# CUSTOMER SOFTWARE USER MANUAL

Please take the time to review the user manual prior to operating the system. Our company aim to provide an efficient and easy to operate web tracking interface. This user manual contains information you will need to operate the system efficiently and utilise its features. Please stay tuned as we continually provide updates and added features.

From the management and staff of our company, we wish you happy tracking!

## 1. CONTENT

## 2. TRACKING PAGE OVERVIEW

On this screen, you can see a list of your assets, display their position on the map in real time, and use additional functions: alarm settings, driver assignment, view/edit asset data, create/edit asset groups, assign tracking intervals, parameters remote control, view the latest received alarms.
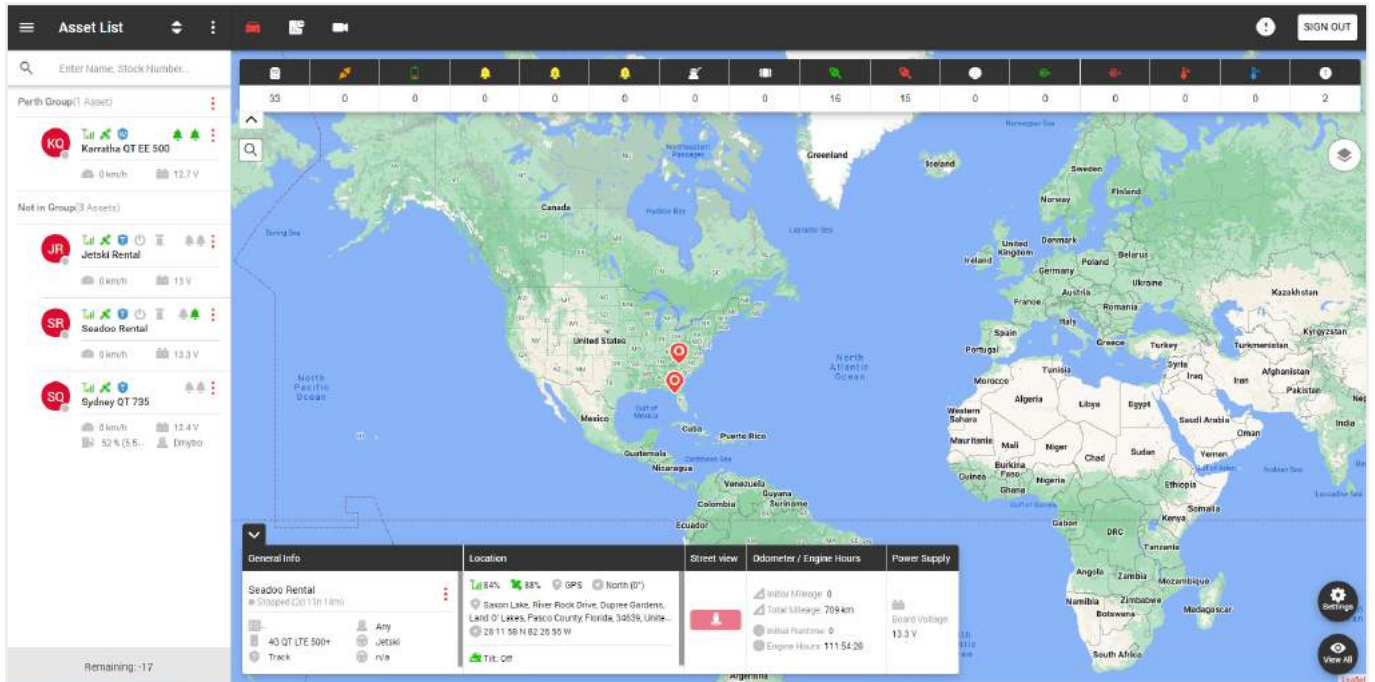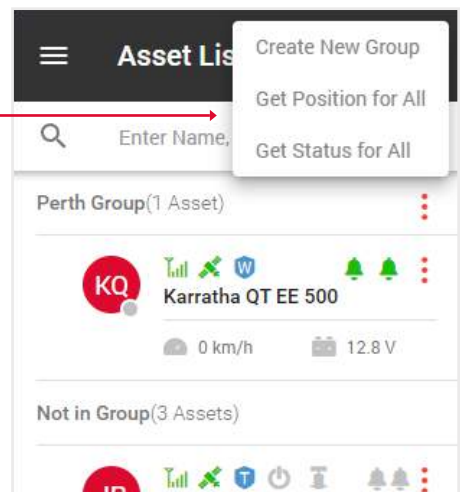


On the left side of the tracking page is a list of your groups and assets.



At the top are:

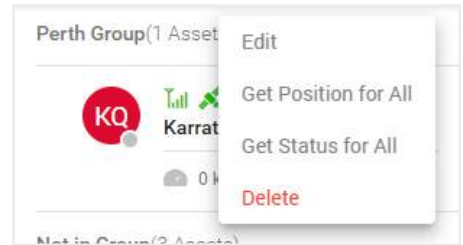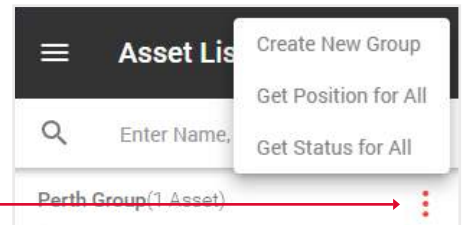- **General menu,**

- **Current page title,**

- **Asset list display filter,**

- **Additional menu.**
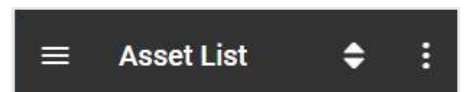
In the general list, we see the names of groups and assets that belong to the group. To add a **new group**, click on the additional menu**.**

To edit a group, click on the **group menu icon.**

In the list of assets you can view this information:

• **The circle** in the lower right corner indicates the status of the asset: gray - stopped, green - moved.

• **Signal icons and satellites** indicate signal strength: gray - no signal, red - bad signal, green - good signal.

• A **blue shield icon** will indicate the service plan for this asset: L - loc8, P - Qprotect, T - track, W - watch. A blank shield means the asset is not activated.

• For **water assets**, there are additional parameters, shore power and bilge pump. Gray - off, green - on.

• The **bell icons** indicate the states of Input 1 and Input 2. Gray - off, green - on.

• Under the name, the current indicators of **speed, fuel, voltage and etc**. are displayed, depending on the type of device.

**Assets menu** contains the following functions:

- **Alarm** - setting alarms,

- **Assign driver** - assigning a driver to this asset,

- **Edit** - edit asset info,

- **Playback** - view tracking history,

- **Position** - current asset location,

- **Remote control** - remote control of your asset,

- **Status** - information about your asset,

- **Tracking interval** - updates tracking information at different intervals.

- **Reset** - reset parameters for mileage, engine hours and travel history.

03
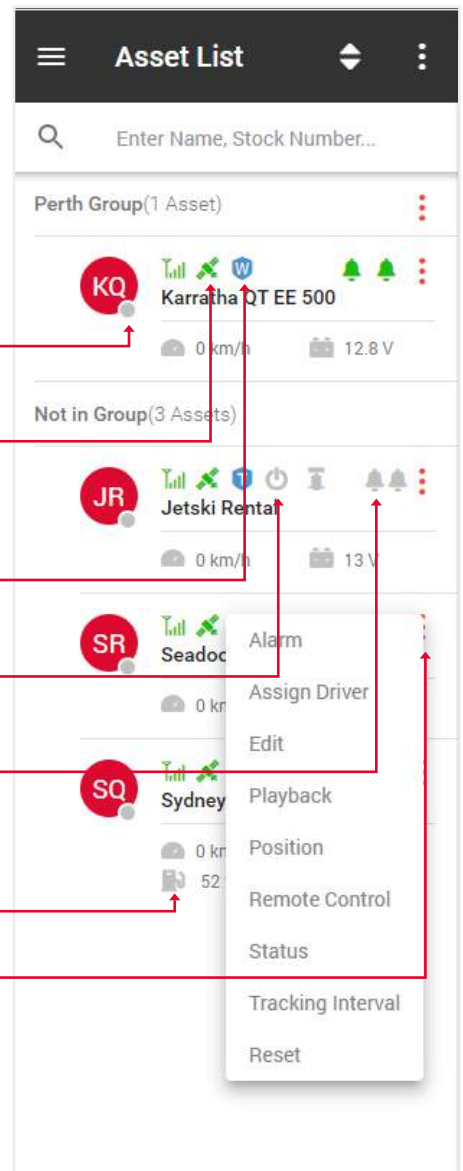
On the right side of the tracking page is a map.

At the top are:

- **Sign out** button,

- **Notifications**,

- Navigate between **Tracking pages, Dashboard** and **CCTV player** pages.
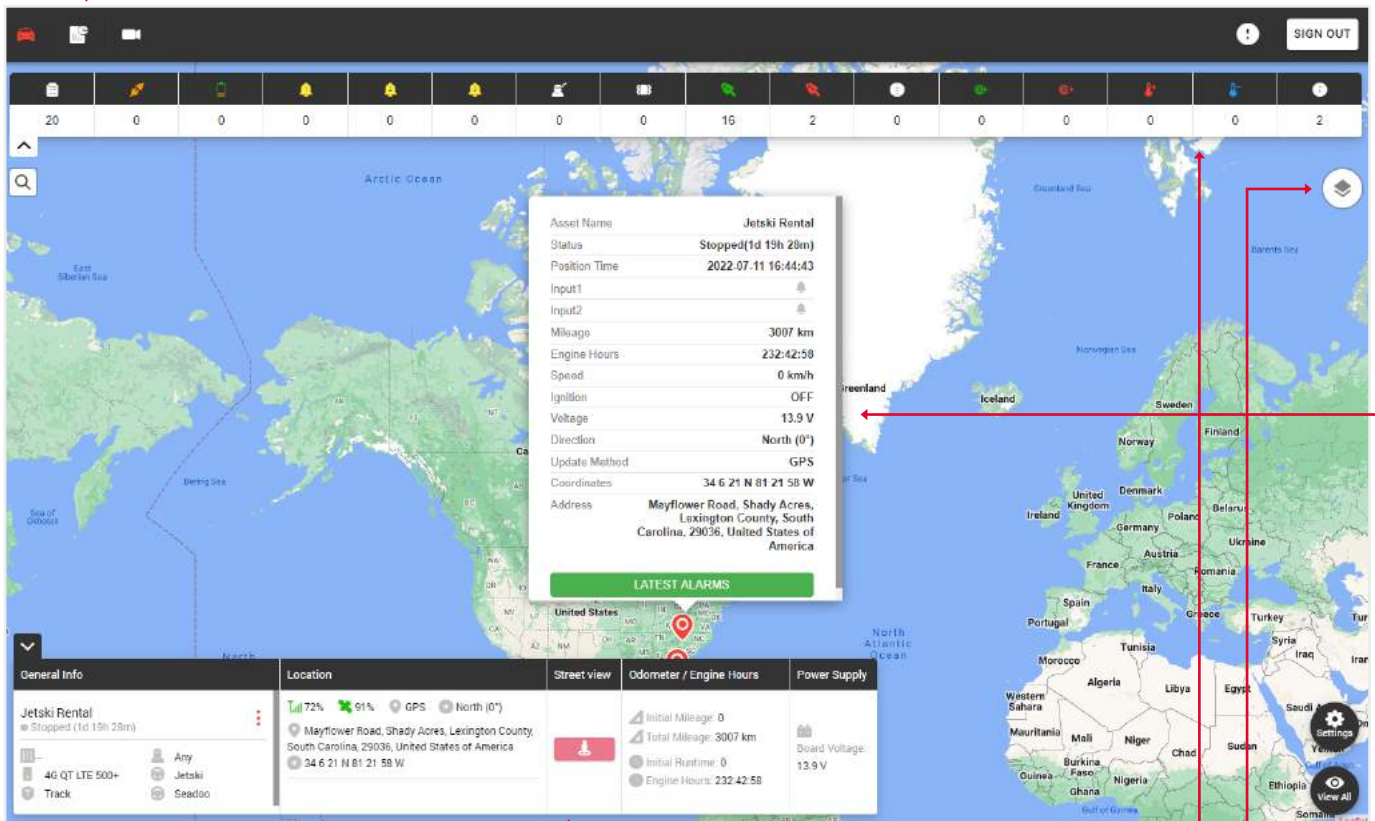


At the bottom is a widget with **general information** about the asset.

**Note: that in order for the information to be displayed in the widget, you need to click on the desired asset in the left part of the list of assets.**

The upper part of the map displays the **types of alarms** and the number of times they have been triggered.

In the upper right of the map there is a **map change icon** for various displays:

- **Standart map**,

- **Satellite map**,

- **OpenStreet map**.

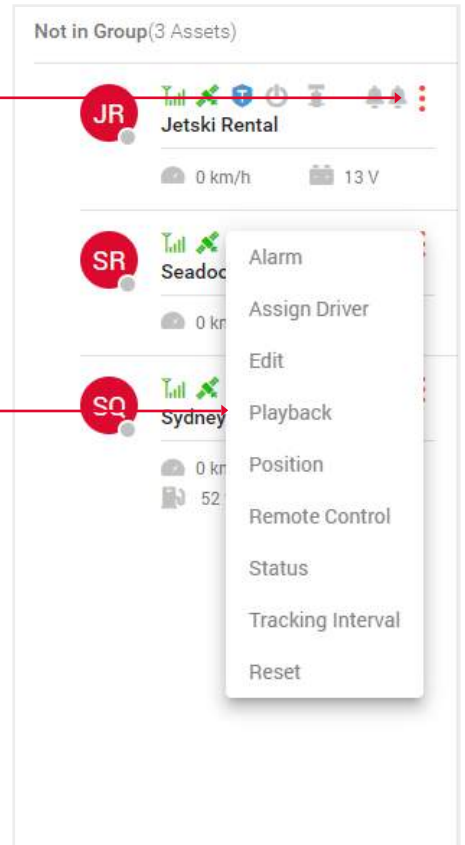Here you can turn on the **grid** and **sea marks**.

The **settings button** shows the created geofences, and **view all** zooms out the map until all asset pins are displayed.

When you click on the asset pin, you will see an auxiliary window showing **status information** and **latest alarms** button.
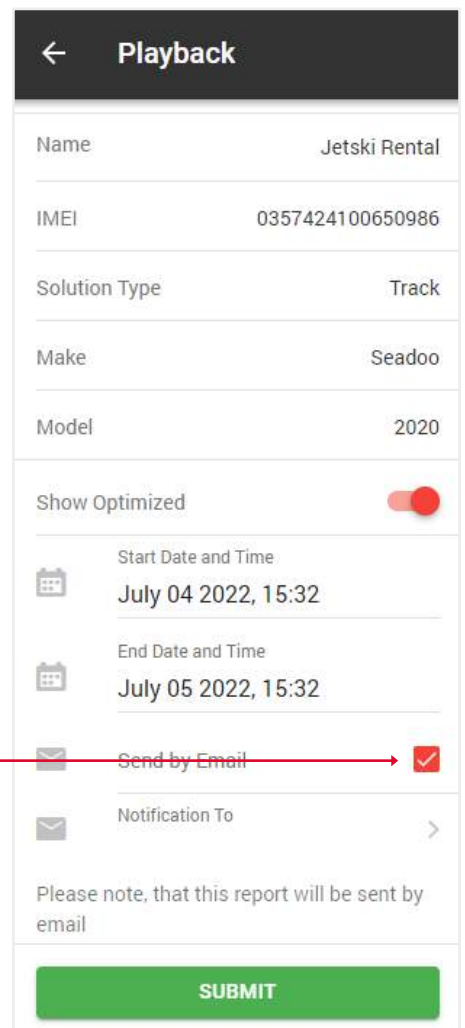
## 2.1. PLAYBACK

1. Click **Menu Asset** icon.

2. Select **Playback** item.



3. Select **Date and Time**.

4. If you want to send this playback by email, click on the **checkbox** and then in the popup that appears, select to whom you want to send from your contact list.
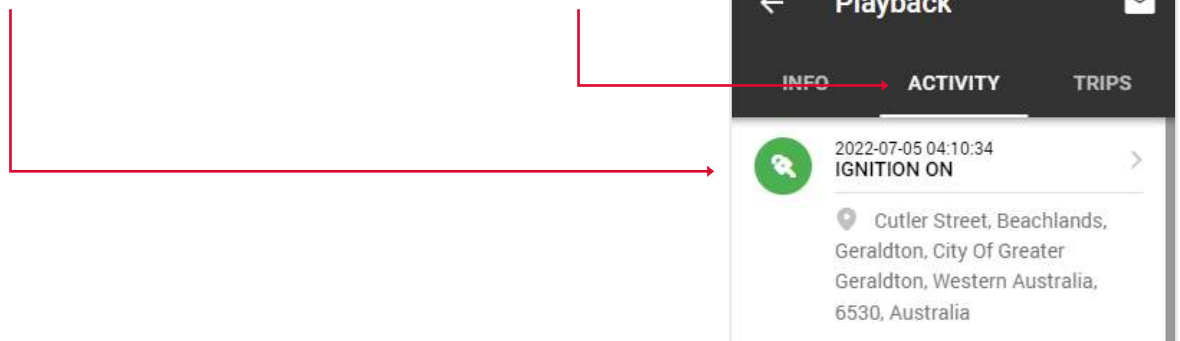
5. Click **Submit** button.

On the left side of the screen is the control panel with the details of route. In the right side – a map with the history of route, events and trips.
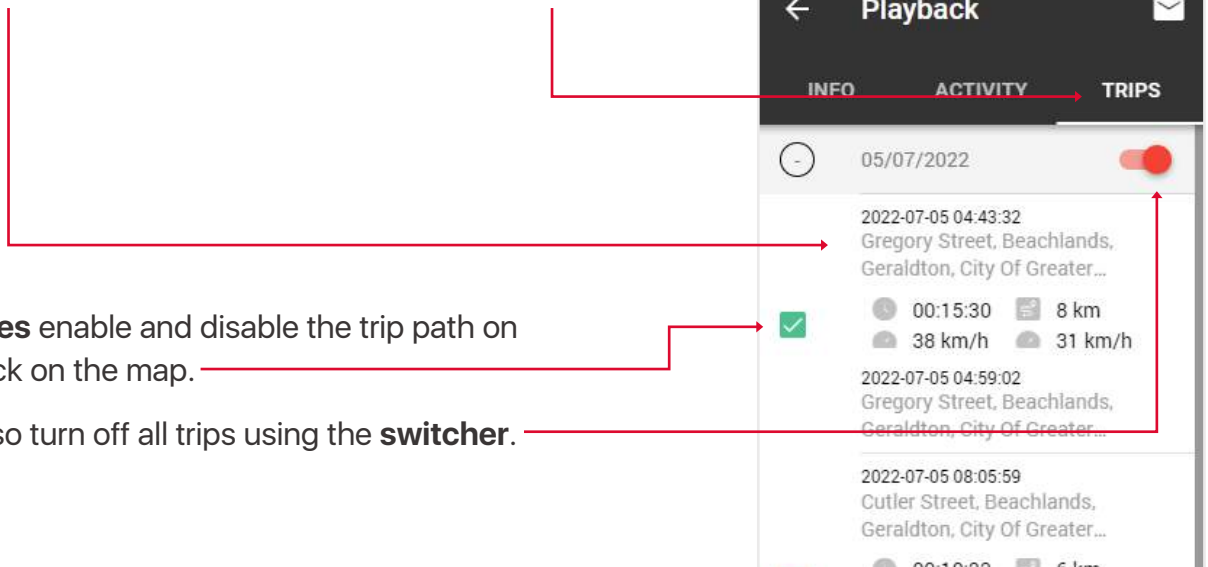
At the top there is an **envelope icon**, by clicking on which you can send this playback by email to your contacts.
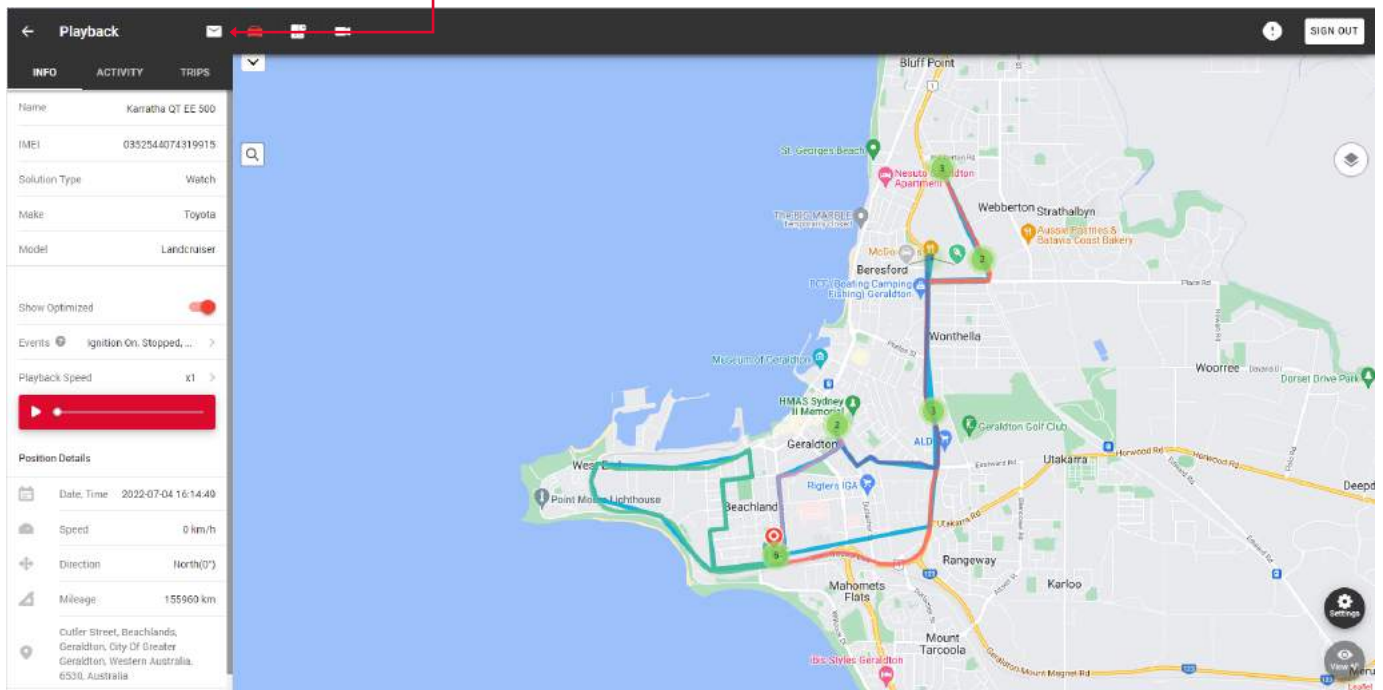


To view **All events** for the selected route, tap on **Activity tab**.



To view **All trips** for the selected route, tap on **Trips tab**.
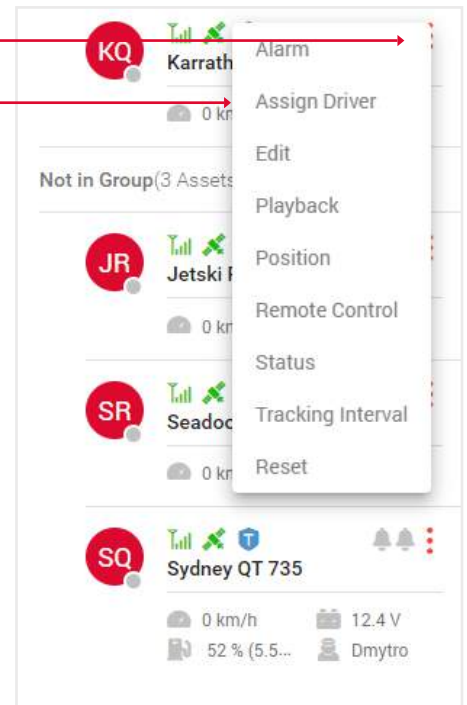
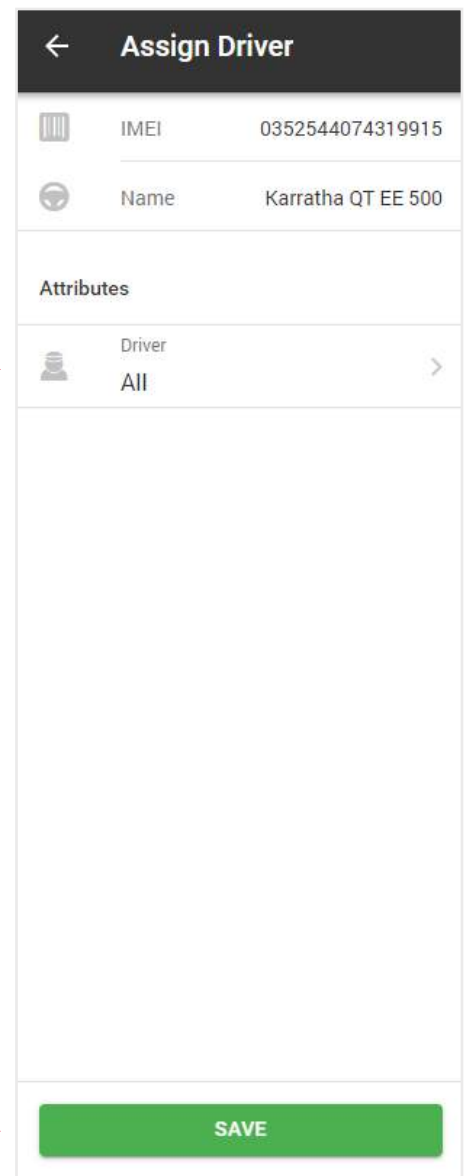**Checkboxes** enable and disable the trip path on the playback on the map.

You can also turn off all trips using the **switcher**.

## 2.2. Driver Assignment

1. Click **Menu Asset** icon.

2. Select **Assign driver** item.

| | |
|---|---|
| KQ | Karrath |
| | Alarm |
| | Assign Driver |
| 0 km | Edit |
| Not in Group(3 Assets | Playback |
| JR Jetski | Position |
| | Remote Control |
| 0 km | Status |
| SR Seadoo | Tracking Interval |
| 0 km | Reset |

SQ Sydney QT 735

0 km/h    12.4 V

52 % (5.5...    Dmytro

3. Select a **Driver** from the drop down list.

4. Click the **Save** button.

### Assign Driver

| | IMEI | 0352544074319915 |
|---|---|---|
| | Name | Karratha QT EE 500 |

**Attributes**

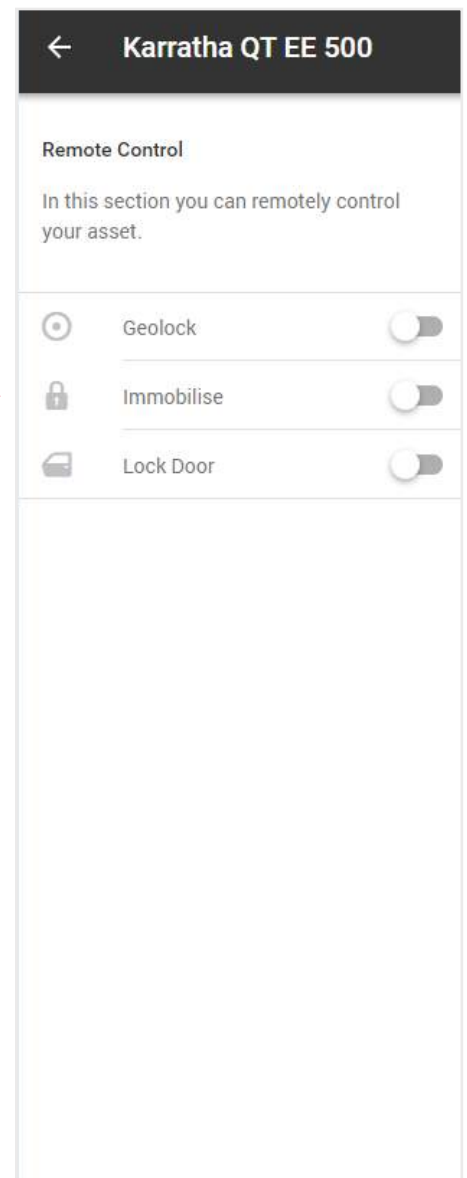| | Driver | |
|---|---|---|
| | All | > |

**SAVE**

## 2.3. Remote Control

1. Click **Menu Asset** icon.

2. Select **Remote control** item.
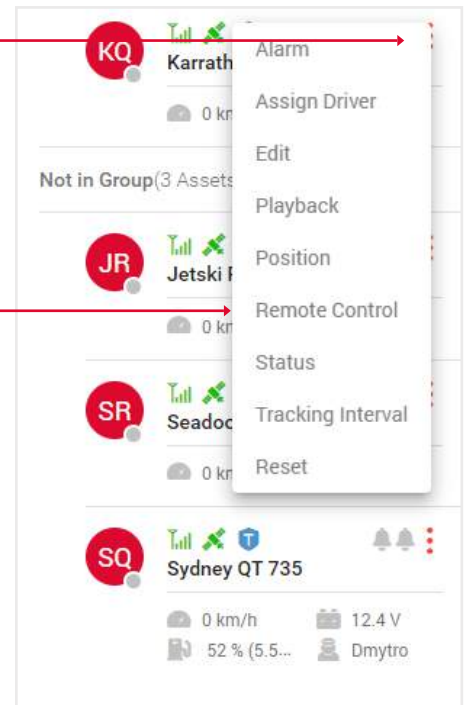


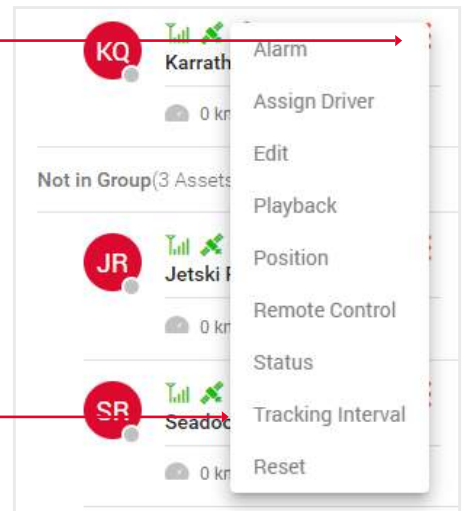3. In this section you can **remotely control** your asset.

## 2.4. Tracking Interval

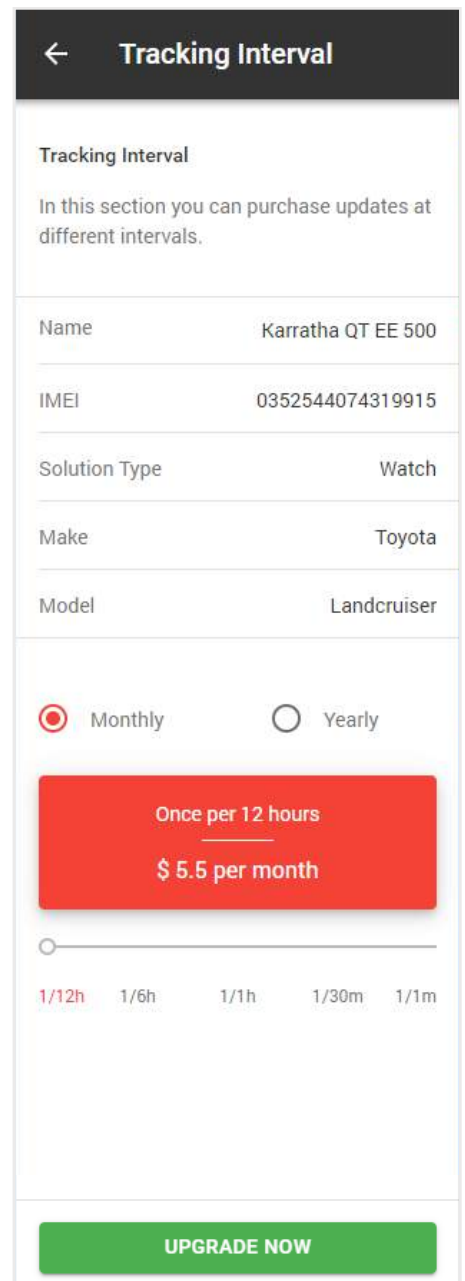In this section you can purchase updates at different intervals.

1. Click **Menu Asset** icon.

2. Select **tracking interval** item.



3. Choose a **monthly** or **annual plan** and the frequency of tracking services.

4. Click the **Upgrade now** button, you will be redirected to the Paypal website for payment.

# 3. DASHBOARD PAGE OVERVIEW

To open the Dashboard page, click on the **Dashboard icon**, which is located above the map.



At the top you will find information about:

• **Driver rating** – Through the drop-down list at the top of this block, you can see the statistical information about each driver and their rating based on it.

• **Alarm log** – The number of triggered alarms, by clicking on which you will open an Alarm report with more detailed info.

• **Overview** – Pie chart showing stop time, idle time, moving time across all assets.

• **KM Trevelled** – When you hover, a hint appears with detailed information.

• **Fuel Used** – When you hover, a hint appears with detailed information.

Also in the upper right part of the screen is a panel of tabs with information for the last **24, 72h or 7 days**.
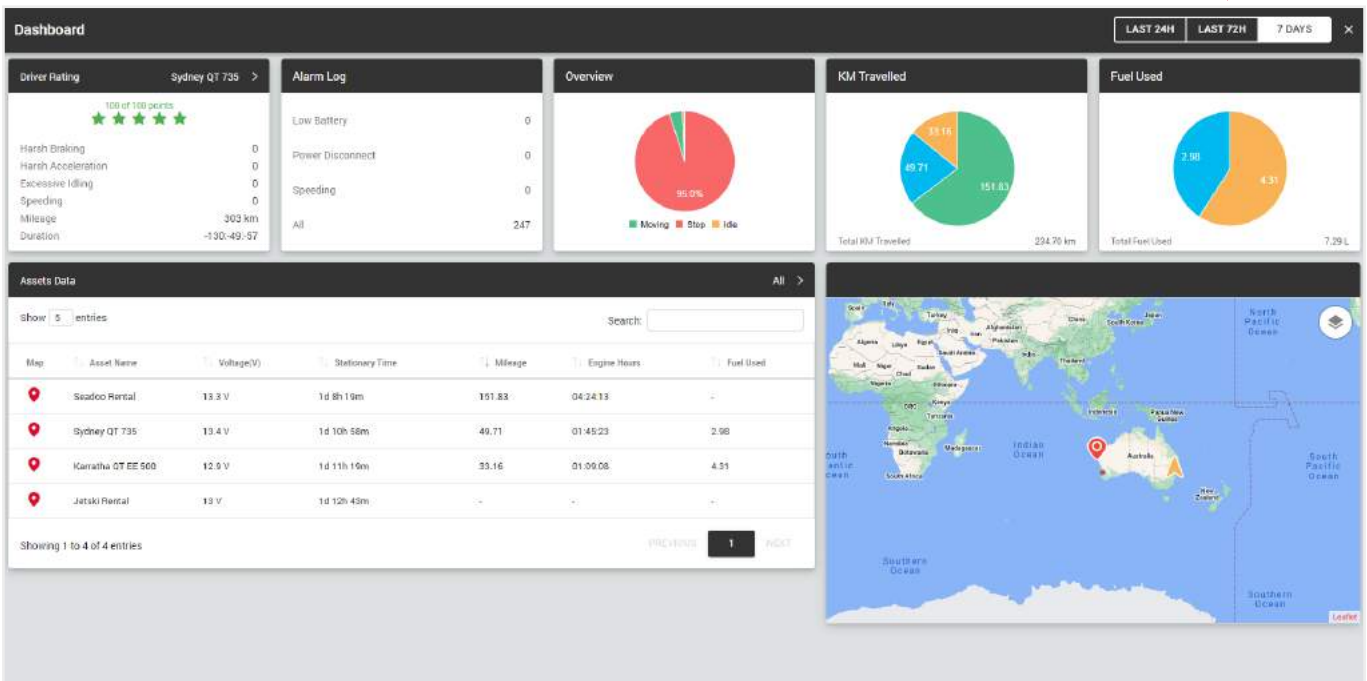


At the bottom is a **map and table** with the following data: map (Click on the icon to display the corresponding asset on the map to the right of the table), asset name, voltage, stationary time, total mileage, total engine hours, total fuel used.
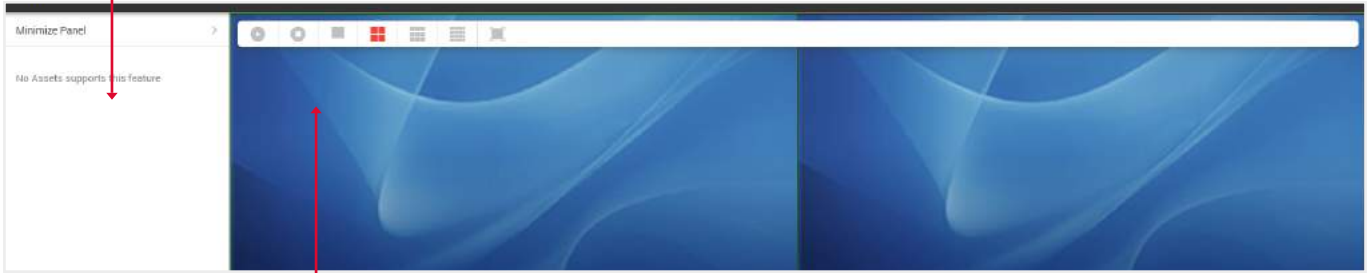
To display a separate group of assets, select the name of the group in the upper right corner.

# 4. CCTV PLAYER PAGE OVERVIEW

To open the CCTV player page, click on the **Camera icon**, which is located above the map.
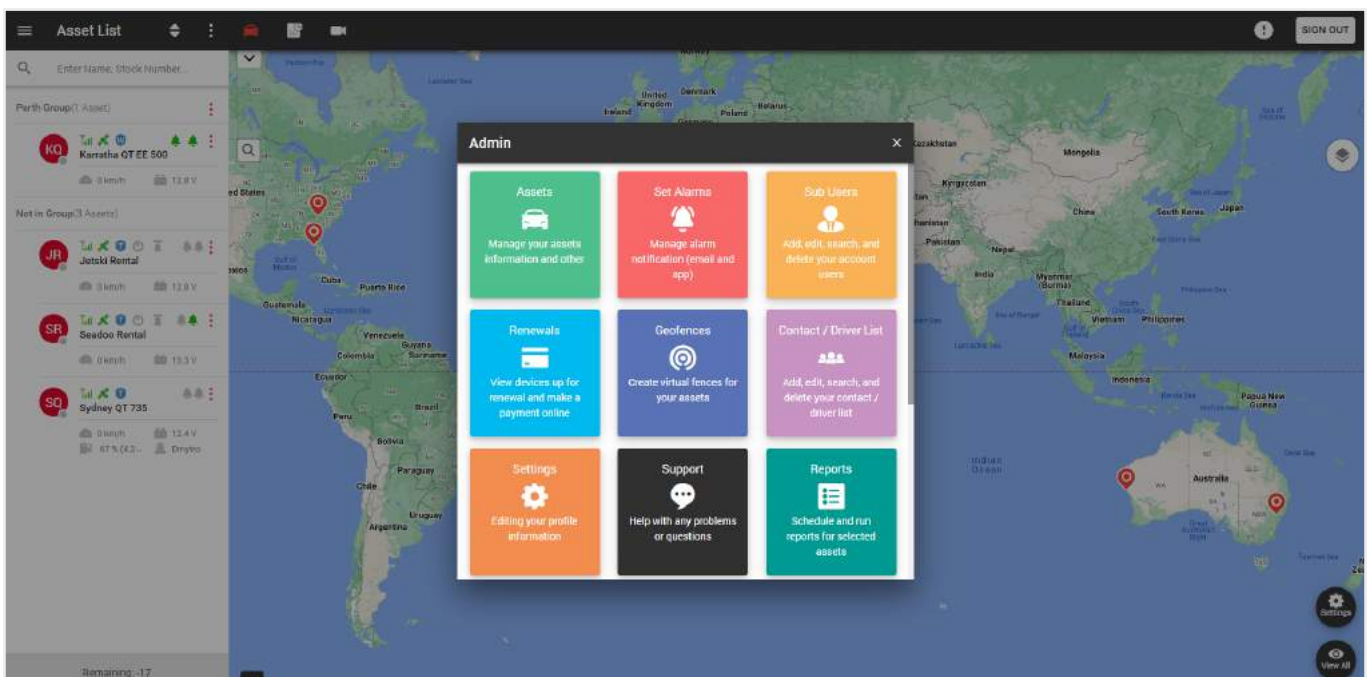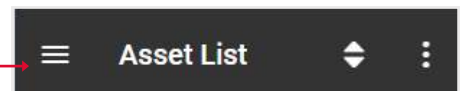


On the left side is a panel that will display your **assets** with a dashcam.



Above the camera display are buttons for turning **on** and **stopping** the video. Display **1,4,9** or **all** available cameras, as well as a **full-screen** video display option.

# 5. GENERAL MENU OVERVIEW

To open the General menu, click on the **icon** in the upper left part of the tracking page.

On this pop-up you can perform the following functions:

- **Assets** - manage your assets information and other.
- **Set alarms** - manage alarm notification for one or a group of assets (email and app).
- **Sub users** - add, edit, search, and delete your account users.
- **Renewals** - view devices up for renewal and make a payment online.
- **Geofences** - create virtual fences for your assets.
- **Contact / Driver list** - add, edit, search, and delete your contacts / drivers.
- **Settings** - editing your profile information.
- **Support** - help with any problems or question.
- **Reports** - schedule and run reports for selected assets.
- **Service intervals** - create, edit and remove Service Intervals.
- **Shared Assets** - share your assets to any other people.
- **Rules** - adding and editing different categories of rules.

## 5.1. CREATE ALARM NOTIFICATIONS

1. Click **General menu** icon.
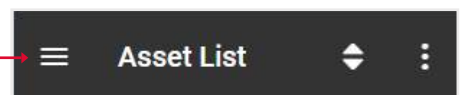


2. Select **Set Alarms** block.
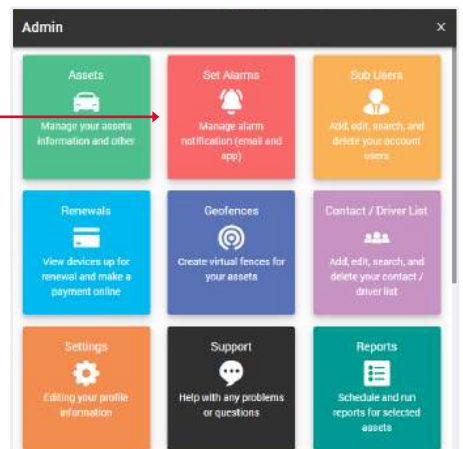


3. Select assets solution type to set alarms:
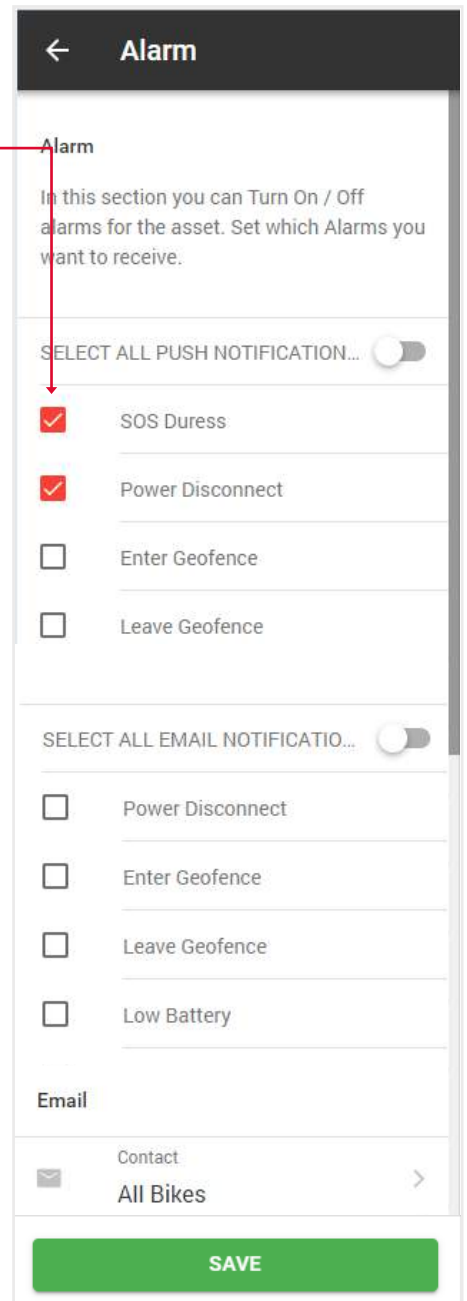- **Track**,
- **Watch**.
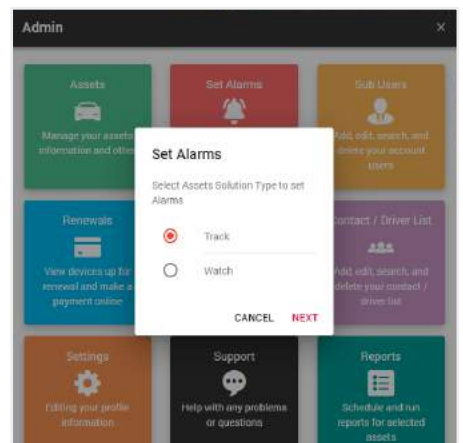
4. In the list of assets that appears, select the necessary ones by checking them in the **checkboxes** or click on the **switcher** to select all assets.

Click **Next** button.
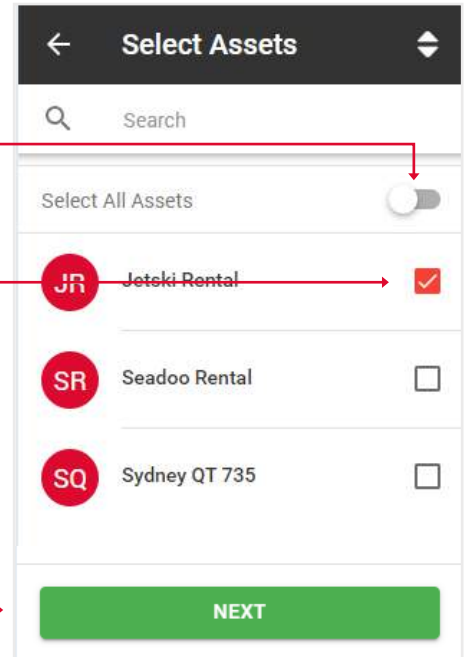
5. Choose what type of alarms you want to receive on your **smartphone** and **email**, as well as the **email** from drop-down contact list.

← **Select Assets**

Q Search

Select All Assets

JR Jetski Rental ✓

SR Seadoo Rental

SQ Sydney QT 735

**NEXT**

← **Alarm**

Alarm

In this section you can Turn On / Off alarms for the asset. Set which Alarms you want to receive.

SELECT ALL PUSH NOTIFICATION...

✓ SOS Duress

✓ Power Disconnect

Enter Geofence

Leave Geofence

SELECT ALL EMAIL NOTIFICATIO...

Power Disconnect

Enter Geofence

Leave Geofence

Low Battery

Email

Contact
All Bikes ›

**SAVE**

## 5.2. CREATE / EDIT SUB USERS

A sub users can be created to allow different logins to see different assets, the main account will still have the full function to create, edit and remove these users and view all data from the assets on their own and any sub users. This users is also used when assigning a driver to an asset.
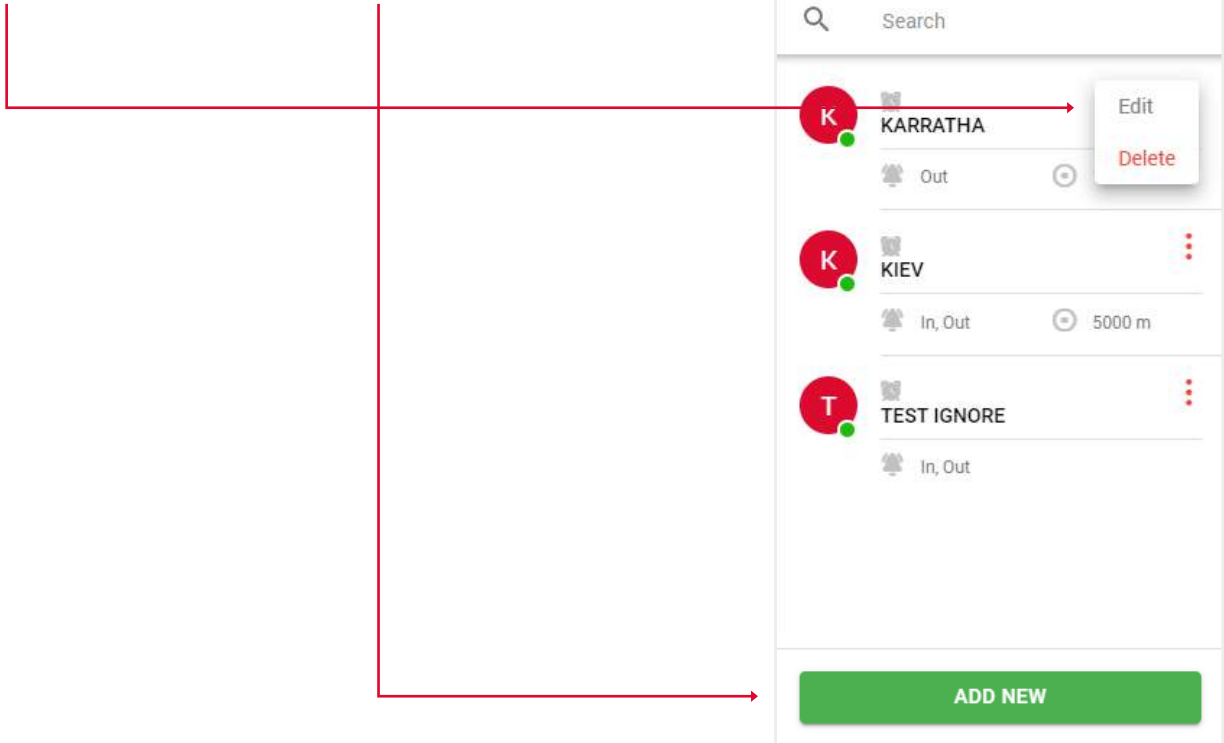
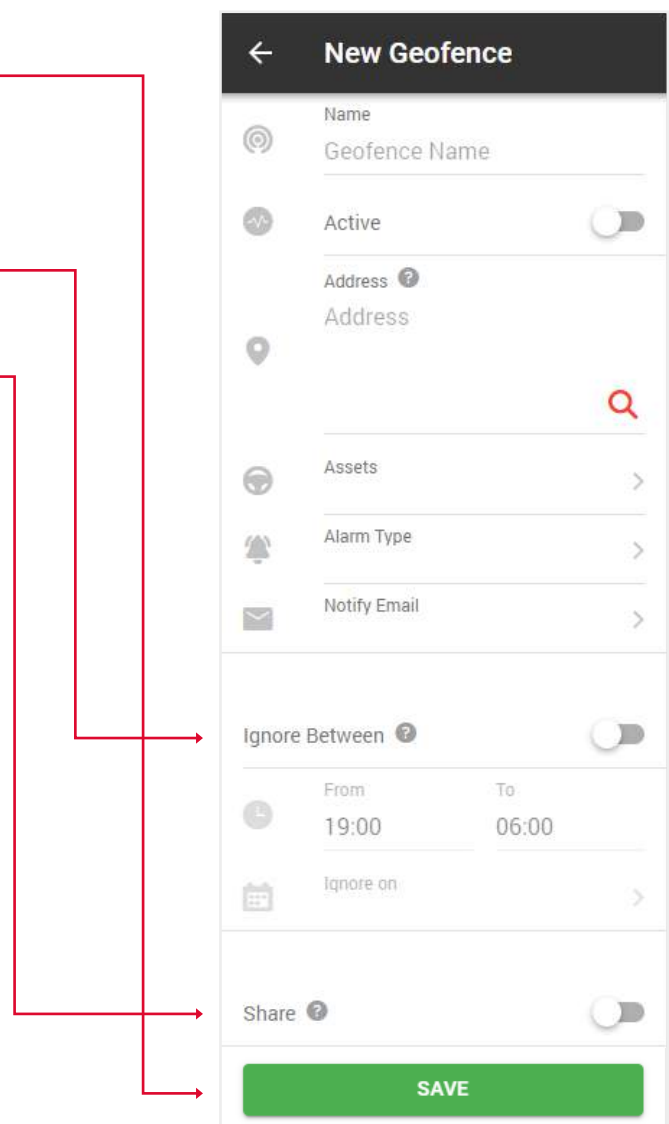1. Click **General menu** icon.
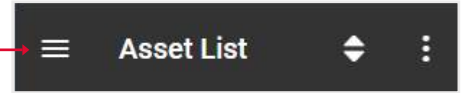
2. Select **Sub Users** block.
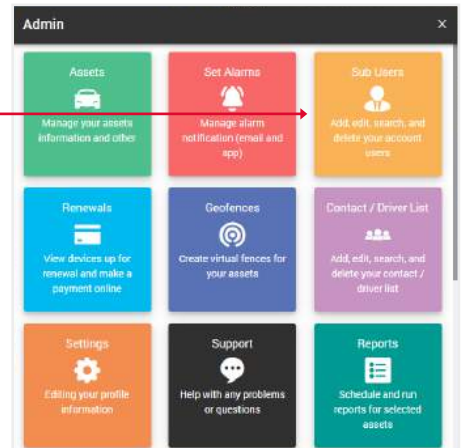
3. You will open a section with your sub users, where you can **edit** their data, **delete** or **create** a new one.
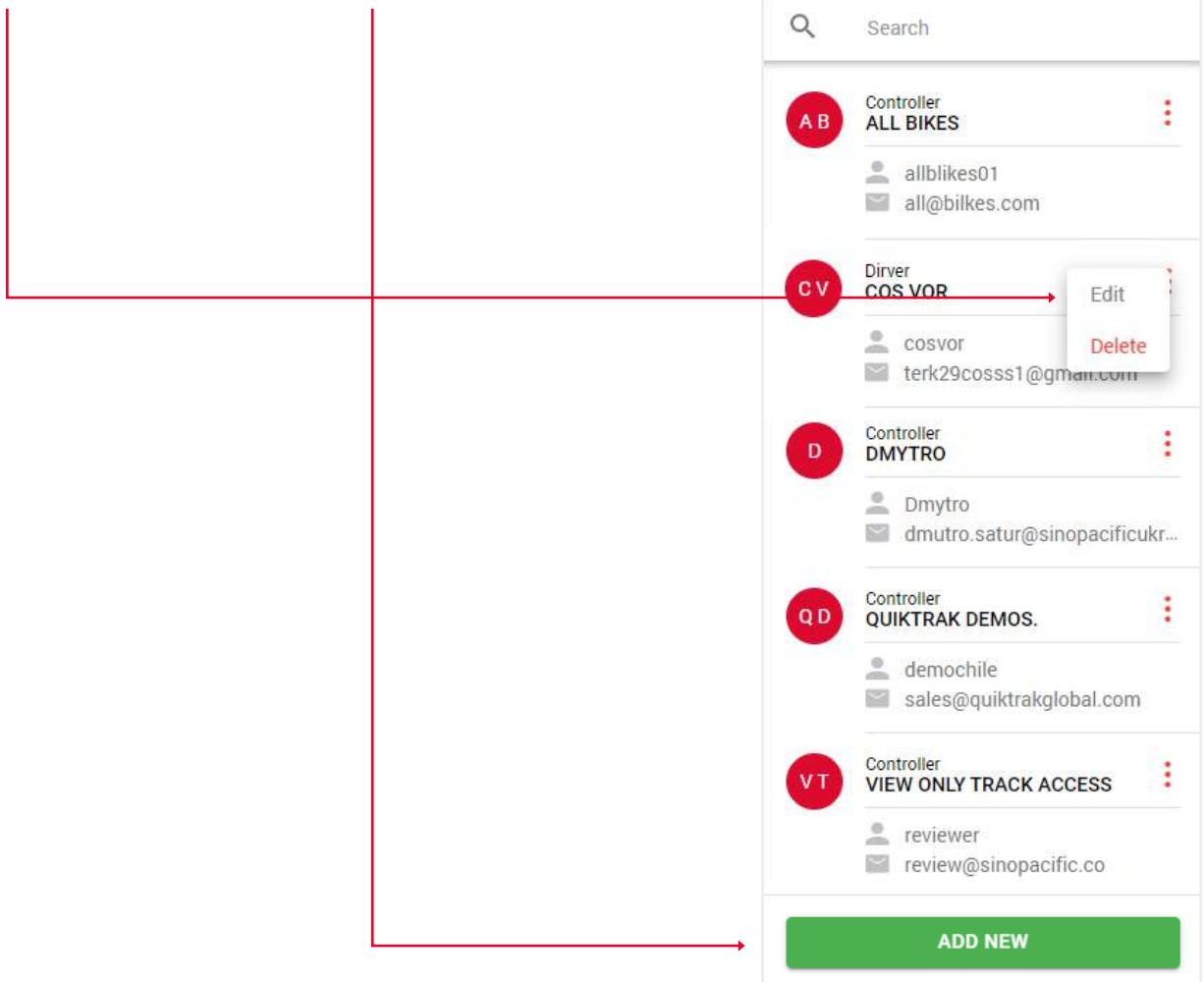
4. In addition to the standard fields when creating / editing a sub-user, the fields Role and Authorise an asset are of key importance.

The role determines what features are accessible by the user when they login. Below is an explanation of the **roles**:

- **View** - can view only live tracking, no playback, no change assets, no reports,

- **Driver** - same as view only

- **Standard** - can view live, playback, check reports etc, but not change assets,

- **Controller** - can view live, playback, check reports etc.

**Authorize an asset** input - specify which assets this sub user has access to.

## 5.3. CREDIT REPLENISHMENT

1. Open **General menu**.

2. Select **Renewals** block.
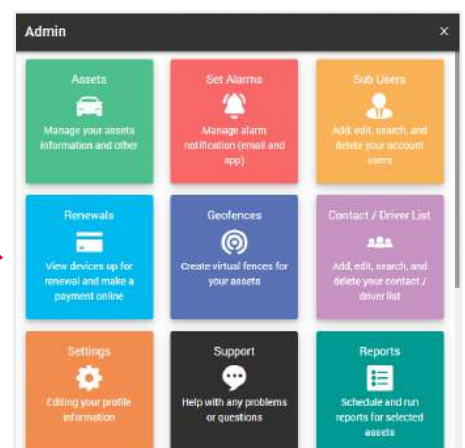
3. **Select** the desired number of credits replenishmenta and click **Buy now** button. You will be taken to PayPal website.
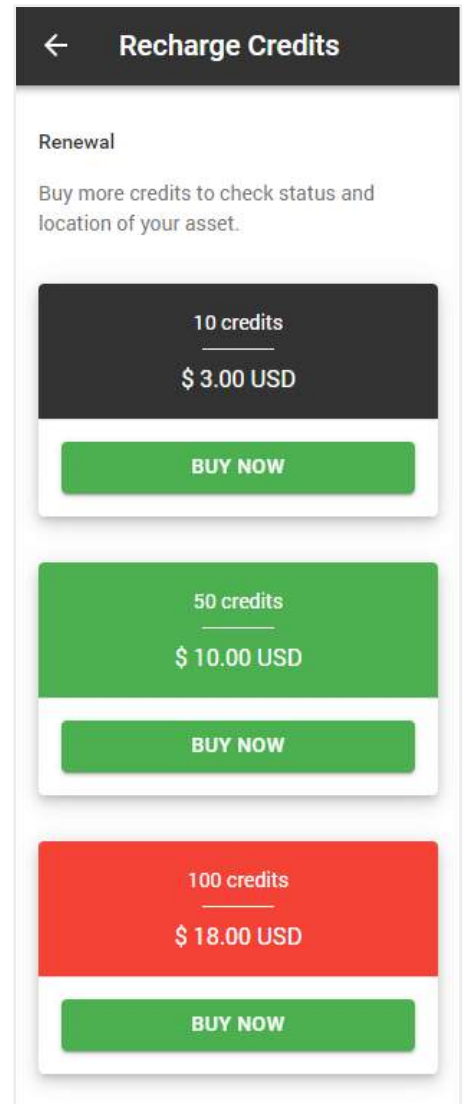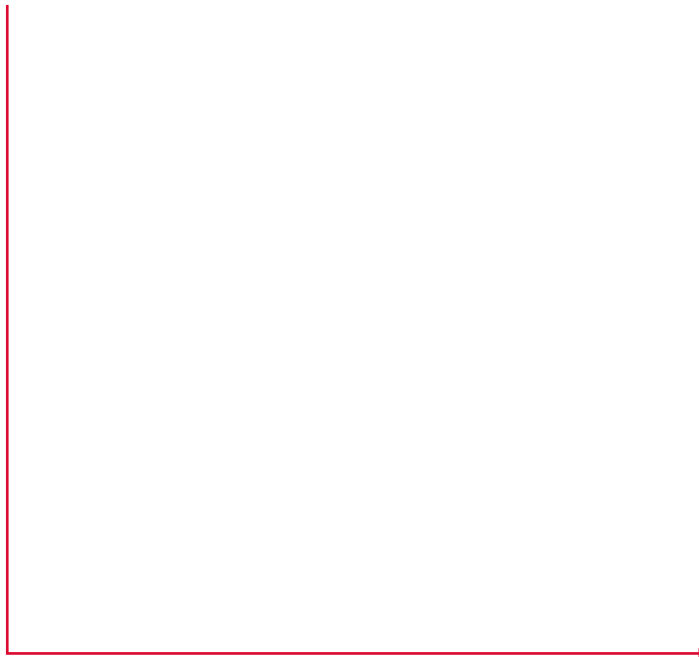


## 5.4. CREATE / EDIT GEOFENCES

Geofence – this is an area that is set to provide a log or email notification in the event an asset enters or leaves the location.

1. Click **General menu** icon.



2. Select **Geofences** block.
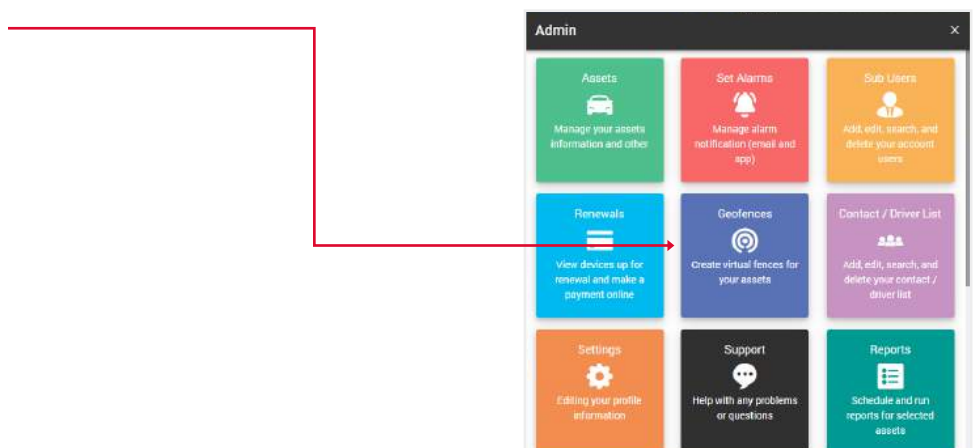
3. You will open a section with your geofences, where you can **edit** their data, **delete** or **create** a new one.

**Geofences**

Search

K KARRATHA
Out

Edit
Delete

K KIEV
In, Out        5000 m

T TEST IGNORE
In, Out

ADD NEW

4. **Fill** in the fields and click **Save** to complete.

Notes: If you want to limit the receipt of notifications, in the **Ignore Between** section you can select the time and days of the week on which you will NOT receive notifications.

**Share function** - shares your geofence with your sub users, they can see the zone, but not edit it.

**New Geofence**

Name
Geofence Name

Active

Address
Address

Assets

Alarm Type

Notify Email

Ignore Between

From          To
19:00        06:00

Ignore on

Share

SAVE

## 5.5. CREATE / EDIT DRIVERS AND ASSIGNMENT ID TAG (FOR IBUTTON FUNCTION)

Creating a list of drivers and assign them a driver ID tag to use the iButton function.

1. Open **General menu**.

2. Select **Contact / Driver List** block.
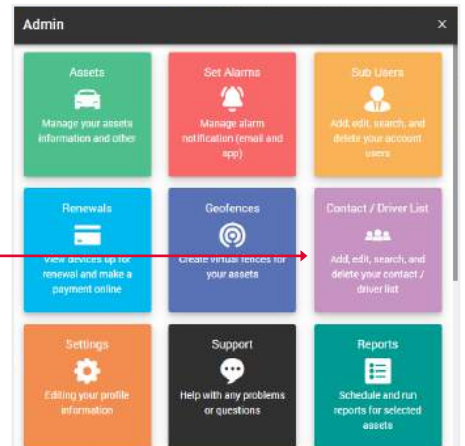


3. You will open a section with your contacts, where you can **edit** their data, **delete** or **create** a new one.
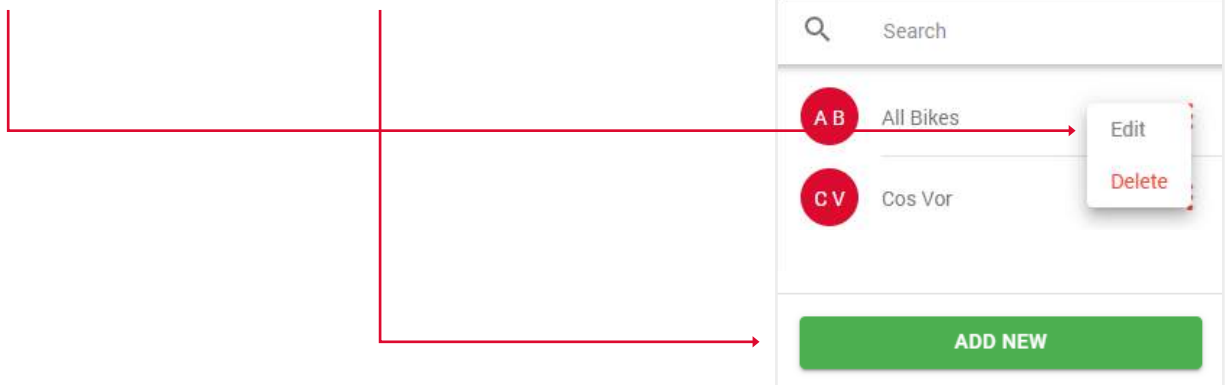


4. Enter **Family ID** (these are the 2 upper left digits above Serial ID), **Serial ID** (this is the main 12 digit number), **Check digits** (these are 2 digits from the top right above Serial ID).

5. Fill out the rest of the form and click **save**.
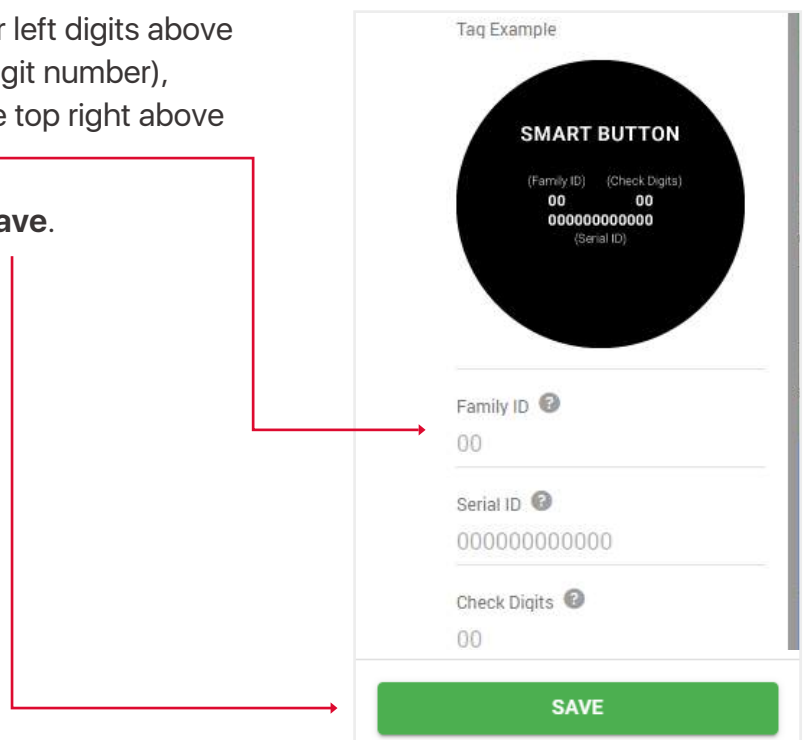
## 5.6. EDIT YOUR PROFILE INFO

1. Click **General menu** icon.
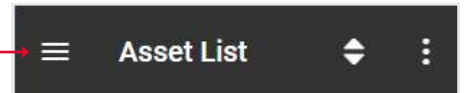


2. Select **Settings** block.
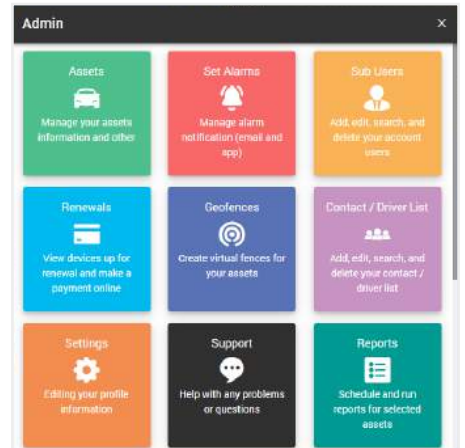


3. In the **Profile tab** you can change your contact information.

4. In the **Password tab** you can change your password.
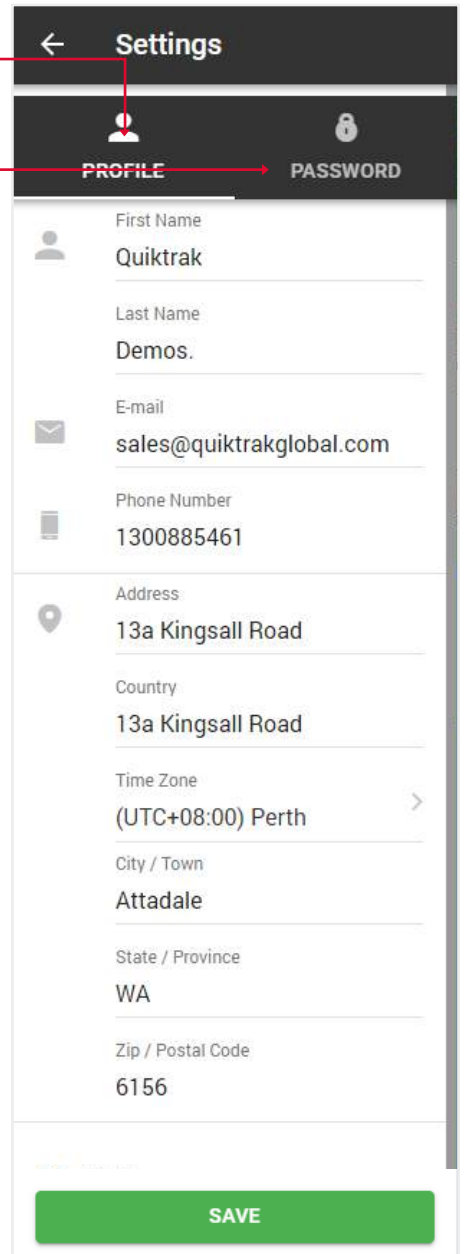
## 5.7. SUPPORT

If you have problems with your asset, leave a request to our support center and our specialists will contact you shortly.

1. Click **General menu** icon.
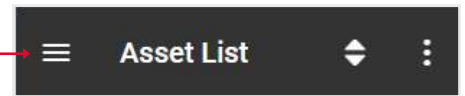
2. Select **Support** block.
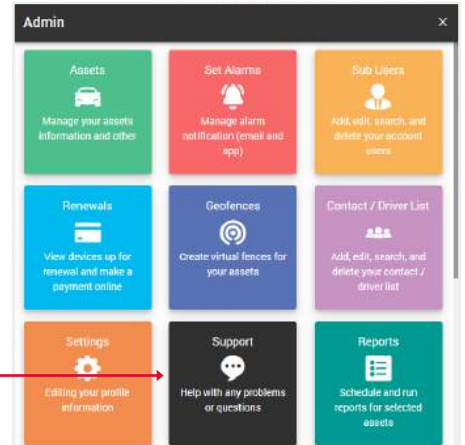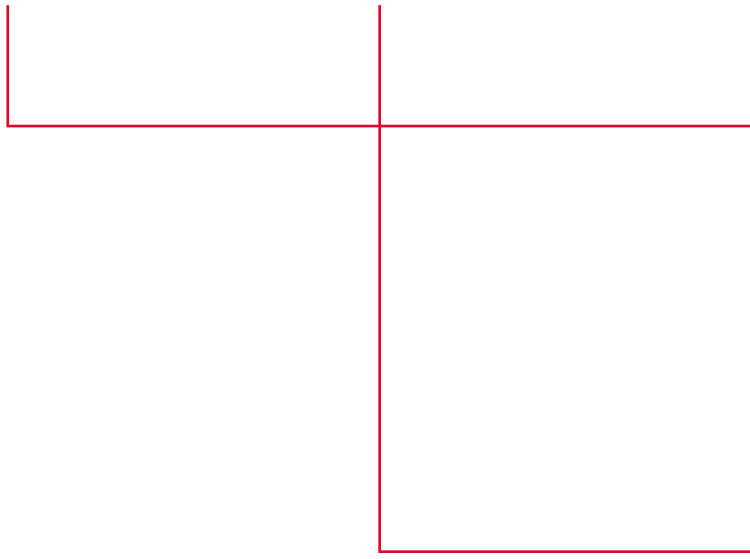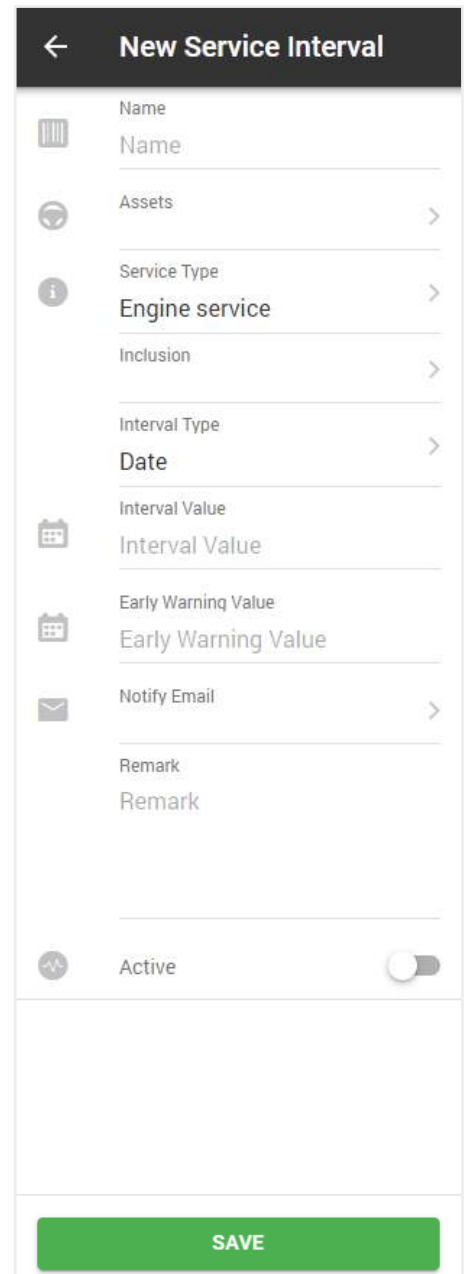
3. Fill out the form and click **Send**.

## 5.8. SERVICE INTERVALS

These are reminders of such events as: tire change, engine check, renewal of registration and insurance, etc.

1. Open **General menu**.

2. Select **Service Intervals** block.
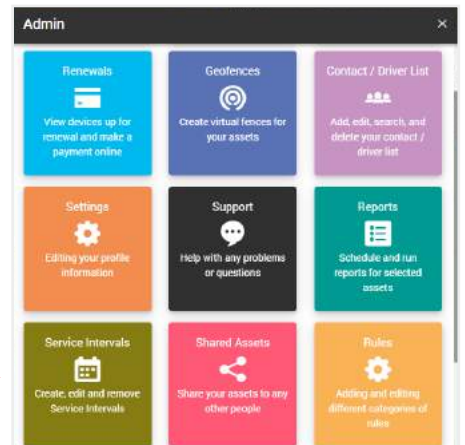
3. You will open a section with your service intervals, where you can **edit** their data, **delete** or **create** a new one.

### Service Intervals

Search

Engine Service
**ENGINEHOURS**
Edit
Delete
2022-06-17 02:54:

Registration
**REGISTRATION**
2019-06-14 10:49:54

Tyre Service
**TYRE SERVICE**
2019-06-14 10:50:43

**ADD NEW**

4. **Fill** in the fields and click **Save** to complete.

### New Service Interval

Name
Name

Assets

Service Type
Engine service

Inclusion

Interval Type
Date

Interval Value
Interval Value

Early Warning Value
Early Warning Value

Notify Email

Remark
Remark

Active
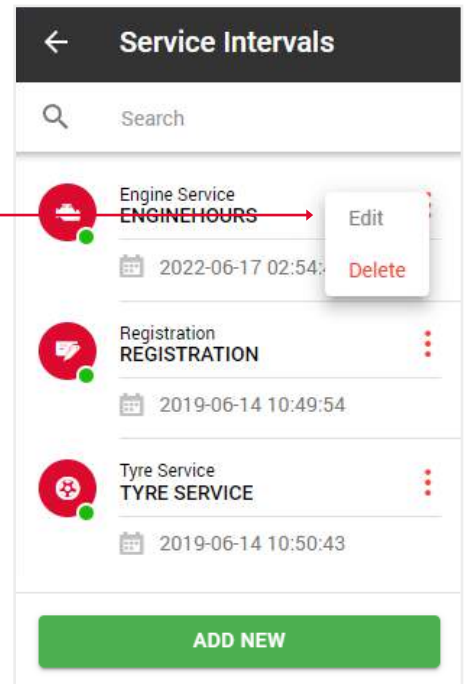
**SAVE**

## 5.9. SHARED ASSETS

Shared assets - a function with which you can share access to your asset with others people for a certain period.

1. Open **General menu**.

2. Select **Shared Assets** block.

3. The **My Assets tab** will display the assets you have shared with others. Here you can **view** the details, **copy the access code**, **extend the access period** or **cancel** the access.

4. Click **Share new asset** button.
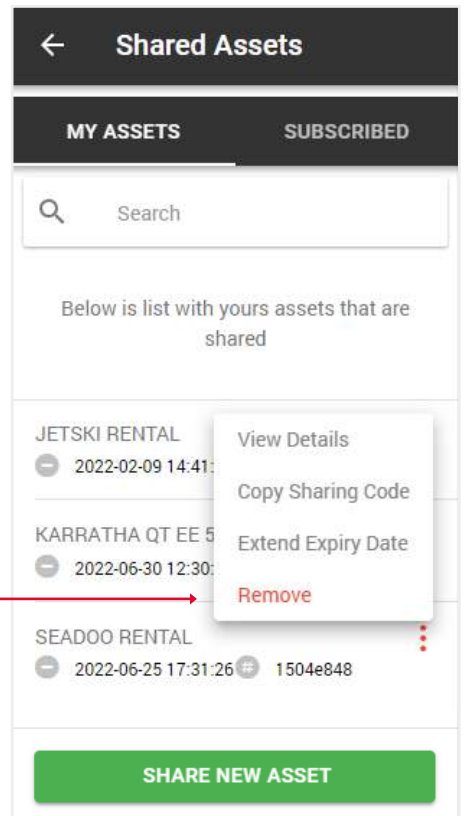
5. Select an **asset** and **access period** and click save button.
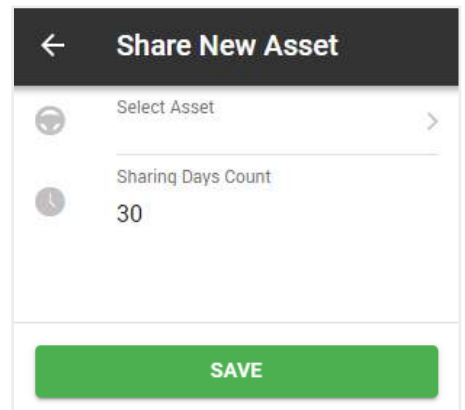
6. In the popup that appears, you will have an automatically generated **Code to access** your asset.
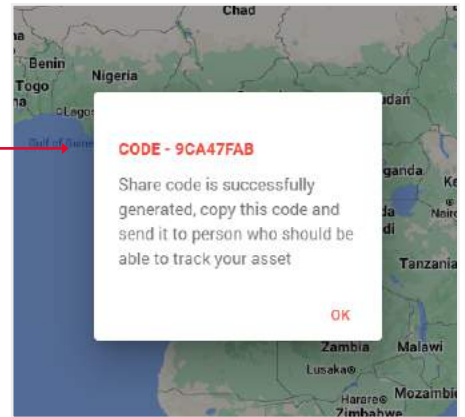


6. To add a shared asset to your list, select the **Subscribed** tab.

7. Click **Add new** button.
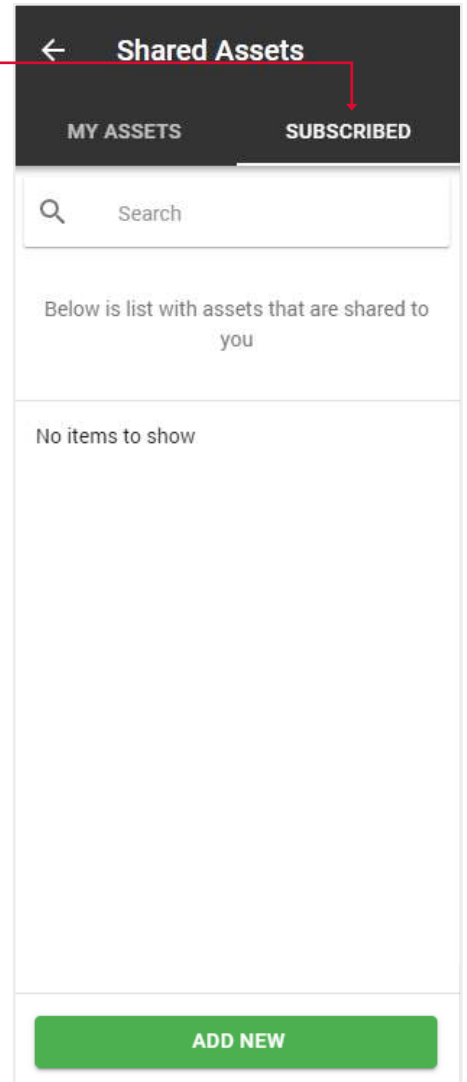


8. Enter the code in the **input field**.

The asset will be added to your List.
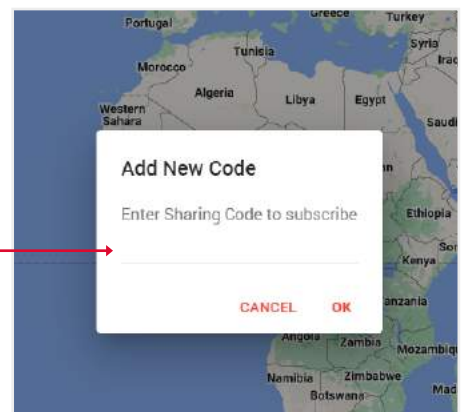
# 5.10. RULES (DRIVER FATIGUE SETTINGS)

Driver Fatigue - in this section, you can set parameters that determine driver fatigue for previously selected assets..

1. Open **General menu**.

2. Select **Rules** block.
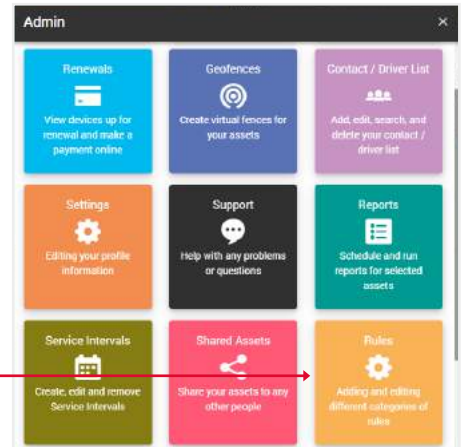
3. Specify **the parameters** at which the notification will be triggered.

**Note: Pay attention to the Type field. There can be 2 types, Asset or Driver. If we select an asset, the notification will work for all assets. If we select the driver, the notification will work only for those assets to which the driver is assigned.**
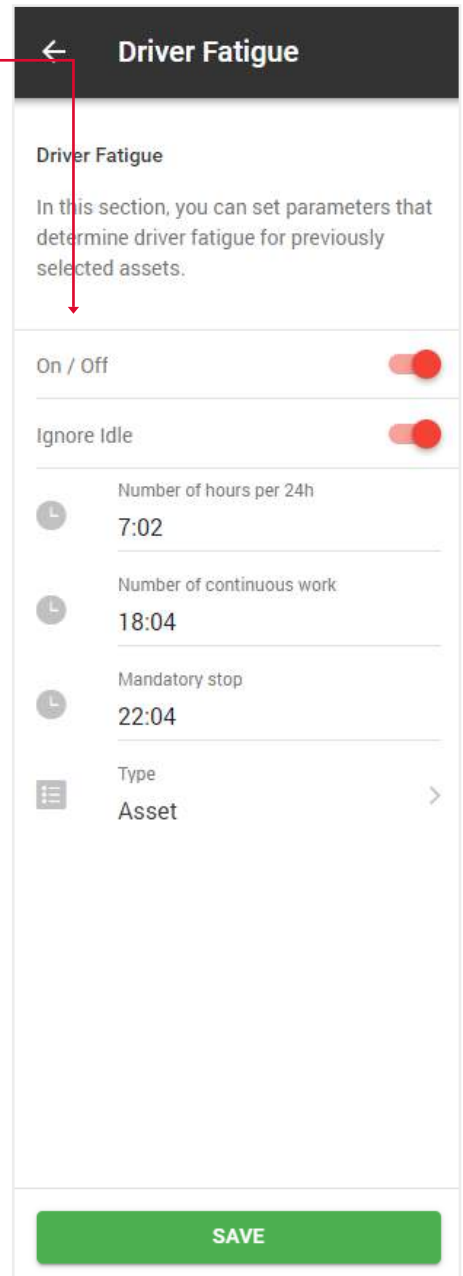
## 5.11. DRIVER IDS (DRIVER ASSIGNMENT VIA IBUTTON FUNCTION)

This function can only be applied to a driver list.

**Note: how to create a driver will be described in the create / edit drivers and assignment ID tag (for iButton function) section #5.5.**

1. Open **General menu**.

2. Select **Driver IDs** block.
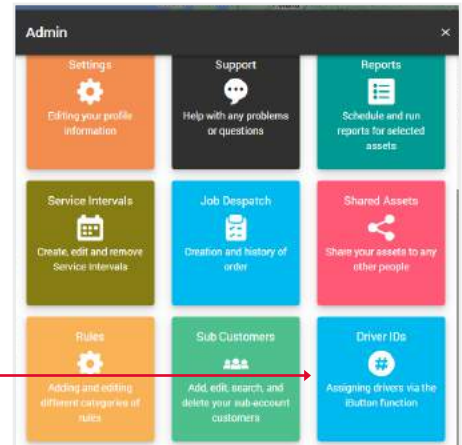


3. Select the required assets and click **next** button.
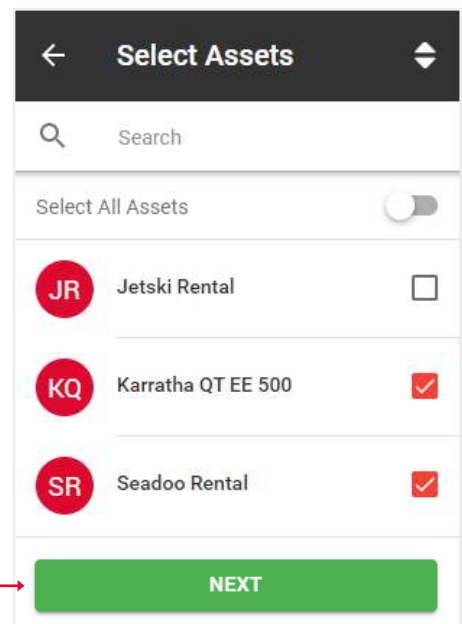


4. Select the required drivers and click **save** button.

**Note: Up to 100 drivers can be assigned to 1 asset.**
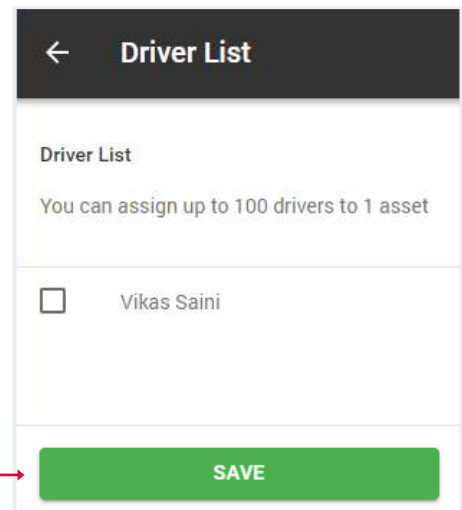
# 6. REPORTS OVERVIEW

1. Click **General menu** icon.
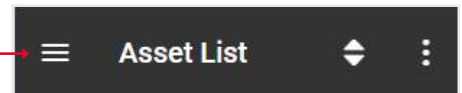


2. Select **Reports** block.
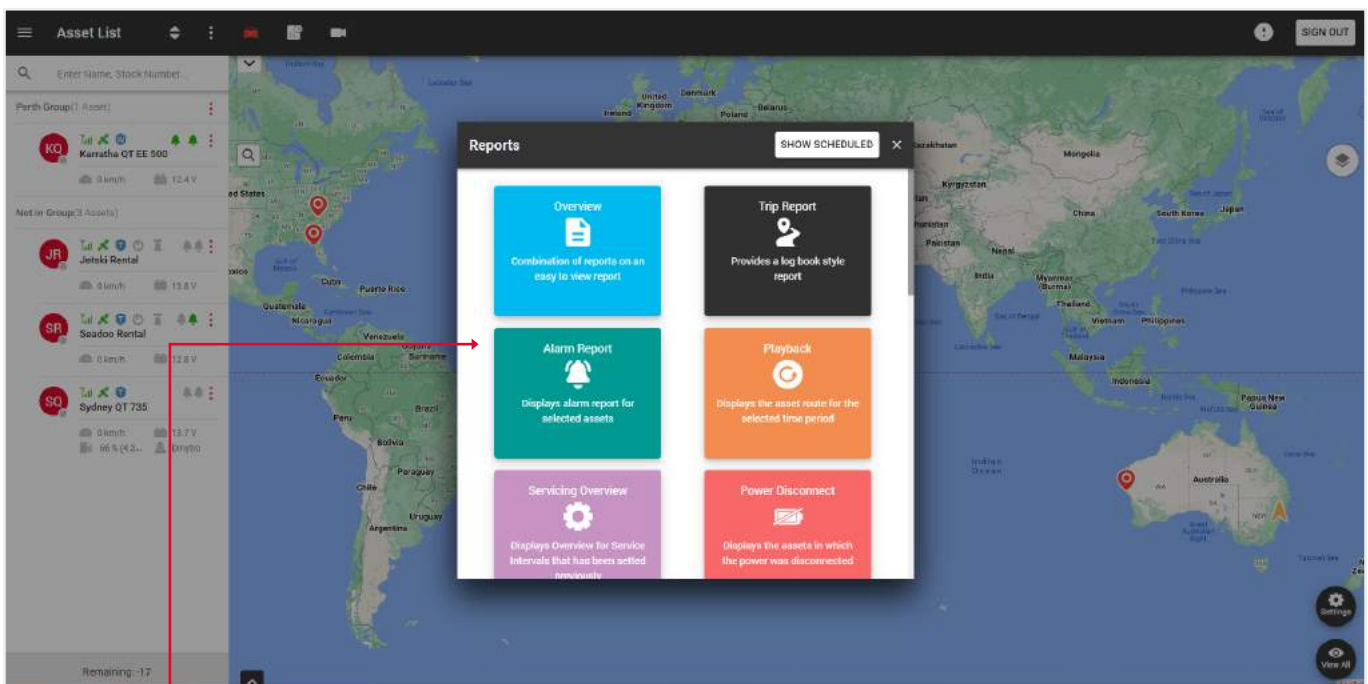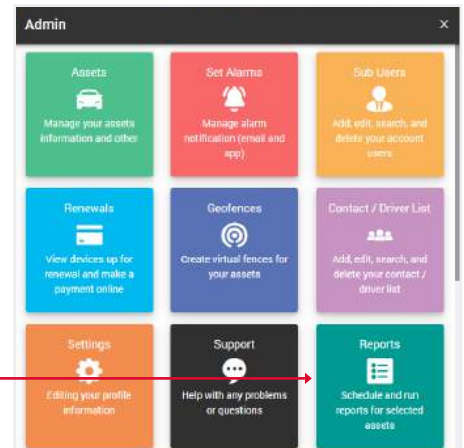




On this **pop-up** you can perform the following reports:

- **Overview** - a combined report that includes the display of alarms, geofences and etc.
- **Trip report** - trip statistics for the selected period of time.
- **Alarm report** - displays triggered alarms for a specified period of time.
- **Playback** - displays the asset route for the selected time period.
- **Servicing overview** - displays overview for Service Intervals that has been setted previously.
- **Power disconnect** - displays the assets in which the power was disconnected.
- **Fringe Benefit Tax** - provides a log book Fringe Benefit Tax report.

- **Geofence overview** – displays assets that have reported inside and outside of the geofences.
- **Fuel tax credit** – provides a fuel tax credit report.
- **Fleet report** – provides a fleet report.
- **Asset listing**– assets overview report.
- **Low battery** – displays assets that have a battery level lower than the set threshold.
- **Not reporting** – displays assets which have not reported in within the set timeframe.
- **Driver behaviour** – display driver rating for selected period of time.
- **Driver ID's** – displays driver overview report for selected period of time.

The section with **Automated reports** is located in the upper right corner of the popup when you click the **Show scheduled** button.

The principle of creating is the same as simple reports, except that these reports will be sent to the specified email within a specified period of time.
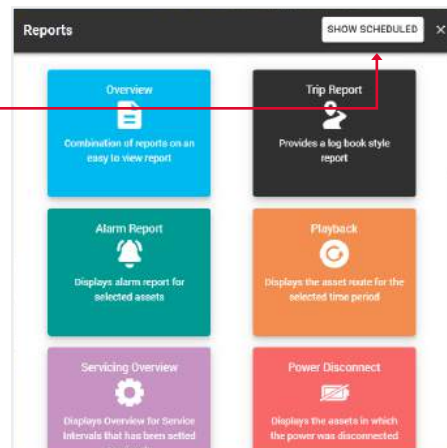


## 6.1. CREATE NEW REPORT

1. Open **General menu**.

2. Select **Reports** block.
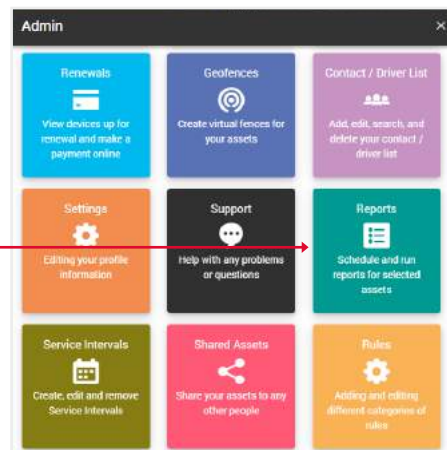


3. Click on the **desired report**.
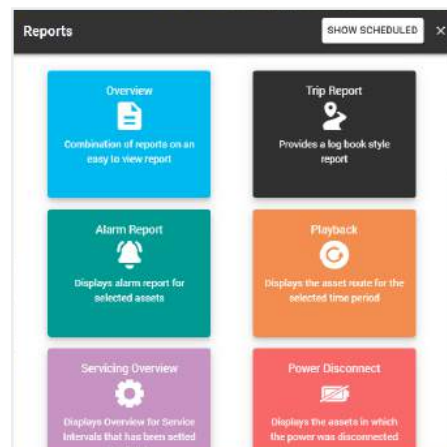
4. **Fill** in the fields and click **Submit** to complete.
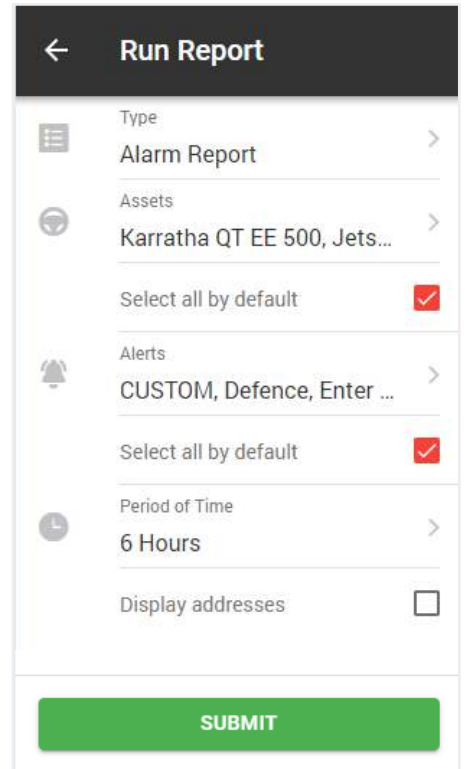


You will open a table with data that you can save in **Excel**, **CSV** or **PDF** formats.

The **Print** button opens a print window if your PC is connected to a printer.

**Get all address** button, shows addresses in the Address column. You can also show the address individually by clicking on the **Show address** line in the Address column.
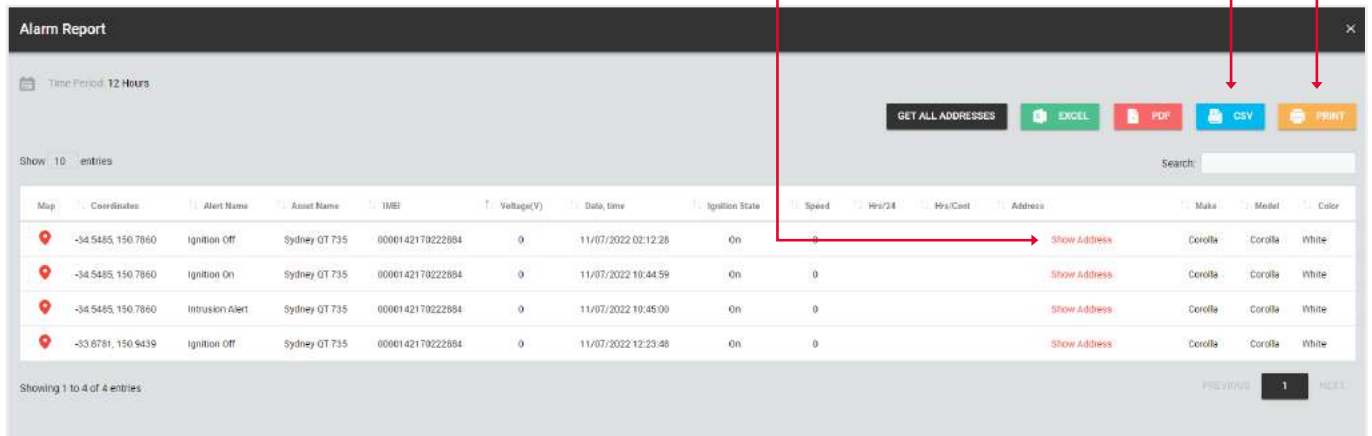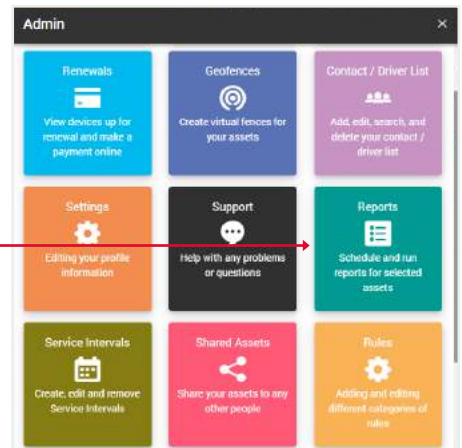


**Note, if you change your mind and decide to select a different report type, you don't have to go back to the menu. You can also generate any type of report through the top input report type.**
**When you click on one, a drop-down list will appear.**
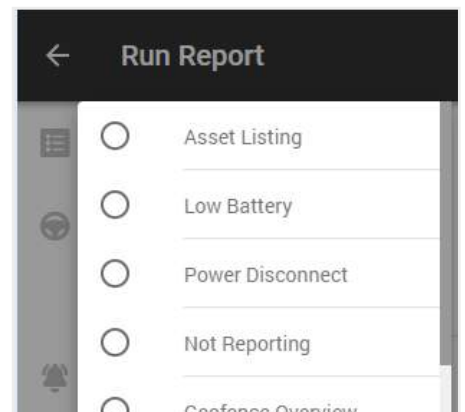
## 6.2. CREATE NEW AUTOMATED REPORT

1. Open **General menu**.

2. Select **Reports** block.



3. Click on the **show scheduled** button.
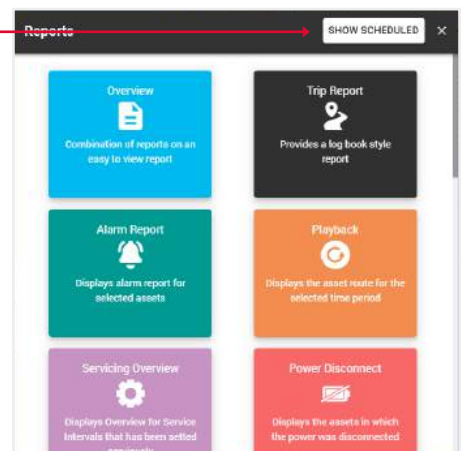


4. You will open a section with your automated reports, where you can **edit** their data, **delete** or **create** a new one.
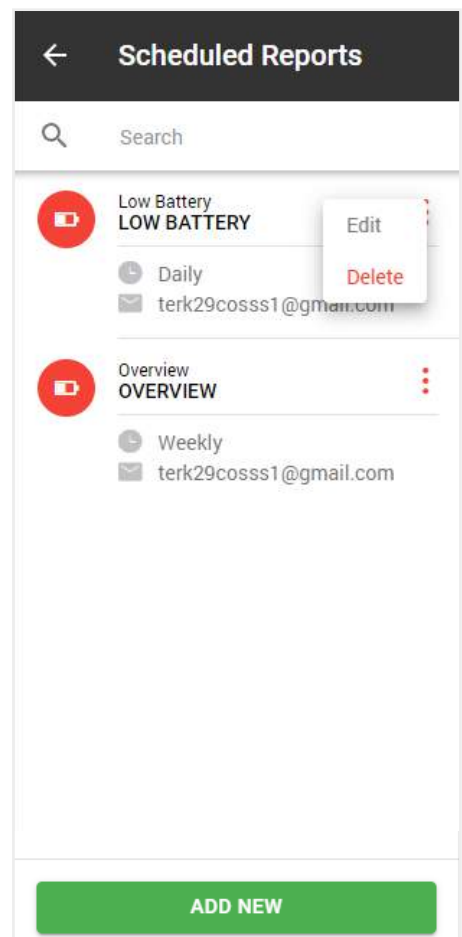
5. When you click on the Add new button, a popup with report types will open. **Choose** the one you want.
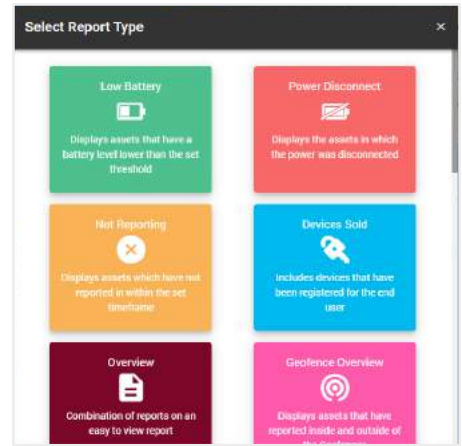
6. A form will open for you, just like when creating simple reports, except that you need to specify the **type of report**: daily, weekly or monthly, as well as the **email** to which it should be sent.

7. Click the **Save** button, after which this report will appear in the list of your automatic reports.

Select Report Type

Low Battery
Displays assets that have a battery level lower than the set threshold

Power Disconnect
Displays the assets in which the power was disconnected

Not Reporting
Displays assets which have not reported in within the set timeframe

Devices Sold
Includes devices that have been registered for the end user

Overview
Combination of reports on an easy to view report

Geofence Overview
Displays assets that have reported inside and outside of

Schedule New Report

Type
Low Battery

Name
Enter Report Name

Assets
Sydney QT 735, Karratha ...

Select all by default ✓

Battery Voltage Threshold
10

Frequency
Daily

Groups

Start Date and Time
Start Date and Time

Notification To

SAVE

## 6.3. CREATE FRINGE BENEFIT TAX REPORT

1. Open **General menu**.

2. Select **Reports** block.

3. Select **fringe benefit tax** report.
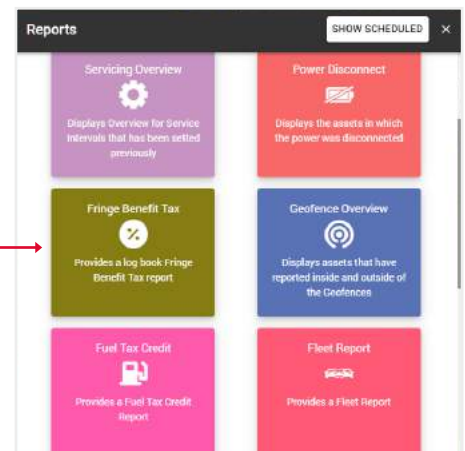
4. **Fill** in the fields and click **Submit** to complete.
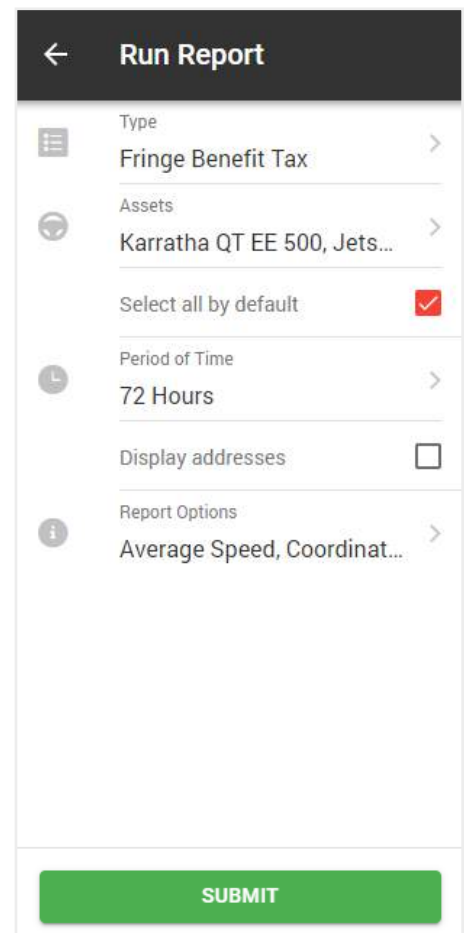
You will see a table with graphs with general data for the selected assets. Click the **Show** button in the desired asset.
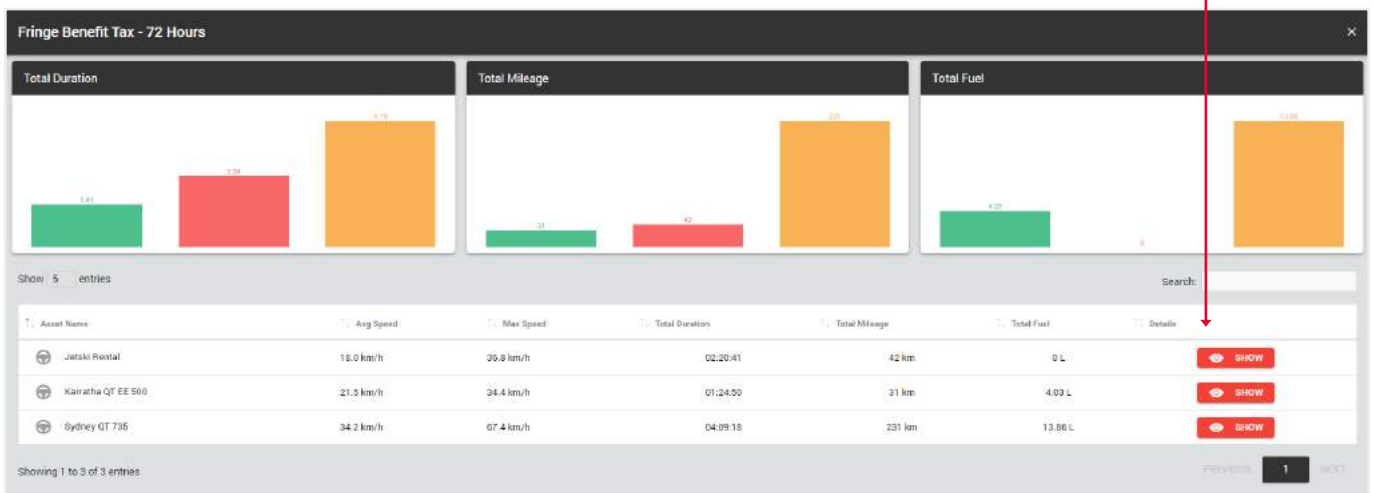


You will see a table with trips data. Check the checkboxes for those trips that were **business** and click the **submit** button. The rest of the trips will be marked as private.



You will see the final version of the report with statistics on **business** and **private** trips.

## 6.4. CREATE NEW AUTOMATED FBT REPORT
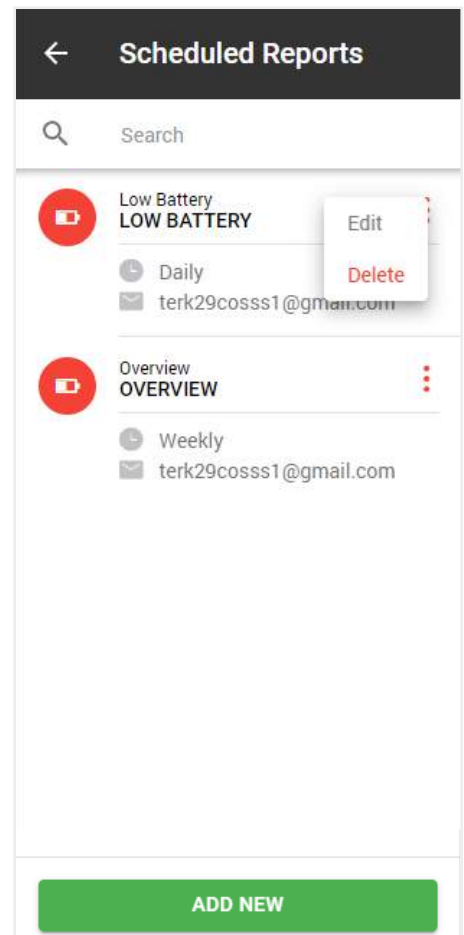
1. Open **General menu**.
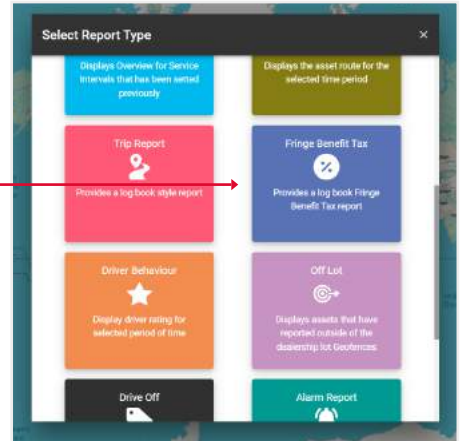
2. Select **Reports** block.
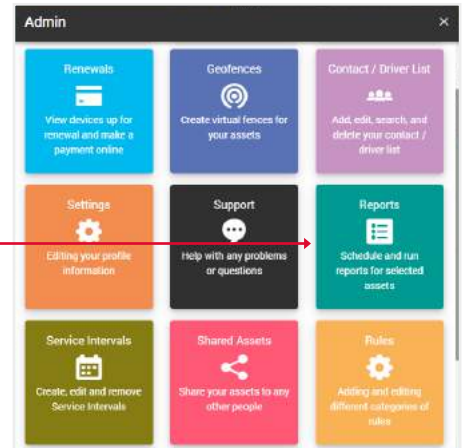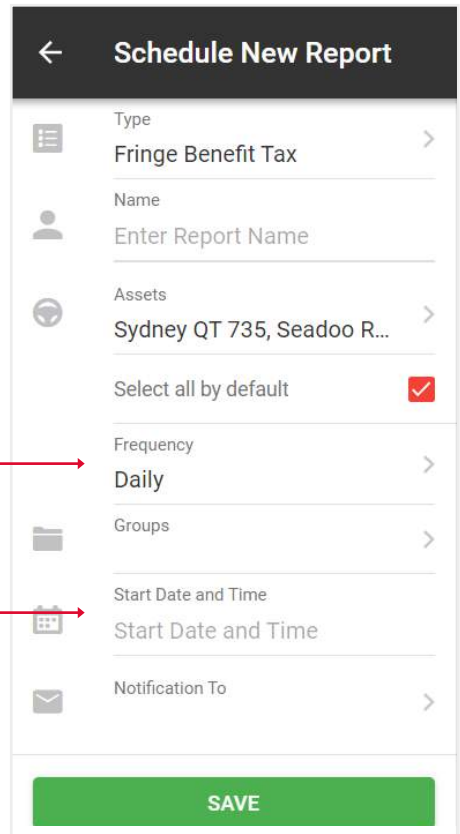
3. Click on the **show scheduled** button.
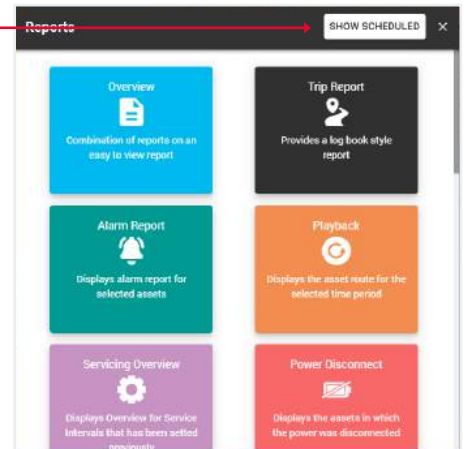
4. Click the **Add New** button.

5. When you click on the Add new button, a popup with report types will open. **Choose** the FBT report.

6. To create a **Daily Report**, in the Frequency field, select **Daily**
and select a **Start date and time** –
this means that starting from this date every day, you will receive a report for the day
at the specified time.

7. To create a **Weekly report**, in the Frequency field, select **Weekly**,
next, select **Day of week**
and select a **Start date and time** –
this means that starting from this date on the specified day of the week, you will receive a weekly report.
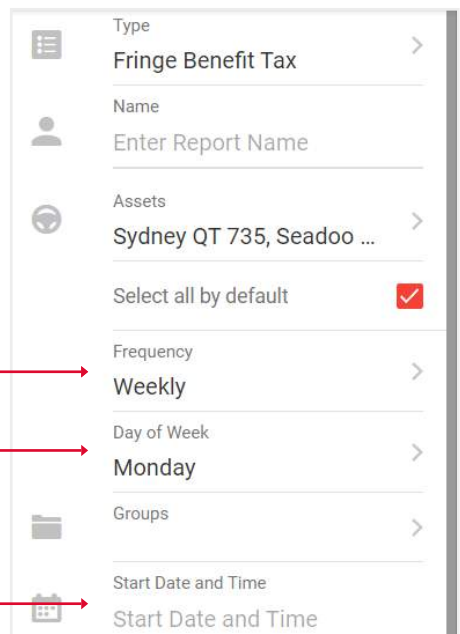
8. To create a **Monthly report**, in the Frequency field, select **Monthly**,
next, select **Day of month**
and the **Start date and time** –
this means that every month, on the specified day, starting from the start date, you will receive a monthly report at the specified time.



9. After filling in the fields, click **Submit** to complete.