

Product Manual

Azuga provides end-to-end fleet management solutions, including GPS fleet tracking, driver safety, fleet dash cam and much more. It harnesses the power of GPS, vehicle diagnostics, and driver rewards to create a fleet management solution that not only does the job, but makes everyone's job easier. By tracking, analyzing and reporting every mile, every stop, every vehicle and driver alert, Azuga helps to improve safety and increase accountability and the efficiency of your fleet.

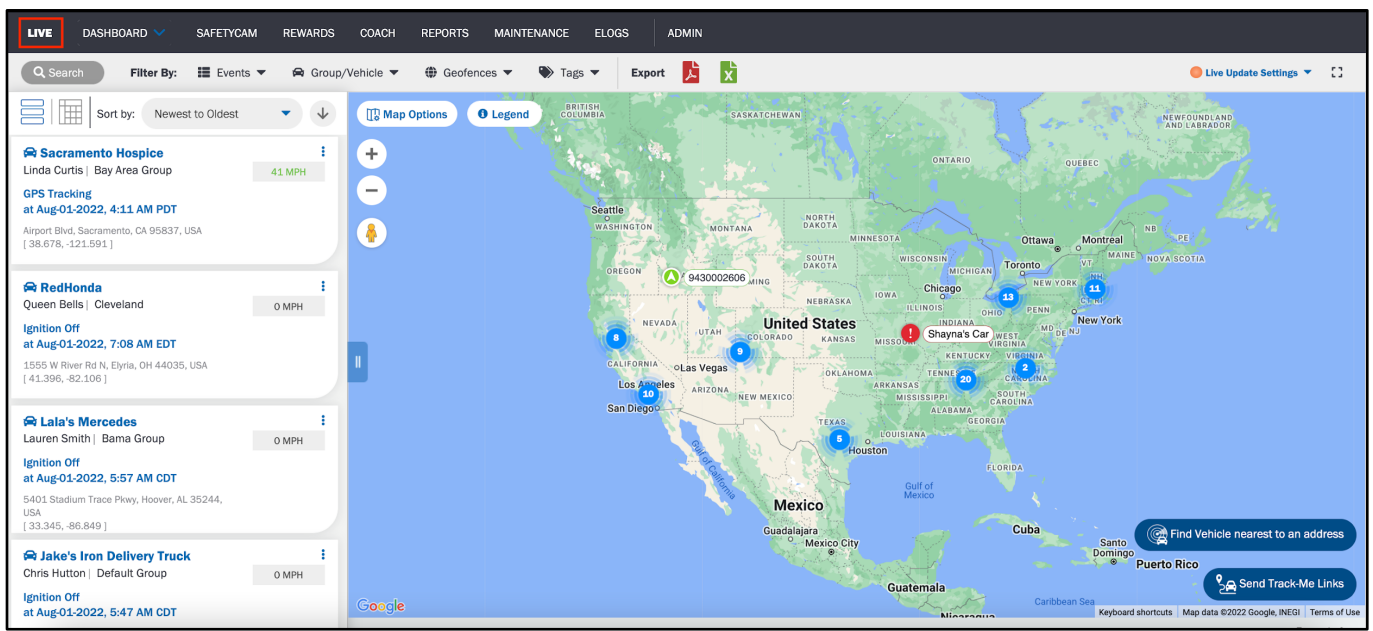
This manual explains the key features of the Azuga Fleet solution and how you can leverage these to get the most out of your fleet.

Live

View the latest updates from your fleet of vehicles through the Live tab. By default, you will see vehicles updated within the past 7 days.

For a video explanation of the Live Maps section, please refer to the following link:

[Live Maps Video](#)



The **LIVE** tab has the following information:

- **Vehicle/Asset** - name of the vehicle
- **Driver** - name of the driver
- **Date** - date and time each vehicle's status or activities were last updated, including the time zone
- **Address** - where the vehicle is currently located
 - Click on any row to see the vehicle's location on the map to the right of the table:
 - Toggle to satellite view by selecting '**Satellite**' at the top of the map.
- **Latest Activity** - includes the status of each vehicle
 - Values include Ignition On or Off, GPS Tracking, Speeding, Idling, and more.
- **Speed** - indicates the speed of each vehicle

- **Stop Time** - indicates how long each vehicle has been stationary

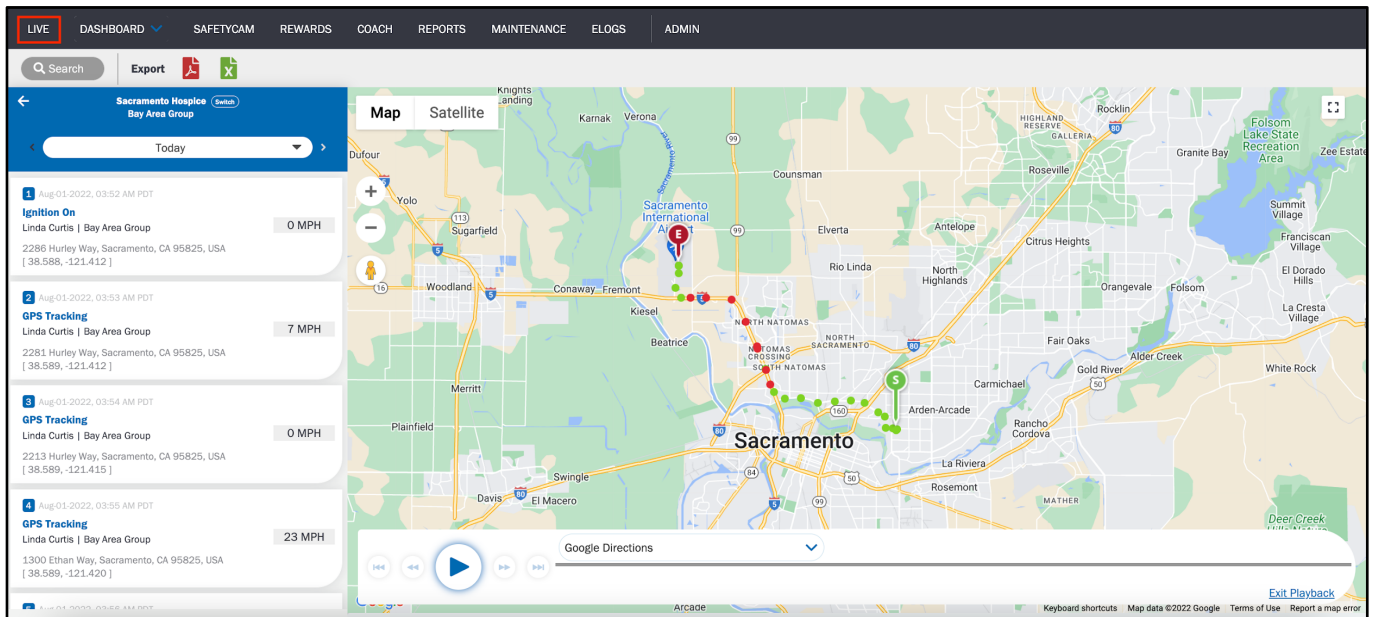
Unexpected Delays in Updates

At times, though rare, you may experience a slight delay in data updating in the **LIVE** tab. Reasons for this include:

- Your GPS Tracking device has not transferred to the next cell tower at the right time.
- A network outage has caused latency (typically between 5-15 minutes).
- The event(s) were reported between the 2-min default tracking time.
 - That is, the GPS tracking event is configured to report location data every 2 minutes. There could be a situation where the system is checking the address between the change of 2 minutes.
 - Example: A truck is traveling at 60 mph, exits the freeway, then enters an office parking lot in under 2 minutes. The truck has traveled approximately 2 miles. This would explain the lag in reporting - the truck is in the parking lot but the report might say it's on the freeway.

Tracking a Vehicle Within the Breadcrumb View

To navigate to a detailed view of a vehicle, select the vehicle name from the **LIVE** tab. From here, you can dive deeper into the trail of breadcrumbs left by a vehicle including each event and its corresponding address on the **Breadcrumb** view.



You can view all the vehicle activities like **Ignition On/Off**, **GPS Tracking**, **Hard Braking (HB)**, **Speeding**, **Low Battery**, etc. under the **Breadcrumb** view.

Select the **Play** button on the map to review the route the vehicle has taken today.

View data previous to today using the arrows for Custom Dates on the toolbar. Arrow left for previous dates. Arrow right to return to the current date. You can fetch results from up to a year ago using Custom Dates.

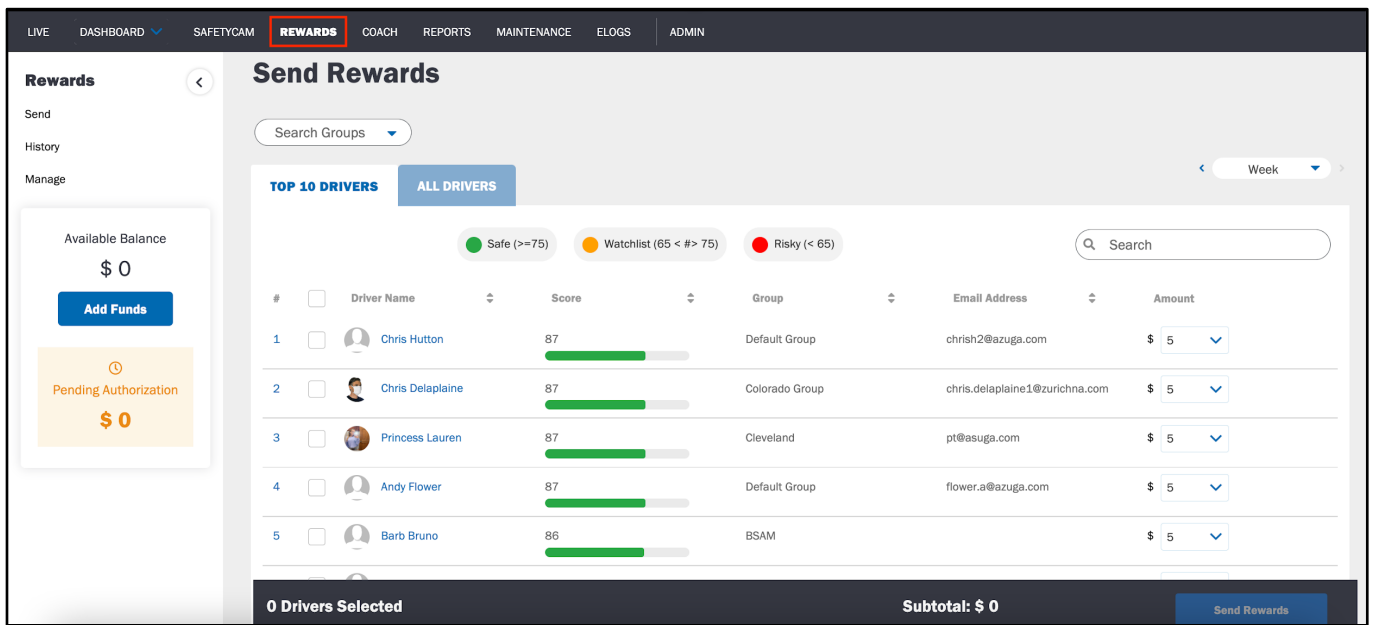
You can view a vehicle's breadcrumb one day at a time; you cannot filter to view a date range of 2 or more days. To export, select the PDF or Excel icons. The exported reports contain complete data, not simply filtered or checked results, of your selected date. The report will download to your desktop.

Rewards

The **REWARDS** tab allows you to check Safety Scores across all of your drivers over a period of time so that you can reward your drivers for quality performance.

For a video explanation of the Rewards section, please refer to the following link:

[Rewards Video](#)

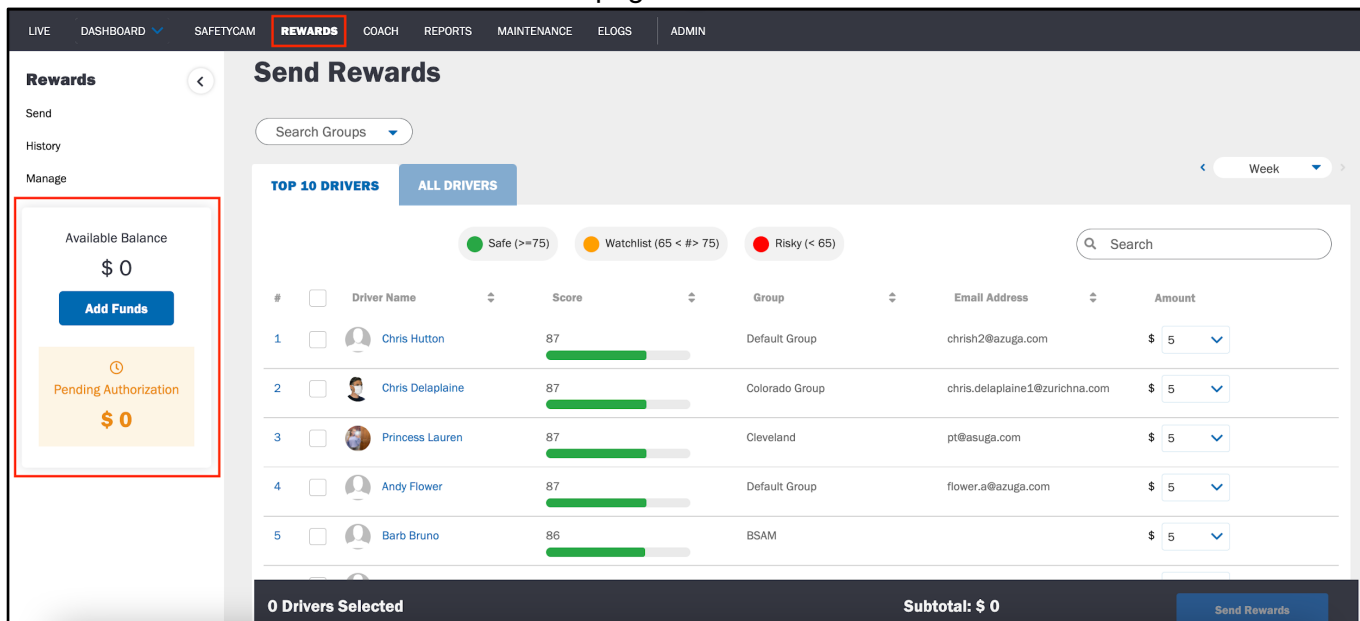


Our Rewards program enables you to send vouchers of customizable denominations to your drivers, straight to their email. The drivers can then convert these vouchers into gift cards of brands which they can choose from a wide range of available options.

Setting Up Your Rewards Program

To enable rewards:

1. Select **Add Funds** on the **REWARDS** drivers page.



2. Enter your debit or credit card info and all required fields indicated by an asterisk.
3. Select **Add**.

Now, you are ready to fund any gift card you wish to send to your drivers.

Sending Rewards

Once you've set up your funding method, you can send different denominations of gift cards to your drivers.

After sending a reward, the driver receives an email with a code. The driver must show the gift card code at any of the available outlets to redeem the reward.

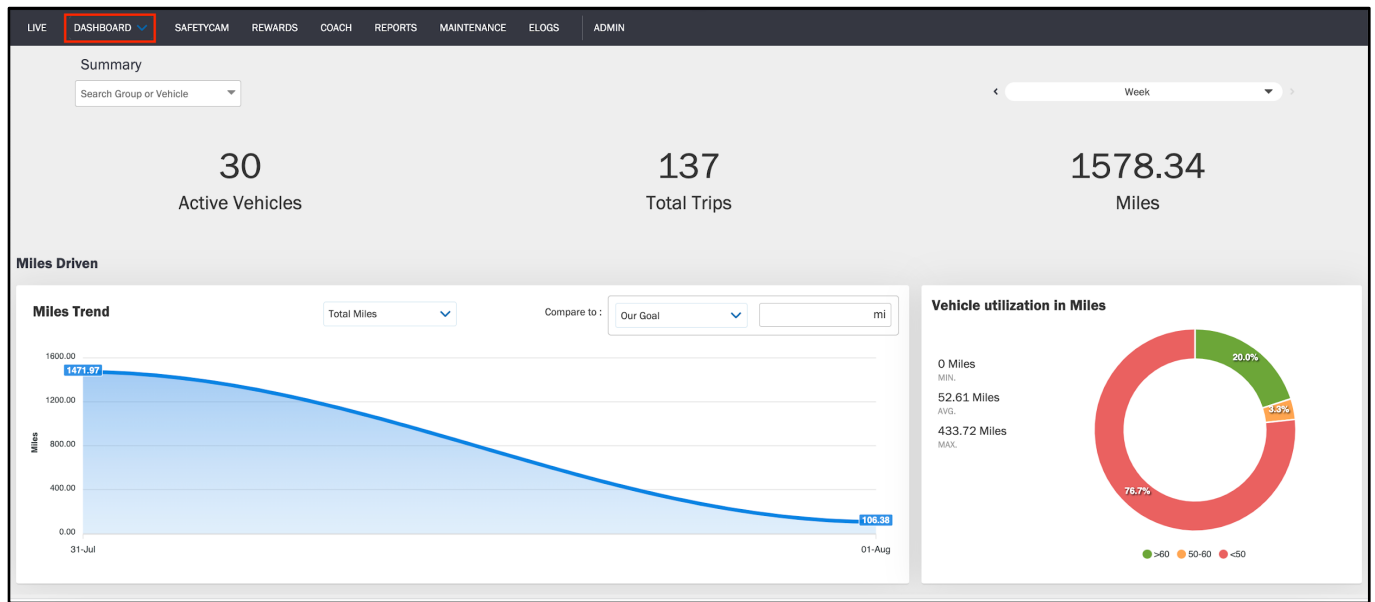
Check that your driver has a valid email address BEFORE sending a reward. Go to the driver's profile in Admin to confirm.

Dashboard

The **DASHBOARD** tab helps you visualize, analyze and track key data points to monitor the health of your fleet. It helps you understand whether your fleet is meeting your established goals and allows you to view real-time data to ensure you're getting the most out of Azuga.

For a video explanation of the Summary Dashboard section, please refer to the following link:

[Summary Dashboard Video](#)



Examining Your ROI

The **ROI** tab within Dashboard allows you to compare your costs against industry standards and similar sized fleets using Azuga’s services. ROI stands for Return On Investment, and that’s just what we want to make sure you’re getting - cost savings for your use of Azuga. This type of information will make it easier for your executives to understand just how much value Azuga provides.

Adjust your targets and assumptions to see how much more you could be saving.

Reports

The **REPORTS** tab includes several out-of-the-box reports that make it easy for you to configure, download, and share information with stakeholders outside of the Azuga platform. You can schedule reports so that you and your colleagues receive relevant information to your inbox on a recurring basis.

Exports contain data across your selected data range and will download to your desktop. You can download any report as a PDF file or an Excel spreadsheet. If the file is too large, you will receive an email. Scheduled reports are always emailed.

For a video explanation of the Reports section, please refer to the following link:

[Reports Video](#)

Types of Vehicle Violations

Throughout our reports, you will see a number of acronyms for violations made by a vehicle. These acronyms include:

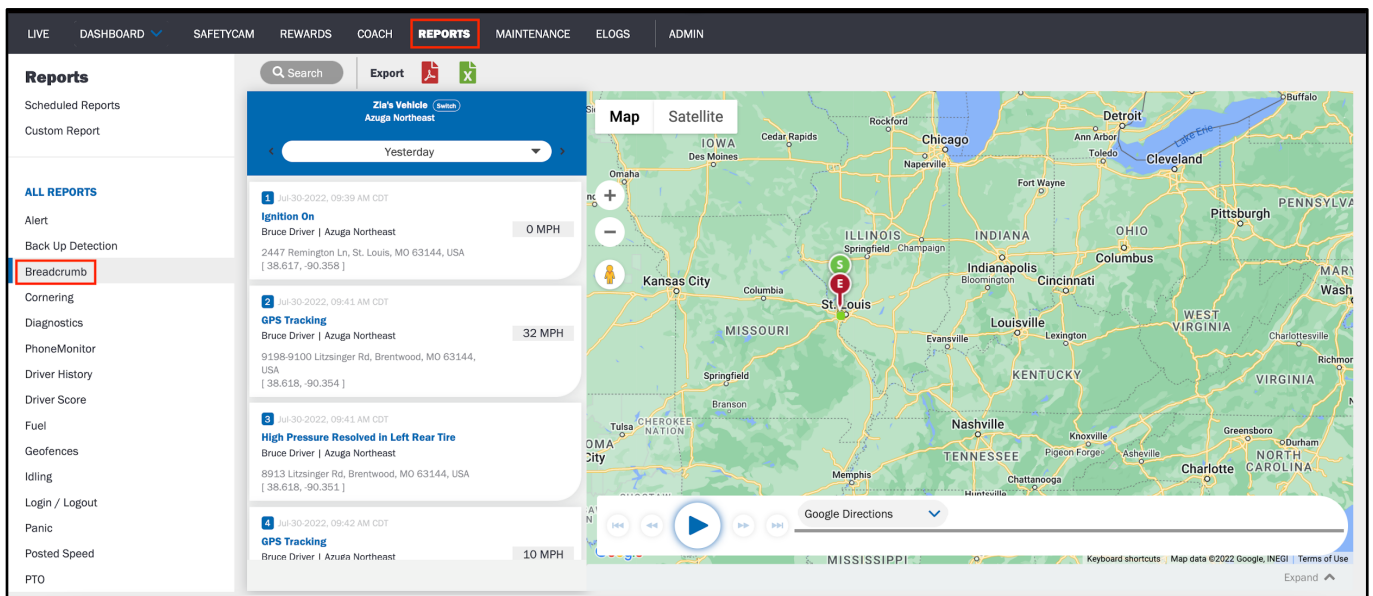
- HB - Hard Braking
- HCB - Hard-core Braking
- SA - Sudden Acceleration
- PSL - Posted Speed Limit

There are two alerts related to a sudden decrease in speed - HB and HCB. A HB (Hard Braking) alert informs you that a vehicle has experienced a sudden decrease in speed at a rate of 8-10 mph per second. A HCB (Hard-core Braking) alert informs you that a vehicle has experienced a sudden decrease in speed at a rate of 10-12 mph per second. You will only see these alerts if the vehicle was traveling at a minimum speed of 18 mph.

A SA (Sudden Acceleration) alert informs you when a vehicle has experienced a sudden increase in speed at a rate of 8-10 mph per second.

Breadcrumb: Generating a Detailed Report for a Vehicle

A **Breadcrumb Report** provides the breadcrumb trail of a vehicle's movement for any day. It contains a detailed summary of the route taken by the vehicle. It also helps you determine the flow of events that have taken place during that trip. You can also find this report through the Live tab.



This is the first report within the Reports tab. Select from the dropdown which vehicle you want to analyze then click **Generate Report**.

Trips: Examining Trip Information Across Your Fleet

The **Trips Report** shows each and every trip completed by your vehicles. You can run this report on all vehicles at once. The max that you can run it for is 31 days. To extract this report over a year's time, you'd need to run 12 reports, one month at a time.

DATE	VEHICLE/ASSET	MAP	DRIVER	IGNITION ON / T...	DEPART	IGNITION OFF / ...	ARRIVE	TRIP TI
Jul-20-2022	BSA - AE01		2201503035	Jul-20-2022 11:04 PM CDT	1144 State Hwy 112, Clarksville, TN 37040, USA	Jul-20-2022 11:24 PM CDT	1144 State Hwy 112, Clarksville, TN 37040, USA	0h 19rr
Jul-20-2022	Elena		Scott DiMuzio	Jul-20-2022 09:11 PM EDT	3952 Massillon Rd, Uniontown, OH 44685, USA	Jul-20-2022 09:50 PM EDT	[Scott Home] 10407 Oviatt Ln, Twinsburg, OH 44087, USA	0h 39rr
Jul-20-2022	RedHonda		Queen Bells	Jul-20-2022 08:55 PM EDT	4325 Belle Ave, Sheffield Lake, OH 44054, USA	Jul-20-2022 08:57 PM EDT	4321 Belle Ave, Sheffield Lake, OH 44054, USA	0h 1m :
Jul-20-2022	1081401518		1081401518	Jul-20-2022 08:47 PM MDT	10210 Rd 35, Mancos, CO 81328, USA	Jul-20-2022 09:09 PM MDT	35502 CO-184, Mancos, CO 81328, USA	0h 22rr
Jul-20-2022	Black Betty		Kim Z	Jul-20-2022 07:43	30610 Detroit Rd,	Jul-20-2022 08:00	6271 Somerset Dr,	0h 16rr

Each Trips Report comes with the following information:

- **Date & Time of Ignition On**
- **Depart** - address of where the trip started
- **Date & Time of Ignition Off**
- **Arrive** - address of where the trip ended
- Drive Time
- **Distance Travelled**
- **Idle Time**
- **Max Speed** over the course of the trip
- **Avg Speed** over the course of the trip
- **Speed #** - number of speed incidents
- Count of violations
 - **PSL #** - number of Posted Speed Limit violations
 - **PSL Duration** - how long a vehicle was speeding during the trip
 - **HB #** - number of Hard Braking violations
 - **HCB #** - number of Hard-core Braking violations
 - **SA #** - number of Sudden Acceleration violations

Mapping the Route and Alerts for Any Trip

To view a route taken for any trip, select the balloon icon under the Map column next to the vehicle trip you want to analyze.

DATE	VEHICLE/ASSET	MAP	DRIVER	IGNITION ON / T...	DEPART	IGNITION OFF / ...	ARRIVE	TRIP TI
Jul-20-2022	BSA - AE01		2201503035	Jul-20-2022 11:04 PM CDT	1144 State Hwy 112, Clarksville, TN 37040, USA	Jul-20-2022 11:24 PM CDT	1144 State Hwy 112, Clarksville, TN 37040, USA	0h 19m
Jul-20-2022	Elena		Scott DiMuzio	Jul-20-2022 09:11 PM EDT	3952 Massillon Rd, Uniontown, OH 44685, USA	Jul-20-2022 09:50 PM EDT	{Scott Home} 10407 Oviatt Ln, Twinsburg, OH 44087, USA	0h 39m
Jul-20-2022	RedHonda		Queen Bells	Jul-20-2022 08:55 PM EDT	4325 Belle Ave, Sheffield Lake, OH 44054, USA	Jul-20-2022 08:57 PM EDT	4321 Belle Ave, Sheffield Lake, OH 44054, USA	0h 1m
Jul-20-2022	1081401518		1081401518	Jul-20-2022 08:47 PM MDT	10210 Rd 35, Mancos, CO 81328, USA	Jul-20-2022 09:09 PM MDT	35502 CO-184, Mancos, CO 81328, USA	0h 22m
Jul-20-2022	Black Betty		Kim Z	Jul-20-2022 07:43 PM EDT	30610 Detroit Rd, Westlake, OH 44145, USA	Jul-20-2022 08:00 PM EDT	6271 Somerset Dr, North Olmsted, OH 44070, USA	0h 16m

From here, you can view the route from start to finish and any events along the way.

A red dot indicates a speeding incident or hard braking event (HB/HCB). Hover your mouse over the dot to see the initial and final speeds recorded.

A yellow dot indicates an idling event. Hover your mouse over the dot to view for how long the vehicle idled.

Summary: Examining Performance Over a Period of Time

The Fleet **Summary Report** shows how your fleet or drivers are performing over a period of time.

VEHICLE/ASSET	VIN	Last Driver/Mo...	GROUP	TAG	OCCUPANTS	TOTAL DRIVE TI...	DISTANCE TRAV...	STOP TI
Elena	1N4AA6AP9GC405630	Jul-20-2022, 09:50 PM EDT	Cleveland		-	21h 43m 17s	483.05 Miles	2d 21h
DL- 4 2015 Mazda	JM1GJ1V53F1183399	Jul-20-2022, 07:36 PM EDT	Default Group		-	1d 3h 49m 44s	1240.38 Miles	5d 13h
Ford F-250	WBABE9C58GK603774	Jul-20-2022, 06:47 PM CDT	Default Group		-	1d 3h 53m 38s	873.34 Miles	4d 18h
Moraga BMW	SUXKROC55G0P30551	Jul-20-2022, 02:15 PM PDT	Bay Area Group		-	15h 32m 8s	258.99 Miles	2d 1h 6m
1081401518	WVGEF9BP5DD010469,1FTEW1EG7FKD44244,5TBDT4416	Jul-20-2022, 09:09 PM MDT	Default Group		-	6h 58m 26s	228.29 Miles	1d 2h 5m

Each Summary Report includes information like:

- **Total Drive Time**
- **Distance Travelled**
- **Stop Time**
- **# of Stops**

Geofences: Tracking Geofence Entries and Exits

Our GPS Tracking devices can send out an alert when a vehicle enters or exits a geofence. This report allows you to view which geofences your vehicles have entered and exited, along with the date, time and duration within the geofence.

The **Geofences Report** includes the following information:

- **Vehicle name**
- **Geofence name**
- **Entry Date and Time**
- **Exit Date and Time**
- **Duration** within the geofence

Speeding: Reviewing Speeding Violations Across Your Fleet

The **Speeding Report** shows speeding violations for each vehicle.

The screenshot shows a web application interface for a Speeding Report. The top navigation bar includes 'LIVE', 'DASHBOARD', 'SAFETYCAM', 'REWARDS', 'COACH', 'REPORTS' (highlighted), 'MAINTENANCE', 'ELOGS', and 'ADMIN'. The left sidebar lists various report categories, with 'Speeding' highlighted. The main content area is titled 'Speeding Report' and shows data for the period 'From Jul-01-2022 12:00 AM To Jul-20-2022 11:59 PM'. The report is filtered by 'VEHICLE' and shows four speeding violations for 'DL-4 2015 Mazda' driven by 'Don Lewis'. Each row includes start and end times, a map icon, and speed metrics (Alert Setting, Peak, Average, and Duration).

START TIME	END TIME	MAP	VEHICLE NAME	DRIVER	ALERT SETTING ...	PEAK (MPH)	AVERAGE (MPH)	DURATI
Jul-20-2022, 07:27 PM EDT	Jul-20-2022, 07:27 PM EDT		DL-4 2015 Mazda	Don Lewis	65 MPH	71 MPH	67 MPH	00:00:2
Jul-20-2022, 07:25 PM EDT	Jul-20-2022, 07:27 PM EDT		DL-4 2015 Mazda	Don Lewis	65 MPH	75 MPH	69 MPH	00:01:5
Jul-20-2022, 07:24 PM EDT	Jul-20-2022, 07:25 PM EDT		DL-4 2015 Mazda	Don Lewis	65 MPH	69 MPH	66 MPH	00:00:2
Jul-20-2022, 07:07 PM EDT	Jul-20-2022, 07:24 PM EDT		DL-4 2015 Mazda	Don Lewis	65 MPH	88 MPH	77 MPH	00:17:0

Select any row to view the location on the map where speeding occurred. Toggling to satellite view, at the top of the map, is especially useful here.

The **Speeding Report** includes:

- **Start Time** and **End Time** of the speeding violation
- **Addresses** where the vehicle started and ended speeding
- **Duration** of the speeding violation
- **Maximum Speed**
- **Average Speed**

Stops

The **Stops Report** shows you how long vehicles in your fleet were stopped at a particular location. It provides information such as your vehicle halt timestamp, location, and driver name. Azuga calculates Stop Time based on the times of Ignition ON and OFF.

Stops Report
From Jul-01-2022 12:00 AM To Jul-20-2022 11:59 PM

Most Recent | BY VEHICLE | BY DRIVER | BY TAG

Search: On: VEHICLE/ASSET Show entries: 100 Show/Hide Columns

VEHICLE/ASSET	MAP	DRIVER	Stop Start / Ass...	Stop End / Asse...	ADDRESS	DURATION	GROUP	NEAREST
Rough Diamond		Nanabah Sam	Jul-20-2022, 05:59 PM MST	Jul-20-2022, 07:35 PM MST	2929 E Pierson St, Phoenix, AZ 85016, USA	01:36:18	Default Group	
Jeep Wilson		-	Jul-20-2022, 05:28 PM MDT	Jul-20-2022, 06:34 PM MDT	3512 Prince St, Clovis, NM 88101, USA	01:06:06	Partnership	
RedHonda		Queen Bells	Jul-20-2022, 07:26 PM EDT	Jul-20-2022, 08:55 PM EDT	4325 Belle Ave, Sheffield Lake, OH 44054, USA	01:29:22	Cleveland	
Little Old Lady From Pasadena		Chris Delaplaine	Jul-20-2022, 05:47 PM CDT	Jul-20-2022, 06:07 PM CDT	2717 Westward Dr, Nacogdoches, TX 75964, USA	00:20:37	Colorado Group	

Idling

The **Idling Report** shows you whether your vehicles exceeded your set idling time. Idling refers to the state when your vehicle's ignition is ON, but the vehicle is not in motion. This report provides details such as the idling alert setting, duration, location.

Idling Report
From Jul-01-2022 12:00 AM To Jul-20-2022 11:59 PM

Most Recent | BY VEHICLE | BY DRIVER | BY GROUP | BY TAG | BY TIME

Search: On: DATE Show entries: 100 Show/Hide Columns

DATE	VEHICLE NAME	MAP	Idling Alert Setting	DURATION	Address	GROUP NAME
Jul-01-2022, 08:45 AM CDT	Ironman Ford F250		10m	00:11:58	9365 36 Rd, Cadillac, MI 49601, USA	Ironman
Jul-01-2022, 09:45 AM CDT	Ironman Ford F250		10m	00:10:58	Cadillac Dr, Lake, MI 48632, USA	Ironman
Jul-01-2022, 12:03 PM CDT	Thor Toyota Camry		10m	00:13:01	451 W Interstate 30, Garland, TX 75043, USA	Default Group
Jul-01-2022, 12:57 PM EDT	Jeffro Fiero - Subaru		10m	00:11:13	648 Downtown Pike, West Chester, PA 19382, USA	Default Group
Jul-01-2022, 01:38 PM MDT	Charolette's Beast		10m	00:23:07	Wal-Mart, 1835 East Main Street, Cortez, CO	Default Group

Diagnostics: Understanding Which Vehicles Need Maintenance

The **Diagnostics Summary Report** shows the number of **Diagnostic Trouble Codes (DTC)** sent by our GPS Tracking devices for each vehicle in your fleet. This helps you determine when your vehicles need maintenance.

REPORTS

Diagnostics Report

From Jul-01-2022 12:00 AM To Jul-20-2022 11:59 PM

Export Schedule

ALL REPORTS

- Alert
- Back Up Detection
- Breadcrumb
- Cornering
- Diagnostics**
- PhoneMonitor
- Driver History
- Driver Score
- Fuel
- Geofences
- Idling
- Login / Logout
- Panic
- Posted Speed
- PTO
- Safety Cam

MOST RECENT BY VEHICLE

Search On: Vehicle Show entries: 100 Show/Hide Columns

Vehicle	Driver	Diagnostic Codes Co...	Group	Region	Division	Asset No
Earl Gray	Anndi Crawford	1	Default Group	-	-	-
Ironman Ford F250	Jack IM	1	Ironman	Default Group	-	-
Thor Toyota Camry	Chris Cairns	1	Default Group	-	-	-
Zia's Vehicle	Bruce Driver	2	Azuga Northeast	Default Group	-	-
Jeff's Car	Jeff Smith	1	Default Group	-	-	-

To determine which vehicles need maintenance, select the Vehicle name and view the DTC Trips Report. You will see a series of codes; review these to locate issues. You can select "Know More" to read a detailed description of the code.

Review the Repair Importance and Repair Difficulty columns to schedule maintenance accordingly. Importance and Difficulty are rated on a scale of 1 - 3: 1 being Easy and 3 being Hard.

If the ECU (Electronic Control Unit) of the vehicle is able to provide us with the codes, our devices will draw the data so we can make them available in this report. However, not all the vehicles will be able to provide you with trouble codes; it depends upon the make, model and year of manufacture of the vehicles.

Alerts: Reviewing Violations Across Your Fleet

The **Alert Report** enables you to view all violations made by your fleet. You may also receive emails when alerts occur, depending on your notification settings, but this report makes it easy to track and view alerts from a single place over time.

REPORTS

Alert Report

From Jul-01-2022 12:00 AM To Jul-20-2022 11:59 PM

Export Schedule

ALL REPORTS

- Alert**
- Back Up Detection
- Breadcrumb
- Cornering
- Diagnostics
- PhoneMonitor
- Driver History
- Driver Score
- Fuel
- Geofences
- Idling
- Login / Logout
- Panic
- Posted Speed
- PTO
- Safety Cam

MOST RECENT BY ALERT TYPE BY VEHICLE BY GROUP

Search On: VEHICLE/ASSET Show entries: 100 Show/Hide Columns

DATE	VEHICLE/AS...	MAP	DRIVER	ALERT TYPE	ALERT NAME	ALERT SETT...	ALERT DURA...	ADDRESS	GROUP
Jul-20-2022 11:55 PM CDT	Ford F-250		Andy Flower	Not Tracking	Standard Not Tracking Alert	Start Time - 12:00 PM CDT End Time - 11:59 AM CDT Not Tracking for -5m	00:06:00	10338 E Summit Canyon Dr, Houston, TX 77095, USA	Default Group
Jul-20-2022 11:30 PM CDT	BSA - AE01		2201503035	Not Tracking	Standard Not Tracking Alert	Start Time - 12:00 PM CDT End Time - 11:59 AM CDT Not Tracking for -5m	00:05:00	1144 State Hwy 112, Clarksville, TN 37040, USA	BSAM
Jul-20-2022 10:55 PM CDT	Ford F-250		Andy Flower	Not Tracking	Standard Not Tracking Alert	Start Time - 12:00 PM CDT End Time -	00:06:00	10338 E Summit Canyon Dr, Houston, TX	Default Group

Once you generate the report, you can view alerts on the map, as well.

State Mileage: Reviewing Mileage Across Your Fleet

The **State Mileage Report** shows the miles travelled by your vehicles across states.

The screenshot shows the 'State Mileage Report' interface. The top navigation bar includes 'LIVE', 'DASHBOARD', 'SAFETYCAM', 'REWARDS', 'COACH', 'REPORTS' (highlighted), 'MAINTENANCE', 'ELOGS', and 'ADMIN'. The left sidebar lists various report categories, with 'State Mileage' highlighted. The main content area displays the report title 'State Mileage Report' with a date range from Jul-01-2022 12:00 AM to Jul-20-2022 11:59 PM. Below the title are tabs for 'MOST RECENT', 'BY VEHICLE', 'BY GROUP', 'BY STATE', 'BY TAG', and 'BY DATE'. A search bar and a dropdown menu for 'On: VEHICLE/ASSET' are present. The report shows a table with columns: VEHICLE/ASSET, STATE, COUNTRY, TOTAL DISTANCE TRAVELED, Duration, and GROUP. The data rows are:

VEHICLE/ASSET	STATE	COUNTRY	TOTAL DISTANCE TRAVELED	Duration	GROUP
9430001850	Tennessee	US	-	00:06:20	Default Group
BSA - NTO1	Tennessee	US	357.72 Miles	355:26:10	BSAM
RV Clark	New Mexico	US	937.28 Miles	202:25:49	Partnership
Moraga Shuttle	California	US	624.29 Miles	394:03:14	Bay Area Group
Zia's Vehicle	Missouri	US	198.4 Miles	323:03:59	Azuga Northeast

The report includes the following information:

- **Vehicle name**
- **State**
- **Total Distance Traveled**

Posted Speed: Reviewing PSL Violations Across Your Fleet

The **Posted Speed Report** lists all the Posted Speed Limit (PSL) violations of your fleet.

The screenshot shows the 'Posted Speed Report' interface. The top navigation bar is the same as the previous screenshot, with 'REPORTS' highlighted. The left sidebar lists various report categories, with 'Posted Speed' highlighted. The main content area displays the report title 'Posted Speed Report' with a date range from Jul-01-2022 12:00 AM to Jul-20-2022 11:59 PM. Below the title are tabs for 'MOST RECENT', 'BY VEHICLE', 'BY DRIVER', 'BY GROUP', and 'BY TAG'. A search bar and a dropdown menu for 'On: VEHICLE' are present. The report shows a table with columns: DATE, VEHICLE, DRIVER, POSTED SPEED, SPEED, OVER LIMIT, ADDRESS, GROUP, and REGION. The data rows are:

DATE	VEHICLE	DRIVER	POSTED SPEED	SPEED	OVER LIMIT	ADDRESS	GROUP	REGION
Jul-19-2022 04:30:32 PM EDT	CJ Hyundai	Brian Stuart	15 MPH	16 MPH	1 MPH (6.67%)	HOV Rd, Newark, NJ 07114, USA	CJ Group	Default
Jul-19-2022 04:29:32 PM EDT	CJ Hyundai	Brian Stuart	30 MPH	42 MPH	12 MPH (40.0%)	HOV Rd, Newark, NJ 07114, USA	CJ Group	Default
Jul-19-2022 04:27:32 PM EDT	CJ Hyundai	Brian Stuart	40 MPH	43 MPH	3 MPH (7.5%)	US-1, Newark, NJ 07114, USA	CJ Group	Default
Jul-19-2022 04:26:32 PM EDT	CJ Hyundai	Brian Stuart	40 MPH	54 MPH	14 MPH (35.0%)	NJ-81, Elizabeth, NJ 07201, USA	CJ Group	Default
Jul-19-2022 04:22:32 PM EDT	CJ Hyundai	Brian Stuart	55 MPH	62 MPH	7 MPH (12.73%)	I-95, Elizabeth, NJ 07202, USA	CJ Group	Default

Each report includes the following information:

- **Posted Speed** on the street where violation occurred
- **Speed** of the vehicle
- **Over Limit** which indicates by how many mph the vehicle was over the **Posted Speed**.

Filtering by Speed Overage

You can generate a **Posted Speed Report** based on a set speed overage, like 5 mph over the PSL.

To filter and generate a report based on PSL overage:

1. Select the radio button **PSL by** under Speed Filters.
2. Enter the desired mph or percent over the PSL.
3. Click **Generate Report** to see the results.

Driver History: Review Driver Specifications Across Your Fleet

The **Driver History Report** shows the drive time and distance travelled for each of your drivers after they are associated with a vehicle.

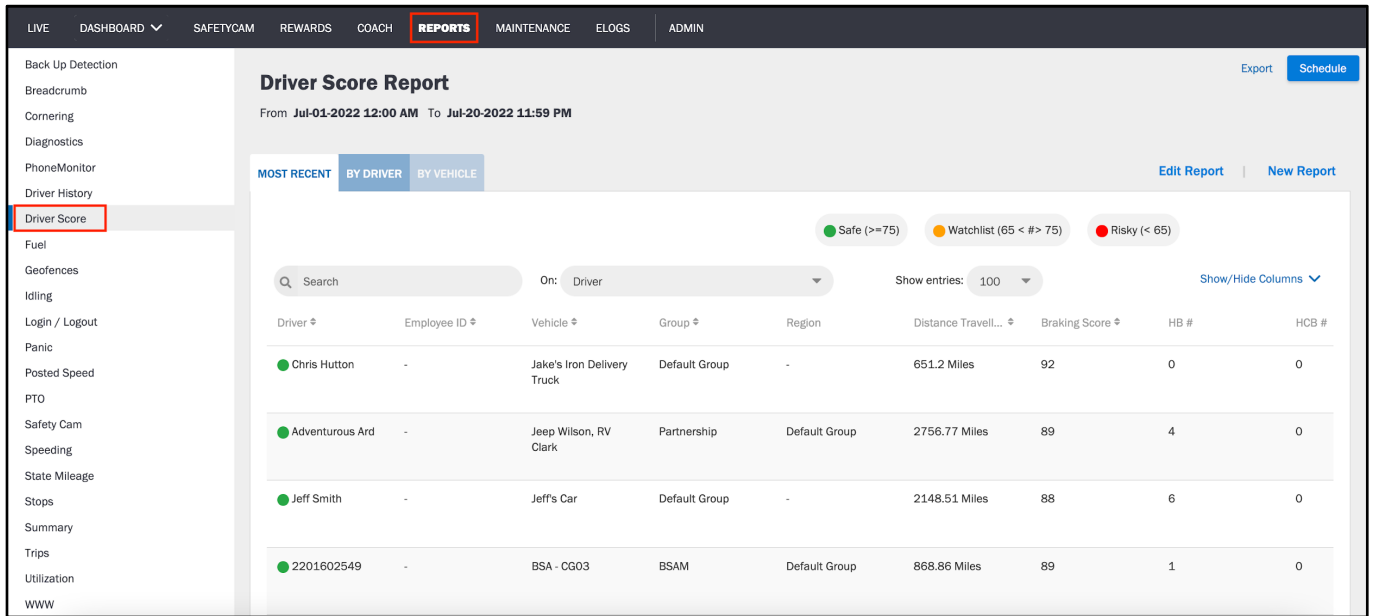
Driver	Employee ID	Vehicle	Start Time	End Time	Drive Time	Distance Travelled	Asset No
Scott DiMuzio	-	Elena	Feb-11-2022 01:30 PM EST	-	12d 13h 1m 20s	7553.14	-

This report includes:

- **Driver name**
- **Vehicle name**
- **Start Time**
- **End Time** - when the driver and vehicle are no longer associated
- **Drive Time** in total
- **Distance Travelled**

Driver Score: Examining Driver Safety Across Your Fleet

The **Driver Score Report** shows the Safety Score that each driver has achieved. You can view a score for Braking, Speeding, Acceleration, Idling, Distracted Driving, Cornering and Seatbelt Usage in the table per driver. These scores, along with several other factors, determine the overall **Safety Score**. You can generate this report over a variety of date ranges: Yesterday, Weekly, Monthly, Quarterly or Custom Dates.



Scoring a Driver

We calculate a driver's final Safety Score by weighting each sub-score: Braking, Speeding, (Optional: Acceleration, Idling, Distracted Driving, Cornering and Seatbelt Usage). The Safety Score is available to Fleet Admins within the Rewards tab and Driver Score Report, and available to drivers within the Azuga Fleet Mobile app.

- Braking considers the number of braking events (both HB and HCB) for a driver.
- Speeding considers the number of speeding events and the number of PSL violations for a driver. We also consider the peak speeds and duration of these violations as well as the speeding intensity.
- Acceleration considers the number of SA events of a driver.
- Idling considers idling duration out of the total trip duration. Additionally, it can consider the idling count (if configured).
- Distracted Driving considers the number of distracted events for a driver.
- Cornering considers the number of cornering events for a driver.
- Seatbelt considers % of seatbelt usage duration out of the total trip duration for a driver.

We also take into account when the event occurred, the weather conditions, and if the driver experienced traffic, before arriving at the final Safety Score.

The Safety Score assigns the driver to one of the following categories, which can help you determine which drivers to reward:

Score	Category of Driver
75 or above	Safe
Between 65 and 74 (both inclusive)	Watchlist
64 or below	Risky

Scheduled Reports: Enabling and Sharing Reports on a Recurring Basis

Scheduled Reports allow you to receive reports on a self-defined, recurring schedule. You can send the scheduled report to yourself and others within or outside of the system. Once scheduled, these reports are sent via email as attachments, without any need to log into the Azuga Portal.

Action	NAME	TYPE	ASSOCIATED...	SETTING	REPORTS SE...	REPORTS C...	LAST RUN	NEXT RUN	EXPIRY
✕ 🗑️	PhoneMonitor Report Alan	Distracted Report	Ross Ingham John Smith qwerty testdelete2 More >>	Group Admin: Yes	-	-	Aug-02-2022, 02:31 AM EDT	Aug-02-2022, 05:19 PM EDT	Dec-16-2022 07:00 PM EST
✕ 🗑️	PhoneMonitor Report Super	Distracted Report	Ross Ingham John Smith qwerty testdelete2 More >>		Rick Gaswirth	-	Aug-01-2022, 10:46 AM EDT	Aug-02-2022, 10:46 AM EDT	Dec-20-2022 07:00 PM EST
✕ 🗑️	PhoneMonitor Report Super test	Distracted Report	Ross Ingham John Smith qwerty testdelete2 More >>	Test A	aravindk@azuga.com bhaktim@azuga.com	-	Jul-21-2022, 01:24 AM EDT	Aug-21-2022, 01:24 AM EDT	Dec-20-2022 07:00 PM EST

To schedule a report:

1. Select the type of report under **REPORTS** and click **Schedule** from the top-right.
 1. In the example above, Fuel Report is selected.
2. Select **Schedule**.
3. Configure the report to include the vehicles, drivers, and more that fit your needs.
4. Select who to send the report to.
 1. Select the type of user and/or the specific Azuga user who should receive the report under **Send Reports to**.
 2. If the recipients are outside of the Azuga system, enter their email addresses under **CC to**.
5. Set the time interval under **Report Run Frequency**: Daily, Weekly, Monthly, and more.
6. Set the day and time under **Report Delivery** that you want to receive the report on a recurring basis.
 1. Select "Never" under **Expiration** if you want to receive the report indefinitely. Otherwise, choose a date.
7. Choose the file type you want to receive - PDF or Excel spreadsheet - under **Report Format**.
8. Select **Schedule**.

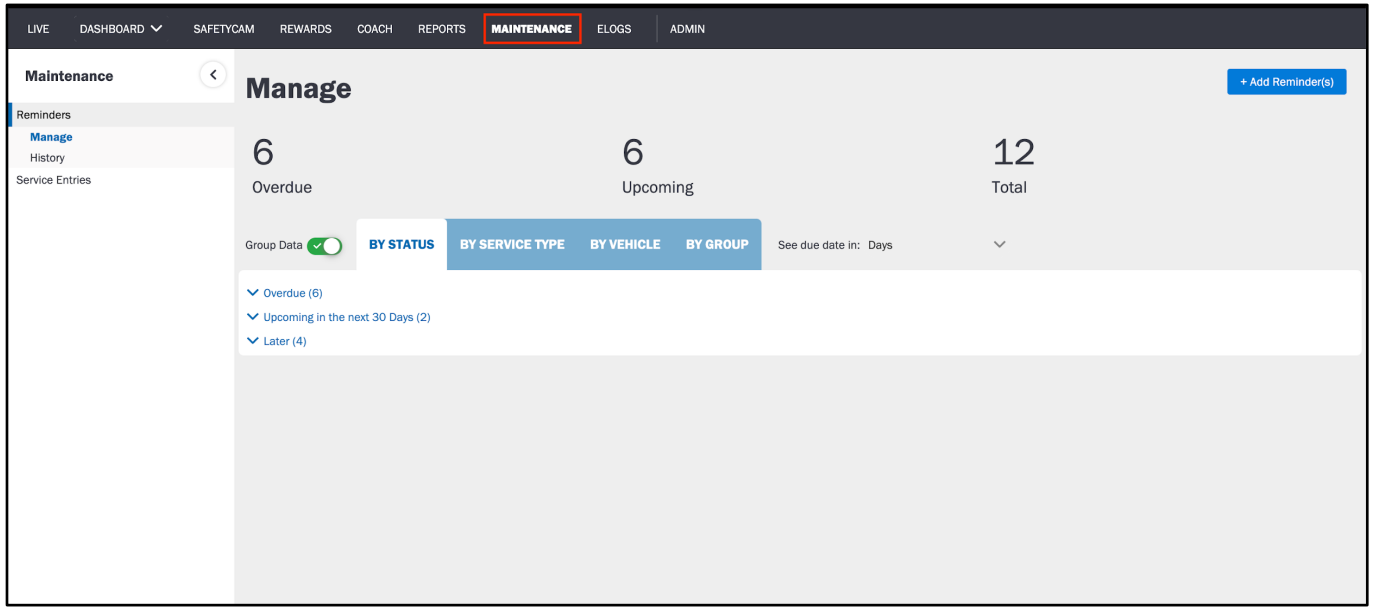
The recipients will see the report in their inbox on the specified day and time moving forward.

Maintenance

On the **MAINTENANCE** tab, you can log and categorize maintenance services as well as the cost incurred. You can also configure maintenance email reminders to ensure that you service vehicles in a timely manner.

For a video explanation of the Maintenance section, please refer to the following link:

Maintenance Video



Setting Up a Maintenance Reminder

To create one or more maintenance reminders for a single vehicle:

1. Click on the button **Add Reminder(s)**.
2. Recommended: Name the reminder after the relevant vehicle to identify it easily.

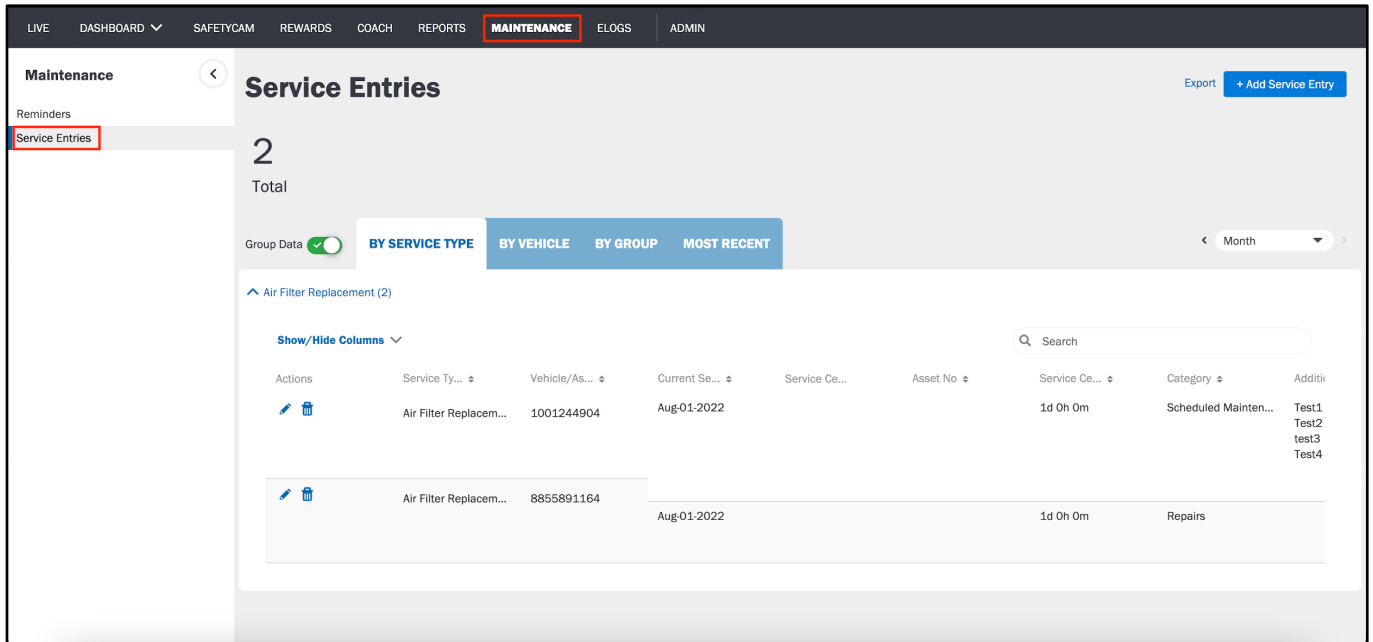
The screenshot shows the "Add Reminder(s)" form. At the top left is a "< Back to Reminders" link and a refresh icon. At the top right is an "Upload a spreadsheet instead" link. The form includes a "Service Reminders notify users on vehicles and assets requiring a maintenance check, thereby helping minimize vehicle and assets downtime in your fleet." section, followed by a "By Default, reminders are sent on the following schedule depending upon your selected parameters" section with a list of default settings: 500 Miles before the mileage exceeds set mileage parameter, 7 days before set service time interval, and 100 hours before engine run time exceeds set run time parameter. Below this is a "Change reminder schedule" link. The "Select Vehicle/Asset *" dropdown is set to "0020687047". The "Reminder and Notification Parameters *" section contains fields for "Service Type" (Air Filter Replacement), "Last Service Date" (07/20/2022), "Mileage(Miles)" (5000), "Engine Run Time(Hrs)" (600), and "Time Interval" (3 Month(s)). An "Add Service Type" link is below. The "Alert Name *" field contains "Standard Maintenance Alert". The "Send Reminders to *" dropdown is set to "1 items selected" and the "CC" field is empty. The "Send email alert to" section has "Group Admin" checked and "Paired Driver" unchecked. The "Alert Notification" section has "On" selected. At the bottom right are "Cancel" and "Save" buttons, with the "Save" button highlighted with a red box.

3. Select the **Vehicle** from the dropdown.
4. Scroll down the page to select the type of service and set the timelines for the reminders.
 1. For example, check "Mileage" and enter the number of miles.
 1. Then select "Miles before the mileage exceeds" under **Send Reminders to**.
 2. Enter the number of miles before the mileage is met that you wish to receive the reminder.
5. (optional) Select the Add button on the right-hand side of Choose Maintenance Parameters to add another service type for this vehicle. Repeat until each vehicle has all desired services.
6. Lastly, select the person who needs to receive the reminders.

7. Select **Save**.

Logging Service Entries

The **Service Entries** page allows you to log any service that was completed for your vehicles.



To log Service Entries:

1. Select **Add Service Entry**.
2. Choose the vehicle name from the dropdown **Select Vehicle/Asset**.

Add Service Entry

After service entries are created, you will be able to edit each one individually. Service Entries will auto reset the Service reminder on corresponding vehicles and assets. Service Entries help in book keeping of vehicles and assets service history

Select Vehicle/Asset *
1001244904

Category *
Scheduled Maintenance

Service Date *
08/02/2022

Service Cost * Total By Parts
\$ 35

Service Performed *
Select Service Type

- Air Filter Replacement x
- Brake Inspection x

Odometer
13420

Service Center

Engine Hours
1700

Invoice Number
382/K8/219

Comments

Upload Multiple Service Entries:

Choose File .xlsx files only

No File Chosen

[Upload Spreadsheet](#)

[Download a sample spreadsheet](#)

Attachments

[Upload Attachment](#)

Reset Last Service Date

[Cancel](#) [Save](#)

3. Enter the **Service Date**.
4. Enter the **Odometer** reading when the vehicle arrived at the shop.
5. Select the relevant Category of maintenance from the dropdown:
 1. Values include Scheduled, Unscheduled, Repairs, and Fuel Transaction.
6. Enter the **Service Cost** incurred by the maintenance.
7. (optional) Enter the **Services Performed**.

8. Enter the **Service Center** name.
9. Enter the **Invoice Number**.
10. Attach the scanned copies of your invoice if you have it.

Attachments

Reset Last Service Date ?

Checking this ensures the date entered in the service entry will automatically update on the relevant maintenance reminder. Checking this eliminates the need to manually update the reminder with the last service date.

Admin

Vehicles Overview

Navigate to the **Vehicles** page within **ADMIN** to view, add, and update vehicle information.

For a video explanation of the Vehicles section, please refer to the following link:

[Vehicles Video](#)

The screenshot shows the 'Admin' section of a fleet management application, specifically the 'Vehicles' page. The page title is '142 Vehicles'. Below the title, there is a search bar and a dropdown menu for 'On: Vehicle'. The main content is a table with the following columns: Action, Vehicle, Group, Driver, Device Serial Num..., SafetyCam, Make, and Model. The table contains 142 records, with the first few rows visible. At the bottom of the table, it says 'Showing 1 - 50 of 142 records'.

Action	Vehicle	Group	Driver	Device Serial Num...	SafetyCam	Make	Model
Edit Delete Refresh	Jeep Wilson	Partnership		2201403304	1921510794	JEEP	Wrangler
Edit Delete Refresh	DES MOBILE 1	Colorado Group	Des B	7082461338		Lexus	ES
Edit Delete Refresh	Scarlet O	Default Group	Susan Green	8080781033		FORD	Explorer
Edit Delete Refresh	Subaru Legacy	Cleveland	Princess Lauren	1112304202		SUBARU	Legacy
Edit Delete Refresh	CJ Hyundai	CJ Group	Brian Stuart	0051185100		HYUNDAI	Tucson
Edit Delete Refresh	Josh's car	Default Group		1112803837		BMW123	bmw2021
Edit Delete Refresh	1112403253	Default Group	1112403253	1112403253			
Edit Delete Refresh	1112401617	Default Group	1112401617	1112401617			
Edit Delete Refresh	1112501609	Default Group	1112501609	1112501609			
Edit Delete Refresh	BST Dodge 2500	Colorado Group	Catyn Allen	1091402269		DODGE	Ram
Edit Delete Refresh	1112505828	Default Group	1112505828	1112505828			

You can adjust one or more of these fields:

- **Make, Model and Year** of manufacture
- **VIN** - a 17-digit, unique code assigned to the vehicle by the manufacturer
 - This typically updates automatically. However, you have the option to enter it manually if needed.
- **Initial Odometer**
 - When updating a vehicle, you can define only the Initial Odometer reading. This is automatically stored as the Current Odometer reading. When the vehicle adds more miles, the Current Odometer automatically updates accordingly.
- **Type of Ownership**
 - Company owned, Employee owned, Leased or Rented
- **Type of Vehicle**
- **Type of Fuel**

To add a vehicle:

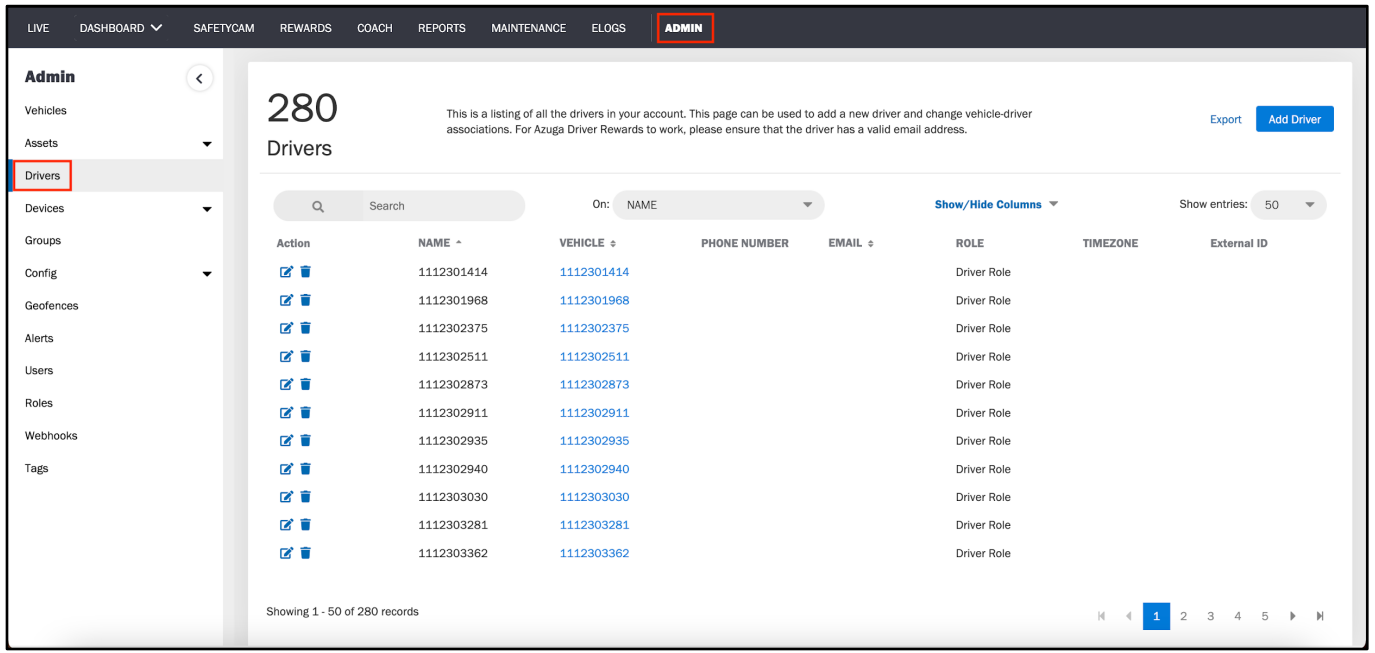
1. Select **Add Vehicle** at the top of the page.
2. Edit any of the fields as you see fit.
3. Select **Submit**.

Drivers & App Overview

The **Drivers** tab displays all the drivers in your fleet.

For a video explanation of the Drivers section, please refer to the following link:

[Drivers Video](#)



From here, you can create or update driver profiles as well as modify associations between vehicles and drivers. You can modify the driver's name, phone number, email address, time zone and role in the system.

The 'Update Driver' form is a multi-column layout. It includes fields for:

- Profile Picture:** A placeholder image with an 'Upload Photo' button.
- Time Zone:** A dropdown menu set to 'Eastern Time'.
- Role:** A dropdown menu set to 'Driver Role'.
- Associated Vehicle:** A dropdown menu set to '1112302873'.
- Driving License date of issue:** A date picker.
- Driving License Expiry Date:** A date picker.
- Driving License Issue State:** A dropdown menu set to 'Select'.
- Phone Number:** A field with a '+1' prefix and a numeric input.
- Dot Hours of Service:** Radio buttons for 'Yes' and 'No'.
- Username, Email Address, Password:** Text input fields.
- Documents Upload:** A section for uploading PDF files, currently showing 'No file chosen'.

 At the bottom, there are 'Cancel' and 'Submit' buttons.

When we add a GPS Tracking device to your account, we automatically create a placeholder vehicle and driver for the device. You can then proceed to pair with a different vehicle and associate the appropriate driver to the vehicle. You can manually associate drivers with vehicles in the Azuga Portal, or use Beacons, or the driver can associate himself with a vehicle through the Azuga Fleet Mobile app.

The Azuga Fleet Mobile app pairs a driver with a vehicle using the Bluetooth in their mobile phone.

The drivers can also review their scores and the trips they've completed, tag their trips as personal or business, view location information, and more from within the app.

Devices Overview

Devices within the **ADMIN** tab is a listing of all Azuga devices in your account. This includes Devices, Beacons, External Devices, Sensors, and SafetyCams.

Admin

Vehicles

Assets

Drivers

Devices

Beacons

Sensors

Tablets

SafetyCams

Groups

Config

Geofences

Alerts

Users

Roles

Webhooks

Tags

170 Devices

This is a listing of the Azuga devices in your account. This page is used exclusively by Azuga's order processing and fulfillment personnel to create devices in your account at the point of shipment and ensure that the web portal is ready for your use.

Export Add Device

Search On: SERIAL NUMBER Show/Hide Columns Show entries: 50

Action	SERIAL NUMBER	VEHICLE/ASSET	Device Type	Group	WIRELESS CARRI...	Config Version	IMEI
✓ ✕	9330001066	9330001066	Asset Tracker	Default Group	89011703278750...		860977050058708
✓ ✕	2201403304	Jeep Wilson	Datalogger	Partnership	89011703278781...	FL.2401M	352602117413820
✓ ✕	9898912522	Hitachi Blower	Asset Tracker	Default Group	98989601332876...		989893562547387
✓ ✕	3189898989	Trailer #21	Asset Tracker	Default Group	31898989893189...		31898989893189...
✓ ✕	9430000520	9430000520	Asset Tracker	Default Group	89011703278752...		865323050037357
✓ ✕	7082461338	DES MOBILE 1	Datalogger	Colorado Group	89011703278124...	CZ.601	353466074445137
✓ ✕	8080781033	Scarlet O	Datalogger	Default Group	89011703278186...	CZ.601	352580085717572
✓ ✕	1112304202	Subaru Legacy	Datalogger	Cleveland	89011703278779...	FL.2401M	352602116737799
✓ ✕	0051185100	CJ Hyundai	Datalogger	CJ Group	89011703278433...	FL.2401M	015169000813978
✓ ✕	1112803837	Josh's car	Datalogger	Default Group	89011703278638...		352602116934107
✓ ✕	1112403253	1112403253	Datalogger	Default Group	89011703278762...		352602116778264

Showing 1 - 50 of 170 records

Azuga's order processing and fulfillment personnel use this to create devices in your account at the point of shipment and to ensure that your web portal is ready for your use. As such, you cannot make any changes to Devices; we provide this information for tracking and transparency.

The total count of each device type in your account is visible on the top right-hand side within each page.

Beacons Overview

Beacons power vehicle-to-driver assignment. A beacon is a credit card-shaped device that sends out Bluetooth signals. The GPS Tracking device installed in a vehicle has a Bluetooth feature in it that receives these signals and helps identify the driver based on who the beacon is assigned to.

Admin

Vehicles

Assets

Drivers

Devices

Beacons

Sensors

Tablets

SafetyCams

Groups

Config

Geofences

Alerts

Users

Roles

Webhooks

Tags

64 Beacons

This is a listing of Azuga Beacon cards in your account. This page is used exclusively by Azuga's order processing and fulfillment personnel to create beacons in your account at the point of shipment and ensure that the web portal is ready for your use.

Export Add Beacon

Search On: SERIAL NUMBER Show entries: 50

Action	SERIAL NUMBER	MAC ADDRESS	DRIVER	LAST DETECTED AT	LAST VEHICLE DETECTED IN
✓ ✕	1396152202	139605225256		Not Detected	Vehicle Not Detected
✓ ✕	2981000753	FF7E34C4503C	Darren Pardue	Aug-1-2022, 12:32	9060905478
✓ ✕	2981000911	FF7E34C450DA		Dec-7-2020, 5:54	Vehicle Not Detected
✓ ✕	2981001737	FF7E34C45414		Jul-23-2022, 4:22	RV Clark
✓ ✕	2981001826	FF7E34C4546D		Jul-23-2022, 4:22	RV Clark
✓ ✕	2981005723	FF7E44534F2B		Not Detected	Vehicle Not Detected
✓ ✕	2981005725	FF7E44534F2D		Not Detected	Vehicle Not Detected
✓ ✕	2981005726	FF7E44534F2E		Not Detected	Vehicle Not Detected

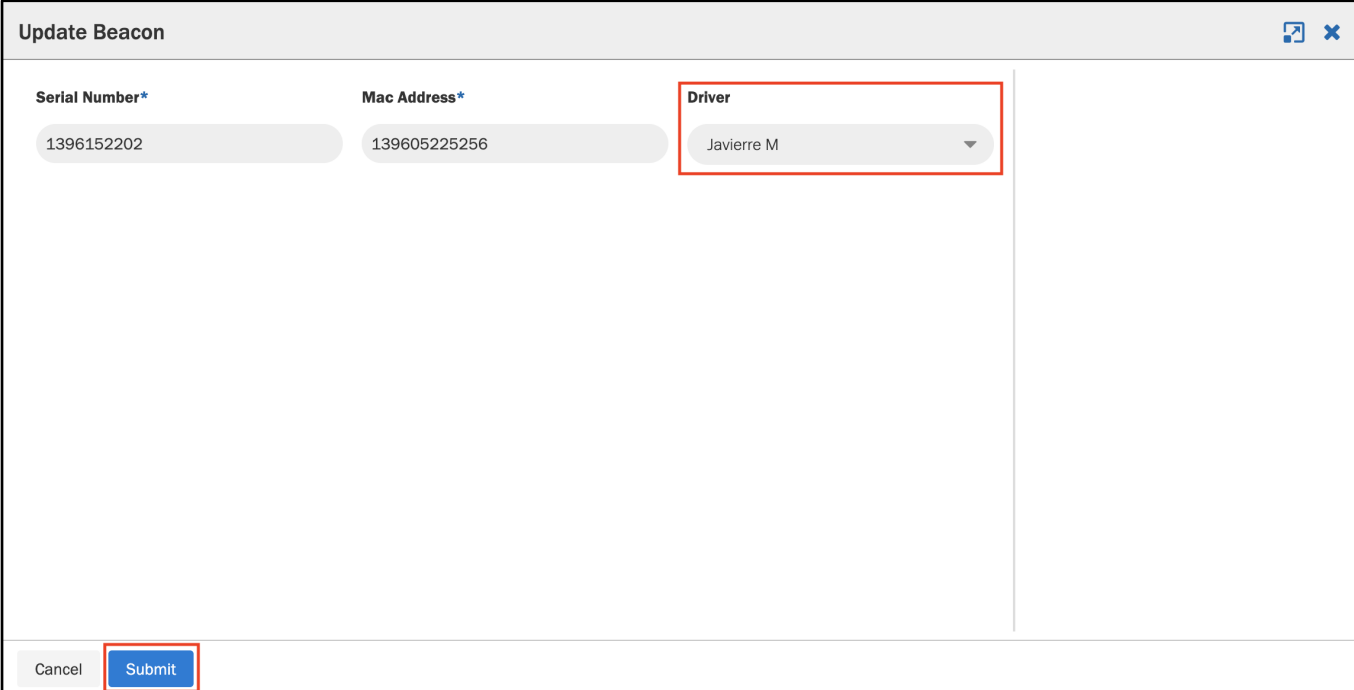
Showing 1 - 50 of 64 records

You can view each of your beacons, when they were last detected, and in which vehicle they were detected from the Beacons page.

Associating a Driver with a Beacon/Vehicle

To associate a driver with a beacon from the Azuga Portal:

1. Select **Beacons** from within **Devices** in the **ADMIN** tab.
2. Select the pencil icon.
3. Select the **Driver** from the dropdown.



The screenshot shows a modal window titled "Update Beacon". It contains three input fields: "Serial Number*" with the value "1396152202", "Mac Address*" with the value "139605225256", and "Driver" with a dropdown menu showing "Javierre M". The "Driver" dropdown and the "Submit" button at the bottom are highlighted with red boxes.

4. Select **Submit**.

Groups Overview

You can organize vehicles based on a number of criteria from the **Groups** tab. You can group by their base location, the kind of tasks that these vehicles undertake on a daily basis, or the type of vehicles.

Creating a Group

To create a Group:

1. Select **Add Group**.

2. Enter the **Group Name**.

Add Group ✕

Group Name *	Description
Mayer Security and Tracebility	MST Group Demo GPS
Administrator *	Parent Group *
Antonio Martinez ✕	United States
Map Icon	Config *
<input type="radio"/> Background Color	Default Configuration
<input type="radio"/> Text Color	

Cancel **Submit**

3. Select a Group **Administrator** from the dropdown to identify who will head the Group.
 1. **Note:** Group Administrators can only view the vehicles in their Groups.
4. Select the appropriate tracking settings from the **Config** dropdown.
5. Under **Parent Group**, you can either choose the Default Group or any other Group as the parent group of the one being created.
6. Select **Submit**.

Config

The **Config** page allows you to configure the GPS tracking parameters for your GPS Tracking devices. The system comes with default settings that you can adjust or the option to create your own configurations.

These are out of the box settings for device GPS tracking intervals and web portal look-and-feel. Out-of-the-box, Azuga comes with a default configuration which tracks vehicles every 2 minutes when the ignition is ON and every 4 hours if the ignition is OFF. This setting can be changed based on your fleet requirements. The lowest tracking interval is 2 mins. Sub 2 minute tracking requires an additional charge of \$1.99 per vehicle per month. Queclink asset trackers comes with a default configuration which tracks assets every 60 minutes when asset is in motion and every 24 hours if asset in NOT in motion

Export [Add Configuration](#)

Search On: All Show entries: 50 Show/Hide Columns

Action	CONFIGURATI...	DESCRIPTION	DEVICE	IGNITION ON I...	IGNITION OFF ...	TRACKING OP...	BUZZER	GROUPS
Edit Delete	Kim's Buzzer	Kim's Buzzer	Data Logger Asset Tracker	Data Logger : Tracking Interval: 1m Asset Tracker : Tracking Interval: 60m	Data Logger : Tracking Interval: 24h Asset Tracker : Tracking Interval: 24h	Tracking Interval : Track 24/7	Data Logger : Disabled	-
Edit Delete	Default Configuration	Default Configuration	Data Logger Asset Tracker	Data Logger : Tracking Interval: 1m Asset Tracker : Tracking Interval: 60m	Data Logger : Tracking Interval: 24h Asset Tracker : Tracking Interval: 24h	Tracking Interval : Track 24/7	Data Logger : Disabled	Erin Charlotte Las Vegas Center 1A1 test purpose Trainees 2021 Rich MST group demo GPS VAS A nice place to live

Showing 1 - 6 of 6 records

The default tracking settings are:

- once every 10 minutes when the Ignition is **On**
- once every 4 hours when the Ignition is **Off**

You can change the tracking interval for Ignition On down to 2 minutes and change the interval for Ignition Off down to 1 hour, free of charge.

In order to reduce the tracking interval for "Ignition On" below 2 minutes, you must contact Azuga directly. The cost for this change is \$1.99 per vehicle, per month.

Geofences Overview

A **Geofence** is an imaginary boundary you can set up around a specific address to track whether your vehicles travel within a certain area. In the Azuga Portal, you can configure alerts based on when a vehicle in your fleet enters or exits the geofence.

For a video explanation of the Geofences section, please refer to the following link:

[Geofences Video](#)

Creating a Geofence

To create a Geofence:

1. Go to **Geofences** in the **ADMIN** tab.
2. Click **Add Geofence**.

- Choose the Center location for the geofence. You can select Enter a new address to manually enter the address of the geofence.

- Enter the **Name** of the Geofence.
- Select **Geofence Type**:
 - Select the radio button **Circular** for a circular boundary.
 - Select **Polygon** to mark and connect your own points on the map to create the boundary.
- Set the alert conditions for vehicles entering and exiting the geofence.
 - Select the person who should receive these alerts from the drop down.
- Set up alert cadence under **Send Emails**.
 - As soon as each alert occurs** or **as a summary of alerts once per hour**
- Select **Submit**.

Alerts Overview

The **Alerts** page displays every notification of violations incurred by your fleet. You receive an email notification based on the alert configuration. These four alerts are enabled by default: Speeding, Idling, Stop, and Low

Battery. You can also set email alerts for **Check Engine Light**, **Device Plugged In/Unplugged Alert**, **Not Tracking**, and **Unauthorized Vehicle Usage** and several other alerts.

For a video explanation of the Alerts section, please refer to the following link:

[Alerts Video](#)

86 Alerts

Use this page to set up alerts for Speeding, Idling, Hard Braking, Low Battery, Check Engine Light On, Unauthorized Usage and many more. Azuga comes with many of these enabled out-of-the-box. You can choose to enable even more or disable existing ones depending on the needs of your business.

Export Add Alert

Search On: All Show entries: 50 Show/Hide Columns

Action	NAME	TYPE	SETTING	Associated Groups/Vehi...	Muted
	Standard SafetyCam Button Pressed Alert DL	SafetyCam Button Pressed	Work Hours : Track 24/7 Send Email: Yes Web: No Mobile: No Group Admin: No Paired Driver: No	-	No
	Standard SafetyCam Button Pressed Alert	SafetyCam Button Pressed	Work Hours : Track 24/7 Send Email: Yes Web: No Mobile: No Group Admin: No Paired Driver: No	CJ Hyundai	Yes
	Standard Low Battery Alert	Low Battery	Work Hours : Track 24/7 Send Email: Yes Web: No Mobile: No Group Admin: No Paired Driver: No	-	No
	Standard Fuel Location Exception - Dallas	Fuel Location Exception	Work Hours : Track 24/7 Send Email: Yes	-	No

Adding an Alert

To add an alert notification:

1. Select **Add Alert**.
2. Select the **Alert Type**.
3. Enter the **Alert Name**.
4. Specify the alert parameters.
5. Set the reminder frequency.
6. Toggle the **Alert Notification** to On.
7. Specify the **Group** the alert applies to.
8. Specify the recipients of the notification. For example, group admins get the alerts for their groups if the 'Group Admin' box is checked.
9. Select **Add Alert**.

Updating Configuration of an Alert

To change the alert parameters:

1. Select the pencil icon on the left hand side of the screen.
2. Update the alert with your desired parameter(s).
3. Select **Update Alert**.

Check Engine Light Overview

If you enable this alert, you will receive a notification when the engine light in a vehicle turns on. You will see the DTC and a brief description in the alert email.

Add Alert

Alert Type*
Check Engine Light

Alert Name*
Standard Check Engine Light Alert

What Group/Vehicle should be monitored?*
Search Group or vehicle

- Default Group
- 0080101363
- 1081402091
- 1091504559
- 1091505151
- 1102104446
- 1102105578
- 1112301414
- 1112301968

Apply this alert at group level

Group Alerts

Cancel Add Alert

Roles Overview

Before creating a user, you need to determine the level of access he or she will need - consider whether they need all or just a group of permissions that you have. The **Roles** page enables you to view and create roles so you can grant the proper access to others in the system.

Creating a Role

To create a role:

1. Click on **Add Role**.

2. Enter a **Role Name**.

Add Role

Role Name *
Reports_Only

Description
Access to all reports

Capabilities *
Allow this role to see the following reports and have the following permissions in the Admin section. These selections will override selections in the Basic tab.

	Live Maps	Reports	Dashboard	Elogs	Admin	Mobile	Notification
Beacons		<input checked="" type="checkbox"/> View		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Vehicles		<input checked="" type="checkbox"/> View		<input checked="" type="checkbox"/> Edit		<input checked="" type="checkbox"/> Create	<input checked="" type="checkbox"/> Deactivate
Users		<input checked="" type="checkbox"/> View		<input checked="" type="checkbox"/> Edit		<input checked="" type="checkbox"/> Create	<input checked="" type="checkbox"/> Deactivate
Groups		<input checked="" type="checkbox"/> View		<input checked="" type="checkbox"/> Edit		<input checked="" type="checkbox"/> Create	<input checked="" type="checkbox"/> Deactivate

3. Enter a **Description**.

4. Go to each section and check off what the role can manage or do:

1. Go to the **Admin** section and select which permissions the role should have (view, edit, create, or deactivate permissions).
2. Go to the **Reports** section and select which reports the role should have access to.

5. Select **Submit**

Users Overview

The **Users** page allows you to view and create users including other administrators, like yourself, and drivers.

Creating a User

To create a user:


1. Select **Add User**.

2. Enter the user's name, phone number, and email address.

Add User

User Type

User Installer

Profile Picture  [Upload Photo](#)

Time Zone * Eastern Time **Role *** Default Role

First Name * Rick **Last Name *** Gaswirth **Landing Page** Live Maps

Associated Group(s):*

- Default Group
- Adult Residential
- Adult Residential Sub group
- Azuga Northeast
- Advanced ID

Employee ID

Phone Number +1

Username * rickgaswirth@azuga.com

Email Address * rickgaswirth@azuga.com

3. Create a password for the user.
 4. Assign the appropriate role from the dropdown.
 5. Assign the user to a Group.
 6. Select **Add User**.
-