

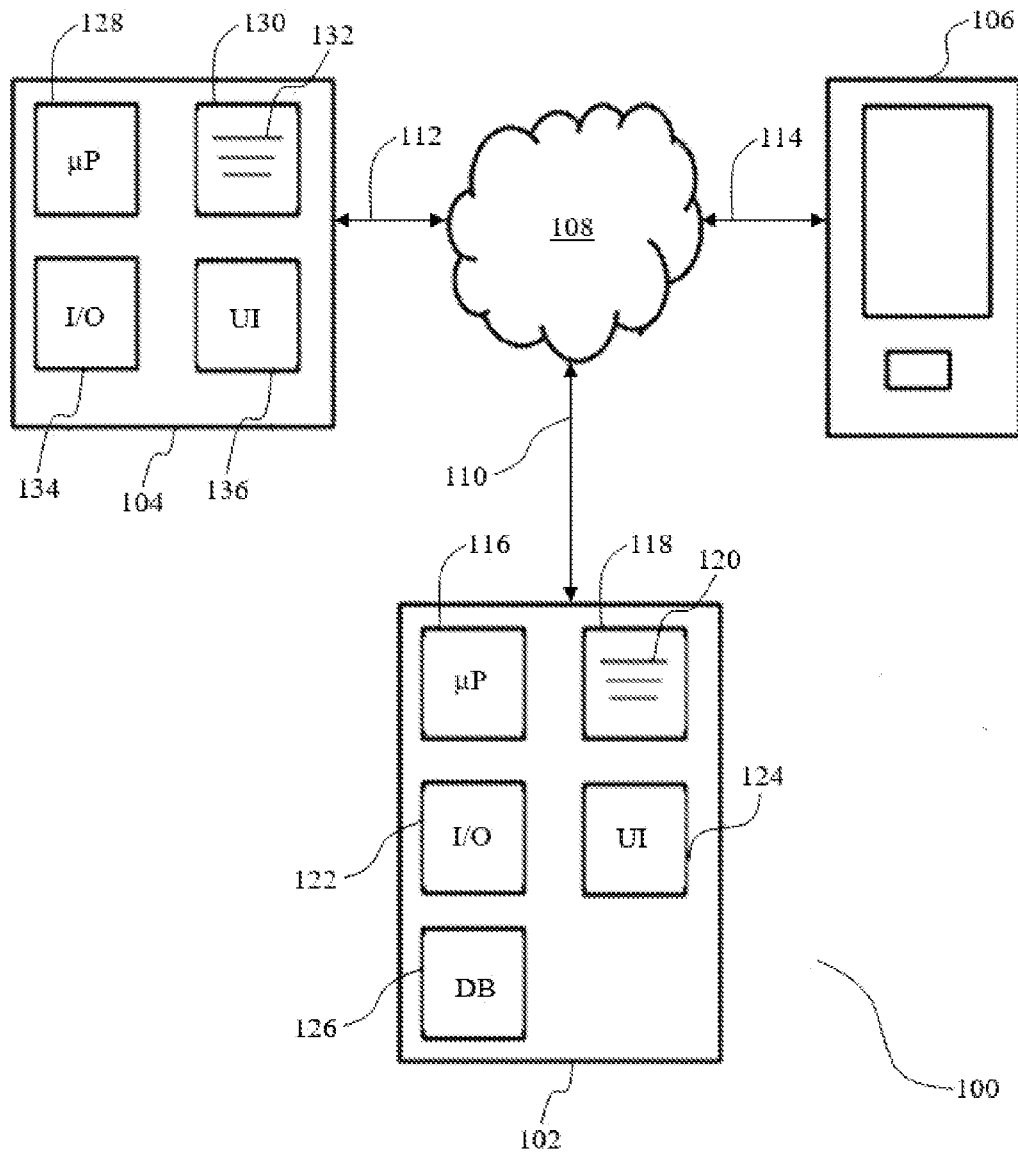


FIG. 1

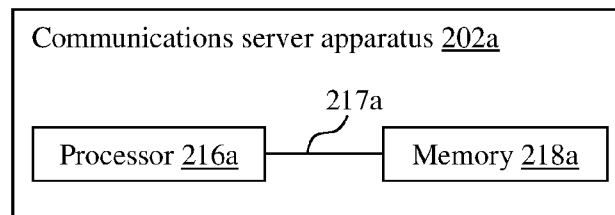


FIG. 2A

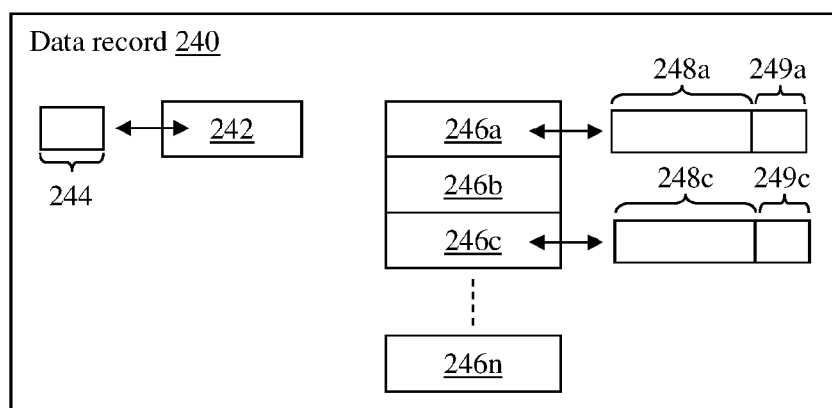


FIG. 2B

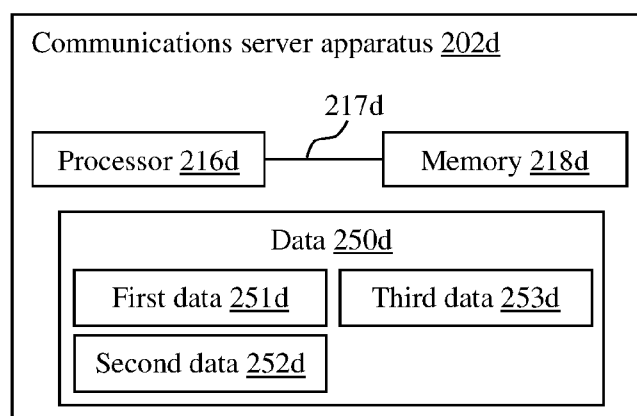


FIG. 2D

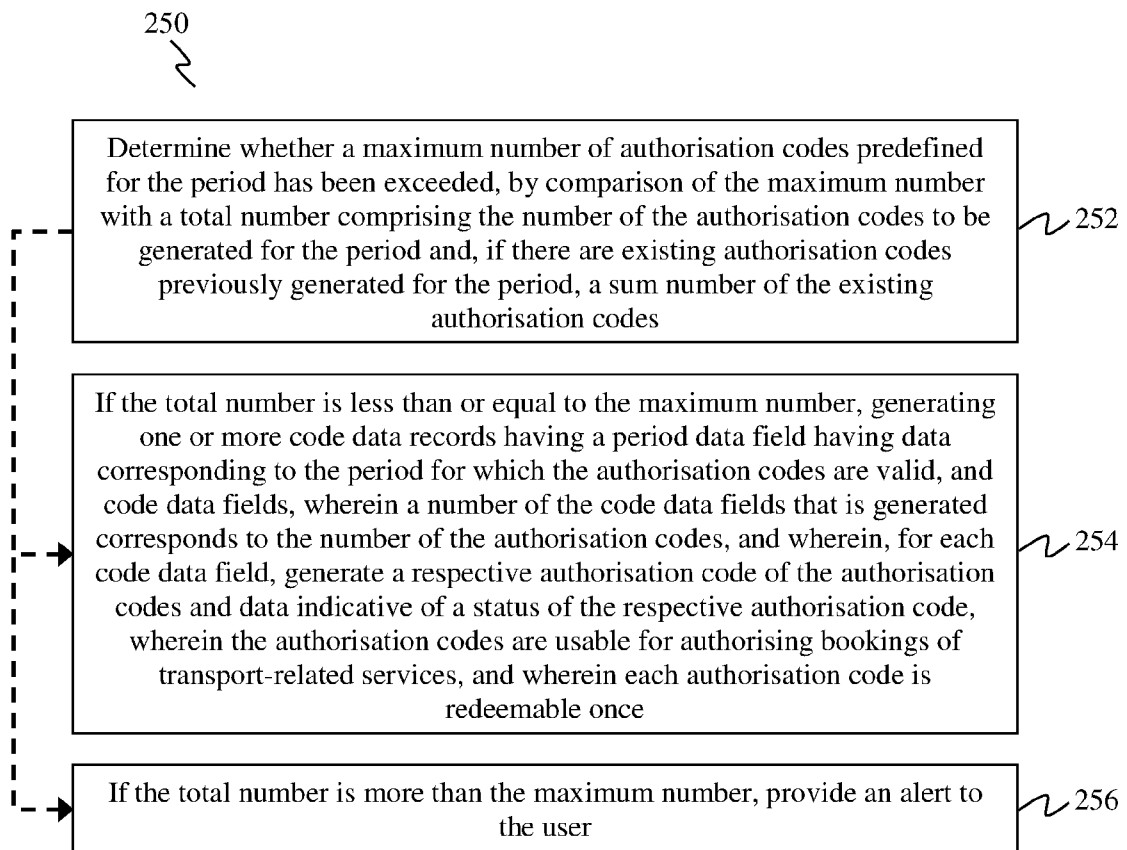


FIG. 2C

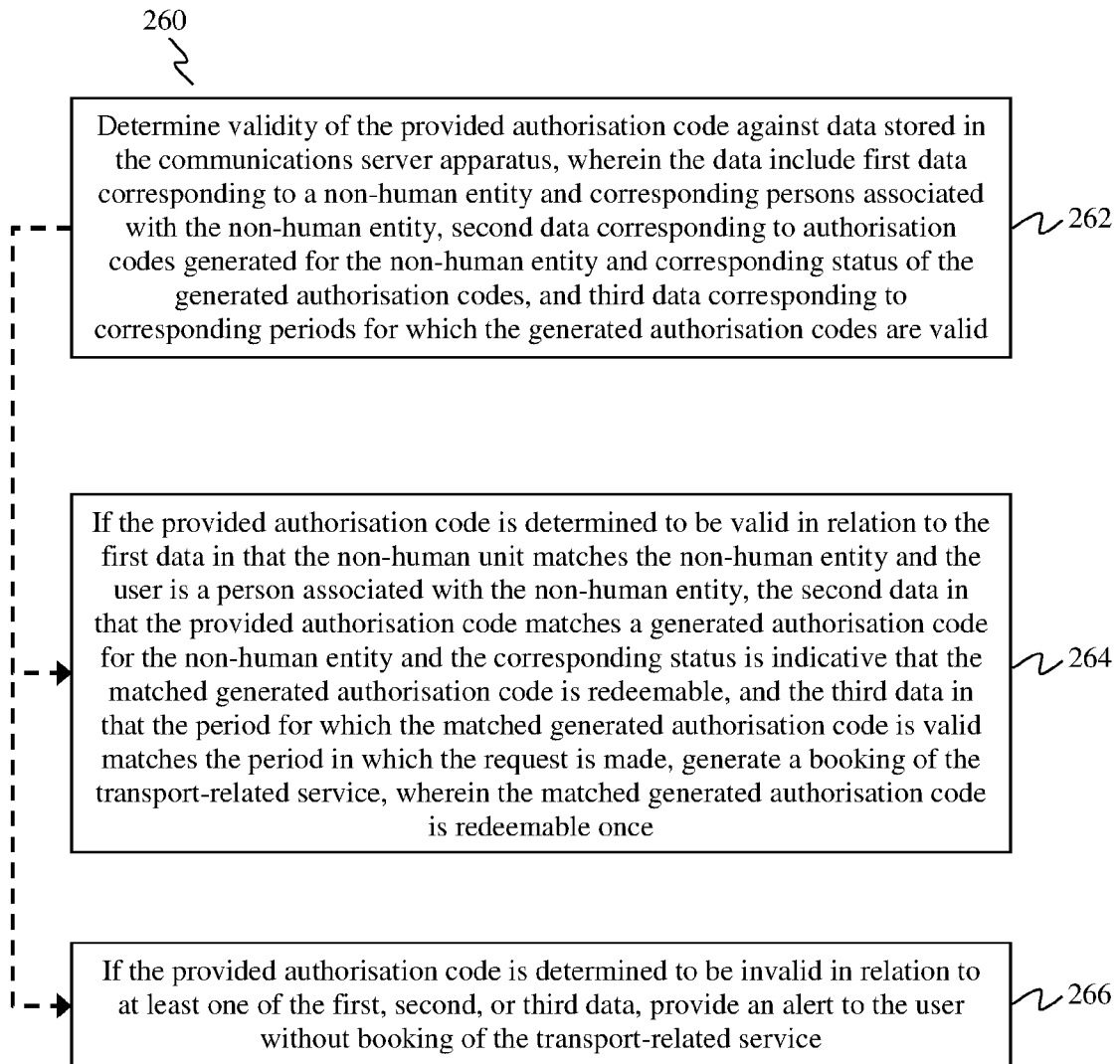


FIG. 2E

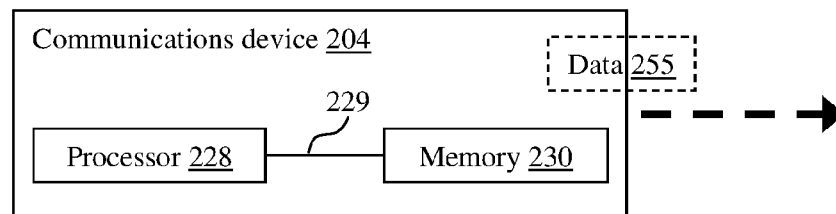


FIG. 2F

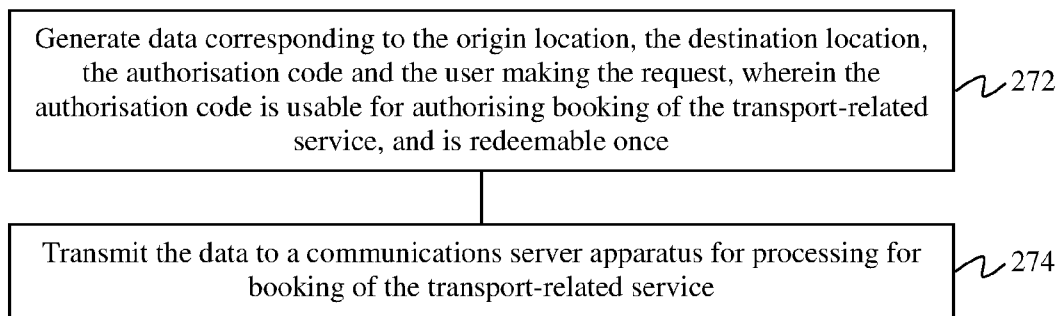
270
~

FIG. 2G

360 ~

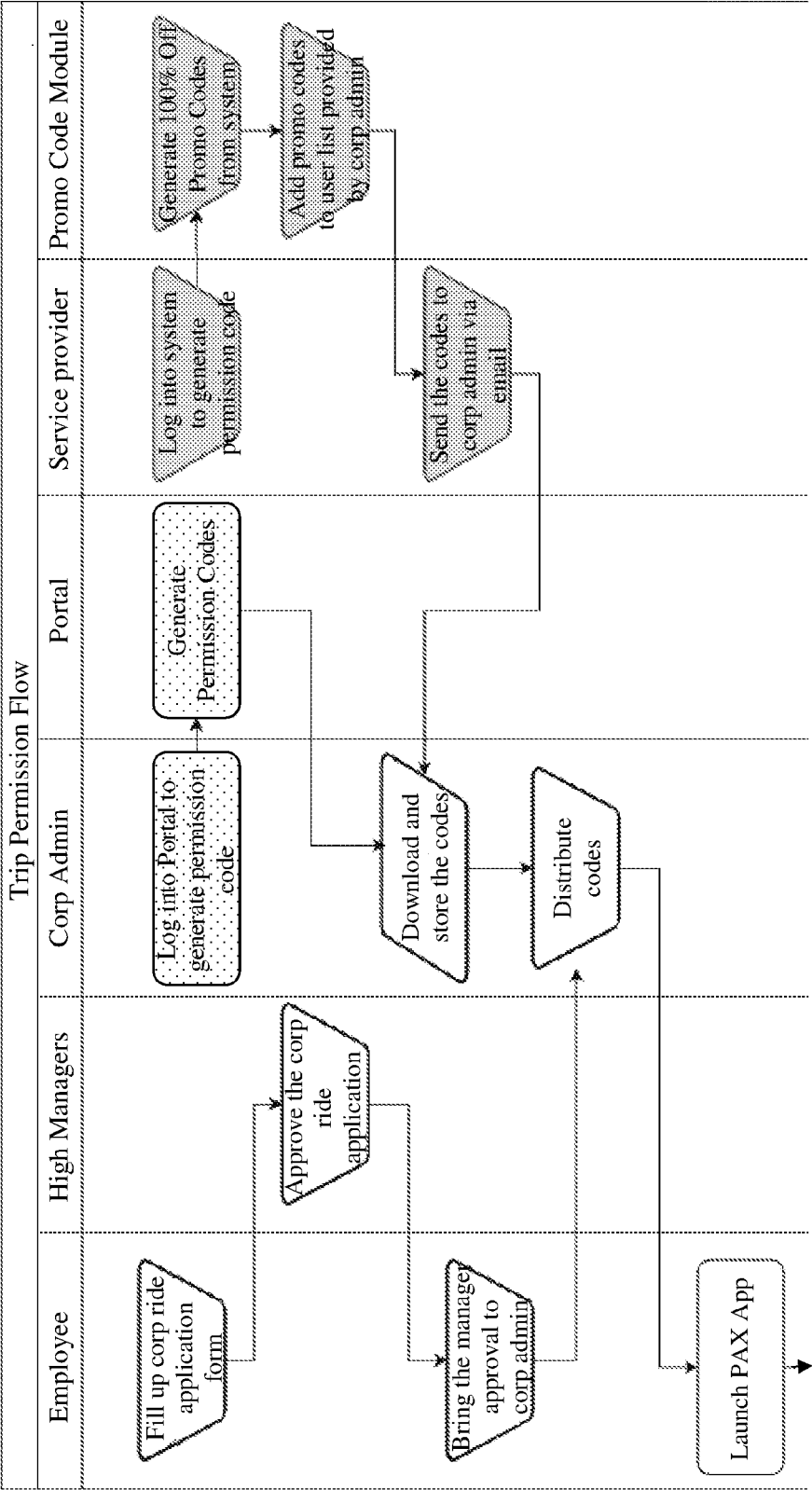


FIG. 3

360 ~

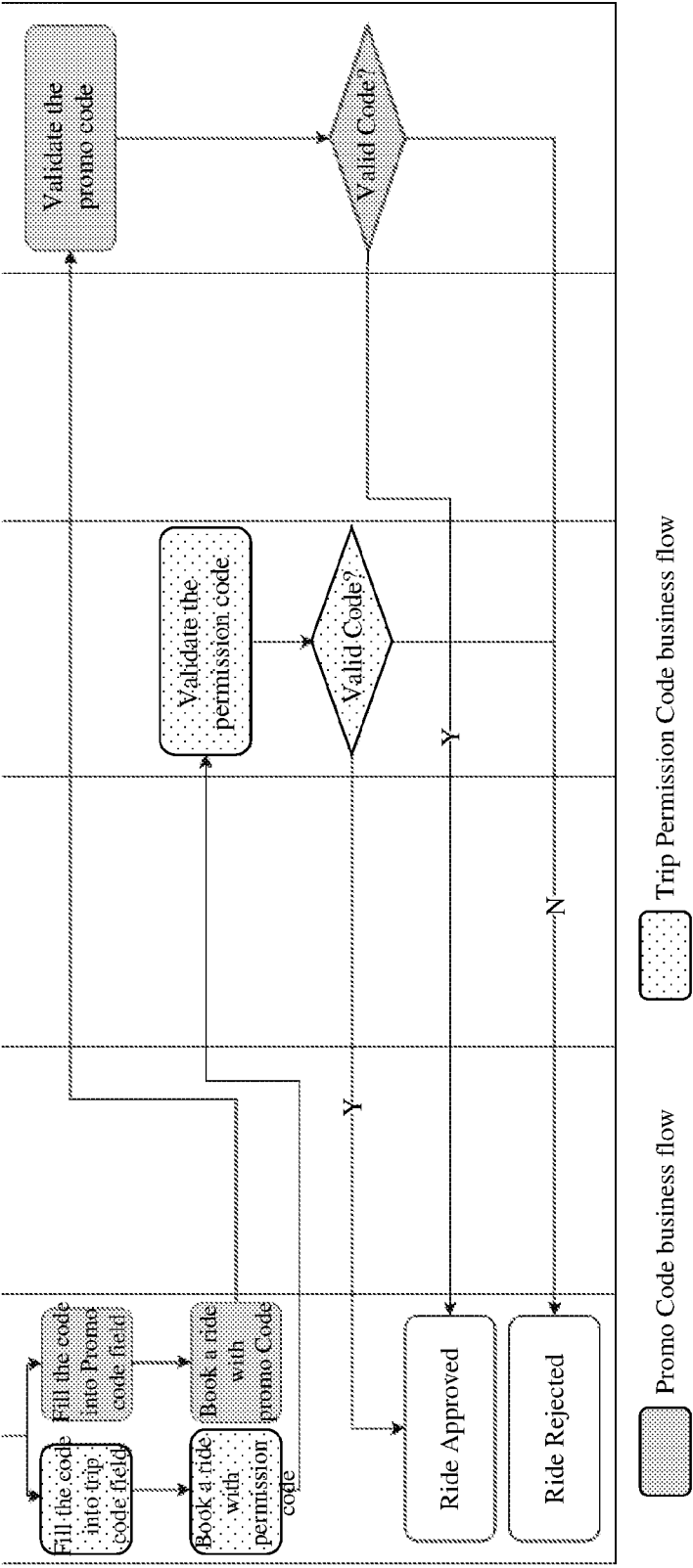


FIG. 3 (continued)

Your preferences for Company XYZ

Update

Set to default

* All

General group tag

Trip code

Trip description 460

Set "General" group tag to ...

"General" is the default group which every employee will be added into.
You can set whether to show this group tag or not in employees' mobile App.

☒ **Show the general tag on the Grab App**
460a

Show the "General" option and allow employees to select it.

☐ **Hide the general tag on the Grab app**
460b

Hide the "General" option and restrict employees from selecting it.

Set "Trip code" input field as ...

You can set trip code as optional or set it to be mandatory for categorization (e.g., project code, cost center code, etc.) Trip code can also be used as voucher code to be applied to specified groups

☒ **Optional**
462a

The trip code field in the app will be optional

☐ **Mandatory for trip categorisation**
462b

The trip code field in the app will be mandatory. Your employees will be required to input their own trip expense codes.

☐ **Mandatory as voucher code**
462c

The trip code field in the app will be mandatory. Your employees will be required to input a specific voucher code that is given by your company's administrators. You can generate the trip voucher codes in policy page. Each voucher code permits them to one ride.

Set "Trip description" input field as ...

You can set trip description as optional or set it to be mandatory for specified groups

☒ **Optional**
464a

Trip description is optional when employees booking a ride on grab app

☐ **Mandatory**
464b

Employees will be asked to input the trip description mandatory

FIG. 4A

Set “General” group tag to ...

“General” is the default group which every employee will be added into. You can set whether to show this group tag or not in employees’ mobile App.

☒ **Show the general tag on the Grab App**
460a

Show the “General” option and allow employees to select it.

☐ **Hide the general tag on the Grab app**

Hide the “General” option and restrict employees from selecting it.

Set “Trip code” input field as ...

You can set trip code as optional or set it to be mandatory for categorization (e.g, project code, cost center code, etc.) Trip code can also be used as voucher code to be applied to specified groups

☐ **Optional for free text only**

The trip code field in the app will be optional. It will be applied to all the company

☐ **Mandatory for trip categorisation**

The trip code field in the app will be mandatory. Your employees will be required to input their own trip expense codes.

☒ **Mandatory as voucher code**
462c

The trip code field in the app will be mandatory. Your employees will be required to input a specific voucher code that is given by your company’s administrators. You can generate the trip voucher codes in policy page. Each voucher code permits them to one ride.

Please select the groups to use the voucher code

Search for groups

463

Go to Trip Voucher Code Page

Set “Trip description” input field as ...

You can set trip description as optional or set it to be mandatory for specified groups

☒ **Optional**
464a

Trip description is optional when employees booking a ride on grab app

☐ **Mandatory**

Employees will be asked to input the trip description mandatory

FIG. 4B

Set “General” group tag to ...

“General” is the default group which every employee will be added into. You can set whether to show this group tag or not in employees’ mobile App.

- ☒ **Show the general tag on the Grab App**
Show the “General” option and allow employees to select it.

- ☐ **Hide the general tag on the Grab app**
Hide the “General” option and restrict employees from selecting it.

Set “Trip code” input field as ...

You can set trip code as optional or set it to be mandatory for categorization (e.g, project code, cost center code, etc.) Trip code can also be used as voucher code to be applied to specified groups

- ☐ **Optional**
The trip code field in the app will be optional

- ☐ **Mandatory for trip categorisation**
The trip code field in the app will be mandatory. Your employees will be required to input their own trip expense codes.

- ☒ **Mandatory as voucher code** 462c
The trip code field in the app will be mandatory. Your employees will be required to input a specific voucher code that is given by your company’s administrators. You can generate the trip voucher codes in policy page. Each voucher code permits them to one ride.

Please select the groups to use the voucher code

Design × Sales D × d

463

[Go to Trip Voucher Code Page](#)

Set “Tri All groups

You can

Design

✓

s ...

or set it to be mandatory for specified groups

☒ JKT sales team 1 ✓

JKT sales team 2 ✓

☐ JKT sales team 3

Employees will be asked to input the trip description mandatory

en employees booking a ride on grab app

FIG. 4C

Set “General” group tag to ...

“General” is the default group which every employee will be added into. You can set whether to show this group tag or not in employees’ mobile App.

- ☒ **Show the general tag on the Grab App**
Show the “General” option and allow employees to select it.

- ☐ **Hide the general tag on the Grab app**
Hide the “General” option and restrict employees from selecting it.

Set “Trip code” input field as ...

You can set trip code as optional or set it to be mandatory for categorization (e.g, project code, cost center code, etc.) Trip code can also be used as voucher code to be applied to specified groups

- ☐ **Optional**
The trip code field in the app will be optional

- ☐ **Mandatory for trip categorisation**
The trip code field in the app will be mandatory. Your employees will be required to input their own trip expense codes.

- ☒ **Mandatory as voucher code** 462c
The trip code field in the app will be mandatory. Your employees will be required to input a specific voucher code that is given by your company’s administrators. You can generate the trip voucher codes in policy page. Each voucher code permits them to one ride.

Please select the groups to use the voucher code

JKT sales team 1 × JKT sales team 2 × JKT sales team 3 ×

463

[Go to Trip Voucher Code Page](#)

Set “Trip description” input field as ...

You can set trip description as optional or set it to be mandatory for specified groups

- ☒ **Optional**
Trip description is optional when employees booking a ride on grab app

- ☐ **Mandatory**
Employees will be asked to input the trip description mandatory

FIG. 4D

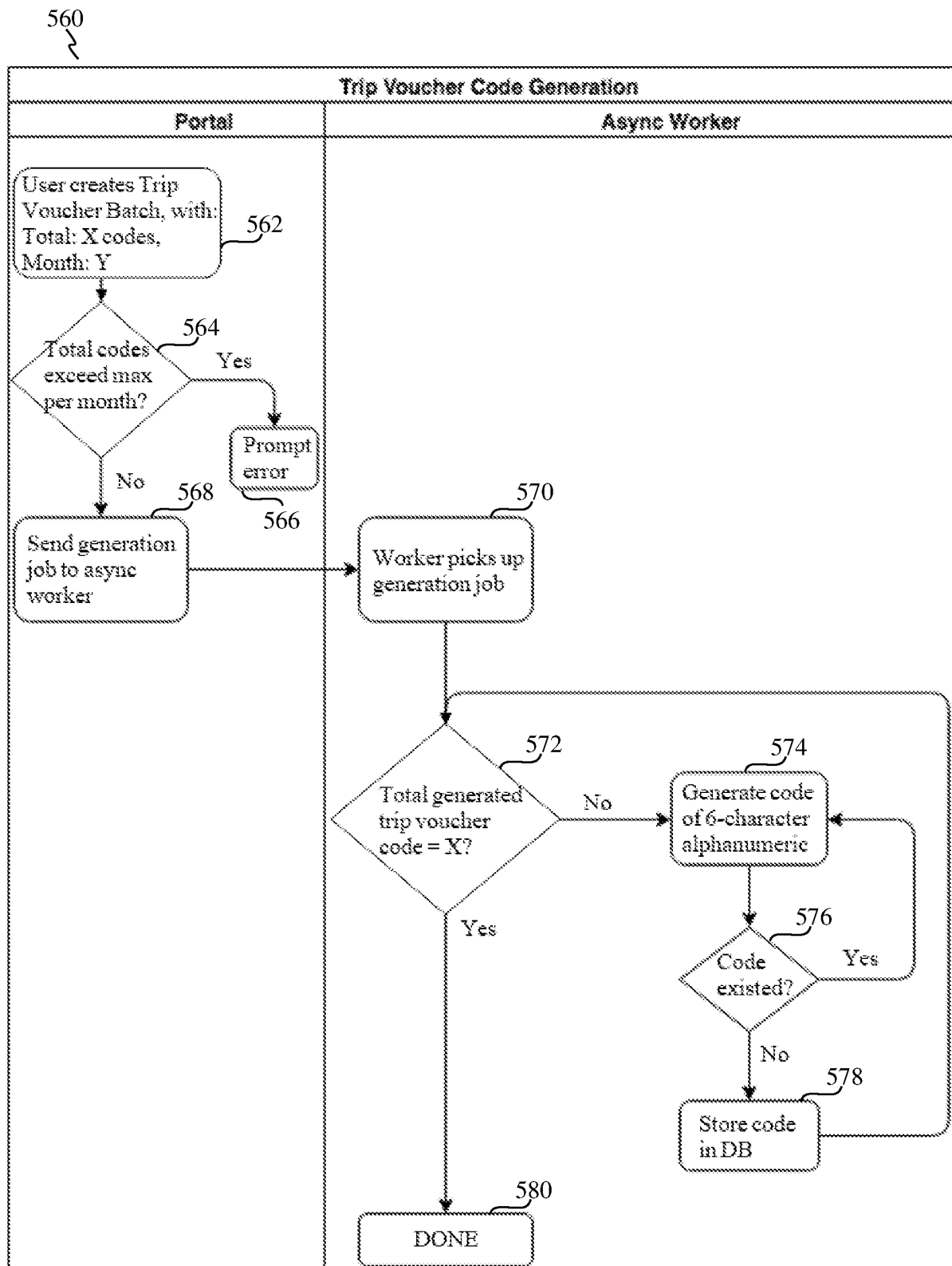


FIG. 5

Time

Location

Vehicle Type

Voucher Code

Months

Select month

Generate New Codes

No.	Month	Issued codes	Used codes	Revoked codes	Available codes	Action
08	Jan, 2018	1000	800	0	200	Revoke Download

Code Issue History

10

No. 07	Month Dec, 2017	Issued codes 1000	Used codes 200	Revoked codes 0	Available codes 800	Action Download
No. 06	Month Nov, 2017	Issued codes 1000	Used codes 200	Revoked codes 0	Available codes 800	Action Download
No. 05	Month Sept, 2017	Issued codes 1000	Used codes 200	Revoked codes 0	Available codes 800	Action Download

FIG. 6A

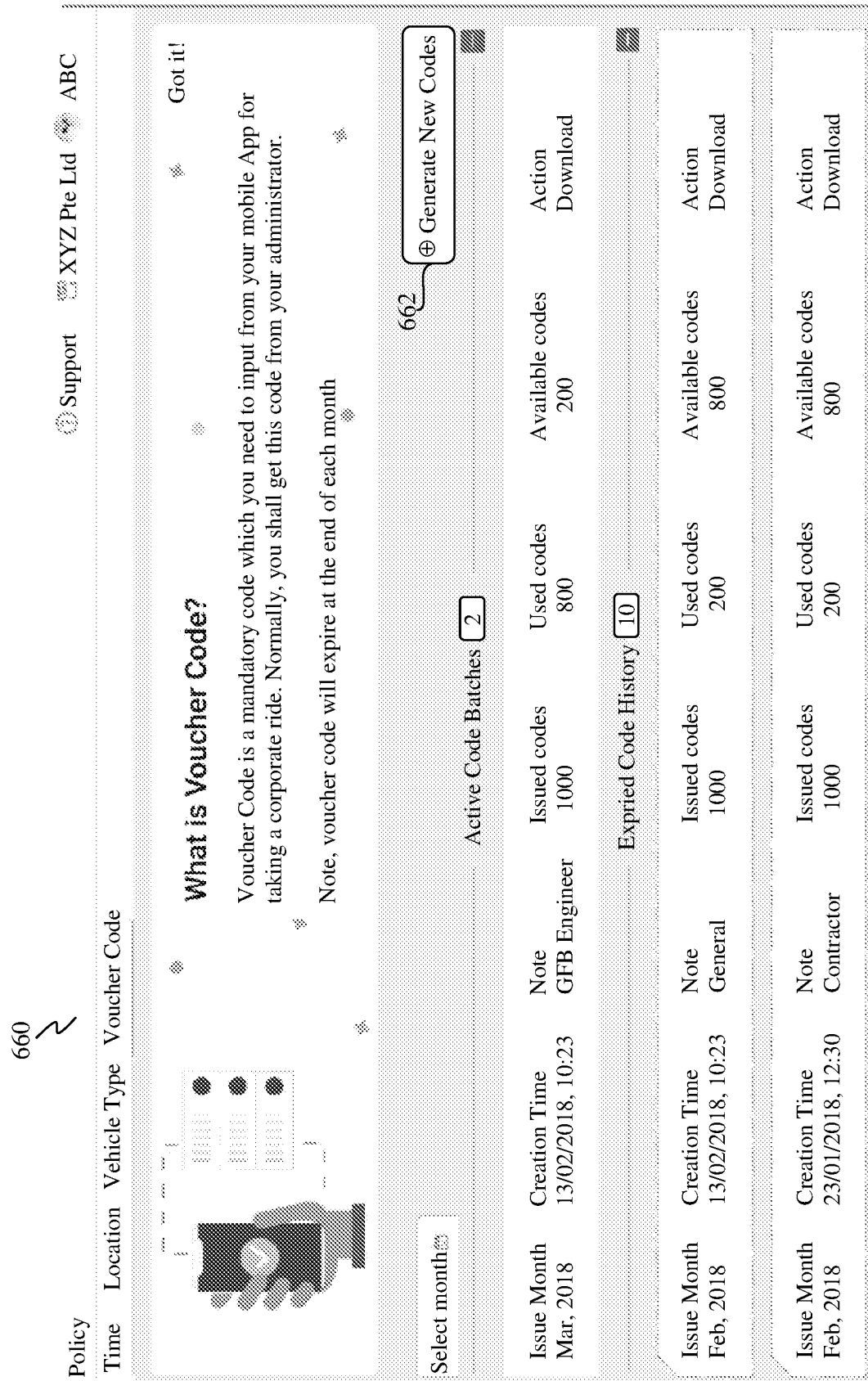


FIG. 6B

660

Filter Issued Codes
Select month

Active Code Batches

662

Issue Month	Creation Time	Note	Issued codes	Used codes	Available codes	Action
Mar, 2018	13/02/2018, 10:23	GFB Engineer	1000	800	200	Download

Expired Code History

Issue Month	Creation Time	Note	Issued codes	Used codes	Available codes	Action
Feb, 2018	13/02/2018, 10:23	General	1000	200	800	Download
Issue Month	Creation Time	Note	Issued codes	Used codes	Available codes	Action
Feb, 2018	23/01/2018, 12:30	Contractor	1000	200	800	Download
Issue Month	Creation Time	Note	Issued codes	Used codes	Available codes	Action
Jan, 2018	21/12/2017, 11:23	Design	1000	200	800	Download
Issue Month	Creation Time	Note	Issued codes	Used codes	Available codes	Action
Dec, 2017	10/11/2017, 08:34	Engineer	1000	200	800	Download
Issue Month	Creation Time	Note	Issued codes	Used codes	Available codes	Action
Nov, 2017	15/10/2017, 13:30	Sales	1000	200	800	Download

FIG. 6C

Generate Codes

Generate the codes by selecting the months and the quantity.

Choose Issue Month * 666

☐ Choose a month v

Create up to 2 months from the current month

Quantity of codes * 668

Input quantity of codes to be issued

Quantity of codes should not exceed 10,000 per month and 5,000 per batch

Notes 670

Input a description for this voucher set

* Mandatory Field 672

Cancel

Generate Codes

664

FIG. 6D

Generate Codes

Generate the codes by selecting the months and the quantity.

Choose Issue Month * 666

☐ Choose a month v

March, 2018

 April, 2018 v

 May, 2018

Input a description for this voucher set

* Mandatory Field

Cancel

Generate Codes

664

FIG. 6E

Generate Codes

Generate the codes by selecting the months and the quantity.

Choose Issue Month * ⁶⁶⁶

April, 2018 ⁶⁶⁴

Create up to 2 months from the current month

Quantity of codes * ⁶⁶⁸

3000

Quantity of codes should not exceed 10,000 per month and 5,000 per batch

Notes

Input a description for this voucher set

* Mandatory Field

Cancel Generate Codes

FIG. 6F

Generate Codes

Generate the codes by selecting the months and the quantity.

Choose Issue Month * ⁶⁶⁴

April, 2018

Create up to 2 months from the current month

Quantity of codes * ⁶⁷⁰

3000

Quantity of codes should not exceed 10,000 per month and 5,000 per batch

Notes

JKT Sales 1,2,3

* Mandatory Field

Cancel Generate Codes ⁶⁷²

FIG. 6G

660

Filter Issued Codes

Select month

Active Code Batches 2

Generate New Codes

Issue Month	Creation Time	Note	Issued codes	Used codes	Available codes	Status	674
...	07/03/2018, 12:30	JKT Sales 1,2,3	3000	0	3000	Error in code generation!	
Issue Month	Creation Time	Note	Issued codes	Used codes	Available codes	Action	Download
Mar, 2018	13/02/2018, 10:23	GFB Engineer	1000	800	200		

Expired Code Batches 10

Issue Month	Creation Time	Note	Issued codes	Used codes	Available codes	Action	Download
Feb, 2018	13/02/2018, 10:23	General	1000	200	800		
Issue Month	Creation Time	Note	Issued codes	Used codes	Available codes	Action	Download
Feb, 2018	23/01/2018, 12:30	Contractor	1000	200	800		
Issue Month	Creation Time	Note	Issued codes	Used codes	Available codes	Action	Download
Jan, 2018	21/12/2017, 11:23	Design	1000	200	800		
Issue Month	Creation Time	Note	Issued codes	Used codes	Available codes	Action	Download
Dec, 2017	10/11/2017, 08:34	Engineer	1000	200	800		

FIG. 6I

660

Filter Issued Codes		Active Code Batches <input type="text" value="2"/>		676		Generate New Codes	
Select month							
Issue Month	Creation Time	Note	Issued codes	Used codes	Available codes	Action	674
Apr, 2018	07/03/2018, 12:30	JKT Sales 1,2,3	3000	0	3000	Download	
Issue Month	Creation Time	Note	Issued codes	Used codes	Available codes	Action	
Mar, 2018	13/02/2018, 10:23	GFB Engineer	1000	800	200	Download	
		Expired Code Batches <input type="text" value="10"/>		680			
Issue Month	Creation Time	Note	Issued codes	Used codes	Available codes	Action	
Feb, 2018	13/02/2018, 10:23	General	1000	200	800	Download	
Issue Month	Creation Time	Note	Issued codes	Used codes	Available codes	Action	
Feb, 2018	23/01/2018, 12:30	Contractor	1000	200	800	Download	
Issue Month	Creation Time	Note	Issued codes	Used codes	Available codes	Action	
Jan, 2018	21/12/2017, 11:23	Design	1000	200	800	Download	
Issue Month	Creation Time	Note	Issued codes	Used codes	Available codes	Action	
Dec, 2017	10/11/2017, 08:34	Engineer	1000	200	800	Download	

678

FIG. 6J

660 ✓

Filter Issued Codes

Select month

Active Code Batches

2

Generate New Codes

Issue Month	Creation Time	Note	Issued codes	Used codes	Available codes	Action
Apr, 2018	07/03/2018, 12:30	JKT Sales 1,2,3	3000	0	3000	Download

Issue Month	Creation Time	Note	Issued codes	Used codes	Available codes	Action
Mar, 2018	13/02/2018, 10:23	GFB Engineer	1000	800	200	Download

Expired Code History

10

680

FIG. 6K

660

Filter Issued Codes

Select month 2017 Active Code Batches

Jan	Feb	Mar	Note	Issued codes	Used codes	Available codes	Action
Apr	May	June 8, 12:30	JKT Sales 1,2,3	3000	0	3000	Download
Oct	Nov	Dec 8, 12:30	JKT Sales 1,2,3	3000	0	3000	Download
Issue Month	Creation Time	Note	Issued codes	Used codes	Available codes	Action	Download
Mar, 2018	13/02/2018, 10:23	GFB Engineer	1000	800	200	Download	
Expired Code History	<input type="text" value="10"/>						
Issue Month	Creation Time	Note	Issued codes	Used codes	Available codes	Action	Download
Mar, 2018	13/02/2018, 10:23	07	1000	200	800	Download	
Issue Month	Creation Time	Note	Issued codes	Used codes	Available codes	Action	Download
Mar, 2018	Nov, 2017	06	1000	200	800	Download	
Issue Month	Creation Time	Note	Issued codes	Used codes	Available codes	Action	Download
Mar, 2018	Sep, 2017	05	1000	200	800	Download	

FIG. 6L

660

Filter Issued Codes				Active Code Batches <input type="text" value="3"/>				Generate New Codes	
Jul 2017 – Nov 2017									
Issue Month	Creation Time	Note		Issued codes	Used codes	Available codes	Action		
Apr, 2018	07/03/2018, 12:30	JKT Sales 1,2,3		3000	0	3000	Download		
Issue Month	Creation Time	Note		Issued codes	Used codes	Available codes	Action		
Apr, 2018	07/03/2018, 12:30	JKT Sales 1,2,3		3000	0	3000	Download		
Issue Month	Creation Time	Note		Issued codes	Used codes	Available codes	Action		
Mar, 2018	13/02/2018, 10:23	GFB Engineer		1000	800	200	Download		
Expired Code History <input type="text" value="10"/>									
Issue Month	Creation Time	Note		Issued codes	Used codes	Available codes	Action		
Mar, 2018	13/02/2018, 10:23	07		1000	200	800	Download		
Issue Month	Creation Time	Note		Issued codes	Used codes	Available codes	Action		
Mar, 2018	Nov, 2017	06		1000	200	800	Download		
Issue Month	Creation Time	Note		Issued codes	Used codes	Available codes	Action		
Mar, 2018	Sep, 2017	05		1000	200	800	Download		

FIG. 6M

682

660 2

Issue Month Mar, 2018	Creation Time Aug, 2017	Note 04	Issued codes 1000	Used codes 200	Available codes 800	Action Download
Issue Month Mar, 2018	Creation Time July, 2017	Note 03	Issued codes 1000	Used codes 200	Available codes 800	Action Download
Issue Month Mar, 2018	Creation Time Nov, 2017	Note 02	Issued codes 1000	Used codes 200	Available codes 800	Action Download
Issue Month Mar, 2018	Creation Time Nov, 2017	Note General	Issued codes 1000	Used codes 200	Available codes 800	Action Download
<div><div></div><div>< 2 3 4 5 ></div><div>10 / page</div><div>Goto</div></div>						

FIG. 6M (continued)

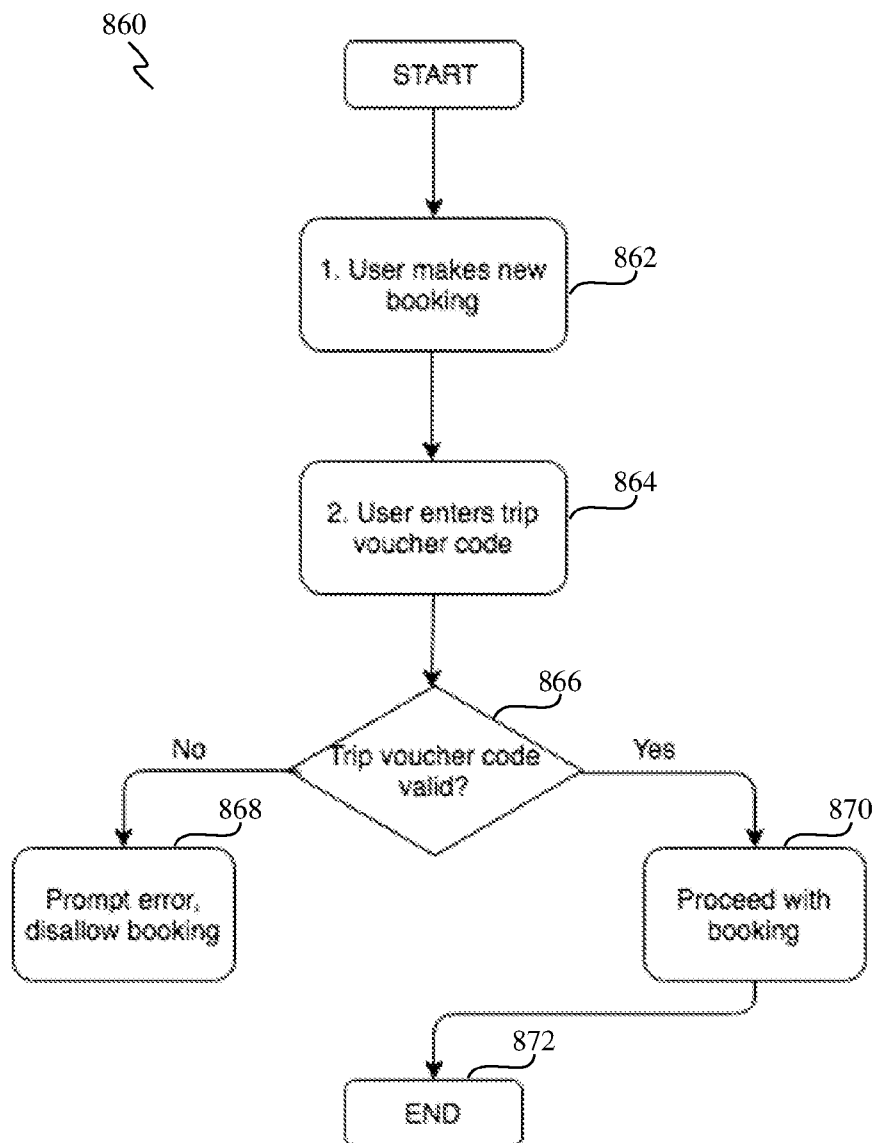


FIG. 8

960 ~

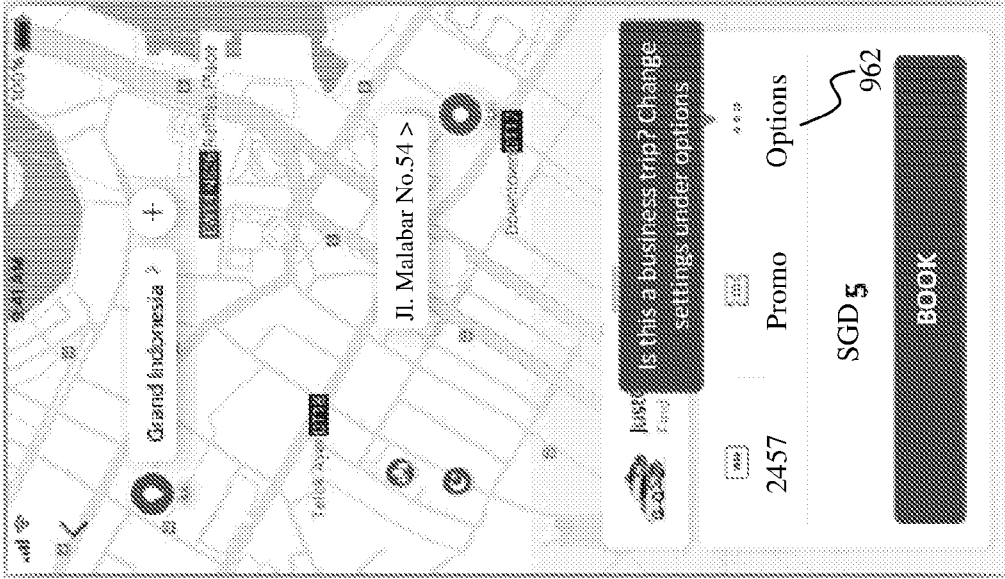


FIG. 9A

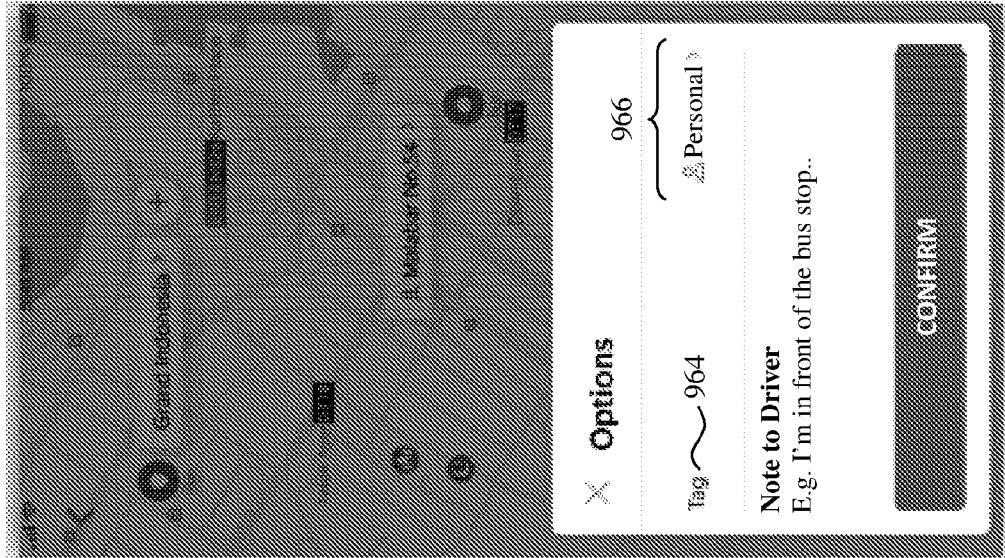


FIG. 9B

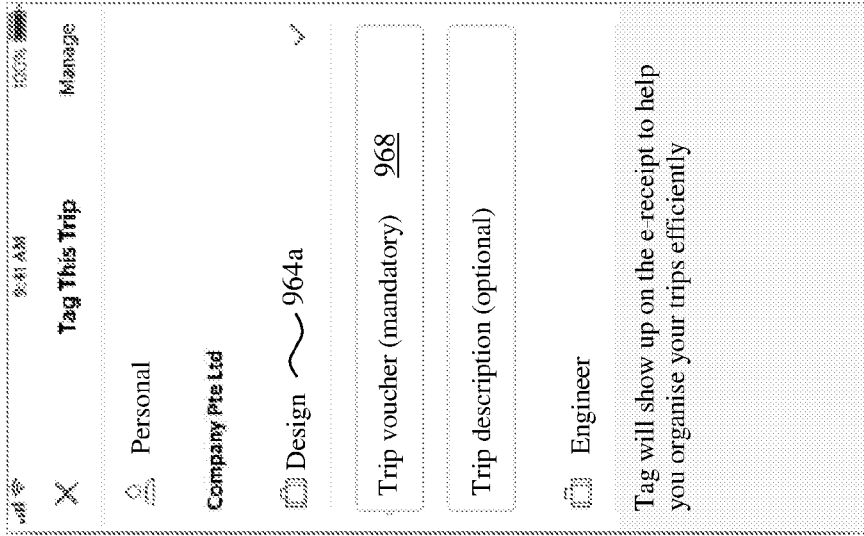


FIG. 9C

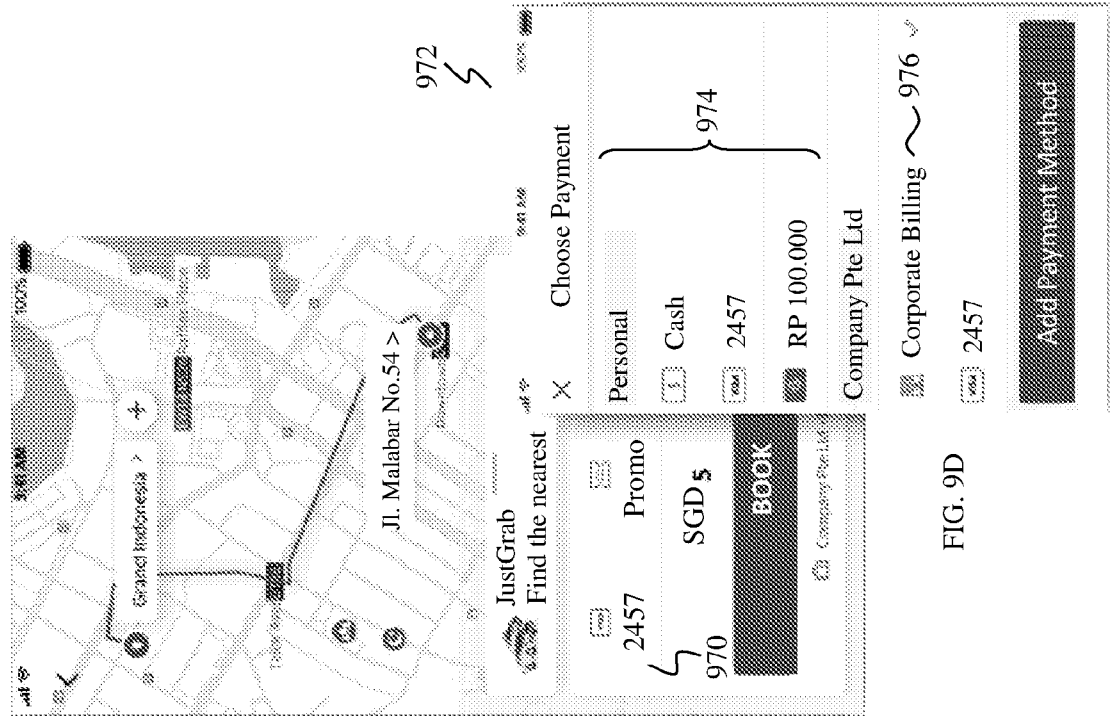


FIG. 9D

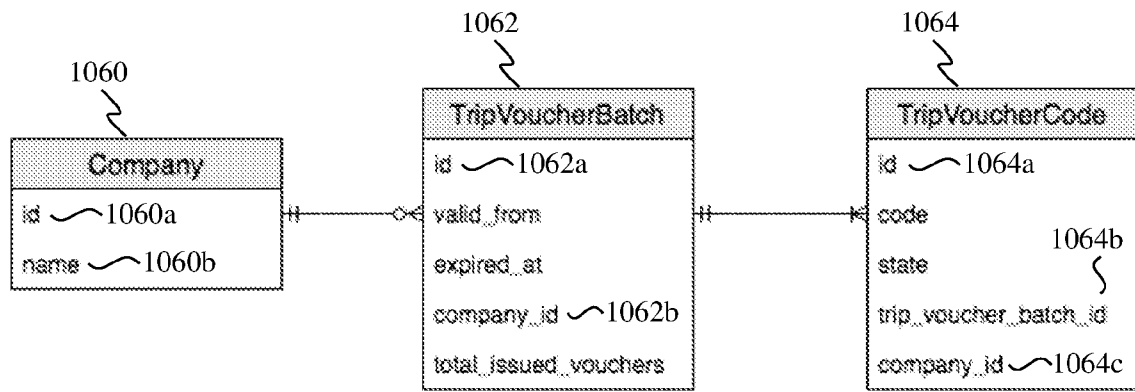


FIG. 10