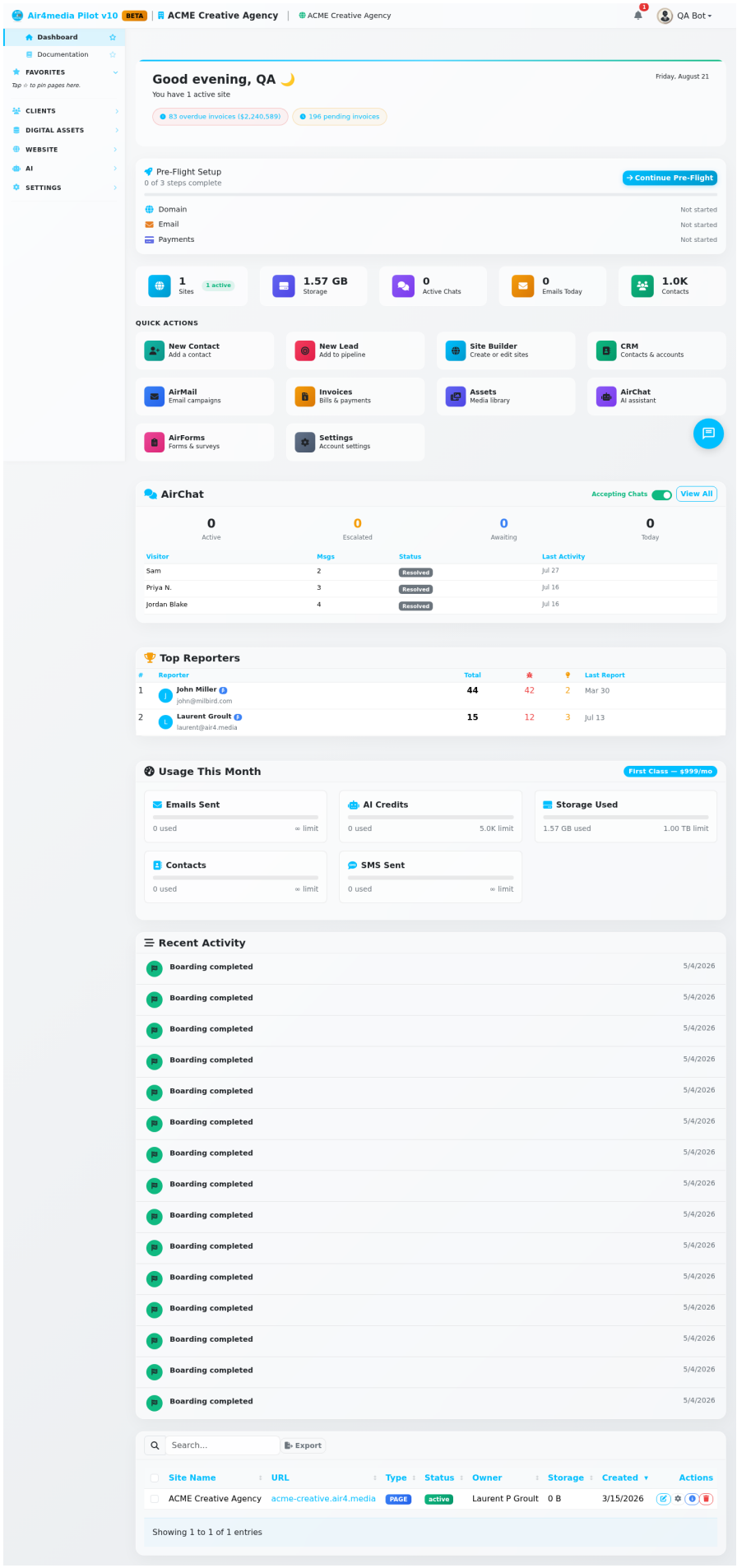
Air4media Pilot v10 BETA
ACME Creative Agency
ACME Creative Agency
QA Bot
Dashboard
Documentation
FAVORITES
Tap ☆ to pin pages here.
CLIENTS
DIGITAL ASSETS
WEBSITE
AI
SETTINGS
Good evening, QA 🌙
You have 1 active site
Friday, August 21
83 overdue invoices ($2,240,589)
196 pending invoices
Pre-Flight Setup
0 of 3 steps complete
Continue Pre-Flight
Domain
Email
Payments
Not started
Not started
Not started
1 Sites 1 active
1.57 GB Storage
0 Active Chats
0 Emails Today
1.0K Contacts
QUICK ACTIONS
New Contact Add a contact
New Lead Add to pipeline
Site Builder Create or edit sites
CRM Contacts & accounts
AirMail Email campaigns
Invoices Bills & payments
Assets Media library
AirChat AI assistant
AirForms Forms & surveys
Settings Account settings
AirChat
Accepting Chats
View All
0 Active
0 Escalated
0 Awaiting
0 Today
Visitor Msgs Status Last Activity
Sam 2 Resolved Jul 27
Priya N. 3 Resolved Jul 16
Jordan Blake 4 Resolved Jul 16
Top Reporters
Reporter Total Last Report
1 John Miller john@milbird.com 44 42 2 Mar 30
2 Laurent Groult laurent@air4.media 15 12 3 Jul 13
Usage This Month
First Class — $999/mo
Emails Sent 0 used ∞ limit
AI Credits 0 used 5.0K limit
Storage Used 1.57 GB used 1.00 TB limit
Contacts 0 used ∞ limit
SMS Sent 0 used ∞ limit
Recent Activity
Boarding completed 5/4/2026
Search...
Export
Site Name URL Type Status Owner Storage Created Actions
ACME Creative Agency acme-creative.air4.media PAGE active Laurent P Groult 0 B 3/15/2026
Showing 1 to 1 of 1 entries

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.