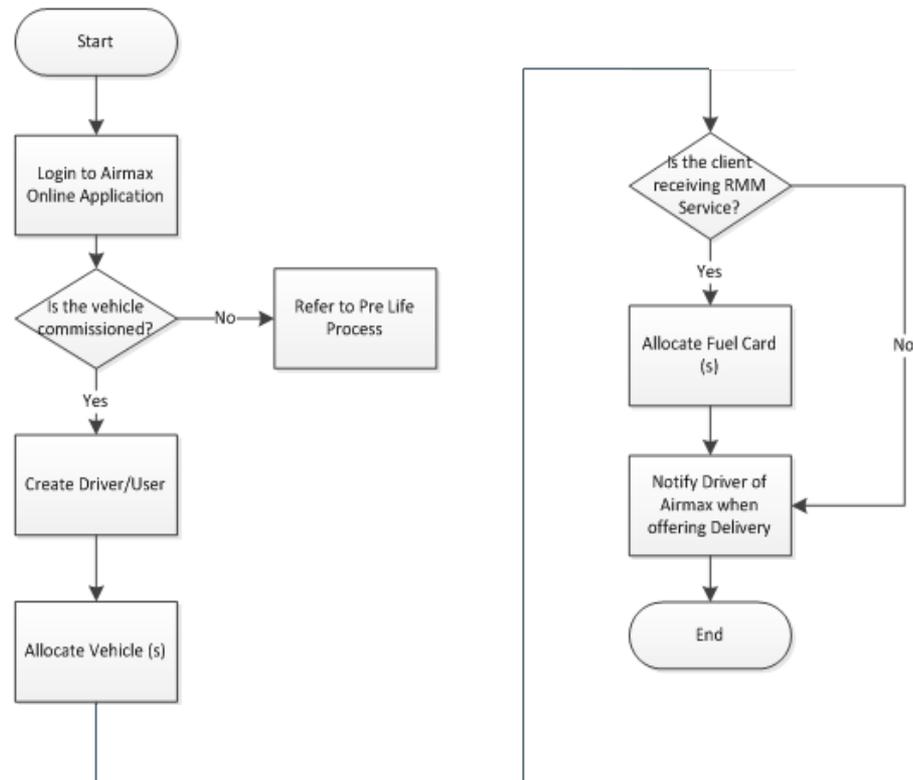


# Airmax Tutorials

Unassigned Vehicles  
and  
How to Assign Vehicles to Drivers

# Workflow

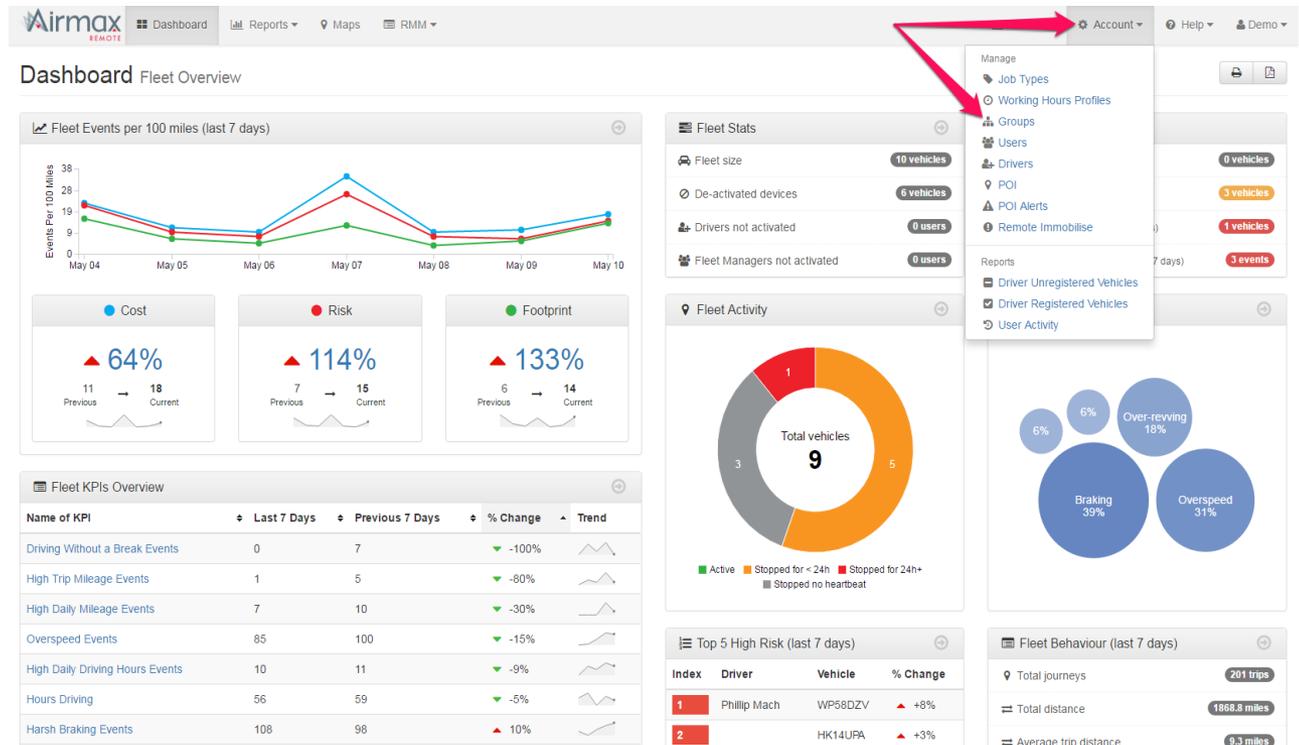
This tutorial will teach you how to assign any unallocated vehicles to the correct group, and then how to assign the vehicle to the correct driver.



# Step 1

Log into an administrator account  
Click Account in the top right corner.  
Then click Group.

Login > Account > Group

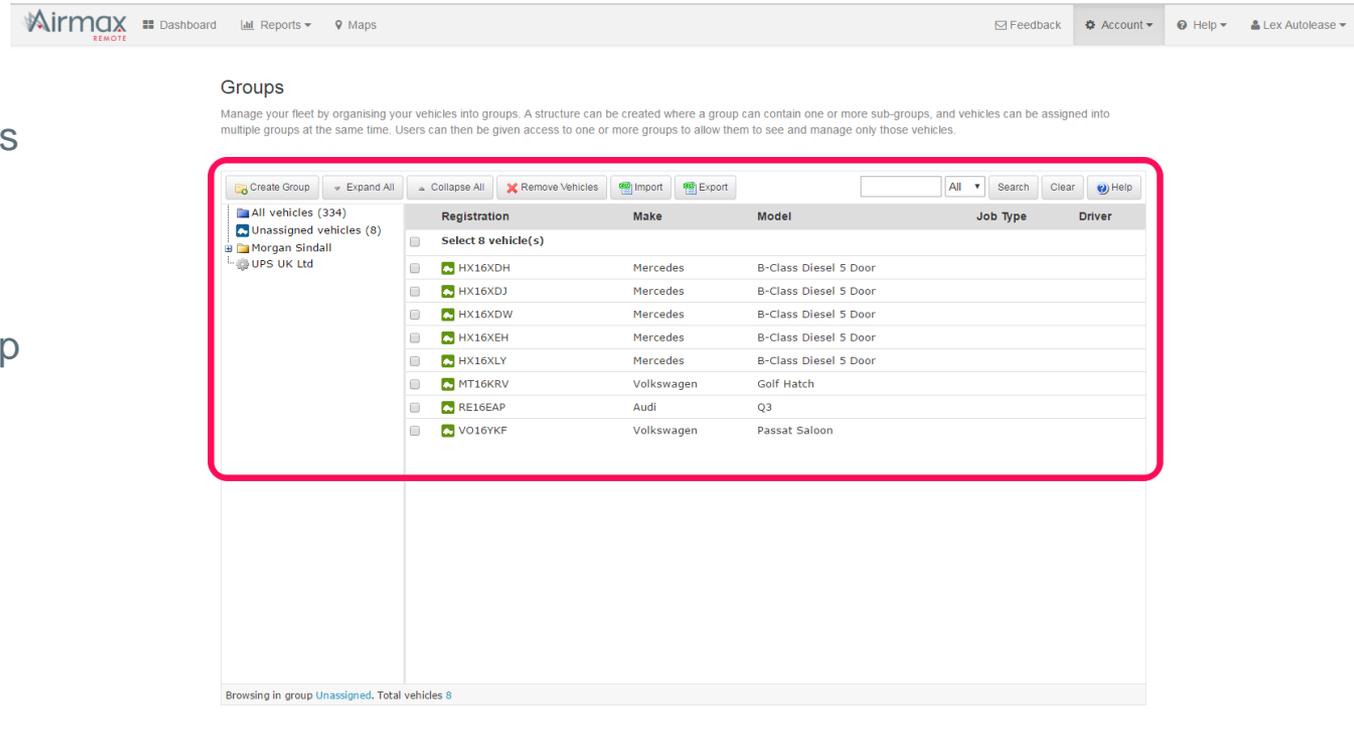


The screenshot displays the Airmax Remote Telematics dashboard. The top navigation bar includes 'Dashboard', 'Reports', 'Maps', 'RMM', 'Account', 'Help', and 'Demo'. A red arrow points from the 'Account' dropdown menu to the 'Group' option. The dashboard content is divided into several sections:

- Fleet Events per 100 miles (last 7 days):** A line chart showing events per 100 miles from May 04 to May 10. The y-axis ranges from 0 to 38. The data points are approximately: May 04 (18), May 05 (10), May 06 (10), May 07 (28), May 08 (10), May 09 (10), May 10 (18).
- Fleet Stats:** A summary of fleet metrics:
  - Fleet size: 10 vehicles
  - De-activated devices: 6 vehicles
  - Drivers not activated: 0 users
  - Fleet Managers not activated: 0 users
- Fleet Activity:** A donut chart showing the distribution of vehicle status:
  - Total vehicles: 9
  - Active: 3 (33%)
  - Stopped for < 24h: 5 (56%)
  - Stopped for 24h+: 1 (11%)
  - Stopped no heartbeat: 0 (0%)
- Fleet Behaviour (last 7 days):** A bubble chart showing driving behavior metrics:
  - Over-revving: 18%
  - Braking: 39%
  - Overspeed: 31%
  - Other: 6%
  - Other: 6%
- Fleet KPIs Overview:** A table showing key performance indicators for the last 7 days and previous 7 days, along with percentage change and trend indicators.
- Top 5 High Risk (last 7 days):** A table listing the top 5 high-risk drivers and their vehicles, including Phillip Mach and HK14UPA.
- Fleet Behaviour (last 7 days):** A summary of fleet behavior metrics:
  - Total journeys: 201 trips
  - Total distance: 1868.8 miles
  - Average trip distance: 9.3 miles

# Step 2

- This page will list all vehicles and the groups in the account.
- Click on the Unassigned vehicles.
- Then just drag and drop the vehicle into the correct group.
- Unassigned Vehicle > Drag and Drop



**Groups**

Manage your fleet by organising your vehicles into groups. A structure can be created where a group can contain one or more sub-groups, and vehicles can be assigned into multiple groups at the same time. Users can then be given access to one or more groups to allow them to see and manage only those vehicles.

Registration	Make	Model	Job Type	Driver
Select 8 vehicle(s)				
<input type="checkbox"/> HX16XDH	Mercedes	B-Class Diesel 5 Door		
<input type="checkbox"/> HX16XDJ	Mercedes	B-Class Diesel 5 Door		
<input type="checkbox"/> HX16XDW	Mercedes	B-Class Diesel 5 Door		
<input type="checkbox"/> HX16XEH	Mercedes	B-Class Diesel 5 Door		
<input type="checkbox"/> HX16XLY	Mercedes	B-Class Diesel 5 Door		
<input type="checkbox"/> MT16KRK	Volkswagen	Golf Hatch		
<input type="checkbox"/> RE16EAP	Audi	Q3		
<input type="checkbox"/> VO16YKF	Volkswagen	Passat Saloon		

Browsing in group Unassigned. Total vehicles 8

# Step 3



Log out of the account you are currently in, then log into the *relevant client* account.  
Click Account, then click Drivers.

Login > Account > Drivers

The screenshot shows the Airmax Remote Telematics dashboard. A red arrow points from the 'Account' dropdown menu in the top right corner to the 'Drivers' option in the sub-menu. The dashboard includes several widgets:

- Fleet Events per 100 miles (last 7 days):** A line chart showing events per 100 miles from May 04 to May 10. Three lines represent Cost (blue), Risk (red), and Footprint (green).
- Fleet Stats:** A summary of fleet metrics: 10 vehicles, 6 de-activated devices, 0 drivers not activated, and 0 fleet managers not activated.
- Fleet Activity:** A donut chart showing the status of 9 total vehicles: 1 Active, 4 Stopped for < 24h, 1 Stopped for 24h+, and 3 Stopped no heartbeat.
- Fleet Behaviour (last 7 days):** A bubble chart showing driving metrics: Braking (39%), Overspeed (31%), Over-revving (18%), and two other categories at 6% each.
- Fleet KPIs Overview:** A table with columns for Name of KPI, Last 7 Days, Previous 7 Days, % Change, and Trend.
- Top 5 High Risk (last 7 days):** A table listing the top 5 high-risk drivers and vehicles.
- Fleet Behaviour (last 7 days):** A summary of fleet activity: 201 total journeys, 1868.8 miles total distance, and 9.3 miles average trip distance.

Name of KPI	Last 7 Days	Previous 7 Days	% Change	Trend
Driving Without a Break Events	0	7	-100%	↘
High Trip Mileage Events	1	5	-80%	↘
High Daily Mileage Events	7	10	-30%	↘
Overspeed Events	85	100	-15%	↘
High Daily Driving Hours Events	10	11	-9%	↘
Hours Driving	56	59	-5%	↘
Harsh Braking Events	108	98	+10%	↗

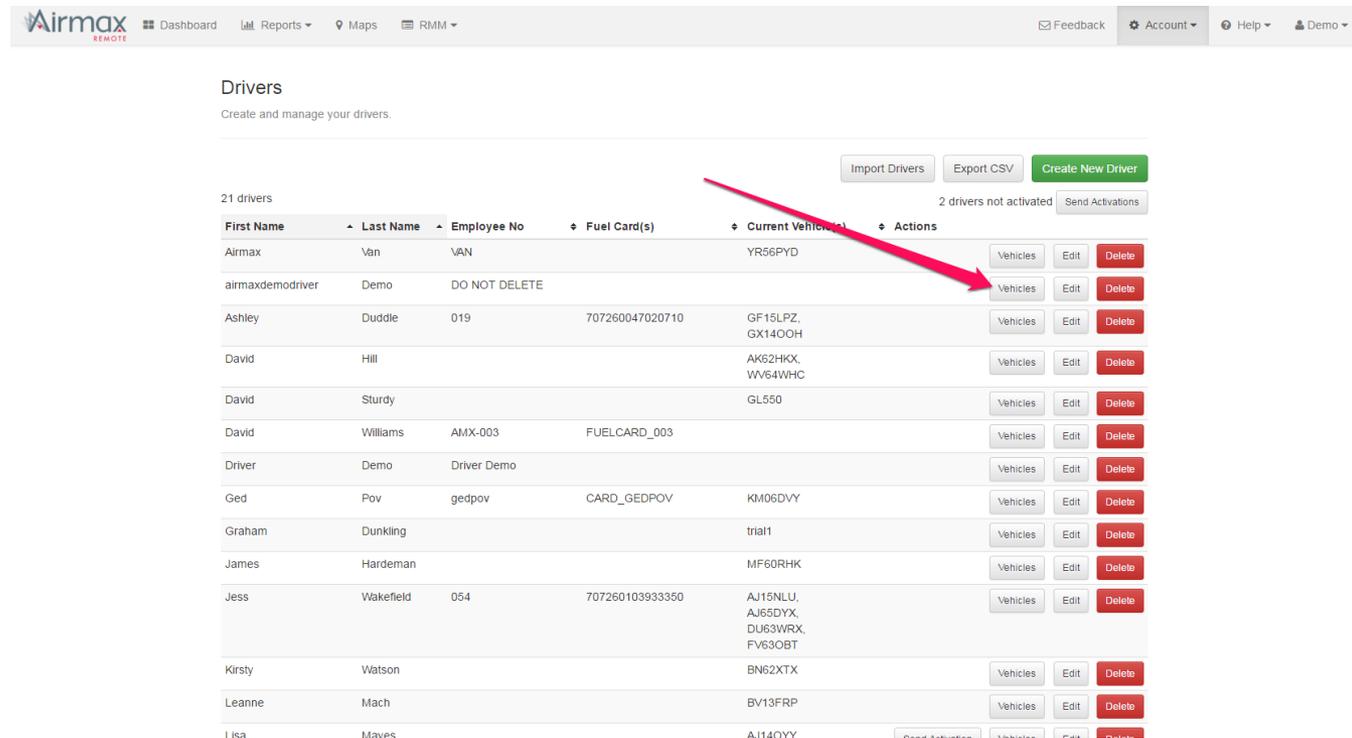
Index	Driver	Vehicle	% Change
1	Phillip Mach	WP58DZV	+8%
2		HK14UPA	+3%

# Step 4

You will now be on the page with the complete list of drivers. Find the driver you want to assign a vehicle to.

Click the Vehicle button that corresponds to the driver.

Find Driver > Vehicle



Drivers

Create and manage your drivers.

21 drivers

2 drivers not activated Send Activations

First Name	Last Name	Employee No	Fuel Card(s)	Current Vehicle(s)	Actions
Airmax	Van	VAN		YR56PYD	Vehicles Edit Delete
airmaxdemodriver	Demo	DO NOT DELETE			Vehicles Edit Delete
Ashley	Duddle	019	707260047020710	GF15LPZ, GX14OOH	Vehicles Edit Delete
David	Hill			AK62HKX, WW64WHC	Vehicles Edit Delete
David	Sturdy			GL550	Vehicles Edit Delete
David	Williams	AMX-003	FUELCARD_003		Vehicles Edit Delete
Driver	Demo	Driver Demo			Vehicles Edit Delete
Ged	Pov	gedpov	CARD_GEDPOV	KM06DVY	Vehicles Edit Delete
Graham	Dunkling			trial1	Vehicles Edit Delete
James	Hardeman			MF60RHK	Vehicles Edit Delete
Jess	Wakefield	054	707260103933350	AJ15NLU, AJ65DYX, DU63WRX, FV63OBT	Vehicles Edit Delete
Kirsty	Watson			BN62XTX	Vehicles Edit Delete
Leanne	Mach			BV13FRP	Vehicles Edit Delete
Lisa	Maves			AH14OYY	Vehicles Edit Delete

# Step 5.0 – Assigning a Vehicle



- Click Create Assignment.
- First, click on the Registration drop down box, and type in the registration you want to assign to the driver.
- If the registration is not showing up, then the vehicle either does not exist or still has not been assigned to the correct group.

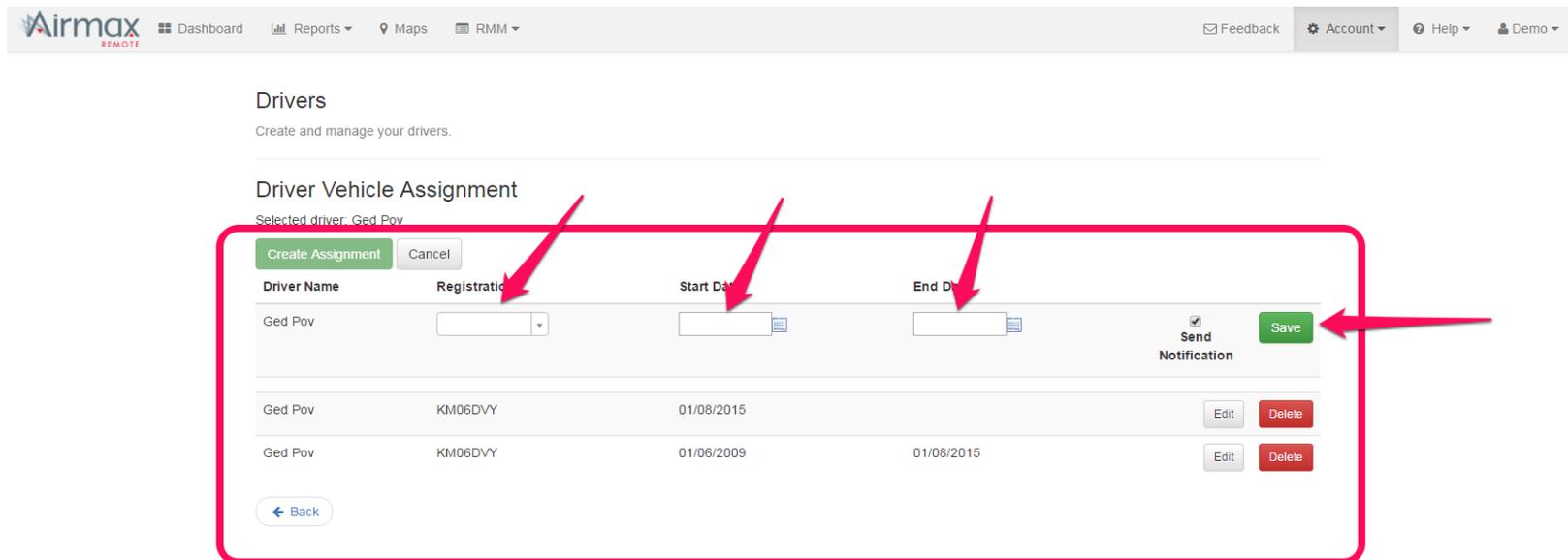
The screenshot shows the Airmax Remote Telematics dashboard. The top navigation bar includes the Airmax logo, a menu with 'Dashboard', 'Reports', 'Maps', and 'RMM', and utility links for 'Feedback', 'Account', 'Help', and 'Demo'. The main content area is titled 'Drivers' with the subtitle 'Create and manage your drivers.' Below this is the 'Driver Vehicle Assignment' section, which shows 'Selected driver: Ged Pov' and a green 'Create Assignment' button highlighted with a red arrow. A table lists two assignments for 'Ged Pov' with registration 'KM06DVY'. The first assignment has a start date of '01/08/2015' and an end date of '01/08/2015'. The second assignment has a start date of '01/06/2009' and an end date of '01/08/2015'. Each row in the table has 'Edit' and 'Delete' buttons. A 'Back' button is located at the bottom left of the table area.

Driver Name	Registration	Start Date	End Date	
Ged Pov	KM06DVY	01/08/2015		<a href="#">Edit</a> <a href="#">Delete</a>
Ged Pov	KM06DVY	01/06/2009	01/08/2015	<a href="#">Edit</a> <a href="#">Delete</a>

# Step 5.1

Next, you will need to assign the start date that the driver took over the vehicle from. Then, if applicable, you need to assign the end date. After you are done and the information is correct, click Save

Create Assignment > Registration > Start Date > Save



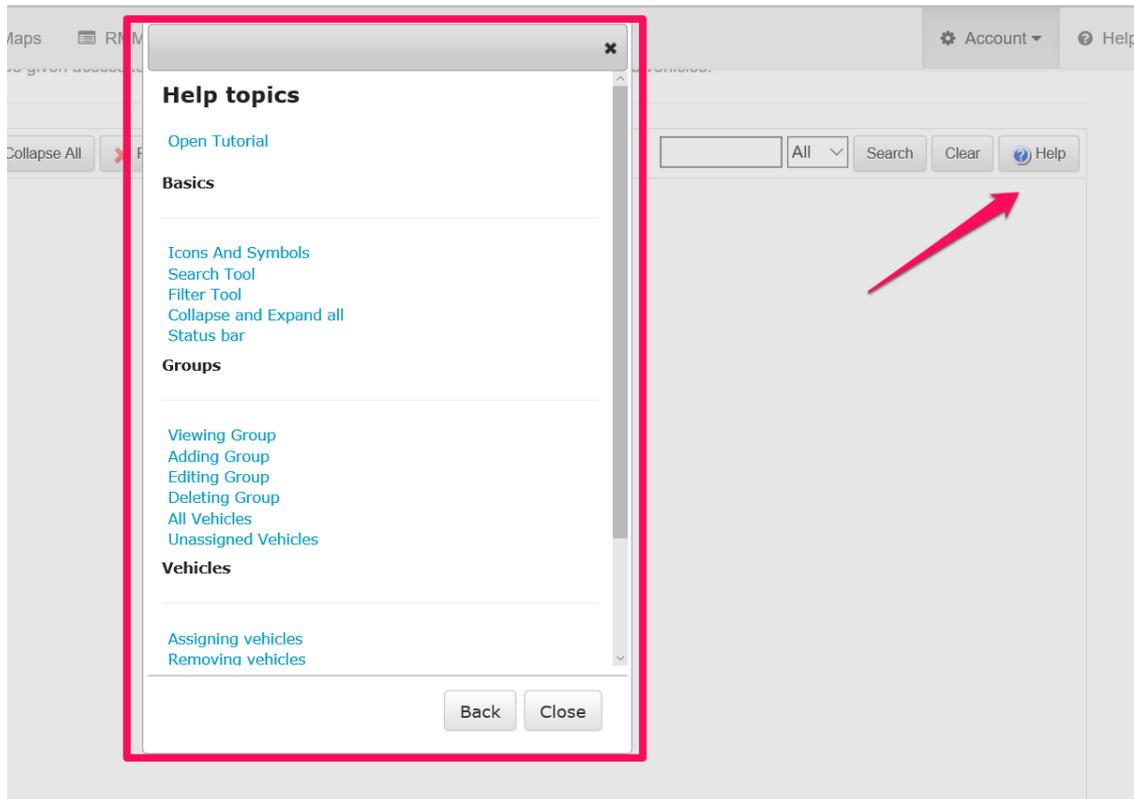
The screenshot shows the Airmax Remote Telematics dashboard. The main content area is titled "Drivers" and "Driver Vehicle Assignment". The "Selected driver" is "Ged Pov". The form has the following fields:

Driver Name	Registration	Start Date	End Date	Send Notification	Buttons
Ged Pov	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="button" value="Save"/>
Ged Pov	KM06DVY	01/08/2015			<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Ged Pov	KM06DVY	01/06/2009	01/08/2015		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

At the bottom left of the form is a "Back" button.

# Help...

- For further site help, visit either [support.airmaxgroup.com](http://support.airmaxgroup.com) or Tutorials embedded within the system, see below



You have successfully allocated vehicles.

Key Contact Details;

W: support.airmaxgroup.com

E: [Support@airmaxgroup.com](mailto:Support@airmaxgroup.com)

T: 0333 358 3489