



SAMFMS

User Manual

1. Introduction:

- 1.1. About this manual
- 1.2. Target audience

2. Prerequisites:

- 2.1. Minimum hardware requirements
- 2.2. Software requirements

3. The default product:

- 3.1. What you can expect from base SAMFMS
- 3.2. How to get more out of SAMFMS

4. Getting started:

- 4.1. First time setup
- 4.2. Adding your employees
- 4.3. Logging in

5. What can I do with:

- 5.1. Dashboard
 - 5.1.1. Editing your dashboard
- 5.2. Vehicles
 - 5.2.1. Adding a vehicle
 - 5.2.2. Removing a vehicle
 - 5.2.3. Editing a vehicle
- 5.3. Drivers
 - 5.3.1. Checking a driver's details
 - 5.3.2. Editing a driver's details
- 5.4. Tracking
 - 5.4.1. Tracking your vehicles
 - 5.4.2. Setting your geofences
- 5.5. Trips
 - 5.5.1. Scheduling a trip
 - 5.5.2. Viewing active trips
 - 5.5.3. Viewing upcoming trips
 - 5.5.4. Viewing recent trips
 - 5.5.5. Viewing trip analytics
- 5.6. Maintenance
 - 5.6.1. Adding a maintenance record
 - 5.6.2. Editing a maintenance record
 - 5.6.3. Deleting a maintenance record
 - 5.6.4. Adding a maintenance schedule
 - 5.6.5. Viewing your maintenance analytics
- 5.7. User Management
- 5.8. Plugins
 - 5.8.1. Something loading too long?
- 5.9. Account
 - 5.9.1. Setting preferences
- 5.10. Help

1. Introduction

1.1 About this manual:

This manual aims to introduce you to the current version of SAMFMS, with step-by-step instructions on how to use all the current features, and is intended for admins, fleet managers and also the drivers to advise you on how to use the system. If you do not see some features mentioned in this manual, you are not the right role and rightly do not have access to them. To see what you need to run this system, proceed to Prerequisites. Technical information and installation guide can be found here: [Technical installation guide](#)

1.2 Target audience:

Current fleet management software is often sold as a monolith of features your business may not need, so why pay a premium for unused features? This software is intended for small to medium fleet management businesses where growth is supported.

2. Prerequisites

2.1 Minimum hardware requirements:

CPU	4 cores (Intel i5/AMD Ryzen 5)
RAM	8GB minimum, 16GB recommended
Storage	20GB free space
Network	Broadband connection, ports 21000-21020

2.2 Software requirements:

Software	Version
Operating system	Windows 10+, macOS 10.15+, Ubuntu 20.04+
Docker Desktop	20.10.0+
Git	2.30.0+
Node.js	18.17.0+
Python	3.9.0+

3. The default product

3.1 What can you expect from base SAMFMS

Base SAMFMS come with Vehicle Management, Driver Management, Vehicle Tracking, Trip Planning and Maintenance planning.

3.2 How to get more out of SAMFMS

The current version of SAMFMS does not have this feature enabled yet.

4. Getting started

4.1 First time setup

This part is intended for admins. As an admin, you simply create your account. No one else will be able to make their own account after this.

4.2 Adding your employees

To add your employees, go to the User Management tab. There you will see the three tiers of users our system has. If you want to add another admin, click on the green plus next to the search box of the “Administrators” section. Similarly, you can add fleet managers and drivers by going to their sections and doing the same thing.

The screenshot shows the SAMFMS User Management page. On the left is a sidebar with links: Dashboard, Vehicles, Drivers, Tracking, Trips, Maintenance, User Management (which is highlighted), Plugins, Account, and Help. At the bottom of the sidebar are 'Logout' and 'Fleet Management System'. The main area is titled 'User Management' and contains three sections: 'Administrators', 'Fleet Managers', and 'Drivers'. Each section has a table with columns for Name, Email, and Actions. A green '+' button is located at the top right of each table, with the 'Administrators' one specifically circled in red. Search bars are also present above each table.

After clicking on the green plus, you will see the following form. Simply fill in the form, then click the “Create User” button. You have now added an employee to your system.

Add Administrator

X

Full Name *

Email *

Phone Number

Optional

Password *

Confirm Password *

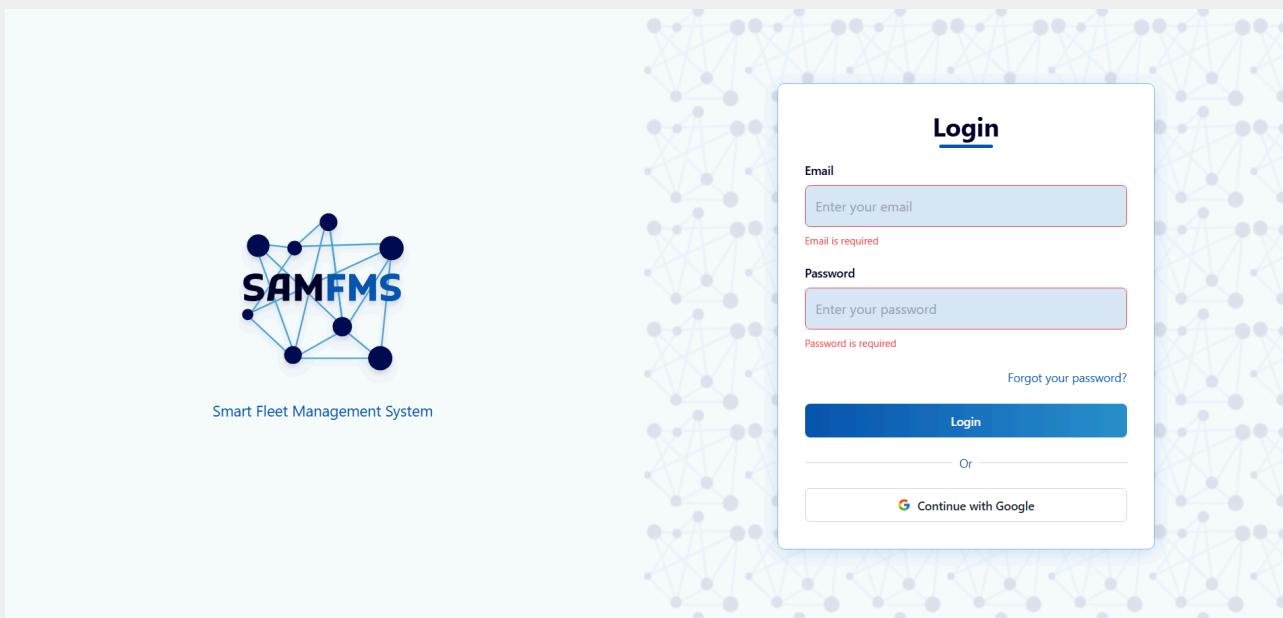
Cancel

Create User

4.3 Logging in

When accessing the software from any role, logging in is necessary. As the first administrator, you already know your login details when you made your account. As for newer administrators, fleet managers and drivers, ask your administrator for your login details.

Keep in mind that the system will log you out in case of inactivity for added security.



5. What can I do with

5.1 Dashboard

On the dashboard you will see the default layout of useful widgets that show information about various things that you may find useful.

5.1.1 Editing your dashboard

On this page, you can edit what you want your dashboard to look like. To change what your dashboard looks like, click the “edit” button. If you hover over the different widgets, you will see that you are able to change their size by dragging their edges, and can move them around by dragging them from their center. You can also add widgets using the “add widget” button. If you want to get back to the default layout, click the “reset all” button. After you are happy with your layout, click the “save” button.

The screenshot shows the SAMFMS Fleet Dashboard in 'Edit Mode'. The left sidebar contains navigation links: Dashboard (selected), Vehicles, Drivers, Tracking, Trips, Maintenance, User Management, Plugins, Account, and Help. The main area is titled 'Fleet Dashboard' and features several widgets:

- Total Vehicles:** 0 Active: 0 Maintenance: 0 Idle: 0
- Services Status:** Management Service, Maintenance Service, Gps Service, and Trips Service are all healthy.
- Maintenance Records:** No recent maintenance records.
- Upcoming Maintenance:** 2 Upcoming (30+ days) and This Month C... Total Cost: R6,943.
- Average Cost:** R204.206 per maintenance.
- Trend:** Increase (0%).

At the top right are buttons for Done, Add Widget, Save, and Reset All. At the bottom left is the text 'Fleet Management System' and a Logout button.

5.2 Vehicles

5.2.1 Adding a vehicle

To add a vehicle, click the green plus button. A form will open up for you to fill in. Once that is done, click the “Add Vehicle” button.

Add New Vehicle

Vehicle Information

Make *	Model *	Year *	Color
Select Make	Select Model	Select Year	Select Color

Technical Information

VIN *	License Plate *	Fuel Type *	Current Mileage (km) *
17-character VIN 17 character Vehicle Identification Number	e.g., ABC123GP South African license plate format	Petrol	0

Add Vehicle

5.2.2 Removing a vehicle

To remove a vehicle, search for the vehicle you want to delete, then click the trash can icon.

Manage Vehicles							
<input type="text"/> Search vehicles... +							
Make	Model	Year	Color	Fuel Type	Mileage	Status	Actions
Toyota	Corolla	2024	White		0 km	available	edit trash
10 per page ▼		Page 1 of 1 ◀ ▶					

5.2.3 Editing a vehicle

To edit a vehicle, search for the vehicle you want to edit, then click the pencil icon. A form will appear to change the details.

5.3 Drivers

5.3.1 Checking a driver's details

You can check a driver's details by searching for the driver, and then clicking the "view" icon that appears in the search box next to the driver.

The screenshot shows a table titled "Manage Drivers" with one row of data. The columns are: Employee ID, Full Name, License #, Phone, License Expiry, Email, Status, and Actions. The data row is: EMP001, bob2, N/A, +27827564407, N/A, bob2@gmail.com, Available, View Edit. Below the table are pagination controls: "10 per page" dropdown, "Page 1 of 1" text, and navigation arrows.

Employee ID	Full Name	License #	Phone	License Expiry	Email	Status	Actions
EMP001	bob2	N/A	+27827564407	N/A	bob2@gmail.com	Available	

5.3.2 Editing a driver's details

You can edit a driver's details by searching for the driver, and then clicking on the "edit" icon that appears in the search box next to the driver.

5.4 Tracking

5.4.1 Tracking your vehicles

To track your vehicles, ensure "live" is highlighted orange and "vehicles" is highlighted green. If they are not highlighted, click them. You can toggle them on and off this way. You can search for specific vehicles in the tab to the right. To open that tab, click the button with the 3 stripes. You can then click on that vehicle and the map will go to that vehicle. If you click the "follow" button, the map will follow the specific vehicle you are tracking.

The screenshot shows the SAMFMS Tracking interface. On the left is a sidebar with navigation links: Dashboard, Vehicles, Drivers, **Tracking**, Trips, Maintenance, User Management, Plugins, Account, and Help. The main area is a map of Pretoria, South Africa, with various roads and landmarks labeled. A search bar at the top of the map area shows "221 Festival Street, Hatfield, Tshwane Ward 56, Pretoria, City of Tshwane Metropolitan Municipality." To the right of the map are several panels: "Live Tracking Active" (1 vehicle being tracked), "Vehicle 68a4786b815b3c0f40303a0c" (Toyota Corolla, Plate: 2934rhg248, Available), and "Vehicles (1)" and "Geofences (1)" tabs with a search bar below them. At the bottom right is a "Follow" button with a location pin icon.

5.4.2 Setting your geofences

Click the “Geofences” tab. There you can add, edit and remove your geofences. Adding and editing a geofence will show you this form. Simply fill it in and click the “Add Geofence” button

5.5 Trips

5.5.1 Scheduling a trip

Click the “Schedule New Trip” button. A form will appear with 3 steps.

Step 1:

On this form, you have to set a trip name and priority. You can optionally add a description of the trip and give special instructions to the driver using the “Driver Notes” section.

The screenshot shows a mobile-style form titled "Trip Details" with a subtitle "Name and priority settings". At the top, there's a progress bar showing "Step 1 of 3" and "33%". The main sections include:

- Trip Name ***: An input field with placeholder text "e.g., Morning Delivery Route" and a character count of "0/25".
- Priority Level ***: A section with four options:
 - Low
 - Normal
 - High
 - Urgent
- Description**: A text input field with a "Add Description >" link.
- Driver Notes**: A text input field with a "Add Notes >" link.

At the bottom are navigation buttons: "Previous" (disabled), "Next >" (blue), and a large "Next >" button.

Step 2:

Your next step is choosing your vehicle, driver, and start and end dates and times.

 **Vehicle & Schedule**

Assign vehicle, driver and timing

Step 2 of 3 67%

Select Vehicle * Select Driver *

 Choose a vehicle... ▼

 Choose a driver... ▼

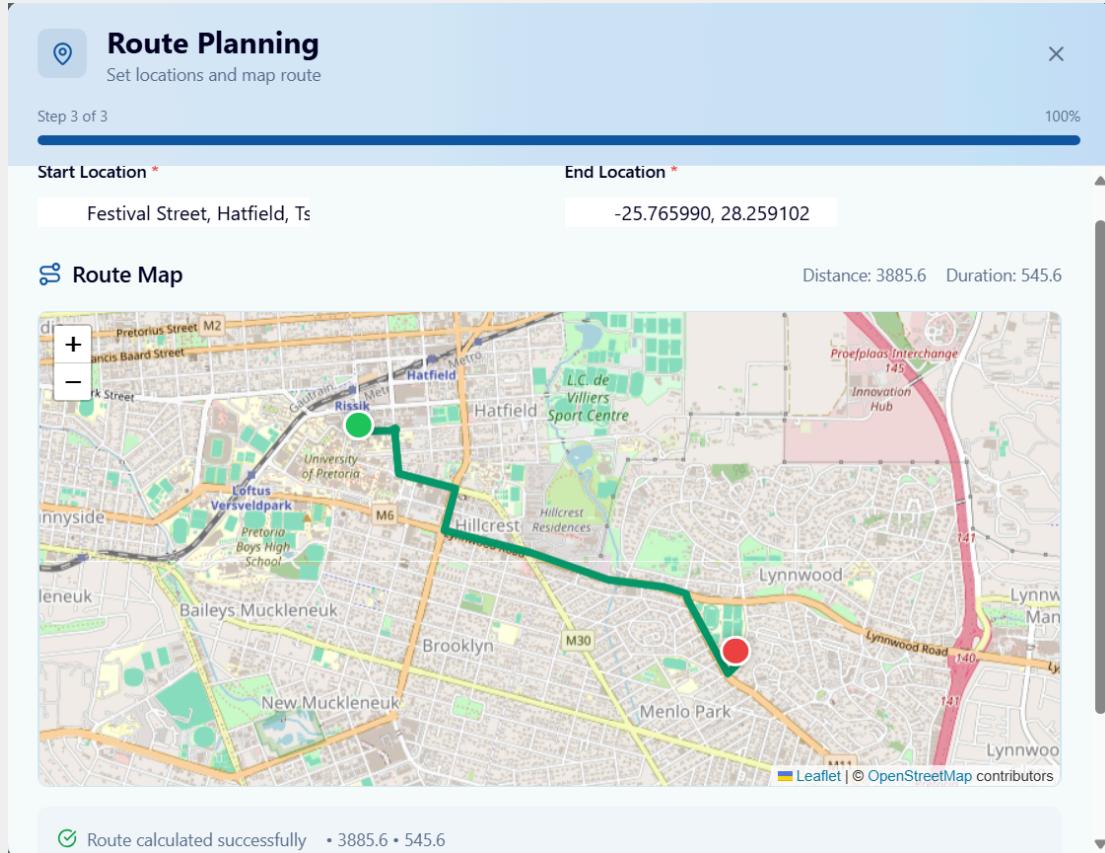
 **Start Time**  **End Time**

Date *	Time *	Date *	Time *
2025/08/19 	15:56 	yyyy/mm/dd 	--:--

< Previous Next >

Step 3:

Set your starting point and your ending point and scroll down to click the "Create Trip" button.



5.5.2 Viewing active trips

As a driver, you have a 15 minute window to start your trip from when it is scheduled to start your trip.

5.5.3 Viewing upcoming trips

As a driver, you can view your upcoming trips by clicking the upcoming trips tab.

5.5.4 Viewing recent trips

As a driver, you can view your recent trip history by clicking the recent tab.

5.5.5 Viewing trip analytics

As an admin or fleet manager, you can view trip analytics by clicking the analytics tab.

5.6 Maintenance

5.6.1 Adding a maintenance record.

To add a maintenance record, click on the maintenance records tab. Then click the button with the green plus, then fill in the form that appears and click the “Create Record” button.

The screenshot shows the SAMFMS Maintenance Records interface. On the left is a sidebar with links: Dashboard, Vehicles, Drivers, Tracking, Trips, Maintenance (which is selected and highlighted in blue), User Management, Plugins, Account, and Help. At the bottom of the sidebar is a red 'Logout' button. The main area has a header 'Maintenance' and a sub-header 'Vehicle Maintenance'. Below that is a navigation bar with tabs: Dashboard, Maintenance Records (selected), Schedules, and Analytics. The main content area is titled 'Maintenance Records' and contains a table with the following columns: Vehicle, Type, Date, Cost, Status, Priority, and Actions. A filter bar at the top of the table allows filtering by Vehicle (All Vehicles) and Status (All Statuses). A 'Clear Filters' button is also present. A green '+' button is located in the top right corner of the main content area. The bottom of the page has a footer with the text 'Fleet Management System' and a small logo.

5.6.2 Editing a maintenance record

To edit a maintenance record, search for the record by filtering. Then click the edit button in the table below to edit that record.

5.6.3 Deleting a maintenance record

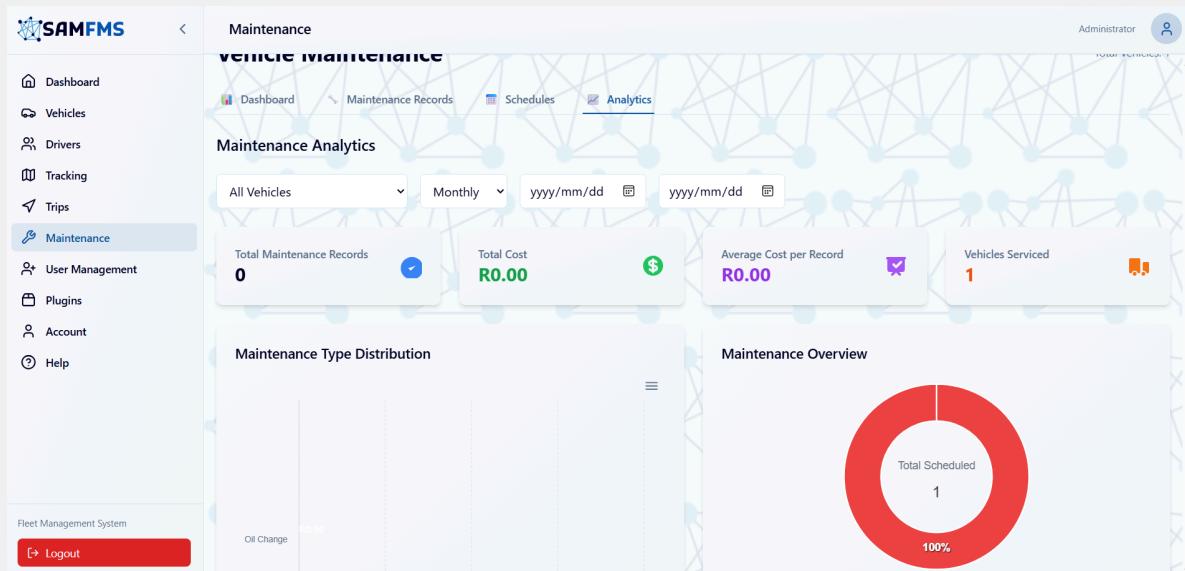
To delete a maintenance record, search for the record by filtering. Then click the delete button in the table below to edit that record.

5.6.4 Adding a maintenance schedule

To add a maintenance schedule, click on the schedules tab. Then click the button with the green plus. Fill in the form that appears and click the “Create Schedule” button. You can delete and edit the schedules in the same way as the maintenance records.

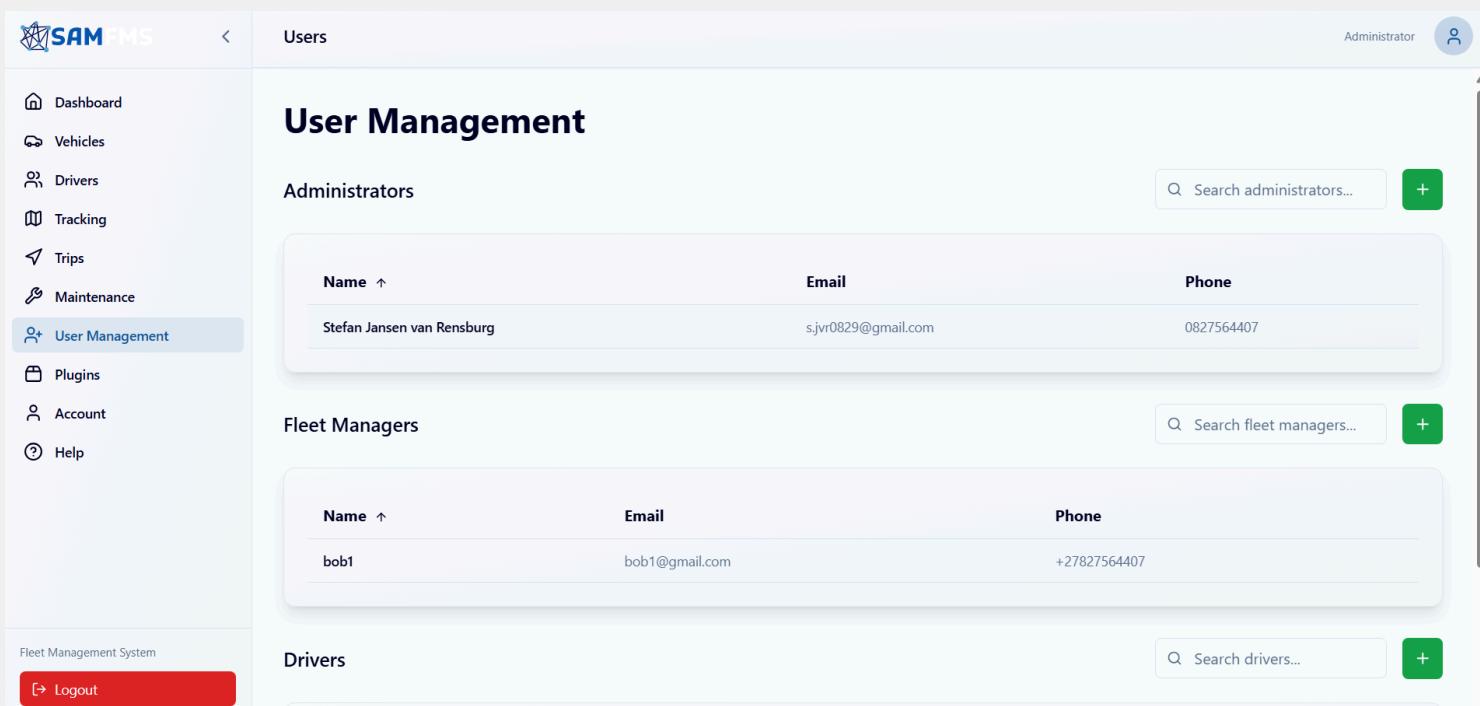
5.6.5 Viewing your maintenance analytics

To view your maintenance analytics, simply click the Analytics tab. You can adjust your analytics based on filters.



5.7 User Management

As has previously been mentioned, you can add your employees here. Another feature of this page is you can find your employee details here by searching for them in the search box.



5.8 Plugins

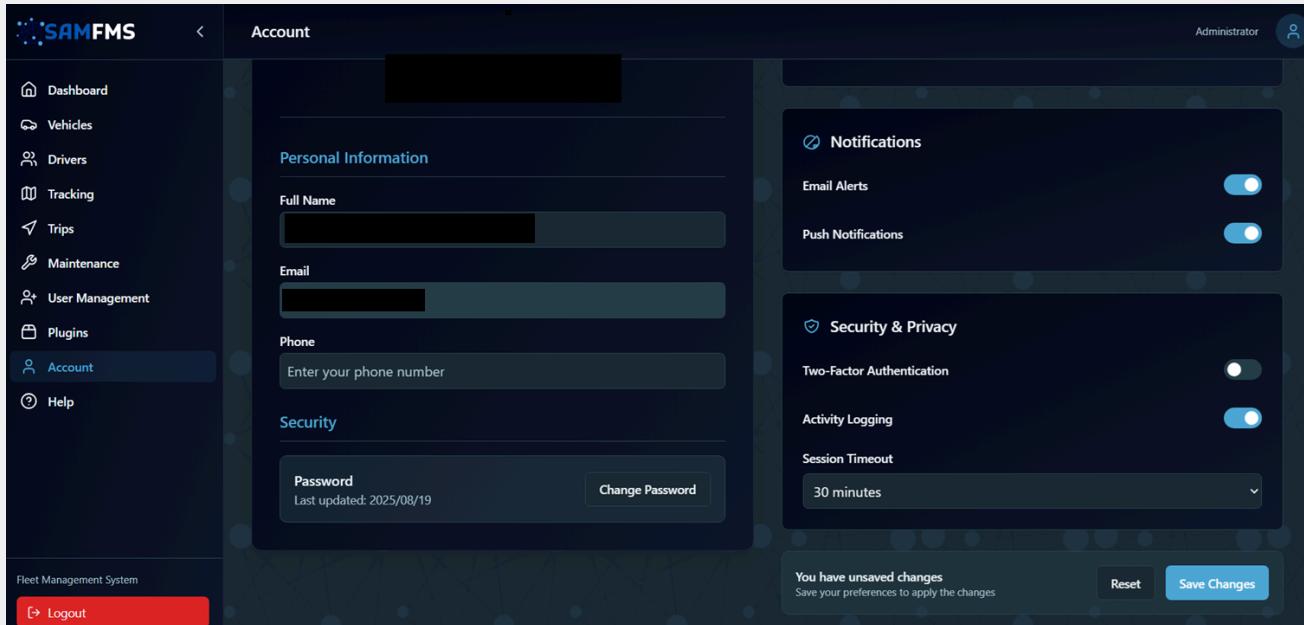
5.8.1 Something loading too long?

Visit the Plugins page and see if the service you are trying to use is running properly. If the service is “unhealthy”, restart that service. To restart the service, use the instructions in the [Technical installation guide](#).

5.9 Account

5.9.1 Setting preferences

To change your account settings, simply go to the account page. Here you can change your name, phone number, password, theme colour, animation settings and more. After you are happy with your new settings, click the “Save Changes” button. In the screenshot below, the theme was changed to dark mode



5.10 Help

The help page is simply there so your frequently asked questions can be answered without having to leave the app.

The screenshot shows the SAMFMS Help Center page. At the top left is the SAMFMS logo. To its right is a back arrow and the word "Help". On the far right is a blue circular profile icon with a white person symbol, labeled "Administrator". Below the header is a sidebar with icons and labels: Dashboard, Vehicles, Drivers, Tracking, Trips, Maintenance, User Management, Plugins, Account, and Help, which is highlighted with a light gray background. Below the sidebar is the text "Fleet Management System" and a red "Logout" button. The main content area has a light blue geometric background. It features several sections: "Help Center" with a sub-section "Getting Started" listing "System overview", "User account setup", "Basic navigation guide", and "Understanding permissions"; "Frequently Asked Questions" with expandable answers for "How do I reset my password?", "Where can I view my drivers trip history?", "How do I assign a vehicle to a driver?", "Can I export my reports?", and "Why do I only see certain menu items in the sidebar?"; "Video Tutorials" with the text "Watch step-by-step guides on using different features of SAMFMS."; "User Manual" with the text "Access the complete user manual for detailed information about the system."; and "Contact Support" with the text "Need further assistance? Our support team is ready to help." and a "Contact Support" button.