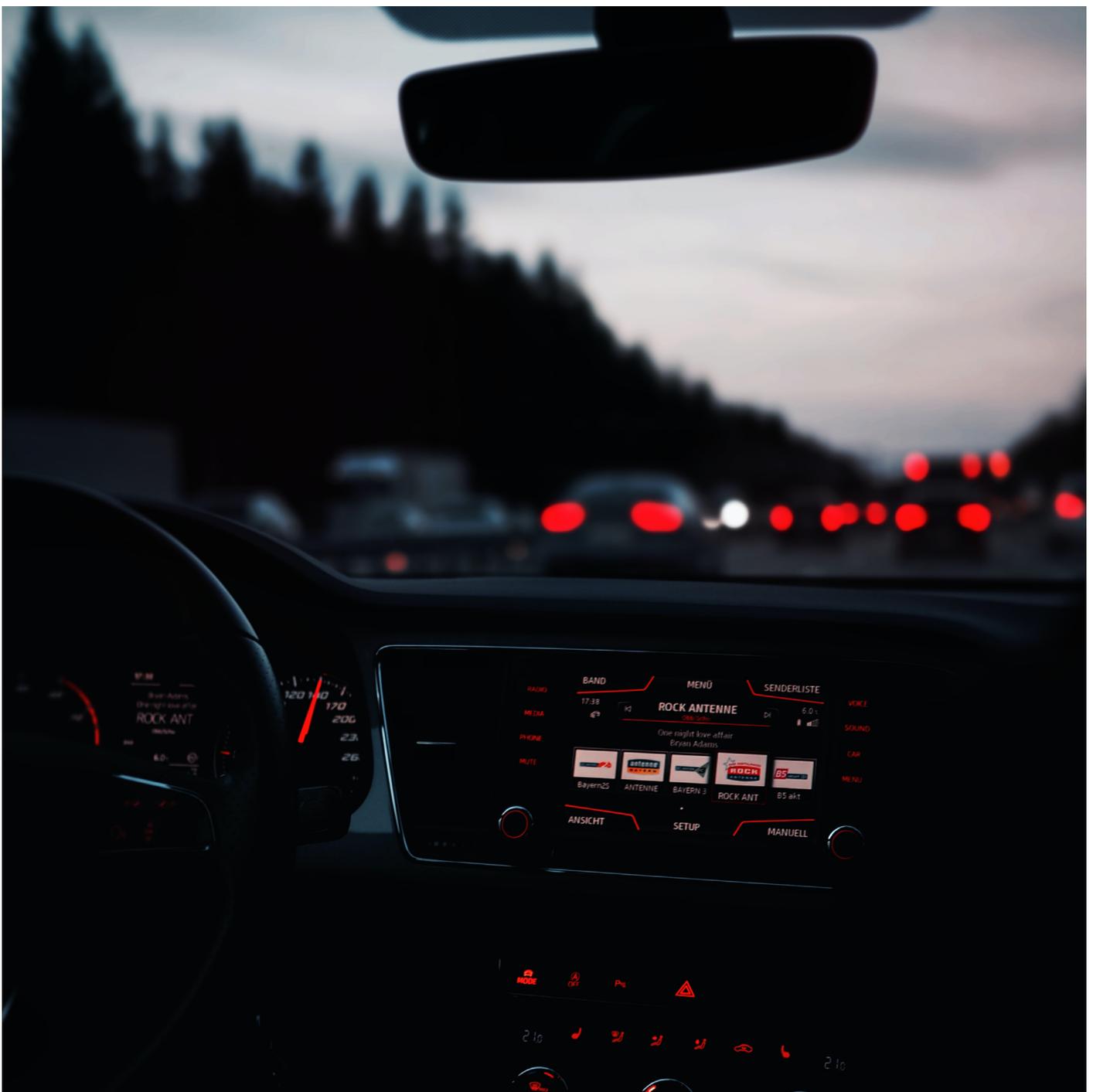




TRACKING USER GUIDE 2020/2021

VER 1.0





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- 4. Editing vehicle registration number
- 7. Changing your vehicle icon
- 12. Changing and allocating driver names
- 16. Generating reports
- 17. Setting up email reporting
- 20. Geo Fence
- 26. Driver defect reports

INTRODUCTION

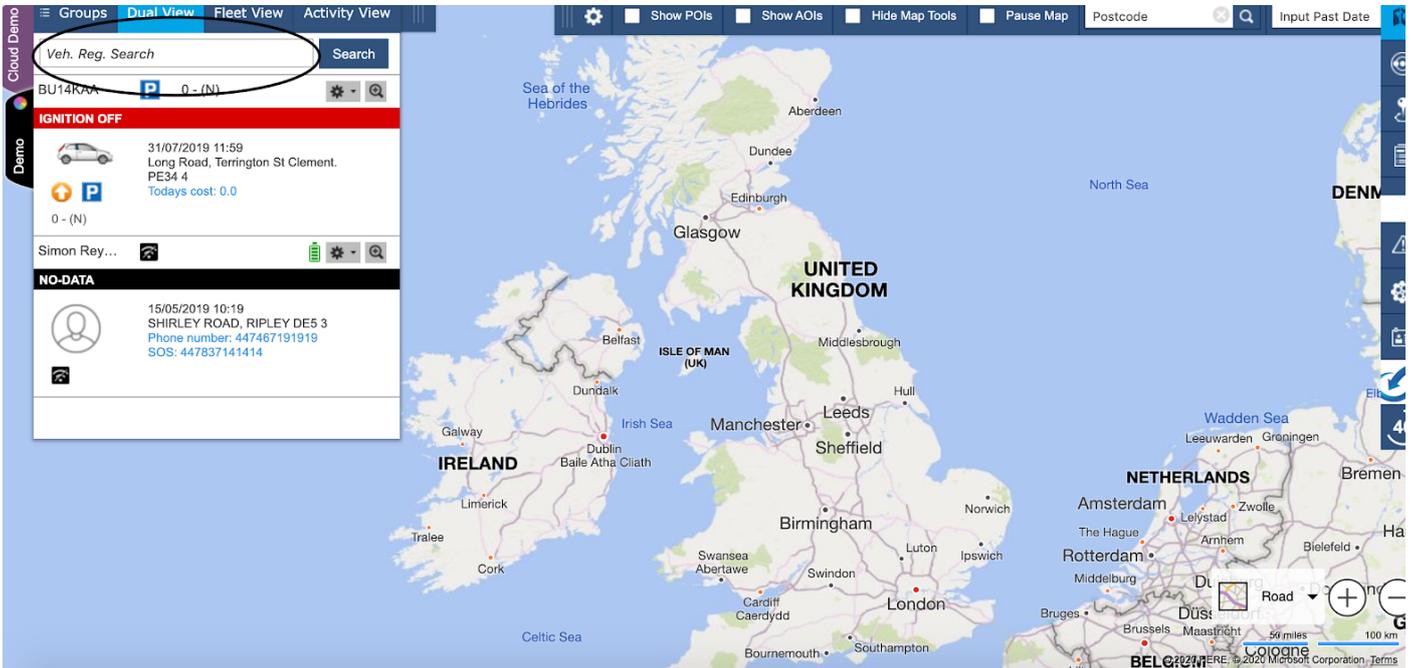
The following guide will show you how to use the Cloud Telematics tracking service



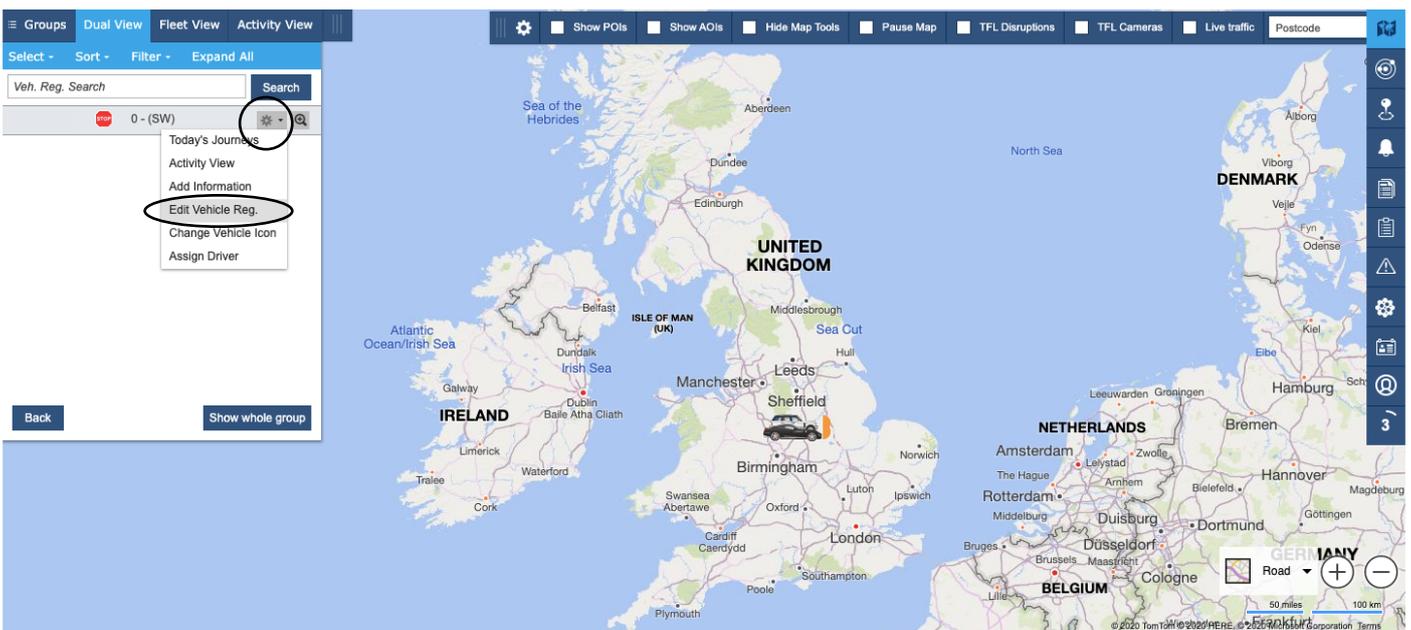
Editing your vehicle registration

Changing your vehicle registration (number plate) couldnt be simpler, the following guide will show you how to change this.

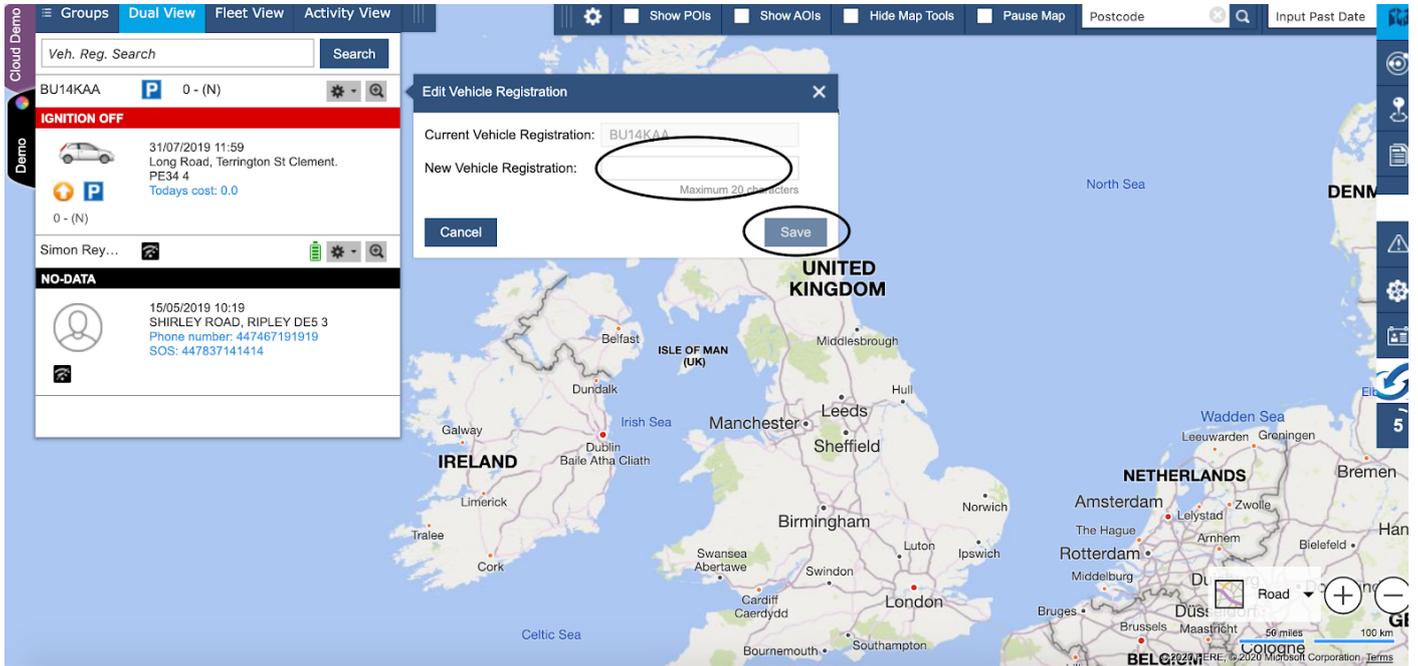
1. From the portal homescreen use the search bar shown below to enter the vehicle registration you want to change



2. Once the vehicle appears on the screen as shown below select the cog icon (settings) then choose edit vehicle reg and enter the new vehicle registraton.



3. Enter your new vehicle reg in the new vehicle registration box and select save. Your new reg has now been changed.

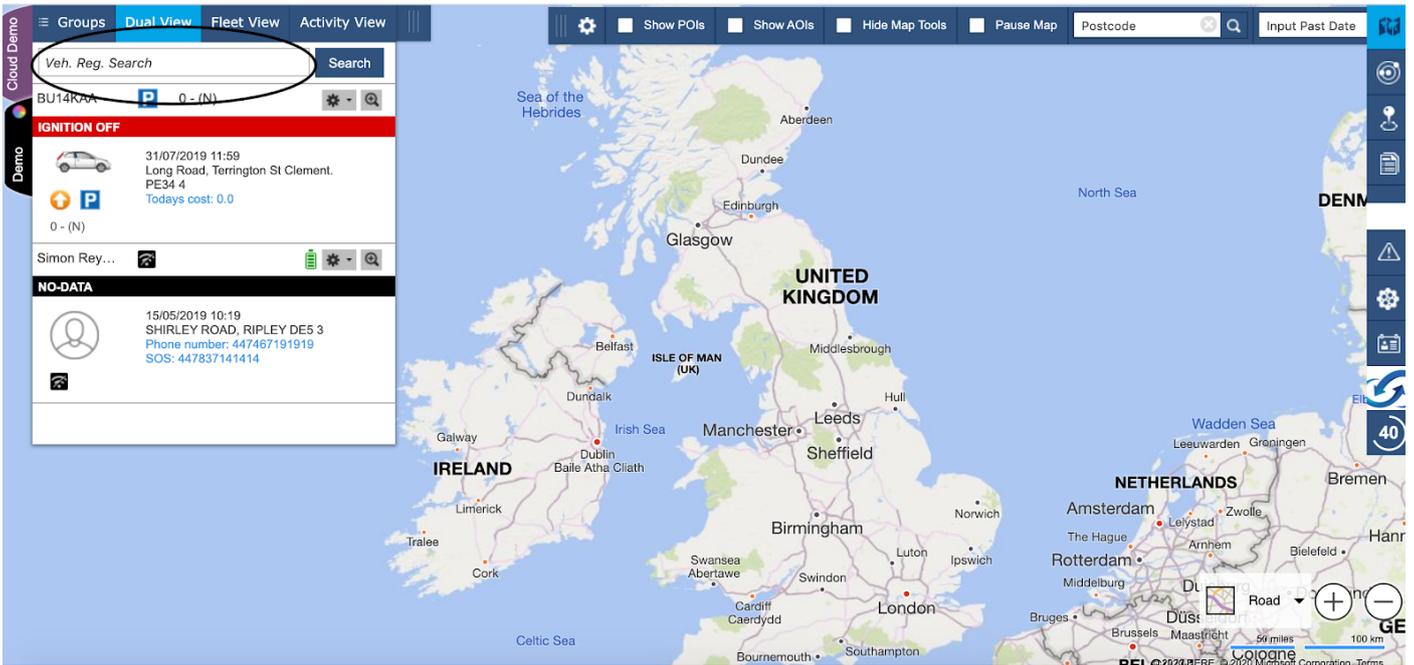




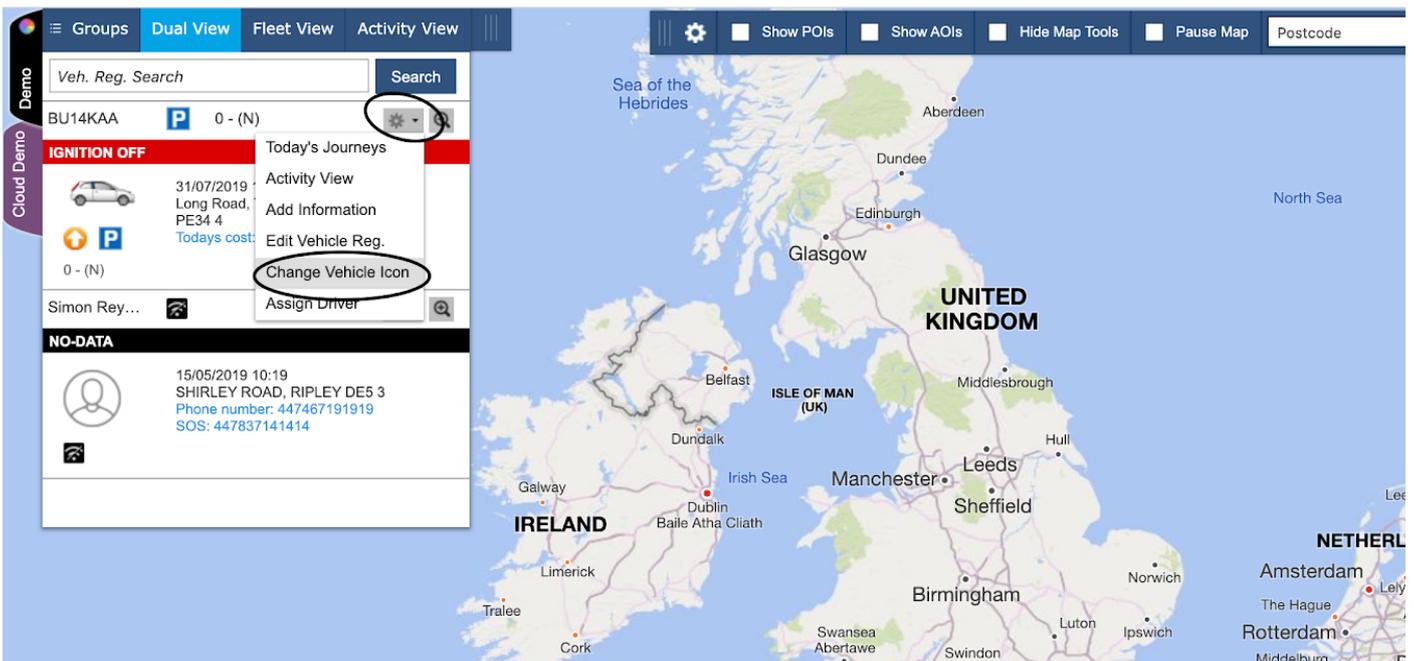
Editing your vehicle icon

If you would like to change your vehicle icon to something that suits your current vehicle or just fancy a change, this guide will show you how simple it is to do just that.

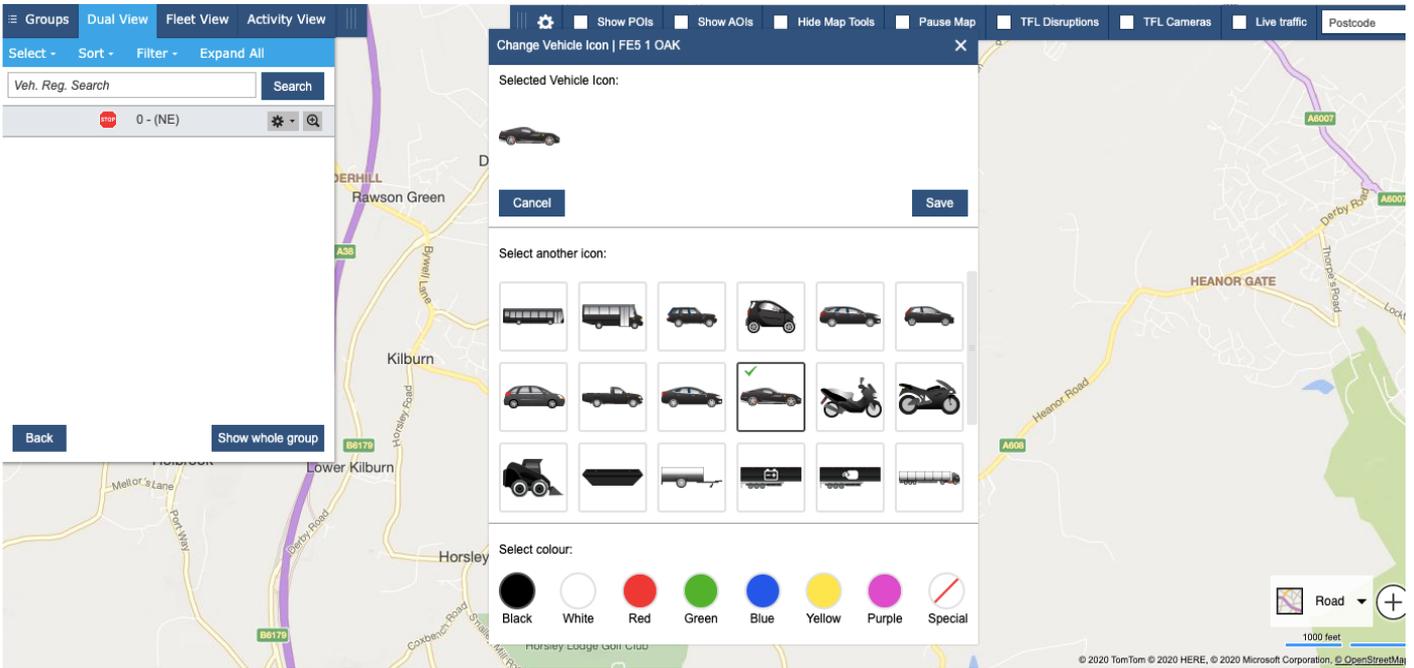
1. From the portal homescreen use the search bar shown below to enter the vehicle registration for the icon you want to change.



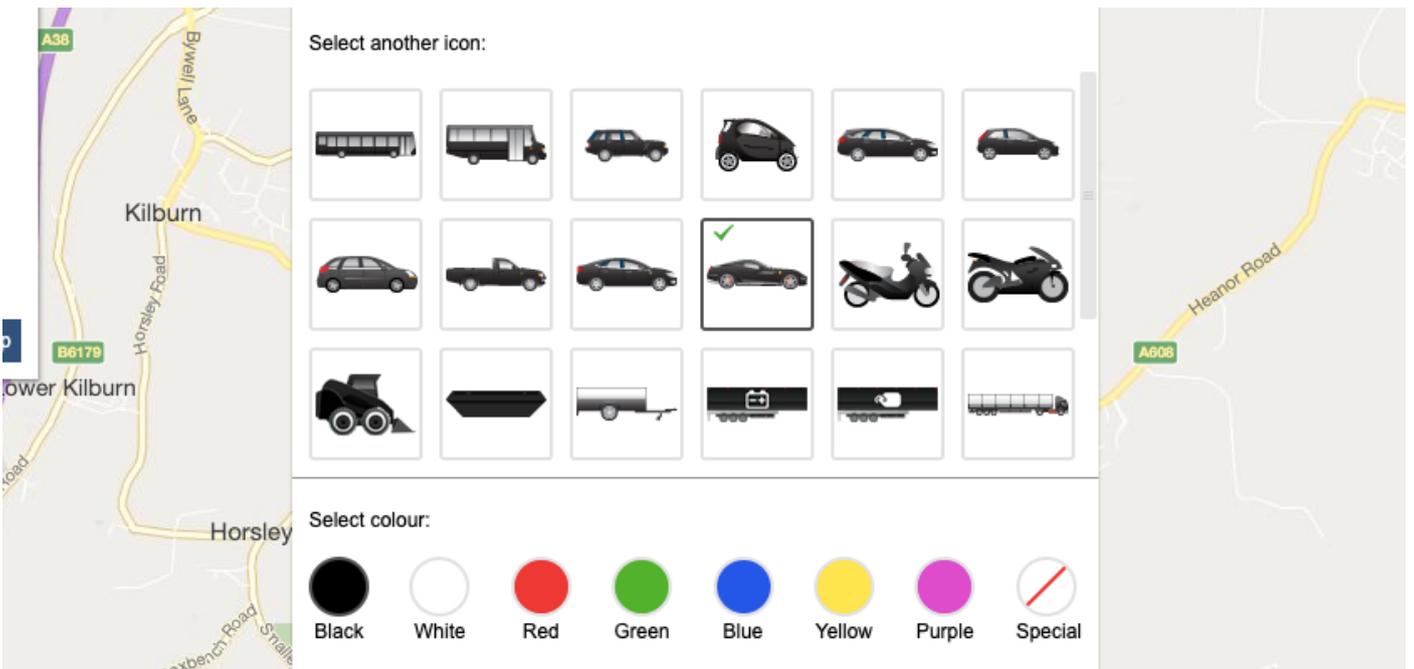
2. Once the vehicle appears select the settings cog then change the vehicle icon



3. A selection of vehicle icons will appear for you to choose from. You can now select the icon you want to change your current icon to.



4. Next, choose the colour of the icon you want the vehicle to be and click save.

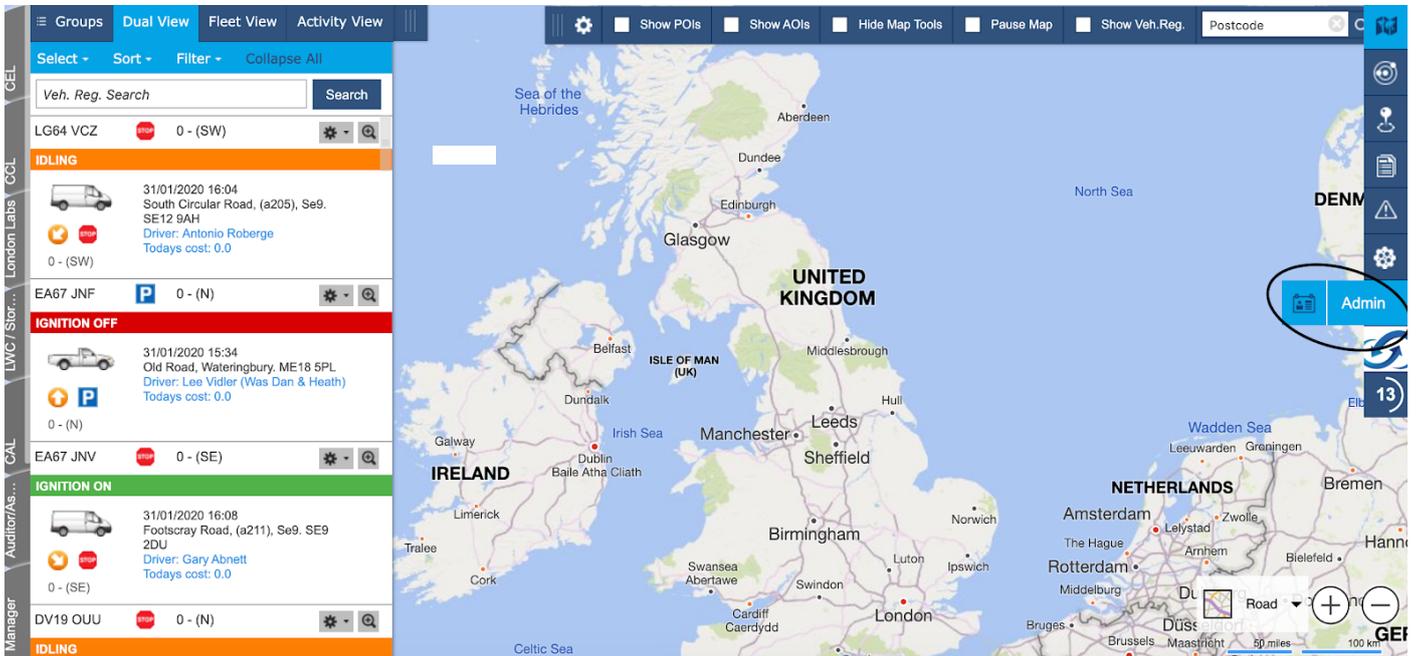




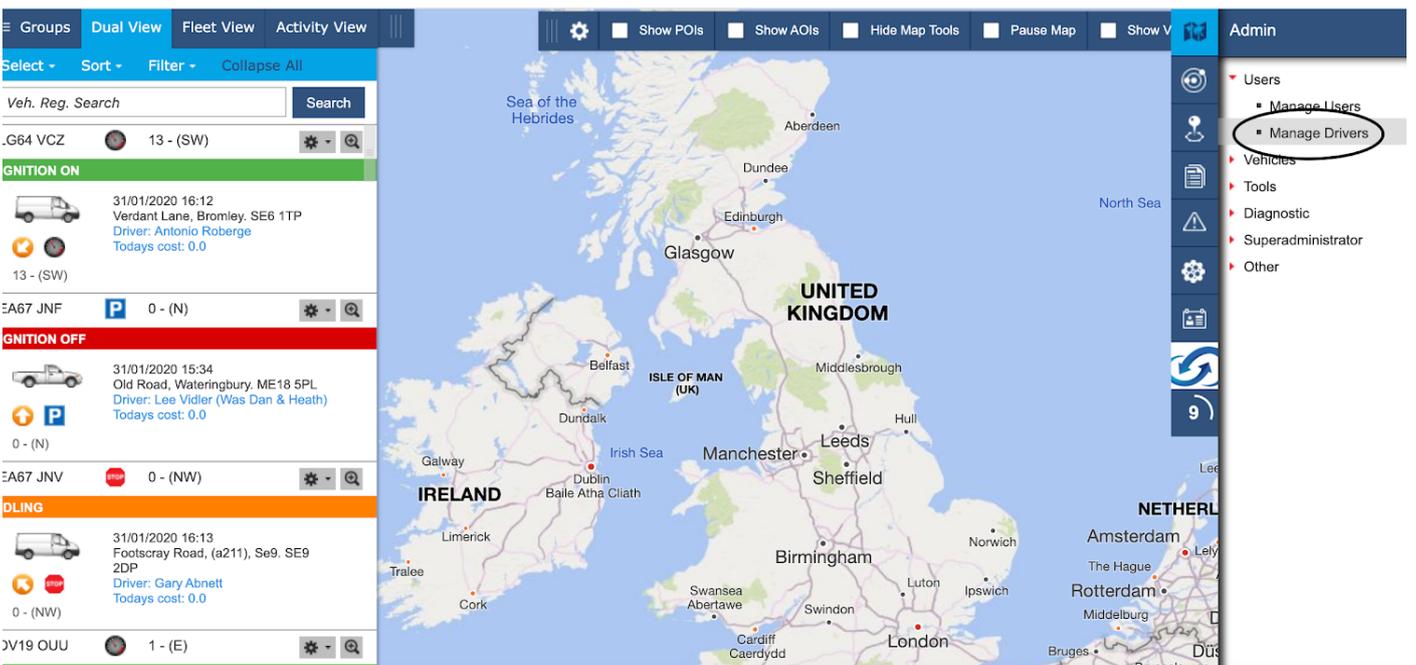
Creating and allocating driver names

This section will show you how to create and allocate driver names.

1. Once logged into the tracking portal select admin on the right hand side of the page



2. Then select users and the option manage drivers should then appear, select manage drivers.



3. Click add driver and fill in the drivers details and display name, from the drop down accounts box select the correct account you want to place the driver in by clicking the accounts drop down box. There is no need to fill in any other of the drop down boxes or the username and password. Click submit once filled in then click the X in the top right hand corner and return to the home screen.

The screenshot shows the 'Manage Drivers' interface. A modal window titled 'Create New Driver' is open, allowing the user to add a new driver. The form contains the following fields:

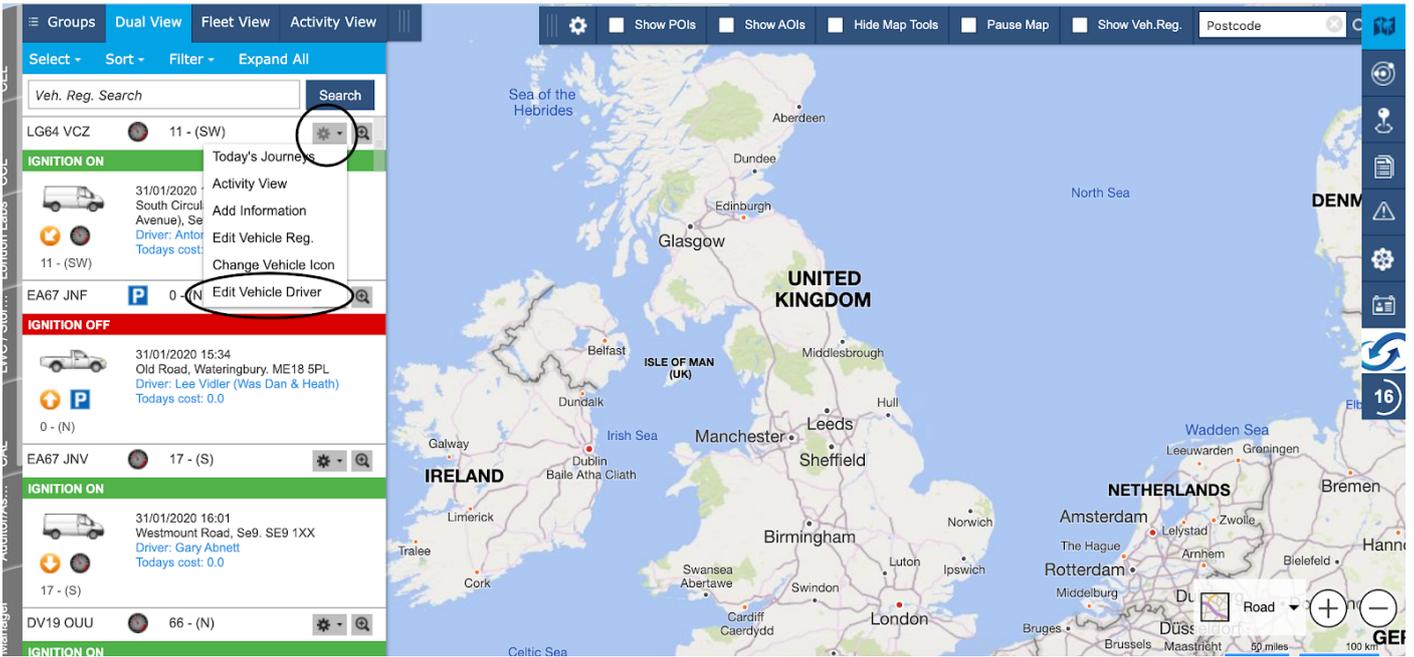
- First Name:
- Last Name:
- Display Name:
- Dallas Key:
- Tachograph Key:
- Accounts:
- Username:
- Password:

Buttons for 'Cancel' and 'Submit' are visible at the bottom of the modal. The 'Submit' button is circled in red. In the background, a table lists existing drivers with columns for Code, Username, Driver Name, Display Name, Dallas Key, Tachograph Key, and Accounts.

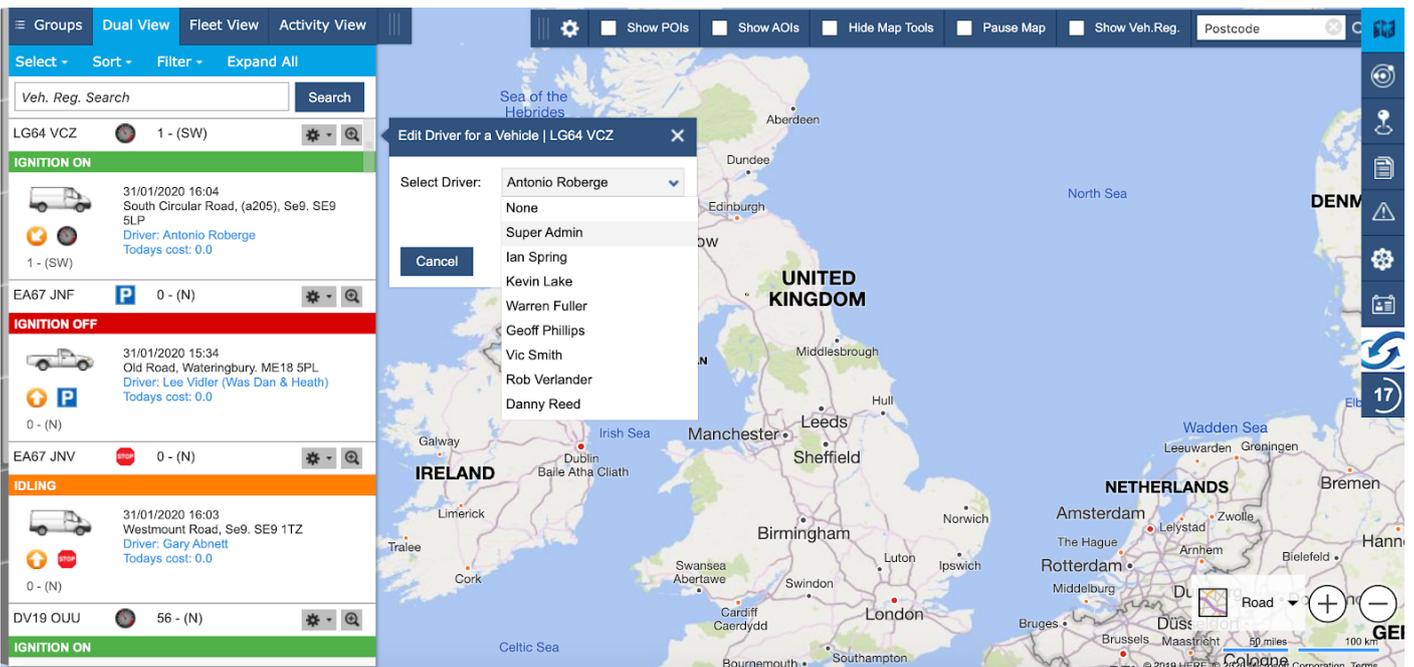
The screenshot shows the 'Manage Drivers' interface with the 'Add Driver' button circled in red. Below the button is a table listing driver records. The table has the following columns: Code, Username, Driver Name, Display Name, Dallas Key, Tachograph Key, and Accounts. Each row represents a driver with their respective details.

Code	Username	Driver Name	Display Name	Dallas Key	Tachograph Key	Accounts
544-00003	super.admin	Super Admin	SA			European Vehicle Tracking, f
544-00677	N/A	Ian Spring	Ian S			Cablesheer Group
544-00678	N/A	Kevin Lake	Kev L			Cablesheer Group
544-00680	N/A	Warren Fuller	W Ful			Cablesheer Group
544-00681	N/A	Geoff Phillips	Geoff			Cablesheer Group
544-00686	N/A	Vic Smith	V Smi			Cablesheer Group
544-00688	N/A	Rob Verlander	ROB V			Cablesheer Group
544-00689	N/A	Danny Reed	DAN R			Cablesheer Group
544-00690	N/A	Mark Dyerson	MARK			Cablesheer Group
544-00691	N/A	Gary Taylor	GARY			Cablesheer Group
544-00692	N/A	Vic Smith	VIC S			Cablesheer Group
544-00693	N/A	Dean Taylor	DEAN			Cablesheer Group
544-00694	N/A	Shaun Pentney	SHAUN			Cablesheer Group
544-00695	N/A	Tony Kynoch	TONY			Cablesheer Group
544-00696	N/A	Kevin Lake	KEV L			Cablesheer Group
544-00697	N/A	James Flynn	JAMES			Cablesheer Group
544-00698	N/A	Tony Lacey	TONY			Cablesheer Group

4. Once back to the home screen enter the vehicle reg into the search box on the left of the page and click the setting cog then edit Vehicle Driver/Assign Driver.



5. From the drop down box the name of the driver you previously created in step 3 should appear, select this and click save.

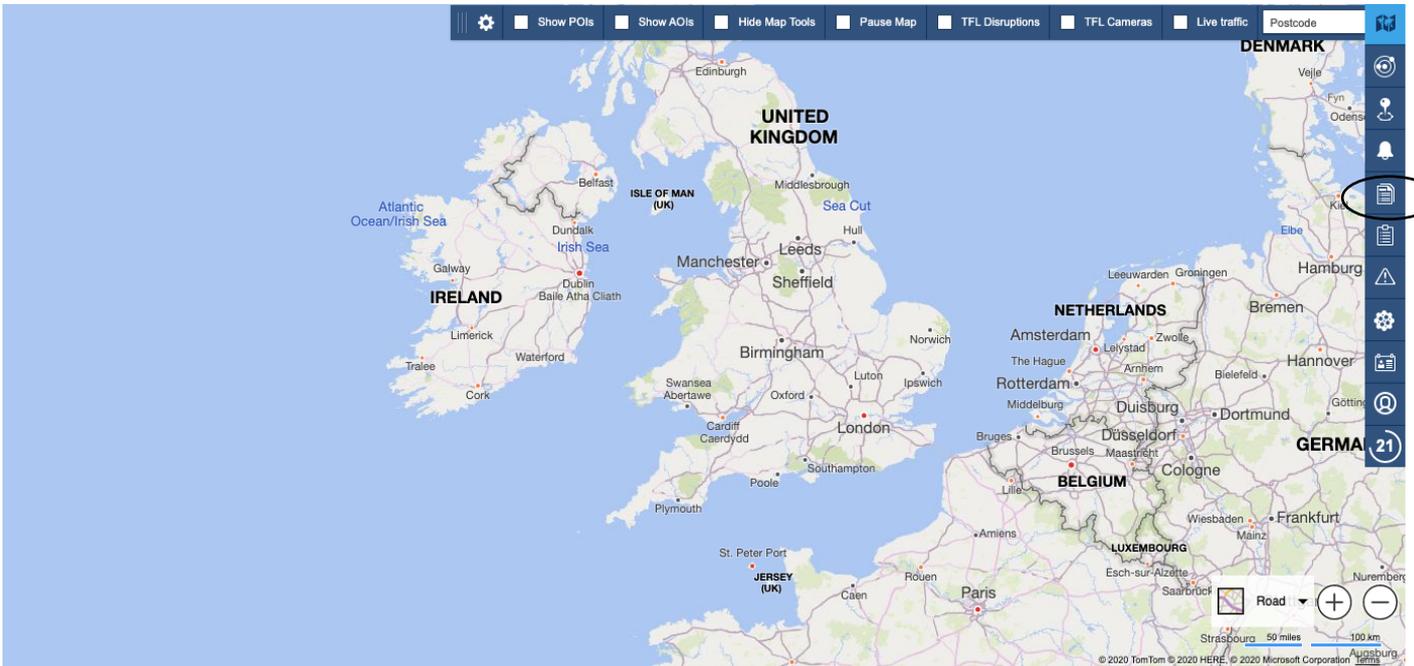




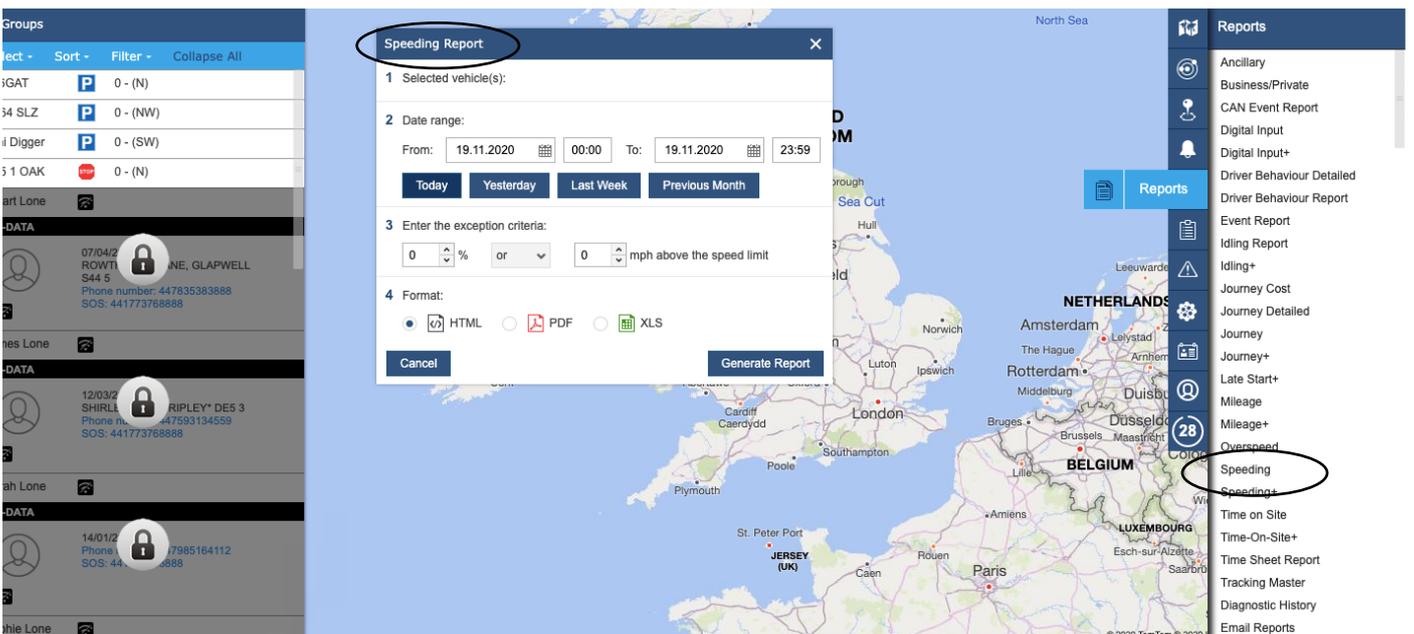
Generating Reports

From our portal you can check and generate numerous reports such as driver behavior, journeys, mileage, events and vehicle speeds, these reports can be filtered by dates and generated in numerous formats such as .xls, .pdf or HTML. here we will be looking at driver speeds but reports are all generated the same way.

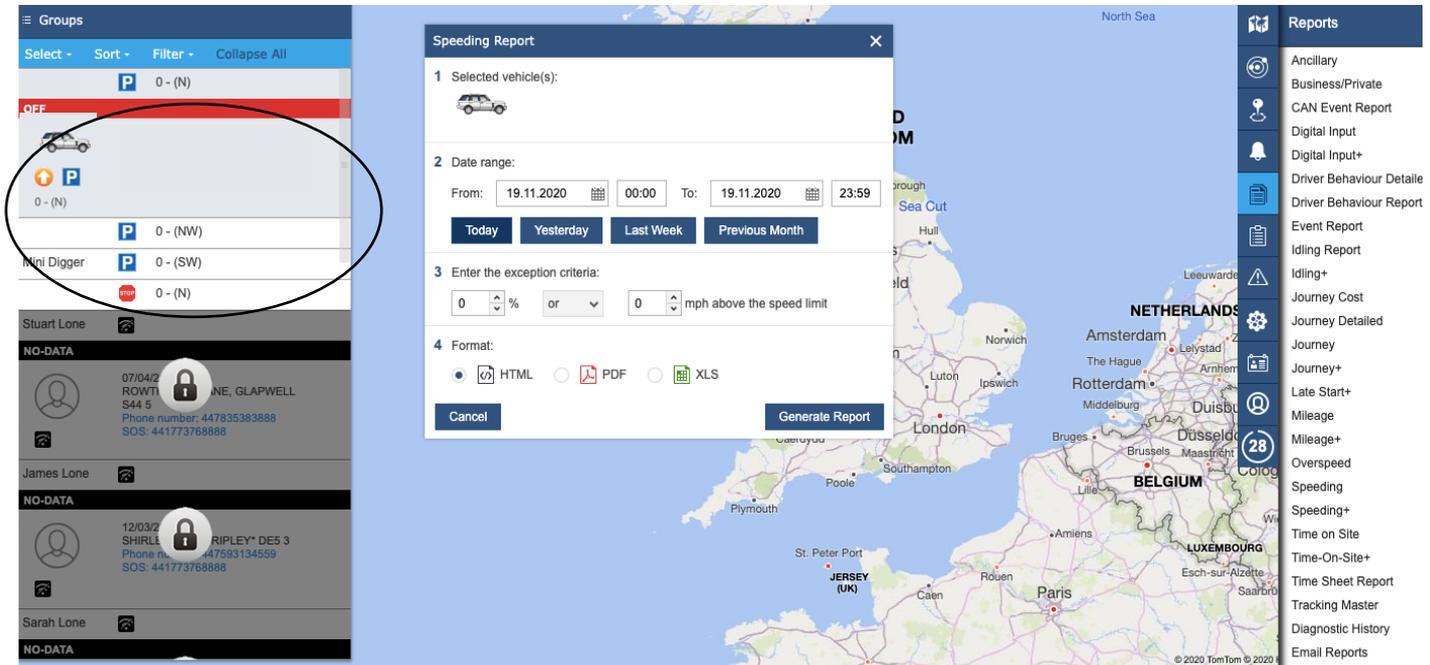
1. From the main portal screen click on the reports tab on the right hand side of the screen as shown below



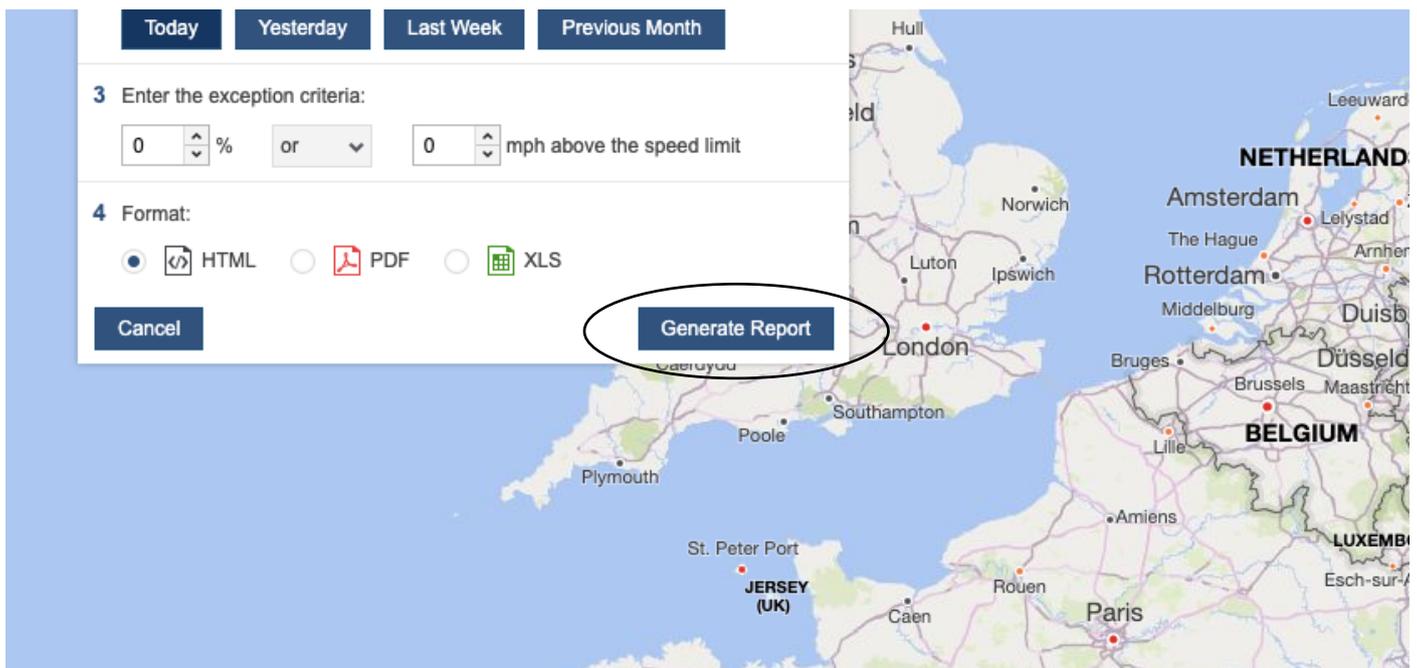
2. From the pop out menu you can choose an option to generate a report on for this example we will be choosing speeding.



3. Next you will need to select your vehicle from the groups tab on the left, select the date range and exception criteria (how much mph over the limit) and what format you would like the report in.



4. Then simply click generate report, your report will open in a new browser window with the relevant information in your chosen format.

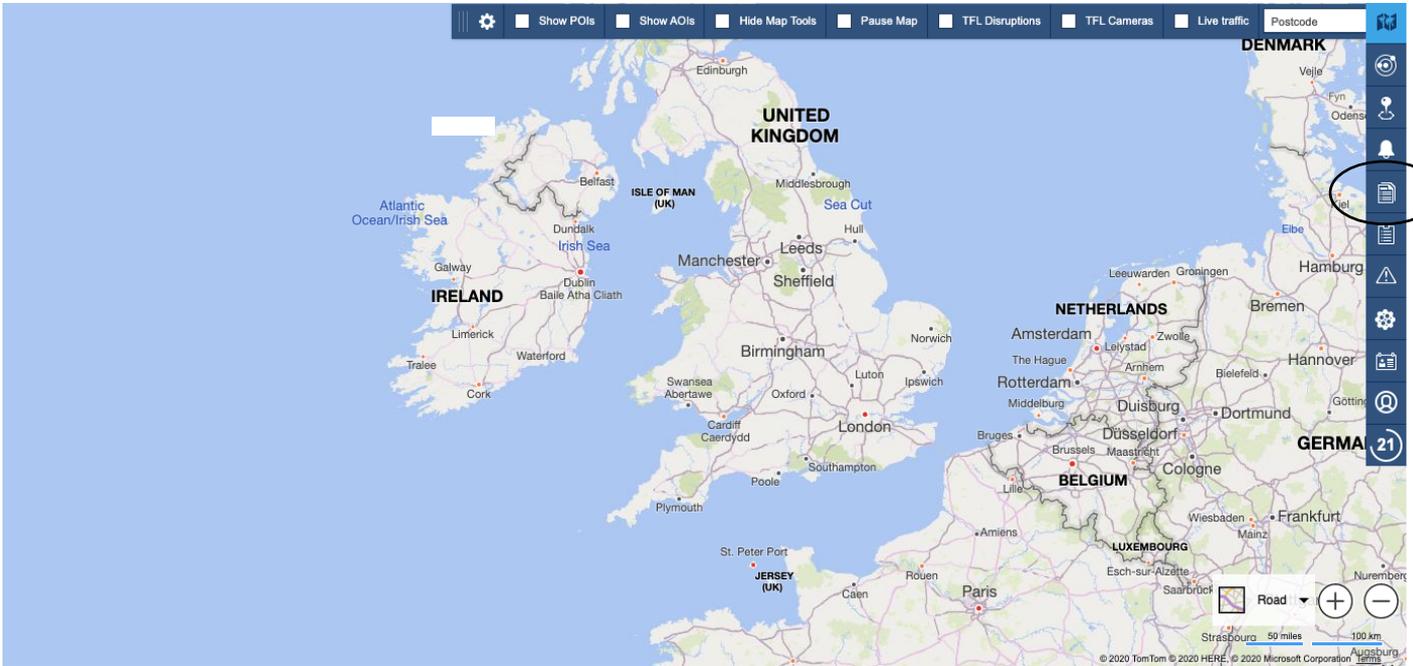




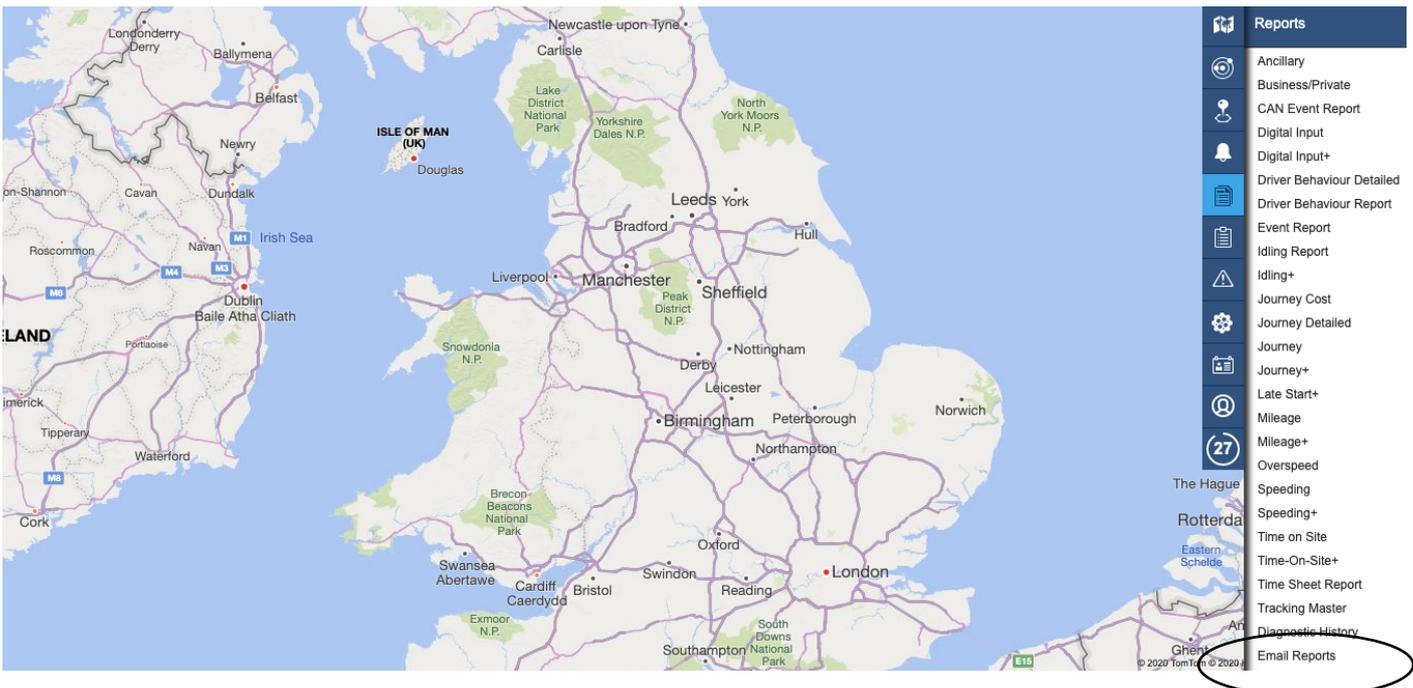
Email Reporting

Our tracking portal also allows you to schedule reports on a recurring schedule, this can be set up to generate a report on a daily or weekly basis, helping you to easily keep track of driver activities. These reports can be filtered by numerous activities such as time on site, journeys, speeding, driver behaviour and mileage.

1. From the main portal screen, click on the reports tab on the right hand side.



2. From the pop out menu click on the email reports option at the bottom of the menu



4. In the reports options box that opens, simply choose what you want to report on, then select your date range and recurrence pattern. Then select the vehicle/vehicles that you would like to report on and select the time filter and save. Your scheduled emails will be sent to the email address on your account.

Scheduled Reports

Create Scheduled Report Scheduled Reports List

Send Report Regularly

Manage Recipients Send Report to Self

1 Report Type:
Report: Journey
Report format: PDF XLS
 Do Not Send Null Result

2 Data Range:
Period Type: Today
 Exclude Weekends

3 Recurrence Pattern:
Start Time: 07 00
 Daily Weekly

4 Select Vehicles:
 Cloud Telematics LLP

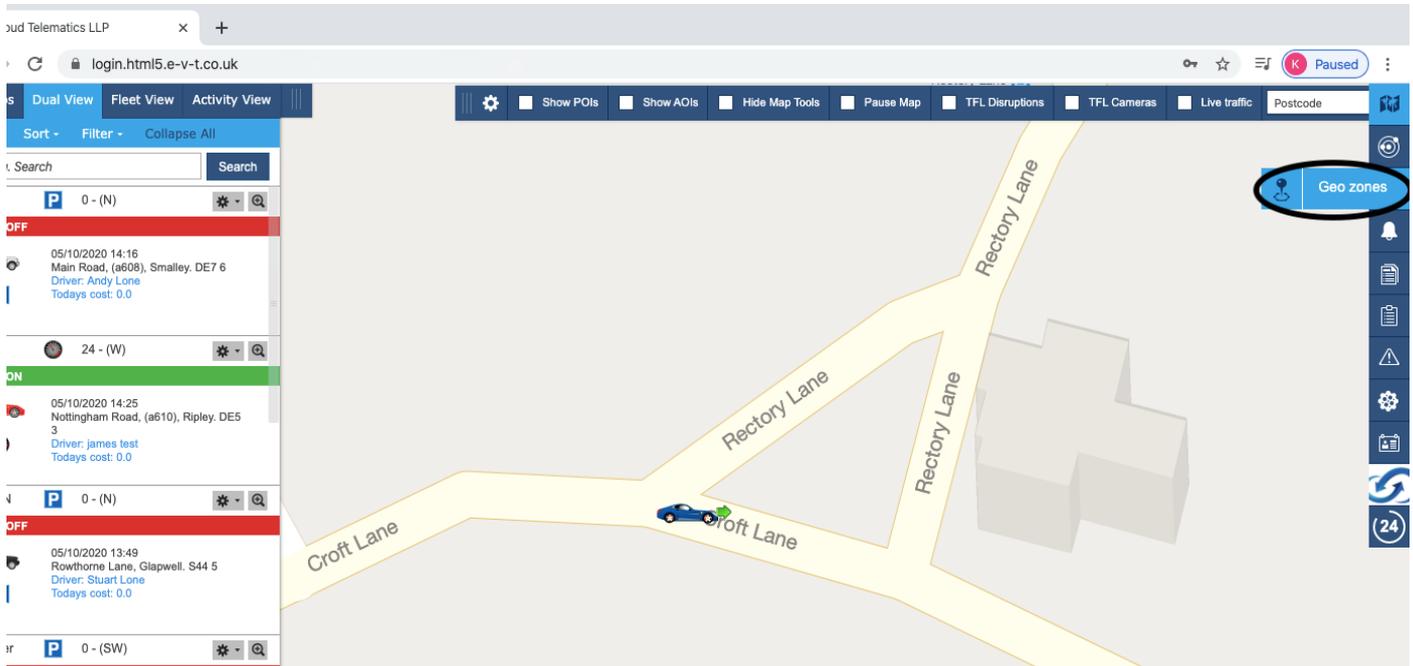
5 Time Filter:
Start Time: 00 00
End Time: 23 59



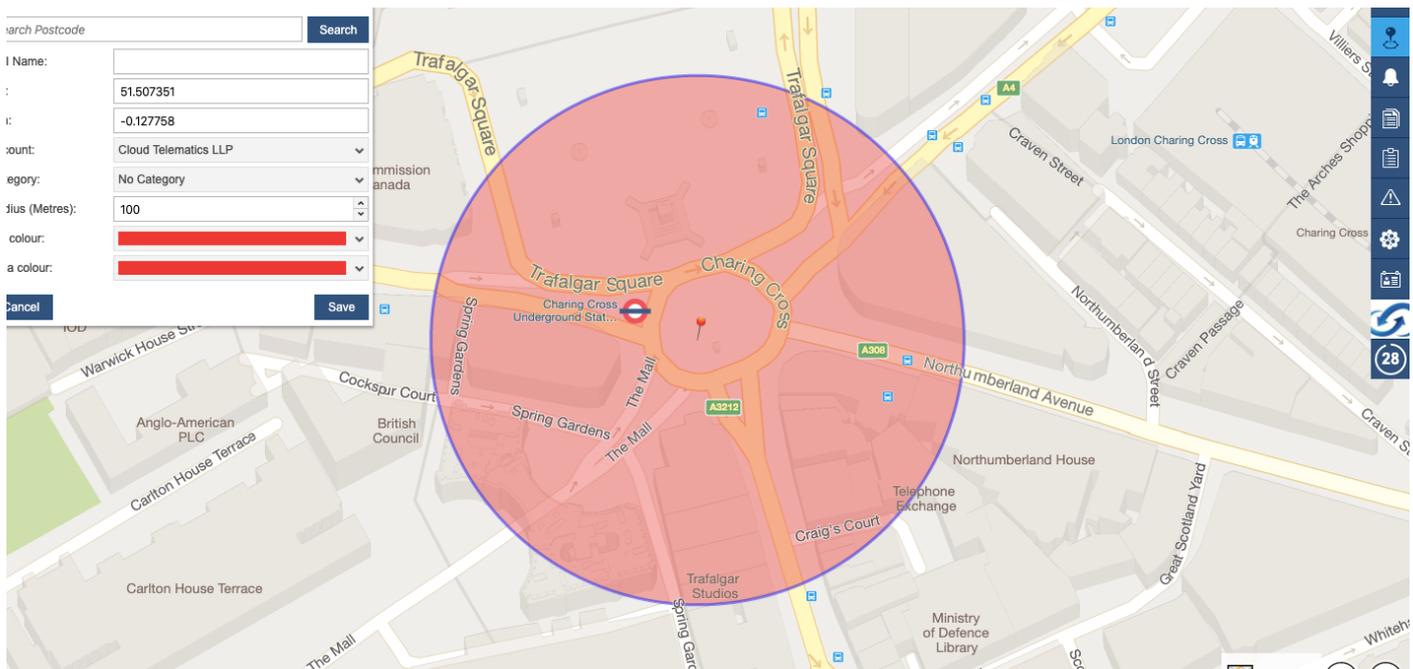
Geo Fence

Geo Fence allows you to set up an area such as a work site or banned zone where you can track your vehicles as they enter or leave a specific area designated by yourself.

1. From the main portal screen click on the Geo zones tab on the right hand side.



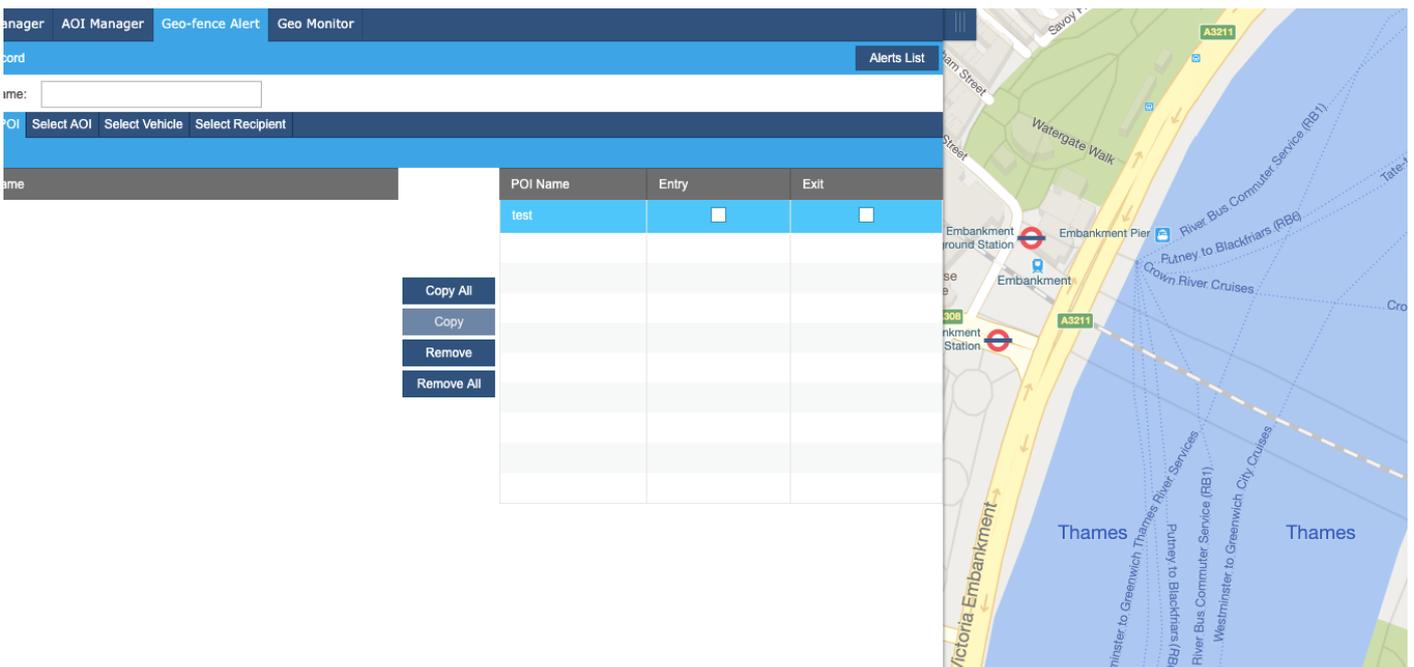
2. To create a POI (Point of Interest) type the address in the search bar and it will take you to the location. In the POI tab you can give it a name, change the radius of the Geo-Zone and the colour of the pin and area. After all this is completed click save.



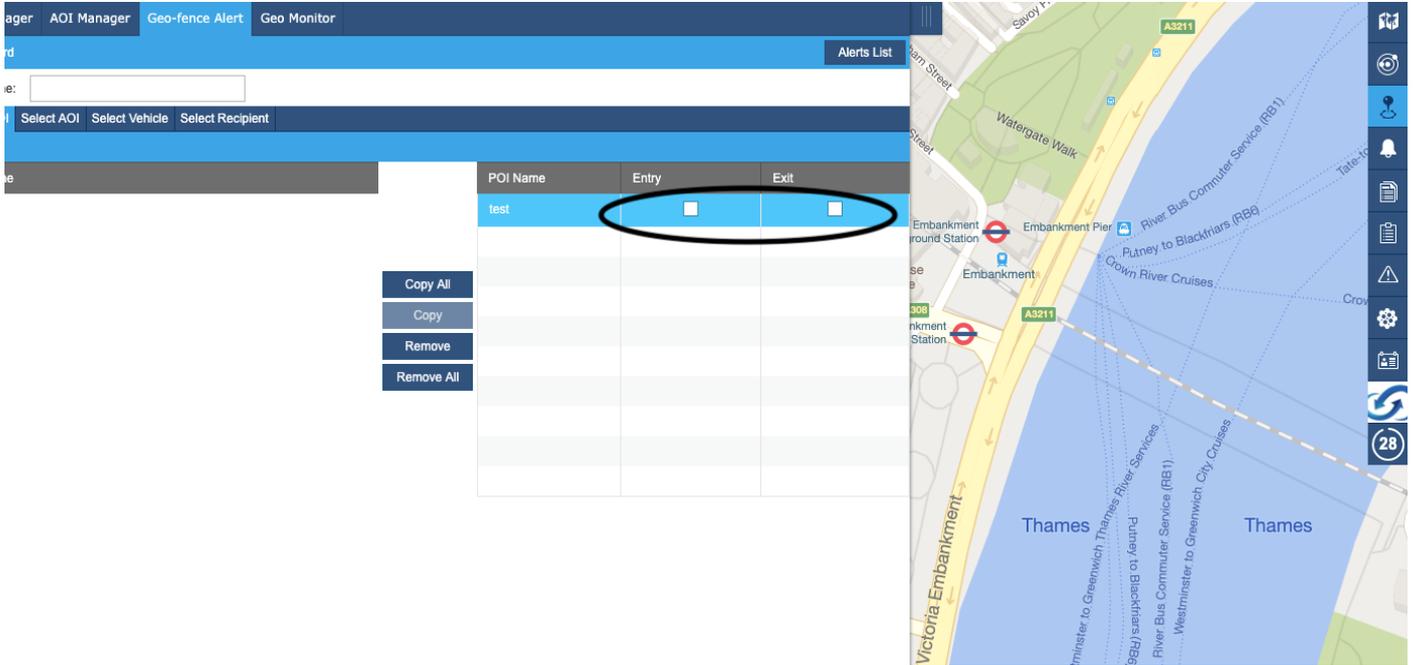
3. To Create an AOI (Area of Interest) type in the address you are looking for then left click on the map where you want the Geo-Fence to cover. Once you are happy with the Geo-Fence you have created Right click on the map and it will come up with Pins on the map (as shown below). When you have named the Geo-Zone and are happy with the area chosen, click save.



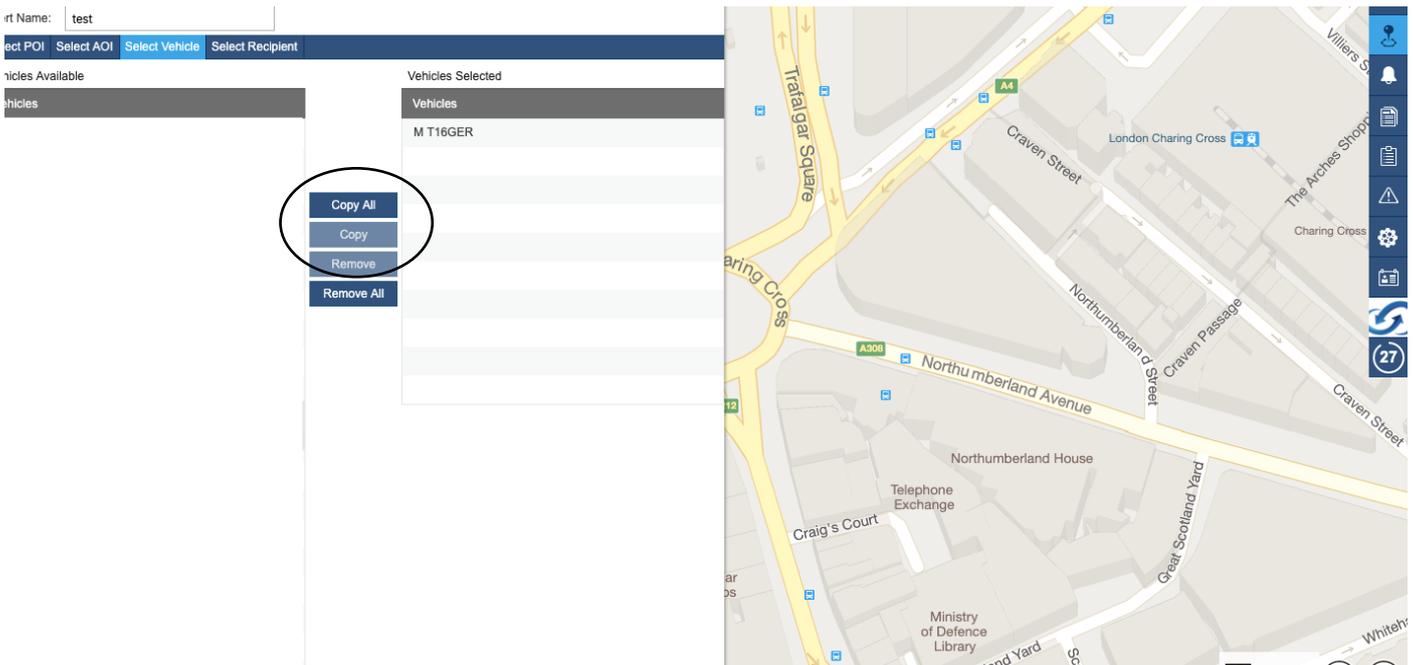
4. The Geo-Fence Alert tab will allow you to create an email alert when a chosen vehicle enters or exits the Geo-Fence zone. You can select a POI and AOI on every report. Simply select each of them in the tabs and then select copy.



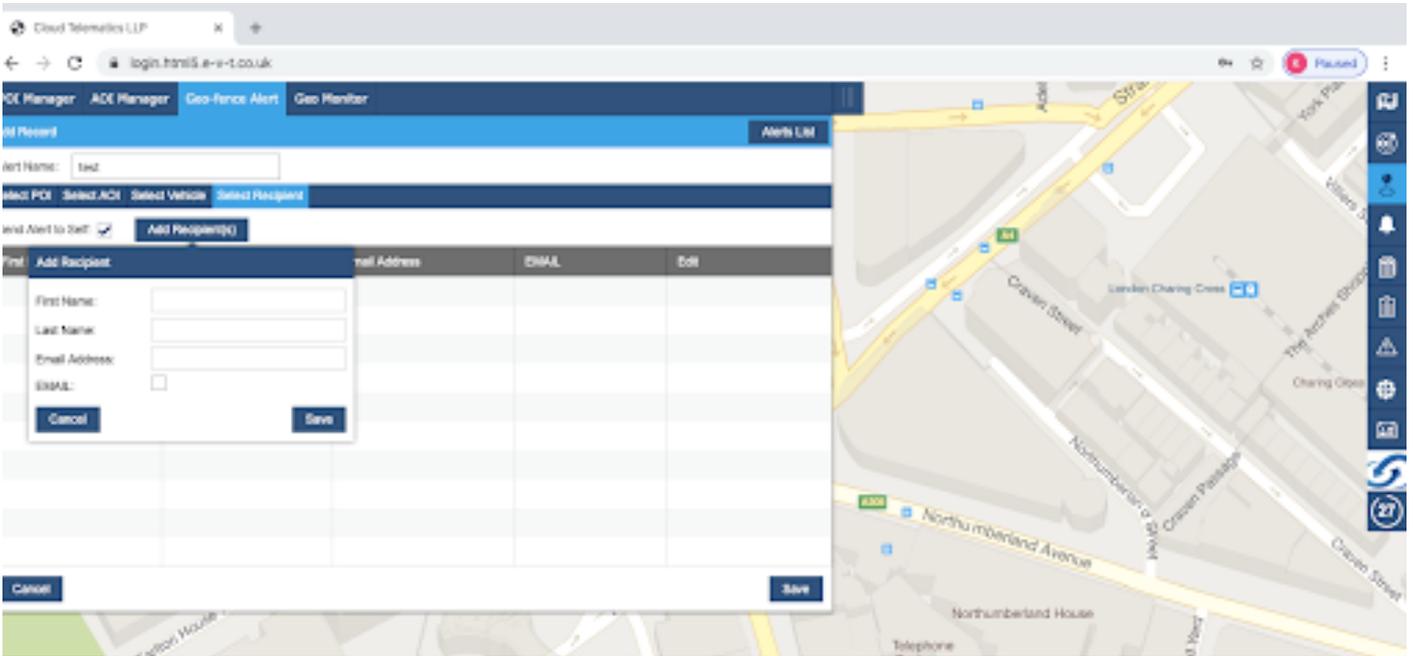
5. You can then select whether you want an alert on zone entry, exit or both by ticking the boxes.(circled below)



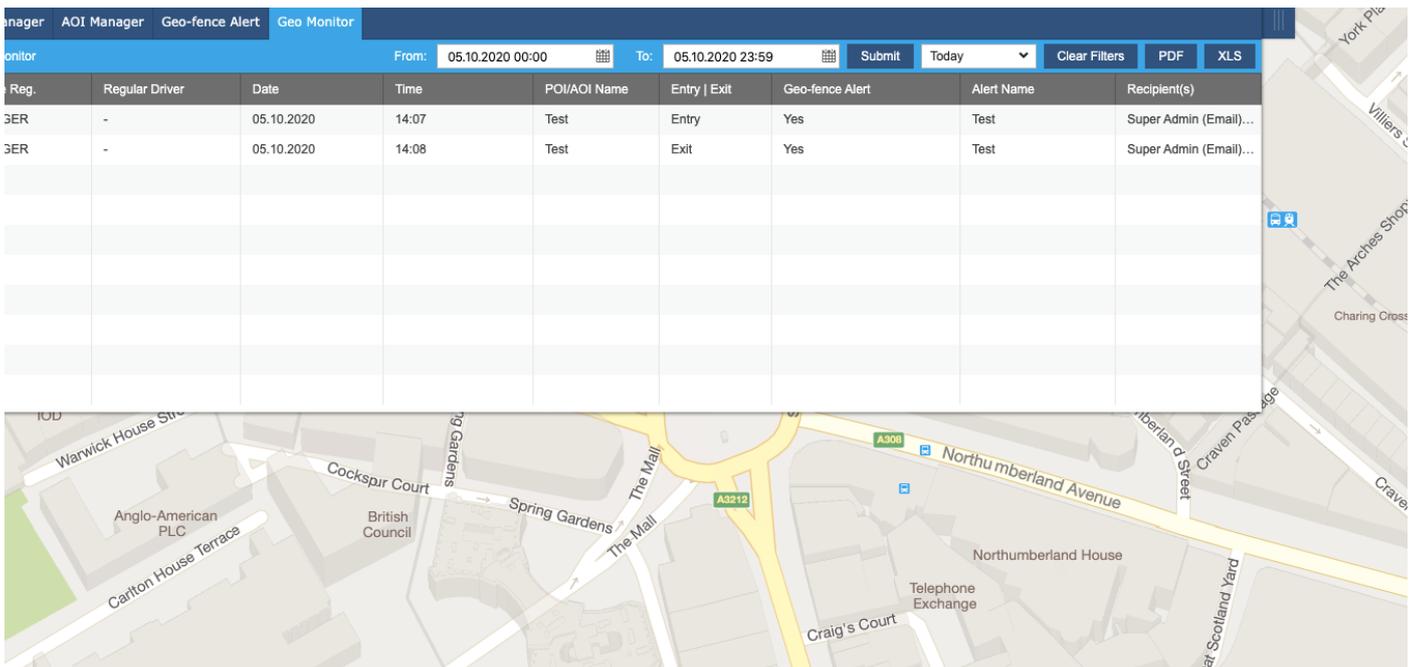
6. Then you can select the vehicle you are wanting the report for and click copy.



7. Then select the recipient tab click Add Recipient and enter all your details and tick the email box if you want an email sending to you then click save.



8. When the vehicle triggers the alert it will show like this on the portal.



9. When a selected vehicle enters or exits the Geo-zone, your alert email will look like this.

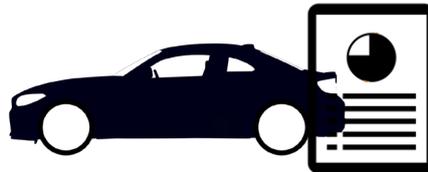


GEO-FENCE ALERT

Hello

This is Geo-fence Alert for M T16 it has exited from the Test
at 14:08 on 05.10.2020.

Regards,
Geo-fence Alert Manager



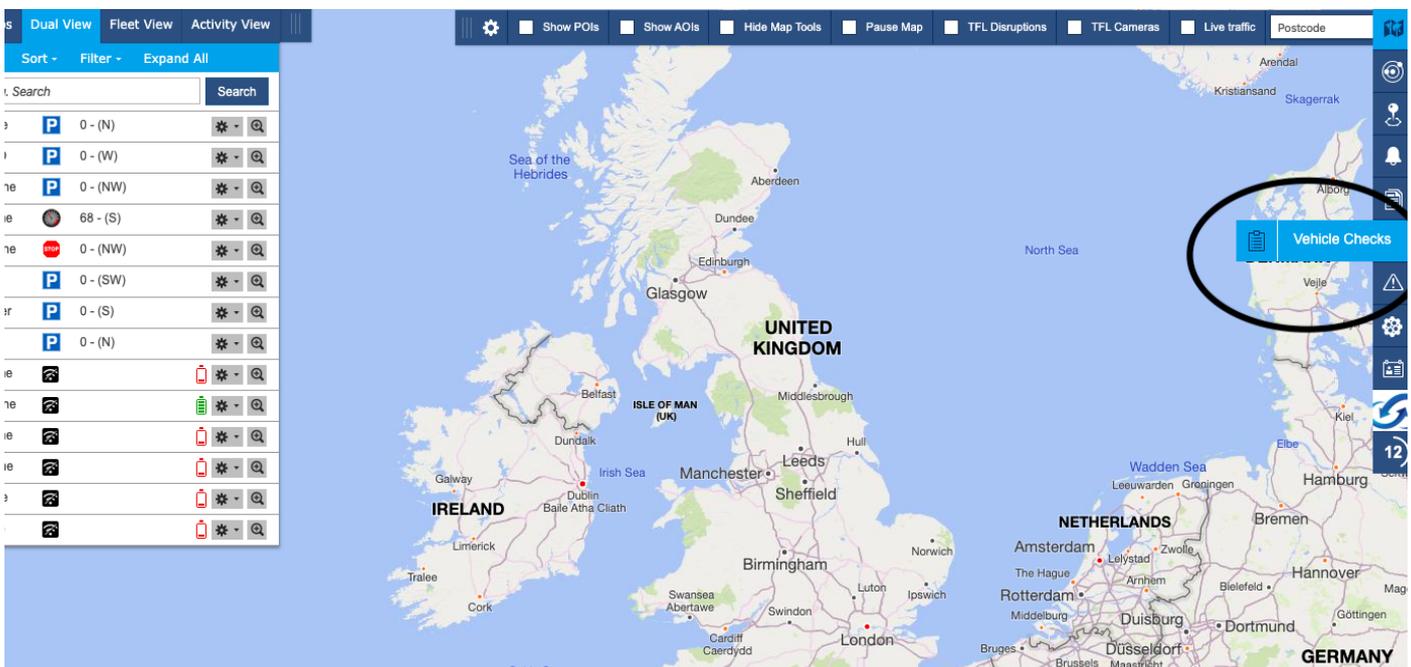
Driver Defect Report

This section will show you how to create a checklist and assign to vehicles and how to use the driver vehicle check app as well as how to read the vehicle check report.

Creating a Checklist and Assigning to the vehicles



1. Once logged into the tracking portal select Vehicle Checks on the right hand side of the page.



2. Select the new checklist tab to create the checklist for the drivers.



3. Once you have clicked the + icon, a box will appear to create a new 'daily checks.' You can then edit the 'type of response' to have different checklist options. Create the 'Checklist name' and then click save as issued.

New Checklist
✕

Checklist Name:

General Information	Type of Response
Vehicle Registration	<input type="text" value="1.....J"/>
Fleet ID	<input type="text" value="Text Field"/>
Odometer Reading	<input type="text" value="Text Field"/>
Driver Fitness	<input type="radio"/> Yes <input type="radio"/> No
Tacho Card Inserted	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
Shift Start Time	<input type="text" value="Clock Time Selector"/>
Daily Checks	Type of Response
<input type="checkbox"/> Wipers / Washers / Windscreen	<input type="radio"/> Checked - No Defect(s) <input type="radio"/> Checked - Minor Defect(s) <input type="radio"/> Checked - Safety Critical Defect(s) <input type="radio"/> Not Applicable
<input type="checkbox"/> Steering / Brakes	<input type="radio"/> Checked - No Defect(s) <input type="radio"/> Checked - Minor Defect(s) <input type="radio"/> Checked - Safety Critical Defect(s) <input type="radio"/> Not Applicable
<input type="checkbox"/> Fuel / Oil / Water	<input type="radio"/> Checked - No Defect(s) <input type="radio"/> Checked - Minor Defect(s) <input type="radio"/> Checked - Safety Critical Defect(s) <input type="radio"/> Not Applicable
<input type="checkbox"/> Tyres & Wheel Nuts	<input type="radio"/> Checked - No Defect(s) <input type="radio"/> Checked - Minor Defect(s) <input type="radio"/> Checked - Safety Critical Defect(s) <input type="radio"/> Not Applicable
<input type="checkbox"/> Tachograph Unit	<input type="radio"/> Checked - No Defect(s) <input type="radio"/> Checked - Minor Defect(s) <input type="radio"/> Checked - Safety Critical Defect(s) <input type="radio"/> Not Applicable
<input type="checkbox"/> Brakes & Hoses / Electric Couplings	<input type="radio"/> Checked - No Defect(s) <input type="radio"/> Checked - Minor Defect(s) <input type="radio"/> Checked - Safety Critical Defect(s) <input type="radio"/> Not Applicable

4. Then select Vehicle List, select all the vehicles you want the checklist to be assigned to with the tick boxes on the left hand side. Then select Assign Checklist and you will then be able to choose your checklist to assign.

Unchecked Vehicles
19.02.2020 00:00 To: 19.02.2020 23:59
Submit Today Clear Filters PDF XLS New Checklist Checklists **Vehicle List** Notifications Manage Drivers

No.	Vehicle Reg.	Fleet ID	Driver Name	Date Time	Location	Postcode	POI/AOI	Odometer	Notes	Defect	Created by	View	Comment	Status
3581	EF64SLZ	1425	Testnew											Open

Group
 Company Vehicles
 Company Vehicles
 Test Vehicles

Vehicle Reg.	Fleet ID	Mal	Vehicle Description	Assigned Checklist Name
T16GAT	-	Por	Porsche Cayenne Andy	Default Checklist
EF64 SLZ	358174068300772	BW	EF64 SLZ	14022020
VDRAA	-	-	VDRAA	Default Checklist



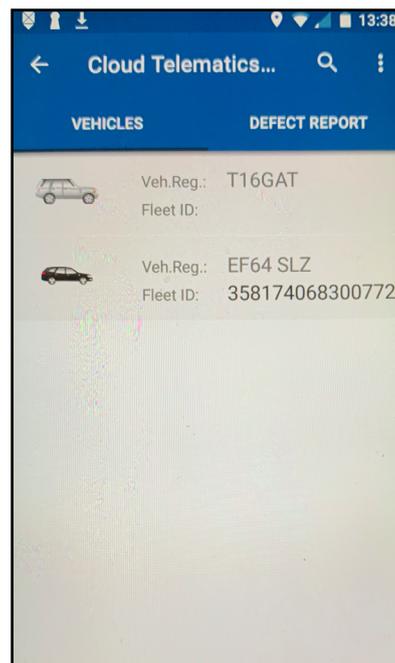
Using the driver vehicles check app



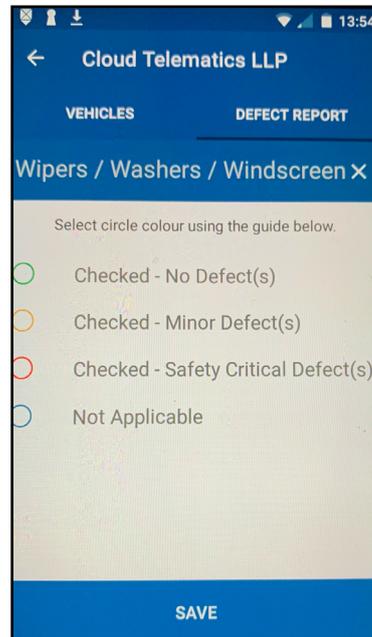
1. Log into the app using your username and password, this screen will come up straight away. Select the company tab that you work for.



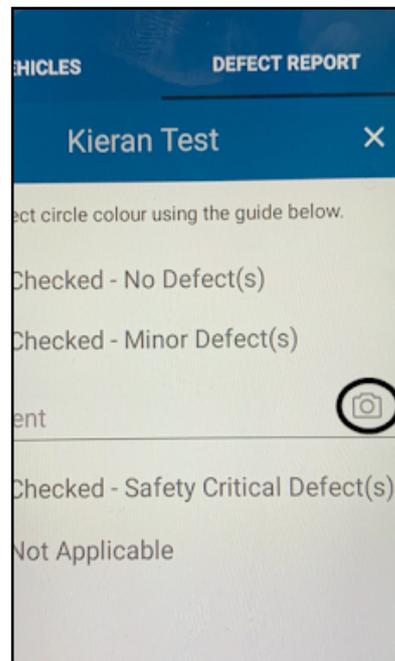
2. From the list of vehicle registrations, select your vehicle.



3. View all of the available checks, if there are any defects make sure to select the one that best describes the vehicle accurately and add notes if any defects. If no defects apply to your vehicle click not Applicable.



4. If there is a defect on any part of the vehicle you can click the camera icon to take a picture of the defect as shown here.



5. Once all checks are completed press save to complete the report.

← Cloud Telematics LLP

VEHICLES DEFECT REPORT

- Spray Suppression
- 5th Wheel Couplings Security
- Excessive Engine / Exhaust Smd
- Under-run Protection
- Warning Signs/Decals
- In-cab Technology (Cameras, Sidescan etc)

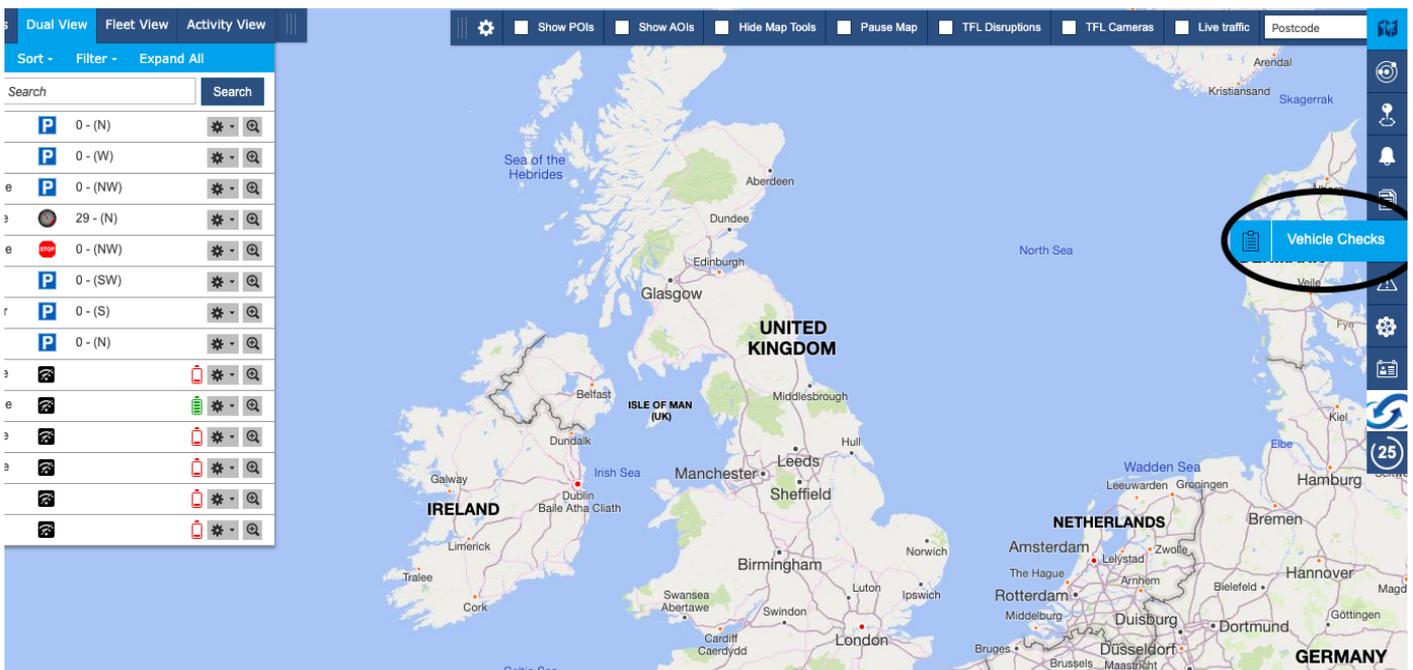
Notes

SAVE

Reading the vehicle check reports



1. Once logged into the Tracking Portal select the Vehicle Checks tab on the right hand side of the page.



2. Click on the “eye” symbol shown below in the view column of the driver report you want to check.

Defect No.	Vehicle Reg.	Fleet ID	Driver Name	Date / Time	Location	Pericels	PC/DNI	Odometer	Notes	Defect	Fixed By	View	Comment	Status
15334	EPG4SL2	3561742	test01@test	19-02-2023 0...	GPS services unavailable...	-	-	6263	No	No	Engelbert HL...			Open
15335	Testrow	1425436	test01@test	19-02-2023 0...	GPS services unavailable...	-	-	4445	No	Checked...	Engelbert HL...			Open
15336	EPG4SL2	3561744	Super Admin	19-02-2023 1...	SHIRLEY ROAD, RIPLEY	DCS 3	PCF Clous...	19506	Stop	Checked...	Super Admin			Open



3. The report will appear as shown below. If there are any defects that are reported they will appear with the comments next to them of the specific defects that have been reported.

The screenshot displays a software interface for vehicle management. At the top, there's a navigation bar with 'Vehicles' and 'Unchecked Vehicles' tabs. Below this, a date range filter is set from '19.02.2020 00:00' to '19.02.2020 23:59'. The main content area is titled 'Vehicle Defect Report 15337' and includes a 'PDF' button. The report details are as follows:

- Driver Name:** Super Admin
- Vehicle Registration:** T16GAT
- Fleet ID:** (blank)
- Date:** 19.02.2020
- Time:** 18:53:15
- Odometer Reading:** 10000

The 'Daily Check' section contains two columns of items, each with a green status indicator:

- Wipers / Washers / Windscreen (comment: small crack in screen)
- Steering / Brakes
- Fuel / Oil / Water
- Tyres & Wheel Nuts
- Tachograph Unit
- Brakes & Hoses / Electric Couplings
- Body / Wings / Load Security
- Lights / Reflectors / Battery
- Mirrors / Indicators / Horn
- Rear / Side Lights & Markers
- Speed Limiter
- Speedometer
- Spray Suppression
- 5th Wheel Couplings Security
- Excessive Engine / Exhaust Smoke
- Under-run Protection
- Warning Signs/Decals
- In-cab Technology (Cameras, Sidescan etc)

Below the checklist is a 'Notes' section with the text 'test'. The 'Checklist Information' section shows 'Checklist Name: Default Checklist' and 'Checklist Revision: 1.0'. A 'Seen by:' field is present but empty. A map of Ireland is visible in the bottom left corner.

On the right side, there's a 'Vehicle List' table with columns: Read By, View, Comment, Status. The table contains three rows:

Read By	View	Comment	Status
Engelbert Hu...	👁️	💬	Open 🔒
Engelbert Hu...	👁️	💬	Open 🔒
Super Admin	👁️	💬	Open 🔒

At the bottom right, there's a vertical sidebar with various icons, including a '29' notification badge.