Toyota I_Site – Logging on and Help
Accessing the I_Site Portal and Help Section.

I_Site UK Helpdesk: I_Site@uk.toyota-industries.eu

TOYOTA

MATERIAL HANDLING

Table of Contents

1. Introduction – Accessing the I_Site Portal.

The I_Site Portal is where customers can access the I_Site Fleet Management System to view driver and truck information.
The aim of this guide is to provide you with guidance on how to Login to the I_Site Portal, Navigate through the different sections of the site, along with covering how to access the I_Site Help Portal where the I_Site User Manuals and more Customer Guides can be found.

2. Logging on to the I_Site Portal.

To login to the I_Site portal you must first go to the following website address:
https://toyota-isite.eu

Supported Web Browsers: Microsoft Edge and Google Chrome version 68 or newer.
It is possible to access I_Site using other browsers, but some website behavior might differ from described in the manual.
Internet Explorer is no longer supported by Microsoft so is not recommended to be used.

If you are new customer your company would have had an I_Site Admin User setup and they would have been provided the details to login, this user is responsible for creating User Accounts for your own site if you require an account please contact your companies I_Site Admin User.

If you require an I_Site Admin user setting up because you no longer have access to your I_Site Admin please contact the I_Site UK Helpdesk: I_Site@uk.toyota-industries.eu
Please make sure to provide your company details and a serial number from one of the Toyota trucks you have on-site.
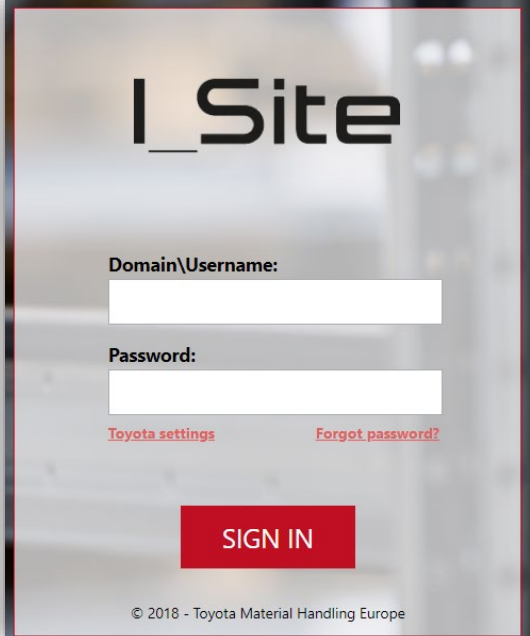
Once at the logon page as shown to the side.
Enter your Username and Password and click Sign In.
Please note: The Password is Case Sensitive.
The domain external\ will auto populate in front of your username when you click sign in.

On your first successful logon you will be asked to change your password before you can proceed to the home screen.

Expiring Password – Your password will expire every 90 days and you will be required to change it prior to expiration. You will have to enter a new password after logging on before you can proceed to the home page. If your password has expired and you cannot log on, you will need to recover your password using the forgot password option.

Toyota Settings – Is for internal use and not required by customers.

3. Navigating I_Site.

Once we have successfully logged in to the I_Site system we will see the home screen and I_Site dashboard.


The I_Site system is a tabbed based system and at the top of the page are several icons which will load different sections within the I_Site Portal.
Depending on what level of access you have within the system will depend on what icons you can see and access.

If you click on any of the icons it will load up more options for that section of the portal in a side menu.
Each tab has its own side menu giving you access to the different sections within the I_Site Portal.

In the center page it will confirm what section you are currently viewing, so in this example we are looking under the Utilization Tab in the Sites subsection.
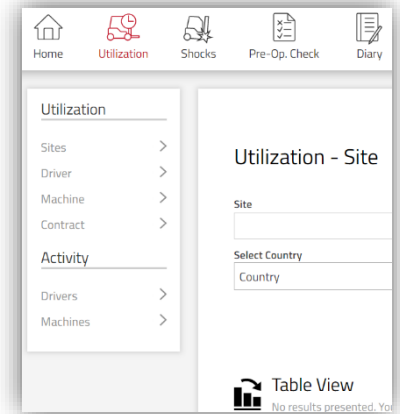
4. Viewing the I_Site Dashboard.

On the main home screen we will have the I_Site Dashboard which can be configured to display lots of different information depending on what you want to monitor. The idea of the dashboard is to give you an overview of the site and to help monitor any issues easily from one page.
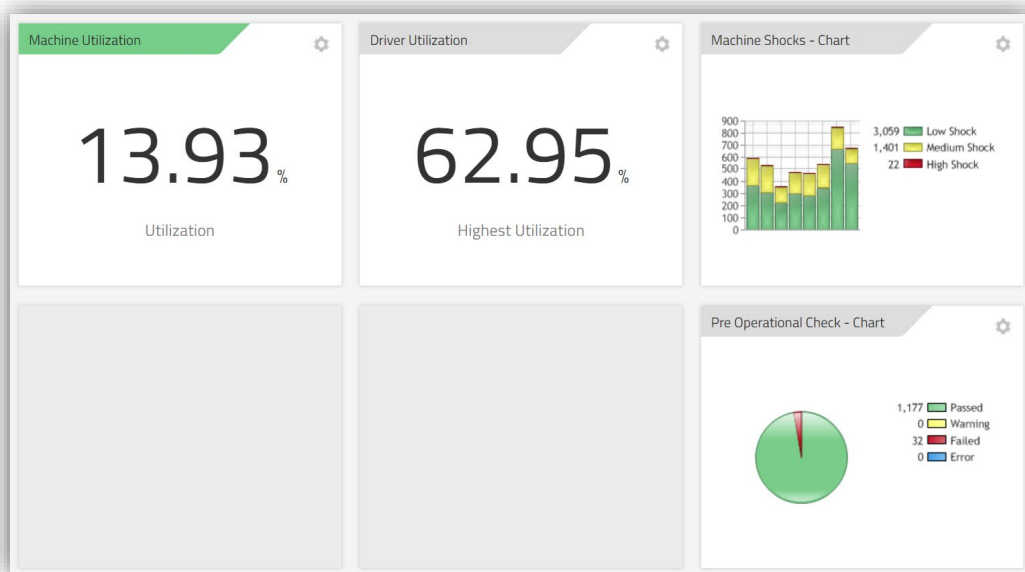
Single site users by default will have the above tiles loaded on to your account, Multiple site users will need to add them manually. We can further customize these tiles and add new tiles if required.

5. Customizing the I_Site Dashboard.

To add a new tile to the dashboard click on an empty tile and it will display a new side menu showing you the different tiles which you can add to the dashboard.

Click on the + symbol next to each option to add that tile to your dashboard.

You can have up to 9 tiles in total and you can reuse the same tile multiple times if required.
If you have access to more than one site you could have a separate Pre-operational Check Chart for each of the sites.

To further customize each tile if you click on the cog icon in the top right corner of each tile this will load up the tile settings menu.

In here we can adjust title to give each tile a custom name, you can also colour code the tiles if you require.

You can adjust the time span of the data that can be viewed and also adjust the toggle speed to allow the information to be shown quicker (Recommended 3 seconds).

If you have access to multiple sites you can select which site to display the data from also.
If it's a machine tile you can also filter this by machine groups, if it's a driver tile you would be able to filter by driver groups.

If you have added a tile by mistake and wish to remove it please click on the bin icon at the bottom of the page to remove the tile.
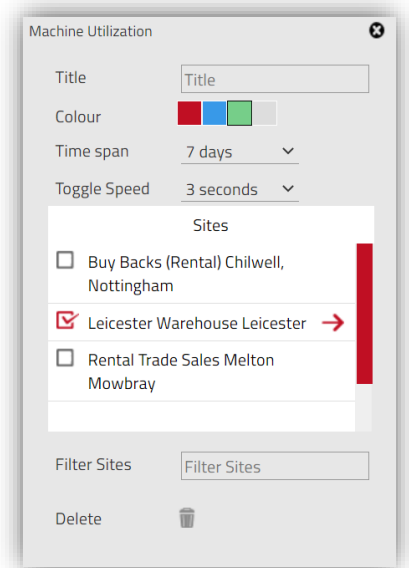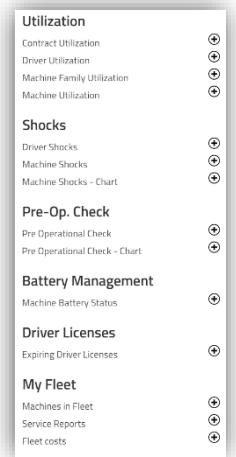
6. Accessing your Account Settings and Notification Options.

To access your account settings click on your username in the top right-hand corner and go to Settings.

This will then load up the side menu and show your account settings aswell as giving you access to setup your notification settings.

Any notificiations setup will be sent to the email address which is shown under your Profile section.
If the wrong email address is listed here you can update your email address with the correct address and click update.
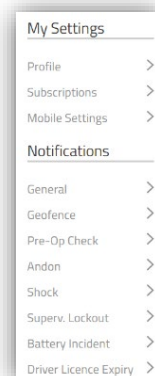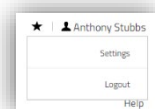
7. Accessing the Help Portal.

The I_Site Portal also has a self-service Help Portal which includes the Full I_Site User Manual, Customer Start-up Guide and various other Support Guides for the I_Site system.

To access the Help section click on the Help icon in the top right-hand corner to open the I_Site Help Portal.

On first logon it will prompt you to enter your username and password to login to the Help Portal, Login using your I_Site account details which you used to login to the I_Site Portal.

Once logged in click on the UK folder at the bottom to access the UK I_Site Support documentation.

There are also various I_Site Guides which cover individual tasks within I_Site, if you would like a guide creating for a certain section of the system please email the UK I_Site Helpdesk with your recommendations and we will look to add a guide for that specific task.
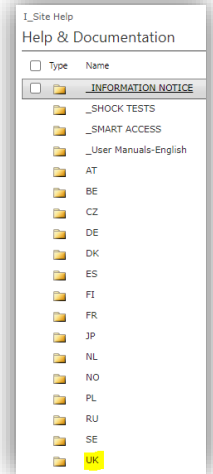
The I_Site User Manual is the full manual for I_Site and covers all sections of the system in full detail.
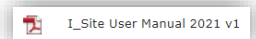
The I_Site Customer Start-up Guide is a cut down version of the I_Site User Manual which covers the basic steps of setting up the I_Site system. This guide is designed to help cover the basics of setting up the I_Site system and refers to the I_Site User Manual for more detailed explanation.
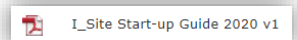
The Training Videos folder contains our training videos which are available to be downloaded and played back to any New Staff or Drivers.
The I_Site Hardware Demobox video - Covers the equipment installed on to the forklifts and how drivers can operate the system.
The I_Site Mobile App Demo video – Covers the I_Site Mobile app available on Google Play store or Apple Store which gives access to the last 24 hours of data from I_Site.
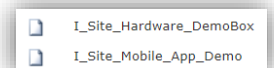
The Smart Access folder contains our Smart Access Software and Guide which covers how to install the software and how-to setup Smart Access Drivers for I_Site.
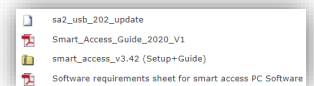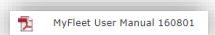
The I_Site Mobile App Manual covers how to setup and use the I_Site Mobile app.

The I_Site MyFleet User Manual covers how to use MyFleet which is an additional tool included with I_Site Explorer customers.
If you are missing the MyFleet option please contact the I_Site UK Helpdesk: I_Site@uk.toyota-industries.eu and we can add this feature to your account.

8. Toyota I_Site Training Courses.

We also have I_Site Training Courses available to train users on how to use the I_Site system which can be completed on-site or remotely depending on your company requirements.

I_Site WORKSHOP 1	I_Site WORKSHOP 2	I_Site WORKSHOP 3	I_Site WORKSHOP 4
What is I_Site Hardware The web portal Notification settings User Creation	Manage site Driver Groups Machine Groups Driver Creation Machine settings	Pre-Op check creation Pre-Op check Results Messaging Andon Shock results	Shock settings Utilization Activity statistics Home screen

Virtual User Training Course – Shared with other Customers.
The Virtual User Training Course is aimed at training individual users from multiple customers together.
Training is hosted remotely via Microsoft Teams and the training is split across 4 days in one week, each day consisting of 1.5 hours of training covering one workshop per day.
These courses are hosted once per month and training is completed using a demo site.

Virtual Company Training Course – 1-on-1 Training – Unlimited Number of Attendees.
The Virtual Company Training Course is aimed at training a single customer with unlimited attendees from that business. The course is aimed at both new I_Site users and refreshing existing users.
Training is hosted remotely via Microsoft Teams and the training is split across 4 days, each day consisting of 1.5 hours of training covering one workshop per day.
The company training is completed using the customers own site and the Toyota Trainer will assist in setting up your site during the training.
The dates and times can be booked in advance to fit customer requirements and the training workshops can be completed across multiple weeks if required. (depending on trainer availability)
Course can be tailored towards how the customer would like to use the I_Site system.

1 Day On-Site Company Training Course – 1-on-1 Training – Limited Number of Attendees.
The On-Site training will be hosted at the customers own site but would be limited attendees depending on meeting room capabilities for safe social distancing.
For the best experience we would require a large meeting room with a large TV or Projector that could be used to present the training.
The On-Site training is completed using the customers own site and the Toyota Trainer will assist in setting up your site during the training.
The training day can be booked in advance to fit the customer requirements.
Course can be tailored towards how the customer would like to use the I_Site system.

For further information, bookings or other I_Site queries please contact the
UK I_Site Helpdesk: I_Site@uk.toyota-industries.eu