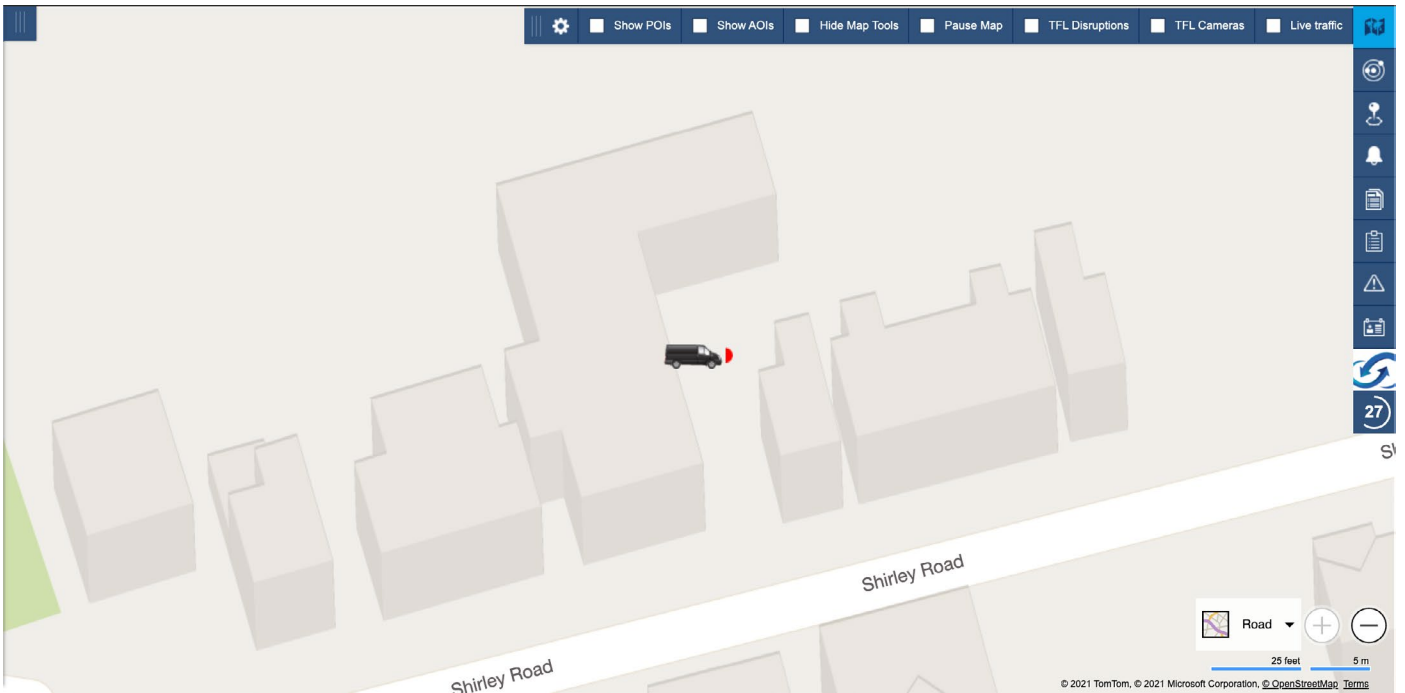




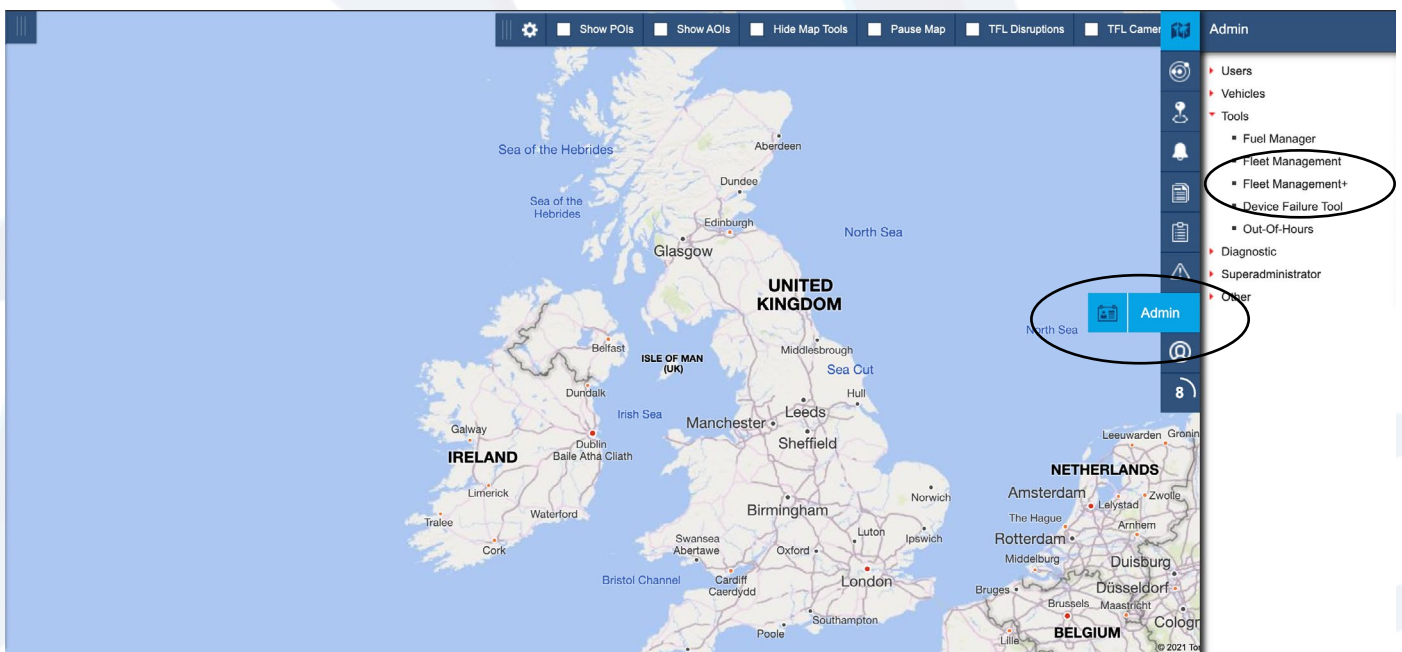
## Fleet Management +

This section will introduce you to Fleet Management +. Fleet Management + allows you to manage and view your fleets information all in one easy to view place, you can set up parameters and notifications on due dates like mileage, MOT, inspections and servicing (by mileage or date) for each vehicle in your fleet.

# 1. Log into your tracking portal



# 2. Select the Admin option on the right-hand side then click tools > Fleet Management +



- Next, in the box that pops up, click the configure button as shown below, if your fleet isn't showing up in the list, click the show/hide tab. You can also set the parameters of the options you want to manage and choose to turn on email alerts.

- To set up a vehicle, find the required vehicle from the list, scroll to the right and click the settings icon.

Hour Meter	MOT Due	Tax Due	Inspection Due	Service (D/M/Y)	Service (KM)	Service (H)	OBD Odo. Reading	OBD Odo.(D/M/Y)	Edit	Business/Private
1895.4					0	0	0			Business/Private
3705.54					0	0	0			Business/Private
911.98	01.03.2019 (-802 days)	25.03.2019 (-778 days)			0	0	0	01.10.2018		Business/Private
1935.15					0	0	0			Business/Private
64.26					0	0	0			Business/Private
584.44					0	0	0			Business/Private
68.15					0	0	0			Business/Private
183.57					0	0	0			Business/Private
51.42					0	0	0			Business/Private
0					0	0	0			Business/Private
25.08					0	0	0			Business/Private
93.07					0	0	0			Business/Private
0					0	0	0			Business/Private
0					0	0	0			Business/Private
0					0	0	0			Business/Private

5. In the options box you can set up the vehicle parameters that you want to manage, for example MOT due date, Tax due date and service intervals by date, mileage or time.

The screenshot shows the 'Fleet Management+' interface. A table lists vehicle data with columns: Hour Meter, MOT Due, Tax Due, Inspection Due, Service (D/M/Y), Service (KM), Service (H), OBD Odo. Reading, OBD Odo. (D/M/Y), and Edit. The row for vehicle ID 911.98 has red highlights on the MOT Due (01.03.2019 (-802 days)) and Tax Due (25.03.2019 (-778 days)) cells. An 'Edit | TEST TEST TEST' modal window is open, allowing configuration of: GPS Odometer (0), Hour meter (0), MOT due (calendar), Tax due (calendar), Inspection due (calendar), Last service on (calendar), at (0 miles), and/or at (0 hours), service every (0 month(s)), or every (0 miles), and or every (0 hours). Buttons for 'Cancel' and 'Save' are at the bottom of the modal.

6. Once your parameters have been set click the save button. This will bring you back to the fleet list. To view your fleet report click on the PDF of XLS button to download the report.

This screenshot shows the same 'Fleet Management+' interface as the previous one. The table is identical, but the row for vehicle ID 0 is highlighted in blue, indicating it is selected. The 'Edit' modal window is no longer present. The 'XLS' and 'PDF' buttons in the top right corner are visible, corresponding to the instructions in step 6.



7. The report will look like this and show you all of the required info on your fleet like when services or MOT's are due

### Fleet Management+ Report

ID	Veh. Reg	Fleet ID	Make	Model	Fuel Type	CO2 (g/km)	VIN/Chassis/Frame No.	Colour	Description	Regular Driver	Odometer	Hour Meter	MOT Due Date	Tax Due Date	Inspection Due Date	Service Due Date	Service Due Distance	Service Due Engine Hours	OBD Odometer Reading	OBD Odometer Reading Date
7106	T16GAT		Porka	Cayenne Turbo	PETROL	0.0		White	Porsche Cayenne Andy 907594	Andy Lone	1,895.40						0.0	0.0	n/a	n/a
7471	D and D	907664				0.0					3,705.54						0.0	0.0	n/a	n/a
7722	EF64 SLZ	358174068300772	BWM	M6	Petrol	0.0		Orange	EF64 SLZ	James test	33,551.8	541.98	01/03/2019	25/03/2019			0.0	0.0	n/a	n/a
8206	FMB920	Stu Telloika Global Sim				0.0			FMB920		1,935.15						0.0	0.0	n/a	n/a
8290	Mini Digger	864502036063022				0.0			864502036063022		64.26						0.0	0.0	n/a	n/a
9761	BRIGGS	868997038440712				0.0			868997038440712		584.44						0.0	0.0	n/a	n/a
9849	X8					0.0			X8		68.15						0.0	0.0	n/a	n/a
9855	M T16GER					0.0			M T16GER		183.57						0.0	0.0	n/a	n/a
10258	FN20 DJJ		Porsche	Mecan	Petrol	0.0		Silver	Porsche Mecan		51.42						0.0	0.0	n/a	n/a
10289	FMT100					0.0			FMT100		0.00						0.0	0.0	n/a	n/a
10390	Heil Test					0.0			861551041247420		25.08						0.0	0.0	n/a	n/a
10451	S30 KSK		VW	T6	Diesel	0.0		Grey	VW Transporter		93.07						0.0	0.0	n/a	n/a
10533	FMC125					0.0			FMC125		0.00						0.0	0.0	n/a	n/a
10534	FMC640					0.0			FMC640		0.00						0.0	0.0	n/a	n/a
10632	TEST TEST					0.0			TEST		0.00						0.0	0.0	n/a	n/a