

Steps to add users to fleets and alerts

Prerequisites:

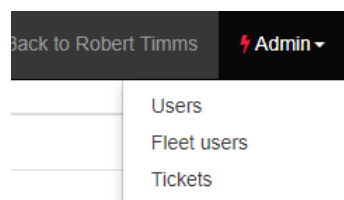
- You have to have a Manager account login for Smart Mail 2 or Smart View 2.
- Your vehicles have to be in fleets for the users to be able to see them.

Reminder:

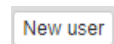
- **Manager accounts see all units regardless of fleet.**
- **User accounts on see vehicles that you have given them fleet access to, by default a user will see nothing.**

Login to Smart Mail 2 /Smart View 2 as the manager.

Select Admin and then users.





Click on new user

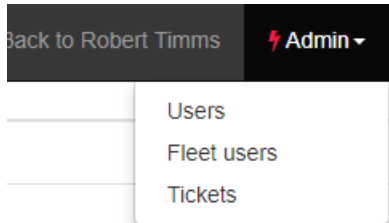


Fill in the fields, make sure that you select User as the Role, click Save.

Create new user ✕

	First Name
	Last Name
	Email address
	Create password
	Retype password
Role	User ▼
Permissions	<input checked="" type="checkbox"/> View maps <input checked="" type="checkbox"/> Technician (PM)

Once complete select Fleet user



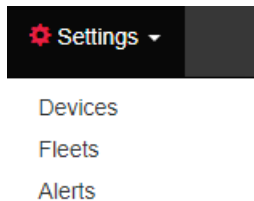
Click on Assign user

[Assign user](#)

Select Fleet and then the user you created, click Save.

A screenshot of a form titled 'Assign user to fleet' with a close button (X) in the top right corner. The form contains two dropdown menus. The first dropdown menu is labeled 'Fleet' and the second is labeled 'Users'. Below the dropdown menus is a blue 'Save' button.

Select Settings and Alerts








Click on New Alert

[New alert](#)

Input into the provided fields

- Alert name
- Select the user you created
- Select what alerts you want to be emailed to the user.
 - Ignition On
 - Shock
 - Panic Button
 - Alarm In
- Select the fleet by clicking the Airplane drop down.
- Select your time zone
- Select the days of the week you want to be notified.
- Click Save.

New Alert setup ✕

 Alert name		
 Nothing selected	Timezone	(GMT+01:00) Amsterdam
 Nothing selected	Weekday	<input checked="" type="checkbox"/> Mo <input checked="" type="checkbox"/> Tu <input checked="" type="checkbox"/> We <input checked="" type="checkbox"/> Th <input checked="" type="checkbox"/> Fr <input type="checkbox"/> Sa <input type="checkbox"/> Su
 Nothing selected		
OR		
 Nothing selected		

The alerts are not active, you can test this by pressing the panic button on one of the vehicles in the selected fleets.

Please remember to check Junk and Spam folders just in case the email goes into there.