

Manage Your Vehicle Assistants Effectively

This guide shows you how to use the Vehicle Assistants module to streamline your operations, ensure smoother trips and deliveries, and efficiently manage your support staff.

1. Executive Summary

The Vehicle Assistants module helps you manage the staff who support your drivers and fleet. You can easily add new assistants, update their information, track their status, and ensure smooth operations. This means less time spent on administrative tasks and more efficient support for your team on the road.

2. Title & Purpose

Title: Efficiently Manage Vehicle Assistants

Purpose: This guide will show you how to use the Vehicle Assistants module to manage your support staff. You'll learn how to add new assistants, update their details, and track their status.

Why This Matters: By effectively managing your vehicle assistants, you can improve operational efficiency, ensure smoother trips for your drivers, and reduce administrative overhead.

3. Introduction

Are you struggling to keep track of your vehicle support staff? Do you need a better way to manage their information and ensure they're providing effective support? The Vehicle Assistants module solves these problems by providing a centralized system for managing your support team.

What is a Vehicle Assistant? In simple terms, a Vehicle Assistant is a support staff member who helps drivers and fleet managers with daily tasks.

4. Main Content (User-Focused Sections):

What This Means for You

- **Save Time:** Easily add, edit, and manage your vehicle assistants in one place.
- **Improve Efficiency:** Ensure your drivers have the support they need for smoother operations.
- **Stay Organized:** Keep track of assistant contact information, vehicle details, and status.

How It Works

The Vehicle Assistants module provides a simple interface for managing your support staff. You can:

- View a list of active and inactive assistants.
- Add new assistants with their contact information and vehicle details.
- Edit existing assistant information.
- Change an assistant's password.
- Resign an assistant.
- Export data to Excel or PDF.

Getting Started

1. **Navigate to the Vehicle Assistants Module:** Find the Vehicle Assistants section in your user module.
2. **View Active Assistants:** The module will default to showing you the Active Vehicle Assistants.

Key Features You'll Use

- **" + Vehicle Assistants " Button:** Use this button to add new assistants to the system.

SlideShow

100 Vehicles Online

Add Vehicle Assistant Details

First Name *

Enter Your First Name

Last Name *

Enter Your Last Name

Email *

Enter Your Email

Contact Number *

Enter Your Contact Number

Address

Address

Gender

Select Gender

Date Of Birth

09/13/2025

User Password *

Enter Your Password

Confirm Password *

Enter Your Password

City

Select City

Nationality

Select Country

Joining Date

09/13/2025

Internal Number

Enter Your Internal Number

Mifarecard ID

Enter Your Mifarecard Id

- **Edit Option (Three Dots Icon):** Click the three dots next to an assistant's name to edit their information, change their password, or resign them.

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3 / 8

SlideShow

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Edit Vehicle Assistant Details

First Name

Enter Your First Name

Last Name

Enter Your Last Name

Email

Enter Your Email

Contact Number

Enter Your Contact Number

Address

Address

Gender

Select Gender

Date Of Birth

09/13/2025

User Password

Enter Your Password

Confirm Password

Enter Your Password

City

Select City

Nationality

Select Country

Joining Date

09/13/2025

Internal Number

Enter Your Internal Number

Mifarecard ID

Enter Your Mifarecard id

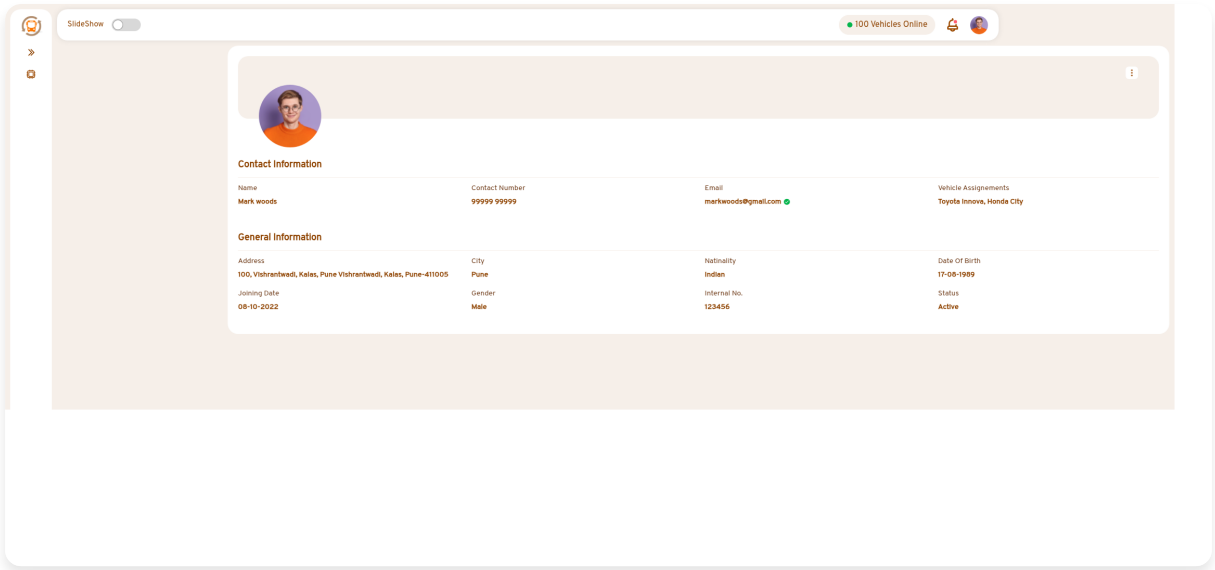
SlideShow

100 Vehicles Online

+ Vehicle Assistant

All	Active	Inactive
Vehicle Assistant Name Email Contact Number Vehicles	Vehicle Assistant Name Email Contact Number Vehicles	Vehicle Assistant Name Email Contact Number Vehicles
Driver Name Mark S. Woods Email markwoods@gmail.com Contact No. 99999 99999 Vehicle Assignments Toyota Innova, Honda City	Driver Name Mark S. Woods Email markwoods@gmail.com Contact No. 99999 99999 Vehicle Assignments Toyota Innova, Honda City	Driver Name Mark S. Woods Email markwoods@gmail.com Contact No. 99999 99999 Vehicle Assignments Toyota Innova, Honda City
Driver Name Mark S. Woods Email markwoods@gmail.com Contact No. 99999 99999 Vehicle Assignments Toyota Innova, Honda City	Driver Name Mark S. Woods Email markwoods@gmail.com Contact No. 99999 99999 Vehicle Assignments Toyota Innova, Honda City	Driver Name Mark S. Woods Email markwoods@gmail.com Contact No. 99999 99999 Vehicle Assignments Toyota Innova, Honda City

- **Export Button:** Export Vehicle Assistants Data into Excel or PDF formats.
- **View Option (Three Dots Icon):** View the assistants details for both Active and Inactive Vehicle Assistants.



Common Scenarios

- **Adding a New Assistant:** You've hired a new vehicle assistant and need to add them to the system. Click "+ Vehicle Assistants", enter their information, and submit the form.
- **Updating Assistant Information:** An assistant's phone number has changed. Find their record, click the three dots, select "Edit", and update their contact information.
- **Assistant Resignation:** An assistant is leaving the company. Click the three dots next to their name and select "Resign."
- **Searching for an Assistant:** You need to find a specific assistant quickly. Use the search bar and enter their name or email to find their record.

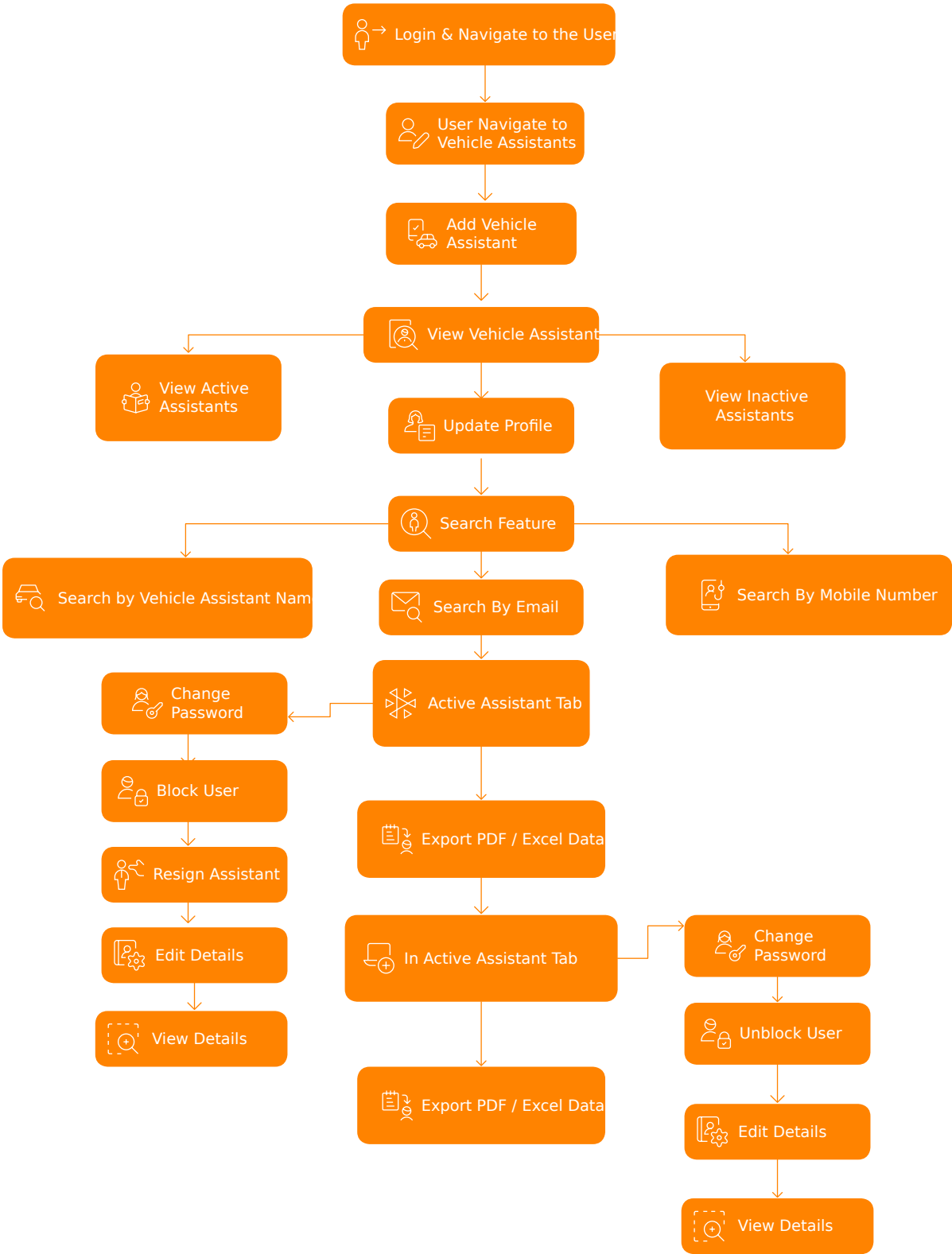
What to Expect

When you use the Vehicle Assistants module, you can expect:

- A centralized and organized system for managing your support staff.
- Easy access to assistant contact information and vehicle details.
- Streamlined processes for adding, editing, and resigning assistants.
- Improved communication and support for your drivers and fleet.

5. Visual Elements & Supporting Information

Vehicle Assistants Flowchart





The flow chart illustrates the general processes of managing Vehicle Assistants, starting with viewing their details, moving to editing, adding new assistants, and concluding with actions like resigning, changing passwords, or blocking access. The flow focuses on the user's interaction with the system to manage assistant information and status.

6. Summary & Benefits

By using the Vehicle Assistants module, you can:

- **Improve Operational Efficiency:** Manage your support staff more effectively.
- **Enhance Driver Support:** Ensure your drivers have the help they need on the road.
- **Reduce Administrative Burden:** Streamline processes for managing assistant information.
- **Stay Organized:** Keep track of important assistant details in one central location.