

Air4media Pilot v10 BETA
ACME Creative Agency OWNER
ACME Creative Agency
Laurent P Groult

- Dashboard
- Documentation
- CLIENTS
- DIGITAL ASSETS
- FLYING LICENSE
- WEBSITE
- AI
- SETTINGS
- PLATFORM
- Settings
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Access Cockpit

Good morning, Laurent ☀

Managing 21 sites across the platform

Wednesday, March 18

83 overdue invoices (\$2,240,589)
194 pending invoices
\$3,275,200 revenue (30d)
23 new contacts this week

21
Sites 21 active

6.07
KB
Storage

0
Active Chats

0
Emails Today

1.0K
Contacts +23 this week

QUICK ACTIONS

Onboarding
Preview client wizard

Domains
Manage DNS & domains

Services
System services

Email
Templates & queue

Billing
Plans & credits

Users
System users

Knowledge Base
Auto-gen docs

AirChat
AI conversations

AirChat
Accepting Chats ✔
View All

0
Active

0
Escalated

0
Awaiting

0
Today

🗄
No conversations yet

Top Reporters

#	Reporter	Total	★	👤	Last Report
1	John Miller john@milbird.com	43	41	2	2d ago
2	Laurent Groult laurent@air4.media	11	8	3	Mar 4

Recent Login Activity View All

22
Total Attempts

7
Successful

9
Failed

Time	Email	Status
05:52	liannahamon@gmail.com	Mfa_pending
04:37	ux.o.tit.ejoma.4.9@gmail.com	Failed
03:15	ihamo.de.j.840@gmail.com	Failed
03:15	ihamo.de.j.840@gmail.com	Failed
03:15	ihamo.de.j.840@gmail.com	Failed

Site Name	URL	Type	Status	Owner	Storage	Created	Actions	
<input type="checkbox"/>	X17 Agency	https://x17.air4.media	DAM_V7_EXTERNAL	active	Laurent P Groult	0 B	3/17/2026	🔗 ⚙️ 🗑️
<input type="checkbox"/>	Lianna Hamon	lianna-hamon.air4.media	PAGE	active	Lianna Hamon	0 B	3/16/2026	🔗 ⚙️ 🗑️
<input type="checkbox"/>	ACME Creative Agency	acme-creative.air4.media	PAGE	active	Laurent P Groult	0 B	3/15/2026	🔗 ⚙️ 🗑️
<input type="checkbox"/>	FotoTrafiX	fototrafix.air4.media	PILOT	active	Laurent P Groult	0 B	3/15/2026	🔗 ⚙️ 🗑️
<input type="checkbox"/>	coachellaparty.com	copa.air4.media	PAGE	active	Laurent P Groult	0 B	3/12/2026	🔗 ⚙️ 🗑️
<input type="checkbox"/>	tititwitpics Website	tititwitpics.air4.media	PAGE	active	titi twitpics	0 B	3/11/2026	🔗 ⚙️ 🗑️
<input type="checkbox"/>	laurent Website	laurent.air4.media	PAGE	active	Laurent Groult	0 B	3/11/2026	🔗 ⚙️ 🗑️
<input type="checkbox"/>	billing Website	billing.air4.media	PAGE	active	JPI Billing	0 B	3/11/2026	🔗 ⚙️ 🗑️
<input type="checkbox"/>	franck Website	franck.air4.media	PAGE	active	Franck Fargeon	0 B	3/11/2026	🔗 ⚙️ 🗑️
<input type="checkbox"/>	DAMA LA	damala.org	PAGE	active	Laurent P Groult	0 B	3/5/2026	🔗 ⚙️ 🗑️

Showing 1 to 10 of 21 entries

Previous
1
2
3
Next

Dashboard

The Dashboard is your home page in Pilot — a live command center giving you an instant overview of your account, sites, activity, and plan usage the moment you log in.

Key Features

- **AI Greeting Banner:** A time-aware greeting ("Good morning, Laurent") with today's date and smart insight chips showing what needs attention — overdue invoices, pending payments, 30-day revenue, escalated chats, failed emails, new contacts, and more. Each chip is clickable and takes you straight to the relevant page.
- **Live Metrics Strip:** Five compact cards showing real-time counts for Sites, Storage, Active Chats, Emails Today, and Contacts — each with a secondary badge for added context (e.g. active site count, queued emails, contacts added this week).
- **Quick Actions:** Shortcut cards for your most-used tools. Regular users see Site Builder, CRM, AirMail, Invoices, Assets, AirChat, AirForms, and Settings. Admin users see system tools: Domains, Billing, Users, Services, Knowledge Base, and more.
- **Pre-Flight Setup Card:** New accounts see a 3-step setup card for domain, email, and payments. Each step shows its current status with a **Continue Pre-Flight** button. The card disappears once all three steps are complete.
- **Usage Meters:** Color-coded progress bars for each plan allowance — emails, AI credits, storage, contacts, and SMS. Your current plan appears as a badge (e.g. "Business Class — \$29/mo"). Green is healthy, yellow means plan ahead, red means act now.
- **Usage Warning Banner:** Appears automatically when any metric reaches 80% or more of its limit (turns red at 95%). Lists all affected metrics and links directly to Billing.
- **AirChat Activity Widget:** Shows a live summary of your chat conversations — active, awaiting, and escalated — when AirChat is enabled on your account.
- **Feedback Leaderboard:** Displays ranked feedback scores across your sites when feedback data is available.
- **Sites List:** All your websites with URL, type, status, and storage usage. Supports sorting and search. Create new sites or manage existing ones directly from this panel.
- **Recent Activity:** A timeline of your last 15 account events — emails sent, campaigns launched, file uploads, payments received, form submissions, and more — with time-ago timestamps.
- **Welcome Banner:** Shown to new accounts with your company name, a module-based setup checklist, and a **Take a tour** link. Can be dismissed once you're set up.
- **Guided Tour:** A 6-step spotlight walkthrough covering the Dashboard, Flight Instruments,

Site Builder, CRM, AirMail, and Assets. Progress is saved so you can resume where you left off.

How to Use

1. Open Pilot — the Dashboard loads automatically as your home page.
2. Check the **AI Greeting** insight chips for anything requiring immediate attention.
3. Glance at the **Live Metrics Strip** for a real-time snapshot of your account.
4. Use **Quick Actions** to jump directly to your most-used tools.
5. If the **Pre-Flight Setup** card is visible, click **Continue Pre-Flight** to finish configuring your account.
6. Monitor the **Usage Meters** — if a warning banner appears, click **Manage in Billing** to review or upgrade your plan.
7. Scroll down to **Sites** to open, manage, or create websites.
8. Check **Recent Activity** for a log of the latest actions on your account.

Tips

- Insight chips in the greeting banner are clickable — they take you straight to the page where you can act on the issue.
- Usage bars change color as usage climbs — green is fine, yellow means plan ahead, red means act now.
- The welcome banner can be dismissed and won't reappear once closed.
- Click **Take a tour** in the welcome banner for a guided spotlight walkthrough of the platform.
- Admin users see additional system management shortcuts and service health alerts in the Quick Actions grid.