#### CATEGORY ARCHIVES: DEVICE MANAGEMENT

# Installation Request

- 1. Click the "Devices" icon on the toolbar
- 2. Select the device to be installed
- 3. Click on the "Installation Request" icon



### **Upload Device**

- 1. Click the "Devices" icon on the toolbar.
- 2. Click on the "Upload" icon
- 3. Click on "Upload CSV" button. Select the desired CSV file and click on "Open"
- The .cvs file <u>without financial data</u> should contain columns titled: Unit Name, Serial Number, VIN, and Stock Number in this order. Up to 100 records per file. Each row much contain data.
- The .cvs file <u>with financial data</u> should contain columns titled: Loan Amount, Contract Date, Date Sold, Loan Term, Due Date, Current Balance, Payment Due, Last Payment Date, Last Payment Amount, and Days Past Due in this order.



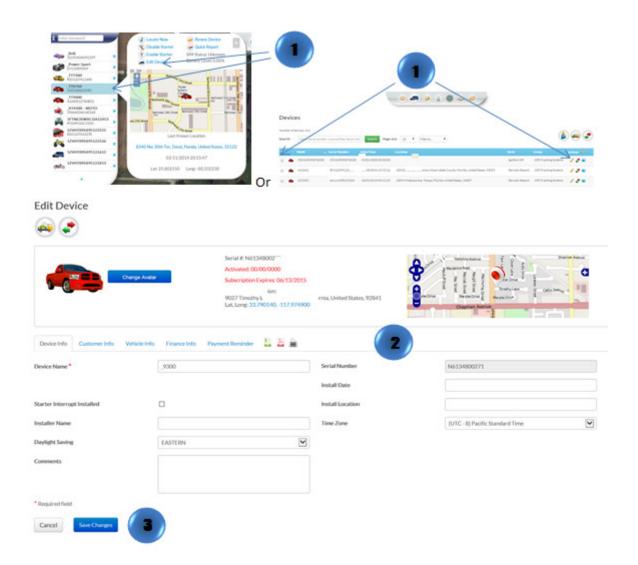


#### **Edit Device**

1. In the Map View, select the vehicle/device to edit. Click on the blue arrow. An information bubble will appear next to the selected vehicle. Click on "Edit Device" button

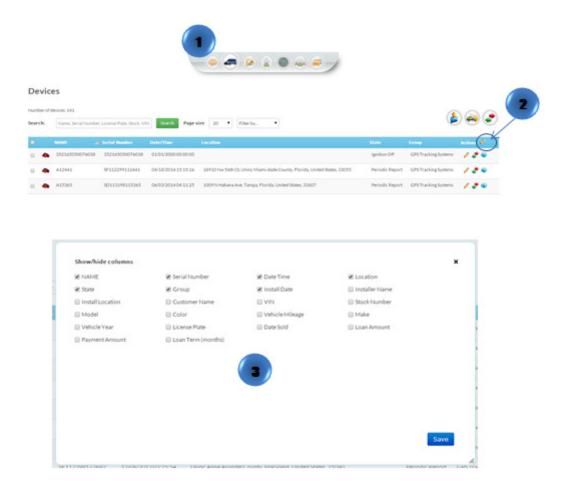
Or

- 1. Click the "Devices" icon on the toolbar. Select the vehicle to be edited. Click on "Edit" button
- 2. Enter in all necessary information. This screen also has access to "Repo Mode", "Transfer", "Change Avatar," and "Enable Payment Reminder."
- 3. Click on "Save Changes" button



### Edit Device Management Bar

- 1. Click the "Devices" icon on the toolbar.
- 2. Click the pencil icon located on the bar
- 3. A pop up window will appear. Choose the item you desire.

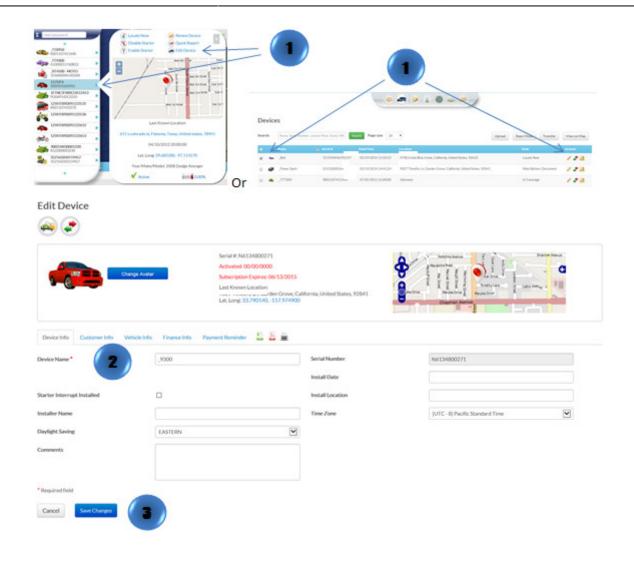


### Naming the Device/Vehicle

1. In the Map View, select the vehicle/device to edit. Click on the blue arrow. An information bubble will appear next to the selected vehicle. Click on "Edit Device" button

Or

- 1. Click the "Devices" icon on the toolbar. Select the vehicle to be edited. Click on "Edit" button
- 2. Type in the new name in the device name box
- 3. Click on "Save Changes" button

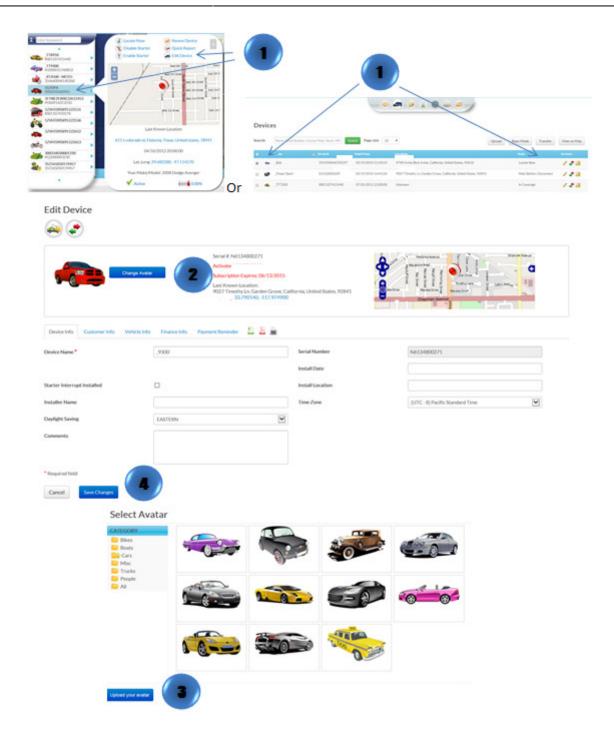


## Change Device/Vehicle Avatar

1. In the Map View, select the vehicle/device to edit. Click on the blue arrow. An information bubble will appear next to the selected vehicle. Click on "Edit Device" button

Or

- 1. Click the "Devices" icon on the toolbar. Select the vehicle to be edited. Click on "Edit" button
- 2. Click on "Change Avatar" button
- 3. Select one of the pre-loaded images or click on "Upload your avatar" select the image and then click on "Open"
- 4. Click on "Save Changes" button



# **Customer Payment Reminder Notification**

1. In the Map View, select the vehicle/device to edit. Click on the blue arrow. An information bubble will appear next to the selected vehicle. Click on "Edit Device" button

- 1. Click the "Devices" icon on the toolbar. Select the vehicle to be edited. Click on "Edit" button
- 2. Click on "Payment Reminder" and the form will show up at the right of the screen
- 3. Fill out and select all required information: notification method, payment schedule, reminders and notification message.
- 4. Click on "Save Changes" button



#### **Edit Device**

