EVFleet

docs.evgoing.com.au

USER MANUAL

EVFleet user manual

How EVFleet works, screen by screen, for EVGoing's operators and drivers.

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Every chapter matches EVFleet in the release printed above. The live copy changes with every release.

Built by IQube System & Apps

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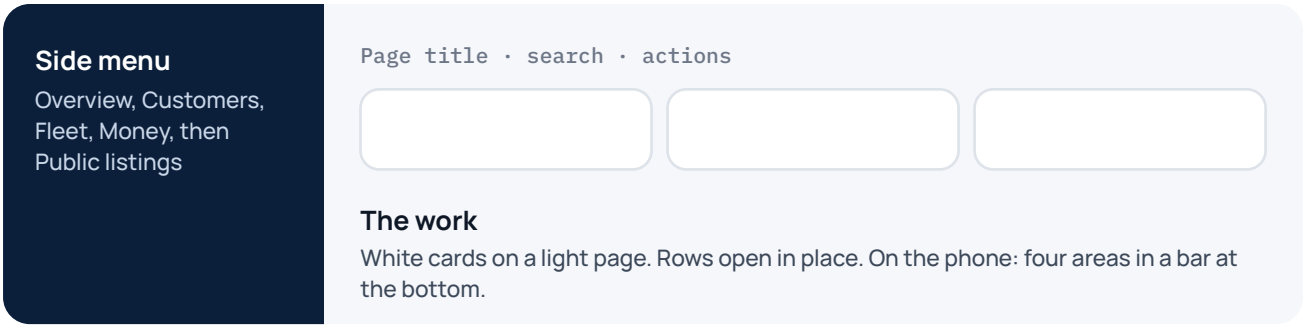
CHAPTER 01

Start here

Signing in with Tesla, two-step sign-in, the phone app and how every screen is laid out.

Updated 2026-11-27 · docs.evgoing.com.au/start-here/

EVFleet runs a Tesla rental fleet from one place: the cars, the people who rent them, the contracts, the payments and the records. Operators use it in the browser at the desk and as an app on the phone. Drivers use the same address and see their own car, rent and tolls. It reads the cars live from Tesla's official Fleet API.



Signing in

1. Open **evfleet.evgoing.com.au** and press **Sign in with Tesla**. Admins can instead use their email and password, then a code from their authenticator app.
2. Sign in on Tesla's own page. Your Tesla password and Tesla's own second step stay with Tesla: EVFleet never sees them.
3. A Tesla business account opens the operator side. A personal Tesla account opens the driver app, which finds your own car on its own.

Only emails on the approved operator list reach the operator side, and that list is checked on every request. Removing someone ends their access straight away.

Two-step sign-in

Operators add a second step with an authenticator app (Microsoft Authenticator or Google Authenticator).

1. Go to **Settings**, **Sign-in security**, press **Turn on** and scan the square code with the app.
2. Type the 6 digits the app shows.

3. EVFleet shows 8 recovery codes once. Keep them away from the phone, then press **I saved them**.

Five wrong codes lock the step for 15 minutes, and a code cannot be used twice. To move to a new phone or turn it off, type a current code.

Signed-in devices

Settings, **Sign-in security** lists every device signed in to your account. **Sign out everywhere** ends all of them at once, on the server. An operator who leaves a laptop unused for 12 hours is signed out on their own.

On the phone

Open the address in the phone's browser and choose **Add to Home Screen**. It opens like an app, with the EVFleet mark at the top left and your initials at the top right.

- **The bar at the bottom** has four areas: **Overview**, **Fleet**, **People** and **Money**. Each area shows its screens as tabs at the top of the page.
- **Your initials** open your account page: settings, sounds, the AI Assistant, public listings, Help and Sign out.
- **Rows open in place.** Tap a row to see its details and actions under it; tap again to close it.
- **Sounds.** Taps, openings and confirmed payments make a soft sound. Switch them off with **Sounds** on the account page.

Office work that needs a large screen (Access log, Privacy requests, most of Settings) stays on the computer, and the phone says so when one is opened.

Help

The lifebuoy at the bottom of the side menu, or **Help and manual** on the phone's account page, opens the chapter of this manual for the screen you are on. Beside it, **The manual (PDF)** shows this whole manual as one book over the page, with **Download** and **Share** if you want a copy; it is rebuilt with every release. On the phone it is on the account page. The manual is public at docs.evgoing.com.au. The manual is updated in the same release as EVFleet, and the whole manual is also a PDF book.

CHAPTER 02

Overview

The fleet at a glance, what needs you now, the impact band and the map.

Updated 2026-11-19 · docs.evgoing.com.au/overview/

The Overview is the first screen for an operator. It answers three questions: is the fleet ready, what needs me now, and where is everything.

Fleet at a glance

Four numbers, read live from Tesla:

NUMBER	WHAT IT COUNTS
Health	Cars online and charged enough to hand over
Keys out	Cars with a digital key in someone's Tesla app right now
Driving	Cars in gear at the last reading
Charging	Cars plugged in and charging

Each bar shows the share of the fleet. **Review** opens the cars behind a number.

What needs you

One inbox for **driver messages** (breakdown, damage, service, tolls, payments) and **car alerts** (low battery, left unlocked, window open, offline). **Reply** answers the driver; **Done** clears the line. Only what is still open is shown, so an empty list means all clear.

Impact

The CO2 saved by the fleet since it started, the distance driven and the petrol not burned, worked out from the odometers. Each driver sees their own saving in the driver app.

Where the fleet is

A map with every car as a number. Click a name to find it on the map; click the car to open it. **Fleet checks** beside the map lists the cars that need a look before their next handover.

CHAPTER 03

Customers

Everyone without an EVGoing car yet, where they came from, and how a customer becomes a driver.

Updated 2026-11-19 · docs.evgoing.com.au/customers/

Customers are everyone in EVFleet who does not rent an EVGoing car yet: people who applied on the public listings page and people who only signed in to the app with their Tesla. A customer becomes a driver once they rent a car.

The two kinds

CAME FROM	WHAT IT MEANS	WHAT YOU CAN DO
Public listings	They applied for a car on the public page	Call, WhatsApp, email, Approve and onboard, Contacted, Decline
App sign-in	They signed in with their own Tesla and never rented	Nothing to approve: the row shows Free to use the app

The status shows where each one is: a lead only, contacted, in an onboarding, or declined. **Reopen** brings a declined customer back.

From customer to driver

1. Open the row and press **Approve and onboard**. EVFleet starts an onboarding with their name, email and mobile already filled in.
2. The onboarding ends at the signed contract; the pick-up ends at the inspection photos. See Onboarding and Pick-up.
3. Once the pick-up is confirmed, the person moves to **Drivers**.

CHAPTER 04

Vehicles

The fleet register, one line per car, and the car page with its controls, keys, charging and service.

Updated 2026-11-19 · docs.evgoing.com.au/vehicles/

A car is always shown as **rego and driver**, never by its Tesla nickname, because anyone can rename a car in the Tesla app.

The register

One line per car with rego, model, colour, driver, battery and status (driving, charging, parked, sleeping or offline) and when it was last seen. Filter by status, search by plate, VIN or driver, and switch between **Grid** and **List**.

Tesla does not share number plates. Press **Edit rego** on a car to type its plate once.

The car page

Click a car to open it.

TAB	WHAT IT HOLDS
Live	Battery, range, position on the map, doors, windows, cabin temperature, odometer, each with the time it was last read
Controls	Lock and unlock, climate on and off, vent and close windows, charge start and stop, open the charge port, frunk and trunk, honk, flash, directions
Keys	Who has this car in their Tesla app and until when
Settings	Speed limit, PIN to Drive, charge limit, Sentry mode, guest mode and the rules EVFleet keeps for the car

Controls go through Tesla and are signed with EVFleet's virtual key; a car refuses a command that is not signed. A sleeping car can take up to 30 seconds to wake. Every command is written to the access log with who sent it.

Car protections

- **Speed limit and PIN to Drive:** cap the top speed and ask for a PIN before the car moves.
- **Guest mode:** hides the owner's settings, trips and home address from a renter.
- **Lock if left open:** EVFleet locks a car left unlocked and parked for 10 minutes.
- **New people alert:** tells you when someone is added to a car in Tesla without a key from EVFleet.

Service and money

Lower on the car page: charging sessions, car warnings from the last 30 days, the service log, service schedules with when each is due, and profit and loss by month (rent, charging recovered, costs).

CHAPTER 05

Charge station

Every car that is charging, parked in its bay, live.

Updated 2026-11-19 · docs.evgoing.com.au/charge-station/

The Charge station shows the cars charging right now, each in its own bay with its real paint colour. A bay appears when a car starts charging and leaves when the charge ends, so the screen is never full of empty bays. Past 8 cars a second page opens.

Each bay shows the charge in percent, the time left, where the charge stops, the power and the energy added. The pulse follows the charger: fast on a Supercharger, slow at home. The number beside **Charge station** in the menu counts the cars charging now.

CHAPTER 06

Drivers

The people who drive the cars, their contact details, and inviting a driver with their own Tesla.

Updated 2026-11-19 · docs.evgoing.com.au/drivers/

Tesla only shares a driver's name, so EVFleet keeps each driver's email and mobile itself, encrypted.

The list

Drivers show as cards, like small driver's licences, or as a list. Press **Edit email and mobile** to keep the contact details right: a car's access is only granted from an email saved here or from the car being in the person's own Tesla account.

Adding drivers

- **Add a driver:** full name, email, mobile, or both. EVFleet creates the driver and an 8-character claim code.
- **Import CSV:** a Tesla for Business fleet export, or a CSV with name, email and mobile.
- **Invite a driver with their own Tesla:** press **Create link** and send it. The person signs in with Tesla and adds their own car to the fleet. The list shows who has joined.

CHAPTER 07

Public listings

The public page of cars free to rent, the applications it brings in, and its settings.

Updated 2026-11-19 · docs.evgoing.com.au/public-listings/

Public listings is EVGoing's public rental page, at the address shown under **Public link**. It sits at the bottom of the side menu with a copy button beside it, so the link is one press away when someone asks.

Fleet cars

Each car shows its status and weekly price. A car with a renter shows as **Rented**. A car back in the owner's name is not shown to the public until the owner chooses **Release**.

Applications and waitlist

Every application from the page lands here and in Customers: the person, the model they want and when. **Start onboarding** opens an onboarding with their details; **Contacted**, **Approved** and **Declined** keep the list tidy.

Page settings

Headline, intro text, contact email, the fleet owner names and the default bond. **Save** publishes the change at once. The page updates on its own: rented cars come off it automatically.

CHAPTER 08

Onboarding

A new rental ordered like a menu, the client's private link, and everything up to the signed contract.

Updated 2026-11-25 · docs.evgoing.com.au/onboarding/

Onboarding takes a person from interested to a signed contract. It ends when the contract is signed; the car itself is handed over in Pick-up.

1	2	3	4	5
Customer	**Onboarding**	**Contract signed**	**Pick-up**	**Driver**
Applied or signed in	Model, term, km, link	On SignNow	Car, day, photos	Rent starts

Ordering a new rental

Press **New onboarding** and choose, one step at a time, by tapping:

1. **Client:** full name, mobile and email. Both mobile and email are required.
2. **Model:** Model 3 or Model Y, shown as pictures. The exact car is chosen later, at the pick-up.
3. **Term:** 1, 3, 6 or 12 months. The price range for the model moves with the term; the client never picks a price.
4. **Km:** 1,500 km a week is included. Extra km is shown with its price, with a quiet note that EVGoing can raise the km.

The standard weekly fee is one casual week (7 days at the 7 to 13 day rate, never below the 1-month rate), the highest weekly price; each longer term is a discount on it. A signed onboarding keeps the price it was signed at.

The bond is fixed (A$1,500 as standard) and set only by EVGoing in Settings, Rental terms. Prices come from the price catalogue in Settings, Assets, and only published classes can be offered.

The client's link

EVFleet makes a private link for the client. Send it by WhatsApp, email or copy it. On their phone the client:

1. Fills in their **details** as on their driver licence.
2. Takes clear photos of both sides of the **licence**.

3. Reads and **signs the contract** on SignNow, with the values printed in.

The link works for 21 days and only opens that client's own files. **Extend** gives it more time; anyone with the link can fill it in, so send it only to the client.

Watching and checking

The list shows each onboarding with its status and last activity. Open one to check the details and licence, see the signed contract and download the signed PDF. **Ask for changes** sends the client a note on their link; **Ask to sign again** asks for a new signature.

CHAPTER 09

Pick-up

Booking the pick-up, choosing the car, the inspection photos and the first payment.

Updated 2026-11-25 · docs.evgoing.com.au/pickup/

Pick-up starts once the contract is signed and ends when the inspection photos are confirmed. Then the person is a driver and their rent starts.

Booking the pick-up

1. Open the signed onboarding and press **Approve and book pick-up**.
2. Choose the car among the cars of the chosen model. Search by rego or driver; the number of free cars is shown. EVFleet checks the car matches the model on the contract.
3. Choose the day (**Today**, **Tomorrow** or **Another day**) and the time.

The weekly price is set at booking from the car's price class. Weeks run Monday to Sunday; a pick-up on another day is charged pro rata for the first week. **Change day or time** moves it.

At the car

The client presses **I am at the car** on their link and takes the six standard photos, then taps the car to mark each scratch, dent or chip with a close photo. EVFleet compares the photos with the last handover of that car and shows what is new.

Confirming

Check each photo (**Pass**, **Look** or **Fail**); **Take again** asks the client for a new one with the reason. When the client sends the photos, EVFleet reads the odometer and charge from Tesla, without waking the car. Tick **Bond received** and **First week received**, then press **Confirm pick-up**. The client sees "Pick-up confirmed. Enjoy the drive."

The pick-up inspection report

Confirming draws the **Pick-up inspection report**: the six photos, the damage marked, the odometer and the charge at the car. It is kept with the signed agreement, which points to it for the odometer and charge out. The client and the operator both see it with **Download PDF**.

When the car comes back

On a rented car, the car list on the phone and the car page show **Car returned · inspect**. Take the six photos and mark any new damage; the odometer and charge are read from Tesla and compared with the pick-up report. If Tesla does not answer, the last saved reading is used and marked as such. **Finish** draws the **Return inspection certificate**, a PDF to share from the phone, and ends the rent on that car from that day. Charge is only reported to the driver, never charged for.

CHAPTER 10

Keys

Lending a car for a set time, in the person's own Tesla app, and checking who can open each car.

Updated 2026-11-19 · docs.evgoing.com.au/keys/

A key lends a car for a set time. The person opens the car from their own Tesla app, and the key ends by itself.

A new key

1. Press **New key** and choose the car, the person and the dates. Presets: today, 3 nights or 1 week.
2. Press **Send link**. The link goes by text or email, works once and for 24 hours.
3. The person accepts it in their Tesla app. When the time is up, EVFleet removes them from the car.

Ideal for hotels and resorts: a guest gets the car from check-in to check-out with no key card and no desk.

Who can open each car

Lists everyone in each car's Tesla app, from Tesla itself. **Check with Tesla now** reads it again. Tesla allows up to 5 app drivers per car. **Same name twice** warns when two people with one name could be confused.

Cancel key ends a key early; **Delete key** removes it from EVFleet for good.

CHAPTER 11

Pre-delivery check

Ready, or exactly what to fix, before each handover.

Updated 2026-11-19 · docs.evgoing.com.au/pre-delivery/

Every key that starts soon is listed with its car and the person. EVFleet checks three things on each car: charge at 50% or more, locked, and reachable by Tesla. A car that passes shows **Ready**; otherwise the line says what to fix, for example "Battery 14%, unlocked". **Open car** goes straight to the car page to fix it.

CHAPTER 12

Rentals

Weekly rent due each Monday, who has paid, who is behind, and payment links.

Updated 2026-11-19 · docs.evgoing.com.au/rentals/

Rent is weekly and due each Monday. Rentals shows who to collect from, who has paid and what is still owing.

The week

At the top: **Collected this week**, **Still to collect**, **Owing overall** and **Cars on rent**. Move between weeks with **Previous week** and **Next week**.

Each driver

One row per driver with the weekly rent, how many weeks behind and what they owe. **Last 6 weeks** shows one square per week, oldest first: paid, part paid, due or overdue.



- **Record payment:** click a week's square and type what was paid.
- **Payment link:** makes a Stripe card payment link for everything owing, to send to the driver. EVFleet never stores a card.
- **Bond payment link:** the same for the bond.
- **Set rent** or **Edit rent:** the weekly amount, the start and the optional end of the rent.

CHAPTER 13

Tolls

Every Linkt toll matched to the driver who had the car, billed with the admin fee.

Updated 2026-11-25 · docs.evgoing.com.au/tolls/

Tolls brings in the Linkt trips and matches each one to the driver who had the car that day.

Loading Linkt trips

In the Linkt account, choose **Export trips**, pick the dates and download a **CSV**. In EVFleet, click **Import Linkt CSV** and pick the file. EVFleet checks it first and shows the new trips, the ones already loaded, and any with no car found; **Import** saves the new trips. Overlapping exports are safe: trips already in EVFleet are skipped.

Billing tolls

Unbilled tolls by driver adds up each driver's trips, credits and the admin fee into one amount **To invoice**. For each driver: **Payment link**, **Statement** and **Preview Xero file**. **Mark as billed** closes the bill; it moves to **Billing history**, where **Undo** reopens it.

Who had which car

Trips are matched by date to the person who had the car. Keep this list right: **Add who had a car** with the dates, or **Still has it** for a current driver.

Need attention

Trips with no car or no driver wait here. **Set car** links a plate or tag to a car; **Ignore trip** sets it aside with a reason. **Linkt tags** matches trips that come in with a tag number instead of a plate. **Linkt imports** lists every Linkt file loaded; trips already in EVFleet are skipped.

CHAPTER 14

Mileage

Weekly kilometres per car against the contract limit, and the excess to charge.

Updated 2026-11-19 · docs.evgoing.com.au/mileage/

Mileage reads each car's odometer and adds up the kilometres from Monday to Sunday.

At the top: fleet km, the average per car, cars **over limit** and cars **near limit**. Each row shows the odometer, this week's km, the km left and the status: red above the limit, amber from 85%. Move between weeks with **Previous week** and **Next week**.

The weekly limit is set in **Settings**, **Mileage** (1,500 km as standard). Odometers are read when someone opens EVFleet; for exact weeks, turn on **Read odometers every 3 hours** there.

CHAPTER 15

AI Assistant

Asking Grok about the fleet by voice or text, and what it may and may not do.

Updated 2026-11-19 · docs.evgoing.com.au/ai-assistant/

The AI Assistant answers questions about the fleet and acts within set rules. It is powered by Grok (xAI) and shows in the menu once the Grok key is added in Settings, API keys.

Talk or type: "Which cars need attention right now?", "Who is behind on rent?", "How much in tolls is waiting to be billed?". A sleeping car can take up to 30 seconds to wake.

What it may do

These three lists are read from EVFleet itself when the manual is built, so they always match the assistant in use.

Does it straight away

- Read cars, rent and tolls
- Lock
- Flash the lights
- Turn the climate on
- Set the cabin temperature
- Start charging
- Set the charge limit
- Turn sentry mode on
- Close the charge port

Asks you first

- Honk the horn
- Turn the climate off
- Stop charging
- Turn sentry mode off
- Open the charge port
- Record a rent payment
- Prepare a new onboarding

Never does

- Unlock a car
- Start a car to drive
- Open the trunk or windows
- Change the speed limit, PIN to drive or guest mode
- Issue or remove digital keys
- Charge a card or bill tolls
- Delete anything
- Message drivers or customers
- See names, emails, phones or licences

Grok reads fleet numbers by rego. Names, emails, phones and licences are never sent to xAI. Every action is written to the access log under the person who asked. **Spend this month** shows what the assistant has cost so far. Check important numbers on their own page before acting on them.

CHAPTER 16

Settings

Your profile, sign-in security, vehicle sources, prices, API keys, rental terms and mileage.

Updated 2026-11-19 · docs.evgoing.com.au/settings/

Settings holds everything that is set once and used everywhere. Each section opens on its own.

SECTION	WHAT IT HOLDS
Sign-in security	Two-step sign-in with an authenticator app, and the devices signed in to your account
Vehicle sources	The Tesla business account the cars come from, Sign in with Tesla, Sync and Pair a car's key
Vehicle photos	Your own photos of each model and colour, shown on every matching car
Assets	The price catalogue: weekly rates by term, daily bands, km packages; draft until published
API keys	One place for the keys of the services EVFleet connects to: Grok, Stripe, SignNow, Linkt, Evee, Turo
Rental terms	Bond, insurance excess, fees and permitted area used on every new agreement
Mileage	Weekly km limit per contract and how often odometers are read
Records and tools	Access log and privacy requests

Prices (Assets)

A price lives on a **class** (model, year and version), never on a single car. Each class has weekly rates for 1, 3, 6 and 12 months, daily bands, and the price per extra km. A class stays **Draft** until it is published; only published classes are offered in an onboarding. A signed price is kept: later changes to the catalogue never touch a signed agreement. The owner can set an own price for any car.

API keys

A key is encrypted the moment it is saved and never shown again, only its last four characters. Never type an account password here. Every change is recorded in the access log.

Admin access

The admins who sign in with email, password and an authenticator code are listed here. **Reset password** (or **Set password**) makes a one-time link valid 24 hours; copy it to the admin, who opens it and chooses a new password. The old password keeps working until the new one is saved, and the admin's failed tries are cleared.

CHAPTER 17

Records

The access log, the technical documentation, the Library of delivered documents, and privacy requests with their 30-day deadline.

Updated 2026-11-27 · docs.evgoing.com.au/records/

Records in the side menu opens four tabs across the top of the page: **Access log**, **Documentation**, **Library** and **Privacy requests**. Documentation and Library show only to the owner and the administrators; for anyone else they do not exist.

Access log

Who signed in, opened personal information or changed something, and when. Kept for 24 months. Filter by period (today to the past 12 months) and **Export CSV**. A refused attempt is recorded too, as it would record a real attack.

Privacy requests

When someone asks for a copy of their information, a correction or deletion. The law gives 30 days to reply.

1. **Log a request:** who asked, what for, when, and how you confirmed it is them.
2. EVFleet searches everything it holds on that person.
3. **Export a copy**, correct, or **Delete**. Records the law requires to keep are kept, and the screen says why.
4. **Mark done**, or **Refuse with a reason**.

Documentation

The technical documentation of EVFleet: how it is built, connected, secured and run. Only the owner and the administrators see this tab.

1. Areas and sections open like folders. Every document has a code, **EVF-AA.SS.DD**, that matches its folder and never changes.
2. Click a document to see what it is and what it describes. Double-click it, or press **Read**, to open it over the page. Codes inside a document open the document they name.
3. **Export PDF** gives the document, the open folder, or the whole tree at the top, as a PDF stamped with the release. It opens over the page with **Download** and **Share**.

Live documents are written by EVFleet from its own code at every release, so they always match the software you are using. Every PDF opened is kept in the access log.

Library

Everything made for EVGoing about EVFleet, as PDFs: brand, presentations, manuals, every test report and the agreement. Only the owner and the administrators see this tab.

1. Folders are numbered by subject: **01 Brand**, **02 Presentations**, **03 Product**, **04 Assurance**, **05 Project records**. The path bar at the top shows where you are; click any part to go back.
2. **Start here** sits on top: the EVFleet presentation at the Library's first page, and the summary of every test at the top of Assurance.
3. Click a document to see its code, date, pages and what it is; a test also shows its **Question**, **Result** and **Fixed**. Double-click it, or press **Open**, to read it over the page with **Download** and **Share**. It never opens in a new tab.
4. **Add a document** (inside a folder): code, date, title, what it is, the three test fields when it is a test, and the PDF. A box states the facts before it uploads. The page count is read from the PDF itself.
5. **Remove** asks why. The document leaves the Library, but the file is kept and the removal stays in the access log.

Each document keeps its code between versions (for example **IQ-EVF-PT-01** for the penetration test), so the next round lands next to the last one. Every add, open and removal is kept in the access log.

CHAPTER 18

The driver app

What a driver sees: their car, rent, tolls, km, help, and handing their own Tesla to a fleet.

Updated 2026-11-19 · docs.evgoing.com.au/driver-app/

A driver signs in at the same address with their own Tesla account, or with their email and the password they made on their EVGoing onboarding link, and gets their own app. With a password the app shows the fleet car they rent; a car on their own Tesla account needs Sign in with Tesla. Forgot the password: EVGoing sends the onboarding link again and they make a new one there. On the phone the tabs are **Home**, **Car**, **Pay**, **Tolls** and **Help**.

SCREEN	WHAT THE DRIVER SEES AND DOES
Home	Battery, range, cabin, rent, tolls and km this week, and the last known place of the car
Car	Unlock, climate and the other controls, sent to the car through Tesla, and the car's details
Pay	What is due now with the payment link, I have paid, the weekly rent and the bond held
Tolls	Tolls not billed yet and past statements
Mileage	Km by day and past weeks against the limit
Help	Report an accident, damage, service or a question, and see the answers
Hand to a fleet	Join a fleet with an invite link, to let an operator manage and rent out their own Tesla

A driver never sees another driver's car, payments or tolls. A person without a car yet sees the cars free to rent and can apply from the app.

CHAPTER 19

The client's onboarding link

What a new client does on their phone, from details to the inspection photos.

Updated 2026-11-25 · docs.evgoing.com.au/client-link/

The client never needs an account to rent a car. Everything is done on the private link EVGoing sends.

STEP	WHAT THE CLIENT DOES
Car	Chooses long or short term, model, version, term and kilometres, priced live from Settings, Assets
Your details	Scans the driver licence (front and back). Grok reads it and fills in name, date of birth and address; the client checks and corrects them, then adds mobile and email
Driver licence	Licence number, state, type and expiry, filled from the scan. The client corrects anything wrong
Rental agreement	Reads the full agreement and signs it on SignNow: one set of initials, on the last page, covers every page, and one signature
Payment	When automatic billing is on: pays the bond on Stripe, which saves the card or bank account for the weekly rent
Pick-up photos	At the car: six standard photos and every existing scratch, dent or chip
Send	EVGoing checks the photos and confirms the pick-up; the rent starts then

The link shows only that client's own records. If EVGoing asks for changes, the note appears at the top of the link.

After signing, the summary lists what is done (car, details and licence, contract, payment, pick-up) and the signed contract with **Download**. The client also creates their EVFleet app password there (at least 10 characters), to sign in later with their email. A button at the bottom goes back to EVFleet.

What Grok read, anything it flagged (expired, not open, under 21, a different name) and every field the client changed show on the onboarding's Driver tab. It checks what the photo shows, not with the issuing state.

After signing, every step stays open to read again, with **Back to summary**. The top of the link always has a way out: **Back to EVFleet** for an operator, **EVFleet app** for the client. The last pick-up screen opens the app. Once the pick-up is confirmed, the client sees their **pick-up inspection report** with **Download PDF**.

CHAPTER 20

Security and privacy

How EVFleet protects the cars and personal information, in plain words.

Updated 2026-11-19 · docs.evgoing.com.au/security/

- **Sign in with Tesla:** passwords stay with Tesla. Operators sign in this way and add two-step sign-in.
- **Admins:** the admins of the technical documentation can also open the operator console with their email and documentation password, always followed by a code from an authenticator app (set up at the first sign-in).
- **Driver passwords:** drivers may instead use an email and password made on their own onboarding link after signing. Stored as scrypt with a salt per account; five wrong tries lock that email and address for 15 minutes.
- **Signed commands:** a car refuses any command not signed with EVFleet's virtual key.
- **Encryption:** Tesla tokens, contacts, onboarding records and files are encrypted (AES-256-GCM) with their own key.
- **Every request checked:** operators, drivers and clients reach only what is theirs, on the server.
- **Sessions:** signing out ends the session on the server; idle operators are signed out after 12 hours.
- **Limits:** forms and links are limited per address, and the whole API has a ceiling per address.
- **Recorded:** sign-ins, changes and reads of personal information go to the access log for 24 months.
- **Tested:** two penetration tests on 11 Nov 2026; 46 attacks in the second, none got through.

The privacy policy is at the Privacy link on the sign-in page.

REFERENCE

EVFleet at a glance

Every menu line, phone tab and Settings section, written by EVFleet itself from this release.

Updated 2026-11-27 · docs.evgoing.com.au/at-a-glance/ · Written by EVFleet from this release

This chapter is written by EVFleet itself: every line is read from the software when this release was built. When a menu or a section changes, this page changes with it.

The side menu on a computer

GROUP	SCREENS
Top	Overview, Customers
Fleet	Vehicles, Charge station, Drivers, Tolls, Keys, Rentals, Onboarding, Pick-up, Pre-delivery check
Money	Mileage
Rules and records	Records
Bottom of the menu	Public listings, with its link ready to copy

The AI Assistant joins the top group once its Grok key is added in Settings, API keys.

The tab bar on a phone

AREA	TABS AT THE TOP OF THE PAGE
Overview	Overview
Fleet	Cars, Checks, Charging, Keys
People	Customers, Drivers, Onboarding, Pick-up
Money	Rent, Mileage, Tolls

Settings

SECTION	WHAT IT HOLDS
Sign-in security	Two-step sign-in with an authenticator app, and the devices signed in to your account
Admin access	Admins sign in with email, password and an authenticator code. Make a link to set or reset a password
Vehicle photos	Your own photos of each model and colour, shown on every matching car
Assets	Price catalogue: every car class with its weekly and daily rates, km packages, and the class of each fleet car
API keys	One place for the keys of the services EVFleet connects to: Grok, Stripe, SignNow, Linkt, Evee, Turo
Rental terms	Bond, insurance excess, fees and permitted area used on every new agreement
Automatic billing	Bond paid at signing, weekly rent charged each Monday through Stripe
Mileage	Weekly km limit per contract and how often odometers are read
Records and tools	Access log and privacy requests

RELEASE NOTES

What's new

Every change a person sees or does, newest first.

Updated 2026-11-27 · docs.evgoing.com.au/whats-new/

- **27 Nov 2026:** The manual's PDF opens over the page to read, without downloading; Download and Share are there when you want a copy. On docs.evgoing.com.au the PDF also opens in the browser.
- **27 Nov 2026:** The manual moves to docs.evgoing.com.au; manual.evgoing.com.au still opens it. **The manual (PDF)** sits next to Help, and on the phone's account page.
- **27 Nov 2026: Records** has its own line in the side menu, with tabs for the Access log, Documentation, Library and Privacy requests.
- **27 Nov 2026:** The technical documentation now opens inside EVFleet, on Records, Documentation, for the owner and administrators only, with Read and Export PDF over the page.
- **27 Nov 2026:** Library, on Records: every document made for EVGoing about EVFleet (brand, presentations, manuals, test reports, agreement) in numbered folders, opened over the page with Download and Share. Owner and administrators only.
- **25 Nov 2026:** Settings, Admin access: an operator makes a one-time link (24 hours) to set or reset an admin's password.
- **25 Nov 2026:** Admins (the documentation admins, such as the iQube super admin) open the operator console with email, password and an authenticator code.
- **25 Nov 2026:** Drivers can sign in with email and password, made on their onboarding link after signing. The sign-in page always offers it below Sign in with Tesla. Operators keep Tesla only.
- **25 Nov 2026:** Automatic billing live on the EVFleet Stripe account. Card at signing until bank debit is active; a failed week stays past due instead of stopping.
- **25 Nov 2026:** Client link: scan the driver licence and Grok fills in the details, with every field editable; initials once for the whole contract; the signed contract is a Download row; the summary lists what is done and leads back to EVFleet. The operator sees what Grok read and what the client changed.
- **25 Nov 2026:** Onboarding by choice: the client picks the car, version, term and km on the link, priced live from Assets. Automatic billing through Stripe, switched in Settings.

- **25 Nov 2026:** The technical documentation opens at docs.evgoing.com.au, for the owner and administrators only, with every document live from the code and its own Export PDF.
- **19 Nov 2026:** Return inspection on the operator's phone: **Car returned · inspect**, compared with the pick-up report, ends with the Return inspection certificate and stops the rent.
- **19 Nov 2026:** Pick-up inspection report with the odometer and charge from Tesla, with Download PDF for the client and the operator. The standard weekly fee is one casual week; terms are discounts on it.
- **19 Nov 2026:** Client link without dead ends: steps stay open after signing, a way out at the top, quick car search at pick-up.
- **19 Nov 2026:** The EVFleet manual opens at manual.evgoing.com.au, with a PDF book built from the same pages. Help opens the chapter for the screen you are on.
- **19 Nov 2026:** Lists show grey rows while they load; typing in the long logs stays smooth; every screen asks the server for each thing once.
- **19 Nov 2026:** Signed contract preview with Download PDF, for the client and the operator.
- **19 Nov 2026:** Onboarding by model: the client picks Model 3 or Model Y and the term, sees the price range, never picks a price. Bond fixed in Settings, Rental terms.
- **18 Nov 2026:** Onboarding and Pick-up are two steps: Onboarding ends at the signed contract, Pick-up at the inspection photos. Customers sits at the top of the menu.
- **18 Nov 2026:** Settings on the phone: Tesla link and sync, pair a car's key, signed-in devices.