

AAA ROADSIDE SERVICE INFORMATION

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The AAA Roadside Service Information (RSI) site gives those assigned the roles of Account Owner and Manager the capabilities to manage their own accounts. Keeping up with your account can be done many ways but AAA Technical Training and Research (TTR) has put together a spreadsheet called, Team Management Tracker Spreadsheet that will make this process easy, limit the time to manage and offers a way to effectively communicate changes with TTR if additional assistance is required.

Below are the steps to navigate the Team Management Tracker Spreadsheet:

Account Overview Tab:

This page provides an overview of your entire account by providing the following information.

- **Title** - Year of subscriptions, Club # and Club Name
- **Team List** - Complete list of team names, owner info, # of seats assigned, occupied and available, and the number of total seats assigned to the account
- **Individual Team Lists** - List the team name, owner info and managers assigned to teams

***NOTE:** The only places that require manual entry on this tab are marked with yellow cells.*

***TIP:** To make identifying related information easy, teams and the relating tabs have been color-coded. We have also color-coded the seat counts by Seats/Team (Black), Seats Occupied (Red), Seats Available (Green) and Total Seats/Club (Tan).*

Year RSI Subscription Tracker - #001 / AAA National									
Club	Teams	Owner	User ID	Owner Contact	Expiration Date	Seats per Team	Seats Occupied	Seats Available	Total Seats per Club
#001 - AAA National	Team 2: AAA National - TTR Simulation Team	Ricky Hendon	Ricky Hendon	Rhendon@national.aaa.com	8/9/2021	6	6	0	6
	Team 2: Team Name Here	Account Owner's Name Here	Owner's ID	Account Owner's Email Here	xx/xx/xxxx	0	0	0	
	Team 3: Team Name Here	Account Owner's Name Here	Owner's ID	Account Owner's Email Here	xx/xx/xxxx	0	0	0	
	Team 4: Team Name Here	Account Owner's Name Here	Owner's ID	Account Owner's Email Here	xx/xx/xxxx	0	0	0	
	Team 5: Team Name Here	Account Owner's Name Here	Owner's ID	Account Owner's Email Here	xx/xx/xxxx	0	0	0	
	Team 6: Team Name Here	Account Owner's Name Here	Owner's ID	Account Owner's Email Here	xx/xx/xxxx	0	0	0	
	Team 7: Team Name Here	Account Owner's Name Here	Owner's ID	Account Owner's Email Here	xx/xx/xxxx	0	0	0	
	Team 8: Team Name Here	Account Owner's Name Here	Owner's ID	Account Owner's Email Here	xx/xx/xxxx	0	0	0	
	Team 9: Team Name Here	Account Owner's Name Here	Owner's ID	Account Owner's Email Here	xx/xx/xxxx	0	0	0	
	Team 10: Team Name Here	Account Owner's Name Here	Owner's ID	Account Owner's Email Here	xx/xx/xxxx	0	0	0	
	Team 11: Team Name Here	Account Owner's Name Here	Owner's ID	Account Owner's Email Here	xx/xx/xxxx	0	0	0	
	Team 12: Team Name Here	Account Owner's Name Here	Owner's ID	Account Owner's Email Here	xx/xx/xxxx	0	0	0	
						Total Seats Listed	6	0	
Team 2: AAA National - TTR Simulation Team									
(The people listed here are only the Account Owner and Managers Assigned to each team.)									
	User ID	User Password	User Email	Role	Truck Type				
	Ricky Hendon	aaa1234	Rhendon@national.aaa.com	Owner	N/A				
	TTR	ttr1234	TTR@national.aaa.com	Manager	N/A				
Team 2: Team Name Here									
(The people listed here are only the Account Owner and Managers Assigned to each team.)									
	User ID	User Password	User Email	Role	Truck Type				

**Access the Account Overview
Tab by selecting this tab**

Manually update these locations only

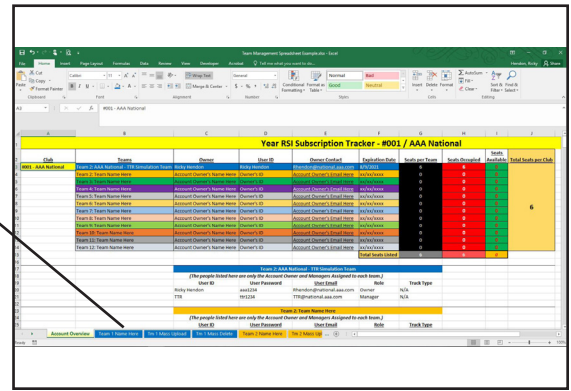
***NOTE:** All other areas are auto-filled from the individual team tabs.*

For further assistance, contact Technical Training & Research at: TTR@national.aaa.com

Team Tab:

This tab contains the details of the team and is the location where we manually input content that is auto-filled in the Account Overview, Team Mass Upload and Team Mass Delete tabs:

- Click the **“Team Tab”** at the bottom of the spreadsheet for the team you need to work on.



- Once at the **“Team Tab,”** fill in the yellow sections with the related information.
- The yellow sections include:
 - Team Name
 - Account Owner’s Name
 - Account Owner’s User ID
 - Account Owner’s Email
 - Account’s Expiration Date
 - Team Seat Count
 - List of Users Assigned to the Team

Year RSI Subscription Tracker - #001 / AAA National

Club	Team Name	Owner	User ID	Owner Contact	Expiration Date	Seats per Team	Seats Occupied	Seats Available	NOTES
#001 - AAA National	Team 2: AAA National - TTR Simulation Team	Ricky Hendon	Ricky Hendon	Rhendon@national.aaa.com	8/9/2021	6	6	0	

Team: Team Name Here

Seat Assignment Number	User ID	User Password	User Email	Role	Truck Type	#Seat
1	Ricky Hendon	aaa1234	Rhendon@national.aaa.com	Owner	N/A	1
2	TTR	ttr1234	TTR@national.aaa.com	Manager	N/A	1
3	TTR1	ttr1234	TTR1@national.aaa.com	Member	N/A	1
4	TTR2	ttr1234	TTR2@national.aaa.com	Member	N/A	1
5	TTR3	ttr1234	TTR3@national.aaa.com	Member	N/A	1
6	TTR4	ttr1234	TTR4@national.aaa.com	Member	N/A	1
7	User ID Here	Password Here	User Email Here	Member	N/A	0
8	User ID Here	Password Here	User Email Here	Member	N/A	0
9	User ID Here	Password Here	User Email Here	Member	N/A	0
10	User ID Here	Password Here	User Email Here	Member	N/A	0
11	User ID Here	Password Here	User Email Here	Member	N/A	0
12	User ID Here	Password Here	User Email Here	Member	N/A	0
13	User ID Here	Password Here	User Email Here	Member	N/A	0
14	User ID Here	Password Here	User Email Here	Member	N/A	0

Labels and arrows pointing to fields:

- Team Name** points to 'Team 2: AAA National - TTR Simulation Team'.
- Acct. Owner's Name** points to 'Ricky Hendon'.
- Acct. Owner's User ID** points to 'Ricky Hendon'.
- Acct. Owner's Email** points to 'Rhendon@national.aaa.com'.
- Acct. Expiration Date** points to '8/9/2021'.
- Team Seat Count** points to '6'.
- Team/User Notes** points to the 'NOTES' column.
- List of Users Assigned to the Team** points to the user list table.

Team Tab cont...:

- Add the team name by double-clicking the cell and applying the name after the “Team Number” (Ex: Team 2: AAA National - TTR Simulation Team).
- Add the Account Owner’s name to the next cell.
- Add the Account Owner’s User Name to the next cell.
- Add the Account Owner’s Email to the next cell.
- Add the team’s expiration date to the next cell. This date matches the date of the account’s expiration date.
- Add the number of seats (aka: users) to the next cell
- Scroll down and add team members to the list below the team demographics. Start with the Account Owner and then Managers before listing general members.

Team Name	Owner	User ID	Owner Contact	Expiration Date	Seats per Team
Team 2: AAA National - TTR Simulation Team	Ricky Hendon	Ricky Hendon	Rhendon@national.aaa.com	8/9/2021	6

User ID	User Password	User Email	Role	Truck Type	Seats
Ricky Hendon	aaa1234	Rhendon@national.aaa.com	Owner	N/A	1
TTR	ttr1234	TTR@national.aaa.com	Manager	N/A	1
TTR1	ttr1234	TTR1@national.aaa.com	Member	N/A	1
TTR2	ttr1234	TTR2@national.aaa.com	Member	N/A	1
TTR3	ttr1234	TTR3@national.aaa.com	Member	N/A	1
TTR4	ttr1234	TTR4@national.aaa.com	Member	N/A	1
User ID Here	Password Here	User Email Here	Member	N/A	0
User ID Here	Password Here	User Email Here	Member	N/A	0
User ID Here	Password Here	User Email Here	Member	N/A	0

NOTE: If there is more than one manager assigned to the team, you make sure to add a row to that individual team on the Account Overview page and link the information so it auto populates the listed information by taking the following steps:

1. Insert a row to the Account Overview tab’s team list (Image 1).
2. Add the manager’s user information by linking the cells to the Team tab’s cells using the formula in the steps below.

2a) click the Account Overview cell and type “=”

2b) Go to the Team tab and “click” on the cell you wish to link. Once the cell has been selected, hit “Enter.”

Now the cells should be linked. This can be proven by viewing the Account Overview tab and the cell should display the information desired. Repeat this for each cell until all the information is populated as in the example of Image 3.

1

Team Name	User ID	User Password	User Email	Role	Truck Type	Seats
Team 2: AAA National - TTR Simulation Team	Ricky Hendon	aaa1234	Rhendon@national.aaa.com	Owner	N/A	1

2a

Team Name	User ID	User Password	User Email	Role	Truck Type	Seats
Team 2: AAA National - TTR Simulation Team	Ricky Hendon	aaa1234	Rhendon@national.aaa.com	Owner	N/A	1

2b

Team Name	User ID	User Password	User Email	Role	Truck Type	Seats
Team 2: AAA National - TTR Simulation Team	Ricky Hendon	aaa1234	Rhendon@national.aaa.com	Owner	N/A	1

3

Team Name	User ID	User Password	User Email	Role	Truck Type	Seats
Team 2: AAA National - TTR Simulation Team	Ricky Hendon	aaa1234	Rhendon@national.aaa.com	Owner	N/A	1

Team List Section Overview:

This section has specific information that needs to be completed for the spreadsheet to auto-fill information and make tracking possible. Below is an explanation of each of these sections.

NOTE: Each team has a list of 297 user options to help ensure there is enough space to limit manipulation of this spreadsheet.

- 1. Seat Assignment Number** - This is to provide a identifier to each user so you can go to them quickly or another option is using the filter options at the top in the list headers.
- 2. User ID** - Enter User ID's assigned to users exactly as they were added to the team. This will make sure that other features of this spreadsheet work properly when they are used.
- 3. User Password** - Passwords are cap-sensitive so make sure they are entered as they were at the time they were added to the team.
- 4. User Email** - The email has to be entered as it was at the time they were added to the team.
- 5. Role** - This lists the user's role as it has been assigned by an Account Owner or Manager. There are three roles: Owner, Manager & Member
- 6. Truck Type** - This is to give you a space where you can specify if a certain user operates a specific type of equipment. This section is optional and does not have to be used; however, it cannot be deleted.
- 7. #seat** - For each seat that is occupied, a "1" should be placed. If a seat is empty, make sure a "0" is marked. This is the starting point for the calculation of seats occupied begins. It first auto-populates at the bottom to a cell at the bottom of the list and then into the red box listed as "Seats Occupied" at the top of the Team tab. The Account Overview page then auto-fills the correct space from the related cell at the top of the team page.

Year RSI Subscription Tracker - #001 / AAA National								
Team Name	Owner	User ID	Owner Contact	Expiration Date	Seats per Team	Seats Occupied	Av	
Team 2: AAA National - TTR Simulation Team	Ricky Hendon	Ricky Hendon	Rhendon@national.aaa.com	8/9/2021	6	6		
Team: Team Name Here								
Seat Assingment Numb	User ID	User Passwo	User Email	Role	Truck Typ	#seat		
1	Ricky Hendon	aaa1234	Rhendon@national.aaa.com	Owner	N/A	1		
2	TTR	ttr1234	TTR@national.aaa.com	Manager	N/A	1		
3	TTR1	ttr1234	TTR1@national.aaa.com	Member	N/A	1		
4	TTR2	ttr1234	TTR2@national.aaa.com	Member	N/A	1		
5	TTR3	ttr1234	TTR3@national.aaa.com	Member	N/A	1		
6	TTR4	ttr1234	TTR4@national.aaa.com	Member	N/A	1		
7	User ID Here	Password Here	User Email Here	Member	N/A	0		
8	User ID Here	Password Here	User Email Here	Member	N/A	0		
9	User ID Here	Password Here	User Email Here	Member	N/A	0		
10	User ID Here	Password Here	User Email Here	Member	N/A	0		
11	User ID Here	Password Here	User Email Here	Member	N/A	0		
12	User ID Here	Password Here	User Email Here	Member	N/A	0		
13	User ID Here	Password Here	User Email Here	Member	N/A	0		
14	User ID Here	Password Here	User Email Here	Member	N/A	0		
15	User ID Here	Password Here	User Email Here	Member	N/A	0		
view	Team 1 Name Here	Tm 1 Mass Upload	Tm 1 Mass Delete	Team 2 Name Here	Tm 2 Mass Up	...	+	

Tm Mass Upload Tab Overview:

This section is completely auto-filled using formulas as shown earlier. This tab has 297 users listed for the same reasons as the Team tab. The purpose of this tab is for managing roles to have the option to easily add large numbers of users at one time by first updating the Team tab and then going to this tab to copy the list of users with the necessary formatting.

NOTE: 3 of the 4 columns include a comma after the data in the cell. These commas need to be included when you paste the users in the Add Members box so the site can identify each separate piece of data.

1	USE THE FORMATING AS SHOWN BELOW							
2	User Email (Leave commas),	User ID (Leave commas),	Password (Leave Commas),	User Role				
3	Rhendon@national.aaa.com,	Ricky Hendon,	aaa1234,	Owner				
4	TTR@national.aaa.com,	TTR,	ttr1234,	Manager				
5	TTR1@national.aaa.com,	TTR1,	ttr1234,	Member				
6	TTR2@national.aaa.com,	TTR2,	ttr1234,	Member				
7	TTR3@national.aaa.com,	TTR3,	ttr1234,	Member				
8	TTR4@national.aaa.com,	TTR4,	ttr1234,	Member				
9	User Email Here,	User ID Here,	Password Here,	Member				
10	User Email Here,	User ID Here,	Password Here,	Member				
11	User Email Here,	User ID Here,	Password Here,	Member				
12	User Email Here,	User ID Here,	Password Here,	Member				
13	User Email Here,	User ID Here,	Password Here,	Member				
14	User Email Here,	User ID Here,	Password Here,	Member				
15	User Email Here,	User ID Here,	Password Here,	Member				
16	User Email Here,	User ID Here,	Password Here,	Member				
17	User Email Here,	User ID Here,	Password Here,	Member				
18	User Email Here,	User ID Here,	Password Here,	Member				
19	User Email Here,	User ID Here,	Password Here,	Member				
20	User Email Here,	User ID Here,	Password Here,	Member				
21	User Email Here,	User ID Here,	Password Here,	Member				
22	User Email Here,	User ID Here,	Password Here,	Member				
23	User Email Here,	User ID Here,	Password Here,	Member				
Account OverviewTeam 1 Name HereTm 1 Mass UploadTm 1 Mass DeleteTeam 2 Name HereTm 2 Mass Upload...								

Tm Mass Delete Tab Overview:

This section is completely auto-filled using formulas as shown earlier. This tab also has 297 users listed for the same reasons as the Team and Tm Mass Upload tabs. The purpose of this tab is for managing roles to have the option to easily delete large numbers of users at one time by first copying the list of users with the necessary formatting and then updating the Team tab after they have been deleted.

NOTE: There are no commas included with the user information. Because of the lack of commas, the system will recognize each as being a separate user and auto-populate the fields correctly.

1	USE THE FORMATING AS SHOWN BELOW								
2	This column is auto-filled from Team 1 Tab (User ID Here)								
3	Ricky Hendon								
4	TTR								
5	TTR1								
6	TTR2								
7	TTR3								

If you are interested in getting this spreadsheet or would like an updated copy, contact AAA Technical Training and Research (TTR) at TTR@national.aaa.com or using the “Contact Us” tab within the RSI site.