



SAMFMS

User Manual

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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. 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.

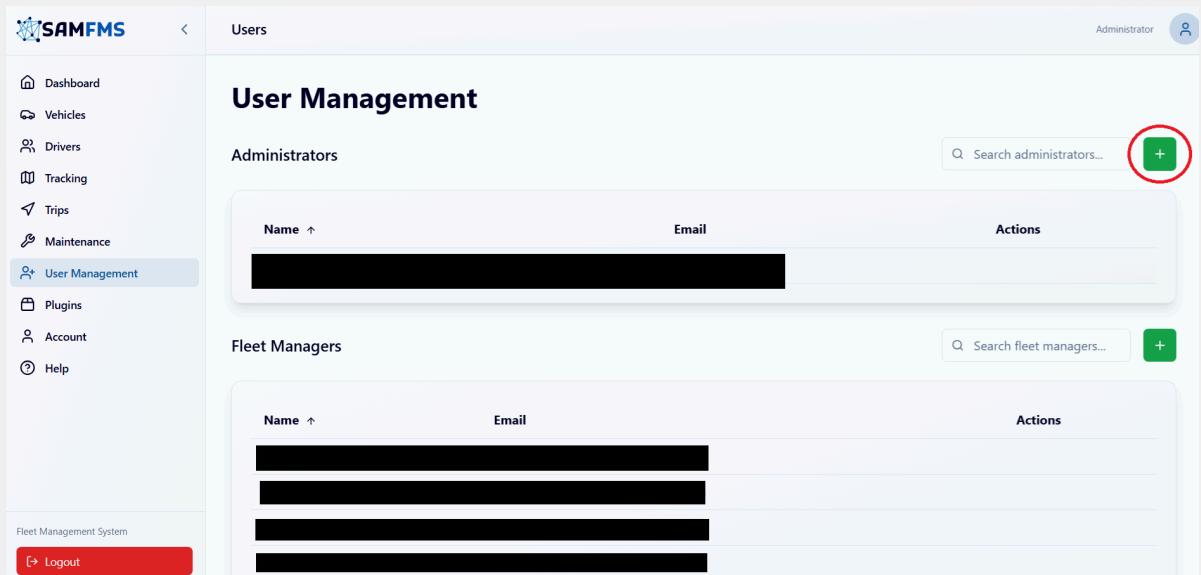
4. Getting started

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 interface. On the left is a sidebar with various icons and links: Dashboard, Vehicles, Drivers, Tracking, Trips, Maintenance, User Management (which is selected and highlighted in blue), Plugins, Account, and Help. Below the sidebar is a red "Logout" button. The main content area is titled "User Management". It contains three sections: "Administrators", "Fleet Managers", and "Drivers". Each section has a table with columns for Name, Email, and Actions. In the "Administrators" section, there is a search bar labeled "Search administrators..." and a green plus button with a white plus sign, which is circled in red. In the "Fleet Managers" and "Drivers" sections, there are also search bars and green plus buttons. The entire interface has a light blue header bar with the SAMFMS logo and the word "Users".

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 *

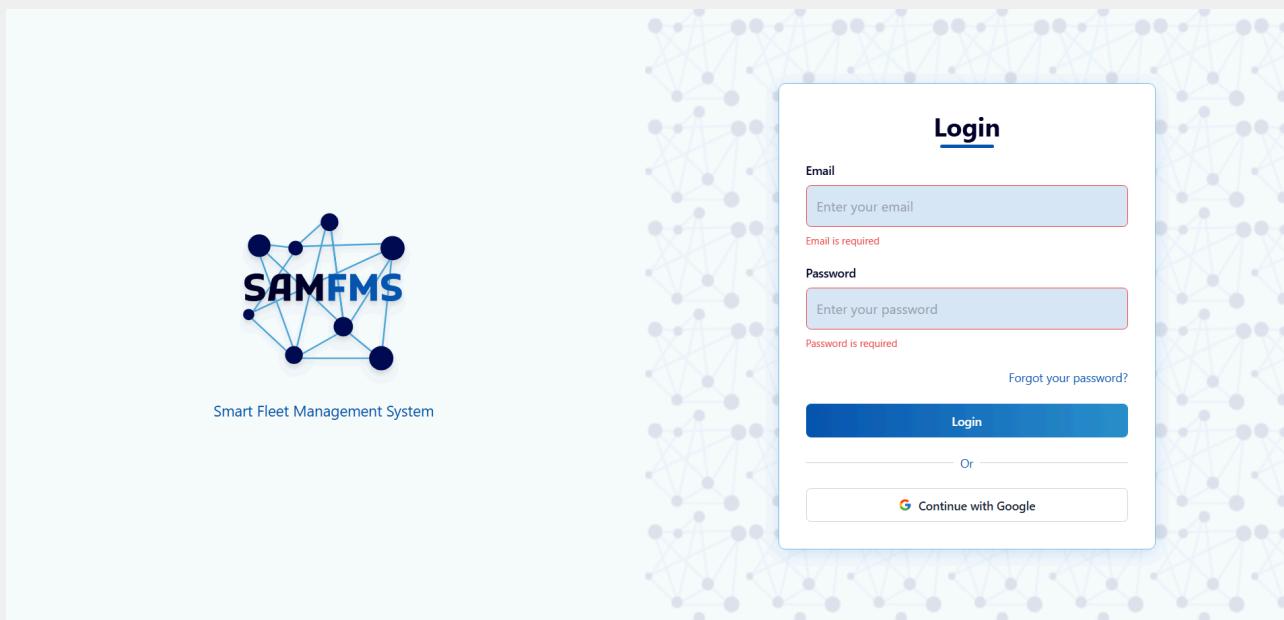
Cancel

Create User

4.3 Logging in

When accessing the software from admin or fleet manager, logging in is necessary. As the first administrator, you already know your login details when you made your account. As for newer administrators and fleet managers, 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 includes several widgets:

- Total Vehicles:** 0 Active: 0 Maintenance: 0 Idle: 0
- Services Status:** Management Service (healthy), Maintenance Service (healthy), Gps Service (healthy), Trips Service (healthy)
- Maintenance Records:** Total Records: 2 Overdue: 0 Upcoming (30...): 2 This Month C...: R6,943
- Cost Summary:** Total Cost Monthly total: R6,943, Average Cost Per maintenance: R204.206, Trend Increase: 0%
- Alerts:** No recent maintenance records (key icon), No maintenance alerts (bell icon)

At the top right are buttons: Done (red), Add Widget (+), Save (green), and Reset All (orange). At the bottom left is '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	e.g., ABC123GP	Petrol	0
17 character Vehicle Identification Number	South African license plate format		

Cancel

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.

Manage Drivers

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

10 per page ▼

Page 1 of 1 ◀ ▶

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 (which is selected), Trips, Maintenance, User Management, Plugins, Account, and Help. At the bottom of the sidebar are 'Logout' and 'Fleet Management System' buttons. The main area is titled 'Tracking' and features a map of Pretoria. On the map, a vehicle is tracked with a red dot and a blue circle. A sidebar on the right displays tracking details for 'Vehicle 68a4786b815b3c0f40303a0c'. The vehicle is a Toyota Corolla with plate number 2934fhg248, marked as available. The sidebar also shows 'Live Tracking Active' and '1 vehicle being tracked'. The top of the map has tabs for 'Live' (orange), 'Vehicles' (green), and 'Geofences' (blue). There are also buttons for 'Follow' and other map controls.

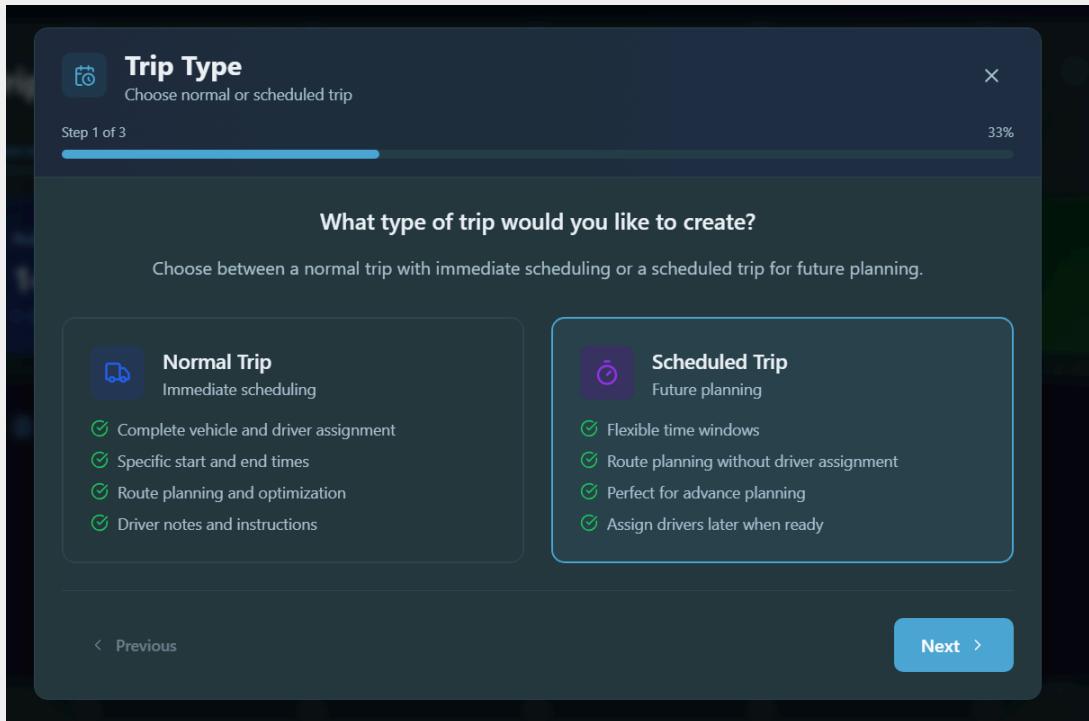
5.4.2 Setting your geofences

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 “New Trip” button. Two options will appear.



For normal Trip:

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 the "Trip Details" form for Step 1 of 3. It has a progress bar at 33%. The first section is "Trip Name *", with a placeholder "e.g., Morning Delivery Route" and a character count of 0/25. The second section is "Priority Level *", showing four options: "Low" (green dot), "Normal" (blue dot, selected), "High" (orange dot), and "Urgent" (red dot). Below these are sections for "Description" and "Driver Notes", each with an "Add Description >" and "Add Notes >" link. At the bottom are "Previous" and "Next" buttons.

Trip Details
Name and priority settings

Step 1 of 3 33%

Trip Name *
e.g., Morning Delivery Route 0/25

Priority Level *

- Low
- Normal
- High
- Urgent

Description Add Description >

Driver Notes Add Notes >

< Previous Next >

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 * X

Choose a vehicle...

Select Driver * X

Choose a driver...

Start Time

Date * Time *

2025/08/19 (L)

15:56 (L)

End Time

Date * Time *

yyyy/mm/dd (L)

--:-- (L)

< Previous Next >

Step 3:

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

Route Planning

Set locations and map route

Step 3 of 3 100%

Start Location * End Location *

Festival Street, Hatfield, T-25.765990, 28.259102

Route Map

Distance: 3885.6 Duration: 545.6

Leaflet | OpenStreetMap contributors

For scheduled Trip:

Follow the same steps as before, except

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. The left sidebar has a 'Maintenance' tab selected. The main area is titled 'Vehicle Maintenance' and shows the 'Maintenance Records' tab is active. It includes filters for 'Vehicle' (All Vehicles) and 'Status' (All Statuses), and a 'Clear Filters' button. A table at the bottom displays columns for Vehicle, Type, Date, Cost, Status, Priority, and Actions. A message 'No maintenance records found' is centered in the table area. The top right corner shows 'Administrator' and 'Total Vehicles: 1'. A red 'Logout' button is at the bottom left.

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.

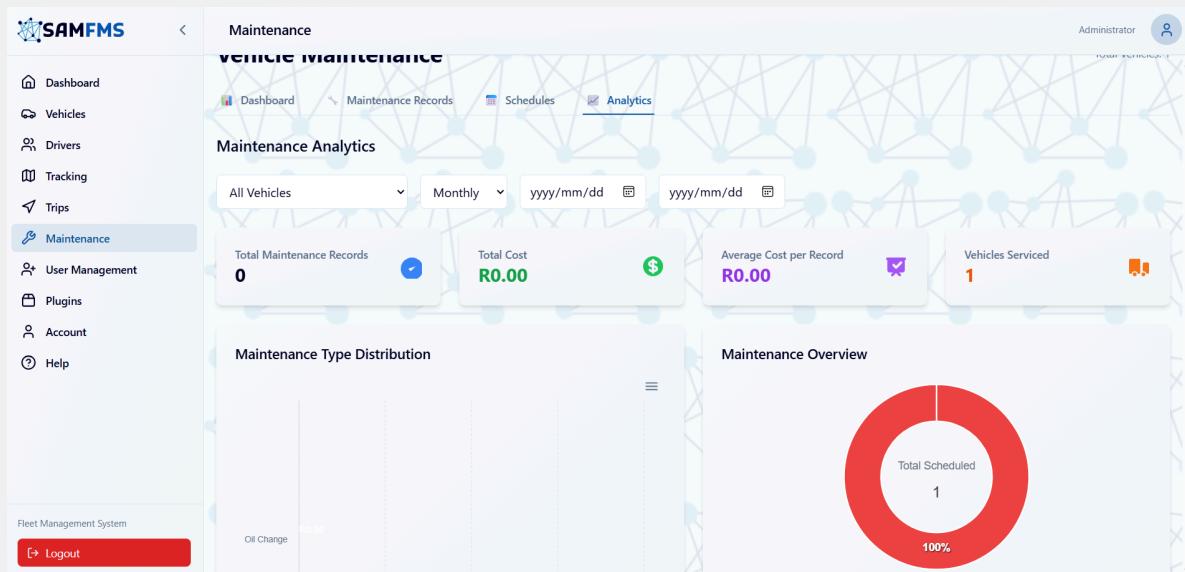
The screenshot shows the SAMFMS Maintenance Schedules page. On the left, there's a sidebar with navigation links: Dashboard, Vehicles, Drivers, Tracking, Trips, Maintenance (which is highlighted), User Management, Plugins, Account, and Help. The main area has a title 'Vehicle Maintenance' and tabs for Dashboard, Maintenance Records, Schedules (which is selected), and Analytics. Below the tabs, there's a 'Maintenance Schedules' section with a 'Filter by Vehicle' dropdown set to 'All Vehicles' and a 'Clear Filters' button. A table lists a single maintenance schedule:

Vehicle	Maintenance Type	Interval	Last Service	Next Due	Status	Actions
2024 Toyota Corolla 2934hg248	oil change	Every 200 km (mileage)	2025/07/30 500 km	2025/08/29 700 km	Upcoming	Edit Delete

At the bottom left is a red 'Logout' button, and at the top right is an 'Administrator' profile icon and a 'Total Vehicles: 1' count.

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.

Name	Email	Phone
Stefan Jansen van Rensburg	s.jvr0829@gmail.com	0827564407

Name	Email	Phone
bob1	bob1@gmail.com	+27827564407

Drivers		
<input placeholder="Search drivers..." type="text"/> +		

5.8 Plugins

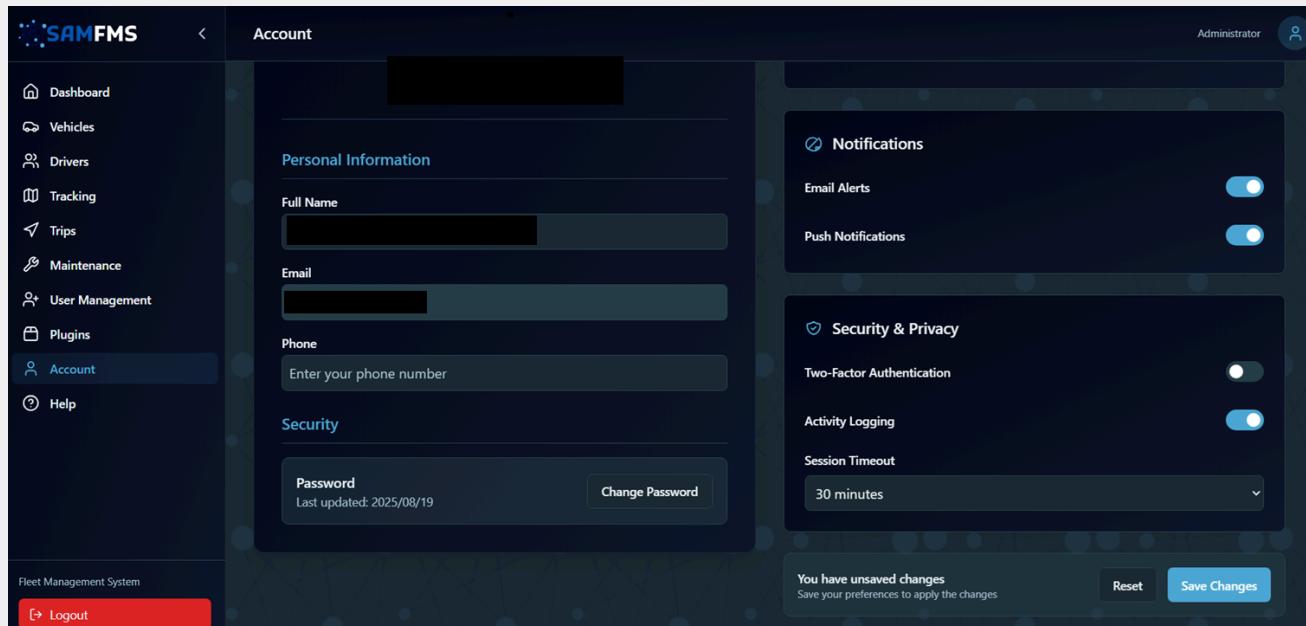
5.8.1 Something loading too long?

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. The left sidebar includes links for Dashboard, Vehicles, Drivers, Tracking, Trips, Maintenance, User Management, Plugins, Account, and Help. The main content area features a "Help Center" header with a search bar and a "Administrator" profile icon. Below this is a "Getting Started" section with a list of resources: System overview, User account setup, Basic navigation guide, and Understanding permissions. To the right is a "Frequently Asked Questions" section 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?. At the bottom are sections for "Video Tutorials" (with a link to a video player), "User Manual" (with a link to a PDF), and "Contact Support" (with a "Contact Support" button).

5.11 Driver App

As a driver, you only have access to the app. You can download it from SAMFMS.co.za. You will use the app to view and start your trips.

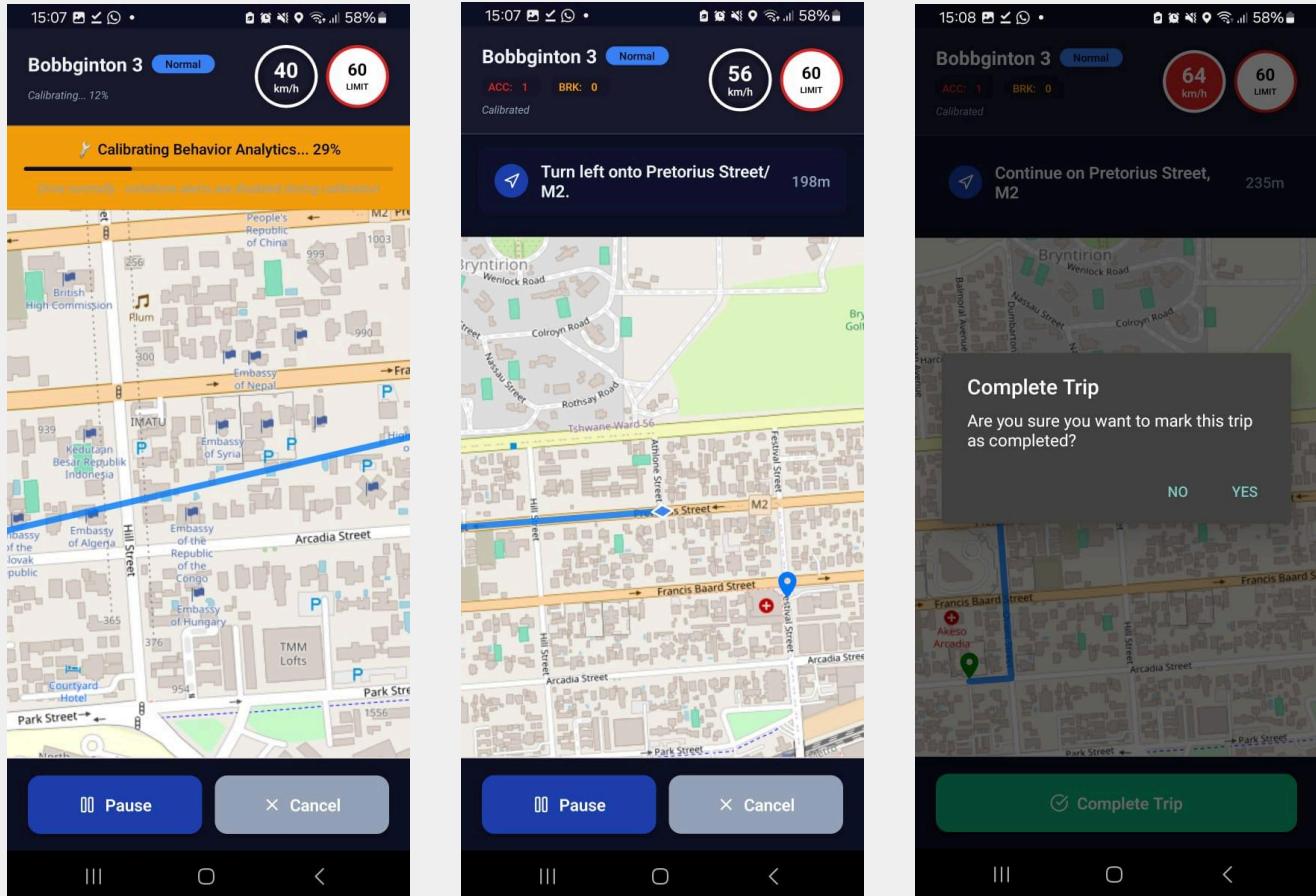
5.11.1 Dashboard

The dashboard shows you your upcoming trips and your recent past trips.

The screenshot shows the SAMFMS Driver App dashboard. At the top, it displays the driver's name, Bob Bobbington, and ID: EMP147. Below this are two main sections: "Upcoming Trips" and "Recent Trips". The "Upcoming Trips" section shows a trip named "Bobbginton 3" scheduled from Festival Street to Arcadia Street, starting at 15:10 on 2025/09/27 and ending at 16:04 on 2025/09/27, covering 1 km. A green "Start" button is visible. The "Recent Trips" section shows a trip named "Bobington 2" started at 12:38 on 2025/09/27 and completed at 12:40 on 2025/09/27, covering 3 km. A blue "View" button is visible. The bottom of the screen features a navigation bar with icons for Dashboard, Account, Settings, and Help.

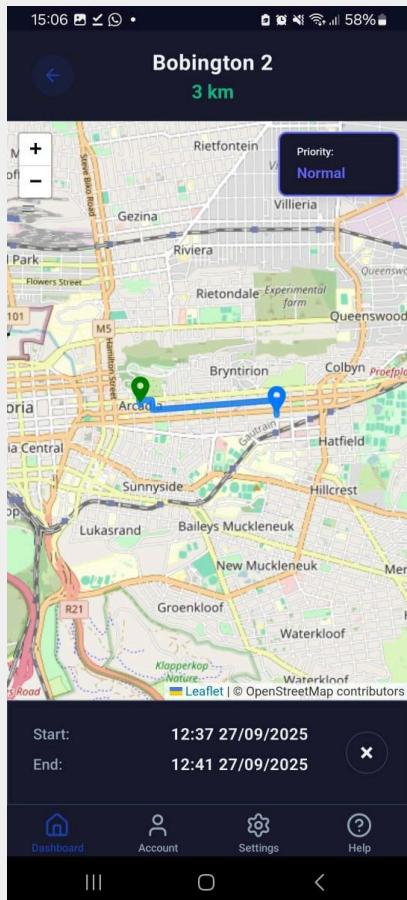
5.11.1.1 Starting a trip

When you start a trip, the following screen shows up. You can start your engine and wait till it fully calibrates. Afterwards, you can start your trip. The app will show you directions. The app will also show your current speed and the speed limit for the road you are currently on. When you have reached your destination, you can click on the complete trip button.



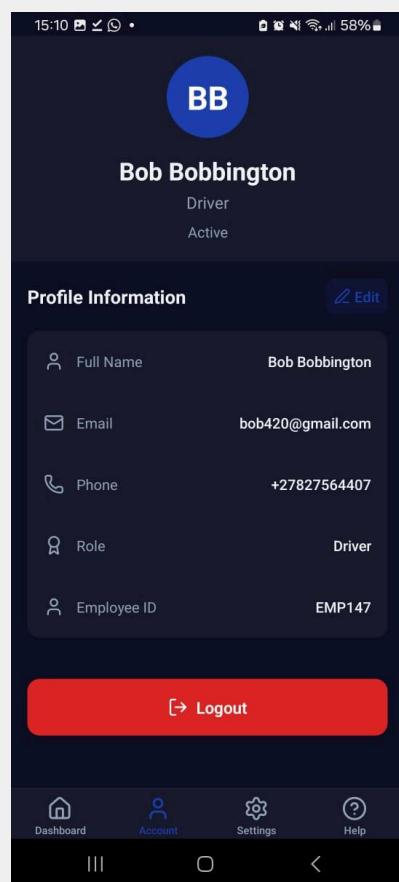
5.11.1.2 View

On this page you can simply view a previous trip.



5.11.2 Account

On the account page, you can change your name and your phone number.



5.11.3 Help

The help page can be used to access support and to view this user manual. We also have a frequently asked questions section.

