System User's Guide

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Fleet View

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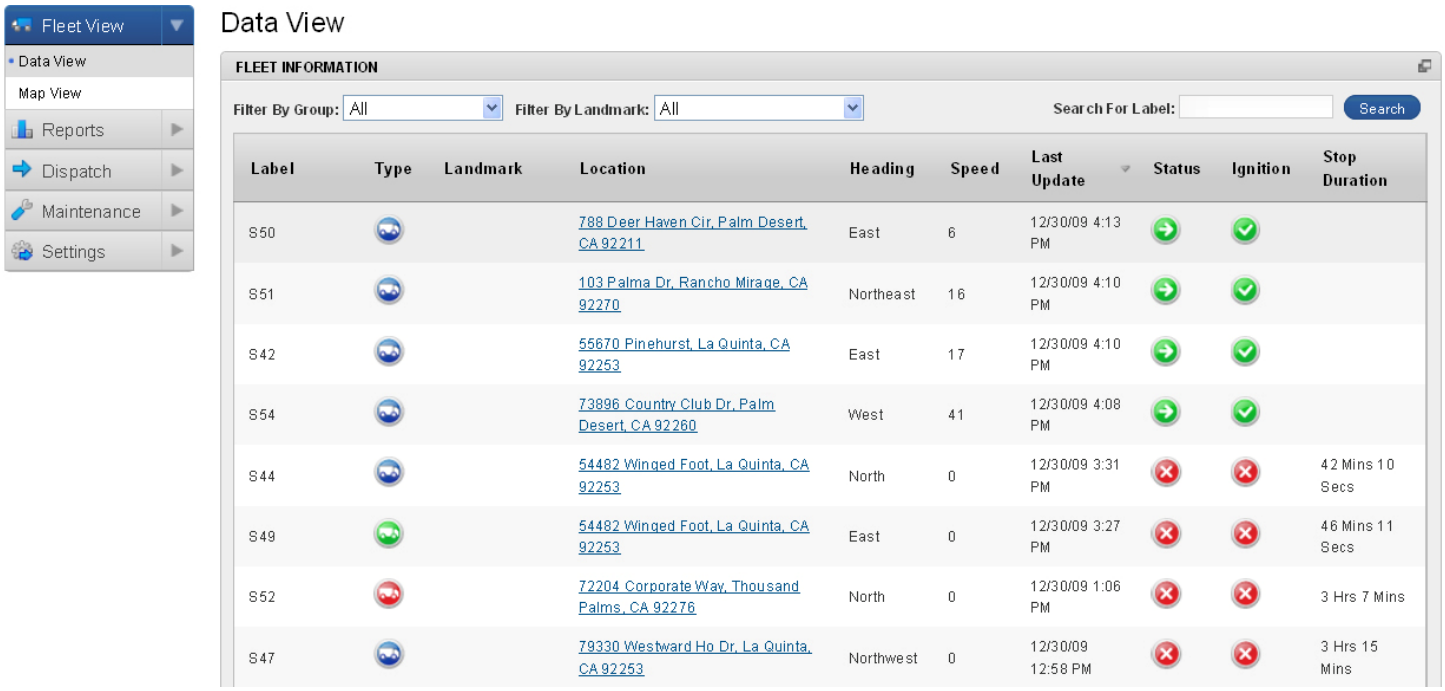
Data View Page



Purpose of the Data View Page

The data view page provides you with an at-a-glance overview of the status of the units in your fleet. The table displays the following: The labels for each unit in your fleet, the type of unit (vehicle or construction equipment), the name of the landmark or jobsite that the unit is currently located in, the address for each unit's location, the unit's heading, it's speed, the last time it updated, its status (stopped or moving), its ignition status (off or on), and the unit's stop duration. Your devices update when they are operating. When units stop operating, they no longer update with locations. The table automatically refreshes with current data every 30 seconds and the unit with the most recent activity displays on the top row. On occasion, the status column might display "storing" as the status. This indicates that the unit has left a cellular coverage area and is storing its data internally until it re-enters cellular coverage. Upon re-entry, it uploads up to 17 hours worth of activity that took place while outside of the cellular coverage area.

Icons

Here are the different icons you will see here in data view.

= **Ignition On**
= **Moving**
= **Ignition Off/Stopped**
= **Storing**

Sorting columns

You can sort any of the columns in the data view table by clicking on the header of the column you wish to sort by.

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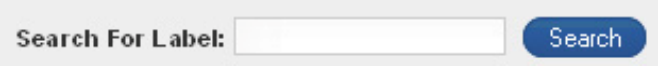
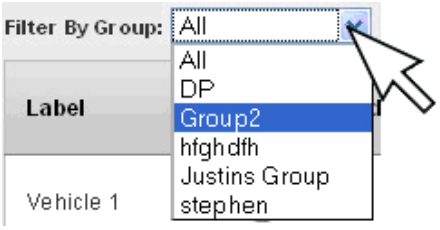
Searching for units



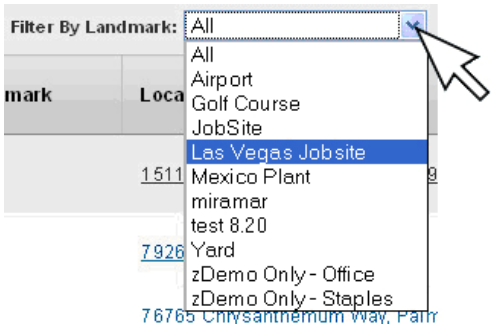
You can enter the label for any unit you wish to search for in the search box and the system will display that unit in the data view table.

Sorting Table by Group



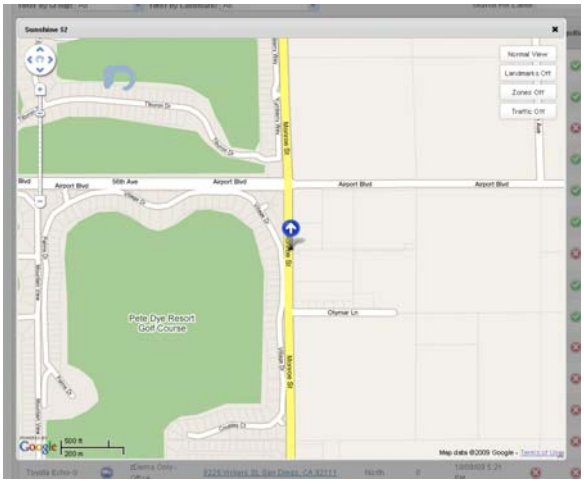
Users can have the data view table display units assigned to a specific user-defined group. The user must select the group from the filter by the group drop down menu.

Sorting Table by Landmarks



Users can have the data view table display all units currently located at a specific landmark or jobsite by selecting the name of the landmark from the filter by landmark drop down menu.

Viewing locations on Map



The user can click on any address to view a pop-up display of a map showing the unit's current location.

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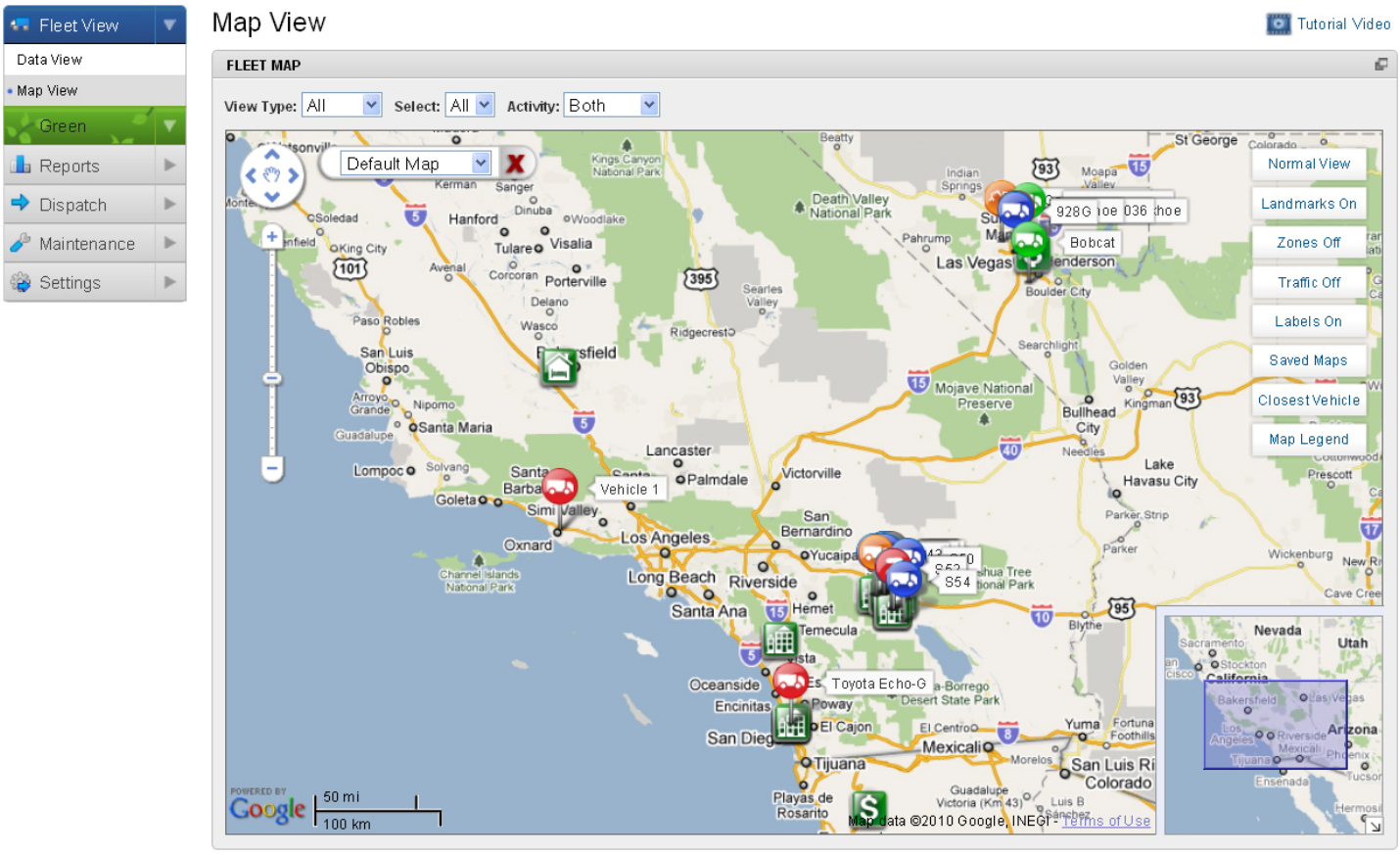
Map View Page

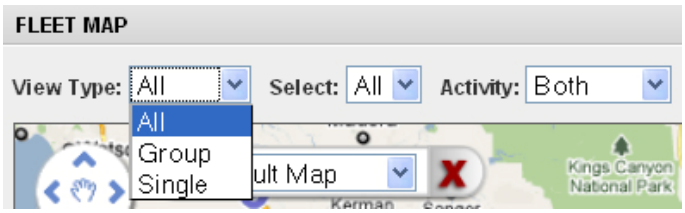


Purpose of the Map View Page

The map view page displays all of your units and landmarks on a map image. This page is most useful for when users would like to view the current location of all fleet units on a single map. This page auto refreshes itself every 30 seconds showing very accurate location of your assets. Here, the system is capable of remembering what your settings are through cookies.

Selecting the units to view

You can choose to view all units, a specific group of units, or an individual unit on the map at any given time. Simply select the type of view and select the appropriate unit or group. You can also select to view based off of activity. You can choose whether to view units that are moving, stopped, or both.



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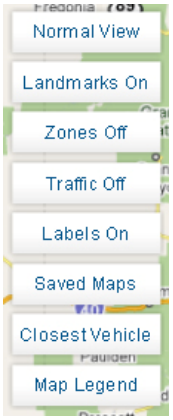
Map Controls

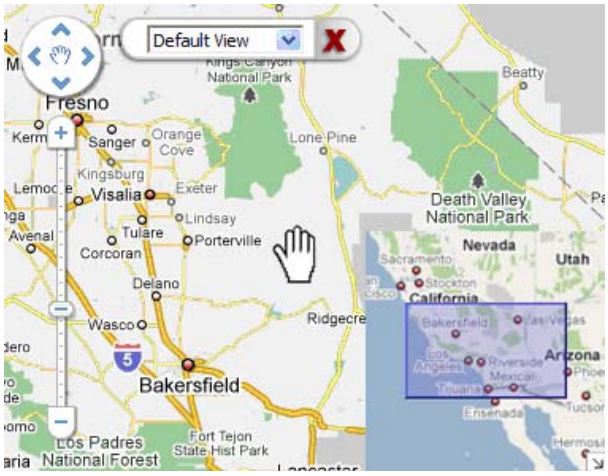


The map controls allow you select between three map types (normal, satellite, and terrain) , show or hide landmarks, show or hide zones, display live traffic information, view the map with the labels of assets showing or not showing, view saved map views,and find the closest vehicle. Select the type of map you wish to view and the map will change accordingly. You can also view a map legend describing all icons and their meanings.

Navigating the map - Zooming

You can zoom in and out of the maps using two methods. The navigation bar can be used by moving the slider in the appropriate direction. You can also use the scroll on your mouse to zoom into the area you are pointing at.

Navigating the map - Panning



The map can be panned by using two methods. You can click on the outer ring of the compass in the navigation display. Or you can hold down your left mouse button after clicking on the map. You can move your mouse to “drag” the map in the appropriate direction or you can drag the box at the bottom right of the screen to move your view of the map as well.

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Map View – Expanding

The map can be expanding to occupy the entire screen by simply clicking on the expand map icon on the top right of the map's bar.

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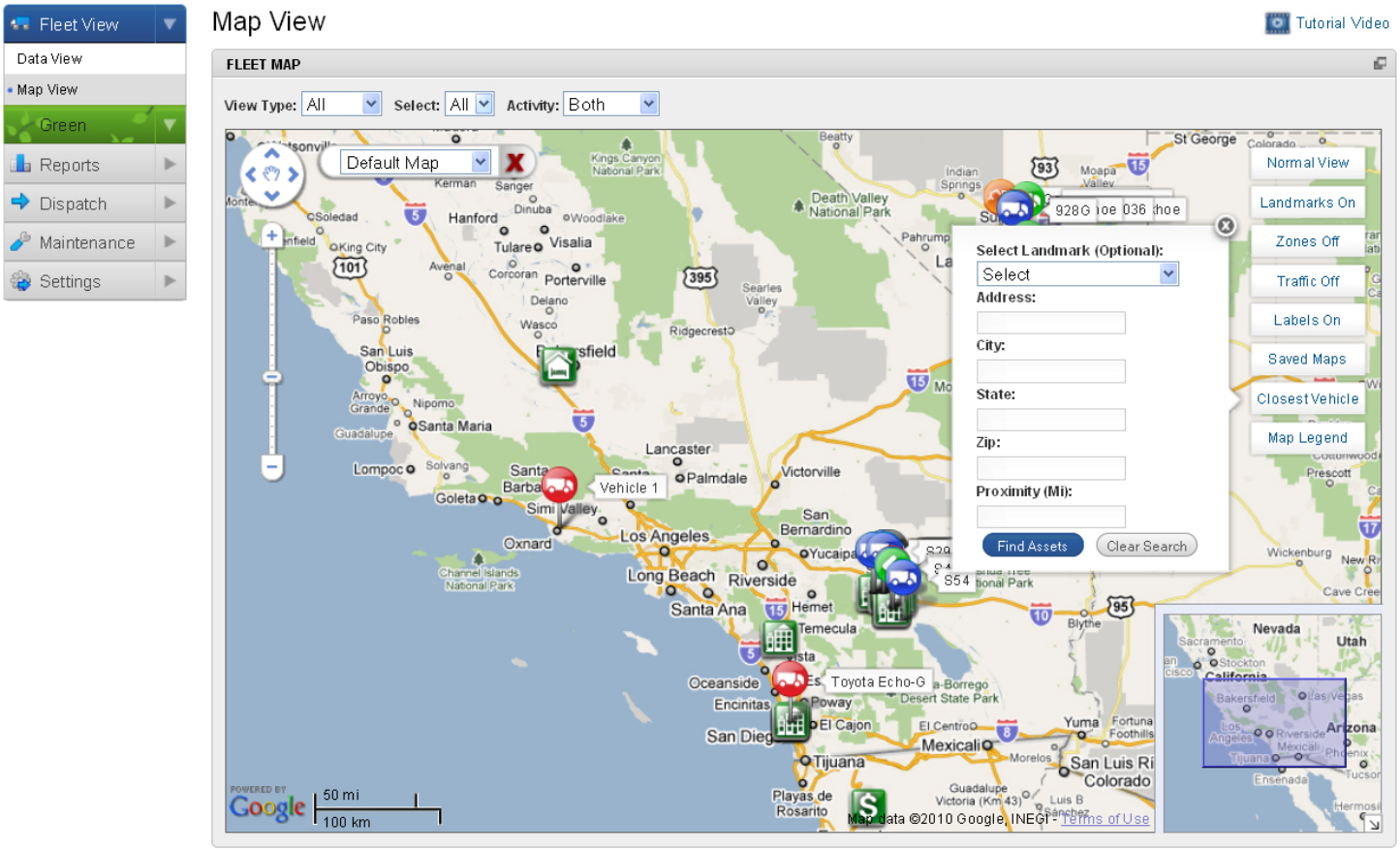
Closest Vehicles

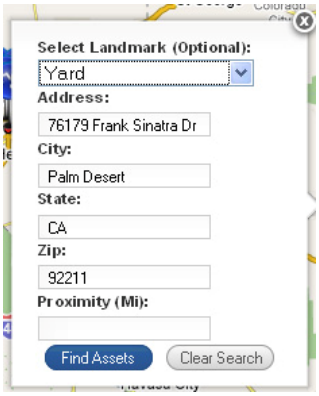


Purpose of the Closest Vehicles Page

You have the ability to determine the closest units to a specific location. The destinations can be entered either by selecting a landmark from your list of landmarks or by entering the complete destination address. This can aid in dispatching the closest vehicles to a jobsite or service location**.**

Entering the Destination using Landmarks

You can enter the destination in one of two ways. You can select a landmark or you can enter the complete address for the end destination. To select a landmark, simply select the landmark name from the drop down list.



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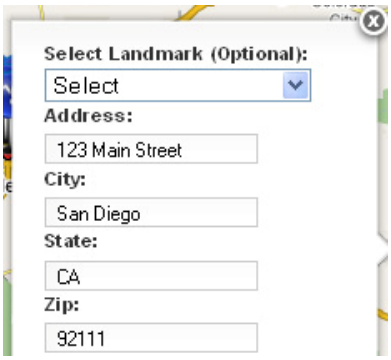
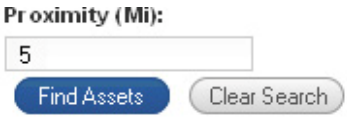
Entering the Destination using Addresses

You can also enter the complete address for the destination to have the system display all closest units to that specific address



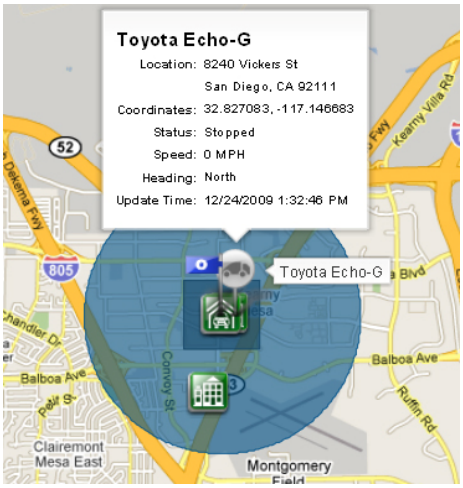
Specifying the Proximity

You can specify the proximity to have the system display all units within that proximity of the end destination. For example, suppose you want the system to only display units within a 5 mile radius of the end destination, simply enter 5 in the radius field.



Selecting the Closest Unit

After entering the destination address info, the end destination will be displayed on the map using a flag marker. The user can hover the mouse pointer over any of the units to view details on the unit's current location.



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Behavior

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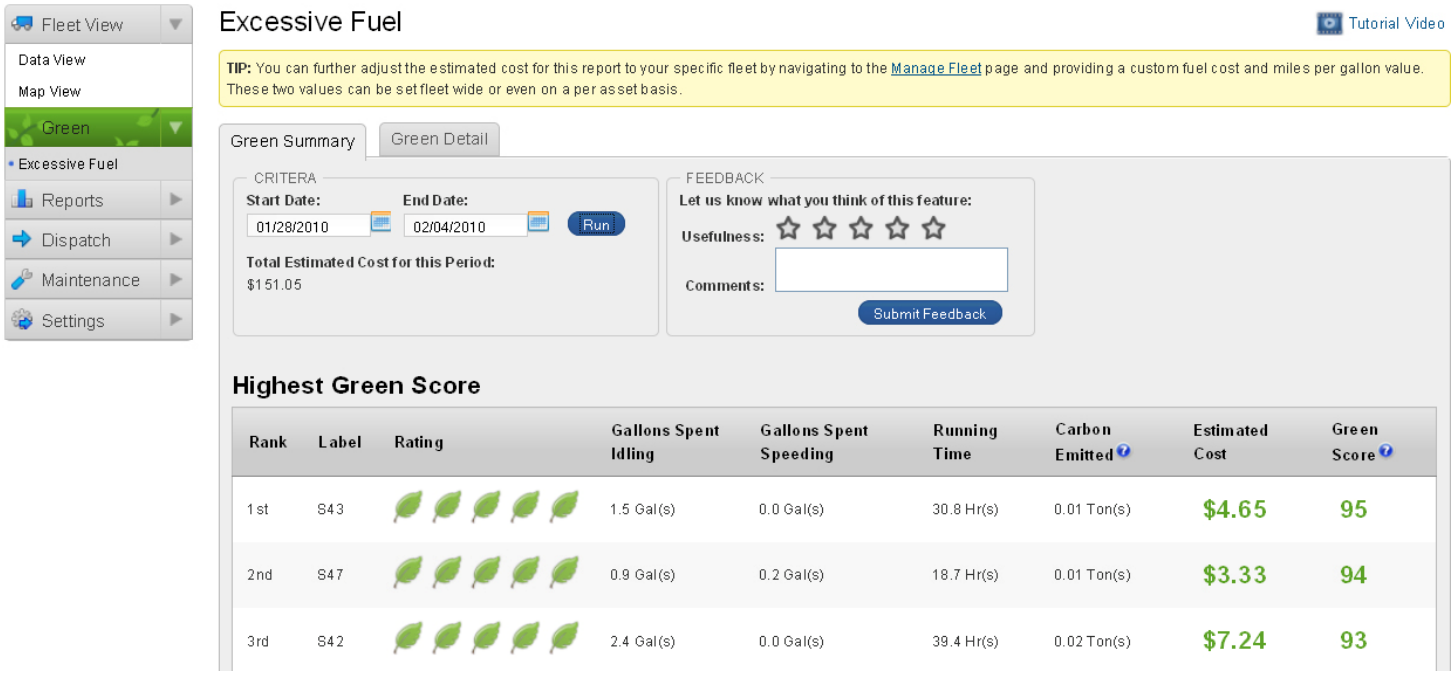
Excessive Fuel



Purpose of the Excessive Fuel Report

The excessive fuel report is to help companies determine how much fuel is wasted and how much carbon is emitted due to poor driving habits.

Description of Report Details

Rank	Displays the unit's rank based off of it's Green Score
Label	Displays the label of the unit
Rating	Displays the unit's green rating in number of leaves
Gallons Spent Idling	Displays the amount gas spent idling
Gallons Spent Speeding	Displays the amount gas spent speeding
Running Time	Displays the unit's running time
Carbon Emitted	Displays the approximate amount of carbon emitted by this vehicle
Estimated Cost	Displays the estimated cost of fuel spent
Green Score	Displays the green score of this vehicle. This provides you with an easy metric to track changes in performance of your drivers

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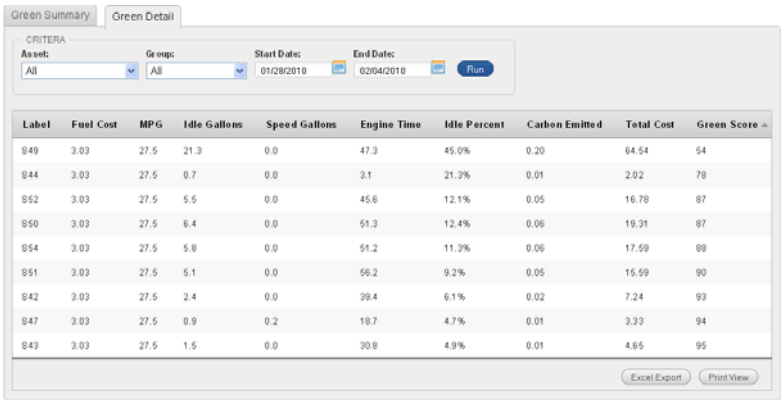
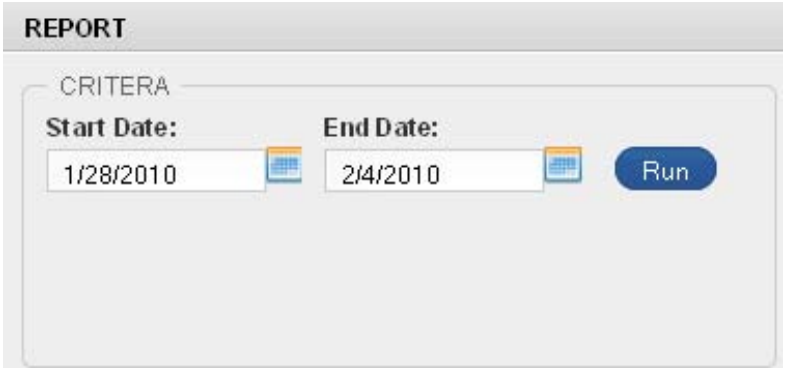
Green Detail

In the “Green Detail” tab, you can view the statistical detail of each in unit in your fleet. You can sort the units you would like to view by specific unit label or group and between specified dates.



Running the Report

Select the start date and the end date you would like to view the green report for.



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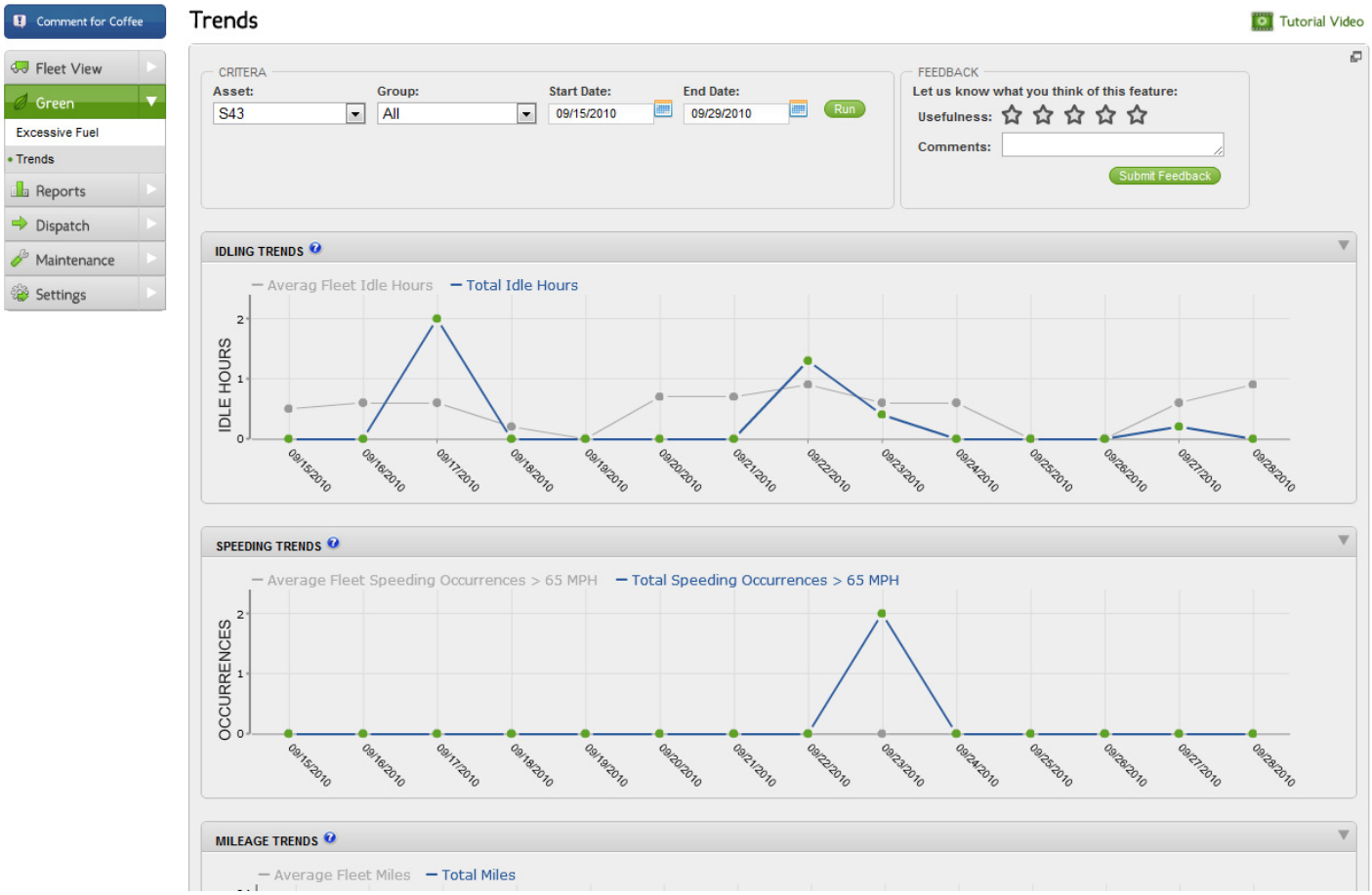
Trends



Purpose of the Trends Report

The Trends Report give the customer a high level view of a vehicle's performance compared to the entire fleet. A general overview for speeding, idling, and mileage allows the user to quickly analyze a vehicle's driving habits over a large amount of time.

Graph Overview

Each line graph overview shows how a vehicle's driving efficiency is compared to the entire fleet.

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Reports

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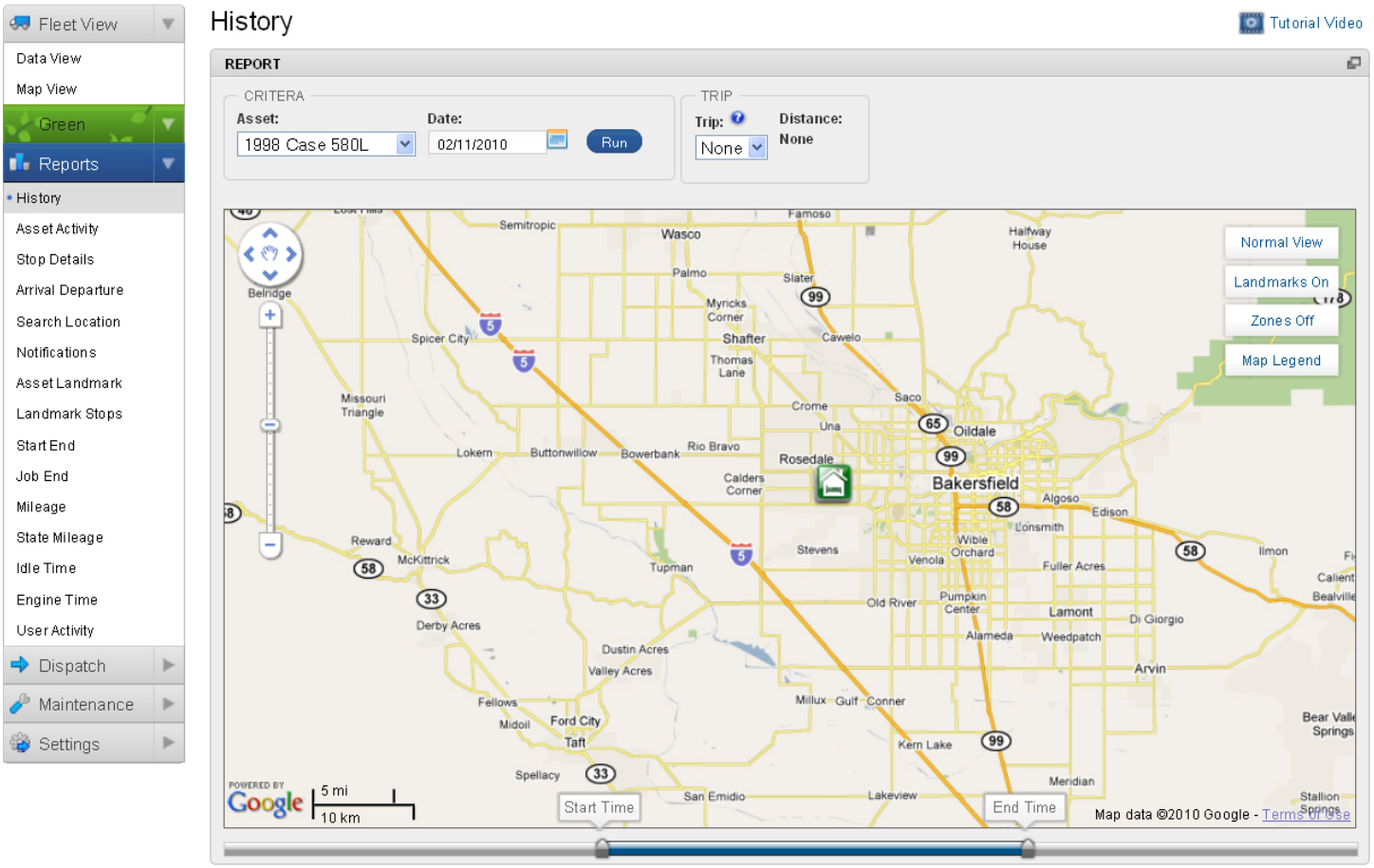
History Report

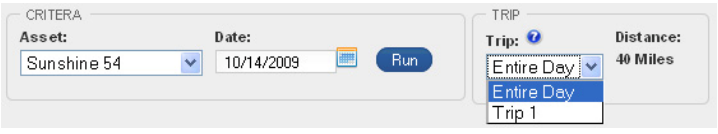


Purpose of the History Report

The history report displays a “breadcrumb” trail of a unit’s past path of travel. It can be used as a means to ensure that employees are not taking inefficient routes to jobsites or to view where they have been at any given time.

Running the Report

Select the unit you wish to review the history for and the date you wish to view. You can also select to view either the entire day or a specific trip. After entering the data, click the run report button.



Viewing the History

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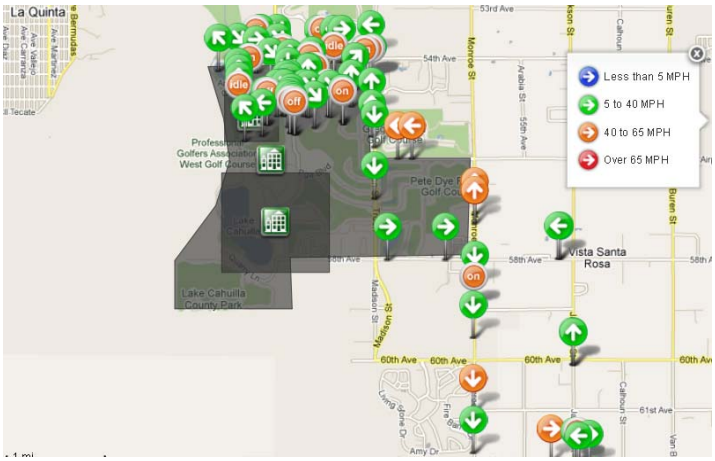
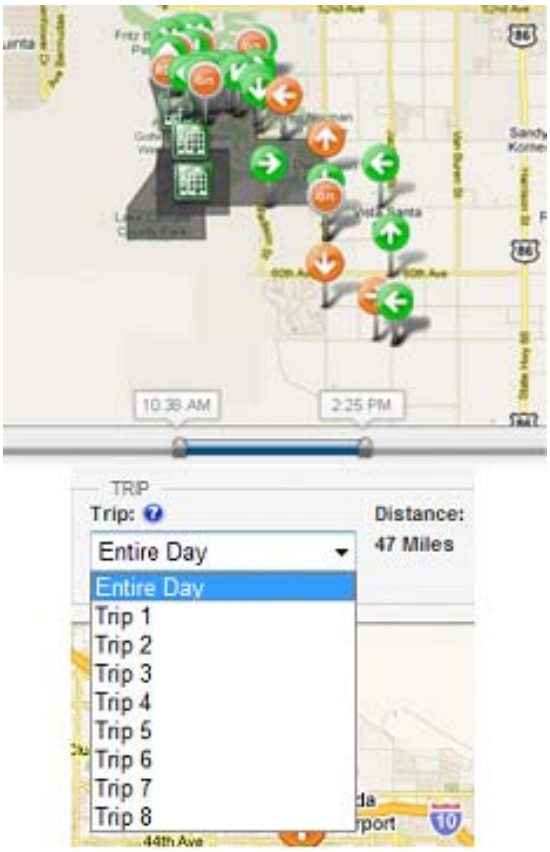
After running the report, the map will display the travel history for the vehicle. Spheres with the arrows denote movement. Blue spheres with an arrow denote speeds less than 5 miles an hour, Green spheres with an arrow denote speeds between 5 to 40 miles an hour, Orange spheres with an arrow denote speeds between 40 to 65 miles an hour, and Red spheres with an arrow denote speeds over 65 miles an hour. “On” and “Off” spheres denote the vehicle’s ignition status. You can hover your mouse pointer over any of the icons to view additional details about each update.



Expanding & Reducing Times

You can expand or reduce the amount of time you would like to view history on by adjusting the start and end time control bar beneath the map. This can be done while viewing the entire day’s history. You can also reduce the amount of time you would like to view by choosing a particular trip.



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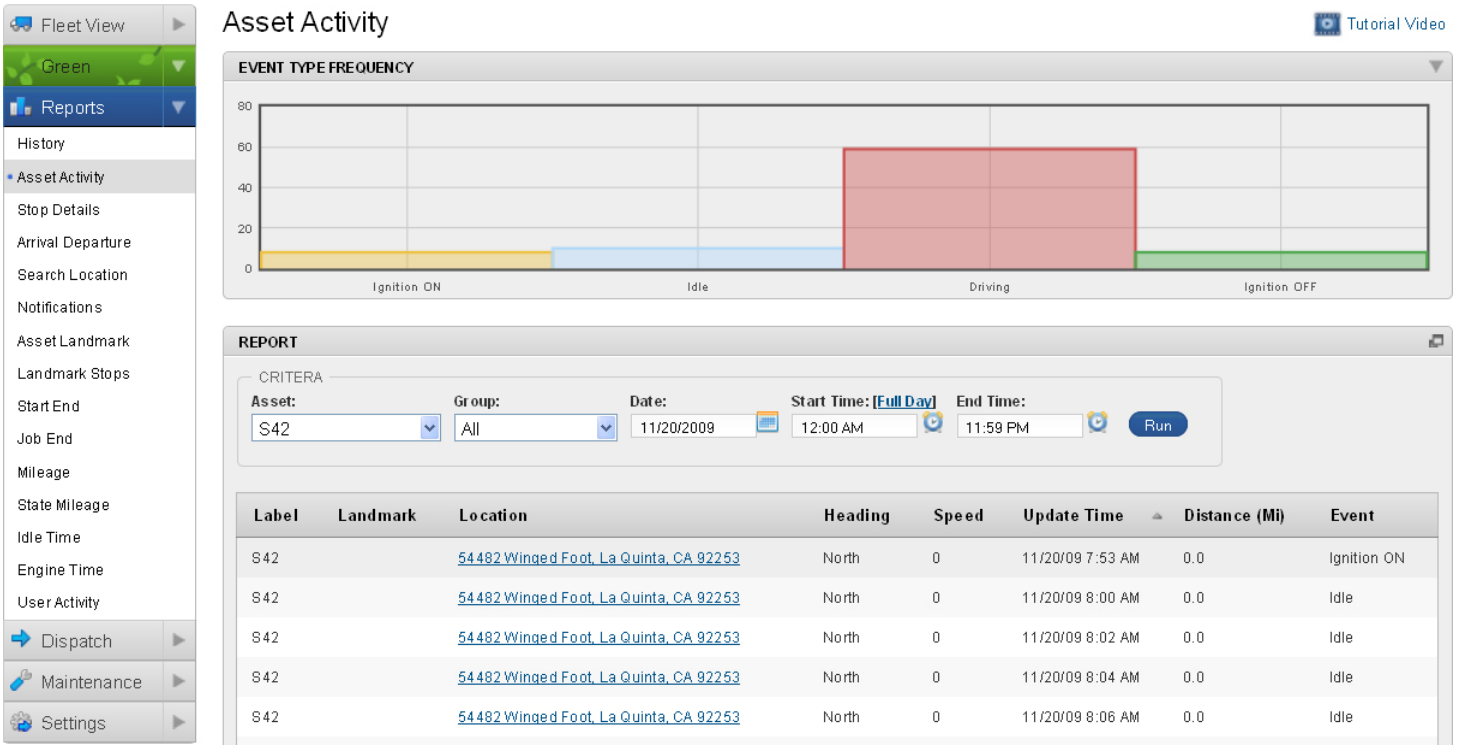
Asset Activity Report



Purpose of the activity report

The asset activity report displays all activity for units during a 1 day period. This includes each ignition on and off event, travel activities, idle events, and other events. It is very useful when the user wants to view complete details as to what a unit did during a specific time period. You can select individual units, a group of units, or all units.

Description of report details

Description of Report Details

Label	Displays the unit's label
Landmark	Displays the landmark where the unit was located within
Location	Displays the address for the location
Heading	Displays the direction of travel for each unit during the update
Speed	Displays the unit's speed during each update
Update Time	Displays the date and time of each update
Distance (Mi)	Displays the distance between the two updates
Event	Displays the event that occurred during each update. Events include ignition on, ignition off, driving, idling, transport (towing) update, and any telematics events.

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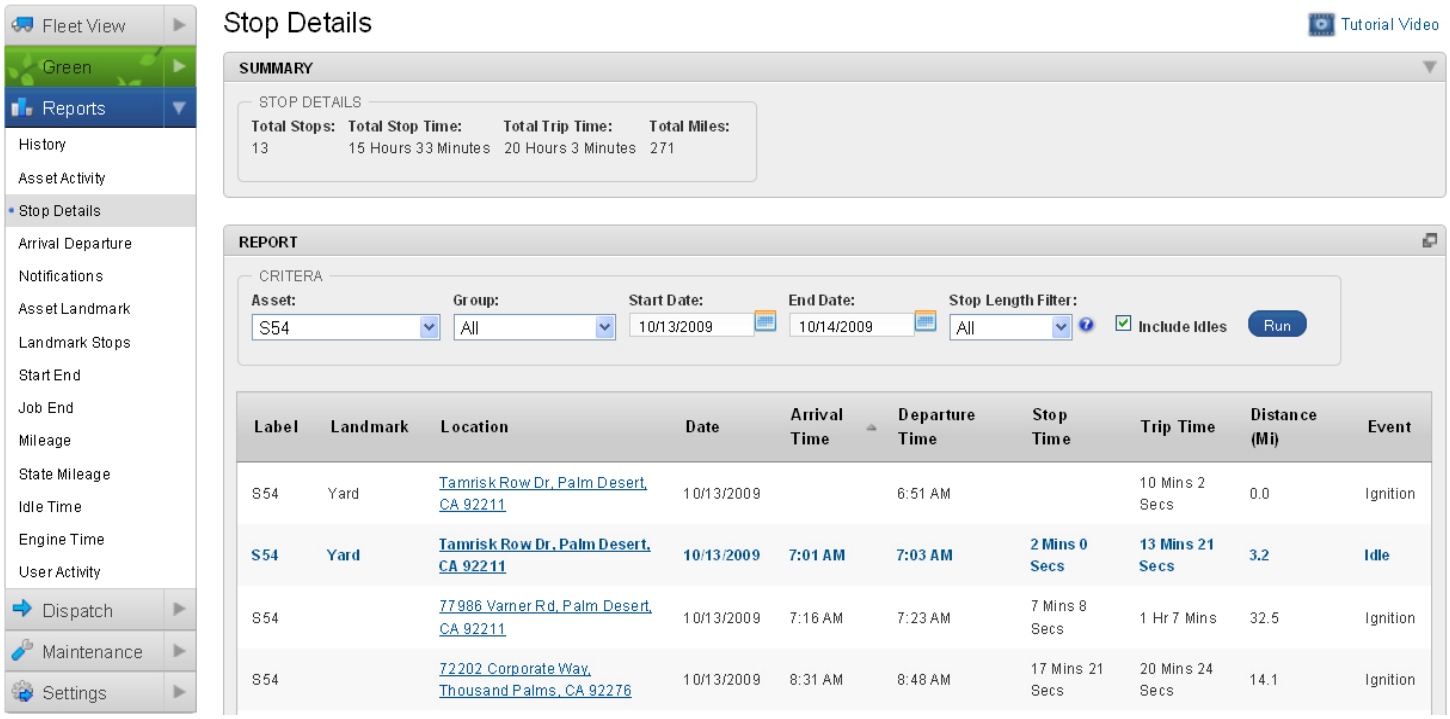
Stop Details Report



Purpose of the Stop Details Report

The stop details report displays each time a vehicle's ignition has shut off and turned on during a certain time period. This report is useful in determining time at jobsites and any other stops that are made during the driver's work day. You can filter the report by choosing a particular asset, start date, end date, and stop length filter which only displays stops longer than the selected time. You can also choose to include or exclude idles.

Description of Report Details

Label	Displays the unit's label
Landmark	Displays the landmark the stop was located within
Location	Displays the address for the location
Date	Displays the date of the stop
Arrival Time	Displays the time the unit stopped at the location
Departure Time	Displays the time the unit departed from the location
Stop Time	Displays the total time spent at each stop
Trip Time	Displays the travel time from the current location to the next
Distance (Mi)	Displays the total miles traveled from the current location to the next
Event	Displays the event that triggered the detail

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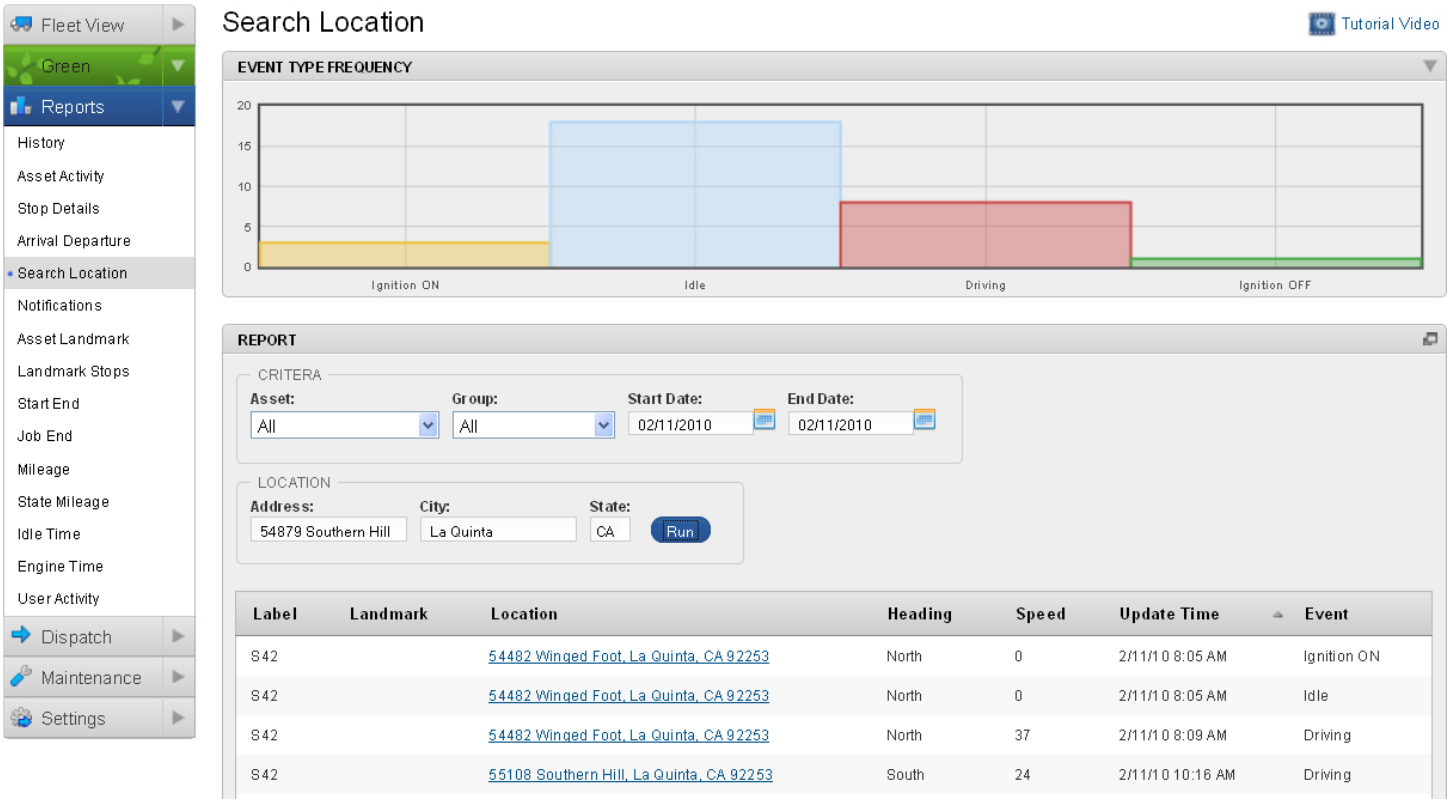
Search Location



Purpose of the search location report

The search location report allows you to enter an address and see when units entered the area around the address. You can search for a specific unit, all units, and a specific group of units over a date span you desire.

Description of Report Details

Label	Displays the unit's label
Landmark	Displays the landmark where the unit was located within
Location	Displays the address for the location
Heading	Displays the direction of travel for each unit during the update
Speed	Displays the unit's speed during each update
Update Time	Displays the date and time of each update
Event	Displays the event that occurred during each update. Events include ignition on, ignition off, idling, driving, transport (towing) update, and any telematics events.

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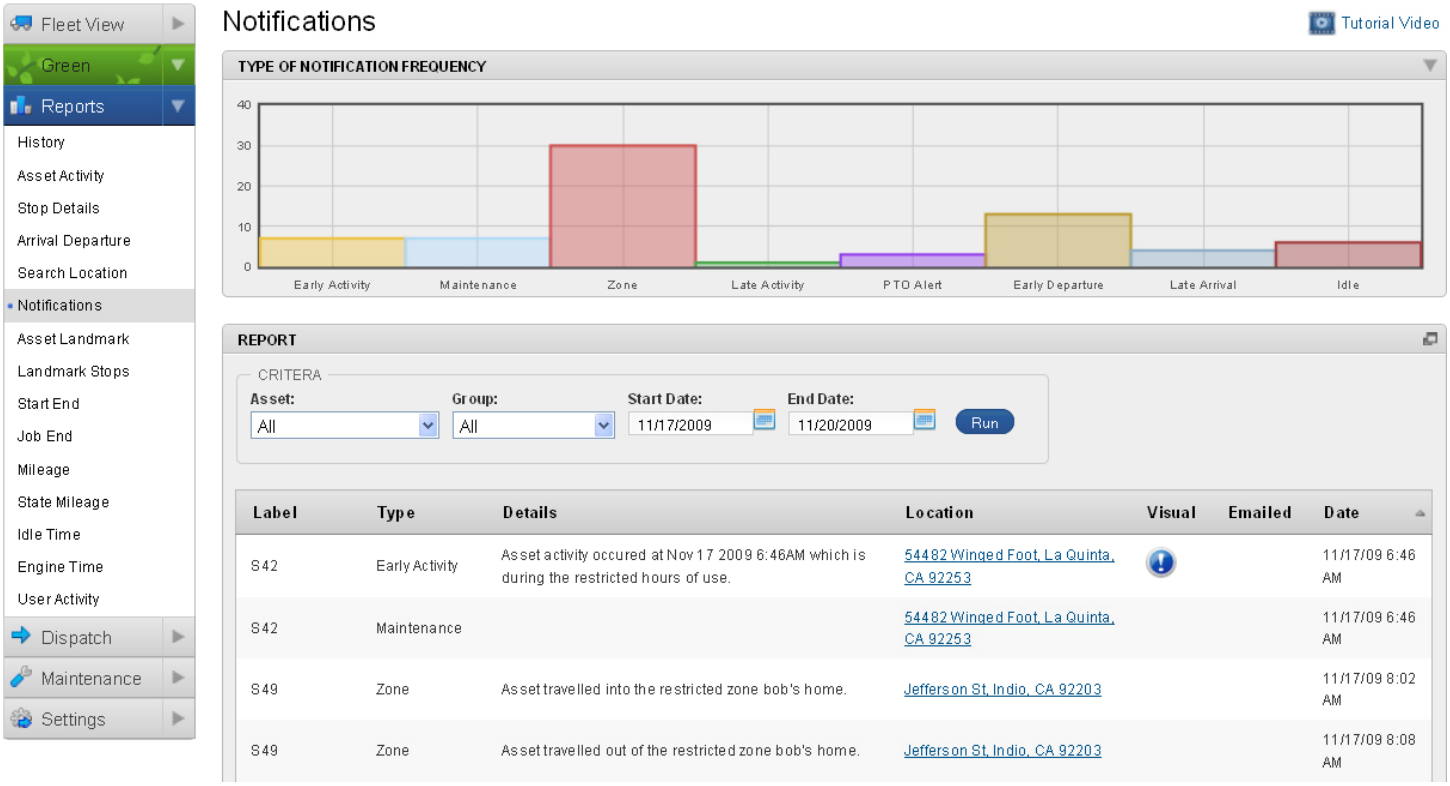
Notifications Report



Purpose of the notifications report

The notifications report displays any rule violation by any units in the fleet. It is a useful report to monitor driver compliance with the policies you set in the system.

Description of Report Details

Label	Displays the unit's label
Type	Displays the type of notification (i.e. Max speed exceeded, maintenance alert, restricted zone entry)
Details	Displays the details for the notification
Location	Displays the location of the notification
Visual	Indicates if alert was displayed visually
Emailed	Indicates if notification was e-mailed to user
Date	Displays the date & time of the event

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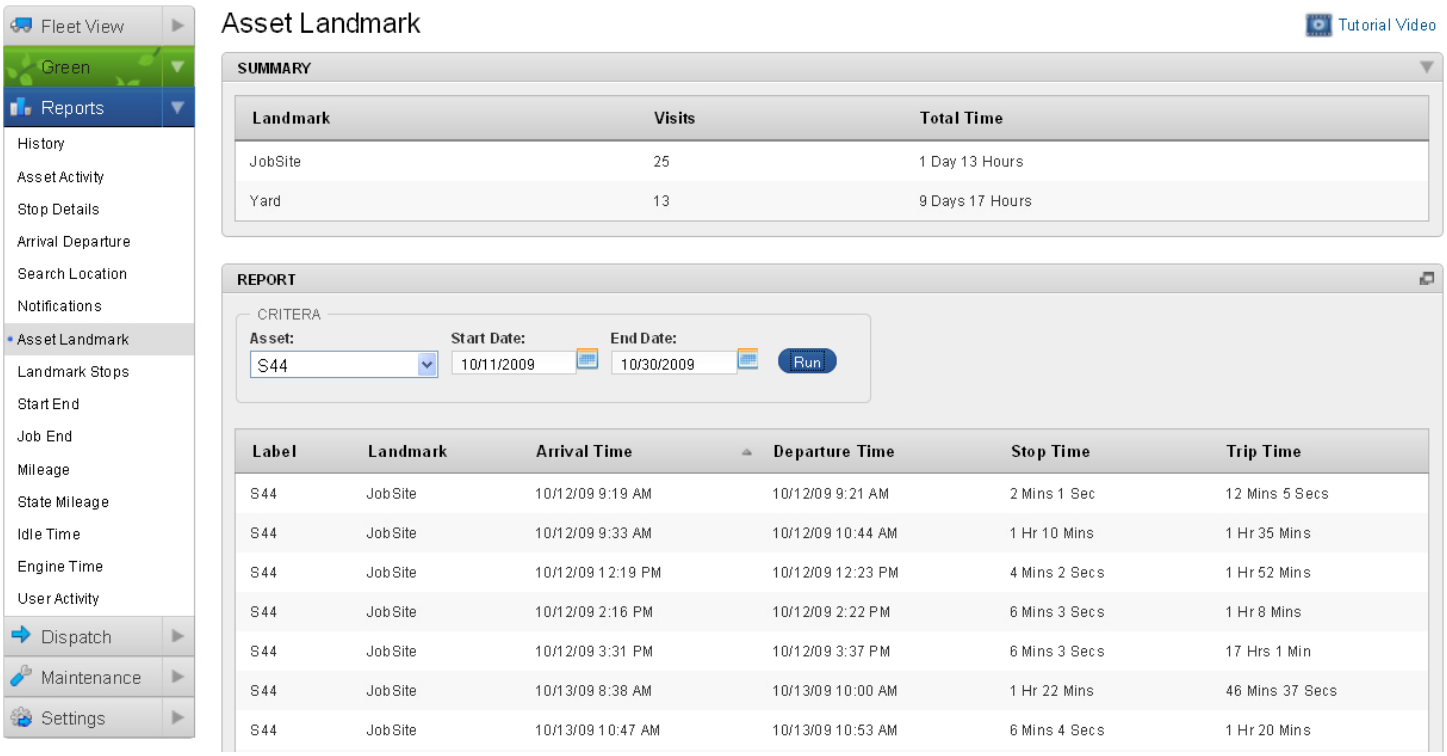
Asset Landmark Report



Purpose of the asset landmark report

The asset landmark report displays each time a unit enters and exits a landmark. The report displays information on a per-unit basis. Therefore, the user selects a unit to view the history for and the report displays all landmark entries and exists for that specific unit. The unit does not have to shut off inside the landmark for this report.

Description of Report Details

Label	Displays the unit's label
Landmark	Displays the landmark the unit entered
Arrival Time	Displays the date and time the unit traveled into the landmark
Departure Time	Displays the time the unit exited the landmark
Total Time	Displays the total time spent within each landmark
Trip Time	Displays the travel time between the two landmarks

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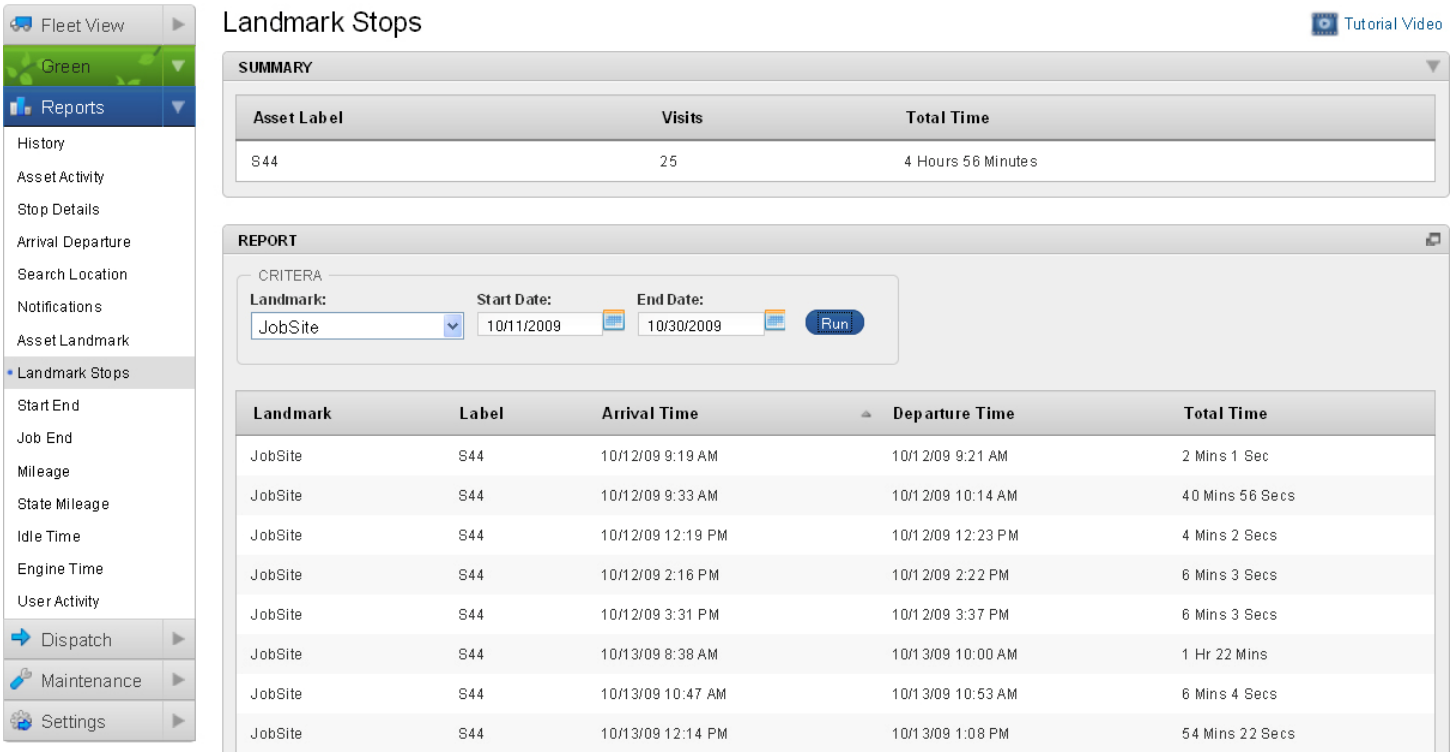
Landmark Stops Report



Purpose of the landmark stops report

The landmark stops report displays each time any unit enters and exits a specific landmark. The report displays information on a per-landmark basis. Therefore, the user selects a landmark to view the history for and the report displays all vehicle entries and exists for that specific landmark. The unit does not have to shut off inside of the landmark for this report.

Description of Report Details

Landmark	Displays the landmark the unit entered
Label	Displays the unit's label
Arrival Time	Displays the date and time the unit traveled into the landmark
Departure Time	Displays the time the unit exited the landmark
Total Time	Displays the total time spent within each landmark

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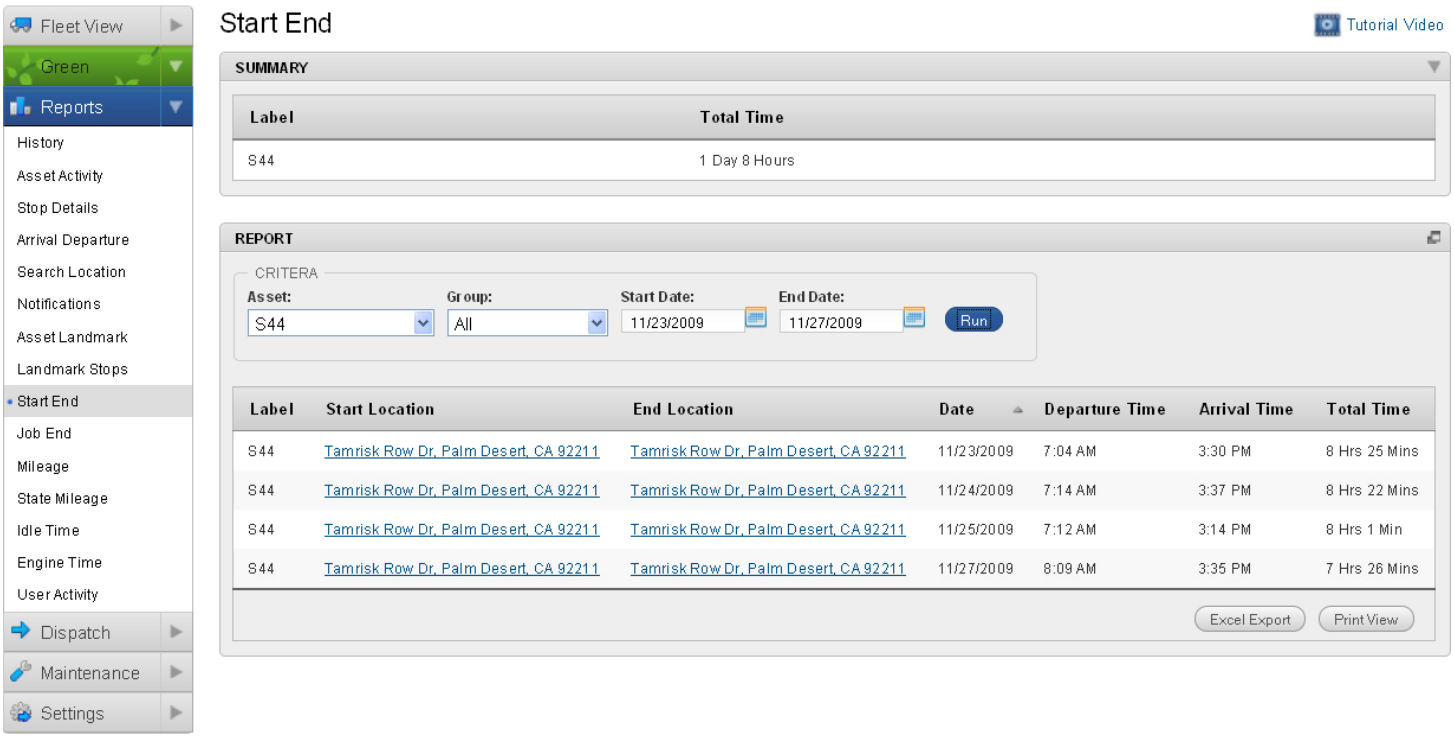
Start / End Report



Purpose of the Start / End Report

The start / end report allows the user to view the first key on and last key off from a unit each day. This report can be used to verify the accuracy of employees' timesheets since it documents total operating time each day.

Description of Report Details

Label	Displays the unit's label
Start Location	Displays the unit's starting location
End Location	Displays the unit's ending location
Date	Displays the date of the event
Departure Time	Displays the first key on event for the day
Arrival Time	Displays the last key off event for the day

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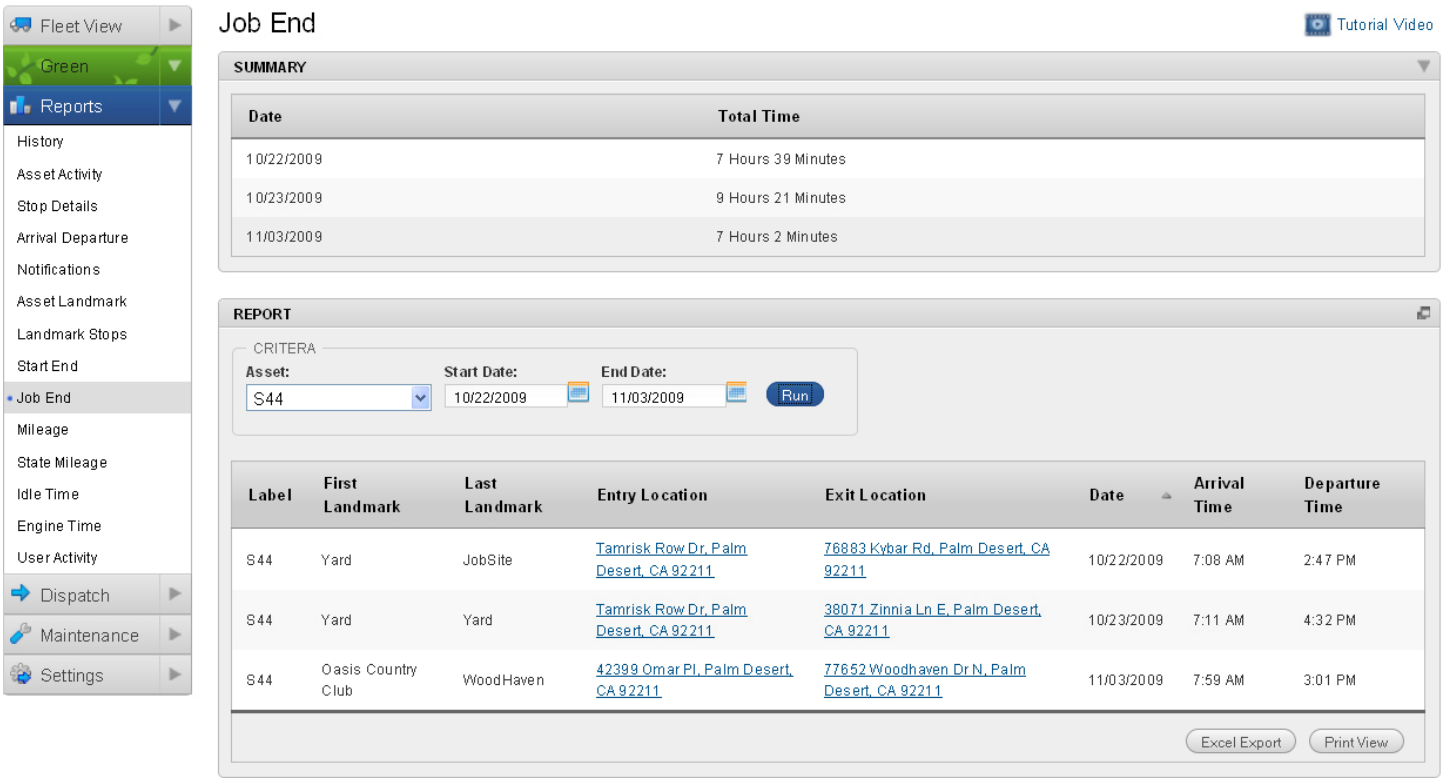
Job / End Report



Purpose of this report

The job / end report displays each unit's first entry into the first landmark and last exit from the last landmark each day. It is primarily used by companies that do not pay their employees for travel time from and to their homes each day. The report excludes the travel time to the first landmark and the travel time from the last landmark each day.

Description of Report Details

Label	Displays the unit's label
First Landmark	Displays the first landmark the unit entered
Last Landmark	Displays the last landmark the unit exited
Entry Location	Displays the first landmark's address
Exit Location	Displays the last landmark's address
Date	Displays the date of the event
Arrival Time	Displays the first landmark entry for the day
Departure Time	Displays the last landmark exit for the day

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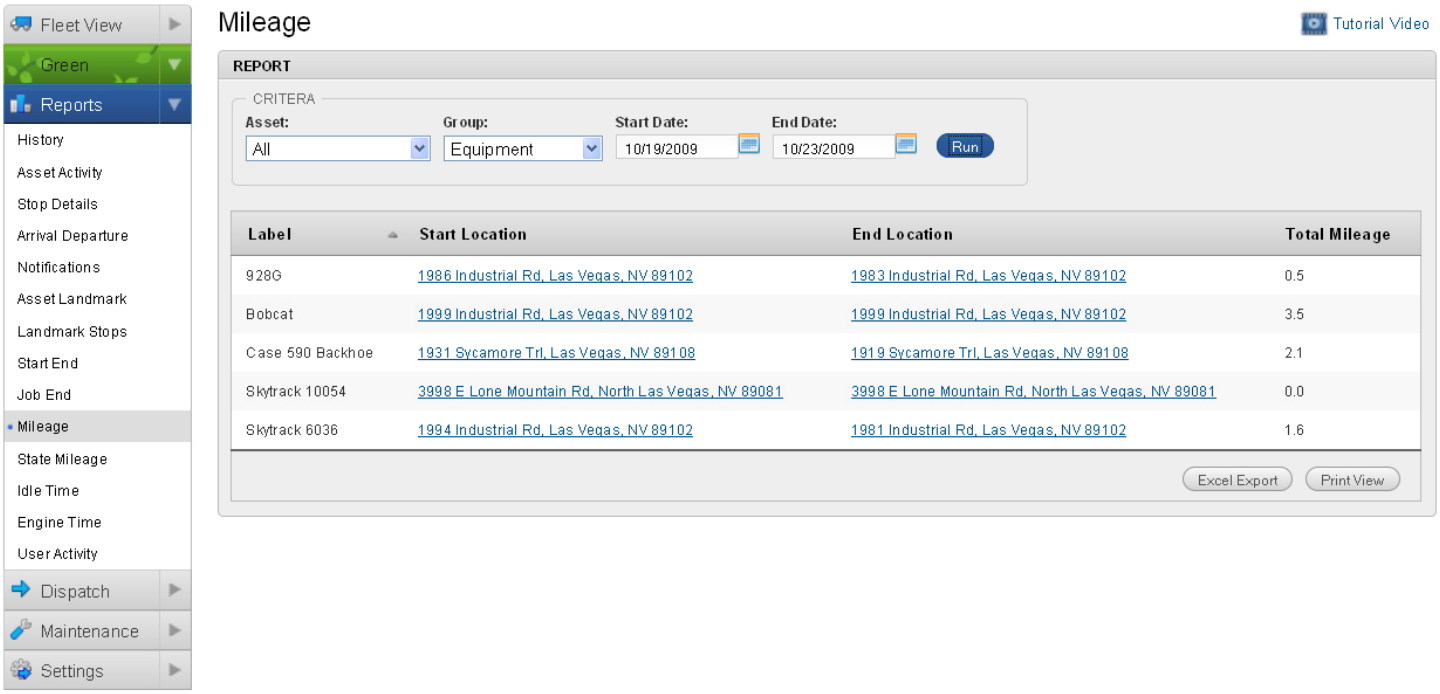
Mileage Report



The purpose of the mileage report

The mileage report displays the total miles traveled for all units during a specific time period. This report is useful in assisting companies in determining mileage for maintenance and tax purposes.

Description of Report Details

Label	Displays the unit's label
Start Location	Displays the first location for the report period
End Location	Displays the last location for the report period
Total Mileage	Displays the total miles traveled during the report period

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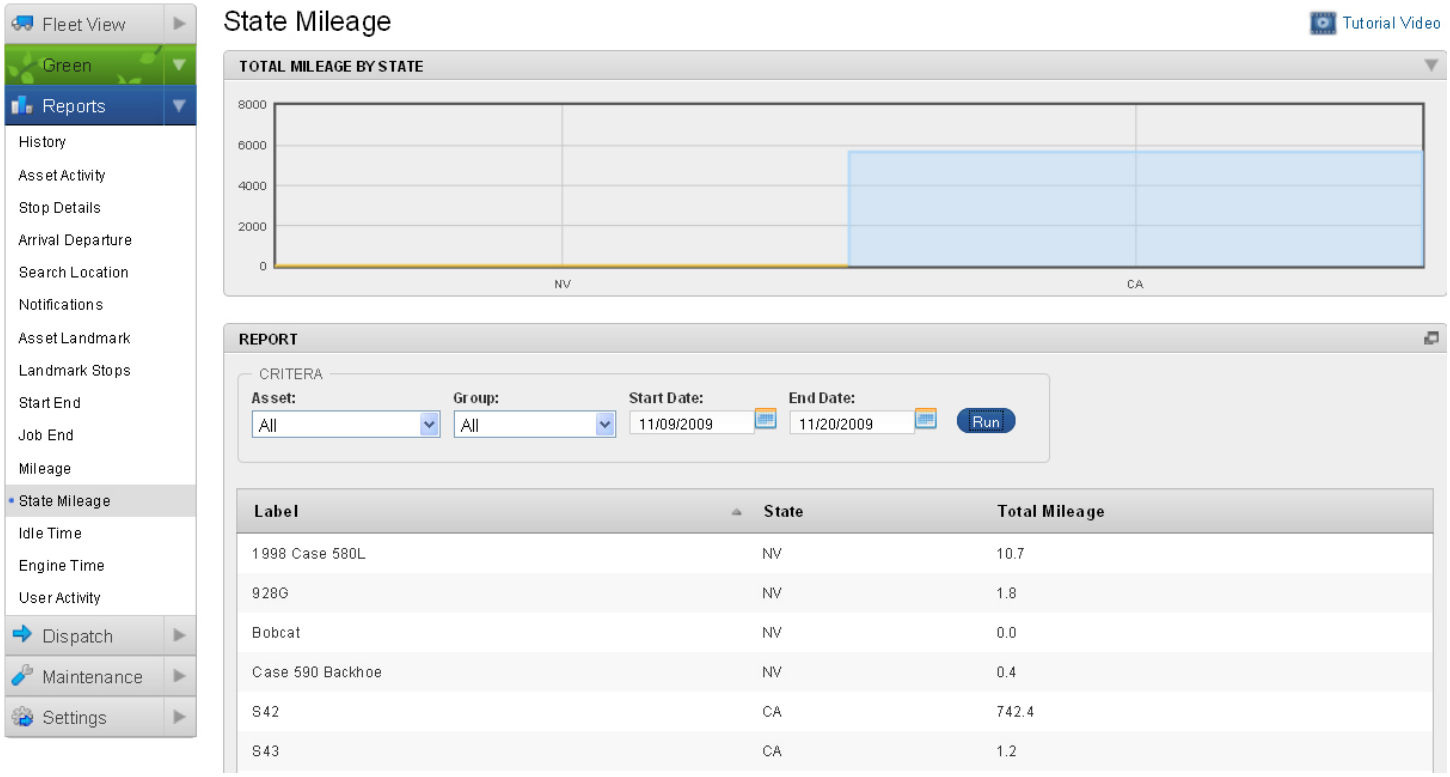
State Mileage Report



The purpose of the state mileage report

The state mileage report displays the total miles traveled for all units within specific states. This report is useful in assisting companies in determining mileage for state tax purposes.

Description of Report Details

Label	Displays the unit's label
State	Displays the state for the report period
Total Mileage	Displays the total miles traveled during the report period

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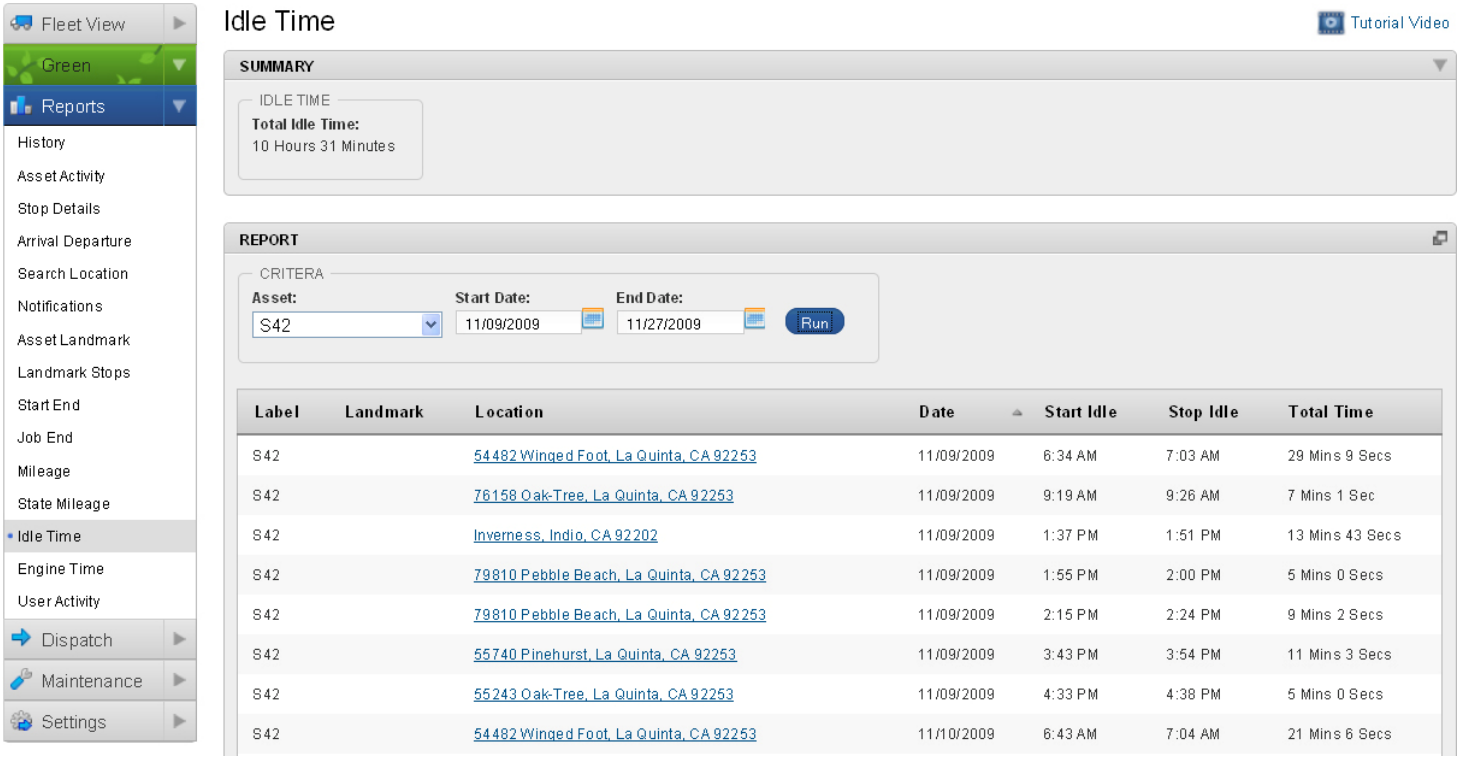
Idle Time Report



Purpose of the idle time report

The idle time report displays each incident of a unit idling during a specific time range. An idle event occurs when a unit's engine is running for more than 5 minute without movement.

Description of report details

Label	Displays the unit's label
Landmark	Displays the landmark the unit was located within
Location	Displays the address for the location
Date	Displays the date of the stop
Start Idle	Displays the time the unit began idling
Stop Idle	Displays the time the unit stopped idling
Total Time	Displays the total time of the idle event

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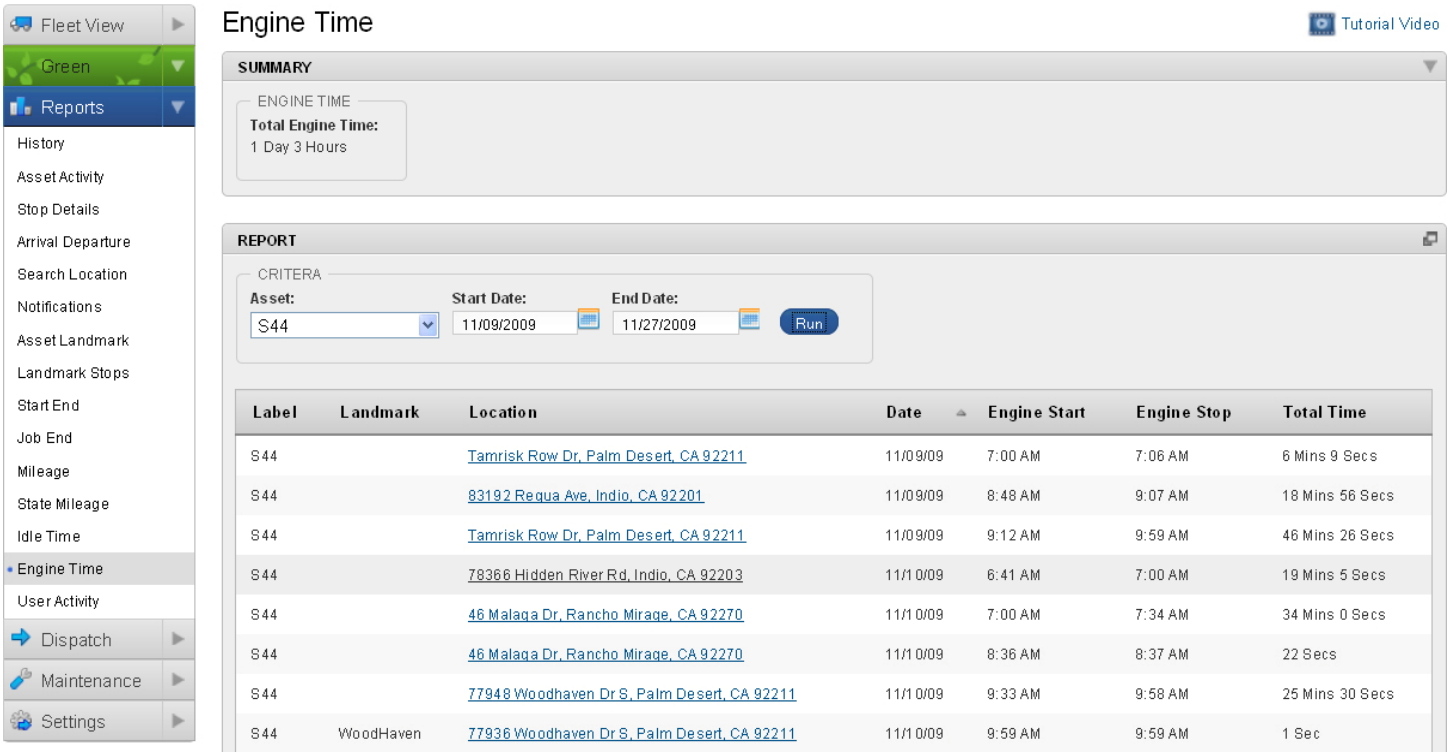
Engine Time Report



Purpose of the Engine Time Report

The engine time report is primarily used to monitor the usage of construction equipment. This report displays total operating time for a unit during a certain time period.

Description of Report Details

Label	Displays the unit's label
Landmark	Displays the landmark for the location
Location	Displays the address for where the unit began operating
Date	Displays the date of the event
Engine Start	Displays the time the unit began operating
Engine Stop	Displays the time the unit stopped operating
Total Time	Displays the total operating time during the operating period

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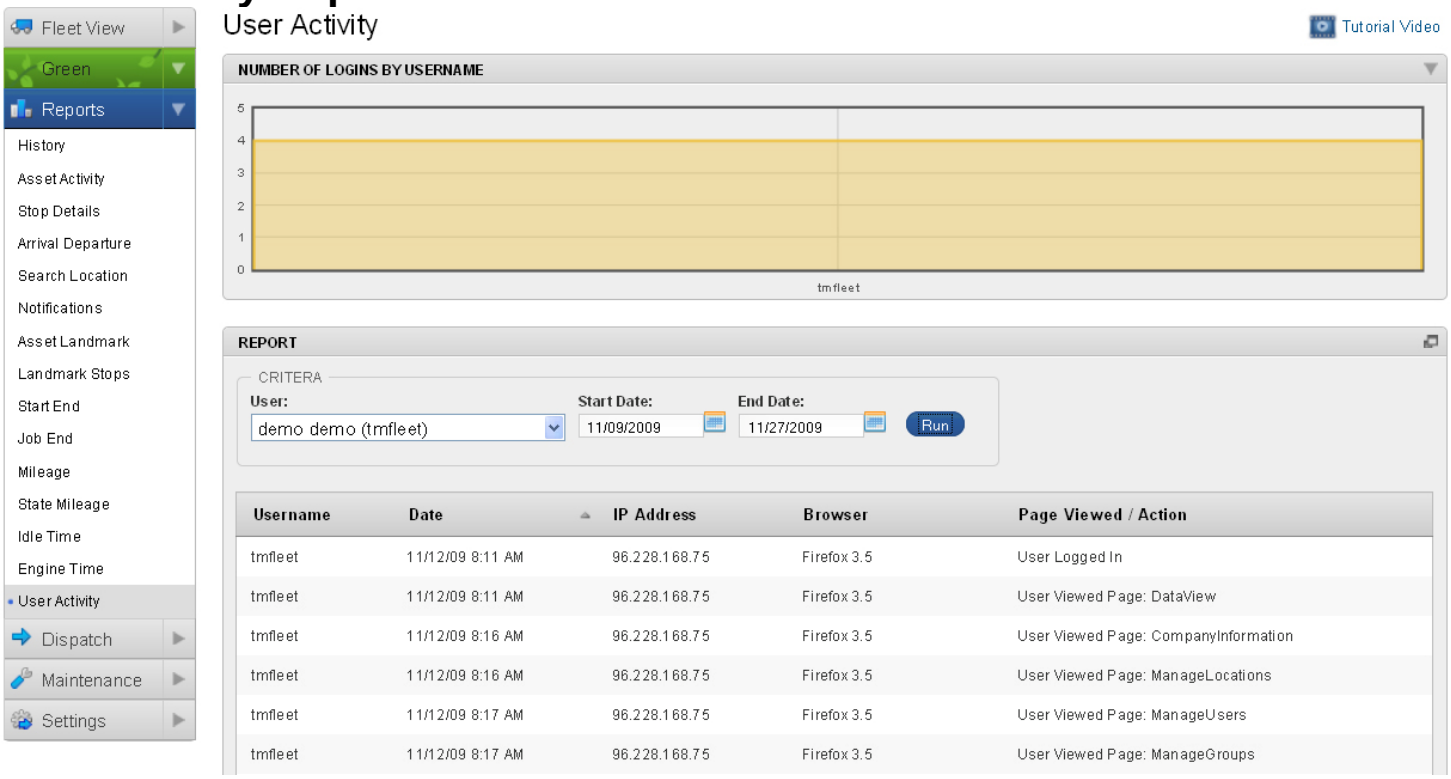
User Activity Report



Purpose of the User Activity Report

The user activity report displays all login events for each of your users. It displays the username, date and time of the action, their IP address, their browser type and the pages accessed or action taken within the system.

Description of Report Details

The username for the user accessing the system

The date and time the user accessed each page / feature

The IP address for the user

The browser the user was utilizing (i.e. Internet Explorer, Mozilla Firefox, etc)

The pages accessed or action taken within the system.

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Dispatch

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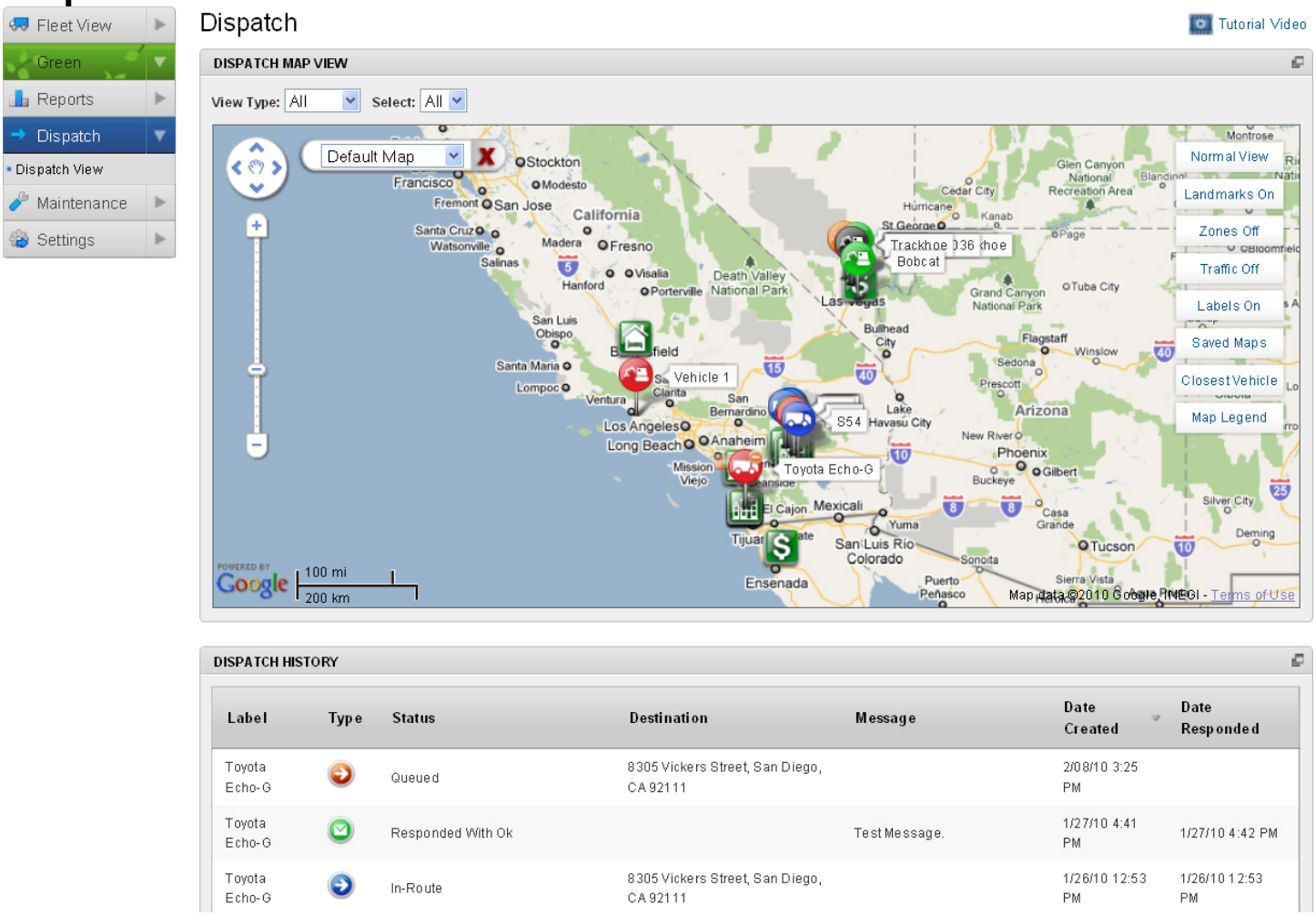
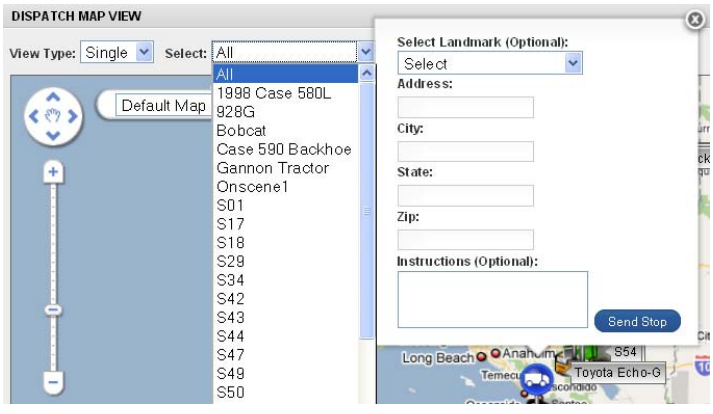
Dispatch



The dispatch feature allows you to send locations to your +Nav enabled devices. The locations will appear in the drivers Garmin GPS device, allowing them to quickly route themselves to the new location. It also allows you to send messages to your drivers, as well as receive responses to outbound messages.

Sending A Stop

Locate the vehicle on the map by using the “View Type” and “Select” drop downs on the top left of the map or by simply scrolling to the vehicle’s location on the map. Once located, click on the image of the vehicle and choose “Send A Stop”. This will provide you with an area to enter an address or choose a landmark from the dropdown. Once entered click “Send”.
Once sent, you can view the status table below the map to see if the stop is queued, if the stop has been received, or see if the driver is in route.



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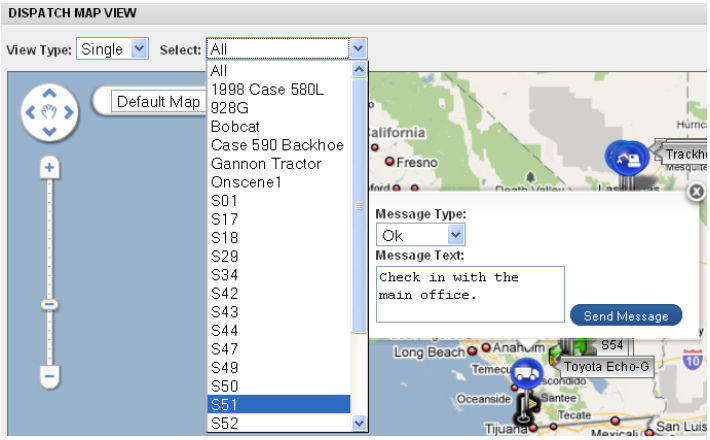
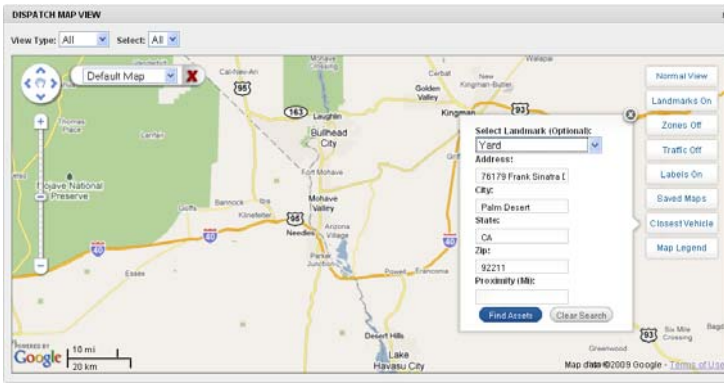
Sending A Message

Locate the vehicle on the map by using the “View Type” and “Select” drop downs on the top left of the map or by simply scrolling to the vehicle’s location on the map. Once located, click on the image of the vehicle and choose “Send Message”. This will provide you with an area to enter a message. Once entered click “Send”. Once sent, you can view the status table below the map to see if the message is queued, if the message has been received, or see the driver’s response.



Closest Vehicle

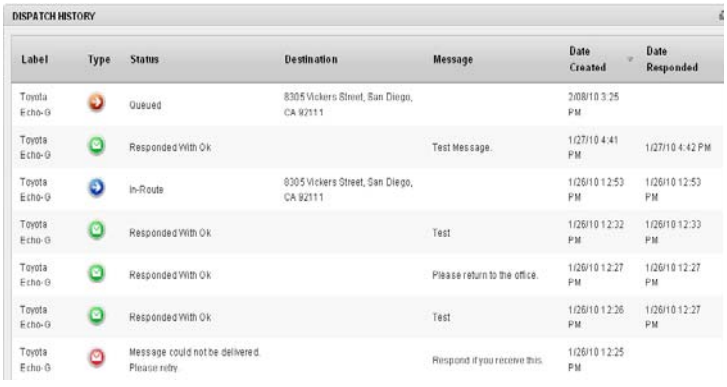
You can also locate a vehicle nearest to a particular landmark or address by clicking on “Closest Vehicle” on the right of the map. There you can choose a landmark from the dropdown or enter a specific address where you would like to find the closet vehicle. Once you have found the closest vehicle, please refer to the sections above labeled “Sending A Stop”, or “Sending A Message”.



Dispatch History Table

Here you see all stops and messages that were sent out as well as their statuses. Here are the different icons you will see in the Dispatch History Table.

- = **Stop Or Message Queued**
- = **Message Sent Responded with Yes/No or Ok**
- = **Driver In Route**
- = **Stop Completed**
- = **Message couldn’t be delivered**
- = **Stop couldn’t be delivered**



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Maintenance

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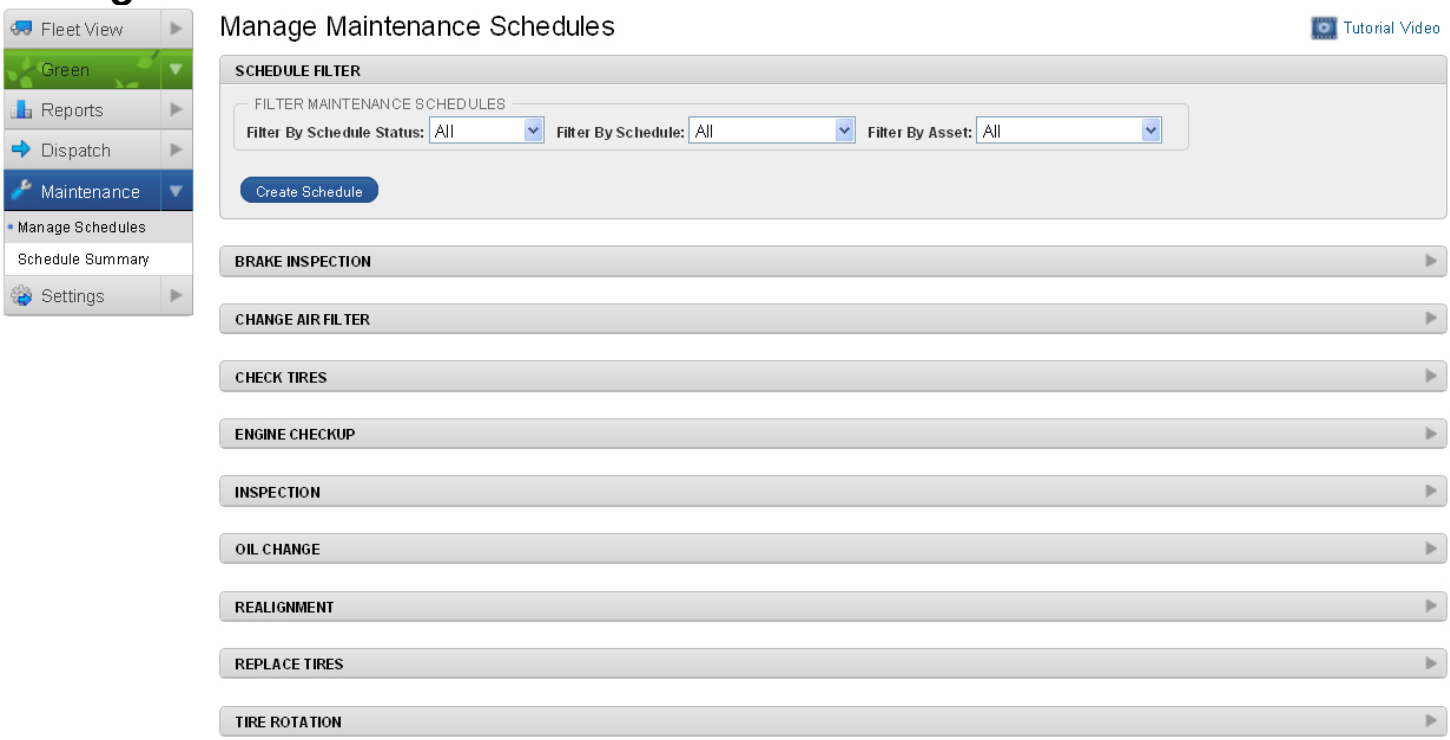
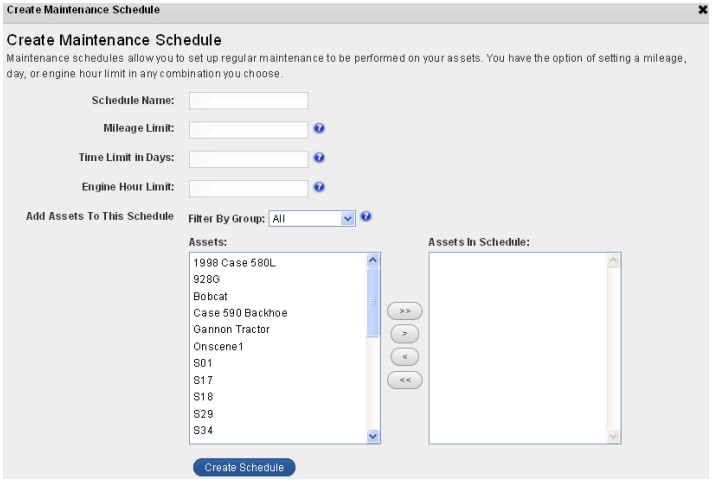
Manage Maintenance Schedule



In the manage schedules section, you can create schedules for any type of maintenance reminders. Each maintenance schedule created will send out an email alert when maintenance is due. You can filter through the different maintenance schedules by choosing the different options in the “Filter Maintenance Schedules” drop downs. You have the ability to filter by schedule status, by schedule, and by asset. If the user creates notifications for maintenance rules, they will receive alerts when units are within 20% of maintenance due time and when past due.

Create Schedule

By clicking on “Create Schedule” you can create schedules allowing you to receive alerts when units are due for service. You can specify whether or not you would like to receive the alerts based on a mileage limit, limit in days, or an engine hour limit. Here you can also specify which units you would like be in this specific maintenance schedule by clicking on the particular unit in the “Assets” box and clicking the right arrow to move it to the “Assets In Schedule” box.



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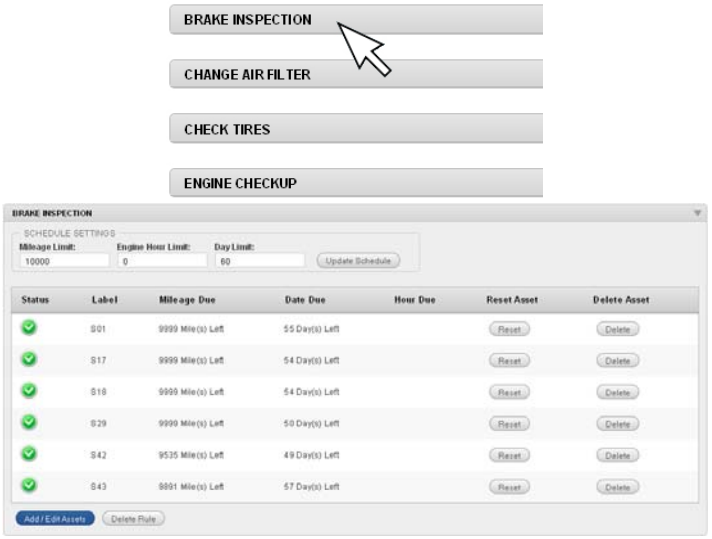
Once a maintenance schedule has been created, a header is created for that maintenance schedule in the Manage Maintenance Schedule page. User's can click on each header to expand and see the details of each scheduled maintenance. Here your maintenance status', vehicle labels, miles left until maintenance is due, days left until maintenance is due, and how many engine hours are left until maintenance is due. Here are the icons you will see in this section.

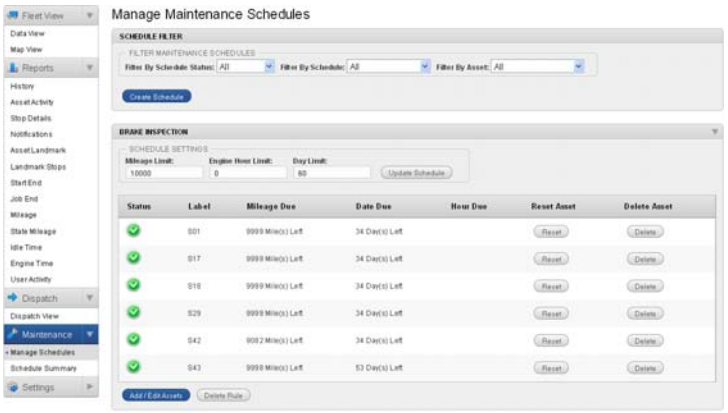
= **Maintenance not due**

= **Maintenance due**



Maintenance Reset

Once a particular maintenance has been completed on a unit, you can reset this unit by choosing the specific maintenance and clicking on the "reset" button to the right of the unit. Here you can also delete the unit if you no longer would like to unit to be a part of this maintenance schedule.



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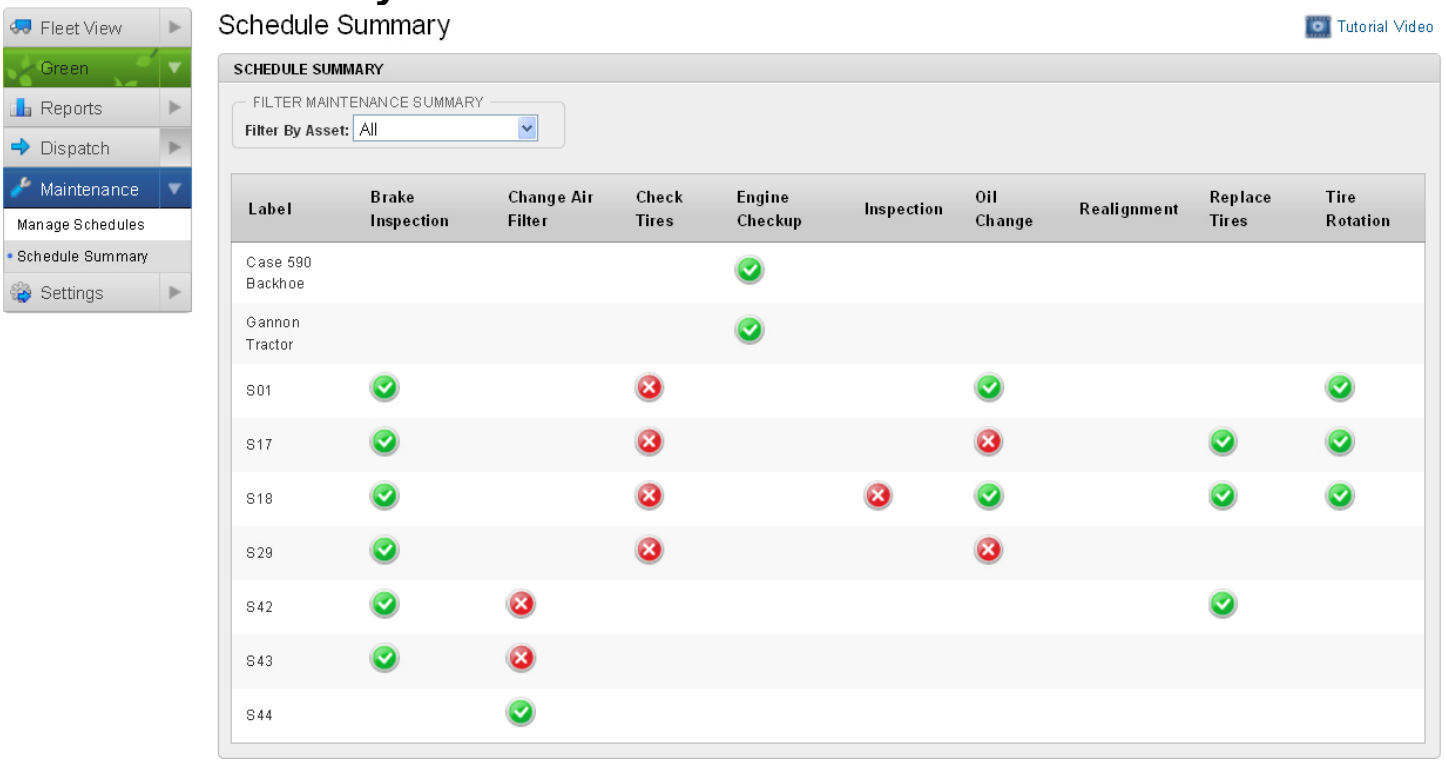
Schedule Summary



In the schedule summary page, you can see the status of all scheduled maintenances you have created. The status are labeled with a green “check” icon indicating the service is not due, yellow “dash” icon indicating the service is approaching, and a red “x” icon indicating the service is past due. You can also filter the summary by asset.

Icons

Here are the different icons you will see here in schedule summary.

= **clear**
= **past due**
= **approaching**

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Settings

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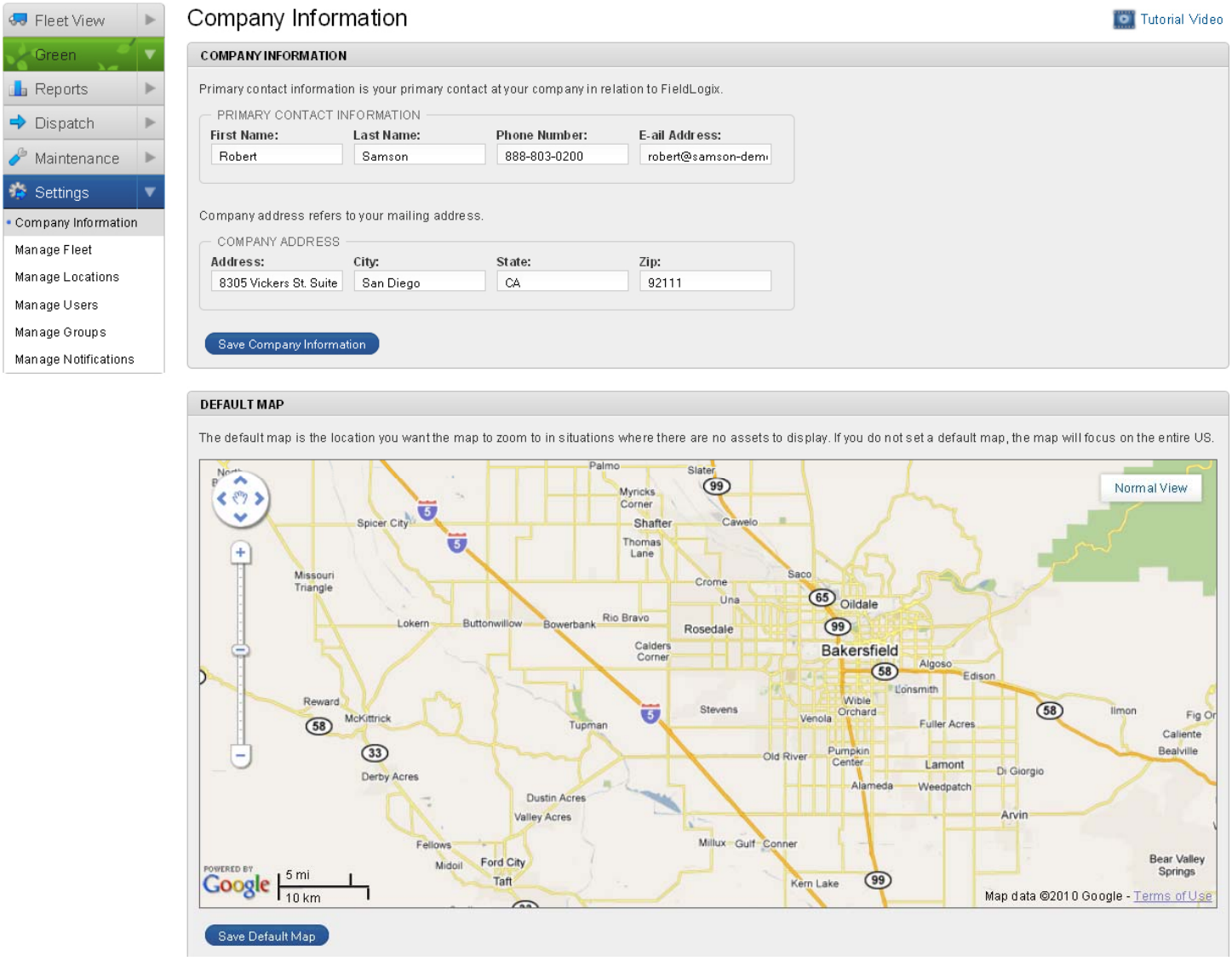
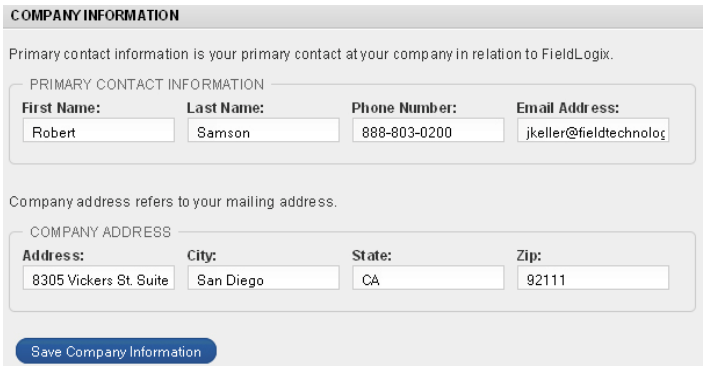
Company Information



In the customer information page, users can modify the company's contact information and default map.

Editing company information

The user can edit the company's information on the site by simply entering information into each field and clicking "Save Company Information"



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Default Map Location

You can set your map to a default location by moving the map to your desired view and click “Save Default Map”. The default map is also displayed in other settings pages such as Create Landmarks & etc.

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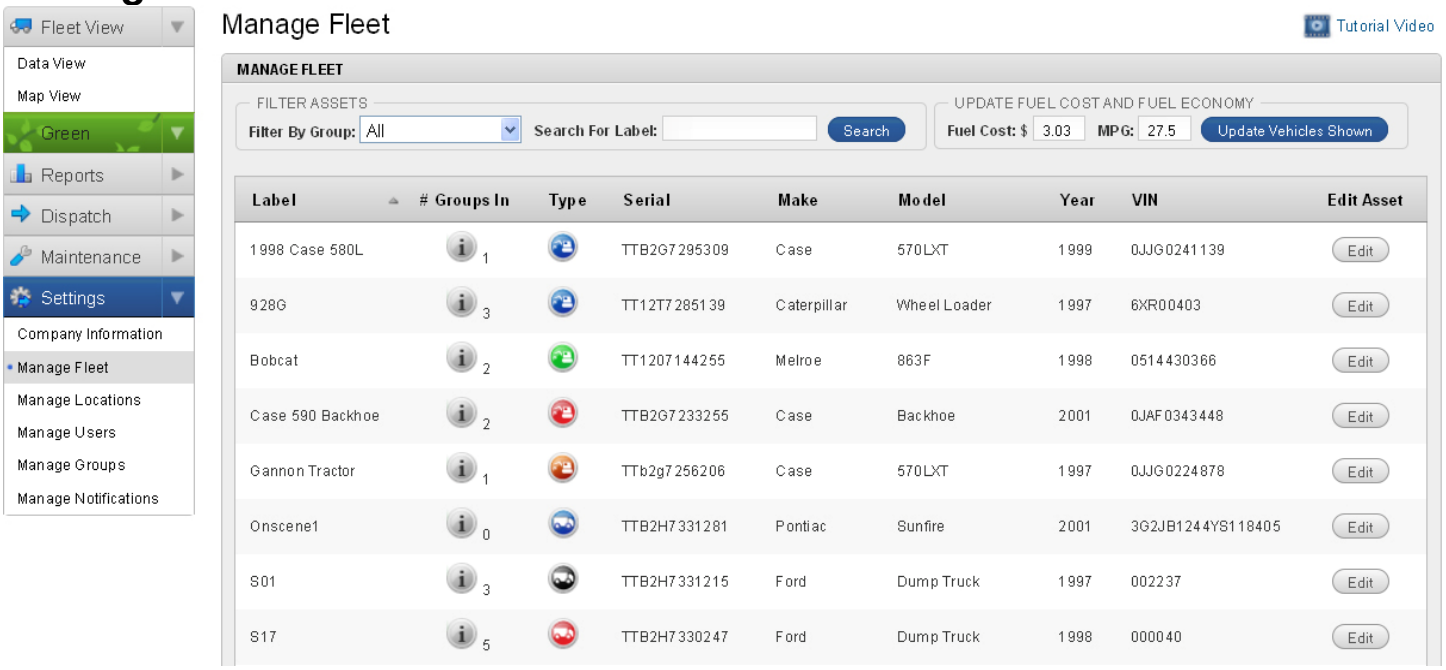
Manage Fleet

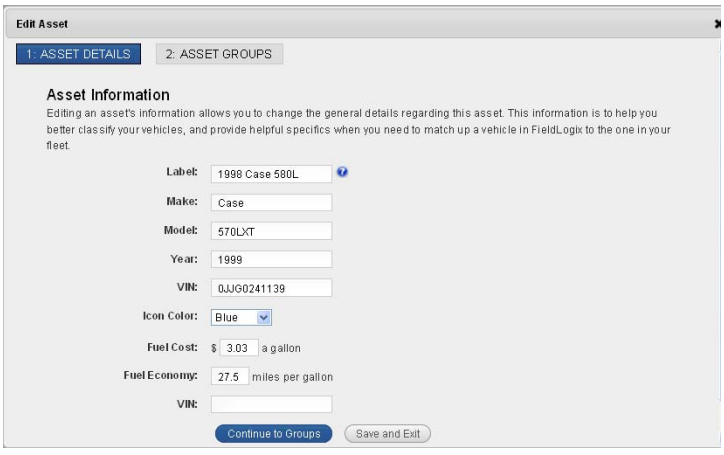


Vehicle labels, VIN numbers, and year, make, model details can be edited in the Manage Fleet page by simply clicking on the “Edit” button. Here you can also edit the fuel cost based on the average price of fuel in your area and edit the average miles per gallon you receive from your units.

Edit Asset

Step 1: Asset Details

By clicking “Edit”, you enter into “Asset Details” you can enter the new asset information in the appropriate fields as well as choose what color icon you would like to asset to be. You can also edit fuel cost and fuel economy in this section on a per vehicle basis.



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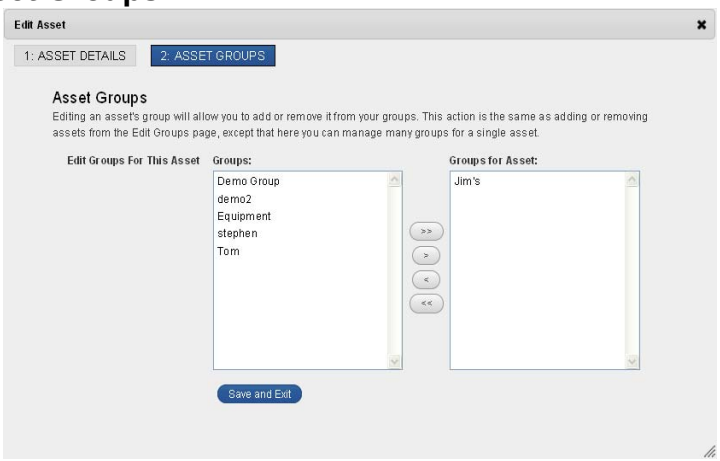
Edit Asset

Step 2: Asset Groups

You can then click “Continue to Groups” to edit the groups this vehicle is associated with. From there, you click on “Save and Exit” to save your settings.



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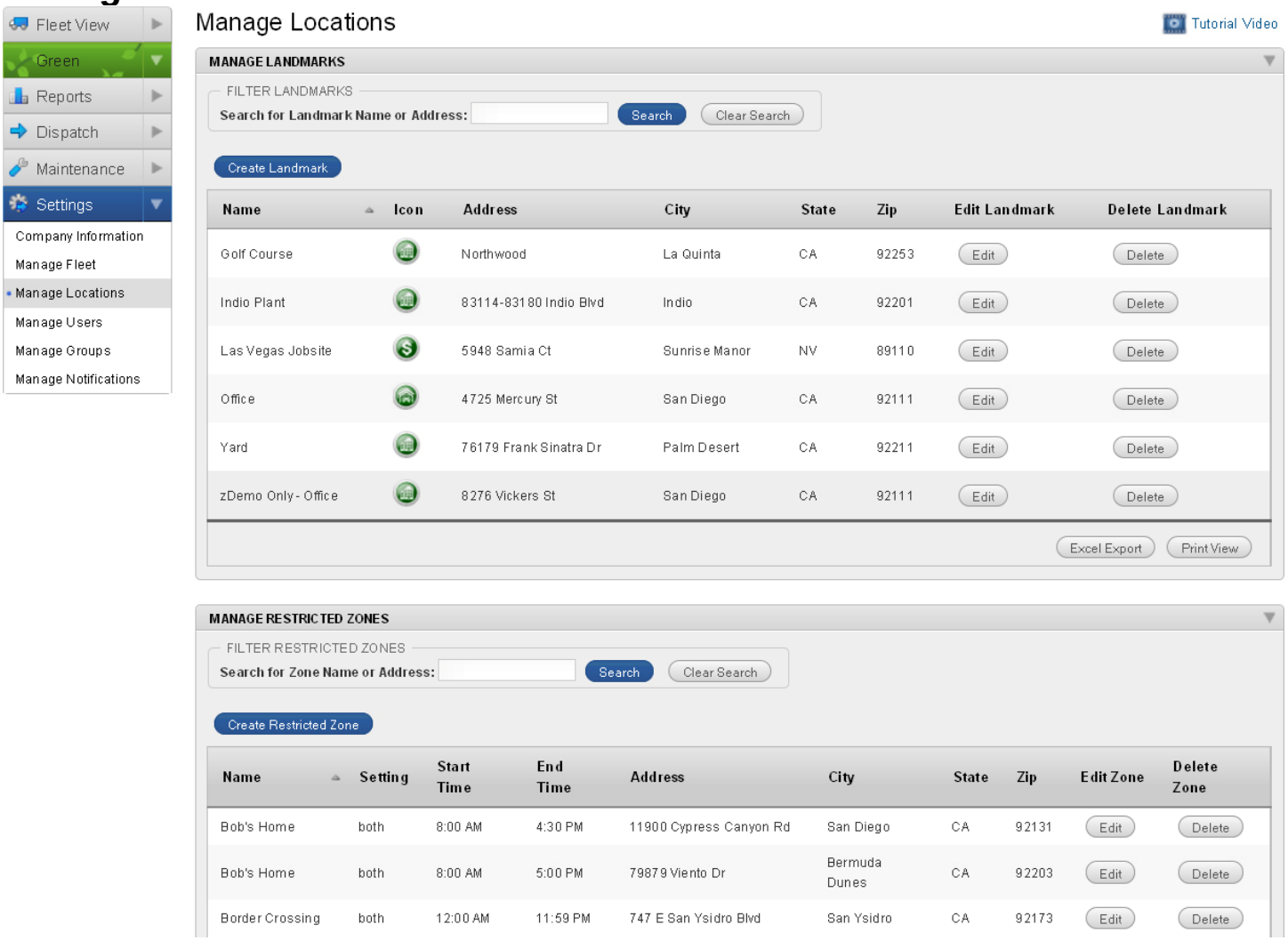
Manage Location

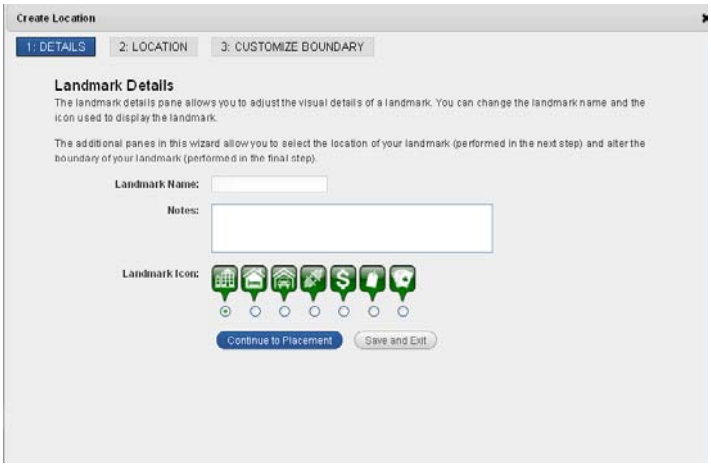


In the manage location page, users can create and edit as well as delete landmarks and restricted zones.

Create Landmark

Step 1: Details

By clicking “Create Landmark” you enter into “Details” where you can enter the landmark name and select the icon type. You can also add any additional notes that you would like associated with the landmark.



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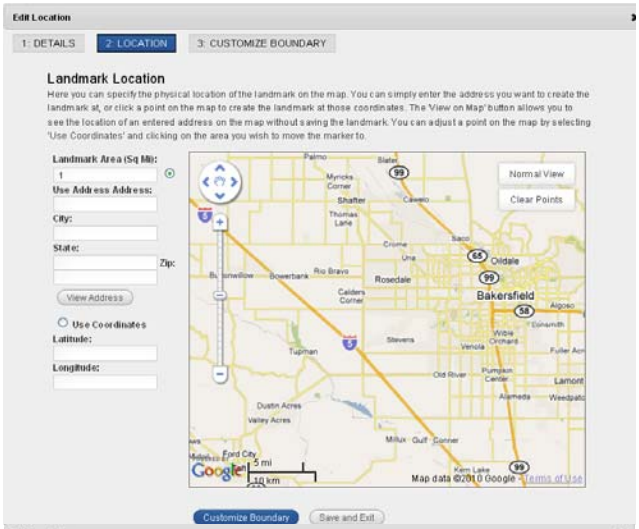
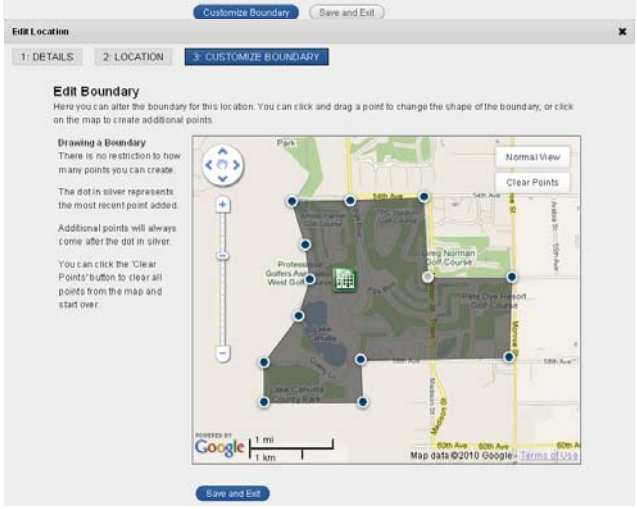
Step 2: Location

After entering the name, click on “Continue to Placement” to input a landmark location. You can choose the either “Use Address” or “Use Coordinates”. When creating with an address. You click on “View Address” to see the landmark area on the map before saving the landmark. You can also create a landmark by simply clicking on the map. Once you have specified the landmark, click on “Continue To Boundaries”.



In “Edit Boundaries”, you can alter the boundary for this location. You can click and drag a point to change the shape of the boundary, or click on the map to create additional points.



Edit Landmark

Step 1: Details

Select the landmark to edit & click the edit button.
By clicking “Edit”, you can type in the updated landmark name in the appropriate field as well as update the landmark icon.

Name	Icon	Address	City	State	Zip	Edit Landmark	Delete Landmark
Golf Course		Northwood	La Quinta	CA	92253	Edit	Delete
Indio Plant		83114-83180 Indio Blvd	Indio	CA	92201	Edit	Delete
Las Vegas Jobsite		5948 Samia Ct	Sunrise Manor	NV	89110	Edit	Delete
Office		4725 Mercury St	San Diego	CA	92111	Edit	Delete
Yard		76179 Frank Sinatra Dr	Palm Desert	CA	92211	Edit	Delete
zDemo Only - Office		8276 Vickers St	San Diego	CA	92111	Edit	Delete

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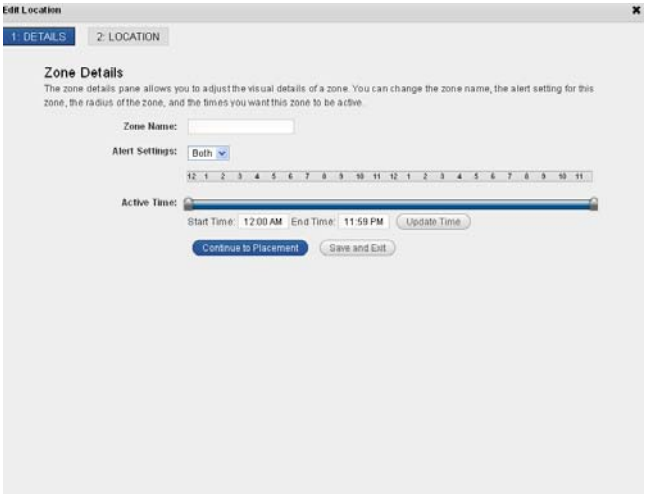
Create Restriction Zone

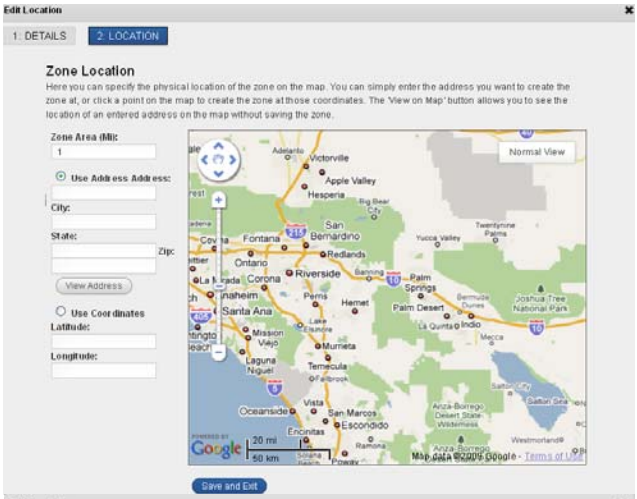
Step 1: Details

By clicking “Create Restricted Zone” you enter into “Details” where you can enter the restricted zone name and specify the time you would like to restricted zone to be active. You can also specify whether you would like to receive the alert when the asset enters or exits from the zone or both.

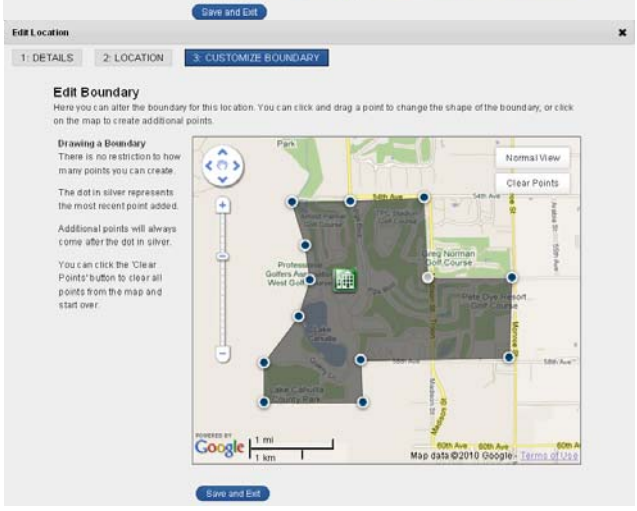


Step 2: Location

After entering the name, click on “Continue to Placement” to input a restricted zone. You can choose the either “Use Address” or “Use Coordinates”. When creating with an address, you click on “View Address” to see the restricted zone area on the map before saving the restricted zone. You can also create a restricted zone by simply clicking on the map. Once you have specified the restricted zone, click on “Continue To Boundaries”.



In “Edit Boundaries”, you can alter the boundary for this location. You can click and drag a point to change the shape of the boundary, or click on the map to create additional points.



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Edit Restricted Zone

You can edit an existing restricted zone by selecting the zone you wish to change and the clicking “Edit”. By clicking “Edit”, you enter into the “Details” section where you can type in the updated restricted zone name in the appropriate field as well as update the restricted zone effective time. You can also specify whether you would like the alert when the asset enters or exits from the zone or both.

Step 1: Details

Name	Setting	Start Time	End Time	Address	City	State	Zip	Edit Zone	Delete Zone
Bob's Home	both	8:00 AM	4:30 PM	11900 Cypress Canyon Rd	San Diego	CA	92131	Edit	Delete
Bob's Home	both	8:00 AM	5:00 PM	79879 Viento Dr	Bermuda Dunes	CA	92203	Edit	Delete
Border Crossing	both	12:00 AM	11:59 PM	747 E San Ysidro Blvd	San Ysidro	CA	92173	Edit	Delete
FT Main Office	both	3:59 AM	8:20 PM	4768 Convoy St	San Diego	CA	92111	Edit	Delete
Quick Zone	both	12:00 AM	11:59 PM	77666 Woodhaven Dr N	Palm Desert	CA	92211	Edit	Delete
Royal Pest Control	both	12:00 AM	11:59 PM	7011 Business Park BLVD N	Jacksonville	FL	32256	Edit	Delete
test	both	4:59 AM	5:00 PM	8305 vickers st	san diego	ca	92111	Edit	Delete

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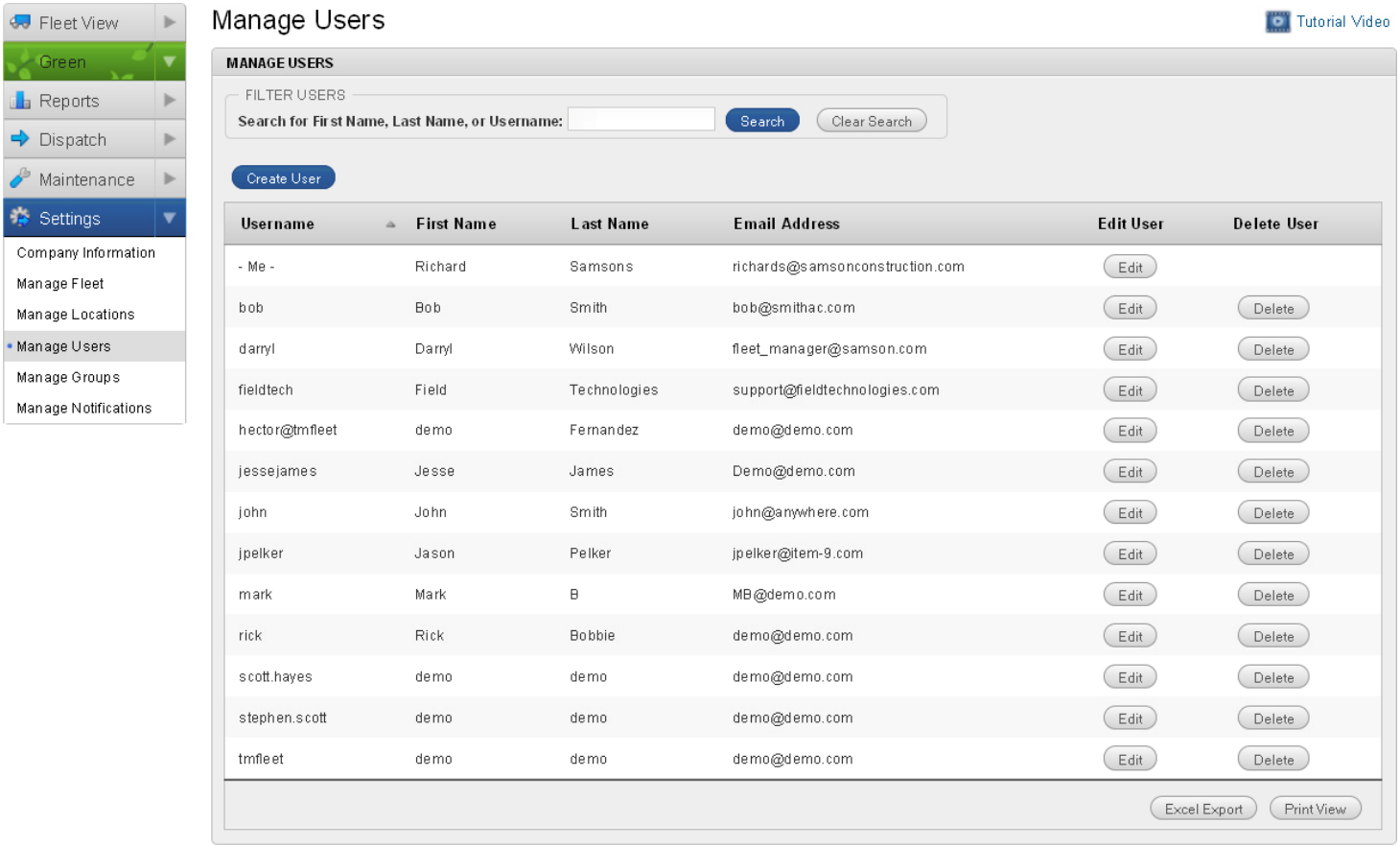
Manage Users



In the manage users page, you can create sub-users. You can restrict the pages the user's are able to access as well as specify which groups the user can view.

Create User

Step 1: User Details

By clicking "Create User" you enter into "User Details" where you can create a sub user by entering a unique username, the user's first and last name, email address, and password. Once you have filled out each of these sections, click on "Continue to Permissions".

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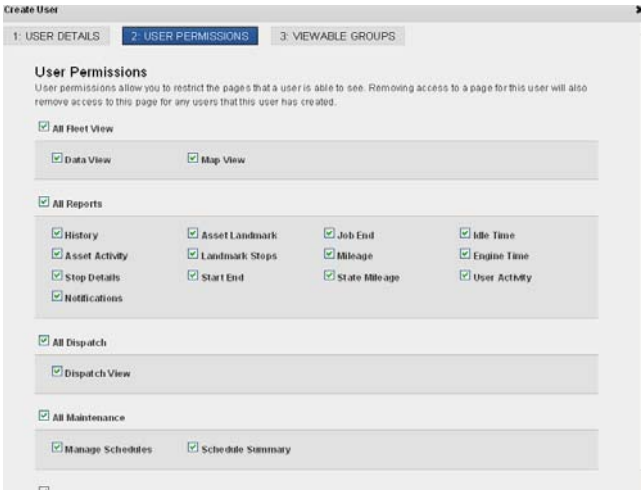
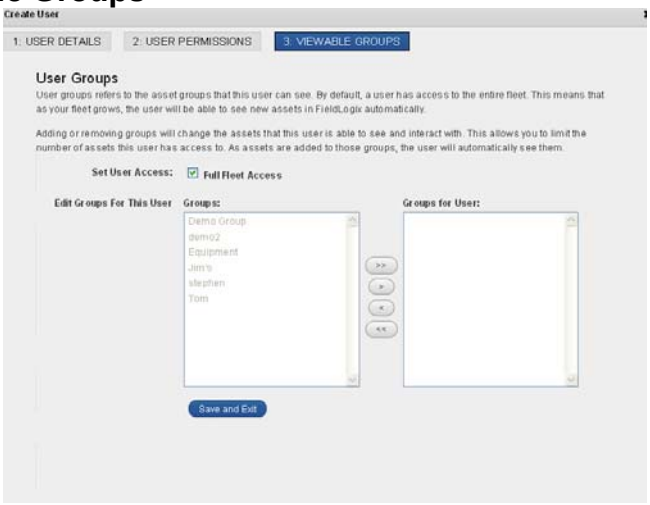
Step 2: User Permissions

You can check the features you want the sub user to access as well as uncheck features you do not want the sub user to access. Once you have completed this, click on “Continue to Groups”.



Step 3: Viewable Groups

You can then select which groups the sub user can view. Remember that the sub user can only view vehicles have been assigned to the user. Click the fill fleet access box if you want the user to always have access to all vehicles.



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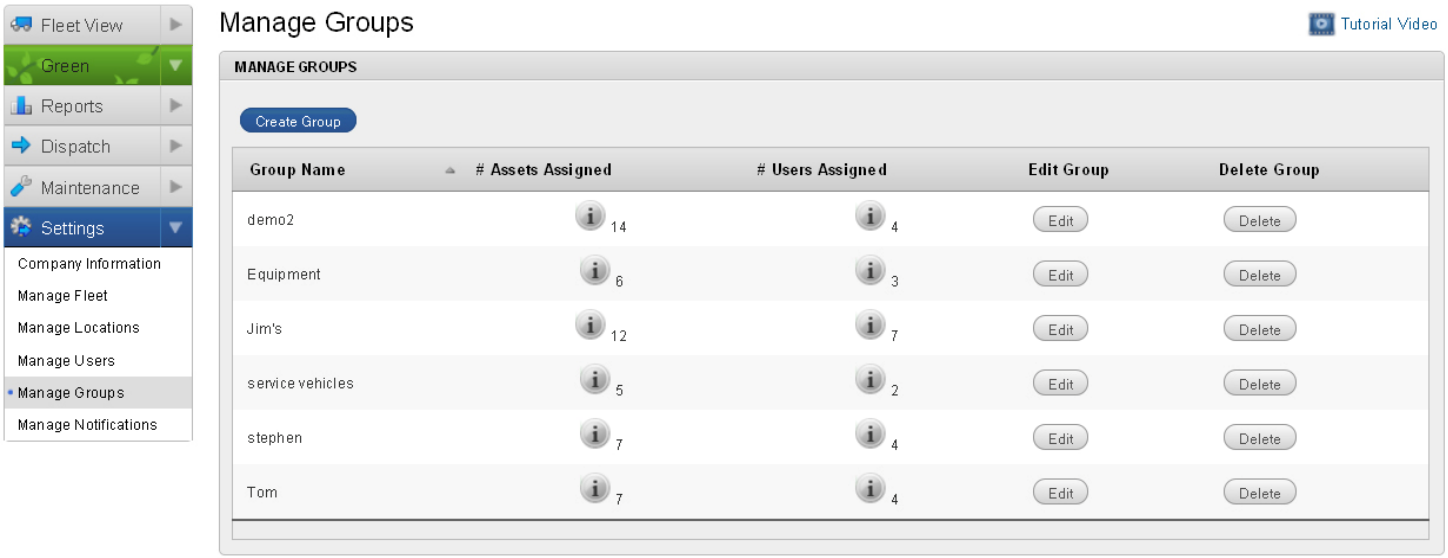
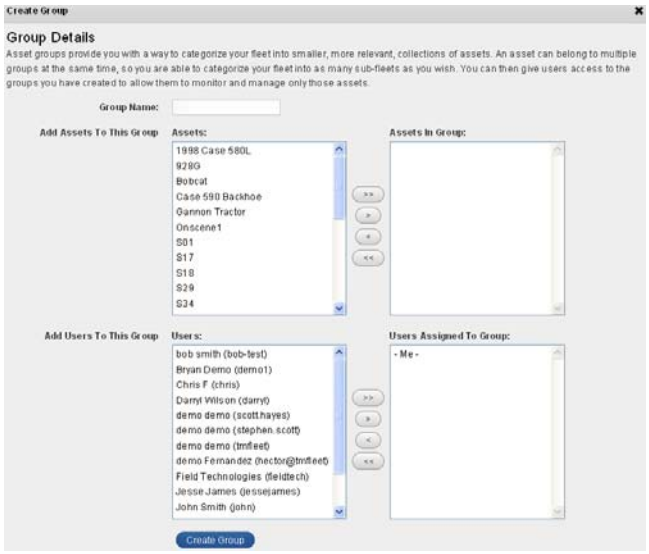
Manage Groups



In the manage groups page, you can create groups containing different vehicles and specify which users are allowed to view each group.

Create Groups

By clicking “Create Group” you can create a group by specifying the group name, selecting which vehicle you would like in the group by selecting vehicles in the assets box and clicking the right arrow to move to the assets in group box. You can then select the users you would like to be able to view the group by clicking on the users and clicking the right arrow to move to the users assigned to group box.



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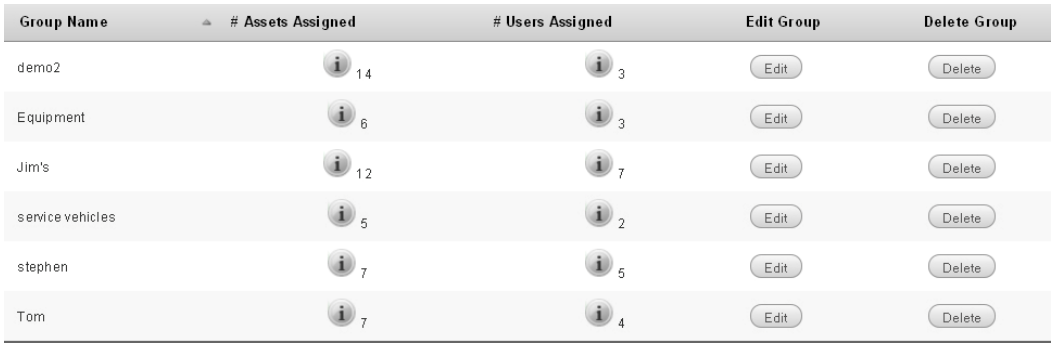
Edit Groups

By clicking “Edit Group” you can edit an existing group by adding or removing vehicles and users from the group.



Group Name	# Assets Assigned	# Users Assigned	Edit Group	Delete Group
demo2	14	3	Edit	Delete
Equipment	6	3	Edit	Delete
Jim's	12	7	Edit	Delete
service vehicles	5	2	Edit	Delete
stephen	7	5	Edit	Delete
Tom	7	4	Edit	Delete

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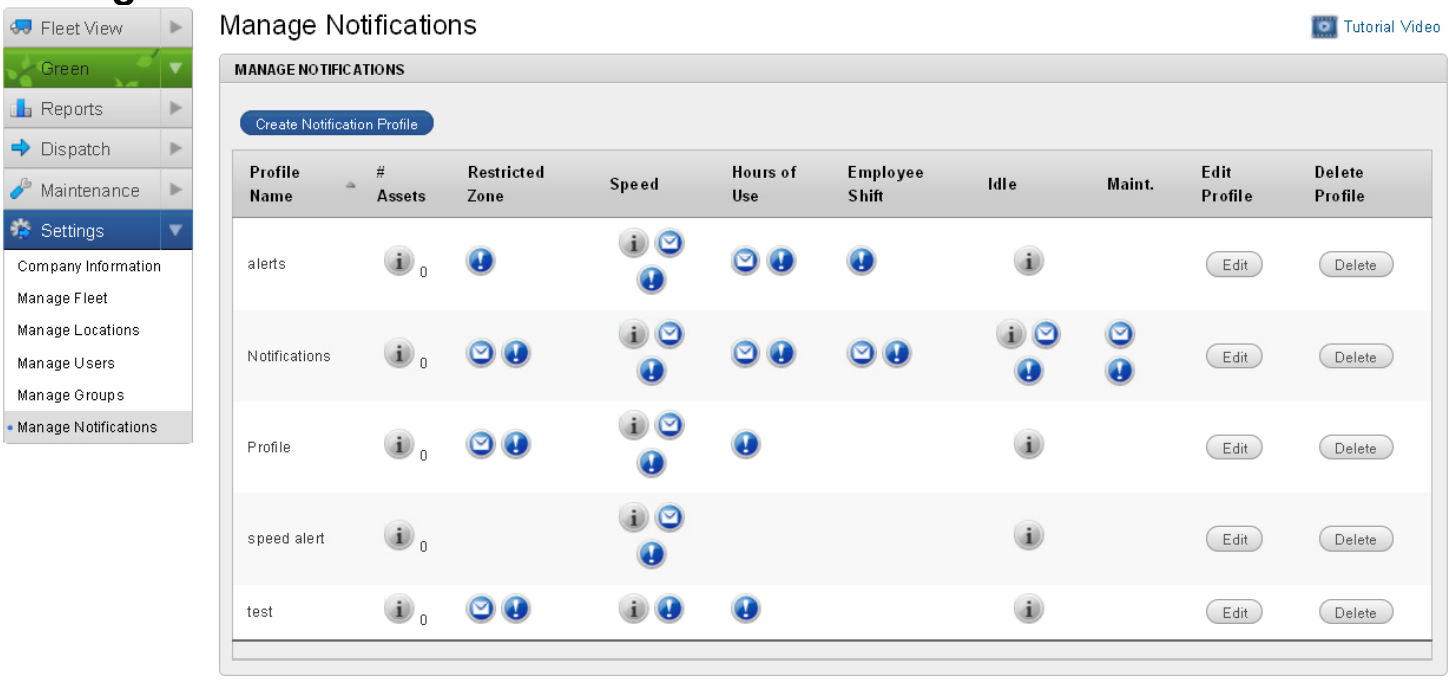
Manage Notifications

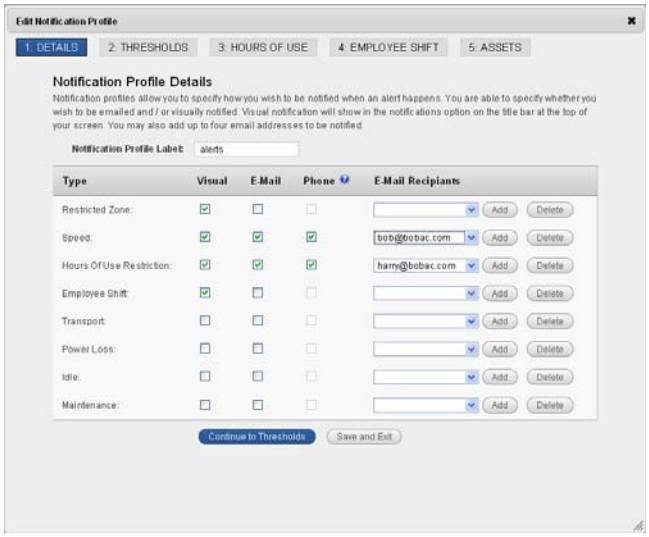


In the manage notifications page, you can specify how you wish to be notified when an alert happens. You can specify whether you wish to be emailed and/or visually notified through the notification alert on the top of the screen.

Create Notifications Profile

Step 1: Details

By clicking “Create Notification Profile”, you begin creating a notification profile by specifying the profile name and choosing the type of notifications you would like in the profile by clicking on each check box specifying if you would like a visual pop-up, email, or email & text message. You can add up to four emails per type of notification. After adding each e-mail address, click the add button to enter additional e-mail addresses.



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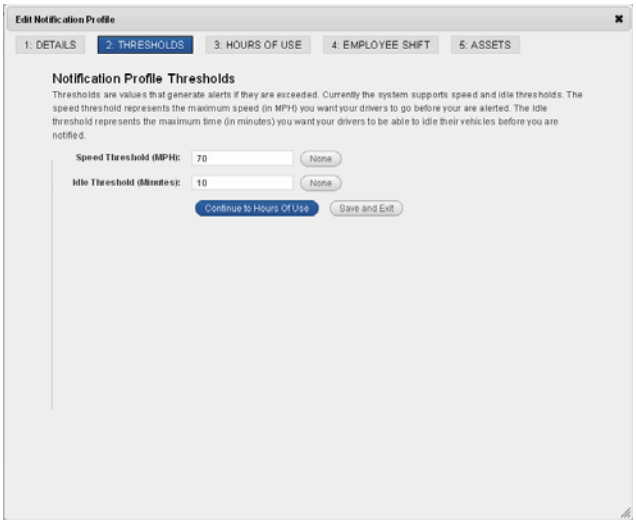
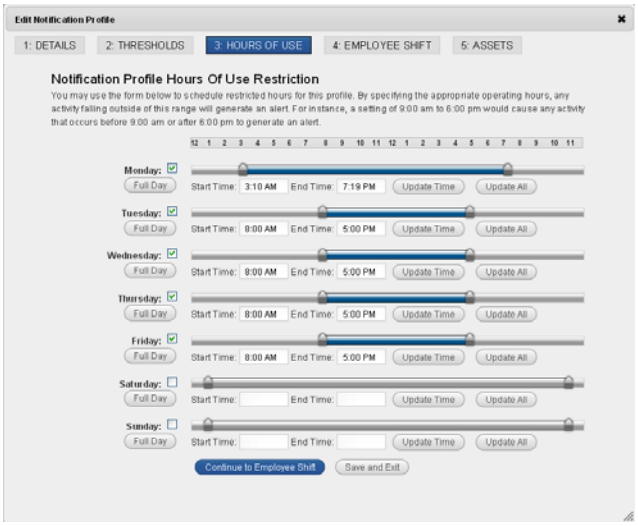
Step 2: Threshold

By clicking “Continue to Threshold”, you can input the maximum speed that will trigger a notification as well as the maximum idling time that will trigger a notification.



Step 3: Hours Of Use

By clicking “Continue to Hours Of Use”, you can specify the appropriate operating hours for the assets. Any activity falling outside of this range will generate an after hours use alert. Any days without checked boxes will not alert you of activity during those days. You can also click on “Full Day” to add an entire day to the after hours notification.



Step 4: Employee Shift

By clicking “Continue to Employee Shift”, you can establish when you expect a vehicle’s driver to begin using the vehicle. If the employee begins work **after** the specified start time, or stopped working **before** the specified stop time, the system will generate an alert. Check boxes for the active days and select the time the vehicle should start operating and the time it should stop operating.

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Step 5: Assets

By clicking “Continue to Assets”, you can select the assets you wish to apply the notification profile to. Select the assets in “Assets” box and click the right arrow to move to assets in the profile box.

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Support

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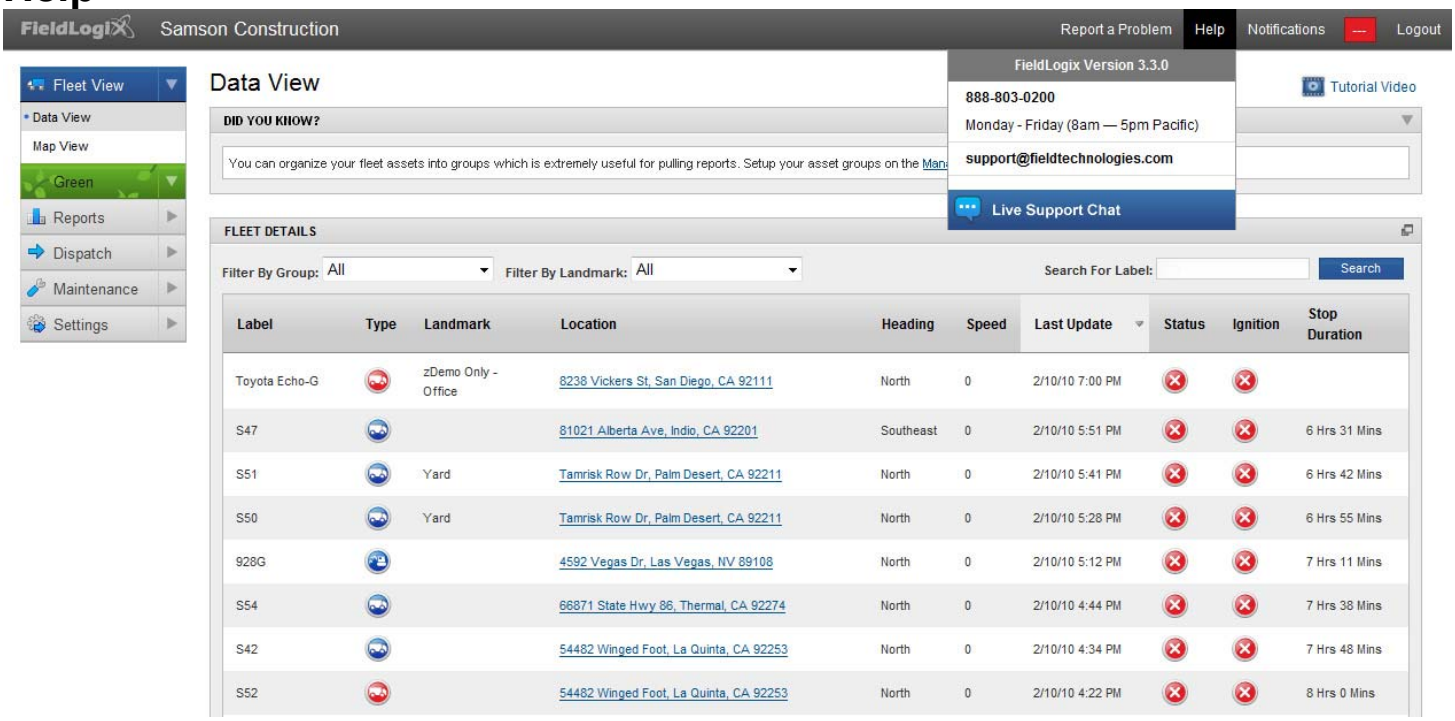
Help



The help feature allows you to enter into a live chat session with a customer support representative and download user guides.

Live Chat

A live chat session can be started with a customer support representative by simply clicking on the “Live Support Chat” image. It will then ask you to enter your name and email address. Once entered click “Start Chat”.

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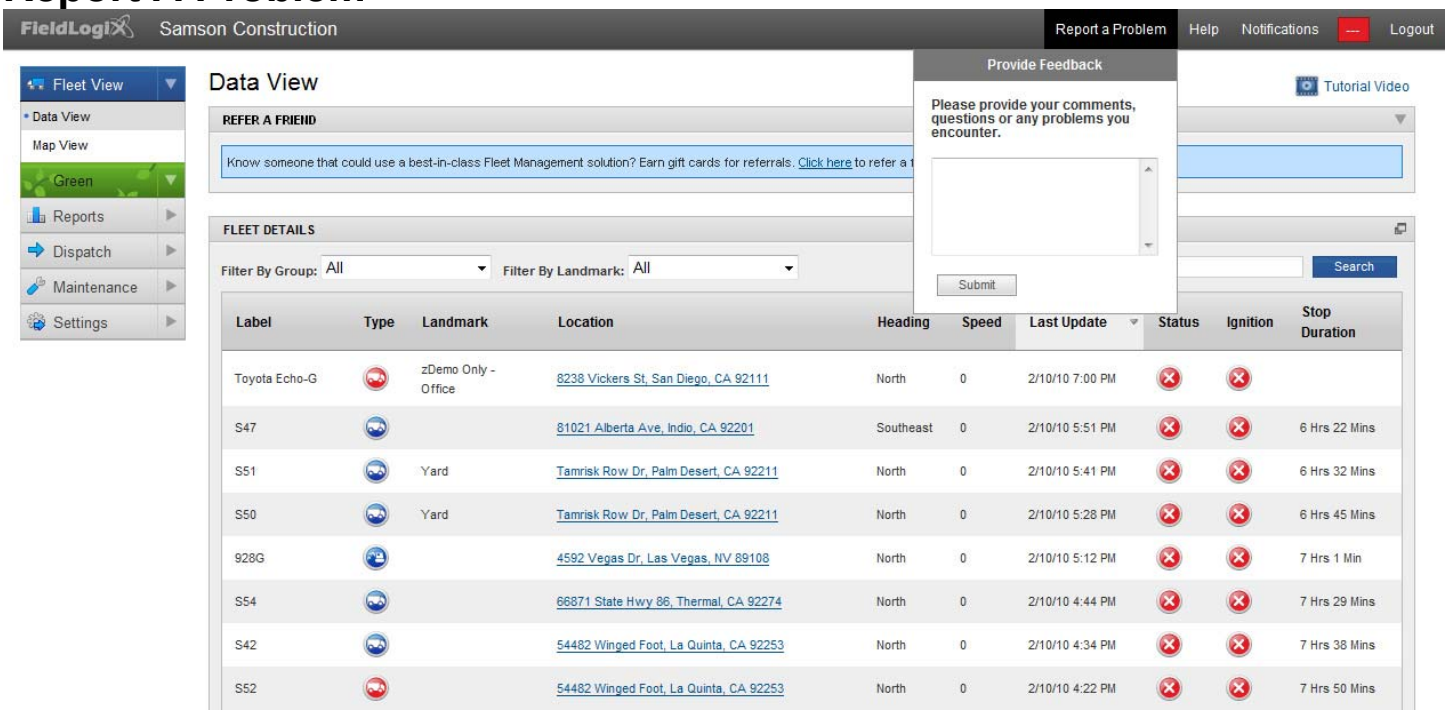
Report A Problem



The report a problem button allows you to provide your comments, questions, or any problems you encounter. Our support personnel will receive an instant notification of your message and will respond to you as soon as possible.

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