CUSTOMER SOFTWARE USER MANUAL

Please take the time to review the user manual prior to operating the system. Our company aim to provide an efficient and easy to operate web tracking interface. This user manual contains information you will need to operate the system efficiently and utilise its features. Please stay tuned as we continually provide updates and added features.
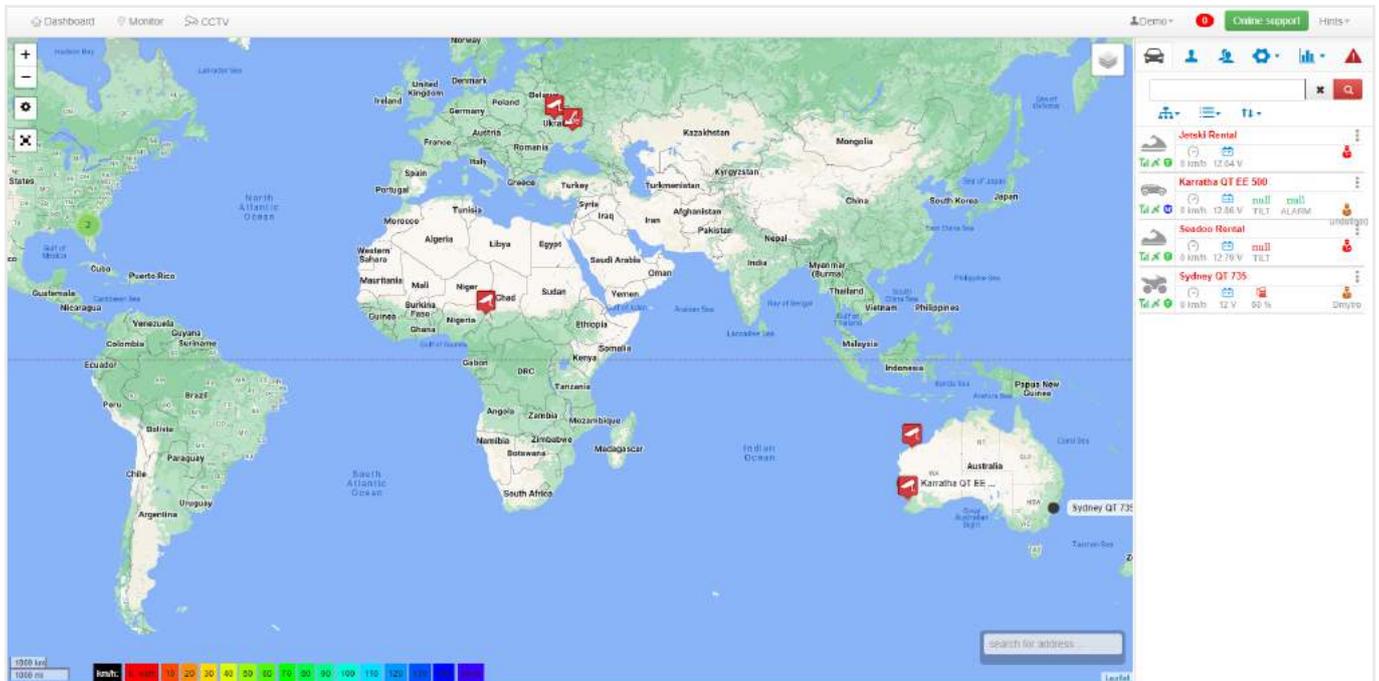
From the management and staff of our company, we wish you happy tracking!

## 1. CONTENT

2. TRACKING PAGE OVERVIEW

On this screen, you can see a list of your assets, display their position on the map in real time, and use additional functions: alarm settings, driver assignment, view/edit asset data, create/edit asset groups, view the latest received alarms.
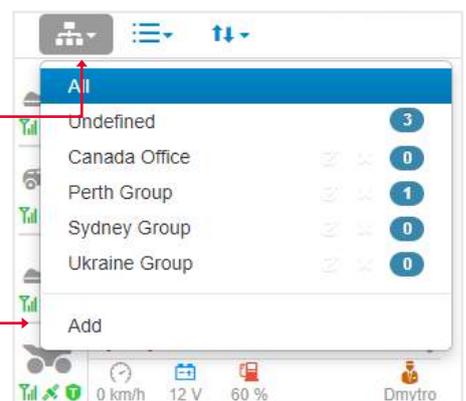

On the right side of the tracking page is a list of your groups and assets.

At the top are tabs:

– **Assets list**,

– **Sub users / Contacts**,

– **Sub Customers**,

– **Config** (setting various functions, parameters),

– **Reports**,

– **Notifications**.
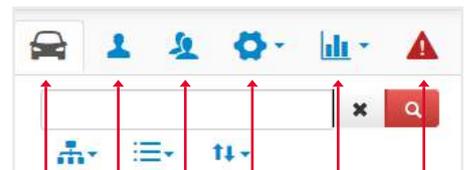
In the general list, we see the names of groups and assets that belong to the group. To add a new group, click on the **Groups icon** and select the last item **Add**.
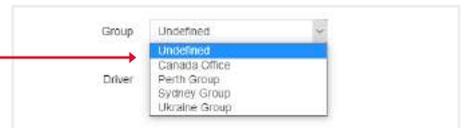
To change the name of a group or delete it, hover over the name in the list of groups, you will see the **Edit** and **Delete icon**.
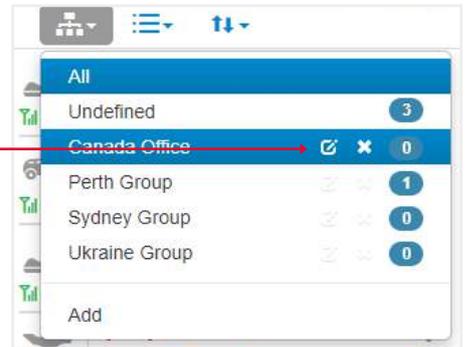
To assign an asset to the created group or move it to another one, select **Edit** from the asset menu.
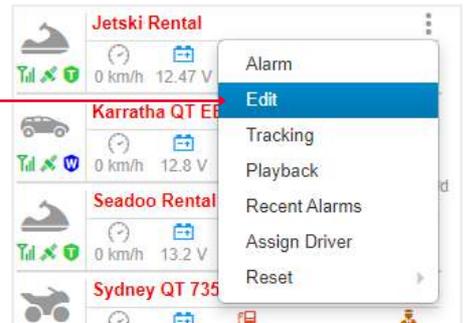
A popup will open with a form with the **Group** field. Choose the one you want.

In the list of assets you can view this information:

• The color of the **asset icon** indicates its status: gray - stopped, green - moved.

• **Signal icons and satellites** indicate signal strength: gray - no signal, red - bad signal, green - good signal.

• If a driver is assigned to this asset, their **name** will be displayed below the **person icon**.

• A **blue shield icon** will indicate the service plan for this asset: L - loc8, P - Qprotect, T - track, W - watch. A blank shield means the asset is not activated.

• Under the name, the current indicators of **speed, fuel, voltage and etc**. are displayed, depending on the type of device.
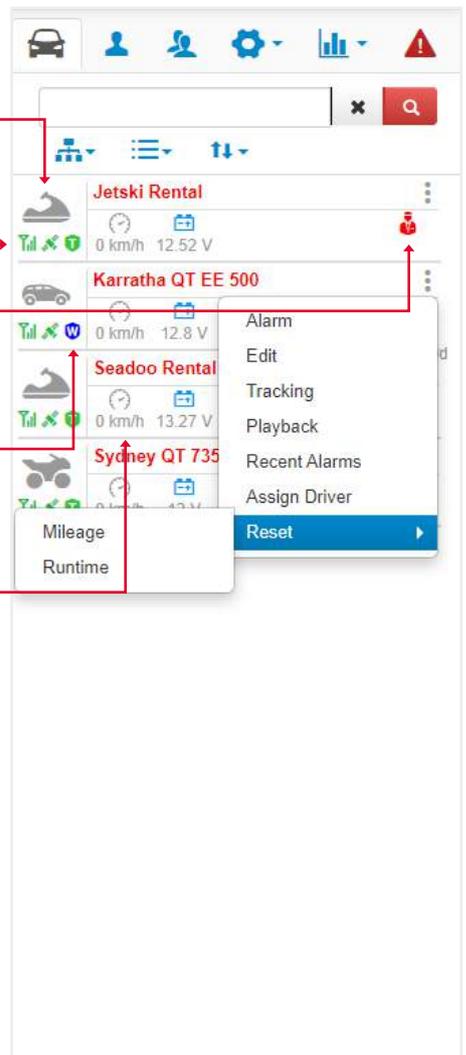
Assets menu contains the following functions:

- **Alarm** - setting alarms,
- **Edit** - edit asset info,
- **Tracking** - current asset location,
- **Playback** - view tracking history,
- **Recent alarms** - last 5 alarms,
- **Assign driver** - assigning a driver to this asset,
- **Reset** - reset parameters for mileage and engine hours.

On the left side of the tracking page is a map. In the **upper left part** of which you can increase or decrease it, as well as set up a different display of assets, groups, grids, sea marks and the display of points of interest.

At the top are:

- **Hint section**,

- **Support button**,

- **Messages**,

- **Menu profile** and **logout**,

- Navigate between **Dashboard, Tracking pages** and **CCTV player** pages.
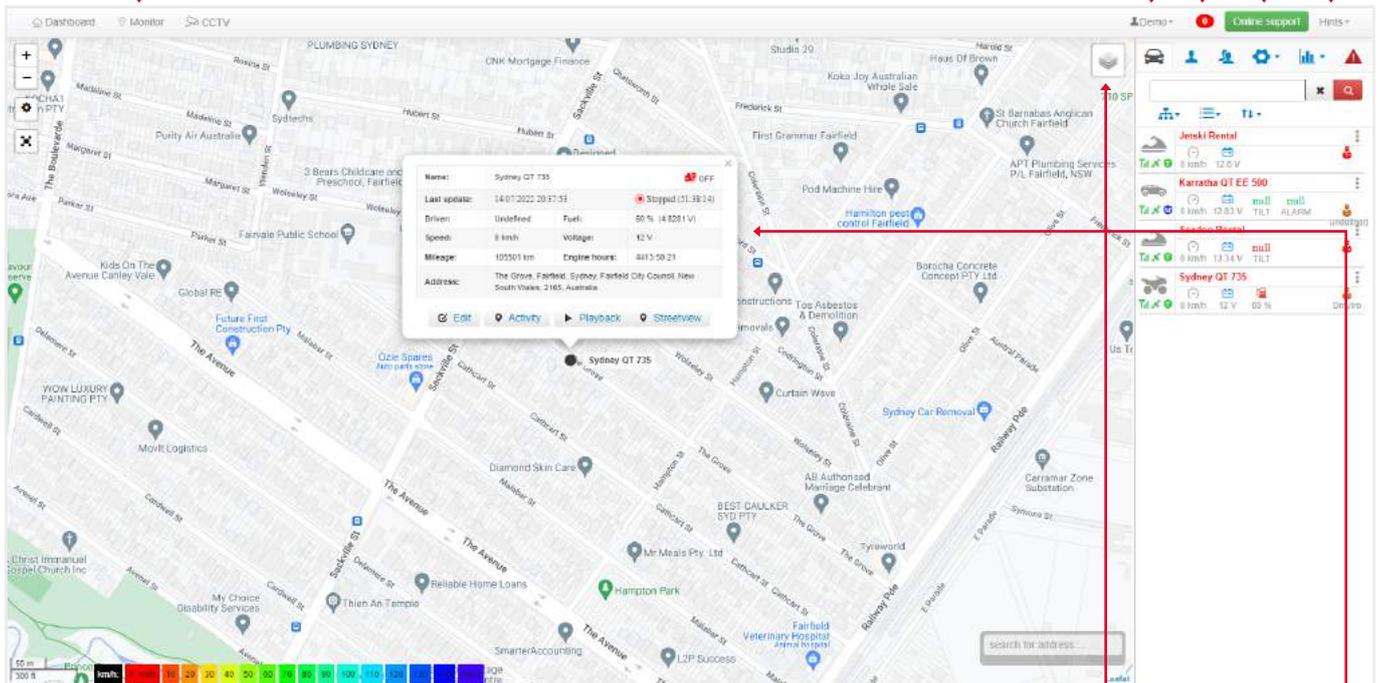
At the bottom of the map, **speed limits** are displayed on some roads.

In the upper right part of the map, you can select various map displays, **satellite, standard** or **google**.
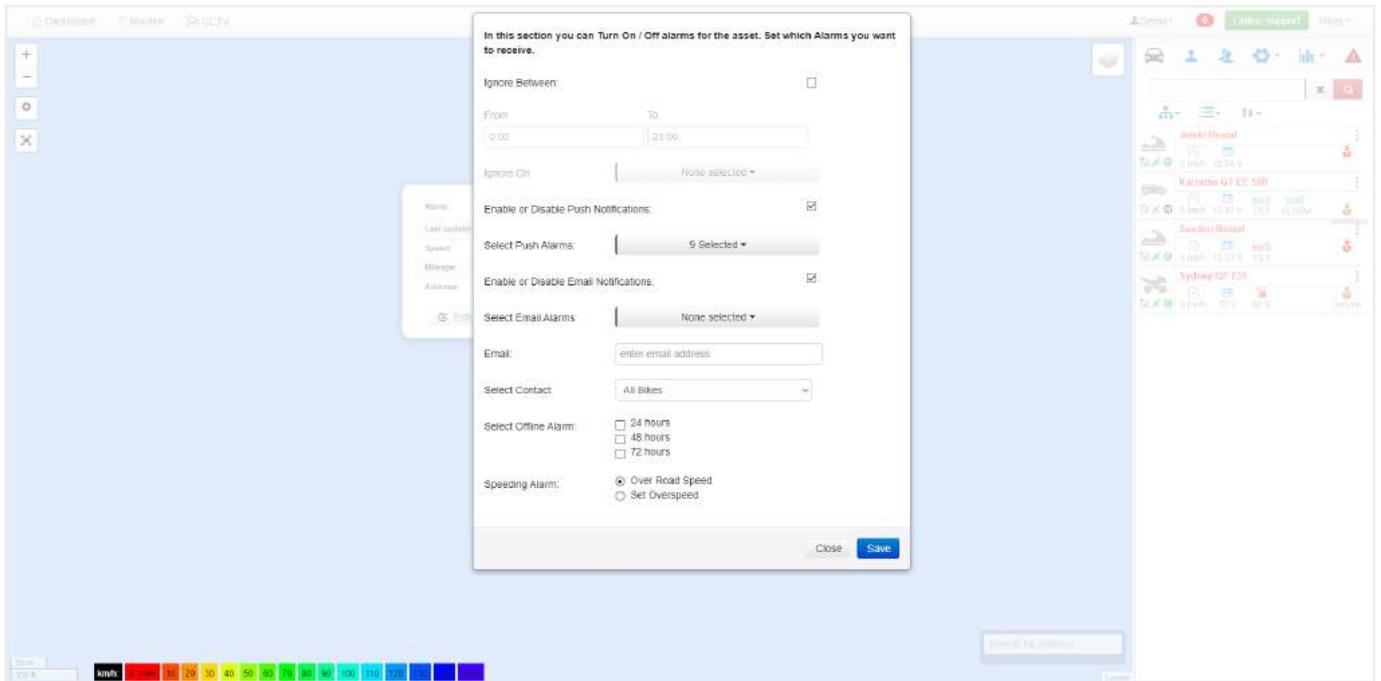
When you click on the asset pin, you will see an auxiliary window showing **status information** with **edit, activity, playback** and **streetview** buttons.

2.1. Setting Alarms

1. Click **Menu Asset** icon.

2. Select **Alarm** item.
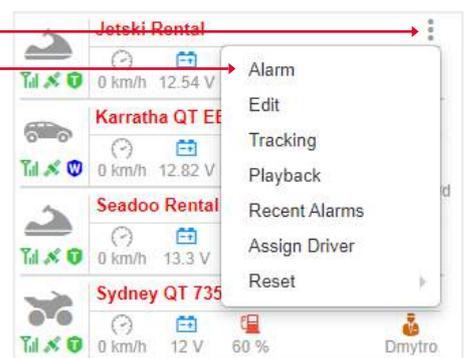
3. **Fill** the form and click the **Save button**.


Note:

- Ignore between – is a period of time when you will not receive notifications.

- Push Notifications - setting up alarms that will be sent to your smartphone through our app.

- Email Notifications – setting up alarms that will be sent to the email you specified or to the email of the selected contact.

- Offline alarm - an alarm will be sent if an asset has been offline for a specified period of time.

2.2. Playback

Option one:

1. Click **Menu Asset** icon.

2. Select **Playback** item.
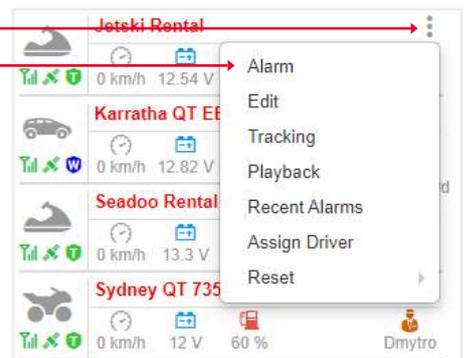
3. In the upper part, select the tab indicating the **type of playback** display on the map:

- **Optimised** - displays the route with a line,

- **Plot** - displays the route by showing the direction of movement of the asset,

- **Detailed** - will combine the previous 2.

4. Select a **start** and **end date** and click on the **search icon**.

You will see the **route** on the map, and in the right panel all the **trips** within this playback.

In the **Activity tab**, you can view all the events that were with the asset.

On the right side of each event, by clicking on the **search icon**, you can see on the map at the current moment and place of the event.

The **switcher** enables and disables the display of this event on the map.

Option two:

1. Click on the **asset icon** in the right panel or on the map on the **asset pin**.

2. In the status window that appears, click on the **playback** button.

Repeat steps 3-4 from the 1st option.

2.3. View Recent Alarms

1. Click **Menu Asset** icon.

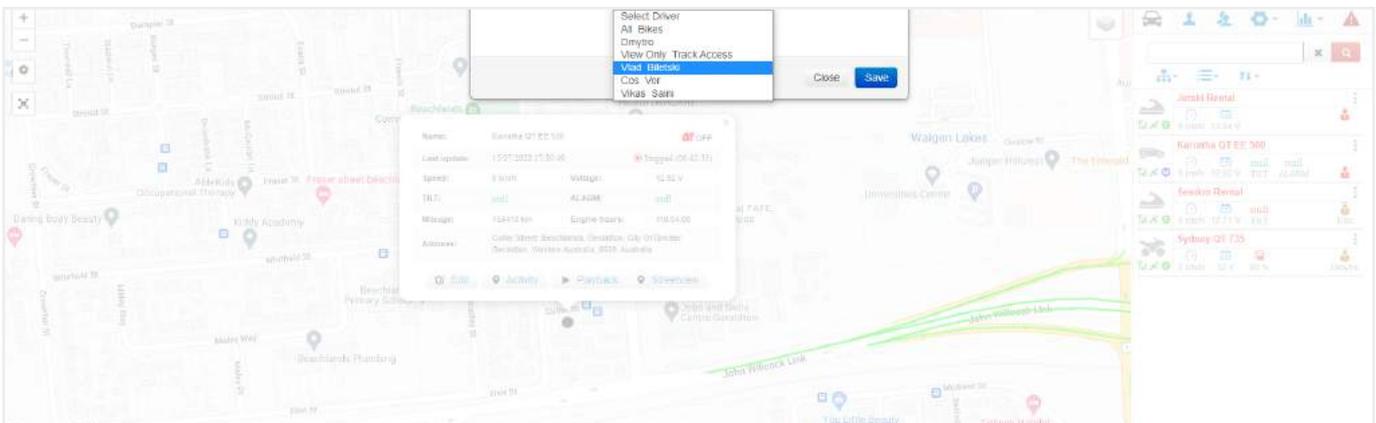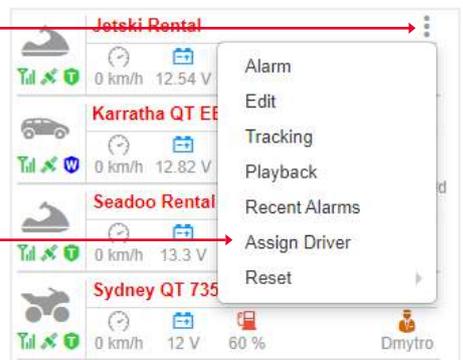2. Select **Recent Alarms** item.

You will see a **popup** with the last 5 alarms and a map with deltas about the place and time.
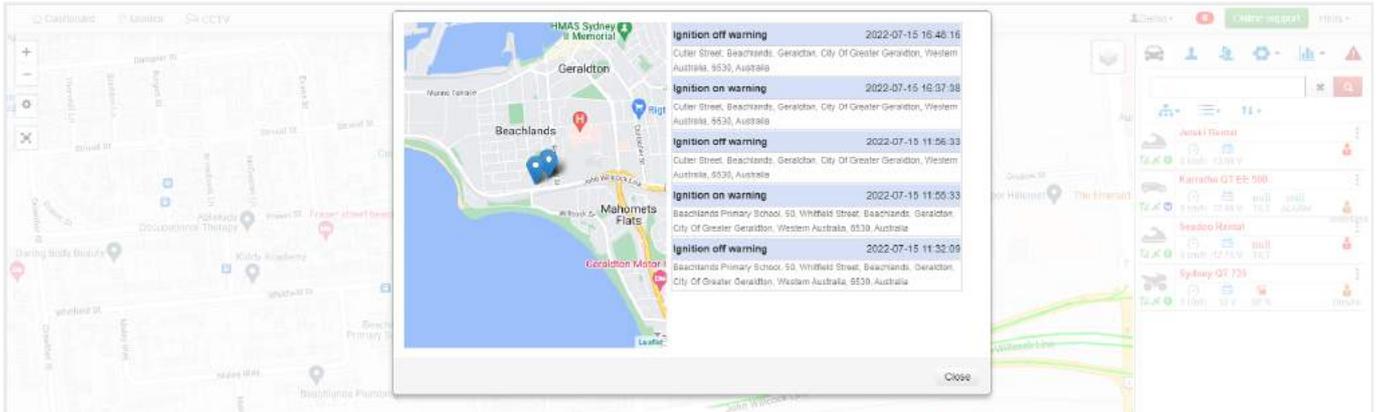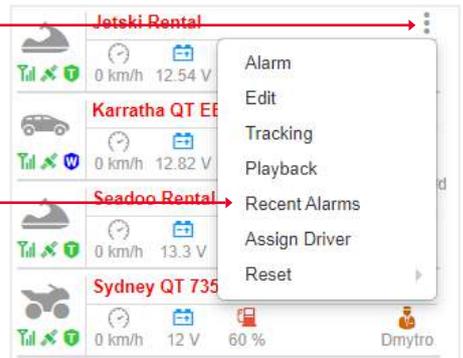

2.4. Assign Driver

Option one:

1. Click **Menu Asset** icon.

2. Select **Assign driver** item.

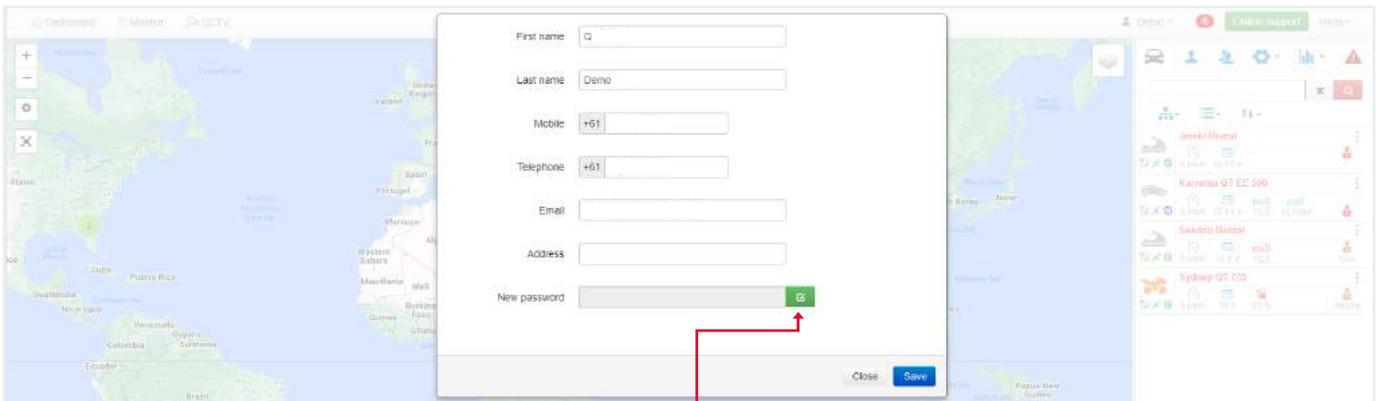3. **Select** a driver from the list of your sub users and click save.

Note: the second option (using the button function iButton) will be described in the Driver IDs Tab Overview section #7

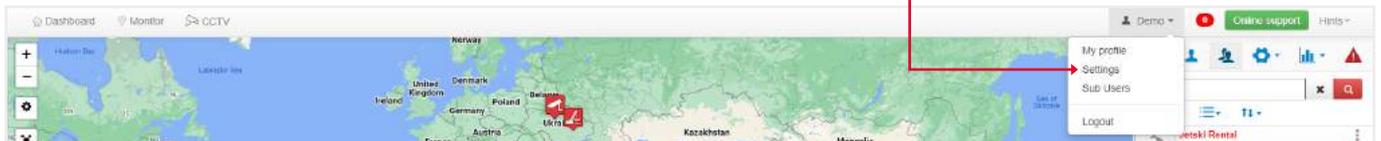## 2.5. Change Profile Information and Password

1. In the upper right part of the screen, click on the **account name**.

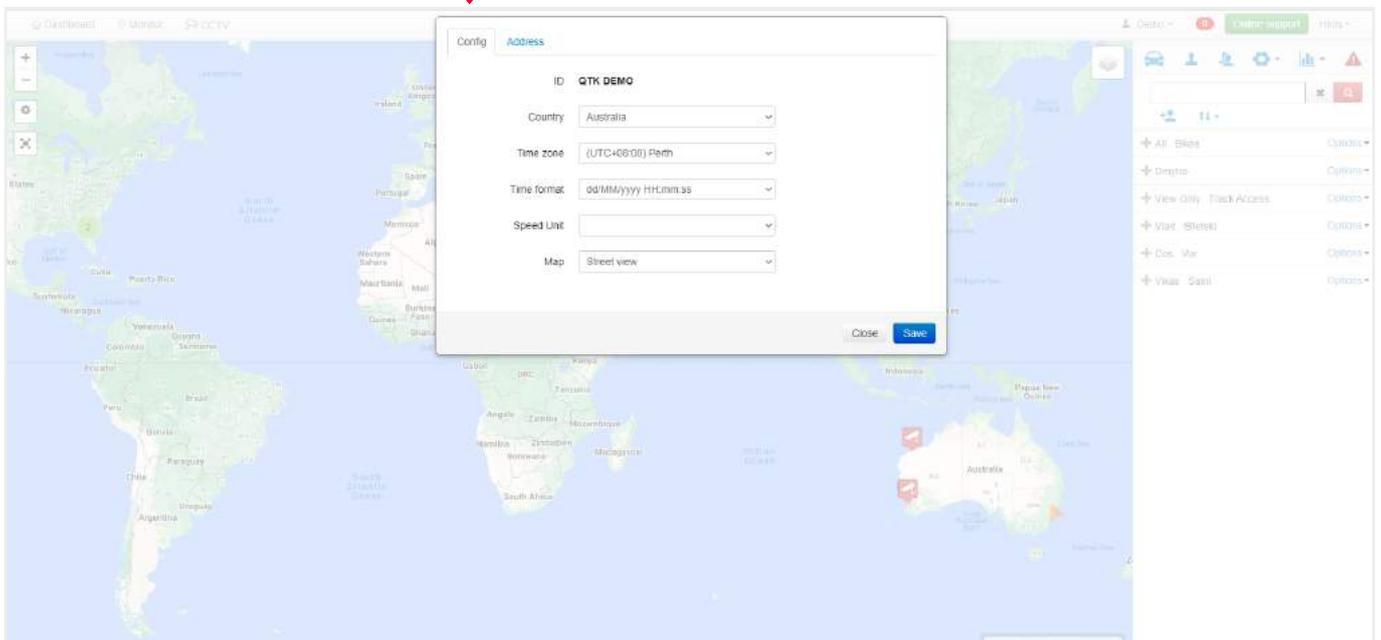2. Select **My profile**.
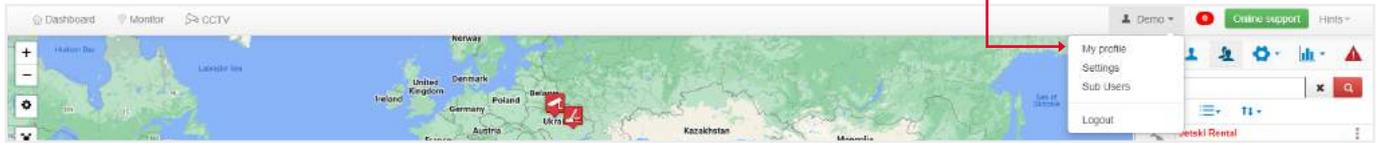
Your **basic data** will open.

4. To change the password, click on the **green edit icon**, you will have additional fields.

5. To change other profile settings, select **Settings**.

You will see a popup with **additional account information**.

3. Sub Users / Contacts Tab Overview

Sub users are a type of your contacts that have certain limited or full access to your assets, where, depending on the type of role, they can view location in real time, create reports, play travel history and etc.

3.1. Create / Edit Sub Users

1. Select **Sub users** tab.

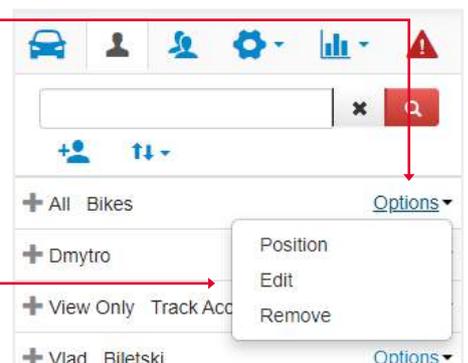2. Click **Add** icon.

3. **Fill** out the form and click save.
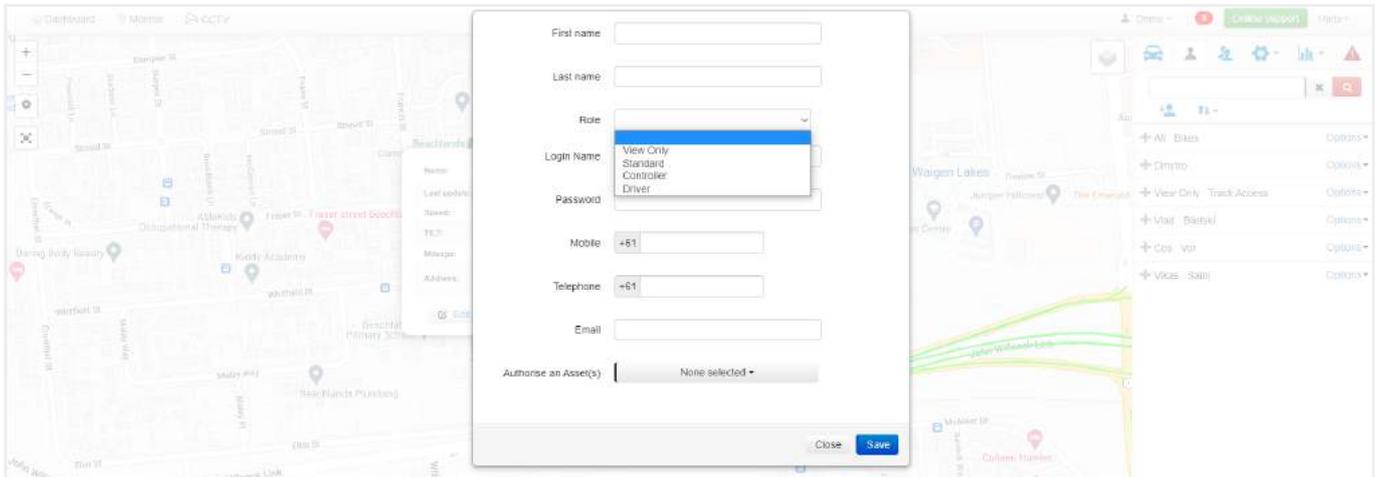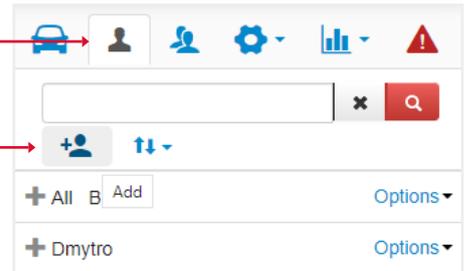
NOTE: The role determines what features are accessible by the user when they login.

• **View** – can view only live tracking, no playback, no change assets, no reports,

• **Standard** – can view live, playback, check reports etc, but not change assets,

• **Controller** – can view live, playback, check reports etc,

• **Driver** – same as view only,

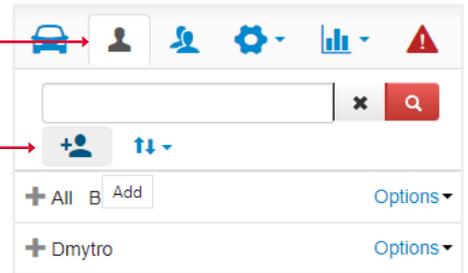**Authorize an Asset** input - specify which assets this sub user has access to.

To edit the data, in the list of sub users, click the **Options** button and select **Edit** from the drop-down list.

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3.2. Assignment / Edit Driver ID Tag (for iButton function)
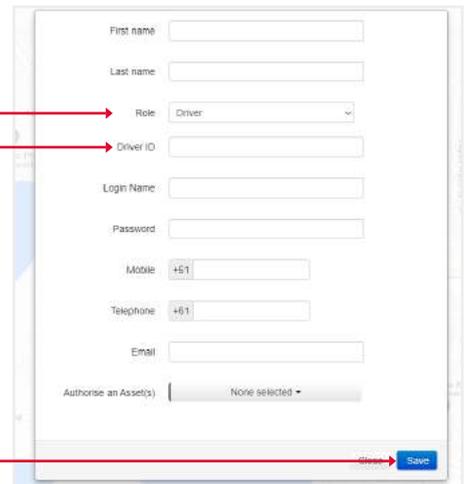
1. Select **Sub users** tab.

2. Click **Add** icon.

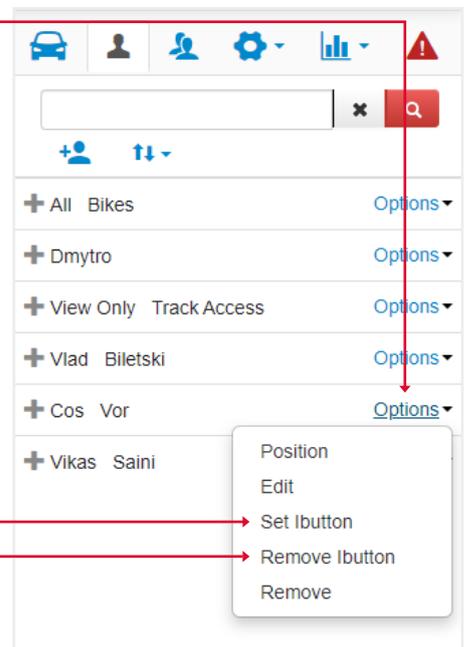

3. In the **Role** field, select Driver.

4. Enter a tag in the **Driver ID** field that appears

5. Fill out the rest of the form and click **save**.

To edit the Driver ID, in the list of sub users, click the **Options** button and select **Set iButton** from the drop-down list.

To remove the Driver ID select **Remove iButton**.
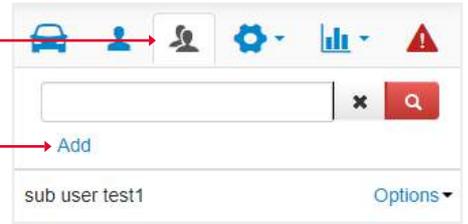

4. Sub Customers Tab Overview

Sub customers are a type of your contacts that have all the rights and functions of a platform customer, but to whom, unlike a sub user, you do not provide access to your assets, but transfer them to their disposal.

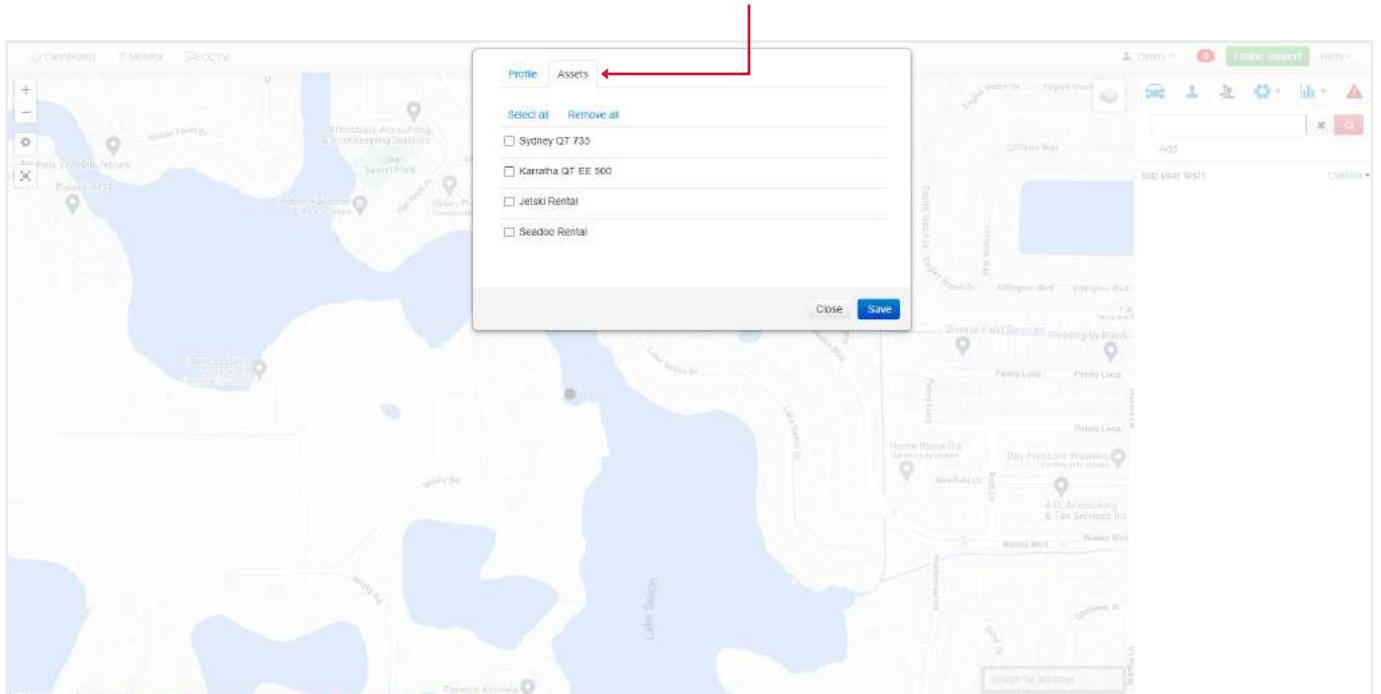## 4.1. Create / Edit Sub Customers

1. Select **Sub customers** tab.
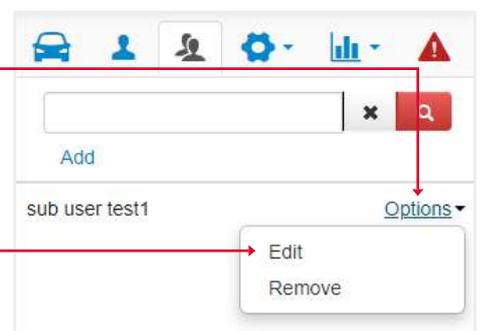
2. Click **Add** icon.

3. Fill out the form in the **Profile tab**
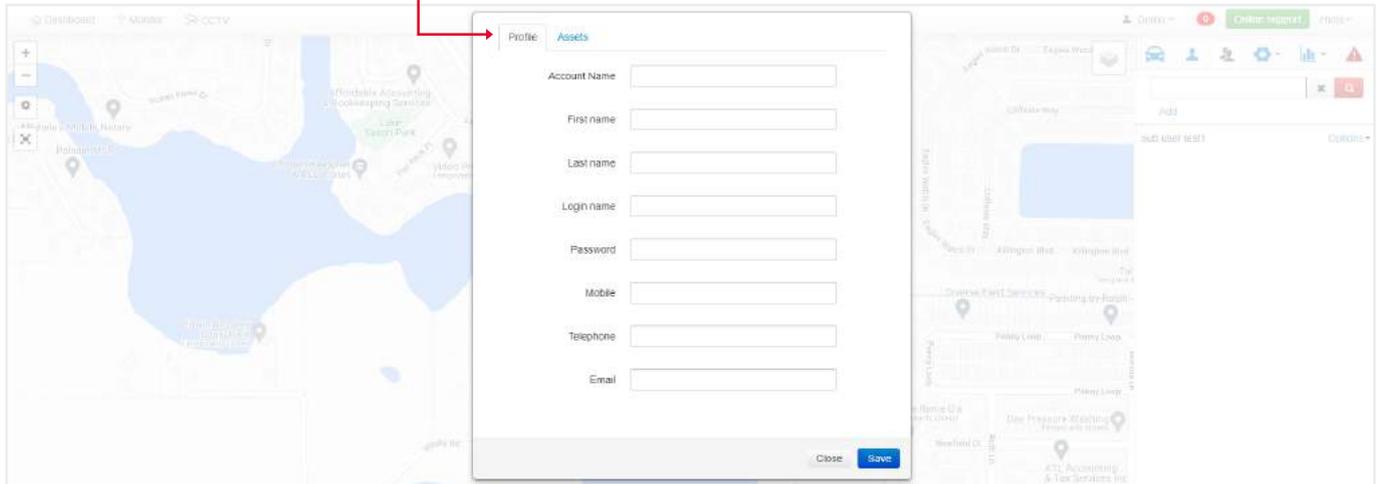
And select the assets you are transferring in the **Assets tab**.

To edit the sub customers info, in the list of sub customers, click the **Options** button and select **Edit** from the drop-down list.

5. Config Tab Overview

In this section, you can configure various settings such as points of interest, geofences, service intervals, assignment of drivers via the iButton function, and asset sharing.

5.1. Create / Edit Point of interest

Point of Interest – this is a location that is marked to provide a reference point that is displayed on the map. This is helpful to individuals and businesses to mark out offices, work sites, clients or simply your home.
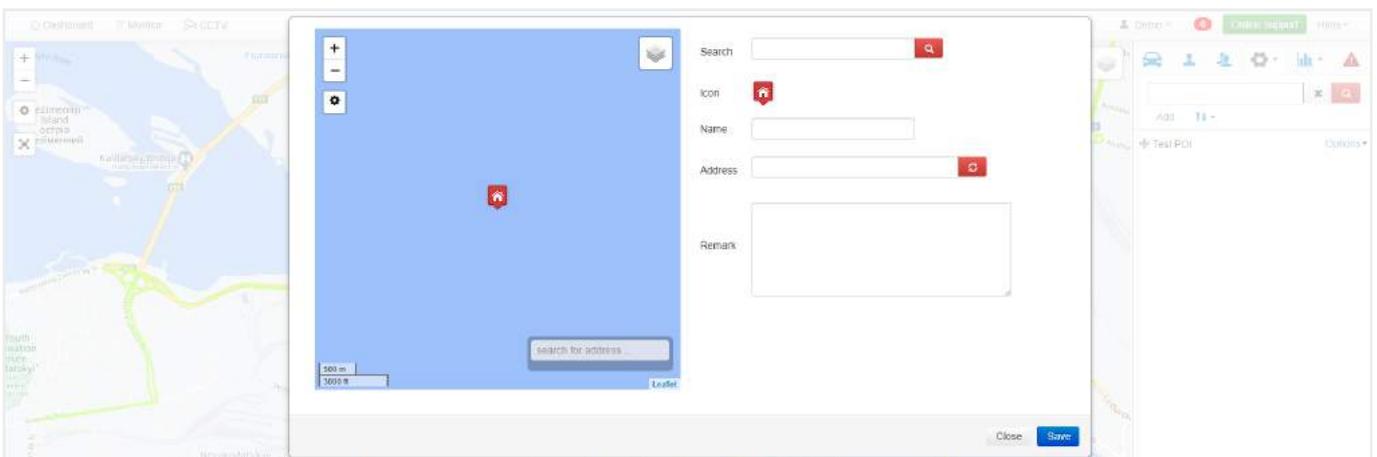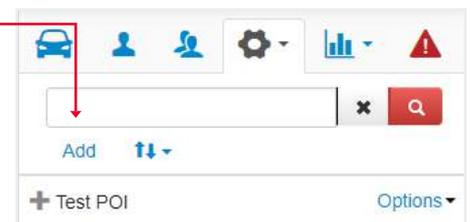
1. Select **Config** tab.

2. Click **Point of interest**.
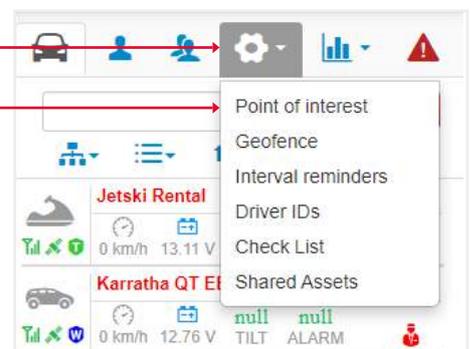
3. Click **Add** button.

4. In the popup that appears, **fill out** the form.

To edit the POIs info, click the **Options** button and select **Edit** from the drop-down list.
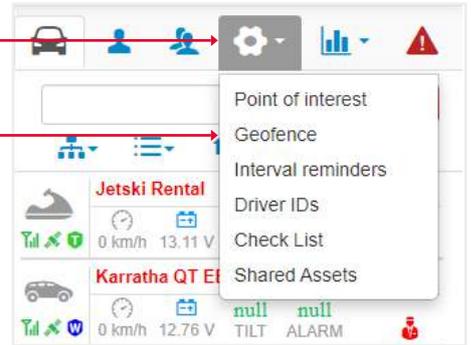
5.2. Create / Edit Geofence

Geofence - a special zone, leaving or entering which will trigger an alarm.

1. Select **Config** tab.
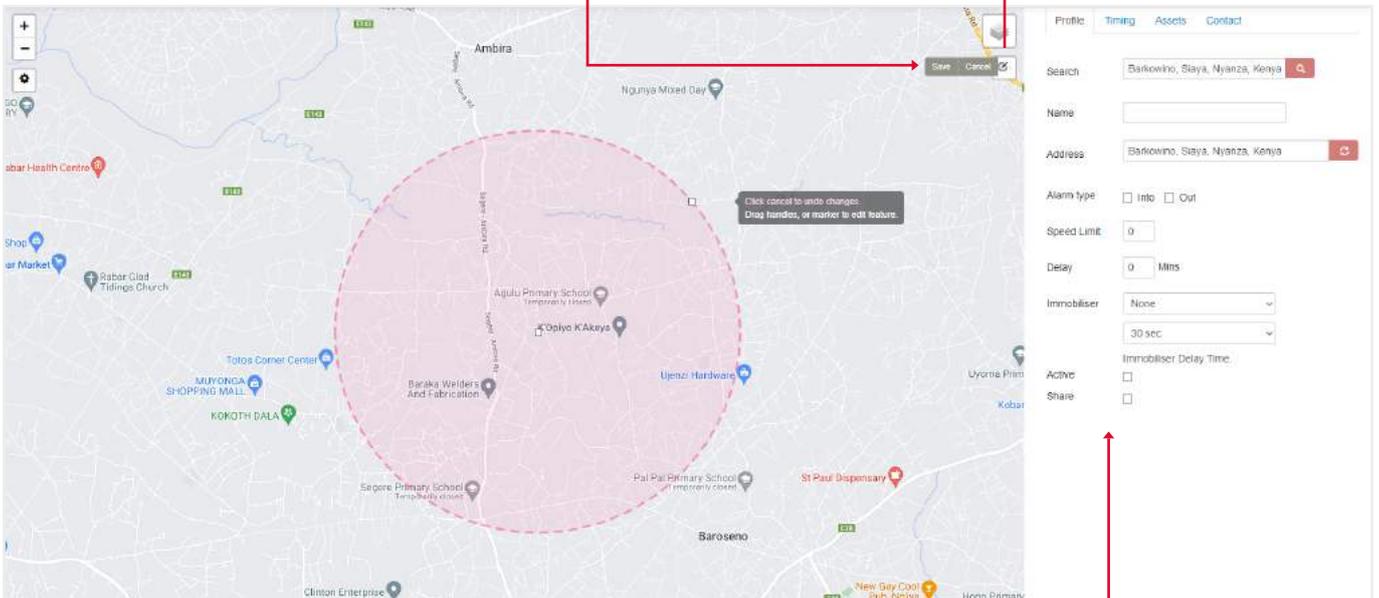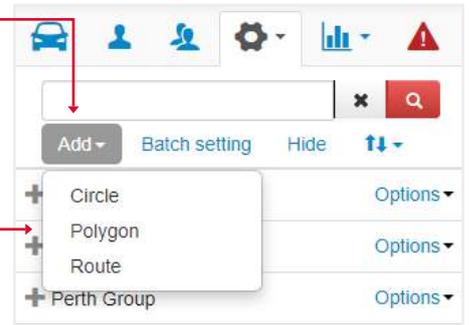
2. Click **Geofence**.

3. Click **Add** button
and select the geofence shape **type**.

4. To edit the shape and size of a geofence,
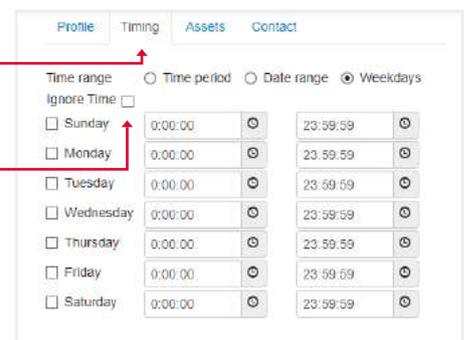click the **edit icon**
and after changing the geofence, click **Save**.
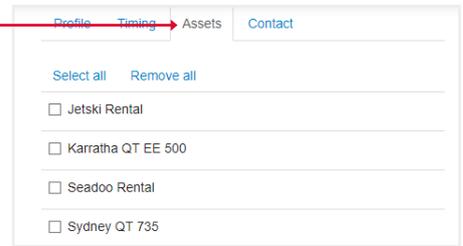

5. **Fill out** the form in the profile tab.

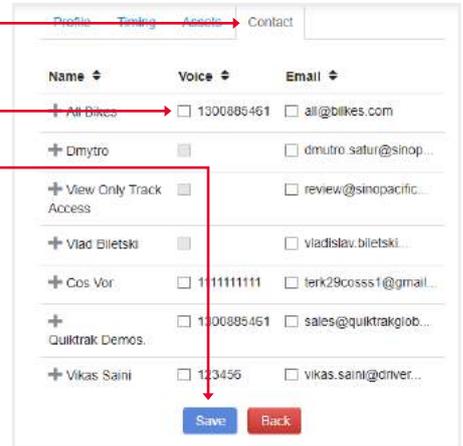6. Go to the **timing tab** and specify the time period for
the geofence.

Note: If the **Ignore time** checkbox is selected,
the geofence will not work on the specified days and times.

7. Go to the **aseets tab** and select required assets.

8. Go to the **contacts tab**
and select from the list of your sub users who and how
will receive notifications, on a **smartphone** or **email**.

9. Click **Save** button.

Note: the **Back button** will cancel the creation
of the geofence and you will return to the geofence list screen.
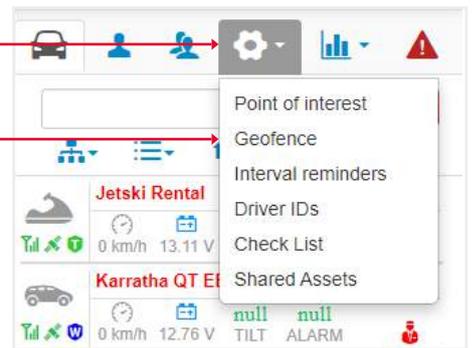
To edit the POIs info, click the **Options** button
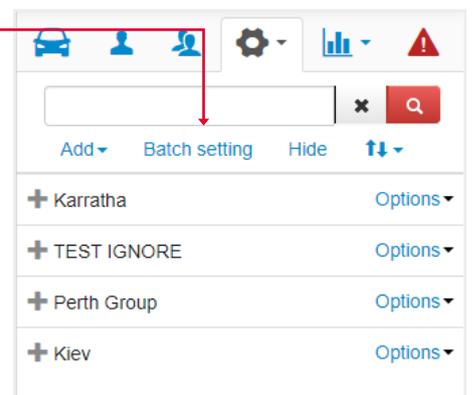and select **Edit** from the drop-down list.

5.3. Reassignment Of Assets To The Created Geofences
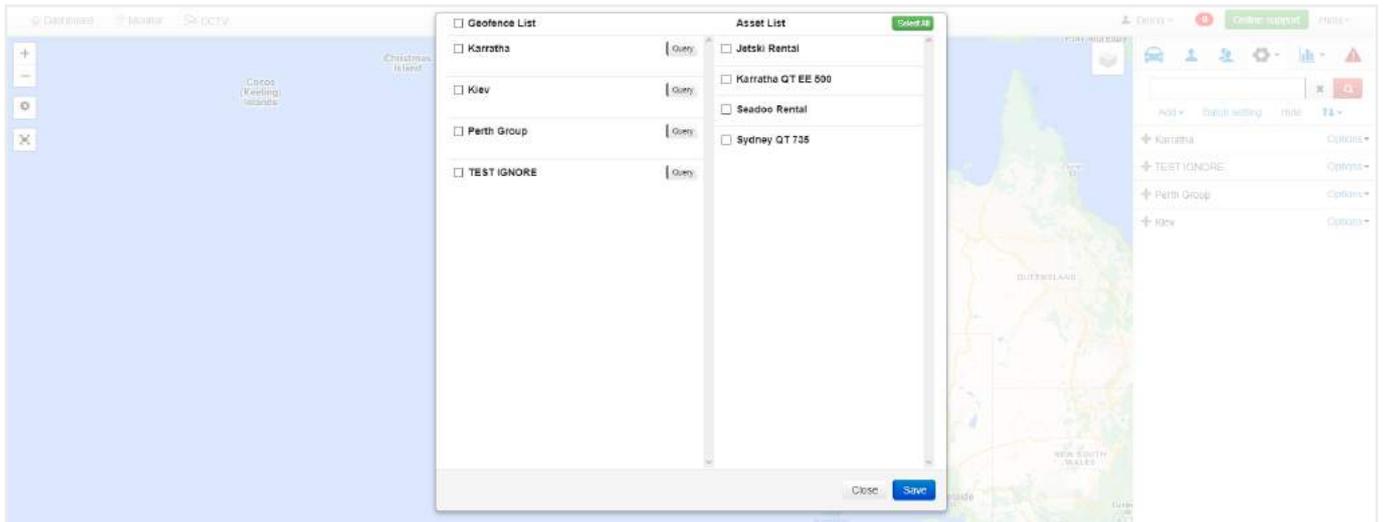
1. Select **Config** tab.

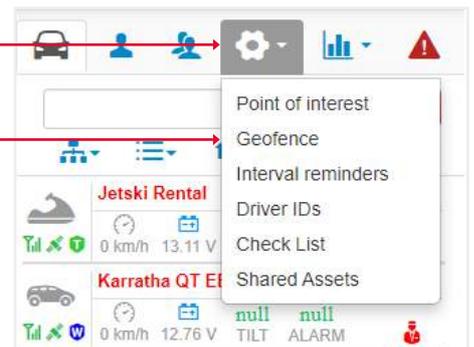2. Click **Geofence**.

3. Click **batch settings** button.

In the popup that appears, on the left side there will be a list of created geofences, on the right side your assets for reassignment.

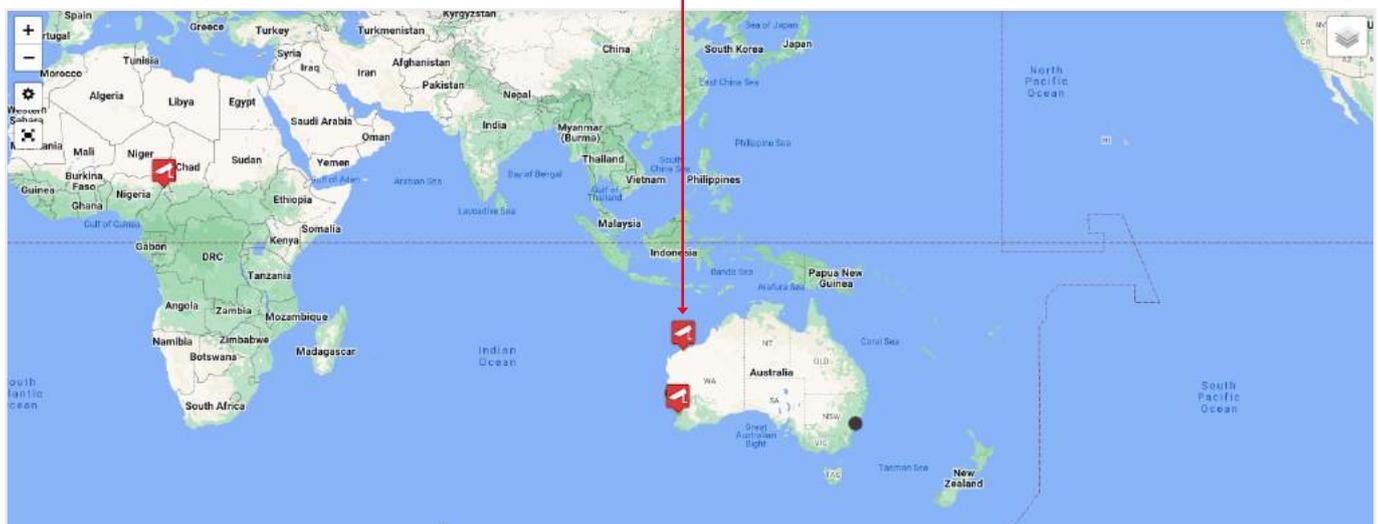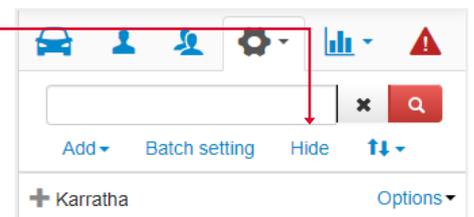## 5.4. On / Off Display Of Geofences On The Map

1. Select **Config** tab.

2. Click **Geofence**.

3. Click **hide / display** button.

4. This will disable / enable the display of geofences on the map, which are marked with **markers with a camera**.
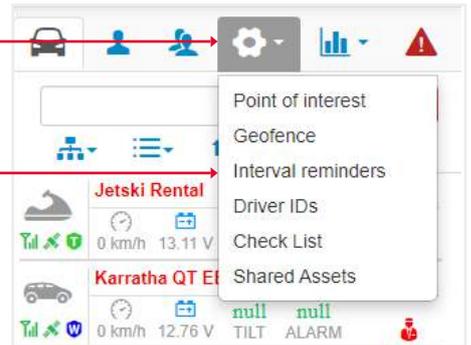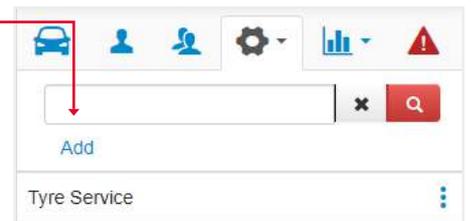
6. Interval Reminders Tab Overview

These are reminders that can be set to notify when engine, tyre services, registration and insurance reminders and custom notification can be created.

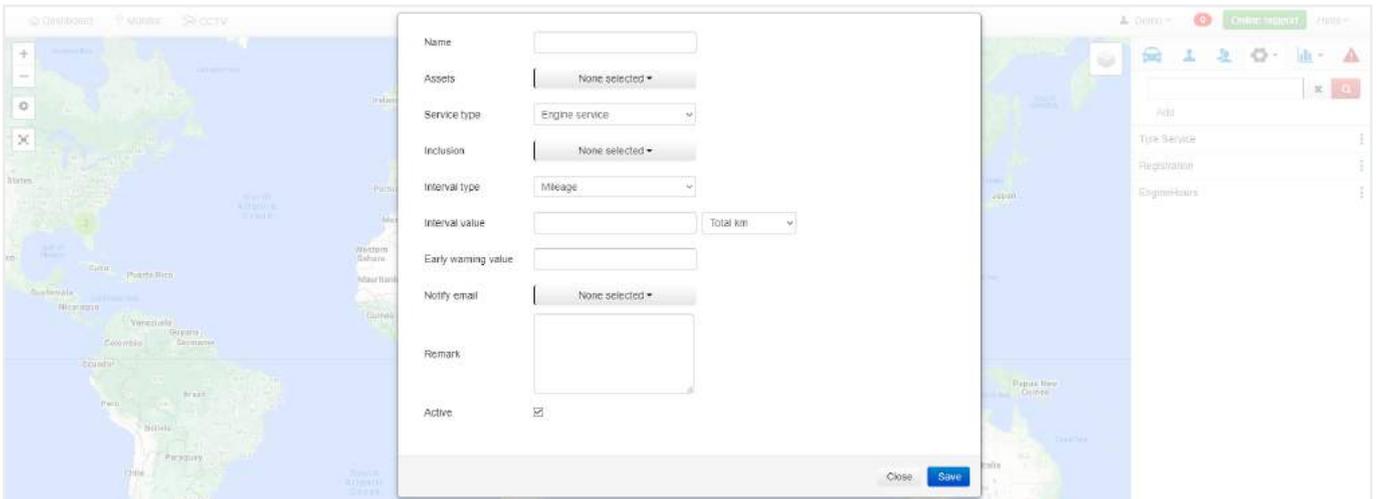## 6.1. Create / Edit Interval reminder

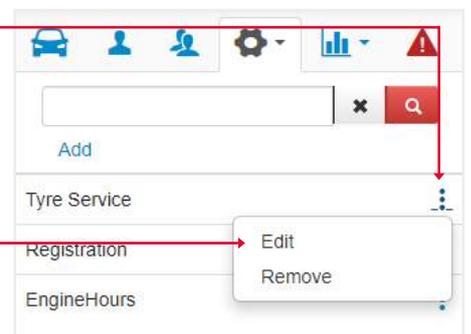1. Select **Config** tab.

2. Click **Interval reminders**.

3. Click **Add** button.

4. In the popup that appears, **fill out** the form.

Note: the **Active checkbox** makes this service interval active and inactive, in case you want to pause rather than delete this interval.

To edit the Service intervals info, click the **Options** button and select **Edit** from the drop-down list.

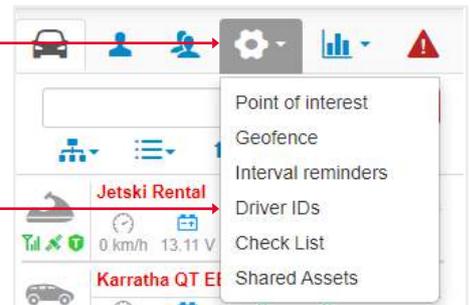# 7. Driver IDs Tab Overview (driver assignment via iButton function)

This function can only be applied to a sub users with the **Driver** role.

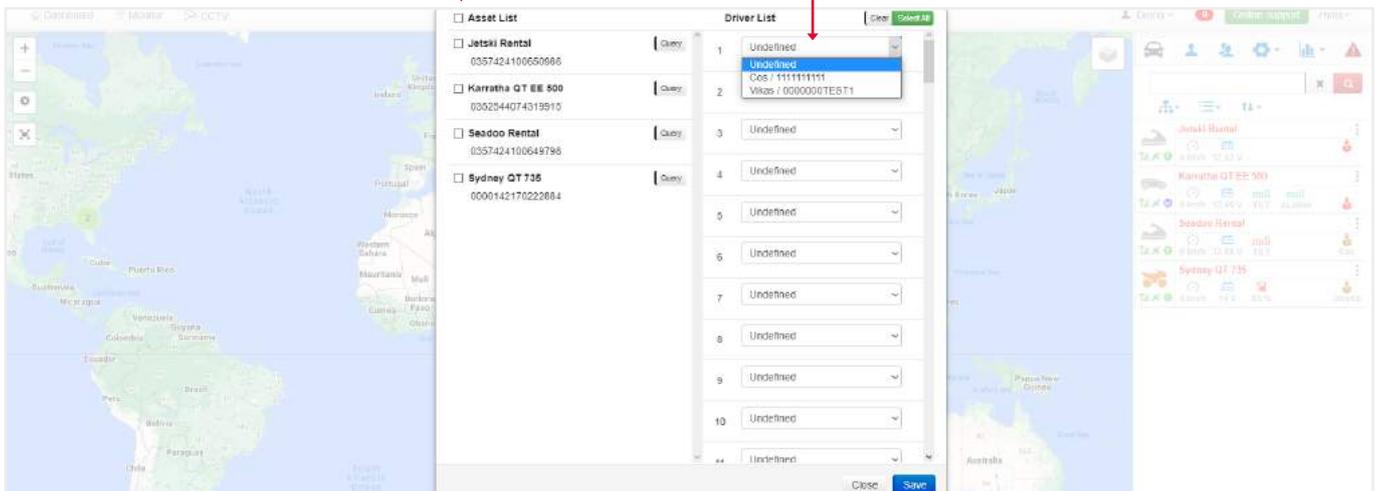**Note: how to create a sub user will be described in the create / edit sub users section #3.1**

7.1. Driver assignment via iButton function

1. Select **Config** tab.

2. Click **Driver IDs**.

You will open a popup where on the left side there will be **assets**, and on the right side there will be **drivers having the ID tag**.
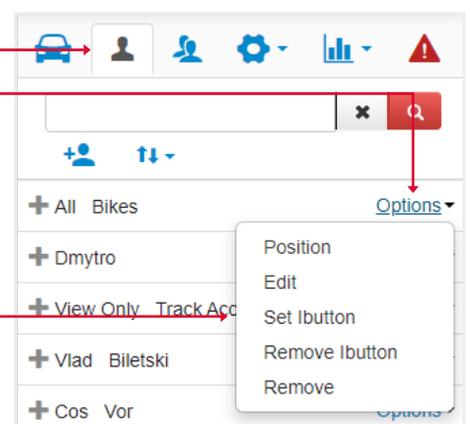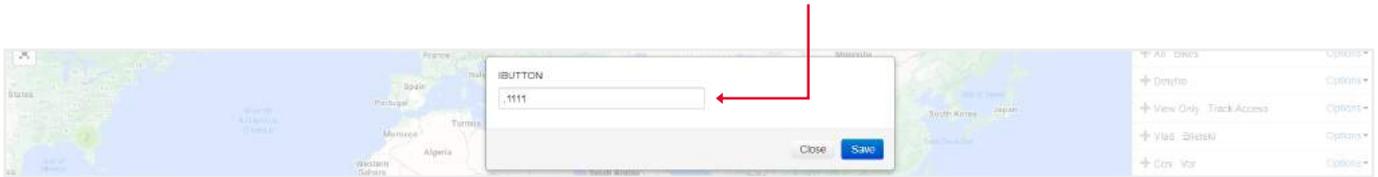

7.2. Change Driver ID Tag

1. Select **Sub users** tab.

2. Click **Option** button.

3. Select **Set ibutton** item.

A popup will open for you to **change** the name of the **driver ID tag**.

8. Reports Tab Overview

You can perform the following reports:

- **Overview** - a combined report that includes the display of alarms, geofences and etc.
- **Ignition/Runtime** - shows a report for which assets triggered this type of alarm.
- **Activity Report** - shows a report on which assets triggered a stop or movement.
- **Geofence Report** - shows a report for which assets triggered this type of alarm.
- **Alarm Report** - shows a report of when the selected alarm types were triggered.
- **Driver ID Record** - shows the driving statistics of the selected drivers assigned via the iButton function.
- **OBD Report** - shows data statistics for assets with an OBD device.
- **Auxilary Input** - shows a report on the operation of the ACC.
- **IDLE Log** - date, time location and duration of engine idling..
- **Service Log** - report on scheduled service intervals..
- **Driver Fatigue Report** - providing the date, time location and ignition time on. Based on preset time period.
- **Trip Report** - trip report for the selected time period.
- **Input2 Report** - shows a report for which assets triggered this type of alarm.
- **Fuel Station** - fuel filling report.
- **OffRoad Usage** - off-road trip report.
- **Automated Reports** - daily, weekly or monthly auto-triggered reports.

8.1. Create new report

1. Select **Reports** tab.

2. Select the desired **report**.
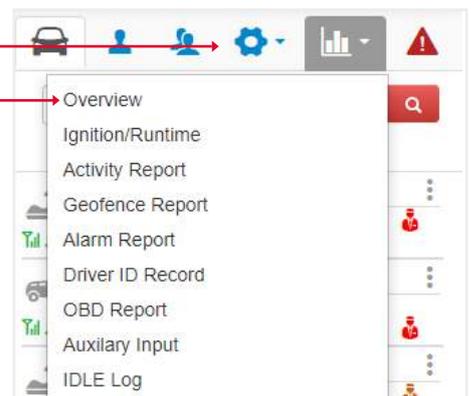
3. **Fill** out the form and click the **Search** button.

You will see a report in the form of a table, which you can save in **Excel** or **PDF** formats.

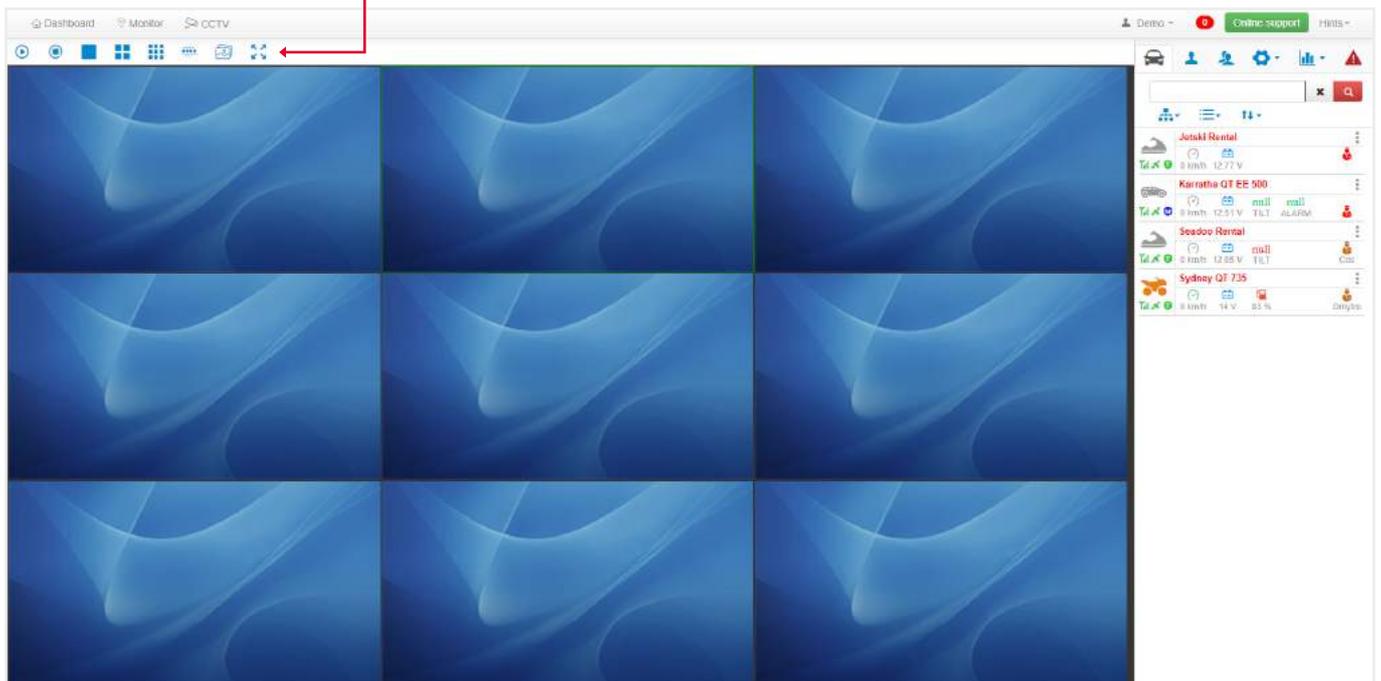**Note, pay attention to the values marked in blue, these are clickable elements that open the details of this parameter.**

9. CCTV PLAYER PAGE OVERVIEW

To open the CCTV player page, click on the **Camera icon**, which is located above the map.
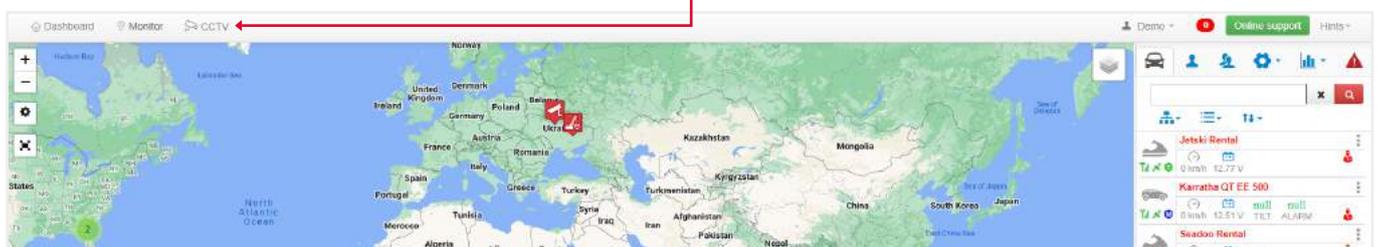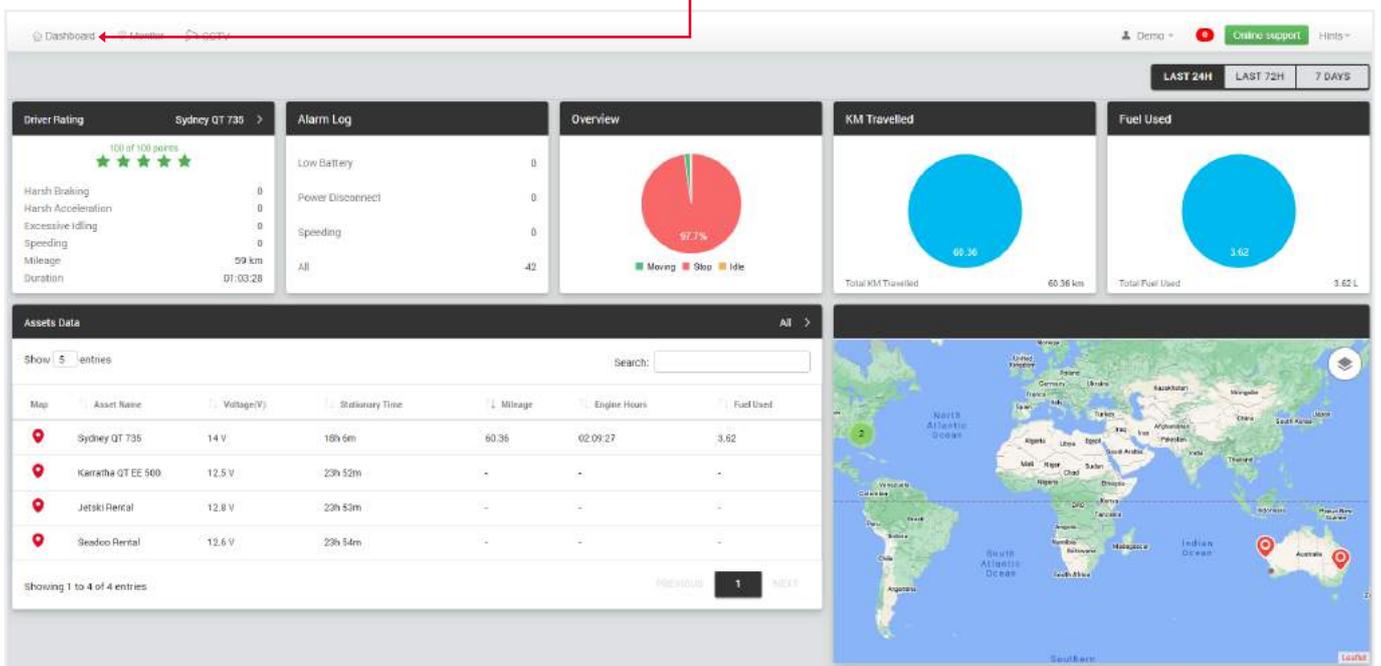
You will see a panel displaying your assets that have dashcams. At the top are screen **display options** and a **gallery**.

10. DASHBOARD PAGE OVERVIEW

To open the Dashboard page, click on the **Dashboard icon**, which is located above the map.


At the top you will find information about:

• **Driver rating** - Through the drop-down list at the top of this block, you can see the statistical information about each driver and their rating based on it.

- **Alarm log** – The number of triggered alarms, by clicking on which you will open an Alarm report with more detailed info.

- **Overview** – Pie chart showing stop time, idle time, moving time across all assets.

- **KM Trevelled** – When you hover, a hint appears with detailed information.

- **Fuel Used** – When you hover, a hint appears with detailed information.

Also in the upper right part of the screen is a panel of tabs with information for the last **24, 72h or 7 days**.
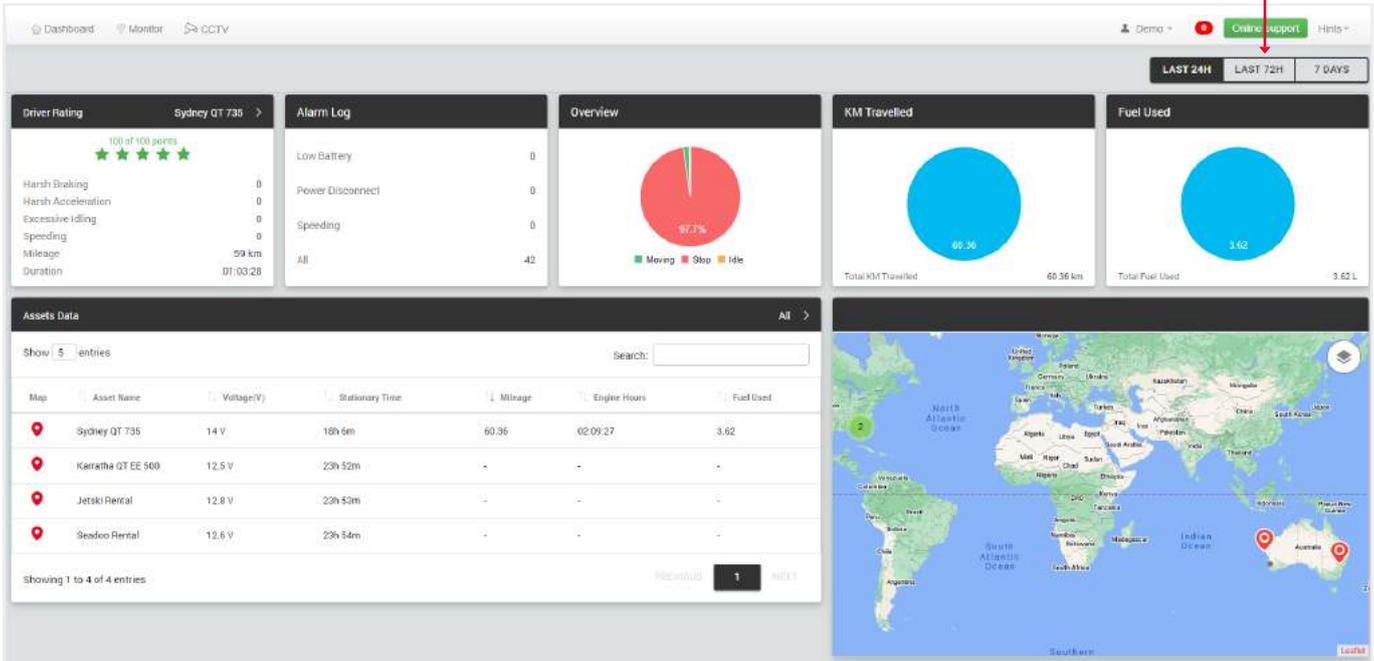
At the bottom is a **map and table** with the following data: map (Click on the icon to display the corresponding asset on the map to the right of the table), asset name, voltage, stationary time, total mileage, total engine hours, total fuel used.

To display a separate group of assets, select the name of the group in the upper right corner.