



Administrator Tab

Quick Start Guide



I INTRODUCTION

This guide details the additional functionality available on the Masternaut website for system administrators. A system administrator is able to configure and edit user profiles including restrictions on functionality.

1 GETTING STARTED

Go to www.masternaut.co.uk
Enter your allocated username, password and press 'Go'.



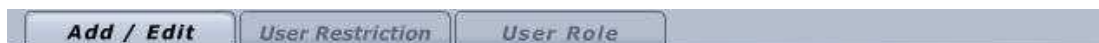
Select '**Administrator**' on the menu bar at the bottom right hand side of the screen.



2 USERS



To administer and edit information regarding your users and their access to the Masternaut system you should click on the '**Users**' tab.



The '**Add / Edit**' tab allows you to add new users or change information relating to existing users (such as password).

The '**User Restrictions**' tab allows you to restrict which vehicles/drivers each user is able to view.

The '**User Role**' tab allows you to change the level of functionality a user is able to use.



Administrator

i ADD / EDIT

When the Masternaut System is initially installed, you are assigned a username and password to access the website. The system administrator is able to configure user details and restrict functionality of the system.

Email	<input type="text"/>	(This is used as the login)	Full Name	<input type="text"/>	<input type="button" value="New"/>
Security Question	-- Please select --		Password	<input type="text"/>	
Answer	<input type="text"/>		Role	Manager	<input type="button" value="Save"/>

The 'Add/Edit' page in the users section provides the ability to create additional users for your website. Simply enter the information for the new user and then click 'Save'. If there is already some information showing from a previous contact in the boxes, click the 'New' button before starting to enter the new information.

Enter the new users 'E-mail' address

Email	<input type="text"/>	(This is used as the login)
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Choose one of the standard 'Security Questions'

Security Question	-- Please select --
	-- Please select -- What is your mother maiden name? What is your city of birth? What is the date of your birth? What is the date of your anniversary? What is your pet's name?

This will be used to verify that an e-mail should be sent to the users e-mail address should they forget their password

Enter the 'Answer' to the security question

Answer	<input type="text"/>
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Enter the 'Full Name' of the new user

Full Name	<input type="text"/>
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Enter the 'Password' for the new user – this must be at least 6 characters including at least 1 upper case character and 1 numerical character.

Password	<input type="text"/>
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Choose the role of the new user (Which areas of the website they are authorised to use). To view a matrix showing the levels of functionality please scroll to the bottom of the 'Add/Edit' page.

Role	Manager
	Manager Administrator Localisation Employee Minimum Demo

Email	demonstration@mastern (This is used as the login)	Full Name	Demo User	<input type="button" value="New"/>
Security Question	What is your city of birth?	Password	Demonstration1	
Answer	Leeds	Role	Demo	<input type="button" value="Save"/>

Click the button to complete the creation of a new user

Users will be displayed below the data entry screen:

User Name	User Pass	Role	Date Created	Action
demonstration@masternaut.co.uk	Demonstration1	Demo	27/03/2006 05:11:00	

To Edit a user, click the button, change the data accordingly, then click

To Delete a user, click the button

ii USER RESTRICTIONS

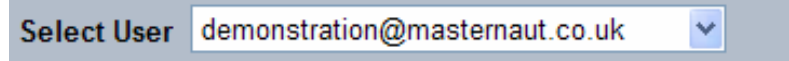
Select **'User Restriction'** if you wish to limit the groups / vehicles or drivers you wish your users to view.

Select **'User Restriction'**.



A horizontal navigation bar with three tabs: 'Add / Edit', 'User Restriction' (which is highlighted), and 'User Role'.

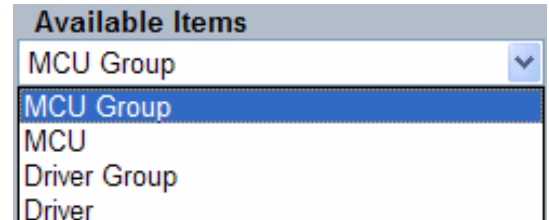
Select the relevant user from the drop down list.



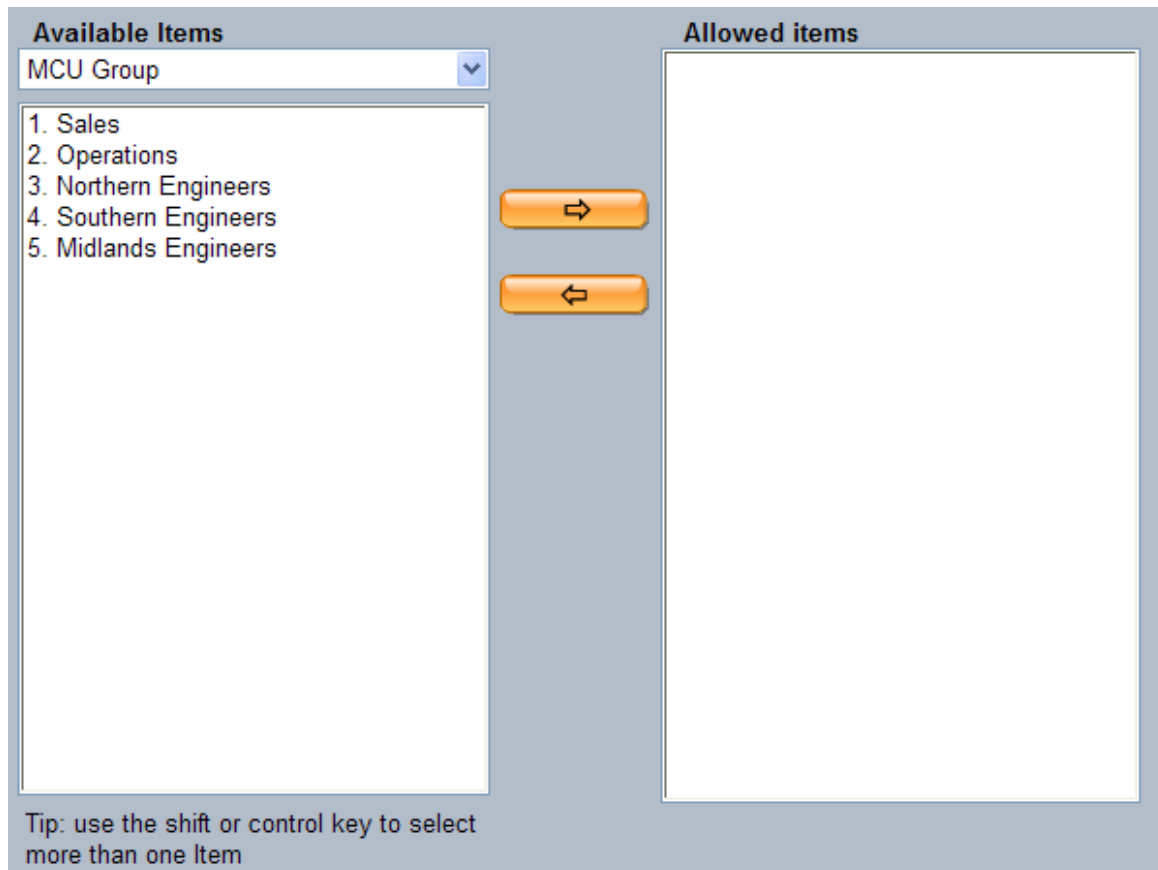
A dropdown menu labeled 'Select User' with the text 'demonstration@masternaut.co.uk' and a downward arrow icon.

You will then be requested to select the **'Available Items'** from the drop down list. These are as follows:

- **MCU Group** (Select an entire group of vehicles)
- **MCU** (Select an individual vehicle)
- **Driver Group** (Select an entire group of vehicles)
- **Driver** (Select an individual vehicle)





A dropdown menu titled 'Available Items' with a list of options: 'MCU Group' (highlighted), 'MCU', 'Driver Group', and 'Driver'.



The configuration interface is split into two main sections: 'Available Items' and 'Allowed items'.
- The 'Available Items' section has a dropdown menu showing 'MCU Group'. Below it is a list of items: '1. Sales', '2. Operations', '3. Northern Engineers', '4. Southern Engineers', and '5. Midlands Engineers'.
- Between the two sections are two orange buttons: a right-pointing arrow (add) and a left-pointing arrow (remove).
- The 'Allowed items' section is currently empty.
- A tip at the bottom left reads: 'Tip: use the shift or control key to select more than one Item'.

You will then be presented with the various groups / drivers / vehicles.

To select a group / vehicle / driver, simply click on the required group / vehicle / driver and select  this will copy the information across to the **'Allowed items'** list. If you make an error and wish to remove an item from the list, first highlight then click  to remove.

If the **'Allowed items'** is left blank the user will have access to all the groups / vehicles / drivers – this is the default set up.

Once complete, select another tab, your selections will be saved automatically.



Administrator

iii USER ROLE

Select **'User Role'** to reduce the functionality each user is allowed to view – each aspect of the Masternaut system can be assigned to a user group. This ensures that users are only able to view the relevant parts of the system.



Select **'User Role'**.

New Role

Start by creating a **'New Role'**. Enter the name of your role and select **'Add'**

The role you have just defined will be shown in **'User defined Roles'** select the role you require from the drop down list. If you wish to remove a profile from the list select **'Delete'**

User defined Roles

Customer Service

Once you have selected the required role a list of **'Available Screens'** will be shown.

Available Screens

- Contacts
 - Location List
 - Add and Edit Location
 - Nearest Vehicle
 - Nearest Location
 - Add and Edit Territory
- Account record
- Notes
- E-Report
- Payroll
 - HourTrack - Weekly Summary
 - HourTrack - Edit Hour
 - HourTrack - Employee
 - HourTrack - Holiday
 - HourTrack - Ref Period
- Vehicles
- Security
 - London C. Charge
 - Flagged Locations
 - Alerts - List

Screens visible for selected Role

Locator

Tip: use the shift or control key to select more than one item

You will then be presented with the various available screens.

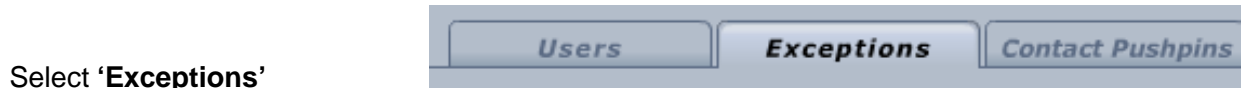
To select a screen, simply click on the required functionality and select this will move the functionality across to the **'Screens visible for selected Role'** list. If you make an error and wish to remove an item from the list, highlight and then click to remove.

If the **'Screens visible for selected Role'** is left blank the user will have access to all the functionality – this is the default set up.

Once complete, select another tab, your selections will be saved automatically.

3 EXCEPTIONS

The system administrator can configure the system to highlight any exceptions on the journey report. This is set up as follows:



In Use	Description	Alert Type	Hours	Color	Save
<input type="checkbox"/>	Driving time	Between	0:00 And 1:00	Color	
<input type="checkbox"/>	Stopping time	Between	0:15 And 00:45	Color	
<input type="checkbox"/>	Working time	Between	And 00:30	Color	
<input checked="" type="checkbox"/>	Beginning of the day	Before and After	06:00 And 08:00	Yellow	
<input checked="" type="checkbox"/>	Ending of the day	Between	08:00 And 16:30	Blue	
<input type="checkbox"/>	Idling time	Between	0:00 And 00:01	Color	

The following exceptions can be highlighted:

- Driving Time
- Stopping Time
- Working Time (Tachograph linked vehicles only)
- Beginning of the day
- End of the day
- Idling time

To activate, select either 'Before and After' or 'Between' from the drop down box and then specify required times.

Add in the 'In Use' box next to the required exception to activate.

In the example shown if the first ignition of the day occurs *before* 06:00am or *after* 08:00am then the detail on the journey report will be highlighted *Yellow* and if the last ignition off of the day occurs *between* 08:00am and 16:30pm then the detail on the journey report will be highlighted *Blue*. 07:35:40 10:39:18

This will allow the system users to view any exceptions at a glance prior to investigating further.



Administrator

4 CONTACT PUSHpins

The contact Pushpins section of your website administration tools allows you to change the icon that will be show on the map for each of your different Contact Groups. To get to this page, select '**Contact Pushpins**' from the menu bar.



Upon opening the page, you will be presented with a table showing the name of the contact group and the icon currently associated with it.

Group name New
 Save

Group Name	Current Icon	Action
Customer		
Depots		
Fuel Station		
Home		
Internal		
Office		
Others		
Restaurants		
Service		

To edit the icon and change it to something different, click on the '**Current Icon**', and a window below will be displayed showing a list of alternative icons.



This window contains a number of different selections that you can choose as the '**New Icon**' for that group of contacts, select the required icon by simply clicking on it. The Website will refresh and the '**New icon**' will be shown as the '**Current Icon**' in the Table and on the map..

You can also add edit and delete groups from this screen

To '**ADD**' a Group, simply enter a name and press save



Press this icon to '**EDIT**' an existing group name

Press this icon to '**DELETE**' an existing group

5

IP RESTRICTIONS

In the event of security being a key issue, the system administrator may require that a user can only log onto the Masternaut website from a specified computer. If this is the case, it is possible to lock down a user's log in to the specified 'IP Address'.

Select 'IP Address'

Contact Pushpins

IP Restriction

Drivers / MCUs

Name

IP

New

Save

Name	IP Address	Action
Your IP address is 26.25.126.25.12		
By default all IP addresses can access the system.		
Should you wish to restrict access add those IP addresses which should have access to this list.		
Once this list contains an entry, only those IP addresses listed will be able to access the site.		

Enter the user name in the 'Name' field.

Then enter the computers 'IP Address' this is displayed in the text below the list.

Your IP address is 26.25.126.25.12

Select 'Save' when completed.

Select 'New' to add a new restriction.

5

DRIVERS / MCUs

IP Restriction

Drivers / MCUs

V.D.T.

This functionality allows you to change drivers and vehicles into different groups. It can also be used to change drivers names. Please discuss with a Customer Service Representative before using.

6

V.D.T

To view the functionality associated with the Vehicle Data Terminal (VDT), please view VDT user guide.

