MSTWeb User Manual

0.1 — Last update: 2018/12/03

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1. Quick Start

Below is a quick guide to the main system modules available in MS Track Web. Each Module can be accessed by click the corresponding icon in the left hand naivgation bar of MS Track Web. More detailed help and information about each module can be accessed by click more next next to the corresponding module below.

	User Settings, Access and configure preferences allowing customisation. [More Information about User Settings](#)
	Live Map, live map give access to the most up to date information about you fleet.[More Information about Live Map](#)
	Live Grid, live vehicle grid, up to date information about all or selected vehicles. [More Information about Live Grid](#)
	History, pull historic information from one or multiple vehicles in the login, plot and replay vehicle journeys and analyze routes taken. [More Information about History](#)
	GeoAssets, gives access to all Sites, Geofences and Routes on the systems and allows for easy editing and deleting of assets.[More Information about GeoAssets](#)
	Reports, Management Reporting Suite, Run Live Reports or Setup Scheduled Reports to email, change or delete schedules already setup. [More Information about Reports](#)
	Drivers, view existing Drivers, create new, edit or delete existing drivers from the system. [More Information about Drivers](#)
	Reminders and Costs, Setup Servicing or recurring reminders for vehicles, record cost associated to vehicles. [More Information about Reminders and Costs.](#)
	Messaging, send and receive messages to drivers through the system. [More information about Messaging](#)

2. User Settings

User Settings

Each user has the ability to configure and customise the MS Track Web System to suit their own individual requirements.

> **!** If usernames are being shared, changes made by one user will be reflected onto other users using the same user name.

Profile

Setting	Description
First Name	User's First Name
Last Name	Users Surname

Customer	Customer
Language	Choice of display language for the system

Display Settings

Setting	Description
Display Speeds in	Select either Kilometers Per Hour (KPH) or Miles Per Hour (MPH), all speed and distances will be displayed in the user selected value throught the system, map, grids, reports
Source for geolocations	There are a number of areas inside the system where locations are displayed, Map, Grid, History and Reports. This option allows the end user to see the location as a Geolocation (street Address), e.g. 742 Evergreen Terrace, Springfield or referenced to a site e.g. 0.1km From Acme Ship Yard.
Near site search radius	This is the distance a vehicle must be within for it to be classed as at the Site
Display Time In	The User can select to to display times in UTC, Client Timezone or Vehicle Timezone. Default Setting for this is Client Timezone and in must cases this will not need to be changed
Vehicle Display	Choose to Display Registration Number, Description or Both
Lat / Long Display	Allows the user to control which geographical co-ordinate format is used
No Report Warning After	The System can be configured on login to warn if vehicles have not reported in for a period of days, helps to identify if units have stopped report in. If you want to turn this off, set it to 0 (Zero) days
Cluster Zoom Level	If Clustering is turned on, this is the zoom level where clustering will activate

Messaging

Setting	Description
Days of messages	When viewing messages in the Message Module (if enabled), the system will display all historic messages from the previous amount of days set here
Reload Delay	Time taken in minutes for the system to reload the messages

Reports

Setting	Description
Minimum distance traveled	A vehicle must have traveled more than this distance to be included in a Trip Report
Minimum running time	A vehicle must have been running for more time than this setting for it to be included in a Trip Report
Max valid speed	This setting is used to filter out excessively high speeds recorded on GPS devices
Excessive idling limit	The amount of time a vehicle needs to be stationary before it is classed as Idling, this setting needs to be configured the same as the hardware
Paper Size	Size of the paper used for printing

Links

Setting	Description
Hyperlink 1 name	Hyperlink 1 name
Hyperlink 1 URL	Hyperlink 1 URL
Hyperlink 2 name	Hyperlink 2 name
Hyperlink 2 URL	Hyperlink 2 URL

Miscellaneous

Setting	Description
Require event acknowledge	If an event is configured to popup the end user can be prompted to acknowledge the event before it is removed from screen
Enable notification sounds	Enable sounds notifications if an event is popped up on screen
Load Costs	Number of Days to load costs

2.1. User Profile Settings

Settings

| Profile | Display | Messaging | Reports | Links | Miscellaneous |

First name:	demoireg
Last name:	
Customer:	Mobil Information Systems Ltd
Language:	English ▼

Ok   Cancel

Setting	Description
First Name	User's First Name
Last Name	Users Surname
Customer	Customer
Language	Choice of display language for the system

2.2. User Display Settings

Setting	Description
Display Speeds in	Select either Kilometers Per Hour (KPH) or Miles Per Hour (MPH), all speed and distances will be displayed in the user selected value throught the system, map, grids, reports
Source for geolocations	There are a number of areas inside the system where locations are displayed, Map, Grid, History and Reports. This option allows the end user to see the

	location as a Geolocation (street Address), e.g. 742 Evergreen Terrace, Springfield or referenced to a site e.g. 0.1km From Acme Ship Yard.
Near site search radius	This is the distance a vehicle must be within for it to be classed as at the Site
Display Time In	The User can select to to display times in UTC, Client Timezone or Vehicle Timezone. Default Setting for this is Client Timezone and in must cases this will not need to be changed
Vehicle Display	Choose to Display Registration Number, Description or Both
Lat / Long Display	Allows the user to control which geographical co-ordinate format is used
No Report Warning After	The System can be configured on login to warn if vehicles have not reported in for a period of days, helps to identify if units have stopped report in. If you want to turn this off, set it to 0 (Zero) days
Cluster Zoom Level	If Clustering is turned on, this is the zoom level where clustering will activate

2.3. User Messaging Setttings

Settings

Profile   Display   Messaging   Reports   Links   Miscellaneous

Days of messages: 21   days

Reload delay: 5   mins

Ok   Cancel

Setting	Description
Days of messages	When viewing messages in the Message Module (if enabled), the system will display all historic messages from the previous amount of days set here
Reload Delay	Time taken in minutes for the system to reload the messages

2.4. User Report Settings

Setting	Description
Minimum distance traveled	A vehicle must have traveled more than this distance to be included in a Trip Report
Minimum running time	A vehicle must have been running for more time than this setting for it to be included in a Trip Report
Max valid speed	This setting is used to filter out excessively high speeds recorded on GPS devices
Excessive idling limit	The amount of time a vehicle needs to be stationary before it is classed as Idling, this setting needs to be configured the same as the hardware
Paper Size	Size of the paper used for printing

2.5. User Miscellaneous Settings

Setting	Description
Require event acknowledge	If an event is configured to popup the end user can be prompted to acknowledge the event before it is removed from screen
Enable notification sounds	Enable sounds notifications if an event is popped up on screen
Load Costs	Number of Days to load costs

3. Live Map
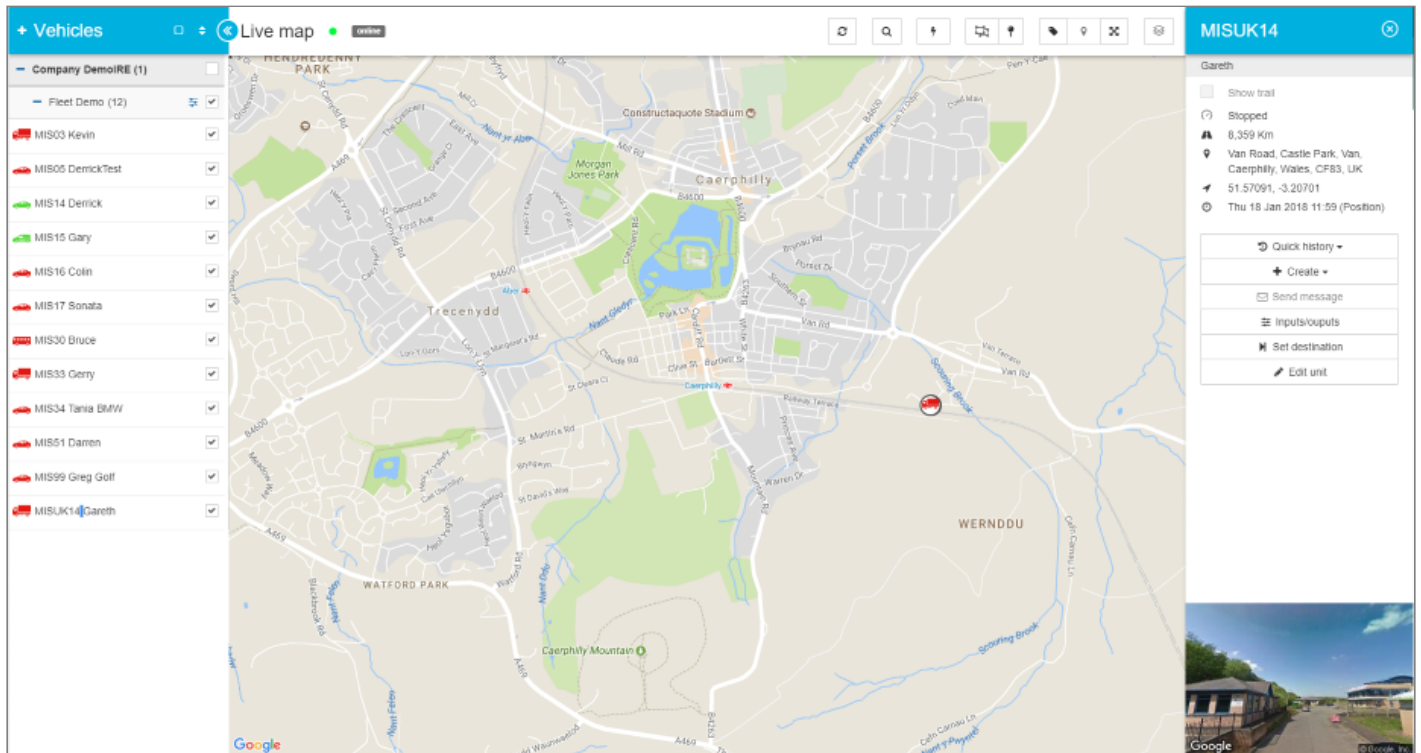
The Live Map Module gives live access to all Companies, Fleets and Vehicles associated with the user login. The user can plot all, multiple or single Fleets and vehicles onto the map using the simple interface. Vehicles plotted onto the map will update in Real Time as and when they transmit information back the system. The Live Map is made up of four main elements to allow easy access and control of the system, the four elements of the system are as follows.

Vehicle Panel, More Information

Live Map, More Information

Menu Bar, More Information

Vehicle Menu, More Information

Use the above links to learn more indepth information about each element.

3.1. Vehicle Panel

The Vehicle Panel list all Companies, Fleets and Vehicles associated to the login used to enter the system.

Asset Icons are coloured to show the last known status of an asset, **Red for Ignition Off**, **Green for Ignition On with movement**, **Orange for Ingition On but no movement**. By using the check boxes next to either a Company, Fleet or Vehicle, the end user can quickly turn on or off the assets displayed onto the Live Map and Live Grid.

The List of Vehicles can also be sorted by using the Icon ( ) to the Right of the vehicle label. The Vehicle List can be sorted into the following order.

- Name
- Ignition Status

- Last updated

  The order of the above can be sorted into Desending or Ascending

To the right of each fleet label is the Fleet Setting Icon ( ). Pressing this will open the selected settings for the required Fleet, more information for Fleet Settings can be found Here.

3.1.1. Fleet Settings

Each Fleet under an indivdual company has its own settings to allow the end user control over Working

Times, Speed Limits, Event Notfications etc. To access the Fleet Settings for a particular fleet, click the ⚏ icon to the right of the Fleet Label. The Fleet Settings window will load.

Fleet Settings – Miscellaneous

Fleet – Name of the Fleet which settings will be applied

Speed Limit – Speed Limit of the fleet, anything speed above this will be classed as speeding.

Work Days – Working Days of the Fleet

Work Hours – Working Hours of the Fleet

Work Days and Hours are used for Out of Hours Alarms and Overtime Reports

Fleet Settings – Event Notifications

Each Event received or generated in the system can be sent onto the Live Map, email address or mobile app (through the MSTMobile Application). The list of Events on the left of the form shows all events which can be forwarded on, while the list on the right shows all events which have been set up and are actively forwarded onto the Event Recipients (see below for explanation). To add an event to the Notification Area, left click it from the "All Event" list on the left side. To remove an event from the "Notifiable Events", left click on it in the list on the right side.

Fleet Settings – Event Recipients

Once the Event Notification has been setup, the end user will need to configure who or what device will receive the event once generated. There are three types of Recipients, they are

- Mobile – Used to send SMS to a mobile device, enter the mobile number of the cell phone in international format e.g 353812345678, cell numbers need to be authorised through your dealer to work
- Email – Email address of the receipt to receive an event notification
- Username – Username used to access the system, this will then display an Event Popup when logged into the system. If using the MSTMobile app, a push notification will be sent to the app

3.2. Map
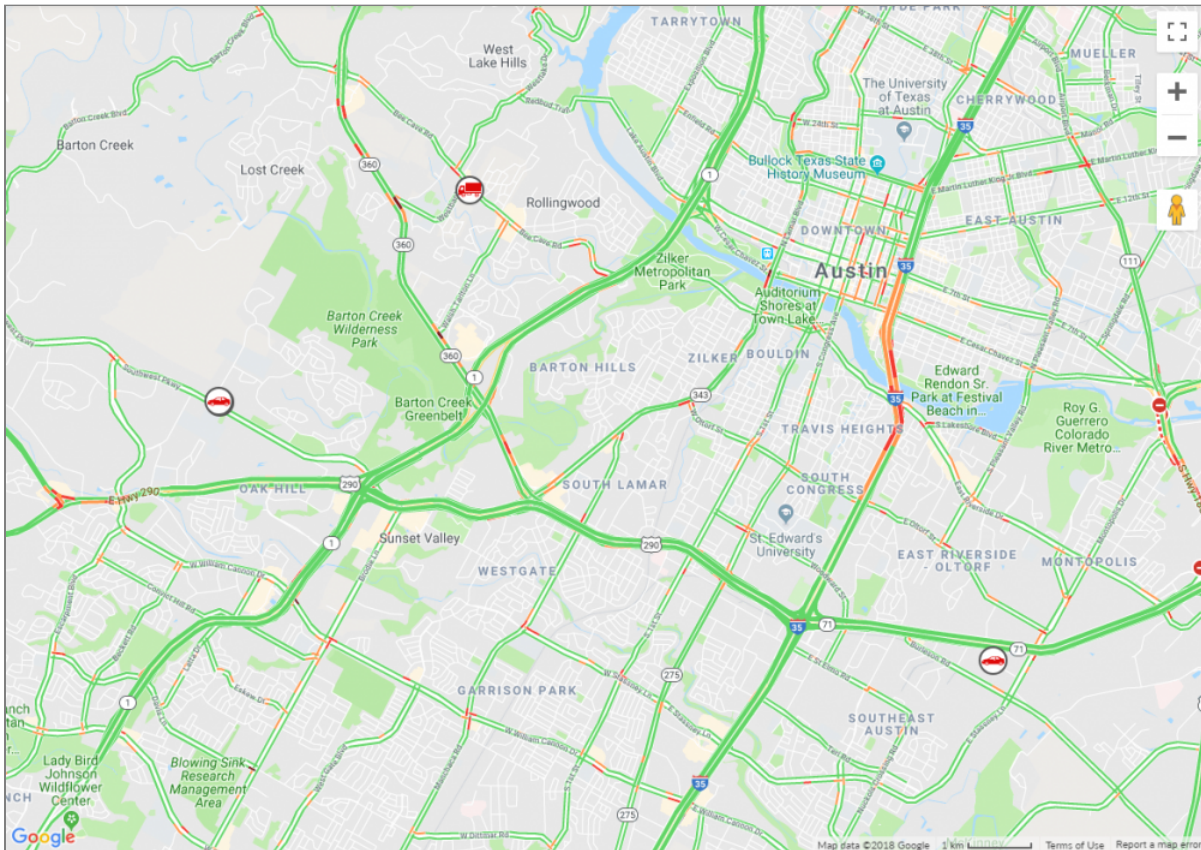
This is the map portion of the Live Map function of the tracking website. Each icon performs a different task, below is a full list of menu icons and descriptions.

Icon	Description
⛶	This icon turns on and off the full screen option with just the map and vehicles showing and hides all of the other functions of the tracking site.
➕ ➖	These zoom the map in and out.

This icon will allow you to drag it (by clicking and holding the left mouse button) onto the map so that you can show a street view. Once in street view, click the arrow in the top left corner of the map to exit street view.

3.3. Menu Bar

The Live Map Menu Bar gives you quick access to DIFFERENT FEATURES of the system, allows the creation and editing of Geo-Assets, turn on and off different elements on the map etc. Each icon performs a different task, below is a full list of menu icons and descriptions.

⟳	A manual refresh of the live map. This is not needed, but can be done anytime
Q	Search, used to search for vehicle, Site, Geofence or Route within the system, can also be used to search for an address
⚡	Action, used to create a Site, Geofence or Route. See below about each different action
⛶	Show Geofences, turn on or off the display of Assigned and un-assigned Geofences
⦿	Show Sites, turn on or off "All" or selected Categories of Sites
🏷	Show Vehicle Labels, Turn on or off vehicle labels
👥	Turn On and Off Vehicle Clusters (This can be affected by the Cluster zoom level in the [profile settings](#))
🔧	Fit Map to All Vehicles, zoom to the extent of the map so all vehicles are in view
⧉	Change Map Provider, changes the map provider or style of map, see below for a list of providers and styles

Futher information to each of the above can be found below.

Refresh
The MS Track Web system is designed to push live information through to the system without the need for any auto or manual refresh. However, at times where the internet is unstable or on an older style dial-up system, the system may need to be refreshed manually. Pressing this button will force a manual reload of information.

Search
Search allows all elements of the system to be searched, such as vehicles, Sites, Geofences, Routes etc and any result can be plotted onto the map. Additionally a standard street address can also be searched.

Once a result is plotted onto the map, by pressing the three dots (•••) next to the search box the user can then find the nearest vehicle to to the plotted element or run a location history.

Action – Create GeoFence Here

A Geofence is a virtual boundary which is used to trigger alerts when a vehicle either Enters or Leaves, goes above a certain speed or spends to much time in the defined area. By clicking the Action button and selecting Create Geofence Here the user can draw the desired Geofence area on the map.

Action – Create Site Here

Sites are used as a visual and textual reference. Sites can be assigned to different categories which when displayed will be displayed in different colours to distinguish the categories.

Action – Manage Site Categories

This allows a user to create new Site Categories or to edit the existing name of the Category. You must have a Category before creating a Site since a Site must belong in a Category.

Show GeoFence

Allows the end user to turn or off the Geofences. Geofences are split into Assigned and Un-assigned. Assigned Geofences are displayed in Greeen and Un-assigned Geofences are displayed in Orange on the map. An Assigned Geofence is a Geofence that as been assigned to a Company and Fleet and will show up in the history of a vehicle if the Geofence is visited. The Un-assigned Geofences are Geofences that are waiting to be assigned to a Company and Fleet and will not have any impact on the history of a vehicle.

Show Site

Allows the end user to turn on or off the Sites. The Site display is split into the relevant categories and any number of Categories can be turned on or off.

Show Vehicle Labels

Turns the Vehicle Labels on or off on the map.

Show / Hide Vehicle Cluster

This allows the end user to turn On or Off Vehicle Clusters (This can be affected by the Cluster zoom level in the profile settings

## Change Map Provider

You can choose from OpenStreetMap or multiple Google Options.

| OpenStreetMap | This uses the opensource Open Street Map |

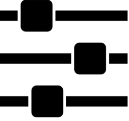| Google – Road	This is the standard Google Map view showing the roads only
Google – Terrain	This is the Google Map view that shows the roads and the terrain elevations
Google – Hybrid	This is the Google Map view that shows the roads and the satellite view
Google – Satellite	This is the Google Map view that only shows the satellite view

3.4. Vehicle Menu
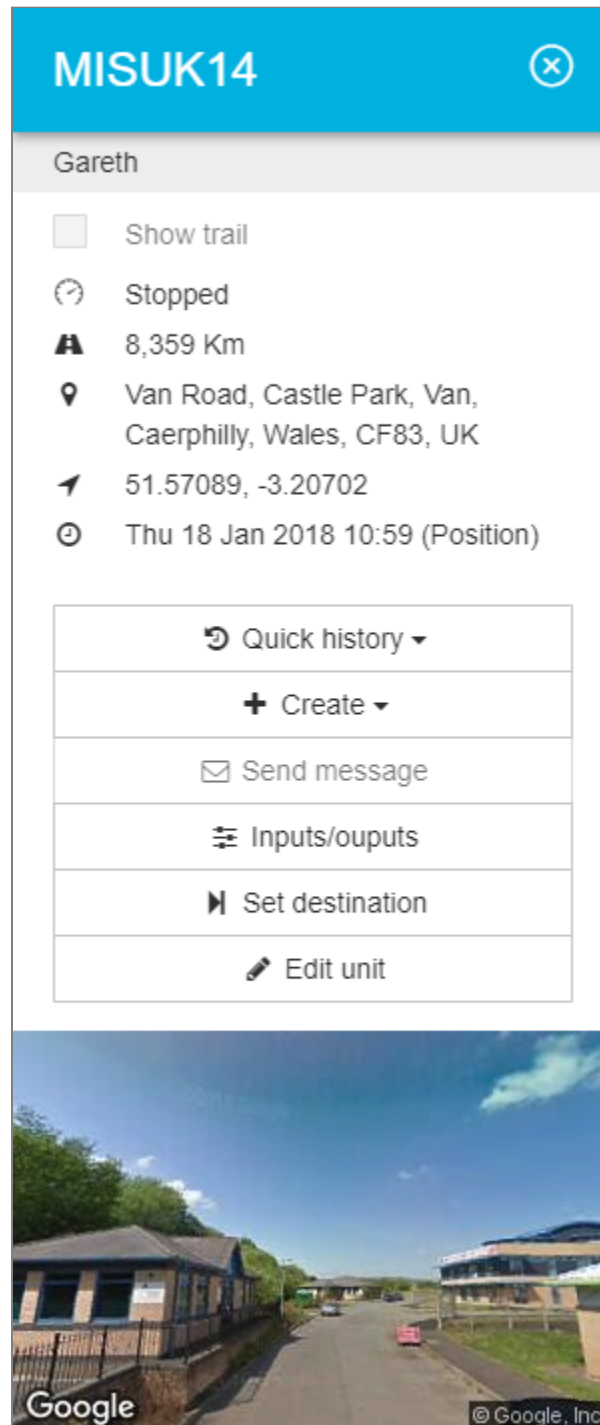
The Vehicle Menu can be accessed by double clicking a vehicle from the Vehicle Tree or by single click of a vehicle on the map. Once displayed, you can swap the vehicle menu to another vehicle via a single click on a vehicle from the Vehicle Tree or map. To close the Vehicle Menu, click the close icon next to the Vehicle Registration / Description in the banner.

Once opened, the Vehicle Menu will display the following information based upon the last message received from the device.

Icon	Description
	Speed – Shows the current Speed, Direction and moving status e.g Moving, Stopped, Idle of the last position received
	Odometer – Current Odometer reading of the vehicle
	Location – Street or Nearest Site location depending on the user setting
	Position – Geographical Coordinates of the vehicles, format of these can be changed through user settings
	Last Update – Time, Date and Type of message for last position received.

Underneath the vehicle information there this a number of Quick Navigation buttons, they perform the following.

Icon	Description
	Quick History – Allows the user to retrieve the history for Yesterday, Last 24 Hours or Today. To read more about history, Click Here
	Create – Create a Site or Geofence at the current location of the vehicle. To read more about Sites and Geofence, Click Here

✉	Send Message – Send Message to the current vehicle, this is hardware dependent, if greyed out (or not showing) this facility if not available. To Read more about Send Messages, Click Here
	Inputs / Outputs – Allows the control of vehicle based outputs and equipment, this is hardware dependent, if greyed out this facility if not available. To Read more about Inputs and Outputs, Click Here
▶|	Set Destination – User can set a destination for the vehicle and find out the ETA and Distance the vehicle currently is from this location, To Read more about Setting the Destination, Click Here
✏	Edit Unit – Allows the user to edit vehicle and unit information, To Read more about Editing a Unit, Click Here

3.4.1. Edit Unit

Edit MISUK14

| Miscellaneous | Digital inputs | Analog inputs | Temperature probes |

Unit ID: 4634205996

Reg. no.: MISUK14

Description: Gareth

Company: DemoIRE ▼

Fleet: Demo ▼

Type: Lorry ▼

Odometer offset: 349 Km

Cost/distance: 1

Cell/MSISDN: 447734069278

Ok Cancel

When a user clicks on Edit Unit, there a multiple options, some that will allow changes but some that cannot be changed.

Miscellaneous

Setting	Description
Unit ID	This is a unique number that defines the unit in our system. It **cannot** be changed.
Reg. no	This is a unique number that defines the unit in our system. It **cannot** be changed.
Description	This is the name of the unit being tracked. It **can** be changed.
Company	This is the company that the unit is assigned to. It **can** be changed if permission is given by the dealer.
Fleet	This is the fleet that the unit is assigned to. It **can** be changed if permission is given by the dealer.
Type	This is the icon that is displayed for the unit. It **can** be changed.
Current odometer	This is the current odometer reading of the unit. It **can** be changed.
Cost/ distance	This is the cost per kilometer or the cost per mile of the vehicle. It **can** be changed.
Cell/ MSISDN	This is the cell number or the unit ID that defines the unit in our system. It **cannot** be changed. *Contact your dealer for more information*

Digital Inputs

If you have digital inputs connected to your unit, this is where you can activate the system to recognize the input and to create a description of this input. For example, if you have an input on Input 1 for your PTO function, you can select the checkbox for Input 1 to indicate that there is a connection and then put in PTO for the Description.

Analog Inputs

If you have any analog inputs connected to your unit, this is where you can activate the system to recognize the input and to create a description, scaling factor, offset and limits for this input.

Temperature Probes

If you have any temperature probes connected to your unit, this is where you can activate the system to recognize the input and to create a description and the limits for this input.

4. Live Grid

The Live Grid will display the most up-to-date information received from the vehicle. The vehicle listed in the grid are all those checked in the vehicle list of the live map. The Live Grid can be customised to show different data elements available from the information received from the vehicles. The grid can also be sorted and filtered for the end user. The table below is the full list of available data fields and the description of the information displayed.

Field Name	Description
Fleet	Displays the current Fleet of the Vehicle
Reg. no	Displays the Reg. no of the Vehicle
Description	Displays the Description of the vehicle
Ign	Current Ignition Status
Last Update	Date and Time of Last Position Received
Last Event	Event Type of Last Position Received
Driver	Current Driver, this is hardware dependent
Location	Street or Site Location for position received
Type	Vehicle Type, Car, Bus, Lorry etc.
Unit ID	ID/Serial Number of the unit installed in the vehicle
Speed	Speed at the time of the position received
Odometer	Odometer of the vehicle at the time of the position received

Analog 1	Reading of the Analog Input 1
Analog 2	Reading of the Analog Input 2
Digital 1	Status of Input 1
Digital 2	Status of Input 2
Digital 3	Status of Input 3
Digital 4	Status of Input 4
Temp 1	Temperature of Probe 1
Temp 2	Temperature of Probe 2

5. History

The history module allows you to view any historic information about your vehicles, single or multiple vehicles can be selected with information plotted onto the map or displayed in textual form and further filtered. The history module uses a wizard based select to allow for easy selection of the required information. Once you go into the History form you will be presented with the following form.

The first thing you need to do is to select one or more vehicles that you want to run the history for. You can also start typing in the Search box and it will limit the list of vehicles to the ones that match your search. Once you have searched for the vehicles you want, make sure that you select them and they are highlighted and below the list of vehicles the correct number of items selected is showing.

Now click on Date Interval where you can choose from a number of different options. The options include:

- Today
- Last 24 Hours
- Yesterday
- Last 3 days
- Last 7 days
- Last week
- Last month
- Custom interval

The custom interval is where you can choose your own date and time ranges (the default time is midnight to midnight). Once you select this option you will be presented with a start date and time as well as an end

date and time. If you click on the calendar icon (📅   ) you will be presented with a way to select the date and time that you would like to use as a start date or an end date depending on which field you are filling in.

‹	November 2018						›
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
44	28	29	30	31	01	02	03
45	04	05	06	07	08	09	10
46	11	12	13	14	15	16	17
47	18	19	20	21	22	23	24
48	25	26	27	28	29	30	01
49	02	03	04	05	06	07	08

Today	Clear		Time	Close

Once you have selected the correct date and time range then you can select OK to run the history of the vehicle(s). This will bring you to the History Map.

5.1. History Map
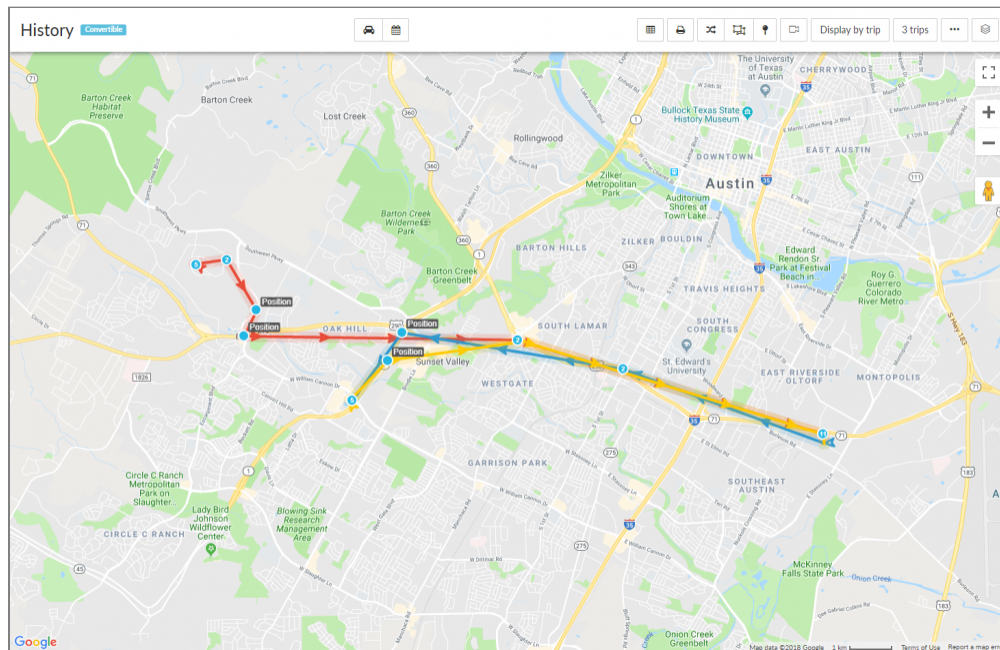
The History Map will plot the history of the vehicle(s) that you selected in the history wizard. By default if you select only one vehicle, you will see the history displayed by the trips. Along the top of the map there are some new icons. The definition of each new icon is shown below.

Icon	Description
🚗	Change vehicle(s) for history information
📅	Change date/time for history information
▦	Show History Grid view
🖨	Print the map view of the history
📹	History Replay
Display by trip	This gives you the option to see the history plotted as either by Day, Trip or by Vehicle
3 trips	This gives you the option to see just the specific Trip, Day or Vehicle(s) depending on what you Display by in the selection above.

5.2. History Grid

Like the Live Grid, the History Grid will display the hisotrical information received from the vehicle. The vehicle(s) listed in the grid are all those selected when running the History wizard. The History Grid can be customised to show different data elements available from the information received from the vehicles (like the Live Grid). The grid can also be sorted and filtered for the end user. The table below is the full list of available data fields and the description of the information displayed. To return to the History Map you can select the Map View icon (   ) at the top of the page or you can print the grid or you can export the grid ( ) to a CSV file.

Field Name	Description
Fleet	Displays the current Fleet of the Vehicle
Reg. no	Displays the Reg. no of the Vehicle
Description	Displays the Description of the vehicle
Ign	Current Ignition Status
Last Update	Date and Time of Last Position Received
Last Event	Event Type of Last Position Received
Driver	Current Driver, this is hardware dependent
Location	Street or Site Location for position received
Type	Vehicle Type, Car, Bus, Lorry etc.
Unit ID	ID/Serial Number of the unit installed in the vehicle
Speed	Speed at the time of the position received

Odometer	Odometer of the vehicle at the time of the position received
Analog 1	Reading of the Analog Input 1
Analog 2	Reading of the Analog Input 2
Digital 1	Status of Input 1
Digital 2	Status of Input 2
Digital 3	Status of Input 3
Digital 4	Status of Input 4
Temp 1	Temperature of Probe 1
Temp 2	Temperature of Probe 2

5.3. History Replay

When you select the History Replay icon you are asked to select which vehicle history you want to replay. This will give you different icons at the top of the map. Here you can choose to play the history, step through the history or use a slider bar to show the history.
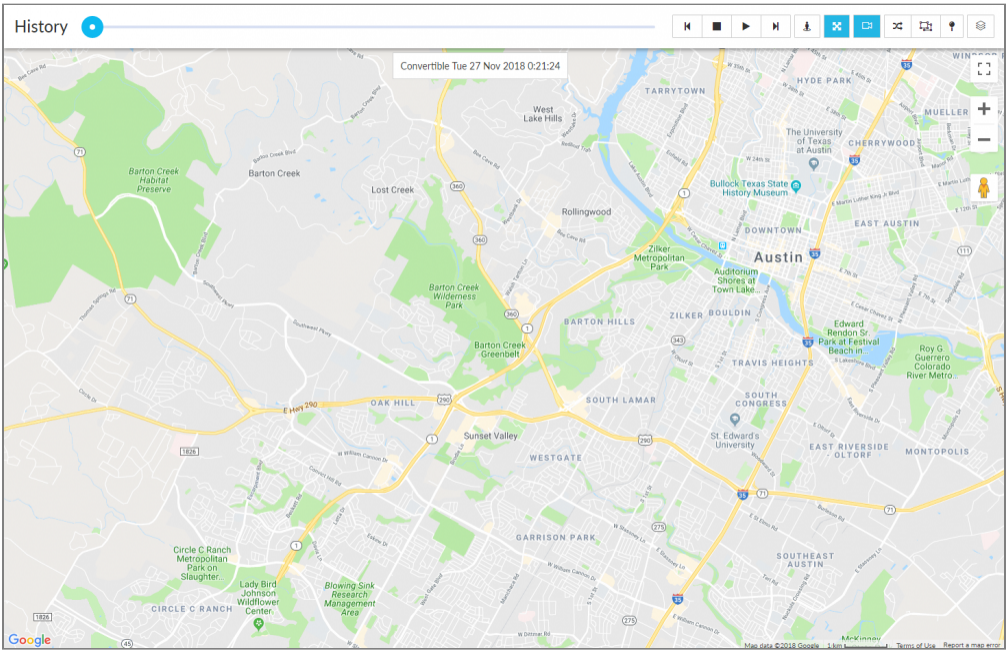
Each icon performs a different task, below is a full list of menu icons and descriptions. To exit out of the

History Replay and go back to the History Map, click on the History Replay icon ( ) a second time.

Icon	Decription
	This is the slider bar that you can drag back and forth to show the history of the vehicle.
	Step Backward lets you step back in history by one event.
	Stop halts the playback of the history.
/	Plays and Pauses the history playback.
	Step Forward lets you step forward in history by one event.

	Street View lets you see the street view of the current historical position.
	Fit Path to Map automatically zooms in or out the map to show all of the historical events as they are displayed.

6. Geo-Assets

Geo-Assets are also called Geofences, Sites and Routes. Each one can be used to alert users to events that happen with the units that are being tracked.

Geofences are virtual geographic boundaries around a given area, the virtual boundary is used to monitor/ alert and report on activities in these areas. Geofences can be either a circle or a polygon. For more information see the Geofences section.

Sites are specific geographic locations. Sites are grouped via a category such as Customer, Vendor, etc. Sites can be used to run reports against. For more information see the Sites section.

Routes are the driving path a vehicle will take. They are best used when a vehicle will be traveling from a specific starting point to a specific ending point and will always go back and forth between these same starting and ending points. For more information see the Routes section.

6.1. GeoFences

Geofences are virtual geographic boundaries around a given area, the virtual boundary is used to monitor/ alert and report on activities in these areas. Alerts can be sent out to multiple receipts via email or push notifications to the MST Mobile Application, historic reports can be run to show activity in these areas. Geofences are drawn on the map and can be either Circular or Polygon, an example of type and their creation is below.

Circular Geofence – A Fixed Radius around a given point
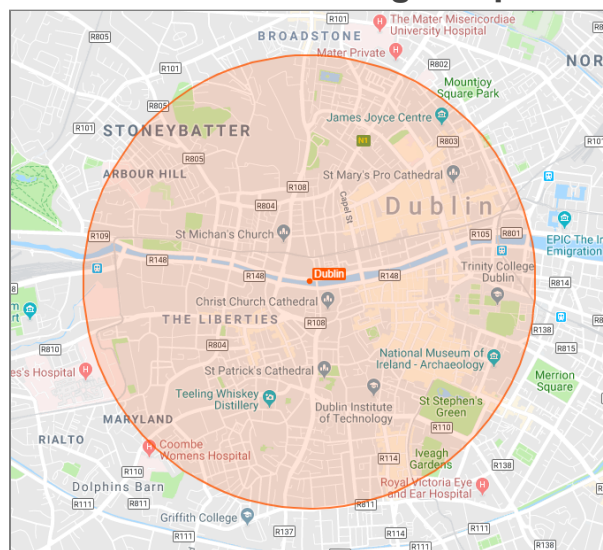
To create a Circular Geofence perform the following from the the "Live Map"

- click the Action Icon (⚡) and select "Create Geofence here"
- From the "Create new Geofence Panel select "Circular"
- Navigate to the location on the map where the Geofence is to be placed
- Click on the map where the centre point is to be located and move the mouse pointer away from the centre
- When the desired radius is shown, click again to hold the area
- In the Right Hand information Pane, give the Geofence a name and then click Save
- Once Saved the Geofence needs to be assigned with the required alert type, see Assignment and Alerts below.

Polygon Geofence – Multi-sided shape to cover a more defined area

To create a Polygon Geofence perform the following from the the "Live Map"

- click the Action Icon (⚡) and select "Create Geofence here"
- From the "Create new Geofence Panel select "Polygon"
- Navigate to the location on the map where the Geofence is to be placed
- Click on the map and proceed to draw the shape required around the area
- To complete the shape click on the Original/Starting point
- In the Right Hand information Pane, give the Geofence a name and then click Save
- Once Saved the Geofence needs to be assigned with the required alert type, see Assignment and Alerts below.

Assignment and Alert Types

Edit assignment for **AustinAirpot**

Fleet	Warn if
☑ Demo	entering and exiting geofence ▾
☑ Drivers	exceeded max time at geofence ▾
	Max time: 00:45 hh:mm

Ok   Cancel

Once a Geofence has been created it has to be assigned to a Fleet(s) to become active, each fleet can have a different **Alert Type** associated with the Geofence. There are 7 different **Alert Types** to chose from, they are as follows.

Entering Geofence – Alert generated when moving into the Geofence

Exiting Geofence – Alert generated when leaving into the Geofence

Exceed Max Time at Geofence – Alert generated when a vehicle has exceeded the set time in the Geofence

Entering and Exiting Geofence – Alert generated when moving into or leaving the Geofence

Events Inside Geofence – Alert generated when an event is triggered inside a Geofence

Speeding In Geofence – Alert generated when a vehicles speed exceeds the set limit in the Geofence

Max Time and Transitions in Geofence – Alert generated when moving into or leaving the Geofence and if time spent inside the Geofence exceeds the set time limit
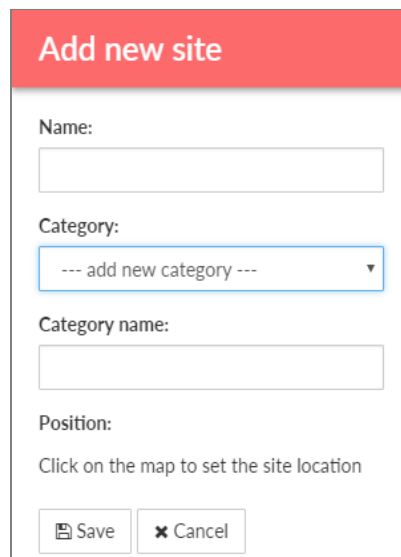
6.2. Sites

Sites can be created on the system to allow you to visually see known points of interest and also give reference to where your vehicle currently resides in fleet view, history and reports. When hovering over a vehicle, as well as giving their locations near a street/town. It will give its location of how near it is to the closest site. Also in reports and in history instead of giving its location nearest to a particular street or town, it will give its location of how near it is to a site.

Categories are created to display different types of sites e.g. companies, offices, distributors etc. to clearly understand what type of site it is. To work with sites, select the Action Item (⚡) and then select either Create Site Here or Manage Site Categories.

Create Site Here

When you select this option, you will need to fill in the name of the site that you want to use, you will need to select an existing category or add a new category. If you want to add a new category you will have to fill in the new category name. Once you have done that you will have to click on the map at the location that you want to create your new site. Make sure to zoom in so that you can make sure that you select the correct location. Once you have the correct location selected, click on Save.

Manage Site Categories

When you select this option, if you want to add a new category, just type in the new category name and click Save. If you want to edit/change an existing category name, select the category from the drop-down and then type in the edited/changed name and then click Save. When you are done, click Close.

Manage site categories

Site category:	--- add new category --- ▾
Category name:	

Save Delete

Please note a site category must contain no sites in order to be deleted.

Close

7. Reports

The Report Module gives the user access to a suite of Management and Administrative Reports, a powerful tool enabling the user to report on such things as, Driving Behaviour Reports, Speeding Reports, Trip Reports, History, Maintenance & Costs, Site Activity and many more. To run a Report, the user follows the step by step module to define what report is needed, how it is to be displayed and on what vehicles to report on.

Reports can be run directly in the system, sent out to multiple recipients via email or setup to run automatically on a Daily, Weekly, Monthly, or Annual basis.

For more detailed information on using the report grid, see the Report Grid section.

For more detailed information on creating a new report, see the Create New Report section.

For more detailed information on scheduling a new or existing report, see the Schedule Report section.

7.1. Report Grid

The Report Grid displays a complete list of Reports which have been previously run or setup on the system to run automatically. The grid can be filtered to allow the user to quickly find a specific report type based on, Report Name, Company, Fleet, Type, Email Address or Notes. Any Report listed in the Grid can quickly be re-run, sent to an email address or deleted from the system.

There are a number of Icons Used in the Report Grid, an explanation of each can be found below.

Icon	Description
All report types ▾	This will allow you to filter all of the reports that you previously ran down to one or more types of report so you can find the report that you want to re-run or if you want to schedule it.
All companies ▾	If the user can see multiple companies, this will let you filter down to just the company reports you need to look at.
All fleets ▾	If the user can see multiple fleets, this will let you filter down to just the fleet reports you need to look at.
✉ Send by email	This button will allow a user to email a previously existing report. For more information see the Send By Email section.
⊘ Schedule	This button will allow a user to schedule a previously existing report. For more information see the Schedule Report section.
❓	When you hover on this icon, it will give you a summary of the options selected for the existing report.
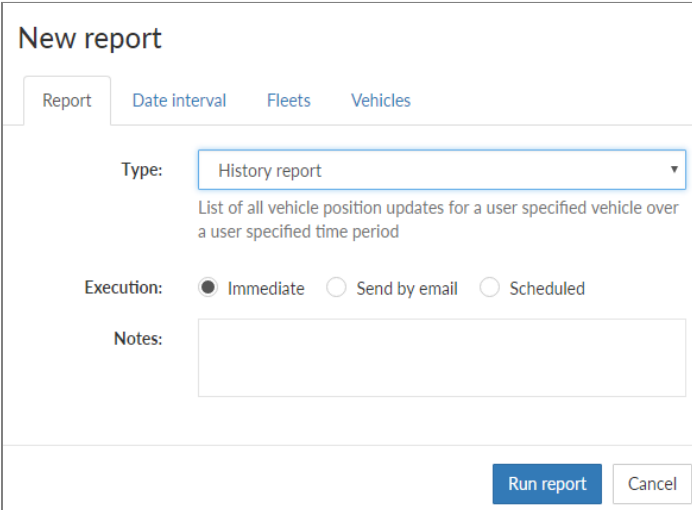
👁 Run	This will run the report immediately with the same parameters that were set up when the report was first created.
🗑 Delete	This will delete the report from the list of previously existing reports.
⊞	This will allow you to select which columns are displayed on the Report Grid. Options include Report name, Company, Fleet, Created, Type, Email to, Scheduled for and Notes. Simply enable or disable the check on the option by clicking.
+ New report	This will allow you to create a new report. For more detailed information, see the Create New Report section.

7.2. Create New Report

To create a new report, you will click on New report (**+ New report**) in the upper right corner. When the new window opens, you will be able to choose the report that you want to run. Some examples are shown below. For a complete list, see the drop down from the New Report button.

- Calculated Road Speed Report
- Calculated Speeding Report by Vehicle
- Current Odometer Readings
- Daily Activity Report by Vehicle
- Daily Standing Report
- Excessive Idling Time
- Geofence Activity by Geofence or Vehicle
- Geofences Entry-Exit Report
- History Report
- Site Activity by Site or Vehicle
- Site Exit-Entry Report
- Trip Report by Vehicle
- Trip Report-Selected Events

Once you have selected your report, you will need to fill in the rest of the needed information before you can run the report. A complete description of each option is shown below.

Report options

Option	Description
Type	This is will automatically fill in based on the report that you previously recreated.
Execution	This will automatically fill in Immediate so that the report will run once the information is filled out. If you want to choose Send by email or Scheduled, see those sections for further information.
Notes	Type in any notes that you want.

Date interval

This is where you can choose from a number of different options. The options include:

- Today
- Last 24 Hours
- Yesterday
- Last 3 days
- Last 7 days
- Last week
- Last month
- Custom interval

The custom interval is where you can choose your own date and time ranges (the default time is midnight to midnight). Once you select this option you will be presented with a start date and time as well as an end

date and time. If you click on the calendar icon (   ) you will be presented with a way to select the date and time that you would like to use as a start date or an end date depending on which field you are filling in.

Fleets

From here you select the company and fleet(s) that the report will run against.

Vehicles

From here you select the vehicle(s) that the report will run against. Once you have all the information in, click Run report and the report will open.

7.3. Schedule Report

This option will allow you to schedule an existing report to run and to send the report to an email address(es). When you click on the Schedule button next to the report that you want to send you will be asked for some information before the report is set up. A complete description of each option is shown below.

Report options

Option	Description
Type	This is will automatically fill in based on the report that you previously recreated.
Execution	This will automatically fill in Scheduled since that is the button that you selected on the report grid.
Recipients	This is where you can fill in the email address(es) that you want to send the report to. If you want to send to more than one email, separate each email with a semicolon (;)
Output Type	This will allow you to choose what type of output that you want to send, a summary PDF, a detailed PDF or an Excel document.
Notes	Type in any notes that you want to be sent to the recipients.

Schedule

Option	Description
Run at	This is the time of day that you want the report to run.
Recurrence pattern	You have 3 options, Daily, Weekly and Monthly. Daily will run every day. When you choose Weekly, a second option appears and let's you choose which day or days of the week that you want the report to run with options from Monday through Sunday. When you choose Monthly, a second option appears and asks you to choose the day of the month (between 1 and 31) that you want the report to run.

Date interval

This is where you can choose from a number of different options. Since this is an existing report that you are sending, just confirm the information that is already selected. The options include:

- Today
- Last 24 Hours
- Yesterday
- Last 3 days
- Last 7 days
- Last week
- Last month
- Custom interval

The custom interval is where you can choose your own date and time ranges (the default time is midnight to midnight). Once you select this option you will be presented with a start date and time as well as an end date and time. If you click on the calendar icon (📅) you will be presented with a way to select the date and time that you would like to use as a start date or an end date depending on which field you are filling in.

Fleets

From here you select the company and fleets that the report will run against. Since this is an existing report that you are sending, just confirm the information that is already selected.

Vehicles

From here you select the vehicles that the report will run against. Since this is an existing report that you are sending, just confirm the information that is already selected and then click on Send Report.

7.4. Send by email

This option will allow you send an existing report to an email address(es). When you click on the Send By Email button next to the report that you want to send you will be asked for some information before the report is sent. A complete description of each option is shown below.

Report options

Option	Description
Type	This is will automatically fill in based on the report that you previously recreated.
Execution	This will automatically fill in Send by email since that is the button that you selected on the report grid.
Recipients	This is where you can fill in the email address(es) that you want to send the report to. If you want to send to more than one email, separate each email with a semicolon (;)
Output Type	This will allow you to choose what type of output that you want to send, a summary PDF, a detailed PDF or an Excel document.
Notes	Type in any notes that you want to be sent to the recipients.

Date interval

This is where you can choose from a number of different options. Since this is an existing report that you are sending, just confirm the information that is already selected. The options include:

- Today
- Last 24 Hours
- Yesterday
- Last 3 days
- Last 7 days
- Last week
- Last month
- Custom interval

The custom interval is where you can choose your own date and time ranges (the default time is midnight to midnight). Once you select this option you will be presented with a start date and time as well as an end date and time. If you click on the calendar icon (🗓) you will be presented with a way to select the date and time that you would like to use as a start date or an end date depending on which field you are filling in.

‹	November 2018					›
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
44	28	29	30	31	01	02	03
45	04	05	06	07	08	09	10
46	11	12	13	14	15	16	17
47	18	19	20	21	22	23	24
48	25	26	27	28	29	30	01
49	02	03	04	05	06	07	08

Today	Clear		Time	Close

Fleets

From here you select the company and fleets that the report will run against. Since this is an existing report that you are sending, just confirm the information that is already selected.

Vehicles

From here you select the vehicles that the report will run against. Since this is an existing report that you are sending, just confirm the information that is already selected and then click on Send Report.

8. Release Notes

Release Notes