# Car Rental Setup Guide

Start with one asset and one real repair. These suggestions do not change your workspace or permissions.

**WORKSPACE**
Rental Company / Branch

**ASSETS**
Vehicle / Charging Point / Shared Equipment

**TASK NAME** Damage Report / Service Job

## Roles and responsibilities

| | |
|---|---|
| **Admin**<br>Admin | Manages the workspace, users and access. |
| **Manager**<br>Rental Manager / Fleet Manager | Reviews requests and assigns work for the assets they manage. |
| **Technician**<br>Mechanic / Service Technician | Completes assigned work and records notes or photos. |
| **Reporter**<br>Rental Staff | Reports issues on Shared assets; does not assign repairs. |
| **Owner**<br>Vehicle Owner, where relevant | Reports issues and follows work on their assigned assets; does not assign repairs. |

Workspace settings → Edit: change Owner Titles or Manager, Technician and Reporter naming. Titles are labels, not new permissions.

### Private · Shared OFF

For a privately owned vehicle under your care, use Shared OFF and link its Owner where that person needs to follow maintenance.

### Shared · Shared ON

For company vehicles and shared equipment, enable Shared and Reporter access. Rental staff report damage; the responsible Manager assigns service and the Technician records the result.

Access stays within the workspace and each person's assigned scope. Owner is an application role, not a record of legal ownership. Shared is an explicit access setting, not simply a missing Owner.

# One repair, five steps

Car Rental · AssetFix.me

1 Report › 2 Assign › 3 Repair › 4 Proof › 5 Done

## Two QR codes, two purposes

Invite Admins, Managers, Technicians and Owners through Members. Enable Reporter access in Workspace settings and share the workspace QR with authorised reporting users. They sign in and join your workspace. An asset QR identifies the boat, room or equipment when reporting. Only active Reporters in that workspace can report on its Shared assets. Shared does not grant access to everyone else's requests.

## Your first 5 minutes

1. Create your workspace.
2. Add one boat, room or item of equipment.
3. Set Shared ON, or leave it OFF and assign an Owner.
4. Invite the team through Members; enable Reporter access if needed.
5. Try one real repair, from report to completion.

## Full setup guide

https://assetfix.me/how-to-start/?industry=car-rental

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