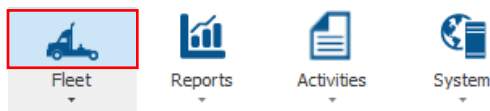


Working with the Tracking Screen

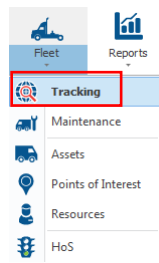
ACCESSING THE TRACKING SCREEN

You can access the Tracking screen one of three ways.

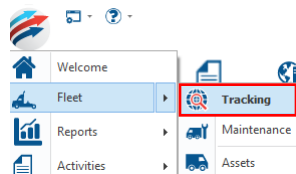
1. From the main toolbar, click the **Fleet** icon.



2. From the **Fleet** drop-down arrow, you can also select **Tracking**.



3. Or from the Fleet Complete logo, select **Fleet** and then **Tracking**.

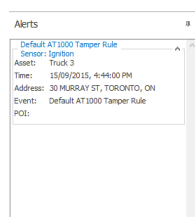


DIFFERENT SECTIONS OF THE TRACKING SCREEN

The Tracking screen is separated into a few different sections, including:

- 1) The Alerts panel
- 2) The Map
- 3) The Activities panel
- 4) The Map Items panel

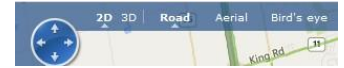
1. The **Alerts** panel to the far right of the screen provides notifications for any rules that have been triggered. As a notification occurs, a pop-up window appears and is stored in



this panel until you clear them or log out. You can minimize this panel by clicking the pushpin in the top right corner of the panel.

2. The **Map** is

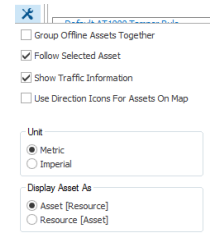
available in 3 different views: **Road view**, **Aerial view**, and **Bird's Eye view**, and shows the location of your Assets, Resources, any active Custom Layers, and your POIs.



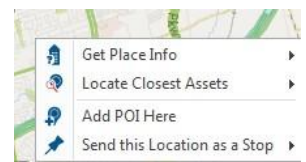
- You can use the two search bars at the top of the map to search for locations to the right, and for Assets, Resources, and POIs to the left.



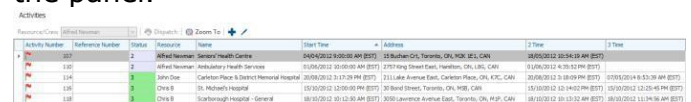
- To access your **Mapping Options**, click the icon in the top right corner of the screen. Select the options you want to apply to the Tracking screen (these options are user-specific)



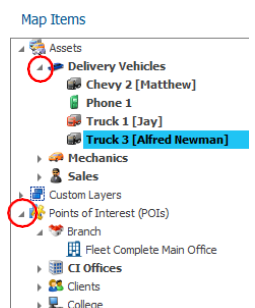
- Right-clicking in the map itself also offers several other useful options.



3. The **Activities** panel is used for our Resource Tracker and Garmin Integrated mobile solutions. This allows for two-way, text-based communication between Dispatchers and Drivers. You can minimize this panel by clicking the pushpin in the top right corner of the panel.



4. The **Map Items** panel to the left of the screen displays your Assets, your Resources, your Custom Layers, and POIs. Expand the tree by clicking on the arrows next to each category. Clicking on an



Asset or POI will update the map to their current location.

The *General* section of the Map Items panel displays the details related to the last snapshot recorded for an Asset.

General	
Description	Truck 3
Speed (km/h)	51 in a 50 zone
Direction	
Time Stamp	16/09/2015 11:38:59 AM
Address	100 VILLAGE GATE DR MARKHAM, ON L6C
POI	
LSD	
Vehicle Type	Pick Up Truck

5. The table below provides the asset-related functions available with a brief description.

Parameter	Description
Zoom To	This centers the map on an asset's location, and zooms in to 30 meters or 30 yards from the ground.
Follow in New Window	Allows an individual asset to be followed in a separate window.
Asset Activity	Provides a quick view of an in-vehicle asset's activities in the current or previous work schedule.
Trip Replay	Shows details of each in-vehicle device's GPS snapshot for a given trip taken during a selected time period, and plots that information on a map.
Breadcrumb Trail	Used to view the details of each snapshot taken during a specific time period - by default the last 24hrs.
Assign Run	Allows users to name specific routes, regularly undertaken by an Asset.
Assign Resource/Crew	This assigns a Resource or Crew to an Asset, as required.
Locate Closest Assets	Identifies the assets near a specified location, POI or specific asset.
Get Position	This forces a GPS snapshot for the selected Asset, ahead of the next scheduled one (within 2 minutes).
Edit the Asset	Shortcut to the Asset Information window.
Add POI Here	Allows users to create a POI at the Asset's current location, or at a location specified on the map.
Departure Notification	Places a circle around an asset in the map. When the asset exits the radius, the user receives an email message.
Hide From Map	Items of this Type (whether Asset Type or POI Type) are hidden from the map.
Hide Labels	Hides labels on the map for all items belonging to this Type.
Edit the Asset/POI Type	A shortcut to the Asset or POI Type creation window.

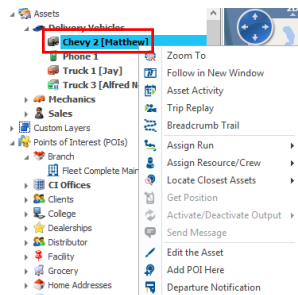
ACCESSING ASSET-RELATED FUNCTIONS

A variety of different asset-related functions are available in the Tracking screen. This functionality can be accessed one of three ways.

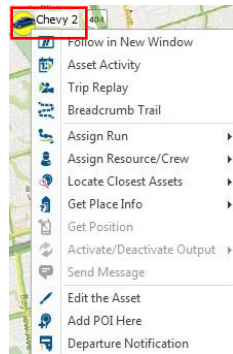
1. From the Tracking screen's icon bar located above the Search bars, select the desired function.



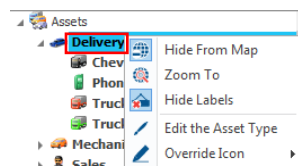
2. From the Map Items panel, right-click on an Asset and select the desired function.



3. From directly within the map, right-click on an Asset icon and select the desired function.



4. By right-clicking on an Asset or POI Type, you will also have access to a related list of options, specific to managing these components within the Tracking screen.



TO LEARN MORE ABOUT THE TRACKING SCREEN

To learn more about the Tracking Screen, click the button from the **Quick Access** toolbar located in the top left hand corner of the application and perform a keyword search.