

mDrive User Guide



Logging in to mDrive

1. Using a PC / Computer
To log in using a PC, access the portal at mdrive.my
website



Welcome	
Username:	
Password:	
	Forgot Passwon
Login	

2. Using a Mobile Phone Download the mDrive application on the Apple App Store or Google Play Store





Managing Your Account

To manage your account, select *Menu > My Account* and select one of the following:

1) > Edit Information

Here you will be able to edit your *First Name, Last Name, Phone Number* and *Email.* *Take note that email will be used as login username

2) > Change Password

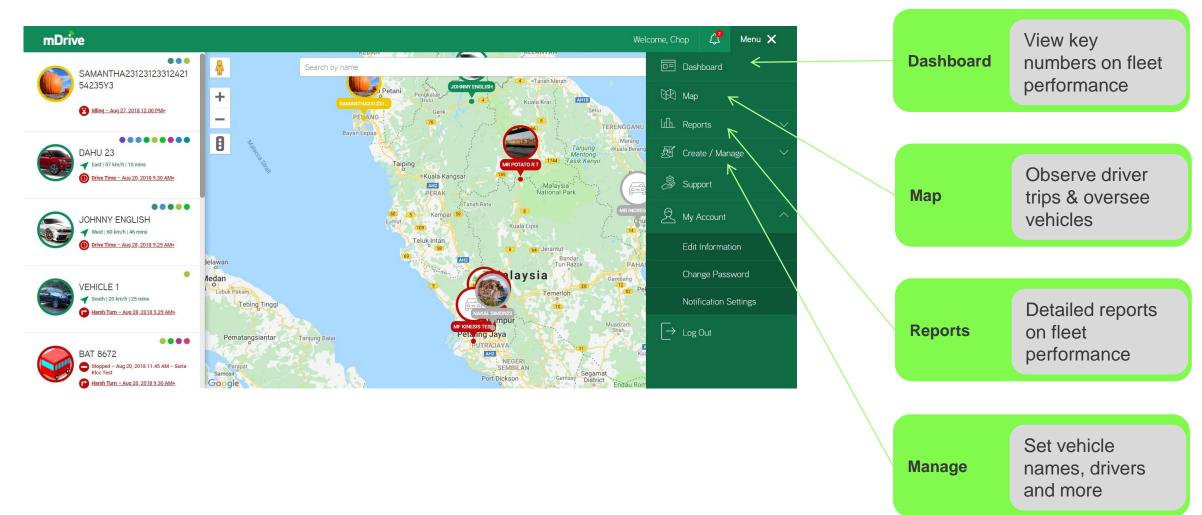
This page allows you to change your account password

3) > Notification Settings

This page allows you to select email updates and push notifications based on what you want to be notified of.



mDrive Overview

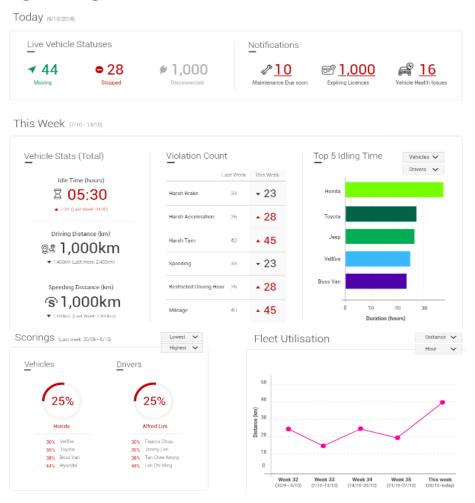


Dashboard

To visit Dashboard, select: Menu > Dashboard



Dashboard Overview



This is the dashboard, it displays a summary of all the necessary information needed to oversee the organisation's fleet. Further elaboration on other sections of the dashboard will be seen in the following pages of this section.

Live Status and Notifications



Live Vehicle Status

View real-time moving, stopped and disconnected mobile assets owned by a company.





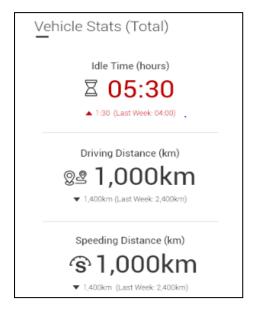
Notifications

The notification displays:

- The number of vehicles requiring maintenance
- The number of driver's licenses expiring soon
- The condition of the company's mobile assets

More information can be found by clicking on the numbers

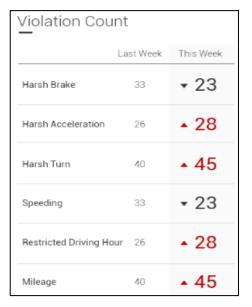
Vehicle Statistics and Violation Count



Vehicle Stats

Your driver's idle times (hours), driving distance (km) as well as speeding distance (km) is displayed in this segment

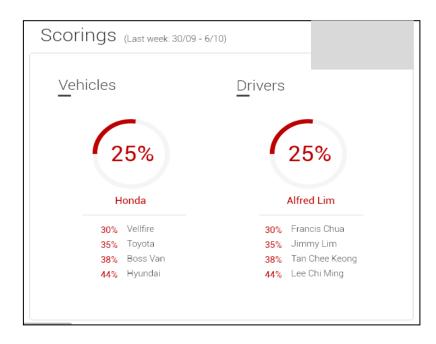




Violation Count

- 1. Recorded driver violations are displayed here according to the type of violation.
- 2. Comparisons can be made between the fleet's statistics in adjacent weeks.

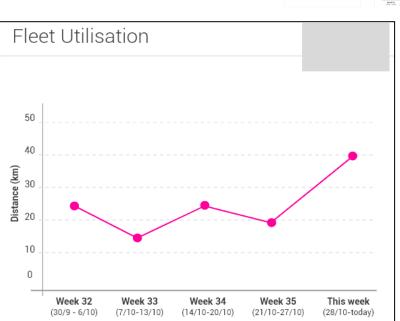
Scoring and Fleet Utilisation



Scoring

Choose to display your highest / lowest vehicle and driver score here for the previous week.



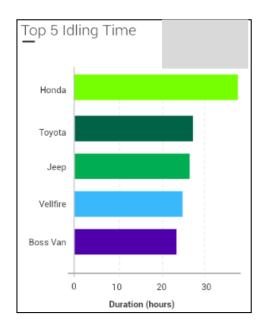


Fleet Utilization

Weekly fleet utilization can be viewed in terms of duration (hours) as well as distance (km).



Idling Times of Vehicles



Top 5 Idling Time

Choose to display either drivers or vehicles that have remained idle for the longest amount of time.



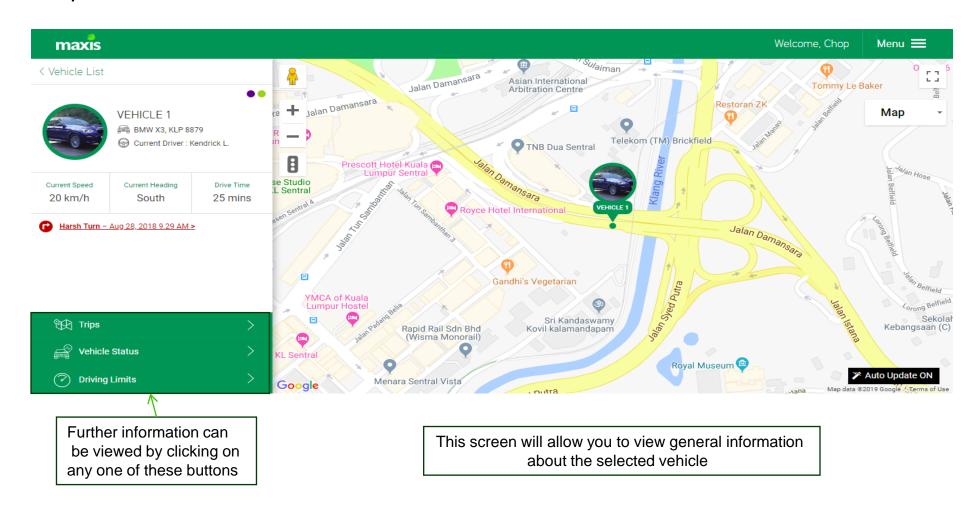
Using the Map

To visit the Live Map, select: Menu > Map

Selecting a Driver from the List



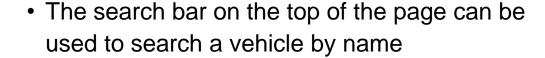
A list of the vehicles will be displayed in the left panel. Clicking on a vehicle will allow you view a specific vehicle on the map as seen below.



Map Homepage

Vehicle List





• Each vehicle will have an icon



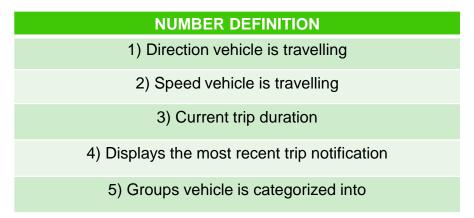




Green box indicates a running vehicle

Red box indicates a Stopped vehicle

Grey box indicates a disconnected vehicle

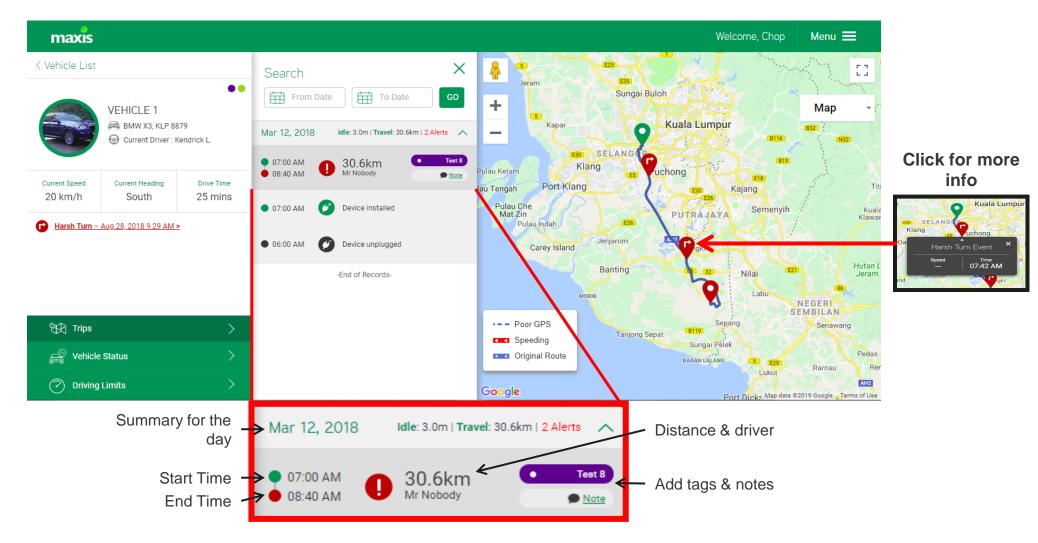




Driver Trips



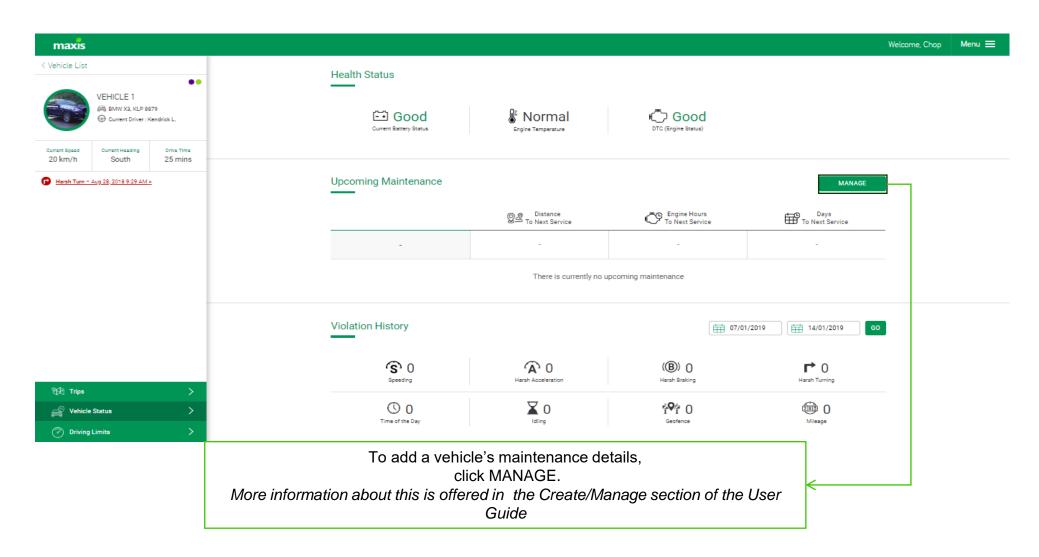
Full trips as well as violations that occurred can be observed on this page. Searches can also be made to view past trips made by a specific vehicle.



Vehicle Status



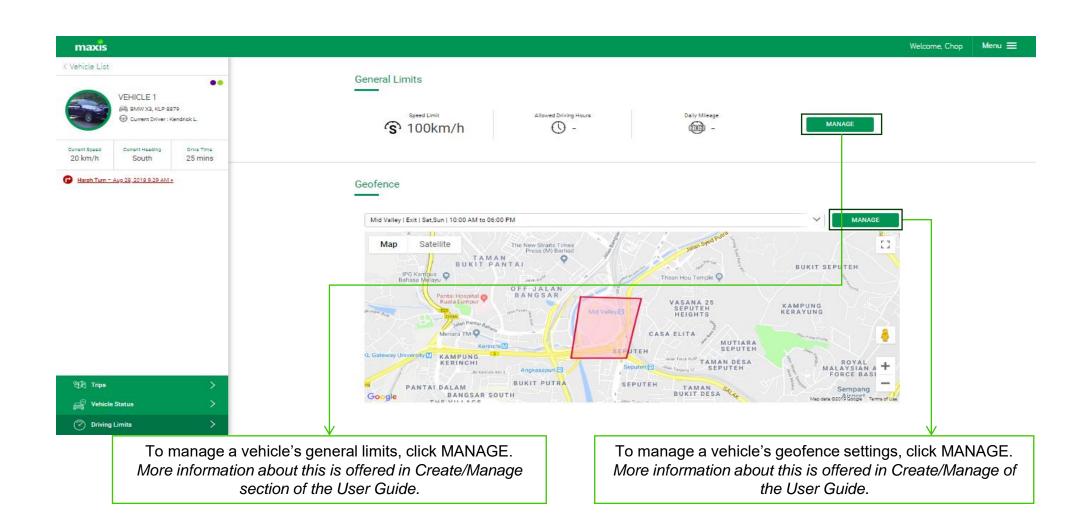
Information on vehicle health status, upcoming maintenance and violation history can be viewed here.



Driving Limits



The geofence feature can be used to limit the driving area of a specific vehicle (Red area as shown below)



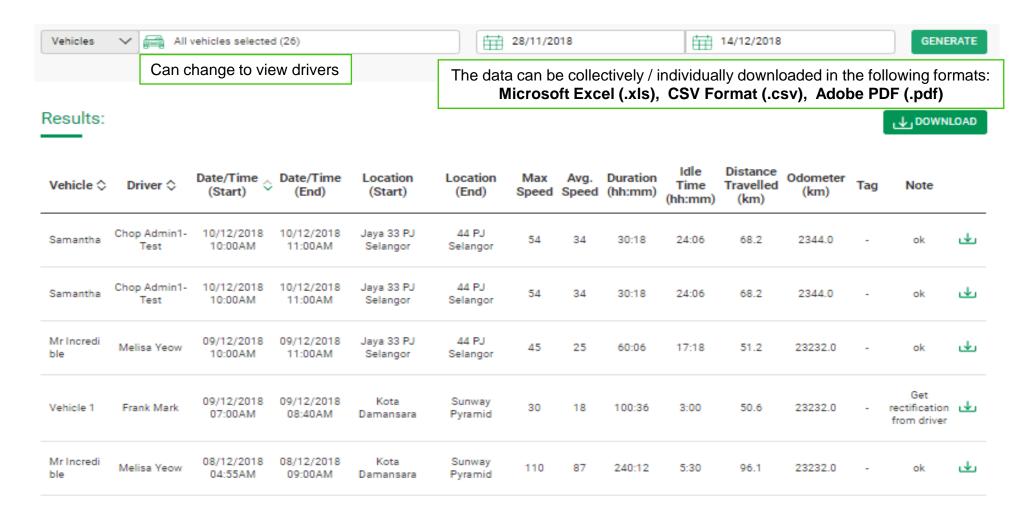
Report Viewing

To visit the Reports page, select: Menu > Reports

Trip Summary



The Trip Summary Report provides an overview of previous trips completed. It allows for comparisons to be made between trips



Violations Report



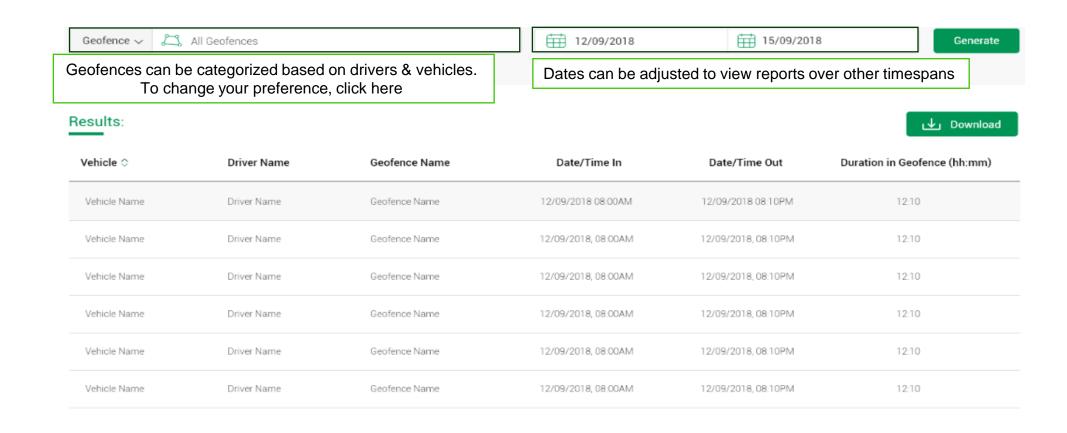
This page displays the number of violations detected in different. vehicles. Both driver violations and vehicle violations can be viewed

Results:					↓ Dov	wnload	
Vehicle 🗘	Speeding Distance (km)	Harsh Acceleration	Harsh Braking	Harsh Turn	Time of Day	Geofences	Mileage
Vehicle Name	20	2	3	4	2	6	7
Vehicle Name	20	2	3	4	2	6	7
Vehicle Name	20	2	3	4	2	6	7
Vehicle Name	20	2	3	4	2	6	7
Vehicle Name	20	2	3	4	2	6	7
Vehicle Name	20	2	3	4	2	6	7
Vehicle Name	20	2	3	4	2	6	7
Vehicle Name	20	2	3	4	2	6	7
Vehicle Name	20	2	3	4	2	6	7
Vehicle Name	20	2	3	4	2	6	7
Total	110	8	12	16	8	24	28

Geofence Reports



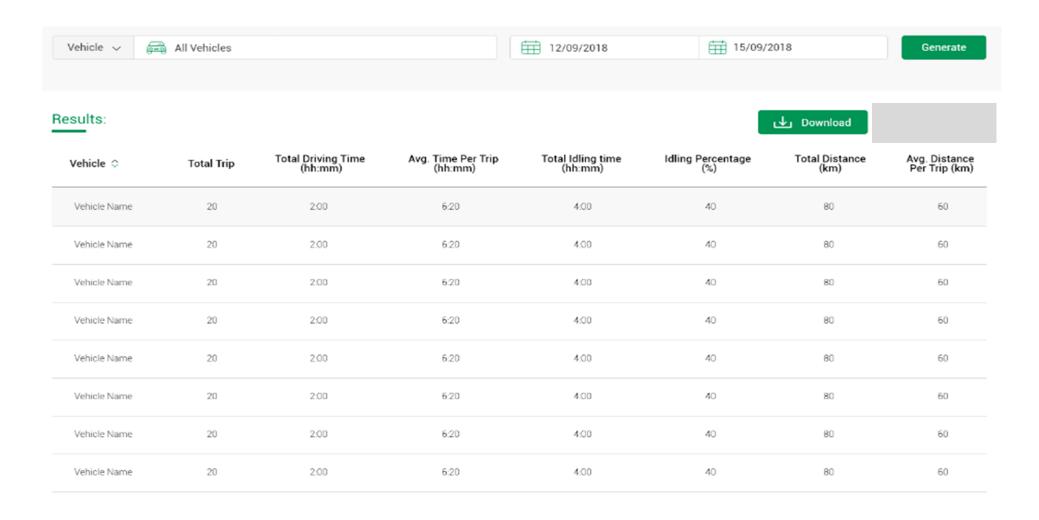
This page allows you to view vehicles and their geofence restrictions.



Utilization Reports



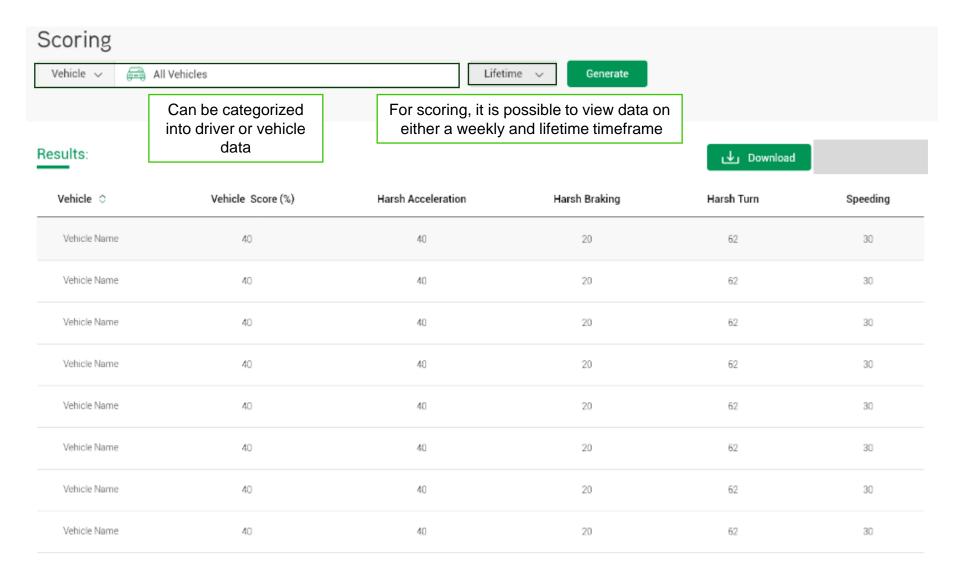
Utilization data can be seen categorized based on drivers or vehicles.



Scoring Reports



The driver and vehicle scores can be viewed on this page



Creating / Managing Mobile Assets

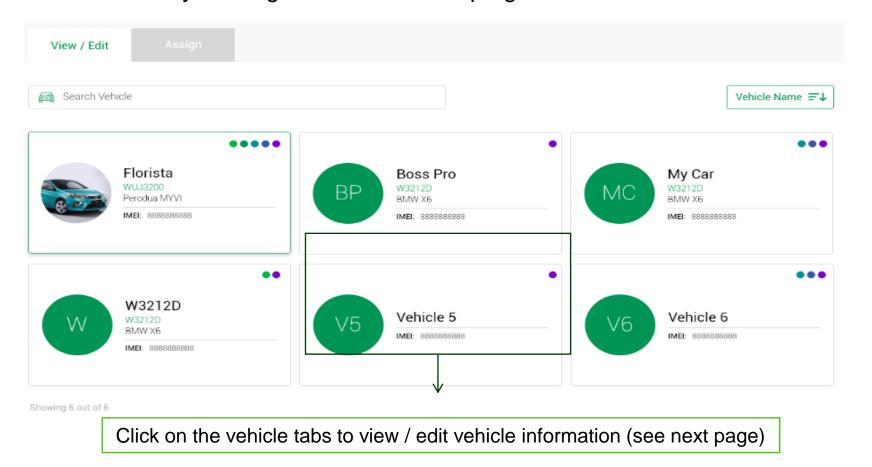
To visit the Create/Manage page, select: Menu > Create/Manage

Viewing Your Current Vehicles



This page allows an overall view of the current vehicles in your fleet.

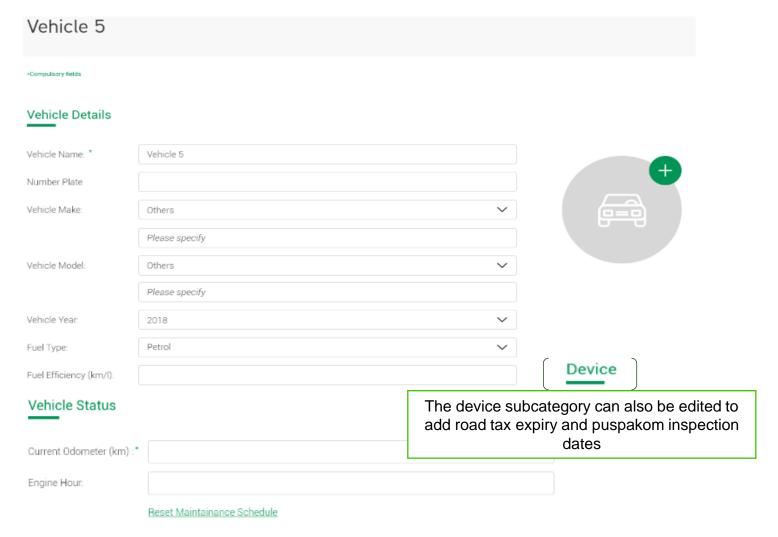
Vehicles can be sorted by clicking the icon on the top right section.



Editing and Creating New Vehicle Profiles



This page allows you to edit or add details to both existing and new vehicles.

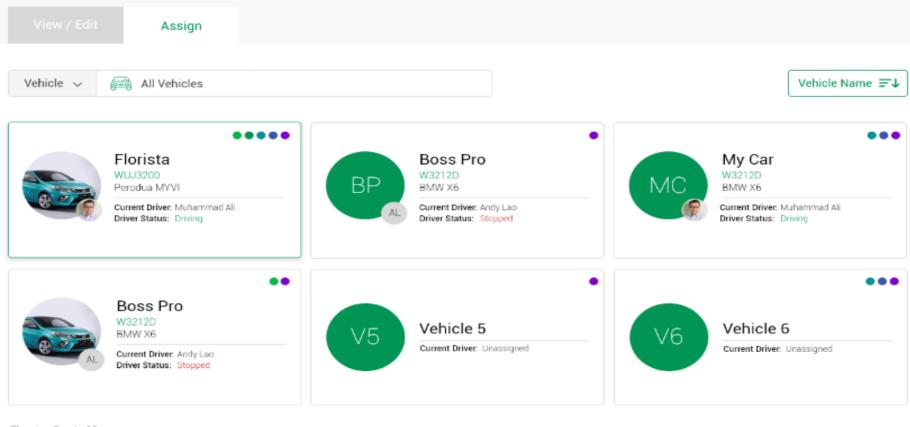


Assigning Vehicles to Drivers (1)

W.

Select a vehicle to have a driver assigned to it (refer to next page).

Drivers can be sorted by clicking the icon on the top right section.

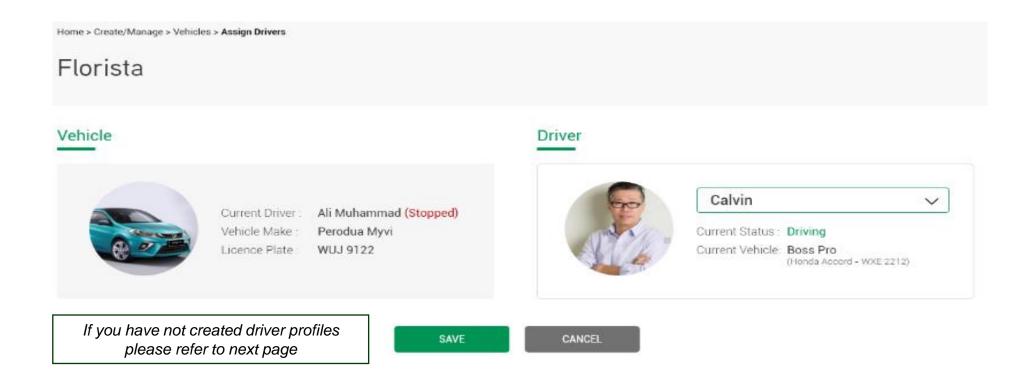


Showing 6 out of 6

Assigning Vehicles to Drivers (2)

Click on the Driver name tab to select driver from list

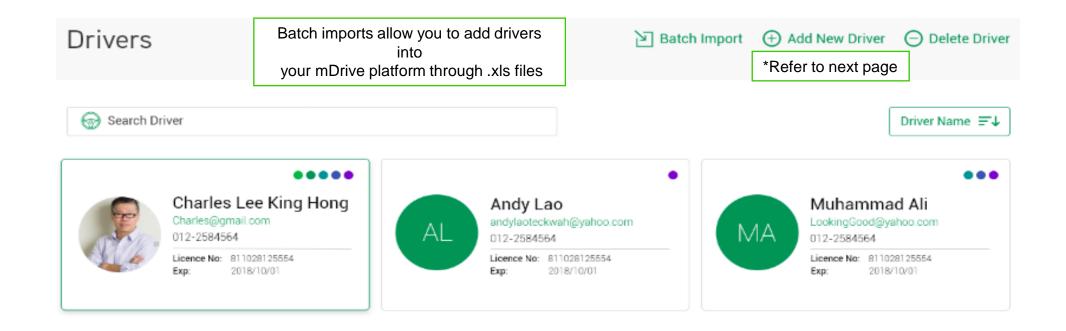




Viewing Your Current Driver Profiles

R

On this page you will be able to view existing driver profiles in the fleet



Editing/Creating New Driver Profiles



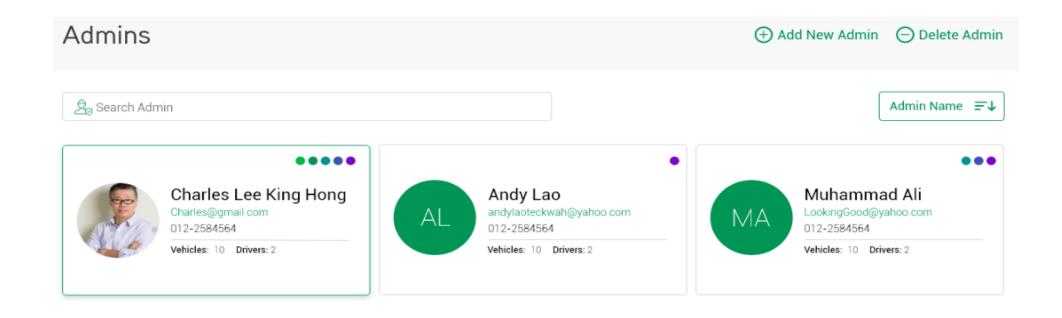
Create new drivers as well as edit information regarding current drivers

Charles Lee	King Hong	
*Compulsory fields		
Driver Details		P
First Name:*	Charles Lee	
Last Name:*	King Hong	
Phone Number:	012-1234567	
Licence Informatio	on .	
Licence No:		
Expiry Date:	E	
Account Security		
Email: *	new_email@gmail.com	
	(Your email will be used as login username)	
Password:	Password Strength : STRONG	Tips (?)
Confirm Password:		
Committe assword.	Password mismatch	

Viewing Current Administrative Profiles



Admin information can be added, deleted and modified on this page



Editing/Creating New Administrative Profiles



Create admin profiles and edit existing profiles to oversee fleet operations.

Take note that the email address will be used as the account username.

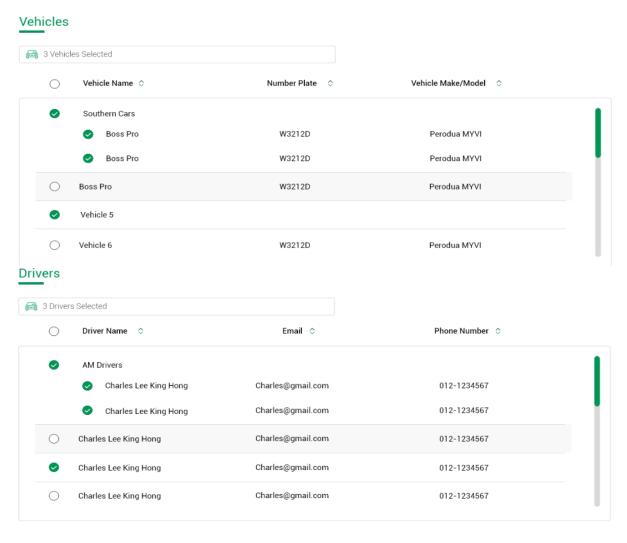
New Admin						
General Info	Assign Resources		Refer to ne	ext page		
*Compulsory fields Admin Details						+
First Name:*						
Last Name: *						
Phone Number:	eg: 0123456789					
Account Security Email: *						
Password:	(Email will be used as login username) •••••• Password Strength: STRONG				2	Tips (?)
Confirm Password:	Password mismatch				0	
			SAVE	CANCEL	ı	

Maxis Confidential

Assigning Resources to an Admin



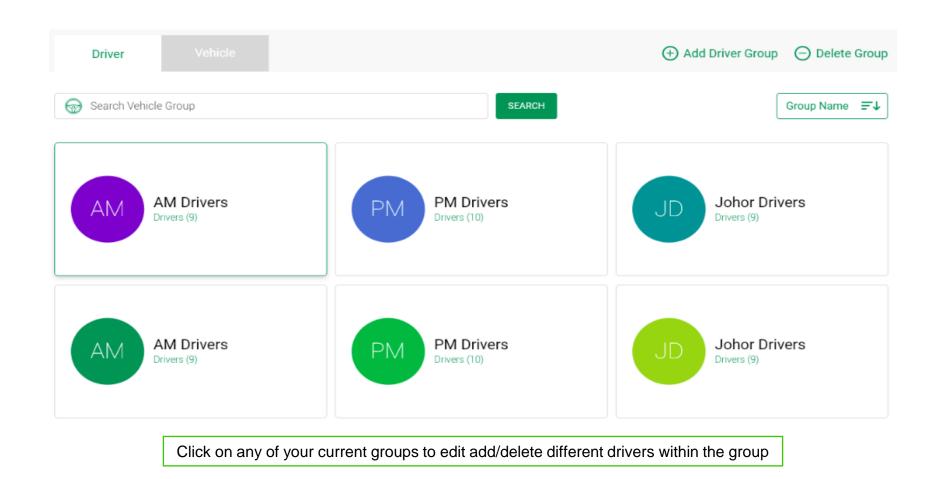
On this page you are able to assign different drivers and vehicles under a specific admin



View Current Driver Groups



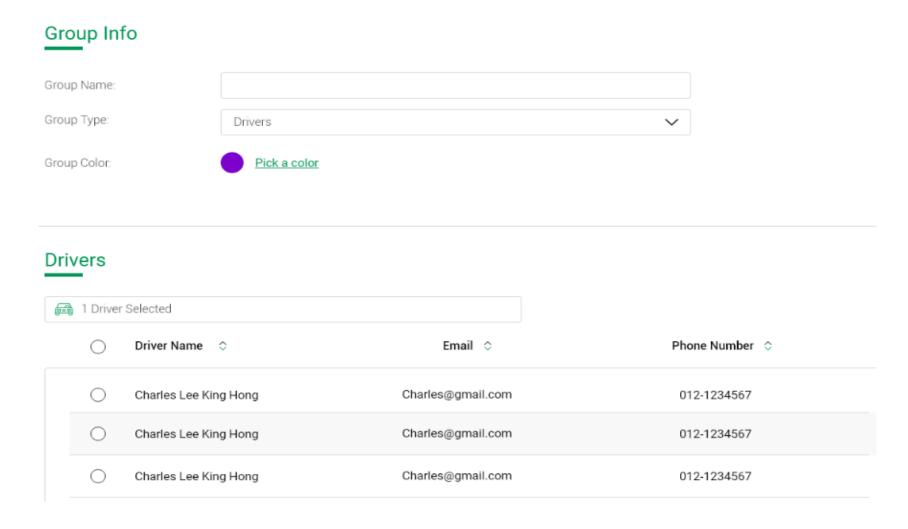
This page displays currently active driver groups in your fleet to manage your operations more easily



Editing/Creating New Driver Groups



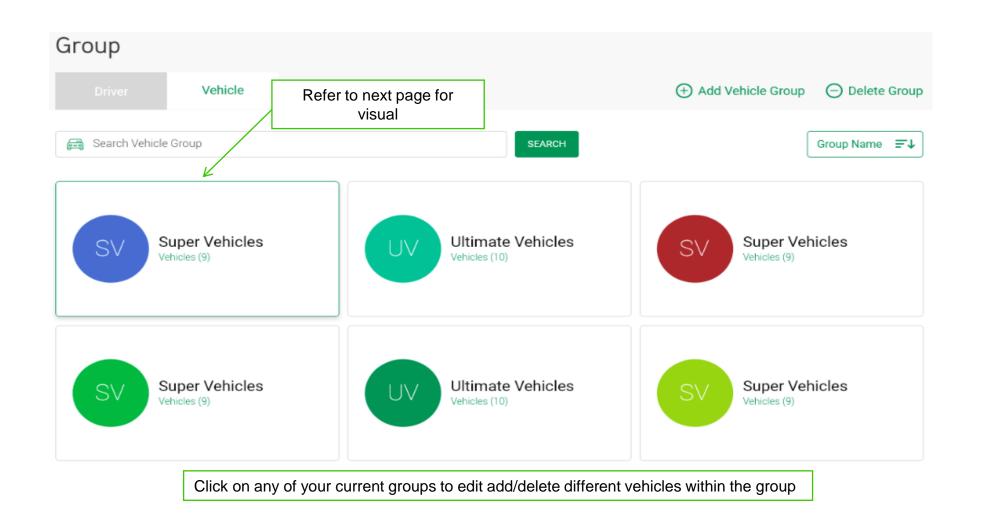
Drivers can be grouped accordingly to perform specific company functions



View Current Vehicle Groups



This page displays currently active vehicle groups in your fleet to manage your operations more easily



Editing/Creating New Vehicle Groups



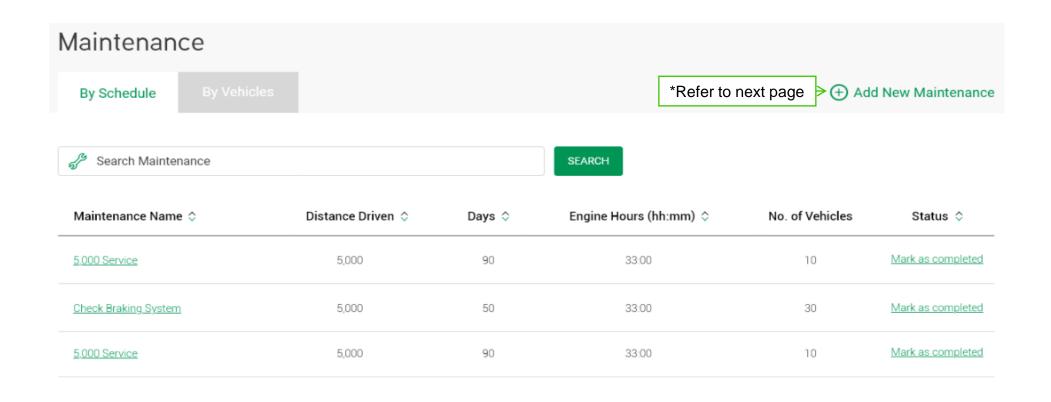
Vehicles can be grouped accordingly to perform specific company functions

Super Vehicle	es			
Group Info				
Group Name:	Super Vehicles			
Group Type:	Vehicles		~	~
Group Color:	Pick a color ✓			
Vehicles				
1 Vehicle Selected				
○ Vehicle Na	ame ♦	Number Plate 💠	Vehicle Make/Model ♦	Vehicle Make/Model
○ BossPro		W3212D	Perodua Myvi	Perodua Myvi
BossPro		W3212D	Perodua Myvi	Perodua Myvi

View Upcoming Maintenance Requirements



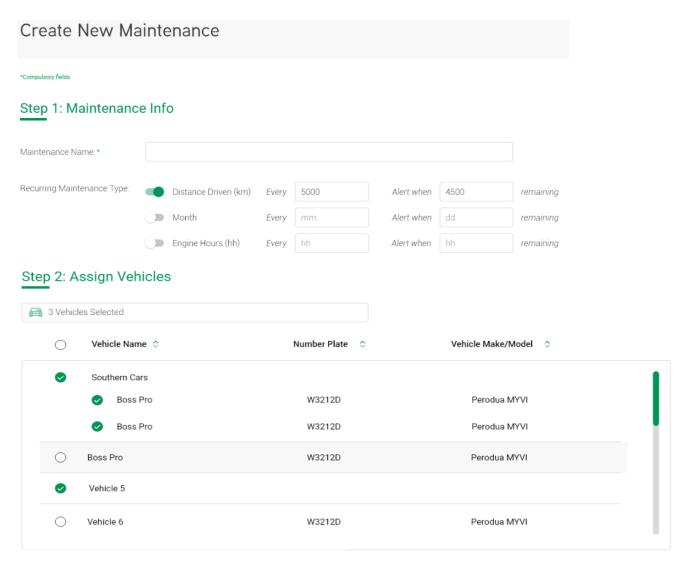
Vehicle maintenance details can be reviewed on this page based on either latest scheduling or by specific vehicle



Scheduling New Maintenance Requirements



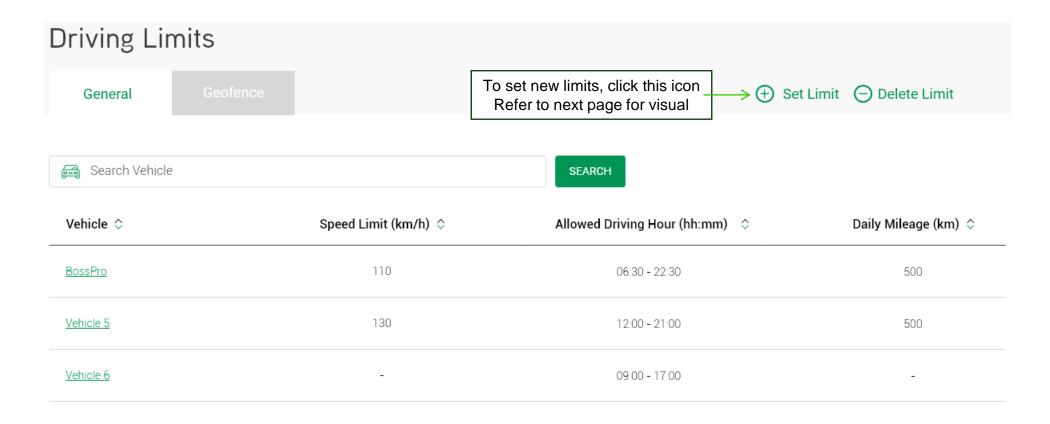
Input your vehicle's maintenance information here







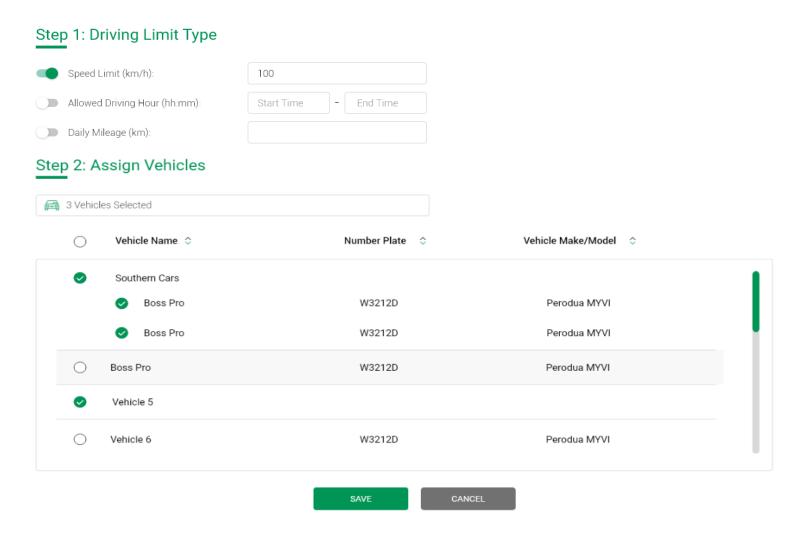
This page allows the admin to limit the speed of the vehicles as well as the maximum driving hours permitted



Setting New Driving Limits for Vehicles



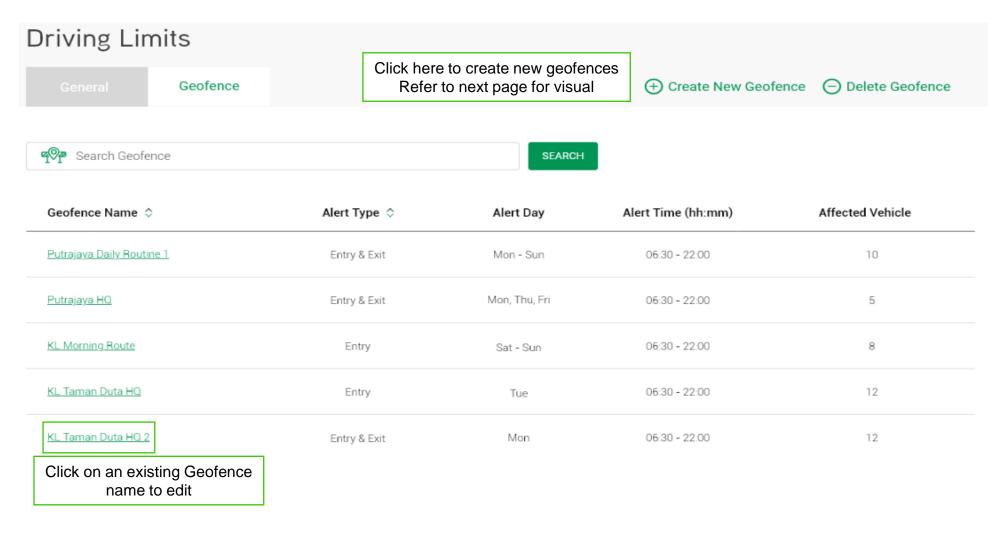
This page allows you to set different types of limits to several vehicles



View Geofence Limits for Vehicles



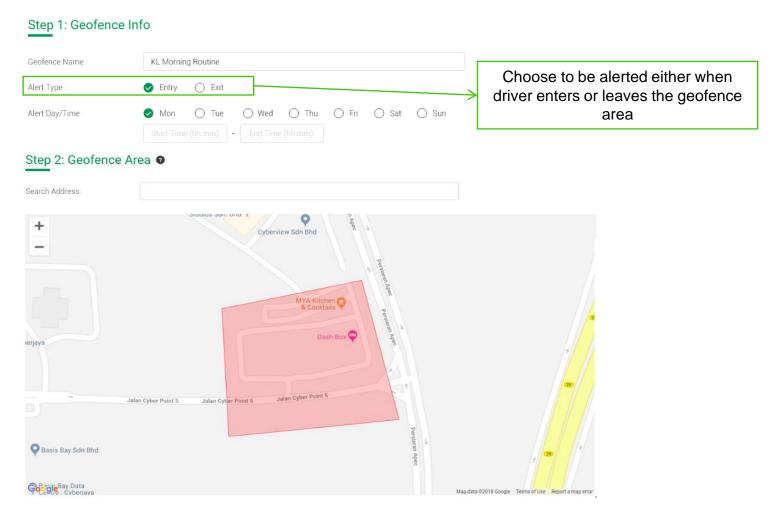
This page allows the admin create new geofence limits as well as edit existing geofences for for vehicles



Setting New Geofence Limits for Vehicles (1)



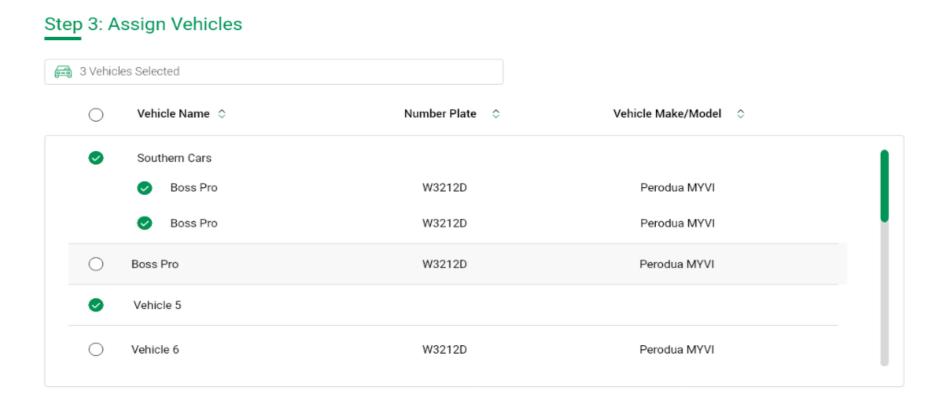
To create a geofence, click different areas of the map to plot the points. To finalize & establish geofence area, click on the first point plotted



Setting New Geofence Limits for Vehicles (2)



After setting the geofence, vehicles can be assigned to that specific area



Viewing & Creating/Editing Trip Tags



Trip tags can be viewed & created to quickly identify the nature of the vehicle's trip

Trip Tags		*Refer to green box below Add New Tag Delete Tags			
Search Trip Tags			SEARCH		Trip Tags Name ₹↓
Person	al	В	Business		Overtime
S Sick			Installation		Casual
Create New Ta	g				
Tag info					
Tag Name	1234567890123456789	01234567890			
	(Character Count: 30/30)				
Group Color:	Pick a color				
		SAVE	CANCEL		

Thank you

