Alltrack USA™

AND

NexTraq™

Using the 'Realtime with History' GPS Tracking Website

Version 8.9.6

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NexTraq

1200 Lake Hearn Drive, Suite 500
Atlanta, Georgia 30319

Tel: (678) 762-6800
(855) 358-6178 toll-free
Fax: (678) 762-6805

Email: customersupport@nextraq.com

Website: www.nextraq.com

Table of Contents

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CHAPTER 1: INTRODUCTION

About this Manual

This manual is intended for new users of the NexTraq™ Fleet Tracking platform, also referred to as "the web application" within this document. Experienced NexTraq platform users will find the manual useful in becoming familiar with new options and functions of the NexTraq platform. Any user of this application should be familiar with using a computer and an Internet browser. Common conventions are used in this manual such as "click" (depress the left mouse button and release). **Bold text** indicates a graphic user interface such as a dialog box, button, or a menu option. Additional important information is contained in a **NOTE**.

NexTraq Fleet Tracking Platform

This chapter introduces the NexTraq Fleet Tracking platform with an overview of its function and requirements. GPS vehicle tracking has developed into an essential tool for managing fleets. The NexTraq Fleet Tracking platform is a cloud-based solution which provides an efficient and cost-effective method to track your vehicle or fleet using a standard Internet connection.

Once the NexTraq hardware, known as a mobile unit, is installed in a vehicle, it receives and sends data wirelessly. Data includes vehicle location and operational status, such as speed or time stopped. The NexTraq Fleet Tracking platform collects data from the mobile units which you can monitor and report on through the NexTraq web application and an Internet connection. The figure below illustrates the flow of data from locating the vehicle to the map information in the NexTraq Fleet Tracking platform on your computer screen.

Figure 1: NexTraq Fleet Tracking Platform Overview

When you add the Fleet Dispatch application and have PNDs (Portable Navigational Devices) installed in your vehicles, you can send job assignments as well as send and receive messages from your drivers. With these tools, you can react more quickly and effectively to changes in job priorities.

The NexTraq Fleet Tracking platform requires an Internet connection. NexTraq recommends using either Microsoft Internet Explorer or Mozilla Firefox as the browser. The recommended minimum monitor resolution setting is 1024x768 pixels. The NexTraq Fleet Tracking platform and NexTraq™ Fleet Dispatch application requirements are outlined below.

Software and Hardware

NexTraq Mobile Devices

Refer to the model-specific mobile device installation guide for complete specifications and requirements.

Internet Browser

Microsoft® Internet Explorer 7.x or higher

Mozilla Firefox 3.x or higher

JavaScript and Cookies enabled for all browsers

Recommended RAM

With Windows 2000 and Windows XP, 512 MB

With Vista and Windows 7, 1 GB

With Mac OS X, 1 GB

With Linux, 1 GB

Fleet Dispatch Application Requirements

In addition to the NexTraq mobile unit, Fleet Dispatch requires a Garmin® Portable Navigation Device (with FMI 1.X or newer capability), 12/24 volt power supply, and a NexTraq FMI cable.

> **NOTE:** In order to receive traffic + dispatch data on traffic capable models, you must be in the top 90 metro areas as noted on the Garmin website: http://www8.garmin.com/traffic/fm/navteq.html

NexTraq Fleet Dispatch application must be enabled in the NexTraq Fleet Tracking platform.

Check the Garmin website for currently supported products: http://www8.garmin.com/solutions/pnd/supportedproducts.jsp

Browser Settings

Please read through the following instructions to configure computer settings for the NexTraq platform. These settings allow the user access to the pop-up maps in routing, the Auto Play map, Editing Zones and Locations, and report downloads.

Microsoft Internet Explorer

To enable JavaScript (for Internet Explorer 7 and 8):

1. From the Tools menu, choose Internet Options.
2. Click the Security tab. Click Custom Level.
3. Scroll to the "Scripting - Active Scripting" section of the list. Click Enable.
4. Close and restart your browser.

To add Trusted Sites in Internet Explorer:

1. Select Tools; then Select Internet Options.
2. Select Security tab; then Select Trusted Sites.
    a. Select the "Sites" below.
    b. Enter *.nextraq.com. Click Add.
    d. Uncheck the box labeled "Require server verification (https) for all sites in this zone".
    e. Click Close.
3. Click OK.

To add Sites Allowed and enable cookies:

1. Select Tools; then Select Internet Options.
2. Select Privacy tab; then select Sites under Settings.
    a. Enter nextraq.com. Click Allow.
    b. Click OK to close Manage Sites.
3. Click OK.

To Allow Pop-ups when using Internet Explorer Pop-up Blocker:

1. Select Tools; then Select Internet Options.
2. Select Privacy Tab.
    a. Either disable Pop-up Blocking (uncheck the box labeled "Turn on Pop-up Blocker") **OR**
    b. Add sites where pop-ups are allowed:
        i. With "Turn on Pop-up Blocker" checked, click Settings.
        ii. Enter *.nextraq.com. Click Add.
        iii. Click Close.
3. Click Apply. Click OK.

Mozilla Firefox (3.x or higher)

To enable JavaScript:

1. Select Tools; then Select Options.
2. Select Content Tab.
3. Check the box labeled "Enable JavaScript".

To enable Cookies for trusted sites in Firefox 3.x:

1. Select Tools; then Select Internet Options.
2. Select Privacy tab.
   a. Either accept cookies from all sites (check the box labeled "Accept cookies from sites") OR

   b. Specify sites from which cookies will be allowed:

      i. Make sure the box labeled "Accept cookies from sites" is not checked.
      ii. Click Exceptions beside the checkbox.
      iii. Enter *.nextraq.com. Click Allow.
      iv. Click Close.

   3. Click OK.

To enable Cookies for trusted sites in Firefox 4.x and 5.x:

1. Select Tools; then Select Internet Options.
2. Select Privacy tab.
3. In History, either
   a. Choose “Remember history” **OR**

   b. Choose “Use custom settings for history”.

      i. Make sure the box labeled "Accept cookies from sites" is not checked.
      ii. Click Exceptions beside the checkbox.
      iii. Enter *.nextraq.com. Click Allow.
      iv. Click Close.

   3. Click OK.

To Allow Pop-ups when using Firefox Pop-up Blocker:

1. Select Tools| then Select Options.
2. Select Content Tab.
   a. Either disable Pop-up Blocking (uncheck the box labeled "Block pop-up windows")
   OR

   b. Add sites where pop-ups are allowed:

      i. Check “Block pop-up windows”.
      ii. Click Exceptions (beside the Block pop-up windows box)
      iii. Enter *.nextraq.com. Click Allow.
      iv. Click Close.
3. Click OK.

Additional Available Components

NexTraq Fleet Mobile

The NexTraq™ Fleet Mobile application gives supervisors direct access to the mapping, monitoring, and reporting capabilities of the fleet management software via their tablets, Android™, BlackBerry®, and iPhone® devices, as well as many other devices with browser capabilities. Supervisors are able to locate and view the status of a specific mobile unit or find the nearest mobile or location. The Fleet Mobile application provides 24/7 access to key data and vehicle management options. With your NexTraq Fleet Tracking platform username and password, use the mobile user login addresses below:

http://m.nextraq.com (no www)

http://nextraq.mobi (www is optional)

If you are using a smartphone or other mobile device with a touchscreen interface, you will see a link on the login page that will allow you to switch to the Fleet Touch version. You may go directly to that version using the addresses below:

http://nextraq.mobi/touch/menu.html

http://m.nextraq.com/touch/menu.html

NexTraq Web Services

NexTraq Web Services is an open platform that enables integration of your fleet data with third party applications such as accounting, billing, route optimization, and mobile workforce management applications. You can leverage the real-time tracking data collected by the NexTraq platform to automate your administrative process.

For additional information on these and other GPS-based solutions, contact your NexTraq representative.

CHAPTER 2: NexTraq Fleet Tracking Platform Overview

Logging Into NexTraq Fleet Tracking Platform

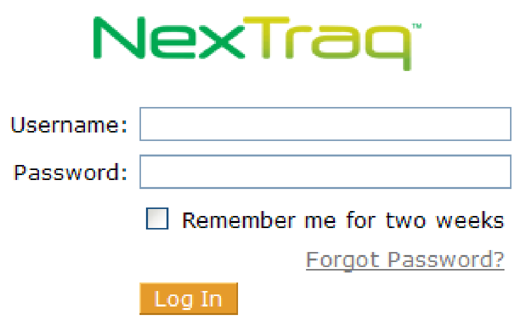


Figure 2: Login Options

To access the NexTraq Fleet Tracking platform, use the login address: http://go.nextraq.com/login.html

To log into the application:

1. Type your user name in the **Username** text box.
2. Type your password in the **Password** text box.

> **NOTE:** If you do not have a username and/or password, please contact NexTraq Customer Support for assistance.

For your username and password to be automatically remembered by the application, check the **Remember me for two weeks** checkbox. When you access the application during the next 14 days, your username and password will be recalled automatically, and you will log directly into the **Find** screen of the NexTraq Fleet Tracking platform.

> **NOTE:** If your account has a status of Hold, users cannot take advantage of the “Remember me for two weeks” feature. Users must login using their usernames and passwords.

3. Click the **Login** button or press **Enter**.

> **NOTE:** When logging into the application for the first time, you are presented with the End User License Agreement. After you agree to the terms of the Agreement, the application advances to the **Find** tab.
>
> **NOTE:** After 30 minutes of inactivity, you will be logged out of the application automatically unless one of the **User Preferences** for notifications is turned

on. See the description of **User Preferences** under the **Utility Links** section later in this chapter.

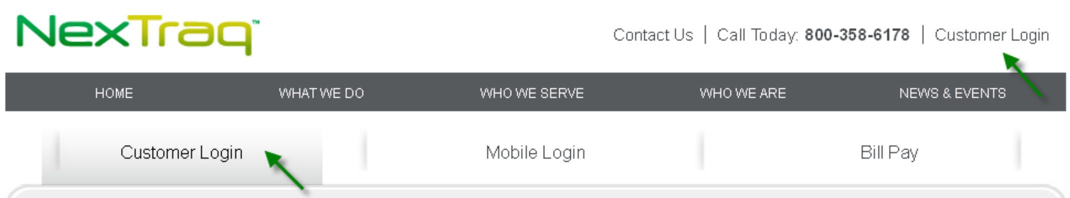


Figure 3: Customer Login Options on NexTraq Website

You can also sign on using the **Customer Login** link on the NexTraq home page: **http://www.nextraq.com**. Click the login link and then enter your username and password on the Customer Login page. Click **Login** to access the NexTraq platform on the **Find** page. If you experience problems with the login process, call Customer Support at (678) 762-6850 or send an email to customersupport@nextraq.com

Password Reset

If you forget your NexTraq password, simply click the **Forgot Password?** link in the login box, enter your NexTraq username or the email address, and click **Submit Request**.

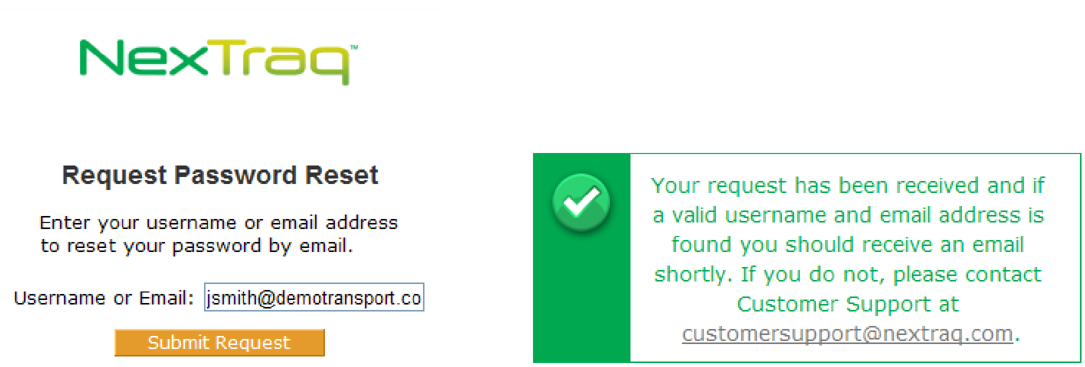


Figure 4: Password Reset Request and Confirmation

You will automatically be returned to the login screen and a request confirmation message will appear with information and further instructions.

NexTraq Fleet Tracking Platform Interface

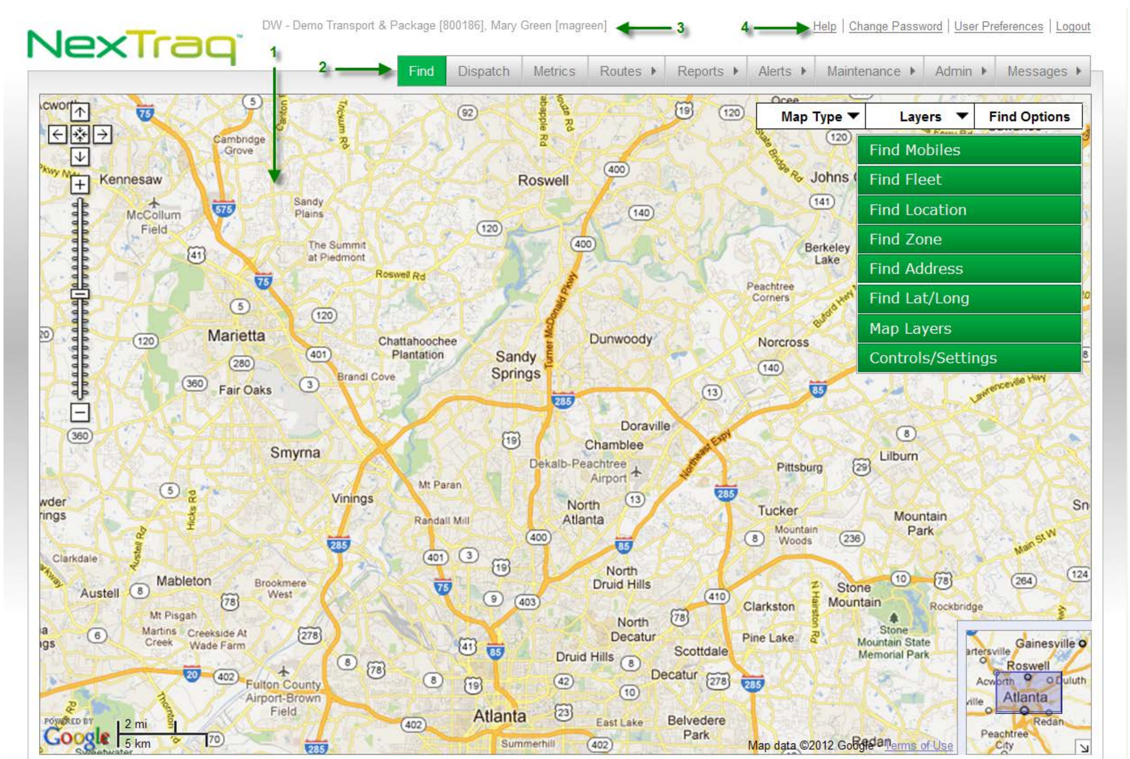


Figure 5: NexTraq Platform Interface

The **NexTraq** platform interface includes several easy to use areas:

1. Application functions area - this area varies according to the selected fleet application.
2. Tab bar for easy navigation to the main functions of the NexTraq Fleet Tracking platform.
3. Account, user, and revision information adjacent to the NexTraq logo.
4. **Change Password**, **User Preferences**, **Help**, and **Logout** links above the tab bar.

Application Tab Bar

The application tab bar is designed for ease of use throughout the NexTraq Fleet Tracking platform. The active tab will always be highlighted in green. The tab name will have a triangle next to it if there are additional menu options for that application, such as the Alerts tab.

The number of visible application tabs depends on the options enabled through NexTraq and the permissions granted to the current user. The platform applications are outlined in more detail in their respective sections of this user's guide. The following is a brief description of each tab's features.

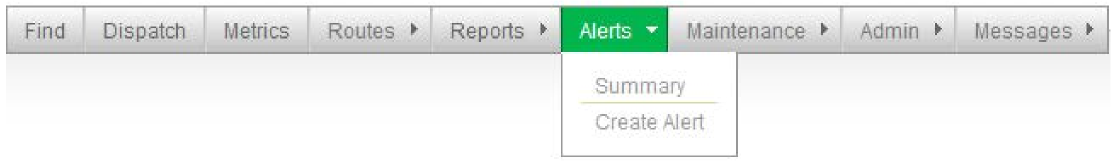


Figure 6: NexTraq Platform Options

Find Tab

Use the **Find** tab to control map views based upon **Find** options and user preferences. Map views are available for real-time tracking of an entire fleet or an individual mobile unit. In addition you can specify a map view of a saved location, address, zone or geographical point. You can control both the pan and zoom levels for a variety of views, and you can check the traffic flow near your requested location(s). Using the **Map Layers** feature, you can overlay a selected map view with city, county, zip code boundaries or a custom map layer. With the **Find Controls/Settings**, you can set the refresh interval for the map view and clear the map.

Dispatch Tab

This dynamic add-on function is available to accounts with the NexTraq Fleet Dispatch application. Through options from the **Dispatch** tab, create, view, revise and delete assignments for drivers. Send messages from the Dispatch options to mobile units via a Garmin PND, SMS text message or email. Increase overall efficiency by better managing routes and easily monitoring the status of all jobs.

Metrics Tab

View the status and activity of a single mobile or your entire fleet in a snapshot on a single screen using key data integrated by the NexTraq Fleet Metrics application. Set goals and identify strengths and areas for improvement using the options of **Fleet Metrics**. View extended periods of historical data summarized in graphs and charts for drivers and vehicles to fine tune your fleet's practices and spotlight trends, enhance management options, and yield significant cost savings.

Routes Tab

Create a complete itinerary with multiple stops and then send it from the NexTraq Fleet Tracking Platform. Use NexTraq's **ClearPath** Optimized Routing to create the most efficient route, saving time and valuable resources. Compare the actual route taken to a defined route.

Reports Tab

Access daily, monthly, or customized time frame driving and maintenance reports for three month periods. Data is available from a full year's history. These reports include everything from detailed daily activity for individual vehicles to broad summaries of overall fleet performance. Reports also include non-vehicle performance data such as user history and maintenance schedules.

Alerts Tab

Configure the system to automatically send email messages when selected events occur with an array of **Alert** options. Alert options include entering/exiting geofences, motion during a given a time frame, sensor activity, excess stop and idle time, and speeds including posted speed limits.

Maintenance Tab

Define service types and criteria in the **Maintenance** options. Determine when mobile units are due for user-defined maintenance based on mileage intervals, engine hours or specified time frames.

Admin Tab

Perform administrative tasks within the NexTraq Fleet Tracking Platform. Here you may define zones and locations, edit driver and mobile information, establish fleet membership, define users and modify contact information.

Messages Tab

Create and send email messages to any existing email account and to users set up within the application. **Messages** options include your own NexTraq inbox, included as part of the platform, and records of sent and deleted emails.

Account & User Information

At the top of each screen your company name, NexTraq account number, and current user will appear. In addition, date and time of the last login, the current revision number of the NexTraq platform application, and the user/driver link (if applicable) will be displayed.

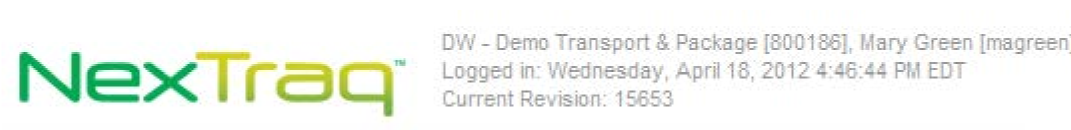


Figure 7: Account and User Information

Utility Links

At the top of each screen, you will also find helpful links.

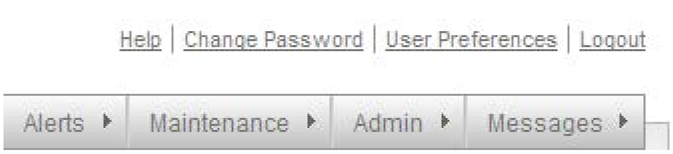


Figure 8: Utility Links

- **Help**: Click this link to access the online help system.
- **Change Password**: Click this link to change your current password. Your username will appear in the top box. Fill in your present password and your new password. Then type your new password again in the **Confirm New Password** box. Click **Change Password** to complete the process.

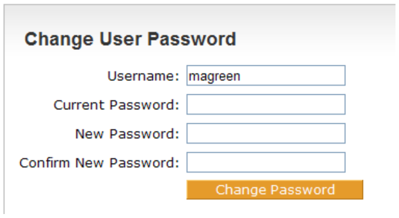


Figure 9: Change Password

- **User Preferences**: This link allows you to change some user information as well as to set your preferences regarding the default fleet/mobile, time zone, display and reporting choices. See the next section for details.
- **Logout**: Click this link to end your session in the NexTraq Fleet Tracking platform and return to the platform login screen.

User Preferences

The **User Preferences** screen provides the opportunity to customize your experience of the NexTraq application. Whenever you make changes to your preferences, be sure to click **Save** to apply your changes.

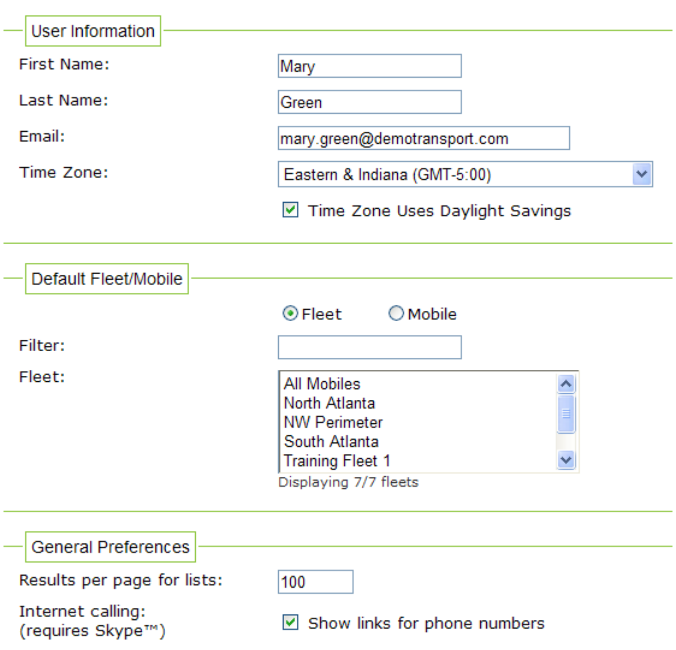


Figure 10: User Preferences Options for User Information, Default Fleet/Mobile, and General

User Information

In the **User Information** box, you can change the following options:

- Modify your first and last name; this is the name that appears at the top of the screen with your user ID.
- Change your email address.
- Update your time zone and indicate whether the time zone uses Daylight Savings schedule or not.

Default Fleet/Mobile

In the **Default Fleet/Mobile** box, you can select the default fleet or mobile to use on the **Find** tab and **Reports** tab. Narrow your selection by entering the name of the fleet or mobile in the filter box. Your choice appears on the Find map when you login.

General Preferences

- Enter the number of results per page for lists; the default setting is 15 results per page.
- Choose to show links for phone numbers for use with Skype.

Map Preferences

- Select which time zone - user local, mobile local, or Greenwich Mean Time – to use in relation to the mobile/fleet activity.
- Select miles or kilometers as the units for distance and speed.
- Choose the default map display option: normal (street map), satellite (aerial imagery), hybrid (satellite map plus street names), and terrain (street map with topographical features added). Your map display choice will be effective upon saving your preferences, and will display each time you log into the NexTraq platform.

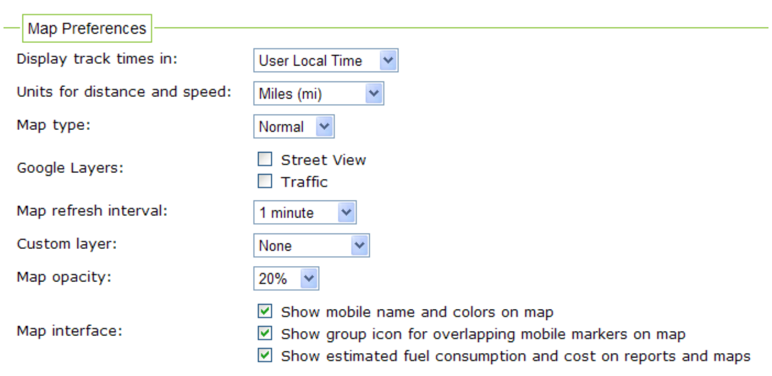


Figure 11: User Preferences Options for Map Display

- Add street view and/or traffic indicators to your map by selecting them here. Select **Street View** to display blue-outlined streets where the 360 degree Street View is available. Select **Traffic** to display color-coded street outlines indicating the flow of traffic from fast to slow: green, yellow, red, red and black.

- Choose a time interval to be your default map refresh interval. NexTraq's default interval is two minutes. The interval choices include 30 seconds, 1, 2, 5, 10, and 15 minutes.

> **NOTE:** While shorter intervals will give the most up-to-date activity tracking, it does use system resources and may slow other applications if refreshed too frequently. Choose the refresh interval that is most appropriate to your system's bandwidth and memory capacity.

- Select the **Custom Layer** option to be displayed when you log into the NexTraq platform: Cities, Counties, ZIP Codes, None. Additional custom map overlays may be added. See the Admin tab Account section for more information on adding this option.
- Select the level of opacity for the map overlay option from 10% (slightly shaded) to 100% (solid color).
- Choose to display on the map the mobile name and associated colors selected through the **Admin** tab's Mobiles and Fleets options.
- Choose to display a group icon for overlapping mobile markers on maps.
- Choose to include estimated fuel consumption and cost on reports and maps.

Notification Preferences

- Choose to receive notification of any unread mail messages in the inbox under **Messages** tab (for those users with Messages tab access). The number of unread messages will appear on the **Messages** tab.
- Choose to receive notification of dispatch-related events (for those accounts with the Fleet Dispatch application). The number of unviewed events (unread jobs and in-vehicle messages) will appear on the **Dispatch** tab.

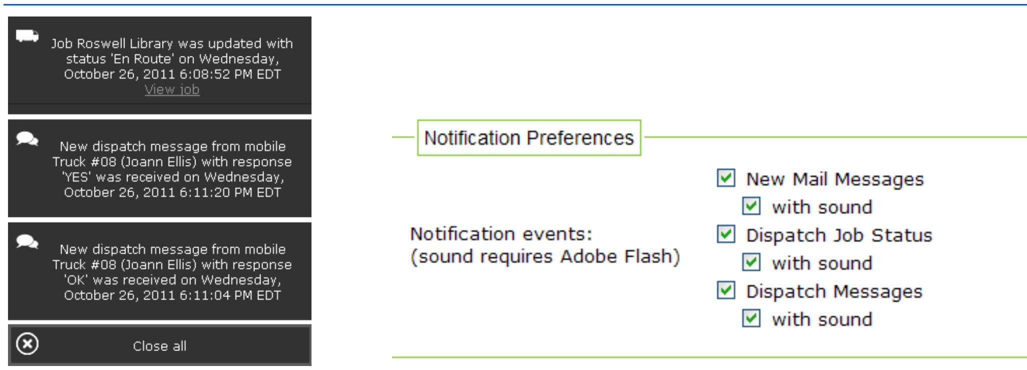


Figure 12: Notification Examples and Preference Options

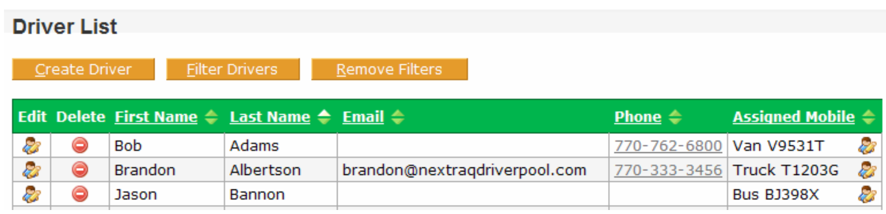
- Choose to receive notification of any unread mail messages in the inbox under **Messages** tab (for those users with Messages tab access). The number of unread messages will appear on the **Messages** tab.
- Choose to accompany Dispatch and Message tab notifications with audible alerts.

> **NOTE:** Adobe Flash is required to utilize the sound notifications.

Choosing any of the notification preferences will turn off the idle session timeout clock. You will not be automatically logged off the application after 30 minutes of inactivity.

Accessing Skype through the NexTraq Platform

When the **Show links for phone numbers** box is checked in the **User Preferences** options, the phone number in the **Driver List** becomes a link (underlined) and a cell phone icon appears on the **Mobile/Driver** tab of the mobile information balloon. The **Driver List** is accessed through the **Drivers** option on the **Admin** application tab. If you have Skype software installed on your computer, a click on the phone link in the list or on the cell phone icon on the mobile/driver tab connected to the located mobile on the Find map initiates a call to the driver using Skype. For additional information on Skype, visit their website http://www.skype.com.


Driver List

Create Driver | Filter Drivers | Remove Filters

Edit	Delete	First Name	Last Name	Email	Phone	Assigned Mobile
		Bob	Adams		770-762-6800	Van V9531T
		Brandon	Albertson	brandon@nextraqdriverpool.com	770-333-3456	Truck T1203G
		Jason	Bannon			Bus BJ398X

Figure 13: Driver Phone Numbers as Links

Disabling Skype Browser Option

The phone numbers in the **Driver List** may appear as pictures 678-762-6800 instead of numbers with Skype installed. To change the display to numbers, uninstall the Skype Click to Call option from your Windows operating system:

1. Select Skype Click to Call in the list of programs from the Control Panel.

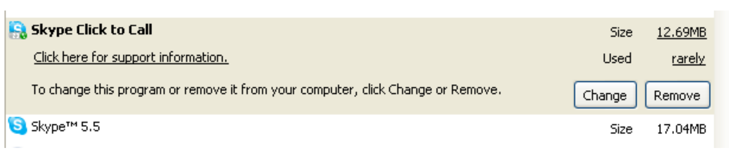


Figure 14: Remove Skype Click to Call Option

2. Click **Remove** to uninstall this application.

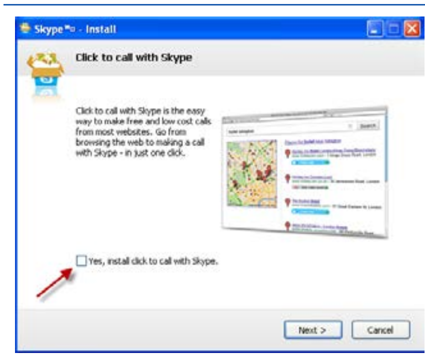


Figure 15: Skype Click to Call Option for New Installation

If installing Skype for the first time or reinstalling Skype,

1. Proceed through install until you reach the Click to Call window.
2. Skip the checkbox to add Click to Call and click **Next**.
3. Complete the Skype installation per instructions.

Viewing and Saving Lists

The NexTraq platform applications maintain lists of defined elements, such as routes, schedules, locations, and service types. Each of these lists appears online in the form of a table. You have your choice of viewing and saving these lists in four formats: CSV, Excel, XML, PDF.

> **NOTE:** The Excel format choice will save the list in Microsoft Excel (97-2003) XLS format.

For example, in the **Routes Summary** view on the **Routes** tab, each defined route appears in the **Route List** table which includes the Route name and the Route's expiration date.

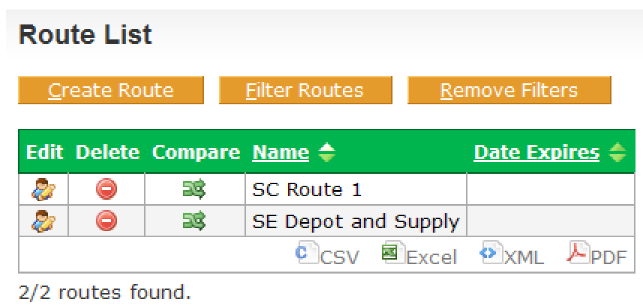


Figure 16: Options for Viewing and Saving Lists

To view and save a **Route List**:

1. Click the format name in the bottom row of the **Route List** table. In this example, Excel is the format choice.

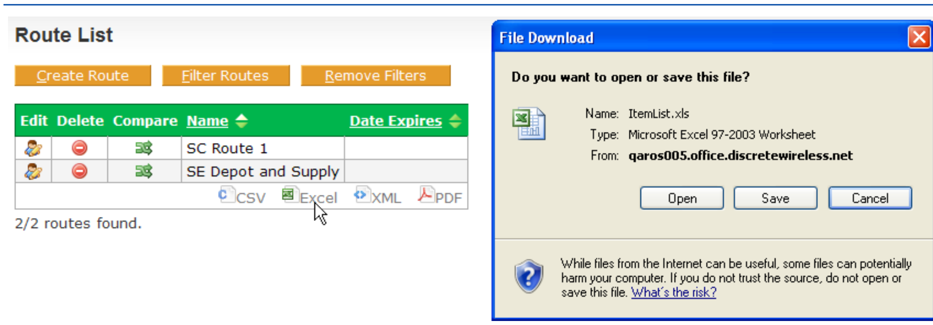
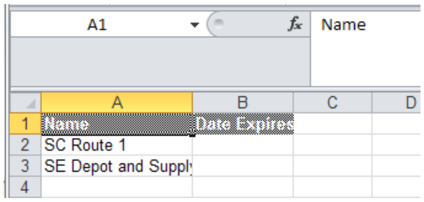


Figure 17: View Route List as Excel Spreadsheet

2. The file is named **Itemlist** with the appropriate file extension. For Excel, the extension will be .xls. Choose to open or save the file and click **OK.**
3. The file is created with the specified format listing the routes.



	A	B	C	D
1	Name	Date Expires		
2	SC Route 1			
3	SE Depot and Suppl			
4				

Figure 18: Route List Exported in Excel Format

Maps and Navigation

The NexTraq Fleet Tracking platform uses map systems by Google Maps

Zoom and Pan

With the familiar zoom and pan tools, you can easily change the map coverage.

- **Zoom**: There are multiple ways to change your view.
  - Use the zoom. Click ⊞ to zoom in on the center of the map. Click ⊟ to zoom out.
  - Use the zoom slider. Drag the zoom slider up or down to zoom in or out incrementally.
  - Double-click with the left mouse button to zoom in and re-center your view at the new point. Double-click with the right mouse button to zoom out and re-center.
  - Position your cursor over a point and use the mouse scroll wheel to zoom in or out at that location on your map.

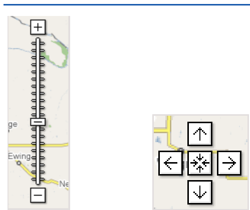


Figure 19: Zoom Slider and Pan Map Navigation Controls

- **Pan**: You can move the map in several ways.
  - Hold the left mouse button and drag the map in any direction.
  - Use the arrows to move the map north, south, east and west.
  - Click to return to your original map view.

Changing Map Views

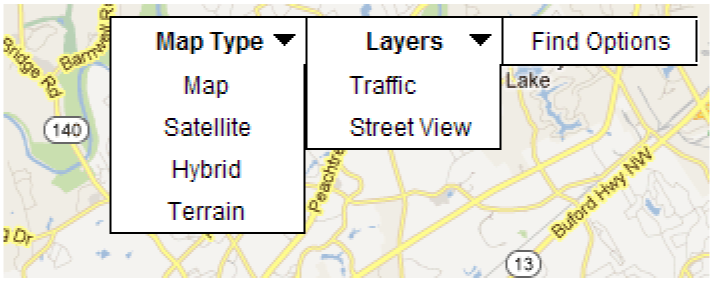


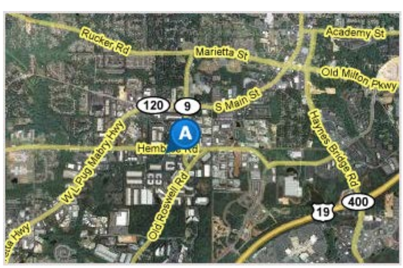
Figure 20: Find Map Options

Use the drop-down lists at the top of each map to change the map view. There are four options for map types: map, satellite, hybrid, and terrain.

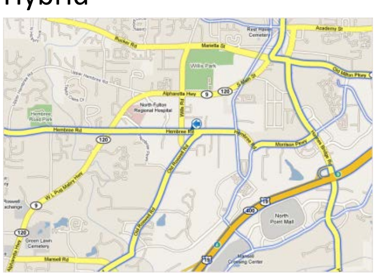
1. When you log into the NexTraq platform, **Map** is the default **Map Type** unless you have selected a different type in the User Preferences options. This view provides a traditional street map with named and numbered roads, parks, bodies of water, railroad lines, and more.


Map


Satellite


Hybrid


Terrain


Street View Layer


Street-level image

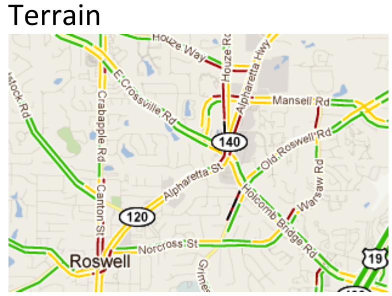

Traffic Layer

Figure 21: Map Type and Layers Options

2. The **Satellite** view shows aerial imagery of an area.
3. The **Hybrid** view adds street names to the satellite imagery.
4. Use the **Terrain** view to see the street map with topographical features, including mountains, rivers, and vegetation, with elevation shading.

In addition, you can add the Traffic layer or the Street View layer to any of the map types.

Traffic and Street View, features through Google Maps, are not available in all areas.

1. Select **Street View** from the **Layers** list to reveal blue borders on roads that have this feature available. Where available, Street View provides 360° street-level imagery, when you use a found map point and open in Google Maps. The Street View layer can be selected in combination with any of the map types.
2. Select **Traffic** to display color-coded traffic flow information on major thoroughfares (where available). The Traffic layer can be used in combination with any of the map types. Select to see the flow; select again to hide the flow. Green lines indicate unobstructed traffic flow; yellow lines alert you to slower traffic; red lines indicate very slow movement; red and black lines warn of stopped traffic.

Map Icons

The map icons in the NexTraq platform provide you with easily recognizable visual information about the mobile unit and the map point. For example, at a glance you can tell the motion status of a mobile, the direction of its motion, or if the speed threshold has been exceeded.

Map Icon Legend

Address	Heading North	Heading South
Location	Heading Northeast	Heading Southwest
Latitude/Longitude Point	Heading East	Heading West
Mobile Group Icon	Heading Southeast	Heading Northwest
Speeding	Idle – 0+ minutes	Ping Track
Stopped – 0+ minutes	Idle – 15+ minutes	Asset Tracker
Stopped –30+ minutes	Idle – 30+ minutes	Input Sensors (up to 2)
Stopped –45+ minutes	Idle – 45+ minutes	
Stopped –60+ minutes	Idle – 60+ minutes	

Mobile Unit Flags

Flags are a part of many reports as well as the mobile unit information available by clicking on the mobile's map icon. Some are standard NexTraq flags, and others may be configured for your company's specific requirements.

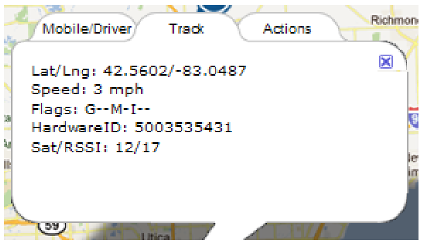


Figure 22: Mobile Unit Flags on Map Icon Balloon

Standard Flags

The following flags are applicable to all mobile units:

- **G – GPS Lock.** The mobile unit has locked on the signal of at least three satellites to calculate a position (latitude and longitude) and to track movement.
- **O – Old Track.** This flag indicates the track timestamp is earlier than the most recent network connection. This typically occurs for tracks that were queued on the mobile unit during an out of coverage condition or lost cellular network connection.
- **P – Ping.** A command sent to the mobile unit for immediate update on the vehicle. The command times out in 90 seconds.
- **M – Motion.** The mobile unit is moving.
- **S – Speeding.** A vehicle is exceeding the speed threshold setting on the mobile unit.

Configured Sensor Flags

In addition to the **Standard Flags**, tracks from your mobile unit may display flags associated with optional sensors configured for the mobile. Sensor configurations are set up by NexTraq Administrators, Accountants, or Distributor Representatives. Examples of configured sensors may be:

- I - Ignition
- D - Door Sensor
- P - Power Take Off
- A - Vehicle Alarm
- E - Emergency Siren
- C- Charging

If your mobile is configured with up to two input sensors, such as those connected to a Door On/Off, Power Take Off, Alarm/Siren or Hydraulic Lift, the mobile marker on the Find Map will indicate whether the sensor is engaged.

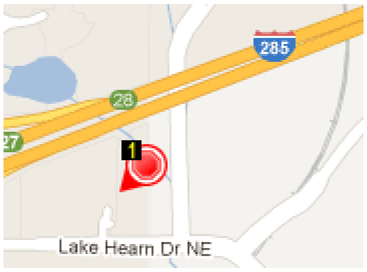


Figure 23: Mobile with Input Sensor

CHAPTER 3: NexTraq Platform Navigation

The application tabs make navigation through the NexTraq Fleet Tracking platform an easy task. Each tab's features and options are highlighted in the following topics.

Find Tab

After signing into the platform, you will see the **Find** tab in a map view which can be modified in your User Preferences. The **Find** tab provides the capability to:

- Locate one or more mobile units from a Mobile list or selected fleet
- Find saved locations
- Locate zone that has been defined using the **Admin** tab
- Locate a specific address
- Find a location using its latitude and longitude coordinates
- Create saved locations from the site of mobile(s), addresses found, or latitude and longitude coordinates
- Find the closest mobile units to any Find item
- Open the geographical point in Google Maps in a new browser
- Overlay the map with boundaries of counties, cities, zip codes, or custom map layers with adjustable opacity
- Manage map refresh time and location icon presentation
- Clear the map of all locations, mobiles, and overlays

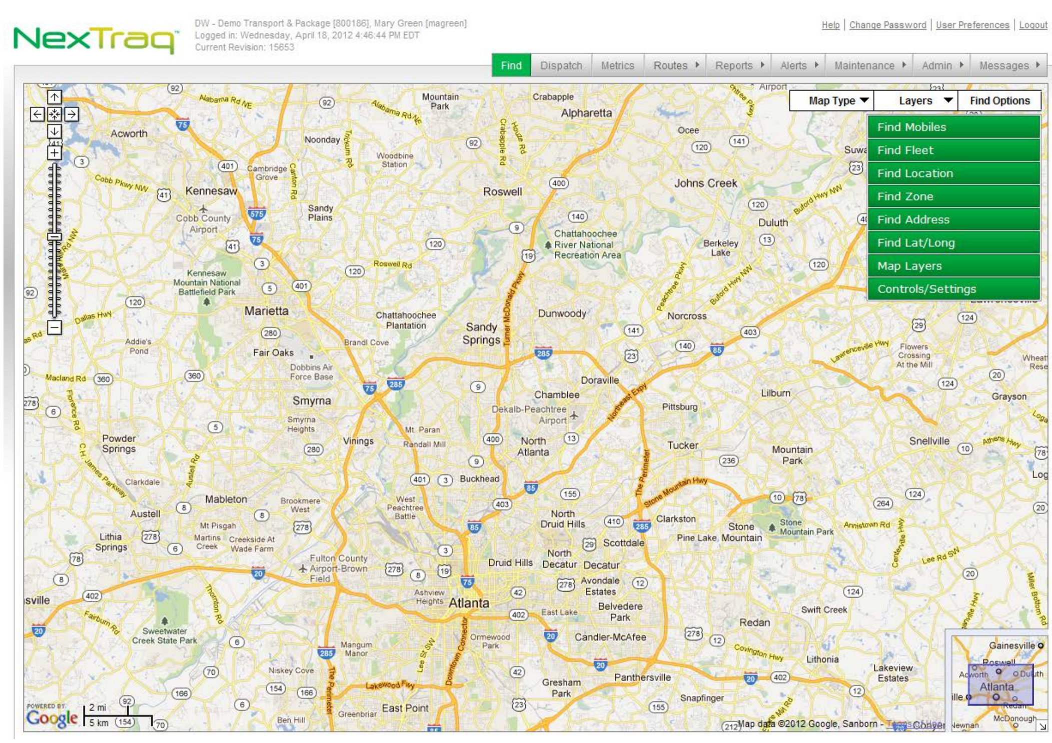


Figure 24: Find Map

Find Options

Hide or display the Find menus by clicking **Find Options** at the top right corner of the map.

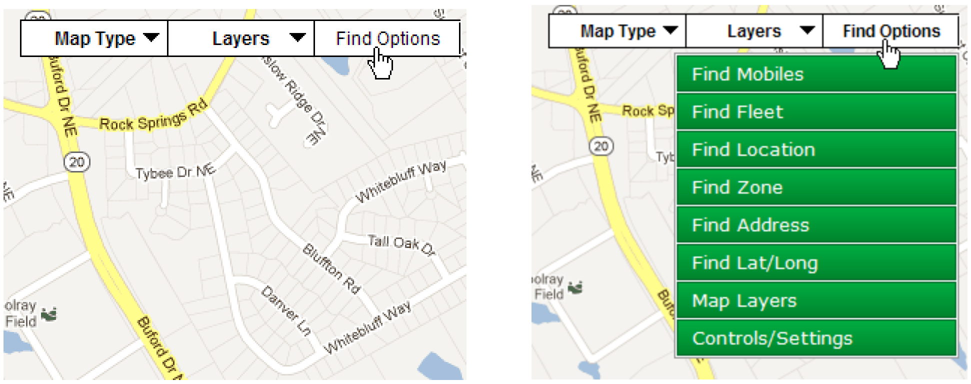


Figure 25: Find Options Hidden and Displayed

Hide the options to provide additional map display area. Click **Find Options** again to make the menus available.

Actions on Find Map

Right-click anywhere on the **Find** map to display four map actions:

- Add Lat/Long Marker here – Select to add a marker on the map.
- Zoom in – Select to display a closer map view.
- Zoom out – Select to display a wider map view.
- Center here – Select to center the map at this new location.

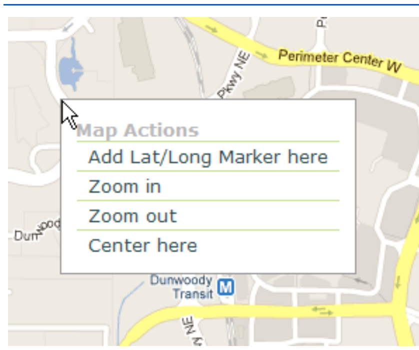


Figure 26: Right-click Find Map Actions

When you add the lat/long marker, left-click the marker to display the Info/Action balloon and right-click to display Save, Find, and Map Actions.

Find Mobiles

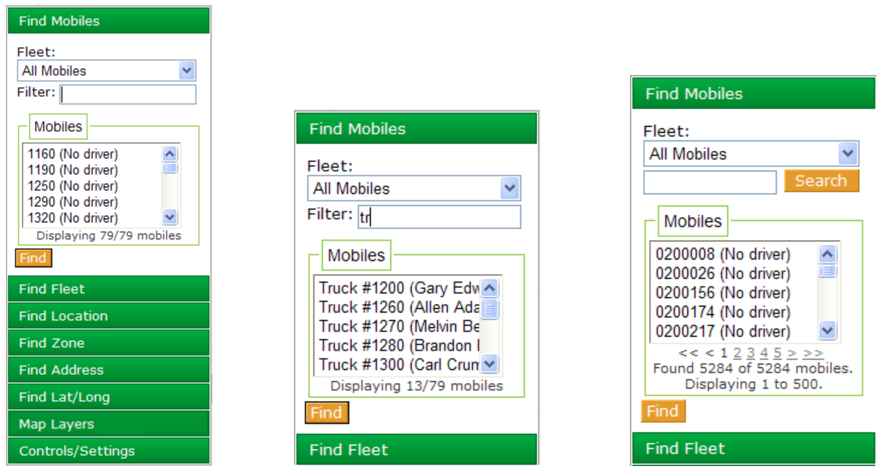


Figure 27: Find Mobiles Options

To locate one or more mobile units:

1. Click **Find** Mobiles to reveal the list of mobiles. Use the scroll bar if necessary to locate the mobile unit.

   NOTE: If you have 1000 or more mobile units, mobiles will be automatically grouped into display groups of 500 to facilitate finding a specific mobile and reduce load times for such long lists. The mobile groups are created in alphanumeric order. Enter the name of the mobile you are looking for in the **Search** textbox.

2. Or enter one or more characters in the mobile name in the **Filter** text box. As you enter the characters, the **Mobile List** will be sorted to include only those mobiles with those characters in them. If you enter a combination of characters that uniquely identifies the mobile name, the name will appear in the list box and will already be highlighted.

   NOTE: The **Find Mobile Filter** is NOT case sensitive.

   NOTE: Search is available within a Mobile group.

3. Click to highlight the mobile name if you have not uniquely filtered the mobile name.

   NOTE: To choose more than one mobile unit, hold down the Shift key at the same time you click to highlight mobiles that are consecutive in the list. Hold down the Ctrl key and click to highlight mobiles that are not consecutive in the mobile list.

4. Click **Find**. The selected mobile(s) will appear on the map.

> **NOTE:** Mobile names are displayed next to the mobile markers if **Show Mobile Name and Color on Map** is checked in **User Preferences**.

5. Place the cursor over the mobile icon on the map and left click to display the mobile information balloon with tabs for Mobile/Driver, Track and Actions.
6. The **Find** action options also can be displayed by right-clicking the mobile icon.

Mobile and Track Information

Obtain additional mobile information by clicking on the map position of the unit. A three-tabbed balloon appears with information as of the last tracking input.

- The **Mobile/Driver** tab contains the mobile name, the driver name, last track date and time (based on user preferences), location or address of the mobile, and vehicle status. If the mobile is equipped with the **Fleet Dispatch** solution, **Dispatch Status** also appears on this tab.

  Click the **Open Street View** hyperlink to display the Google Maps Street View window. A message displays if Street View is not available at that location.

  If the Fuel Consumption and Cost option was selected in **User Preferences**, the vehicle status will include idling and length of idle time. In addition the **Cost of Idle Loss** amount will be estimated per the **Fuel Information** options on the **Account** page or defined in the **Mobiles** information on the **Admin** tab.
- The **Track** tab shows the unit's geographical position, speed, active flags, identification number of the unit, the number of satellites/radio signal strength rating, and, with **Fleet Dispatch** enabled, PND status.
- If a unit has a temperature sensor, the temperature reading in degrees Fahrenheit (°F) will display where PND status would appear.
- The **Actions** tab contains all the same **Find** actions available when you right-click the mobile's map position. The Actions are outlined in detail in the next section.

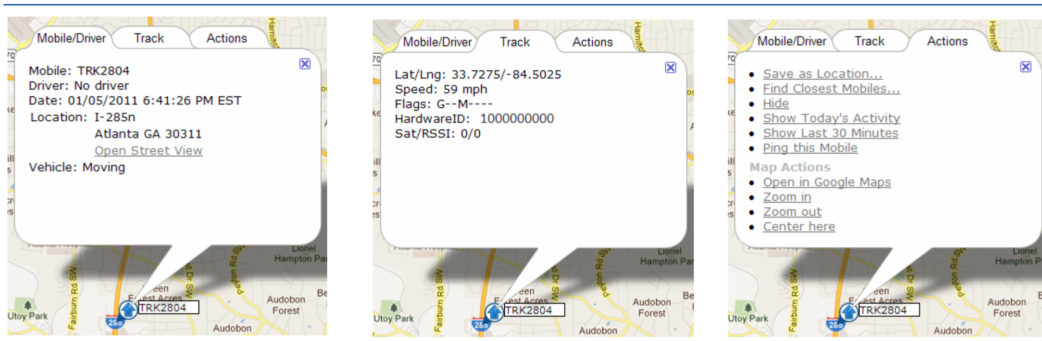


Figure 28: Mobile Information Balloons: Mobile/Driver, Track, and Actions

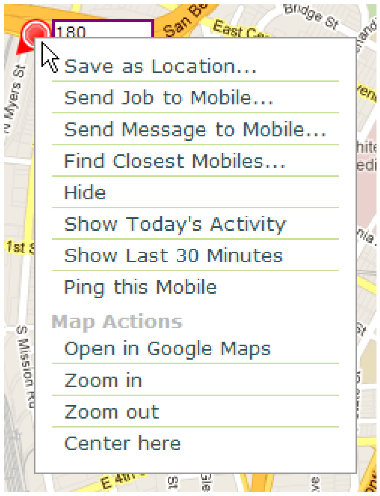


Figure 29: Find Actions

Right-click the mobile icon on the map. From here you can choose actions relating to the mobile and the map. Options for **NexTraq Fleet Dispatch** enabled mobiles will also include **Send Job to Mobile** and **Send Message to Mobile**. Choose the action by clicking it.

- **Save as Location**: Enter a name in the **Location Name** text box; the location address appears in the **Location Description** box. Select an expiration date for this location by clicking the calendar icon and choosing a date. The date appears in the **Date Expires** box. Click **Save Location**. A message confirms the successful creation of the location. Click **OK** to close the message. This location name will now appear in your **Find Location** list.

> **NOTE:** Up to 1,000 characters of reference information may be stored in **Location Description**.

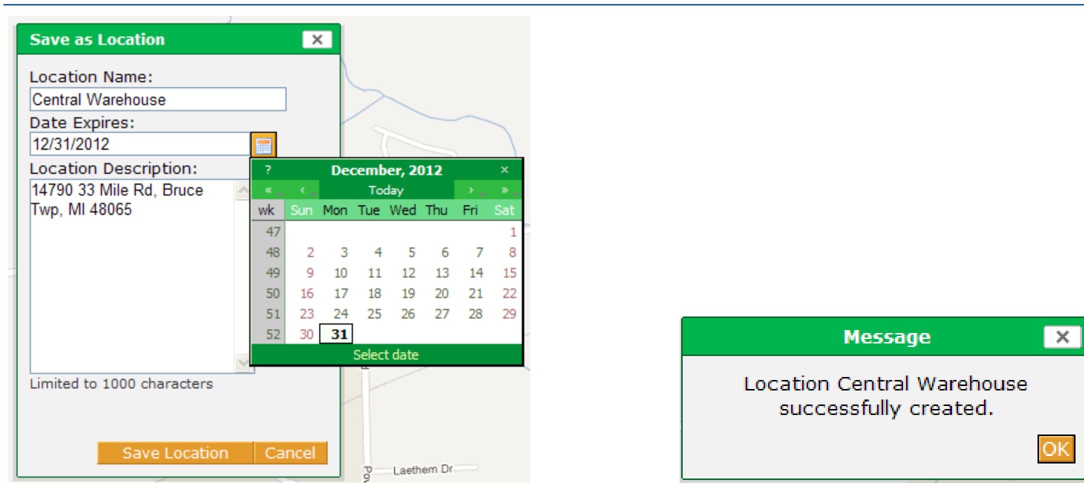


Figure 30: Save Location Name and Confirmation

- **Find Closest Mobiles**: Enter the number of mobiles you want to search for and click **Find Closest**. This option defaults to five. In the example below, the positions of the five closest mobiles to this location will appear on your map view.
  Click **Show Advanced** to open additional options. Filter the mobile search by fleet, mobile name or driver name. Search by mobile activity by using the last option: Mobile is/was moving/stopped/idle. Click **Find Closest**. The Advanced search example below will return the five closest mobiles that are in the N.W. Fleet and that were moving in the last half hour.

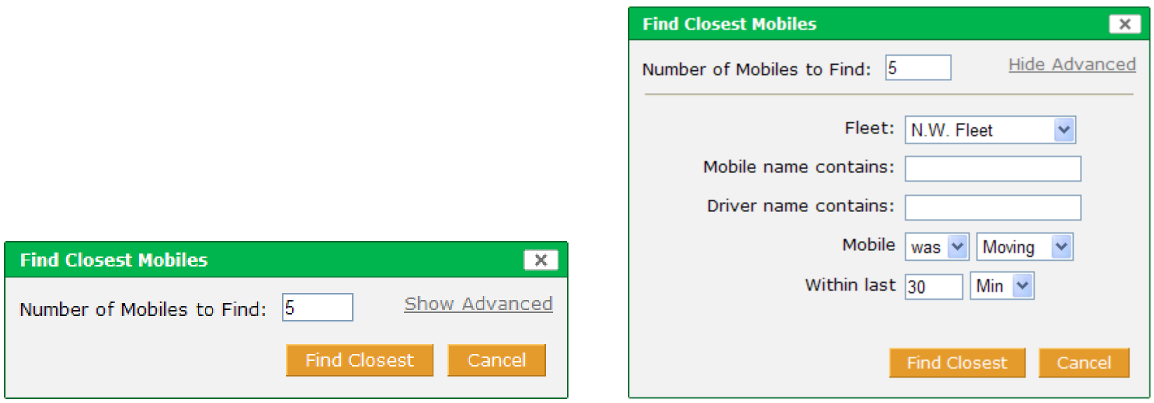


Figure 31: Find Closest Mobiles Input

- **Hide**: To remove the mobile icon from the map, click **Hide**. The position and name label will be removed. (Click **Find** again to return the mobile icon to the map.)
- **Show Today's Activity**: Click this action to show the playback map of the mobile's activity for the current date, displayed in a new browser window. See the next section of this guide for details of the **Activity History** screen.
- **Show Last 30 Minutes**: Click this action to show the playback map of this mobile's activity for the past half hour, displayed in a new browser window.
- **Ping this Mobile**: Select this action to send a signal to the mobile unit to generate an immediate locating response.
- **Send Job to Mobile** and **Send Message to Mobile:** These two additional options are available with **NexTraq Fleet Dispatch** enabled mobiles.
- **Open in Google Maps**: Click this action to open a new browser window in Google Maps' satellite view of the mobile's location. If Street View is available, click the Street View link to display street level images.
- **Zoom in**: Click this Map Action to move the map view the equivalent of one plus mark on the zoom slider scale.
- **Zoom out**: Click this Map Action to move the map view the equivalent of one minus mark on the zoom slider scale.
- **Center here**: Click **Center here** to make the mobile or location the center of the map display.

Show Activity Options by Mobile

The Activity History screen displays a track-by-track playback of the mobile's activity for the timeframe specified. If there is no vehicle activity for the timeframe you have selected from the **Find Actions** menu, a "No Tracks for date found" message will be displayed in the new browser window. You can, however, choose other time options from the **Date/Time** box: **Last 30 Minutes** or **Selected Date** (using the calendar feature). In addition, you may choose to display only the stopped tracks and/or show the marker label for each track.

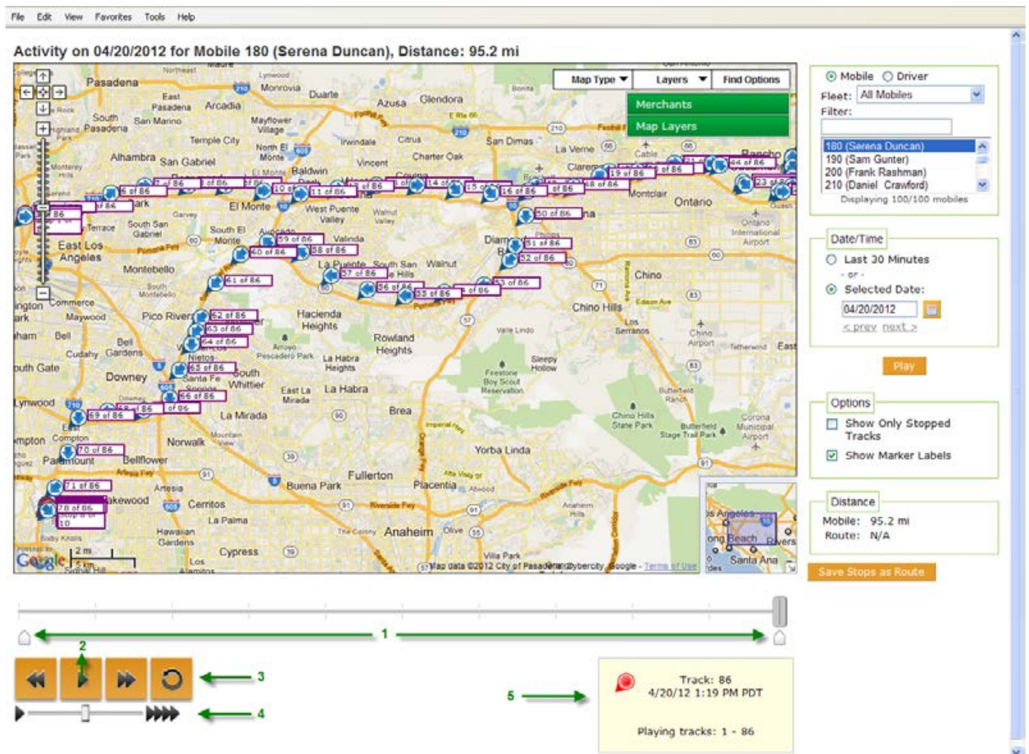


Figure 32: Activity Window with Tracks Plus Marker Labels

The Activity History playback controls, noted in the figure above, include:

1. Start and End Playback markers establish the beginning and end of activity playback. These markers may be adjusted to isolate a particular segment of the activity history.
2. Re-play button plays from the Start marker to the End marker, wherever they are set on the playback timeline. Press to start playback; press again to pause playback.
3. Rewind button resets the Start marker at the initial track, ready to replay the entire timeframe track sequence.
4. Playback speed slider allows adjustment of playback speed.
5. Current track detail box shows the current track playing and the time of the track. In addition, the range of tracks in the playback sequence are displayed.

To reveal options for each track:

1. Right-click the individual track.
2. Click **Save as Location** to add this track's location to the available list of Locations.
3. Click **Open in Google Maps** to open a new browser window in the satellite view in Google Maps at the location of the selected track.
4. Click **Hide** to remove the track from the map view. (The track will return to view the next time you click **Play**.)

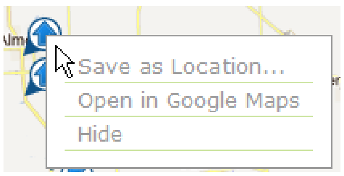


Figure 33: Individual Track Options

To save the displayed stops as a new route:

1. Click **Save Stops as Route** button to display the **Save Mobile Stops as Route** box. Each stop will be listed separately with a green checkmark by it and with the time and address of the stop.
2. Uncheck the checkbox by the stops you wish to exclude from the new route. Enter a name for the route and an expiration date, if applicable. Click **Save**. (Click **Cancel** to abandon the creation of the new route.)

NOTE: A route can have a maximum of 25 stops.

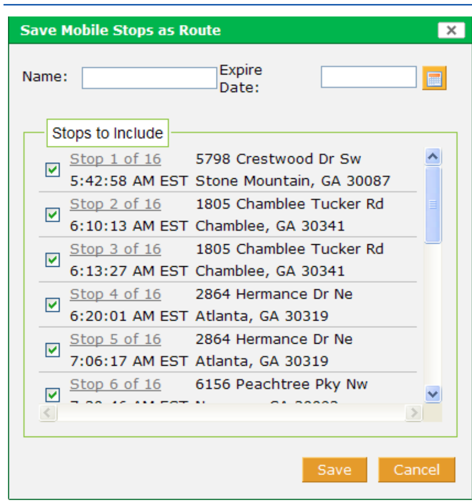


Figure 34: Save Mobile Stops as Route

3. You will receive a message that the route has been successfully created, and the new route name will be available in the **Route List on the Routes tab** and the Route Search list in the Activity window.

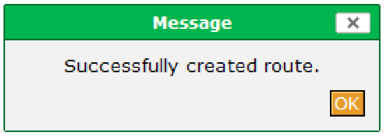


Figure 35: Make Stops as Route

To compare the mobile's path to a saved route:

1. In the Route Search box click to display a list of saved routes. Select the route that you want to compare to the mobile's activity history.
2. Click **OK**. The selected route will display in the Route Search box.

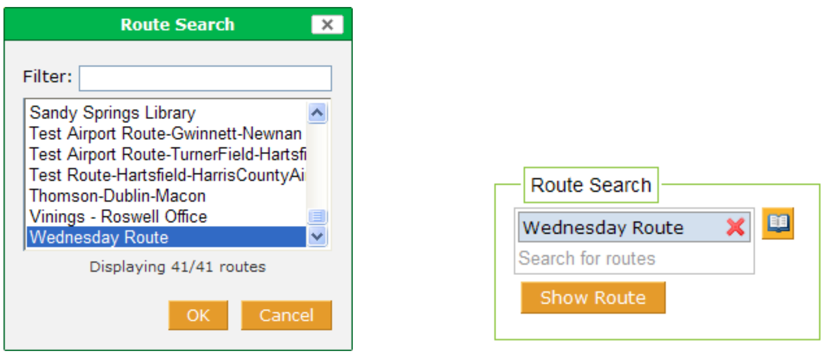


Figure 36: Route Search Options

3. Click **Show Route** to display the route on the map for side-by-side comparison with the mobile's activity history.
4. Click to clear the route selection.

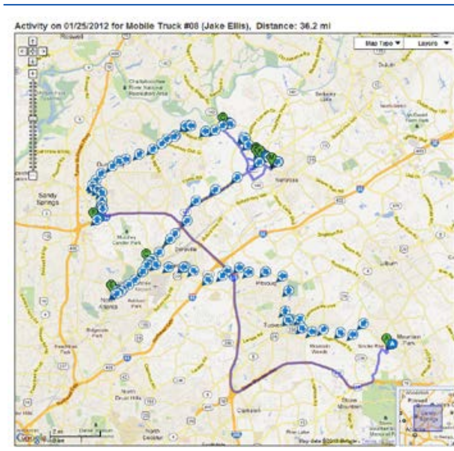


Figure 37: Track History Route and Comparison

Show Activity Options By Driver

With the **Activity History** screen displayed, you can change the display to that of the activity history of a specific driver.

1. Click **Driver** and then click the name of the driver in the displayed list.
2. Set date, time and label options.
3. Click **Play** to refresh the activity map with the tracks of the selected driver's mobile.

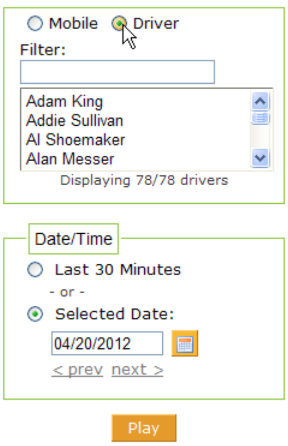


Figure 38: Activity History Driver Option

Find Fleet

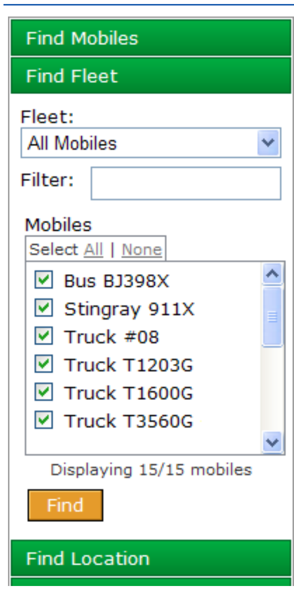


Figure 39: Find Fleet Options

To locate one or more mobile units in a specific fleet:

1. Click **Find Fleet** to show the **Fleet** drop-down box.
2. Click the arrow to display the available fleets and the **All Mobiles** option.
3. Choose the fleet by clicking its name; the units in that fleet will appear in the **Mobiles** box with a checkbox beside each unit. By default, all mobiles in the fleet are checked.
4. To narrow the Mobiles list, enter characters that occur in the name of the mobile you want in the **Filter** text box. As characters are entered, names in the **Mobiles** list are sorted to mobiles that include the characters in the name.

   NOTE: The Find Fleet filter is NOT case sensitive.

5. To select only specific mobiles, click **None** to remove the checks, and click each checkbox of the mobiles you want to locate.
6. Click **All** to re-select all the mobile units in that fleet.

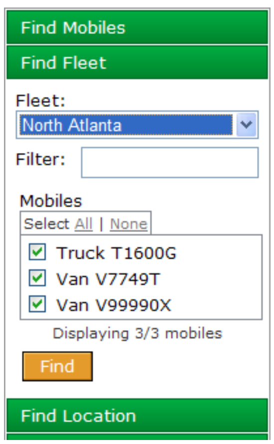


Figure 40: Mobile Selection from Fleet 1

7. Click **Find.** The checked mobiles will appear on the map.

   NOTE: Mobile names are displayed next to the mobile markers if **Show mobile name and colors on map** is checked in the **Map Preferences** section of **User Preferences**.

8. With the cursor on the mobile location, left-click to display the additional mobile information and right-click to display the additional **Find** actions.

Find Location

Figure 41: Find Location Option and Example

To find a saved location on the map:

1. In the **Location** list, click the location of your choice. Find the location by using the scroll bar if there are numerous defined locations.
2. Narrow the list of locations by using the search capability of the **Location** filter. Enter characters that occur in the name of the location in the **Location** filter text box. As characters are entered, names in the **Locations** list are sorted to display the locations that include the characters in the name.

   NOTE: The Location filter is NOT case sensitive.

3. If you defined your own **Location Groups** under the **Admin** tab, they will be available in the **Location Group** drop-down list. Select the Location Group in which the desired location will be found. The specified group of locations will display in the Location list.

   NOTE: If you have 1,000 or more locations, they will be automatically assigned groupings to facilitate finding a specific location and reduce load times for such long lists. The **Location Groups** are created in alphanumeric order. If you have defined Location Groups under the Admin tab, they will be displayed instead of automatically assigned groups.

4. Click the location name to select it or use the Search box to narrow the group list. Enter several of the letters in the location name and then click **Search**. Select a location from the resulting choices by clicking it or search again to narrow the list even further.

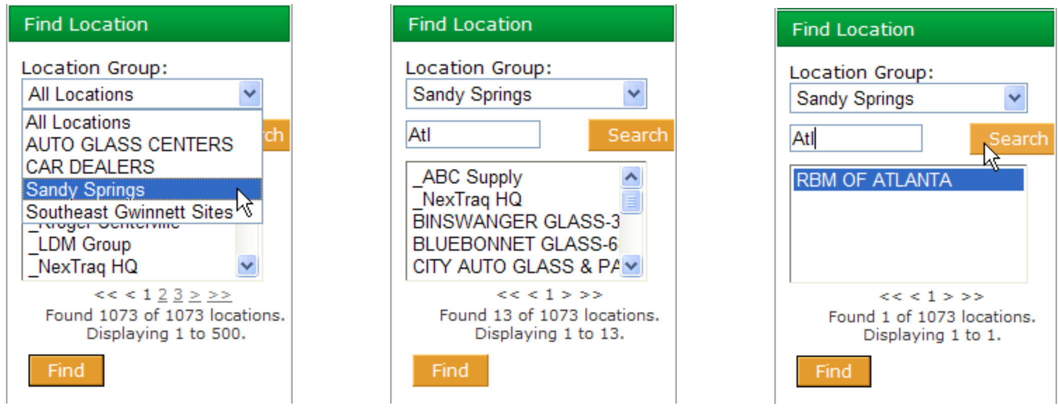


Figure 42: Selecting and Searching a Location Group

5. Click **Find**. The specified location appears on the map view as a highlighted area.

Location Icons

Figure 43: Location Icon Option and Example

The **Find Location** options include adding location icons to your map. To add the icons check the **Display** checkbox and click **Update**. A location icon will appear with a label containing the location name as you defined it. If you have selected a Location Group, an icon will appear on the map for every location in the group. If you do not have Location Groups, an icon will appear for every location in your Location list.

Location Information

With a location on the map, left-click the location icon or inside the location shape to display location information.

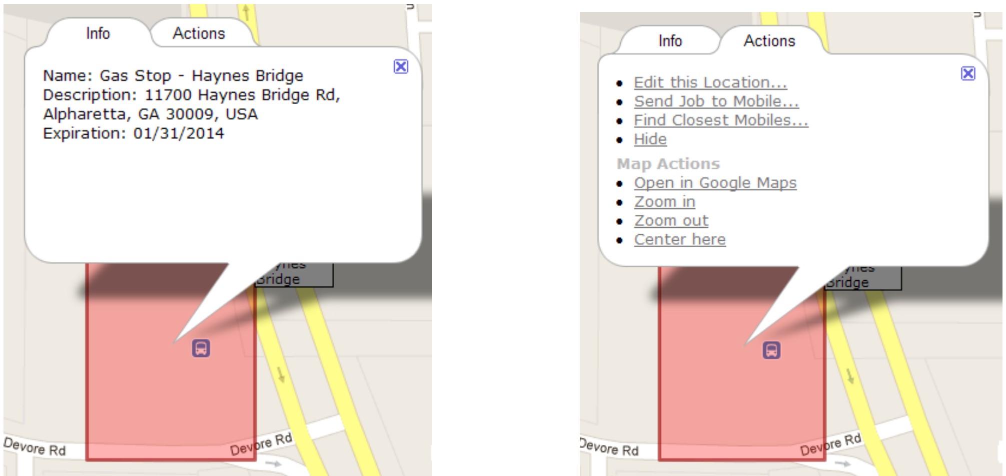


Figure 44: Location Information and Actions

The **Info** tab displays the name of the location, its description, and the expiration date, if you have defined one. The **Actions** tab provides additional actions relating to this location. The actions are explained in more detail in the next section.

Find Actions for Locations

With a location on the map, right-click the location icon or inside the location shape to display additional actions.

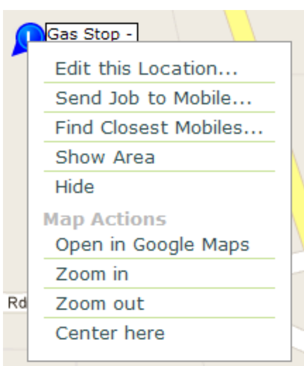


Figure 45: Find Location Actions

From this action menu, you may edit the location (with **Admin** permissions), send a job to a mobile (with the **Fleet Dispatch** application installed), find the closest mobiles to this location, or remove the location from the map with the **Hide** option. To place the location on the map again, click **Find**.

Map actions include: open at this location in Google Maps in a new map window, zoom the map view in one mark on the zoom slider, zoom the map view out one mark on the zoom slider, and center the map display here.

Find Zone

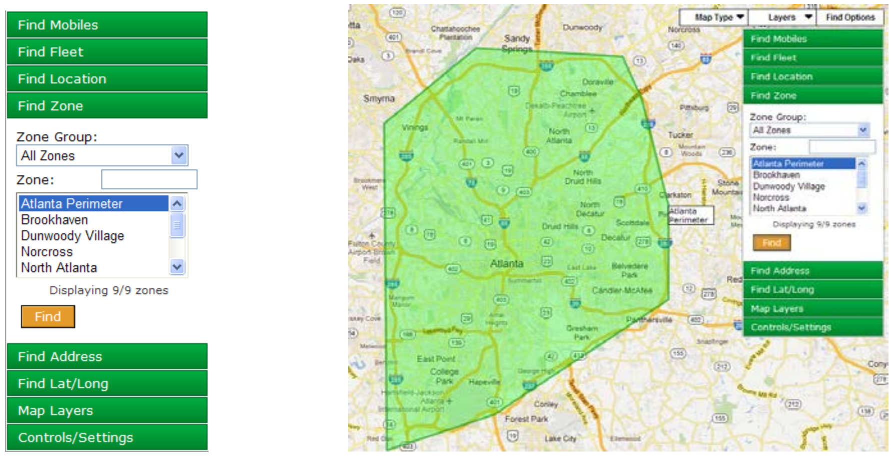


Figure 46: Find Zone Option and Example

To find a pre-defined zone:

1. Click **Find Zone**.
2. Using the **Select a Zone** drop-down box, click the name of the zone you want. Click **Find** and the selected zone will appear on the map view. Zones are created only through the **Admin** tab.

   NOTE: The Zone filter is NOT case sensitive.

3. If you defined your own **Zone Groups** under the **Admin** tab, they will be available in the Zone Group drop-down list. Select the Zone Group in which the desired zone will be found. The specified group of zones will display in the Zone list.

   NOTE: If you have 1,000 or more zones, they will be automatically assigned groupings to facilitate finding a specific zone and reduce load times for such long lists. The **Zone Groups** are created in alphanumeric order. If you defined your own Zone Groups under the **Admin** tab, they will be displayed instead of automatically assigned groups.

4. Click the zone name to select it and then click **Find**. The specified zone appears on the map view as a color highlighted area.

Multiple Zone Display

To display more than one zone on your map at a time:

1. Click **Find Zone**.
2. Click the name of the first zone you want to display; then click **Find**. The zone will appear on the map.

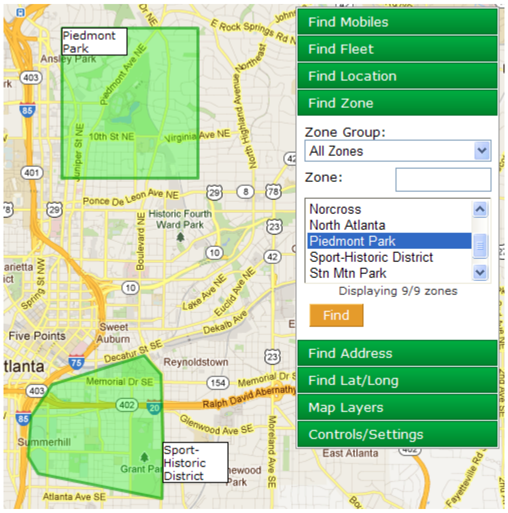


Figure 47: Multiple Zones on the Find Map

3. Click the name of the next zone to display; click **Find**. The map will refresh and include the second zone in the display. The map will be zoomed in to highlight the selected zone. Zoom out to see both selected zones.

4. Continue selecting zones until you have all the ones you want displayed on the **Find** map.

Information for Zones

With a zone displayed on the map, left-click inside the zone to display zone information.

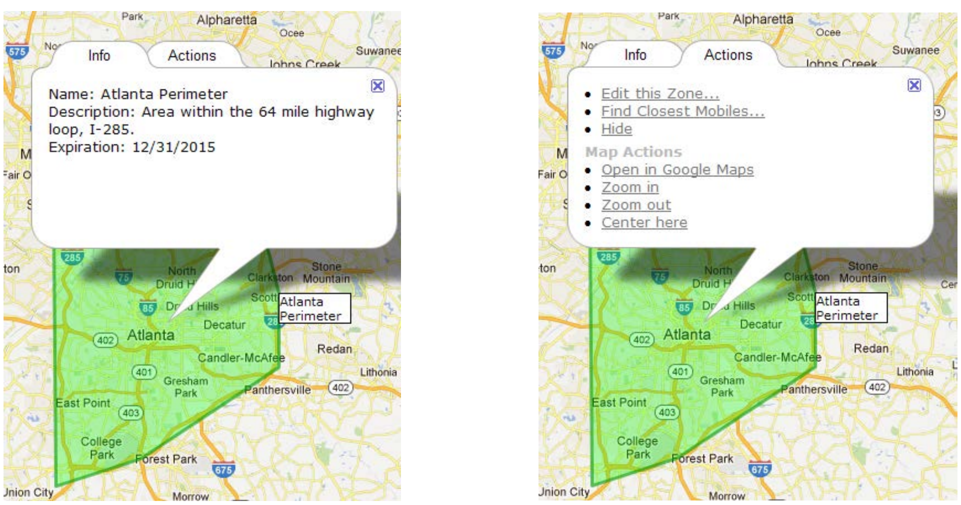


Figure 48: Zone Information and Actions

The **Info** tab displays the name of the zone, its description, and the expiration date, if you have defined one. The **Actions** tab provides additional actions relating to this zone. The actions are explained in more detail in the next section.

Find Actions for Zones

With a zone displayed on the map, right-click inside the zone to display additional actions.

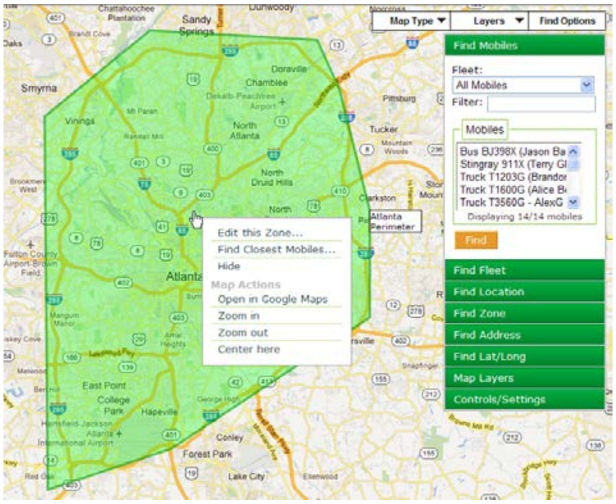


Figure 49: Find Zone Actions

From this action menu, you may edit the zone (with **Admin** permissions), find the closest mobiles to this zone, or remove the location from the map with the **Hide** option.

Map actions include: open at this location in Google Maps in a new map window, zoom the map view in one mark on the zoom slider, zoom the map view out one mark on the zoom slider, and center the map display here.

Find Address

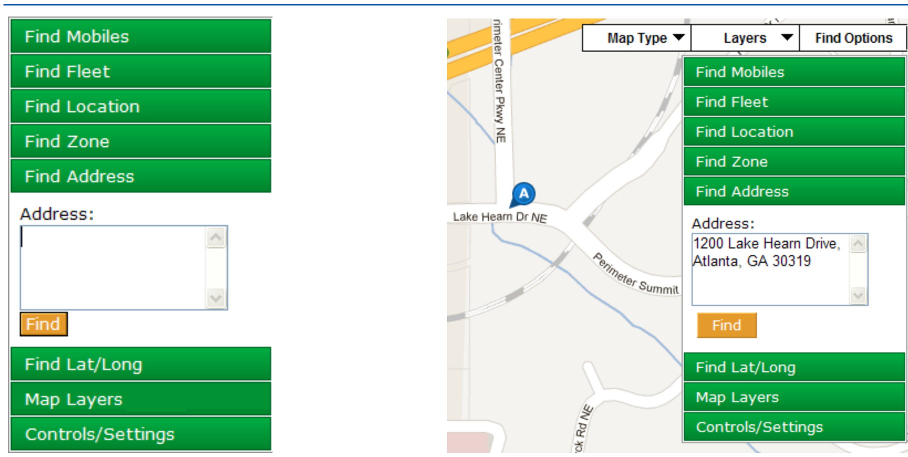
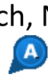


Figure 50: Find Address Option and Example

Click **Find Address** and enter the address you want to find in the **Address** text box. Addresses do not have to be specific. If the address is partial, NexTraq will attempt to locate it. If there are several that match, NexTraq will ask that you choose the desired address from a list. Click **Find**. The address icon  will be located on your map.

NexTraq

Find Address Actions and Information

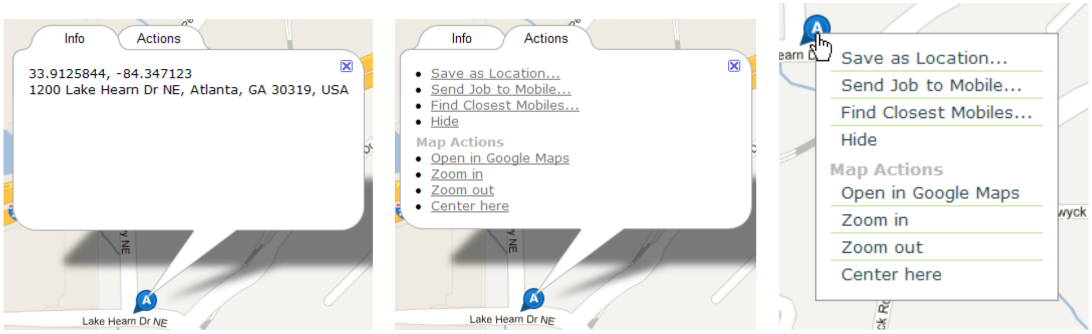


Figure 51: Find Address Actions and Information

With your cursor on the address icon, left-click to display address information and actions tabs. The Info tab includes both the street address and the latitude/longitude of the address. The Actions tab displays three available address actions: **Save as Location**, **Find Closest Mobiles**, and **Hide**. (Refer to **Find Mobiles** section for explanation of these options.) With **Dispatch** enabled mobiles, one additional action, **Send Job to Mobile**, is available.

Map actions available include: open at this location in Google Maps in a new map window, zoom the map view in one mark on the zoom slider, zoom the map view out one mark on the zoom slider, and center the map display here.

Find Latitude/Longitude

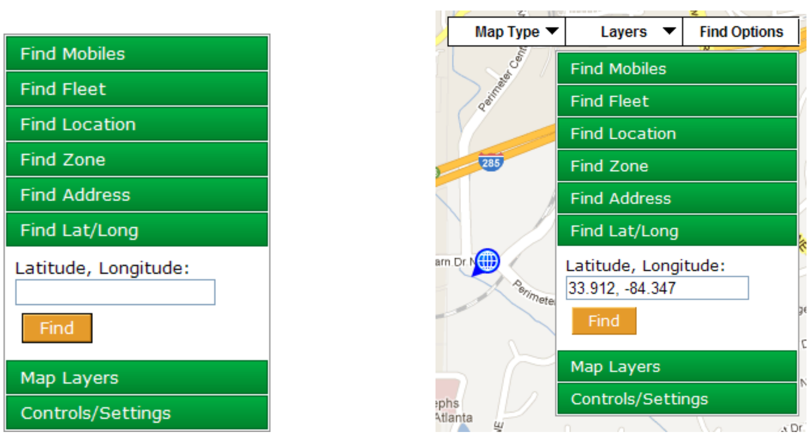


Figure 52: Find Lat/Long Option and Example

Click **Find Lat/Long** to locate a geographical point using the latitude and longitude coordinates. Enter the latitude and longitude, separated by a comma, a space, or a forward slash. Click **Find**. The geographical point icon  will appear on your map.

Find Lat/Long Actions

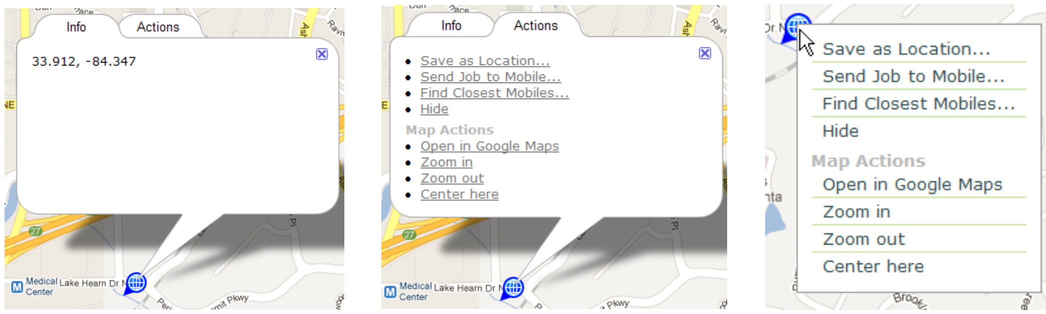


Figure 53: Find Lat/Long Info and Actions

With your cursor on the located point icon, right-click to display three additional actions: **Save as Location**, **Find Closest Mobiles**, and **Hide**. (Refer to **Find Mobiles** section for explanation of these options.) With **Dispatch** enabled mobiles, one additional action, **Send Job to Mobile**, is available.

Map actions available include: open at this location in Google Maps in a new map window, zoom the map view in one mark on the zoom slider, zoom the map view out one mark on the zoom slider, and center the map display here.

Map Layers

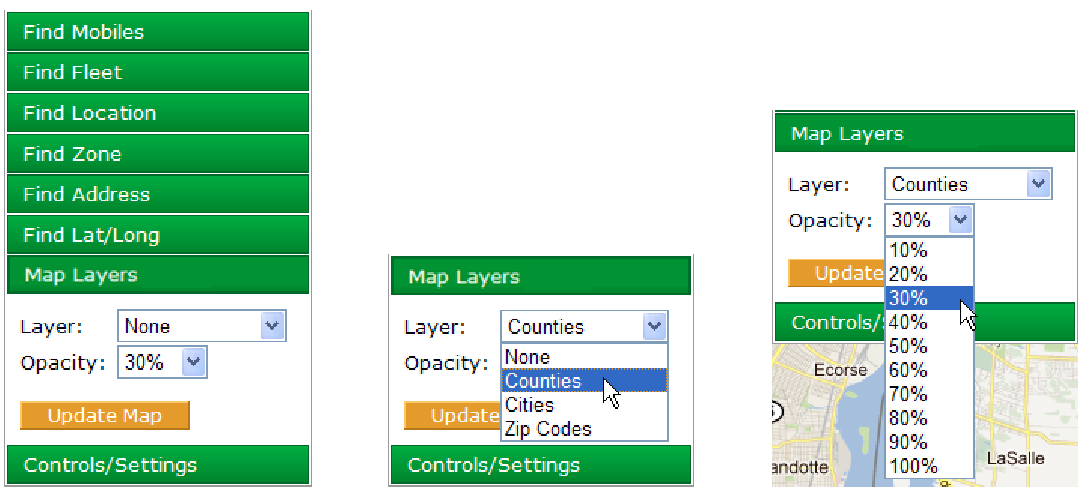


Figure 54: Map Layers Options

With **Map Layers** you can overlay the displayed map with the boundaries of counties, cities, or zip codes. The opacity of the overlay can be adjusted using the **Opacity** drop-down box, selecting from 10% (slightly shaded) to 100% (solid color). Click **Update Map** to apply your selections.

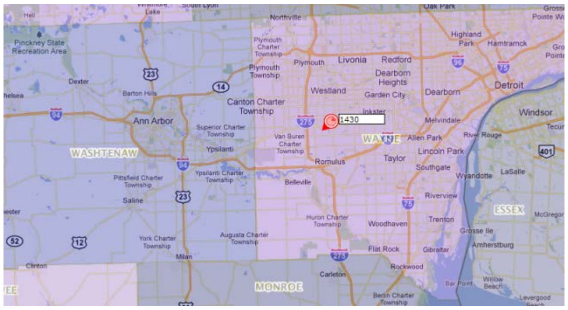


Figure 55: County Map Overlay

In the example, counties are shaded in different colors at opacity of 30%, and county names are outlined in white for easy identification.

Select your most used map layer as your default map display in the User Preferences options.

Custom Map Layers

You can add your own internal Web Map Service (WMS) map layer through options on the **Account** page of the **Admin** tab. When you have added a custom map layer, it will be included as an option wherever map layers are available throughout the NexTraq platform. See the **Admin** tab **Account** section for more information on adding this option.

Clear Map Layers

To clear a map layer from your map, select **Map Layers** from the **Find** options. Choose **None** as the layer, and click **Update Map**.

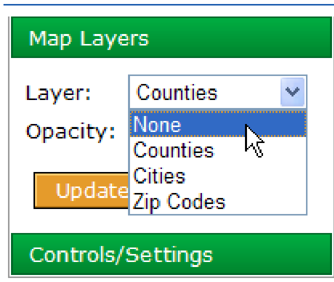


Figure 56: Clear Map Procedure

Controls/Settings

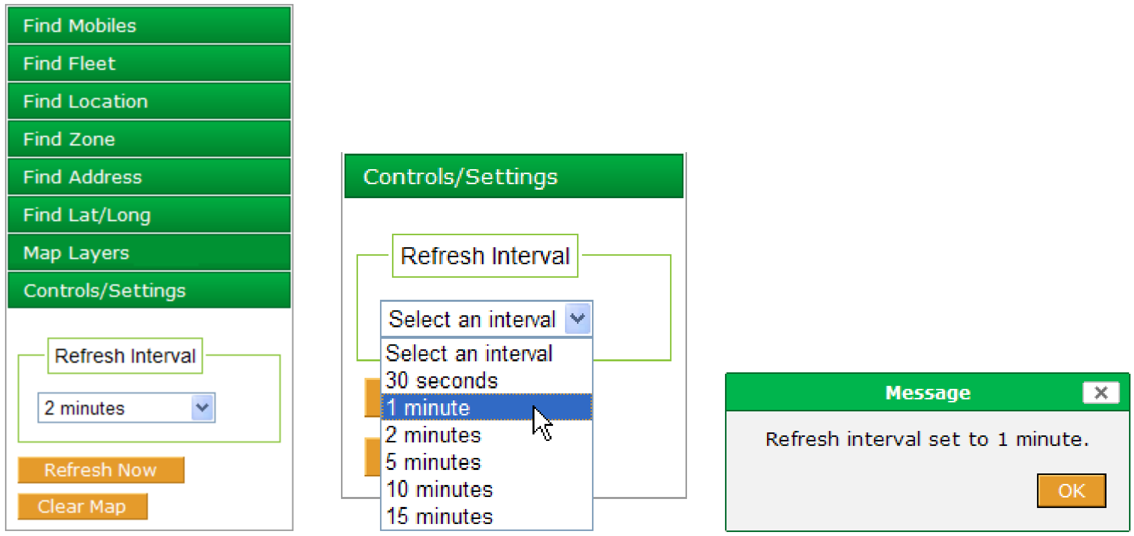


Figure 57: Controls and Settings Options and Interval Choices

The **Controls/Settings** option on the **Find** tab allows you to set the time interval to refresh your map view, to refresh your view immediately, to show all active locations, and to clear the map of all types of icons.

- **Refresh Interval**: The **Refresh Interval** choices govern how often the map view is updated automatically to monitor the changes in your mobile units' activity. You can select from 30 seconds, 1, 2, 5, 10 or 15 minute intervals. When you change intervals, a confirmation message displays. If you do not choose a different interval in User Preferences to be your default interval, the NexTraq default refresh interval is two minutes.

Refreshing the map requires reloading the current internet page which uses system resources. For lower bandwidth connections and systems with low memory, a longer interval may improve response.

- **Refresh Now**: Click **Refresh Now** to update locations of mobile units immediately.
- **Clear Map**: To clear all mobiles, locations, zones, addresses, and geographical points, from your map click **Clear Map**.

> **NOTE:** Clear Map option will not clear traffic lines or street view lines from the map. Select Traffic and/or Street View from Layers drop-down list to clear these lines.
>
> **NOTE:** Clear Map option will not affect the Map Layers. To clear a map layer, choose None from Map Layers options and click Update Map.

Dispatch Tab

The **Fleet Dispatch** application of the NexTraq Fleet Tracking platform delivers a dynamic resource management tool. With the **Garmin Portable Navigation Device (PND)** in place and the **Fleet Dispatch** application enabled, you can easily:

- Increase driver productivity using Dispatch to send routes of jobs/stops
- Monitor easily the status of all jobs
- Communicate directly with drivers for efficient changes in assignments
- Navigate safely and increase efficiency with accurate voice-guided turn-by-turn directions

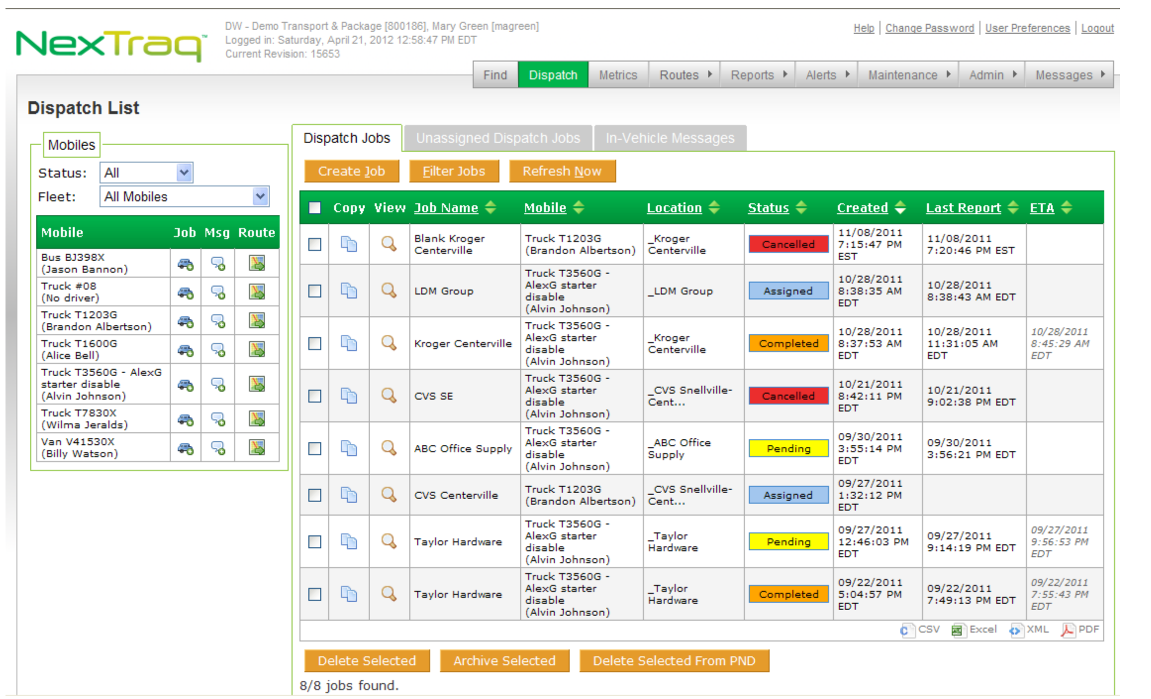


Figure 58: Sample Dispatch Jobs and Mobiles List on the Dispatch Tab

Unviewed Dispatch Events

The number of unviewed **Dispatch** events (jobs received, messages acknowledged, messages received) will display in the **Dispatch** tab if you have checked the **Notification Preferences** options in **User Preferences**. The number of unviewed events will appear in bold parentheses.

In addition, when these **User Preferences** are checked and you are not in the **Dispatch** tab view, a notification message appears on the screen to alert you to a new job or new message event. The job notification will have a truck icon in the left corner; the message notification will have a message icon. Notifications will stack until they build a column along the right side of the screen. To close a single notification, place your cursor inside the message; the icon changes to a close icon .At any time you can click the **Close All** icon to temporarily remove the notifications. You must review the jobs and messages in the **Dispatch** tab to permanently close the notifications.

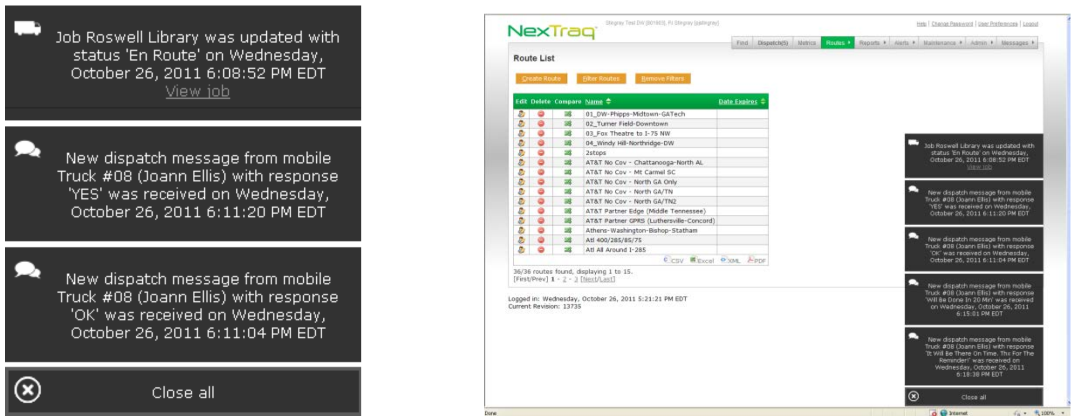


Figure 59: Sample Notification Messages and Position

In the **Find** tab, the dispatcher can create jobs and messages through the context menu of a mobile, an address, or a latitude/longitude point.

In the **Fleet Dispatch** tab, the dispatcher can create, view and delete jobs and messages.

Refer to Chapter 1 of this manual for information on hardware and software requirements of the **Fleet Dispatch** and the **Fleet Mobile** applications.

Dispatch Jobs

Sending a stop or job to a driver with the **Fleet Dispatch** application accelerates and simplifies past methods of assigning jobs. The jobs table provides additional information about status of each task.

From the **Dispatch Jobs** table, a job may be re-sent or may be copied to additional mobiles. The **Mobiles** table lists all dispatch-enabled mobiles and the color-coded job status of each one. The **Mobiles** table allows the dispatcher to determine at a glance the current job status of mobiles, based on the status of jobs sent to the mobile in the last 48 hours. The color coding in the **Mobiles** table corresponds to the status colors in the **Dispatch Jobs** list:

Dispatch Job Status Summary

Actions	Job Status
Dispatcher: Sends Job	Assigned
Driver: Reads Job	Pending
Driver: Starts or Resumes Job (Clicks GO!)	En Route
Driver: Interrupts Started Job Turns off power before arrival at the stop/destination Responds **No** to the arrival at stop confirmation message Marks as Not Done	Pending
Driver: Completes Job Arrives at Destination (responds **Yes** to the arrival at stop confirmation message) Marks as Done	Completed
Driver: Deletes Job	Cancelled
Dispatcher: Deletes Job from PND	Cancelled
Dispatcher: Deletes Job	Job removed from Dispatch Jobs List

The mobile list is updated when the user clicks the **Refresh Now** button on the **Dispatch Jobs** list or the notification service automatically updates the jobs list.

Dispatcher: Sending a Job

To send a job to a mobile unit, the dispatcher can use options on the **Find** tab, the **Routes** tab or the **Dispatch** tab.

From the Find Tab

1. Find a mobile unit, a saved location, an address, or a geographical point.
2. Right-click the found point or mobile to display the context menu. Click to select **Send Jobs to Mobile**.

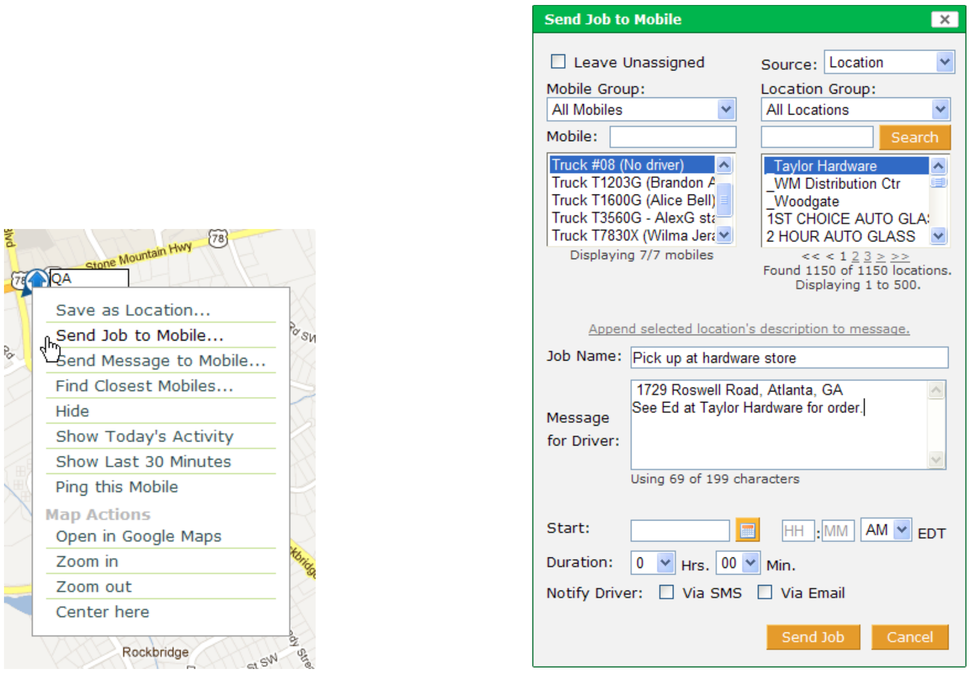


Figure 60: Mobile Context Menu Options and Send Job Window

3. In the **Send Job to Mobile** window, click the **Leave Unassigned** checkbox for delayed assignment OR select the mobile name for immediate assignment. Use the **Mobiles Group** drop-down list and **Mobile** filter to narrow the list of mobiles.

NOTE: If the Leave Unassigned box is checked, the mobile list is unavailable.

- From the **Source** drop-down list choose **Location**, **Address** or **Lat/Long** from which to create the job location.

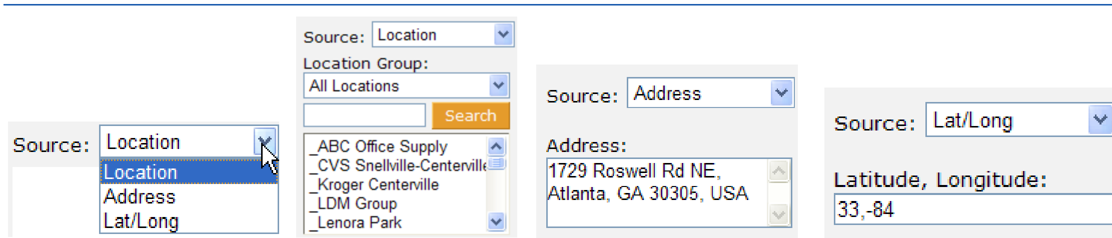


Figure 61: Source Options for Job Locations

- Using **Find Mobile**, the current mobile will be the default mobile selection and **Location** will be the default **Source** selection when the **Send Job to Mobile** window opens. Use the filter boxes to locate your desired unit or location more quickly in the lists by typing in a few characters of the name of your search. Click your choice of location. If you also click the **Append** link, the description of the location will appear in the **Message for Driver** text box if one was entered when the location was created.

NOTE: If you have 1,000 or more locations, they will be automatically assigned groupings to facilitate finding a specific location and reduce load times for such long lists. The **Location Groups** are created in alphanumeric order. If you defined your own Location Groups under the **Admin** tab, they will be displayed instead of automatically assigned groups. In addition to the filter box, a Location Group drop-down list will be available. Select the Location Group in which the desired location will be found and continue as usual.

- Using **Find Address**, the **Source** selection will default to **Address** and the address of the found point will appear in the **Message for Driver** text box.
- Using **Find Lat/Long**, the **Source** selection will default to **Lat/Long** and the address of the found point will appear in the **Message for Driver** text box.

4. In the **Job Name** text box, enter a title for the job. This text will appear in the **Dispatch Job List**.
5. Enter a description of the job or a message to the driver in **Message for Driver** text box.

NOTE: Although the **Message for Driver** field is optional, it is strongly recommended that you enter text in this box. The message is limited to 199 characters. The first twenty characters will appear in the Job List on the Garmin device. If it is blank, the driver will have no descriptive information to help in identifying the job.

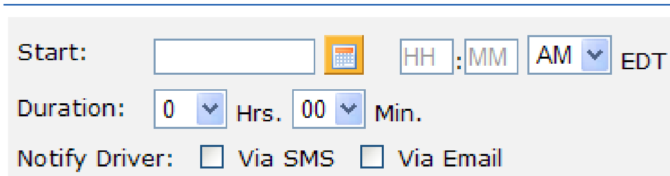


Figure 62: Time and Notify Options for Sending Job to Mobile

6. If desired, complete the date and time options for a record of appointment time or estimated schedule slot. Use the **Duration** options to estimate length of job.
7. Use **Notify Driver** options to send the job to the driver using SMS text message or an email message. Check the appropriate box.

NOTE: To **Notify Driver Via SMS**, mobile phone and carrier must be completed in the **Driver Information** under the **Admin** tab.
To **Notify Driver Via Email**, the driver's email address must be completed in the **Driver Information** under the **Admin** tab.

8. When the job is ready to transmit to the driver or move to the **Unassigned Dispatch Jobs** table, click **Send Job**. If you choose to abandon these entries, click **Cancel**.
9. A confirmation message will display indicating the successful creation of the job. The job you just created will appear on the **Dispatch** tab in the **Dispatch Jobs** table with a status of **Assigned** or in the **Unassigned Dispatch Jobs** table if you checked the **Leave Unassigned** box.

From the Routes Tab

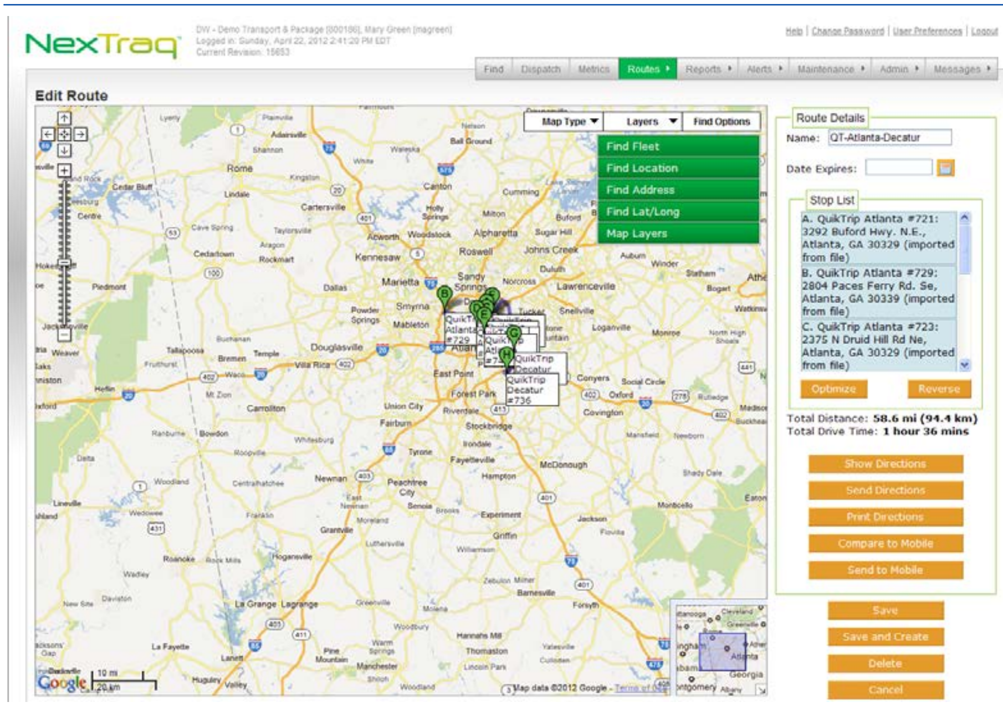


Figure 63: Options for Editing A Route Stop List

1. From the **Routes** tab, create or edit a route. (For detailed instructions about routes, see the Routes Tab section in this guide.)
2. Modify the route by adding and/or re-ordering the stops.

NOTE: The **Stop List** may contain up to 25 stops. The map will refresh after each stop is added to display the updated route.

3. Once all the desired the locations appear on the **Stop List** in your preferred order, click **Send to Mobiles** and a list of available dispatch-enabled mobiles will appear.

NOTE: The **Send to Mobiles** option will only be available to users with access to both the **Dispatch application** and the **Routes application.**

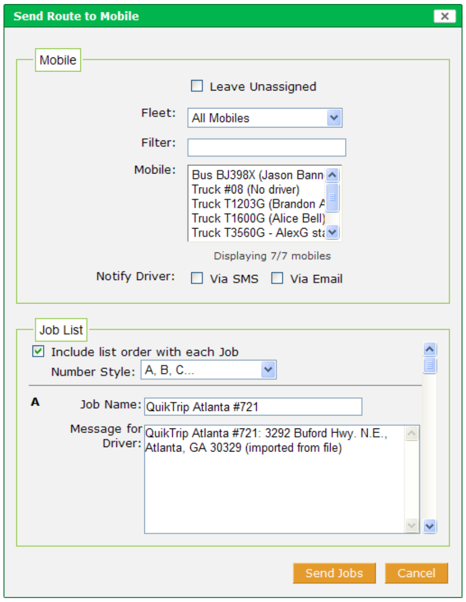


Figure 64: Send Route to Mobile

4. Select the mobile by clicking its name from the **Mobile** list in the **Send Route to Mobile** box. Use the Fleet list and mobile filter to narrow the list of mobiles.

5. You may choose to **Include the list order with each Job** by clicking this checkbox. This option will show the stop number at the beginning of the **Job Message** sent to the driver. There are three **Number Styles** to choose from: alphabetical (A, B, C…), numeric (1, 2, 3 ...), and numeric with total number of stops (1 of 3, 2 of 3, and 3 of 3…).

6. In the **Job Name** text box, enter a title for the job. This text will appear in the **Dispatch Jobs** table in the **Dispatch** application.

7. Any descriptive information entered for a saved location or address will automatically appear in the **Job Message** field. Enter additional text as needed to include instructional information for the driver.

   NOTE: Although entry of text in the Job Message field is optional, it is strongly recommended that you do not leave this box empty. The message is limited to 199 characters - up to 9 characters may be taken up by your chosen Number Style. The first twenty characters will appear in the Job List on the Garmin PND. If it the Job Message is blank, the driver may not have any descriptive information to help in identifying the job.

8. When the route information is complete, check the **Leave Unassigned** box for delayed assignment and delivery, then click **Send Jobs**.

   NOTE: If the **Leave Unassigned** box is checked, the mobile list and **Notify Driver** options are unavailable. The stops in the route will appear as jobs in the **Unassigned Dispatch Jobs** table under the **Dispatch** tab.

9. If you are ready to send the route to the driver immediately, be sure the **Mobile** is selected and then click **Send Jobs**. The stops in the route will appear as jobs in the **Dispatch Jobs** table under the Dispatch tab with a status of **Assigned**. (If you choose to abandon these entries, click **Cancel**.)

 NOTE: Once the route is sent, there will be no reference to the route name in the **Dispatch Jobs** table. There will be a job on the list for each stop in the route.

A route does not have to be saved in order to send it to a mobile. However, you may choose to save the route if you anticipate using the same set of stops in the future.

From the Dispatch Tab – Dispatch Jobs Table

1. Click **Create Job** on the **Dispatch Jobs** tab to create a new job to be assigned later or to send immediately to a mobile. Alternatively, click the copy icon in the **Dispatch Jobs** table to send the same job to a different mobile (or to re-send a job) or to create an unassigned job.
2. Complete the information in the **Send Job to Mobile** box: Mobile, Location, Job Name, and Message for Driver.

 NOTE: If the Leave Unassigned box is checked, the mobile list and Notify Driver options are not available.

3. Click the **Add this location's description to message** link to insert the description into the **Message for Driver** box.
4. Choose to notify the driver via SMS or email in addition to sending the job to the Garmin PND.

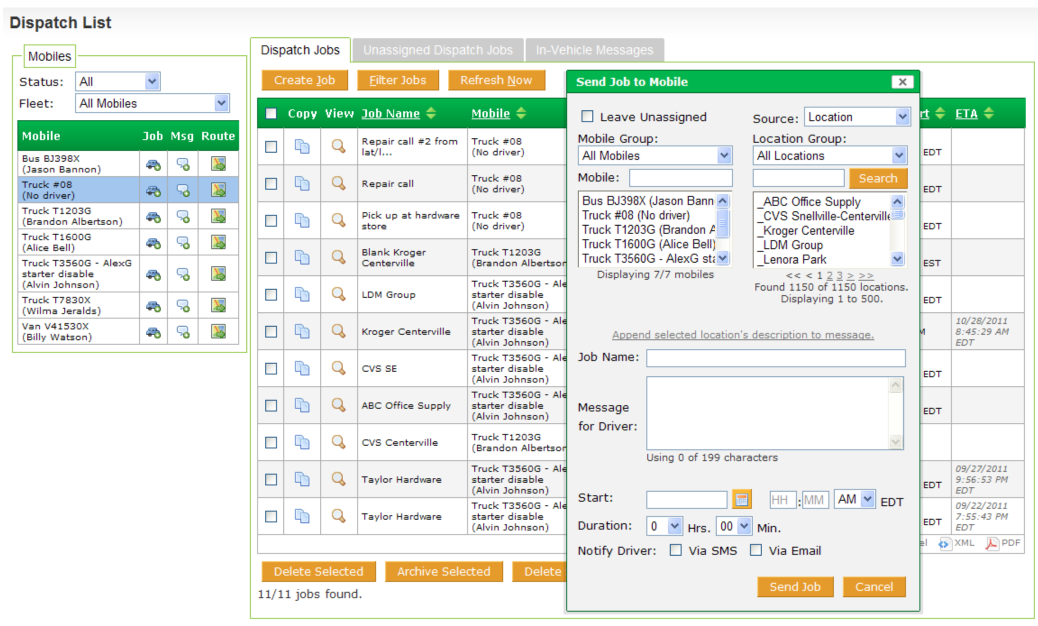


Figure 65: Send a Job from the Dispatch tab

5. When the information is complete, check the **Leave Unassigned** box for delayed assignment OR select the mobile name for immediate assignment, then click **Send Job**.

> **NOTE:** If the **Leave Unassigned** box is checked, the mobile list is unavailable. The job will appear in the **Unassigned Dispatch Jobs** table under the **Dispatch** tab.

6. When the job is transmitted to the mobile, it will appear in the **Dispatch Jobs** list with a status of **Assigned**.

From the Dispatch Tab - Mobiles Table

The Dispatcher can send a single-stop job to a mobile unit from the **Mobiles** table. If the Dispatcher also has access to **Routes**, an option for sending a route with multiple stops from the **Mobiles** table will also be available.

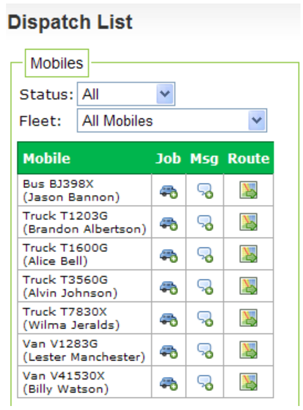


Figure 66: Dispatch Mobiles Table with Route Column

To send a single stop job:

1. In the **Mobiles** table on the left side of the **Dispatch** screen, click the **Job** icon to open the **Send Job to Mobile** dialog box.
2. Complete the information in the **Send Job to Mobile** box: Mobile, job location (saved location, address, lat/long), Job Name, Message for Driver, Start time, Duration of job estimate.
3. Click **Send Job** to transmit the job to the mobile. The job will appear in the **Dispatch Jobs** list with a status of **Assigned**. If the Leave Unassigned box is checked, no mobile is selected and the job will be added to the **Unassigned Dispatch Jobs** list for later assignment.

To send a route with multiple stops:

1. In the **Mobiles** table, click the **Route** icon to display the **Select a Route** box to choose a saved Route.

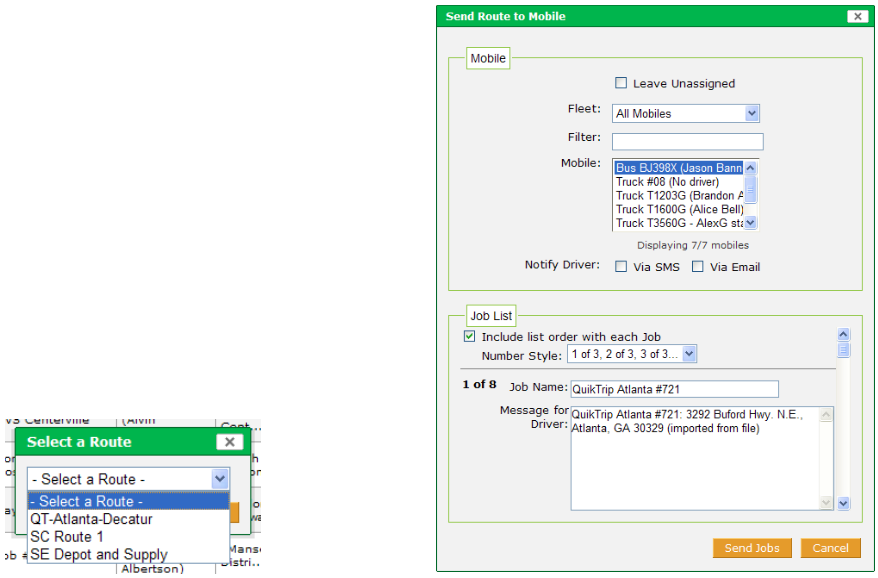


Figure 67: Dispatch Select A Route with Send Route to Mobile Box

2. Select one of the **Routes**, click **OK**, and the **Send Route to Mobile** dialog box will open.
3. Complete the information in the **Send Route to Mobile** box: Mobile, Include Job List and Number Style, Job Name, and Job Message.

   NOTE: If the **Leave Unassigned** box is checked, the mobile list and Notify Drive options are not available.

4. When the information is complete, check the **Leave Unassigned** box for delayed assignment OR for immediate assignment make sure the mobile name is selected, then click **Send Jobs**.

   NOTE: When the Leave Unassigned box is checked, the mobile list is unavailable. The jobs will appear in the **Unassigned Dispatch Jobs** table under the **Dispatch** tab.

5. When the jobs are transmitted to the mobile, they will appear in the **Dispatch Jobs** list with a status of **Assigned**.

From the Dispatch Tab – Unassigned Dispatch Jobs Tab

When you have checked the **Leave Unassigned** checkbox on any of the methods of creating a **Dispatch** job, the job will appear on the **Unassigned Dispatch Jobs** tab. From this tab you can edit and copy unassigned jobs, filter the unassigned jobs list, update the unassigned jobs list, create a job, delete jobs, and assign jobs.

Unassigned Dispatch Jobs Table - Edit

1. Click the edit icon to open the **Send Job to Mobile** dialog box for the selected unassigned job.

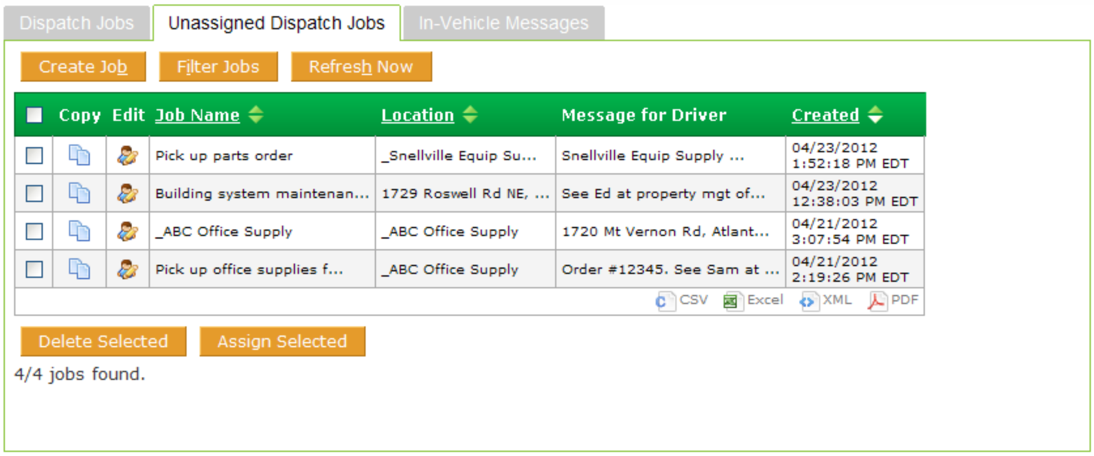


Figure 68: Unassigned Dispatch Jobs Tab

2. The **Source** of the job location is now **Original**, and the source information is grayed out and unavailable. To change the location, choose another source from the **Source** drop-down list and complete it as usual.
3. Select a mobile from the **Mobiles** list by clicking its name.
4. Fill in the **Start** date and time and job duration, if desired.
5. Choose to notify the driver via SMS or email, if desired.
6. Click **Send** to assign the job and send the assignment to the mobile unit's Garmin device. A confirmation message will display indicating the successful update of the job.

Unassigned Dispatch Jobs Table – Copy

1. Click the copy icon to open the Send Job to Mobile dialog box for the selected unassigned job to duplicate the job assignment to another mobile.
2. Select a mobile from the **Mobiles** list by clicking its name.

> **NOTE:** If you copy an unassigned job without selecting a mobile, it can be saved as a new unassigned job.

3. Complete or edit the remaining options as needed.
4. Click **Send** to assign the job and send the assignment to the mobile unit's Garmin device. A confirmation message will display indicating the successful update of the job.

Assign Selected Unassigned Jobs

1. To assign one or more unassigned jobs, click the selection checkboxes of the jobs you want to assign to a single mobile unit.
2. Click **Assign Selected** to display the **Assign Selected Jobs** options.

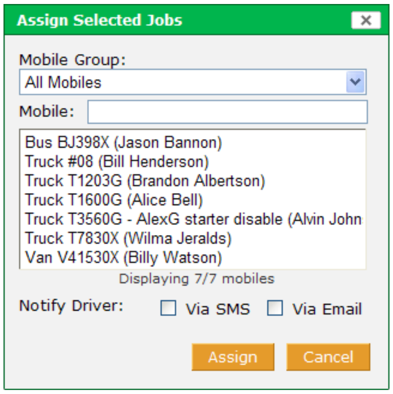


Figure 69: Assign Selected Jobs Options

3. Select the mobile for the job assignment(s) by clicking its name.
4. Choose one of the additional notification options, if desired.
5. Click **Assign** to send the job to the mobile's Garmin device. A confirmation message will display indicating the successful update of the job.

Dispatcher: Sending a Job Using Notify Driver Using SMS and Email

To use the **Notify Driver** options, the driver's email address, mobile phone, and mobile phone carrier information must be completed in the **Driver Information** under the **Admin** tab in the NexTraq platform.

When the job is sent with the Notify Driver option(s) checked, it appears in the dispatcher's **Dispatch Jobs** list with the status of **Assigned**.

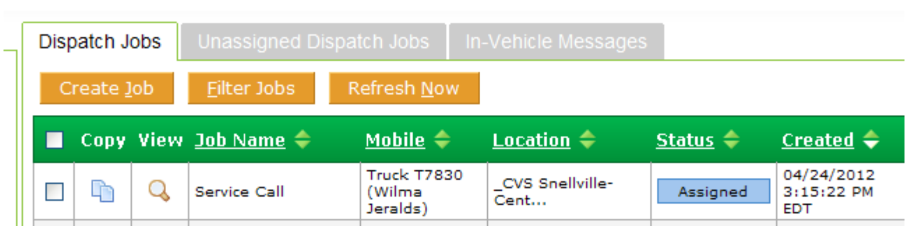


Figure 70: Sample Dispatch Job Sent Via Email

Driver: Receiving a Job

The driver may receive job notification in three ways: through the Garmin PND, via SMS text message, and via email message.

Receiving a Job via the PND

The **Garmin Personal Navigation Device** (PND) unit's home page includes a Dispatch option. Click Dispatch to enter the **Dispatch** home page. From this screen the driver will be able to see how many stops are in the list and access them by clicking on **My Stops**.

NOTE: The Garmin PND your driver has may have screens that look different from the ones in the illustrations, depending on the Garmin model. They should, however, contain the same options.

Figure 71: Garmin Dispatch Option and Dispatch Home Screen

Whenever a job is sent to the mobile unit, the new job icon will appear in the corner of the display.

When the job has been sent, the driver is notified in two ways: by the appearance of the new job icon in the upper right or the lower left corners of the Garmin display and the sound of an alert tone. From there the driver follows these steps:

1. Click to go to the **Job List (My Stops)**. On this screen you will see the first twenty characters of the **Message for Driver** entry submitted by the Dispatcher.
2. Click the new job name to view the job. When the driver clicks on the job name, the **Status** field is updated on the **Dispatch Tab** in the web application. The **Status** changes from **Assigned** to **Pending**.

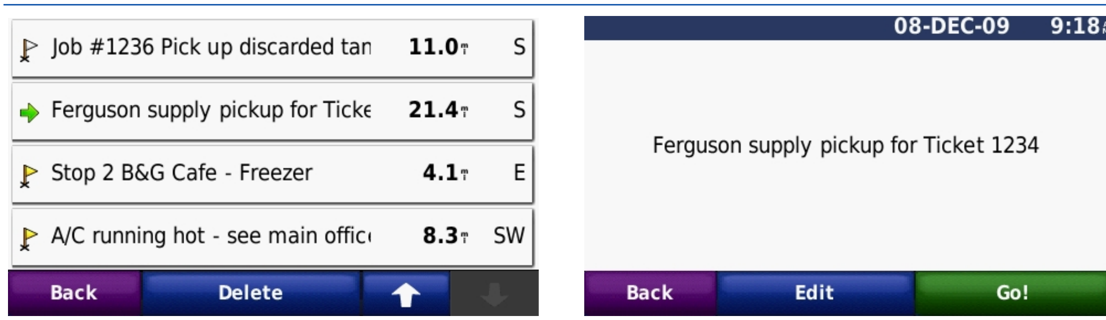


Figure 72: Job List and Viewing Job

3. Select a job: From the job detail screen, click **Go** to start route calculations or **Back** to return to the Job List. When the driver clicks **Go**, the Status field is updated on the **Dispatch tab** in the web application, changing from **Pending** to **En Route**.
4. Calculate Route: Clicking **Go** on the job detail screen initiates the route calculation. The Garmin device calculates the route to the job from the mobile's current location and sends an estimated time of arrival to the web application.

5. Begin Route: Once the driver starts driving the route, the Garmin device will automatically provide voice guided turn-by-turn directions to the chosen Stop/Job.

Figure 73: Calculating Route to Job and Begin Route & Voice Directions

> **NOTE:** The driver can view Route Directions by clicking on the center of the **Direction Header** (Continue to Wills Rd in the above example) to view the street-by-street directions in text format. Or click the **Turn in** box in the lower right corner to get both map and text information. Click in the **Estimated Arrival Time** box in the lower left corner to get additional information about the route, number of miles remaining, approximate amount of driving time remaining before your destination.

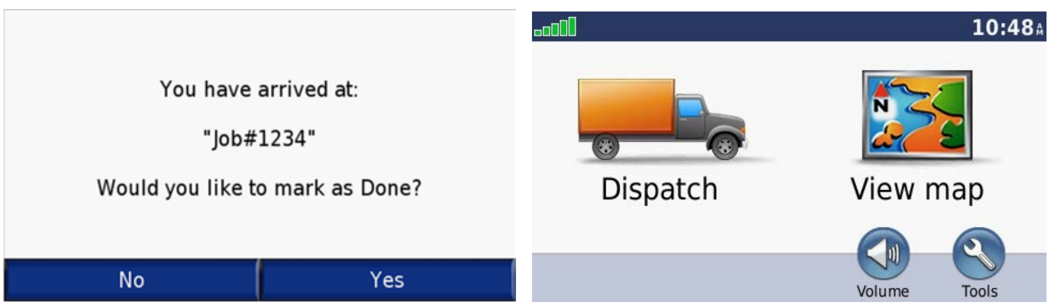


Figure 74: Arrival at Job and Return to Dispatch Home Page

6. Arrive at Stop/Job: When you arrive at your destination, the system prompts you to indicate whether the job is done. When the job is completed, click **Yes** to mark the job as finished and return to the Garmin home screen. The Status field on the **Dispatch** tab in the web application is updated from **En Route** to **Completed**.
7. To mark the job as done at a later time, click **No** and return to the Garmin home screen.

> **NOTE:** In the event that you arrive at a job location, but the destination marker on the map appears beyond your physical location, use the **Mark as Done** option to indicate that the job is complete.

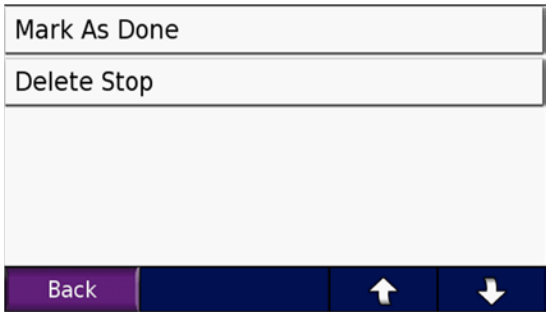


Figure 75: Edit Job Screen

8. Edit Job: Click the **Menu** Return to Menu button. From the Main Menu, click **Dispatch** and select My Stops. Select the job and click **Edit**. Then click **Mark as Done** to indicate that the job is complete.
9. Click the **Delete Stop** option to remove a job without marking it as complete. Click **Back** to return to the job screen.

Driver: Receiving a Job Via SMS or Email

When a job is sent via SMS text messaging, the text of the message is preceded by “(New Job)” as the beginning of the text message. The Job Name is not included in the message, but the message content is included.

When a job is sent via email, the job name is included in the subject line of the email and is preceded by the phrase “You have a new job”.

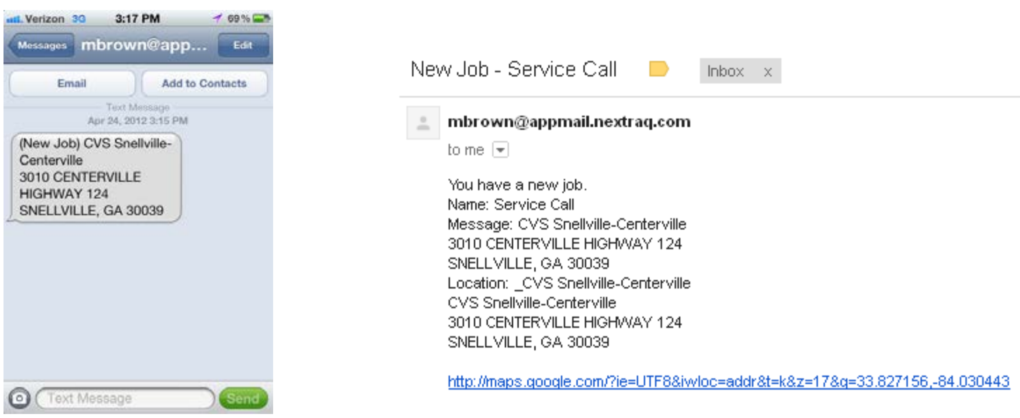


Figure 76: Examples of a Job Sent Via SMS and Email

NOTE: Whenever you send an assigned job, the job is always sent to the PND. The Notify Driver email and SMS options are additional notifications.

Driver: Editing and Deleting Jobs

From the Garmin PND home screen, click **Dispatch** and select **My Stops**. Select the job and click **Edit**. Click **Delete Stop** to remove a job without marking it **Complete**.

Delete Job: If you choose to **Delete Stop**, you will be asked to confirm the delete. This action will update the **Status** field on the **Dispatch Tab**. When a job is deleted from the Garmin device, the **Status** in the **Dispatch Jobs** list in the web application will change from **En Route** to **Cancelled**.

Dispatcher: Viewing Jobs

Dispatch jobs are maintained in the NexTraq platform in three ways: assigned jobs, unassigned jobs, and archived jobs. (See the Dispatcher: Archiving Jobs section following for more information on archived jobs.)

Dispatcher: Viewing Assigned Jobs

As soon as an assigned job has been sent, it appears in the **Dispatch** application in the **Dispatch Jobs** list. The jobs may be sorted by any of the fields, using the arrows in the column heading.

The **Dispatch Jobs** list contains the following information for each job:

- Job name
- Mobile name and assigned driver
- Job/Stop location
- Job status - Assigned, Pending, En Route, Completed, Cancelled
- Date and time the job was sent to the mobile
- Last exchange between the Garmin device and the network
- Estimated time of arrival at the job – Set when driver clicks **Go** and starts driving the route displayed on the Garmin device; recalculated when the driver cancels and restarts or deviates from the prescribed route

The **Status** field is updated to reflect the current status of the job. To see the most current values, refresh the screen by pressing **Refresh Now**.

The **Job Status** values are color-coded for ease of recognition and include:

- Assigned – blue
- Pending – yellow
- En Route – green
- Completed – orange
- Cancelled – red

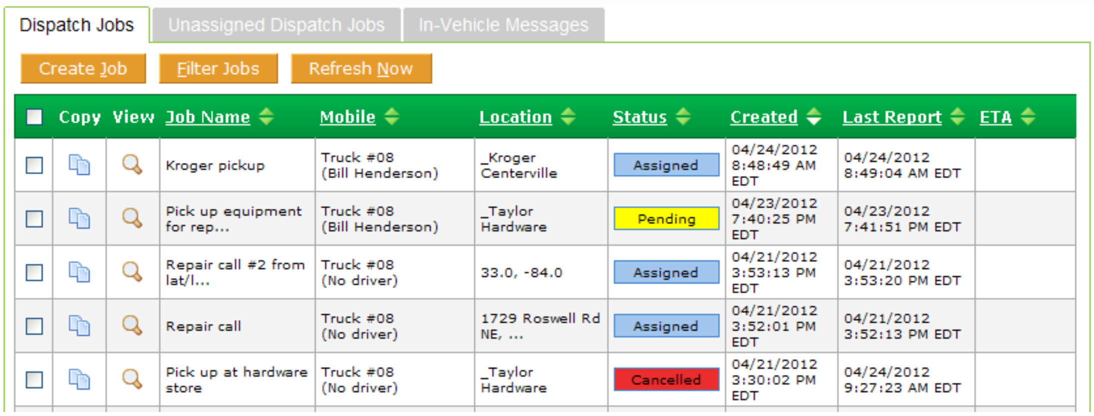


Figure 77: Assigned Jobs List

Use the job filter to locate jobs in your list quickly. Click **Filter Jobs** and select from one or more filter criteria. The following filter methods are available:

- By job name
- By mobile name
- By status
- By last reported time before or after a specific date
- By job creation time before or after a specific date

Click **Apply Filter** to narrow the list by the criteria you set. Click **Remove Filters** to return to an all-inclusive list.

To see a job, click the **View** icon in the row of job you wish to view. The job information box displays with the details of the job. The **Delivery Status** value refers to the status of the delivery of the job information to the PND and includes:

- Sent – Initial status upon sending job
- Delivered – Confirmation of receipt of transmission to PND
- Not Confirmed – Delivery not confirmed eight minutes after sending the job
- Undeliverable Garmin Link – PND returned a delivery error message
- Undeliverable Expired – Delivery not confirmed 96 hours after sending the job

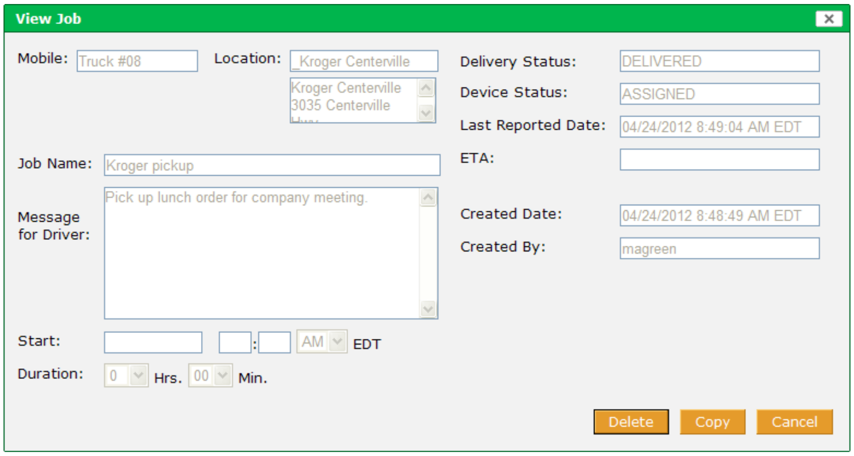


Figure 78: View a Job from the Dispatch Jobs List

While no editing may be done from the **View Job** window, you may click **Delete** to delete the job or click **Copy** to open the **Send Job to Mobile** window to easily duplicate the job or edit the job options for a new job. Click **Cancel** to close the window.

> **NOTE:** Only **Account Administrators** have authority to delete **Jobs** from **Dispatch**. The **Delete** option will not be available to other users.

Dispatcher: Viewing Unassigned Jobs

As soon as an unassigned job has been sent, it appears in the **Dispatch** application in the **Unassigned Dispatch Jobs** list. The jobs may be sorted by any of the fields with the arrows in the column heading.

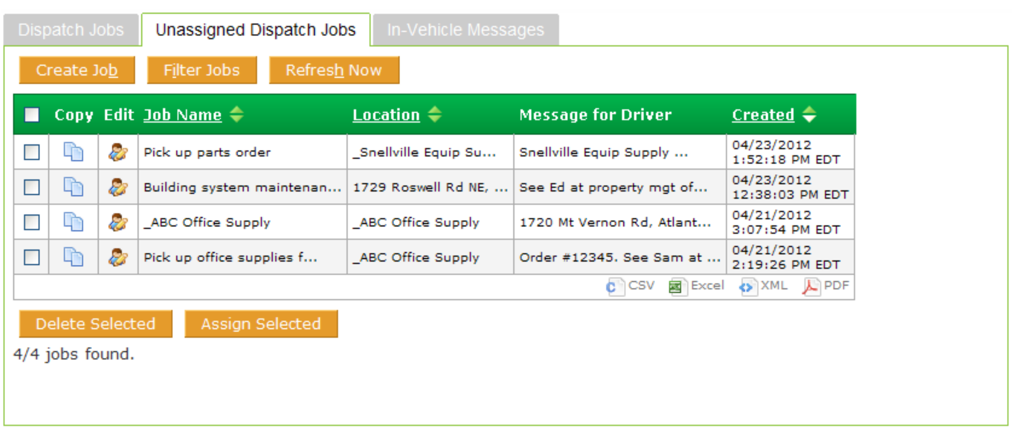


Figure 79: Sample Unassigned Dispatch Jobs List

The **Unassigned Dispatch Jobs** list contains the following information for each job:

- Job name
- Job/Stop location
- Message for driver
- Date and time the job was created

Use the job filter to locate jobs in your list quickly. Click **Filter Jobs** and select from one or more filter criteria. The following filter methods are available:

- By job name
- By job creation time before or after a specific date

Click **Apply Filter** to narrow the list by the criteria you set. Click **Remove Filters** to return to an all-inclusive list.

To send an unassigned job, click on the Edit icon for the job to display the **Send Job to Mobile** dialog box. Edit any of the fields that might have changed since the job was created, assign a mobile by clicking its name, and click **Send**. Click **Cancel** to leave the job in the **Unassigned Dispatch Jobs** list.

Dispatcher: Deleting Jobs

To delete jobs from the Dispatch Jobs table OR the Unassigned Dispatch Jobs table:

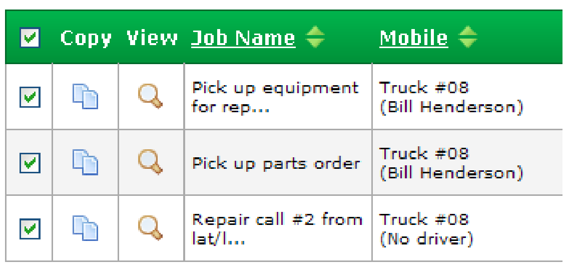


Figure 80: Selection Checkboxes

1. Select the checkbox next to each job you want to delete in the jobs list.

   NOTE: Only **Account Administrators** have authority to delete **Jobs** from the **Dispatch** application. The **Delete** column will not be visible to other users. If the mobile unit is in communication with the network and the PND is attached, the job will also be deleted from the **Stops List** on the PND.

2. Click **Delete Selected**.

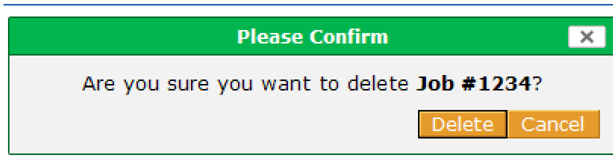


Figure 81: Job Deletion Confirmation

3. In the **Delete Confirmation** box, click **Delete** to confirm the action or **Cancel** to keep the selected jobs.

To delete all the jobs on the current screen:

1. Select the checkbox in the header at the top of the jobs list. The checkboxes for all the jobs on the current screen will be checked.
2. Click **Delete Selected**.
3. In the **Delete Confirmation** box, click **Delete** to confirm the action or **Cancel** to keep the selected jobs.

Dispatcher: Deleting Jobs from PND Only

The dispatcher may delete a job from the Garmin PND jobs list without deleting the job from the Dispatch Jobs list.

1. On the Dispatch Jobs list, check the job to be deleted from the mobile unit's Garmin PND.
2. Click **Delete Selected from PND** at the bottom of the page.
3. A confirmation message will display asking you to confirm the deletion of the job(s) from the PND by clicking **Delete**. Click **Cancel** to abandon the job deletion.
4. If you proceed with the job deletion, another message will display confirming the successful deletion of the job(s). Click **OK** to close the message box.
5. The **Status** of the job in the Dispatch Jobs list changes to **Cancelled**. You can now copy this job and assign it to another driver or copy it and leave it unassigned.

Dispatcher: Archiving Jobs

If you have jobs that you want to remove from the Jobs table but maintain for future retrieval, you can archive these jobs.

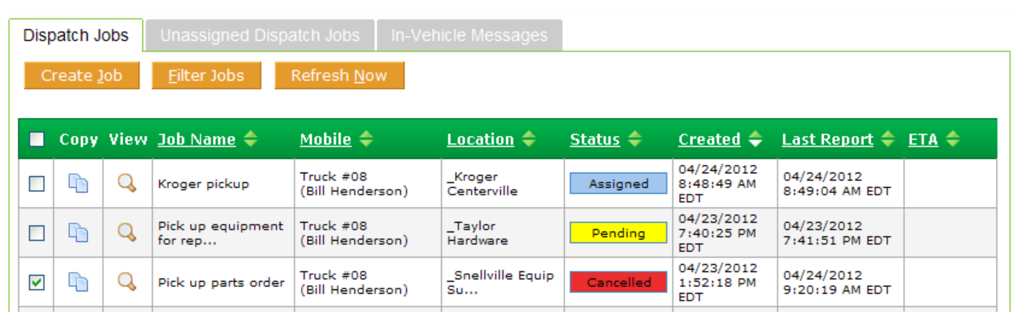


Figure 82: Job Checked for Archive

1. In the **Dispatch Jobs** list, click the checkbox of each job you would like to archive.
2. Click **Archive Selected**.
3. The confirmation message displays. Click **Archive** to continue; click **Cancel** to abandon the action.

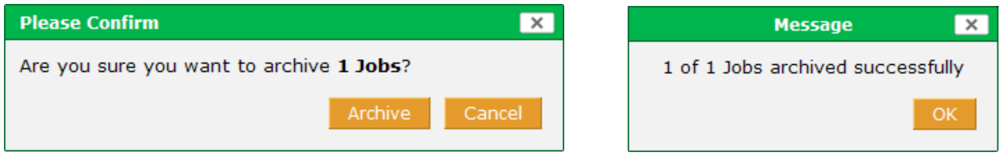


Figure 83: Archive Confirmation and Success Messages

To retrieve archived jobs:

1. Click **Filter Jobs** to open the **Filter Criteria** options.
2. Check **Include Archived** and any other desired criteria.
3. Click **Apply Filter**. Your **Dispatch Jobs** list will now contain the archived jobs that meet the criteria you specified, and the archived jobs will be distinguished by italicized text. The filter note at the top of the list will specify "Archived included".

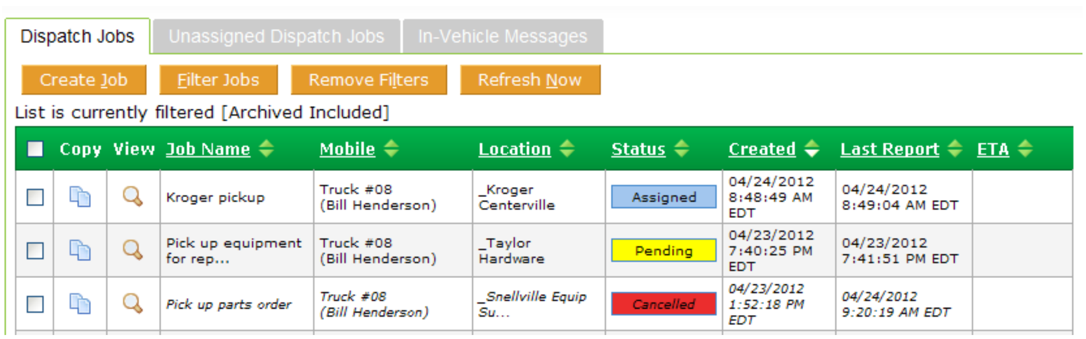


Figure 84: Dispatch Jobs List With Archived Job

4. Click the **View** icon of the archived job to display the job details. Click **Delete** to eliminate the job from your lists or click **Copy** to open the **Send Jobs to Mobile** dialog box.
5. Click the **Copy** icon of the archived job from the **Dispatch Jobs** list to open the **Send Jobs to Mobile** dialog box, copying the job and assigning it to another mobile unit or copying the job and leaving it unassigned.

Dispatcher: Printing Jobs

Export the Dispatch Jobs list to one of four output formats, available from the options at the end of each page of the list: CSV, Excel, XML, or PDF.

When you choose a format, you will have a choice of opening or saving the file. Each file is given the default name "itemlist", and you may save it with a more descriptive name. Wherever you export the list from, the file will include the entire list. So, for example, you can select CSV on the first page of a 10 page list, and the exported file will contain all 10 pages' worth of information.

Dispatch Messages

The **Fleet Dispatch** application provides a messaging system that allows effective two-way communication with your drivers, preventing wasted time and increasing the efficiency of your operations.

To send a message to a driver, the dispatcher can use either **Find** application option or **Dispatch** application options. In addition, the dispatcher may send an email to the Garmin PND.

Dispatcher: Sending a Message from the Find Tab

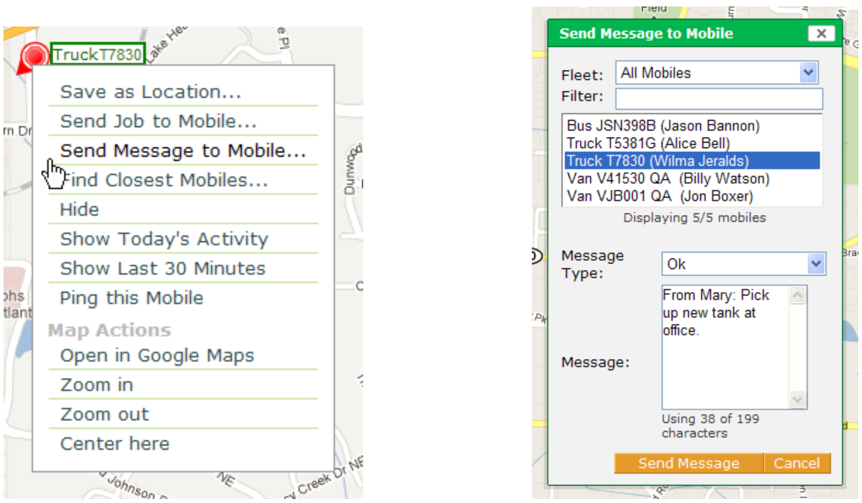


Figure 85: Find Mobiles Context Menu and Send Message to Mobile Options

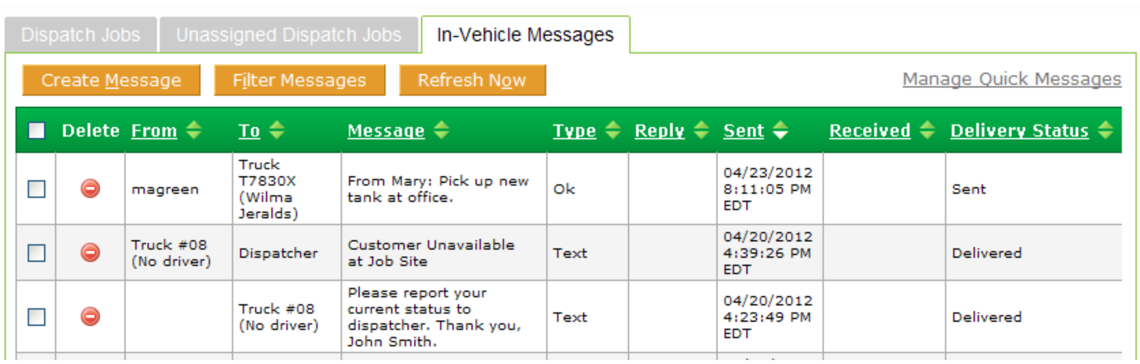
1. In the **Find** application, select **Find Mobiles** and locate the mobile unit of your choice.
2. Right-click the mobile's icon to display the context menu. Select **Send Message to Mobile** by clicking it.
3. Select the mobile by clicking it if it is not already highlighted in the **Mobile** list. Use the mobile filter to narrow the list of mobiles.

   NOTE: Use the **Fleet** drop-down list to select another fleet.

4. Choose the **Message Type** from the drop-down list. There are three types of messages available: Yes/No, OK, and Text.
   - **Yes/No**: This message is in the form of a question that can be answered with a "yes" or "no" response, such as an inquiry about needing more supplies or being able to add a stop.
   - **OK**: The OK message requires only an acknowledgement.
   - **Text**: A text message is informational with no requirement for a response.
5. In the **Message** text box, enter the body of your message.

> **NOTE:** Text indicating who the message is from will be automatically inserted in the text box, i.e. "From Mary:" in the above example. You can edit this phrase or delete it entirely.
>
> **NOTE:** The message is limited to 199 characters.

6. Click **Send Message** to send it to the specified mobile. Click **Cancel** to abandon your entries.
7. You will receive a confirmation that the message has been successfully sent, and the message is added to the **In-Vehicle Messages** on the **Dispatch** tab.



	Delete	From	To	Message	Type	Reply	Sent	Received	Delivery Status
☐	⊖	magreen	Truck T7830X (Wilma Jeralds)	From Mary: Pick up new tank at office.	Ok		04/23/2012 8:11:05 PM EDT		Sent
☐	⊖	Truck #08 (No driver)	Dispatcher	Customer Unavailable at Job Site	Text		04/20/2012 4:39:26 PM EDT		Delivered
☐	⊖		Truck #08 (No driver)	Please report your current status to dispatcher. Thank you, John Smith.	Text		04/20/2012 4:23:49 PM EDT		Delivered

Figure 86: In-Vehicle Messages Sample

Dispatcher: Sending a Message from the Dispatch Tab

To send a message from the **Dispatch** tab:

1. Click **Create Message** on the **In-Vehicle Messages** tab or the **Msg** icon in the **Mobiles** list to display the **Send Message to Mobile** box.
2. Select the mobile by checking it if it is not already checked in the **Mobile** list. Use the mobile filter to narrow the list of mobiles.

> **NOTE:** When you use the **Msg** icon, the same mobile will be checked when the **Send Message to Mobile** box displays.

3. Select the **Message Type** and fill in the **Message**.
4. Click **Send Message** to send the message to the mobile. The new message will be added to the top of the **In-Vehicle Messages** list.

Dispatcher: Sending a Message Using Email

From the NexTraq™ platform you can send short, plain text email messages to Garmin Portable Navigation Devices (PND) attached to NexTraq mobile units. This feature is supported on all mobile units equipped with **NexTraq Fleet Dispatch**. When a properly formatted email message is sent to the mobile unit, it is displayed in the Garmin PND's **Dispatch Messages Inbox** list.

To send an email to a Dispatch-enabled mobile unit:

1. You must be a **User** in the NexTraq platform with **Dispatch** tab access and your **User** profile must contain the email address you plan to use in emailing Garmin devices.

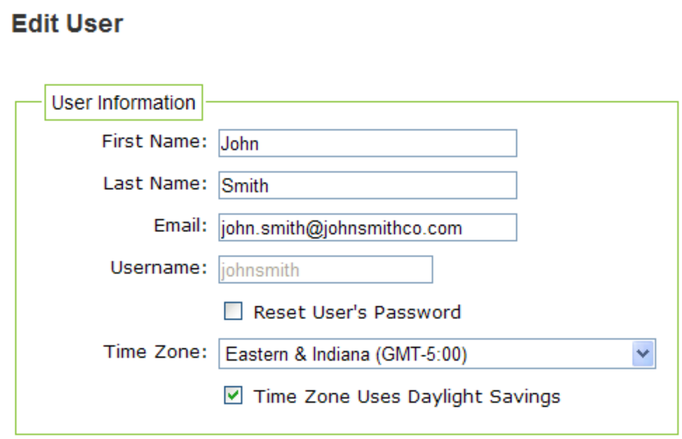


Figure 87: Example of User Profile with Email Address

2. Open your email client and start a new email message.
3. Enter the address for the mobile unit in the To field.
4. Email addresses for mobile units are supported by NexTraq using the following convention:
   <HardwareID>@dispatch.nextraq.com
   where <HardwareID> is the Hardware ID number assigned to a mobile unit within the NexTraq platform

   Example of a valid email address: 1000000126@dispatch.nextraq.com

   > **NOTE:** The **Hardware ID** number may be found on the **Track** tab of the mobile's info window on the **Find** map or on the **Mobile List** under the **Admin** tab.

5. The Subject line of the email message must consist of one of the following words:
   - text
   - TEXT

   > **NOTE:** No other words or characters are allowed in the Subject line of the email message.

6. The content of the email message must start on the first line of the message body and may not contain line feeds or carriage returns. This will ensure proper display of the message on the Garmin device.
7. The message text may wrap over several lines. Avoid pressing Enter, Shift-Enter or inserting Paragraph marks into the text. The email message cannot contain graphics, HTML or Rich Text format. Any text longer than 199 characters will be truncated.

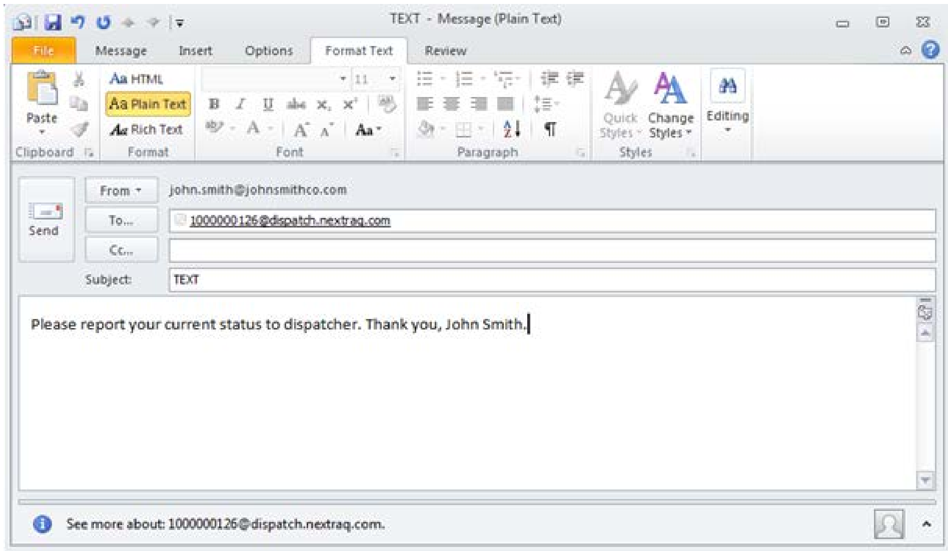


Figure 88: Example of Properly Formatted Email in Microsoft Outlook 2010

8. Make sure that the message is sent in plain text format. In Microsoft Outlook, you can confirm the message format by clicking the Format Text tab and selecting the Plain Text Format option.
9. Once you have confirmed the correct format and content, click Send to transmit the message to the mobile unit's Garmin device.
10. The email message will be displayed on the Garmin PND's **Dispatch Messages Inbox** as well as in the **Dispatch In-Vehicle Messages List** in the NexTraq platform.

Driver: Receiving a Message

On the **Garmin PND**, click **Dispatch** to access the Dispatch application options. When there is a new message, a message icon displays in the corner of the screen and an alert tone notifies the driver. To view the message, the driver will:

1. Click **Messages** from the **Dispatch** home page.
2. Click the message icon or click **Inbox** to view the message list. The **Inbox** displays the number of unread messages.

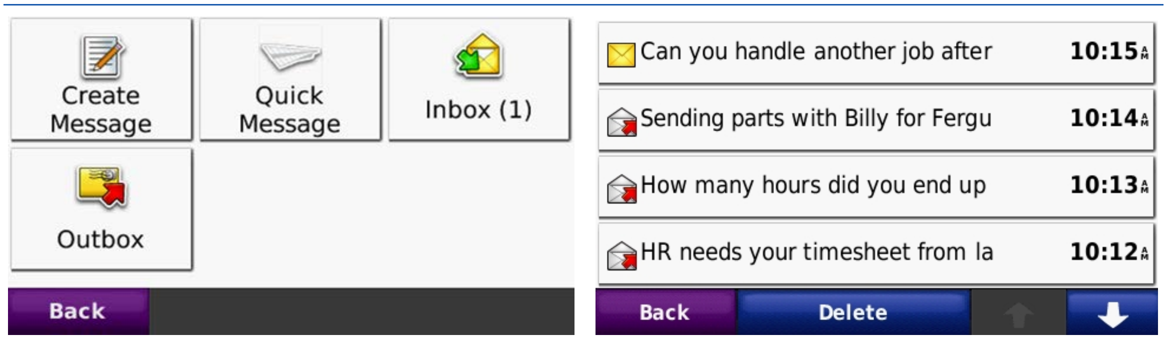


Figure 89: Messages Home Screen and Messages List

3. The new message appears with a closed envelope icon, indicating this message has not been read.
4. Click the message title to open the message. The open envelope icon will be displayed.
5. If it is a **Yes/No** type message, click the **Yes** or **No** button to respond.

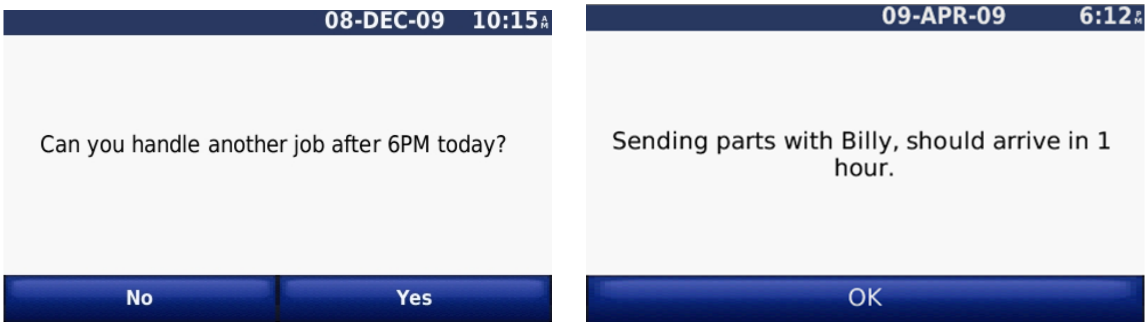


Figure 90: Yes/No and OK Type Messages

6. If the message is an **OK** type, click **OK** to acknowledge you received the message.
7. When the message is a **Text** type, no response is necessary. Click **Back** or **Delete** to return to the Inbox.
8. Your message acknowledgement will be displayed in the **Reply** field of the **In-Vehicle Messages** list in the **Dispatch** application of the NexTraq platform.

Driver: Sending a Message

The Driver has two ways to send a message to the dispatcher from the PND: Compose a message or use Quick Messages.

Driver: Composing a Message

To compose and send a message from the driver to the dispatcher:

1. At the **Messages** home page, click **Create Message** to enter a new message.

Figure 91: New Message Keyboard and Sent Message in Outbox

2. Touch screen keypad appears to aid in creating new messages.

3. Click **Mode** to display a number palette if you need numbers as part of your message.

Your message is limited to 199 characters.

4. Click **Done** to send message.
5. Your sent message will appear in the **Outbox**. The first 30 characters display to identify the message. Click to view the entire message.
6. Your message also appears in the **In-Vehicle Messages** list on the **Dispatch** tab in the web application.

Driver: Sending a Quick Message

See the **Quick Messages** section of this guide for more information on setting up and using this feature.

Driver: Deleting a Message

To delete a message from the **Inbox** or the **Outbox**:

1. Click the **Inbox** or **Outbox** to display the messages list for each.

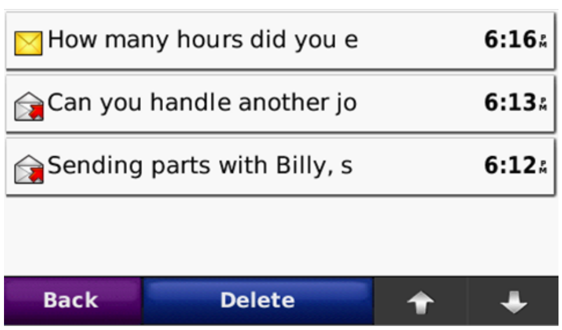


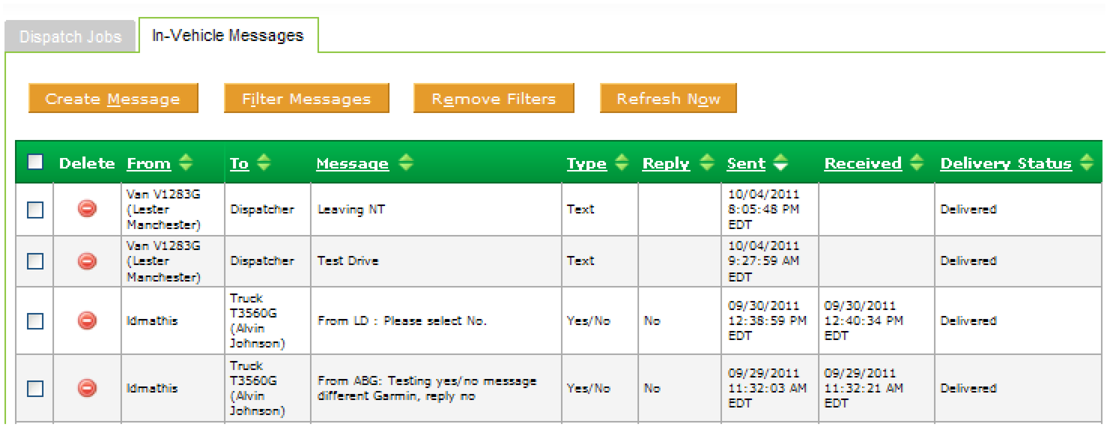
Figure 92: Delete Message Options

2. Click the message to open it.
3. Click **Delete**.
4. Confirm you want to delete the message by clicking **Yes**; click **No** at the confirmation prompt if you want to keep the message.

Dispatcher: Viewing Messages

On the **Dispatch** tab, the **In-Vehicle Messages** list will include all messages sent and received. The messages may be sorted by any of the fields, using the arrows in the column heading.

NexTraq



Dispatch Jobs | In-Vehicle Messages

Create Message | Filter Messages | Remove Filters | Refresh Now

	Delete	From	To	Message	Type	Reply	Sent	Received	Delivery Status
☐	⊖	Van V1283G (Lester Manchester)	Dispatcher	Leaving NT	Text		10/04/2011 8:05:48 PM EDT		Delivered
☐	⊖	Van V1283G (Lester Manchester)	Dispatcher	Test Drive	Text		10/04/2011 9:27:59 AM EDT		Delivered
☐	⊖	ldmathis	Truck T3560G (Alvin Johnson)	From LD : Please select No.	Yes/No	No	09/30/2011 12:38:59 PM EDT	09/30/2011 12:40:34 PM EDT	Delivered
☐	⊖	ldmathis	Truck T3560G (Alvin Johnson)	From ABG: Testing yes/no message different Garmin, reply no	Yes/No	No	09/29/2011 11:32:03 AM EDT	09/29/2011 11:32:21 AM EDT	Delivered

Figure 93: Dispatch Tab In-Vehicle Messages List

The **In-Vehicle Messages** list includes:

- From – Originator of the message
- To – Message recipient – Mobile name and driver name
- Message – Text of the message (up to 199 characters including the "From *user*:" phrase when left in the sent message)
- Type – Message type: Yes/No, OK, Text
- Reply – Responses to messages sent: Yes, No, OK

NOTE: If the message type is "text", no reply is recorded.

- Sent – Date and time the message was created
- Received – Date and time the message was received

NOTE: If the driver sends the message to the dispatcher, the Received entry for that message will be blank.

- Delivery Status – Includes the following values:
  Sent – Initial status upon sending message
  Delivered – Confirmation of receipt of transmission to PND
  Not Confirmed – Delivery not confirmed eight minutes after sending the message
  Undeliverable Garmin Link – PND returned a delivery error message
  Undeliverable Expired – Delivery not confirmed 96 hours after sending the message

NOTE: A Delivery Status of "Undeliverable" may occur if the mobile was out of range or turned off. Re-send the message

The **Reply** field updates with new values as you receive responses. Click **Refresh Now** to check for status updates.

Use the message filter to refine your message list. Click **Filter Messages** and select from one or more filter criteria. The following filter methods are available:

- By sender
- By recipient
- By letters/words contained in the message

- By message type: Yes/No, OK, Text
- By message reply: OK, Yes, No
- By mobile name
- By Sent Date/Time before or after a specific date

Click **Apply Filter** to narrow the list by the criteria you set. Click **Remove Filters** to return to an all-inclusive list.

Dispatcher: Deleting a Message

To delete a message:

1. Click in the **Delete** column of the **In-Vehicle Messages** list to remove the message.

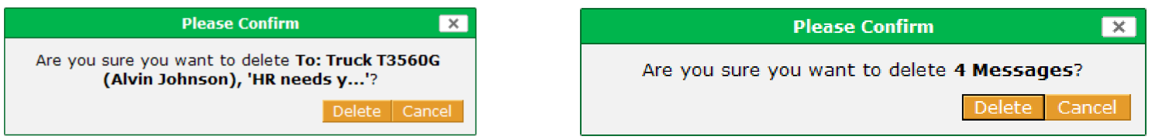


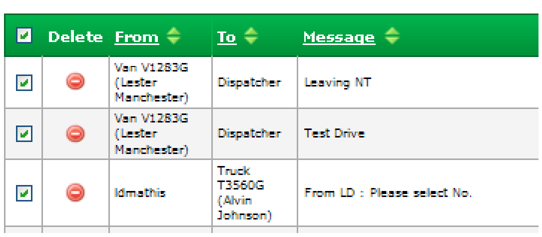
Figure 94: Message Deletion Confirmations for Single and Multiple Selections

2. Click **Delete** to confirm the action or **Cancel** to keep the message.

> **NOTE:** Only **Account Administrators** have authority to delete **In-Vehicle Messages** from the **Dispatch** tab. The **Delete** column will not be visible to other users.

To delete multiple messages:

1. Select the checkbox next to each message you want to delete in the In-Vehicle Messages list.
2. Click **Delete Selected**.
3. In the Delete Confirmation box, click **Delete** to confirm the action or **Cancel** to keep the selected messages.



	Delete	From	To	Message
		Van V1283G (Lester Manchester)	Dispatcher	Leaving NT
		Van V1283G (Lester Manchester)	Dispatcher	Test Drive
		ldmathis	Truck T3560G (Alvin Johnson)	From LD : Please select No.

Figure 95: Checkbox for Deleting All Messages on Current Screen

To delete all the messages on the current screen:

4. Select the checkbox in the header at the top of the Messages list. The checkboxes for all the messages on the current screen will be checked.
5. Click **Delete Selected**.

6. In the Delete Confirmation box, click **Delete** to confirm the action or **Cancel** to keep the selected messages.

Dispatcher: Printing In-Vehicle Messages

Export the In-Vehicle Messages list to one of four output formats, available from the options at the end of each page of the list: CSV, Excel, XML, or PDF.

When you choose a format, you will have a choice of opening or saving the file. Each file is given the default name "Itemlist," and you may save it with a more descriptive name. Wherever you export the list from, the file will include the entire list. So, for example, you can select CSV on the first page of a 10 page list, and the exported file will contain all 10 pages' worth of information.

Dispatch Quick Messages

The NexTraq Dispatch Quick Messages feature allows you to create a customized list of short messages based on your company's needs and download them to the Garmin PNDs in your mobile fleet. Once downloaded, the driver can select a Quick Message and easily send it to the dispatcher with just a few taps.

> **NOTE:** The **Quick Message** feature is available on the **Dispatch** tab only to Account Administrators.

Quick Messages Compatibility

The Quick Messages feature is compatible with the following mobile unit models that are Dispatch-enabled with Garmin PNDs with Fleet Management Interface (FMI) version 2 or higher: VT-2300-1, VT-2200-1, VT-4200-2, VT-4261-1, VT-4261-2, VT-4226-1, VT-4241-1, VT-4241-2. This feature is not available for Wahoo2 mobile units.

To confirm the mobile unit model used by your company, consult the **Type** column of the **Mobile List**. Choose the **Mobiles** option on the **Admin** tab and then select **Summary** to display the Mobile List.

To learn more about your Garmin PND and its FMI version, visit the Garmin web site: http://www8.garmin.com/solutions/pnd/supportedproducts.jsp

Quick Messages From Dispatch to PND

Within NexTraq, you can write up to twenty **Quick Messages**. These handy shortcut messages are then distributed to the PNDs from the **Dispatch** tab options.

Setting Up Quick Messages in the NexTraq Platform

To create your list of Quick Messages:

1. Choose the **Dispatch** tab to display the **Dispatch List** screen. Next choose the **In-Vehicles Messages** tab.

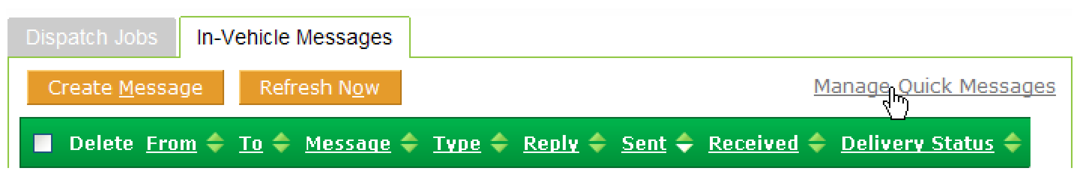


Figure 96: Manage Quick Messages Link

2. Click the **Manage Quick Messages** link to open the **Quick Messages** list box. Now you are ready to begin adding messages.

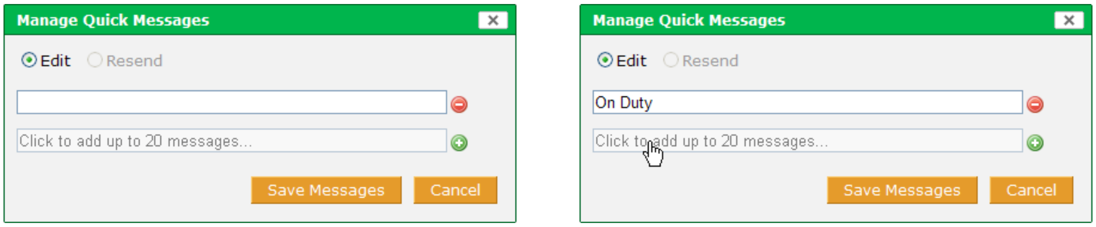


Figure 97: First Quick Message

3. Type your first message inside the text box. Next, click in the box below or click to open a new message text box. You can edit or delete any of the messages before you save them.
4. Continue adding Quick Messages until you have entered the ones you want up to a maximum of 20 messages. The order of the messages in the **Manage Quick Messages** list will be duplicated in the PND's **Quick Message** list.

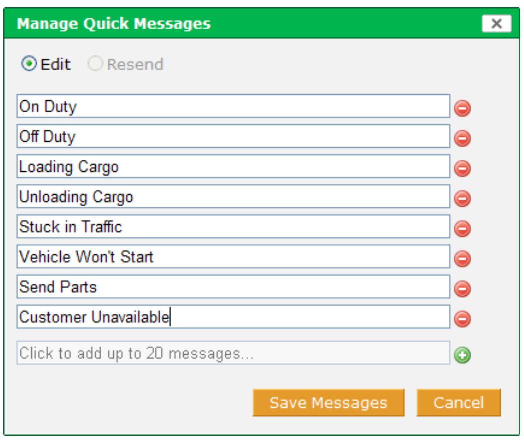


Figure 98: Eight Quick Messages Added

5. Click **Save Messages** to send these messages to your Dispatch-enabled mobiles and save the messages.
6. Confirm the action by clicking **Yes**.

> **NOTE:** Quick Messages are sent to all Dispatch-enabled mobile units in your account. (See the list of compatible mobile units at the end of this document.) If a vehicle is out of coverage when the dispatcher saves the Quick Messages, the Quick Message update will be made if the vehicle resumes coverage within 96 hours. Otherwise the messages should be resent to that mobile.

7. A message will display indicating the **Quick Messages** have been sent and the number of mobiles in the request.

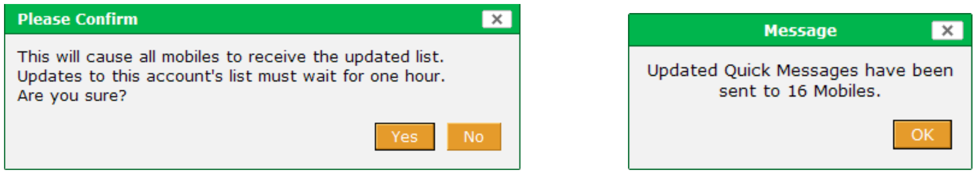


Figure 99: Confirmation Messages

> **NOTE:** Once you have saved and sent the messages to the PNDs, you must wait sixty minutes before editing and sending the messages again.
>
> **NOTE:** It is recommended that you create and update Quick Messages during off-peak usage times in order not to interfere with your normal platform communications.

Resending Quick Messages to Mobile Units

When you add new Dispatch-enabled mobile units or if for some other reason the units were not available when the original **Quick Messages** list was sent, the PND for each unit will need to be updated with the current **Quick Messages**. You can easily update specific Garmin PNDs with the **Resend** feature in the **Manage Quick Messages** options. Just select the associated mobile units to receive the list of messages.

To resend **Quick Messages**:

1. Choose **In-Vehicle Messages** tab and click the **Manage Quick Messages** link to display the current list of **Quick Messages**.

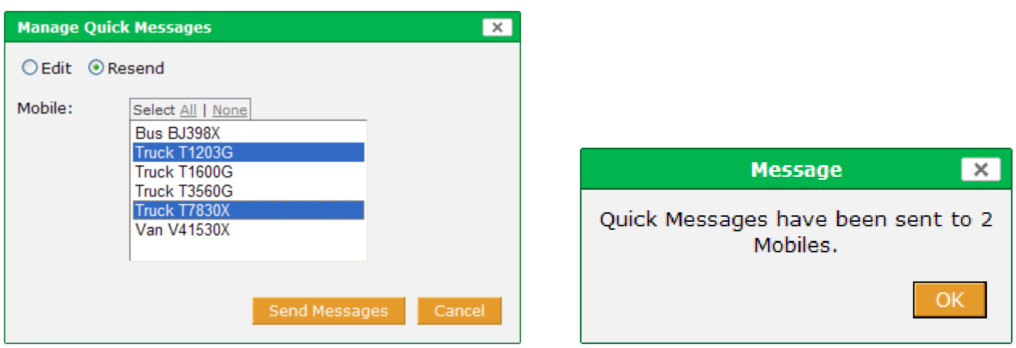


Figure 100: Resend Mobile Selections and Send Confirmation

2. By default, the Edit option is selected. Click the Resend option.
3. Select the mobiles to be updated from the list. Click Send Messages.
4. A message will display confirming that the Quick Messages have been sent and the number of mobiles in the request.

Changing Quick Messages in the NexTraq Platform

If you have decided to change the order and/or wording of some of the **Quick Messages** to tailor them more to your exact needs, the **Quick Messages** list can be changed by following the same process as creating the messages. The ease of adjustment allows you to modify the **Quick Messages** into an effective and customized communication tool.

To change the **Quick Messages**:

1. Choose the **Dispatch** tab to display the **Dispatch List** screen. Next choose the In-**Vehicles Messages** tab.
2. Click the **Manage Quick Messages** link to open the **Quick Messages** list box. The **Quick Messages** are displayed.

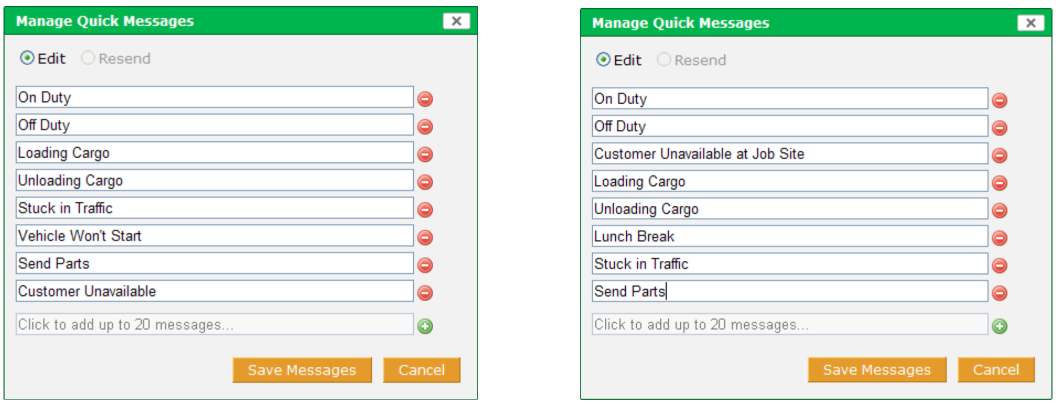


Figure 101: Initial and Edited Quick Messages

3. Modify the list by adding, editing the text, or deleting messages. The initial list example is above on the left. The list on the right has been modified, and a new message has been added.
4. When you are satisfied with the list, click **Save Messages**.
5. Click **Yes** to confirm the **Save** and then **OK** to the **Update Message**. **Quick Messages** have been sent to all Dispatch-enabled mobile units, updating their **Quick Message** lists.

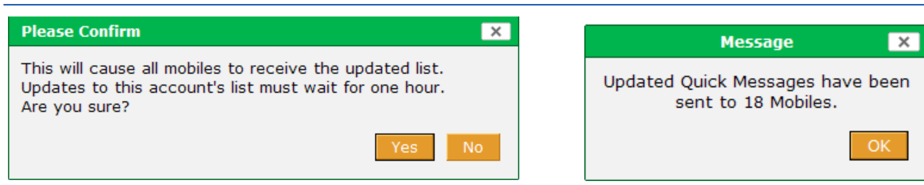


Figure 102: Update Confirmation Messages

Quick Messages from the PND to the Dispatcher

With the Quick Messages available on the Garmin PND, the driver can pick a message, confirm and send to the dispatcher.

On the Garmin device:

1. Choose Dispatch and then Messages.

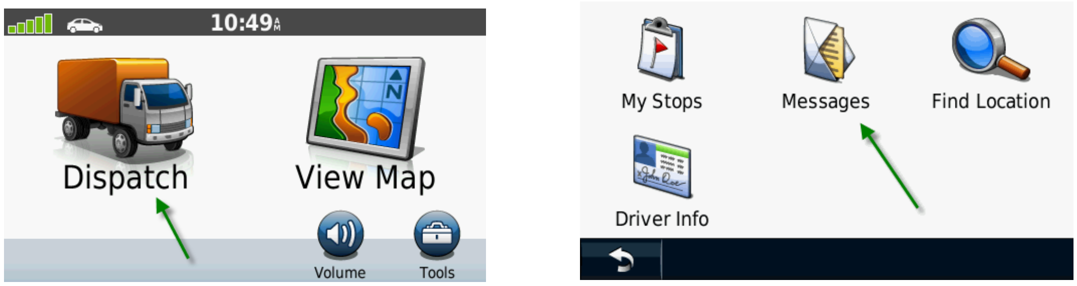


Figure 103: Sample Garmin PND Menus

2. From the Messages options, select Quick Message to display the list of messages we just sent from the Dispatch tab in the NexTraq platform. Use the down arrow to page down through the whole list.

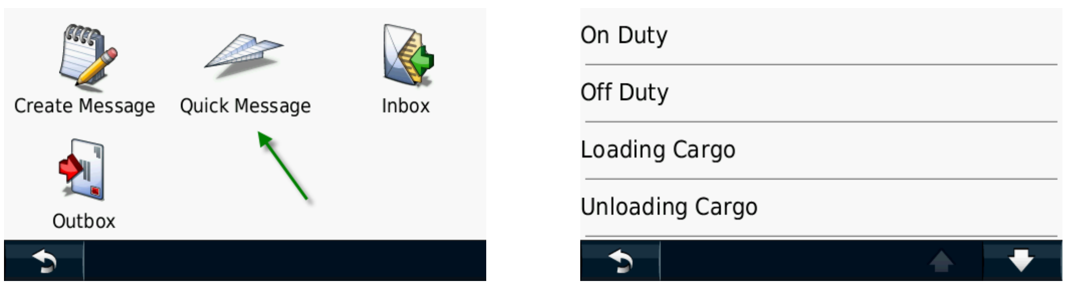


Figure 104: Messages Menu and Quick Messages List

3. Select the Quick Message to send by tapping it. Choose Yes to send it. The message will appear in the PND Outbox and in the In-Vehicle Messages list in the NexTraq platform where the dispatcher can view it.

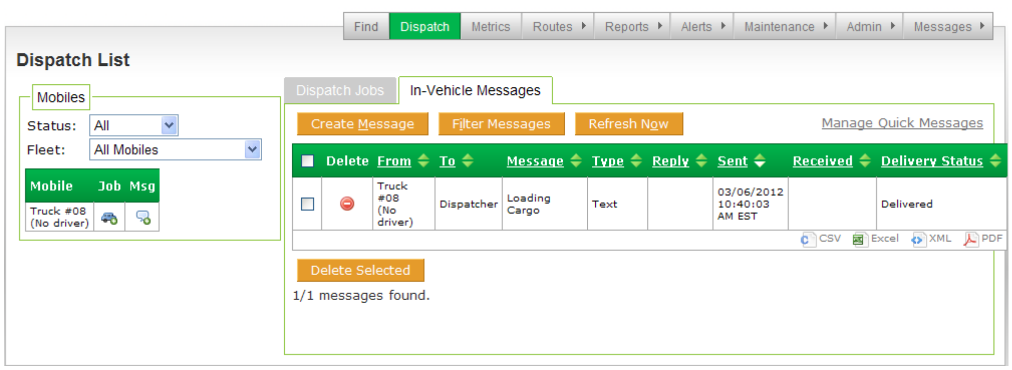


Figure 105: Quick Message Delivered to NexTraq Platform

Sending an Edited Quick Message from the PND

When drivers want to add more information to the **Quick Message** – a time estimate, the number of a part or the name of a location, the **Quick Message** can easily be edited.

1. Choose the **Quick Message** that conveys most closely what you want to say by tapping it.

2. When the “Send Message?” confirmation displays, choose **Edit**.

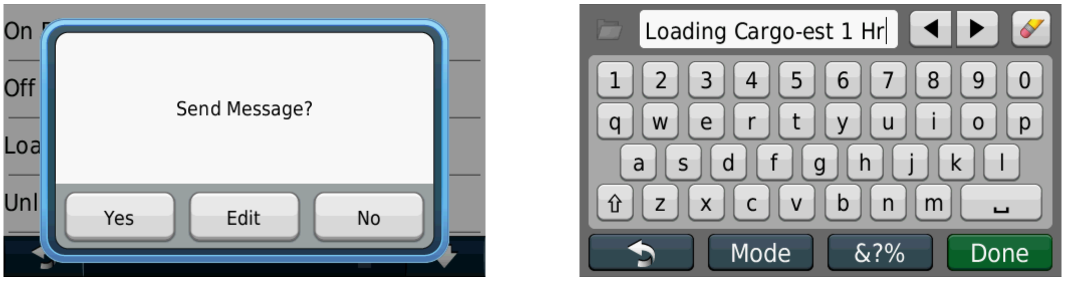


Figure 106: Quick Message Edit

3. The text of the **Quick Message** you have selected will be in the textbox on the editing screen. Using the keyboard, edit the message. In this case, “-est 1 Hr” was added to the **Quick Message** “Loading Cargo” to give a time estimate for loading. When you are finished editing the message, click **Done**.

4. Confirm “Send Message ?” by clicking **Yes**. The edited message will appear in the PND **Outbox** and in the **In-Vehicle Messages** list in the NexTraq platform.

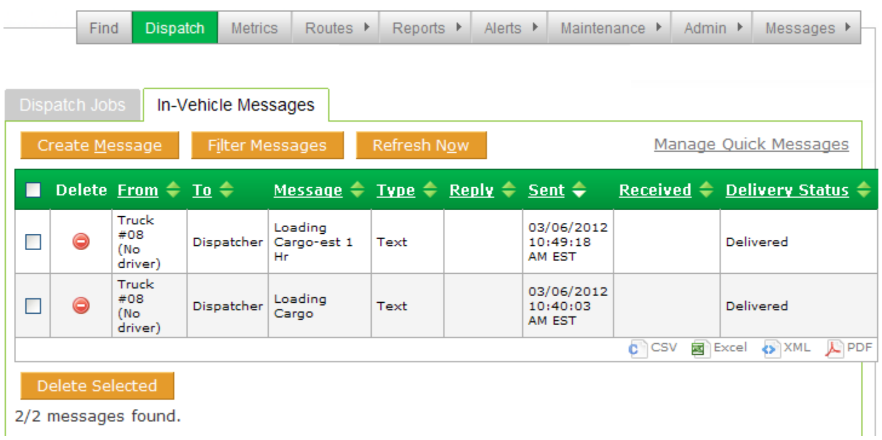


Figure 107: Edited Quick Message Received in In-Vehicle Messages

NOTE: The edited message does NOT change the message text in the Quick Messages list for future use. In the example, “Loading Cargo” remains a Quick Message choice.

Metrics Tab

The NexTraq Fleet Metrics application integrates data from the NexTraq platform to provide a snapshot of a mobile's or fleet's performance on a single screen. It is a dashboard module designed to enable fleet managers to track high-level performance metrics and to identify trends and patterns in driver behavior over a given time frame. Focusing on a single driver or an entire fleet, Fleet Metrics reviews key data on each vehicle. Using up to 12 months' of data, you can compare actual performance against goals, identifying strengths and areas for improvement. These performance metrics include **Idle Time**, **Miles (or Kilometers) Driven**, **Engine On Time**, **Stopped Time**, **Moving Time**, and **Speed Alerts**.

Because the data presented on the dashboard is retrieved from an accumulation of data by a NexTraq nightly process, the most recent dashboard data will be from the previous day. In some cases, late-arriving track data (e.g., tracks captured while a mobile is out of coverage and sent upon resuming coverage) may not be available for inclusion until the next day's processing.

Dashboard Options

The Dashboard is arranged in tabs, and, similar to NexTraq Reports, you must select the analysis options in order to display the dashboard metrics: Time Frame, Fleet or Mobile, specific Fleet or Mobile, and Goals. The selected Fleet or Mobile Name becomes the title of the Dashboard's tab.

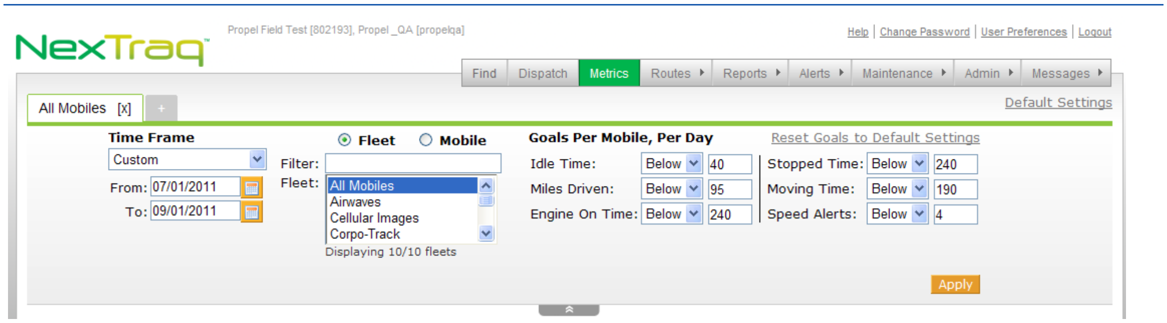


Figure 108: Metrics Dashboard Options

If the options are not displayed, click the chevrons. To hide the options, click the chevrons again.

When these parameters are set, click **Apply** to run the analysis and create the performance snapshot you have specified. To run another analysis, reset options on the original dashboard or click the plus tab beside the named dashboard tab to create an additional dashboard.

Time Frame

From the Time Frame drop-down list choose Yesterday, Week to Date, Month to Date, Previous X days, Last Week, Last Month, or Custom.

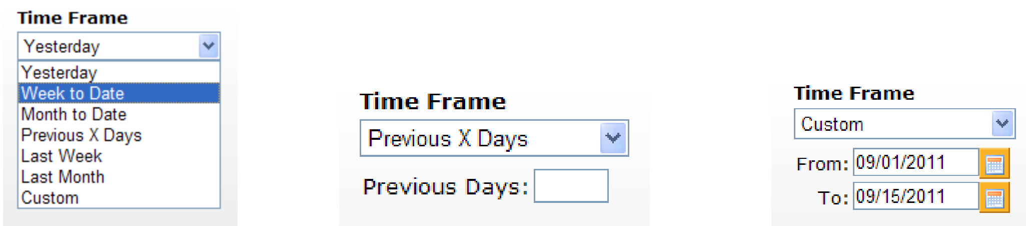


Figure 109: Time Frame Options

When you choose **Previous X Days**, enter the number of days in the displayed textbox. When you choose **Custom**, click the calendar icons and select your preferred start and stop dates.

Fleet or Mobile

Select either **Fleet** or **Mobile**. When you choose **Fleet**, all the defined fleets are listed. Use the **Filter** box to narrow the list by entering letters that are in the name of the fleet you seek. Highlight the desired fleet by clicking it.

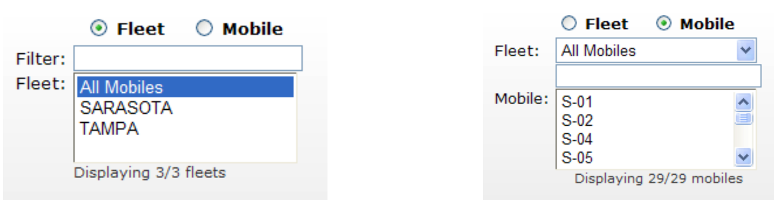


Figure 110: Fleet/Mobile Options

When you choose **Mobile**, the list of all mobiles will be in the Mobile box. Use the filter textbox above the mobile list to narrow the list to the mobile name you seek. Highlight the desired mobile by clicking it.

Goals Per Mobile Per Day

The thresholds for each metric are referred to as **Goals**. Each of the six goals may be adjusted before you click **Apply** to run the analysis. The goals entered reflect the desired maximum or minimum value per Mobile per day for the relevant metric. You may establish separate goals for each tab displayed within Fleet Metrics.

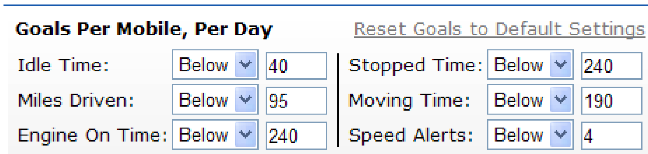


Figure 111: Goals Options

If you adjust the goals, you can easily reset them to the default values by clicking the **Reset Goals** link above the options.

The adjusted goal values remain available on the Metrics tab for 8 hours or until you log out of the NexTraq platform.

Default Settings

Default values are provided for your convenience. You can, however, set your own default goals value for each of the six metrics. Click the **Default Settings** link to display the available options. Enter the value for each of the goals per mobile per day. Click **Save** to make these your custom default settings. The new default goals will be applied to any new Metrics tabs that you add.

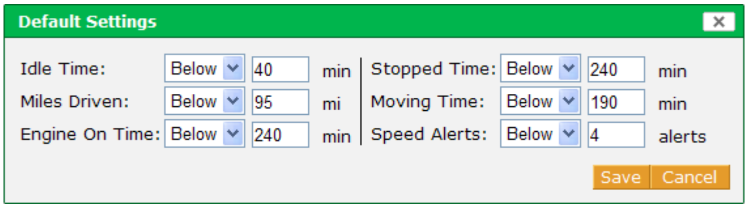


Figure 112: Metrics Default Settings Options

The Dashboard

When you click **Apply**, the Dashboard tab displays the name of the fleet or mobile unit being analyzed and the six areas of analysis are calculated according to your settings.

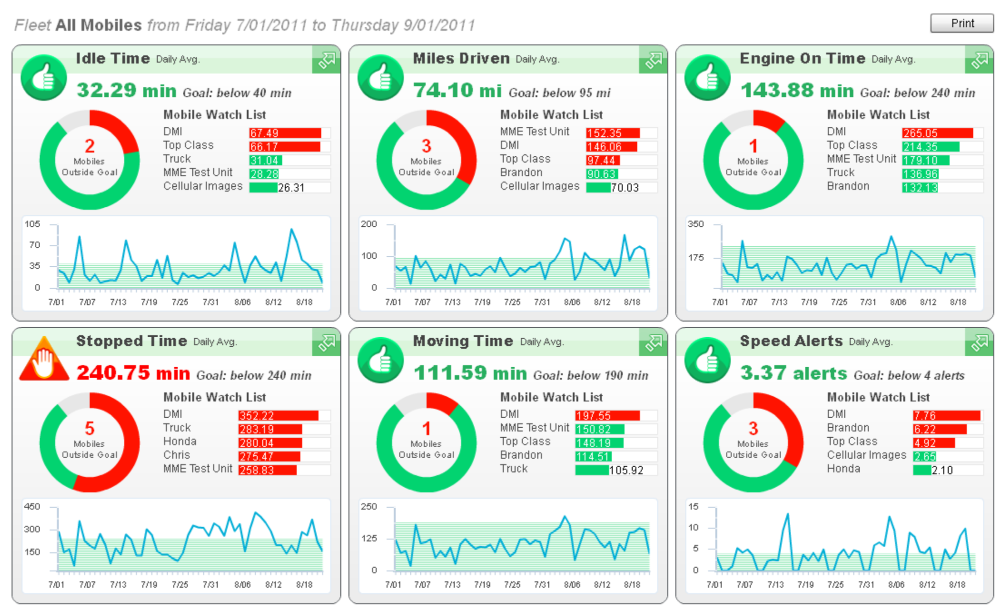


Figure 113: Metrics Dashboard

To keep this information and run another analysis, click the plus tab next to the named dashboard tab. A second tab and dashboard displays; the tab is named **Metrics n** where "n" is a number beginning with 1.

The new tab label will change from the default "Metrics n" to the selected fleet name or mobile unit name when you run the new analysis.

Additional tabs may be added. Each tab will initially be named "Metrics" plus the next consecutive number, i.e., Metrics 2, Metrics 3, etc. The tab of the dashboard you are using will be highlighted in white. Multiple dashboards can be open for easy comparison of performance goals among mobiles or fleets. Close a tab by clicking **[X]** next to the tab name.

Additional tabs remain available for 8 hours or until you log out of the NexTraq platform.

Figure 114: Additional Metrics Tabs

Dashboard - Summary View

The Summary View displays six different performance measures for the selected Fleet or Mobile within the specified Time Frame. A header row, summarizing your selected Fleet/Mobile and Time Frame, appears above the summary charts.

The summary measurements include:

- **Idle Time** - shows the amount of time your vehicles were stopped with ignition on during the selected Time Frame
- **Miles (or Kilometers) Driven** - illustrates the daily average distance driven for the selected Fleet or Mobile during the selected Time Frame
- **Engine On Time** - provides the average time per day your vehicle engines were on
- **Stopped Time** – examines the average number of minutes per day that the Mobile or Fleet was stopped on days of Mobile activity within the selected Time Frame
- **Moving Time** – examines the average number of minutes per day that the Mobile or Fleet was moving during the selected Time Frame.
- **Speed Alerts** - provides information on the combined average of Speed Alerts and Posted Speed Alerts events of your Fleet or Mobile.

If any user has defined either Speed Alerts or Posted Speed Alerts on the NexTraq Alerts tab, and, if there were alert messages generated during the selected Time Frame, the average number of these incidents per day will appear in the Speed Alerts section of Fleet Metrics.

Summary View Elements

The Okay (Thumbs Up) symbol  indicates that the Daily Average for the selected Time Frame was at or within the desired goal.

A Warning (Open Hand) symbol  indicates the Daily Average was outside the desired maximum. The Daily Average percentage relative to goal is also shown.

For a selected Fleet, the Summary View contains the following elements:

- The value representing the Fleet's overall Daily Average compared to the goal
- An interactive donut chart with the total number of:
    - Mobiles that performed within the desired goal
    - Mobiles with daily averages outside the desired goal
    - Mobiles that have no activity during the selected Time Frame, if applicable

  To see the count for each group, roll your mouse pointer over the chart.
- A Mobile Watch List highlighting the top five Mobile units with values that are the furthest from being within goal. The list is presented in order of greatest deviation from goal. If there are less than five Mobiles outside of the goal, the list will show the top five of all Mobiles.
- A historical line chart depicting the trend of the Fleet's daily averages over the selected Time Frame.

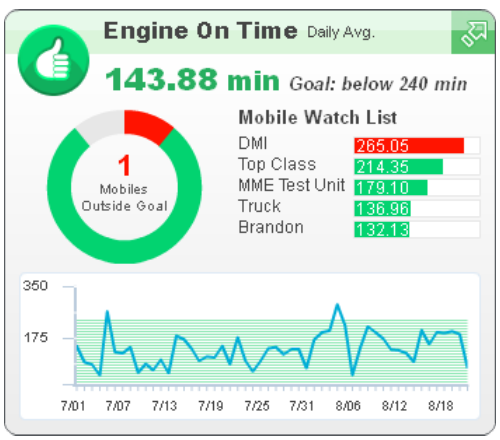


Figure 115: Summary View of Engine On Time Metric

For a selected Mobile, the Metrics Summary View contains:

- The value representing the Mobile's overall daily average for the selected Time Frame compared to the goal
- An interactive donut chart depicting:
    - The number of days the Mobile performed within the desired goal
    - The number of days the Mobile performed outside the desired goal
    - The number of days that the Mobile had no activity during the selected Time Frame, if applicable

  To see the count for each group, roll your mouse pointer over the chart.
- A bar chart comparing the Mobile's daily average to the stated goal
- A historical line chart depicting the Mobile's averages for each active day within the selected Time Frame

Dashboard – Detail View

The Detail View provides a closer evaluation of Mobile performance during the specified Time Frame. For any of the six metrics, you can navigate to the Detail View by clicking anywhere on the title bar of that metric's Summary View – look for the arrow in the upper right corner .

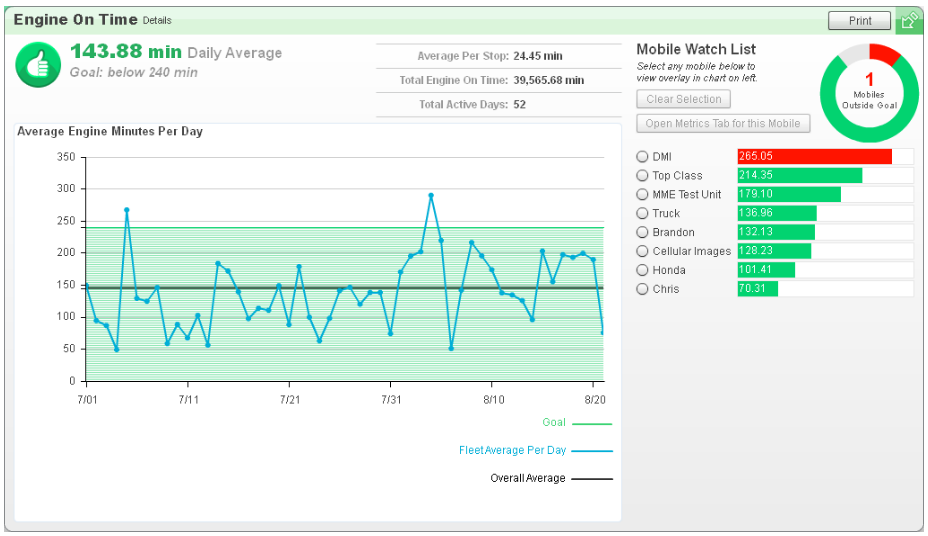


Figure 116: Fleet Detail View of Engine On Time

For a selected Fleet, the Pulse Detail View includes the following:

- The value representing the Fleet's overall daily average for the selected Time Frame compared to the goal, accompanied by either an Okay or Warning symbol.
- Statistics representing the average number of measurement units per stop, total measurement units and the total number of days with Mobile activity for the selected Time Frame.

> **NOTE:** Since the Speed Alert metric is based on alert notifications, the Average per Stop statistic is not applicable.

- The Average per Day history chart depicting the Fleet Average value for each day during the selected Time Frame. The chart displays a solid straight line indicating the overall average for the Fleet per day across the Time Frame. Values in the green-shaded area fall within the stated goal. Roll your mouse over the chart to see callouts with the value for the Fleet Average for a given day compared to the goal.

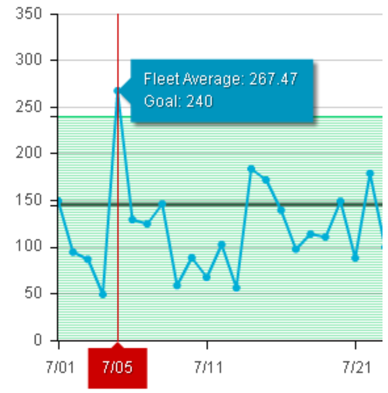


Figure 117: Detail View with Chart Callouts

- An interactive donut chart with the total number of:
    - Mobiles that performed within the desired goal
    - Mobiles that were outside the desired goal
    - If applicable, Mobiles excluded due to inactivity within the selected Time Frame

  Roll your mouse over the chart to see the count for each group.
- An expanded Mobile Watch List of up to 20 Mobile units, sorted to highlight the units with performance that fell the furthest from the goal. To compare a Mobile's performance to the Fleet's performance, click the button beside the Mobile name in the Mobile Watch List. The Average per Day history chart will be updated with an additional line representing the Mobile's performance.

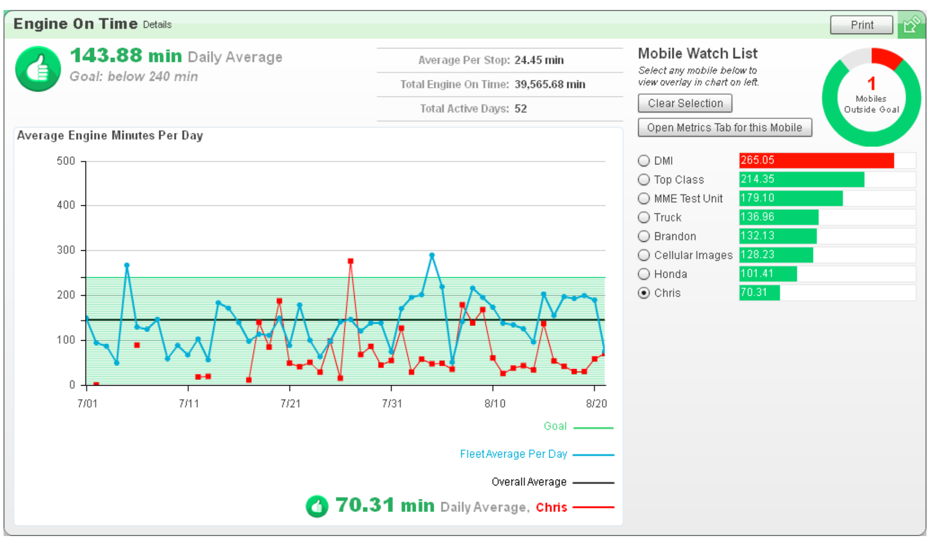


Figure 118: Single Mobile Highlighted on Fleet Average Chart

- Click [Open Metrics Tab for this Mobile] and a new tab will open for the Mobile selected in the Mobile Watch List.

If you selected a Mobile in the **Metrics** tab options, the Detail View includes the following elements:

- A section labeled Mobile Measurements containing:
  - The value representing the Mobile's overall daily average for the selected Time Frame compared to the goal, accompanied by either an Okay or Warning symbol.
  - Statistics representing the maximum and minimum values and the days they occurred, as well as the total activity days, measurement total, average value per stop (where applicable) and average value per day. The Mobile's Rank in Fleet value and seven day trend information are also displayed in this area.
- The Average per Day history chart which displays the Mobile's average value for each day during the selected Time Frame. Values in the green-shaded area fall within the stated goal. Roll your mouse over the chart to see callouts with the value for the Mobile for a given day compared to the goal.

Figure 119: Mobile Detail View

- A bar chart showing the largest average values for the selected Mobile. Each bar represents an active day. The days with the highest values appear at the top.
- The Detail View for Miles (or Kilometers) Driven includes an additional bar chart – Most Miles (or Kilometers) Driven By State. The chart depicts the top five states where the vehicle drove the most during the selected Time Frame.

Printing the Dashboard

To print a copy of the **Fleet Metrics** analysis after you run it, click the **Print** button to send the current view (either summary or detail) to your printer.

There is no special formatting for the printed output, including scrolled lists. The current view will be printed as displayed.

Routes Tab

With the **Routes** tab and NexTraq's **ClearPath** Route Optimization, you can create, name, and save customized and efficient lists of stops. A stop may be created from a mobile's current location, a saved location, any address, or any geographical point. Once a route is defined, the route may be optimized to be the most efficient and most economical using the ClearPath Route Optimization feature. The route also may be compared to the actual route taken by a mobile. Routing is especially useful when combined with the messaging capability of the NexTraq platform, emailing driving directions directly to a driver who has been set up with an email address in the **Admin** tab. In addition, you can save the **Route List** in four different formats.

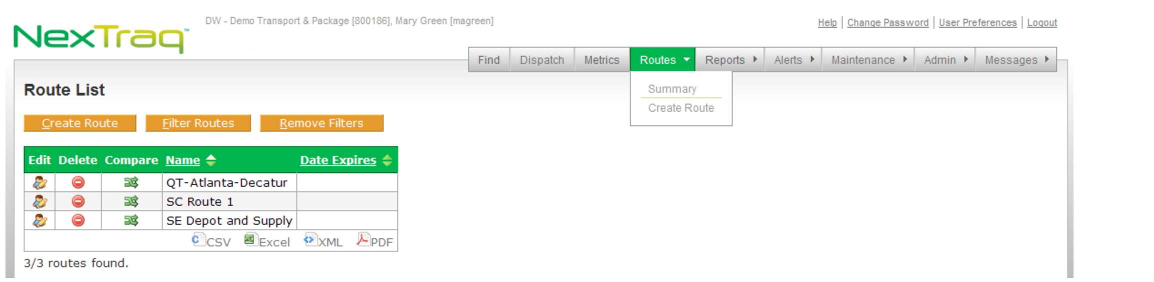


Figure 120: Routes tab options

Creating a Route

To create a route:

1. From the **Routes** tab menu, click **Create Route** or click **Create Route** on the **Route List Summary** view. Notice you have options similar to the **Find** window plus options for the new route.

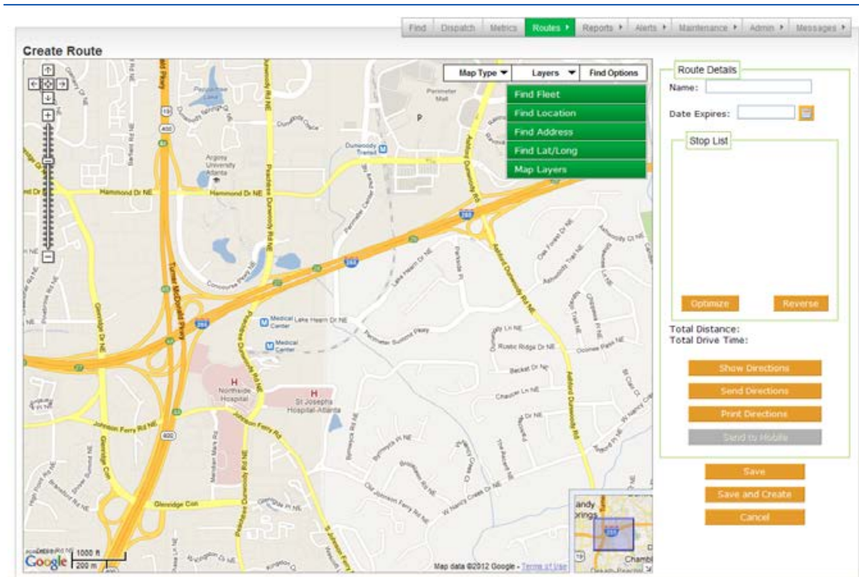


Figure 121: New Route Options

2. Click in the **Name** text box and type a descriptive name for the route.
3. Enter an expiration date for the route in the **Date Expires** text box in MM/DD/YYYY format or click the calendar icon to select a date. The expiration date is not required, but it can provide a convenient way to manage your **Route List**.
4. Establish multiple stops to create your route. There are four ways to establish stops on your route.

> **NOTE:** There must be at least two stops defined to create a route and a minimum of four stops defined to optimize a route. Each route may have a maximum of 25 stops.

- **Locate a mobile's current position**: Click **Find Fleet** and select the fleet you want. Use the **Find Fleet Filter** to refine the list of mobiles by entering letters contained in the mobile's name in the **Filter** text box. Click **Uncheck All Mobiles**; click the box next to the mobile you want; then click **Find**.

  When finding a single mobile, the mobile's location appears on the map and a stop is added to the **Stop List**. Right-click the mobile's location to reveal the **Stop** menu. Click **Add Stop as Address** to include this location on your route list in an address format instead of a mobile name. (Since we are creating the first stop on the **Stop List**, no other options are available yet.)

  When finding more than one mobile, check the mobile names you want to locate and click **Find**. Right-click the mobile icon on the map to display the **Stop** menu. Choose the **Stop** option by clicking it.

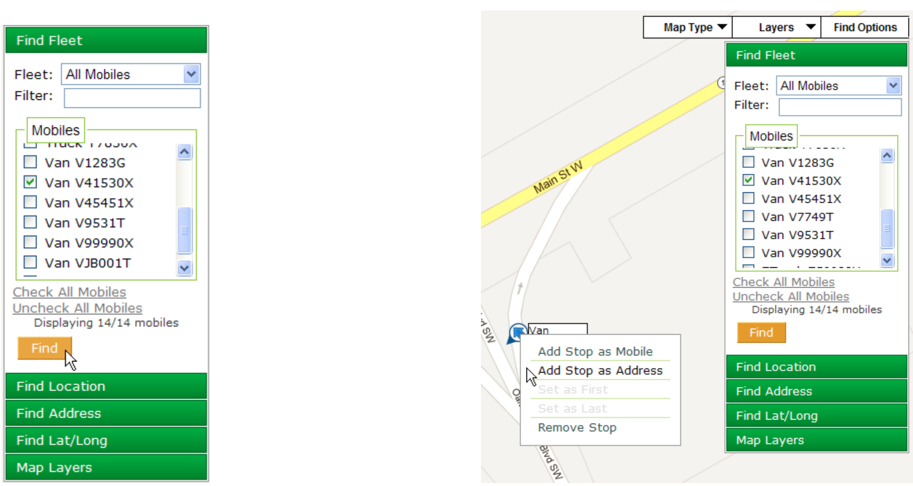


Figure 122: Adding a Route Stop Using a Mobile's Current Location

- **Find a saved location**: Click **Find Location**. Select one of your saved locations by clicking its name, and then click **Find.** The location is positioned on the map and added as the next stop on the **Stop List**.

With your cursor inside the location shape, right-click to open the **Stop** menu. Click **Set as First** to move this location to the beginning of the **Stop List**.

NOTE: If you have 1000 or more **Locations** or if there are **Location Groups** defined for your account, a filter will be displayed, allowing you to narrow the list to a single location group.

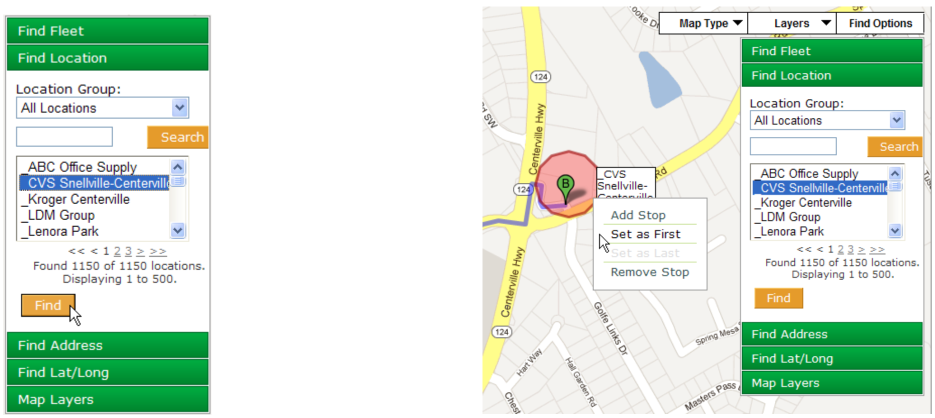


Figure 123: Find and Add a Location Stop to the Route

- **Find an address**: Click **Find Address**. Type the desired address in the **Address** text box and click **Find**. The address is located on the route map and it is added to the **Stop List**. Right-click the address icon A to put the stop at the beginning of the route or to remove it.

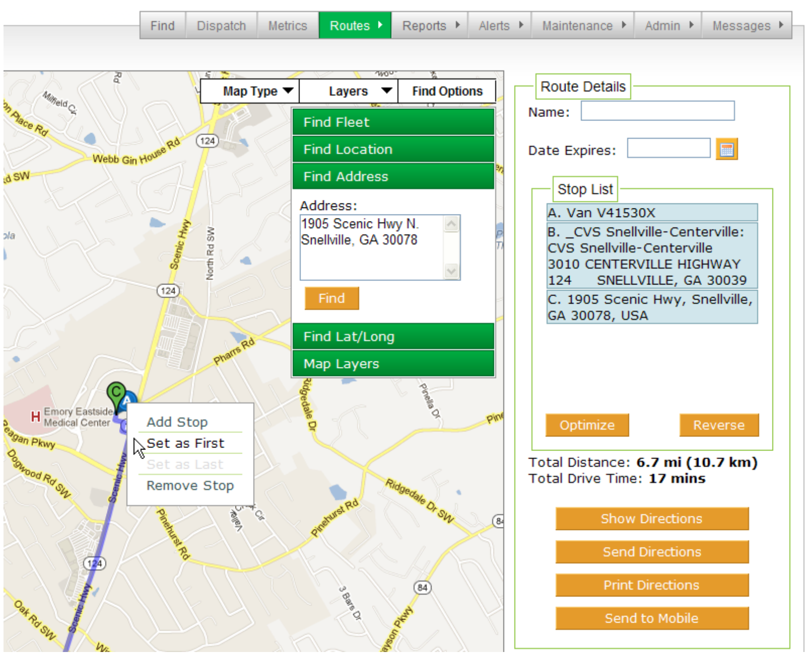


Figure 124: Finding an Address To Add To the List of Stops

- **Find a geographical point**: Click **Find Lat/Long**. Enter latitude and longitude values separated by a comma, space or forward slash (/) in the text box. Click **Find**. The specified point appears on the map as and is added to the **Stop List**. Right-click the globe icon for additional options..

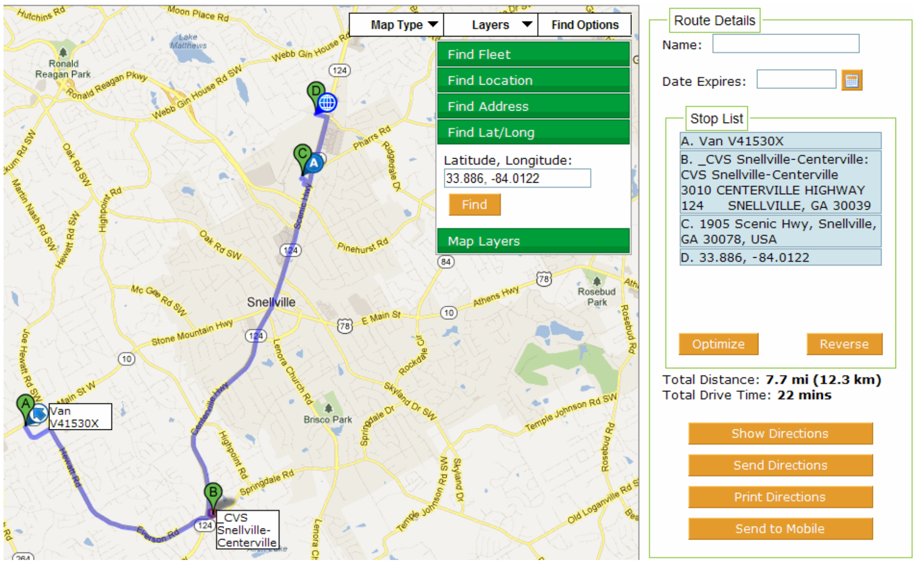


Figure 125: Route with Stop Added by Geographical Coordinates

5. Stops in the route may be reordered simply by dragging and dropping a stop to a new position in the **Stop List**. Move the mouse over the **Stop List** entry you want to re-order; the move icon appears. Left-click and hold to drag the stop to another position in the **Stop List**. The stops are renumbered, the map is updated to reflect the new sequence, and Total Distance and Total Drive Time are recalculated.

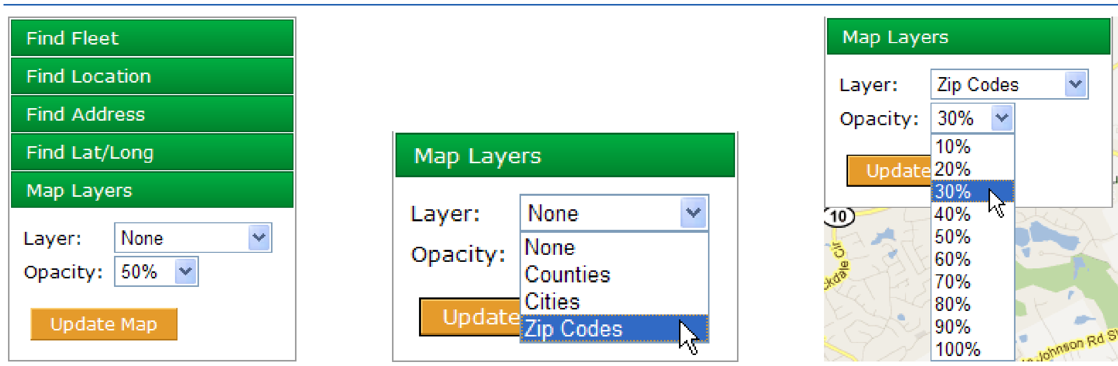


Figure 126: Map Layers Options

6. With **Map Layers,** you can overlay the displayed map with the boundaries of counties, cities, or zip codes. The opacity of the overlay can be adjusted using the **Opacity** drop-down box, selecting from 10% (slightly shaded) to 100% (solid color). Click **Update Map** to apply your selections. To remove the overlay, select **None** for the **Layer** and click **Update Map** again. In the example, zip code areas are shaded in

different colors at opacity of 30%, and the zip codes are outlined in white for easy identification.

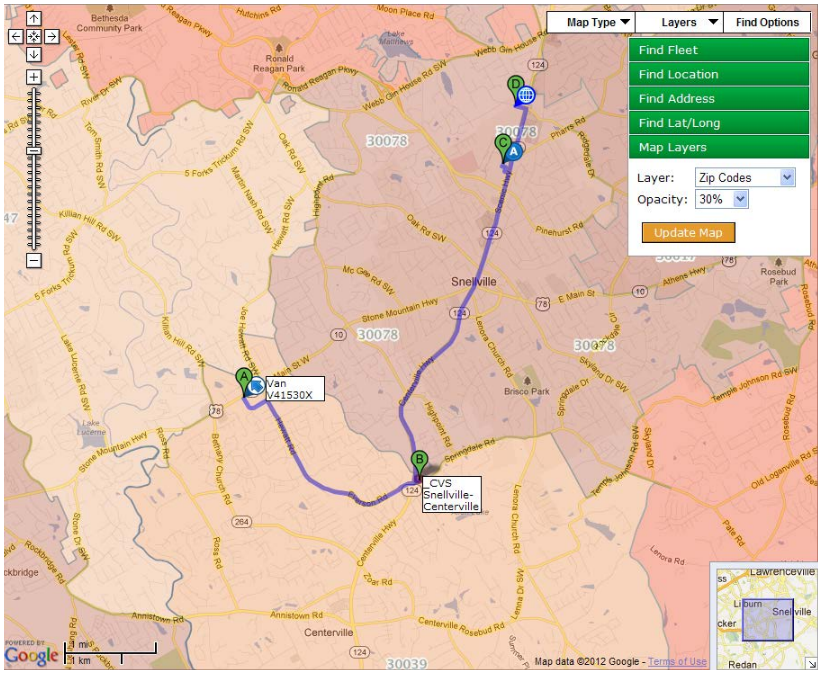


Figure 127: Routes Map with Zip Codes Overlay

7. Click **Save** to create your route and return to the **Routes Summary** view. Click **Save and Create** to save your route and create another one. Click **Cancel** to discard the information. The saved route will now appear in the **Route List**.

> **NOTE:** For all stops added to the **Route**, a visual route appears on the map with stops being lettered consecutively beginning with “A”. Each stop appears in the **Stop List** in the order it was added unless you have re-ordered them using he move icon ✥. Distance and driving time are recalculated each time a stop is added to the route. To optimize the new route, see the instructions in the **Route Optimization** section.

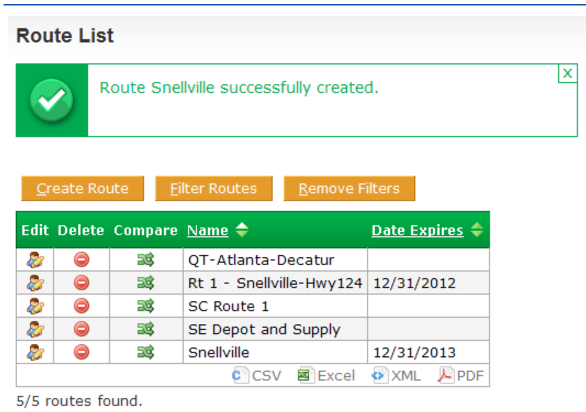


Figure 128: New Route confirmed and added to Route List

Editing Routes

To edit an existing route:

1. Choose **Summary** from the **Routes** submenu.

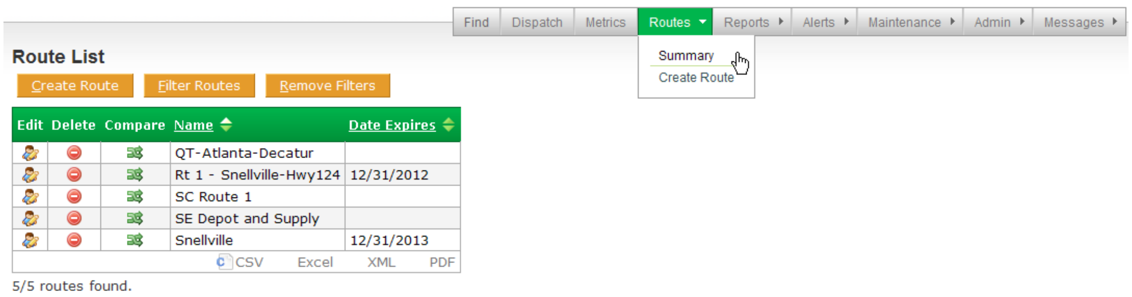


Figure 129: Route Summary View

2. To filter your **Route List**, click **Filter Routes** to display the **Filter Criteria** options.

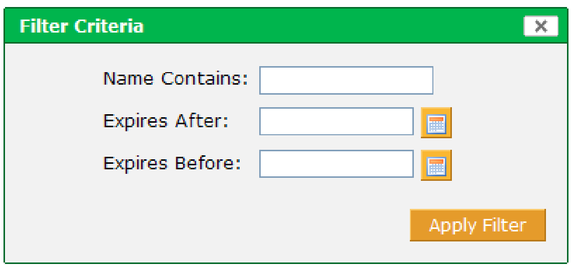


Figure 130: Filter Criteria Options for Location List

3. Enter the name or partial name of the route and/or choose an expiration date to filter your list. Click **Apply Filter** to narrow the list.
4. The resulting **Route List** will include only those routes with the criteria. (To see the entire list of saved routes again, click **Remove Filters**.)
5. Click the Edit icon in the row with the route you want to modify. In this example, we will change the route we just created.
6. Modify the name of the route simply by typing in new information. Change the route expiration date by choosing a new date from the calendar .

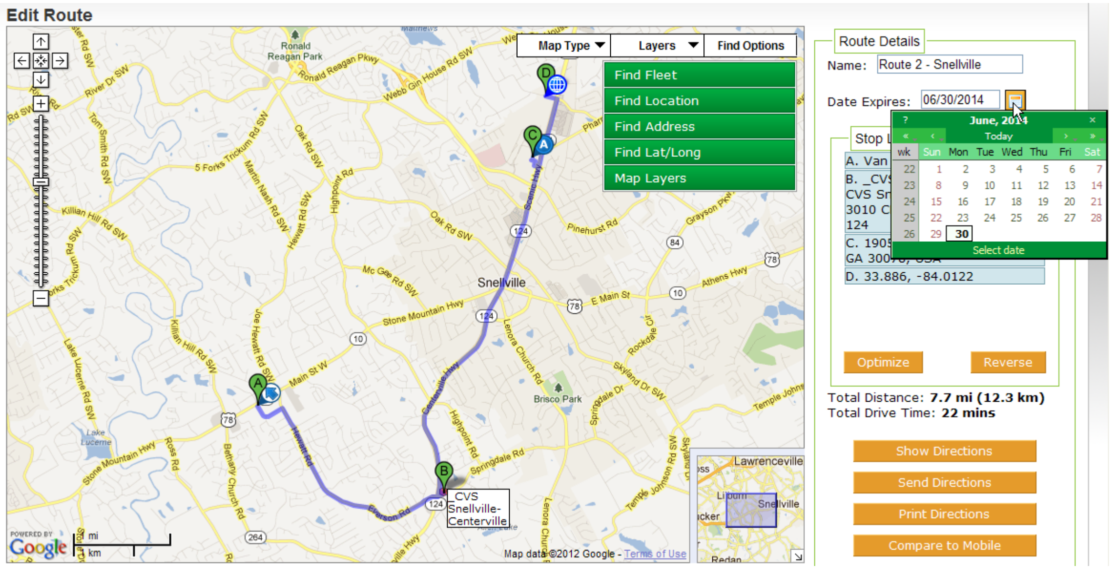


Figure 131: Editing Route Information: Name, Expiration Date

7. To add a stop to a route, use one of the four **Find** functions (Find Mobiles, Find Location, Find Address, Find Lat/Long) to locate the point on the map. The stop is added automatically as the last stop in the route.

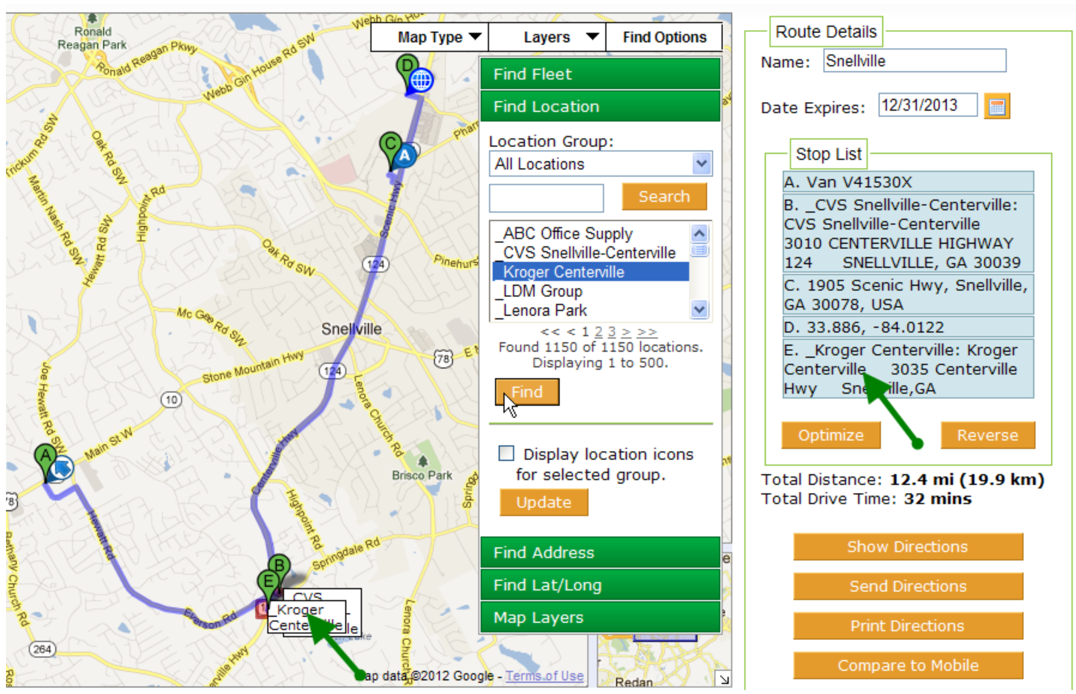


Figure 132: Adding a Stop to a Route Using Find Location

8. Right-click the newly added stop and click **Set as first stop** to set it as the beginning of the route.

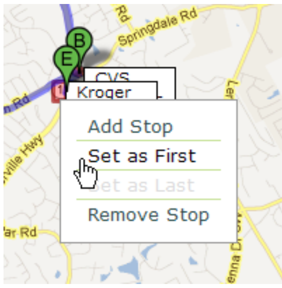


Figure 133: Right-click Options on Added Stop

9. When the stops in a route need to be re-ordered because of appointment times, for example, you can change the order easily. Simply move the mouse over the **Stop List** entry you want to re-order; the move icon ✥ appears. Left-click, hold the button and drag the stop to another position in the **Stop List**.

   NOTE: Changing the order of a stop in a list with 10 or more stops may require multiple steps.

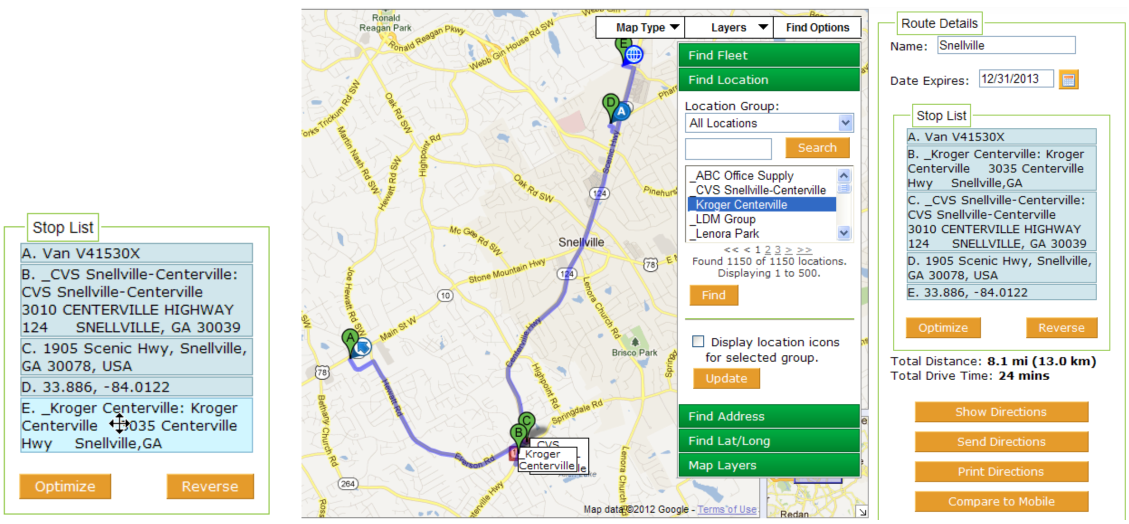


Figure 134: Move Icon in Route List and Reordered Stops Result

10. Your map view automatically reflects your change, re-lettering the stops and re-drawing the map. The distance and drive time values are also updated for the new route. Click **Save** to keep all your changes.

11. Right-click the stop on the map for additional editing options. From this stop menu, you can move the stop to first or last position in the **Stop List** or remove the stop altogether.

12. You may also remove a stop from your **Stop List** by right-clicking the stop in the list and clicking **Remove Stop**.

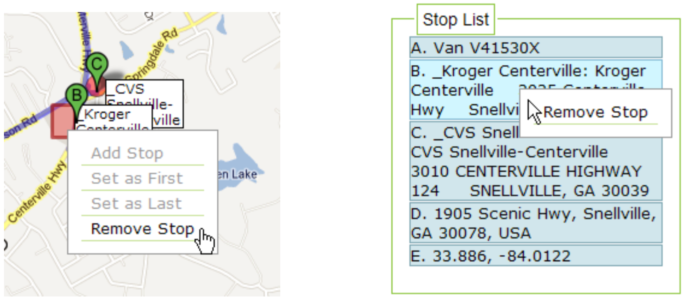


Figure 135: Removing a Stop Using the Stop Menu and List Option

13. Left-click the stop on the map to display a small map window with the stop isolated. Click or the larger map to close the detail map.

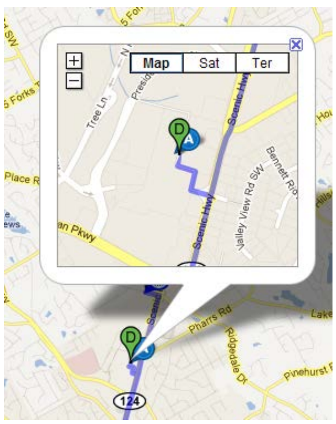


Figure 136: Route Stop with Map Detail

Deleting a Route

To delete the entire route:

1. Click **Delete** in the **Edit Route** view or click in the row of the route you want to delete in the **Route List** view.

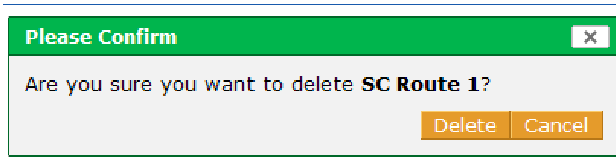


Figure 137: Route Delete Confirmation

2. In the confirmation message box, click **Delete** to remove the route or **Cancel** to keep the route.

Route Optimization

Use NexTraq's ClearPath Route Optimization to save time, fuel cost, and resources. An optimized route must have a minimum of four stops-a Start location, an End location, and at least two stops between them, known as waypoints. With route optimization, the waypoints are sequenced to the most efficient driving order between the Start and End locations.

When using route optimization, the maximum number of stops in a route, including the Start and End locations, remains at 25.

Optimize a Route

To optimize a route in the NexTraq platform:

1. Choose **Create Route** from the Routes tab menu. If optimizing a previously saved route, choose **Summary** from the Routes tab and then the edit icon from the Routes Summary List for the route you wish to edit.
2. Add/edit stops in the Stop List using the Find Options (Find Fleet, Find Location, Find Address, Find Lat/Long, and Merchants-if your account has Fuel Card integration).

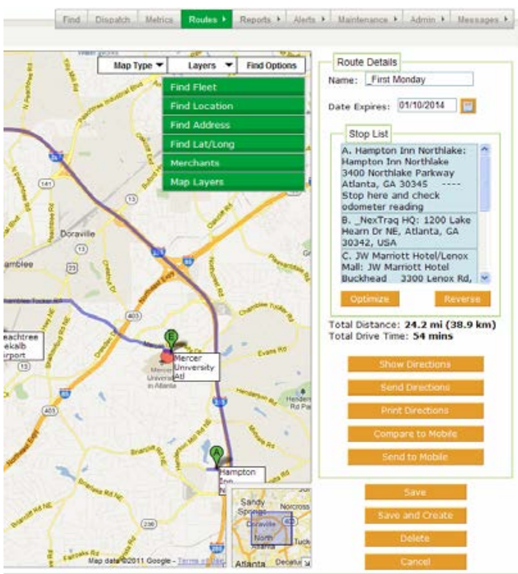


Figure 138: Route to be Optimized

3. Designate the Start location as the first stop and the End location as the last stop in the Stop List. The Start location may be a mobile's current position. Use Find Fleet and add the position as First Stop.
4. To re-position a stop in the Stop List, left-click and hold the mouse button on the stop description while dragging it to the new position. OR right-click on the Find icon or the geo-fence shape of the designated stop on the map, and choose Set as First or Set as Last.

5. Click the **Optimize** button at the bottom of the Stop List to display the Optimize Route window. The window has two route columns: Original and Optimized. Each column lists a Start location, an End location, and Stops to Optimize/Optimized Stops, the total distance and the estimated drive time for the original route and the optimized route.

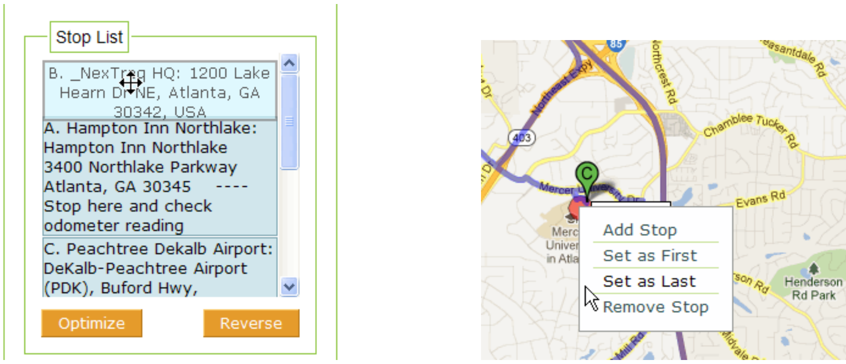


Figure 139: Rearranging Stop Order

6. Click **Cancel** to abandon the optimize function. Your route remains in the original order.

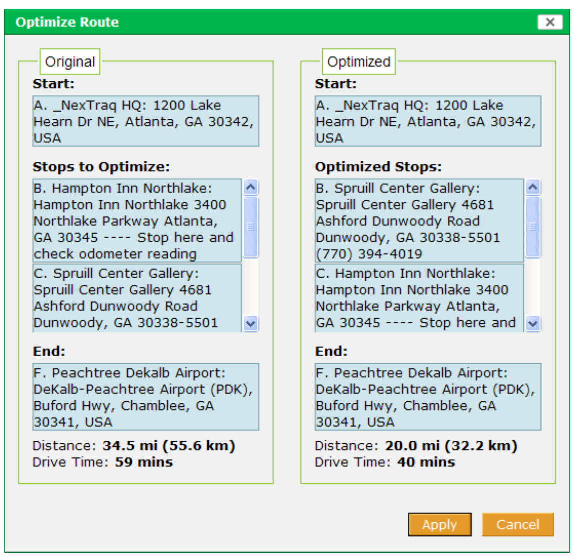


Figure 140: Original and Optimized Stop Lists

7. Click **Apply** to accept the optimized route. Once the optimized route is applied, the original order is discarded. Click **Save**.

In the stop lists of the Optimize Route box, the primary distance units – either miles or kilometers - will be the units selected in your User Preferences options. Distances in the alternate units are listed in parentheses.

Additional Route Options

Through the **Create Route** and **Edit Route** screens, you can display, email, and print driving directions for the route. From the **Route List** and the **Edit Route** screen, you can compare the defined route with the itinerary of a specific mobile. If you have access to both the **Dispatch** tab and the **Routes** tab, you can also send a route to a dispatch-enabled mobile unit using the **Send to Mobil** option.

The **Send to Mobile** feature allows you to send multiple stops or jobs to a mobile. See the full description in the **Dispatch Jobs** section of Chapter 2.

Viewing & Sending Driving Directions

In the **Create Route** or **Edit Route** view, to view and send driving directions:

1. Click **Show Directions**. The **Directions** box displays with written driving directions beginning at the first stop in the route.

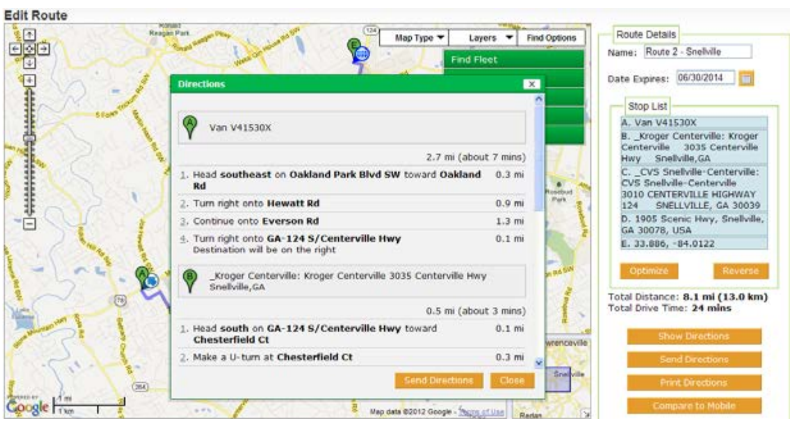


Figure 141: Sample Driving Directions

2. Click **Close** to close the **Directions** box or click **Send Directions** to open the **New Message** box and email these directions.

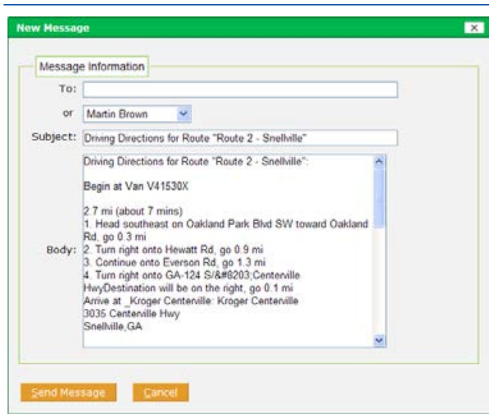


Figure 142: New Message Box with Route Driving Directions

3. Enter any valid email address in the **To** text box or click the drop-down arrow in the **Select** list to choose the message recipients who have been set up in the application in the **Admin** tab.
4. Click **Send Message** to send the directions. You will receive a confirmation that the message was successfully sent.

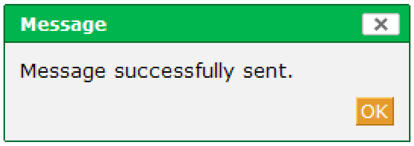


Figure 143: Message Sent Confirmation

5. Click **Cancel** to return to the **Edit Route** view.
6. You can also open the **New Message** box directly from the **Create Route** or **Edit Route** view using **Send Directions** below the **Stop List**.

Printing Directions

In the **Create Route** or **Edit Route** view, to print the driving directions for the route:

1. Click **Print Directions** to open the Print dialog box.
2. Choose your printer and click **Print**.
3. The printed directions show the map of the route at the top of the page with directions to each stop in order below it. The name of the route appears above the map.

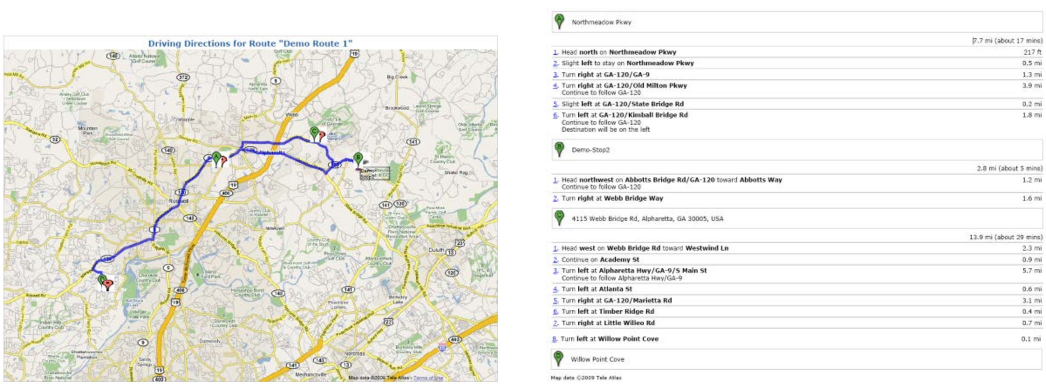


Figure 144: Printed Route Map and Directions

Comparing Route to Mobile's Actual Itinerary

With the compare feature, you are able to compare a defined route to the actual itinerary followed by a mobile unit. To use this feature:

1. Click the compare icon in the **Route List** or click **Compare to Mobile** on the **Edit Route** screen of the selected route to display the compare selection box.

2. Select the mobile from the **Mobile** drop-down list and choose the date for comparison from the calendar .

> **NOTE:** If you have fleets defined, they will be listed in the Mobile Groups drop-down list. Select a fleet and then click a Mobile name to select it.

3. Click **OK** to process the comparison. Click **Cancel** to abandon the action.

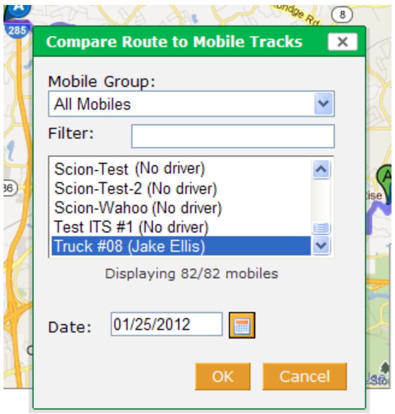


Figure 145: Compare Selection Box

4. The activity history screen displays in a new browser window with the mobile's actual tracks and the route's path visible for comparison.

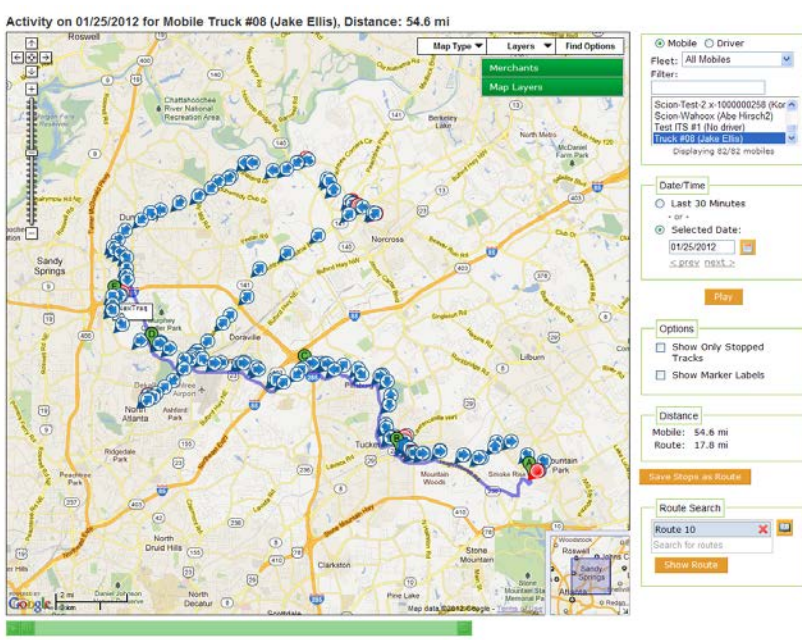


Figure 146: Compare Route Example

5. Click to close the browser window and return to the Edit Route screen.

Send Route to Mobile

To send a route directly to a **Dispatch**-enabled mobile unit:

1. From the Edit Route screen, click **Send to Mobile** button beneath the **Stop List**.
2. Select the mobile to receive the route from the Mobile information.
3. Choose to have the list order included or not. If so, select the numbering style for the stops listed.

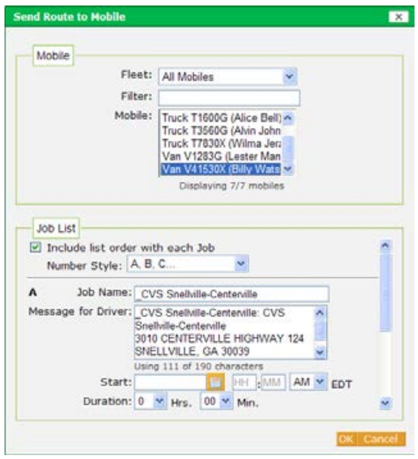


Figure 147: Send Route to Mobile Options

4. Click **OK** to send the route. Click **Cancel** to abandon the action.

Reports Tab

From the **Reports** tab, you can create a wide variety of reports to streamline your operations and respond quickly to exceptional situations. These reports can be used for various accounting and management purposes with easily customized time frames, intervals, and selected fleets, mobile units or drivers. From the Reports tab in the NexTraq platform, the five most used reports are listed in the first tier. The remaining reports are listed alphabetically in the second tier. In this guide, the reports are presented in alphabetical order.

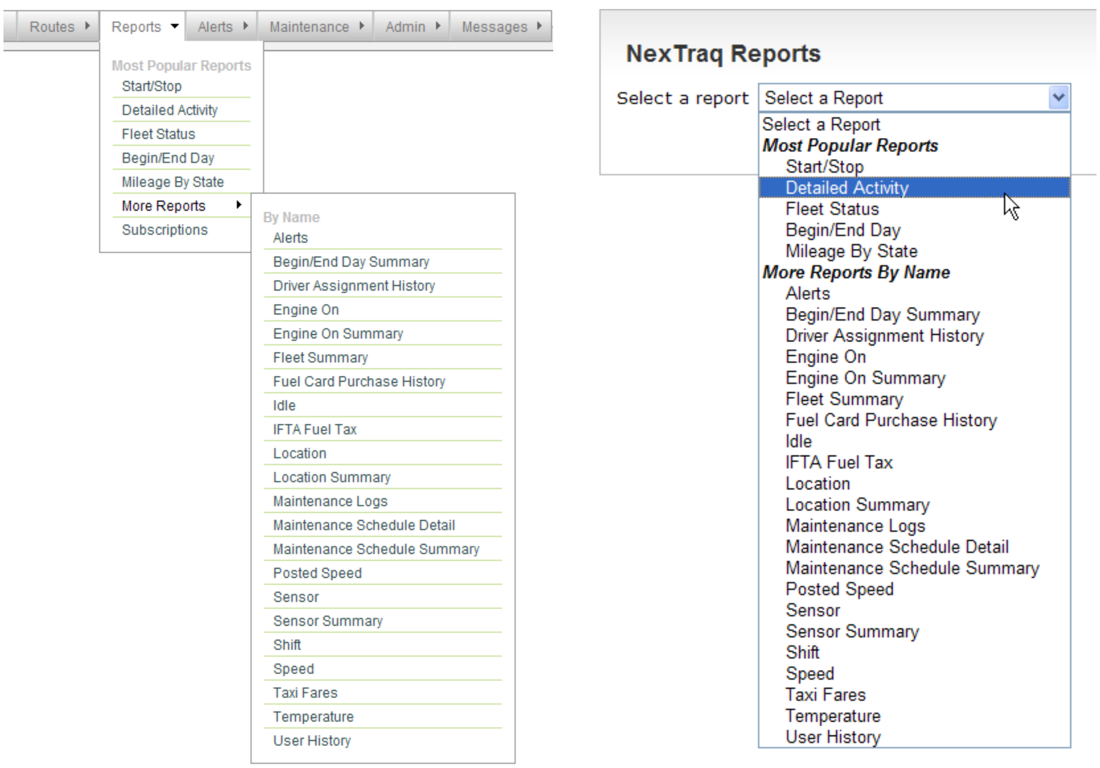


Figure 148: Reports Tab and Drop-down List Options

You may also choose to create report **Subscriptions**. Daily, weekly or monthly versions of your selected reports will be automatically forwarded to the email address that you designate. A full description of the **Report Subscriptions** feature is described later in this chapter.

Generating Reports

All reports are generated in a similar manner. To generate a report:

1. On the **Reports** tab menu or from the **Reports** drop-down list, click the desired report. Options for the selected report will display.

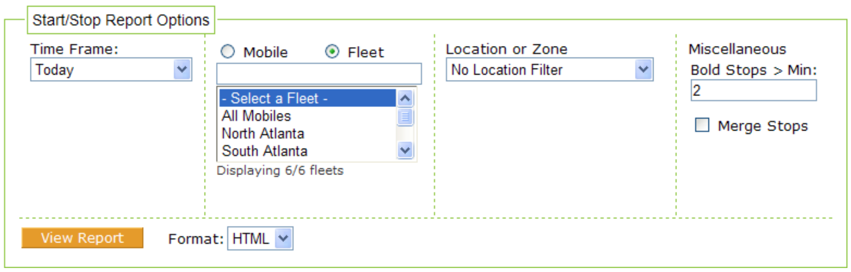


Figure 149: Report Options Example

2. Choose the options for your report. The available parameters will be specific to each report in a combination of drop-down lists, text boxes, calendars, checkboxes, and click-to-highlight choices.
3. Choose the output format of the report from the **Format** drop-down list. Each report can be viewed in four formats: HTML, PDF, CSV, or Excel. Choose the HTML format to view the report on your screen with the option of printing it from the screen view. When you choose PDF, CSV, or Excel format, you will have a choice of opening or saving the file.

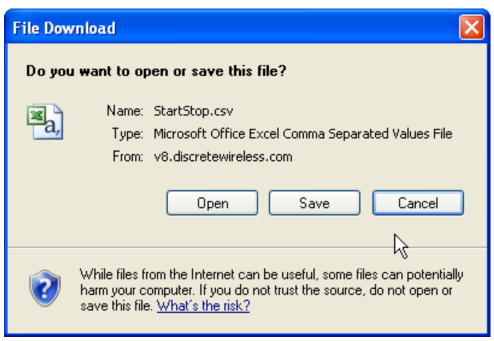


Figure 150: Report Format File Options

4. Click **View Report to generate the report with the selected options**.

Report Conventions

Common Report Options:

1. Time Frame:

Select one of the following entries from the drop-down list:

- Today
- Yesterday
- Week to Date – The most recent Sunday through today
- Month to Date – First day of the current month through today
- Previous X days – “X” is a number (between 1 and 90) entered by the user

- Last Week – Sunday through Saturday of the previous week
- Last Month – First day through the last day of the previous month
- Custom – Select a date range from the calendars.

NOTE: The "From" date must precede the "To" date in a Custom time frame. See **Using Calendars** below for a full explanation of the calendar function.

NOTE: The span of the date range entered may be no more than a maximum of 3 months.

NOTE: Although the maximum report range is 3 months, the start date may go back up to a full year.

2. Mobile/Driver/Fleet Selection:
   - Mobile: Select a mobile from the list of Mobile names.
   - Driver: Select a driver from the list of Driver names.
   - Fleet: Select "All mobiles" or a fleet name from the list provided.
3. Location or Zone: Choose the type of location filter to use in this report. Select from the following location filters
   - No Location Filter
   - No Zone Filter
   - Single Location – Click **Select Location** and click desired location. The report will be limited to information about that location.
   - Single Zone – Click **Select Zone** and click desired zone. The report will be limited to information about that zone.
   - Location Group – If you have Location Groups defined, click the desired group from the list displayed.
   - Zone Group – If you have Zone Groups defined, click the desired group from the list displayed.
4. Show Lat/Lng? – Check this box to display a location's latitude and longitude on the report instead of its city, state, and zip code.
5. Bold Stops >Min: The system will highlight any stops with duration greater than the number of minutes specified. You may enter a value up to 99; the default duration is two minutes.

Report Output:

1. Date/Time – Hyperlink: When a report includes the Date/Time column, date and time values become hyperlinks. When you click the hyperlink, a new window opens with the relevant location plotted on a map. From this window, you also have the ability to save this location.

NOTE: Date/Time – NO DATA: A value of "NO DATA" will appear in the Date/Time column of a report when the mobile unit has not moved.

2. Speed and Distance: The units used to express speed and distance depend on your choice of miles or kilometers in **User Preferences**.
3. Location Choice: When a mobile unit's location falls in an area of overlap between two or more saved locations, the report will reflect the location name of the earliest defined location.

Print Reports

When HTML is selected as the format to view a report, the report includes a print button at the top right of the report. Click **Print Report** to display your print dialog box. Select your printer and other preferences as usual and click **Print**.

Show/Hide Report Options

From the report page, click the chevrons to display the **Report Options** box. Being able to show the options box on this page allows you to run the same report again with different parameters.

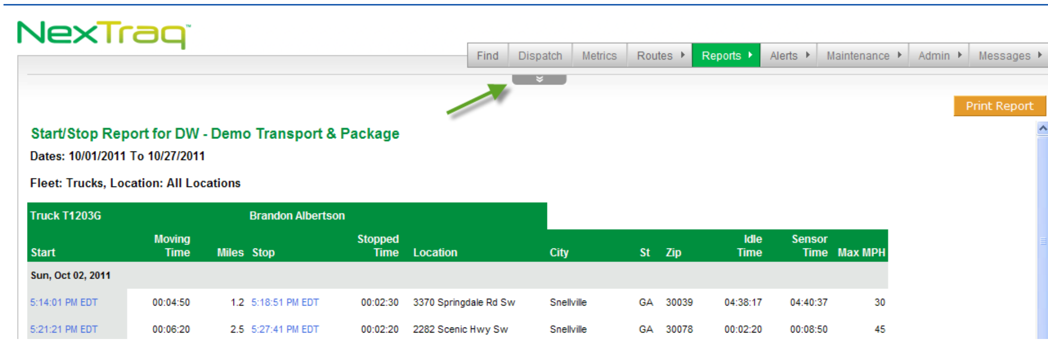


Figure 151: Report Sample with Report Options Hidden

For example, run the report for another mobile for the same time frame or for the same mobile for a different time frame without having to return to the **Reports Menu** page. Select the parameters for the new report and click **View Report**.

Click the chevrons to conceal the Report Options.

Using the Calendars

Most reports may be run for a custom calendar date range. When **Custom** is selected from the **Time Frame** drop-down list, **From** and **To** date boxes display, with a calendar icon appearing on the right side of each box. These calendars allow you to select the start and end date parameters for the report.

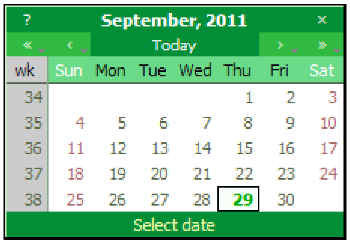


Figure 152: Calendar for Selecting Dates

To select a **Custom** date range:

1. Click the calendar icon next to the **From** date box to open the calendar.
2. Ensure the correct month is displayed at the top of the calendar.

   > **NOTE:** To move the month forward, click the arrows on the right of the calendar. To move the month back, click the arrows on the left of the calendar. For further assistance changing the calendar, click **?** in the top-left corner of the calendar.

3. Click the report start date in the calendar by the **From** box.
4. Click the calendar icon next to the **To** box to open the calendar.
5. Click the report end date in the calendar by the **To** box.
6. The date range for the report is now set. Run the report by clicking **View Report**.

NexTraq Platform Reports

The NexTraq reports are described below in alphabetical order.

Alerts Report

Once alerts have been created on the **Alerts** tab, the **Alerts** report tracks the detail whenever an alert has been triggered.

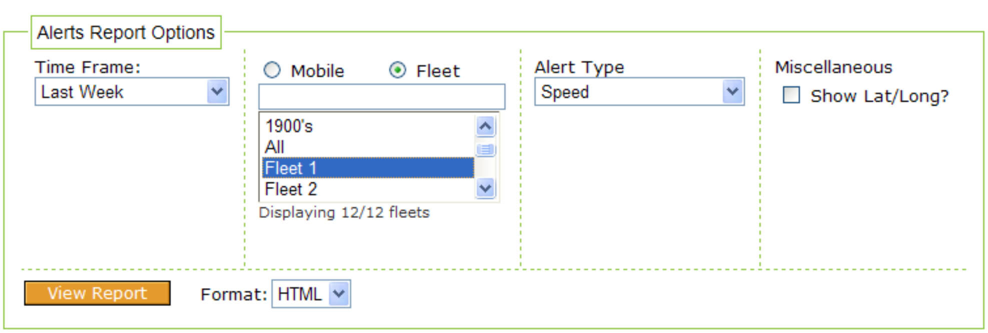


Figure 153: Alerts Report Options

The **Alerts** report contains the following information:

- Date range of the report
- Mobile name
- Date of alert
- Time alert triggered
- Driver's name
- Alert type
- Email address of recipient of the alert information
- Location address/name, city, state, zip code

Alert Report for Brandco

Dates: 09/25/2011 To 10/01/2011

Fleet: Fleet 1, Alert: Speed

Truck #1330							
Time	**Driver**	**Alert Type**	**Email**	**Location**	**City**	**St**	**Zip**
Mon, Sep 26, 2011							
2:34:31 PM EDT	Brent Ballatore	Speed	fleetmgr@brandco.com	Us-10w	Grant Twp	MI	48617
	Truck #1330 (5005771852) driven by Brent Ballatore moved at 77 mph, exceeding the alert limit of 75 mph. Incident occurred: 09/26/2011 02:34:31 PM EDT Us-10w Grant Twp, MI 48617 Latitude,Longitude: 43.874596,-84.8247						
Fri, Sep 30, 2011							
8:51:35 PM EDT	Brent Ballatore	Speed	fleetmgr@brandco.com	I-275s	Plymouth Twp	MI	48170
	Truck #1330 (5005771852) driven by Brent Ballatore moved at 85 mph, exceeding the alert limit of 75 mph. Incident occurred: 09/30/2011 08:51:35 PM EDT I-275s Plymouth Twp, MI 48170 Latitude,Longitude: 42.362557,-83.436322						

Figure 154: Sample Alerts Report

Begin/End Day Report

The **Begin/End Day** report contains the starting point and ending point for the selected mobile(s) for the time frame specified. Check the **Show Lat/Long?** box to include latitude/longitude values in the report.

The Begin/End Day report may be run by Mobile, Fleet or Driver.

> **NOTE:** The starting point on the report is the first moving track of the day. Pings are not included in the report.

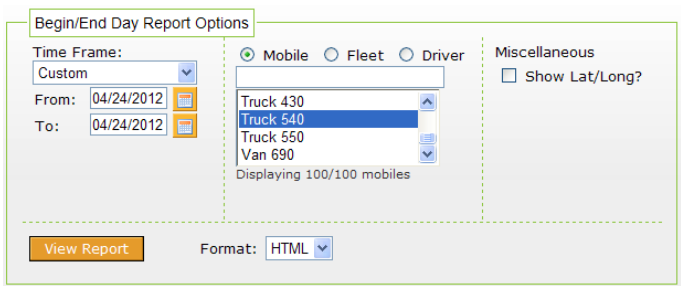


Figure 155: Begin/End Day Report Options

The **Begin/End Day** report includes:

- Begin time
- End time
- Location address/name, city, state, and zip code
- Distance
- Odometer value (if initialized)
- Active flags
- Total hours per work day per mobile
- Total miles per mobile
- Total miles per report

The start and end locations are viewable in maps by clicking the **Time** value in the report. A new window opens with the map. To create a saved **Location** from this view, enter a location name in the **Name** field, set an expiration date (optional), and click **Save**.

In addition, you can use Find Address and Find Lat/Long options to display another location, name it, and create a saved Location. In this window Map Layers are also available.

> **NOTE:** A saved location can be created from the time hyperlink in any report where it occurs.

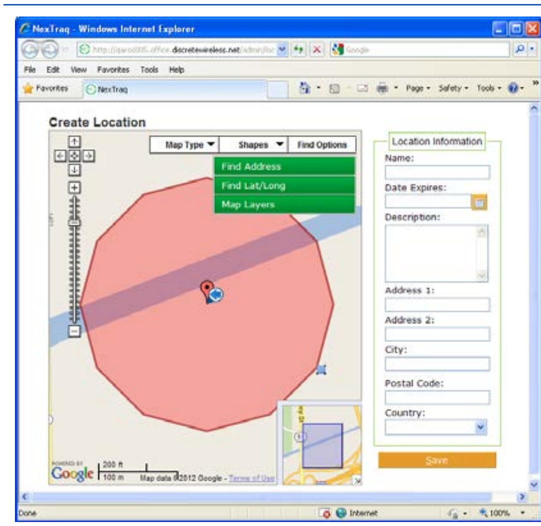


Figure 156: Location Map for Truck 540

The **Begin/End Day** report can also contain the odometer reading if the mobile unit's odometer value is initialized on the **Maintenance** tab.

Begin/End Day Report for Sandstone Freight

Dates: 04/24/2012 To 04/24/2012

Mobile: Truck 540

Flags Legend G: GPS P: Ping S: Speeding O: Old M: Moving I: Ignition

Truck 540								
Time	**Driver**	**Location**	**City**	**St**	**Zip**	**Miles**	**Odometer**	**Flags**
Tue, Apr 24, 2012								
6:23:33 AM CDT	Sam Samosa	1397 Ripley St	Lake Station	IN	46405	0.0	N/A	G--M-I--
9:52:20 PM CDT	Sam Samosa	3072 I-71	Ottawa	IL	61350	212.4	N/A	G-------
Work Day	**15:28:47**							
Totals for Mobile: Truck 540						**212.4**		
Totals for Report						**212.4**		

Figure 157: Sample Begin/End Day Report

Begin/End Day Summary Report

The **Begin/End Day Summary** report provides averaged data by mobile, by fleet or by driver to highlight trends and general usages. The Summary report also includes grand totals of hours and miles driven for the time period specified.

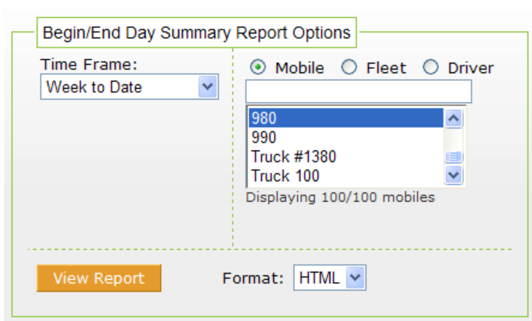


Figure 158: Begin/End Day Summary Report Options

The **Begin/End Day Summary** report includes:

- Specified time period for the report
- Fleet name
- Mobile name
- Driver
- Total hours
- Active days within specified time period
- Average day length

- Average begin time
- Average end time
- Total miles
- Average miles per day
- Grand totals and overall averages

Begin/End Day Summary Report for Sandstone Freight

Dates: 04/22/2012 To 04/25/2012

Mobile: 980

Summary					
Total Mobiles	1	Active Mobiles	1	Active Days	1
Total Hours	83.94	Total Distance	2,100.50	Average Distance	2100.5
Avg Day Length	83.94	Avg Begin Time	00:01:28 AM CDT	Avg End Time	11:58:09 AM CDT

Mobile	Driver	Total Hours	Active Days	Avg Day Length	Avg Begin Time	Avg End Time	Total Miles	Avg Miles
980	Adam King	83.94	1	83.94	00:01:28 AM CDT	11:58:09 AM CDT	2,100.5	2,100.5
Totals/Averages		83.94	1	83.94	00:01:28 AM CDT	11:58:09 AM CDT	2,100.5	2,100.5

Figure 159: Begin/End Day Summary Report Example

Detailed Activity Report

The **Detailed Activity** report provides an itemized report of all activity for one mobile unit for the time period selected. When this report is run, a map of the selected mobile's or driver's activity appears for the most recent day if requested. Check the **Show Lat/Long?** option to include the latitude and longitude information in the report. Check the **Show Last Day's Activity on Map** option to open a separate window with a mobile track history screen where you can playback activity for the last day available or compare the mobile's activity to a saved route.

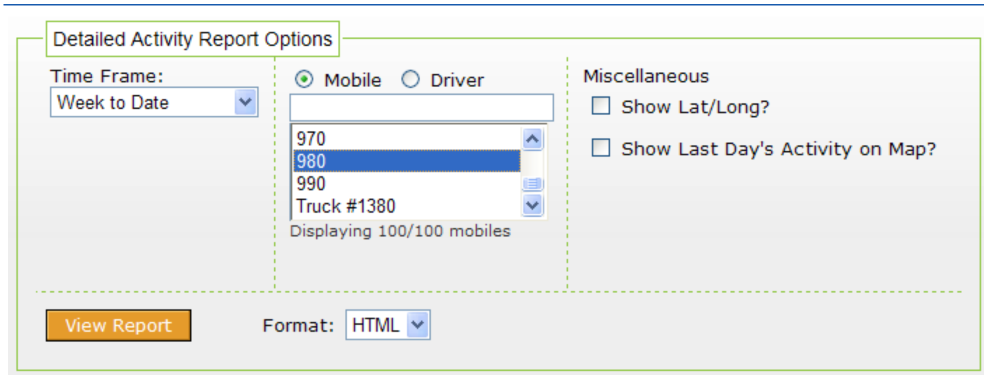


Figure 160: Detailed Activity Report Options

The **Detailed Activity** report includes:

- Date/time
- Driver's name if run by Mobile / Mobile's name if run by Driver
- Location

NOTE: If the location is one that is defined in NexTraq platform, the name of the location will appear in this column.

- Latitude and longitude, if requested
- Distance
- Speed
- Heading in compass point and degrees
- Flags (The Flags Legend appears at the top of the report.)
- Total miles per day
- Total miles per mobile

Detailed Activity Report for Sandstone Freight

Dates: 04/22/2012 To 04/25/2012

Mobile: 980

Flags Legend G: GPS P: Ping S: Speeding O: Old M: Moving I: Ignition

Time	Driver	Location	City	St	Zip	Miles	MPH	Heading	Flags
Sun, Apr 22, 2012									
12:01:28 AM CDT	Adam King	I-44e	Reeds	MO	64859	2.4	73	E (91°)	G--M-I--
12:03:28 AM CDT	Adam King	I-44e	Reeds	MO	64859	2.4	74	E (92°)	G--M-I--
12:05:28 AM CDT	Adam King	I-44e	Sarcoxie	MO	64862	2.4	73	E (92°)	G--M-I--
12:07:28 AM CDT	Adam King	I-44e	Sarcoxie	MO	64862	2.4	73	E (92°)	G--M-I--

Figure 161: Sample Detailed Activity Report

Driver Assignment History Report

The Driver Assignment History report provides an easy to use listing of all driver assignments generated by the in-vehicle Automatic Driver Assignment feature or by assignments entered in the platform manually. The report can be ordered by mobile, by fleet, or by a specific driver.

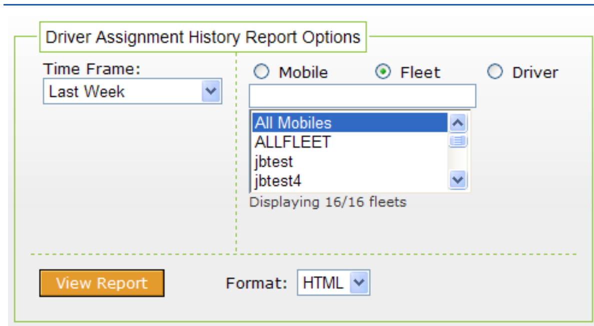


Figure 162: Driver Assignment History Report Options

The **Driver Assignment History** report includes:

- Time frame for the report
- Reporting order: by mobile, by fleet, or by driver
- Start date

- End date
- Total number of drivers or mobiles, depending on sort order requested
- Total assignment time

Driver Assignment History for DW - Demo Transport & Package

Dates: 02/01/2012 To 02/17/2012

Fleet: North Atlanta

Van V99990			
Driver Name	**Start Date (Effective Date)**	**End Date (Effective Date)**	**Total Assignment Time**
Martin Brown	2/1/2012 12:00:00 AM (1/28/2009 2:46:21 PM)	2/17/2012 3:22:51 PM (Currently Assigned)	16.15:22:51
Total Drivers: 1		**Total Assignment Time:**	**16.15:22:51**

Truck T5381G			
Driver Name	**Start Date (Effective Date)**	**End Date (Effective Date)**	**Total Assignment Time**
Alice Bell	2/1/2012 12:00:00 AM (7/7/2010 4:24:00 PM)	2/16/2012 12:00:00 AM	15.00:00:00
Bob Adams	2/17/2012 12:00:00 AM	2/17/2012 3:22:51 PM (Currently Assigned)	15:22:51
Total Drivers: 2		**Total Assignment Time:**	**15.15:22:51**

Van VJB001			
Driver Name	**Start Date (Effective Date)**	**End Date (Effective Date)**	**Total Assignment Time**
Jon Boxer	2/1/2012 12:00:00 AM (7/7/2010 4:25:11 PM)	2/17/2012 3:22:51 PM (Currently Assigned)	16.15:22:51
Total Drivers: 1		**Total Assignment Time:**	**16.15:22:51**

Figure 163: Driver Assignment History Report Sample

Engine On Report

The **Engine On** report provides a color-coded description of an individual mobile unit's engine status on a 24-hour timeline. Green indicates Engine On status. Gold indicates Engine Off status. Gray indicates that this time period is prior to the first reported track and no data was available. This report is useful for confirming hours of use for heavy equipment assets.

If the last track of the day was Engine On, then the Engine On color (green) continues on the start of the next day until there is a track indicating an engine state change. If the last track of the day was Engine Off, then the Engine Off color (gold) continues on the start of the next day until there is a track indicating an engine state change.

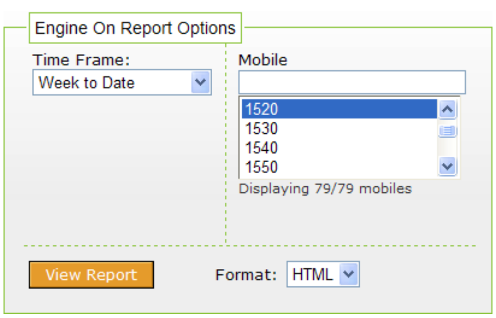


Figure 164: Engine On Report Options

The Engine On report includes:

- Specified time period for the report

- Mobile name
- Date
- Hours of operation
- Total engine on hours for each day in the time period
- Total engine on hours for the time period

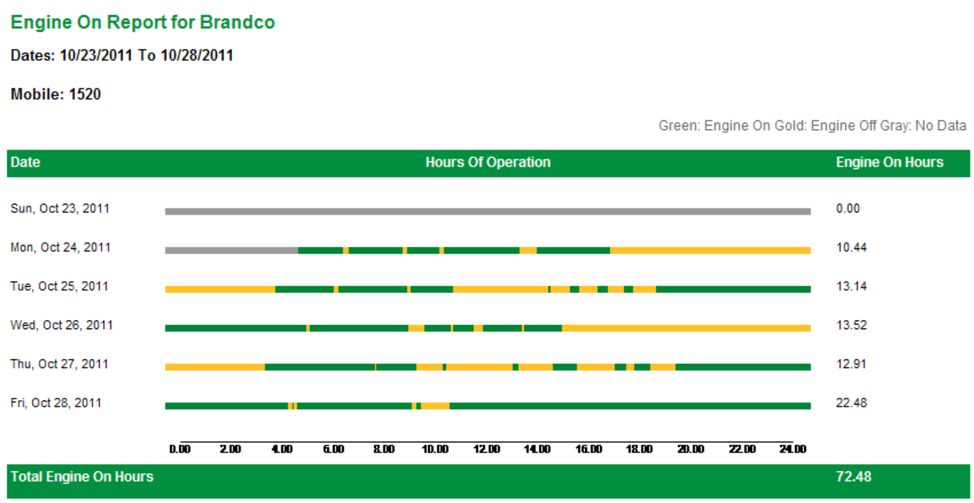


Figure 165: Engine On Report Example

Engine On Summary Report

The **Engine On Summary** Report provides a summary of Engine On/Off time for each selected mobile or fleet. This report is useful for units installed on heavy equipment assets.

The number of hours between the start of the first day in the selected time frame and the time of the first track for that time frame appears in the “Unknown State” column.

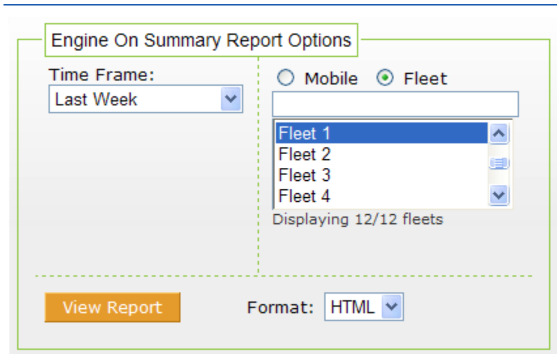


Figure 166: Engine On Summary Report Options

The **Engine On Summary** Report includes:

- Specified time period for the report
- Fleet name

- Mobile name
- Engine on hours
- Engine off hours
- Unknown state hours
- Last location
- Last status
- Totals of hours

Engine On Hours Summary Report for Brandco

Dates: 04/15/2012 To 04/21/2012

Fleet: Fleet 1

Summary					
Total Mobiles	7	Total Engine on Hours	426.62	Max Engine on Hours	88.31
Active Mobiles	6	Total Engine Off Hours	467.04	Max Engine off hours	100.84

Mobile	Engine on Hours	Engine off Hours	No Data	Last Location	Last Status
Truck #1200	60.44	100.84	6.72	Distrib Ctr I	Engine Off
Truck #1260	62.21	83.15	22.64	Distrib Ctr II	Engine Off
Truck #1270	72.65	69.86	25.49	14600 33 Mile Rd	Engine Off
Truck #1330	88.31	68.87	10.82	Distrib Ctr II	Engine Off
Truck #2020	72.87	77.36	17.77	Distrib Ctr II	Engine Off
Truck #3010	70.14	66.97	30.89	Distrib Ctr II	Engine Off
Totals	**426.62**	**467.04**	**114.33**		

Figure 167: Engine On Summary Report Example

Fleet Status Report

The **Fleet Status** report takes a snapshot of the current status of a fleet of mobile units. This is an excellent tool for locating the closest mobile to a point, determining which mobile may be available, or just to get a current update on the location of all the mobiles in the fleet.

A **Fleet Status** row is displayed for every mobile defined to the fleet even if there has not been any recent activity for the mobile.

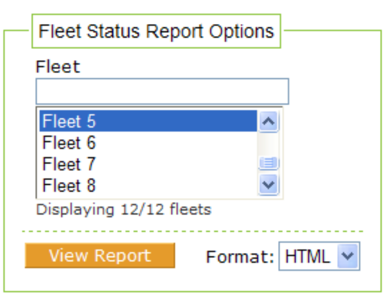


Figure 168: Fleet Status Report Options

The information contained in the **Fleet Status** report includes:

- Mobile name
- Date and time last updated
- Motion status (moving or stopped)
- Driver’s name
- Location address/name, city, state, zip code
- Speed
- Heading in compass point and degrees
- Active flags

Fleet Status Report for Brandco

Fleet: Fleet 5

Flags Legend G: GPS P: Ping S: Speeding O: Old M: Moving I: Ignition

Mobile	Date/Time	TZ	Status	Driver	Location	City	St	Zip	MPH	Heading	Flags
1660	5/4/2012 2:57:39 PM	EDT	Stopped	-	Distrib Ctr II	Bruce Twp	MI	48065	0	N (354°)	G-------
1670	5/4/2012 5:18:53 PM	EDT	Stopped	-	Distrib Ctr I	Armada Twp	MI	48065	0	S (182°)	G-------
1690	3/25/2011 6:39:11 AM	EDT	Stopped	-	Oh-269s	Sandusky	OH	44870	0	N (0°)	-----I--
1720	5/4/2012 2:12:46 PM	EDT	Stopped	-	Distrib Ctr II	Bruce Twp	MI	48065	0	E (87°)	G-------
1730	5/4/2012 4:51:25 PM	EDT	Stopped	-	10259 Loraine St	Romulus	MI	48174	0	W (274°)	G-------
Truck #1640	5/4/2012 7:40:42 PM	EDT	Stopped	-	Distrib Ctr II	Bruce Twp	MI	48065	0	NE (41°)	G-------
Truck #1680	5/4/2012 10:08:03 PM	EDT	Moving	-	33785 Sibley Rd	Huron Twp	MI	48164	40	E (88°)	G--M-I--

Figure 169: Sample Fleet Status Report

Fleet Summary Report

The **Fleet Summary** report contains summary information for a specific time frame for each mobile in a fleet. The report estimates cost in gallons of fuel and in dollars for each mobile unit using values set in the **Admin** tab **Account** information.

A report row is created for every mobile in the fleet even if there has not been activity for the mobile during the reporting time frame.

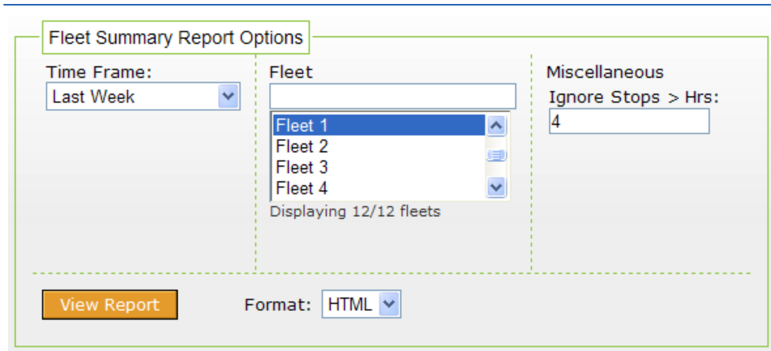


Figure 170: Fleet Summary Report Options

The **Fleet Summary** report includes:

- Report date range

- Fleet name
- Mobile name
- Moving time
- Stopped time
- Idle time
- Total distance
- Total number of stops
- Average stop length
- Number of average stops per day
- Maximum speed
- Estimated fuel consumed
- Estimated cost of fuel consumed

Fleet Summary Report for Brandco

Dates: 04/15/2012 To 04/21/2012

Fleet: Fleet 1

Summary					
Total Mobiles	7	Active Mobiles	6	Activity Days	39
Total Moving Time	12.12:37:55	Total Idle Time	5.05:59:29	Max Idle Time	1.20:39:00
Total Stopped Time	4.01:42:23	Total Fuel Consumed (gal.)	954.28	Max Fuel Consumed (gal.)	193.95
Totals Miles	14590.6	Total Cost Of Fuel Consumed	$3,181.32	Max Cost of Fuel Consumed	$673.98

Mobile	Driver	Moving Time	Stopped Time	Idle Time	Total Miles	Total Stops	Avg Stop Length	Avg Stops Per Day	Max MPH	Est. Fuel Consumed (gal.)	Est. Cost Of Fuel Consumed
1290	-	00:00:00	00:00:00	00:00:00	0.0	0	00:00:00	0	0	0.00	$0.00
Truck #1200	-	2.04:14:18	21:03:53	08:12:12	2491.9	78	00:16:12	11.1	67	145.82	$517.67
Truck #1260	-	2.04:37:04	1.01:08:53	09:35:36	2535.0	82	00:18:24	11.7	65	149.47	$530.61
Truck #1270	-	1.04:00:05	11:36:07	1.20:39:00	1485.0	26	00:26:46	5.2	69	122.69	$435.53
Truck #1330	-	2.03:57:00	11:54:10	1.12:21:22	2828.4	38	00:18:47	5.4	72	189.85	$673.98
Truck #2020	-	2.15:37:15	10:55:49	09:14:59	3341.3	62	00:10:34	8.9	72	193.95	$436.39
Truck #3010	-	2.04:12:13	17:03:31	17:56:20	1909.0	45	00:22:44	7.5	70	152.50	$587.13
Totals/Averages		**12.12:37:55**	**4.01:42:23**	**5.05:59:29**	**14590.6**	**331**	**00:17:42**	**8.5**	**72**	**954.28**	**$3,181.32**

Figure 171: Sample Fleet Summary Report

Fuel Card Purchase History Report

The Fuel Card Purchase History report provides detailed transaction records of fuel card use. The report may be generated by a single mobile name or by a fleet name. When the fleet name is used, all the transactions for fuel card purchases associated with the mobile units in that fleet will be reported. Through the **Admin** tab, the fuel card may be associated with either a mobile unit or a driver, but not both. When the fuel card is associated with a driver, the driver's mobile assignment is the mobile unit that appears in this report.

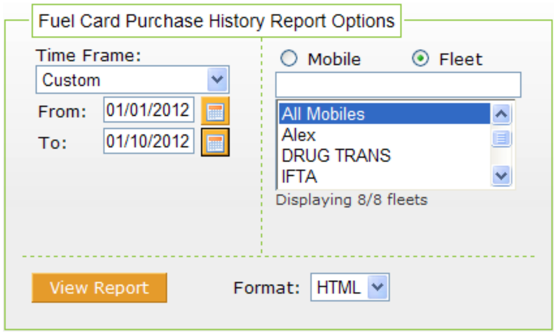


Figure 172: Fuel Card Purchase History Report Options

The Fuel Card Purchase History report includes:

- Report time frame
- Fleet/mobile name
- Report Summary totals
- Driver name
- Purchase date
- Merchant name
- Purchase location
- Non-fuel purchase amount
- Price per gallon
- Gallons purchased
- Fuel purchase amount
- Totals for mobile
- Totals for report

Fuel Card Purchase History Report for Sandstone Freight

Dates: 01/01/2012 To 01/10/2012

Fleet: All Mobiles

Report Summary			
Number of Fleets	7	Total Gallons Purchased	551.21
Number of Mobiles	100	Total Fuel Purchase Amount	$2,099.94

Truck 360

Driver	Purchase Date	Merchant Name	Purchase Location	Non-Fuel Purchase Amt	Price Per Gal	Gals Purchased	Fuel Purchase Amt
Nick Neighbors	1/5/2012 2:16:00 PM	Flying J #638	Caldwell ID	$0.00	$3.899	20.945	$81.66
Nick Neighbors	1/5/2012 2:17:00 PM	Flying J #638	Caldwell ID	$0.00	$3.899	10.652	$41.53
Nick Neighbors	1/7/2012 7:33:00 AM	Flying J #760	Cokeville WY	$0.00	$3.959	150.054	$594.06
Nick Neighbors	1/8/2012 4:02:00 AM	Flying J #687	North Platte NE	$0.00	$3.699	108.025	$399.58
Nick Neighbors	1/9/2012 11:48:00 PM	Pilot Oil #358	I-24 Exit 3 KY 305 Paducah KY 42001	$0.00	$3.759	161.52	$607.15
Nick Neighbors	1/10/2012 9:24:00 PM	Pilot Oil #067	I-75 Exit 296 Cartersville GA 30120	$0.00	$3.759	100.016	$375.96
Totals for Mobile: Truck 360				**$0.00**		**551.212**	**$2,099.94**
Totals for Report				**$0.00**		**551.212**	**$2,099.94**

Page 1 of 1 **Run by sdaily on 2/2/2012 1:58:09 PM EST**

Figure 173: Example of Fuel Card Purchase History Report

Idle Report

The **Idle** report provides an accurate way to monitor idle time greater than a time period that you set. There is a report row for every idle event. The report estimates loss in gallons of fuel and in dollars for idle time using values set in the **Admin** tab **Account** information.

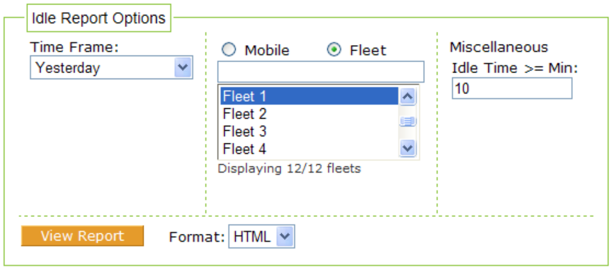


Figure 174: Idle Report Options

The **Idle** report includes information by date for each mobile unit specified:

- Date range of the report
- Mobile name
- Idle time interval
- Date
- Start time
- End time
- Driver
- Location address/name
- City, state, zip code
- Idle time
- Idle Loss (in gallons of fuel)
- Cost of Idle Loss (in dollars)

Idle Report for Brandco

Dates: 10/03/2011 To 10/03/2011

Fleet: Fleet 1, Idle Time >= 10 Minutes

Truck #1200									
Start	End	Driver	Location	City	St	Zip	Idle Time	Idle Loss (gal.)	Cost of Idle Loss
Mon, Oct 03, 2011									
1:47:32 AM EDT	1:58:32 AM EDT	Gary Edwards	199 Mclean Dr	Romeo	MI	48065	00:11:00	0.17	$0.59
3:39:22 AM EDT	4:01:32 AM EDT	Gary Edwards	PJ Ecorse Rd	Romulus	MI	48174	00:22:10	0.33	$1.18
11:22:05 AM EDT	11:43:54 AM EDT	Gary Edwards	5296 Engle Rd	Brook Park	OH	44142	00:21:49	0.33	$1.16
Totals for Mon, Oct 03, 2011							00:54:59	0.82	$2.93
Totals for Mobile: Truck #1200							00:54:59	0.82	$2.93

Truck #1260									
Start	End	Driver	Location	City	St	Zip	Idle Time	Idle Loss (gal.)	Cost of Idle Loss
Mon, Oct 03, 2011									
4:48:14 AM EDT	5:14:24 AM EDT	Allen Adamson	2689 Clark St	Detroit	MI	48210	00:26:10	0.39	$1.39
1:48:47 PM EDT	2:10:05 PM EDT	Allen Adamson	2695 Clark St	Detroit	MI	48210	00:21:18	0.32	$1.13

Figure 175: Sample Idle Report

IFTA Fuel Tax Report

If yours is an OTR company, the IFTA Fuel Tax report will simplify the quarterly IFTA tax reporting. This report combines the information from either fuel card purchase or manually entered transactions and miles travelled by state into a useful, time-saving summary.

> **NOTE:** The report uses only one type of purchase information – fuel card purchases OR manually entered transactions. The IFTA Fuel Tax report does not combine the two types of purchases.

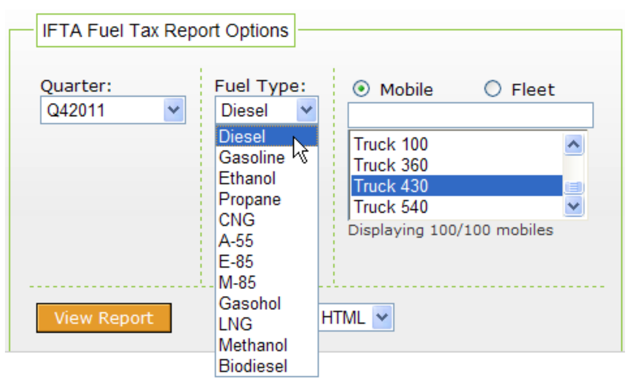


Figure 176: IFTA Fuel Tax Report Options

To create the report, choose the reporting quarter, one of 12 fuel types, and the mobile or fleet desired. Click **View Report**.

The IFTA Fuel Tax report includes:

- Report date range
- Fleet/mobile name
- Report summary totals
- State traveled in
- Surcharge tax states and related surcharge information
- Start date/end date
- Total IFTA miles
- Taxable miles
- Taxable gallons
- Net taxable gallons
- Tax rate
- Tax (credit) due

IFTA Fuel Tax Report for Sandstone Freight

Dates: 01/01/2012 To 03/31/2012

Fleet: All Mobiles

Report Summary					
Fuel Type	Diesel	Total IFTA Miles	38,387.8	Total Tax Paid Gallons	9,843.801
Number of Mobiles	2 of 100	Total Non-IFTA Miles	4.1	Avg. Fleet MPG	3.660
Number of States	33	Total Miles	38,391.9		

State	Start Date	End Date	Total IFTA Miles	Taxable Miles	Taxable Gallons	Tax Paid Gallons	Net Taxable Gallons	Tax Rate	Tax/(Credit) Due
Arizona	01/01/2012	03/31/2012	368.5	368.5	100.695	153.201	-52.506	0.26	($13.65)
California	01/01/2012	03/31/2012	1,455.6	1,455.6	397.751	469.897	-72.146	0.435	($31.38)
Colorado	01/01/2012	03/31/2012	798.1	798.1	218.085	154.147	63.938	0.205	$13.11
Georgia	01/01/2012	03/31/2012	309.8	309.8	84.655	250.330	-165.675	0.182	($30.15)
Idaho	01/01/2012	03/31/2012	3,339.0	3,339.0	912.401	1,077.067	-164.666	0.25	($41.17)
Illinois	01/01/2012	03/31/2012	4,387.2	4,387.2	1,198.828	0.000	1,198.828	0.411	$492.72
Indiana	01/01/2012	03/31/2012	1,159.5	1,159.5	316.840	1,568.734	-1,251.894	0.16	($200.3)
Indiana(Surcharge)	01/01/2012	03/31/2012	1,159.5	1,159.5	316.840	0.000	316.840	0.11	$34.85
Iowa	01/01/2012	03/31/2012	1,512.6	1,512.6	413.327	625.597	-212.270	0.225	($47.76)

Figure 177: Example of IFTA Fuel Tax Report

NOTE: The NexTraq IFTA Fuel Tax report uses the quarterly IFTA Final Fuel Use Tax Rate and Rate Code Table and does not include tax rate changes submitted by jurisdictions after the official table is published. The NexTraq IFTA Fuel Tax report is provided as a convenience and an auditing tool and may contain omissions or inconsistencies based on incomplete data from fuel card vendors or IFTA.

Location Report

The **Location** report details which mobile units have visited a saved location or zone. Choose the reporting time frame and viewing format. Then select any saved location or zone and mobile or fleet, and view the report.

You can run the report for **All** locations or a select a single location. If the account has 1000 or more locations or if **Location Groups** have been defined, you can narrow the list by selecting from available location groups. Similarly, if you prefer to run the report by **Zone**, you can choose **All** zones or narrow the list to a specific **Zone Group**.

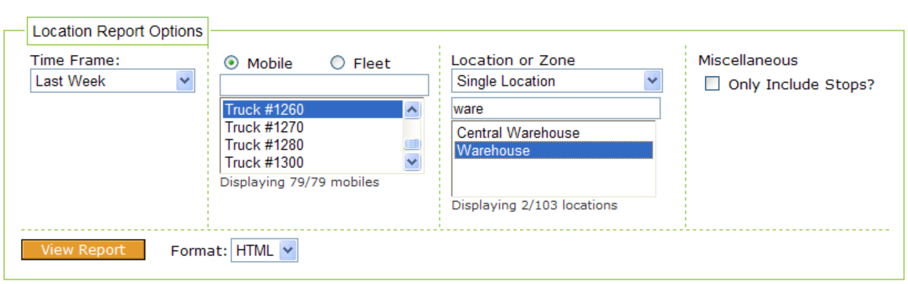
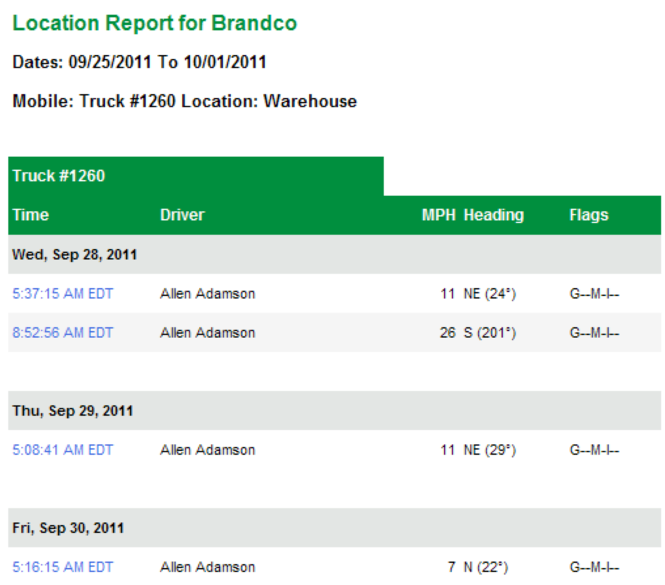


Figure 178: Location Report Options

The **Location** report includes:

- Time frame of the report
- Mobile/fleet names
- Location name
- Date
- Time of visit
- Driver name
- Miles per hour
- Heading in compass point and degrees
- Active flags



Location Report for Brandco

Dates: 09/25/2011 To 10/01/2011

Mobile: Truck #1260 Location: Warehouse

Truck #1260				
Time	Driver	MPH	Heading	Flags
Wed, Sep 28, 2011				
5:37:15 AM EDT	Allen Adamson	11	NE (24°)	G--M-I--
8:52:56 AM EDT	Allen Adamson	26	S (201°)	G--M-I--
Thu, Sep 29, 2011				
5:08:41 AM EDT	Allen Adamson	11	NE (29°)	G--M-I--
Fri, Sep 30, 2011				
5:16:15 AM EDT	Allen Adamson	7	N (22°)	G--M-I--

Figure 179: Sample Location Report

Location Summary

Location Summary report combines information for a specific location, location group, zone, or zone group for the time frame specified.

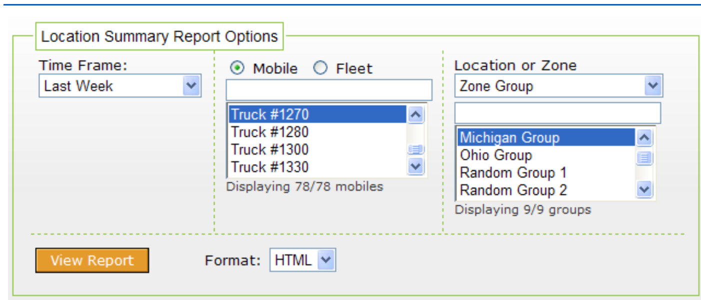


Figure 180: Location Summary Report Options

NexTraq

The Location Summary Report includes:

- Report time frame
- Mobile name
- Location
- Total hours
- Moving hours
- Stopped hours
- Idle hours
- Sensor hours
- Stops
- Active days during the reporting period
- Miles
- Totals

Location Summary Report for Brandco

Dates: 04/15/2012 To 04/21/2012

Mobile: Truck #1270, Zone Group: Michigan Group

Summary					
Total Stopped Hours	34.1	Total Sensor Hours	13.16	Max Stopped Hours	34.1
Total Idle Hours	9.6	Total Stops	9	Max Idle Hours	9.6
Total Moving Hours	3.56	Total Active Days	5	Max Moving Hours	1.33

1Bluw Water Zone

Mobile	Total Hours	Moving Hours	Stopped Hours	Idle Hours	Sensor Hours	Stops	Active Days	Miles
Truck #1270	1.33	1.33	0.00	0.00	1.33	0	4	74.0
Totals for Zone	**1.33**	**1.33**	**0.00**	**0.00**	**1.33**	**0**	**4**	**74.0**

1Romeo, Michigan

Mobile	Total Hours	Moving Hours	Stopped Hours	Idle Hours	Sensor Hours	Stops	Active Days	Miles
Truck #1270	35.19	1.09	34.10	9.60	10.69	9	5	22.6
Totals for Zone	**35.19**	**1.09**	**34.10**	**9.60**	**10.69**	**9**	**5**	**22.6**

1Royal Oak, MI Zone

Figure 181: Location Summary Report Example

Maintenance Logs Report

The **Maintenance Logs** report displays detail for all maintenance logs completed based on the report options selected.

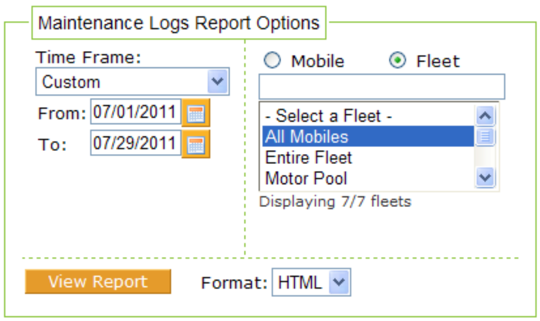
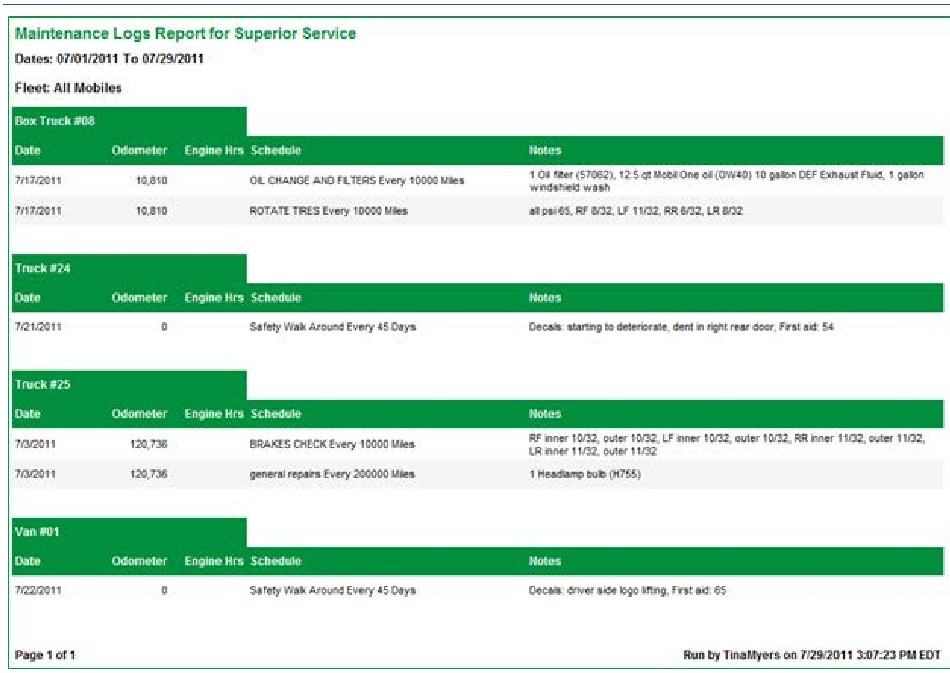


Figure 182: Maintenance Logs Report Options

The **Maintenance Logs** report includes:

- Report date range
- Name of fleet
- Name of mobile
- Date of the Maintenance Log
- Odometer reading at time of Maintenance Log entry, if applicable
- Engine hours reading at time of Maintenance Log entry, if applicable
- Description of the maintenance schedule
- Notes - Any additional information recorded in the Maintenance Log



Maintenance Logs Report for Superior Service

Dates: 07/01/2011 To 07/29/2011

Fleet: All Mobiles

Box Truck #08

Date	Odometer	Engine Hrs	Schedule	Notes
7/17/2011	10,810		OIL CHANGE AND FILTERS Every 10000 Miles	1 Oil filter (57062), 12.5 qt Mobil One oil (OW40) 10 gallon DEF Exhaust Fluid, 1 gallon windshield wash
7/17/2011	10,810		ROTATE TIRES Every 10000 Miles	all psi 65, RF 8/32, LF 11/32, RR 6/32, LR 8/32

Truck #24

Date	Odometer	Engine Hrs	Schedule	Notes
7/21/2011	0		Safety Walk Around Every 45 Days	Decals: starting to deteriorate, dent in right rear door, First aid: 54

Truck #25

Date	Odometer	Engine Hrs	Schedule	Notes
7/3/2011	120,736		BRAKES CHECK Every 10000 Miles	RF inner 10/32, outer 10/32, LF inner 10/32, outer 10/32, RR inner 11/32, outer 11/32, LR inner 11/32, outer 11/32
7/3/2011	120,736		general repairs Every 200000 Miles	1 Headlamp bulb (H755)

Van #01

Date	Odometer	Engine Hrs	Schedule	Notes
7/22/2011	0		Safety Walk Around Every 45 Days	Decals: driver side logo lifting, First aid: 65

Page 1 of 1

Run by TinaMyers on 7/29/2011 3:07:23 PM EDT

Figure 183: Sample Maintenance Logs Report

Maintenance Schedule Detail Report

The **Maintenance Schedule Detail** report displays information for all maintenance schedules and their logs based on **Mobile/Fleet** options selected. There will be a report row for every maintenance log recorded for the selected mobile(s).

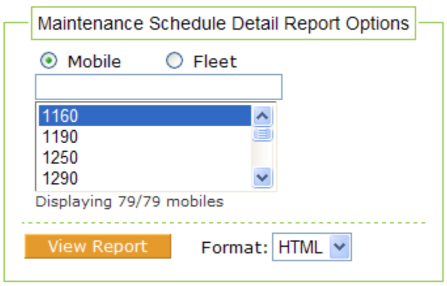
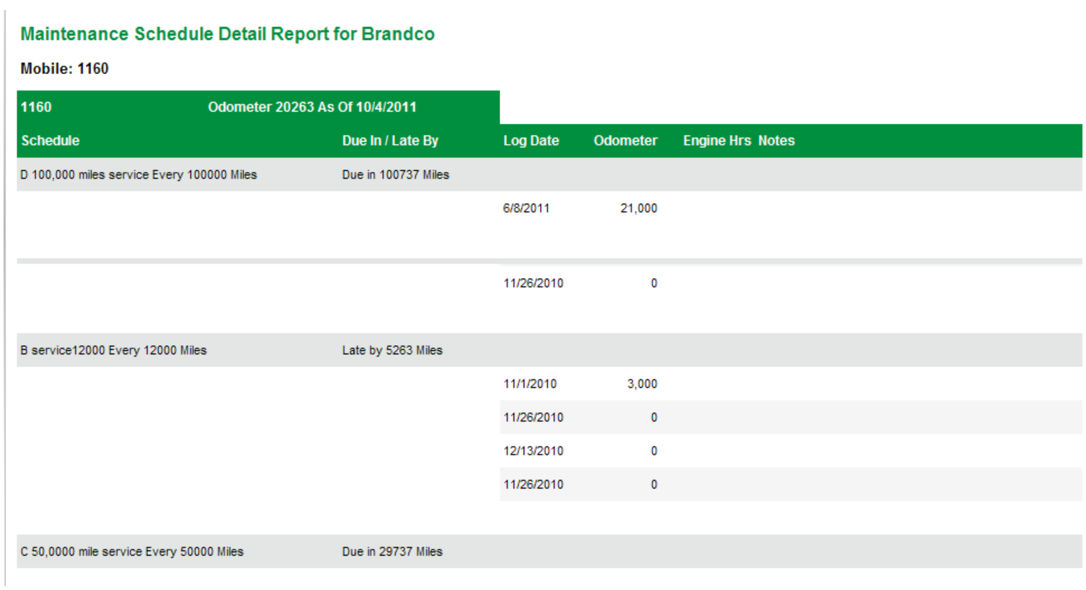


Figure 184: Maintenance Schedule Detail Report Options

The **Maintenance Schedule Detail** report includes:

- Fleet name
- Mobile name
- Odometer reading and its latest updated date
- Maintenance schedule description
- Number of days or miles the maintenance is "Due In" or "Late By"
- Date of log entry
- Odometer reading at time of maintenance log entry
- Notes – Any additional information recorded in the Maintenance Log



Maintenance Schedule Detail Report for Brandco

Mobile: 1160

1160	Odometer 20263 As Of 10/4/2011				
Schedule	**Due In / Late By**	**Log Date**	**Odometer**	**Engine Hrs**	**Notes**
D 100,000 miles service Every 100000 Miles	Due in 100737 Miles				
		6/8/2011	21,000		
		11/26/2010	0		
B service12000 Every 12000 Miles	Late by 5263 Miles				
		11/1/2010	3,000		
		11/26/2010	0		
		12/13/2010	0		
		11/26/2010	0		
C 50,0000 mile service Every 50000 Miles	Due in 29737 Miles				

Figure 185: Maintenance Schedule Detail Report

Maintenance Schedule Summary Report

The **Maintenance Schedule Summary** report displays summary information for all maintenance schedules for a specific mobile or for all the mobiles in a fleet depending on the options selected.

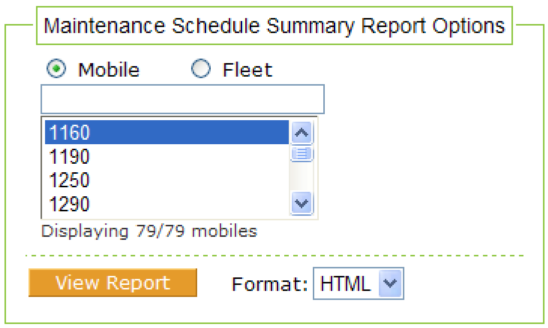


Figure 186: Maintenance Schedule Summary Report Options

The **Maintenance Schedule Summary** report includes:

- Name of the fleet or single mobile
- Overdue status of maintenance (True or False)
- Number of days, engine hours or miles the maintenance is "Due In" or "Late By"
- Schedule description
- Name of mobile
- Engine hours reading, if applicable, and the latest date updated
- Odometer reading, if applicable, and the latest date updated

Maintenance Schedule Summary Report for Brandco

Mobile: 1160

Overdue	Due In / Late By	Schedule	Mobile	Engine Hrs	As Of	Odometer	As Of
Yes	Late by 5263 Miles	B service12000 Every 12000 Miles	1160		10/4/2011	20,263	10/4/2011
No	Due in 100737 Miles	D 100,000 miles service Every 100000 Miles	1160		10/4/2011	20,263	10/4/2011
No	Due in 3737 Miles	A service 6000 miles Every 6000 Miles	1160		10/4/2011	20,263	10/4/2011
No	Due in 29737 Miles	C 50,0000 mile service Every 50000 Miles	1160		10/4/2011	20,263	10/4/2011

Figure 187: Sample Maintenance Schedule Summary Report

Mileage By State Report

The **Mileage By State** report displays the distance traveled in each state by specified mobiles based on options selected. The report also totals the distance traveled by all reported mobiles.

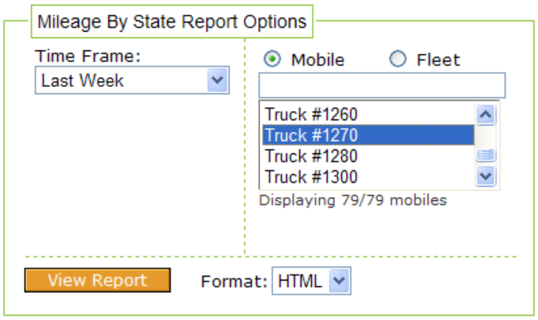


Figure 188: Mileage By State Report Options

The **Mileage By State** report contains the following data:

- Report date range
- Fleet name
- Mobile name
- Driver name
- State
- Distance traveled by each mobile
- Total distance traveled by all mobiles/fleets selected

Mileage By State Report for Brandco

Dates: 09/25/2011 To 10/01/2011

Mobile: Truck #1270

Mobile	Driver	State	Miles
Truck #1270	Melvin Benton	Illinois	299.1
Truck #1270	Melvin Benton	Indiana	185.1
Truck #1270	Melvin Benton	Michigan	1,294.9
Truck #1270	Melvin Benton	Wisconsin	365.8
Totals for Mobile: Truck #1270			**2,144.9**

Figure 189: Sample Mileage By State Report

Posted Speed Report

The Posted Speed report provides speed information in relation to the posted speed limits. The report can highlight specific drivers or locations that create repeated problems, and can lead to safety and fuel efficiency improvement.

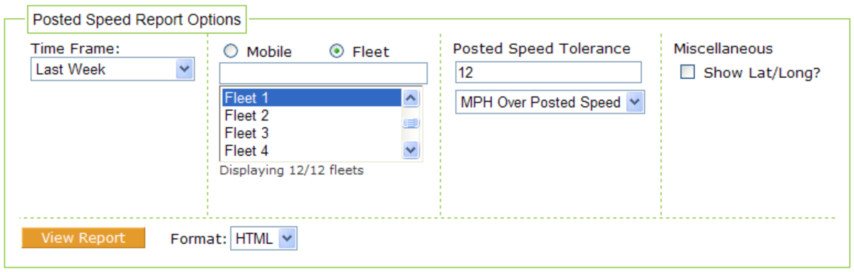


Figure 190: Posted Speed Report Options

The Posted Speed report includes:

- Specified time frame for report
- Mobiles within a fleet or a specified mobile
- Date/time of occurrence
- Driver name
- Location, City, State, Zip code
- Speed, Posted speed
- Variance between recorded and posted speed
- Variance expressed as a percentage
- Flags at the time of event

Posted Speed Report for Brandco

Dates: 09/25/2011 To 10/01/2011

Fleet: Fleet 1, Speed >= 12 MPH Over Posted Speed Limit

Flags Legend G: GPS P: Ping S: Speeding O: Old M: Moving I: Ignition

Time	Driver	Location	City	St	Zip	MPH	Posted	Var	Var%	Flags
Truck #1200										
Wed, Sep 28, 2011										
4:16:31 AM EDT	Gary Edwards	Craig Bridge St	Toledo	OH	43605	56	40	16	40.0 %	G--M-I--
Thu, Sep 29, 2011										
7:34:26 AM EDT	Gary Edwards	37419 Schoolcraft Rd	Livonia	MI	48150	49	35	14	40.0 %	G--M-I--

Time	Driver	Location	City	St	Zip	MPH	Posted	Var	Var%	Flags
Truck #1260										
Mon, Sep 26, 2011										
5:51:29 PM EDT	Allen Adamson	4401 Fisher Fwy W	Detroit	MI	48209	40	25	15	60.0 %	G--M-I--

Figure 191: Posted Speed Report Example

Sensor Report

The **Sensor** report details which mobile units have had sensor events or ignition triggers based on the report options selected. Select a time frame, any individual mobile unit or fleet, and view the report. Check the **Show Lat/Long?** box to include latitude/longitude values in the report. The report highlights the “on” and “off” events of each sensor for the mobile in sequential order.

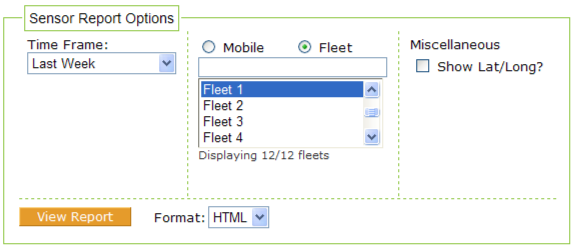


Figure 192: Sensor Report Options

The information contained in the report includes:

- Mobile unit
- Date
- Sensor event
- Time of sensor event
- Name of driver
- Location address/name at sensor event
- City, state, zip code of location
- Speed
- Heading with compass point and degrees
- Active flags

Sensor Report for Brandco

Dates: 09/25/2011 To 10/01/2011

Fleet: Fleet 1

Flags Legend G: GPS P: Ping S: Speeding O: Old M: Moving I: Ignition

Truck #1200

Event	Time	Driver	Location	City	St	Zip	MPH	Heading	Flags
Mon, Sep 26, 2011									
Engine On	1:31:13 AM EDT	Gary Edwards	Distrib Ctr II	Bruce Twp	MI	48065	0	S (181°)	G----I--
Engine Off	7:20:10 AM EDT	Gary Edwards	Unknown	Brook Park	OH	44142	0	SE (148°)	G-------
Total Engine On	05:48:57	216.4 Miles							
Engine On	7:49:35 AM EDT	Gary Edwards	Unknown	Brook Park	OH	44142	0	SE (148°)	G----I--
Engine Off	9:00:15 AM EDT	Gary Edwards	4436 Lee Rd	Cleveland	OH	44128	0	W (262°)	G-------
Total Engine On	01:10:40	20 Miles							
Engine On	9:38:29 AM EDT	Gary Edwards	4436 Lee Rd	Cleveland	OH	44128	0	W (262°)	G----I--
Engine Off	10:31:06 AM EDT	Gary Edwards	5304 Engle Rd	Brook Park	OH	44142	0	S (185°)	G-------
Total Engine On	00:52:37	18.6 Miles							

Figure 193: Sample Sensor Report

Sensor Summary Report

The **Sensor Summary** report groups sensor events by sensor within a time frame. The report includes the amount of time and number of miles the sensor was on per day, per sensor, and per mobile.

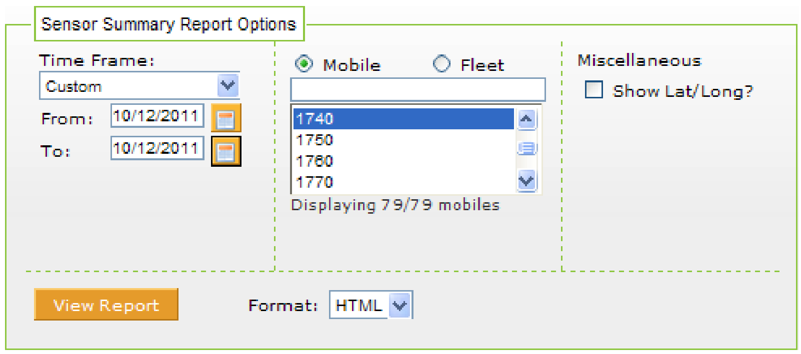


Figure 194: Sensor Summary Report Options

For each mobile selected, the **Sensor Summary** report includes:

- Sensor name
- Sensor on/off times
- Location address, city, state and zip code
- Time on
- Number of miles driven while on
- Daily total time on
- Daily total number of miles driven while on
- Total of all daily number of hours on
- Total of all daily number of miles driven while on

Sensor Summary Report for Brandco

Dates: 10/12/2011 To 10/12/2011

Mobile: 1740

1740							
Event	On/Off	Location	City	St	Zip	Time On	Miles On
Wed, Oct 12, 2011							
Engine On	1:31:40 AM EDT	719 W 7th St	Evart	MI	49631		
	6:25:42 AM EDT	38339 Michigan Ave E	Wayne	MI	48184	04:54:02	190.0
Engine On	6:27:17 AM EDT	38339 Michigan Ave E	Wayne	MI	48184		
	9:37:31 AM EDT	10th St	Evart Twp	MI	49631	03:10:14	189.8
Engine On	10:29:12 AM EDT	10th St	Evart Twp	MI	49631		
	1:56:09 PM EDT	38331 Michigan Ave E	Wayne	MI	48184	03:26:57	192.2
Engine On	1:57:17 PM EDT	38331 Michigan Ave E	Wayne	MI	48184		
	4:31:21 PM EDT	228 Belle River Ave	Imlay City	MI	48444	02:34:04	104.8
Totals for Wed, Oct 12, 2011						14:05:17	676.8
Totals for Sensor: Engine On						14:05:17	676.8
Totals for Mobile: 1740						14:05:17	676.8

Figure 195: Sensor Summary Report Example

Shift Report

The **Shift** report adds the option of a user-defined time frame to start/stop report information.

To define the shift:

- The user selects any hour from the **Shift Start Time** drop-down list for the beginning shift time.
- The user selects a time from the **Shift End Time** drop-down list for the shift completion time.

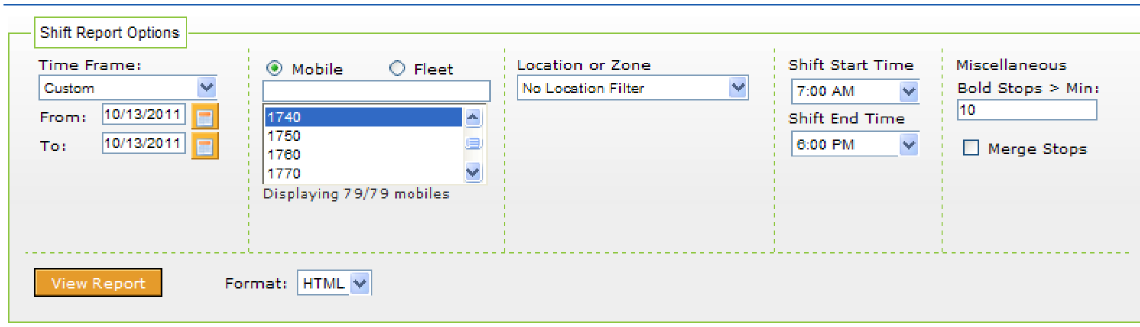


Figure 196: Shift Report Options

The **Shift** report includes for each mobile within a fleet or each individual mobile selected:

- Mobile name
- Shift date
- Shift beginning and end times

- Mobile start time
- Moving time for each start/stop event
- Number of miles traveled for each stop/start event
- Mobile stop time
- Length of time stopped
- Stop location, city, state, and zip code
- Idle time
- Sensor time
- Maximum MPH during the start/stop event
- Summaries of all times per shift
- Summaries of all times per mobile

Shift Report for Brandco

Dates: 10/13/2011 To 10/13/2011

Mobile: 1740, Shift: 7:00 AM to 6:00 PM

1740

Start	Moving Time	Miles	Stop	Stopped Time	Location	City	St	Zip	Idle Time	Sensor Time	Max MPH
10/13/2011 7:00 AM to 10/13/2011 6:00 PM											
7:00:23 AM EDT	02:17:18	135.2	9:17:41 AM EDT	00:03:09	4801 Cogswell Rd	Wayne	MI	48184	00:03:09	02:17:18	72
9:20:50 AM EDT	00:06:38	0.2	9:27:28 AM EDT	00:01:55	38337 Michigan Ave E	Wayne	MI	48184	00:00:33	00:09:47	11
9:29:23 AM EDT	02:59:46	188.7	12:29:09 PM EDT	02:39:39	128 Fair St	Evart	MI	49631	00:05:38	03:00:23	71
3:08:48 PM EDT	00:03:39	0.3	3:12:27 PM EDT	00:00:00	723 W 7th St	Evart	MI	49631	00:00:00	00:09:13	0
Totals for Shift	05:27:21	324.4		02:44:43					00:09:20	05:36:41	
Totals for Mobile	05:27:21	324.4		02:44:43					00:09:20	05:36:41	
Totals for Report	05:27:21	324.4		02:44:43					00:09:20	05:36:41	

Figure 197: Shift Report Example

Speed Report

The **Speed** report shows a mobile's incidents over a defined speed threshold for the time period selected. You may report by mobile or by fleet. Check the **Show Lat/Long?** box to include latitude/longitude values in the report. Enter the speed threshold number in the **Speed >=** text box. The **Speed** value defaults to 55 mph (or 80 kph) based on your choice in **User Preferences** for **Units for distance and speed**. The minimum speed allowed in this option is 10 mph (or 15 kph).

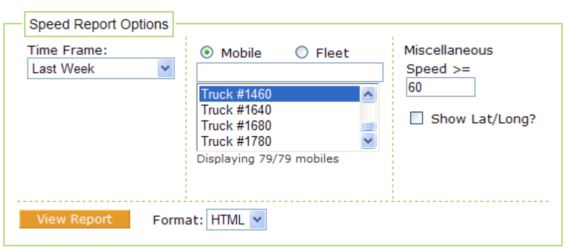


Figure 198: Speed Report Options

The **Speed** report includes:

- Date range of report
- Mobile name
- Speed threshold
- Time of speeding occurrence
- Driver's name
- Location address/name, city, state, zip code
- Speed
- Heading in compass point and degrees
- Active flags

Speed Report for Brandco

Dates: 09/25/2011 To 10/01/2011

Mobile: Truck #1460, Speed >= 60

Flags Legend G: GPS P: Ping S: Speeding O: Old M: Moving I: Ignition

Truck #1460								
Time	**Driver**	**Location**	**City**	**St**	**Zip**	**MPH**	**Heading**	**Flags**
Fri, Sep 30, 2011								
1:25:49 PM EDT	Bert Brighton	4077 S Van Dyke Rd	Marlette Twp	MI	48453	60	N (359°)	GO-M-I--
1:54:42 PM EDT	Bert Brighton	8532 Van Dyke Rd	Greenleaf Twp	MI	48726	61	N (359°)	GO-M-I--
1:56:34 PM EDT	Bert Brighton	5039 S Van Dyke Rd	Sheridan Twp	MI	48475	60	N (359°)	GO-M-I--
3:27:24 PM EDT	Bert Brighton	4940 S Van Dyke Rd	Sheridan Twp	MI	48475	60	S (179°)	G--M-I--
3:31:24 PM EDT	Bert Brighton	7605 Van Dyke Rd	Greenleaf Twp	MI	48726	60	S (177°)	G--M-I--
3:41:24 PM EDT	Bert Brighton	2905 Van Dyke Rd	Lamotte Twp	MI	48426	62	S (177°)	G--M-I--
3:43:24 PM EDT	Bert Brighton	1849 Van Dyke Rd	Lamotte Twp	MI	48426	60	S (177°)	G--M-I--
Total Speed Incidents for Mobile: Truck #1460								**7**
Total Speed Incidents for Report								**7**

Figure 199: Sample Speed Report

Start/Stop Report

The **Start/Stop** report contains data indicating start times of the mobile and all stop positions. The report provides data for analyzing the time spent in transit, the time spent at each stop, and the number and locations of stops each day for any selected mobile.

Rows are displayed in bold if the value in the **Stopped Time** column is greater than the number of minutes entered in the **Bold Stops>Min** option.

You can run the report with no location or zone filter (all locations or zones) or select a single location, a single zone, a zone group, or a location group. If the account has 1000 or more locations or if **Groups** have been defined, you can narrow the list by selecting from available location or zone groups.

The mileage shown on the **Start/Stop** report can be lower than other reports because the mileage on the drift tracks is excluded. A drift track is an idle track (Flag includes I but does not include M) that is not followed by a moving track (Flag includes M).

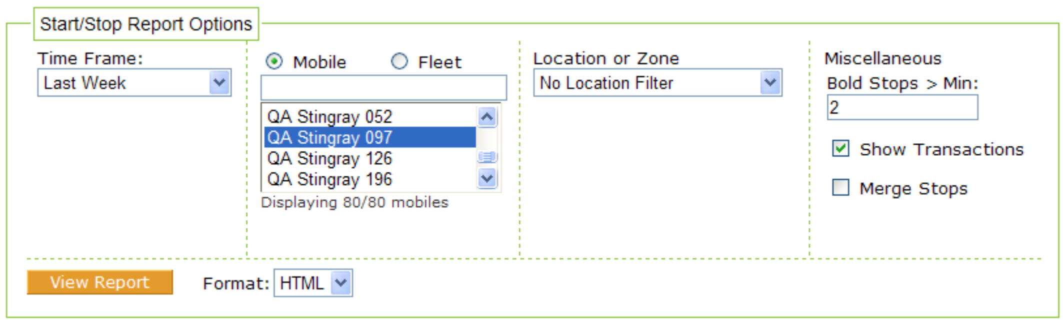


Figure 200: Stop/Start Report Options

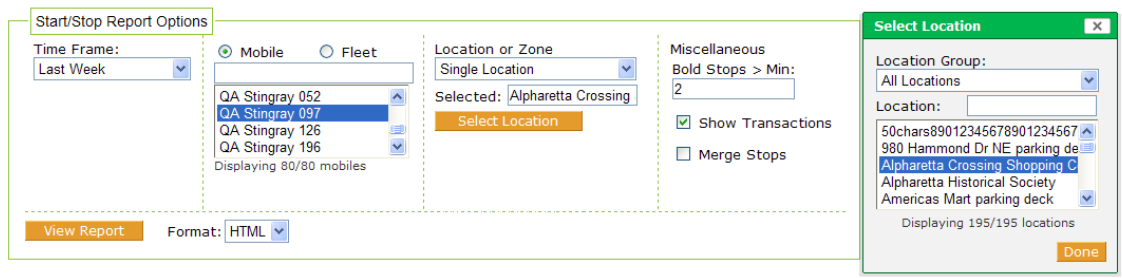


Figure 201: Stop/Start Report Options with Location Groups

The **Start/Stop** report presents the following data:

- Start time
- Time moving
- Distance traveled
- Time of day of stop
- Length of stopped time
- Location

NOTE: If the location is one that is defined in the NexTraq platform, the location name will appear in this column.

- Idle time
- Sensor time
- Maximum speed
- Total times and distances per day, mobile, and report

Start/Stop Report for Stingray Test DW

Dates: 09/25/2011 To 10/01/2011

Mobile: QA Stingray 097, Location: Alpharetta Crossing Shopping Center

QA Stingray 097			(Driver Not Assigned)								
Start	Moving Time	Miles	Stop	Stopped Time	Location	City	St	Zip	Idle Time	Sensor Time	Max MPH
Wed, Sep 28, 2011											
1:46:25 PM EDT	00:06:23	1.6	1:52:48 PM EDT	00:18:22	Alpharetta Crossing Shopping Center	Alpharetta	GA	30009	00:26:39	00:00:00	39
2:11:10 PM EDT	00:01:21	0.2	2:12:31 PM EDT	00:01:33	Alpharetta Crossing Shopping Center	Alpharetta	GA	30009	00:00:45	00:00:00	8
Totals for Day	00:07:44	1.8		00:19:55					00:27:24	00:00:00	
Totals for Mobile	00:07:44	1.8		00:19:55					00:27:24	00:00:00	
Totals for Report	00:07:44	1.8		00:19:55					00:27:24	00:00:00	

NOTE: The mileage shown on this report can be lower than other reports because the mileage on the drift tracks is excluded

Figure 202: Sample Start/Stop Report

With **Merge Stops** selected as a report option, any consecutive stops within one specified location or zone will be reported as one stop with the cumulative miles and stop time. For example, if a truck with a delivery were required to be in a queue in order to unload its cargo, the dock area could be defined as a single location. Then as the truck stopped, moved forward, stopped, turned off ignition, started and moved forward again, the tracks would be reported as one merged stop instead of numerous discrete movements.

Start/Stop Report for Stingray Test DW

Dates: 09/25/2011 To 10/01/2011

Mobile: QA Stingray 097, Location: All Locations

QA Stingray 097			QA 097								
Start	Moving Time	Miles	Stop	Stopped Time	Location	City	St	Zip	Idle Time	Sensor Time	Max MPH
Wed, Sep 28, 2011											
1:46:25 PM EDT	00:07:44	1.8	2:12:31 PM EDT	00:19:55	Alpharetta Crossing Shopping Center	Alpharetta	GA	30009	00:27:24	00:00:00	39
2:14:04 PM EDT	00:04:58	2.1	2:19:02 PM EDT	00:00:00	_DW Roswell	Roswell	GA	30009	05:51:37	00:00:00	33
Totals for Day	00:12:42	3.9		00:19:55					06:19:01	00:00:00	
Totals for Mobile	00:12:42	3.9		00:19:55					06:19:01	00:00:00	
Totals for Report	00:12:42	3.9		00:19:55					06:19:01	00:00:00	

Figure 203: Merged Stops Example

In the above report example, the two stops at the shopping center were merged into one and reflect the total mileage at that location as well as the total stopped time.

Taxi Fares Report

The Taxi Fares report provides specialized data for a specific industry. For information on Taxi Fares Report, please contact NexTraq Customer Support.

Temperature Report

For mobiles with temperature sensors installed and properly configured, the **Temperature** report provides a record of temperature readings of sensor surroundings. Where maintaining a temperature within a specified range is critical, such as in a refrigerated truck, the report provides an easy method of monitoring the temperature.

Mobile units may be configured to report temperature at specific intervals. For example, some fleet managers prefer that temperatures are transmitted with every moving track and once every 15 minutes with stopped tracks. Both intervals may be configured by our Customer Support staff.

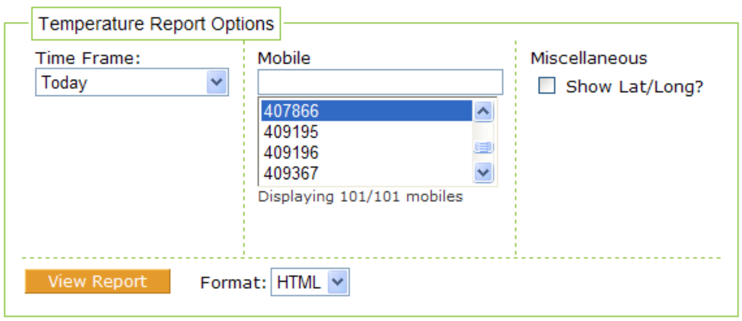


Figure 204: Temperature Report Options

The **Temperature** report includes:

- Date range of the report
- Mobile name being reported
- Time of the reading
- Driver associated with the mobile unit
- Location address, city, state, zip code
- Miles driven since last reading
- Speed at time of reading
- Compass heading at time of reading
- Flags in effect
- Temperature in degrees Fahrenheit

Temperature Report for Cooler Pizza Dough

Dates: 10/04/2011 To 10/04/2011

Mobile: 407866

Flags Legend G: GPS P: Ping S: Speeding O: Old M: Moving I: Ignition

Time	Driver	Location	City	St	Zip	Miles	MPH	Heading	Flags	Temp
Tue, Oct 04, 2011										
12:13:29 AM CDT	Todd Noltree	Penske	Obetz	OH	43207	0.0	0	E (94°)	G-------	-18° F
12:28:38 AM CDT	Todd Noltree	Penske	Obetz	OH	43207	0.0	0	SE (113°)	G-------	-16° F
12:43:45 AM CDT	Todd Noltree	Penske	Obetz	OH	43207	0.0	0	NW (315°)	G-------	-16° F
12:58:50 AM CDT	Todd Noltree	Penske	Obetz	OH	43207	0.0	0	W (286°)	G-------	-16° F
1:13:57 AM CDT	Todd Noltree	Penske	Obetz	OH	43207	0.0	0	W (268°)	G-------	-14° F
1:29:05 AM CDT	Todd Noltree	Penske	Obetz	OH	43207	0.0	0	NE (58°)	G-------	-14° F
1:44:15 AM CDT	Todd Noltree	Penske	Obetz	OH	43207	0.0	0	N (340°)	G-------	-16° F
1:59:21 AM CDT	Todd Noltree	Penske	Obetz	OH	43207	0.0	0	NW (311°)	G-------	-16° F
2:14:30 AM CDT	Todd Noltree	Penske	Obetz	OH	43207	0.0	0	W (274°)	G-------	-16° F
2:29:35 AM CDT	Todd Noltree	Penske	Obetz	OH	43207	0.0	0	W (289°)	G-------	-14° F

Figure 205: Temperature Report Example

User History Report

The **User History** report provides a record of when and for how long a user is logged onto the NexTraq application. You may select a single user or all users for the specified time frame. When reporting **All Users**, the report is listed alphabetically by user's last name.

NexTraq Mobile logins are included on the User History report.

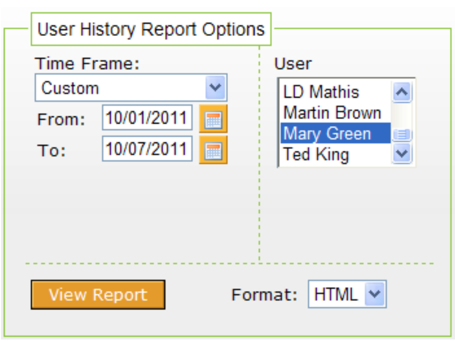


Figure 206: User History Report Options

The **User History** report includes:

- Range of dates the report covers
- User ID of the report subject
- Summary of User History
- Reporting date
- Login date and time, for each user
- Logout date and time, for each user

- Amount of time logged in per user
- Total amount of time logged in for all users in the report

User History Report for DW - Demo Transport & Package

Dates: 10/01/2011 To 10/07/2011

User: Mary Green

Summary			
Total Logins:	3	Total Login Hours:	0.58
Average Logins per day:	1.5	Average Login Hours Per Day	0.29
Last Login Date:	10/5/2011 6:51:21 PM EDT	Last Logout Date:	10/5/2011 6:52:11 PM EDT

magreen	**Mary Green**		
Login Date	**Logout Date**	**Logged In Time**	**App**
Mon, Oct 03, 2011			
10/3/2011 4:09:58 PM EDT	10/3/2011 4:10:39 PM EDT	00:00:41	NexTraq
10/3/2011 5:57:49 PM EDT	10/3/2011 6:30:55 PM EDT	00:33:06	NexTraq
Wed, Oct 05, 2011			
10/5/2011 6:51:21 PM EDT	10/5/2011 6:52:11 PM EDT	00:00:50	NexTraq
Total Login Time: 00:34:37	**NexTraq Mobile: 00:00:00**	**NexTraq: 00:34:37**	
Totals for Report: 00:34:37	**NexTraq Mobile: 00:00:00**	**NexTraq: 00:34:37**	

Page 1 of 1 **Run by magreen on 10/27/2011 4:56:22 PM EDT**

Figure 207: User History Report Example

The Summary section condenses the information of the User History report. For the report timeframe it displays login totals, average logins per day, total login hours, average login hours per day, and last login/logout dates for the specified user.

Subscriptions

The **Subscriptions** option on the **Report** tab allows you to create a daily, weekly or monthly subscription to any of the NexTraq reports. A subscription automatically generates and sends a report with the parameters you set to a designated email address. You can choose to receive the report in PDF, CSV, or Excel format. Subscriptions you saved will appear in the **Report Subscriptions** list.

Report Subscriptions

Create Subscription | Filter Subscriptions | Remove Filters

Edit	Delete	Description	Format	Last Run Time
		Daily Overtime Begin/End Day report	PDF	2011-10-04 02:00:49.867
		Monthly Fleet Summary Report for Fleet	PDF	2011-10-01 02:15:26.597
		Weekly fleet speeding report	PDF	2011-10-02 02:01:32.07

3/3 subscriptions found.

Figure 208: Report Subscriptions List

You can quickly locate a subscription by clicking **Filter Subscriptions** and entering several characters that occur in the **Subscription Description**. Click **Apply Filter** to reduce the size of the list to those subscriptions that meet the filter criteria. Click **Remove Filters** to see the complete list again.

Creating a Subscription

To create a subscription to a report:

1. Select **Subscriptions** from the **Reports** tab menu.
2. From the **Report Subscriptions** screen, click **Create Subscription**.

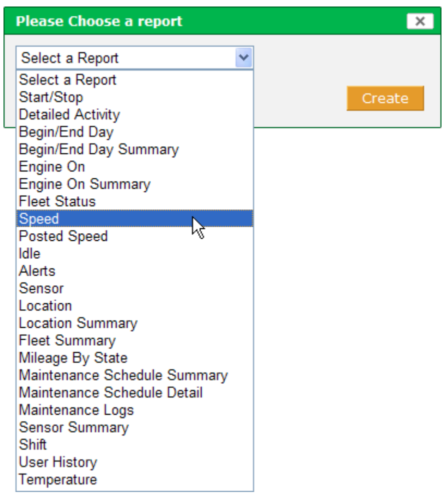


Figure 209: Select a Report Drop-Down List

3. From the **Select a Report** drop-down list, click to highlight your report choice. Click **Create**.
4. Complete the **Create Subscription** parameters.

- Description: Enter a descriptive phrase to help you identify the report.
- Email: Enter the email address you wish to use to receive the report. Separate multiple email addresses with commas.

The email address is required. Your subscription will not be saved without it.

- Format: From the drop-down list, click to choose PDF, CSV, or Excel for the delivered format of your report.
- Subject: Enter what you would like to appear in the subject line of your subscription email.
- Interval: From the drop-down list, click to choose the time interval the report will span.
- Select: Highlight to select a mobile or fleet on which to report. This selection will vary depending on the selected report.
- Additional parameters will also be available depending on the report you have chosen.

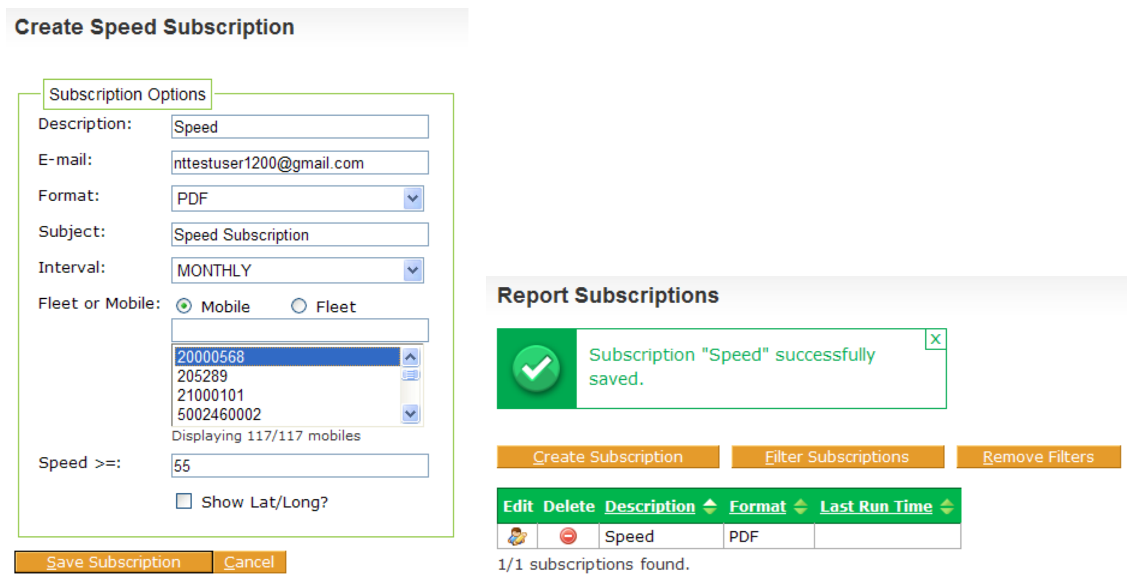


Figure 210: Create Report Subscriptions Parameters and Subscription Creation Confirmation

5. Click **Save Subscription** to create the subscription with the completed parameters.
6. Click **Cancel** to abandon your entries and return to the **Report Subscriptions List**.

Deleting & Editing a Subscription

From the **Report Subscriptions List**, you can delete or edit the subscriptions.

To delete a subscription:

1. Click in the row of the subscription you want to delete. You will receive a delete confirmation message.

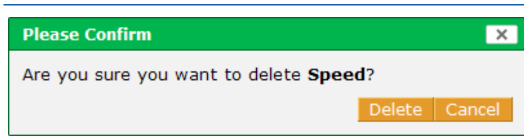


Figure 211: Subscription Delete Confirmation

2. Click **Delete** to remove the subscription from the list.

To edit a subscription:

1. Click Edit icon in the row of the subscription you want to modify.
2. The subscription parameters you have set for this report display. Modify the report options as you wish.

Once a subscription has been saved, you can change all the report options EXCEPT the Interval value.

3. Click **Save Subscription**.

Alerts Tab

The **Alerts** tab options allow you to establish alert thresholds and to send notification emails when those thresholds are crossed. Alerts may cover all mobile units, selected fleets, or selected mobile units. Alerts may be sent to any email-enabled computer or other Internet capable device. The units for the speed alert (miles or kilometers) are defined in **User Preferences**.

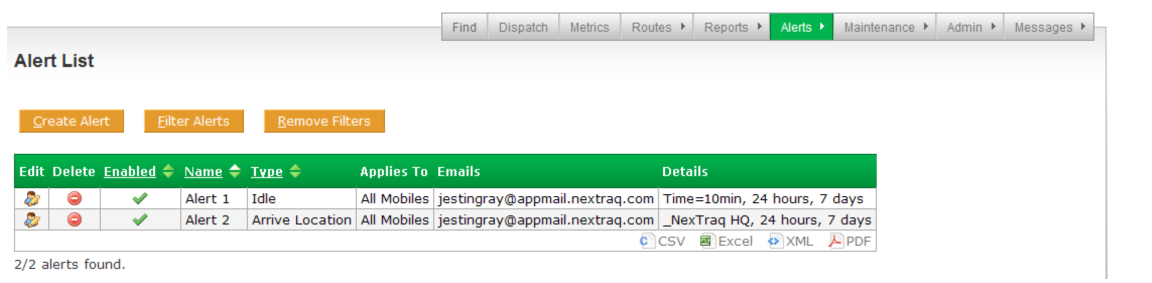


Figure 212: Alerts Summary Table and Options

You can activate 17 types of alerts:

- Arriving at a defined location
- Departing a defined location
- Entering a defined zone
- Exiting a defined zone
- First movement of the day or between specified hours
- No movement before a particular time
- Motion outside of defined work day hours
- Extended stop exceeding a user-defined maximum vehicle stop time
- Speed above a user-defined maximum speed
- Speed above the posted speed limit by a specified number of mph or kph
- Sensor active as specified for all or selected mobile units
- Sensor inactive as specified for all or selected mobile units
- Sensor active/inactive as specified for all or selected mobile units
- Enter zip code as listed by user
- Exit zip code as listed by user
- Idle time that exceeds a user-defined maximum vehicle idle time
- Temperature that exceeds a user-defined maximum number of degrees Fahrenheit

NOTE: For the Speed Alert the lowest maximum speed for this alert is 25 mph or 40 kph.
For the Extended Stop Alert the maximum vehicle stop time must between 10 and 180 minutes.
The Motion Alert will notify you only once on any given day.

Creating an Alert

To create an alert:

1. Click **Create Alert** from the **Alerts** tab menu or click **Create Alert** from the **Summary** screen to display the **Alert Information** box.
2. Enter a user-defined name for the new alert in the **Name** box. NexTraq names your alerts consecutively, beginning with Alert 1, if you do not enter a name.
3. Click the drop-down arrow of the **Type** box and select the type of alert to create.

The options and their labels vary according to the type of alert selected.

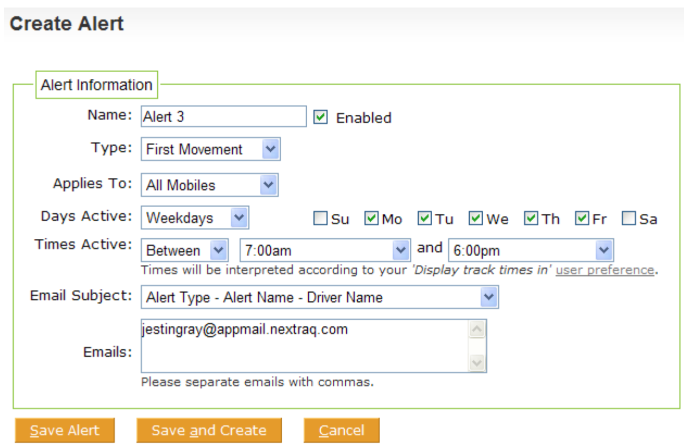


Figure 213: Create Alert Options

4. Click the drop-down arrow of the **Applies To** drop-down list and select the mobiles for the alert.

- **All Mobiles**: The alert will apply to all mobile units.
- **Selected Mobiles**: The alert will apply to the mobiles selected from the Mobile Selection list. Click **Select Mobiles** to display the mobile. Click the desired mobile in the selection list and then click > to apply the alert to the mobile. Click >> to apply the alert to all mobiles in the list. Remove highlighted mobiles from the **Alert Applies To** list using < Remove all mobiles from the list using <<. When you have completed your choices, click **Close**.
- **Selected Fleets**: The alert will apply to the fleets selected from the Fleet Selection list. Click the desired fleet in the selection list and then click the arrows in the same manner as outlined for selecting mobiles above.

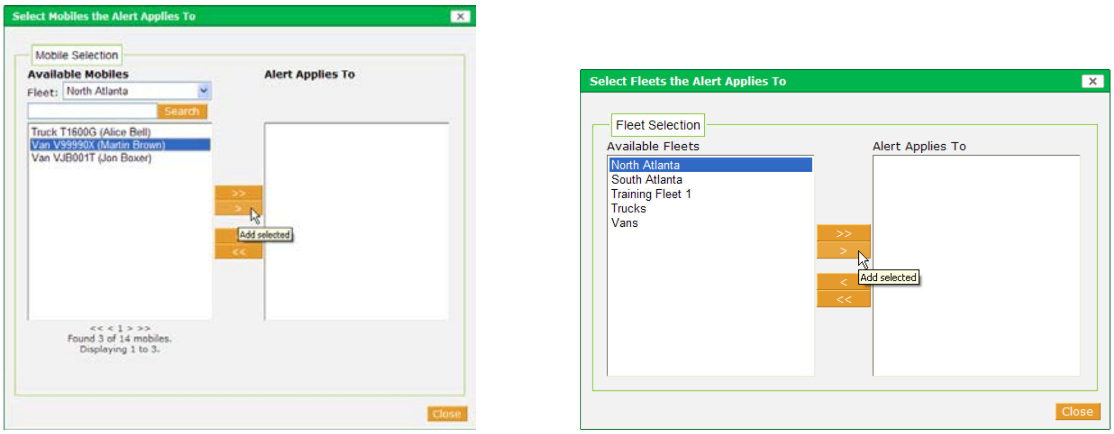


Figure 214: Mobile and Fleet Selection Options for an Alert

5. Click the drop-down arrow of the **Days Active** list box and select the category of days the alert will be active: **7 days/week, Weekdays, Weekends**, or **Custom**.

   NOTE: The number of checks in the **Days Active** checkboxes changes depending on your choice. Choosing **Custom** allows you to check any combination of the **Days Active** checkboxes.

6. Click the drop-down arrow of the **Times Active** list box and select the times the alert will be active on the days selected in the **Days Active** list box.

   NOTE: Most alert types have time choices of **24 hr/day** or **Between** specified hours. Several alerts have the time option of **Before** and **After** specific times or **Before** a designated time.

   NOTE: Times will be interpreted according to your "Display track times" setting in User Preferences.

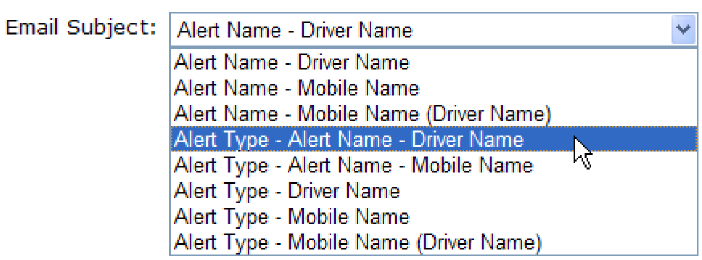


Figure 215: Alert Email Subject Options

7. Select the subject template for the alert email from the pre-defined combinations in the drop-down list. The options will be tailored to the type of alert selected. For example, those alerts that reference a location or a zone will have email subject options that will include the location or zone name. When the alert is sent, the subject terms will be replaced with the actual types and names.
   For example, you have an Enter Zone type alert named EnterAtl for driver Joe Smith. You select the alert email subject template with Alert Type – Alert Name –

Driver Name. When you receive the email, the subject line will match the template and will read "Enter Zone – EnterAtl – Joe Smith."

8. Type in the email address(es) the alert will be sent to when triggered in the **Emails** text box. Separate email addresses with commas.

> **NOTE:** If you use a mobile phone carrier's email-to-SMS service to receive alerts, check with the carrier about message length limits and any other delivery rules that will affect your alert message.

9. Click the **Enabled** checkbox to initiate the alert.

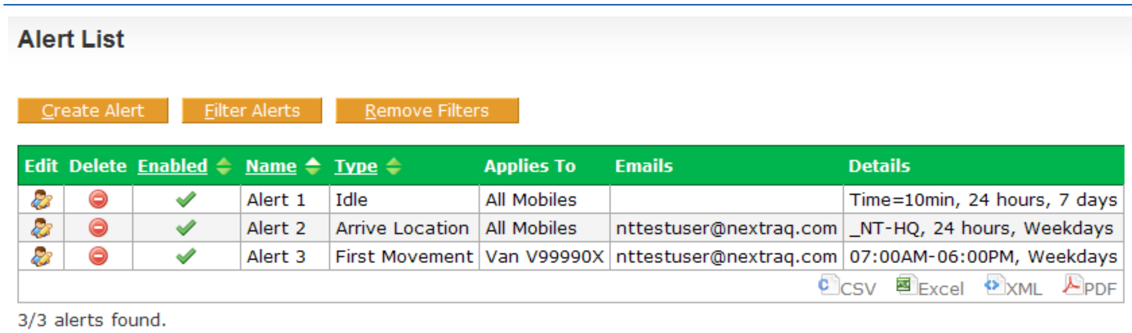
10. Click the **Save Alert** button to save and activate the alert. Click **Save and Create** to also open the **Create Alert** screen to establish another alert. Click **Cancel** to exit the **Create Alert** screen without saving any information.

Viewing a Summary of Alerts

You can view a summary of alerts by clicking on the **Alerts** tab. The default display for this tab is the **Alerts List**.

From the **Alerts List,** you can:

- Filter Alerts
- Enable/Disable an alert
- Delete an alert
- Edit an alert



Alert List

Create Alert | Filter Alerts | Remove Filters

Edit	Delete	Enabled	Name	Type	Applies To	Emails	Details
		✓	Alert 1	Idle	All Mobiles		Time=10min, 24 hours, 7 days
		✓	Alert 2	Arrive Location	All Mobiles	nttestuser@nextraq.com	_NT-HQ, 24 hours, Weekdays
		✓	Alert 3	First Movement	Van V99990X	nttestuser@nextraq.com	07:00AM-06:00PM, Weekdays

CSV Excel XML PDF

3/3 alerts found.

Figure 216: Alert List Table

Filter Alerts

Narrow the list of alerts by using the alerts filter.

1. Click **Filter Alerts** to open the **Filter Criteria** window.

2. Filter by **Alert Types** by clicking on the desired alert type in the list.

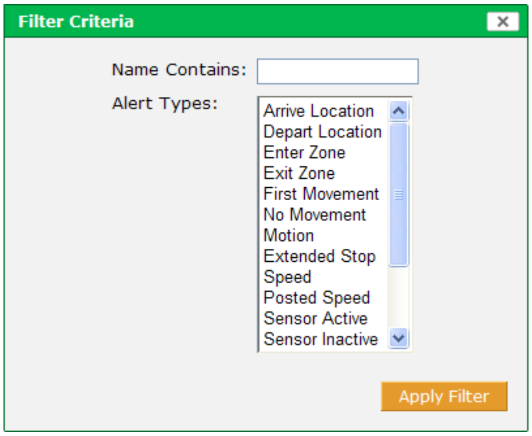


Figure 217: Alerts Filter Criteria

3. Filter by **Alert Name** by entering one or more characters of the name.

   NOTE: Combine the two filters to search for a particular type of alert that also has a specific combination of letters.

4. Click **Apply Filter** to display a filtered **Alert List**.

Disabling an Alert

Disabling an alert keeps the entry on the **Alert List**, but stops the application from reporting incidents specified by the alert. You can enable it again when you want to use this alert in the future. To disable an alert, click ✔ in the **Enabled** column of the **Alert List** to disable the desired alert. The ✔ becomes ✖, and you receive a message to confirm the alert was disabled.

NOTE: Changing the **Enabled** status of an alert in the **Alert List** automatically changes the **Enabled** checkbox for that alert in the **Alert Information** box.

To enable a disabled alert, click ✖ in the **Enabled** column. The ✖ changes to ✔, and the alert is once more in effect.

Deleting an Alert

To remove an alert completely:

1. Click ⊖ in the **Delete** column of the **Alerts List** to remove the alert.

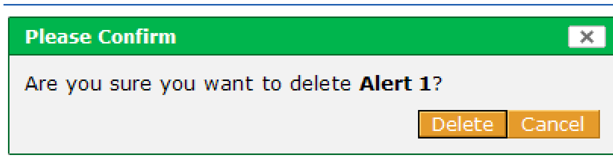


Figure 218: Alert Delete Confirmation Message

2. In the confirmation message box, click **Delete** to complete the action or **Cancel** to keep the alert.

NOTE: You can also delete an alert using the **Delete** button on the **Edit Alert** screen.

Editing an Alert

To edit an existing alert:

1. Click the **Edit** icon in the **Alerts List** for the desired alert to open the **Edit Alert** screen.

The Created/Modified box provides information about the user and date/time the alert was created or modified.

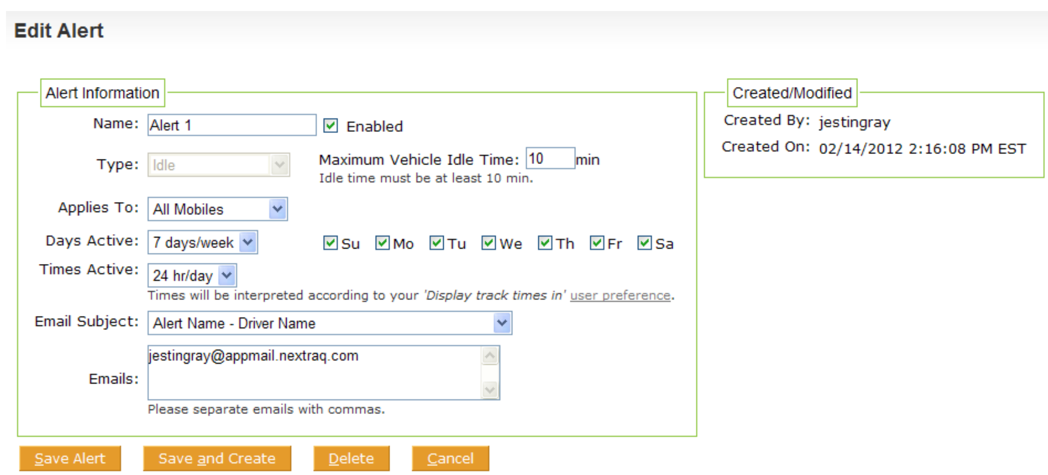


Figure 219: Sample Alert Selected For Editing

2. Make any changes to the alert.

   NOTE: The Alert **Type** field may not be changed once an alert has been saved

3. Click **Save Alert** to update the alert information with your changes. Click **Save and Create** to save your changes and open the **Create Alert** screen.

RSS Feeds for Alerts

With alerts created and enabled in the NexTraq platform, RSS feeds allow users to automatically receive updates on alert events. To receive an RSS feed, the user will first need to install a newsreader or content aggregator on his/her computer, which supports password-protected content. Once the reader has been set up, the user can subscribe to NexTraq RSS feeds, and the reader will present the relevant content whenever there is an update in the NexTraq platform. See Chapter 1 for a list of available NexTraq RSS feeds.

Current Alerts RSS Feeds

The following Alerts RSS feeds are currently available:

http://go.nextraq.com/rss/alerts/speed.rss	http://go.nextraq.com/rss/alerts/sensoract.rss
http://go.nextraq.com/rss/alerts/postedspeed.rss	http://go.nextraq.com/rss/alerts/sensorinact.rss
http://go.nextraq.com/rss/alerts/arrivelocation.rss	http://go.nextraq.com/rss/alerts/sensoractinact.rss
http://go.nextraq.com/rss/alerts/departlocation.rss	http://go.nextraq.com/rss/alerts/idle.rss
http://go.nextraq.com/rss/alerts/enterzone.rss	http://go.nextraq.com/rss/alerts/nomovement.rss
http://go.nextraq.com/rss/alerts/exitzone.rss	http://go.nextraq.com/rss/alerts/motion.rss
http://go.nextraq.com/rss/alerts/enterzip.rss	http://go.nextraq.com/rss/alerts/extstop.rss
http://go.nextraq.com/rss/alerts/exitzip.rss	http://go.nextraq.com/rss/alerts/hightemp.rss

All Alerts RSS feeds require the creation of at least one corresponding Alert in the NexTraq Fleet Tracking platform. For example, a Speed Alert must be created in order for the speed.rss feed to work.

If users wish to avoid receiving BOTH the email alert notice and the RSS feed, they can omit the email address from corresponding alerts in the NexTraq platform.

Maintenance Tab

The NexTraq Fleet Tracking platform provides effective tracking of vehicle maintenance through the **Maintenance** tab. The **Schedule** view provides a quick visual overview of the status of assigned maintenance. You can create and schedule any desired maintenance activity by time intervals or by distance driven. Units for distance measurement (miles or kilometers) are selected in **User Preferences**. You can also set up an automatic email to be triggered when a vehicle requires a maintenance action.

The options available on the **Maintenance** tab allow you to:

- View the **Schedule List** of assigned maintenance activities
- Create, delete, and edit maintenance schedules
- Create, delete, and edit a maintenance log for each mobile unit
- Create, delete, and edit time, distance and engine hours intervals for maintenance actions tailored to your business
- Create, delete, and edit service types important to your vehicles
- Set initial odometer readings for your mobile units for distance dependent service intervals
- Set engine hours readings for your mobile units engine time dependent service intervals

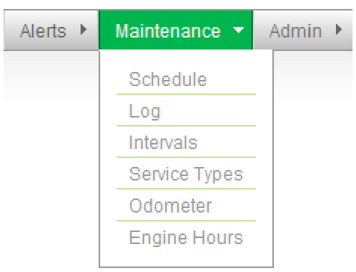


Figure 220: Maintenance Tab Options

Adding a Maintenance Schedule

To add a maintenance schedule, there are three steps:

- Create or Edit Scheduling Intervals
- Create or Edit Service Types
- Create a Maintenance Schedule

The addition of a maintenance schedule requires that time intervals and service types are already defined. If the preferred time intervals or service types are not defined, you must create them so they will be available options for the **Schedule Information** fields.

Schedule Intervals

Creating Schedule Intervals

To create an interval:

1. Choose **Intervals** from the **Maintenance** menu options.

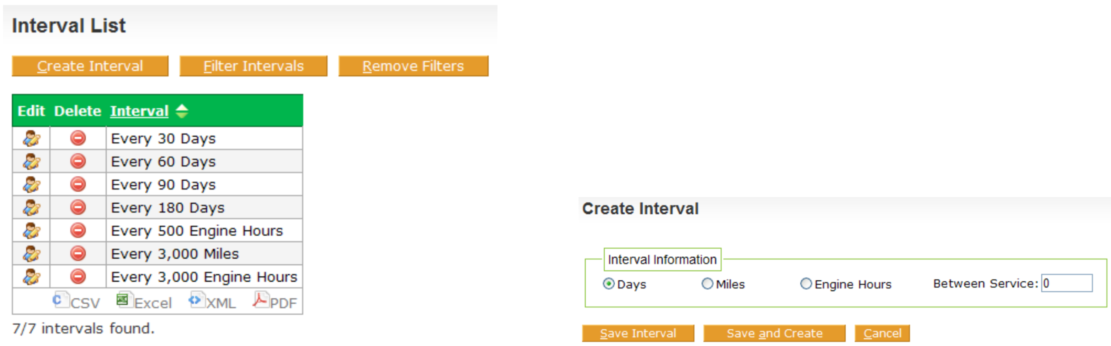


Figure 221: Interval List and Create Interval Options

2. From the Interval List view click **Create Interval**.
3. In the Interval Information box, click **Days**, **Miles (Kilometers)** or **Engine Hours** for the type of interval you want to create.
4. Enter the number of days, distance in miles (kilometers) or number of engine hours in the **Between Service** text box to define the service interval.
5. Click **Save Interval** to save this interval definition and return to the **Interval List**. You will receive a message confirming the interval you just created.

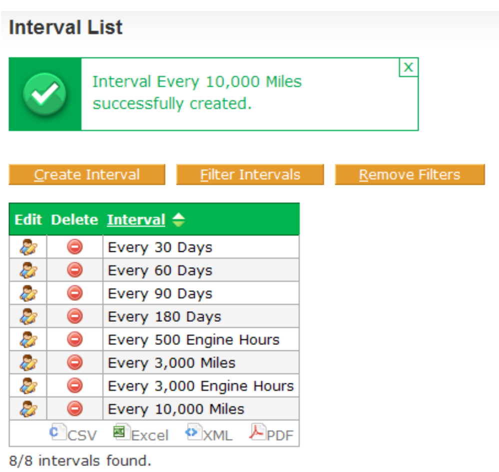


Figure 222: New Interval Added and Confirmation Message

Editing Schedule Intervals

To edit an established schedule interval:

1. Use the interval filter to quickly locate intervals when you have a long **Interval List**. Click **Filter Intervals**.
2. Choose the type of interval you want to filter from the **Filter Criteria** drop-down list. Fill in the criteria, and click **Apply Filter**.

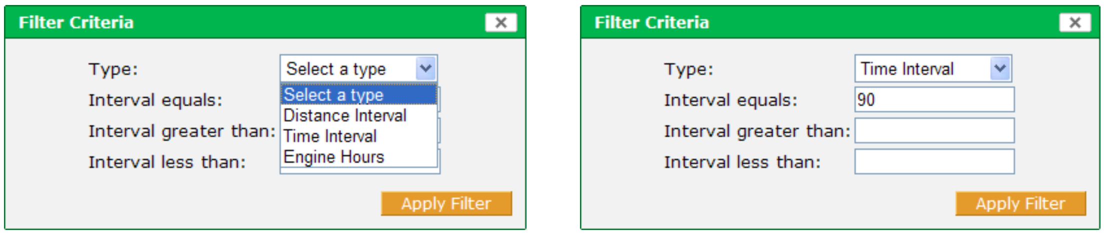


Figure 223: Sample Filter Interval Criteria For a Day Interval

3. The resulting **Interval List** will contain only those intervals that meet the filtered criteria. To see the entire list of defined intervals again, click **Remove Filters**.

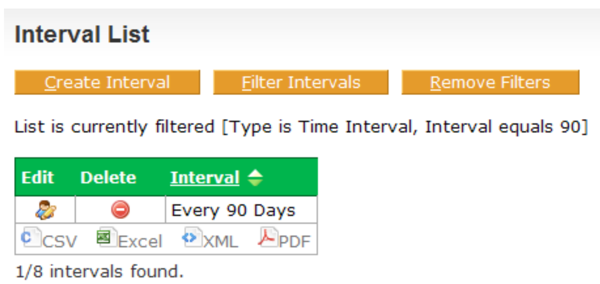


Figure 224: Filtered Interval List

4. Click the **Edit** icon of the interval you want to change in the **Interval List**. In this example the 90-day interval will be edited to 75 days.

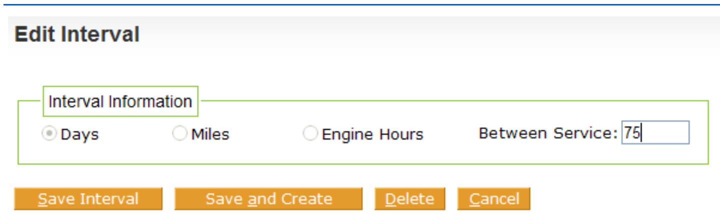


Figure 225: Edit Interval Options

5. The type of interval may not be changed here; these options are not available. Enter the new interval number in the **Between Service** box.
6. Click **Save Interval** to save your changes and return to the **Interval List**. Click **Save and Create** to save your changes and create a new interval. Click **Cancel** to return to the **Interval List** without saving changes.

7. If you have saved your interval changes, you will see a confirmation message and the changed interval in the **Interval List**.

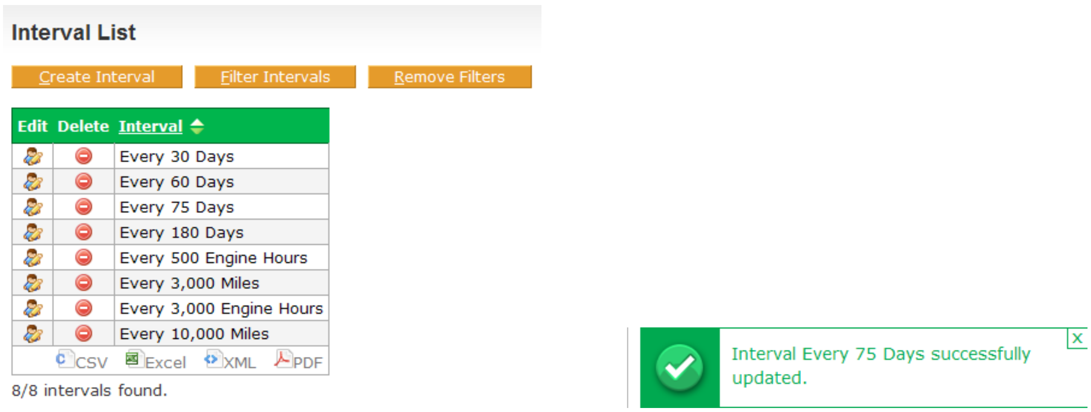


Figure 226: Edited Interval List and Confirmation Message

Deleting an Interval

To delete an existing interval:

1. Click ⊖ in the **Interval List** row of the interval you want to delete.
2. Confirm the deletion by clicking **Delete** in the delete confirmation message box. Click **Cancel** to keep the interval.

OR

1. Click [edit icon] in the **Interval List** row of the interval you want to delete.
2. On the **Edit Interval** screen, click **Delete**. Confirm the deletion by clicking **Delete** in the delete confirmation message box. Click **Cancel** to keep the interval.
3. If you have deleted the interval, you will see a confirmation message and the changed **Interval List**.

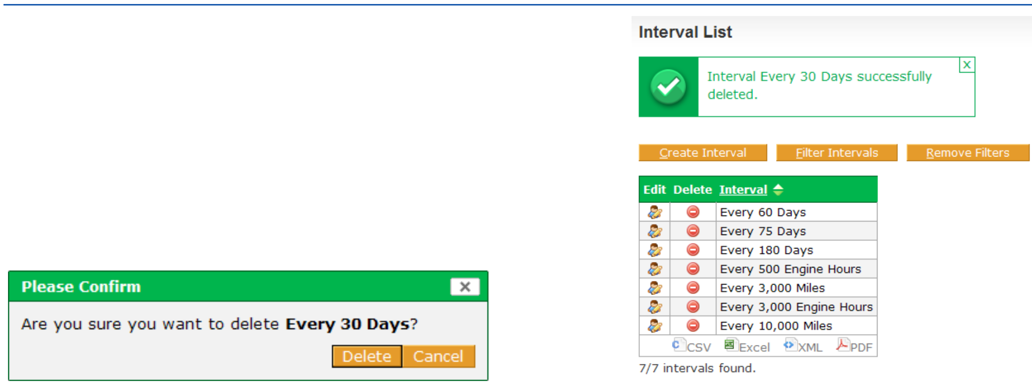


Figure 227: Deleted Interval Confirmation and Updated Interval List

You must remove the interval from all maintenance schedules to delete it. If the interval is in a schedule that is currently being used, an error message will be displayed.

Service Types

Creating Service Types

To create a service type:

1. Choose **Service Types** from the **Maintenance** menu options.
2. From the Service Type List click **Create Type**.

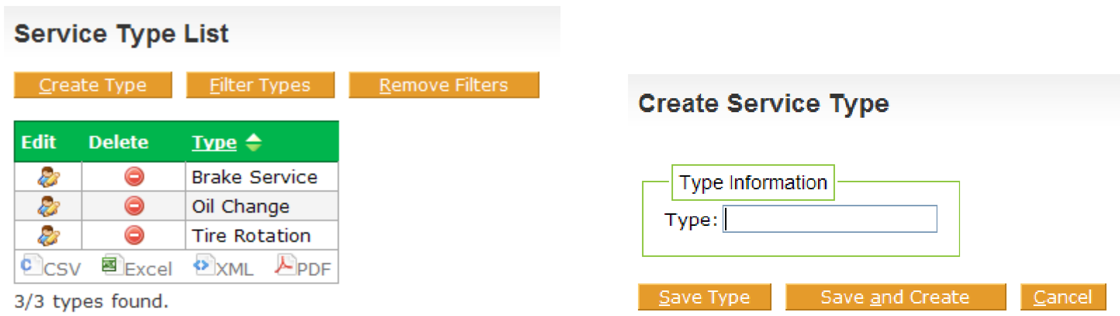


Figure 228: Service Type List and Create Service Type Options

3. Enter a descriptive name for the new **Service Type** in the **Type** box.
4. Click **Save Type** to save this service type and return to the service type list. You will receive a message confirming the service type you just created.

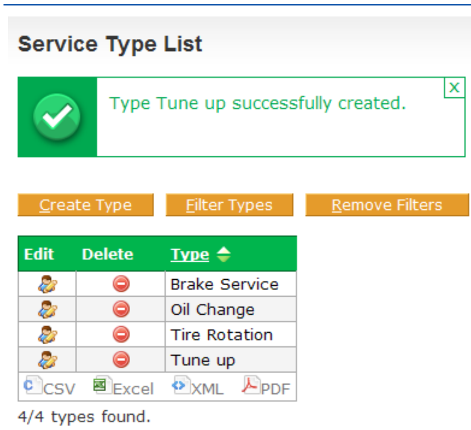


Figure 229: New Service Type Added and Confirmation Message

Editing Service Types

To edit an established service type:

1. Filter your **Service Type List** quickly by using the type filter. Click **Filter Types.**
2. Enter letters that occur in the name of the **Service Type** you want to find. Click **Apply Filter**.

3. The resulting **Service Type List** will include only those service types that contain the letters entered as criteria. To see the entire list of defined service types again, click **Remove Filters**.

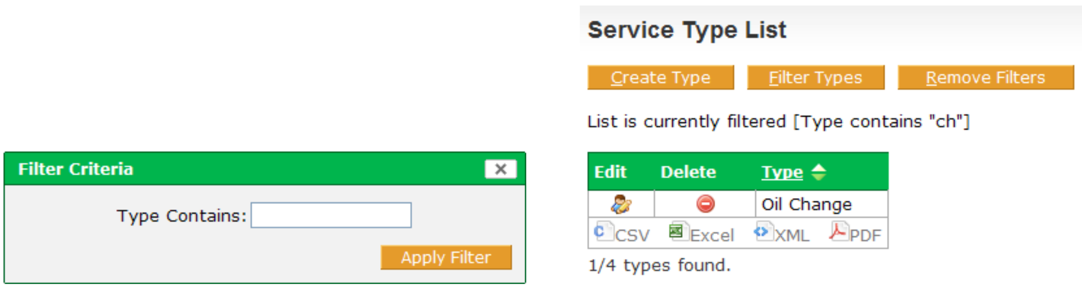


Figure 230: Service Type Filter Criteria and Filtered List

4. Click the Edit icon of the service type you want to change in the **Service Type** List. In this example the oil change type will be updated to include a filter change.

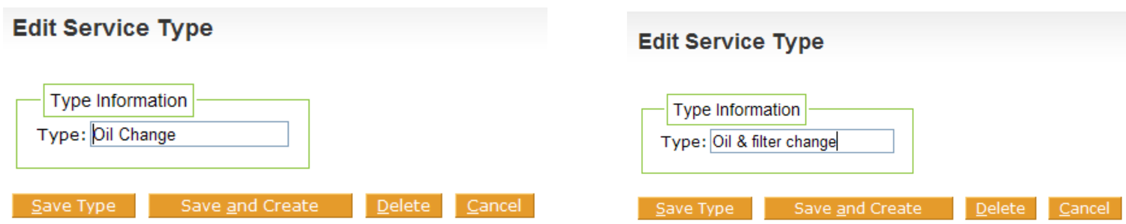


Figure 231: Edit Service Type Option With Original and New Type Name

5. Click **Save Type** to save your changes and return to the **Service Type List**. Click **Save and Create** to save your changes and create a new service type. Click **Cancel** to return to the **Service Type List** without saving changes.

6. If you have saved your service type changes, you will see a confirmation message and the edited service type in the **Service Type List**.

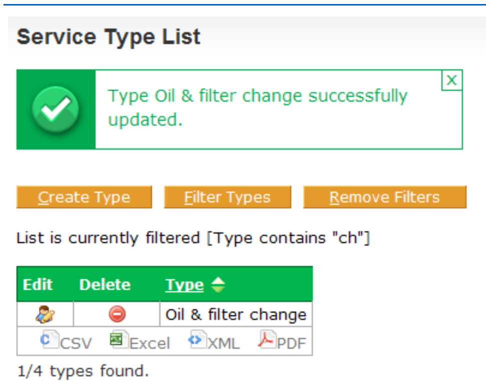


Figure 232: Edited Service Type With Confirmation Message

Deleting a Service Type

To delete an existing service type:

1. Click in the **Service Type List** row of the type you want to delete.
2. Confirm the deletion by clicking **Delete** in the delete confirmation message box. Click **Cancel** to keep the service type.

OR

1. Click in the **Service Type List** row of the type you want to delete.
2. On the **Edit Service Type screen** click **Delete**. Confirm the deletion by clicking **Delete** in the delete confirmation message box. Click **Cancel** to keep the service type.
3. If you have deleted the service type, you will see a confirmation message and the changed **Service Type List**. In this example, the Tune up type was deleted.

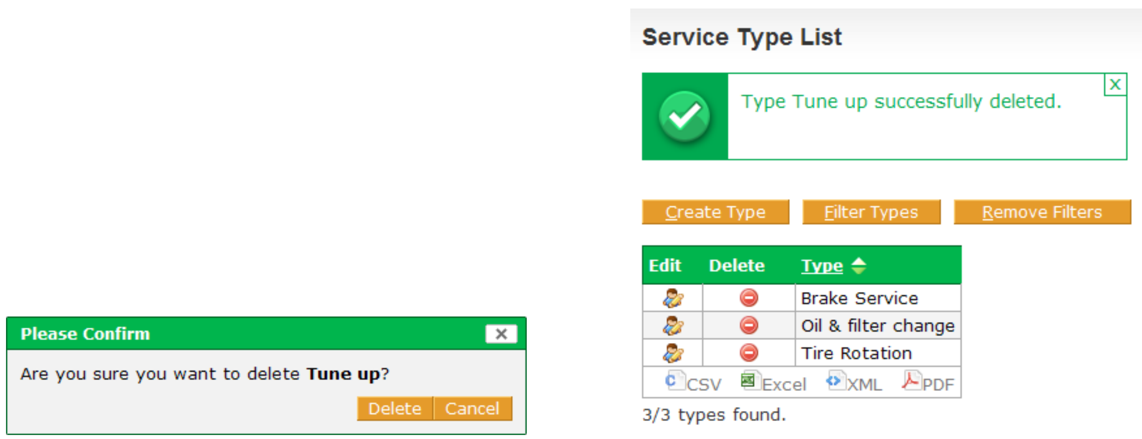


Figure 233: Deleted Service Type Confirmation and Updated Service Type List

> **NOTE:** You must remove the service type from all maintenance schedules to delete it. If the service type is in a schedule that is currently being used, an error message will be displayed.

Creating a Maintenance Schedule

Once the desired **Intervals** and **Service Types** exist in the NexTraq platform, you can easily create a maintenance schedule.

To create a maintenance schedule:

1. Choose **Schedule** from the **Maintenance** menu options.
2. Click **Create Schedule** on the **Schedule List** screen.
3. In the **Schedule Information** box, choose the options for the new schedule including Type, mobiles it applies to, Distance, Time or Engine Hours Intervals, Odometer reading when service is due, Date Next Due, Engine Hours reading, Description and

information about the schedule, and email recipients (if the **Remind via email** box is checked).

> **NOTE:** The Description may contain a contracted site of service, a coupon code, or other additional detail about the schedule. The Description will be part of the reminder emails.

4. When creating a maintenance schedule that applies to more than one mobile, you may leave the **Next Due** information blank, to be completed at a later time.

> **NOTE:** If the **Next Due** information is blank, you must create a log entry for each schedule you create.

5. When a service interval is selected, the **Pre-Service Reminder Option** appears. Check the **Remind via email** box and enter appropriate emails in the Emails box at the bottom of the form. Leave the box unchecked and no reminder emails will be sent. Monitor service schedules with the Maintenance related reports.
6. Click the **Enable** checkbox to make the maintenance schedule active as soon as it is created.

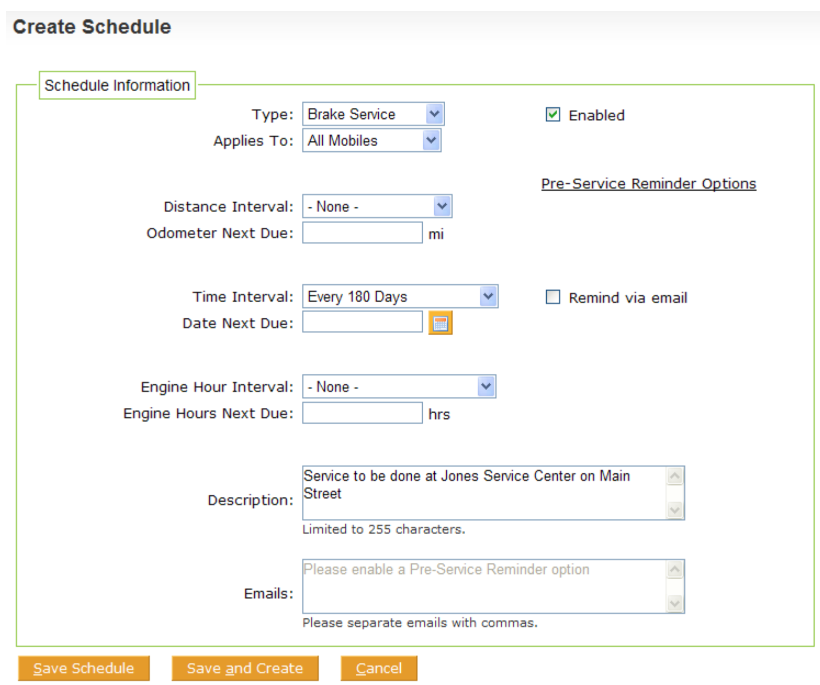
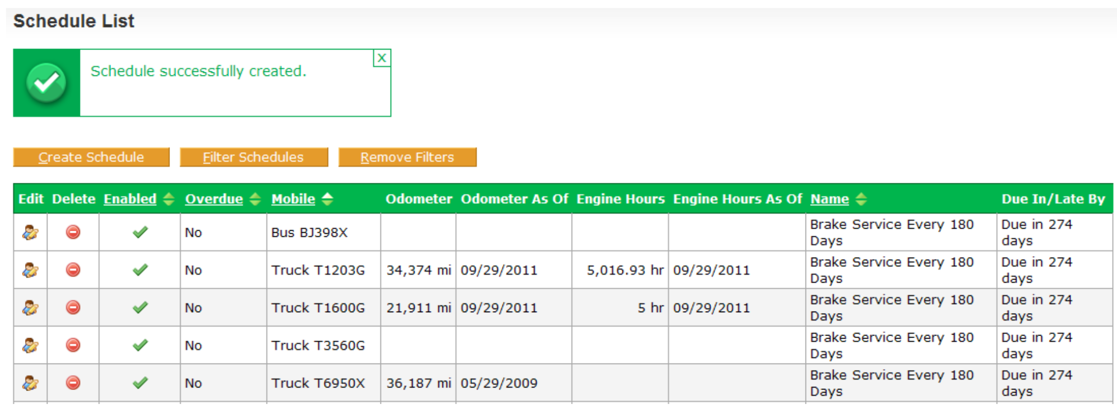


Figure 234: Add Maintenance Schedule Options

7. Click **Save Schedule**. Confirm the creation of the schedule for each mobile you have selected by clicking **Yes** in the schedule confirmation box.
8. You will receive a successful schedule creation message, and the **Schedule List** now will include the new service schedule for the mobiles with the parameters you selected.


Schedule List

Schedule successfully created.

Create Schedule | Filter Schedules | Remove Filters

Edit	Delete	Enabled	Overdue	Mobile	Odometer	Odometer As Of	Engine Hours	Engine Hours As Of	Name	Due In/Late By
			No	Bus BJ398X					Brake Service Every 180 Days	Due in 274 days
			No	Truck T1203G	34,374 mi	09/29/2011	5,016.93 hr	09/29/2011	Brake Service Every 180 Days	Due in 274 days
			No	Truck T1600G	21,911 mi	09/29/2011	5 hr	09/29/2011	Brake Service Every 180 Days	Due in 274 days
			No	Truck T3560G					Brake Service Every 180 Days	Due in 274 days
			No	Truck T6950X	36,187 mi	05/29/2009			Brake Service Every 180 Days	Due in 274 days

Figure 235: New Schedule For Brake Service Created For All Mobiles

Editing a maintenance Schedule

To edit an existing maintenance schedule:

1. Use the schedule filter to quickly locate a mobile's schedule. Click **Filter Schedule**.

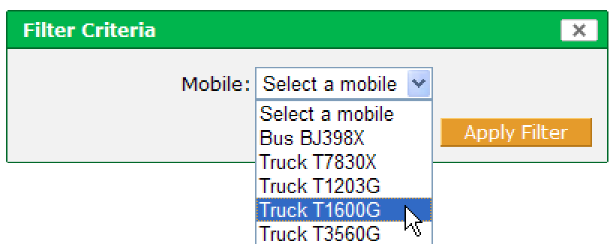
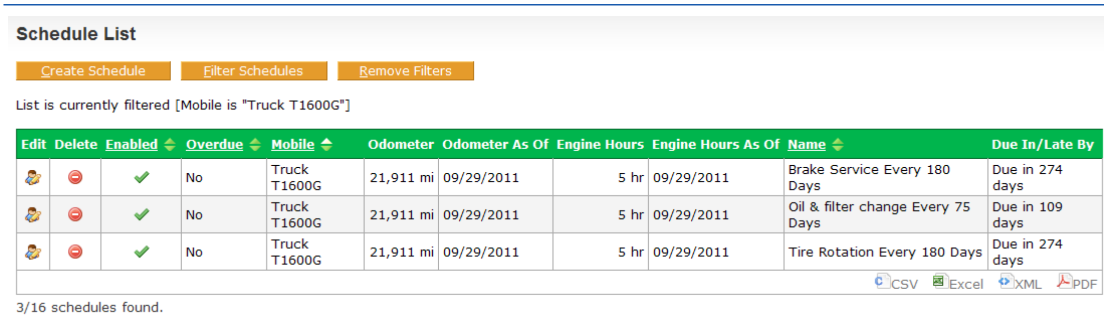


Figure 236: Maintenance Schedule Filter Criteria

2. Choose the mobile unit whose schedule you wish to change from the Mobile drop-down list in the **Filter Criteria** box. Click **Apply Filter**.
3. The resulting **Schedule List** will contain only those service schedules for the mobile you selected as the **Filter Criteria**.


Schedule List

Create Schedule | Filter Schedules | Remove Filters

List is currently filtered [Mobile is "Truck T1600G"]

Edit	Delete	Enabled	Overdue	Mobile	Odometer	Odometer As Of	Engine Hours	Engine Hours As Of	Name	Due In/Late By
			No	Truck T1600G	21,911 mi	09/29/2011	5 hr	09/29/2011	Brake Service Every 180 Days	Due in 274 days
			No	Truck T1600G	21,911 mi	09/29/2011	5 hr	09/29/2011	Oil & filter change Every 75 Days	Due in 109 days
			No	Truck T1600G	21,911 mi	09/29/2011	5 hr	09/29/2011	Tire Rotation Every 180 Days	Due in 274 days

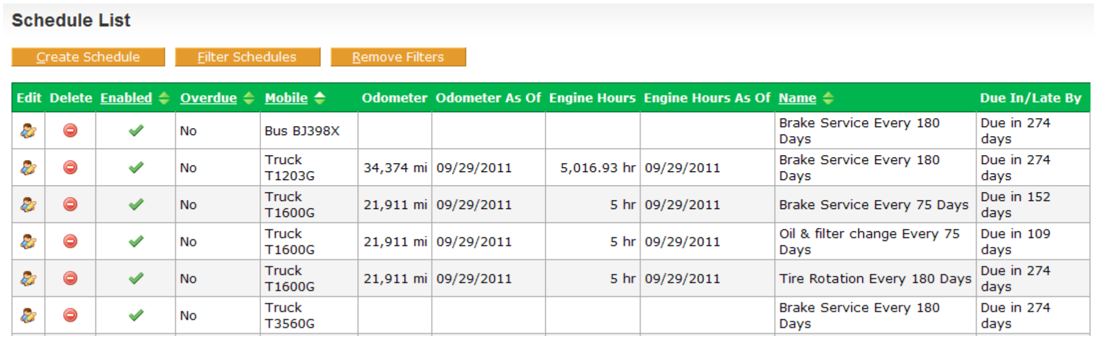
CSV Excel XML PDF

3/16 schedules found.

Figure 237: Filtered Schedule List

4. Click in the row of the mobile's schedule you want to change. In this example, Truck T1600G will be scheduled for brake service every 75 days instead of every 180 days and the Date Next Due will be changed to February 28.

5. Click **Save Schedule** to save your changes and return to the filtered schedule list.
6. Click **Remove Filters** to see the entire list of schedules again.



Schedule List

Create Schedule | Filter Schedules | Remove Filters

Edit	Delete	Enabled	Overdue	Mobile	Odometer	Odometer As Of	Engine Hours	Engine Hours As Of	Name	Due In/Late By
		✓	No	Bus BJ398X					Brake Service Every 180 Days	Due in 274 days
		✓	No	Truck T1203G	34,374 mi	09/29/2011	5,016.93 hr	09/29/2011	Brake Service Every 180 Days	Due in 274 days
		✓	No	Truck T1600G	21,911 mi	09/29/2011	5 hr	09/29/2011	Brake Service Every 75 Days	Due in 152 days
		✓	No	Truck T1600G	21,911 mi	09/29/2011	5 hr	09/29/2011	Oil & filter change Every 75 Days	Due in 109 days
		✓	No	Truck T1600G	21,911 mi	09/29/2011	5 hr	09/29/2011	Tire Rotation Every 180 Days	Due in 274 days
		✓	No	Truck T3560G					Brake Service Every 180 Days	Due in 274 days

Figure 238: Updated Schedule List

Deleting a Maintenance Schedule

To delete an existing schedule:

1. Click in the **Schedule List** row of the schedule you want to delete.
2. Click **Delete** in the delete confirmation box to remove the schedule. Click **Cancel** to retain the schedule.

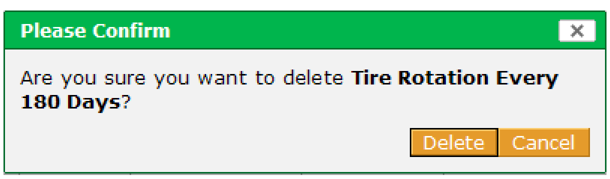
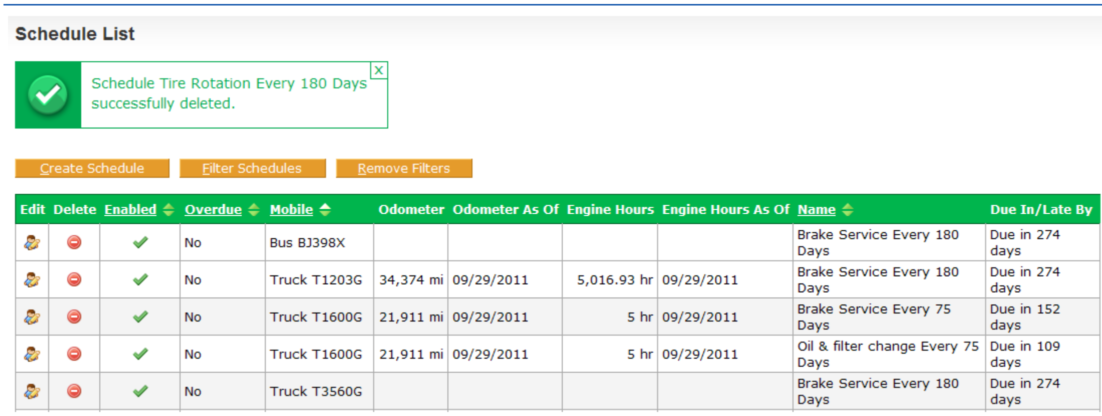


Figure 239: Schedule Deletion Confirmation

3. If you deleted the schedule, the **Schedule List** now reflects the deleted schedule, and a message confirming the successful deletion of that schedule is displayed.



Schedule List

Schedule Tire Rotation Every 180 Days successfully deleted.

Create Schedule | Filter Schedules | Remove Filters

Edit	Delete	Enabled	Overdue	Mobile	Odometer	Odometer As Of	Engine Hours	Engine Hours As Of	Name	Due In/Late By
		✓	No	Bus BJ398X					Brake Service Every 180 Days	Due in 274 days
		✓	No	Truck T1203G	34,374 mi	09/29/2011	5,016.93 hr	09/29/2011	Brake Service Every 180 Days	Due in 274 days
		✓	No	Truck T1600G	21,911 mi	09/29/2011	5 hr	09/29/2011	Brake Service Every 75 Days	Due in 152 days
		✓	No	Truck T1600G	21,911 mi	09/29/2011	5 hr	09/29/2011	Oil & filter change Every 75 Days	Due in 109 days
		✓	No	Truck T3560G					Brake Service Every 180 Days	Due in 274 days

Figure 240: Schedule List Updated

Sending Reminder Emails

For each schedule created, **NexTraq** monitors the due date, distance or engine hours for that schedule daily. For each schedule that is nearly due or overdue an email is generated (as defined in the **Pre-Service Reminder Options** at setup).

Recording Odometer Readings

To record odometer readings to be used in the calculation of maintenance actions based on mileage:

1. Choose **Odometer** from the **Maintenance** menu options.
2. Click the mobile unit from the list in the **Mobile** box. Enter the odometer reading and the date of the reading.
3. Click **Save**.

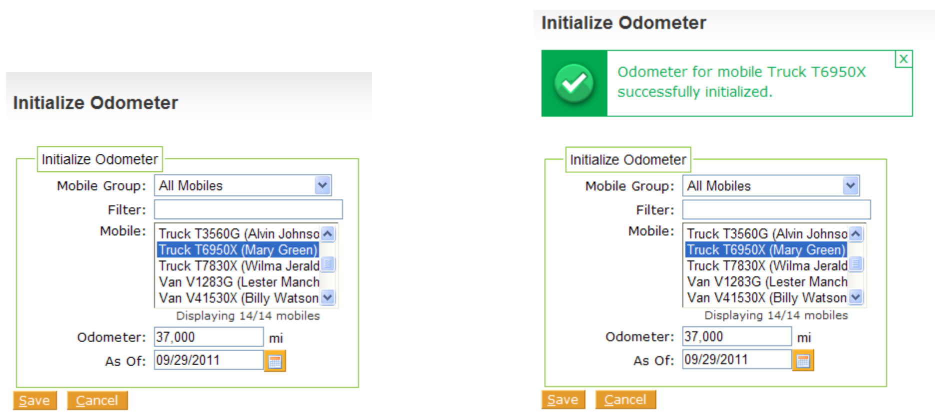


Figure 241: Odometer Setting For Truck T6950

Recording Engine Hour Readings

To record engine hour readings to be used in the calculation of maintenance actions based on mileage:

1. Choose **Engine Hours** from the **Maintenance** menu options.
2. Click the mobile unit from the list in the **Mobile** box. Enter the engine hours reading and the date of the reading.
3. Click **Save**.

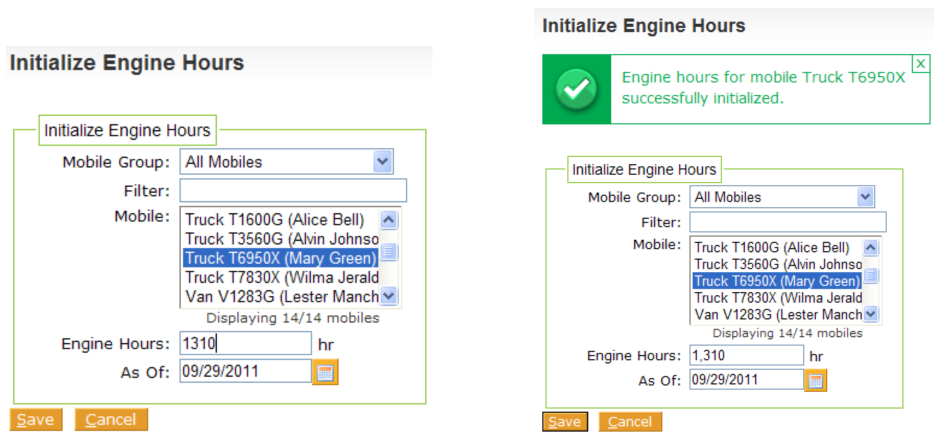


Figure 242: Engine Hours Setting For Truck T6950

Maintenance Action Records

After you have defined intervals and service types, initialized the odometer readings, and scheduled maintenance, you must record when and what maintenance is performed. **NexTraq Fleet Tracking** platform provides an easy way to record the maintenance performed as well as to add comments.

To record a maintenance action:

1. Choose **Log** from the **Maintenance** menu options.
2. Click **Create Log**.

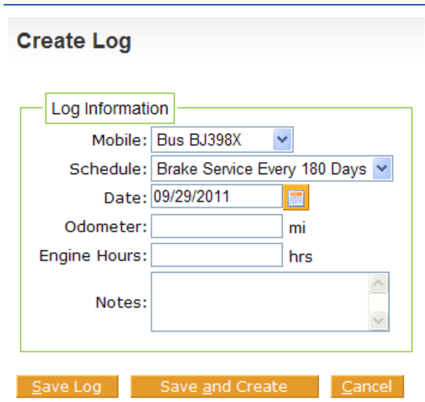


Figure 243: Add/Edit Maintenance Log Entry Options

3. Click the drop-down arrow on the **Mobile** list box and select the desired mobile unit.
4. Click the drop-down arrow on the **Schedule** list box and select the service type you want to record.

> **NOTE:** The **Schedule** list includes only those schedules set up for the selected mobile. A Maintenance Log cannot be created for a mobile unit until there is a schedule associated with that mobile.

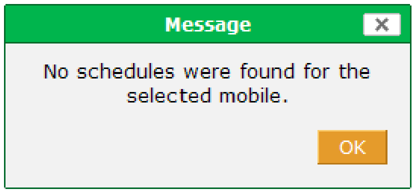


Figure 244: No Schedules Message

5. If the default (current date) is not correct, type in the correct date of the service in a MM/DD/YYYY format or click the calendar icon to select a date.
6. Type the mobile unit's applicable mileage and/or engine hours into the appropriate text box.
7. Type any comments regarding the maintenance into the **Notes** text box.
8. Click **Save Log** to record the maintenance activity.

Admin Tab

The **Admin** tab options allow you to edit, update, and maintain the application's data. You can perform the following administrative tasks on the **Admin** tab:

- Create, name, modify, delete, and set expiration dates for **Locations**
- Create, name, modify, delete, and set expiration dates for **Zones**
- Name **Mobiles** and edit mobile unit information
- Create Fuel Purchase records
- Create, modify, and delete **Driver** information
- Create, modify, and delete **Fleets**
- Make **Driver**-mobile assignments
- Edit **Account** contact information
- Maintain Fuel Information
- Activate Fuel Cards
- Create, edit, and delete custom map layers
- Create and edit **Users**.

To select any of these tasks choose an option from the **Admin** tab.

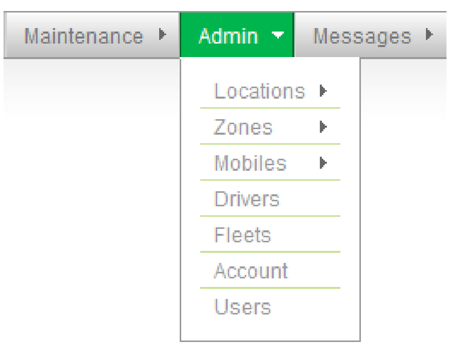


Figure 245: Admin Tab Options

If you are designated as **Account Administrator**, you will see an additional option on the menu for creating custom mobile fields, **Manage Mobile Fields**.

Locations

Locations can be created and stored for use with all the map-related features of the application: **Find**, **Dispatch**, **Routes**, **Reports**, and **Alerts**. Locations appear on the map as translucent red shapes. To see the locations that are defined in your application, click **Summary** on the **Locations** submenu on the **Admin** tab. The **Location List** will display.

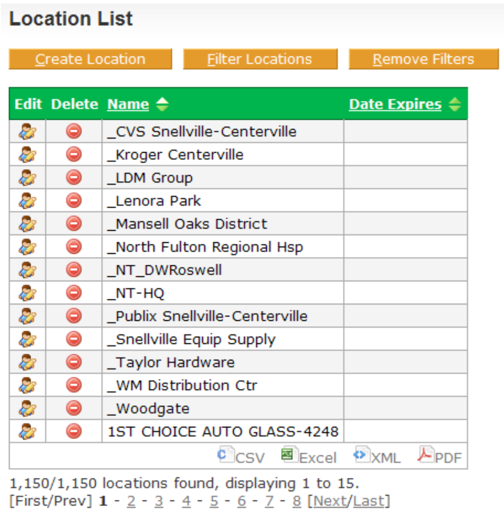


Figure 246: Summary List of Locations Defined in the Application

Creating a Location

To add a location:

1. Click **Create Location** to open the **Create Location** screen. The screen will show a location circle at your account address.

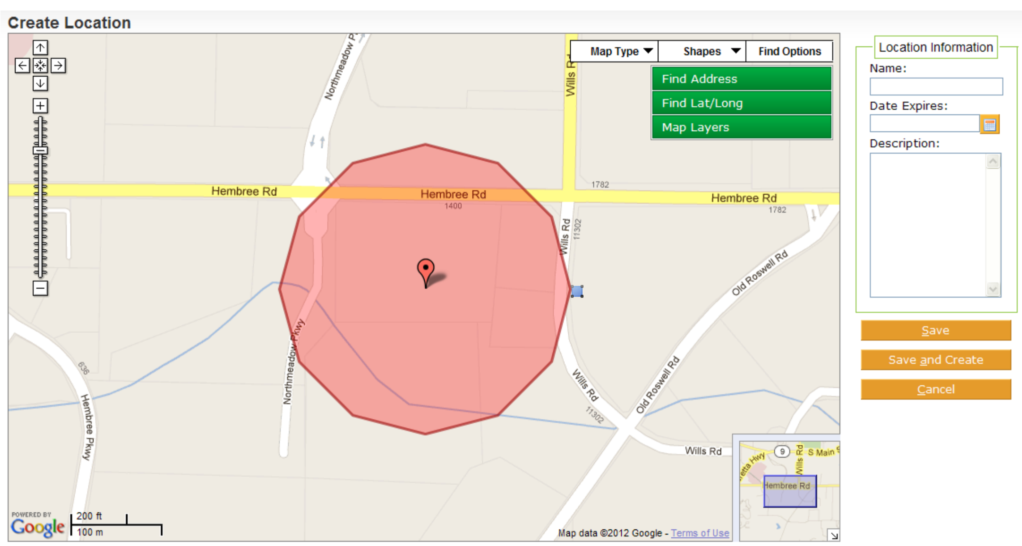


Figure 247: Create Location Options

2. Give your new location a name by entering it into the **Name** text box.

Try to use meaningful names to make it easier to recognize them later in a locations list.

3. Select a date from the calendar or type in an expiration date for this location in the **Date Expires** text box in the format mm/dd/yyyy. (Optional)

4. Find the new location by using the **Find Address** or **Find Lat/Long** option. Click **Find**.

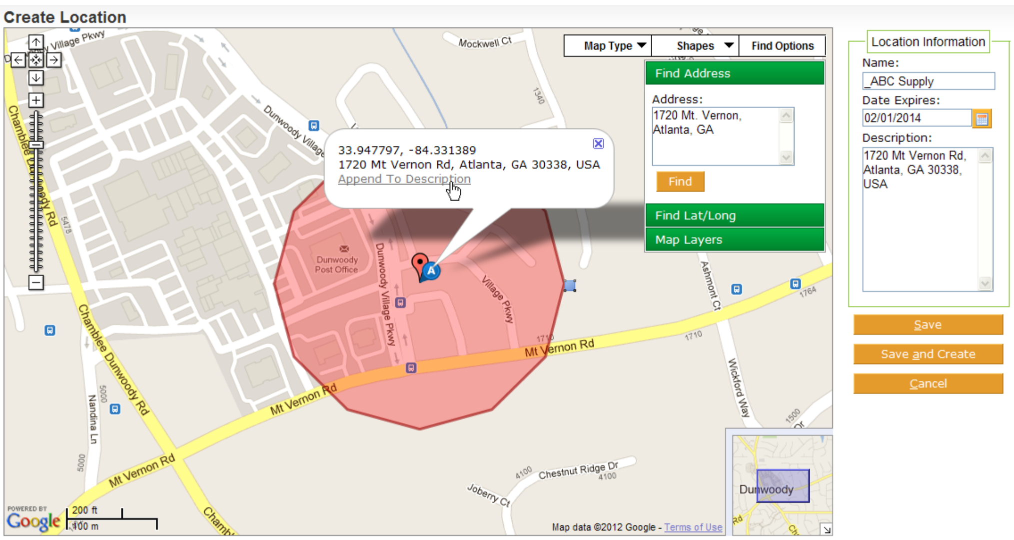


Figure 248: New Location On Map

5. Your new location appears centered in the map as a red translucent circle with a location information balloon. You can change the size of the circle using the shape handle. Click and hold the left mouse button on the handle and drag it toward the center to make the circle smaller or away from the center of the circle to make it larger.

6. Choose other shape options from the Shapes drop-down list at the top of the map. Options include Circle, Rectangle, Polygon, and Draw. Select **Draw** to create a custom shape with up to 32 points.

Figure 249: Location Shapes: Shapes Options List, Circle, Rectangle, and Polygon

7. To include the address in the location description, click the **Append to Description** link in the location information balloon.

8. Using the **Map Layers** options you can overlay the displayed location map with the boundaries of counties, cities, or zip codes. The opacity of the overlay can be adjusted using the **Opacity** drop-down box, selecting from 10% (slightly shaded) to 100% (solid color). Click **Update Map** to apply your selections. To remove the overlay, select **None** for the **Layer** and click **Update Map** again.

9. Click **Save** to add the location. Click **Save and Create** to add the location and open the **Create Location** screen to establish another location. Click **Cancel** to exit the

Create Location screen without saving any information and return to the **Location List**.

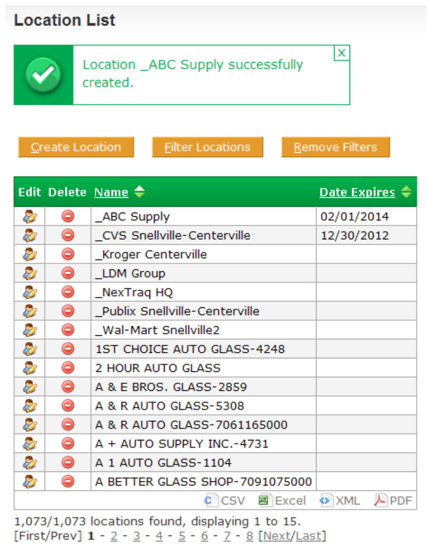


Figure 250: Addition of New Location Confirmed and Included in List

10. Upon saving the location, you will return to the **Location List** screen and receive a confirmation message that the location was created. The new location now appears in the **Location List**.
11. You can also create a location from any mobile position, found address, or geographical point located on your **Find** maps by right-clicking on that site or and choosing **Save as Location** from the menu.
12. Fill in the name of your new location and select an expiration date for the location. Notice that the address of the location has been automatically added to the Location Description. You may edit the description to include additional information (to a maximum of 1,000 characters). Click **Save Location**. The saved location will now appear in the **Location List**.

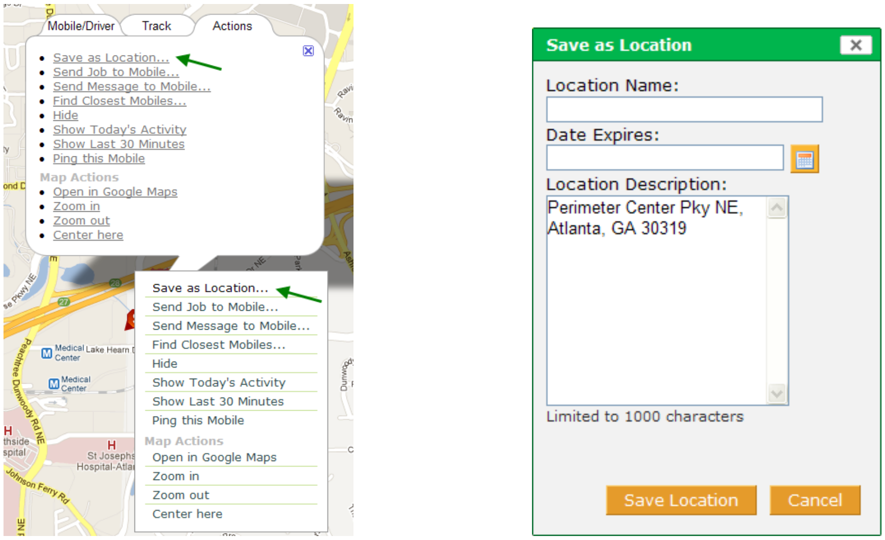


Figure 251: Save Location Box

Modifying Locations

Once you have established locations in your **Location List**, you can modify them in a number of ways. For example, if ABC Office Supply, the location we just added, moves to a larger facility and extends its contract with us, we can easily modify our location definition to a new address and a different expiration date.

To edit a location:

1. Choose **Locations** from the **Admin** tab.
2. To filter your **Location List**, click **Filter Locations** to display the **Filter Criteria** options.

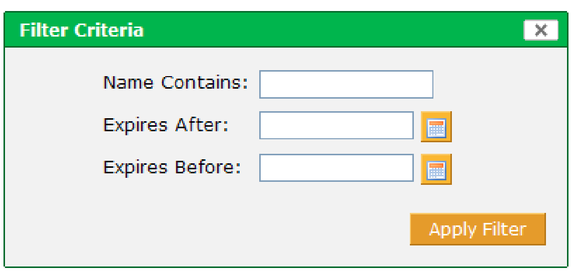
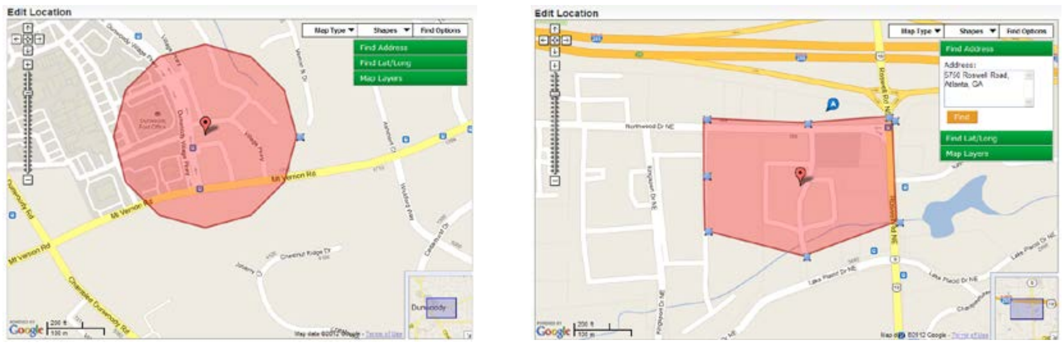


Figure 252: Filter Criteria Options for Location List

3. Enter the name or partial name of the location or choose an expiration date to filter your list. Click **Apply Filter** to narrow the list. (To see the entire list of saved locations again, click **Remove Filters**.)
4. In the **Location List** click the **Edit** icon in the row of the location you want to modify.



Before Edit After Edit

Figure 253: Before and After a Location Edit

5. On the **Edit Location** screen you can modify the shape of the location, the address or geographical point information, the expiration date as well as the name of the location.

> **NOTE:** If you change the name of the location, the new name replaces the old one on the **Location List**. The old location name no longer appears.

6. Using the **Map Layers** options you can overlay the displayed location map with the boundaries of counties, cities, or zip codes. The opacity of the overlay can be adjusted using the **Opacity** drop-down box, selecting from 10% (slightly shaded) to 100% (solid color). Click **Update Map** to apply your selections. To remove the overlay, select **None** for the **Layer** and click **Update Map** again.

7. Your modifications are confirmed with a message on the **Location List** screen.

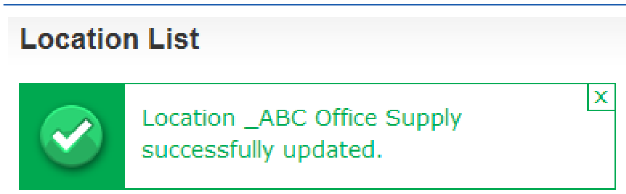


Figure 254: Location Update Confirmation

> **NOTE:** You can access the **Edit Location** screen by right-clicking a location on a **Find** map, and choosing **Edit this Location**.

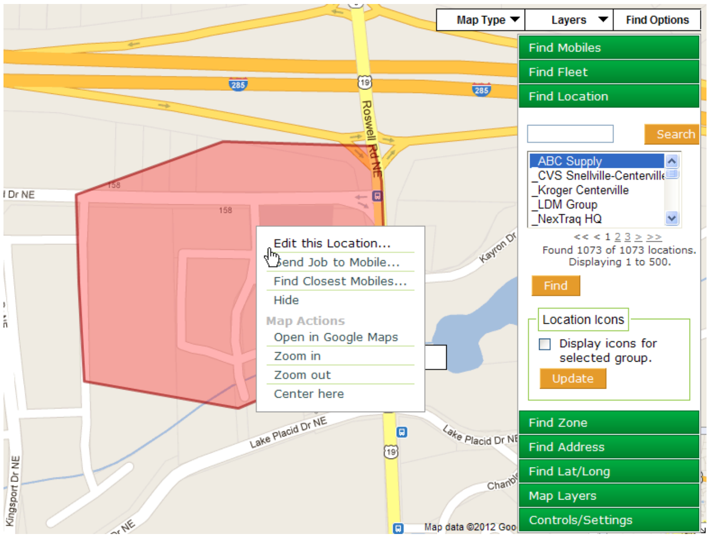


Figure 255: Edit Location Option on Find Screen

Deleting Locations

When you need to delete a location from your **Location List**:

1. Click ⊖ in the row of your **Location List** that contains the location you want to delete.
2. Alternately, you can delete a location using the **Edit Location** screen by clicking **Delete**.

> **NOTE:** If you attempt to delete a location that is referenced by one or more Alerts, Jobs, or Routes, you will receive a message and will not be allowed to complete the delete action.

Location Groups

Location Groups help to categorize locations with common attributes. You may choose to group the locations of your customers by their industry type or geographic region. Location Groups are used to filter or narrow long lists of locations throughout the application.

On the **Find** tab, for example, you can find a location by selecting from the list of all locations or you can narrow the list by choosing the Location Group where the location belongs and picking the location from a smaller list. Similarly, when creating **Routes** from locations, producing location-based **Reports**, or creating **Alerts** that reference locations, the application lets you filter the list by Location Group.

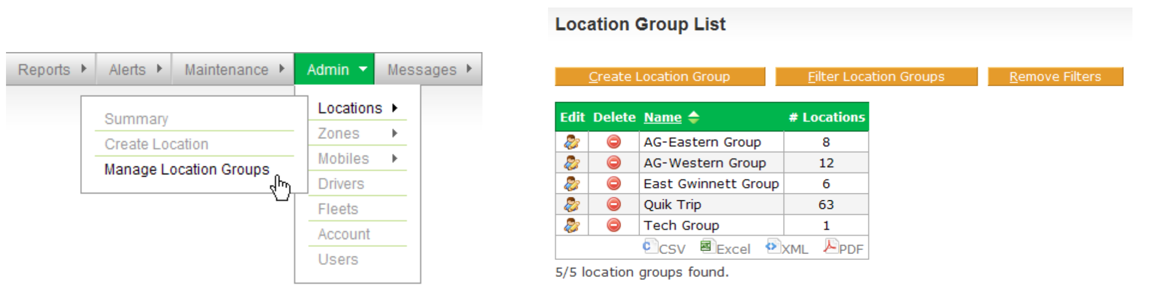


Figure 256: Location Group List

Creating a Location Group

To add a location group:

1. From the **Admin Locations** submenu click **Manage Location Groups** to display the **Location Group List**.
2. Click **Create Location Group** to open the **Create Location Group** screen.
3. Give your new location group a name by entering it into the **Name** text box.

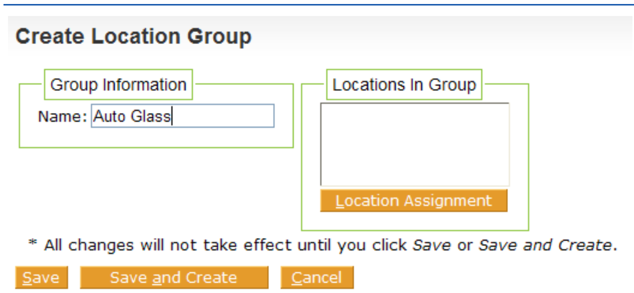


Figure 257: Create Location Group

> **NOTE:** Try to use meaningful names to make it easier to recognize them later in the **Location Group List**.

4. Click **Location Assignment** to open the **Locations Assigned to Group** window.
5. Find the locations you want to include in the group from the **Available Locations** box and click on them to highlight them. Use the arrows to move your selections to the **Locations in Group** box. Click **Close** when you have completed moving locations into the group.

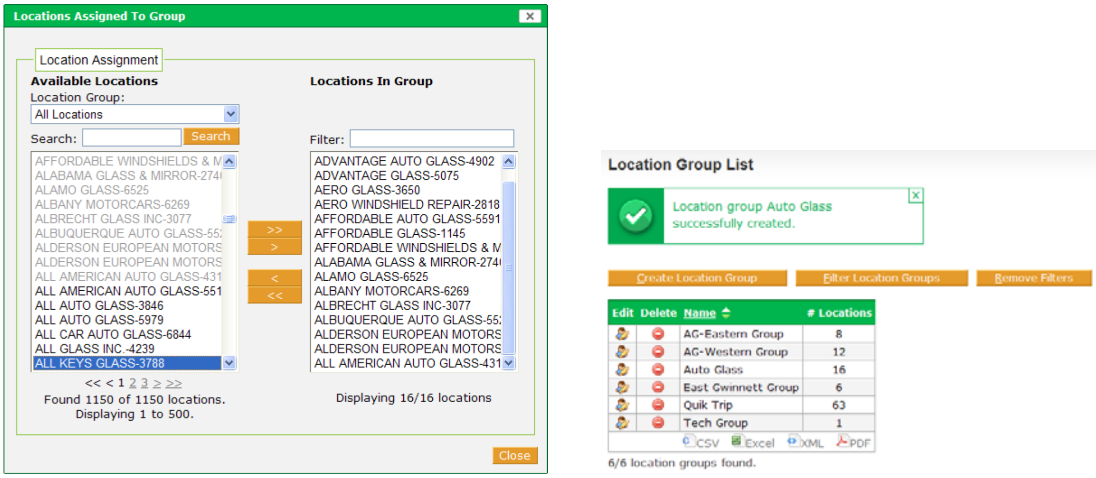


Figure 258: Assigning Locations to Group and Updated Location Group List

6. Click **Save** to add the new group and return to the **Location Group List**. Click **Save and Create** to save your new group and to open the **Create Location Group** page to define another group. Click **Cancel** to exit the **Create Location Group** screen without saving any information and return to the **Location Group List**.

7. A confirmation message will display on the **Location Group List** indicating the group was successfully created.

Modifying Location Groups

To edit the group name or change the list of locations included:

1. Choose **Manage Location Groups** from the **Admin Location** submenu.

2. In the **Location Group List** click  in the row of the group you want to modify to open the **Edit Location Group** screen.

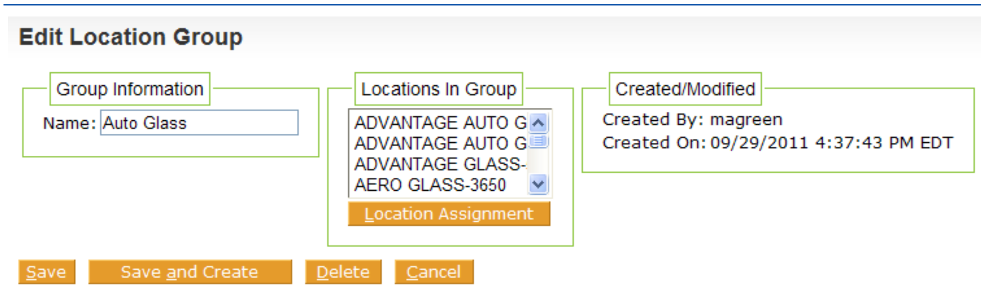


Figure 259: Editing a Location Group

3. On the Edit screen you can change the name of the group or change the list of locations assigned to it.

4. Click **Save** to save your changes and return to the **Location Group List**. Click **Save and Create** to also open the **Create Location Group** screen to define a new group. Click

Cancel to exit the **Edit Location Group** screen without saving any information and return to the Location Group List.

5. Your modifications are confirmed with a message on the **Location Group List** screen.

Deleting Location Groups

When you need to delete a location group:

1. Click in the row of the **Location Group List** that contains the group you want to delete.
2. Alternately, you can delete a location group using the **Edit Location Group** screen by clicking **Delete**.

> **NOTE:** Deleting a Location Group removes the group from the **Location Group List**. It does not delete locations from the **Location List**.

Zones

In contrast to **Locations**, **Addresses** and geographical points, **Zones** can be defined for geographic areas. Such areas might include a business district, an area covered by one or more routes, a section of a city, or an entire state. **Zones** can only be created on the **Admin** tab. **Zones** are stored for use with **Find** maps and **Alerts**, and they appear on the map as translucent green shapes. The center of each zone shape is a marker .

Creating Zones

To create a zone:

1. Choose **Create Zone** from the **Admin Zones** submenu or, from the **Zone List** screen, click **Create Zone**.
2. The **Create Zone** screen displays with your default location centered in the map and noted by a green shape with a centered red marker .

> **NOTE:** Upon opening, the map centers on your account address.

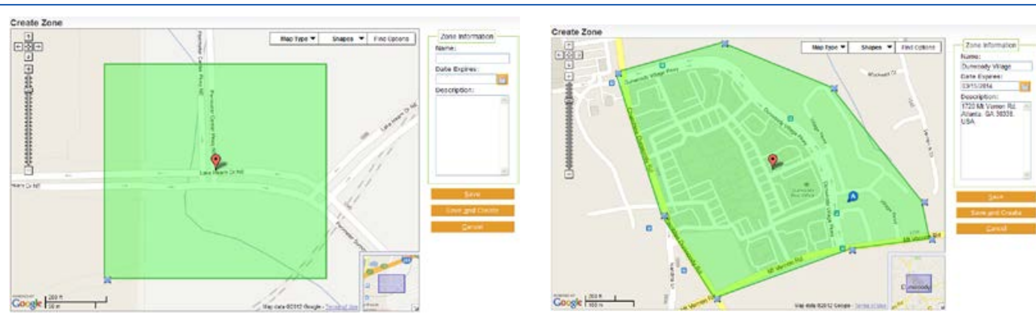


Figure 260: Initial Zone Position and New Zone Defined

3. Re-position the center point of your zone by using the **Find Address** or **Find Lat/Long** options. Or left-click the black dot in the center of the zone marker and, holding down the left mouse button, move the marker until the translucent green rectangle is in the desired position on the map.
4. From the **Shapes** options at the top of the map, select the shape of your zone: circle, rectangle, or polygon. Left-click and hold a handle on the shape to size it to cover the desired area. Select **Draw** to create a custom shape with up to 32 points.
5. Click in the **Name** text box and type in a name for the new zone.

   NOTE: Use meaningful names for your zones to facilitate easier recognition later in the **Zone List**.

6. Select a date from the calendar or type in an expiration date for this zone in the **Date Expires** text box in the format mm/dd/yyyy.
7. Click the **Append to Description** link in the location information balloon to add the address to the zone description. Add additional information to the description if desired.
8. Using the **Map Layers** options you can overlay the displayed zone map with the boundaries of counties, cities, or zip codes. The opacity of the overlay can be adjusted using the **Opacity** drop-down box, selecting from 10% (slightly shaded) to 100% (solid color). Click **Update Map** to apply your selections. To remove the overlay, select **None** for the **Layer** and click **Update Map** again.
9. Click **Save** to add the zone. Click **Save and Create** to save the zone and to open the **Create Zone** screen to define another zone. Click **Cancel** to exit the **Create Zone** screen without saving any information and return to the Zone List.

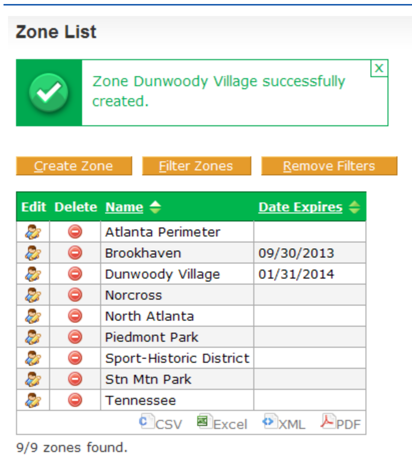


Figure 261: New Zone Confirmation Message

Editing Zones

1. Choose **Summary** from the **Admin Zones** submenu.
2. To filter the **Zone List**, click **Filter Zones** to display the **Filter Criteria** options.

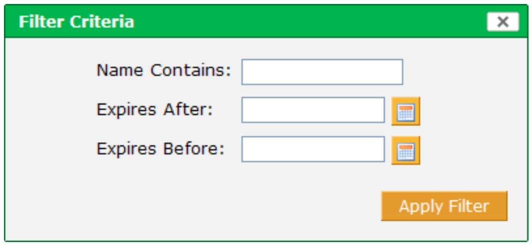


Figure 262: Filter Criteria Options for Zone List

3. Enter the name or partial name of the zone or choose an expiration date to filter your list. Click **Apply Filter** to narrow the list.
4. In the **Zone List** click the Edit icon in the row of the zone you want to modify.
5. On the **Edit Zone** screen you can modify the shape of the zone, the address or geographical point input, the expiration date as well as the name of the zone.

   NOTE: If you change the name of the zone, the new name replaces the old one on the **Zone List**. The old zone name no longer appears.

6. Your modifications are confirmed with a message on the **Zone List** screen.

Deleting Zones

Zones can only be deleted from the **Admin** tab. When you need to delete a zone from your **Zone List**:

1. Choose **Summary** from the **Admin Zones** submenu.
2. Click in the row of your **Zone List** that contains the zone you want to delete. Alternately, click in the row of your **Zone List** that contains the zone you want to delete to go to the **Edit Zone** screen. Click **Delete**.

   NOTE: If you attempt to delete a zone that is referenced by one or more Alerts, you will receive a message and will not be allowed to complete the delete action.

3. You will be asked to confirm the delete. If you click **Delete**, the zone will be deleted from your **Zone List** and a confirmation message will display. Click **Cancel** to keep the zone in your list.

Zone Groups

Zone Groups help to categorize zones with common attributes. For example, if you've created zones representing neighborhoods or industrial areas within a city, you may assign those zones to a zone group named for the area.

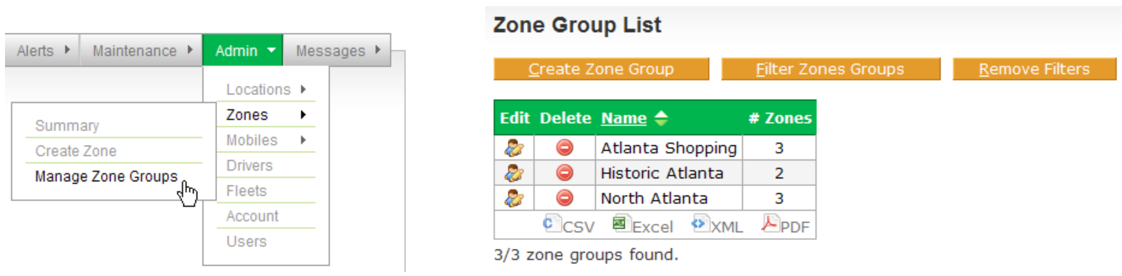


Figure 263: Zone Group List

Creating a Zone Group

To add a zone group:

1. Select **Manage Zone Groups** from the **Admin Zones** submenu.
2. Click **Create Zone Group** to open the **Create Zone Group** screen.
3. Give your new zone group a name by entering it into the **Name** text box.

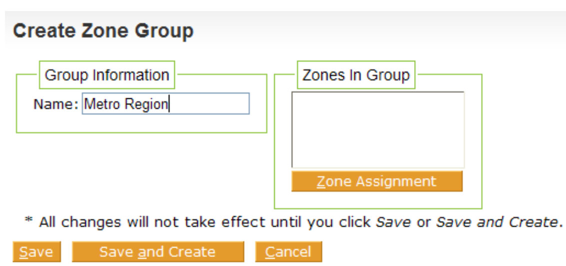


Figure 264: Create Zone Group

4. Click **Zone Assignment** to open the **Zones Assigned to Group** window.
5. Find the zones you want to include in the group from the **Available Zones** box and click on them to highlight them. Use the arrows to move your selections to the **Zones in Group** box. Click **Close** when you have completed moving zones into the group.

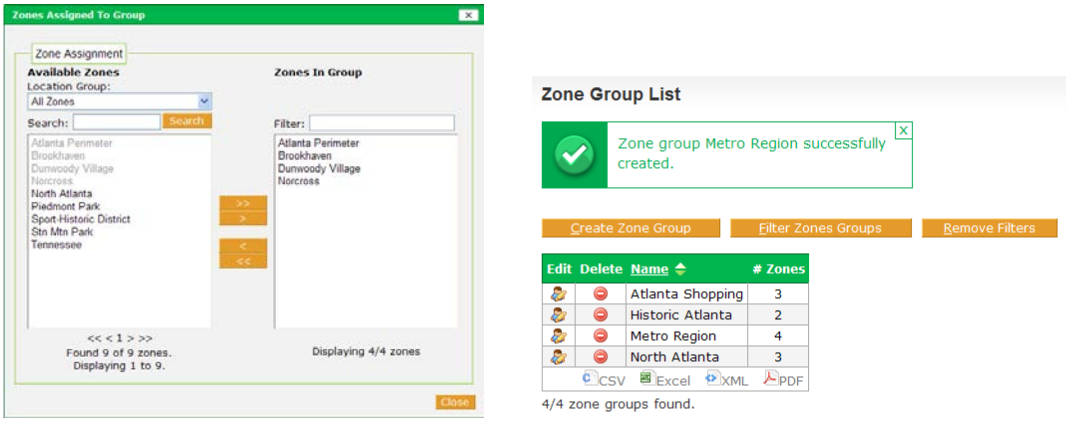


Figure 265: Assigning Zones to Group and updated Zone Group List

6. Click **Save** to add the new group and return to the **Zone Group List**. Click **Save and Create** to also open the **Create Zone Group** page to define another group. Click **Cancel** to exit the **Create Zone Group** screen without saving any information and return to the **Zone Group List**.
7. A confirmation message will display on the **Zone Group List** indicating the group was successfully created.

Modifying Zone Groups

To edit the group name or change the list of zones included:

1. Choose **Manage Zone Groups** from the **Admin Zones** submenu.
2. In the **Zone Group List,** click in the row of the group you want to modify to open the **Edit Zone Group** screen.
3. On the Edit screen, you can change the name of the group or change the list of zones assigned to it.
4. Click **Save** to save your changes and return to the **Zone Group List**. Click **Save and Create** to also open the **Create Zone Group** screen to define a new group. Click **Cancel** to exit the **Edit Zone Group** screen without saving any information and return to the Zone Group List.
5. Your modifications are confirmed with a message on the **Zone Group List** screen.

Deleting Zone Groups

When you need to delete a zone group:

1. Click in the row of the **Zone Group List** that contains the group you want to delete.
2. Alternately, you can delete a zone group using the **Edit Zone Group** screen by clicking **Delete**.

> **NOTE:** Deleting a Zone Group removes the group from the **Zone Group List**. It does not delete zones from the **Zones List**.

Mobiles

Mobile units are created and deleted by NexTraq Administrators, Accountants or Distributor Representatives; each mobile unit is defined by its unique **Hardware ID**. You can, however, modify several types of information about each mobile unit through the **Admin** tab when you have access granted in your user definition. Follow status of mobiles through a NexTraq RSS feed.

Mobile List

Filter Mobiles | Remove Filters

Edit	Name	Hardware ID	Map Color	Odometer	Type	Fuel Type	VIN	License	Driver	Assigned Fleets	MPG	GPH	Price
	Bus BJ398X	5333277398			Wahoo2	Gasoline			Bannon, Jason		19	0.75	$3.57
	Stingray 911X	1000000911			VT-2200-1	Gasoline			Glover, Terry		19	0.75	$3.57
	Truck T1203G	5008781203		34,374 mi	Wahoo2	Gasoline	ABCDEFGHIJK	ABC123	Albertson, Brandon	Trucks	19	0.75	$3.57
	Truck T1600G	16000000		21,911 mi	Wahoo2	Gasoline			Bell, Alice	Trucks, North Atlanta	19	0.75	$3.57
	Truck T3560G	5003703560			Wahoo2	Diesel	xxxxx	zzzz	Johnson, Alvin		25	0.75	$3.93
	Truck T6950X	9003576950		37,000 mi	Wahoo2	Gasoline			Green, Mary	Trucks, South Atlanta, Training Fleet 1	19	0.75	$3.57
	Truck T7830X	9110953180		36,701 mi	Wahoo2	Gasoline			Jeralds, Wilma	Trucks	19	0.75	$3.57

Figure 266: Mobile List

The **Mobile List** includes the following information on each mobile unit:

- Mobile name
- Hardware ID
- Map color associated with this mobile in map labels
- Odometer reading
- Type of mobile device
- Fuel type used in the mobile unit
- VIN number of the vehicle
- License number of the vehicle
- Name of the driver
- Fleets the mobile is assigned to
- Miles per gallon
- Gallons per hour
- Price per gallon
- Custom fields – fields available for customized information such as date of purchase, name of maintenance company, employee number of driver, Garmin serial number associated with the mobile, etc.

The **Mobile List** may be sorted by any of the fields with the sort arrows in the column heading and may be printed using the export links (CSV, Excel, XML, PDF) at the bottom of the list.

Editing a Mobile

To edit a Mobile:

1. From the **Admin** tab, select **Summary** from the **Mobiles** submenu.

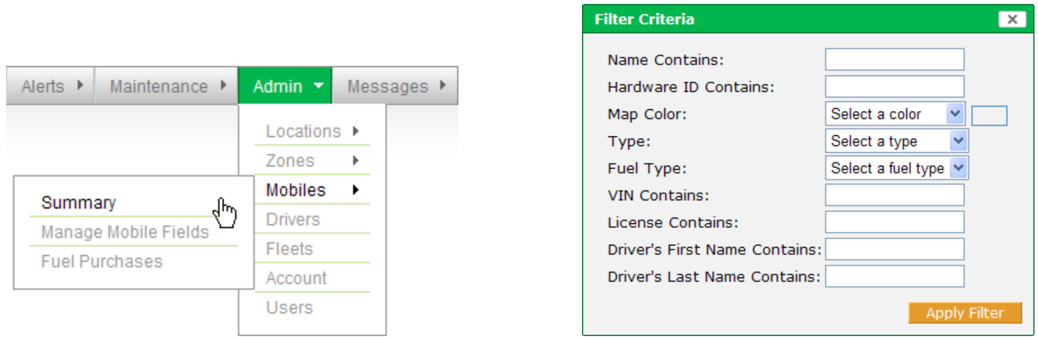


Figure 267: Mobiles Menu Options and Filter Criteria

2. To refine the list of units in the **Mobile List**, click **Filter Mobiles**. Choose one or more of the **Filter Criteria**. For the criteria with text boxes, enter a few letters or numbers as appropriate. For the criteria with drop-down boxes, click the attribute to include in the filter. Click **Apply Filter**.

3. Locate the mobile you want to modify in the Mobile List and click the edit icon  to go to the **Edit Mobile** screen.

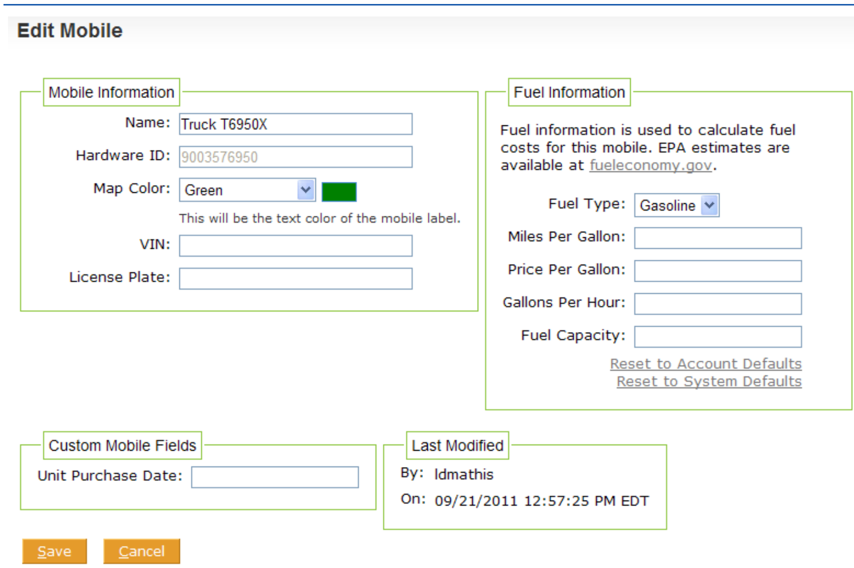


Figure 268: Edit Mobile Options

4. All the fields in the **Mobile Information** box can be modified except the **Hardware ID**. When the **Show mobile name and colors on map** in **User Preferences** is checked, the map color chosen will appear as the text color of the mobile's label on **Find** maps. If no color is chosen (None), the mobile's label will be black.
When the fuel card activation status is **Pending** or **Active** on your account, the

Mobile Information box will contain one additional option, **Fuel Card Number**, to use to associate the mobile with a fuel card.

> **NOTE:** Associate a fuel card with either a mobile or a driver, but not both. Your selection should represent where the card stays. If the card remains with the vehicle, it should be associated with the mobile. If the card stays with the driver, in NexTraq it should be associated with the driver. Do not associate the same fuel card number with BOTH a mobile and a driver.

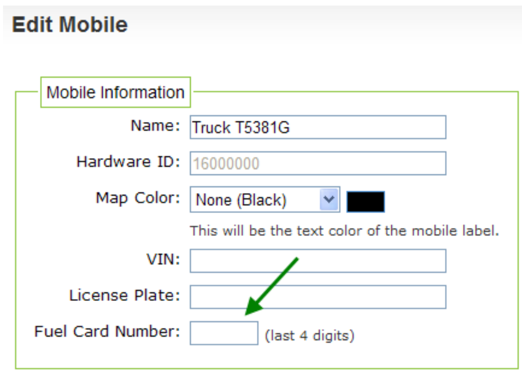


Figure 269: Fuel Card Number Option

5. Enter fuel information for this mobile including fuel type, miles and price per gallon, gallons per hour, and fuel capacity of the vehicle to override the system and account default values set on the **Account** page under the **Admin** tab. These values will be used to calculate idle time cost as well as fleet operation costs in NexTraq reports.

   Click the **Reset to Account Defaults** link to complete these fields with values set in your Account information. Click the **Reset to System Defaults** link to complete these fields the NexTraq default values.

6. Complete the **Custom Mobile Field** with the information desired by your company. Each custom field can contain up to 255 characters. See the next section of this guide for more information on Custom Mobile Fields.

7. When you have made changes, click **Save** to update the unit's record. Click **Cancel** to return to the **Mobile List** without making changes.

8. When changes are made and saved, the **Last Modified** box will be updated to reflect the username of the person making the change as well as the date and time of the modification.

> **NOTE:** Mobile units are added and deleted by NexTraq Administrators, Accountants or Distributor Representatives, not through the **Admin** tab.

Custom Fields for Mobiles

Custom fields expand the information you can maintain about the mobile unit. These fields are available for information such as date of unit purchase, employee number of driver, Garmin serial number associated with the mobile, name of the maintenance company, etc., and are completely customizable.

The link to create and edit custom mobile fields from the **Admin** tab menu is available only to users designated as **Account Administrators**. Other users may enter mobile-specific information in the custom mobile fields displayed while editing specific mobiles. For example, the mobile unit's date of purchase.

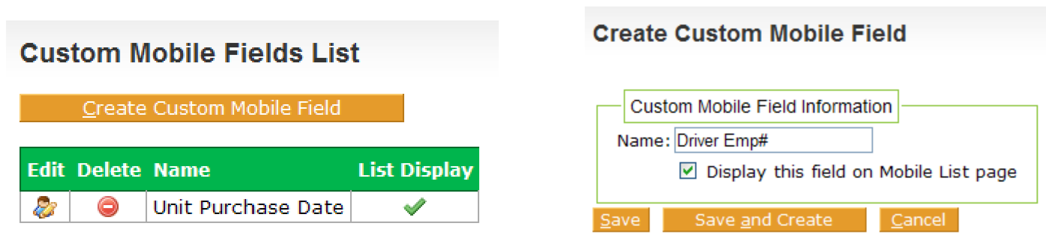


Figure 270: Custom Mobile Fields List Options

Creating a Custom Mobile Field

To create a Custom Mobile Field:

1. From the **Admin** tab select **Manage Mobile Fields** from the **Mobiles** submenu to display the **Custom Mobile Fields List**.
2. Click **Create Custom Mobile Field** button.
3. Complete the **Name** text box with a descriptive name for the information to be stored in this field. The name may contain up to 50 characters.
4. Check the box to display the new field on the Mobile List also. Leave the box blank if you do not want the custom field to appear in the Mobile List. The new field will appear on the **Edit Mobile** screen also.
5. Click **Save** to save your entry and return to the **Custom Mobile Fields List**. A message will display confirming the custom field creation. Click **Save and Create** to also open the **Create Custom Mobile Field** screen to define another field. Click **Cancel** to exit without saving any information and return to the **Custom Mobile Fields List**.

Editing a Custom Mobile Field

To edit a Custom Mobile Field:

1. From the **Custom Mobile Fields List**, click the edit icon for the custom field you want to modify to display the **Edit Custom Mobile Field** screen.
2. Modify the field name or change your option to display the field on the Mobile List.

3. Click **Save** to save your changes and return to the **Custom Mobile Fields List**. Click **Save and Create** to also open the **Create Custom Mobile Field** screen to define another custom field. Click **Cancel** to exit without saving changes and return to the **Custom Mobile Fields List**.

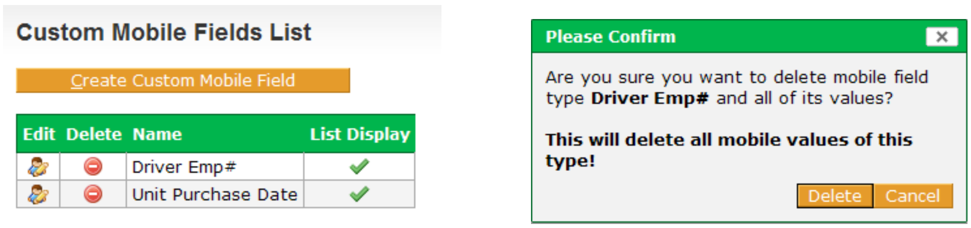


Figure 271: Custom Mobile Fields List with New Field and Delete Confirmation Message

Deleting a Custom Mobile Field

To delete a Custom Mobile Field:

1. Click the delete icon on the **Custom Mobile Field List** for the custom field you want to delete.
   OR
   Click **Delete** on the **Edit Custom Mobile Field** screen.

   NOTE: Deletion of a custom mobile field will delete all mobile values of this particular type.

2. A delete confirmation message will display. Click **Cancel** to abandon the action. Click **Delete** to complete the action and return to the **Custom Mobile Fields List** screen. The custom field will be deleted from the list and a message will display confirming the delete of the field.

Current RSS Feed for Mobiles

Through the RSS feed you can receive automatic updates on mobile status. To receive an RSS feed, a NexTraq user will need to install a newsreader or content aggregator on his/her computer, which supports password-protected content. With that in place you can subscribe to the NexTraq RSS feed for mobiles with the following URL:
http://go.nextraq.com/rss/find/mobiles.rss

The newsreader will present the relevant content whenever there is an update in the NexTraq platform.

The Mobiles RSS feed will show updates only for those mobiles that the user can access through the NexTraq platform.

Fuel Purchases

To monitor and report the impact of fuel purchases for your planning and recordkeeping, enter purchases for each mobile via the **Fuel Purchases** option on the **Mobiles** submenu.

> **NOTE:** If your company does not use fuel cards, the information from the Fuel Purchase List will be used as input to the IFTA Fuel Tax report.

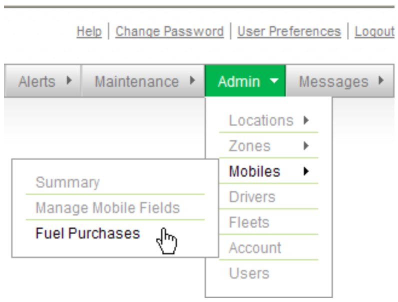
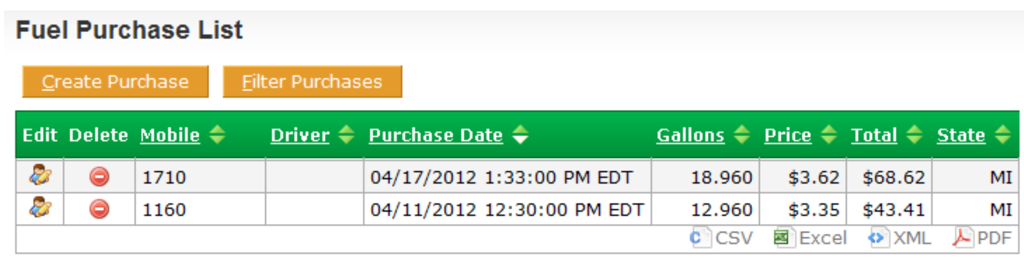


Figure 272: Fuel Purchases Option on Mobiles Submenu

To enter fuel purchases per mobile:

1. From the **Admin** tab, select **Fuel Purchases** from the **Mobiles** submenu to display the **Fuel Purchase List**.



Fuel Purchase List

Create Purchase | Filter Purchases

Edit	Delete	Mobile	Driver	Purchase Date	Gallons	Price	Total	State
		1710		04/17/2012 1:33:00 PM EDT	18.960	$3.62	$68.62	MI
		1160		04/11/2012 12:30:00 PM EDT	12.960	$3.35	$43.41	MI

CSV Excel XML PDF

Figure 273: Fuel Purchase List

2. Click **Create Purchase** to display the **Purchase Information** options.

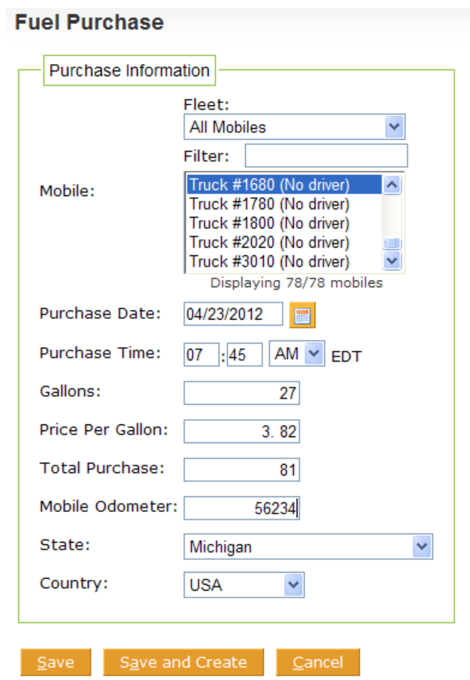


Figure 274: New Purchase Information

3. Select the desired mobile unit from the **Mobile** list. Filter the mobiles by fleet or by using the filter box and typing the mobile name in the textbox.
4. Enter the purchase date by typing it in the textbox. Or click the calendar icon to open the calendar and select the date from the calendar. The **Purchase Date** defaults to the current date.
5. Enter the time of the fuel purchase in the form HH:MM and select AM or PM.

   NOTE: Fuel purchases cannot be future dated. The time of a fuel purchase must have already occurred.

6. Enter number of gallons purchased.
7. Enter price per gallon or total amount of purchase. (The other value will be calculated.)
8. Enter the odometer reading at the time of purchase. [Optional]
9. Enter the state and country in which the purchase was made.

   NOTE: The State value defaults to the state listed in the Account information.

10. Click **Save** to record this purchase and return to the **Fuel Purchase List**. Click **Save and Create** to record the purchase and create another purchase record. Click **Cancel** to abandon recording the information.

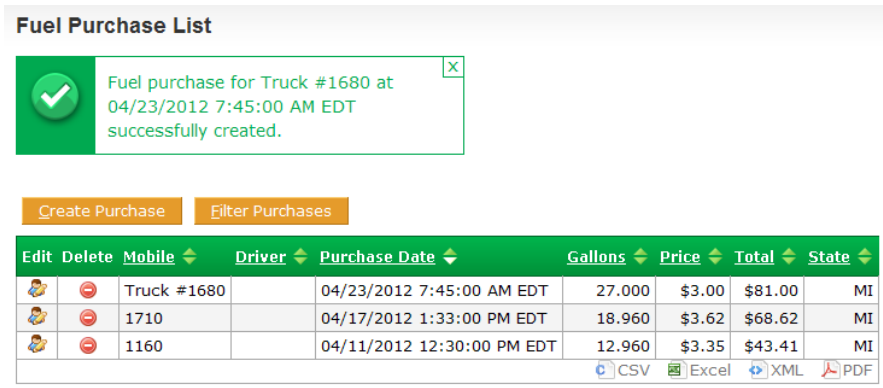


Figure 275: Updated Fuel Purchase List

To filter fuel purchases:

1. On the **Fuel Purchase List** screen, click **Filter Purchases** to open the **Filter Criteria** options.

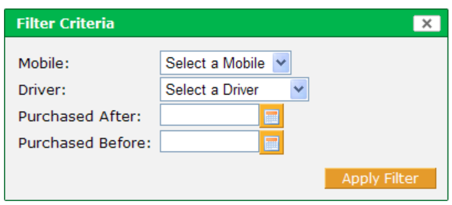


Figure 276: Fuel Purchase Filter Criteria

2. You can filter by mobile name, driver, or date parameters as well as a combination of these criteria to locate the purchases you desire.
3. When you have entered the desired criteria, click **Apply Filter** to narrow the **Fuel Purchase List**.
4. Click **Remove Filters** to restore the full list of purchases.

To edit a fuel purchase:

1. In the **Fuel Purchase List**, click the edit icon on the record you want to change to open the Purchase Information.
2. Make the desired changes to the purchase record.
3. Click **Save** to record the changes and return to the **Fuel Purchases List**. Click **Save and Create** to also create a new record. Click **Cancel** to abandon changes and return to the **Fuel Purchases List**.

To delete a fuel purchase:

1. In the **Fuel Purchase List**, click the delete icon in the row of the fuel purchase you want to eliminate. Or click the **Delete** button on the edit screen for the fuel purchase.

Figure 277: Fuel Purchase Delete Confirmation and Successful Delete Message

2. Click **Delete** on the confirmation message to complete the action and return to the Fuel Purchase List screen. Click **Cancel** to keep the purchase record.
3. Upon deletion of the purchase record, you will see a message confirming the successful deletion of the record.

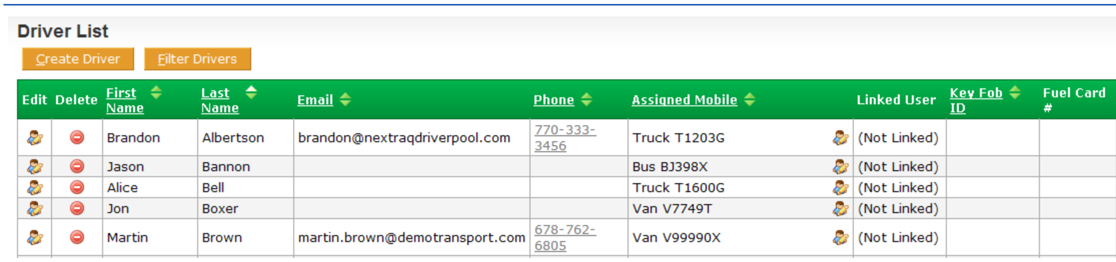
Drivers

As drivers and their contact and license information change, you can update the system to accurately reflect the changes through the **Drivers** option. In addition, mobile units are assigned to drivers through this option. When using NexTraq's Driver ID and Automatic Driver Assignment feature, link the driver with a Driver ID Key Fob on the Create/Edit Driver screen.

Creating a Driver

To add a driver:

1. From the **Admin** tab, select **Drivers.**



Driver List

Create Driver | Filter Drivers

Edit	Delete	First Name	Last Name	Email	Phone	Assigned Mobile	Linked User	Key Fob ID	Fuel Card #
		Brandon	Albertson	brandon@nextraqdriverpool.com	770-333-3456	Truck T1203G	(Not Linked)		
		Jason	Bannon			Bus BJ398X	(Not Linked)		
		Alice	Bell			Truck T1600G	(Not Linked)		
		Jon	Boxer			Van V7749T	(Not Linked)		
		Martin	Brown	martin.brown@demotransport.com	678-762-6805	Van V99990X	(Not Linked)		

Figure 278: Driver List

2. Click **Create Driver** to open the **Create Driver** screen.

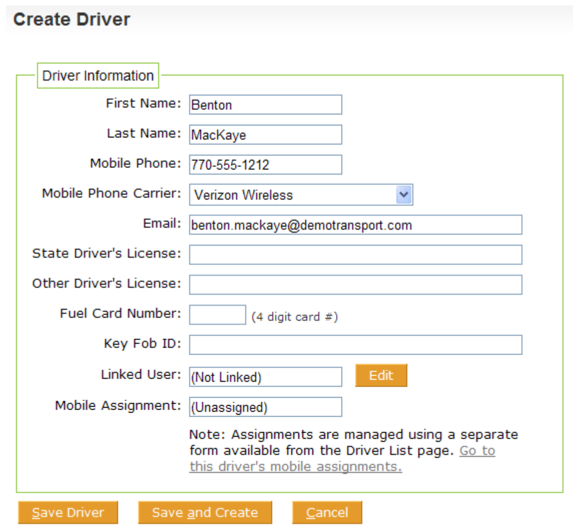


Figure 279: New Driver with First Name, Last Name, Mobile Phone and Carrier Added

3. Enter **First Name** and **Last Name**.

   > **NOTE:** First Name and Last Name are required fields. You must have information in both fields to create a Driver.

4. Enter **Mobile Phone** and **Mobile Phone Carrier** for the driver to be able to receive job notifications via SMS text messaging.
5. Enter the driver's **Email** to enable the driver to receive job notification via email.
6. Enter **Driver's License** information in the next two fields.
7. When fuel card activation status is Pending or Active on your account, **Fuel Card Number** field will be available to associate the driver with a fuel card.

   > **NOTE:** Associate a fuel card with either a mobile or a driver, but not both. Your selection should represent where the card stays. If the card remains with the vehicle, it should be associated with the mobile. If the card stays with the driver, in NexTraq it should be associated with the driver. Do not associate the same fuel card number with BOTH a mobile and a driver.

8. Enter the 8-digit (omitting leading zeros) Key Fob ID here if you use it for automatic driver assignment.
9. To link the driver with a user, click **Edit** to open the **Linked User** dialog box. Select a user from the list and click **Close**.

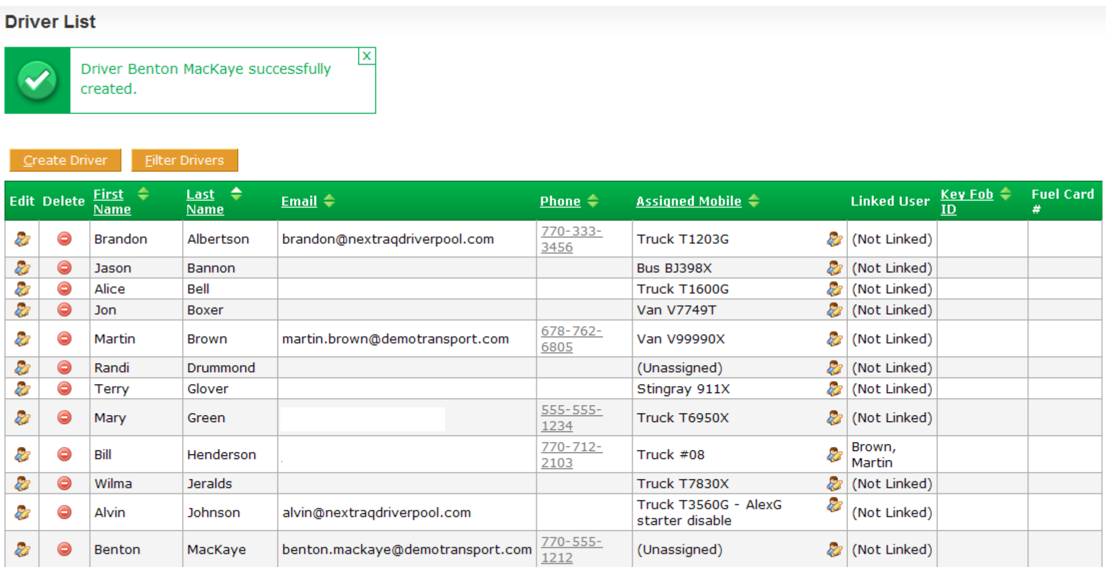
   > **NOTE:** The driver will have access to the NexTraq platform using the linked user's username and password and will have the same permissions as the user. The user-driver link will be displayed in the Account & User Information at the top of each screen, Driver Information, Driver List, User Information, and User List.

10. Click **Save Driver** to save your entries. Click **Save and Create** to also open the **Create Driver** screen to define another driver. Click **Cancel** to exit the **Create Driver** screen without saving any information and return to the **Driver List**.

    NOTE: Save the new driver before adding Mobile Assignments.

11. A new driver confirmation message will display and the newly created driver will appear in the **Driver List.**

12. The Driver List may be exported using the four options at the bottom of the list: CSV, Excel, XML, and PDF. When the list is exported, it will contain three additional fields that are not included in the Driver List screen view: State Driver's License, Other Driver's License, and Fuel Card Number (if applicable).



Driver List

Driver Benton MacKaye successfully created.

Create Driver | Filter Drivers

Edit	Delete	First Name	Last Name	Email	Phone	Assigned Mobile	Linked User	Key Fob ID	Fuel Card #
		Brandon	Albertson	brandon@nextraqdriverpool.com	770-333-3456	Truck T1203G	(Not Linked)		
		Jason	Bannon			Bus BJ398X	(Not Linked)		
		Alice	Bell			Truck T1600G	(Not Linked)		
		Jon	Boxer			Van V7749T	(Not Linked)		
		Martin	Brown	martin.brown@demotransport.com	678-762-6805	Van V99990X	(Not Linked)		
		Randi	Drummond			(Unassigned)	(Not Linked)		
		Terry	Glover			Stingray 911X	(Not Linked)		
		Mary	Green		555-555-1234	Truck T6950X	(Not Linked)		
		Bill	Henderson		770-712-2103	Truck #08	Brown, Martin		
		Wilma	Jeralds			Truck T7830X	(Not Linked)		
		Alvin	Johnson	alvin@nextraqdriverpool.com		Truck T3560G - AlexG starter disable	(Not Linked)		
		Benton	MacKaye	benton.mackaye@demotransport.com	770-555-1212	(Unassigned)	(Not Linked)		

Figure 280: Driver List Updated with New Driver

Mobile Assignment Using Driver ID & Automatic Driver Assignment

To set up mobile unit assignment when using Driver ID and Automatic Driver Assignment:

1. Click the edit icon in the Driver List for the driver you want to assign.

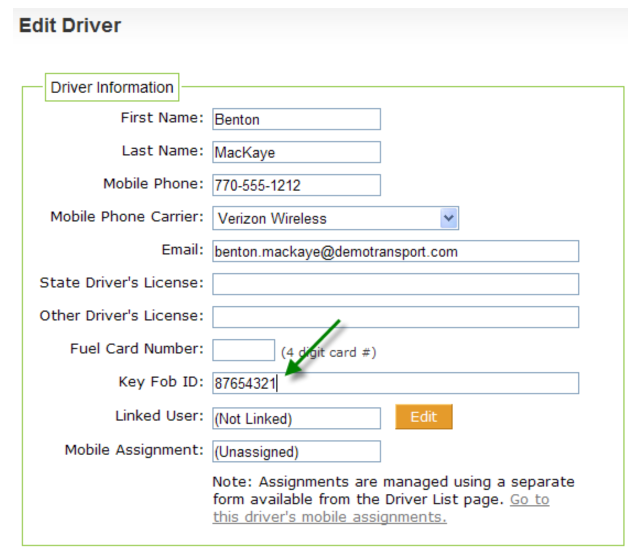


Figure 281: Key Fob ID Number

2. Enter the **Key Fob ID** number. Enter only the last 8 characters of the ID, omitting the leading zeros. The number is found on the metal iButton® mounted on the key fob as well as on the label on the key fob handle.
3. Click **Save Driver** to save your entry.

The **Key Fob ID** appears in the driver's record on the **Driver List**. The NexTraq platform will update the **Assigned Mobile** field for this driver when he swipes the key fob on an iButton reader in a mobile unit.

With the Driver ID and Automatic Driver Assignment feature linking the driver to a unique Key Fob ID, the mobile assignment information will be effortlessly available for reporting through the **Driver Assignment History** report.

Manual Mobile Assignment

To assign a mobile unit to a driver without Driver ID and Automatic Driver Assignment:

1. Click the edit icon in the **Assigned Mobile** column of the Driver List to open the **Mobile Assignments** screen.

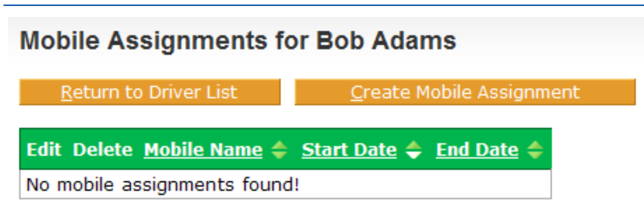


Figure 282: Mobile Assignments for New Driver

2. Click **Create Mobile Assignment** to open the **Mobile Assignment** options window.

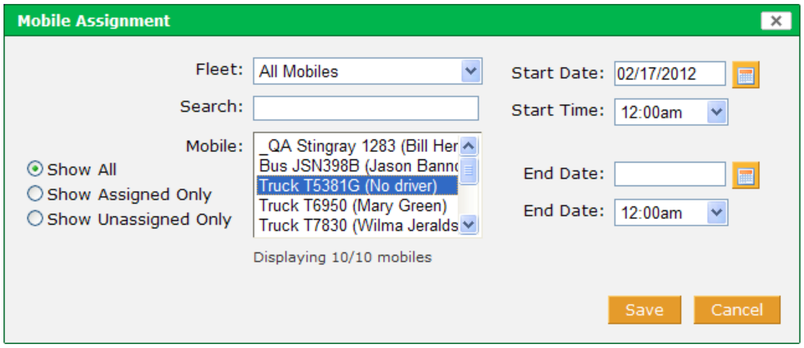


Figure 283: Mobile Assignment Window with Unassigned Mobiles Listed

3. You may filter your mobile unit list in several ways:
   - Show all mobiles
   - Show only assigned mobiles
   - Show only unassigned mobiles – Assigned mobiles will be grayed out and unavailable for selection in this list
   - List those mobiles with certain characters in their names using the Search box
4. In the resultant list in the **Mobile** box, click the mobile unit of your choice to select it. Click **Save**.

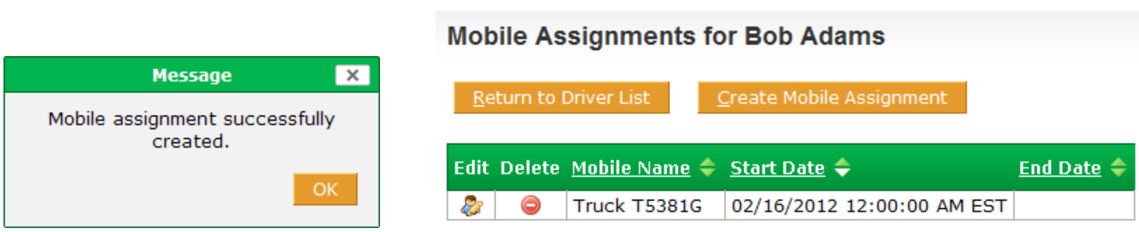


Figure 284: Mobile Assignment Table Updated

5. You will receive a message confirming the creation of the mobile assignment. The mobile name will now appear in the driver's **Mobile Assignments** list and Driver List.

   NOTE: If you chose a Mobile that already has a driver assigned to it, you will receive a warning message.

   NOTE: If the Start Date for the Mobile Assignment is in the future, the mobile will not be displayed in the Assigned Mobile field in the Driver List until that date.

To modify the driver's mobile assignment without Driver ID and Automatic Driver Assignment:

1. To change a mobile assignment, click the edit icon in the **Assigned Mobile** column of the driver's entry in the **Driver List**. Alternatively, click the "Go to this driver's mobile assignments" link on the **Edit Driver** screen to open the **Mobile Assignments** window.

NOTE: Be sure to save any changes in the Driver Information before you link to the Mobile Assignments window.

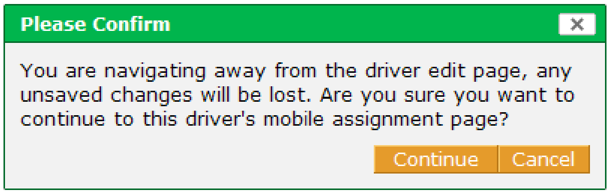


Figure 285: Confirmation Message for Change to Mobile Assignment Page

2. In the driver's assignment list, click the edit icon in the row of the mobile unit of your choice to open the **Mobile Assignment** window. Modify dates, times, or mobile choice.
3. Click **Save** to make the changes and have them appear in the driver's mobile assignments list.

Editing Driver Information

To modify driver information:

1. Choose **Drivers** from the **Admin** menu.
2. Click in the row of the **Driver List** which includes the driver to be updated.
3. On the **Edit Driver** screen, modify all of the **Driver Information** fields except **Mobile Assignment** by replacing the text in a field or typing in text into a blank field.

For Mobile Assignment information, see the previous sections.

4. Click **Save Driver** to save your changes. Click **Save and Create** to also open the **Create Driver** screen to define another zone. Click **Cancel** to exit the **Create Driver** screen without saving any information and return to the **Driver List**.

Deleting Driver Information

To delete a driver's information:

1. Choose **Drivers** from the **Admin** menu.
2. Click in the row of your **Driver List** that contains the driver you want to delete.
3. Alternately, click in the row of your **Driver List** that contains the driver you want to delete to go to the **Edit Driver** screen. Click **Delete**.
4. You will be asked to confirm the delete. If you click **Delete**, the driver will be deleted from your **Driver List** and a confirmation message will display. Click **Cancel** to keep the driver in your list.

NOTE: When a driver is deleted, the status of any mobiles assigned to that driver changes to "unassigned."

NexTraq

Fleets

The **Fleets** option allows you to group mobile units by criteria that may be helpful to your organization. For example, fleets may be grouped by territory, purpose, vehicle model, or fuel type.

Creating a fleet

To create a fleet:

1. Choose **Fleets** from the **Admin** tab.

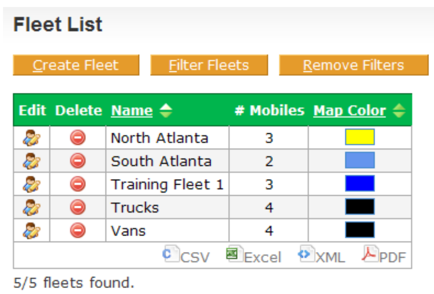


Figure 286: Fleet List Options

2. Click **Create Fleet** to open the **Create Fleet** screen.

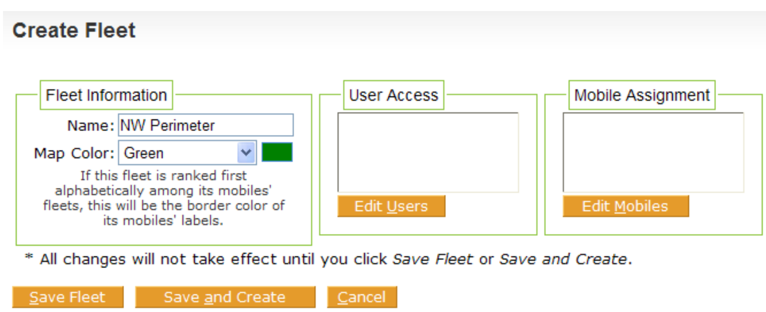


Figure 287: Create Fleet Options

3. Enter a name for the new fleet in the **Name** text box.
4. Choose a fleet color from the **Map Color** drop-down box. If no color is chosen (None), the fleet color will be black.

> **NOTE:** The map color you select will be the label border color of mobiles assigned to the fleet if this fleet is first alphabetically in the mobiles' associated fleets.

5. Click **Edit Mobiles** to open the **Mobile Assignment** window. Move available mobiles into the new fleet by using the arrows. Click **Close** when you have completed moving mobiles into the fleet.

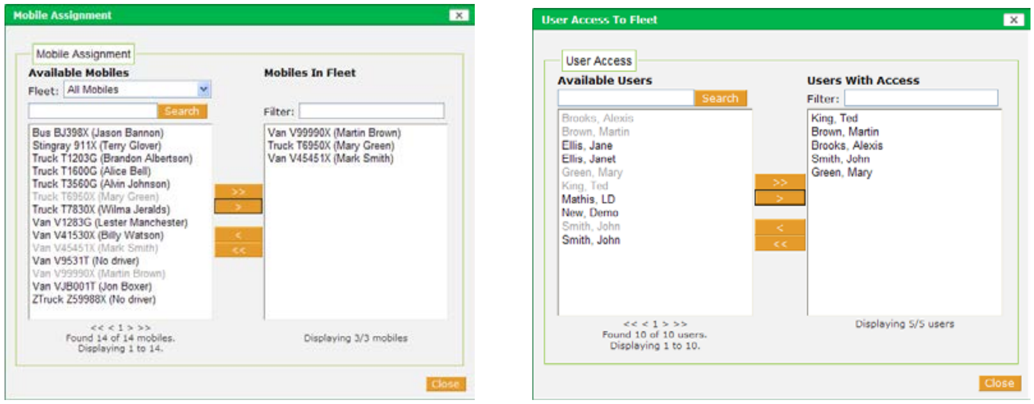


Figure 288: Mobile Assignment and User Access Windows

6. Click **Edit Users** to open the User Access to Fleet window.

   Move users from the **Account Users** list to the **Users With Access** list by using the arrows. Users "With Access" will have fleet information available to them in Find and Reports functions. Click **Close** when you have completed your fleet access list.

   NOTE: When you have more than 1,000 users, User Groups are formed. Click the User Group drop-down box to select the group that includes the user you seek.

7. Click **Save Fleet** to add the new fleet and return to the **Fleet List**. Click **Save and Create** to also open the **Create Fleet** screen to define another fleet. Click **Cancel** to exit the **Create Fleet** screen without saving any information and return to the **Fleet List**.

8. A confirmation message will display on the **Fleet List** screen indicating the fleet was successfully created.

Editing a Fleet

To edit the characteristics of, membership in, and access to a fleet:

1. Choose **Fleets** from the **Admin** menu.

2. Click  in the row of the **Fleet List** that has the fleet you want to modify.

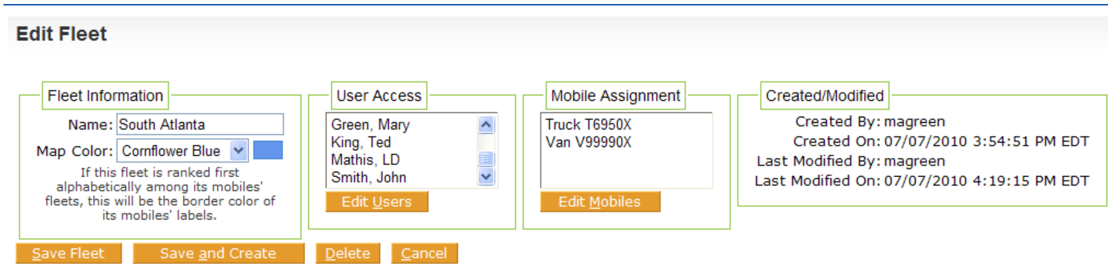


Figure 289: Edit Fleet Options

3. The **Edit Fleet** screen allows you to modify the name of the fleet, the map color for the fleet as well as changing the mobile assignments and user access.
4. The Created/Modified box documents the fleet creation date and time as well as the initiator's username. In addition, whenever changes to **Fleet Information** are saved, the **Last Modified fields** are updated.
5. Click **Save Fleet** to save your changes and return to the **Fleet List**. Click **Save and Create** to also open the **Create Fleet** screen to define a new fleet. Click **Cancel** to exit the **Edit Fleet** screen without saving any information and return to the **Fleet List**.

Deleting a Fleet

To delete a fleet:

1. From the **Admin** menu, choose **Fleets**.
2. In the **Fleet List**, click to delete the fleet. You will see a message asking you to confirm the deletion.

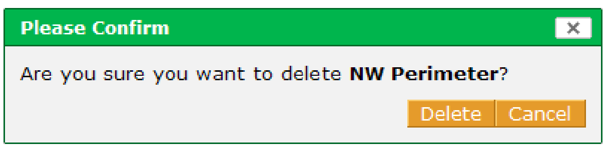


Figure 290: Fleet Deletion Confirmation Question

3. If you want to continue and delete the fleet, click **Delete**, otherwise click **Cancel**.
4. Alternately, click in the row of the **Fleet List** that contains the fleet you want to delete.
5. From the **Edit Fleet** screen, click **Delete**.

Account

To view the **Account** screen, choose **Account** from the **Admin** menu. The **Account** screen contains the following sections:

- **Account Information**
- **Contact Information**
- **Fuel Information**
- **Active Fuel Card**
- **Custom Map Layers**

All **Account Information** fields are completed by NexTraq Administrators, Accountants or Distributor Representatives and cannot be edited from this screen. All **Contact Information** fields can be modified.

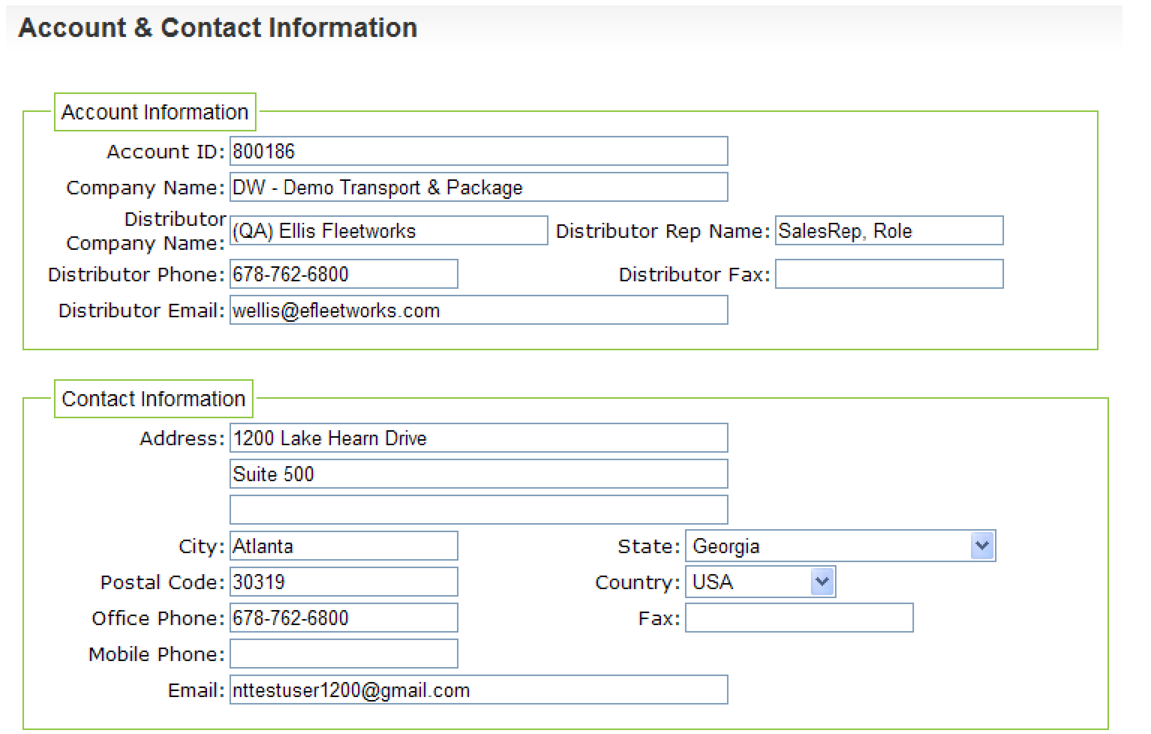


Figure 291: Account and Contact Information

Editing Contact Information

To edit the **Contact Information**:

1. Choose **Account** from the **Admin** menu.
2. Enter new information in any of the **Contact Information** fields. In this example, the address, suite number, city, postal code, and office phone were changed. An email address was added.

   NOTE: Account Information cannot be changed on this screen.

3. Click **Update Account** to save the changes.
4. A confirmation message will display indicating the **Contact Information** was updated.

Editing Fuel Information

Using this information option, you can set the default values for all mobiles in your account in one place or use the default NexTraq settings. For mobile units that represent exceptions to these values, fuel settings for each mobile may be made in the **Admin > Mobiles > Summary > Edit Mobiles** options.

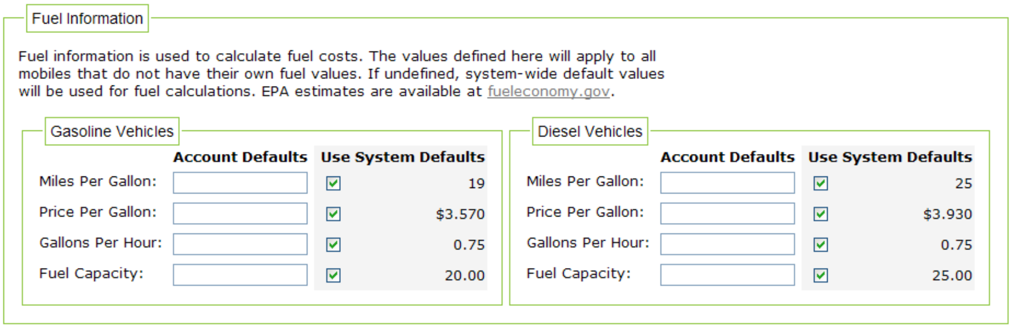


Figure 292: Fuel Information Defaults and Options

To edit Fuel Information:

1. From the Admin tab, select **Account**.
2. In the **Fuel Information** box, uncheck each of the System Defaults box next to the value(s) you wish to update.
3. Enter the account default value for each of the unchecked fields.
4. To note the vehicle's maximum capacity in gallons, enter a value in the **Fuel Capacity** field for the fuel type.
5. Click **Update Account** to save your changes.

Activate Fuel Card

Activating your fuel card account in the NexTraq platform is the first step in adding the fuel card functionality and being able to use fuel card transaction data in reporting. In addition, merchants participating in your fuel card vendor's program will be located on **Find** and **Route** maps.

You must be a customer of the FleetOne or FleetCor fuel card programs in order to benefit from the integrated data offered in the NexTraq program.
NexTraq customers who are not fuel card subscribers with one of these fuel card vendors may contact the vendor directly. For more information, visit their websites: http://www.fleetone.com and http://www.fleetcor.com

To activate a fuel card:

1. Choose **Account** from the **Admin** menu.

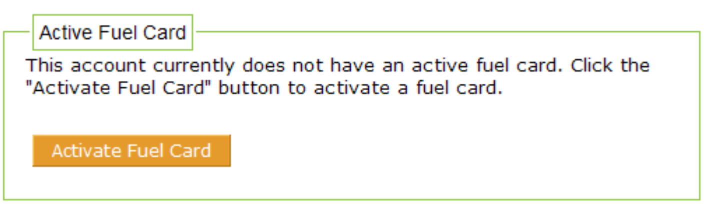


Figure 293: Activate Fuel Card Button

2. Page down to the **Active Fuel Card** section and click the **Activate Fuel Card button**.

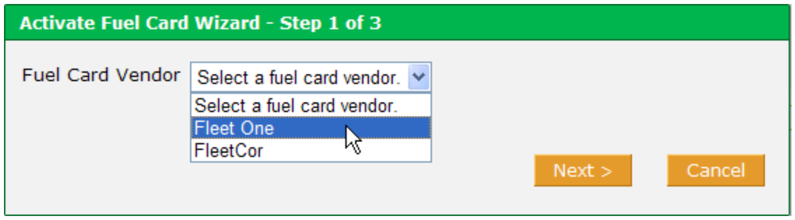


Figure 294: Activate Fuel Card Step 1 – Select a Vendor

3. The Activate Fuel Card Wizard displays your first selection: Fuel Card Vendor. Select a vendor from the drop-down list. Click **Next**.

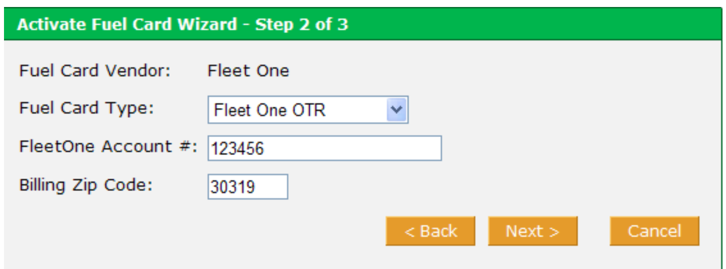


Figure 295: Activate Fuel Card Step 2 – Select Type and Enter Account Information

4. Select the Fuel Card Type, and enter the required account or billing group ID number and zip code. Click **Next**.

> **NOTE:** Find the account or billing group ID number and billing zip code on your fuel card statement.

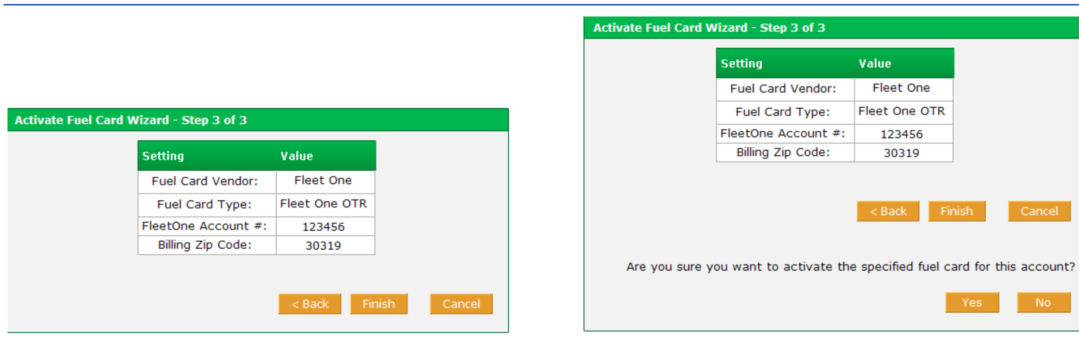


Figure 296: Activate Fuel Card Step 3 – Confirm Selections

5. The third step of the activation wizard displays your selections for a final review. Click **Back** to go to another window in the wizard to edit your choices. If your entries are correct, click **Finish**. You will have one more opportunity to review and then click **Yes** to confirm your choices. Your activation request has now been submitted.

Figure 297: Pending Fuel Card Status

When the activation request has been submitted, the fuel card status will be **Pending** until NexTraq receives confirmation of your fuel card account.

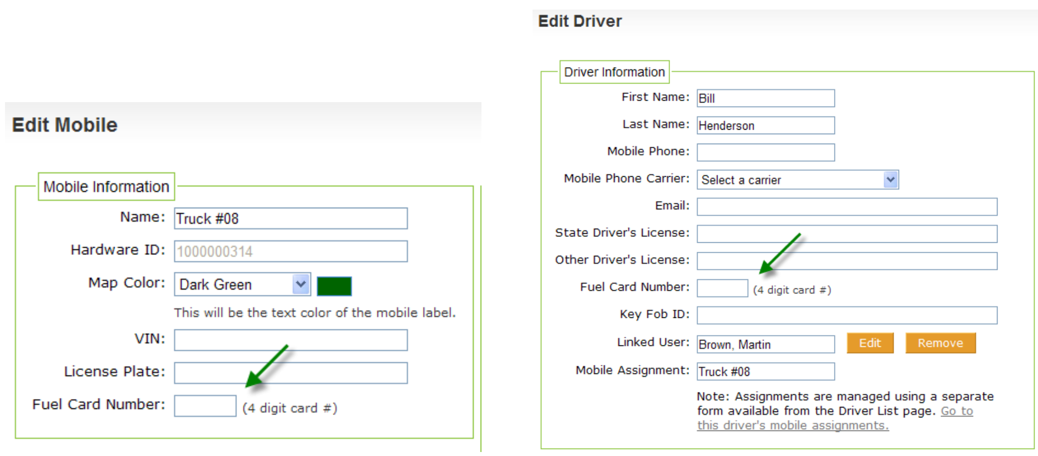


Figure 298: Fuel Card Number Option to Associate with Mobile OR Driver

No transaction data will be available for reports until the **Activation Status** changes to **Active** and fuel card numbers are associated with mobiles OR drivers within NexTraq. Upon activation, your vendor's merchants and points of interest will be available on the **Find** and **Route** maps.

NOTE: Associate fuel card numbers with mobiles OR drivers through the **Admin/Mobiles** and **Admin/Drivers** options. One fuel card number should never be associated with both a mobile and a driver.

NOTE: FleetOne Customers: For the four-digit reference number to enter in the Fuel Card Number field, contact the FleetOne customer support center or website: http://www.fleetone.com
FleetCor Customers: Enter the last four digits of your fuel card number.

Custom WMS Map Layers

In addition to the map layers that are a part of the NexTraq platform, you may add your own custom Web Map Service (WMS) based map layers to all map pages in NexTraq. When the custom map layer has been added, it may be selected from the Layer list anywhere **Map Layers** are available throughout the NexTraq platform. The custom map layer also may be selected as your default map layer in **User Preferences**. Requirements to use this feature include a locally available WMS and a compatible map projection scheme.

The WMS specification is implemented by many vendors including ESRI's ArcGIS Server and the open source GeoServer. This server must be accessible on the local area network (LAN) by the users who will view these map layers from within the NexTraq platform.

The map projection determines how data displays on top of Google Maps. The map projection used by Google Maps, and most other web based maps, is called the Web Mercator projection, EPSG: 3857. If your WMS provider uses a Web Mercator EPSG number that is not available in the NexTraq options or you have additional questions concerning implementing a custom map layer, please contact NexTraq Customer Support.

Adding a Custom Map Layer

To create or edit a custom map layer:

1. Log in as an Account Administrator.
2. Choose **Account** from the **Admin** tab.

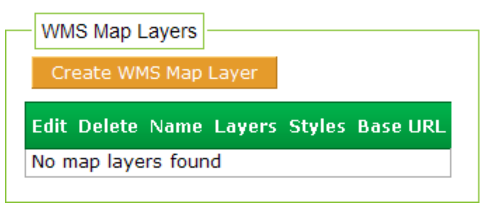


Figure 299: Create WMS Map Layer Button

3. In the **WMS Map Layers** box, click the **Create WMS Map Layer** button to display the creation dialog window.
4. Complete the required fields: Display Name, Base URL, Layers, SRS, Version and Format. (See the following sections for details.)
5. Click **Save**. You will receive a message confirming the creation of the map layer and the newly created map layer will appear in the **WMS Map Layers** section.

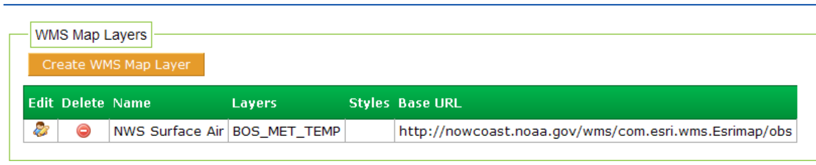


Figure 300: New Map Layer Added

Map Layer Dialog Fields

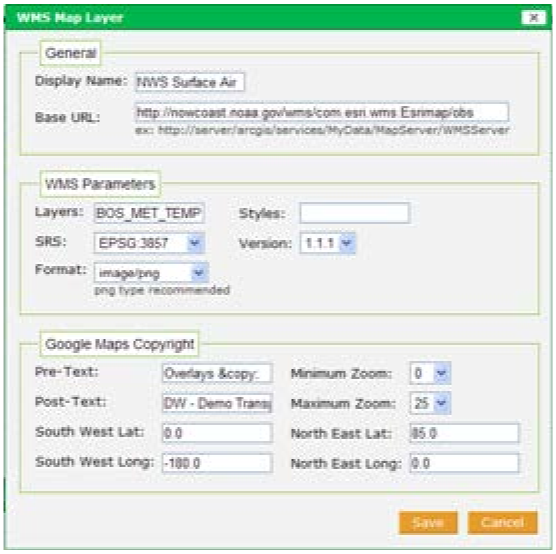


Figure 301: Map Layer Example

General

Complete the following required fields:

- Display Name: The name shown in the dropdown list for selecting map layers on map pages.
- Base URL: The full URL path of Web Map Service.

WMS Parameters

The WMS parameters are the query parameters sent to the Web Map Service.

- Layers: The required name(s) of the layer(s) to be shown by the WMS service.
- Styles: The optional name of styles to be applied to the map layers.
- SRS: Spatial Reference System - the map projection used to correctly render map data. See the Map Projections section at the beginning of this document for more information.
- Version: The WMS version
- Format: The image format to use for tiles on the map. To support transparency a PNG format should be used.

Google Maps Copyright

You are not required to modify any of these values. The defaults will display a copyright message at the bottom right hand corner of the map for the entire western portion of the northern hemisphere.

> **NOTE:** The Min and Max Zoom levels control at which zoom levels the map layer is displayed. If you reduce the Max Zoom to less than 20, the map layer will not display at high zoom levels.

- Pre-Text: The left hand side of the copyright notice, referring to the content being copyrighted.
- Post-Text: The right hand side of the copyright notice, referring to the copyright holder.
- Minimum Zoom: The smallest zoom value the map layer will be available and for which the map layer and copyright notice will display.
- Maximum Zoom: The largest zoom value the map layer will be available and for which the map layer and copyright notice will display.
- South West Lat & Long: The latitude and longitude marking the south west boundary of the map layer.
- North Eastern Lat & Long: The latitude and longitude marking the north eastern boundary of the map layer.

Viewing a Custom Map Layer

To view your new map layer:

1. Navigate to the Find page and select **Map Layers** from the Find options.

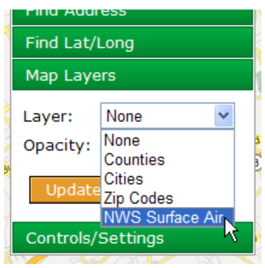


Figure 302: New Map Layer

2. Select your newly created map layer from the **Layer** drop-down list.
3. Select the preferred opacity for the map layer.
4. Click **Update Map** to display.

Setting a WMS Map Layer as Default Map Layer

To choose a custom map layer as your default map layer:

1. Select **User Preferences** from the utility links at the top of the screen.
2. In the **Preferences** options, select the custom map layer from the **Map layer** drop-down list.
3. Select your preferred opacity for the map layer from the **Map opacity** drop-down list.

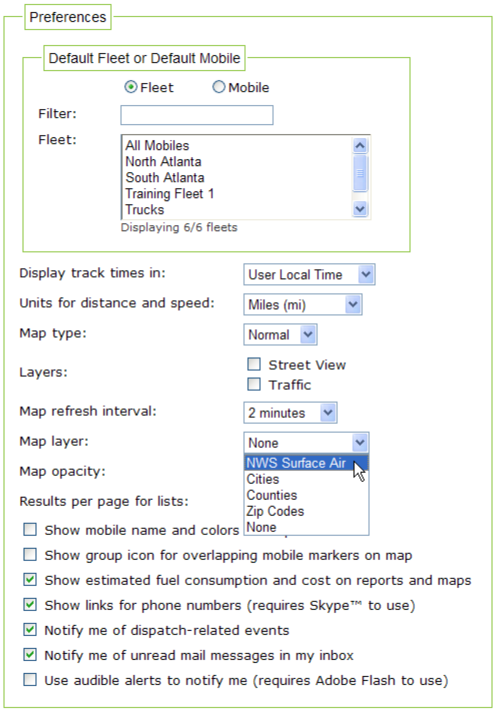


Figure 303: New Map Layer in User Preferences

4. Click **Save**. The custom map layer will be displayed each time you login.

Deleting a WMS Map Layer

To remove a WMS custom map layer:

1. Click the Delete icon in the **WMS Map Layers** table.

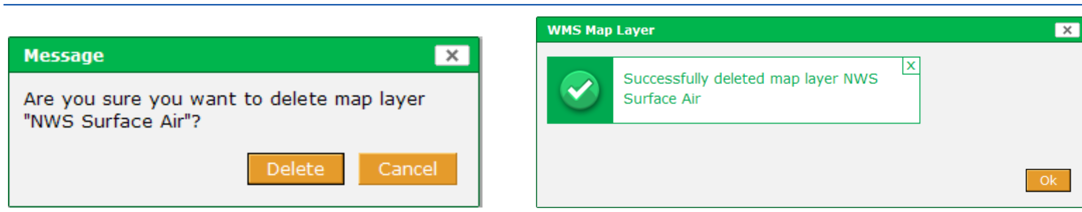


Figure 304: Map Layer Delete Messages

2. Confirm the removal by clicking **Delete**.
3. A message acknowledging the successful deletion of the map layer will display. The map layer will no longer appear in the **WMS Map Layers** list.

Users

Users must be defined in order to have access to the **NexTraq** platform. Account Administrators will be able to add and update **Users** from the **Admin** tab. The **User List** contains all the users associated with the current account.

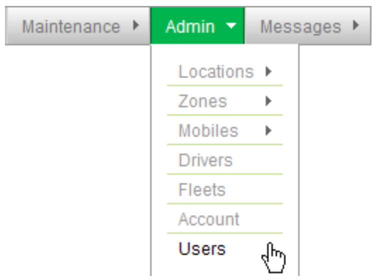


Figure 305: Account Administrator Tab Options including Users

Filter Users

To filter the **User List**:

1. Click **Users** from the **Admin** tab to display the **User List**.
2. Click **Filter Users** to open the filter dialog box.

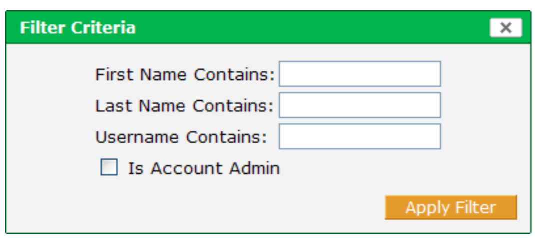
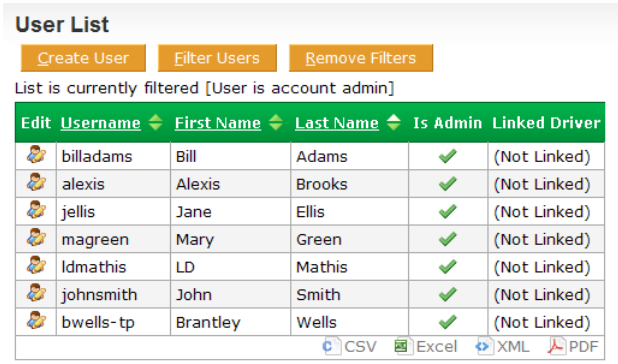


Figure 306: User List Filter Criteria

3. Fill in one or more of the blank text boxes to filter by name and/or username. Check the **Is Account Admin** box to display a list of users authorized to change account information.
4. Click **Apply Filter** to include the criteria to display your list of users. (Click ✕ or press the **Esc** key to abandon your criteria and return to the **User List** without filtering.)



User List

Create User | Filter Users | Remove Filters

List is currently filtered [User is account admin]

Edit	Username	First Name	Last Name	Is Admin	Linked Driver
	billadams	Bill	Adams	✓	(Not Linked)
	alexis	Alexis	Brooks	✓	(Not Linked)
	jellis	Jane	Ellis	✓	(Not Linked)
	magreen	Mary	Green	✓	(Not Linked)
	ldmathis	LD	Mathis	✓	(Not Linked)
	johnsmith	John	Smith	✓	(Not Linked)
	bwells-tp	Brantley	Wells	✓	(Not Linked)

CSV Excel XML PDF

Figure 307: Filtered User List

5. The resulting filtered **User List** in this example displays only those users who are Account Administrators. The filter in effect is noted above the list.
6. To remove all filters from the **User List**, click **Remove Filters**.

Create a User

To create a **User**:

1. Click **Create User** to display the **New User** screen.
2. Enter the user’s first name, last name, and email address.
3. Create a username for the user, employing whatever username convention your company employs. This username will be the new user’s login name.

> **NOTE:** **Username** may contain upper and lower case letters, numbers, periods, dashes and/or underscores.

4. Enter a password that is at least six characters in length in the **Password** box.
5. Enter the password again in the **Confirm Password** box.
6. The initial password can be temporary by checking **Force Reset Password**. When the new user logs into the NexTraq Fleet Tracking platform, the **Change User Password** screen will display, and he will be prompted to change his password.

> **NOTE:** **First Name**, **Last Name**, **Username**, **Password**, and **Confirm Password** are required to add a user.

7. Select the correct zone for the user from the **Time Zone** drop-down list.
8. Check **Time Zone Uses Daylight Savings** if applicable to the user’s time zone.
9. To link the user with a driver, click **Edit** to open the **Linked Driver** dialog box. Select a driver from the list and click **Close**.

> **NOTE:** The linked driver will have access to the NexTraq platform using the user's username and password and will have the same permissions as the user. The user-driver link will be displayed in the Account & User

Information at the top of each screen, Driver Information, Driver List, User Information, and User List.

10. Check **User Can View the "All" Fleet** if the user will have authority to view all mobiles in the account.
11. Check **User Can View Unassigned Mobiles** if the user will have authority to view mobiles that are not assigned to any fleet.

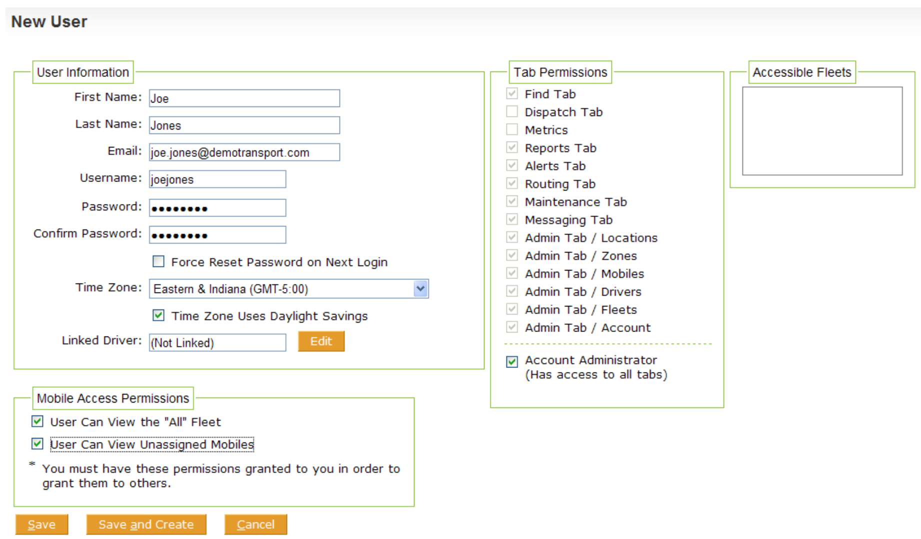


Figure 308: New User Information

12. In the **Tab Permissions** box, all checkboxes are checked by default except the **Dispatch Tab** and **Metrics** box. Check the **Dispatch Tab** box if the user will have the **NexTraq Dispatch** solution. Check the Metrics box if the user will have permission to run the Metrics Dashboard. Uncheck the other boxes according to the user's permissions.
13. If the user you are creating should have access to all tabs and the ability to create other users, check the box for **Account Administrator**.
14. Click **Save** to create the new user. Click **Save and Create** to create the first user and display the **New User** screen again to create a second user. (Click **Cancel** or **Esc** to abandon the creation of the user.)

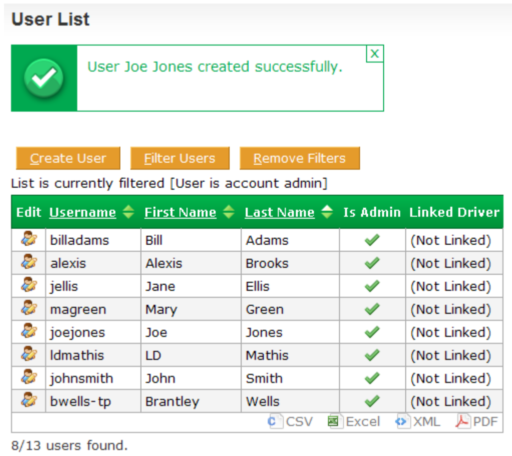


Figure 309: New User Added to List

15. The new user will appear in the **User List**. A message confirming the creation of the new user appears above the list.

Edit A User

To make changes to the user's profile:

1. Click the edit icon in the user's row of the **User List** to display the **Edit User** screen.

   > **NOTE:** You may not edit your own user account from the **User List**. Use the links at the top of the page for **Change Password** or **User Preferences** to change your password or edit your name, email address or time zone.

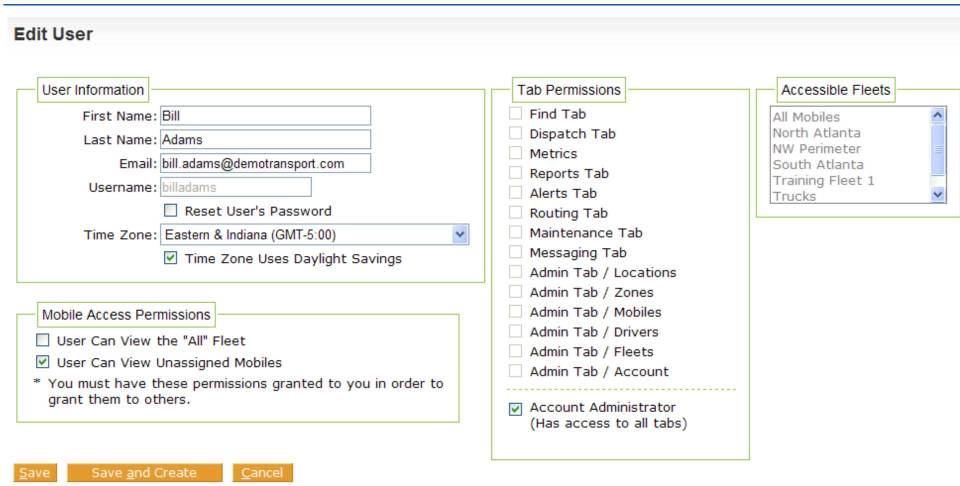


Figure 310: Edit User Screen

2. Correct or modify one or more parts of the user's profile. In this example, the **Mobile Access Permissions** will change to allow only the unassigned mobiles and not the "All" Fleet.

NOTE: The username cannot be modified.

3. Click **Save** to keep the changes. Click **Save and Create** to save the changes and create a new user. Click **Cancel** to abandon changes and return to the **User List**.

NOTE: Fleets associated with this user will appear in the **Accessible Fleets** box.

Users cannot be deleted from the User List within the NexTraq platform. Contact **NexTraq Customer Service** at (855) 358-6178 to request user deletions.

Reset User's Password

To reset a user's password:

1. When a user has forgotten his password or, for some other reason, needs a different password, open the **Edit User** screen for that user and check the **Reset User's Password** box to reveal the password text boxes.

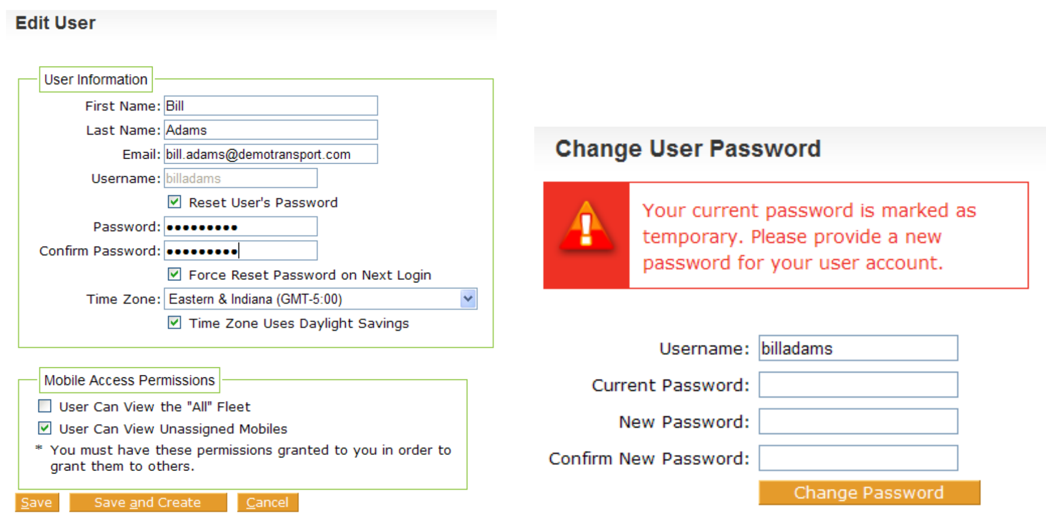


Figure 311: User Password Reset Option and Message at Login

2. Enter the new password in the **Password** box. Enter the new password again in the **Confirm Password** box.

3. Uncheck the **Force Reset** checkbox if the new password will be the permanent password. With this box checked, the password will be good for one login to the **NexTraq Fleet Tracking** platform, and the user will be required to enter and confirm another password.

Messages Tab

The **NexTraq Fleet Tracking** platform provides an easy and convenient way to communicate with users in the platform. With the **Messages** tab, you will be able to:

- Create, send, and receive email from defined users in the NexTraq platform
- Create and send email to any valid email address
- View received emails in the **Inbox Message List**
- Maintain a record of sent emails in the **Sent Items Message List**
- Review deleted emails in the **Deleted Items Message List**

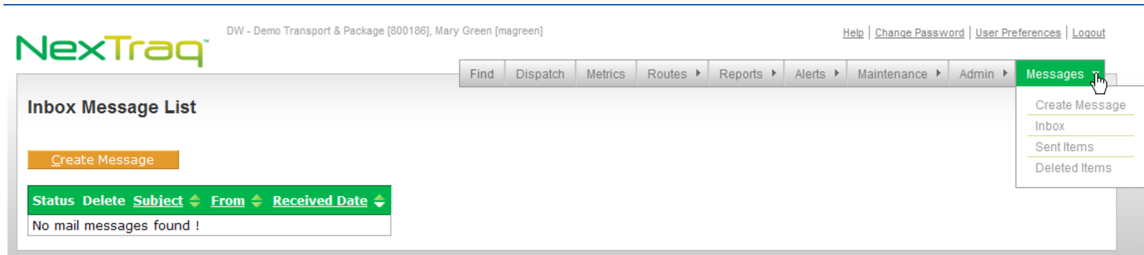


Figure 312: Messages Tab

Creating an Email Message

To create an email message:

1. Click the **Create Message** option in the **Messages** menu or click **Create Message** in any of the **List** views.
2. Fill in the email address of the recipient in the **To** text box. Multiple addresses should be separated by commas. Or choose a NexTraq defined user from the **Select** drop-down list. (The user IDs in this list are defined in the **Drivers** option on the **Admin** tab.)

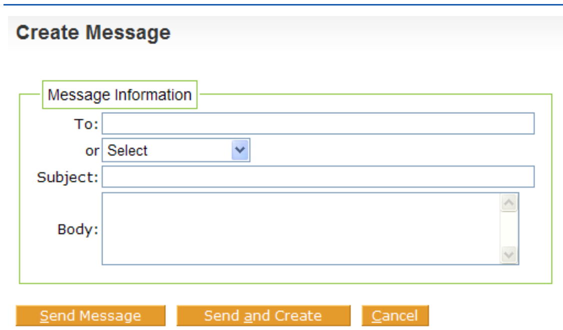


Figure 313: Create Message Form

3. Complete the **Subject** information by typing in a description of the subject of the message into this text box.
4. Type your message in the **Body** text box.

NOTE: The **To** box must contain a valid email address. Neither the **Subject** box nor the **Body** of the message can be blank. You will receive a warning message if any of these fields are blank.

5. Click **Send Message** to send the email or **Send and Create** to send and also create another message. Click **Cancel** to discard the message and return to the **List** view.

Message "Revised Route for Friday" successfully created.

Figure 314: Create Confirmation Message

6. You will see a message created confirmation box.
7. Choose **Sent Items** on the **Messages** menu to view your email in the **Sent Message List**.

Sent Items Message List

Create Message

Status	Delete	Subject	To	Sent Date
		Revised Route for Friday	martin.brown@demotransport.com	10/03/2011 4:40:44 PM EDT
		Driving Directions for Route "Rt 1 - Snellville-Hwy124"	NTtestuser1200@gmail.com	09/27/2011 2:58:19 PM EDT

Figure 315: Sent Items Message List

Receiving Email Messages

To receive messages within the **NexTraq** platform, the sender must use your NexTraq email address in the following format: username@appmail.nextraq.com. The number of unread messages will appear in bold parentheses on the **Messages** tab.

To see and reply to these messages:

1. Choose **Inbox** from the **Messages** options.
2. In the **Inbox Message List**, click the message's subject to open it.

Inbox Message List

Create Message

Status	Delete	Subject	From	Received Date
		New weekly route in midtown	**Test User <nttestuser1200@gmail.com>**	**10/03/2011 5:04:55 PM EDT**
		Company meeting on Monday	mbrown@appmail.nextraq.com	08/04/2011 11:17:09 AM EDT
		Friday changes	**mbrown@appmail.nextraq.com**	**08/04/2011 11:17:09 AM EDT**

3/3 messages found.

Figure 316: New Email Received

3. Your message opens in the **Edit Message** screen. You may choose to **Reply** to the email, **Delete** the message, or **Cancel** to return to the **Inbox Message List**.

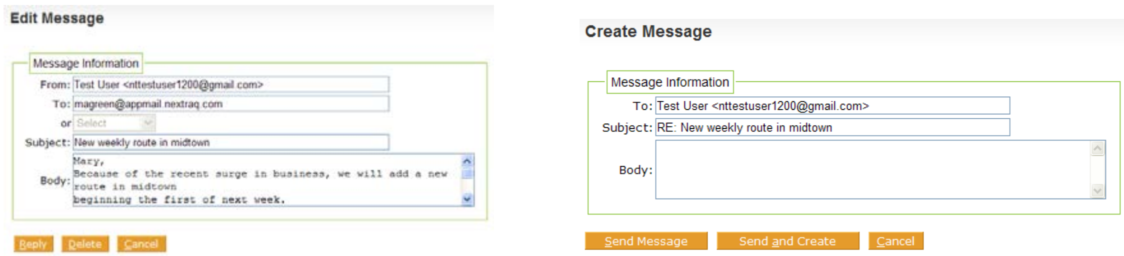


Figure 317: Viewing and Replying To a New Message

4. When you reply to the message, the **Create Message** screen appears with the sender's email address and subject boxes already completed. Type in your reply. Click **Send Message** to send the email or **Send and Create** to send and also create another message. Click **Cancel** to discard the message and return to the **List** view.

> **NOTE:** In the Message List, the changes to to denote that the message has been opened. You can change the status of a message from "read" to "unread" by clicking the envelope icon.

5. Click in the **Inbox Message List** to delete the email message in that row. The message will then appear in your **Deleted Items Message List**.

6. With the "Notify me of unread mail messages in my inbox" option checked in your **User Preferences**, a notification message on your screen will signal the arrival of a new mail message.

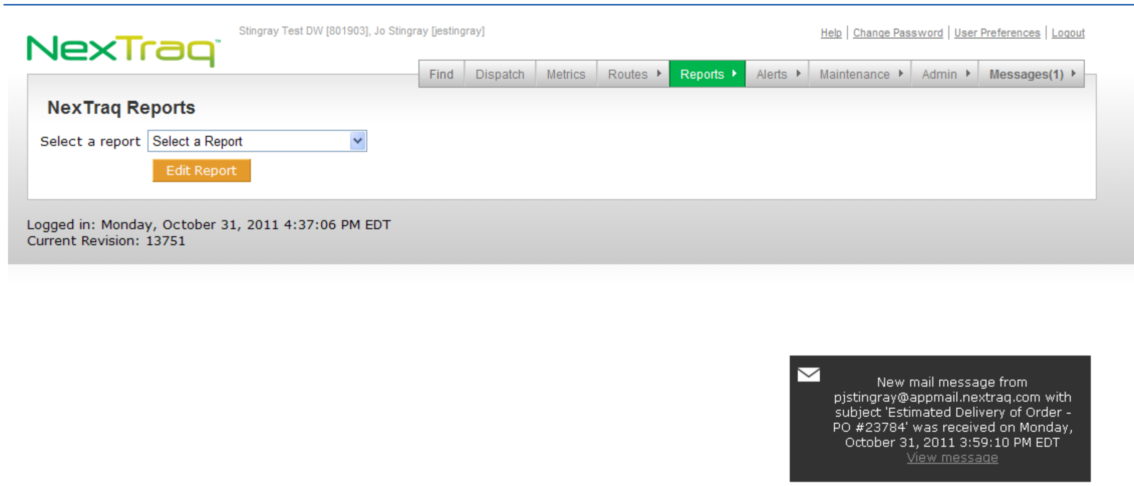


Figure 318: Notification of New Mail Message

7. The notification will contain the email address of the sender and the subject line content in addition to the day, date, and time of receipt. Click the **View Message** link to open the mail on the **Edit Message** screen.

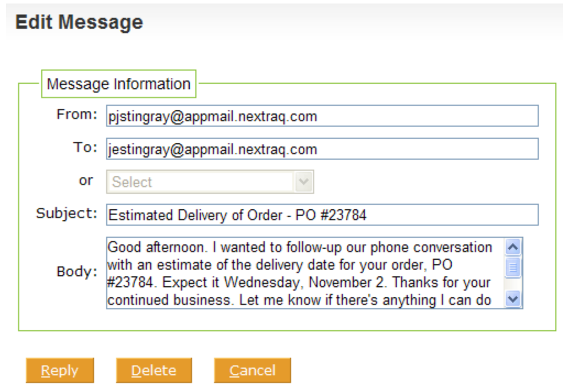
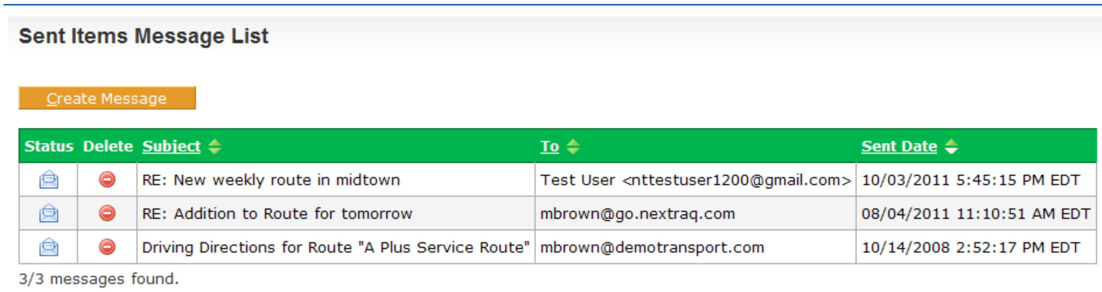


Figure 319: Display of New Message

Viewing Sent Messages

When you have created and sent an email message, it appears in your **Sent Items Message List**. To see these messages, choose **Sent Items** from the **Messages** options.



Status	Delete	Subject	To	Sent Date
		RE: New weekly route in midtown	Test User <nttestuser1200@gmail.com>	10/03/2011 5:45:15 PM EDT
		RE: Addition to Route for tomorrow	mbrown@go.nextraq.com	08/04/2011 11:10:51 AM EDT
		Driving Directions for Route "A Plus Service Route"	mbrown@demotransport.com	10/14/2008 2:52:17 PM EDT

3/3 messages found.

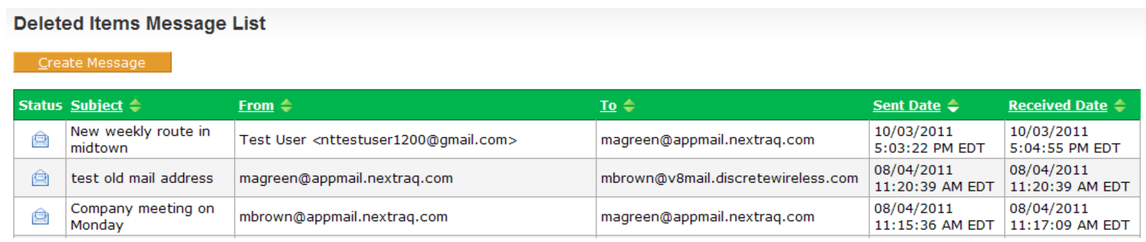
Figure 320: Viewing Sent Messages

From this screen you can:

- Create a new message using **Create Message**
- Open a message in the list and then **Reply** to it or **Delete** it
- Delete a message in the list using (Deleted messages will then appear in your **Deleted Items Message List**.)

Viewing Deleted Messages

All deleted messages appear in the **Deleted Items Message List**. To see these messages, choose **Deleted Items** from the **Messages** options.



Status	Subject	From	To	Sent Date	Received Date
	New weekly route in midtown	Test User <nttestuser1200@gmail.com>	magreen@appmail.nextraq.com	10/03/2011 5:03:22 PM EDT	10/03/2011 5:04:55 PM EDT
	test old mail address	magreen@appmail.nextraq.com	mbrown@v8mail.discretewireless.com	08/04/2011 11:20:39 AM EDT	08/04/2011 11:20:39 AM EDT
	Company meeting on Monday	mbrown@appmail.nextraq.com	magreen@appmail.nextraq.com	08/04/2011 11:15:36 AM EDT	08/04/2011 11:17:09 AM EDT

Figure 321: Viewing Deleted Messages

From this screen, you can:

- Create a new message using **Create Message**.
- Open a message in the **Deleted Items Message List**.

Restoring a Message

If you have accidentally deleted a message, you can restore the message to its original list by doing the following steps.

1. View your **Deleted Items Message List** by choosing **Deleted Items** from the **Messages** options.
2. Click one of the linked fields in the message row of the email you want to restore to open the message.

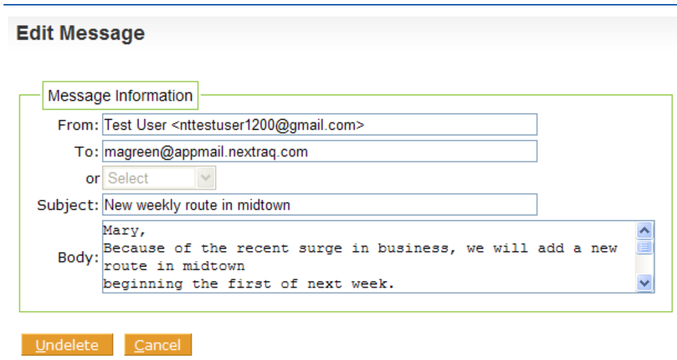


Figure 322: Opened Deleted Message

3. Click **Undelete** to move this message from the **Deleted Items Message List** to its original list (**Inbox Message List** or **Sent Items Message List**).