

FleetLocate v2.7 User Guide



Contents

FleetLocate Fleet Intelligence v2.7 User Guide	5
Map Tab	6
Changing and Printing the Map View	6
Bookmarks Dropdown	8
Navigating to a Bookmark	8
Adding a Bookmark	8
Deleting a Bookmark	9
Searching for an Address	10
Control Panel Overview	10
Finding a Vehicle's Current Location	11
Viewing Vehicle History	11
Sending a Vehicle Command	12
Locating an Address from the Map	13
Creating a Landmark from the Map	14
Editing a Landmark from the Map	15
Editing a Vehicle from the Control Panel	15
Reading the Miniature Dashboard	17
Finding the Nearest Vehicle to a Point	17
Dispatching a Vehicle	18
Maintenance Tab	19
Status	19
Service Plan	20
Service Record	23
Alerts	25
Dashboard Tab	26
Adding Widgets to the Dashboard	26
Editing a Widget	27
Printing the Dashboard	27
Alerts Tab	27
Types of Alerts	28
Engine Oil Life Alert (Applicable to GM OnStar Units Only)	28
Sends an alert when engine oil life falls below 20%	28



Fuel Tank Alert (Applicable to GM OnStar, FL1 and/or FL4 Units only)	28
Sends an alert when the fuel tank level of selected asset(s) drops below the specified threshold	28
Viewing Alert History	29
Filtering the Alert History	29
Clearing Filters from the Alert History	30
Creating and Scheduling an Alert	31
Editing an Alert	32
Reports Tab	34
Filtering the Report History	35
Clearing Filters from the Report History	36
Generating a Report	37
Scheduling a Report	38
Saving a Report	39
Sending a Report	40
Creating a Landmark from a Report Map	40
Deleting a Report	41
Admin Tab	42
Devices	43
Creating a Vehicle	43
Editing a Vehicle	44
Bulk Editing Vehicles	46
Unlinking a Vehicle from a Device	47
Creating a Vehicle Group	47
Adding a Driver	48
Editing or Deleting a Driver	49
Creating a Landmark from the Admin Tab	50
Editing a Landmark	51
Importing Landmarks	52
Exporting Landmarks	53
Bulk Editing Landmarks	54
Creating a Landmark Group	54
Creating a User	55
Editing a User	56
Bulk Editing Users	57

User Guide v2.7 - FleetLocate: Fleet & Asset Intelligence

|3|



Adding a User Access	
Editing a User Access	60
Adding a User Role	60
Editing a User Role	62
Removing a Recipient	63
Messaging Tab	63
Changing the Map View	64
Jobs & Messaging Control Panel	65
Adding a Job	66
Sending a Message	
Jobs Log	68
Editing or Deleting Jobs	68
Importing Jobs	69
Exporting Jobs	69
Messages Log	
Viewing Message History and Sending Messages	
Exporting Messages	
Fuel Card Add-On	
Adding a Fuel Card to a Vehicle	72
Fuel Card Reports	72
Driver ID Add-On	
Driver ID Alerts Menu	73
Driver ID Reports Menu	

|4|



Introduction FLEETLOCATE FLEET INTELLIGENCE V2.7 USER GUIDE

Thank you for choosing Spireon's FleetLocate Local Fleet solution for your fleet and asset tracking needs. Our goal is to help you streamline and maximize the resources you already have.

As part of our continued efforts to keep you at the forefront of GPS fleet and asset tracking technology, we are pleased to offer the FleetLocate Local Fleet User Guide. This guide lists and describes all of the features that are available in your FleetLocate Local Fleet GPS Tracking system.

We hope you take advantage of the information that is available at your fingertips to make your operations even more efficient. If you have any questions regarding any of these features, please contact your FleetLocate Local Fleet customer support team.

Toll Free Support 877.819.0015 fleet_support@spireon.com



MAP TAB

These actions are available under the *Map* tab.



CHANGING AND PRINTING THE MAP VIEW

1. Select the *View* dropdown from the upper left corner of the map.

Vie	v v Print Bookn					
V	Show Vehicles					
☑	Show Landmarks					
V	Show Route Lines					
	Snap Routes to Road					
	Show Traffic					
	Use Clustering					
	Show Vehicle Labels					
	Show Landmark Labels					
	Import KML Overlay					
	KML Overlay List					

- 2. Use the checkboxes to select the level of detail displayed on the map.
 - a. Show Vehicles shows vehicles on the map.
 - b. Show Landmarks shows landmarks on the map.
 - c. Show Route Lines shows the route lines taken by a vehicle.
 - d. Snap Routes to Road aligns the route information to existing roads.

e. **Show Traffic** – shows current traffic information, which may not match conditions at the time a route was taken.

- f. **Show Terrain** shows terrain information.
- g. Use Clustering displays vehicles in small groups that separate when a user zooms in
- h. Show Vehicle Labels shows vehicle label information on the map.
- i. Show Landmark Labels shows landmark label information on the map.



j. Import KML Overlay - Opens the Import KML Overlay window.

Import KML Overlay	0
Name*	
Comments	
KML File*	Select KML File
* Required Field	Import KML Cancel

- i. The required fields are marked with an st
- k. KML Overlay List opens the KML Overlay List window.

KM	IL Overlay I	list		0
	lame	Comments		
E 1	est (j			0/
	Page 1	of1	16	Displaying 1 - 2 of 2

i. This lists all KML overlays on the account. They can be deleted or edited using the buttons to the right.

ii. The checkboxes to the left of the overlay list can be used to select which overlays to display.

3. The *Print* button opens the *Print Options* window.

Print options Include Map *				
Include Vehicle Control Panel *				
Include Landmark Control Panel *				
* In order to print all images and icons, enable	e background images in	your print dialog		Print
Utah Colorado United S	Nebraska tates Kansas	es City Missouri St. Lo	Map India Indianag Ouis	Satellite Oh wis Colum

4. By default, this window contains the current map view, *Vehicle Control Panel* and *Landmarks Control Panel*.

5. Use the checkboxes to choose which panels to include.



BOOKMARKS DROPDOWN

The **Bookmarks** dropdown allows you to save specific map views for future access.

NAVIGATING TO A BOOKMARK

1. Click the *Bookmarks* dropdown in the upper left of the map.



2. Select a bookmark from the dropdown.



ADDING A BOOKMARK

- 1. Navigate to the map view you would like to save.
- 2. Click the **Bookmarks** dropdown in the upper left of the map.



3. Select Add Bookmark to open the Add Bookmark window.





4. Choose a name for your Bookmark.

Add Bookmark	0
Name*	
[Bookmark Name]	
* Required Field	Save Cancel

5. Click **Save**. The bookmark will be added to your account.

DELETING A BOOKMARK

1. Click the **Bookmarks** dropdown in the upper left of the map.



2. Select Manage Bookmarks to open the Manage Bookmarks window.



3. Click the **Delete** icon () next to the Bookmark you want to remove.



User Guide v2.7 - FleetLocate: Fleet & Asset Intelligence

|9|



4. In the *Delete Bookmark* window, click **Yes**. The deleted bookmark will be removed from your account.



SEARCHING FOR AN ADDRESS

1. Enter a street address in the *Address Search* field at the top left of the map.



2. Press *Enter*. The map will re-center to the address provided.

CONTROL PANEL OVERVIEW

- 1. The control panels are located to the left of the map.
- 2. The *Vehicles* control panel displays all vehicles.
 - a. This panel can be used to locate, edit, search for, or dispatch to a vehicle.

Vehicles	Landmarks			Export	
Search for Search	r vehicles	+ Advanced			
Action	Map Label	Event Status	Serial Number	Seatbelt Status Group	

- 3. The *Landmarks* control panel displays all landmarks.
 - a. This panel can be used to locate, edit or search for a landmark.

Vehicles	Landmarks		
Search for landmarks (Search		+ Advanced	
		0	
Name		Group	v



FINDING A VEHICLE'S CURRENT LOCATION

1. In the *Vehicles* control panel on the left side, click the vehicle that needs to be located.

2. The map will re-center to that vehicle's current location.



VIEWING VEHICLE HISTORY

1. In the *Vehicles* control panel on the left side, double click the vehicle or click the *Show history for* [*Map Label*] icon) to open the *Vehicle History* tab.



2. The Vehicle History tab displays the Date, Time, Event Type, Alerts, Location, Heading, Speed, Driver, Address, City, State, Road Speed, Seatbelt Status, and Temperature for all events displayed, and refreshes the displayed data when the map refreshes.

Columns can be sorted by clicking on the header or using the arrow to the right of each column header.
 Choose which columns to display using the arrow to the right of the column header.

+ Dack	🗣 Back 173501306 😕 Band Command Webcle History											
Last 10	Last 10 Events () All Trips () Clear Sector #: 173501306											
Date +	Time	Event Type +	Aiets	Location	8p	eed	Driver	Addre	City	State	Temp	erature (°F)
08/	9	W Move. 2	Sot A	scending	61		B	60	Pe	тх		
08/	9t	W Move.	Colum	escending	ri R	Date	n	0	M	тх		
08/	e	Wove	O88	116 S We McAller	2	Time			м	тк		
08/	9:	Wove		3666 N 4 McAller	2	Event Alerte	Type	L	м	ТК		
08/	11	¥ Auto	Sta	Cape C	Z	Locat	ion	1.1	c	R.		
08/	11	¥ Auto		Bit Durit Cape C		Head Speed	ing 1	-	G	PL.		
08/	11	¥ Auto		Bill Dunk Gape G	¥	Dive			c	R.		
08/	11	¥ Auto		Bill Dunit Cape C	2	Addre City	188	-	G	PL.	***	
08/	11	¥ Auto		Bill Dunit Cape C	Z	State		-	c	RL.		
08/	11	₹ Auto		Bill Dunit Cape C		Road	Speed et Statu		G	PL.	***	
					2	Temp	endure (*	73				



5. Use the dropdowns in the upper left corner to customize the number of events and trip(s) displayed in the grid.

Back TJ'S T	ruck (FL18Z)	+ Back TJ's TI	uck (FL18Z	()		🦻 Se
Last 50 Events 💠	All Trips	•					
Last 10 Events			Last 50 Events 💠	All Trips	\$	Clear	
Last 50 Events	Date	Tin	Concession of the local division of the loca	2/11/2015 4	49 am t	o 2/10/2015	4:25pm
Today	02/10/16	2.5	Event Type	2/10/2015 4	20om t	2/10/2015	4-12nm
Yesterday	02/10/15	0.0		2/10/2015 4.	20pm a	0.2/10/2015	4.13pm
Calendar			Movement	02/10/15	3	34 PM	Sneed Th
Lauranant	ODHOHE	2.1					

6. Selecting an event from the vehicle's history displays that event on the map.

+ Back	1	73501306					e See	d Command		iste History	Vew - Print Bookmarks - 2 Berkeley Invine, CA O
Last 10	Eventa	a Al Tipe	0	Cear				vial K. 173	601306		No 22501304 0
Date +	Time	Event Type	Aiets	Location	Speed	Driver	Addre	City	State	Temperature	Asset Type: Voluce-Medium Duty
0¥	g	V Movement	Odd	600 US H Paritas	51	B	69	Pentas	TN.	-	But Type Boot Ty
w	P	V Movement	085	US Hay I	71	8	U	Masion	π	-	Address UD here D Lati 24.2048
ov	¥	V Movement	046	116.5 Wa	0	B	11	MoAllen	тх	-	P Long 48.3300 g
06/	ę.,,	¥ Movement		3666 N 4	0	B	ж.,	MoAllen	TX	-	Maintenance Facility Rev Maintenance Facility
09/	11	T Auto-Locate	510	Bill Dunhs	0		30	Cape	в.	-	Tony and the second sec
04/	15	V Auto-Locate		Bill Durity			5	Gape	5		Odd Heart Ader, Speed Threshold Alert (Shirer), Speed Threshold Alert
OV.	11	T Amiloute		Bill Dunhs				Case	8		
				Cape Ca Bill Durity							No trip Excellent Good

SENDING A VEHICLE COMMAND

Vehicle commands allow you to proactively communicate with your vehicles, without waiting for a scheduled communication. *Locate* is the only available command.

1. Double-click a vehicle in the *Vehicles* grid.

Vehicles	Landmarks		
Search fo	r vehicles	+ Advanced	
Search		0	
Action	Map Label	Serial Number	Event Status
e / 🤿	TJ's Truck (FL18Z)	4342068671	Stopped
0/0	Sasha	4541004322	Stopped



2. Click Send Command.

+ Back	TJ's Tr	ruck (FL182	<u>Z)</u>	E Send C	mmand	Vehicle History
Today	0	All Trips	0	Clear	Serial #	4342068671
Date +		Time		Event 1	Туре	s
11/05/14		7:05 AM		Auto L	ocate	<u>^</u>
11/05/14		6:15 AM		Sleep	On	

3. In the **Send Vehicle Command** window, select a command from the dropdown, then click the **Send Command** button.

end Vehicle	e Command	0	Send Vehicl	e Command	0
Map Label:	TJ's Truck (FL18Z)		Map Label:	TJ's Truck (FL18Z)	*
locate	anoj			Send Command	
					3

4. Once the vehicle responds to the command, the data appears in the Vehicle History grid.

LOCATING AN ADDRESS FROM THE MAP

1. Right-clicking anywhere on the map provides you with the precise latitude and longitude coordinates and the closest address.





CREATING A LANDMARK FROM THE MAP

1. To create a landmark from the map, right-click on map and select **Add Landmark**.



- 2. This opens the Add Landmark window
- 3. Fill out the required fields, marked with a *, and select a *Landmark Icon* from the dropdown a. *Latitude* and *Longitude* will be automatically filled in with the coordinates that were clicked.
- 4. Fill out the remaining fields and assign the landmark to a **Group** (optional).





EDITING A LANDMARK FROM THE MAP

1. To edit a landmark from the map, click the landmark's map marker to open the *Landmark Details* popup.

Vehic	tes Land	dmarks		
Sea Sear	ch for land: ch	nariis + Advar	Ced O	
Action	Shape	Name .	Vehicles Pre	ex Addre Phor
P	citcle	1 MARKET RESTAURANT	0	1
1	circle	SETH ST COMMISSARY	0	33 0
1	circle	21ST AMENDMENT	0	58 0-
0	circle	25.11(5)	0	25 . 6

2. Click the *Edit Landmark* link in the bottom right of the popup to open the *Edit Landmark* Window.

Park	Caspian	8
1odená North Tu	14100 Culver Drive Irvine, CA, 92604 Phone: (949) 651 8454	
n	Lat: 33.7085 Lng: -117.78246	Edit Landmark
Heritage	Vehicles: 0	
	RTHWOOD	In Ranch

3. Make your desired changes to the landmark, then click **Save**.

EDITING A VEHICLE FROM THE CONTROL PANEL

1. In the *Vehicles* control panel on the left side, click the *Edit [Map Label]* icon () to open the *Edit Vehicle* window.

ķ	Action	Map Label	Event Status	Engine Hours
5	0 🚓 📀	TJ's Truck (FL18Z)	Stopped	41.5
	Ed	it TJ's Truck (FL18Z)	Stoppod	25.6



2. The *Edit Vehicle* window allows revision of all vehicle information; *Info, Associations, Inputs.* Note: Fuel Card, Compliance, and Safety are either optional add-ons for users or specific to a unique device type and will not be seen by all users.

a. Required fields are marked with an *

Edit \	Vehicle	Required Fi			C		
nfo	Associations	Inputs	Fuel Card	Compliance			
- Vehic	cle ID						
Мар	Label*	0006					
Asset	t loon*	Car			\$		
Labe	I Color	[Select Lat	el Color]	~	Clear		
Asset	t Type*	Vehicle-Lig	ht Duty		0		
Devic	ce Serial	467403049	13		Clear		
Vehic	cle Basics						
VIN*		WGTR784					
Year		2018					
Make		MAZDA	A				
Mode	al	CX9					
Track	king Details						
Initial	Odometer (mi) 0			\$		
GPS	Tracked (mi)	6	056.2				
Est. 1	Fotal (mi)	6	056.2				
Initial	Engine Hrs	0		÷			
Devic	Device Tracked Engine Hrs		74.2				
Est. 1	fotal Hrs	7	74.2				
Est. 1	Total Hrs	7	4.2				
Dele	te		Save	Next	Cancel		

3. The *Associations* tab lets the user assign a vehicle and driver to a group. User can also add a tag on vehicle for search purposes.

4. The *Input* tab lets the user create own input name and enter high and low values.

5. The *Fuel Card* will show only if user has the fuel card add-on. User can select fuel type, size of tank (gal), account number and fuel card.



6. The **Compliance** tab will only show if user has purchased compliance. Please refer to separate FL Compliance Guide.

 The *Safety* tab is only available in the FL4 units. Allows user to set up audio alerts to alert driver when driver hits safety criteria created by user (e.g., Speed Threshold).0
 Once editing is complete, click *Save*.

READING THE MINIATURE DASHBOARD

1. There is a miniature Dashboard in the upper right corner of the map.



2. The green arrow (+) shows the number of vehicles currently moving.

3. The red octagon (•) shows the number of vehicles currently stopped.

4. The orange triangle (\blacktriangle) shows the number of vehicles currently idling.

5. The blue circle (•) shows the number of vehicles with active inputs.

6. The truck icon(Impresizes the map to include all vehicles and resets any selected miniature dashboard filters.

7. The boundary icon (💾) resizes the map to include all landmarks.

8. Clicking any icon resizes the map to all applicable vehicles or landmarks and filter the **Vehicles** control panel.

9. The *Map Refresh* dropdown allows you to change the map data refresh rate.



FINDING THE NEAREST VEHICLE TO A POINT

Right click on the map and select *Nearest Vehicle*.

Vehicles	Landmarks			
Search for	vehicles	+ Adv	anced	
Search			8	
Clear Nearest	t Vehicle			
Distance To (n	ni)	Map Label	Event Status	Sta
9.4	€ / @	131	+ Moving	110

User Guide v2.7 - FleetLocate: Fleet & Asset Intelligence

| 17 |



1. This adds a *Distance To* column in the *Vehicles* control panel.

Vehicles	Landmarks			
Search for	vehicles	+ Advi	O	
Clear Neares	Vehicle			
Distance To (r	ni)	Map Label	Event Status	Sta

2. The *Clear Nearest Vehicle* button clears the *Distance To* column.

DISPATCHING A VEHICLE

1. In the **Vehicles** control panel on the left side, click the **Dispatch to [Map Label]** icon ext to the vehicle being dispatched.



2. This opens the *Dispatch [Map Label]* window.

Dispatch 131				0
Location Dispatch To" Address" City" State" Zo" Country"	Address	•]]]	Orections	
Comments				
Email*	Enleremail addresses			
Density of Dated			Citer Store Directions	Send Directions



- 3. Select from the dropdown to choose whether to dispatch to an *Address*, a *Landmark* or *Coordinates*.
 - a. If dispatching to an address, enter the Address, City, State, Zip and Country.
 - b. If dispatching to a landmark, choose from the *Landmark* dropdown.
 - c. If dispatching to coordinates, enter the *Latitude* and *Longitude*.



- 4. If necessary, enter any *Comments*.
- 5. Specify the recipient's email address.
- 6. Click **Show Directions**
 - a. Review all directions for accuracy prior to dispatching the vehicle.
- 7. Click Send Directions.

MAINTENANCE TAB

These actions are available under the *Maintenance* tab.



STATUS

Selecting the *Status* tab reveals all vehicles currently under a Service Plan.

Maintenance				
Status				
Service Plans				
Service Records				
Alerts				



User can access Add Service Record for specific vehicle by clicking the plus sign 🖭 . (See Service Record)

Filters -	Filters - All									
Actions	Vehicle	Current Odometer	Current Engine Hours	Service Plan Name	Distance Remaining	Next Service at (Distance)	Time Period Remaining	Next Service on (Time Period)	Engine Hours Remaining	Next Service at (Engine Hours)
0	153378920	643.8 kms	2.5 hours	Oil Change	321.9 kms	965.6 kms	-	-	-	-
0	240820180	103 kms	2 hours	29-FSA Exc	1506.3 kms	1609.3 kms			0 hours	2 hours

Maintenance						
Status						
Service Plans						
Service Records						
Alerts						

SERVICE PLAN

To add a new service plan, click on *Add Service* Plan in the top right corner.



20|



1. In Add Service Plan window specify all required information.

2. Enter a *Name* for the service.

3. Enter *Description* of service (Optional).

4. Select a **Vehicle Group(s)** and/or **Vehicle(s)** for the service to be assigned. (If no selection is made than all available vehicles will be assigned.)

5. Use the **Service Interval** field to select any or all of the metrics **(Distance, Time Period, Engine Hours)** to send Alert to whomever is under recipients list. (Select at least one metric.)

a. If multiple criteria in the Service Record window are selected, the alert is issued only for the first criteria to reach its interval limit.

b. In the optional *First Service At* section, choose what value to have an alert sent for first time.

c. *Auto Reset Service* resets alert to previously chosen interval.

Service	Service Interval ⑦		
Name*:	Interval		First Service At
[Enter Service Name]	Distance (m)	^	(Optional) ()
Description:	El piera per (m)	¥	
[Enter Service Description]	Time Period (mo)	\$	2
	Engine Hours (hrs)	÷	0
Vehicles	Auto Reset Service (?)		
/ehicle Group:			
All Groups \$	Clear Recipients		
Selected Vehicles:	Add Recipient:		
	[Enter recipient Email or Mobile #]		
[All Vehicles]	Recipient List:		
Custor	[No recipients]		
ero Maria			
Tags:			
[No Tags] 0	Clear		

i. Note: Vehicle in Status grid will be highlighted in RED when interval has been met only when "Auto Reset Service" is unchecked.

ii. A service interval having reached its limit is reset to start a new interval even if no service record is added when "Auto Reset Service" is checked. No red highlights will be shown in the status page in this scenario.

Service Interval ⑦			
	Interval	First Service A (Optional) ⑦	t
Distance (mi)		*	*
Time Period (mo)		×	•
Engine Hours (hrs)		•	*
Auto Reset Service	(?)		

| 21 |



6. Use the *Add Recipient* field to add emails or mobile numbers. These recipients will be notified when the maintenance alert has been triggered.

Recipients	
Add Recipient:	
[Enter recipient Email or Mobile #]	+
Recipient List:	
[No recipients]	

To edit a service plan, click on the pencil icon under the Action column on the left to open the Edit Service Plan window.

Service	Service Interval (?)	
Name*:	Interval	First Service At (Optional) (3)
7/18 Demo Oil Change	Distance (m) 4828032	-
Oil change	Time Period (mo) -	
	Engine Hours (hrs) -	-
	Auto Reset Service (*)	
Vehicles		
Groups:All		
	Recipients	
	Add Recipient:	
	[Enter recipient Email or Mobile #]	
Vehicles: All	Recipient List:	
	[No recipients]	
Tags: Al		

User Guide v2.7 - FleetLocate: Fleet & Asset Intelligence

|22|



1. In Edit Service Plan window, you can change the following fields: *Name, Description, Add Recipient,* and *Recipient List*.

2. If Auto Reset Service is checked a service interval having reached its limits will reset to start a new interval even if no service record is added.

i. Note: Vehicle in Status grid will be highlighted in RED when interval has been met only when "Auto Reset Service" is unchecked.

ii. A service interval having reached its limit is reset to start a new interval even if no service record is added when "Auto Reset Service" is checked. No red highlights will be shown in the status page in this scenario.

3. Make desired changes to Service Plan then click Save.

— Service Interval ⑦ —		
	Interval	First Service At (Optional) ⑦
Distance (mi)	4828032	-
Time Period (mo)	-	-
Engine Hours (hrs)	-	-
Auto Reset Service	0	

SERVICE RECORD

Maintenance
Status
Service Plans
Service Records
Alerts

To bring up the Add Service Record click the Add Service Record in the top right corner.

Filters - All

Add Service Record

23

User Guide v2.7 - FleetLocate: Fleet & Asset Intelligence

Spireon.com/fleet-management ©2018 Spireon, Inc. All rights reserved.



Name Velw/Trailer Service Service Date Name [Select a Service Plan] Description Cost Service Interval () Notes Interval Type Interval Pinterval (m) Cost	Vehicles		Service Record		
Service Service Date Select a Date Name [Select a Service Plan] Cost 0 Description Notes Notes Service Interval (?) Interval First Service At (?)	Name	VelwTrailer	Odometer (mi)	0	4
Service Engine Hours (hrs) 0 Name [Select a Service Plan] Cost 0 Description Notes Notes			Service Date	Select a Date	5
Iteme [Select a Service Plan] Cost 0 Description Notes Notes Service Interval ⑦ Interval First Service At ⑦	Service		Engine Hours (hrs)	0	1
Description Notes Notes	Name	[Select a Service Plan]	Cost	0	1
Service Interval ⑦ Interval Type Interval First Service At ⑦	Description		Notes	Notes	
Interval Type Interval First Service At (?)	- Service Interval ()			
Pinteneo (m)	Interval Type	Interval First Service At (?)			
Please Select An Option* (2)	Distance (ml)		Please Select An Op	tion* ()	
Time Period (mo) Reset service interval	Time Period (mo)		Reset service intervice	rval	
Engine Hours (hrs) © Do NOT reset service interval	Engine Hours (hrs		Do NOT reset ser	vice interval	

1. Select vehicle and select service plan for your vehicle.

2. In the Service Record window enter the appropriate information in the **Odometer, Service Date** (mandatory), **Engine Hours, Cost,** fields. (Engine hour and Odometer are pre-populated with current vehicle values, but can be changed to reflect less than current values as needed).

3. Clicking **Reset Service** Interval will reset service interval for the selected vehicle. Metrics that were overdue and highlighted in red will now be back to regular state. (Only applicable for service plans that do NOT have "Auto Reset Service" selected).

Please Select An Option* (?)	Service Record —		
 Reset service interval Do NOT reset service interval 	Odometer (mi)		-
	Service Date Engine Hours (hrs)	Select a Date	•
If Do NOT Reset Service Interval is clicked saved but the service record will not be re- were overdue and highlighted in red will st state if the Service Interval is not reset).	d, the record will be set. (Metrics that tay in highlighted	Please Select An Option* (?) Reset service interval Do NOT reset service interval 	

24



To Edit Service Record, click on the pencil icon 🖉 under the Action column to the left to open Edit Service Plan window.

Make desired changes to Service Record and click Save.

Vehicles			Service Record		
Name	0006		Odometer (mi)	3155763	0
			Service Date	08/16/2018	C
Service			Engine Hours (hrs)	74	0
Name	meera		Cost	12567899	\$
Description			Notes	Notes	
Service Interval (?					
Interval Type	Interval	First Service At (?)			
Distance (mi)	-	-	Please Select An Op	tion" 💿	
Time Period (mo)	1	-	Reset service intervice	rval	
Engine Hours (hrs)			Do NOT reset ser	vice interval	

ALERTS

The Alerts section provides a history of all Maintenance alerts that have been sent out. Customize the drop-down menus to select items displayed in the grid.

Maintenance	Filters - Last	t 7 davs	
Status	Data Data	a tel act 7 dave	
Service Plans	Vehicle	All Vehicles \$	
Service Records	Plan Name	a Ali Plans 🗢	j
Alerts		Clear Filter	

User Guide v2.7 - FleetLocate: Fleet & Asset Intelligence

Spireon.com/fleet-management ©2018 Spireon, Inc. All rights reserved.

25



DASHBOARD TAB

The actions are available under the **Dashboard** tab.



ADDING WIDGETS TO THE DASHBOARD

1. To add a widget graph to the *Dashboard*, click the *New widget* button in the upper right.



2. Select a widget to create:

a. *Distance Traveled* – shows how far the selected vehicles traveled during the selected timeframe.

b. *Engine Hours* – shows how many engine hours the selected vehicles logged during the selected timeframe.

c. *Hard Acceleration* – shows how many Hard Acceleration events occurred for the selected vehicles during the selected timeframe.

d. *Hard Braking* - shows how many Hard-Braking events occurred for the selected vehicles during the selected timeframe.

e. *Idle* - shows how many minutes each selected vehicle was idling during the selected timeframe.
f. *Move Time* - shows how many minutes each selected vehicle was moving during the selected timeframe.

g. **Speed Limit** – shows how many times each selected vehicle exceeded the posted speed limit during the selected timeframe.

h. *Speed Threshold* – shows how many times each selected vehicle exceeded the user- created speed threshold during the selected timeframe.

i. *Stops* – shows how many times each selected vehicle stopped during the selected timeframe.

vailable Widgets		0
lect a widget to create:		
		î
ngine Hours		
and Acceleration		
ard Braking		
Canad	0	

3. Click *Create* to create the widget.



EDITING A WIDGET

1. Click the *Configure* button at the top right of the widget you want to edit.



2. This opens the *Edit Preferences* window.

Edit Prefere	nces	0	Edit Prefere	nces	
Name*	Distance Travel	ed	Name*	Distance Trave	led
Date	Today	0	Date	Today	0
Vehicles	Today Yesterday		Vehicles	Top 10 Top 10	0
* Required Field	Last 3 days Last 7 days		* Required Field	Bottom 10 Custom	

3. This allows you to change the *Name, Date* and *Vehicles* shown in the widget.

a. Note: The **Speed Limit** and **Speed Threshold** widgets have an option that allows you to narrow the vehicles displayed by how far they were over the speed limit or threshold.

4. Click Save

PRINTING THE DASHBOARD

1. Click the *Print* button at the top right to print your current Dashboard view.



ALERTS TAB

These actions are available under the *Alerts* tab.





TYPES OF ALERTS

Engine Oil Life Alert (Applicable to GM OnStar Units Only)

Sends an alert when engine oil life falls below 20%.

Fuel Tank Alert (Applicable to GM OnStar, FL1 and/or FL4 Units only)

Sends an alert when the fuel tank level of selected asset(s) drops below the specified threshold.

Hard Braking & Acceleration Alert

Sends an alert when the selected vehicle(s) stop or accelerate suddenly. The exact measurements for these alerts are determined by the *Vehicle Type*, as defined by the *Vehicles* menu under the *Admin* tab.

Idle Alert

Sends an alert when the selected asset(s) have been idling more than a set number of minutes.

Input Alert

Sends an alert when one of the customer-defined inputs is active or inactive.

Landmark Arrival/Departure Alert

Sends an alert when the selected asset(s) enter or leave the selected landmark(s).

Low Battery Alert

Sends an alert when the selected asset(s) battery power is lower than 11.6 volts.

Low Device Battery Alert

Sends alert when the selected device(s) battery power is below the recommended threshold.

Temperature Alert

Sends an alert when inside of selected asset(s) cargo temperature goes past selected temperatures.

Odd Hours Alert

Sends an alert if the selected asset(s) record an event outside of normal operating hours. Odd hours are set by the user.

Power Reconnect Alert

Sends an alert when the selected device(s) power on after having completely lost power for a period of time.

Device Power Disconnect Alert

Sends an alert when the selected device(s) is no longer receiving external power.



Seatbelt Status Alert (Applicable to GM OnStar and FL1 Units only)

Sends an alert when the driver has not latched seatbelt in the amount of time specified.

Speed Limit Alert

Sends an alert if the selected asset(s) exceeds the maximum posted speed threshold.

Speed Threshold Alert

Sends an alert if the selected asset(s) exceeds a user-set maximum speed threshold.

Tire Pressure Alert (Applicable to GM OnStar Units only)

Sends alert when the tire pressure of selected asset(s) drops below 20% of the recommended threshold.

Stop Alert

Sends an alert when the selected vehicle(s) stop for more than a set number of minutes.

Unauthorized Movement Alert

Sends an alert if the selected asset(s) record movement without ignition being on.

VIEWING ALERT HISTORY

1. The *Alert History* loads automatically when the *Alerts* tab is selected.

2. This tab shows all alerts generated by all vehicles on the account, along with the **Details, Date/Time,** *Name, Alert Type, Vehicle,* and *Location.*

Alert History	Save	ed Alerts				
Filters - All T	Filters - All Types, Last 7 days					
Date/Time +		Alert Type	Vehicle	Name	Location	Details

FILTERING THE ALERT HISTORY

1. At the top left of the tab, click the *Filters* dropdown.





2. Select your desired filters from the available options.

Filte	rs - All Typ	es, All Dates	
	Date Range *	All Dates	0
	Alert Type	[Select Alert Type]	0
	Vehicle	All Vehicles	0
	Alert Name	[Enter alert Name]	

3. Click *Filter*. The *History* tab will update with the filtered data.

CLEARING FILTERS FROM THE ALERT HISTORY

1. To clear your selected filters, click the *Clear Filtering* button (🥥) to the right of the filter selection.



2. The *History* tab will refresh without filters.



CREATING AND SCHEDULING AN ALERT

1. Select an *Alert Type* from the left side.

lert Types	0
Whicle Alerts Driver Alerts	
Tire Pressure Alert	
Device Power Disconnect Alert	
Engine OI Life Aiert	
Fuel Tank Alert	
Hard Braking & Acceleration Alert	
Idle Alert	
Input	
Landmark Arrival/Departure Alert	
Low Battery Alert	
Odd Hours Alert	
Power Reconnect Alert	
Seatbelt Status Alert	
Speed Limit Alert	
Speed Threshold Alert	
Stop Alert	
Temperature Alert	
Unauthorized Movement Alert	

2. Click *Add New* to open the *Add Alert* window.

÷	View Alerts	0	Add Alert	0
04	vo Alart		Alart Settings Alart Schedule	
90	ip went		Alert Type' Add Recipient	
	Actic New		Stop Alet 8 [Enter Recipient Email or Mobile	
	T HERE T HERE		Nany' Peoplet Lit	
			(Hart Name) No recipients	
			Asset Orteria	
			Whice Group	
			At Groups E Cherrine Convertis	
			Selected VehicleD)	
			[(All Vehicles)]	
			Image: Second	
			* Required Field	See Canal

User Guide v2.7 - FleetLocate: Fleet & Asset Intelligence

| 31 |

Spireon.com/fleet-management ©2018 Spireon, Inc. All rights reserved.



3. Enter a *Name* for the alert.

4. Select a *Vehicle Group(s)* and/or *Vehicle(s)* for the alert to be assigned.

5. Other information may be required, depending on the type of alert (e.g. Distance, Idle time, etc.).

6. Use the *Add Recipient* field to add emails or mobile numbers. Whenever this alert is triggered, these recipients will be notified.

7. Add *Comments*, if necessary.

8. Use the Alert Schedule tab to define the days and hours during which the alert is valid (if applicable).

Add Alert		0
Alert Settings Kiert Schedule		
Establish an Alert Schedule to determine the days and hours in which this a	alert is valid	
Start Monday 0 8:00 AM 0	End Friday a 5:00 PM a Ant Schedule	
Schedule		
No schedues defined		
nou most neve i schebule denneu.		
* Required Field	Save Caro	

9. Click **Save**.

EDITING AN ALERT

1. Click the **Saved Alerts** tab to open the list of saved alerts.

2. Double click the alert to be edited.

Alert History	Saved Alerts		
Saved Alerts	All Types		
Name	Aler	t Type 👻	Date Crea
UMA_AII	Una	uthorized Movement Alert	01/30/201
UMA_Vehicle	Una	uthorized Movement Alert	01/30/201



3. This opens the *Edit Alert* window.

Edit Alert			
Nert Settings	Alert Schedule		
Vert Type*		Add Recipient	
Unauthorized I	Movement Alert	(Enter Recipient Email or Mobile #)	+
lame*		Recipient List	
PF_UMA_AI		No recipients	
Asset Criteri	a		
Vehicle Group	p		
All Groups		¢ Clear Comments	
		platform regression test	
Selected Vel	hicke(s)		
[All Vehicles	1	Custom Select	
[All Vehicles	of0	Custom Select	
[All Vehicles	0 of0 C	Custom Select	
[All Vehicles) oto C o C	Custom Select	
[All Vehicles) of0 > > C 0 0	Custom Select	
[All Vehicles) oto > > C o) [0	Custom Select	
[All Vehicles) oro C o C	Custom Select	
[All Vehicles) oto > > C o C	Custom Select	
[All Vehicles	c) oto) ((((((((((((((((((Custom Select	
[All Vehicles) oto • • C • [C	Custom Select	
[All Vehicles) of0 C 0 [C	Custom Select	

4. All fields can be edited, but the fields marked with a * must contain valid information.5. Click *Save*.



REPORTS TAB

These actions are available under the *Reports* tab.



TYPES OF REPORTS ALERTS

Shows the total alerts sent to the selected vehicle(s), the most frequent alert sent, the time sent and the location the alert was generated. If multiple vehicles are selected, this report will also show the vehicle with the greatest number of alerts.

Daily Details

Shows the stop time, move time, run time, idle time, total distance, number of stops, landmarks and inputs for each vehicle during the selected day. If a vehicle's information is expanded, this report will show the total values for previous days as well.

Idle

Shows the amount of time a vehicle has been idling (ignition on without movement). When a group is expanded, specific information for each vehicle is displayed.

Inactivity

Shows total inactivity time, total inactive vehicles, most inactive vehicle, average inactive time per group and average inactive time per vehicle. User specifies inactivity duration they would like reported. Each vehicle's group, inactivity start time, last driver, current location and inactivity duration are also shown.

Inputs

Shows all of the Input Alerts for each vehicle during the specified reporting period. Input parameters are user-defined.

Landmark Circulation

Shows the total visits, average visits per day, total duration of visits and average duration of visits for all selected landmarks. When expanded, specific data for each landmark is shown.

Landmark Mileage

Shows the distance traveled of a vehicle within a landmark.



Location History

Shows all events for each vehicle during the specified reporting period. Includes total number of events, total landmarks visited, distance traveled, average speed, highest speed for all vehicles. Each specific vehicle also shows date/time, type of event, drive, location, latitude, longitude, heading and speed.

Fuel Card Reports

See Fuel Card Add-On Section.

Maintenance

Shows all scheduled maintenance alerts by maintenance type and vehicle.

State Mileage

Shows the distance traveled in each state by any vehicle during the specified reporting period.

Temperature

Shows the temperature of selected vehicle over time.

Stops

Shows all of the stops that occurred for the vehicle(s) during the specified reporting period. When a group's information is expanded, specific vehicle data is shown. When a vehicle's information is expanded, specific data for each stop is shown.

Trips – Consolidated/Utilization

Shows a summary of all trips over a certain distance for each vehicle during the reporting period. Includes ignition on/off, move time, time ignition was on, idle time, distance, max speed and start/end address. In order for this report to work, the ignition wire must be connected.

Vehicle Status

Shows Total Distance, Total Engine Hours, Battery Voltage, Percentage of Oil Life Remaining Tire Pressure in PSI Last Event Date, Asset Type, Asset Group and Tags.

Workday Details Report

Shows start and end times, start and end addresses, elapsed time, move time, engine off time, idle time and off duty time for each vehicle on each day during the specified reporting period.

FILTERING THE REPORT HISTORY

1. At the top left of the tab, click the *Filters* dropdown.





2. Select your desired filters from the available options.

Re	port History	Saved and Scheduled Reports	
Fi	lters - All Typ	es, All Dates	
i.	Date Range *	All Dates	¢
	Report Type	[Select Report Type]	\$
	Depart Name	Enter Report Namel	

3. Click *Filter*. The *History* tab will update with the filtered data.



CLEARING FILTERS FROM THE REPORT HISTORY

1. To clear your selected filters, click the *Clear Filtering* button (🥯) to the right of the filter selection.

Report History	Saved and Scheduled Reports
Filters - Daily D	Details, Last 3 days 🥋
Name	Clear Filtering

2. The *History* tab will refresh with no filters.


GENERATING A REPORT

1. Select a *Report Type* from the left side.

port Types	0
Whicle Reports Driver Reports	
Alens	
Daily Details	
Fuel Efficiency	
Fuel Exception	
Fuel Transaction Summary	
ldle	
Inactivity	
Inputs	
Landmark Circulation	
Landmark Mileage	
Location History	
Maintenance	
State Mileage	
Temperature	
Trips - Consolidated/Utilization	
Vehicle Status	
Workday Details	

2. Click Generate Report to open the New Report window.

3. In the *New Report* window, specify all required information (e.g. *Vehicle Group(s), Vehicle(s), Date Range, Daily Start Time* and *Daily End Time*).

4. If applicable, select other options (e.g. types of alerts, length of Idle events, length of Inactivity, Landmark Group, etc.).



5. Click Generate Report.

oport Settings	Schedule, Save & Send		
leport Type *		Include all alert types	
Alerts		 Only include the following alert types 	
Asset Criteria		Device Power Disconnect Alert	
Vehicle Group		Engine OII Life Alert	
All Groups	¢ Clear	Fuel Tank Alert	
Calculated Makintal		Hard Braking & Acceleration Alert	
Colocieu veriiciej	aj		
[All Vehicles]			
	Quatom Select	Landmark Arrival/Departure Alert	
		Low Battery Alert	
	ero IC		
Tag Criteria			
	_		
Select Tags	0 Clear		
Date Criteria			
Yesterday	0		
Daily Start Time *	Daily End Time *		
12:00 AM	0 11:59 PM 0		

SCHEDULING A REPORT

- 1. In the *New Report* window, click the *Schedule, Save & Send* tab.
- 2. Click the check box next to **Schedule Delivery**.
- 3. Use the **Schedule Delivery** dropdown to select a frequency for the report to be run.
- 4. Use the *Report Format* dropdown to choose a file format for the report.



5. Click Save Report or Save & Generate Report.

New Report					
Report Settings	Schedule, Save & Send				
Save Configuration	c 🗵				
Enter Report Nam	9				
Schedule Delivery:					
Report Format:					
Add Recipient					
[Enter Recipient I	[mail]	+			
No recipients					
Comments					
			Save Report	Save & Generate Report	Caros

SAVING A REPORT

1. In the Schedule, Save & Send tab, click the check box next to Save Configuration.

2. Enter a name for the selected report parameters.

3. Click Save Report.

4. This report can now be run at any time by selecting the type of report from the left side, then choosing from the *Saved reports* list.





SENDING A REPORT

1. In the *New Report* window, click the *Schedule, Save & Send* tab.

2. In the *Add Recipient* field, enter the recipient email address(es).

New Report			0
Report Settings Sched	lule, Save & Send		
Save Configuration	8		
Schedule Delivery:	8		
Add Baciplent			
Enter Rocpient Email		+	
Recipient List No socipients			
		Coverate Rep	rt Canoel

3. Click Generate Report.

CREATING A LANDMARK FROM A REPORT MAP

1. Click a *Location* link in any applicable report.

PARTIES		
Prepared on 00/10/2	2017 12-00 444 407	
Time Period	00/11/0015 12:00 AM 00/11/0015 11:09 PM PST	
Groups	All	
Vehicles	All	
Report Filters	Speed Threshold Alert	
59 T.	I's Truck (FL18	37) (57) Speed Threshold Alert (59
Results		
Results		
Results	CROUP test stife	
Results	GROUP Sect allo VIDHOLE	4,6415 1014
Results	GROUP Text shit VD-RCLE Driver ID Device_55	4,6475 1 4,6475 1074, 1



2. When the event's location data is displayed, click the (**W**)icon in the center of the map, then click **Add Landmark** to open the **Add Landmark** window.

Alexte	
Alerts	
Prepared on 02/32/	2015 12:00 AM PST
Time Period	02/11/2015 12:00 AM 02/11/2015 11:59 PM PST
Groups	Al
Vehicles	Al
Report Filters	Speed Threshold Alert
	- Dava Ava Joo Map Calefile
Total Alerta	Vehicle with greatest a
EO T	l'a Truck (El 🖓
29 17	
Results	Accurrent ×
	GROUP E
0	Dec.19999
0	Nesse group
0	Net still
	VEHICLE
0	Driver ID Device_SS
VEHICLE	DAMER ALERT ALERT
Driver ID Device_SS	Nimala Kay Speed Threshold reg3_8

3. Fill out the Add Landmark window and click Save.

DELETING A REPORT

1. Click the *Edit* icon () next to the report you would like to delete.





2. In the *Edit Report* window, click the *Delete* button.

		C Include all silent types	
Aurts.		 Only include the following alert types 	
Anset Orteria Wehicle Group Al Groups 5	Ow	Device Power Disconnect Alert Dryme DI Life Alert Fuel Tank Alert Hust Tank Alert Hast Testions & Acceleration Alert	
Selected Vehicle(s)		E) Hard branding a recommendation rear-	
[At Vehicles]		E toput Alert	
Custo	m Select	 Landmark AnnuarDeparture Alert 	
		Low Battery Alert	
		Maintenance Alert - Distance	
I 0 201 1G		Maintenance Alert - Engine Hours	
		Maintenance Alert - Time Period	
Tag Criteria		C Odd Hours Alert	
_		Power Reconnect Alert	
Seart Taps 8 Cear		E Seatbelt Status Alert	
		Speed Limit Alert	
Date Criteria		Speed Threshold Alert	
Vesterday		C Stop Aiert	
Daily Start Time 1 Daily End Time 1		Temperature Alert	
12:00 AM a 11:59 PM a		The Pressure Alert	
(10000		T I has thereined blockmant Alast	

ADMIN TAB

These actions are available under the *Admin* tab.





User Guide v2.7 - FleetLocate: Fleet & Asset Intelligence

Spireon.com/fleet-management ©2018 Spireon, Inc. All rights reserved.

| 42 |



DEVICES

- 1. Select *Devices* from the left side.
- 2. The *Devices* list shows all devices on the account.

3. The *Association* dropdown in the upper right corner allows you to filter the list by devices *Linked* to a vehicle and devices that are *Unlinked*.

Devices Searc	h 📀	Association:	All 🗢
Serial Number	Map Label 🗸	Active / Inactive	All
4342068671	TJ's Truck (FL18Z)	active	Unlinked
4342068967	Driver ID Device_SS	active	

CREATING A VEHICLE

1. Select *Vehicles* from the left side.

2. Click **Add.**

Ve	hicles Search	0					Edit Add
1	Map Label	Serial Number +	Group	VN	Make	Model	Year
8	131	4641064277					
	133	4641064357					
3	141	4641072128					
	137	4641093428					
1	136	4641093664					
	140	4641093681					
	139	4641093687					
	123	4641093689					

- 3. This opens the *Add Vehicle* window.
- 4. Fill out the required fields, marked with a *
- a. Note: fields marked with a * must be filled out to continue to next tab.
- 5. Fill out the remaining fields and assign the vehicle to a *Group* (optional).
 - a. Note: If a vehicle is not paired with a device, it will not appear on the map.



6. Assign *Inputs* to the vehicle (optional).

Add Ve	hicle .				0
Info A	asociations	Inputs	Fuel Card	Compliance	
Map Lat	D xel*				
Asset Io	on*	(Select Cus	tom loon]		٠
Label Co	olor	(Select Lab	el Color]	~	Clear
Asset Ty	pe*	(Select Ass	et Type]		0
Device S	Serial	[Select Dev	/ice]	0	Clear
Vehicle VIN* Year Make Model	Basics				0
- Tracking Initial Oc GPS Tra	Details Jorneter (mi) cked (mi)	0			0
Est. Tota Initial En	il (ml) gine Hrs	0			0

7. Click **Save**

EDITING A VEHICLE

- 1. Select *Vehicles* from the left side.
- 2. Double-click the vehicle to be edited or click the checkbox next to the vehicle to be edited and click *Edit*.

Ve	hicles Search O						Edit Add
	Map Label +	Group	Serial Number	VIN	Year	Asset Type	Driver U
W	TJ's Truck (FL18Z)		4342068671	12		Vehicle-Heavy Duty	Tyler RR
	TILU 63 13174904			m	2013	Trailer	
	tier_data_asset	Q	4431021311	NV	2003	Vehicle-Heavy Duty	Nir Appa

User Guide v2.7 - FleetLocate: Fleet & Asset Intelligence

Spireon.com/fleet-management ©2018 Spireon, Inc. All rights reserved.



3. This opens the *Edit Vehicle* window.

4. From this window, all elements of the vehicle can be edited.

nfo	Associations	Inputs	Fuel Card		
Veh	icle ID				
Мар	Label*	SubGroup	pTest3		
Asse	et loon*	Car			\$
Labe	al Color	[Select La	ibel Color]	*	Clear
Asse	st Type*	Equipmer	nt		0
Devi	ce Serial	A5054668	5984		Clear
Veh	icle Basics				
VIN*		12345678	9012345678		
Year					\$
Mak	e				
Mod	lel				
Trac	king Details				
Initia	I Odometer (mi	0	0		\$
GPS	Tracked (mi)	(0		
Est.	Total (mi)	(D		
Initia	I Engine Hrs		0		0
Devi	ce Tracked Eng	ine Hrs (0		
Est.	Total Hrs	(D		

5. Click Save.

6. Click *Delete* to permanently remove a vehicle from your account.



BULK EDITING VEHICLES

- 1. Select *Vehicles* from the left side.
- 2. Click the checkboxes next to all vehicles to be edited, then click *Edit*.

Vehicles Search		0			Edit	Add
1	Map Label 🔺	Serial Number	Group	Asset Type	0	Odometer
V	11		Tr	Trailer		0
V	700 #1 Removed Fr	3143002482		Vehicle		0
V	700 #1 Removed N			Trailer		0

3. This opens the *Bulk Edit Assets* window.

4. From this window, *Group, Asset Type, Year, Make, Model* and *Initial Odometer* can be changed for all selected vehicles.

Selected Asse	ts		Group:			
Asset ID	VIN	Tags	(Use Existing)		Y	clear
SubGroupTest3	123456789012345678		Asset Type:	[Use existing]	0	
60820180809	160820181608201816		Year:	[Use existing]	*	
608201801	160820180116082018	100001	Make:	[Use existing]		
		MEETAN	Model:	[Use existing]		
23082018001	230820180012308201		Initial Hubometer:	[Use existing]		

5. Click **Save.**



UNLINKING A VEHICLE FROM A DEVICE

- 1. Devices can be disassociated from their assigned vehicle.
- 2. Once a device and vehicle are disassociated, a new device and/or vehicle can be assigned.
- 3. Under *Vehicles* on the left side, select a vehicle from the list.
- 4. Click *Edit* to open the *Edit Vehicle* window.

Edit	Vehicle				0
info	Associations	Inputs	Fuel Card		
- Vehi	cie ID				
Мар	Label*	16082018	0809		
Asse	t loon*	Bus			٥
Labe	(Color	[Select La	bel Color]		Clear
Asse	t Type*	Equipmer	τt		0
Devic	ce Serial	15348283	63901		Clear
Vehi	cie Basics				
VIN*		16082018	1608201816		
Year					*
Make	1				
Mode	B				
Traci	king Details				
Initial	Odometer (m) [100		0
GPS	Tracked (mi)		0		
Est. 1	Fotal (mi)		100		
Initial	Engine Hrs		0		0
Devic	ce Tracked Eng	ine Hrs	0		
Est. 1	Total Hrs		D		
Dele	te		Save	Next	Cancel

- 5. Click *Clear* to disassociate the *Device Serial* from the selected vehicle.
- 6. Click Save.

CREATING A VEHICLE GROUP

- 1. Select Vehicle Groups from the left side.
- 2. Click Add Group.

Vehicle Group	ps	Expand All	Collapse All	Add Group	Refresh
Name	Direct Vehicles	Indirect Ve	hicles	Total Vehicles	

User Guide v2.7 - FleetLocate: Fleet & Asset Intelligence

| 47 |

Spireon.com/fleet-management ©2018 Spireon, Inc. All rights reserved.



- 3. This opens the **Add Vehicle Group** window.
- 4. Name the new *Vehicle Group*.
- 5. Use the checkboxes to select all vehicles to be put in the new group.
- 6. Click the right-facing arrow to move the selected vehicles into the new group.

Add Vehicle Gr	oup			0
Name*				
Vehicles Not in C	Groups		Vehicle Group	
Search	0		Map Label	Serial Number
Map Label	Serial Number			
131	4641064277			
133	4641064357			
141	4641072128			
136	4641093664			
140	4641093681			
139	4641093687			
137	4641093428			
123	4641093689	*		
Page 1	oi1 G 1	11 of 11	Page 0 o	10 G No data
* Required Field				Save Cancel

7. Click **Save.**

ADDING A DRIVER

- 1. Select *Drivers* from the left side.
- 2. Click Add.





- 3. This opens the *Add Driver* window.
- 4. Fill out the required fields, marked with a *
- 5. Fill out the remaining fields (optional).

Add Driver				0
First Name*				
Last Name*	(Martin et Martin)			_
Phone Number*	[Select Key Fob]		0	Clear
Email*				
License Number*				_
Comments	[Select State]		¢	Clear
* Deculered Field		Clear	Seve	Carvel
nequies neu				

6. Click Save.

7. Click *Clear* to reset the form and start again.

EDITING OR DELETING A DRIVER

- 1. Select *Drivers* from the left side.
- 2. Double-click the driver to be edited or click the driver to be edited and click *Edit*.





- 3. This opens the *Edit Driver* window.
- 4. From this window, all elements of the driver can be edited.

Edit Driver		0
First Name*	asdfsadf	
Last Name*	asdfasdf	
Key Fob Serial	[Select Key Fob]	Clear
Phone Number*	1234567890	
Email*	fdsfasd@sss.com	
License Number*	sdfasdffads	
License State*	CA	Clear
Comments		
* Required Field	Delete	Save Cancel

- 5. Click Save.
- 6. Click **Delete** to permanently remove the driver from the system.

CREATING A LANDMARK FROM THE ADMIN TAB

- 1. Select *Landmarks* from the left side.
- 2. Click **Add.**

	and and a second se	
Landmark Name	Phanel Number	Attract
EpicCare-Dublin, 6380 Carls Ave		6380 Clark Ave, Dublin, GA 94568 US, Dublin, GA 9.
Neuty School, 1964 Wranda Ave		5954 Wranda Ave, Alamo, CA 94507 US, Alame, C.
Epic Carle- Itm, 400 taylor blvd		400 taylor bivd. Peasant Hit, GA \$4523 US, Peasa
EpicCary- Antoch, 4721 Datas		4721 Datas Ranch Rd, Antioch, CA 94531 US, Anti-
Crflce614421		Valep (+ Curtole Rowy)
I - Page 1 of 1 is in	6	Displaying 1 - 5 of 5

- 3. This opens the **Add Landmark** window.
- 4. Fill out the required fields, marked with a *, and select a *Landmark Icon* from the dropdown.
 - a. The *Latitude* and *Longitude* fields will default to the center of the map on the *Landmarks Page*.
 - b. If the address fields are filled out, the *Latitude* and *Longitude* fields will automatically populate.



5. Fill out the remaining fields and assign the landmark to a *Group* (optional)

a. The fields above the map allows you to choose the landmark's **Shape, Radius, Line Color, Fill Color, Transparency** and **Line Width.**

i. A *Line Width* of 0 will hide the landmark's borders.



6. Click Save.

EDITING A LANDMARK

1. Select *Landmarks* from the left side.

2. Double-click the landmark to be edited or click the checkbox next to the landmark to be edited and click *Edit*.

1	Landmarks Search	0				Import	Export	Edit	Add
E	Landmark Name 🔺	Shape	Comments	Phone Number	Addre	Group	Date	Created	
8	Aston Office 2	circle	new office	2342342222		Spireon Inc	01/26	5/15 02:10	pm *
	Auto Losofien	aireia	erected by an	5551224567	20		0.200	USE 44-07	



3. This opens the *Edit Landmark* window.

4. From this window, all elements of the landmark can be edited.



5. Click Save.

6. Click *Delete* to permanently remove the landmark from the system.

IMPORTING LANDMARKS

- 1. Select Landmarks from the left side.
- 2. Click Import.

La	ndmarks Search	0	Import	Export	Edit	Add
N/ELOT M		0		circle	_	
	231 L2 LOUNGE, 3315 CADYS .				circle	
	240 EL RINCON ESPAN, 1826 C.				circle	
	241 EL TAMARINDO RE, 1785 F.				circle	
8	271 A BAR AT AVENUE, 2500 P				circle	
	273 NATIONAL CHILDR, 210 SH				circle	



- 3. This opens the *Import Landmarks* window.
- 4. Select a **CSV Format.**
- 5. Follow the formatting guidelines displayed in the window.
- 6. Select the CSV file using the **Select** button under step 2.



7. Click *Import*.

EXPORTING LANDMARKS

- 1. Select *Landmarks* from the left side.
- a. If no landmarks are selected, all landmarks will be exported.
- 2. Click *Export*.
- 3. This will automatically export a CSV of all the landmarks currently displayed.
- a. If the checkboxes have been used to select multiple landmarks, only those landmarks will be exported.

La	ndmarks Search	0	Import	Export	Edit	Add
	169 CAMELOT RESTAUR, 182	23		0	circle	_
	231 L2 LOUNGE, 3315 CADY	s			circle	
	240 EL RINCON ESPAN, 1826	C			circle	
	241 EL TAMARINDO RE, 1785	F			circle	
	271 A BAR AT AVENUE, 250	0 P			circle	
8	273 NATIONAL CHLDR, 210 S	SH			circle	



BULK EDITING LANDMARKS

- 1. Select Landmarks from the left side
- 2. Click the checkboxes next to all landmarks to be edited, then click Edit

1000
circle
ľ

- 3. This opens the **Bulk Edit Landmarks** window.
- 4. From this window, *Group, Shape* and *Radius* can be changed for all selected landmarks.

Bulk Edit Land	marks					0
Selected Land	marks					
Name						
spireon						
Spireon - Gillette, 178	100 gillette i	r-+				
Comments:						
(Use existing) Group:						
(Use Existing)			M clear			
Chape:		Radius:				
[Use existing]	0	(Use existing)	0			
				Seve	Delete	Cancel

5. Click **Save**.

CREATING A LANDMARK GROUP

- 1. Select Landmark Groups from the left side.
- 2. Click Add Group.

Total Landmarks	



- 3. This opens the *Add Landmark Group* window.
- 4. Name the new Landmark Group.
- 5. Use the checkboxes to select all landmarks to be put in the new group.
- 6. Click the right-facing arrow to move the selected landmarks into the new group.

Ad	ld Landmark Gro	up			0
Nar	me*				
Lan	dmarks Not In Gro	oups	Landmark Group		
Sea	rch O		Name Name	Address	
8	Name	Address			
1	EpicCare- Dublin	6380 Clark Ave, Dublin, CA 9			
8	Mauzy School	5964 Miranda Ave, Alamo, C			
23	Epic Care- PH	400 taylor blvd, Pleasant Hill,			
2	EpicCare- Antioch	4721 Dallas Ranch Rd, Antioc			
8	Office	Vallejo (~ Curtola Pkwy)			
	Office	Valleje (- Curtola Plovy)	Page 0	ore IC	
• 🗈	equired Field			Save	Cancel

7. Click Save.

CREATING A USER

- 1. Select **Users** from the left side.
- 2. Click **Add.**





- 3. This opens the *Add User* window.
- 4. Fill out the required fields, marked with a *
- 5. Fill out the remaining fields and assign a User Access and User Role.

First Name";	Last Name*:	Comments:	
[Set first name]	(Set lastname)	(Set comments)	
Email":	Phone:		
[Set email]	(Set phone)		
Usemame*:	Password":	Confirm Password*:	
[Set username]	(Sel password)	[Confirm password]	
Time Zone*:	Units of IReasure:		
[Select Time Zone] \$	[Units of Measure]	•	
T Tul Access	6		
and the second se			

6. Click Save

EDITING A USER

1. Select **Users** from the left side.

2. Double-click the user to be edited, or click the checkbox next to the user to be edited and click Edit.

Users Search O					Search O Edit /		
2	Name	Username	Enal	User Rol	User Aco	Phone	Comments
۵	TJ Buss	tibus	tjbus	Admi	Ful A		
	john	qat	john	Admi	qa	333444	
	Charl	charl	charl	Charl	sub a		
2	venk	vvan	vvan	Dispa	New		



3. This opens the *Edit User* window

4. All fields can be edited, but the fields marked with a * must contain valid information

First Name*:	Last Name*:		Comments:
TJ	Buss		[Set comments]
Email*;	Phone:		
tjbussfi@localhost.com	[Set phone]		
	Password*:		Confirm Password*:
tjoussFL.	[Unchanged]		[Confirm password]
Time Zone":	Units of Measu	ire:	
Pacific Time 0	English	\$	
User Access*		Master U	ser
		Admin Sect Alerts Sect Map Sectio Reports Se	tion: View ion: None n: None ction: None

5. Click Save

BULK EDITING USERS

- 1. Select Users from the left side
- 2. Click the checkboxes next to all users to be edited, then click *Edit*

Us	ers Sta	rch	0				Edit	Add
23	Name	Usemame	Errol	User Role	User Acce	Phone	Comments	
V	TJ Buss	tjbussFL	tjbussf	Admin	Ful A			
V	john n	qet	john.n	Admini	qa	333444		
1	Charle	charle	charle	Charle	sub a			
1000	supplication in the second sec	manhi	install	Dispat	Biories.			



- 3. This opens the **Bulk Edit Users** window
- 4. From this window, User Access and User Role can be changed for all selected users

Bulk Edit Users			0
Selected Use	rs	Commenta	
Narre TJ Buss John nguyèn Charles Olfara	Usemane tjousePL qat charles@spireos.com	[Use wisting]	
User Access	55	User Role	8
Ga Tijs Access	2 Iccess for Charles		
		Resend invitatio	Save Cose

5. Click Save

ADDING A USER ACCESS

User Access determines which vehicles and/or landmarks a user can access.

- 1. Select *User Access* from the left side.
- 2. Click **Add.**

User Access Search	0	Edit Add
Name +	Comments	0
Full Access	Access to all a	assets and landmarks with
Mickey's Access		
New Access		
New Access 2		



- 3. This opens the *Add User Access* window.
- 4. Choose a name for the new *User Access*.
- 5. The *Vehicles* tab lists all vehicles available and can be searched or filtered by group.
- 6. Use the checkboxes to select any vehicles to be included.
- 7. Click the right-facing arrow to add those vehicles.
- 8. The *Landmarks* tab lists all landmarks available and can be searched or filtered by group.
- 9. Use the checkboxes to select any landmarks to be included.
- 10. Click the right-facing arrow to add those landmarks.

Add User Access				0
Name":			Comments:	
Vehicles				
Select Groups	Select Vehicles			
Available Groups			User Access - Selected Full Groups	
[Select or Remove from S	elected Groups List]	~	Selected Groups -	
* Required Field			Se	ve Cancel

11. Click Save.

12. The new User Access will now display in the list and can be assigned to users.



EDITING A USER ACCESS

1. Select User Access from the left side.

2. Double-click the access to be edited or click the checkbox next to one of the accesses listed, then click *Edit*.

User Access Search	0		Edit Add
Name 🔺		Comments	0
Full Access		Access to all assets	and lendmarks within
Mickey's Access			
New Access			
New Access 2			

- 3. This opens the *Edit User Access* window.
- 4. From this window, all elements of the selected User Access can be edited.

sement: 1 - Seven Vehicle Access			Comments: Testing 7 Vehicle Access					
	Alcles Landma	ńa						
71	ter by Groups	Select W Search	0		Us	er Access - Ve	hicles	
8	Map Label	Group	Serial Number			Map Label	Group	Serial Number
8	TJ FL 182	Group_15	4342068671			Hobokan		4541004322
	(4431028152)		4431028152	10		Test Vehicle 03	Test_GRP	4342080002
	(4641300004)		4541300004	-		Hilman	Fleet_2.20	4342068967
	(4641300005)		4641300005			test vehicle 03		4641058396
	(1243020918)		1243020918			GorVeh1	Fleet_2.20	4541004003
					12	Sec.3		4541004870

5. Click Save

ADDING A USER ROLE

User Role determines what a user can view and/or modify with the vehicles and landmarks they can access.

1. Select User Roles from	User	Roles	Se	arch	0	Edit	Add
the left side.	Name	Comme	Permis	User Count			Created By
2. Click Add.	Ma	Ma	Ма	1			System
	Dis	Dis	Ма	1			System
	Ad	Ful	Ма	1			System
	Ga	pr	Ma	0			Account



3. This opens the *Add User Role* window.

4. Enter a *Name* for the User Role.

5. Select a role in the **Start From** dropdown, or leave the dropdown at **[Custom]** to create a role from scratch;

a. Manager – can *Modify* the Map, Alerts and Reports sections;

b. Dispatcher – can *Modify* the Map and Alerts sections;

c. Administrator – can *Modify* all sections.

6. Default roles cannot be edited.

7. If you create a role from scratch, there are the following options for the *Map, Alerts, Reports* and *Admin* sections:

a. **None** – the user will not see the section when they log in, they cannot view or modify any information within that section;

b. *View* – allows the user to view the selected section, but they cannot modify any data;

c. *Modify* – allows the user to view and modify data within the selected section.

Add User Role		0
Name*:		
Chard Examp		
[Custom]		0
Permissions:		
Map Section:	None	0
Alerts Section:	None	٥
Reports Section:	None	0
Admin Section:	None	٥
Messaging Section:	None	0
Compliance Section:	None	0
Maintenance Section:	None	٥
Comments:		
* Required Field	Save	Cancel

8. Click Save



EDITING A USER ROLE

1. Select *User Roles* from the left side.

2. Double-click the User Role to be edited, or Click the User Role to be edited, then click *Edit*.

User Roles	Search	0	E	Edit Add
Name	Comments	Permissions	User Cour	nt Created By
Manager	Manager	Map Section:Modify, Dash	1	System
Dispatcher	Dispatcher	Map Section:Modify, Dash	1	System
Administrator	Fully-permitted	Map Section:Modify, Dash	1	System
Qa	production	Map Section:Modify, Alert	0	Account

- 3. This opens the *Edit User Role* window.
- 4. From this window, all elements of the selected User Role can be edited.

Name*:			
Rainforest			
User Count: 5			
Start From:			
[Custom]			0
Permissions:			
Map Section:	Modify	٥	
Alerts Section:	Modify	0	
Reports Section:	Modify	٥	
Admin Section:	Modify	۰	
Messaging Section:	Modify	0	
Compliance Section:	Manager	٥	
Maintenance Section:	None	٠	

5. Click Save



REMOVING A RECIPIENT

1. Select *Recipients* from the left, then enter the email address or mobile number of the recipient you wish to remove.

[Enter Recipient Email or Mobile #]	+				
Report / Alert	Report / Alert Type	Report / Alert Name			
Please enter a mobile number or email address in the search bar above.					

2. Use the **Delete** icon it is to remove the email address or mobile number from the recipient list of any listed alerts or reports.

@spire	eon.com		+		
Delete	Report / Alert Name	Report / Alert Type	Report / Alert	Created By	Saved / Scheduled +
9	by jn21	Workday Details	Report	jn21	The 1st day of every
0	elete art	Maintenance Alert	Alert		Saved
•	Maintenance Alert - Distance	Maintenance Alert	Alert		Saved
0	Maintenance Alert - Engine Ho	Maintenance Alert	Alert		Saved
•	Maintenance Alert - Time Perio	Maintenance Alert - T	Alert		Saved
0	Reg 14-5 i2 All	Input	Alert	tjbussFL	Saved
0	Daily Details	Daily Details	Report	tjbussFL	
A	Idle (driver)	Idle (driver)	Report	tibussEl	

MESSAGING TAB

A *Messaging* tab has been added to user accounts that have Messaging-enabled vehicles. This new tab allows you to send jobs to a user's Garmin device.





CHANGING THE MAP VIEW

1. Use the *Start/Stop Dates* option at the top of the *Jobs Log* and *Messages Log* to specify a date range. Only messaging data from the selected date range will display on the map and in the Jobs and *Messages Log*.

Jobs Log	Me	ssages	Log	Start / Stop Dates			
Edit	Map L	Job N.	Locati	Show jobs by custom scheduled dates			
01	Tr	erte	C	show jobs by custom scheduled dates			
			-	11/10/2014		11/10/2	2014
			- 1		A	ply	Cancel

2. Click Apply.

3. Select the *View* dropdown from the upper left corner of the map.



- 4. Use the checkboxes to select the level of detail displayed on the map;
 - a. Show Vehicles shows vehicles on the map
 - b. Show Landmarks shows landmarks on the map

c. **Show Traffic** – shows current traffic information, which may not match conditions at the time a route was taken

- d. Use Clustering displays vehicles in small groups that will separate when a user zooms in
- e. Show Vehicle Labels shows vehicle label information on the map
- f. Show Landmark Labels shows landmark label information on the map

5. The job icon legend is at the top right of the map. Hovering over an icon will show text specifying which job status that icon represents.



User Guide v2.7 - FleetLocate: Fleet & Asset Intelligence

|64|



JOBS & MESSAGING CONTROL PANEL

1. The *Jobs & Messaging* control panel is located to the left of the map and displays all jobs scheduled during the selected date range.

2. Under the *Map Label* column, the circle icon indicates whether the Garmin device is powered on (green) or off (red).

Jobs & Messaging					
Map Label 🔺	Jobs	Messages			
 Bob Test 	0	10			
 VZ NAV NEW (PROD only) 	0	10			

Double-clicking a vehicle will open that vehicle's job history. By default, only jobs within the *Start/Stop Dates* will display, but you can choose to display all jobs for the selected vehicle.
 Selecting a job from the history will re-center the map to that job's location.

 Bob Te 	st		
Show job and 03/24/20	s between 03/01/20 014	014 O Show all	jobs for this vehicle
Job Name	Location	Job Status	Scheduled Start
bob name2	Landmark: Spir	Pending/Not Sent	03/05/2014 2:00 PM
bob name2	Landmark: Spir	Pending/Unread	03/05/2014 2:00 PM



ADDING A JOB

1. In the *Jobs & Messaging* control panel on the left side, click the () in the upper right to open the *Add Job* window.

Add Job			0
Name*	Job name]
Description:	Enter a job description		the main a start
Vehicle*	Select a vehicle	0	ANA
Start Date*	08/27/2018 3:00	PM o	MINNESS
End Date*	08/27/2018 🖪 6:00	PM 0	SOUTH
Phone			DAKOTA
Location Type*	Address	Update	Man Satellite
Address*			NEBRASKA
City*			
Zin*			United States
esh.			COLORADO KANSAS
			+
			Google Map Data 200 km Terms of Use
* Required Field			Save + Add New Save Cancel

- 2. Fill out the required fields, marked with a *
 - a. Use the checkbox above the map to schedule the job to be sent at a later date and time.
 - i. Note: The selected delivery date must be before the selected start date.
- 3. Click Save + Add New to save this job and add another or click Save to save the current job.



SENDING A MESSAGE

1. In the *Jobs & Messaging* control panel on the left side, click the *Create a new message* icon (**>**) next to the vehicle to send a message.

2. This will open a window containing all messages sent to or received from the selected vehicle

a. This window can be modified to display messages from the past **1 Day, 1 Week, 2 Weeks,** or **1 Month**.



3. Use the text field at the bottom of the window to send new text messages to the selected vehicle.

Test Bench 1 (
1 Day	1 Week	2 Weeks	1 Month			
	0.021/14	11.00 am				
test						
	03/21/14	12:49 pm				
another						
	03/21/14	12:49 pm				
any replier	work?			U		
				_		
Are you free f	or me to s	end you on	another job?	1		



JOBS LOG

1. The *Jobs Log* is located below the map and displays all jobs scheduled during the selected date range (as defined by the *Start/Stop Dates* option at the top right of the map).

Jobs Log	g Message	Import Export					
Edit	Map Label +	Job Name	Job Status	Location	Scheduled Start	Scheduled Stop	Date Created
0/	Bob Test	test job	PendingNot Sent	Landmark	03/12/2014 2:00 PM	03/12/2014 3:00 PM	03/12/2014 1:23 PM
0/	Bob Test	bob name2	PendingNot Sent	Landmark	03/05/2014 2:00 PM	03/05/2014 3:00 PM	03/05/2014 3:13 PM

2. Selecting a job from the *Jobs Log* will re-center the map on that job's location and display job details.



EDITING OR DELETING JOBS

1. Jobs can be edited or deleted using the **Delete job** (🥯) and **Edit job** (🖍) buttons to the left of each job.

- 2. Click the *Edit Job* button will open the *Edit Job* window.
 - a. From this window, all fields of the job can be edited.
 - i. Note: The *Start Date* cannot occur before the current date.

Edit Job				c	>
Name* Description:	Testtest Enter a job descri	ption			
Vehicle*	Fresh_Garmin_1		٥		
Start Date" End Date" Phone Location Type" Landmark:	07/26/2018 07/25/2018 Landmark Legoland	C 5:00 PM	0 0 xdate 0	Schedule job to be sent at a later date and time 08/27/2018 Scot PM a	
* Required Field				Seve + Add New Seve Cancel	

User Guide v2.7 - FleetLocate: Fleet & Asset Intelligence

68 |



b. Click **Save.**

IMPORTING JOBS

	Import	Export
Scheduled Stop	Date &	ated

- 1. Click Import in the upper right of the Jobs Log to open the Import Jobs window.
- 2. Select a **CSV Format.**
- 3. Follow the formatting guidelines displayed in the window.

CSV Landmark CSV Address CSV Lat/Long CSV	Importing a Jub by Landmark, CSV Download temptate **Indicates a required obtame. No headers in file, = Column A*, Job Name (no commas) = Column E: Description (no commas) = Column C*, Vehicle Name (must match exactly) = Column C*, Vehicle Name (must match exactly) = Column C*, Vehicle Name (must match exactly) = Column C*, Start Tume (i.e. 3:10 PM or 15:10) = Column C*, End Tume = Column C*, End Tume = Column C*, Start Tume (blank will deliver job immediately) = Column C*, Start Tume (instrume)
2 Upload your CSV file	

4. Select a CSV file using the *Select* button under step 2.

5. Click *Import*.

EXPORTING JOBS

	Import	Export
Scheduled Stop	Date Cre	ated C

- 1. Click *Export* in the upper right of the *Jobs Log*.
- 2. This will automatically export all jobs currently displayed in the *Jobs Log* as a CSV file.



MESSAGES LOG

1. The *Messages Log* is located below the map and displays all messages sent to vehicles during the

Jobs Log Messages Lo	99					Export	+
Map Label	Originator +	Message	Location -	Sent	Status		
VZ NAV1	Dispatch	It works	42	08/25/2014 10:38 AM	Sent		^
VZ NAV1	Dispatch	Now there is gas		08/25/2014 11:10 AM	Sent		

selected date range (as defined by the *Start/Stop Dates* option at the top right of the map). VIEWING MESSAGE HISTORY AND SENDING MESSAGES

1. Double-clicking a message from the *Messages Log* will open a window containing all messages sent





to or received from the selected vehicle.

2. This window can be modified to display messages from the past 1 Day, 1 Week, 2 Weeks, or 1 Month.

Test B	encl	h 1			0
11	Day	1 Week	2 Weeks	1 Month	
		03/21/14	11:08 am		
test					
		03/21/14	12:49 pm		
anoth	er				
		03/21/14	12:49 pm		
any re	plies	work?			
Are you fi	ree fo	r me to s	end you on	another job/	7

3. Use the text field at the bottom of the window to send new text messages to the selected vehicle. **EXPORTING MESSAGES**



- 1. Click *Export* in the upper right of the *Messages Log*.
- 2. This will automatically export all messages currently displayed in the *Messages Log* as a CSV file.

FUEL CARD ADD-ON

This add on is only applicable if you have purchased the fuel card. If you have any questions or are interested in adding Driver ID to your account, please contact your customer service representative.



ADDING A FUEL CARD TO A VEHICLE

fo Association	ns Inputs	Fuel Card		
Fuel Card				
Fuel Type:	[Fuel Type]			٥
Fuel Tank Capacity (gal)				*
Account #	[Select Accou	unt #]	¢ Clea	r
			Clea	7

- 1. Open the Add Vehicle or Edit Vehicle window to view the Fuel Card section.
- 2. Select a *Fuel Type* from the dropdown. The fuel options are *Unleaded* or *Diesel*.
- 3. Enter the *Fuel Tank Capacity (gal)*, rounded to the nearest whole gallon.
- 4. Enter the *Account #*.
- 5. Enter the *Fuel Card* number.
- 6. Click Save.

FUEL CARD REPORTS

Adding fuel cards to your account gives you access to three new reports, located under the *Reports* tab. These reports can be run via the same process as all other reports on the account.

R	eport Types	9
ſ	Alerts	
	Daily Details	
	Fuel Efficiency	
	Fuel Exception	
	Fuel Transaction Summary	
	Idle	


1. The *Fuel Efficiency* report shows the miles traveled, gallons used, and mpg of the selected vehicle(s) during the specified reporting period.

a. A minimum of two fuel card transactions are required for a vehicle to calculate fuel efficiency.

b. Fuel card transactions are assumed to fill the tank completely to calculate fuel efficiency.

2. The *Fuel Exception* report shows the number of transactions, number of exceptions, and the most frequent exception of the selected vehicle(s) during the specified reporting period.

3. The *Fuel Transaction Summary* report shows the number of transactions, total fuel cost, average cost per transaction, total gallons, and average cost per gallon for the selected vehicle(s) during the specified reporting period.

DRIVER ID ADD-ON

With this add-on, you can track certain metrics by driver, as well as vehicle. If you have any questions or are interested in adding Driver ID to your account, please contact your customer service representative.

DRIVER ID ALERTS MENU

Adding Driver ID to your account will change the alerts available under the *Alerts* tab. Alerts will be separated by *Vehicle Alerts* and *Driver Alerts* menus.

Alerts available under the *Driver Alerts* menu function the same way as traditional vehicle alerts, except that you specify the *Driver(s)* the alert applies to, rather than the *Vehicle(s)*.

Alert Types 🕒
Vehicle Alerts Driver Alerts
Hard Braking & Acceleration Alert (driver)
Idle Alert (driver)
Input Alert (driver)
Landmark Arrival/Departure Alert (driver)
Odd Hours Alert (driver)
Speed Limit Alert (driver)
Speed Threshold Alert (driver)
Stop Alert (driver)

User Guide v2.7 - FleetLocate: Fleet & Asset Intelligence



DRIVER ID REPORTS MENU

Adding Driver ID to your account will change the reports available under the *Reports* tab. Reports will be separated by *Vehicle Reports* and *Driver Reports* menus.

Report Types 🕒
Vehicle Reports Driver Reports
Alerts (driver)
Idle (driver)
Location History (driver)
Stops (driver)
Trips - Consolidated (driver)
Workday Details (driver)

Reports available under the *Driver Reports* menu function the same way as traditional vehicle reports, except that you specify the *Driver(s)* the report applies to, rather than the *Vehicle(s)*.