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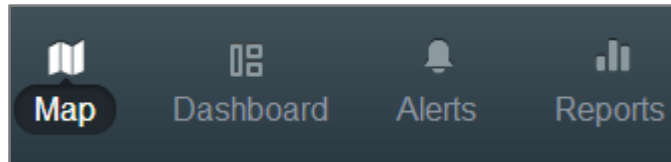
Thank you for choosing our GPS tracking solution for your fleet and asset tracking needs. Our goal is to help you streamline and maximize the resources you already have.

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

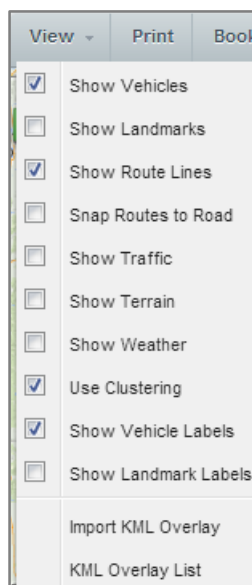
Map Tab

These actions are available under the **Map** tab



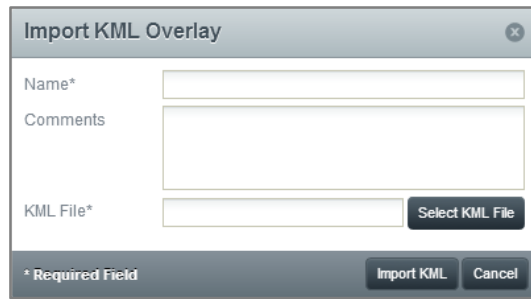
Changing and Printing the Map View

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



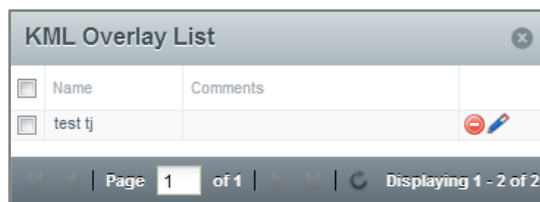
2. Use the checkboxes to select the level of detail displayed on the map
 - a. **Show Vehicles** – shows vehicles on the map
 - b. **Show Landmarks** – shows landmarks on the map
 - c. **Show Route Lines** – shows the route lines taken by a vehicle
 - d. **Snap Routes to Road** – aligns the route information 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. **Show Weather** – shows current weather information, which may not match conditions at the time a route was taken
 - h. **Use Clustering** – displays vehicles in small groups that separate when a user zooms in
 - i. **Show Vehicle Labels** – shows vehicle label information on the map
 - j. **Show Landmark Labels** – shows landmark label information on the map
 - k. **Import KML Overlay** - Opens the **Import KML Overlay** window

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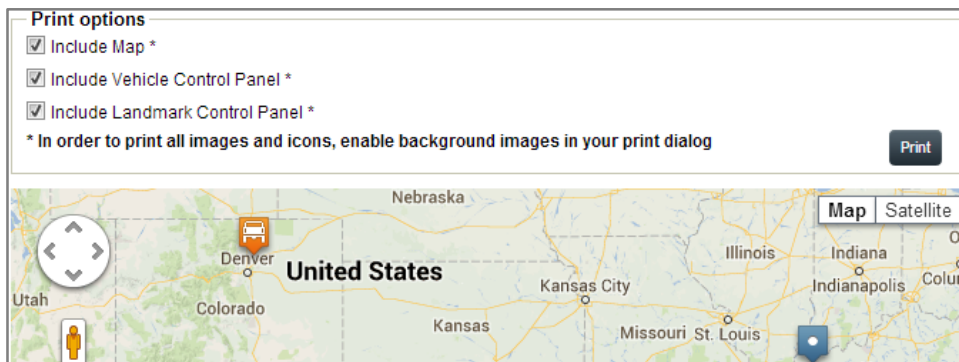
The 'Import KML Overlay' dialog box contains three input fields: 'Name*', 'Comments', and 'KML File*'. The 'Name*' and 'KML File*' fields are marked with an asterisk to indicate they are required. A 'Select KML File' button is located to the right of the 'KML File*' field. At the bottom of the dialog, there are 'Import KML' and 'Cancel' buttons, and a legend indicating that an asterisk denotes a required field.

- i. The required fields are marked with a *
- 1. **KML Overlay List** - opens the **KML Overlay List** window



The 'KML Overlay List' window displays a table with two columns: 'Name' and 'Comments'. A single row is visible with the name 'test tj'. To the right of this row are two icons: a red minus sign (delete) and a blue pencil (edit). Below the table, the status bar shows 'Page 1 of 1' and 'Displaying 1 - 2 of 2'.

- i. This lists all KML overlays on the account. They can be deleted or edited using the buttons to the right
 - ii. The checkboxes to the left of the overlay list can be used to select which overlays to display
3. The **Print** button opens the **Print Options** window



The 'Print options' dialog box features three checked checkboxes: 'Include Map *', 'Include Vehicle Control Panel *', and 'Include Landmark Control Panel *'. A note below the checkboxes states: '* In order to print all images and icons, enable background images in your print dialog'. A 'Print' button is located in the top right corner. Below the dialog is a map view of the United States, showing major cities like Denver, Kansas City, and St. Louis, with a vehicle icon and a landmark icon overlaid.

- 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

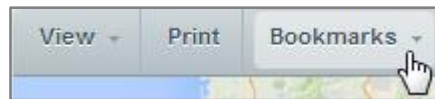
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Bookmarks Dropdown

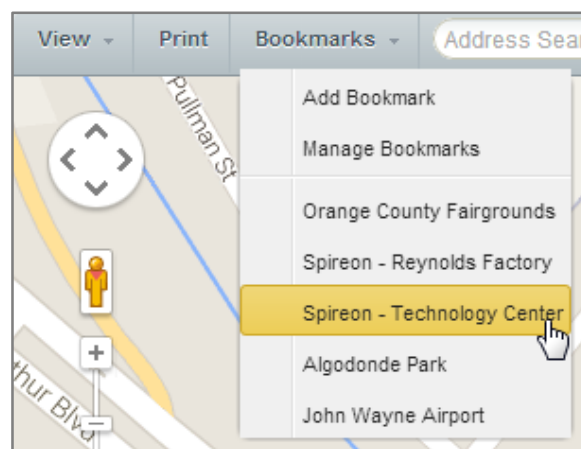
The **Bookmarks** dropdown allows you to save specific map views for future access.

Navigating to a Bookmark

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

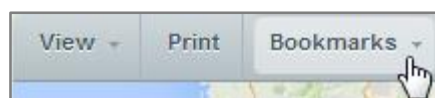


2. Select a bookmark from the dropdown

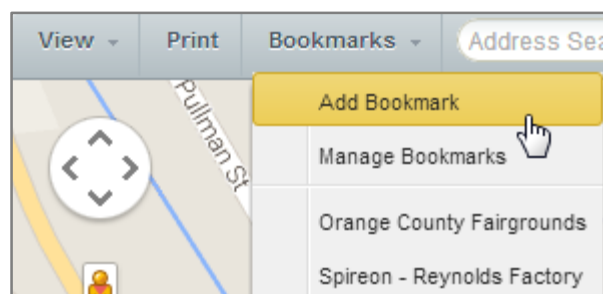


Adding a Bookmark

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

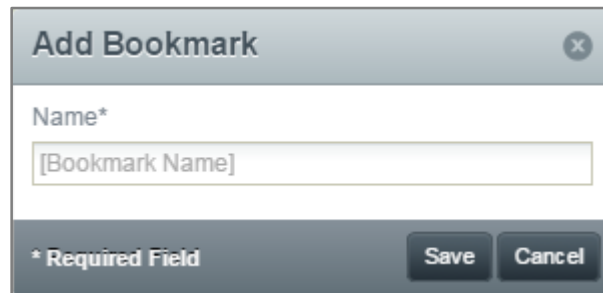


3. Select **Add Bookmark** to open the **Add Bookmark** window



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4. Choose a name for your Bookmark

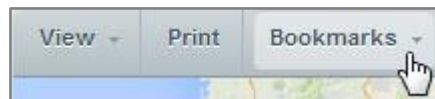


The screenshot shows a dialog box titled "Add Bookmark" with a close button (X) in the top right corner. Below the title is a text input field labeled "Name*" containing the placeholder text "[Bookmark Name]". At the bottom left of the dialog, there is a note "* Required Field". At the bottom right, there are two buttons: "Save" and "Cancel".

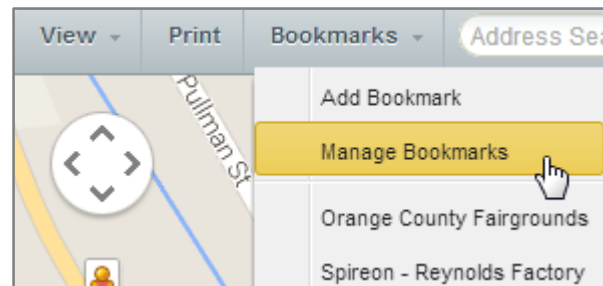
5. Click **Save**. The bookmark will be added to your account

Deleting a Bookmark

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

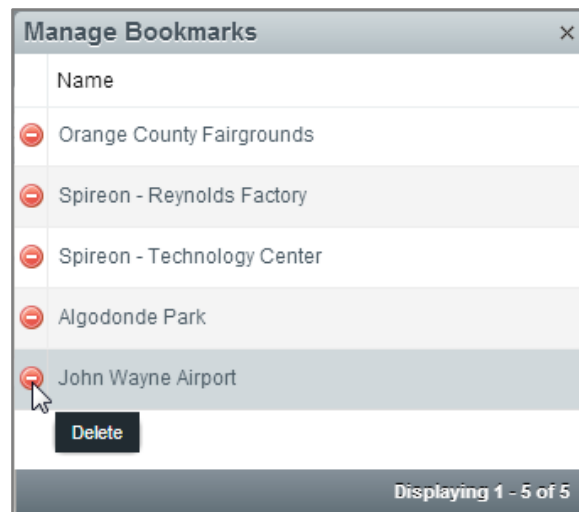


2. Select **Manage Bookmarks** to open the **Manage Bookmarks** window

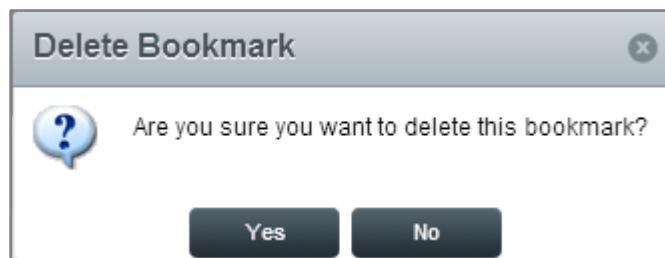


3. Click the **Delete** icon (⊖) next to the Bookmark you want to remove

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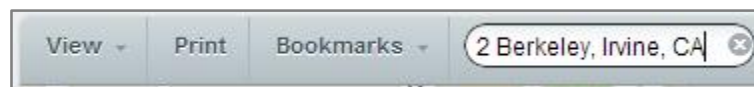


4. In the **Delete Bookmark** window, click **Yes**. The deleted bookmark will be removed from your account



Searching for an Address

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

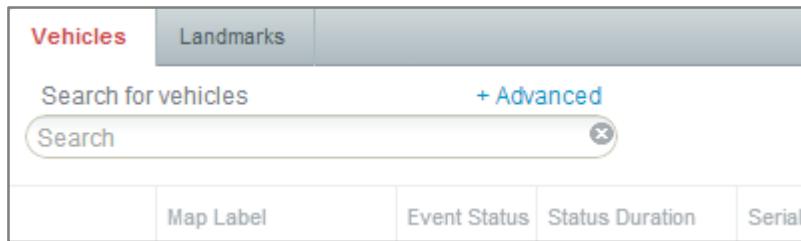


2. Press **Enter**. The map will re-center to the address provided

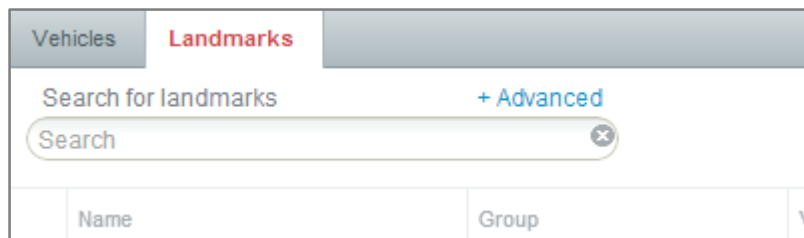
Control Panel Overview

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

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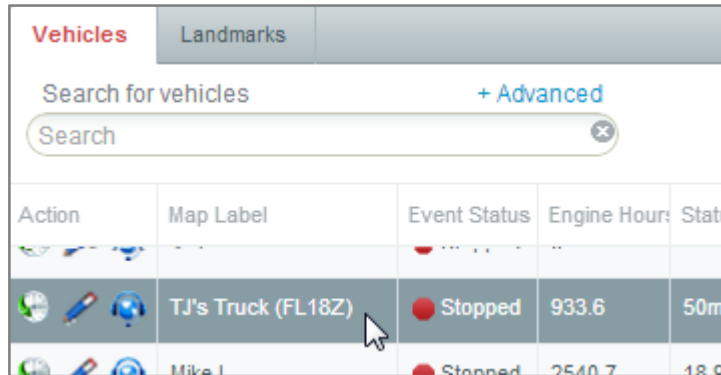
3. The **Landmarks** control panel displays all landmarks
 - a. This panel can be used to locate, edit or search for a landmark











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Finding a Vehicle's Current Location

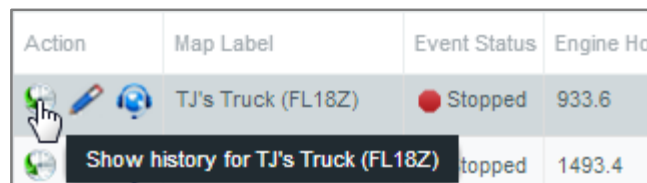
1. In the **Vehicles** control panel on the left side, click the vehicle that needs to be located
2. The map will re-center to that vehicle's current location








Action	Map Label	Event Status	Engine Hours	Status
				
  	TJ's Truck (FL18Z)	 Stopped	933.6	50m
	Mike J	 Stopped	2540.7	18.9

Viewing Vehicle History

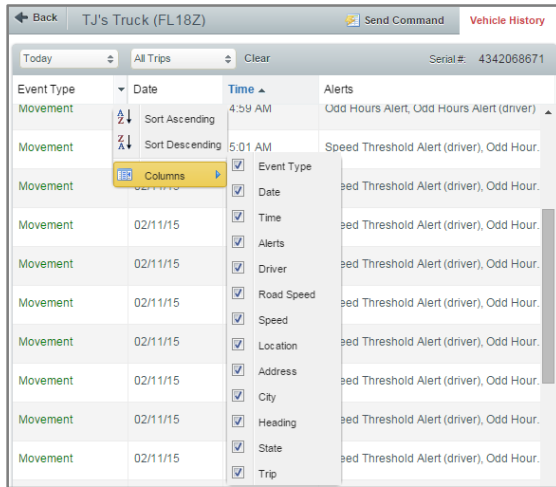
1. In the **Vehicles** control panel on the left side, double click the vehicle or click the **Show history for [Map Label]** icon () to open the **Vehicle History** tab



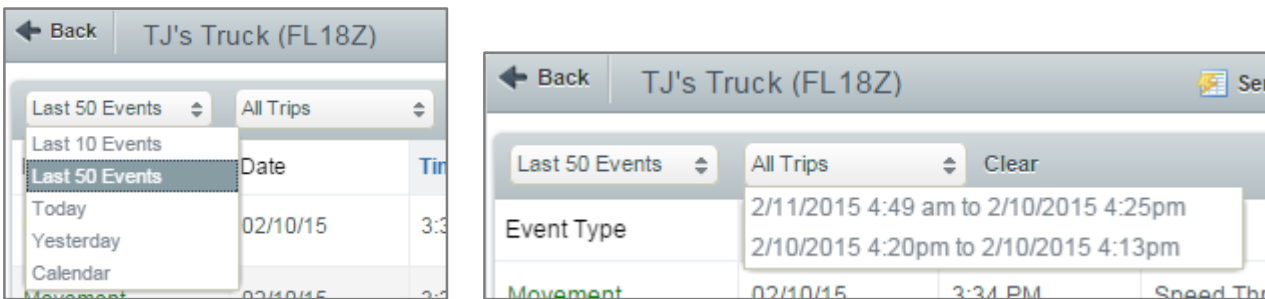
Action	Map Label	Event Status	Engine Hours
  	TJ's Truck (FL18Z)	 Stopped	933.6
	Show history for TJ's Truck (FL18Z)		stopped 1493.4

2. The **Vehicle History** tab displays the **Event Type, Date, Time, Alerts, Driver, Road Speed, Speed, Location, Address, City, Heading, State** and **Trip** 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

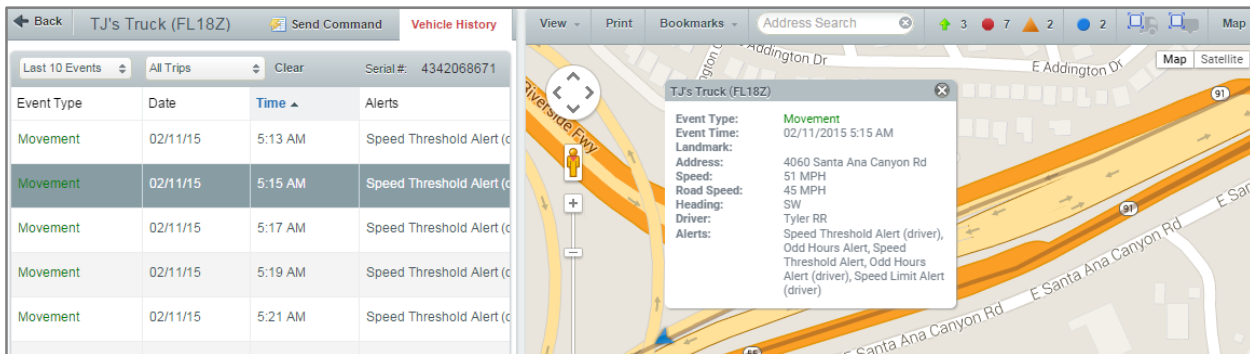
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5. Use the dropdowns in the upper left corner to customize the number of events and trip(s) displayed in the grid



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

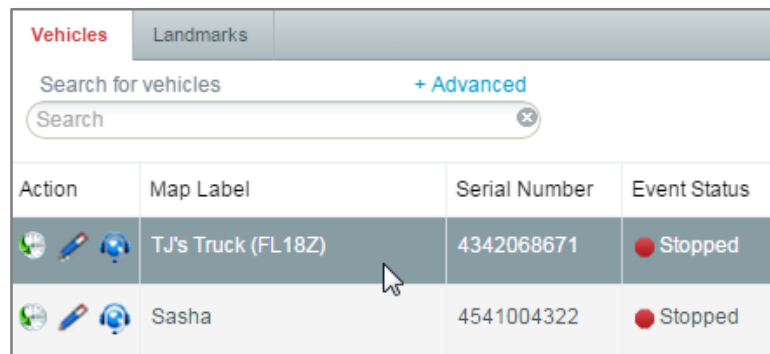










Sending a Vehicle Command

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

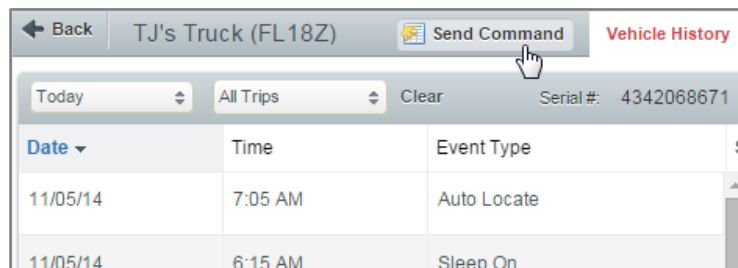
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1. Double-click a vehicle in the **Vehicles** grid



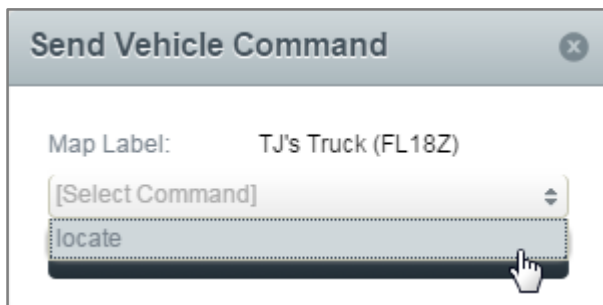
Action	Map Label	Serial Number	Event Status
  	TJ's Truck (FL18Z)	4342068671	 Stopped
  	Sasha	4541004322	 Stopped

2. Click **Send Command**



Date	Time	Event Type	S
11/05/14	7:05 AM	Auto Locate	
11/05/14	6:15 AM	Sleep On	

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

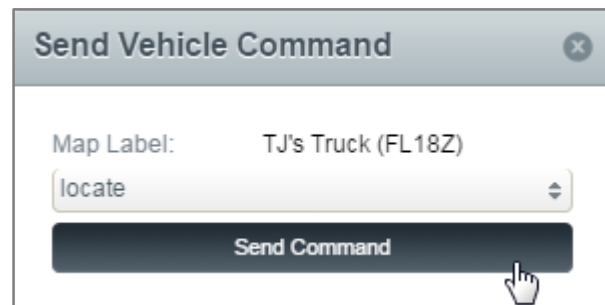


Send Vehicle Command

Map Label: TJ's Truck (FL18Z)

[Select Command]

locate



Send Vehicle Command

Map Label: TJ's Truck (FL18Z)

locate

Send Command

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.

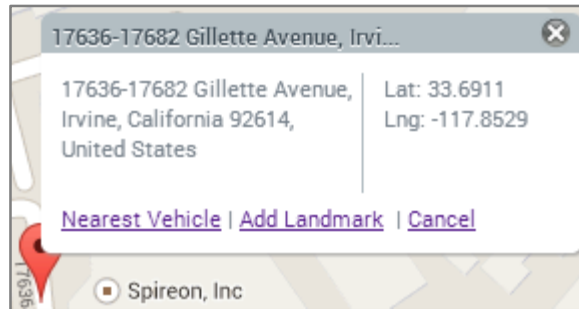
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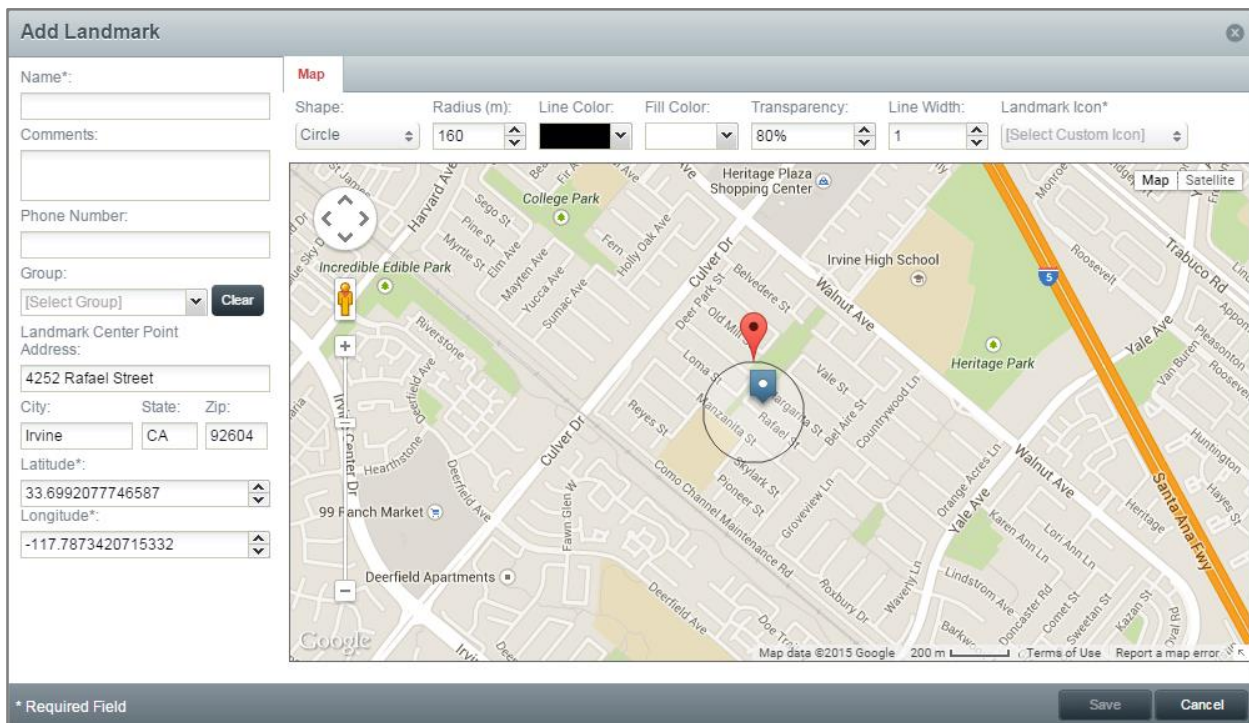
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Creating a Landmark from the Map

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



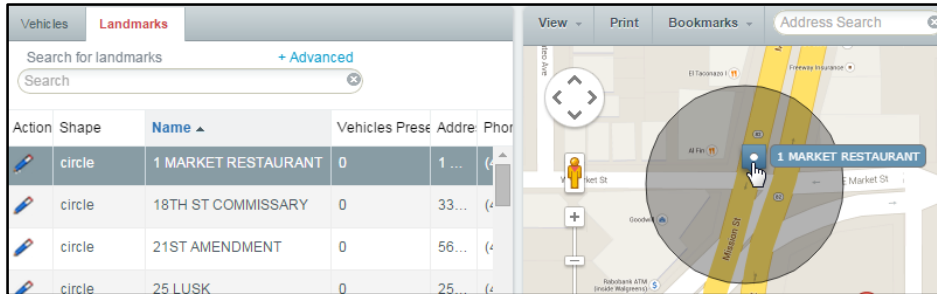
2. This opens the **Add Landmark** window
3. Fill out the required fields, marked with a *, and select a **Landmark Icon** from the dropdown
 - a. **Latitude** and **Longitude** will be automatically filled in with the coordinates that were clicked
4. Fill out the remaining fields, and assign the landmark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

A screenshot of the "Add Landmark" window. The window has a title bar with "Add Landmark" and a close button. On the left, there are input fields for "Name*", "Comments", "Phone Number", "Group:" (with a dropdown and "Clear" button), "Landmark Center Point Address:" (with "4252 Rafael Street" entered), "City:" (with "Irvine"), "State:" (with "CA"), "Zip:" (with "92604"), "Latitude*" (with "33.6992077746587"), and "Longitude*" (with "-117.7873420715332"). On the right, there are settings for "Shape:" (set to "Circle"), "Radius (m):" (set to "160"), "Line Color:" (set to black), "Fill Color:" (set to white), "Transparency:" (set to "80%"), "Line Width:" (set to "1"), and "Landmark Icon*" (set to "[Select Custom Icon]"). Below these settings is a map showing a street grid with a red location pin and a blue circle around it. At the bottom left, there is a legend "* Required Field". At the bottom right, there are "Save" and "Cancel" buttons.

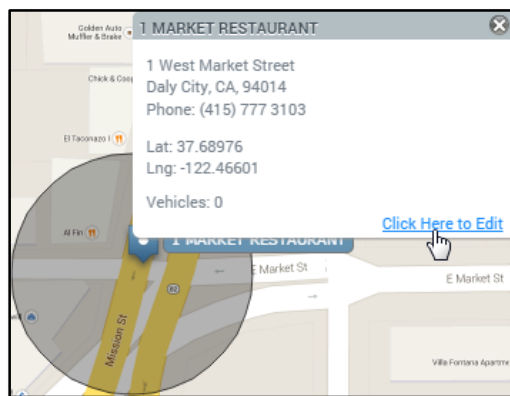
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Editing a Landmark from the Map

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




2. Click the **Click Here to Edit** 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
 - a. Required fields are marked with a *

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Edit Vehicle

Map Label* Asset Group

Vehicle Basics

Asset Icon*

Asset Type*

VIN

Year

Make

Model

▲ Add/Remove Driver

Driver

Vehicle Details

Initial Odometer (mi)

GPS Tracked (mi) 27999.6

Est. Total (mi) 47999.6

Initial Engine Hrs

Device Tracked Engine Hrs 27.5

Est. Total Hrs 41.5

Input Setup

Input Name:	High State:	Low State:
Input 1 <input type="text" value="[Input Name]"/> <input type="button" value="v"/>	<input type="text" value="[High State]"/> <input type="button" value="v"/>	<input type="text" value="[Low State]"/> <input type="button" value="v"/>
Input 2 <input type="text" value="[Input Name]"/> <input type="button" value="v"/>	<input type="text" value="[High State]"/> <input type="button" value="v"/>	<input type="text" value="[Low State]"/> <input type="button" value="v"/>
Input 3 <input type="text" value="[Input Name]"/> <input type="button" value="v"/>	<input type="text" value="[High State]"/> <input type="button" value="v"/>	<input type="text" value="[Low State]"/> <input type="button" value="v"/>
Input 4 <input type="text" value="[Input Name]"/> <input type="button" value="v"/>	<input type="text" value="[High State]"/> <input type="button" value="v"/>	<input type="text" value="[Low State]"/> <input type="button" value="v"/>

▲ Pair Device

Device Serial







* Required Field

3. Once editing is complete, click **Save**

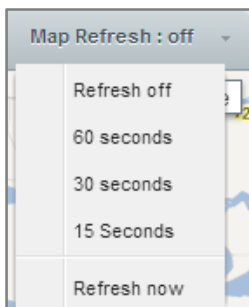
Reading the Miniature Dashboard

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



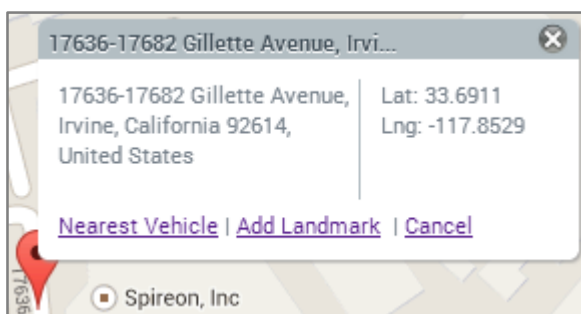
2. The green arrow () shows the number of vehicles currently moving
3. The red octagon () shows the number of vehicles currently stopped
4. The orange triangle () shows the number of vehicles currently idling
5. The blue circle () shows the number of vehicles with active inputs
6. The truck icon () resizes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

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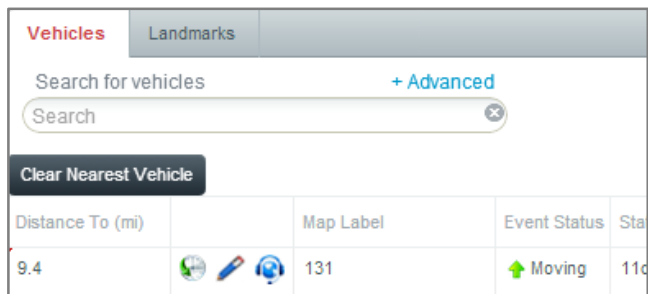


Finding the Nearest Vehicle to a Point

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




2. This adds a **Distance To** column to the **Vehicles** control panel





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

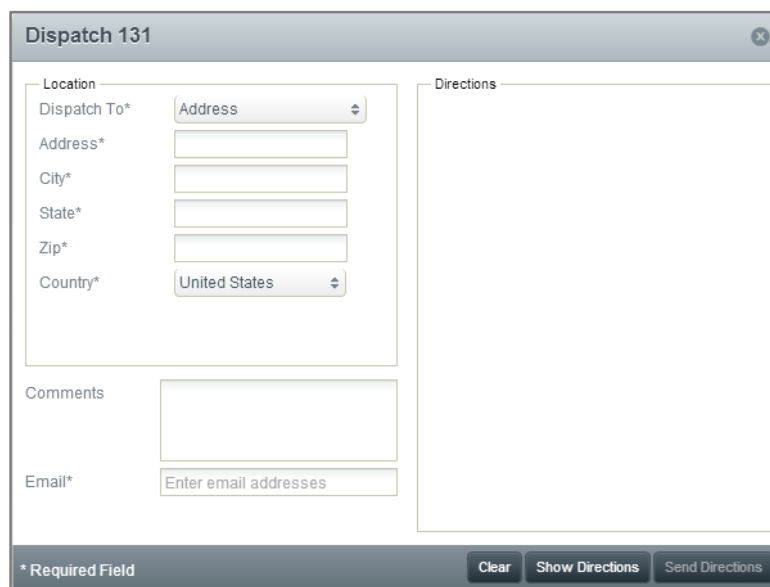
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Dispatching a Vehicle

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

	Map Label	Event Status	Status Duration	Serial
  	131	 Moving	11d	464
  	Dispatch to 131	 Stopped	1.5h	464

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



The image shows a window titled "Dispatch 131" with a close button in the top right corner. The window is divided into two main sections: "Location" and "Directions".

Location Section:

- Dispatch To***: A dropdown menu currently showing "Address".
- Address***: A text input field.
- City***: A text input field.
- State***: A text input field.
- Zip***: A text input field.
- Country***: A dropdown menu currently showing "United States".

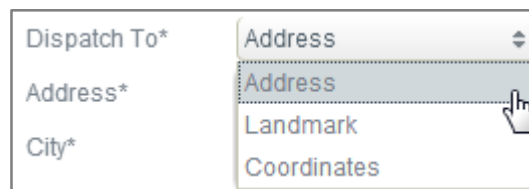
Comments Section:

- Comments**: A large text area for entering comments.
- Email***: A text input field with the placeholder text "Enter email addresses".

Buttons:

- * Required Field**: A label at the bottom left.
- Clear**: A button at the bottom right.
- Show Directions**: A button at the bottom right.
- Send Directions**: A button at the bottom right.

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**



The image shows a close-up of the "Dispatch To*" dropdown menu. The menu is open, showing three options: "Address", "Landmark", and "Coordinates". A mouse cursor is pointing at the "Address" option, which is highlighted with a grey background.

4. If necessary, enter any **Comments**
5. Specify the recipient's email address
6. Click **Show Directions**

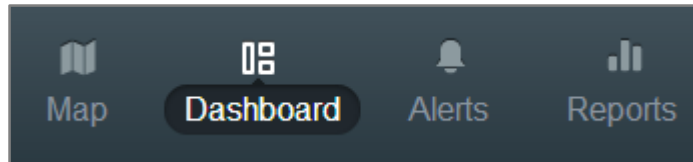
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- a. Review all directions for accuracy prior to dispatching the vehicle
7. Click ***Send Directions***

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Dashboard Tab

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



Adding Widgets to the Dashboard

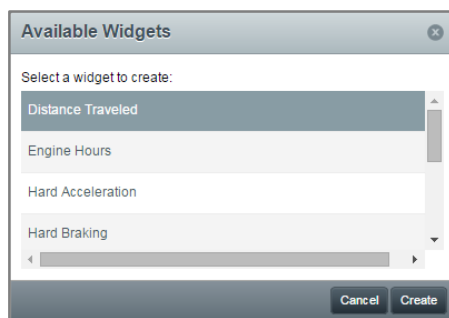
1. To add a widget graph to the **Dashboard**, click the **New widget** button in the upper right



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

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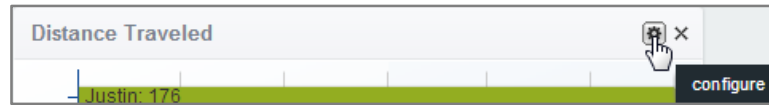


3. Click **Create** to create the widget

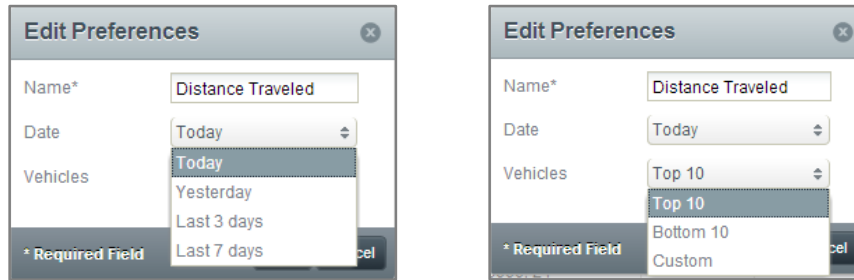
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Editing a Widget

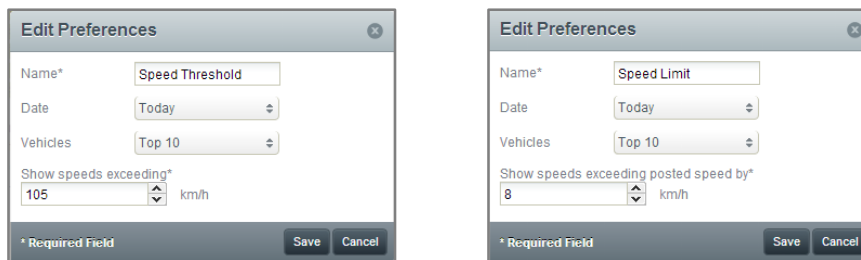
1. Click the **Configure** button at the top right of the widget you want to edit



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

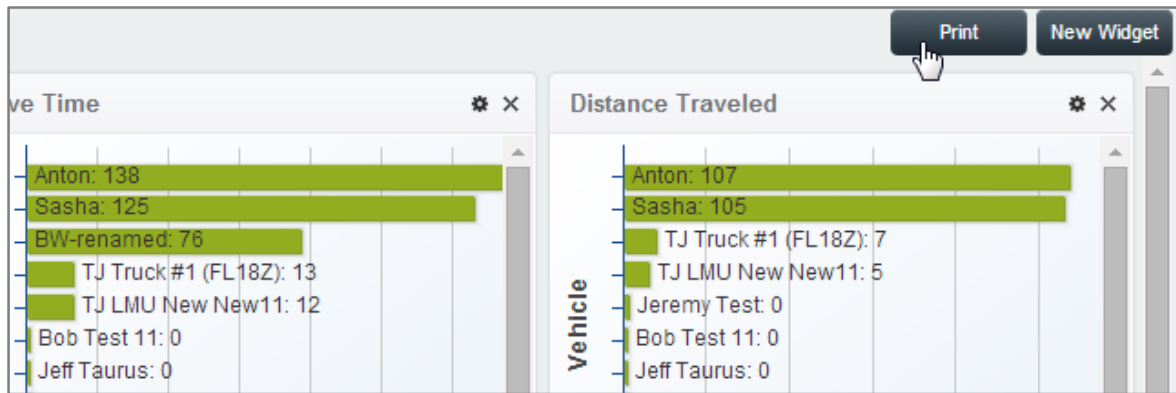


4. Click **Save**

Printing the Dashboard

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

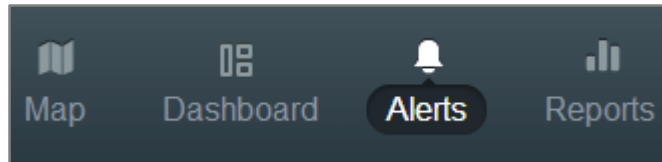
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Alerts Tab

These actions are available under the **Alerts** tab



Types of Alerts

Hard Braking & Acceleration Alert

Sends an alert when the selected vehicle(s) stop or accelerate very 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 vehicle(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 vehicle(s) enter or leave the selected landmark(s)

Low Battery Alert

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

Maintenance Alert - Distance

Sends an alert that the selected vehicle needs maintenance after a user-defined number of miles or kilometers

Maintenance Alert – Engine Hours

Sends an alert that the selected vehicle needs maintenance after a user-defined number of engine operating hours

Maintenance Alert – Time Period

Sends an alert that the selected vehicle needs maintenance after a user-defined calendar schedule

Odd Hours Alert

Sends an alert if the selected vehicle(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

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Speed Limit Alert

Sends an alert if the selected vehicle(s) exceeds the posted speed limit by more than the user-defined margin

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Speed Threshold Alert

Sends an alert if the selected vehicle(s) exceeds the user-set maximum speed 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 vehicle(s) record movement without the ignition being on

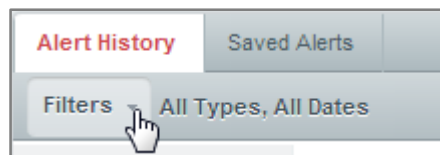
Viewing Alert History

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

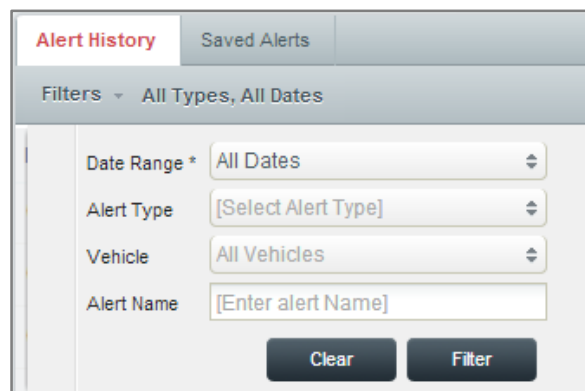
Alert History		Saved Alerts			
Alert History	All Types				
Date/Time	Alert Type	Vehicle	Name	Location	Details ▲
01/09/2014 10:46 PM	Stop Alert	1243001287	psi 13-1.4 deployment		1243001287 has been stopped...
01/27/2014 3:34 PM	Stop Alert	1243001287	d343		1243001287 has been stopped...

Filtering the Alert History

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

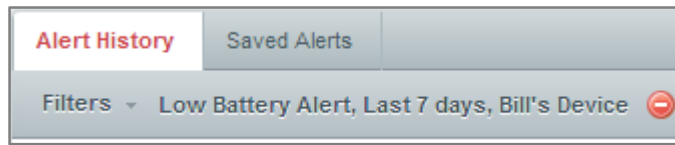


2. Select your desired filters from the available options

A screenshot of the software interface showing the 'Alert History' tab with the 'Filters' dropdown menu open. The dropdown menu displays the following options: 'Date Range *' with a dropdown menu set to 'All Dates', 'Alert Type' with a dropdown menu set to '[Select Alert Type]', 'Vehicle' with a dropdown menu set to 'All Vehicles', and 'Alert Name' with a text input field containing '[Enter alert Name]'. At the bottom of the dropdown menu, there are two buttons: 'Clear' and 'Filter'.

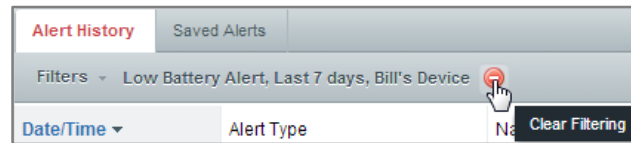
3. Click **Filter**. The **History** tab will update with the filtered data

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Clearing Filters from the Alert History

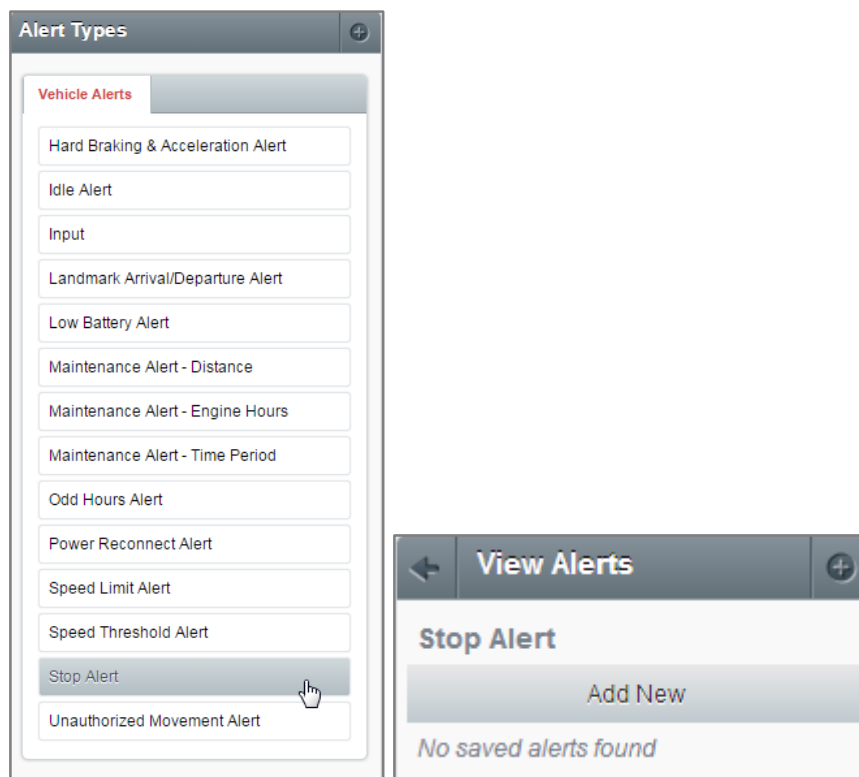
1. To clear your selected filters, click the **Clear Filtering** button (⊖) to the right of the filter selection



2. The **History** tab will refresh with no 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 to
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,

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these recipients will be notified

7. Add **Comments**, if necessary

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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

Alert Type*
Stop Alert

Name*
[Alert Name]

Vehicle Group
All Groups **Clear**

Vehicle
All Vehicles **Clear**

Alert me of stops after *
0 days
0 hours
5 minutes

Add Recipient
[Enter Recipient Email or Mobile #] +

Recipient List
No recipients

Comments

* 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 Created
UMA_All	Unauthorized Movement Alert	01/30/201
UMA_Vehicle	Unauthorized Movement Alert	01/30/201

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

The screenshot shows the 'Edit Alert' window with two tabs: 'Alert Settings' (active) and 'Alert Schedule'. The 'Alert Settings' tab contains the following fields and controls:

- Alert Type***: A dropdown menu with 'Unauthorized Movement Alert' selected.
- Name***: A text input field containing 'UMA_All'.
- Vehicle Group**: A dropdown menu with 'All Groups' selected and a 'Clear' button.
- Vehicle**: A dropdown menu with 'All Vehicles' selected and a 'Clear' button.
- Add Recipient**: A text input field with the placeholder '[Enter Recipient Email or Mobile #]' and a '+' button.
- Recipient List**: A list area showing 'No recipients'.
- Comments**: A large text area for entering comments.

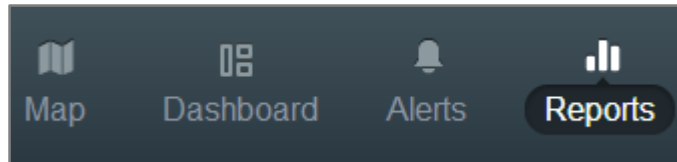
At the bottom of the window, there is a legend '* Required Field' and three buttons: 'Delete', 'Save', and 'Cancel'.

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

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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

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

Maintenance

Shows all scheduled maintenance alerts by maintenance type and vehicle

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State Mileage

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

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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

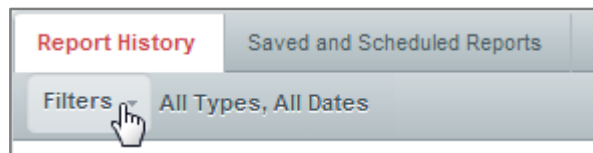
Shows a summary of all trips over a certain distance for each vehicle during the reporting period. Includes ignition on/off, move time, time ignition was on, idle time, distance, max speed and start/end address. In order for this report to work, the ignition wire must be connected

Workday Details Report

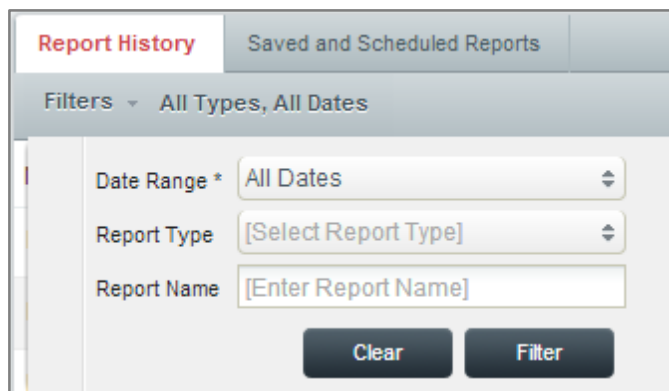
Shows start and end times, start and end addresses, elapsed time, move time, engine off time, idle time and off duty time for each vehicle on each day during the specified reporting period

Filtering the Report History

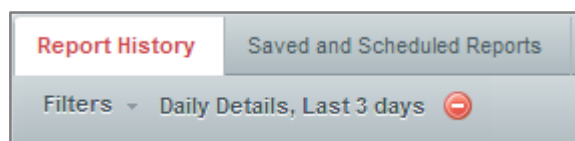
1. At the top left of the tab, click the **Filters** dropdown



2. Select your desired filters from the available options



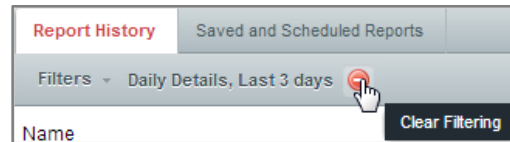
3. Click **Filter**. The **History** tab will update with the filtered data



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Clearing Filters from the Report History

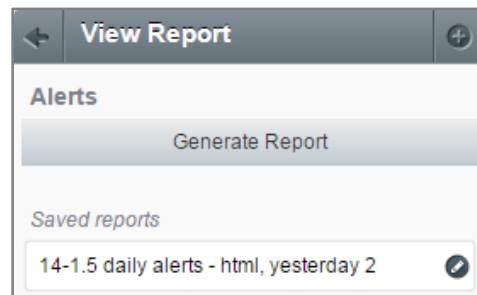
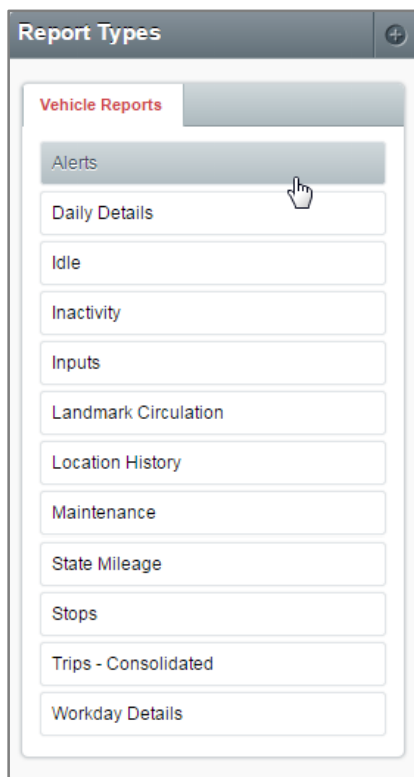
1. To clear your selected filters, click the **Clear Filtering** button (🗑️) to the right of the filter selection



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)

New Report

Report Settings | Schedule, Save & Send

Report Type *
Alerts

Vehicle Group
All Groups Clear

Vehicle
All Vehicles Clear

Date Range *
Yesterday

Daily Start Time *
12:00 AM

Daily End Time *
11:59 PM

Include all alert types
 Only include the following alert types

- Hard Braking & Acceleration Alert
- Idle Alert
- Input Alert
- Landmark Arrival/Departure Alert
- Low Battery Alert
- Maintenance Alert - Distance
- Maintenance Alert - Engine Hours
- Maintenance Alert - Time Period
- Odd Hours Alert
- Power Reconnect Alert
- Speed Limit Alert
- Speed Threshold Alert
- Stop Alert
- Unauthorized Movement Alert

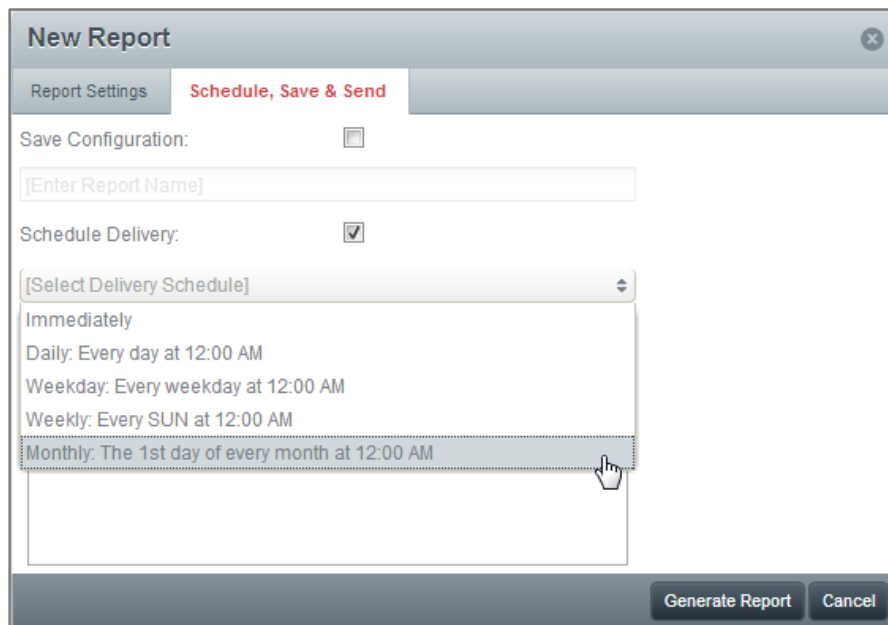
Generate Report Cancel

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

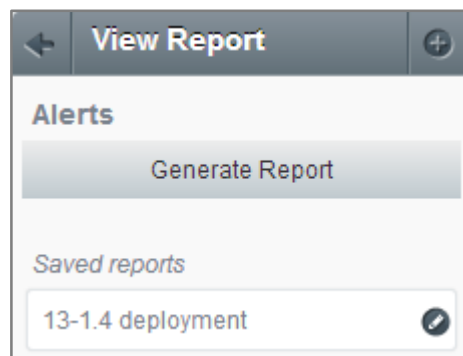
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5. Click **Save Report** or **Save & Generate Report**

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)

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The screenshot shows a 'New Report' dialog box with a close button (X) in the top right corner. The dialog has two tabs: 'Report Settings' and 'Schedule, Save & Send', with the latter being the active tab. The 'Schedule, Save & Send' tab contains the following elements:

- 'Save Configuration:' with a checkbox that is currently unchecked.
- A text input field containing the placeholder text '[Enter Report Name]'.
- 'Schedule Delivery:' with a checkbox that is currently unchecked.
- A dropdown menu with the placeholder text '[Select Delivery Schedule]'.
- 'Add Recipient' with a text input field containing the placeholder text '[Enter Recipient Email]' and a plus sign (+) button to the right.
- 'Recipient List' with a text area containing the text 'No recipients'.

At the bottom right of the dialog, there are two buttons: 'Generate Report' and 'Cancel'.

3. Click ***Generate Report***

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Creating a Landmark from a Report Map

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

Alerts

Prepared on 02/12/2015 12:00 AM PST

Time Period 02/11/2015 12:00 AM
02/11/2015 11:59 PM PST

Groups All

Vehicles All


Report Filters Speed Threshold Alert

Total Alerts Vehicle with greatest alerts Most Frequent Alert

59 TJ's Truck (FL18Z) (57) Speed Threshold Alert (59)

Results

GROUP		ALERTS					
test stfd		1					
VEHICLE		ALERTS TOTAL					
Driver ID Device_SS		1					
VEHICLE	DRIVER	ALERT	ALERT NAME	DATE	TIME	LOCATION	DETAILS
Driver ID Device_SS	Nirmala Key Driver Driver	Speed Threshold Alert	reg3_sta	02/11/2015	09:21 AM	Costa Mesa Fwy Santa Ana CA 92613	Driver ID Device_SS exceeded its speed threshold by travelling 59 mph (95 kmh) on: 02/11/15 @ 09:21 AM PST. [Costa Mesa Fwy]

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

Alerts

Prepared on 02/12/2015 12:00 AM PST

Time Period 02/11/2015 12:00 AM
02/11/2015 11:59 PM PST

Groups All

Vehicles All

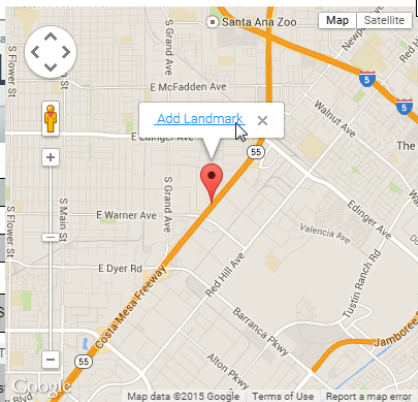
Report Filters Speed Threshold Alert

Total Alerts Vehicle with greatest alerts

59 TJ's Truck (FL18Z) (57) Speed Threshold Alert (59)

Results

GROUP		ALERTS					
DevJr9999		1					
release_group		1					
test stfd		1					
VEHICLE		ALERTS TOTAL					
Driver ID Device_SS		1					
VEHICLE	DRIVER	ALERT	ALERT NAME	DATE	TIME	LOCATION	DETAILS
Driver ID Device_SS	Nirmala Key Driver Driver	Speed Threshold Alert	reg3_sta	02/11/2015	09:21 AM	Costa Mesa Fwy Santa Ana CA 92613	Driver ID Device_SS exceeded its speed threshold by travelling 59 mph (95 kmh) on: 02/11/15 @ 09:21 AM PST. [Costa Mesa Fwy]

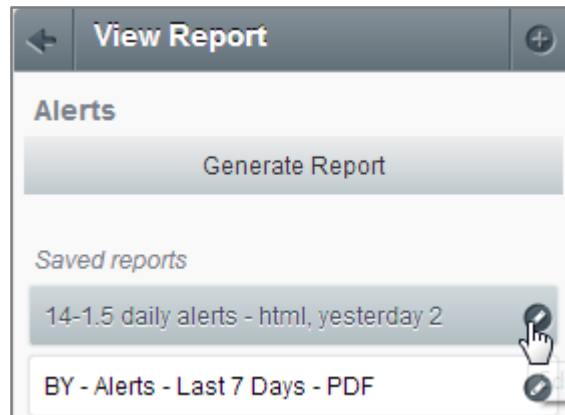


3. Fill out the **Add Landmark** window and click **Save**

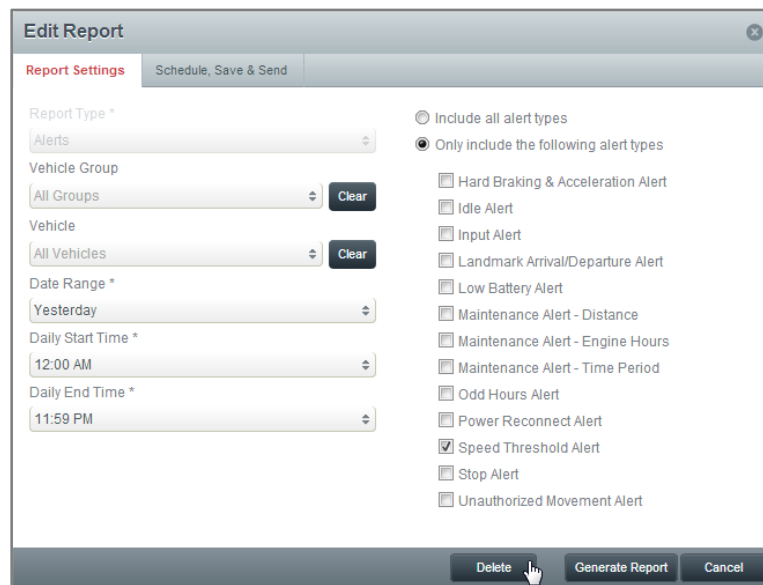
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Deleting a Report

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



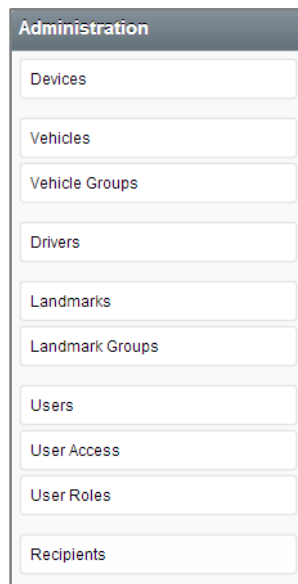
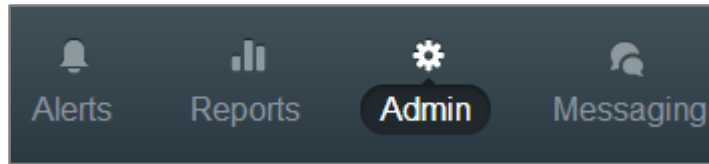
2. In the **Edit Report** window, click the **Delete** button



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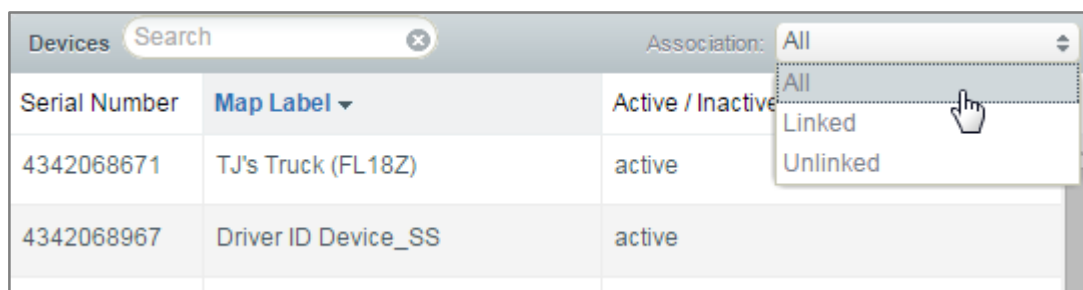
Admin Tab

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**



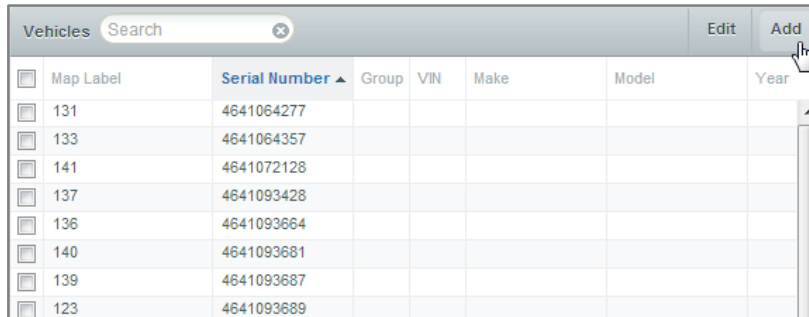
The screenshot shows a table titled 'Devices' with a search bar and an 'Association' dropdown menu. The table has three columns: 'Serial Number', 'Map Label', and 'Active / Inactive'. The 'Association' dropdown is open, showing options: 'All', 'Linked', and 'Unlinked'. A mouse cursor is pointing at the 'Linked' option.

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

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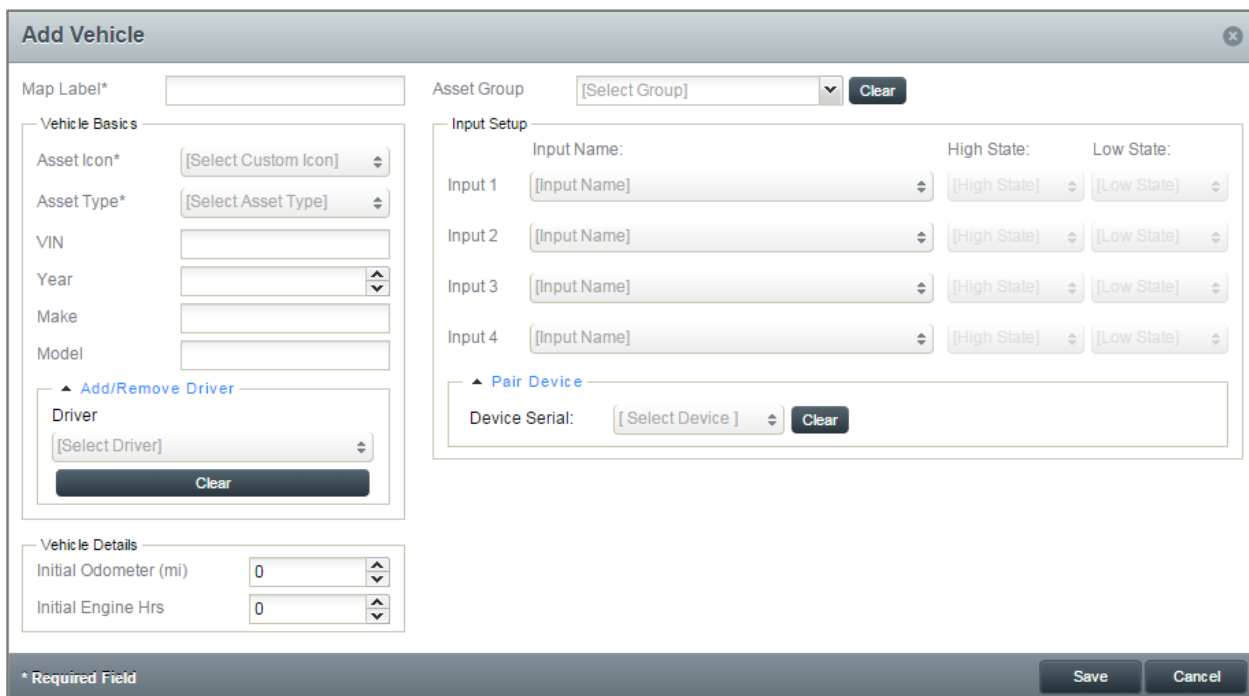
Creating a Vehicle

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	4641093681					
139	4641093687					
123	4641093689					

3. This opens the **Add Vehicle** window
4. Fill out the required fields, marked with a *
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

Map Label* Asset Group [Select Group]

Vehicle Basics

Asset Icon* [Select Custom Icon]
Asset Type* [Select Asset Type]
VIN
Year
Make
Model

Add/Remove Driver

Driver [Select Driver]

Input Setup

Input Name:	High State:	Low State:
Input 1 [Input Name] <input type="button" value="v"/>	[High State] <input type="button" value="v"/>	[Low State] <input type="button" value="v"/>
Input 2 [Input Name] <input type="button" value="v"/>	[High State] <input type="button" value="v"/>	[Low State] <input type="button" value="v"/>
Input 3 [Input Name] <input type="button" value="v"/>	[High State] <input type="button" value="v"/>	[Low State] <input type="button" value="v"/>
Input 4 [Input Name] <input type="button" value="v"/>	[High State] <input type="button" value="v"/>	[Low State] <input type="button" value="v"/>

Pair Device

Device Serial: [Select Device]

Vehicle Details

Initial Odometer (mi) 0
Initial Engine Hrs 0

* Required Field

7. Click **Save**

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Editing a Vehicle

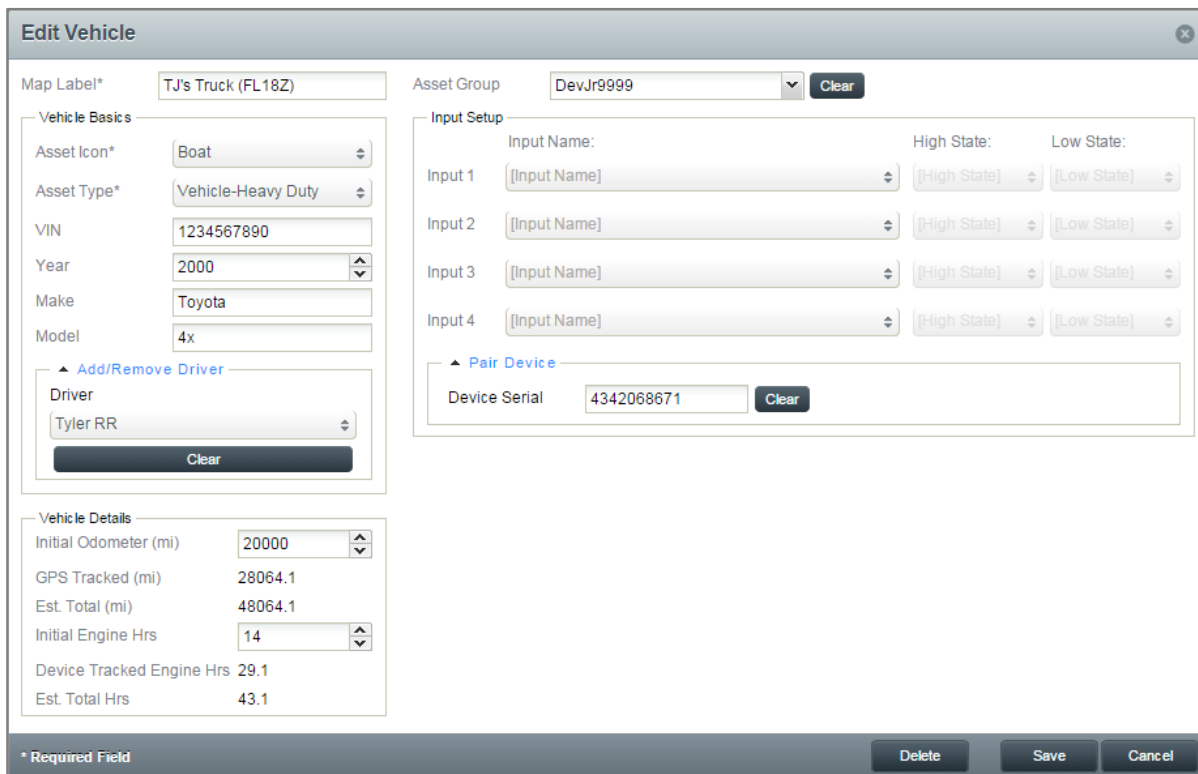
1. Select **Vehicles** from the left side
2. Double-click the vehicle to be edited, or click the checkbox next to the vehicle to be edited and click **Edit**



The screenshot shows a table with columns: Map Label, Group, Serial Number, VIN, Year, Asset Type, and Driver. The first row is selected, and the 'Edit' button is highlighted.

Map Label	Group	Serial Number	VIN	Year	Asset Type	Driver
<input checked="" type="checkbox"/> TJ's 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	IW...	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



The screenshot shows the 'Edit Vehicle' window with the following fields and options:

- Map Label*: TJ's Truck (FL18Z)
- Asset Group: DevJr9999
- Vehicle Basics:
 - Asset Icon*: Boat
 - Asset Type*: Vehicle-Heavy Duty
 - VIN: 1234567890
 - Year: 2000
 - Make: Toyota
 - Model: 4x
 - Driver: Tyler RR
- Vehicle Details:
 - Initial Odometer (mi): 20000
 - GPS Tracked (mi): 28064.1
 - Est. Total (mi): 48064.1
 - Initial Engine Hrs: 14
 - Device Tracked Engine Hrs: 29.1
 - Est. Total Hrs: 43.1
- Input Setup:
 - Input 1: [Input Name], High State: [High State], Low State: [Low State]
 - Input 2: [Input Name], High State: [High State], Low State: [Low State]
 - Input 3: [Input Name], High State: [High State], Low State: [Low State]
 - Input 4: [Input Name], High State: [High State], Low State: [Low State]
- Pair Device:
 - Device Serial: 4342068671

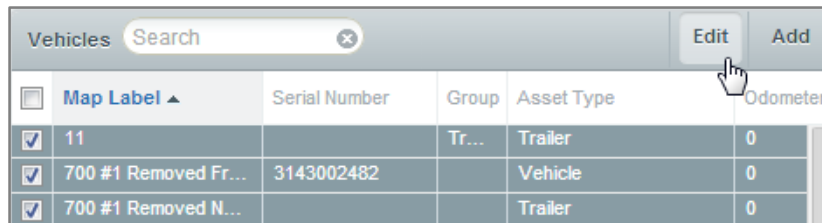
Buttons: Delete, Save, Cancel

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

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Bulk Editing Vehicles

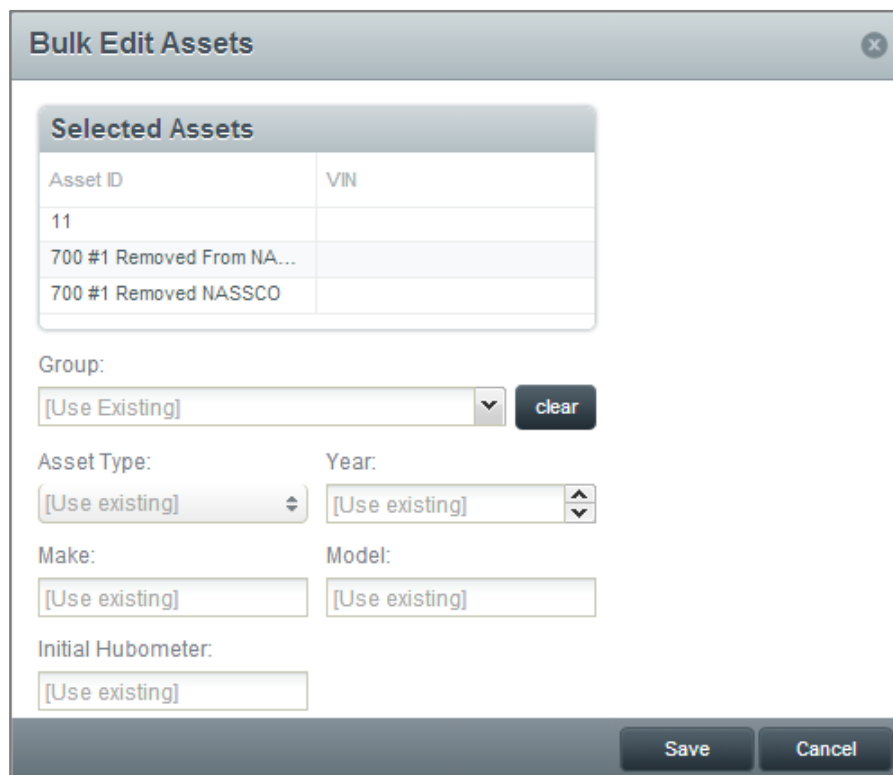
1. Select **Vehicles** from the left side
2. Click the checkboxes next to all vehicles to be edited, then click **Edit**



The screenshot shows a table with columns: Map Label, Serial Number, Group, Asset Type, and Odometer. Three rows are visible, each with a checked checkbox in the first column. The 'Edit' button is highlighted with a mouse cursor.

<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



The screenshot shows the 'Bulk Edit Assets' window. It contains a table of 'Selected Assets' with columns 'Asset ID' and 'VIN'. Below the table are several input fields: 'Group' (dropdown menu with '[Use Existing]' and a 'clear' button), 'Asset Type' (dropdown menu with '[Use existing]'), 'Year' (dropdown menu with '[Use existing]'), 'Make' (text input with '[Use existing]'), 'Model' (text input with '[Use existing]'), and 'Initial Hubometer' (text input with '[Use existing]'). At the bottom right are 'Save' and 'Cancel' buttons.

Selected Assets	
Asset ID	VIN
11	
700 #1 Removed From NA...	
700 #1 Removed NASSCO	

5. Click **Save**

v2.6 User Guide

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

The screenshot shows the 'Edit Vehicle' window with the following fields and values:

- Map Label*: TJ's Truck (FL18Z)
- Asset Group: DevJr9999
- Vehicle Basics:
 - Asset Icon*: Boat
 - Asset Type*: Vehicle-Heavy Duty
 - VIN: 1234567890
 - Year: 2000
 - Make: Toyota
 - Model: 4x
- Driver: Tyler RR
- Vehicle Details:
 - Initial Odometer (mi): 20000
 - GPS Tracked (mi): 28064.1
 - Est. Total (mi): 48064.1
 - Initial Engine Hrs: 14
 - Device Tracked Engine Hrs: 29.1
 - Est. Total Hrs: 43.1
- Input Setup:
 - Input 1: [Input Name], High State: [High State], Low State: [Low State]
 - Input 2: [Input Name], High State: [High State], Low State: [Low State]
 - Input 3: [Input Name], High State: [High State], Low State: [Low State]
 - Input 4: [Input Name], High State: [High State], Low State: [Low State]
- Pair Device:
 - Device Serial: #342000671

Buttons: Clear (next to Asset Group), Clear (next to Device Serial), Delete, Save, Cancel.

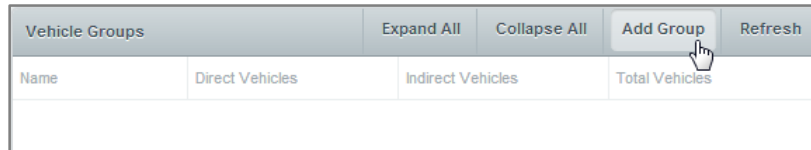
* Required Field

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

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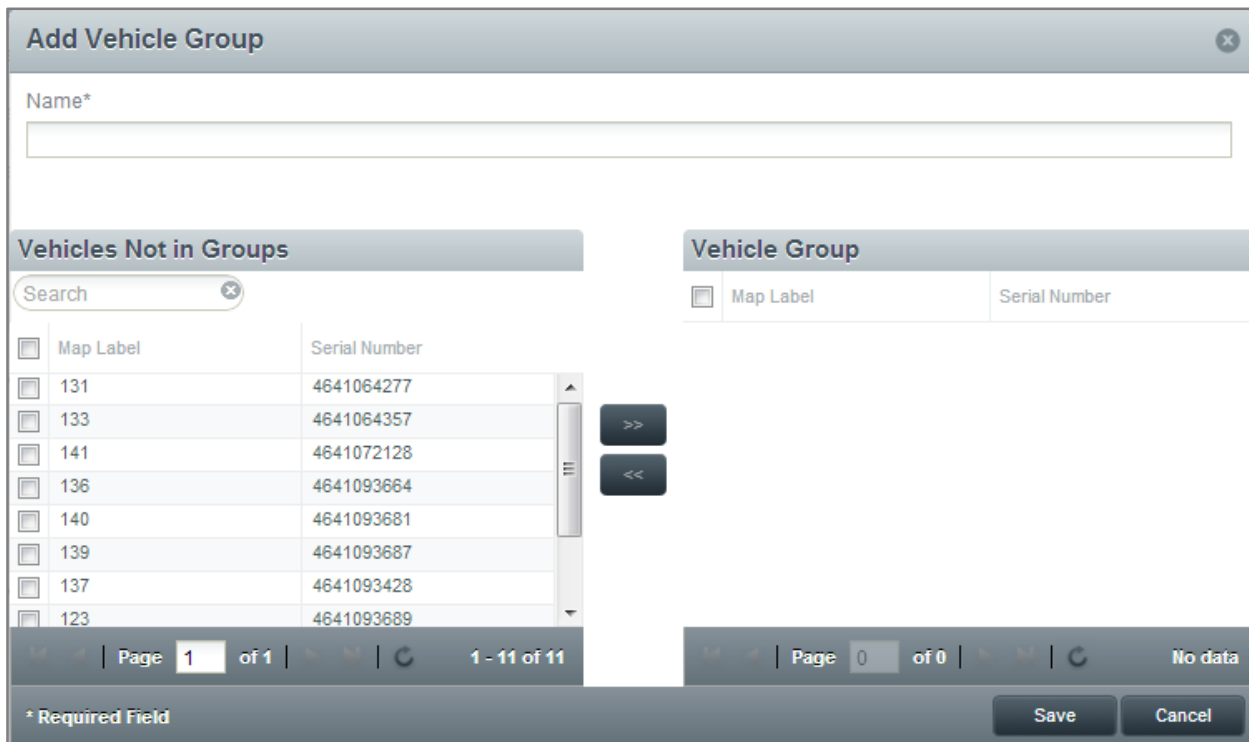
Creating a Vehicle Group

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



Add Vehicle Group

Name*

Vehicles Not in Groups

Search

<input type="checkbox"/>	Map Label	Serial Number
<input type="checkbox"/>	131	4641064277
<input type="checkbox"/>	133	4641064357
<input type="checkbox"/>	141	4641072128
<input type="checkbox"/>	136	4641093664
<input type="checkbox"/>	140	4641093681
<input type="checkbox"/>	139	4641093687
<input type="checkbox"/>	137	4641093428
<input type="checkbox"/>	123	4641093689

>> <<

Vehicle Group

<input type="checkbox"/>	Map Label	Serial Number
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* Required Field

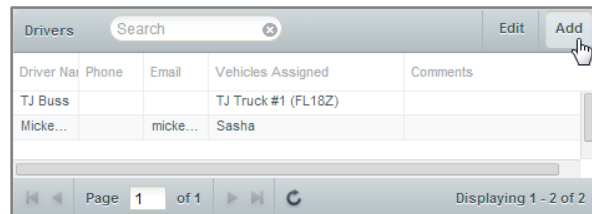
Save Cancel

7. Click **Save**

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Adding a Driver

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



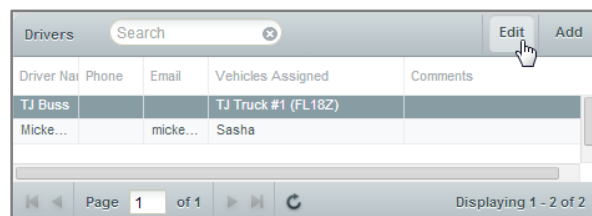
3. This opens the **Add Driver** window
4. Fill out the required fields, marked with a *
5. Fill out the remaining fields (optional)

A screenshot of the 'Add Driver' form. It contains five input fields: 'First Name*' (required), 'Last Name*' (required), 'Phone Number', 'Email', and 'Comments'. The asterisk indicates required fields. At the bottom, there are three buttons: 'Clear', 'Save', and 'Cancel'. A legend at the bottom left states '* Required Field'.

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

Editing or Deleting a Driver

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



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

Edit Driver

First Name*

Last Name*

Phone Number

Email

Comments

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

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

Creating a Landmark from the Admin Tab

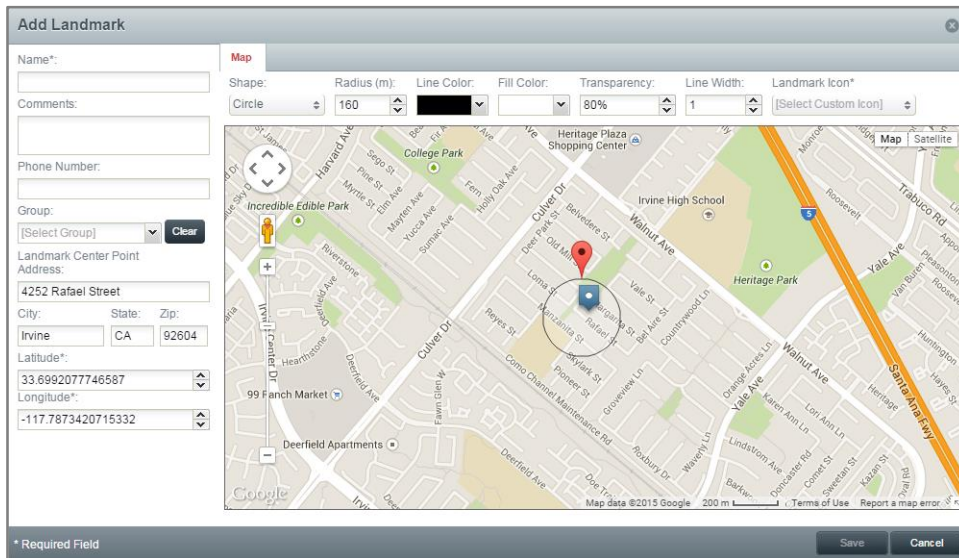
1. Select **Landmarks** from the left side
2. Click **Add**

Landmark's Name	Phone Number	Address
EpicCare-Dublin, 6300 Clark Ave		6300 Clark Ave, Dublin, CA 94568 US, Dublin, CA 9...
Maszy School, 5964 Miranda Ave		5964 Miranda Ave, Alamo, CA 94507 US, Alamo, C...
Epic Care- Pk, 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 Play)

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

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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**

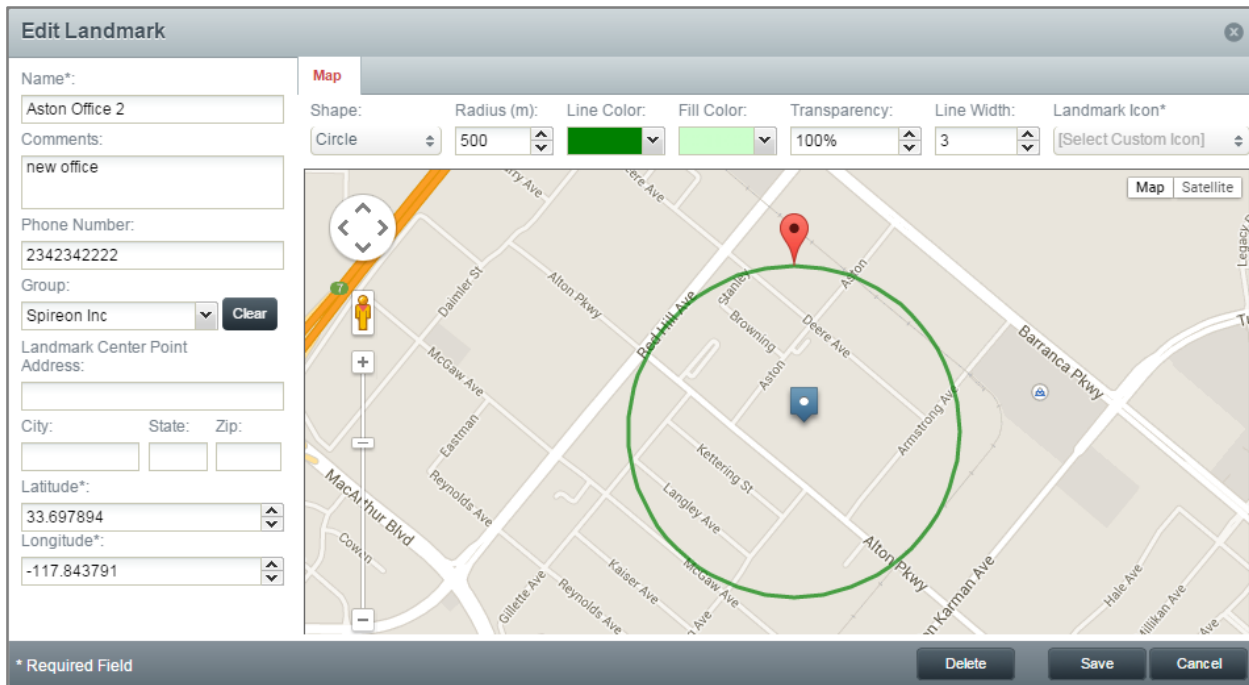
Editing a Landmark

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**

Landmarks		Search					Import	Export	Edit	Add
<input type="checkbox"/>	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	created by you	5554334567	20		02/10/15 11:37 am			

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

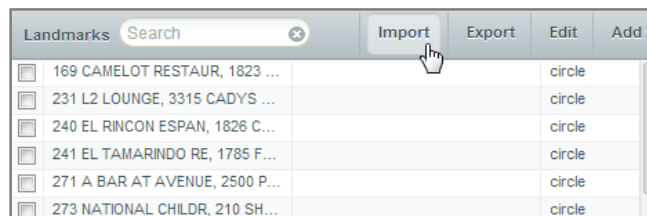
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5. Click **Save**
6. Click **Delete** to permanently remove the landmark from the system

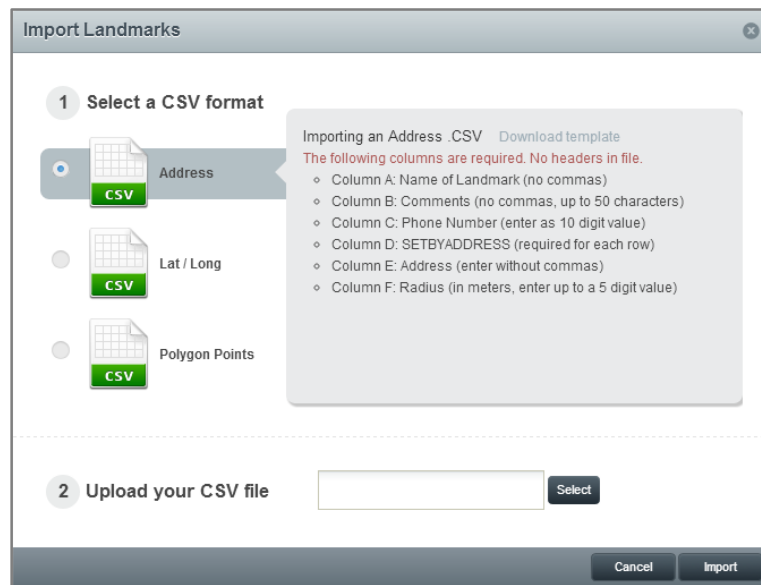
Importing Landmarks

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

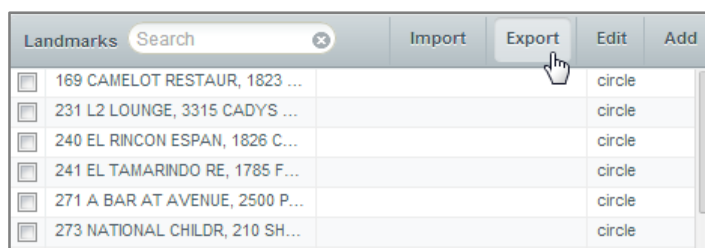
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7. Click **Import**

Exporting Landmarks

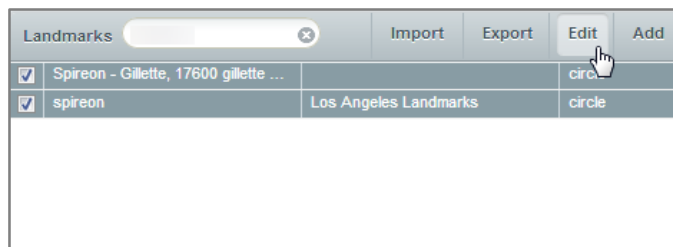
1. Select **Landmarks** from the left side
 - a. If no landmarks are selected, all landmarks will be exported
2. Click **Export**
3. This will automatically export a CSV of all the landmarks currently displayed
 - a. If the checkboxes have been used to select multiple landmarks, only those landmarks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



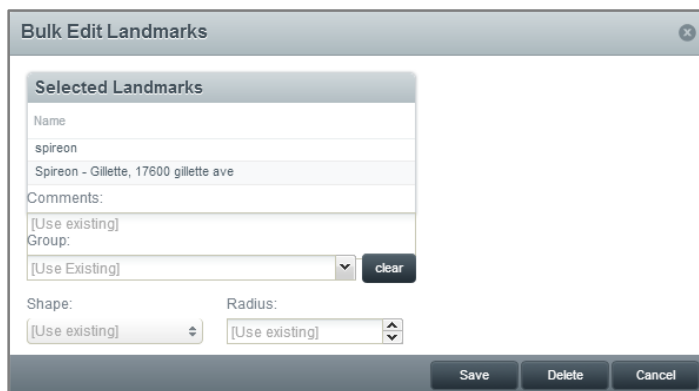
Bulk Editing Landmarks

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

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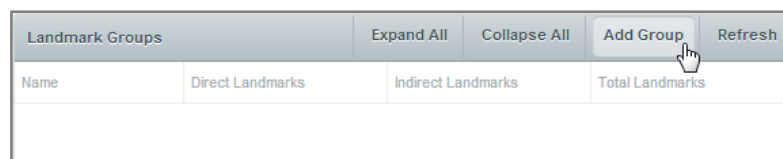
3. This opens the **Bulk Edit Landmarks** window
4. From this window, **Group**, **Shape** and **Radius** can be changed for all selected landmarks



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

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Add Landmark Group

Name*

Landmarks Not In Groups

Search

<input type="checkbox"/>	Name	Address	
<input type="checkbox"/>	EpicCare- Dublin	6380 Clark Ave, Dublin, CA 9...	<input type="button" value=" >>"/> <input type="button" value=" <<"/>
<input type="checkbox"/>	Mauzy School	5964 Miranda Ave, Alamo, C...	
<input type="checkbox"/>	Epic Care- PH	400 taylor blvd, Pleasant Hill, ...	
<input type="checkbox"/>	EpicCare- Antioch	4721 Dallas Ranch Rd, Antioc...	
<input type="checkbox"/>	Office	Vallejo (~ Curtola Pkwy)	

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Landmark Group

<input type="checkbox"/>	Name	Address
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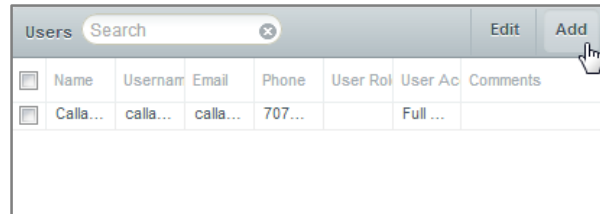
* Required Field

7. Click **Save**

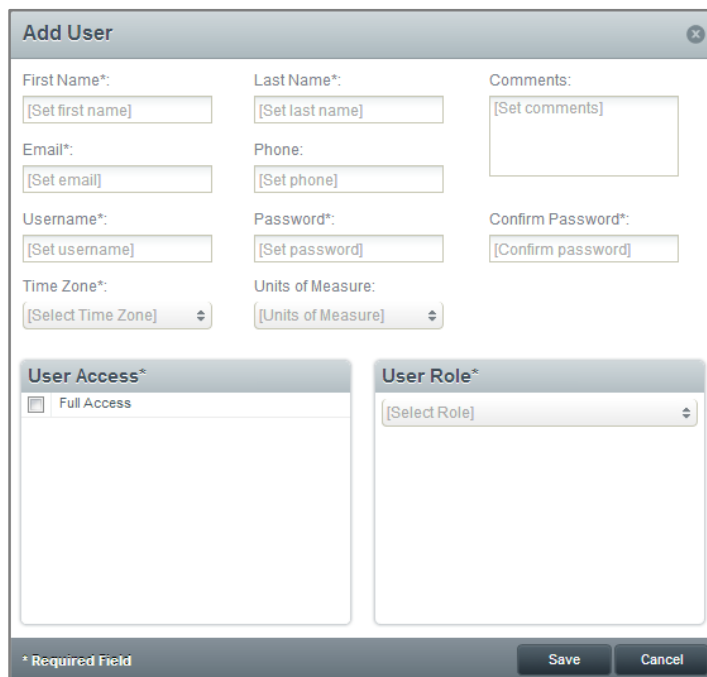
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Creating a User

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**



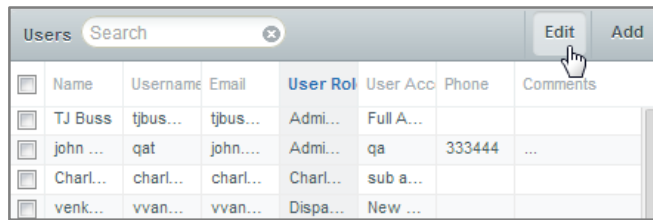
A screenshot of the 'Add User' dialog box. It contains several input fields: First Name*, Last Name*, Email*, Phone, Username*, Password*, Confirm Password*, Time Zone*, and Units of Measure*. There are also two sections for 'User Access*' (with a checkbox for 'Full Access') and 'User Role*' (with a dropdown menu). At the bottom, there are 'Save' and 'Cancel' buttons and a legend for '* Required Field'.

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**

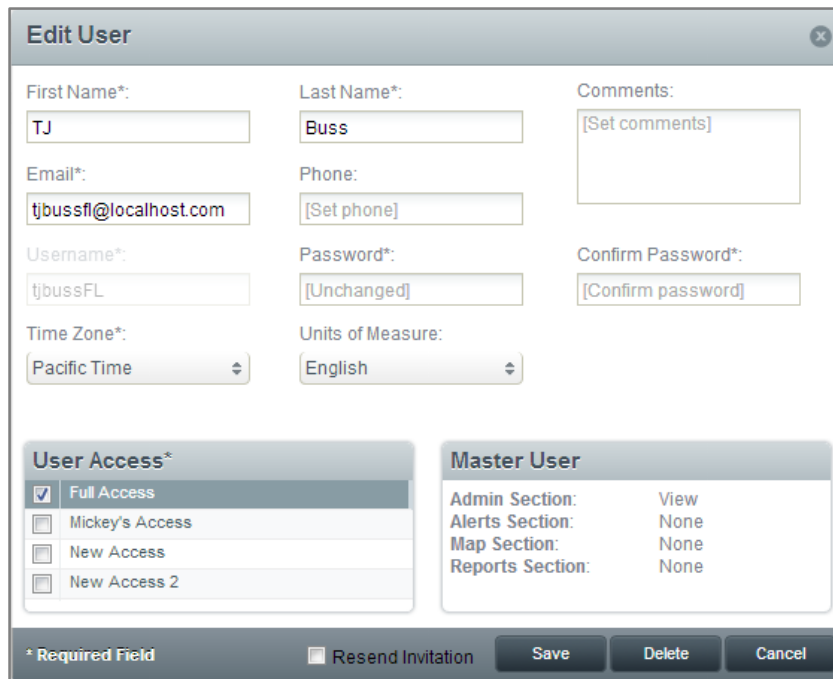
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The screenshot shows a table with columns: Name, Username, Email, User Role, User Acc, Phone, and Comments. The 'Edit' button is highlighted with a mouse cursor.

<input type="checkbox"/>	Name	Username	Email	User Role	User Acc	Phone	Comments
<input type="checkbox"/>	TJ Buss	tjbus...	tjbus...	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



The screenshot shows the 'Edit User' window with the following fields and options:

- First Name*: TJ
- Last Name*: Buss
- Comments: [Set comments]
- Email*: tjbusfl@localhost.com
- Phone: [Set phone]
- Username*: tjbusFL
- Password*: [Unchanged]
- Confirm Password*: [Confirm password]
- Time Zone*: Pacific Time
- Units of Measure: English

User Access*

- Full Access
- Mickey's Access
- New Access
- New Access 2

Master User

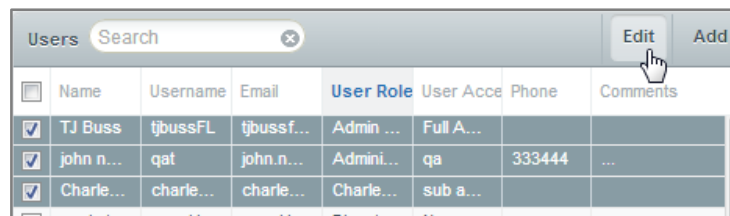
- Admin Section: View
- Alerts Section: None
- Map Section: None
- Reports Section: None

* Required Field Resend Invitation Save Delete Cancel

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**

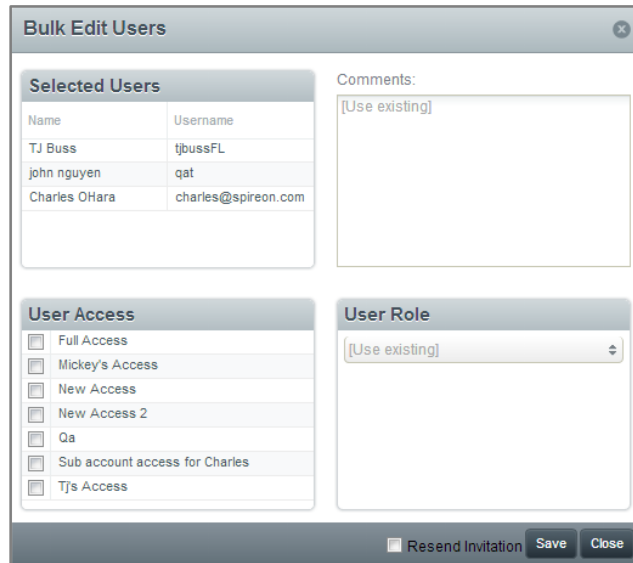


The screenshot shows the 'Users' table with checkboxes selected for the first three rows. The 'Edit' button is highlighted with a mouse cursor.

<input type="checkbox"/>	Name	Username	Email	User Role	User Acc	Phone	Comments
<input checked="" type="checkbox"/>	TJ Buss	tjbusFL	tjbusf...	Admin ...	Full A...		
<input checked="" type="checkbox"/>	john n...	qat	john.n...	Admini...	qa	333444	...
<input checked="" type="checkbox"/>	Charle...	charle...	charle...	Charle...	sub a...		
<input type="checkbox"/>	uspek...	uspek...	uspek...	Dispat...	New...		

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

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The 'Bulk Edit Users' dialog box is divided into four main sections:

- Selected Users:** A table with two columns: 'Name' and 'Username'. It lists three users: TJ Buss (tjussFL), john nguyen (qat), and Charles OHara (charles@spireon.com).
- Comments:** A text area containing the placeholder '[Use existing]'.
- User Access:** A list of access types with checkboxes: Full Access, Mickey's Access, New Access, New Access 2, Qa, Sub account access for Charles, and Tj's Access.
- User Role:** A dropdown menu with the placeholder '[Use existing]'.

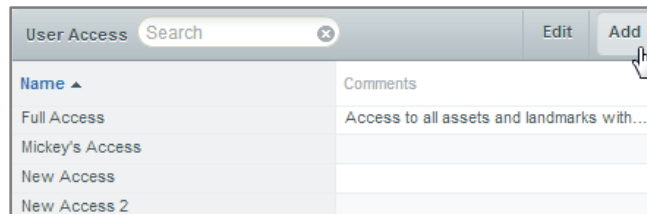
At the bottom, there are three buttons: 'Resend Invitation' (with a checkbox), 'Save', and 'Close'.

5. Click **Save**

Adding a User Access

A User Access determines which vehicles and/or landmarks a user has access to

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



The 'User Access' dialog box features a search bar and two buttons: 'Edit' and 'Add'. Below is a table with two columns: 'Name' and 'Comments'.

Name ▲	Comments
Full Access	Access to all assets and landmarks with...
Mickey's Access	
New Access	
New Access 2	

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

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Name*: Comments:

Vehicles Landmarks

[Filter by Group] Search

Map Label	Group	Serial Number
Phantom Device		4431024265
Rich		4641059396
FL550-TS		4332077934
Andy2		4641065158
Jeff Taurus		4641065156
700 #2 Remove...		3143003458
(3143002436)		3143002436

>> <<

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User Access - Vehicles

Map Label	Group	Serial Number
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* Required Field Save Cancel

11. Click **Save**

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

Editing a User Access

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

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

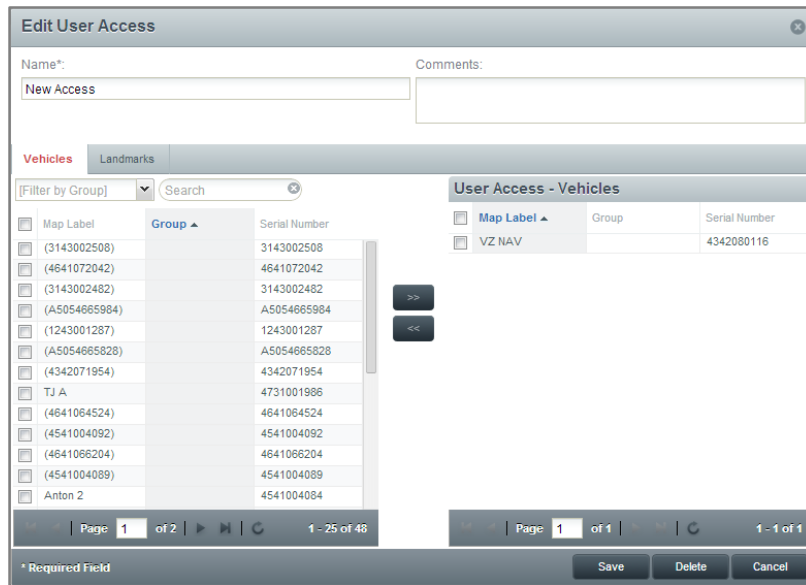
User Access Search

Edit Add

Name	Comments
Full Access	Access to all assets and landmarks within ...
Mickey's Access	
New Access	
New Access 2	

3. This opens the **Edit User Access** window

4. From this window, all elements of the selected User Access can be edited



5. Click **Save**

Adding a User Role

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

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

User Roles					Search	Edit	Add
Name	Comme	Permis	User Count	Created By			
Ma...	Ma...	Ma...	1	System			
Dis...	Dis...	Ma...	1	System			
Ad...	Ful...	Ma...	1	System			
Qa	pr...	Ma...	0	Account			

3. This opens the **Add User Role** window
4. Enter a **Name** for the User Role
5. Select a role in the **Start From** dropdown, or leave the dropdown at **[Custom]** to create a role from scratch
 - a. Manager – can **Modify** the Map, Alerts and Reports sections
 - b. Dispatcher – can **Modify** the Map and Alerts sections
 - c. Administrator – can **Modify** all sections
6. Default roles cannot be edited
7. If you create a role from scratch, there are the following options for the **Map, Alerts, Reports** and **Admin** sections:
 - a. **None** – the user will not see the section when they log in, they cannot view or modify any

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information within that section

- b. **View** – allows the user to view the selected section, but they cannot modify any data
- c. **Modify** – allows the user to view and modify data within the selected section

Add User Role

Name*:

Start From:

Permissions:

Map Section:

Dashboard Section:

Alerts Section:

Reports Section:

Admin Section:

Messaging Section:

Comments:

* Required Field Save Cancel

- 8. Click **Save**

Editing a User Role

- 1. Select **User Roles** from the left side
- 2. Double-click the User Role to be edited, or Click the User Role to be edited, then click **Edit**

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: 3

Start From:

Permissions:

Dashboard Section:

Alerts Section:

Reports Section:

Admin Section:

Messaging Section:

Comments:

* Required Field

Save Delete Cancel

5. Click **Save**

Removing a Recipient

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

[Enter Recipient Email or Mobile #] +

Report / Alert	Report / Alert Type	Report / Alert Name
Please enter a mobile number or email address in the search bar above.		

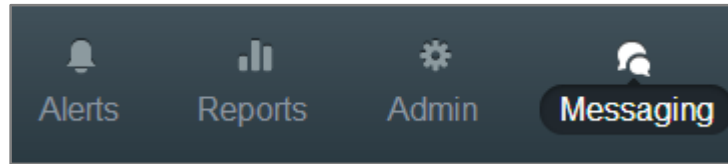
2. Use the **Delete** icon (⊖) to remove the email address or mobile number from the recipient list of any listed alerts or reports

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@spireon.com					
Delete	Report / Alert Name	Report / Alert Type	Report / Alert	Created By	Saved / Scheduled ▾
	by jn21	Workday Details	Report	jn21	The 1st day of every ...
Delete	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	

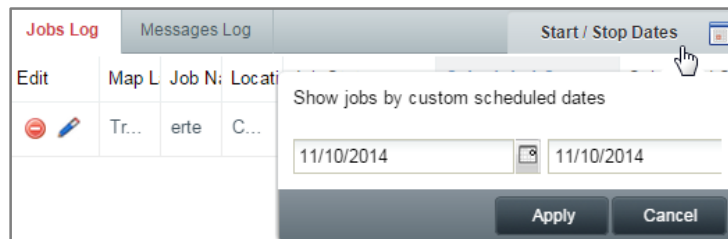
Messaging Tab

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.

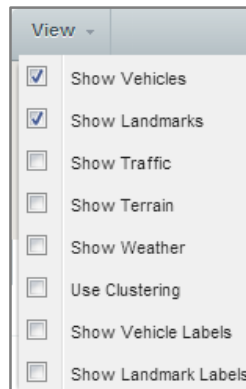


Changing the Map View

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. **Show Terrain** – shows terrain information
 - e. **Show Weather** – shows current weather information, which may not match conditions at the

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time a route was taken

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

- The **Jobs & Messaging** control panel is located to the left of the map and displays all jobs scheduled during the selected date range
- Under the **Map Label** column, the circle icon indicates whether the Garmin device is powered on (green) or off (red)


Jobs & Messaging		
Map Label ▲	Jobs	Messages
● Bob Test	👛 0	💬 0
● VZ NAV NEW (PROD only)	👛 0	💬 0

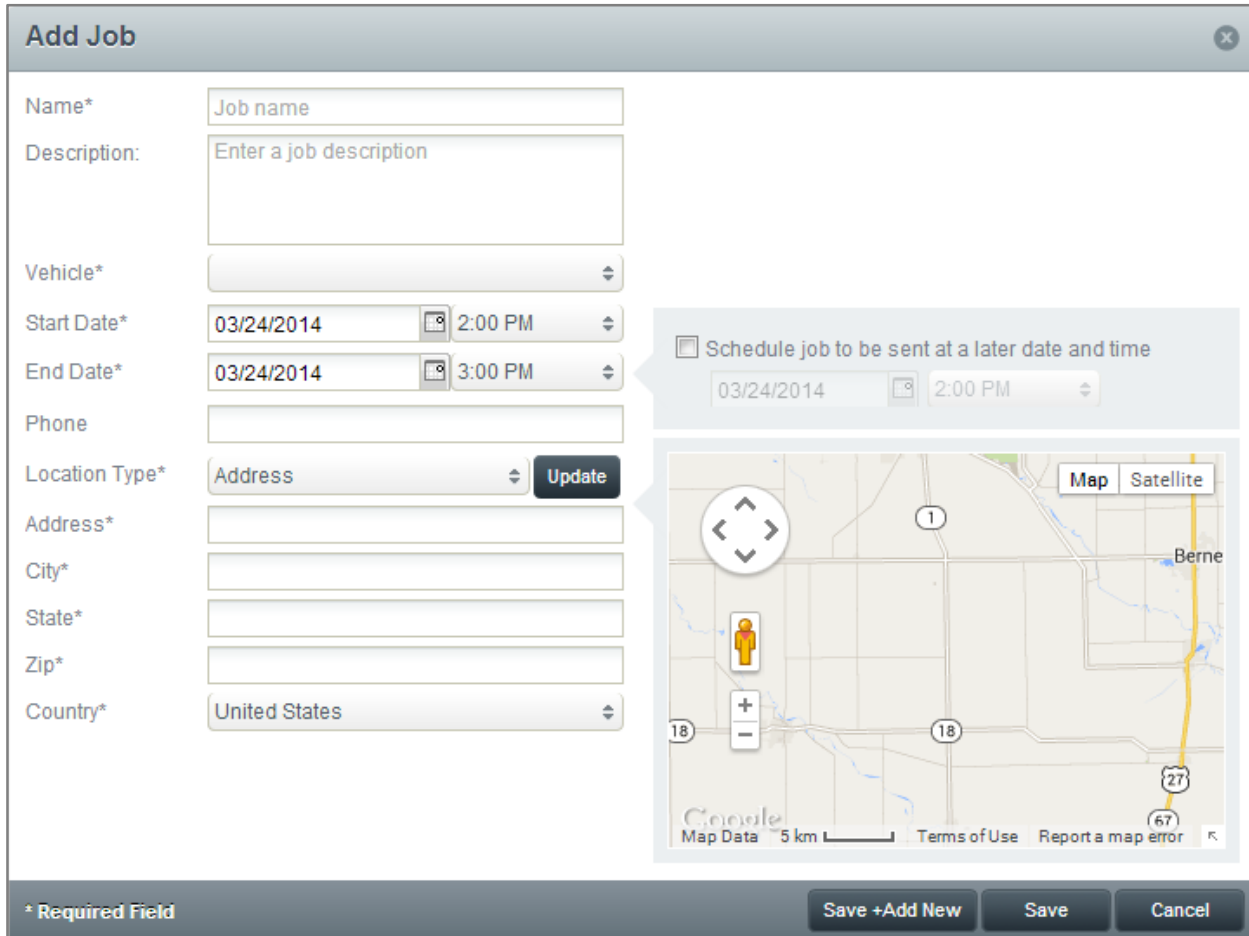
- Double-clicking a vehicle will open that vehicle's job history. By default, only jobs within the **Start/Stop Dates** will display, but you can choose to display all jobs for the selected vehicle
- Selecting a job from the history will re-center the map to that job's location

Bob Test			
<input checked="" type="radio"/> Show jobs between 03/01/2014 and 03/24/2014		<input type="radio"/> Show all jobs for this vehicle	
Job Name	Location	Job Status	Scheduled Start
bob name2	Landmark: Spir...	Pending/Not Sent	03/05/2014 2:00 PM
bob name2	Landmark: Spir...	Pending/Unread	03/05/2014 2:00 PM

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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*

End Date*

Phone

Location Type*

Address*

City*

State*

Zip*

Country*

Schedule job to be sent at a later date and time

Map Satellite

Map Data 5 km Terms of Use Report a map error

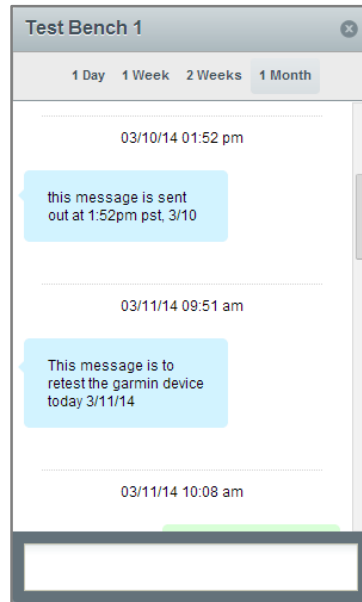
* Required Field

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

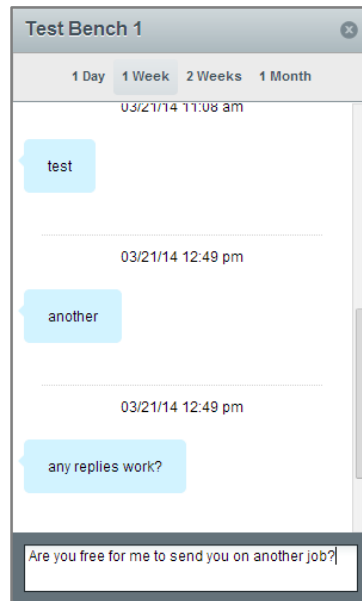
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Sending a Message

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



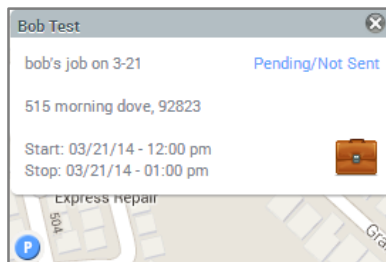
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Jobs Log

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

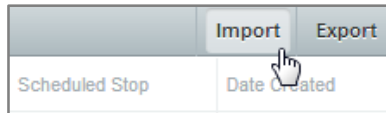
1. Jobs can be edited or deleted using the **Delete job** (🗑️) and **Edit job** (✎️) buttons to the left of each job
2. Click the **Edit job** button will open the **Edit Job** window

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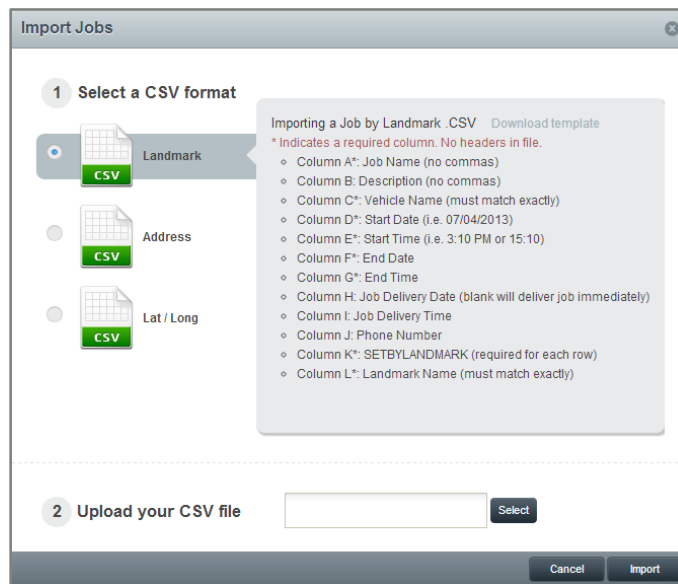
- a. From this window, all fields of the job can be edited
 - i. Note: The **Start Date** cannot occur before the current date
- b. Click **Save**

Importing Jobs

1. Click **Import** in the upper right of the **Jobs Log** to open the **Import Jobs** window



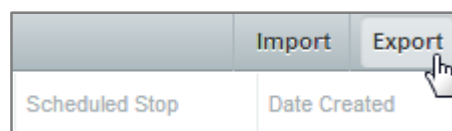
2. Select a **CSV Format**
3. Follow the formatting guidelines displayed in the window
4. Select a CSV file using the **Select** button under step 2



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

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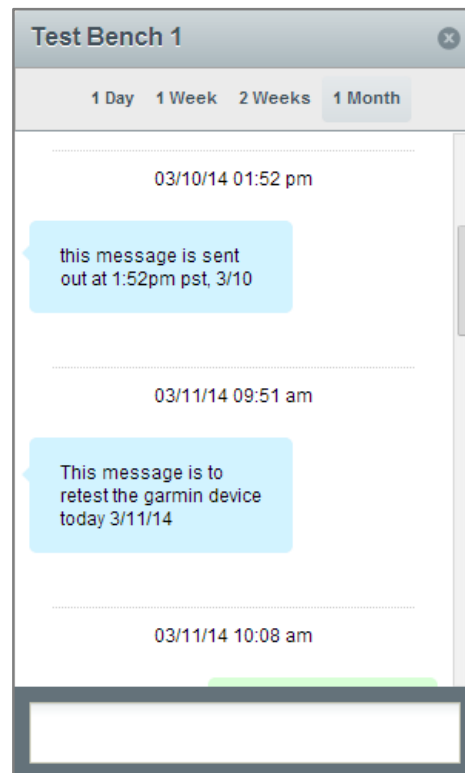
Messages Log

1. The **Messages Log** is located below the map and displays all messages sent to vehicles during the selected date range (as defined by the **Start/Stop Dates** option at the top right of the map)

Jobs Log	Messages Log					Export	↓
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		

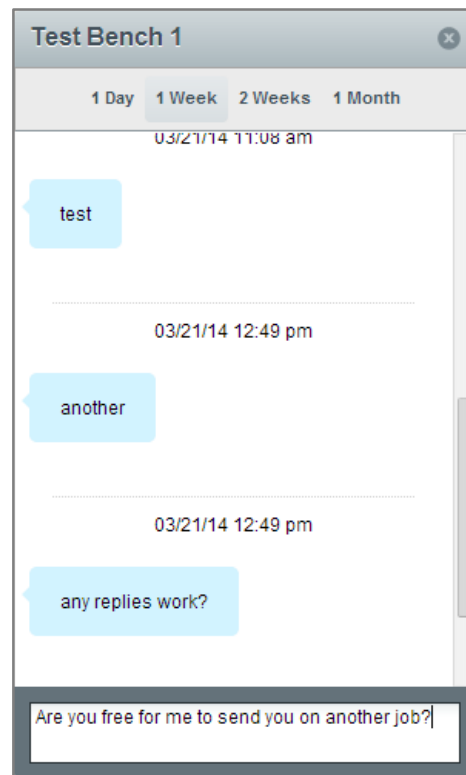
Viewing Message History and Sending Messages

1. Double-clicking a message from the **Messages Log** will open a window containing all messages sent to or received from the selected vehicle



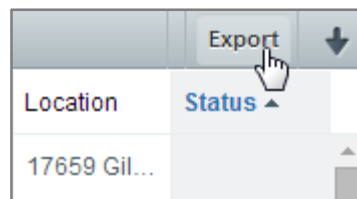
2. This window can be modified to display messages from the past **1 Day**, **1 Week**, **2 Weeks**, or **1 Month**
3. Use the text field at the bottom of the window to send new text messages to the selected vehicle

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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

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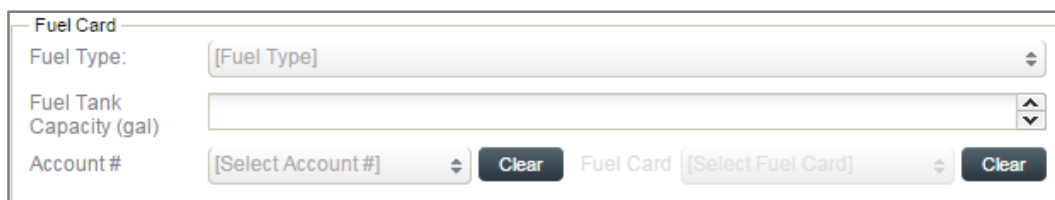
Fuel Card Add-On

The v2.6 release introduces our first-ever Fuel Card integration through Quarles Fleet Fueling. This card allows you to track your company's fuel purchases by vehicle through our application.

If you have any questions, or are interested in adding fuel cards 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



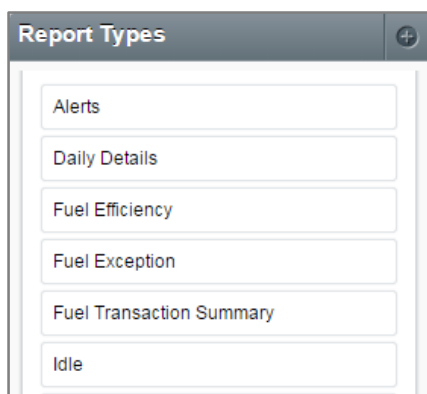
The screenshot shows a form titled "Fuel Card" with the following fields and controls:

- Fuel Type:** A dropdown menu with the placeholder text "[Fuel Type]".
- Fuel Tank Capacity (gal):** A text input field with a numeric keypad icon on the right.
- Account #:** A dropdown menu with the placeholder text "[Select Account #]" and a "Clear" button.
- Fuel Card:** A dropdown menu with the placeholder text "[Select Fuel Card]" and a "Clear" button.

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

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- 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.

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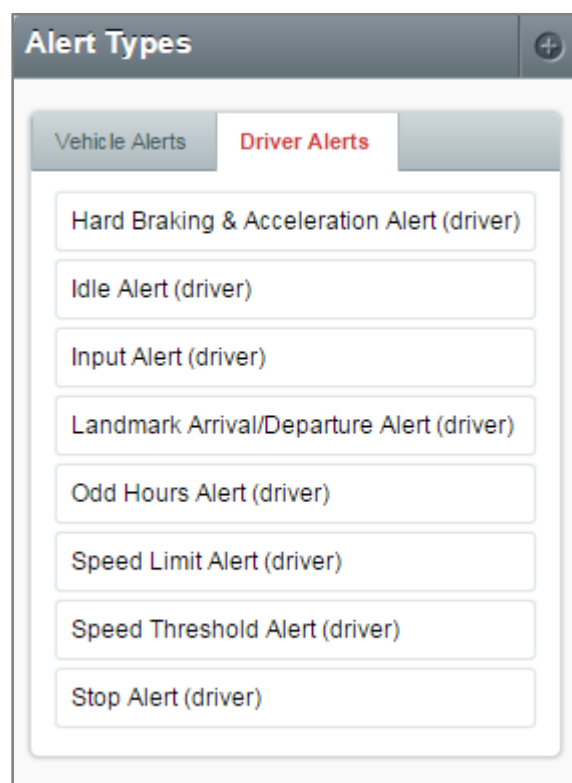
Driver ID Add-On

The v2.6 release introduces our new Driver ID add-on. With this add-on, you can track certain metrics by driver, as well as by 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

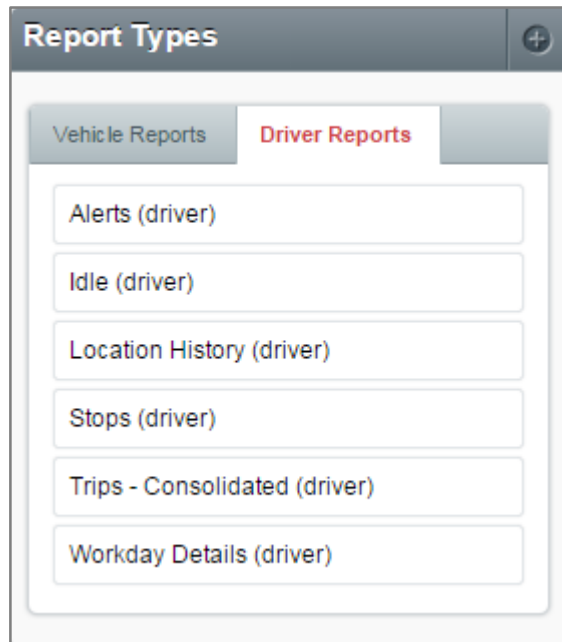
Adding Driver ID to your account will change the alerts available under the **Alerts** tab. Alerts will be separated by **Vehicle Alerts** and **Driver Alerts** menus



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)**.