



# GPS Tracking Software Training and User Manual

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## Introduction

The goal of this training class is to teach users how to effectively utilize the GTS Fleet GPS based tracking system.

Look for the “Tip:” for shortcuts and tips to make your job easier.

## Login Page

1. Open a web browser. The tracking system can be used with Microsoft Internet Explorer, Mozilla Firefox or Google Chrome.
2. Go to: <http://track.gtsfleet.com>



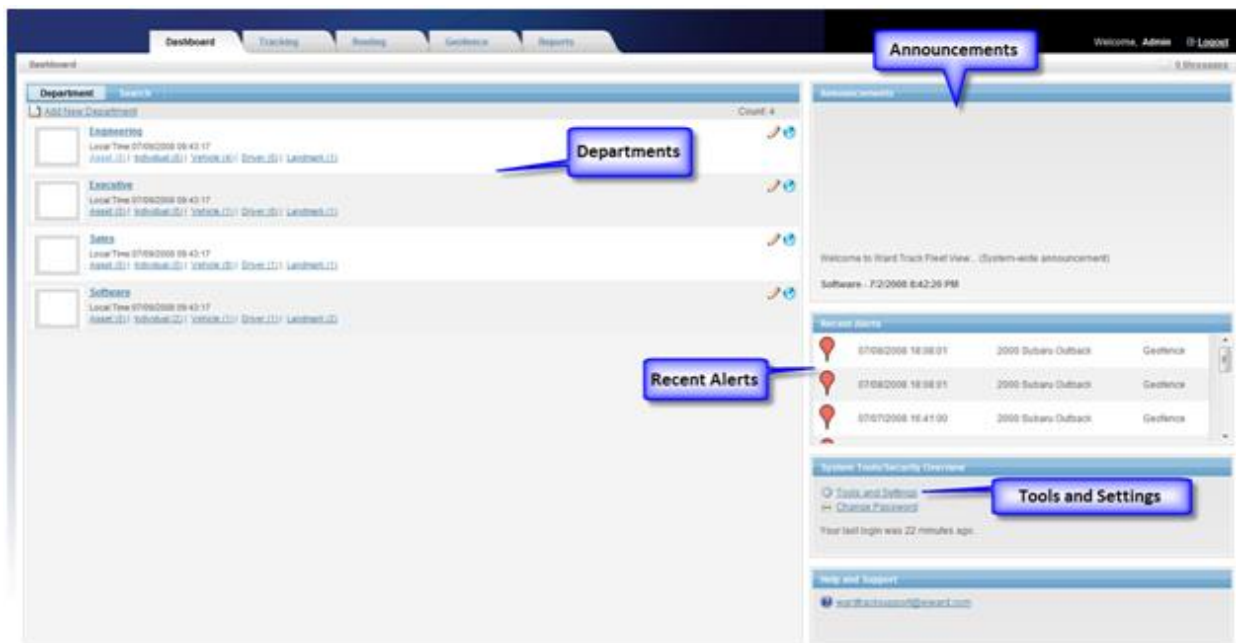
3. Enter the username and password provided to you.
4. Click Login.

## Dashboard

The Dashboard is the main entry point for the tracking system.

From the Dashboard you can do the following:

- Go to Tracking and Reports
- View and/or Create Groups or Departments
- View Announcements and Recent Alerts
- Access Tools and Settings



## Create Group

In this lesson we are going to create a group and then edit the information.

1. Click **Add New Group**.



2. Enter a **Group Name**
3. Optional: enter **Supervisor Name**
4. Optional: enter **Hours of Operation** (If you like the default hours of operation then do not make any changes.)
5. Click **Save**

**Group Editor**

General | Time Settings | Hours Of Operation

**Group Name:**  
Fleet Management

**Supervisor Name:**  
Michael Goldberg

**Description:**

Save Delete Cancel

6. Now you should see a screen that looks like the one below

**Group Editor**

General | Time Settings | Hours Of Operation

**Group Name:**  
Fleet Management

**Supervisor Name:**  
Michael Goldberg

**Description:**

Save Delete Cancel [Track Group](#) [Post Group Announcement](#)

**Asset** | Individual | Vehicle | Driver | Landmark | Permissions | Setup Alerts | View Alerts | Notes | Attachments

[Add New](#) [Assign Existing](#)

No records found

## Edit Group

Now we are going to edit the group we just created. This part is optional.

1. From the Dashboard, click on the Group name you created in the previous lesson
2. Change the **Group Name** and **Supervisor Name**
3. Click **Save**

**Tip:** You can also click on the pencil  next to the Group Name to start editing.

## Group Editor

The Group Editor is where you can add, delete, or modify a vehicle, individual, or asset. You can also manage landmarks, alerts, and permissions.

In this lesson we will cover:

- Adding a new vehicle
- Configuring tracking
- Adding an existing vehicle
- Adding a new driver
- Assigning a driver to a vehicle

## Add New Vehicle

In this lesson we are going to add a new vehicle to the system.

1. From the Dashboard, click on the Group name you created in the previous lesson.
2. Click on **Vehicle**
3. Click **Add New**

The screenshot shows the 'Group Editor' window with three tabs: 'General', 'Time Settings', and 'Hours Of Operation'. The 'General' tab is active, displaying fields for 'Group Name' (Fleet Management), 'Supervisor Name' (Michael Goldberg), and 'Description'. To the right is a photo upload area with a camera icon and a red 'X' button. Below the form are buttons for 'Save', 'Delete', and 'Track Group'. A blue callout box with the number '1' points to the 'Add New' button. Below the buttons is a horizontal menu with tabs: 'Asset', 'Individual', 'Vehicle', 'Driver', 'Landmark', and 'Permissions'. A blue callout box with the number '2' points to the 'Vehicle' tab. Below the tabs are links for 'Add New' and 'Assign Existing'. At the bottom, it says 'No records found'.

4. Enter **Vehicle Name**
5. Enter **Description**
6. Enter **Make**
7. Enter **Year**
8. Enter **Model**
9. Enter **Color**
10. Optional: Choose a photo
11. Click **Save**

The screenshot shows a web application window titled "Vehicle Detail" with tabs for "Configure Tracking", "View Alerts", "View Notes", and "Attachments". The "General" tab is active. It contains a photo upload area (labeled 10. Photo), a "Vehicle Name" field (labeled 4. Vehicle Name) with the value "Truck 1 (2588)", a "Description" dropdown (labeled 5. Description) with the value "2588 Diesel", a "VIN" field, a "Make" dropdown (labeled 6. Make) with the value "International", a "Year" dropdown (labeled 7. Year) with the value "2004", a "Model" dropdown (labeled 8. Model) with the value "7300 4x4", and a "Color" dropdown (labeled 9. Color) with the value "White". At the bottom are "Save" (labeled 11. Save), "Delete", and "Cancel" buttons.

## Configure Tracking

In this lesson we are going to configure tracking for the vehicle created in the previous lesson.

1. Click on **Configure Tracking**
2. Optional: Choose **Image**
  - a. The Image is the icon that will represent the vehicle on the map.
3. Select **Hardware Profile**
  - a. Choose **Your Hardware Device (Port:####)**. Your port number may be different.
  - b. The Hardware Profile has to match the type of device you have purchased.
4. Enter **IMEI**. For this part just enter any 7 digit number to complete the lesson. We are not creating a real device.
  - a. The IMEI is the unique ID for the GPS device. This must be entered correctly to properly track the vehicle.
5. Make sure **Status** is enabled
6. Click **Save**



The screenshot shows a web interface for configuring tracking for a vehicle. The title bar has three tabs: 'Vehicle Detail', 'Configure Tracking' (which is active), and 'Attachments'. Below the title bar, there's a header for 'Truck 1 (2588)' with a small image of a truck and a red 'X' icon. The main form area contains several fields: 'Image:' with a dropdown menu showing 'Ambulance' and a small truck icon; 'Hardware Profile:' with a dropdown menu showing 'Ward 300 (Port: 6100)'; 'IMEI/Serial:' with a text input field containing '3005789'; 'Status:' with a dropdown menu showing 'Enabled'; and a 'Save' button at the bottom. Five blue callout boxes with white text and arrows point to specific elements: '1. Configure Tracking' points to the 'Configure Tracking' tab; '2. Image' points to the 'Image:' dropdown; '3. Hardware Profile' points to the 'Hardware Profile:' dropdown; '4. IMEI' points to the 'IMEI/Serial:' text input; and '5. Save' points to the 'Save' button.

## Add New Driver

In this lesson we are going to add a driver to the system.

Note: This lesson is optional.

1. From the dashboard, click on **Driver** under the Group you created earlier
2. Click **Add New**
3. Enter **First Name**
4. Enter **Last Name**
5. Take a look at the other data tabs: License/Insurance, Contact Information, and Vehicle History
6. You can enter more information if you wish
7. Click **Save**

## Assign Driver to Vehicle

In this lesson we are going to assign the driver you created in the previous lesson.

Note: This lesson is optional.

1. Click **Vehicle**
2. Click the pencil next to the vehicle you created earlier
3. Click the **Driver** tab
4. Click **Assign Driver**
5. Click **Search**
6. A list of all drivers will be returned
7. Click on the one you created previous lesson
8. Click **Assign**
9. Click **Save**
10. Click on Group Name at the top of the screen
11. Click on **Vehicle**
12. Verify that the driver has been assigned to the vehicle

**Tip:** When searching for a driver, you can type part of the name to get a list of drivers. This is very handy when you don't know how to spell someone's name.

## Tracking

Tracking is where you can view your vehicles on a map.

In this lesson we will cover:

- Tracking a vehicle
- Navigating the map
- Searching for old routes

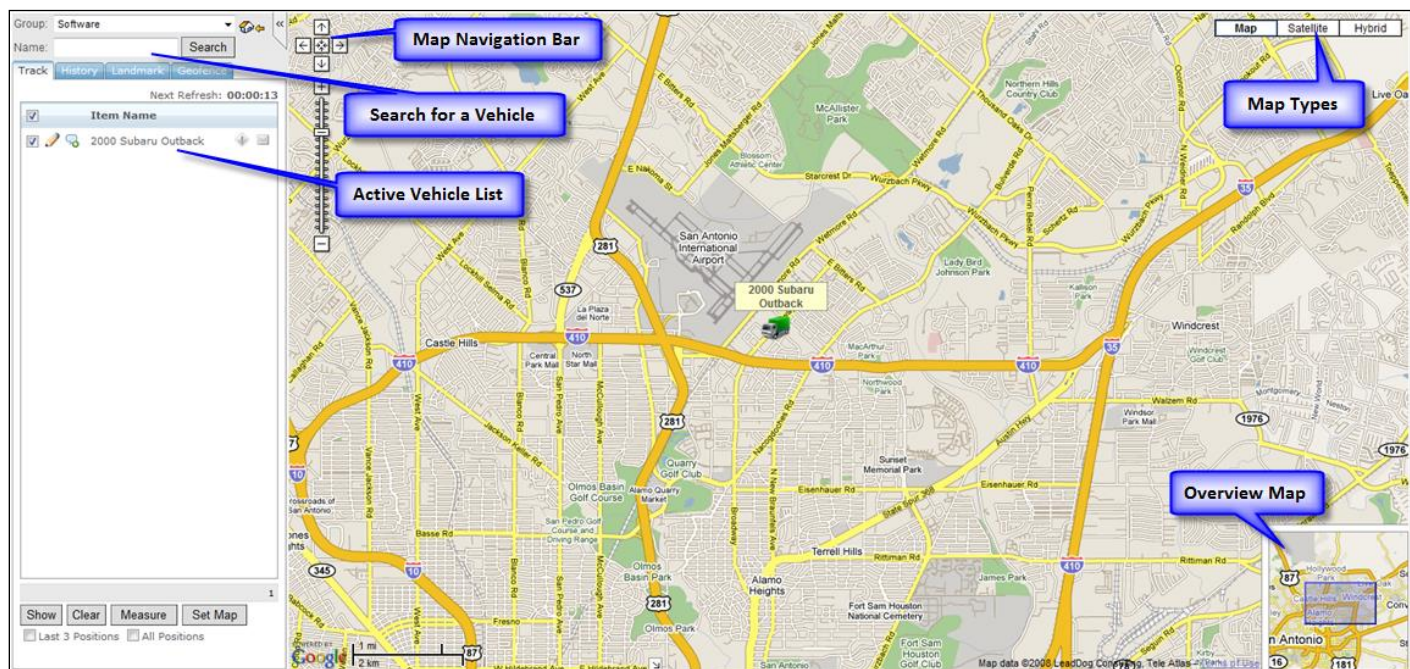
### Definitions

**Active vehicle:** vehicle that has reported at least one time since midnight.

## Vehicle Tracking

When you open the Tracking tab you will see all vehicles at their last reported location. The map will automatically refresh every two minutes to update the vehicle's current position.

Click on the **Tracking** tab to begin this lesson.

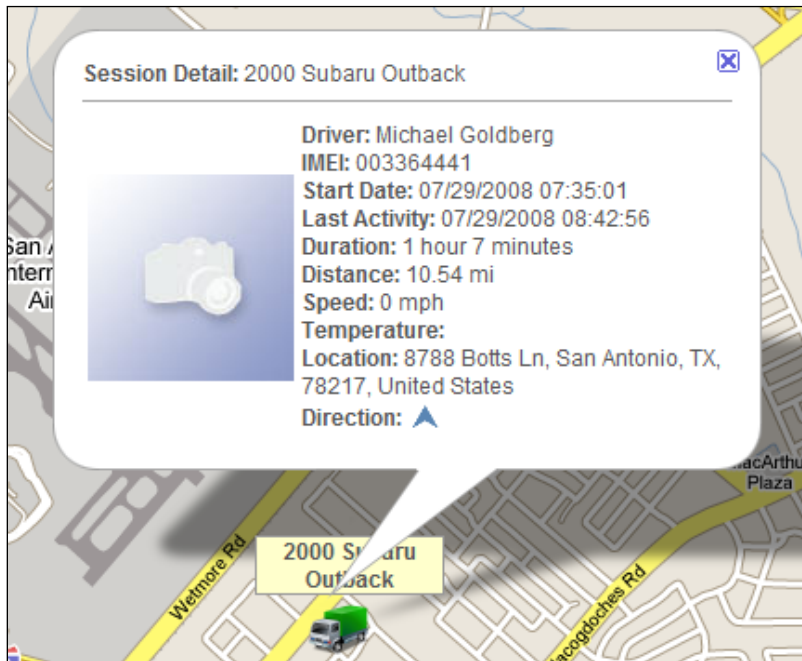


### Last Position Information

You can view information about the last reported position of an active vehicle.


1. Place your cursor on top of a vehicle
2. You should now see a callout box displaying location information, such as:
  - a. Driver Name

- b. Approximate street address
- c. Time/Date
- d. Speed



## Vehicle Information

You can display detailed information about a vehicle such as all the locations for the day, alerts, events, etc.

1. Click on the  next to the vehicle name
2. You should now see a window with the vehicle name at the top
3. The **General** tab displays the same information as the callout box from the previous lesson
4. Click on **Location** to see all the reported locations for the day
5. Explore the other tabs. We will come back to them later
6. Click **Close**

| 2000 SUBARU OUTBACK                                      |   |       |                   |
|--|---|-------|-------------------|
| General Location Alerts Message List Send Message Events |   |       |                   |
| Count: 32  |   |       |                   |
| Date   | Location (Lat/Lon)                                      | Speed | Temperature Alert |
| 08/08/2008 13:10:24                                      | 8784 Botts Ln, San Antonio, TX, 78217, United States    | 0 mph | ↓                 |
| 08/08/2008 13:05:24                                      | 8784 Botts Ln, San Antonio, TX, 78217, United States    | 0 mph | ↓                 |
| 08/08/2008 13:00:24                                      | 8788 Botts Ln, San Antonio, TX, 78217, United States    | 0 mph | ↓                 |
| 08/08/2008 12:55:24                                      | 8788 Botts Ln, San Antonio, TX, 78217, United States    | 0 mph | ↓                 |
| 08/08/2008 12:50:24                                      | 8788 Botts Ln, San Antonio, TX, 78217, United States    | 0 mph | ↓                 |
| 08/08/2008 12:45:24                                      | 8790 Botts Ln, San Antonio, TX, 78217, United States    | 0 mph | ↓                 |
| 08/08/2008 12:40:22                                      | 8788 Botts Ln, San Antonio, TX, 78217, United States    | 0 mph | ↓                 |
| 08/08/2008 12:36:02                                      | 2664 Wagon Wheel, San Antonio, TX, 78217, United States | 0 mph | ↓                 |
| 08/08/2008 12:31:02                                      | 2654 Wagon Wheel, San Antonio, TX, 78217, United States | 0 mph | ↓                 |
| 08/08/2008 12:29:50                                      | 2662 Wagon Wheel, San Antonio, TX, 78217, United States | 0 mph | ↓                 |
| Close  |   |       |                   |

## Display Vehicles

You can turn vehicle(s) on/off to make the map more readable.

1. Click on the checkbox next to the vehicle you want to turn off
2. Click **Show** (located at the bottom of the screen left side)
3. The vehicle should no longer be visible on the map

**Tip:** If you want to turn on/off all the vehicles at once click on the checkbox next to **Item Name** and then click **Show**.

## Display Route

You can display all the recorded locations of an active vehicle(s).

1. Click on the checkbox next to **All Positions** (bottom of the screen left side)
2. Click **Show**
3. You should now see all the locations of every vehicle on the map
4. If the map is too crowded turn off some of the vehicles





If you do not want to see all the positions click on the checkbox next to **Last 3 Positions**.

## Map View

There are three different map views: map, satellite, and hybrid. Map is the default map view. The satellite view shows the vehicles overlaid on a satellite image. The hybrid view combines the street map with a satellite image.

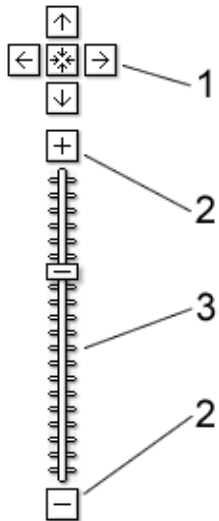
1. Click on **Hybrid** (upper right hand corner of map)
2. You should now see vehicles overlaid on a satellite image



**Tip:** You can expand the map by clicking on the << next to the top left corner of the map.

## Map Navigation

You can zoom in (see more detail), zoom out (see less detail), and pan (move the map) the map in any direction.



### 1. Arrows

- Click the appropriate arrow buttons to move the map north, south, east, or west

### 2. Zoom

- Click + to zoom in on the center of the map. Click – to zoom out

### 3. Zoom Slider

- Drag the zoom slider up or down to zoom in or out incrementally

## Search

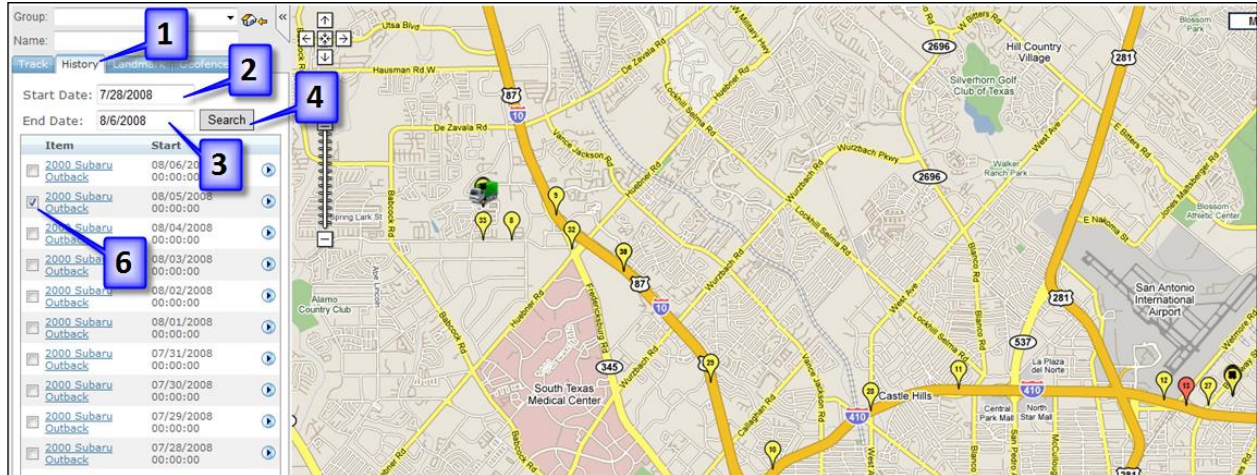
You can search for old routes by date and/or vehicle.

In this lesson we will cover:

- Searching for an historical route
- Route playback

### Search for Historical Route


1. Click on **History** tab
2. Enter a **Start Date**
3. Enter an **End Date**
4. Click **Search**
5. You should now see a list of routes in the **Vehicle List**
6. Click on the checkbox next to the route you want to see
7. You should now see yellow icons on the map that represent the route



**Tip:** If you do not enter any dates you will get back all the historical routes.

## Route Playback

You can playback the route like a movie. Each icon will move along the route displaying the time and date.

1. Click on the play button  next to the date
2. You should now see a line representing the route with an icon moving

## Reports

Track contains many reports that will help you manage your fleet efficiently. You can view a report in your web browser or export it to PDF or Excel and many other popular formats. Each report has a set of criteria that you can use to filter the data for your report.

1. Click on the **Reports** tab
2. You should now see a list of all the reports
3. Click on **Approximate Mileage Report**
4. Optional: change **Start Date**
5. Click on the **Get Report** button
6. The report should open in a separate window



Dashboard Tracking Routing Geofence Reports Welcome, Default Administrator @ Logout

Report Menu

### Approximate Mileage Report

Start Date: 9/1/2008 **4**

End Date: 9/8/2008

Group: Engineering Executive Operations Sales Software

Item: 00001 0008 (Ed) 10001 10002 10003

Get Report **5**

**Criteria**

**Criteria**

**Criteria**

## Approximate Mileage Report

Prepared For: Default Administrator Date Requested: October 6, 2008 Time Requested: 17:11:10

Groups: Engineering, Executive, Sales, Software, Operations **Criteria** **Criteria** Date: September 1, 2008 - September 3, 2008

Items: All

| Created    | Group       | Item                  | Driver           | Distance  |
|------------|-------------|-----------------------|------------------|-----------|
| 09/01/2008 | Executive   | Ed (Ward 300)         |                  | 0.62 mi   |
| 09/01/2008 | Executive   | Troy's SUV            |                  | 23.46 mi  |
| 09/02/2008 | Engineering | 0008 (Ed)             | Ed Kotzur        | 33.39 mi  |
| 09/02/2008 | Engineering | 1991 (John's Vehicle) | John Gold        | 9.62 mi   |
| 09/02/2008 | Executive   | Ed (Ward 300)         |                  | 56.51 mi  |
| 09/02/2008 | Executive   | Troy's SUV            |                  | 82.92 mi  |
| 09/02/2008 | Software    | 2000 Subaru Outback   | Michael Goldberg | 22.79 mi  |
| 09/03/2008 | Engineering | 0008 (Ed)             | Ed Kotzur        | 29.27 mi  |
| 09/03/2008 | Engineering | 1991 (John's Vehicle) | John Gold        | 4.52 mi   |
| 09/03/2008 | Executive   | Ed (Ward 300)         |                  | 0.62 mi   |
| 09/03/2008 | Executive   | Troy's SUV            |                  | 139.21 mi |
| 09/03/2008 | Software    | 2000 Subaru Outback   | Michael Goldberg | 28.00 mi  |

**Details**

Approximate Mileage Report Page 1 of 1 October 6, 2008 17:11:10

## Export a Report

Note: this lesson is optional. It begins from the **Reports** tab. This lesson requires you to have Adobe Acrobat Reader installed on your computer.

1. Run any report
2. Click on **Select a Format** and choose **Acrobat (PDF) file**
3. Click on **Export**



1 of 1 100%

2 Acrobat (PDF) file Export 3

## Approximate Mileage Report

Prepared For: Default Administrator Date Requested: October 6, 2008 Time Requested: 17:11:10

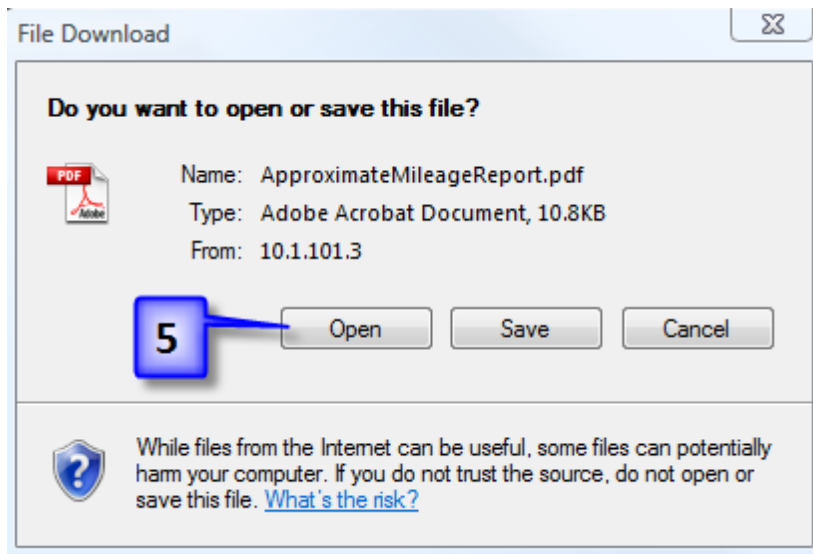
Groups: Engineering, Executive, Sales, Software, Operations Date: September 1, 2008 - September 3, 2008

Items: All

| Created    | Group       | Item                  | Driver           | Distance  |
|------------|-------------|-----------------------|------------------|-----------|
| 09/01/2008 | Executive   | Ed (Ward 300)         |                  | 0.62 mi   |
| 09/01/2008 | Executive   | Troy's SUV            |                  | 23.46 mi  |
| 09/02/2008 | Engineering | 0008 (Ed)             | Ed Kotzur        | 33.39 mi  |
| 09/02/2008 | Engineering | 1991 (John's Vehicle) | John Gold        | 9.62 mi   |
| 09/02/2008 | Executive   | Ed (Ward 300)         |                  | 56.51 mi  |
| 09/02/2008 | Executive   | Troy's SUV            |                  | 82.92 mi  |
| 09/02/2008 | Software    | 2000 Subaru Outback   | Michael Goldberg | 22.79 mi  |
| 09/03/2008 | Engineering | 0008 (Ed)             | Ed Kotzur        | 29.27 mi  |
| 09/03/2008 | Engineering | 1991 (John's Vehicle) | John Gold        | 4.52 mi   |
| 09/03/2008 | Executive   | Ed (Ward 300)         |                  | 0.62 mi   |
| 09/03/2008 | Executive   | Troy's SUV            |                  | 139.21 mi |
| 09/03/2008 | Software    | 2000 Subaru Outback   | Michael Goldberg | 28.00 mi  |

Approximate Mileage Report Page 1 of 1 October 6, 2008 17:11:10

4. You should now see the **File Download** dialog box
5. Click on the **Open** button
6. The report should now be displayed in the Adobe Reader



## Alerts

Alerts can be setup to warn you about events, such as excessive speeding, geofence violations, unauthorized use, etc. They can be delivered via email, displayed on the map, or viewed on the dashboard. Alerts can be setup for an individual item or a whole Group.

Note: all the lessons in this section will begin from the Group Editor for the Group you created earlier.


### Setup Group Alerts

1. Click on **Setup Alerts**.
2. Click on the **Excessive Speed** trigger
3. Enter a speed in the **Threshold or Value** textbox
4. Change **Display Type** to **Show Message Icon**
5. Optional: enter an email address in the **Email Address** textbox
6. Click **Save Alert**

The screenshot shows the 'Setup Alerts' tab in a software interface. It is divided into several sections: 'Configuration and Schedule', 'Display Options', and 'Delivery'.   
1. A blue box with the number '1' points to the 'Setup Alerts' tab.   
2. A blue box with the number '2' points to the 'Excessive Speed' trigger in the left-hand list.   
3. A blue box with the number '3' points to the 'Threshold or Value' input field, which contains the number '70'.   
4. A blue box with the number '4' points to the 'Display Type' dropdown menu, which is set to 'Show Message Icon'.   
5. A blue box with the number '5' points to the 'Email Address' input field, which contains 'mgoldberg@ejward.com'.   
6. A blue box with the number '6' points to the 'Save Alert' button at the bottom right.

### Setup Individual Alerts

This lesson is optional.

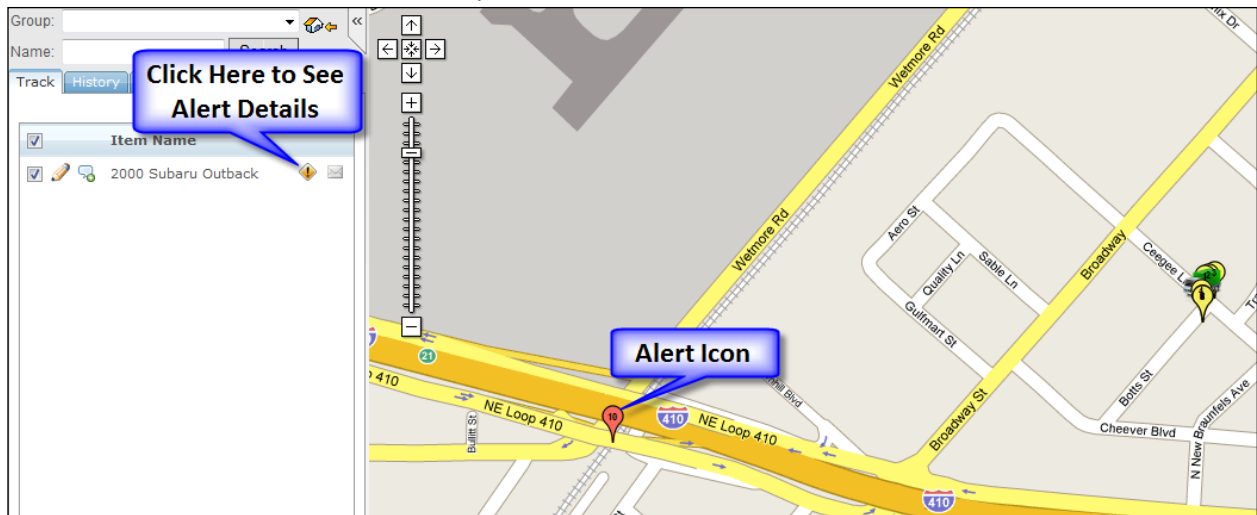
1. Click on **Vehicle** tab
2. Click on the  next to a vehicle name
3. Click on **Setup Alerts**
4. Click on the **Unauthorized Use** trigger
5. Change **Ignore Duplicate Alerts Within Minutes** to **30**
6. Change **Display Type** to **Show Message Icon**
7. Click **Save Alert**

### View Alerts

Recent alerts are displayed on the Dashboard for every group.

| Recent Alerts   |                     |                     |          |
|---|---------------------|---------------------|----------|
|  | 09/06/2008 12:04:01 | 2000 Subaru Outback | Geofence |
|  | 09/06/2008 12:04:01 | 2000 Subaru Outback | Geofence |
|  | 09/05/2008 16:59:01 | 2000 Subaru Outback | Geofence |

The alerts can also be viewed on the map.



### View Alerts by Vehicle

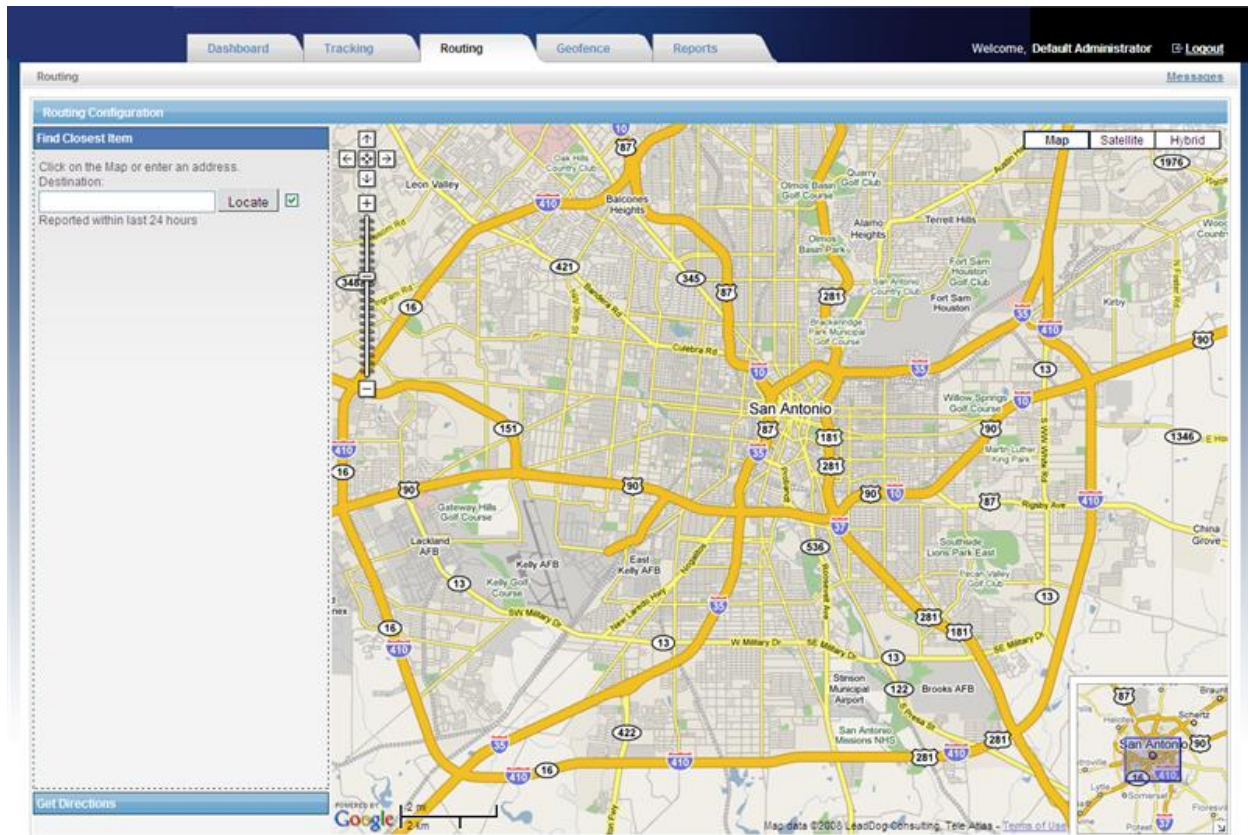
1. Click on **View Alerts**
2. Choose an **Item**
3. Pick a **Session**
4. Click on **Search**
5. You should now see a list of alerts

| Asset                               | Individual | Vehicle             | Driver      | Land       | Permissions | Setup Alerts | View Alerts | Notes | Attachments |
|-------------------------------------|------------|---------------------|-------------|------------|-------------|--------------|-------------|-------|-------------|
| Items:                              |            | Sessions:           |             |            |             |              |             |       |             |
| 2000 Subaru Outback                 |            | 08/30/2008          |             |            | Duplicate   | Search       |             |       |             |
| <input checked="" type="checkbox"/> | Geofence   | 08/30/2008 17:33:00 | Cleared By: | Duplicate: | False       |              |             |       |             |
| <input checked="" type="checkbox"/> | Geofence   | 08/30/2008 17:33:00 | Cleared By: | Duplicate: | False       |              |             |       |             |
| <input checked="" type="checkbox"/> | Geofence   | 08/30/2008 08:49:00 | Cleared By: | Duplicate: | False       |              |             |       |             |
| <input checked="" type="checkbox"/> | Geofence   | 08/30/2008 08:49:00 | Cleared By: | Duplicate: | False       |              |             |       |             |
| <input checked="" type="checkbox"/> | Geofence   | 08/30/2008 08:48:01 | Cleared By: | Duplicate: | False       |              |             |       |             |
| <input checked="" type="checkbox"/> | Geofence   | 08/30/2008 08:48:00 | Cleared By: | Duplicate: | False       |              |             |       |             |

**Tip:** Click on  to display detailed information about the alert.

## Routing

You can locate the closest item to a latitude/longitude coordinate or an address. You can also receive directions from a starting address to an end address.

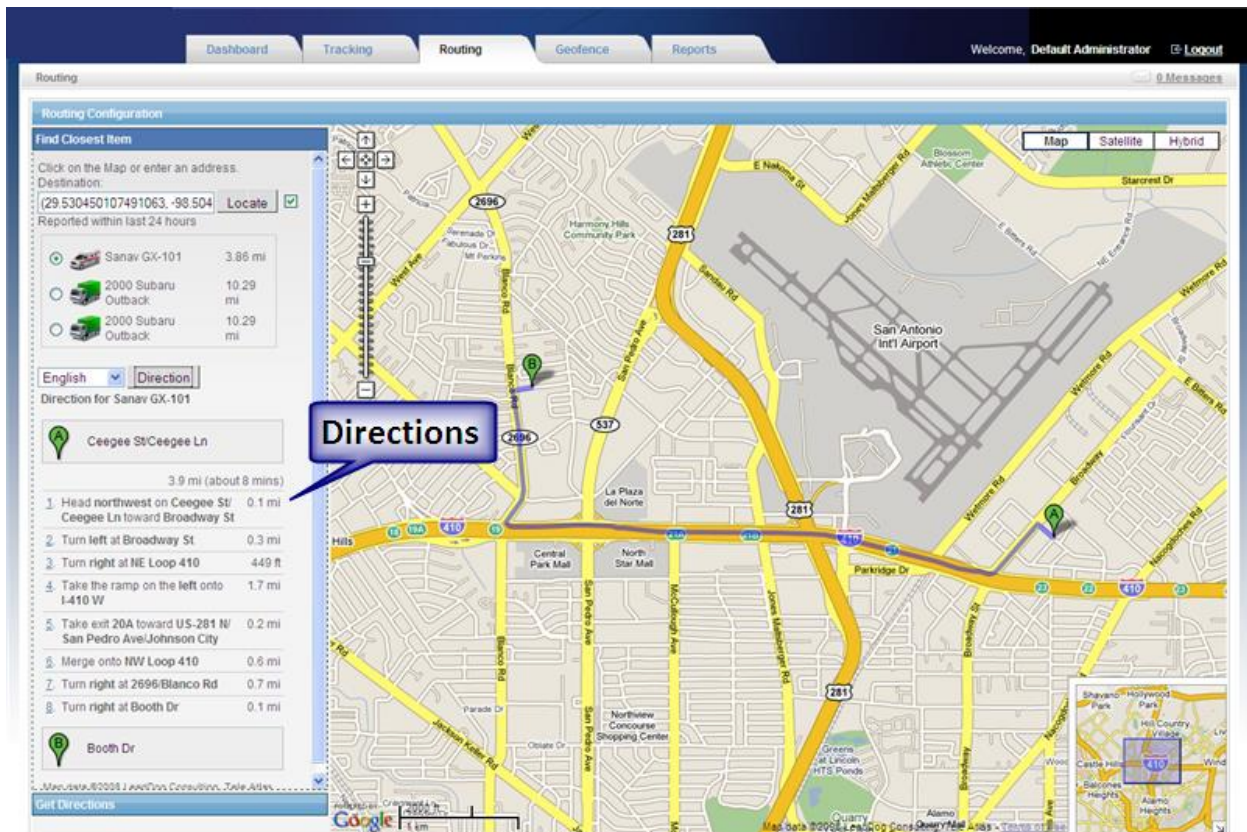
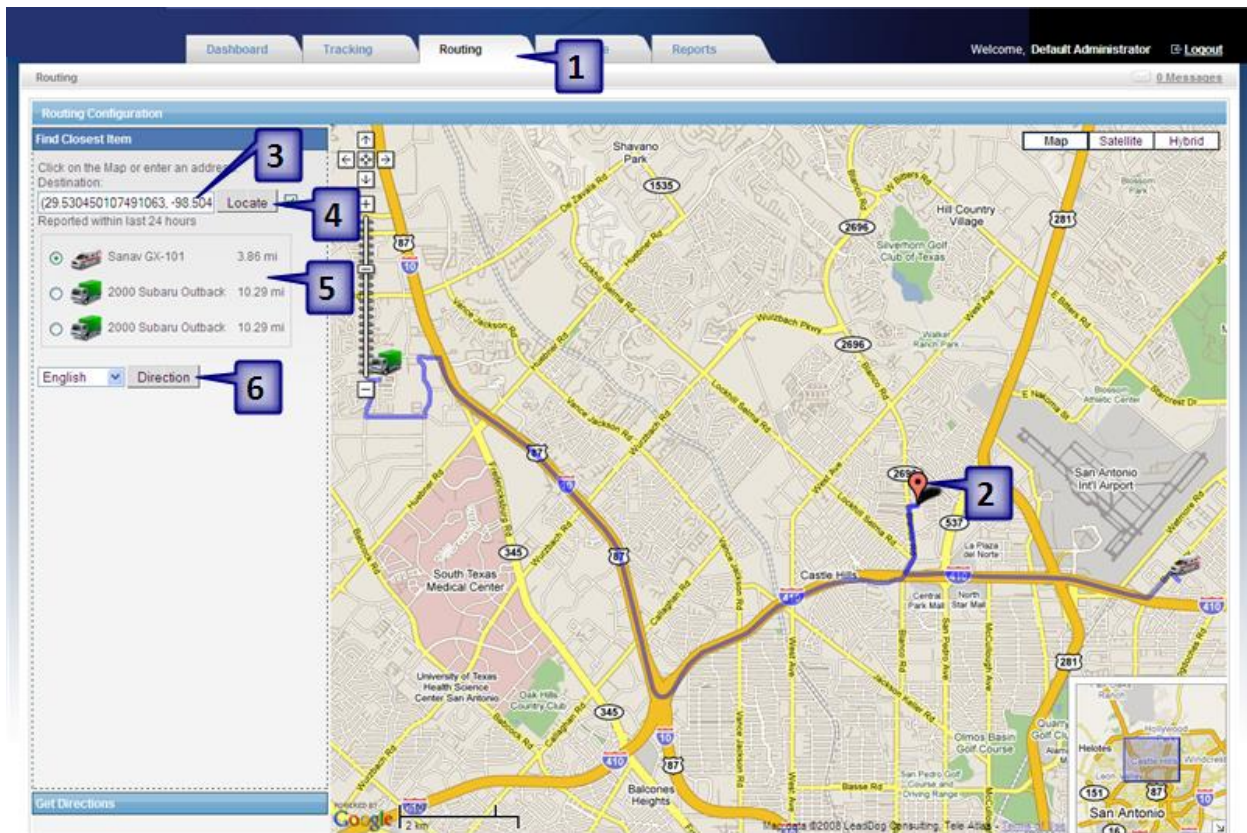


### Find the Closest Item

This tool allows you to find the closest item by using an address or clicking on the map.

1. Click on the **Routing** tab
2. Click anywhere on the map
3. You should now see map coordinates in the textbox in the upper left corner
4. Click on **Locate**
5. You should now see a list of vehicles that are closest to the location that you clicked on
6. Optional: Click on the **Direction** button to get directions vehicle selected to the location on the map



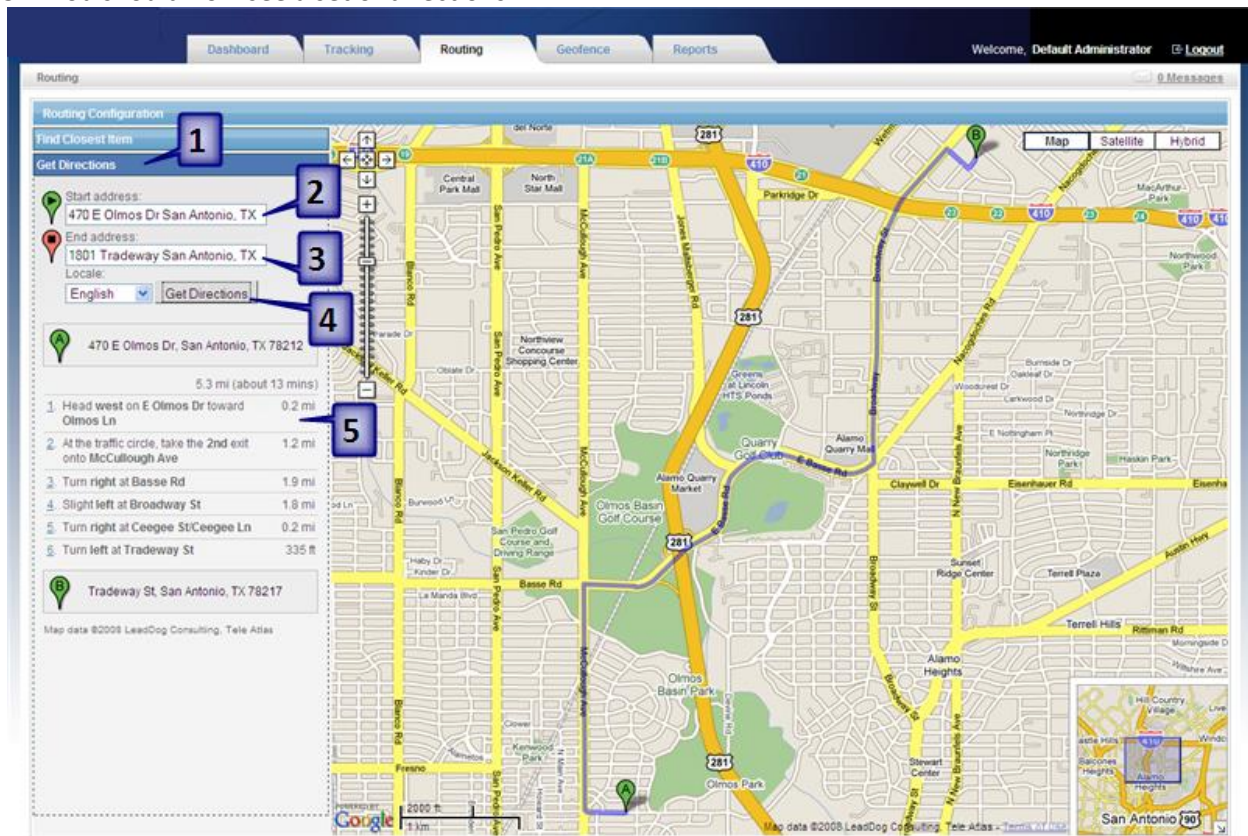


**Tip:** Click on checkbox next to **Locate** button to only find vehicles that have not reported in the last 24 hours.

## Get Directions

Get Directions gives you an optimized route between two locations.

1. Click on **Get Directions**
2. Enter a start address or click on somewhere on the map
3. Enter an end address or click on somewhere on the map
4. Click the **Get Directions** button
5. You should now see a set of directions



## Geofence

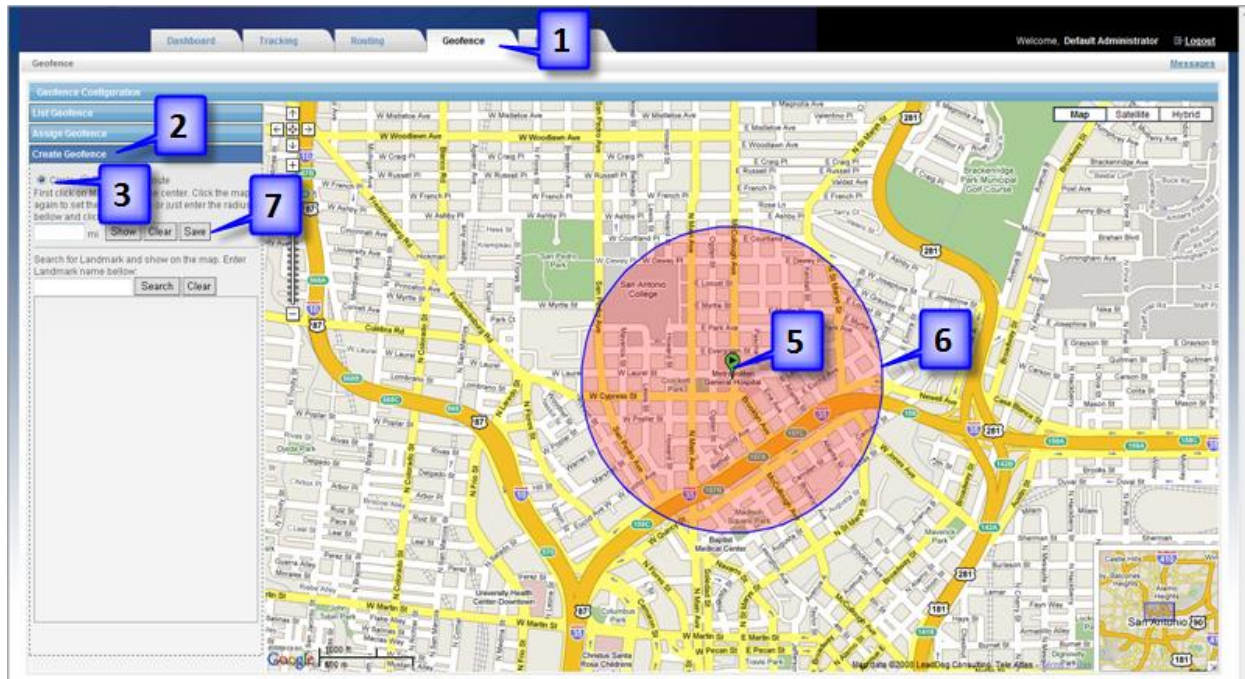
A geofence is a virtual fence that can alert you to an item entering or exiting. You can create three types of geofences: circle, polygon, or route. A circle or polygon geofence is used for an area. A route is used to keep an item on a designated path. There are two steps to creating a geofence: drawing and assigning it to an item.

### Create a Circle

1. Click on the **Geofence** tab
2. Click on **Create Geofence**
3. Optional: Click on **Circle**. By default the **Circle** should be selected



4. Navigate to the location where you want to draw the geofence
5. Click on the map to place the center of the circle
6. Click the map again to set the outer radius
7. Click on the **Save** button



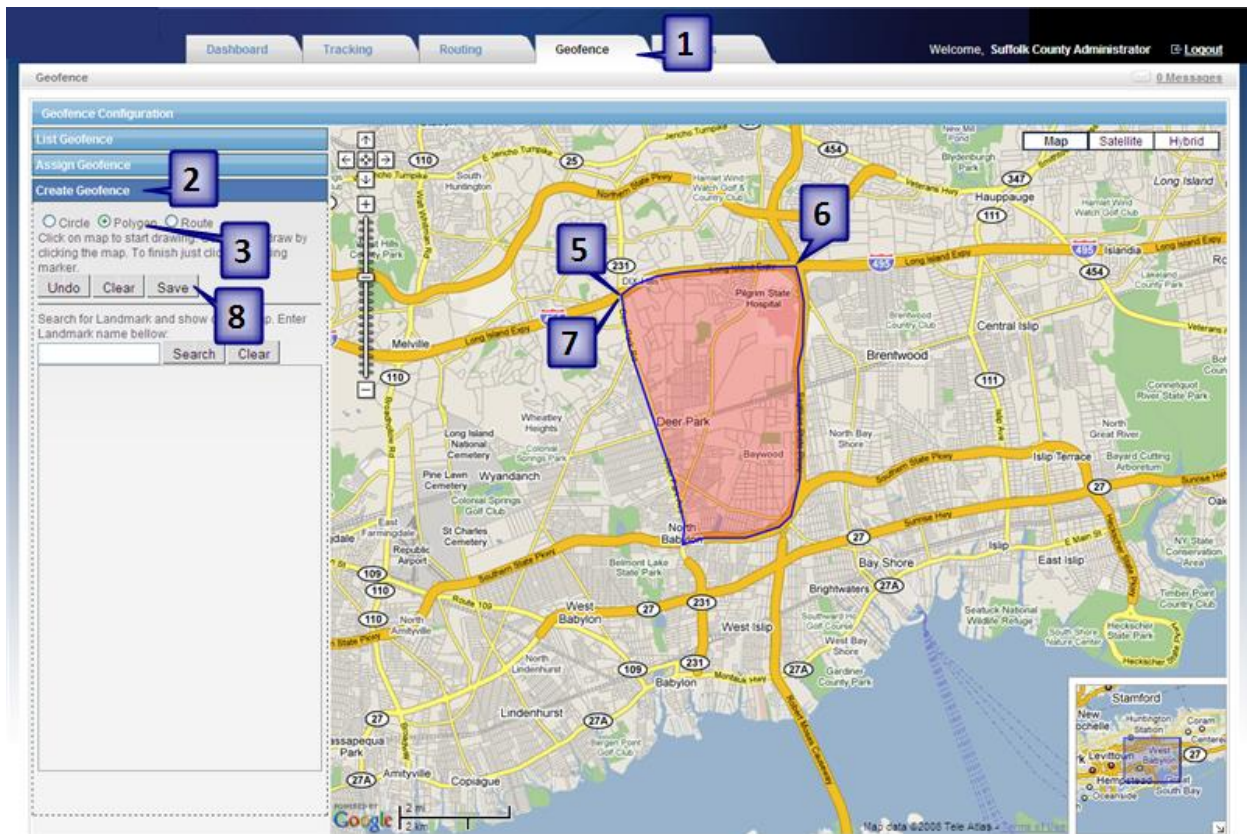
8. You should now see the **Geofence Editor** dialog box
9. Enter a **Geofence Name**
10. Click on the checkbox next to the Group(s) that you want to assign this geofence to
11. Click on the **Save** button



**Tip:** You can enter the radius in the **mi** textbox (next to the **Show** button) instead of clicking on the map.

## Create a Polygon

1. Click on the **Geofence** tab
2. Click on **Create Geofence**
3. Click on **Polygon**
4. Navigate to the location where you want to draw the geofence
5. Click on the map to start drawing
6. Continue to draw by clicking the map
7. Click the starting icon to finish the geofence
8. Click on the **Save** button



9. You should now see the **Geofence Editor** dialog box
10. Enter a **Geofence Name**
11. Click on the checkbox next to the Group(s) that you want to assign this geofence to
12. Click on the **Save** button



**GEOFENCE EDITOR**

Geofence Name:  **10**

Description:

Group:

| <input type="checkbox"/>                      | CODE     |
|---|----------|
| <input type="checkbox"/>                      | CODE     |
| <input type="checkbox"/>                      | FIRE     |
| <input type="checkbox"/>                      | PARKS    |
| <input type="checkbox"/>                      | PLANNING |
| <input checked="" type="checkbox"/> <b>11</b> | POLICE   |

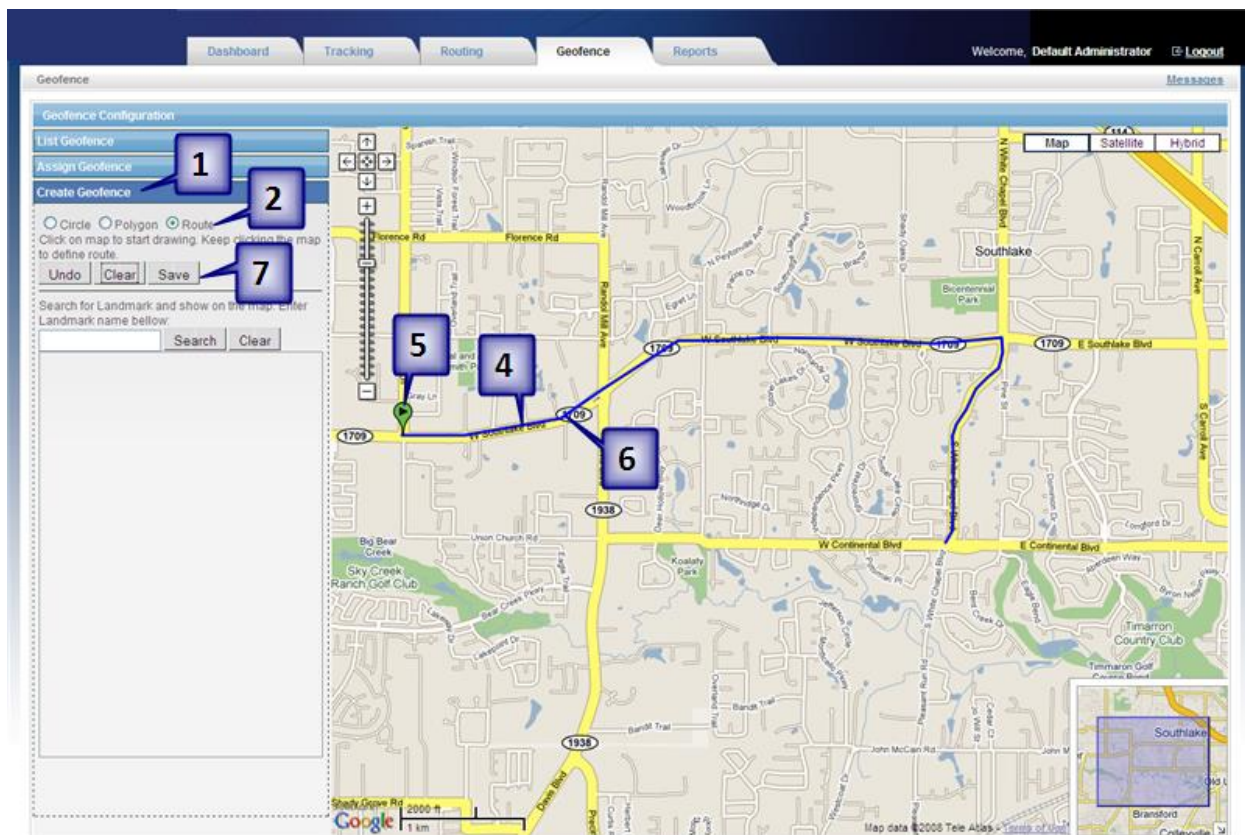
**12**

## Create a Route

A route geofence is used to keep an item along a fixed path. For example, you may have a delivery vehicle that you expect to follow a designated route. If that is the case you could use this type of geofence to enforce the route. All route geofences have a buffer that allows the vehicle to leave the path. This could be used for example to allow a vehicle to exit the highway to get gas. You define the buffer when you save the route.

This lesson is optional. This lesson assumes you are already in the Geofence tab.

1. Click on **Create Geofence**
2. Click on **Route**
3. Navigate to the location where you want to draw the geofence
4. Look for a street that you want to follow
5. Click on the map to start drawing the route
6. Continue clicking on the map to define the route
7. Click on the **Save** button once you are done



8. You should now see the **Geofence Editor** dialog box
9. Enter a **Geofence Name**
10. Enter a **Route Buffer** in miles
11. Click on the checkbox next to the Group(s) that you want to assign this geofence to
12. Click on the **Save** button

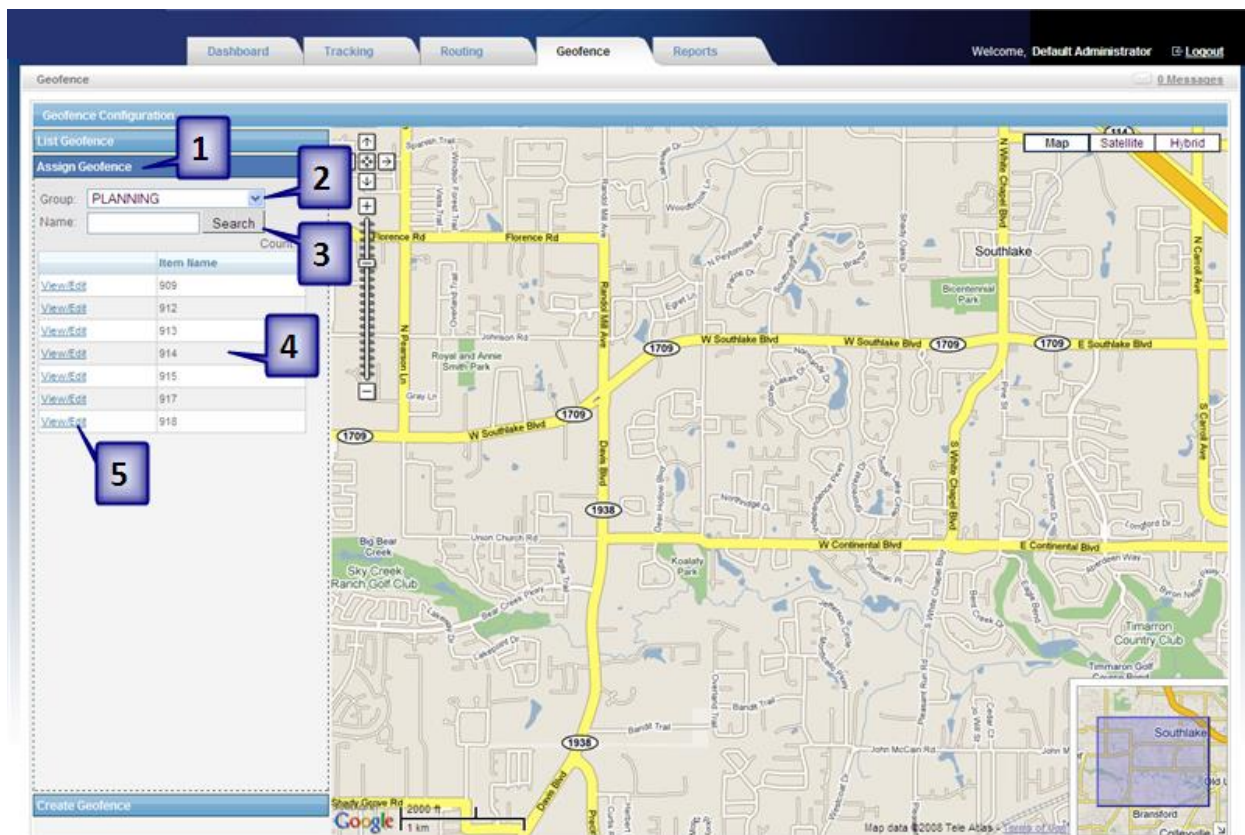
The screenshot shows the 'GEOFENCE EDITOR' window. It contains the following elements:

- Geofence Name:** A text field containing 'Southlake Blvd' with callout 9 pointing to it.
- Description:** An empty text field.
- Route Buffer: (mi):** A text field containing '.5' with callout 10 pointing to it.
- Group:** A list box containing five items: CODE, FIRE, PARKS, PLANNING, and POLICE. The 'PLANNING' item is selected with a checkmark and callout 11 pointing to it.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom. Callout 12 points to the 'Save' button.

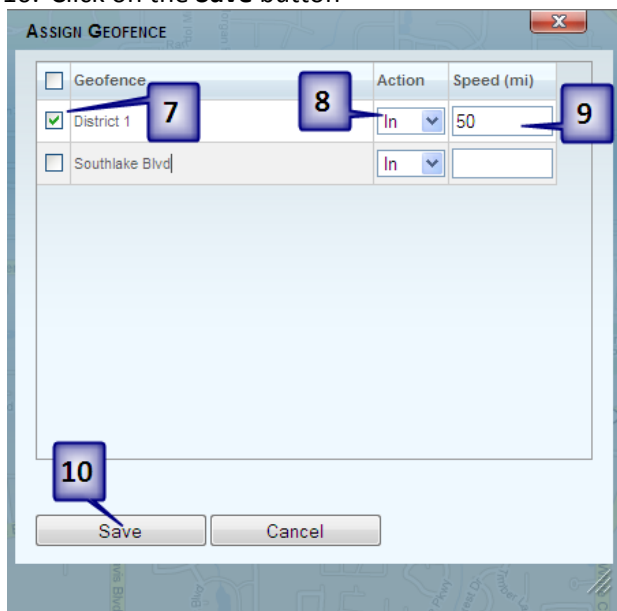
## Assign a Geofence

A geofence has to be assigned to an item before it can be used.

1. Click on **Assign Geofence**
2. Click on the **Group** dropdown menu to select a group
3. Click on the **Search** button
4. You should now see a list of vehicles that belong to the group you selected
5. Click **View/Edit** next to the vehicle that you want to assign



6. You should now see the **Assign Geofence** dialog box
7. Click on the checkbox next to the geofence(s) that you want to assign to this vehicle
8. Choose **In** from the **Action** dropdown list
9. Optional: enter a speed if you want to control the speed of a vehicle inside the geofence
10. Click on the **Save** button



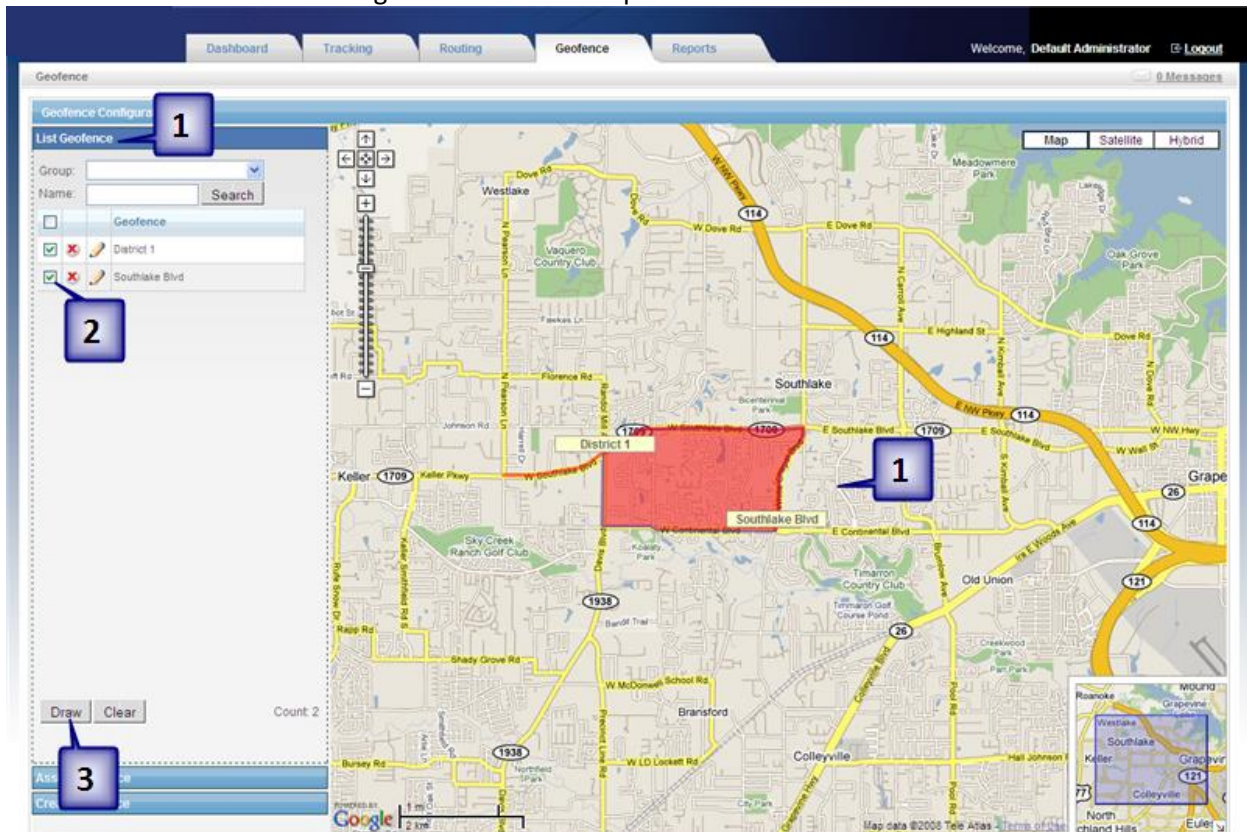
## Action

- In = generate a violation if the vehicle enters the geofence. If a geofence alert is setup then an alert will be created when the item enters the geofence.
- Out = generate a violation when the vehicle exits the geofence. If a geofence alert is setup then an alert will be created when the item leaves the geofence.
- Both = generate an alert when an item enters or exits the geofence.

## List Geofence

You can view a list of all the geofences created in this section.

1. Click on **List Geofence**
2. Click on the checkbox next to the geofence(s) that you want to display
3. Click on the **Draw** button
4. You should now see all the geofences on the map



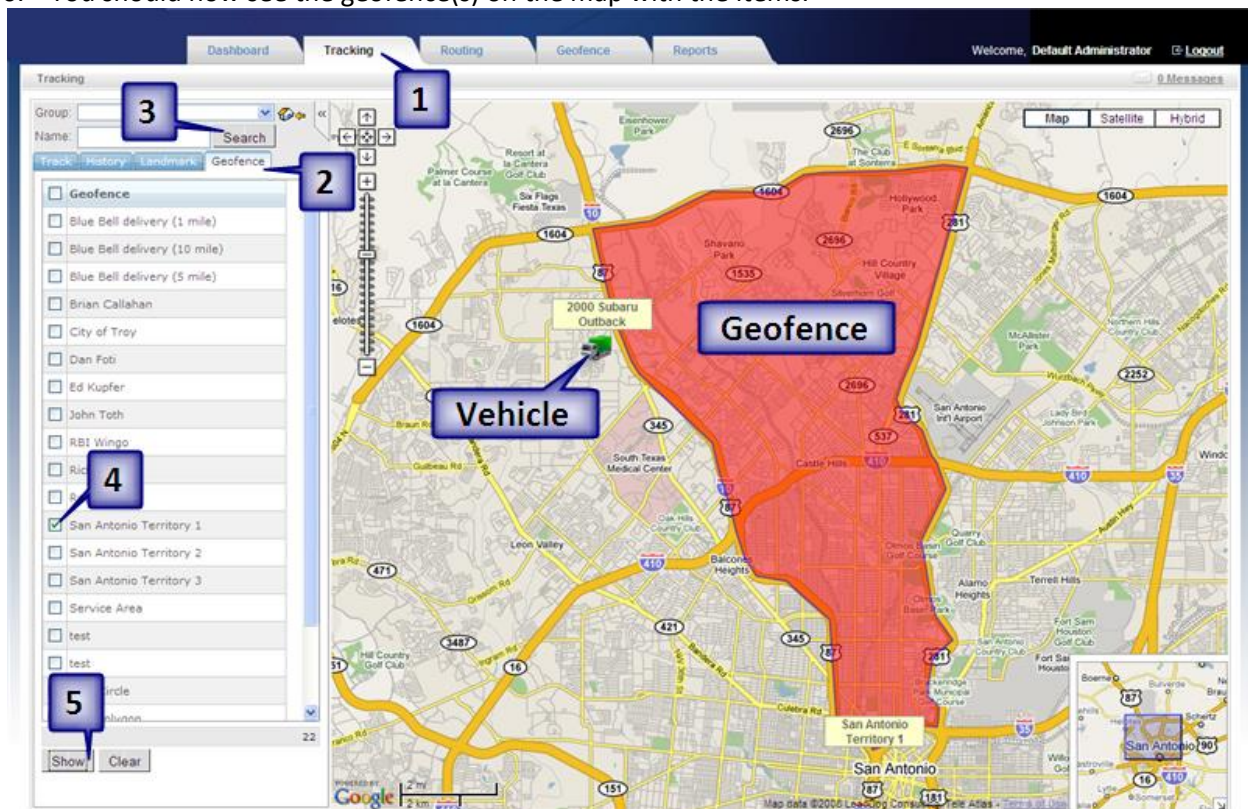
## Display Geofence with Item

You can display a geofence on the map with the items at the same time.

1. Click on the **Tracking** tab
2. Click on the **Geofence** tab
3. Click on the **Search** button to display all geofences
4. Click on the checkbox next to the geofence(s) that you want to display
5. Click on the **Show** button



6. You should now see the geofence(s) on the map with the items.



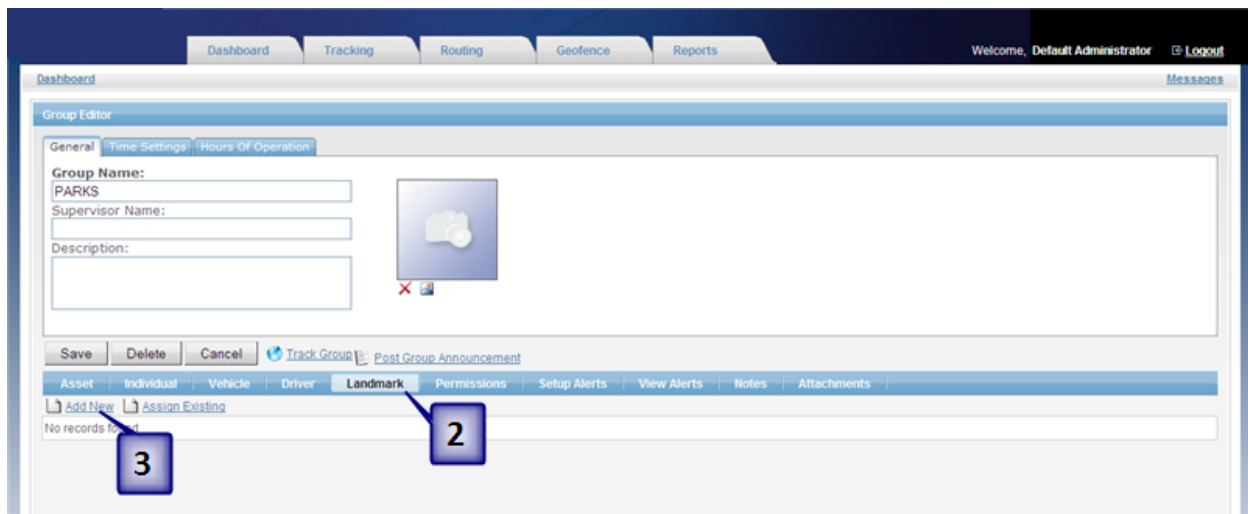
## Landmarks

Landmarks are points-of-interest that can be displayed on the map. You can create custom landmark types and statuses.

### Create Landmark

A landmark has to be created within a group. Click on the **Dashboard** tab to begin this lesson.


1. Click on the name of the **Group** you created earlier
2. Click on the **Landmark** tab
3. Click on **Add New**



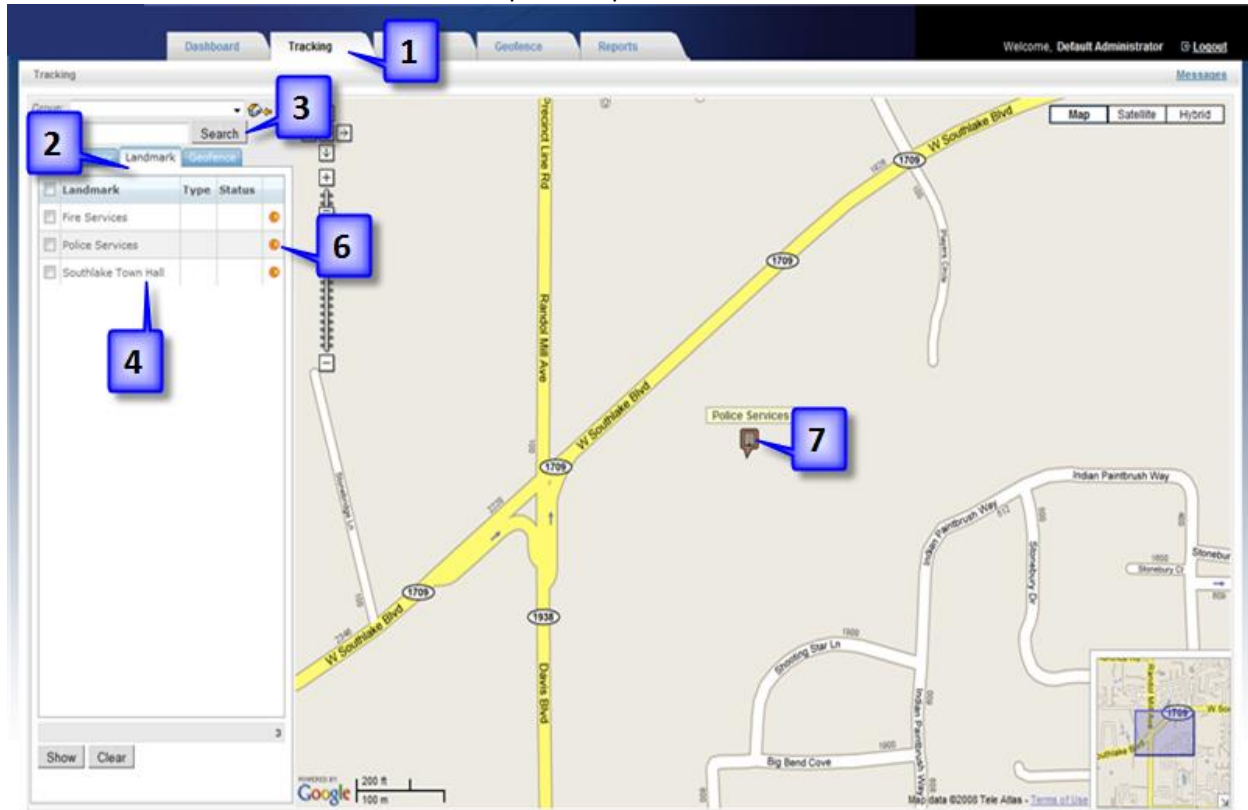
4. You should now see the Landmark Detail page
5. Enter a **Name**
6. Enter an **Address**
7. Optional: fill out the rest of the fields except for the **Lat** and **Lon** fields
8. Click on the **Save** button

## Set Landmark Location

After a landmark has been created the location has to be set by clicking on the map. If the location is not set then you will not see the landmark on the map.

1. Click on the **Tracking** tab
2. Click on the **Landmark** tab
3. Click the **Search** button
4. You should now see a list of all the landmarks
5. Use the map to navigate to where the landmark is located
6. Click on the orange tack  to set the location of the landmark

7. Click on the map where the landmark is located
8. You should now see an icon on the map that represents the landmark

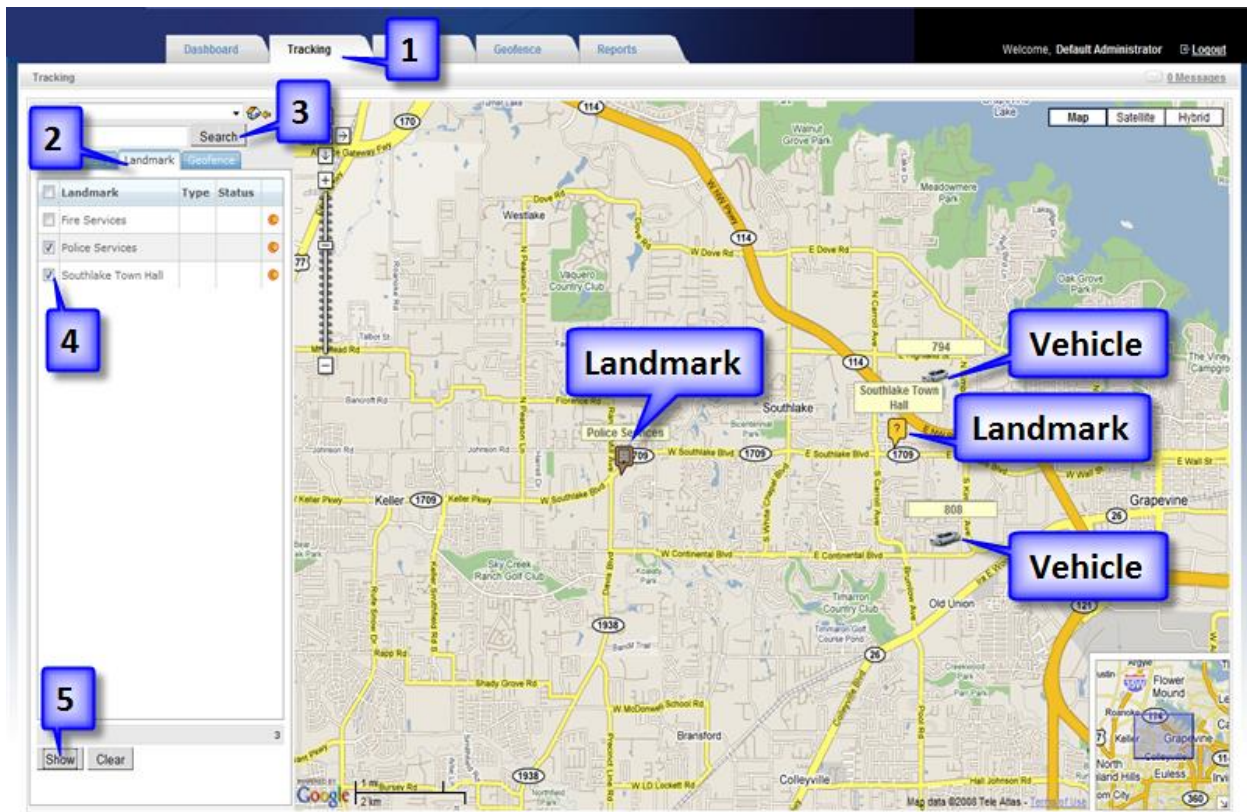


## Display Landmark with Item

You can display a landmark with the items on the map at the same time.

1. Click on the **Tracking** tab
2. Click on the **Landmark** tab
3. Click on the **Search** button
4. Click on the checkbox next to the landmark(s) that you want to see
5. Click on the **Show** button
6. You should now see the landmark(s) displayed on the map with the vehicles





## Landmark Type

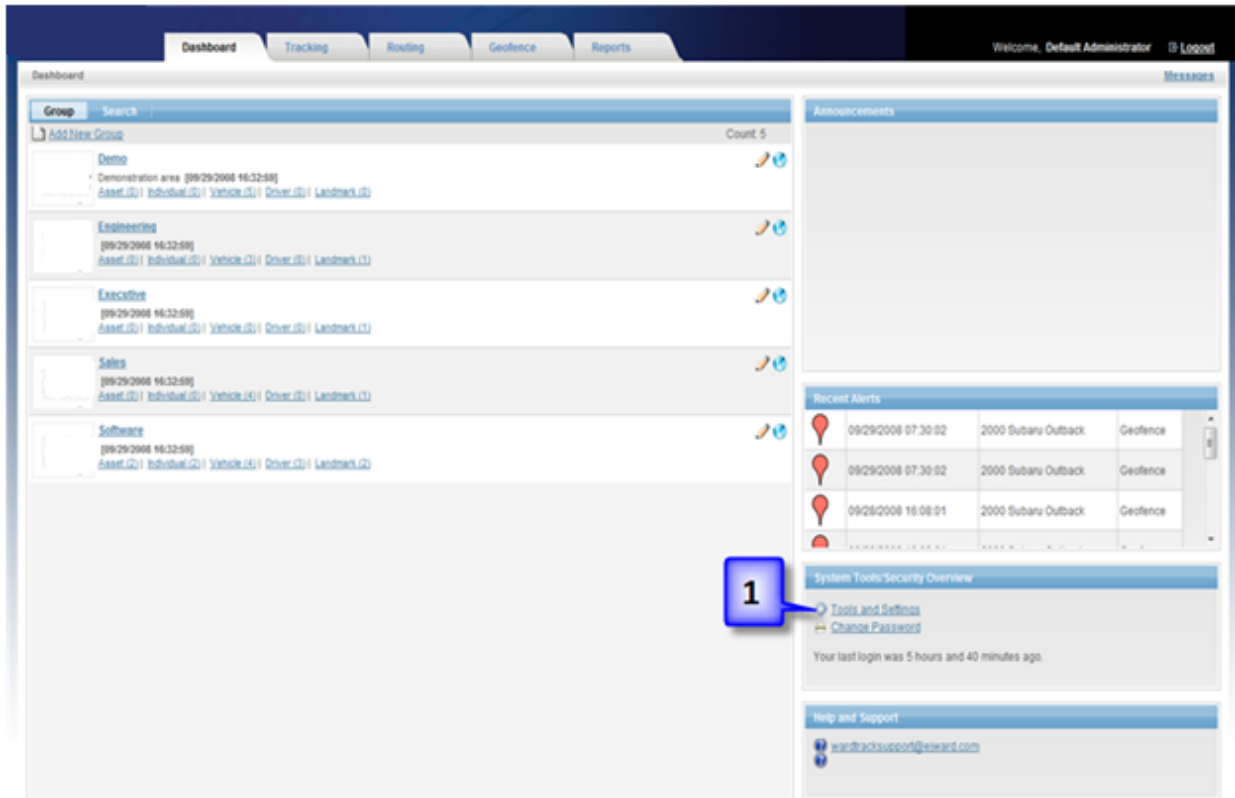
A landmark type is an attribute that you can add to a landmark to help organize your points-of-interest. For example, a “school” type would indicate that a landmark is a school.

Note: the lessons in this section are optional.

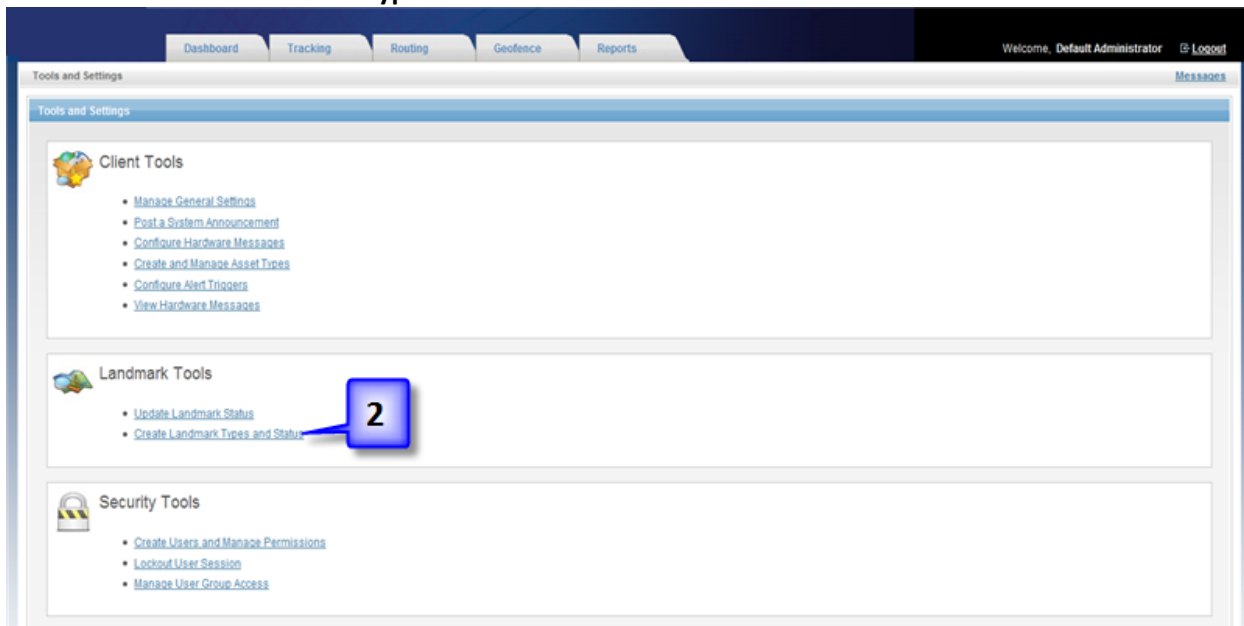
## Create Type

This lesson will begin from the **Dashboard**.



1. Click on **Tools and Settings**



## 2. Click on **Create Landmark Types and Status**




## 3. Click on **Add New Type**

| Landmark Type   |  | Landmark Status |            |  |
|---|--|-----------------|------------|--|
| Add New Type  |  |                 | Count: 1   |  |
|   | Type Name  | Description     | Created    |  |
|  |  HQ |                 | 07/08/2008 |  |

4. You should now see the **Landmark Type Editor** dialog box
5. Choose an image
6. Enter a name
7. Optional: enter a description
8. Click on the **Save** button

**LANDMARK TYPE EDITOR**

Image Name:  
 Park


Type Name:  
 Park

Description:

Save Cancel

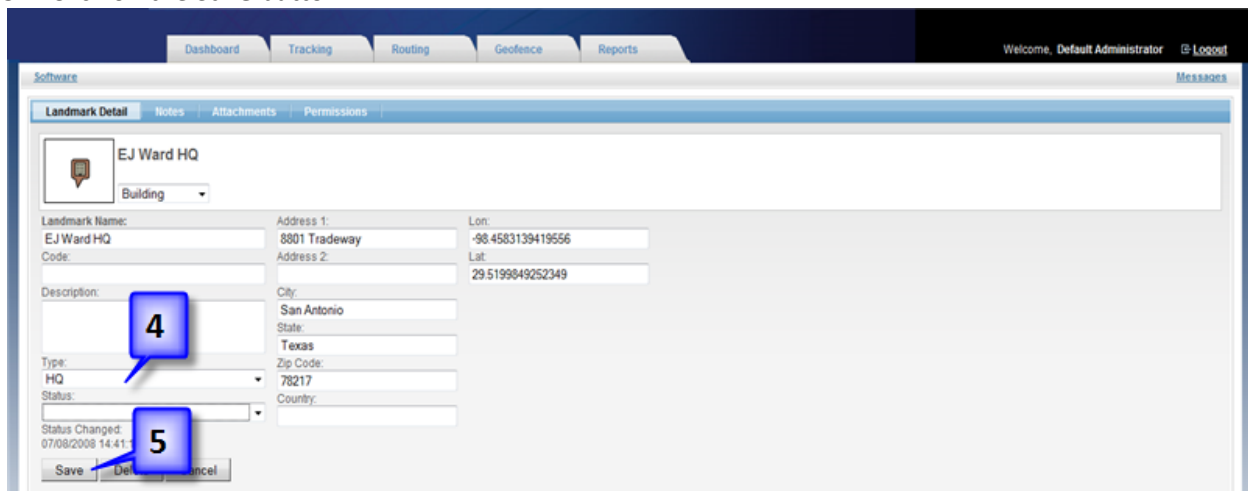
### Update Type

This lesson will begin from the **Dashboard**. To successfully complete this lesson you should have completed the **Create a Landmark** and **Create Landmark Type** lessons.

1. Click on the group where you created the landmark from the previous lesson
2. Click on **Landmark**
3. Click on the  next to the landmark that you want to assign a type to



4. Choose the landmark type that you created in the previous lesson from the **Type** dropdown menu
5. Click on the **Save** button



## Landmark Status

A status is an attribute that can be used to describe the condition of a landmark. For example, if you have fueling sites as landmarks you could set their status to “active” to indicate they are working. It is not necessary to create a status in order to use landmarks.

Note: the lessons in this section are optional.

## Create Status

This lesson will begin from the **Dashboard**.

1. Click on **Tools and Settings**
2. Click on **Create Landmark Types and Status**
3. Click on **Landmark Status**
4. Click on **Add New Status**
5. You should now see the **Landmark Status Editor**
6. Optional: choose an image


7. Enter a **Status Name**
8. Click on the **Save** button

The screenshot shows a dialog box titled "LANDMARK STATUS EDITOR" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Image Name:** A dropdown menu currently showing "Airport". A blue callout box with the number "6" points to the dropdown arrow.
- Status Name:** A text input field containing the word "Active". A blue callout box with the number "7" points to this field.
- Description:** A large, empty text area with a vertical scrollbar.
- Buttons:** Two buttons at the bottom: "Save" and "Cancel". A blue callout box with the number "8" points to the "Save" button.

## Update Status

This lesson will begin from **Tools and Settings**.

1. Click on **Update Landmark Status**
2. Click on the **Search** button to get a list of all the landmarks in the system
3. Click on the  next to the landmark whose status you want to change
4. Click on the **Status** dropdown menu and select the status you created in the previous lesson
5. Click on the **Save** button

## Tools and Settings

This is the administration section of tracking system. You can perform such tasks as manage general settings, post a system announcement, and manage security.

Note: All the lessons in this section will begin from the **Tools and Settings** page.

## Client Tools

This section will cover the following:

- General Settings
- System Announcements
- Hardware Messages
- Asset Types
- Alert Triggers

## General Settings

1. Click on **General Settings**.

### Preferences

1. Default Entry Page: the page the user first sees when they login. You have two choices: dashboard and map tracking.
2. Session Display Mode: a session is a 24 hour period from 12:00 AM to 12:00 AM. There are three modes: last 24 hour (default), last active session (last time vehicle reported in), and show all items.
3. Support Email Address: email address for support.
4. Help Link URL: link to the online help system.
5. Allow Multiple Login: multiple users can login with the current account at the same time.
6. Messages Refresh Interval (Seconds): how often messages are refreshed. Messages can be sent from one user to another.
7. Inactivity Timeout (Minutes): if the user does not do anything in tracking system for the prescribed time then the system will lockout the user. That user will have to login again to use the system. 0 means that the system will not timeout.

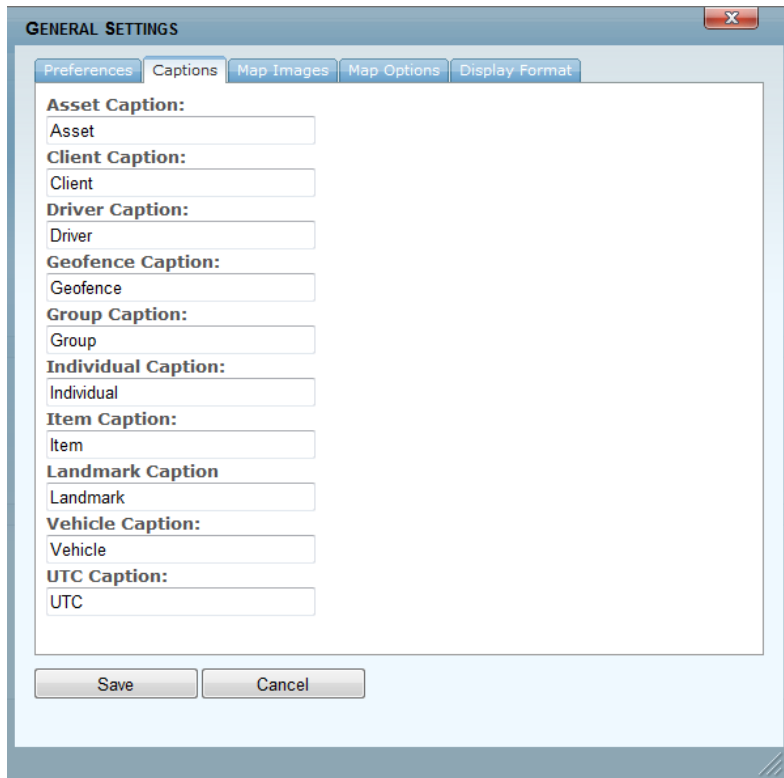
The screenshot shows the 'GENERAL SETTINGS' window with the 'Preferences' tab selected. The settings are as follows:

- Default Entry Page: Dashboard (1)
- Session Display Mode: Last 24 Hours (2)
- Support Email Address: wardtracksupport@ejward.com (3)
- Help Link URL: (4)
- Allow Multiple Login: Yes (5)
- Messages Refresh Interval (Seconds): 300 (6)
- Inactivity Timeout (Minutes): 0 (7)

Buttons at the bottom: Save, Cancel.

### Captions

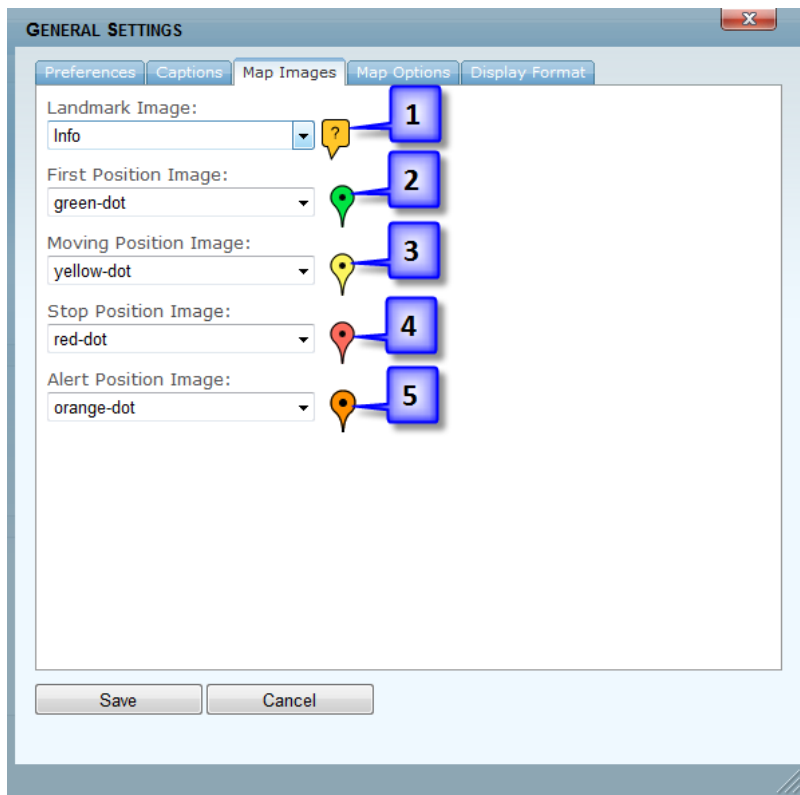
Captions are the titles that describe different sections. You can customize these to fit your particular needs.



### Map Images

Map Images are the icons that you see on the map. If you change the icon then the change will be applied to all the items in the system.

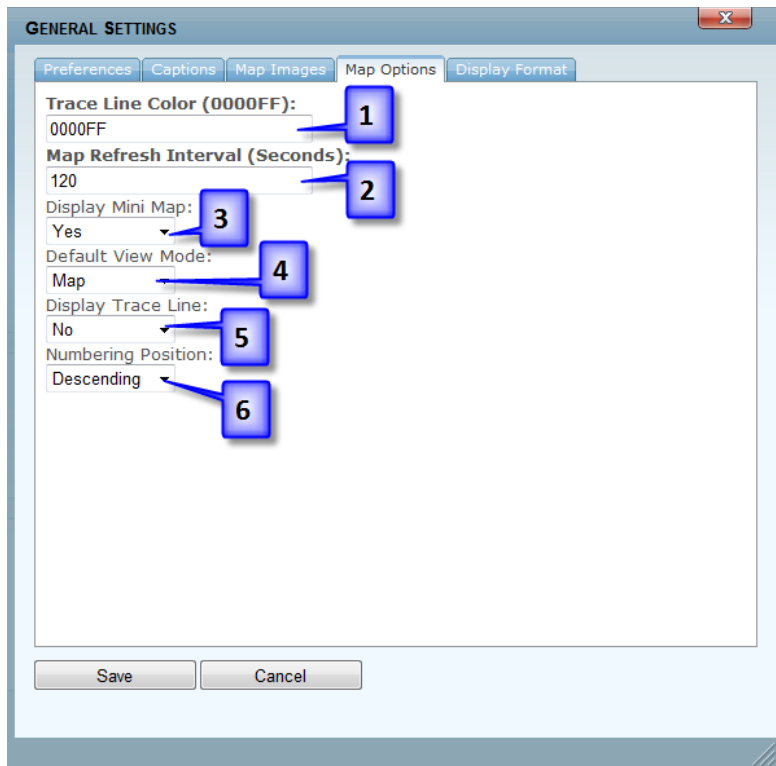
1. Landmark Image: default image for landmark.
2. First Position Image: icon that represents the first position when viewing historical routes or more than one position in the Tracking tab.
3. Moving Position Image: icon that represents a moving position when viewing historical routes or more than one position in the Tracking tab.
4. Stop Position Image: icon that represents a stop position when viewing historical routes or more than one position in the Tracking tab.
5. Alert Position Image: icon that represents where an alert occurred.



### Map Options

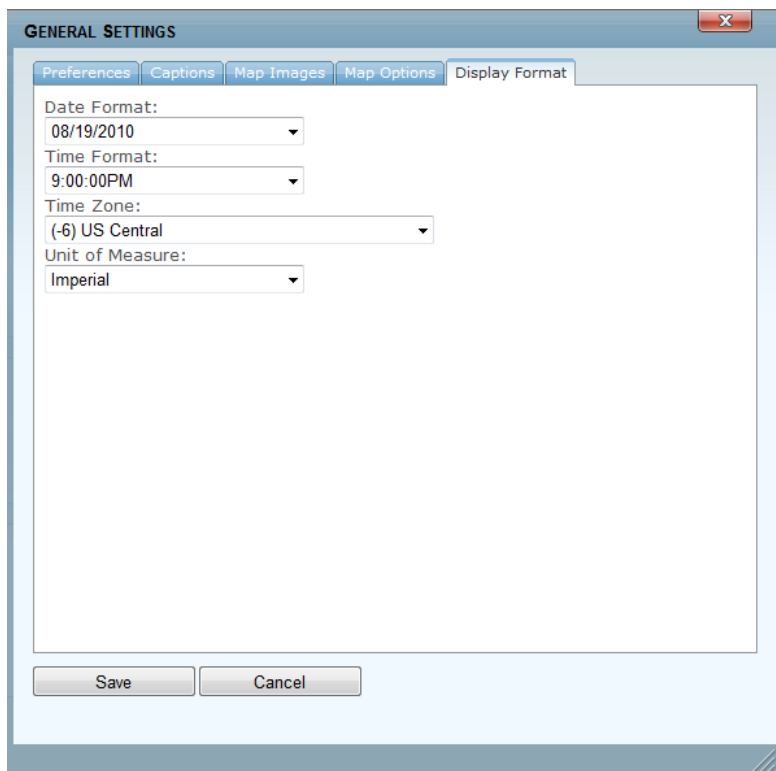
1. Trace Line Color (0000FF): color of the line that is used to represent the route of an item. The color has to be entered in hexadecimal.
2. Map Refresh Interval (Seconds): how often the map refreshes itself.
3. Display Mini Map: location map in the lower right corner of the main map.
4. Default View Mode: type of map that is displayed by default when opening a map.
5. Display Trace Line: line that represents the route an item travelled.
6. Numbering Position: order that the positions are labeled when viewing historical routes or displaying more than one position.





### Display Format

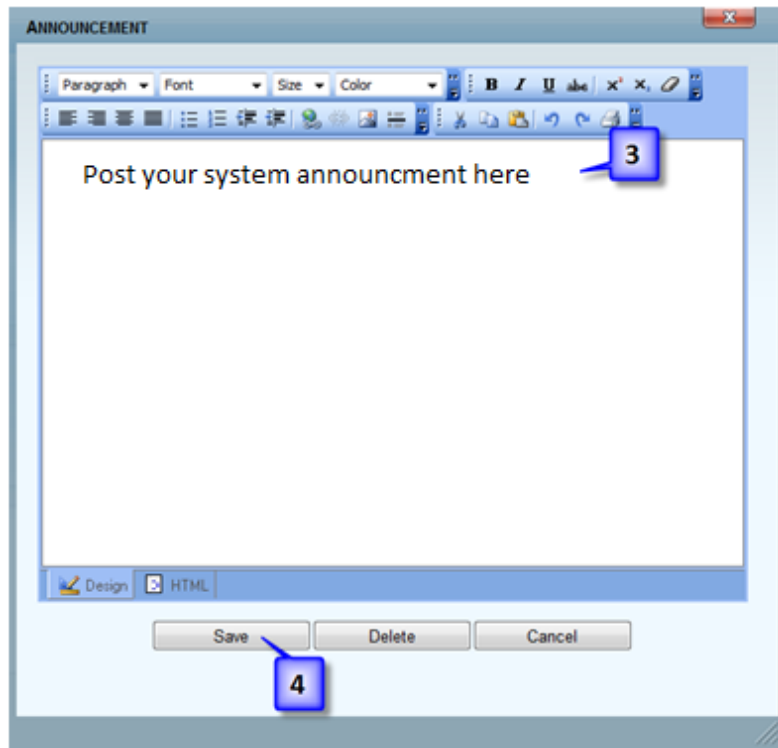
Set the formatting for date, time, and units.



## Post a System Announcement

System announcements are messages that are displayed on the Dashboard for everyone to see.

1. Click on **Post a System Announcement**
2. You should now see the **Announcement** dialog box
3. Type in a message
4. Click on the **Save** button



## Configure Hardware Messages

These are messages that are sent to a GPS unit to configure the device. For example, you can send a message to change the reporting interval of a real time device. The message format and the kind of message are hardware specific. Therefore, this topic goes beyond the scope of this training class. If a message is sent incorrectly it could lockup a device and keeps it from reporting correctly.

Please speak with your account executive if you would like training on how to configure and send hardware messages.

## Create and Manage Asset Types

Asset types can be created to more efficiently manage different types of assets. Assets are more generic items than individuals or vehicles, so you may find it useful to create asset types to distinguish between different types.

Note: this lesson is optional.

1. Click on **Create and Manage Asset Types**
2. Click on **Add New Type**

3. Enter a name
4. Click on the **Save** button
5. Now you can type to an asset

## Configure Alert Triggers

If you are going to create a new alert then a custom trigger has to be created before you can setup the alert. Alert triggers are hardware specific. Some hardware does not support certain triggers. This topic is beyond the scope of this training class.

Please speak with your account executive if you would like training on how to configure and send hardware messages.

## View Hardware Messages

Raw GPS messages can be displayed for troubleshooting purposes. The raw messages are the GPS messages that are received by the system before a position is placed on the map.

1. Click on **View Hardware Messages**
2. You should now see the **Hardware Message Tool** page
3. Optional: click on the **Top** dropdown menu to change the number of messages returned
4. Click on the **Search** button
5. You should now see a list of messages

The screenshot shows the 'Hardware Message Tool' interface. On the left, there are input fields for 'Start Date' (9/28/2008), 'End Date' (10/1/2008), 'Port Numbers', and 'Message Text'. Below these is a 'Top' dropdown menu set to '10'. A blue callout '3' points to this dropdown. At the bottom left are 'Search', 'Clear', and 'Cancel' buttons. A blue callout '4' points to the 'Search' button. The main area is a table with columns: MessageID, Port, Message, Created (UTC), and Server. A blue callout '5' points to the table. The table contains several rows of raw GPS data. At the bottom left, a 'Count: 10' label is visible.

| MessageID | Port | Message  | Created (UTC)        | Server       |
|-----------|------|--|----------------------|--------------|
| 707194    | 6100 | \$MM,003380611,184833,A,4043.7132,N,07312.7559,W,000.0,158.9,011008,A,01.1,2a4,3851.2,*76^ | 10/1/2008 6:48:44 PM | 66.135.60.40 |
| 707193    | 6100 | \$MM,006812230,184824,A,4049.5710,N,07254.9843,W,000.0,343.1,011008,A,01.1,2b1,3374.0,*7B^ | 10/1/2008 6:48:37 PM | 66.135.60.40 |
| 707192    | 6100 | \$MM,006809723,184749,V,4235.2665,N,08307.8355,W,000.0,000.0,011008,M,01.0,293,5503.3,*3F^ | 10/1/2008 6:48:15 PM | 66.135.60.40 |
| 707191    | 6100 | \$MM,003364441,184759,A,2931.1888,N,09827.5283,W,000.0,067.1,011008,A,01.0,2eb,5546.2,*2C^ | 10/1/2008 6:48:10 PM | 66.135.60.40 |
| 707190    | 6100 | \$MM,003380611,184731,A,4043.7218,N,07312.7607,W,006.7,131.3,011008,A,35.1,2a5,3851.2,*7A^ | 10/1/2008 6:47:40 PM | 66.135.60.40 |
| 707189    | 6100 | \$MM,003380611,184713,A,4043.7063,N,07312.7907,W,011.8,072.4,011008,A,35.1,2a6,3851.2,*70^ | 10/1/2008 6:47:22 PM | 66.135.60.40 |
| 707188    | 6100 | \$MM,003380611,184657,A,4043.7441,N,07312.8351,W,006.8,197.5,011008,A,35.1,2a6,3851.1,*7D^ | 10/1/2008 6:47:06 PM | 66.135.60.40 |
| 707187    | 6100 | \$MM,003380611,184633,A,4043.7523,N,07312.8115,W,015.1,248.2,011008,A,01.1,2a7,3851.1,*73^ | 10/1/2008 6:46:42 PM | 66.135.60.40 |
| 707186    | 6100 | \$MM,006812230,184624,A,4049.5702,N,07254.9842,W,000.0,343.1,011008,A,01.1,2ae,3374.0,*20^ | 10/1/2008 6:46:35 PM | 66.135.60.40 |
| 707185    | 6100 | \$MM,003380611,184617,A,4043.7756,N,07312.6879,W,028.5,260.2,011008,A,35.1,2a7,3851.0,*7E^ | 10/1/2008 6:46:26 PM | 66.135.60.40 |

**Tip:** if you are searching for an item and you know the IMEI (unique ID of GPS unit) type it into the **Message Text** textbox.

## Security Settings

In this section you will learn:

- How to manage security settings
- Create users and groups
- Lockout users

## Create Users and Manage Permissions

All the lessons in this section will begin in the **Create Users and Manage Permissions** section.

### Add New User

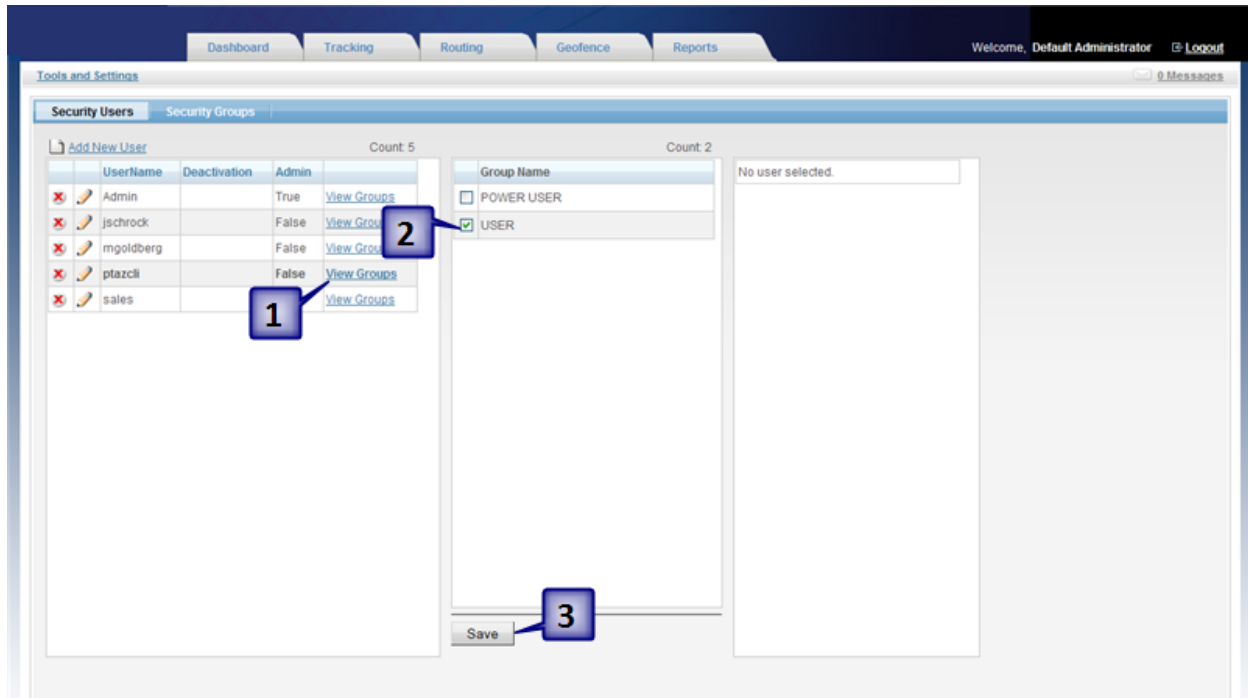
1. Click on **Add New User**
2. You should now see the **User Editor** dialog box
3. Enter your **First** name
4. Enter your **Last** name
5. Enter **Username** as first initial and last name
6. Enter **Password**
7. Optional: change **Default Entry Page** to **Map Tracking**
8. Click on the **Save** button

The screenshot shows the 'USER EDITOR' dialog box. It contains several input fields and a dropdown menu. Numbered callouts (3-8) point to the following elements: 3 points to the 'First:' text box containing 'Pete'; 4 points to the 'Last:' text box containing 'Tazcli'; 5 points to the 'Username:' text box containing 'ptazcli'; 6 points to the 'Password:' text box containing seven dots, with a tooltip indicating '1 more numbers, 1 symbol characters'; 7 points to the 'Default Entry Page:' dropdown menu, which is set to 'Map Tracking'; and 8 points to the 'Save' button at the bottom left. There is also a 'Confirm Password:' field with seven dots, an 'Email Address:' field, and 'Activation Date:' and 'Deactivation Date:' fields. 'Save' and 'Cancel' buttons are at the bottom.

### Assign Permissions

Once you add a new user you will need to assign permissions to this user so he or she can use the system.

1. Click on **View Groups** next to the user name that you created in the last lesson
2. Click on checkbox next to **User** in the **Group Name** section
3. Click on the **Save** button



## Security Groups

In this section you can modify group permissions, create new groups, and delete existing ones.

Note: all the lessons in this section are optional. They will begin from the **Security Groups** section.

### Add New Group

In this lesson and the next one you are going to create a group where the users only have permission to run reports and view tracking.

1. Click on **Add New Group**
2. You should now see the **Group Editor** dialog box
3. Enter "Report User" in the **Group Name** textbox
4. Optional: enter **Description**
5. Click on the **Save** button

**GROUP EDITOR**

Group Name: **3** Report User

Description: **4** The users in this group only have permissions to run reports and view tracking.

Activation Date:

Deactivation Date:

**5** Save Cancel

### Assign Permissions

1. Click on **View Resources** next to the "Report User" group
2. You should now see the permissions available (**Resource Name**)
3. Click on the checkbox next to **REPORT\_GENERAL** (scroll down the list to find it)
4. Click on the **Save** button

Dashboard Tracking Routing Geofence Reports Welcome, Default Administrator Logout

Tools and Settings

Security Users Security Groups

Add New Group Count: 3

| Group Name  | View Resources                 |
|-------------|--------------------------------|
| POWER USER  | <a href="#">View Resources</a> |
| REPORT USER | <a href="#">View Resources</a> |
| USER        | <a href="#">View Resources</a> |

**1**

**2**

**3**

**4**

Count: 56

- ☐ INDIVIDUAL\_SAVE
- ☐ NOTE\_DELETE
- ☐ NOTE\_SAVE
- ☐ POI\_DELETE
- ☐ POI\_SAVE
- ☐ POISTATUS\_DELETE
- ☐ POISTATUS\_SAVE
- ☐ POI\_TYPE\_DELETE
- ☐ POI\_TYPE\_SAVE
- ☒ REPORT\_GENERAL
- ☐ REPORT\_SAVE
- ☐ ROUTING\_FINDCLOSES
- ☐ ROUTING\_GETDIRECTIONS
- ☐ SECURITY\_LOCKUSER
- ☐ SECURITY\_VIEW
- ☐ SECURITYGROUP\_DELETE

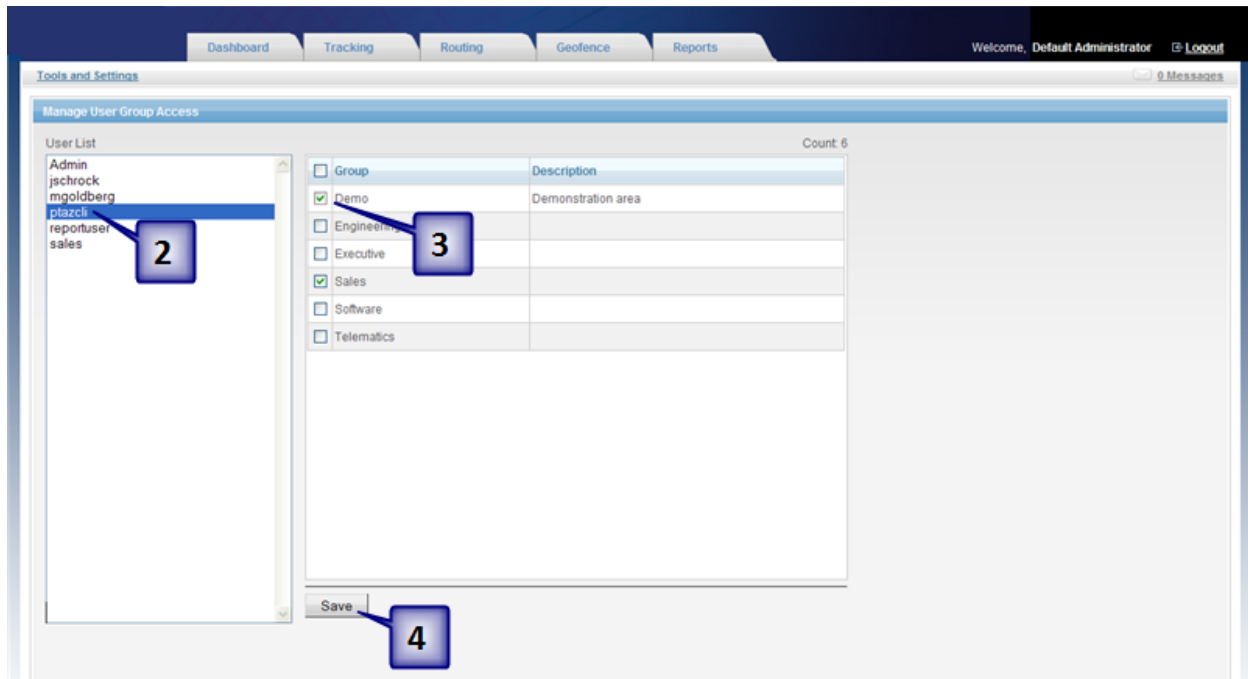
Save



## Manage User Group Access

In this section you can assign users to different groups. When a user is created it is not assigned to a group. You will need to assign it to a group before using the new account.

1. Click on **Manage User Group Access**
2. Click on the user you created in the previous lesson
3. Click on the checkboxes next to the Groups you want the user assigned to
4. Click on the **Save** button

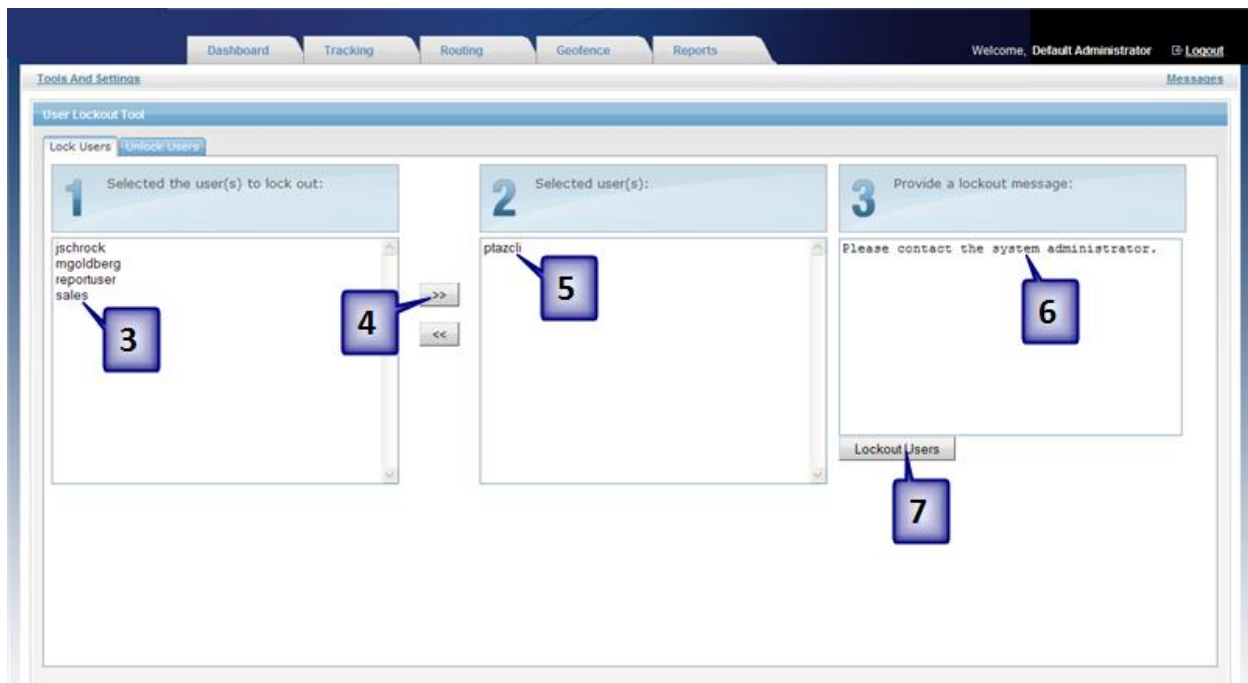


## Lockout User Session

You can prevent a user from logging into the system for any reason.

Note: this lesson is optional.

1. Click on **Lockout User Session**
2. You should now see the **User Lockout Tool**
3. Click on the name of the user that you want to lockout
4. Click on the left arrows
5. The user should now be in the 2<sup>nd</sup> box
6. Optional: Enter a **lockout message**
7. Click on the **Lockout Users** button



### Unlock User

1. Click on **Lockout User Session**
2. Click on the **Unlock Users** tab
3. Click on the user that you want to unlock
4. Click on the **Unlock Users** button

