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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



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

2. Android or iOS smartphone



Driver App

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 need to set up the parameters and requirements for the bookings to ensure that the drivers can select or be given the correct pool of vehicles.

# **DEPARTMENT CREATION**

Departments must be assigned vehicles and drivers for managers' approval.

- 1. Go to "Fleet Settings".
- 2. Select "Company" then "Departments".
- 3. Here you can add a "Department" and "Assign" a manager for approval if needed.

L	CARTRACK		Settings	Company				
L	00 Map Fleet	^ 2.	My profile Company	GENERAL INFO	CUSTOM FIELDS			
ľ	III Reports		Users MiFleet User Roles Import Data	Define your organisation's structure with department of the struct	rtments and add multiple levels of sub-departments as nee	ded.		3. + ADD UNIT
l	\$ MiFleet <b>F</b> Delivery		Audit Communicator App	Name	Managers		Require approval	Actions
ľ	Carpool		Contacts API Settings	> Sales	18SG, +4 No Manager set		-	
ŀ	X Maintenance			> Trainer	Fadhli			/ 0
l			Name *		Managers	•	()=	~ ×
	<ul> <li>CART00018</li> <li>Cartrack Technolo.</li> </ul>	ф . ~					Rows per page: 25 ▾ 1−3 of S	3 (< > >)

# **FACILITIES CREATION**

Facilities are used if the user will be activating the start and end of a vehicle booking using a Geofence. Once the vehicle exits a Facility, it will register as the start of the booking and once the vehicle enters the Facility, it will register as the end of the booking.

- 1. Go to "Fleet List" and select "Facilities".
- 2. Select "Add Facility".
- 3. Input the information accordingly and select the "Geofence" for the facility. Select "Save".

CARTRACK <	Facilities					2. + ADD FACI
∭ Map v ≡ List ^	Search Q =					D DELETE
	Name	Туре	Address	Geofence	Description	Action
	Changi Airport Terminal 1	Other	Airport Boulevard, DBS - Changi	Airpo MCD AMK Park		
Geofences	Changi Airport Terminal 2	Other	5 T2 Departure Dr, Sing 3.	Add Facility		. <mark>ה</mark> ז
Routes	East Coast Park 1	Other	Marine Parade Flyover, Singapo	Facility details		60
	Main Carpark	Garage	2 Aljunied Ave 1, Singapore 385	Name		63
DVIRs Dashboard ~	Jewel Changi Airport	Other	Airport Boulevard, Shiseldo For	Туре		63
Reports 🗸	116A Bedok North Rd	Warehouse	116A Bedok North Road, Singa	Address		63
MiFleet ~ Delivery Carpool ~ Vision Alert Centre ~	Cartrack Office Sg	Warehouse	2 Aljunied Ave 1, Singapore 389	Admireky WOODLANDS	SEMBAWANG SEMBAWANG Sembawang Sembawang Sembawang	• [ā] .
Maintenance B ⑦ ⑦ A CART00018 Cartrack Technolo ~				Rice of the Replaced stortius May date	Nampus MANDAI	1–7 of 7 1< < >
				Geofence (Optional) Description (Optional) CANCEL		

# **VEHICLE CATEGORIES CREATION**

Vehicle categories must be assigned to both the "**Request Purpose**" and the "**Vehicle**" to ensure that the system selects from the correct pool of vehicles during booking.

- 1. Go to "Carpool Settings".
- 2. Select "Vehicle Categories".
- 3. Click on **"Add New"**. A pop-up menu will appear for you to name a vehicle category. Select **"Save"**.

Г		Settings	Vehicle Categories		3. + ADD NEW
	□ Map <mark>2.</mark> = List ~ E Dashboard ~	Vehicle Categories Available Vehicles Request Purposes	III COLUMNS 😇 FILTERS 🧮 DENSITY Q. SEARCH		A tions
ľ	I. Reports ∽ \$ MiFleet ∽ \$ Delivery	Rules Terms & Conditions	Executive     Fitment	Vehicle Category Category details	/ 1 / 1
ľ	🗂 Carpool 🖍 List Calendar		Sales     Others		
1.	Resources Settings Of Vision	Training  Finance  Training			
	b⊱ Alert Centre ✓ & Maintenance ✓ & Admin ✓		irave!		
L					
Ŀ	<ul> <li>Image: Solution of the second second</li></ul>				1-7 of 7 < >
				CANCEL	

# ASSIGNING DEPARTMENT, FACILITIES AND CARPOOL VEHICLE CATEGORIES TO VEHICLE

- 1. Go to "Carpool Settings".
- 2. Select "Available Vehicles".
- 3. Select the Edit " " icon under Actions.
- 4. In the pop-up menu, you can edit and input the Department, Facilities (Default Location) and Vehicle Categories in their respective fields.
- 5. Click "Save".
- 6. The Status column also allows you to toggle which vehicles should be made available for a Carpool booking.

I	Ŕ	CARTRACK	٢	Settings	Available	Vehicles	5										
L	۵	Мар	v	Vehicle Categories	III COLUMNS	S \Xi FILTER	S 🔳 DENSIT	TY Q SEARC	н							6.	3.
L	=	List	2.	Available Vehicles	Vehicle	Vehicle N	Manufact	Model	Year	Colour	Туре	Category	Departme	Default F	Common	Status	Actions
L	88 11.	Reports	ž	Request Purposes	CN8_TRACKE		BYD	E6	1980	Black	Default						1
L		MiFleet	v	Terms & Conditions	PC1133MFT	PC1133MFT	Toyota	Hi-Ace	2010	White	Small Truck	Training	Trainer	Changi Airpo		-	1
L	•	Delivery			PC9658MFT	PC9658MFT	Toyota	Hiace	2017	Silver	Ambulance	Training	Trainer	Cartrack Offi		-	1
L		Carpool	î		SIV6683C	A-0X1G	Honda	Shuttle 1 5G	2017	White	Default	Training	Trainer	Cartrack Offi			
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L	۲	CART00018 Cartrack Technolo	ř													1-5 of 5	< >

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Toyota Hi-Ace 2010 White	General Settings	/ EDIT
Venicie Active	Default Time Zone	<b>~</b>
< SHARE LOCATION	Monthly Mileage Limit	Ţ
RECENT ACTIVITY	C loon Colour	
VEHICLE DETAILS	Purple	•
VEHICLE SETTINGS	Home Geofence	
CUSTOM FIELDS		
ODOMETER	Carpool Settings	CA5. SAVE
VEHICLE TRAILERS	Class *	
	Customise vehicle categories in Vehicles Types Settings	
	Default Location Departments	
	Changi Airport Terminal T	*
	Booking Allocation Priority *	
	Special Licenses	
	Vehicle Status *	
	(None)	*

## **ASSIGNING DEPARTMENT TO A DRIVER**

Assigning a department to a driver ensures that, if **'Manager Approval'** is enabled in **'Fleet; Company; Department; Settings'**, the department manager must approve the booking.

- 1. Go to Fleet List and "Drivers".
- 2. Select the Driver to assign.
- 3. In the pop-up menu under Company Relation, Edit and select the department to assign the driver to.
- 4. Select "Save".

I		Drivers Drivers	+ ADD GROUP + ADD DRIVER
	∭ Map ✓	ALL GROUPS DRIVER ID TAGS	
1.	Vehicles Drivers Points of Interest	Status Filter     Active Drivers *     Search     Q     〒     18     2       Total active drivers       Driver Name     Owner     Department     Phone     10 Tans     License     Employee Number     Employee Number     Employee Number	(in the second s
l	Geofences Facilities	Wan Ting CART00018	Unit
l	Trailers DVIRs	Wan Ting     Driver Details       Anh +	ADD NEW
l	y Dashboard ✓ II. Reports ✓ \$ MiFleet ✓ E Dalisence	Jess     Image: Change Picture       rty Ch     Image: Change Picture       DRIVER DETAILS     No special licenses added	
l	Carpool ^	VEHICLE PERMISSIONS Roge DRIVER ID TAGS Company Relation Kail	✓ EDIT
ŀ	Calendar Resources	DELIVERY     Employee Number     Social Security Number       Kai2     NOTES     Hire Date     Lave Date       YYYY/MM/DD     YYYY/MM/DD	
ļ	CART00018 Cartrack Technolo_ *	Start Working Time     End Working Time       hh:mm     S       Labor Rate     Billing Rate   Monthly Wager Rate	
		Manager / Department Head of <b>3.</b> Department	-
		Deactivate driver Deactivating this driver will result in its suspension.	re DRIVER

# **REQUEST PURPOSE CREATION**

"**Request Purpose**" allows users to specify the reason for their vehicle booking. Each Request Purpose must be linked to relevant vehicle categories to ensure that the system selects from the appropriate pool of vehicles based on the booking purpose.

- 1. Go to "Carpool Settings".
- 2. Select "Request Purpose".
- 3. Select "Add New" to open a pop-up where you can enter the Request Purpose and link it to the relevant Vehicle Categories. Select "Save".



# **RULES SETUP**

- 1. "Reason" displays a list of system logic rules.
- 2. "Value" can be edited according to the specific requirement.
- 3. Toggle the specific system logic rule to be 'Active' or 'Inactive'.

Ŕ	CARTRACK C Settings			Rules	Rules						
æ	Мар		Vehicle Categories	III COLUMNS = FILTERS = DENSITY Q SEARCH							
-			Available Vehicles	Reason	Value		Status				
88	Dashboard		Request Purposes 1.	Automatically annual 3		2	- Anthre				
<u>.</u>	Reports		Rules			э.	Active				
ŝ	MiFleet		Terms & Conditions	Booking in Advance	1 days 🧨		Active				
	Delivery Carpool			Maximum Booking Time	7 days 🧪		Active				
				Check Driver Special License Type			De Inactive				
	Calendar Resources			Check Driver License Class			Inactive				
				Key Collection			Active				
	Vision			Activate Booking	Geofence 🧪		D Inactive				
×	Maintenance			Disable Multi Level Approval			Active				
20	Admin			Mandatory Driver in the Request			Inactive				
				Pre-drive checklist available time	15 minutes 🎤		Inactive				
\$											
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#### **Definitions:**

- o **Automatically approve new requests:** New Carpool Requests will be automatically approved by the system when the vehicle is available.
- o **Booking in Advance:** Allows users to set how far ahead booking is allowed to be requested.
- o **Maximum Booking Time:** Defines the maximum duration a Carpool booking request can be raised.
- o **Check Driver Special License Type:** The system will validate against any Special License required for the vehicle against the driver in the Fleet.
- o **Check Driver License Class:** The system will validate against any License Class required for the vehicle against the driver in the Fleet.
- o **Key Collection:** Indicates whether a vehicle booking trip is triggered through Key Collection.
- o **Activate Booking:** Select between Key Collection or Geofence for booking activation.
- o **Disable Multi Level Approval:** Enable or Disable Multi Level Approval from managers for booking requests.
- o **Mandatory Driver in the Request:** Toggles option to enforce Driver as a mandatory field when making a booking request.

# **TERMS & CONDITIONS**

- 1. Displays the **"Terms & Conditions"** that will be sent to drivers upon Issuance Request booking.
- 2. The **"Terms & Conditions"** file can be downloaded or deleted and replaced with an updated file.

6	CARTRACK	•	Settings	Terms & Conditions
	Map Liat Deahboard Reports Milfleet Delivery Carpool List Calendar Resources Settings Vision Alert Centre Maintenance Admin	>>>>> < < < >>>>	Vehicle Categories Available Vehicles Request Purposes Rules Terms & Conditions	Add the Terms & conditions to be sent by email to your drivers  I.  Drag and drop files here or  BROWSE YOUR FILES  Files supported: pff Max file size: 1MB
	2.		Notifications.pdf 194.02KB, Last Updated: 2024/10/14	DELETE 2 DOWNLOAD
4	CART00018 Cartrack Technolo.	4 ~		

# LIST

### **OVERVIEW**

- 1. Creates a "New Carpool Request".
- 2. Summarises information on all requested Carpool 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 "<sup>‡</sup>" icon enables users to Change status to **'Active'**, **'View Booking Detail'** and **'Cancel Carpool Requests'**.

CARTRACK	٠.	Curre	ent Carpo	ool List										1.	+ N	W CARPOOL I	REQUEST
1 Map List Dashboard Reports MiFleet Delivery	2. 3.	TOTAL 70	IEDVLED	APPROVED 1	DECI 3	LINED	CANO 23	CELLED	RETURNED 17	RETURNEI 21	D LATE	FORCE TERMINATER 5	2				
Carpool List Calendar Resources Settings Vision c Alert Centre Maintenance	4. 5.		Booking N.	Vehicle	Driver Vehicle	SEARCH	Purpose Custo	Requestor Fadhli	Request Date 2024/10/14 18:25	Start Date 2024/10/16	14:00	End Date 2024/10/16 17:00	Status (Approved)	Approved By	Decline: 5.	Actions	
Cartrack Technolo	Ф ~															1-1 of 1	< >

# **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 "Driver" and "Purpose of Request".
- 3. "Pick-up" and "Drop-off Date" and "Time" can be selected through the calendar.
- 4. Select a "**Vehicle Location**" to indicate to the system which pool of vehicles it should select from, on vehicle category/vehicle registration.
- 5. Based on user settings, a user can select between these options:
  - Selecting a vehicle category will have the system auto-select a vehicle for the user.
  - Selecting by vehicle registration will allow the user to select from a list of vehicles.
- 6. Click on "Save" to create the Carpool request.

		Carpool Request	
		Request details	
	Current Carpool List	Driver 👻	+ NEW CARPOOL REQUEST
[]] Map 🗸 🗸		Purpose of request *	
i≣ List ∽	TOTAL APPROVED DECLINED CANCELLE 70 1 23	Purnose request description	MINATED
uli Reports ∽		Requestor	
\$ MiFleet ~	SCHEDULED IN PROGRESS HISTORY	CART00018	
Delivery     Carpool ^	III COLUMNS = FILTERS = DENSITY Q SEARCH 3.	Pick-up	
List	Booking N. Vehicle Driver Vehicle Category Purpose Requ	Date / Time *	Status Approved By Declined By Actions
Calendar Resources	1,262 Fadhli Training Custo Fadh		00 Approved 0 NA O~ :
Settings		Drop-off	
Vision     Alert Centre		Date / Time *	
🗙 Maintenance 🗸	4.	Vehicle Location	
<i>≵</i> ₀ Admin ∨		Vehicle Location *	
	5.	Vehicle	
		Select by vehicle category     Select by vehicle registration	
\$ 0 0 ¢		Vehicle type *	
CART00018 Cartrack Technolo_			1-1 of 1 < >
		CANCEL 6. SAVE	
			1

#### Note:

Driver selection list is determined by the Department assigned to them in Settings.

Purpose of request can be added and tagged to a Vehicle Category.

Vehicle Location can be added through Facilities in Fleet.

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 "#" icon to cancel.
- 4. Select "Cancel".
- 5. Select the reason for cancellation and click on "Confirm".

	Current Carpool List + NEW CARPOOL REQUEST
III     Map     ↓       III     List     ↓       III     Reports     ↓       IV     Miritect     ↓       IV     Outpool     ↓       III     Calendar     1.       Calendar     Settings     Settings       Settings     Naion     ↓       Adattoenance     ↓     ↓       Admin     ↓	TOTAL       APPROVED       OCCLINED       DECLINED       CANCELLED       IN PROGRESS       HISTORY         III COLUMNS       HISTORY       III COLUMNS       FILTERS       DENSITY       Q. EARCH       Q. III         III COLUMNS       FILTERS       DENSITY       Q. EARCH       Q. IIIII       Q. IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
Image: Section of the section of	1-1 of 1 < >

# MANUALLY CHANGING STATUS TO ACTIVE

1. Click on "<sup>‡</sup>" icon and select "Change to Active".

	Current Carpool List + NEW CARPOOL REQUEST
🖽 Мар	
i E List	TOTAL APPROVED DECLINED CANCELLED RETURNED RETURNED LATE FORCE TERMINATED
요즘 Dashboard	70 1 3 22 17 21 5.
d. Reports	
\$ MiFleet	SCHEDULED IN PROGRESS HISTORY
5 Delivery	III COLUMNS - FILTERS = DENSITY Q. SEARCH
Carpool	
List	Booking N. Vehicle Driver Vehicle Category Purpose Requestor Request Date Start Date End Date Status Approved By Declined By Actions
Calendar	1,262 Fadhil Training Custo. Fadhil 2024/10/1418:25 2024/10/1614:00 2024/10/1617:00 (Approved)
Settions	Change to active
- Vielan	View Booking Detail
Alert Centre	Change to active × Cancel
X Maintenance	Confirm that backing 1262 will always from: Anyround to active
26 Admin	commination and booking 1202 will change nom. Approved to active.
	CANCEL
\$ 0 0	
CARTODO18	1-1 af 1 < >
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#### Note:

Users can set the Approved status to change to Active automatically, by setting Default Location (Geofence) as a trigger for usage and return of the vehicle.

## 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.

	Current Carpool List	+ NEW CARPOOL REQUEST
∭ Map ~		
면 Dashboard ·	TOTAL ACTIVE DECLINED CANCELLED RETURNED RETURNED LATE FORCE TERMINATED 20 17 21 5	
il, Reports V		
\$ MiFleet ~	SCHELL IN PROGRESS HISTORY	
Delivery		
Carpool ^	III COLUMNS 🐺 FILTERS 🗮 DENSITY Q, SEARCH	1
List	Booking N. Vehicle Driver Vehicle Category Purpose Requestor Request Date Start Date End Date Status	Approved By Declined By Actions
Calendar Resources	1,262 Fadhil Training Custo Fadhil 2024/10/141825 2024/10/1614:00 2024/10/1617:00	0 NA <b>2.</b> ⊘ × ●
Settings		_
E Vision		
va⊱ Alert Centre ∽	<ol> <li>Complete booking</li> </ol>	
🗙 Maintenance 🗸 🗸	Please confirm completion of booking number 1255	
2₀ Admin ∽	Prease commit completion of booking humber 1200	
	CANCEL CONFIRM	
\$ 0 0 4		1-1 of 1 < >
Cartrack Technolo_		

#### Note:

Users can set Active status to change to Complete automatically, by setting Default Location (Geofence) as a trigger for usage and return of the vehicle.

# 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".

<pre>     Map     Let     Let     Deabboard     Active: grouts     Schill, Artive: grouts: wistorr     Capool     Let     Capool     Let     L</pre>	Â	CARTRACK	Current Carpool List
Settings Wison Admin S. Admin S. Admin S. Force Terminate Booking Force Terminate is only applicable for vehicles involved in an accident, breakdown, or was towed away. Are you sure you want to forcibly terminate booking number 1262? CANCEL FORCE TERMINATE	⊞ ≣ 83 ↓ \$ ₹	Map List Dashboard Dashboa	TOTAL       ACTIVE       BYCLINED       CANCELLED       RETURNED       ALTE       FORCE TERMINATED         Schill
		Settings Vision Alert Centre Maintenance Admin	3. Force Terminate Booking ×  Force Terminate is only applicable for vehicles involved in an accident, breakdown, or was towed away. Are you sure you want to forcibly terminate booking number 1262?  CANCEL  DORCE TERMINATE

## **DISPLAY BOOKING TRIP**

- 1. Select the "In Progress" tab.
- 2. Click on the "O" 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. "<sup>①</sup>" icon allows the user to view information on the Carpool requests such as booking timeline, harsh events, trip route and speeding.

	Current Carpoo	ol List							1	+ NEW	CARPOOL REQUEST
(1) Map → □ List → QB Dashboard → II. Reports →	TOTAL AC 70 1	TIVE DECLINED	CANCELLED 23	RETURNED 17	RETURNED LATE 21	FORCE TERMIN 5	IATED				
\$ MiFleet ~	SCHEDULED IN	PR:1. S HISTORY									
Carpool 2.	Booking N. Vehicle	LTERS E DENSITY Q S	EARCH Purpose Requestor	Request Date	Start Date	End Date	Status	Approved By	Declined By	Action	16
Calendar Resources	372	Chri Training	Custo CARTOD	2023/08/14 22:25	2023/08/15 04:00	2023/08/15 10:00	Returned	System	NA	3. ×	0
Settings	373 1,258 SLV6	Chri Training Fadhli Training	Custo CARTOD Others CARTOD	2023/08/14 22:28 2024/10/11 10:56	2023/08/15 05:00	2023/08/15 16:00 2024/10/12 14:00	Returned	System	NA	⊗ × ∽	0
ø: Alert Centre → X Maintenance →	1,255	Ilyas Training	CustoCARTO0_	2024/10/10 15:18	2024/10/10 17:00	2024/10/10 20:00	Returned late	System	NA	0=	0
<i>2</i> ₀ Admin ~	1,256 SLV6	Fadhli Training	CustoCART00	2024/10/11 10:53	2024/10/11 12:00	2024/10/11 16:00	Returned late	System	NA	0-	0
	1,257 PC96	Ilyas Training Fadhli Training	Custo CARTOD Custo Fadhli	2024/10/11 10:55 2024/10/14 18:28	2024/10/11 13:00	2024/10/11 14:00 2024/10/14 20:35	Returned late	System 0	NA	°− ⊘ ×	0
	1,050	Ilyas Training	Custo	2024/06/25 11:38	2024/06/26 14:00	2024/06/26 14:00	Declined	NA	System		0
<ul> <li>Image: Second state of the secon</li></ul>										1	-8 of 69 < >



# 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.

Ŀ	ᄎ CARTRACK <	Carpool Calendar							•	NEW CARPOOL REQUEST
4	∬ Map ~ ≣ List ~	TOTAL RETURNED LATE								
ŝ	B Dashboard	October 2024 👻 < >	. 00:00	Mon 07/10	Tue 08/10	Wed 09/10	Thu 10/10	Fri 11/10	Sat 12/10	Sun 13/10
	5 MiFleet V Delivery	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12								
	List Calendar	13         14         15         16         17         18         19           20         21         22         23         24         25         26	04:00							
ľ	Resources Settings	27 28 29 30 31	08:00						• 10:00 SLV6683G	
•	Alert Centre 3.	VEHICLES DRIVERS								
ł	Admin 4.	Search Q Type ~	12:00					<ul> <li>12:00 SLV6683G</li> <li>13:00 PC9658MFT</li> </ul>		
L		Vehicles ~	16:00							
	参 ① ⑦ 众 ② CART00018 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.

Ø	CARTRACK	•	Carpool Calendar						+	NEW CARPOOL REQUEST		
@ ≣	Map List	× ×	TOTAL RETURNED LATE 3 3									
88	Dashboard	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	Ŷ	SM TW TF S	00:00								
'	Delivery Carpool	^	1 2 3 4 5 6 7 8 9 10 11 12									
	List		13 14 15 16 17 18 19 20 21 22 23 24 25 26	04:00								
	Resources		27 28 29 30 31	2.	#1256		Peturned late					
•	Settings Vision			08:00	Driver		Returned late		• 10:00 SLV6683G			
4: 22	Alert Centre Maintenance	č	VEHICLES DRIVERS		Fadhli							
20	Admin	v	Search Q	12:00	Email Phone Number muhammad.fadhli@cartrack.com 65-81265669				• 12:00 SLV6683G			
	1	٦	Vehicles ^		Purpose of Booking	Purpose of Booking Vehicle Type						
			I All	16:00	Customer Demo	Training						
			<ul> <li>PC1133MFT</li> <li>PC9658MFT</li> </ul>		Pick up 2024/10/14 18:26Cartrack Offici	Drop off 2024/10/14	ok Office Sa					
4	CART00018 Cartrack Technolo	۵ ب	✓ SLV6683G	20:00	10.200 artrack Unic	e sg 18:30Cartra	ck 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.

6		۰	< Carpool Calendar	+ NEW CARPOOL REQUEST
00 =	Map List		✓ TOTAL RETURNED LATE	
98 11. \$	Dashboard Reports MiFleet		October 2024 +          Mon 7/10         Tue 8/10         Wed 9/10         Thu 10/10         Fri 11/10           v         S         M         T         F         0100         Image: Solution of the so	Sat 12/10 Sun 13/10
•	Delivery Carpool List	^	1 2 3 4 5 0220 6 7 8 9 10 11 12 0330 13 14 15 16 17 18 19 0460 20 21 22 23 24 25 26	
E e÷	Resources Settings Vision Alert Centre	¥	VEHICLES         DRIVERS         OSOO         2.         #1256         Returned late           VEHICLES         DRIVERS         0900         Fadhli         Fadhli         Fadhli	
× 20	Maintenance Admin	ř	Search     Q     1000     Email     Phone Number       Type     1100     muhammad.fadhli@cartrack.com     65-81265669	
	1		Vehicles         Purpose of Booking         Vehicle Type           All         1400         Customer Demo         Training         1500+1400           PC1133MFT         1500         Pick up         Drop off         1500+1400           Pc0153MFT         1500         2024/10/14         2024/10/14         1500	
1	CARTODO18 Cartrack Technolo	۵ ~	18:26Cartrack Office Sg     18:36Cartrack Office Sg	

# 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:



- 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".

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81 11 5 7 7	Dashboard Reports MiFleet Delivery Carpool List	2. `	October 2 S M 6 <b>7</b> 13 14 20 21	2024 T 1 8 15 22	• W 2 9 16 23	T 3 10 17 24	C 2 F 5 4 5 11 1: 18 1: 25 2:	Mon 07/10         Tue 08/10         Wed 09/10         Thu 10/10         Fri 11/10         Sat 12/10         Sun 13/10           PC11533MFT
	Resources Settings Vision Alert Centre Maintenance	3. 4.	27 28 VEHICLI	29 ES	30	31 DRIV	ERS Q	SLV6683G Completed: 08h:00m / In progress: 00h:00m / Approved: 00h:00m / Requested: 00h:00m
			Type Vehicles				~	
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# **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			[	IMPORT DRIVERS	+ ADD 0 1. +	ADD DRIVER
© Map ∨	ALL GROUPS DRIVER ID TAGS						
Vehicles Drivers	Status Filer     18     2       Active Drivers •     Search     Q_     Total active drivers     Total groups						\$
Points of Interest	Drive: 2.		lumber	Expiration	Class	Gender	1
Geofences Facilities	Kai2 Add new driver	$\times$					1
Routes	Quang Banh					м	
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F Delivery	Raymond Ng					м	- 1
Vision	Fadhlik Vehicle Permissions		-			м	
¢a⊱ Alert Centre ~	beset the vehicles this driver can drive, and assign the default vehicle for this driver.		-	2022/05/24		м	- 1
> Maintenance >				2023/03/24			
20 1011	Carmen Calisi					F	
\$ 0 0 ¢	Wynelle O Selected Vehicles						
CART00018				Rows	ber page: 25 ¥	1-18 of 18  < <	> >1
			-				
	CANCEL						

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

Open the Cartrack Driver App on Mobile Phone.



- 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 "Create a new booking request".
- 3. Input the necessary fields and select "Request Booking".



>

>

Cartrack Office Sg

Vehicle category Training

3.

# 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 "Activate Booking".
- 2. Booking information can be viewed once the booking has started.
- 3. Drivers can also end booking through the Driver App by selecting "End Booking".



## MANAGING SCHEDULED BOOKINGS

- 1. Select "Scheduled" to view bookings that are scheduled ahead of time.
- 2. Select the "O" icon to view booking details or cancel the scheduled booking.
- 3. Select the ", icon to filter scheduled bookings.

Bookings 3.	Clear Filter	OK
Curre 1. Scheduled History	Filter	
Scheduled Bookings	STATUS	
	Free	0
Search	Requested	0
Approved 2. 💬	Approved	0
Customer Training Tornorrow - 14:00 to 17:00 Booking: 1262 Training Cartrack Office Sg Booking 1262 Select one option below View booking details Unschedule booking	DATE RANGE Select range Select start and end date	
	III O	<

## MANAGING BOOKING HISTORY

- 1. Select "History" to view all past bookings.
- 2. Select on ", icon to filter booking history.
- 3. Select the ">" icon to view booking details.

