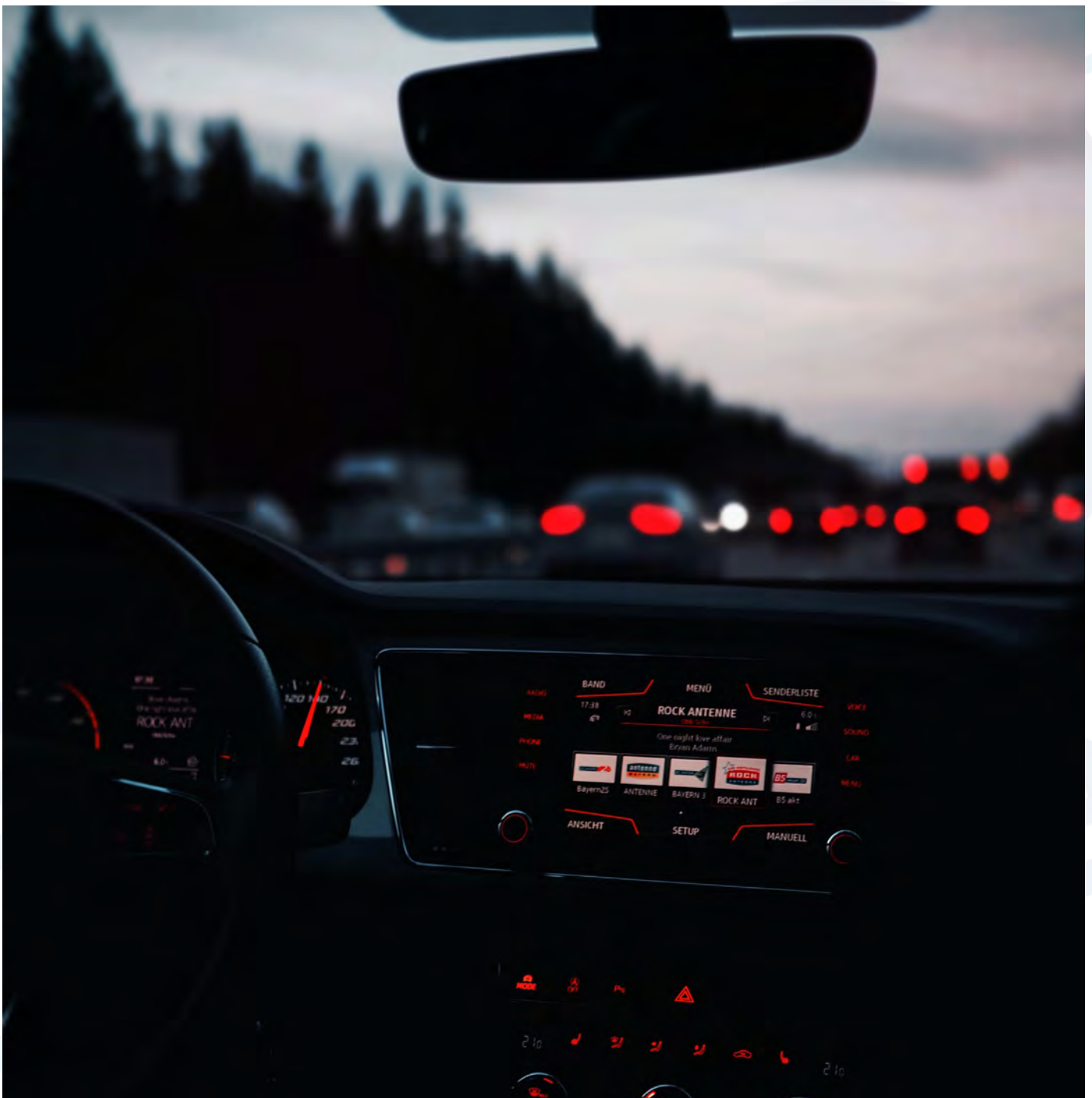




TRACKING USER GUIDE 2020/2021

VER 1.0





CONTENTS

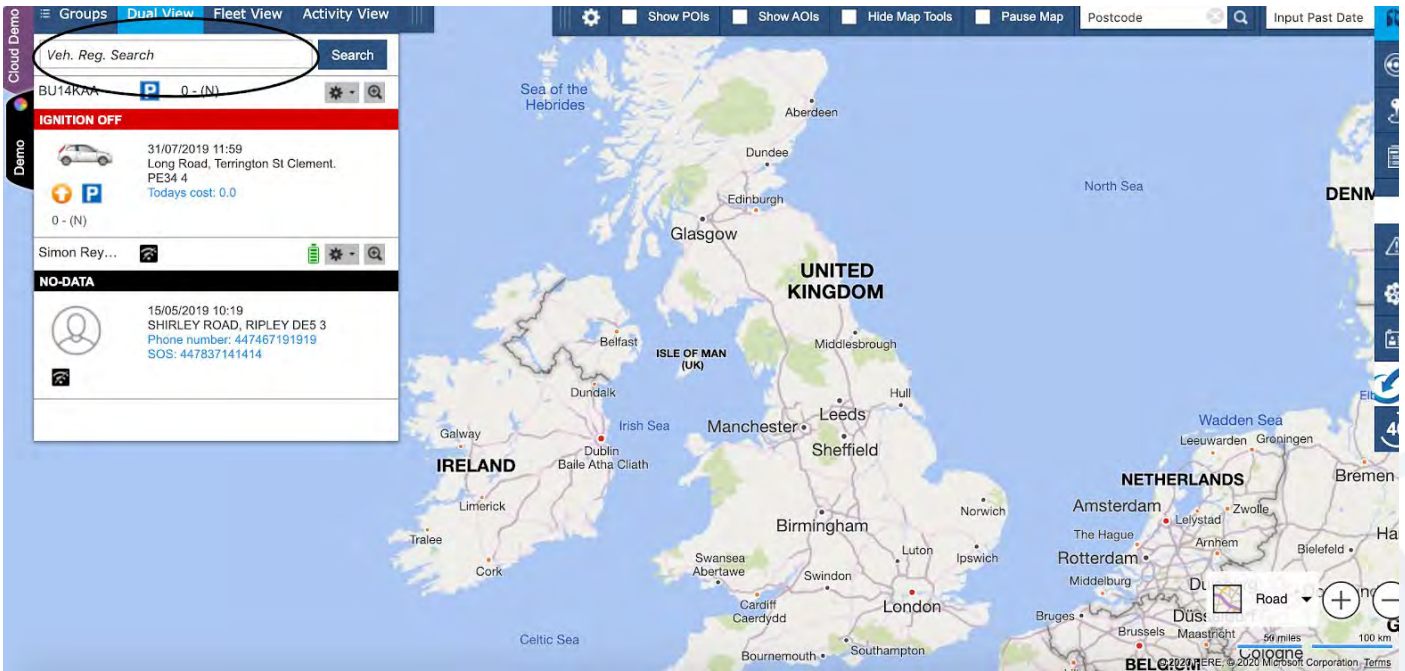
- 4. Editing vehicle registration number
- 7. Changing your vehicle icon
- 10. Changing and allocating driver names
- 14. Generating reports
- 17. Setting up email reporting
- 20. Geo Fence
- 26. Driver defect check reports
- 29. Driver checks app
- 32. Vehicle checks report
- 34. Speeding reports
- 38. Time on site
- 42. Live traffic
- 45. Changing map views
- 48. POI's & AOI's
- 54. Map Tools
- 62. Views (Activity/Fleet)
- 64. Out of Hours reporting
- 71. Idling reports
- 75. Fleet Management +
- 80. Generating Time Sheets
- 83. Driver Behavior report
- 88. Mileage report
- 91. Journey Report
- 96. Today's Journey



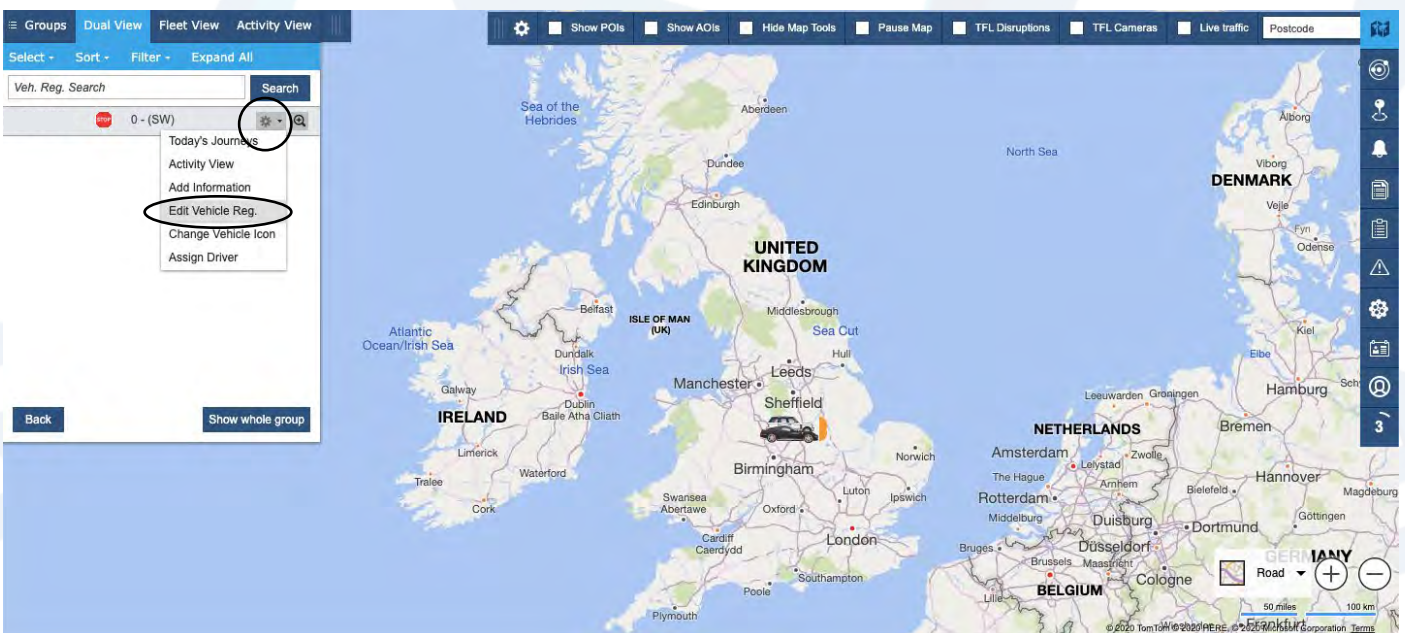
Editing your vehicle registration

Changing your vehicle registration (number plate) couldn't be simpler, the following guide will show you how to change your vehicle's registration.

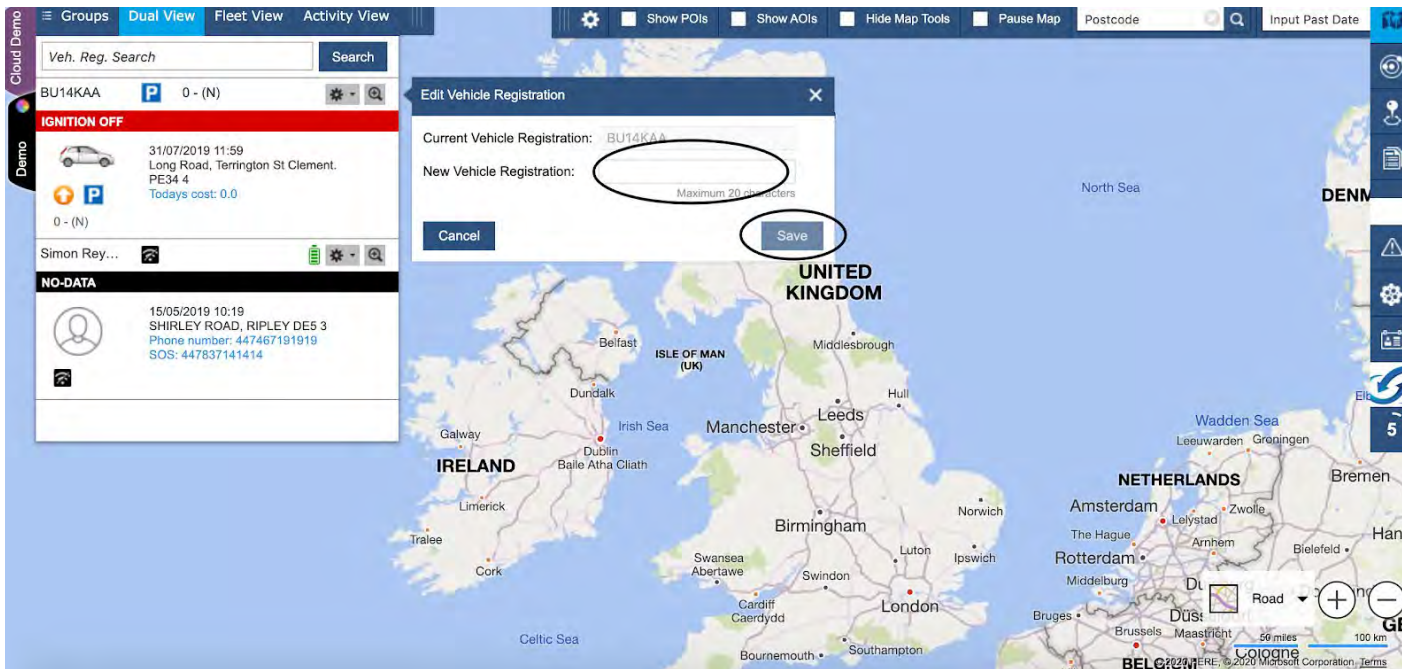
1. From the portal homescreen use the search bar shown below to enter the vehicle registration you want to change



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.

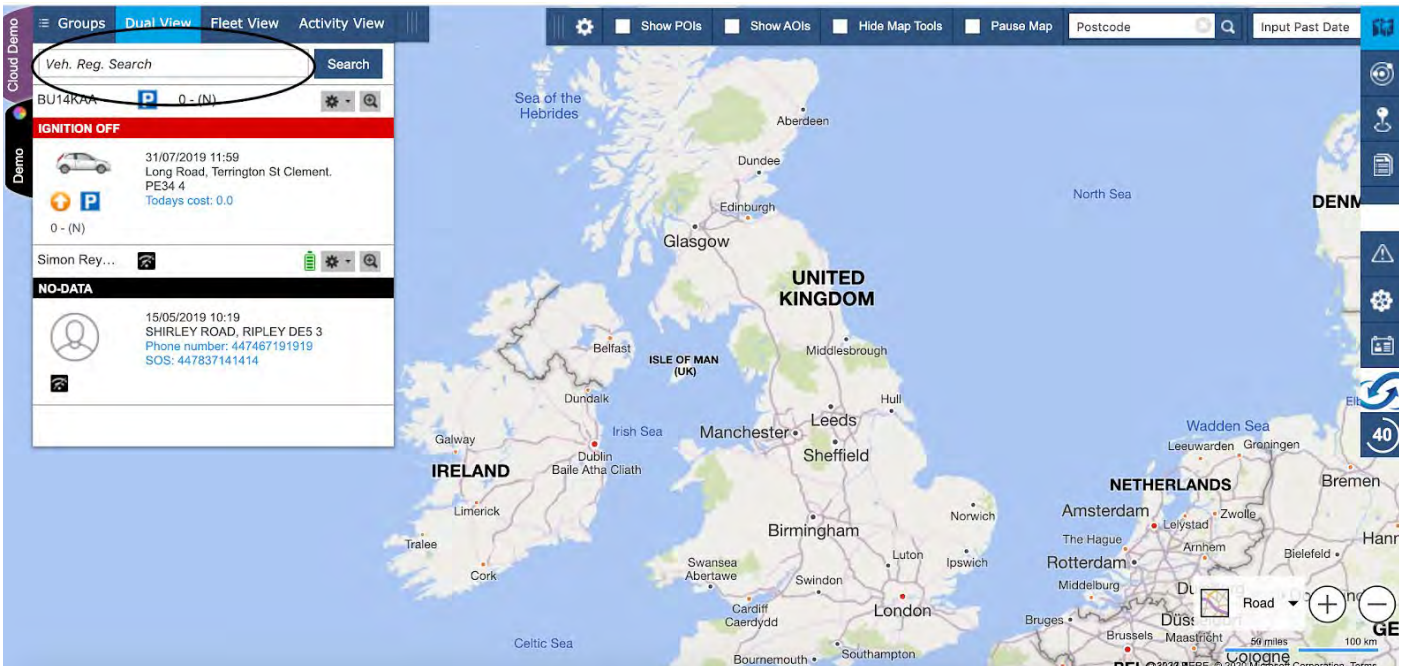




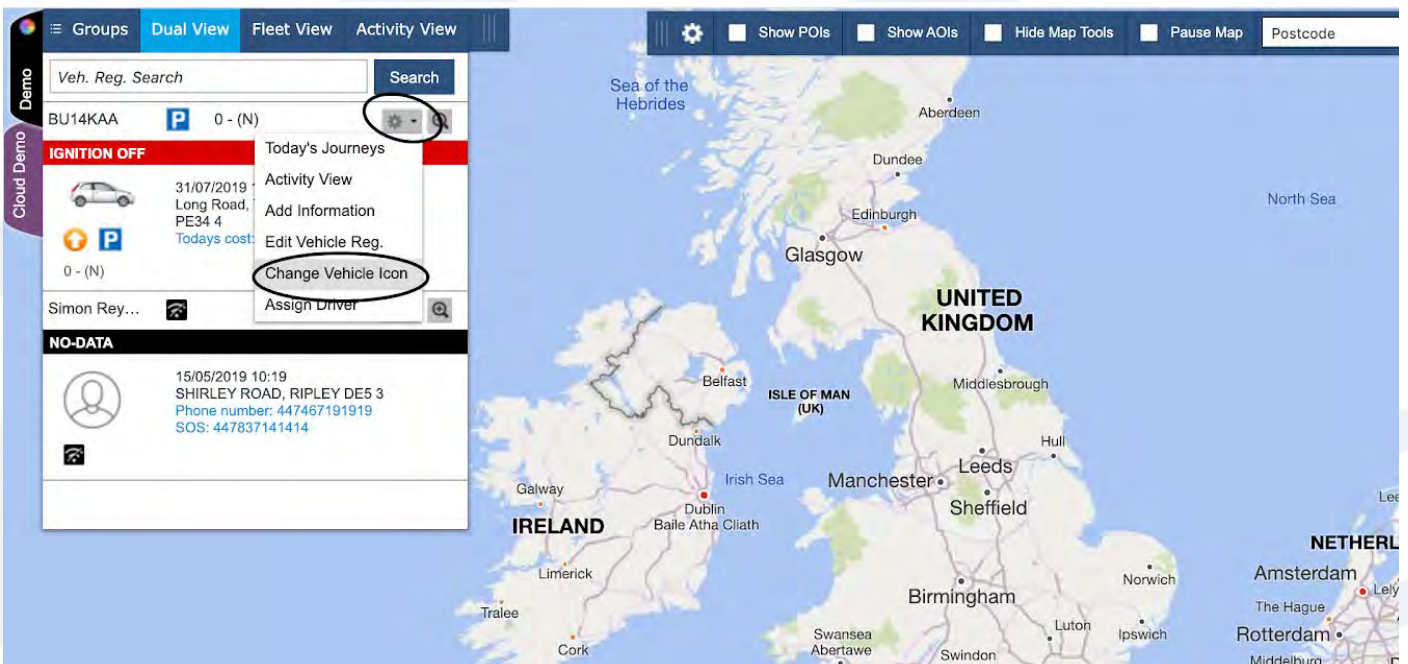
Editing your vehicle icon

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.

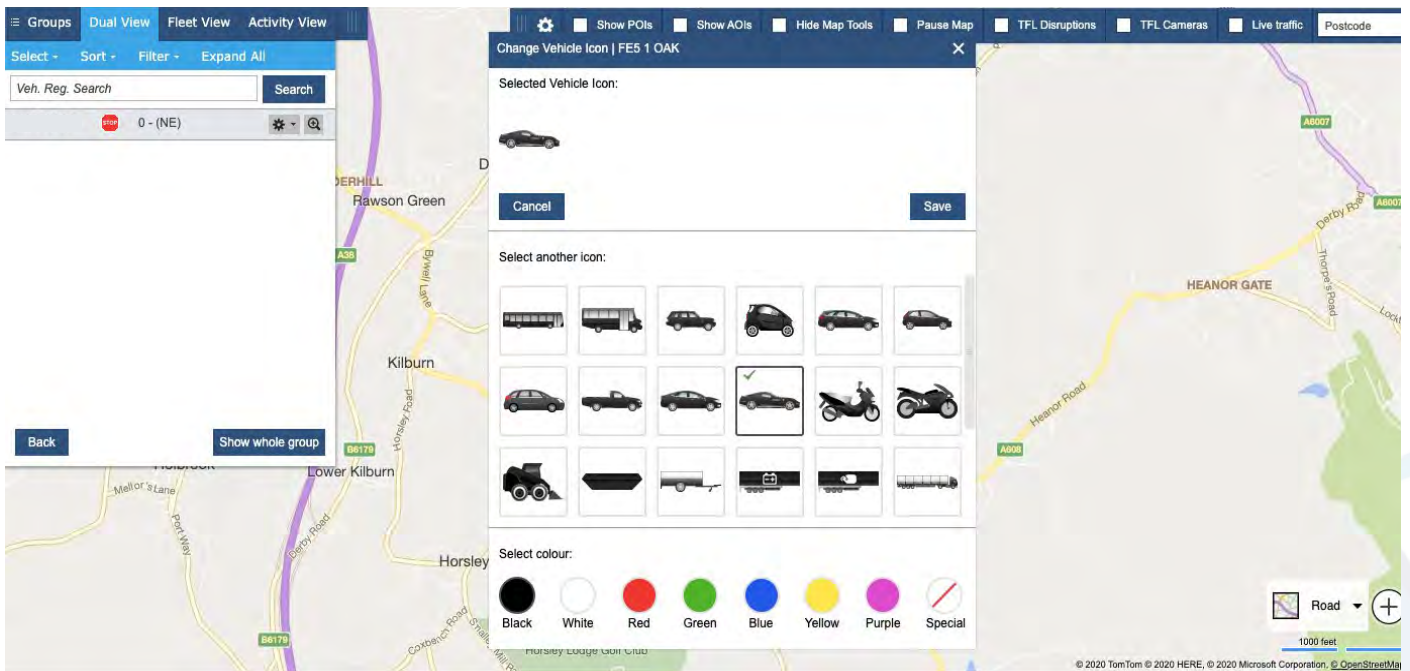
1. From the portal homescreen use the search bar shown below to enter the vehicle registration for the icon you want to change.



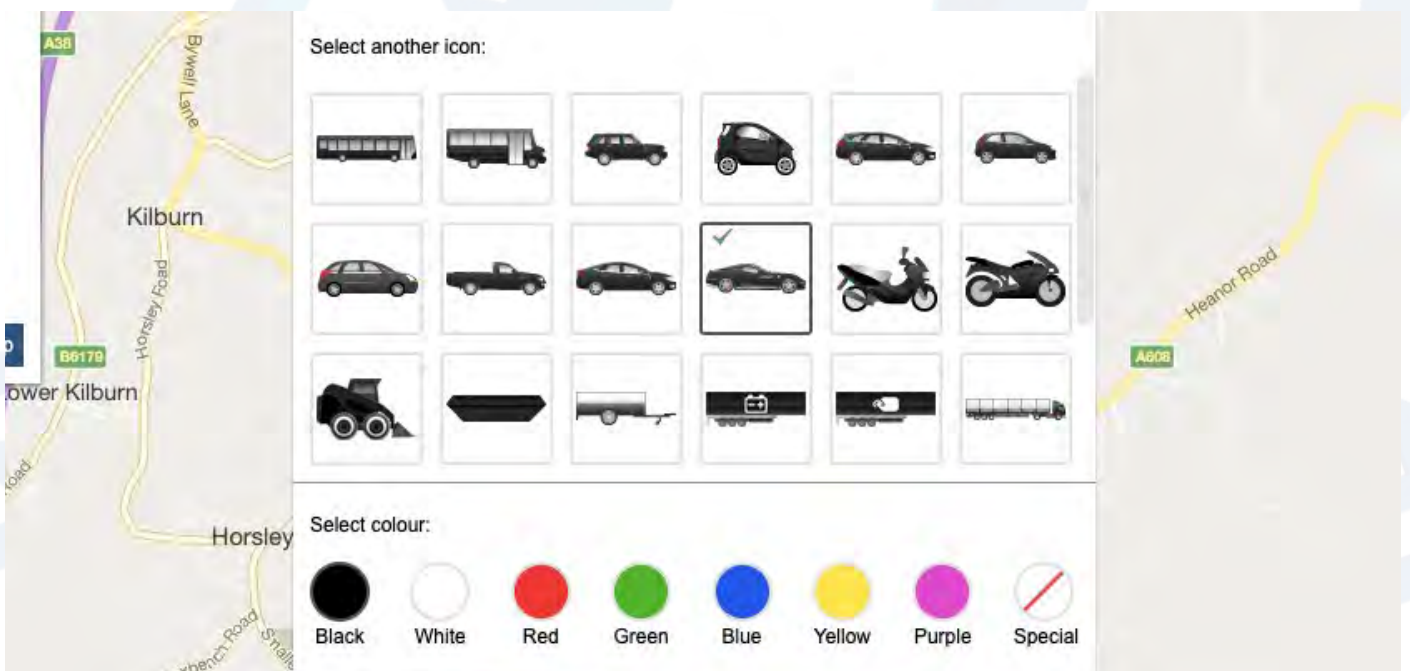
2. Once the vehicle appears select the settings cog then change the vehicle icon

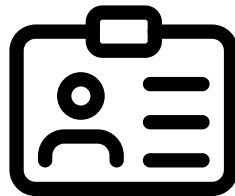


3. A selection of vehicle icons will appear for you to choose from. You can now select the icon you want to change your current icon to.



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

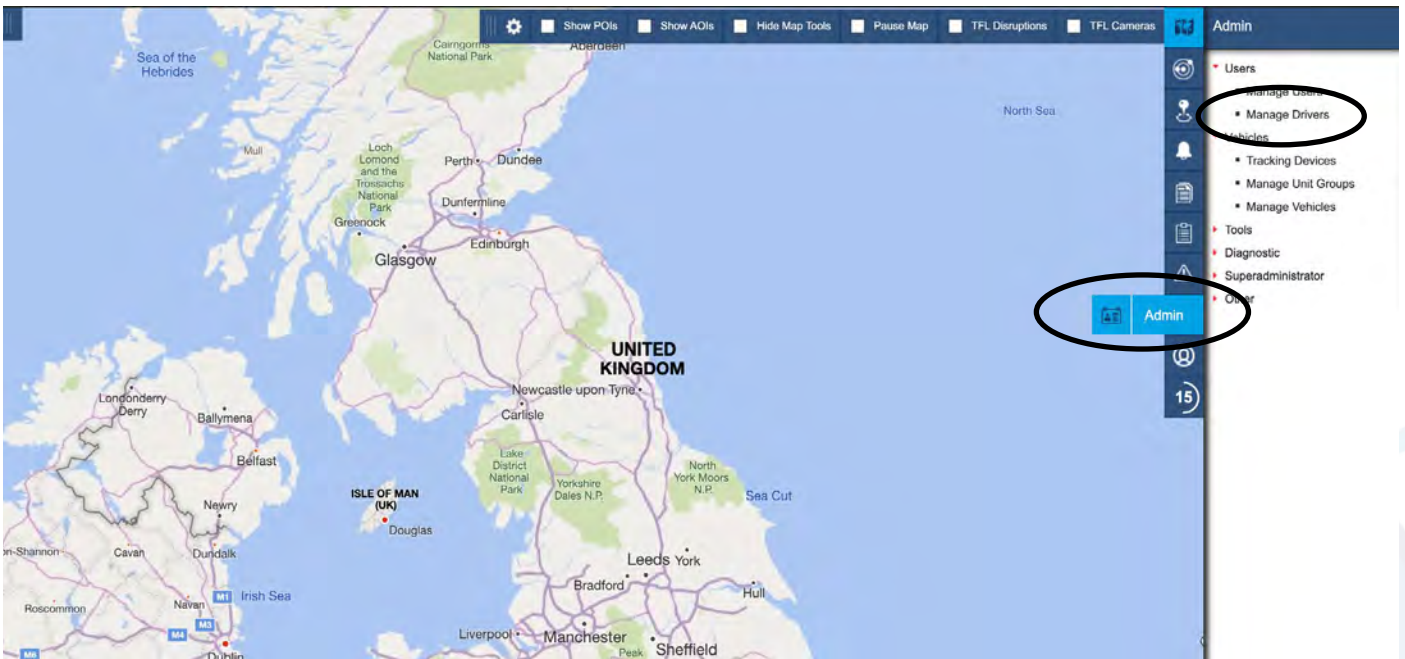




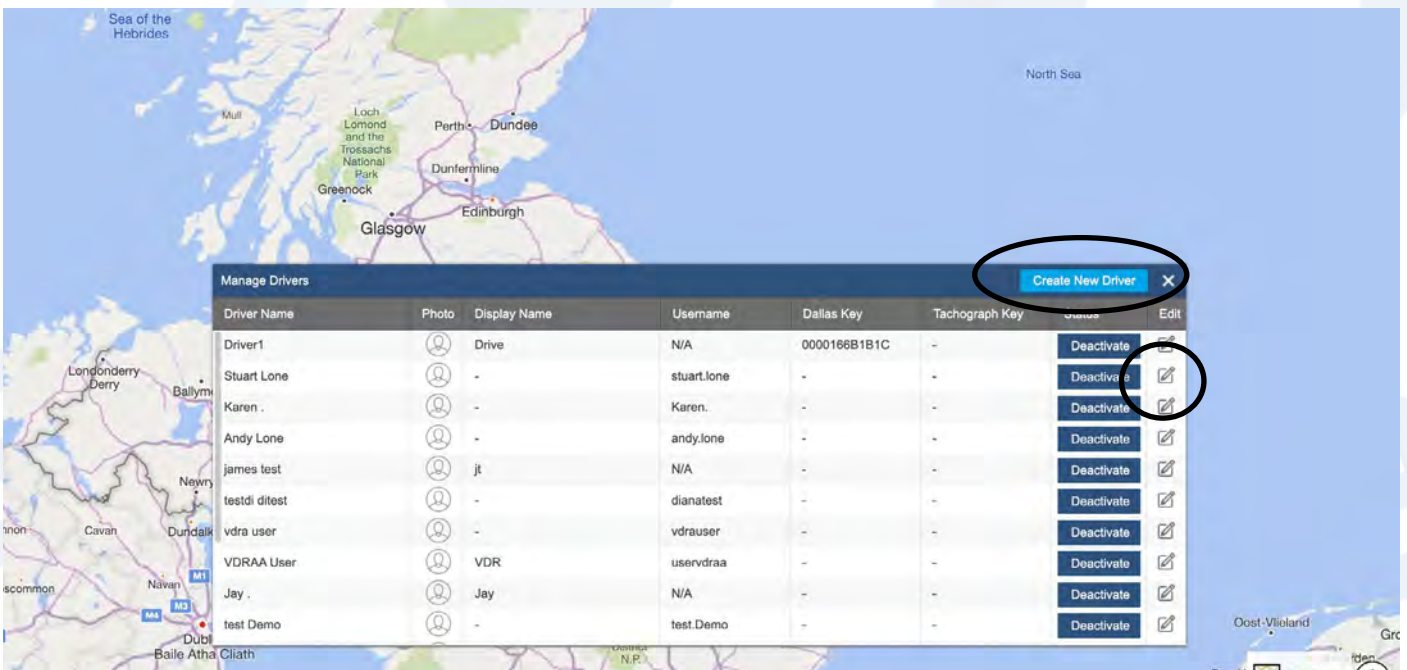
Creating and allocating driver names

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

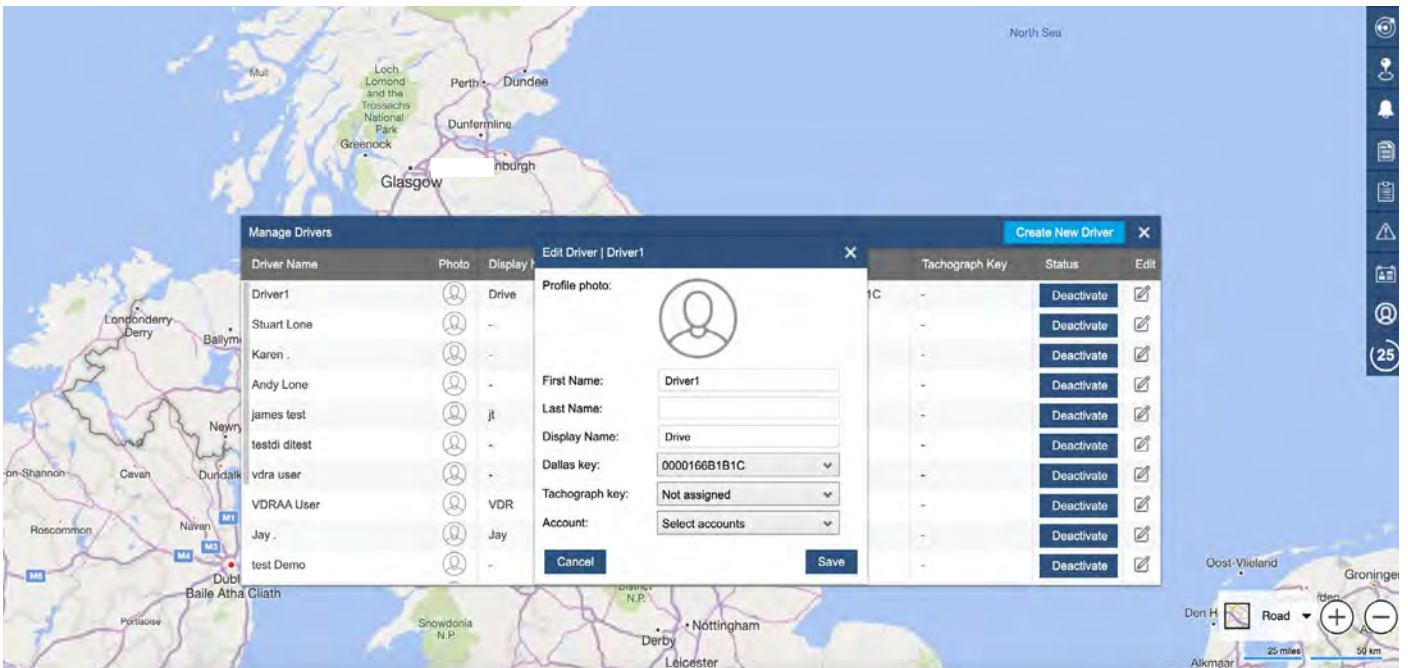
1. Once logged into the tracking portal select admin on the right hand side of the page and click the Manage Drivers option



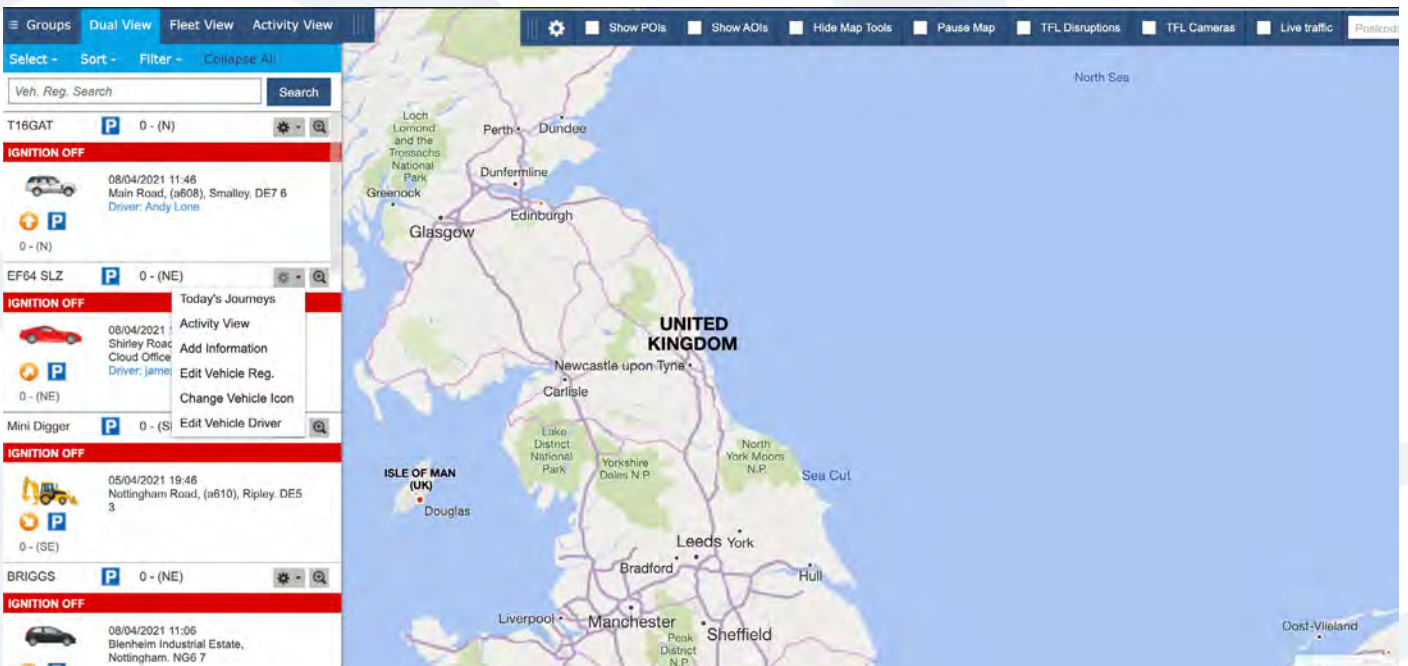
2. Then click the Create New Driver option to create a new driver or click on the edit button on the right hand side of the driver you would like to edit.



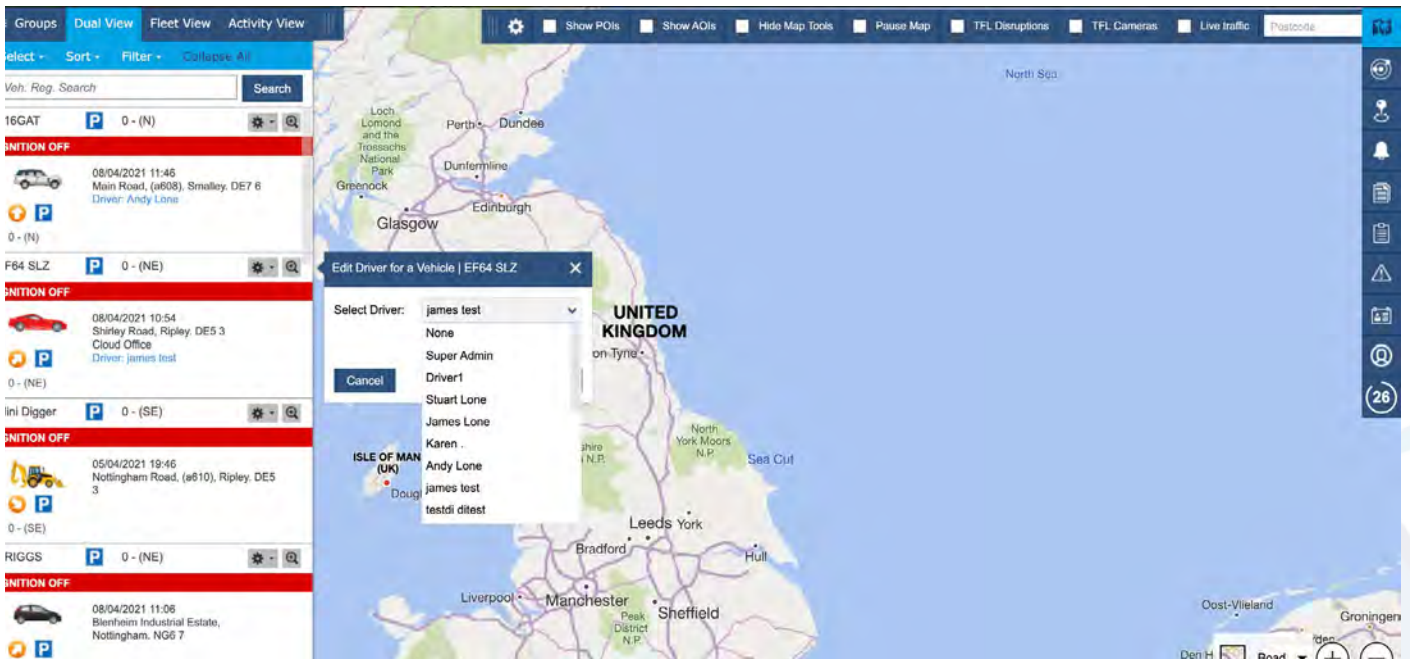
3. In the form box that pops up, fill in the details of the new or updated driver and click save.



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.



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



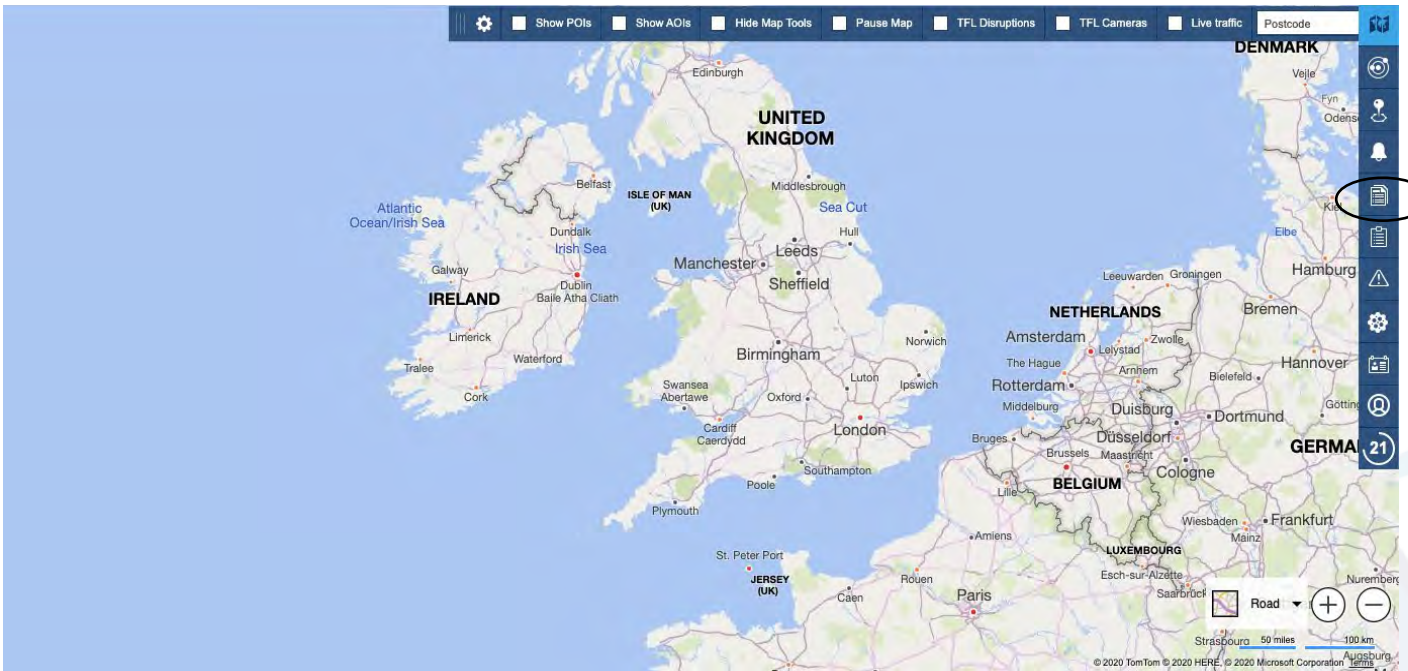


Generating Reports

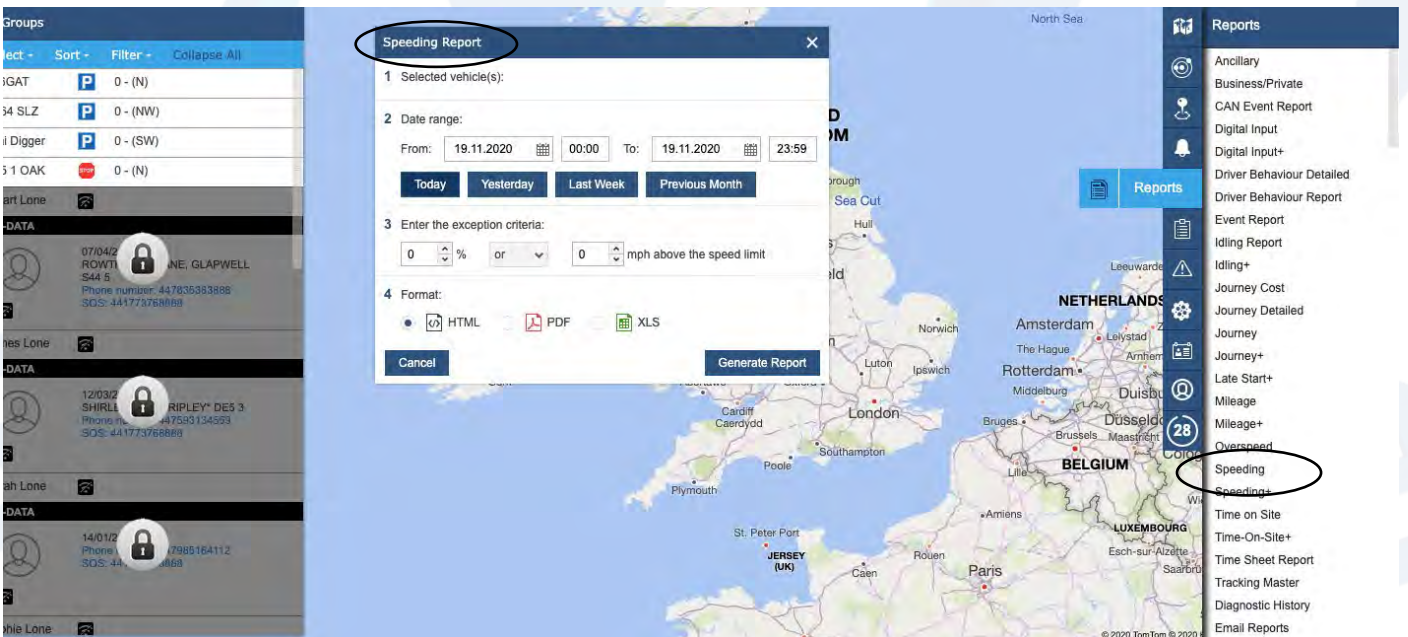
From our portal you can check and generate numerous reports such as driver behavior, journeys, mileage, events and vehicle speeds.

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.

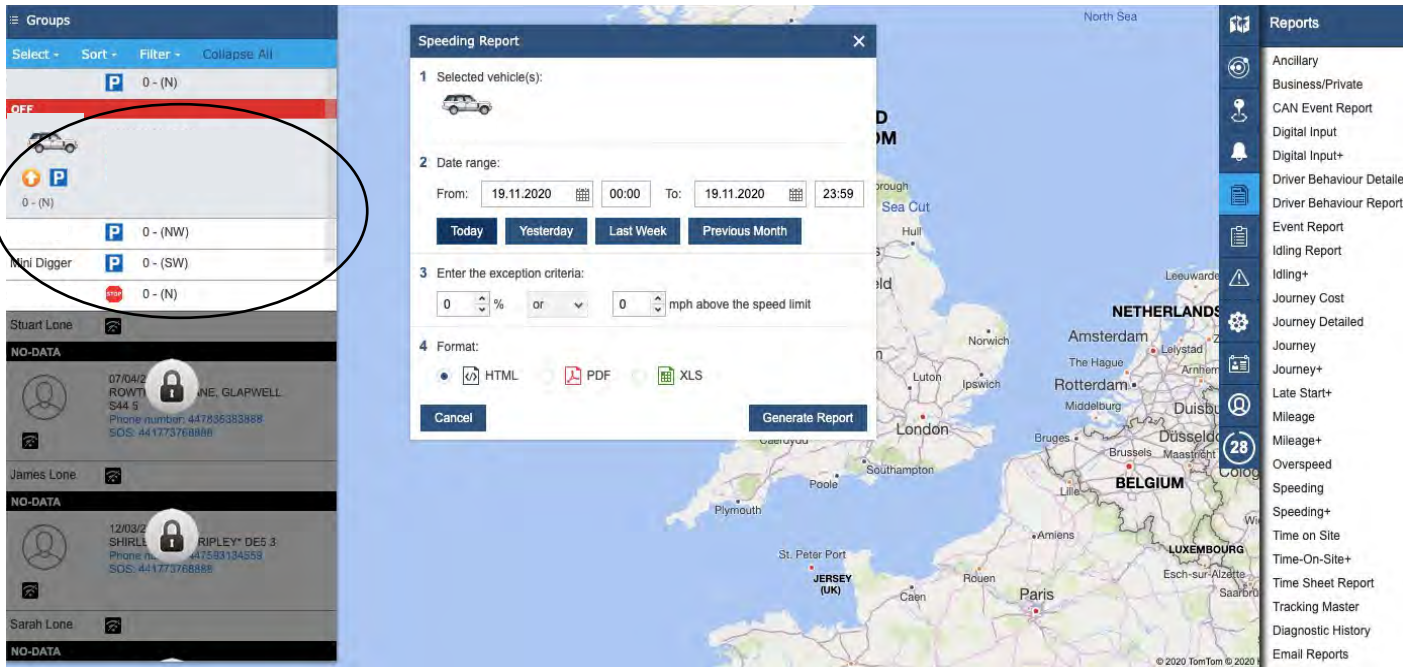
1. From the main portal screen click on the reports tab on the right hand side of the screen as shown below



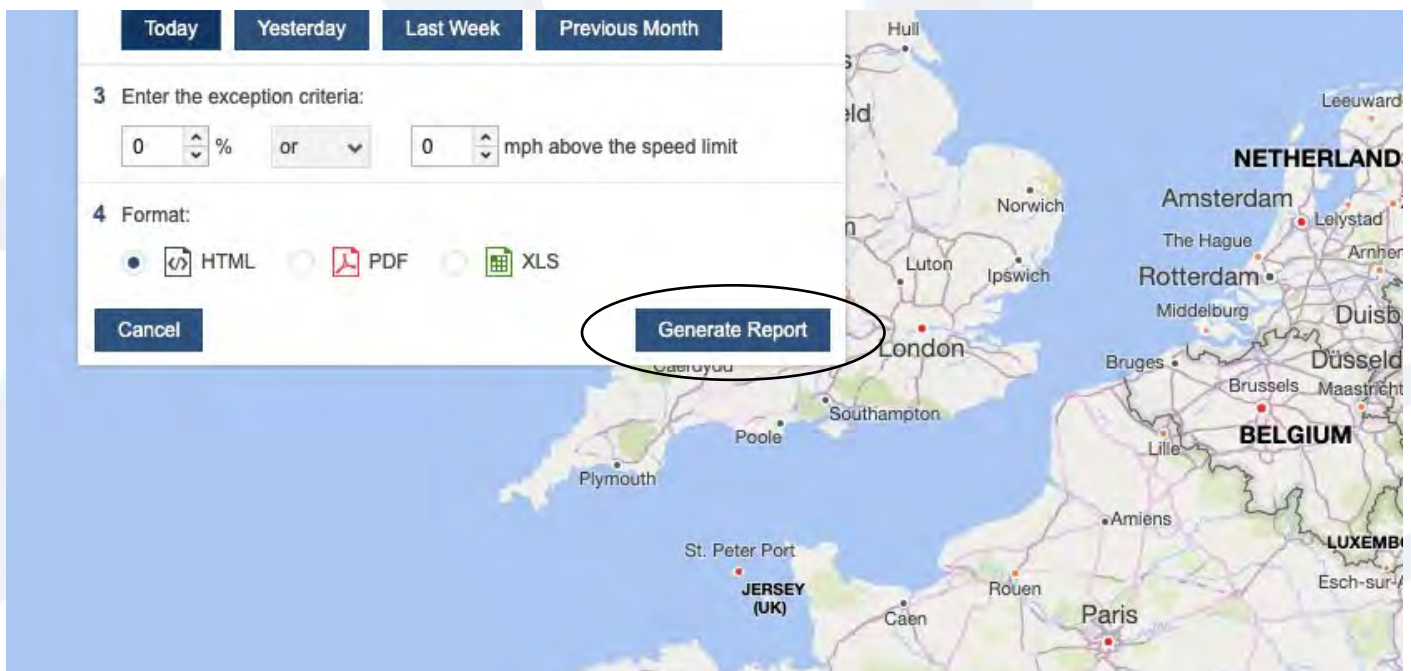
2. From the pop out menu you can choose an option to generate a report on for this example we will be choosing speeding.



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.



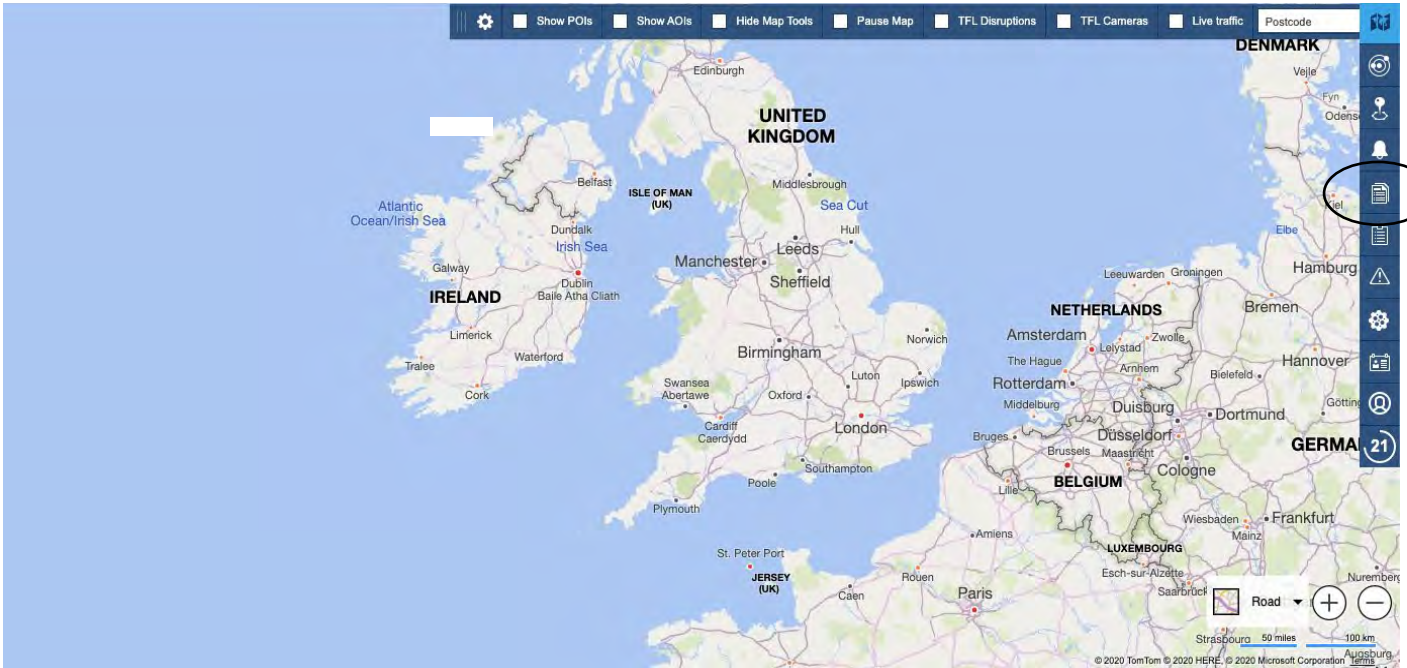


Email Reporting

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.

The screenshot displays the 'Scheduled Reports' configuration window. The interface is divided into several sections:

- 1 Report Type:** A dropdown menu is set to 'Journey'. Below it, 'Report format' has radio buttons for 'PDF' (selected) and 'XLS'. A checkbox for 'Do Not Send Null Result' is present and unchecked.
- 2 Data Range:** A dropdown menu is set to 'Today'. A checkbox for 'Exclude Weekends' is present and unchecked.
- 3 Recurrence Pattern:** A 'Start Time' field is set to 07:00. Radio buttons for 'Daily' (selected) and 'Weekly' are present.
- 4 Select Vehicles:** A checkbox for 'Cloud Telematics LLP' is present and unchecked.
- 5 Time Filter:** Two time pickers are shown: 'Start Time' (00:00) and 'End Time' (23:59).

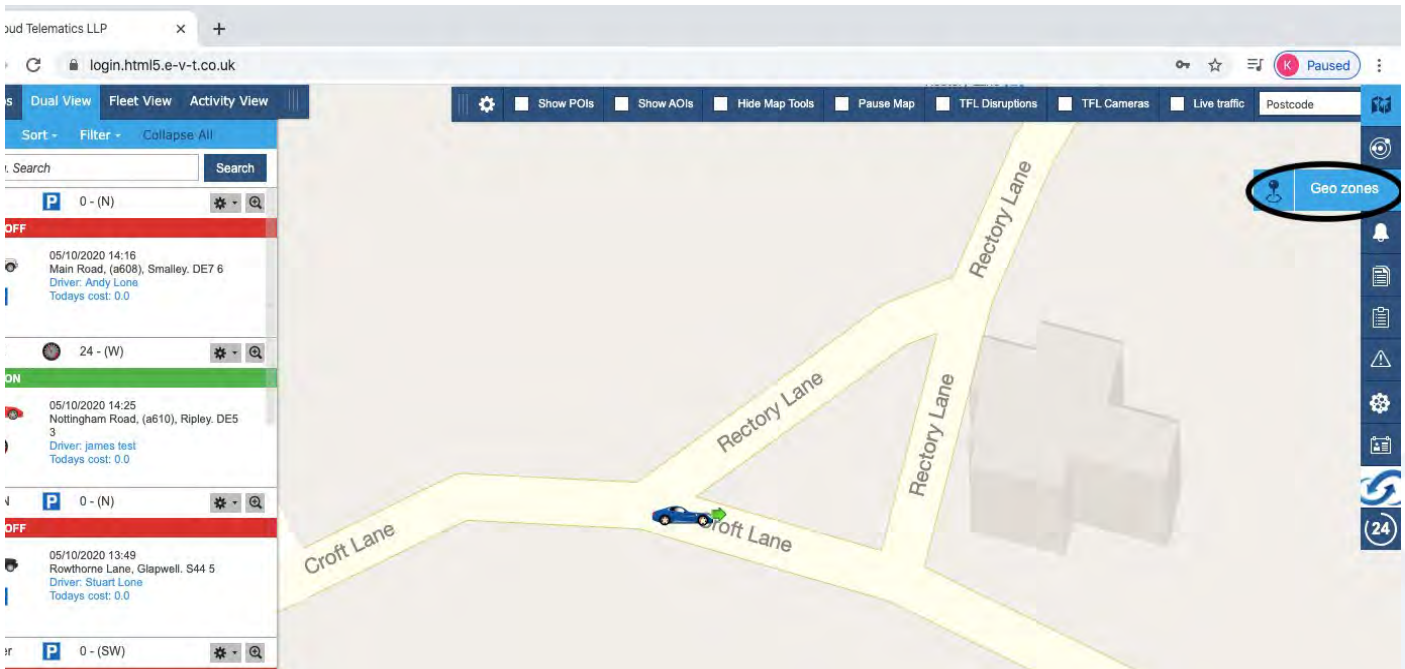
At the bottom of the form are 'Cancel' and 'Save' buttons. To the right of the form is a map of the Netherlands with various cities labeled, including Amsterdam, Rotterdam, and Utrecht. A vertical toolbar on the far right contains navigation and utility icons.



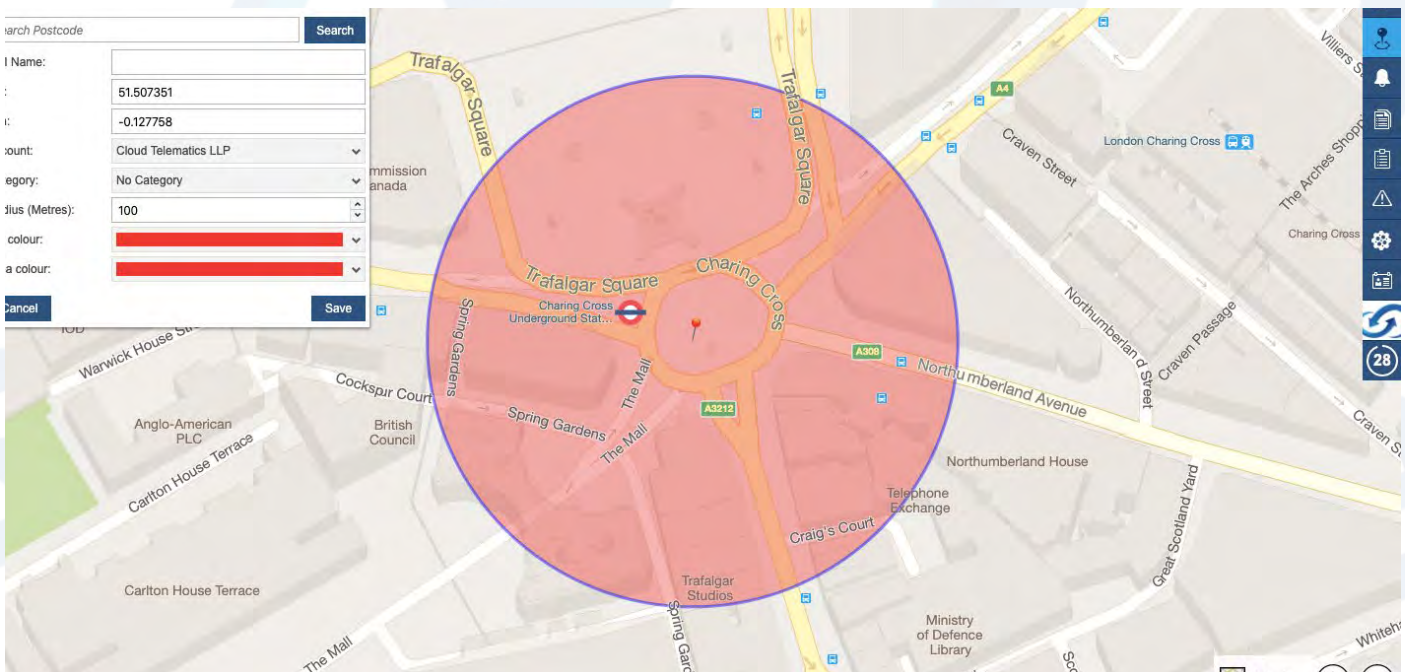
Geo Fence

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.

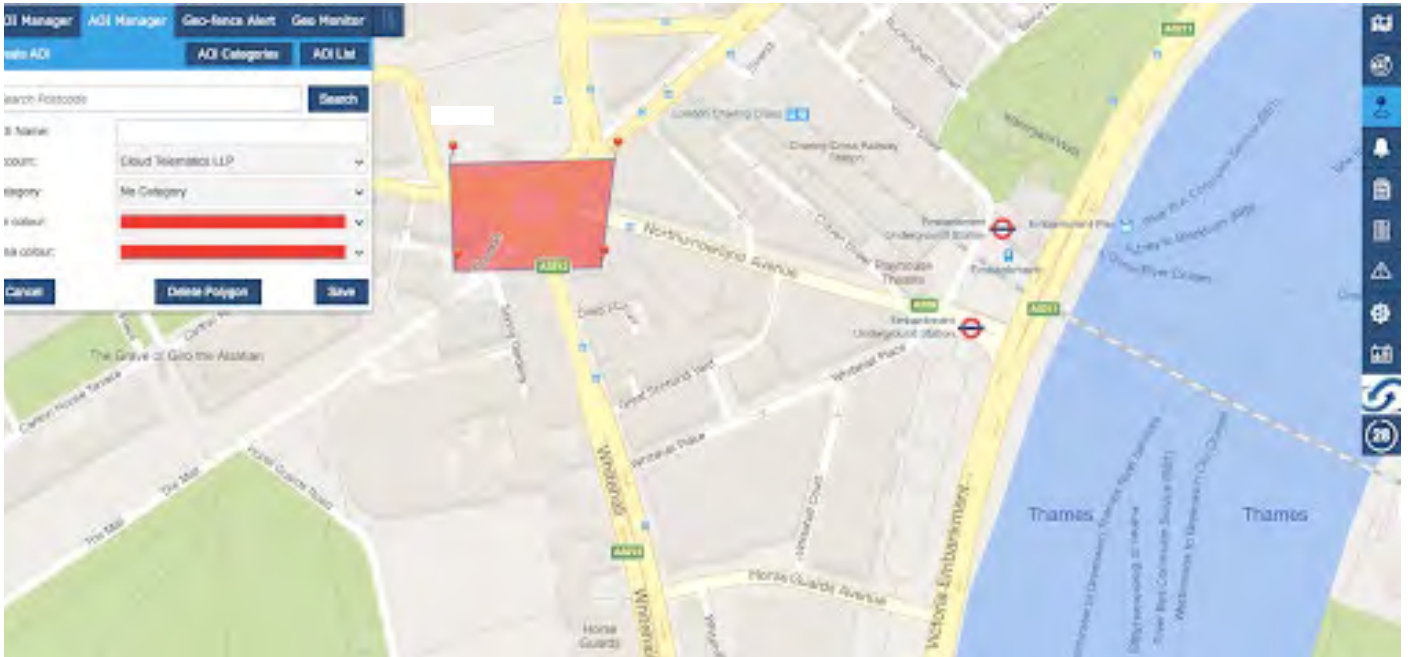
1. From the main portal screen click on the Geo zones tab on the right hand side.



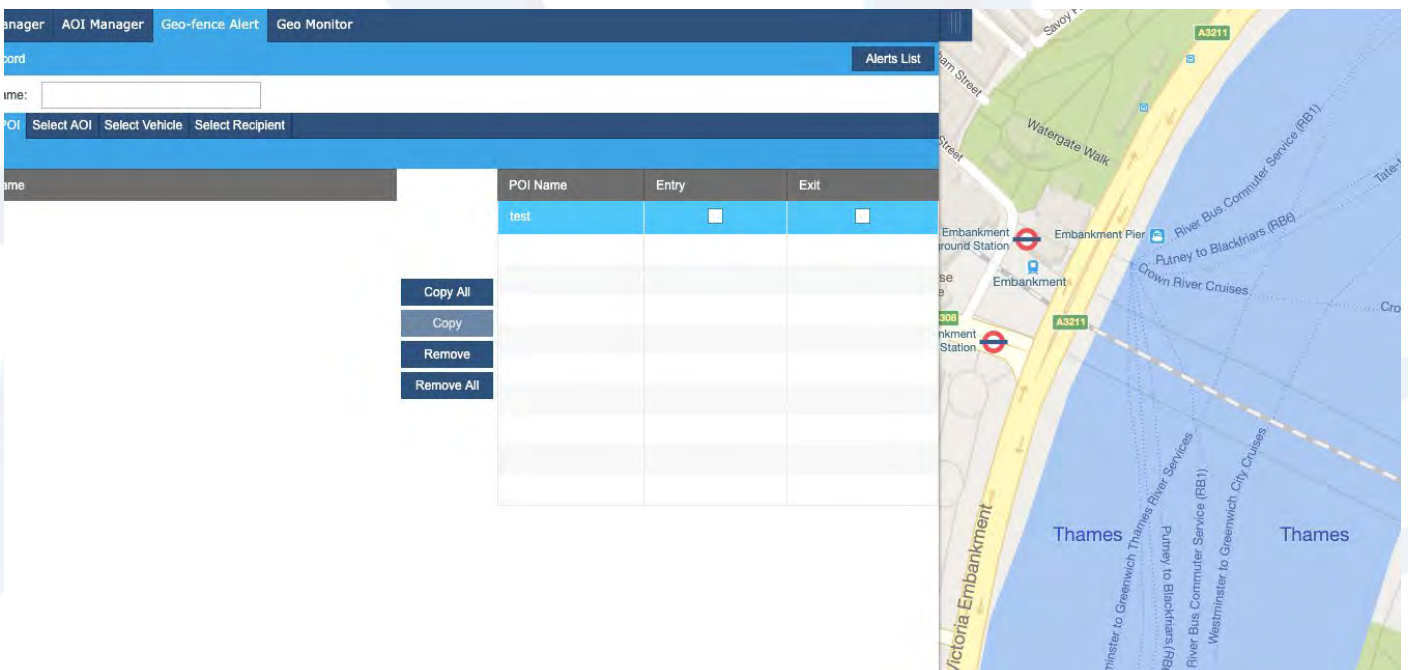
2. To create a POI (Point of Interest) type the address in the search bar and it will take you to the location. In the POI tab you can give it a name, change the radius of the Geo-Zone and the colour of the pin and area. After all this is completed click save.



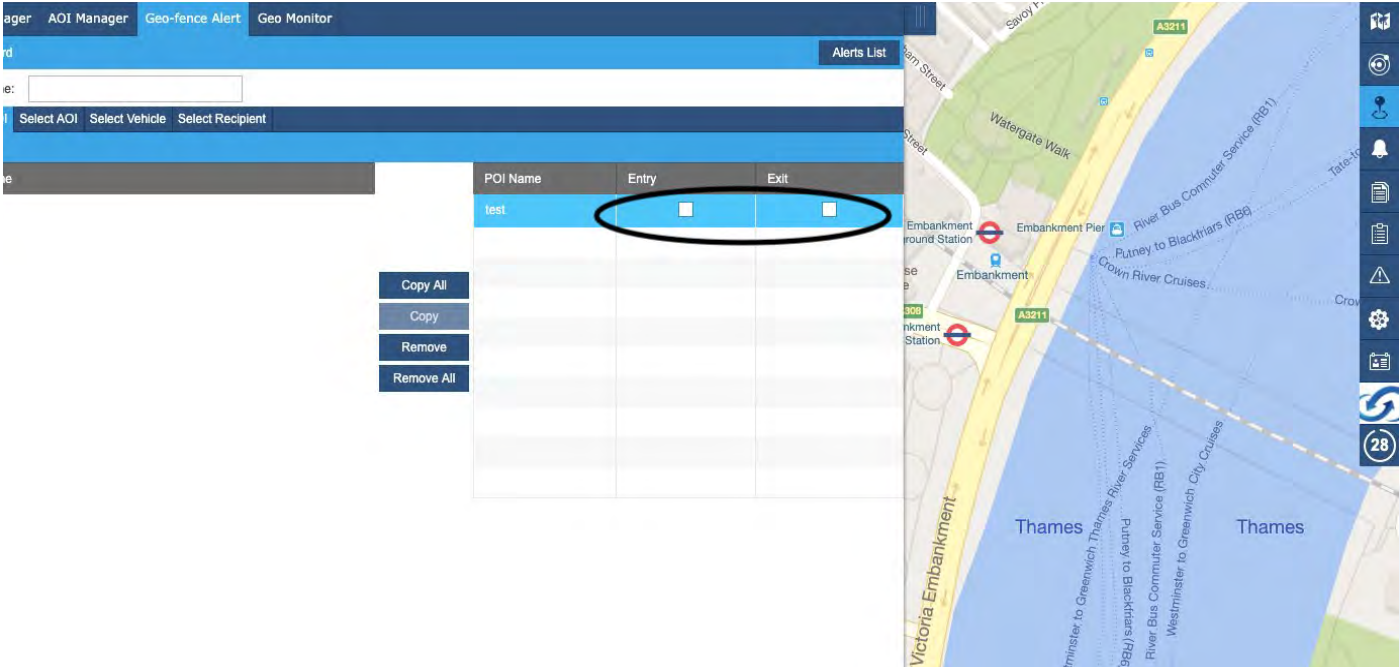
3. To Create an AOI (Area of Interest) type in the address you are looking for then left click on the map where you want the Geo-Fence to cover. Once you are happy with the Geo-Fence you have created Right click on the map and it will come up with Pins on the map (as shown below). When you have named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



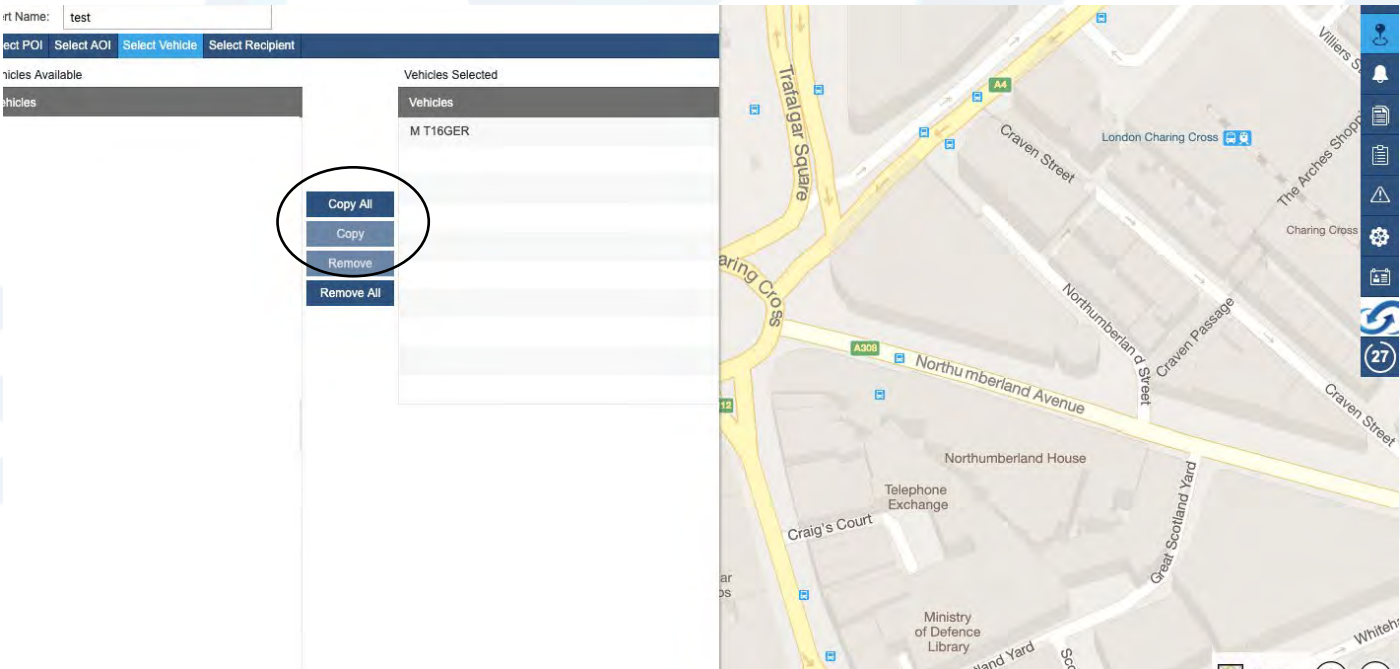
4. The Geo-Fence Alert tab will allow you to create an email alert when a chosen vehicle enters or exits the Geo-Fence zone. You can select a POI and AOI on every report. Simply select each of them in the tabs and then select copy.



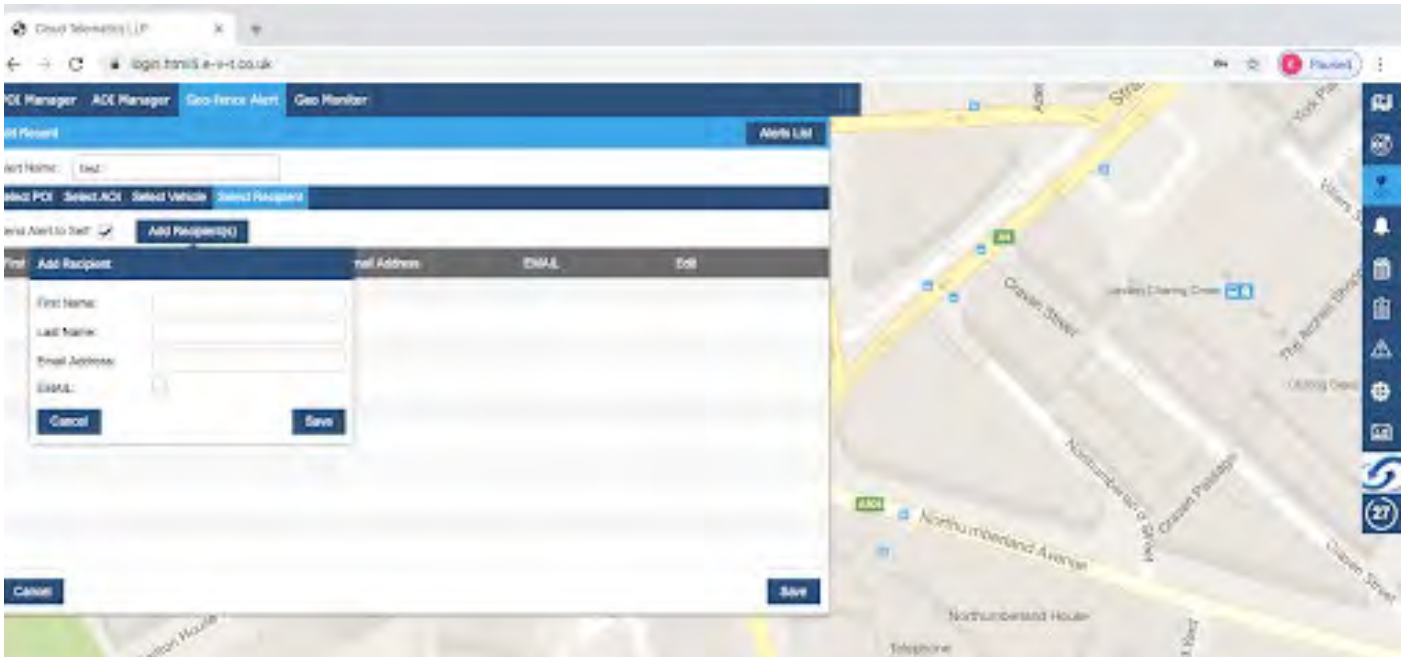
5. You can then select whether you want an alert on zone entry, exit or both by ticking the boxes.(circled below)



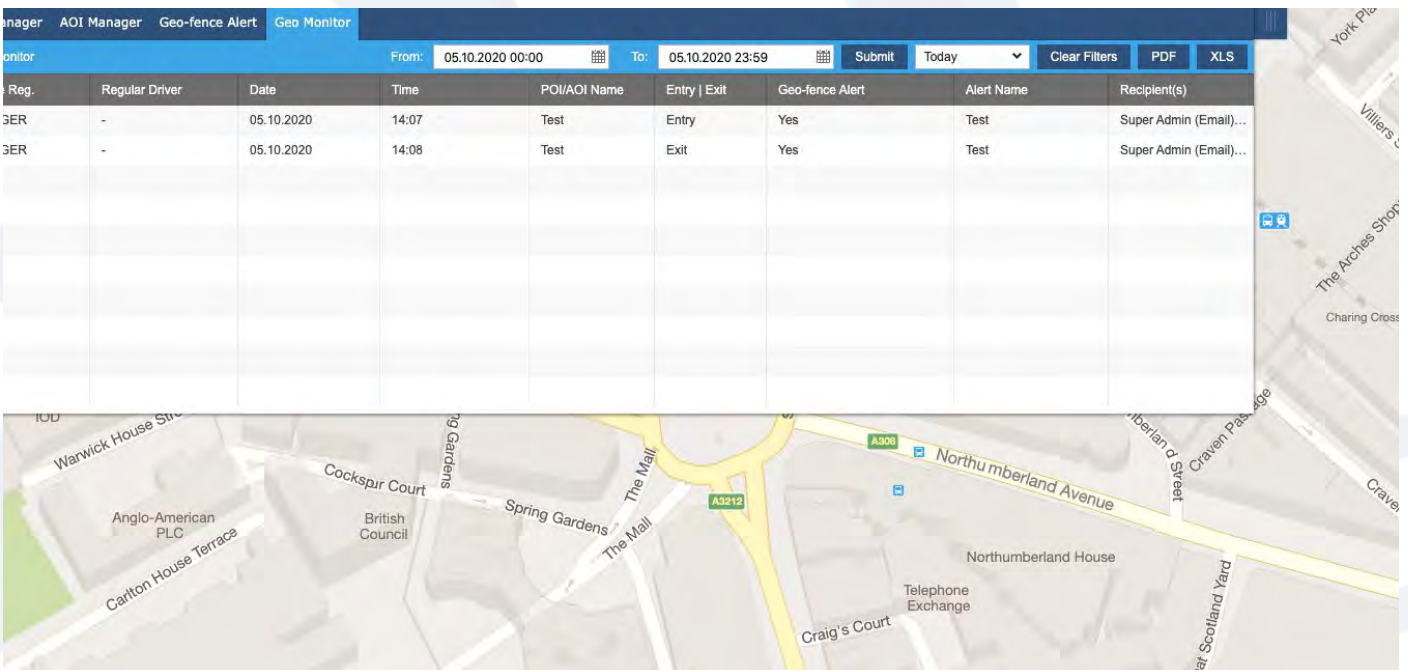
6. Then you can select the vehicle you are wanting the report for and click copy.



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.





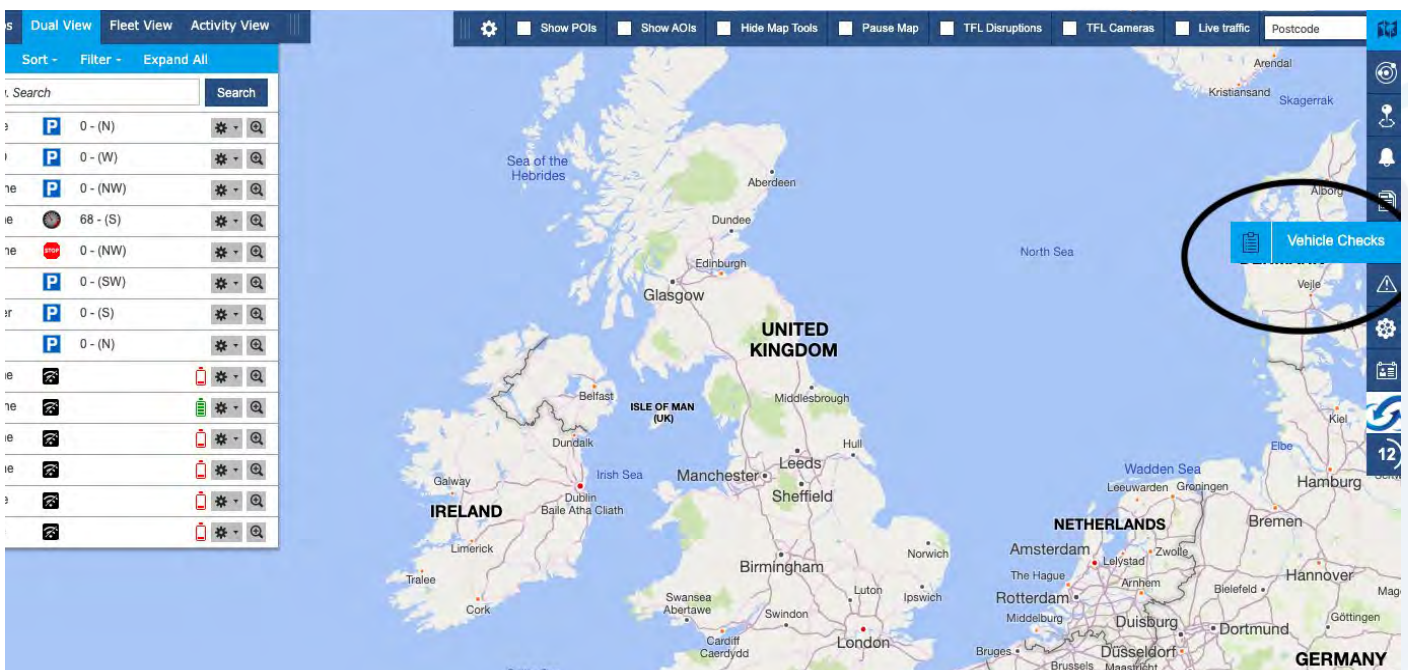
Driver Defect Check Report

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.

New Checklist

Checklist Name:

General Information	Type of Response
Vehicle Registration	<input type="text" value="1"/>
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
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
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
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
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
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
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.

Vehicle List

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

Group	Vehicle Reg.	Fleet ID	Mail	Vehicle Description	Assigned Checklist Name
<input checked="" type="checkbox"/>	Company Vehicles	T16GAT	-	Porsche Cayenne Andy	Default Checklist
<input checked="" type="checkbox"/>	Company Vehicles	EF64 SLZ	358174068300772	EF64 SLZ	14022020
<input checked="" type="checkbox"/>	Test Vehicles	VDRAA	-	VDRAA	Default Checklist



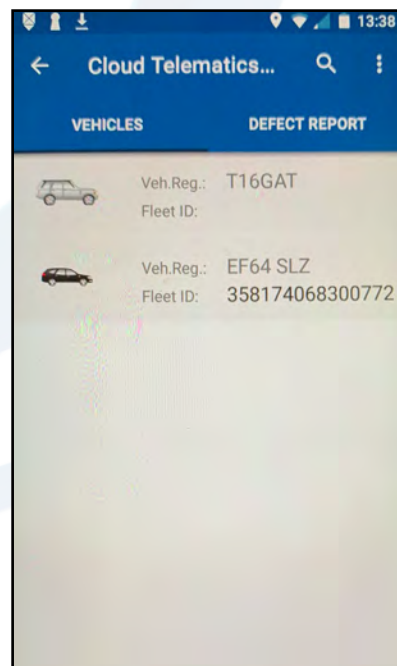
Using the driver vehicles check app



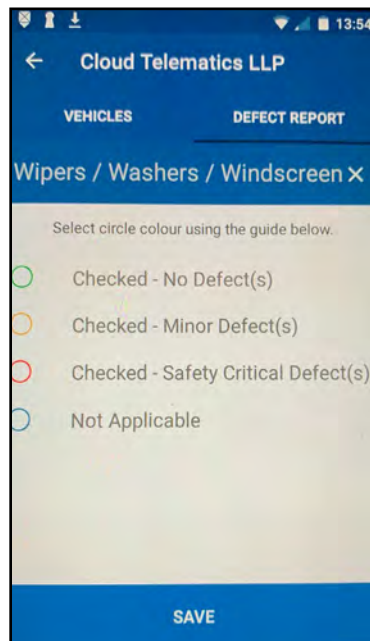
1. Log into the app using your username and password, this screen will come up straight away. Select the company tab that you work for.



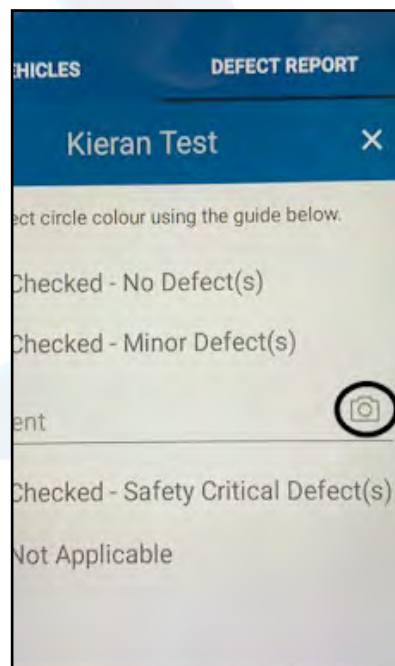
2. From the list of vehicle registrations, select your vehicle.



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 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)

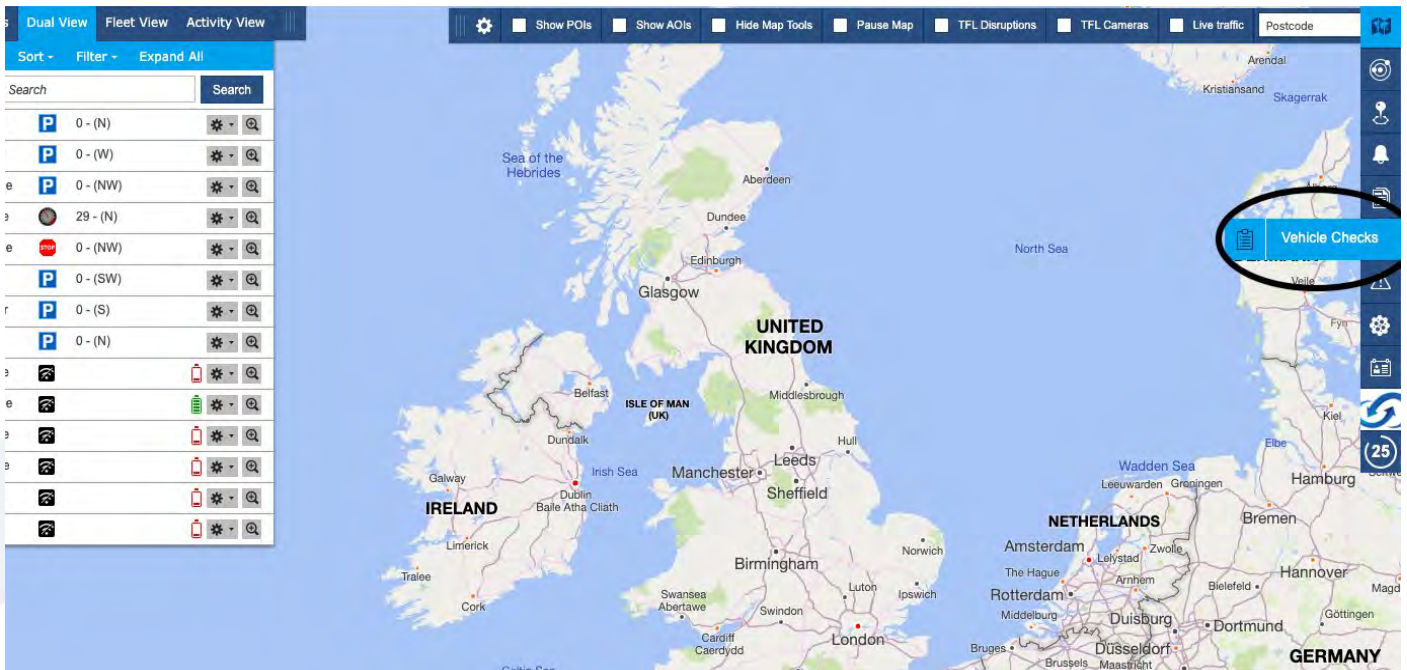
Notes

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.



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 'Vehicle Defect Report 15337' for vehicle T16GAT. The report includes a 'Daily Check' section with various items, a 'Notes' section with the comment 'small crack in screen', and a 'Checklist Information' section. A map of Ireland is visible in the background.

Vehicle Reg.	Fleet ID	Driver Name	Date Time
EF64SLZ	3581740...	testdi ditest	19.02.2020 0...
Testnew	14254585	testdi ditest	19.02.2020 0...
EF64SLZ	3581740...	Super Admin	19.02.2020 1...
T16GAT		Super Admin	19.02.2020 1...

Vehicle Defect Report 15337

Driver Name: Super Admin
 Vehicle Registration: T16GAT
 Fleet ID:
 Date: 19.02.2020
 Time: 18:53:15
 Odometer Reading: 10000

Daily Check

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

Notes
test

Checklist Information

Checklist Name:	Default Checklist
Checklist Revision:	1.0

Seen by:

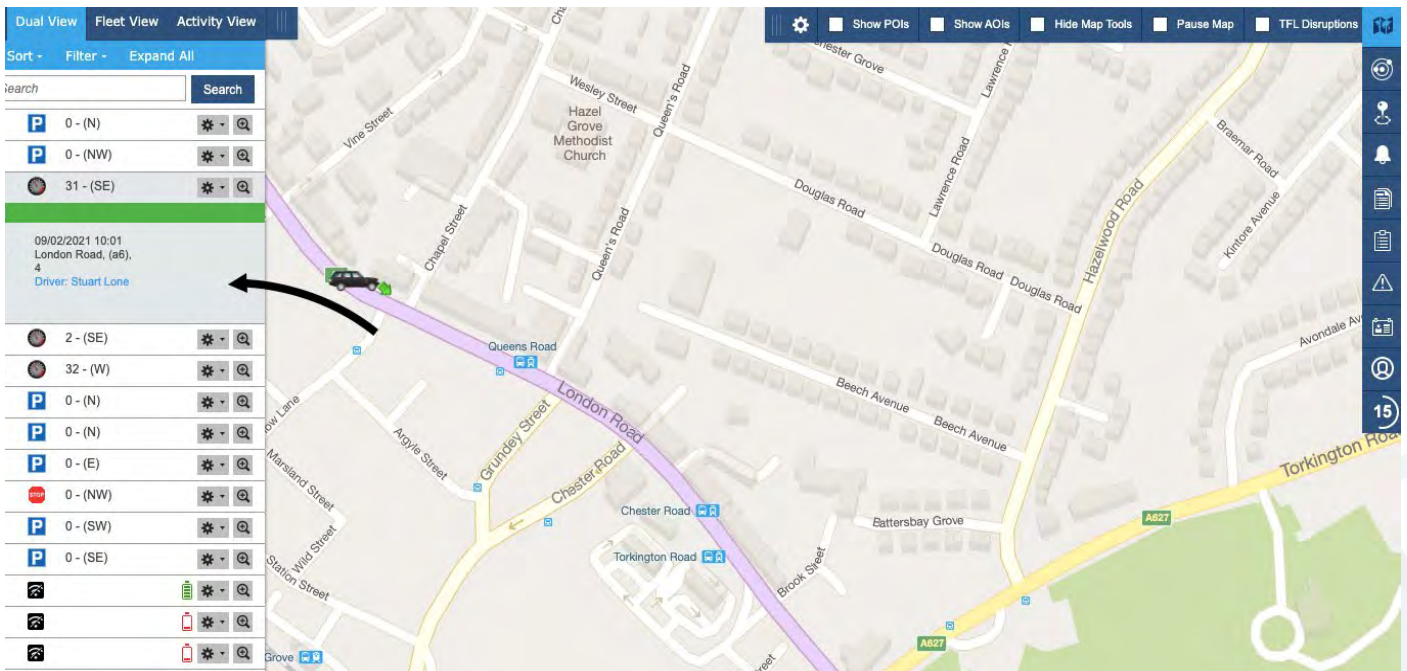
Read By	View	Comment	Status
Engelbert Hu...	👁	💬	Open 🔒
Engelbert Hu...	👁	💬	Open 🔒
Super Admin	👁	💬	Open 🔒
	👁	💬	Open 🔒



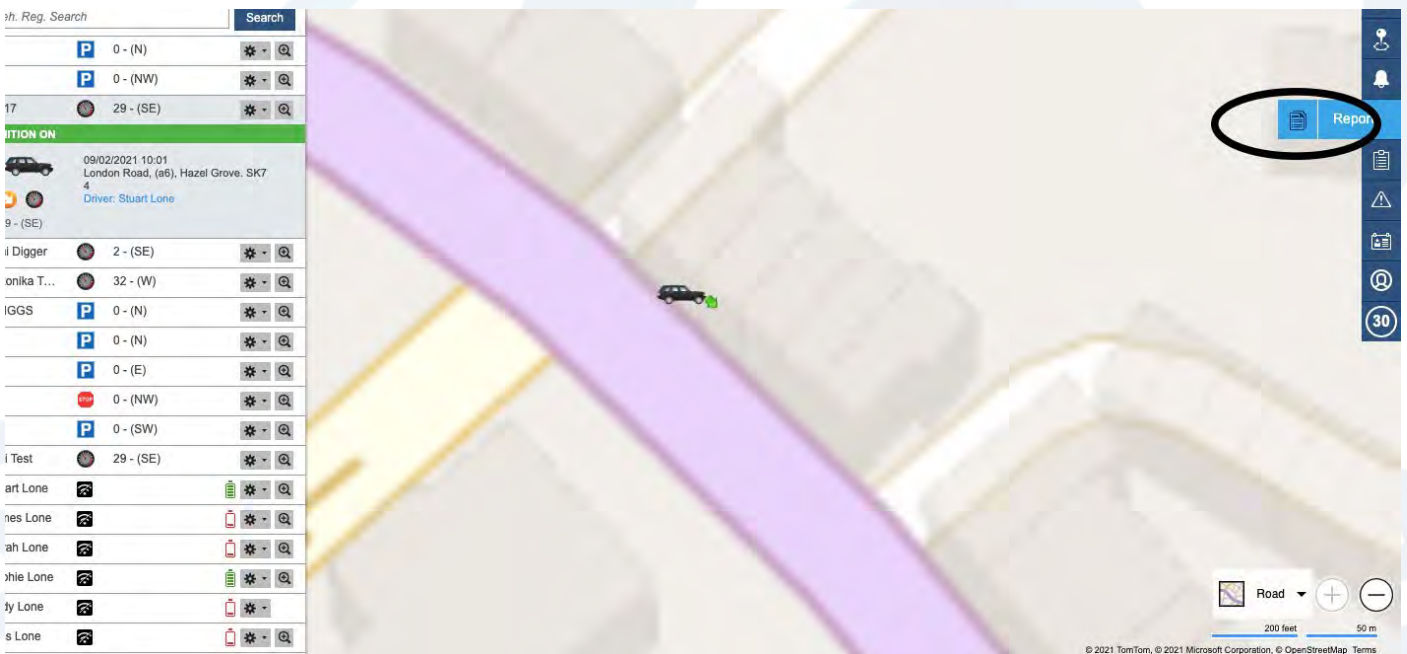
Speeding Report

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

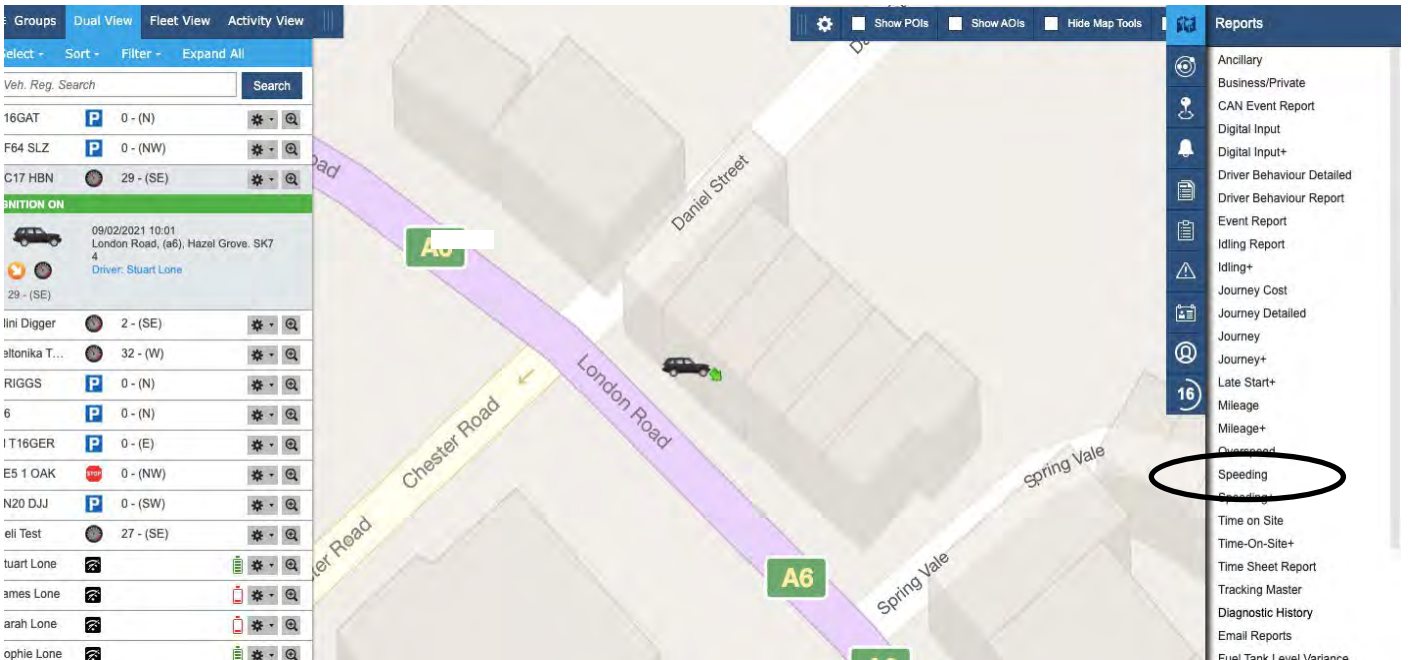
1. From the main portal screen select the vehicle to want to report on, on the menu on the left.



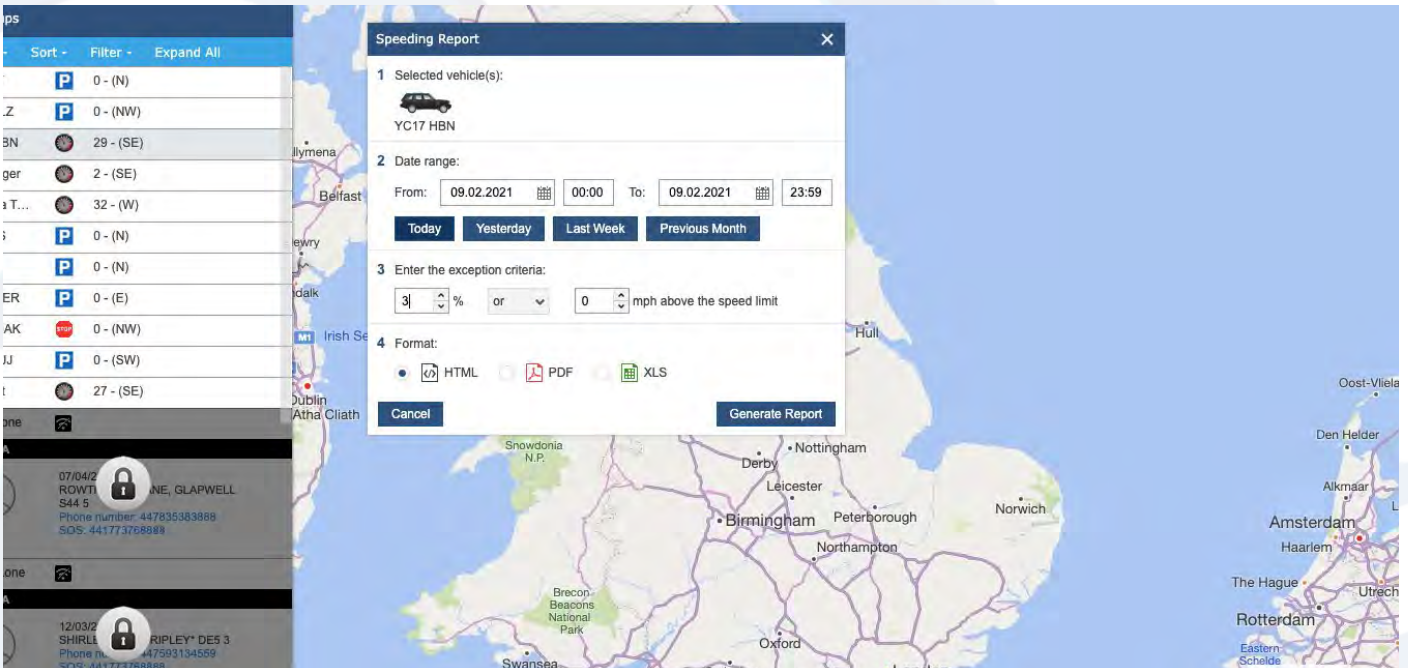
2. Next click on the reports tab on the right hand side menu..



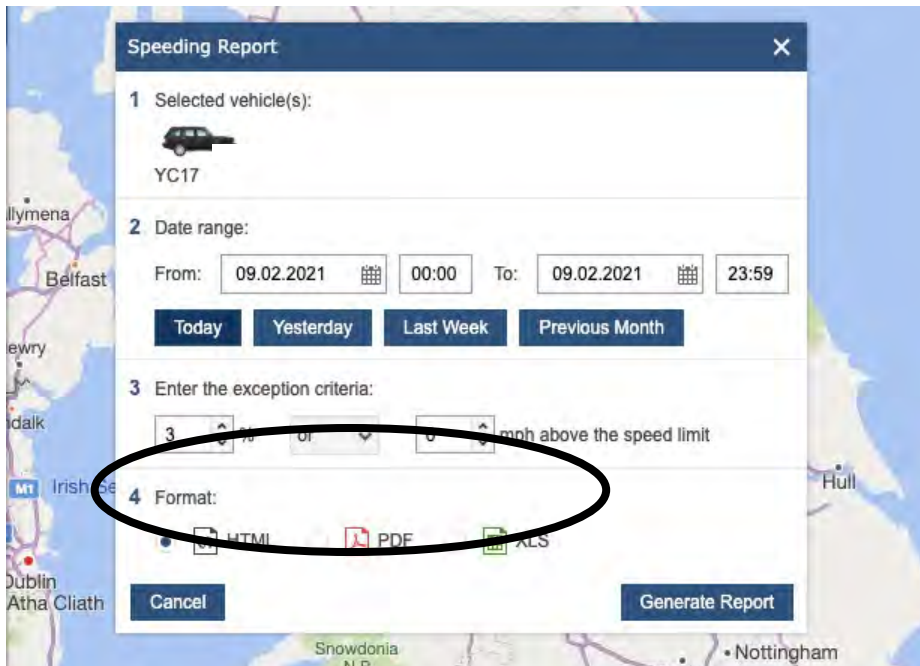
3. From the list that opens, click on the speeding option as shown here.



4. In the option box you can select the criteria, 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

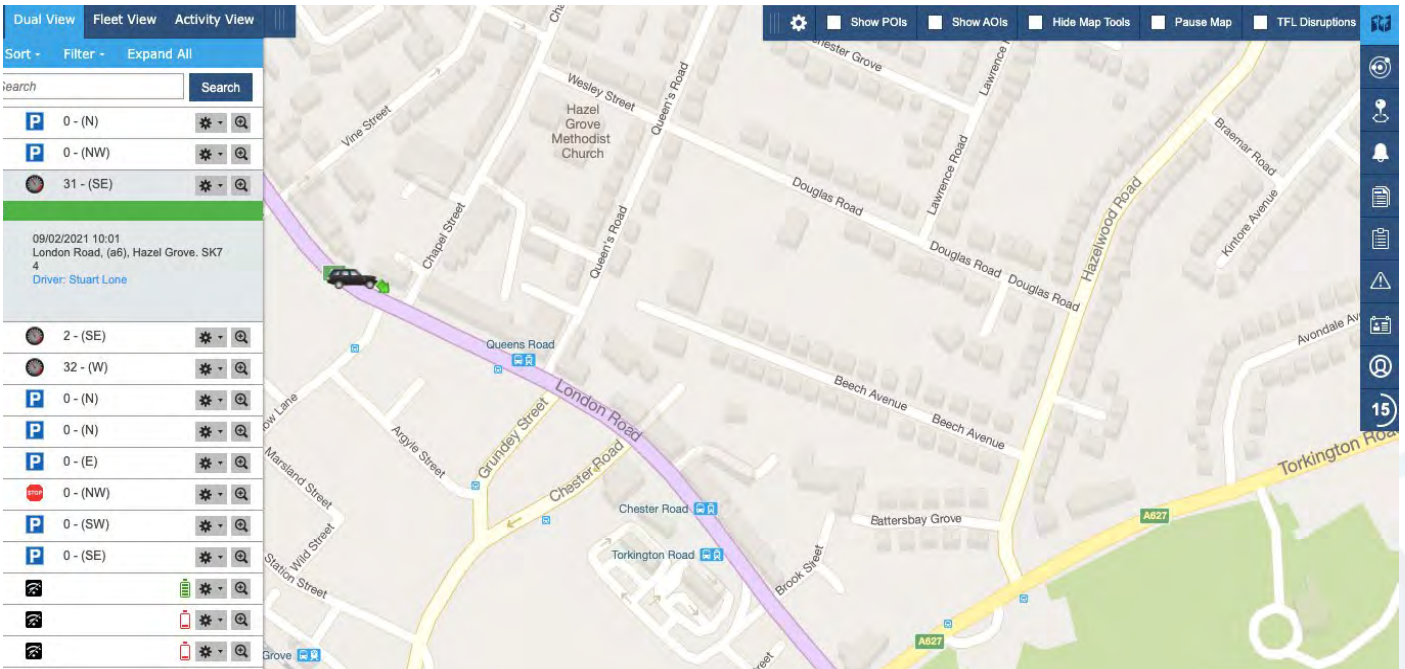
ID	Start	Start POI/AOI	End	End POI/AOI	Duration, HH:MM:SS	Max Speed	Litres	Distance, Miles	20	30	40	50	60	70	
37615421	07:04	Rowthorne Lane, Gl...	stuart home	08:49	Upper Brook Street, St...	01:45:01	67.11 mph	-	45.6	17 (34.79)	26 (46.60)	2 (44.11)	1 (52.81)	-	-



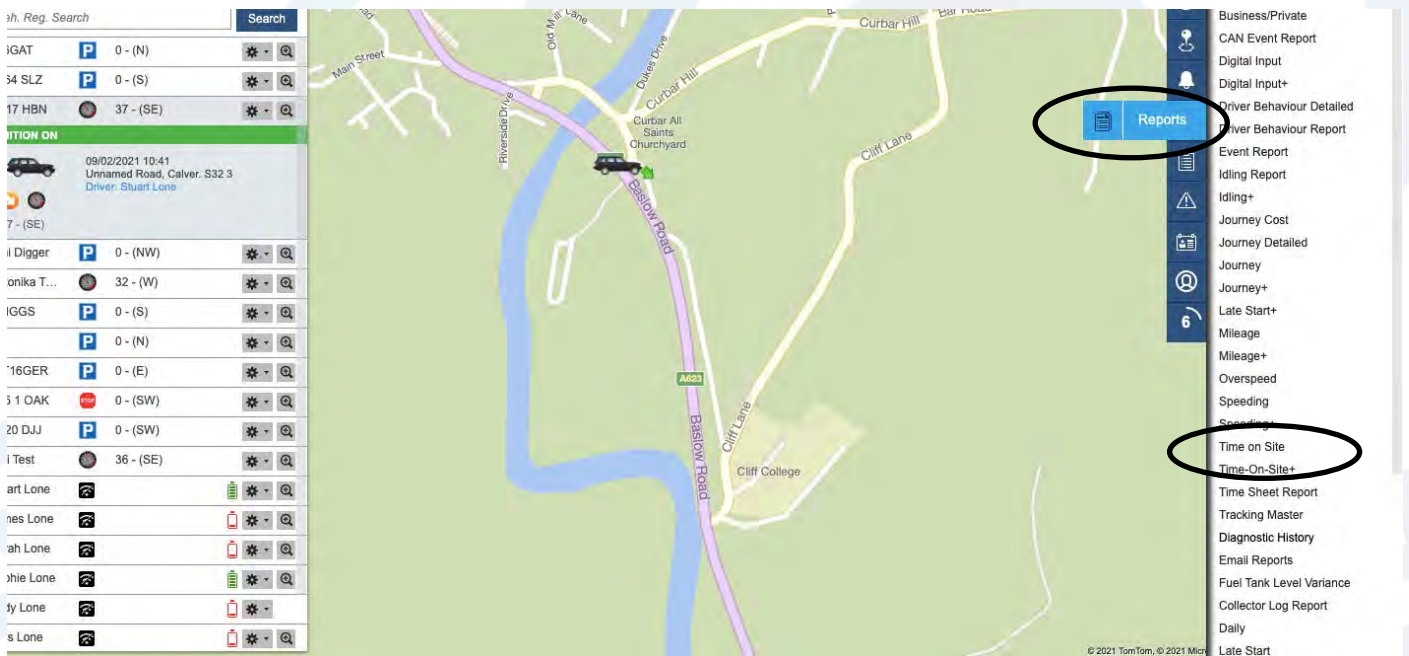
Time on Site.

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.

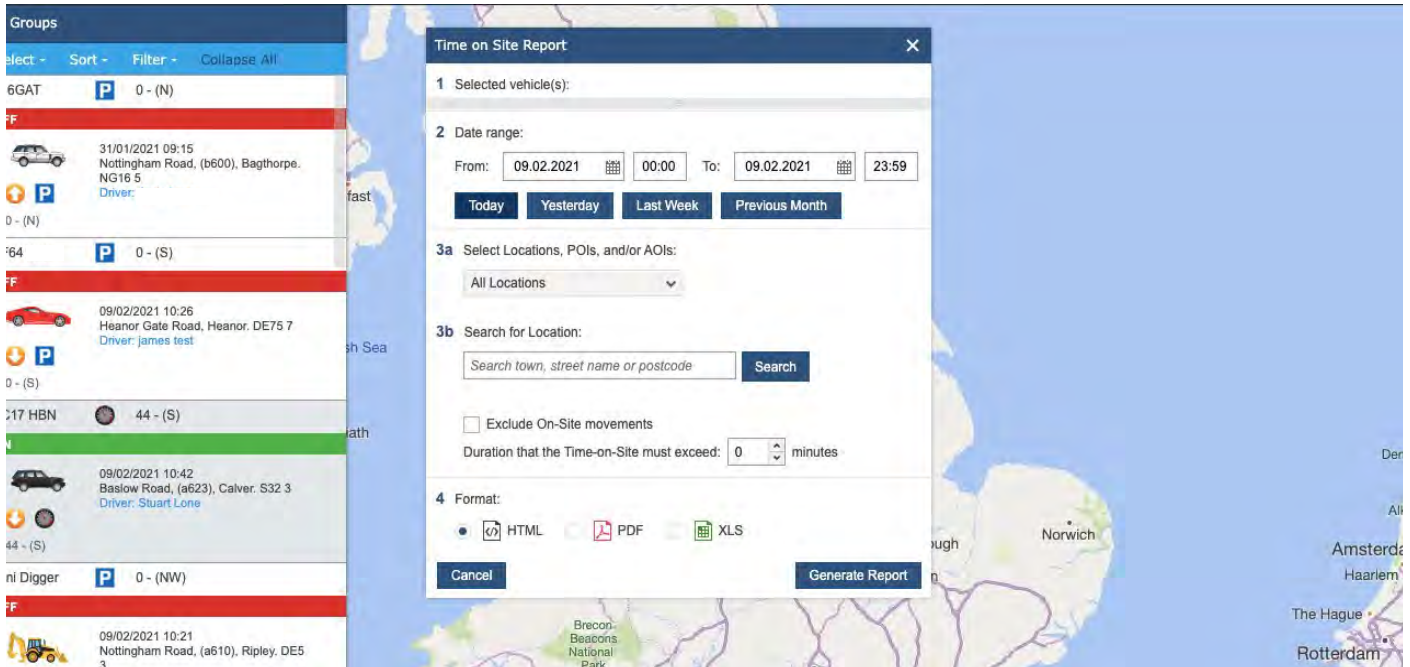
1. From the main portal screen select the vehicle to want to report on.



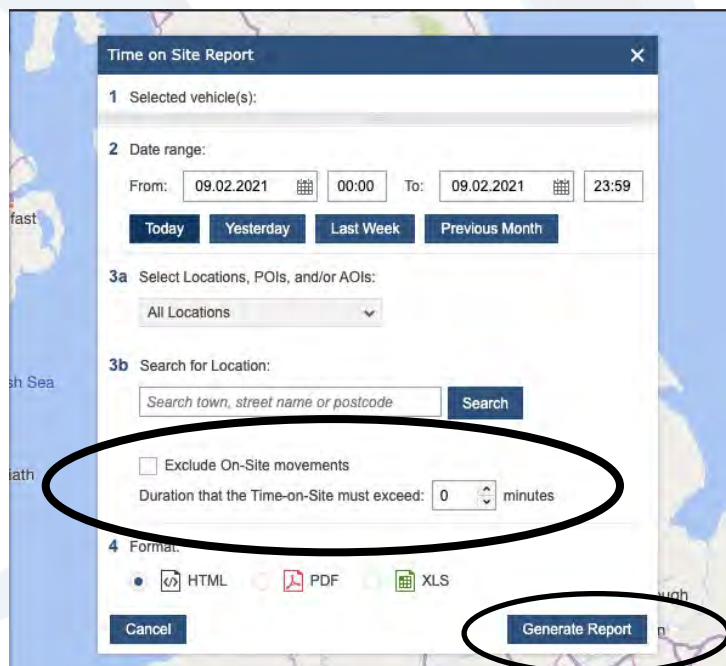
2. Next click on the reports tab on the right hand side menu..



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.

Time on Site Details ✕

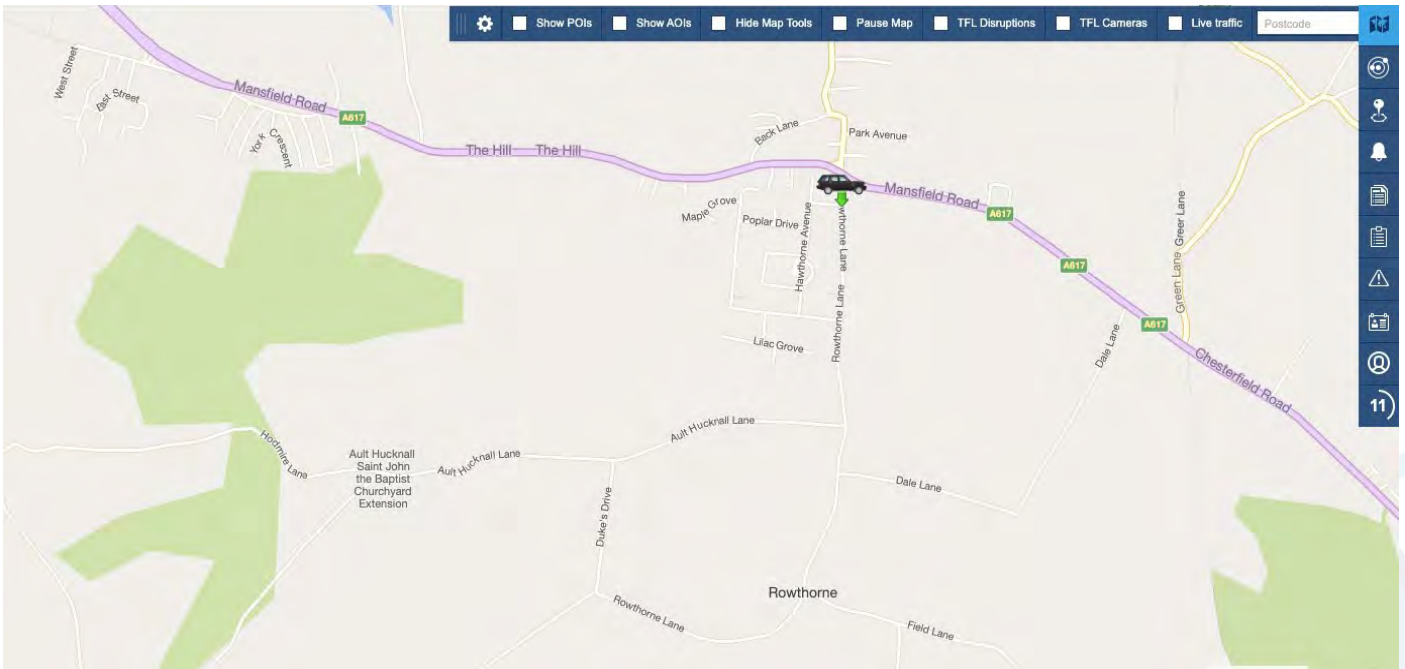
Vehicle Reg.	YC17 HBN
Location	Upper Brook Street, Stockport
POI/AOI	-
Arrival Time	08:49
Departure Time	09:35
Time on Site	00:46:11



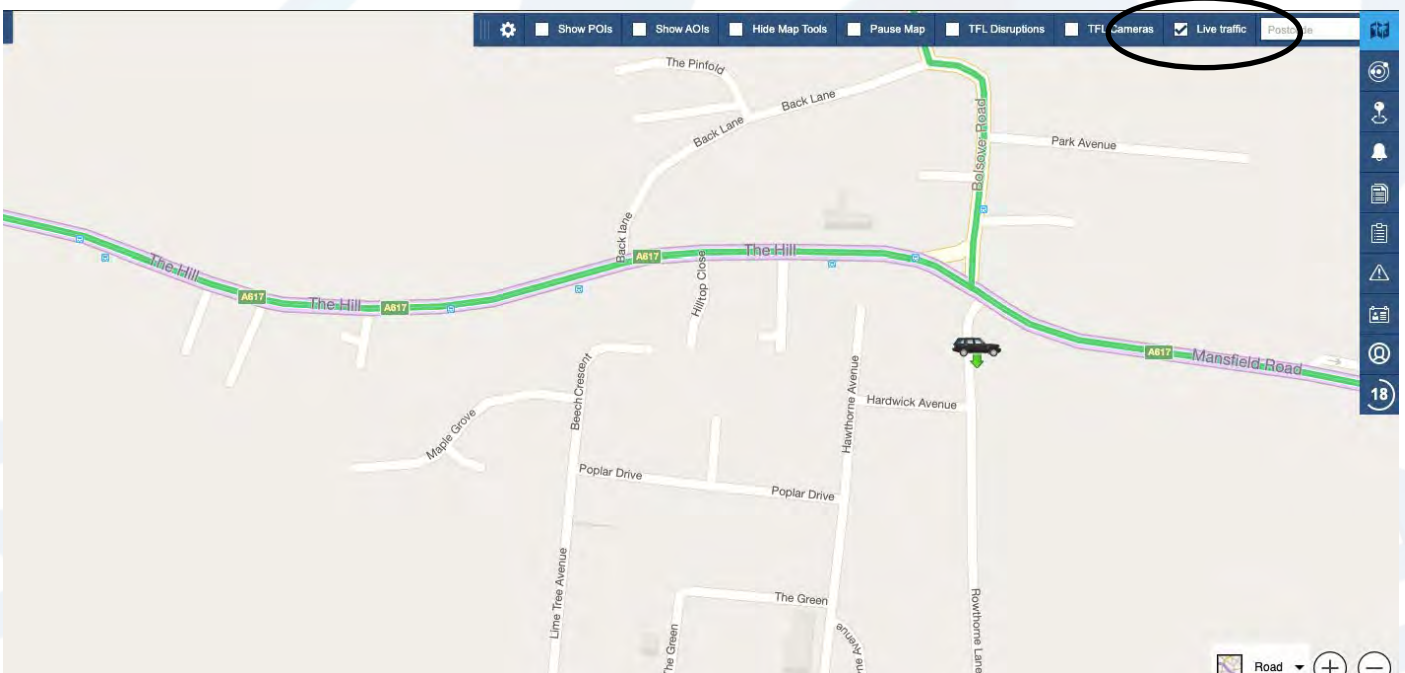
Live Traffic

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.

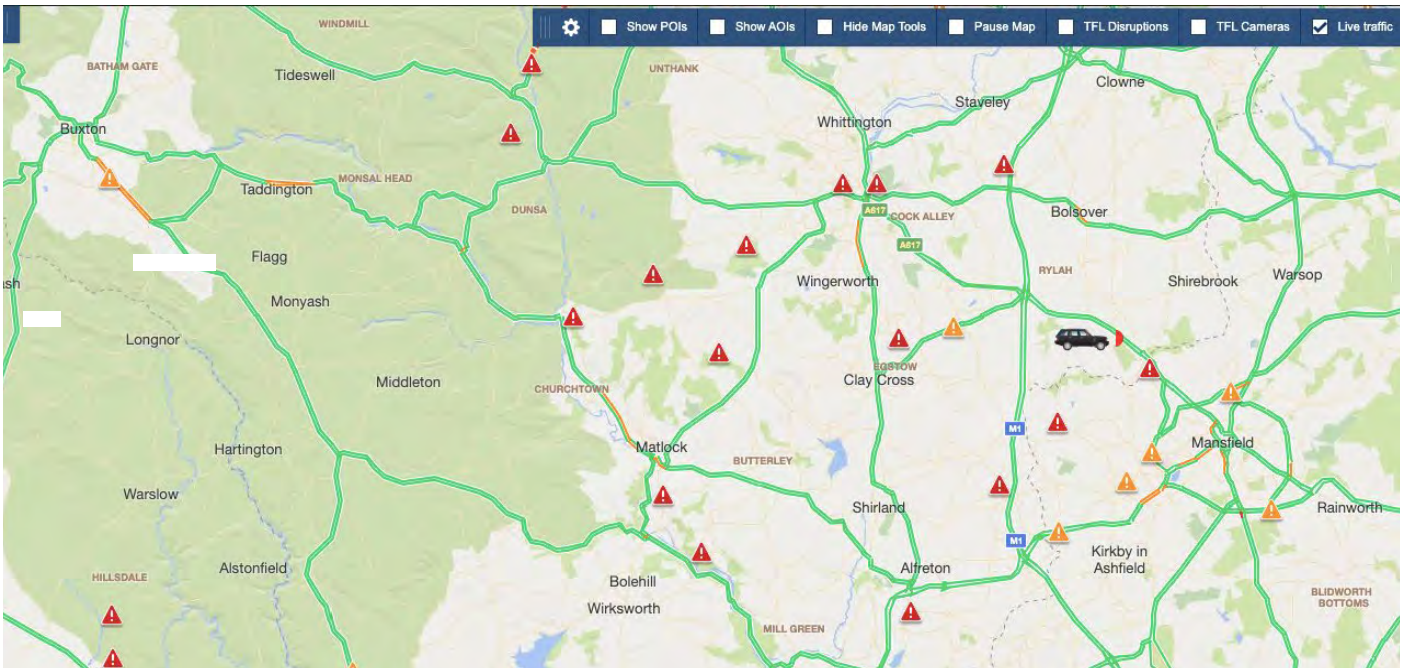
1. From the main portal screen.



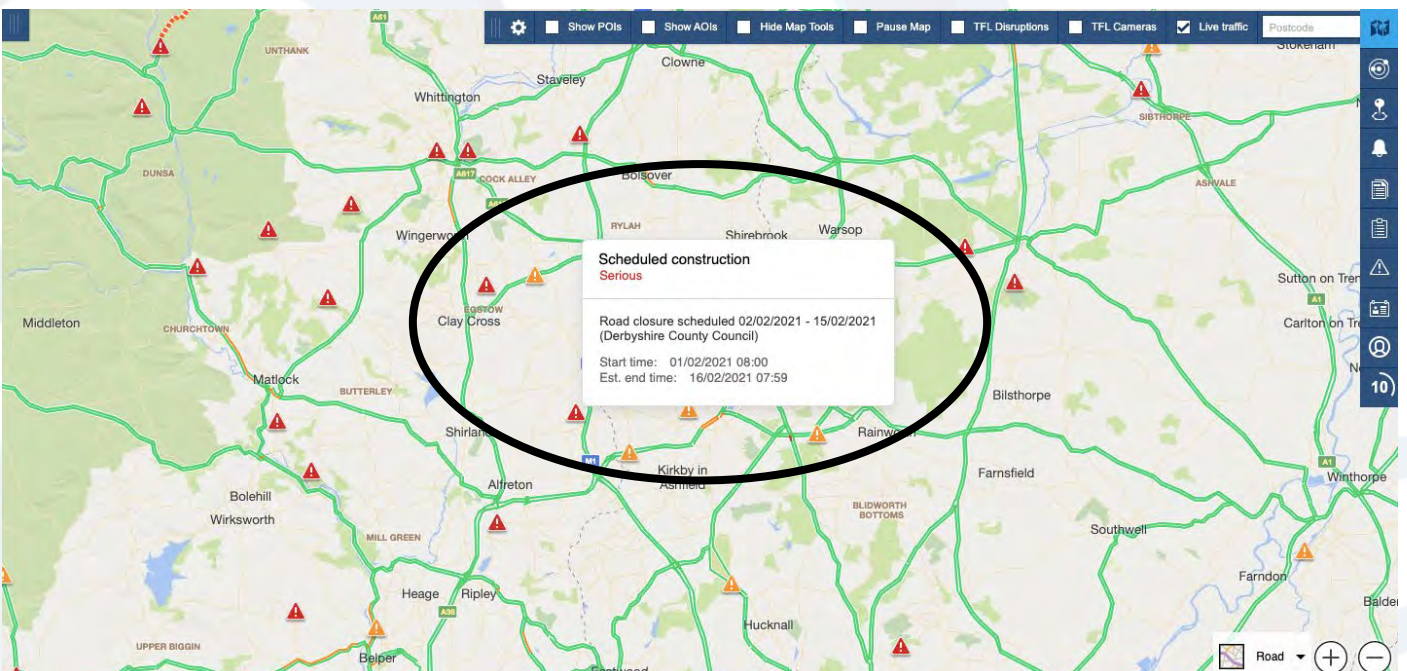
2. Next in the top option bar on the right hand side click the live traffic check box.



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.

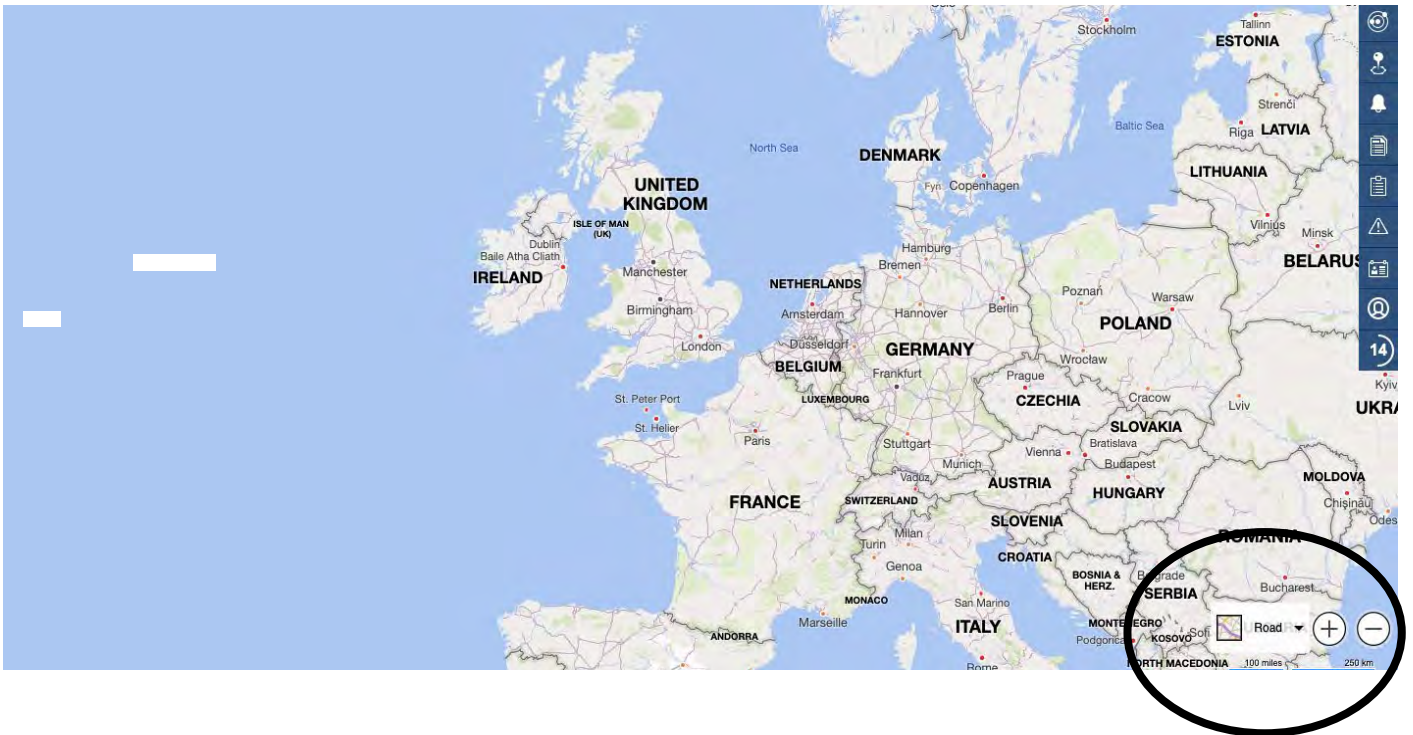




Changing Map Views

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

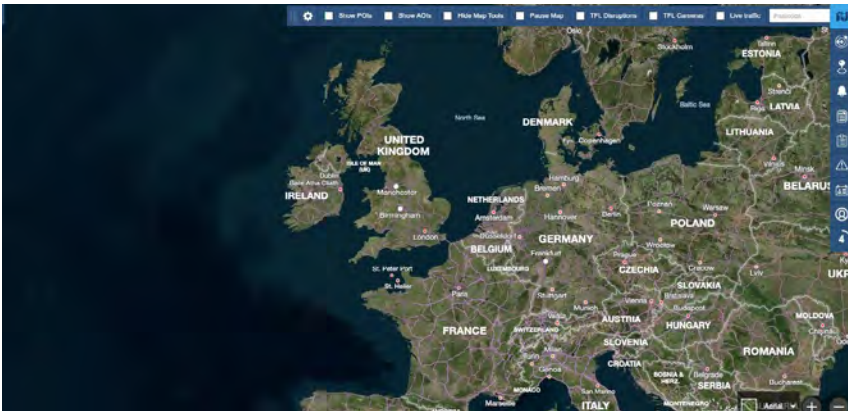
1. Firstly, log into your tracking portal, in the bottom right you will see find the option to change map view, it will be set to road by default.



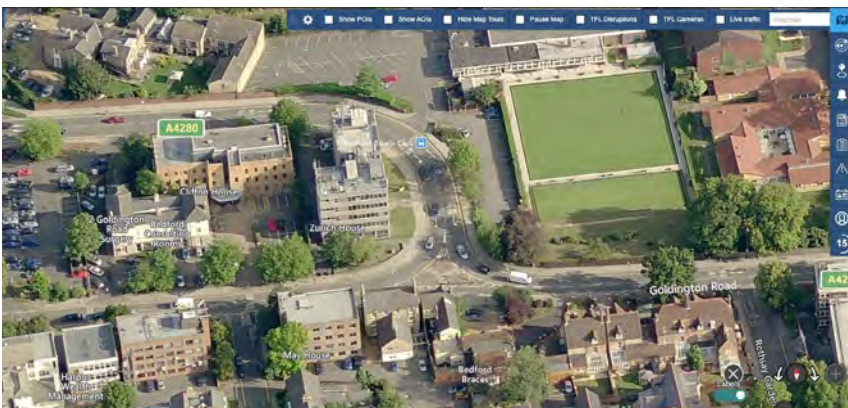
2. Once clicked the different options for map views will show, you can now choose the view you want.



3. Here are the different views to choose from.



Satellite View



Aerial View



Street View



Ordnance Survey



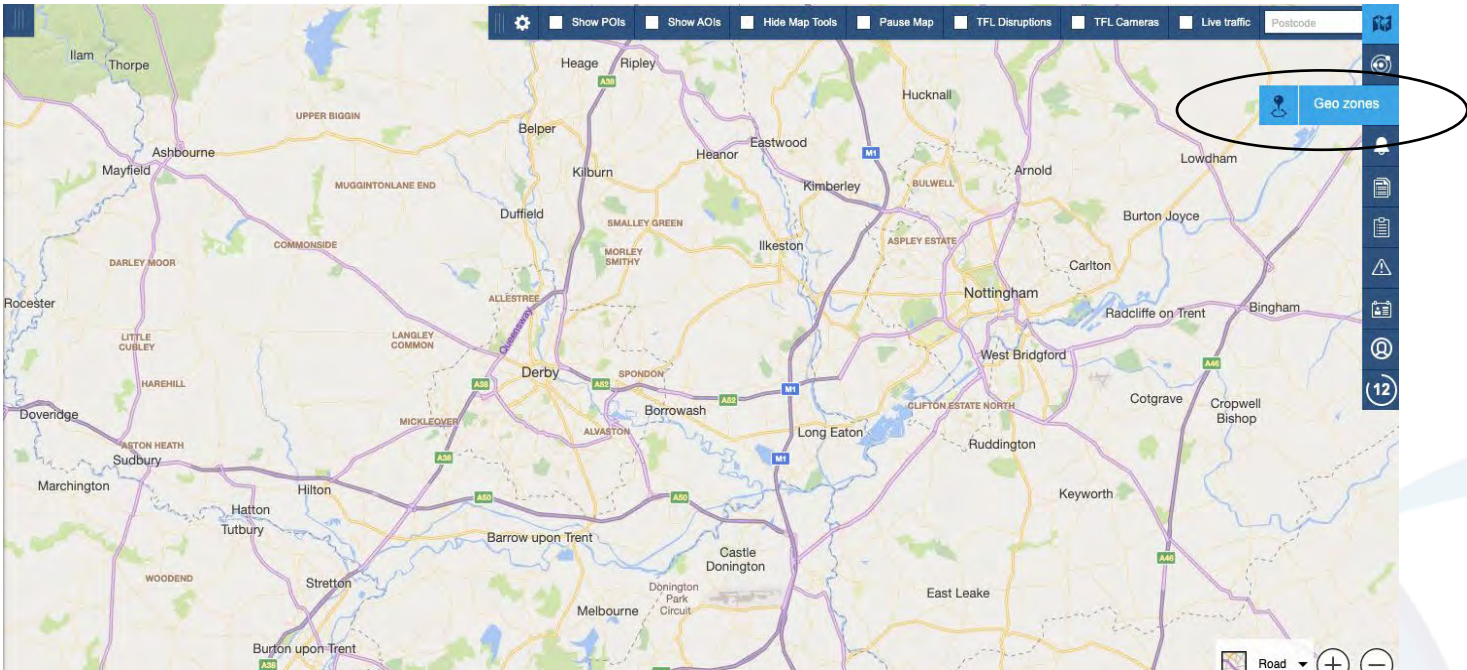
POI's and AOI's

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.

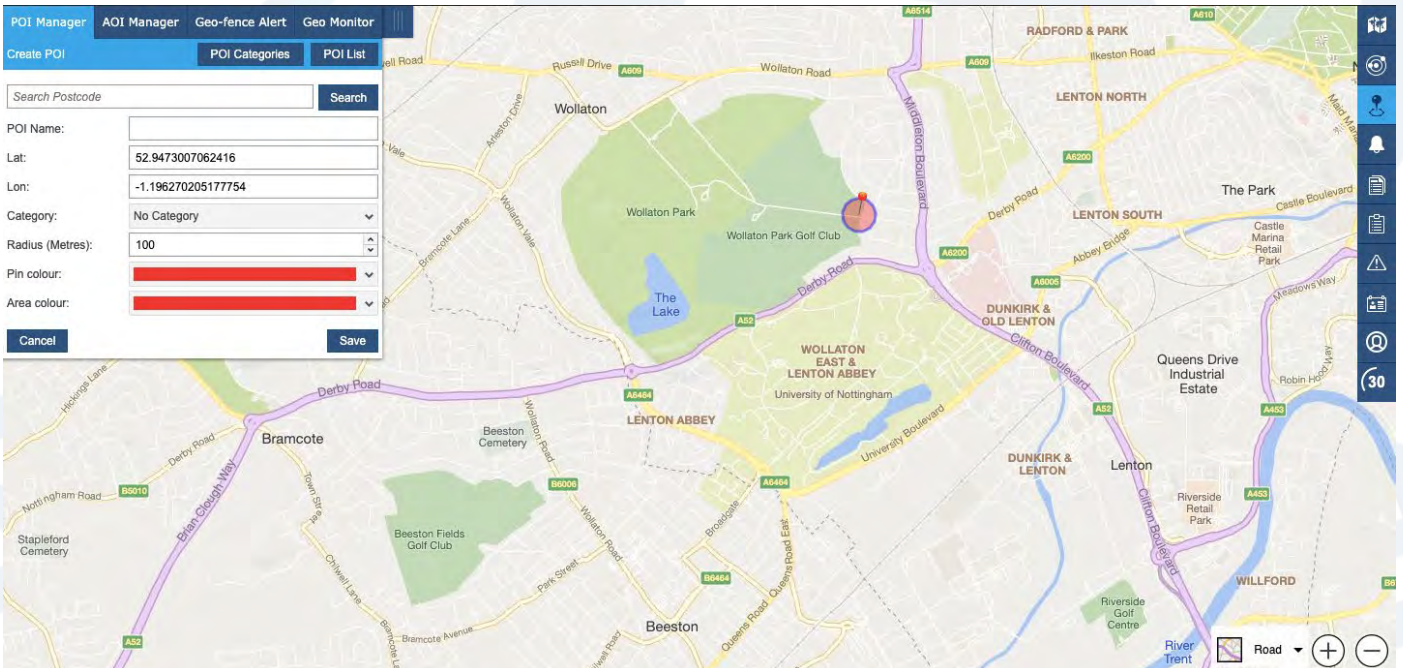
POI: Place of interest, where you can target a specific building or place.

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

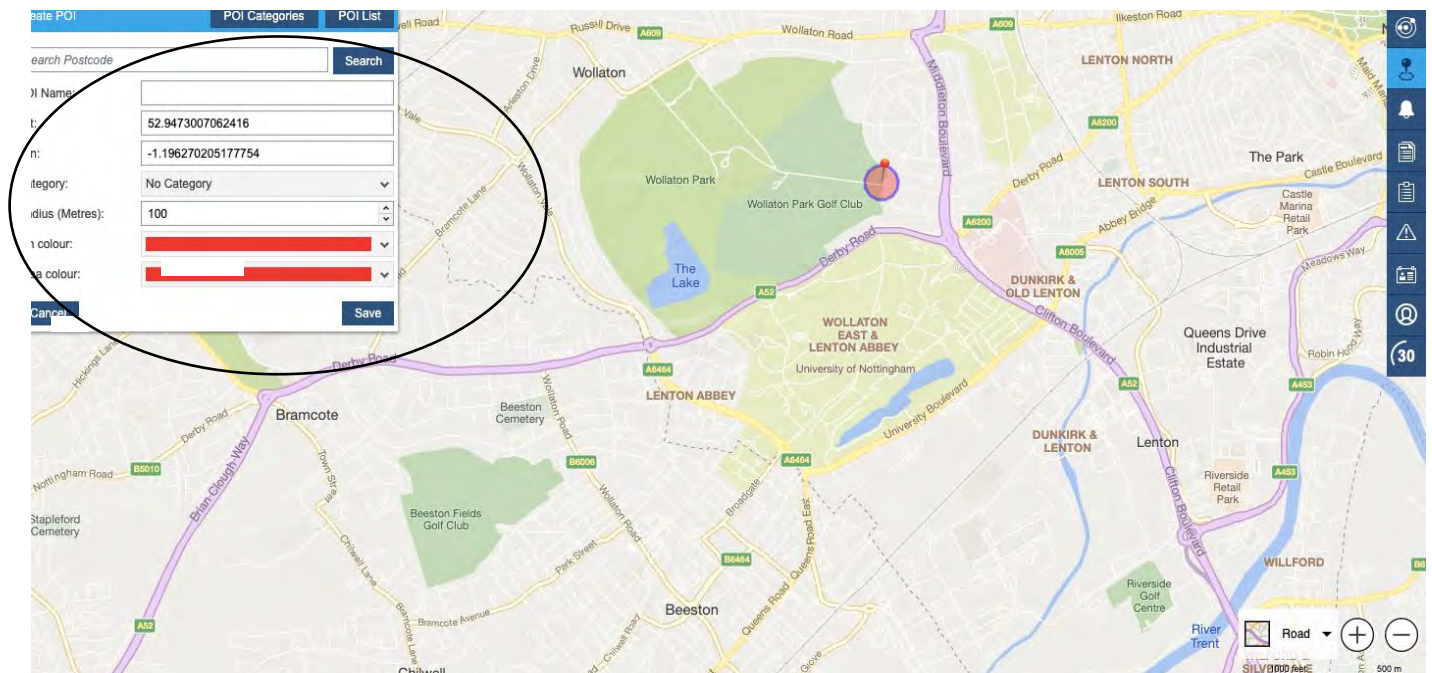
1. Log into your tracking portal and click on the Geo-zone tab on the right hand side of the page.



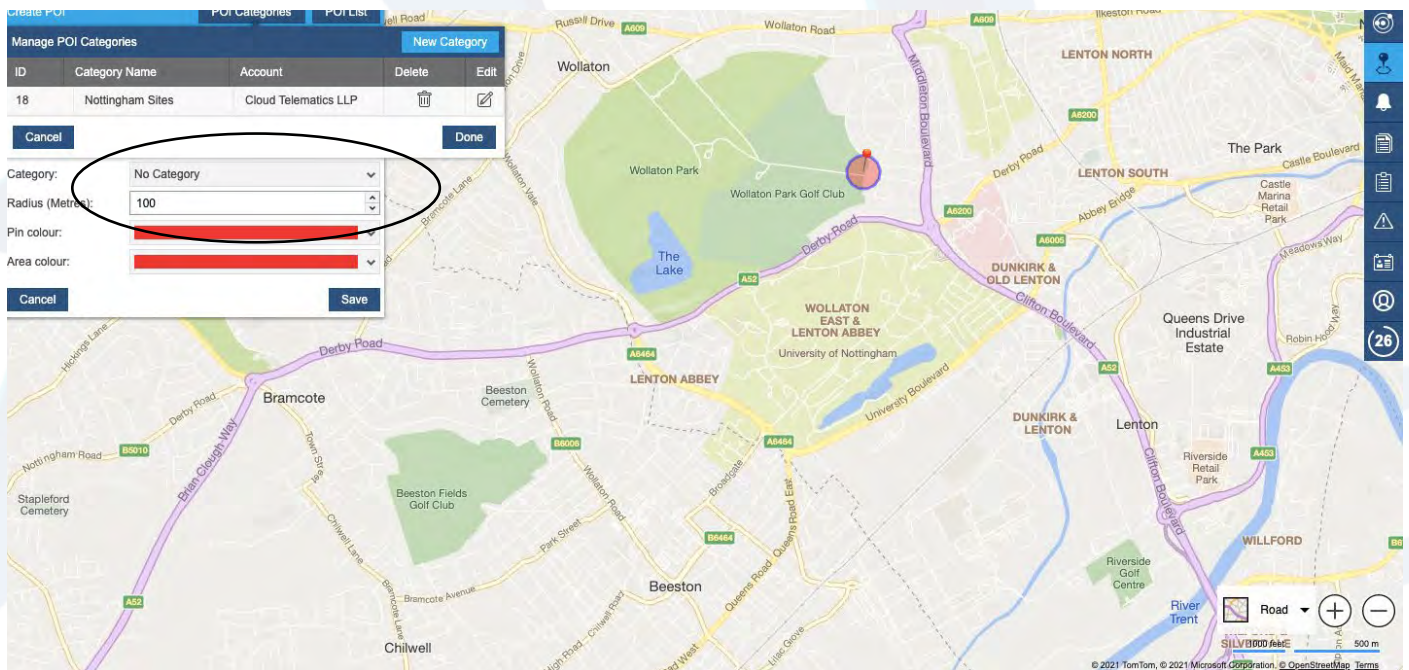
2. In the box that pops up, you will have a few options, if you want to select a precise location choose POI, if you want to select customisable a zone or area choose AOI.



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.



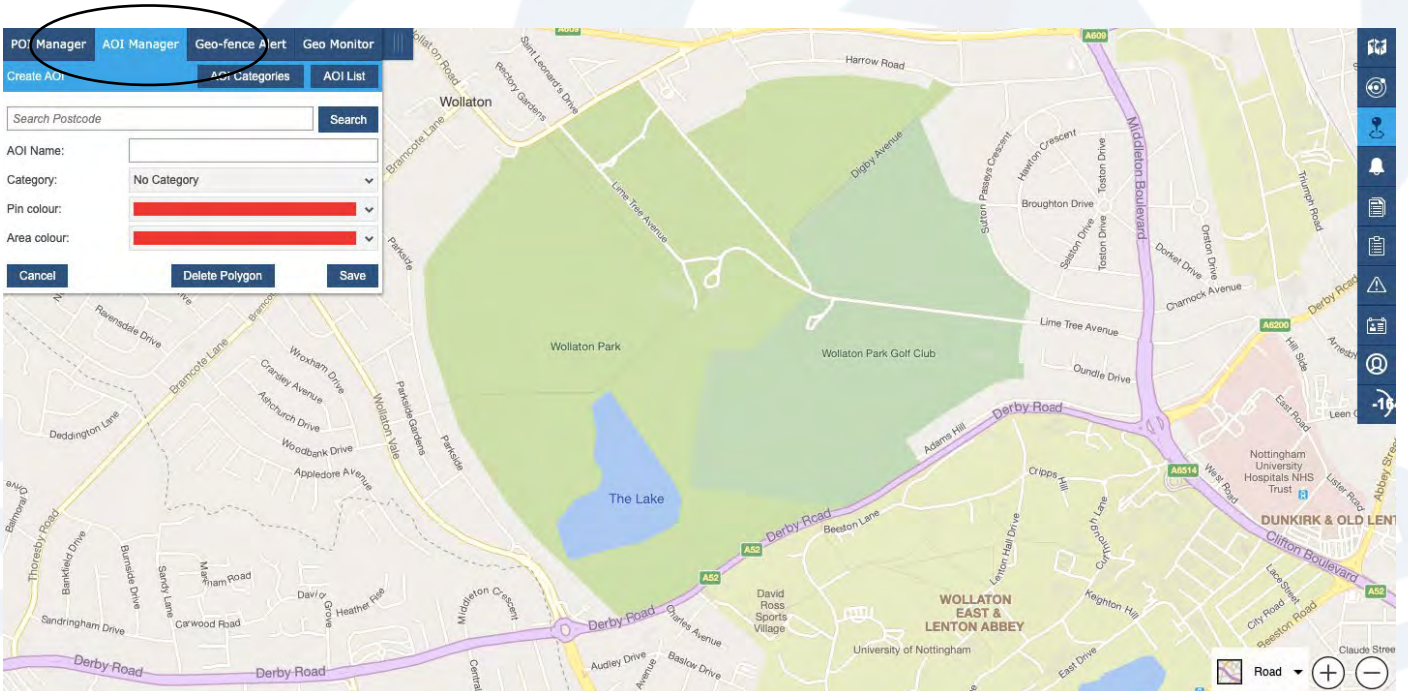
4. If you want to pin multiple sites you can set up a POI category, this will allow you to have multiple pins under the same category. To do this create a new category, name it save the AOIs into the category.



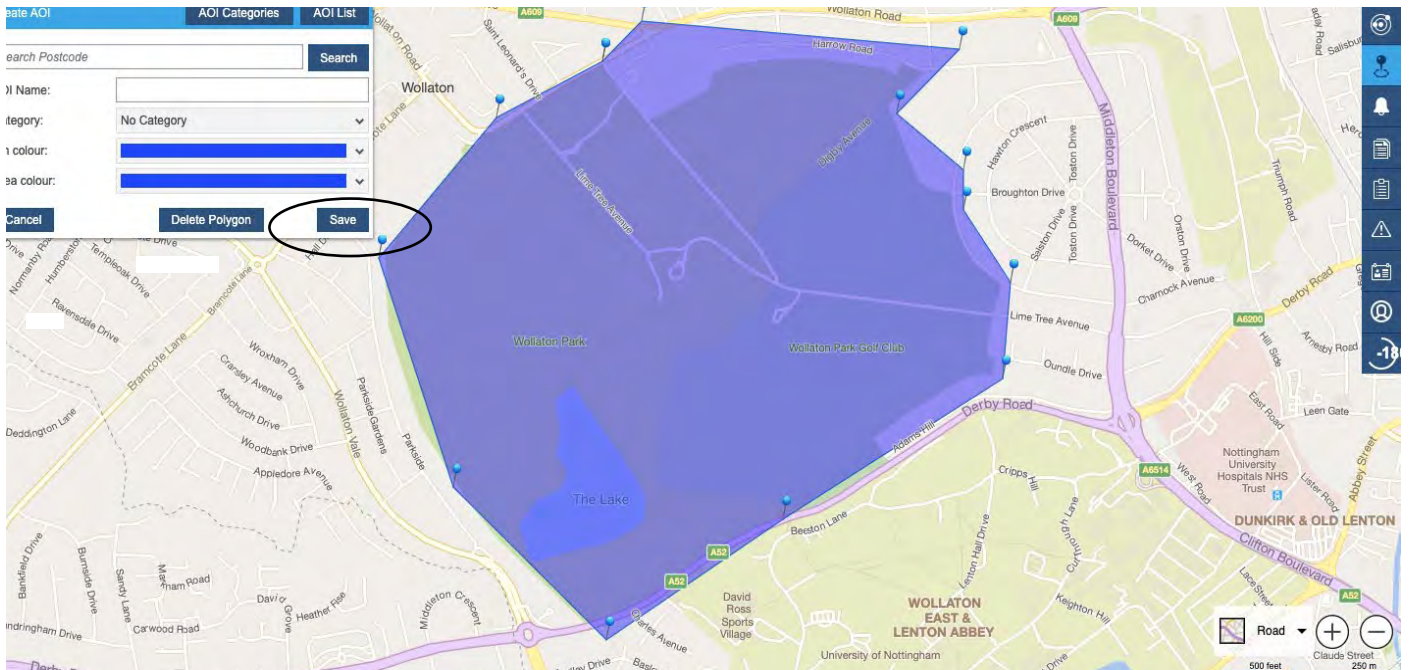
5. You have now set up multiple POIs in a category. For an AOI it's exactly the same except for creating your zone.



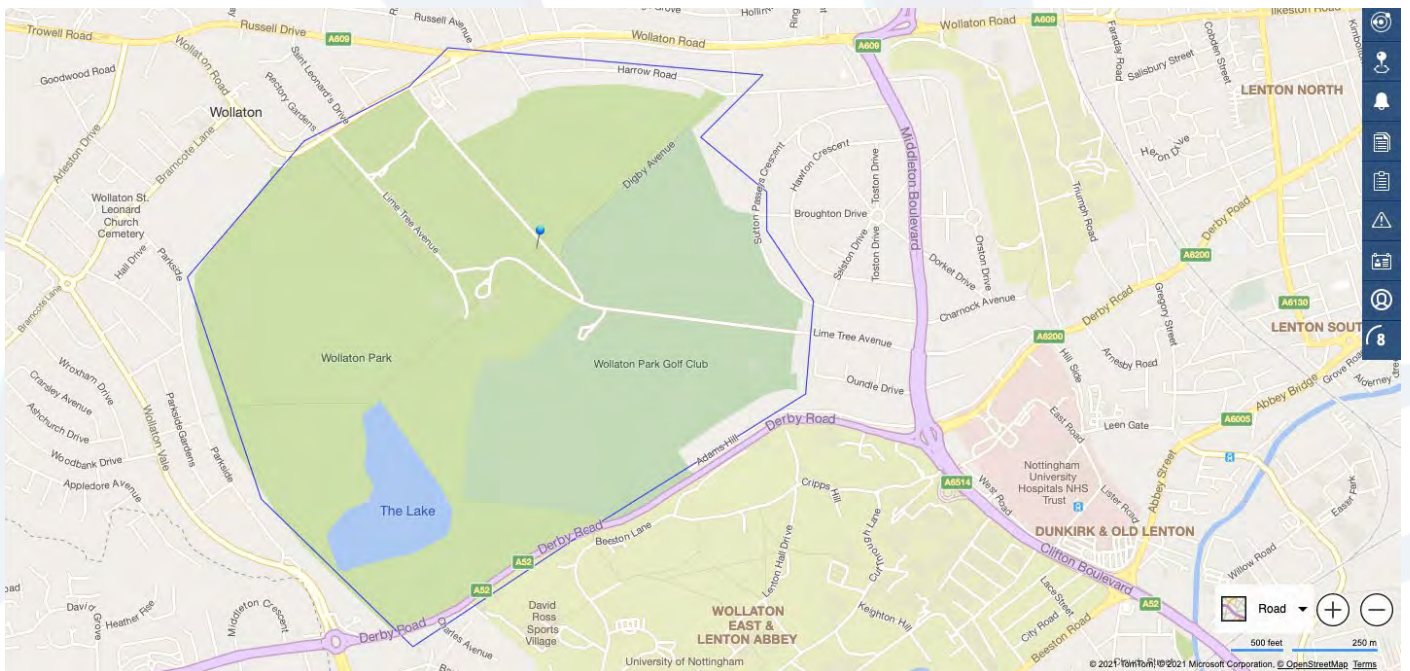
6. To create your zone, click on the AOI option, for multiple zones, create your category and then you can create your zone.



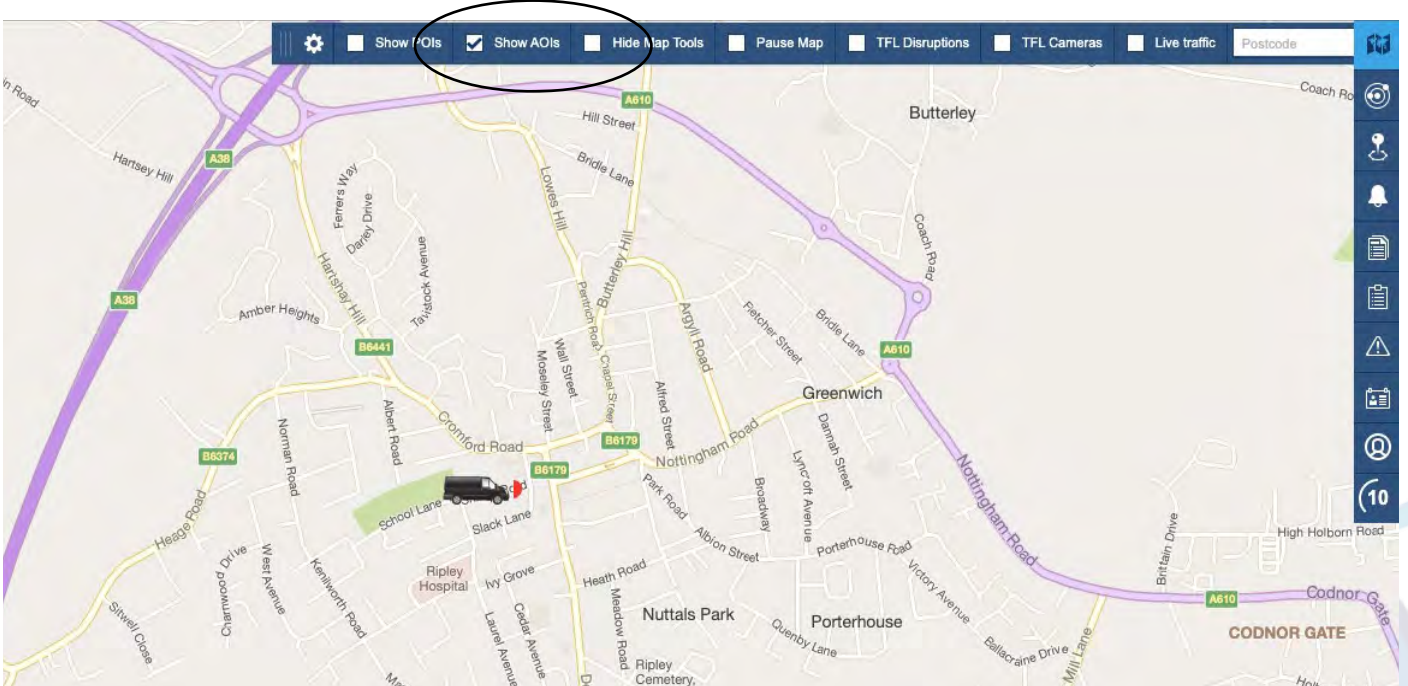
- To create your AOI simply click on a location to drop a pin on the map, you can then place multiple pins to create an area, once you are happy with your zone simply click save.



- 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.





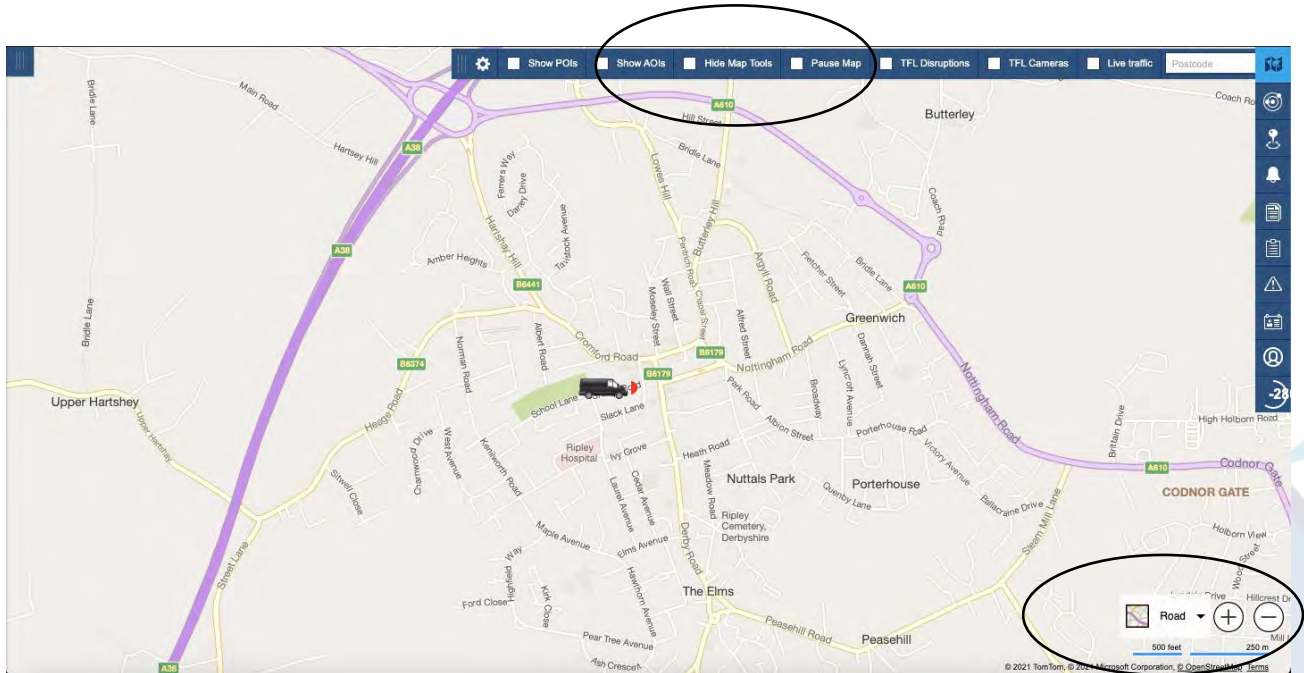
Map Tools

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

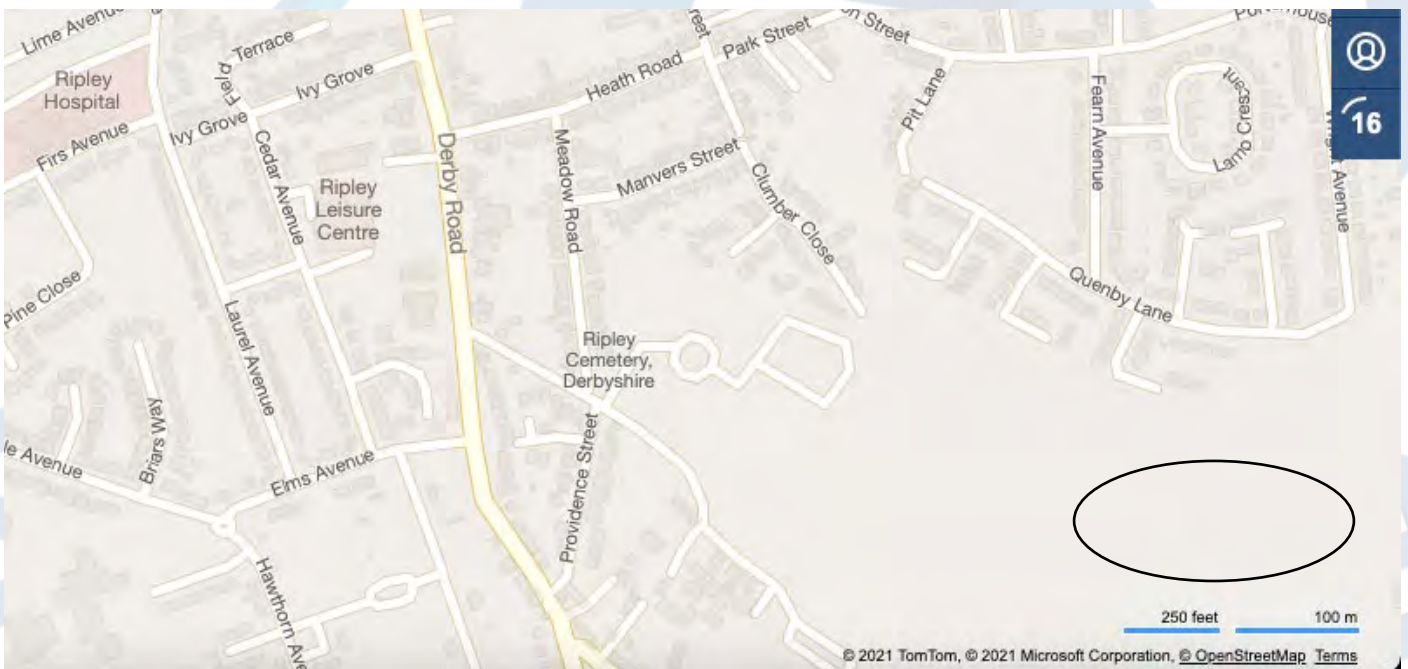
- Turning map tools on/off
- TFL Disruption view
- TFL Camera view
- Live Traffic
- Pausing the map

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

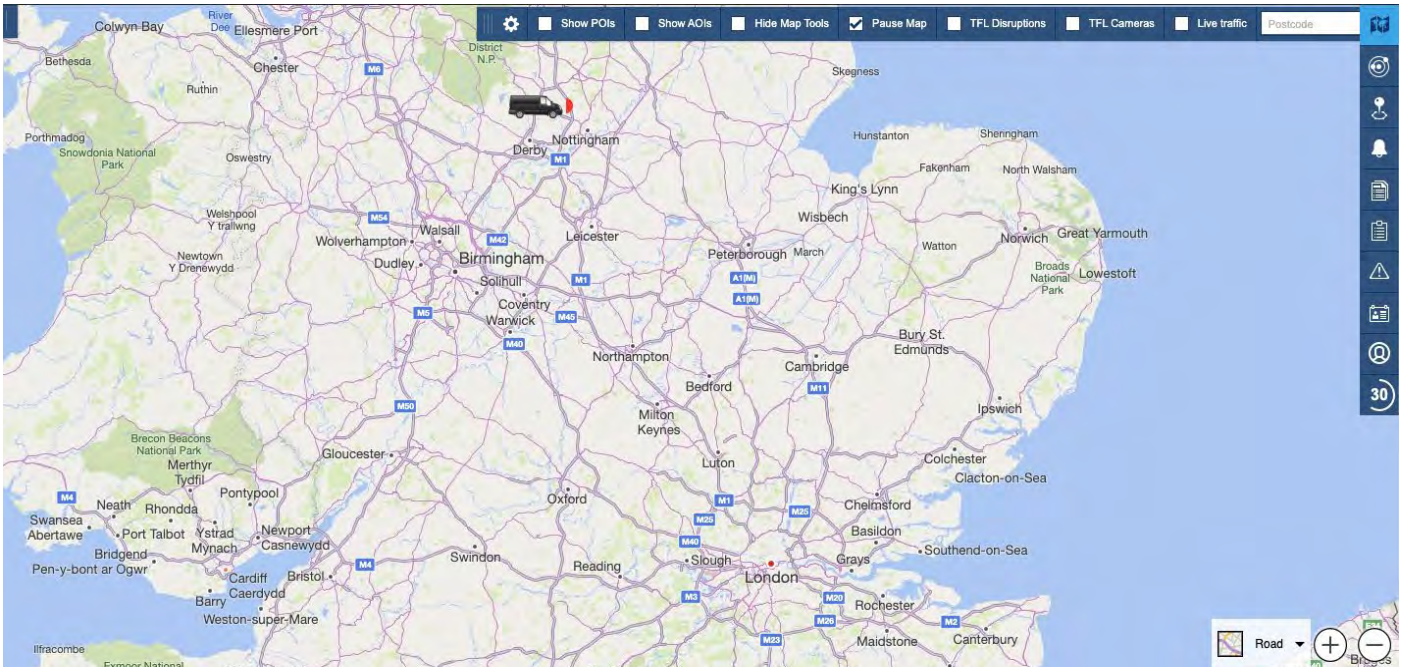


2. Here you will see that the map options have been hidden

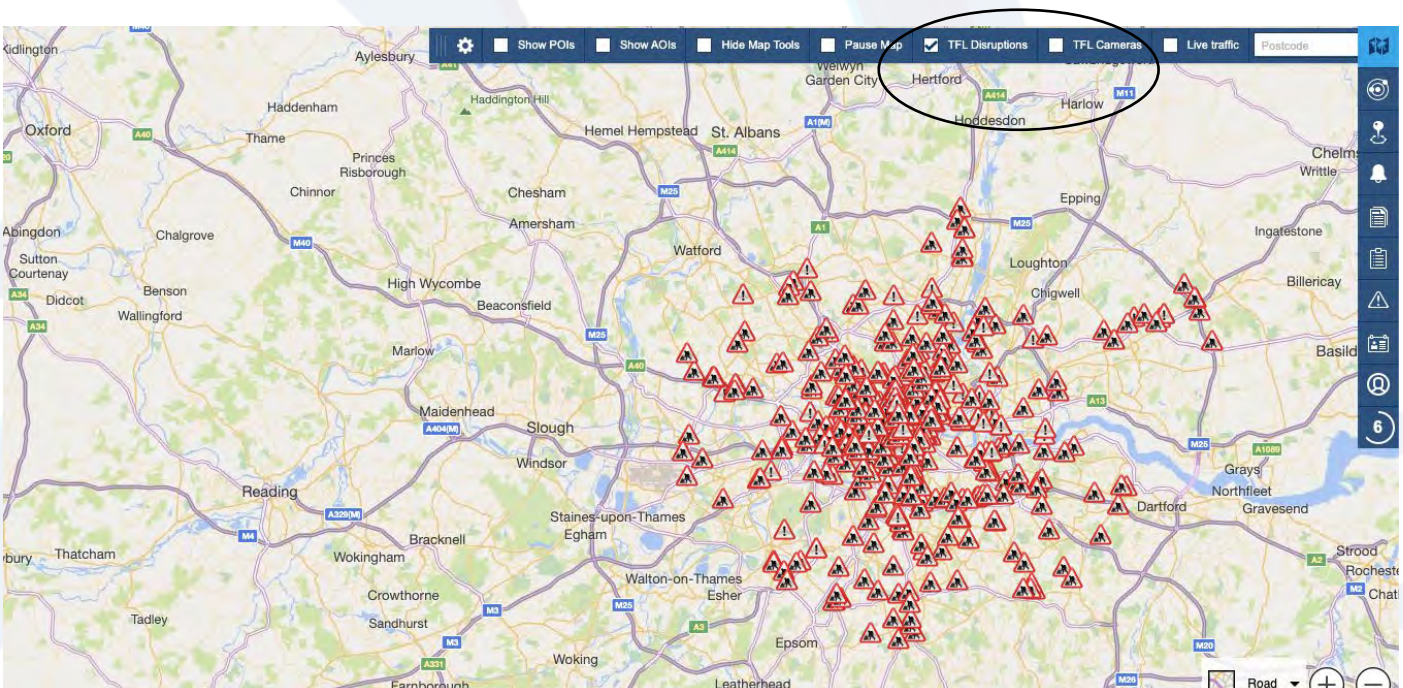


TFL Disruption view

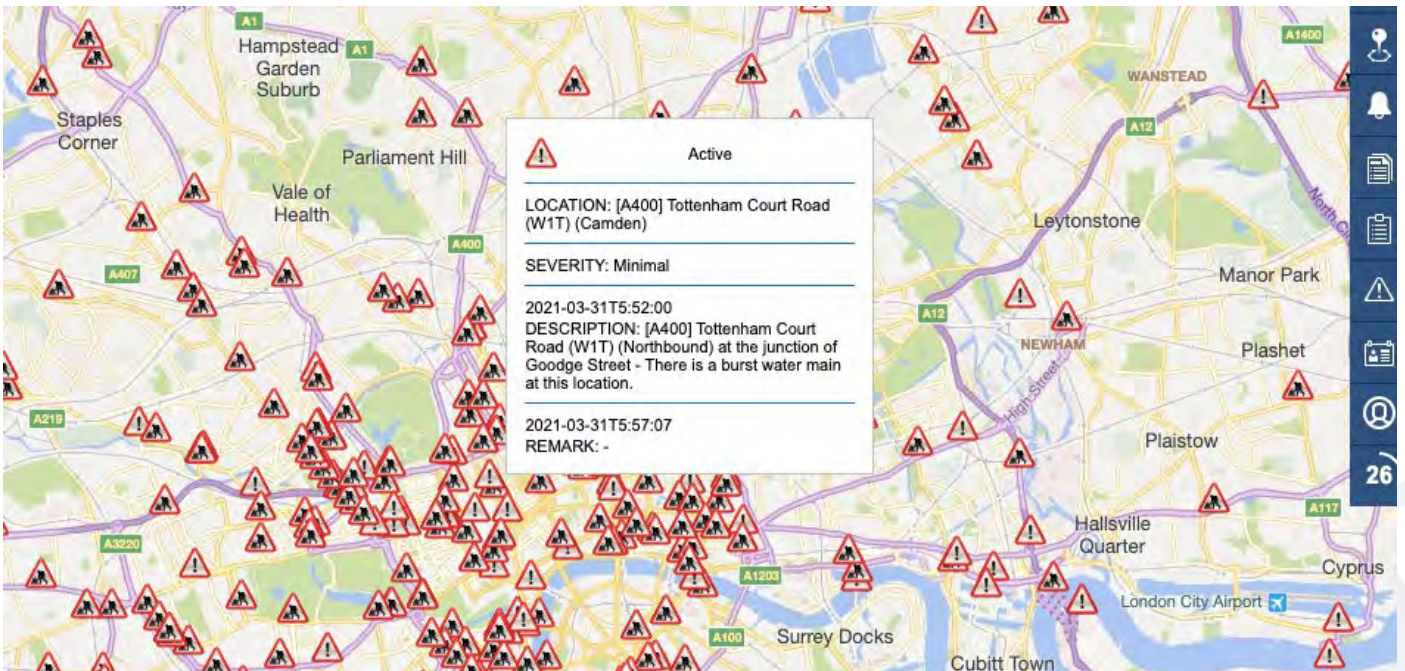
1. TFL or Traffic for London is the government body responsible for the transport system in Greater London, our system can show the TFL's up to date traffic information and camera locations, firstly log into the portal.



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.

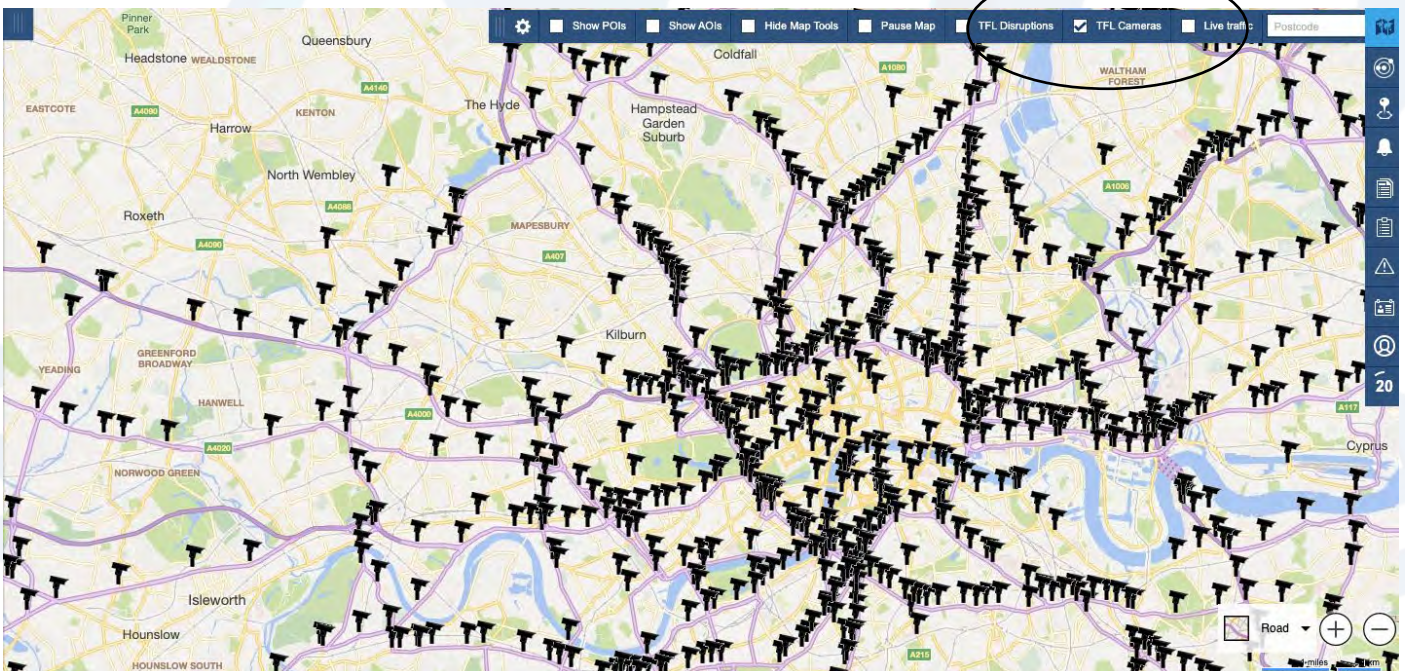


3. From here you will see where all the disruptions are in and around the Greater London area



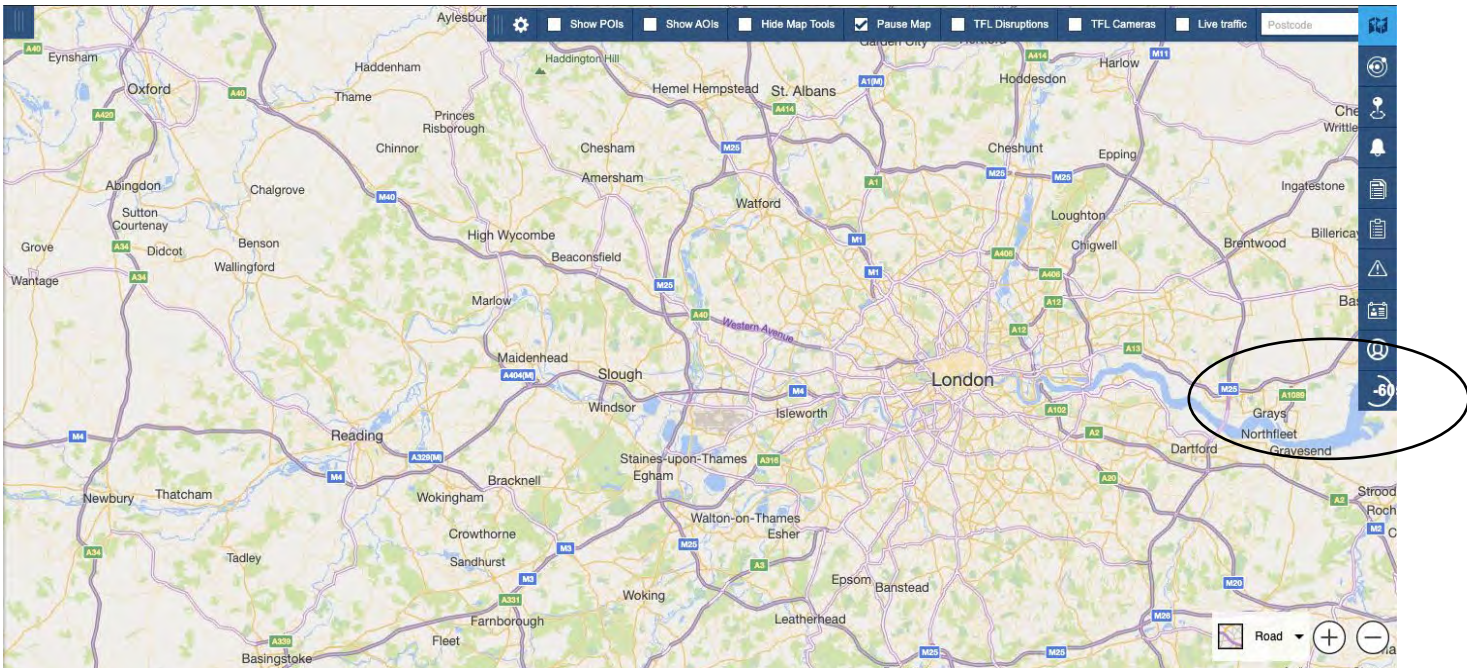
TFL Cameras

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.

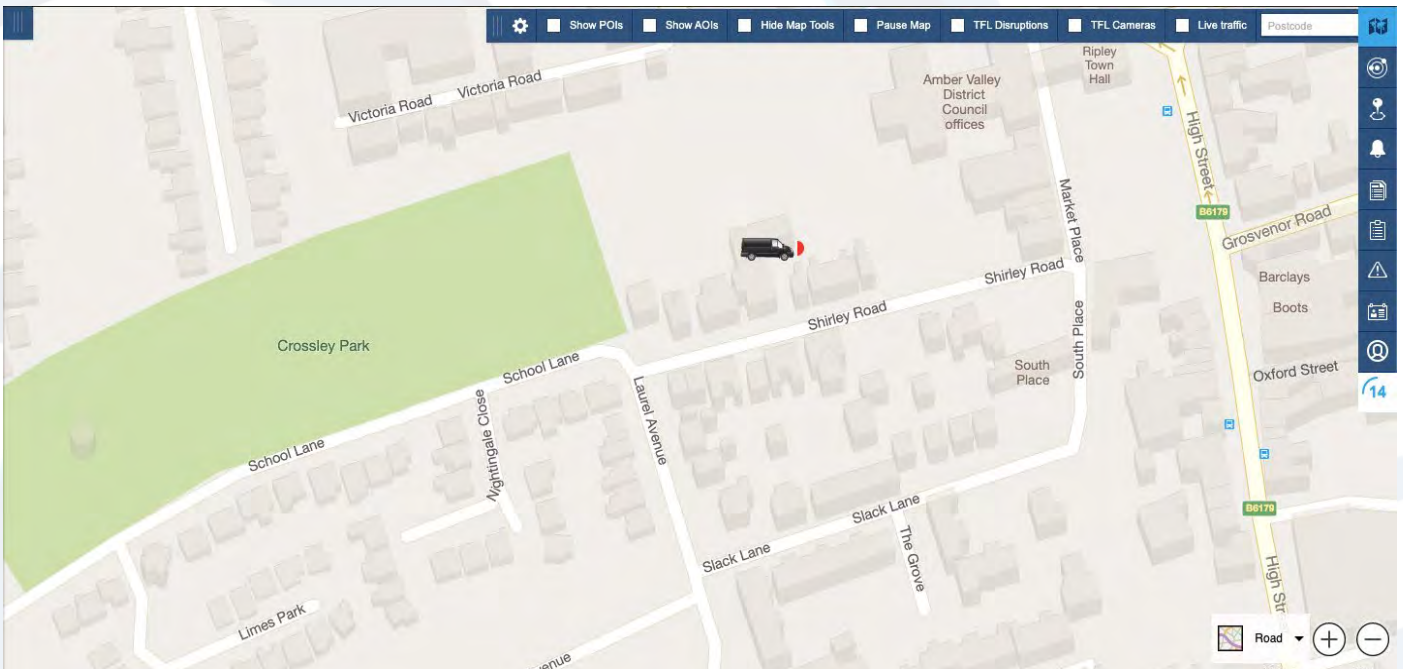


Pausing the map

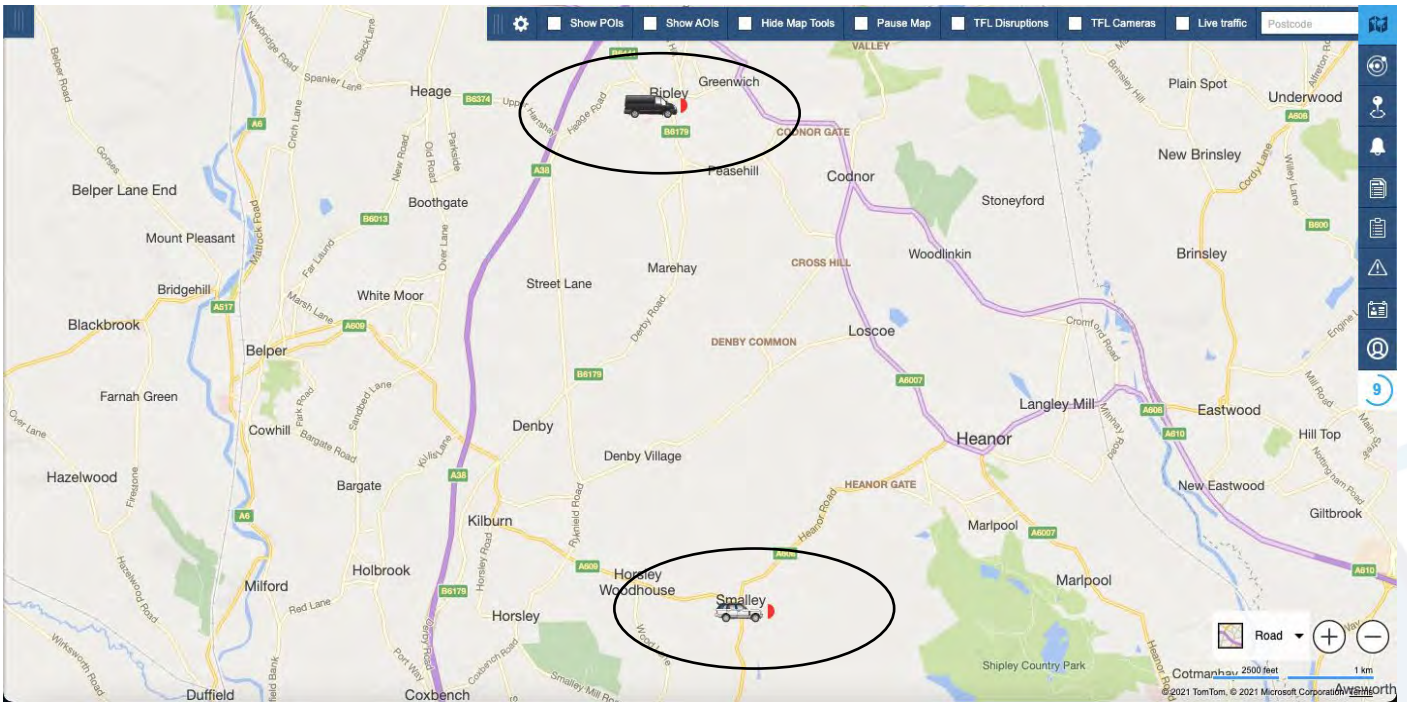
1. When logged into the portal you may notice that it updates every 30 seconds, the timer at the side represents this.



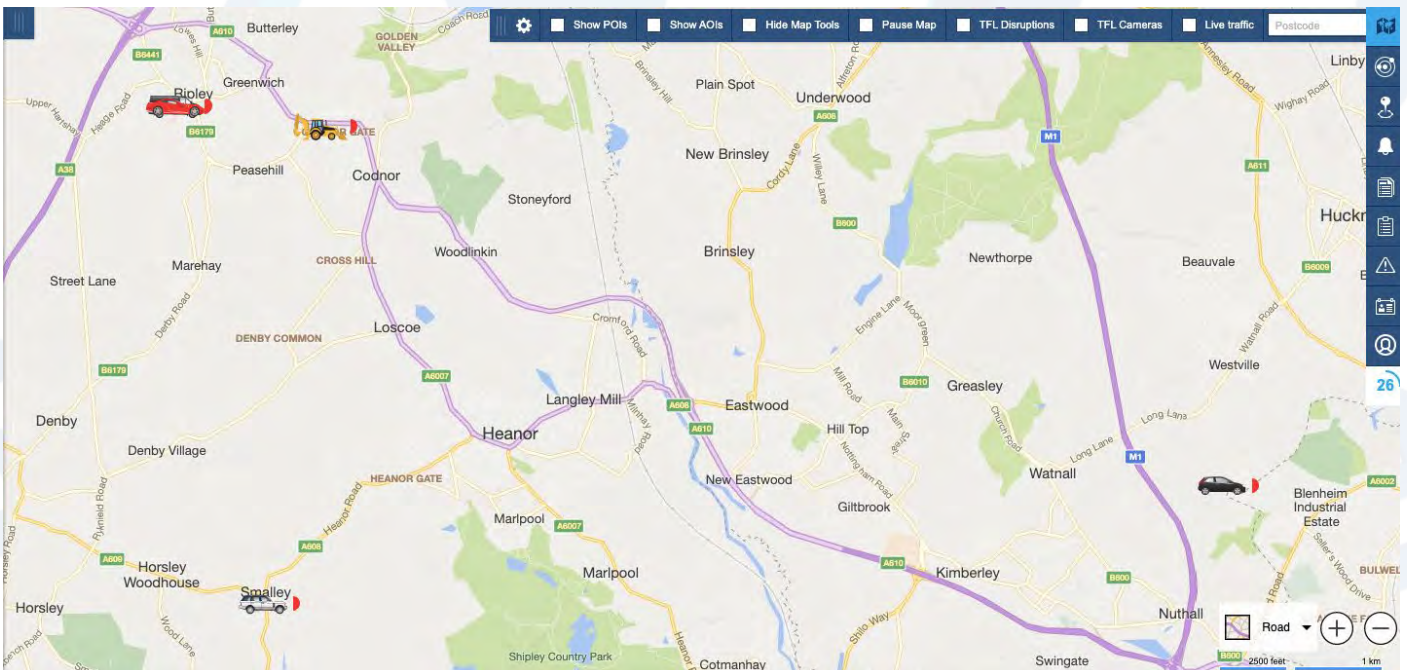
2. Also, you may notice that once a vehicle is selected it will zoom and centre around that vehicle every 30 seconds.



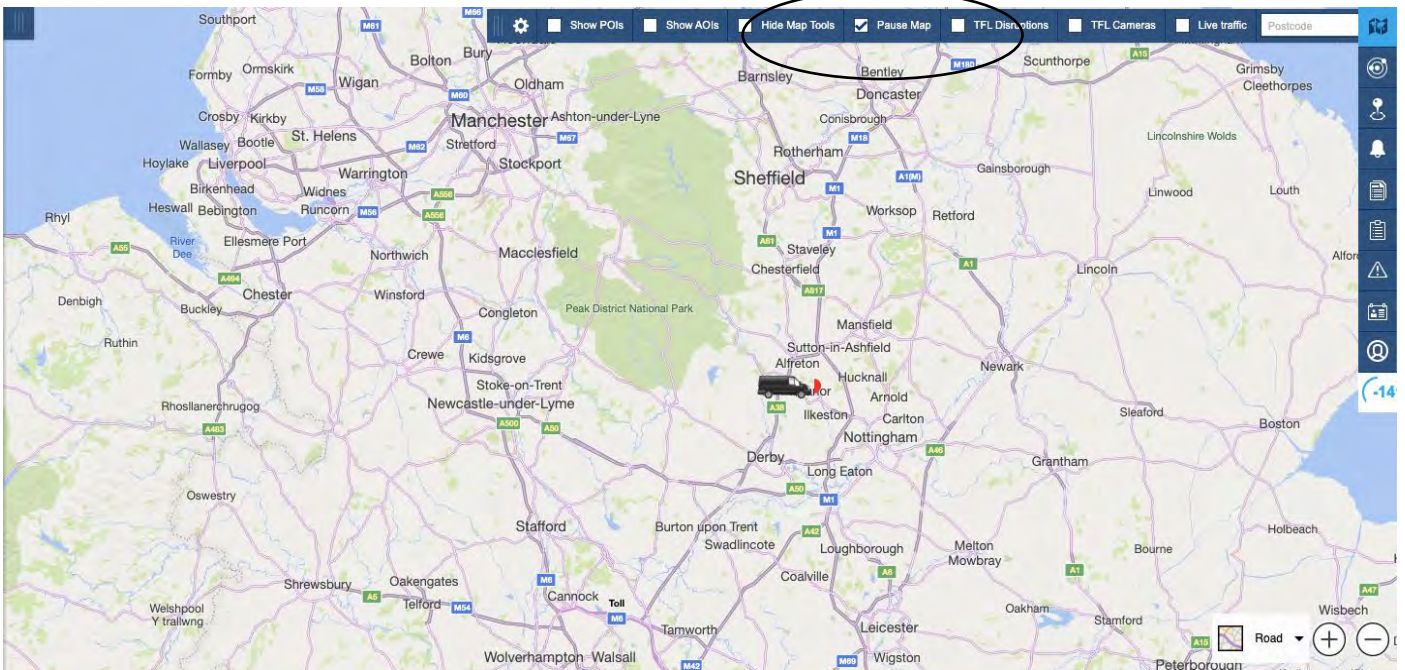
3. Then, if you were to select another vehicle the screen would zoom out so you can see both vehicles.



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.

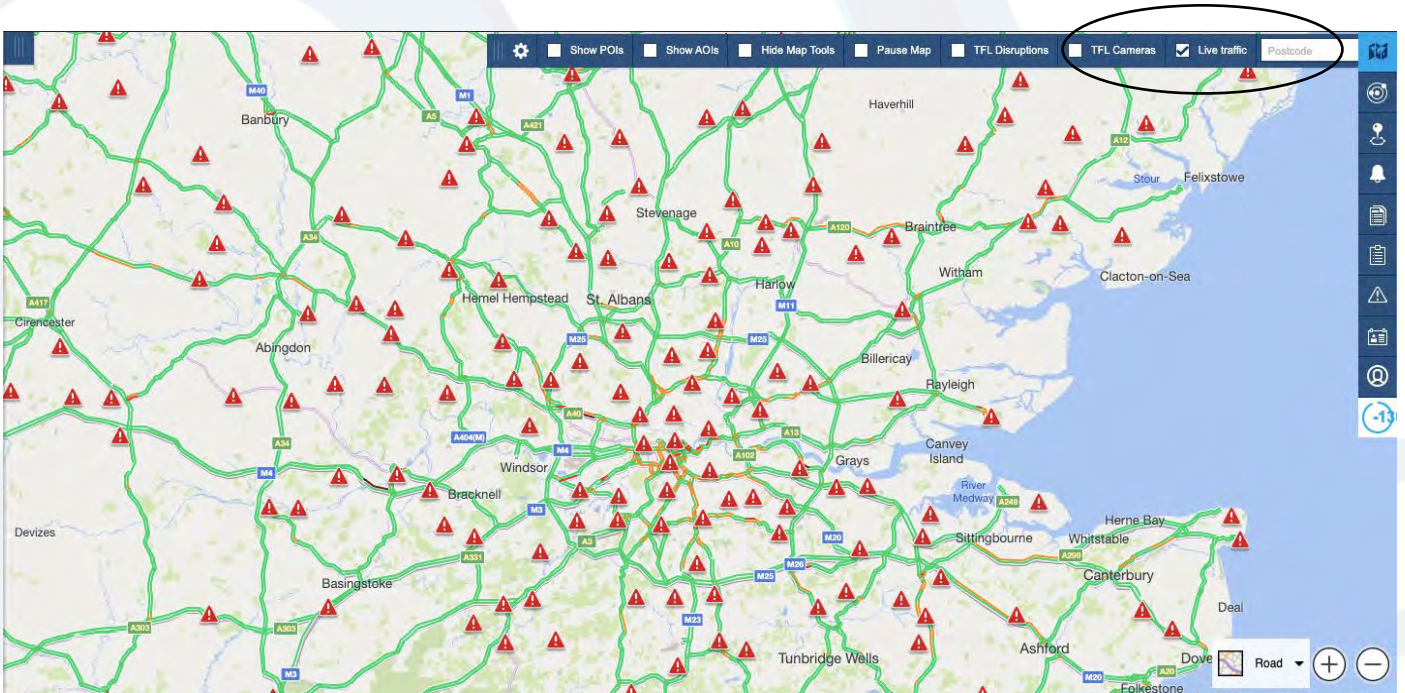


5. To focus on one area and stop the map from scaling simply click the pause map option, this will hold the map in place and stay focused on that area.

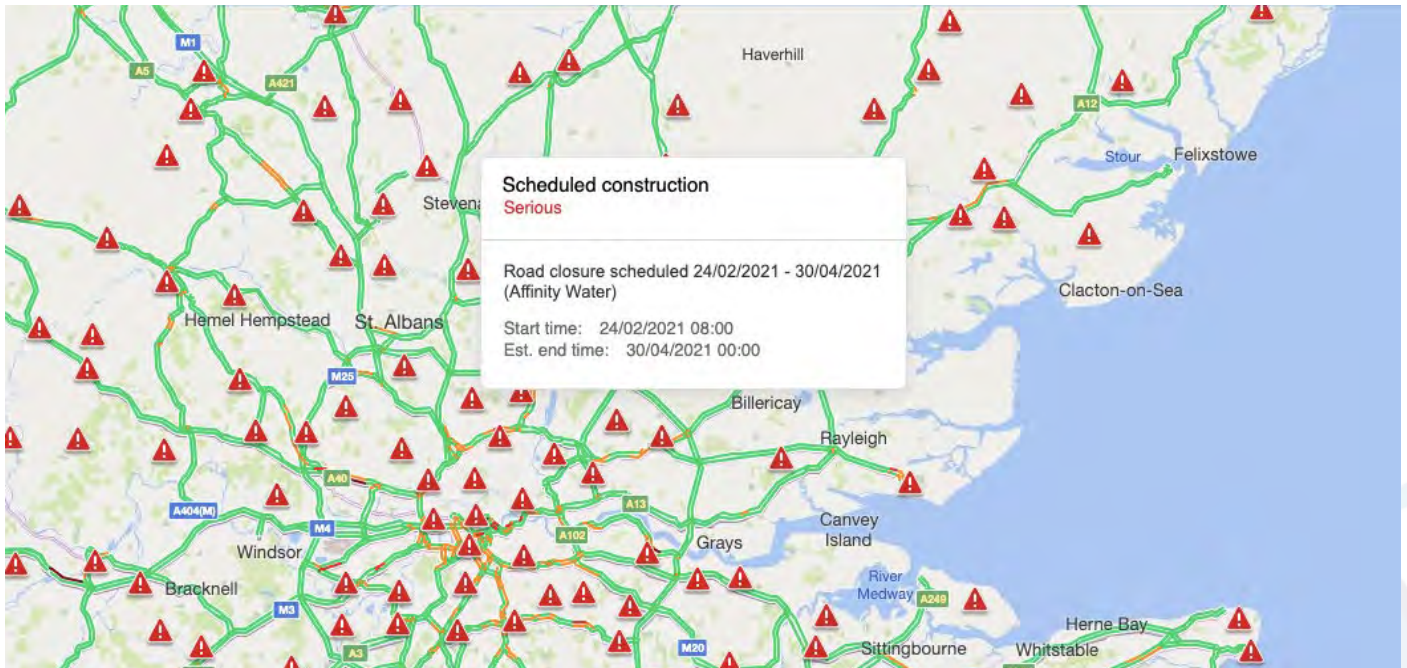


Live Traffic View

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



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

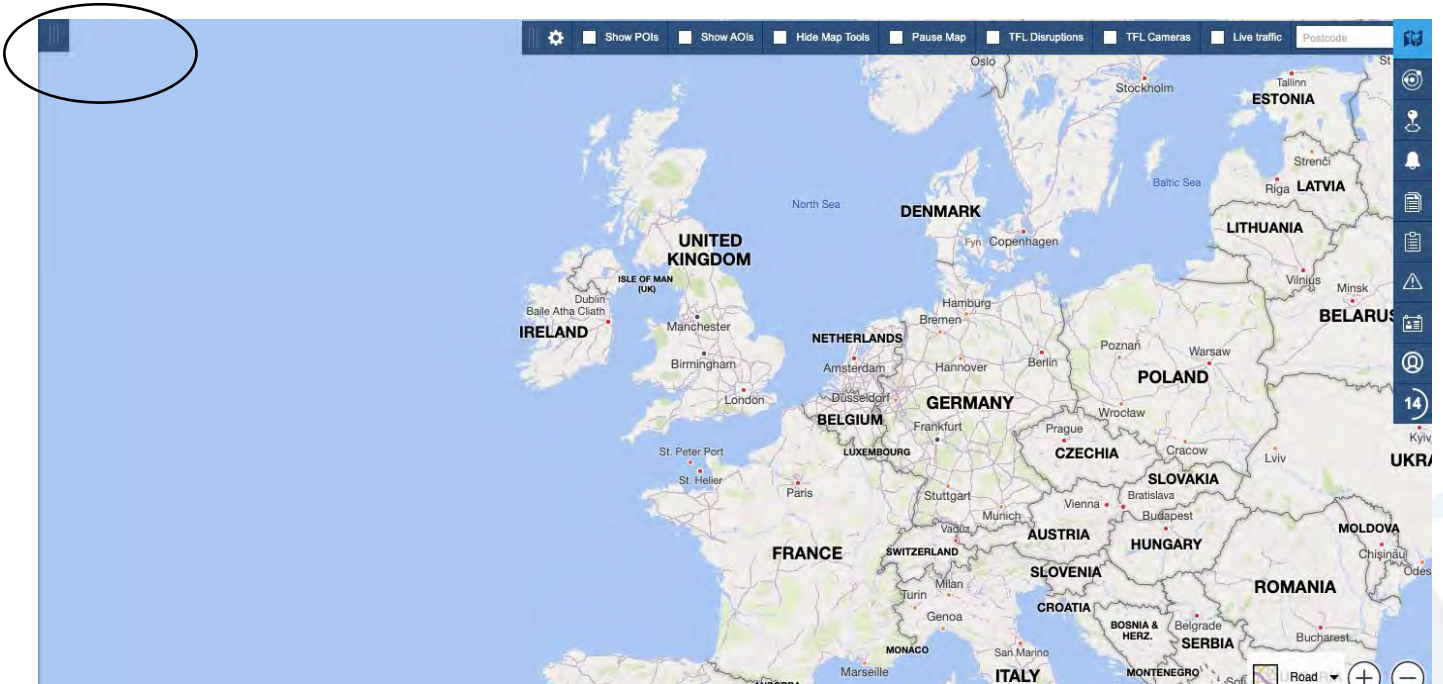




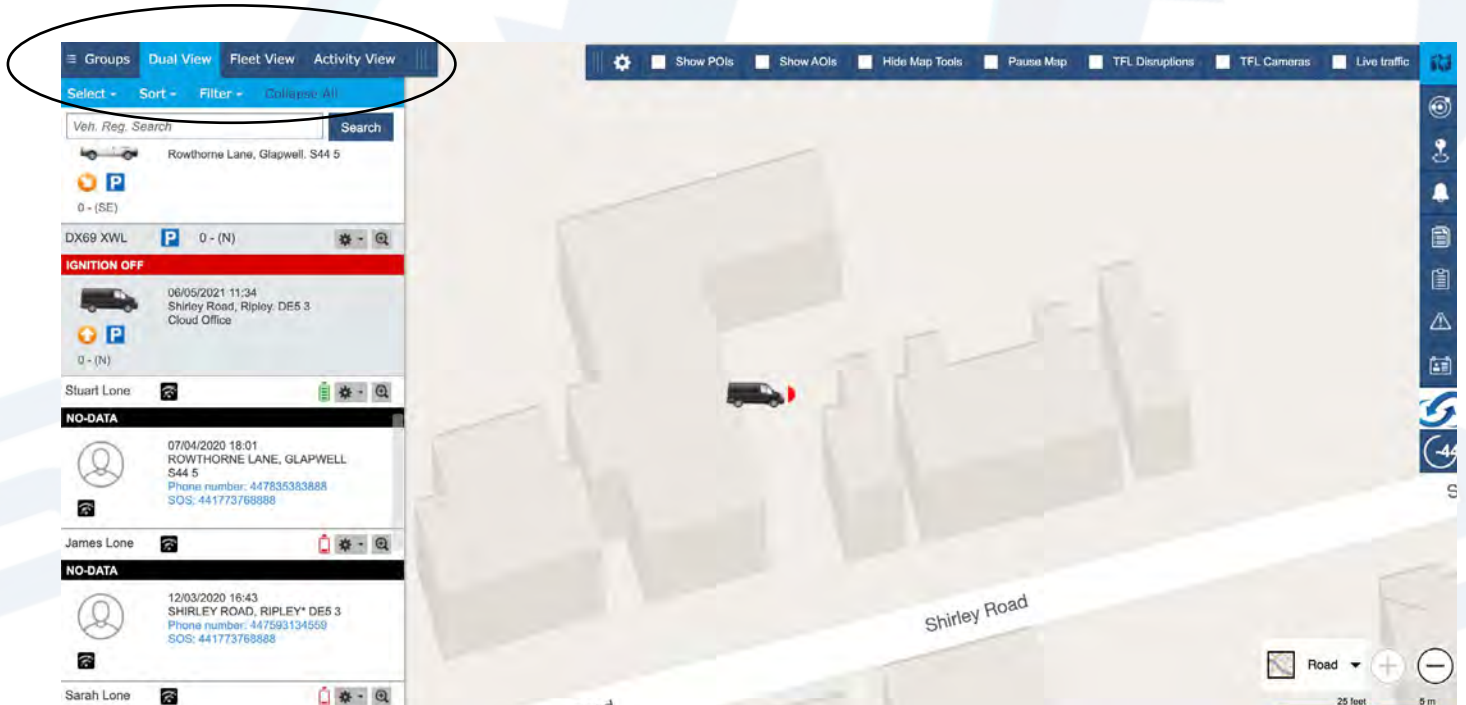
Views

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

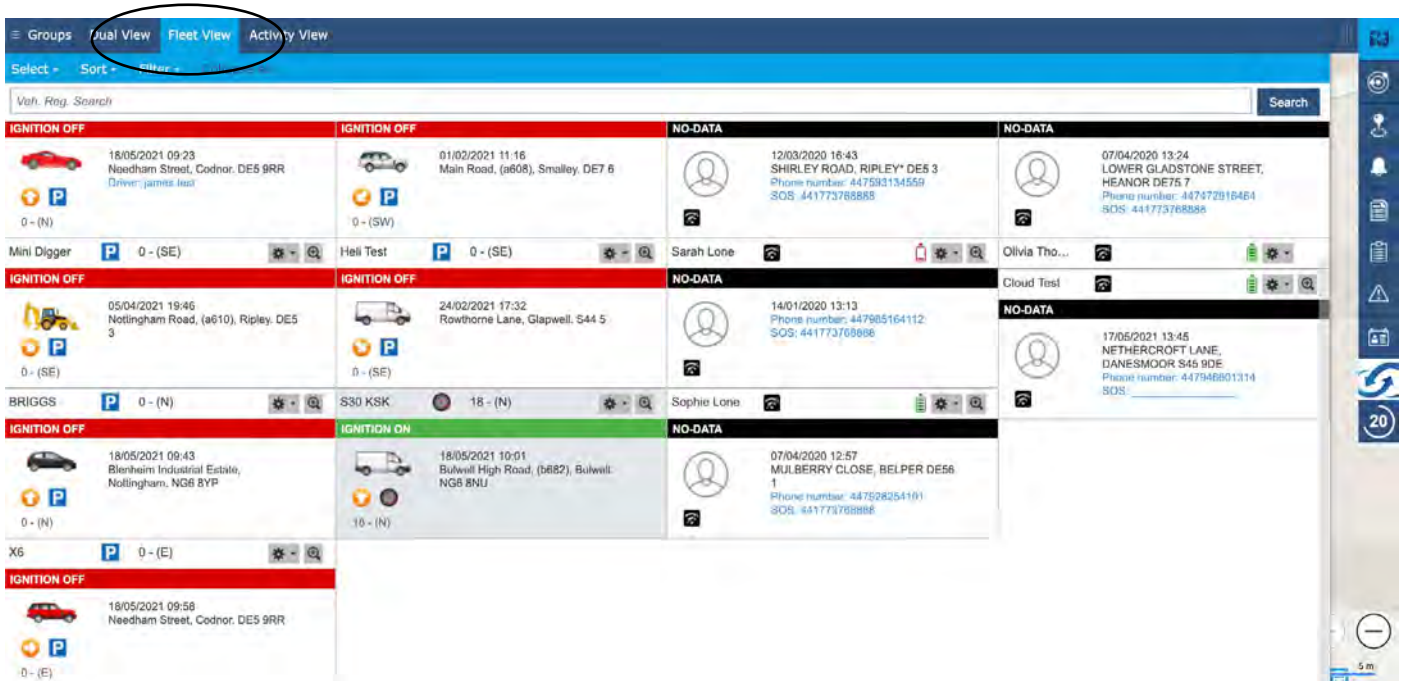
1. Log in to your tracking portal and click the tab in the top left if not already open.



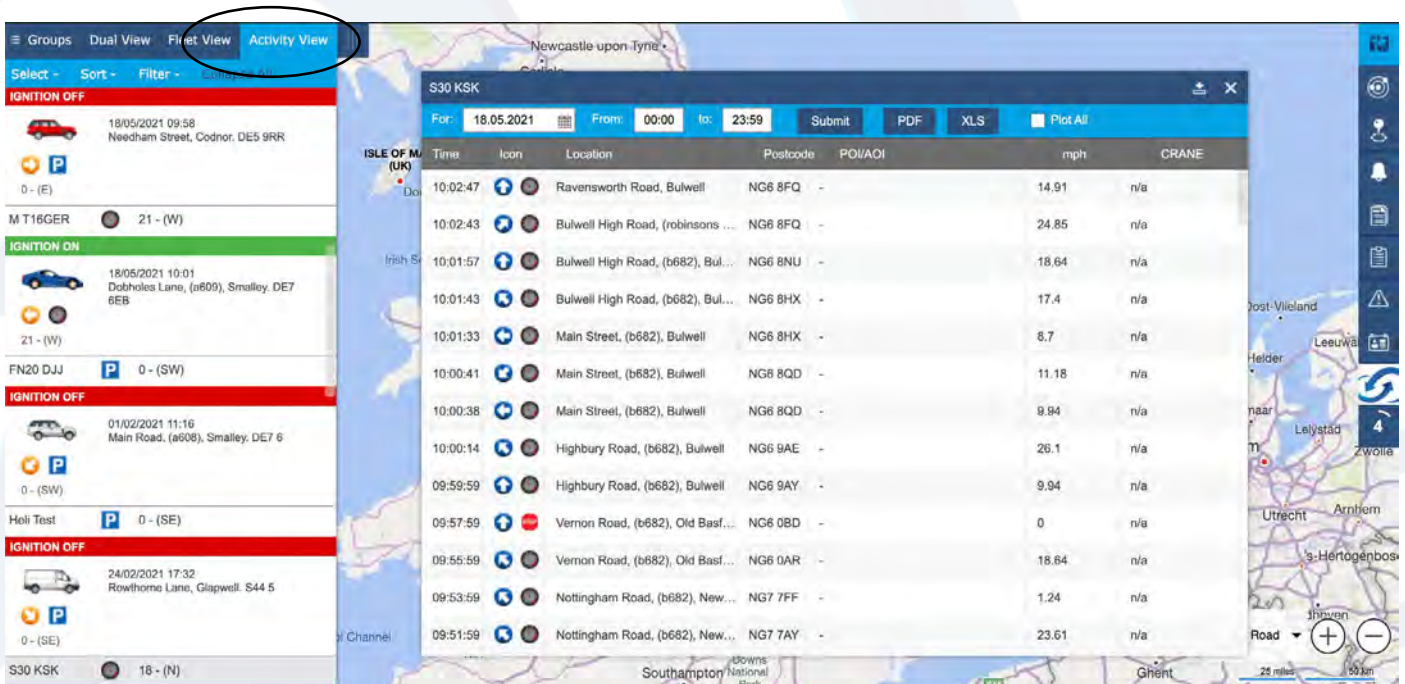
2. Here you will find your views menu, **Dual View** - Allows you to view a vehicle and the map simultaneously



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 occurred.

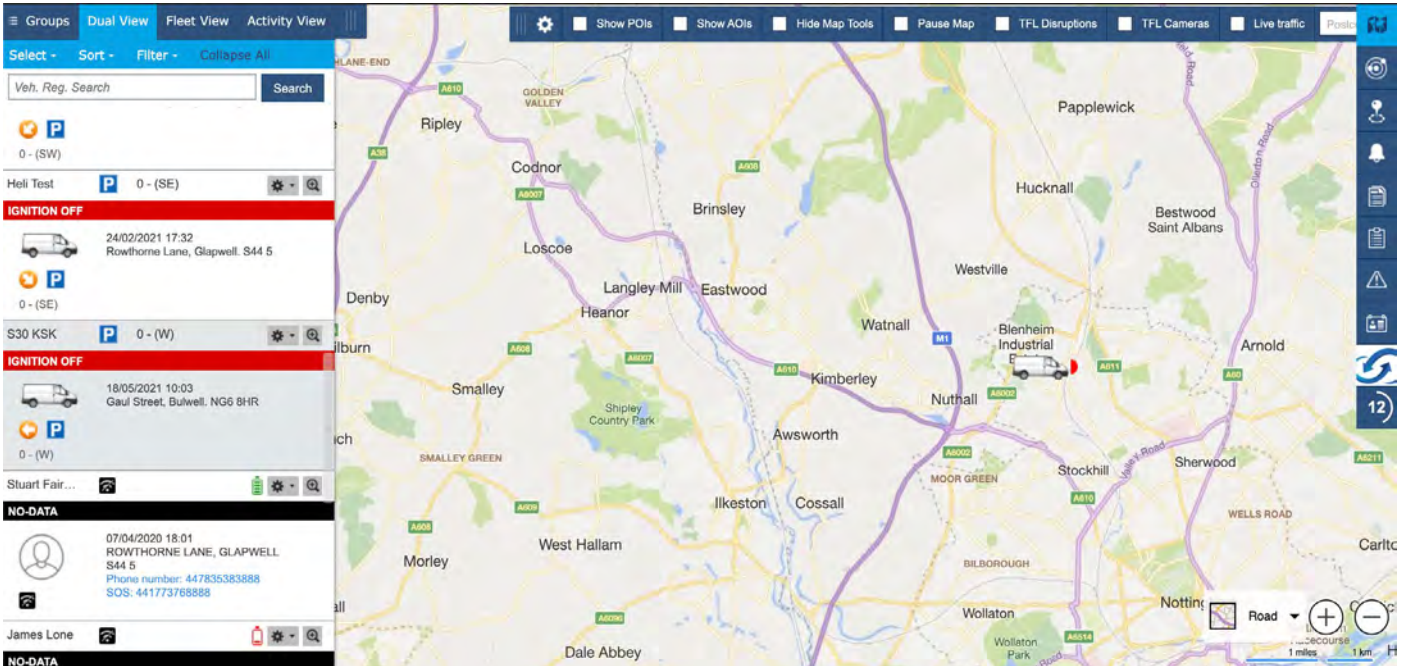




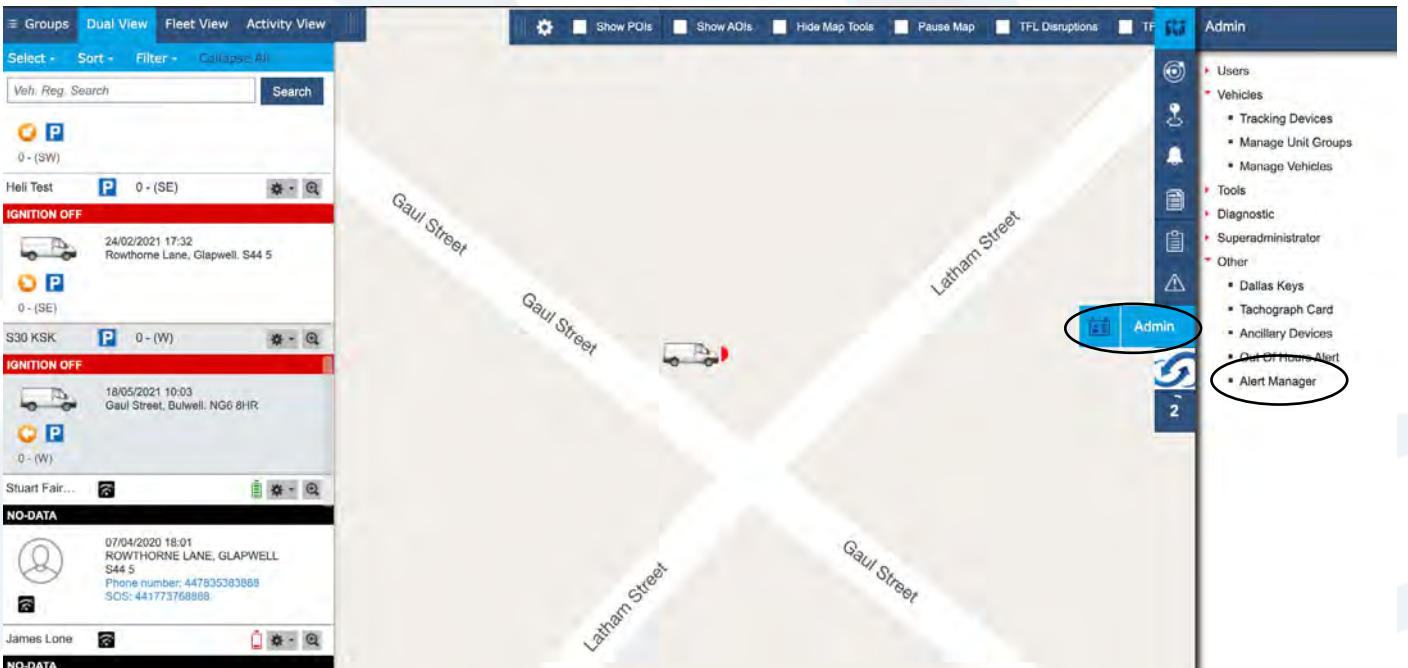
Out of Hours Usage Reports

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

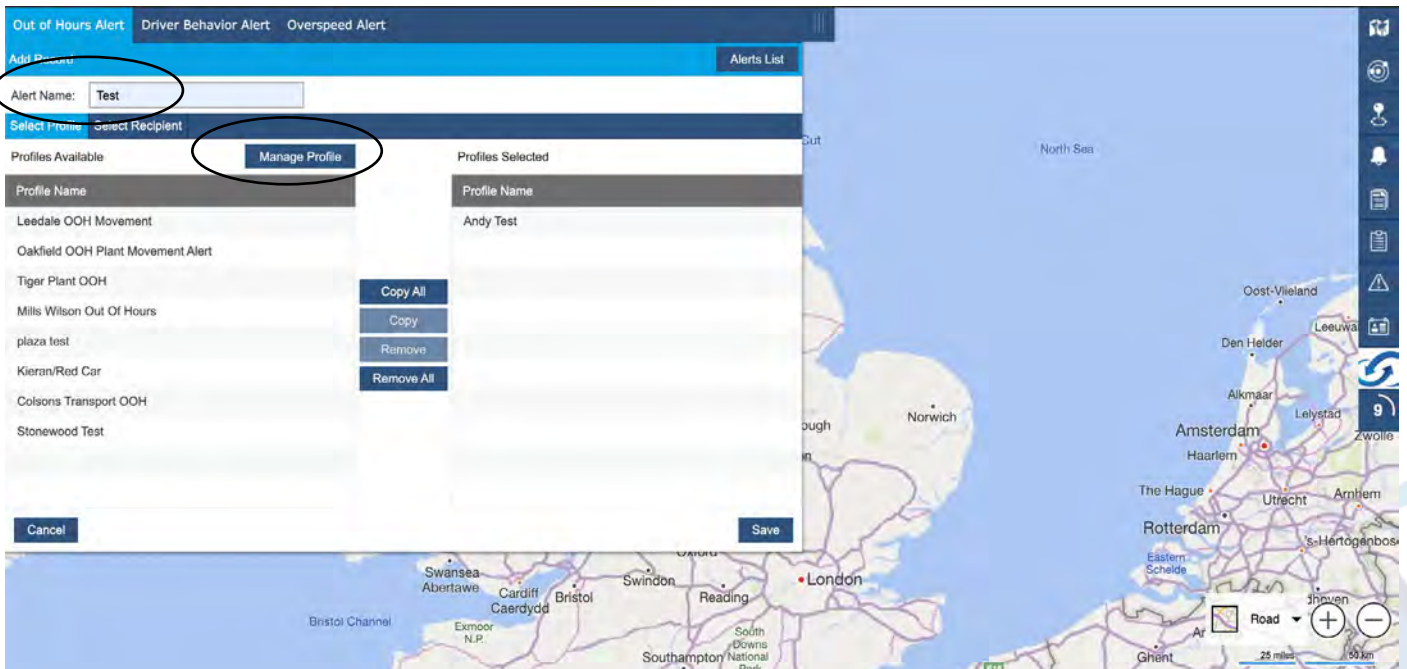
1. Log into your tracking portal



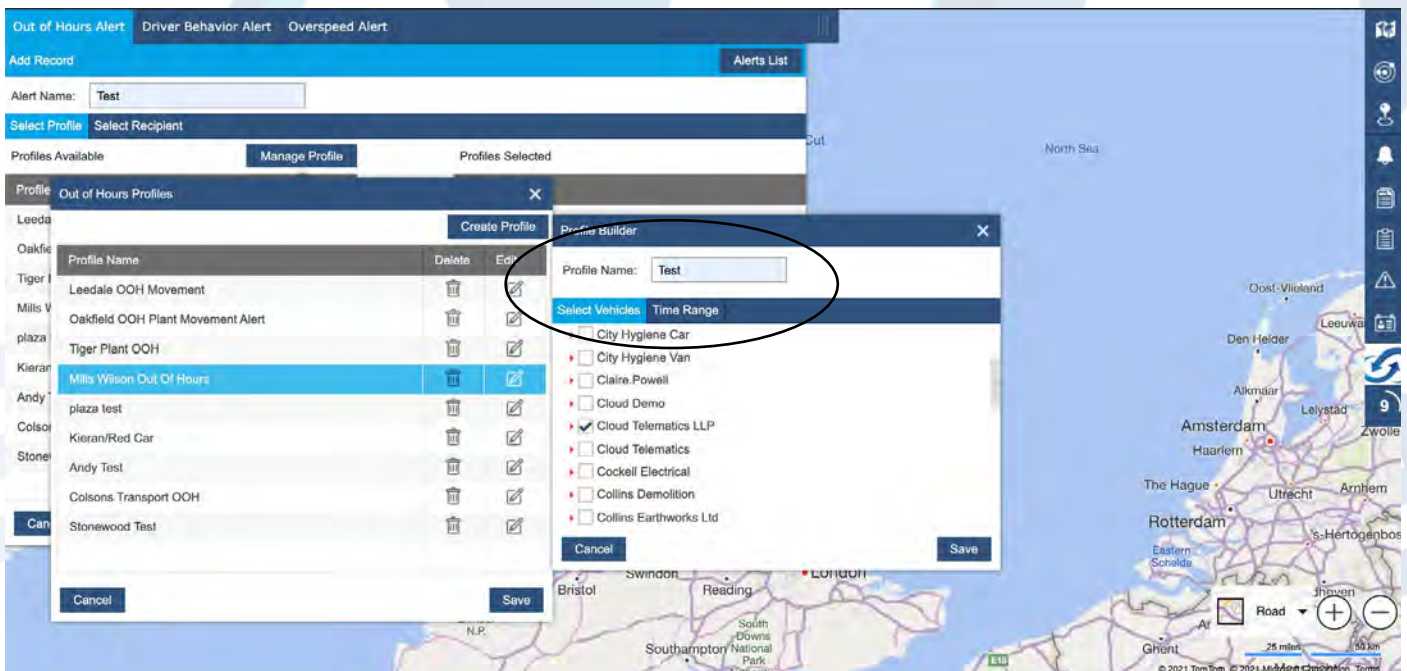
2. First you will need to set up an alert profile by clicking the Admin option on the right and selecting Alert Manager



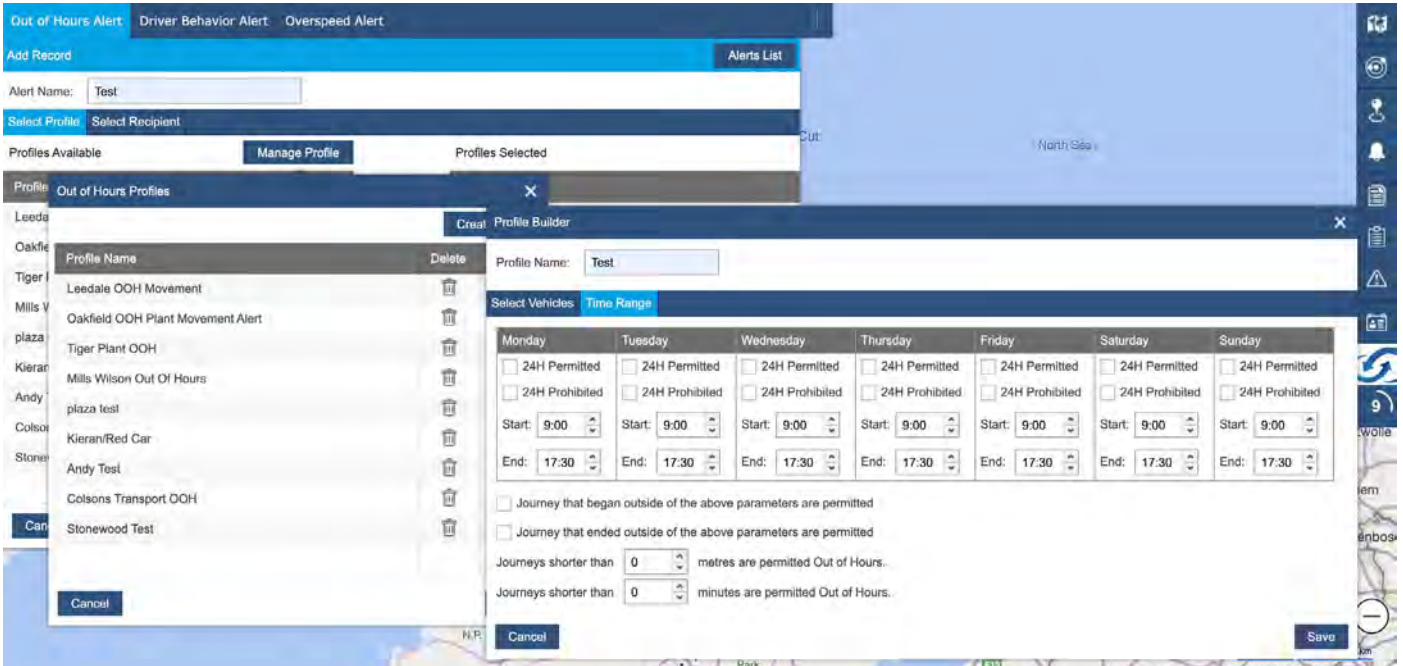
3. Name your alert and click the manage profile button



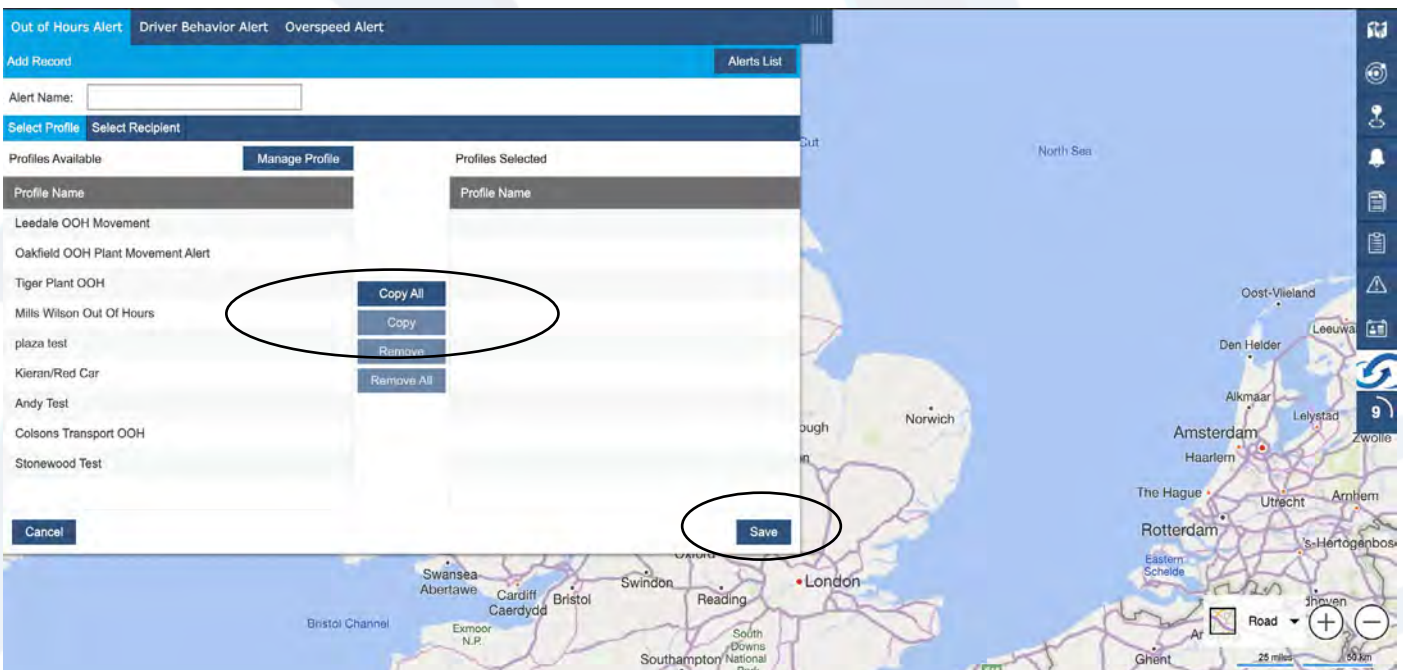
4. In the profile builder, name your profile and click the check box for your fleet, then click the Time Range option.



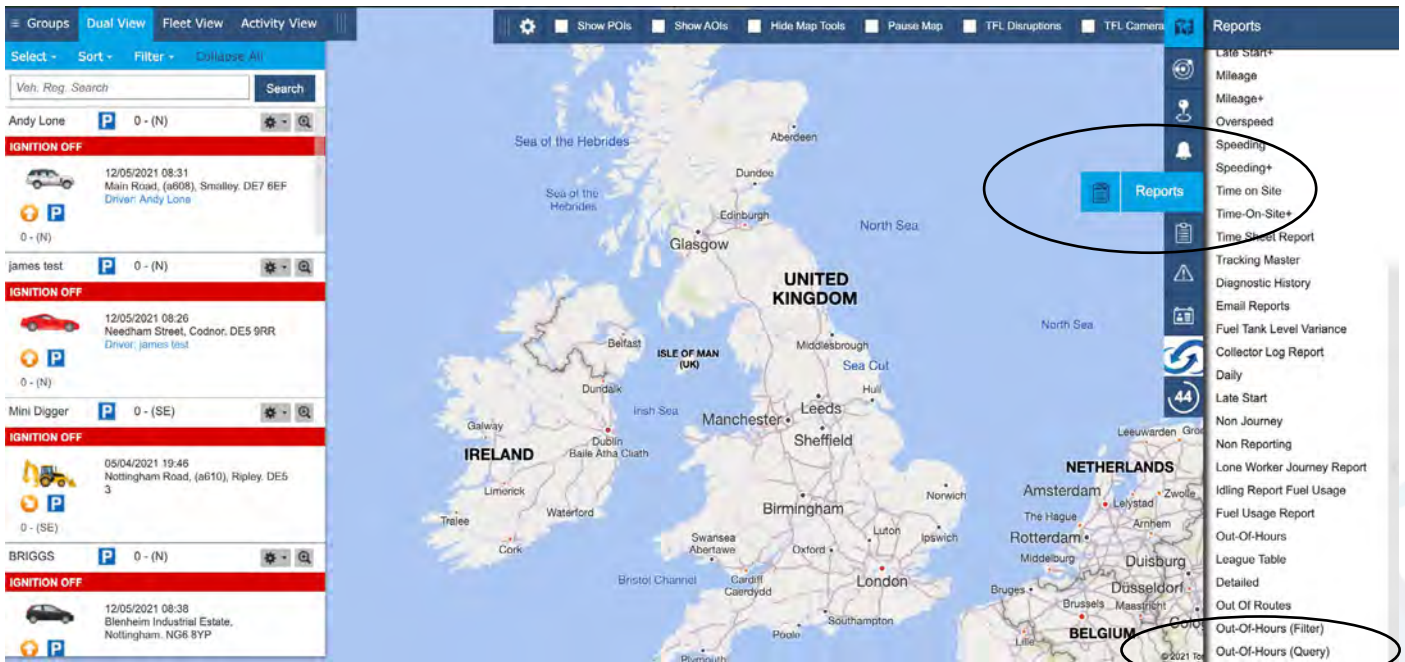
5. Here you can select the day and time ranges to trigger the alerts as well as manage various options for whether outside hours journeys are permitted, click save once you have chosen your permissions.



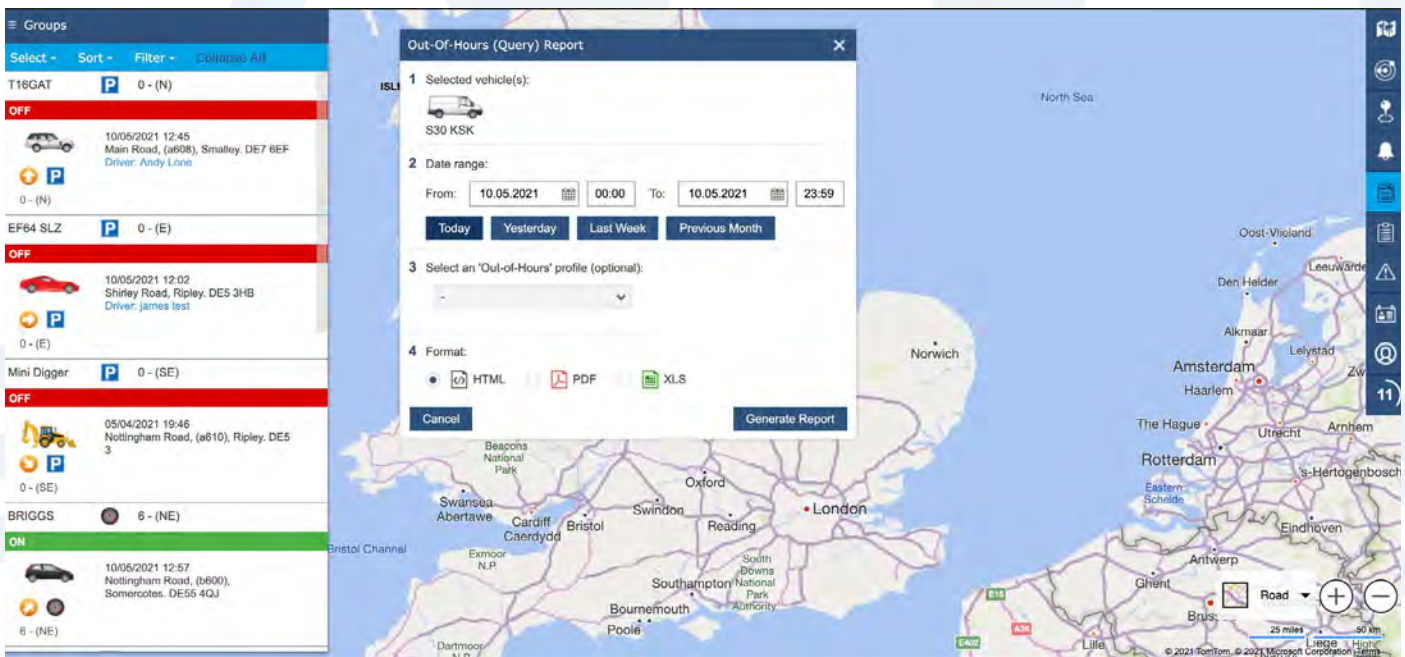
6. Once saved return to your Alerts page, you should now see the profile you created in the box on the left, select your profile and click copy and save.



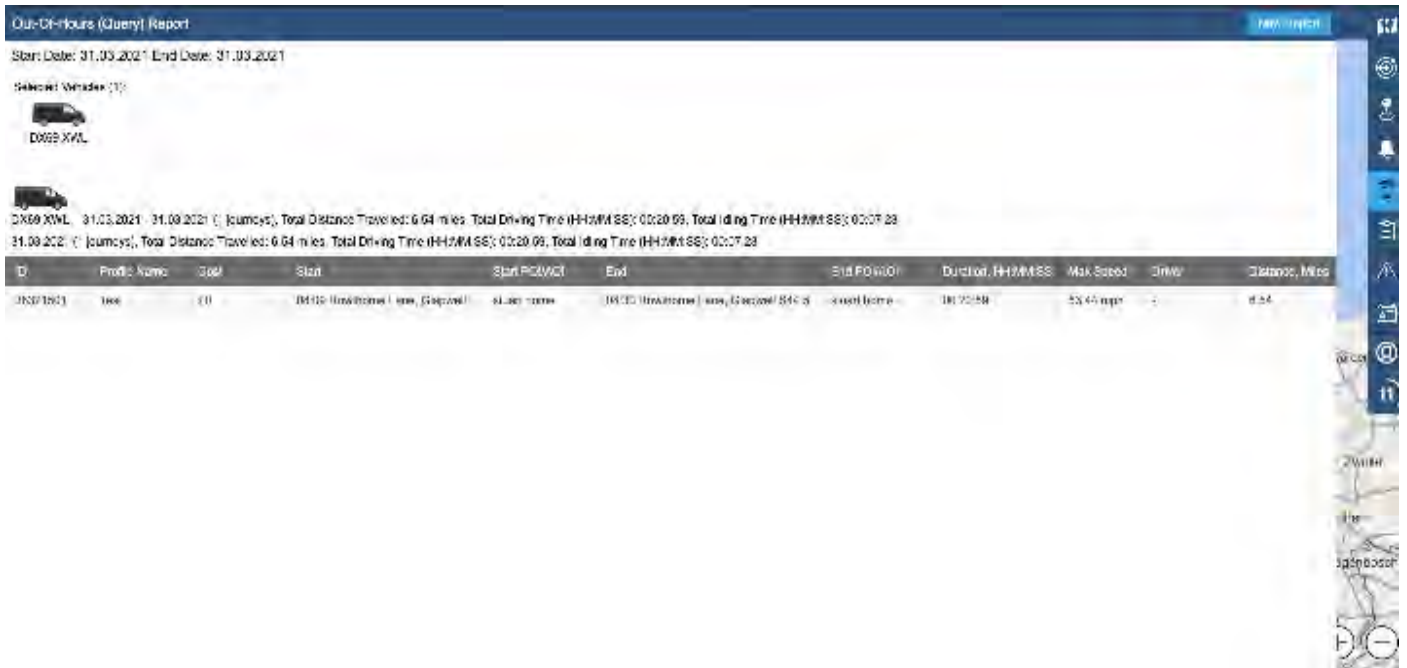
7. Now you have your profile set up, Click on the reports option on the right hand option bar and click Out of Hours (Query) at the bottom of the list.



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

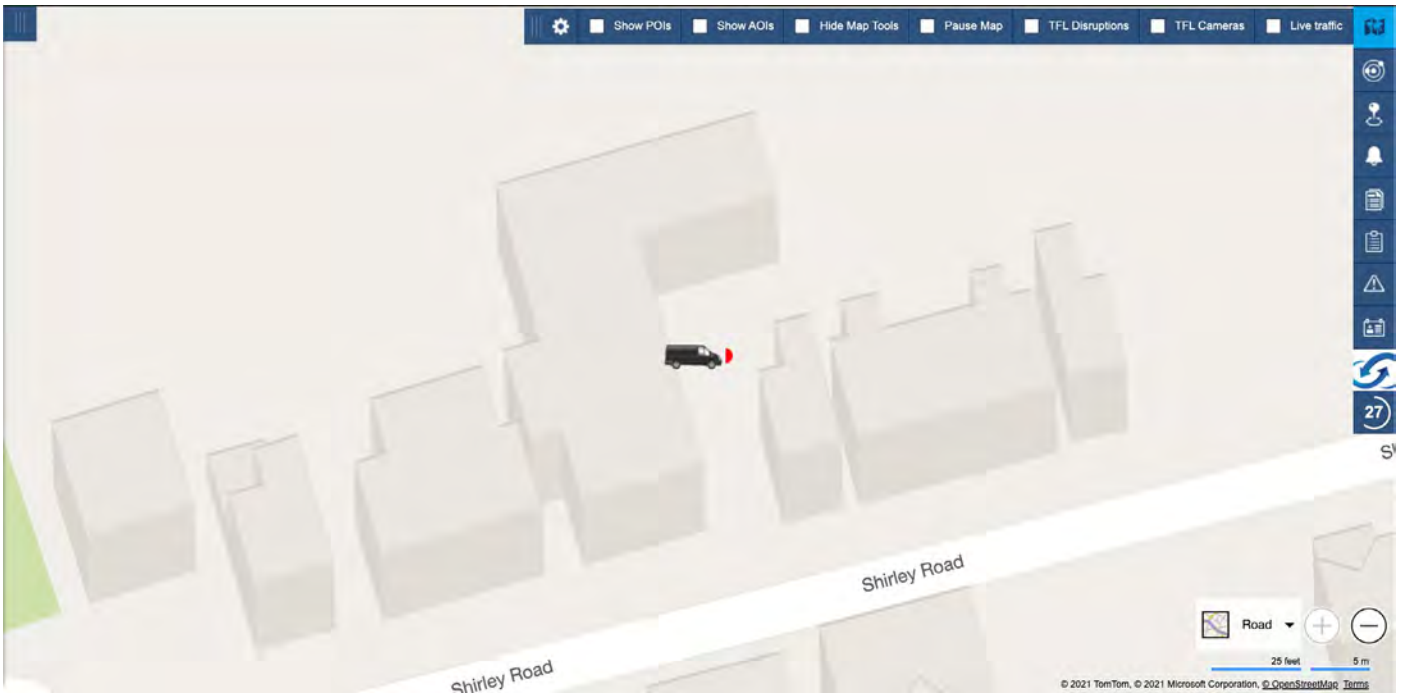




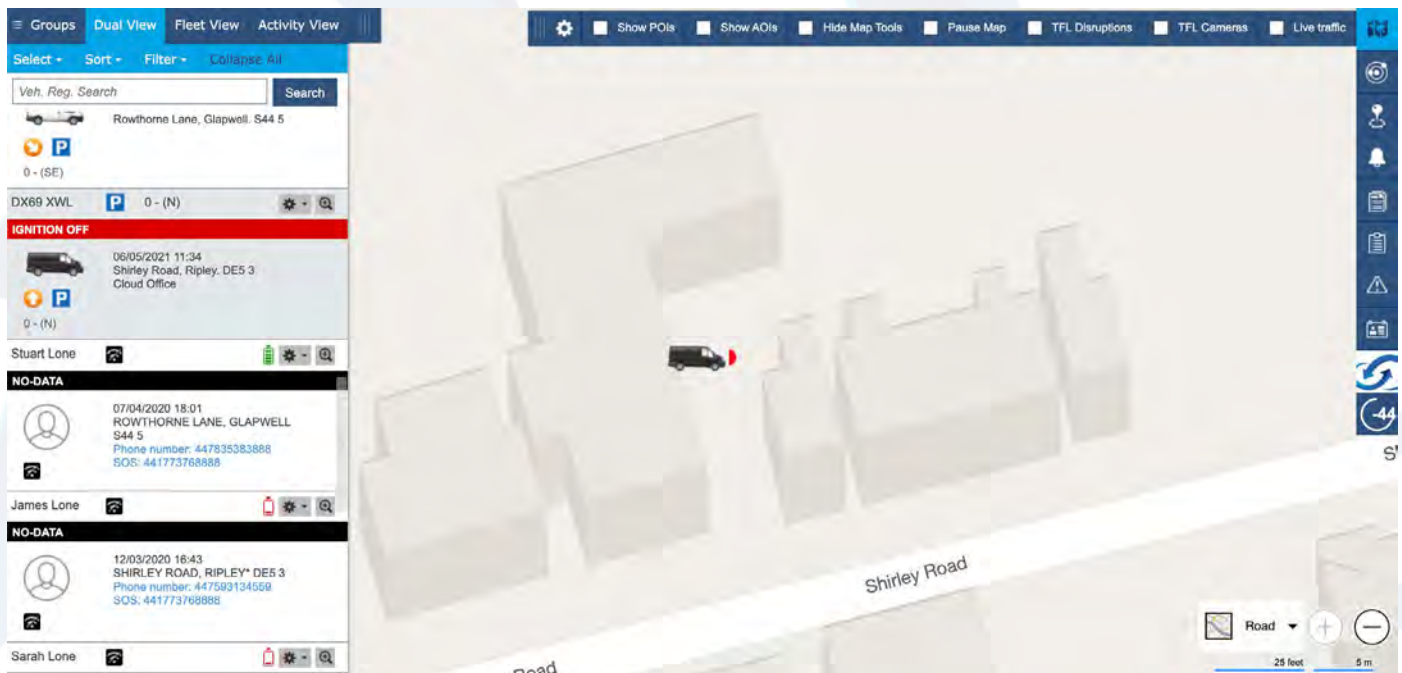
Idling Report

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

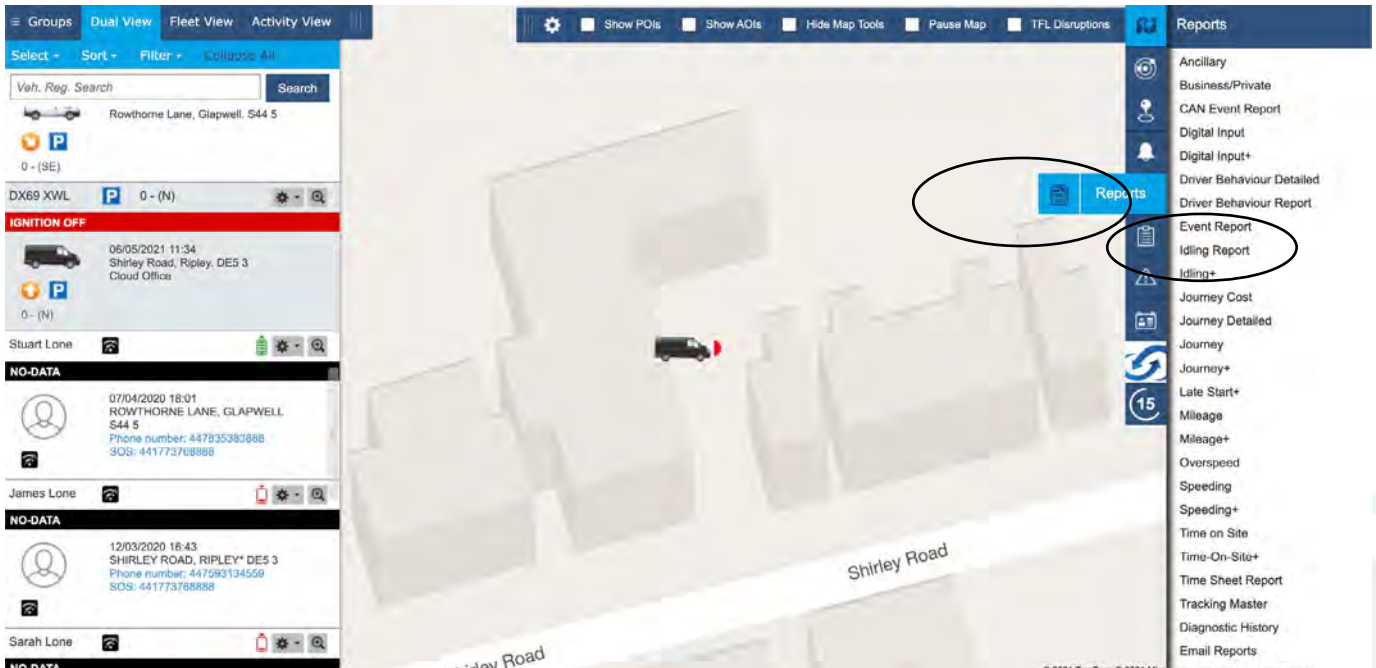
1. Log into your tracking portal



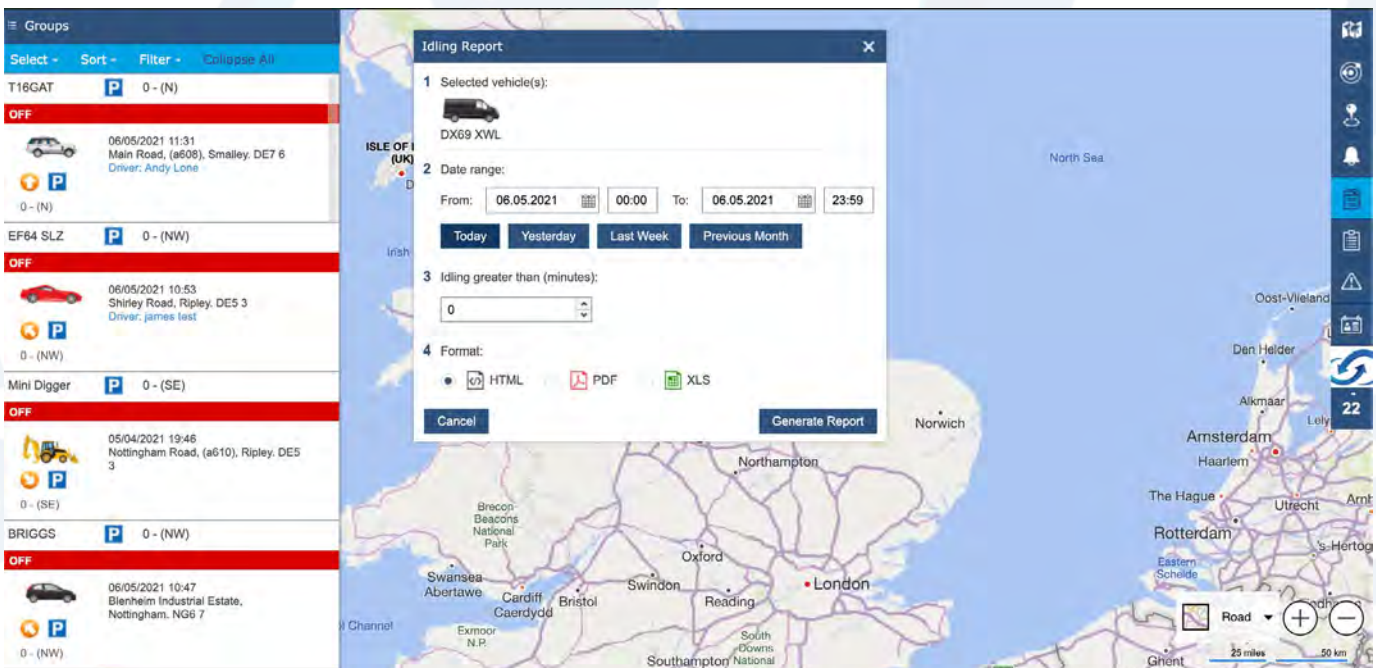
2. Select the vehicle from your fleet list on the left hand side of the mapping screen..




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



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/ADR	End Time/Location	End PC	End POI/ADR	Duration	Max Speed	Dir. Max	Driver	Distance	Idling
10:10 Rowthorne Lane, Glapwell	S44 5	start home	10:15 Rowthorne Lane, Glapwell	S44 5	start home	00:05:18	0.0mph	N/A		0.0m	00:00:17
10:22 Rowthorne Lane, Glapwell	S44 5	start home	10:37 Unrained Road, Chesterfield	S41 7	start home	00:15:16	83.38mph	N/A		8.89m	00:00:52
10:37 Unrained Road, Chesterfield	S41 7	start home	10:38 Unrained Road, Chesterfield	S41 7	start home	00:00:45	0.0mph	N/A		0.01m	00:00:38
11:29 Unrained Road, Chesterfield	S41 7	start home	11:34 Moorfield Road, (off R), Chesterfield	S40 7	start home	00:11:22	24.84mph	N/A		8.52m	00:00:30
12:31 Morkham Road, (off R), Chesterfield	S40 1	start home	12:43 Shuffell Road, (off R), Chesterfield	S41 8	start home	00:11:23	46.71mph	N/A		2.03m	00:00:04
12:54 Shiffels Road, (off R), Chesterfield	S41 8	start home	12:58 Dunwoth Road, (off R), Chesterfield	S41 8	start home	00:04:00	31.07mph	N/A		1.14m	00:00:58
13:14 Durston Road, (off R), Chesterfield	S41 9	start home	13:28 Old Pivotal Road, Duxmanton	S41 5	start home	00:14:23	42.25mph	N/A		5.30m	00:02:21
18:08 Old Pivotal Road, Duxmanton	S41 5	start home	18:29 Unrained Road, Bolsover	S44 8	start home	00:13:43	47.22mph	N/A		3.88m	00:04:32
18:31 Unrained Road, Bolsover	S44 8	start home	18:41 Rowthorne Lane, Glapwell	S44 5	start home	00:08:16	43.50mph	N/A		3.40m	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/ADR	End Time/Location	End PC	End POI/ADR	Duration	Max Speed	Dir. Max	Driver	Distance	Idling
14:00 Rowthorne Lane, Glapwell	S44 5	start home	14:03 Rowthorne Lane, Glapwell	S44 5	start home	00:00:09	0.0mph	N/A		0.0m	00:00:17
14:07 Rowthorne Lane, Glapwell	S44 5	start home	14:07 Rowthorne Lane, Glapwell	S44 5	start 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

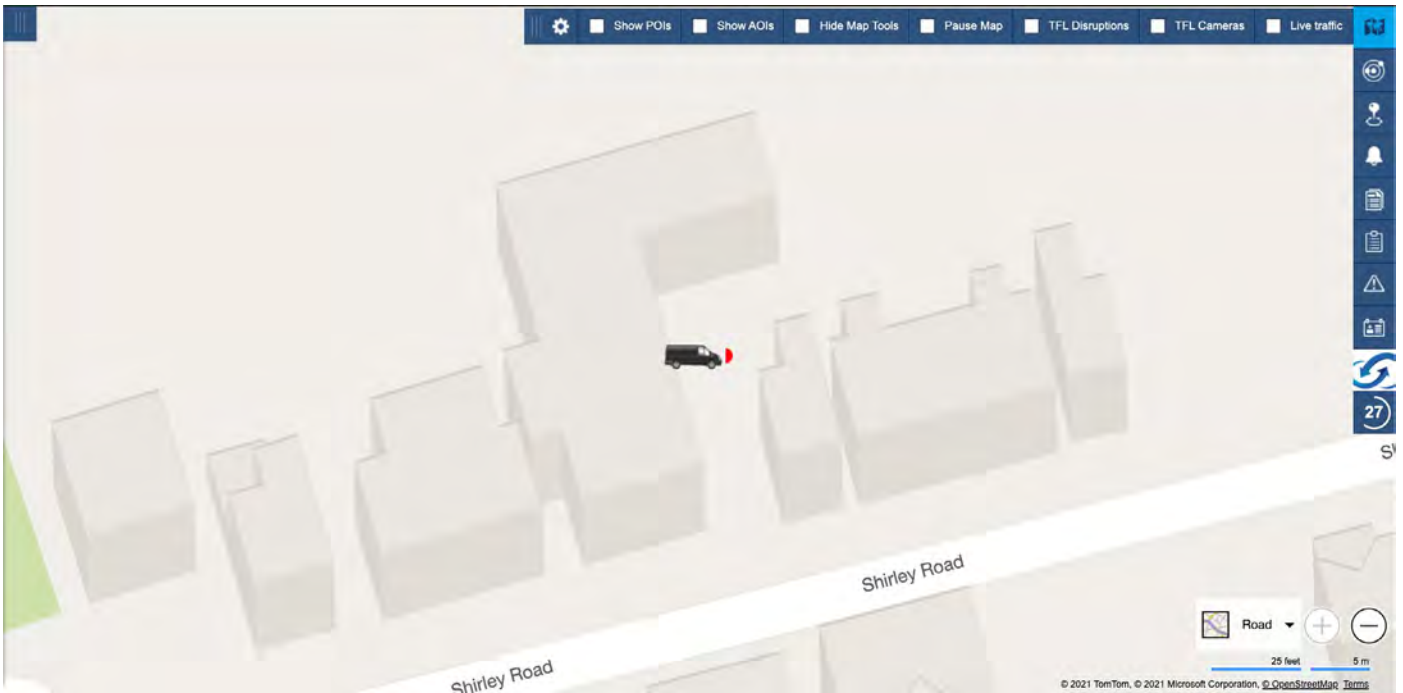
Start Time/Location	Start PC	Start POI/ADR	End Time/Location	End PC	End POI/ADR	Duration	Max Speed	Dir. Max	Driver	Distance	Idling
11:47 Rowthorne Lane, Glapwell	S44 5	start home	12:19 Line 8 FARM, Chesterfield, Derbyshire	S40 1TB	start home	00:28:23	63.38mph	N/A		8.32m	00:09:03
13:13 Moorfield Road, (off R), Chesterfield	S40 1	start home	14:10 Rowthorne Lane, Glapwell	S44 5	start home	00:58:43	50.10mph	N/A		11.46m	00:11:04
18:42 Rowthorne Lane, Glapwell	S44 5	start home	18:57 Rowthorne Lane, Glapwell	S44 5	start home	00:05:12	15.81mph	N/A		18.62m	00:03:34
20:00 Rowthorne Lane, Glapwell	S44 5	start home	20:06 Rowthorne Lane, Glapwell	S44 5	start home	00:00:24	0.0mph	N/A		0.0m	00:00:00



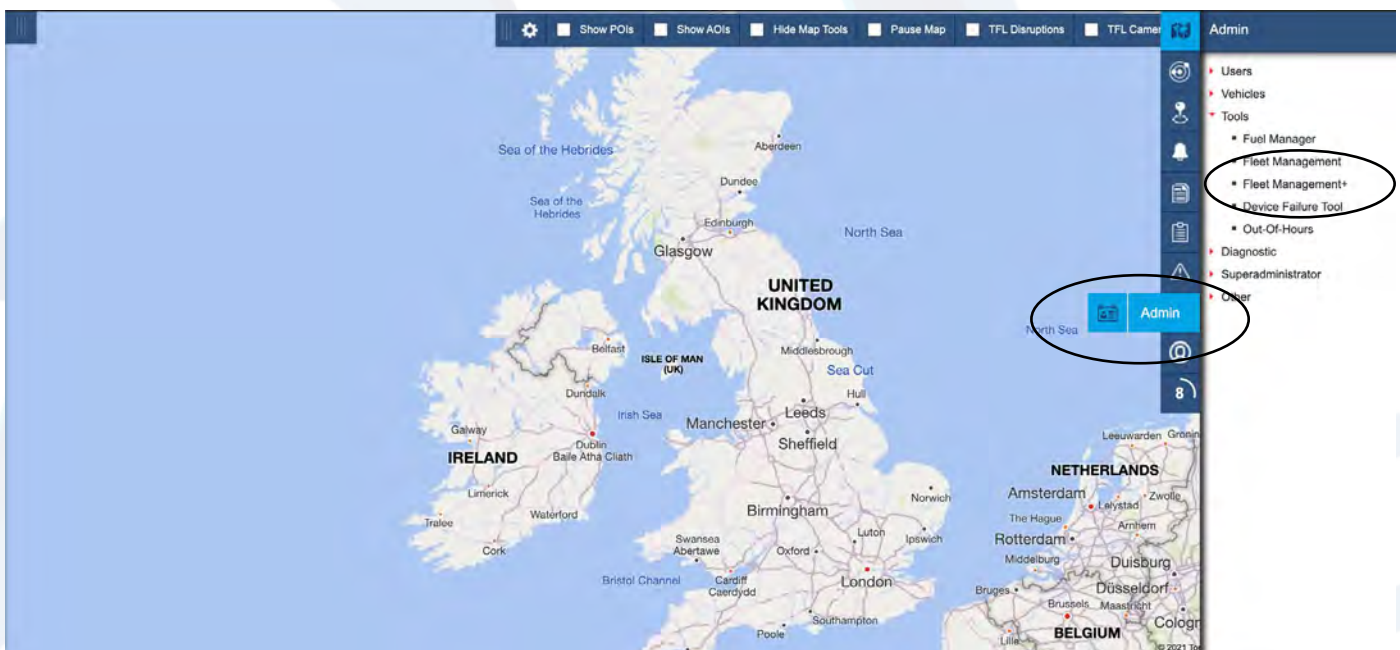
Fleet Management +

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

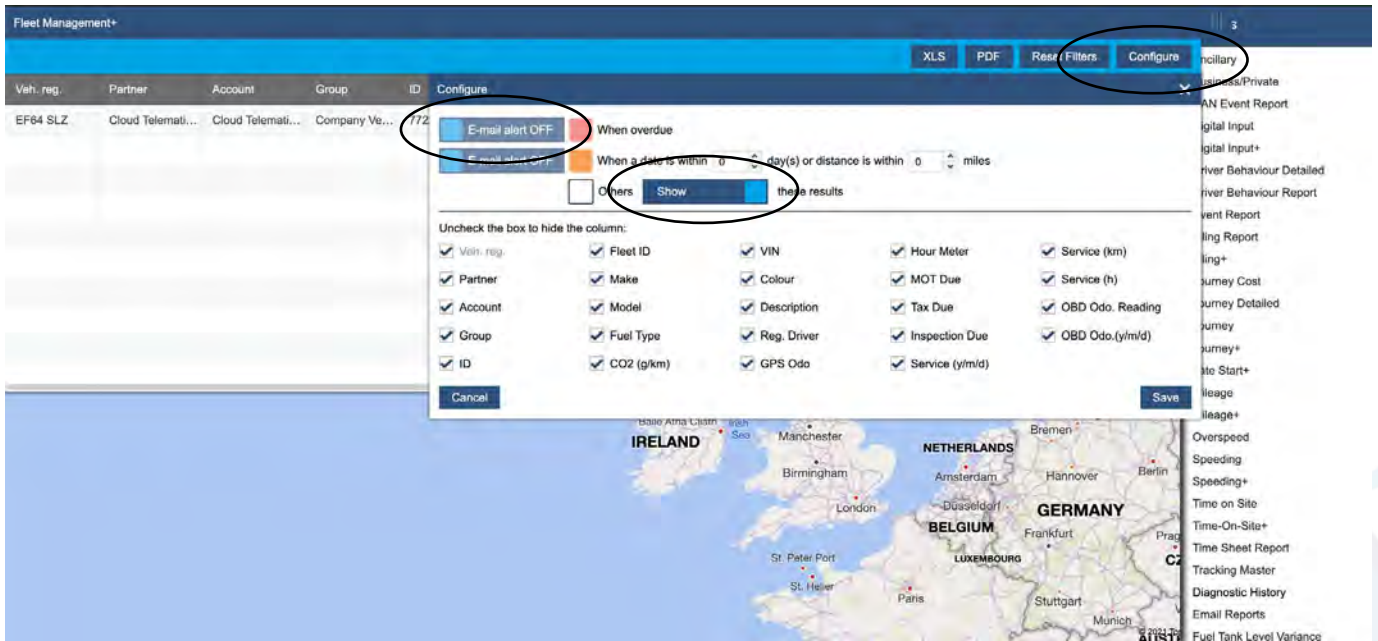
1. Log into your tracking portal



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



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



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

Hour Meter	MOT Due	Tax Due	Inspection Due	Service (D/M/Y)	Service (KM)	Service (H)	OBOD Odo. Reading	OBOD Odo.(D/M/Y)	Edit	Business/Private
1895.4					0	0	0			AN Event Report
3705.54					0	0	0			Digital Input
911.98	01.03.2019 (-802 days)	25.03.2019 (-778 days)			0	0	0	01.10.2018		Digital Input+
1935.15					0	0	0			Driver Behaviour Detailed
64.26					0	0	0			Driver Behaviour Report
584.44					0	0	0			Event Report
68.15					0	0	0			Filtering Report
183.57					0	0	0			Filtering+
51.42					0	0	0			Journey Cost
0					0	0	0			Journey Detailed
25.08					0	0	0			Journey
93.07					0	0	0			Journey+
0					0	0	0			Site Start+
0					0	0	0			Usage
0					0	0	0			Usage+
0					0	0	0			Overspeed
0					0	0	0			Speeding
0					0	0	0			Speeding+
0					0	0	0			Time on Site
0					0	0	0			Time-On-Site+
0					0	0	0			Time Sheet Report
0					0	0	0			Tracking Master
0					0	0	0			Diagnostic History
0					0	0	0			Email Reports
0					0	0	0			Fuel Tank Level Variance

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

The screenshot shows a 'Fleet Management+' interface with a table of vehicle data. The table has columns for Hour Meter, MOT Due, Tax Due, Inspection Due, Service (D/M/Y), Service (KM), Service (H), OBD Odo. Reading, and OBD Odo. (D/M/Y). A modal window titled 'Edit | TEST TEST TEST' is open, allowing configuration of various parameters:

- GPS Odometer: 0
- Hour meter: 0
- MOT due: [calendar icon]
- Tax due: [calendar icon]
- Inspection due: [calendar icon]
- Last service on: [calendar icon]
- at: 0 miles
- and/or at: 0 hours
- service every: 0 month(s)
- or every: 0 miles
- or every: 0 hours

Buttons for 'Cancel' and 'Save' are visible at the bottom of the modal. The background table shows a row with MOT Due: 01.03.2019 (-802 days) and Tax Due: 25.03.2019 (-778 days).

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

This screenshot shows the same 'Fleet Management+' interface as above, but with the 'Edit' modal closed. The table now displays the updated data for the selected vehicle (ID 911.98), with the 'MOT Due' and 'Tax Due' columns highlighted in red to indicate the changes. The 'MOT Due' is 01.03.2019 (-802 days) and the 'Tax Due' is 25.03.2019 (-778 days). The 'Save' button from the previous step has been used to return to this view.



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

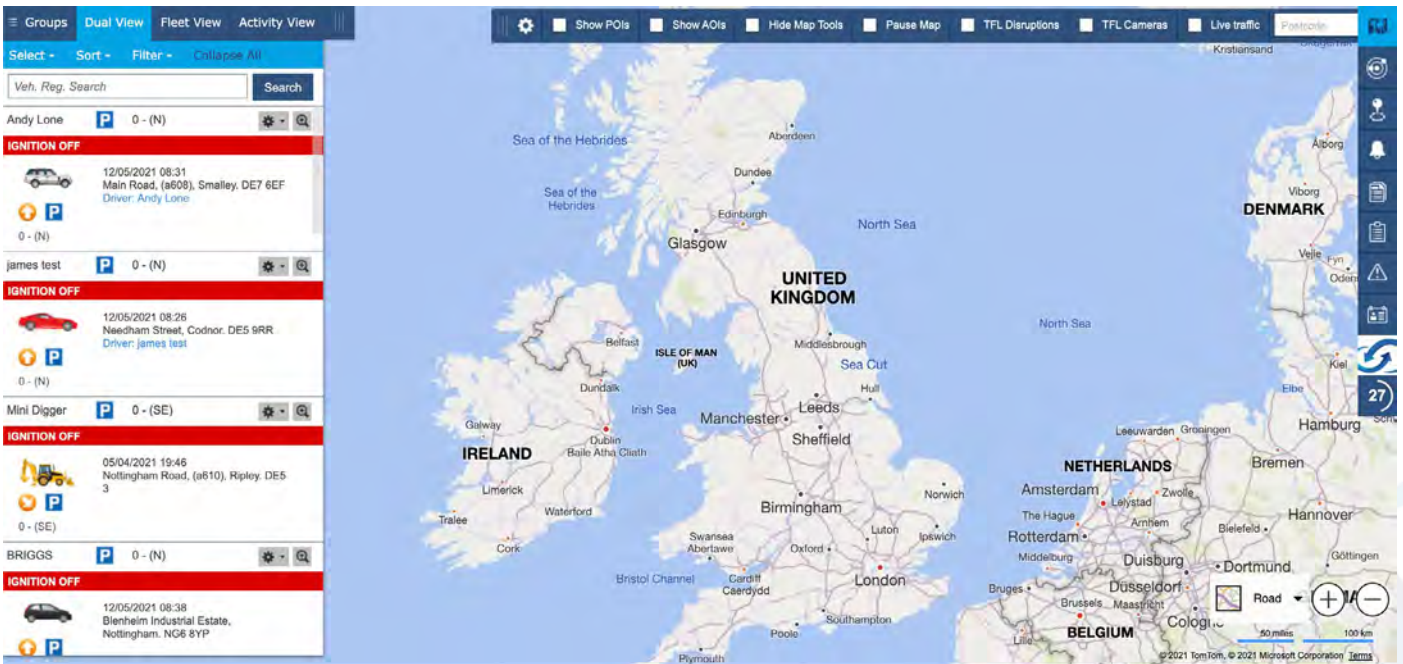
ID	Veh. Reg	Fleet ID	Make	Model	Fuel Type	CO2 (g/m)	VIN/Chassis/ Frame No.	Colour	Description	Regular Driver	Odometer	Miles Meter	MOT Due Date	Tax Due Date	Inspection Due Date	Service Due Date	Service Due Distance	Service Due Engine Hours	OBD Odometer Reading	OBD Odometer Reading Date
7106	T16GAT		Portia	Cayenne Turbo	PETROL	0.0		White	Porsche Cayenne Andy	Andy Lone	1,895.40						0.0	0.0	n/a	n/a
7471	D and D	907664				0.0					1,705.64						0.0	0.0	n/a	n/a
7722	EF64 SLZ	358174098300772	BWM	M5	Petrol	0.0		Orange	EF64 SLZ	James test	33,851.8	07/1/18	01/03/2019	25/03/2018			0.0	0.0	n/a	n/a
8206	FMB920					0.0			FMB920		1,935.10						0.0	0.0	n/a	n/a
8290	Mini Digger	884502036063022				0.0			884502036063022		84.28						0.0	0.0	n/a	n/a
8701	BRUGGS	806897039440712				0.0			806897039440712		504.44						0.0	0.0	n/a	n/a
9649	X6					0.0			X6		88.15						0.0	0.0	n/a	n/a
9655	M T16GER					0.0			M T16GER		183.57						0.0	0.0	n/a	n/a
10258	FN20 DJJ		Porsche	Macan	Petrol	0.0		Silver	Porsche Macan		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
10380	Heil Test					0.0			861551541247420		25.08						0.0	0.0	n/a	n/a
10451	S30 K5K		VW	Ta	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	TFST TEST					0.0			TEST		0.00						0.0	0.0	n/a	n/a



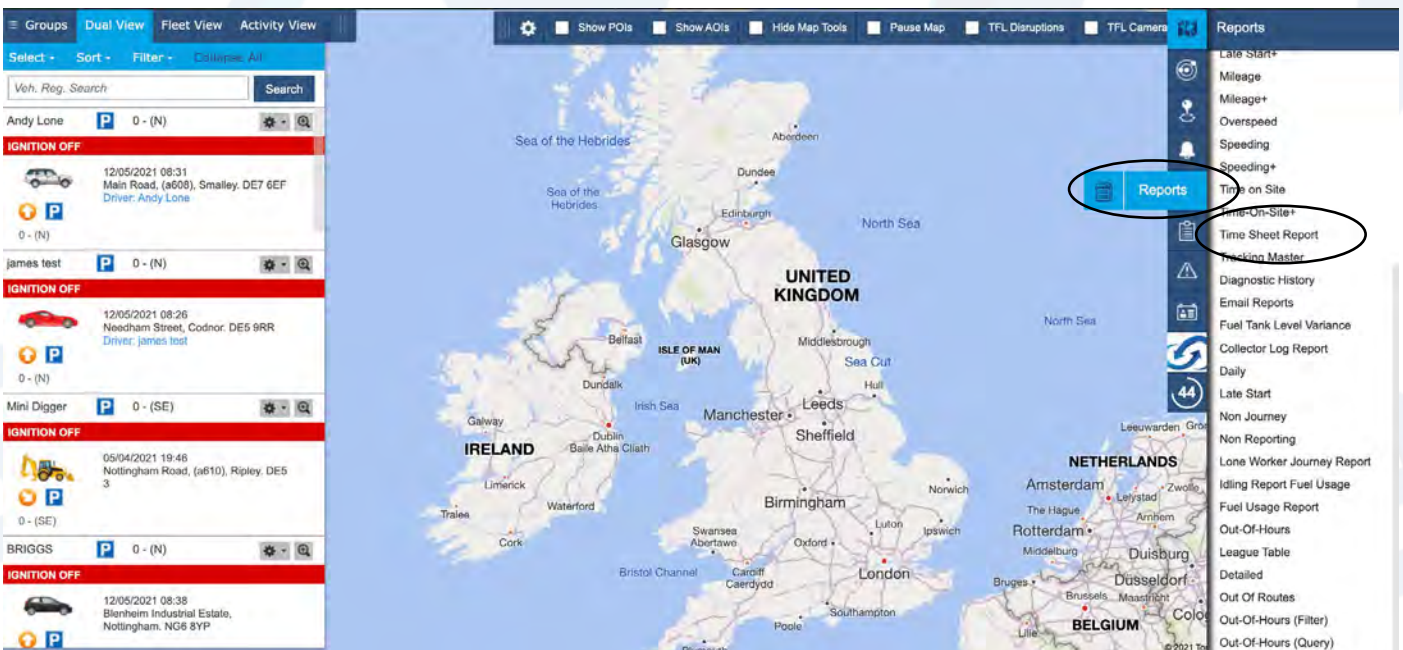
Generating Time sheets

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.

The screenshot shows a 'Time Sheet Report' for the period 10.05.2021 - 12.05.2021. It includes filters for 'Current week', 'Show by vehicle', and 'Show all', along with 'PDF' and 'XLS' download options. The report is divided into three sections for different vehicles:

M T16GER							
Day	Date	Start Time	End Time	Duration (HH:MM)	Travelled Duration	Stopped Duration	Distance, Miles
Monday	10.05.2021	08:14	15:23	07:08	00:55	06:12	16.64
Tuesday	11.05.2021	11:45	18:08	06:22	00:44	05:38	13.29
Wednesday	12.05.2021	08:21	08:30	00:08	00:08	0	0.00
Sum Total:				13:38	01:47	11:50	29.93
Avg Total:				04:32	00:35	03:56	9.98

S30 KSK							
Day	Date	Start Time	End Time	Duration (HH:MM)	Travelled Duration	Stopped Duration	Distance, Miles
Monday	10.05.2021	07:59	17:25	09:25	03:34	05:50	114.90
Tuesday	11.05.2021	08:10	21:05	12:55	02:10	10:45	57.49
Wednesday	12.05.2021	08:06	08:31	00:25	00:25	0	0.00
Sum Total:				22:45	06:09	16:35	172.39
Avg Total:				07:35	02:03	05:31	57.46

T16GAT							
Day	Date	Start Time	End Time	Duration (HH:MM)	Travelled Duration	Stopped Duration	Distance, Miles
Monday	10.05.2021	19:44	20:14	00:29	00:29	0	8.08
Sum Total:				00:29	00:29	0	8.08
Avg Total:				00:29	00:29	0	8.08

To the right of the tables is a map of the Netherlands showing the routes of the vehicles. The map includes a scale bar (0 to 50 miles/km) and a 'Road' view selector.

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

This screenshot shows the same 'Time Sheet Report' interface but with a filtered view. The report is filtered to show only the data for Monday and Tuesday. The filters at the top are 'Current week', 'Show by vehicle', and 'Show all'. The 'PDF' and 'XLS' download options are visible.

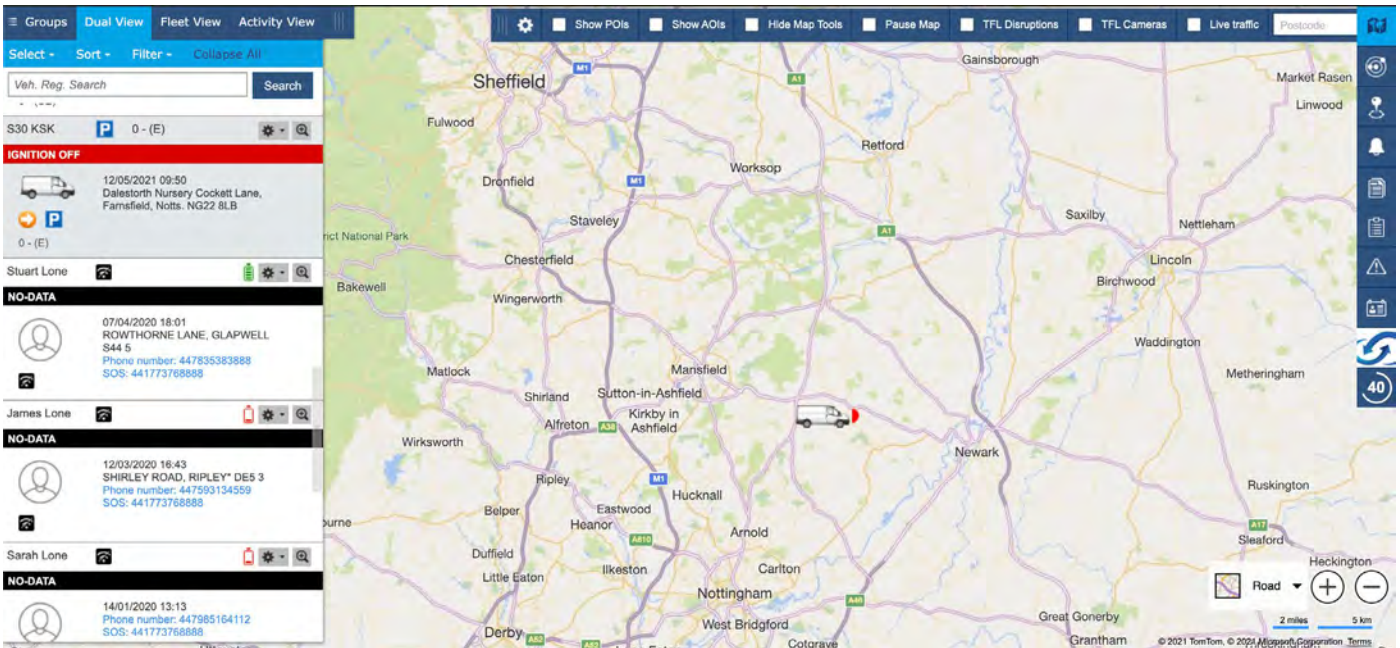
Day	Date	Start Time	End Time	Duration (HH:MM)	Travelled Duration	Stopped Duration	Distance, Miles
Monday	10.05.2021	08:14	15:23	07:08	00:55	06:12	16.64
Tuesday	11.05.2021	11:45	18:08	06:22	00:44	05:38	13.29



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.

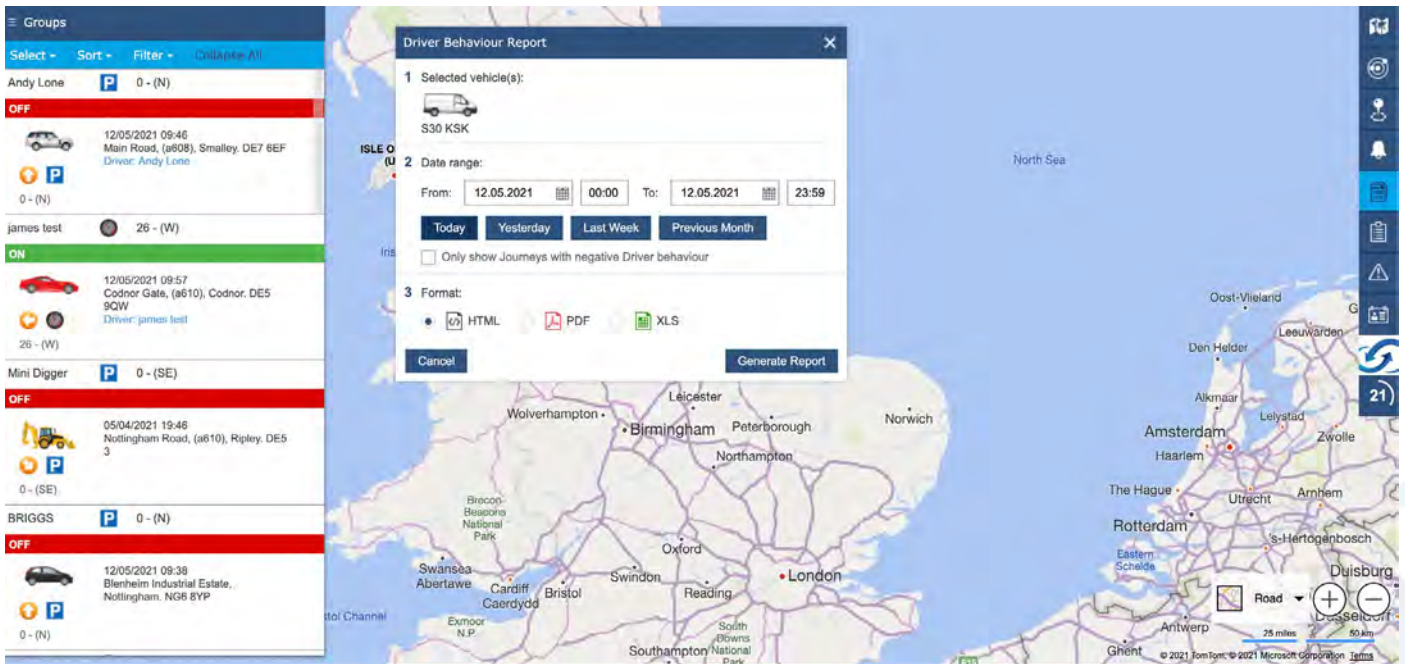
1. Log in to your tracking portal.



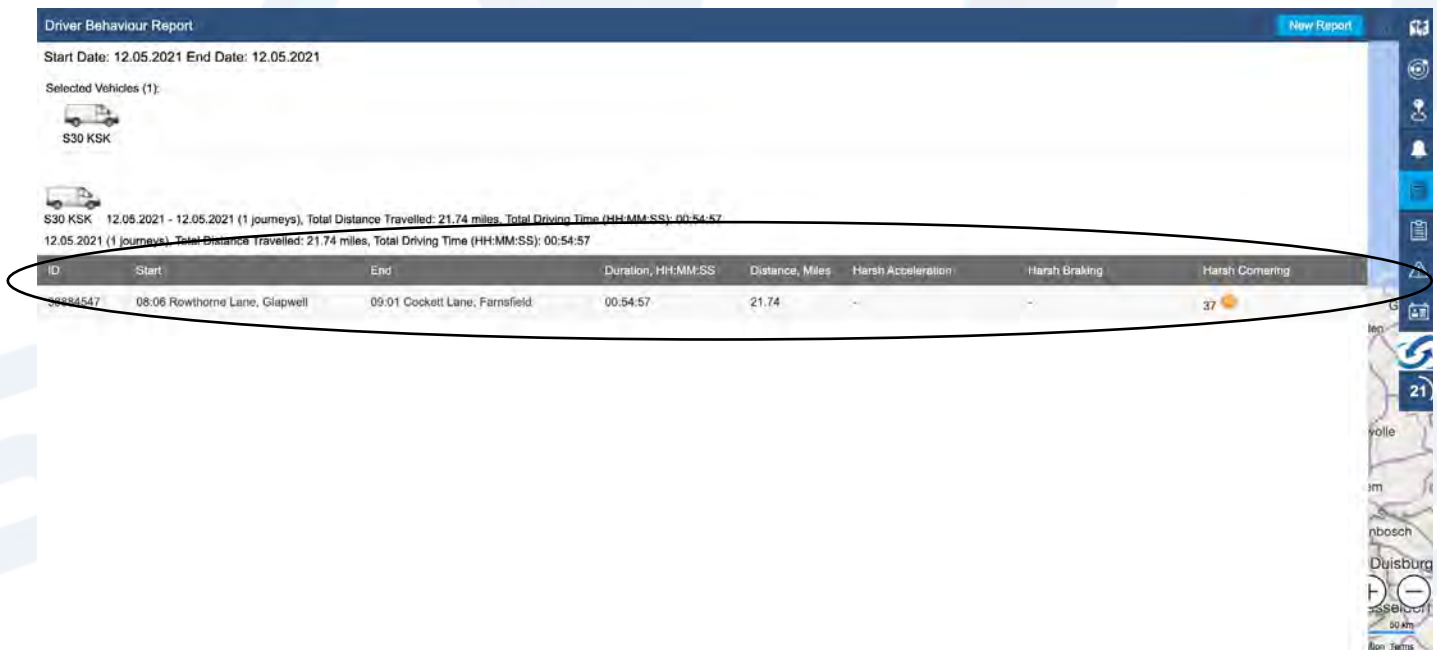
2. Select your vehicle from your fleet you want the report on and then use the options panel on the left and click Reports > Driver Behavior Report



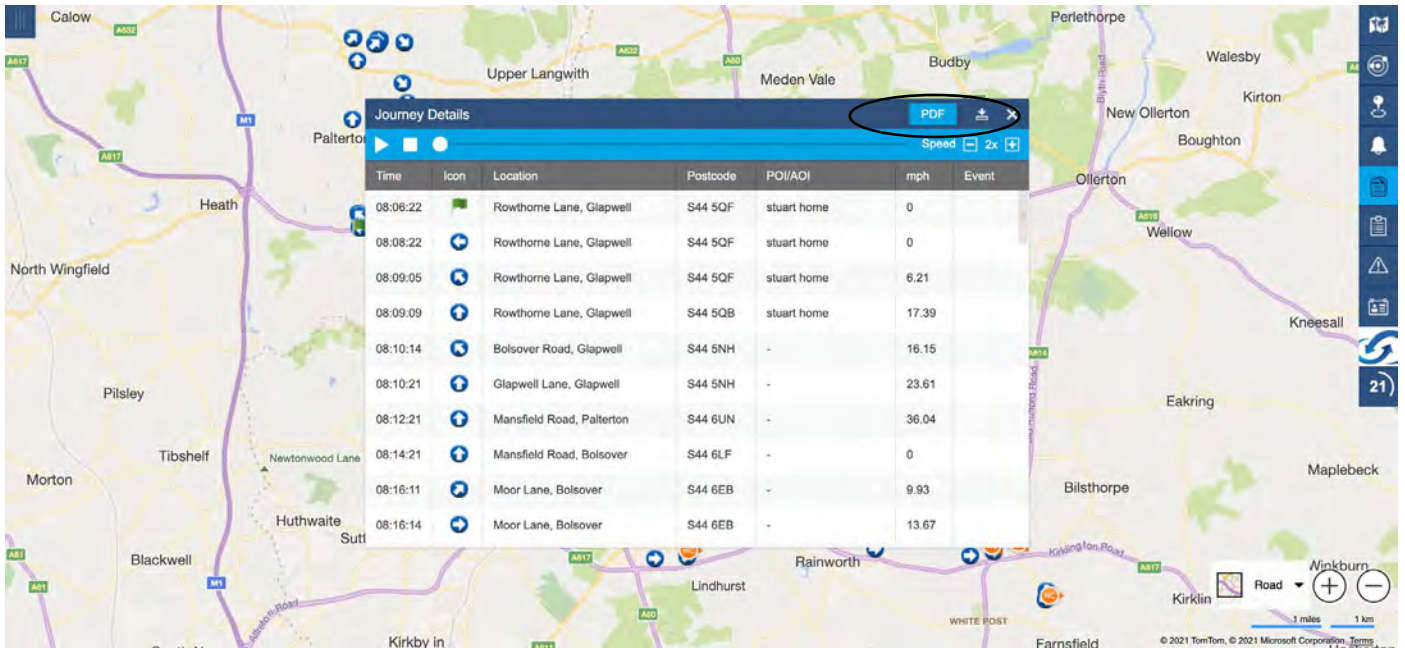
3. On the pop up you can select your required date range as well filter whether you only want negative driving journeys and then format you would like the report in.



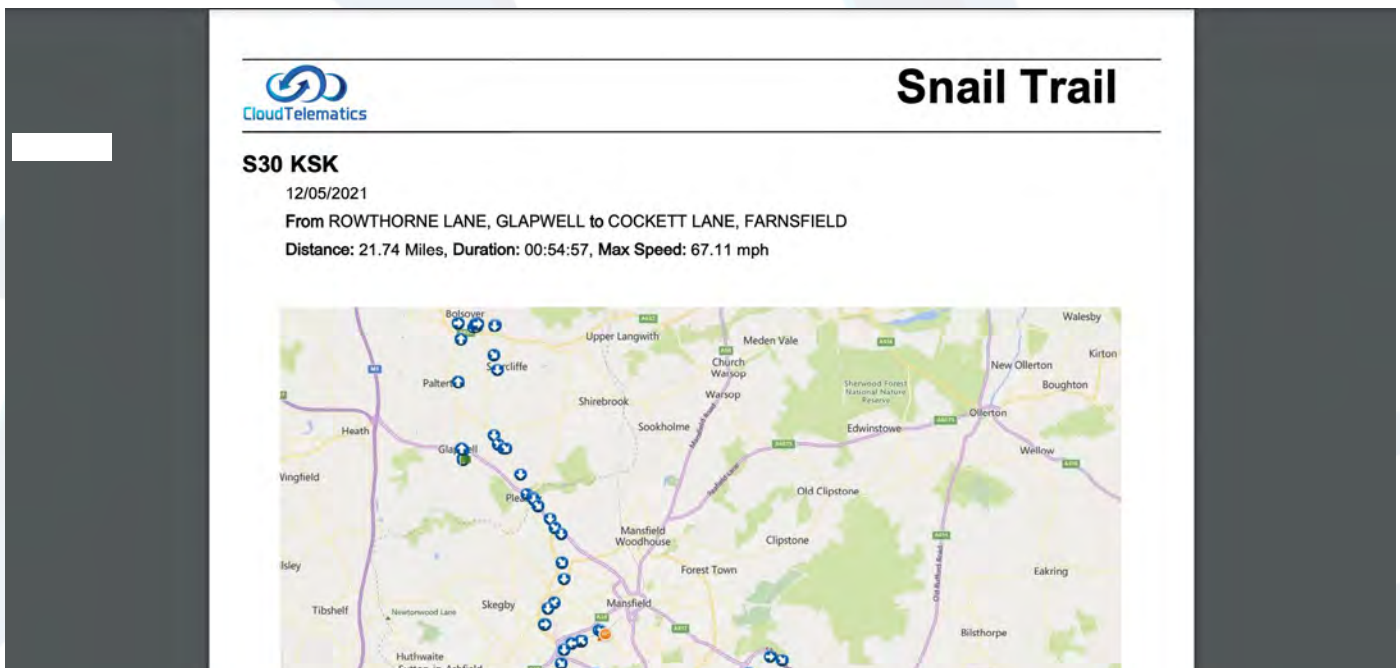
4. Once you have selected your options and clicked generate report the page below will pop up with all of the journeys for the specified date range. Click on a journey to see it in more detail.



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.

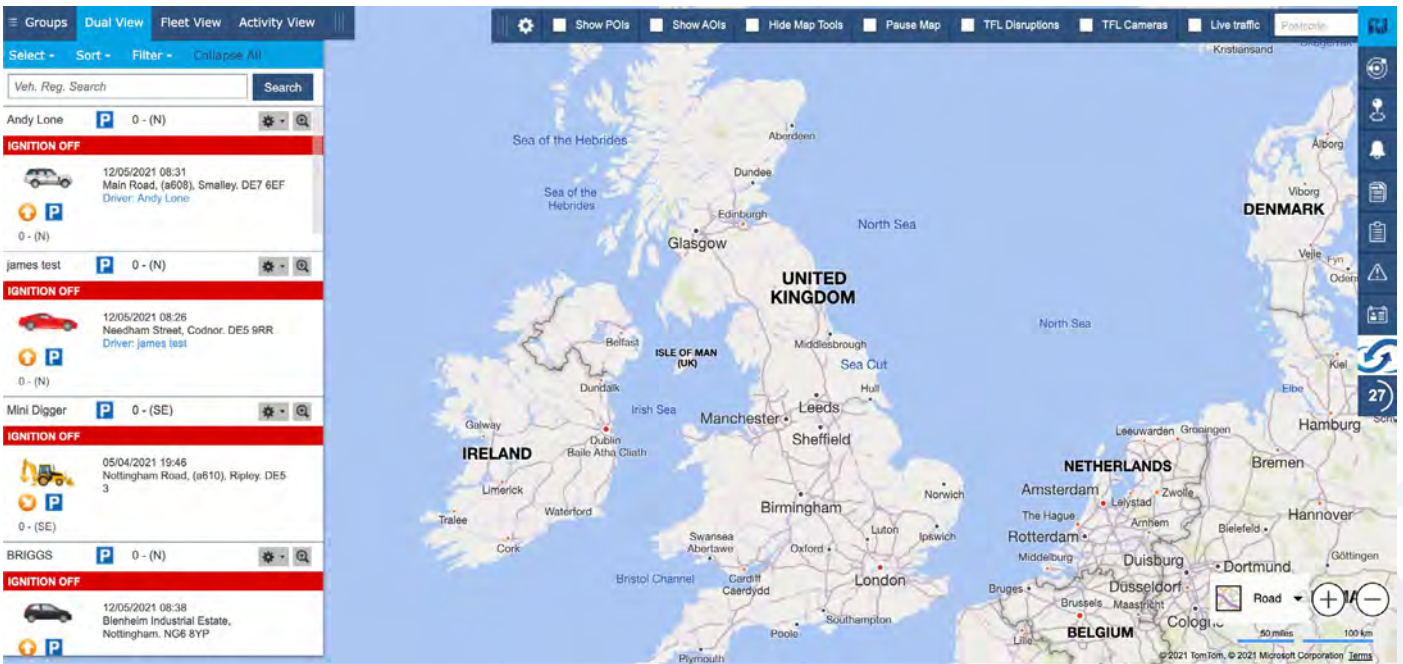
Date Time	Icon	Location	Postcode	Speed (mph)	Event
2021.05.12 08:38:36		Skegby Lane, (b6014), Mansfield	NG19 6PW	16.16	
2021.05.12 08:39:07		Sutton Road, (a38), Mansfield	NG18 5EX	12.43	
2021.05.12 08:39:09		Sutton Road, (a38), Mansfield	NG18 5EX	16.16	HC 37
2021.05.12 08:40:28		Sutton Road, (a38), Mansfield	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 4TD	24.85	HC 36



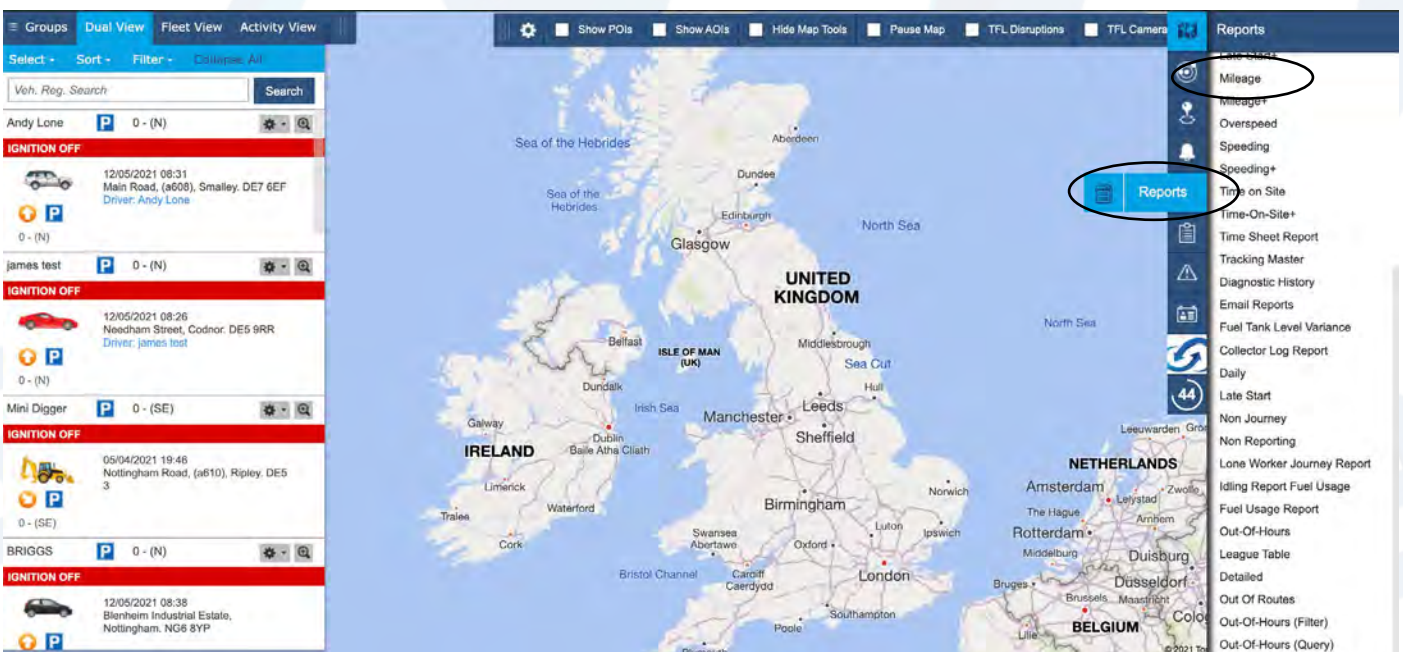
Mileage Report

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

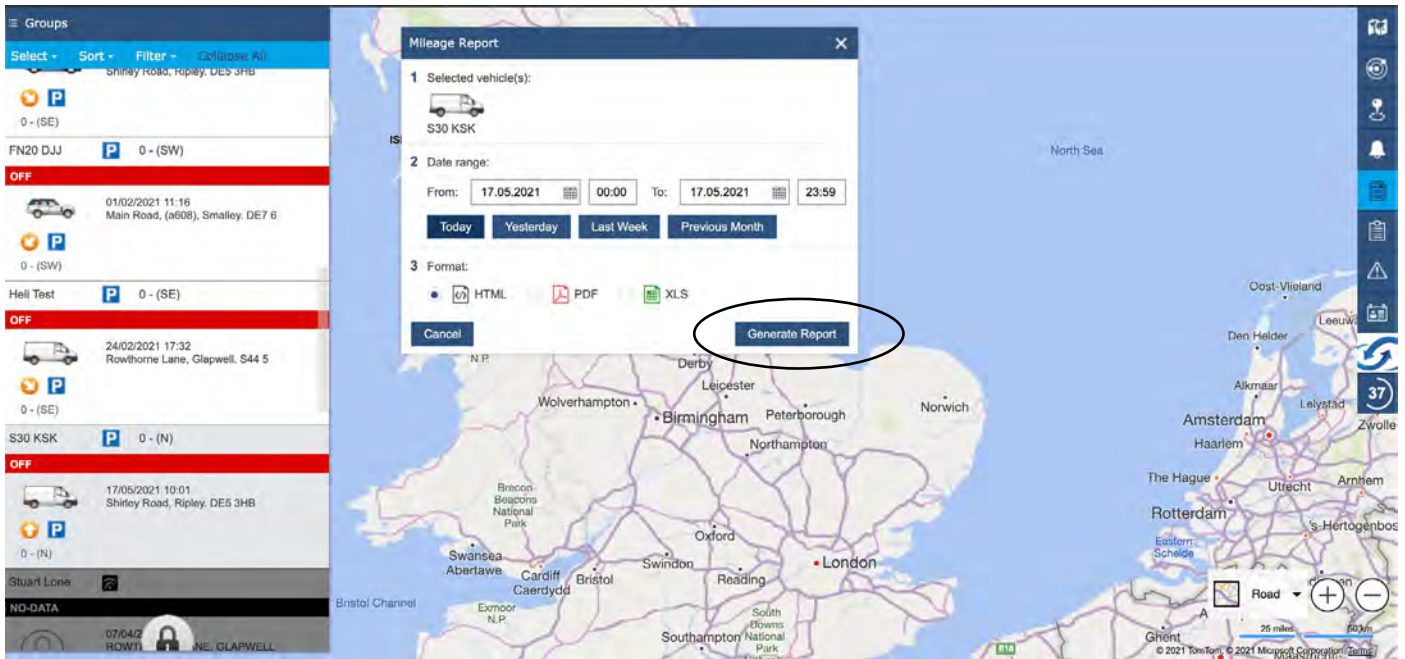
1. Log in to your tracking portal.



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 report.



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

The screenshot shows the generated mileage report for vehicle S30 KSK. The report includes the start date (10.05.2021) and end date (16.05.2021), and a total distance of 500.56 miles. The report is presented as a table with two columns: Date and Distance (Miles).

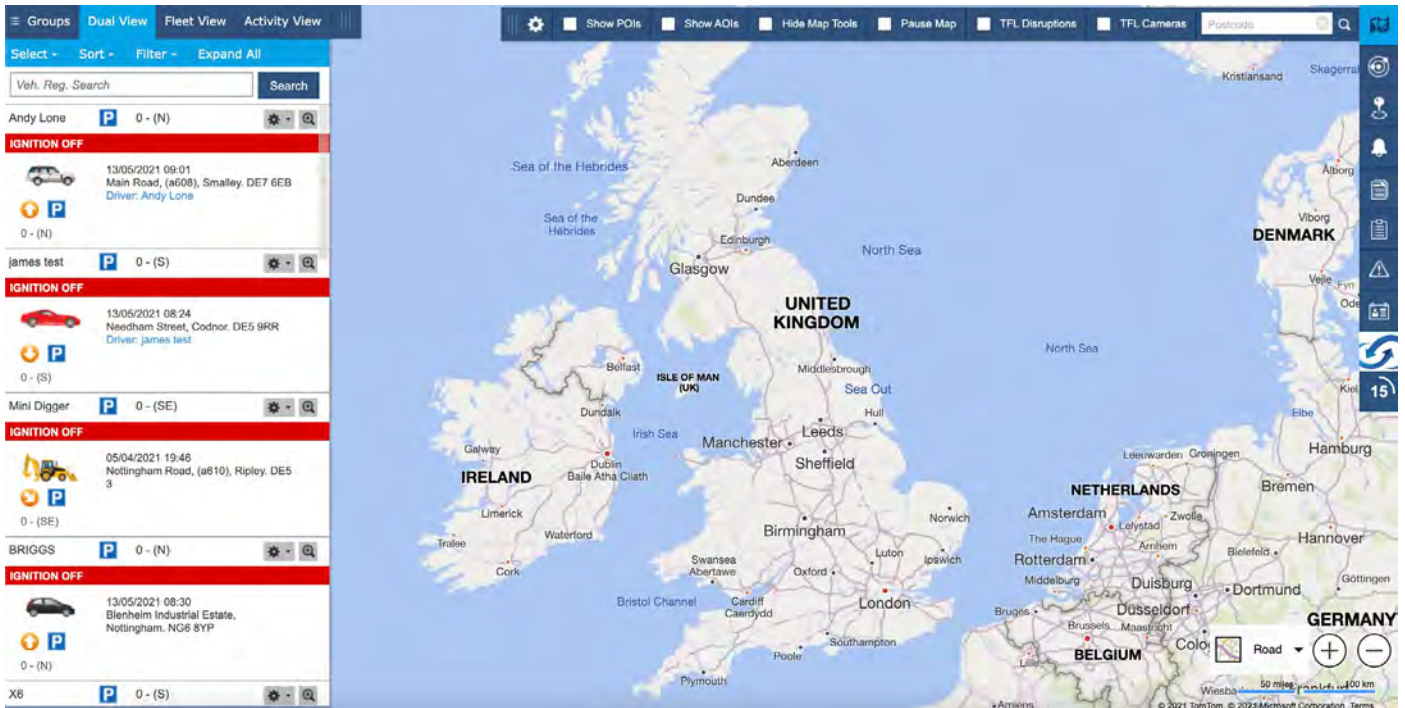
Date	Distance (Miles)
10.05.2021	114.9
11.05.2021	57.49
12.05.2021	101.09
13.05.2021	86.16
14.05.2021	67.98
15.05.2021	12.08
16.05.2021	60.86



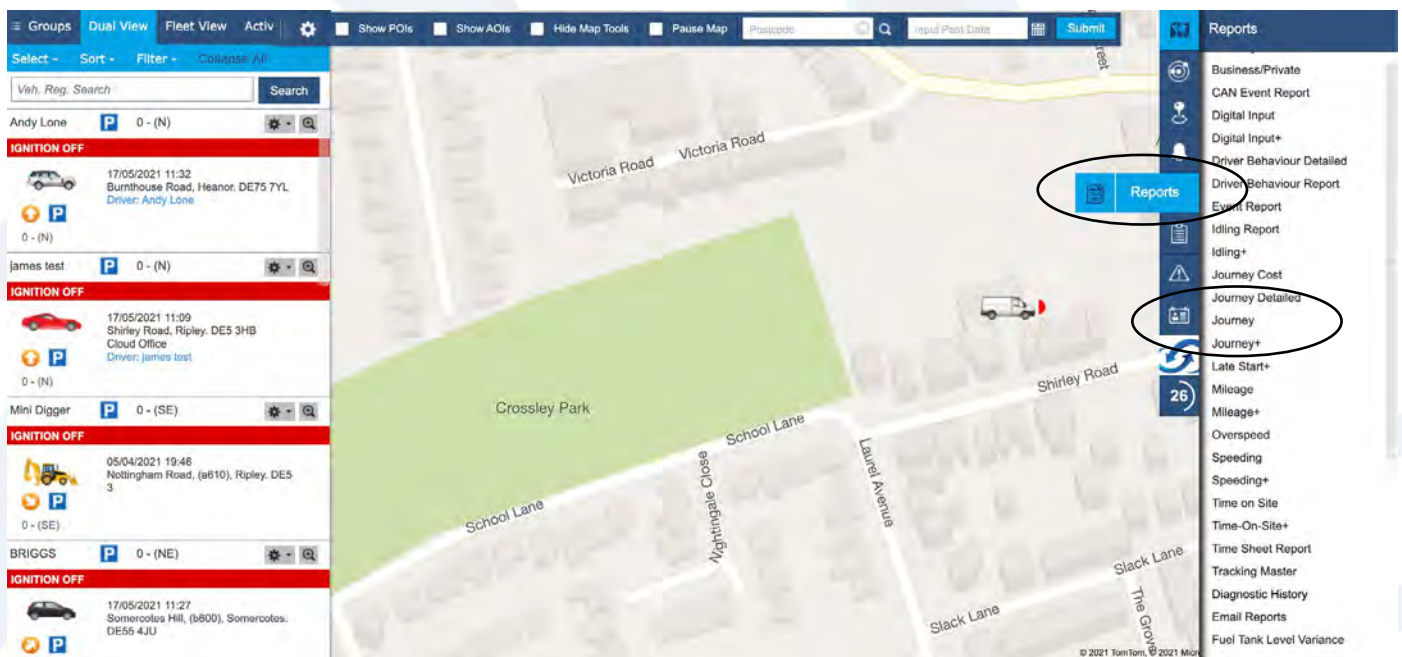
Journey Report

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.

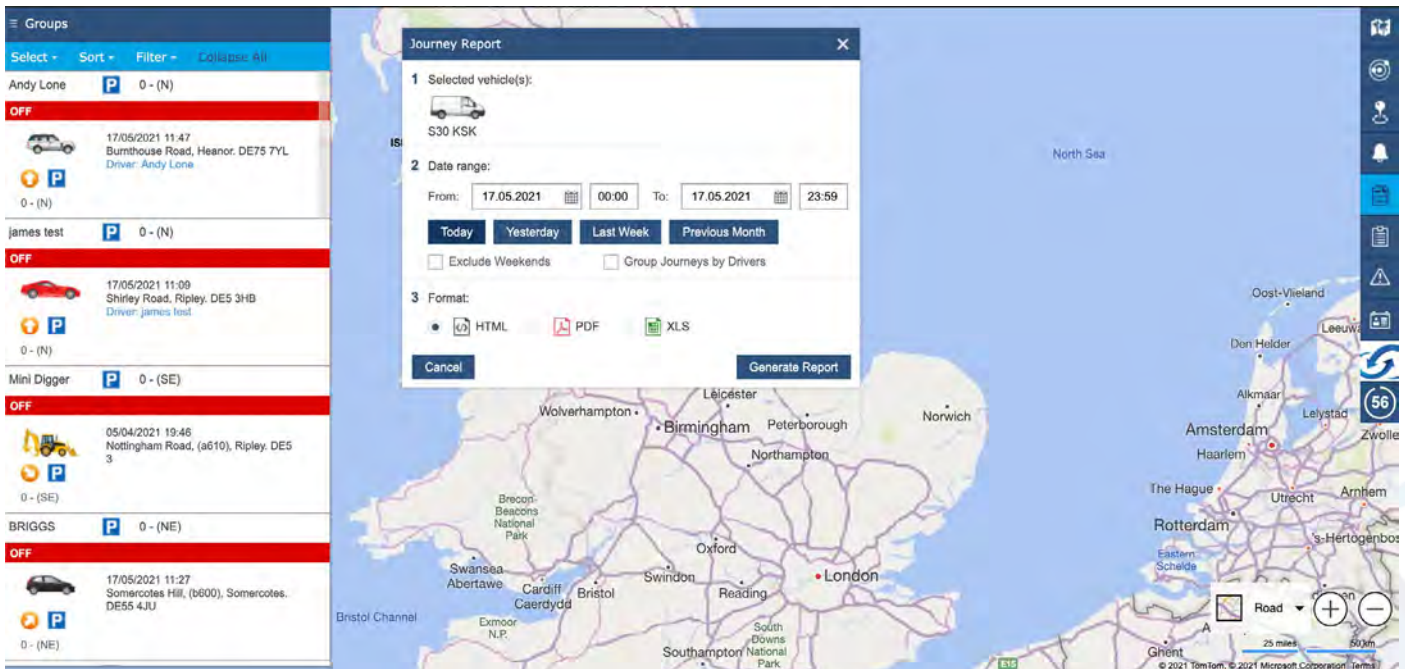
1. Log in to your tracking portal.



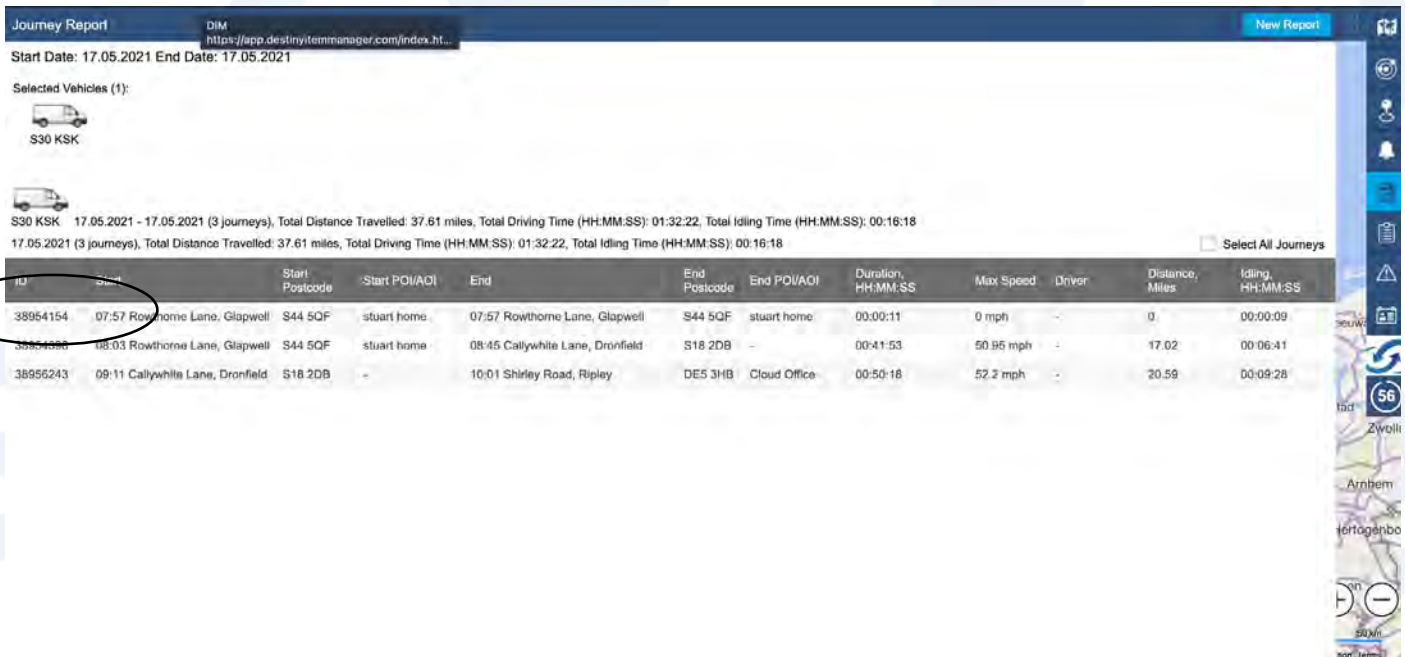
2. In the options menu on the right click on Reports > Journey.



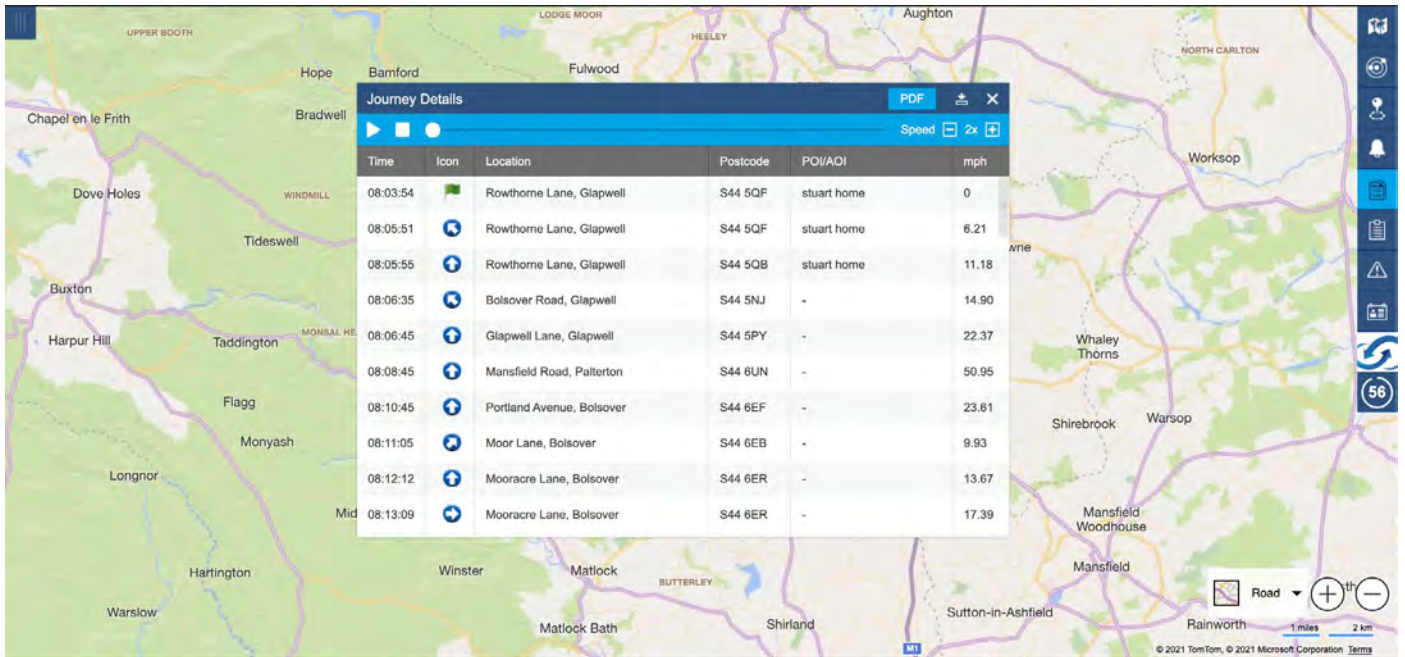
3. Select your vehicle from your list on the left and in the option box choose the date range and format you want the report in.



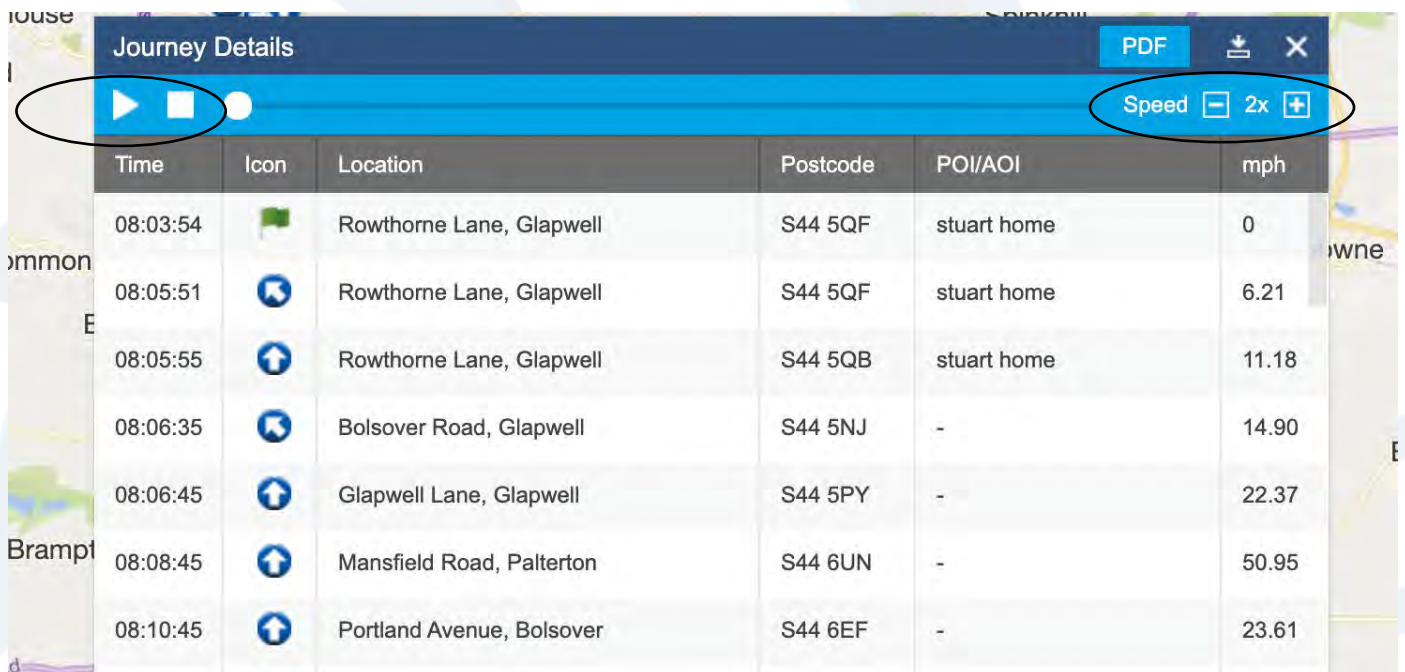
4. In the page that opens you will see all journeys for your specific date range. To generate more detailed information click on one of the journeys.



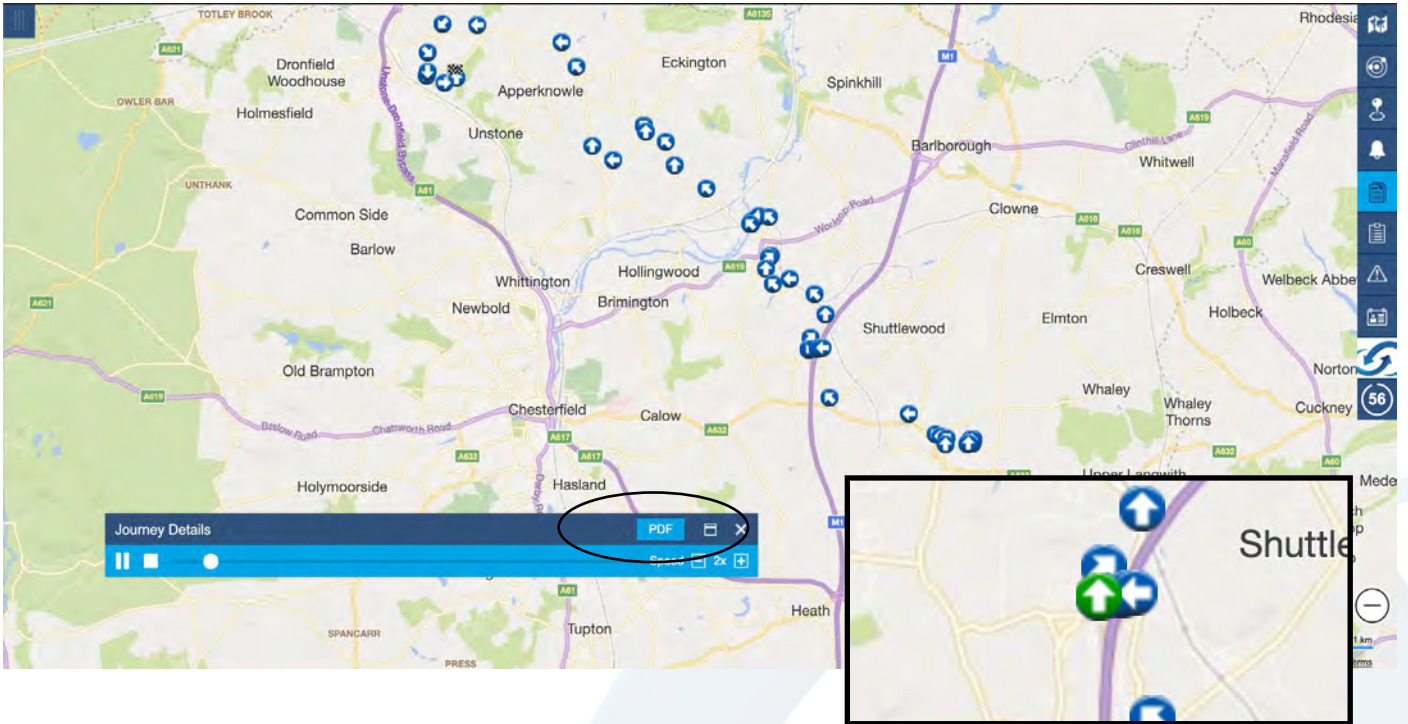
5. This is the screen that pops up and shows a detailed breakdown of the selected journey.



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.



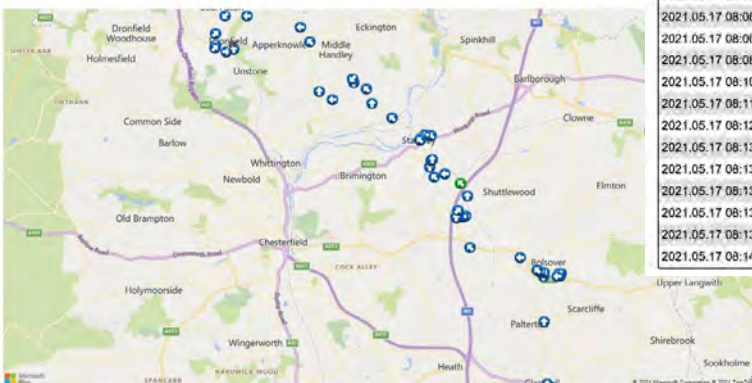
Snail Trail

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 5QB	5	
2021.05.17 08:05:55	📍	Rowthorne Lane, Glapwell	S44 5QB	11	
2021.05.17 08:06:36	📍	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	

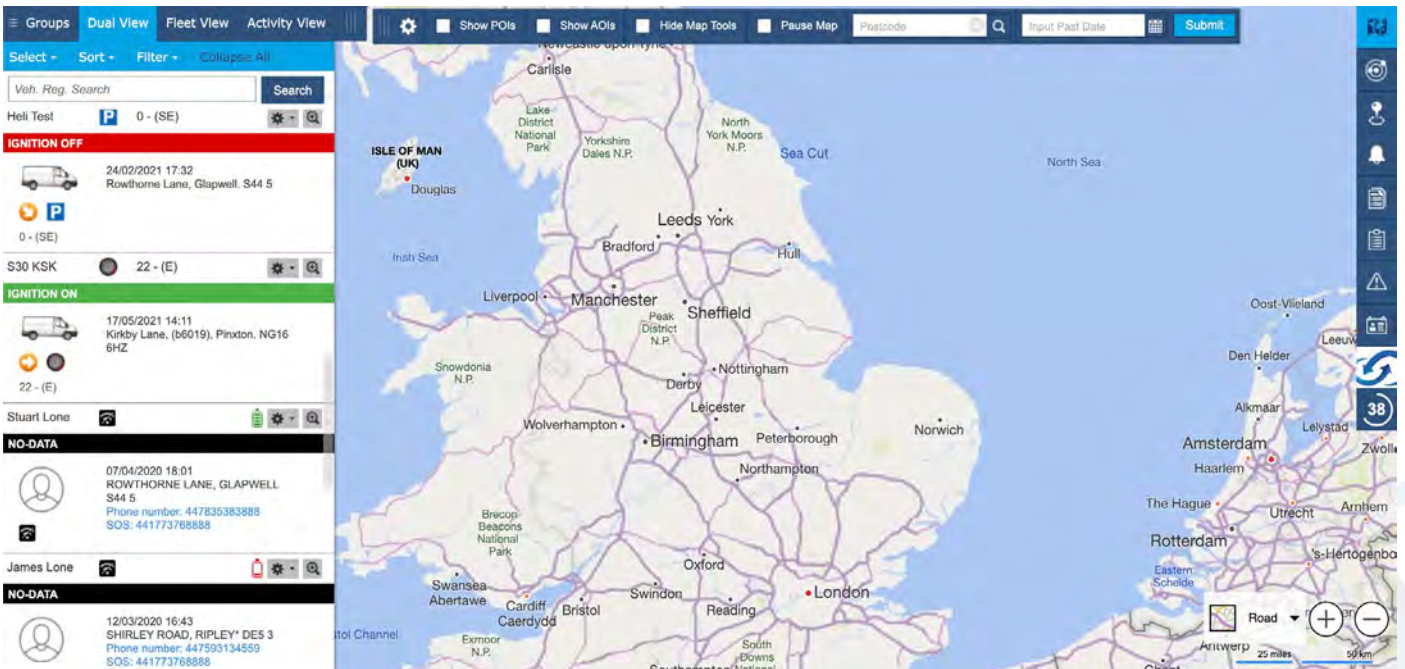




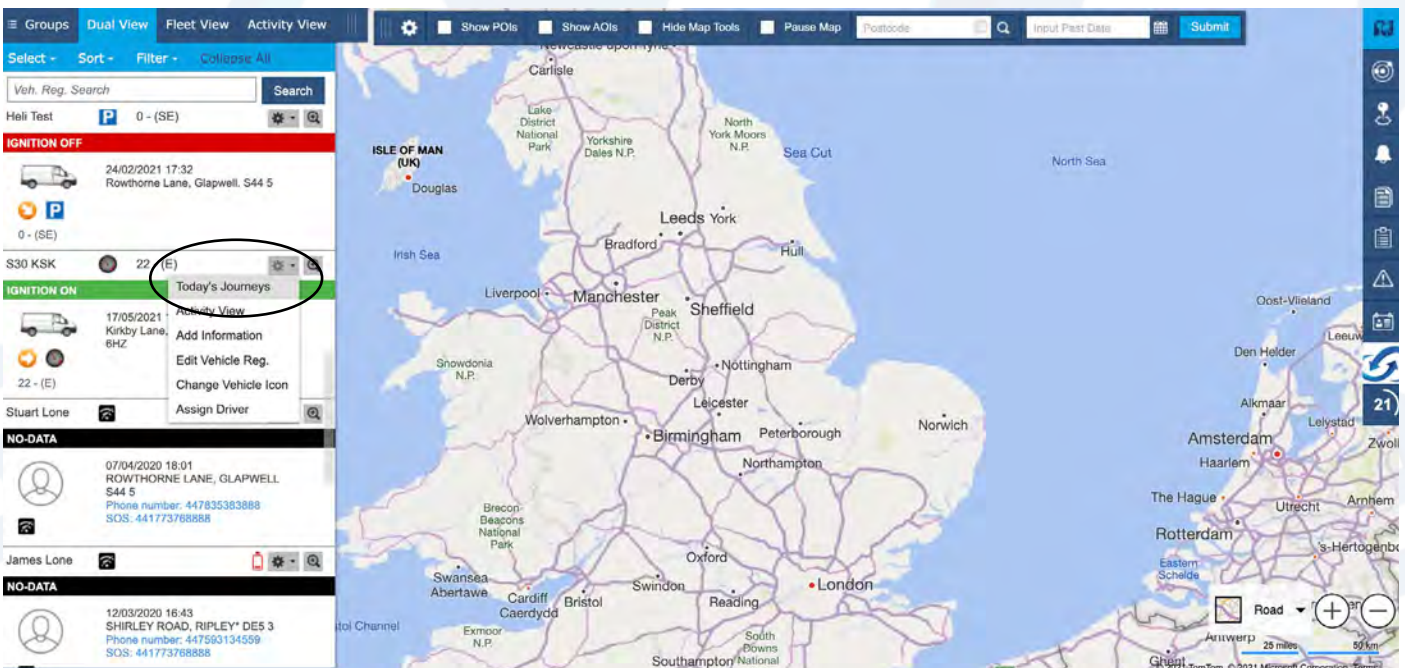
Today's Journey

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.

Today's Journeys S30 KSK Select All Journeys X

ID	Start Time	Start Location	Start Postcode	Start POI/AOI	End Time	End Location	End Postcode	End POI/AOI	Distance, Miles
38954154	07:57:22	Rowthorne Lane, Glapwell	S44 5QF	stuart home	07:57:33	Rowthorne Lane, Glapwell	S44 5QF	stuart home	0
38954398	08:03:54	Rowthorne Lane, Glapwell	S44 5QF	stuart home	08:45:47	Callywhite Lane, Dronfield	S18 2DB	-	17.02
38956243	09:11:40	Callywhite Lane, Dronfield	S18 2DB	-	10:01:58	Shirley Road, Ripley	DE5 3HB	Cloud Office	20.59

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

38954154	07:57:22	Rowthorne Lane, Glapwell	S44 5QF	stuart home	07:57:33	Rowthorne Lane, Glapwell	S44 5QF	stuart home	0
38954398	08:03:54	Rowthorne Lane, Glapwell	S44 5QF	stuart home	08:45:47	Callywhite Lane, Dronfield	S18 2DB	-	17.02
38956243	09:11:40	Callywhite Lane, Dronfield	S18 2DB	-	10:01:58	Shirley Road, Ripley	DE5 3HB	Cloud Office	20.59

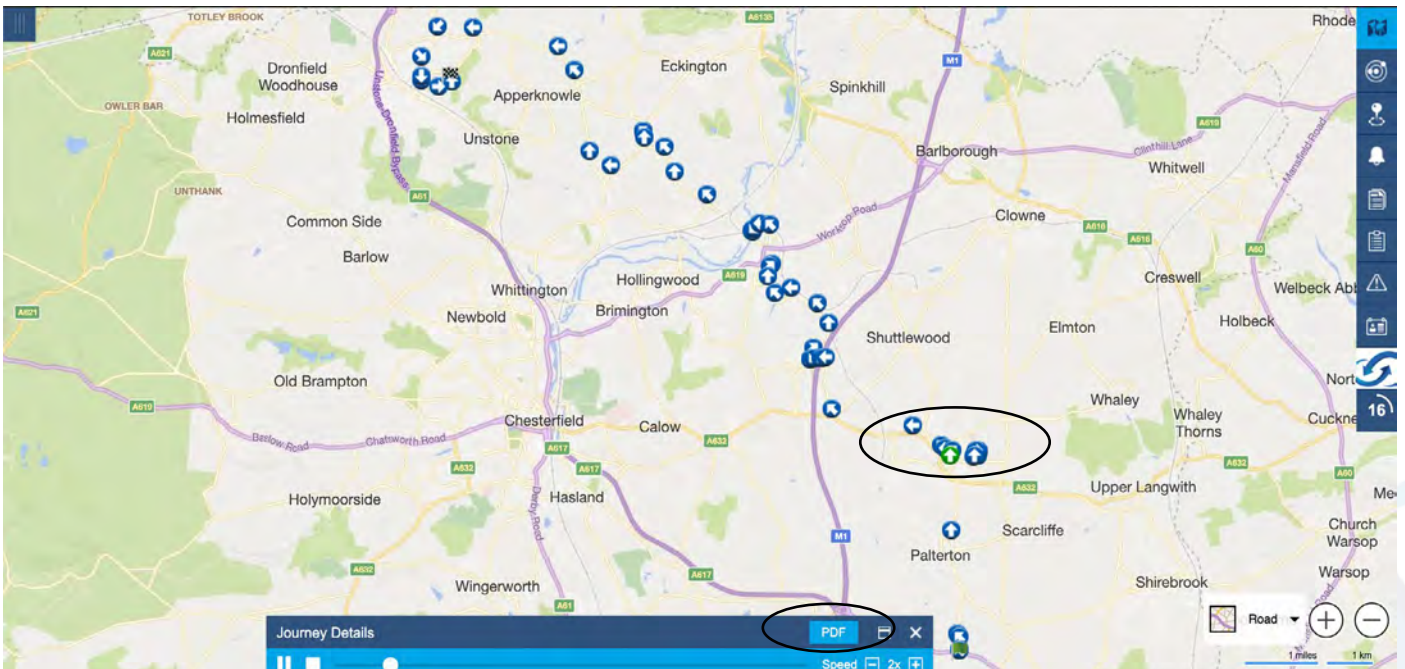
Journey Details PDF

▶ ⏸ ⏹
Speed 2x

Time	Icon	Location	Postcode	POI/AOI	mph
08:03:54	🟢	Rowthorne Lane, Glapwell	S44 5QF	stuart home	0
08:05:51	📍	Rowthorne Lane, Glapwell	S44 5QF	stuart home	6.21
08:05:55	📍	Rowthorne Lane, Glapwell	S44 5QB	stuart home	11.18
08:06:35	📍	Bolsover Road, Glapwell	S44 5NJ	-	14.90
08:06:45	📍	Glapwell Lane, Glapwell	S44 5PY	-	22.37
08:08:45	📍	Mansfield Road, Patterton	S44 6UN	-	50.95
08:10:45	📍	Portland Avenue, Bolsover	S44 6EF	-	23.61
08:11:05	📍	Moor Lane, Bolsover	S44 6EB	-	9.93
08:12:12	📍	Mooracre Lane, Bolsover	S44 6ER	-	13.67
08:13:09	📍	Mooracre Lane, Bolsover	S44 6ER	-	17.39



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.



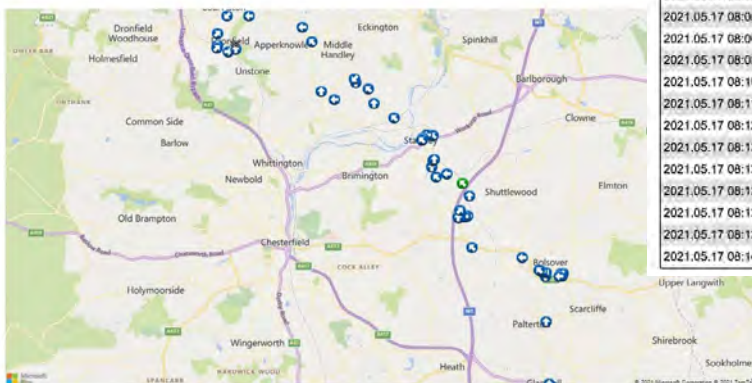
Snail Trail

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 5QB	5	
2021.05.17 08:05:55		Rowthorne Lane, Glapwell	S44 5QB	11	
2021.05.17 08:06:36		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	

