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## INTRODUCTION

Carpool is a vehicle booking solution that allows customers to either book specific vehicles for their use or let the system assign a vehicle based on predefined criteria.

## WHAT YOU NEED TO USE CARPOOL

1. PC or laptop with a browser

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Administrators and Managers can approve and monitor vehicle bookings via a web-based browser connected to the Internet.

#### 2. Android or iOS smartphone



Drivers can book vehicles through the Driver App once their Driver Profile has been created on the Fleet Page.

## SETTING UP CARPOOL

Users can assign drivers to pick from a list of vehicles or have Carpool automatically assign any available vehicle to the driver.

Before Carpool can be used, you can set up the parameters and requirements for the bookings to ensure that the drivers can select or be given access to the correct pool of vehicles. All of these are optional as you can simply toggle them on / off from Carpool's Settings page.

#### **BOOKING MANAGEMENT**

Here is how you can set up you Carpool requirements such as booking permissions or approvals.

To access your Booking Management page:

- 1. Go to "Carpool".
- 2. Select "Settings" then "Booking Management".



### **Driver Booking Permissions**

Through this setting, you can determine whether drivers can choose the vehicle they wish to book or have the system automatically assign a vehicle to them.

	к 🔇	Settings	Booking Management Set up how carpool bookings work, such as how keys are managed, when you can book, how approvals work, and how to activate bookings.									
ш) мар i≡ List		Booking Management										
00 Dashboard		Vehicle Management	This setting determines if a driver can book a specific ca	pool vehicle, or if their vehicle will be chosen by the system.								
II. Reports		Driver Management	Drivers can book enerifie vehicles									
\$ MiFleet		Carpool Notifications	Drivers can see and pick specific vehicles to book.		Drivers enter booking details (Category	tobooking) y, Location and Purpose if on), and the system assigns a						
Delivery		Terms & Conditions	Who can book? CDG-RAC geofence jy Muhammad Fad	nli Raymond Ng tung +1	vehicle.							
📅 Carpool				· · · · · · · · · · · · · · · · · · ·	CDG-RAC geofencerace @ jp	Y Raymond Ng tung Wynelle TAN 👻						
List												
Calendar				Q Search Drivers								
Settings			Advance booking & booking duration Set up how far in advance drivers can book a carpool and		Filtered groups: none selected v							
Vision			Bookings can be made up to 2 days in advance	Deluces		A VIEW & EDIT						
Alert Centre			otokings can be made up to x days in advance	Drivers								
(i) Coaching				Aaron OWYEONG								
🔀 Maintenance			Booking approval settings	Ben PM Tester								
చిం Admin			Manual approvals can be configured to be approved by a	Bryantest								
			All requests are automatically approved.	CDG-RAC		🖋 VIEW & EDIT 🗸						
				Chester KOH								
\$ C			Rooking start/stop methods	Christopher TEO								
CARTOOOT Cartrack SC	9 ```		Set up and assign vehicles to different methods for start	Desmond TAN								
_				EUROKAR-RAC								
				RESET ALL	CONFIRM SELECTION							

#### **Definitions:**

- **Drivers can book specific vehicles:** The drivers that are selected here will be able to select from a list of vehicles.
- Vehicles are system-allocated (Auto Booking): Drivers selected here will not be able to choose which vehicles to book. Instead based on booking details selected, the system will auto select a vehicle for the driver.

## Advance Booking & Booking Duration

Settings to determine maximum booking duration and maximum advance booking duration.

- 1. Select "View & Edit" to change booking duration.
- 2. Input the value to indicate how far ahead can drivers' book vehicles.
- 3. Indicate the maximum duration that a driver can book a vehicle.

Ø	CARTRACK	•	Settings		CDG-RAC geofence (y Muhammad Fadhii) Raymond Ng tung +1 CDG-RAC geofencerace () (y Raymond Ng tung Wynelle TAN •						
۵	Мар		Booking Management								
-			Booking Permissions								
88	Dashboard		Vehicle Management		Advance booking & booking duration Set up how far in advance drivers can book a carrood and the maximum duration of the booking						
а.	Reports		Driver Management		1						
\$	MiFleet		Carpool Notifications		C) Bookings can be made up to 2 days in advance, for a maximum duration of 24 hours.						
5	Delivery		Terms & Conditions	2.	You can request bookings ahead of time, up to 2 Days 👻						
8	Carpool				Value Unit						
				3.	You can set the time between vehicle pickup and return for up to 24 Hours *						
					Packing second attings						
	Settings				booking approval settings Decide how booking requests are approved—either automatically or with manual approval.						
B	Vision				Manual approvals can be configured to be approved by a Master Approver, the nearest department approver, or through multi-level approvals.						
	Alert Centre				💽 All requests are automatically approved. 🧳 VIEW & EDIT 🗸						
â	Coaching										
, "	Maintanance										
Î.	Admin				Booking start/stop methods Set us and assimo vehicles to different methods for starting and stopping a carpool booking.						
20	Admin										
					Drivers start or stop booking manually from the app						
-					Drivers can manually start and stop bookings for vehicles in this group using the driver app.						
	\$ Ø				Vehicles in the group SNJ5323X19 SNJ7568C-19 SLL119L-19						
Ø	CART00019 Cartrack SG										

## **Booking Approval Settings**

Determine how booking requests are approved. Either set as automatically approved by system or through single or multiple approvers.

- 1. Select "View & Edit" to change approval settings.
- 2. Select this if you wish to have all booking requests automatically approved.
- 3. Select between Single or Multiple Approver.
  - Single approver can be your department manager / approver created under Departments.
  - You can set a Master Approver to approve all bookings and this list is based on Sub User accounts.

Ó		۲	Settings		
	Map List Dashboard Reports MiFleet Delivery Carpool		Booking Management Booking Permissions Vehicle Management Driver Management Carpool Notifications Terms & Conditions		Advance booking & booking duration Ent up how far in advance drivers can book a carpool and the maximum duration of the booking © Booking can be made up to 2 days in advance, for a maximum duration of 24 hours. Booking approval settings Decide how booking requests are approved – either automatically or with manual approval. Manual approval, can be configured to be approved, the nearest department approver, or through multi level approvals. E All requests are automatically approved. 1. VIEW & EDIT ~
i i i i i i i i i i i i i i i i i i i	List Calendar Resources Settings Vision Alert Centre Coaching Maintenance Admin			2. 3.	All requests are automatically approved Turning on this option means all new carpool requests will automatically be approved. All requests must be manually approved Single approver Multiple approvers If slingle Approvers is selected, the request will be approved by the nearest department approver or the Master Approver. If slingle Approvers is selected, the request will be department approver or the Master Approver. If slingle Approver is selected, the request will be department approver or the Master Approver. If slingle Approver is selected, the request will be department approver or the Master Approver. If use users can approve all booking requests. Relevant approvers will receive email notifications when their approval is needed. These users can approve all booking requests (Master Approvers) Toto DEPARTMENTS & APPROVERS. //
Ø	CART00019 Cartrack SG	ф ~			

4. Create your Departments and Approvers here.

Departments In this section, drivers and vehicles can be as must approve the request before final approv	ssigned to departments and approvers respons ral is granted.	sible for approving their carpool requests. If i	multi-level approvals is enable	rd, then each higher-level r	×					
Search Q -	Search Q = 5 13 40 Total Departments Vehicles Drivers									
Name	Approvers ()	Vehicles	Drivers		Actions					
Name *	Approvers 💌	Select Vehicle	▼ Select Driver	•	~ ×					
> Sales	No approver set	SLV6683G-19, +9	Chester KOH, +16		/ 0					
> Customer Care	No approver set	SLV6683G-19	CDG-RAC, +4		/ 0					
> Support	No approver set		Eugene CHIN, +2		/ Ô					
> Operation	No approver set		Vins LEE		/ 0					
> Network	No approver set		Aaron OWYEONG, +'	1	/ 0					
		Rov	vs per page: 25 👻 1	-6 of 6  < <	> >1					

## **Booking Start / Stop Methods**

Depending on your operational process, decide how booking trips will be triggered to start and stop.

- 1. Manually start / stop booking through the driver app.
- 2. When this is activated, the vehicles in this category will start or stop their booking when they exit or enter the geofences assigned to the locations respectively.
- 3. Enabling this will require the admin or manager to manually indicate that the key is collected or returned to start or stop the booking.
- 4. Driver checklist in the Maintenance feature needs to be set up. Upon completion of this checklist through the Driver app, this will allow the start or stop of the booking.

Ø	CARTRACK	۲	Settings		. Booking start/stop methods Set up and assign vehicles to different methods for starting and stopping a carpool booking.					
m	Мар		Booking Management							
=			Booking Permissions	1.	Drivers start or stop booking manually from the app					
88	Dashboard		Vehicle Management		Drivers can manually start and stop bookings for vehicles in this group using the driver app.					
- 16.	Reports		Driver Management		SMG1323X-19 SMV5594A-19 SNN7668C-19 SLL119L19					
\$	MiFleet		Carpool Notifications							
۰,	Delivery		Terms & Conditions	2						
8	Carpool			2.	Geofence is crossed					
					Internet retricter an das group closes de gevence muncated sy trien rocation, une carpoo booking em automatica y sub- rite dooking em en enter uney close de gevence again.					
					SMX7832P-19 SMX7832P-8C *					
	Settings			3.	March and Annaharand					
₿	Vision				Key is connected or returned For vehicles in this group, when their key has been marked as collected by an admin, the carpool booking for that vehicle will automatically start. Likewise, when their key is marked as returned, the					
÷.	Alert Centre				booking will automatically stop.					
٦	Coaching				No vehicles currently selected in this group					
×	Maintenance									
2	Admin									
				4.	Pre/post driver checklist is completed Bookings for these vehicles will begin once the pre-driver checklist is completed and end when the post-driver checklist is finished. Please contact cartrack administration to ensure selected vehicles					
					have an assigned pre/post driver checklist.					
	<u> </u>				SLV6683G-19 SKA2103M-19 SMM1763C-19 SMZ5762K-19 SMW1341J-19 SMT3608T-19 +1					
	\$ <del>7</del>				A A A A A A A A A A A A A A A A A A A					
	CART00019 Cartrack SG									

Note: Maintenance feature is a Value-Added Service (VAS).

## **Booking Cancellation**

Create and manage cancellation reasons for users to select when booking cancellation is done.

- 1. Select "Add Reason" to create a new reason for cancellation.
- 2. Indicate the "Reason" and "Internal Description" if necessary.

Â		<	Settings	-	Key is collected or returned For vehicles in this group, when their key has been marked as collected by an admin, the carpool booking for that vehicle will automatically start. Likewise, when their key is marked as returned, the booking will automatically stop.					
m	Мар		Booking Management		No vehicles currently selected in this group					
			Booking Permissions							
88	Dashboard		Vehicle Management							
սե	Reports		Driver Management		post driver checklist is completed					
	MiFleet		Carpool Notifications		Bookings for these vehicles will begin once the pre-driver checklist is completed and end when the post-driver checklist is finished. Please contact cartrack administration to ensure selected vehicles have an assigned pre/post driver checklist.					
ş	Delivery		Terms & Conditions		Vehicles in this group.					
8	Carpool				SLV6683G-19 SKA2103M-19 SMM1763C-19 SM25762K-19 SMW1341J-19 SMT3608T-19 +1					
				Booking o	ancellation					
	Settings			Create and Add interna	manage cancellation reasons for bookings. These reasons help categorize why a booking was canceled. Il descriptions for reference (not visible to users).					
	Vision									
	Alert Centre			Searc	th Q = 1. + ADD NEW REASON 🕸					
	Coaching									
≍	Maintenance			Reason	Internal Description (not shown to users) Actions					
20	Admin		2							
			_							
				Urgent L	eave / D					
	\$ 0				Rows per name: 10 + 1-2 of 2 < >					
6	CART00019				nome por pagos no si na vina in a vina. Nome por pagos no si na vina in a vina in					
0	Cartrack SG									

#### **BOOKING PERMISSIONS**

This is where you can set restrictions on what the system needs to verify before users can proceed with the bookings.

To access your Booking Permissions page:

- 1. Go to "Carpool" and select "Settings".
- 2. Select "Booking Permissions".



### **Booking Permission by Departments**

Set Carpool bookings to only allow drivers to book for vehicles belonging to their department.

- 1. Select "Booking Permissions".
- 2. Under "Booking Permissions by Departments" you can enable this option.
  - Common Pool Vehicles are vehicles that can be booked regardless of department.
- 3. To add or Edit departments assignment, you can click on "Edit Departments".

Ŕ	CARTRACK	<	Settings		Booking Permissions A	be set on the vehicles a driver ca	in book in Carpool.				ĺ		
∰ ≣ 88	Map List Dashboard	• 1. •	Booking Management Booking Permissions Vehicle Management		2 drivers are not assigned to a depart     2 vehicles are not assigned to a depart	2 drivers are not assigned to a department, and cannot book carpool. 2 vehicles are not assigned to a department, so they aren't available for carpool booking.							
1. \$ ₹ Ё ⊕ ⊕ ♠ ♠ X &	Reports MiFleet Delivery Carpool List Calendar Resources Settings Vision Alert Centre Coaching Maintenance Admin		Driver Management Garpool Notifications Terms & Conditions	2.	Booking permissions by departments When tunned on, carpool will only allow an Aeth if turned off, all vehicles are treated as part of th 28 drivers and 11 vehicles are currently There are currently 2 validles are not assigned to a depart 2 vehicles are not assigned to a depart Stytesson 9 MM01222X19 These vehicles are part of the common pool and EDIT DEPARTMENTS Check for liconses When enabled, the carpool system will verify if t	Carpool Driver to book vehicles in the common pool and are available for y tagged in 6 departments. the common pool, and they can b tent, and cannot book carpool. ment, so they aren't available for d can be booked by any driver regard the satisfic distribution of the satisfic distribution d can be booked by any driver regard because the regard ideal which are an because the regard ideal which are an <u>Search</u> Q. Name	all Driver to book vehicles in the same department, or in the common pool, mon pool, and are available for booking by any Active Carpool Driver.         of A departments.         imon pool, and they can be booked by any Active Carpool Driver.         of a mon book, and they can be booked by any Active Carpool Driver.         of a mon book, and they can be booked by any Active Carpool Driver.         is another are available for carpool booking.         booked by any driver regardless of department - they must still have a department assigned to be valid.         Departments         In the statish, driver and valids can be anyoet to adaptive and approve regressible for opproved the availed, the same by moti sequent blue induction and approved is available for approved to a same difference of a part of a par						
	CART00019 Cartrack 50	۵ ۲			Valicles without as assigned class will not be v Drivers without assigned, or valid licenses will n Check for special licenses When enabled, the Carpool system will check if Drivers without valid licenses will not able to be	staf 6     Name       >     Customer Care       >     Network       >     Operation       >     Safes       >     Support	Approver set No approver set No approver set No approver set No approver set	Vahisles 51/V6630-19 - - 51/V6630-19, +9 -	Drives CDC-RAC, +4 Auron OWVEONG, +1 Vris LEE Chester KDH, +16 Espene CHH, +2 Boxes per page: 25 = 1-5 of 5	Actions           Image: Constraint of the second s			

### **Check For Licenses**

Users can set Carpool to verify drivers' licenses when they are booking for a vehicle.

- 1. Select "Booking Permissions".
- 2. Enable "**Check for License**" to get the system to validate on booking requests based on the driver's license.

Ø	CARTRACK		Settings	Booking Permissions 🛆 This section allows additional restrictions to be set on the vehicles a driver can book in Carpool.
Ξ	Мар	Ě	Booking Management	
=	List	1.	Booking Permissions	A vehicles currently do not have a vehicle class set.
88	Dashboard		Vehicle Management	
њ.	Reports		Driver Management	Booking permissions by departments
\$	MiFleet		Carpool Notifications	When turned on, carpool will only allow an Active Carpool Driver to book vehicles in the same department, or in the common pool. If turned off, all vehicles are treated as part of the common pool and are available for booking by any Active Carpool Driver.
۲.	Delivery		Terms & Conditions	Departments is turned off, all drivers can see and book all vehicles.
8	Carpool			
			2	Check for licenses 🛆
				where enables, the cappoint system will writing in the driver has the correct licenses for the vencice class. Vehicles without an assigned class will not be cooking.
	Settings			Drivers without assigned, or valid licenses will not be able to book carpool vehicles.
₽	Vision			Vehicle Class can be set in <u>int &gt; Vehicle</u> > Vehicle Settings > Vehicle Details. Driver Lenges can be set an <u>int int &gt; Driver</u> > Driver Details.
46	Alert Centre			You can view an overview of all vehicles and assigned licenses in <u>Carpool &gt; Settings &gt; Vehicle Management &gt; View by Vehicle</u>
(î)	Coaching			Tou can view an overview of all drivers and assigned licenses in <u>Larpool &gt; Settings &gt; Unver Management</u>
×	Maintenance			4 vehicles currently do not have a vehicle class set.
20	Admin			
				Check for special licenses
				When enabled, the Carpool system will check if the driver has the required special licenses for the vehicle.
	\$ O			
Ŕ	CART00019 Cartrack SG	v		

- 3. Navigate to **"Vehicles"** under **"List"** to set the Vehicle required license on the **"Vehicle Class"** field.
- 4. Navigate to "**Drivers**" under "**List**" to set the Driver's available license on the "**License Type**" field.

1	PC1133MFT1 宜宜宜	Vehicle Settings	×		Fadhli K	Driver Details	×
	Vehicle Active	General Settings	CANCEL SAVE		Active Driver	License	CANCEL
	SHARE LOCATION	Monthly Milespe Limit	Type* Small Tuck		PC9658MFT = No Signal	Linense Number	Issued Country Code
	RECENT ACTIVITY VEHICLE DETAILS	Gray	Default Driver 👻	4.	DRIVER DETAILS	License Humber	Current Points
3.	VEHICLE SETTINGS	Home Geofence	Tolling Tag Id		CARPOOL PERMISSIONS	1	YYYY/MM/DD
- 1	CARPOOL SETTINGS	Vehicle class			DRIVER ID TAGS	20 2A	Digitation Date YYYY/MM/DD
	ODOMETER	1 28			DELIVERY CUSTOM FIELDS	2 3	+ 400 NFW
	VEHICLE TRAILERS	2A			NOTES 1	3A 3C	
		3				3CA	ers added
		3A 3C				4A Company Belatico	2 FOIT
		3CA					
						Employee Number	Social Security Number

Note: The Vehicle Class and License Type lists are preloaded based on the country

#### **Check For Special Licenses**

If the user has a need for additional special licenses that are needed when booking vehicles, users can create and manage them here so that Carpool will verify against these parameters.

- 1. Select "Booking Permissions".
- 2. Enable "Check for Special License" to get the system to validate on booking requests based on the driver's license.

; a		Settings Booking Management	Booking Permissions This section allows additional restrictions to be set on the vehicles a driver can book in Carpool.	
	I List 1. Dashboard • • Reports • • MiFleet • • Delivery • Carpool ^ List Calendar Denources	Booking Permissions Vehicle Management Driver Management Carpool Notifications Terms & Conditions	Boking permissions by departments       Image: Second permissions by departments         White trained or, canced will depart depart depart and table to book whiches in the same departments, or in the common pool.       Image: Second permissions         Image: Three off, all drivers can see and book all vehicles.       Image: Second permissions       Image: Second permissions         Check for linese       Image: Second permissions       Image: Second permissions       Image: Second permissions         White without an assigned class will not be valid for campool booking.       Image: Second permissions       Image: Second permissions       Image: Second permissions         Unverse without assigned, or valid licenses will not be able to book carpool vehicles.       Image: Second permissions       Image: Second permissions	
	Settings Vision v Alert Centre v Coaching v	2.	Check for special licenses Whe seators, the Carpital system will check if the driver has the required special licenses for the vehicle. Driver subtox wild licenses which as been to book those vehicles. Univer subtox wild licenses and be set in <u>its x-Vehicles</u> . Vehicle Details. Driver Licenses can be set in <u>its x-Drivers</u> > Driver Details.	
2	Admin v Admin v S O O A CARTOO018 CARTO0018			

- 3. Navigate to "Vehicles" under "List" to set the Vehicle required Special license on the "Special License" field.
- 4. Navigate to "Drivers" under "List" to set the Driver's available license on the "Special License Type" field.

	PC1132MFT1 Critical Control Hick 2010 Write (WriteSe Active) ≤ SHARE LOCATION	Carpool Settings Vehick Carpool Availability When instant, this which will be instable for drivers to look in carpool. Carpool Settings	CANCEL BAVE		Faddi K Attive Driver B CHANGE PICTURE CONSIMPT - No Signal	Driver Details  Protection Detwork Restrictions Protection Protect
3.	RECENT ACTIVITY VEHICLE DETAILS VEHICLE SETTINGS CARPOOL SETTINGS CUSTOM FIELDS CODMETER	Compress Training Bet at Closes - Simple - Micks Management - View by Glose Contract - Contract Affect 50 Bet at Closes - Simple - Micks Management - View by Glose Contract Simple - Micks Management - View by Glose Contract Simple - Contract - Con	v partment, e in booking,	4.	ORIVER DETAILS VEHICLE PERMISSIONS CARPOOL PERMISSIONS DRIVER ID TAGS (1) DELIVERY CUSTOM FIELDS	Special Licenses           Special Licenses         ALTER
	VEHICLE TRAILERS	TY2E     P67-280     P67-280     P67-280     P67-280     P67-280     P67-2			HOTES ()	Company Nutsion

**Note:** The Special License list can be requested to be included through Cartrack.

## **VEHICLE MANAGEMENT**

Vehicle Management allows users to manage how individual vehicles can be set to be booked based on Booking start / stop, Category, Departments and Availability.

To access your Vehicle Management page:

- 1. Go to "Carpool" and select "Settings".
- 2. Select "Vehicle Management".

¢		Settings	Vehicle Management A Organize and assign your vehicles to groups, filters, and categories, then set them up for carpool booking.
	јмар V EList V	Booking Management Booking Permissions	12 Vehicles don't have a location assigned and can't be booked for carpool.
88 11	Dashboard 2.	Vehicle Management Driver Management	
\$ <b>\$</b>	MiFleet V Delivery	Carpool Notifications Terms & Conditions	Location Ac Locations help organize whicles, making it easy for drivers to book from the right spot. If furned on, Vehicles without a location carit be booked.
1. =	Carpool ^		11 Vehicles are tagged in 3 Locations.     VIEW & EDIT      VIEW & EDIT
L	Calendar Resources		Enable vehicle categories and booking purposes
	Vision V		Categories and Proposed and Proposed and the organize ventices into more specific use Categories for dimension book.           Categories and include to 12 Vehicles.         VIEW & EDIT         VIEW & EDIT
с.	) Coaching ~		3 Booking purposes are linked to vehicle categories.
20	Admin V		
E	\$ O ¢		
Ø	CART00019 Cartrack SG		

#### **View By Group**

#### Location

Organise your vehicles to be assigned to specific locations to ensure that users are booking vehicles at the right location.

- 1. Users can enable or disable locations with the " " button.
- 2. Select the "View & Edit" button to view all locations and the vehicles assigned to them.
- 3. Select "Add Location" to create a new location to assign vehicles to.
- 4. Click on the " 🖉 " to edit existing locations.

۵	Settings	Vehicle Management 🛆 Organize and assign your vehicles to groups, filters, and categories, then set them up for carpool booking.									
۵	Booking Management										
-	Booking Permissions	12 Vehicles don't have a location assigned and can't be booked for carpool.	12 Wehicles don't have a location assigned and carit be booked for carpool.								
88	Vehicle Management										
- 16 -	Driver Management 1.	VIEW BY GROUP A VIEW BY VEHICLE									
\$	Carpool Notifications										
<u> </u>	Terms & Conditions	Location 🛆									
8		Locations help organize ventices, making it easy for drivers to book from the right spot. If turned on, Venicles without a location cart be booked.									
₿		12 Vehicles are tagged in 3 Jocanows:     2 Vehicles are tagged in 3 Joca									
<del>4</del> :											
٦		Search Q = Total Locations Values Unassigned Vehicles 3. + ADD LOCATION (*									
×		Name Time Address Confines Vehicles Astrono									
20		ranne i rype nauroe e energie e energie e e e e e e e e e e e e e e e e e e									
		Aperia Other     Kallang Avenue, Af     Aperia     SMX7832P-8C SMX7832P-8C SMX7832P-19     X									
		Cartrack Office OTHER 17 Kallang Jot, Sin Kallang Pickup Point GPS - Vanessa, GPS - Henry, GPS - Shu Mei, +3									
		CT OTHER 17 Kallang Jot, Sin CT SMV5594A, GPS - Vins, GPS - Jack									
۵		Zoo OTHER CQ6V+49 Singapore -									
0		Rows per page: 10 ❤ 1−4 of 4 < >									
à			-								

Add Location
Location details
Name *
Type*
Address *
All and all all all all all all all all all al
Geofence (Optional)
Select Vehicle 👻
Assign vehicles to this location so they can be seen for carpool booking.
Description (Optional)
CANCEL

**Note:** Geofence setup is required if vehicle start / stop through locations is enabled.

#### **Categories and Booking Purposes**

Set categories and booking purposes to allow users to book vehicles from the correct pool based on their booking purpose.

- 1. Enables Vehicle Categories and Booking Purpose.
- 2. Select on "View & Edit" to view, edit or create vehicle categories.
- 3. Select "Add New Category" to create a new vehicle category to be linked to a booking purpose.
- 4. Select "View & Edit" to view, edit or create booking purpose.
- 5. Select **"Add New Booking Purpose"** to create a new booking purpose to be linked to vehicle categories.

ه	Settings	ehicle Management 🛆 ganize and assign your vehicles to groups, filters, and categories, then set them up for carpool booking.								
=	Booking Permissions	12 Vehicles don't have a location assigned and can't be booked for carpool.								
88	Vehicle Management									
њ.	Driver Management 1.	Enable vehicle categories and booking purposes								
\$	Carpool Notifications	Categories and Purposes help organize vehicles into more specific use cases for drivers to book.								
<u> </u>	Terms & Conditions	2 Categories are linked to 12 Vehicles.  11 Vehicles don't have an assigned category and can't be system allocated.	2. 🖉 VIEW & EDIT 🗠							
<b>⊒</b> ⊄		Search Vehicle Categories Vehicles Unassigned Vehicles	S. TAD NEW CATEGORY 25							
*: ©		Name No. Of Tagged Vehicles Vehicles In Category Linked Booking Purposes ()	Actions							
×										
2		Name 0 Select Vehicle •	~ ×							
		Client Visitation 8 SLV6683G-19, SMG1323X-19, +6 Client Visit	/ 0							
		Office Errand 3 SMM1763C-19, SLL119L-19, +1 Client Visit, Office Errand	/ 0							
			Rows per page: 10 ≠ 1−3 of 3 < >							
۵		2 Booking purposes are linked to vehicle categories.	4. 🖉 VIEW & EDIT							
© \$		Search Q = 2 23 Booking Purposes Categories w/ Linked Purposes Unique Vehicles	5. + ADD NEW BOOKING PURPOSE							
		Booking purposes Linked vehicle categories ①	Actions							
		Name Category	• × ×							
		Client Visit Office Errand, Client Visitation								
		Office Errand Office Errand	/ 0							
			Rows per page: 10    1−3 of 3    >							

#### **View By Vehicle**

Shows an overview of all vehicles Carpool settings and users are able manually edit the "Category", "Department" and "Location".

<b>ਨ</b> ¤	Settings Booking Management	Vehicle Manage Set up and manage Car	ment 🛆 pool Drivers, Vehicles an	d Groups that can filt	ter available vehicles bas	ed on booking details.				
=	Booking Permissions	🛕 4 carpool vehic	les are missing required	fields and can't be ac	ctivated for carpool.					
88	Vehicle Management									
ւհ	Driver Management	VIEW BY GROUP	VIEW BY VEHICLE 🛕							
\$	Carpool Notifications	Mahiala Pilasa	Decent							
<b>F</b>	Terms & Conditions	All Vehicles	<ul> <li>All De</li> </ul>	partments	▼ Search	Q = Total Ca	13 9 rpool vehicles Ready Vehicles	Common Pool Mainte	) mance	1ĝ3
8										
₿		Vehicle	Setup Status	Vehicle Status	Booking start/stop	Class Special License	Category ()	Location (i)	Carpool Availability	Actions
<del>4</del> 5		AI MV-BQ - Mazda	Non-Carpool Vehicle			· ·		•		✓ x 1
¢		4140/00 55								4.00
×		AI MY-DR - FIL	Non-Carpool venicle	-						/ 0
20		(BETA) AI Dual-B	Non-Carpool Vehicle							10
		Dual Vision - Fit	Non-Carpool Vehicle							/ 0
		GPS - Henry	Ready	-	Checklist completion	3	Client Visitation	Cartrack Office	-	∥ ⊚
		GPS - Isaac	Ready		Manual from app	3	Client Visitation	Cartrack Office	-	/ ©
ф ©		GPS - Jack	Ready		Manual from app	3	Client Visitation	CT	•	∥ ⊚
\$		4					Ro	ws per page: 25 👻 1	I−23 of 23  < <	> >1
à										

- Setup Status: Displays if the vehicle is available for Carpool and all criteria have been set.
- **Vehicle Status:** If vehicle is scheduled for servicing through Cartrack's Maintenance feature, the vehicle will be removed from the Carpool's list of available vehicles.
- **Booking start/stop:** What method have the vehicle been set to trigger the start and end of a booking.
- **Category:** The category that the vehicle has been assigned to, based on booking permissions.
- **Departments:** The department that the vehicle have been assigned to, based on booking permissions.
- **Locations:** The location that the vehicle is situated for easier allocation and booking start/end if selected.

#### DRIVER MANAGEMENT

Driver Management allows users to manage driver booking eligibility, department, auto booking and or specific vehicle bookings.

To access your Driver Management page:

- 1. Go to "Carpool" and select "Settings".
- 2. Select "Driver Management".
- 3. You can either select the " " icon to edit or " O " icon to view driver details.

	Ø		<	Settings	Driver Management Decide how drivers can book	carpool, or if they can book at	oll.					
	₽ 	Map List Dashboard		Booking Management Booking Permissions Vehicle Management	All Drivers	✓ Department All Departments	▼ Search	Q = 40 Total driver	5 s Departments Active C	1 arpool Driver		\$
	ıI.	Reports	2.	Driver Management	Driver Name	Status	Department	Allow system autobooking Allo	ow specific vehicle bo	Can book carpool	Act	ions
	\$ <b>F</b>	MiFleet Delivery	~	Carpool Notifications Terms & Conditions	Aaron OWYEONG	Non-Carpool Driver	Network	() <b>n</b>		<b>.</b> 3.	ľ	۲
1.	8	Carpool			Ben PM Tester	Non-Carpool Driver		0	<b>_</b> =	()=	0°	0
					Bryantest	Non-Carpool Driver		0	0	()#	1	۲
					CDG-RAC	Active Carpool Driver	Customer Care	-	-	-	0°	0
		Settings Vision	<b>`</b>		Chester KOH	Non-Carpool Driver	Sales	0	0	()#	ľ	۲
		Alert Centre			Christopher TEO	Non-Carpool Driver	Sales	0	<b>_</b>	0	1ª	0
	(f) (f)	Coaching			Desmond TAN	Non-Carpool Driver	Sales	0	0	<b>()</b>	ľ	۲
	20	Admin			Edwin KOO	Non-Carpool Driver	Sales	0	<b>_</b>	0	1°	0
					Eugene CHIN	Non-Carpool Driver	Support	0	0		D*	۲
		<u>a</u> a			EUROKAR-RAC	Non-Carpool Driver			<b>_</b>	0	ľ	0
	6	CART00019 Cartrack SG	Ý						Rows per page: 25 👻	1-25 of 40	< >	×

- Status: Displays if users can book vehicles through the Driver App.
- **Department:** Shows which department the driver is assigned to.
- Allow system auto booking: Toggle this to enable or disable users for Carpool to auto select vehicles that are eligible for the driver to use.
- Allow specific vehicle booking: Enable or disable option for driver to select individual vehicles based on criteria that have been set.
- Can book Carpool: Allows users to enable or disable booking of vehicle for the specified driver.

## **CARPOOL NOTIFICATIONS**

Manage notifications to be sent to managers or drivers to notify them of Carpool booking statuses.

To access your Carpool Notifications page:

- 1. Go to "Carpool" and select "Settings".
- 2. Select "Carpool Notifications".

I	á		Settings	Carpool Notifications	
J.	© ≣	Map ~ List ~	Booking Management Booking Permissions	Alort	Status
J.	88 11.	Dashboard v Reports v	Vehicle Management Driver Management	Send SMS to Driver on Request Approval	Active
J.	\$ \$	MiFleet 2. Delivery	Carpool Notifications	Send Email to Driver on Request Approval	Active
1.	8	Carpool ^		Send SMS to Driver on Request Cancellation	> Inactive
				Send Email to Driver on Vehicle Allocation	> Inactive
		Resources		Send SMS to Driver on Vehicle Allocation	>>> Inactive
- P		Settings Vision V		Send SMS to Fleet Managers on Request Approval	Inactive
		Alert Centre 🗸		Send Email to Fleet Managers on Request Approval	Inactive
J.	۰ ۲	Coaching ~ Maintenance ~		Send Email to Driver on Request Cancellation	Inactive
J.	20	Admin 🗸		Send Email to Unit Manager on Request Allocation	Inactive
1				Send SMS to Unit Manager on Request Allocation	Inactive
1		\$ O Q			1-10 of 11 < >
	Ô	CART00019 Cartrack SG			

Note: SMS messages will incur charges.

## **TERMS & CONDITIONS**

Upload your own Terms and Conditions to be sent to drivers upon booking.

To access your Terms & Conditions page:

- 1. Go to "Carpool" and select "Settings".
- 2. Select "Terms & Conditions".
- 3. Drag and drop your Ts & Cs file or select "Browse your files" to upload.

	Å	CARTRACK	•	Settings	Terms & Conditions Add the Terms & conditions to be sent by email to your drivers
1.		Map List Dashboard Reports MiFleet Delivery Carpool	、 、 、 、 、 、 、 、 、 、 、 、 、 、 、 、 、 、 、	Booking Management Booking Permissions Vehicle Management Driver Management Carpool Notifications Terms & Conditions	Add the Terms & conditions to be sent by email to your drivers
		List Calendar Resources Settings Vision Alert Centre Coaching	, , ,		BROWSE YOUR FILES Files supported: pdf Max file size: 1MB
	*	Maintenance Admin	, , ,		

## LIST

## **OVERVIEW**

- 1. Creates a "New Carpool Request".
- 2. Summarises information on all requested Carpool bookings based on different status categories. (Select any of the categories to filter and view it)
- 3. Tabs to toggle between lists of all 'Scheduled', 'In Progress' and 'History' requests.
- 4. Tools to filter, search and change the list view.
- 5. Displays list of Carpool requests.
- 6. Actions "I" icon enables users to Change status to **'Active'**, **'View Booking Detail'** and **'Cancel Carpool Requests'**.

4		۲	Current Ca	pool Lis	t							1.	+ NE	W CARPOOL R	EQUEST
0. 	Map List	×	TOTAL	APPROVED	DECLINED	GAI	NCELLED	RETURNED	RETURNED LATE	FORCE TERMINATED					
Si I	Dashboard Reports	<b>č</b> .	70	1	3	23		17	21	5					
s	MiFleet	3.	SCHEDULED	IN PROGR	ESS HISTORY										
e	Carpool	4.	III COLUMNS	FILTERS	DENSITY Q SEARCH										1
L	List Calendar	5.	Booking	N. Vehicle	Driver Vehicle Catego	y Purpose	Requestor	Request Date	Start Date	End Date	Status	Approved By	Decline 5.	Actions	-
			1,262		Fadhli Training	Custo	Fadhli	2024/10/14 18:25	2024/10/16 14:00	2024/10/16 17:00	Approved	0	NA	o= i	
e	Vision														
ہ لا	Alert Centre Maintenance	ž													
2	Admin	~													┹╼┛╢
L															
L															
	\$ 0 0	Φ												1-1 of 1	$\leftarrow$
<u> </u>	Cartrack Technolo.	ř													

## CARPOOL STATUSES

Requested	User have raised a Carpool request but have not been approved or declined
Approved	Carpool request have been assigned and approved
Declined	Carpool request have been declined
Active	Approved Carpool have began using the vehicle when the vehicle exit Geofence
Canceled	An approved Carpool have been canceled
Force Terminated	An Active Carpool have been forcefully terminated
Returned late	Vehicle have been returned beyond the scheduled time
Returned	Vehicle have been returned within the scheduled time

#### Based on different scenarios, below are the status definitions

### NEW CARPOOL REQUEST

- 1. Click on "New Carpool Request" to create a new request.
- 2. Indicate the details of the booking and select "Book This Vehicle" or "Auto-Book".
  - Driver: Determine the driver for the Carpool booking request.
  - **Request Description:** Input an optional description of the booking if needed.
  - **Specific Vehicle or Auto-Allocated:** Choosing Specific Vehicle allows the user to select available vehicle from a list. Auto-Allocated will only enable the user to choose the category not specific vehicles. (*This setting can be set in Carpool Settings*)
  - Location: Select the location the user going to book the vehicle from.
  - **Booking Purpose:** Selecting the purpose of the booking will filter the available vehicles for booking.
  - Vehicle Registration or Vehicle Category: Depending on your selection of Specific Vehicle or Auto-Allocated, this is where you select available vehicle or the vehicle category.
  - **Booking Timings:** Choose your start and stop time here.
- 3. Alternatively, users can select from the calendar format by clicking and dragging their preferred slot.

Ŕ	CARTRACK	•	Current Carpool List					<b>1.</b> + NEX	V CARPOOL REQUES
	Fleet List	Ŷ	TOTAL 117	DECLINED 4	CANCELLED 54	RETURNED 26	KETUKI 24	NED LATE	FORCE TERMINATI 9
88 11.	Dashboard Reports	* *	Booking Availability Drag to choose your vehicle/cate	gory and time slot. The highligh	ted area shows the time range you've selected.		2.	New Carpool Request	×
\$ \$	MiFleet Delivery	Ť 3	< 19 MAY 2025	>				Driver *	*
	Carpool List Calendar		3 PC1133MFT	4 5 6 7 8	9 10 11 12 13 14	15 16 17 18 19 20 2	1 22 23	Booking details Enter your booking details to find the be	st vehicles for you.
			SLV6683G					SPECIFIC VEHICLE AUT	0-ALLOCATED
₽ ¢:	Vision Alert Centre	× ×						Location * Where is this vehicle parked?	•
։ ծ	Coaching Maintenance	č v						Booking purpose * What is this booking for?	•
20	Admin	~						Vehicle registration * Booking timings Pick the times you want for vehicle pick	up and dropoff.
* (2)	CART00018 Cartrack Technolo	۵ ب						Pickup time *	
								Dropoff time *	
			·					CANCEL BOOK THIS	VEHICLE

#### Note:

Purpose of request can be added and tagged to a Vehicle Category. Vehicle location can be added through Locations in Carpool Settings. Carpool requests can be automatically approved by the system if the vehicle is available for the requested date and time.

## CANCELING APPROVED CARPOOL REQUESTS

- 1. For multiple cancellations of Carpool requests, you can select multiple requests.
- 2. Click on "#" after selecting multiple requests to cancel them simultaneously.
- 3. For singular cancellation, click on the request's row "<sup>‡</sup>" icon to cancel.
- 4. Select "Cancel".
- 5. Select the reason for cancellation and click on "Confirm".

	Current Carpool List + NEW CARPOOL REQUEST
Image       →         Image: Last       1.         Calendar       1.         Calendar       →         Image: Last       →         Image: L	TOTAL     APPROVED     DECLINED     CANCELLED     RETURNED LATE     FORCE TERMINATED       SCHEDULED     IN PROGRESS     HISTORY     RETURNED LATE     SOCE TERMINATED       III COLUMMINS     FILTERS     DENSITY     Q. SEARCH     2. I       III COLUMMINS     FILTERS     DENSITY     Q. SEARCH     2. I       III COLUMMINS     Fachini Training     Cancel booking     Select reason why booking 442 is cancelled       View Booking Detail     Select reason *     View Booking Detail       Notes (Optional)     CLOSE     CONFIRM
CART00018 Cartrack Technolo.	1-1 of 1 < >

## MANUALLY CHANGING STATUS TO ACTIVE

1. Click on "" icon and select "Change to Active".

CARTRAC	к <	Current Carpool Lis	st						+ NEW CARPOOL REQUEST
∭ Map ≔ List			8501 W 50	0111051150					
Dashboard		70 1	3	23	17	21	FORCE TERMINATED		
II, Reports									
\$ MiFleet		SCHEDULED IN PROGR	RESS HISTORY						
F Delivery		III COLUMNS - FILTERS	E DENSITY Q SEARCH						
List	Ĥ	Booking N. Vehicle	Driver Vehicle Category	Purpose Requestor	Request Date	Start Date	End Date	Status	Approved By Declined By Actions
Calendar								-	
Resources		1,262	Fadhli Training	Custo Fadhli	2024/10/14 18:25	2024/10/16 14:00	2024/10/16 17:00	Active	Change to active
Settings									View Booking Detail
Vision			Change	to active			×		Cancel
⇔; Alert Centre			-						Guider
X Maintenance			Confirm th	at booking 126	2 will change fr	om: Approved to a	ictive.		
<i>2</i> ₀ Admin									
			CANCEL	]			CONFIRM		
				)					
\$ 0 (									
CARTOOO18									1-1 of 1 < >

#### Note:

Users can set the Approved status to change to Active automatically, by enabling Geofence is crossed in Carpool Settings > Booking Management.

## MANUALLY COMPLETE ACTIVE BOOKINGS

- 1. Toggle to the "In Progress" tab to view all Active Vehicles.
- 2. Click on the " $\bigcirc$ " icon.
- 3. Click on "**Confirm**" for return of the vehicle.

	À CARTRACK	•	Current Carpool List + NEW CARPOOL BEQUEST
	1) Мар		
	≡ List		
	B Dashboard		
	Reports		
	\$ MiFleet		SCHEIL. IN PROGRESS HISTORY
	Delivery		
	Carpool		III COLUMNS - FILTERS E DENSITY Q. SEARCH
			Booking N. Vehicle Driver Vehicle Category Purpose Requestor Request Date Start Date End Date Startus Approved By Declined By Actions
L			□ 1,262 Fadhi Training Custo Fadhi 2024/10/14/18/25 2024/10/16/14/00 2024/10/16/17/00 (2554) 0 N/ 2 🔗 🗙 🕐
Ι.	Settings		
Ľ			3
	Alert Centre		Complete booking
Ľ	Maintenance		Please confirm completion of booking number 1255
Ľ	20 Marian		
L			CANCEL CONFIRM
	\$ 0 Ø		
	CART00018	-	1-10f1 < >
	Cartrack Technolo		

#### Note:

Users can set Active status to change to Complete automatically, by enabling Geofence is crossed in Carpool Settings > Booking Management.

## MANUALLY FORCE TERMINATE ACTIVE BOOKINGS

- 1. Select the "In Progress" tab.
- 2. Select the vehicle to do a Force Terminate and click on the "X" icon.
- 3. A pop-up will appear, select "Force Terminate".

Ø		۲	Cu	rrent Ca	rpool List											+ NEW	CARPOOL	REQUEST
「日言語」のように、日本のないので、日本のないので、日本のないので、日本のないので、日本のないので、日本のないので、日本のないので、日本のないので、日本のないので、日本のないので、日本のないので、日本の	Map List Dashboard Reports MiFlect Delivery Carpool List Calendar Resources Settings Vision Alert Centre Maintenance Admin		Cu	TAL COLUMNS Booking 1,262	rpool List ACTIVE IN PROGRESS  → FILTERS = DEP Fadh Force Force T termina CANC	SCLINED HISTORY HISTORY KITY Q. SEARCH Vehicle Category Training ETERMINATE is only te booking num	Purpose Ri Custo. Fi Bookin applicable	equestor adult g for vehi	Request Date	Start Date	FORCE TERMINATED 5 End Date 2024/10/16 17:00	Status Æctive way. Are you s	ure you wa	Approved By 0 Int to forci	Declined NA X bly	4 By 2.2	Actions	÷
*	CART00018 Cartrack Technolo	¢ ~			_												–1 of 1	< >

## **DISPLAY BOOKING TRIP**

- 1. Select the "In Progress" tab.
- 2. Click on the "<sup>1</sup> icon.
- 3. Information such as booking timeline, harsh events, trip route and speeding can be shown on this page.



### **VIEWING BOOKING HISTORY**

- 1. Select the "History" tab.
- 2. Displays list of all Booking History.
- 3. "• icon allows the user to view information on the Carpool requests such as booking timeline, harsh events, trip route and speeding.

CARTRACK	۰	Current	Carpoo	ol List										+ 1	IEW CARI	OOL REQ	UEST
ଯ୍ଯ Map ≔ List ପ୍ରଞ୍ଚ Dashboard	* * *	TOTAL 70	AC 1	TIVE	DECLINED 3		CANCELLED 23	RETURNED 17	RETURNED LATE 21	FORCE TERMINA S	TED						
II. Reports \$ MiFleet \$ Delivery	č	SCHEDU	LED IN	IPRO <mark>1</mark> .	HISTORY												
Carpool 2		Booking N.	Vehicle	Driver	DENSITY Q SEA	Purpose	Requestor	Request Date	Start Date	End Date	Status	Approved By	Declined By	Ac	tions		
Resources Settings		372 373		Chri	Training Training	Custo Custo	CARTOD	2023/08/14 22:25 2023/08/14 22:28	2023/08/15 04:00	2023/08/15 10:00	Returned	System System	NA NA	3. ⊘	× O × O		_
Image: Alert Centre       Image: Maintenance	č	1,258	SLV6	Fadhli Ilyas	Training Training	Others Custo	CARTOO	2024/10/11 10:56	2024/10/12 10:00 2024/10/10 17:00	2024/10/12 14:00 2024/10/10 20:00	Returned late     Returned late	System System	NA.		- 0		_
26 Admin	ř	1,256	SLV6 PC96	Fadhli Ilyas	Training	Custo	CARTOD CARTOD	2024/10/11 10:53	2024/10/11 12:00 2024/10/11 13:00	2024/10/11 16:00 2024/10/11 14:00	Returned late     Returned late	System System	NA NA		- 0 - 0		_
		1,263		Fadhli Ilyas	Training Training	Custo	Fadhli	2024/10/14 18:28 2024/06/25 11:38	2024/10/14 18:35 2024/06/26 14:00	2024/10/14 20:35 2024/06/26 14:00	Returned	0 NA	NA System	ø	× 0		
CARTOBO18 Cartrack Technolo	4 ~														1-8 of	59 <	,



## CALENDAR

### **OVERVIEW**

- 1. Selecting the "**Calendar**" tab will display an overview of all bookings in a calendar format.
- 2. Select the date range of information to be displayed on the calendar.
- 3. Toggle to search for "Vehicles" or "Drivers".
- 4. Search bar and filters menu to display specific requirements.
- 5. Calendar displays all bookings for the period specified.

	Carpool Calendar						+	NEW CARPOOL REQUEST
∭ Map ~ ≡ List ~	total RETURNED LATE							
요즘 Dashboard	October 2024 - < >	Mon 07/10	Tue 08/10	Wed 09/10	Thu 10/10	Fri 11/10	Sat 12/10	Sun 13/10
S MiFleet ∽ ♥ Delivery 戶 Carpool ∧	1 2 3 4 5 7 8 9 10 11 12							
List Calendar	13 14 15 16 17 18 19 20 21 22 23 24 25 26	04:00						
Resources Settings	27 28 29 30 31	08:00					• 10:00 SLV6683G	
st: Alert Centre 3. X Maintenance ✓	VEHICLES DRIVERS							
& Admin 4.	Type ~	12:00				<ul> <li>12:00 SLV6683G</li> <li>13:00 PC9658MFT</li> </ul>		
	Vehicles ~	16:00						
a 0 0 1								
CARTO0018 Cartrack Technolo.		20:00						

Note: Selecting a specific booking will open the booking timeline.

#### **MULTI VIEW**

- 1. Selecting multiple vehicles will display multiple vehicles on the calendar.
- 2. Scrolling or Clicking on a specific booking will display information regarding the selected booking.

6	CARTRACK	•	Carpool Calendar						•	NEW CARPOOL REQUEST
a =	) Map : List	č	TOTAL RETURNED LATE 3 3							
88	Dashboard Reports	ř	October 2024 👻 < >	* Mon 07/10	Tue 08/10	Wed 09/10	Thu 10/10	Fri 11/10	Sat 12/10	Sun 13/10
s	MiFleet	*	S M T W T F S	00:00						
é	) Carpool	^	6 <b>7</b> 8 9 10 11 12							
L	List Calendar		13 14 15 16 17 18 19 20 21 22 23 24 25 26	04:00						
L			27 28 29 30 31	2.	#1256		Returned late			
	Vision	v	VEHICLES DRIVERS	08:00	Driver Fadhli				• 10:00 SLV6683G	
х 2	Maintenance Admin	č	Search Q	12:00	Email	Phor	e Number	12:00 SIV66830		
	_		Type ~	12:00		pcartrack.com 65-6	1203009	• 13:00 PC9658MFT		
L	1	•	Vehicles	16:00	Purpose of Booking Customer Demo	Vehicle Type Training				
			PC1133MFT		Pick up 2024/10/14	Drop off 2024/10/14				
	CARTODO18	4 ~	SLV6683G	20:00	18:26Cartrack Offic	e Sg 18:36Cartra	ick Office Sg			

**Note:** A maximum of 4 vehicles will be shown per day. Clicking on '**See more**' will display all the vehicles for the day.

#### SINGLE VIEW

- 1. Selecting a single vehicle will display the hourly schedule of the vehicle on the calendar.
- 2. Scrolling or clicking on a specific booking will display information regarding the selected booking.



## RESOURCES

#### **OVERVIEW**

- 1. The "**Resources**" tab enables users to view bookings via "**Week**" or "**Day**" view and create "**New Carpool Requests**" on available slots.
- 2. Select the date range of information to be displayed on the timeline.
- 3. Toggle to search for "Vehicles" or "Drivers".
- 4. Search bar and filters menu to display specific requirements.
- 5. Timeline displays all bookings for the period specified.
- 6. Select between "View", "Sort" and "New Carpool Request".
  - a. "View" can be toggle between 'Day' and 'Week'

Day

Week

b. "Sort" contains the sorting of resources based on:

**More available** Less available Alphabetically A to Z Alphabetically Z to A

- c. "New Carpool Request" can be selected through the "Resource" tab.
- 7. By clicking on any open slots, users can create a "New Carpool Request".

	Carpool Resources 6.	VIEW F SORT + NEW CARPOOL REQUEST
III Map ~ ≔ List ~	TOTAL RETURNED LATE 5.	
BB Dashboard →     II. Reports 2.     S Miffeet →     F Delivery     Carpool ^     List     Catendar	No         Tu         No         Tu         No         Tu         No         Tu         Nu         Nu<	Sat 12/10 Sun 13/10
Settings D: Vision e: Aler Centre 3. X: Maintenance 4. 2: Admin	VENICLES         DRIVERS           Search         Q           Type         V           Vehicles         V	
SO CARTODO18 Cartrack Technolo ~		

## **DRIVER APP**

## **REGISTERING DRIVER FOR DRIVER APP USAGE**

For Drivers to use the Driver App for Carpool Booking requests, a driver account needs to be set up in Fleet.

- 1. Go to "Fleet List" then "Drivers" and "Add Driver".
- 2. Input required fields to create a Driver account and "Add Driver" once done.
- **3.** Driver App login will be using a Mobile Number.

	Drivers				MPORT DRIVERS	+ ADD 0 1. + AC	DD DRIVER
∭ Map ∨	ALL GROUPS DRIVER ID TAGS						
Vehicles Drivers	Status Filter Active Drivers v Search Q Total active drivers Total active drivers					\$	
Points of Interest	Driver 2.		lumber	Expiration	Class	Gender	1
Geofences	Kaiz Add new driver	:	×				^
Routes	Quang Banh		_			м	
Trailers	Wan Ting First Name *	Last Name					
DVIRs D2 Dashboard	Nicolaas 3 Mobile number	Email *				F	
II. Reports V	jiayi	Lindii				F	
\$ MiFleet 🗸	Joanne Ng Gender 🖲 Male 🔿 Female						- 11
F Delivery Carpool ~	Raymond Ng					м	- 11
Lu Vision	Fadhli K Vehicle Permissions					м	- 1
¢¢ <sup>c</sup> Alert Centre ✓	Ilyas Fadhli Select the vehicles this driver can drive, and assig	on the default vehicle for this driver.		2023/05/24		м	- 1
26 Admin v	Carmen Callst	vehicles.				F	- 1
	Wynelle						
\$ 0 0 ¢	U Selected vehicles			Powe per	25 -	1-19 0(19 14 4	
CART00018 Cartrack Technolo_ ~				Nows per	Jaye. 23 ♥		2 21
	CANCEL	ADD DRIV	ER				

## **REGISTERING DRIVER FOR DRIVER APP USAGE**

Open the Cartrack Driver App.



- 1. Select "Register".
- 2. Input the Driver's Phone Number and select "Get Code".
- 3. Input the received code through SMS and Select "Submit".
- 4. Driver to key in and set their PIN and select "Confirm".

Drivers can now log in to the Driver App using their phone number and PIN.



### **CREATE NEW BOOKING REQUEST**

- 1. Select the menu "= " icon and go to "Carpool".
- 2. Select "New Carpool Booking".
- 3. Input the Location, Booking Purpose, and Allocation Type.
- 4. Select "Continue to Next Step".
- 5. Select your booking time and date here OR
- 6. Indicate the time and date through the fields provided.
- 7. Select "Book This Vehicle" or "System Autobooking" to confirm booking.





## ACTIVATE AND END BOOKING

Drivers can start and end booking through the Driver App if no rules have been set in the Carpool Webpage for Activate Booking.

- 1. Drivers can activate approved bookings by selecting the play icon.
- 2. Booking information can be viewed once the booking has started.
- 3. Drivers can also end booking through the Driver App by selecting the stop icon.



### **MANAGING SCHEDULED BOOKINGS & BOOKING HISTORY**

- 1. Select **"Booking List"** to view bookings that are scheduled ahead of time and booking history.
- 2. Select the ">" icon to view booking details.
- 3. Search or Filter scheduled or past bookings.

	= Carpool	11	< Booking detail
	CURRENT BOOKING 1. BOOKING LIST		Customer Training
5.	Search for bookings Q		Booking: 2207   19 May 2025
	\Xi Sort By 🔹 Status 🔹 Date 💌		Requested, waiting for approval 19 May, 11:39
	20 May 2025		Requestor: Fadhli Purpose of request: Customer Training
	Booking No. 2209 Z Requested Customer Training		Approved, waiting for start 19 May 11:40
	PC1133MFT     Cartrack Office Sg     20 May 12:00 - 20 May 13:00		Approver: CART00018 Vehicle: PC1133MFT Type: Training
	19 May 2025	П	Active, start trip
	Booking No. 2207  ✓ Ended Late Customer Training		Pick-up: Cartrack Office Sg
	PC1133MFT     Cartrack Office Sg     19 May 12:00 - 19 May 13:00     2.	Ц	Returned late     19 May; 19:00
	Booking No. 2205 - Ended		Drop-off: Cartrack Office Sg
	Customer Training PC1133MFT Cartrack Office Sg 19 May 12:00 - 19 May 15:00		
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