

Vision User Guide

Introduction	4
About This Document.....	4
Using the Website.....	4
Customer Service – How to Contact Us	4
GPS	5
What is GPS?.....	5
How does GPS work?.....	5
GPS Receiver Technology.....	5
Sources of GPS Errors	5
System Navigation	6
Creating Your Online Account.....	6
Logging in.....	6
Navigation	6
Example of a Vehicle Description:	9
Google Maps.....	9
Map Icon	10
Locating a Vehicle.....	10
Proximity Icon	11
Generating a Report	11
Reports Icon.....	12
GPS Journey Report	12
Creating a GPS Journey Report	12
www Reports	14
PDF Reports.....	14
CSV Reports	14
Non-Reporting Report	15
Late Start Report.....	15
Non-Journey Report.....	16
Time-On-Site Report	17
Creating a Time-On-Site Report.....	17
www Reports	18
CSV Reports	18
Daily Report	19
Creating a Daily Report	19
www Report.....	20
PDF Report	20
CSV Report.....	20
Overspeed Report	21
Creating an Overspeed Report	21
www Report.....	21
PDF Report	22
CSV Report.....	23
Idling Report.....	23
Creating an Idling Report.....	23
HTML Report	24
Diagnostic History Report	25
Creating a Diagnostic History Report	25
HTML Report	26
CSV Report.....	26
Plant Report and Equipment Report	27
Creating an Plant or Equipment Report	27
HTML Report	27
All Switch Report	29
Creating a Gritter Switch Report.....	29
HTML Report	29
Tamper Report.....	30
Creating a Tamper Report.....	30
HTML Report	30
Unauthorised Report.....	31

Creating an Unauthorised Use Report.....	31
HTML Report	31
PDF Report	32
CSV Report.....	32
Equipment Hours Report	32
Creating a Private Cost Report.....	32
HTML Report	33
PDF Report	33
Today Icon.....	333
Routing Icon.....	34
Admin Icon.....	35
Manage Viewers	35
Creating a New Viewer.....	35
Manage Groups.....	36
Sub Groups	36
Viewers	36
Adding a Vehicle	36
Adding a POI	37
Adding an Asset.....	37
Manage Vehicles	37
Manage Point of Interest (POI).....	37
Point POI.....	37
Polygon POI.....	37
Manage Assets	38
Manage Alerts.....	38
Alerts Monitor	38
Home - Alerts Manager	38
POI Alert.....	38
Geo-Fence Alert.....	39
Home - Schedule Manager	41
Time-on-site Scheduler	41
Speed Exception Scheduler.....	41
Maximum Driving Time Scheduler	42
Exceeded Weight Scheduler	42
History Icon	44
Opening History Items	44
Viewing History Items	44
Editing History Items	44
Admin Icon	44
Editing Admin Details	44
Admin Details	44
SMS Credit	45
SMS Username and Password	45
SMS Account Credit	45
Mail Alert for Low SMS Credit.....	45
Address Book	45
Adding a Contact to the Address Book	45
Editing a Contact in the Address Book	45
Deleting a Contact in the Address Book	46
Delete Alert.....	46

Introduction

About This Document

The purpose of this document is to provide a useful overview on how to use your online account and the features of your Bobcat Vision tracking device.

Bobcat Vision is hosted and supported on behalf of Doosan / Bobcat by Matrix Telematics Limited.

This guide is designed to show you how to quickly navigate and perform the following tasks:

- Create a new online account
- Access your account
- Add a new device to your account
- Set the alarm features on your device
- Locate your device or asset
- Track your asset's hourly usage
- Manage your account

Using the Website

The primary way to interact with your device is through our website at **www.bobcatvision.com**

Browser Requirements

To use the website effectively you need a minimum browser version of either: Microsoft Internet Explorer (7 or 8) or Mozilla Firefox.

Privacy and Security

We have stringent security standards in place to protect your privacy and personal information. The information you provide us is protected by firewalls, cryptographic techniques and stringent internal access procedures. We continually monitor our internal systems to guard against security attacks or attempted breaches, and regularly evaluate our computer systems to ensure our security standards are being upheld.

Customer Service – How to Contact Us

Should you require any assistance please contact Customer Service at:

Email: bobcat@matrixonline.co.uk

Phone: +44 161 4411001

Monday to Friday between 0900 and 1730 hrs.

GPS

What is GPS?

GPS stands for Global Positioning System. It consists of a network of satellites that continuously transmit coded information through very low power radio signals to GPS receivers on earth. This makes it possible to accurately identify locations by measuring its distance from earth to the satellites.

GPS allows you to record or create locations from places on earth and helps you navigate to and from those spots. It is available in most spots on earth except where it is impossible to receive the signal (i.e. underwater, parking garages, and inside certain buildings). The system has a variety of applications on land, at sea and in the air. Basic systems can be found providing emergency roadside assistance in cars; while more sophisticated systems can show the vehicle's location on a map which allows drivers to keep track of where they are.

How does GPS work?

In order to work correctly, a GPS receiver has to know where the satellites are (location), and how far away they are (distance). The receiver picks up two kinds of coded information from the satellites:

- **Almanac Data:** This data contains the approximate position (location) of the satellites. The data is continuously transmitted and stored in the memory of the GPS receiver so that it knows the orbits of the satellites and where each satellite should be.
- **Ephemeris Data:** The ephemeris data is the corrected and exact position of the satellite sent to the GPS receiver. It is valid for four to six hours and is transmitted in the coded information to the GPS receiver.

GPS Receiver Technology

Most modern GPS receivers are a parallel multi-channel design. Older models only had a single-channel design and were limited in their ability to continuously receive signals in tough environments. Parallel receivers typically have between five and 12 receiver circuits, each devoted to one particular satellite signal. The receivers are quick to lock onto satellites when first turned on and receive satellite signals in difficult conditions such as dense trees or tall buildings.

Sources of GPS Errors

GPS receivers could experience potential position errors due to some of the following sources:

- Ionosphere and troposphere delays – Satellite signal slows as it passes through the atmosphere.
- Signal multi-path – GPS signals can get reflected off objects such as tall buildings or large rock surfaces before it reaches the receiver.
- Receiver clock errors – Built-in clocks can have very slight timing errors.

- Orbital errors – Inaccuracies of the satellites reported location (aka ephemeris errors).
- Number of satellites visible – The more satellites the receiver can ‘see’, the better the accuracy.
- Satellite geometry/shading – Ideal satellite geometry exists when the satellites are located at wide angles relative to each other.
- Intentional degradation of the satellite signal – This signal is also known as “Selective Availability” (SA) and is intended to prevent military adversaries from using the highly accurate GPS signals. SA was turned off May 2, 2000 and is currently not active. This means you can expect typical GPS accuracies in the range of 3 - 10 meters.

System Navigation

Logging in

When you first sign into www.bobcatvision.com you must login in with your username and your password.

Note that all user names should be a current valid e-mail address.



Please enter your email address and password and click Login to access the system.

Username:

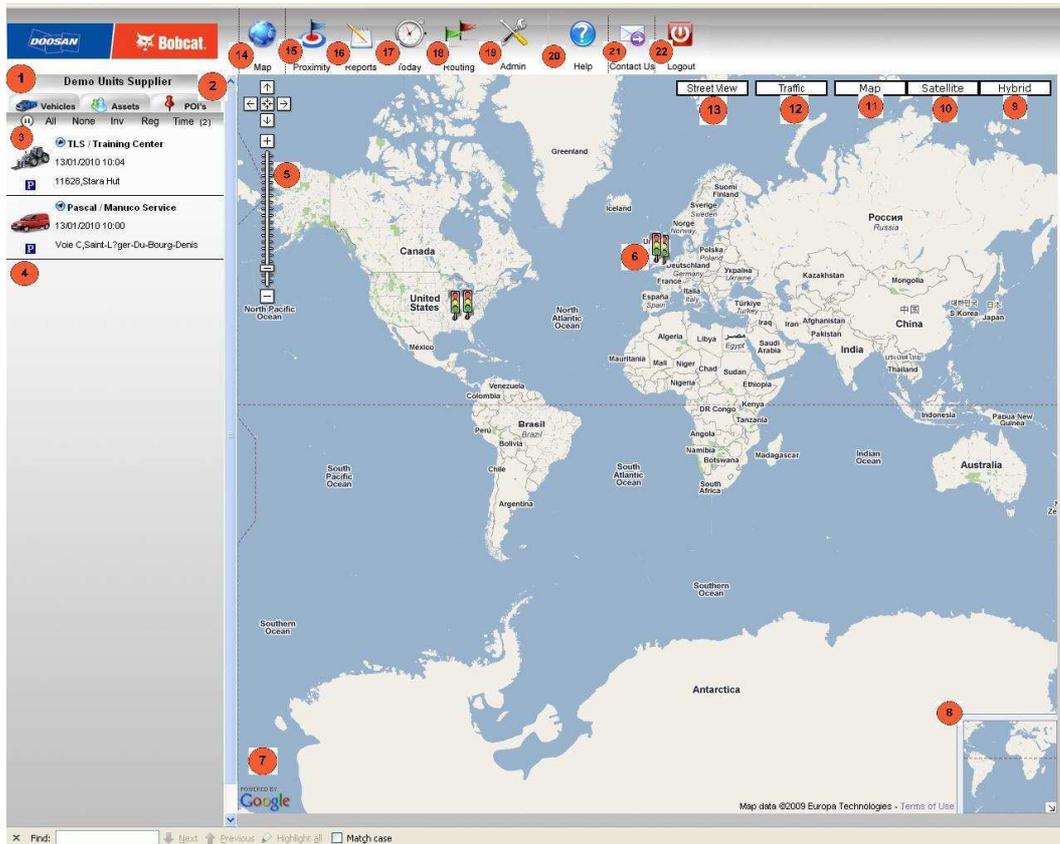
Password:

The email address will be used as your username. Upon logging in you are automatically taken to the Mapping section (see mapping section for more details on the Mapping feature).

Navigation

Once you have logged in you will need to get familiar with the website and all of its functions.

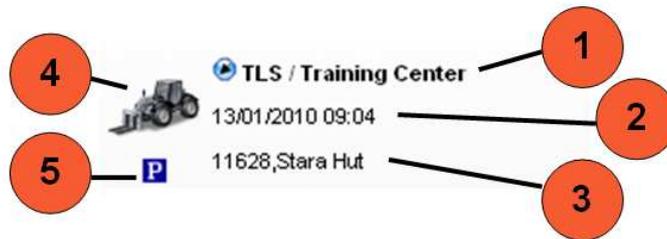
Note: Changes may not occur unless you reload the screen. This may be done by right-clicking on any gray space on your screen and selecting ‘Reload’, or by selecting the ‘Tools’ menu in your browser and selecting ‘Reload’.



1. **Select Group:**
You must click on 'Select Group' to select your business and it's assets.
2. **Vehicles/Assets/POI's:**
Selecting the vehicle/assets/poi button brings up the respected items in your inventory.
3. **Pause Button & Selector Items:**
The list of items below (item 4) automatically refreshes to the most current item, to pause this list select the pause button. The all/none/inv/reg/time buttons allow you to organise and select certain items in the list of the items in your list. 'All' selects all items. 'None' deselects all items currently selected. 'Inv' selects inverse option. 'Reg' sorts your list by registration number. 'Time' sorts your list by the timestamp.
4. **Vehicle / Machine list:**
Your vehicles, assets, and POI's show up in this list. The following vehicle information shown for each item is: vehicle icon, parked/moving icon, registration number, date/time of vehicle check-in, and vehicle location.
5. **Map zoom in/out:**
This function allows you to zoom in and out of the Google map. You can also move the map around to show different areas.
6. **Traffic Cameras:**
If you click on a selected traffic light it allows you to see the traffic congestion in that area. This function only works in selected areas.
7. **Google-powered Map:**
The map is powered, updated and operated by Google (see 'Google Maps' section below). The same map is used throughout the website (see 'Mapping' section).

8. **Zoomed-in Map:**
This section allows you to see a certain area of the map and you may select different areas, and the larger map zooms-in to that area. This option can be collapsed by selecting the small arrow in the corner.
9. **Hybrid Map Option:**
Shows map with the satellite imagery, and still allows you to see road lines and city names.
10. **Satellite Map Option:**
Shows map with satellite imagery but without road lines and city names.
11. **Map Option:**
Shows the map in regular street map mode.
12. **Traffic Option:**
Allows you to view the various traffic cameras (see item 6).
13. **Street View Option:**
Allows you to view the location of all street and side streets.
14. **Map Icon:**
Takes you to the mapping function **Proximity Icon:**
Takes you to the proximity function
15. **Proximity:**
This allows the location of Vehicles or Machines in relation to other Vehicles of requested address locations.
16. **Reports Icon:**
Takes you to the function which allows you to view and create various reports
Takes you to the today function (see section **Routing Icon:**
Takes you to the routing function which allows you to created and view different routes for your vehicles.
17. **Today Icon:**
This shows a summary of all action for the selected Vehicle / Machine for the current day so far.
18. **Routing Icon:**
This will show the best road travel route between two selected locations.
19. **Admin Icon:**
Allows you to view, edit, and delete viewers, groups, vehicles, POI's, assets and alerts
20. **Help Icon:**
This is a link to the PDF User Guide.
21. **Contact Us:**
This is a message template to contact Matrix Telematics should you have any problems or questions with regards to the Bobcat Vision system.
Note that your e-mail address login is automatically populated. Should you require the reply to be sent to a different e-mail address you should enter it in the box provided.
22. **Logout Icon:**
Logs you out of the website.

Example of a Vehicle Description:



1. **Vehicle / Machine name:**
Clicking on the blue arrow shows you the location of the vehicle on the Google map. Beside the blue arrow is the name of your vehicle.
2. **Date / time:**
This information tells you the date / time when the vehicle last checked-in.
3. **Reverse GEO code:**
This tells you the last location of the vehicle when it checked-in.
4. **Vehicle Icon:**
This icon shows you the type of vehicle or asset it is. This can be changed within the Admin screens.
5. **Motion Icon:**
This icon tells you whether the vehicle is in motion or parked.

Google Maps

Google Maps is used on Bobcat Vision to find the locations of your GPS devices on your machines and vehicles. You can also use Google Maps for your own use or find more information at: <http://maps.google.co.uk>

Google Maps is a powerful, user-friendly mapping technology that can help you find local business information including: business locations, contact information and driving directions. Google Maps strives to update their data regularly; however most of the imagery available is one to three years old.

The following are helpful features of Google Maps:

- **Integrated maps search results:** This feature allows you to find business locations and contact information all in one spot integrated not he map.
- **Detailed Directions:** You can enter a origin address and one ore more destinations and Google Maps will plot the locations and driving directions for you.
- **Zoom In/Out:** This function is located on the left-hand side of the map area. It allows you to zoom out on the map so you can see its position in the world, or zoom in close so you and see the street name and businesses in the area.
- **Street View:** This function is located on the top right-hand side of the map area. It allows you to view images at street level. This feature is only available in certain areas.

- **Traffic:** This function is located on the top right-hand side of the map area. It allows you to view traffic flow, and traffic lights. This function is currently only available in certain areas.
- **Satellite:** This function is located on the top right-hand side of the map area. It allows you to view the map in a satellite view. The satellite pictures give you a detailed view of the environment and structures in the area. Some parts may not be updated and you may only be able to zoom in to a certain point.
- **Hybrid:** This function is located on the top right-hand side of the map area. It gives you the same view as Satellite, but with road lines and city names.

Map Icon

When you login you are automatically taken to the Map section first. This feature allows you to view a list your vehicles, assets and POIs; as well as view their locations on a map.

Locating a Vehicle

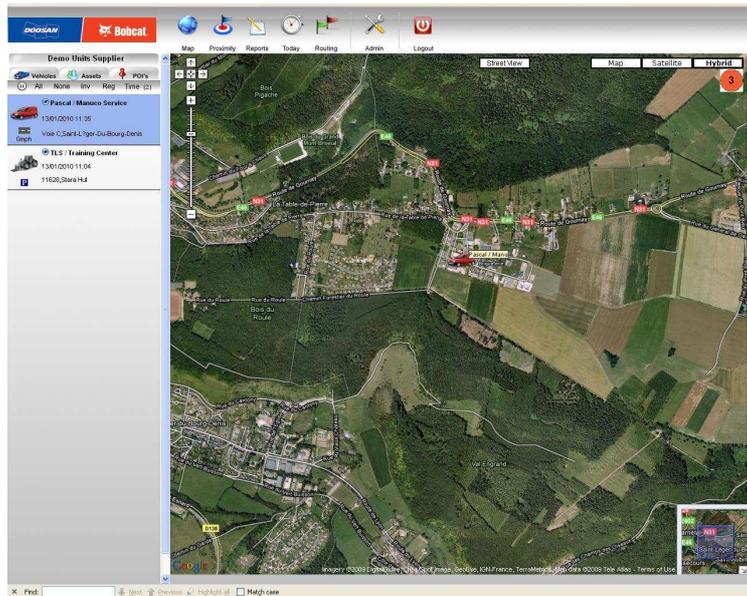
1. Click 'Select Group' and select your group or subgroup.



2. Select a vehicle.



3. Try the different street views on the Google map located on the right hand side of your screen and zoom in/out.



4. Should you have more than one vehicle, try selecting two different vehicles at once. Notice the map adjust itself so you are able to view the location of both vehicles at the same time.

Proximity Icon

The Proximity Icon can be used for determining which vehicles are closest in order of proximity to a certain location, vehicle or POI. This report can be used to determine which vehicle is closest and should be sent out for dispatch.

Generating a Report

1. Click 'Select Group' and select your group or subgroup.



2. Choose a location by:
 - a. Selecting a vehicle from the drop-down menu;
 - b. Selecting a previously made POI from the drop-down menu; or
 - c. Entering a location (city, address) in the text box, and a Country from the drop-down menu.
3. Select your country from the drop-down menu.
4. Click 'Go'.



5. A list will appear below the 'Go' button of all of the vehicles you own in order of closest proximity to the vehicle, POI or address you entered in Step 2. The locations of the vehicles will also show up on the Google map on the right hand side of your screen.

Note: Each vehicle in the list will have an icon, tracking name, and its distance away from the selected location.

Reports Icon

Note: Depending on the type of device some of the following reports may not be available to you.

GPS Journey Report



GPS Journey

View journey details and plot snail-trail maps.

This report allows you to view specific journey details and plot snail-trail maps for specific vehicles or assets.

Creating a GPS Journey Report

1. Click 'Select Group' and select your group or subgroup.



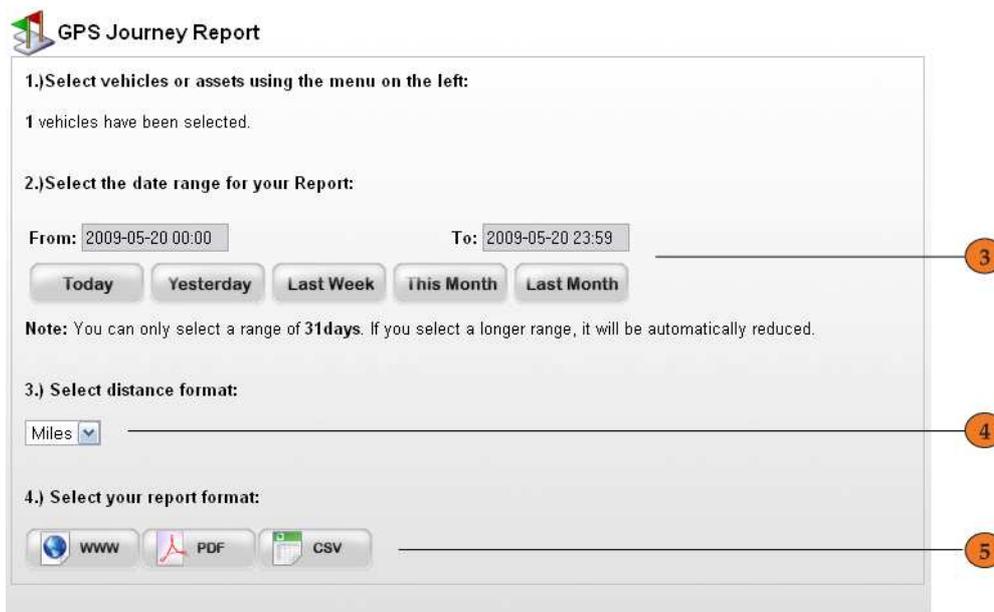
2. Select a vehicle using the list on the left-hand side of your screen.



3. Select the date range you wish to create a report on:
 - Today,
 - Yesterday,
 - Last Week,
 - This Month (From the 1st of the month to the current date),
 - Last Month; or
 - Select your own dates from the pop-up calendar on the 'From' and 'To' boxes

Please note you can only select a range up to 31 days. If you select a longer range, it will be automatically reduced.

4. Select the format you wish the distance to be displayed in (Miles or KM).
5. Select the report format:
 - WWW (will appear in your current browser screen);
 - PDF (will appear in a separate PDF file); or
 - CSV (excel spreadsheet).



WWW Reports

If you selected WWW as your report format, a journey report will populate on the right-hand side of your screen. On this page will show an icon of your vehicle, its number of journeys, and its duration, idling time, and miles during its journeys.

Expanding the report: To see a detailed report click on the expand symbol  beside the vehicle icon.

Viewing a Snail Trail: Click on the information symbol  beside the journey information to view a snail-trail map for a specific journey. This will cause another browse window to open displaying a Google map with all of the specific stops of the journey you selected. Below the map is a legend describing what each of the symbols in the map mean, the time, street/POI and other relevant information for when the symbol was created.

Creating POI: To easily create a POI on any of the start and end locations in your journey report:

- a. Select the thumbtack symbol beside the desired location. 
- b. Create a name for the POI in the pop-up screen.
- c. Confirm the POI radius.
- d. Click 'Save' and 'Close'.

PDF Reports

If you selected PDF as your report format, you will need to wait a few seconds for your report to format. The report will either open up automatically in Adobe Acrobat reader, or you will need to select the [click here] option on your current browser window to manually download the report.

If you do not have the latest version of Adobe Acrobat reader the report will not open. You can follow the link on your browser and download the latest version of the program.

If you wish to choose another option you may click 'Continue'.

CSV Reports

If you selected CSV as your report format, an excel spreadsheet will automatically open on your computer. A pop-up window will open, click 'Ok' to open the excel spread sheet. The columns in line 1 will explain what information is in the rows below. The spreadsheet includes information for that specific journey including: the vehicle number, start/end time, start/end location, start/end POI, the driver's name, duration, idling time, miles, maximum speed, and estimated fuel used.

Non-Reporting Report



Non-Reporting

View details of units that have not reported for various time intervals.

This section allows you to view details of the vehicles that have not reported in within different intervals of time. The time ranges from 4 hours, 12 hours, and 24 hours. Each section is color coded and labeled.

Within each time range the report lists the vehicles:

- Icon (optional);
- Registration number;
- Date/time of last contact;
- Location of last report in; and
- Subgroup it belongs to within your company.

 Non-Reporting Summary
Vehicles that have not reported in the last 4 hours... None
Vehicles that have not reported in the last 12 hours... None
Vehicles that have not reported for over 24 hours... None

Late Start Report



Late Start

View start times of vehicles.

The Late Start Report allows you to view start times of vehicles for the group you have selected. At the top of the screen it tells you which day is currently being shown in the report below. You can choose to rebuild a report for the current date and the four days before it. This report automatically populates based on the vehicles you have in your company.

The report shows color coded sections and reports the following:

- Vehicles that started before 7:30;
- Vehicles that started between 7:30 and 8:00;
- Vehicles that started between 8:00 and 8:30;

- Vehicles that started between 8:30 and 9:00; and
- Vehicles that started after 9:00.

 **Late Start Report**

Report generated at 08/06/2009 for 04/06/2009

Rebuild report for:

Vehicles that started before 7:30

Icon	Registration	Start Time	Location
	Arthur Test	04/06/2009 00:37:35	Home Depot

Vehicles that started between 7:30 and 8:00

Icon	Registration	Start Time	Location
	W281 LDK	04/06/2009 01:46:11	B5162,Heather Road, Hale

Vehicles that started between 8:00 and 8:30

Icon	Registration	Start Time	Location
	Kubota KX61-3	04/06/2009 02:19:48	Moss Road, Newbold Astbury

Non-Journey Report

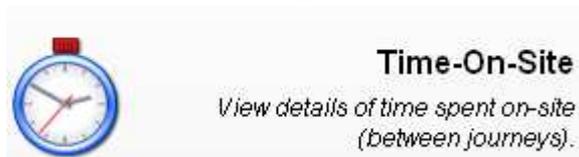
 **Non-Journey**
View details of vehicles that have not performed journeys.

The Non-Journey reports allows you to view details of vehicles in your group that have not performed journeys in over 72 hours. These vehicles have reported in, but not been used. This report automatically populates based on the vehicles you have in your company.

The report allows you to view the vehicles:

- Icon;
- Registration number;
- Date/time of last contact; and
- Location.

Time-On-Site Report



This report allows you to view details of time spent on-site (between journeys) by certain vehicles. It is designed to show you how long the vehicle has spent in a POI you have previously created.

Creating a Time-On-Site Report

1. Click 'Select Group' and select your group or subgroup.



2. Select vehicle using the list on the left-hand side of your screen.



3. Select the date range for your report:
 - Today;
 - Yesterday;
 - Last week;
 - This Month (From the 1st of the month to the current date),
 - Last Month; or
 - Select your own dates from the pop-up calendar on the 'From' and 'To' boxes.

Note: You can only select a range of 365 days. If you select a longer range, it will be automatically reduced.

4. Select the location for your report. You can choose to select 'All Locations' or a specific POI that you have previously created. The option to hide vehicles that did not visit the chosen POI is automatically selected. If you wish to view all vehicles even if they did not visit the chosen POI, please deselect this box.
5. Select your report format:
 - WWW; or
 - CSV.

Time-On-Site Report

1.) Select vehicles or assets using the menu on the left:
1 vehicles have been selected.

2.) Select the date range for your Report:
From: 2009-05-01 00:00 To: 2009-05-20 23:59
Buttons: Today, Yesterday, Last Week, This Month, Last Month
Note: You can only select a range of 365 days. If you select a longer range, it will be automatically reduced.

3.) Select the location for your report:
All Locations
 Hide vehicles that did not visit the chosen POI.

4.) Select your report format:
Buttons: WWW, CSV

Callouts: 3 (points to date range), 4 (points to location dropdown), 5 (points to report format buttons).

WWW Reports

If you selected WWW as your report format, a report will populate on the right-hand side of your screen divided. This page will show an icon of your vehicle, the date, driver, vehicle location, arrival/departure time, and the time-on-site.

Expanding the report: To see a detailed report click on the expand symbol  beside the vehicle icon.

Viewing a Snail Trail: Click on the information symbol  beside the journey information to view a snail-trail map for a specific journey. This will cause another browse window to open displaying a Google map with all of the specific stops of the journey you selected.

If you wish to create a new report, click 'New Report' at the bottom of the page.

CSV Reports

If you selected CSV as your report format, an excel spreadsheet will automatically open on your computer. A pop-up window will open, click 'Ok' to open the excel spread sheet. The columns in line 1 will explain what information is in the rows below. The spreadsheet includes information for that specific journey including: the vehicle ID, registration number, date, driver, location, arrival/departure time, and time-on-site.

Daily Report



This report allows you to view summary details of daily journey activity for the selected vehicle(s).

Creating a Daily Report

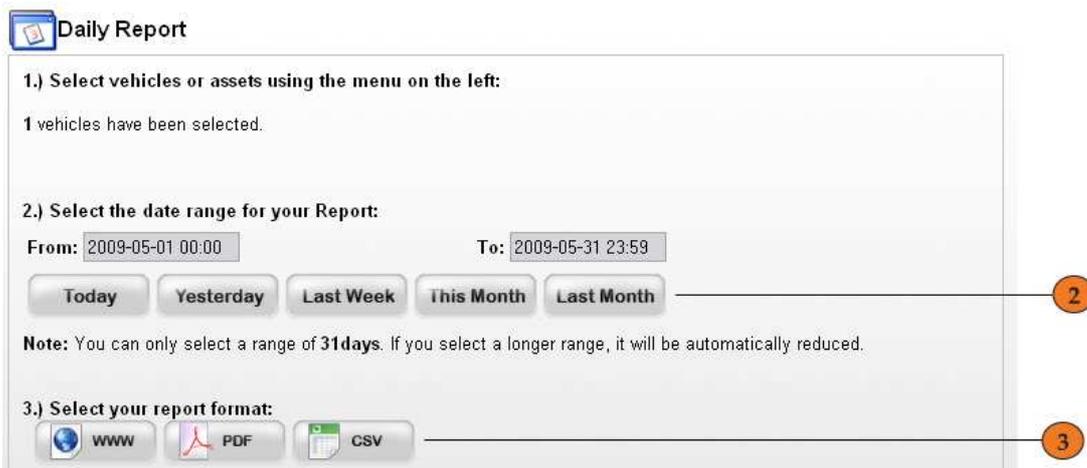
1. Click 'Select Group' and select your group or subgroup, along with the selected vehicle you wish to create a report for.



2. Select the date range for your report:
 - Today;
 - Yesterday; or
 - Last week.

Note: You can only select a date range of 31 days. If you select a longer range, it will automatically be reduced.

3. Select your report format:
 - HTML;
 - PDF; or
 - CSV.



WWW Report

If you selected WWW as your report format, a report will populate on the right-hand side of your screen divided. This page will show an icon of your vehicle, the date, start/end time, total time, stopped time, driving time, idle time, and number of stops.

Expanding the report: To see a detailed report click on the expand symbol  beside the vehicle icon.

Example:

Date	Start	End	Total Time	Stopped Time	Moving	Idle Time	Distance(Miles)	Stops
Thursday, 07/01/2010	06:28	19:19	12:51	5:33	7:17	2:29	88	9
Friday, 08/01/2010	06:30	18:42	12:12	8:30	3:41	0:00	84	13
Monday, 11/01/2010	06:31	19:09	12:38	9:07	3:30	0:27	66	6
Tuesday, 12/01/2010	06:32	20:21	13:48	10:01	3:46	0:22	114	4
Wednesday, 13/01/2010	06:43	08:18	1:34	0:00	1:34	0:00	14	1

To create a new report for another vehicle, click the 'New Report' button .

PDF Report

If you selected PDF as your report format, you will need to wait a few seconds for your report to format. The report will either open up automatically in Adobe Acrobat reader, or you will need to select the [click here] option on your current browser window to manually download the report.

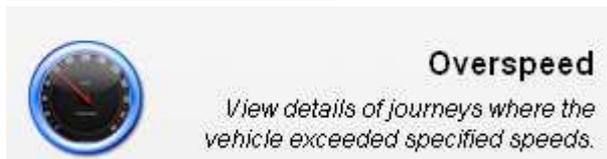
If you do not have the latest version of Adobe Acrobat reader the report will not open. You can follow the link on your browser and download the latest version of the program.

If you wish to choose another option, close the PDF and click 'Continue'.

CSV Report

If you selected CSV as your report format, an excel spreadsheet will automatically open on your computer. A pop-up window will open, click 'Ok' to open the excel spread sheet. The columns in line 1 will explain what information is in the rows below. The spreadsheet includes information for that specific journey including: the registration number, date, start/end time, total time, stopped time, driving time, idle time and number of stops.

Overspeed Report



This report allows you to view details of journeys where the vehicle exceeded specified speeds. You can set a certain speed for certain vehicles that you wish to monitor and the report tells you how many times the speed was exceeded.

Creating an Overspeed Report

1. Click 'Select Group' and select your group or subgroup, along with the selected vehicle you wish to create a report for.



2. Select the date range for your report:
 - Today;
 - Yesterday; or
 - Last week.

Note: You can only select a date range of 7 days. If you select a longer range, it will automatically be reduced.

3. Enter the speed you wish to search for in the text box.
4. If you wish to view all journeys, please ensure the checkbox is selected.
5. Select your report format:
 - WWW;
 - PDF; or
 - CSV.

A screenshot of the "Overspeed Report" form. The form is titled "Overspeed Report" and contains five numbered steps. Step 1: "1.) Select vehicles or assets using the menu on the left:" followed by "1 vehicles have been selected." Step 2: "2.) Select the date range for your Report:" with "From: 2009-06-02 00:00" and "To: 2009-06-08 23:59" fields, and buttons for "Today", "Yesterday", and "Last Week". A note below says: "Note: You can only select a range of 7 days. If you select a longer range, it will be automatically reduced." Step 3: "3.) Enter the speed you want to search for:" with a text box containing "30". Step 4: "4.) Show All Journeys" with a checked checkbox. Step 5: "5.) Select your report format:" with buttons for "WWW", "PDF", and "CSV". Red circles with numbers 1 through 5 are placed to the right of the form, with lines pointing to the corresponding elements.

WWW Report

If you selected WWW as your report format, a report will populate on the right-hand side of your screen divided. This page will show an icon of your vehicle, the date,

start/end time, total time, stopped time, driving time, idle time, and number of stops. The instances where the vehicle exceeded the specified speed are shown in red.

Expanding the report: To see a detailed report click on the expand symbol  beside the vehicle icon.

Viewing a Snail Trail: Click on the information symbol  beside the journey information to view a snail-trail map for a specific journey. This will cause another browse window to open displaying a Google map with all of the specific stops of the journey you selected.

Example:

  **SIW 21** Found 11 out of 15 journeys where your chosen speed was exceeded.

Monday (08/06/2009)

#	Start	End	Driver	Duration (hh:mm:ss)	Miles	Max Speed	Links
1	01:21 A3,Portadown Road, Richhill	01:54 R214, Clontibret	CAM3627	00:32:49	20.16	54	
2	02:12 R214, Clontibret	02:20 R184, Clontibret	CAM3627	00:08:16	4.38	56	
3	02:36 R184, Clontibret	03:30 Hennigan, Hobber	CAM3627	00:53:52	35.94	56	
4	03:42 Hennigan, Hobber	04:30 R195, Drumone	CAM3627	00:48:01	24.9	54	
5	04:36 R195, Drumone	04:52 Raclaghy, Oldcastle	CAM3627	00:16:42	7.78	43	
6	04:57 Raclaghy, Oldcastle	05:15 R154, Kilnaleck	CAM3627	00:17:37	8.85	51	
7	05:46 R154, Kilnaleck	05:48 R154, Kilnaleck	CAM3627	00:02:10	0.15	11	
8	05:49 R154, Kilnaleck	06:50 H2, Monaghan	CAM3627	01:00:27	39.75	56	
9	06:53 H2, Monaghan	08:31 Steeple Road, Antrim	CAM3627	01:37:53	61.57	56	
10	08:47 Steeple Road, Antrim	09:02 Steeple Road, Antrim	4300	00:15:39	0.63	9	
11	09:25 Steeple Road, Antrim	09:27 Steeple Road, Antrim		00:01:19	0.07	0	
12	09:30 Steeple Road, Antrim	09:40 Ballygore Road, Antrim		00:09:34	2.45	38	
13	09:42 Ballygore Road, Antrim	09:43 B95,Greystone Road, Antrim		00:01:06	0.16	0	
14	09:47 B95,Greystone Road, Antrim	10:04 A6, Randalstown		00:16:06	8.49	56	
15	10:15 A6, Randalstown	10:30 Loughbeg Road, Bellaghy		00:15:25	8.13	51	

To create a new report for another vehicle, click on the ‘New Report’ button



PDF Report

If you selected PDF as your report format, you will need to wait a few seconds for your report to format. The report will either open up automatically in Adobe Acrobat reader, or you will need to select the [click here] option on your current browser window to manually download the report.

If you do not have the latest version of Adobe Acrobat reader the report will not open. You can follow the link on your browser and download the latest version of the program.

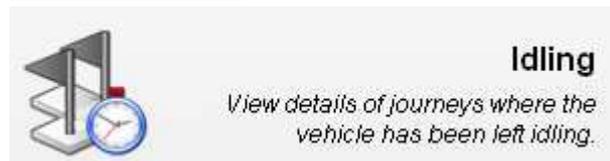
The PDF opens in a new browser window and shows you instances where the vehicle exceeded the specified speed are shown in red.

If you wish to choose another option, close the PDF and click ‘Continue’.

CSV Report

If you selected CSV as your report format, an excel spreadsheet will automatically open on your computer. A pop-up window will open, click 'OK' to open the excel spread sheet. The columns in line 1 will explain what information is in the rows below. The spreadsheet includes information for that specific journey including: the registration number, start/end time, start/end location, start/end POI, driver, duration, miles and max speed.

Idling Report



This report allows you to view details of journeys where the road going vehicle has been left idling.

Creating an Idling Report

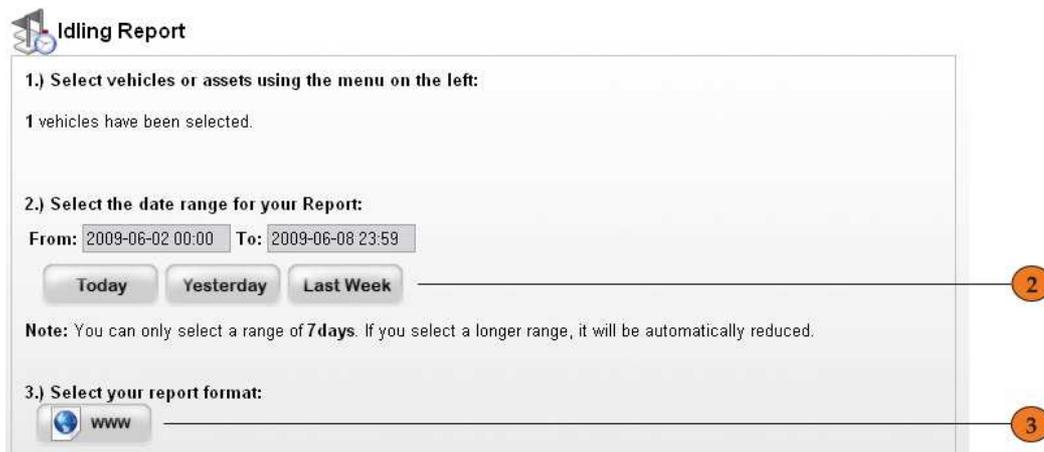
1. Click 'Select Group' and select your group or subgroup, along with the selected vehicle you wish to create a report for.



2. Select the date range for your report:
 - Today;
 - Yesterday; or
 - Last week.

Note: You can only select a date range of 7 days. If you select a longer range, it will automatically be reduced.

3. Select WWW as your report format.



HTML Report

If you selected HTML as your report format, a report will populate on the right-hand side of your screen divided. This page will show an icon of your vehicle, number of stops, start/end location and time, driver name, duration, and idle time. The instances where the vehicle was left idling are highlighted in blue.

Expanding the report: To see a detailed report click on the expand symbol  beside the vehicle icon.

Viewing a Snail Trail: Click on the information symbol  beside the journey information to view a snail-trail map for a specific journey. This will cause another browse window to open displaying a Google map with all of the specific stops of the journey you selected.

Example:

  **SIW 21** 74 journeys (11 Idling), Duration (hh:mm:ss): 29:52, Idle: 01:18, Idle: 0.0%

Tuesday (02/06/2009)

#	Start	End	Driver	Duration (hh:mm:ss)	Idle Time	Links
1	01:29 A6,Foreglen Road, Claudy	02:11 Graffy, Clady	CAM3568	00:42:24	00:00	
2	02:33 Graffy, Clady	02:58 Croaghan, Bellindrait	CAM3568	00:25:41	00:00	
3	03:16 Croaghan, Bellindrait	03:43 R236, Convoy	CAM3568	00:27:42	00:00	
4	04:44 R236, Convoy	05:27 Lower Galliaugh Road, Coshquin	CAM3568	00:42:39	00:00	
5	06:12 Upper Galliaugh Road, Coshquin	06:46 Gort North, Moville	CAM3568	00:34:16	00:00	
6	07:13 Gort North, Moville	07:17 Gort North, Moville	CAM3568	00:03:17	00:00	
7	07:42 Gort North, Moville	08:52 Peters Road,		01:10:19	00:00	
8	08:58 Peters Road,	09:00 Peters Road,		00:02:04	00:00	
9	09:11 Peters Road,	10:49 Donnelly's Hill Road, Benburb	CAM 3503	01:37:06	00:00	
10	11:06 Donnelly's Hill Road, Benburb	11:58 Station Park, Toomebridge		00:52:07	00:00	
11	12:28 Station Park, Toomebridge	12:38 Loughbeg Road, Bellaghy		00:09:45	00:00	

To create a new report for another vehicle, click the 'New Report' button .

Diagnostic History Report



Diagnostic History

Diagnostic report for every message received.

This report allows you to view the time and location of each incoming message from the installed unit as well as a snail trail of its journey.

Creating a Diagnostic History Report

1. Click 'Select Group' and select your group or subgroup, along with the selected vehicle you wish to create a report for.



2. Select the date range for your report:

- Today;
- Yesterday; or
- Last week.

Note: You can only select a range of 3 days. If you select a longer range, it will automatically be reduced.

3. Select your report format:

- WWW; or
- CSV.

Note: Latitude/longitude information is only available in CSV form.



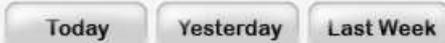
Diagnostic History Report

- 1.) Select vehicles or assets using the menu on the left:

1 vehicles have been selected.

- 2.) Select the date range for your Report:

From: 2009-06-03 00:00 To: 2009-06-9 23:59



Note: You can only select a range of 3 days. If you select a longer range, it will be automatically reduced.

- 3.) Select your report format:



WWW Report

If you selected WWW as your report format, a report will populate on the right-hand side of your screen divided. This page will show an icon of your vehicle, its registration number, the number of entries found, and the ability to expand the report and view a snail trail.

Expanding the report: To see a detailed report click on the expand symbol  beside the vehicle icon. This allows you to view the specifics of the report including the type, date, POI, location, tag ID, site code, speed, and fix of each location.

Example:

Icon	Registration	Info	Links					
	TLS / Training Center	23 entries found	 					
Type	Date	Location	Tag ID	Site Code	Speed	Fix	Raw Odometer (metres)	Raw Hours (seconds)
HEARTBEAT	12/01/2010 02:00:01	11628, Stara Hut	0	0	0.0	3	26135	10517
HEARTBEAT	12/01/2010 03:00:12	11628, Stara Hut	0	0	0.0	3	26135	10517
HEARTBEAT	12/01/2010 04:00:21	11628, Stara Hut	0	0	0.0	3	26135	10517
HEARTBEAT	12/01/2010 05:00:28	11628, Stara Hut	0	0	0.0	3	26135	10517
HEARTBEAT	12/01/2010 06:00:35	11628, Stara Hut	0	0	0.0	3	26135	10517
HEARTBEAT	12/01/2010 07:00:43	11628, Stara Hut	0	0	0.0	3	26135	10517
HEARTBEAT	12/01/2010 08:00:51	11628, Stara Hut	0	0	0.0	3	26135	10517
HEARTBEAT	12/01/2010 09:00:58	11628, Stara Hut	0	0	0.0	3	26135	10517
HEARTBEAT	12/01/2010 10:01:05	11628, Stara Hut	0	0	0.0	3	26135	10517
HEARTBEAT	12/01/2010 11:01:06	11628, Stara Hut	0	0	0.0	3	26135	10517
HEARTBEAT	12/01/2010 12:01:14	11628, Stara Hut	0	0	0.0	3	26135	10517
HEARTBEAT	12/01/2010 13:01:21	11628, Stara Hut	0	0	0.0	3	26135	10517
HEARTBEAT	12/01/2010 14:01:28	11628, Stara Hut	0	0	0.0	3	26135	10517
HEARTBEAT	12/01/2010 15:01:41	11628, Stara Hut	0	0	0.6	3	26135	10517
HEARTBEAT	12/01/2010 16:01:52	11628, Stara Hut	0	0	0.0	3	26135	10517
HEARTBEAT	12/01/2010 17:01:59	11628, Stara Hut	0	0	0.0	3	26135	10517
HEARTBEAT	12/01/2010 18:02:08	11628, Stara Hut	0	0	0.0	3	26135	10517
HEARTBEAT	12/01/2010 19:02:16	11628, Stara Hut	0	0	0.0	3	26135	10517
HEARTBEAT	12/01/2010 20:02:23	11628, Stara Hut	0	0	0.0	3	26135	10517
HEARTBEAT	12/01/2010 21:02:31	11628, Stara Hut	0	0	0.0	3	26135	10517
HEARTBEAT	12/01/2010 22:02:41	11628, Stara Hut	0	0	0.6	3	26135	10517
HEARTBEAT	12/01/2010 23:02:48	11628, Stara Hut	0	0	0.0	3	26135	10517
HEARTBEAT	13/01/2010 00:02:52	11628, Stara Hut	0	0	0.0	3	26135	10517



Viewing a Snail Trail: Click on the information symbol  beside the journey information to view a snail-trail map for a specific journey. This will cause another browse window to open displaying a Google map with all of the specific stops of the journey you selected.

To create a new report for another vehicle, click the 'New Report' button .

CSV Report

If you selected CSV as your report format, an excel spreadsheet will automatically open on your computer. A pop-up window will open, click 'Ok' to open the excel spread sheet. The columns in line 1 will explain what information is in the rows below. The spreadsheet includes information for that specific journey including: the registration number, type, date, POI, location, latitude/longitude, tag ID, site code, speed, heading, and fix.

Plant & Equipment Reports



The Plant and equipment reports allow viewing session details, and plotting snail trail maps. These reports can be helpful for billing hours on machines.

Creating a Plant or Equipment Report

1. Click 'Select Group' and select your group or subgroup, along with the selected vehicle you wish to create a report for.



2. Select the date range for your report:
 - Today;
 - Yesterday;
 - Last week;
 - This Month (From the 1st of the month to the current date),
 - Last Month; or
 - Select your own dates from the pop-up calendar on the 'From' and 'To' boxes.

Note: You can only select a range of 31 days. If you select a longer range, it will be automatically reduced.

3. Select your report format:
 - WWW; or
 - PDF

Plant Report

1.) Select vehicles or assets using the menu on the left:

1 vehicles have been selected.

2.) Select the date range for your Report:

From: 2009-06-01 00:00

To: 2009-06-9 23:59

Today

Yesterday

Last Week

This Month

Last Month

2

Note: You can only select a range of 31 days. If you select a longer range, it will be automatically reduced.

3.) Select your report format:



WWW



PDF

3

WWW Report

If you selected WWW as your report format, a report will populate on the right-hand side of your screen divided. This page will show an icon of your vehicle, its registration number, the number of entries found, and the ability to expand the report and view a snail trail.

Expanding the report: To see a detailed report click on the expand symbol  beside the vehicle icon. This allows you to view the specifics of the report including the type, date, POI, location, tag ID, site code, speed, and fix of each location.

 12.92 h Found 15 sessions, Duration: 01:11

TLS / Training Center

Tuesday (01/12/2009)

#	Start	End	Driver	Duration (hh:mm:ss)	Links
1	11:41 11628, Stara Hut	11:42 11628, Stara Hut		00:00	
2	11:53 11628, Stara Hut	11:54 11628, Stara Hut		00:00	
3	14:50 11628, Stara Hut	14:53 11628, Stara Hut		00:02	
4	15:17 11628, Stara Hut	15:23 11628, Stara Hut		00:05	
5	15:24 11628, Stara Hut	15:25 11628, Stara Hut		00:00	
6	15:25 11628, Stara Hut	15:26 11628, Stara Hut		00:00	
7	15:42 11628, Stara Hut	15:45 11628, Stara Hut		00:03	
8	15:50 11628, Stara Hut	15:51 11628, Stara Hut		00:01	
9	15:56 11628, Stara Hut	15:57 11628, Stara Hut		00:00	
10	16:03 11628, Stara Hut	16:05 11628, Stara Hut		00:02	
11	16:23 11628, Stara Hut	16:24 11628, Stara Hut		00:01	
12	16:59 11628, Stara Hut	17:10 11628, Stara Hut		00:11	
13	17:23 11628, Stara Hut	17:57 11628, Stara Hut		00:33	

Viewing a Snail Trail: Click on the information symbol  beside the journey information to view a snail-trail map for a specific journey. This will cause another browse window to open displaying a Google map with all of the specific stops of the journey you selected.

To create a new report for another vehicle, click the 'New Report' button .

CSV Report

If you selected CSV as your report format, an excel spreadsheet will automatically open on your computer. A pop-up window will open, click 'Ok' to open the excel

spread sheet. The columns in line 1 will explain what information is in the rows below. The spreadsheet includes information for that specific journey including: the registration number, type, date, POI, location, latitude/longitude, tag ID, site code, speed, heading, and fix.

All Switch Report



Show summary of all switch activity where suitable inputs are connected. Note that the titles of the switches can be named from within the Edit Vehicle page within the Administration Tab.

Creating a Switch Report

1. Select vehicle using the list on the left-hand side of your screen.
2. Select the date range for your report:
 - Today;
 - Yesterday; or
 - Last week.

Note: You can only select a range of 7 days. If you select a longer range, it will automatically be reduced.

3. Select HTML as your report format.

HTML Report

If you selected HTML as your report format, a report will populate on the right-hand side of your screen divided. The report shows you the icon of the vehicle you selected, the vehicle registration number, how many entries were found for that vehicle, and allows you to expand the report and view a snail trail.

Expanding the report: To see a detailed report click on the expand symbol  underneath the 'Controls' option. This allows you to view the specifics of the report including: the date/time, location, message and buttons for the all switch report.

Viewing a Snail Trail: Click on the information symbol  underneath the 'Controls' option to view a snail-trail map. This will cause another browse window to open displaying a Google map with all of the specific stops of the journey you selected.

To create a new report for another vehicle, click 'New Report'

Tamper Report



Show summary of all tamper alert activity.

Creating a Tamper Report

1. Select vehicle using the list on the left-hand side of your screen.
2. Select the date range for your report:
 - Today;
 - Yesterday; or
 - Last week.

Note: You can only select a range of 7 days. If you select a longer range, it will automatically be reduced.

3. Select HTML as your report format.

HTML Report

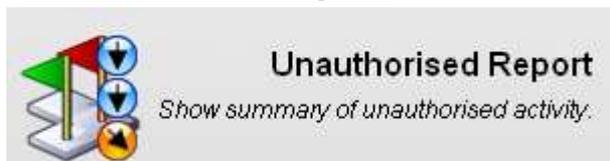
If you selected HTML as your report format, a report will populate on the right-hand side of your screen divided. The report shows you the icon of the vehicle you selected, the vehicle registration number, how many entries were found for that vehicle, and allows you to expand the report and view a snail trail.

Expanding the report: To see a detailed report click on the expand symbol  underneath the 'Controls' option. This allows you to view the specifics of the report including: the date/time, location, speed and direction for the vehicle.

Viewing a Snail Trail: Click on the information symbol  underneath the 'Controls' option to view a snail-trail map. This will cause another browse window to open displaying a Google map with all of the specific stops of the journey you selected.

To create a new report for another vehicle, click 'New Report'

Unauthorised Report



View summary of unauthorised activity. This can be used to monitor a vehicle's usage. For example if the vehicle is only meant to be used during business hours, after hour use would be considered unauthorised.

Note that the authorized use times for each individual Vehicle or Machine can be set from within the Edit Vehicle page within the Administration Tab.

Creating a Report

1. Select vehicle using the list on the left-hand side of your screen.
2. Select the date range for your report:
 - Today;
 - Yesterday;
 - Last week;
 - This Month (From the 1st of the month to the current date),
 - Last Month; or
 - Select your own dates from the pop-up calendar on the 'From' and 'To' boxes.

Note: You can only select a range of 7 days for more than one vehicle. If you select only 1 vehicle you can have a range up to 31 days.

3. Select your report format:
 - HTML;
 - PDF; or
 - CSV.

HTML Report

If you selected HTML as your report format, a report will populate on the right-hand side of your screen divided.

Expanding the report: To see a detailed report click on the expand symbol  beside the vehicle icon. This allows you to view the specifics of the report including the start/end time and location, the driver's name (if driver ID option is installed), duration vehicle was in use, miles the vehicle traveled and the option to view a snail trail. The instances where the vehicle was in an unauthorized journey are in red.

Viewing a Snail Trail: Click on the information symbol  beside the journey information to view a snail-trail map for a specific journey. This will cause another browse window to open displaying a Google map with all of the specific stops of the journey you selected.

To create a new report for another vehicle, click 'New Report'

PDF Report

If you selected PDF as your report format, you will need to wait a few seconds for your report to format. The report will either open up automatically in Adobe Acrobat reader, or you will need to select the [click here] option on your current browser window to manually download the report.

If you do not have the latest version of Adobe Acrobat reader the report will not open. You can follow the link on your browser and download the latest version of the program.

The PDF opens in a new browser window and shows you instances where the vehicle had unauthorized use. Includes information such as: start and end date/time/location, driver's name, duration (hours), distance (miles), max speed (mph), idle time (hours) and fuel usage.

If you wish to choose another option, close the PDF and click 'Continue'.

CSV Report

If you selected CSV as your report format, an excel spreadsheet will automatically open on your computer. A pop-up window will open, click 'Ok' to open the excel spread sheet.

The columns in line 1 will explain what information is in the rows below. The spreadsheet includes information for that specific journey including: the vehicle ID number, whether the journey was authorized, start/end date, start/end location, driver's name, duration and miles.

Equipment Hours Report



The Equipment Hours Report allows you to view the number of hours a certain machine has worked in a given time period.

Creating an Equipment Hours Report

1. Select vehicles using the list on the left-hand side of your screen.
2. Select the date range for your report:
 - Today;
 - Yesterday;
 - Last week;
 - This Month (From the 1st of the month to the current date),
 - Last Month; or
 - Select your own dates from the pop-up calendar on the 'From' and 'To' boxes.

Note: You can only select a range of 31 days. If you select a longer range, it will be automatically reduced.

3. Select your report format:

- HTML; or
- PDF.

HTML Report

If you selected HTML as your report format, a report will populate on the right-hand side of your screen. You will see your vehicle icon, registration number/name, most current hours, report end hours and report range hours.

Expanding the report: To see a detailed report click on the expand symbol  beside the vehicle icon. This allows you to view the specifics of the report including the vehicle registration, location, date/time, hours and a snail trail map.

Viewing a Snail Trail: Click on the information symbol  beside the journey information to view a snail-trail map for a specific journey. This will cause another browse window to open displaying a Google map with all of the specific stops of the journey you selected.

To create a new report for another vehicle, click 'New Report'.

PDF Report

If you selected PDF as your report format, you will need to wait a few seconds for your report to format. The report will either open up automatically in Adobe Acrobat reader, or you will need to select the [click here] option on your current browser window to manually download the report.

If you do not have the latest version of Adobe Acrobat reader the report will not open. You can follow the link on your browser and download the latest version of the program.

The PDF opens in a new browser window and includes information such as: vehicle registration number/name, location, date/time and hours.

If you wish to choose another option, close the PDF and click 'Continue'.

Today Icon

This will show you the activity from a certain vehicle or machine on today's date.

1. Select a vehicle from your list on the left-hand side of the screen.
2. The information for that vehicle will appear on the right-hand side of your screen. To ensure you have selected the correct vehicle, the name will appear at the top of the screen to the left of the time.

Current Journey (Or Machine Operating Session)

This section has a small graph explaining where the vehicle was located and what time it started its journey. It also tells you where the vehicle currently is, and states the time.

Speed Summary

Speed Summary shows a graph of the vehicles average and maximum speed throughout various times in the day.

Today's Journey

Today's Journey gives a list of the vehicle's stops/starts throughout the day with duration and miles information.

Google Map

There is a small Google map on the right-hand side of the screen which shows the start and end point of the day's journey, along with a snail-trail of all the stops in between.

Routing Icon

The Routing Icon is used to map out a route from point A to point B. If any of the trucks that you chose are inactive, it will say 'Unable to calculate route'.

1. At the top of the panel on the left-hand side of the screen is a grey bar that says the name of your company. Please ensure you have the correct group or subgroup selected. If you don't you may click on the grey bar and choose the correct one.
2. To calculate a route you must select your starting location. Whichever option you pick, the flag will turn from a grey to green to show it is active. You may choose a location by:
 - d. Selecting a vehicle from the drop-down menu;
 - e. Selecting a previously made POI from the drop-down menu; or
 - f. Entering a location (city, address) in the text box, and a Country from the drop-down menu.
3. Next you must select your location. You may do so by:
 - g. Selecting a vehicle from the drop-down menu;
 - h. Selecting a previously made POI from the drop-down menu; or
 - i. Entering a location (city, address) in the text box, and a Country from the drop-down menu.
4. Click 'Generate Route'.
5. On the Google map, a route will be mapped out. This will show the way from the starting location (Point A) to your destination (Point B).
6. To the right of the Google map will be written directions from Point A to Point B. Above the written directions you have the option to print the map (PrintMap), the written directions (PrintDirection), or both (PrintBoth).

Admin Icon

Depending on which tier you are in, you will not have access to all of the following areas.

Manage Viewers

In this section you will be able to access a list of all of your workers specific to your company. Here you can add, edit, and delete people on your list.

When adding contacts you must enter their real name, user name (their email address), and password. The e-mail address is used as a username, and is the place where alert messages get sent to.

Please note that only the person who set up the new viewer can change the Username and Password. There is currently no way to retrieve passwords, you must call Customer Service (01614411001) to retrieve forgotten passwords.

Creating a New Viewer

1. Click on the 'Admin' icon at the top of your screen.
2. Click on 'Manage Viewers'.
3. Click on 'Create New Viewer'.
4. Enter the individual's Real Name, Username and Password.
We recommended you create a password with a number to increase security.
For example: Real Name: Joe User. Username: Joe@user.com. Password: JUser7.
5. Click on 'Create User'.
6. If all of the fields are correctly filled out, a 'Request Completed' screen will appear. Click on 'Continue' to complete.

To edit the Username, Real Name or Password you may click on [Edit].

Note: The person who set up the account is the only person who can change this information. Contact the web-page administrator or the person who created your account to update any of this information.

To delete a certain viewer, you may click on [Delete] beside that individuals name.

Manage Groups

In this area you can create, manage and update subgroups for your company. You must ensure you have all of the appropriate viewers set up before you can add them to your subgroup.

Note: If you make any changes to this section you will have to re-load the screen to see the changes. This may be done by:

- Right-clicking on any gray space on your screen and selecting 'Reload';
- Selecting the 'Tools' menu in your browser and selecting 'Reload';
- Sampling clicking on the 'Admin' icon and going back into 'Manage Groups'; or
- Logging out of the site and signing back in.

Sub Groups

In this subsection you can:

- View current sub groups;
- Delete a sub group by clicking 'Delete' beside the sub group;
- Rename a sub group by clicking 'Rename' beside the sub group, editing the name in the text box and clicking 'Ok'; and
- Creating a new sub group by typing a name into the text box and clicking 'Create New Subgroup' and then clicking 'Continue'.

Viewers

In this subsection you can:

- View current viewers for that particular group;
- View the permissions of certain viewers by clicking 'Permissions', clicking on the buttons beside each option to allow/disallow certain options, clicking 'Save Permissions' and then clicking 'Continue';
- Remove viewers by clicking 'Remove', and clicking either 'No, Cancel' if you do not wish to delete this viewer or 'Yes, Remove Now' and then 'Continue' to delete the viewer; and
- Add viewers to list by selecting them from the drop-down menu, clicking 'Add Viewer to Group', and then clicking 'Continue'.

Note: You must first create the viewer to see them in the drop-down menu.

Note: For permissions:

- Green dot = Access (Admin and user see this color);
- Grey dot = No access (User sees this color); and
- Red dot = No access (Only the Admin sees this color).

Adding a Vehicle

To add a vehicle to your group:

1. Scroll down to the 'Vehicles' sub section on the page.
2. Click 'Select Group' and ensure your group is selected
3. Highlight the available vehicles you wish to add to your group in the 'Vehicles Available' box.

4. Click 'Add' to place it in the 'Vehicles in...' box.

Adding a POI

To add a POI to your group;

1. Scroll down to the 'POI' sub section on the page.
2. Click 'Select Group' and ensure your group is selected.
3. Highlight the available POI you wish to add to your group in the 'POIs Available' box.
4. Click 'Add' to place it in the 'POI's in this group' box.

Adding an Asset

To add an asset to your group;

1. Scroll down to the 'Asset' sub section on the page.
2. Click 'Select Group' and ensure your group is selected.
3. Highlight the available assets you wish to add to your group in the 'Assets Available' box.
4. Click 'Add' to place it in the 'Assets in this group' box.

Manage Vehicles

1. Select group and vehicle from your list on the left-hand side of your browser.
2. Click 'Edit Vehicle'.
3. Here you can edit your vehicle's icon (necessary), name (necessary), and vehicle information (optional). The vehicle registration number is the IMEI number (i.e. serial number) of the device placed in your vehicle. To avoid confusion you can add your own description of the vehicle before the IMEI number. For example: 'Blue Car - 3795876'.
4. Offset hours if machine has already been used.
5. Click 'Save Changes' to complete the process.

Manage Point of Interest (POI)

This is where you will be able to populate the different POI's you would like to create. Creating a POI does not mean that it is associated with a vehicle at this point. To activate the POI, you must to the Alerts Monitor website. To add a POI to a certain vehicle, see the "Manage Groups" section. Click on specific points to get rid of them or press 'Clear Map'. In the asset box, if the last line is highlighted, then it's a POI.

Point POI

Can click on map, or put address (Select country, and then add City, Address). This option can be used to create a radius fence/area around the specific point.

Polygon POI

Use this option if you want to clearly define the area. You can move the points around, and make it any shape you wish. This option can be used to create POIs that are not in a circular shape, you can create any shape you wish.

Manage Assets

If you know you have asset tags and can not see them, please ensure you are in the correct subgroup of your company on the left hand-side of your screen.

Manage Alerts

This section may be confused with the 'Alerts' icon, but it is used for different things. 'Manage Alerts' is used to create alerts that allow you to know when you need to service your engine. You can create an alert once the engine in your vehicle hits a certain number of hours and may need a service check.

Alerts Monitor

The Alerts Monitor can be accessed through www.manage-alerts.com. The Username and Password for this site is the same as on the main site www.Bobcatvision.com .

When you first log into Alerts Monitor Alerts Monitor you will be prompted to fill in your information. Please ensure that your name and e-mail is filled out but the rest is optional. After submitting this information, you will be taken to the home page. The next time you login, you will not receive this prompt.

Before you create any alerts, you must make sure that your POI's are created in the main site, as well as to ensure that the correct contacts are added into the address book. If you have already started creating an alert without adding your contacts into the address book you will need to start over. To make alerts inactive you must delete them and then to make them active again you must re-create them.

Home - Alerts Manager

POI Alert

This alert is created based on points of interest. If at any time during this process if you wish to go back and correct something simple click 'Previous' at the bottom of the page.

1. Enter a title you're the alert you wish to create. If you are using the Commissionaires you must use the name of your company in the title. You must always choose 'POI' for the alert type, and for the message for the alert you must have at least one single character in there for the step to be complete.
2. Click 'Next'.
3. Select the group and POIs you wish to include in your alert. If you wish to include all of the POIs or POIs from a certain group please check the appropriate checkbox.
4. After each POI is selected from the drop-down menu you must click 'Add for Alert' to place it in the 'Selected POIs' list. If you wish to remove a POI from the list, simple select it and click 'Remove POI's'. If you do not wish to accept the default radius you may enter your own in the text box on the page. The radiuses for the alerts are set in miles.
5. Click 'Next'.

6. Select the group and vehicles you wish to include in your alert. You may choose to select all vehicles or all vehicles from a certain group by checking the appropriate checkbox on the page.
7. When you select a certain vehicle from the drop-down menu you must click 'Add for Alert' to place it on the 'Selected Vehicle' list. If you wish to remove a vehicle from the list, simple select the vehicle and click 'Remove Vehicle'.
8. Click 'Next'
9. Select a vehicle from the drop-down menu and click on 'Add' or 'Remove' to add or delete it from the 'List For Entry Alert' and the 'List for Exit Alert'. Repeat for each vehicle. Check the appropriate checkbox if you wish to select all of them for the entry or exit alert.
10. Click 'Next'.
11. Select the start and end time you wish the alert to be active for from the drop-down menus. If you wish it to be active for the whole day please select the appropriate checkbox.
12. To select the days you wish the alert to be active on, select the day from the drop-down menu and click 'Add'. Repeat if you wish to add other days. If you wish to remove a day click 'Remove'. And if you wish to add all days select the checkbox 'Click For All Day'.

Note: Please remember that all time is set in UK time. For example if you wish to set the alert for 9 am MT, you must set it for 4 pm UK time.

Note: Alerts are based on 24 hour period - to set alert overnight you need to set 2 alerts e.g. 7pm to 7am (19:00 - 23:59 and 00:00 to 07:00).

13. Click 'Next'.
14. Select the contact and the form you wish that contact to receive the alert in. Email will send a message to the contact's inbox, SMS will send a text message, and POP will make browser message pop up on their computer. To add it to the email or SMS list select 'Submit'. You may edit certain details on the page before submitting.

Note: The POP option is not available. The contact for email and SMS must be previously set-up in the address book. Email is recommended as the best option because it is free and most people check their email often or have a blackberry.

Note: Please note the following with regard to POP UP Alerts:

(1) You will need to ensure that your browser pop up blocker is disabled. 2) Always ensure that your 'V2 Alert Manager' window is always left open. You can minimize the window and the pop up function will still operate correctly

15. Click 'Next'.
16. The last step is a confirmation page. Review to ensure everything is correct and click 'Finish'.

Geo-Fence Alert

Similar to POI Alert but is created with a set radius when it is activated at a set time. This alert will notify you if the vehicle moves during the specified hours.

1. Enter a title for the alert you wish to create. If you are using the Commissionaires you must use the name of your company in the title. For the

message for the alert you must have at least one single character in there for the step to be complete.

2. Click 'Next'.
3. Select the group and vehicles you wish to include in your alert. You may choose to select all vehicles or all vehicles from a certain group by checking the appropriate checkbox on the page.
4. When you select a certain vehicle from the drop-down menu you must click 'Add for Alert' to place it on the 'Selected Vehicle' list. If you wish to remove a vehicle from the list, simply select the vehicle and click 'Remove Alert'. If you do not wish to accept the default radius you may enter your own in the text box on the page. The radiuses for the alerts are set in miles.
5. Click 'Next'
6. Select the hours which your vehicle should NOT be moved, if your vehicle should not be moved from 19:00 – 06:00, the system would take a location reading at 19:00 hours. If the vehicle moves from that area, prior to the system disabling the alarm at 06:00, this would trigger an alert. If you wish it to be active for the whole day please select the appropriate checkbox.
7. To select the days you wish the alert to be active on, select the day from the drop-down menu and click 'Add'. Repeat if you wish to add other days. If you wish to remove a day click 'Remove'. And if you wish to add all days select the checkbox 'Click For All Day'.

Note: Please remember that all time is set in UK time. For example if you wish to set the alert for 9 am MT, you must set it for 4 pm UK time.

Note: Alerts are based on 24 hour period - to set alert overnight you need to set 2 alerts e.g. 7pm to 7am (19:00 - 23:59 and 00:00 to 07:00).

8. Click 'Next'.
9. Select the contact and the form you wish that contact to receive the alert in. Email will send a message to the contact's inbox, SMS will send a text message, and POP will make browser message pop up on their computer. To add it to the email or SMS list select 'Submit'. You may edit certain details on the page before submitting.

Note: The POP option is not available. The contact for email and SMS must be previously set-up in the address book. Email is recommended as the best option because it is free and most people check their email often or have a blackberry.

Note: Please note the following with regard to POP UP Alerts:

(1) You will need to ensure that your browser pop up blocker is disabled. (2) Always ensure that your 'V2 Alert Manager' window is always left open. You can minimize the window and the pop up function will still operate correctly

10. Click 'Next'.
11. The last step is a confirmation page. Review to ensure everything is correct and click 'Finish'.

Home - Schedule Manager

Note: Depending on the type of device some of the following functions may not be available to you.

Time-on-site Scheduler

1. Enter a unique name for the scheduler you wish to create. If you are using the Commissionaires you must use the name of your company in the title.
2. Select 'Day' or 'Week'.
3. Enter a message to be sent with the scheduler. You must have at least one single character in there for the step to be complete.
4. Click 'Next'.
5. Select a group and vehicle(s) from the drop-down menus. Edit vehicle information if needed and select 'Add for Alert' to add it to the text box on the right-hand side. You may chose to 'Select all Vehicles' or 'Select All Vehicles in Current Group' if you wish to add more than one. To remove a vehicle from the list, select it in the text box and select 'Remove Vehicle'.
6. Click 'Next'.
7. Select the group and POIs you wish to include in your alert. Edit POI information if needed and select 'Add for Alert' to place it in the 'Selected POIs' list. If you wish to include all of the POIs or POIs from a certain group please check the appropriate checkbox. If you wish to remove a POI from the list, simple select it and click 'Remove POI's'. If you do not wish to accept the default radius you may enter your own in the text box on the page. The radiuses for the alerts are set in miles.
8. Click 'Next'.
9. Select the contact you wish to receive the alert from the drop-down menu. Ensure that the 'Email' checkbox is selected and edit the contact's information if necessary (the email option will send a message to the contact's inbox). Click 'Submit' to add them to the 'Selected Contact for Email' list. Click 'Remove Recipients' to remove contact from the list if necessary.
10. Click 'Next'.
11. The last step is a confirmation page. Review to ensure everything is correct and click 'Finish'.

Speed Exception Scheduler

This function will send an email alert if the selected vehicle(s) exceed the set maximum speed.

1. Enter a unique name for the alert you wish to create. If you are using the Commissionaires you must use the name of your company in the title.
2. Select 'Day' or 'Week'.
3. Enter a message to be sent with the scheduler. You must have at least one single character in there for the step to be complete.
4. Click 'Next'.
5. Enter the max speed for the alert. If the selected vehicle(s) exceed this speed you will receive an alert.

6. Select a group and vehicle(s) from the drop-down menus. If you wish to add additional information, enter the vehicle registration, country, town, street, and POI text boxes. Click 'Add Vehicle' to add it to the 'Selected Vehicles' box on the right-hand side. You may chose to 'Select all Vehicles' or 'Select All Vehicles in Current Group' if you wish to add more than one. To remove a vehicle from the list, select it in the text box and select 'Remove Alert'.
7. Click 'Next'.
8. Select the contact you wish to receive the alert from the drop-down menu. Ensure that the 'Email' checkbox is selected and edit the contact's information if necessary (the email option will send a message to the contact's inbox). Click 'Submit' to add them to the 'Selected Contact for Email' list. Click 'Remove Recipients' to remove contact from the list if necessary.
9. Click 'Next'.
10. The last step is a confirmation page. Review to ensure everything is correct and click 'Finish'.

Maximum Driving Time Scheduler

This function will send an email alert if the selected vehicle(s) exceed the set maximum time of driving.

1. Enter a unique name for the scheduler you wish to create. If you are using the Commissionaires you must use the name of your company in the title.
2. Select 'Day' or 'Week'.
3. Enter a message to be sent with the scheduler. You must have at least one single character in there for the step to be complete.
4. Click 'Next'.
5. Enter the max time (in minutes) for the alert. If the selected vehicle(s) are running longer than the max time you selected, you will receive an alert.
6. Select a group and vehicle(s) from the drop-down menus. If you wish to add additional information, enter the vehicle registration, country, town, street, and POI text boxes. Click 'Add Vehicle' to add it to the 'Selected Vehicles' box on the right-hand side. You may chose to 'Select all Vehicles' or 'Select All Vehicles in Current Group' if you wish to add more than one. To remove a vehicle from the list, select it in the text box and select 'Remove Alert'.
7. Click 'Next'.
8. Select the contact you wish to receive the alert from the drop-down menu. Ensure that the 'Email' checkbox is selected and edit the contact's information if necessary (the email option will send a message to the contact's inbox). Click 'Submit' to add them to the 'Selected Contact for Email' list. Click 'Remove Recipients' to remove contact from the list if necessary.
9. Click 'Next'.
10. The last step is a confirmation page. Review to ensure everything is correct and click 'Finish'.

Exceeded Weight Scheduler

– Only available with Axle Weight Option.

This function will send an email alert if the selected vehicle(s) exceed the set maximum time of driving.

1. Enter a unique name for the scheduler you wish to create. If you are using the Commissionaires you must use the name of your company in the title.
2. Select 'Day' or 'Week'.
3. Enter a message to be sent with the scheduler. You must have at least one single character in there for the step to be complete.
4. Click 'Next'.
5. Enter the max time weight for the alert. If the selected vehicle(s) are holding more than the maximum weight, an alert is sent by email.
6. Select a group and vehicle(s) from the drop-down menus. If you wish to add additional information, enter the vehicle registration, country, town, street, and POI text boxes. Click 'Add Vehicle' to add it to the 'Selected Vehicles' box on the right-hand side. You may chose to 'Select all Vehicles' or 'Select All Vehicles in Current Group' if you wish to add more than one. To remove a vehicle from the list, select it in the text box and select 'Remove Alert'.
7. Click 'Next'.
8. Select the contact you wish to receive the alert from the drop-down menu. Ensure that the 'Email' checkbox is selected and edit the contact's information if necessary (the email option will send a message to the contact's inbox). Click 'Submit' to add them to the 'Selected Contact for Email' list. Click 'Remove Recipients' to remove contact from the list if necessary.
9. Click 'Next'.
10. The last step is a confirmation page. Review to ensure everything is correct and click 'Finish'.

History Icon

The History Icon opens up the History Manager. This function allows you to view all of the alerts and schedulers currently in effect.

Opening History Items

1. Select the manager you wish to view:
 - Alerts Manager; or
 - Schedule Manager.
2. Select the sub-alert or sub-schedule item you wish to view.
3. If the page you see is blank, you do not have any alerts/schedules in effect for that particular group. If you do have an alert/schedule in effect you will see a table which tells you the ID number, title of alert/scheduler, message, alert/scheduler date, and the ability to view or edit the alert.

Viewing History Items

1. Click 'View' beside the history item.
2. A summary page loads showing you the details of that alert/schedule.
3. Click on 'Click for Alert History'.
4. A page loads allowing you to:
 - Print; or
 - Download CSV.

Editing History Items

1. Click 'View' beside the history item.
2. The history item opens starting at Step 1.
3. Go through each item using the 'Next' button and correct the steps needed.
4. Click 'Finish' when corrections are complete.

Admin Icon

Edit.

Editing Admin Details

1. Click on the 'Admin Details' button.
2. Click 'Edit'.
3. Enter/update any necessary information. You may enter your: First/Last Name, Mobile Phone Number, Email Address, Home Address, City, County, and Postal Code.
4. Click 'Update'.

Admin Details

Changing the vehicle information.

Click Reg - Puts them in order.

NA - NB is there inventory number.

Highlight vehicle. Go to ADMIN ICON. Then manage vehicles. THEN EDIT VEHICLE.

Can change the vehicle icon.

GPS Tracking device in vehicle body. And their own number in registration.

Then save changes.

How to set up users.

Click admin icon. Manage viewers. Create new viewer.

Add real name, username, password. Then create viewer.

Click select viewers.

You can add an individual to view that certain area.

Then you can change permissions.

Save permissions.

Admin Icon. Manage groups.

SMS Credit

This option cannot be used outside of the United Kingdom (UK) for the moment.

SMS Username and Password

To change or update your username and password:

1. Click 'SMS Username and Password'.
2. Click 'Edit'.
3. Make the necessary changes and click 'Update'.

SMS Account Credit

To view how many credits you have left on your SMS Account click the 'SMS Account Credit' button. View the credits in the table that loads in your browser screen.

Mail Alert for Low SMS Credit

To set a low SMS Credit email alert:

1. Click 'Mail Alert for Low SMS Credit'.
2. Set the Lower Limit SMS Credits amount from the drop-down menu. You can choose: 20, 40, 60, 80, or 100.
3. Ensure the 'Email Alert' checkbox is selected.
4. Click 'Save'.

Address Book

Adding a Contact to the Address Book

1. Click on either:
 - 'Address Book' then 'Add New Contact'; or
 - 'Add Contact'.
2. Enter the necessary information.
3. Click 'Save Contact'.

Editing a Contact in the Address Book

1. Click on 'Address Book'.
2. Click 'Edit' beside the contact you wish to edit.
3. Make the necessary changes.

4. Click 'Save Contact'.

Deleting a Contact in the Address Book

1. Click on 'Address Book'.
2. Click 'Delete' beside the contact you wish to delete.

Delete Alert

To delete an alert:

1. Click the manager the alert belongs to:
 - 'Alerts Manager'; or
 - 'Schedule Manager'.
2. Click on the 'Alerts Manager' or 'Schedule Manager' type your alert belongs to.
3. Click 'Delete' next to the alert you wish to delete.