CloudTelematics

TRACKING USER GUIDE 2020/2021

VER 1.0

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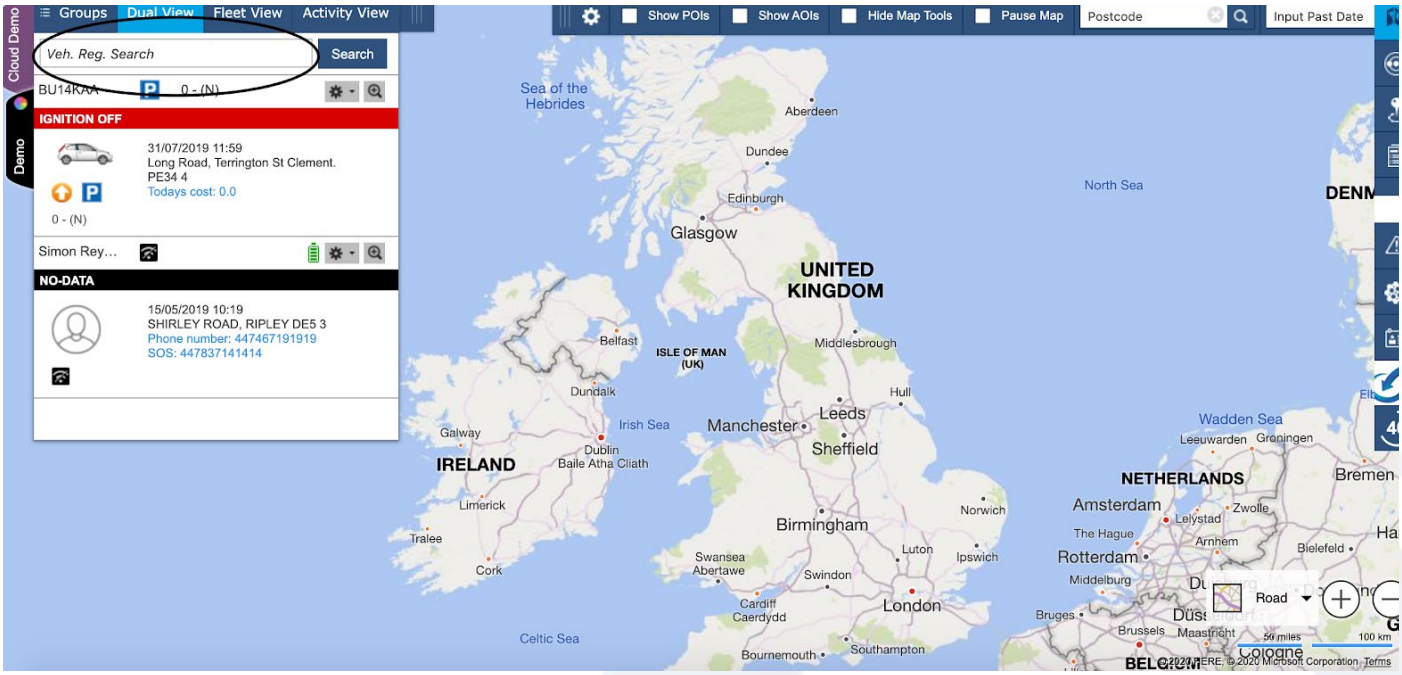
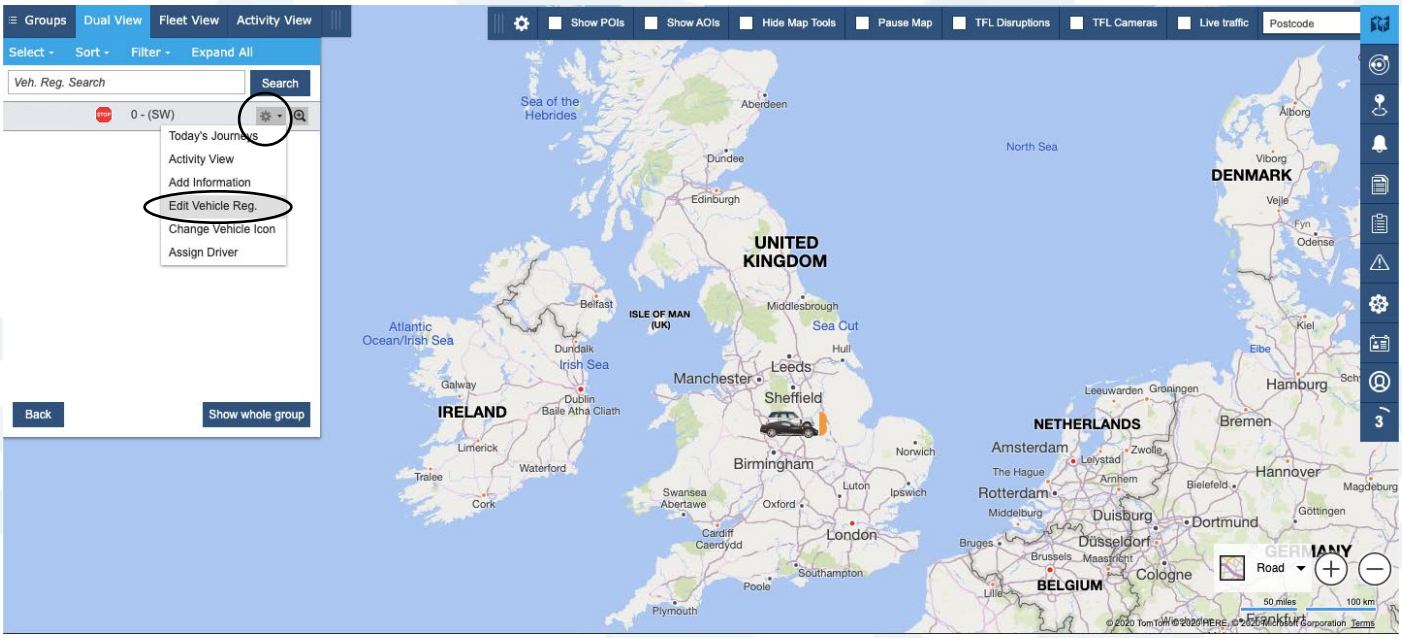
Editing your vehicle registration

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

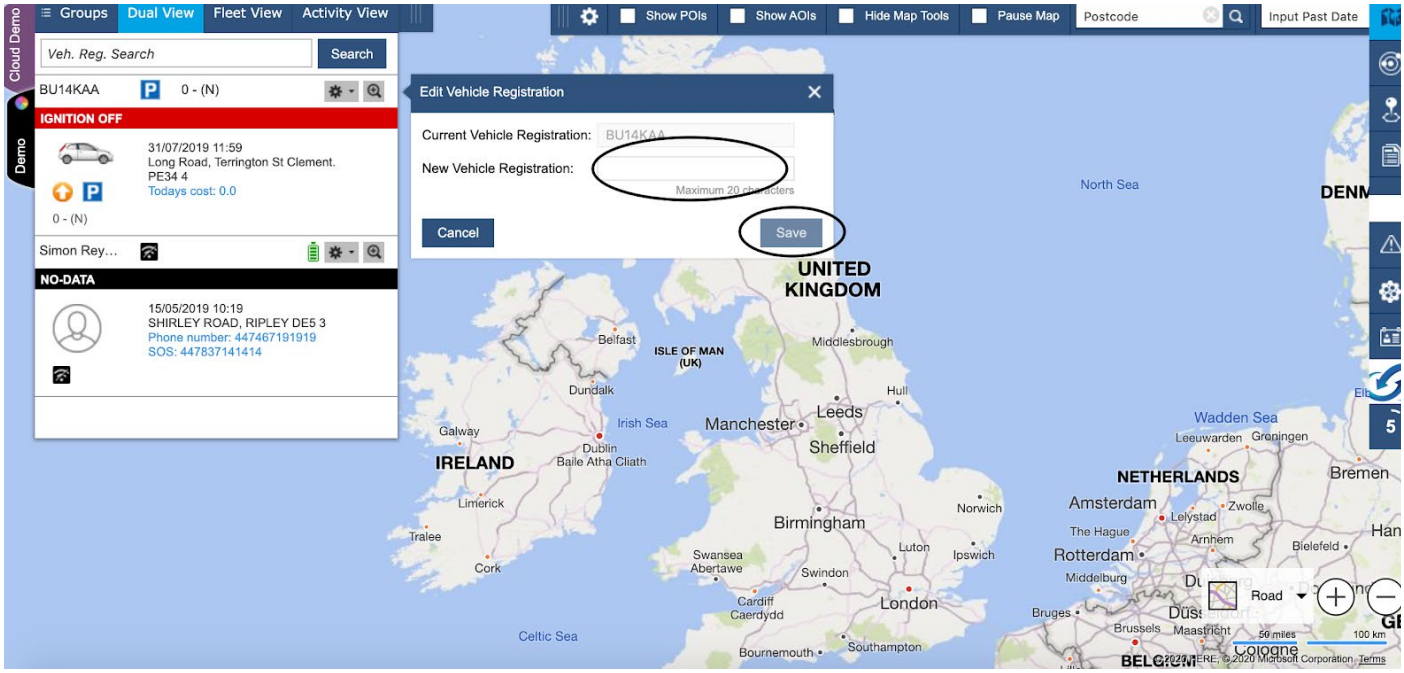
1.From the portal homescreen use the search bar shown below to enter the vehicle registration you want to change



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.



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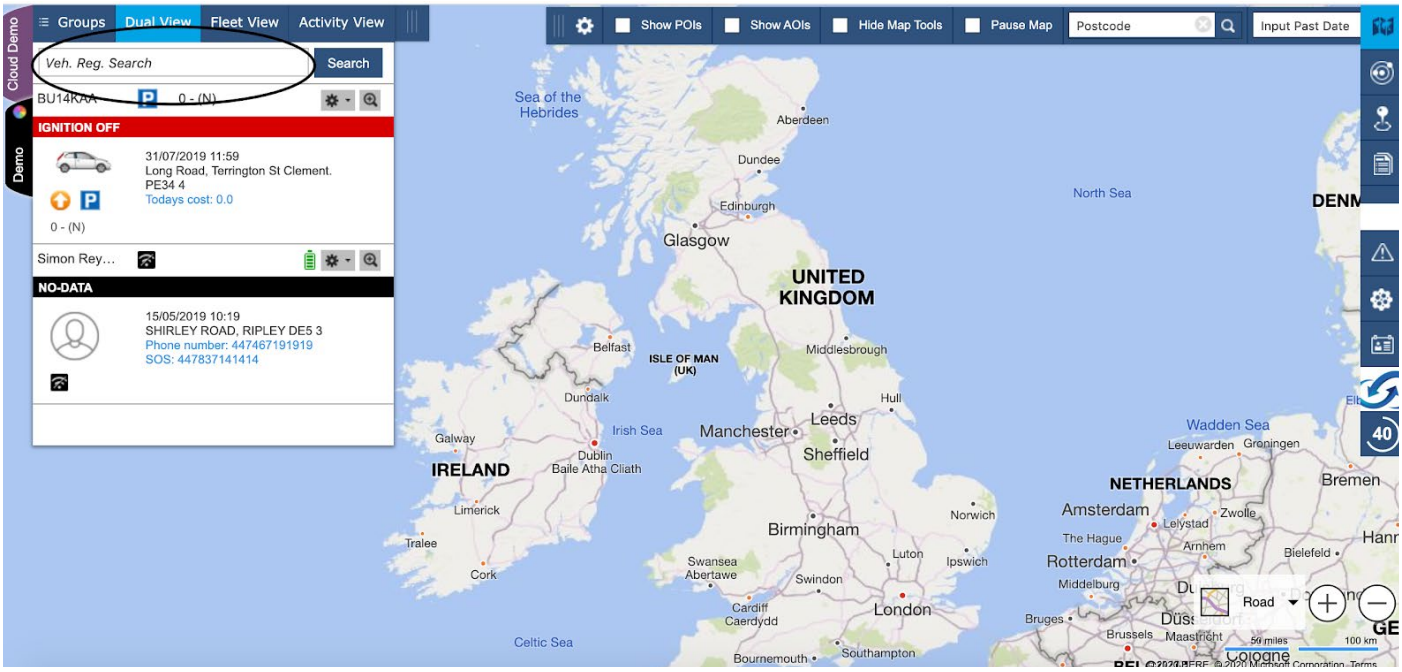
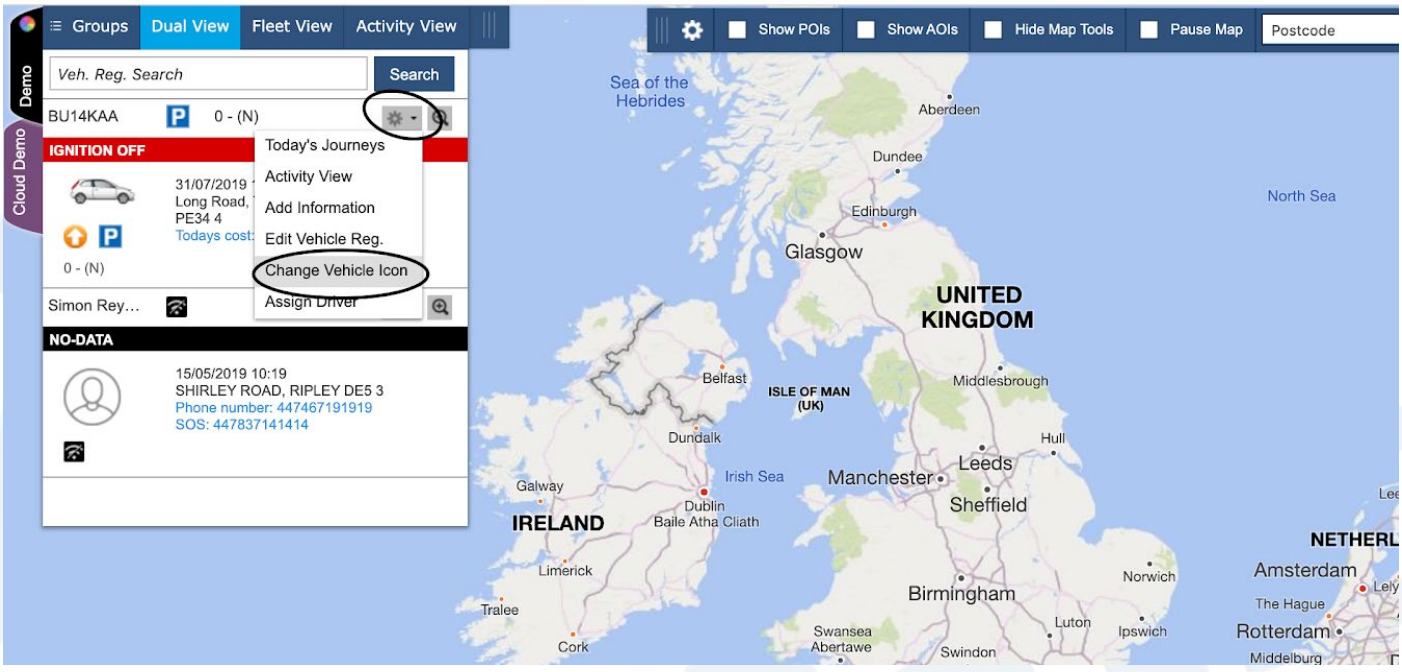
Editing your vehicle icon

If you would like to change your vehile 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.

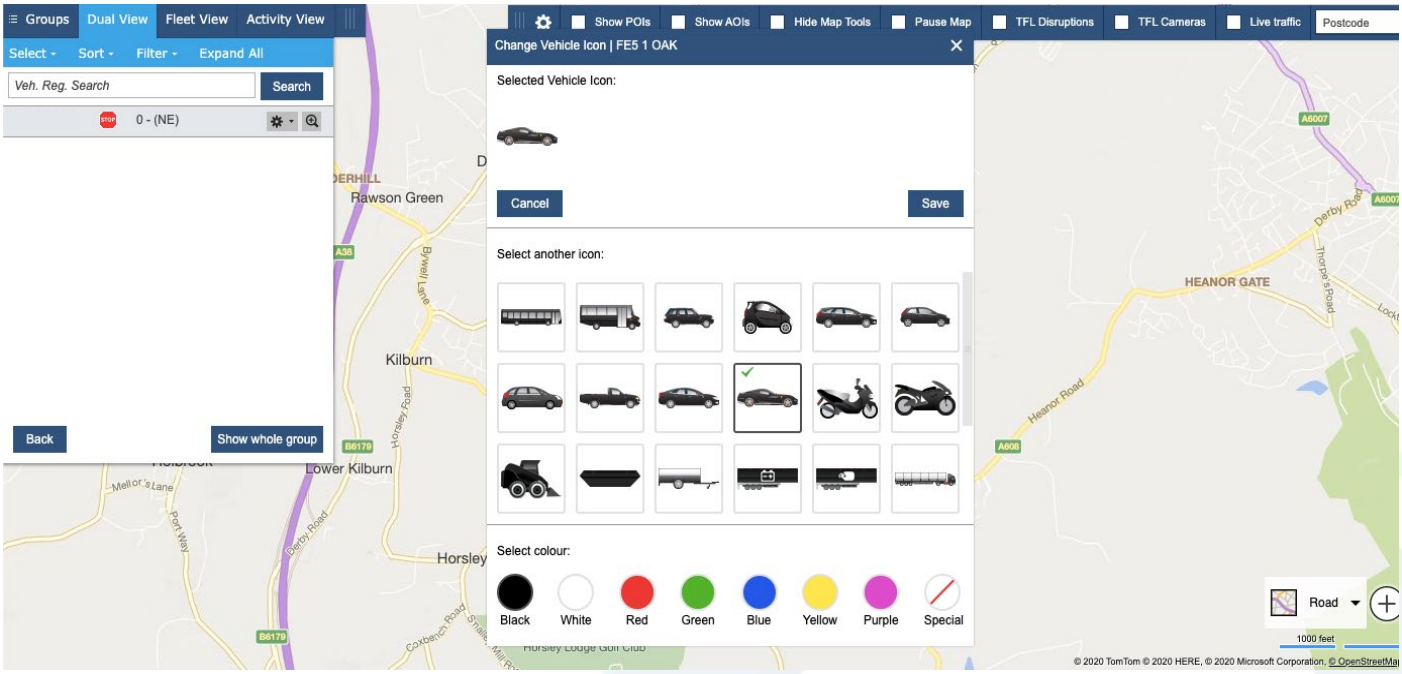
1.From the portal homescreen use the search bar shown below to enter the vehicle registration for the icon you want to change.



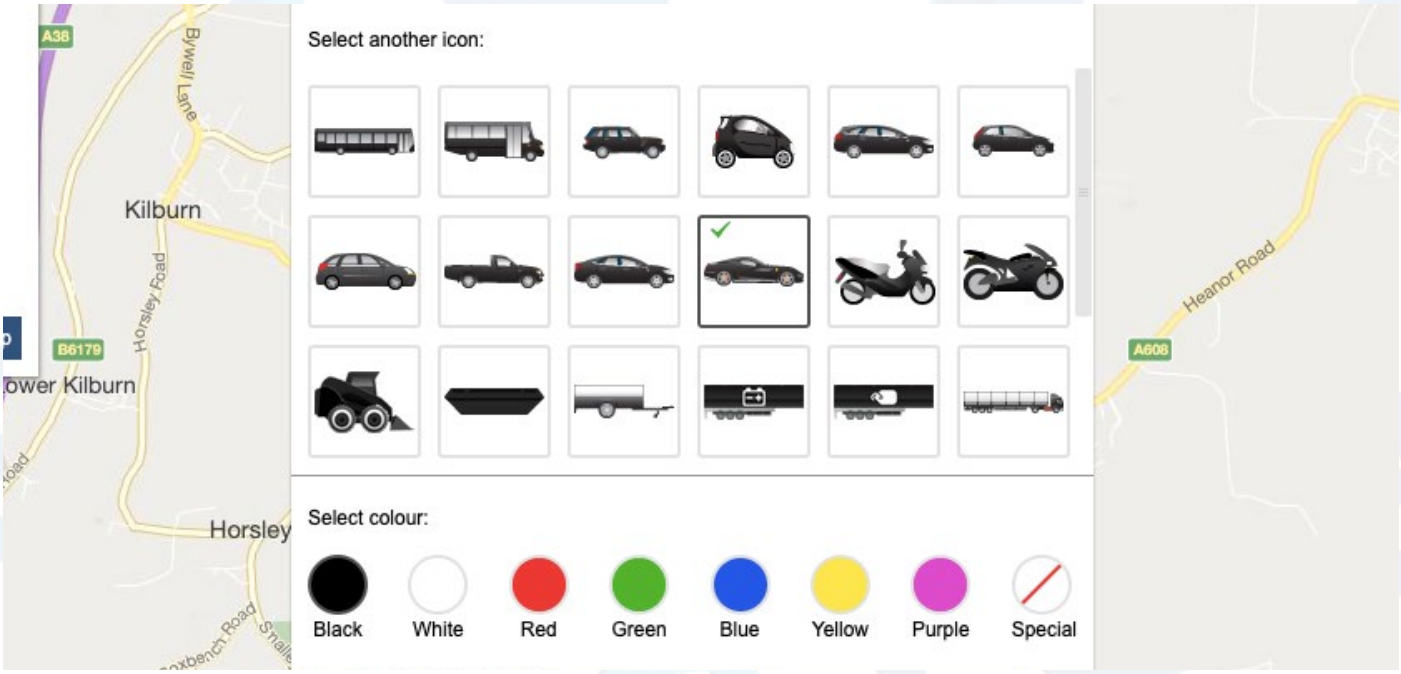
2.Once the vehicle appears select the settings cog then change the vehicle icon



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.



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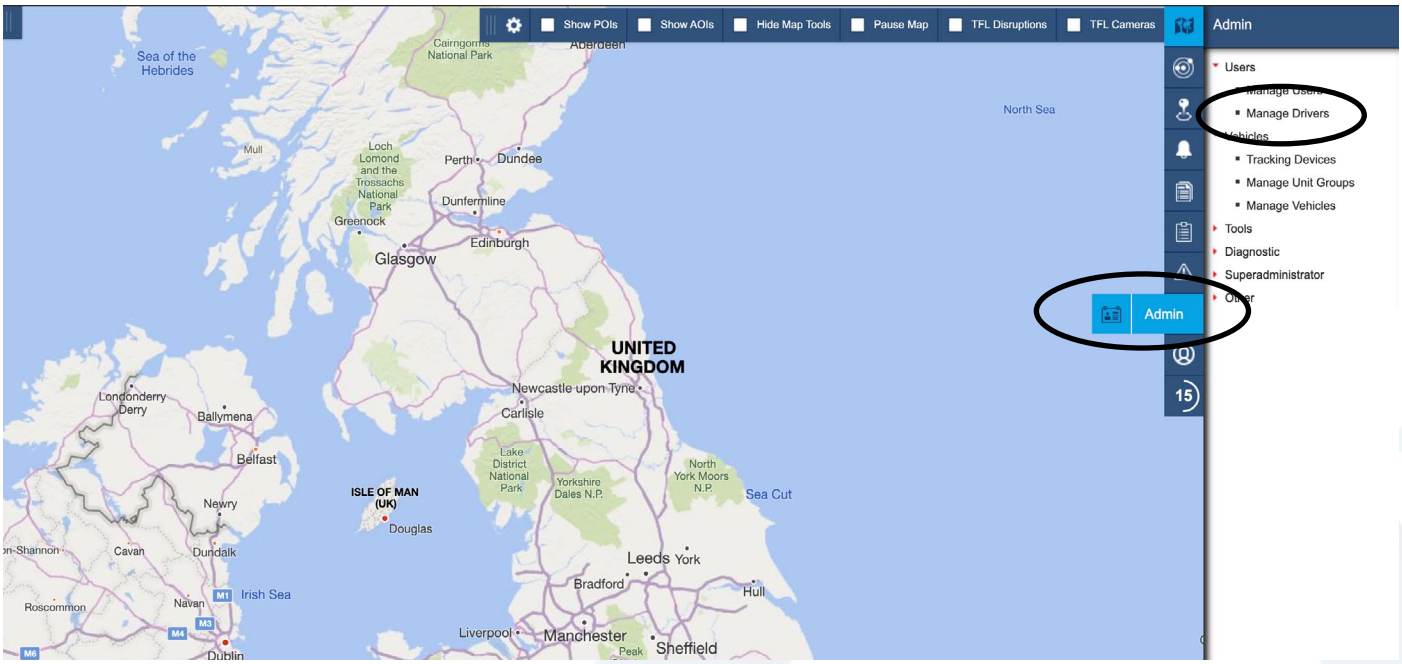
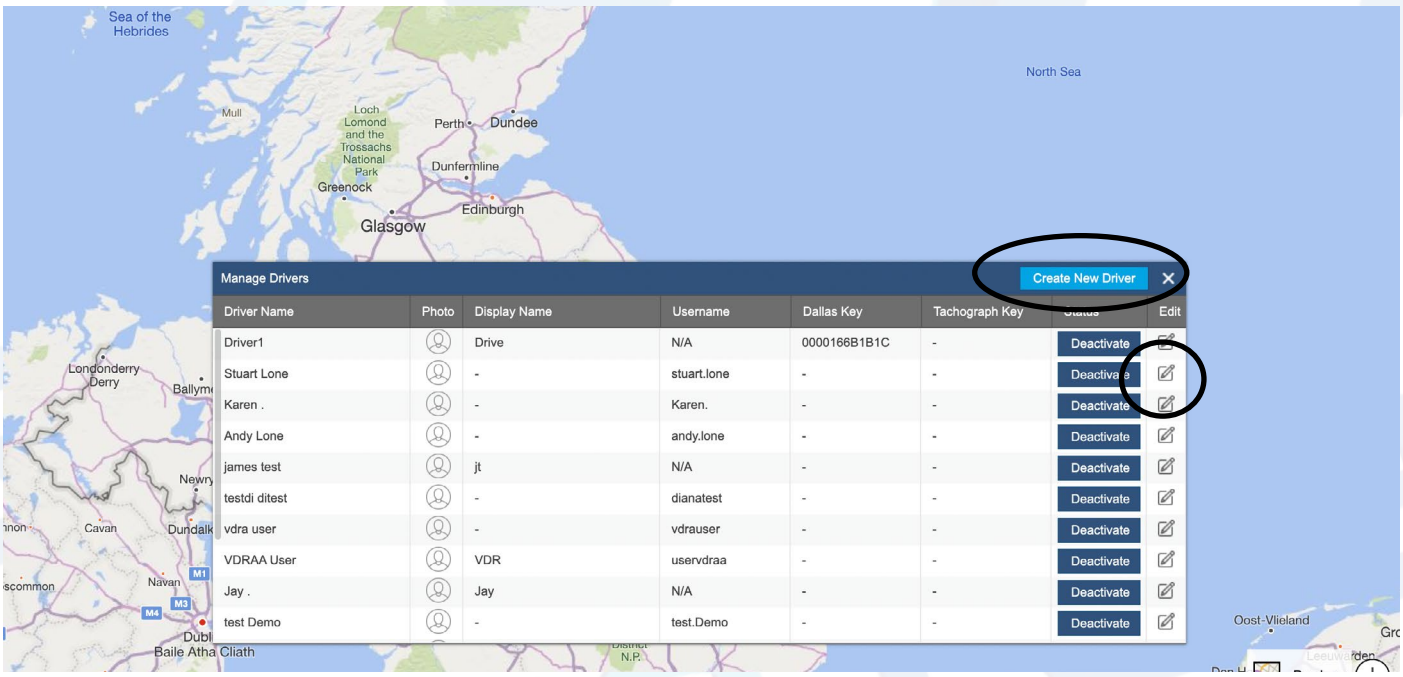
Creating and allocating driver names

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

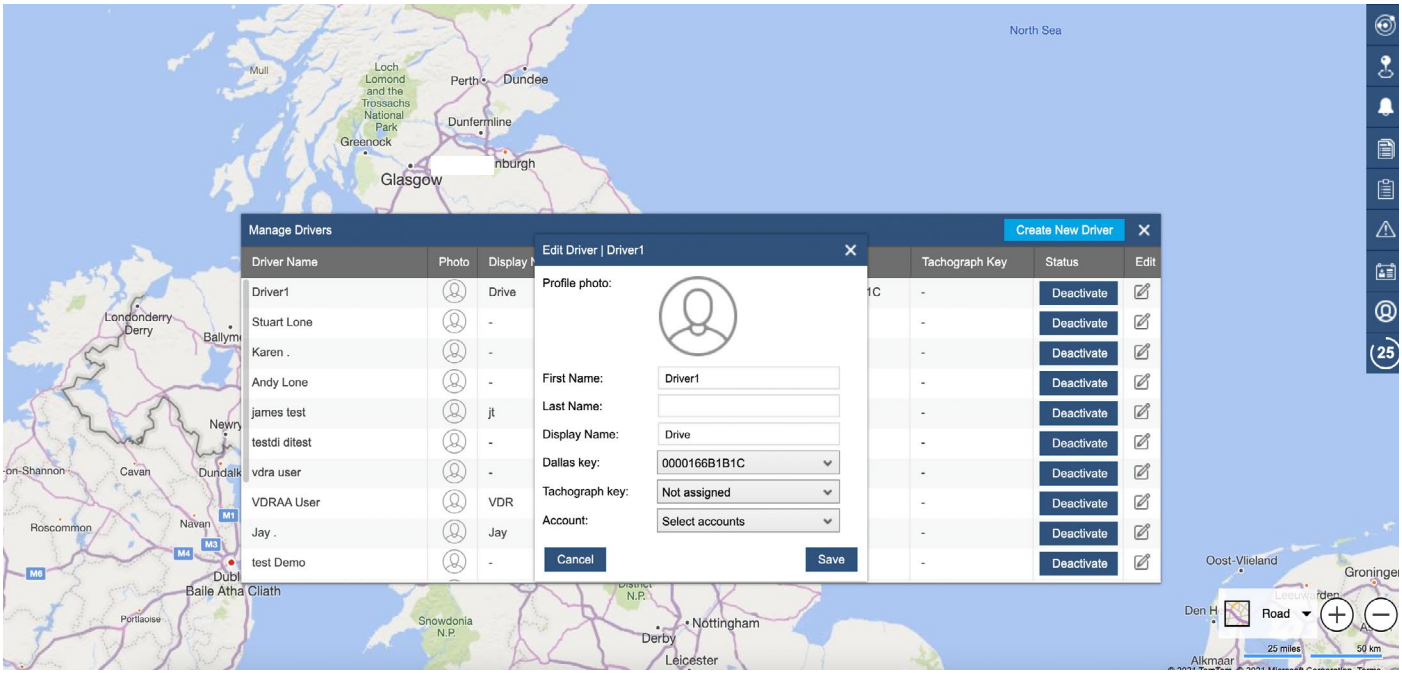
1. Once logged into the tracking portal select admin on the right hand side of the page and click the Manage Drivers option



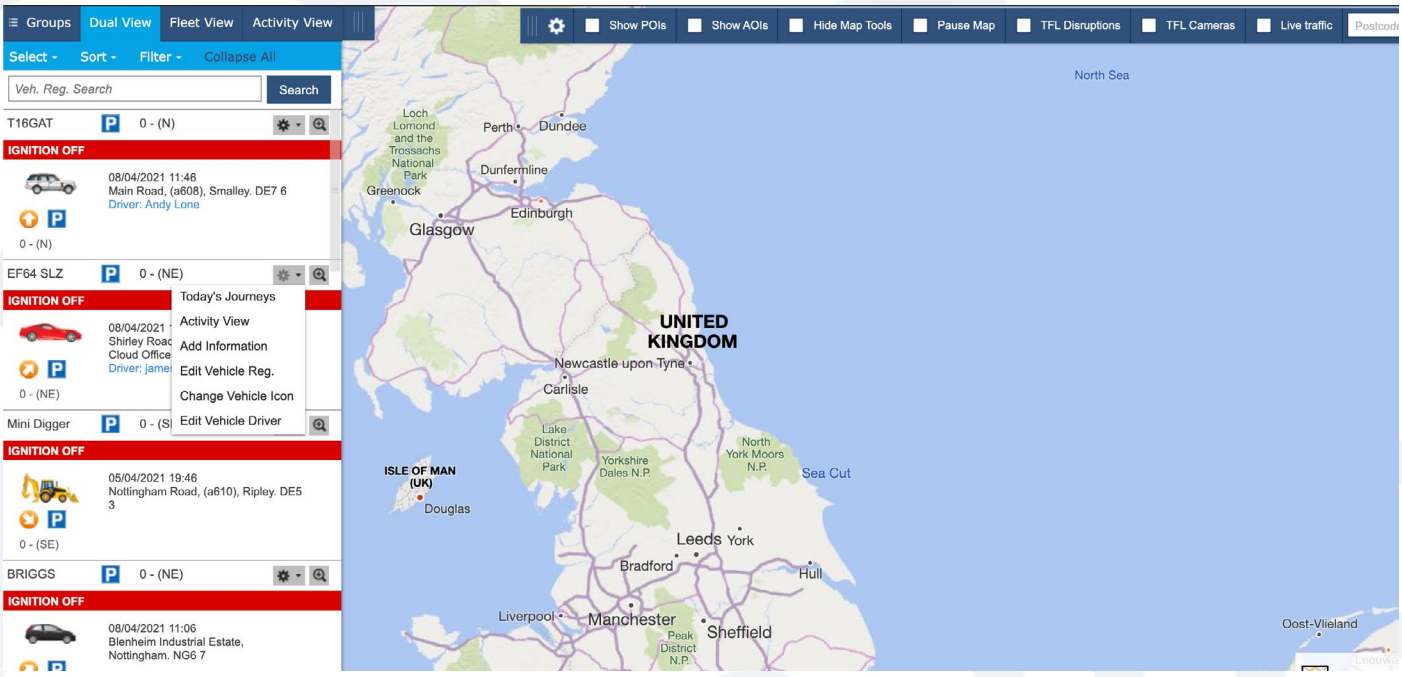
2.Then click the Create New Driver option to create a new driver or click on the edit button on the right hand side of the driver you would like to edit.



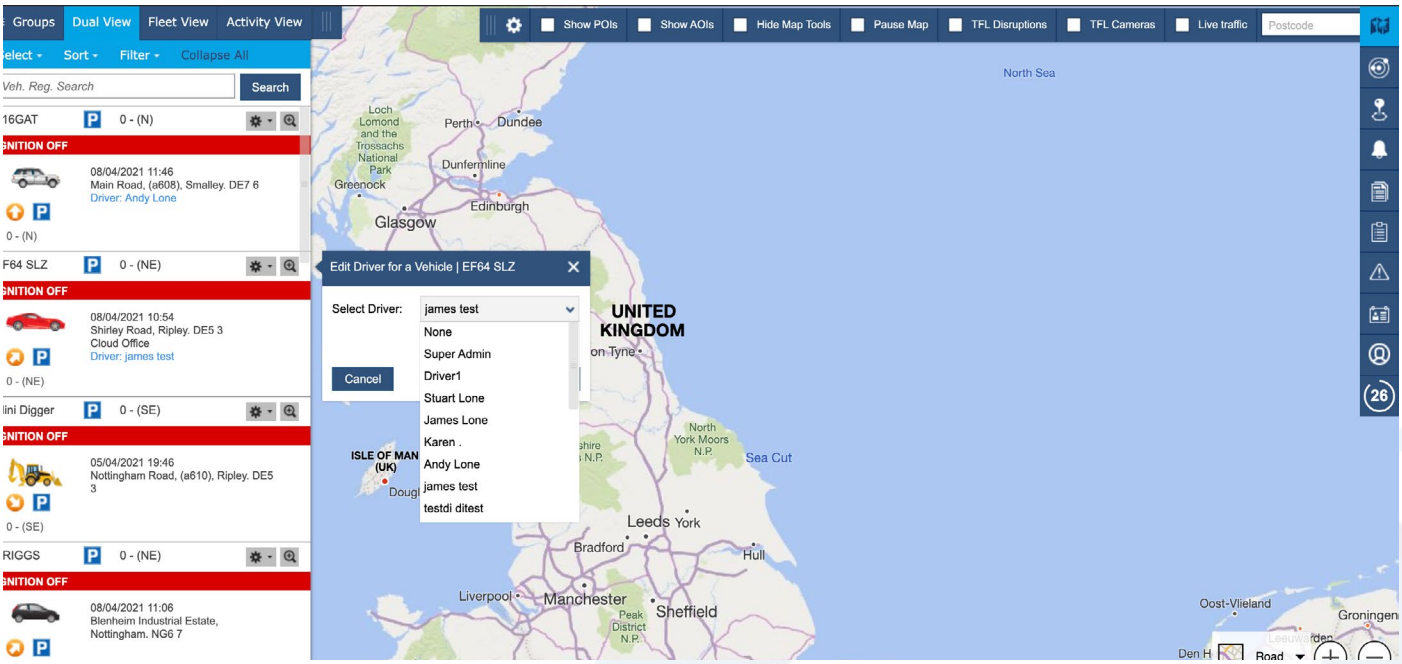
3. In the form box that pops up, fill in the details of the new or updated driver and click save.



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.



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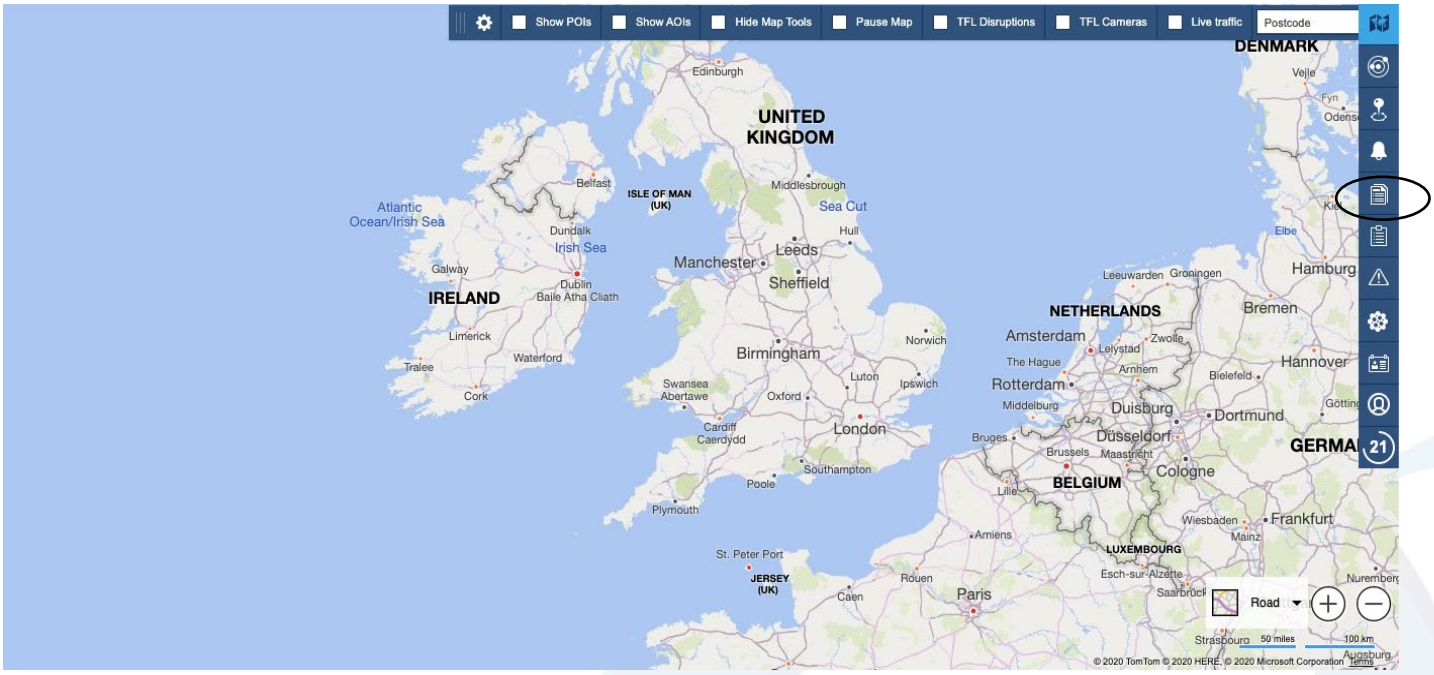
Generating Reports

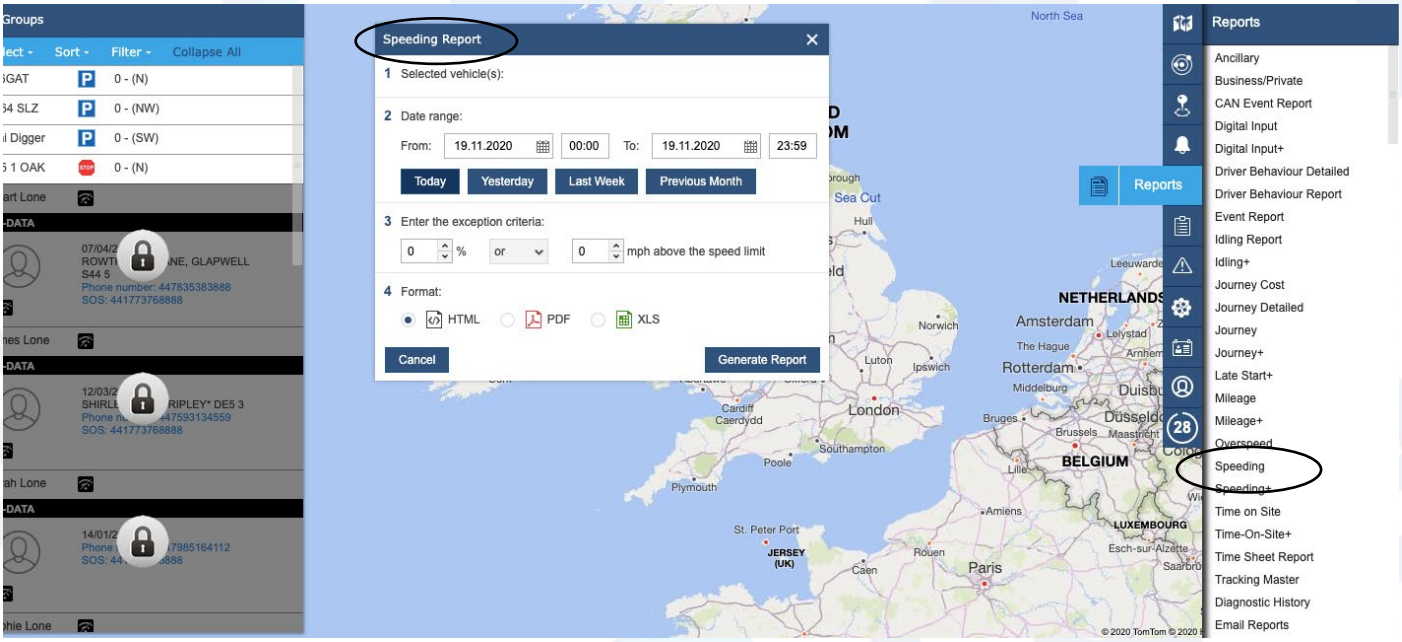
From our portal you can check and generate numerous reports such as driver behavior, journeys, mileage, events and vehicle speeds.

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.

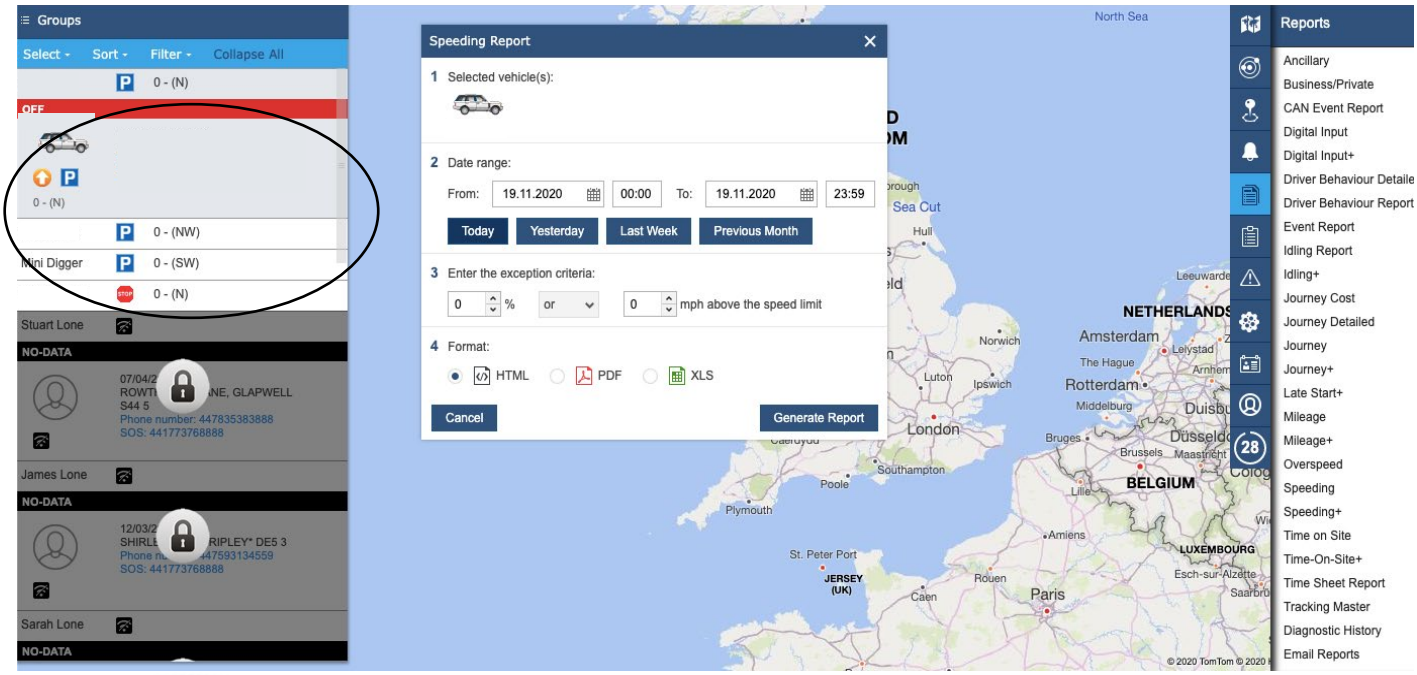
1. From the main portal screen click on the reports tab on the right hand side of the screen as shown below



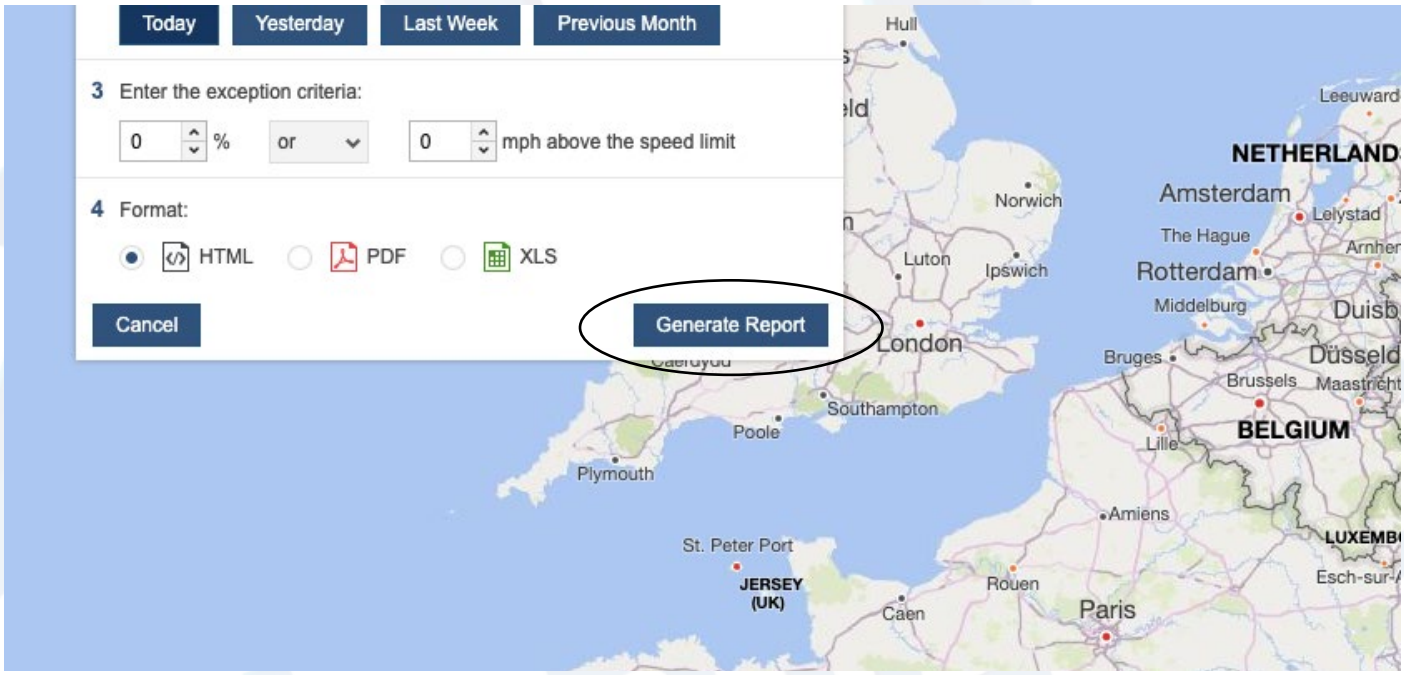
2. From the pop out menu you can choose an option to generate a report on for this example we will be choosing speeding.



3. Next you will need to select your vehicle from the groups tab on the left, select the date range and exeption criterea (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.



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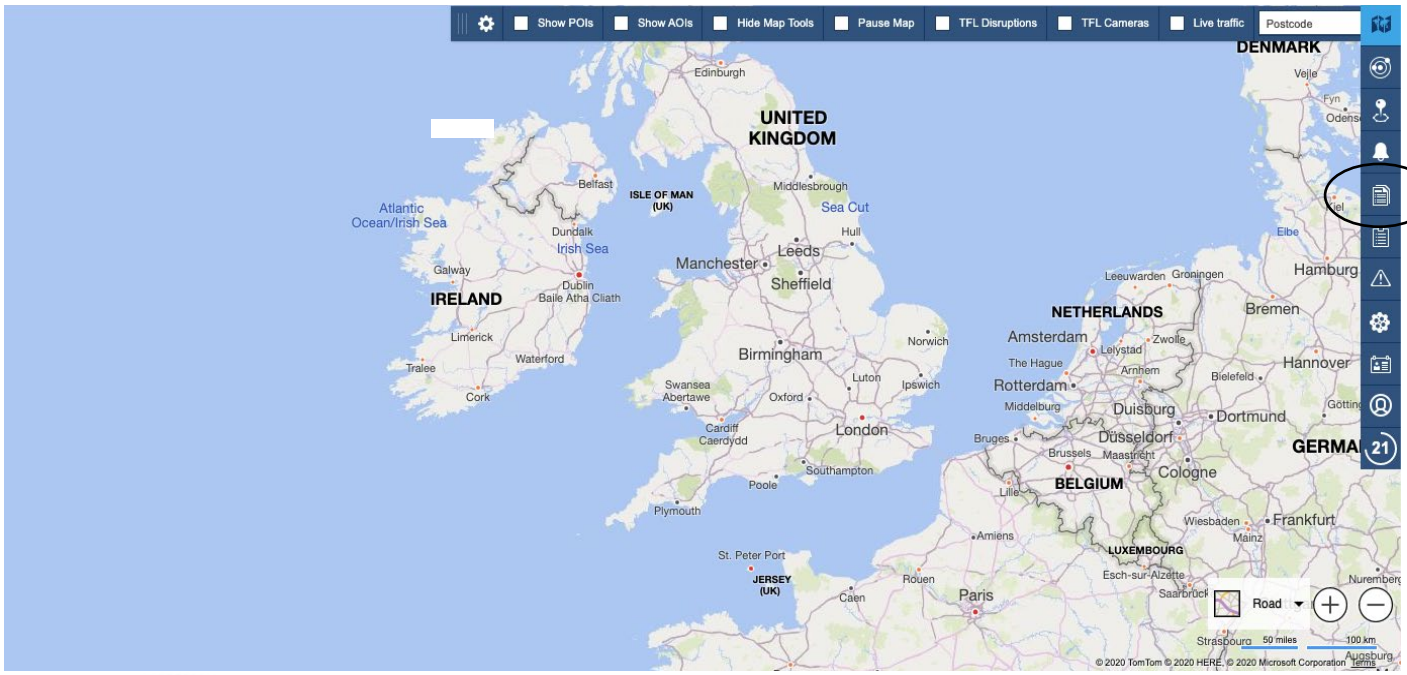
Email Reporting

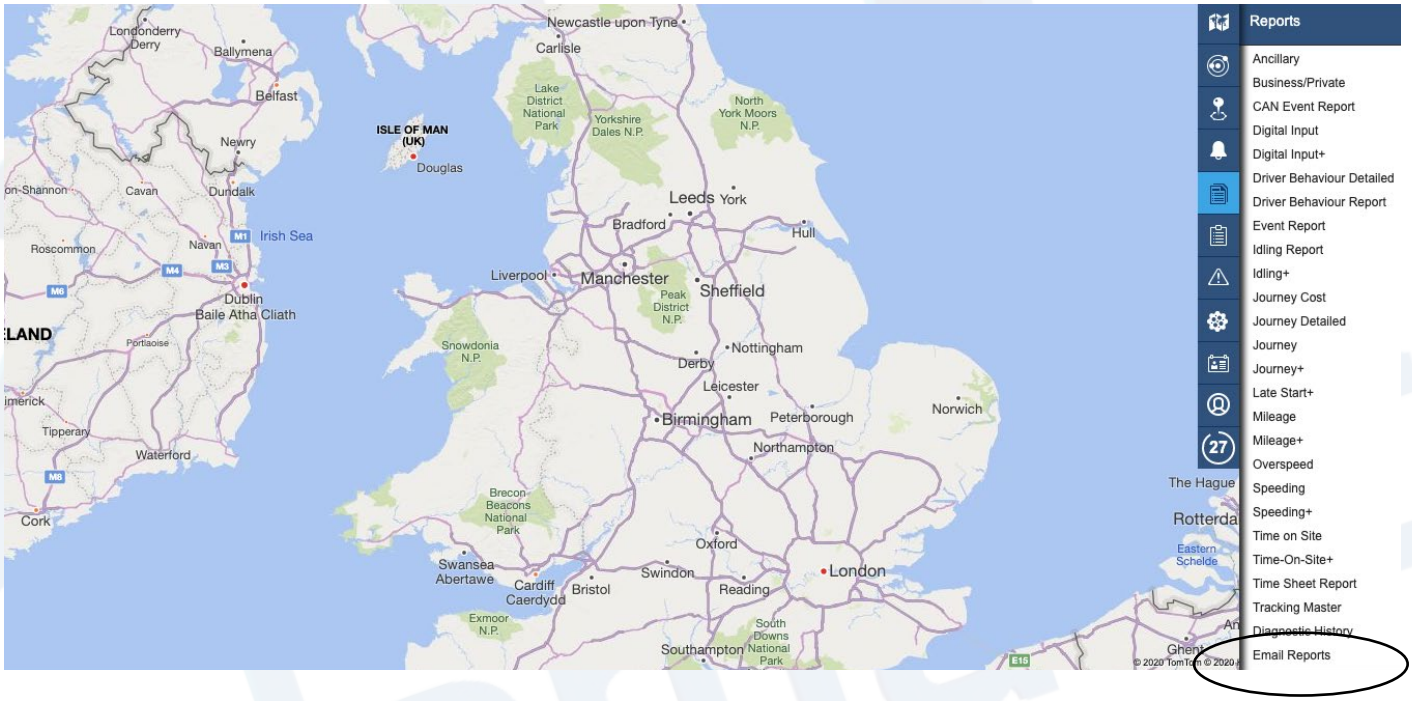
Our tracking portal also allows you to schedule reports on a recurring schedule, this can be set up to generate a report on a daily or weekly basis. helping you to easily keep track of driver activities.

These reports can be filtered by numerous activities such as time on site, journeys, speeding, driver behaviour and mileage.

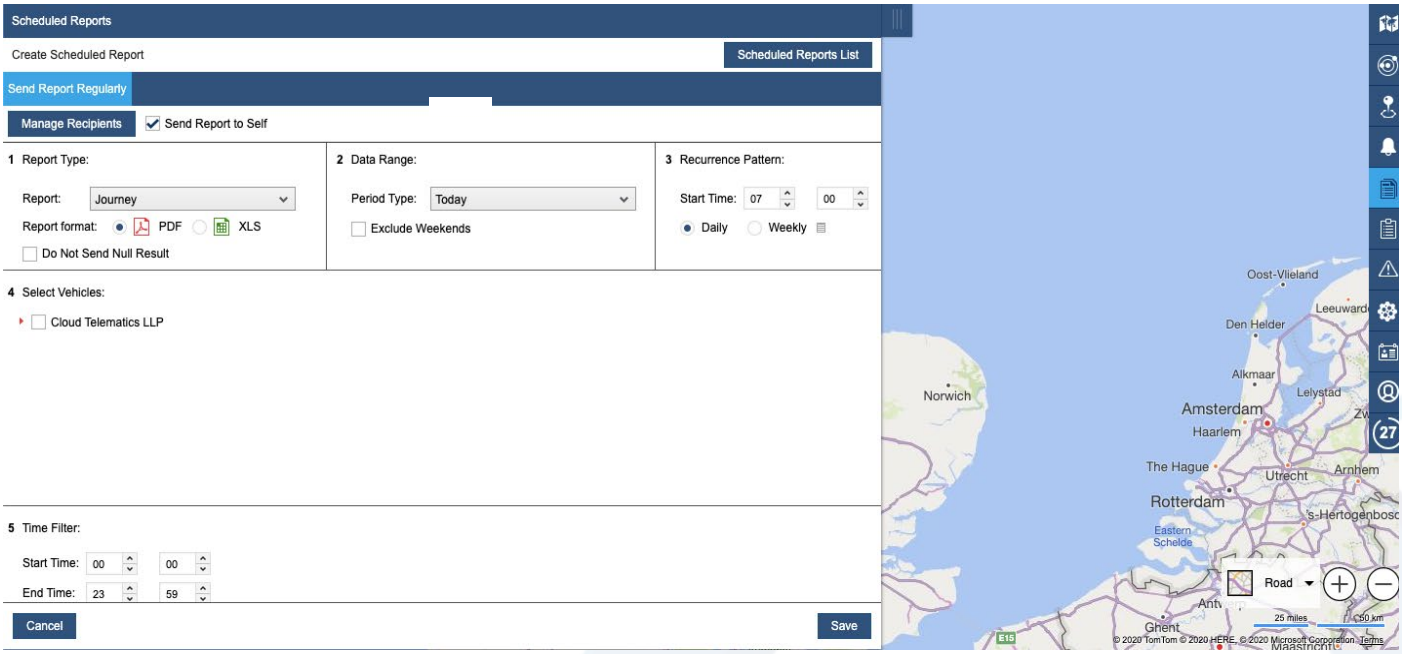
1. From the main portal screen, click on the reports tab on the right hand side.



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 slect 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.



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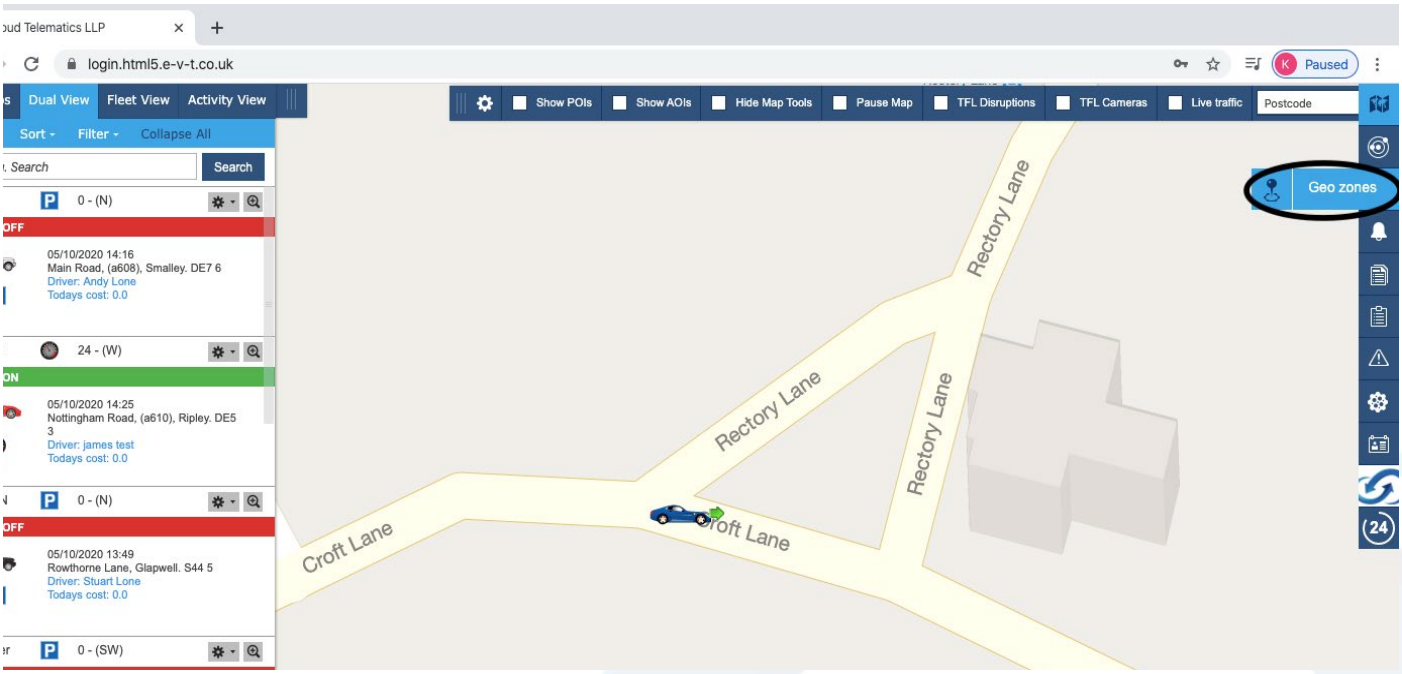
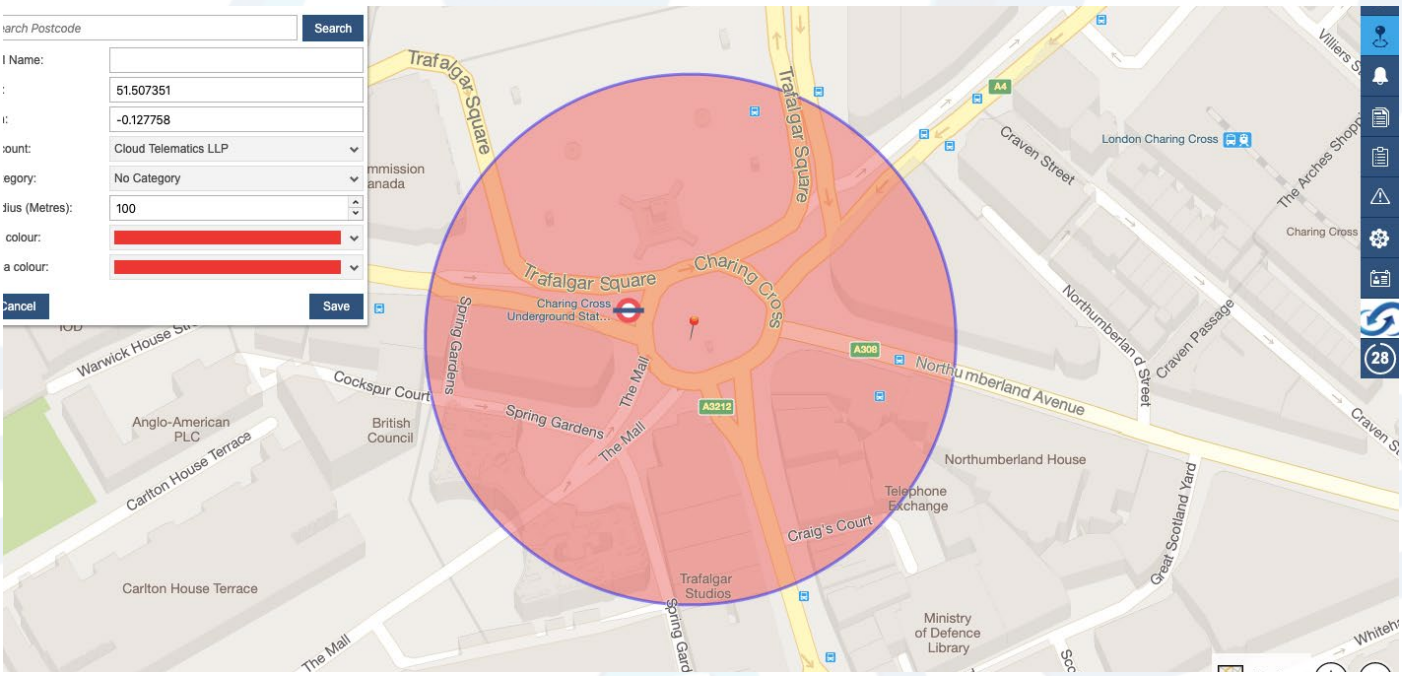
Geo Fence

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.

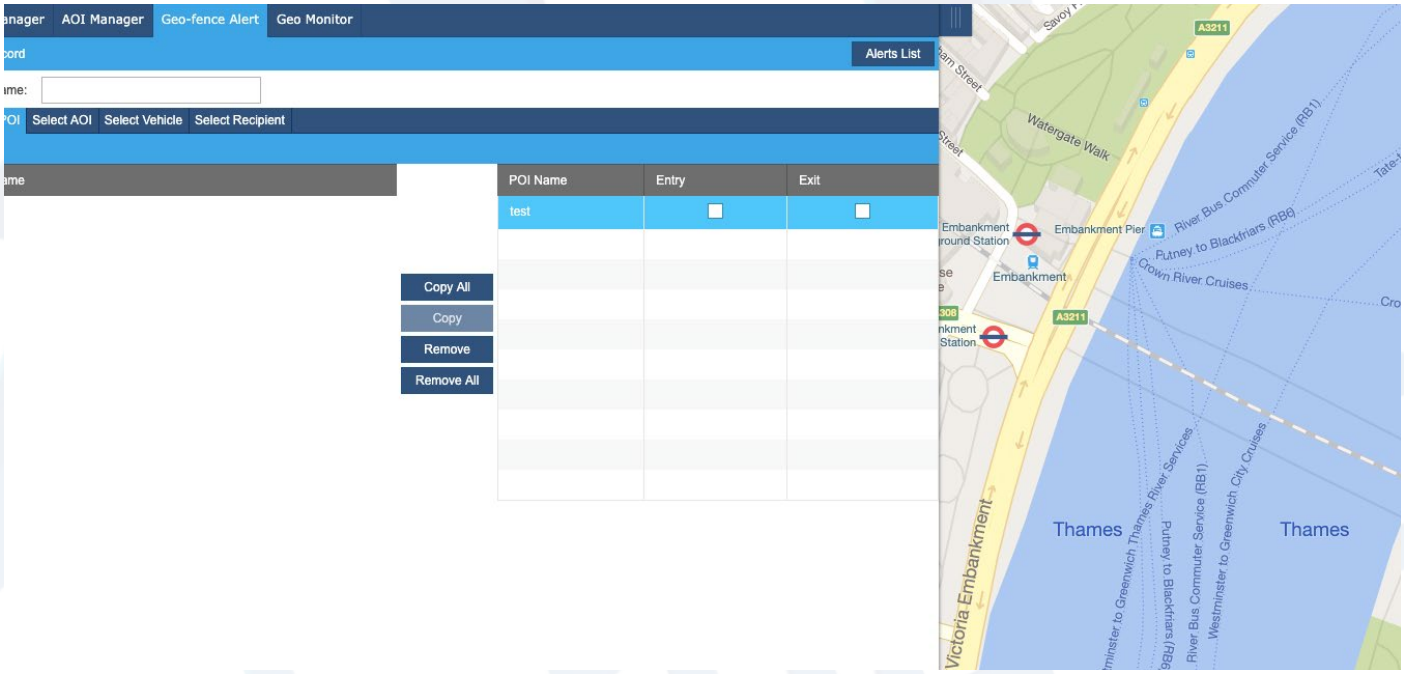


2. To create a POI (Point of Interest) type the address in the search bar and it will take you to the location. In the POI tab you can give it a name, change the radius of the Geo-Zone and the colour of the pin and area. After all this is completed click save.

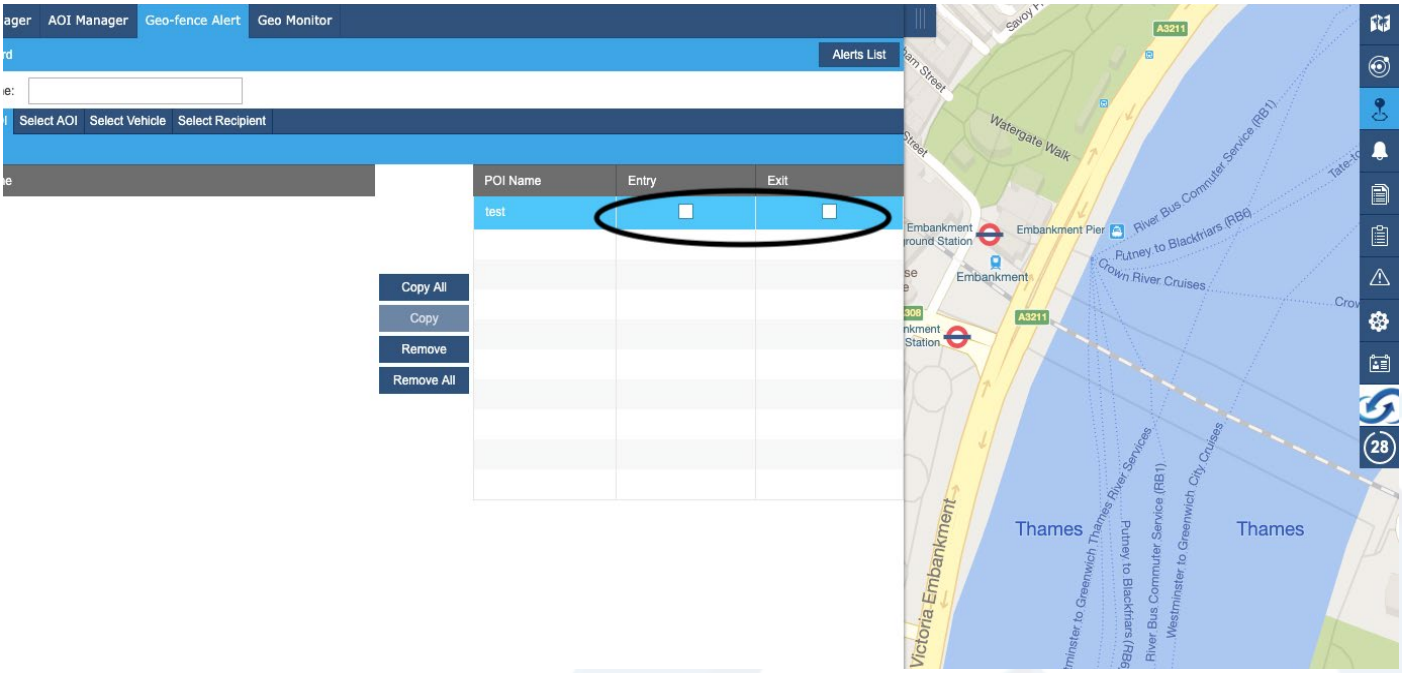


3. To Create an AOI (Area of Interest) type in the address you are looking for then left click on the map where you want the Geo-Fence to cover. Once you are happy with the Geo-Fence you have created Right click on the map and it will come up with Pins on the map (as shown below). When you have named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

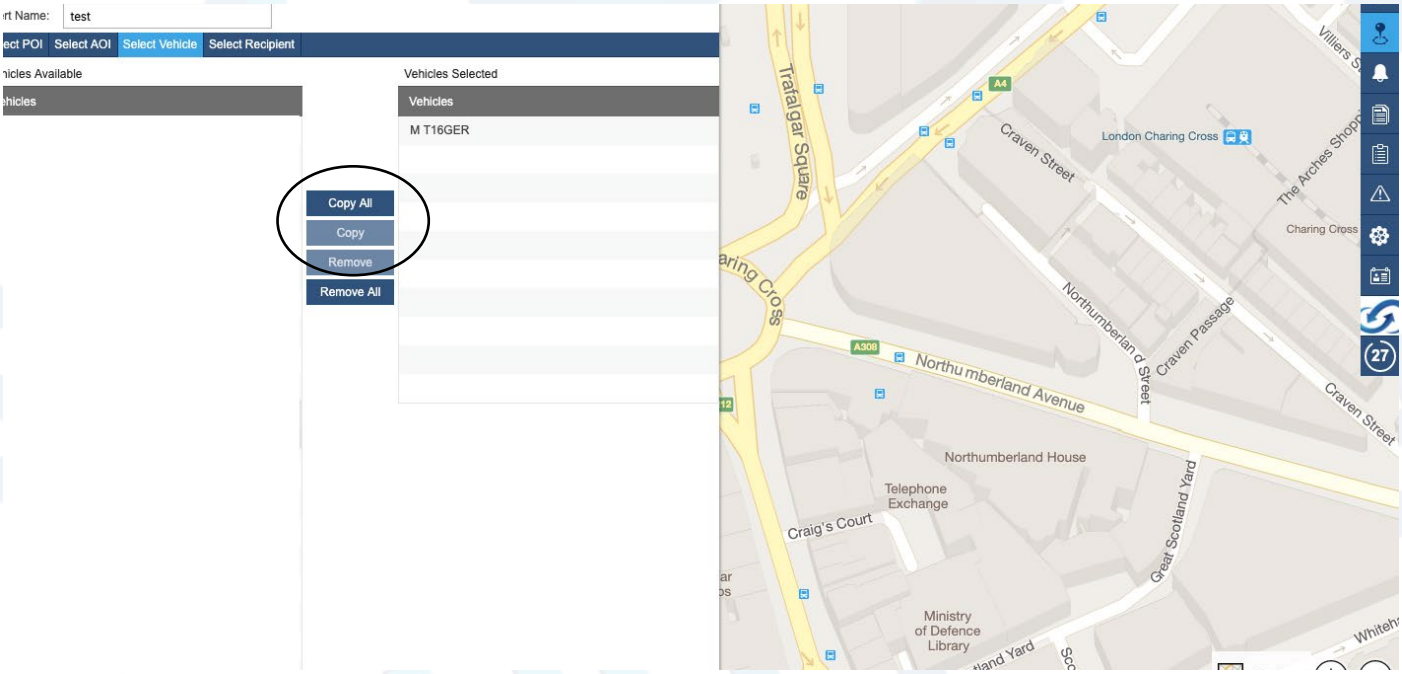
4. The Geo-Fence Alert tab will allow you to create an email alert when a chosen vehicle enters or exits the Geo-Fence zone. You can select a POI and AOI on every report. Simply select each of them in the tabs and then select copy.



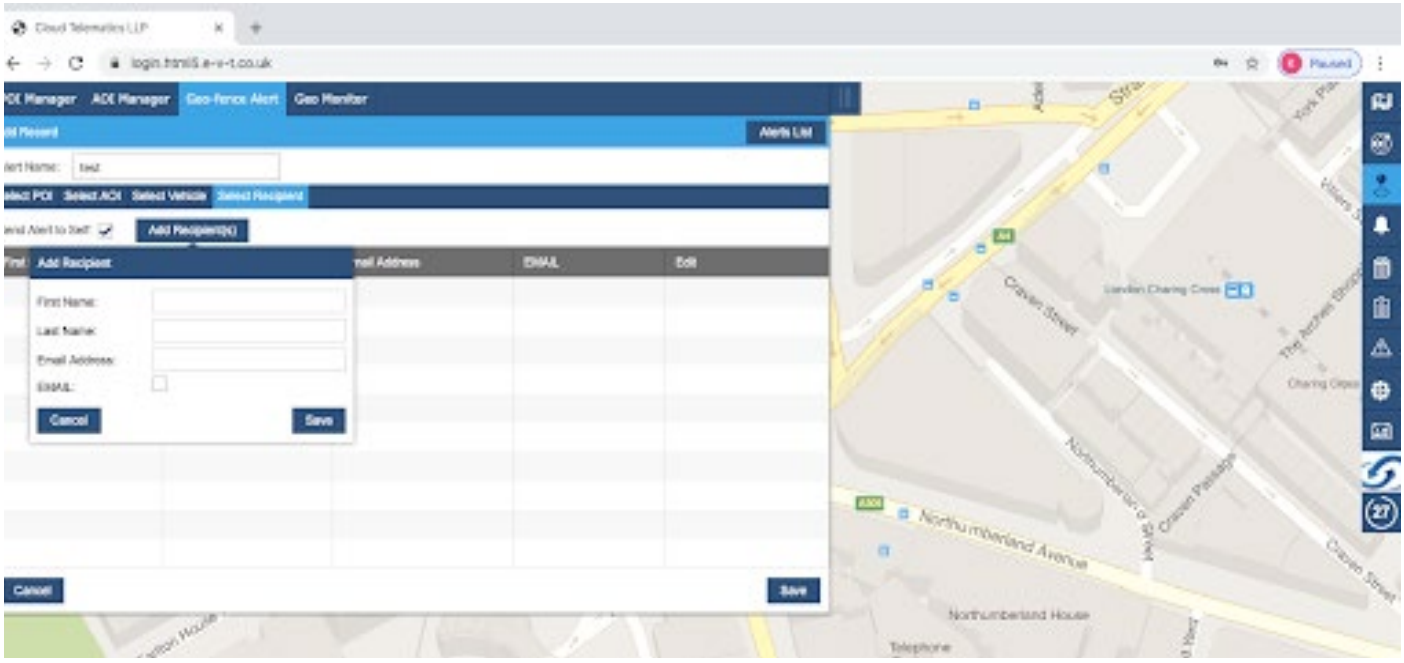
5. You can then select wether you want an alert on zone entry, exit or both by ticking the boxes.(circled below)



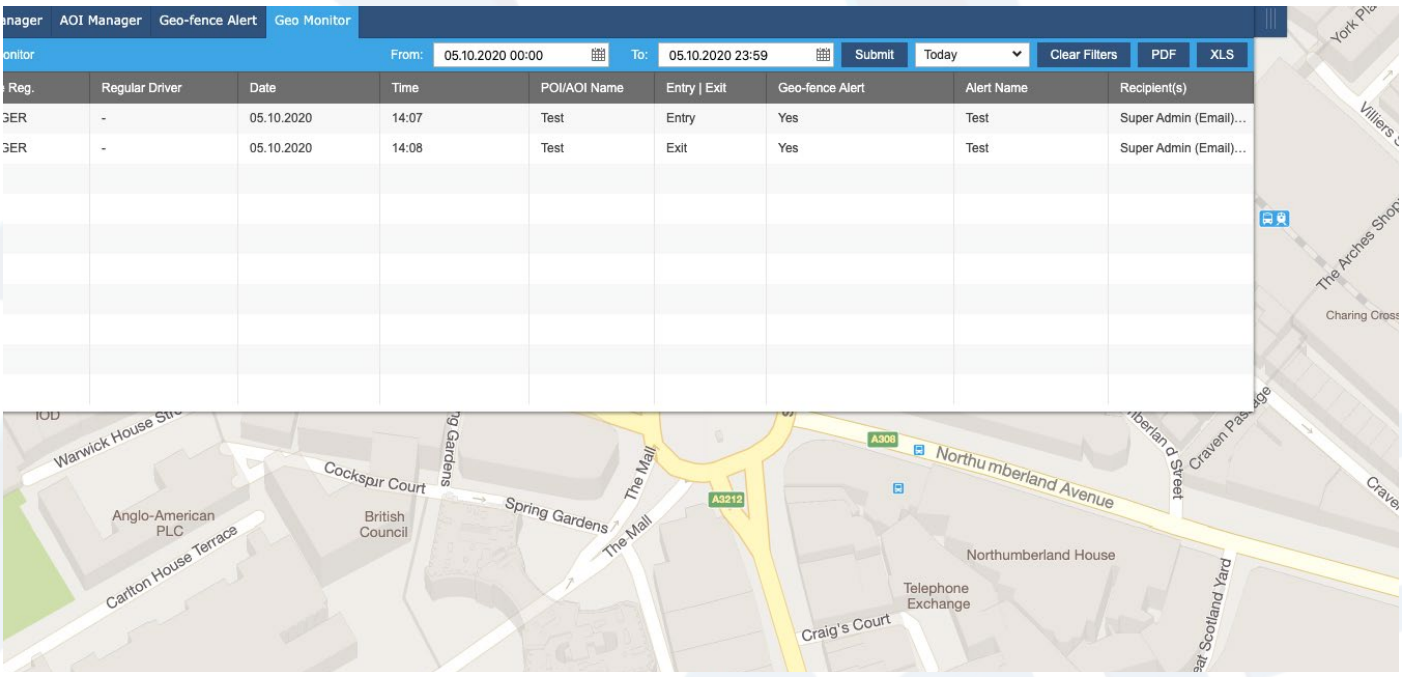
6.Then you can select the vehicle you are wanting the report for and click copy.



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.

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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.

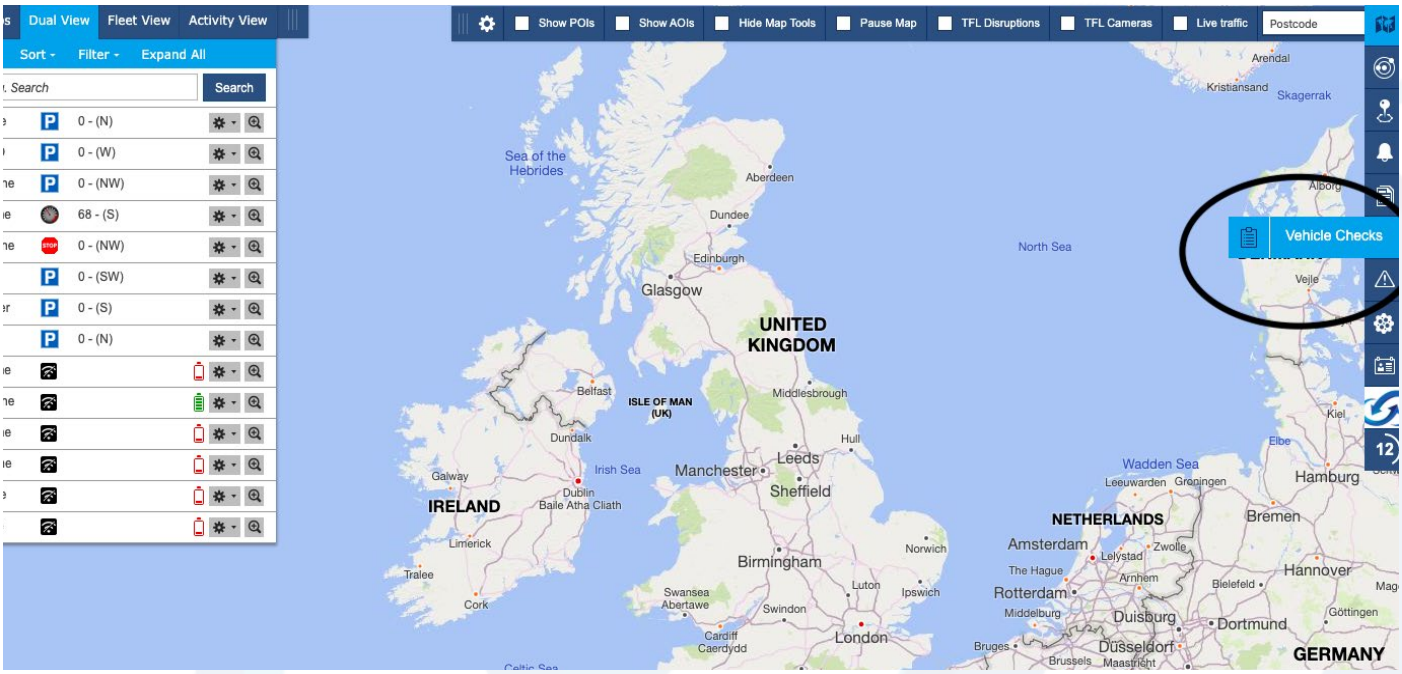
Regards,
Geo-fence Alert Manager

Driver Defect Check 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.

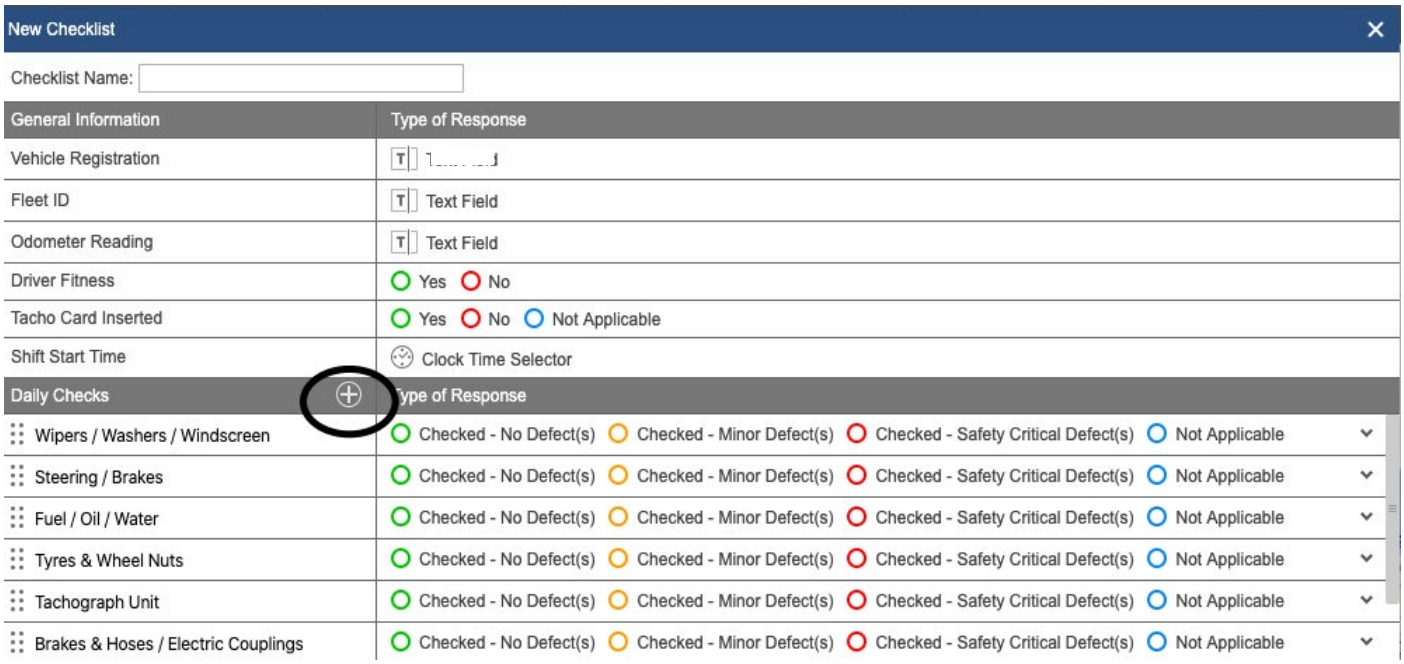
Creating a Checklist and Assigning to the vehicles

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

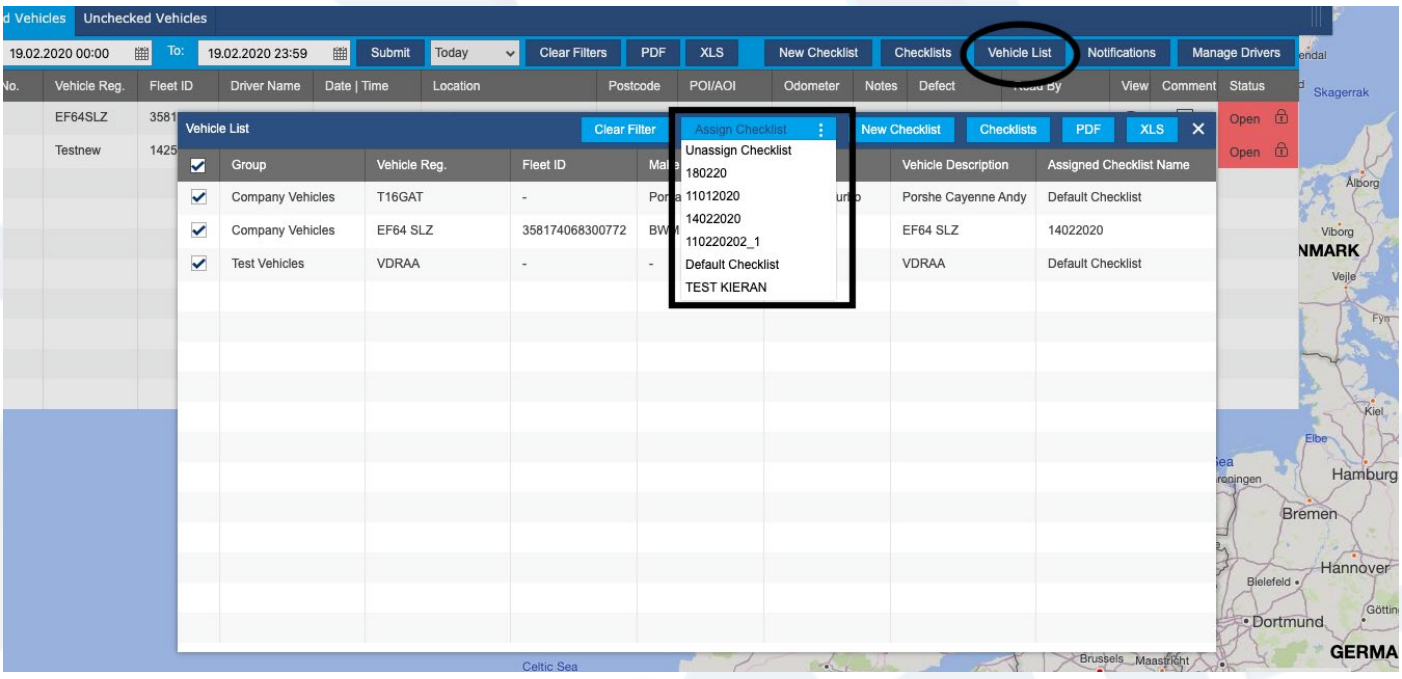


2. Select the new checklist tab to create the checklist for the drivers.

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.

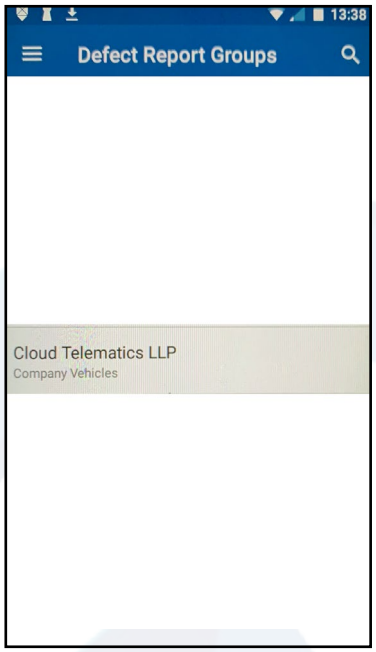


4. Then select Vehicle List, select all the vehicles you want the checklist to be assigned to with the tick boxes on the left hand side. Then select Assign Checklist and you will then be able to choose your checklist to assign.

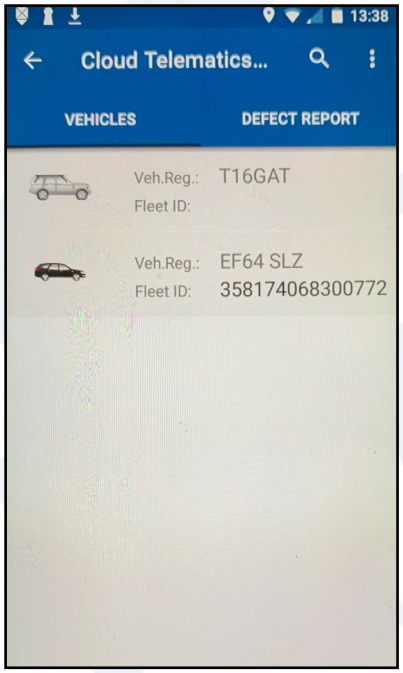


Using the driver vehicles check app

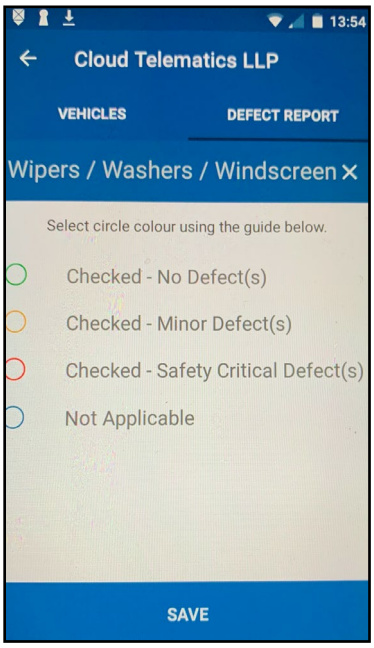
1. Log into the app using your username and password, this screen will come up straight away. Select the company tab that you work for.



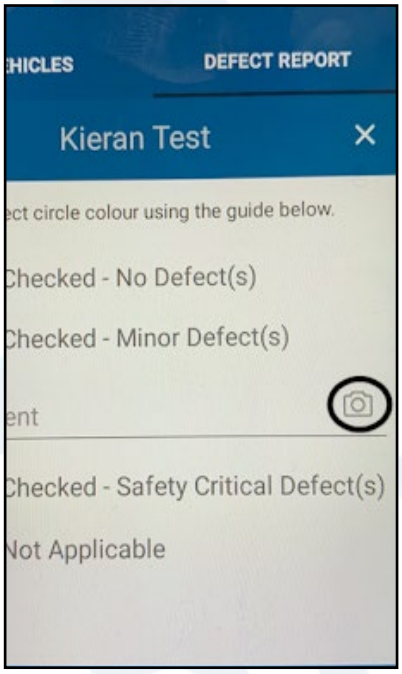
2. From the list of vehicle registrations, select your vehicle.



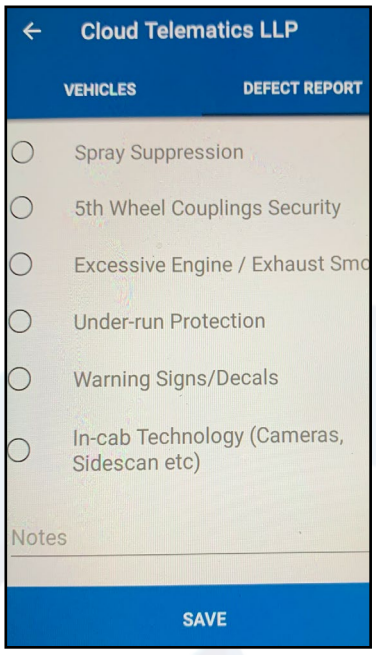
3. View all of the available checks, if there are any defects make sure to select the one
that best describes the vehicle accurately and add notes if any defects. If no defects apply to your vehicle click not Applicable.



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.

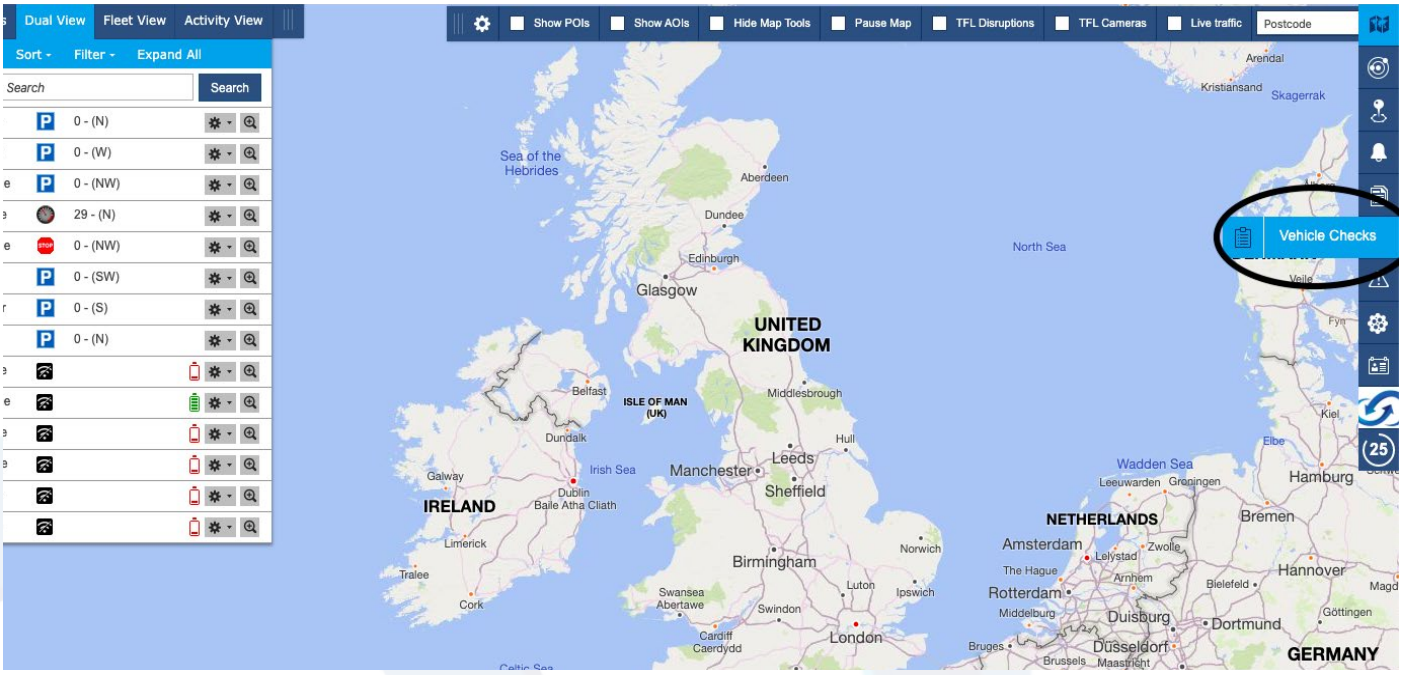


5. Once all checks are completed press save to complete the report.

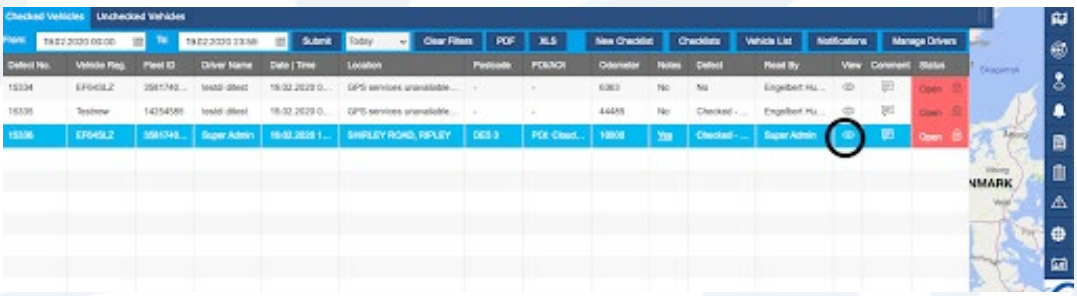


Reading the vehicle check reports

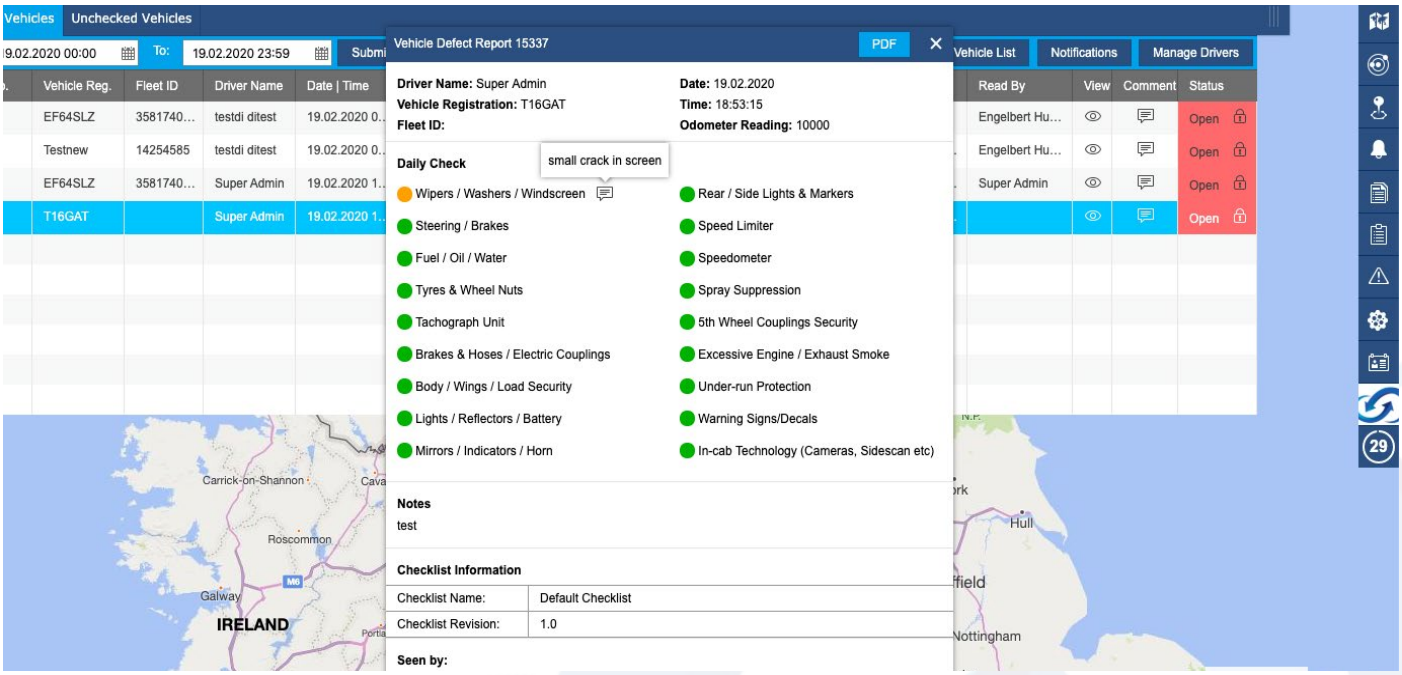
1. Once logged into the Tracking Portal select the Vehicle Checks tab on the right hand side of the page.

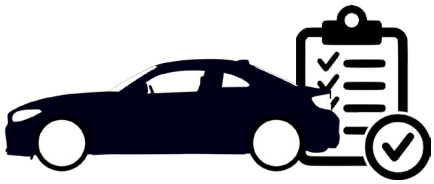


2. Click on the “eye” symbol shown below in the view column of the driver report you want to check.



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.

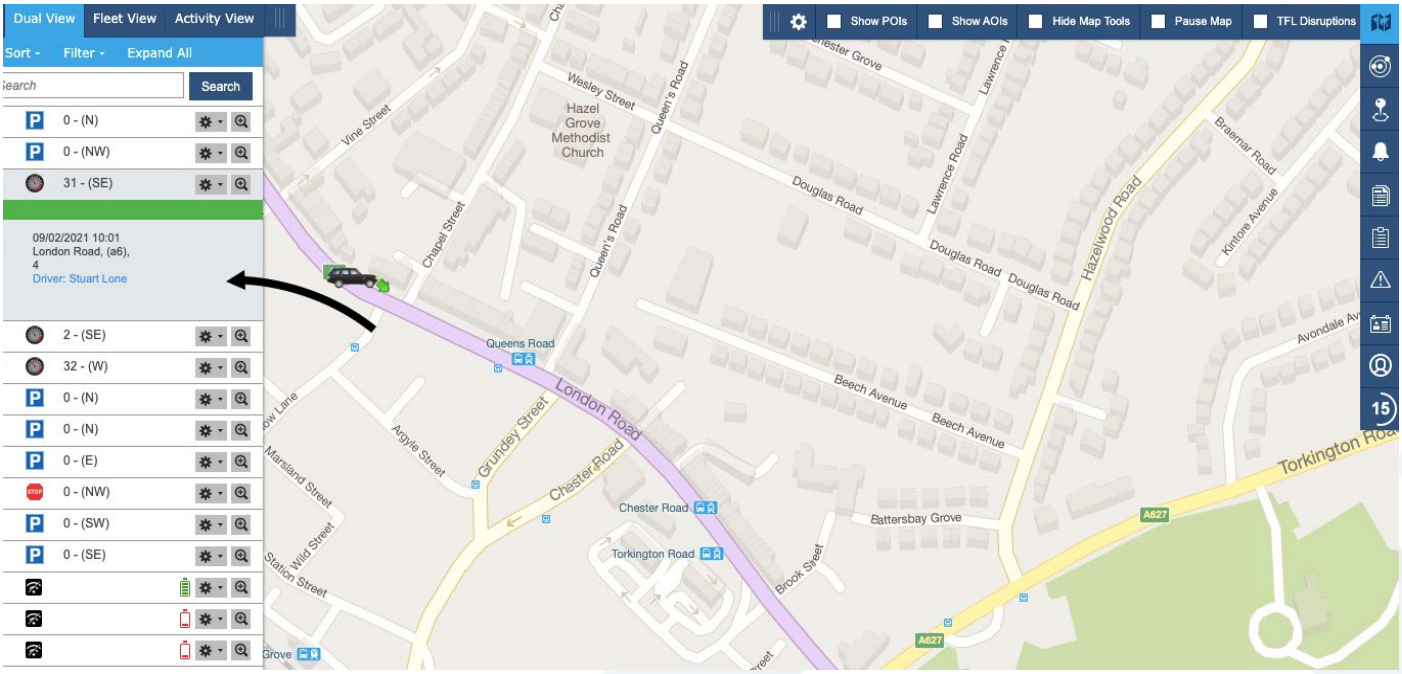




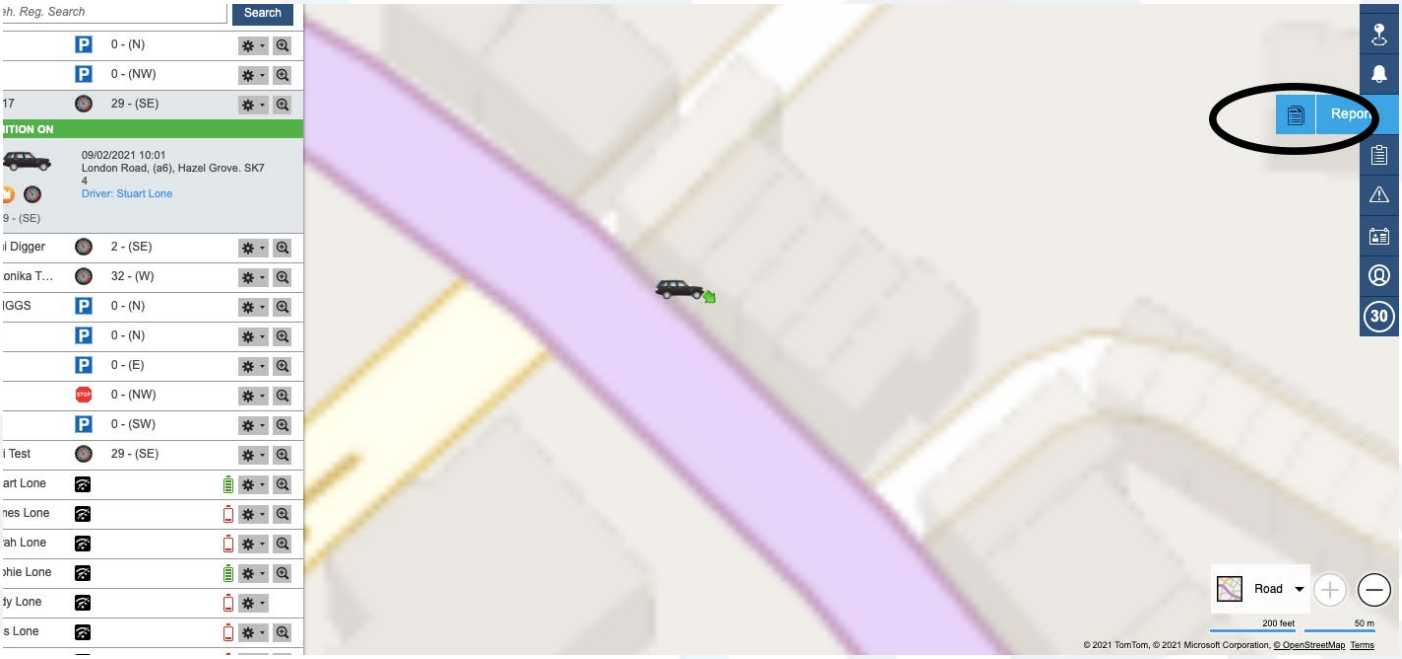
Speeding Report

This section will show you how to create speeding report for a selected
vehicle.

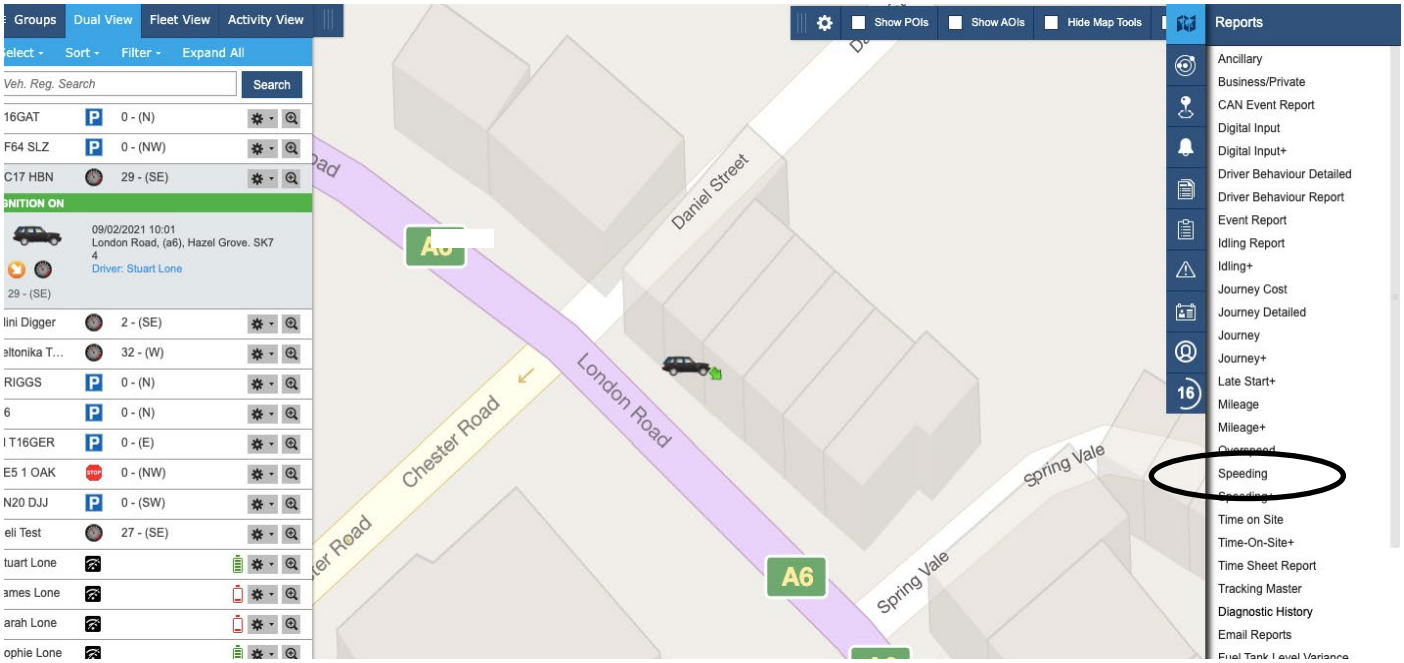
1. From the main portal screen select the vehicle to want to report on, on the menu on the left.



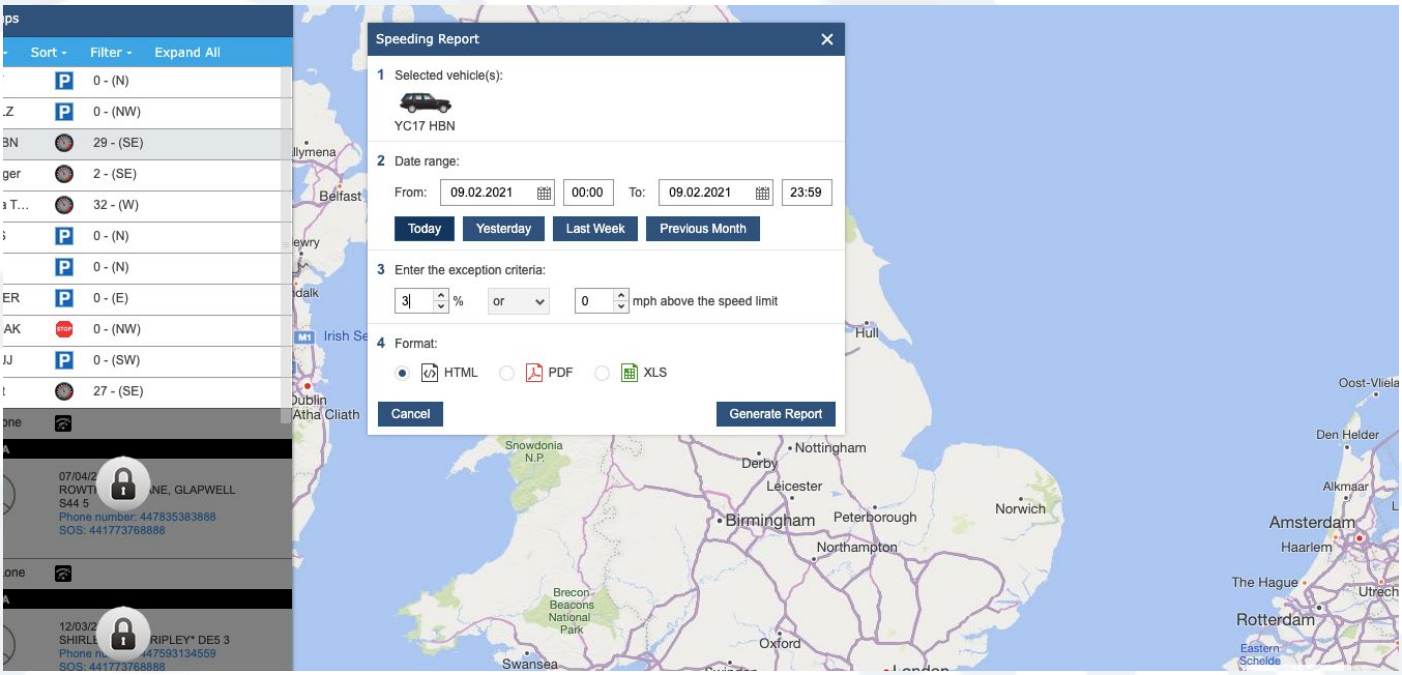
2. Next click on the reports tab on the right hand side menu..



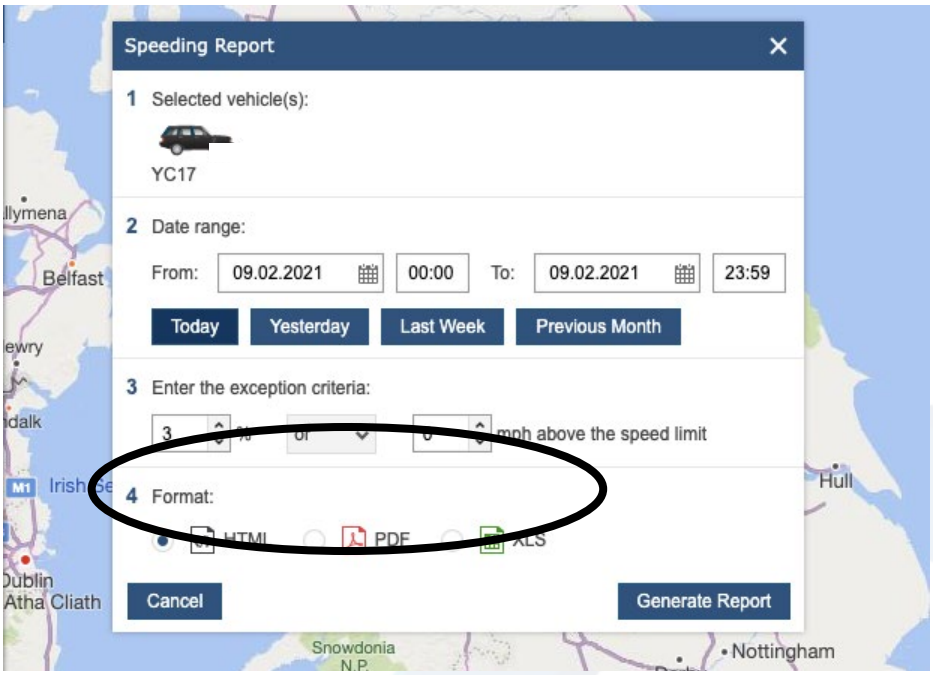
3. From the list that opens, click on the speeding option as shown here.



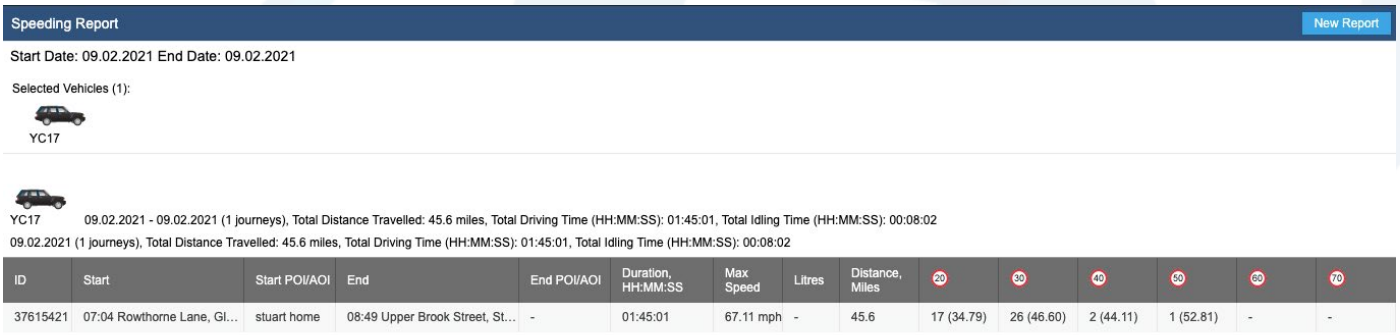
4. In the option box you can select the criterea, like date range or percentage of speed over the limit.



5. You can also choose which format you would like the report in, HTML (web) .pdf or .XLS (spreadsheet) then simply click generate report.



4. Your report will look like this and show all of the required information on journey and speed.



Speeding Report — New Report

Start Date: 09.02.2021 End Date: 09.02.2021

Selected Vehicles (1):

YC17

YC17 09.02.2021 - 09.02.2021 (1 journeys), Total Distance Travelled: 45.6 miles, Total Driving Time (HH:MM:SS): 01:45:01, Total Idling Time (HH:MM:SS): 00:08:02

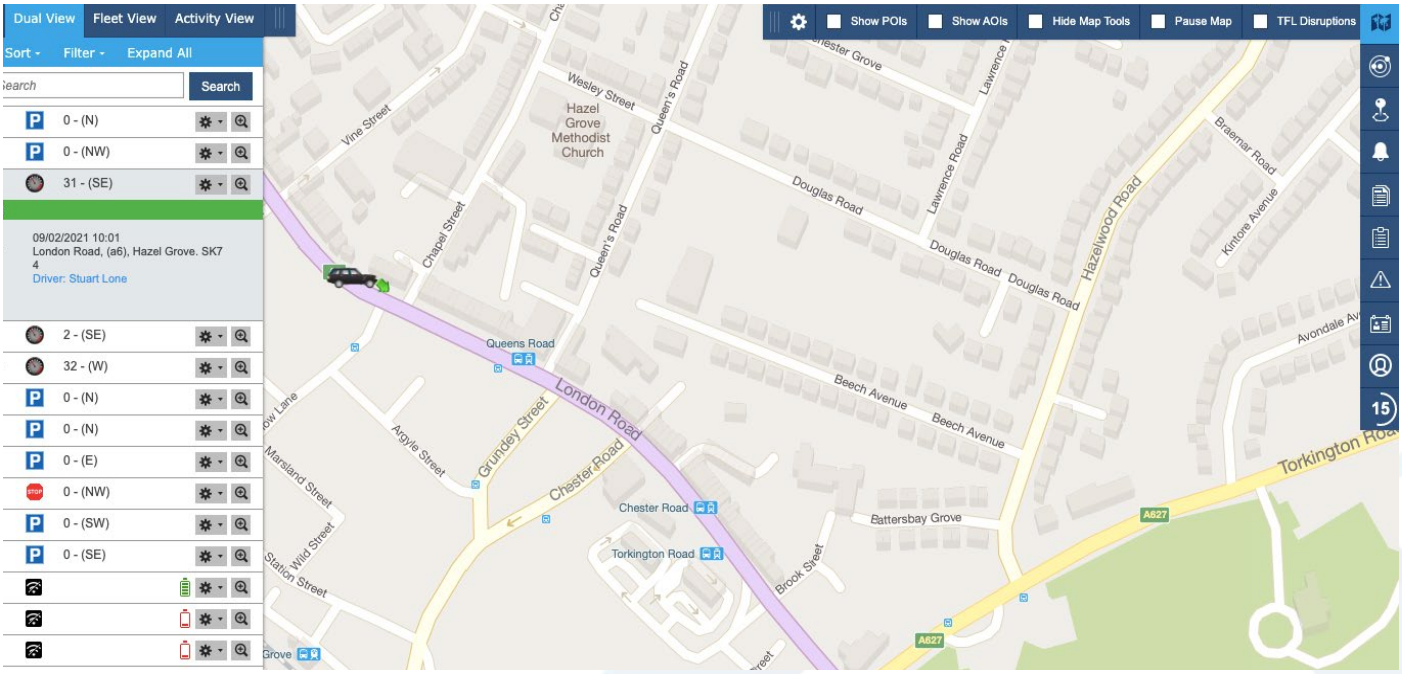
09.02.2021 (1 journeys), Total Distance Travelled: 45.6 miles, Total Driving Time (HH:MM:SS): 01:45:01, Total Idling Time (HH:MM:SS): 00:08:02

ID	Start	Start POI/AOI	End	End POI/AOI	Duration, HH:MM:SS	Max Speed	Litres	Distance, Miles	20	30	40	50	60	70
37615421	07:04 Rowthorne Lane, Gl...	stuart home	08:49 Upper Brook Street, St...	-	01:45:01	67.11 mph	-	45.6	17 (34.79)	26 (46.60)	2 (44.11)	1 (52.81)	-	-

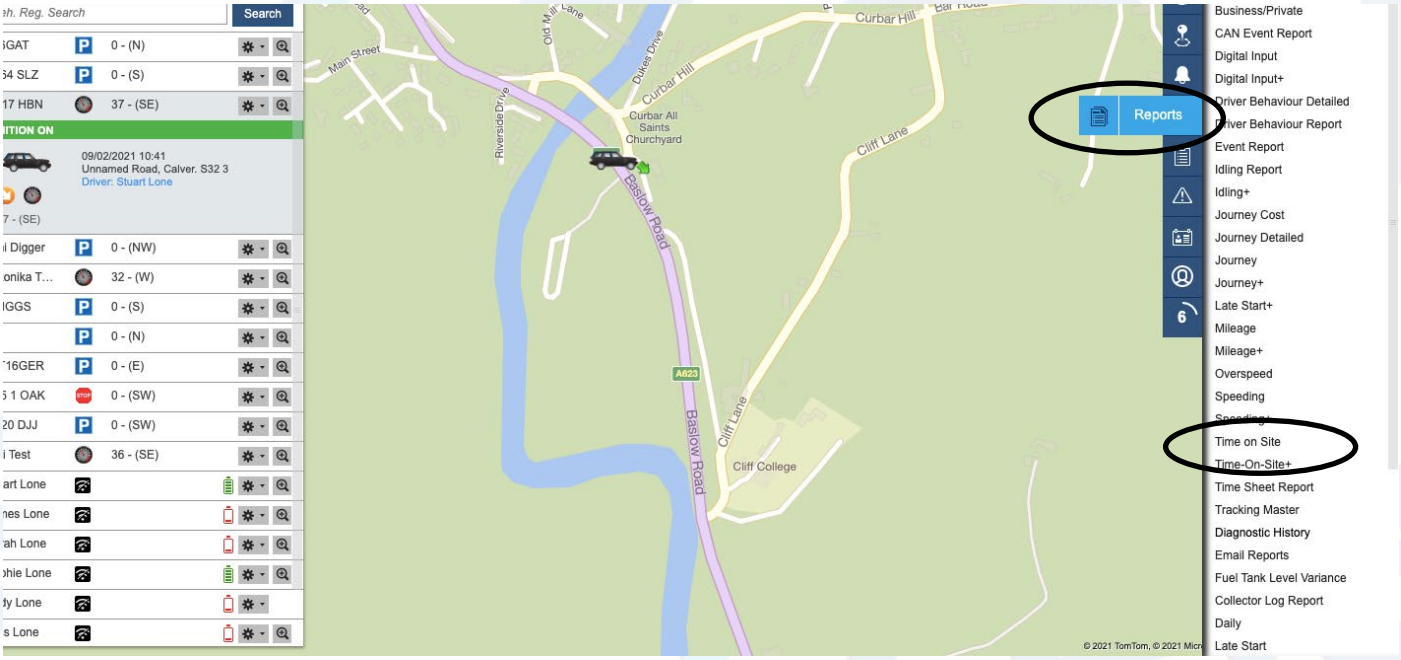
Time on Site.

This guide will show you how to generate a report for your vehicles time on site, this can be used for checking your vehicles movements from a specific work zone.

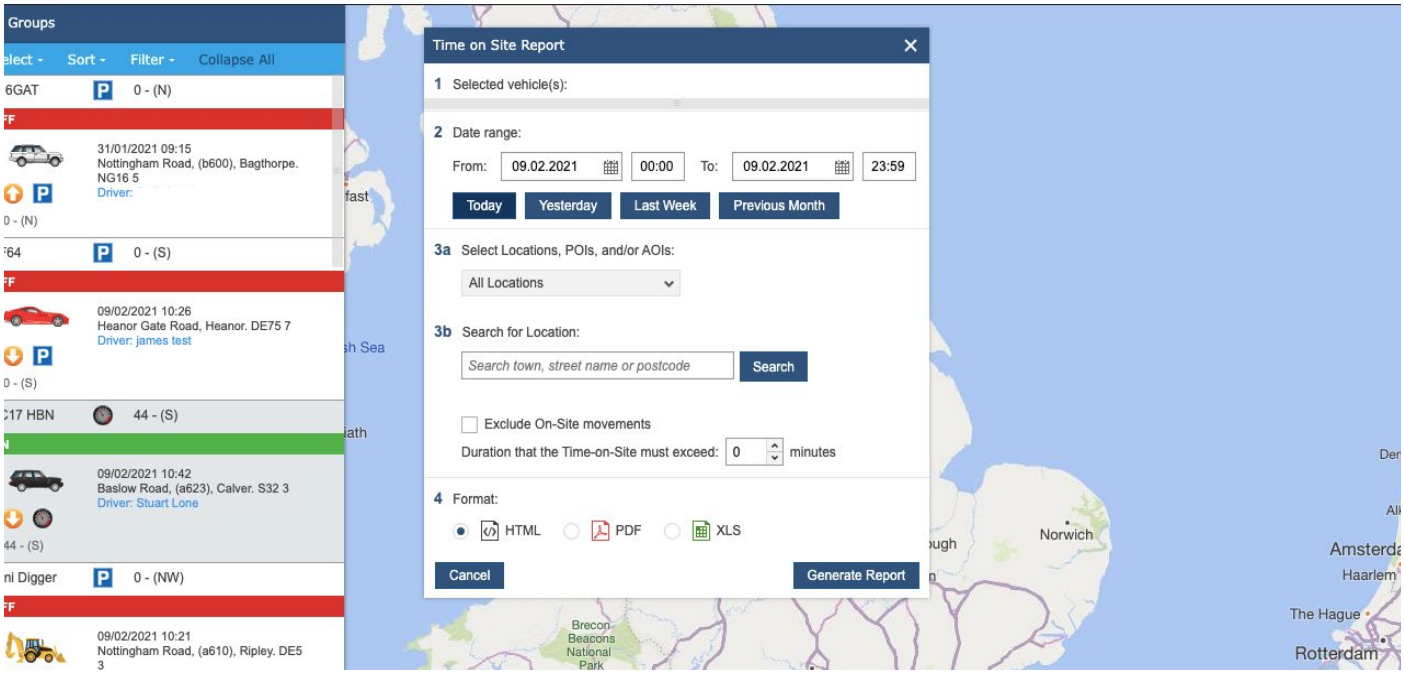
1. From the main portal screen select the vehicle to want to report on.



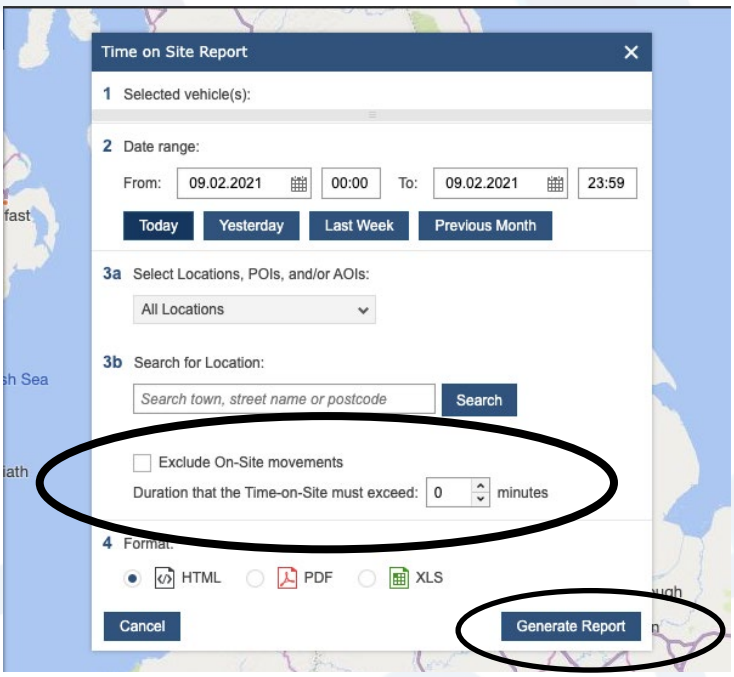
2. Next click on the reports tab on the right hand side menu..



3. From here you select your criteria like date range, then select the location of your site via different options like POI, AOI, all locations or simply choose a city or postcode.



4. You can also exclude on site movements and the duration the time on site must exceed to be reported on, once chosen click the generate report button.



5. Your report will look like this and show all of the required information Time on site like arrival time, departure time and actual time on site.

Time on Site Report

New Report

Start Date: 09.02.2021 End Date: 09.02.2021

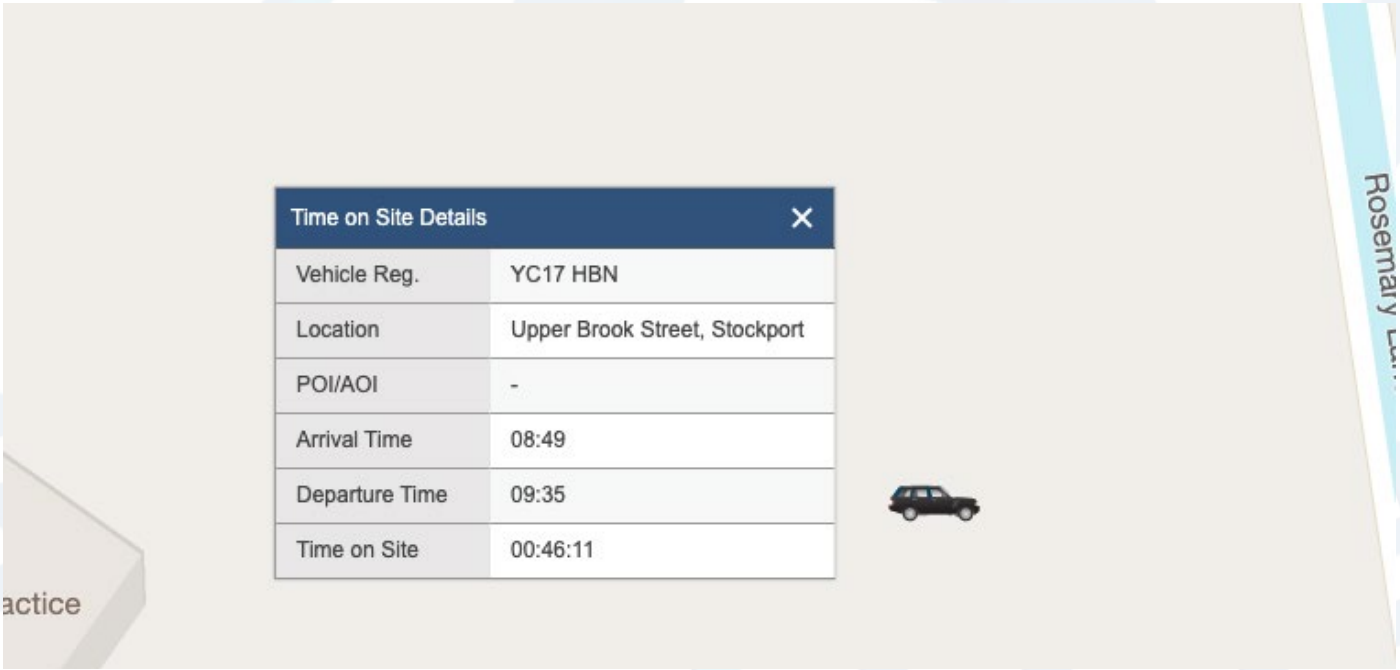
Selected Vehicles (1):

YC17

YC17 Total Time on Site: 00:46:11, Average Time on Site: 00:46:11, Total No. of Journeys: 2, Total Instances of Time On Site: 1

Date	Location	Postcode	POI/AOI	Arrival Time	Departure Time	Time On Site
09.02.2021	Upper Brook Street, Stockport	SK1 3	-	08:49	09:35	00:46:11

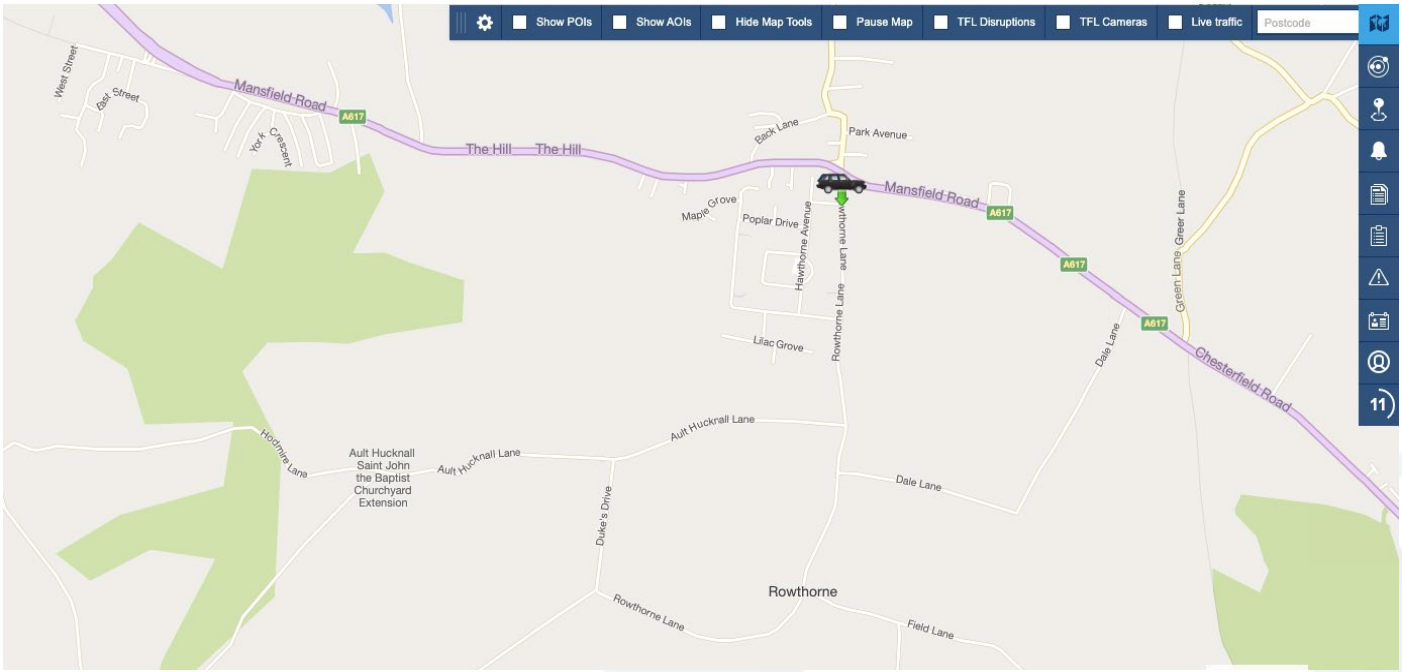
4. For a quick breakdown click on a result to show the report like in the image below.



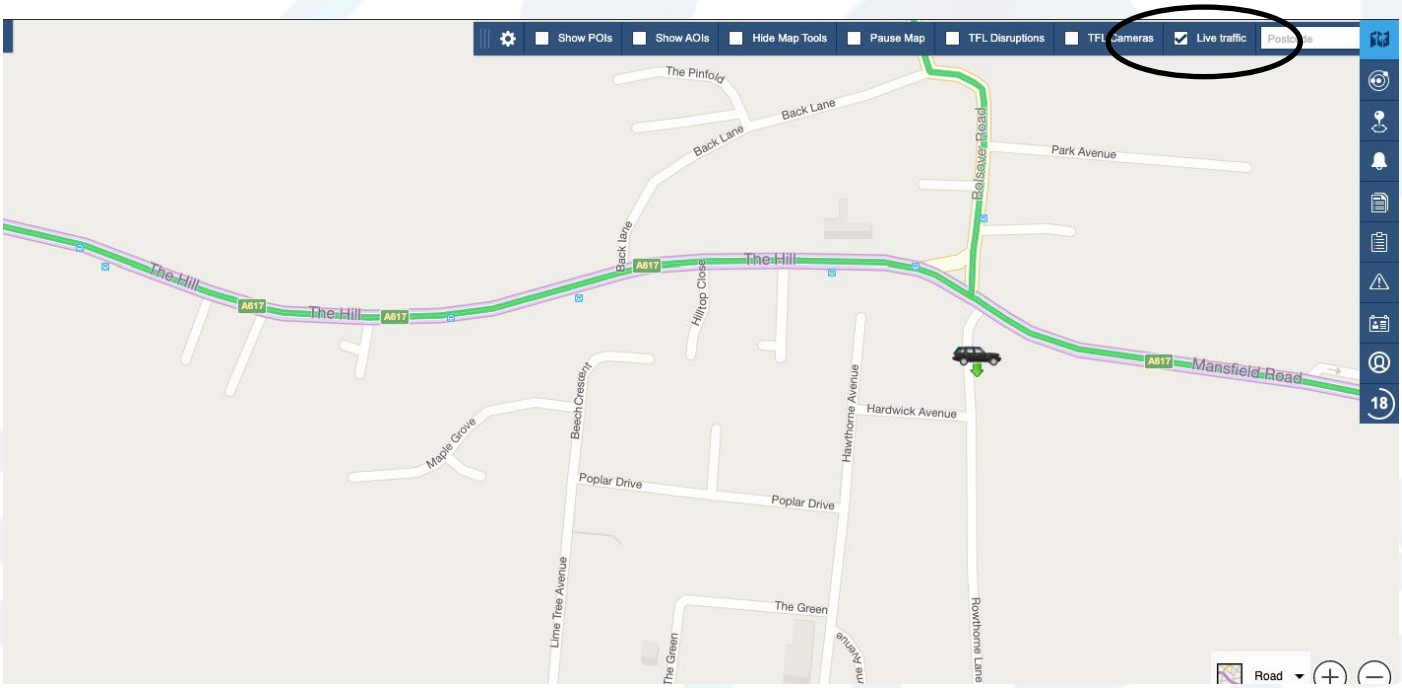
Live Traffic

This guide will show you how to turn on the live traffic option on your portal, this will show you live traffic updates in real-time.

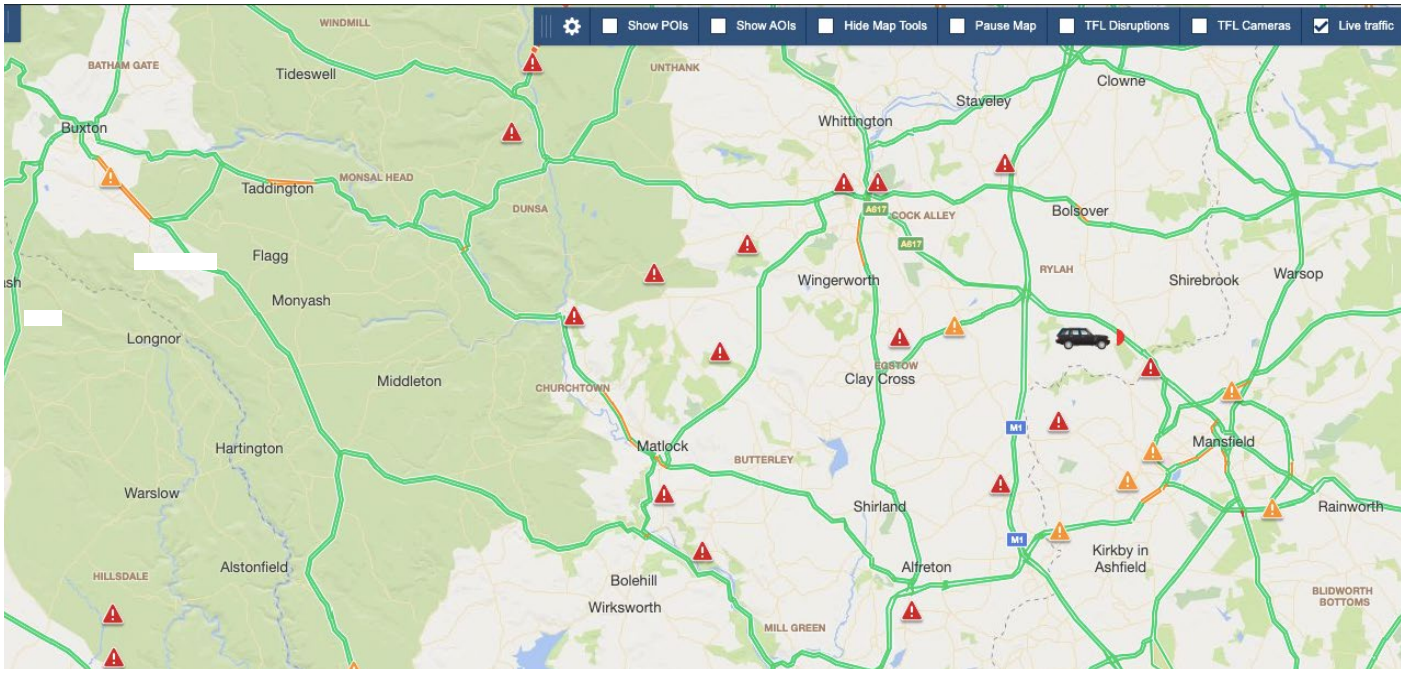
1. From the main portal screen.



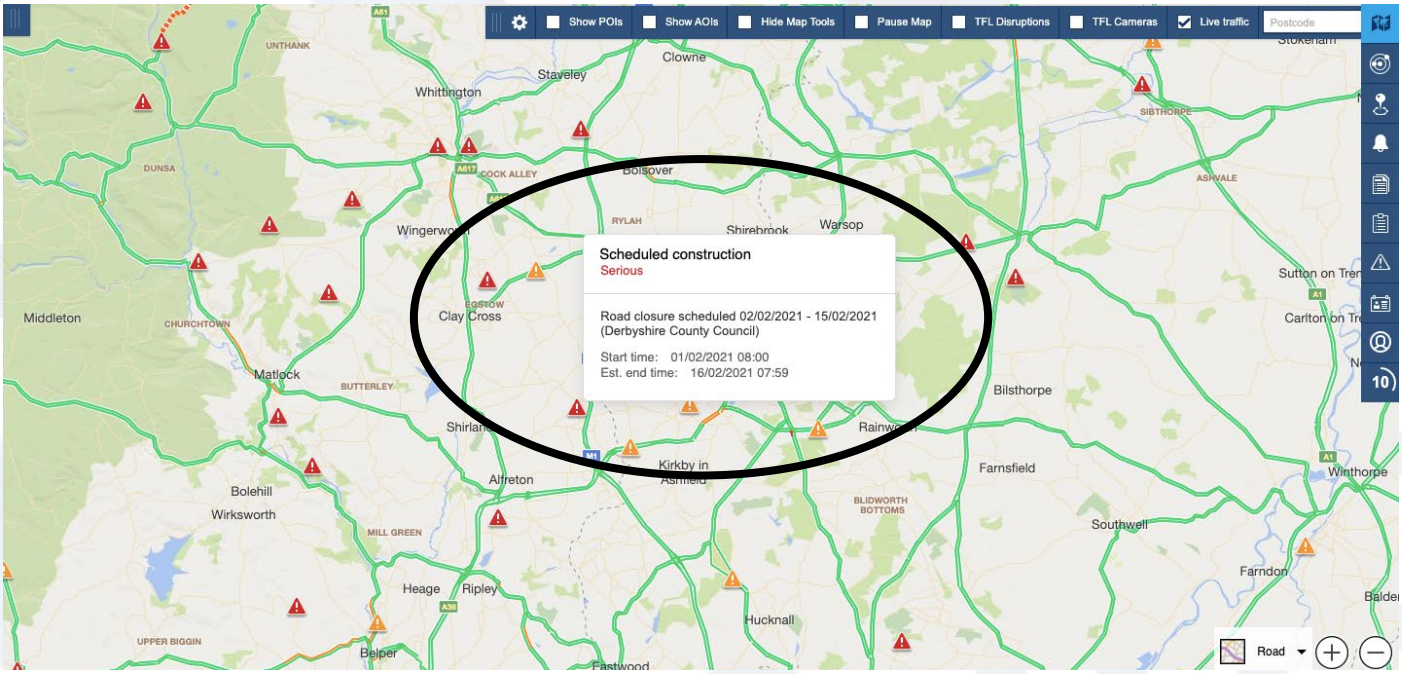
2. Next in the top option bar on the right hand side click the live traffic check box.



3. This option will load real-time traffic data on to your map including
traffic jams and scheduled works.



4. You can also click on an exclamation icon to see what the exact issue is on a specific road.



CloudTelematics

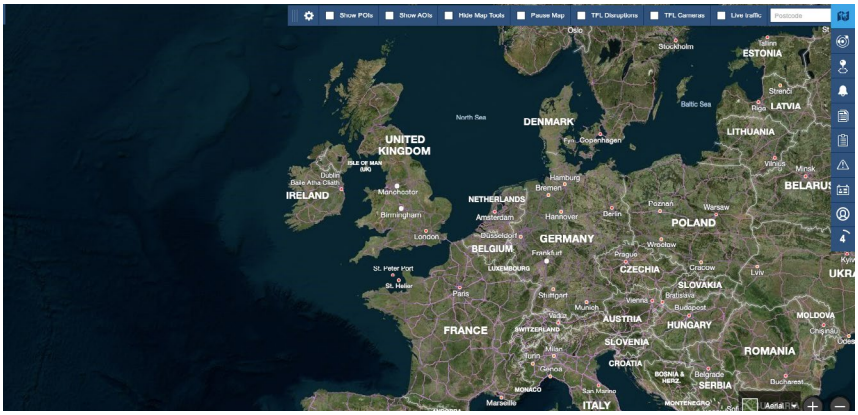
Changing Map Views

This guide will show you how to change your map view, we have different options for you to choose from such as road, satelitte, aerial and street view.

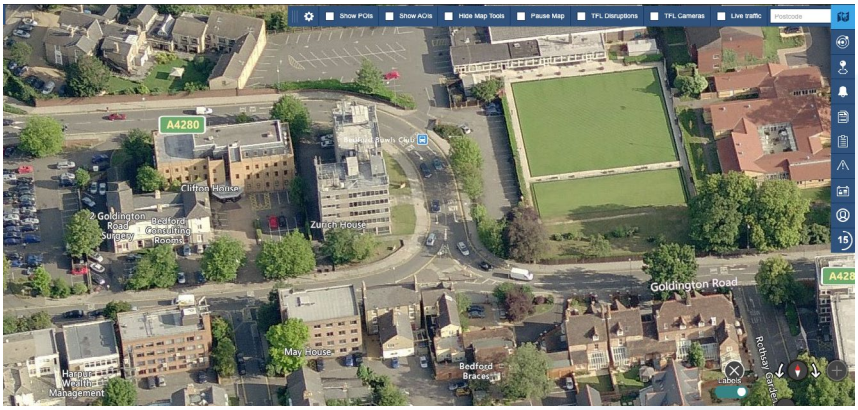
1. Firstly, log into your tracking portal, in the bottom right you will see find the option to change map view, it will be set to road by default.

2. Once clicked the different options for map views will show, you can now choose the view you want.

3. Here are the different views to choose from.



Satelitte View



Aerial View

Street View

Oridinance Survey

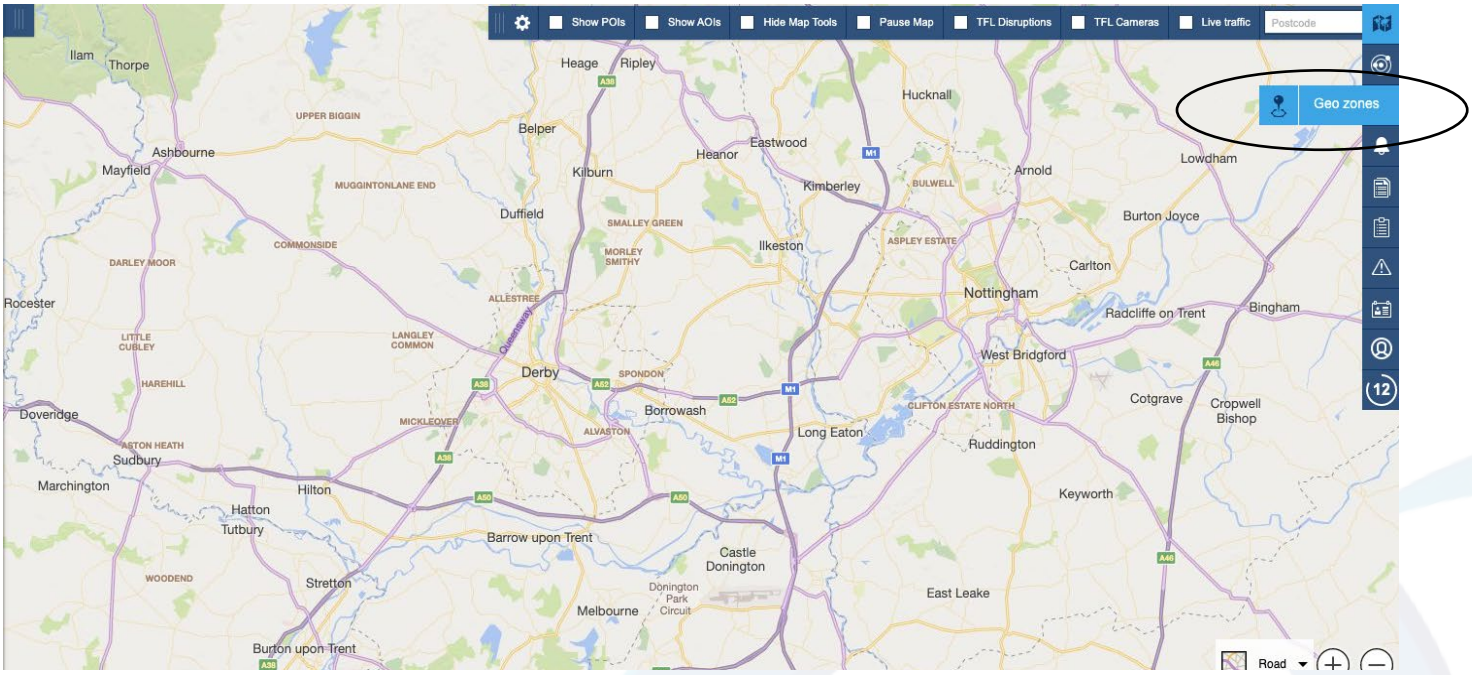
POI's and AOI's

This guide will show you how to set up POI's and AOI's as well as how to show them on the map and set up alerts.

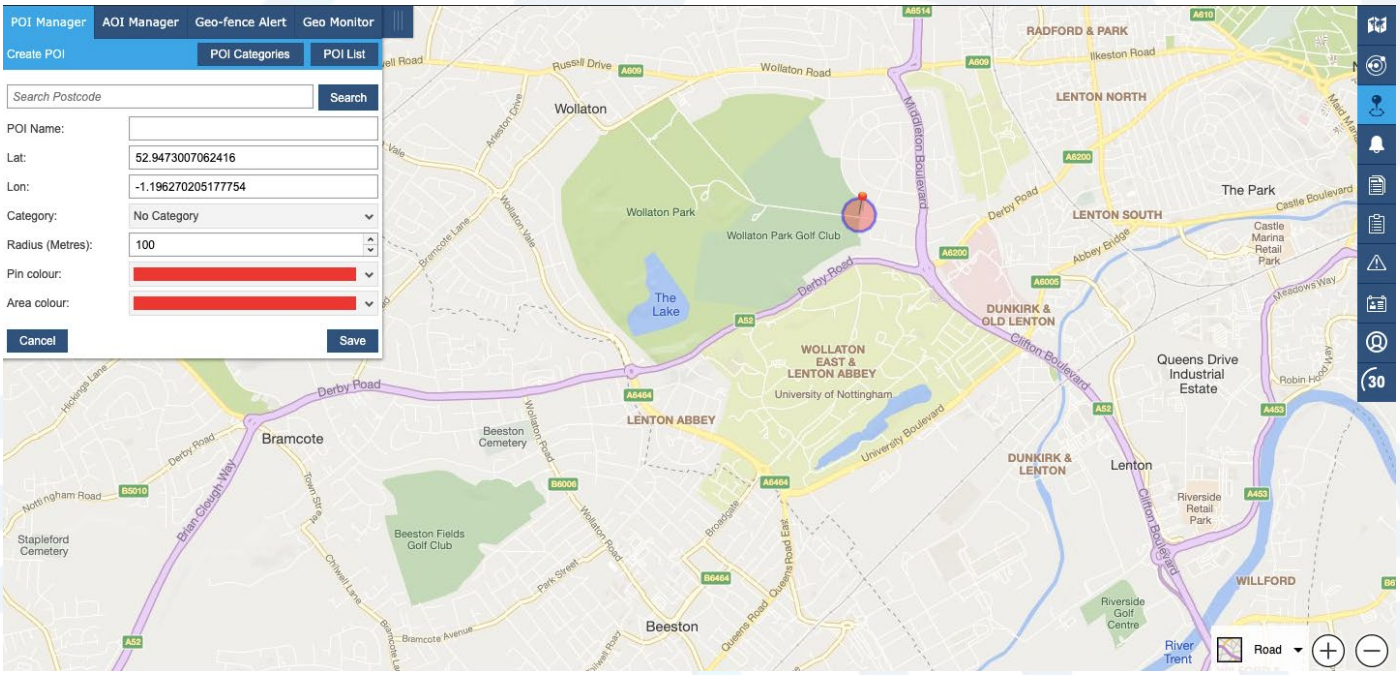
POI: Place of interest, where you can target a specific building or place.

AOI: Area of interest, where you can target a customisable zone.

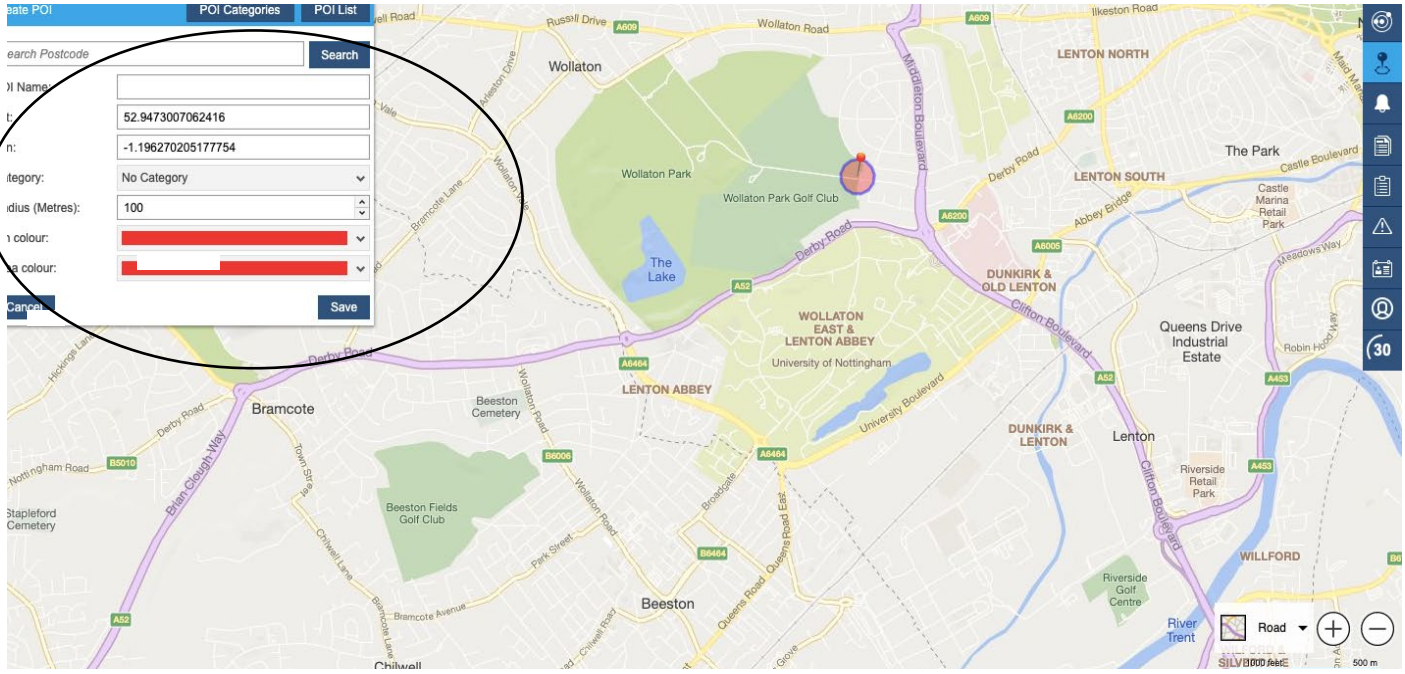
1. Log into your tracking portal and click on the Geo-zone tab on the right hand side of the page.



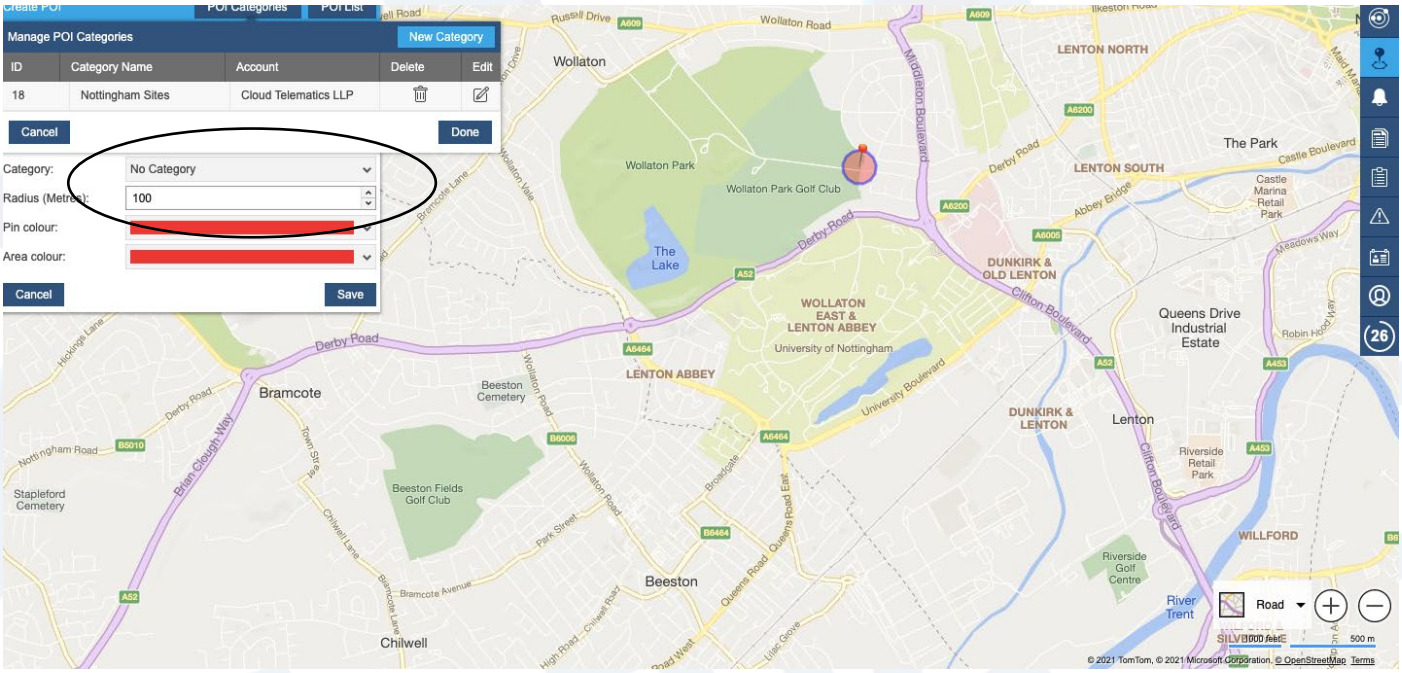
2. In the box that pops up, you will have a few options, if you want to select a precise location choose POI, if you want to select customisable a zone or area choose AOI.



3. For a POI simply click on a location to drop a pin on the map, you can then use the options to customise your pin or pin radius.

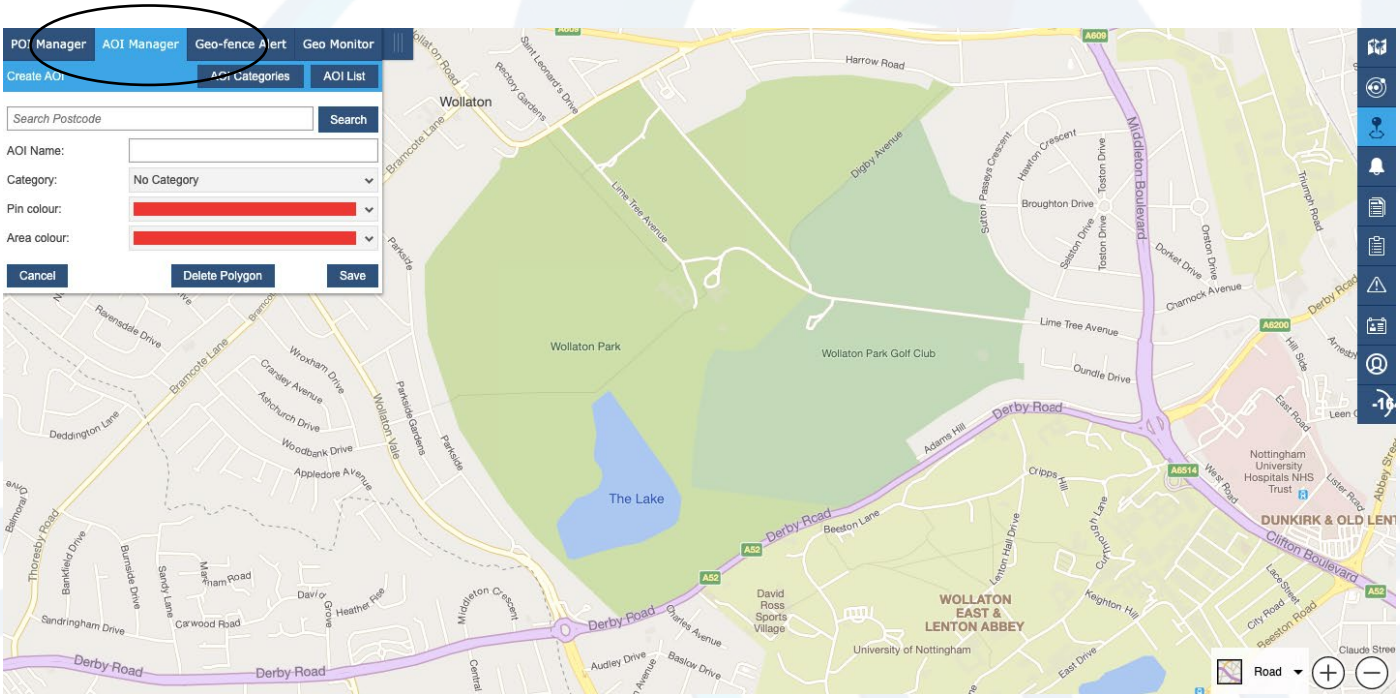


4. If you want to pin multiple sites you can set up a POI category, this will allow you to have multiple pins under the same category. To do this create a new category, name it save the AOIs into the category.

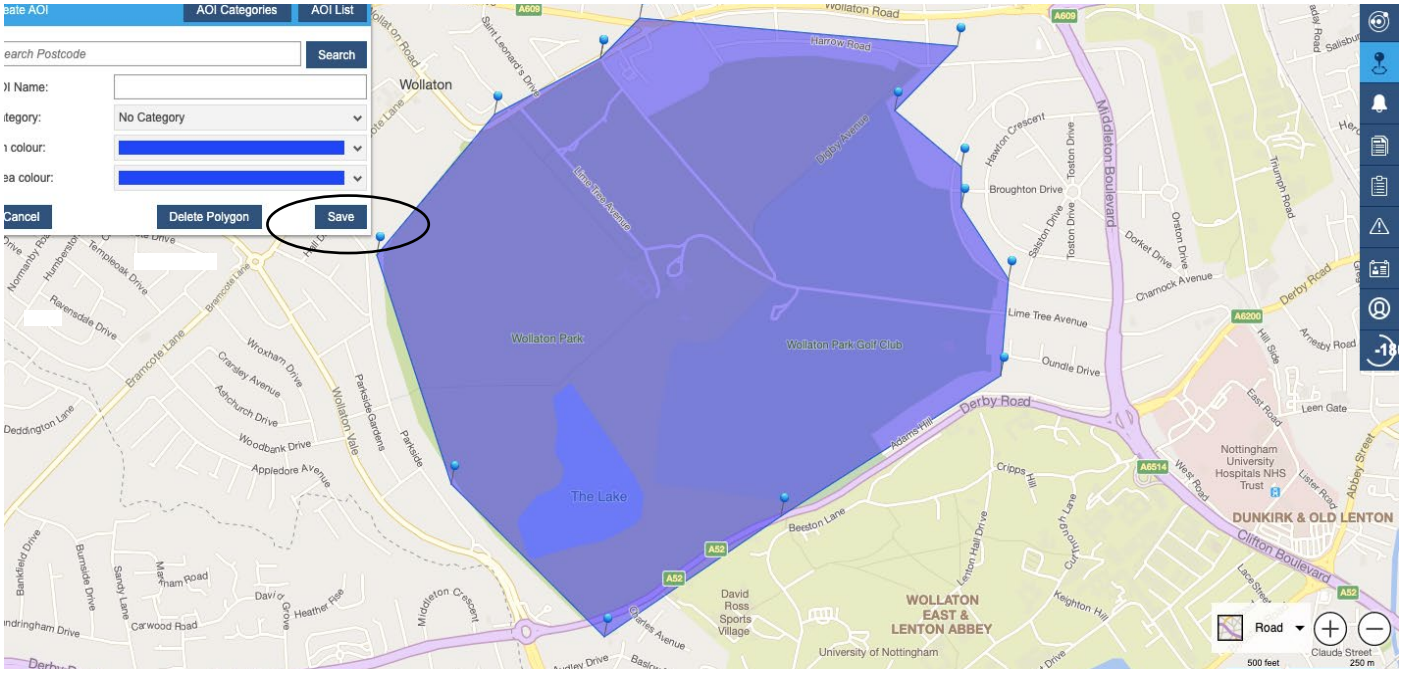


5. You have now set up multiple POIs in a category. For an AOI it's exactly the same execpt for creating your zone.

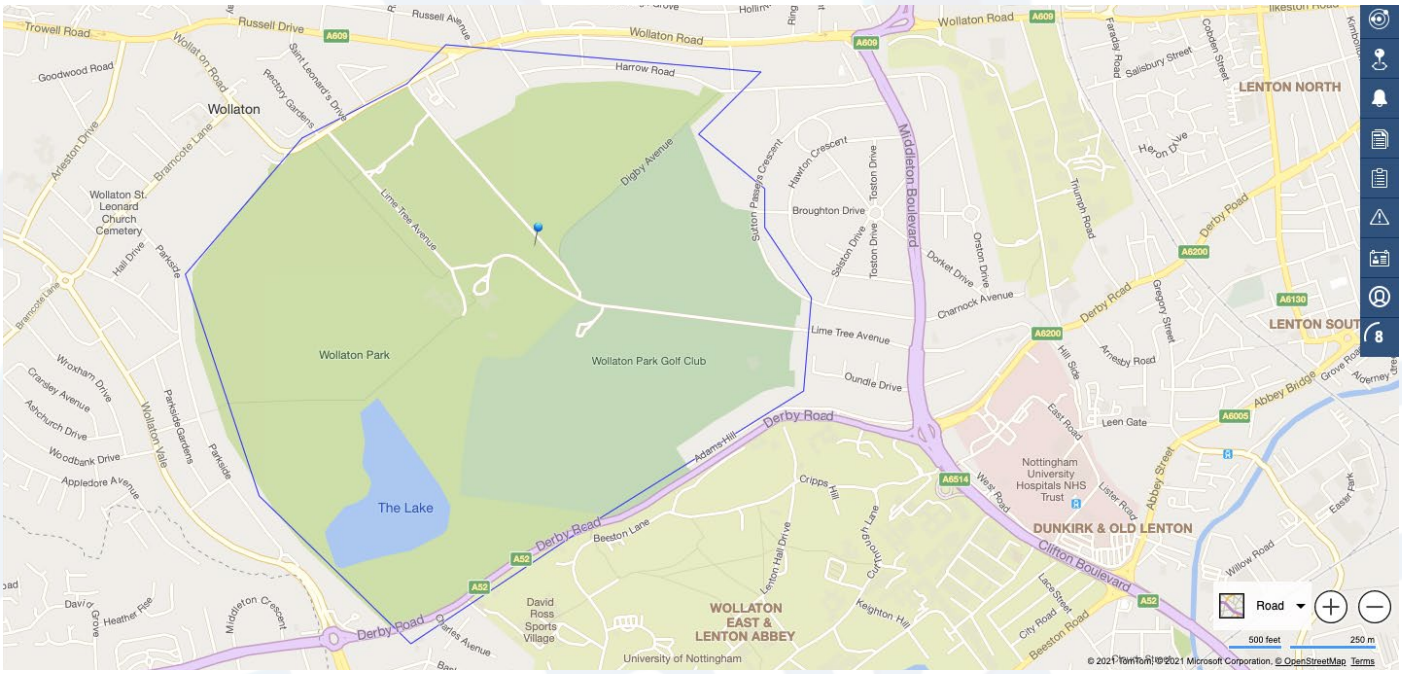
6. To create your zone, click on the AOI option, for multiple zones, create your category and then you can create your zone.



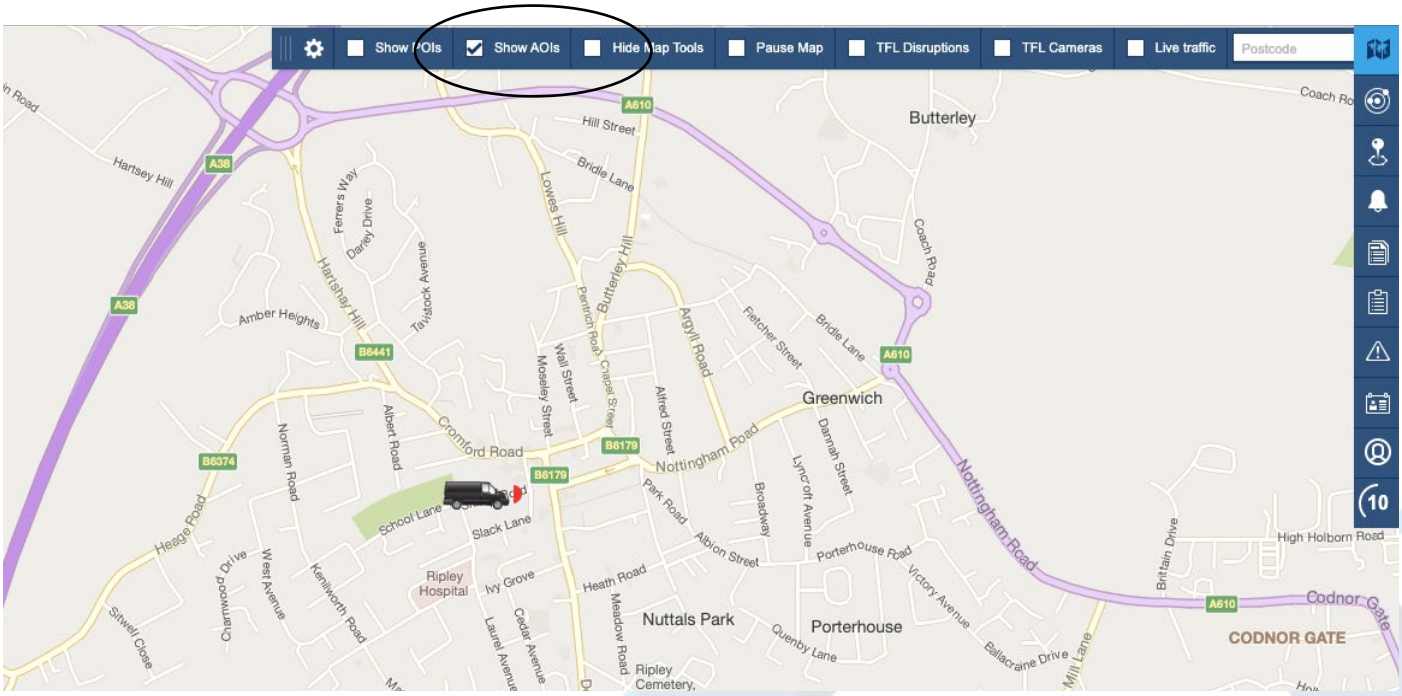
3. To create your AOI simply click on a location to drop a pin on the map, you can then place multiple pins to create an area, once you are happy with your zone simply click save.



5. You now have your AOI or POI set up, you can now set up alerts based on these locations (See our Geo Zones Guide).



6. To show or hide your AOIs and POIs simply click the box shown below.



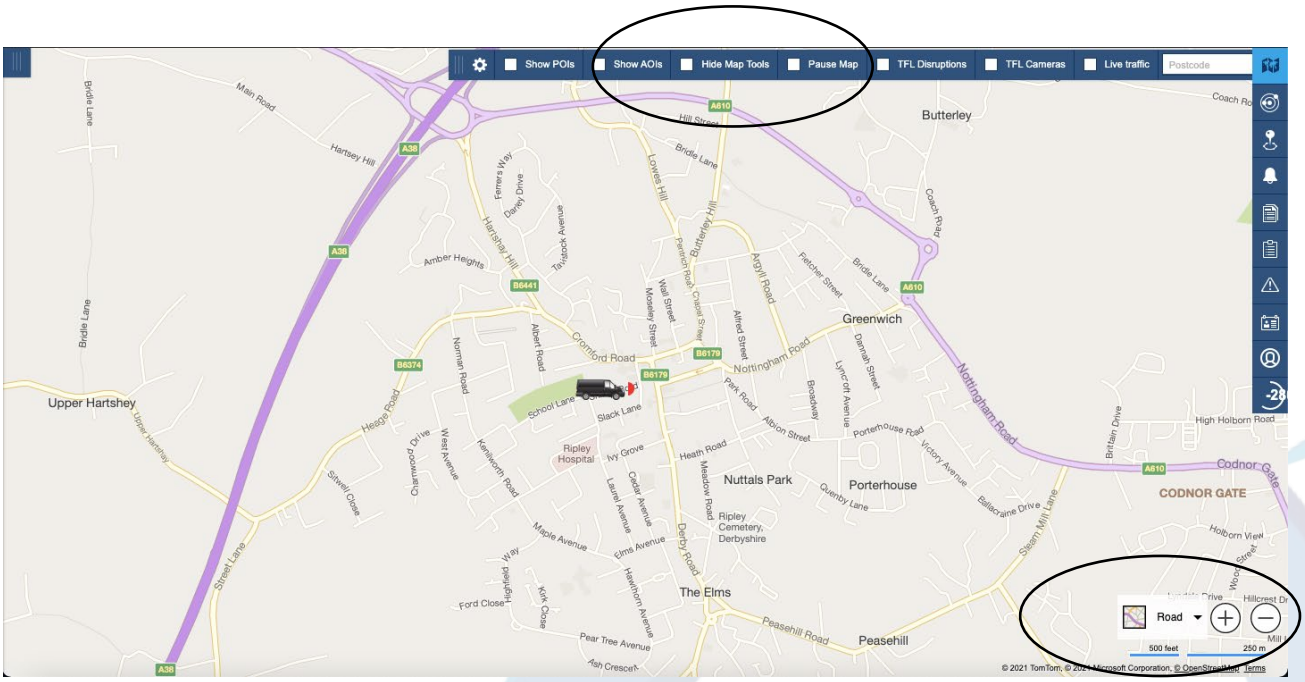
Map Tools

This guide will show you various map tools and how to use various features of the map such as:

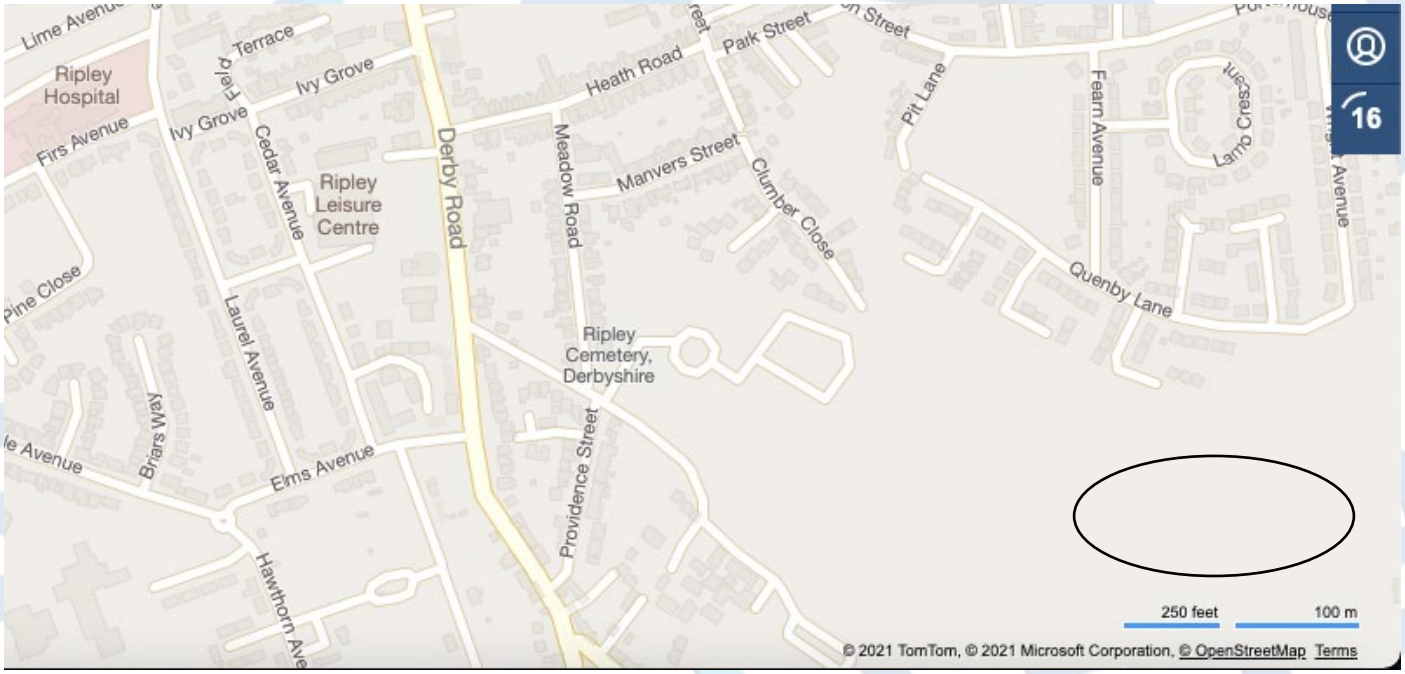
Turning map tools on/off
TFL Disruption view
TFL Camera view
Live Traffic
Pausing the map

Turning map tools on/off

1. The map tools allow you to zoom in and out of your map as well as change the map style, to hide them, simply click the hide map tools in the top option bar shown below

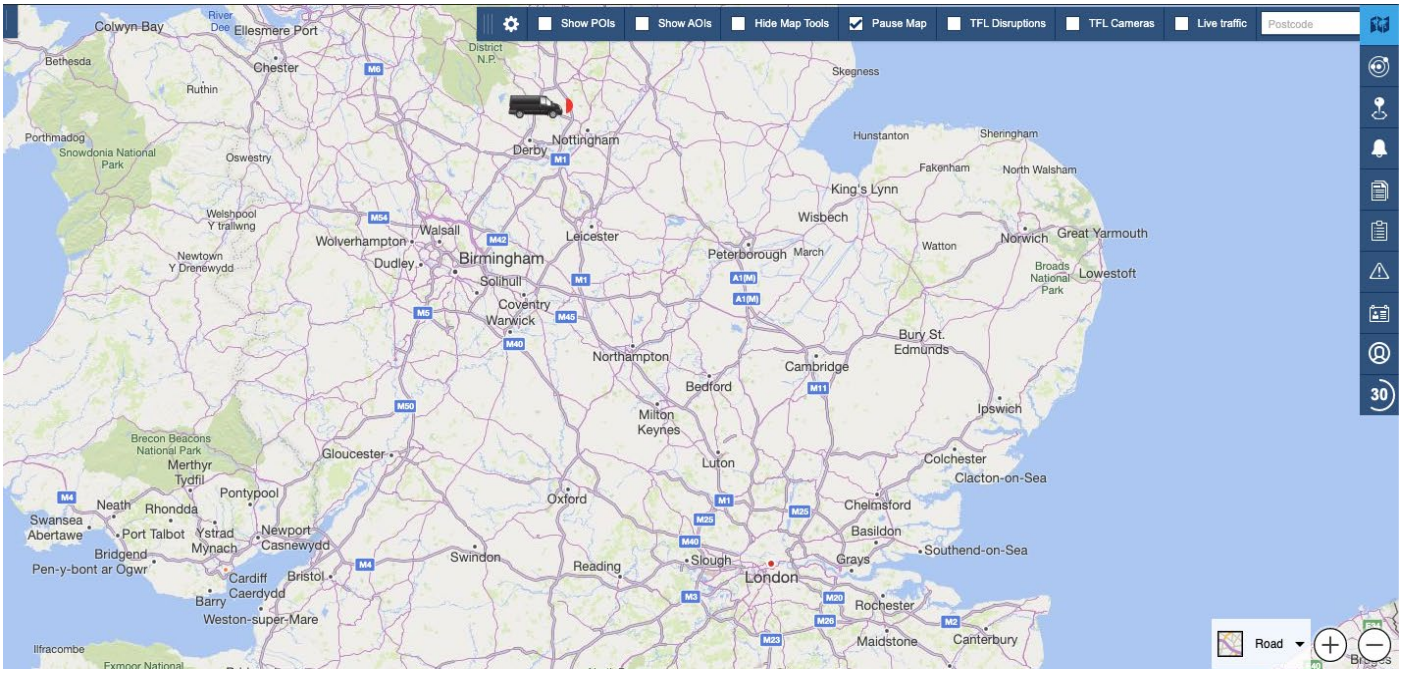


2. Here you will see that the map options have been hidden

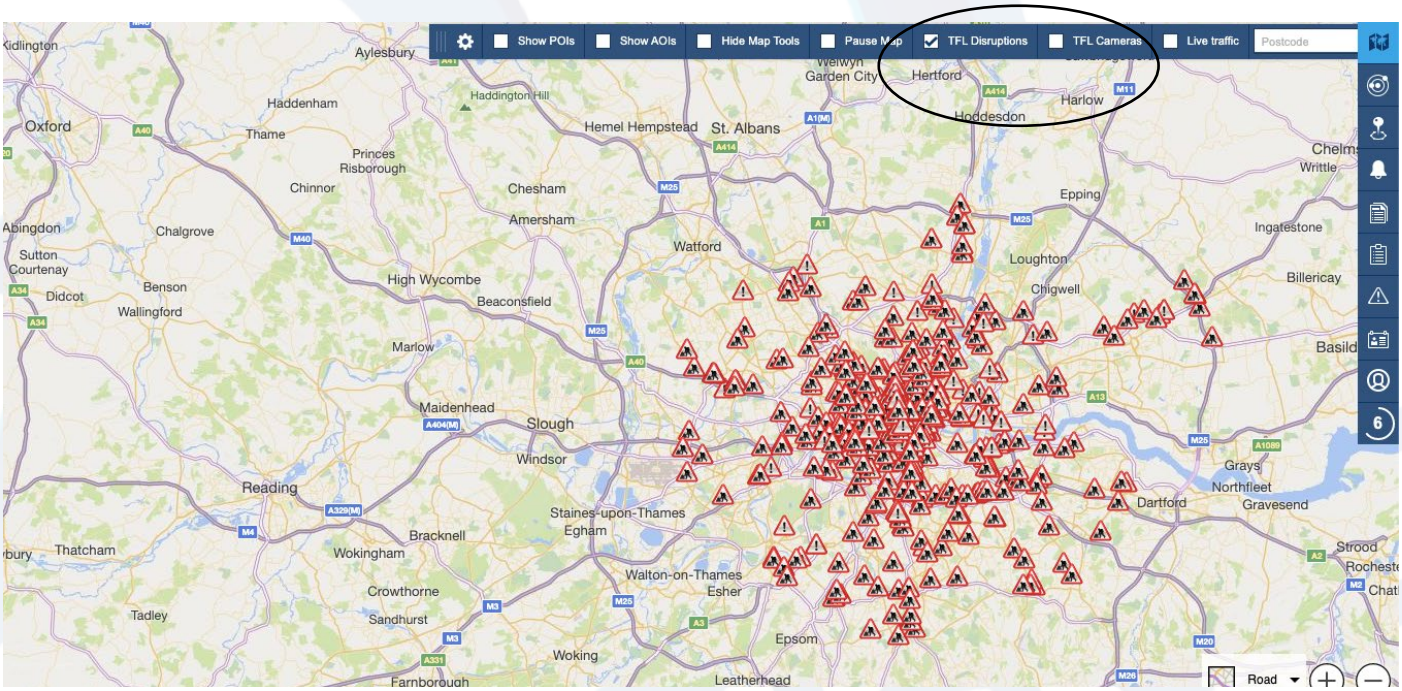


TFL Disruption view

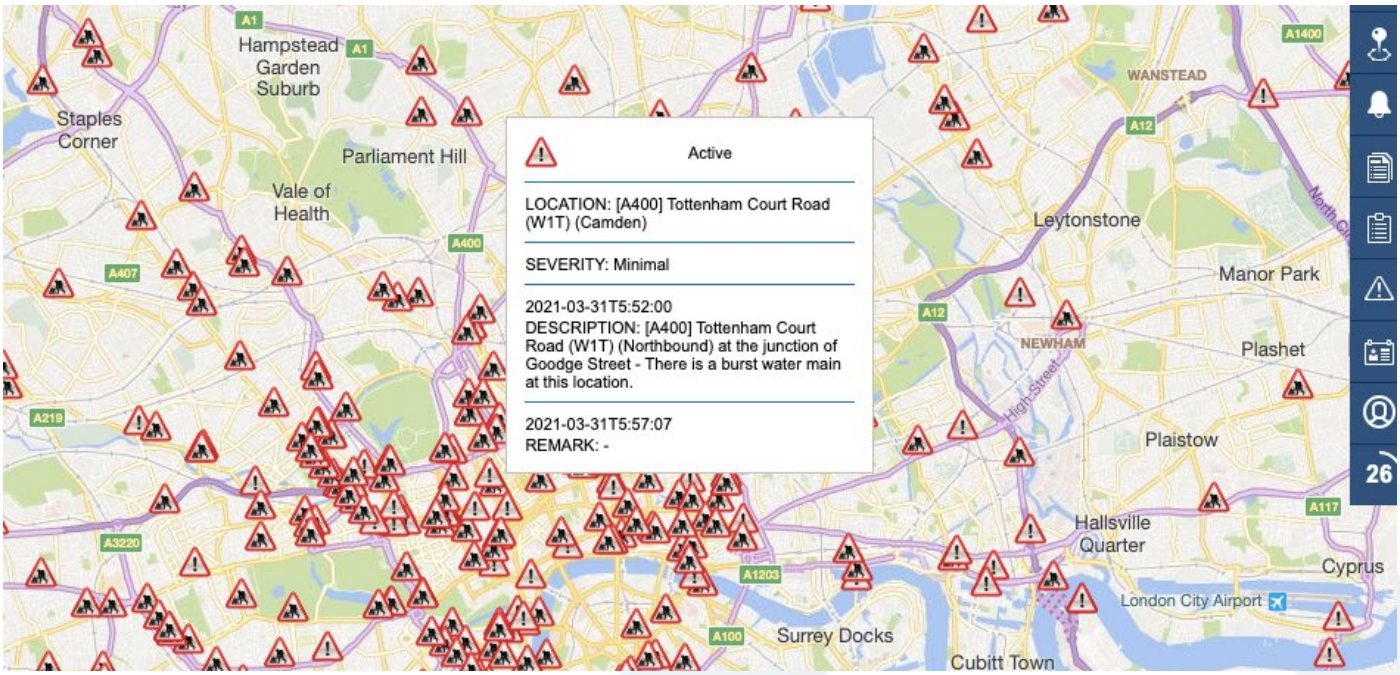
1. TFL or Traffic for London is the government body responsible for the transport system in Greater London, our system can show the TFL's up to date traffic information and camera locations, fistly log into the portal.



2. In the top option bar you will see various check boxes to toggle the relevant information required. To check for traffic disruptions click the TFL Disruption option.

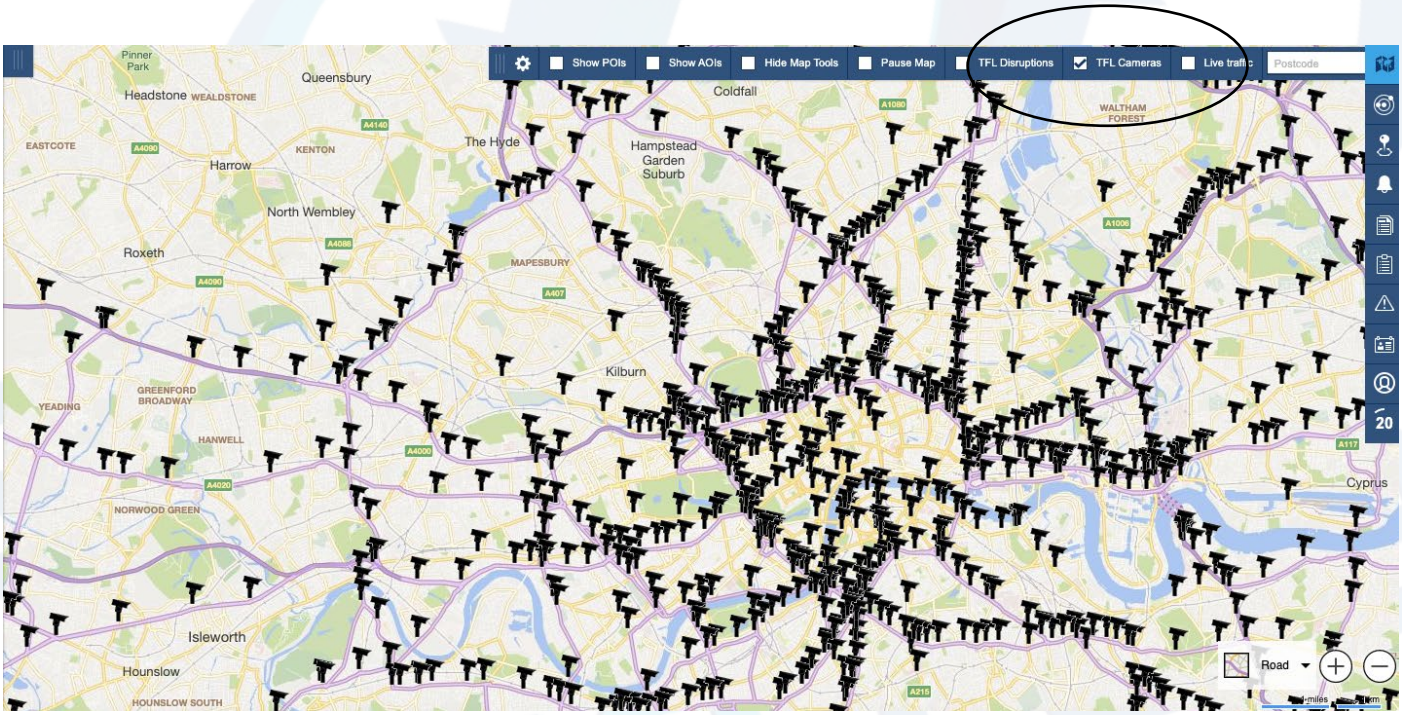


3. From here you will see where all the disruptions are in and around the Greater London area



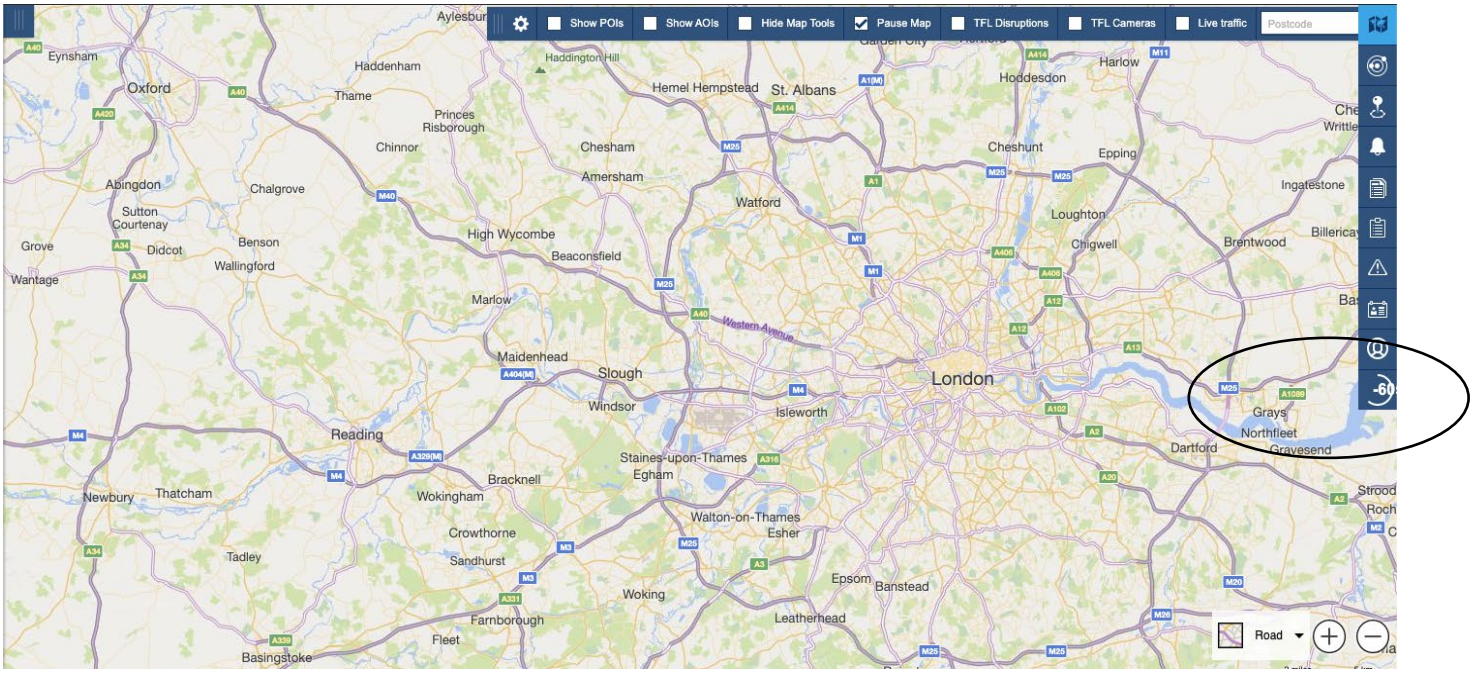
TFL Cameras

1. As above to see where all of the camera locations are from the TFL, simply click the TFL Camera option in the top option bar.

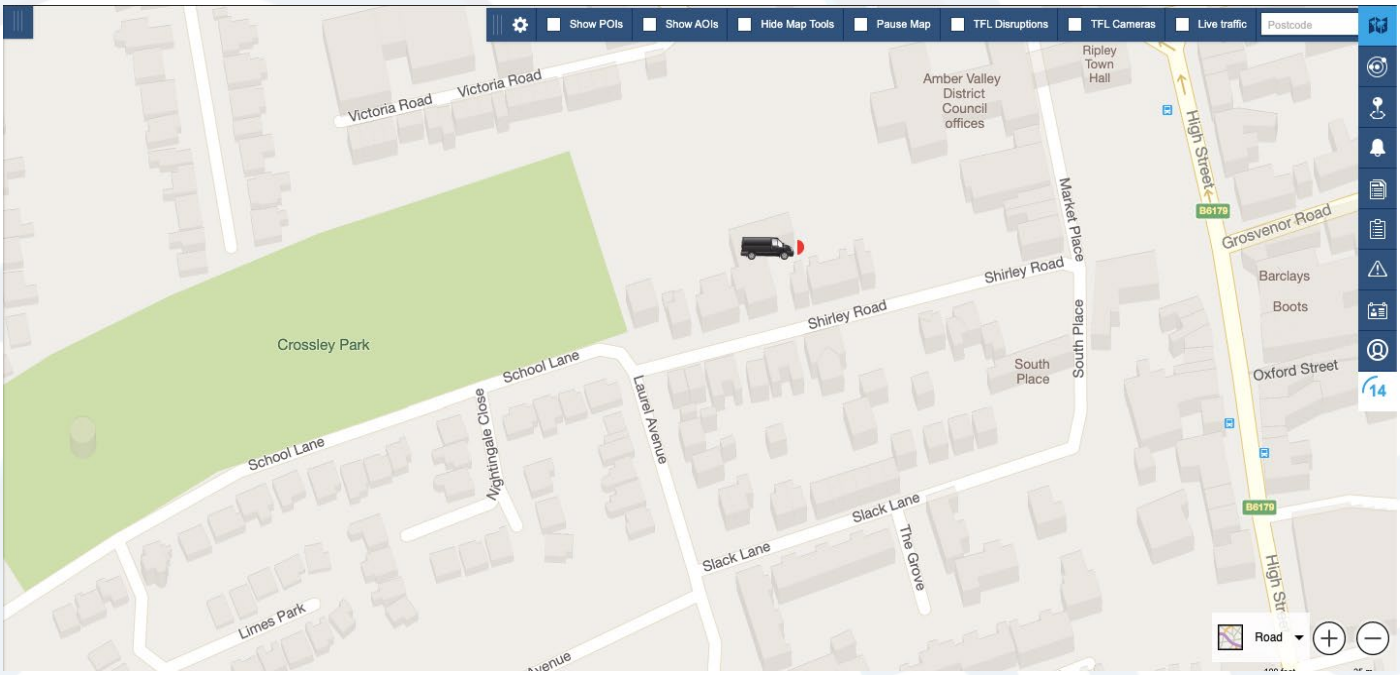


Pausing the map

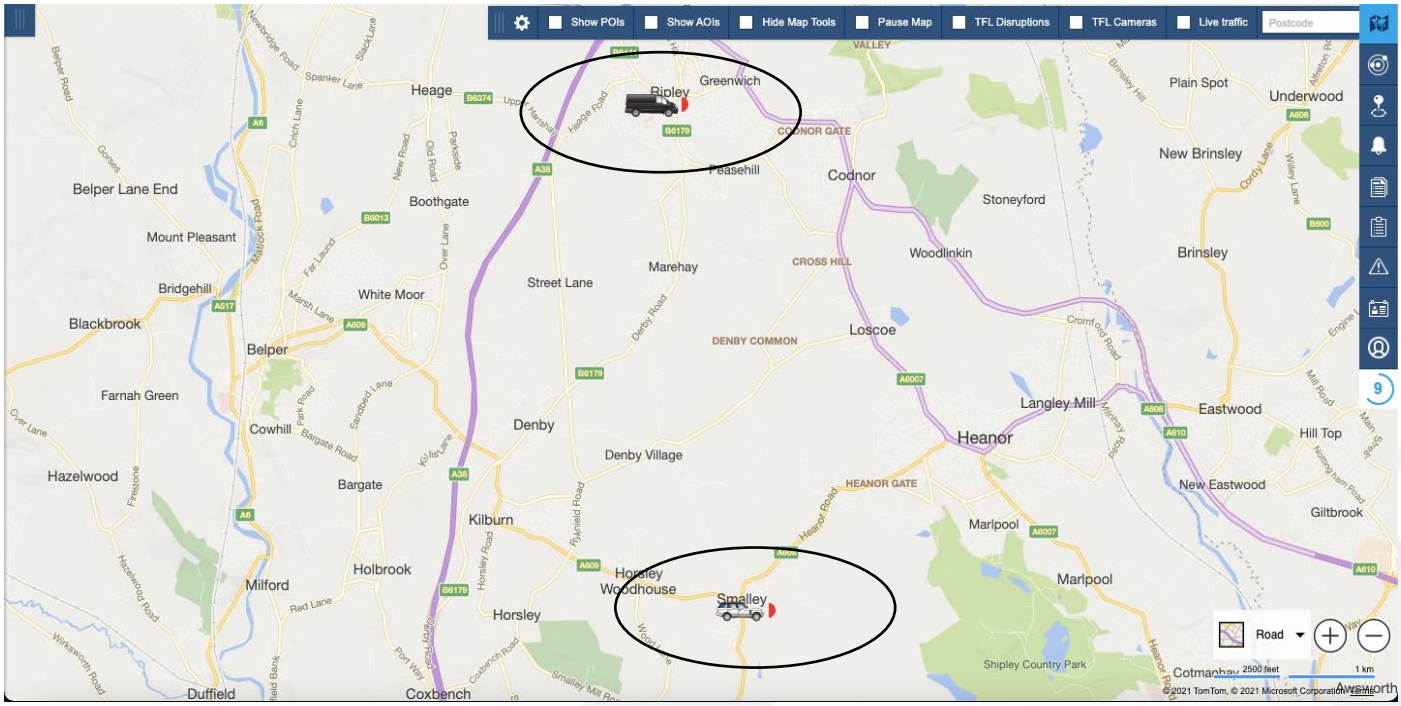
1. When logged into the portal you may notice that it updates every 30 seconds, the timer at the side represents this.



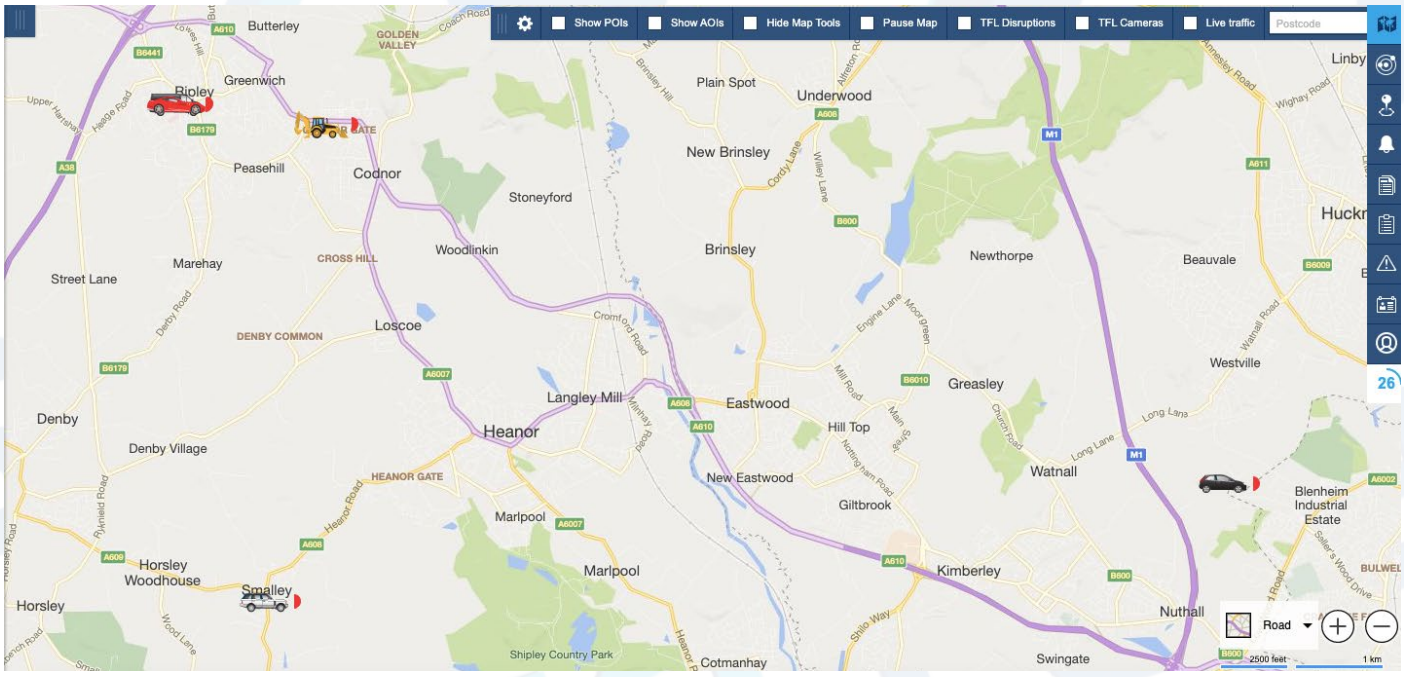
2. Also, you may notice that once a vehicle is selected it will zoom and centre around that vehicle every 30 seconds.



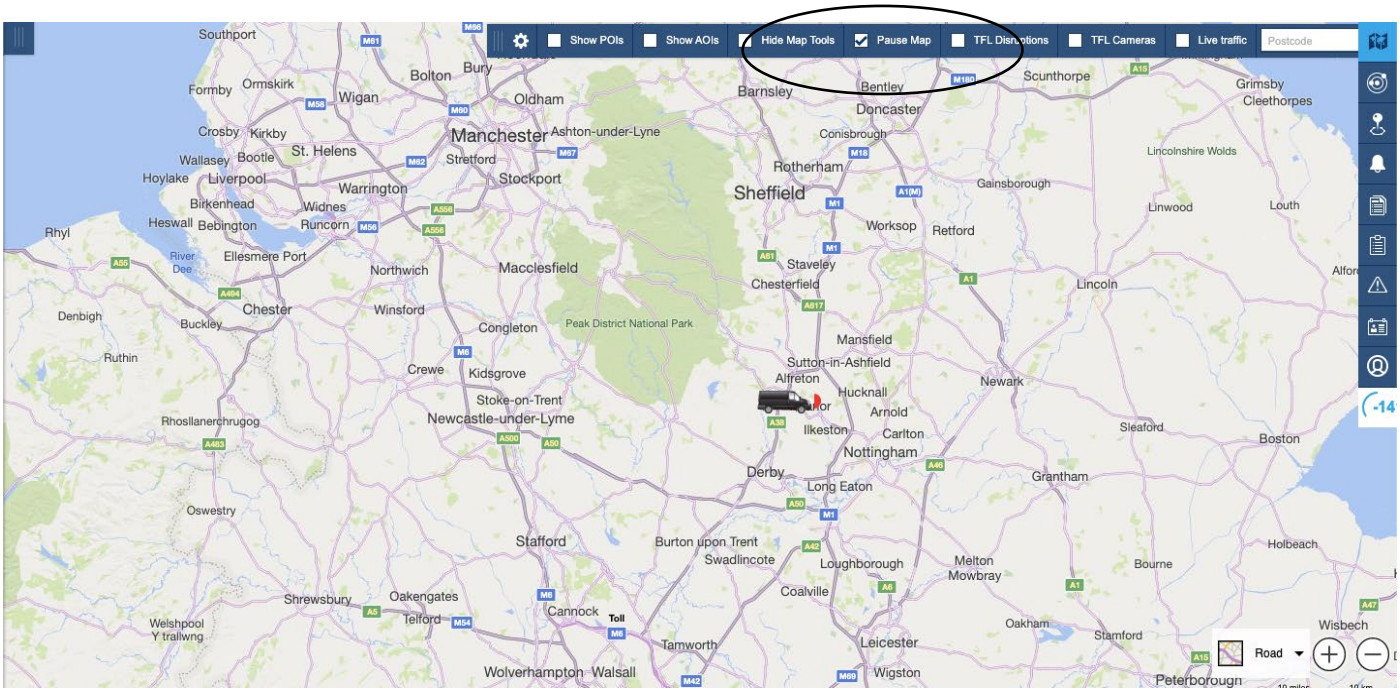
3. Then, if you were to select another vehicle the screen would zoom out so you can see both vehicles.



4. The more vehicles you have selected the system will automatically scale to fit all vehicles on the screen at once. If one of those vehicles goes out of the viewable area, the map will scale after the 30 second timer.

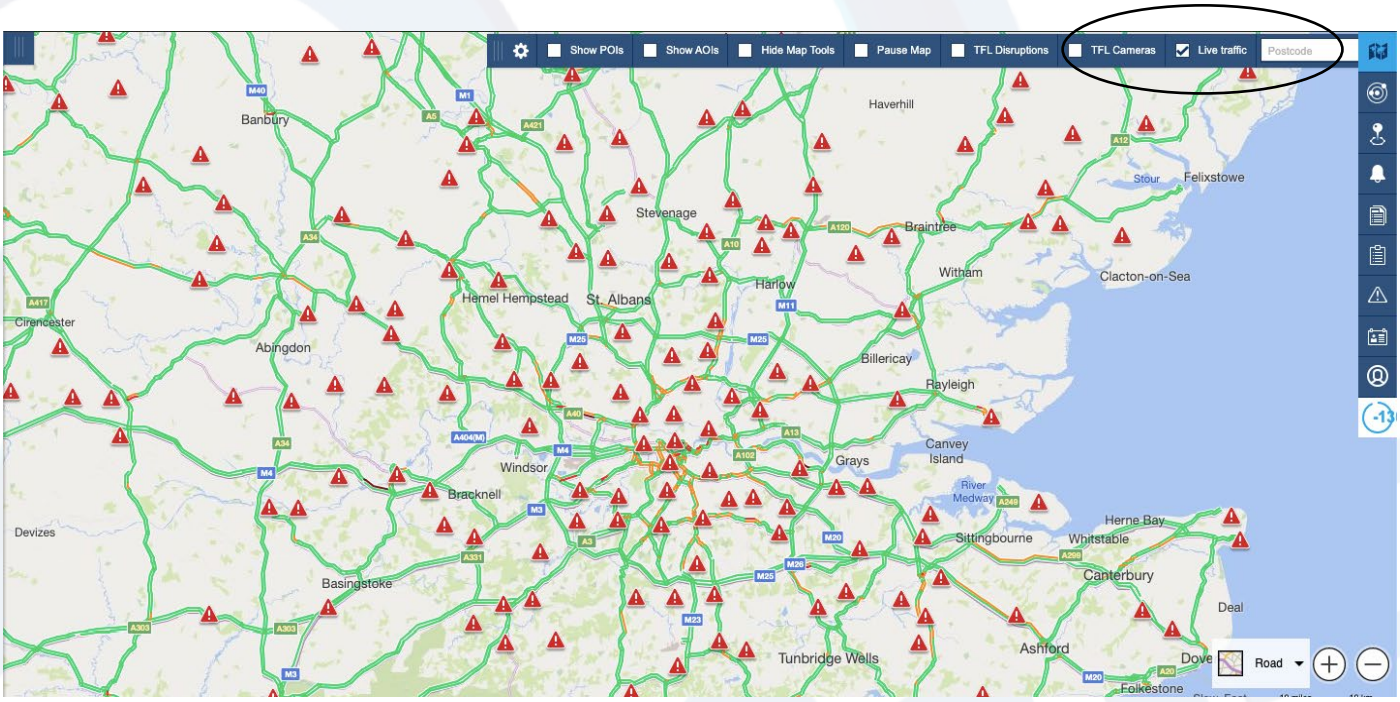


5. To focus on one area and stop the map from scaling simply click the pause map option, this will hold the map in place and stay focused on that area.

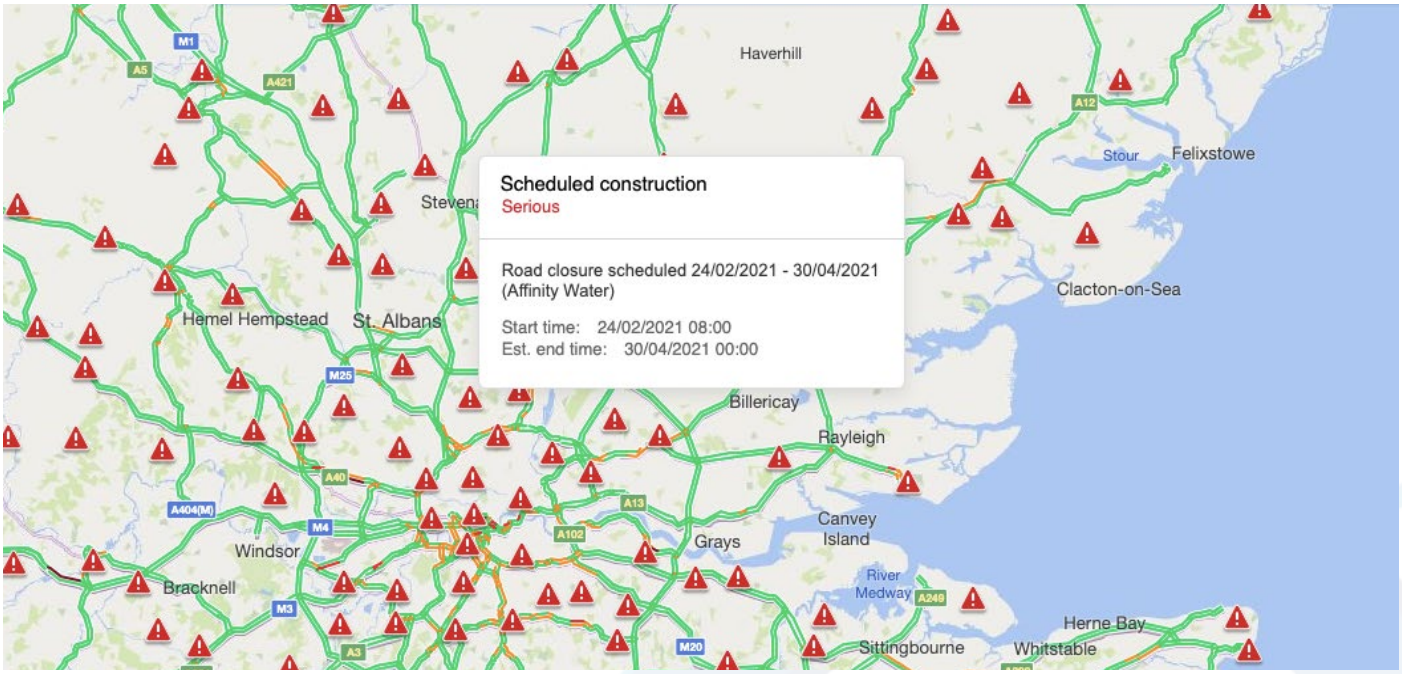


Live Traffic View

1. The live traffic view will show live traffic updates with a detailed expaination of the traffic situation for a specific road.



2. As shown here, it will detail the reason, severity, an explaination and a scheduled start and end time.

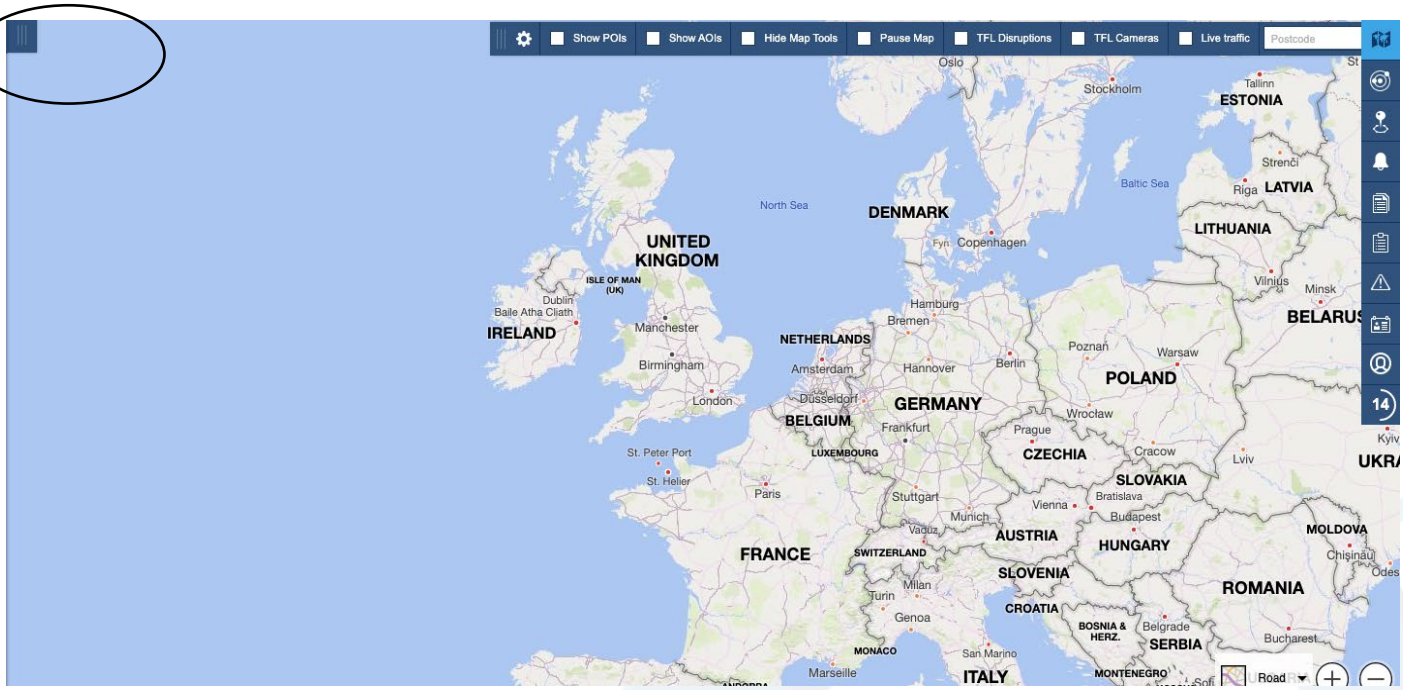


CloudTelematics

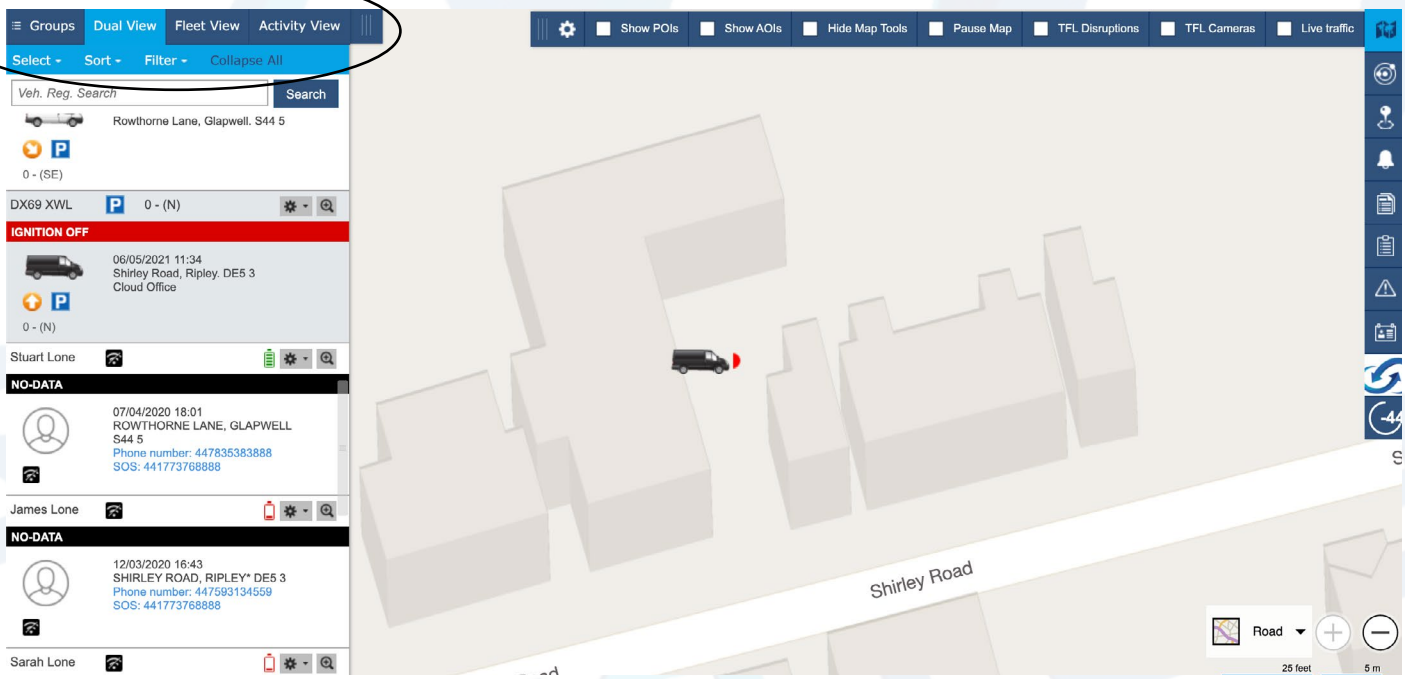
Views

This guide will show you the views tab, it will show you how to set your view, veiw your fleet and view your fleets activity.

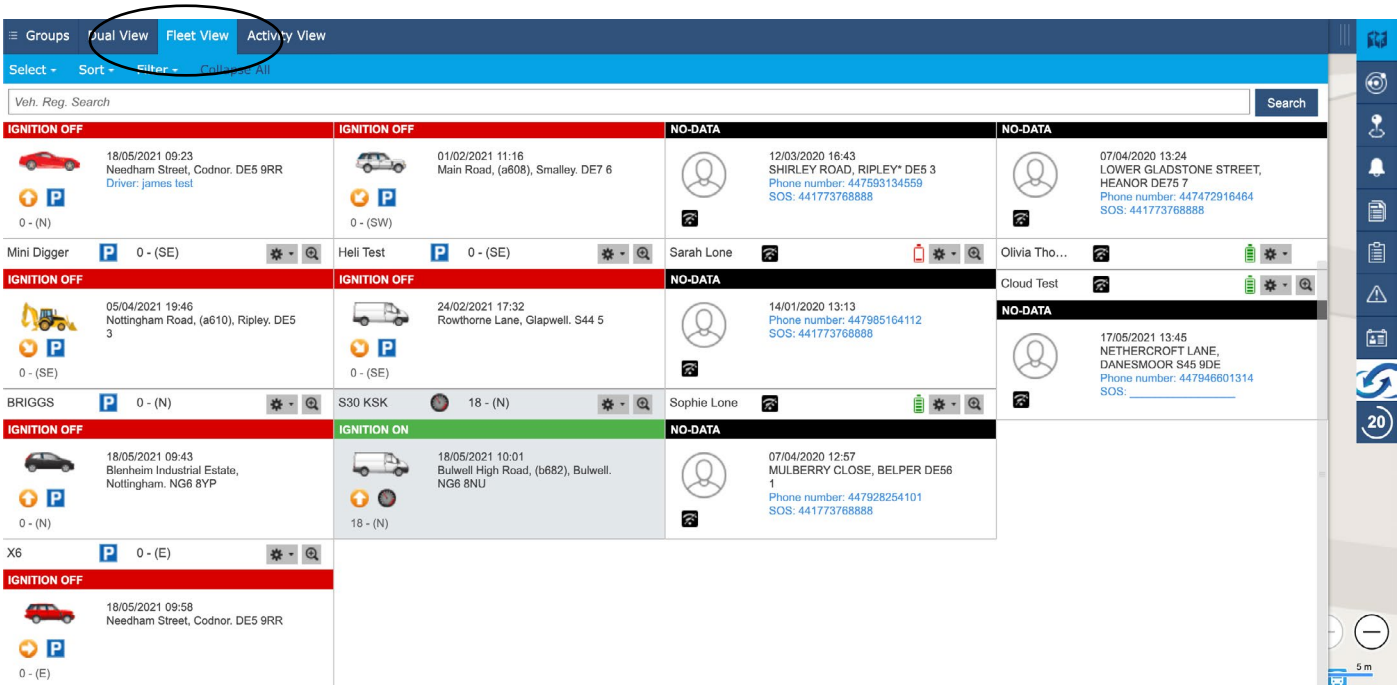
1. Log in to your tracking portal and click the tab in the top left if not already open.



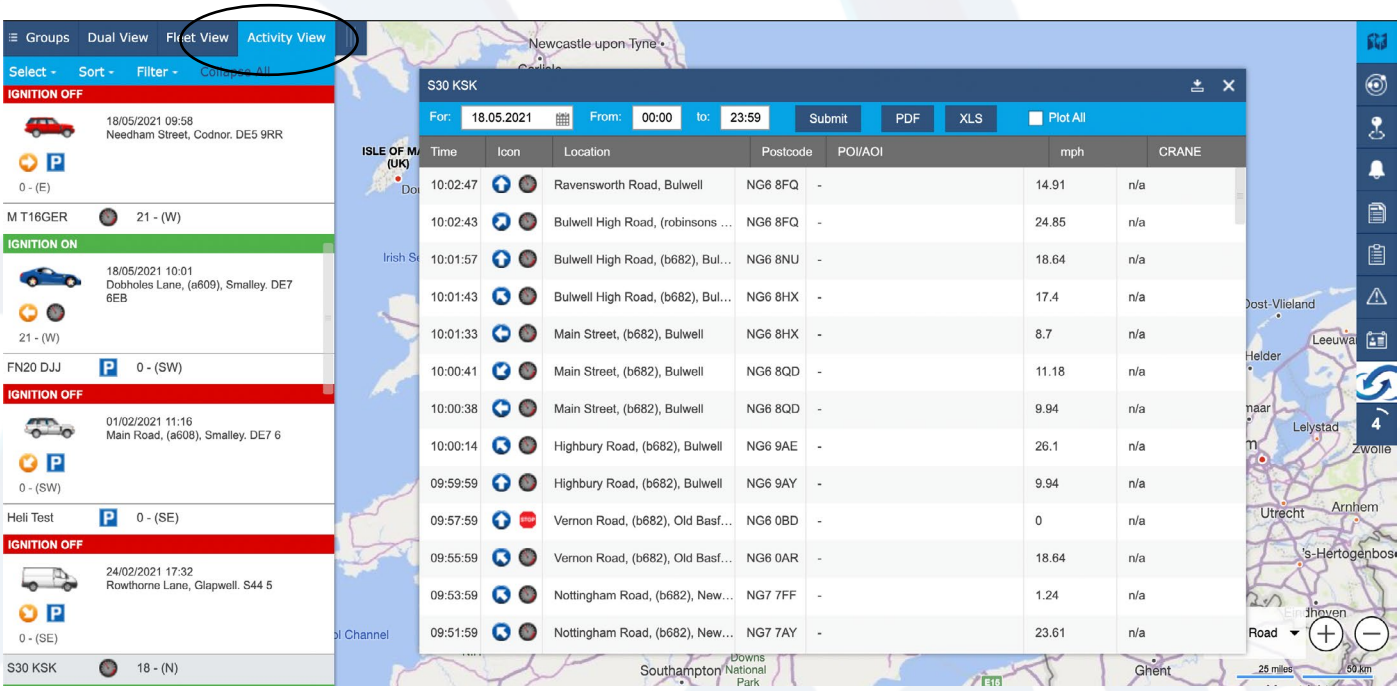
2. Here you will find your views menu,
Dual View - Allows you to view a vehicle and the map simultaniously



3. **Fleet View** - Allows you to view all vehicles that are tracked in your fleet.



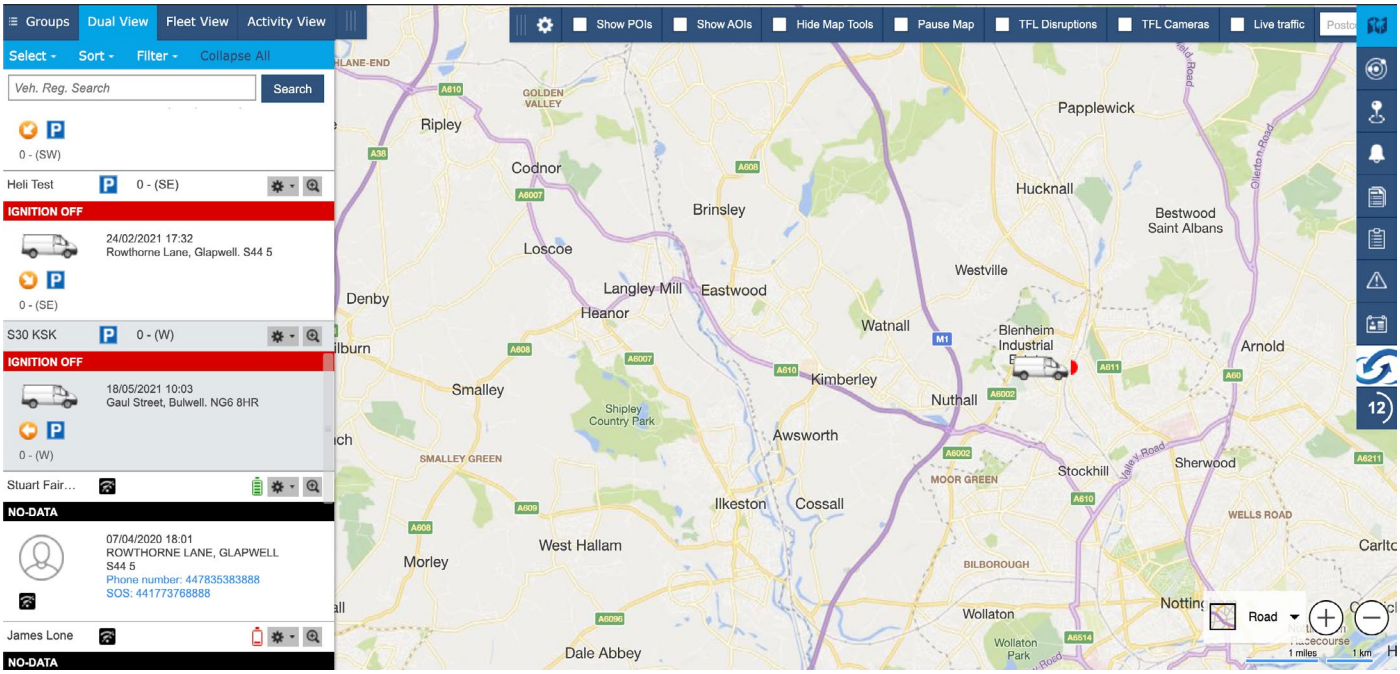
4. The **activity view** will show the activity of any chosen vehicle, here you can choose a date and time range and see all activities from the chosen vehicle during that date range as well as select any of the chosen points view where any activity has occured.



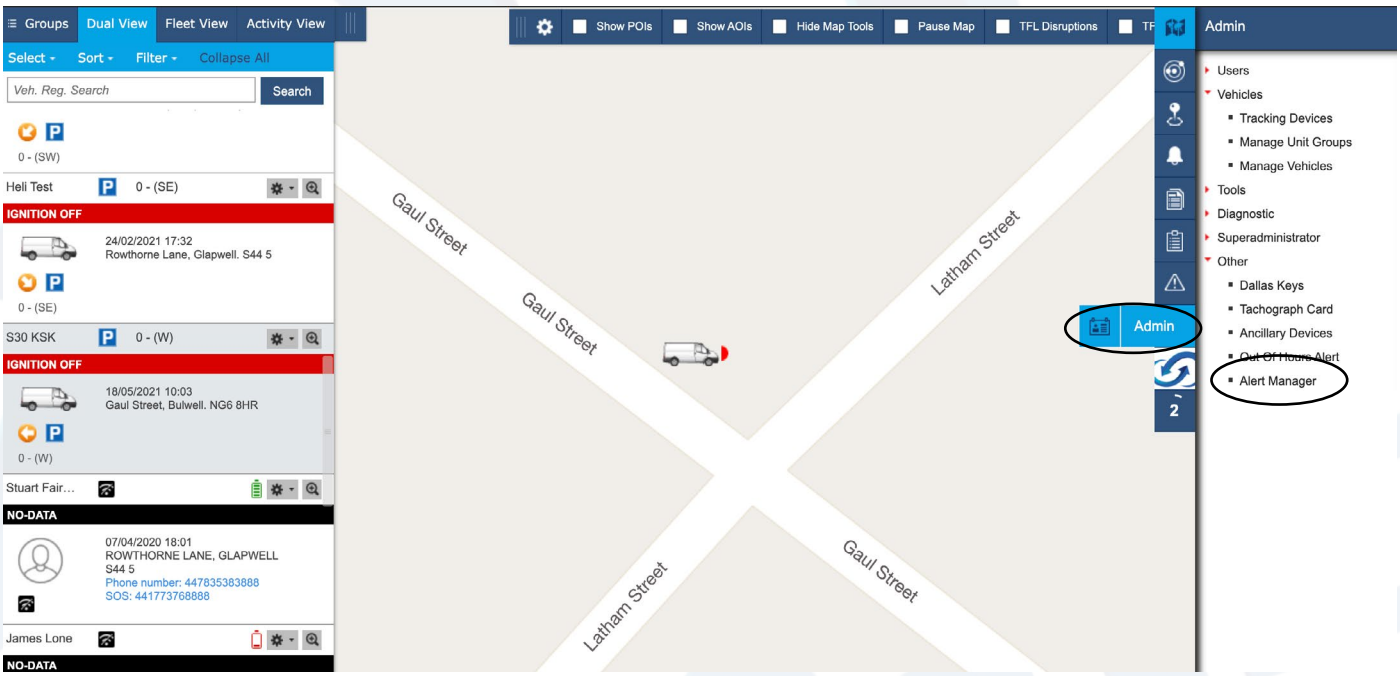
Out of Hours Usage Reports

This section will show you how to generate out of hours usage reports and alerts.

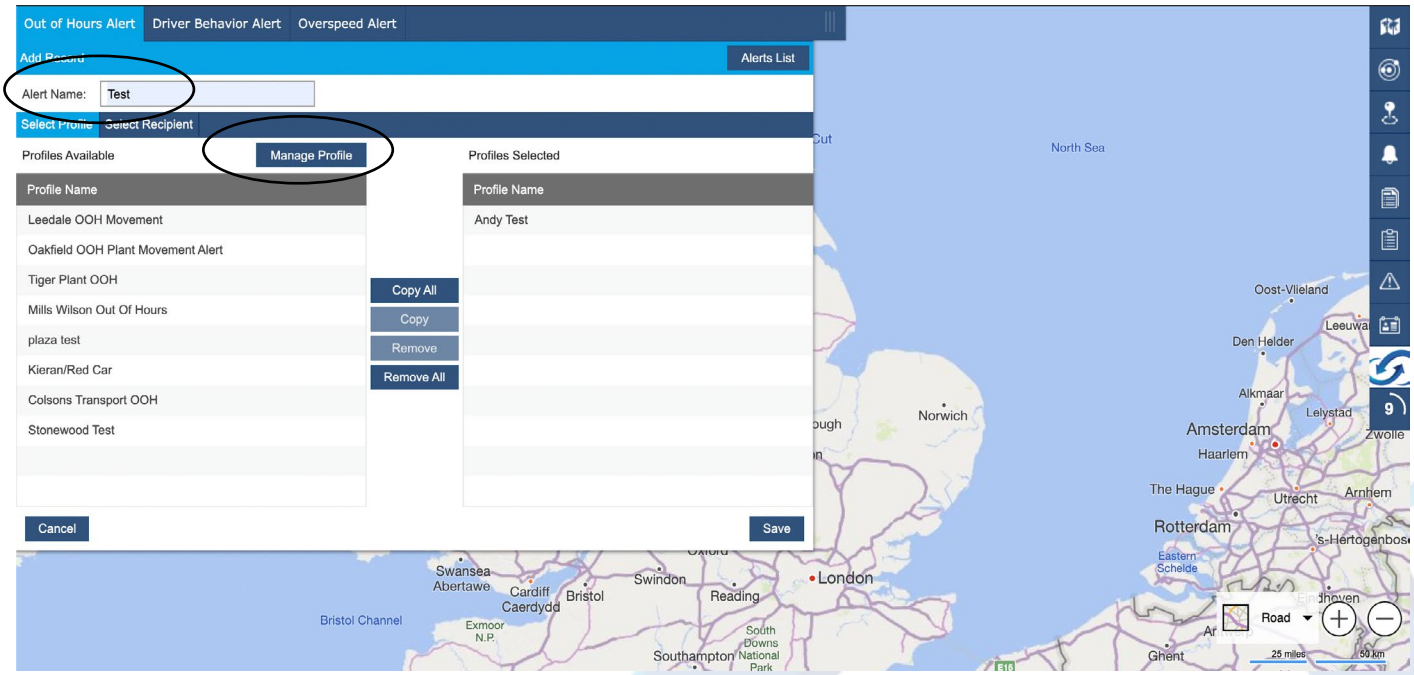
1. Log into your tracking portal



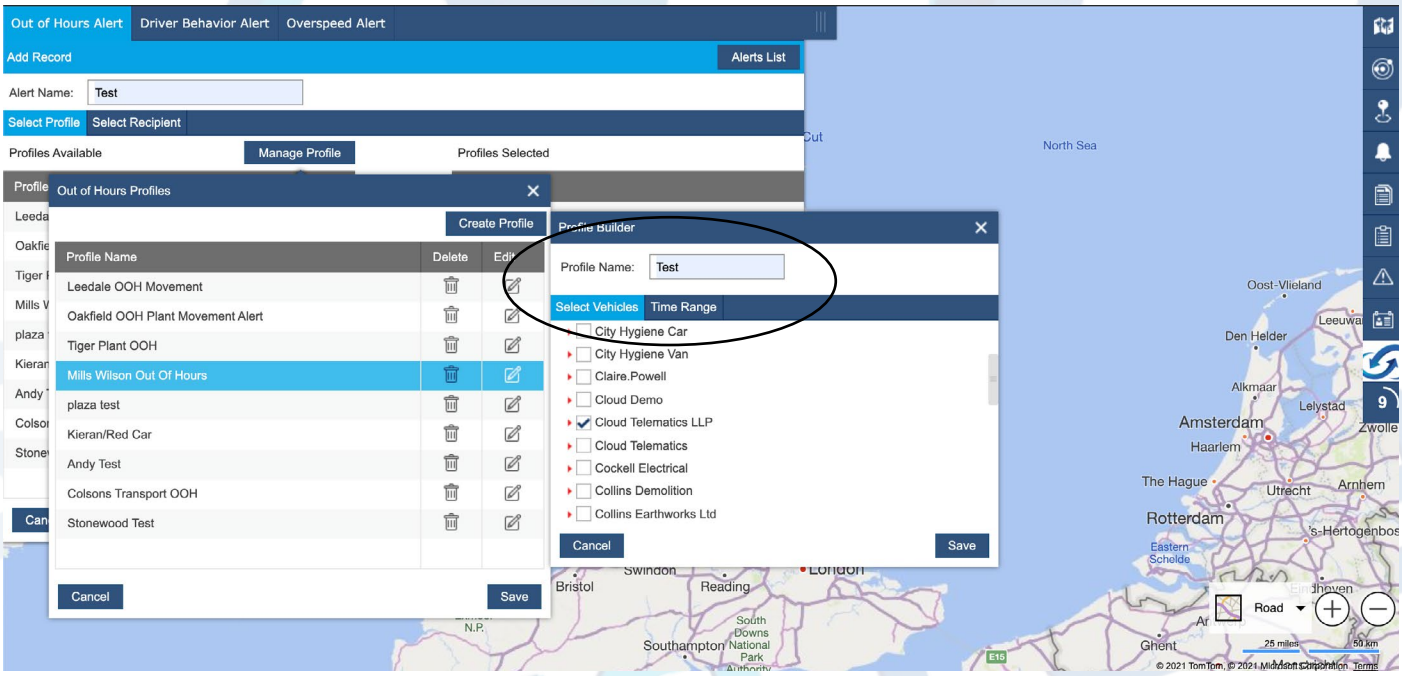
2. First you will need to set up an alert profile by clicking the Admin option on the right and selecting Alert Manager



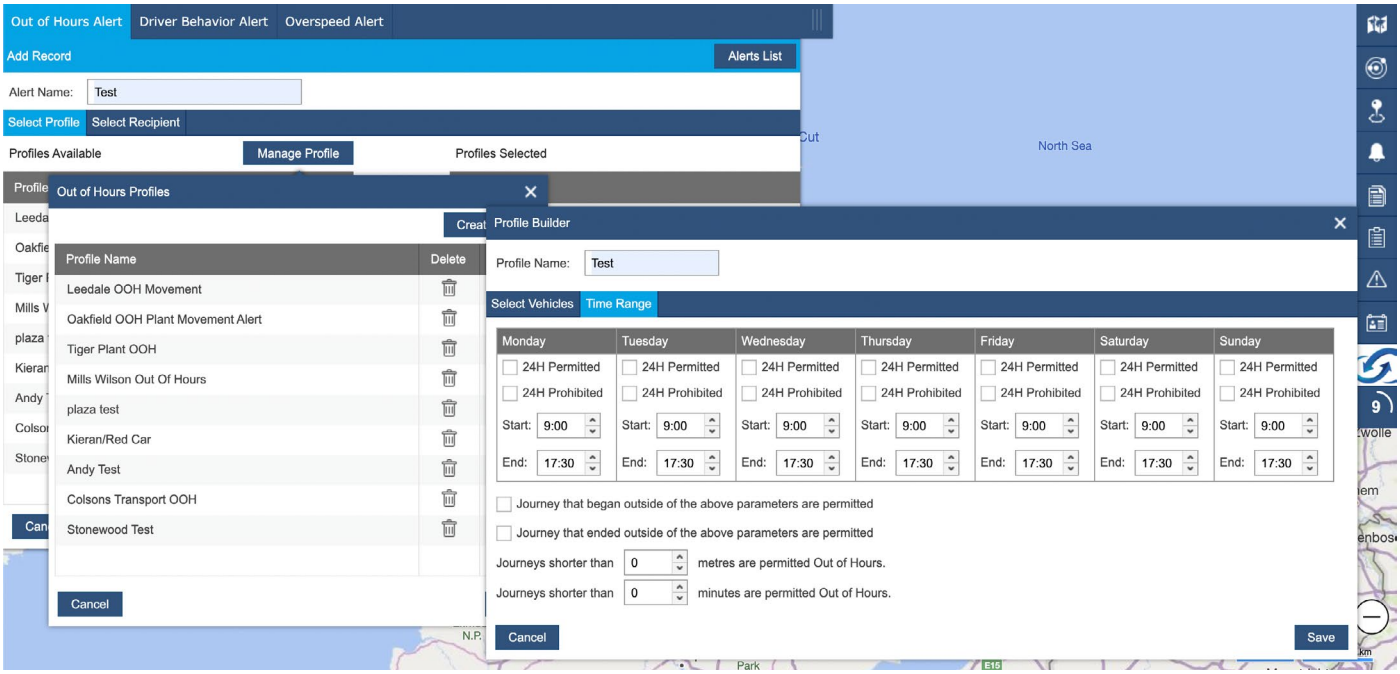
3. Name your alert and click the manage profile button



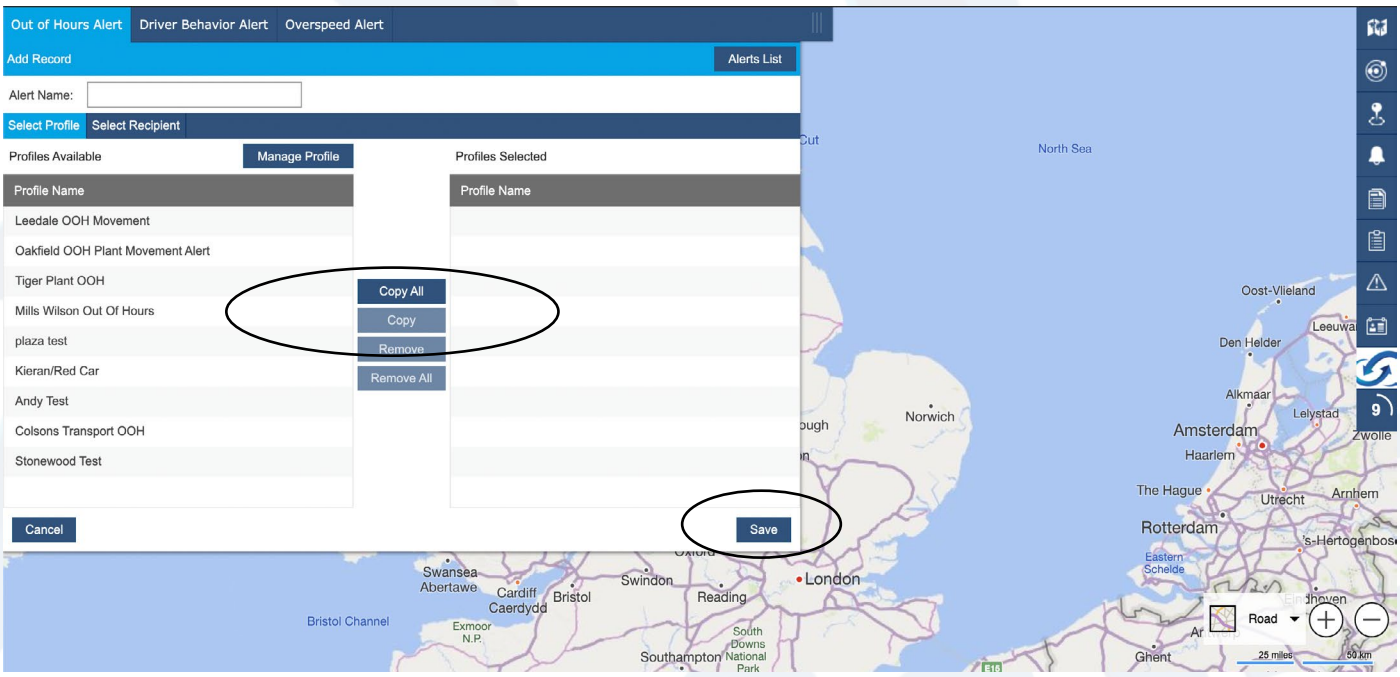
4. In the profile builder, name your profile and click the check box for your fleet, then click the Time Range option.



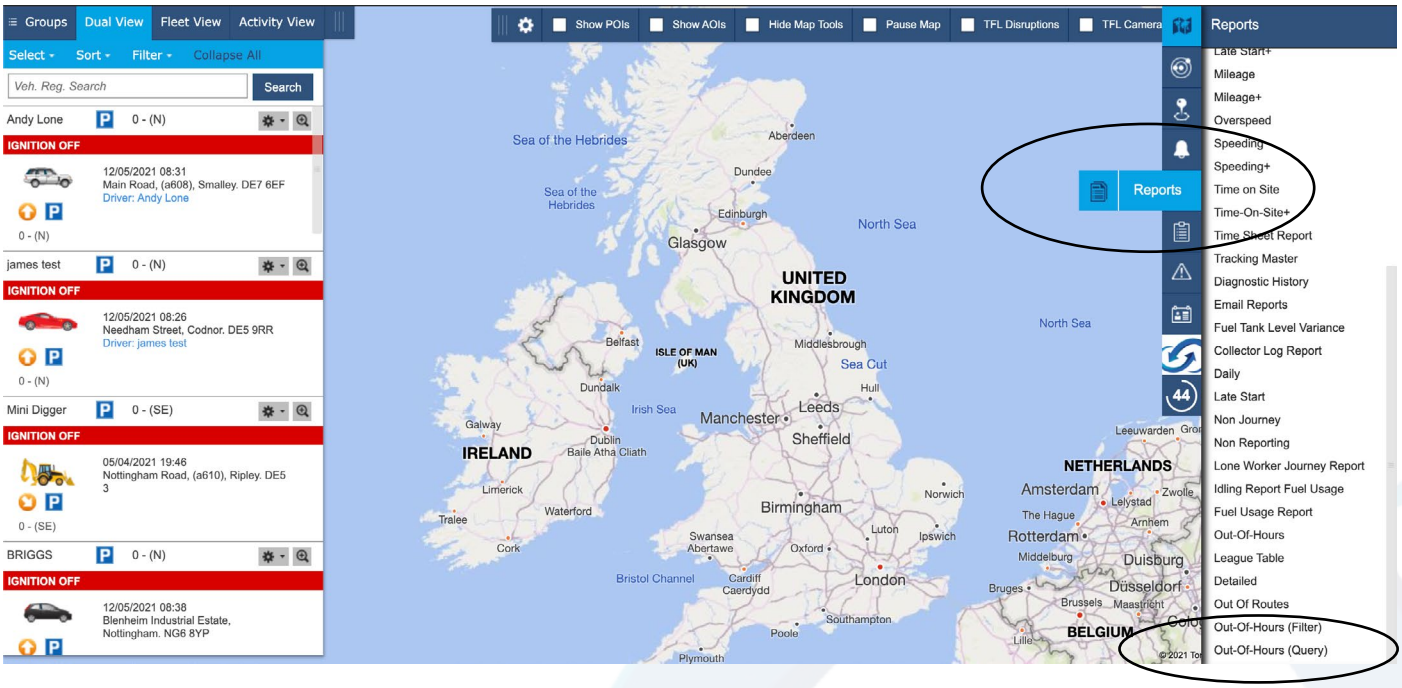
5. Here you can select the day and time ranges to trigger the alerts as well as manage various options for wether outside hours journeys are permitted, click save once you have chosen your permissions.



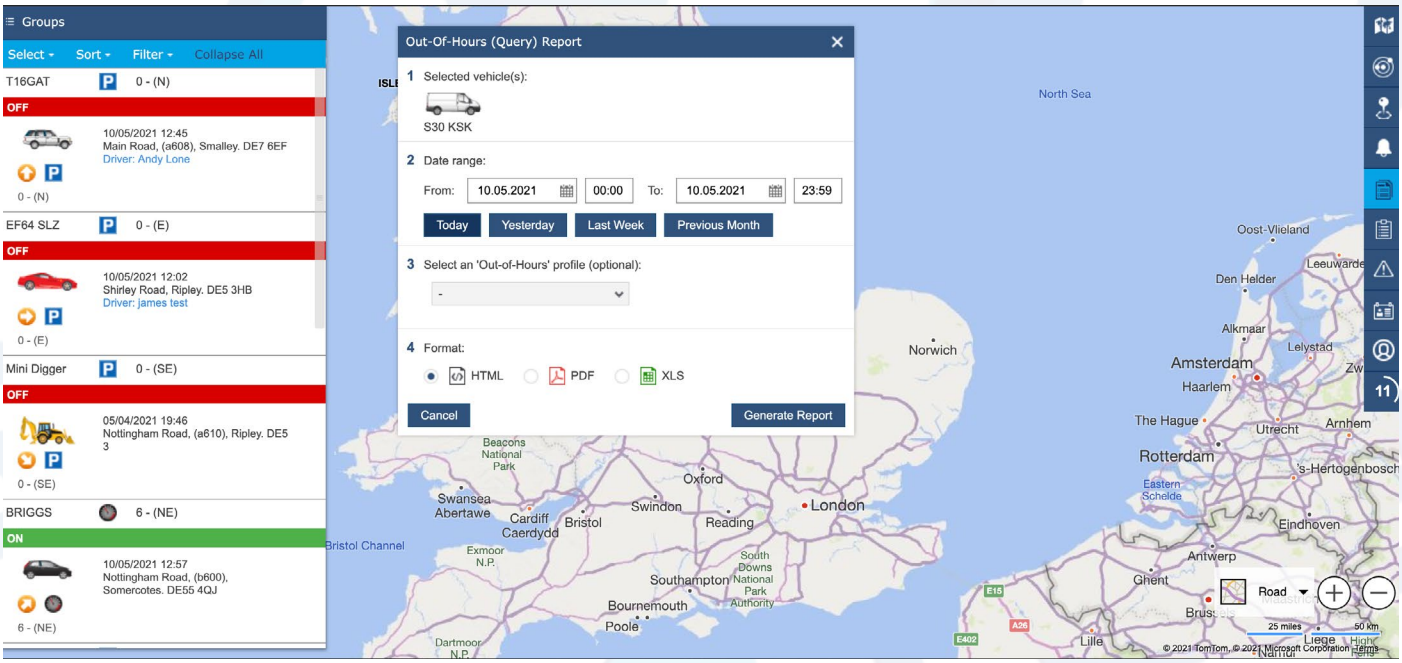
6. Once saved return to your Alerts page, you should now see the profile you created in the box on the left, select your profile and click copy and save.



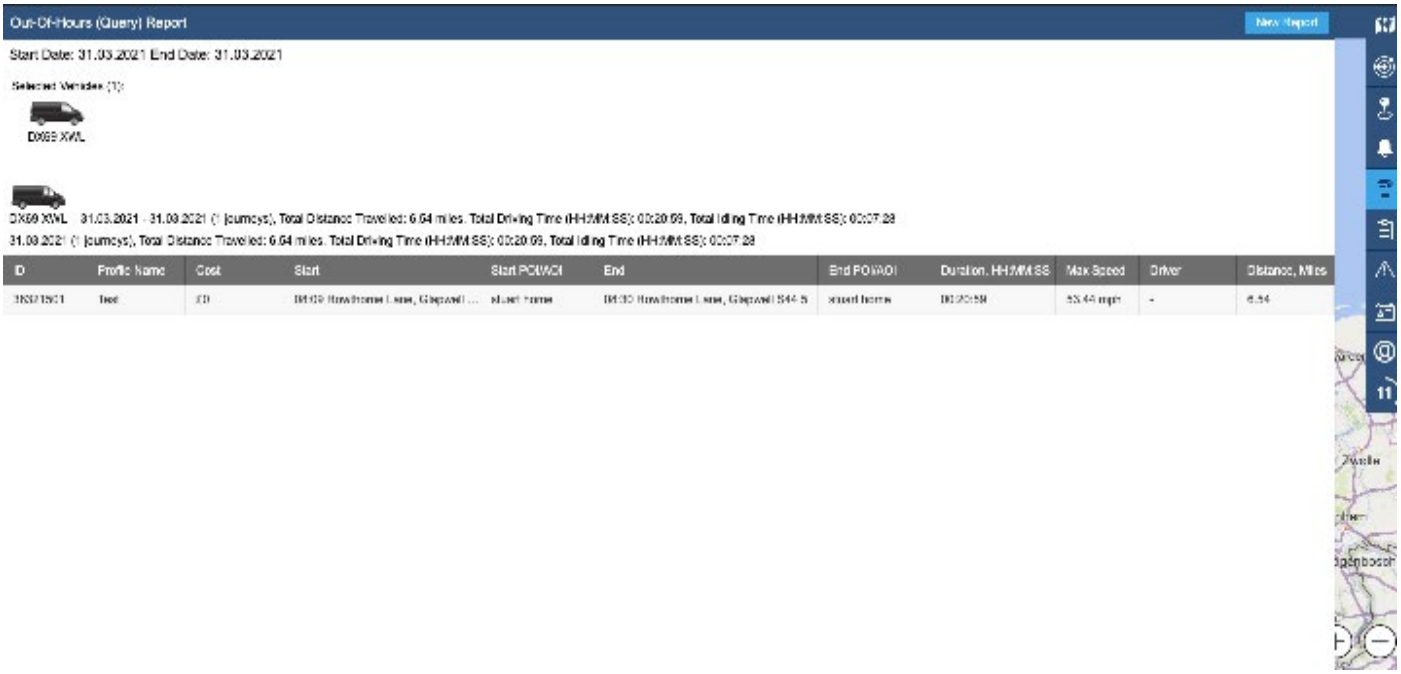
7. Now you have your profile set up, Click on the reports option on the right hand option bar and click Out of Hours (Query) at the bottom of the list.



8. This will open the report option box, here you can select the time and date range you want the report generated for as well as the format you want the report in.



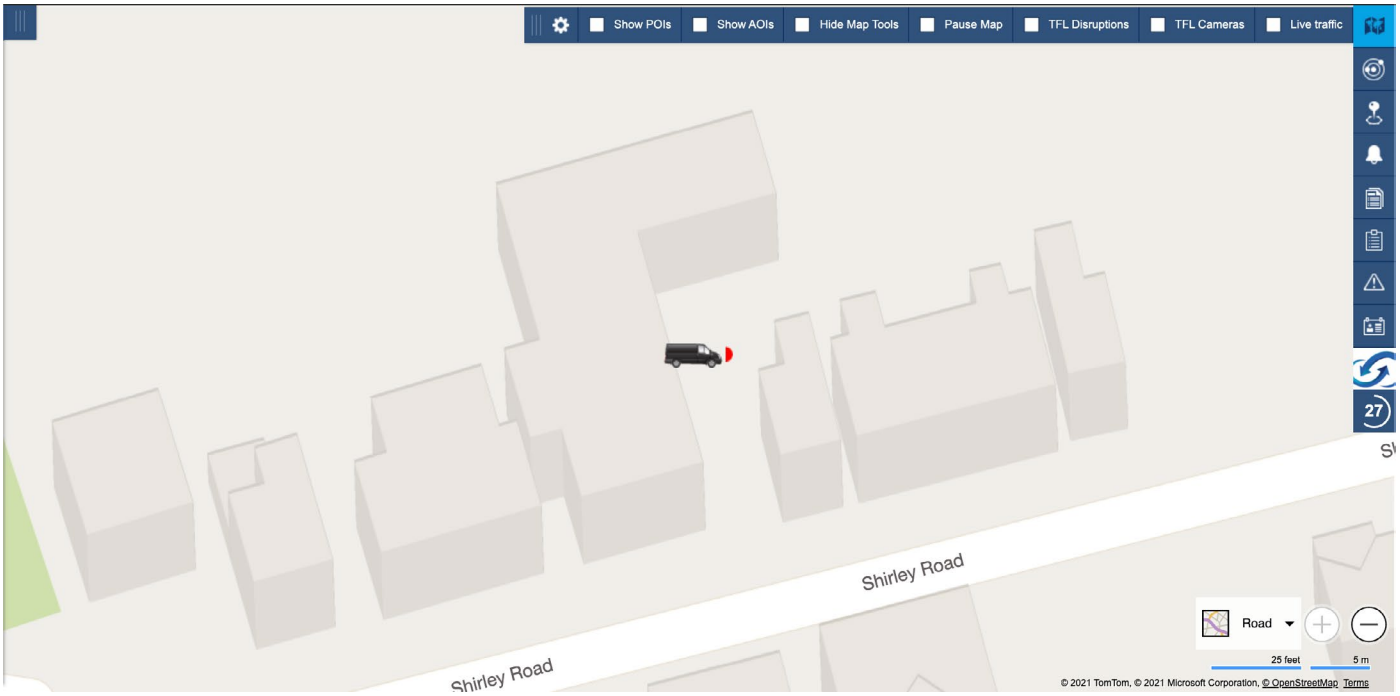
9. Your report will look like this and give you all of the out of hours usage information based on the profile you made previously



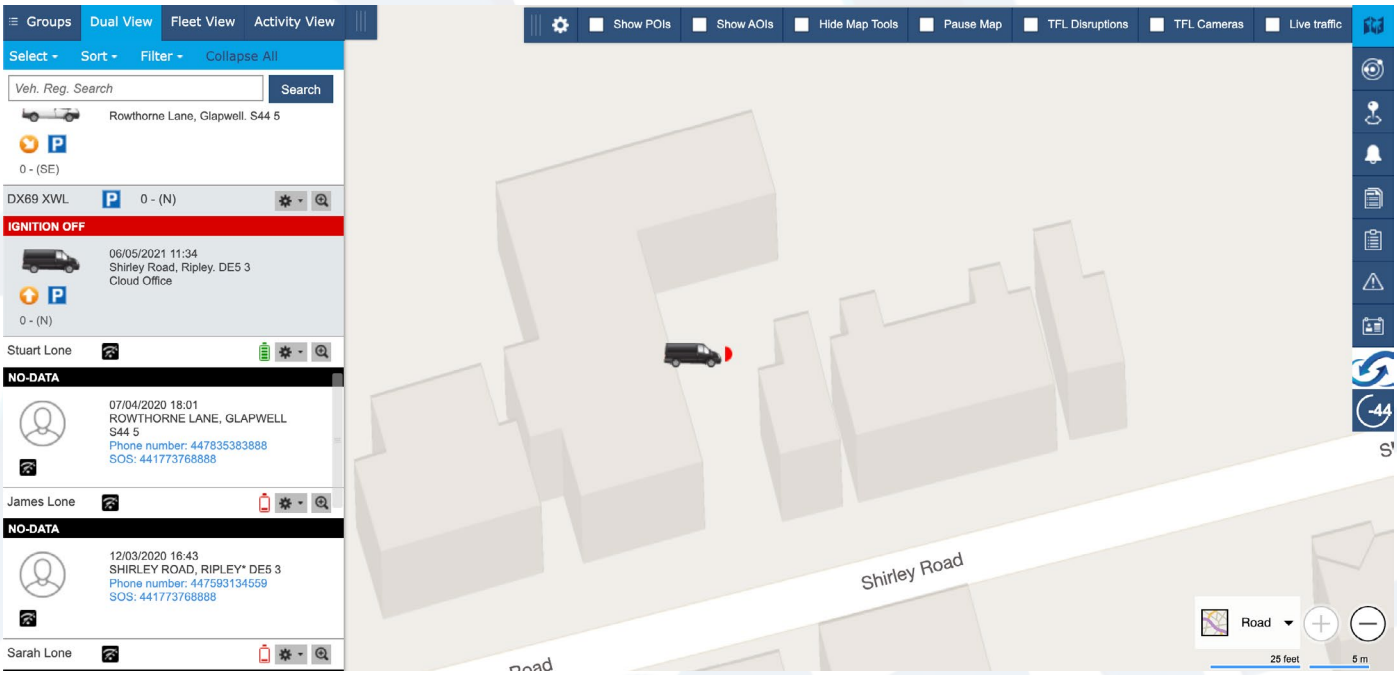
Idling Report

This section will show you how to generate idling reports for your vehicles.

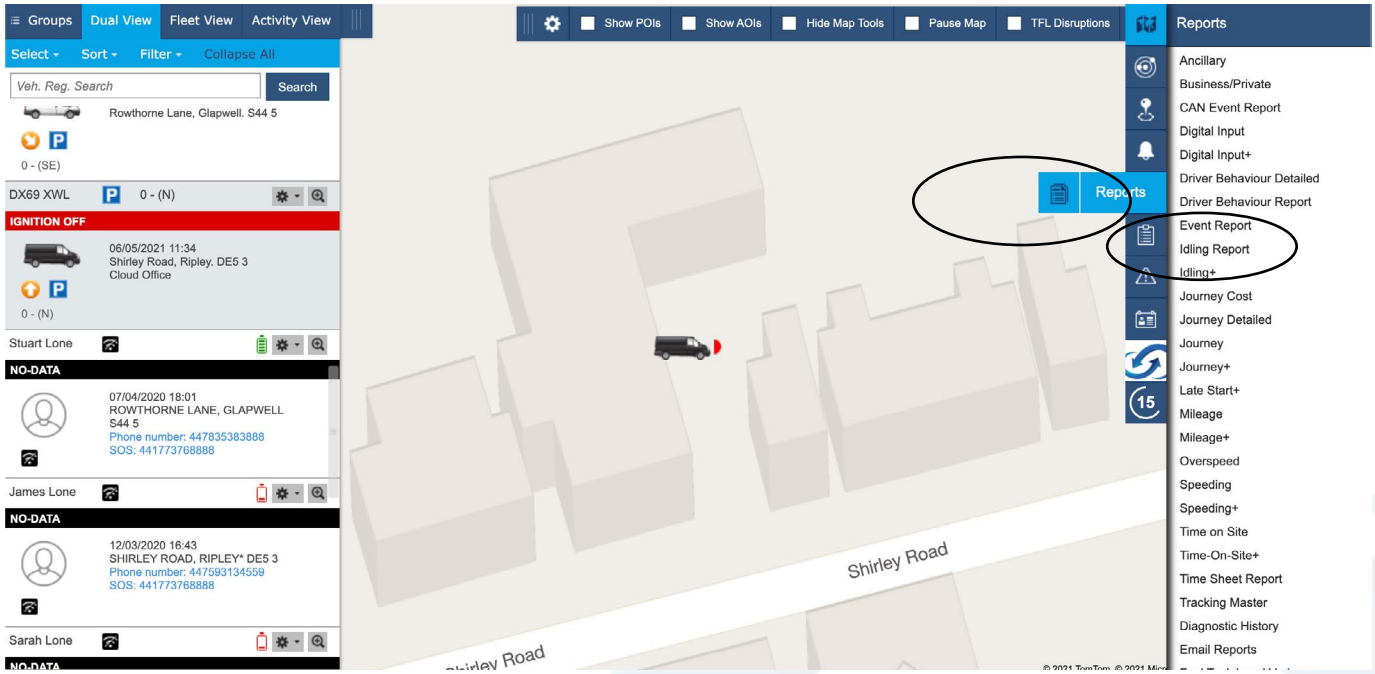
1. Log ito your tracking portal



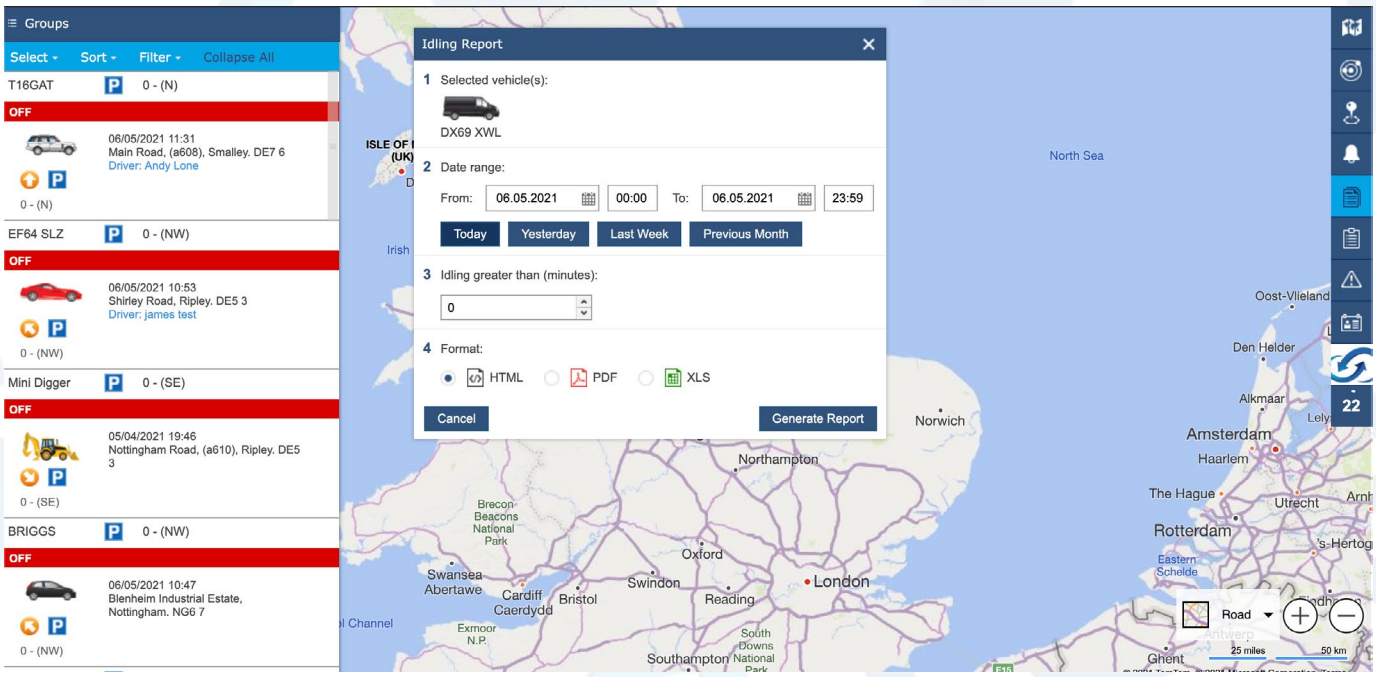
2. Select the vehicle from your fleet list on the left hand side of the mapping screen..



3. Next click on the reports tab on the right and choose the Idling report option as shown below.



4. In the pop-up box, enter the parameters you require, such as date range, Idling length of time and which format you would like the report in and click generate report.



5. Your report should look like this and show various info regarding your tracked vehicle

CloudTelematics

Idling Report

DX69 XWL

01/05/2021(9), Total Distance Travelled: 22.89 Miles, Total Driving Time (HH:MM:SS): 01:20:27, Total Idling Time (HH:MM:SS): 00:24:45

Start Time/Location		Start PC	Start POI/AOI	End Time/Location		End PC	End POI/AOI	Duration	Max Speed	Dev. Max	Driver	Distance	Idling
10:15	Rowthorne Lane, Glapwell	S44 5	stuart home	10:15	Rowthorne Lane, Glapwell	S44 5	stuart home	00:00:19	0.0mph	n/a		0.0m	00:00:17
10:22	Rowthorne Lane, Glapwell	S44 5	stuart home	10:37	Unnamed Road, Chesterfield	S41 7		00:15:16	63.38mph	n/a		6.98m	00:03:52
10:37	Unnamed Road, Chesterfield	S41 7		10:38	Unnamed Road, Chesterfield	S41 7		00:00:45	0.0mph	n/a		0.01m	00:00:38
11:23	Unnamed Road, Chesterfield	S41 7		11:34	Markham Road, (a619), Chesterfield	S40 1		00:11:22	28.58mph	n/a		0.53m	00:06:30
12:31	Markham Road, (a619), Chesterfield	S40 1		12:43	Sheffield Road, (b6057), Chesterfield	S41 8		00:11:23	49.71mph	n/a		2.24m	00:04:24
12:54	Sheffield Road, (b6057), Chesterfield	S41 8		12:58	Dunston Road, (b6050), Chesterfield	S41 9		00:04:00	31.07mph	n/a		1.14m	00:00:56
13:14	Dunston Road, (b6050), Chesterfield	S41 9		13:28	Old Peverel Road, Duckmanton	S44 5		00:14:23	42.25mph	n/a		5.38m	00:02:01
15:06	Old Peverel Road, Duckmanton	S44 5		15:20	Unnamed Road, Bolsover	S44 6		00:13:41	47.22mph	n/a		3.19m	00:04:32
15:31	Unnamed Road, Bolsover	S44 6		15:41	Rowthorne Lane, Glapwell	S44 5	stuart home	00:09:18	43.5mph	n/a		3.42m	00:01:35

02/05/2021(2), Total Distance Travelled: 0.0 Miles, Total Driving Time (HH:MM:SS): 00:00:22, Total Idling Time (HH:MM:SS): 00:00:21

Start Time/Location		Start PC	Start POI/AOI	End Time/Location		End PC	End POI/AOI	Duration	Max Speed	Dev. Max	Driver	Distance	Idling
14:05	Rowthorne Lane, Glapwell	S44 5	stuart home	14:05	Rowthorne Lane, Glapwell	S44 5	stuart home	00:00:08	0.0mph	n/a		0.0m	00:00:07
14:07	Rowthorne Lane, Glapwell	S44 5	stuart home	14:07	Rowthorne Lane, Glapwell	S44 5	stuart home	00:00:14	0.0mph	n/a		0.0m	00:00:14

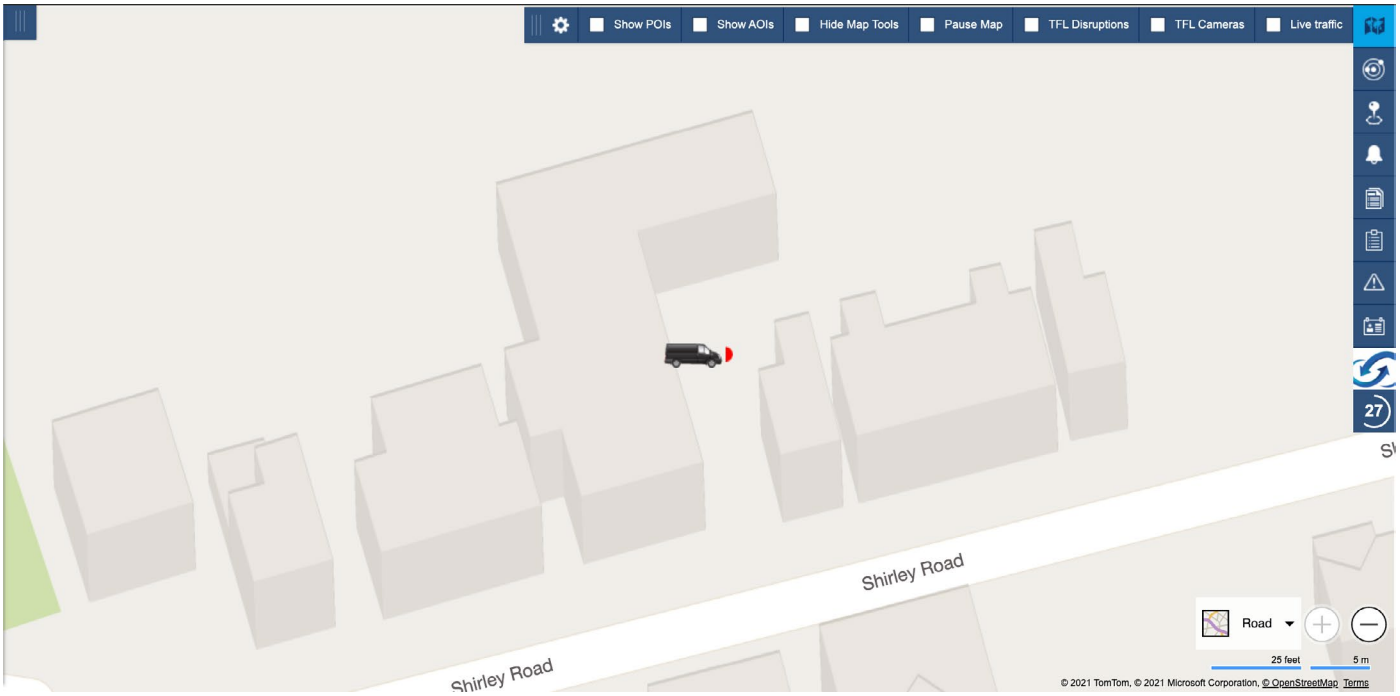
03/05/2021(4), Total Distance Travelled: 39.4 Miles, Total Driving Time (HH:MM:SS): 02:02:42, Total Idling Time (HH:MM:SS): 00:44:21

Start Time/Location		Start PC	Start POI/AOI	End Time/Location		End PC	End POI/AOI	Duration	Max Speed	Dev. Max	Driver	Distance	Idling
11:47	Rowthorne Lane, Glapwell	S44 5	stuart home	12:15	Unit 8 PARK, Chesterfield, Derbyshire	S40 1TB		00:28:23	63.38mph	n/a		8.32m	00:09:03
13:12	Markham Road, (a619), Chesterfield	S40 1		14:10	Rowthorne Lane, Glapwell	S44 5	stuart home	00:58:43	50.95mph	n/a		11.46m	00:31:24
15:42	Rowthorne Lane, Glapwell	S44 5	stuart home	16:17	Rowthorne Lane, Glapwell	S44 5	stuart home	00:35:12	75.81mph	n/a		19.62m	00:03:34
20:06	Rowthorne Lane, Glapwell	S44 5	stuart home	20:06	Rowthorne Lane, Glapwell	S44 5	stuart home	00:00:24	0.0mph	n/a		0.0m	00:00:20

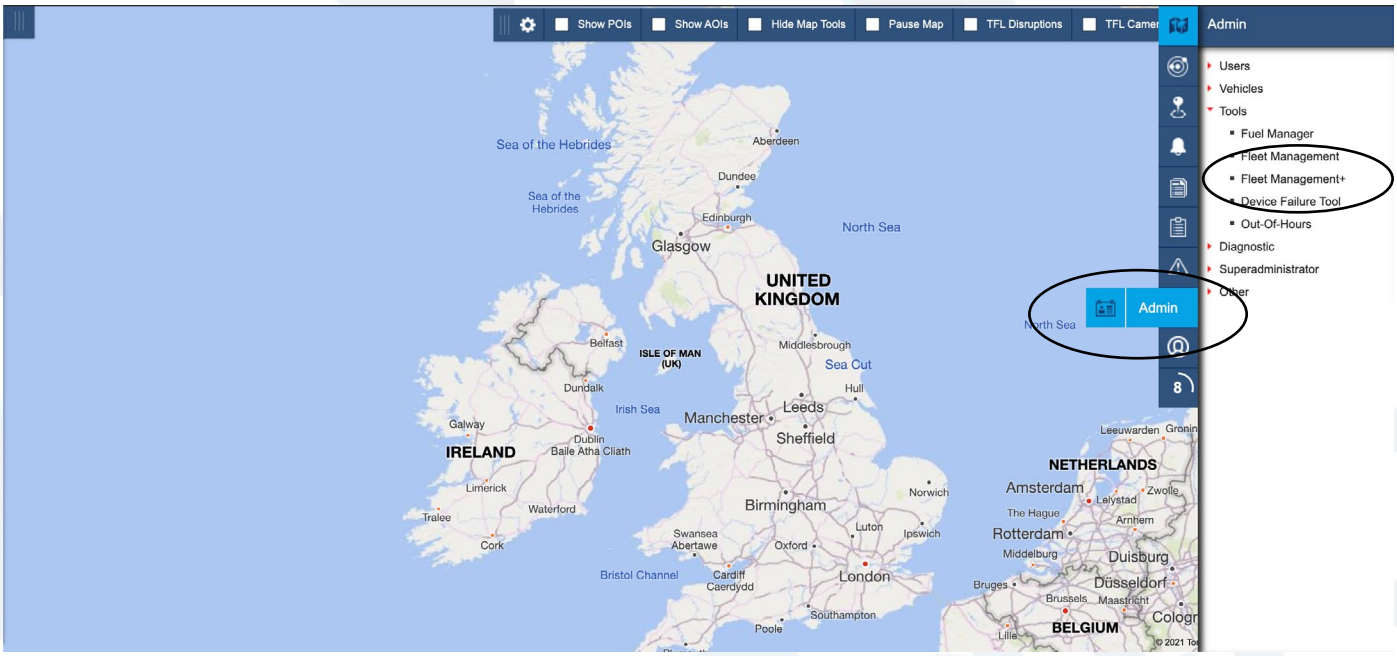
Fleet Management +

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.

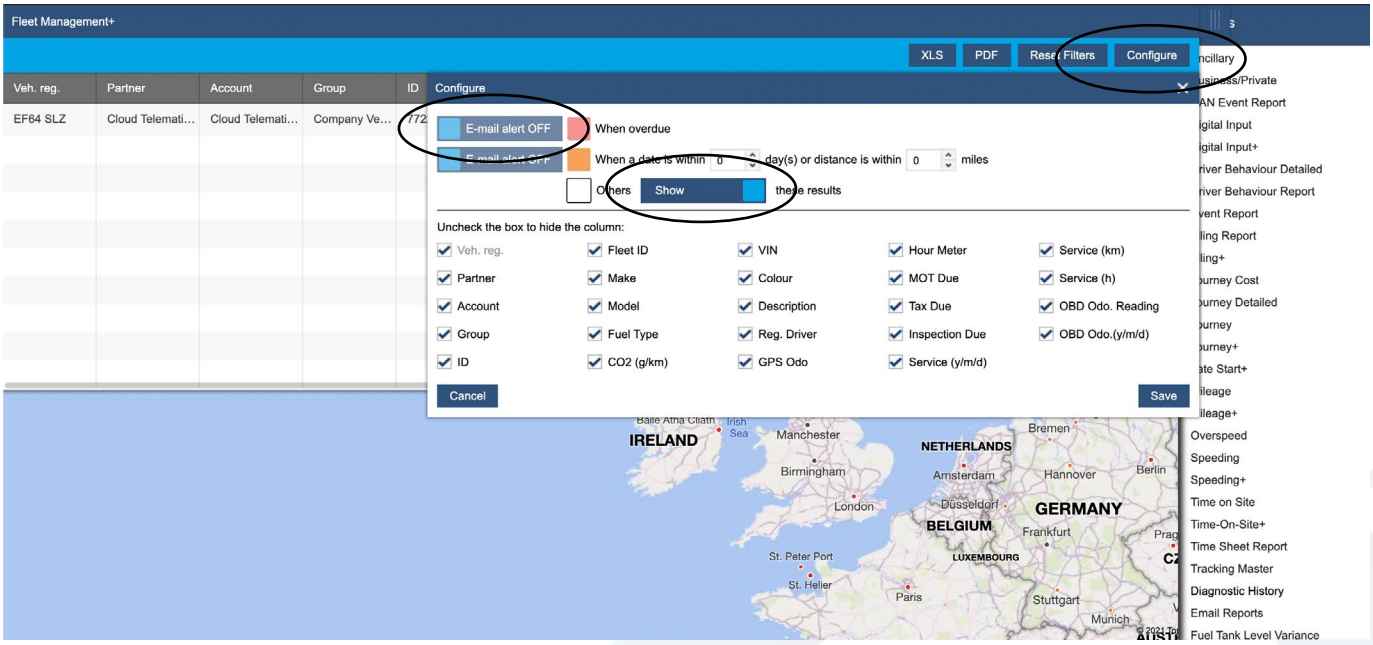
1. Log into your tracking portal



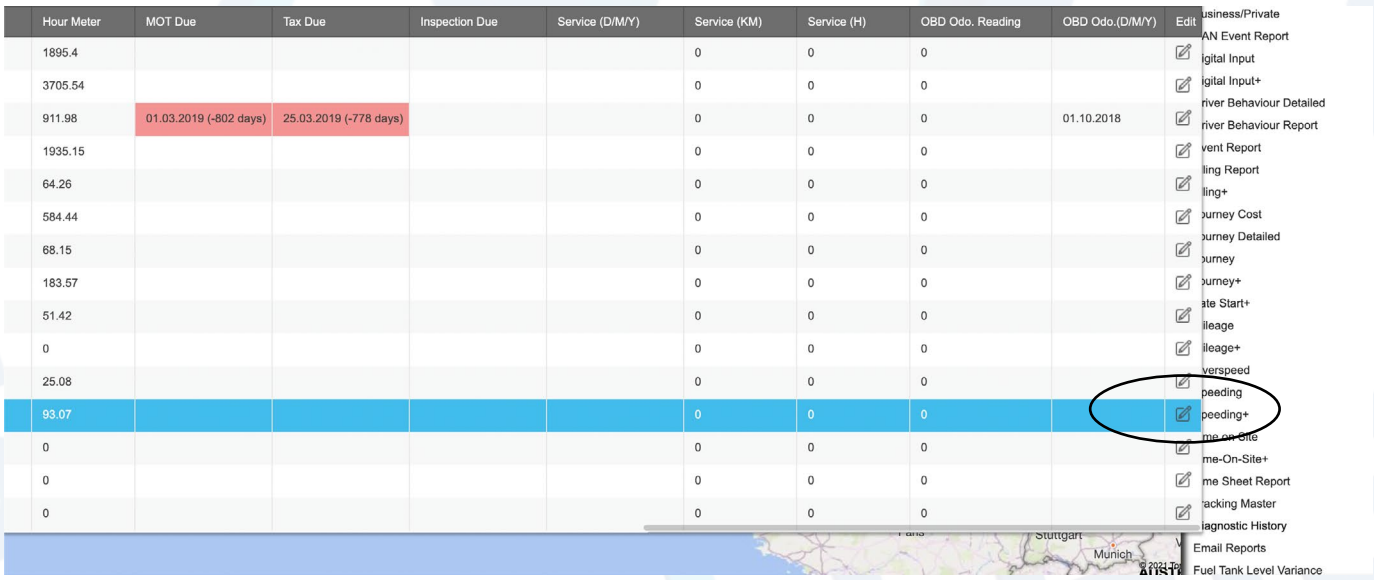
2. Select the Admin option on the right-hand side then click tools > Fleet Management +



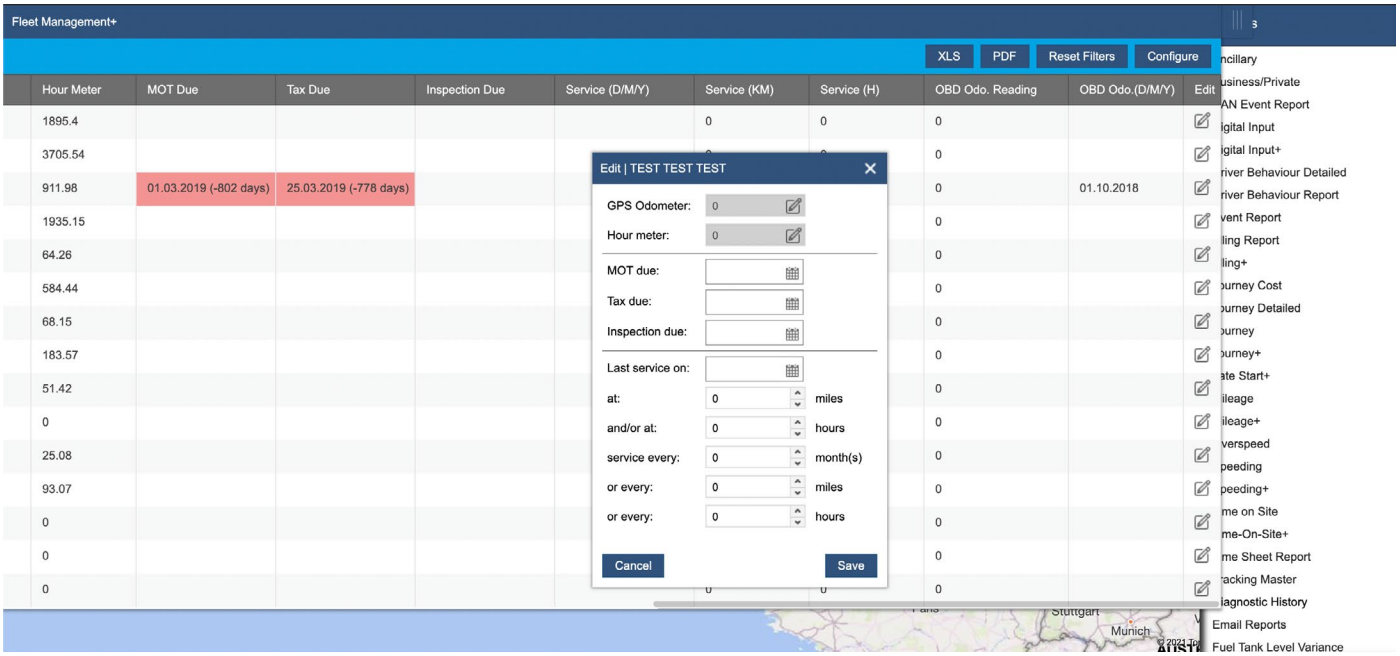
3. Next, in the box that pops up, click the configure button as shown below, if your fleet isnt showing up in the list, click the show/hide tab. You can also set the parameters of the options you want to manage and choose to turn on email alerts.



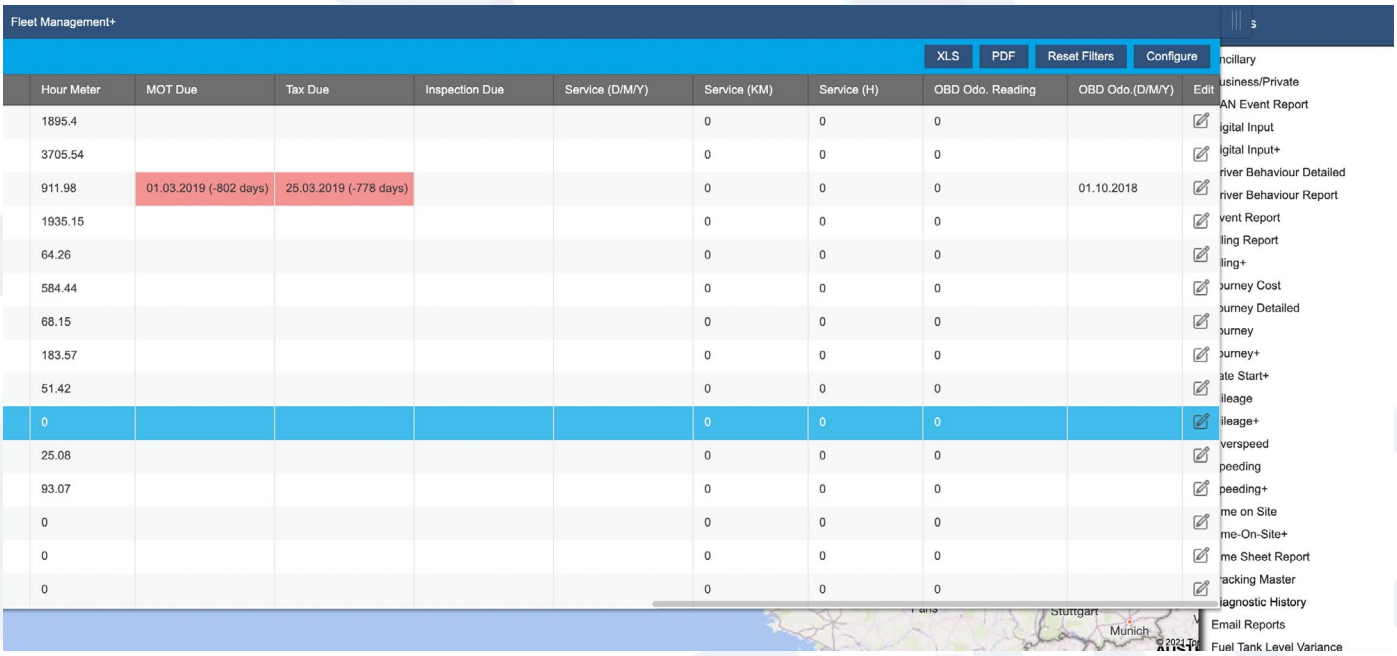
4. To set up a vehicle, find the required vehicle from the list, scroll to the right and click the settings icon.



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 sevice intervals by date, mileage or time.



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.



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

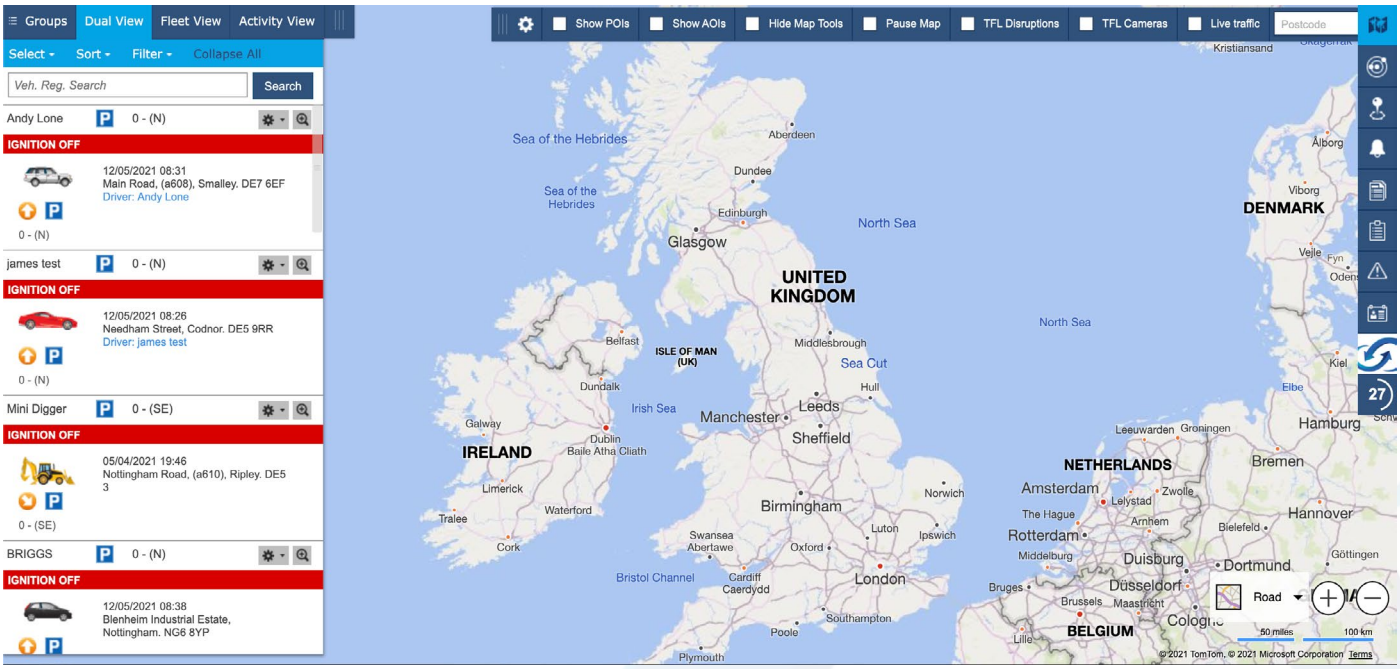
ID	Veh. Reg	Fleet ID	Make	Model	Fuel Type	CO2 (g/km)	VIN/Chassis/ Frame No.	Colour	Description	Regular Driver	Odometer	Hour Meter	MOT Due Date	Tax Due Date	Inspection Due Date	Service Due Date	Service Due Distance	Service Due Engine Hours	OBD Odometer Reading	OBD Odometer Reading Date
7106	T16GAT		Porka	Cayenne Turbo	PETROL	0.0		White	Porshe Cayenne Andy	Andy Lone		1,895.40					0.0	0.0	n/a	n/a
7471	D and D	907664				0.0			907664			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	911.98	01/03/2019	25/03/2019			0.0	0.0	n/a	n/a
8206	FMB920	Stu Teltonika 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	868997039440712				0.0			868997039440712			584.44					0.0	0.0	n/a	n/a
9949	X6					0.0			X6			68.15					0.0	0.0	n/a	n/a
9955	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	Heli 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

CloudTelematics

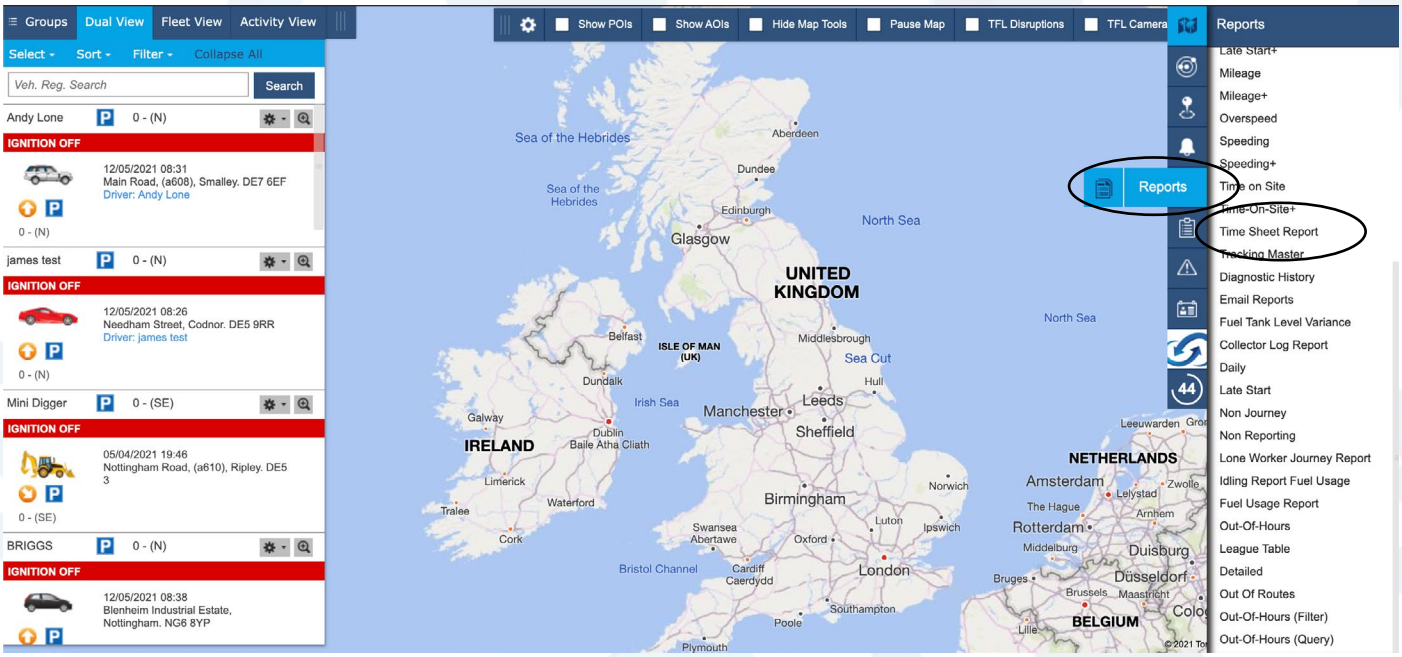
Generating Time sheets

This guide will show you how to generate time sheets for single vehicles of your entire fleet.

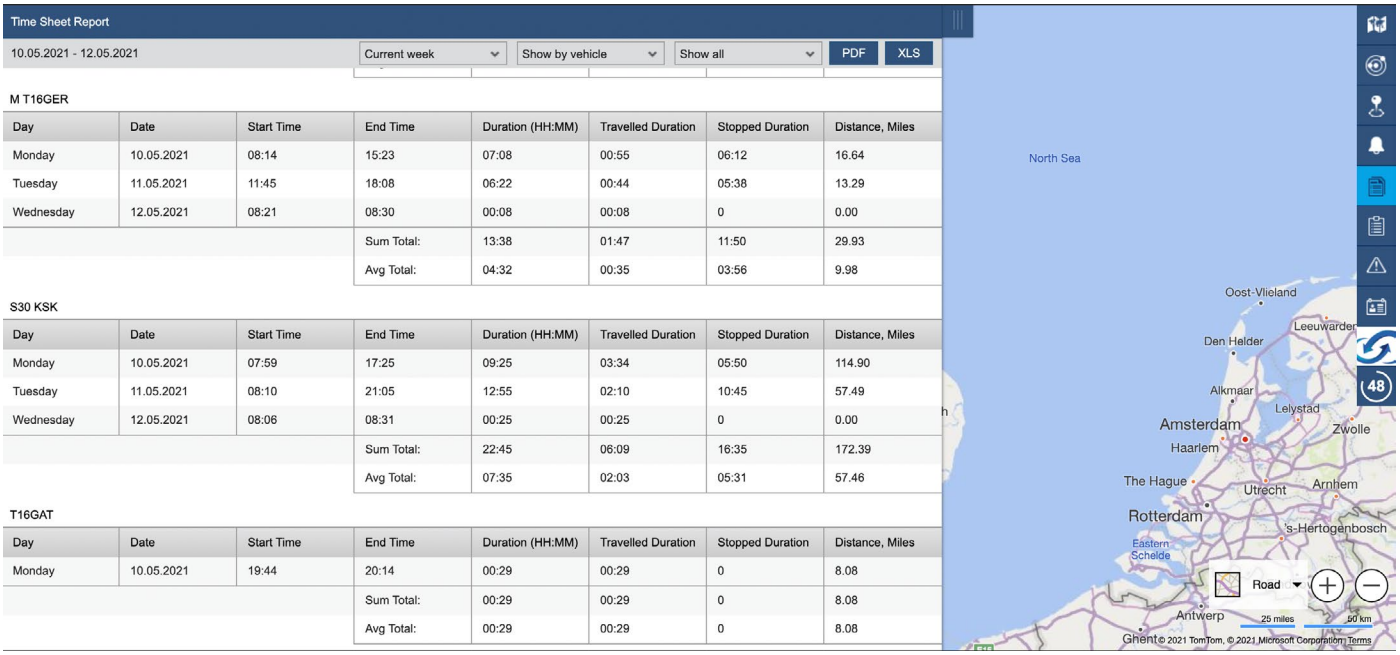
1. Log in to your tracking portal.



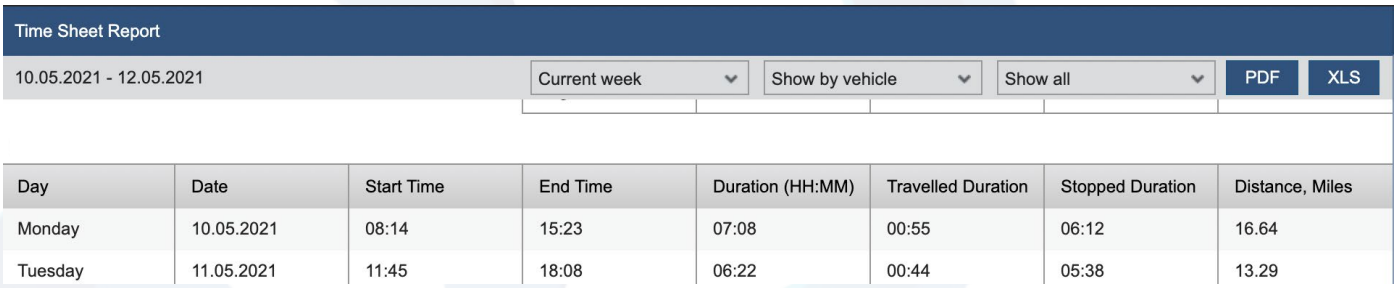
2. In the options menu on the left click on Reports > Time Sheet Report.



3. A panel will then pop up with a generated time sheet for your entire fleet from here you have various options.



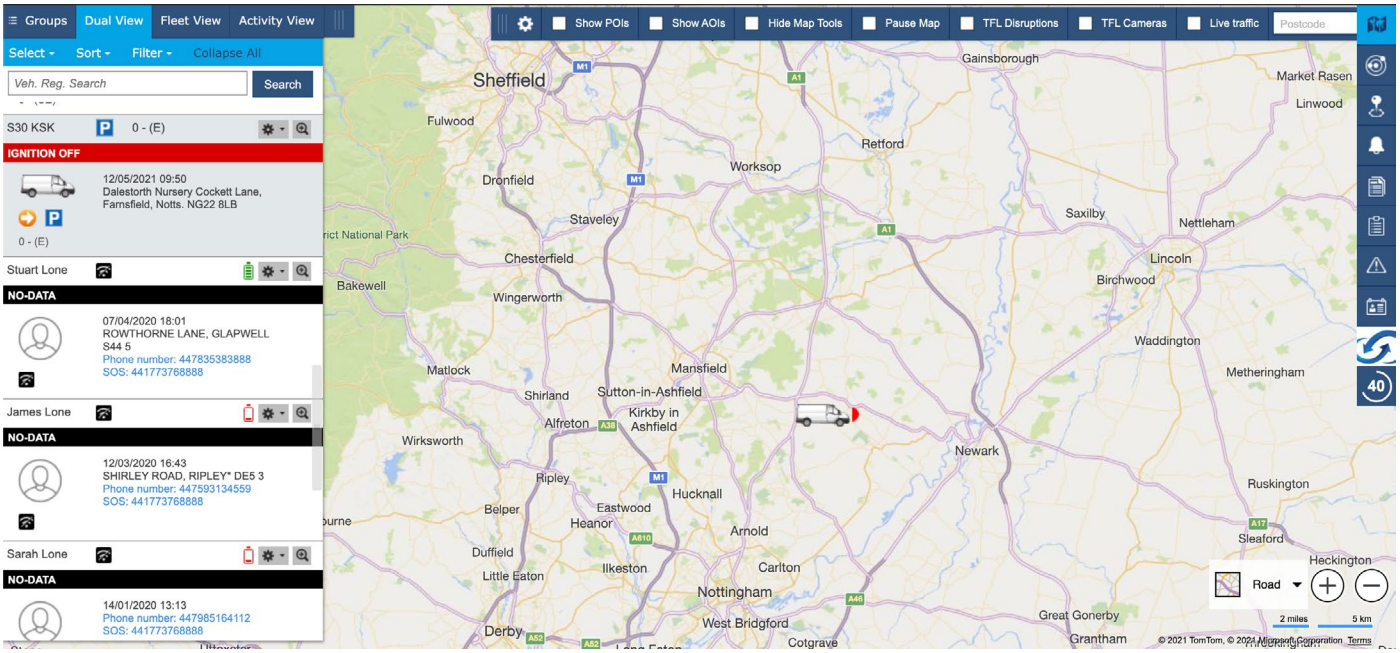
4. You can filter the page to show specific vehicles or time ranges as well as download the report in .PDF or .XLS spreadsheet formats



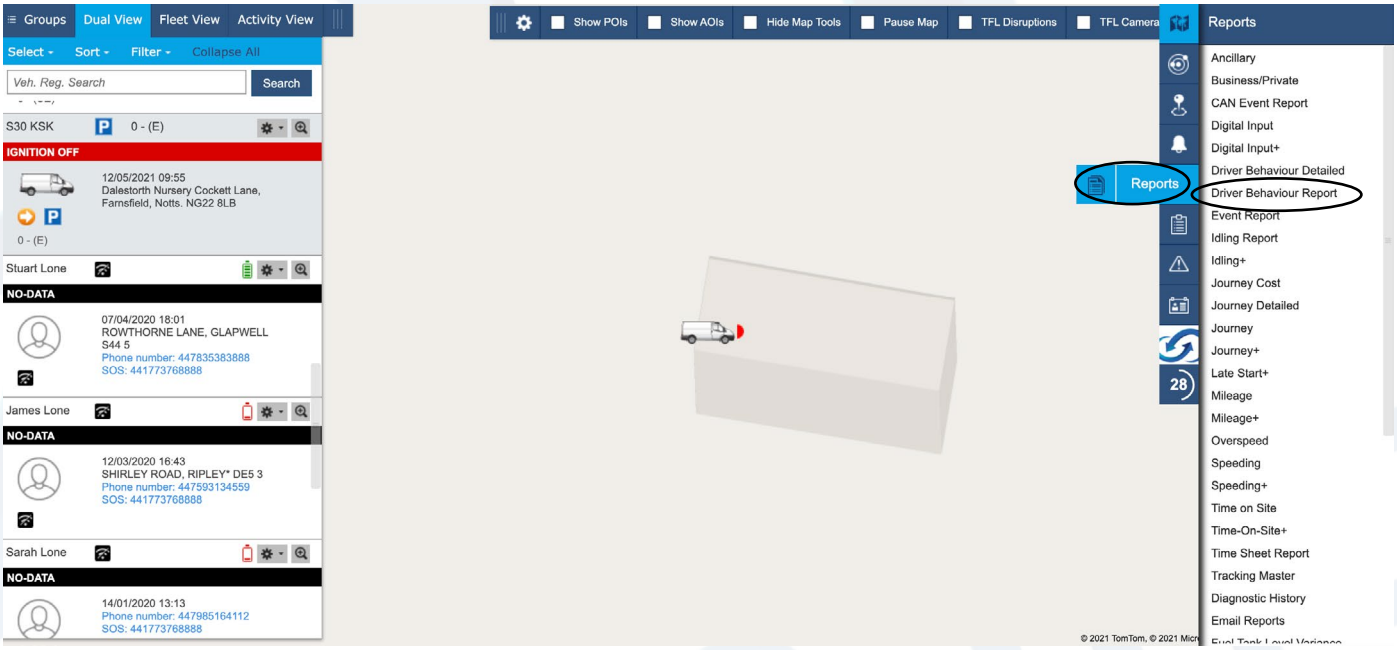
Driver Behavior Report

This section will show you how to generate a report on your driver's behaviour. This report will show you various driving elements like harsh cornering, harsh speeding and hard braking and then generate a detailed report with a mapped trail of your drivers behavior.

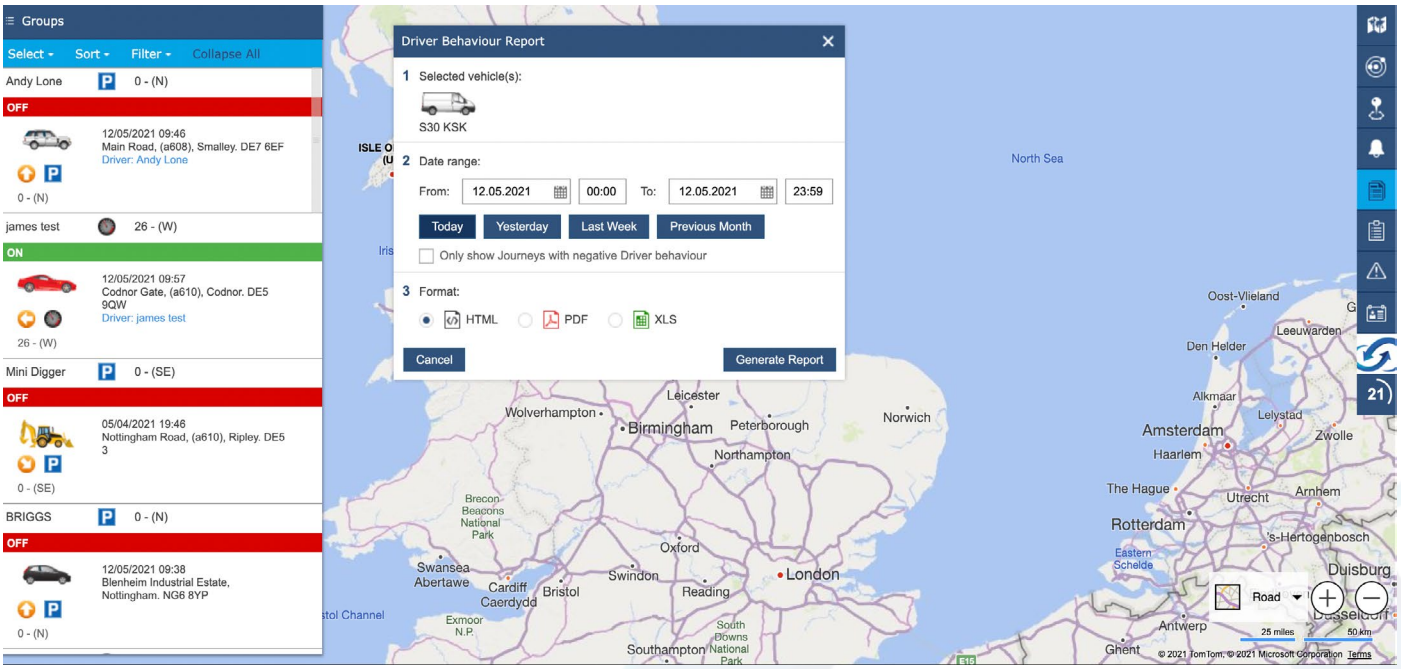
1. Log in to your tracking portal.



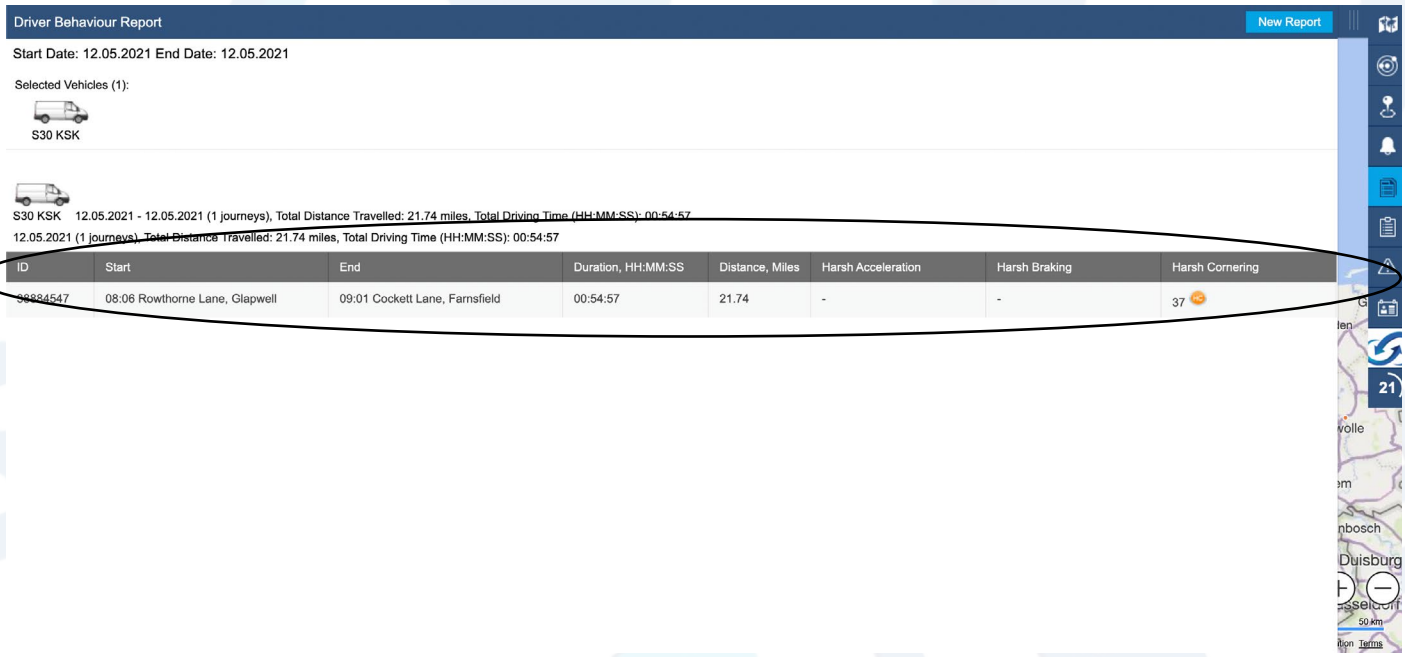
2. Select your vehicle from your fleet you want the report on and then use the options panel on the left and click Reports > Driver Behavior Report



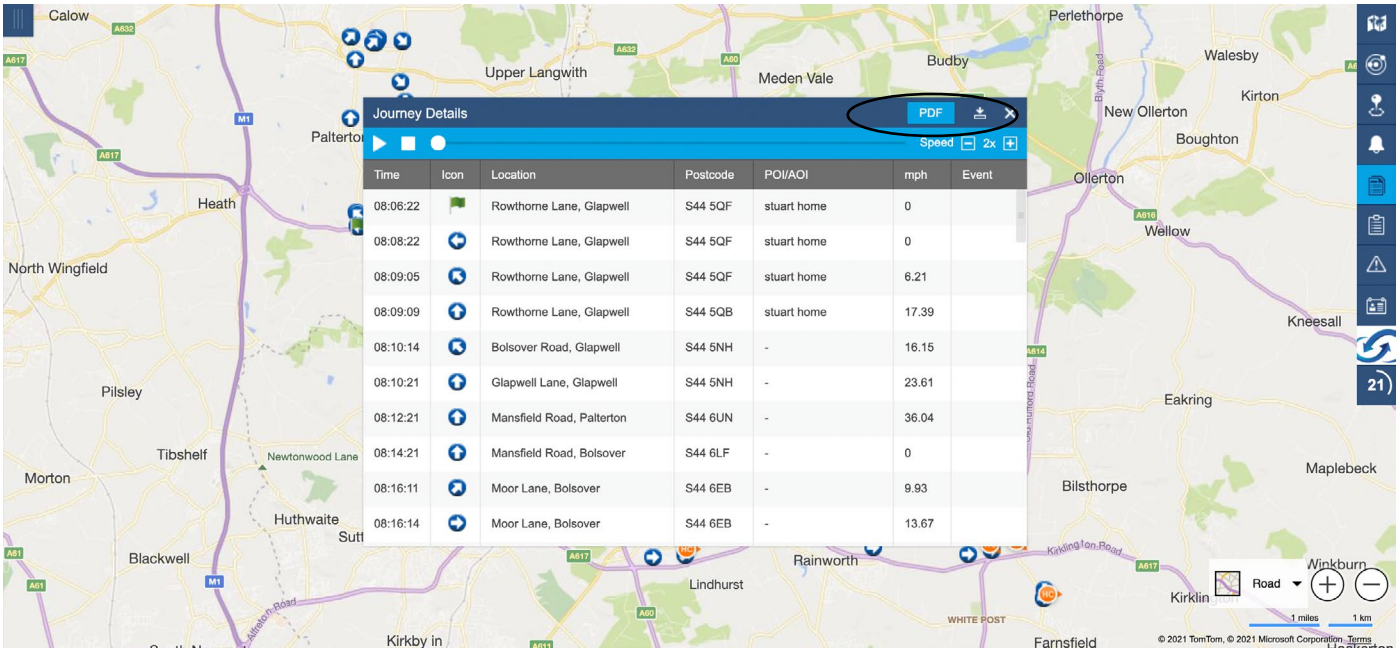
3. On the pop up you can select your required date range as well filter wether you only want negative driving journeys and then format you would like the report in.



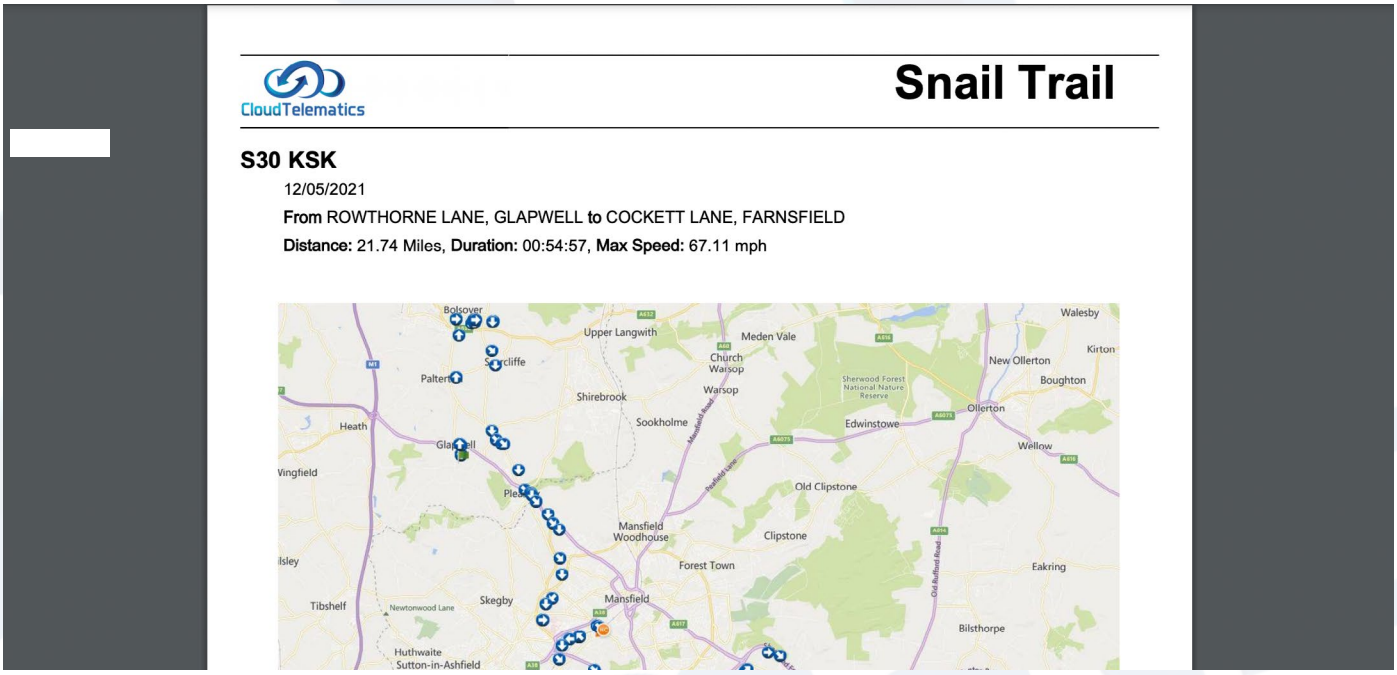
4. Once you have selected your options and clicked generate report the page below will pop up with all of the journeys for the specified date range. Click on a journey to see it in more detail.



5. In the screen that pops up, this will show a detailed breakdown of the specific journey, you can also play back the journey from here showing the exact time and location of all of your drivers behaviour. You can also download a snail trail report via a .PDF file .



6. Your snail trail is a visual report showing exactly where your vehicle has been and shows all driving behavior shown on the map.



7. Attached to the snail trail will also be a text base report showing the same journey with date, times, icon, location, speed and any behaviour based event.

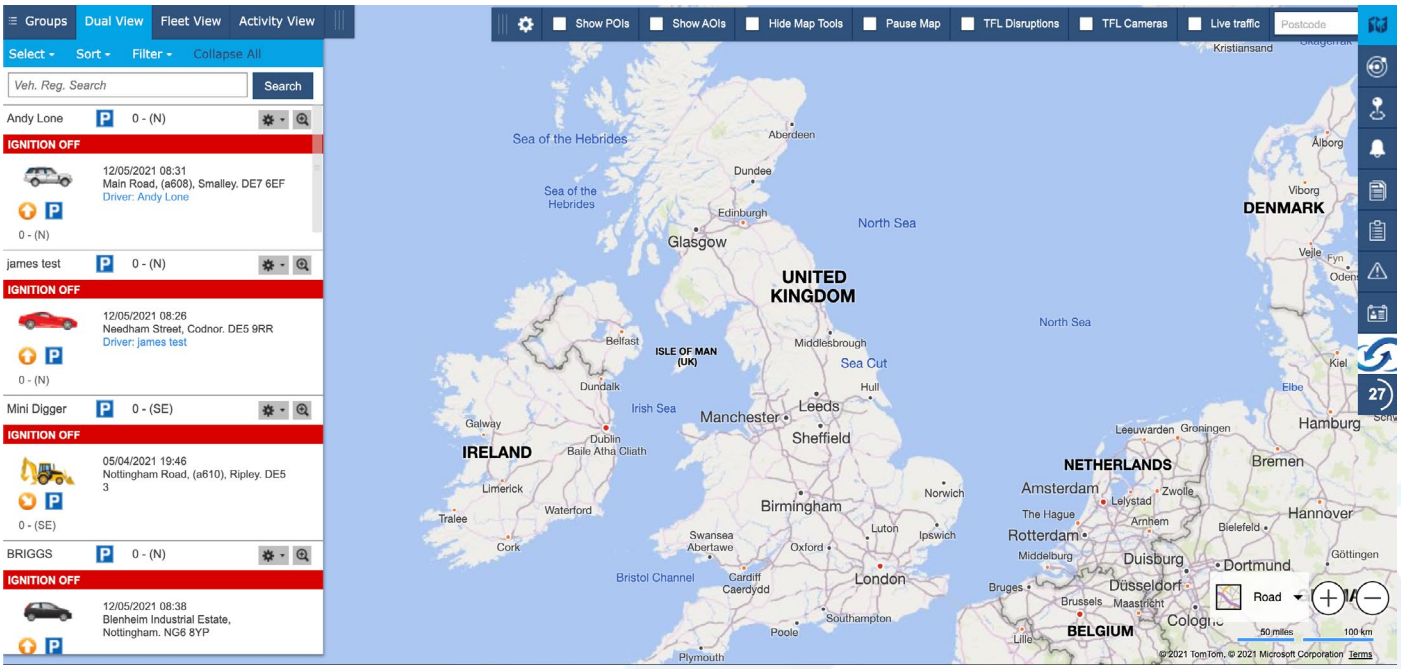
Date | Time	Icon	Location	Postcode	Speed (mph)	Event
2021.05.12 08:38:36		Skegby Lane, (b6014), Mansfield	NG19 6PW	16.16	
2021.05.12 08:39:07		Sutton Road, (a38), Mansfield	NG18 5EX	12.43	
2021.05.12 08:39:09		Sutton Road, (a38), Mansfield	NG18 5EX	16.16	HC 37
2021.05.12 08:40:28		Sutton Road, (a38), Mansfield	NG18 5HR	9.94	
2021.05.12 08:40:34		Sutton Road, (a38), Mansfield	NG18 5HR	8.70	
2021.05.12 08:40:41		Kings Mill Lane, (kings Mill Cottages), Mansfield	NG18 5HW	6.21	
2021.05.12 08:41:17		Sutton Road, (a38), Mansfield	NG18 5HR	7.46	
2021.05.12 08:43:10		Sutton Road, (a38), Mansfield	NG18 5HR	6.21	
2021.05.12 08:43:33		Mansfield Road, (a38), Sutton In Ashfield	NG17 4NY	37.28	
2021.05.12 08:44:01		Unnamed Road, Sutton In Ashfield	NG17 4JP	17.40	
2021.05.12 08:44:59		A617, Sutton In Ashfield	NG17 4NE	17.40	
2021.05.12 08:46:59		A617, Mansfield	NG18 5BY	43.50	
2021.05.12 08:48:59		A617, Mansfield	NG18 4QN	44.74	
2021.05.12 08:49:43		A617, Mansfield	NG18 4TQ	19.88	
2021.05.12 08:49:47		Unnamed Road, Mansfield	NG18 4TQ	24.85	HC 36

CloudTelematics

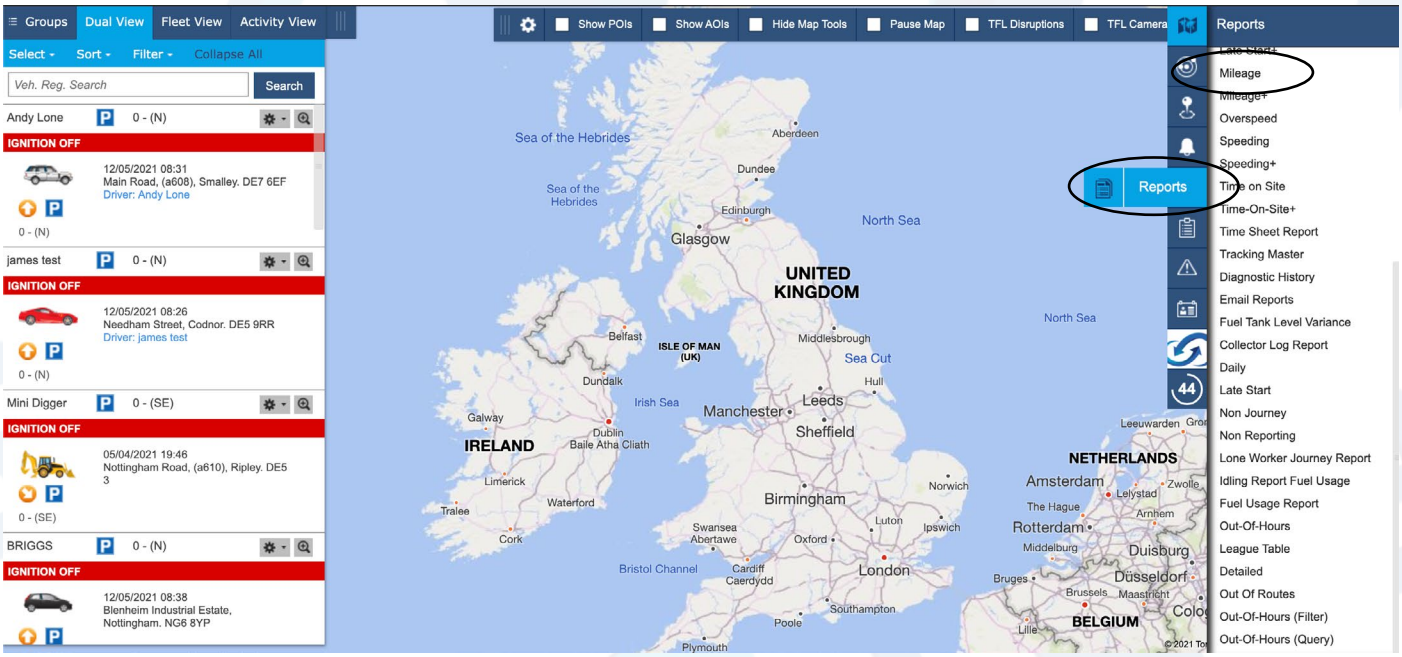
Mileage Report

This guide will show you how to generate a mileage report for any vehicle in your fleet.

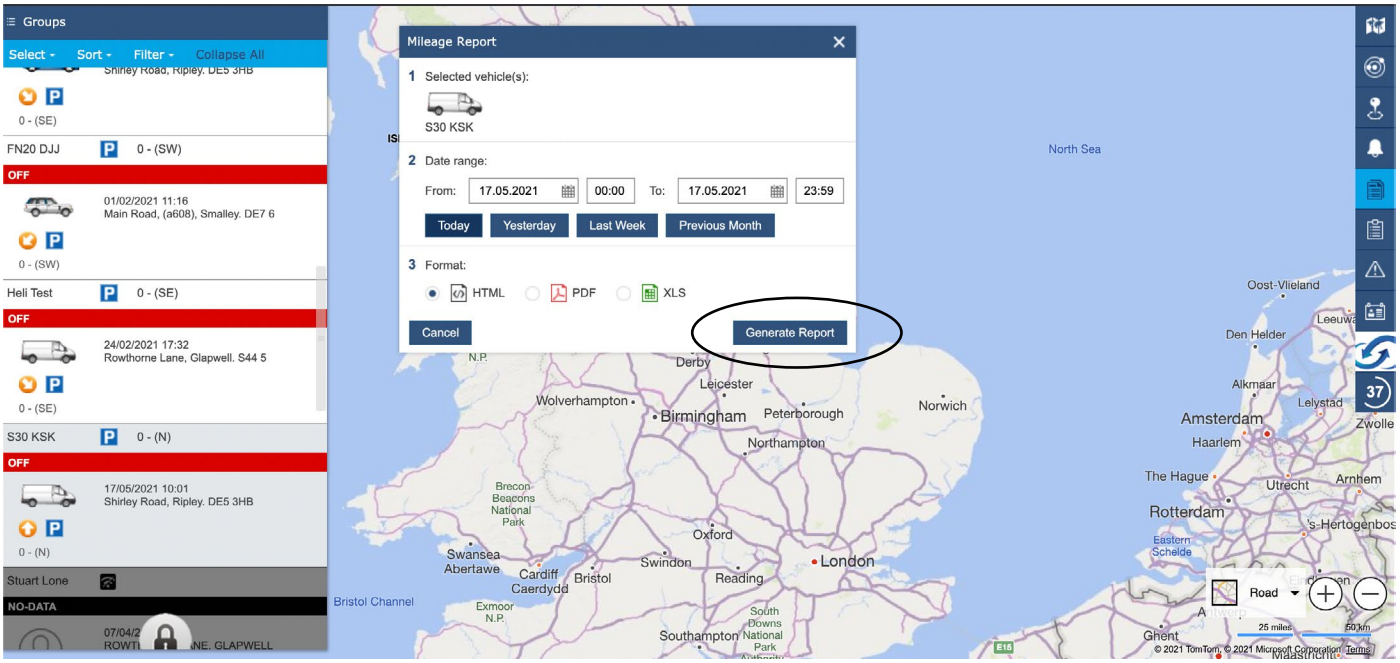
1. Log in to your tracking portal.



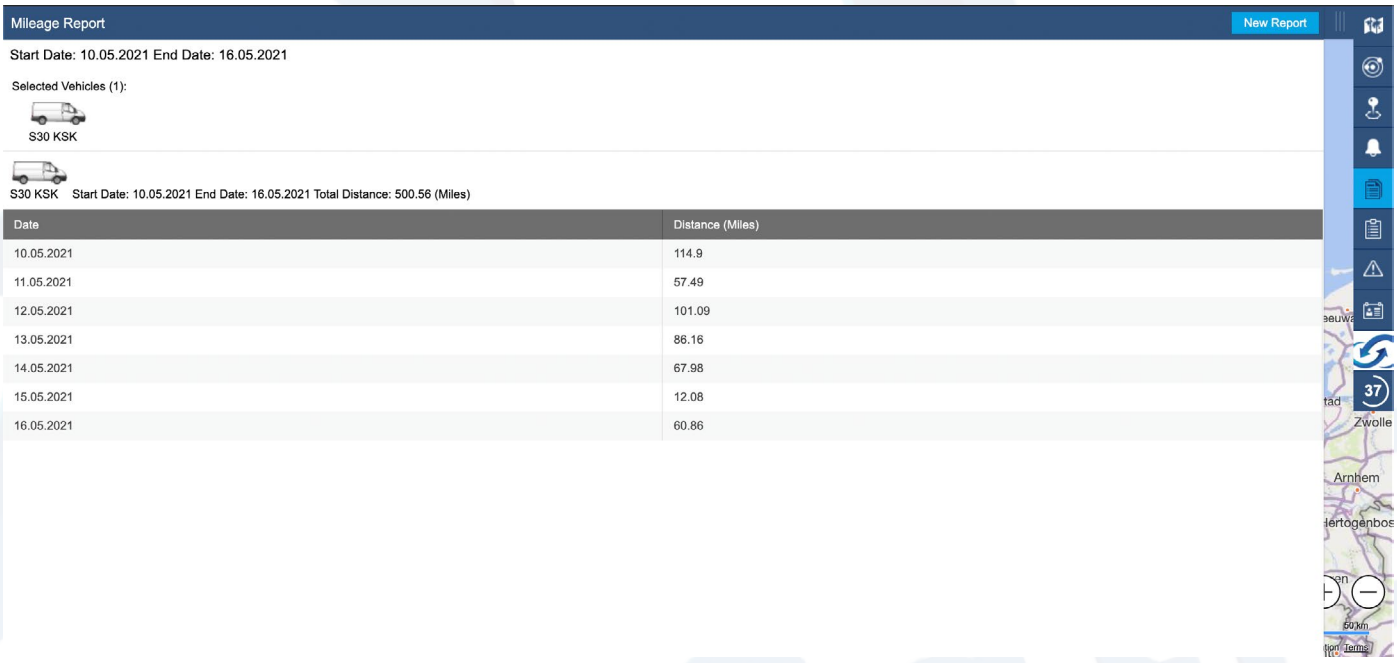
2. In the options menu on the right click on Reports > Mileage.



3. Select the vehicle you want the report on and in the option box that pops up, choose the date range and format you want the report generated from and then click Generate reoprt.



4. Your report will look like this and show mileage broken down by date in the range specified.

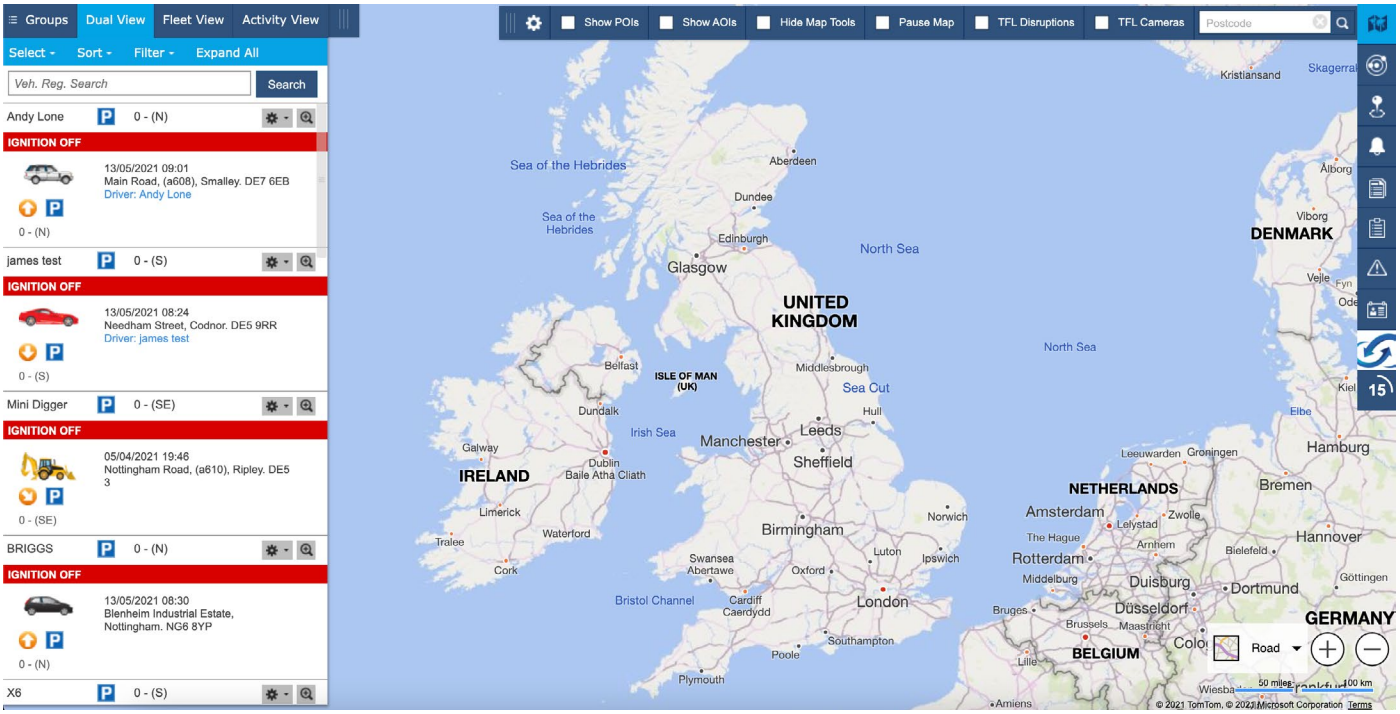


Date	Distance (Miles)
10.05.2021	114.9
11.05.2021	57.49
12.05.2021	101.09
13.05.2021	86.16
14.05.2021	67.98
15.05.2021	12.08
16.05.2021	60.86

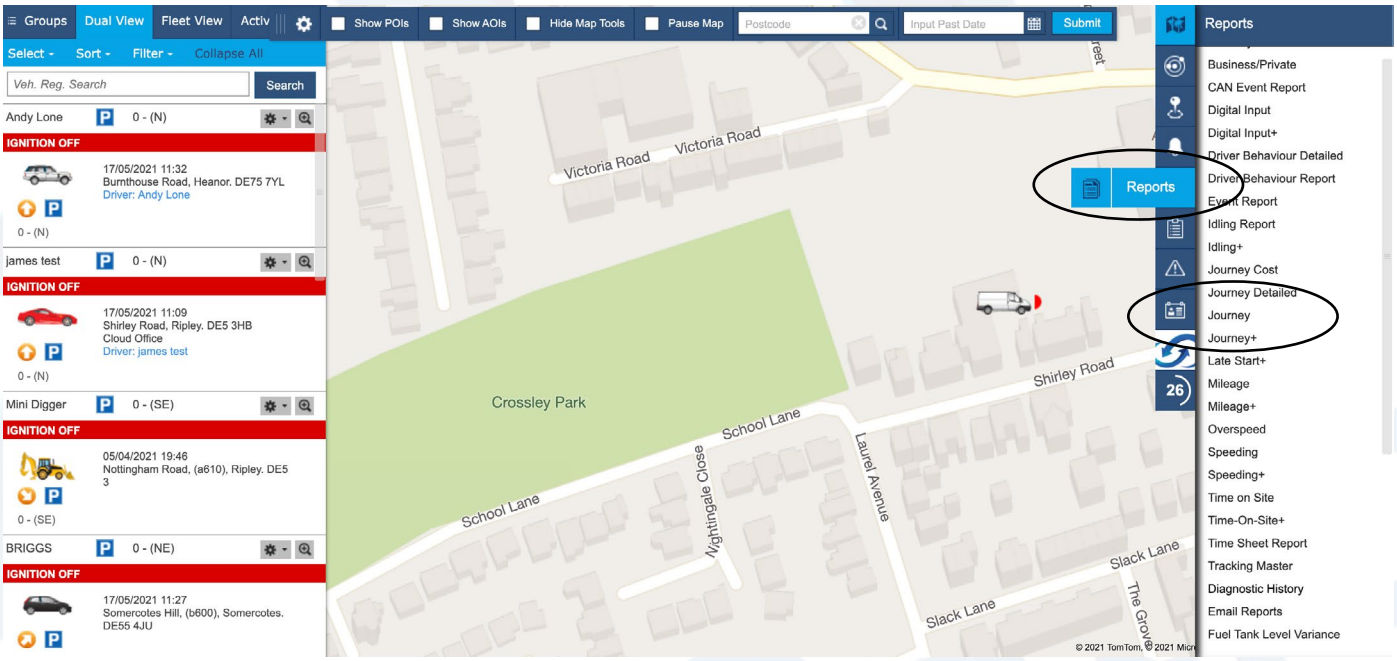
Journey Report

This section will show you how to generate a report on your driver's journey, it will show you information regarding, journey start/end, speed and mileage as well as idling time.

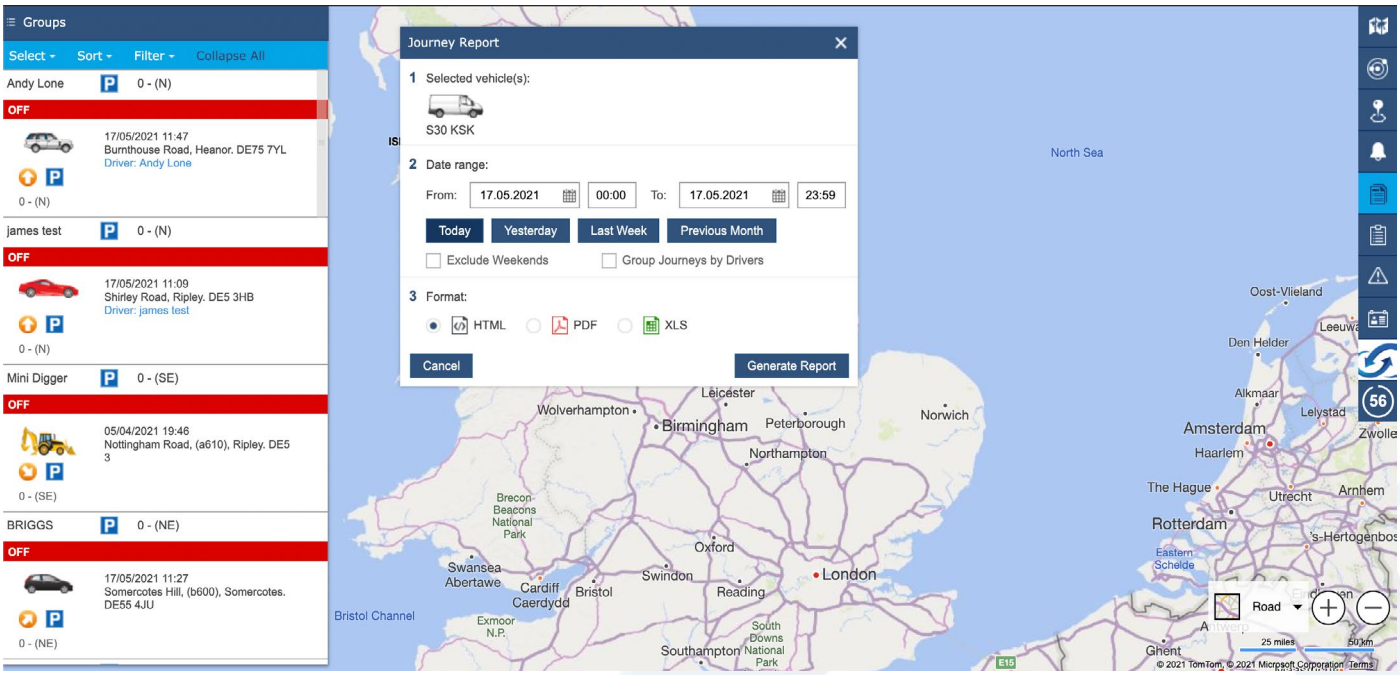
1. Log in to your tracking portal.



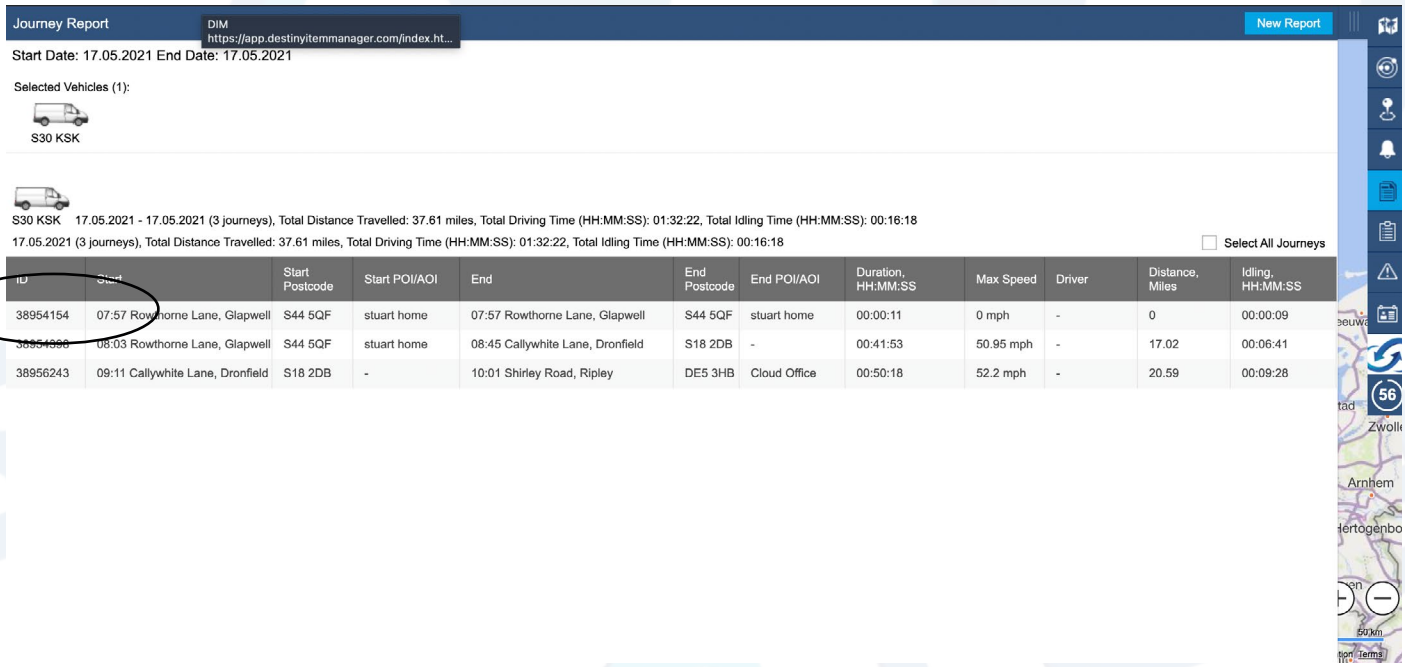
2. In the options menu on the right click on Reports > Journey.



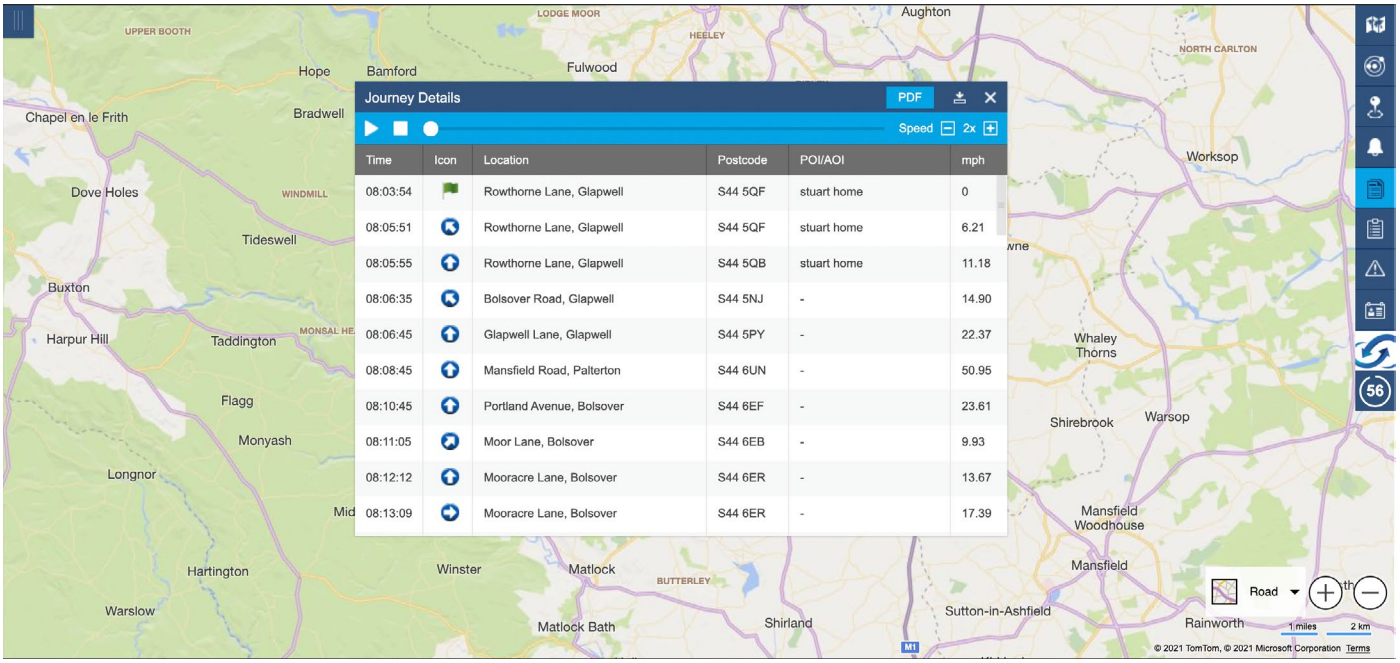
3. Select your vehicle from your list on the left and in the option box choose the date range and format you want the report in.



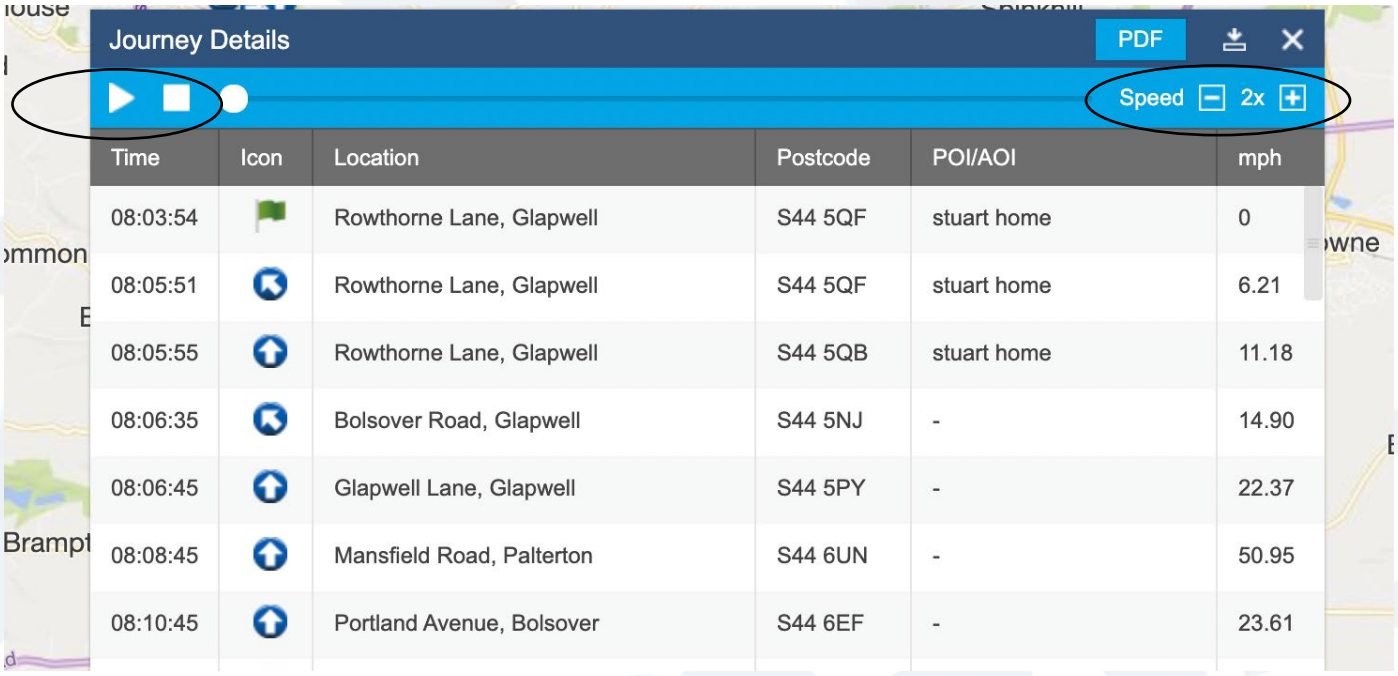
4. In the page that opens you will see all journeys for your specific date range. To generate more detailed information click on one of the journeys.



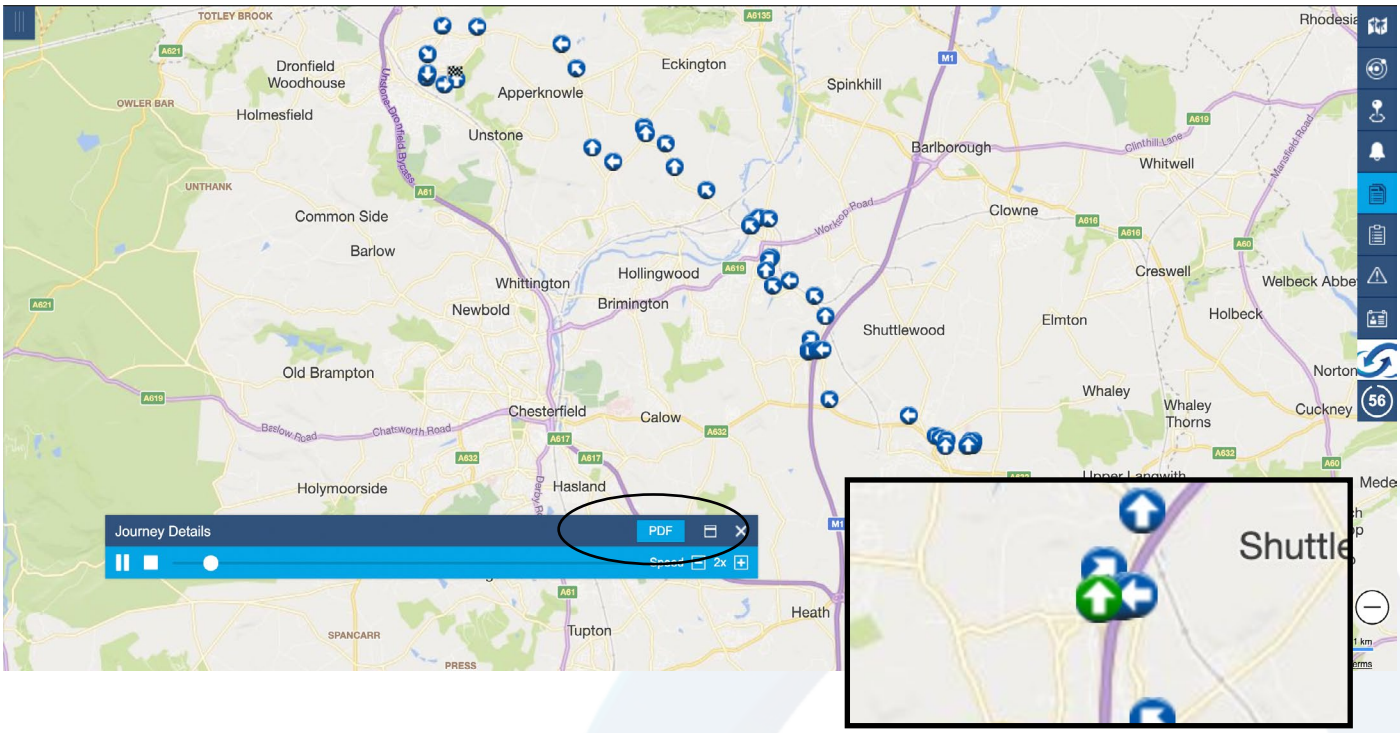
5. This is the screen that pops up and shows a detailed breakdown of the selected journey.



6. You can now play back the journey using the play button shown below and also adjust the playback speed



7. The green arrow shows at which point of the journey your vehicle is currently. Also you can download a .pdf report showing the specified journey.



8. Your .pdf report will look like this and show a snail trail of the vehicle journey as well as a text based report.

CloudTelematics

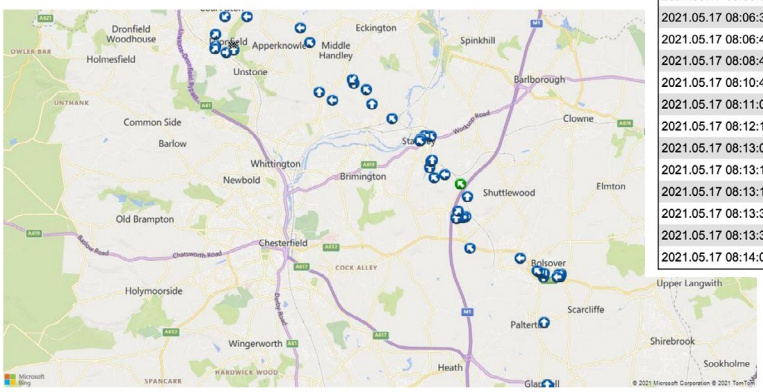
Snail Trail

S30 KSK

17/05/2021

From ROWTHORNE LANE, GLAPWELL **to** CALLYWHITE LANE, DRONFIELD

Distance: 17.02 Miles, **Duration:** 00:41:53, **Max Speed:** 50.95 mph, **Idling:** 00:06:41



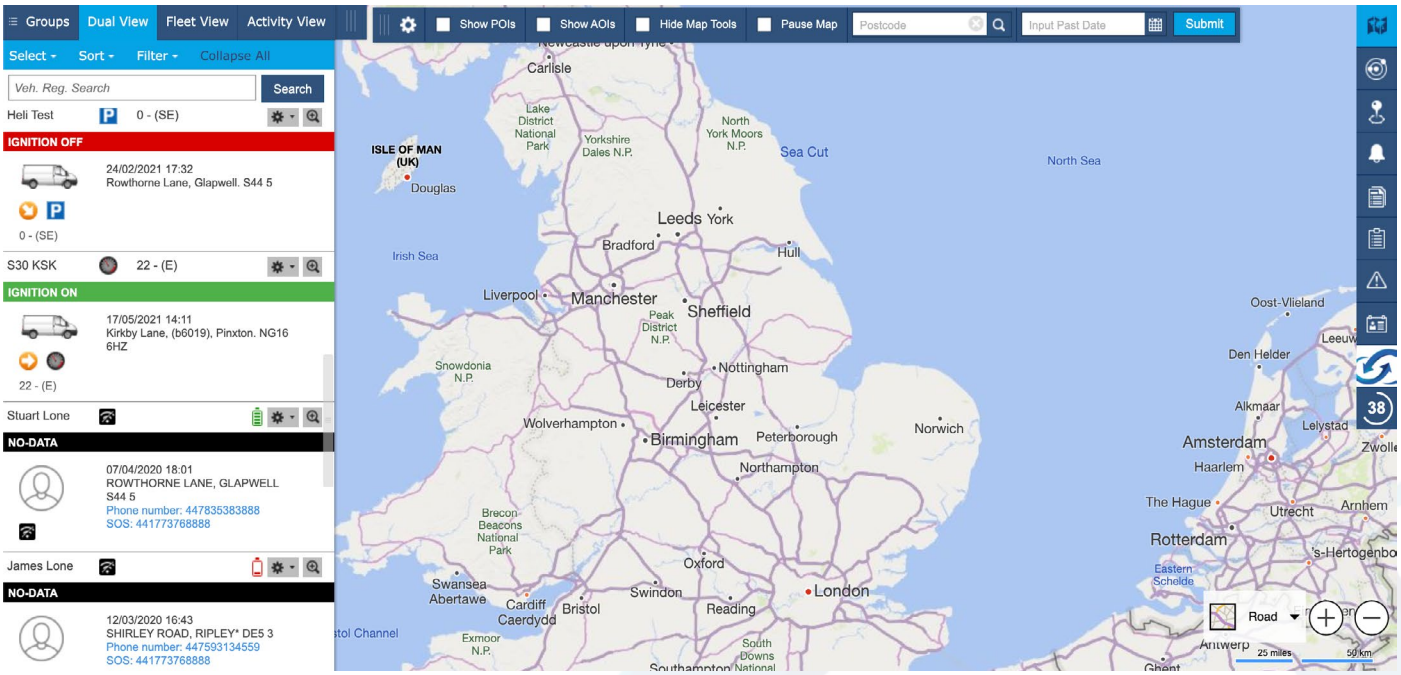
Date | Time	Icon	Location	Postcode	Speed (mph)	Event
2021.05.17 08:03:54		Rowthorne Lane, Glapwell	S44 5QF	0	-
2021.05.17 08:05:51		Rowthorne Lane, Glapwell	S44 5QF	6	-
2021.05.17 08:05:55		Rowthorne Lane, Glapwell	S44 5QB	11	-
2021.05.17 08:06:35		Bolsover Road, Glapwell	S44 5NJ	15	-
2021.05.17 08:06:45		Glapwell Lane, Glapwell	S44 5PY	22	-
2021.05.17 08:08:45		Mansfield Road, Palterton	S44 6UN	51	-
2021.05.17 08:10:45		Portland Avenue, Bolsover	S44 6EF	24	-
2021.05.17 08:11:05		Moor Lane, Bolsover	S44 6EB	10	-
2021.05.17 08:12:12		Mooracre Lane, Bolsover	S44 6ER	14	-
2021.05.17 08:13:09		Mooracre Lane, Bolsover	S44 6ER	17	-
2021.05.17 08:13:14		Mooracre Lane, Bolsover	S44 6ER	11	-
2021.05.17 08:13:18		Mooracre Lane, Bolsover	S44 6ER	10	-
2021.05.17 08:13:37		Mooracre Lane, Bolsover	S44 6ER	7	-
2021.05.17 08:13:38		Mooracre Lane, Bolsover	S44 6ER	6	-
2021.05.17 08:14:02		Mooracre Lane, Bolsover	S44 6ER	9	-

CloudTelematics

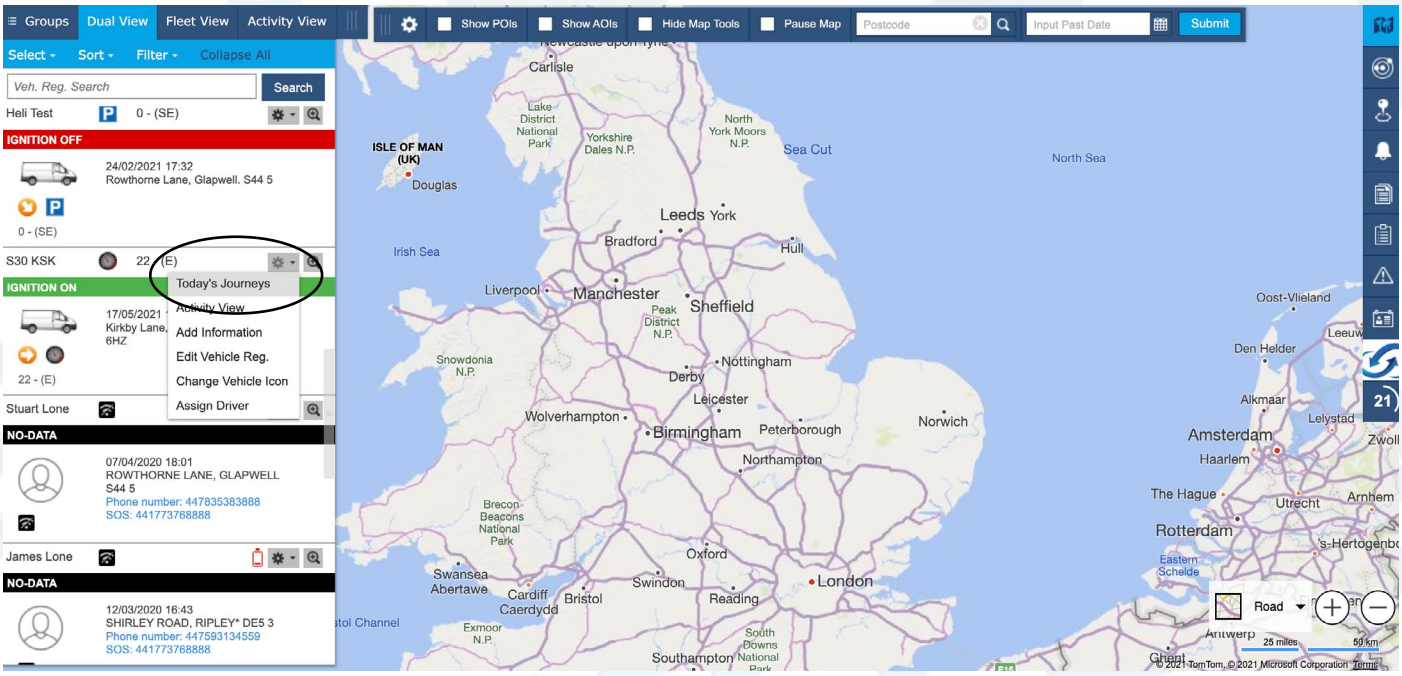
Today's Journey

This guide will show you how to generate a report regarding a vehicles journey that day as well as show you the vehicles activity view.

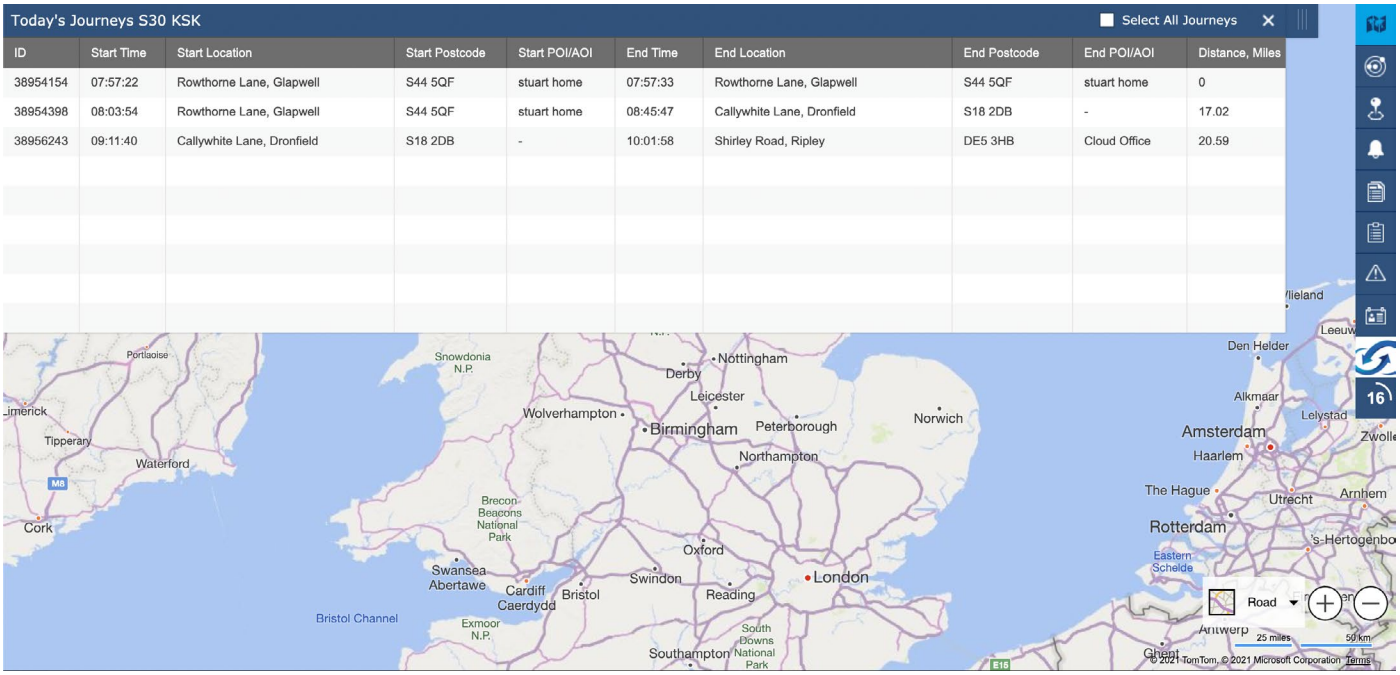
1. Log in to your tracking portal.



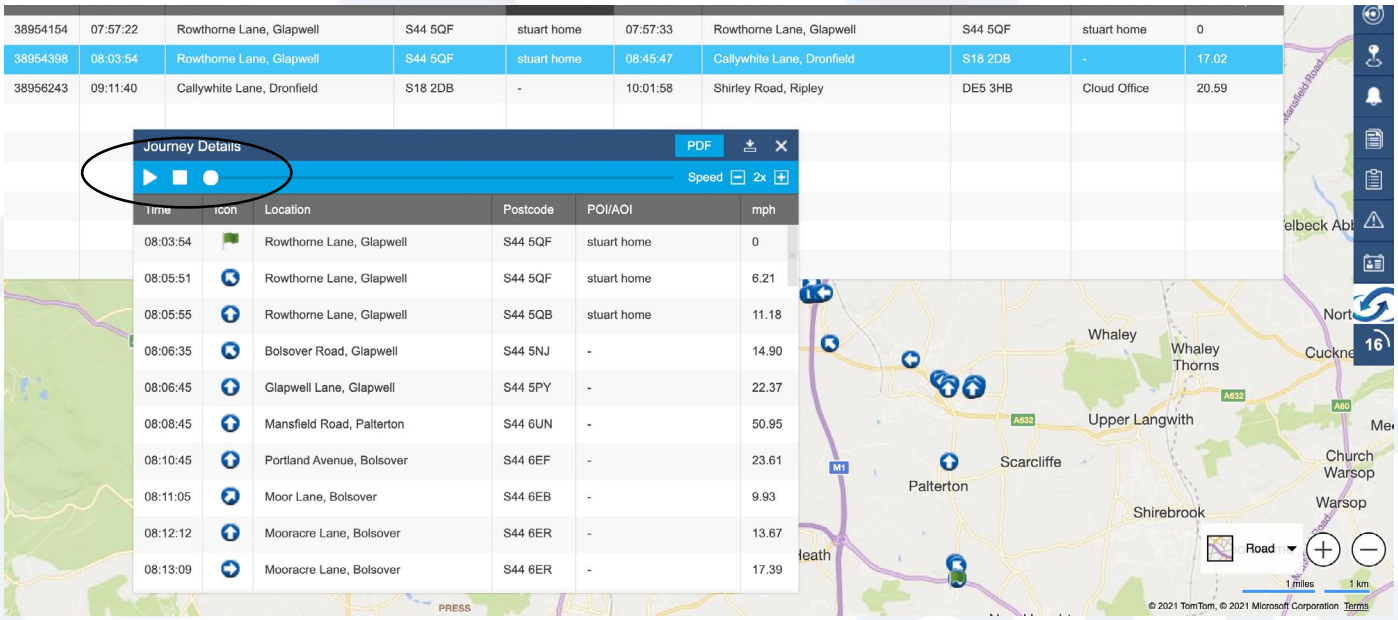
2. In the view menu on the left click on the required vehicle and click the settings cog, in the dropdown select Today's Journeys.



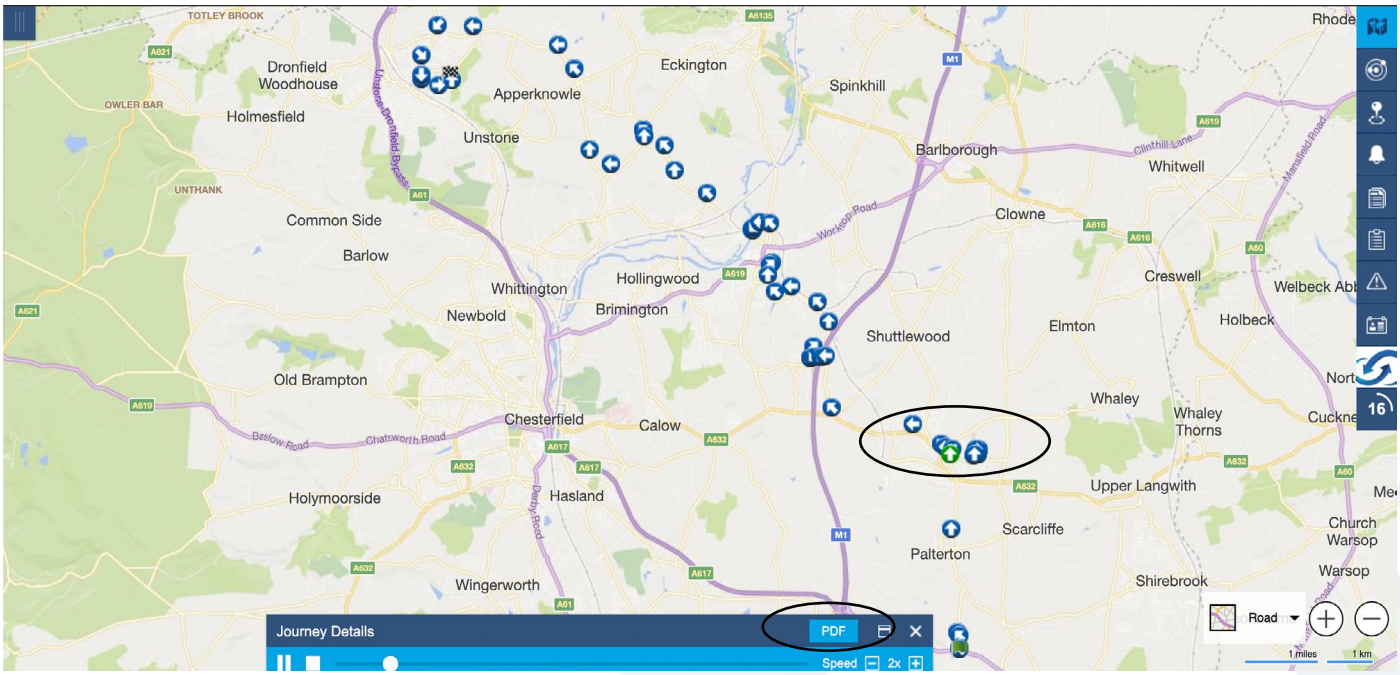
3. The screen that pops up will show all of the journeys for that vehicle on that day.



4. You can now play back the journey using the play button shown below and also adjust the playback speed



5. The green arrow shows at which point of the journey your vehicle is currently. Also you can download a .pdf report showing the specified journey.



6. Your .pdf report will look like this and show a snail trail of the vehicle journey as well as a text based report.

CloudTelematics

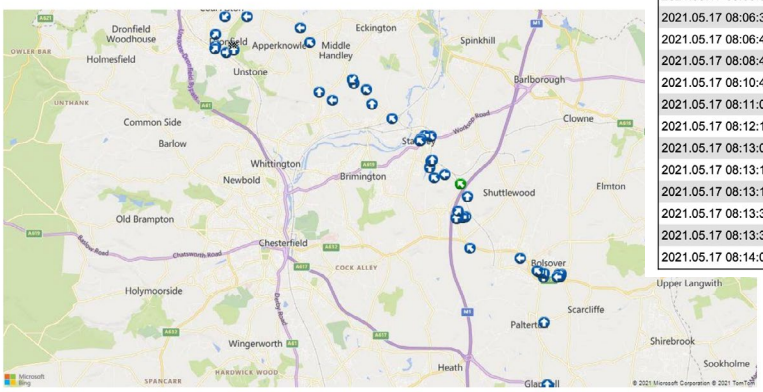
Snail Trail

S30 KSK

17/05/2021

From ROWTHORNE LANE, GLAPWELL **to** CALLYWHITE LANE, DRONFIELD

Distance: 17.02 Miles, **Duration:** 00:41:53, **Max Speed:** 50.95 mph, **Idling:** 00:06:41

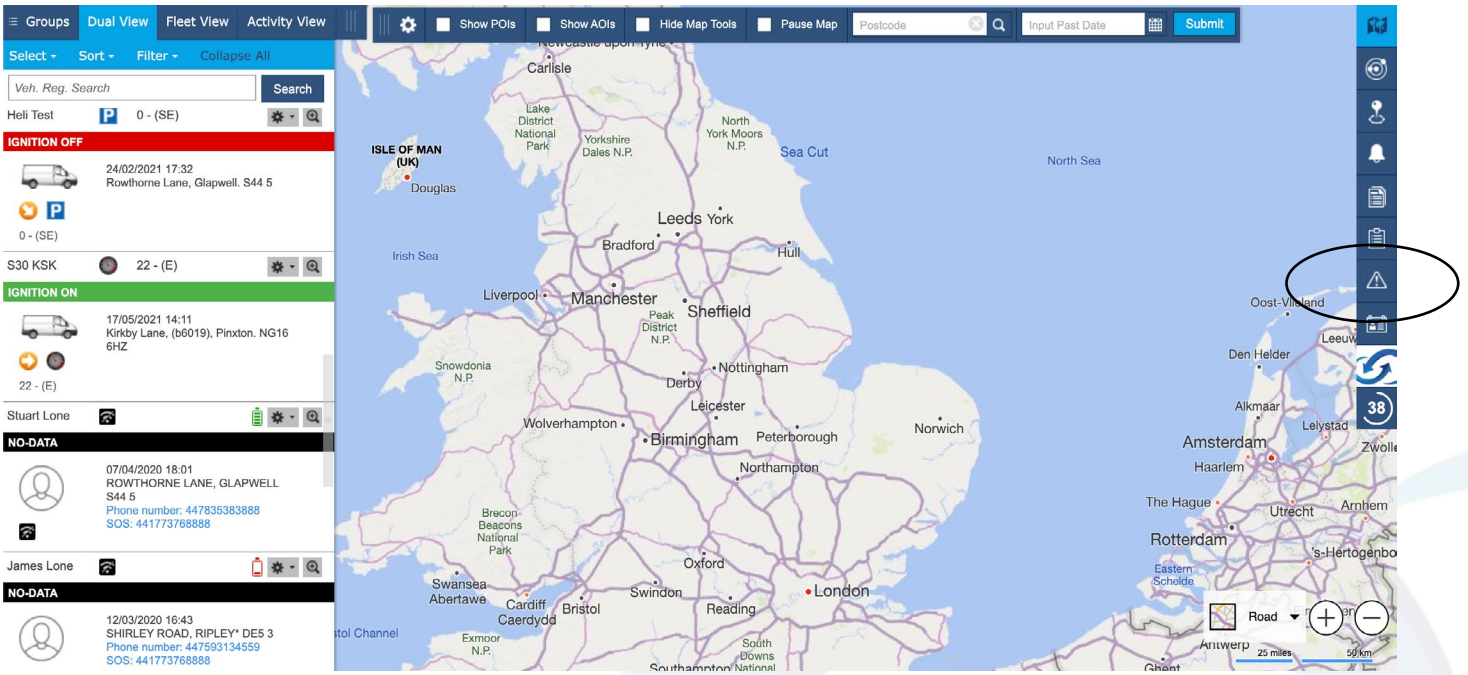


Date | Time	Icon	Location	Postcode	Speed (mph)	Event
2021.05.17 08:03:54		Rowthorne Lane, Glapwell	S44 5QF	0	-
2021.05.17 08:05:51		Rowthorne Lane, Glapwell	S44 5QF	6	-
2021.05.17 08:05:55		Rowthorne Lane, Glapwell	S44 5QB	11	-
2021.05.17 08:06:35		Bolsover Road, Glapwell	S44 5NJ	15	-
2021.05.17 08:06:45		Glapwell Lane, Glapwell	S44 5PY	22	-
2021.05.17 08:08:45		Mansfield Road, Palterton	S44 6UN	51	-
2021.05.17 08:10:45		Portland Avenue, Bolsover	S44 6EF	24	-
2021.05.17 08:11:05		Moor Lane, Bolsover	S44 6EB	10	-
2021.05.17 08:12:12		Mooracre Lane, Bolsover	S44 6ER	14	-
2021.05.17 08:13:09		Mooracre Lane, Bolsover	S44 6ER	17	-
2021.05.17 08:13:14		Mooracre Lane, Bolsover	S44 6ER	11	-
2021.05.17 08:13:18		Mooracre Lane, Bolsover	S44 6ER	10	-
2021.05.17 08:13:37		Mooracre Lane, Bolsover	S44 6ER	7	-
2021.05.17 08:13:38		Mooracre Lane, Bolsover	S44 6ER	6	-
2021.05.17 08:14:02		Mooracre Lane, Bolsover	S44 6ER	9	-

Changing Drivers between Groups

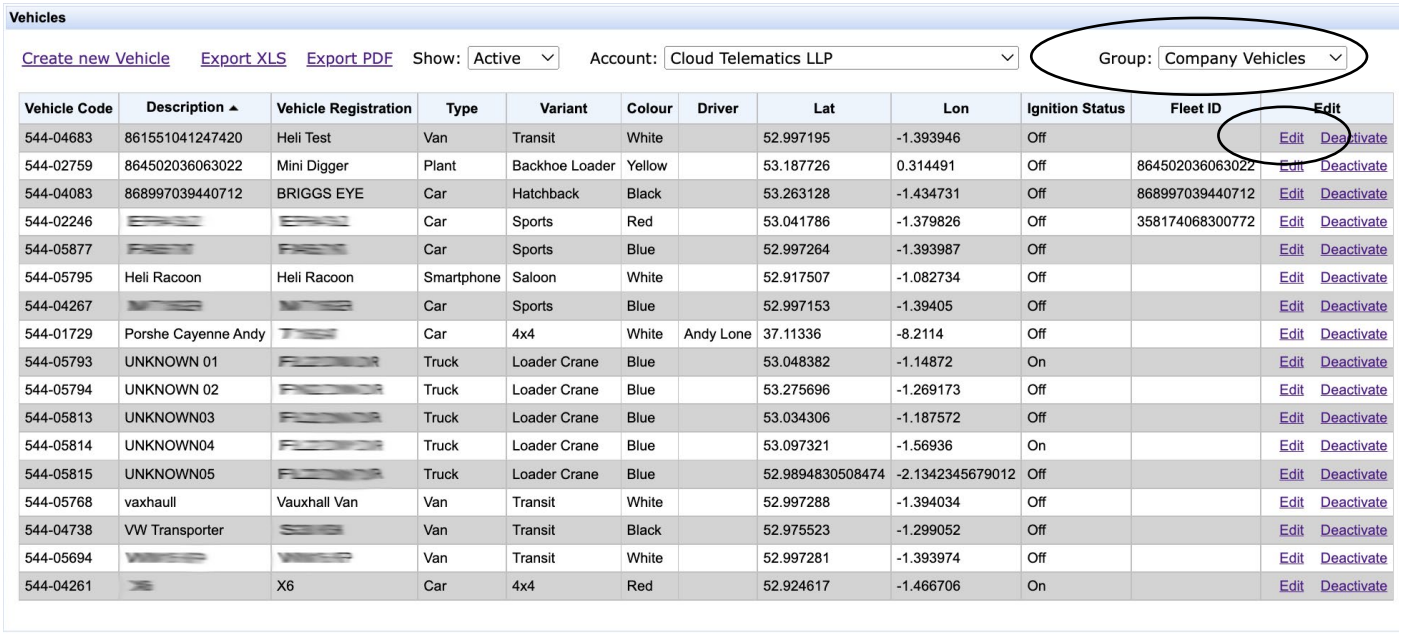
This guide will show you how to change a driver from 1 group to another.

1. Log in to your tracking portal and click the admin option in the panel on the right



2. In the otions panel on the right, click on the Manage Vehicles option .

3. The screen will show all of your vehicles in your default group, if the vehicle can't be found here use the Group dropdown menu to find the vehicle you want to move, once found click the edit option to the right.

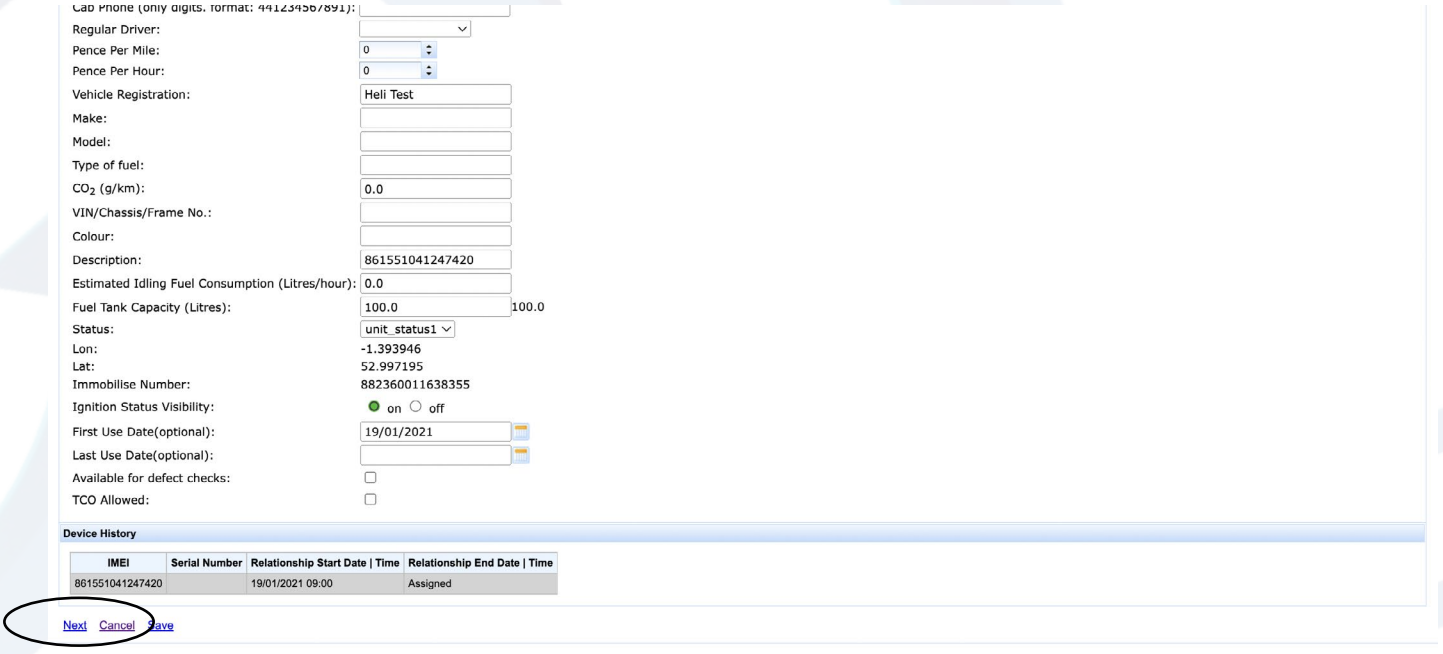


Vehicles

Create new Vehicle | Export XLS | Export PDF | Show: Active | Account: Cloud Telematics LLP | Group: Company Vehicles

Vehicle Code	Description	Vehicle Registration	Type	Variant	Colour	Driver	Lat	Lon	Ignition Status	Fleet ID	Edit
544-04683	861551041247420	Heli Test	Van	Transit	White		52.997195	-1.393946	Off		Edit Deactivate
544-02759	864502036063022	Mini Digger	Plant	Backhoe Loader	Yellow		53.187726	0.314491	Off	864502036063022	Edit Deactivate
544-04083	868997039440712	BRIGGS EYE	Car	Hatchback	Black		53.263128	-1.434731	Off	868997039440712	Edit Deactivate
544-02246	[redacted]	[redacted]	Car	Sports	Red		53.041786	-1.379826	Off	358174068300772	Edit Deactivate
544-05877	[redacted]	[redacted]	Car	Sports	Blue		52.997264	-1.393987	Off		Edit Deactivate
544-05795	Heli Racoon	Heli Racoon	Smartphone	Saloon	White		52.917507	-1.082734	Off		Edit Deactivate
544-04267	[redacted]	[redacted]	Car	Sports	Blue		52.997153	-1.39405	Off		Edit Deactivate
544-01729	Porshe Cayenne Andy	[redacted]	Car	4x4	White	Andy Lone	37.11336	-8.2114	Off		Edit Deactivate
544-05793	UNKNOWN 01	[redacted]	Truck	Loader Crane	Blue		53.048382	-1.14872	On		Edit Deactivate
544-05794	UNKNOWN 02	[redacted]	Truck	Loader Crane	Blue		53.275696	-1.269173	Off		Edit Deactivate
544-05813	UNKNOWN03	[redacted]	Truck	Loader Crane	Blue		53.034306	-1.187572	Off		Edit Deactivate
544-05814	UNKNOWN04	[redacted]	Truck	Loader Crane	Blue		53.097321	-1.56936	On		Edit Deactivate
544-05815	UNKNOWN05	[redacted]	Truck	Loader Crane	Blue		52.9894830508474	-2.1342345679012	Off		Edit Deactivate
544-05768	vaxhaull	Vauxhall Van	Van	Transit	White		52.997288	-1.394034	Off		Edit Deactivate
544-04738	VW Transporter	[redacted]	Van	Transit	Black		52.975523	-1.299052	Off		Edit Deactivate
544-05694	[redacted]	[redacted]	Van	Transit	White		52.997281	-1.393974	Off		Edit Deactivate
544-04261	[redacted]	X6	Car	4x4	Red		52.924617	-1.466706	On		Edit Deactivate

4. In your vehicle screen, scroll down and click the Next button.



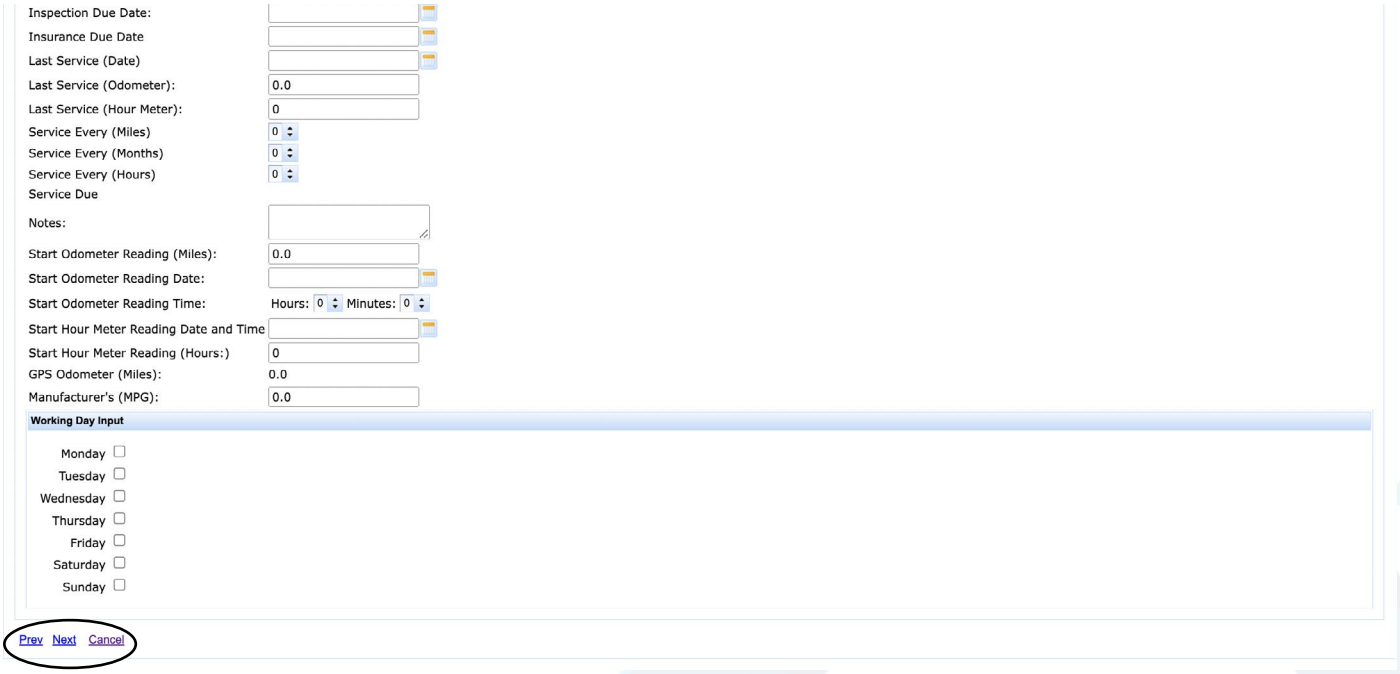
Cab Phone (only digits, format: 441234567891):
Regular Driver:
Pence Per Mile: 0
Pence Per Hour: 0
Vehicle Registration: Heli Test
Make:
Model:
Type of fuel:
CO_2 (g/km): 0.0
VIN/Chassis/Frame No.:
Colour:
Description: 861551041247420
Estimated Idling Fuel Consumption (Litres/hour): 0.0
Fuel Tank Capacity (Litres): 100.0 100.0
Status: unit_status1
Lon: -1.393946
Lat: 52.997195
Immobilise Number: 882360011638355
Ignition Status Visibility: on off
First Use Date(optional): 19/01/2021
Last Use Date(optional):
Available for defect checks:
TCO Allowed:

Device History

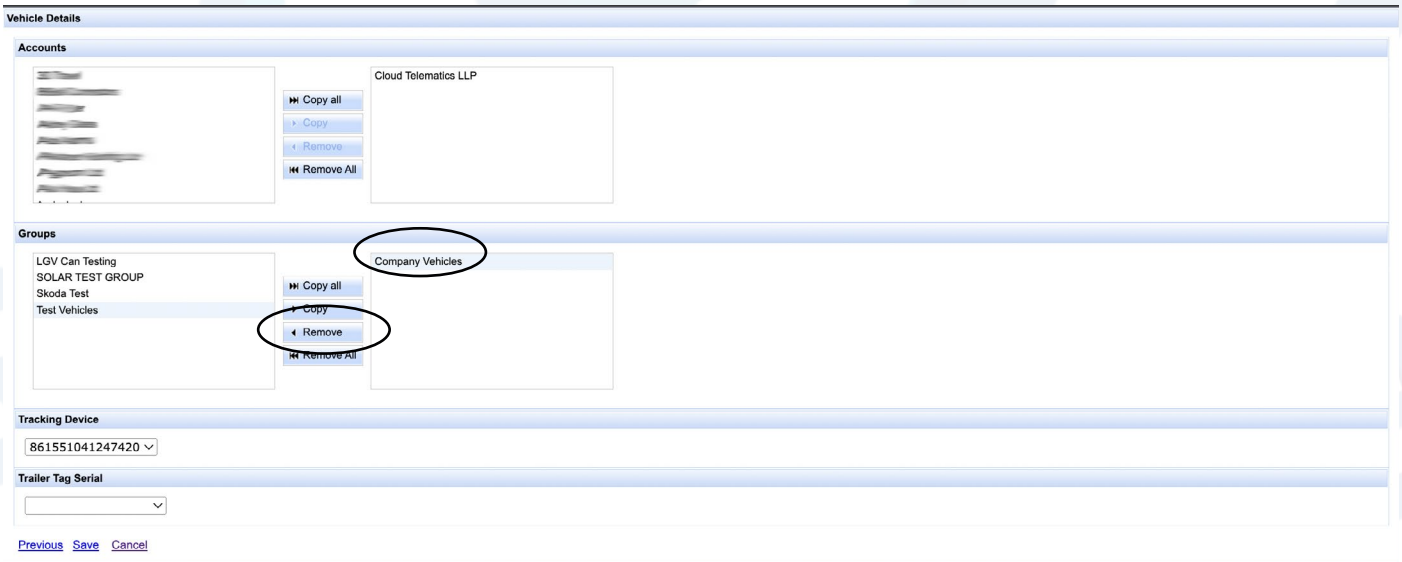
IMEI	Serial Number	Relationship Start Date | Time	Relationship End Date | Time
861551041247420		19/01/2021 09:00	Assigned

Next Cancel Save

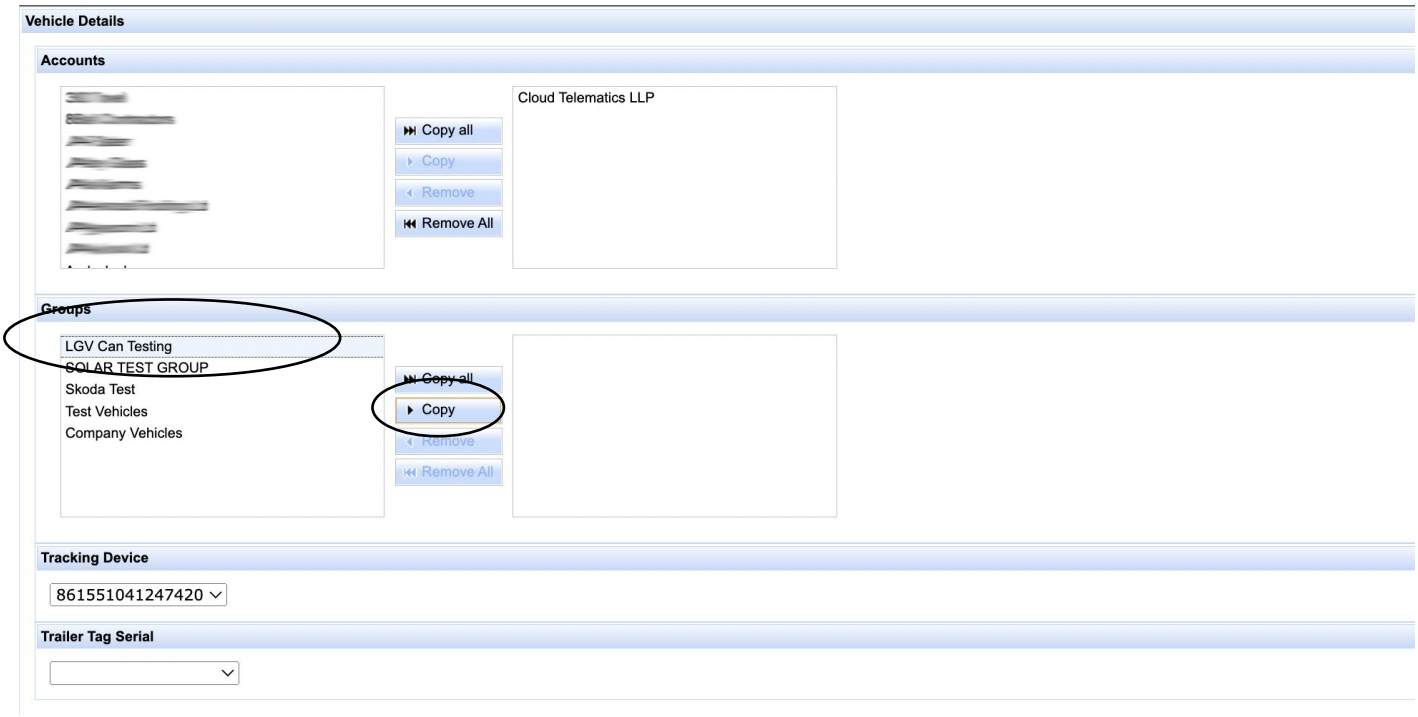
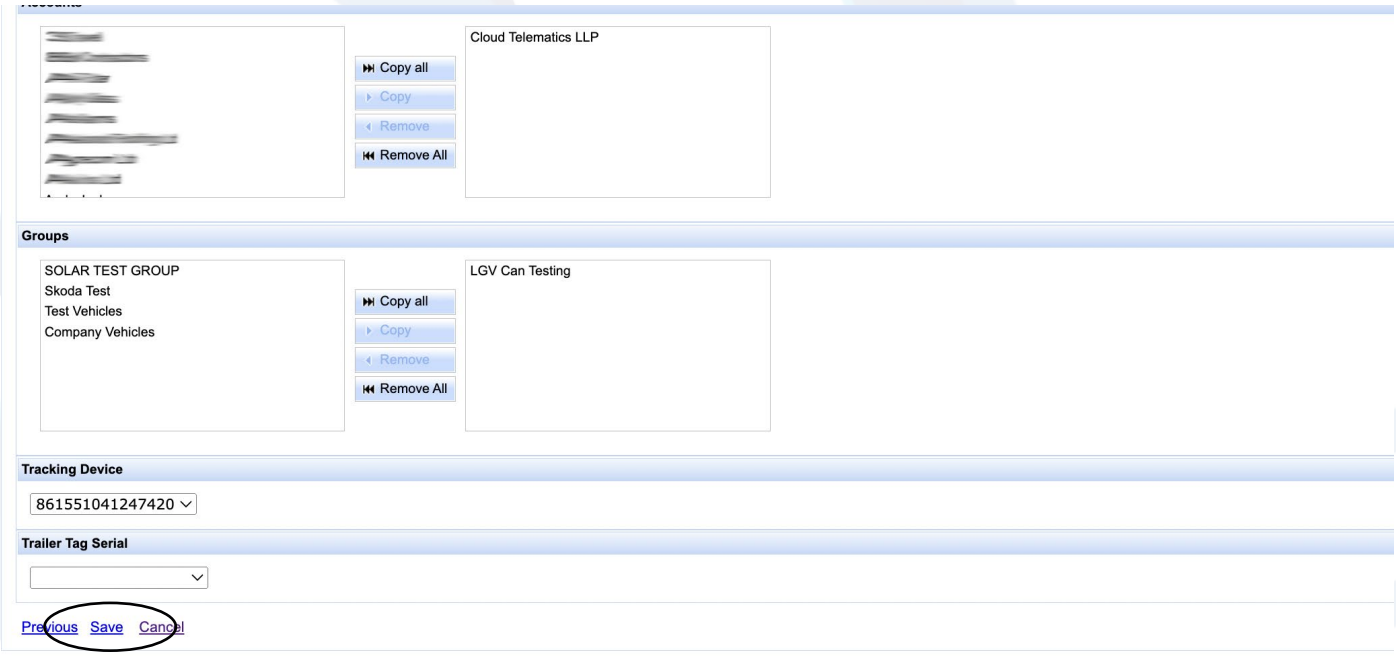
5. On the next screen, do the same and click next.



6. When this screen pops up, in the groups section select the group you want to remove the vehicle from and click remove, you can also have a vehicle in multiple groups if you require.



3. Once removed, click on the group you want to add the vehicle to and click copy.



4. Once copied and your vehicle is is in the selected group, click on the save option, your vehicle has now been moved into the required group.