How to use the Pod Point MIS

pod POINT
Charging your Electric Car

Hosts are able to manage access and usage of their Pod Points via the Pod Point MIS.

To login to the Pod Point MIS (first time)

1. Pod Point will send you a welcome email with a link to set your password.
2. Open the email and click on the link.
3. Type your password & click save.

To login to the MIS

1. Go to manage.pod-point.com.
2. Enter the email address you signed up with.
3. Enter the password you set & click 'Login'.

To add a new user to the MIS

Who besides yourself needs access regularly? (ie Sustainability / Facilities Manager)
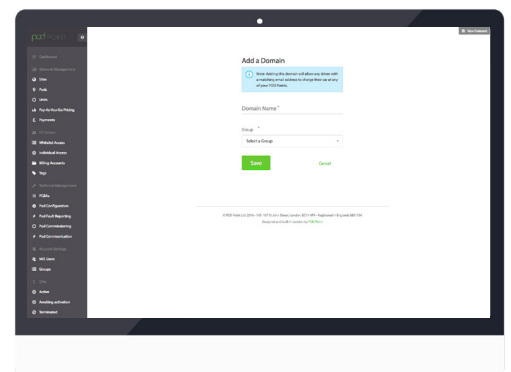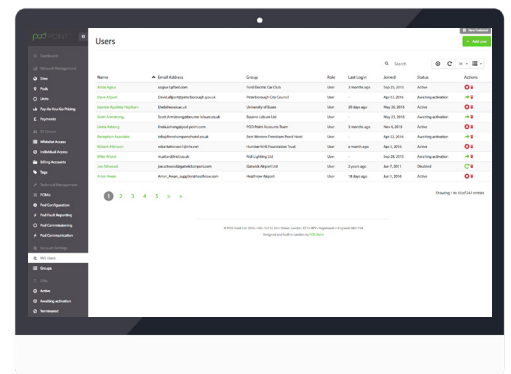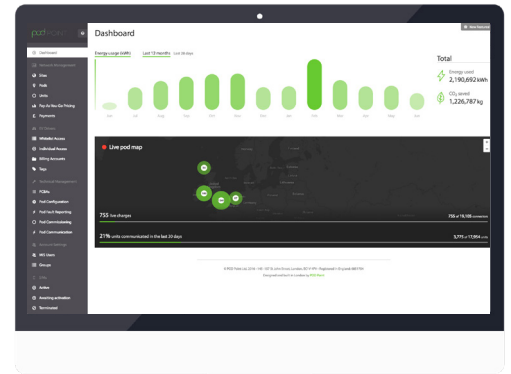
1. Go to the 'MIS Users' tab on the left-hand menu.
2. Click 'Add User' at the top right of the screen.
3. Fill in the name and email address of the user and click 'Save'.
4. This will send them an activation email for them to set their password.

To give all EV drivers in your business access to your Pod Points

1. Go to the 'EV Drivers' tab on the left-hand menu and select 'Whitelist Access'.
2. Click on 'Add Whitelist Access' at the top-right of the screen.
3. Add the email domain of your business (ie ' ibm.com').
4. Click 'Save' .
5. This will let all EV drivers with that email domain use your Pod Points.

To give an individual EV driver access to your Pod Points

1. Go to the 'EV Drivers' tab on left-hand menu and select 'Individual Access' .
2. Click on 'Add EV Driver' at the top-right of the screen.
3. Fill in the name and email address of the driver.
4. Click 'Save' .
5. This will send an activation email to the EV driver to download the Pod Point App.
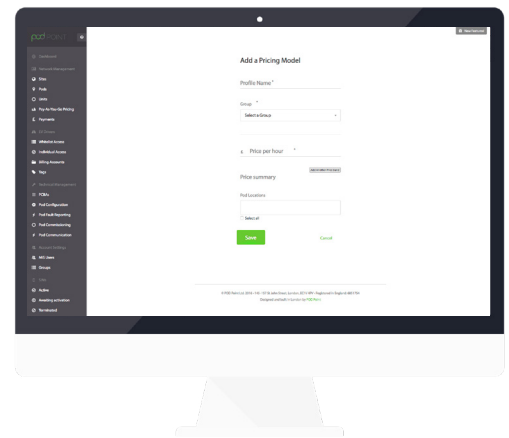
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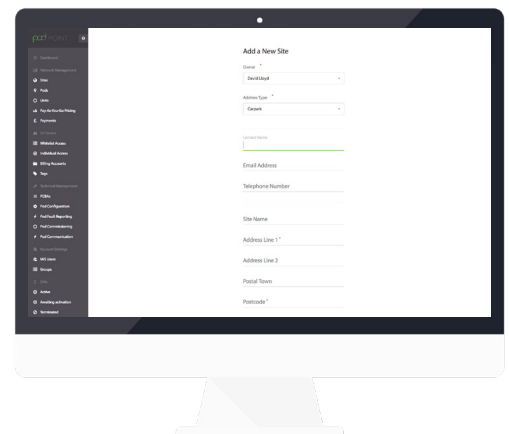## To set hourly pay-as-you-go pricing for your Pod Points

* EV drivers are charged for the full time they are plugged in, even if their battery is full

1. Go to the 'Pay-as-you-go Pricing' tab on the left-hand menu.
2. Click on 'Add a Pricing Model' in the top-right corner.
3. Type a name for your pricing model (ie '£1 per hour).
4. Set a price per hour of charging.
5. Click on 'Add Another Price Band' to set prices for following hours of the day.
6. Then click 'Select All' to apply your pricing model to all your Pod Points.
7. If you wish to apply pricing to specific units, under 'POD Locations' type the address of each unit you wish to charge for.
8. Click 'Save'.
9. *Your EV drivers pay for charging by the minute, not by the hour.*

To set your own electricity cost

1. Click the 'Sites' tab on the left-hand menu.
2. Click into an individual site, then click 'Edit this site' in the top-right corner.
3. Scroll to the bottom of the page and input the site's electricity cost in pence/kWh.
4. Click 'Save' and repeat for all your sites.

To download reports

1. Look out for the download icon (which looks like an downward-facing arrow) on the top right of every data table in the MIS. Clicking the button will download the data in CSV format from the last 30 days of the table you're viewing at the time.
2. Locate the data table you're interested in downloading.
3. Click the button in the top right shaped like an downward-facing arrow.

To stay up to date

1. To make sure you're up to date with the latest MIS features, click the 'New Features' button in the top-right of the MIS.
2. This popup links you to blog posts we've prepared to help you use the MIS.