WHAT TO DO WHEN YOUR AUTO MATE DEVICE ARRIVES

When your Auto Mate device arrives, follow these instructions to set up your account and register your devices.

You will receive a SIM card per device, which is to be kept for reference only and is not to be inserted into the device.

Setting Up Auto Mate for the first time

To activate the Auto Mate service, you must be the main My EE account holder, **OR**, a named person on the account that can see all the Auto Mate price plans using your My EE login i.e. authorised by the main account holder. You can check this by logging in here: http://ee.co.uk/myee

If you already have a My EE account and can see your Auto Mate price plans

You can activate the Auto Mate service by logging in here: https://automate.ee.co.uk

If you are the main account holder and need to set up your My EE account

You can register your new account by going to http://ee.co.uk/myee and following the "My EE Mobile" journey.
Don't forget: We will send you a verification link when you register that you must click on or it will terminate in 7 days

Once you have registered for the My EE account and can see your Auto Mate price plans you can login to Auto Mate here: https://automate.ee.co.uk

When you log in you will be prompted to accept the terms & conditions and create your Auto Mate account. You will then be taken to the Auto Mate home screen.

Register your Fleet Manager or Driver user

Simply visit the Auto Mate portal by going to automate.ee.co.uk or download the "EE Auto Mate Manager" app from the App Store for iOS devices and from the Google Play Store for Android devices.

Register your users

1. Within the Admin screen, select User Admin and then select Add User
2. Enter the forename, surname and email of the new user. (The email address must be the same as the My EE account)
3. If a vehicle already exists, you can associate a vehicle to the new user using the drop-down menu
4. Select the journey visibility of the user:
   a. All Journeys - ability to view business and private journeys
   b. Business Journeys Only - will only be able to view business journeys
5. Select the users Role:
   a. Manager - read access to all users / vehicles
   b. Driver - read access to their own user / vehicle
6. Now press Create
7. An email will now be sent to the new user with a link that takes them to the My EE login / registration page
8. Any users that have been invited but have not yet completed the account creation will be listed in the pending users list
9. The user will be required to click "Accept this Invitation" within the invitation email to activate the account
10. When the new user clicks on the registration link, they will be taken to the My EE login / registration page to log-in or create an account
11. Following registration / login with My EE, the user will be prompted to accept the terms and conditions and activate their Auto Mate account
12. When the account is activated, the user will be taken to the Auto Mate home screen

Adding a Vehicle

You must be the main Auto Mate account holder to add a vehicle/device

1. Within the Admin screen, select Vehicle Admin and then select Add Vehicle
2. Enter the Vehicle registration number and click Next
3. Enter the Vehicle's Make and Model and enter the Device Serial Number or use the apps scan feature to enter the Device Serial Number (the long number located on the side of the packaging and on the device)
4. Click Activate
5. The device will be added to the recently installed list
6. Any recently installed vehicles will appear in the recently installed list

Changing a Vehicle

When changing a vehicle in your fleet, you need to remove the device from the old vehicle and insert it into the new one. Then update the vehicle details in the Auto Mate portal.

1. Within the Admin screen, select Vehicle Admin
2. In the vehicles tab, using the drop-down menu, find and select the old vehicle's registration number
3. Now update the vehicle details to the new vehicle
4. Click Save when complete or click Back to cancel

Swapping a Device

1. Select the vehicle that requires a device swap from Search, Livetrack or Resource Viewer
2. Enter the serial number of the new device or use the apps scan feature to enter the Device Serial Number and click Update

Creating groups

Creating groups and choosing who sits in each group defines your users visibility and permissions on what they can see. Users that sit within a group can view anything else within that group and anything below. Therefore, this is where you will need to decide your hierarchy.

1. To do this, go to the Group Admin page within the Admin section.
2. On this page, you will be able to create a group by selecting Create New
3. Choose a group name and choose a parent group for it to sit below
4. Click on Save Changes

To add vehicles into the group, follow the instructions below:

1. With the Admin section open, find the vehicle you wish to move from the Search, Livetrack or Resource Viewer and select it
2. On the vehicle admin page of the admin section, scroll down to find the Group field
3. Click Change, located next to the group field
4. Then use the resource viewer to select the group folder you now wish the vehicle to be move into
5. Once selected, click on Done which is located next to the group field once more
6. Then click Save Changes at the bottom of the page

Note:

- Adding all users into one group will allow them to see each other
- Creating users within their individual groups will restrict their view to their own vehicle only
- Users that sit within a group can view anything else within that group and anything below
- Once you have returned to the portal's home screen, you can switch between individuals and groups by clicking the group within the Resource Viewer