

Registering or Updating my Car


When you log on to the CorePortal – The logon name is your e-mail address

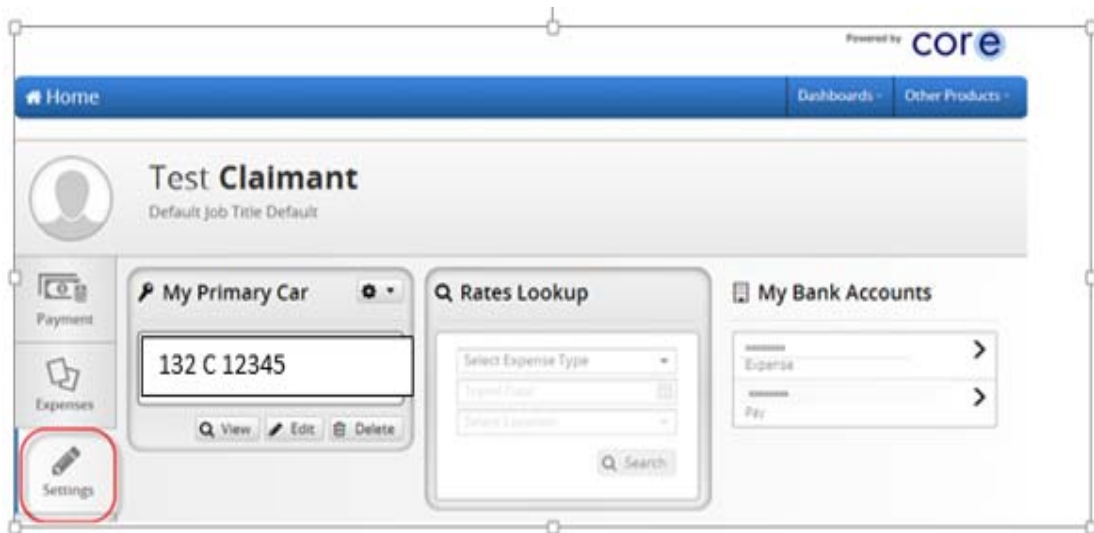
<input type="text" value="E-mail address"/>	<input type="text" value="Password"/>	<input type="button" value="Sign In"/>
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When you log on you will initially see the Employee “Dashboard – select the “Settings” tab along the side of your screen as shown in the example below.

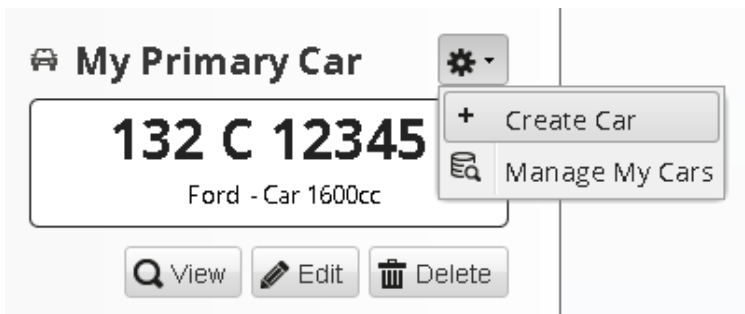
1 CLAIMANT CARS

1.1 ENTERING CLAIMANT CARS

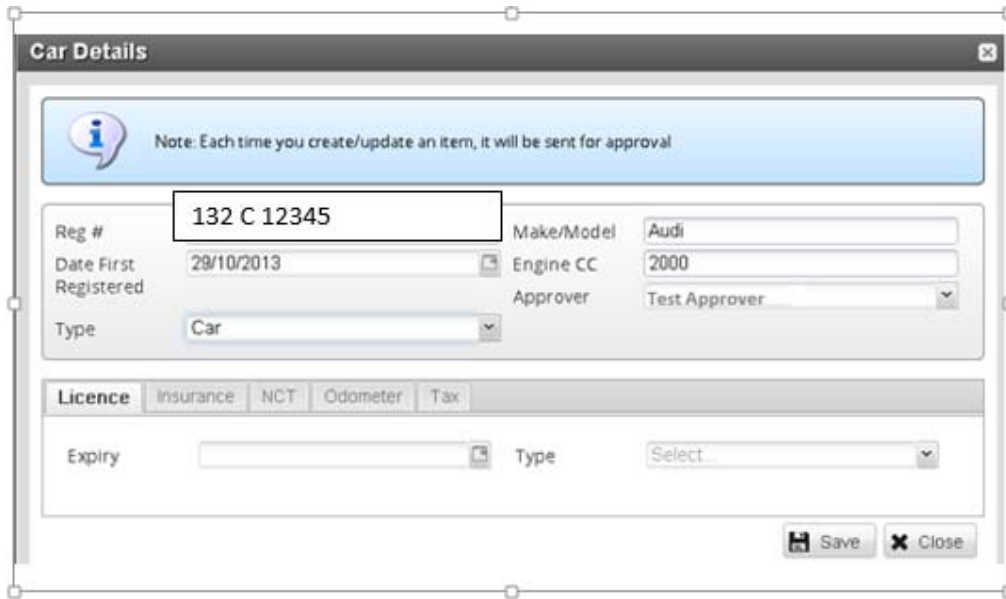
In the “Settings” tab in the CorePortal click on the “My Primary Car” Widget icon 



Select “Create Car”.



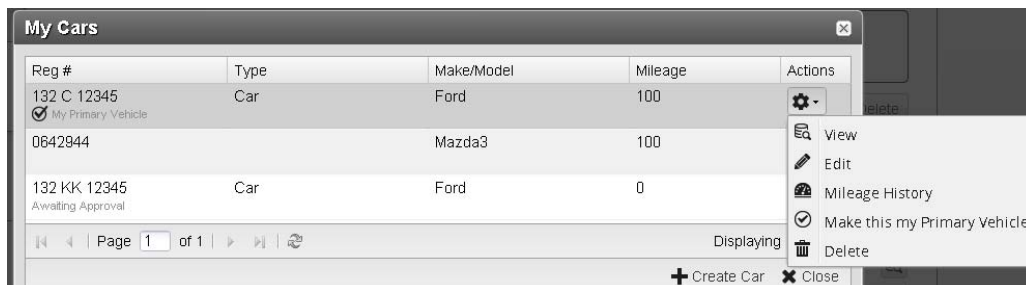
Complete the Pop up box with the relevant details and press “**SAVE**”. This will send the Car details to your Approver for approval.



The image shows a 'Car Details' pop-up window. At the top, there is a blue information banner with a speech bubble icon and the text: 'Note: Each time you create/update an item, it will be sent for approval'. Below this, the form is divided into two main sections. The first section contains fields for 'Reg #' (with the value '132 C 12345'), 'Date First Registered' (29/10/2013), 'Type' (Car), 'Make/Model' (Audi), 'Engine CC' (2000), 'Approver' (Test Approver), and 'Test Approver'. The second section is titled 'Licence' and has tabs for 'Insurance', 'NCT', 'Odometer', and 'Tax'. It includes an 'Expiry' field and a 'Type' dropdown menu. At the bottom right, there are 'Save' and 'Close' buttons.

1.2 EDITING CLAIMANT CARS

If you want to change the Primary Car, click on the widget icon and select “Manage My Cars”. This will give a list of all the Claimant’s Cars. Click on the Widget icon beside the relevant car. This will give you several options.



The image shows a 'My Cars' table with a context menu open over the first row. The table has columns for 'Reg #', 'Type', 'Make/Model', 'Mileage', and 'Actions'. The first row is highlighted and has a checkmark in the 'Actions' column, indicating it is the 'My Primary Vehicle'. The context menu includes options: View, Edit, Mileage History, Make this my Primary Vehicle, and Delete. The table also shows a pagination bar at the bottom with 'Page 1 of 1' and a 'Displaying' indicator.

Reg #	Type	Make/Model	Mileage	Actions
132 C 12345	Car	Ford	100	<input checked="" type="checkbox"/> My Primary Vehicle
0642944		Mazda3	100	
132 KK 12345	Car	Ford	0	Awaiting Approval

If you select “Edit” the pop up screen below will appear. You can change any of the car details and press “**SAVE**” this will send the revised Car details to your Approver for approval.

Car Details: 132 C 12345

Note: Each time you create/update an item, it will be sent for approval

Reg # 132 C 12345 Make/Model Ford
Date First Registered 01/10/2013 Engine CC 1600
Type Car Approver Test Approver

Licence Insurance NCT Odometer Tax
Expiry Type Select ..

Save Close

Cars can also be deleted, viewed or edited from this widget icon.

1.3 MANAGING CLAIMANT CARS

If you want to make a certain car your Primary Vehicle- the one to which mileage claims are automatically costed - click on “Make this my Primary Vehicle”.

To see how much mileage was applied to the selected car select “Mileage History” and you will get a list of all claims.

Mileage History: 132 C 12345

Trip ID	Date From	Date To	Mileage	Value
142	Fri 18th Oct 2013	Fri 18th Oct 2013	100	00

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