



Using the 'Realtime with History' GPS Tracking Website

MARCUS®
Version 8.5.1

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CHAPTER 1: INTRODUCTION

About this Manual

This manual is intended for new users of the **MARCUS® GPS FLEET MANAGEMENT APPLICATION**, also referred to as “the web application” within this document. Experienced **MARCUS®** application users will find the manual useful in becoming familiar with new options and functions of the **MARCUS®** application. 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) and “double-click” (depress and release the left mouse button twice in rapid succession). **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**.

MARCUS® 3G RADIO MODULE

This chapter introduces the **MARCUS® 3G RADIO MODULE** and provides a quick overview of its function and features. The purpose of the **MARCUS® GPS FLEET MANAGEMENT APPLICATION** is to track your vehicle or fleet using a standard Internet connection.

The **MARCUS® 3G RADIO MODULE** receives and transmits wireless commands from the Discrete Wireless host server. Commands include GPS position, vehicle and operational status. The mobile hardware device is small, rugged and easy to install. Figure 1, provides a pictorial overview of the **MARCUS® 3G RADIO MODULE** installed on your vehicle.



Figure 1 MARCUS® RADIO MODULE

SYSTEM REQUIREMENTS & SPECIFICATIONS

The **MARCUS® GPS FLEET MANAGEMENT APPLICATION** is a state-of-the-art solution that allows tracking a vehicle using an Internet connection. Discrete Wireless recommends using Microsoft's Internet Explorer 7.0 or higher browser. The recommended minimum monitor resolution setting is 1024 X 768. The **MARCUS® GPS FLEET MANAGEMENT APPLICATION** system and **MARCUS® DISPATCH** solution requirements are outlined below.

Software and Hardware

Internet Browser

- Microsoft® Internet Explorer 6.0 or higher
- Microsoft® Internet Explorer 7.0 or higher
- Mozilla Firefox 2
- JavaScript and Cookies enabled for all browsers

Computer/Processor:

- IBM Compatible Pentium 4 or higher processor

Operating System:

- Windows 2000, Windows XP SP2, or Windows Vista SP1
- Mac OS X with Firefox 2
- Fedora 8 with Firefox 2

Hard Drive Space:

- With Windows XP, 512 MB
- With Vista, 1 GB
- With Mac OS X, 1 GB

MARCUS® 3G GPRS Device Specifications

- FCC ID (UA80DW-0003W)
- Manufacturer - Discrete Wireless, Inc. DW- A0003W2
- Processor: ARM® Core, Blackfin® DSP
- Dimension: 1.375" H x 3.375 L x 4.75" W
- Weight: 5.7 ounces
- Power: 9-26 Volts
- Data Storage: Yes
- Aux I/O: 5 port on power connector
- USB Port: 1-Load 115.2 kbs 2-NMEA 4800bps
- SIM Door: SIM Card tray externally accessible
- RS-232 DB9 Port: Serial Connector
- GPS Antenna: Required
- RF Antenna: Required

MARCUS® DISPATCH Solution Requirements

In addition to the **MARCUS® WAHOO2 MOBILE UNIT** with firmware version 1.2.1G or above, the following requirements apply:

Garmin Portable Navigation Device with FMI capability; specifically Nuvi 300, 600, 700, 800 and 5000 series devices (for details go to the Garmin website: <http://www8.garmin.com/solutions/pnd/supportedproducts.jsp>)

Discrete Wireless FMI cable, part number DW-00-G0010

Power: 12 Volts

Browser Settings

Please read through the following instructions for configuring computer settings for the V8 application. 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 6):

1. From the Tools menu, or the Tools drop-down in the upper right| 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 enable JavaScript (for Internet Explorer 7):

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 *.discretewireless.com | click Add
 - c. Enter *.discretewireless.net | click Add
 - d. Uncheck the box labeled "Require server verification (https) for all sites in this zone"
 - e. Click Close
3. Click Apply| 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 discretewireless.com| click Add
 - b. Click Allow| Click OK
3. Click Apply| 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. Click Settings
 - ii. Enter *.discretewireless.com| click Add

- iii. Enter *.discretewireless.net| click Add
 - iv. Click Close
3. Click Apply| click OK

MOZILLA FIREFOX

To enable JavaScript :

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

To enable Cookies:

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 *.discretewireless.com| click Allow
 - iv. Enter *.discretewireless.net| click Allow
 - v. Click Close
3. Click Apply| Click OK

To Allow Pop-ups when using Internet Explorer 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. Click Exceptions (beside the Block pop-up windows box)
 - ii. Enter *.discretewireless.com| click Allow
 - iii. Enter *.discretewireless.net| click Allow
 - iv. Click Close
3. Click Apply| click OK.

CHAPTER 2: MARCUS® GPS FLEET MANAGEMENT APPLICATION Overview

Logging Into MARCUS® GPS FLEET MANAGEMENT APPLICATION

Internet website to go to for tracking your vehicle:

<http://v8.discretewireless.com/login.html>

Marcus® Version 8 Login

Username:

Password:

☐ Remember me for two weeks

[Marcus Login](#)

Figure 2 Login Options

You will be prompted for your user name and password. Perform the following steps to log into the application:

- 1 Type your user name in the **Username** text box.
- 2 Type your password in the **Password** text box.
- 3 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

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 20 minutes of inactivity, you will be automatically logged out of the application.

MARCUS® GPS FLEET MANAGEMENT APPLICATION Interface

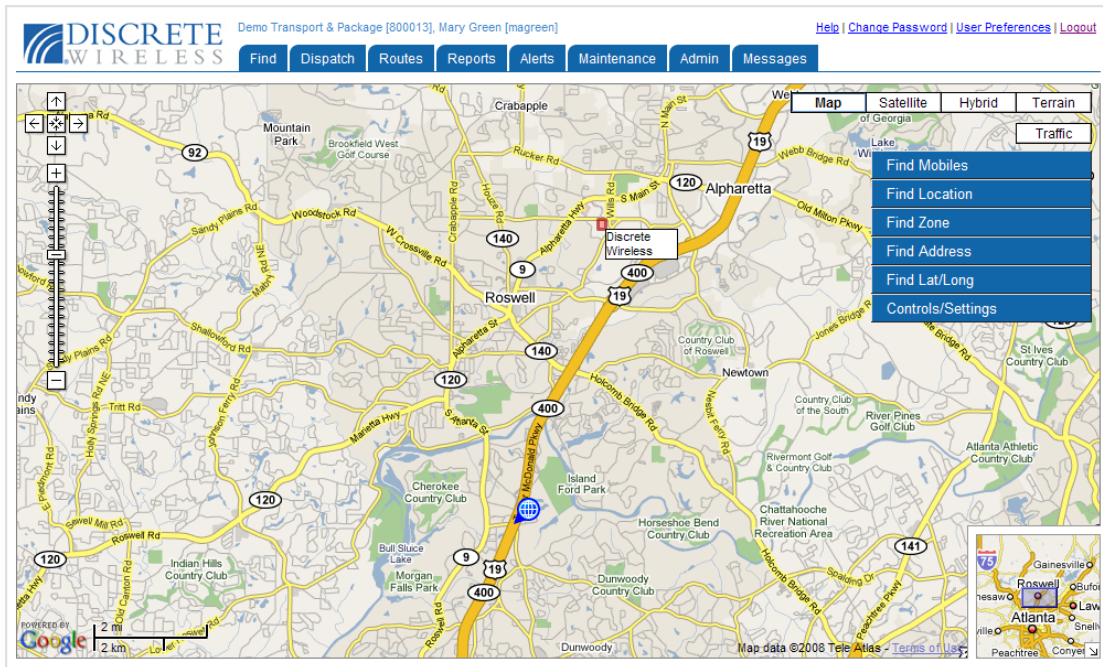


Figure 4 MARCUS® Interface

The **MARCUS®** application interface includes several easy to use areas:

- ① Tab bar for easy navigation to the main functions of the **MARCUS® GPS FLEET MANAGEMENT APPLICATION**.
- ② Account and user information above the tab bar.
- ③ **Change Password**, **User Preferences**, **Help**, and **Logout** links.
- ④ Tab functions area. This area varies according to the selected tab.

Application Tab Bar

The application tab bar is designed for ease of use throughout the **MARCUS® GPS FLEET MANAGEMENT APPLICATION**. Return to the main Find screen at any time by clicking on **DISCRETE WIRELESS**. The application main tabs 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 5 Tab Bar

Find Tab

Use the **Find** tab to control map views based upon **Find** options and user preferences. Map views are available for 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).

Dispatch Tab

Assign jobs and send messages to mobiles through wireless communication using the **Dispatch** tab. This add-on function is available to accounts with the **MARCUS® DISPATCH** solution.

Routes Tab

Create a complete itinerary with multiple stops and then send it right from the **MARCUS® GPS FLEET MANAGEMENT APPLICATION**.

Reports Tab

Access daily, monthly or customized timeframe driving and maintenance reports for the last three months. These reports include data on start/stop activity, idle time, active alerts, mileage, and maintenance schedule, as well as other fleet parameters.

Alerts Tab

Configure the system to automatically send email messages when selected events occur with fifteen **Alerts** options. Among the options available, email notifications may be triggered if a vehicle enters or exits a user-defined zone or location, if a sensor is activated or inactivated, or if the vehicle exceeds the speed limit established for the vehicle. Alerts also may be generated if a vehicle's idle time exceeds a prescribed maximum. The alerts may apply to all mobiles, to a specific fleet or only to selected mobiles.

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 or specified timeframes.

Admin Tab

Perform administrative tasks within the **MARCUS® GPS FLEET MANAGEMENT APPLICATION**. Here you may define zones and locations, edit driver and mobile information, establish fleet membership, 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 **MARCUS®** inbox and records of sent and deleted emails.

Account & User Information

At the top of each screen your company name and **MARCUS®** ID number will appear. In addition the user name and user ID will also be visible. The number of visible tabs depends on the permissions granted to the user when set up as part of the application.



Figure 6 Company and User Information

Available Application Links

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

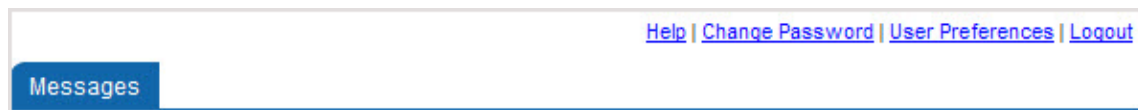


Figure 7 Application Links

- **Help:** Click on this link to access the online help system.
- **Change Password:** Click on 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 on **Change Password** to complete the process.

The screenshot shows a form titled 'Marcus Password Change'. It contains four input fields: 'Username:' with the value 'mbrown', 'Password:', 'New Password:', and 'Confirm New Password:'. Below these fields is a blue button labeled 'Change Password'.

Figure 8 Change Password

- **User Preferences:** This link allows you to change some user information as well as preferences regarding default fleet/mobile choice and time zone choices. In the **User Information** box, you can change your first and last name; this is the name that appears at the top of the screen with your user ID. You can modify your email address as well as your time zone and indicate whether the time zone uses Daylight Savings schedule or not.

In the **Preferences** box, you can select the default fleet or mobile to use on the **Find** tab and **Reports** tab. You have an option to select which time zone - user local, mobile local, or Greenwich Mean Time – to use in relation to the mobile/fleet. In addition, you can choose to show the mobile name on the map.

Figure 9 User Preferences

- **Logout:** Click on this link to end your session in the **MARCUS® GPS FLEET MANAGEMENT APPLICATION** and return to the application login screen.

Maps and Navigation

The **MARCUS® GPS FLEET MANAGEMENT APPLICATION** uses map systems by



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.

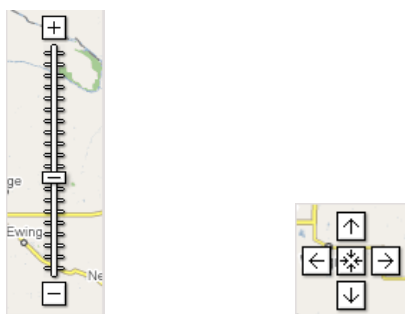



Figure 10 Zoom Slider and Pan Map Navigation Controls

- **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 on  to return to your original map view.

Changing Map Views

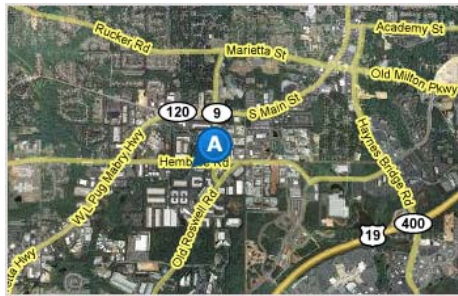
There are four options for map views: **Map** **Satellite** **Hybrid** **Terrain**.



Basic Street Map View



Satellite View



Hybrid View



Terrain View

Figure 11 Map View Options

- 1 When you log into the **MARCUS®** application, **Map** is the default view. This view provides a traditional street map with named and numbered roads, parks, bodies of water, railroad lines, and more.
- 2 The view using **Satellite** 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.


















Traffic Flow

Traffic flow on major thoroughfares near your selected location may be monitored using the **Traffic** button. Click to see the flow; click again to hide the flow. Green lines indicate unobstructed flow; yellow lines alert you to slow traffic; red lines indicate problems.

Map Icons

The map icons in the **MARCUS®** application provide you with easily recognizable visual information about the mobile 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
	Location
	Latitude/Longitude Point
	Speeding
	Ping Track
	Heading East
	Heading Southeast
	Heading South
	Heading Southwest
	Heading West
	Heading Northwest
	Heading North
	Heading Northeast
	Stopped – 15 minutes
	Stopped – 30 minutes
	Stopped – 45 minutes
	Stopped – 60 or more 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 **MARCUS®** flags, and others may be configured for your company's specific requirements.

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.

- **P – Ping.** A signal sent to the unit requesting “real time” information on the vehicle.
- **M – Motion.** The mobile unit is moving.
- **S – Speeding.** A vehicle is exceeding the speed threshold setting on the mobile unit.

NOTE: The default speed threshold is 85 mph. This information is physically configured on the mobile unit when a profile command is sent to the unit by a Discrete Wireless Technical Representative. It is not related to the **Speed Alerts** created in the **MARCUS®** web application.

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 Discrete Wireless Administrators or Dealer Representatives. Examples of configured sensors may be:

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

CHAPTER 3: MARCUS® Application Tabs

The tab bar makes navigation through the **MARCUS® GPS FLEET MANAGEMENT APPLICATION** an easy task. Each tab's features and options are highlighted in the following topics.

Find Tab

After signing into the application, you will see the **Find** options on a map view. The **Find** options provide the capability to:

- Locate all mobiles or locate one or more mobile units from a selected fleet.
- Find a saved location.
- Locate a zone that has been defined using the **Admin** tab.
- Locate a specific address to view.
- Find a location using its latitude and longitude.
- Create saved locations from the site of mobile(s), addresses found, or latitude and longitude coordinates.
- Find the closest mobile units to another mobile, an address, or a geographical point using its latitude and longitude.

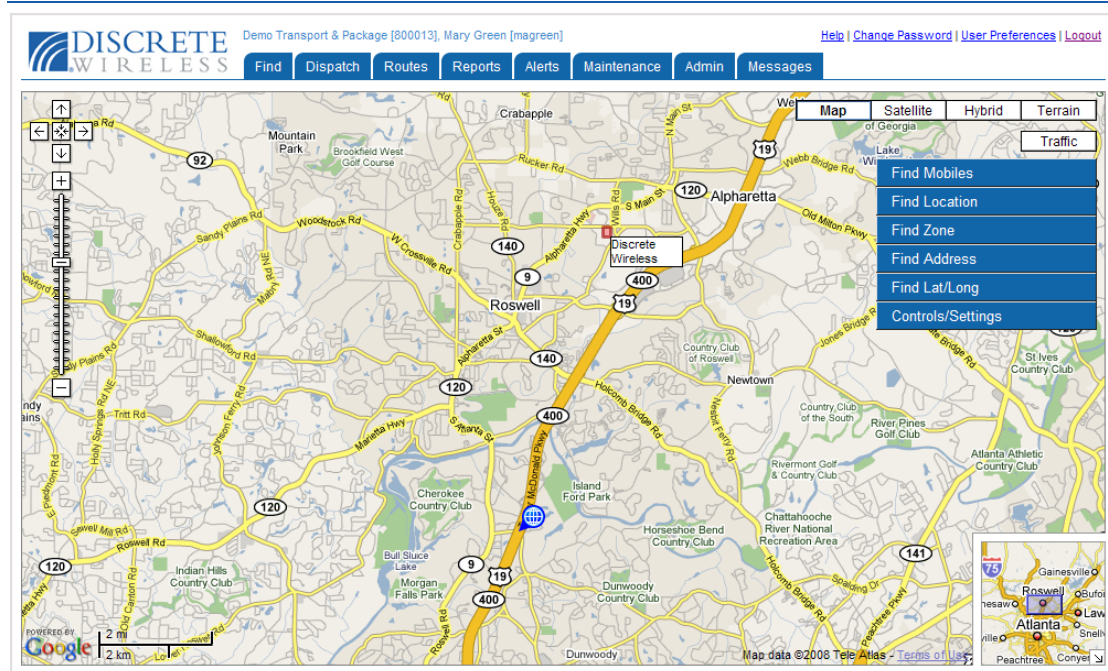


Figure 12 Find Tab Features

Find Mobiles

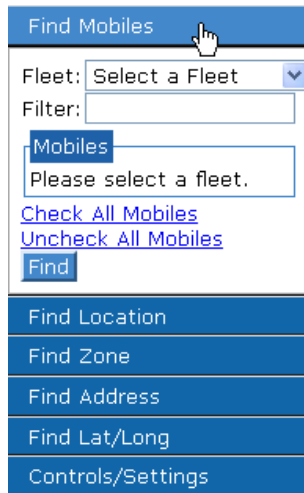


Figure 13 Find Mobiles Options

To locate one or more mobile units:

- 1 Click on **Find Mobiles** 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 on its name; the units in that fleet will appear in the **Mobiles** box with a checkbox beside it. By default, all mobiles in the fleet are checked.
- 4 Enter characters that occur in the name of the mobile you seek in the **Filter** text box. As characters are entered, names in the **Mobiles** list are sorted to mobiles that include these characters in the name.

NOTE: The Find Mobiles filter is NOT case sensitive.

- 5 To select only specific mobiles, click **Uncheck All Mobiles** to remove the checks, and click in each checkbox of the mobiles you want to locate. Click on **Check All Mobiles** to re-select all the mobile units in that fleet.

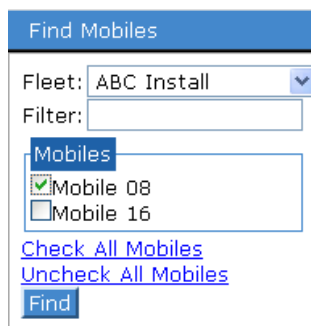


Figure 14 Mobile selection

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

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

- 7 With the cursor on the mobile location, right-click to display additional **Find** actions.

FIND ACTIONS

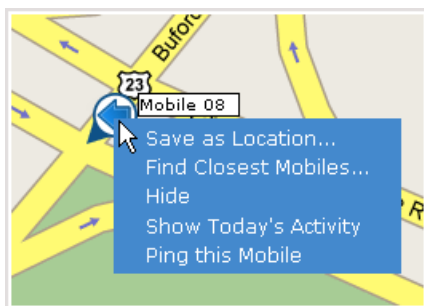


Figure 15 Find actions

From here you can choose five actions: Save this position as a **Location**, find the closest mobiles to this location, hide the unit's symbol on the map, trace today's activity of this mobile unit, and Ping this mobile unit. Choose the action to take by clicking on it.

- **Save as Location:** Enter a name for this location in the text box and click **Save Location**. A message confirms your successful creation of the location. This location name will now appear in your **Find Location** list.

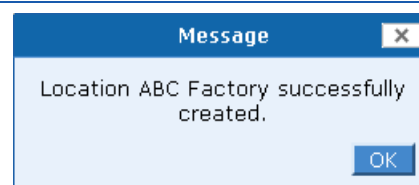
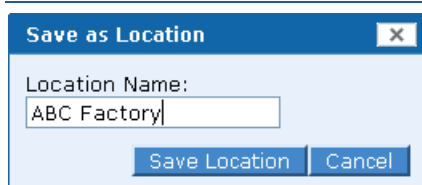


Figure 16 Save Location Name and Confirmation

- **Find Closest Mobiles:** Enter the number of mobiles that you want to search for and click **Find Closest**. This option defaults to 5. In the example below, the positions of the three closest mobiles to this location will appear on your map view.

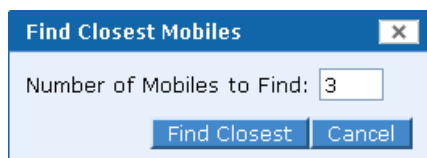


Figure 17 Find Closest Mobiles Input

- **Hide:** To remove the position of this mobile, click **Hide**. The position and name label will be removed from the map.
- **Show Today's Activity:** Click on this action to show the playback map of this mobile's activity for the current date.
- **Ping this Mobile:** Select this action to send a signal to the mobile unit to test whether the unit is responding.
- **Send Job to Mobile** and **Send Message:** Two additional options are available with **Dispatch** enabled mobiles.

ADDITIONAL MOBILE UNIT INFORMATION

Additional mobile information is at your fingertips simply by clicking on the map position of the unit. A two-tabbed balloon appears with information as of the last tracking input. The **Mobile/Driver** tab contains the mobile name, the name of the driver, date and time (based on user preferences), location of the unit, and vehicle status. The **Track** tab shows the unit's geographical position, speed, active flags, identification number of the unit, and the number of satellites/radio signal strength rating.

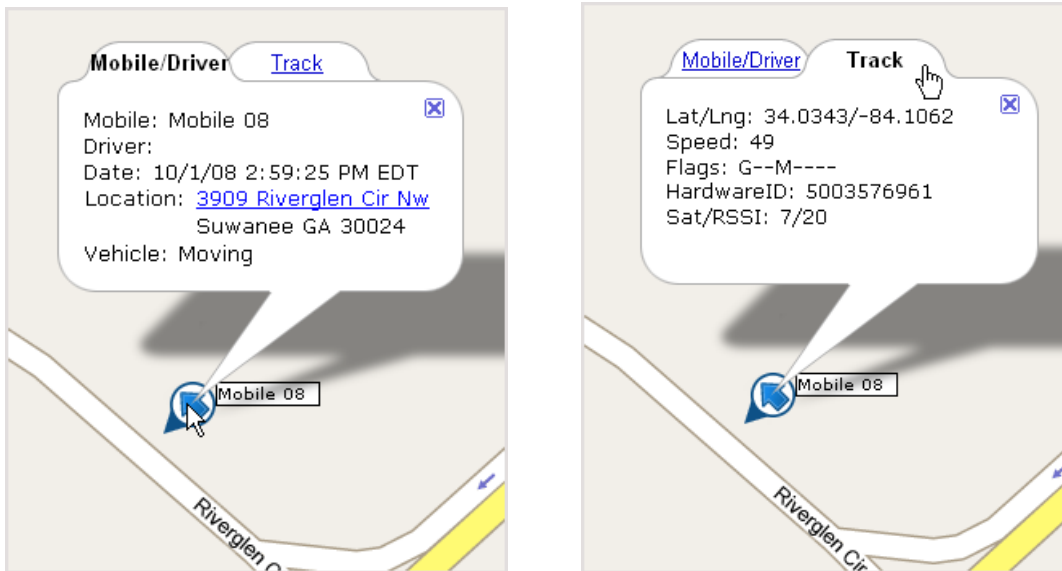


Figure 18 Additional Mobile Unit Information

On the **Mobile Driver** tab, click the **Location** hyperlink to display the **Street View** window.

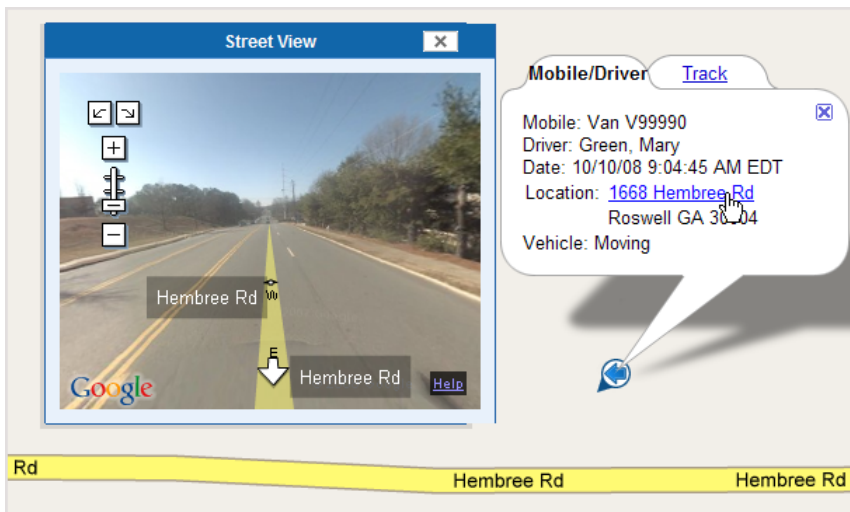


Figure 19 Street View Window

Find Location

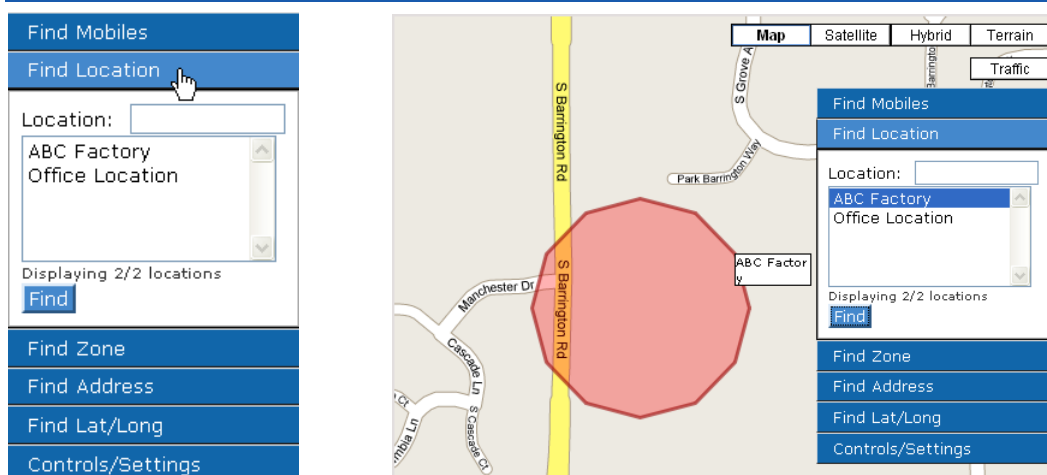


Figure 20 Find Location Option and Example

Saved locations appear in the location list. Find the location you want by using the scroll bar if there are numerous defined locations. You can also use the search capability of the **Location** filter by entering characters that occur in the name of the location you seek in the **Locations** filter text box. As characters are entered, names in the **Locations** list are sorted to display the locations that include those characters in the name.

NOTE: The Location filter is NOT case sensitive.

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

Find Zone

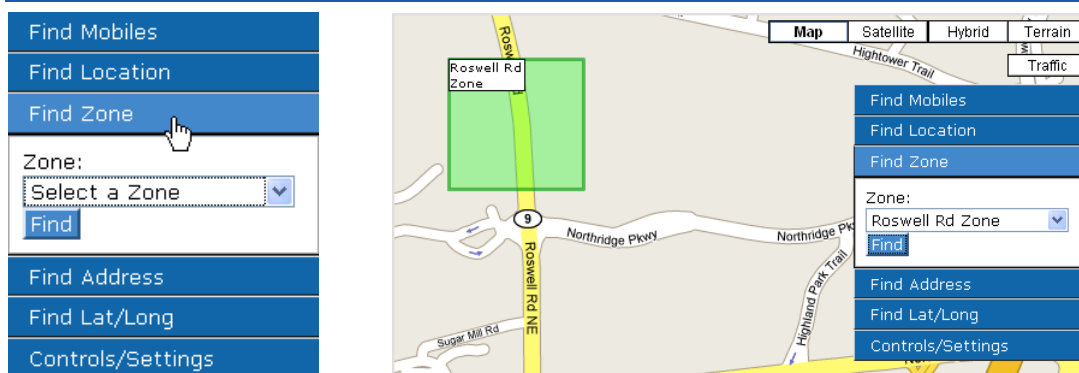


Figure 21 Find Zone Option and Example

To find a pre-defined zone, click on **Find Zone**. Using the **Select a Zone** drop-down box, click on 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.

Find Address

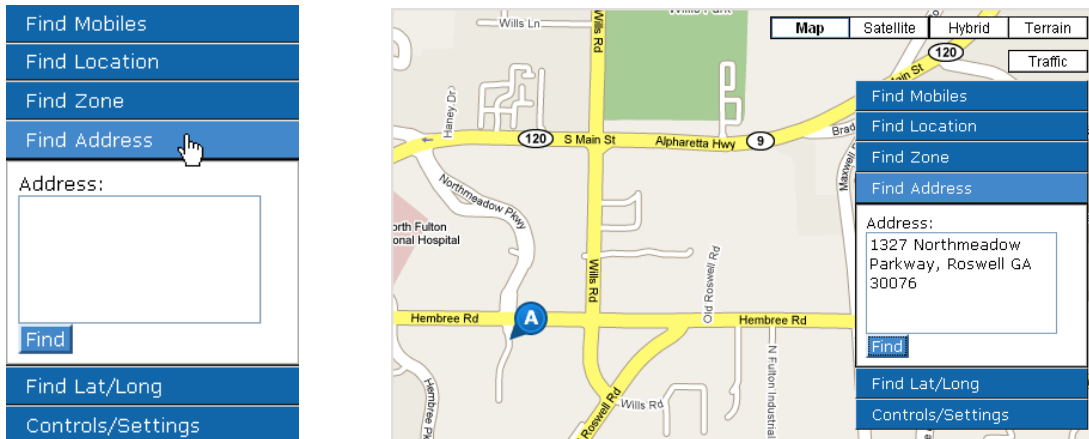


Figure 22 Find Address option and example

Click **Find Address** and enter the address you want to find in the **Address** text box. Click **Find**. The address **A** will be located on your map.



Figure 23 Find Address actions

With your cursor on the address 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.

Find Latitude/Longitude

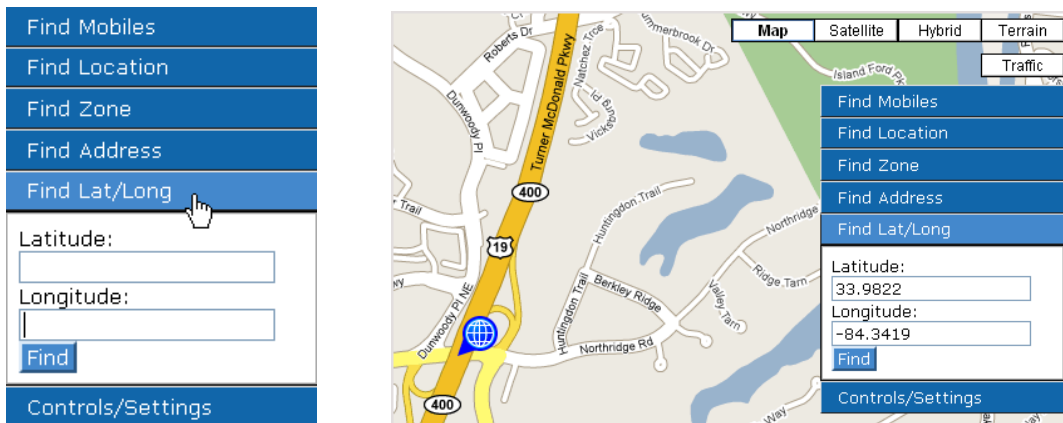



Figure 24 Find Lat/Long Option and Example

Click **Find Lat/Long** to locate a geographical point using the latitude and longitude coordinates. Enter the latitude and longitude in their respective text boxes. Click **Find**. The geographical point  will appear on your map.

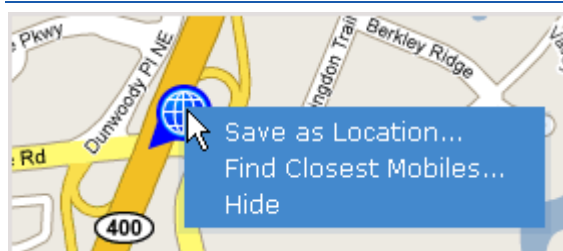


Figure 25 Find Lat/Long Actions

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.

Controls/Settings

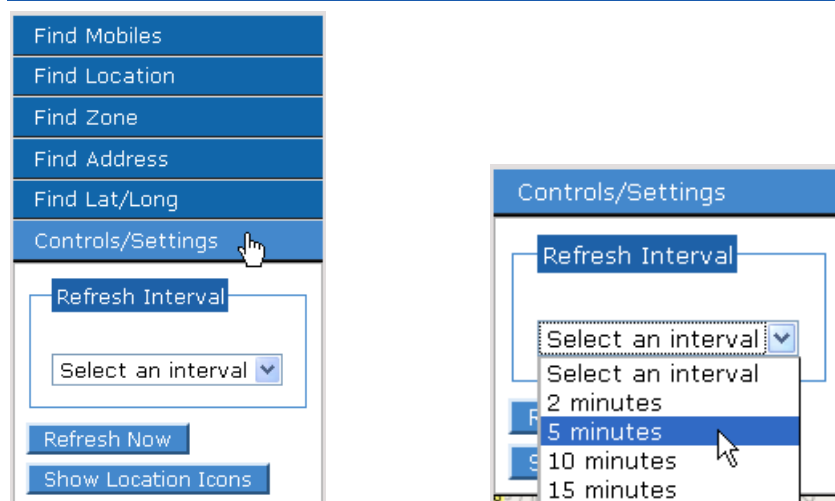



Figure 26 Controls and Settings Options and Interval Choices

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, and to show all active locations.

- **Refresh Interval:** The **Refresh Interval** choices allow you to choose how often you would like the map view refreshed to be aware of the changes in your mobile units' activity. You can select from 2, 5, 10 or 15 minute intervals.
- **Refresh Now:** Click **Refresh Now** to check locations of mobile units immediately.
- **Show/Hide Location Icons:** All active locations  will display on the map when you click **Show Location Icons**. Click **Hide Location Icons** to remove them from the map.

Dispatch Tab

The **Dispatch** feature of the **MARCUS® GPS FLEET MANAGEMENT APPLICATION** delivers a dynamic resource management tool. With the necessary hardware and software in place and the **Dispatch** feature enabled, you can easily:

- Dispatch jobs/stops
- Communicate directly with drivers
- Navigate safely and accurately

The **MARCUS® DISPATCH** solution includes options and information on both the **Find** and **Dispatch** tabs. The dispatcher can create messages and stops with driving instructions in the web application. The dispatcher can then send them to a driver via a **GARMIN PORTABLE NAVIGATION DEVICE (PND)** connected to a **MARCUS®** mobile unit.

The **Find Tab** provides several ways to send a job to a mobile unit. The dispatcher has the ability to communicate with a driver using the **Send Message to Mobile** option.

Dispatch Jobs						
Filter Jobs		Remove Filters				
Name	Location	Mobile	Message	Status	PND Status	Date Created
Another job test	Jones Print & Sign	Van VJB001 (No driver)	Pick up from supply store	Assigned	Unread Inactive	10/21/08 3:11:16 PM
lalalala	Discrete Wireless	Van VJB001 (No driver)		Assigned	Unread Inactive	10/21/08 3:10:18 PM
Test job	Discrete Wireless	Van VJB001 (No driver)	Job test	Assigned	Unread Inactive	10/21/08 2:58:00 PM
PC Pickup	PC Loc	Van VJB001 (No driver)	Job #211 Go to PCPkwy	Pending	Read Inactive	10/21/08 1:35:59 PM

Figure 27 Sample Dispatch Jobs List on the Dispatch Tab

On the **Dispatch** tab, the dispatcher can review jobs and messages that have been sent, review driver acknowledgement of job assignments or messages, and determine their current status.

NOTE: Refer to Chapter 1 of this manual for information on hardware and software requirements of the **Dispatch** feature and the **MARCUS® DISPATCH** solution.

Dispatch Jobs

Sending a stop or job to a driver with the **Dispatch** feature accelerates and simplifies past methods of assigning jobs.

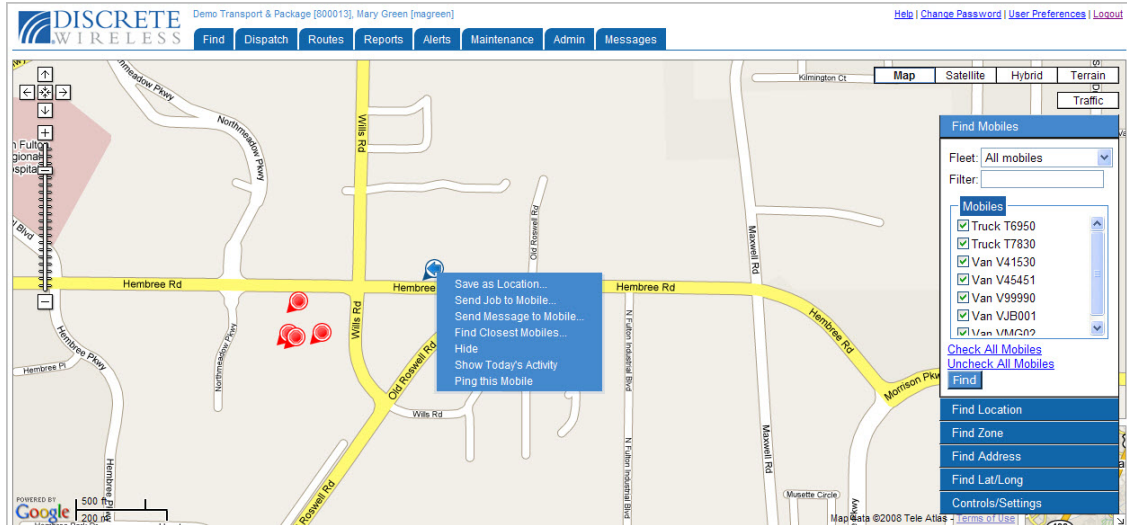


Figure 28 Find Mobiles context menu

DISPATCHER: SENDING A JOB

To send a job to a mobile unit, the dispatcher follows these steps:

- 1 From the **Find** tab, find a mobile unit, a saved location, an address, or a geographical point.
- 2 Right-click on the found point or mobile, and click to select **Send Jobs to Mobile**.

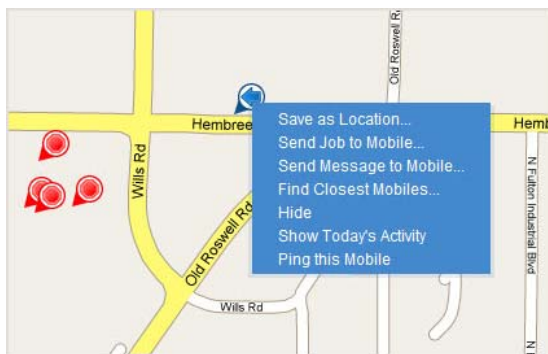


Figure Mobile context menu options

- 3 In the **Send Job to Mobile** window, click the mobile and location of your choice. 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. When you use **Find Address** or **Find Lat/Long**, you can complete the **Location Name** text box with the name you want to save this location as; it will be the name that appears in the **Dispatch Job List** and will be saved in the **Location** list for future use.

Use the **Find Address** option as an express method of sending a stop to your driver. Find an address, right-click, and choose **Send Job to Mobile**. Select the **Mobile**, complete the **Job Name**, and **Message for Driver** if you choose. Then send the job. This address will be saved as a **Location**.

Figure 29 Send Job to Mobile Options

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

NOTE: The message is limited to 199 characters. Although the Message for Driver field is optional, it is strongly recommended that you enter text in this box. 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.

- ⑥ When the job is ready to transmit to the driver, click **Send Job**. If you choose to abandon these entries, click **Cancel**.
- ⑦ A window will display confirming the successful transmission of the job. The job you just sent will appear on the **Dispatch Tab** in the **Dispatch Jobs** table.

DRIVER: RECEIVING A JOB

The **Garmin Personal Navigation Device (PND)** unit's home page includes a **Dispatch** option. Click on **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**.

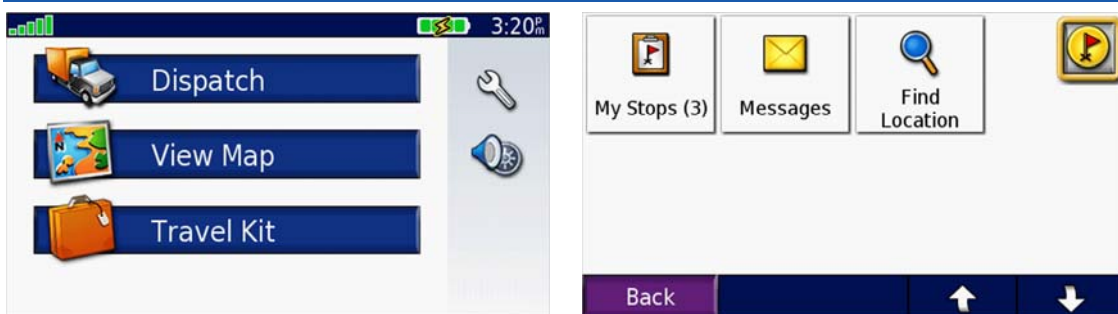




Figure 30 Garmin Dispatch Option

NOTE: 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 on  to go to the **Job List**. On this screen you will see the first twenty characters of the **Message for Driver** entry submitted by the Dispatcher.
- 2 Click on the new job name to view the job. When the driver clicks on the job name, the **Job Status** and **PND Status** fields are updated on the **Dispatch Tab** in the web application. The **Job Status** changes from **Assigned** to **Pending** and the **PND Status** changes from **Unread Inactive** to **Read Inactive**.

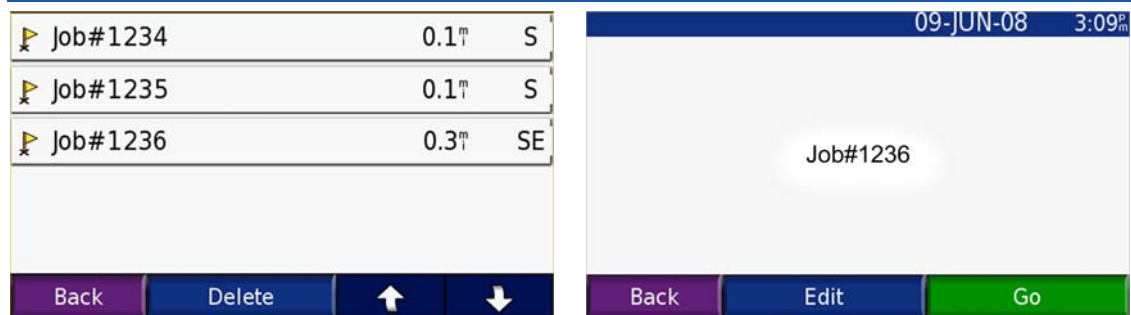


Figure 31 Job List and Viewing Job

- 3 Select Job: From the **Job View** screen, click **Go** to navigate to **Stop/Job**, or click **Back** to go back to the **Job List**. When the driver clicks on **Go**, the **Job Status** and **PND Status** fields are updated on the **Dispatch Tab** in the web application. The **Job Status** changes from **Pending** to **En Route** and the **PND Status** changes from **Read Inactive** to **Active**.
- 4 Calculate Route: Clicking **Go** on the **Job View** screen initiates the route calculation. Garmin calculates the route to the job from the mobile's current location.
- 5 Begin Route: Garmin will automatically begin with voice guided turn-by-turn directions to the chosen **Stop/Job**.

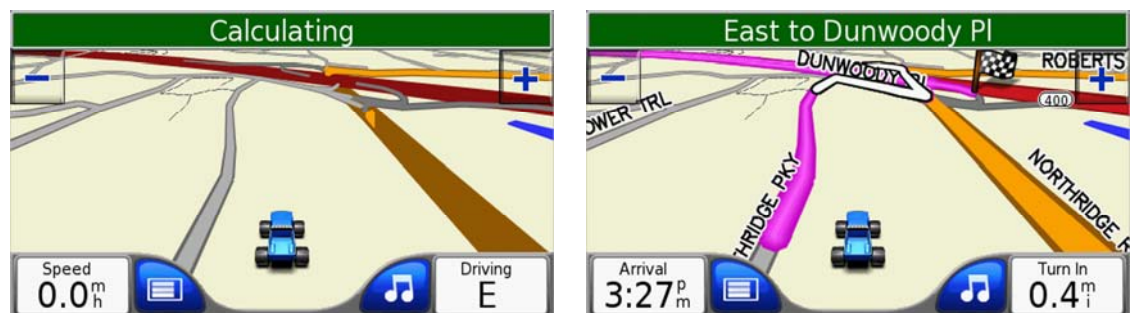


Figure 32 Calculating route to job and begin route & voice directions

NOTE: The driver can view Route Directions by clicking on the center of the **Direction Header** (East to Dunwoody Pl in the above example) to view the street by street directions in text format. Or click on 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 33 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. This will return you to the Garmin home screen. Also, the **Job Status** and **PND Status** fields are updated on the **Dispatch Tab** in the web application. The **Job Status** will change from **En Route** to **Completed** and the **PND Status** will change from **Active** to **Done**.

To mark the job as done at a later time click **No**. This will return you 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.

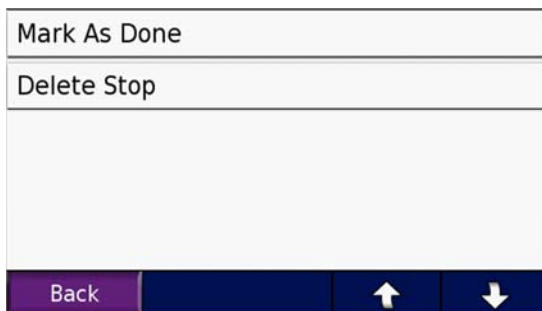



Figure 34 Edit Job screen

- ⑦ **Edit Job:** Click the  **Return to Menu** button. From the **Main Menu**, click on **Dispatch** and select **My Stops**. Select the job and click **Edit**. Then click **Mark as Done** to close a job and remove it from the **Jobs List**. Click **Delete Stop** to remove a job without marking it as complete. Click **Back** to return to the job screen.

DRIVER: EDITING AND DELETING JOBS

- ① From the Garmin home screen, click on **Dispatch** and select **My Stops**. Select the job and click **Edit**. Click **Delete Stop** to remove a job without marking it **Complete**.
- ② **Delete Job:** If you choose to **Delete Stop**, you will be asked to confirm the delete. This action will update the **Status** fields in the **Dispatch Tab**. When a job is deleted from the Garmin device, the **Job Status** on the **Dispatch** tab in the web application will change from **En Route** to **Cancelled** and the **PND Status** will change from **Active** to **Deleted**.

DISPATCHER: VIEWING THE JOBS LIST

As soon as a job has been sent, it appears on the **Dispatch** tab in the **Dispatch Jobs** list. The list contains the following information for each job:

- Job Name
- Job/Stop Location
- Mobile Name
- Text of Message
- Job Status - Assigned, Pending, En Route, Completed, Cancelled
- PND Status - Active, Done, Unread Inactive, Read Active, Deleted
- Date Created

The **Status** fields are updated to reflect the current status of the job. To see the most current values, you must manually refresh the screen by pressing **F5** or the **Refresh** button on your internet browser.

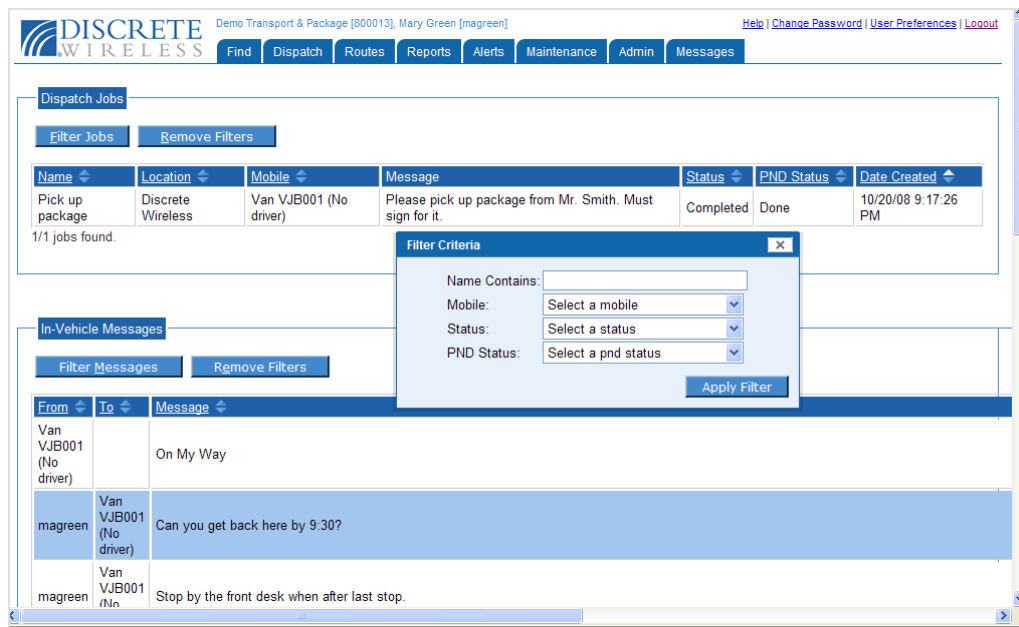


Figure 35 Dispatch Tab Screen with Jobs Filter Criteria Box

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 Job Status
- By PND Status

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

DISPATCH JOBS STATUS SUMMARY

The following table summarizes the **Dispatch** actions and the associated job and PND statuses.

Dispatch Job Status		
Actions	Job Status	PND Status
Dispatcher: Sends Job	Assigned	Unread Inactive
Driver: Receives Job	Pending	Received Inactive
Driver: Receives Job (Clicks GO!)	En Route	Active
Driver: Completes Job	Completed	Done
1. Arrives at Destination		
2. Marks as Done		
Driver: Deletes Job	Cancelled	Deleted

Communicate Instantly

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

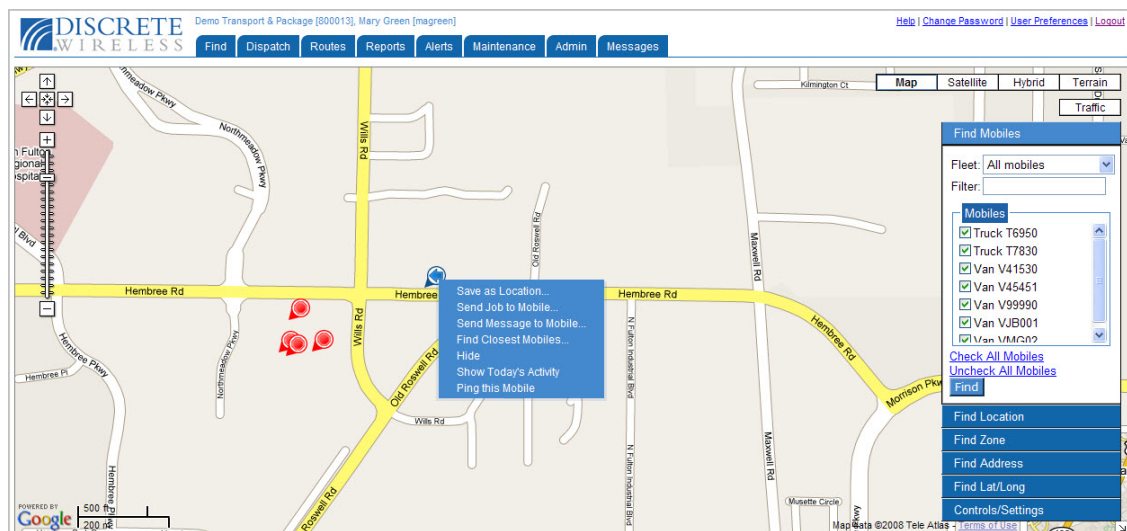


Figure 36 Find Mobiles Context Menu

DISPATCHER: SENDING A MESSAGE

To send a message to a driver, the dispatcher follows these steps:

- 1 On the **Find** tab, select **Find Mobiles** and locate the mobile unit of your choice.

- 2 Right-click on the mobile's icon to display the context menu. Select **Send Message to Mobile** by clicking on it.

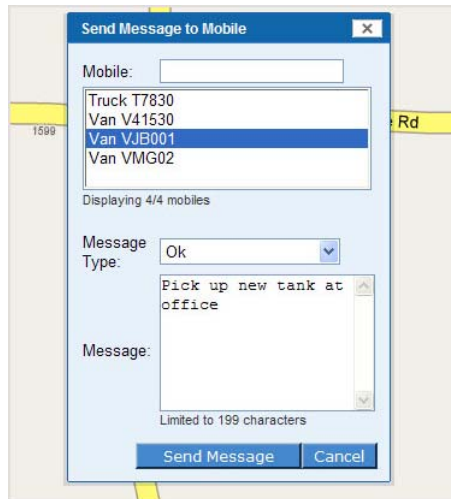


Figure 37 Send Message to Mobile Options


- 3 Select the mobile by clicking on it if it is not already highlighted in the **Mobile** list.
- 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.
- 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.

In-Vehicle Messages					
Filter Messages		Remove Filters			
From	To	Message	Type	Status	Date
sales	Jamie Drive (No driver)	Are you there ?	Yes/No		10/20/08 7:17:38 PM
kenbo	Rick G (No driver)	are you sleepy?	Yes/No	No	10/17/08 11:56:33 AM
kenbo	Rick G (No driver)	Are you there yet?	Yes/No	No	10/17/08 9:53:06 AM
kenbo	Rick G (No driver)	Are your eyes open?	Yes/No	No	10/17/08 9:49:37 AM
sales	Ken B (Ken Borowski)	is th speed limit really 75?	Yes/No	Yes	10/16/08 12:41:06 PM
sales	Ken B (Ken Borowski)	Are you going to GA on the 6th	Yes/No	Yes	10/16/08 12:37:55 PM
sales	Ken B (Ken Borowski)	Did you get my last message	Text		10/16/08 10:13:12 AM
Ken B (Ken Borowski)		Happy fall	Text		10/15/08 7:42:25 PM
Ken B (Ken Borowski)		Happy fall	Text		10/15/08 7:42:19 PM
Ken B (Ken Borowski)		Happy fall	Text		10/15/08 7:42:13 PM
Ken B (Ken Borowski)		Done with stops 1-5	Text		10/15/08 3:55:06 PM
Ken B (Ken Borowski)		Done with stops 1-5	Text		10/15/08 3:54:58 PM
Ken B (Ken Borowski)		pick carson	Text		10/15/08 3:11:49 PM
garmin	Ken B (Ken Borowski)	Are you coming to the demo next week	Yes/No	No	10/15/08 3:00:43 PM
garmin	Ken B (Ken Borowski)	Hi Ken	Text		10/15/08 2:59:01 PM

74/74 messages found, displaying 1 to 15.
[First / Prev] 1 - 2 - 3 - 4 - 5 [Next / Last]

Figure 38 Sample In-Vehicle Messages

DRIVER: RECEIVING A MESSAGE

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

- 1 Click on **Messages** from the **Dispatch** home page.
- 2 Click on the message icon or click **Inbox** to view the message list. The **Inbox** shows that a new message has arrived.

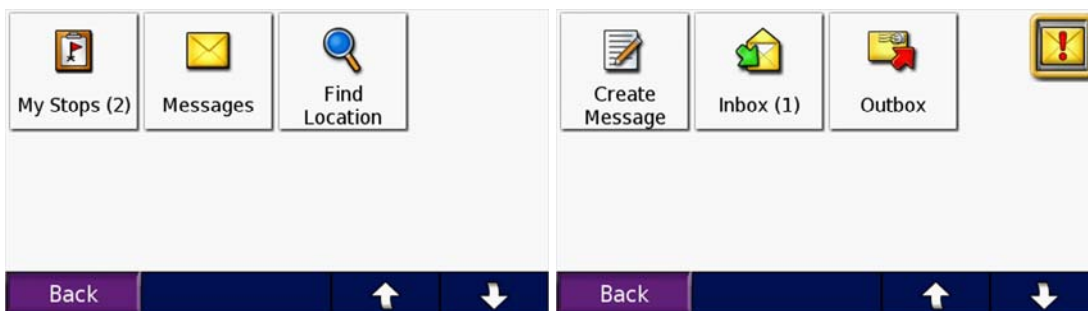


Figure 39 Dispatch Options with New Message

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



Figure 40 Yes/No Type and OK Type Messages

- ⑥ If the message is an **OK** type, click **OK** to acknowledge that 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.

Your message acknowledgement will be displayed in the **Status** field of the **In-Vehicle Messages** on the **Dispatch** tab of the web application.

DRIVER: SENDING A MESSAGE

To send a message from the driver to the dispatcher:

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



Figure 41 New Message Keyboard and Sent Message Confirmation

- ② Touch screen keypad appears to aid in creating new messages.
 - ③ Click **123** to display a number palette if you need numbers as part of your message.
- NOTE:** Your message cannot exceed 199 characters.
- ④ Click **Done** to send message.
 - ⑤ A message confirmation window will appear. Click **Yes** to send message to **Dispatch**. Click **No** to exit and create another message.

Your sent message will appear in the **Outbox**. The first 30 characters of your message appear to identify the message. Click to view the entire message.

Your message also appears in the **In-Vehicle Messages** on the **Dispatch** tab.

DRIVER: DELETING A MESSAGE

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

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

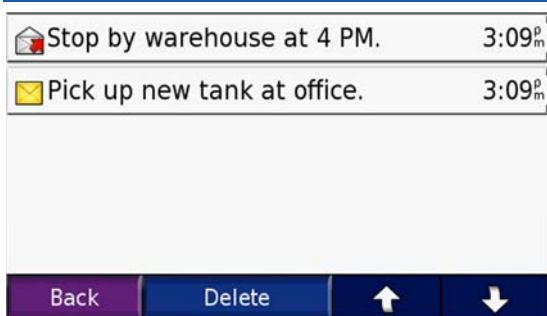


Figure 42 Delete Message Options

- 2 Click on the message to open it.
- 3 Click **Delete**.
- 4 Confirm that you want to delete the message by clicking **Yes** or 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.

In-Vehicle Messages					
Filter Messages		Remove Filters			
From	To	Message	Type	Status	Date
sales	Jamie Drive (No driver)	Are you there ?	Yes/No		10/20/08 7:17:38 PM
kenbo	Rick G (No driver)	are you sleepy?	Yes/No	No	10/17/08 11:56:33 AM
kenbo	Rick G (No driver)	Are you there yet?	Yes/No	No	10/17/08 9:53:06 AM
kenbo	Rick G (No driver)	Are your eyes open?	Yes/No	No	10/17/08 9:49:37 AM
sales	Ken B (Ken Borowski)	is th speed limit really 75?	Yes/No	Yes	10/16/08 12:41:06 PM
sales	Ken B (Ken Borowski)	Are you going to GA on the 6th	Yes/No	Yes	10/16/08 12:37:55 PM

Figure 43 Dispatch Tab In-Vehicle Messages

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

- From – Originator of the message
- To – Message Recipient
- Message – Text of the message (up to 199 characters)
- Type – Message Type: Yes/No, OK, Text
- Status – Responses to Messages Sent: Yes, No, OK
- Date – Date and time that the message was created

The **Status** field updates with new values as you receive responses. Click **F5** or your Internet browser's **Refresh** button to check for updated statuses.

Routes Tab

With the **Routes** tab, you can create, name and save customized lists of stops. A stop may be created from a mobile's current location, a saved location, any address, or any geographical point. Routing is especially useful when combined with the messaging capability of the **MARCUS®** application. You can create a route with driving directions which can be emailed to the driver, if the driver has been set up with an email address in the **Admin** tab.

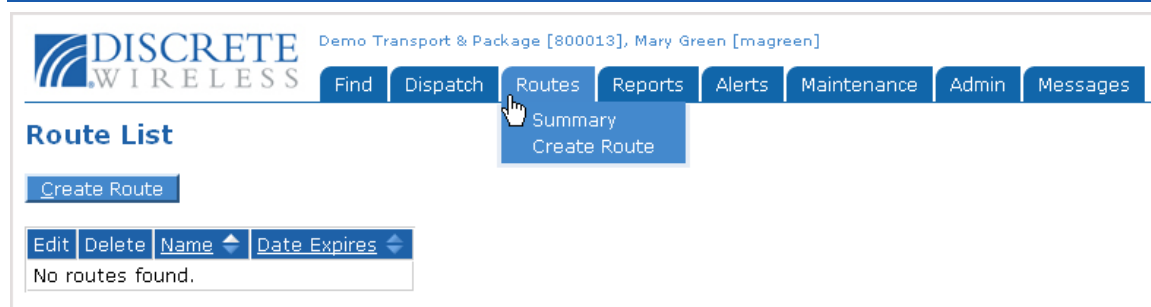


Figure 44 Routing tab options

Creating a Route

To create a route:

NOTE: You may create up to 25 routes.

- 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.

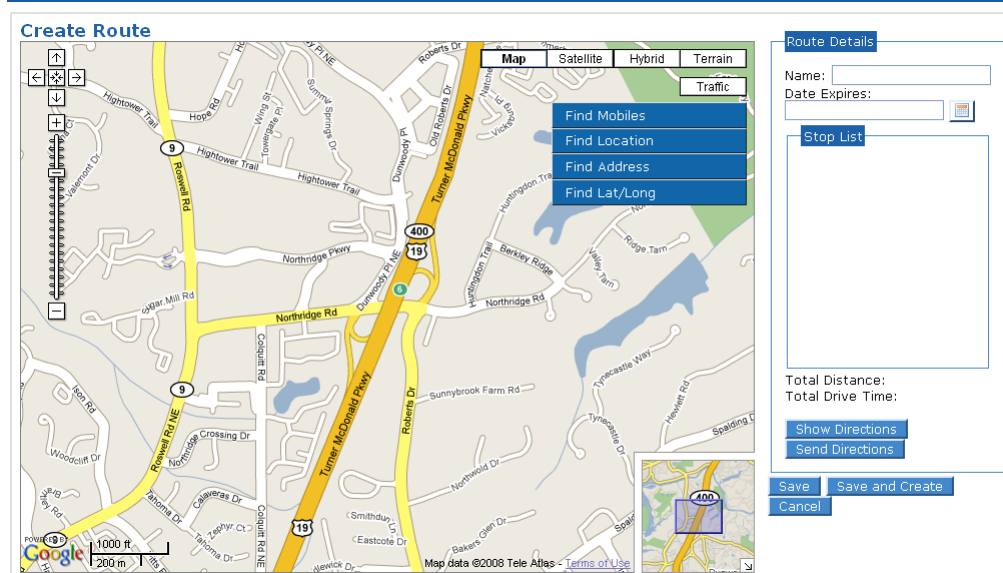



Figure 45 New Route Options

- 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 on  to select a date from the calendar. 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.

- **Locate a mobile's current position:** Click **Find Mobiles** and select the fleet you want. Use the **Find Mobiles 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**. Right-click on the mobile's location to reveal the **Stop** menu. Click on **Add Stop** to include this location on your route list. (Since we are creating a **Stop List**, no other options are available yet.)

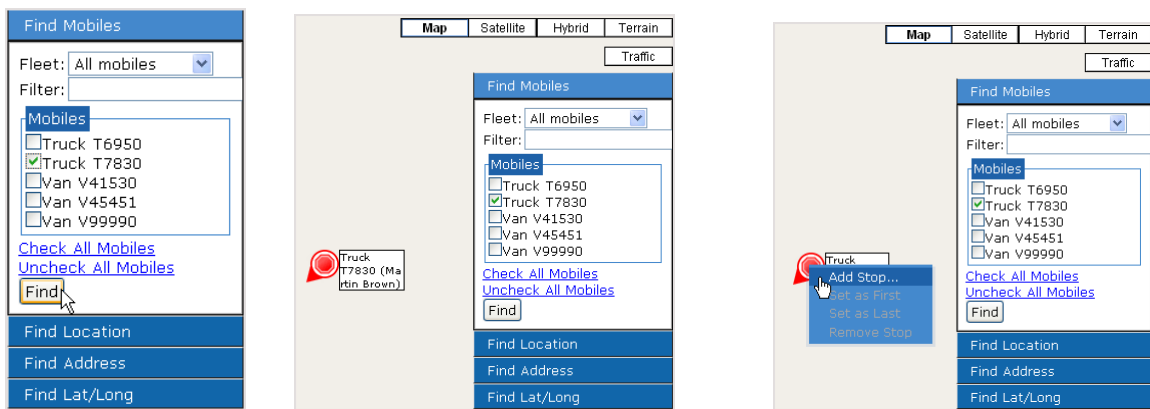


Figure 46 Adding a Route Stop Using a Mobile's Current Location

- **Find a saved location:** Click **Find Location**. Select one of your saved locations by clicking on its name, and then click **Find**. The location is positioned on the map. With your cursor inside the location shape, right-click to open the **Stop** menu. Click **Add Stop** to add this location to the **Stop List**.

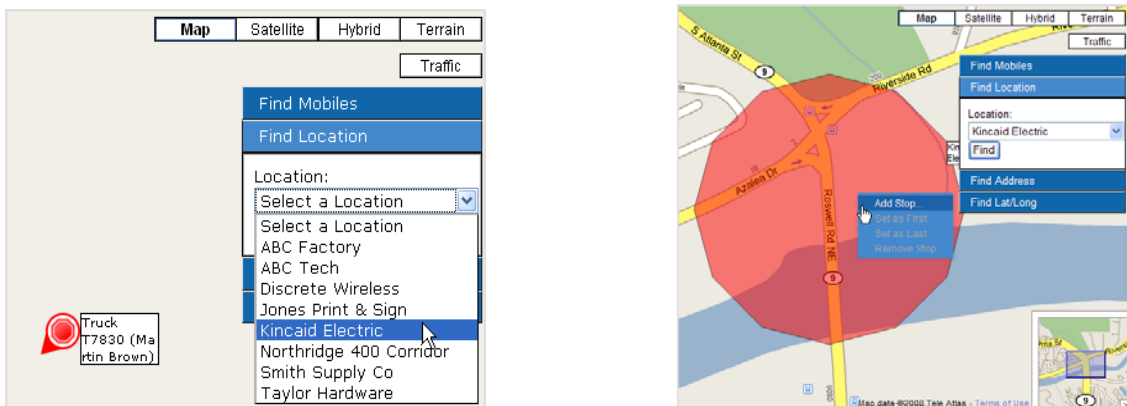



Figure 47 Find and Add a Location Stop to the Route

- **Find an address:** Click on **Find Address**. Type the desired address in the **Address** text box and click **Find**. Right-click the address icon  and select **Add Stop**.

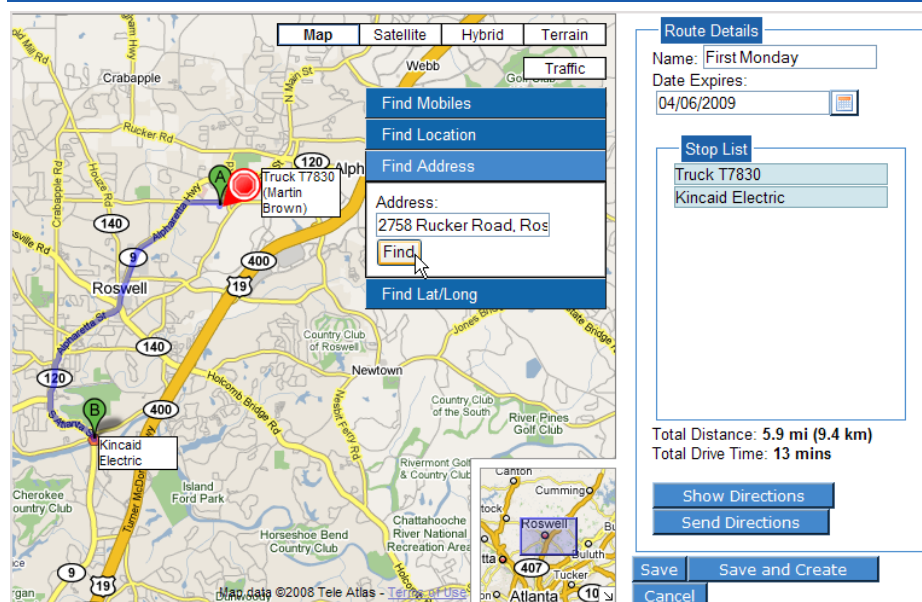


Figure 48 Finding an Address To Add To the List of Stops

- Find a geographical point:** Click **Find Lat/Long**. Enter latitude and longitude values in the appropriate text boxes and click **Find**. The specified point appears on the map as . Right-click on the globe icon and select **Add Stop**.

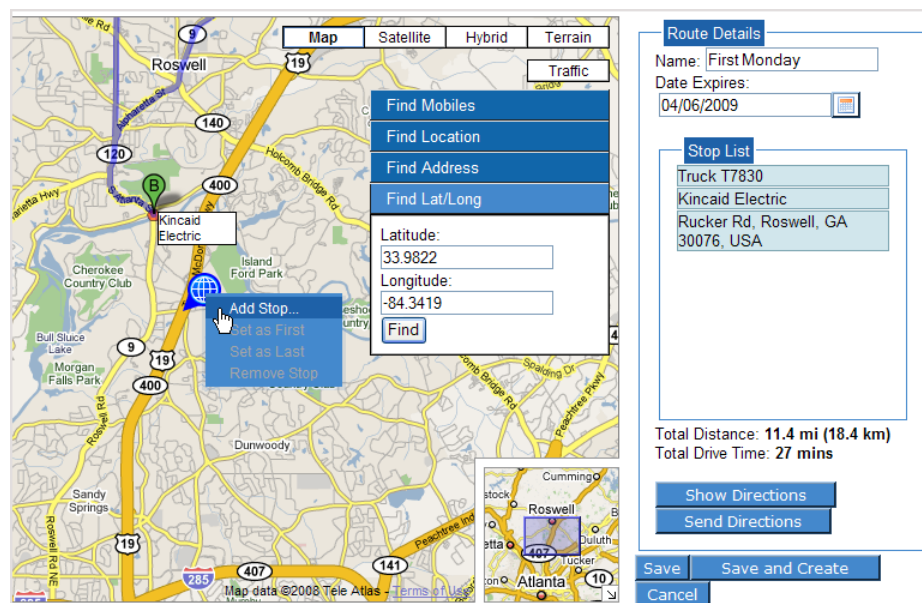


Figure 49 Adding a Stop Using Geographical Coordinates

- 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. Distance and driving time are recalculated each time a stop is added to the route.

Editing Routes

To edit an existing route:

- 1 Choose the **Routes Summary** view.
- 2 Filter your **Routes** quickly by using the route filter. Click on **Filter Routes**.
- 3 Enter letters that occur in the name of the route you want to find. Click **Apply Filter**.
- 4 The resulting **Route List** will include only those route names which contain the letters entered as criteria. To see the entire list of saved routes again, click **Remove Filters**.

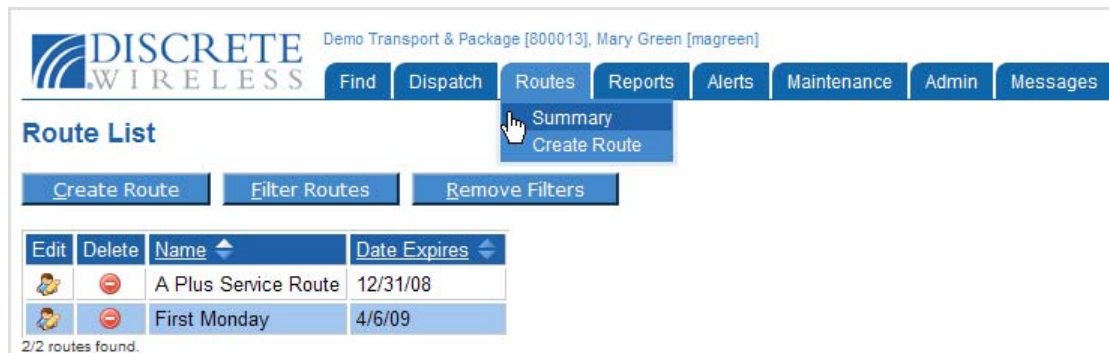



Figure 50 Route Summary View

- 5 Click  in the row with the route you want to modify. In this example, we will change the First Monday route.
- 6 Modify the name of the route as well as the expiration date by simply typing in new information or, in the case of the date, choosing a new date from the calendar.

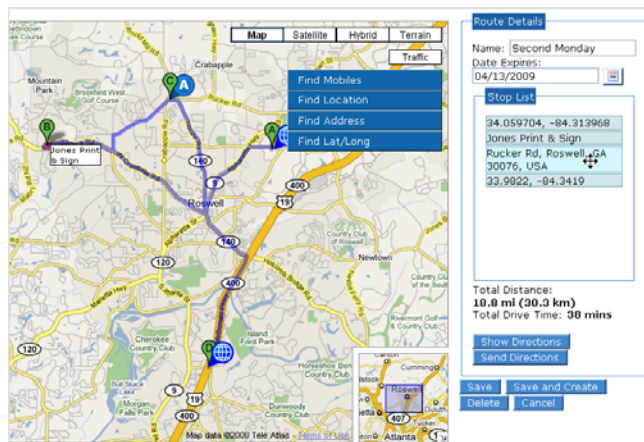


Figure 51 Editing Route Information: Name, Expiration Date, Stop Order

- 7 When the stops in a route create an inefficient path, you can change the order. Simply hold down your left mouse button on the **Stop List** entry you want to re-order; the move icon appears. Continuing to hold the button, drag the stop to another place in the **Stop List**.

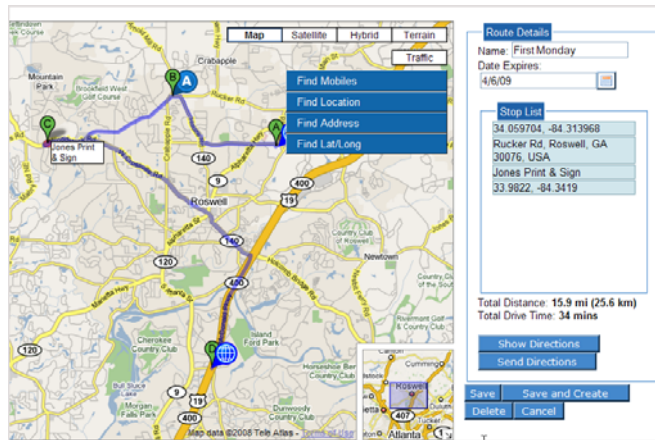


Figure 52 Route result after re-ordering stops

- 8 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.
- 9 Right-click on the stop on your map for additional editing options. From this stop menu you can move the stop to first or last in the **Stop List** or remove the stop altogether.
- 10 You may also remove a stop from your **Stop List** by right-clicking on the stop in the list and clicking **Remove Stop**.

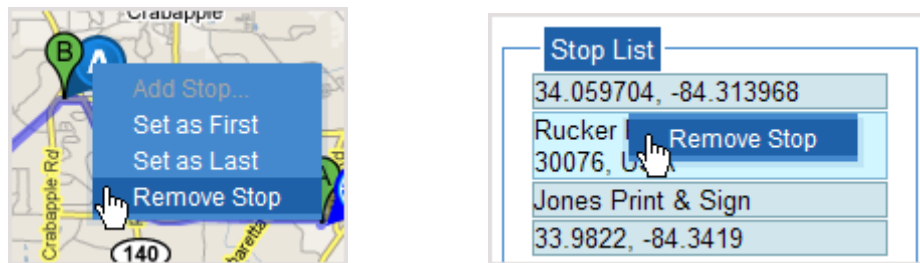


Figure 53 Removing a Stop Using the Stop Menu and List Option

DELETING A ROUTE

To delete the entire route:

- 1 Click on **Delete** in the **Edit Route** view.
- 2 Or click **⊖** in the row of the route you want to delete in the **Route List** view.

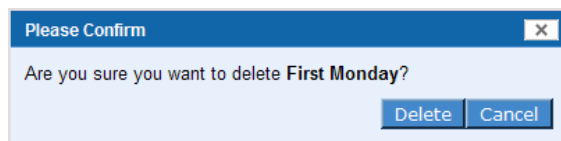


Figure 54 Route Delete Confirmation

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

Viewing and Sending Driving Directions

In the **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.

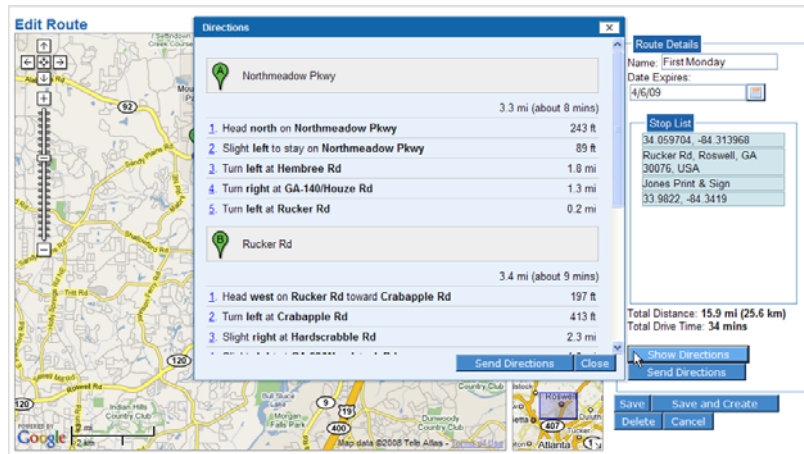


Figure 55 Sample Driving Directions

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

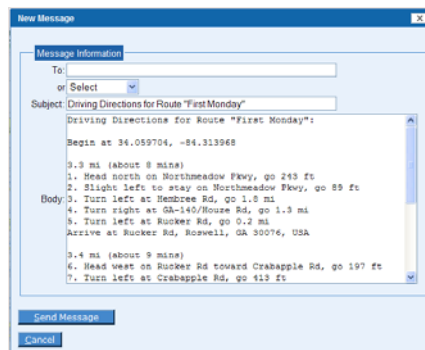


Figure 56 New Message Box With Route Driving Directions

- 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.

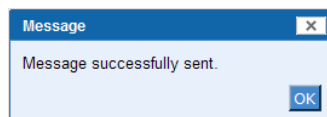


Figure 57 Message sent confirmation

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

Reports Tab

From the **Reports** tab, you can create more than a dozen types of reports to help streamline your operations and respond quickly to exceptional situations. These reports can be used for various accounting and management purposes with easily customized timeframes, intervals, and selected mobile units.

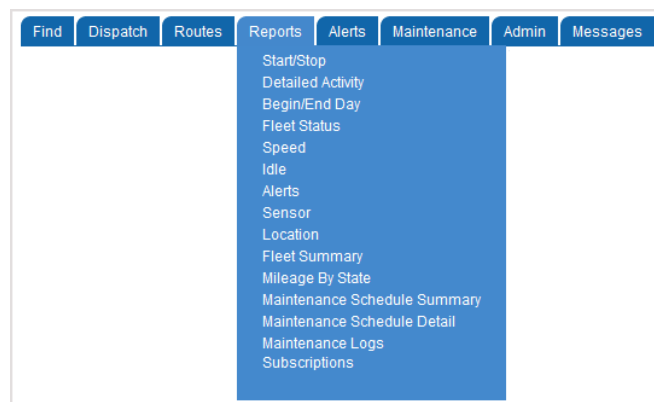


Figure 58 Reports Tab Options

The standard reports include:

- Start/Stop
- Detailed Activity
- Begin/End Day
- Fleet Status
- Speed
- Idle
- Alerts
- Sensor
- Location
- Fleet Summary
- Mileage By State
- Maintenance Schedule Summary
- Maintenance Schedule Detail
- Maintenance Logs
- Subscriptions

Generating Reports

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

- ① On the **Reports** tab menu, click the desired report.
- OR

Click on the **Reports** tab to bring up the **Marcus Reports** screen; click on the **Select a report** drop-down list and choose the report. Click **Edit Report**. (All reports except **Subscriptions** are available on this list.)

In each case, options for the selected report will display.

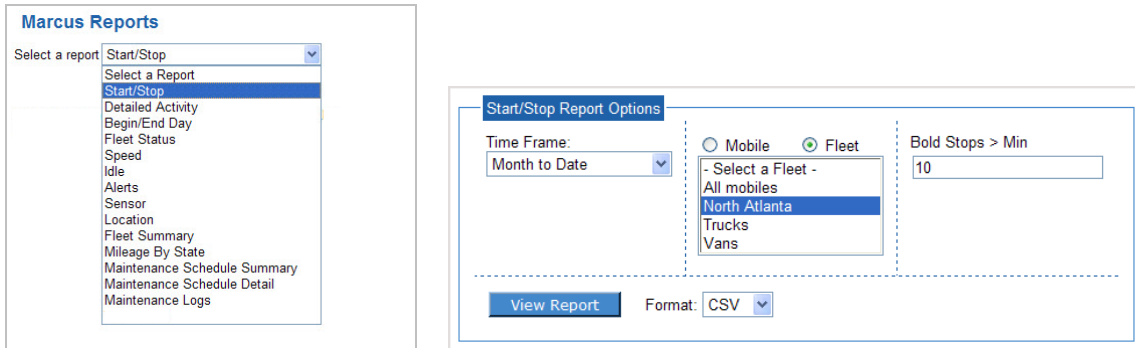


Figure 59 Reports Drop-Down List and Start/Stop Report Options

- 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 without the option of saving it. When you choose PDF, CSV, or Excel format, you will have a choice of opening or saving the file.

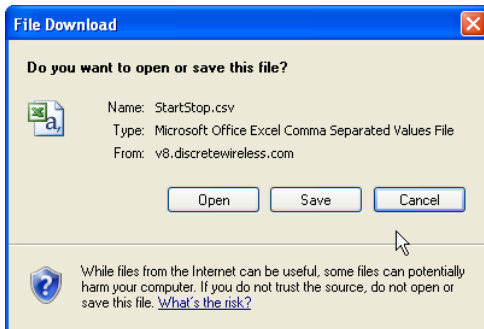


Figure 60 Report Format File Options

- 4 Click **View Report**.

REPORT CONVENTIONS

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.

- 2 Mobile/Fleet Selection:
 - Mobile: Select a mobile from the list of Mobile names.
 - Fleet: Select “All mobiles” or a fleet name from the list provided.
- 3 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.
- 4 Bold Stops >Min: The system will highlight any stops with a 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 on 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.
- 2 Date/Time – NO DATA: A value of “NO DATA” will appear in the Date/Time column of a report when the mobile unit has never moved.

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 appearing on the right side of each box. These calendars allow you to select the start and end date parameters for the report.

?	October, 2008							x
<<	<	Today					>	>>
wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
39				1	2	3	4	
40	5	6	7	8	9	10	11	
41	12	13	14	15	16	17	18	
42	19	20	21	22	23	24	25	
43	26	27	28	29	30	31		
Select date								

Figure 61 Calendar for selecting dates

To select a **Custom** date range:

- 1 Ensure the correct month is displayed at the top of each 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.

- 2 Click on the report start date in the calendar by the **From** box.
- 3 Click on the report end date in the calendar by the **To** box.

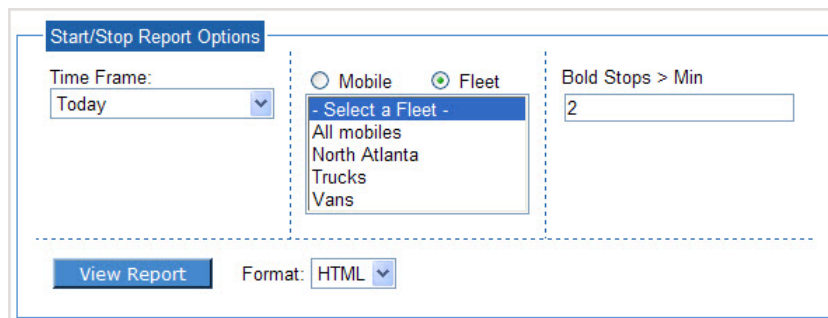
The date range for the report is now set. You can run the report by clicking

[View 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 you entered in the **Bold Stops>Min** option.



The image shows a 'Start/Stop Report Options' dialog box. It contains the following elements:

- Time Frame:** A dropdown menu currently set to 'Today'.
- Mobile/Fleet Selection:** Two radio buttons, 'Mobile' (unselected) and 'Fleet' (selected). Below them is a dropdown menu for selecting a fleet, currently showing '- Select a Fleet -'. The menu options are 'All mobiles', 'North Atlanta', 'Trucks', and 'Vans'.
- Bold Stops > Min:** A text input field containing the number '2'.
- View Report:** A blue button.
- Format:** A dropdown menu set to 'HTML'.

Figure 62 Stop/Start Report Options

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

- Start Time
- Time Moving
- Mileage in miles and kilometers
- Time of Day of Stop
- Length of Stopped Time
- Location
- Idle Time
- Sensor Time
- Maximum Speed

Start/Stop Report											Demo Transport & Package
From 10/08/2008 to 10/20/2008											
Mobile Van V99990											
Van V99990											
Start	Moving Time	Miles / KMs	Stop	Stopped Time	Location	City	St	Zip	Idle Time	Sensor Time	Max Speed
Wednesday, October 08, 2008											
8:29:12 AM	00:30:39	18.3 / 29.5	8:59:51 AM	00:02:13	11423 Haynes Bridge Rd	Alpharetta	GA	30004	00:00:33	00:32:59	65
9:02:04 AM	03:36:53	1.6 / 2.6	12:38:57 PM	00:02:09	11791 Wills Rd	Alpharetta	GA	30076	00:00:09	03:39:06	8
12:41:06 PM	04:48:42	1.4 / 2.3	5:29:48 PM	00:02:29	1592 Morrison Pky/Westside Pky	Alpharetta	GA	30004	00:00:29	04:50:51	8
5:32:17 PM	15:22:37	19.3 / 31.1	8:54:54 AM	00:00:00	540 ft SE Interstate North Pky Se	Atlanta	GA	30339	00:00:00	00:44:35	54
Per Day	1:00:18:51	40.6 / 65.3		00:06:51					00:01:11	09:47:31	
Thursday, October 09, 2008											
8:58:19 AM	00:24:32	19.4 / 31.2	9:22:51 AM	07:10:45	Wills Rd	Roswell	GA	30076	00:02:03	00:27:57	68
4:33:36 PM	00:59:19	20.3 / 32.7	5:32:55 PM	01:51:56	4630 Towne Lake Pky	Woodstock	GA	30189	00:00:19	01:01:57	51
7:24:51 PM	00:01:25	2.2 / 3.5	7:26:16 PM	01:32:37	1023 Rose Creek Dr	Woodstock	GA	30189	01:30:37	00:03:44	5
8:58:53 PM	1:00:00:00	40.8 / 65.7	12:00:00 AM	00:00:00	MOVING	-----	--	----	00:00:00	02:28:28	70
Per Day	1:01:25:16	82.7 / 133.1		10:35:18					01:32:59	04:02:06	
Per Mobile	2:01:44:07	123.3 / 198.4		10:42:09					01:34:10	13:49:37	
Per Report	2:01:44:07	123.3 / 198.4		10:42:09					01:34:10	13:49:37	

Figure 63 Sample Start/Stop Report

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 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 playback map activity for the last day available.

Detailed Activity Report Options

Time Frame:
Today

Mobile
Truck T6950
Truck T7830
Van V41530
Van V45451
Van V99990

Show Lat/Long?
☒

Show Last Day's Activity on Map?
☒

View Report
Format: HTML

Figure 64 Detailed Activity Report Options

The **Detailed Activity** report includes:

- Date/Time
- Driver's name
- Location
- Latitude and Longitude, if requested
- Miles

- Speed
- Heading in compass point and degrees
- Flags (refer to Chapter 2 of this manual for an explanation of the flags)

Detailed Activity Report

From10/08/2008to10/08/2008

MobileVan V45451

Demo Transport & Package

Flags Legend

G: GPS

P: Ping

S: Speeding

O: Old

M: Moving

I: Ignition

Time	Driver	Location	Latitude	Longitude	Miles / KMs	Speed	Heading	Flags
Wednesday, October 08, 2008								
5:54:10 AM	-	4757 Tarry Post Ln	34.06	-84.11	0 / 0	0	SW (231°)	G----I-
5:54:33 AM	-	4722 Tarry Post Ln	34.06	-84.11	0.1 / 0.2	7	SE (122°)	G--M-I-
5:56:35 AM	-	Moore Rd Nw	34.06	-84.09	0.9 / 1.4	24	S (185°)	G--M-I-
5:58:37 AM	-	1121 Peachtree Industrial Blvd Nw	34.05	-84.09	1 / 1.6	35	SW (221°)	G--M-I-

Figure 65 Sample Detailed Activity Report

Begin/End Day Report

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

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

Begin/End Day Report Options

Time Frame:

Today

Mobile

Fleet

- Select a Fleet -

All mobiles

North Atlanta

Trucks

Vans

Show Lat/Long?

View Report

Format: HTML

Figure 66 Begin/End Day Report Options

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

- Begin Time
- End Time
- Location, City, State, and Zip
- Mileage in miles and kilometers
- Odometer value (if initialized)
- Active Flags

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

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

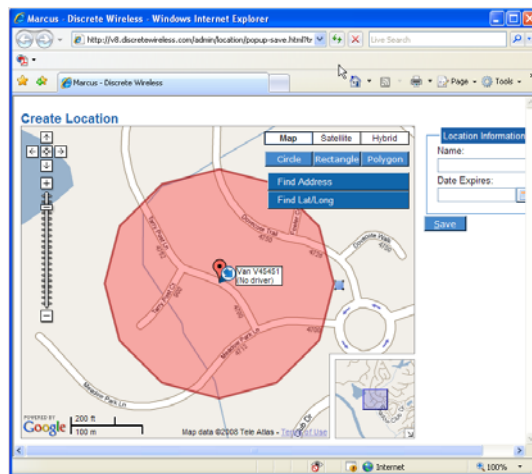


Figure 67 Start Location Map for Van45451

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								Demo Transport & Package	
From 10/09/2008 to 10/09/2008								Flags Legend	
Mobile Van V45451								G: GPS P: Ping S: Speeding	
Van V45451								O: Old M: Moving I: Ignition	
Time	Driver	Location	City	St	Zip	Miles / KMs	Odometer	Flags	
Thursday, October 09, 2008									
7:47:06 AM	-	4711 Tarry Post Ln	Suwanee	GA	30024	0 / 0		N/A G--M--	
6:28:33 PM	-	4757 Tarry Post Ln	Suwanee	GA	30024	45.8 / 73.7		N/A G-----	
Totals per Mobile						45.8 / 73.7			
Totals per Report						45.8 / 73.7			

Figure 68 Sample Begin/End Day Report

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 an current update on the location of all the mobiles in the fleet.

NOTE: 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.

Fleet Status Report Options

Fleet

- Select a Fleet -
 All mobiles
 North Atlanta
 Trucks
 Vans

View Report

Format: HTML

Figure 69 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, City, State, Zip Code
- Speed
- Heading in compass point and degrees
- Active Flags

Fleet Status Report

Fleet

Vans

Demo Transport & Package

Flags Legend

G: GPS

P: Ping

S: Speeding

O: Old

M: Moving

I: Ignition

Mobile	Date/Time	Status	Driver	Location	City	St	Zip	Speed	Heading	Flags
Van V41530	10/7/2008 6:15:28 PM	Stopped	-	Discrete Wireless	Roswell	GA	30076	0	NE (52°)	G-----
Van V45451	10/10/2008 4:09:12 PM	Stopped	-	4761 Tarry Post Ln	Suwanee	GA	30024	0	NE (64°)	G-----
Van V99990	10/10/2008 9:04:45 AM	Moving	-	1668 Hembree Rd	Roswell	GA	30004	35	W (270°)	G--M--I--
Van VJB001	10/20/2008 9:33:39 AM	Stopped	-	Discrete Wireless	Roswell	GA	30076	0	W (277°)	G-----
Van VMG02	10/20/2008 8:39:00 AM	Moving	Mark Smith	1254 Hembree Rd	Roswell	GA	30076	30	W (270°)	G--M----

Figure 70 Sample Fleet Status Report

Speed Report

The **Speed** report shows a mobile's incidents over a defined speed threshold for the time period selected. Check the **Show Lat/Long?** box to include latitude/longitude values in the report. Enter the speed threshold number in the **Speed >=** text box.

Speed Report Options

Time Frame:
Today

☐ Mobile
 ☒ Fleet

- Select a Fleet -
 All mobiles
 North Atlanta
 Trucks
 Vans

Show Lat/Long?
☐

Speed >=
 55

View Report

Format: HTML

Figure 71 Speed Report Options

The **Speed** report includes:

- Time of speeding occurrence
- Driver's Name
- Location, City, State Zip Code
- Speed
- Heading in compass point and degrees
- Active Flags

Speed Report

From 09/01/2008 to 09/30/2008
 Mobile Van VMG02 Speed >= 55

Van VMG02

Time	Driver	Location	City	St	Zip	Speed	Heading	Flags
Tuesday, September 30, 2008								
5:16:52 PM	-	GA-400/Turner McDonald Pky/US-19	Alpharetta	GA	30005	67	NE (23°)	G--M----
5:18:52 PM	-	GA-400/Turner McDonald Pky/US-19	Alpharetta	GA	30005	70	NE (48°)	G--M----

Demo Transport & Package
 Flags Legend
 G: GPS P: Ping S: Speeding
 O: Old M: Moving I: Ignition

Figure 72 Sample Speed 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 start/stop event. In this report you also have the option to have the row in boldface when the stopped time exceeds a limit you set.

Idle Report Options

Time Frame:
Today

☐ Mobile
 ☒ Fleet

- Select a Fleet -
 All mobiles
 North Atlanta
 Trucks
 Vans

Bold Stops > Min
 2

Idle Time >= Min
 10

View Report

Format: HTML

Figure 73 Idle Report Options

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

- Date
- Start Time
- Moving Time
- Mileage in miles and kilometers
- Stop Time
- Location, City, State, Zip Code
- Idle Time
- Run Time

Idle Report							Demo Transport & Package			
From	10/20/2008		to	10/20/2008						
Fleet	All mobiles		Idle Time >= Min	10						
Van VJB001										
Start	Moving Time	Miles / KMs	Stop	Stopped Time	Location	City	St	Zip	Idle Time	Run Time
Monday, October 20, 2008										
6:48:53 AM	00:01:02	0.6 / 1	6:49:55 AM	00:17:04	Discrete Wireless	Roswell	GA	30076	00:15:04	00:04:48
7:06:59 AM	00:01:01	0.3 / 0.5	7:08:00 AM	00:21:47	1431 Hembree Rd	Roswell	GA	30076	00:19:47	00:18:05
7:29:47 AM	00:03:10	0.6 / 1	7:32:57 AM	00:12:19	Wills Rd	Roswell	GA	30076	00:10:19	00:24:57
7:45:16 AM	00:01:01	0.7 / 1.1	7:46:17 AM	01:44:20	Discrete Wireless	Roswell	GA	30076	01:09:44	00:13:20
Per Day	00:06:14	2.2 / 3.5		02:35:30					01:54:54	01:01:10
Per Mobile	00:06:14	2.2 / 3.5		02:35:30					01:54:54	01:01:10
Per Report	00:06:14	2.2 / 3.5		02:35:30					01:54:54	01:01:10

Figure 74 Sample Idle Report

Alerts Report

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

Alerts Report Options

Time Frame:

Today

☐ Mobile
 ☒ Fleet

- Select a Fleet -

All mobiles

North Atlanta

Trucks

Vans

Alert Type

All

Show Lat/Long?

☐

View Report

Format: HTML

Figure 75 Alerts Report Options

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

- Vehicle name
- Date of alert
- Time alert triggered
- Driver's name
- Alert type
- Email recipient of alert information
- Location, City, State, Zip Code

Alerts Report

Demo Transport & Package

From10/20/2008to10/20/2008

FleetAll mobilesAlertAll

Van VJB001

Time	Driver	Alert Type	Email	Location	City	St	Zip
Monday, October 20, 2008							
11:03:39 AM	-	Extended Stop	mbrown@helpwriteinc.com	Discrete Wireless	Roswell	GA	30076
Julia Brooks01 (5007237749) has stopped. The mobile has exceeded the Extended Stop time of 90 minutes. Mobile stopped at: 10/20/08 9:33:39 AM EDT Discrete Wireless 1397 Hembree Rd Roswell, GA 30076 Latitude/Longitude: 34.060308/-84.314192							

Van VMG02

Time	Driver	Alert Type	Email	Location	City	St	Zip
Monday, October 20, 2008							
7:52:46 AM	Mark Smith	First Movement	mbrown@helpwriteinc.com	2395 Buford Hwy/GA-20	Cumming	GA	30041
Mark's Garmin (5009915452) first moved. Incident occurred: 10/20/08 7:52:46 AM EDT 2395 Buford Hwy/GA-20 Cumming, GA 30041							
10:11:00 AM	Mark Smith	Extended Stop	mbrown@helpwriteinc.com	1254 Hembree Rd	Roswell	GA	30076
Mark's Garmin (5009915452) has stopped. The mobile has exceeded the Extended Stop time of 90 minutes. Mobile last moved at: 10/20/08 8:39:00 AM EDT 1254 Hembree Rd Roswell, GA 30076 Latitude/Longitude: 34.060948/-84.315008							

Figure 76 Sample Alerts Report

Sensor Report

The **Sensor** report details which mobile units have had sensor events or ignition triggers based on the report options selected. Select a timeframe, any individual mobile unit or fleet, and view the report. Check the **Show Lat/Long?** box to include latitude/longitude values in the report.

Sensor Report Options

Time Frame:

Today

☐ Mobile
 ☒ Fleet

- Select a Fleet -

All mobiles

North Atlanta

Trucks

Vans

Show Lat/Long?

☐

View Report

Format: HTML

Figure 77 Sensor Report Options

The information contained in the report includes:

- Mobile Unit
- Date
- Sensor Event

- Time of sensor event
- Name of Driver
- Location of mobile unit at sensor event
- City, State, Zip Code of Location
- Speed
- Heading with compass point and degrees
- Active Flags

Sensor Report

From10/20/2008to10/20/2008

FleetAll mobiles

Van VJB001

Event	Time	Driver	Location	City	St	Zip	Speed	Heading	Flags
Monday, October 20, 2008									
Engine On	2:45:03 AM	-	Discrete Wireless	Roswell	GA	30076	0 E (101°)	G-----	

Van VMG02

Event	Time	Driver	Location	City	St	Zip	Speed	Heading	Flags
Monday, October 20, 2008									
Engine On	7:52:46 AM	Mark Smith	2395 Buford Hwy/GA-20	Cumming	GA	30041	46 N (353°)	G--M----	

Demo Transport & Package

Flags Legend

G: GPS

P: Ping

S: Speeding

O: Old

M: Moving

I: Ignition

Figure 78 Sample Sensor Report

Location Report

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

Location Report Options

Time Frame:

Today

☐ Mobile
 ☒ Fleet

- Select a Fleet -

All mobiles
 North Atlanta
 Trucks
 Vans

☒ Location
 ☐ Zone

- Select a Location -

ABC Factory
 ABC Office Supply
 ABC Tech
 Chicago Area Supply

Only Include Stops?

☒

View Report

Format: HTML

Figure 79 Location Report Options

The **Location** report includes:

- Timeframe of the report
- Mobile/Fleet Names
- Date
- Time of visit
- Heading in compass point and degrees
- Location Name
- Location latitude and longitude, if requested
- Active Flags

Location Report					Demo Transport & Package		
From	10/20/2008	to	10/20/2008		Flags Legend		
Fleet	All mobiles	Location	Discrete Wireless		G: GPS	P: Ping	S: Speeding
					O: Old	M: Moving	I: Ignition
Van VJB001							
Time	Driver	Speed	Heading	Flags			
Monday, October 20, 2008							
2:45:03 AM	-	0	E (101°)	G-----			
3:32:11 AM	-	0	N (18°)	G-----			
4:21:09 AM	-	0	NE (29°)	G-----			
5:10:55 AM	-	0	S (180°)	G-----			
5:11:56 AM	-	4	SE (150°)	G-M----			
5:14:56 AM	-	0	W (278°)	G-----			

Figure 80 Sample Location Report

Fleet Summary Report

The **Fleet Summary** report contains summary information for a specific timeframe for each mobile in a fleet.

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

Fleet Summary Report Options

Time Frame:

Today

Fleet

- Select a Fleet -

All mobiles

North Atlanta

Trucks

Vans

Ignore Stops > Hrs

4

View Report

Format: HTML

Figure 81 Fleet Summary Report Options

The **Fleet Summary** report includes:

- Report Date Range
- Fleet Name
- Mobile Name
- Moving Time
- Stopped Time
- Idle Time
- Total Miles / Kilometers
- Total Number of Stops
- Average Stop Length
- Average Stops Per Day
- Maximum Speed

Fleet Summary Report					Demo Transport & Package			
From	10/20/2008	to	10/20/2008					
Fleet	All mobiles							
Mobile	Moving Time	Stopped Time	Idle Time	Total Miles / KM	Total Stops	Avg Stop Length	Avg Stops Per Day	Max Speed
Truck T6950	00:00:00	00:00:00	00:00:00	0 / 0	0	00:00:00	0	0
Truck T7830	00:00:00	00:00:00	00:00:00	0 / 0	0	00:00:00	0	0
Van V41530	00:00:00	00:00:00	00:00:00	0 / 0	0	00:00:00	0	0
Van V45451	00:00:00	00:00:00	00:00:00	0 / 0	0	00:00:00	0	0
Van V99990	00:00:00	00:00:00	00:00:00	0 / 0	0	00:00:00	0	0
Van VJB001	00:08:18	04:01:25	01:59:41	3 / 5	5	00:48:17	5	5
Van VMG02	00:46:14	00:00:00	00:00:00	24 / 39	0	00:00:00	0	72
Totals	00:54:32	04:01:25	01:59:41	27 / 43.5	5	00:48:17	0.7	72

Figure 82 Sample Fleet Summary Report

Mileage By State Report

The **Mileage By State** report displays the total distance (in miles and kilometers) traveled in each state by the specified mobiles and gives a total of all miles traveled in each state.

Mileage By State Report Options

Time Frame:

Today

☐ Mobile
 ☒ Fleet

- Select a Fleet -
 All mobiles
 North Atlanta
 Trucks
 Vans

View Report

Format: HTML

Figure 83 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 in Miles and Kilometers
- Total Distance Traveled by State in Miles and Kilometers

Mileage by State				Demo Transport & Package
From	09/01/2008	to	09/30/2008	
Fleet	All mobiles			
Mobile	Driver	State	Miles / KMs	
Truck T6950	-	Illinois	0 / 0	
Truck T7830	-	Georgia	1259.4 / 2026.8	
Van V41530	-	Georgia	1335.3 / 2149	
Van V45451	-	Georgia	1606.8 / 2585.9	
Van V99990	-	Florida	442.3 / 711.8	
Van V99990	-	Georgia	1834.5 / 2952.3	
Van VJB001	-	Georgia	39.6 / 63.7	
Van VMG02	-	Georgia	28.6 / 46	
Totals			6546.5 / 10535.6	

Figure 84 Sample Mileage By State 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.

Maintenance Schedule Summary Report Options

☐ Mobile
☒ Fleet

Select a Fleet -

All mobiles
North Atlanta
Trucks
Vans

View Report
Format: HTML

Figure 85 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 or Miles the Maintenance is Due In or Late By
- Schedule Description
- Name of Mobile within a Fleet
- Odometer Reading and its latest updated date

Maintenance Schedule Summary Report				Demo Transport & Package
Fleet All mobiles				
Overdue	Due In / Late By	Schedule	Mobile	Odometer As Of
False	Due In 84 Days	Brake Service Every 180 Days	Truck T7830	32500 10/12/2008
False	Due In 84 Days	Brake Service Every 180 Days	Van V41530	
False	Due In 84 Days	Brake Service Every 180 Days	Van V45451	
False	Due In 84 Days	Brake Service Every 180 Days	Van V99990	
False	Due In 2500 Miles	Oil & filter change Every 5000 Miles	Truck T7830	32500 10/12/2008
False	Due In 7500 Miles	Tire Rotation Every 10000 Miles	Truck T7830	32500 10/12/2008
False	Due In 9000 Miles	Tire Rotation Every 10000 Miles	Truck T6950	31000 10/12/2008
False	Due In 12000 Miles	Oil & filter change Every 5000 Miles	Truck T6950	31000 10/12/2008

Figure 86 Sample Maintenance Schedule Summary 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).

Maintenance Schedule Detail Report Options

☐ Mobile
 ☒ Fleet

Select a Fleet -

All mobiles
North Atlanta
Trucks
Vans

View Report

Format: HTML

Figure 87 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				Demo Transport & Package
Fleet All mobiles				
Truck T6950		Odometer 31000 As Of 10/12/2008		
Schedule	Due In / Late By	Log Date	Odometer	Notes
Oil & filter change Every 5000 Miles	Due In 12000 Miles	9/15/2008	0	
Tire Rotation Every 10000 Miles	Due In 9000 Miles			
Truck T7830		Odometer 32500 As Of 10/12/2008		
Schedule	Due In / Late By	Log Date	Odometer	Notes
Brake Service Every 180 Days	Due In 84 Days			
Oil & filter change Every 5000 Miles	Due In 2500 Miles			
Tire Rotation Every 10000 Miles	Due In 7500 Miles			
Van V41530		Odometer As Of		

Figure 88 Maintenance Schedule Detail Report

Maintenance Logs Report

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

Maintenance Logs Report Options

Time Frame:

Today

☐ Mobile
 ☒ Fleet

- Select a Fleet -

All mobiles

North Atlanta

Trucks

Vans

View Report

Format: HTML

Figure 89 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
- Description of the Schedule
- Notes - Any additional information recorded in the Maintenance Log

Maintenance Logs Report

Demo Transport & Package

From07/22/2008to10/19/2008

FleetAll mobiles

Truck T6950

Date	Odometer	Schedule	Notes
9/15/2008	40000	Oil & filter change Every 5000 Miles	

Truck T7830

Date	Odometer	Schedule	Notes
10/1/2008	0	Brake Service Every 180 Days	Included front pad replacement

Van V41530

Date	Odometer	Schedule	Notes
10/10/2008	0	Brake Service Every 180 Days	

Figure 90 Sample Maintenance Logs Report

Subscriptions Report

The **Subscriptions** option on the **Report** tab allows you to create a subscription to any of the **Marcus** reports. A subscription automatically generates and sends a report with the parameters you set to a designated email address. After a subscription is created, it will appear in the **Report Subscriptions** list.




Report Subscriptions				
Create Subscription		Filter Subscriptions		Remove Filters
Delete	Edit	Description	Format	Last Run Time
	Edit	Monthly Fleet Summary Report	HTML4.0	
	Edit	Monthly Idle Report	HTML4.0	
	Edit	Weekly Speed Alert	HTML4.0	
3/3 subscriptions found.				

Figure 91 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**.

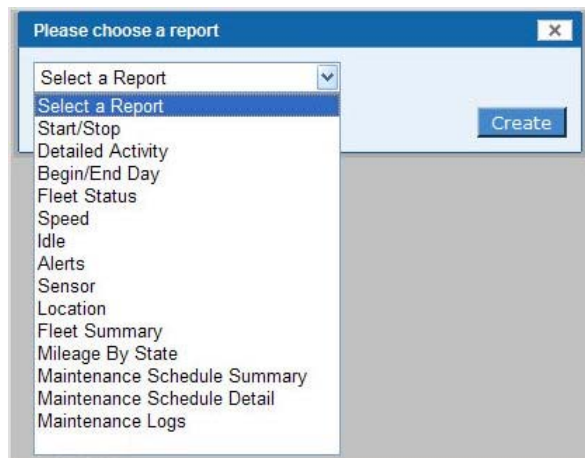


Figure 92 Select a Report Drop-Down List

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

Create Fleet Summary Subscription

Parameters

Description:

E-mail:

Format:

Subject:

Interval :

Ignore Stops > Hrs:

Save Delete Cancel

Figure 93 Create Report Subscriptions Parameters

- 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.

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


- Format: From the drop-down list, click to choose HTML, 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.
- 5 Click **Save** to create the subscription with the completed parameters. Click **Cancel** to abandon your entries and return to the [Report Subscriptions List](#).

DELETING & EDITING A SUBSCRIPTION

With your subscriptions in the [Report Subscriptions List](#), you can now delete or edit them.

To delete a subscription:

- 1 Click  in the row of the subscription you want to delete. You will receive a delete confirmation message.
- 2 Click **Delete** to remove the subscription from the list.

To edit a subscription:

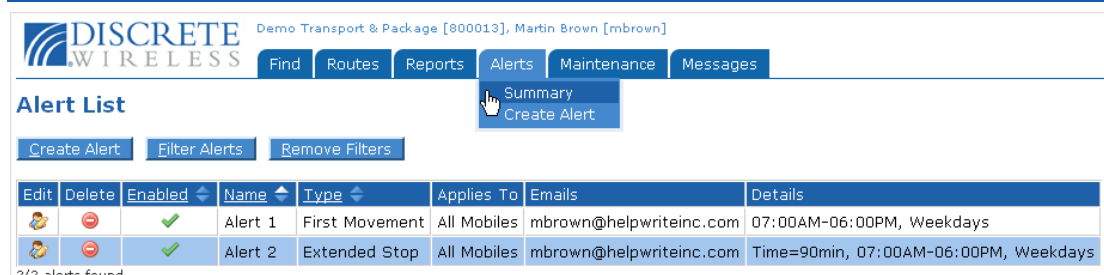
- 1 Click **Edit** in the row of the subscription you want to modify.
- 2 The subscription parameters you have set for this report display. Modify the report options as you wish.

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

- 3 Click **Save**.

Alerts Tab

The **Alerts** tab allows 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 screenshot shows the 'Alerts' tab in the DISCRETE WIRELESS interface. At the top, there's a navigation bar with 'Find', 'Routes', 'Reports', 'Alerts', 'Maintenance', and 'Messages'. Below this, the 'Alert List' section has buttons for 'Create Alert', 'Filter Alerts', and 'Remove Filters'. A dropdown menu is open under 'Alerts', showing 'Summary' and 'Create Alert'. Below the menu is a table with 2/2 alerts found.

Edit	Delete	Enabled	Name	Type	Applies To	Emails	Details
			Alert 1	First Movement	All Mobiles	mbrown@helpwriteinc.com	07:00AM-06:00PM, Weekdays
			Alert 2	Extended Stop	All Mobiles	mbrown@helpwriteinc.com	Time=90min, 07:00AM-06:00PM, Weekdays

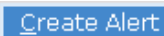
2/2 alerts found.


Figure 94 Alerts Summary Table and Options

You can activate fifteen 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 before the start of the work day and after the end of the work day
- Extended stop exceeding a user-defined maximum vehicle stop time
- Speed above a user-defined maximum speed
- 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

Creating an Alert

To create an alert: Click **Create Alert** from the **Alerts** tab menu or click  from the **Summary** screen to bring up the **Alert Information** box.

- 1 Enter a user-defined name for the new alert in the **Name** box. **MARCUS®** names your alerts consecutively, beginning with Alert 1, if you do not enter a name.
- 2 Click on the drop-down arrow  of the **Type** box and select the type of alert to create.

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

Create Alert

Alert Information

Name: ☒ Enabled
Type:
Applies To:
Days Active: ☐ Su ☒ Mo ☒ Tu ☒ We ☒ Th ☒ Fr ☐ Sa
Times Active: and
Times will be interpreted according to your 'Display track times in' [user preference](#).
Emails:
Please separate emails with commas.

Figure 95 Create Alert Options

- 3 Click on 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 on the desired mobile in the selection list and then click on to apply the alert to the mobile. Click to apply the alert to all mobiles in the list. Remove one or all mobiles from the list using or . When you have completed your choices, click .
 - Selected Fleets:** The alert will apply to the fleets selected from the Fleet Selection list. Click on the desired fleet in the selection list and then click on the arrows in the same manner as outlined for selecting mobiles above.

Select Mobiles the Alert Applies To

Mobile Selection

Available Mobiles
Truck T7830
Van V41530
Truck T6950

Alert Applies To

Done

Select Fleets the Alert Applies To

Fleet Selection

Available Fleets
Barrington
Midwest
Northeast

Alert Applies To

Done

Figure 96 Mobile and Fleet Selection Options for an Alert

- 4 Click on the drop-down arrow ▾ of the **Days Active** list box and select the category of days that 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.

- 5 Click on 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.


- 6 Type in the email address(es) that the alert will be sent to when triggered in the **Emails** text box. Separate email addresses with commas.
- 7 Click the **Enabled** checkbox to begin the alert.
- 8 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**.

In the **Alerts List**, you can

- 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	First Movement	All Mobiles	mbrown@helpwriteinc.com	07:00AM-06:00PM, Weekdays
			Alert 2	Extended Stop	All Mobiles	mbrown@helpwriteinc.com	Time=90min, 07:00AM-06:00PM, Weekdays

2/2 alerts found.

Figure 97 Alert List Table

DISABLING AN ALERT

To disable an alert:


- 1 Click  in the **Enabled** column of the **Alert List** to disable the desired alert. The  becomes , and you receive a message to confirm that 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.

- 2 To enable a disabled alert, click  in the **Enabled** column. The  changes to , and the alert is once more enabled.

DELETING AN ALERT

To remove an alert completely:

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

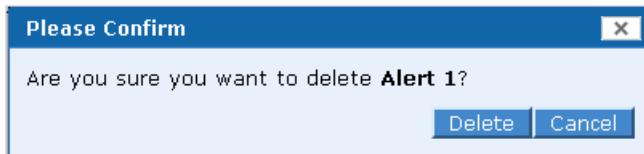



Figure 98 Alert Delete Confirmation Message

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

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.

Edit Alert

Alert Information

Name: Alert 1

Type: First Movement

Applies To: All Mobiles

Days Active: Weekdays

Times Active: Between 7:00am and 6:00pm

Emails: mbrown@helpwriteinc.com

☒ Enabled

☐ Su ☒ Mo ☒ Tu ☒ We ☒ Th ☒ Fr ☐ Sa

Times will be interpreted according to your 'Display track times in' user preference.

Please separate emails with commas.

Save Alert

Save and Create

Delete

Cancel

Figure 99 Sample Alert Selected For Editing

- 2 Make any changes to the alert.
- 3 Click **Save Alert** to update the alert information with your changes.

Maintenance Tab

MARCUS® application 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 mileage driven. 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 and mileage 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 mileage dependent service intervals

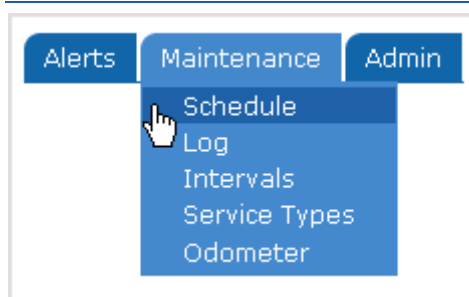


Figure 100 Maintenance Tab Options

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.

CREATING SCHEDULE INTERVALS

To create an interval:

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

Figure 101 Interval List and Create Interval Options

- 2 From the **Interval List** view click on **Create Interval**.
- 3 In the **Interval Information** box, click **Days** or **Miles** for the type of interval you want to create.
- 4 Enter the number of days or number of miles 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 102 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 on **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 on **Apply Filter**.

Figure 103 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**.

Interval List

Create Interval Filter Intervals Remove Filters

List is currently filtered [Interval equals 90, Type is Day Interval]

Edit	Delete	Interval
		Every 90 Days

1/9 intervals found.

Figure 104 Filtered Interval List

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

Edit Interval

Interval Information

☒ Days ☐ Miles Between Service: 90

Save Interval Save and Create Delete Cancel

Edit Interval

Interval Information

☒ Days ☐ Miles Between Service: 75

Save Interval Save and Create Delete Cancel

Figure 105 Edit Interval Options With Original Number and New Number

- 5 The type of interval (**Days** or **Miles**) may not be changed here; these options are not available. Type 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**.

Interval List

Interval Every 75 Days successfully updated.

Create Interval Filter Intervals Remove Filters

Edit	Delete	Interval
		Every 30 Days
		Every 75 Days
		Every 180 Days
		Every 1,000 Miles

4/4 intervals found.

Figure 106 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  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**.

Interval List

Interval Every 30 Days successfully deleted.

Create Interval Filter Intervals Remove Filters

Edit	Delete	Interval
		Every 75 Days
		Every 180 Days
		Every 1,000 Miles

3/3 intervals found.

Figure 107 Deleted Interval Confirmation and Updated Interval List

NOTE: 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.







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**.

Service Type List

Create Type Filter Types Remove Filters

Edit	Delete	Type
		Brake Service
		Oil change
		Tire Rotation

3/3 types found.

Create Service Type

Type Information

Type: Tune up

Save Type Save and Create Cancel

Figure 108 Service Type List and Create Service Type Options

- 3 Enter a descriptive name for the new **Service Type** in the **Type** box.
- 4 Click on **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.

Service Type List

Type Tune up successfully created.

Create Type Filter Types Remove Filters

Edit	Delete	Type
		Brake Service
		Oil change
		Tire Rotation
		Tune up

4/4 types found.

Figure 109 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 on **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**.

Filter Criteria

Type Contains:

Apply Filter

Service Type List

Create Type Filter Types Remove Filters

List is currently filtered [Type contains "ch"]

Edit	Delete	Type
		Oil change

1/4 types found.

Figure 110 Service Type Filter Criteria and Filtered List

- 4 Click on 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.

Edit Service Type

Type Information

Type:

Save Type Save and Create Delete Cancel

Edit Service Type

Type Information

Type:

Save Type Save and Create Delete Cancel

Figure 111 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**.

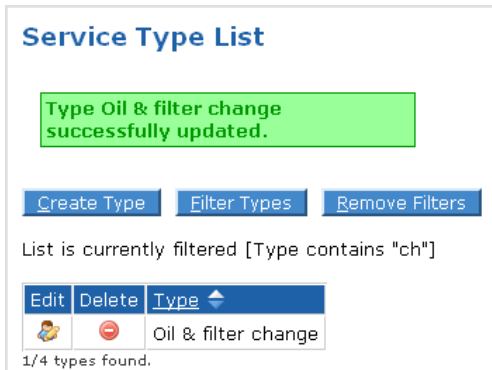




Figure 112 Edited Service Type With Confirmation Message

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.

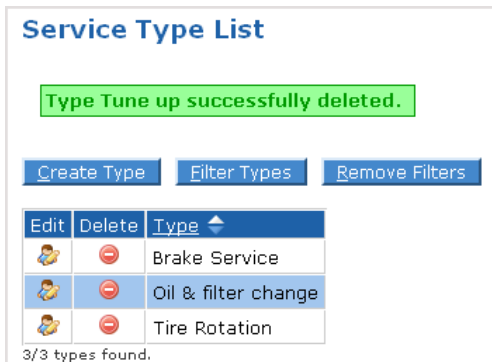


Figure 113 Deleted Service Type Confirmation and Updated Service Type List

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 system, 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 included, Mileage or Day Interval, Odometer reading, Date Next Due, Email timing, and email recipients. Click the **Enable** checkbox to make the maintenance schedule active as soon as it is created.

NOTE: If the **Applies To** option is either **Selected Mobiles** or **Selected Fleets**, you must select at least one mobile or fleet.

If **Mileage Interval** or **Days Interval** is specified, then the **Next Due** value is required.

If an **Email When** value is entered, an email address is required.

If an email address is entered in the **Emails** box, an email reminder threshold must be entered in an **Email When** box.

Create Schedule

Schedule Information

Type: Brake Service ☒ Enabled

Applies To: All Mobiles

Mileage Interval: - None -
Email When: Miles Before Due

Odometer Next Due:

Day Interval: Every 180 Days
Email When: 10 Days Before Due

Date Next Due:

Emails: magreen@demotransport.com, fleetmgr@demotransport.com

Please separate emails with commas.

Save Schedule Save and Create Cancel

Figure 114 Add Maintenance Schedule Options

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

Schedule List

Schedule successfully created.

Create Schedule Filter Schedules Remove Filters

Edit	Delete	Enabled	Overdue	Mobile	Odometer	As Of	Name	Due In/Late By
		<input checked="" type="checkbox"/>	No	Truck T6950			Brake Service Every 180 Days	Due in 92 Days
		<input checked="" type="checkbox"/>	No	Truck T7830			Brake Service Every 180 Days	Due in 92 Days
		<input checked="" type="checkbox"/>	No	Van V41530			Brake Service Every 180 Days	Due in 92 Days
		<input checked="" type="checkbox"/>	No	Van V45451			Brake Service Every 180 Days	Due in 92 Days
		<input checked="" type="checkbox"/>	No	Van V99990			Brake Service Every 180 Days	Due in 92 Days

5/5 schedules found.

Figure 115 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 on [Filter Schedules](#).

Figure 116 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 T6950"]

Edit	Delete	Enabled	Overdue	Mobile	Odometer	As Of	Name	Due In/Late By
			No	Truck T6950	31,000	10/12/08	Brake Service Every 180 Days	Due in 92 Days
			No	Truck T6950	31,000	10/12/08	Oil & filter change Every 5,000 Miles	Due in 4,000 Miles
			No	Truck T6950	31,000	10/12/08	Tire Rotation Every 10,000 Miles	Due in 9,000 Miles

3/9 schedules found.

Figure 117 Filtered Schedule List

- 4 Click in the row of the mobile's schedule you want to change. In this example, Truck 6950 will be scheduled for brake service every 90 days instead of every 180 days and the **Date Next Due** will be changed to November 14.
- 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](#)

List is currently filtered [Mobile is "Truck T6950"]


Edit	Delete	Enabled	Overdue	Mobile	Odometer	As Of	Name	Due In/Late By
			No	Truck T6950	31,000	10/12/08	Brake Service Every 90 Days	Due in 33 Days
			No	Truck T6950	31,000	10/12/08	Oil & filter change Every 5,000 Miles	Due in 4,000 Miles
			No	Truck T6950	31,000	10/12/08	Tire Rotation Every 10,000 Miles	Due in 9,000 Miles

3/9 schedules found.

Figure 118 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.
- 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 Brake Service Every 90 Days successfully deleted.

Create Schedule
Filter Schedules
Remove Filters

Edit	Delete	Enabled	Overdue	Mobile	Odometer	As Of	Name	Due In/Late By
			No	Truck T6950	31,000	10/12/08	Oil & filter change Every 5,000 Miles	Due in 4,000 Miles
			No	Truck T6950	31,000	10/12/08	Tire Rotation Every 10,000 Miles	Due in 9,000 Miles
			No	Truck T7830	32,500	10/12/08	Brake Service Every 180 Days	Due in 92 Days
			No	Truck T7830	32,500	10/12/08	Oil & filter change Every 5,000 Miles	Due in 2,500 Miles
			No	Truck T7830	32,500	10/12/08	Tire Rotation Every 10,000 Miles	Due in 7,500 Miles
			No	Van V41530			Brake Service Every 180 Days	Due in 92 Days
			No	Van V45451			Brake Service Every 180 Days	Due in 92 Days
			No	Van V99990			Brake Service Every 180 Days	Due in 92 Days

8/8 schedules found.

Figure 119 Schedule List Updated

SENDING REMINDER EMAILS

For each schedule created, **MARCUS®** daily monitors the due date or mileage for that schedule and generates an email for each one that is nearly due or overdue (as defined in the **Email When** box 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 on the mobile unit from the list in the **Mobile** box. Enter the odometer reading and the date of the reading.
- 3 Click **Save**.

Initialize Odometer

Initialize Odometer

Filter:

Mobile:

Truck T7830
Van V41530
Van V45451
Van V99990

Displaying 5/5 mobiles

Odometer:

As Of:

Initialize Odometer

Odometer for mobile Truck T6950 successfully initialized.

Initialize Odometer

Filter:

Mobile:

Truck T7830
Van V41530
Van V45451
Van V99990

Displaying 5/5 mobiles

Odometer:

As Of:

Figure 120 Odometer 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.

MARCUS® GPS FLEET MANAGEMENT APPLICATION 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

Log Information

Mobile:

Schedule:

Date:

Odometer:

Notes:

Figure 121 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 that you want to record.

NOTE: The **Schedule** list includes only those schedules set up for the selected mobile.

- 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 mileage into the **Odometer** text box.

NOTE: The Odometer value is a required field.

- 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, modify, and delete **Driver** information
- Create, modify, and delete **Fleets**
- Make **Driver**-mobile assignments
- Edit **Account** contact information

To select any of these tasks choose an option from the **Admin** tab.

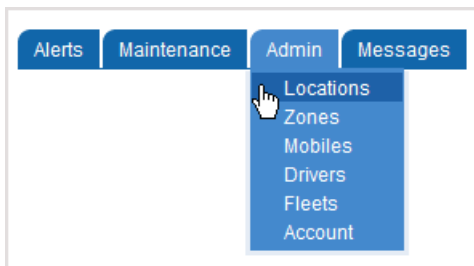























Figure 122 Admin Tab Options

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 on **Locations** on the **Admin** tab. The **Location List** will display.

Location List			
Create Location		Filter Locations	Remove Filters
Edit	Delete	Name	Date Expires
		ABC Factory	
		ABC Tech	2/13/09
		Chicago Area Supply	
		Discrete Wireless	
		Jones Print & Sign	12/31/08
		Kincaid Electric	3/31/09
		Marietta Paint & Supply	
		Northridge 400 Corridor	
		Smith Supply Co	1/30/09
		Taylor Hardware	10/31/08

10/10 locations found.

Figure 123 List of All Locations Currently 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 default location.

NOTE: Your default location is determined by the account address set up by Discrete Wireless Administrators or Dealer Representatives.

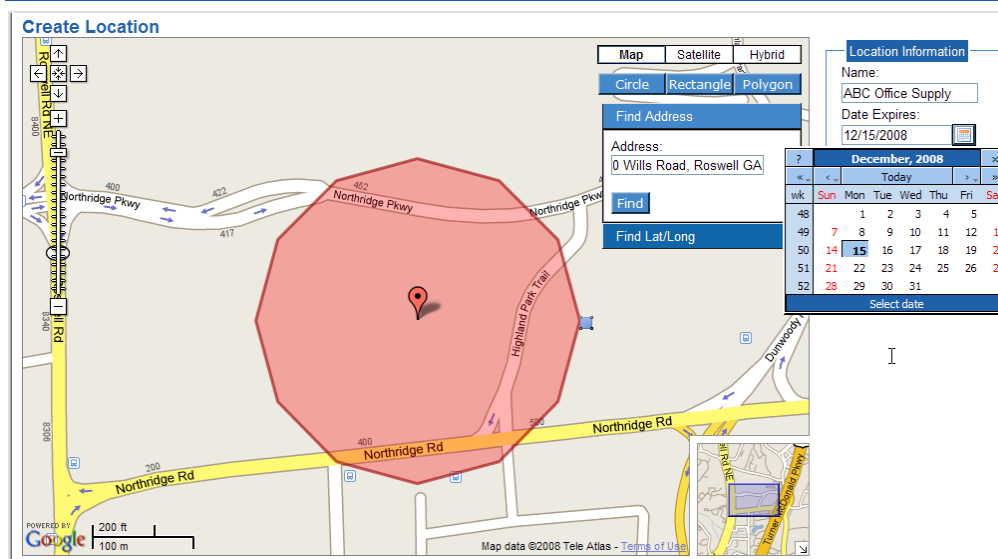


Figure 124 Create Location Options

- 2 Give your new location a name by entering it into the **Name** text box.

NOTE: 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**.

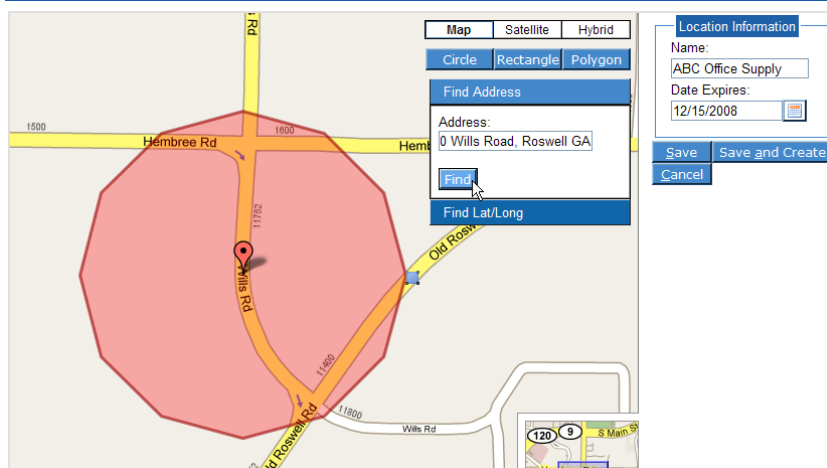



Figure 125 New Location On Map

- 5 Your new location appears centered in the map as a red translucent circle. 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 in toward the center to make the circle smaller or away from the center of the circle to make it larger. Other shape options include rectangle and polygon.

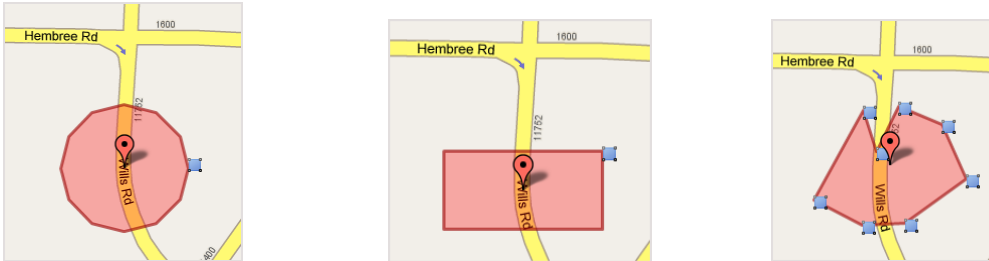


Figure 126 Location Shapes: Circle, Rectangle, and Polygon

- 6 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**.

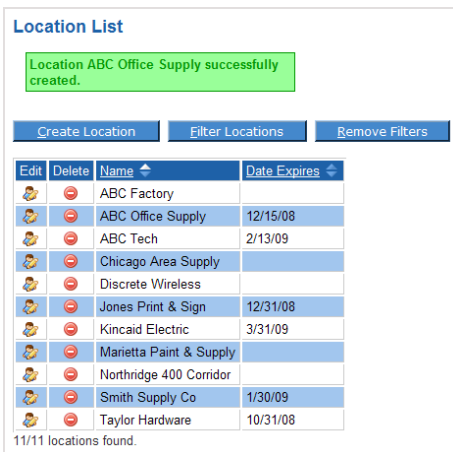


Figure 127 Addition Of New Location Confirmed and Included in List

- 7 After 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**.
- 8 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 and choosing **Save as Location** from the menu.
- 9 Fill in the name of your new location and click **Save Location**. The saved location will now appear in the **Location List**.

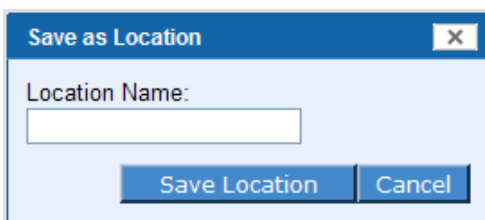



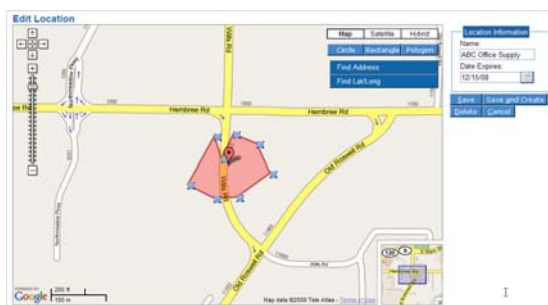
Figure 128 Save Location Box

MODIFYING LOCATIONS

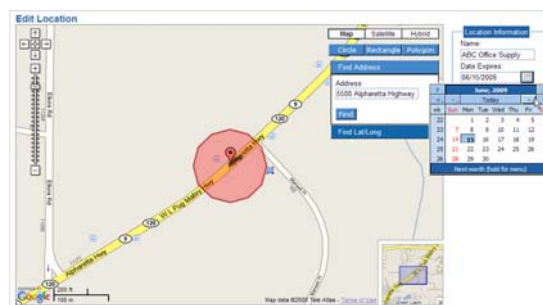
Once you have established locations in your **Location List**, you can modify them in a number of ways. For example, if ABC Office Supply, the location we just added, moves to a larger facility and extends its contract with us, we can easily modify our location definition to a new address and a different expiration date.

To edit a location:

- 1 Choose **Locations** from the **Admin** tab.
- 2 In the **Location List** click  in the row of the location you want to modify.



Before Edit



After Edit

Figure 129 Before and After a Location Edit

- 3 On the **Edit Location** screen you can modify the shape of the location, the address or geographical point input, 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.

- 4 Your modifications are confirmed with a message on the **Location List** screen.

Location ABC Office Supply successfully updated.

Figure 130 Location Update Confirmation

- 5 You can access the **Edit Location** screen by right-clicking on a location on a **Find** map, and choosing **Edit this Location**.

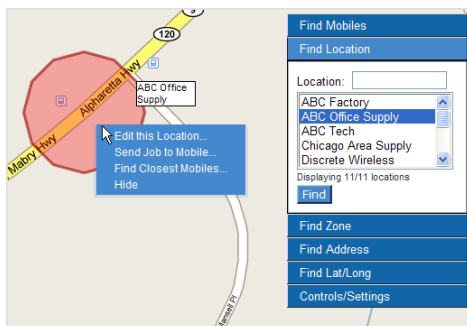



Figure 131 Edit Location Option on Find Screen


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.

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 **Zones** from the **Admin** tab.
- 2 From the **Zone List** screen, click **Create Zone**.
- 3 The **Create Zone** screen displays with your default location centered in the map and noted by a green shape with a red marker  in the middle.

NOTE: Your default location is determined by the account address set up by Discrete Wireless Administrators or Dealer Representatives.

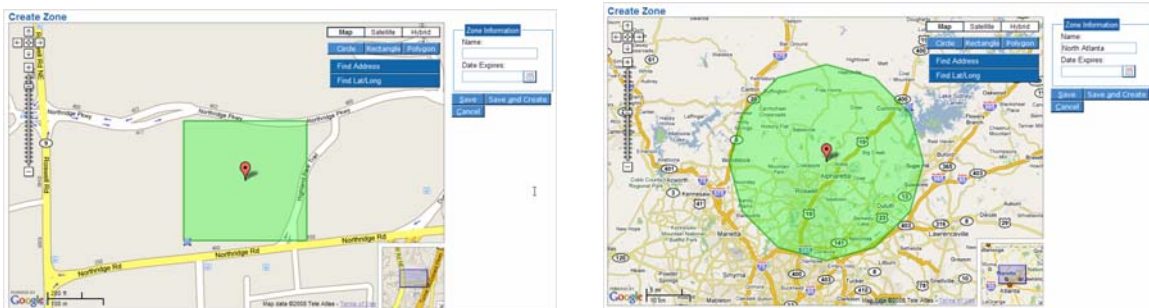


Figure 132 Initial Zone Position and New Zone Defined

- 4 Re-position the center point of your zone by using the **Find Address** or **Find Lat/Long** options. Or left-click on 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.
- 5 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.
- 6 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 your **Zone List**.

- 7 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.
- 8 Click **Save** to add the zone. Click **Save and Create** to also 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**.

Zone List

Zone North Atlanta successfully created.

Create Zone
Filter Zones
Remove Filters

Edit	Delete	Name	Date Expires
		Atlanta Perimeter	
		North Atlanta	
		Stone Mountain Park	10/15/09
		Tennessee	

4/4 zones found.

Figure 133 New Zone Confirmation Message

EDITING ZONES

- 1 Choose **Zone** from the **Admin** tab.
- 2 In the **Zone List** click in the row of the zone you want to modify.
- 3 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.

- 4 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 **Zones** from the **Admin** tab.
- 2 Click in the row of your **Zone List** that contains the zone you want to delete.
- 3 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.

- 4 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.

Mobiles

Mobile units are created and deleted by Discrete Wireless Administrators or Dealer Representatives; each mobile unit is defined by its unique **Hardware ID**. You can, however, modify several types of information about each unit through the **Admin** tab.

Mobile List

Filter Mobiles
Remove Filters

Edit	Name	Hardware ID	Map Color	Odometer	Type	Fuel Type	VIN	License	Driver
	Julia Brooks01	5007237749			Wahoo2	Gasoline	12345	12345	
	Mark's Garmin	5009915452			Wahoo2	Gasoline			
	Truck T6950	9003576950		31,000	Wahoo2	Gasoline			
	Truck T7830	9110953180		32,500	Wahoo2	Gasoline			Brown, Martin
	Van V41530	9221781203			Wahoo2	Gasoline			
	Van V45451	7777788888			Wahoo2	Gasoline			
	Van V99990	654321000			Wahoo1	Gasoline			Green, Mary

7/7 mobiles found.

Figure 134 Mobile List

EDITING A MOBILE

To edit a Mobile:

- 1 From the **Admin** tab, select **Mobiles**.

Filter Criteria

Name Contains:
Hardware ID Contains:
Map Color:
Select a color
Type:
Select a type
Fuel Type:
Select a fuel type
VIN Contains:
License Contains:
Driver's First Name Contains:
Driver's Last Name Contains:

Apply Filter

Figure 135 Filter Mobiles Options

- 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 on the attribute to include in the filter. Click **Apply Filter**.
- 3 Locate the mobile you want to modify in the **Mobile List** and click to go to the **Edit Mobile** screen.

Edit Mobile

Mobile Information

Name:
Hardware ID:
Map Color:
VIN:
License Plate:
Fuel Type:

Figure 136 Edit Mobile Options

- All the fields in the **Mobile Information** box can be modified except the **Hardware ID**. When you have made changes, click **Save** to update the unit's record. Click **Cancel** to return to the **Mobile List** without making changes.

NOTE: Mobile units are added and deleted by Discrete Wireless Administrators or Dealer Representatives, not through the **Admin** tab.

Drivers





As drivers and their information change in the organization, you can update the system to accurately reflect the changes. In addition, mobile units are assigned to drivers through the **Drivers** option.

CREATING A DRIVER

To add a driver:

- From the **Admin** tab, select **Drivers**.

Driver List

Edit	Delete	First Name	Last Name	Email	Phone	Assigned Mobile
		Martin	Brown	mbrown@V8mail.discretewireless.com		Truck T7830
		Mary	Green	magreen@V8mail.discretewireless.com		Van V99990

2/2 drivers found.

Figure 137 Driver List

- Click on **Create Driver** to open the **Create Driver** screen.

Create Driver

Driver Information

First Name:

Last Name:

Phone:

Email:

State Driver's License:

Other Driver's License:

Mobile:

Figure 138 New Driver with First Name, Last Name, and Phone Added

- 3 Complete as many of these text fields as you like. Then click .

NOTE: First Name and Last Name are required fields. You must have information in both fields to create a **Driver**.

Mobile Assignment

☒ Show All

Filter By: ☐ Show Assigned Only ☐ Show Unassigned Only

Filter By Name:

Select Mobile:

- None --
- Julia Brooks01 (No driver)
- Mark's Garmin (No driver)
- Truck 16950 (No driver)
- Truck 17830 (Martin Brown)
- Van V41530 (No driver)
- Van V45451 (No driver)
- Van V99990 (Mary Green)

Displaying 7/7 mobiles

Figure 139 Mobile Assignment window with all mobiles listed

- 4 You may filter your mobile unit list in several ways:
- Show all mobiles
 - Show only assigned mobiles
 - Show only unassigned mobiles
 - List those mobiles with certain characters in their names
- 5 In the resultant list in the **Select Mobile** box, click on the mobile unit of your choice to select it. Click . The mobile name will now be in the **Mobile** field of the **Driver Information**.
- 6 Click to save your entries. Click to also open the **Create Driver** screen to define another driver. Click to exit the **Create Driver** screen without saving any information and return to the **Driver List**.

NOTE: If you chose a Mobile that already has a Driver assigned to it, you will receive a warning message.

- 7 A new driver confirmation message will display and the newly created driver will appear in the **Driver List**.

Driver List

Driver Mark Smith successfully created.

Create Driver Filter Drivers Remove Filters

Edit	Delete	First Name	Last Name	Email	Phone	Assigned Mobile
		Martin	Brown	mbrown@V8mail.discretewireless.com		Truck T7830
		Mary	Green	magreen@V8mail.discretewireless.com		Van V99990
		Mark	Smith		678-762-6800	Mark's Garmin

3/3 drivers found.

Figure 140 Driver List With New Driver Added and Confirmation Message

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** by replacing the text in a field or typing in text into a blank field.
- 4 To initially assign a mobile unit or change a mobile assignment, click **Assign Mobile** to open the **Mobile Assignment** window.
- 5 In the **Select Mobile** list, click on the mobile unit of your choice to select it. Click **Done**. The mobile name will now be in the **Mobile** field of the **Driver Information**.
- 6 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.

Fleets

The **Fleets** option allows you to group mobile units by criteria that is 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.

- 2 Click **Create Fleet** to open the **Create Fleet** screen.

Figure 141 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.
- 5 Click **Mobile Assignment** to open the **Mobile Assignment** window. Move available mobiles into the new fleet by using the arrows. Click **Done** when you have completed moving mobiles into the fleet.

Figure 142 Mobile Assignment and User Access Windows


- 6 Click **User Access** to open the **User Access to Fleet** window. Allow users access to fleet information in **Find** and **Reports** functions by moving users from **Account Users** list to **Users With Access** list by using the arrows. Click **Done** when you have completed your fleet access list.

Figure 143 New Fleet Information

- 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 on  in the row of the **Fleet List** that has the fleet you want to modify.

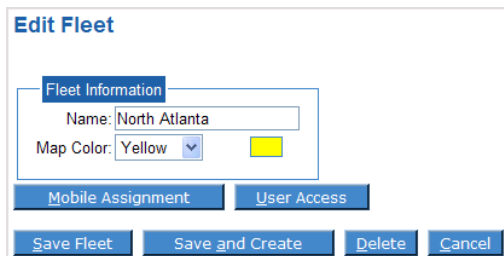




Figure 144 Edit Fleet options

- 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 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. If you want to continue and delete the fleet, click **Delete**, otherwise click **Cancel**.
- 3 Alternately, click  in the row of the **Fleet List** that contains the fleet you want to delete.
- 4 From the **Edit Fleet** screen, click **Delete**.

Account

The **Account** screen contains both **Account Information** and **Contact Information**. All **Account Information** fields are completed by Discrete Wireless Administrators or Dealer Representatives and cannot be edited from this screen. All **Contact Information** fields can be modified. To view the **Account** screen, choose **Account** from the **Admin** menu.

Account & Contact Information

Account Information

Account ID: 800013

Company Name: Demo Transport & Package

Dealer Company Name: Discrete Wireless Dealer Rep Name: Zapata, Yardley

Dealer Phone: (678) 762-6800 Dealer Fax: (678) 393-8262

Dealer Email:

Contact Information

Address: 400 Northridge Rd
Suite 500

City: Atlanta State: Georgia

Zip Code: 30350 Country: USA

Office Phone: 678-338-5950 Fax:

Mobile Phone:

Email:

[Update Account](#)

Account & Contact Information

Account Information

Account ID: 800013

Company Name: Demo Transport & Package

Dealer Company Name: Discrete Wireless Dealer Rep Name: Zapata, Yardley

Dealer Phone: (678) 762-6800 Dealer Fax: (678) 393-8262

Dealer Email:

Contact Information

Address: 1327 Northmeadow Parkway
Suite 150

City: Roswell State: Georgia

Zip Code: 30075 Country: USA

Office Phone: 678-762-6800 Fax: 678-762-6805

Mobile Phone:

Email: yz@discretewireless.net

[Update Account](#)

Figure 145 Account Screen Before and After Edits

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, zip code, and office phone were changed. An email address was added.

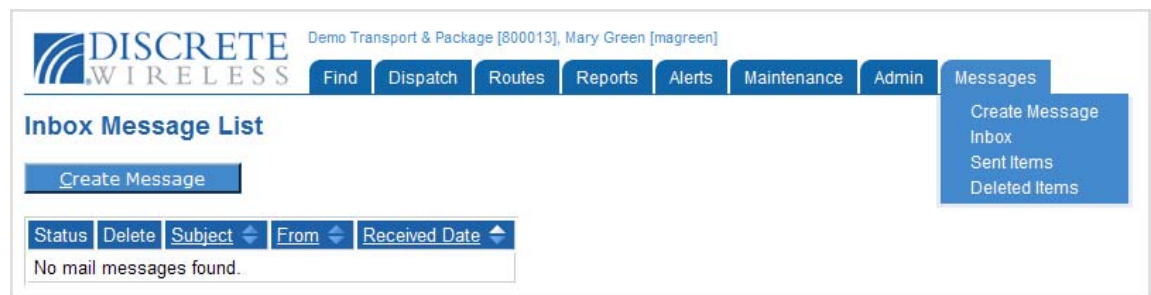
NOTE: **Account Information** cannot be changed on this screen.

- 3 Click [Update Account](#) to save the changes.
- 4 A confirmation message will display indicating the **Contact Information** was updated.

Messages Tab

The **MARCUS® GPS FLEET MANAGEMENT APPLICATION** provides an easy and convenient way to communicate with users in the **MARCUS®** application. With the **Messages** tab you will be able to:

- Create, send, and receive email from defined users in the **MARCUS®** system
- 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**



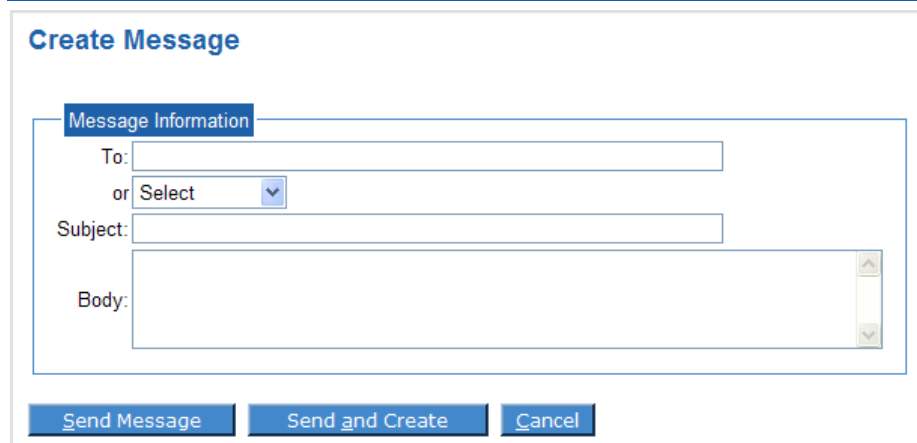
The screenshot shows the **DISCRETE WIRELESS** application interface. At the top, there's a navigation bar with tabs: Find, Dispatch, Routes, Reports, Alerts, Maintenance, Admin, and Messages. The **Messages** tab is selected, and a dropdown menu is open showing options: Create Message, Inbox, Sent Items, and Deleted Items. Below the navigation bar, the **Inbox Message List** is displayed. It has a **Create Message** button and a table with columns: Status, Delete, Subject, From, and Received Date. The table currently shows "No mail messages found."

Figure 146 Messages Tab

Creating an Email Message

To create an email message:

- 1 Click on the **Create Message** option in the **Messages** menu or click on **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 **MARCUS®** defined user from the **Select** drop-down list. (The user ID's in this list are defined in the **Drivers** option on the **Admin** tab.)



The screenshot shows the **Create Message** form. It has a title bar "Create Message" and a "Message Information" section. Inside this section, there are fields for "To:" (with a "Select" dropdown), "Subject:", and "Body:". Below the form, there are three buttons: "Send Message", "Send and Create", and "Cancel".

Figure 147 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.

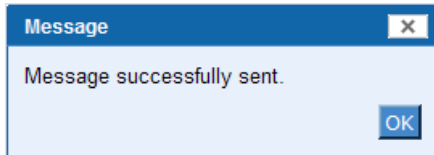


Figure 148 Send Confirmation Message

- 6 You will see a send confirmation box. Click **OK**.
- 7 Choose **Sent Items** on the **Messages** menu to view your email in the **Sent Message List**.

Receiving Email Messages

To receive messages within the **MARCUS®** application, the sender must use your **MARCUS®** [userid@V8mail.discretewireless.com](mailto:user@V8mail.discretewireless.com). To see and reply to these messages:

- 1 Choose **Inbox** from the **Messages** options.
- 2 In the **Inbox Message List**, click on the message's subject to open it.

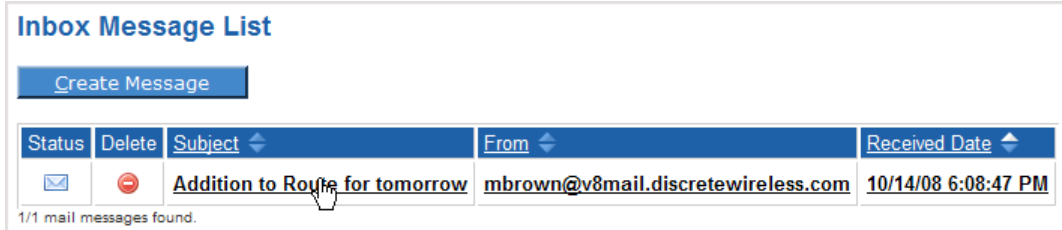


Figure 149 Choosing a New Email

- 3 Your message opens in the **Edit Message** screen. You may chose to **Reply** to the email, **Delete** the message, or **Cancel** to return to the **Inbox Message List**.

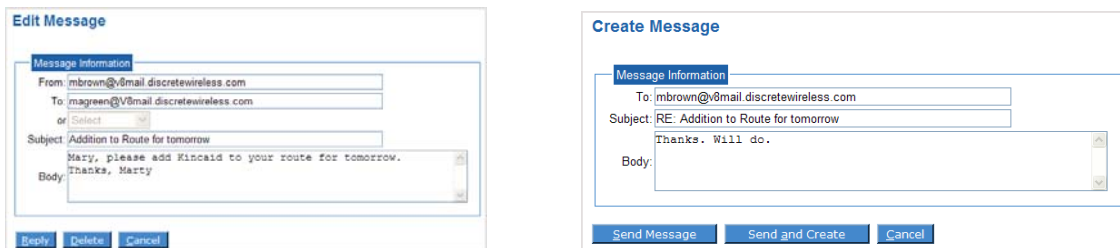






Figure 150 Viewing and Replying To a New Message

- 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 on the envelope icon.

- 5 Click on  in the **Inbox Message List** to delete the email message in that row. The message will then appear in your **Deleted Items Message List**.

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.








Sent Items Message List				
Create Message				
Status	Delete	Subject	To	Sent Date
		Change in Route	mbrown@V8mail.discretewireless.com	10/14/08 4:01:26 PM
		Test Message	joann@helpwriteinc.com	10/14/08 2:55:14 PM
		Driving Directions for Route "A Plus Service Route"	mbrown@demotransport.com	10/14/08 2:52:17 PM
3 mail messages found.				

Figure 151 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.

Deleted Items Message List					
Create Message					
Status	Subject	From	To	Sent Date	Received Date
	Addition to Route for tomorrow	mbrown@v8mail.discretewireless.com	magreen@V8mail.discretewireless.com	10/14/08 6:04:27 PM	10/14/08 6:08:47 PM
	Change in Route	magreen@v8mail.discretewireless.com	mbrown@V8mail.discretewireless.com	10/14/08 4:01:26 PM	10/14/08 4:01:26 PM
	Undelivered Mail Returned to Sender	Mail Delivery System <MAILER-DAEMON@v8mail.discretewireless.com>	magreen@v8mail.discretewireless.com	10/14/08 2:52:18 PM	10/14/08 2:53:45 PM

Figure 152 Viewing Deleted Messages

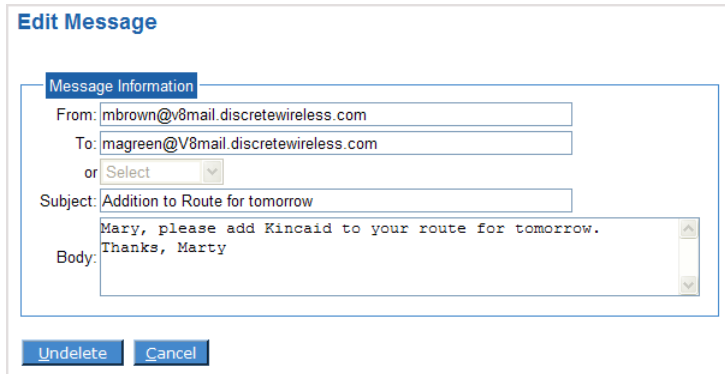
From this screen you can:

- 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.



The screenshot shows a web interface titled "Edit Message". Inside, there is a "Message Information" section with the following details:

- From: mbrown@v8mail.discretewireless.com
- To: magreen@V8mail.discretewireless.com
- or:
- Subject: Addition to Route for tomorrow
- Body: Mary, please add Kincaid to your route for tomorrow. Thanks, Marty

At the bottom of the form, there are two buttons: "Undelete" and "Cancel".

Figure 153 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**).