Airmax
REMOTE TELEMATICS

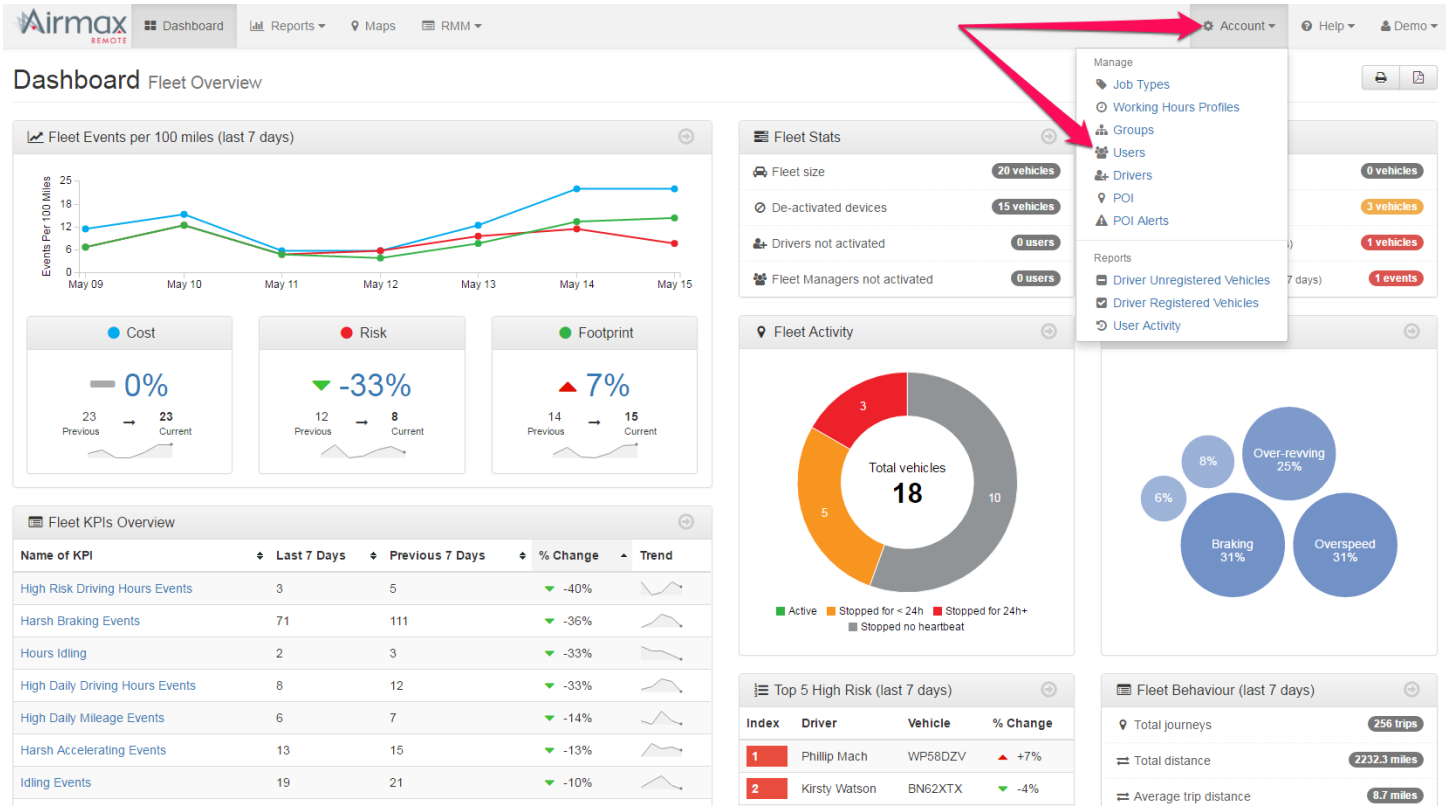
Roles of the Administrator

Airmax Tutorials

Creating Users | Drivers & Managing Cost Centres

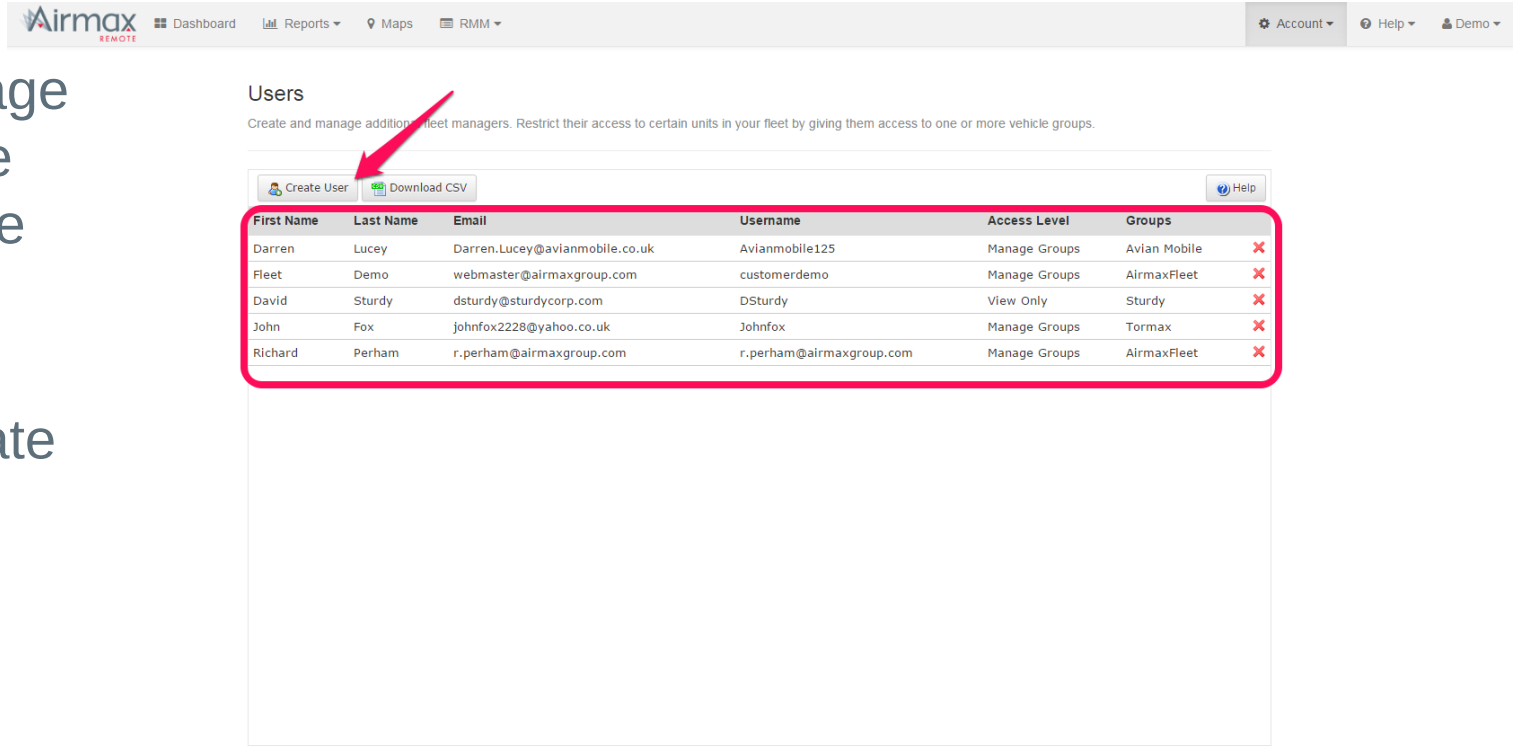
1. How to Add a New User/Authoriser.

- Click Account, then Users.



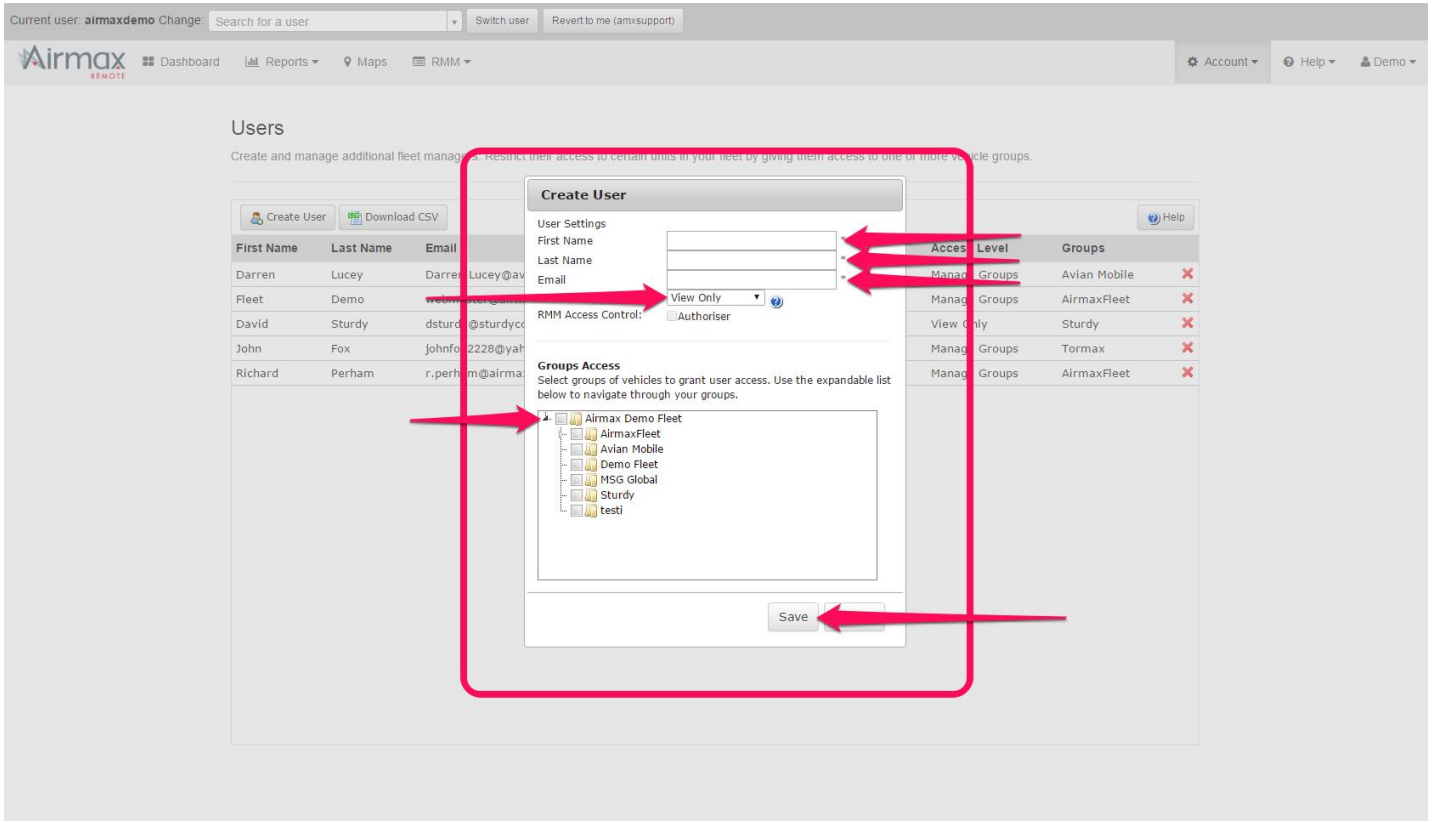
1a. How to Add a New User/Authoriser.

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



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.



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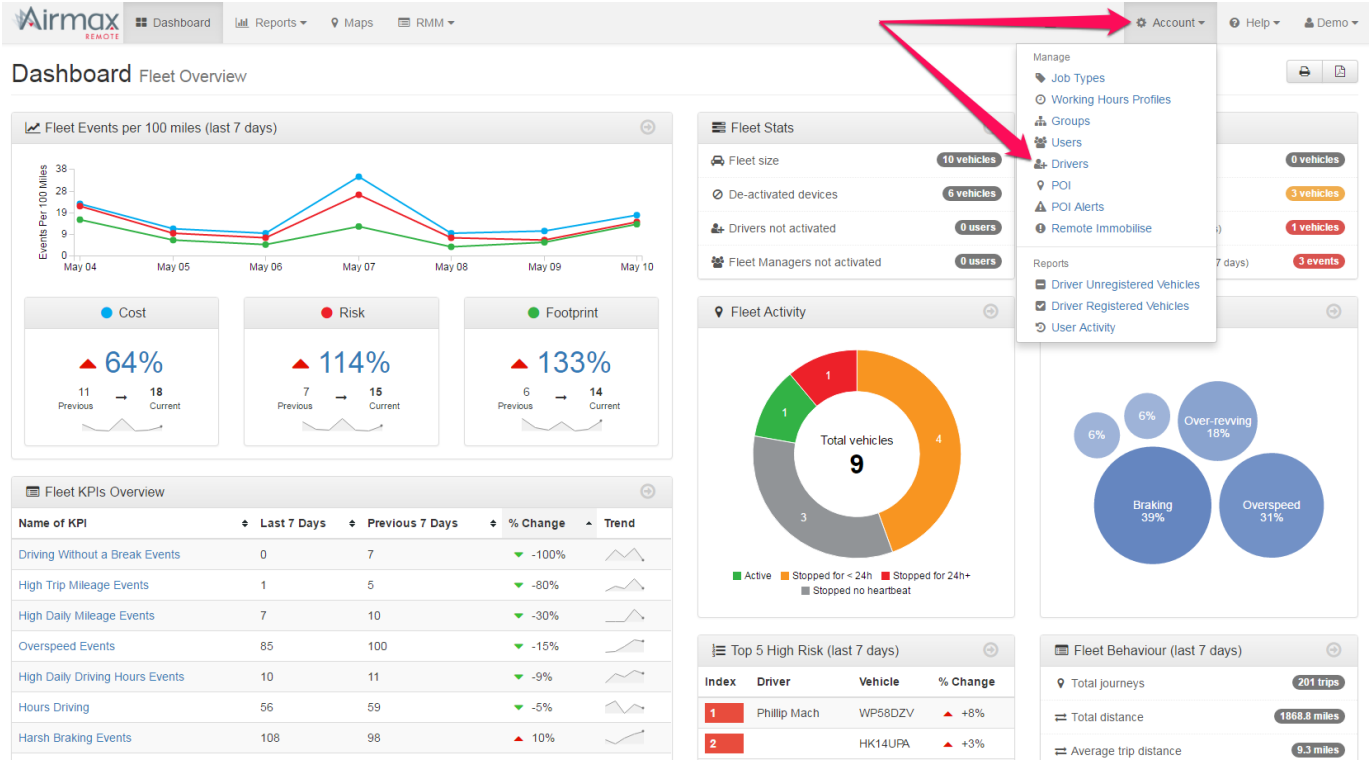
Congratulations!

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

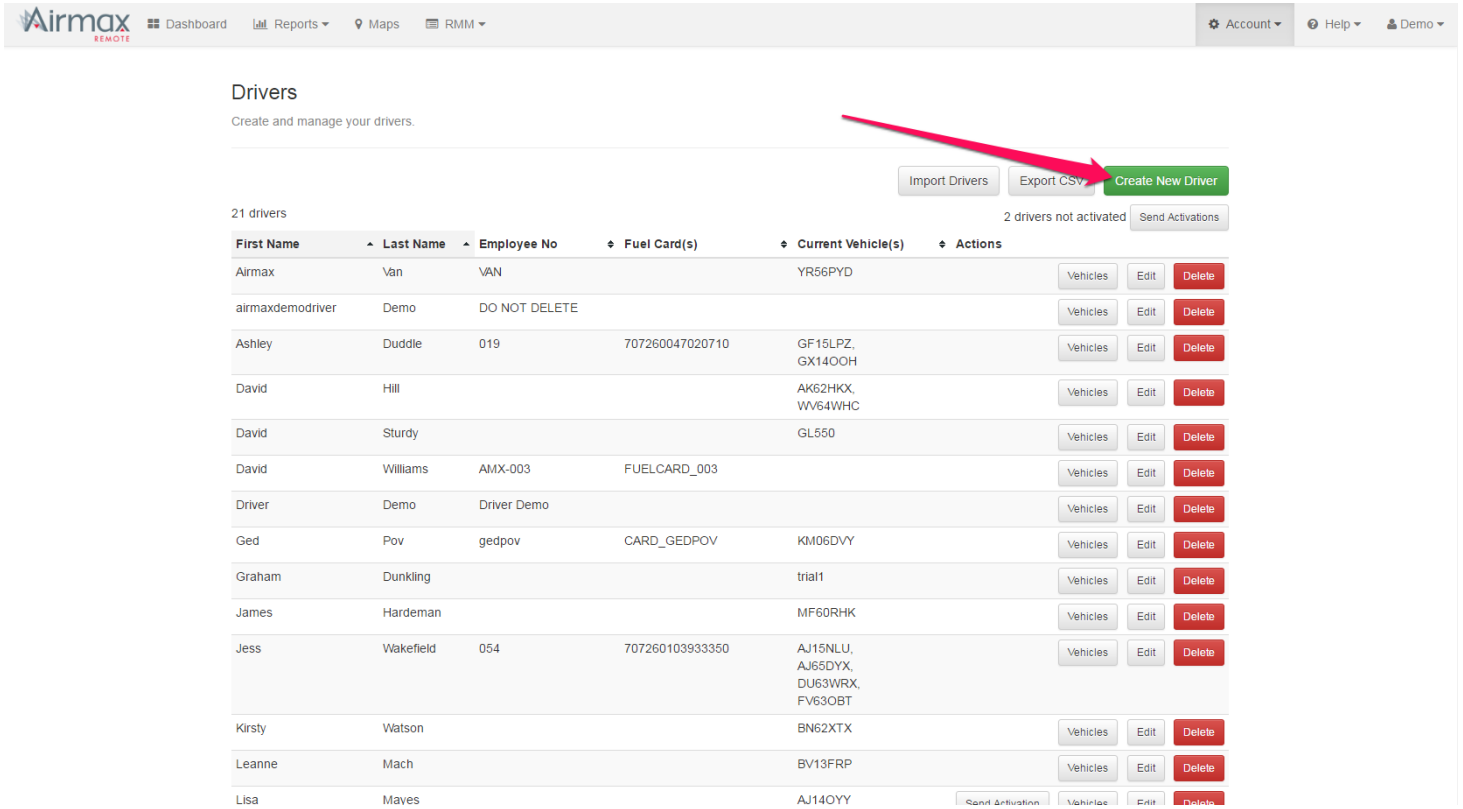
2. How to add a new Driver

- Click Accounts, then Drivers.



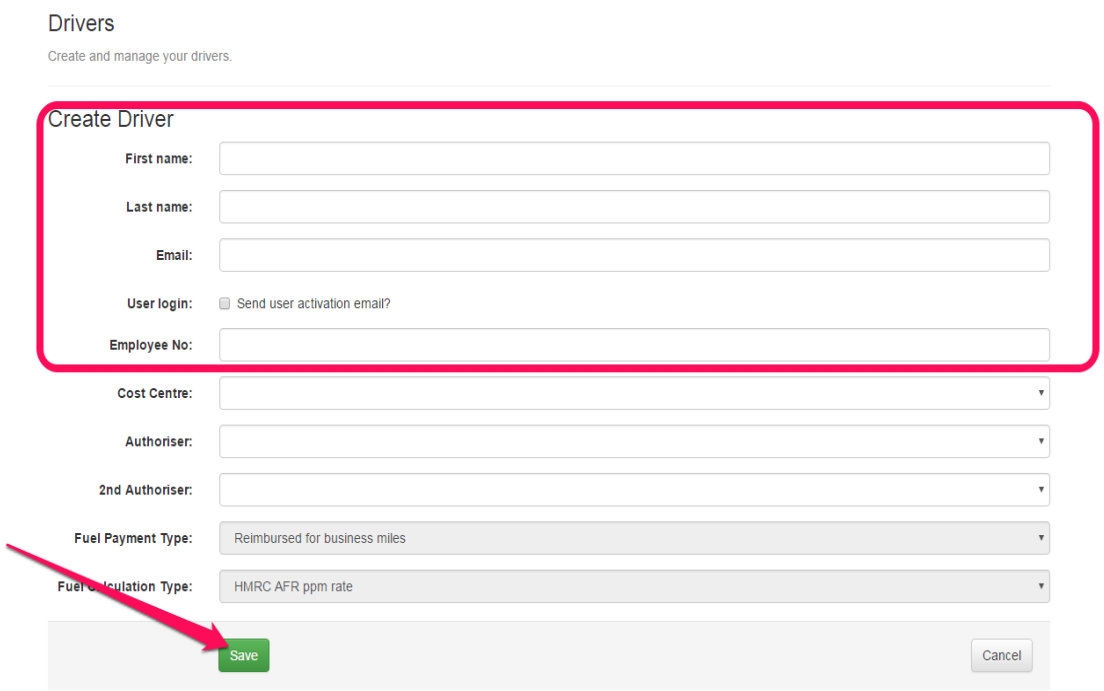
2a. How to add a new Driver

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



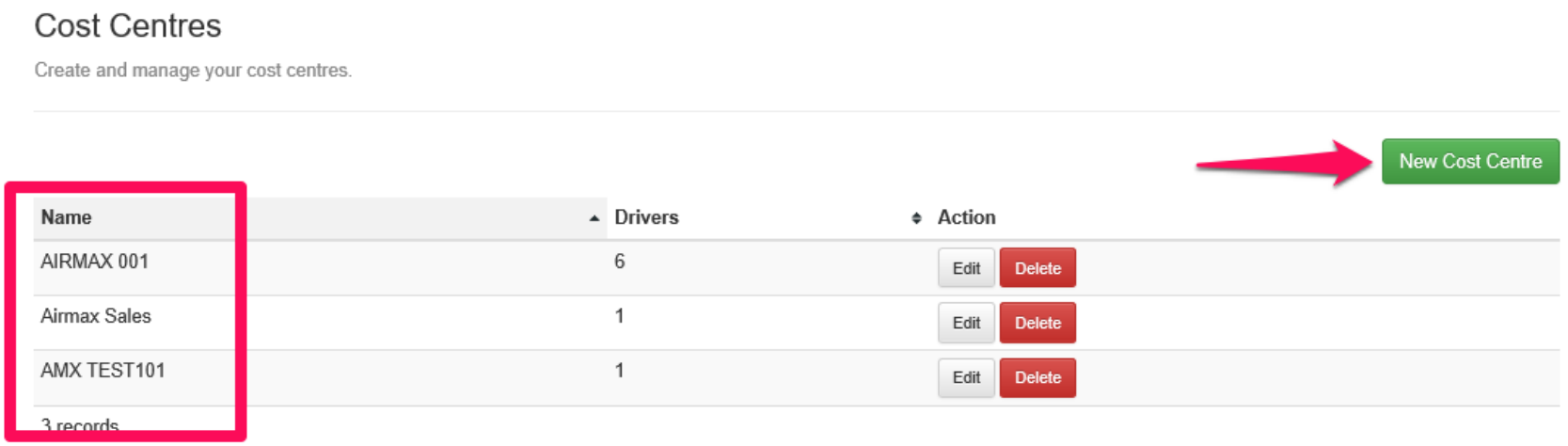
2b. How to add a new Driver

- 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.



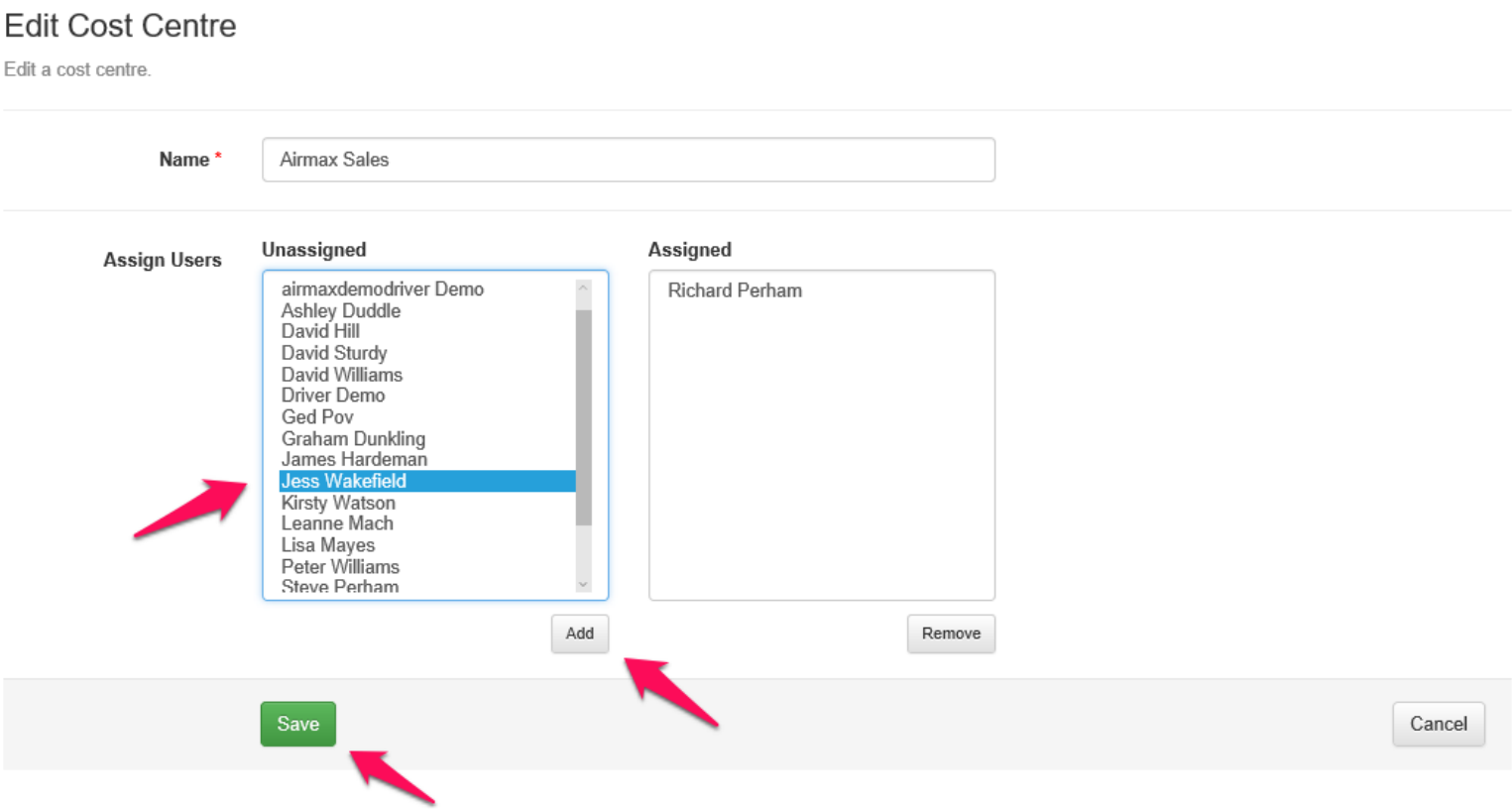
3. Allocating Drivers to Cost Centres

- 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



3a. Allocating Drivers to Cost Centres

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



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Congratulations!

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