USER SETTINGS

User settings is where you can update your account details, manage subscriptions and notifications and enable your mobile application access.

ACCESSING USER SETTINGS

To access user settings click on the user name in the upper right corner of the web portal. It will expand a drop down menu where you can access your account settings.

MY SETTINGS – PROFILE

In this menu you can change first name, last name, e-mail, and preferred e-mail language.

User ID - is your unique identification in the system. It is used to access I_SITE via mobile application. It cannot be changed.
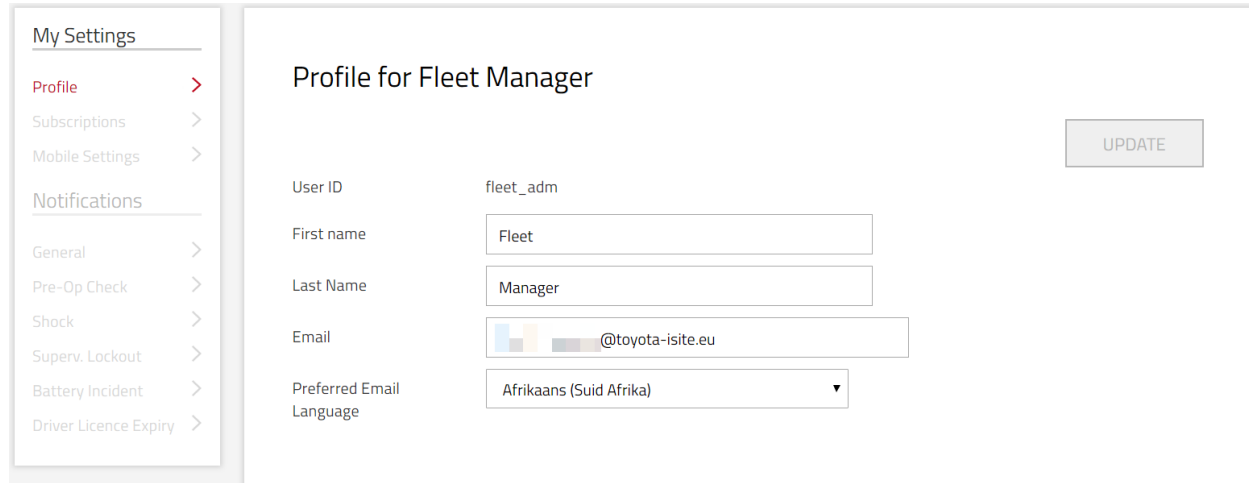**E-mail - the** address entered here is used for password recovery and as a default address for subscriptions and notifications.
Preferred Email Language - is the language used in the email that you receive from the system. Note that the list contains some languages we do not currently support.

To change profile settings:
1) Click on the field that requires change
2) Enter desired value
3) Click the **update** button to save changes

SUBSCRIPTIONS

Subscriptions menu contains a list of all created subscriptions.

Heading	Subscribed report
Subscription Name	Name of the subscription, also used as e-mail title
Subscription Type	Time interval at which the subscription is sent
Expiry Date	Date on which subscription expires (after that date no more e-mails with that subscription report will be sent.) All subscriptions are valid for a year from their creation date.
Trashcan	Delete subscription

To extend or renew a subscription:
1. Find the subscription to be extended or renewed
2. Click on the **green dot** next to the *Expiry Date*
3. Subscription expiration date is now set one year from the current date

Remove subscription:
1. Find the subscription to remove or cancel
2. Click on the **thrash can** icon
3. Subscription is now removed from the active subscription list

MOBILE SETTINGS

To access I_SITE mobile application from your phone or tablet you need to create a **four digit** PIN code.

To create a PIN code:
1. Enter four digit PIN code in the **PIN Code** field
2. Repeat same four digit PIN code in the **Confirm PIN** field
3. Click **Save**

To access the data in the mobile appliction enter your **user ID** and **PIN code**.

I_SITE mobile application is available for Android and iOS devices. It can be downloaded from Google Play (Android) or App Store (iOS) for free. Do not download the application from any other sources.

My Settings

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Subscriptions　＞
Mobile Settings　＞

Notifications

General　＞
Pre-Op Check　＞
Shock　＞
Superv. Lockout　＞
Battery Incident　＞
Driver Licence Expiry　＞

Mobile Settings

ℹ Please enter a PIN code for logging in to the mobile app.

SAVE

PIN Code

Confirm PIN

NOTIFICATIONS

Notifications are e-mail alerts informing of problems detected in monitored areas: problems detected during pre-operational checklist completion, shocks exceeding set thresholds, machines locked out by the supervisor lockout code and battery alerts.

GENERAL

Notifications can be sent to a different email address than the one connected to the user account. To prevent account theft enter an alternate e-mail address in the **general** section if notifications will be sent to an e-mail address used by multiple users or accessible by someone who is not the account owner. Account password cannot be reset using this e-mail account.

To provide alternate e-mail address for notifications:
1. Enter alternate e-mail address in **Email** field
2. Click **update** button

All notifications will be sent to the alternate e-mail address. By default all notifications are sent to the e-mail address specified in the **profile** menu.

To remove an alternate e-mail address for notifications:
1. Remove the e-mail address from the **Email** field
2. Click the **update** button

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Driver Licence Expiry　＞

General - Notifications

Email　　alerts@toyota-isite.eu

UPDATE

ENABLING NOTIFICATIONS

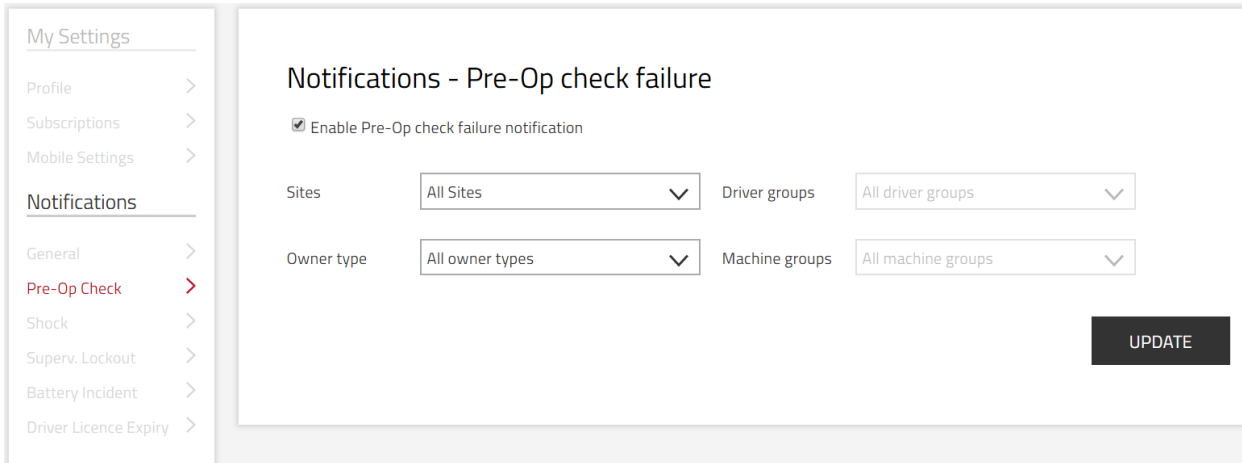There are five types of notifications that can be enabled:

Pre-Op. Check	Alerts for all pre-operational checklists, which include at least one critical question, but were not completed on time, were completed too fast or the driver indicated a problem in one of the critical areas
Shock	Alerts for all shocks that exceed set thresholds regardless if they result in shock lockout or not
Superv. Lockout	Alert if the machine was locked out using a supervisor lockout code
Battery Incident	Alerts if the battery level drops below set threshold
Driver Licence Expiry	Alerts when driver licence is nearing its expiration date. Requires driver accounts with expiration dates set.

To enable notification:

1. Select in the menu the type of notification to be enabled
2. Check box next to **Enable [alert type] notification**
3. Click **update** button

Notification filters:

Sites	Notifications can be sent for specific site(s) If user has access to more than one site a specific site can be selected. By default all sites are included when notification is enabled
Owner type	Notifications can be limited to machines by type of ownership. Types include: demo, long-term rental (LTR), other (unspecified), owned and short-term rental (STR). By default all machines are included
Driver groups	Alerts can be sent if the registered driver on the machine belongs to a specific group. To be able to select one or more groups at least one site needs to be selected. The group must belong to a selected site. By default all groups are included.
Machine groups	Alerts can be sent for a machine that belongs to a specific group. To be able to select one or more groups at least one site needs to be selected. The group must belong to a selected site. By default all groups are included.

DISABLING NOTIFICATIONS

To disable notifications:

1. Select in the menu the type of notification to be disabled
2. Un-check box next to **Enable [alert type] notification**
3. Click **update** button

Notifications - Pre-Op check failure

☐ Enable Pre-Op check failure notification

Sites	All Sites ⌄	Driver groups	All driver groups ⌄
Owner type	All owner types ⌄	Machine groups	All machine groups ⌄

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DRIVER LICENCE EXPIRY

Driver Licence Expiry will send notifications selected ahead of driver licence expiration date. For the notifications to work drivers' accounts need to contain **Driver Licence End** date.

Notification filters:

Sites Notifications can be sent for specific site(s) If user has access to more than one site a specific site can be selected. By default all sites are included when notification is enabled

Driver groups Alerts can be sent if the registered driver on the machine belongs to a specific group. To select one or more group first at least one site needs to be selected. The group must belong to a selected site. By default all groups are included.

Time Alerts are sent ahead of driver's account expiration. One or more time selection boxes needs to be checked in.

Notifications - Driver Licence Expiry

☑ Enable Driver Licence Expiry notification

Sites	1 selected ⌄	Driver groups	1 selected ⌄

☑ 3 months prior to expiry
☑ 1 month prior to expiry
☑ 1 week prior to expiry

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WEB PORTAL LANGUAGE

Language of the I_SITE web portal is determined by the preferred language settings in the web browser. To change web portal language open web browser options and change the preferred language of the web browser. Not all languages are supported.

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