

For a video walk-through of this guide, please click [here](#).

If you're a fleet administrator, this guide is for you! This article will walk you through the process of creating your account, adding drivers and other administrators to your fleet, and viewing overviews and breakdowns of your drivers' charging.

Note: if you, an administrator, want to use Rightcharge to pay for your own charging sessions (ie as a driver), there is no need to make a separate driver account for yourself. Simply follow the [driver start-up guides](#) in your own admin account, and you'll be good to go!

Creating your fleet admin account

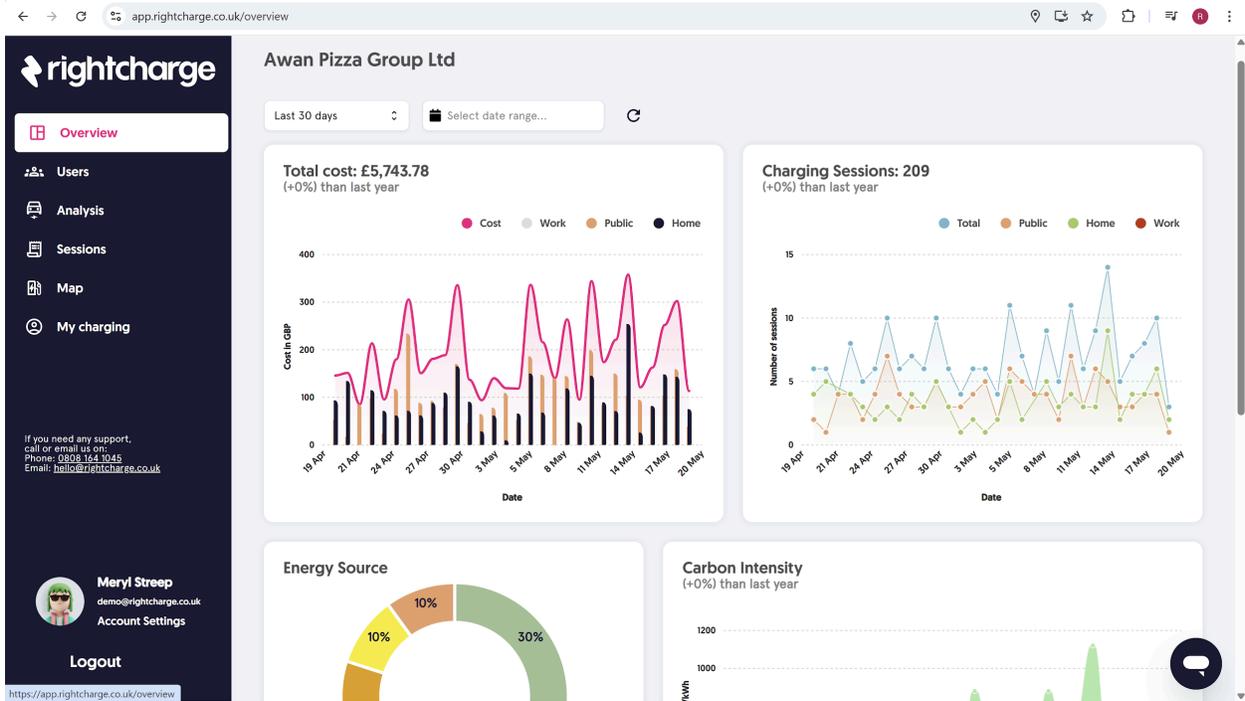
To create your fleet admin account with Rightcharge:

1. Open the [Rightcharge website](#) and click 'Get started' at the top right of your screen.
2. Click 'Sign up'
3. Fill in all of the requested information (name, email, password) in the left column and click 'Sign up'
4. When prompted, enter the code sent to your email to confirm your account
5. Type in and select your company name
6. You'll be taken to the overview page - you've successfully set up your account!

Navigating the Rightcharge website / app

The Overview page

The Overview page contains comprehensive graphs showing your fleet's charging sessions, charging costs, and carbon intensity over time, as well as a pie chart showing what sources & in what proportions the electricity used to charge your vehicles is generated from, and statistics about the average vehicle in your fleet, including their carbon emissions, cost of charging per kWh, average energy delivered per charging session, and much more.



The Users page

This is where you add and manage your drivers. To add new drivers:

1. Click 'Invite Drivers' at the top-right of your screen
2. Either enter your drivers' work emails, separated by commas like this: driver1@company.com, driver2@company.com, ...), and then fill in the requested fields once they show up on the users page, or download the provided template, fill it in, and upload it.
3. Your drivers have been added!

The requested fields mentioned above are:

1. *Account type: either admin or driver*
2. *Group: you can use this column to create groups of drivers, eg based on region (optional - can be left blank)*
3. *Home Charging: select the driver's payment / access type: either direct payment, expenses, or no access.*

4. **Public Charging:** select the driver's payment / access type: either direct payment, expenses, or no access.

5. **Vehicle:** Add vehicle registration numbers (license plates) (optional - if left blank, your drivers will be asked for their vehicle registration numbers when they sign up).

You can use the 'Actions' column (scroll to the right and click the 3 vertical dots for each driver) to assign a new vehicle to a driver, modify their access types for home / public charging, modify their [fraud-prevention](#) type, or delete their account.

Each driver's [tariff](#) and [fraud-prevention type](#) will also be shown on the Users page.

You can now view your drivers, and manage their access / remove them, on the Users page.

The screenshot displays the 'Charging sessions' page in the RightCharge application. The page title is 'Charging sessions (129)'. Below the title, there are filters for 'All', 'Home', and 'Public', along with a 'This Billing Period' dropdown and a 'Select date range...' button. A search bar is also present. The 'Amount outstanding' is shown as £2,151.36. The main content is a table with the following columns: Location, Date, Status, Vehicle, Total Cost, VAT, Avg. kWh Price, Energy, Start Time, End Time, Date Added, and Employee. The table contains 10 rows of data, each representing a charging session. The status of each session is indicated by a colored badge: 'Paid' (green), 'Pending' (yellow), and 'Confirmed' (blue). The table also includes a 'Logout' button in the bottom right corner.

Location	Date	Status	Vehicle	Total Cost	VAT	Avg. kWh Price	Energy	Start Time	End Time	Date Added	Employee
Home	18/05/2025	Paid	AB123456	£35.73	£1.79	£0.71	49.98 kWh	22:00:45	00:00:45	19/05/2025	Brad Pitt
Home	18/05/2025	Pending	LJ567890	£39.58	£1.98	£1.14	34.72 kWh	12:00:45	00:00:45	19/05/2025	Dwayne Johnson
Public	18/05/2025	Pending	GH901234	£38.12	£7.62	£1.67	22.80 kWh	11:00:46	00:00:46	19/05/2025	Meryl Streep
Public	17/05/2025	Confirmed	AB123456	£32.20	£6.44	£0.89	36.20 kWh	22:00:44	00:00:44	18/05/2025	Jennifer Lopez
Home	17/05/2025	Confirmed	AB123456	£48.29	£2.41	£1.24	39.01 kWh	21:00:45	00:00:45	19/05/2025	Brad Pitt
Public	17/05/2025	Paid	CD789012	£37.48	£7.50	£0.75	49.80 kWh	18:00:45	00:00:45	19/05/2025	Tom Cruise
Public	17/05/2025	Confirmed	GH901234	£49.80	£9.96	£1.65	30.17 kWh	15:00:45	00:00:45	18/05/2025	Oprah Winfrey
Public	17/05/2025	Paid	LJ567890	£39.67	£7.93	£1.14	34.81 kWh	13:00:44	00:00:44	19/05/2025	Oprah Winfrey

The Sessions page

Here, you'll see a list of all of your drivers' charging sessions. You can search for a specific one using the search bar, or filter by date or charging type (home / public). You can export

this data to an excel file using the 'Export' button at the top right of the screen. Here's what this page looks like:

The screenshot shows the 'Charging sessions (129)' page in the RightCharge app. The page features a dark sidebar on the left with navigation options: Overview, Users, Analysis, Sessions (highlighted), Map, and My charging. Below the sidebar, there is contact information for Meryl Streep and a Logout button. The main content area displays a table of charging sessions with the following columns: Location, Date, Status, Vehicle, Total Cost, VAT, Avg. kWh Price, Energy, Start Time, End Time, Date Added, and Employee. The table shows 10 rows of data, including sessions for Brad Pitt, Dwayne Johnson, Meryl Streep, Jennifer Lopez, Tom Cruise, and Oprah Winfrey. An 'Export' button is located at the top right of the table. The amount outstanding is £2,151.36.

Location	Date ↓	Status	Vehicle	Total Cost	VAT	Avg. kWh Price	Energy	Start Time	End Time	Date Added	Employee
Home	18/05/2025	Paid	ABI23456	£35.73	£1.79	£0.71	49.98 kWh	22:00:45	00:00:45	19/05/2025	Brad Pitt
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