fuel fraud validation tool that helps you stay on top of your fleet expenses. Users can access their cost-related data on our MiFleet feature on Fleet Web.

WHAT YOU NEED TO USE MIFLEET

1. PC or laptop with a browser



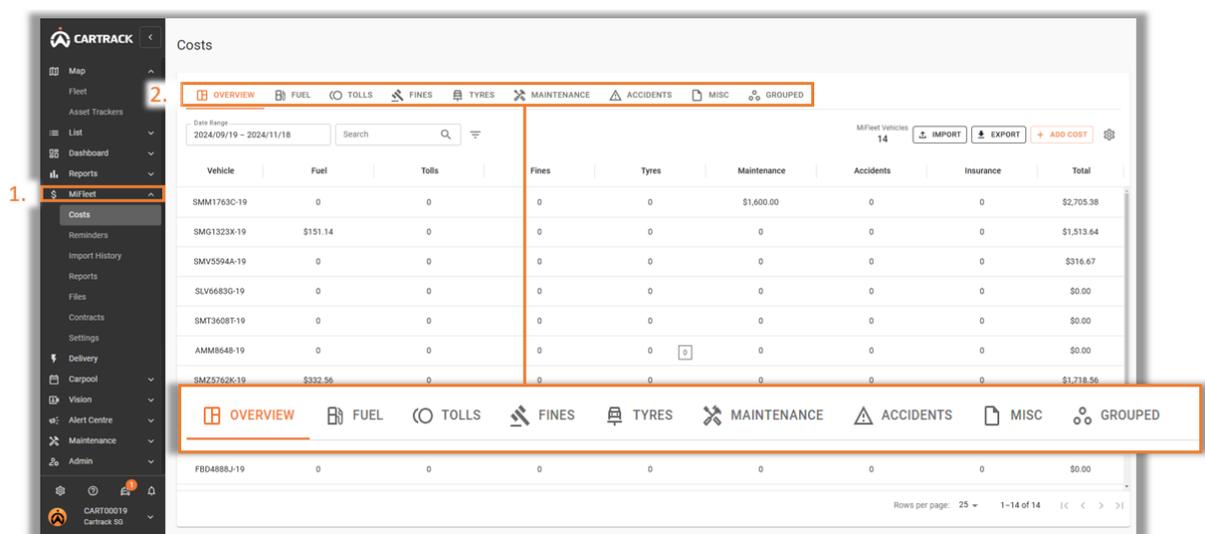
You can view your fleet or personal costing data via a web-based browser connected to the internet.

MIFLEET COSTS

This page allows users to create and review fleet costs, enabling them to pinpoint any irregularities within their fleet.

COST OVERVIEW

1. Click on the **“MiFleet”** tab to see your cost overview.
2. Select the cost overview you want to see from the tabs at the top of the page:
 - **Fuel:** Allows you to create fuel costs manually, through import or integration. Creating the fuel costs also allows MiFleet to [validate fuel transactions](#).
 - **Tolls:** Allows you to add toll costs manually, by importing data, or through integration. MiFleet validates these transactions by matching them with toll gate locations.
 - **Fines:** Lets you record fine-related costs either manually, through imports, or via integration. MiFleet can verify these fines based on the location where they occurred.
 - **Tyres:** Allows you to create fine costs manually, through import or integration.
 - **Maintenance:** Supports the recording of maintenance expenses using manual entry, imports, or integration.
 - **Accidents:** Facilitates the addition of accident-related costs through manual entry, imports, or integration.
 - **Miscellaneous (MISC):** Covers costs that don't fit into predefined categories, such as company credit cards.
 - **GROUPED:** Consolidates expenses from the same supplier and time period, allowing you to organise multiple bills for a single vehicle under one entry.



MANUALLY ADDING COSTS

Fleet costs can be added manually through the Overview tab or individually from each cost category.

1. Click on **“Costs”** under **“MiFleet”**.
2. Go to **“Add Cost”** on the top right.
3. Go to **“Add Single Transaction”**.
4. Fill in the required fields which are marked with a red **“*”**.

The screenshot displays the Cartrack MiFleet interface. On the left, a sidebar menu has 'Costs' highlighted under the 'MiFleet' section. The main area shows the 'Costs' overview with a table of vehicle costs. A modal window titled 'Add Multi Cost' is open, showing the 'ADD SINGLE TRANSACTION' tab. The form contains various fields, some marked with a red asterisk (*). A red box highlights the '+ ADD COST' button in the top right of the modal. Another red box highlights the '+ ADD COST' button in the top right of the main 'Costs' overview table.

Vehicle	Fuel	Tolls
SMM1763C-19	\$28.41	0
SMG1323X-19	\$383.99	0
SMV594A-19	0	0
SLV6683G-19	0	0
SMT3608T-19	0	0
AMM8648-19	0	0
SMZ5762K-19	0	0

Accidents	Insurance	Total
0	0	\$946.11
0	0	\$383.99
0	0	\$316.67
0	\$545.00	\$545.00
0	0	\$0.00
0	0	\$0.00
0	0	\$1,386.00

FUEL VALIDATION

Fuel costs that have been added to MiFleet will be validated by the system based on a few criteria. This helps users to be aware of any Fuel Fraud instantly.

1. Click on the “**Costs**” tab.
2. Select the “**Fuel**” tab.
3. Choose the date range of transactions you want to view.
4. You can see the status of your fuel bill under the “**Document Status**” column. There are five statuses:
 - Pending
 - Validated
 - Overdue payment
 - Paid
 - Cancelled
5. Under the “**Fraud Status**” column you can see what the transaction status is. There are five statuses:
 - High Risk - When 1 or more of the validation criteria are unmet.
 - Manager Declined - The manager manually declined a transaction.
 - Pending - The transaction is pending manager approval.
 - Manager Approved - The manager has approved the transaction.
6. You can also see the transaction status by clicking on the “” icon. Your fuel is validated based on three aspects:
 - **Location:** Where the vehicle was refuelled.
 - **Litres:** Whether the amount of fuel “inserted” in the vehicle correlates with the amount of fuel in the tank after refuelling.
 - **Tank capacity:** Whether the amount of fuel inserted into the vehicle correlates with or exceeds the max. capacity of the tank.

The screenshot displays the CARTRACK 'Costs' management interface. The left sidebar (1) contains navigation options, with 'Costs' selected. The top navigation bar (2) includes tabs for OVERVIEW, FUEL, TOLLS, FINES, TYRES, MAINTENANCE, ACCIDENTS, MISC, and GROUPED. A date range filter (3) is set to '2024/09/19 - 2024/11/18'. The main table (4) lists fuel transactions with columns for Date, Vehicle, Document Status, Source, Provider, Station, Liters, Gross Total, L/100km, and Fraud Status. A modal window (5) for 'VALIDATE TRANSACTION' is open, showing a map and vehicle details. The 'Fraud Status' column (6) includes 'High Risk' and 'Transaction Approv...' labels.

Date	Vehicle	Document Status	Source	Provider	Station	Liters	Gross Total	L/100km	Fraud Status
2024/09/30 22:18		Paid	Manually	SHELL SINGAPORE P...	SHELL	1.00	\$654.80		High Risk
2024/09/30 22:13		Paid	Manually	SHELL SINGAPORE P...	SHELL	1.00	\$332.56		High Risk
2024/09/28 17:53		Paid	Imported	Shell	SHELL PUNGGOL 872...	33.54	\$74.11	8.73	Transaction Approv...
2024/09/22 20:46		Paid	Imported				\$77.03	8.82	Transaction Approv...

TOLL MANAGEMENT

Similar to Fuel, Toll costs will be validated by the system mainly based on the vehicle's location at the point of transaction.

1. Select the **"Costs"** tab to see your costs.
2. Select the **"Tolls"** tab to see your toll information.
3. Select the range of data you want to see.
4. Under the **"Document Status"** column you can see your toll costs status. There are five statuses:
 - Pending
 - Validated
 - Overdue payment
 - Paid
 - Cancelled
5. See which costs the manager has approved and paid under the **"Fraud Status"** column.
6. You can also see the fraud status in detail by clicking on the "👁️" icon.

The screenshot displays the CARTRACK web application interface for TOLL MANAGEMENT. The interface includes a sidebar menu on the left with 'Costs' highlighted (1). The main content area shows a 'Costs' dashboard with tabs for OVERVIEW, FUEL, TOLLS (selected), FINES, TYRES, MAINTENANCE, ACCIDENTS, MISC, and GROUPED (2). A date range filter is set to '2024/09/19 - 2024/11/18' (3). A table lists toll entries, with one entry for '2024/10/16 16:00' showing a 'Document Status' of 'Pending' (4). A 'Fraud Status' column shows 'Manager Approved' (5). A '👁️' icon is visible next to the entry (6). A modal window titled 'VALIDATE TRANSACTION' is open, showing a map of Malaysia and a 'Location' field with the message 'Vehicle has no location data'.

REMINDERS

ADDING AND MANAGING REMINDERS

1. Click on the “Reminders” tab.
2. Click on the “Add Service Reminder” icon. Click “Save”.
3. You can see the status of your scheduled services under the “Status” column.

The screenshot shows the CARTRACK interface for managing service reminders. The left sidebar has the 'Reminders' tab highlighted. The main content area displays a table of service reminders. A 'New Service Reminder' form is overlaid on the bottom right, showing fields for Vehicle, Service Task, Expiration Date, Mileage Period, Service Date Interval, Months, Service Interval, and Kilometers, with a 'SAVE' button.

Vehicle	Service Task	Status	Next Due	Last Completed	Mark as Complete	Cancel
	Scheduled Servicing Every 6 months or 50000 Kilometers	Overdue	-110938 km or 43 days		✓	✕
	Scheduled Servicing Every 6 months or 50000 Kilometers	Active	19062 km or 225 days	2024/12/31 for last date or 300000 for last km	✓	✕
	Scheduled Servicing Every 6 months or 50000 Kilometers	Active	240740 km or 225 days	2024/12/31 for last date or 250000 for last km	✓	✕
	Scheduled Servicing Every 6 months or 50000 Kilometers	Active	92251 km or 43 days		✓	✕
	Scheduled Servicing Every 6 months or 50000 Kilometers	Active	142251 km or 225 days	2024/12/31 for last date or 250000 for last km	✓	✕
	Scheduled Servicing Every 3 months or 50000 Kilometers	Active	70584 km or 133 days	2024/12/31 for last date or 250000 for last km	✓	✕

New Service Reminder

Vehicle * Service Task *

Expiration Date * Mileage Period *

Service Date Interval Months

Service Interval Kilometers

IMPORT HISTORY

Get a detailed import history done in MiFleet and understand any errors during importing.

IMPORTING COSTS

1. Click on “**Import History**”.
2. Click on the “**New Import**” icon.
3. Click on “**Bulk Import**”.
4. Select the cost category and import type. There are multiple cost category options which in turn will influence the import type options.
5. Alternatively, download the import cost template or
6. Drag and drop your file into the pop-up menu.
7. Click “**Next**”.

The screenshot displays the CARTRACK MiFleet interface. On the left, a sidebar menu has 'Import History' highlighted with a red box and labeled '1.'. The main area shows the 'Import History' page with a table of import records. A 'NEW IMPORT' button is highlighted with a red box and labeled '2.'. A modal window titled 'Import Cost' is open, showing options for 'ADD SINGLE TRANSACTION' and 'BULK IMPORT'. The 'BULK IMPORT' button is highlighted with a red box and labeled '3.'. The modal window has a '1. Prepare your file' section with a 'Cost Category' dropdown set to 'Fuel' and an 'Import Type' dropdown set to 'Import Fuelling', both highlighted with red boxes and labeled '4.'. Below this, a list of required columns is shown, with a 'DOWNLOAD TEMPLATE' button highlighted with a red box and labeled '5.'. The modal window also has a '2. Upload your file' section with a 'BROWSE YOUR FILES' button highlighted with a red box and labeled '6.'. At the bottom of the modal window, there are 'CANCEL' and 'NEXT' buttons, with the 'NEXT' button highlighted with a red box and labeled '7.'. The background shows a table with columns for 'File Name', 'Date Created', and 'Date Completed', and a summary table on the right with columns for 'Error Records' and 'Total Records'.

8. Fill in all the mandatory fields. “Next”.

8.

Import Cost

ADD SINGLE TRANSACTION **BULK IMPORT**

Upload File 2 Map Columns

Importing import-enroll-users-sample.xlsx

⚠ Vehicle, Quantity, Price, Net Value, Tax Value, Total Value, Fueling Station, Fueling Date, Fueling Time are required fields

MI Fleet Fields	File Column Headers	Field values
Document Type	→	Username
Document Status	→	Email
Document Number	→	Password
Supplier*	→	Tags
Document Date	→	Courses
Vehicle*	→	
Description	→	
Quantity*	→	
Price*	→	
Net Value*	→	

CANCEL NEXT

UPLOAD STATUS

1. Click on “Import History”.
2. See the “Upload Status” to view which uploads have been successful and which haven’t.
3. See how many files did not successfully upload under the “Error Records” column. Click on the column to view the error details.

The screenshot displays the CARTRACK 'Import History' page. On the left, a sidebar menu has 'Import History' highlighted with a red box and the number '1'. The main table lists import records with columns: File Name, Date Created, Date Completed, Percentage imported (with a '2.' annotation), Upload Status (with a '2.' annotation), Success Records (with a '3.' annotation), Error Records (with a '3.' annotation), and Total Records. A modal window titled 'File Uploaded: Priced_Transaction_01_Oct_24_01_49_53.xlsx' is open, showing a table of error details:

Error in Row	Error
2	Duplicated entry
3	Duplicated entry
4	Duplicated entry
5	Duplicated entry
7	Duplicated entry
8	Duplicated entry

The modal also includes a 'DOWNLOAD ALL' button and a page indicator '1-6 of 13'.

REPORTS

RECOMMENDED REPORTS

Reports are available in MiFleet selecting the Reports tab will navigate you to the Fleet Reports. Select the MiFleet Category to view all available reports for MiFleet.

1. **TOE/CO2 Report:** The TOE/CO2 report allows users to view their fleet’s carbon emissions over a specific period based on the fleet’s refuelling transactions. This report is useful to ensure company ESG compliance.

Vehicle Identification			Vehicle Values							
Manufacturer	Model	Plate	Stocked Liters	Travel Distance	L/100km	Work Time	L/Hr	Odometer	TOE	CO2 Emissions
Mitsubishi	Lancer	SMM1763C-19	30.35 L	2,511 km	1.21	233:28:45	0.13	198,908 km	0.03 ton	72,602 g
Nissan	Note	SMG1323X-19	64,71 L	2,752 km	2.35	105:53:00	0.61	85,377 km	0.00 ton	0 g
			95,06 L	5,263.36 km	1.78		0.37		0,03 ton	36,300,99 g

2. **Monthly Costs Report:** This report provides a 12-month overview of total fleet costs, categorised by cost centres in MiFleet. This report helps users analyse departmental cost distribution for budgeting purposes.

Plate	Dec-2023	Jan-2024	Feb-2024	Mar-2024	Apr-2024	May-2024	Jun-2024	Jul-2024	Aug-2024	Sep-2024	Oct-2024	Nov-2024
SLV6683G-19	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 545.00
SMG1323X-19	SGD 0.00	SGD 2,970.26	SGD 0.00	SGD 0.00	SGD 384.97	SGD 369.76	SGD 0.00	SGD 0.00				
SMM1763C-19	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 164.38	SGD 230.00	SGD 53.90	SGD 173.07	SGD 0.00	SGD 187.68	SGD 1,600.00
SMV5594A-19	SGD 100.32	SGD 0.00	SGD 1,057.71	SGD 3,273.84	SGD 1,854.25	SGD 2,612.15	SGD 2,251.2	SGD 173.08	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00
SMW1341J-19	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 120.00
SMZ5762K-19	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 300.00	SGD 332.56	SGD 0.00	SGD 0.00
SND5454D-19	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 654.80	SGD 0.00	SGD 0.00
Total	SGD 100,32	SGD 2,970,2	SGD 1,057,7	SGD 3,273,8	SGD 1,854,2	SGD 2,776,3	SGD 2,481,2	SGD 226,98	SGD 1,058,0	SGD 1,357,1	SGD 187,68	SGD 2,265,0

- Vehicle Cost per Concept:** This report breaks down costs into vehicle, operational, and regulatory categories, highlighting areas that might need attention. This report further supports decisions on buying, leasing, or replacing vehicles, planning predictable expenses, avoiding penalties, and optimising user resource allocation.

Vehicle Costs per Concept

Description Lists all Vehicle Costs per concept (cost type) per Vehicle according to the given date interval.

Begin date 01-08-2024

End date 05-09-2024

Report date 21-11-2024 14:35:49



Vehicle Costs per Concept														
Vehicle	Vehicle Costs			Regulatory Costs					Operational Costs					
Plate	Accessories	Purchase	Financing	Insurances	Permits	Taxes	Breakdowns	Fines	Fuellings	Incidents	Maintenances	Consumables	Tolls	Tires
SMG1323X-19	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.0	SGD 0.0	SGD 0.00	SGD 0.0	SGD 384.97	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00
SMM1763C-19	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.0	SGD 0.0	SGD 120.00	SGD 0.0	SGD 53.07	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00
SMZ5762K-19	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.0	SGD 0.0	SGD 0.00	SGD 0.0	SGD 0.00	SGD 0.00	SGD 500.00	SGD 0.00	SGD 0.00	SGD 0.00
Total	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.00	SGD 0.0	SGD 0.0	SGD 120.00	SGD 0.0	SGD 438.04	SGD 0.00	SGD 500.00	SGD 0.00	SGD 0.00	SGD 0.0

Note:

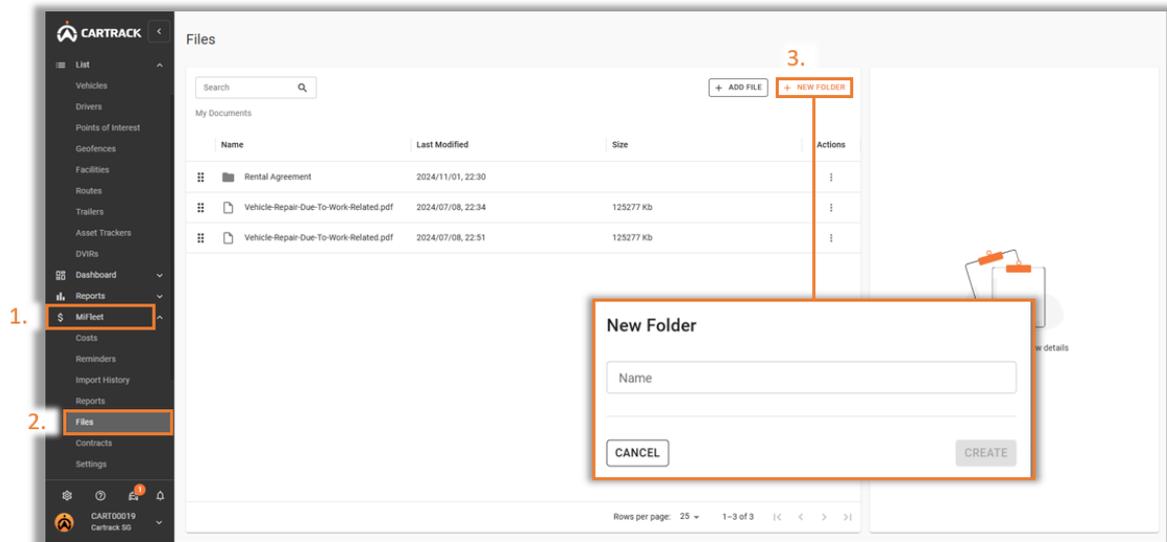
Some of these reports are VAS reports and are not available if you do not have the VAS.

FILES

Files is a location that allows users to store documents related to the fleet in MiFleet. Access all your fleet-related documents such as insurance, maintenance contracts, and drivers' licenses in one place.

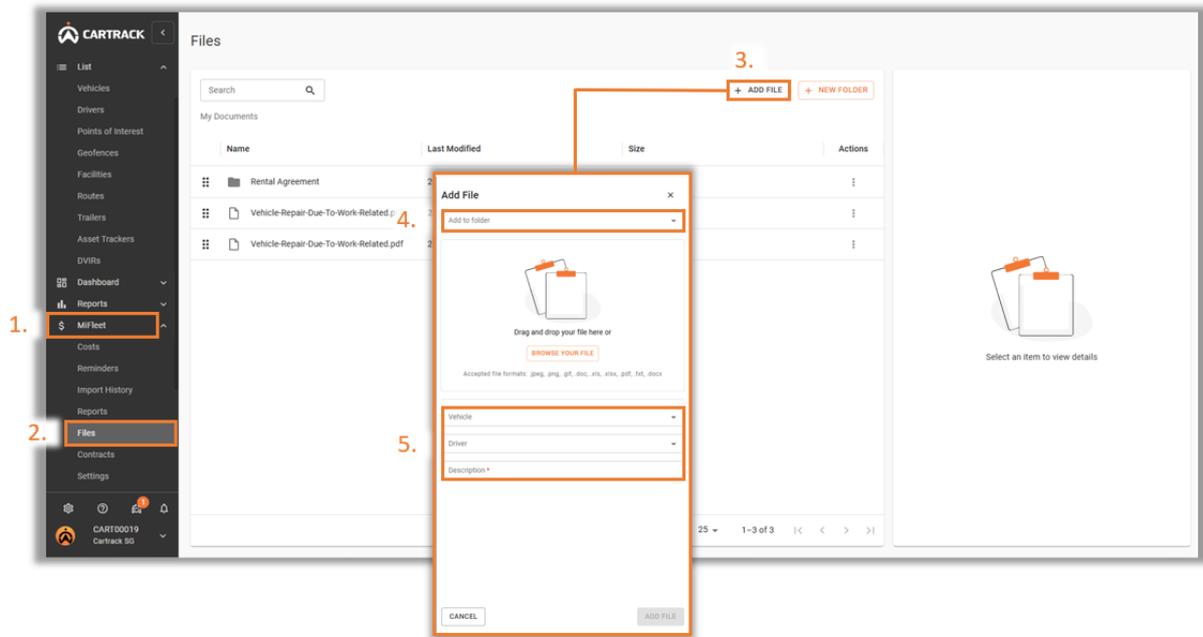
ADDING NEW FOLDER

1. Navigate to the “**MiFleet**” tab.
2. Select the “**Files**” tab under MiFleet.
3. Click on the “**Add Folder**” icon to add a new folder. “**Add File**”.



ADDING A NEW FILE

1. Navigate to the “MiFleet” tab.
2. Select the “Files” tab under MiFleet.
3. Click on the “Add File” icon to add a new file.
4. Select the folder you want to add the file in.
5. Drag and drop or select the file from the computer, select the fields, and input the file description. “Add file”.

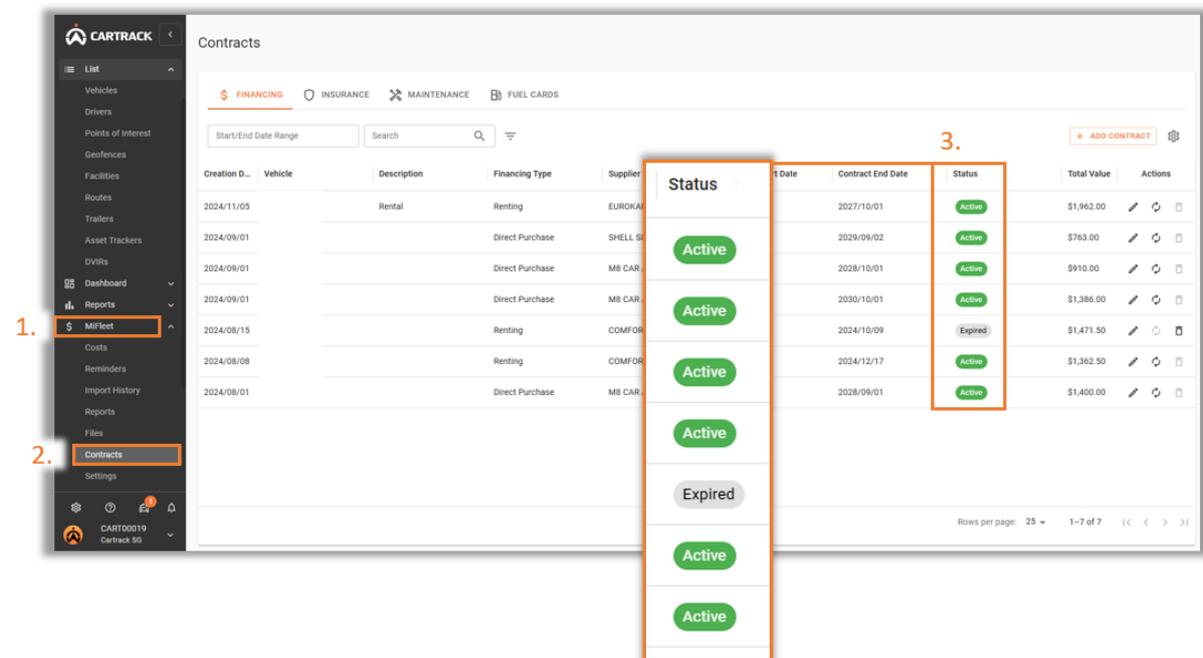


CONTRACTS

Centralise your contract storage for easy access. As an example, insurance premiums can be paid monthly, quarterly, or annually. If you decide to pay it annually, the system will separate the monthly amount over the 12 months and showcase the smaller amounts on the system.

CONTRACT STATUS

1. Click on the “MiFleet” tab.
2. Click on the “Contracts” tab.
3. See the “Status” column to see whether your contracts are active or expired.



ADDING A NEW CONTRACT

1. Click on the “MiFleet” tab.
2. Click on the “Contracts” tab.
3. Click on the “Add Contract” icon and fill in all the mandatory fields. Save.

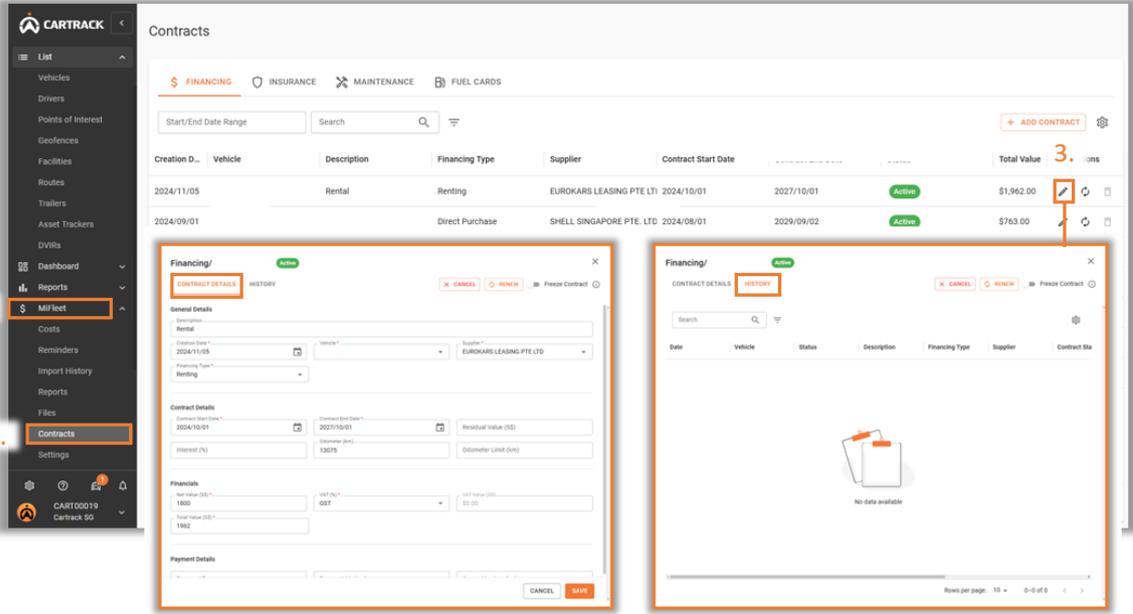
The screenshot displays the Cartrack web application interface. On the left, a sidebar menu is visible with the 'MiFleet' and 'Contracts' tabs highlighted. The main content area shows a 'Contracts' page with a table of existing contracts. A 'Financing' modal form is open, allowing users to add a new contract. The form includes the following sections:

- General Details:** Description, Creation Date (2024/11/20), Vehicle, Supplier (SHELL SINGAPORE PTE. LTD.), Financing Type (Direct Purchase).
- Contract Details:** Contract Start Date (2024/11/20), Contract End Date (2024/11/20), Residual Value (\$\$), Interest (%), Odometer (km), Odometer Limit (km).
- Financials:** Net Value (\$\$), VAT (%), Import VAT 0, VAT Value (\$\$), Total Value (\$\$).
- Payment Details:** (Fields are partially visible but not fully filled).

The modal form has 'CANCEL' and 'SAVE' buttons at the bottom right. The background shows a table of contracts with columns for 'Total Value' and 'Actions'.

EDITING A CONTRACT

1. Click on the “MiFleet” tab.
2. Click on the “Contracts” tab.
3. Click on the “” icon to view contract details or contract history.



The screenshot displays the Cartrack MiFleet interface for managing contracts. The sidebar on the left shows the navigation menu with 'MiFleet' and 'Contracts' highlighted. The main content area shows a table of contracts with columns for Creation Date, Vehicle, Description, Financing Type, Supplier, Contract Start Date, and Total Value. Two contract rows are visible. A pencil icon is highlighted on the right side of the first row. Two inset windows are shown: one for 'Contract Details' and one for 'Contract History'.

Creation D...	Vehicle	Description	Financing Type	Supplier	Contract Start Date	Total Value	Actions
2024/11/05		Rental	Renting	EUROKARS LEASING PTE LTD	2024/10/01 - 2027/10/01	\$1,962.00	  
2024/09/01		Direct Purchase		SHELL SINGAPORE PTE. LTD	2024/08/01 - 2029/09/02	\$763.00	  

Contract Details Inset:

CONTRACT DETAILS HISTORY

General Details

Description: Rental

Creation Date: 2024/11/05

Financing Type: Renting

Contract Details

Contract Start Date: 2024/10/01

Contract End Date: 2027/10/01

Residual Value (\$): 957

Minimised (N): 13075

Obsolescence Limit (N):

Financials

Net Value (\$): 1962

Net Value (\$): 957

Total Value (\$): 1962

Payment Details

Contract History Inset:

CONTRACT DETAILS HISTORY

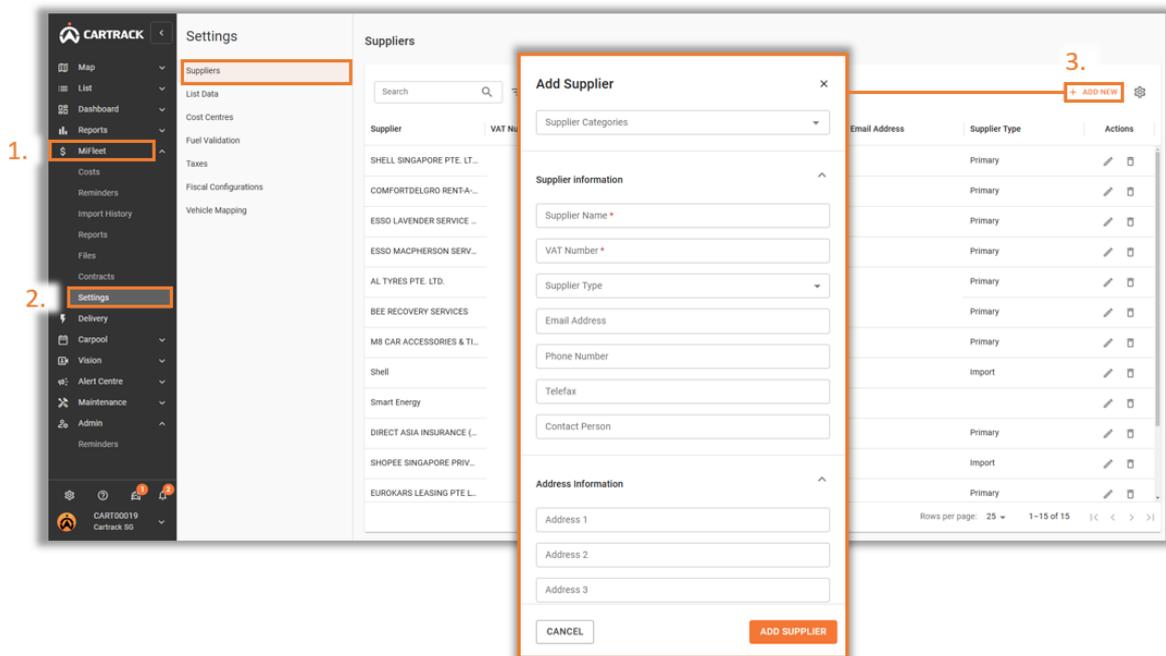
No data available

SETTINGS

ADDING A NEW SUPPLIER

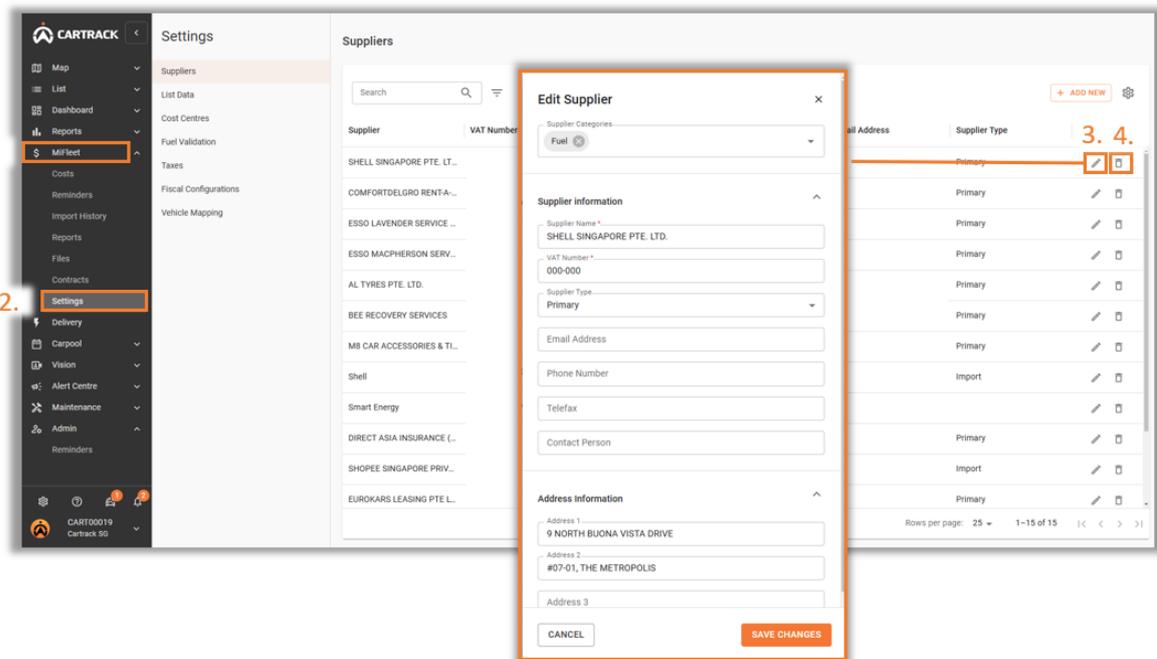
Add and manage different suppliers on one system where you can edit or change details at any given time.

1. Navigate to the **“MiFleet”** tab.
2. Select the **“Settings”** tab.
3. Click on **“Suppliers”**.
4. Click on the **“Add New”** icon and fill in the mandatory fields. **“Add Supplier”**.



MANAGING SUPPLIERS

1. Select “**Settings**” under the MiFleet tab.
2. Click on “**Suppliers**” to view all the details of your suppliers or
3. Edit their details by clicking on the “” icon.
4. You can also delete a supplier by selecting the “” icon.

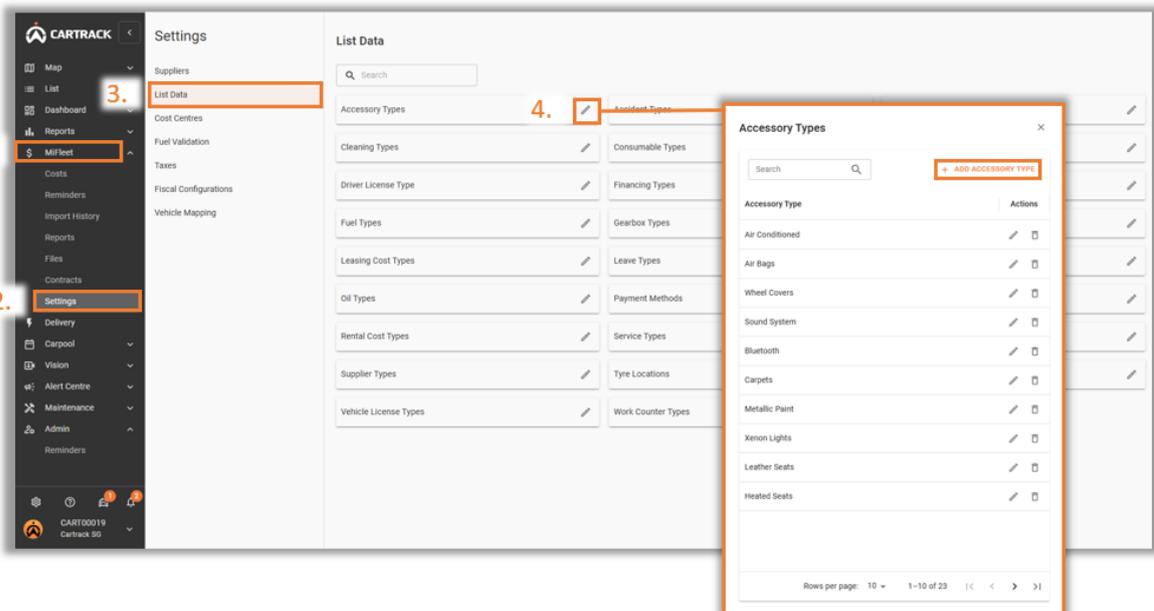


The screenshot displays the CARTRACK application interface. On the left, a sidebar menu shows 'MiFleet' and 'Settings' highlighted with red boxes and numbered 1 and 2. The main content area is divided into 'Settings' and 'Suppliers'. The 'Suppliers' section shows a list of suppliers with columns for 'Supplier' and 'VAT Number'. An 'Edit Supplier' modal is open, showing fields for 'Supplier Categories', 'Supplier information' (including Name, VAT Number, and Type), and 'Address Information' (including three address lines). The modal has 'CANCEL' and 'SAVE CHANGES' buttons. On the right, a table lists suppliers with 'Supplier Type' and edit/delete icons. Red boxes and numbers 3 and 4 highlight the edit and delete icons in the table.

LIST DATA

Users can create a list of cost types based on the pre-defined cost categories. When creating a cost you can identify the type of transaction it is.

1. Navigate to the “**MiFleet**” tab.
2. Select “**Settings**” tab.
3. Click on “**List Data**”.
4. Click on the “” icon next to a category to edit the sub-categories.



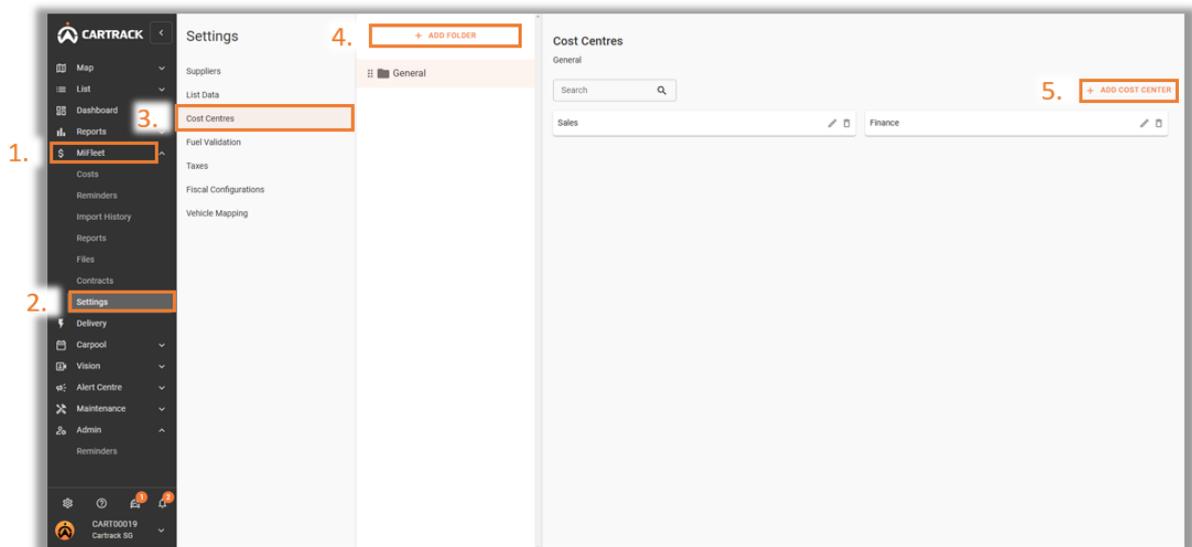
The screenshot displays the CARTRACK application interface. On the left, a dark sidebar menu contains various navigation options. The 'MiFleet' tab is selected, and the 'Settings' section is expanded. Within 'Settings', the 'List Data' option is highlighted. The main content area shows a 'List Data' page with a search bar and a grid of categories. The 'Accessory Types' category is selected, and its edit modal is open. The modal contains a search bar, an 'ADD ACCESSORY TYPE' button, and a table of existing accessory types with edit and delete icons. The table lists various accessories such as Air Conditioned, Air Bags, Wheel Covers, Sound System, Bluetooth, Carpets, Metallic Paint, Xenon Lights, Leather Seats, and Heated Seats. The bottom of the modal shows pagination information: 'Rows per page: 10' and '1-10 of 23'.

Accessory Type	Actions
Air Conditioned	 
Air Bags	 
Wheel Covers	 
Sound System	 
Bluetooth	 
Carpets	 
Metallic Paint	 
Xenon Lights	 
Leather Seats	 
Heated Seats	 

MANAGING COST CENTERS

Cost Centers can be used in Mifleet Reports to group costs based on Cost Center. Users can create specific tabs for specific departments in your company for budgeting purposes.

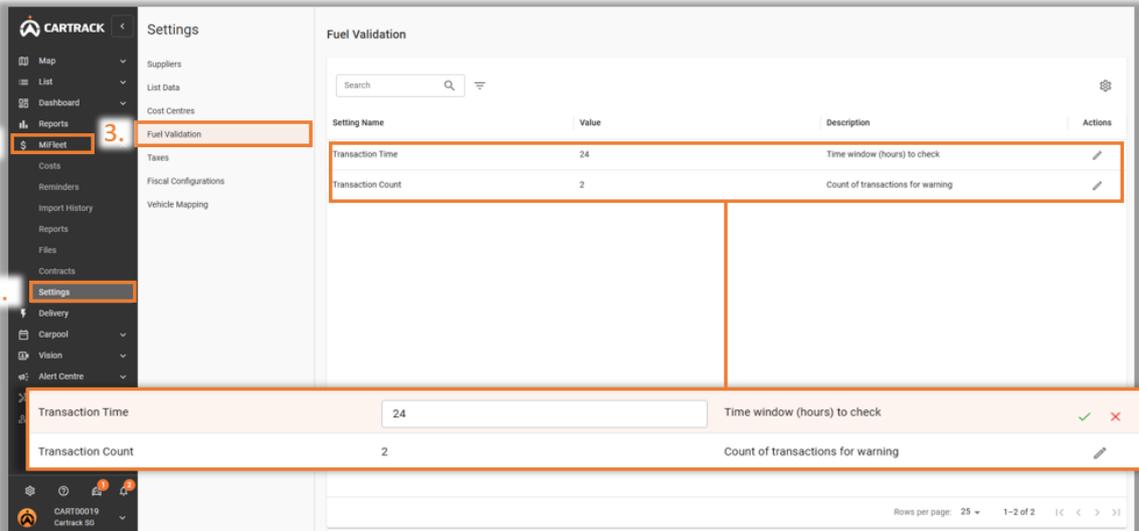
1. Navigate to the “**MiFleet**” tab.
2. Select “**Settings**” tab.
3. Click on “**Cost Centres**”.
4. Add a new folder by clicking on “**Add Folder**”.
5. You can also add a cost centre by clicking on “**Add Cost Center**”.



FUEL VALIDATION

Get notified when there's possible fuel fraud based on the number of times a vehicle is allowed to refuel within a certain amount of time.

1. Navigate to the “**MiFleet**” tab.
2. Select “**Settings**” tab.
3. Click on “**Fuel Validation**”.
4. Click on the “” icon to adjust notification timing for transactions or the allowed transaction limit.
 - **Transaction Time:** This refers to the number of hours in which a driver is allowed to make specific transactions.
 - **Transaction Count:** This refers to the number of times that a driver can make transactions based on the Transaction Time.



1. MiFleet

2. Settings

3. Fuel Validation

Setting Name	Value	Description	Actions
Transaction Time	24	Time window (hours) to check	
Transaction Count	2	Count of transactions for warning	

Transaction Time: 24 (Time window (hours) to check)

Transaction Count: 2 (Count of transactions for warning)

Rows per page: 25 1-2 of 2

MANAGING TAXES

Assign your taxes to the cost based on your tax selection. Taxes can be applied when creating a cost to ensure that the correct amount is reflected in Mifleet.

1. Navigate to the “**MiFleet**” tab.
2. Select “**Settings**” tab.
3. Click on “**Taxes**”.
4. Select the “**Add New**” tab to create a new value.

The screenshot displays the CARTRACK application interface. On the left, a dark sidebar contains a menu with 'MiFleet' (1) and 'Settings' (2) highlighted. The 'Settings' sub-menu is open, showing 'Taxes' (3) highlighted. The main content area is titled 'Taxes' and features a search bar, a '+ ADD NEW' button (4), and a table of tax entries. The table has columns for 'Tax Name', 'Value - 0.2 + 20%', 'Description', 'Active', and 'Actions'. The first row is 'GST' with a value of 0.09. Below it is an empty row with a value of 0, which is highlighted with an orange box. Other rows include 'No GST', 'Import VAT 0', and 'Online', all with a value of 0. The bottom of the page shows '1 row selected' and 'Rows per page: 25'.

Tax Name	Value - 0.2 + 20%	Description	Active	Actions
GST	0.09		<input checked="" type="checkbox"/>	✎ ✕
	0		<input checked="" type="checkbox"/>	✓ ✕
No GST	0		<input type="checkbox"/>	✎ ✕
Import VAT 0	0		<input checked="" type="checkbox"/>	✎ ✕
Import VAT 0	0		<input type="checkbox"/>	✎ ✕
Online	0		<input type="checkbox"/>	✎ ✕

FISCAL CONFIGURATION

Set your own depreciation value based on the straight-line method. Input your tax value as a decimal. For example, if your tax is 7%, you should input 0.07 (7% = 7/100 = 0.07).

1. Navigate to the “**MiFleet**” tab.
2. Select “**Settings**” tab.
3. Click on “**Fiscal Configuration**”.
4. Select the “**Add Configuration**” tab to create a new value.

The screenshot displays the CARTRACK MiFleet interface. On the left, a sidebar menu shows the navigation path: MiFleet (1), Settings (2), and Fiscal Configurations (3). The main content area is titled 'Fiscal Configurations' and features a table with columns for Start Date, End Date, Default VAT Deduction (%), Default Max Depreciation (Years), and Actions. A single row is visible with dates 2024/11/20 and 2024/11/20. An orange box highlights the '+ ADD CONFIGURATION' button in the top right corner of the table area. The bottom of the page shows '1 row selected' and 'Rows per page: 25'.

VEHICLE MAPPING

If a vehicle's name is different on the import document to that on the Fleet Web, the system will automatically link the different names to the same vehicle.

1. Navigate to the **"MiFleet"** tab.
2. Select **"Settings"** tab.
3. Click on **"Vehicle Mapping"**.
4. Select the **"Add Mapping"** tab to create a new vehicle link.

The screenshot shows the CARTRACK MiFleet interface. The sidebar menu on the left has 'MiFleet' (1) and 'Settings' (2) highlighted. Under 'Settings', 'Vehicle Mapping' (3) is selected. The main content area is titled 'Vehicle Mapping' and features a search bar and an 'ADD MAPPING' button (4). Below is a table with the following data:

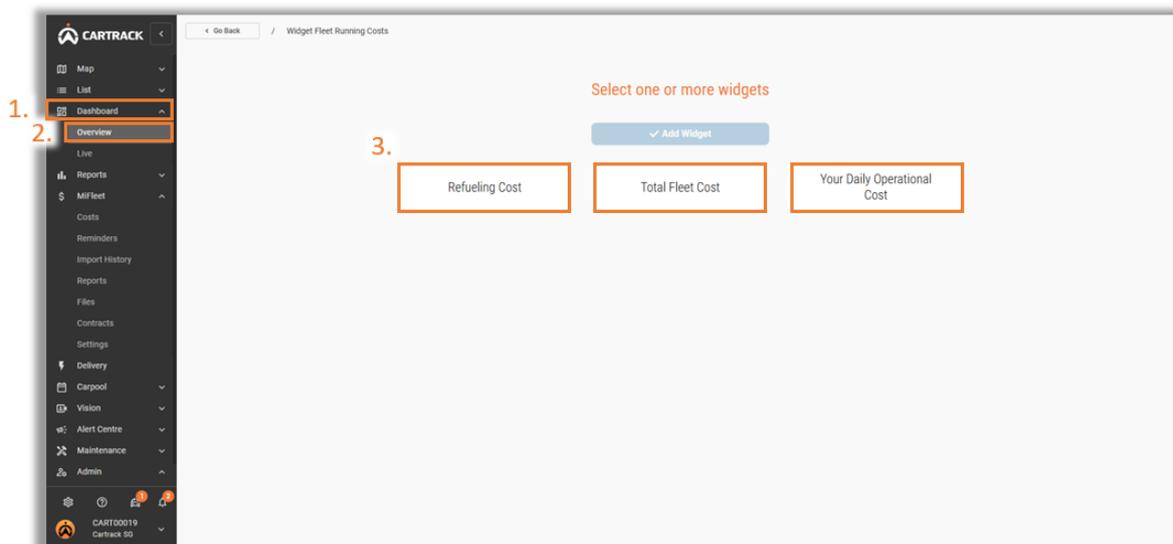
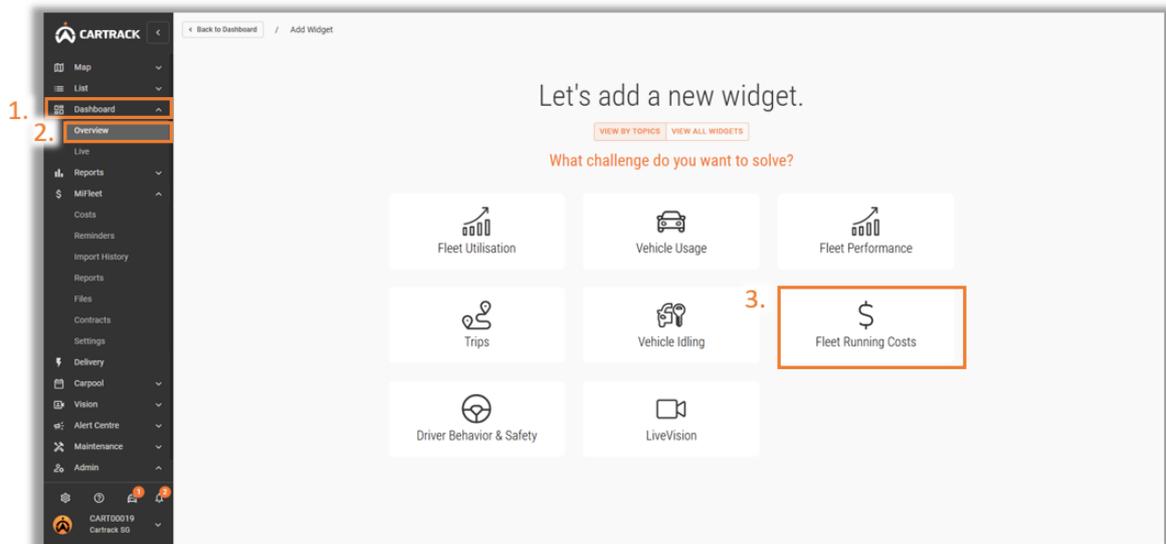
Vehicle	First Alternate Registration	Second Alternate Registration	Third Alternate Registration	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✓ ✕
SMG1323X-19	SMG1323X			✎ ✕
SMV5594A-19	SMV5549A			✎ ✕
SMT3608T-19	SMT3608T			✎ ✕
SMM1763C-19	SMM1763C			✎ ✕
SNN7868C-19	SNN7868C			✎ ✕

At the bottom, it shows '1 row selected' and 'Rows per page: 25'.

DASHBOARD

Get a visual representation of your fleet costs.

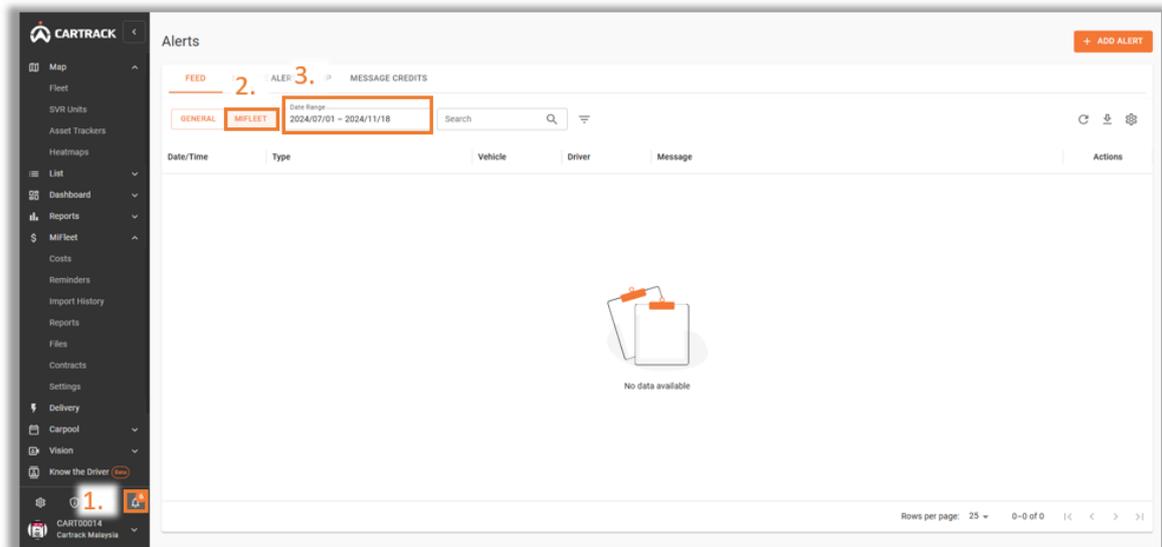
1. Navigate to the “**Dashboard**” tab.
2. Select “**Fleet Running Costs**” tab.
3. Click on any or all three widgets:
 - Refueling Cost
 - Total Fleet Cost
 - Your Daily Operational Cost



MIFLEET ALERTS

VIEWING MIFLEET ALERTS

1. Click on the “” icon.
2. Click on the “**MiFleet**” tab.
3. Select the date range of alerts you want to view.



SETTING UP MIFLEET ALERTS

1. Click on the “” icon.
2. Click on the “**MiFleet**” tab.
3. Click on the “**Add Alert**” icon. Fill in the information. “**Create**”.

