



HOW TO: DEVICE ADMIN

ACTIVATING/DEACTIVATING DEVICES

2020

Module Objective:

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

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 Deliverree.

Module Outcomes:

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

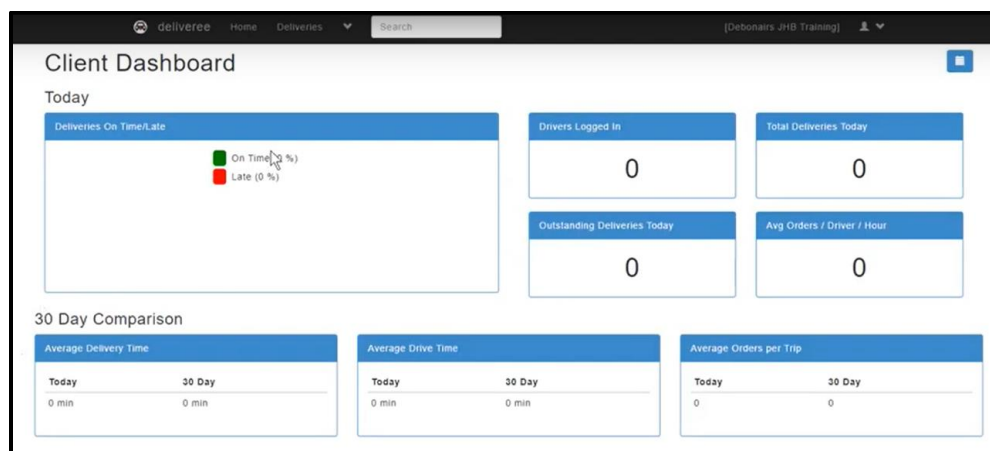
Navigating the driver station

- 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.deliverree.co.za, you will increase the limit.

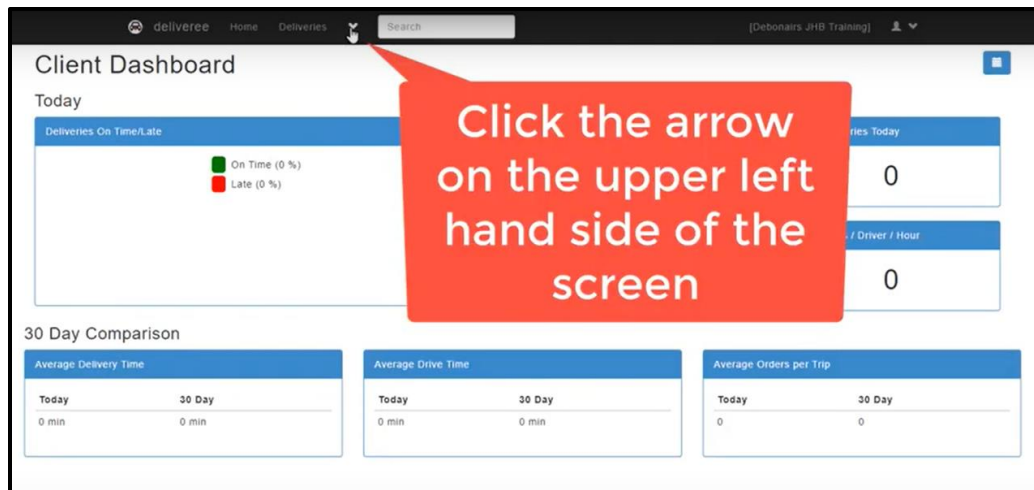
Follow the steps below:

Step1: login to Deliverree.

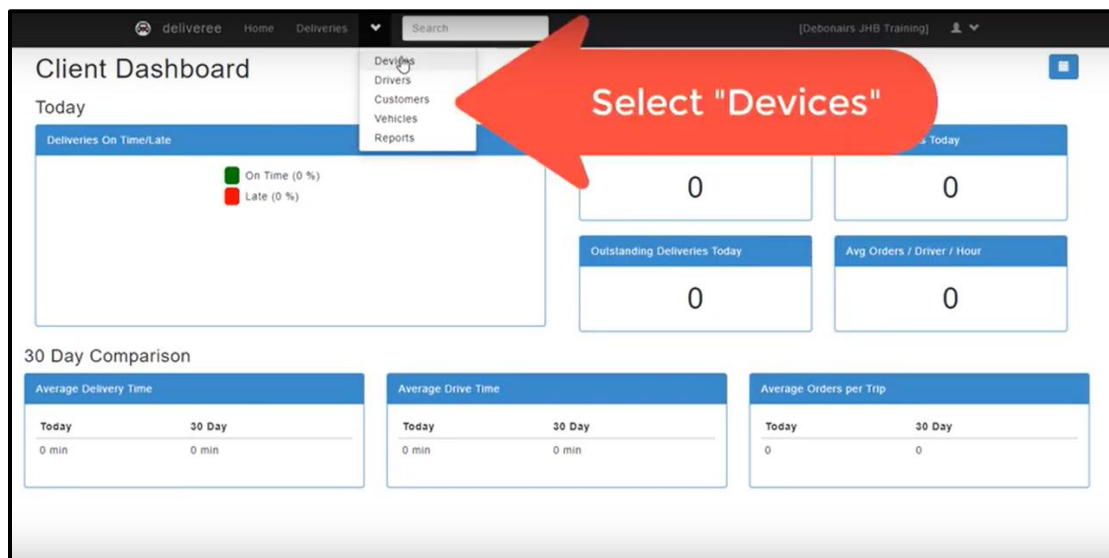
The dashboard as pictured below



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



Step 3: From the dropdown menu select DEVICES.



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 devices will be shown.

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



Device Admin

Inactive Devices [+ Register New Device](#)

Active Registered Devices

#	Device ID	First Registered	Last Used	Active	
412	2ca406ea2cb56dea	2017-07-18 09:28:17		1	Edit Info
426	58a73b5b8a28b3af	2017-07-26 08:07:48		1	Edit Info
642	601b965d414f266f	2017-09-14 10:27:46		1	Edit Info
427	661b52e9fc279011	2017-07-26 08:08:04		1	Edit Info
413	7113bdcaeb31bd0d	2017-07-18 09:28:25	2017-07-18 13:49:50	1	Edit Info
2764	734f9989f6c2327e	2018-08-13 20:36:53		1	Edit Info
414	8634a837293e47b6	2017-07-18 09:28:56		1	Edit Info
428	8c36c3dc3eabb342	2017-07-26 08:08:21		1	Edit Info
334	9aee744e4593073f	2017-06-07 16:19:45	2017-07-18 10:24:45	1	Edit Info
1353	b1ab6d7f01359b9d	2017-12-14 08:47:57	2018-03-24 13:27:45	1	Edit Info
674	e73f8d7d7f7d5cb8	2017-09-20 11:21:35		1	Edit Info

Logins Today

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

Device Admin

Inactive Devices [+ Register New Device](#)

Active Registered Devices

#	Device ID	First Registered	Last Used	Active	
412	2ca406ea2cb56dea			1	Edit Info
426	58a73b5b8a28b3af			1	Edit Info
642	601b965d414f266f			1	Edit Info
427	661b52e9fc279011			1	Edit Info
413	7113bdcaeb31bd0d			1	Edit Info
2764	734f9989f6c2327e			1	Edit Info
414	8634a837293e47b6			1	Edit Info
428	8c36c3dc3eabb342			1	Edit Info
334	9aee744e4593073f	2017-06-07 16:19:45	2017-07-18 10:24:45	1	Edit Info
1353	b1ab6d7f01359b9d	2017-12-14 08:47:57	2018-03-24 13:27:45	1	Edit Info
674	e73f8d7d7f7d5cb8	2017-09-20 11:21:35		1	Edit Info

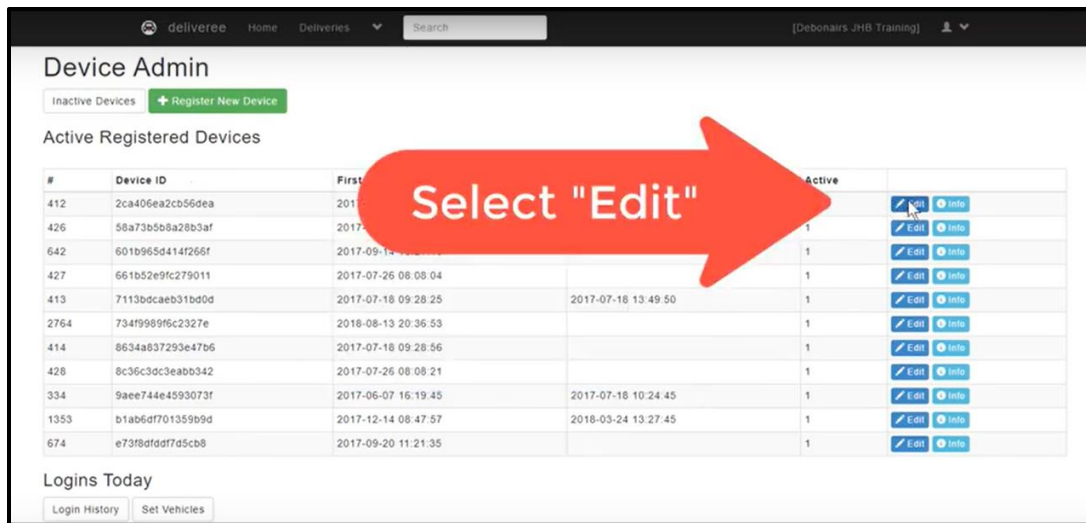
Logins Today

Login History Set Vehicles

Driver	Device	Login Time	Logout Time
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To De-activate a device, search by Device ID

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



The screenshot shows the 'Device Admin' page with a table of 'Active Registered Devices'. A red arrow points to the 'Edit' button for the first device.

#	Device ID	First	Active	
412	2ca406ea2cb56dea	2017-07-18 09:28:25	1	Edit Info
426	58a73b5b5a28b3af	2017-07-18 09:28:25	1	Edit Info
642	601b965d414f266f	2017-09-15 10:21:35	1	Edit Info
427	661b52e9fc279011	2017-07-26 08:08:04	1	Edit Info
413	7113bdcae31bd0d	2017-07-18 09:28:25	1	Edit Info
2764	734f9989f6c2327e	2018-08-13 20:36:53	1	Edit Info
414	8634a837293e47b6	2017-07-18 09:28:56	1	Edit Info
428	8c36c3dc3eabb342	2017-07-26 08:08:21	1	Edit Info
334	9aee744e4593073f	2017-06-07 16:19:45	1	Edit Info
1353	b1ab6d701359b9d	2017-12-14 08:47:57	1	Edit Info
674	e73f8d7d7d5cb8	2017-09-20 11:21:35	1	Edit Info

Logins Today

[Login History](#) [Set Vehicles](#)

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



The screenshot shows the 'Edit Device' form for device ID 2ca406ea2cb56dea. It includes fields for 'Device Phone Number' and 'Device Description', and buttons for 'Update Device', 'Cancel', and 'Make Device Inactive'.

Edit Device: 2ca406ea2cb56dea

Edit Device Details

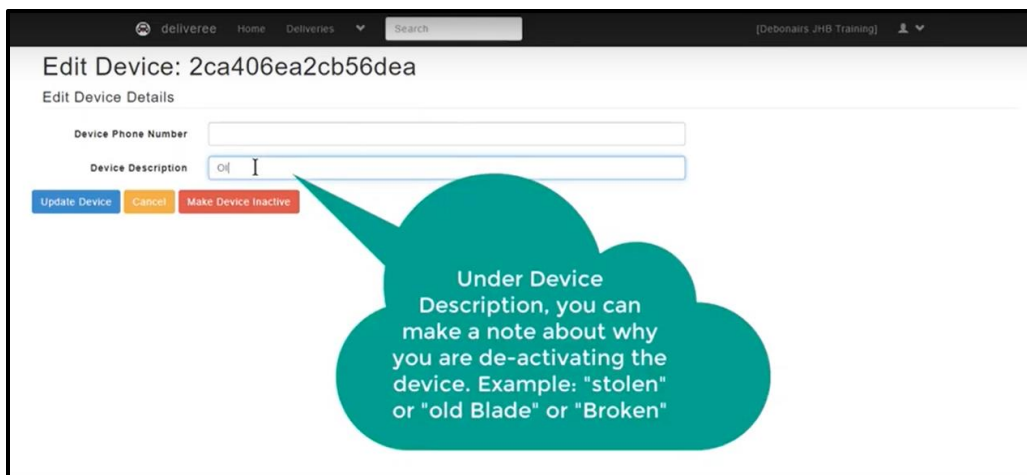
Device Phone Number

Device Description

[Update Device](#) [Cancel](#) [Make Device Inactive](#)

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

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



The screenshot shows the 'Edit Device' interface for device ID 2ca406ea2cb56dea. It includes a 'Device Phone Number' field and a 'Device Description' field. Below these fields are three buttons: 'Update Device' (blue), 'Cancel' (yellow), and 'Make Device Inactive' (red). A teal callout bubble points to the 'Device Description' field with the text: 'Under Device Description, you can make a note about why you are de-activating the device. Example: "stolen" or "old Blade" or "Broken"'. The 'Device Description' field contains the text 'Old Blade'.

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.



This screenshot is similar to the previous one, but the 'Device Description' field now contains the text 'Old Blade- No longer used'. A large red arrow points from the right side of the screen towards the 'Make Device Inactive' button, with the text 'Select "Make Device Inactive"' written inside the arrow.

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

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

Device Admin

[Inactive Devices](#) [Register New Device](#)

Active Registered Devices

#	Device ID	Last Used	Active	
412	2ca406ea2cb56dea		1	Edit Info
426	58a73b5b8a28b3af		1	Edit Info
642	601b965d414f266f		1	Edit Info
427	661b52e9fc279011		1	Edit Info
413	7113bdcaeb31bd0d	2017-07-18 13:49:50	1	Edit Info
2764	734f9989f6c2327e	2018-08-13 20:35:53	1	Edit Info
414	8634a837293e47b6	2017-07-18 09:28:56	1	Edit Info
428	8c36c3dc3eabb342	2017-07-26 08:09:21	1	Edit Info
334	9aee744e4593073f	2017-06-07 16:19:45	1	Edit Info
1353	b1ab6df701359b9d	2017-12-14 08:47:57	1	Edit Info
674	e73f8dfddf7d5cb8	2017-09-20 11:21:35	1	Edit Info

Logins Today

[Login History](#) [Set Vehicles](#)

If you have made a mistake or want to view your inactive devices, select "Inactive devices".


Reactivating a device:


From Device admin: Select Devices>inactive devices.

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

Inactive Devices

[Back to Device Admin](#)

#	Device ID	First Registered	Last Used	
925	195b804cb8d627c3	2017-10-18 14:53:10		



All inactive devices can be viewed here

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>