
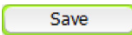
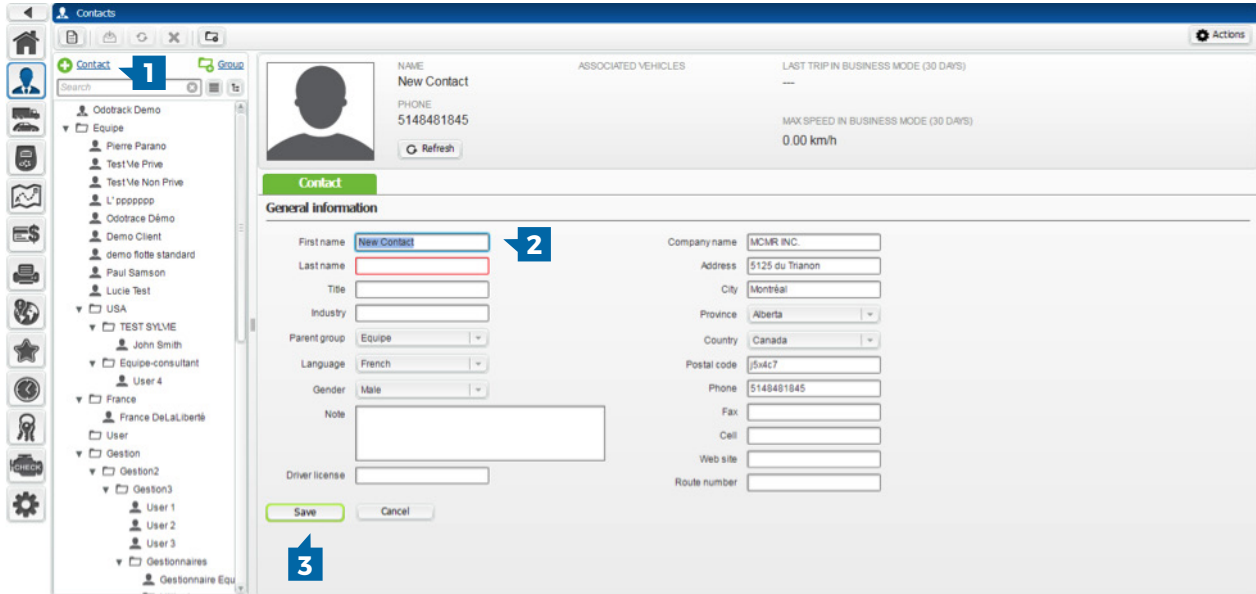


ADD A CONTACT

1. To add a new contact, click on  [Contact](#)
2. Complete the form by entering the required information
3. Finally, click on  to save the information



Contacts

[+ Contact](#) [Group](#)

NAME: New Contact
PHONE: 5148481845
[Refresh](#)

ASSOCIATED VEHICLES: ---
LAST TRIP IN BUSINESS MODE (30 DAYS): ---
MAX SPEED IN BUSINESS MODE (30 DAYS): 0.00 km/h

Contact

General information

First name: **2**
Last name:
Title:
Industry:
Parent group:
Language:
Gender:
Note:
Driver license:


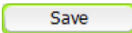
Company name:
Address:
City:
Province:
Country:
Postal code:
Phone:
Fax:
Cell:
Web site:
Route number:

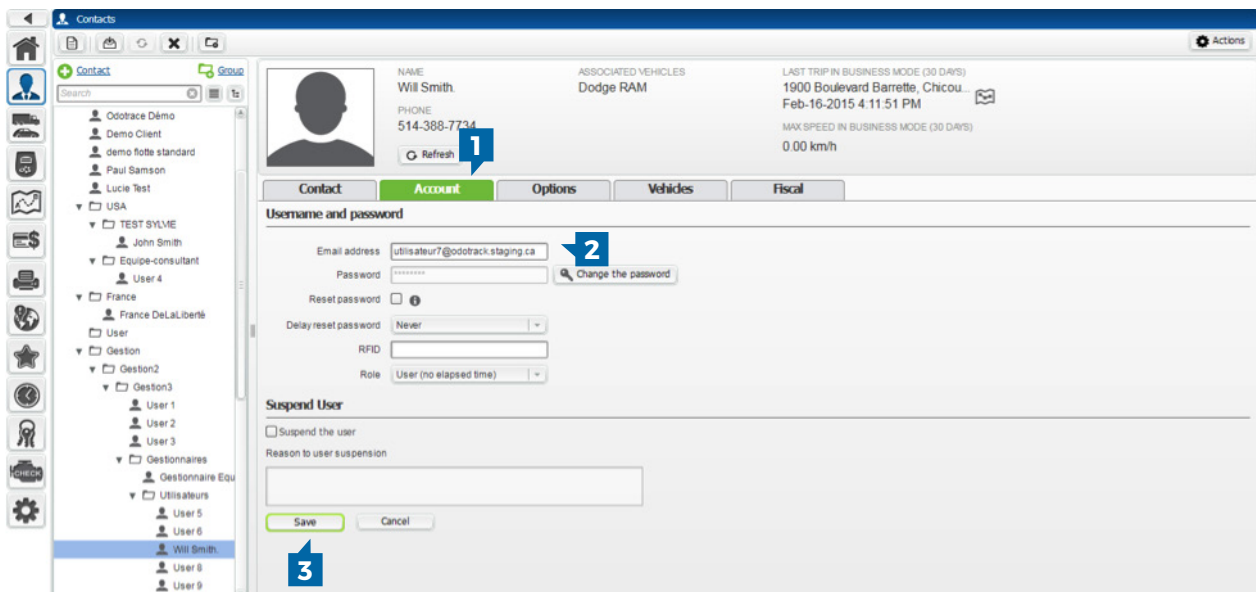
[Save](#) [Cancel](#)

3

CREATE AN ACCOUNT

After the contact has been created, if desired, you can create an account with access rights.

1. Click on the  tab
2. Enter the email address and the password and assign the role for this contact (user/manager/other)
3. Finally, click on  to save the information



Contacts

[+ Contact](#) [Group](#)

NAME: Will Smith
PHONE: 514-388-7734
[Refresh](#)

ASSOCIATED VEHICLES: Dodge RAM
LAST TRIP IN BUSINESS MODE (30 DAYS): 1900 Boulevard Barrette, Chicou...
Feb-16-2015 4:11:51 PM
MAX SPEED IN BUSINESS MODE (30 DAYS): 0.00 km/h

Contact **Account** [Options](#) [Vehicles](#) [Fiscal](#)

Username and password

Email address: **2**
Password:
[Change the password](#)
Reset password:
Delay reset password:
RFID:
Role:


Suspend User

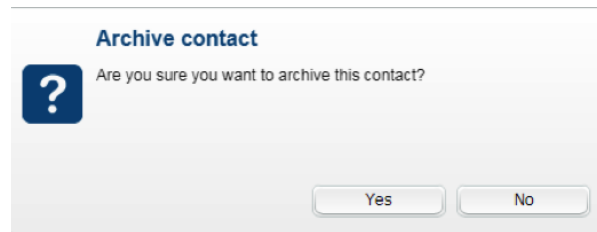
Suspend the user
Reason to user suspension:

[Save](#) [Cancel](#)

3

ARCHIVE A CONTACT


Select the contact to archive and click on . A window will open for your confirmation. You will then find the contact under “Archives”. The travel history and associated vehicles will be kept in your account.



RESTORE A CONTACT

Select the contact to restore and click on . Restoration will be done automatically.

DELETE A CONTACT

WARNING! Use this option to permanently delete a created contact. Select the contact to delete and click on . A window will open for your confirmation. If there are any trips associated with this contact, please archive the contact instead.

Once a contact is deleted, it can not be restored. The trips associated with this contact will be identified as driverless trips.

