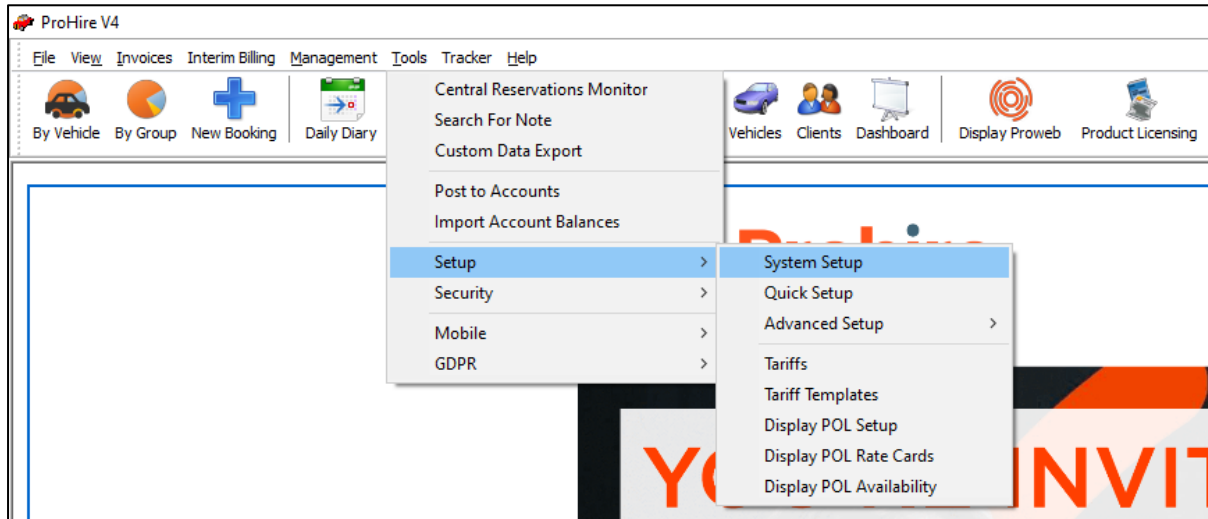


Prohire Companion Installation & Setup Guide

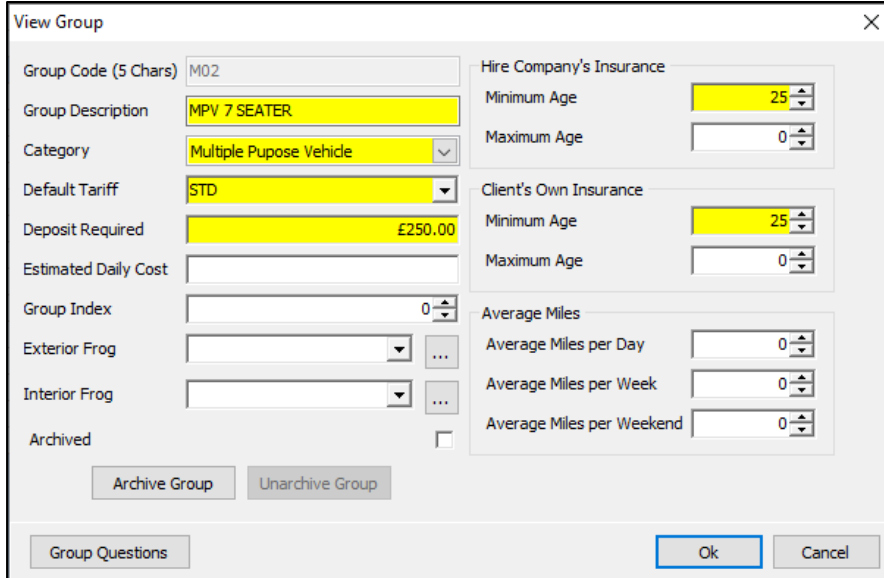
Once we have upgraded you to Prohire Companion there are a few setup items that you will need to complete before you can get going with the new system. Firstly, you must ensure that an Exterior Frog image is assigned to each vehicle group. This is done within Prohire, simply click Tools > Setup > System Setup.



Within System Setup choose 'Group' from the options on the left. This will show you the complete list of your vehicle groups, with column two showing the currently selected Exterior Frog image. If the field in this column is blank it means that no frog image is selected. You are also able to select an Interior Frog image on this page, however it is optional, and if an interior frog isn't selected then the Interior Frog page won't be displayed during any inspections.

Setup : Group								
Time period and rental								
Tariffs								
Drag a column header here to group by that column								
Site Details RA & Inv No	Group	Exterior Frog	Interior Frog	Hire Company's Insurance Min Age	Client's Own Insurance Min Age	Index	Av Miles Per Day	Av Miles Per Week
Default charges & Fuel	C01	UAT Car - 3Dr Hatch	UAT Car Interior C	21	17		300	1500
Insurance questions text	C02	UAT Car - 5Dr Small	UAT Car Interior C	21	17			
Group	C03	UAT Car - 4x4 SUV	UAT Car Interior C	21	17			
Make and model	C04	UAT Car - 4x4 SUV	UAT Car Interior C	25	17			
Vehicle Categories	C05	UAT Car - 5Dr Saloo	UAT Car Interior C	25	17			
Source of booking	C06	UAT Car - 5Dr Saloo	UAT Car Interior C	25	17			
Definable Fields	M01	UAT Car - MPV 7 Se		25	25			
Job Description	M02			25	25			
Central Res	M03			25	25			
R. A. & Invoices	M04	UAT Minibus - 15 Se		30	30			
Credit Management	M05	UAT Minibus - 15 Se		17	17			
Site Details	TES02			17	17			
Special Dates	TEST0			17	17			
Notes	V01	UAT Van - Car Deriv	UAT Car Interior C	25	25			
Interim Billing	V02	UAT Van - Cargo	UAT Car Interior C	25	25			
Features	V03	UAT Van - Ford Trar		25	25			
Payments	V04	UAT Van - Cargo		25	25			
Client	V05	UAT Van - Mercedes		25	25			
Booking	V06	UAT Van - Ford Trar		25	25			
Unit Conversion	V07			30	30			
Driver Risk	V08							
Alloc Chart & Daily Diary								
Referrer								
Booking Lock Reason								
VOR Daily Diary								

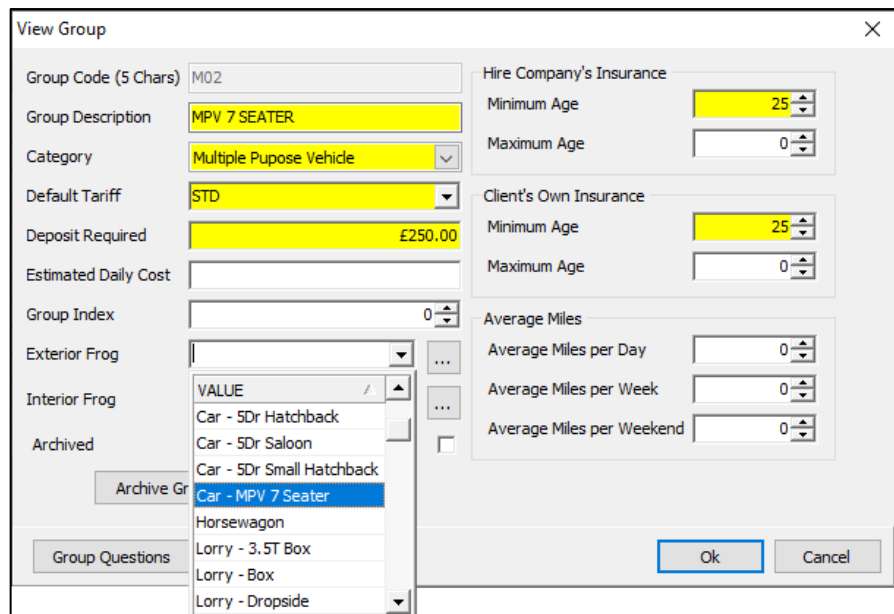
To choose a frog image, either select a vehicle group and then click 'View' at the bottom, or double click a vehicle group to bring up the group details. From the 'View Group' window you will see the currently selected frog image (or blank if no frog image is currently selected). If you know the frog image you'd like to select you are able to use the drop down menu to select it, otherwise you can use the '...' button next to the drop down to view the images before selecting them.



The 'View Group' window displays the following information:

- Group Code (5 Chars):** M02
- Group Description:** MPV 7 SEATER
- Category:** Multiple Purpose Vehicle
- Default Tariff:** STD
- Deposit Required:** £250.00
- Estimated Daily Cost:**
- Group Index:** 0
- Exterior Frog:** (Dropdown menu)
- Interior Frog:** (Dropdown menu)
- Archived:** ☐
- Hire Company's Insurance:**
 - Minimum Age: 25
 - Maximum Age: 0
- Client's Own Insurance:**
 - Minimum Age: 25
 - Maximum Age: 0
- Average Miles:**
 - Average Miles per Day: 0
 - Average Miles per Week: 0
 - Average Miles per Weekend: 0

Buttons at the bottom: Archive Group, Unarchive Group, Group Questions, Ok, Cancel.

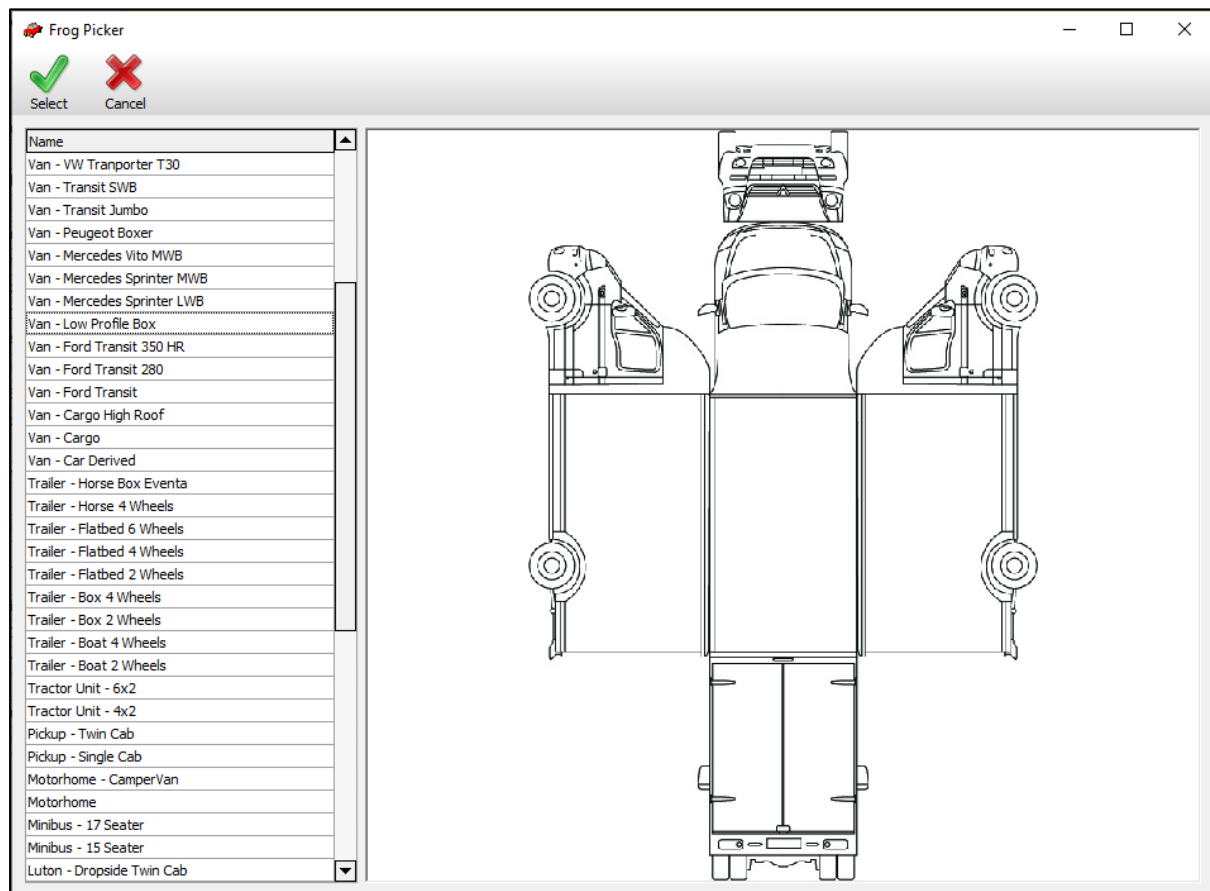


The 'View Group' window is shown with the 'Exterior Frog' dropdown menu open, displaying a list of vehicle types:

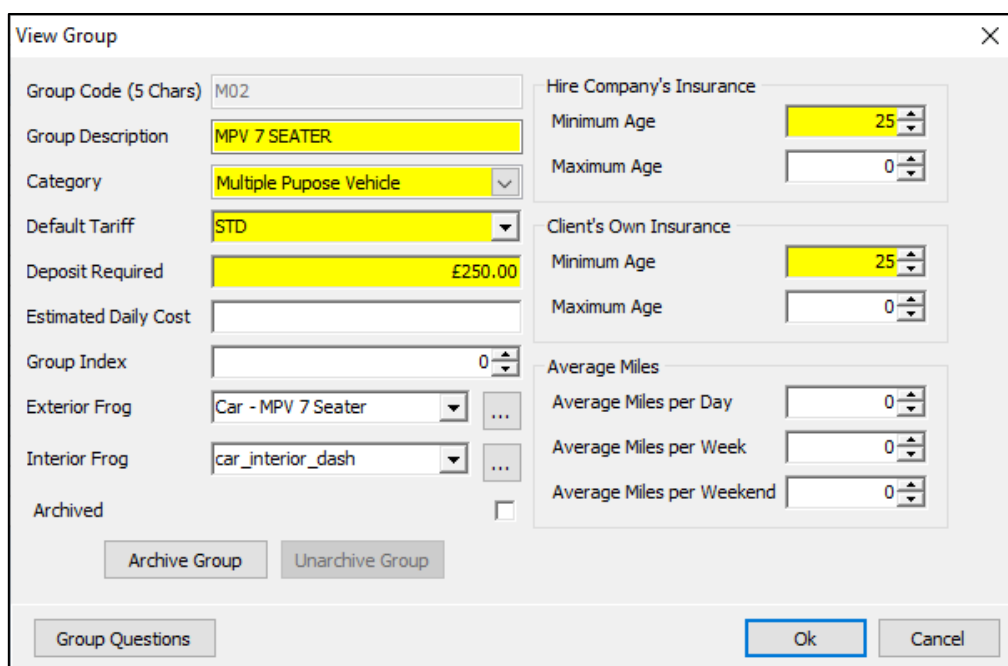
- VALUE
- Car - 5Dr Hatchback
- Car - 5Dr Saloon
- Car - 5Dr Small Hatchback
- Car - MPV 7 Seater
- Horsewagon
- Lorry - 3.5T Box
- Lorry - Box
- Lorry - Dropside

The 'Ok' button is highlighted in blue.

If you use the 'Frog Picker' screen to choose a frog image for a group, simply scroll down the list on the left until you find one that describes what you're looking for, click on the title once to view it, and then click 'Select' in the top left if you'd like to apply that image to the group.



Once you have selected both an Exterior and Interior Frog image, simply click 'Ok' to apply the changes.



View Group

Group Code (5 Chars) M02

Group Description MPV 7 SEATER

Category Multiple Purpose Vehicle

Default Tariff STD

Deposit Required £250.00

Estimated Daily Cost

Group Index 0

Exterior Frog Car - MPV 7 Seater

Interior Frog car_interior_dash

Archived ☐

Archive Group Unarchive Group

Group Questions

Hire Company's Insurance

Minimum Age 25

Maximum Age 0

Client's Own Insurance

Minimum Age 25

Maximum Age 0

Average Miles

Average Miles per Day 0

Average Miles per Week 0

Average Miles per Weekend 0

Ok Cancel

Once the frog images are selected, click 'Save' in the bottom left corner, then 'Close' on the right.

Setup : Group

Time period and rental
Tariffs
Site Details RA & Inv No
Default charges & Fuel
Insurance questions text
Group
Make and model
Vehicle Categories
Source of booking
Definable Fields
Job Description
Central Res
R.A. & Invoices
Credit Management
Site Details
Special Dates
Notes
Interim Billing
Features
Payments
Client
Booking
Unit Conversion
Driver Risk
Alloc Chart & Daily Diary
Referrer
Booking Lock Reason
VOR Daily Diary

Drag a column header here to group by that column

Group	Exterior Frog	Interior Frog	Hire Company's Insurance Min Age	Client's Own Insurance Min Age	Index	Av Miles Per Day	Av Miles Per Week
C01	UAT Car - 3Dr Hatch	UAT Car Interior C	21	17		300	1500
C02	UAT Car - 5Dr Small	UAT Car Interior C	21	17			
C03	UAT Car - 4x4 SUV	UAT Car Interior C	21	17			
C04	UAT Car - 4x4 SUV	UAT Car Interior C	25	17			
C05	UAT Car - 5Dr Saloo	UAT Car Interior C	25	17			
C06	UAT Car - 5Dr Saloo	UAT Car Interior C	25	17			
M01	UAT Car - MPV 7 Se		25	25			
M02	Car - MPV 7 Seater	car_interior_dash	25	25			
M03			25	25			
M04	UAT Minibus - 15 Se		30	30			
M05	UAT Minibus - 15 Se		30	30			
MOB			17	17			
TES02			17	17			
TEST0			17	17			
V01	UAT Van - Car Deriv	UAT Car Interior C	25	25			
V02	UAT Van - Cargo	UAT Car Interior C	25	25			
V03	UAT Van - Ford Trar		25	25			
V04	UAT Van - Cargo		25	25			
V05	UAT Van - Mercedes		25	25			
V06	UAT Van - Ford Trar		25	25			
V07			25	25			
V08			30	30			

Save New View Copy ☐ VHN Setup Export To Excel

Close

Now that the frog images are saved, you must set the user roles in Prohire Online for the people who need access to Prohire Companion. To do this, click Tools > Security > Show Security.

ProHire V4

File View Invoices Interim Billing Management Tools Tracker Help

By Vehicle By Group New Booking Daily Diary

Central Reservations Monitor
Search For Note
Custom Data Export
Post to Accounts
Import Account Balances
Setup >
Security >
Mobile >
GDPR >

Vehicles Clients Dashboard Display Proweb Product Licensing

Show Security

From 'Security Setup', choose the 'User Setup' tab at the top, and then click 'Manage Online Users' in the bottom right. This will take you to the Prohire Online User Management screen.

Security Setup

Setup Items Role Setup Role Definitions **User Setup** Audit

Drag a column header here to group by that column

Full Name	Role	Home Site	Archiv ed	Email Address	Mobile Phone No	Restrict Logon to Home Site	Mobile User
Ben		Maidstone	☐			☐	☐
Bill		Maidstone	☐			☐	☐
Fred Bloggs	Front Desk User		☐			☐	☐
James Cr	Administrator		☐	jcrowther@prohire.co.uk		☐	☒
Jamie	Administrator		☐			☐	☐
John Smith	Manager		☒	jsmith@rentalcompany.co.uk		☐	☐
Prohire	Administrator		☐	dev@prohire.co.uk		☐	☐
andy		Sittingbourne	☐	abapte@prohire.co.uk		☐	☐
arthur		Sittingbourne	☐			☐	☐
barry		Sittingbourne	☐			☐	☐
bruce		Sittingbourne	☐			☐	☐
carter		Sittingbourne	☐			☐	☐
clark		Sittingbourne	☐			☐	☐
david	Administrator	Sittingbourne	☐			☐	☐
diana		Sittingbourne	☐			☐	☐
dinah		Sittingbourne	☐			☐	☐
hal		Sittingbourne	☐			☐	☐
oliver		Sittingbourne	☐			☐	☐
test user 1	Front Desk User		☒			☐	☐
test user 2	Fleet Manager		☒			☐	☐
test user 3	Administrator		☒			☐	☐
test user 4	Fleet Manager		☒			☐	☐
test user 5	Administrator		☒	jhowes@prohire.co.uk		☐	☐
test user 6	Administrator		☒	jhowes@prohire.co.uk		☐	☐
victor		Sittingbourne	☐			☐	☐

New User Print View User Refresh Manage Online Users Save Done

From the User Management screen you can assign Prohire Online roles, which are essentially user roles for products outside of Prohire desktop. With regards to Prohire Companion you will need to assign the user role 'Mobile User'. To do this, scroll through the list of users until you find the desired user, then click the 'Pen' edit icon on the right hand side in line with the user.

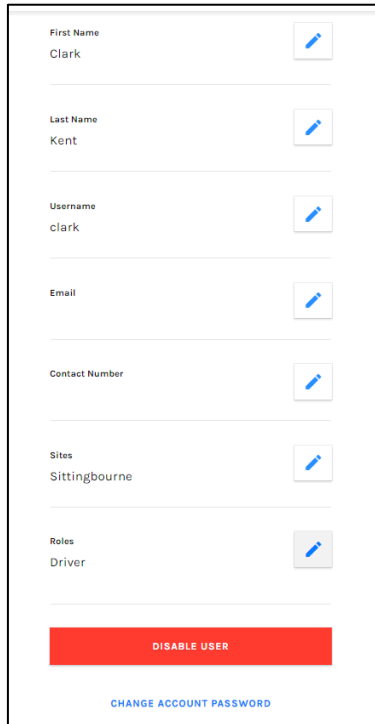
User Management
Found 19 Users

Find user...

NAME	USERNAME	EMAIL	SITE	ROLE	PORTAL USER	DISABLED	
Carter Hall	carter		Sittingbourne	Mobile User Driver	No	No	
Clark Kent	clark		Sittingbourne	Driver	No	No	
David Saunders	david		Sittingbourne	Mobile User Administrator	No	No	
Diana Prince	diana		Sittingbourne	Mobile User Driver	No	No	
Dinah Lance	dinah		Sittingbourne	Mobile User Driver	No	No	
Hal Jordan	hal		Sittingbourne	Mobile User Driver	No	No	
Oliver Queen	oliver		Sittingbourne	Mobile User Driver	No	No	
PETER PARKER	proweb03@prohire.co.uk	proweb03@prohire.co.uk		6455962-9ebe-42b5-8f7d-2b58-7308b7b7	Yes	Yes	
Victor Stone	victor		Sittingbourne	Mobile User Driver	No	No	

1

Once you're within the user details, scroll down to 'Roles' and click the pen to edit them.



First Name
Clark

Last Name
Kent

Username
clark

Email

Contact Number

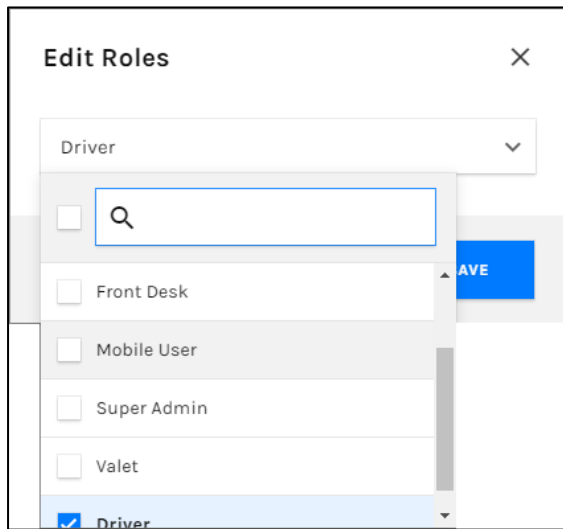
Sites
Sittingbourne

Roles
Driver

DISABLE USER

[CHANGE ACCOUNT PASSWORD](#)

Use the drop down menu to find the role you'd like to assign, select it and then click 'Save'.



Edit Roles ✕

Driver ▼

☐

☐ Front Desk

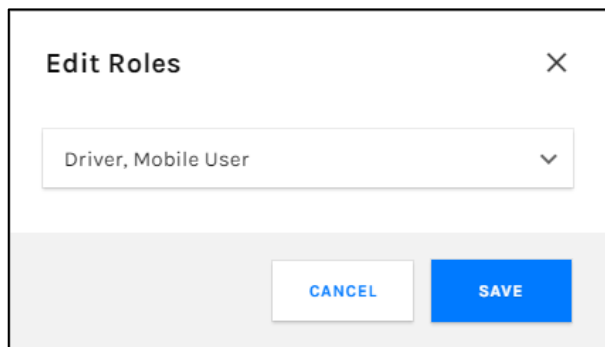
☐ Mobile User

☐ Super Admin

☐ Valet

☒ Driver

SAVE

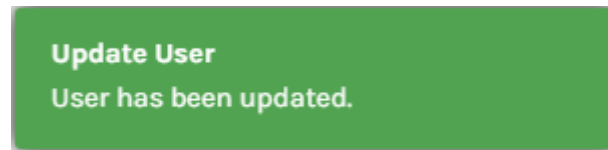


Edit Roles ✕

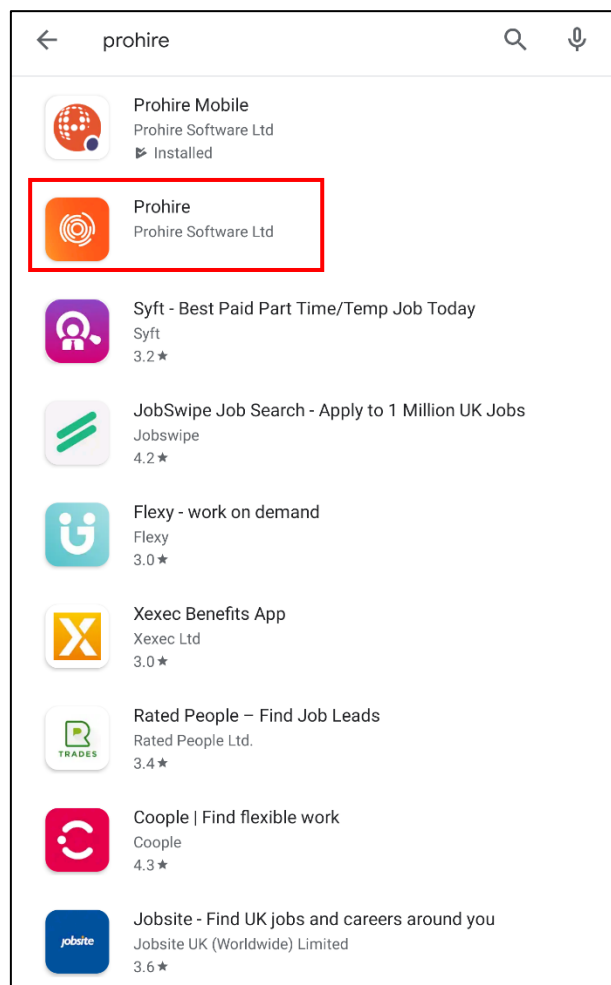
Driver, Mobile User ▼

CANCEL **SAVE**

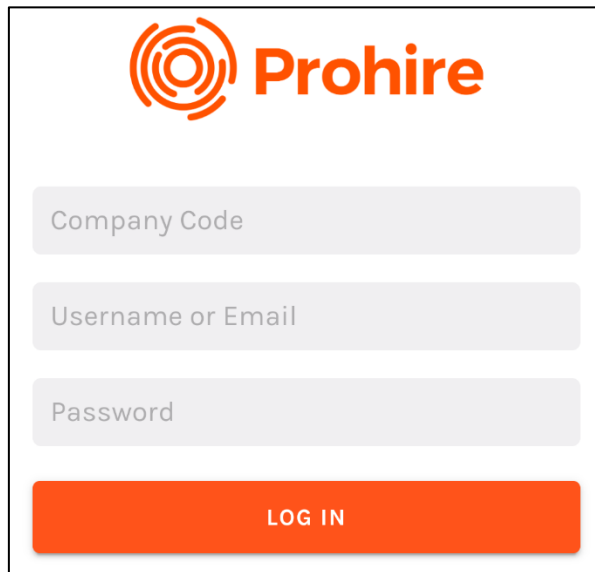
Once save has been clicked, the user details will automatically save all updates, as shown by the green popup you'll receive in the bottom right corner of your window.



You can now use the black cross in the upper right corner of the user details window to move back to the full user management screen. Once the user roles are set, the users can log into Prohire Companion on their mobile devices. To download and install the application, open either the Google Play Store or the Apple App Store and search for Prohire.

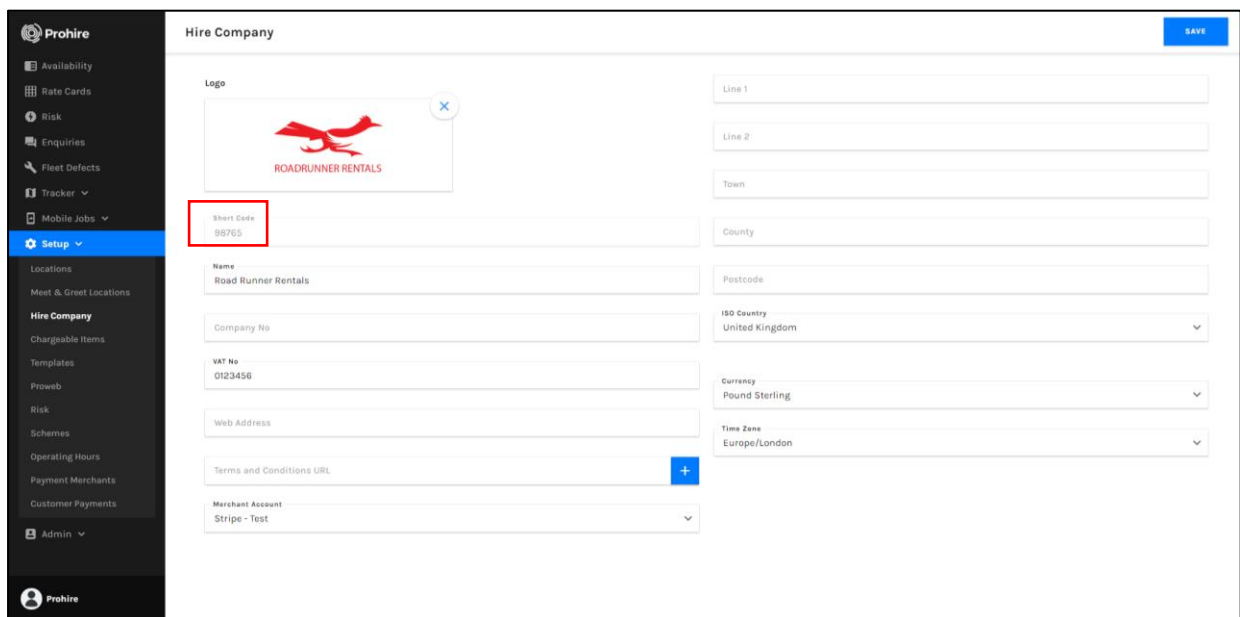


Once the users have downloaded the application, they can enter the required login details and begin processing their mobile jobs.



The login screen features the Prohire logo at the top. Below it are three input fields: 'Company Code', 'Username or Email', and 'Password'. At the bottom is a large orange button labeled 'LOG IN'.

To log into Prohire Companion users will use their standard username and password. The company code can be found in Prohire Online under Setup > Hire Company, and it is the 'Short Code' that users will need to enter. The Short Code is the same for all mobile users within a company.



The 'Hire Company' setup screen in Prohire. The left sidebar shows the 'Setup' menu with 'Hire Company' selected. The main form contains the following fields:

- Logo:** A red logo for 'ROADRUNNER RENTALS' is shown. Below it, the 'Short Code' field is highlighted with a red box and contains the value '88765'.
- Line 1:** Text input field.
- Line 2:** Text input field.
- Town:** Text input field.
- County:** Text input field.
- Postcode:** Text input field.
- ISO Country:** Dropdown menu with 'United Kingdom' selected.
- Currency:** Dropdown menu with 'Pound Sterling' selected.
- Time Zone:** Dropdown menu with 'Europe/London' selected.
- Name:** Text input field with 'Road Runner Rentals'.
- Company No:** Text input field.
- VAT No:** Text input field with '0123456'.
- Web Address:** Text input field.
- Terms and Conditions URL:** Text input field with a blue '+' button to the right.
- Merchant Account:** Dropdown menu with 'Stripe - Test' selected.

A blue 'SAVE' button is located in the top right corner.