

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.

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CARTRACK LTD
CART00003

Reminders

[FLEET OVERVIEW](#)
[DRIVERS OVERVIEW](#)
[LIST](#)

COLUMNS
 FILTERS
 DENSITY
 SEARCH

	Vehicle	Service	Tyres	Registration	Insurance	Oil change	Road Tax	Hazardous License	Actions
☐	MDF2886	-3 628 km	4 633 km	56 hours -1 063 km	-82 days	Not configured	N/A	Not configured	
☐	JRY5911	-62 days	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	
☐	BG650001	15 km 2 days	Not configured	100 km	Not configured	Not configured	Not configured	Not configured	
☐	RUCE9G	100 km	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	
☐	SMB3862K/CART	Not configured	Not configured	-2 445 km 369 hours	Not configured	Not configured	Not configured	Not configured	
☐	JUR331ZOLD	Not configured	Not configured	-1 627 km 10 hours	Not configured	Not configured	Not configured	Not configured	
☐	CN5TEST	Not configured	Not configured	97 km	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	
☐	SLX2819Z	Not configured	Not configured	-1 349 km -10 hours	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	

Rows per page: 25
 1 - 25 of 82
 < > >>

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 vehicle was created or not.

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	PTO Type	Actions
☐ JRY5911	-64 days	9 879 km	-1 391 km 39 hours	Not configured... There is no reminder configured for this category	19 224 km	Not configured	Not configured	470 km	
☐ SMG1323X	194 km	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	444 km	
☐ SK7773D	-3 days	Not configured	Not configured	100 km	Not configured	Not configured	Not configured	500 km	
☐ BG650001	15 km	Not configured	100 km	Not configured	Not configured	Not configured	Not configured	500 km	

Rows per page: 25 | 1-25 of 83 | < > >>

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

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**

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	
JRY5911	-62 days	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	
BG650001	15 km 2 days	Not configured	100 km	Not configured	Not configured	Not configured	Not configured	
RUCEESG	103 km	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	
SMR3862KCART	Not configured	Not configured	-2 445 km 369 hours	Not configured	Not configured	Not configured	Not configured	

Rows per page: 25 | 1-25 of 82 | < > >|

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. The top navigation bar includes various icons and the 'Admin' button. The 'Reminders' section is active, showing a table of reminders. A search box at the top of the table contains the text 'MDP2886'. The table has columns for Vehicle, Service, Tyres, Registration, Insurance, Oil change, Road Tax, Hazardous License, and Actions. The first row, corresponding to vehicle MDP2886, is highlighted with a red border. The 'Service' column shows '-3 628 km', 'Tyres' shows '4 633 km', 'Registration' shows '56 hours' and '-1 083 km', 'Insurance' shows '-82 days', 'Oil change' is 'Not configured', 'Road Tax' is 'N/A', and 'Hazardous License' is 'Not configured'. The 'Actions' column contains a pencil icon and a trash can icon.

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	[Pencil] [Trash]

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 reminders. The table has columns for Vehicle, Service, Tyres, Registration, Insurance, Oil change, Road Tax, Hazardous License, PTO Type, and Actions. The first row, corresponding to vehicle JRY5911, is highlighted with a red border. The 'Service' column shows '-64 days', 'Tyres' shows '9 879 km', 'Registration' shows '-1 391 km' and '39 hours', 'Insurance' is 'Not configured', 'Oil change' is '19 224 km', 'Road Tax' is 'Not configured', 'Hazardous License' is 'Not configured', and 'PTO Type' is '470 km'. The 'Actions' column contains a pencil icon and a trash can icon. A red box highlights the first row, and a vertical ellipsis icon is visible in the 'Tyres' column of the first row.

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	[Pencil] [Trash]
SMG1223X	199 km	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	469 km	[Pencil] [Trash]
SK7773D	-3 days	Not configured	Not configured	100 km	Not configured	Not configured	Not configured	500 km	[Pencil] [Trash]
BG65001	15 km	Not configured	100 km	Not configured	Not configured	Not configured	Not configured	500 km	[Pencil] [Trash]
RUCEE9G	10 km	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	407 km	[Pencil] [Trash]
JVR3089	Not configured	N/A	Not configured	Not configured	Not configured	Not configured	Not configured	444 km	[Pencil] [Trash]
SMQ2544KCAN	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	433 km	[Pencil] [Trash]
JSQ483	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	468 km	[Pencil] [Trash]
SLV6683G	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	473 km	[Pencil] [Trash]

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

✎ Edit reminder

✓ Mark as complete

🗑 Delete reminder

2. Click on

CARTRACK

Map

List

Dashboard

Reports

New Reports

MI Fleet

Delivery

Carpool

Vision

Know the Driver

Alert Centre

RUC

Coaching

Reminders

Reminders

FLEET OVERVIEW

DRIVERS OVERVIEW

LIST

COLUMNS

FILTERS

DENSITY

SEARCH

Vehicle	Service	Tyres	Registration	Insurance	Oil change	Road Tax
☐ JRY5911	-64 days	9 879 km	-1 391 km 39 hours	Not configured	19 224 km	Not configured
☐ SMG1323X	195 km	Not configured	Not configured	Not configured	Not configured	Not configured
☐ SK7773D	-3 days	Not configured	Not configured	100 km	Not configured	Not configured
☐ BG650001	15 km	Not configured	100 km	Not configured	Not configured	Not configured
☐ RUCEESG	10 km	Not configured	Not configured	Not configured	Not configured	Not configured
☐ JVR3089	Not configured	N/A	Not configured	Not configured	Not configured	Not configured
☐ SMQ2644KCAN	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured

Edit Fleet Reminder

Service

JRY5911

SCHEDULE

Criteria

Date

First reminder

2023/10/18

Alert before

Days

Repeat ev...

Days

Stop repeating at

+ ADD ANOTHER CRITERIA

ALERT NOTIFICATION

☒ Email

Email Addresses

nicolaas.geldenhuys@cartrack.com

☐ SMS

Comment (Optional)

0/150

CANCEL

SUBMIT

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

Deleting fleet reminders

CARTRACK

Map

List

Dashboard

Reports

New Reports

MI Fleet

Delivery

Carpool

Vision

Know the Driver

Alert Centre

RUC

Coaching

Maintenance

Admin

Reminders

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	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	✎ 🗑
☐ SMG1323X	199 km	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	469 km	✎ 🗑
☐ SK7773D	-3 days	Not configured	Not configured	100 km	Not configured	Not configured	Not configured	500 km	✎ 🗑
☐ BG650001	15 km	Not configured	100 km	Not configured	Not configured	Not configured	Not configured	500 km	✎ 🗑
☐ RUCEESG	10 km	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	407 km	✎ 🗑
☐ JVR3089	Not configured	N/A	Not configured	Not configured	Not configured	Not configured	Not configured	444 km	✎ 🗑
☐ SMQ2644KCAN	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	433 km	✎ 🗑
☐ JSQ463	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	468 km	✎ 🗑
☐ SLV6683G	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	473 km	✎ 🗑

Rows per page: 25

1-25 of 83

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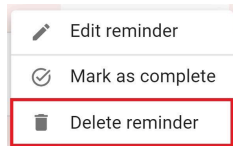
<

>

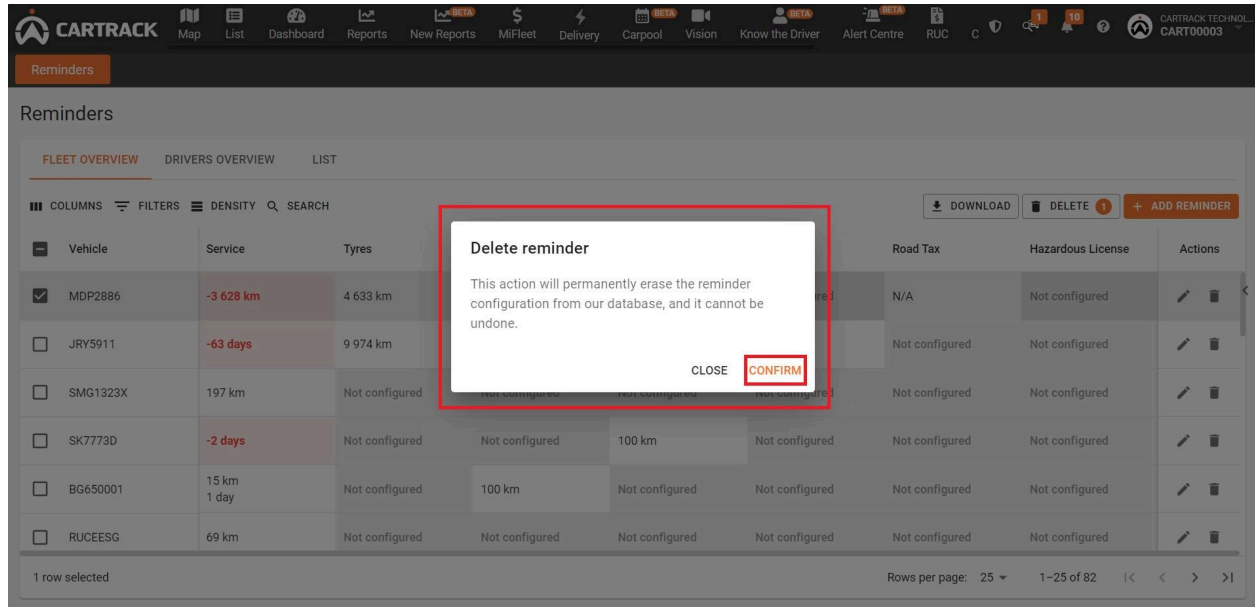
>>

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



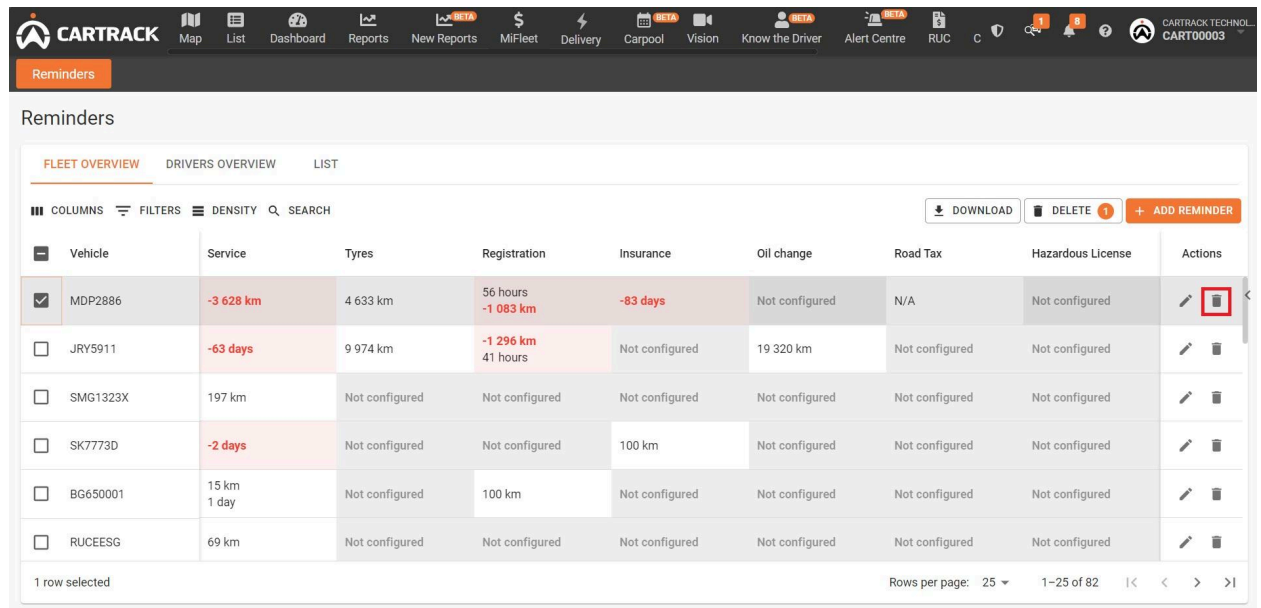


2. Click on



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 + ADD REMINDER

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

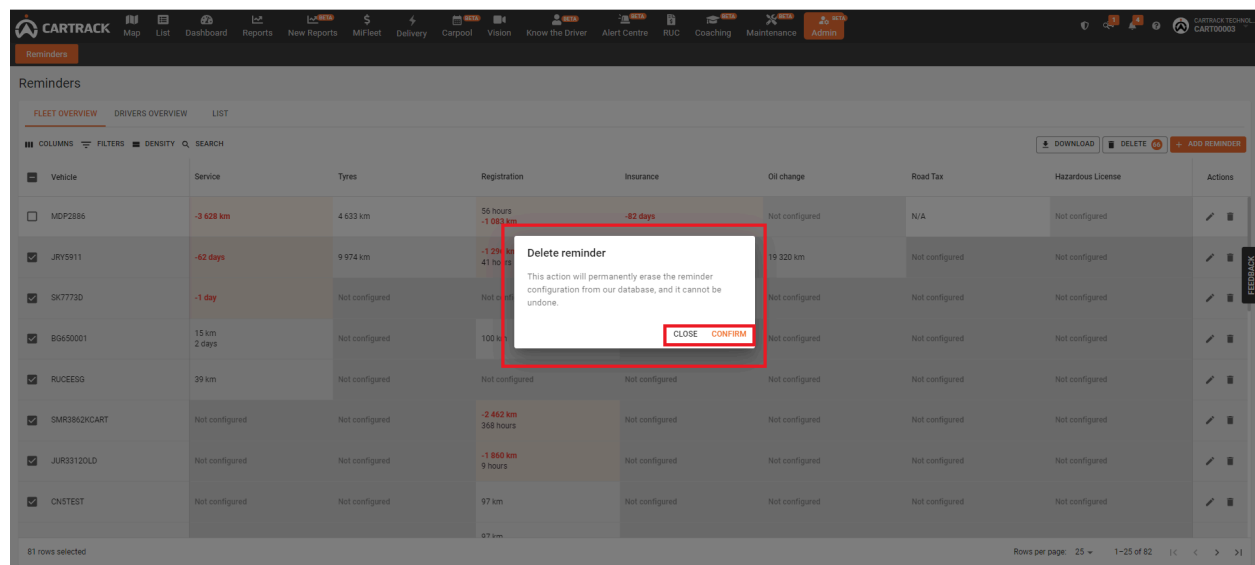
1 row selected

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 + ADD REMINDER

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	
☒ JRY5911	-62 days	9 974 km	-1 296 km 41 hours	Not configured	19 320 km	Not configured	Not configured	
☒ SK7773D	-1 day	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	
☒ BG650001	15 km 2 days	Not configured	100 km	Not configured	Not configured	Not configured	Not configured	
☒ RUCEESG	39 km	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	
☒ SMR3862HCART	Not configured	Not configured	-3 462 km 368 hours	Not configured	Not configured	Not configured	Not configured	
☒ JUR3312OLD	Not configured	Not configured	-1 860 km 9 hours	Not configured	Not configured	Not configured	Not configured	
☒ 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's 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'. The 'FLEET OVERVIEW' tab is selected. Below the tabs, there's a table of reminders. The first row is highlighted with a red box, and the 'DOWNLOAD' button is also highlighted with a red box. The table has columns for Vehicle, Service, Tyres, Registration, Insurance, Oil change, Road Tax, Hazardous License, and Actions. The first row shows a vehicle with ID MDP2886, service due in -3 628 km, and registration due in 56 hours (-1 083 km). The 'DOWNLOAD' button is located at the top right of the table, next to 'DELETE' and 'ADD REMINDER' buttons.

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

Exporting reminders is as simple as:

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

2. Clicking on the **DOWNLOAD** 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**

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

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	-62 days	9 974 km	-1 296 km 41 hours	Not configured	19 320 km	Not configured	Not configured	✎
• Vehicle	-1 day	Not configured	Not configured	100 km	Not configured	Not configured	Not configured	✎
• Service	15 km 2 days	Not configured	100 km	Not configured	Not configured	Not configured	Not configured	✎
• Tyres	71 km	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	✎
• Registration	Not configured	Not configured	-2 449 km 369 hours	Not configured	Not configured	Not configured	Not configured	✎
• Insurance	Not configured	Not configured	-1 827 km 10 hours	Not configured	Not configured	Not configured	Not configured	✎
• Oil change	Not configured	Not configured	97 km	Not configured	Not configured	Not configured	Not configured	✎
• Road Tax	Not configured	Not configured	97 km 56 hours	Not configured	Not configured	Not configured	Not configured	✎
• Hazardous License	Not configured	Not configured	-1 349 km -10 hours	Not configured	Not configured	Not configured	Not configured	✎
• Actions	Not configured	Not configured	-2 374 km 34 hours	Not configured	Not configured	Not configured	Not configured	✎
HIDE ALL								
SHOW ALL								
☐ CNSTEST	Not configured	Not configured	97 km	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	✎
☐ SLX2819Z	Not configured	Not configured	-1 349 km -10 hours	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	✎

Rows per page: 25 | 1-25 of 82 | < > >|

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

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

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	-62 days	9 974 km	-1 296 km 41 hours	Not configured	19 320 km	Not configured	Not configured	✎
• Vehicle	-1 day	Not configured	Not configured	100 km	Not configured	Not configured	Not configured	✎
• Service	15 km 2 days	Not configured	100 km	Not configured	Not configured	Not configured	Not configured	✎
• Tyres	69 km	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	✎
• Registration	Not configured	Not configured	-2 449 km 369 hours	Not configured	Not configured	Not configured	Not configured	✎
• Insurance	Not configured	Not configured	-1 824 km 10 hours	Not configured	Not configured	Not configured	Not configured	✎
• Oil change	Not configured	Not configured	97 km	Not configured	Not configured	Not configured	Not configured	✎
• Road Tax	Not configured	Not configured	07 km					
• Hazardous License								
• Actions								
HIDE ALL								
SHOW ALL								
☐ SMR3862NCART	Not configured	Not configured	-2 449 km 369 hours	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	✎
☐ 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.

CARTRACK

Map

List

Dashboard

Reports

New Reports

MIFleet

Delivery

Carpool

Vision

Know the Driver

Alert Centre

RUC

Coaching

Maintenance

Admin

1

2

3

4

5

6

7

8

9

10

CARTRACK TECHNOLOGIES

CART00003

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	
Vehicle Service Tyres Registration Insurance Oil change Road Tax Hazardous License Actions	-62 days	9 974 km	-1 296 km 41 hours	Not configured	19 320 km	Not configured	Not configured	
	-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	
☐ SMR3862KICART	Not configured	Not configured	-2 449 km 369 hours	Not configured	Not configured	Not configured	Not configured	
☐ JUR3312OLD	Not configured	Not configured	-1 834 km 10 hours	Not configured	Not configured	Not configured	Not configured	
☐ CNSTEST	Not configured	Not configured	97 km	Not configured	Not configured	Not configured	Not configured	
			87 km					

Rows per page: 25

1-25 of 82

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

CARTRACK

Map

List

Dashboard

Reports

New Reports

MIFleet

Delivery

Carpool

Vision

Know the Driver

Alert Centre

RUC

Coaching

Maintenance

Admin

1

2

3

4

5

6

7

8

9

10

CARTRACK TECHNOLOGIES

CART00003

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 vehicle	-3 628 km	4 633 km	56 hours -1 083 km	-82 days	Not configured	N/A	Not configured	
Vehicle	-62 days	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	
☐ BG65001	15 km 2 days	Not configured	100 km	Not configured	Not configured	Not configured	Not configured	
☐ RUCE99	69 km	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	
☐ SMR3862KICART	Not configured	Not configured	-2 449 km 369 hours	Not configured	Not configured	Not configured	Not configured	
☐ JUR3312OLD	Not configured	Not configured	-1 834 km 10 hours	Not configured	Not configured	Not configured	Not configured	
☐ CNSTEST	Not configured	Not configured	97 km	Not configured	Not configured	Not configured	Not configured	
			87 km					

Rows per page: 25

1-25 of 82

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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

Mileage

Delivery

Carpool

Vision

Know the Driver

Alert Centre

RUC

Coaching

Maintenance

Admin

1

2

3

4

5

6

7

8

9

10

CARTRACK TECHNOLOGIES

Reminders

FLEET OVERVIEW

DRIVERS OVERVIEW

LIST

COLUMNS

FILTERS

DENSITY

SEARCH

DOWNLOAD

DELETE

ADD REMINDER

Vehicle	Service	Tires	Registration	Insurance	Oil change	Road Tax	Hazardous License	Actions
Column Operator Value X Vehicle contains Filter value ADD FILTER REMOVE ALL	4 633 km	56 hours -1 083 km	-82 days	Not configured	Not configured	Not configured	Not configured	✎ 🗑
	9 974 km	-1 296 km 41 hours	Not configured	19 320 km	Not configured	Not configured	Not configured	✎ 🗑
☐ SK7772D	-1 day	Not configured	Not configured	100 km	Not configured	Not configured	Not configured	✎ 🗑
☐ BG650001	15 km 2 days	Not configured	100 km	Not configured	Not configured	Not configured	Not configured	✎ 🗑
☐ RUCE5G	71 km	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	✎ 🗑
☐ SMR3862HCART	Not configured	Not configured	-2 449 km 369 hours	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	✎ 🗑
☐ CN5TEST	Not configured	Not configured	97 km	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	✎ 🗑
☐ SLX2819Z	Not configured	Not configured	-1 349 km -10 hours	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	✎ 🗑

Rows per page: 25

1-25 of 82

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1. Click on  FILTERS

CARTRACK

Map

List

Dashboard

Reports

New Reports

Mileage

Delivery

Carpool

Vision

Know the Driver

Alert Centre

RUC

Coaching

Maintenance

Admin

1

2

3

4

5

6

7

8

9

10

CARTRACK TECHNOLOGIES

Reminders

FLEET OVERVIEW

DRIVERS OVERVIEW

LIST

COLUMNS

FILTERS

DENSITY

SEARCH

DOWNLOAD

DELETE

ADD REMINDER

Vehicle	Service	Tires	Registration	Insurance	Oil change	Road Tax	Hazardous License	Actions
Column Operator Value X Vehicle contains Filter value ADD FILTER REMOVE ALL	4 633 km	56 hours -1 083 km	-82 days	Not configured	Not configured	Not configured	Not configured	✎ 🗑
	9 974 km	-1 296 km 41 hours	Not configured	19 320 km	Not configured	Not configured	Not configured	✎ 🗑
☐ SK7772D	-1 day	Not configured	Not configured	100 km	Not configured	Not configured	Not configured	✎ 🗑
☐ BG650001	15 km 2 days	Not configured	100 km	Not configured	Not configured	Not configured	Not configured	✎ 🗑
☐ RUCE5G	69 km	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	✎ 🗑
☐ SMR3862HCART	Not configured	Not configured	-2 449 km 369 hours	Not configured	Not configured	Not configured	Not configured	✎ 🗑
☐ JUR3312OLD	Not configured	Not configured	-1 834 km 10 hours	Not configured	Not configured	Not configured	Not configured	✎ 🗑
☐ CN5TEST	Not configured	Not configured	97 km	Not configured	Not configured	Not configured	Not configured	✎ 🗑

Rows per page: 25

1-25 of 82

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

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

Reminders

FLEET OVERVIEW DRIVERS OVERVIEW LIST

COLUMNS FILTERS DENSITY SEARCH

Vehicle Service Tyres Registration Insurance Oil change Road Tax Hazardous License Actions

Columns: X Vehicle Operator Value Filter value

+ ADD FILTER contains requires starts with ends with is empty is not empty is any of REMOVE ALL

Vehicle	Service	Tyres	Registration	Insurance	Oil change	Road Tax	Hazardous License	Actions
4 633 km	56 hours -1 063 km	-82 days	Not configured	Not configured	Not configured	Not configured	Not configured	
9 974 km	-1 296 km 41 hours	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	
SK7773D	-1 day	Not configured	Not configured	100 km	Not configured	Not configured	Not configured	
B0450001	15 km 2 days	Not configured	100 km	Not configured	Not configured	Not configured	Not configured	
RUCES9	69 km	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	
SMR362WCART	Not configured	Not configured	-2 449 km 369 hours	Not configured	Not configured	Not configured	Not configured	
JUR3312OLD	Not configured	Not configured	-1 834 km 10 hours	Not configured	Not configured	Not configured	Not configured	
CNTEST	Not configured	Not configured	97 km	Not configured	Not configured	Not configured	Not configured	
97 km								

Rows per page: 25 1-25 of 82

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

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

Reminders

FLEET OVERVIEW DRIVERS OVERVIEW LIST

COLUMNS FILTERS DENSITY SEARCH

Vehicle Service Tyres Registration Insurance Oil change Road Tax Hazardous License Actions

Columns: X Vehicle Operator Value Filter value

+ ADD FILTER is empty REMOVE ALL

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

Rows per page: 25 1-4 of 4

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**

Reminders

FLEET OVERVIEW DRIVERS OVERVIEW LIST

COLUMNS FILTERS DENSITY SEARCH

Vehicle Service Tyres Registration Insurance Oil change Road Tax Hazardous License Actions

Column Operator Value

Vehicle is empty

Column Operator Value

Vehicle contains Filter value

ADD FILTER REMOVE ALL

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

Rows per page: 25 1-4 of 4

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

Reminders

FLEET OVERVIEW DRIVERS OVERVIEW LIST

COLUMNS FILTERS DENSITY SEARCH

Vehicle Service Tyres Registration Insurance Oil change Road Tax Hazardous License Actions

Density

Compact

Standard

Comfortable

Vehicle	Service	Tyres	Registration	Insurance	Oil change	Road Tax	Hazardous License	Actions
MDP2886		4 633 km	55 hours -1 063 km	-82 days	Not configured	N/A	Not configured	
JRY5911	-62 days	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	
B0650001	15 km 2 days	Not configured	100 km	Not configured	Not configured	Not configured	Not configured	
RUCE59	71 km	Not configured	Not configured	Not configured	Not configured	Not configured	Not configured	
SMR362WCART	Not configured	Not configured	-2 449 km 369 hours	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	
CN5TEST	Not configured	Not configured	97 km	Not configured	Not configured	Not configured	Not configured	
JSL9710	Not configured	Not configured	97 km	Not configured	Not configured	Not configured	Not configured	

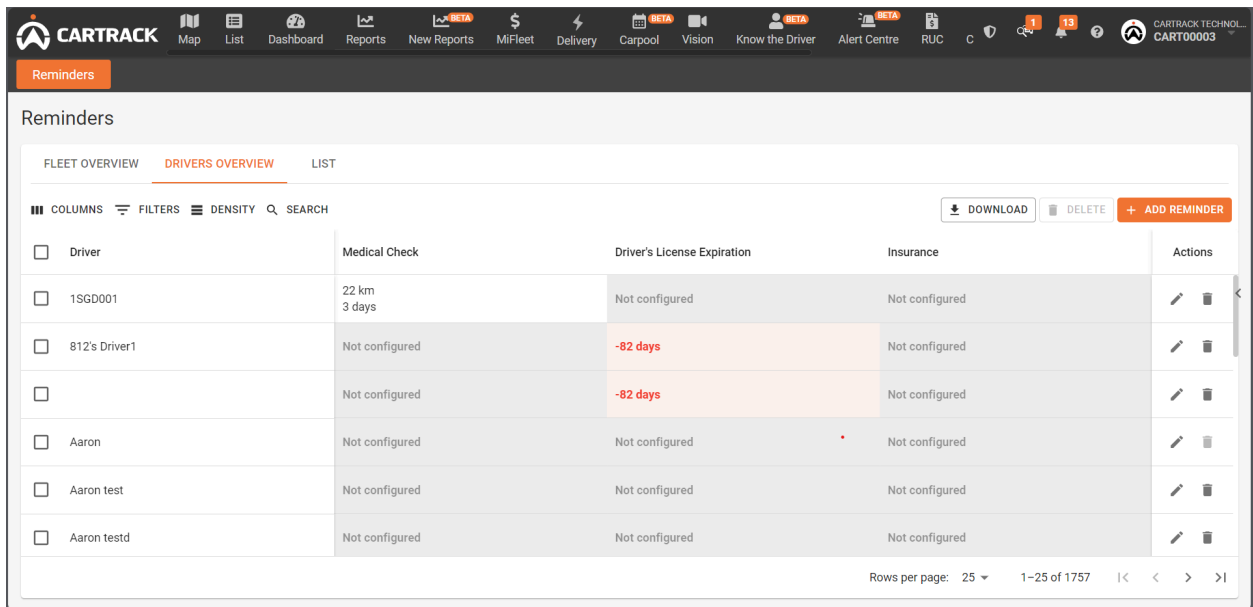
Rows per page: 25 1-25 of 82

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 web application interface. At the top is a navigation bar with the Cartrack logo and various menu items: Map, List, Dashboard, Reports, New Reports, MiFleet, Delivery, Carpool, Vision, Know the Driver, Alert Centre, RUC, and a user profile icon. Below the navigation bar is a 'Reminders' section header. Under this header, there are three tabs: 'FLEET OVERVIEW', 'DRIVERS OVERVIEW' (which is selected), and 'LIST'. Below the tabs is a table with columns: Driver, Medical Check, Driver's License Expiration, Insurance, and Actions. The table contains several rows of data, including drivers like 1SGD001, 812's Driver1, Aaron, Aaron test, and Aaron testd. The 'Medical Check' column shows values like '22 km 3 days' or 'Not configured'. The 'Driver's License Expiration' column shows 'Not configured' or '-82 days' (highlighted in red). The 'Insurance' column shows 'Not configured'. The 'Actions' column contains edit and delete icons. At the bottom right of the table, there is a pagination bar showing 'Rows per page: 25' and '1-25 of 1757'.

Driver	Medical Check	Driver's License Expiration	Insurance	Actions
☐ 1SGD001	22 km 3 days	Not configured	Not configured	
☐ 812's Driver1	Not configured	-82 days	Not configured	
☐	Not configured	-82 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	

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
☐ 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	
☐ ABEYKOONPS	Not configured	Not configured	Not configured	
☐ 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
☐ 1SGD001	22 km 3 days	Not configured	Not configured	
☐ 812's Driver1	Not configured	-82 days	Not configured	
☐	Not configured	-82 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	

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

 Add New

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

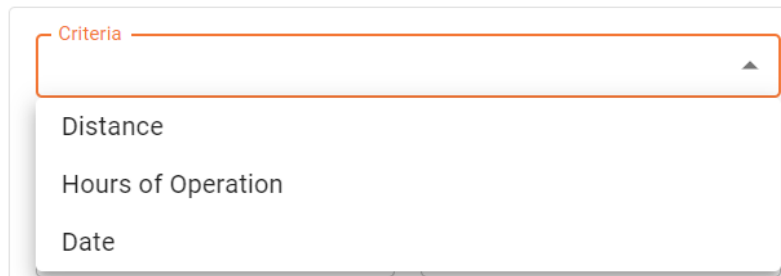
Select Drivers 

 This will override existing reminders for selection.

5. Select when you want the reminders to occur.

a. Select **criteria**:

SCHEDULE



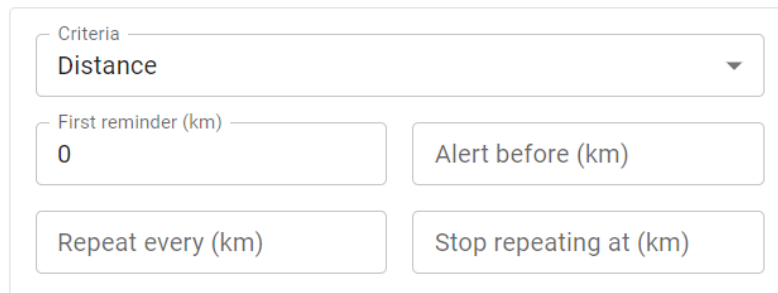
b. Fill in the specific reminder information based on the criteria you have selected.

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
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 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)

0/150

SUBMIT

8. Once your done, click on

CANCEL

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

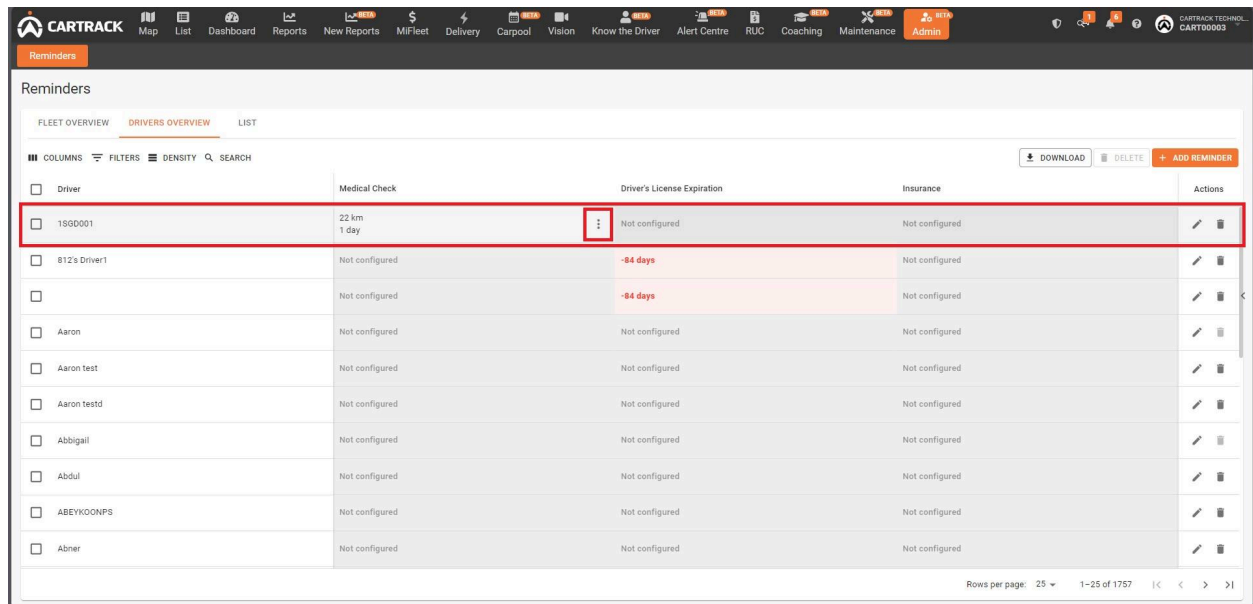
The screenshot shows the CARTRACK Reminders interface. The top navigation bar includes the CARTRACK logo and various menu items: Map, List, Dashboard, Reports, New Reports, MiFleet, Delivery, Carpool, Vision, Know the Driver, Alert Centre, RUC, and a user profile icon. Below the navigation bar, the 'Reminders' section is active. The interface has tabs for 'FLEET OVERVIEW', 'DRIVERS OVERVIEW', and 'LIST'. The 'DRIVERS OVERVIEW' tab is selected. A search bar is present with the text 'Aaron' entered. Below the search bar, there is a table with columns: Driver, Medical Check, Driver's License Expiration, Insurance, and Actions. The table contains three rows of data, all with 'Not configured' values for the reminder categories. The first row is for 'Aaron', the second for 'Aaron test', and the third for 'Aaron testd'. The 'Actions' column for each row contains edit and delete icons. At the bottom right, there is a pagination control showing 'Rows per page: 25' and '1-3 of 3'.

Driver	Medical Check	Driver's License Expiration	Insurance	Actions
☐ Aaron	Not configured	Not configured	Not configured	
☐ Aaron test	Not configured	Not configured	Not configured	
☐ Aaron testd	Not configured	Not configured	Not configured	

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

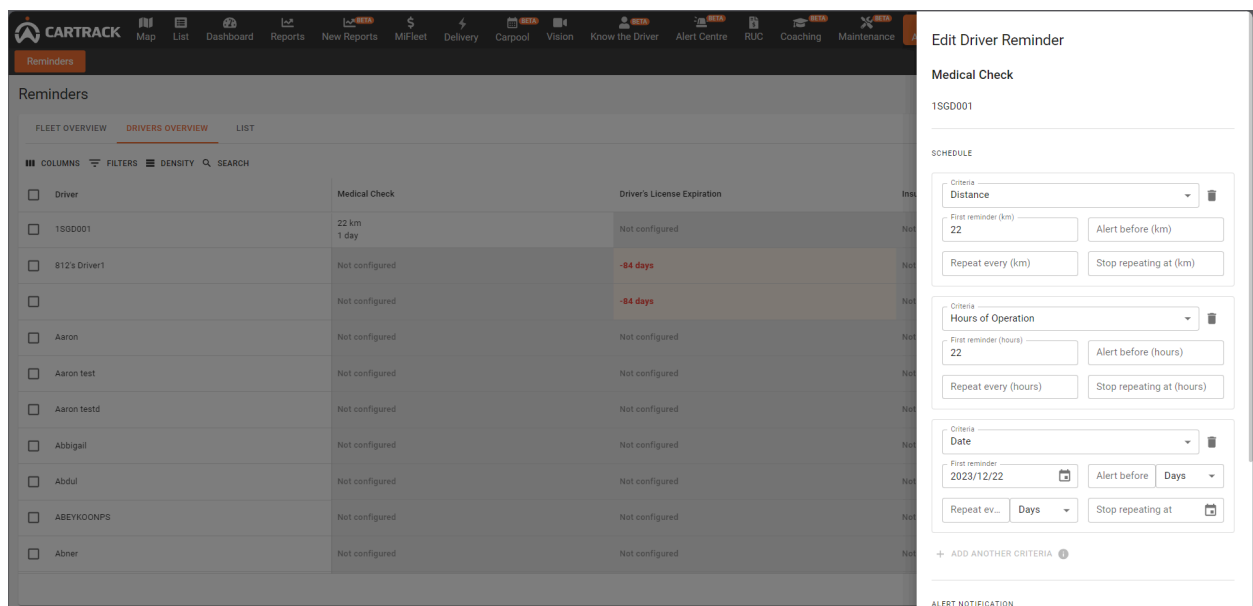


Driver	Medical Check	Driver's License Expiration	Insurance	Actions
☐ 1SGD001	22 km 1 day	Not configured	Not configured	 
☐ 812's Driver1	Not configured	-84 days	Not configured	 
☐	Not configured	-84 days	Not configured	 
☐ Aaron	Not configured	Not configured	Not configured	 
☐ Aaron test	Not configured	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	 
☐ ABEYKONPS	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

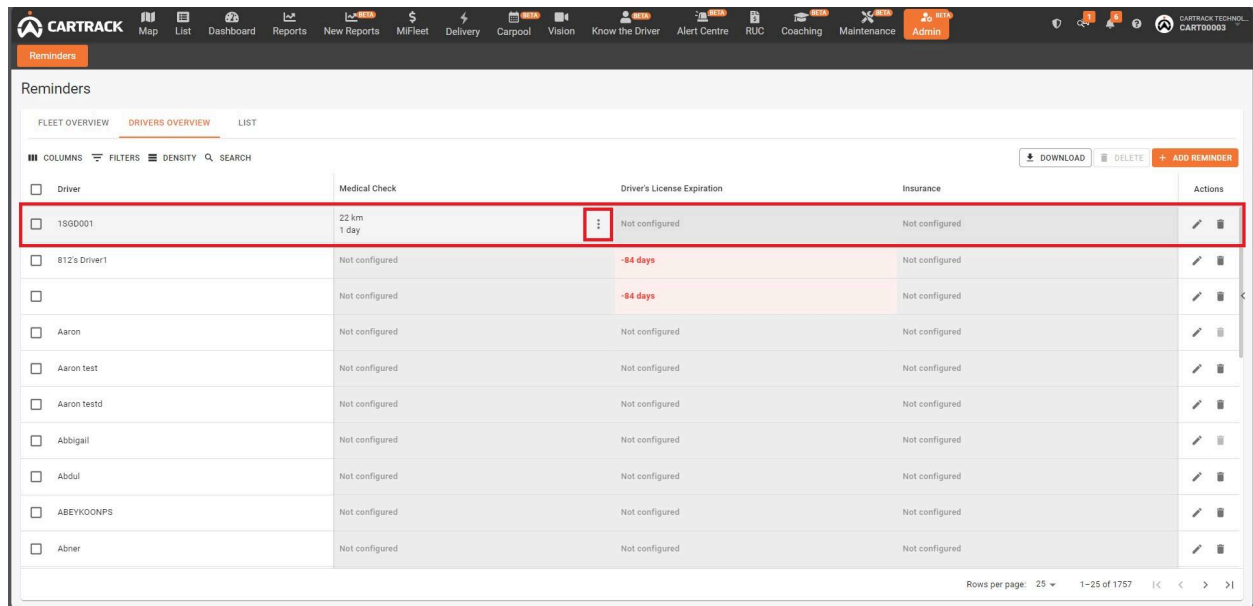
Stop repeating at:

+ 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



Reminders

FLEET OVERVIEW DRIVERS OVERVIEW LIST

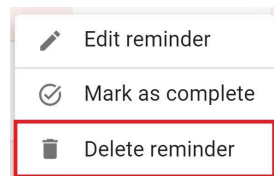
COLUMNS FILTERS DENSITY SEARCH

DOWNLOAD DELETE + ADD REMINDER

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	 
☐ ABEYKOONPS	Not configured	Not configured	Not configured	 
☐ Abner	Not configured	Not configured	Not configured	 

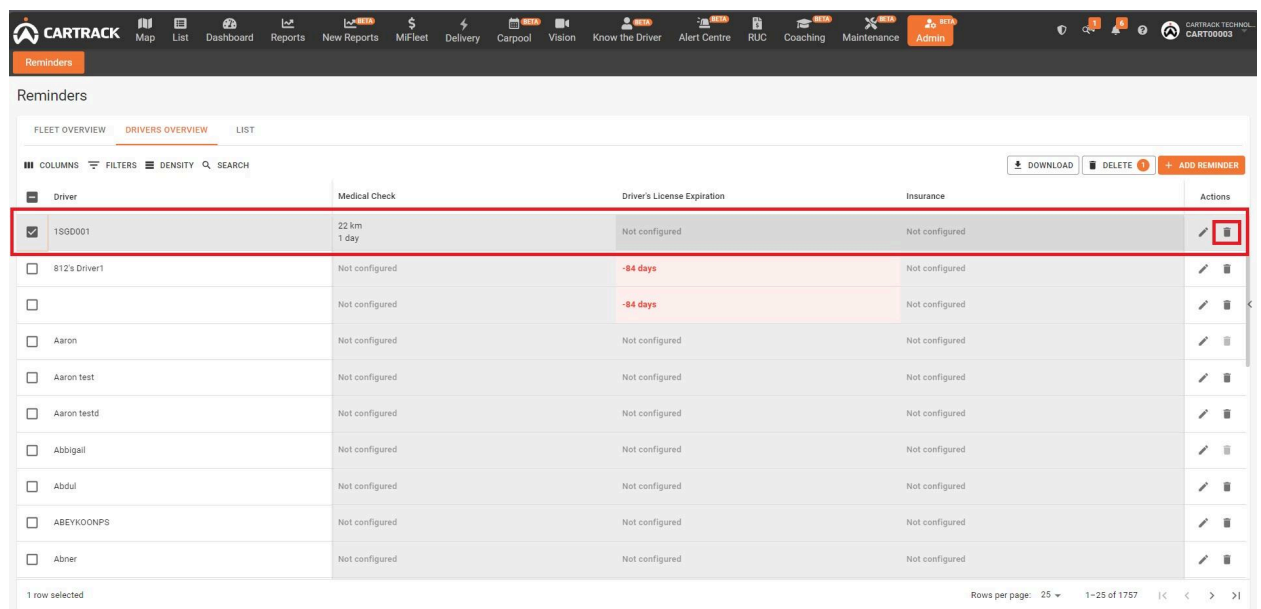
Rows per page: 25 1-25 of 1757

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



2. Click on

Deleting all reminders for a driver



Reminders

FLEET OVERVIEW DRIVERS OVERVIEW LIST

COLUMNS FILTERS DENSITY SEARCH

DOWNLOAD DELETE + ADD REMINDER

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	 
☐ ABEYKOONPS	Not configured	Not configured	Not configured	 
☐ Abner	Not configured	Not configured	Not configured	 

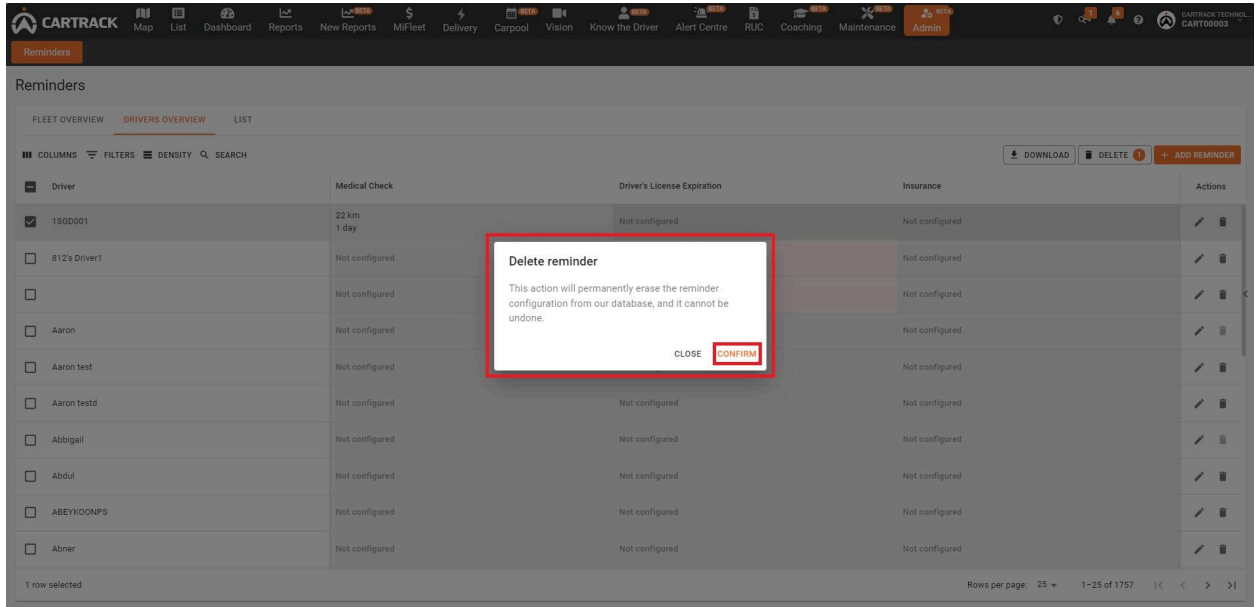
1 row selected

Rows per page: 25 1-25 of 1757

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 web application interface. The top navigation bar includes various icons and the CARTRACK logo. The main section is titled 'Reminders' and has tabs for 'FLEET OVERVIEW', 'DRIVERS OVERVIEW', and 'LIST'. Below the tabs, there's a table with columns: Driver, Medical Check, Driver's License Expiration, Insurance, and Actions. The first row is selected, showing driver '1500001' with a 'Medical Check' of '22 km, 1 day'. A red box highlights a 'Delete reminder' pop-up dialog. The dialog contains the text: 'Delete reminder', 'This action will permanently erase the reminder configuration from our database, and it cannot be undone.', and two buttons: 'CLOSE' and 'CONFIRM'. The 'CONFIRM' button is highlighted with a red box. At the bottom of the table, it says '1 row selected' and 'Rows per page: 25 1-25 of 1757'.

Driver	Medical Check	Driver's License Expiration	Insurance	Actions
☒ 1500001	22 km, 1 day	Not configured	Not configured	
☐ 812's Driver1	Not configured	Not configured	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	
☐ ABEYKOONPS	Not configured	Not configured	Not configured	
☐ 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. The top navigation bar includes various icons and the Cartrack logo. The main section is titled 'Reminders' and has three tabs: 'FLEET OVERVIEW', 'DRIVERS OVERVIEW' (selected), and 'LIST'. Below the tabs, there are buttons for 'COLUMNS', 'FILTERS', 'DENSITY', and 'SEARCH'. On the right, there are buttons for 'DOWNLOAD' (highlighted with a red box), 'DELETE', and '+ ADD REMINDER'. The table below has columns: Driver, Medical Check, Driver's License Expiration, Insurance, and Actions. The first row is selected, showing a reminder for '1SGD001' with a medical check due in 22 km and 2 days. Other rows show reminders for '812's Driver1', 'Aaron', 'Aaron test', and 'Aaron testd', all with 'Not configured' status for medical check and license expiration. The bottom of the table shows '1 row selected' and 'Rows per page: 25'.

Driver	Medical Check	Driver's License Expiration	Insurance	Actions
☒ 1SGD001	22 km 2 days	Not configured	Not configured	
☐ 812's Driver1	Not configured	-83 days	Not configured	
☐	Not configured	-83 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	

Exporting driver reminders is as simple as:

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

2. Clicking on the **DOWNLOAD** 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's a navigation bar with various icons and the Cartrack logo. Below this, the 'Reminders' section is active. The interface includes tabs for 'FLEET OVERVIEW', 'DRIVERS OVERVIEW', and 'LIST'. The 'LIST' tab is selected. A search bar is located at the top of the list, highlighted with a red box. Below the search bar, there's a table 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, including Tyres, Service, and Registration reminders.

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 with the 'LIST' tab selected. A red box highlights a specific reminder row. The 'Reminder' column shows 'Service' for vehicle 'RUCESG'. The 'Status' column shows 'Valid'. The 'Actions' column has a checkbox icon, which is highlighted with a red box. The table also includes columns for 'Vehicle / Driver', 'Type', 'Settings', 'Reminder Time', 'Current Value', 'Valid Until', 'Last Completed', 'Completion', 'Status', 'Comment', and 'Completion Comment'. The bottom of the interface shows '1 row selected' and a pagination indicator '1-12 of 179'.

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.

The screenshot shows the CARTRACK Reminders interface. A modal dialog titled 'Mark as complete' is open, allowing users to update the completion date and add comments for a selected reminder. The dialog includes a 'Date Completed' field set to 2023/12/19, a 'Service' dropdown menu showing 'RUCEESG', a 'Mileage (km)' field with the value 412992, and a 'Comment (Optional)' text area. At the bottom of the dialog are 'CLOSE' and 'CONFIRM' buttons. The background shows a table of reminders with columns for Reminder, Vehicle / Driver, Type, Settings, Reminder Time, Completion, Status, Comment, and Completion Comment.

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:

The screenshot shows a pop-up dialog titled 'Confirm your next reminders'. It asks the user to select whether they would like to start their next reminders using their planned criteria or actual at completion. The dialog is divided into two sections: 'Planned' and 'Actual at completion'. Each section displays a table with columns for 'COMPLETED REMINDER', 'REMINDER INTERVAL', and 'NEXT INTERVAL'. The 'Planned' section is selected with a radio button.

	COMPLETED REMINDER	REMINDER INTERVAL	NEXT INTERVAL
☒ Planned	2023/12/21	0 days	2023/12/21
☐ Actual at completion	2023/12/21	0 days	2023/12/21

At the bottom right of the dialog are 'CLOSE' and 'CONFIRM' buttons.

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. At the top, there's a navigation bar with various icons and the 'Admin' button. Below the navigation bar, the 'Reminders' section is active. A table lists various reminders with columns for Reminder, Vehicle / Driver, Type, Settings, Reminder Time, Current Value, Valid Until, Last Completed, Completion, Status, Comment, Completion Comment, and Actions. The first three rows are selected with checkboxes. A red box highlights the 'MARK AS COMPLETE' button in the top right corner of the table area.

Reminder	Vehicle / Driver	Type	Settings	Reminder Time	Current Value	Valid Until	Last Completed	Completion	Status	Comment	Completion Comment	Actions
☒ Service	RUCEES9	Distance	5 km	2 km	412 992 km		413 050 km		Valid	test		☒
☒ Service	SK7773D	Date		0 days	0 days		0 days		Expired	FTW-9110, validate if status 'Expiring' is displayed		☒
☒ Service	CNTEST	Hours of Operation			0 hours		0 hours		Valid			☒
☐ Service	CNTEST	Hours of Operation			0 hours		0 hours	2 hours	Complete			☐
☐ Service	CNTEST	Date			0 days		0 days	-77 days	Complete		today's date 1003	☐
☐ Service	CNTEST	Distance	5 km		1 000 003 km		1 000 003 km	400 km	Complete		today's date 1003	☐
☐ Service	CNTEST	Date			0 days		0 days	-75 days	Complete			☐
☐ Service	CNTEST	Distance	5 km		1 000 003 km		1 000 003 km	300 km	Complete			☐
☐ Registration	JUV7245	Hours of Operation			412 hours		390 hours		Valid			☐
☐ Registration	JUV7245	Distance			55 296 km		52 827 km		Expired			☐
☐ Registration	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 ☒ MARK AS COMPLETE

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

Reminders

FLEET OVERVIEW | DRIVERS OVERVIEW | **LIST**

Columns: Filter | Density | Search

Reminder	Vehicle / Driver	Type	Settings	Reminder Time	Completion	Status	Comment	Completion Comment	Actions
☒ Service	RUCEESG	Distance	5 km	2 km		Valid	test		☑
☒ Service	SK7773D	Date		0 days		Expired	FTW-9110, validate if status 'Expiring' is displayed		☑
☒ Service	CNTEST	Hours of Operation				Valid			☑
☐ Service	CNTEST	Hours of Operation			2 hours	Complete			☑
☐ Service	CNTEST	Date			-77 days	Complete		today's date 1003	☑
☐ Service	CNTEST	Distance	5 km		400 km	Complete		today's date 1003	☑
☐ Service	CNTEST	Date			-75 days	Complete			☑
☐ Service	CNTEST	Distance	5 km		300 km	Complete			☑
☐ Registration	JOV7245	Hours of Operation		412 hours	390 hours	Valid			☑
☐ Registration	JOV7245	Distance		55 298 km	52 827 km	Expired			☑
☐ Registration	JUR3312	Hours of Operation		182 hours	182 hours	Valid			☑

3 rows selected | 1-12 of 179

Mark as complete

Date Completed: 2023/12/19

Service

SK7773D

Date: 2023/12/19

RUCEESG (mileage km)

412992

CNTEST

Hours

Comment (Optional)

CLOSE **CONFIRM**

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.