

FLEET AND TELEMATICS

MOBILE ACCESS CONTROL (M.A.C.)

The **Mobile Access Control** feature is a unique function only available in the ProControl NextGen platform. It allows you to control who can access your equipment and for how long. You do this by creating an Assignment and granting access to the operator(s) through the mobile app.

ENABLE/DISABLE M.A.C.

1. To enable **Mobile Access Control** for all pieces of equipment in your account, toggle the **Mobile Access Control** button to ON.
 - a. The **Enable M.A.C. for Account** popup window will then display. Click the **Enable M.A.C.** button to confirm your choice.
 - b. Your M.A.C. request will be in a pending status. The Operations team will receive an email to approve or reject your requests within one business day. If you need immediate assistance contact Telematics Support at telematicssupport@hercrentals.com.
2. To turn it off, toggle the **Mobile Access Control** button to **OFF**.
 - a. The **Disable M.A.C. for Account?** popup window will display. Click the **Disable M.A.C.** button to confirm this selection.
 - b. Your M.A.C. request will be in a pending status. The Operations team will receive an email to approve or reject your requests within one business day. If you need immediate assistance contact Telematics Support at telematicssupport@hercrentals.com.

The **M.A.C.** screen has the following tabs which help enable or disable control:

- Assignments
- Operators
- Groups
- M.A.C. Enabled
- Reports

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MOBILE ACCESS CONTROL (M.A.C.) CONTINUED

ASSIGNMENTS

The **Assignments** tab contains a list of created assignments in your account, including the start and end times. Each line item in this tab represents one assignment. Account users can edit, cancel, and create assignments.

1. To manage an assignment, click on the **Ellipsis (three horizontal dots)** icon beside each line item.
2. Select the **Edit Assignment** option from the drop-down list to edit an existing assignment. Once the **Edit Assignment** screen appears, click the Edit button on each line item to edit it.
3. After all the changes are complete, click the **Save Changes** button. The **Cancel** button can cancel all changes, and you can return to the **Assignments** tab.
4. Select the **Cancel Assignment** option from the drop-down list to cancel an assignment.
5. The **Cancel Assignment** popup window will appear. Click the **Cancel Assignment** button to confirm.
6. Click the **Create New** button to create a new assignment.
7. Select the **New Assignment** option from the drop-down list and enter the name in the **Assignment Name** field on the displayed screen.

OPERATORS & GROUPS

1. Select the required checkboxes from the **Operators & Groups** section, then click the **Continue** button.
2. Next, select the equipment checkboxes from the **Equipment** section, then click the **Continue** button.
3. Under the **Duration** section, select the **Access Start** and **Access End** dates and times.
 - a. You can set the same equipment contract end date for the assignment by clicking the box next to **Use Equipment End Dates**. If selected, the **Access End Date** field is disabled, and you do not need to fill this field out.
 - b. Note: If the contract end date occurs before the access end date you specified, the equipment under that contract will be automatically dropped from this assignment.
4. Once this information is filled out, click **Complete Assignment**.

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MOBILE ACCESS CONTROL (M.A.C.) CONTINUED

5. From there, the new assignment is created in the **Assignments** tab.
6. Click the **Operators** tab to view the list of operators, and then click the required line item.
7. The operator's details display the Contact Information, Groups, and Assignments.
8. An assignment gives access to groups to lock or unlock equipment. Click the **Groups** tab to view all groups. Then click the required line item to view the group details.
9. To create a new group and add operators for equipment access, click **Create New** then **New Group** from the drop-down list.
10. Enter a name in the **Group Name** field on the Create New Group screen.
11. To add operators into the new group, enter relevant keywords in the **Search Operators** field and select the checkbox(es) next to the applicable operators.
 - a. You can also search and select the required group from the display list.
 - b. If someone is not listed as an operator, they should reach out to the company administrator to request access.
12. Once you have made your selection(s), click the **Create Group** button. The new group will display in the **Groups** tab.
 - a. Note: Only Customer Admins can create groups.
13. To edit a group, **click the Ellipsis (three horizontal dots)** icon on the required line item and select **Edit Group** from the drop-down list. You can make any necessary changes in the **Edit Group** section.
14. Be sure to click the **Save Changes** button once the edits are complete.
15. To delete a group, click the **Ellipsis (three horizontal dots)** icon on the required line item and select the **Remove Group** option from the drop-down list.
16. When the **Remove Group** popup window displays, click the **Remove Group** button to confirm.

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MOBILE ACCESS CONTROL (M.A.C.) CONTINUED

M.A.C. ENABLED

The **M.A.C. Enabled** tab displays all M.A.C. enabled equipment grouped in categories.

1. Click the **Expand** or **Collapse** icons to view each category.
2. To enable or disable a piece of equipment, toggle the **M.A.C. ON/OFF** button.
3. Select the **Auto-Add Equipment** checkbox to automatically add new equipment from each category to your current and future assignments. This feature automatically matches the equipment and assignment categories and adds equipment that you rent to the relevant assignments.
4. The **Turn Auto-Add ON** popup window will display. Click the **Turn Auto-Add On** button to confirm your selection.

REPORTS

The **Reports** tab displays M.A.C. reports within your account.

1. Reports can be filtered by either M.A.C. Utilization or M.A.C. Current Assignments. By default, the Reports tab displays M.A.C. Utilization.
2. Under Reports, all rented equipment will display **Usage Duration** information, including the Unlock Date & Time, Lock Date & Time, and how long the equipment was used.
3. To view additional details about each line item, click the **Expand** and **Collapse** icons.
4. Click the **Download** icon to download a report in an Excel format.
5. To view **M.A.C. Current Assignment** reports, select this option from the drop-down menu, so the screen switches from M.A.C. Utilization.
6. You can view the **Start Date & Time** and **End Date & Time** fields on the M.A.C. Current Assignments screen.
7. Click the **Download** icon to download a report in an Excel format.