

LOCAL FLEET TRACKING



Quick Start Guide

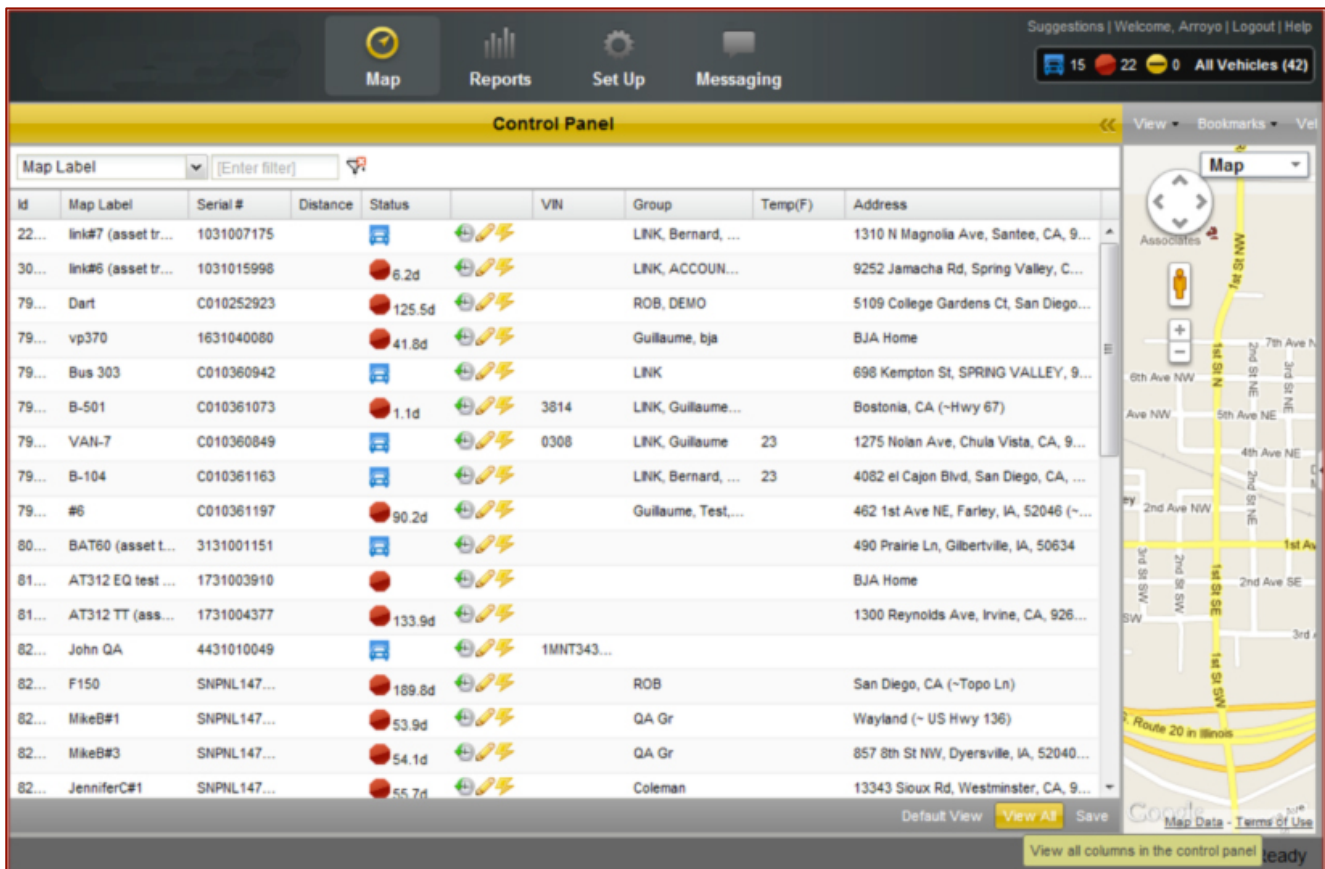
| | |
|--|-----------|
| HOW TO SET UP THE CONTROL PANEL | 3 |
| HOW TO SET UP A BOOKMARK..... | 5 |
| HOW TO DISPLAY VEHICLE HISTORY | 7 |
| HOW TO EDIT VEHICLE INFORMATION | 8 |
| HOW TO CHANGE THE ACCOUNT TIME ZONE..... | 10 |
| HOW TO USE THE MINI DASHBOARD | 11 |
| HOW TO ADD DRIVER NAMES TO AN ACCOUNT | 13 |

How to Set Up the Control Panel

The Control Panel lists all vehicles associated with your account. You can choose between displaying various attributes such as serial number, map label, vehicle status, etc. A **Default View** can be saved in the Control Panel, enabling a quick reset for the map contents based on your preference.

To use set up the Control Panel:

1. Select **View All** at the bottom of the Control Panel to display all columns.



The screenshot shows the 'Control Panel' interface. At the top, there are navigation tabs: 'Map', 'Reports', 'Set Up', and 'Messaging'. Below these is a 'Control Panel' header with a 'View' dropdown and 'Bookmarks' and 'Vel' options. A search bar labeled 'Map Label' with a filter icon is present. The main area is a table with columns: 'Id', 'Map Label', 'Serial #', 'Distance', 'Status', 'VIN', 'Group', 'Temp(F)', and 'Address'. The table contains 18 rows of vehicle data. To the right of the table is a map showing a street grid with a yellow route highlighted. At the bottom of the map area, there are buttons for 'Default View', 'View All', and 'Save'. A tooltip at the bottom right says 'View all columns in the control panel ready'.

| Id | Map Label | Serial # | Distance | Status | VIN | Group | Temp(F) | Address |
|-------|---------------------|-------------|----------|--------|------------|---------------------|---------|---|
| 22... | link#7 (asset tr... | 1031007175 | | | | LNK, Bernard, ... | | 1310 N Magnolia Ave, Santee, CA, 9... |
| 30... | link#6 (asset tr... | 1031015998 | 6.2d | | | LNK, ACCOUN... | | 9252 Jamacha Rd, Spring Valley, C... |
| 79... | Dart | C010252923 | 125.5d | | | ROB, DEMO | | 5109 College Gardens Ct, San Diego... |
| 79... | vp370 | 1631040080 | 41.8d | | | Guillaume, bja | | BJA Home |
| 79... | Bus 303 | C010360942 | | | | LNK | | 698 Kempton St, SPRING VALLEY, 9... |
| 79... | B-501 | C010361073 | 1.1d | | 3814 | LNK, Guillaume... | | Bostonia, CA (~Hwy 67) |
| 79... | VAN-7 | C010360849 | | | 0308 | LNK, Guillaume | 23 | 1275 Nolan Ave, Chula Vista, CA, 9... |
| 79... | B-104 | C010361163 | | | | LNK, Bernard, ... | 23 | 4082 el Cajon Blvd, San Diego, CA, ... |
| 79... | #6 | C010361197 | 90.2d | | | Guillaume, Test,... | | 462 1st Ave NE, Farley, IA, 52046 (~... |
| 80... | BAT60 (asset t... | 3131001151 | | | | | | 490 Prairie Ln, Gilbertville, IA, 50634 |
| 81... | AT312 EQ test ... | 1731003910 | | | | | | BJA Home |
| 81... | AT312 TT (ass... | 1731004377 | 133.9d | | | | | 1300 Reynolds Ave, Irvine, CA, 926... |
| 82... | John QA | 4431010049 | | | 1MNT343... | | | |
| 82... | F150 | SNPNL147... | 189.8d | | | ROB | | San Diego, CA (~Topo Ln) |
| 82... | MikeB#1 | SNPNL147... | 53.9d | | | QA Gr | | Wayland (~ US Hwy 136) |
| 82... | MikeB#3 | SNPNL147... | 54.1d | | | QA Gr | | 857 8th St NW, Dyersville, IA, 52040... |
| 82... | JenniferC#1 | SNPNL147... | 55.7d | | | Coleman | | 13343 Sioux Rd, Westminster, CA, 9... |

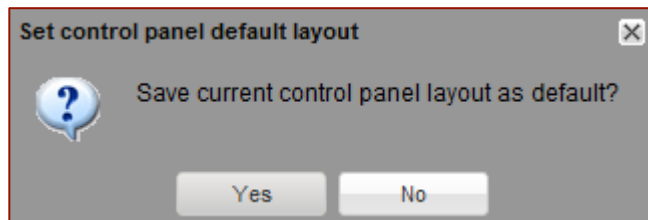
2. To minimize this view, drag the right side of your Control Panel to the left.
3. Drag and drop columns into the order you prefer.

- Clicking the dropdown menu arrow on the right side of a column will sort the panel in that column by ascending or descending order. The **Column Menu** in this dropdown menu allows you to select which columns do or do not display in the control panel layout.

Control Panel

[Enter filter]

| el | Serial # | Distance | Status | | VIN | Group | Temp(F) | Address |
|-------------|------------|----------|--------|---|------|--------------------|-----------------|-----------|
| asset tr... | 1031007175 | | | <div style="border: 1px solid gray; padding: 2px;"> <div style="border-bottom: 1px solid gray; padding-bottom: 2px;"> A Z ↓ Sort Ascending </div> <div style="padding-bottom: 2px;"> Z A ↓ Sort Descending </div> <div style="padding-bottom: 2px;"> Columns ▶ </div> </div> | | LINK, Bernard, ... | | 1310 N M |
| asset tr... | 1031015998 | 6.2d | | | | | LINK, ACCOUN... | |
| | C010252923 | 125.5c | | | | | | 5109 Coll |
| | 1631040080 | 41.8d | | | | | | BJA Hom |
| | C010360942 | | | | | | | 698 Kem |
| | C010361073 | 1.1d | | | 3814 | | | Bostonia |
| | C010360849 | | | | 0308 | | 23 | 1275 Nol |
| | C010361163 | | | | | | 23 | 4082 el C |
| | C010361197 | 90.2d | | | | | | 462 1st A |
| asset t... | 3131001151 | | | | | | | 490 Prair |
| Q test ... | 1731003910 | | | | | | | BJA Hom |



- Select **Save** to finalize your default Control Panel layout.

How to Set Up a Bookmark

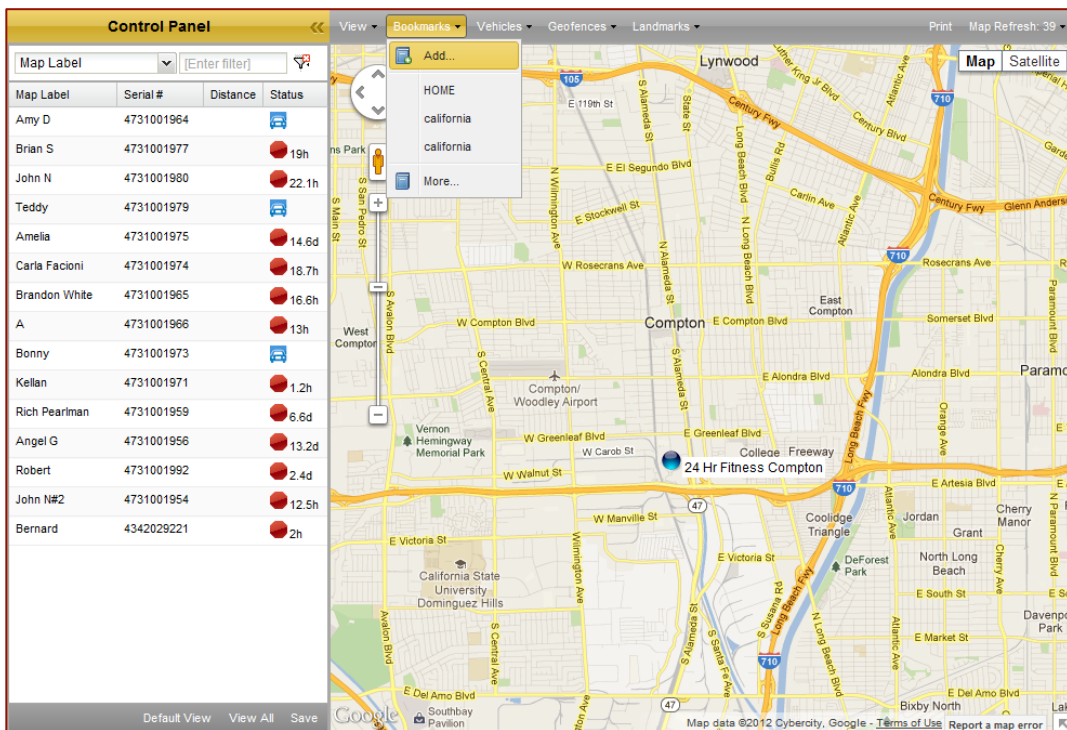
Bookmarks are a quick way to jump to a map view that you find yourself using frequently.

To set up a new Bookmark:

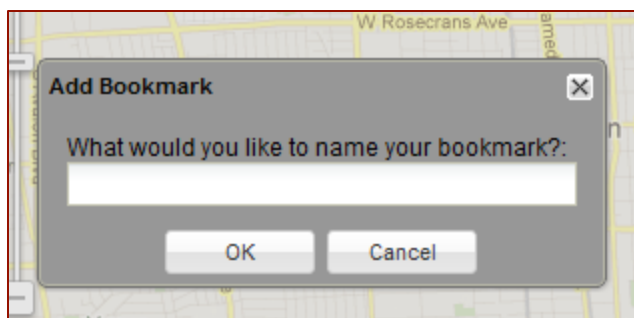
1. Use the **Zoom and Map** navigation controls and/or your control panel to position the map in the manner you'd like to bookmark.

Note: Zoom-in two clicks before saving your bookmark in order to properly align the map.

2. Select 'add' from the "Bookmarks" dropdown menu.



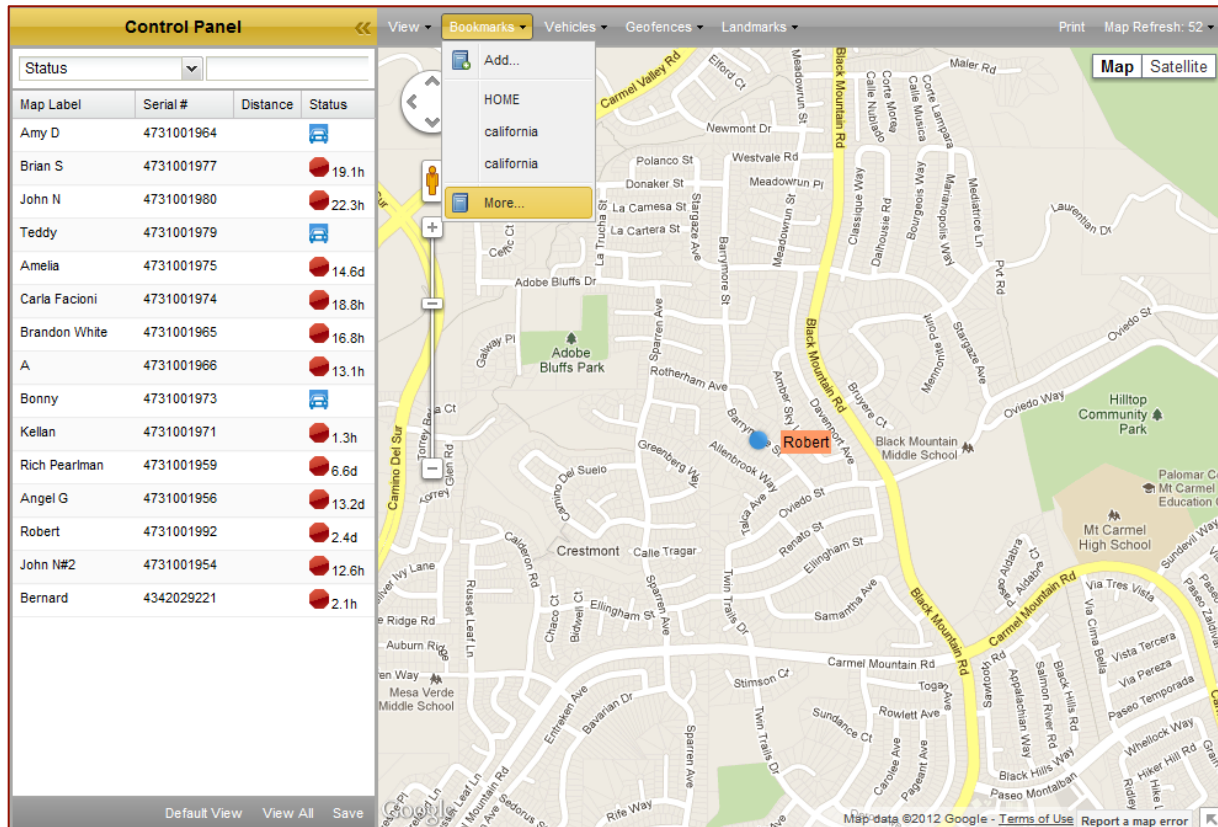
3. Enter a name for your new bookmark.



4. Click OK to save your new bookmark.

To use a bookmark:

1. Select your bookmark by clicking its entry in the “Bookmarks” dropdown menu.



2. If you have too many saved bookmarks than can be displayed in the “Bookmarks” dropdown menu, click ‘more...’ to show a complete list of bookmarks.

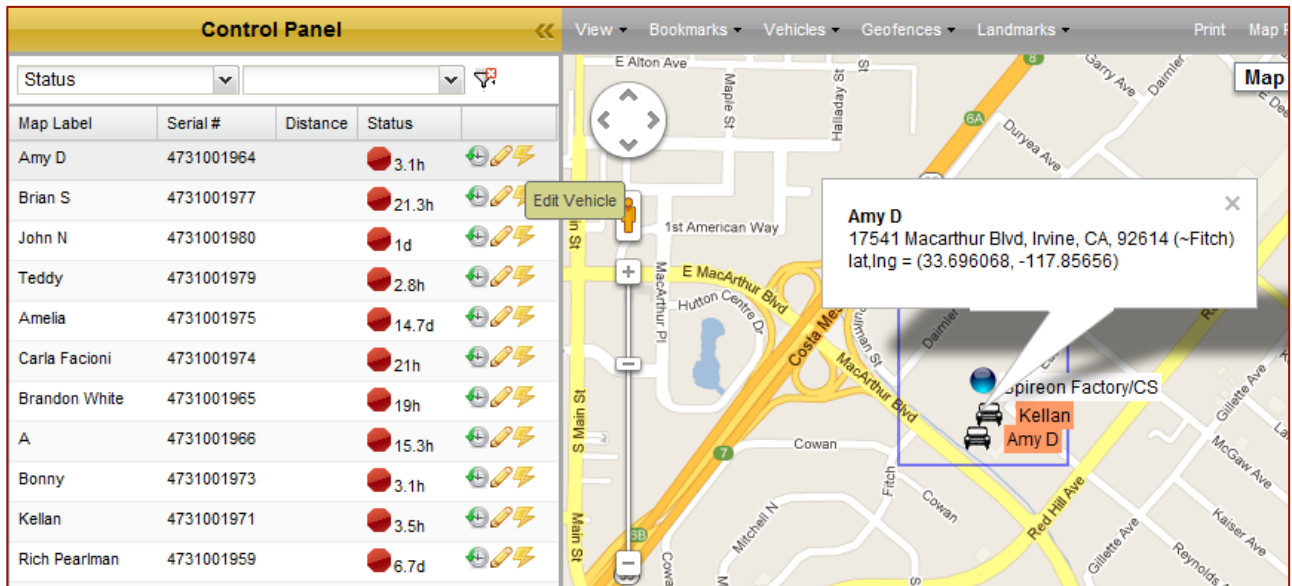
How to Edit Vehicle Information

The 'Edit Vehicle' pencil icon in the Control Panel allows a vehicle's details such as Map Label, VIN, Odometer, Driver, etc. to be updated.

Creating a Map Label provides an additional way to name a vehicle that can be viewed on the map and sorted in the Control Panel. Changing the label can better organize the control panel. The odometer reading is an important parameter for many tracking and reporting functions. Initially, mileage should be manually entered in order to ensure a proper starting-off point for future tracked mileage.

To change the name of the Map Label:

1. Select the vehicle you'd like to change the label for from the vehicle list in your control panel.
2. Select the 'Edit Vehicle' pencil icon in the center and the "Edit Vehicle" window will appear.



3. Enter the appropriate information into the 'Map Label', 'Vehicle Make', 'Vehicle Model', 'Vehicle Year', 'VIN', 'Odometer' fields.
4. Select a driver from the 'driver' dropdown menu. Drivers can be set up in the 'Drivers' accordion menu in the Set Up tab.
5. You may want use the dropdown menus for the 'text color', 'label color', and 'icon' fields in form to customize the way your vehicle is displayed on your map in order to differentiate between them.

6. Click “Save” to finalize your new Map Label.

The image shows a software dialog box titled "Edit Vehicle". It contains several input fields and dropdown menus. The "Map Label" field is filled with "Amy D". The "Odometer (Miles)" field is filled with "3549.48". The "Text Color" dropdown is set to "000000" (black), and the "Label Color" dropdown is set to "FF9966" (orange). The "Tracking" dropdown is set to "Enabled". The "Icon" dropdown is set to "1000". At the bottom of the dialog, there are three buttons: "Help" (with a question mark icon), "Save" (with a floppy disk icon), and "Cancel" (with a red X icon).

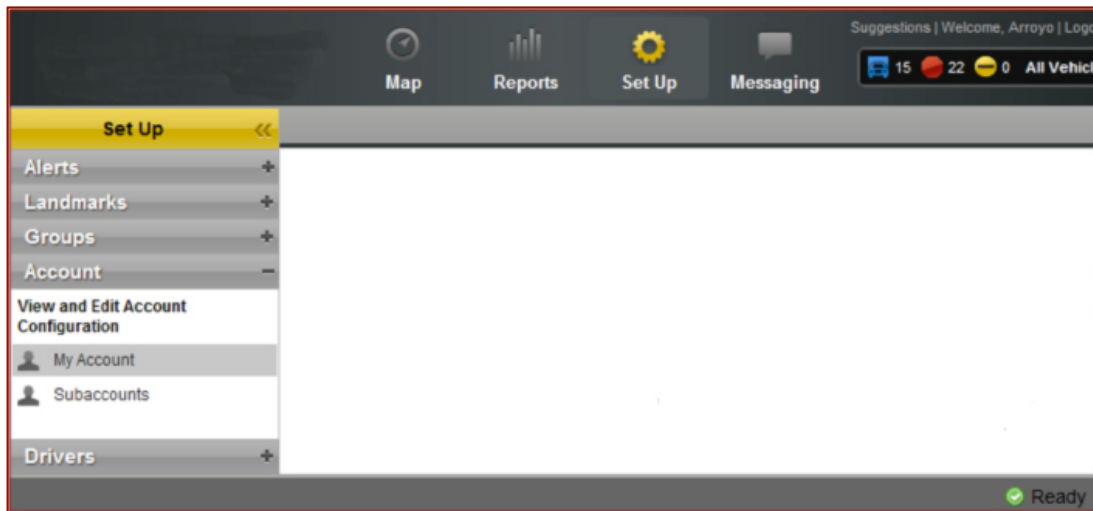
The odometer reading is an important parameter for many tracking and reporting functions. Initially, mileage should be manually entered in order to ensure a proper starting-off point for future tracked mileage.

How to Change the Account Time Zone

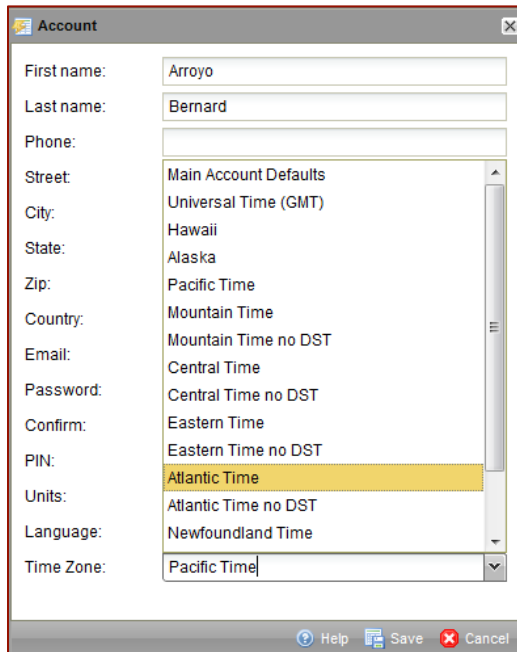
The "Time Zone" dropdown menu allows you to select your preferred time zone for your account in order to have the correct time displayed in your reports and breadcrumbs.

To change the account Time Zone:

1. Select 'my account' under 'view and edit account configuration' from "Account" accordion menu on the "Set Up" tab.



2. Select the time zone from the corresponding dropdown menu.



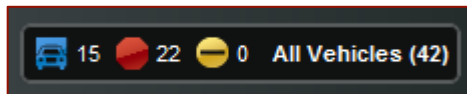
3. Click "Save" to finalize your new time zone.

How to Use the Mini Dashboard

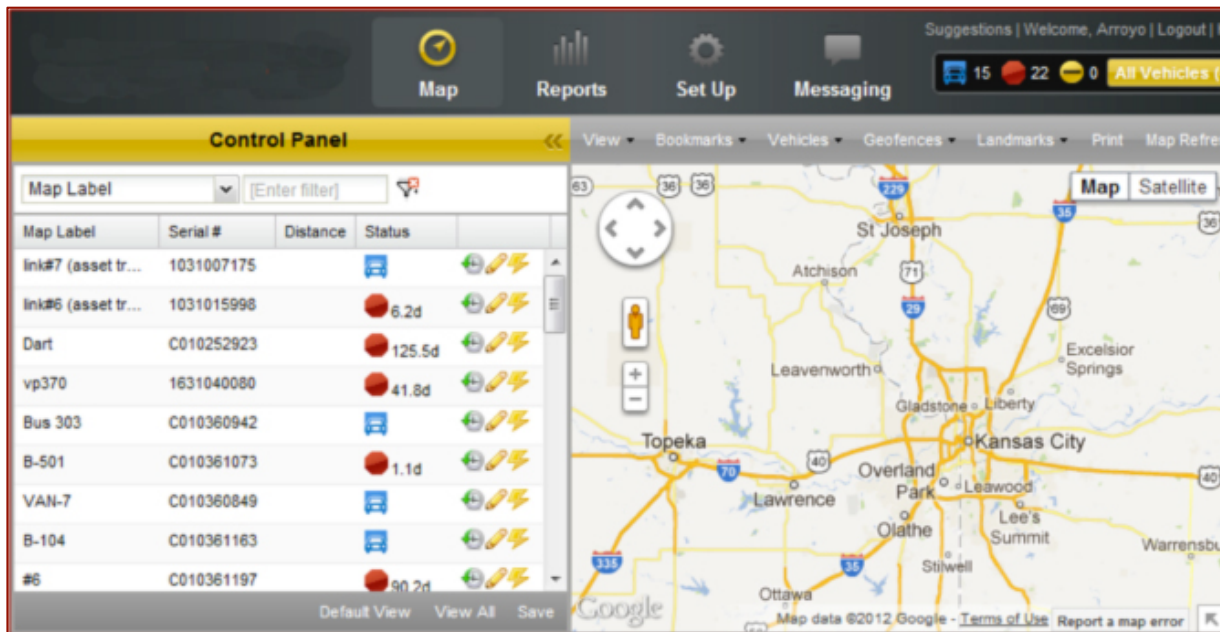
The mini dashboard provides a real-time counter for all vehicles associated with your account as well as individual counters for vehicles in moving, stopped and unauthorized movement states. Clicking the icon for an individual state filters the vehicles in your control panel and on your map according to that state.

To use mini dashboard:

1. The white number in parentheses represents the total number of active vehicles associated with your account.



2. Clicking the 'all vehicles' icon will remove any filters that are currently in place.



3. The blue truck logo represents the number of vehicles associated with your account that are currently in a moving state.
4. Clicking the 'moving' icon filters down the vehicles displayed in your control panel and on your map to include only those that are moving.
5. The red stop sign logo represents the number of vehicles associated with your account that are currently in a stopped state.

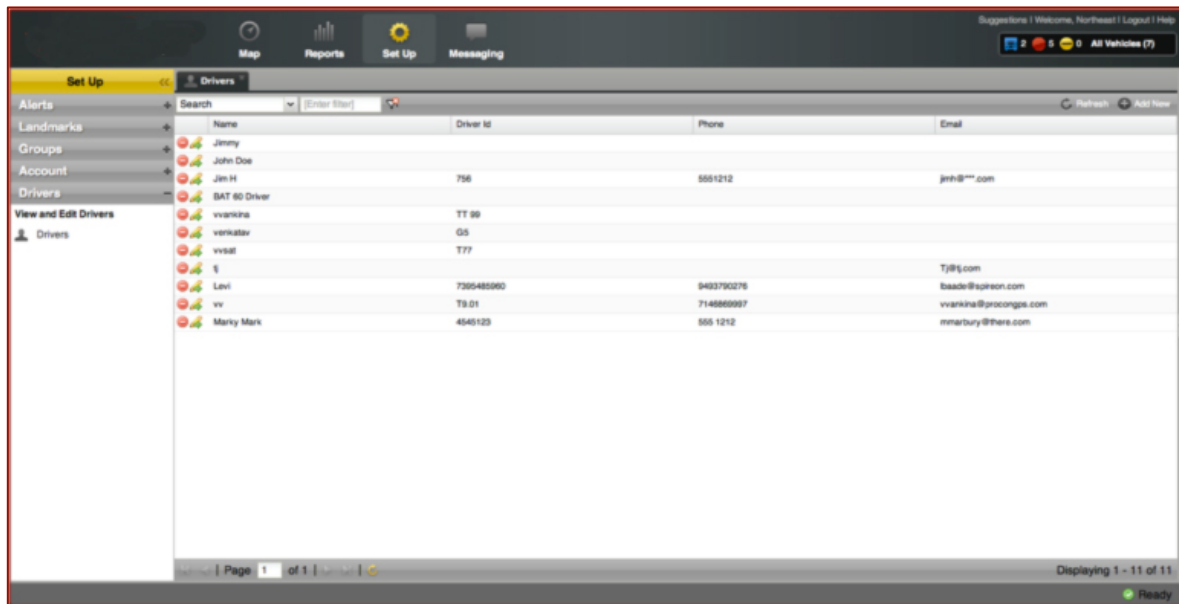
6. Clicking the 'stopped' icon filters down the vehicles displayed in your control panel and on your map to include only those that are stopped.
7. The yellow circle logo represents the number of vehicles associated with your account that are currently in an unauthorized movement state.
8. Clicking the 'unauthorized movement' icon filters down the vehicles displayed in your control panel and on your map to include those with unauthorized movement.

How to Add Driver Names to an Account

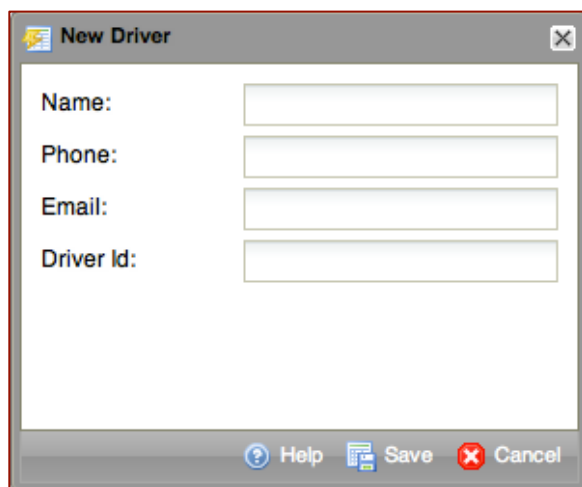
Once a driver has been set up you can associate the driver name with a vehicle by using the "Edit Vehicle" dialog box found in the Control Panel.

To associate a driver names with a vehicle:

1. Open the "Drivers" accordion menu in the "Set Up" tab.



2. Click 'Drivers' and then click the "Add New" button located in the top right corner of the grid.
3. Enter the appropriate information into the 'name', 'phone', 'email' and 'Driver ID' fields.



New Driver

Name:

Phone:

Email:

Driver Id:

Help Save Cancel

4. Click 'save' to finalize your changes.