

FleetLocate v2.7

User Guide

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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.

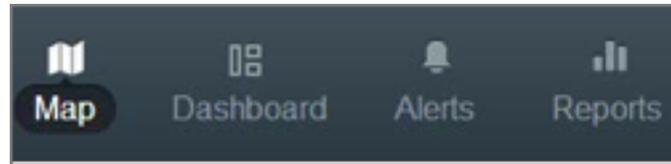
As part of our continued efforts to keep you at the forefront of GPS fleet and asset tracking technology, we are pleased to offer the FleetLocate Local Fleet User Guide. This guide lists and describes all of the features that are available in your FleetLocate Local Fleet GPS Tracking system.

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

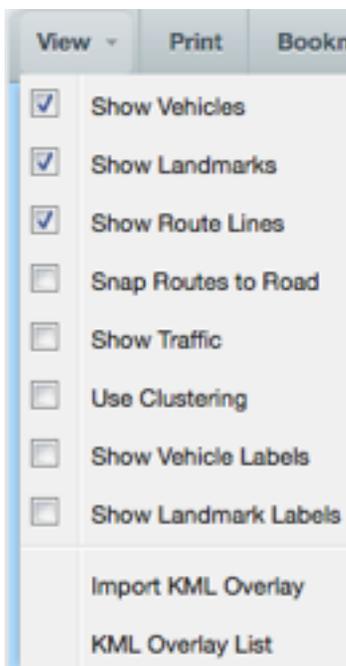
MAP TAB

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.



2. Use the checkboxes to select the level of detail displayed on the map.

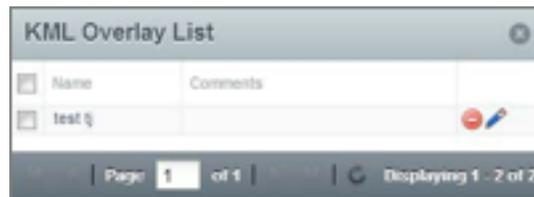
- a. **Show Vehicles** – shows vehicles on the map.
- b. **Show Landmarks** – shows landmarks on the map.
- c. **Show Route Lines** – shows the route lines taken by a vehicle.
- d. **Snap Routes to Road** – aligns the route information to existing roads.
- e. **Show Traffic** – shows current traffic 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.



i. The required fields are marked with an *

k. **KML Overlay List** - opens the **KML Overlay List** window.

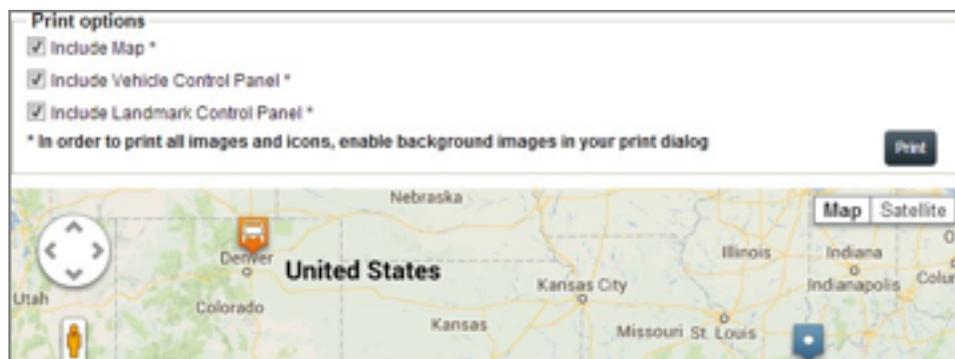


<input type="checkbox"/>	Name	Comments	
<input type="checkbox"/>	test		 

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.



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

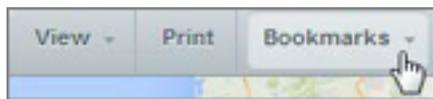
5. Use the checkboxes to choose which panels to include.

BOOKMARKS DROPDOWN

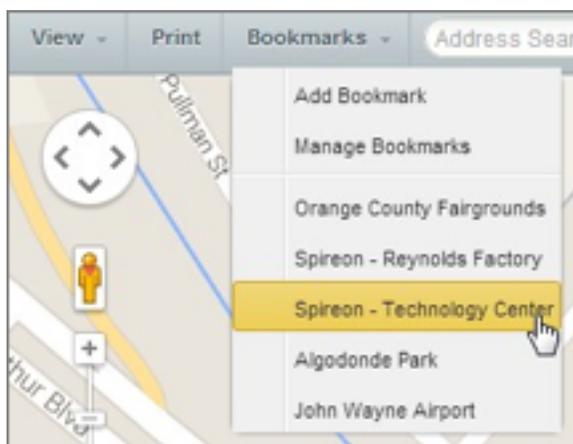
The **Bookmarks** dropdown allows you to save specific map views for future access.

NAVIGATING TO A BOOKMARK

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



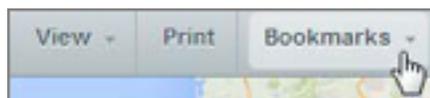
2. Select a bookmark from the dropdown.



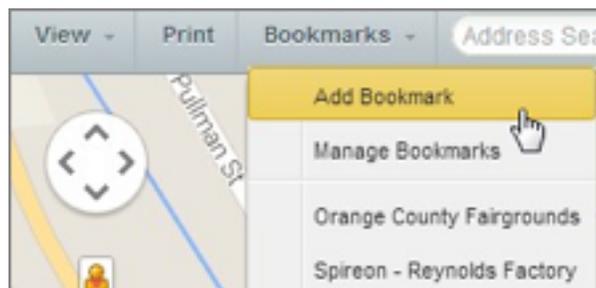
ADDING A BOOKMARK

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.



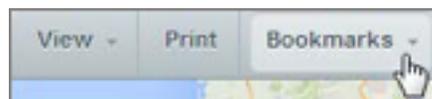
4. Choose a name for your Bookmark.



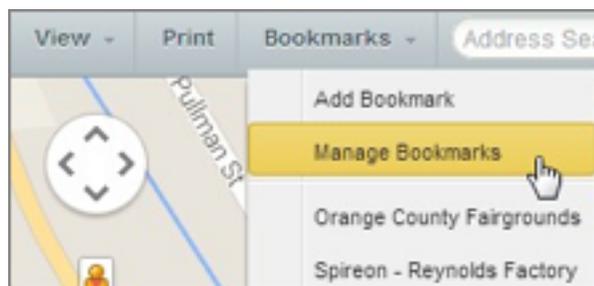
5. Click **Save**. The bookmark will be added to your account.

DELETING A BOOKMARK

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



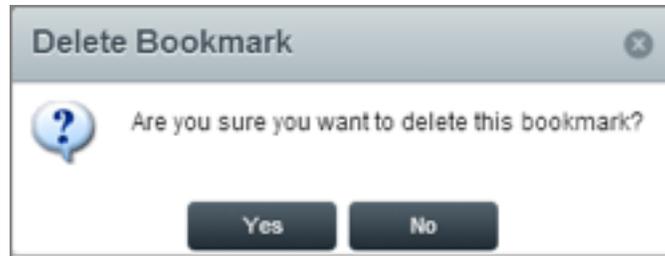
2. Select **Manage Bookmarks** to open the **Manage Bookmarks** window.



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

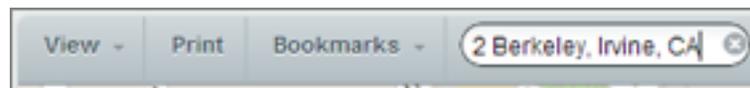


4. In the **Delete Bookmark** window, click **Yes**. The deleted bookmark will be removed from your account.



SEARCHING FOR AN ADDRESS

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



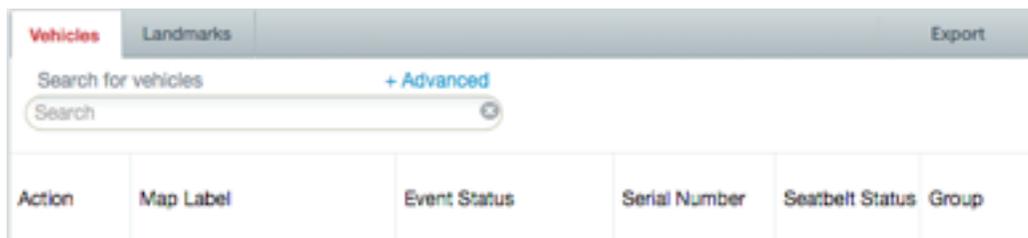
2. Press **Enter**. The map will re-center to the address provided.

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.



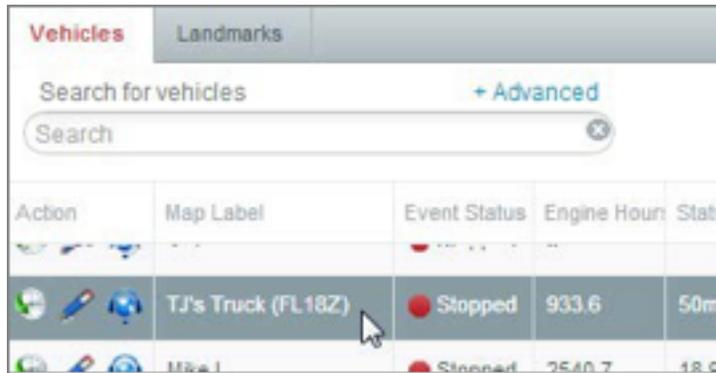
3. The **Landmarks** control panel displays all landmarks.

a. This panel can be used to locate, edit or search for a landmark.



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.

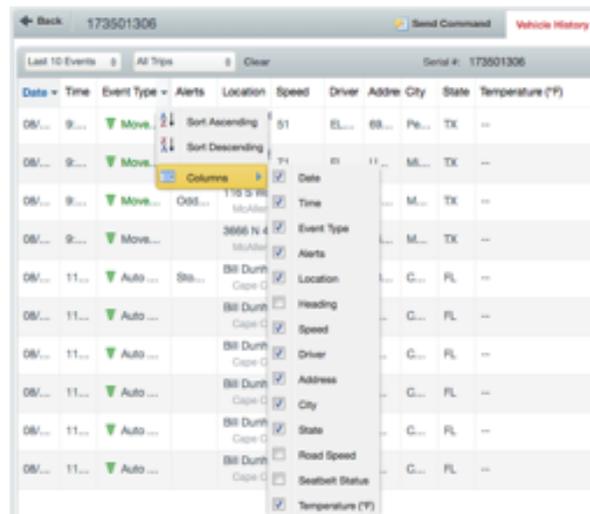


VIEWING VEHICLE HISTORY

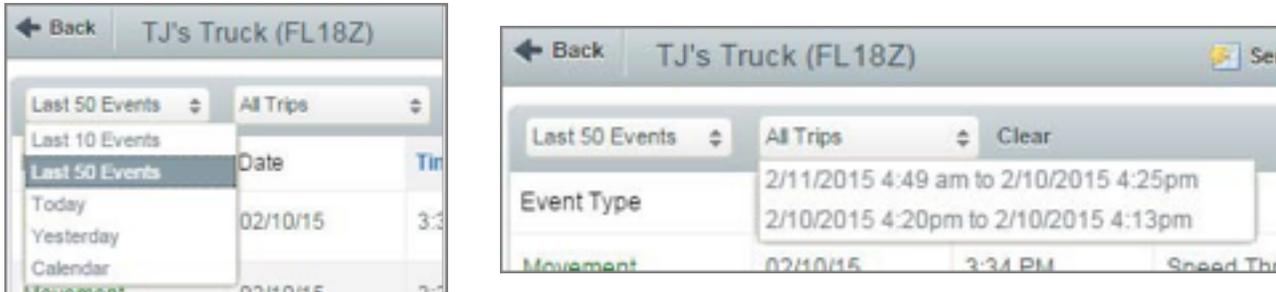
1. In the **Vehicles** control panel on the left side, double click the vehicle or click the **Show history for [Map Label]** icon () to open the **Vehicle History** tab.



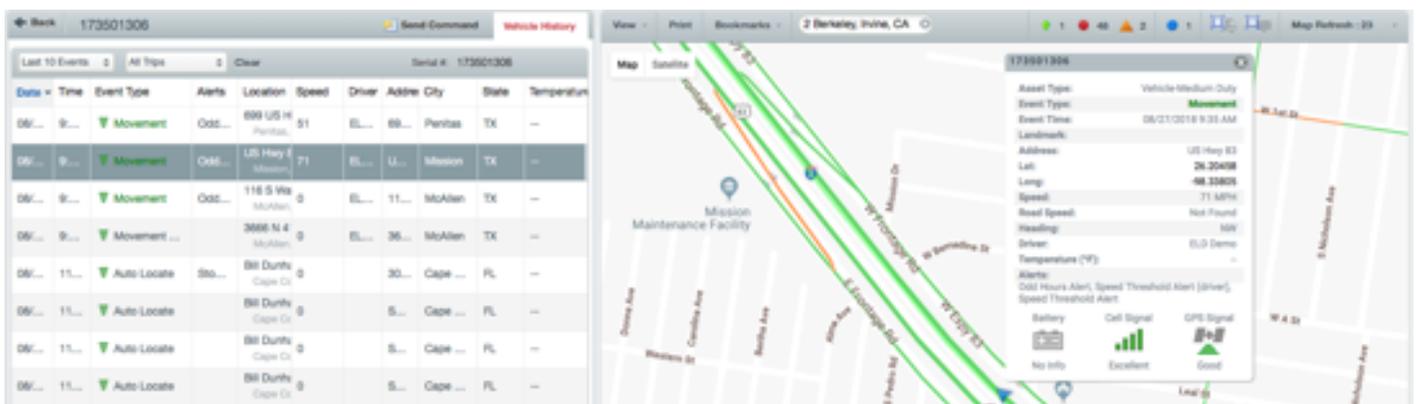
2. The **Vehicle History** tab displays the **Date, Time, Event Type, Alerts, Location, Heading, Speed, Driver, Address, City, State, Road Speed, Seatbelt Status, and Temperature** for all events displayed, and refreshes the displayed data when the map refreshes.
3. Columns can be sorted by clicking on the header or using the arrow to the right of each column header.
4. Choose which columns to display using the arrow to the right of the column header.



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



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



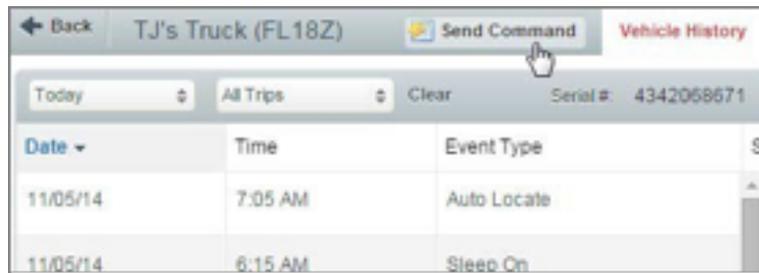
SENDING A VEHICLE COMMAND

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.



2. Click **Send Command**.



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



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**.

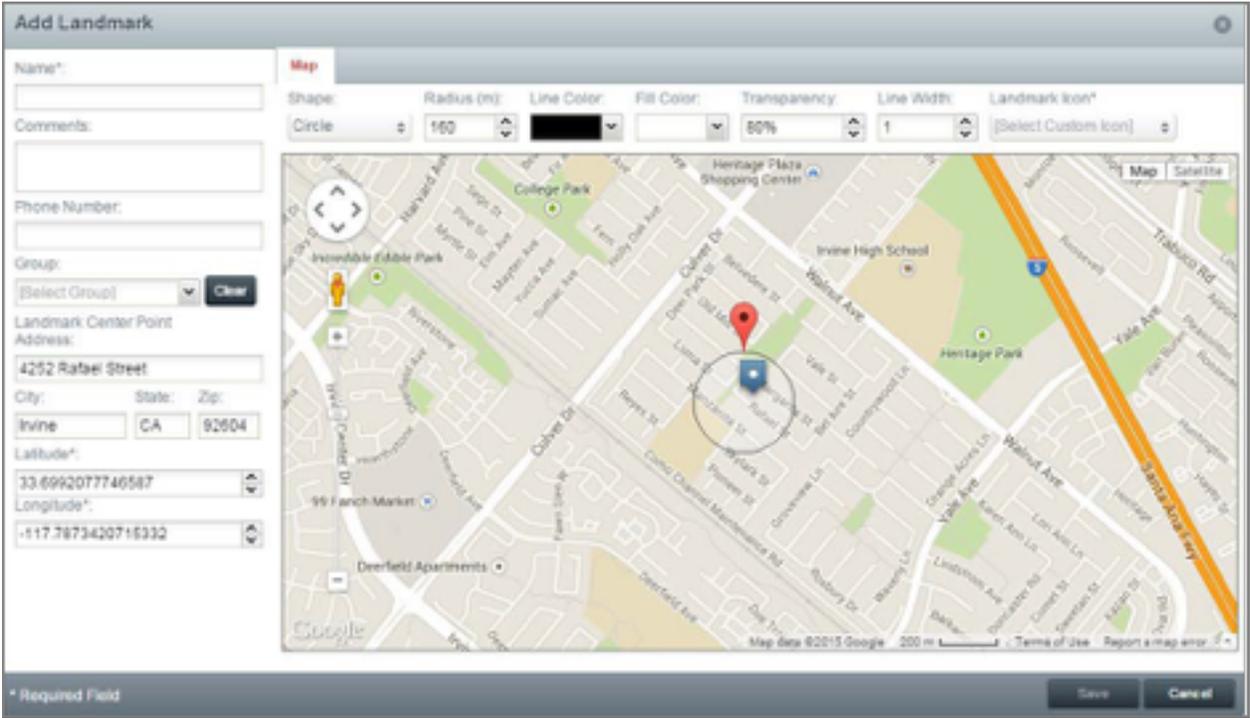


2. This opens the **Add Landmark** window

3. Fill out the required fields, marked with a *, and select a **Landmark Icon** from the dropdown

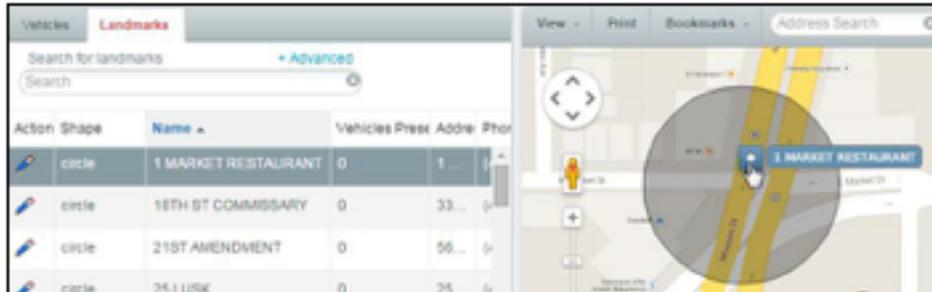
a. **Latitude** and **Longitude** will be automatically filled in with the coordinates that were clicked.

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

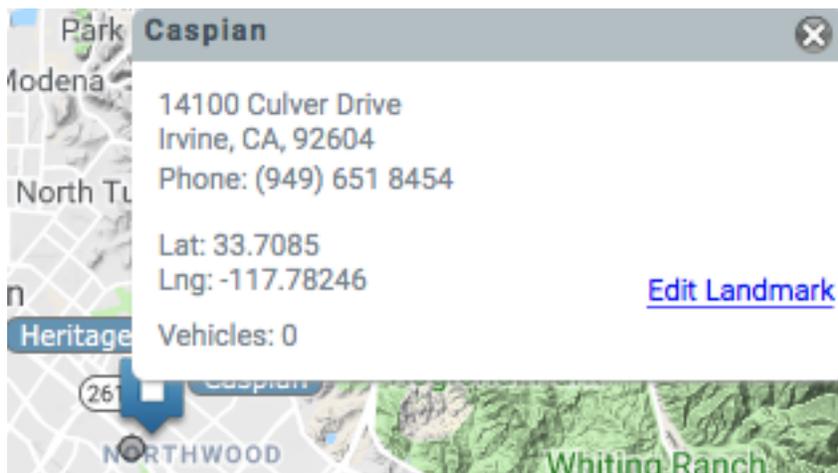


EDITING A LANDMARK FROM THE MAP

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



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



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

EDITING A VEHICLE FROM THE CONTROL PANEL

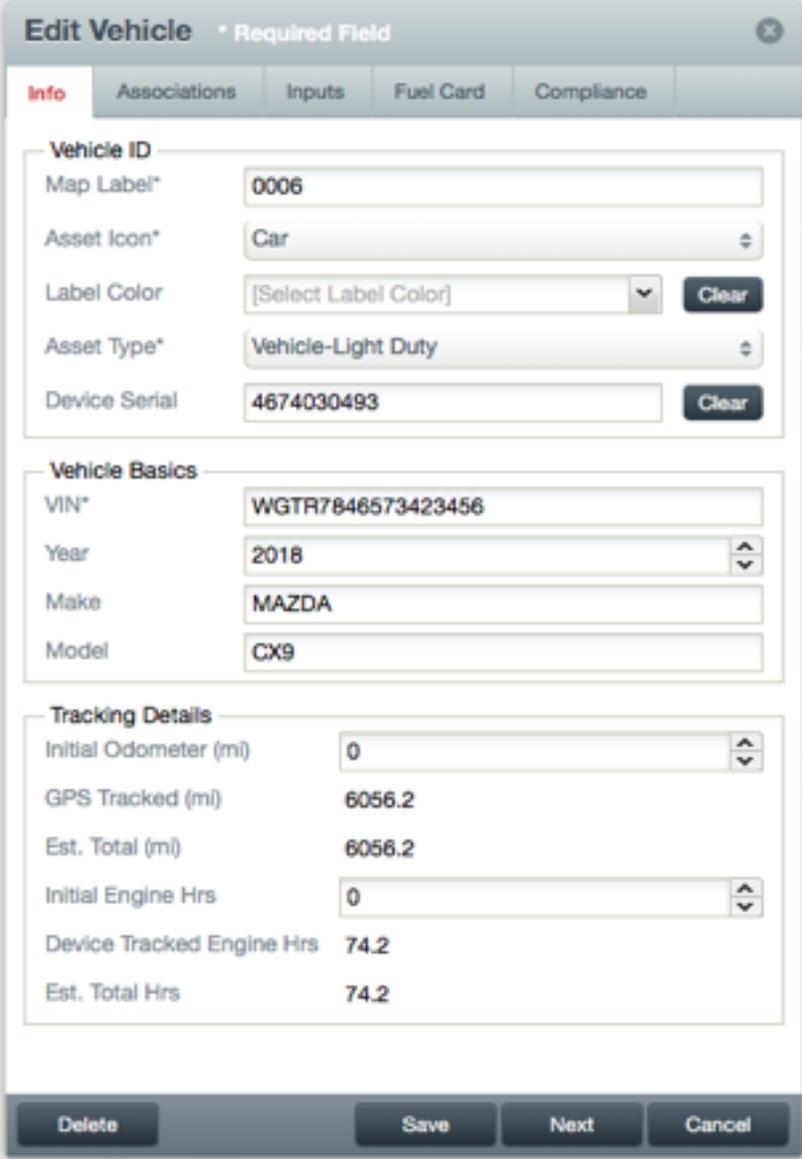
1. In the **Vehicles** control panel on the left side, click the **Edit [Map Label]** icon () to open the **Edit Vehicle** window.

Action	Map Label	Event Status	Engine Hours
	TJ's Truck (FL18Z)	● Stopped	41.5
	Edit TJ's Truck (FL18Z)	● Stopped	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 Field

Info Associations Inputs Fuel Card Compliance

Vehicle ID

Map Label* 0006

Asset Icon* Car

Label Color [Select Label Color] Clear

Asset Type* Vehicle-Light Duty

Device Serial 4674030493 Clear

Vehicle Basics

VIN* WGTR7846573423456

Year 2018

Make MAZDA

Model CX9

Tracking Details

Initial Odometer (mi) 0

GPS Tracked (mi) 6056.2

Est. Total (mi) 6056.2

Initial Engine Hrs 0

Device Tracked Engine Hrs 74.2

Est. Total Hrs 74.2

Delete 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.

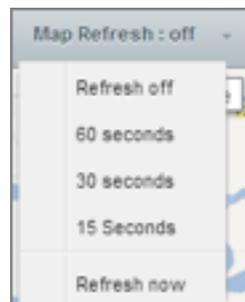
6. The **Compliance** tab will only show if user has purchased compliance. Please refer to separate FL Compliance Guide.
7. The **Safety** tab is only available in the FL4 units. Allows user to set up audio alerts to alert driver when driver hits safety criteria created by user (e.g., Speed Threshold).0
8. Once editing is complete, click **Save**.

READING THE MINIATURE DASHBOARD

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

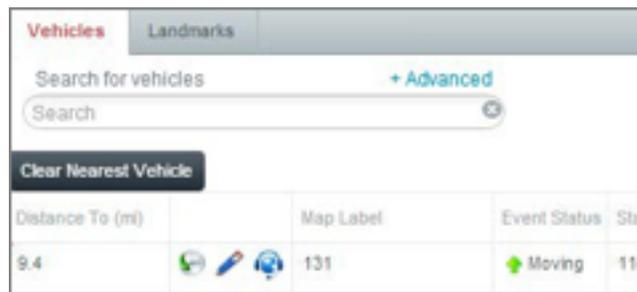


2. The green arrow (↑) shows the number of vehicles currently moving.
3. The red octagon (◆) shows the number of vehicles currently stopped.
4. The orange triangle (▲) shows the number of vehicles currently idling.
5. The blue circle (●) shows the number of vehicles with active inputs.
6. The truck icon (🚚) resizes 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**.



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



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

DISPATCHING A VEHICLE

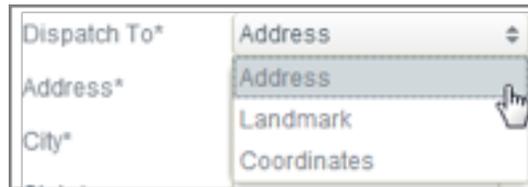
1. In the **Vehicles** control panel on the left side, click the **Dispatch to [Map Label]** icon  next to the vehicle being dispatched.



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



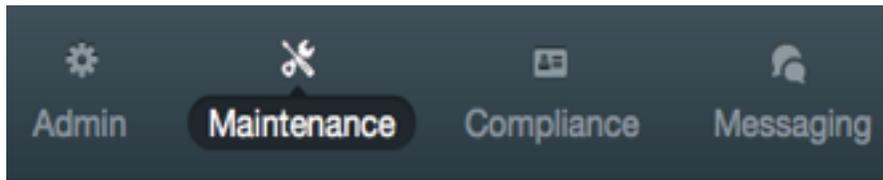
3. Select from the dropdown to choose whether to dispatch to an **Address**, a **Landmark** or **Coordinates**.
 - a. If dispatching to an address, enter the **Address, City, State, Zip** and **Country**.
 - b. If dispatching to a landmark, choose from the **Landmark** dropdown.
 - c. If dispatching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

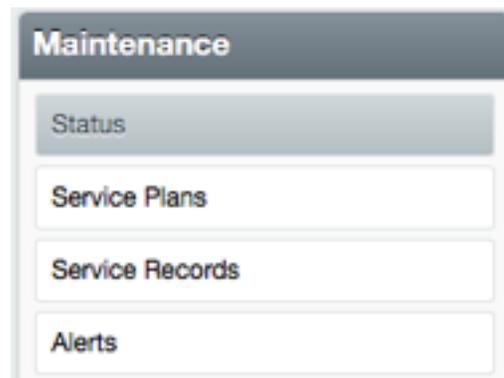
MAINTENANCE TAB

These actions are available under the **Maintenance** tab.



STATUS

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



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

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)
	153378920...	643.8 kms	2.5 hours	Oil Change	321.9 kms	965.6 kms	-	-	-	-
	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

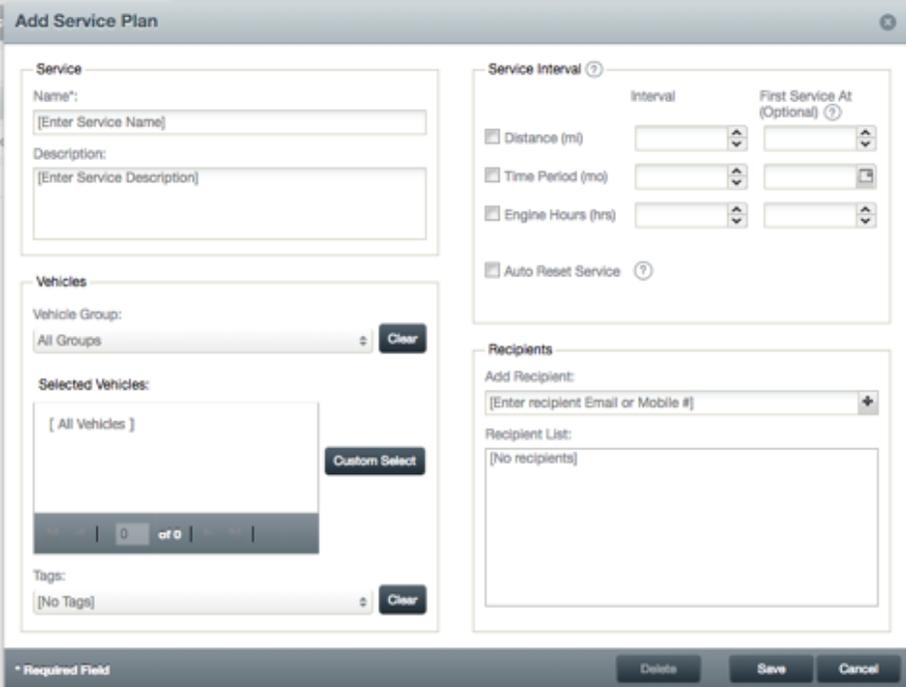
SERVICE PLAN

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

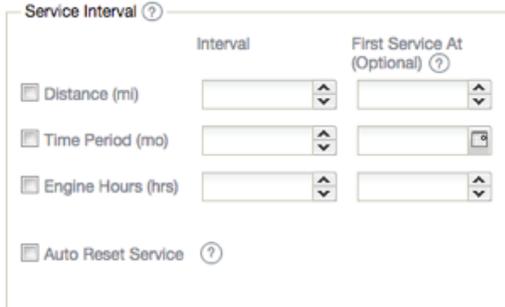
Filters - All
Add Service Plan



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.



- 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.



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:

+

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.

Edit Service Plan

Service

Name:

Description:

Vehicles

Groups: All

Vehicles: All

Tags: All

Service Interval

	Interval	First Service At (Optional)
Distance (mi)	4826002	-
Time Period (mo)	-	-
Engine Hours (hrs)	-	-

Auto Reset Service

Recipients

Add Recipient:

+

Recipient List:

[No recipients]

* Required Field

Delete Save Cancel

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 ?

	Interval	First Service At (Optional) ?
Distance (mi)	4828032	-
Time Period (mo)	-	-
Engine Hours (hrs)	-	-

Auto Reset Service ?

SERVICE RECORD

Maintenance

Status

Service Plans

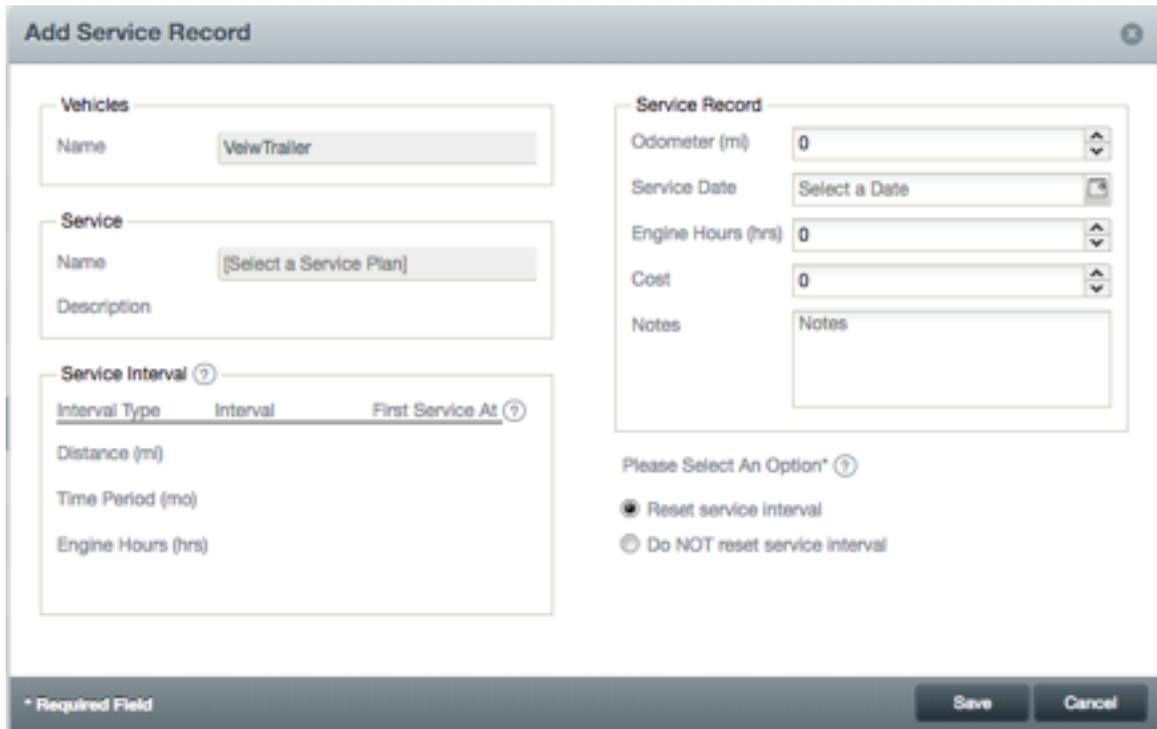
Service Records

Alerts

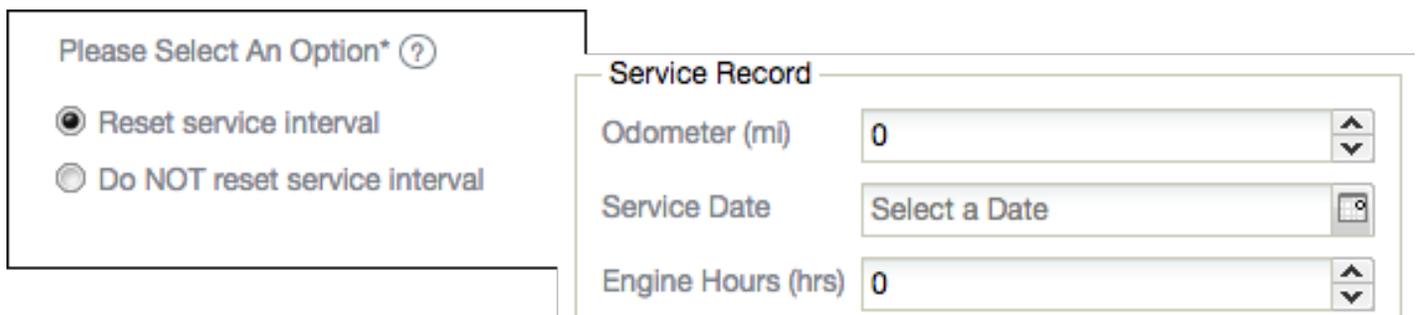
To bring up the Add Service Record click the Add Service Record in the top right corner.



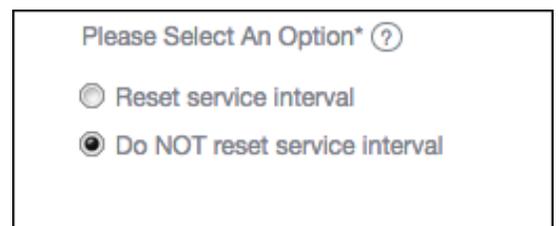
Filters - All Add Service Record



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).



If **Do NOT Reset Service Interval** is clicked, the record will be saved but the service record will not be reset. (Metrics that were overdue and highlighted in red will stay in highlighted state if the Service Interval is not reset).



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.

Edit Service Record
✕

Vehicles
 Name

Service
 Name
 Description

Service Interval ?

Interval Type	Interval	First Service At ?
Distance (mi)	-	-
Time Period (mo)	1	-
Engine Hours (hrs)	-	-

Service Record
 Odometer (mi)

Service Date

Engine Hours (hrs)

Cost

Notes

Please Select An Option* ?
 Reset service interval
 Do NOT reset service interval

* Required Field

Save
Cancel

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 7 days

Date Range *

Vehicle

Plan Name

Clear
Filter

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.



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.



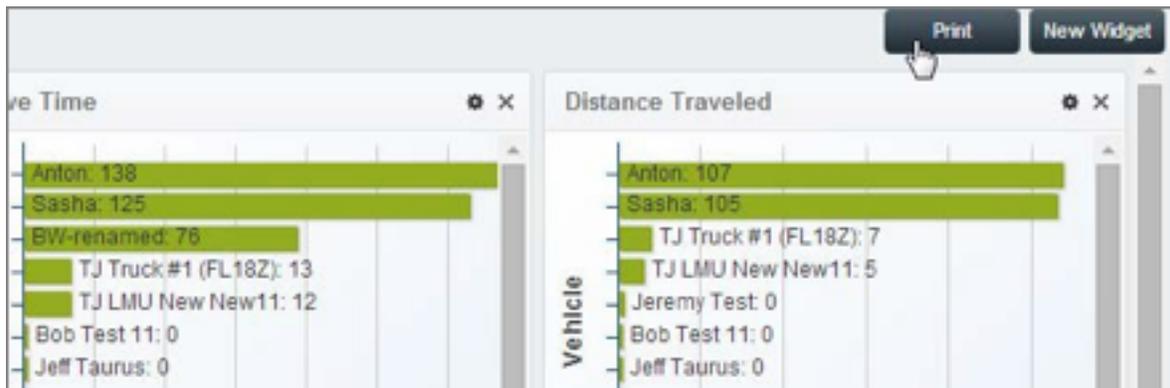
3. This allows you to change the **Name**, **Date** and **Vehicles** shown in the widget.

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**

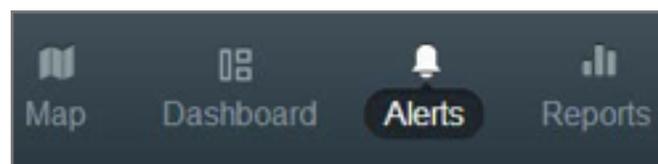
PRINTING THE DASHBOARD

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

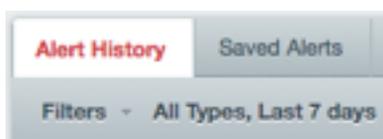
1. The **Alert History** loads automatically when the **Alerts** tab is selected.
2. This tab shows all alerts generated by all vehicles on the account, along with the **Details, Date/Time, Name, Alert Type, Vehicle,** and **Location.**



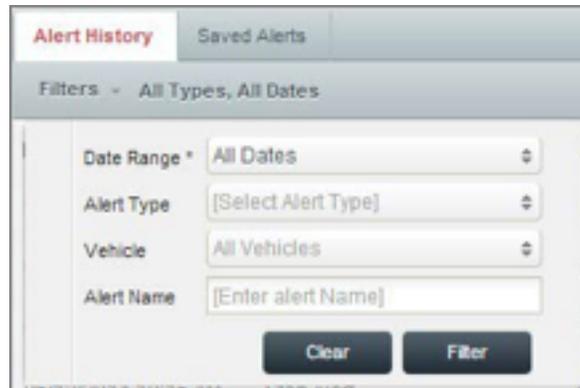
Date/Time	Alert Type	Vehicle	Name	Location	Details
-----------	------------	---------	------	----------	---------

FILTERING THE ALERT HISTORY

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



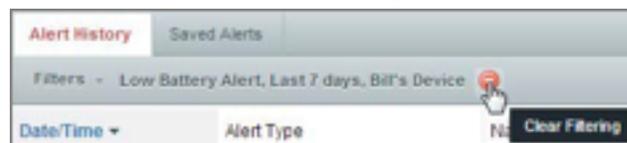
2. Select your desired filters from the available options.



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

CLEARING FILTERS FROM THE ALERT HISTORY

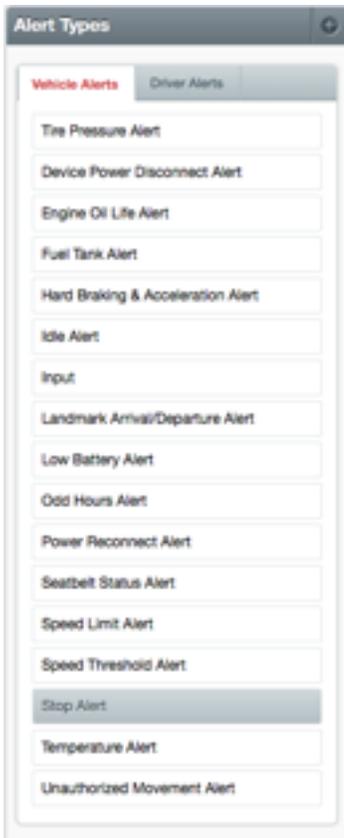
1. To clear your selected filters, click the **Clear Filtering** button () to the right of the filter selection.



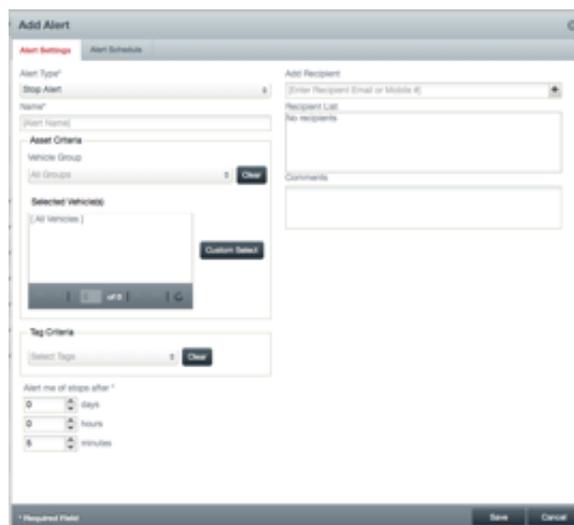
2. The **History** tab will refresh without filters.

CREATING AND SCHEDULING AN ALERT

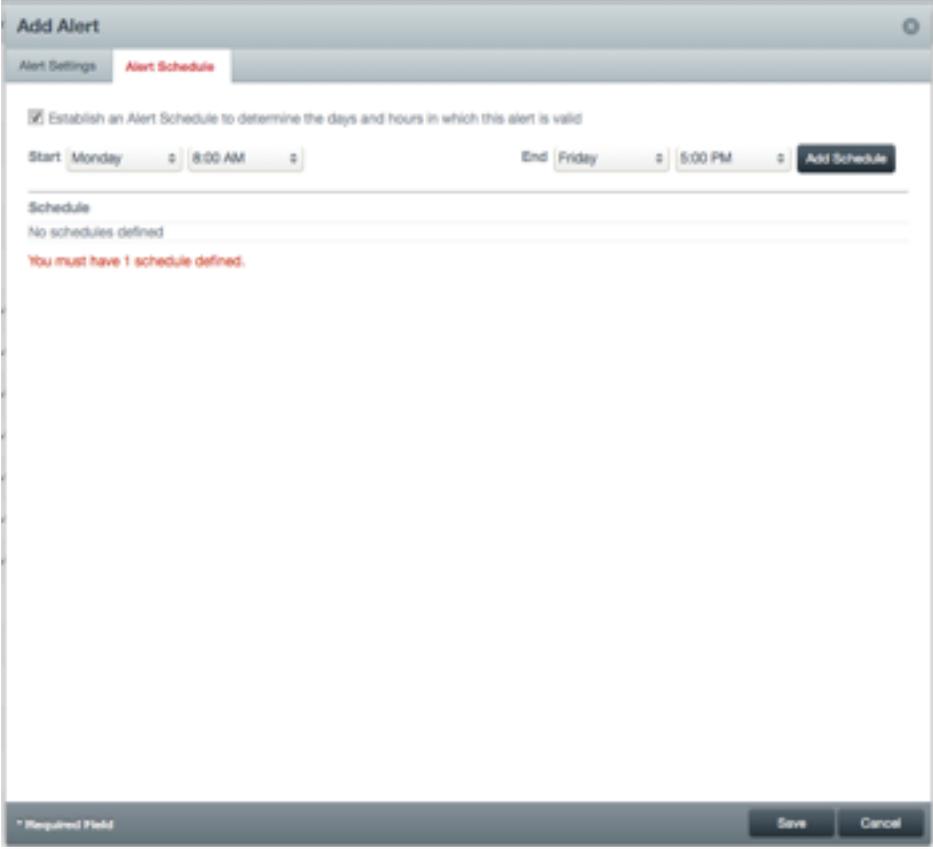
1. Select an **Alert Type** from the left side.



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



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

Alert Settings **Alert Schedule**

Establish an Alert Schedule to determine the days and hours in which this alert is valid

Start: Monday 8:00 AM End: Friday 5:00 PM **Add Schedule**

Schedule

No schedules defined

You must have 1 schedule defined.

* Required Field **Save** **Cancel**

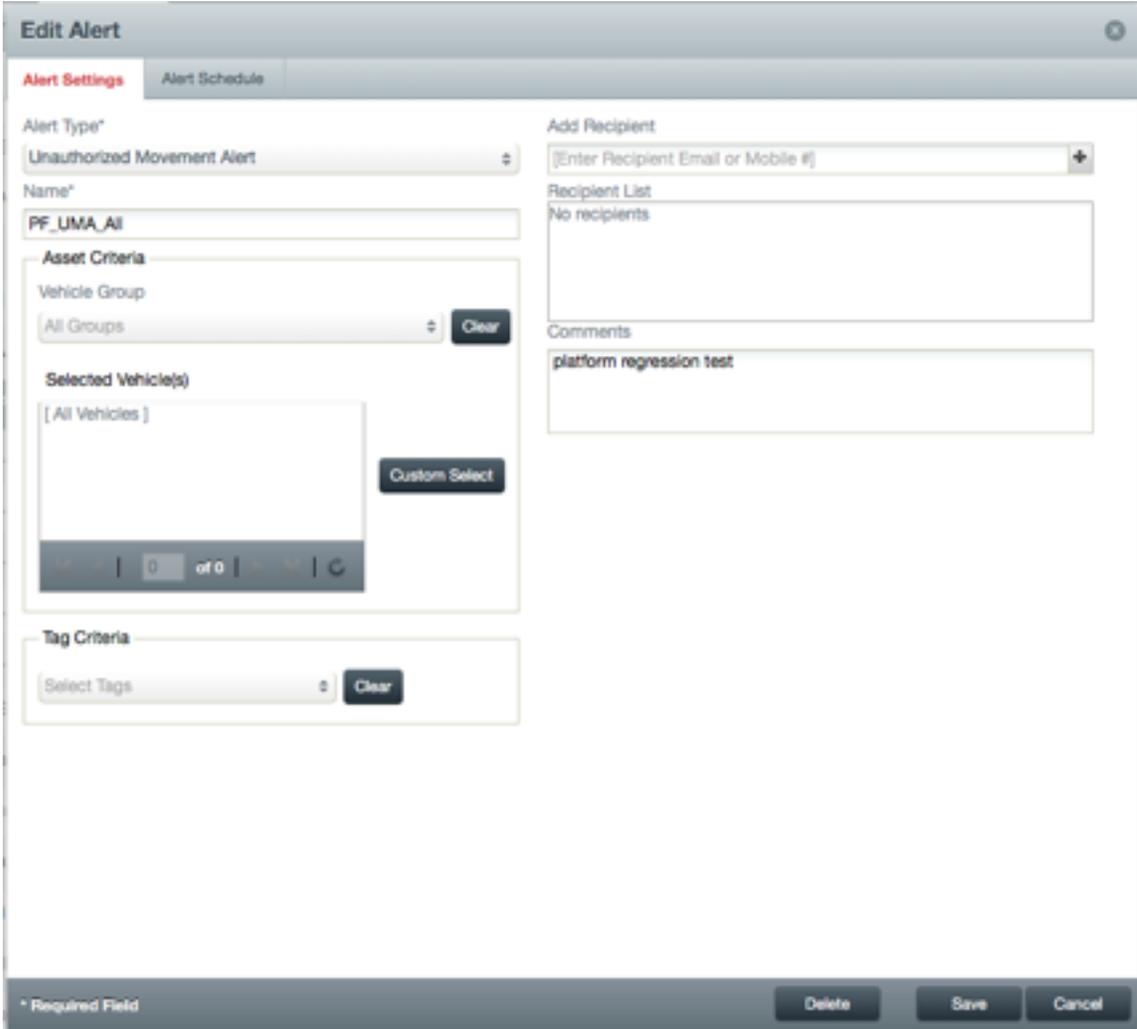
9. Click **Save**.

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	Alert Type	Date Crea
UMA_All	Unauthorized Movement Alert	01/30/201
UMA_Vehicle	Unauthorized Movement Alert	01/30/201

3. This opens the **Edit Alert** window.

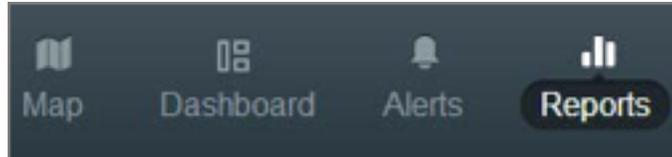


4. All fields can be edited, but the fields marked with a * must contain valid information.

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

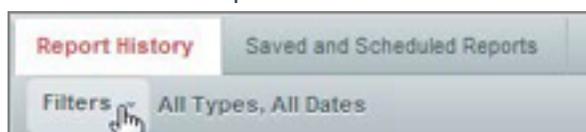
Shows Total Distance, Total Engine Hours, Battery Voltage, Percentage of Oil Life Remaining Tire Pressure in PSI Last Event Date, Asset Type, Asset Group and Tags.

Workday Details Report

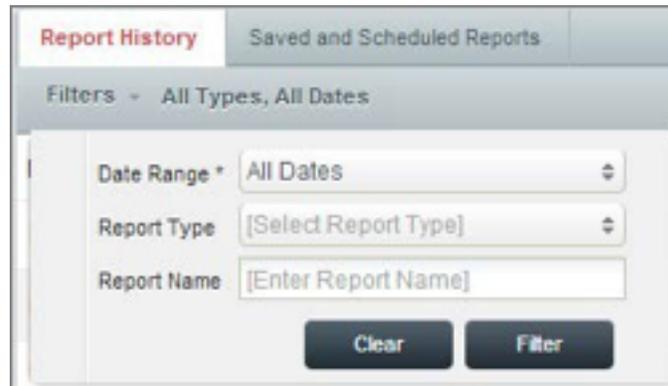
Shows start and end times, start and end addresses, elapsed time, move time, engine off time, idle time and off duty time for each vehicle on each day during the specified reporting period.

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.

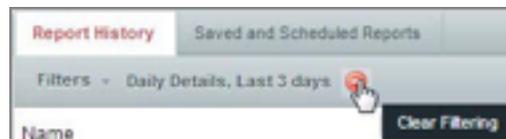


3. Click **Filter**. The **History** tab will update with the filtered data.



CLEARING FILTERS FROM THE REPORT HISTORY

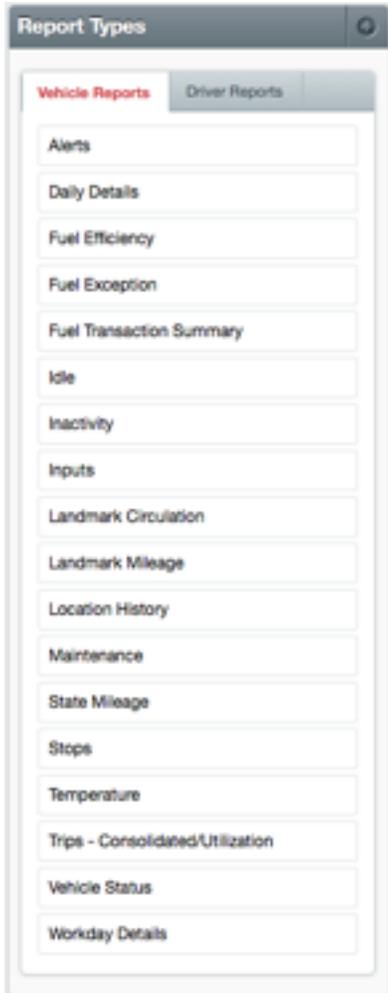
1. To clear your selected filters, click the **Clear Filtering** button () to the right of the filter selection.



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

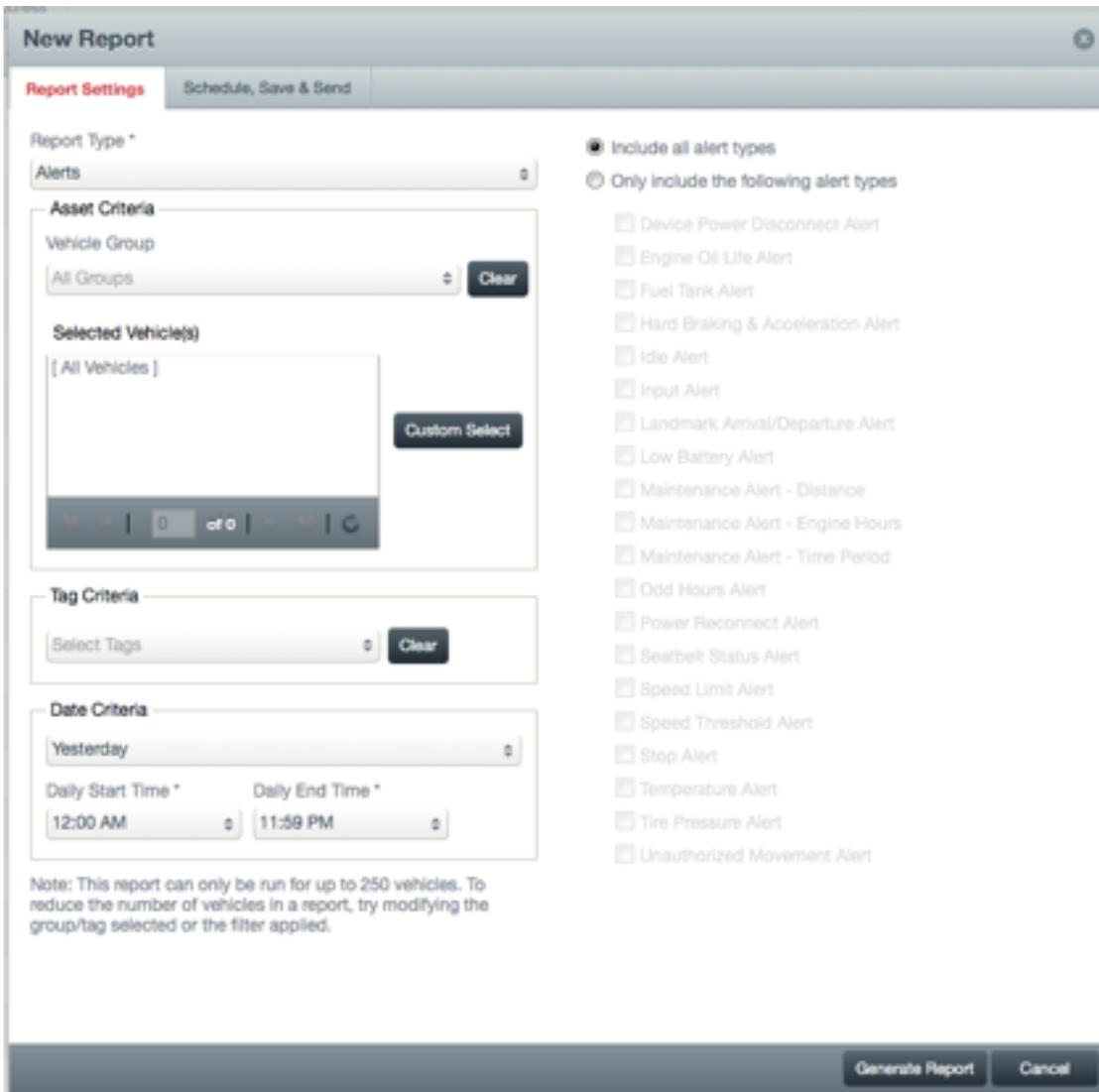
GENERATING A REPORT

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



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.).

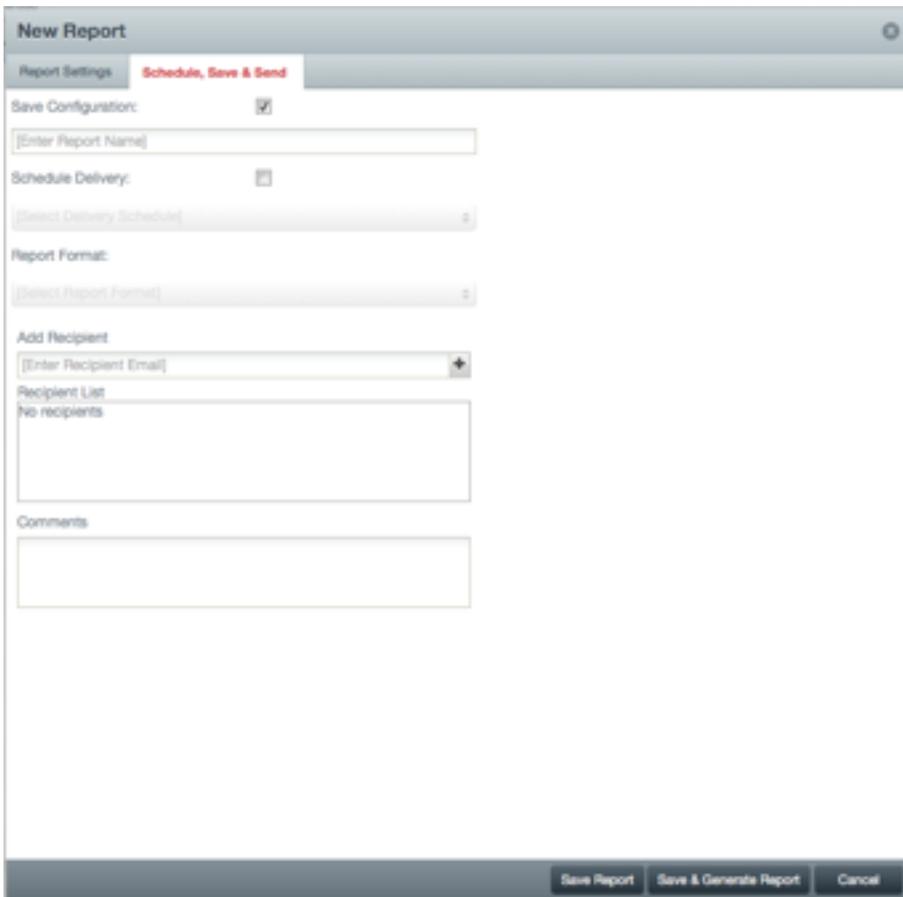
5. Click **Generate Report**.



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**.



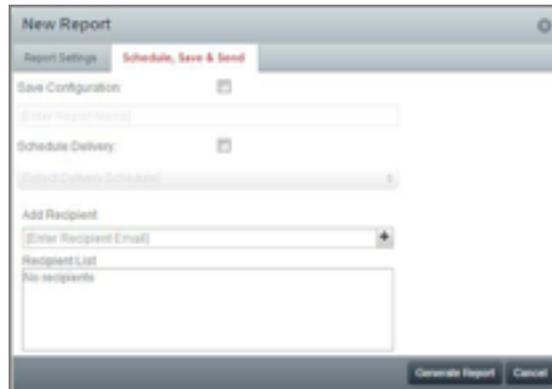
SAVING A REPORT

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).



3. Click **Generate Report**.

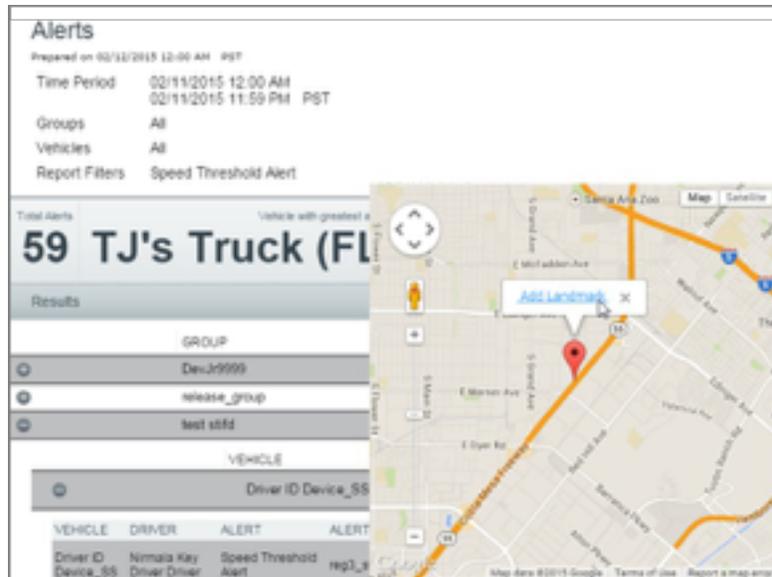
CREATING A LANDMARK FROM A REPORT MAP

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

GROUP		ALERTS					
test@50		1					
VEHICLE		ALERTS TOTAL					
Driver ID Device_55		1					
VEHICLE	DRIVER	ALERT	ALERT NAME	DATE	TIME	LOCATION	DETAILS
Driver ID Device_55	Norman Key Driver	Speed Threshold Alert	mg_L46	02/11/2015	09:21 AM	View Speed Alert View Speed Alert	Driver ID Device_55 exceeded its speed threshold by traveling 58 mph (95 km/h) on 02/11/15 @ 09:21 AM PST (Coast Mesa Pkwy)



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



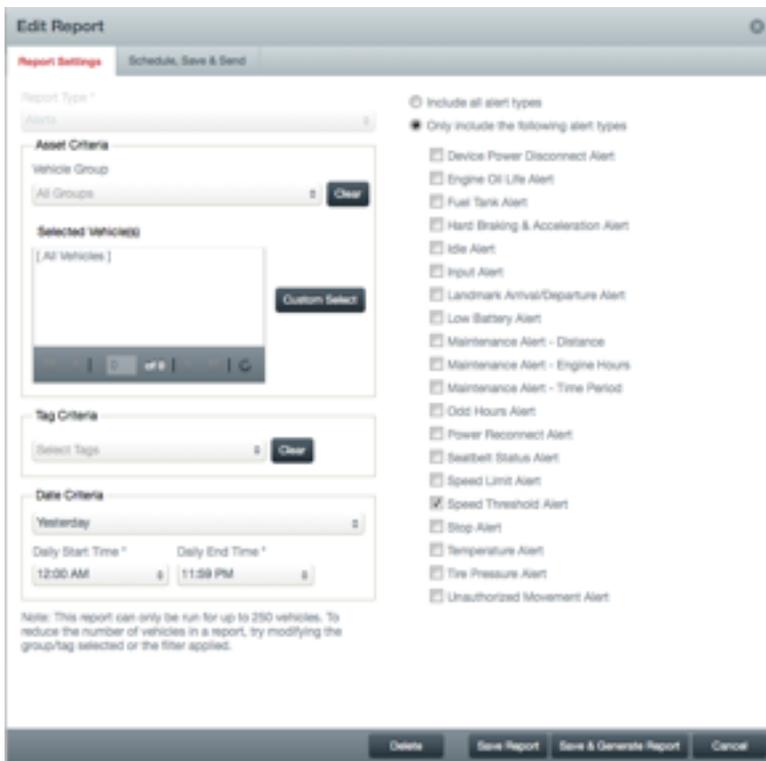
3. Fill out the **Add Landmark** window and click **Save**.

DELETING A REPORT

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

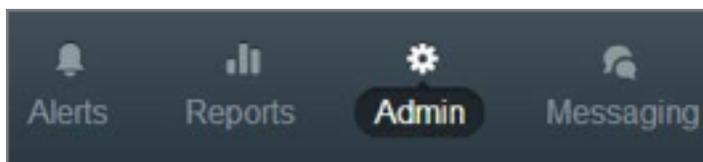


2. In the **Edit Report** window, click the **Delete** button.



ADMIN TAB

These actions are available under the **Admin** tab.



DEVICES

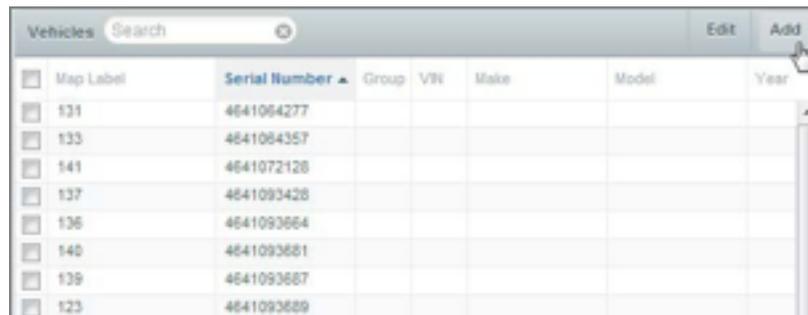
1. Select **Devices** from the left side.
2. The **Devices** list shows all devices on the account.
3. The **Association** dropdown in the upper right corner allows you to filter the list by devices **Linked** to a vehicle and devices that are **Unlinked**.



Serial Number	Map Label	Active / Inactive
4342068671	TJ's Truck (FL18Z)	active
4342068967	Driver ID Device_SS	active

CREATING A VEHICLE

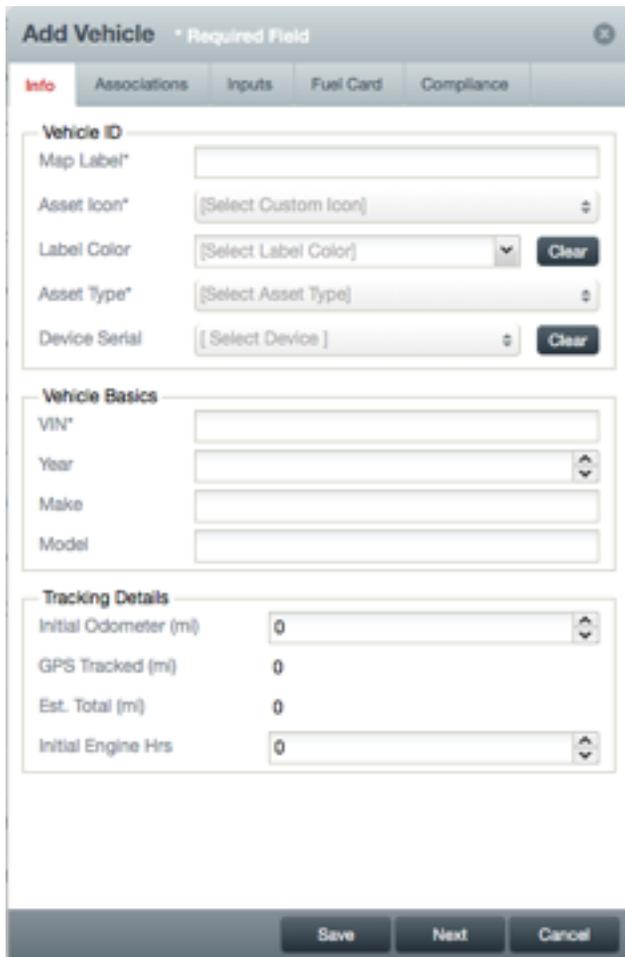
1. Select **Vehicles** from the left side.
2. Click **Add**.



Map Label	Serial Number	Group	VIN	Make	Model	Year
131	4641064277					
133	4641064357					
141	4641072128					
137	4641093428					
136	4641093664					
140	4641093661					
139	4641093667					
123	4641093669					

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 Vehicle * Required Field

Info Associations **Inputs** Fuel Card Compliance

Vehicle ID

Map Label*

Asset Icon* [Select Custom Icon]

Label Color [Select Label Color]

Asset Type* [Select Asset Type]

Device Serial [Select Device]

Vehicle Basics

VIN*

Year

Make

Model

Tracking Details

Initial Odometer (mi)

GPS Tracked (mi)

Est. Total (mi)

Initial Engine Hrs

7. Click **Save**

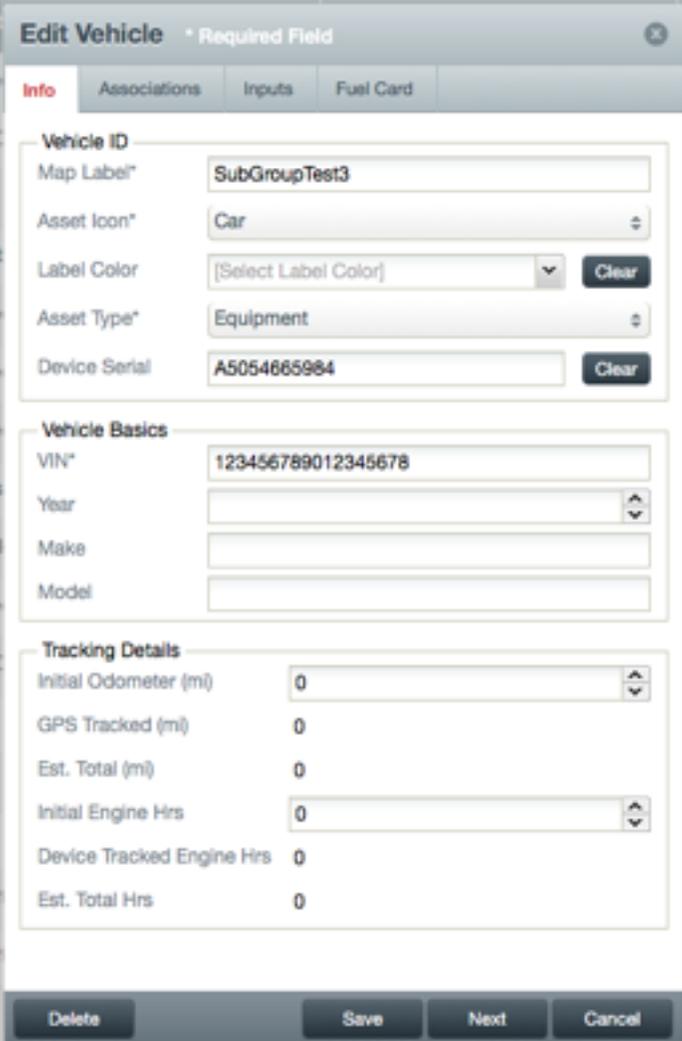
EDITING A VEHICLE

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**.



<input type="checkbox"/> Map Label v	Group	Serial Number	VIN	Year	Asset Type	Driver
<input checked="" type="checkbox"/> T/3 Truck (FL18Z)	D...	4342068671	12...	2000	Vehicle-Heavy Duty	Tyler RR
<input type="checkbox"/> TILU 63 13174904			m...	2013	Trailer	
<input type="checkbox"/> tier_data_asset	Q...	4431021311	1W...	2003	Vehicle-Heavy Duty	Nir Appa

3. This opens the **Edit Vehicle** window.
4. From this window, all elements of the vehicle can be edited.



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

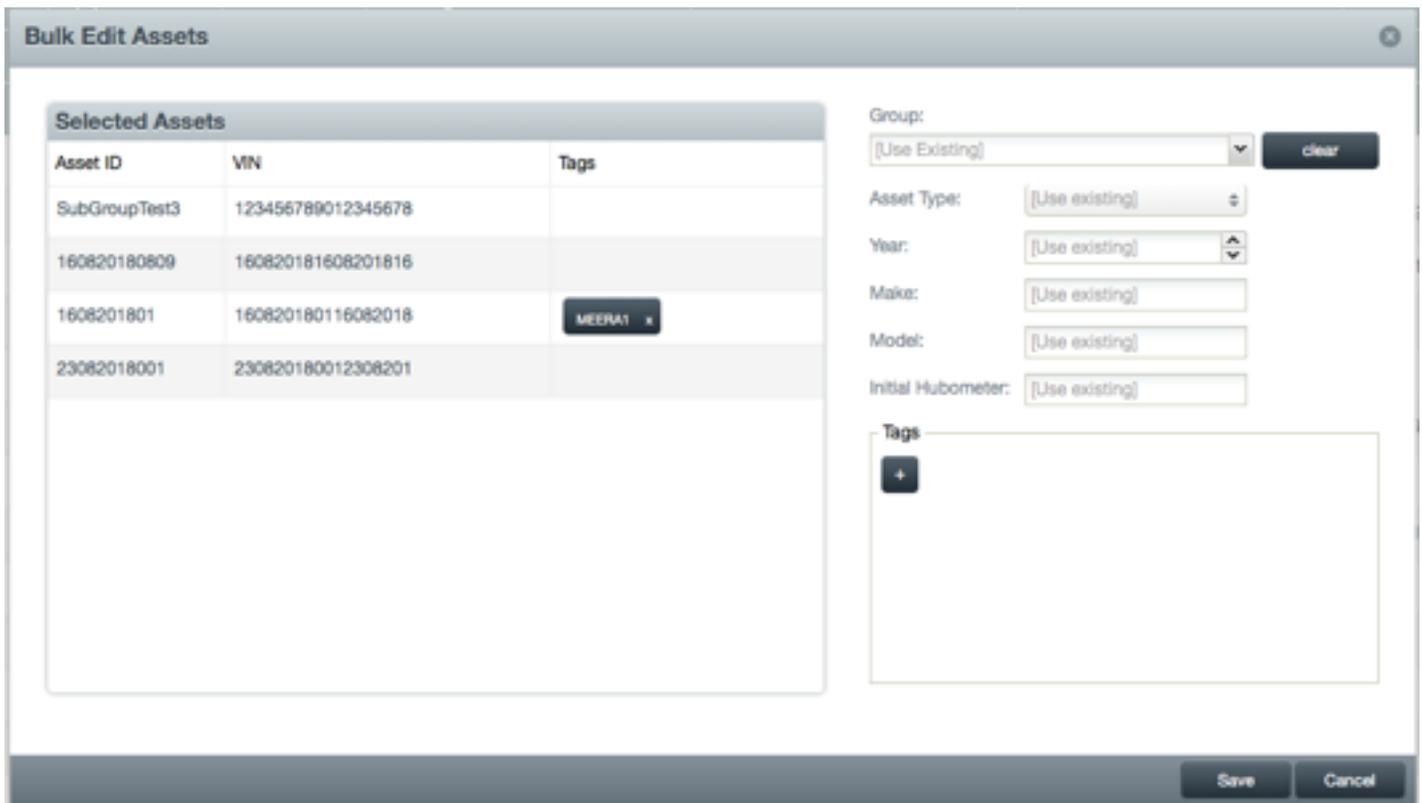
BULK EDITING VEHICLES

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



Vehicles		Search			Edit	Add
<input type="checkbox"/>	Map Label ▲	Serial Number	Group	Asset Type	Odometer	
<input checked="" type="checkbox"/>	11		Tr...	Trailer	0	
<input checked="" type="checkbox"/>	700 #1 Removed Fr...	3143002482		Vehicle	0	
<input checked="" type="checkbox"/>	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.



Bulk Edit Assets

Selected Assets		
Asset ID	VIN	Tags
SubGroupTest3	123456789012345678	
160820180809	160820181608201816	
1608201801	160820180116082018	MEERA1 x
23082018001	230820180012308201	

Group:

Asset Type:

Year:

Make:

Model:

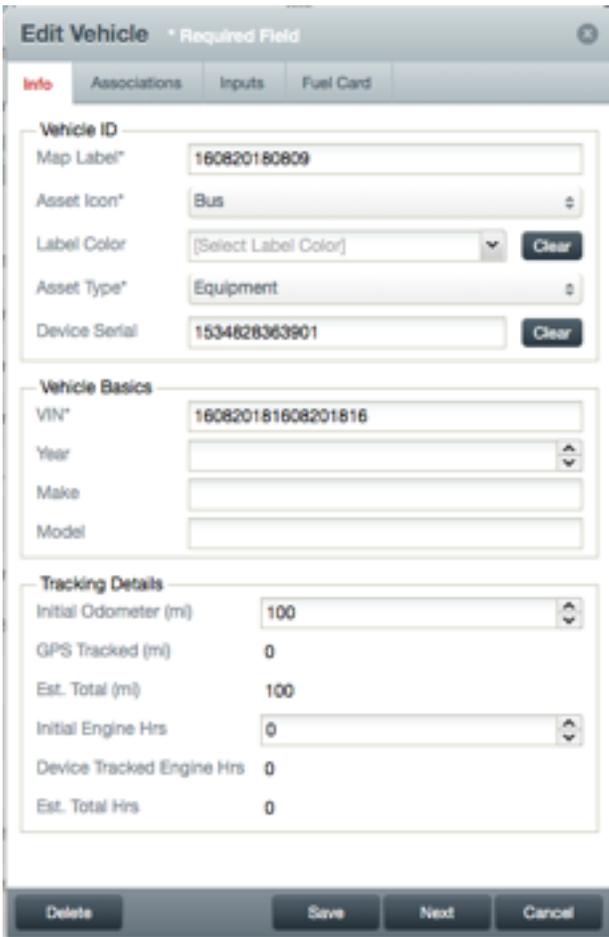
Initial Hubometer:

Tags:

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.



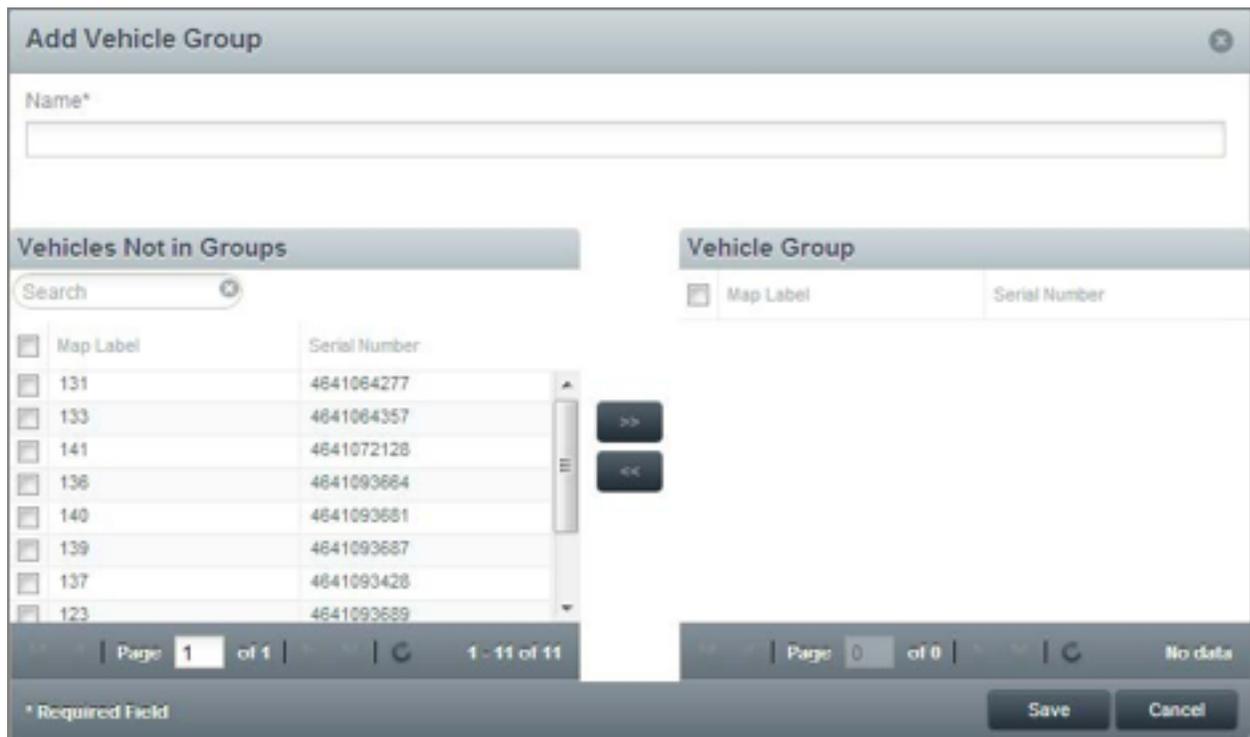
5. Click **Clear** to disassociate the **Device Serial** from the selected vehicle.
6. Click **Save**.

CREATING A VEHICLE GROUP

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

Vehicle Groups		Expand All	Collapse All	Add Group	Refresh
Name	Direct Vehicles	Indirect Vehicles	Total Vehicles		

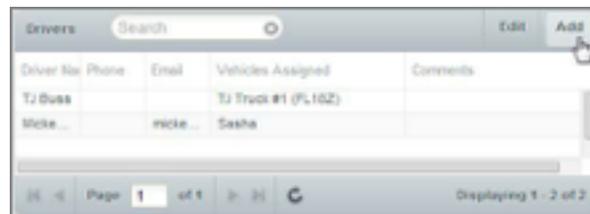
3. This opens the **Add Vehicle Group** window.
4. Name the new **Vehicle Group**.
5. Use the checkboxes to select all vehicles to be put in the new group.
6. Click the right-facing arrow to move the selected vehicles into the new group.



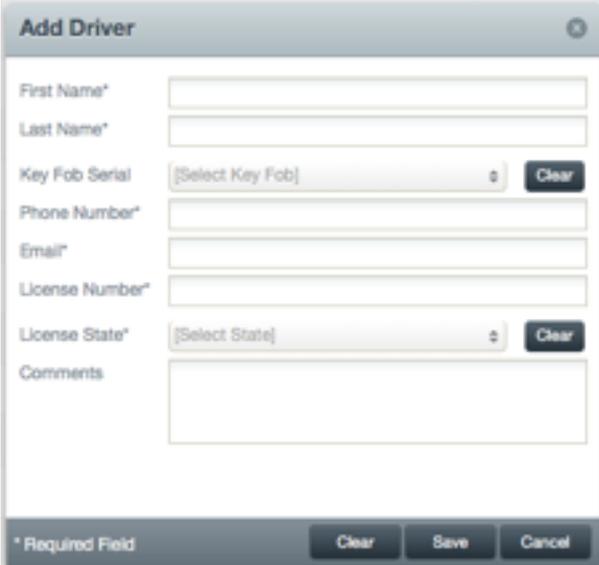
7. Click **Save**.

ADDING A DRIVER

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



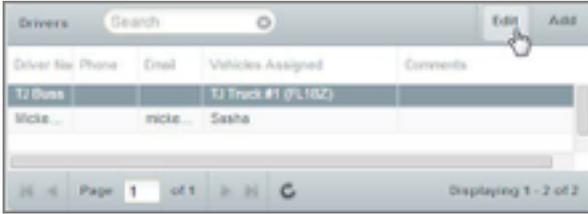
3. This opens the **Add Driver** window.
4. Fill out the required fields, marked with a *
5. Fill out the remaining fields (optional).



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

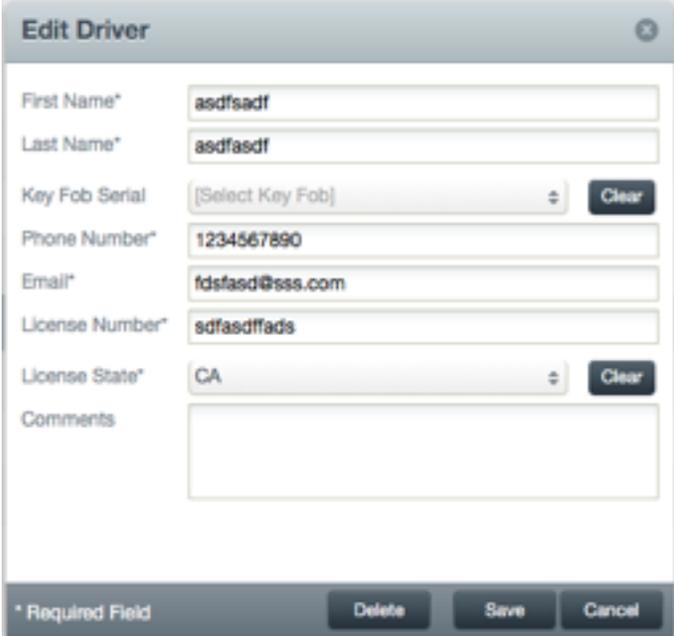
EDITING OR DELETING A DRIVER

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**.



Driver No	Phone	Email	Vehicles Assigned	Comments
TJ Bus			TJ Truck #1 (FL162)	
mcke...		mcke...	Sasha	

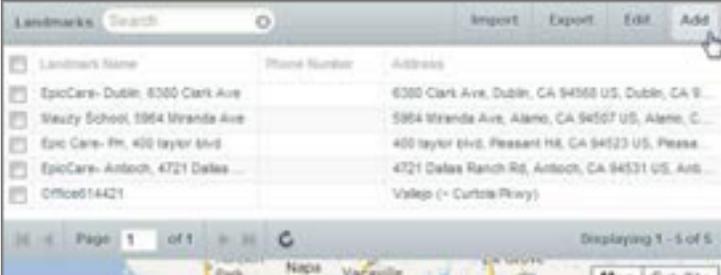
3. This opens the **Edit Driver** window.
4. From this window, all elements of the driver can be edited.



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

CREATING A LANDMARK FROM THE ADMIN TAB

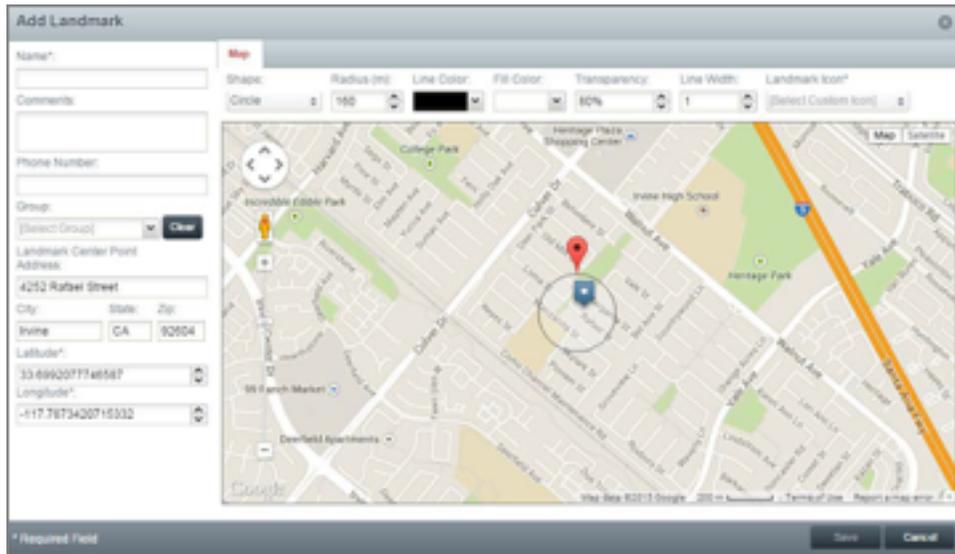
1. Select **Landmarks** from the left side.
2. Click **Add**.



Landmark Name	Phone Number	Address
EpicCare- Dublin, 8080 Clark Ave		8080 Clark Ave, Dublin, CA 94568 US, Dublin, CA 9...
Wauzy School, 3364 Miranda Ave		3364 Miranda Ave, Alamo, CA 94507 US, Alamo, C...
Epic Care- Ph, 400 Taylor Blvd		400 Taylor Blvd, Pleasant Hill, CA 94523 US, Pleasa...
EpicCare- Antioch, 4721 Dallas...		4721 Dallas Ranch Rd, Antioch, CA 94531 US, Ant...
Office014421		Vallejo (- Curtila Rowy)

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.



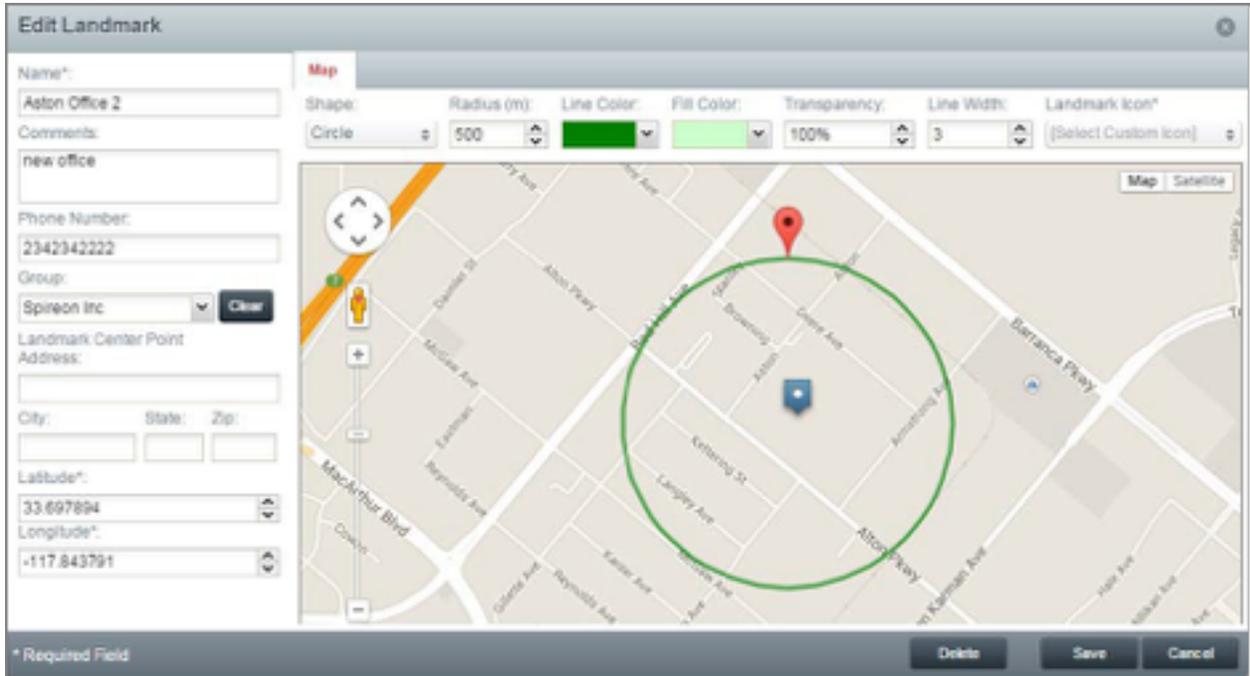
6. Click **Save**.

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**.

Landmark Name	Shape	Comments	Phone Number	Address	Group	Date Created
<input checked="" type="checkbox"/> Aston Office 2	circle	new office	2342342222		Spireon Inc	01/26/15 02:10 pm
<input type="checkbox"/> Auto Location	circle	assigned location	555-555-5555			01/26/15 11:07 am

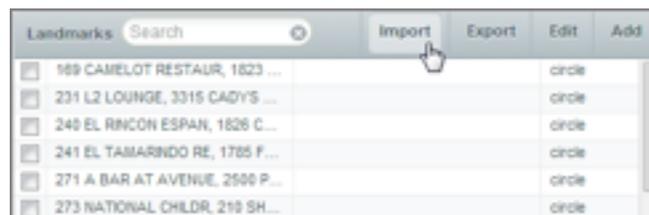
3. This opens the **Edit Landmark** window.
4. From this window, all elements of the landmark can be edited.



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**.



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.



BULK EDITING LANDMARKS

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



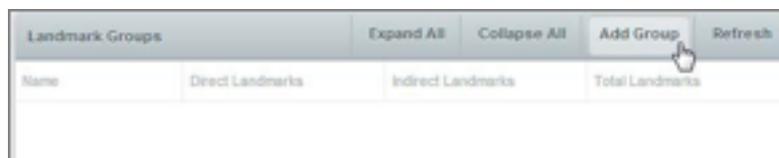
3. This opens the **Bulk Edit Landmarks** window.
4. From this window, **Group**, **Shape** and **Radius** can be changed for all selected landmarks.



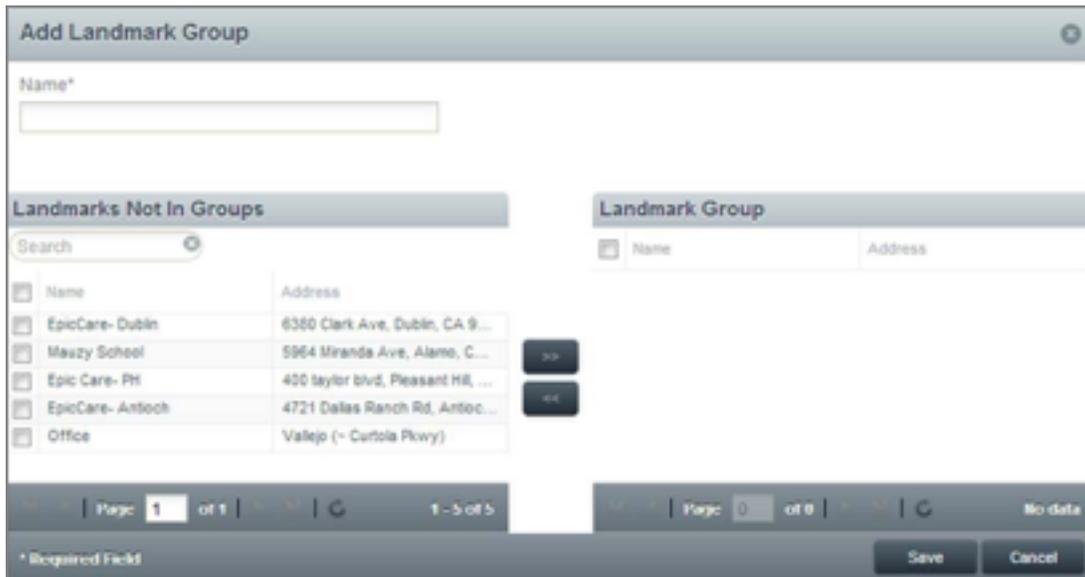
5. Click **Save**.

CREATING A LANDMARK GROUP

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



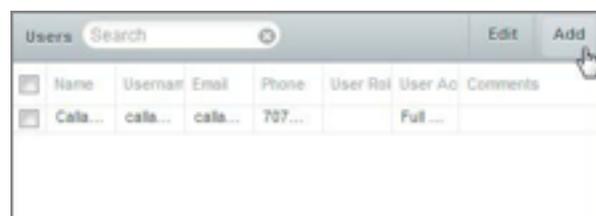
3. This opens the **Add Landmark Group** window.
4. Name the new **Landmark Group**.
5. Use the checkboxes to select all landmarks to be put in the new group.
6. Click the right-facing arrow to move the selected landmarks into the new group.



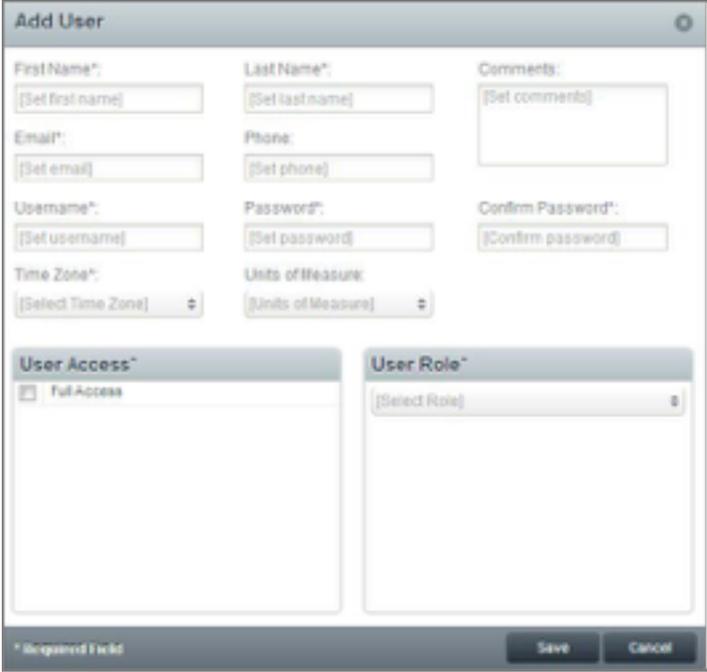
7. Click **Save**.

CREATING A USER

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



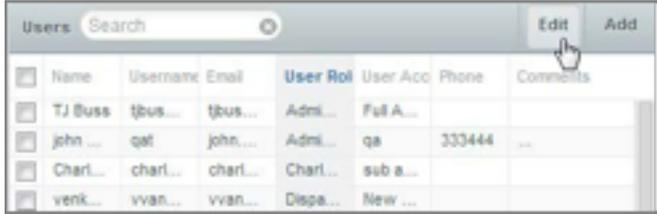
3. This opens the **Add User** window.
4. Fill out the required fields, marked with a *
5. Fill out the remaining fields and assign a **User Access** and **User Role**.



6. Click **Save**

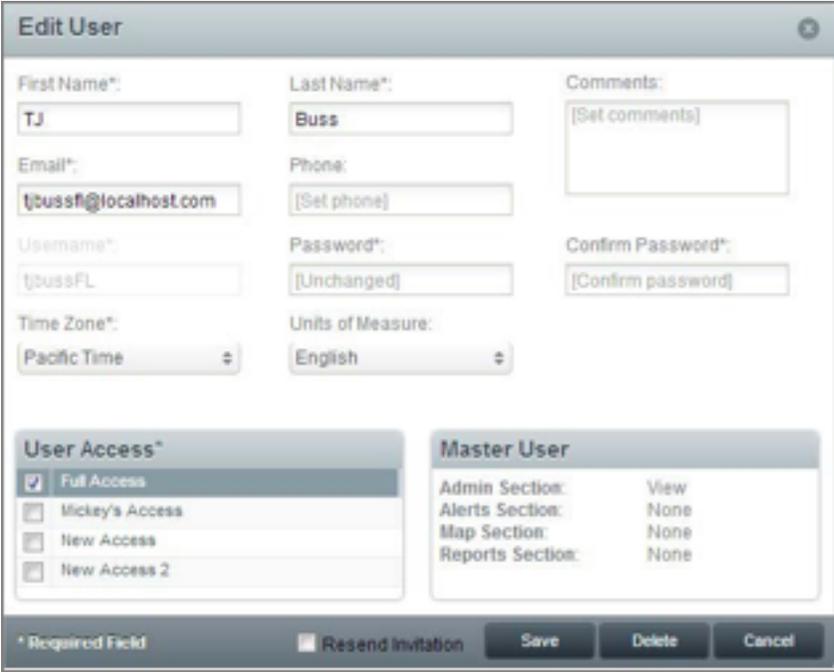
EDITING A USER

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.



<input type="checkbox"/>	Name	Username	Email	User Rol	User Acc	Phone	Comments
<input type="checkbox"/>	TJ Buss	tbus...	tbus...	Admi...	Full A...		
<input type="checkbox"/>	john ...	qat	john...	Admi...	qa	333444	...
<input type="checkbox"/>	Charl...	charl...	charl...	Charl...	sub a...		
<input type="checkbox"/>	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



5. Click **Save**

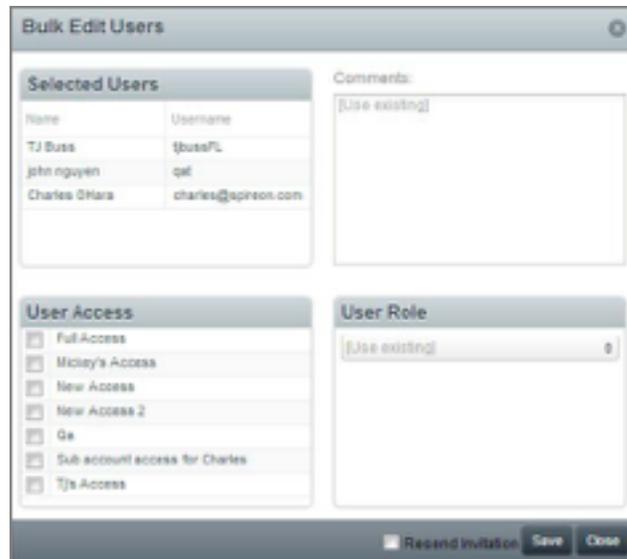
BULK EDITING USERS

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



	Name	Username	Email	User Role	User Acco	Phone	Comments
<input checked="" type="checkbox"/>	TJ Buss	tjussf	tjussf...	Admin ...	Full A...		
<input checked="" type="checkbox"/>	john n...	qa	john.n...	Admin...	qa	333444	...
<input checked="" type="checkbox"/>	Charle...	charle...	charle...	Charle...	sub a...		

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

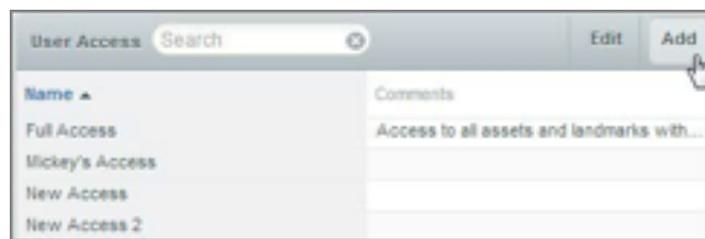


- Click **Save**

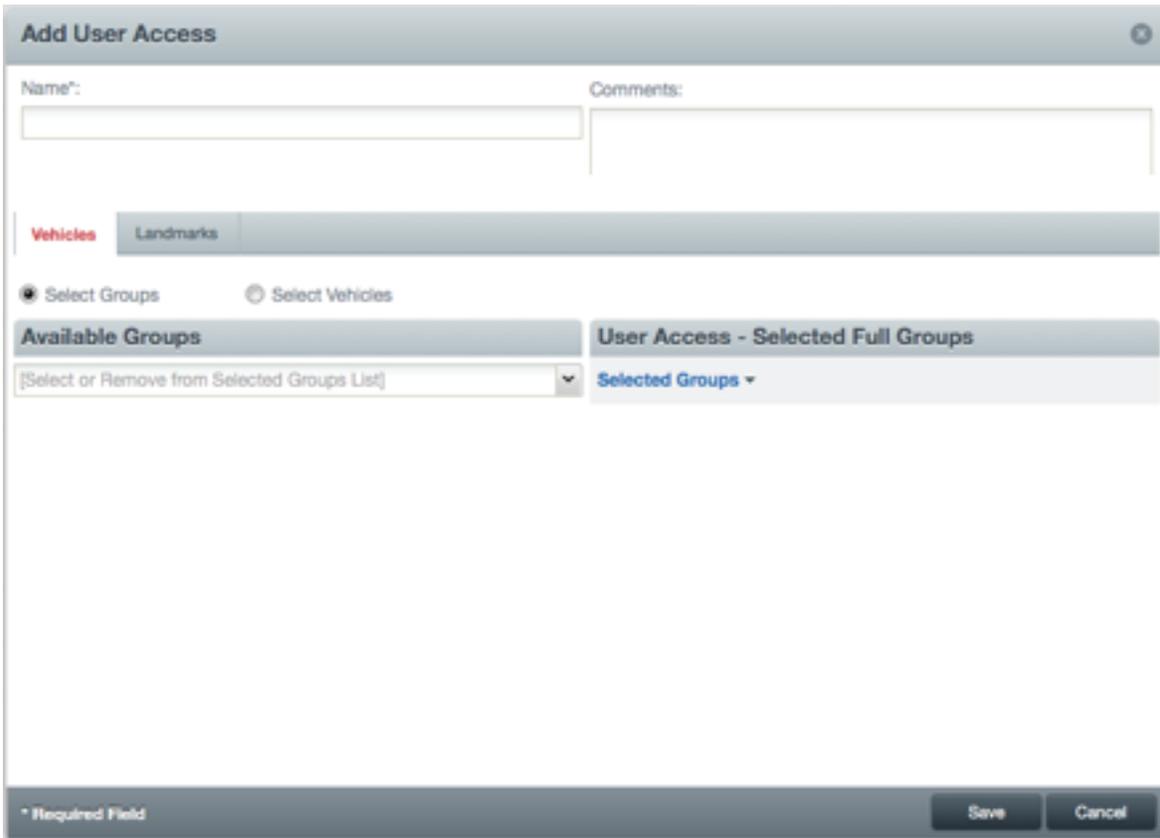
ADDING A USER ACCESS

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

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



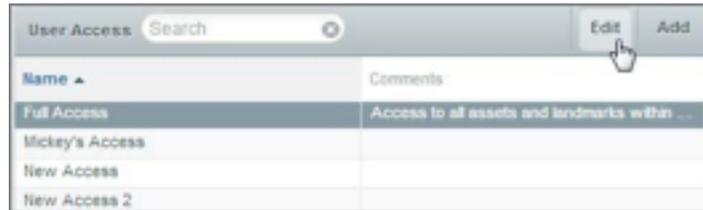
3. This opens the **Add User Access** window.
4. Choose a name for the new **User Access**.
5. The **Vehicles** tab lists all vehicles available and can be searched or filtered by group.
6. Use the checkboxes to select any vehicles to be included.
7. Click the right-facing arrow to add those vehicles.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



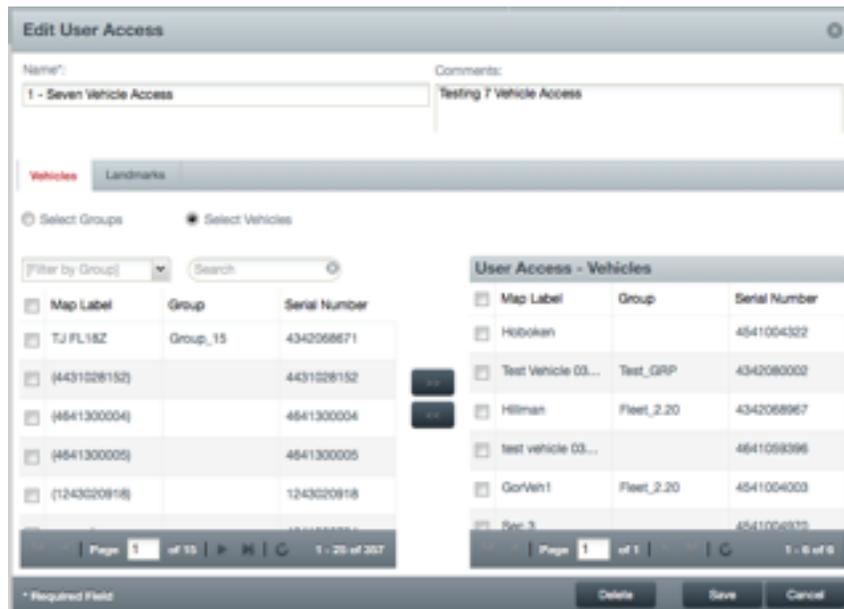
11. Click **Save**.
12. The new User Access will now display in the list and can be assigned to users.

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**.



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

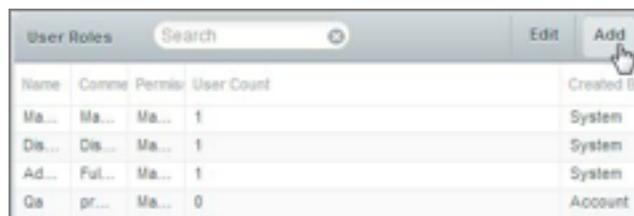


5. Click **Save**

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 the left side.
2. Click **Add**.



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.



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 <input type="text" value="Search"/>				
Name	Comments	Permissions	User Count	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.

Edit User Role

Name*:

User Count: 5

Start From:

Permissions:

Map Section:

Alerts Section:

Reports Section:

Admin Section:

Messaging Section:

Compliance Section:

Maintenance Section:

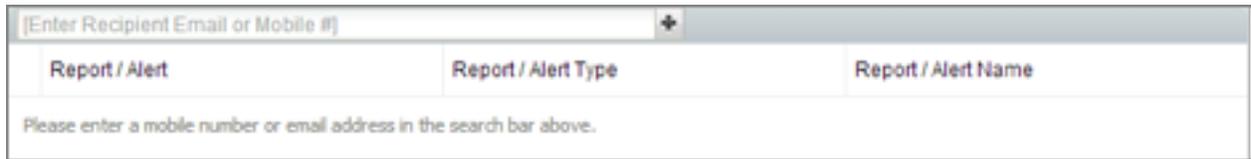
Comments:

* Required Field

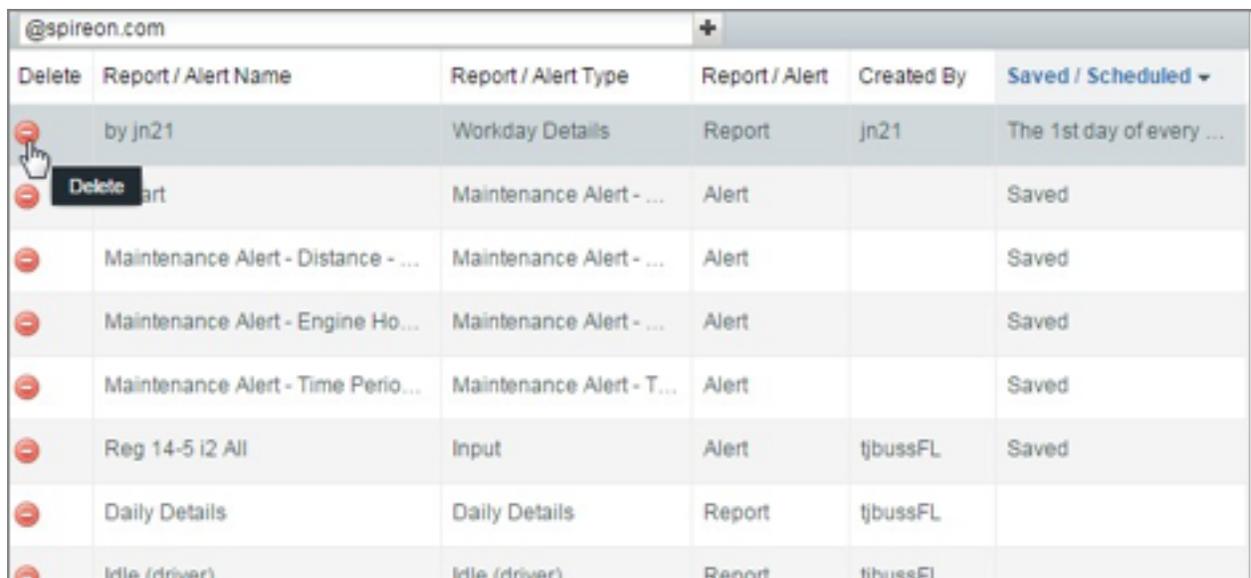
5. Click **Save**

REMOVING A RECIPIENT

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



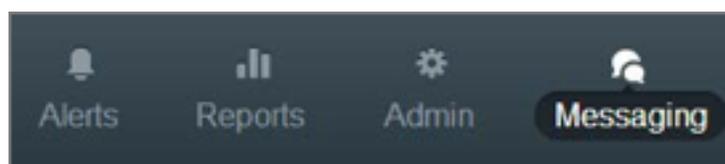
2. Use the **Delete** icon  to remove the email address or mobile number from the recipient list of any listed alerts or reports.



Delete	Report / Alert Name	Report / Alert Type	Report / Alert	Created By	Saved / Scheduled
	by jn21	Workday Details	Report	jn21	The 1st day of every ...
	art	Maintenance Alert - ...	Alert		Saved
	Maintenance Alert - Distance - ...	Maintenance Alert - ...	Alert		Saved
	Maintenance Alert - Engine Ho...	Maintenance Alert - ...	Alert		Saved
	Maintenance Alert - Time Perio...	Maintenance Alert - T...	Alert		Saved
	Reg 14-5 i2 All	Input	Alert	tjbussFL	Saved
	Daily Details	Daily Details	Report	tjbussFL	
	Idle (driver)	Idle (driver)	Report	tjbussFL	

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.



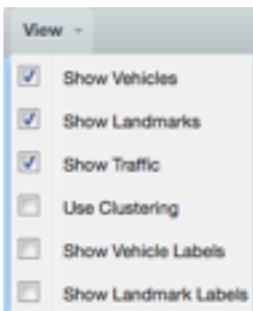
CHANGING THE MAP VIEW

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**.



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

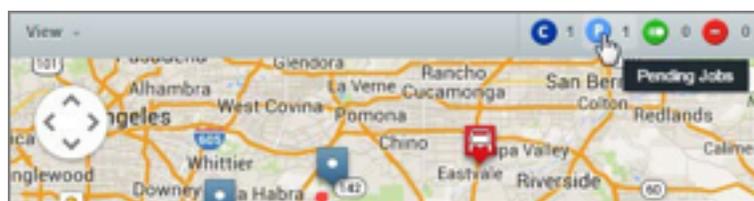
c. **Show Traffic** – shows current traffic information, which may not match conditions at the time a route was taken

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

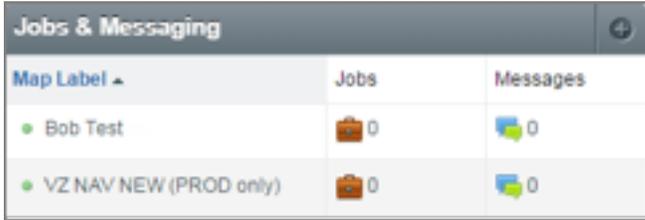
f. **Show Landmark Labels** – shows landmark label information on the map

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.



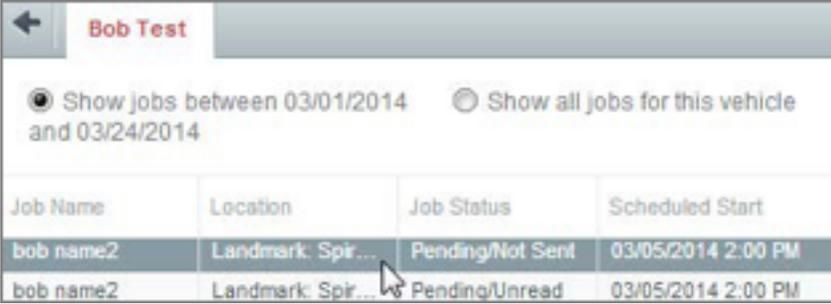
JOBS & MESSAGING CONTROL PANEL

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).



Map Label	Jobs	Messages
● Bob Test	0	0
● VZ NAV NEW (PROD only)	0	0

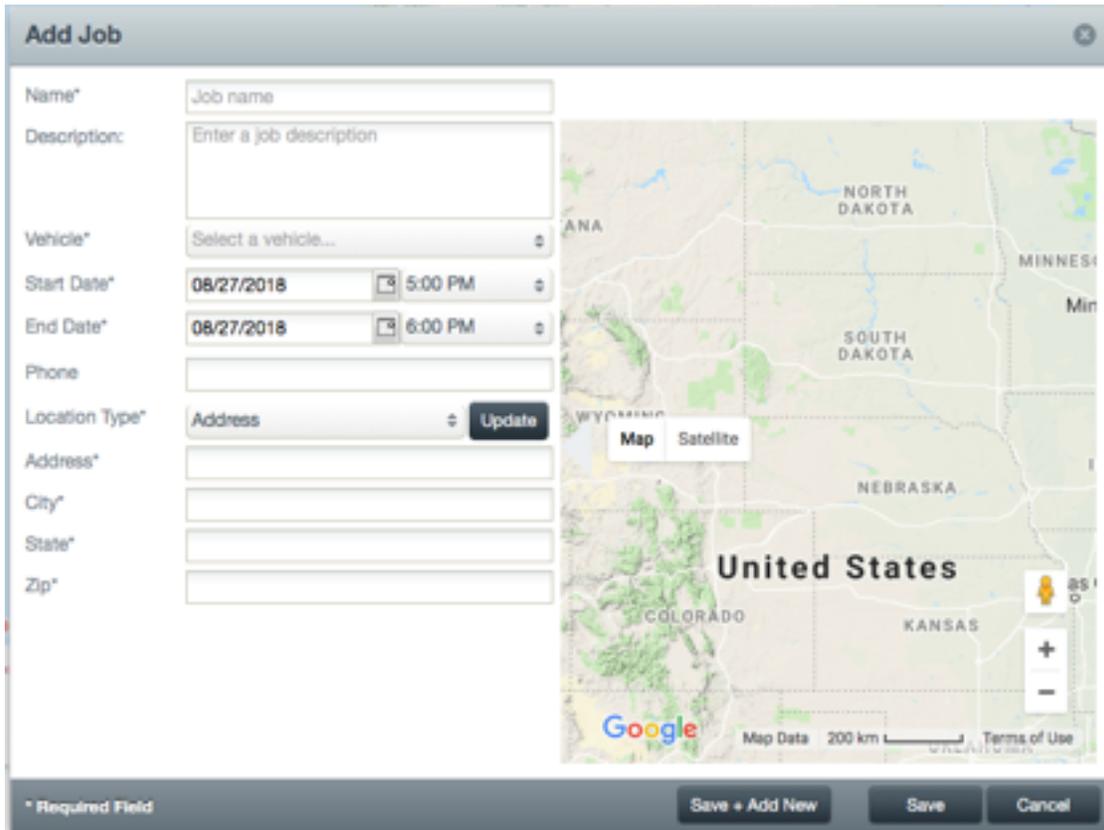
3. Double-clicking a vehicle will open that vehicle's job history. By default, only jobs within the **Start/Stop Dates** will display, but you can choose to display all jobs for the selected vehicle.
4. Selecting a job from the history will re-center the map to that job's location.



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

Name*

Description:

Vehicle*

Start Date* 5:00 PM

End Date* 6:00 PM

Phone

Location Type*

Address*

City*

State*

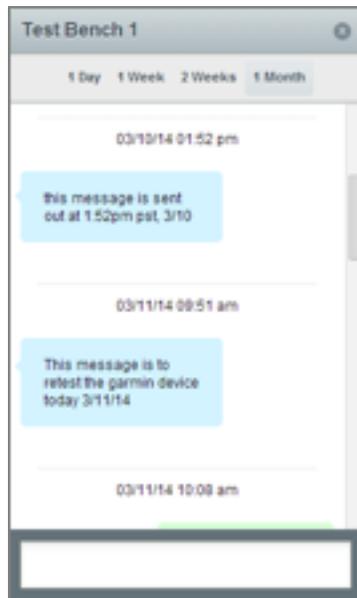
Zip*

* Required Field

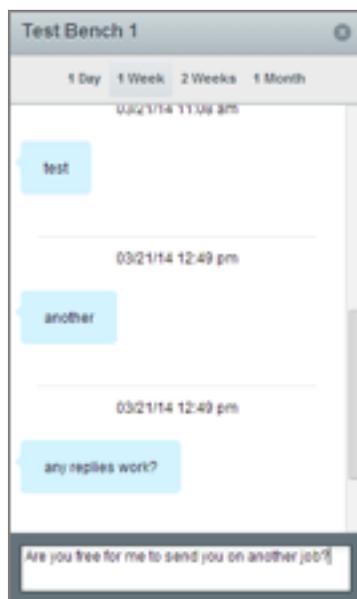
2. Fill out the required fields, marked with a *
 - a. Use the checkbox above the map to schedule the job to be sent at a later date and time.
 - i. Note: The selected delivery date must be before the selected start date.
3. Click **Save + Add New** to save this job and add another or click **Save**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

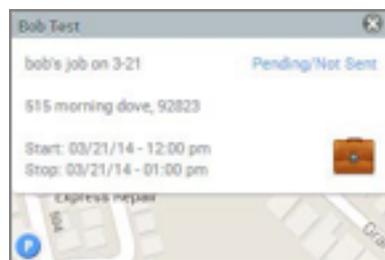


JOBS LOG

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		Messages Log		Import	Export		
Edit	Map Label	Job Name	Job Status	Location	Scheduled Start	Scheduled Stop	Date Created
 	Bob Test	test job	Pending/Not Sent	Landmark...	03/12/2014 2:00 PM	03/12/2014 3:00 PM	03/12/2014 1:23 PM
 	Bob Test	bob name2	Pending/Not 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.



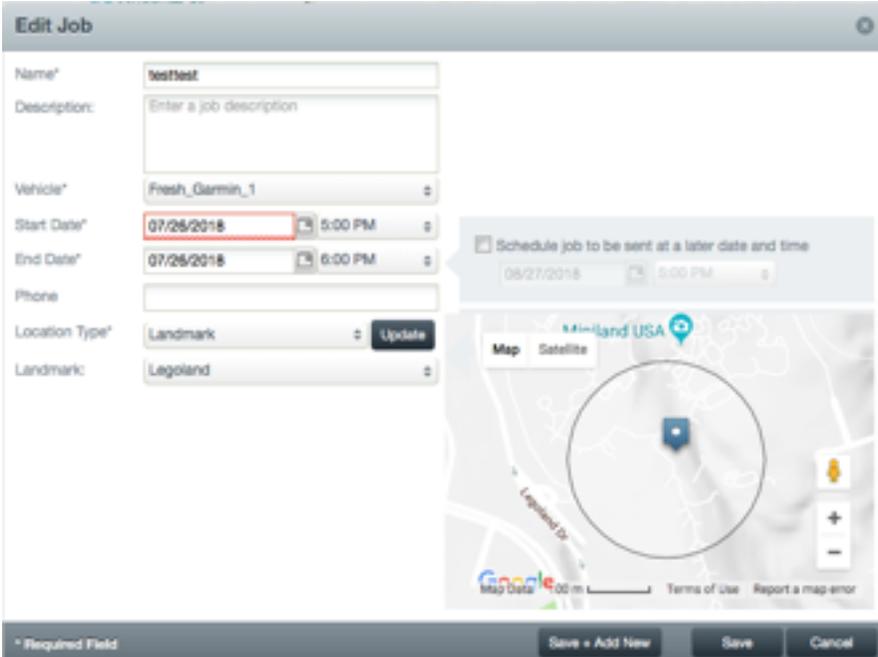
EDITING OR DELETING JOBS

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.

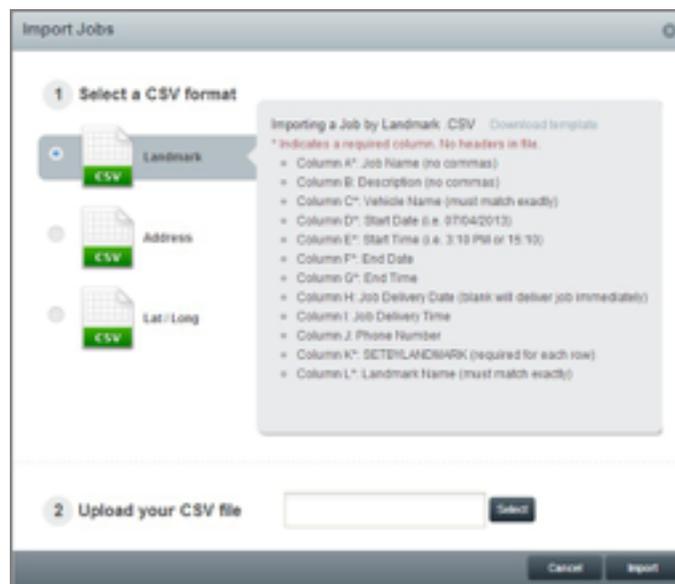


b. Click **Save**.

IMPORTING JOBS



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.



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

EXPORTING JOBS



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

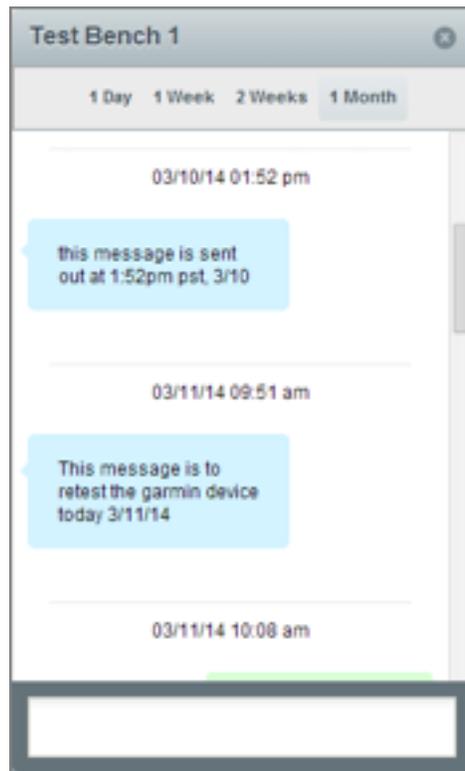
1. The **Messages Log** is located below the map and displays all messages sent to vehicles during the

Map Label	Originator	Message	Location	Sent	Status
VZ NAV1	Dispatch	It works		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).

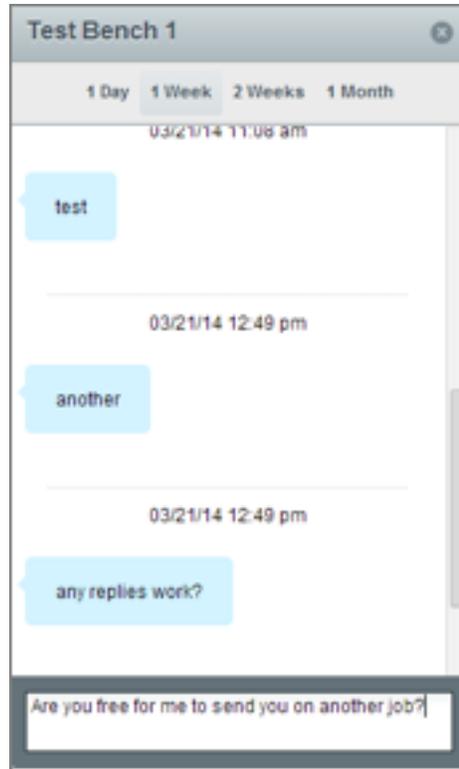
VIEWING MESSAGE HISTORY AND SENDING MESSAGES

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



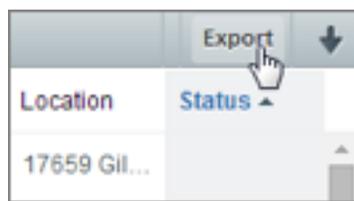
to or received from the selected vehicle.

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



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

EXPORTING MESSAGES



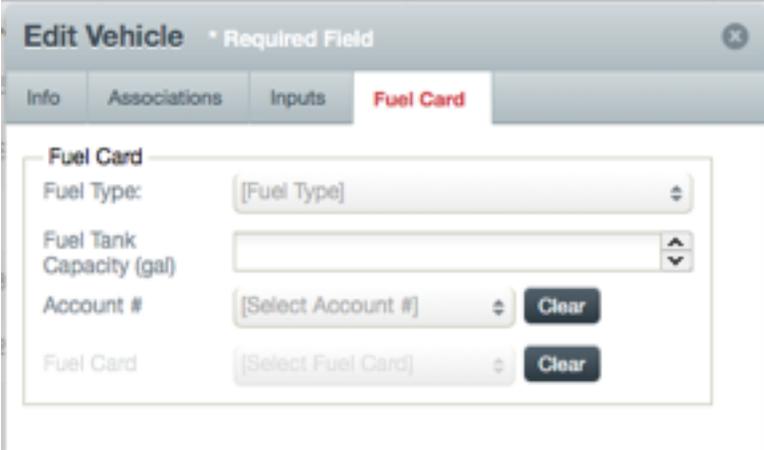
1. Click **Export** in the upper right of the **Messages Log**.

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



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.



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.

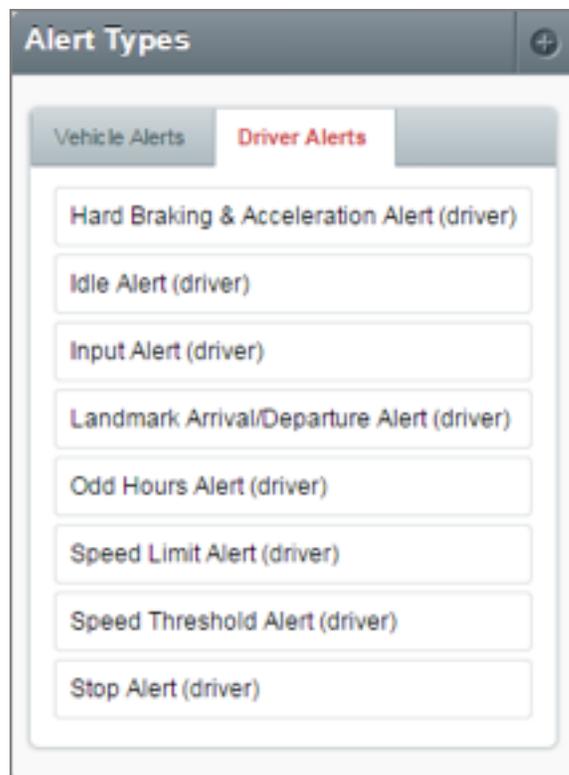
DRIVER ID ADD-ON

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)**.



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.



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)**.