vehiclesTRACKED User Manual

We highly recommend as soon as you receive your username and password that you read this manual with vehiclesTRACKED open. It won’t take long, and the time spent will mean you get the most out of your vehiclesTRACKED software. You’ll be referring to the Help section and / or making support calls a lot less.
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To load vehiclesTRACKED type www.vehiclestracked.com in to your web browser. The appearance of your Web Browser may appear different to the one below depending on the Internet Browser and Version you have installed.

In order to gain faster access we recommend that you add www.vehiclestracked.com to your Favourites and / or Favourites Bar (or something similar).

LOGIN SCREEN
Enter your username and password exactly as it was provided to you in the appropriate boxes and press ‘Enter’ on your keyboard or select ‘Enter’

Member’s Login
Enter your Username:
Enter Your Password:
If you have forgotten your username then please contact technical support by email:-

support@vehiclestracked.co.uk.

If you have forgotten your password then select “forgotten password”.

Enter the email address that you provided when your account was set up and then select “Send My Password to Email”.

Send my password to Email

Go to Login
HEADINGS DROP DOWN MENU

Select Group
If your vehicles have been put in to groups then those groups will appear in this list.

To select a particular group of vehicles then select ‘Select Group’, ‘Unit Group’ and keep drilling down until you see the group you want to select then double click on that group to select it.

Only that group of vehicles will then appear on the left map and down the left hand side of your screen if you have the ‘Dual View’ (the default view unless you change it) or ‘Activity View’ selected or on screen if you have ‘Fleet View’ selected.

See ‘MAP VIEW TYPES ‘for more information on ‘Dual View’, ‘Activity View’ and ‘Fleet View’.

Select
The ‘Select’ function / drop down menu enables you to select your tracked vehicles by 1) All 2) None 3) Invert
Select All

‘Select All’ selects all of your tracked vehicles. All of your tracked vehicles will then appear on the map.

You will see that when you select all of your vehicles the box the vehicle appears in turns from grey (unselected vehicle) to white (selected vehicle).

Select None

Selects no vehicles or deselects any previously selected vehicles. Vehicles are then removed from the map.

You will see that when you select all of your vehicles the box the vehicle appears in turns grey (which means it’s an unselected vehicle).
Invert Selection
By selecting this all previously selected vehicles will be deselected and removed from the map and previously unselected vehicles will be selected and appear on the map.

You will see that when you invert the selection those vehicles that were previously selected go from white (selected vehicle) to grey (unselected vehicle). At the same time those vehicles that were previously unselected go from grey (unselected vehicle) to white (selected vehicle).

Prior To Invert Selection

<table>
<thead>
<tr>
<th>Select Group</th>
<th>Select</th>
<th>Sort</th>
<th>Filter</th>
<th>Collapse</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTS4 TXW</td>
<td>P</td>
<td>0</td>
<td>-</td>
<td>Action</td>
</tr>
<tr>
<td>IGNITION OFF</td>
<td></td>
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<td>Zoom Out</td>
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<tr>
<td></td>
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<tr>
<td>15/04/2011 17:15</td>
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</tr>
<tr>
<td>24 Felstone Rd, Great Barr, Birmingham. B44 9</td>
<td></td>
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</tbody>
</table>

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<thead>
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<th>Select Group</th>
<th>Select</th>
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<th>Filter</th>
<th>Collapse</th>
</tr>
</thead>
<tbody>
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<td>YA54 BWZ</td>
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<td>-</td>
<td>Action</td>
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<tr>
<td>IGNITION OFF</td>
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<td>Zoom Out</td>
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<tr>
<td>15/04/2011 22:57</td>
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<tr>
<td>38 Haddon Rd, Great Barr, Birmingham. B42 2</td>
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After Invert Selection

<table>
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</tr>
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<td>Action</td>
</tr>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Sort
The ‘Sort’ function / drop down menu enables you to sort how the vehicles down the left hand side of the page on Map Views ‘Dual View’ (the default view unless you change it) and ‘Activity View’ and on the whole of the page for ‘Fleet View’.

See ‘MAP VIEW TYPES’ for more information on ‘Dual View’, ‘Activity View’ and ‘Fleet View’.

Registration
Select ‘Registration’ to sort the vehicles by registration number in ascending order. Select ‘Registration’ again to sort the vehicles by registration number in descending order.

Registration Numbers InAscending Order

Registration Numbers InDescending Order
Time
Select ‘Time’ to sort the vehicles by the time of the most recent vehicle update in ascending order (or the time of the earliest vehicle update in descending order). Select ‘Time’ again to sort the vehicles by the time of the earliest vehicle update in ascending order (or the time of the most recent vehicle update in descending order).
Filter
The ‘Filter’ option enables you to list and see on screen vehicles that meet the filter criteria that you select.

No Filter
Select ‘No Filter’ and all vehicles will be listed and visible on screen.

Ignition Off
Select ‘Ignition Off’ and only those vehicles with their ignition switched off will be visible on screen.
**Idling**
Select ‘Idling’ and only those vehicles with their ignition switched to the second point (electrics on) or third point (engine running) will be visible on screen.

**Ignition On**
Select ‘Ignition On’ and only those vehicles with their ignition switched on will be visible on screen.
EXPAND (AND COLLAPSE)
The ‘Expand (and Collapse)’ option enables you to expand the vehicle details that are to the left of the software if you have ‘Dual View’ (the default view unless you change it) or ‘Activity View’ selected or on screen if you have ‘Fleet View’ selected.

‘Collapse’ enables you to contract the vehicle details back to their original state at the point of logon.

See ‘MAP VIEW TYPES’ for more information on ‘Dual View’, ‘Activity View’ and ‘Fleet View’.
VEHICLES
After you have logged in and if you have ‘Dual View’ (the default view unless you change it), ‘Activity View’ or ‘Fleet View’ selected you will see your vehicles listed.

To see more vehicle information you can either select ‘Expand’ which will provide more vehicle information for all of the vehicles listed or select one vehicle at a time by pointing to it and selecting it by clicking once, with the left button (unless your mouse settings have been changed).

Do not select ‘Action’ or ‘Zoom’ in order to expand the vehicle(s) as these are other commands in their own right and if selected it expand as previously stated and the information will not be displayed at this time. See ‘Action & Zoom’ for more information on these commands.
You can select and expand the information on as many vehicles as you wish by pointing to it and selecting it by clicking once with the left button (unless your mouse settings have been changed).

Conversely if vehicle details are expanded you can also contract them back by selecting the vehicle by pointing to it and selecting it by clicking once with the left button (unless your mouse settings have been changed).

Do not select ‘Action’ or ‘Zoom’ in order to expand the vehicle(s) as these are other commands in their own right and if selected the vehicle will not expand as previously stated and the information will not be displayed at this time. See ‘Action & Zoom’ for more information on these commands.
To contract all vehicles select ‘Collapse’:

See ‘MAP VIEW TYPES’ for more information on ‘Dual View’, ‘Activity View’ and ‘Fleet View’.
VEHICLE INFORMATION
Vehicle information will be displayed in a concise or comprehensive format

In a concise format the information displayed will be:-

- **Registration Number**
- **P** – Ignition currently switched off
- **STOP** – Ignition switched to the second point (electrics on) or third point (engine running) but the vehicle is not moving
- **Speedometer** – Ignition currently switched on and the vehicle is moving
- **Number** – The current speed of the vehicle
- **Arrow** – The direction the vehicle is heading or facing

**Action & Zoom**

**Action**

**Technical Support:** Phone: 0845 388 4001 / Email: support@vehiclestracked.co.uk / Fax: 0845 388 4002
Additional functions which may include:

**Today's Journeys**

The image shows a screenshot of the Fleet Optimise application interface, which includes a map and a list of journeys. Each entry in the list includes the start and end times, location details, and distance. The map provides a visual representation of the journey routes.
‘Activity Log’ lists all updates recorded on the current day by the tracking device and relayed back to the software. The first update appears at the foot of the log and the latest update appears at the top.
Edit Information

‘Edit Information’ enables you to add additional information that will appear in the expanded vehicle box below the address where the selected vehicle is currently.

Text entered above will be displayed against NU56 TKD

Please use 20 characters or less.

Example uses:
To quickly add run IDs to your vehicles.
To add notes such a VOR.

Confirm  Cancel
Zoom (and Zoom Out)
Select ‘Zoom’ to zoom in on the selected vehicle. Select ‘Zoom Out’ to zoom back out.

ADDITIONAL TRACKING (“ENGAGED / DISENGAGED”. “ON / OFF” ETC)
If additional vehicle components are tracked (e.g. P.T.O. Switch, Skip Loader, Pump etc) then the status of this will also be displayed.

Purple = Disengaged, Off, Deactivated etc.
Orange = Engaged, On, Activated
Registration Number

Ignition Status
- Ignition On (Red)
- Idling (Amber)
- Ignition On (Green)
MAPS

There are a number of maps / views to choose from.

A quick way to zoom in and out on the map is to use the tracker ball on a mouse. Roll forward to zoom in and backwards to zoom out.

A quick way to pan around the map is to click once on the map with the left button (unless your mouse settings have been change) and drag the map with your mouse.

Every map view details the following information and/or options:-

Show POI/AOIs
If selected (ticked) “Show POI/AOIs” reveals the POIs and AOIs as blue pins on the map. The name of the POI or AOI is revealed when the cursor is positioned over it.

Hide Map Tools
If selected (ticked) “Hide Map Tools” hides the map’s tools positioned to the top left hand side of the maps.

Pause Map
If selected (ticked) “Pause Map” stops the map from repositioning itself to the location of the latest vehicle to update.
Live Traffic
You can view all available live traffic feeds on screen along with any reported road works.

Select ‘Live Traffic’ and where available the roads will be re-coloured depending on the speed of the road.

The colour coding is:-

Green = Fast  Yellow = Slower  Amber = Slow  Red = (Near) Standstill

Zooming in on the map will highlight any possible disruptions to the flow of traffic.
Hovering over a possible disruption provides more information relating to it and also the option to ‘Zoom to the incident’ or ‘Centre map here’.

Scheduled Construction
Severity: Moderate
Description: At M5 Interchange J2 - Major roadwork.
Start time: 8/6/2014 12:00 AM
Est. end time: 12/11/2014 11:59 PM

Tfl Disruptions
You can view all available live traffic feeds on screen along with any reported road works provided by Traffic for London.

Selecting ‘Tfl Disruptions’ will highlight any possible disruptions to the flow of traffic.
Hovering over a possible disruption provides more information relating to it.

Tfl Cameras
You can view live traffic camera image feeds provided by Transport for London Cameras.

Selecting ‘Tfl Cameras’ will highlight any possible disruptions to the flow of traffic.
Hovering over a camera will provide the latest image available.

Driving Time

‘Driving Time’ provides a summary snapshot of your vehicles(s) journeys for the current day.

<table>
<thead>
<tr>
<th>Veh. Reg.</th>
<th>Driving Time</th>
<th>Stopped Time</th>
<th>Idling Time</th>
<th>Total Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y913 VOT</td>
<td>01:06:04</td>
<td>00:02:33</td>
<td>00:01:14</td>
<td>01:09:37</td>
</tr>
<tr>
<td>JD51 JCD</td>
<td>00:01:18</td>
<td>00:00:00</td>
<td>00:00:00</td>
<td>00:01:18</td>
</tr>
<tr>
<td>GN37 CKG</td>
<td>01:02:36</td>
<td>00:03:00</td>
<td>00:00:00</td>
<td>01:05:36</td>
</tr>
</tbody>
</table>
Pan
Select north, south, east, and west to pan around the map. A quick way to pan around the map is to click once on the map with the left button (unless your mouse settings have been change) and drag the map with your mouse.

Zoom In
Select ‘Zoom’ to zoom in on the map. A quick way to zoom in on the map is to use the tracker ball on a mouse. Roll forward to zoom in.

Zoom Out
Select ‘Zoom Out’ to zoom back out from the map. A quick way to zoom out from the map is to use the tracker ball on a mouse. Roll backwards to zoom out.
Road
If selected the maps be displayed in a graphical format.
Aerial
If selected the maps be displayed via aerial view photographs.
Bird’s eye
If selected the maps be displayed via aerial view photographs at Bird’s Eye level.
Labels
If selected the names of areas, roads, stations, rivers, seas, and ferry crossing routes will be displayed or displayed dependant on selection.

Hide Map Tools (arrows)
If selected this option hides the map’s tools positioned to the top left hand side of the maps.

MAP VIEW TYPES
There are a number of ways that the maps and vehicles can be displayed.
Dual View

Dual View is the default view unless changed. It displays the vehicles tracked on the left of the screen and the map with the vehicles on it to the right of the vehicle list.
Map View
Map View displays the map with the vehicles on it. The map fills the vast majority of the screen. It is very useful for large screens.
Fleet View displays all vehicles and information relating to them.
Map View+
Map View displays the map with the vehicles on it. The map fills the vast majority of the screen.
Activity View displays the vehicles in the Selection Menu list in the top left hand side of the screen.

Any updates relating to the current day will be detailed in the Activity Log which is situated to the bottom left of the screen below the vehicle list.

By selecting a vehicle from the list (in the top left hand dialogue box) all of the present day’s updates will be displayed in time order with the first update at the foot of the list.

By selecting an update from the Activity Log list the vehicle will then be positioned on the map where the update was recorded.

If after selecting a vehicle from the Selection Menu the Activity Log is blank then the vehicle tracking will not have recorded any information today.
POSTCODE SEARCH
By entering a Postcode (or a road name (and postcode to provide more specific information) or place) in place of the word “Postcode” and selecting the magnifying glass the map will search and go to the location.

VEHICLES ON THE MAP(S)
The vehicles are displayed on the maps graphically the same as they appear in the vehicle list.
Next to each vehicle will also be:-

A red semi circle which highlights the fact that the ignition is currently switched off

An amber semi circle which highlights the fact that the ignition is switched to the second point (electrics on) or third point (engine on) but the vehicle was not moving along when the update was taken

A green arrow which highlights the fact that the ignition is switched on and the vehicle is moving. The arrow direction highlights the direction that the vehicle is heading.

By hovering over a vehicle the following information is displayed in a call out box:-

- Vehicle Registration Number
- Ignition Status
- Speed at the time of latest update
- Day, Date and time of the latest update
- Time Zone
- Address at the time of latest update
- POI or AOI at the time of latest update
**PROXIMITY**

Proximity enables you to list vehicles by distance in descending order from another vehicle, a POI or AOI or an address.

To List Vehicles By Distance In Descending Order From Another Vehicle:

Select “Select Vehicle” the select the appropriate vehicle. The map will then reposition to the current location the selected vehicle.
The vehicle list will then sorted by distance from the selected vehicle’s location with the nearest vehicle at the top of the list and the furthest at the foot of the list.

The current distance of each vehicle from the selected vehicle is also displayed.

To See Where A Vehicle Or Vehicles Are On The Map In Proximity To The Selected Vehicle:-

Select a vehicle from the list to the left of the screen by positioning the cursor over it and click once, with the left button (unless your mouse settings have been changed).

Position the cursor over the box that displays the vehicle’s Ignition Status, the vehicle, the latest update date and time, the vehicle’s current address etc and click once, with the left button (unless your mouse settings have been changed).
The vehicle will now be displayed on the map with a red line which points to the selected vehicle.

This procedure can be performed as many times as is required by repeating it with different vehicles from list to the left of the screen.
Alternatively by selecting “Select All” all vehicles will now be displayed on the map with a red line which points to the selected vehicles.
The vehicle list will then be sorted by distance from the selected vehicle’s location with the nearest vehicle at the top of the list and the furthest at the foot of the list.

The current distance of each vehicle from the selected vehicle is also displayed.
To List Vehicles By Distance In Ascending Order From A POI or AOI:-

Select the appropriate POI or AOI.

The map will then reposition to the current location the selected POI or AOI.

The vehicle list will then sorted by distance from the selected POI or AOI location with the nearest vehicle at the top of the list and the furthest at the foot of the list.
The current distance of each vehicle from the selected POI or AOI is also displayed.

To See Where A Vehicle Or Vehicles Are On The Map In Proximity To The Selected POI or AOI:-

Select a vehicle from the list to the left of the screen by positioning the cursor over it and click once, with the left button (unless your mouse settings have been changed).

Position the cursor over the box that displays the vehicle’s Ignition Status, the vehicle, the latest update date and time, the vehicle’s current address etc and click once, with the left button (unless your mouse settings have been changed).
The vehicle will now be displayed on the map with a red line which points to the selected POI or AOI.

This procedure can be performed as many times as is required by repeating it with different vehicles from list to the left of the screen.
Alternatively by selecting “Select All” all vehicles will now be displayed on the map with a red line which points to the selected vehicles.
The vehicle list will then be sorted by distance from the selected vehicle’s location, with the nearest vehicle at the top of the list and the furthest at the foot of the list.

The current distance of each vehicle from the selected vehicle is also displayed.
To List Vehicles By Distance In Ascending Order From An Address:-

Enter the appropriate address information. When the software has found and displays the address information select “Select This”

The map will then reposition to the current location the selected address.
The vehicle list will then be sorted by distance from the selected address location with the nearest vehicle at the top of the list and the furthest at the foot of the list.

The current distance of each vehicle from the selected address is also displayed.

To See Where A Vehicle Or Vehicles Are On The Map In Proximity To The Selected Address:

Select a vehicle from the list to the left of the screen by positioning the cursor over it and click once, with the left button (unless your mouse settings have been changed).

Position the cursor over the box that displays the vehicle’s Ignition Status, the vehicle, the latest update date and time, the vehicle’s current address etc and click once, with the left button (unless your mouse settings have been changed).
The vehicle will now be displayed on the map with a red line which points to the selected address.

This procedure can be performed as many times as is required by repeating it with different vehicles from list to the left of the screen.
Alternatively by selecting “Select All” all vehicles will now be displayed on the map with a red line which points to the selected vehicles.
The vehicle list will then be sorted by distance from the selected vehicle’s location with the nearest vehicle at the top of the list and the furthest at the foot of the list.

The current distance of each vehicle from the selected vehicle is also displayed.
GEO-ZONES
Geo-Zones enables you to set up and manage POI (Points of Interest), AOI (Areas of Interest), alerts and monitoring.

Geo-fence Alert
Geo-fence Alert enables the software to alert you by email if a vehicle or vehicles enter and / or exit POIs and / or AOIs.

To Set Up An Alert:-
Select ‘Geo-fence Alert’
Select ‘Add Record’

Enter an alert name in the ‘Alert Name’ box in the centre towards the top of the screen

You can select a POI or POIs and / or an AOI or AOIs as well as selecting whether you want to be alerted to the fact that a vehicle (or vehicles) has entered the POI or POIs and / or an AOI or AOIs or exited or both.
To Select a POI or POIs:

- Select a POI from the left menu ‘POIs Available’
- Select ‘Copy’ or to select all POIs select ‘Copy All’.
- The POI or POIS will then appear in the ‘POIs Selected’ menu on the right hand side of the screen
- To enable software to raise an alert if a selected vehicle enters the POI, in the POIs Selected menu on the right hand side of the screen select/tick ‘Entry’.
- To enable vehicleSTRACKED to raise an alert if a selected vehicle exits the POI, in the POIs Selected menu on the right hand side of the screen select/tick ‘Exit’.
To Remove A POI From The Selection In The POI Selected Menu On The Right Hand Side Of The Screen:-

- Select the POI in the POIs Selected menu
- Select ‘Remove’

<table>
<thead>
<tr>
<th>POIs Available</th>
<th>POIs Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>POI Name</td>
<td>Entry</td>
</tr>
<tr>
<td>GLASGOW OFFICE</td>
<td></td>
</tr>
<tr>
<td>CARDIFF OFFICE</td>
<td></td>
</tr>
<tr>
<td>BELFAST OFFICE</td>
<td></td>
</tr>
</tbody>
</table>

**POIs Selected**

- BIRMINGHAM OFFICE
- LONDON OFFICE
- MANCHESTER OFFICE
To Remove All POIs From The Selection In The POI Selected Menu On The Right Hand Side Of The Screen:
Select ‘Remove All’

<table>
<thead>
<tr>
<th>POIs Available</th>
<th>POIs Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>POI Name</td>
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</tr>
<tr>
<td>GLASGOW OFFICE</td>
<td>BIRMINGHAM OFFICE</td>
</tr>
<tr>
<td>CARDIFF OFFICE</td>
<td>LONDON OFFICE</td>
</tr>
<tr>
<td>BELFAST OFFICE</td>
<td>MANCHESTER OFFICE</td>
</tr>
</tbody>
</table>

- Copy All
- Copy
- Remove
- Remove All
To Select An AOI or AOIs:-

Select ‘AOI Selection’ which will be towards the bottom left hand corner of the screen.
- Select an AOI from the left menu ‘AOIs Available’
- Select ‘Copy’ or to select all AOIs select ‘Copy All’.
- The AOI or AOIs will then appear in the ‘AOIs Selected’ menu on the right hand side of the screen
- To enable software to raise an alert if a selected vehicle enters the AOI, in the AOIs Selected menu on the right hand side of the screen select/tick ‘Entry’.
To enable vehicleTRACKED to raise an alert if a selected vehicle exits the AOI, in the AOIs Selected menu on the right hand side of the screen select/tick ‘Exit’.

Select which AOIs you would like to use for your Geo-fence Alert

<table>
<thead>
<tr>
<th>AOI Name</th>
<th>Entry</th>
<th>Exit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heathrow Airport</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dartford Crossing Toll</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Severn Bridge Toll</td>
<td>✔</td>
<td></td>
</tr>
</tbody>
</table>

Copy All
Copy
Remove
Remove All
To Remove An AOI From The Selection In The AOI Selected Menu On The Right Hand Side Of The Screen:

- Select the AOI in the AOIs Selected menu
- Select ‘Remove’

Select which AOIs you would like to use for your Geo-fence Alert

<table>
<thead>
<tr>
<th>AOIs Available</th>
<th>AOIs Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOI Name</td>
<td>AOI Name</td>
</tr>
<tr>
<td>Heathrow Airport</td>
<td>Dartford Crossing Toll</td>
</tr>
<tr>
<td></td>
<td>Severn Bridge Toll</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Copy All</th>
<th>Copy</th>
<th>Remove</th>
<th>Remove All</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To Remove All AOIs From The Selection In The AOI Selected Menu On The Right Hand Side Of The Screen:

Select ‘Remove All’

Select which AOIs you would like to use for your Geo-fence Alert
To Select Which Vehicles Should Trigger The Alert:-

- Select ‘Vehicles Available’ which will be towards the bottom left hand corner of the screen.
- Select a vehicle from the left menu ‘Vehicles Available’
Select a vehicle, vehicles one by one and then ‘Copy’ or to select all vehicles select ‘Copy All’.

The vehicle or vehicles will then appear in the ‘Vehicles Selected’ menu on the right hand side of the screen.

To Remove A Vehicle From The Selection In The Vehicle Selected Menu On The Right Hand Side Of The Screen:

Select the vehicle in the Vehicles Selected menu

Select ‘Remove’
To Remove All Vehicles From The Selection In The Vehicle Selected Menu On The Right Hand Side Of The Screen:

Select ‘Remove All’

To save a newly created or edited Geo-fence Alert select ‘Confirm’.
The Alert will now appear in the list.

To suspend the alert is to stop the alerts being raised without having to delete the record.

**To Suspend An Alert**

Select Geo-Zones

Select Geo-fence Alert
Tick the ‘Suspend’ box that relates to the relevant Alert

To Edit An Alert

Select Geo-fence Alert
Select the ‘Edit’ button that relates to the relevant Alert.

Refer to previous chapters to edit the relevant alert.

**To Delete An Alert**

Select Geo-Zones

Select Geo-fence Alert
Select the ‘Delete’ button that relates to the relevant Alert

The software will detail “Are you sure that you want to delete this Geo-fence Alert?”

If you do then select ‘Confirm’

**MANAGE POIs**

To create a POI (Point Of Interest):-

Select ‘Geo-Zones’.
Select ‘Manage POIs’.

Select ‘Create POI’.

Enter the relevant Postcode, Street or Place Name and then select ‘Search’.
When the location is found select ‘Select This’ and then the location will be centered on the map.
You can change the location of the POI by selecting another area on the map. The POI will be centre wherever you click.

You can also change the position on the map by editing the Lat / Lon data.
You can increase / decrease the radius of the POI.

You can also change the Pin colour and / or Area colour of the POI.
Name the POI.

Enter Postcode

B24 9HH

Name

OFFICE

Lat

52.52359390258789

Lon

-1.8364888429541724

Select ‘Save’ to save the POI.

Activate or Deactivate a POI.

MANAGE AOIS

To Create an AOI (Area Of Interest):-

Select ‘Geo-Zones’. 
Select ‘Manage AOIs’.

Select ‘Create AOI’.

Enter the relevant Postcode, Street or Place Name and then select ‘Search’.
When the location is found select ‘Select This’ and then the location will be centered on the map.

Draw the boundary shape of the AOI by clicking points on the map that are relevant to the contour of the area.
If you want to re-draw the AOI select ‘Delete Polygon’ and start again.

When you have drawn on the AOI left click then right click your Mouse.

Name the AOI and select ‘Save’.
You can also change the Pin colour and/or Area colour of the AOI.

Activate or Deactivate an AOI.

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
<th>Edit</th>
<th>Activate/Deactivate</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACTORY</td>
<td>Online</td>
<td>Edit</td>
<td>Activate</td>
</tr>
<tr>
<td>OFFICE</td>
<td>Online</td>
<td>Edit</td>
<td>Deactivate</td>
</tr>
</tbody>
</table>

**Bulk POI Upload**

To upload POIs in bulk you need to create a Spreadsheet with the following information in the following columns.

(Do not add any titles in the headings)

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
<th>Column C</th>
<th>Column D</th>
</tr>
</thead>
<tbody>
<tr>
<td>POI Name</td>
<td>Lat</td>
<td>Lon</td>
<td>Radius</td>
</tr>
</tbody>
</table>

![Microsoft Excel - Bulk POIs](image)

Save the Spreadsheet in a CSV format.
Select Geo-Zones.

Select Bulk POI Upload.

Select ‘Choose File’ and locate / select your file.

Select ‘Upload’.

REPORTS
A variety of Reports are available on vehiclesTRACKED.

The Reports come in a variety of formats. The formats are:-

- HTM This is the report on screen
- PDF This report is usually printed, can be saved, emailed on and text can be copied from
- XLS This is in a Spreadsheet format that can be used for editing, moving, calculating data etc

Digital Input Report
The Digital Input Report is only available if you are tracking an additional Digital Input. The Digital Input Report details events relating to additional digital inputs such as P.T.O. Engaged / Disengaged, Skip Loaded / Unloaded, Door Open / Shut, Crane Switch On / Off.

If for example vehiclesTRACKED is also tracking the Crane Switch on a vehicle (or vehicles) then the Report will be displayed in the Report list as “Crane Switch”

In this instance the PDF and XLS versions of the report will also be named “Crane Switch.pdf” and “Crane Switch.xls” respectively.
To Generate a Digital Input Report

Select Reports

Select the “Digital Input Report” or the relevant name of the Report (“P.T.O, Crane, Skip, Door, Pump etc)
If the vehicles are Grouped and you want to select that Group then select “Select Group” and drill down to the group that you wish to select.

You can also make your selection (and de-selection) by using any of the options from the Selection Menu towards the top left hand side of the screen.
To select one or a mixture of vehicles from the list of vehicles either select “Expand” Selection Menu towards the top left hand side of the screen which will expand all of the vehicles.

The vehicles will now be expanded.
Position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed). You will notice that the box that the vehicle is in turns white (selected) whilst other the boxes unselected vehicles are grey.

The vehicle will now be selected and displayed in the list of selected vehicles which is towards the top of the screen in a central position.
To select another vehicle select that vehicle, position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed).

<table>
<thead>
<tr>
<th>Select Group</th>
<th>Select</th>
<th>Sort</th>
<th>Filter</th>
<th>Collapse</th>
</tr>
</thead>
<tbody>
<tr>
<td>BD04 JXT</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>IDLING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Car Icon" /> BD04 JXT</td>
<td>0</td>
<td>Action</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30/03/2015 19:28</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N.R. Hollyhedge Lane, Walsall, Walsall. WS2 8PU</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BN12 UHP</td>
<td>P</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>IGNITION OFF</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Car Icon" /> BN12 UHP</td>
<td>P</td>
<td>Action</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30/03/2015 17:25</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N.R. Pershore Road, Birmingham, Bournville. B30 2BS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NA56 VMJ</td>
<td>P</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>IGNITION OFF</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Car Icon" /> NA56 VMJ</td>
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</tr>
<tr>
<td>30/03/2015 18:27</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yardley Wood Road, Birmingham, Moseley, B13 0LS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To de-select a vehicle then position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed). You will notice that the box that the vehicle is in turns grey (unselected).

This procedure can be performed as many times as is required by repeating it with different vehicles from list to the left of the screen.

To unselect a vehicle or vehicles from the selection repeat the previous procedure of selecting a vehicle (or vehicles).

The vehicle (or vehicles) should then be removed from the displayed list of selected vehicles which is towards the top of the screen in a central position.
Select the date range using either the calendars from and to or the pre-selected options.

2) Select the date range for your Digital Input Report:

From: 30/03/2015 00:00
To: 30/03/2015 23:59

[Calendar interface with dates 1 to 31 of March 2015]
Select a format of either HTM, PDF or XLS

By default the Report will detail Digital Input On and Off data and Ignition On and Off Data. If you would prefer Digital Input On and Off data only then tick the “Digital Inputs Only” box

The Report will then be generated for you.

**Idling**

The Idling Report details instances by exception when an ignition has been switched to the second point (electrics on) or third point (engine running).

**To Generate an Idling Report**

Select Reports

Select the “Idling Report”
If the vehicles are Grouped and you want to select that Group then select “Select Group” and drill down to the group that you wish to select.

You can also make your selection (and de-selection) by using any of the options from the Selection Menu towards the top left hand side of the screen.
To select one or a mixture of vehicles from the list of vehicles either select “Expand” Selection Menu towards the top left hand side of the screen which will expand all of the vehicles.

The vehicles will now be expanded.
Position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed). You will notice that the box that the vehicle is in turns white (selected) whilst other the boxes unselected vehicles are grey.

The vehicle will now be selected and displayed in the list of selected vehicles which is towards the top of the screen in a central position.
To select another vehicle select that vehicle, position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed).

<table>
<thead>
<tr>
<th>Select Group</th>
<th>Select</th>
<th>Sort</th>
<th>Filter</th>
<th>Collapse</th>
</tr>
</thead>
<tbody>
<tr>
<td>BD04 JXT</td>
<td>0</td>
<td>0</td>
<td></td>
<td>Action</td>
</tr>
<tr>
<td><strong>IDLING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>30/03/2015 19:28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N.R. Hollyhedge Lane, Walsall, Walsall, WS2 8PU</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BN12 UHP</td>
<td>0</td>
<td>0</td>
<td></td>
<td>Action</td>
</tr>
<tr>
<td><strong>IGNITION OFF</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>30/03/2015 17:25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N.R. Pershore Road, Birmingham, Bournville, B30 2BS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NA56 VMJ</td>
<td>0</td>
<td>0</td>
<td></td>
<td>Action</td>
</tr>
<tr>
<td><strong>IGNITION OFF</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>30/03/2015 18:27</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yardley Wood Road, Birmingham, Moseley, B13 0LS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To de-select a vehicle then position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed). You will notice that the box that the vehicle is in turns grey (unselected).

The vehicle will now be selected and displayed in the list of selected vehicles which is towards the top of the screen in a central position.

This procedure can be performed as many times as is required by repeating it with different vehicles from list to the left of the screen.
To unselect a vehicle or vehicles from the selection repeat the previous procedure of selecting a vehicle (or vehicles).

The vehicle (or vehicles) should then be removed from the displayed list of selected vehicles which is towards the top of the screen in a central position.

Select the date range using either the calendars from and to or the pre-selected options.
Select a format of either HTM, PDF or XLS

Journey
The Journey Report details summaries of journeys made by a vehicle (or vehicles)

To Generate a Journey Report

Select Reports

Select the “Journey Report”
If the vehicles are Grouped and you want to select that Group then select “Select Group” and drill down to the group that you wish to select.

You can also make your selection (and de-selection) by using any of the options from the Selection Menu towards the top left hand side of the screen.
To select one or a mixture of vehicles from the list of vehicles either select “Expand” Selection Menu towards the top left hand side of the screen which will expand all of the vehicles.

The vehicles will now be expanded.
Position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed). You will notice that the box that the vehicle is in turns white (selected) whilst other the boxes unselected vehicles are grey.

The vehicle will now be selected and displayed in the list of selected vehicles which is towards the top of the screen in a central position.
To select another vehicle select that vehicle, position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed).

<table>
<thead>
<tr>
<th>Vehicle</th>
<th>Status</th>
<th>Time</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>BD04 JXT</td>
<td>IDLING</td>
<td>30/03/2015 19:28</td>
<td>N.R. Hollyhedge Lane, Walsall, Walsall. WS2 8PU</td>
</tr>
<tr>
<td>BN12 UHP</td>
<td>IGNITION OFF</td>
<td>30/03/2015 17:25</td>
<td>N.R. Pershore Road, Birmingham, Bournville. B30 2BS</td>
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<tr>
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<td>30/03/2015 18:27</td>
<td>Yardley Wood Road, Birmingham, Moseley. B13 0LS</td>
</tr>
</tbody>
</table>
To de-select a vehicle then position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed). You will notice that the box that the vehicle is in turns grey (unselected). The vehicle will now be selected and displayed in the list of selected vehicles which is towards the top of the screen in a central position.

This procedure can be performed as many times as is required by repeating it with different vehicles from list to the left of the screen.

To unselect a vehicle or vehicles from the selection repeat the previous procedure of selecting a vehicle (or vehicles).
The vehicle (or vehicles) should then be removed from the displayed list of selected vehicles which is towards the top of the screen in a central position.

Select the date range using either the calendars from and to or the pre-selected options.
Select whether weekends are to be excluded from the report by ticking the ‘Exclude Weekends’ box.

2) Select the date range for your Journey Report:

From: 01/03/2011 00:00

To: 31/03/2011 23:59

Today  Yesterday  Last Week  Previous Month

Select a format of either HTM, PDF or XLS

If you select HTML the report will appear on screen along with an orange info icon to the right of the information.

The orange info icon above the word “Snail Trail” relates to the whole day’s journeys.

<table>
<thead>
<tr>
<th>Max Speed</th>
<th>Driver</th>
<th>Distance</th>
<th>Idling</th>
<th>Snail Trail</th>
</tr>
</thead>
<tbody>
<tr>
<td>91.96 MPH</td>
<td>55.35</td>
<td>00:00:10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>55.92 MPH</td>
<td>4.19</td>
<td>00:03:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>97.56 MPH</td>
<td>196.66</td>
<td>00:03:56</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0.00 MPH</td>
<td>0.00</td>
<td>00:00:32</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27.96 MPH</td>
<td>0.80</td>
<td>00:00:20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24.23 MPH</td>
<td>0.59</td>
<td>00:00:18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Any info to the side of each individual journey relates to that journey.

By selecting an orange info the report is then converted into a ‘Snail Trail’ of the day’s journeys or individual journey.

The updates that relate to the journey are positioned on the map and in the list with blue circles with an arrow inside them which details the direction the vehicle was heading when the update was recorded.

- ‘Ignition On’ events are positioned on the map and in the list with a Green Flag.
- ‘Ignition Off’ events are positioned on the map and in the list with a Checkered Flag
Vehicle movements are positioned on the map and in the list with a blue circle with an arrow which depicts the direction the vehicle is pointing.

By double clicking a vehicle event in the right hand list this will highlight the event on the map.

Refer to the section “Maps” on how to use the maps.

To play through the journey select the ‘Play’ button which then becomes the ‘Pause’ button.
To pause a journey whilst playing select the ‘Pause’ button which then becomes the ‘Play’ button.

To increase the speed of the journey playback select the ‘Increase Playback’ button. To increase it again up to four times faster select it again and again etc.

To decrease the speed of the journey playback select the ‘Decrease Playback’ button. To decrease it again up to ten times slower select it again and again etc.

To stop the playback select the ‘Stop’ button.

Late Start Report
The Late Start Reports details vehicles that have started within a time scale that could be deemed as late or on time. The Late Start Time Periods are set up within Preferences section of the software. Please refer to ‘Late Start Periods’ under ‘PREFERENCES’ for more information on setting up Late Start periods.
To Generate a Late Start Report

Select Reports

Select “Late Start”

Select the format you require.

Select the date you require.
If the vehicles are Grouped and you want to select that Group then select “Select Group” and drill down to the group that you wish to select.

If you have selected PDF or XLS as a format then these will be downloaded. If you have selected HTML then the report will be displayed.
Overspeed
The Overspeed Report details instances by exception when an update has been recorded at or above the speed specified within the criteria.

To Generate a Overspeed Report
Select Reports

Select the “Overspeed Report”
If the vehicles are Grouped and you want to select that Group then select “Select Group” and drill down to the group that you wish to select.

You can also make your selection (and de-selection) by using any of the options from the Selection Menu towards the top left hand side of the screen.
To select one or a mixture of vehicles from the list of vehicles either select “Expand” Selection Menu towards the top left hand side of the screen which will expand all of the vehicles.

The vehicles will now be expanded.
Position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed). You will notice that the box that the vehicle is in turns white (selected) whilst other the boxes unselected vehicles are grey.

<table>
<thead>
<tr>
<th>BD04 JXT</th>
<th>IDLING</th>
<th>30/03/2015 19:28</th>
</tr>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>BN12 UHP</th>
<th>IGNITION OFF</th>
<th>30/03/2015 17:25</th>
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<tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Yardley Wood Road, Birmingham, Moseley, B13 0LS</td>
</tr>
</tbody>
</table>
The vehicle will now be selected and displayed in the list of selected vehicles which is towards the top of the screen in a central position.
To select another vehicle select that vehicle, position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed).
To de-select a vehicle then position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed). You will notice that the box that the vehicle is in turns grey (unselected).

The vehicle will now be selected and displayed in the list of selected vehicles which is towards the top of the screen in a central position.

This procedure can be performed as many times as is required by repeating it with different vehicles from list to the left of the screen.

To unselect a vehicle or vehicles from the selection repeat the previous procedure of selecting a vehicle (or vehicles).
The vehicle (or vehicles) should then be removed from the displayed list of selected vehicles which is towards the top of the screen in a central position.

Select the date range using either the calendars from and to or the pre-selected options.

Enter the maximum permitted speed.

3) Enter maximum permitted speed MPH:
70
Select a format of either HTM, PDF or XLS

If you select HTML the report will appear on screen along with an orange "i" to the right of the information.

The orange "i" above the word “Snail Trail” relates to the whole day’s journeys.

Any "i" to the side of each individual journey relates to that journey.
By selecting an orange the report is then converted into a ‘Snail Trail’ of the day’s journeys or individual journey.

The updates that relate to the journey are positioned on the map and in the list with blue circles with an arrow inside them which details the direction the vehicle was heading when the update was recorded.

- ‘Ignition On’ events are positioned on the map and in the list with a Green Flag
- ‘Ignition Off’ events are positioned on the map and in the list with a Checkered Flag

Vehicle movements are positioned on the map and in the list with a blue circle with an arrow which depicts the direction the vehicle is pointing.
By double clicking a vehicle event in the right hand list this will highlight the event on the map.

Refer to the section “Maps” on how to use the maps.

To play through the journey select the ‘Play’ button which then becomes the ‘Pause’ button.

To pause a journey whilst playing select the ‘Pause’ button which then becomes the ‘Play’ button.
To increase the speed of the journey playback select the ‘Increase Playback’ button. To increase it again up to four times faster select it again and again etc.

To decrease the speed of the journey playback select the ‘Decrease Playback’ button. To decrease it again up to ten times slower select it again and again etc.

To stop the playback select the ‘Stop’ button.

**Time On Site**
The Time On Site Report details information relating to a selected POI (Point of Interest) or AOI (Area of Interest). Additionally the Time On Site Report details information relating to all locations, all POIs, AOIs, all locations except POIs and all locations except AOIs.
To Generate a Time On Site Report
Select Reports

Select the “Time On Site Report”

If the vehicles are Grouped and you want to select that Group then select “Select Group” and drill down to the group that you wish to select.
You can also make your selection (and de-selection) by using any of the options from the Selection Menu towards the top left hand side of the screen.

To select one or a mixture of vehicles from the list of vehicles either select “Expand” Selection Menu towards the top left hand side of the screen which will expand all of the vehicles.
The vehicles will now be expanded.
Position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed). You will notice that the box that the vehicle is in turns white (selected) whilst other the boxes unselected vehicles are grey.

The vehicle will now be selected and displayed in the list of selected vehicles which is towards the top of the screen in a central position.

1) Select vehicles using the menu on the left:
To select another vehicle select that vehicle, position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed).
The vehicle will now be selected and displayed in the list of selected vehicles which is towards the top of the screen in a central position.

To de-select a vehicle then position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed). You will notice that the box that the vehicle is in turns grey (unselected).
The vehicle will no longer be selected and displayed in the list of selected vehicles which is towards the top of the screen in a central position.

This procedure can be performed as many times as is required by repeating it with different vehicles from list to the left of the screen.

Select the date range using either the calendars from and to or the pre-selected options

Select the POI, AOI, Location etc
By default the Report includes vehicle movements on the site selected as well as Ignition On and Off events. If you want to exclude the on site movements and only include the Ignition On and Off events then tick the ‘Exclude On-site movements’ box.

By entering a minimum amount of minutes in the Select ‘Duration (in minutes) that the Time-On-Site must exceed’ field only those vehicles that have been inside the POI, AOI or Location will be included in the Report. If left a 0 (default) then any vehicles that have been within the inside the POI, AOI or Location will be included in the Report.

Select a format of either HTM, PDF or XLS

**Time Sheet**

The Time Sheet Report details summaries of start and finish times, calculations of time and distance, totals and averages.

**To Generate a Time Sheet Report:**

Select Reports
Select the “Time Sheet”

If the vehicles are Grouped and you want to select that Group then select “Select Group” and drill down to the group that you wish to select.
Select the relevant week.

Select the relevant vehicle(s).

You can view the information on screen or export it to an XLS Spreadsheet or PDF.

**Mileage**
The Mileage Report details a day by day total of miles travelled by vehicles specified, a total for the time period specified and a grand total.

**To Generate a Mileage Report:**

Select Reports
Select the “Mileage Report”

If the vehicles are Grouped and you want to select that Group then select “Select Group” and drill down to the group that you wish to select.

You can also make your selection (and de-selection) by using any of the options from the Selection Menu towards the top left hand side of the screen.
To select one or a mixture of vehicles from the list of vehicles either select “Expand” Selection Menu towards the top left hand side of the screen which will expand all of the vehicles.

The vehicles will now be expanded.
Position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed). You will notice that the box that the vehicle is in turns white (selected) whilst other the boxes unselected vehicles are grey.

The vehicle will now be selected and displayed in the list of selected vehicles which is towards the top of the screen in a central position.
To select another vehicle select that vehicle, position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed).
To de-select a vehicle then position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed). You will notice that the box that the vehicle is in turns grey (unselected).

The vehicle will now be selected and displayed in the list of selected vehicles which is towards the top of the screen in a central position.
To de-select a vehicle then position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed). You will notice that the box that the vehicle is in turns grey (unselected).

The vehicle will no longer be selected and displayed in the list of selected vehicles which is towards the top of the screen in a central position.

This procedure can be performed as many times as is required by repeating it with different vehicles from list to the left of the screen.

To unselect a vehicle or vehicles from the selection repeat the previous procedure of selecting a vehicle (or vehicles).
The vehicle (or vehicles) should then be removed from the displayed list of selected vehicles which is towards the top of the screen in a central position.

Select the date range using either the calendars from and to or the pre-selected options

2) Select the date range for your Mileage Report:

From: 30/03/2015 00:00  To: 30/03/2015 23:59

Select a format of either HTM, PDF or XLS

Scheduled Reports

‘Scheduled Reports’ or ‘Email Reports’ enables you to receive reports automatically via email on a frequent basis without the need to generate them yourself.

The email address / person receiving the ‘Scheduled Reports’ or ‘Email Reports’ must be set up as user on vehiclesTRACKED.
To Schedule A Report:-
Select ‘Reports’

Select ‘Scheduled Reports’ or ‘Email Reports’

Select “Schedule A Report”
Select a Report

Schedule(d) Reports

Report Type

ID:
Report:
Report Format:

Date Range

Period Type:
Exclude Weekends:

Select a Report Format

If other parameters specific to that Report are relevant to you then also enter these. For more information on specific parameters please review that report information within this help file.
Select a Date Range Period Type

- **Date Range**
  - **Period Type:**
    - Today
    - Tomorrow
    - Yesterday
    - Current Week
    - Previous Week
    - Current Month
  - **Exclude Weekends:**

Select Exclude Weekends whether you wish to exclude weekends.

Select what time vehiclesTRACKED should email you the Report.

- **Recurrence Pattern**
  - **Start Time:** 08:00

Select either Daily or Weekly. If Weekly is selected then also select the day(s) you want the report emailed to you.
Select the vehicle(s) to be included within the report

<table>
<thead>
<tr>
<th>Vehicles</th>
</tr>
</thead>
<tbody>
<tr>
<td>BT54 TXW</td>
</tr>
<tr>
<td>BV05 KGZ</td>
</tr>
<tr>
<td>BX05 GNV</td>
</tr>
<tr>
<td>DY10 YWO</td>
</tr>
<tr>
<td>FG10 WVJ</td>
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<tr>
<td>PF56 PZP</td>
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<tr>
<td>PF57 XFE</td>
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<tr>
<td>V056 VKF</td>
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<tr>
<td>Y95 GTU</td>
</tr>
<tr>
<td>YA54 BWZ</td>
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<tr>
<td>NU56 TKD</td>
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<tr>
<td>EN10TVX</td>
</tr>
<tr>
<td>DE06 AVG</td>
</tr>
<tr>
<td>BV57 GUD</td>
</tr>
<tr>
<td>AG59 HYJ</td>
</tr>
</tbody>
</table>

Select ‘Save’
To Edit a Scheduled Report
Select ‘Reports’

Select ‘Scheduled Reports’ or ‘Email Reports’

Select the relevant Report and then select ‘Edit’

Make your alterations then select “Save”
To Delete a Scheduled Report
Select ‘Reports’

Select ‘Scheduled Reports’ or ‘Email Reports’

Select the relevant report and then select ‘Delete’

Out-Of-Hours
The Out-Of-Hours Report details any selected vehicles that have moved outside of the permitted hours set within the query.

To Generate an “Out-Of-Hours” Report
Select Reports.
Select “Out-Of-Hours”

If the vehicles are Grouped and you want to select that Group then select “Select Group” and drill down to the group that you wish to select.

You can also make your selection (and de-selection) by using any of the options from the Selection Menu towards the top left hand side of the screen.
To select one or a mixture of vehicles from the list of vehicles either select “Expand” Selection Menu towards the top left hand side of the screen which will expand all of the vehicles.

The vehicles will now be expanded.

- **BN12 UHP**
  - 0
  - Action
  - Zoom

- **NA55 VMJ**
  - 0
  - Action
  - Zoom

- **BD04 JXT**
  - 8
  - Action
  - Zoom

**BD04 JXT**
- **IDLING**
  - 30/03/2015 19:28
  - N.R. Hollyhedge Lane, Walsall, Walsall, WS2 8PU

**BN12 UHP**
- **IGNITION OFF**
  - 30/03/2015 17:25
  - N.R. Pershore Road, Birmingham, Bournville, B30 2BS

**NA55 VMJ**
- **IGNITION OFF**
  - 30/03/2015 18:27
  - Yardley Wood Road, Birmingham, Mosale, B13 0LS
Position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed). You will notice that the box that the vehicle is in turns white (selected) whilst other the boxes unselected vehicles are grey.

The vehicle will now be selected and displayed in the list of selected vehicles which is towards the top of the screen in a central position.
To select another vehicle select that vehicle, position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed).
To de-select a vehicle then position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed). You will notice that the box that the vehicle is in turns grey (unselected).

The vehicle will no longer be selected and displayed in the list of selected vehicles which is towards the top of the screen in a central position.
Select the relevant dates from and to or one of the presets.

2) Select the date range for your Out-Of-Hours Report:

From: 26/03/2015 00:00

3) Define permitted driving hours:

Select a format of either HTM, PDF or XLS

Out-Of-Hours (Filter) Report

The Out-Of-Hours (Filter) Report details on screen any journeys that your vehicles have made outside of the set parameters within the software via “Permitted Operating Hours” which is under the Admin section.
To Generate an Out-Of-Hours (Filter) Report

Select Reports.

Select Out-Of-Hours (Filter)

Your screen will display and journeys that have journeys that your vehicles have today made outside of the set parameters within the software via “Permitted Operating Hours” which is under the Admin section.

There are a number of procedures you can follow with this screen.
To view a displayed profile select it by double clicking on it. Profiles are set up under the Admin section.

You can view which vehicles that the selected profile is attributed to by clicking once on the grey arrow and drilling down by clicking on the next grey arrow etc.
If you want to change the profile then select Edit and make your changes.

- Journey that began outside of the above parameters are permitted
- Journey that ended outside of the above parameters are permitted
- Journeys shorter than 0 metres are permitted out-of-hours.
- Journeys shorter than 0 minutes are permitted out-of-hours.
To close screen down either select the “x” in the top right hand corner or “Cancel” at the bottom right of the screen.

You can build a new profile or edit an existing profile by selecting “Profile Builder”.
You can select and display different timescales from the drop down.

If you have your vehicles in groups and want to view certain groups of vehicles then you can do this by selecting the button between the date drop down and “Export to PDF”

Then select the relevant Group by double clicking by double clicking on the relevant Group.
You can export the information on screen to a PDF Report by selecting “Export to PDF”

You can export the information on screen to a XLS Report by selecting “Export to “XLS”

You can view an individual journey on a map via Journey Replay (Journey Report in HTM format) by selecting the orange circle with a “i” in it on the same line of the journey.

Out-Of-Hours (Query) Report

The Out-Of-Hours (Query) Report details any selected vehicles that have moved outside of the selected date / time scales and the selected Out-Of-Hours profile.

To Generate an Out-Of-Hours (Query) Report

Select Reports.
Select Out-Of-Hours (Query)

If the vehicles are Grouped and you want to select that Group then select “Select Group” and drill down to the group that you wish to select.

You can also make your selection (and de-selection) by using any of the options from the Selection Menu towards the top left hand side of the screen.
To select one or a mixture of vehicles from the list of vehicles either select “Expand” Selection Menu towards the top left hand side of the screen which will expand all of the vehicles.

The vehicles will now be expanded.

<table>
<thead>
<tr>
<th>Select Group</th>
<th>Select</th>
<th>Sort</th>
<th>Filter</th>
<th>Expand</th>
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<tbody>
<tr>
<td>BN12 UHP</td>
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<td>NA56 VMJ</td>
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<tr>
<td>BD04 JXT</td>
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</table>

BD04 JXT

**IDLING**

30/03/2015 19:28

N.R. Hollyhedge Lane, Walsall, Walsall. WS2 8PU

BN12 UHP

**IGNITION OFF**

30/03/2015 17:25

N.R. Pershore Road, Birmingham, Bournville. B30 2BS

NA56 VMJ

**IGNITION OFF**

30/03/2015 18:27

Yardley Wood Road, Birmingham, Mosale, B13 0LS
Position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed). You will notice that the box that the vehicle is in turns white (selected) whilst other the boxes unselected vehicles are grey.

The vehicle will now be selected and displayed in the list of selected vehicles which is towards the top of the screen in a central position.
To select another vehicle select that vehicle, position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed).
The vehicle will now be selected and displayed in the list of selected vehicles which is towards the top of the screen in a central position.

To de-select a vehicle then position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed). You will notice that the box that the vehicle is in turns grey (unselected).
The vehicle will no longer be selected and displayed in the list of selected vehicles which is towards the top of the screen in a central position.

Select the relevant dates from and to or one of the presets.
Select the profile you require. If you have set up just one profile then this will be selected as a default and you do not have to make any selection.

Select a format of either HTM, PDF or XLS

**Speeding Report**

The Speeding Report details any exception instances when an update has been recorded above the exception of the speed limit on the relevant road where the speed limit data is available to us.

**To Generate a Speeding Report**

Select Reports
Select “Speeding Report”

If the vehicles are Grouped and you want to select that Group then select “Select Group” and drill down to the group that you wish to select.
You can also make your selection (and de-selection) by using any of the options from the Selection Menu towards the top left hand side of the screen.

To select one or a mixture of vehicles from the list of vehicles either select “Expand” Selection Menu towards the top left hand side of the screen which will expand all of the vehicles.
The vehicles will now be expanded.

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N.R. Hollyhedge Lane, Walsall, Walsall. WS2 8PU

30/03/2015 19:28

N.R. Pershore Road, Birmingham, Bournville. B30 2BS

30/03/2015 17:25

Yardley Wood Road, Birmingham, Moseley. B13 0LS

30/03/2015 18:27
Position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed). You will notice that the box that the vehicle is in turns white (selected) whilst other the boxes unselected vehicles are grey.

The vehicle will now be selected and displayed in the list of selected vehicles which is towards the top of the screen in a central position.
To select another vehicle select that vehicle, position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed).
The vehicle will now be selected and displayed in the list of selected vehicles which is towards the top of the screen in a central position.

To de-select a vehicle then position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed). You will notice that the box that the vehicle is in turns grey (unselected).
The vehicle will no longer be selected and displayed in the list of selected vehicles which is towards the top of the screen in a central position.

Select the relevant dates from and to or one of the presets.

Enter the lowest exception speed in mph about the speed limit you require.
Select the format you require

4) Select your preferred format:

- HTM
- PDF
- XLS

Event Report

The Event Report details a list of vehicles and events over a given timescale all chosen by the Operator.

To Generate an Event Report

Select Reports.
Select the “Event Report”.

Select “Configure”.

Technical Support: Phone: 0845 388 4001 / Email: support@vehiclestracked.co.uk / Fax: 0845 388 4002
Select / Tick the information you require in the Report then select ‘OK’.
Select the relevant vehicle(s).

Select the relevant time period.

Location Report

The Location Report details any vehicles that have appeared in a specified area on or around a specified date.

To Generate a “Location Report”

Select Reports.
Select “Location Report”.

Enter either the Lat / Lon, Select the relevant POI or enter a Town, Street Name or Postcode.

Select ‘Search’.
When the location has been found select ‘Select This’.

Select a Date.
If required select a range or either + or – and the relevant days.

Select the Radius range of the location that you have entered to “capture” the relevant vehicles.

Select Calculate.
Detailed Report

The Detailed Report details each update for a vehicle over a specified day and optional time range in a Spreadsheet format.

To Generate a Detailed Report

Select Reports.

Select Detailed Reports.

You can select one vehicle at a time for a Detailed Report.
Position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed).

The vehicle will now be selected and displayed in the list of selected vehicles which is towards the top of the screen in a central position.

1) Select vehicles using the menu on the left:

BD04 JXT
To select replace the vehicle selected select that vehicle position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed).
Select the relevant date.

2) Select the date and time range for your Detailed Report:

Date: 23/10/2014

(Only) if required select the relevant time window.

2) Select the date and time range for your Detailed Report:

Date: 23/10/2014

Select the XLS icon to generate your report in that format.

2) Select the date and time range for your Detailed Report:

Date: 23/10/2014

Technical Support: Phone: 0845 388 4001 / Email: support@vehiclestracked.co.uk / Fax: 0845 388 4002
Driver Behaviour

Where *compatible Fleet Optimise tracking devices record and transmit instances of harsh acceleration, harsh breaking and harsh cornering.

It is important to recognise that Driver Behaviour is a good guide rather than an exact science as to how a vehicle is being driven. It can not and does not take in to account the exact capabilities, dimensions or current weight load. It also does not take in to account road surfaces and weather conditions at the time any instances are logged. It should also be understood that there are instance when harsh acceleration, harsh breaking and harsh cornering are the alternative to, for example, a crash.

We do not recommend Driver Behaviour for HGV Vehicles. This is due to the fact that acceleration is slower, cornering is wider but breaking can be more aggressive, the stopping distance can be shorter and air breaks are involved.

There are two types of compatible tracking devices supplied by Fleet Optimise Ltd. They are Teltonika FM1100 and all Calamp devices.

They both record a vehicle’s Maximum Cornering Force in different ways as you can see from the tables below.

Please see the tables below to determine how relevant events are measured and recorded.

### Calamp Tracking Devices

<table>
<thead>
<tr>
<th>Description</th>
<th>Measure</th>
<th>Display when &gt;</th>
<th>Display when &gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max. Acceleration Force</td>
<td>gForce*100m/s²</td>
<td>0.25</td>
<td>0.7</td>
</tr>
<tr>
<td>Max. Breaking Force</td>
<td>gForce*100m/s²</td>
<td>0.25</td>
<td>0.7</td>
</tr>
<tr>
<td>Max. Cornering Force</td>
<td>gForce * sm/s²</td>
<td>250</td>
<td>400</td>
</tr>
</tbody>
</table>

### FM1100 Tracking Devices

<table>
<thead>
<tr>
<th>Description</th>
<th>Measure</th>
<th>Display when &gt;</th>
<th>Display when &gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max. Acceleration Force</td>
<td>gForce*100m/s²</td>
<td>0.25</td>
<td>0.7</td>
</tr>
<tr>
<td>Max. Breaking Force</td>
<td>gForce*100m/s²</td>
<td>0.25</td>
<td>0.7</td>
</tr>
<tr>
<td>Max. Cornering Force</td>
<td>Degrees</td>
<td>60</td>
<td>90</td>
</tr>
</tbody>
</table>

* All newly supplied devices are compatible. All previously supplied Teltonika FM1100 and Calamp devices are compatible. Teltonika FM2200 devices are not compatible. If you have been an existing customer since March 2015 then please contact Fleet Optimise Ltd to establish which devices are in your vehicles.

Driver Behaviour Report

The Driver Behaviour Report details either a summary of all journeys within the specified date and time range or a summary of any journeys within the specified date and time range where instances of harsh acceleration, harsh breaking and harsh cornering have occurred.
To Generate a Driver Behaviour Report

Select Reports.

Select Driver Behaviour

If the vehicles are Grouped and you want to select that Group then select “Select Group” and drill down to the group that you wish to select.
You can also make your selection (and de-selection) by using any of the options from the Selection Menu towards the top left hand side of the screen.

To select one or a mixture of vehicles from the list of vehicles either select “Expand” Selection Menu towards the top left hand side of the screen which will expand all of the vehicles.
The vehicles will now be expanded.
Position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed). You will notice that the box that the vehicle is in turns white (selected) whilst other the boxes unselected vehicles are grey.

The vehicle will now be selected and displayed in the list of selected vehicles which is towards the top of the screen in a central position.
To select another vehicle select that vehicle, position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed).

<table>
<thead>
<tr>
<th>Vehicle ID</th>
<th>Status</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BD04 JXT</td>
<td>IDLING</td>
<td>30/03/2015 19:28</td>
<td>N.R. Hollyhedge Lane, Walsall, Walsall. WS2 8PU</td>
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<tr>
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<tr>
<td>NA56 VMJ</td>
<td>IGNITION OFF</td>
<td>30/03/2015 18:27</td>
<td>Yardley Wood Road, Birmingham, Moseley. B13 0LS</td>
</tr>
</tbody>
</table>
The vehicle will now be selected and displayed in the list of selected vehicles which is towards the top of the screen in a central position.

To de-select a vehicle then position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed). You will notice that the box that the vehicle is in turns grey (unselected).
The vehicle will no longer be selected and displayed in the list of selected vehicles which is towards the top of the screen in a central position.

Select the relevant dates from and to or one of the presets.

If you only want Journeys with negative driver behaviour then tick the box

Select the format you require

**2) Select the date range for your Driver Behaviour Report:**

From: 27/03/2015 00:00  To: 27/03/2015 23:59

**4) Select your preferred format:**
If you selected HTM as a format then the report will appear on screen.

You can view an individual journeys by selecting the 🔄 on the same line.

You can view all relevant journeys for that day by selecting the 🔄 outside of the grid.

### Driver Behaviour Detailed Report

The Driver Behaviour Detailed Report details any instances of harsh acceleration, harsh breaking and harsh cornering that have occurred during the specified date and time range.

#### To Generate a Driver Behaviour Detailed Report

Select Reports.

Select Driver Behaviour Detailed
If the vehicles are Grouped and you want to select that Group then select “Select Group” and drill down to the group that you wish to select.

You can also make your selection (and de-selection) by using any of the options from the Selection Menu towards the top left hand side of the screen.
To select one or a mixture of vehicles from the list of vehicles either select “Expand” Selection Menu towards the top left hand side of the screen which will expand all of the vehicles.

The vehicles will now be expanded.
Position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed). You will notice that the box that the vehicle is in turns white (selected) whilst other the boxes unselected vehicles are grey.

The vehicle will now be selected and displayed in the list of selected vehicles which is towards the top of the screen in a central position.
To select another vehicle select that vehicle, position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed).
The vehicle will now be selected and displayed in the list of selected vehicles which is towards the top of the screen in a central position.

To de-select a vehicle then position the cursor over the vehicle and click once, with the left button (unless your mouse settings have been changed). You will notice that the box that the vehicle is in turns grey (unselected).
The vehicle will no longer be selected and displayed in the list of selected vehicles which is towards the top of the screen in a central position.

Select the relevant dates from and to or one of the presets.

Select the format XLS to generate the report.
League Table
The Driver Behaviour League Table scores and positions drivers / vehicle in a league based on their performance.

To Generate a League Table Report
Select Reports.

Select Driver Behaviour Detailed

Driver Behaviour League Table

<table>
<thead>
<tr>
<th>#</th>
<th>Driver Name</th>
<th>Val. Reg.</th>
<th>Score</th>
<th>Miles</th>
<th>Total</th>
<th>Points</th>
<th>Total</th>
<th>Points</th>
<th>Total</th>
<th>Points</th>
<th>Total</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>F559 YMG</td>
<td>F559 YMG</td>
<td>26.22</td>
<td>764.52</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>4</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>02</td>
<td>NV64 S2C</td>
<td>NV64 S2C</td>
<td>20.61</td>
<td>1925.56</td>
<td>0</td>
<td>16</td>
<td>16</td>
<td>15</td>
<td>15</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>03</td>
<td>N14 UAF</td>
<td>N14 UAF</td>
<td>7.36</td>
<td>1735.89</td>
<td>18</td>
<td>2</td>
<td>21</td>
<td>5</td>
<td>12</td>
<td>27</td>
<td>78</td>
<td>2</td>
</tr>
<tr>
<td>04</td>
<td>EN10 TXV</td>
<td>EN10 TXV</td>
<td>6.75</td>
<td>2322.11</td>
<td>0</td>
<td>16</td>
<td>48</td>
<td>96</td>
<td>96</td>
<td>288</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>05</td>
<td>F09 B2F</td>
<td>F09 B2F</td>
<td>6.20</td>
<td>1994.34</td>
<td>0</td>
<td>25</td>
<td>75</td>
<td>63</td>
<td>63</td>
<td>169</td>
<td>11</td>
<td>7</td>
</tr>
<tr>
<td>06</td>
<td>N14 FSV</td>
<td>N14 FSV</td>
<td>3.80</td>
<td>2365.05</td>
<td>0</td>
<td>52</td>
<td>156</td>
<td>110</td>
<td>110</td>
<td>330</td>
<td>49</td>
<td>1</td>
</tr>
<tr>
<td>07</td>
<td>N14 UIN</td>
<td>N14 UIN</td>
<td>3.82</td>
<td>2779.31</td>
<td>0</td>
<td>46</td>
<td>136</td>
<td>150</td>
<td>150</td>
<td>480</td>
<td>49</td>
<td>6</td>
</tr>
<tr>
<td>08</td>
<td>N14 FVR</td>
<td>N14 FVR</td>
<td>3.96</td>
<td>2795.16</td>
<td>0</td>
<td>49</td>
<td>147</td>
<td>191</td>
<td>191</td>
<td>543</td>
<td>55</td>
<td>6</td>
</tr>
<tr>
<td>09</td>
<td>F559 YHT</td>
<td>F559 YHT</td>
<td>2.51</td>
<td>778.87</td>
<td>0</td>
<td>36</td>
<td>100</td>
<td>36</td>
<td>36</td>
<td>108</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

Note: The table above is an example and may not reflect the actual data. The League Table is based on various metrics such as miles, total points, and specific performance indicators.
Regardless of the type of compatible tracking device installed in to the relevant vehicle(s) the League Table is a summary of the Harsh (Orange) instances and a summary of Very Harsh (Red) instances against Acceleration, Braking and Cornering for each vehicle.

The points next to each Harsh type is a total of the volume of Harsh events by each type.

The Points next to each Harsh type are scored as: (Each Orange Event = 2 Points) + (Each Red Event = 3 Points).

<table>
<thead>
<tr>
<th>Harsh Acceleration</th>
<th>Harsh Braking</th>
<th>Harsh Cornering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>Points</td>
<td>Total</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>0</td>
<td>16</td>
<td>16</td>
</tr>
<tr>
<td>19</td>
<td>2</td>
<td>21</td>
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<tr>
<td>0</td>
<td>16</td>
<td>16</td>
</tr>
<tr>
<td>0</td>
<td>25</td>
<td>25</td>
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<tr>
<td>0</td>
<td>52</td>
<td>52</td>
</tr>
<tr>
<td>0</td>
<td>46</td>
<td>46</td>
</tr>
<tr>
<td>0</td>
<td>49</td>
<td>49</td>
</tr>
<tr>
<td>0</td>
<td>36</td>
<td>36</td>
</tr>
</tbody>
</table>

In the Totals Columns you can see a summary of the total number of Harsh Events (Orange) and Very Harsh Events (Red). The total (number) next to these is a summary of the aforementioned calculation.
The Miles are the total number of miles travelled during the time period.

<table>
<thead>
<tr>
<th>Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>764.53</td>
</tr>
<tr>
<td>1935.56</td>
</tr>
<tr>
<td>1730.59</td>
</tr>
<tr>
<td>2332.11</td>
</tr>
<tr>
<td>1944.34</td>
</tr>
<tr>
<td>2305.09</td>
</tr>
<tr>
<td>2775.51</td>
</tr>
<tr>
<td>2765.16</td>
</tr>
<tr>
<td>778.87</td>
</tr>
</tbody>
</table>

The “Score” is the Total Number of Points divided by the Total Number of Miles travelled during the time period.

<table>
<thead>
<tr>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>38.23</td>
</tr>
<tr>
<td>20.81</td>
</tr>
<tr>
<td>7.56</td>
</tr>
<tr>
<td>6.78</td>
</tr>
<tr>
<td>6.33</td>
</tr>
<tr>
<td>3.93</td>
</tr>
<tr>
<td>3.82</td>
</tr>
<tr>
<td>3.58</td>
</tr>
<tr>
<td>3.51</td>
</tr>
</tbody>
</table>

The higher the score the better the individual(s) is driving / the vehicle is being driven.

Select “Excluded Drivers” to view which Drivers / Vehicles have not performed any journeys in a ‘Driver Behaviour’ enabled vehicle during the selected period.

To Export a League Table To A PDF Report

Select “PDF” to generate a PDF Report of the displayed table.
To Export a League Table To An XLS Spreadsheet

Select “XLS” to generate a XLS Spreadsheet Report of the displayed table.

To change the Group you wish to report on in the League Table select and change the relevant Group.

To change the Month you wish to report on in the League Table select the relevant month.

Select “Table Key” to view the Table Key description.
PREFERENCES
‘Preferences’ enables you to set up vehicleSTRACKED how you would like it to look and operate within the parameters shown

Distance Measurements
Select either Miles or Kilometres and vehicleSTRACKED will based all of it distance calculations around your selection

Change Password
Enables you to change your current password for a new one
Vehicle Icon Size
Changes the size of your vehicles on screen

Late Start Periods
Upon setting up a Late Start Period or Periods and generating a Late Start Report vehicleSTRACKED will detail on a Late Start Report any vehicles that have either first switched their ignitions on within a Late Start Period (Journey Start) or first switched their ignitions off within a Late Start Period (Journey End).

Late Start Periods are user defined so you (i.e, your login) could set up and report upon different late start periods to a colleague (or colleagues).

- Journey Start logs the first time the ignition is switched on during a particular day
- Journey End logs the first time the ignition is switched off during a particular day
Example 1: If every tracked vehicle should leave home no later than 08:00 every day in order to get to work you could set up the following:-

![Late Start Periods Table]

1. Any vehicles first switching their **ignition on** between 00:00 and 08:00 would be logged here (on time)
2. Any vehicles first switching their **ignition on** between 08:01 and 08:15 would be logged here (slightly late)
3. Any vehicles first switching their **ignition on** between 08:16 and 23:59 would be logged here (late)

Example 2: If every tracked vehicle should be at work no later than 08:30 every day you could set up the following:-

![Late Start Periods Table]

1. Any vehicles first switching their **ignition off** between 00:00 and 08:30 would be logged here (on time)
2. Any vehicles first switching their **ignition off** between 08:31 and 08:45 would be logged here (slightly late)
3. Any vehicles first switching their **ignition off** between 08:46 and 23:59 would be logged here (late)

Create Late Start Period
Select Preferences
Select the relevant Late Start Period; either Journey Start (first Ignition on event) or Journey End (first Ignition Off event)

Select "Create Late Start Period"

Enter your start and end times
Select which colour you prefer to depict that Late Start Period on your Late Start Report.

To add more late start periods repeat the above procedures with a later time period.

**To Edit a Late Start Period**
Select “Preferences”

(If applicable) Select the relevant Late Start Period; either Journey Start (first Ignition on event) or Journey End (first Ignition Off event).
Select “Edit” next to the relevant time period

To Delete a Late Start Period
Select “Preferences”

Select “Delete” next to the relevant time period

Select “Yes”
Pre-select all devices on logon
If selected all of your vehicles, or all of the vehicles that were on display the last time you logged in, will be displayed on the map when every time you log in.

Selection Menu Expanded on Logon
If selected all of your vehicles, or all of the vehicles that were on display the last time you logged in, will be expanded on the and all information relating to them will be displayed.

Vehicle Icon Glow
Whichever option is selected will determine whether a glow and its colour surround your vehicles on the map.
FLEET MANAGEMENT

Fleet Management enables you to schedule vehicle related tasks and be reminded by vehiclesTRACKED when the task is approaching or overdue.

To Set Up Fleet Management

Select ‘Admin’.

Select Tools > ‘Fleet Management+’.

Your vehicles will now appear.
Select ‘Edit’ to right of a vehicle.

Select ‘Edit’ next to Odometer.

Enter the Odometer Reading and the date and time that the reading was taken.
Alternatively if your vehicles are measured in hours then select ‘Edit’ next to Hour Meter.

Enter the Hour Meter Reading and the date and time that the reading was taken.
If required then enter the MOT Due date by selecting the Calendar and the relevant date.
If required then enter the Tax Due date by selecting the Calendar and the relevant date.
If required then enter the Inspection Due date by selecting the Calendar and the relevant date.
If Service Scheduling / Reminding is required then enter the date the vehicle was last serviced on by selecting the Calendar and the relevant date.
Enter the Mileage when the vehicle was last serviced and / or the Hours.

<table>
<thead>
<tr>
<th>Fleet Management &gt; Edit &gt; EK04 GUC</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Odometer</strong> 0</td>
</tr>
<tr>
<td><strong>Hour Meter</strong> 0</td>
</tr>
<tr>
<td><strong>NOT Due</strong></td>
</tr>
<tr>
<td><strong>Tax Due</strong></td>
</tr>
<tr>
<td><strong>Inspection Due</strong></td>
</tr>
<tr>
<td><strong>Last Serviced on</strong> 07/01/2014</td>
</tr>
<tr>
<td><strong>at</strong> 38102 miles;</td>
</tr>
<tr>
<td><strong>and/or at</strong> 0 hours.</td>
</tr>
<tr>
<td><strong>Service every</strong> 0 month(s);</td>
</tr>
<tr>
<td><strong>or every</strong> 0 miles;</td>
</tr>
<tr>
<td><strong>or every</strong> 0 hours.</td>
</tr>
</tbody>
</table>

[Confirm] [Cancel]
Enter the Service Intervals by Months, or Miles or Hours.

Select Confirm.

Technical Support: Phone: 0845 388 4001 / Email: support@vehiclestracked.co.uk / Fax: 0845 388 4002
To Configure Your Alerts in Fleet Management

Select ‘Admin’.

Select Tools > ‘Fleet Management+’.

Select ‘Configure’.

Select whether you want to receive emails when a job is overdue by selecting ‘E-mail Alert On’ or ‘E-mail Alert Off’ from the drop down menu.
Select whether you want to receive emails when a job is due within a date or within a distance by selecting ‘E-mail Alert On’ or ‘E-mail Alert Off’ from the drop down menu.

Then enter the relevant number of days, distance and if relevant, hours when you want to be alerted / the software to display when a job is due.

To Configure the On Screen Display On Fleet Management

Select ‘Admin’.

Select Tools > ‘Fleet Management+’.
Select ‘Configure’.

Tick the boxes at the side of each heading you want to view on screen then select ‘OK’.

You will then see on screen the information you pre-selected.

You can also export this to a PDF Report or XLS Spreadsheet by select either the relevant PDF or XLS icon.

HELP
Provides helpful information relating to vehicleSTRACKED
User Manual

A user manual that relates to the most current version of vehicleSTRACKED.

We highly recommend that you read with vehicleSTRACKED open. It won’t take long, ad the time spent will mean you get the most out of your copy of vehicleSTRACKED (people often find something really beneficial to them that they didn’t realise was there!) and you’ll be referring to the Help section and / or making support calls a lot less.

Contact Us

If you need to talk to or email us about how to use the software, a technical or sales matter then please contact us:-

**Contact Us**

Phone: 0845 388 4001
Fax: 0845 388 4002
Email: support@vehiclestracked.co.uk
Web: www.vehiclestracked.co.uk
LOGOUT
To log out of the software select ‘Logout’