Dear Fleet Portal user.

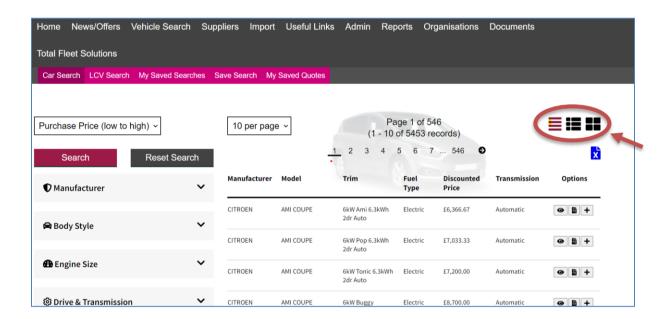
We want to make you aware of an enhancement that will be made to the CCS Fleet Portal on Monday 18 March 2024.

We have listened to your feedback and we will be introducing a new 'list view' function. This new function will provide a list of vehicles with high level information, without a vehicle image. Additional vehicle information can be viewed when you select a particular vehicle derivative or when you download the list of vehicles. It will become the default view when you log into the portal but you can simply switch between the different views by using the icons in the top right corner.

This enhancement will provide you with a choice of different views, depending on which one you prefer to work in, and will ultimately help you to find the exact vehicles you are looking for in a much simpler and efficient way.

Please take a look at the instructions for the 'list view' function below.

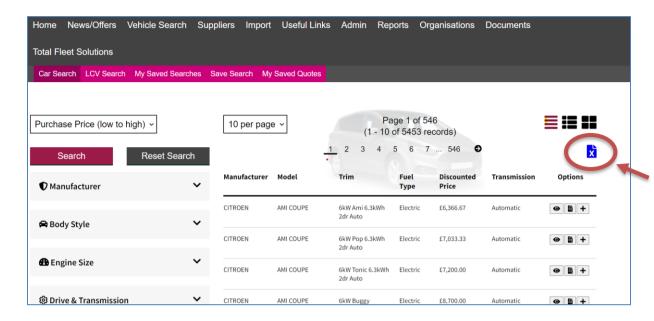
## **Viewing Option Icons**



There are now 3 viewing options as circled above. When you hover over each icon, it will display which view they are.

- List view: this is simply a list of vehicles (as illustrated above)
- Picture view: a list of vehicles which displays the vehicle images
- Grid view: vehicles displayed side by side with a vehicle image

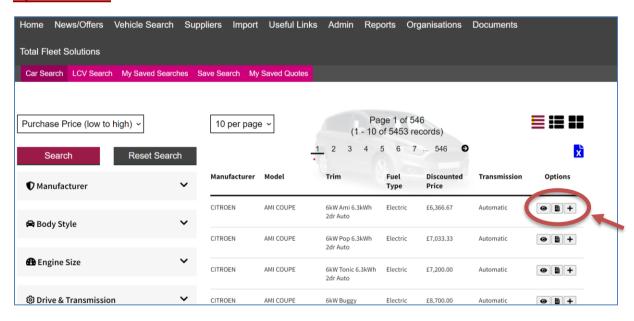
## **Download Icon**



Within the 'list view' function you can download the list of vehicles to make viewing simpler. When a list is downloaded it will show all of the information displayed on screen and also the additional fields listed below:

- Body type
- Number of doors
- Date introduced
- Emissions

## **Options Icons**



This is the same functionality as the current format, it is just displayed in a slightly different way. Next to each vehicle there are 3 options as circled above. When you hover over each icon, it will display what the icon is used for.

- View details: this icon will provide additional vehicle information
- Add options and get a quote: enables you to add any optional extras and get a quote
- Compare: allows you to compare up to 3 vehicles.

We are also making improvements in other areas. At the end of this month you will be able to access better vehicle images from a number of different angles.

As always we would welcome your feedback, if you have anything you would like to share with us then please get in contact with the team.

Many thanks, CCS Fleet Team