Delt Employee Mini Guide

Primary Car Widget

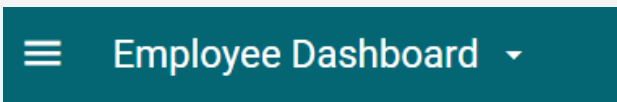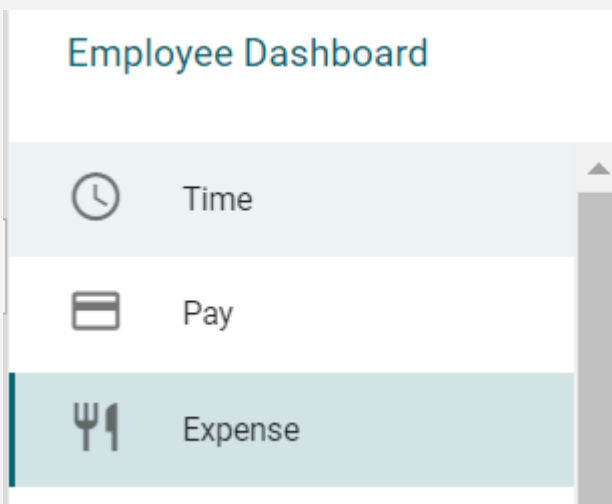15/03/2021

My Primary Car

My Primary Car Widget

The Primary Car Widget can be found in the Expenses Module. This widget is used to manage your vehicles.
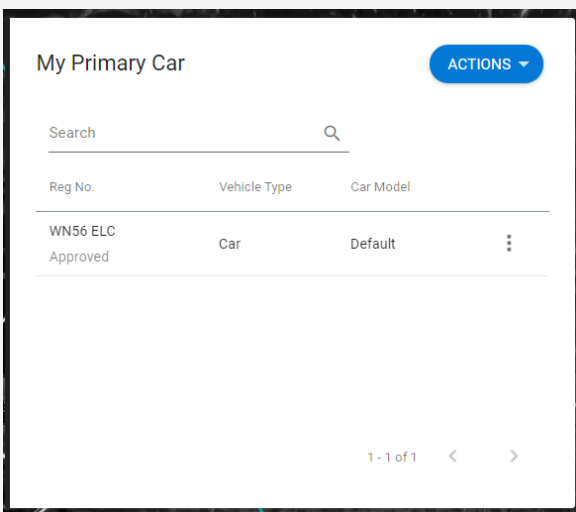
Go to Employee Dashboard

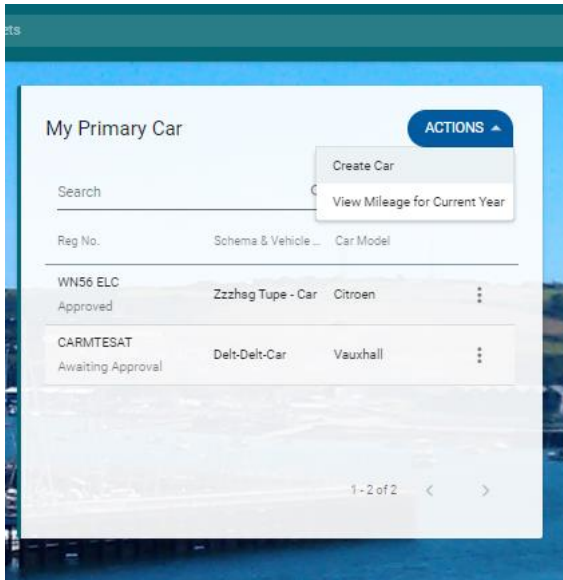Navigate to the Expenses Module

Click on the 'My Primary Car Widget'

If you already have a vehicle entered in CoreHR, a list of the vehicles you use will appear in the Primary Car widget

Create a New Vehicle

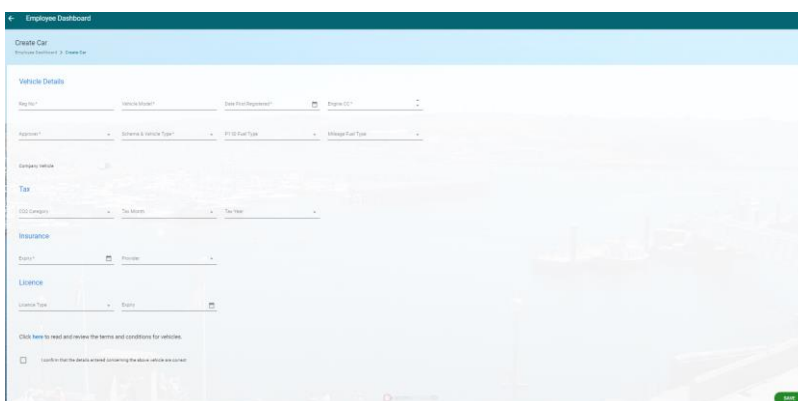To create a new car, click on the Actions Button and Select 'Create Car'.

The Create Car form will appear.

Users needs to complete all the fields.

Please note that as a minimum you must enter details in the mandatory fields (fields marked with a *) and this will be sufficient.

Next tick the radio box to confirm that you have entered are correct.

Click Save

Once you have saved your Manager will receive a notification.

Once this has been approved/signed off by your manager, you will be able to start claiming mileage on the newly created or updated vehicle.

Please note when completing your insurance details the date **must** be in the future

Other Primary Car functions available

View Details

Click on the ellipsis and you can view the details of the vehicle you have selected.

Edit Details

Click on the Edit Details and you can amend the New Car form. (Users will generally use the edit functionality to update the insurance date annually in order to still be able to claim against the vehicle)

Mileage for this Vehicle

Click on the Mileage for this Vehicle and the system will produce a list of mileage you have claimed for the vehicle you have selected.

Make this my primary Vehicle.

If you have more than 1 vehicle, you are able to use this functionally to select the vehicle you mainly use as your 'Primary Vehicle' this vehicle will appear first in the list when creating your mileage claims.
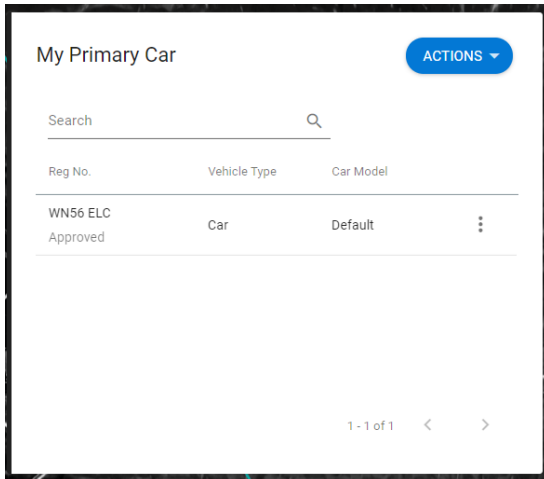
Delete

If you have entered details incorrectly, you can delete the form completely, or you can simply click on edit and amend the form.

Please note that you can't delete a vehicle that you have claimed mileage against.
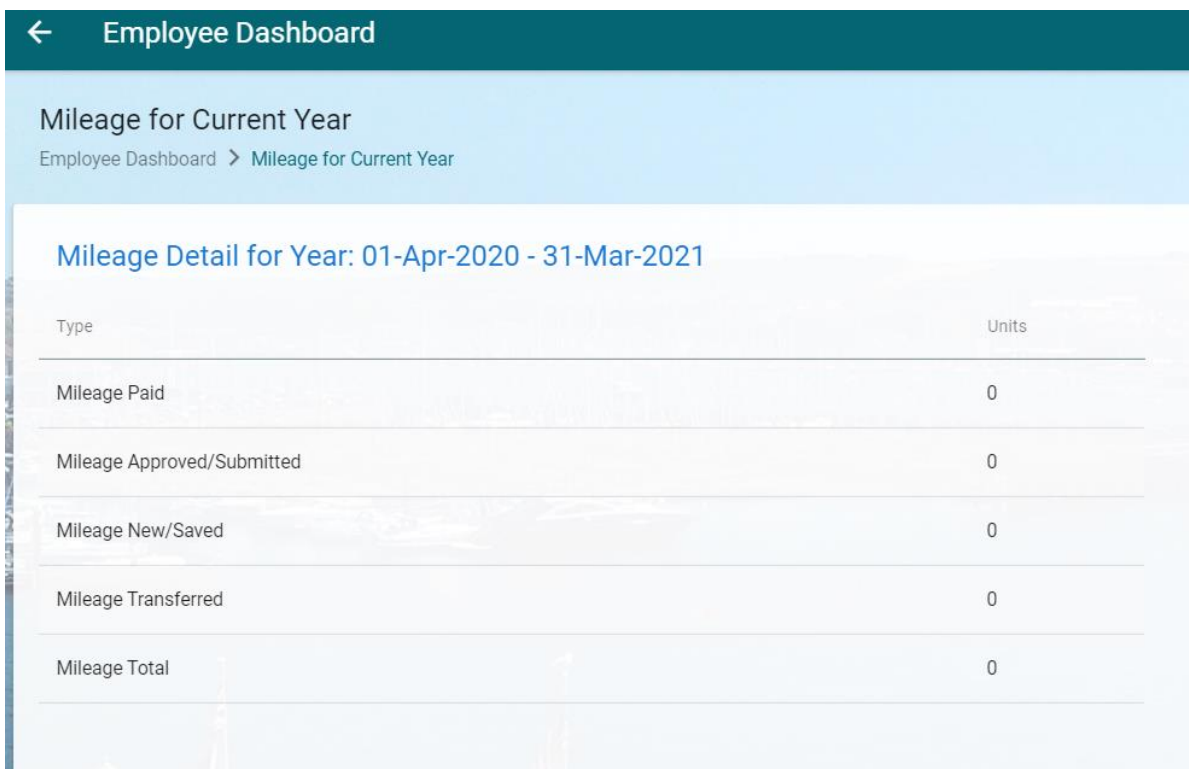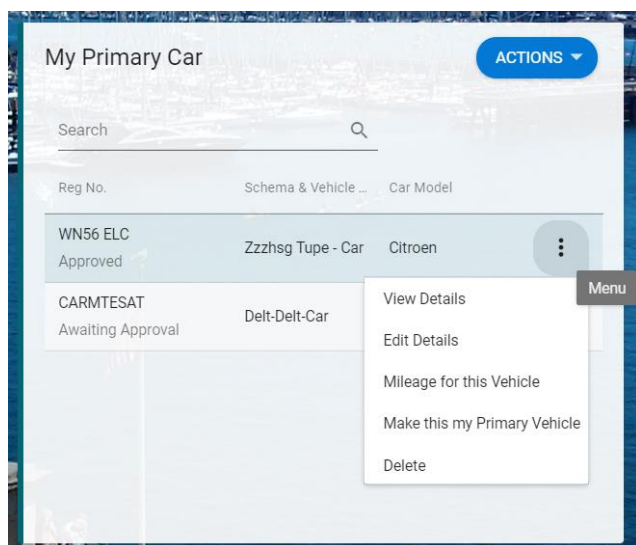
View Mileage Claim for Current Year

Go to the 'My Primary Car' widget

Click on the Actions Button

Select View Mileage for Current Year

The system will provide you a summary page of mileage for the current year.