

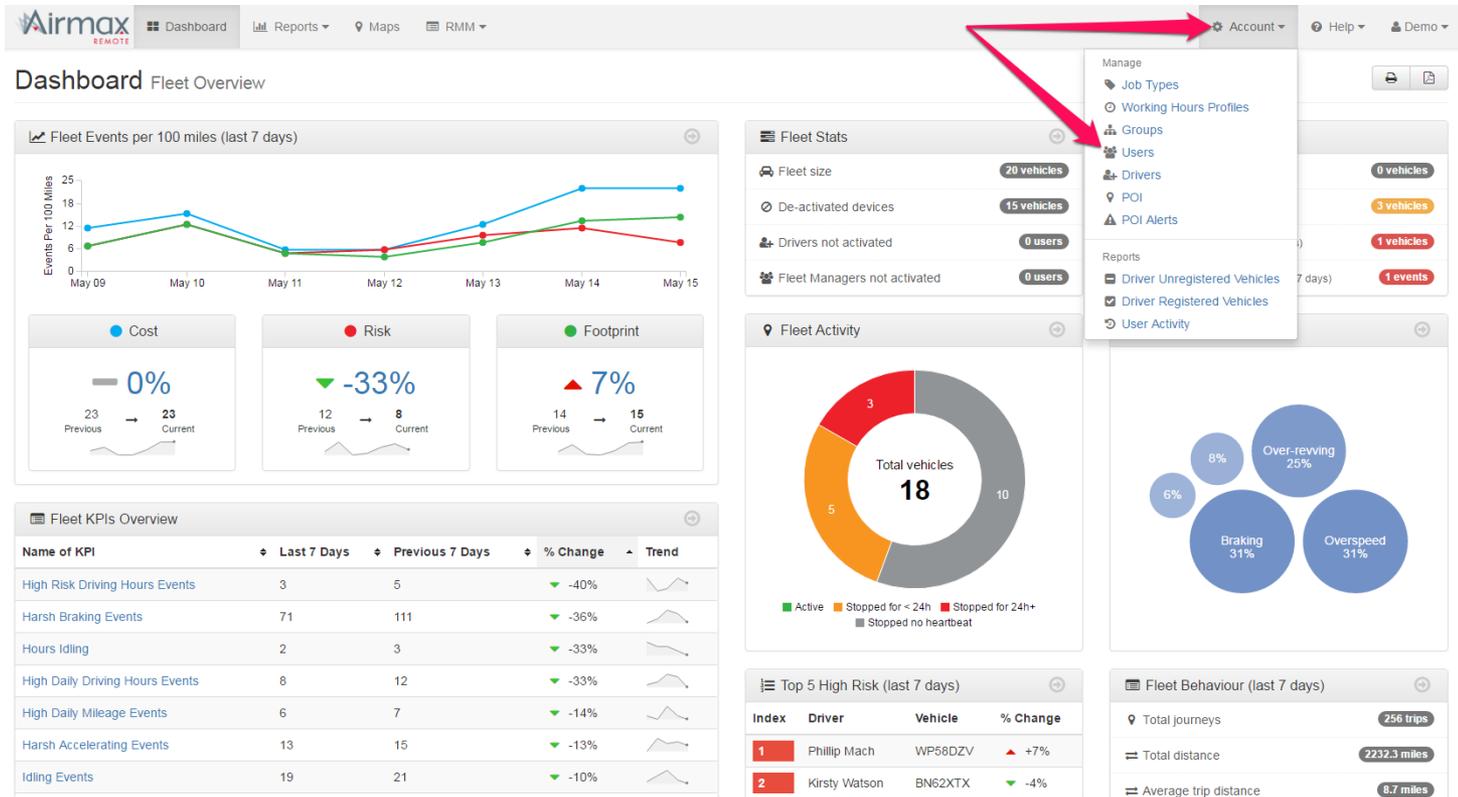
Roles of the Administrator

Airmax Tutorials

Creating Users | Drivers & Managing Cost Centres

1. How to Add a New User/Authoriser.

- Click Account, then Users.



The screenshot shows the Airmax Remote Telematics dashboard. A red arrow points from the 'Account' dropdown menu to the 'Users' option. The dashboard includes various widgets such as 'Fleet Events per 100 miles', 'Fleet Stats', 'Fleet Activity', and 'Fleet KPIs Overview'.

Fleet Events per 100 miles (last 7 days)

Date	Events Per 100 Miles
May 09	12
May 10	16
May 11	8
May 12	8
May 13	12
May 14	22
May 15	12

Fleet Stats

- Fleet size: 20 vehicles
- De-activated devices: 15 vehicles
- Drivers not activated: 0 users
- Fleet Managers not activated: 0 users

Fleet Activity

Total vehicles: 18

- Active: 10
- Stopped for < 24h: 5
- Stopped for 24h+: 3
- Stopped no heartbeat: 0

Fleet KPIs Overview

Name of KPI	Last 7 Days	Previous 7 Days	% Change	Trend
High Risk Driving Hours Events	3	5	-40%	↓
Harsh Braking Events	71	111	-36%	↓
Hours Idling	2	3	-33%	↓
High Daily Driving Hours Events	8	12	-33%	↓
High Daily Mileage Events	6	7	-14%	↓
Harsh Accelerating Events	13	15	-13%	↓
Idling Events	19	21	-10%	↓

Top 5 High Risk (last 7 days)

Index	Driver	Vehicle	% Change
1	Phillip Mach	WP58DZV	+7%
2	Kirsty Watson	BN62XTX	-4%

Fleet Behaviour (last 7 days)

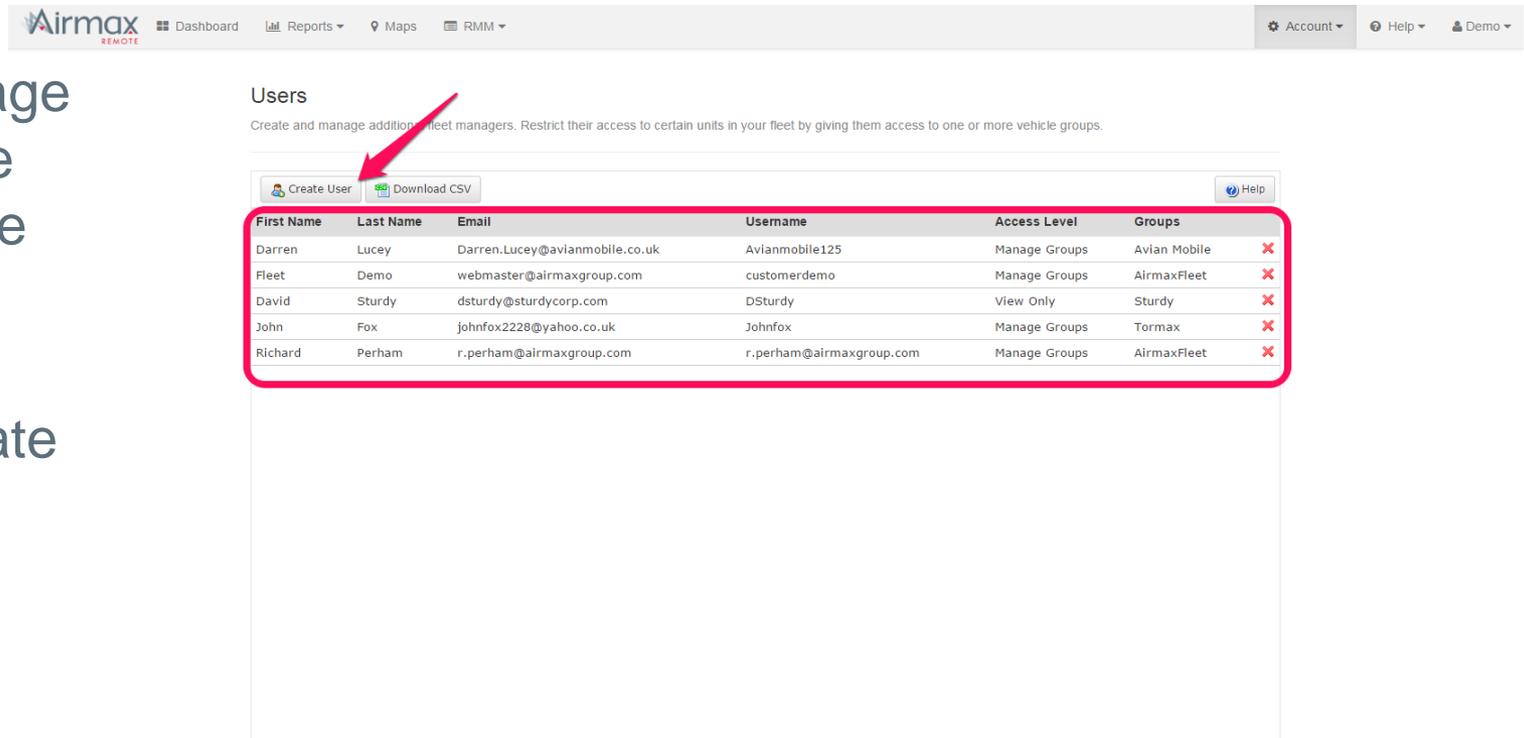
- Total journeys: 256 trips
- Total distance: 2232.3 miles
- Average trip distance: 8.7 miles

Cost, Risk, Footprint

- Cost: 0% (Previous: 23, Current: 23)
- Risk: -33% (Previous: 12, Current: 8)
- Footprint: 7% (Previous: 14, Current: 15)

1a. How to Add a New User/Authoriser.

- On this page you will be able to see the list of users.
- Click Create user



The screenshot shows the Airmax Remote Telematics interface. At the top, there is a navigation bar with the Airmax logo, a menu (Dashboard, Reports, Maps, RMM), and user options (Account, Help, Demo). Below the navigation bar, the page title is "Users" with a subtitle: "Create and manage additional fleet managers. Restrict their access to certain units in your fleet by giving them access to one or more vehicle groups." There are two buttons: "Create User" (highlighted with a red arrow) and "Download CSV". A table lists the current users, with a red box around it. The table has columns for First Name, Last Name, Email, Username, Access Level, and Groups. Each row ends with a red 'X' icon.

First Name	Last Name	Email	Username	Access Level	Groups	
Darren	Lucey	Darren.Lucey@avianmobile.co.uk	Avianmobile125	Manage Groups	Avian Mobile	✗
Fleet	Demo	webmaster@airmaxgroup.com	customerdemo	Manage Groups	AirmaxFleet	✗
David	Sturdy	dsturdy@sturdycorp.com	DSturdy	View Only	Sturdy	✗
John	Fox	johnfox2228@yahoo.co.uk	Johnfox	Manage Groups	Tormax	✗
Richard	Perham	r.perham@airmaxgroup.com	r.perham@airmaxgroup.com	Manage Groups	AirmaxFleet	✗

1b. How to Add a New User/Authoriser.



- Next you need to enter all of the relevant information about the user.
- Name, email address, what Group access they have, what they have access to.
- When you are done, click Save.

The screenshot shows the 'Create User' form in the Airmax Remote Telematics interface. The form is titled 'Create User' and contains the following sections:

- User Settings:** Fields for First Name, Last Name, and Email.
- RMM Access Control:** A dropdown menu set to 'View Only' and a radio button for 'Authoriser'.
- Groups Access:** A section with the instruction 'Select groups of vehicles to grant user access. Use the expandable list below to navigate through your groups.' and a list of groups including 'Airmax Demo Fleet', 'AirmaxFleet', 'Avian Mobile', 'Demo Fleet', 'MSG Global', 'Sturdy', and 'testi'.
- Save:** A button at the bottom right of the form.

Red arrows point to the input fields for First Name, Last Name, and Email, the 'View Only' dropdown, the 'Authoriser' radio button, the 'Groups Access' section, and the 'Save' button. A red box highlights the entire form area.

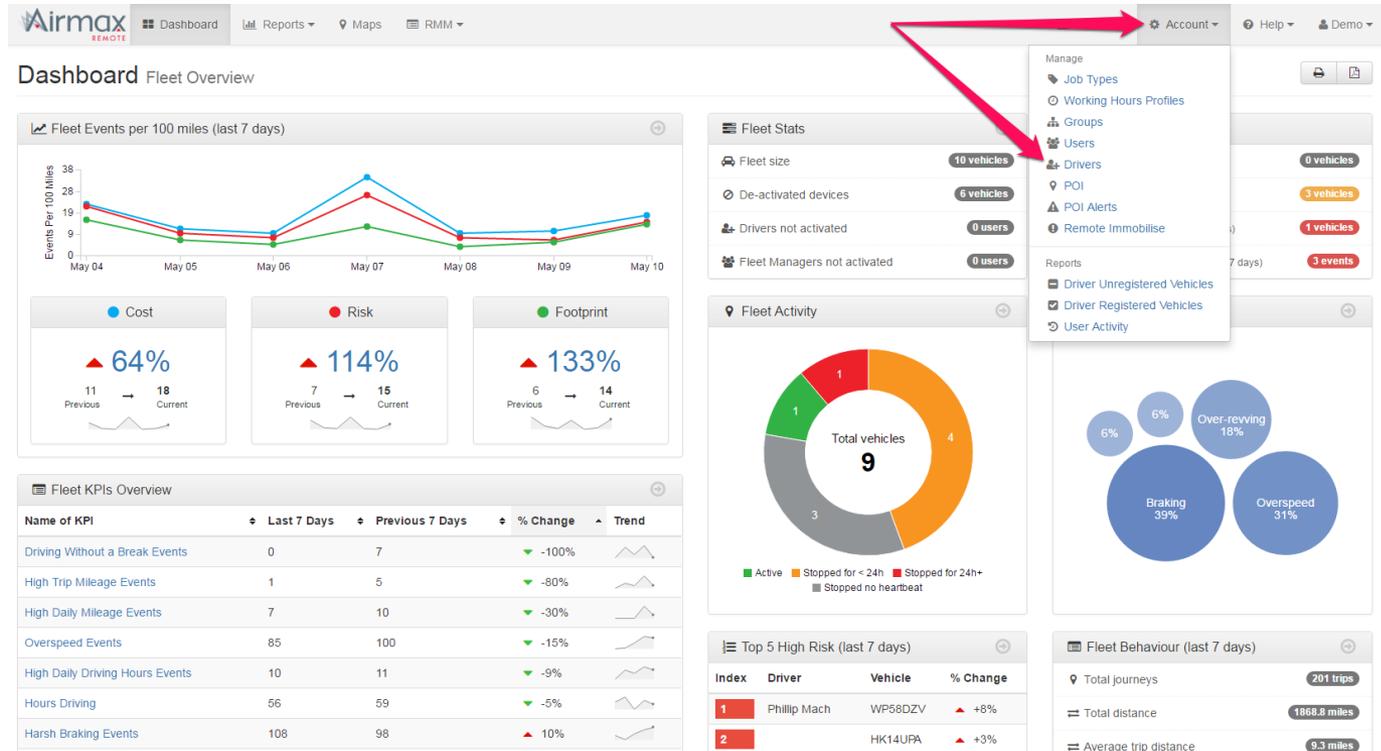
First Name	Last Name	Email	Access	Level	Groups
Darren	Lucey	Darren.Lucey@avian.com	Manag	Groups	Avian Mobile
Fleet	Demo	web@sturdy.com	Manag	Groups	AirmaxFleet
David	Sturdy	dsturdy@sturdy.com	View Only	Sturdy	
John	Fox	johnfox2228@yahoo.com	Manag	Groups	Tormax
Richard	Perham	r.perham@airmax.com	Manag	Groups	AirmaxFleet

Congratulations!

You have successfully added a new User/Authoriser to the system,
an email activation will now be sent.

2. How to add a new Driver

- Click Accounts, then Drivers.



The screenshot shows the Airmax Remote Telematics dashboard. A red arrow points to the 'Account' menu in the top right corner, which is open, showing options like 'Manage', 'Job Types', 'Working Hours Profiles', 'Groups', 'Users', 'Drivers', 'POI', 'POI Alerts', 'Remote Immobilise', 'Reports', 'Driver Unregistered Vehicles', 'Driver Registered Vehicles', and 'User Activity'. The dashboard itself displays various metrics and charts:

- 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. Three lines represent different metrics, with values fluctuating between approximately 10 and 30.
- Fleet Stats:** A summary of fleet status: 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 (green), 3 Stopped for < 24h (orange), 1 Stopped for 24h+ (red), and 4 Stopped no heartbeat (grey).
- Fleet Behaviour (last 7 days):** A bubble chart showing: Braking 39%, Over-speed 31%, Over-rcvng 18%, and two smaller bubbles 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 their vehicles.
- Fleet Behaviour (last 7 days):** Summary statistics: 201 total journeys, 1868.8 total distance, and 9.3 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%

2a. How to add a new Driver



- This page shows the list of Drivers in your fleet
- Click Create a new Driver

Drivers

Create and manage your drivers.

Import Drivers Export CSV **Create New Driver**

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, W654WHC	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			AJ14OYY	Send Activation Vehicles Edit Delete

2b. How to add a new Driver

- You will now have to fill out this form.
- You only need to fill out the first 4 sections.
- Don't forget to tick the "Send User Activation Email?"
- The rest the Driver should fill out on their first login.
- Click Save.

Drivers
Create and manage your drivers.

Create Driver

First name:

Last name:

Email:

User login: Send user activation email?

Employee No:

Cost Centre:

Authoriser:

2nd Authoriser:

Fuel Payment Type:

Fuel Calculation Type:

3. Allocating Drivers to Cost Centres

- Allocated Drivers to Cost Centres is require to have an accurate authoriser/Line Manager.
- To edit or add drivers to cost centres,
- Cost Centres > New Cost Centre or Edit

Cost Centres

Create and manage your cost centres.



Name	Drivers	Action
AIRMAX 001	6	Edit Delete
Airmax Sales	1	Edit Delete
AMX TEST101	1	Edit Delete

3 records

[New Cost Centre](#)

3a. Allocating Drivers to Cost Centres



Once a Cost Centre has been created, you can manage drivers by;
Selecting Driver > Add > Save.

Edit Cost Centre

Edit a cost centre.

Name *

Assign Users

Unassigned	Assigned
<ul style="list-style-type: none">airmaxdemodriver DemoAshley DuddleDavid HillDavid SturdyDavid WilliamsDriver DemoGed PovGraham DunklingJames HardemanJess WakefieldKirsty WatsonLeanne MachLisa MayesPeter WilliamsSteve Perham	<ul style="list-style-type: none">Richard Perham

Congratulations!

You have successfully created a new Driver. The driver will now receive an activation email to finish their account setup