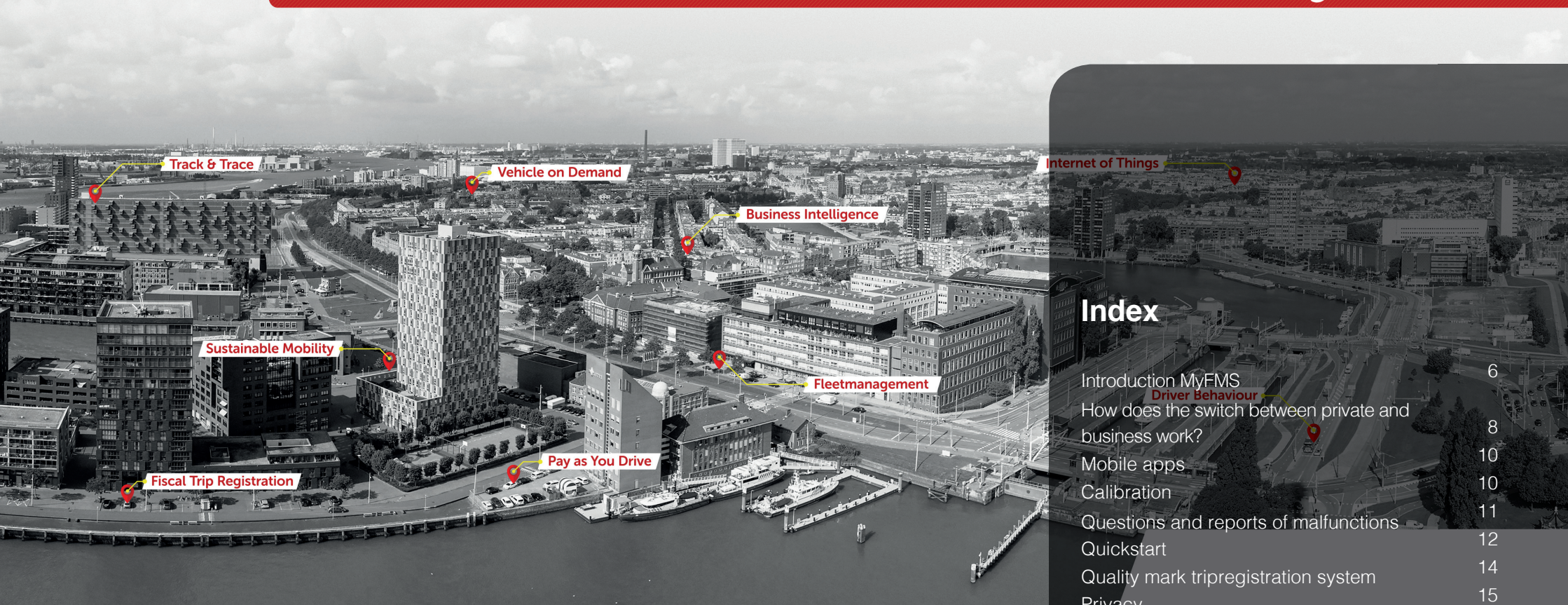




Instructions
Version 4.4

The world of tomorrow

with Smart Cities and Smart Mobility



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Dear user,

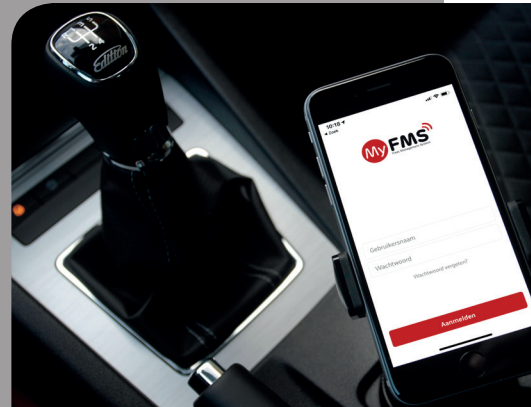
Congratulations on the commissioning of My Flow Management System, MyFMS for short. This is a flexible and user-friendly cloud service based on the needs of advanced fleet management. MyFMS is a modular system, which with specific modules adapted to different markets. Particularly for the transport market, various modules and apps have been developed with a link to transport management systems.



The enclosed manual explains the trip registration / Fleet Management System that is installed in your vehicle. The system can be equipped with an RFID Reader and a switch between private and business trips. We recommend that you read the information carefully and if you have any questions, please contact us by email servicedesk@micpoint.nl or phone number +31 (0)30 63 55 700.

INTRODUCTION OF MYFMS

To access your MyFMS account you will receive an activation email from us. Follow the instructions in this email. This email has been sent to the email address that you communicated with us. Through this account you can view rides and download and/or print reports.



MyFMS is a very user-friendly solution that has a help function available in your personal account, which can answer all your questions. You can find the help function after registration through the activation email and/or by logging into myfms.com with your personal login details and clicking on the help icon. The start screen of the help function appears. Under heading 1, My Flow Management System, point 1.2, you will find a QuickStart with a short explanation of how it all works.

Why is MyFMS installed in your vehicle?

MyFMS offers automatic trip registration. This ensures that the number of kilometers driven is accurately recorded for tax purposes. MyFMS has the trip registration system quality mark. The privacy data of customers is secured and guaranteed in accordance with the General Data Protection Regulation. This system saves you time and means less paperwork for the registering of trips.

Driver identification (if applicable)

In addition to the registration of kilometers, it is important to know who has used which vehicle and when. Pass the card by the card reader and you can read this information in the app.

Description of the card reader

LED (green)

Green: card reader is enabled and can be used for authorization. When the access card is passed past the card reader, you will hear a beep and the green LED will flash for a short period of time.

Operation of the card and card reader

When you want to use the vehicle, switch on the ignition of the car. After the ignition is turned on, you can hold the access card in front of the card reader (see picture). As soon as you hold the access card in front of the card reader, the green LED will flash briefly. You can now use the vehicle. Ten seconds after the ignition is turned on, the system will give a pulsating alarm for 10 seconds if you do not use the access card. This alarm will be repeated until the access card is used or the ignition is turned off.

The switch between private and business (if applicable)

The vehicle in which you can drive up to a maximum of 500 kilometers per year for private purposes are used. For the digital registration of this, the MyFMS trip registration system is equipped with a button that switches between private and business. The switch is a way of recording the number of kilometers driven for private purposes. The advantage is that you receive daily information of an updated total of the number kilometers that you have driven for private purposes.



How does the switch between private and business work?

Three situations are possible:

- The system automatically assumes that you are using the car for business purposes.
- You use the car for a combination of business and private purposes. For example, you have to go to a daycare center or another destination on your way to or from work.
- You only use the car for private purposes.

What should I do in the above situations?

Situation 1: All you need to do is turn on the ignition.

Situation 2: For example, at the point where the car is heading towards the nursery, you press the button and the green light comes on. At this point, the private ride begins. When the ignition is switched off again because you have reached your private goal, press the button again to indicate that the private ride is continued. At the point where you resume the commuting route you need to press the button again and the journey will continue as a business journey from then on. The light goes out. If you have not switched off the ignition, press the button again at the point where the commute route connects to your current route. This is the point mentioned above. The ride will continue as a business ride from then on. The light goes out.



Make sure that the total number of business kilometers of this mixed journey does not exceed the number of kilometers of a business journey directly from home to work (or vice versa). This is especially important when taking a route that deviates from the most direct route between your home and work.

Situation 3: In this situation, you immediately press the button and the ride will be registered as private..





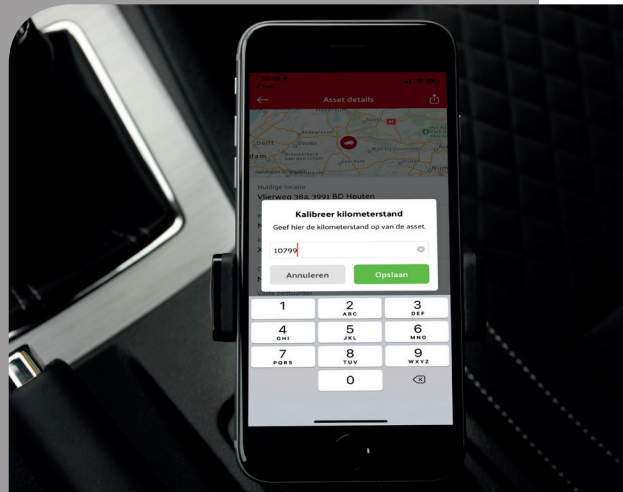
MOBILE APPS

MyFMS is offered through mobile apps. The MyFMS app is available in the App stores. The MyFMS app supports Apple (iOS) and Google (Android). This app appears under the name MyFMS.

On the back of this manual you will find the QR code for a direct reference to the app.

CALIBRATIE

The Dutch tax authorities have determined that the distance traveled must be calibrated every two months by a registration system. You enter the number of kilometers traveled by your vehicle every two months. Go to your MyFMS account with your personal login details and enter the number of kilometers there. You can also pass this on via the MyFMS app. You can only calibrate when the car is stationary and the ignition is completely turned off.



QUESTIONS AND

NOTIFICATIONS OF FAULTS

For general or technical questions or to report malfunctions, you can contact the Micpoint service desk

E-Mail

servicedesk@micpoint.nl

Phone number

+31 (0)30-63 55 700

QUICKSTART

This is an abbreviated guide so that you can start using MyFMS easily right away.

START

After creating a user account in MyFMS you will receive an activation e-mail. Follow the instructions in this email. Do you already have an activated user account? Then log in via <https://login.myfms.com>.

Login

Login at <https://login.myfms.com>.



ASSETS

In this menu you see the Assets module with the list of the vehicles (assets) with possibly a map of the location.

CALIBRATE

There are several options to calibrate the number of kilometers traveled. It is important that you periodically calibrate the distance on the vehicle tracking system and the odometer.

Option 1:

Click on Dashboard. On that page you will find the calibration widget. When your asset (vehicle) appears here, you can calibrate. Click on the asset you want to calibrate and enter the new distance. Click the Save button.

Option 2:

Go to the Asset menu. Select the vehicle or asset for calibration. The calibration button appears just below the list of vehicles on the screen. Enter the new distance here. Click the Save button.

Option 3:

In the MyFMS app, go to Assets. Select your asset. Press the Calibrate Mileage button.

In order to calibrate, the ignition of your vehicle must be switched off.

REPORT

The different model reports can be exported with the asset report. The reports are quickly created via a selection screen. Go to the Reporting -> Assets menu. Now select the type of report, for example Trips. Then select one or more assets. Now choose the reporting period: week, month, quarter or year. The selected period is displayed and can still be changed. When this data is correct, click the Report button to generate the report. The report will now appear below the selection screen. By clicking the Excel or PDF icon at the top of the report, you can generate and download an export.

CHANGING CONFIGURATION DATA

Go to your personal settings, click on it to change your email address, phone number, time zone or password.

FORGOT YOUR PASSWORD?

You can automatically instruct MyFMS to send an invitation to reset your password. Click the Forgot Password link on the login page. Enter your email address and you will receive an email within minutes. Click on the link in the email to recover your password.

HELP

At the help icon you will find the frequently asked questions and the online manual.

LOG OUT

In your personal settings you have the option to log out.



QUALITY MARK

TRIPREGISTRATION SYSTEMS

On November 14, 2013, the RitRegistratieSystemen Quality Mark was awarded to Micpoint/MyFMS. This means that the MyFMS Trip registration system meets the requirements (standards) of the Tax Authorities; Furthermore, the privacy and continuity of the supplier are well taken care of. You are assured of a reliable system!

Below are a few preconditions with regard to the quality mark: Only suppliers of Trip registration systems who meet the quality standards of the Stichting Keurmerk RitRegistratieSystemen can obtain the quality mark. There is constant consultation between the sector parties and the government to harmonize regulations. The Foundation periodically checks whether a supplier still complies with the regulations and standards. If this is not the case, the quality mark will be revoked. Because the Foundation carries out repeated checks, the quality of the quality mark is guaranteed. If there is a graduated tax addition, a system with a quality mark is required.

More information about the quality mark can be found on our website: www.myfms.com.



PRIVACY

Your privacy is important and is therefore optimally guaranteed in MyFMS. Private ride data is by default not visible in MyFMS and only the driving time and distance are shown when the trip registration for the Tax Authorities is completed. Employers can not view the private rides without the permission of the Works Council.

Micpoint/MyFMS is affiliated with the Industry Association of Suppliers for Trip registration systems (BVLR) to work on a generally accepted quality mark for trip registration systems.





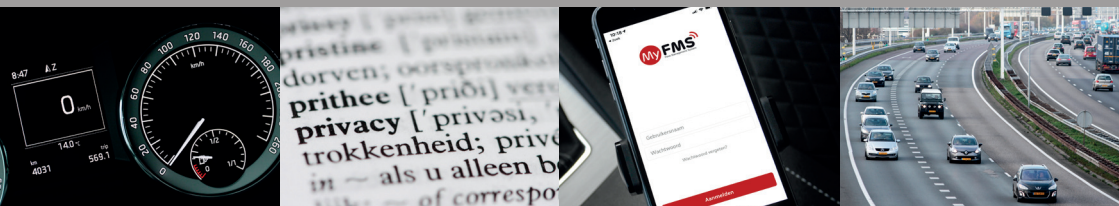
iOS App



Android App

HELPDESK

For questions about your subscription or technical aspects, please contact us by phone on +31 (0)30 63 55 700 or send an email to servicedesk@micpoint.nl.



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