



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
- logout

[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	<span style="color: #e91e63;">J</span> John Miller <small>john@milbird.com</small>	43	41	2	2d ago
2	<span style="color: #e91e63;">L</span> Laurent Groult <small>laurent@air4.media</small>	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

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# 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.