HOW TO: DEVICE ADMIN

ACTIVATING/DEACTIVATING DEVICES

2020

Module Objective:

This user guide will assist users in navigating the Device Admin page on Deliveree.

Active/inactive devices will impact store license limits. Stores have a set limit of devices they can use. Devices that are broken, were stolen or have been lost should be marked as INACTIVE on Deliveree.

Module Outcomes:

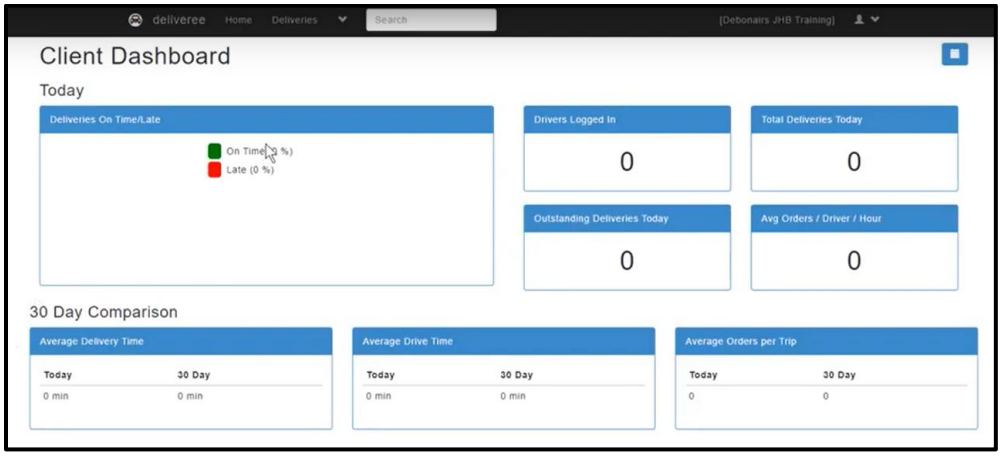
- Navigating www.deliveree.co.za (Device admin).
- Marking devices inactive.
- Reactivating devices.

Navigating the driver station

- From the driver station, you will be able to logon and review how many devices are active and linked to the store as well as view devices that are inactive.
- By simply deactivating devices from www.deliveree.co.za, you will increase the limit.

Follow the steps below:

Step1: login to Deliveree.
The dashboard as pictured below



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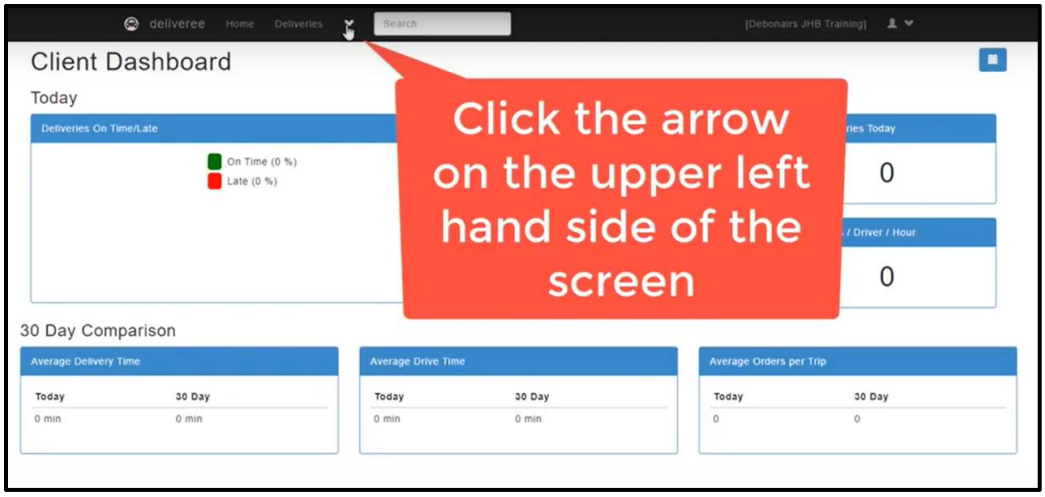
Step 2: Click the dropdown arrow on the upper left-hand side of the screen.



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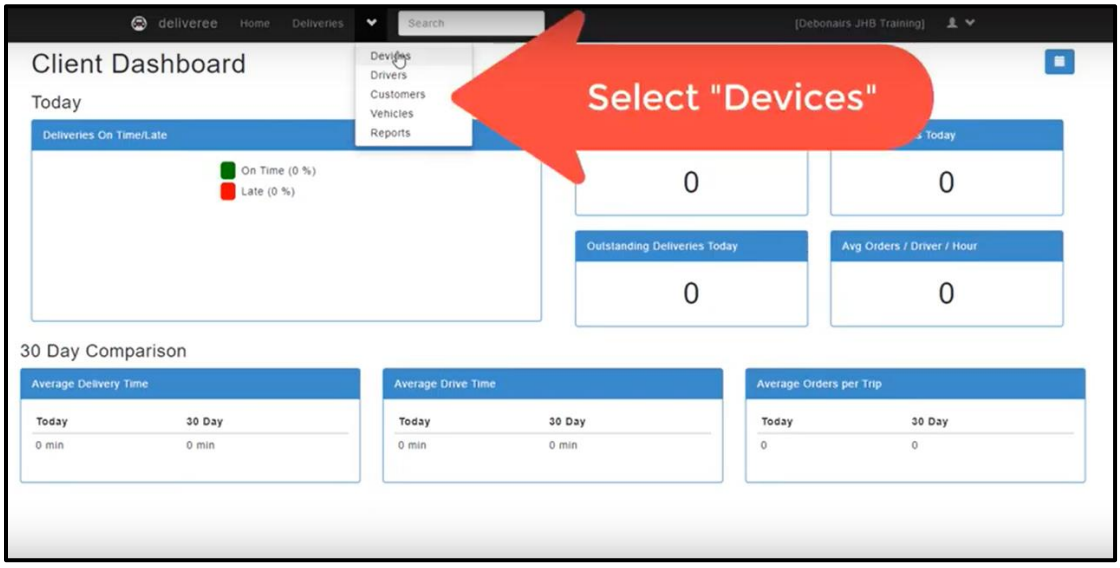
Step 3: From the dropdown menu select DEVICES.



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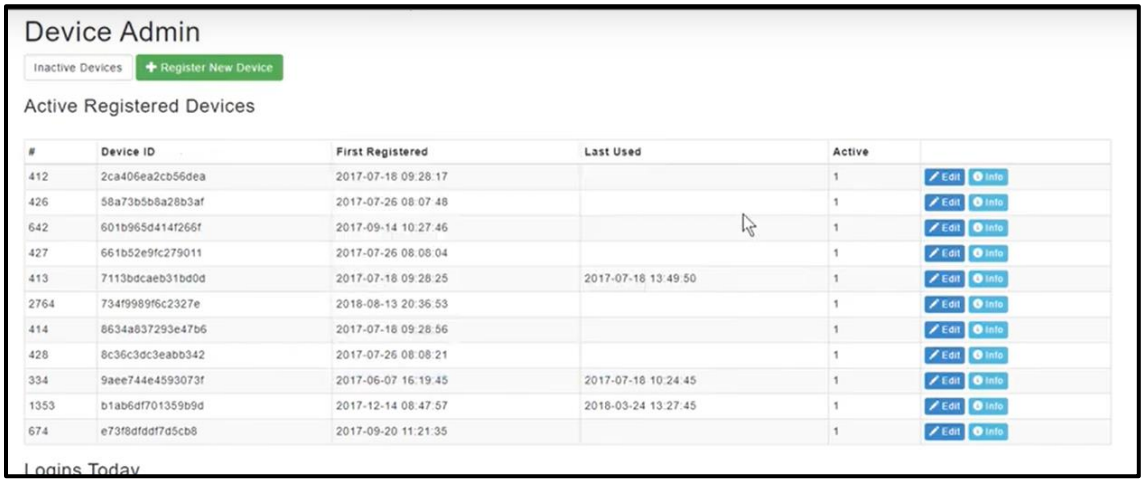
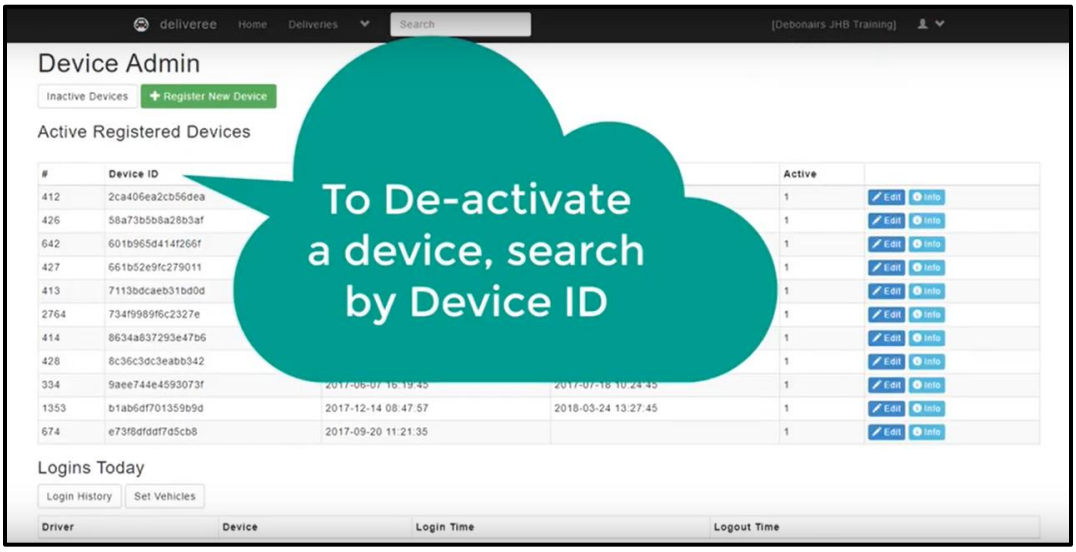
Step 4: The Device Admin page will be pictured as below. On the left at the top, you will see buttons for viewing “INACTIVE DEVICES” and to “REGISTER NEW DEVICE”.
Active registered devises will be shown.

On the right-hand side, there is an option to EDIT as well as an option to view device INFO.



Step 5: To deactivate a device, search by Device ID



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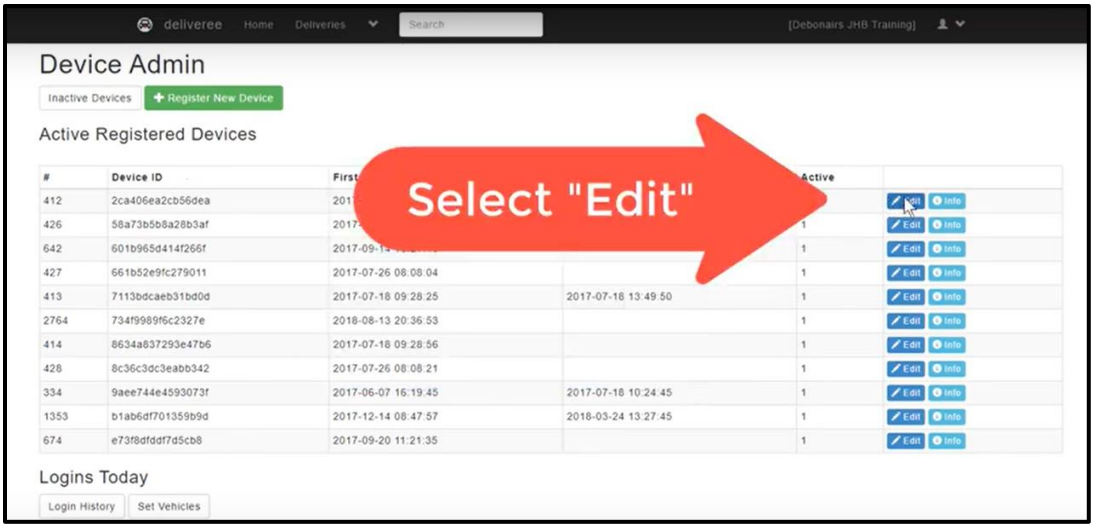
Step 6: To deactivate a device (to increase the licence limit), select EDIT.



Step 7: Device details will be shown and there will be options to UPDATE DEVICE information or to MAKE DEVICE INACTIVE.

If the device is selected by mistake, click CANCEL, users will be taken back to the device admin page.

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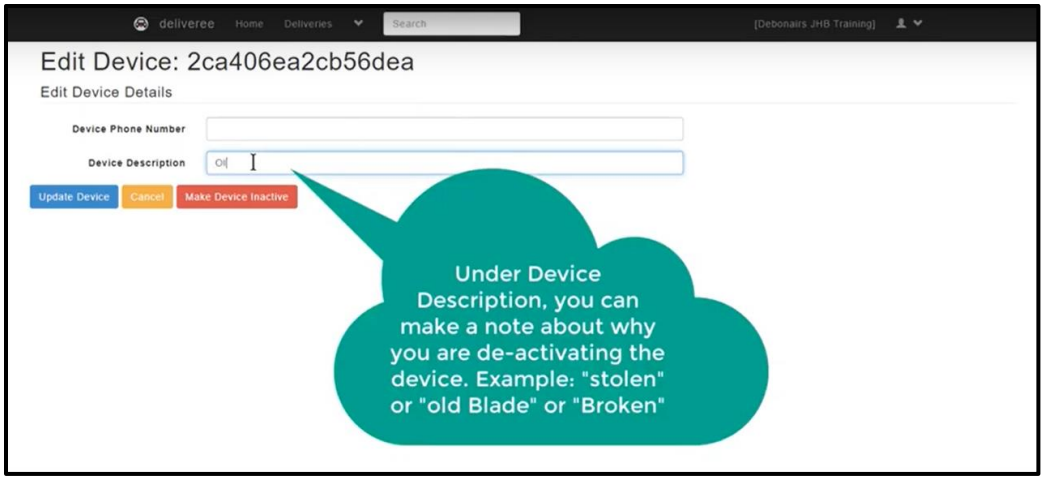
Step 8: Under device Description, users can make a note as to why they are deactivating the device.



Broken Blades, unused devices and stolen/lost devices MUST be marked as INACTIVE. The system will never allow users to delete information, so this information will always be available in Device admin.

Step 9: Select the red button MAKE DEVICE INACTIVE.

The ACTIVE device list will now be updated and only the devices that are being used will be listed under "Active".

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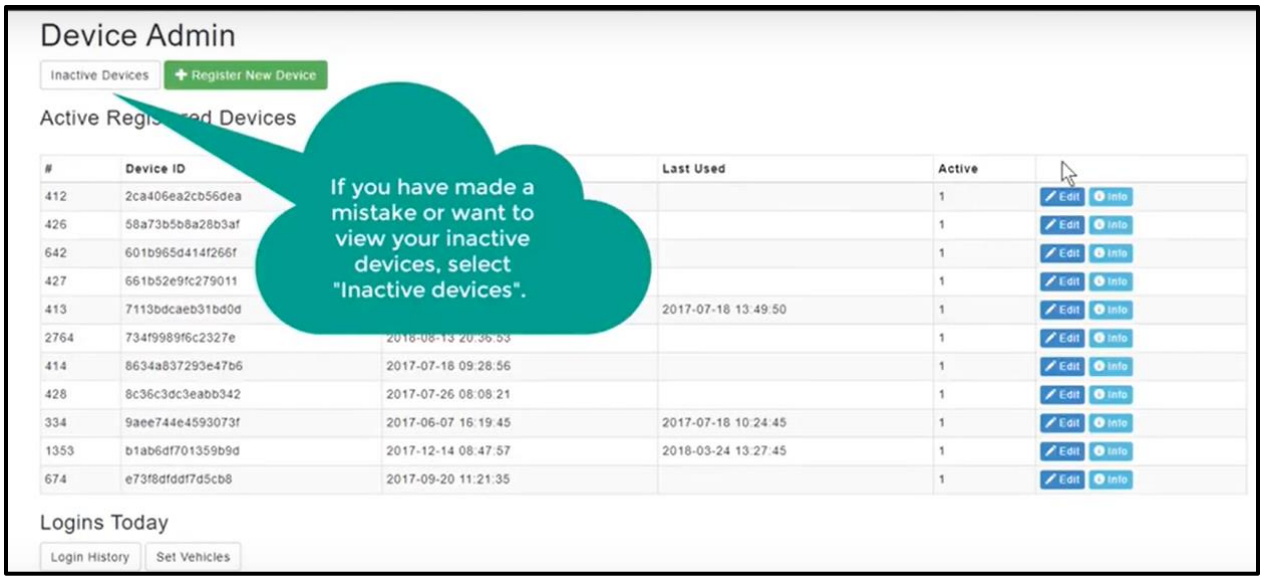
Step 10: If a device was marked as inactive by mistake or users need to review the inactive device list, click INACTIVE DEVICES.



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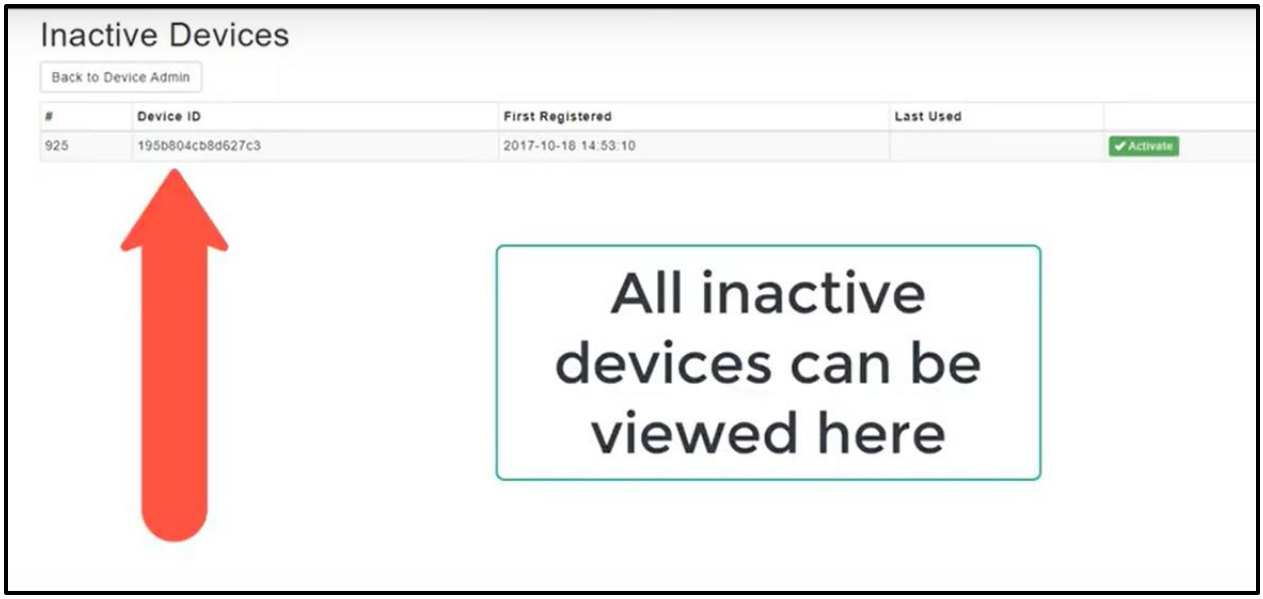
Reactivating a device:

From Device admin: Select Devices>inactive devices.

Devices can be re-activated by clicking on the right next to each device.



Additional Training:

For any additional training information and assistance with marking devices inactive, please e-mail Training@deliverytribe.co.za.

A YouTube video is available for this module: https://www.youtube.com/watch?v=m1NmTSm1tR0

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