Fleet Director® Help File

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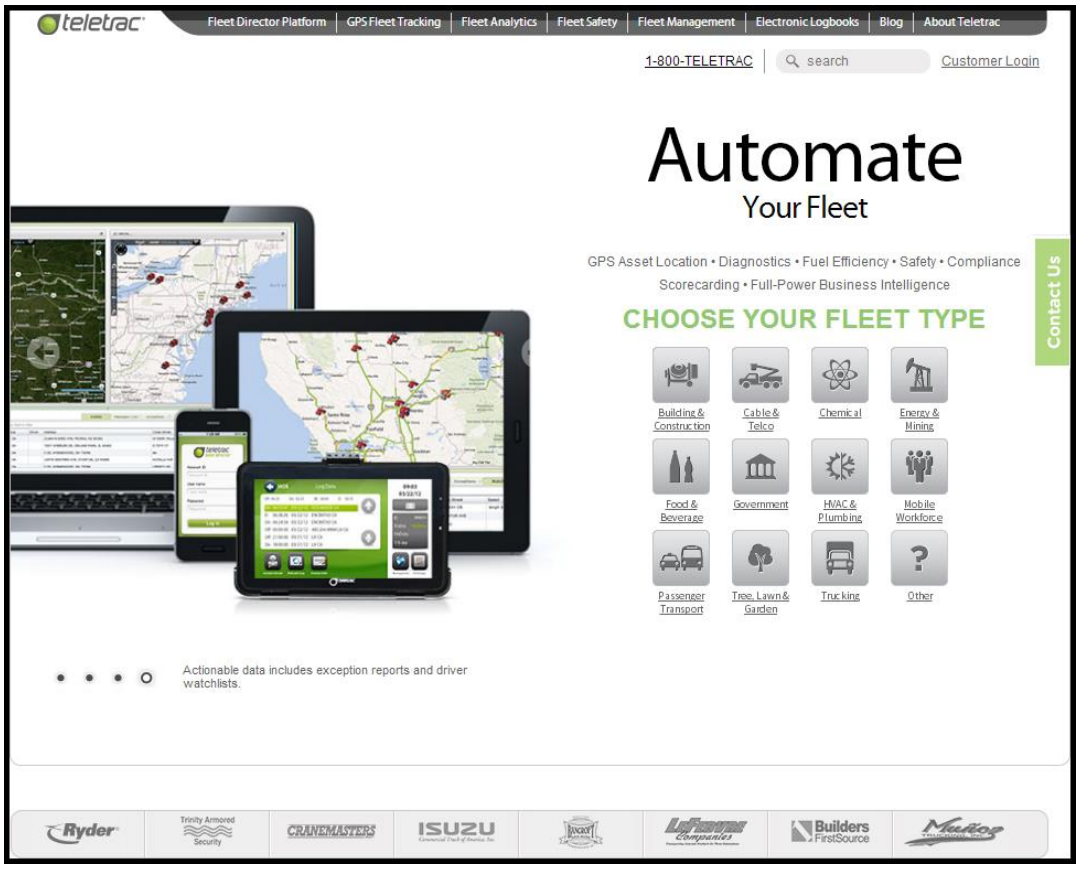
1. WELCOME TO THE FLEET DIRECTOR HELP FILE

This Help File explains the activities and functions that users can perform with Fleet Director. Direct any questions to the Customer Service Center at 1-800-487-4357, or via email at customerservice@teletrac.com.



FLEET DIRECTOR COMPONENTS

Fleet Director is a web-based application that can be accessed from a computer with a broadband internet connection. The multi-functional, interactive map, map views and map controls are provided by Microsoft Bing and Microsoft Silverlight.

Vehicle Location Units (known as Prism units) are installed in each vehicle. Each Prism unit communicates with the rest of the Fleet Director system to track vehicle locations and receive and transmit coded messages.

Prism Unit

The Prism unit is a transceiver, a combination of a transmitter and receiver with an attached antenna. The unit is contained in a black weather and tamper resistant enclosure. A wire harness attaches the unit to the vehicle providing power from the vehicle's battery. The antenna is attached to the Prism unit and is mounted in the vehicle (preferably on the inside of the windshield facing the sky for optimal connection). The Prism unit can be installed in a number of ways, depending on your company's business needs; it is usually installed in the body of the vehicle behind the dashboard to reduce the risk of tampering.

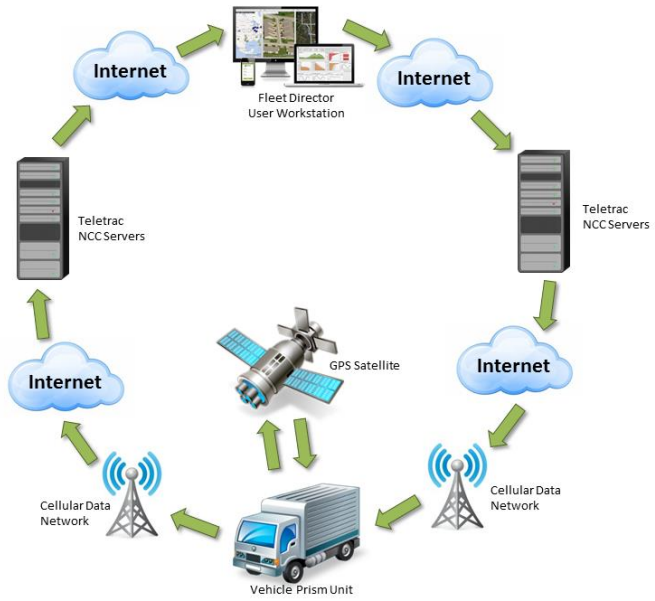
System to Fleet Director Transaction

Fleet Director databases and systems are carefully structured and continually monitored to ensure that each customer receives correct information. Once your information request is received, the Fleet Director system processes it. The code for messages is converted into the appropriate message string and displayed in your account. Vehicle positions are converted into geographic locations and displayed on the Map View. Updates on velocity and direction are calculated and the most recent data is displayed. Status changes are recorded and displayed.

Exception Condition comparisons (if invoked) are made. The results are analyzed and either displayed or discarded. Before Fleet Director provides the requested information, all of the necessary calculations are made in the Network Control Center (NCC) servers to provide accurate results.

The Location Flow Transaction in Detail for Prism

The Location Flow for a Prism unit is transparent. When you request location information from a vehicle, the following steps occur, starting at the top with step A:



Location Flow Steps Defined

Working through a client workstation [A], communicating over the Internet [B], you connect with the NCC [C]. Using the Web-based software and graphical interfaces on your screen, you request the location of a particular vehicle or sub-group(s).

The NCC [C] sends a message over the Internet [D] to wireless network [E] instructing them to call the selected Prism unit(s) [F], using the IP address assigned to the vehicle(s).

If the vehicle [F] is within a coverage area, the Prism unit answers its call and polls the GPS receiver to find where it is located based on satellites [F1]. The Prism unit takes this location information and sends it back to the wireless networks [G].

The wireless networks [G] send the information over the Internet [H] to Teletrac's NCC [I] and it is stored in your company's database. The location information sent back does not need to be calculated by the NCC [I].

The information is made available to your workstation over the Internet [J], where it is displayed on your computer screen. The entire transaction usually takes approximately 30 seconds.

SYSTEM REQUIREMENTS

Fleet Director requires the following minimum computer hardware specifications:

- A Processor - 2.2 GHz or better
- RAM – 2 GB or more
- A Video Card - 4 MB AGP
- An Operating System - Windows 2000/XP/2003/Vista Home Premium/Vista Business/Windows 7
  Note: Any software updates for the OS must be installed.
- Free HD space - approximately 15MB
- A standard keyboard
- A 17" monitor

Fleet Director requires the following system settings:

- High-speed broadband Internet connection
- Internet Explorer 7.0 or higher
- Microsoft Silverlight
- Java installed and updated
- Active scripting enabled
- Web caching disabled
- Possible Web filter and proxy settings adjustments to allow the Fleet Director maps to download*
- Possible pop-up blocker adjustment to allow maps and data download.

*The above system settings are standard across most companies; however, some do not allow Java script downloads. This must be allowed in order to view maps.

INSTALLING MICROSOFT SILVERLIGHT

Bing Maps Silverlight Control automatically detects if Microsoft Silverlight is installed on your computer. If Silverlight is not found, you will be prompted to install Silverlight.

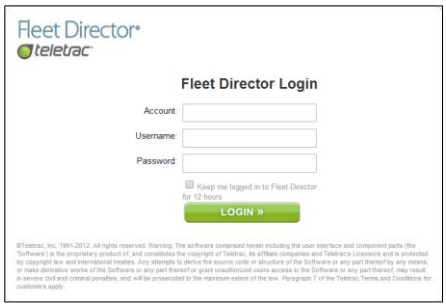
Installation instructions for Microsoft Silverlight can be found using the following link:
http://www.microsoft.com/silverlight/get-started/install/default.aspx#.

LOGGING IN TO FLEET DIRECTOR

To access Fleet Director, go to teletrac.com and click on **Customer Login** in the upper right portion of the screen.

To ensure the security of your account, each user must enter specific login credentials to access the Fleet Director software. Login credentials consist of an **Account ID**, **Username** and **Password**. The **Username** is associated with a **Security Group** (in The Control Panel Tab) when created which gives that user unique privileges and functions within the software.

To log in to Fleet Director, enter your **Account ID**, **Username** and **Password**. Then click on **LOGIN**.



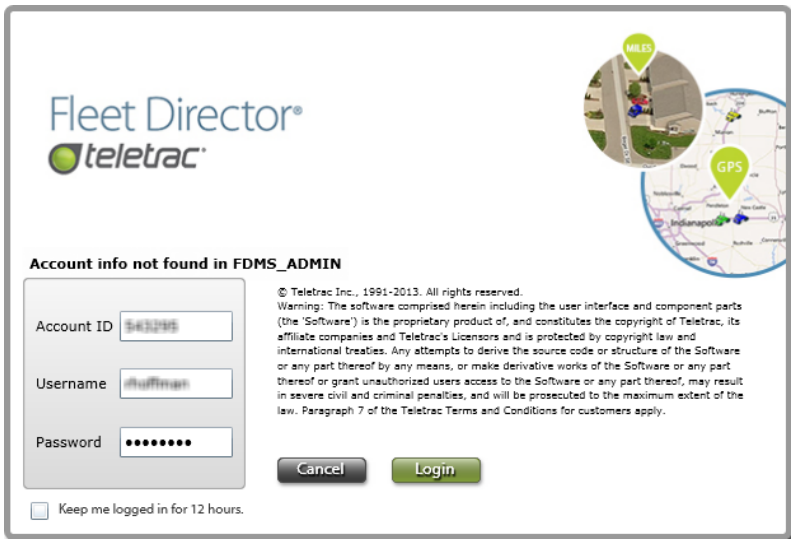
Your session remains active as long as you are using the software. To keep your session active for up to 12 hours (even if you are inactive in the software), check the "**Keep me logged in to Fleet Director for 12 hours**" check box.

For security purposes, Fleet Director has a 30-minute timeout. When users are inactive for 20 minutes, an Inactivity Warning pop-up displays on the screen and starts to count down from 10 minutes. If no action is taken, users are logged out of Fleet Director.

Click **Continue** to stay logged in to Fleet Director.

To bypass the 30-minute timeout, make sure to check the **Keep me logged in for 12 hours** check box.

If a user enters an incorrect **Account ID**, the following message displays: **Account info not found in FDMS_ADMIN**.



If a user enters an incorrect Username or Password, the following message displays:
The provided username or password failed.

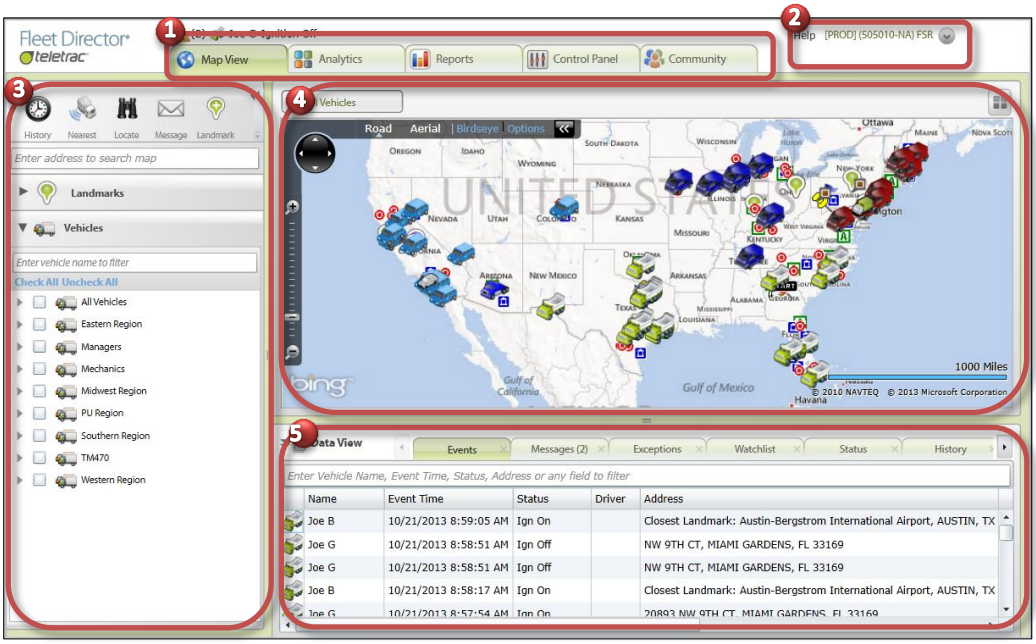
(Note that a valid **Account ID**, **Username** and **Password** are required to access Fleet Director.)

If you need assistance, please contact Customer Support at 1-800-487-4357, or via email at customerservice@teletrac.com.

2. MAP VIEW TAB OVERVIEW

FLEET DIRECTOR SCREEN OVERVIEW

1. Tabs
2. User Menu
3. Side Menu
4. Map View Area (dependent on tab selection; show as Map View)
5. Data View



USER MENU

The User Menu is located in the top right corner on any screen in Fleet Director and contains functions, such as **Logout** and **Change Password**. To access the User Menu, click

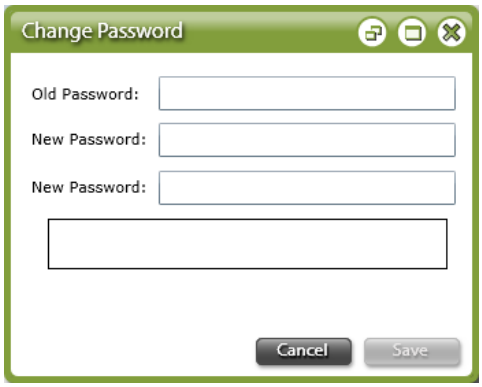
To log out of Fleet Director, select and click on **Logout**.

The **Change Password** feature allows users to change their password to log in to Fleet Director at any time. This is also a **Security Group** function.

To change the login password, select and complete these steps:

1. Select **Change Password**.
2. Type in your old/current password.
3. Type in your new password twice.

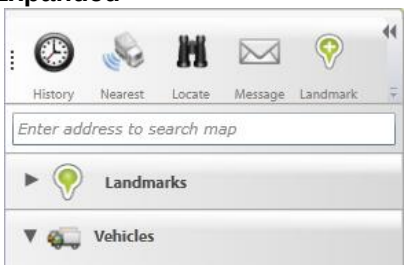
Passwords can be alphanumeric and must be a minimum of three characters in length:



SIDE MENU

The **Side Menu** (in the default Map View Tab) allows users to quickly run vehicle history, find the nearest vehicle to another vehicle or Landmark, address or coordinates, locate targeted vehicles, create Landmarks and more. Using the double arrows, users can expand or collapse the menu:

Expanded



Collapsed

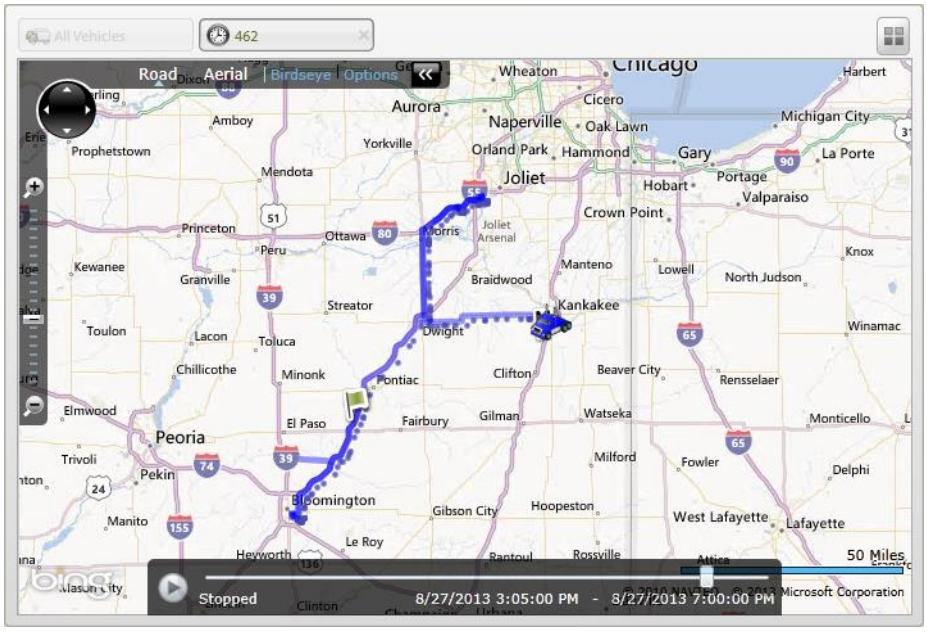
VIEWING VEHICLE HISTORY

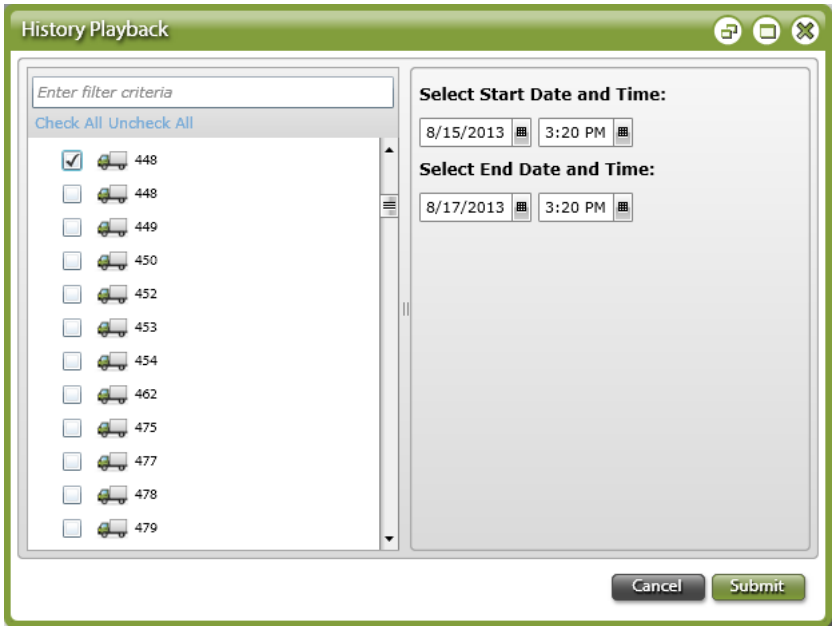
The History Playback feature allows users to view all vehicle events in any 24- or 48-hour period. When a user selects a start date, the end date is automatically selected 48 hours from the start date. For example, if you select 8/15/2013 at 3:20 pm, the 48-hour playback shows where the vehicle was driven from that time until 8/17/2013 at 3:20 pm.

When the History Playback feature is in use, each of the selected vehicles' past event points are represented by dots (or breadcrumb trails) on the map along with a line connecting to past events. By hovering the cursor over a dot, users can view a vehicle's name, location, date, time and status of the vehicle at that point. If a vehicle was in motion at the time of the event, speed information is also displayed. A playback slider bar appears at the bottom of the playback window on the map. Use the slider bar to pause, resume, and playback events.

To use History Playback, complete these steps:

1. Click on the **History Playback** icon: . The **History Playback** window appears.
2. Select a vehicle or sub-group from the list. To search for a specific vehicle, sub-group or region, type the vehicle name in the **Filter** box.
3. Select a Start Date and Time.
4. Modify the End Date and Time, if necessary.
5. Click on **Submit**. (Continued on next page).


All Vehicles
462
Road
Aerial
Birdseye
Options
Chicago
Wheaton
Harbert
Cicero
Aurora
Naperville
Oak Lawn
Michigan City
Amboy
Yorkville
Orland Park
Hammond
Gary
La Porte
Prophetstown
Mendota
Joliet
Hobart
Portage
Valparaiso
Princeton
Ottawa
Morris
Joliet Arsenal
Crown Point
Peru
Knox
Kewanee
Granville
Braidwood
Manteno
Lowell
North Judson
Streator
Kankakee
Toulon
Lacon
Toluca
Dwight
Winamac
Chillicothe
Minonk
Pontiac
Clifton
Beaver City
Rensselaer
Elmwood
El Paso
Fairbury
Gilman
Watseka
Monticello
Peoria
Trivoli
Pekin
Milford
Fowler
Delphi
Bloomington
Gibson City
Hoopeston
West Lafayette
Lafayette
Manito
Le Roy
Heyworth
Rantoul
Rossville
Attica
50 Miles
Stopped
8/27/2013 3:05:00 PM - 8/27/2013 7:00:00 PM
Microsoft Corporation


History Playback
Enter filter criteria
Check All Uncheck All
448
448
449
450
452
453
454
462
475
477
478
479
Select Start Date and Time:
8/15/2013
3:20 PM
Select End Date and Time:
8/17/2013
3:20 PM
Cancel
Submit

VEHICLE HISTORY FOR THE LAST 24 HOURS.

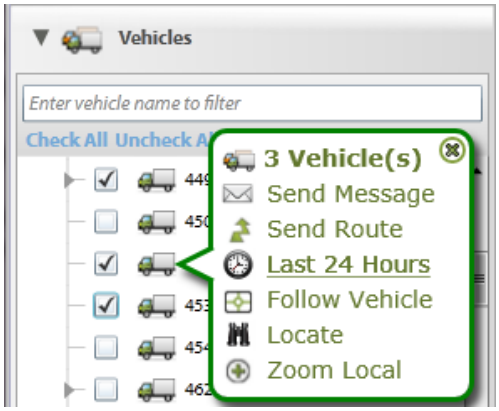
There are two ways to access the **Last 24 Hours** feature: The **Side Menu** and the pop-up action menu.

Note: the pop-up action menu is accessed by right-clicking on a vehicle on a map, a vehicle or sub-fleet from the **Side Menu** or vehicle data on the Data View. The last 24 hours refers to the 24 hours immediately prior to your selection.

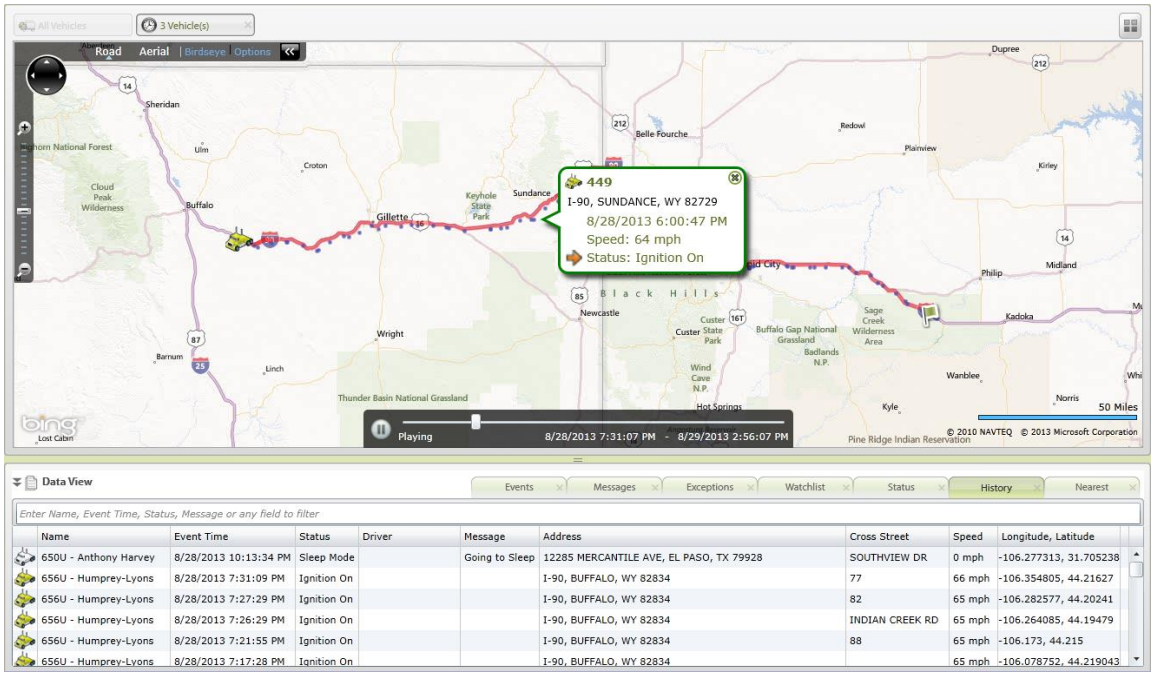
For example, vehicles 449, 452 & 453 were selected (checked) and the Last 24 Hours feature was run at 11:24am on 8/29/13. The history of these three vehicles shows from 8/28/13 at 11:24am – 8/29/13 at 11:24am.

To use the Last 24 Hours feature, complete these steps:

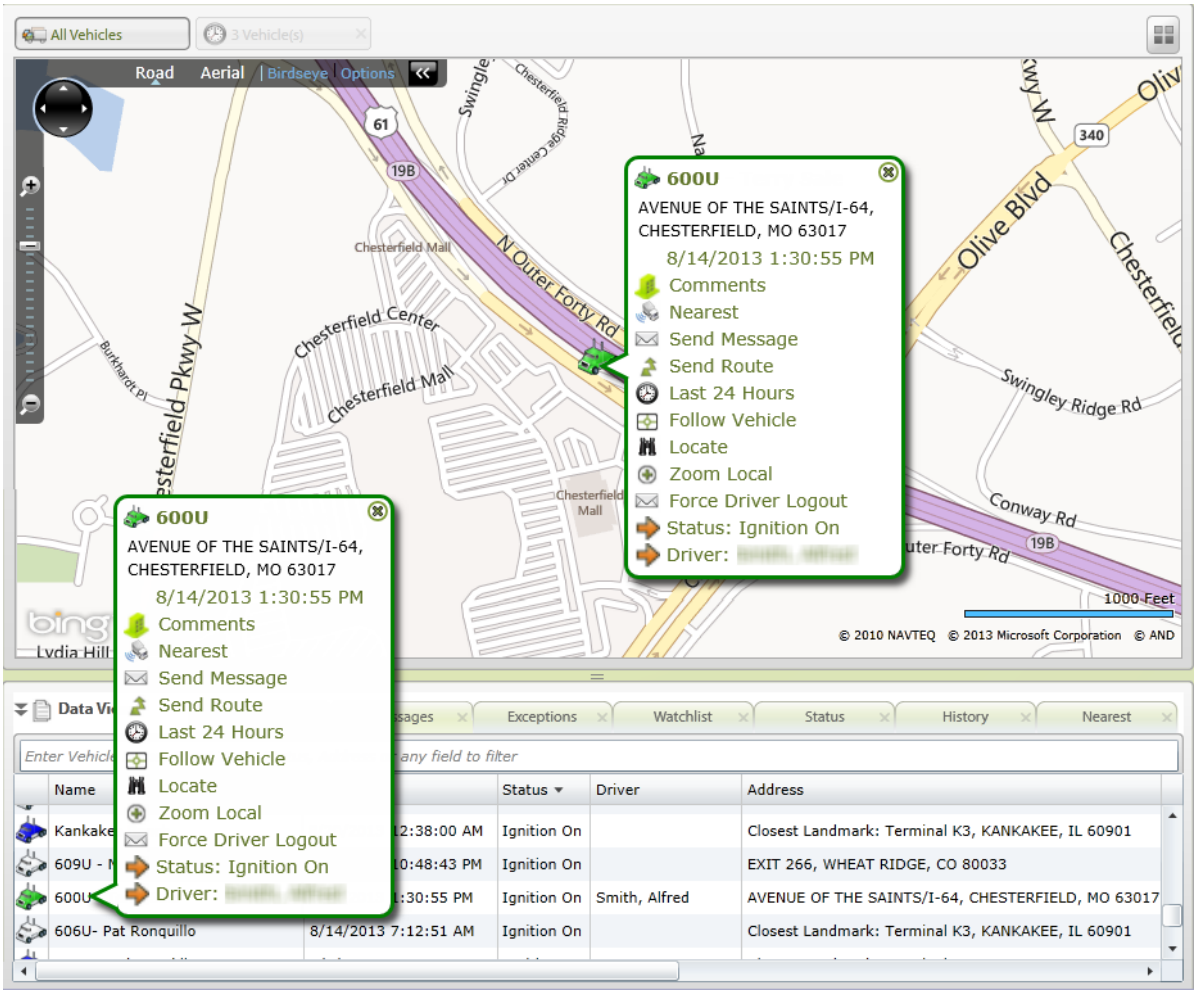
1. Check the box next to the vehicle(s) on the Vehicles list.
2. Right-click on one of the selected vehicles. The pop-up action menu appears.
3. Click on **Last 24 Hours**.



The **History Playback** for the selected vehicles is displayed in the **Data View** under the **History Tab**. By hovering the cursor over a dot, users can view the vehicle name, its current location, date, time and status at that point. If the vehicle was in motion at the time of the event, speed is also displayed. A playback slider bar appears at the bottom of the map. Use the slider bar to pause, resume, and playback events.



1. Right-click on a vehicle on the **Map View**, **Data View** or **Vehicles** list. The pop-up action menu appears.
2. Click on **Last 24 Hours**. This displays the vehicle's 24-hour history from the specified start time.



FINDING NEAREST VEHICLES

The **Nearest** feature queries an entire fleet to find the nearest vehicles to a Landmark, address or another vehicle. Distance and current traffic conditions from Traffic.com are considered by Fleet Director when calculating the nearest vehicle's proximity. The list of the 20 closest vehicles is sorted by time and then distance on the Nearest Tab in the Data View.

HOW TO SEARCH FOR THE NEAREST VEHICLES

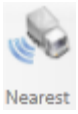
Select the **All Vehicles** option to query an entire fleet to find the vehicles closest to an address, coordinates, a Landmark or another vehicle.

If you select a sub-fleet or a single vehicle, the query only searches the nearest from the selected vehicles.

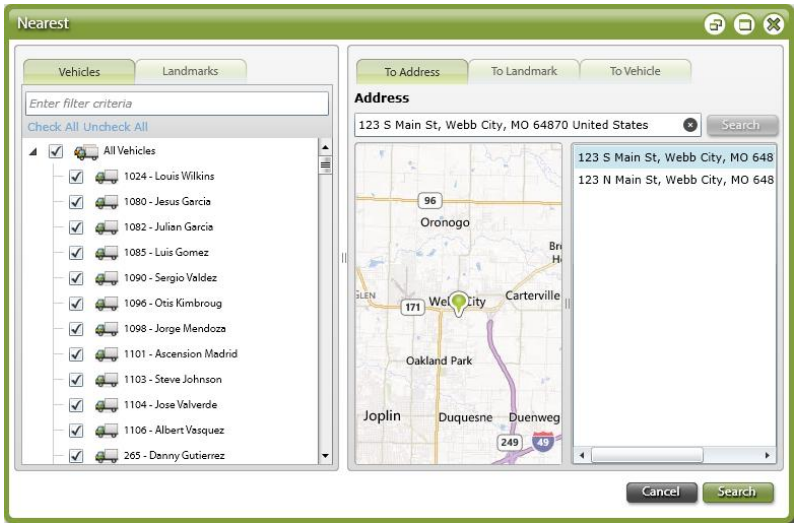
There are multiple ways to access the Nearest feature: The **Side Menu** and the pop-up action menu.

Use the search bar to search for a particular vehicle or Landmark.

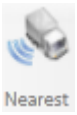
To search for the nearest vehicle to an address, complete these steps:



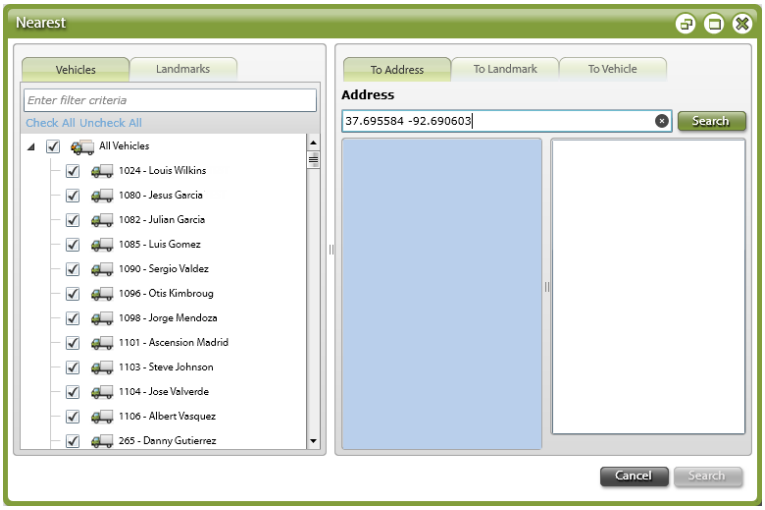
1. Click on the **Nearest** icon on the **Side Menu**. The **Nearest** window appears.
2. Select the targeted **vehicle(s)** from the **Vehicles** list.
3. On the **To Address** tab, enter an address without capitalization or commas. For example, **123 main street webb city mo**.
4. Click on **Search** next to the address bar. (You may need to further define your address search).
5. Click on **Search** at the bottom right of the window.



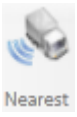
To search for the nearest vehicle by coordinates, complete these steps:



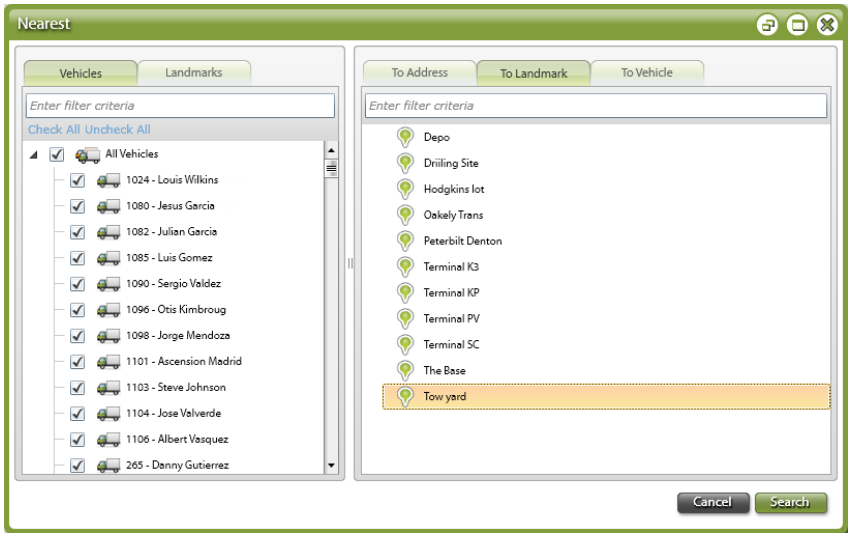
1. Click on the **Nearest** icon on the **Side Menu**. The **Nearest** window appears.
2. Select the targeted **vehicle(s)** from the Vehicles list.
3. On the **To Address** tab, type in latitude coordinates then the longitude coordinates. For example, **37.695584 -92.690603**.
4. Click on **Search** at the bottom right of the window.



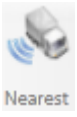
To search for the nearest vehicle to a Landmark, complete these steps:



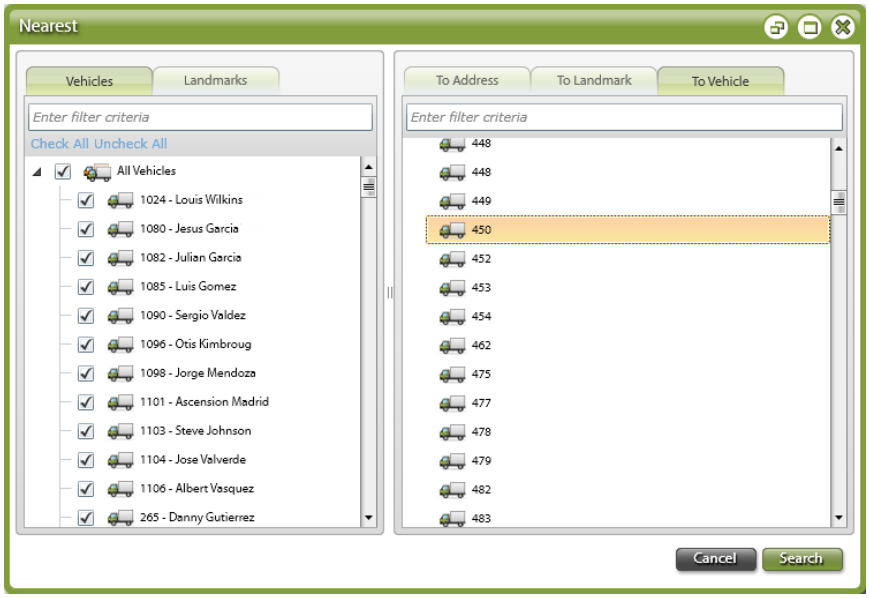
1. Click on the **Nearest** icon on the **Side Menu**. The **Nearest** window appears.
2. Select the targeted **vehicle(s)** from the **Vehicles** list.
3. Click on the **To Landmark** tab and select a Landmark.
4. Click on **Search** at the bottom right of the window.



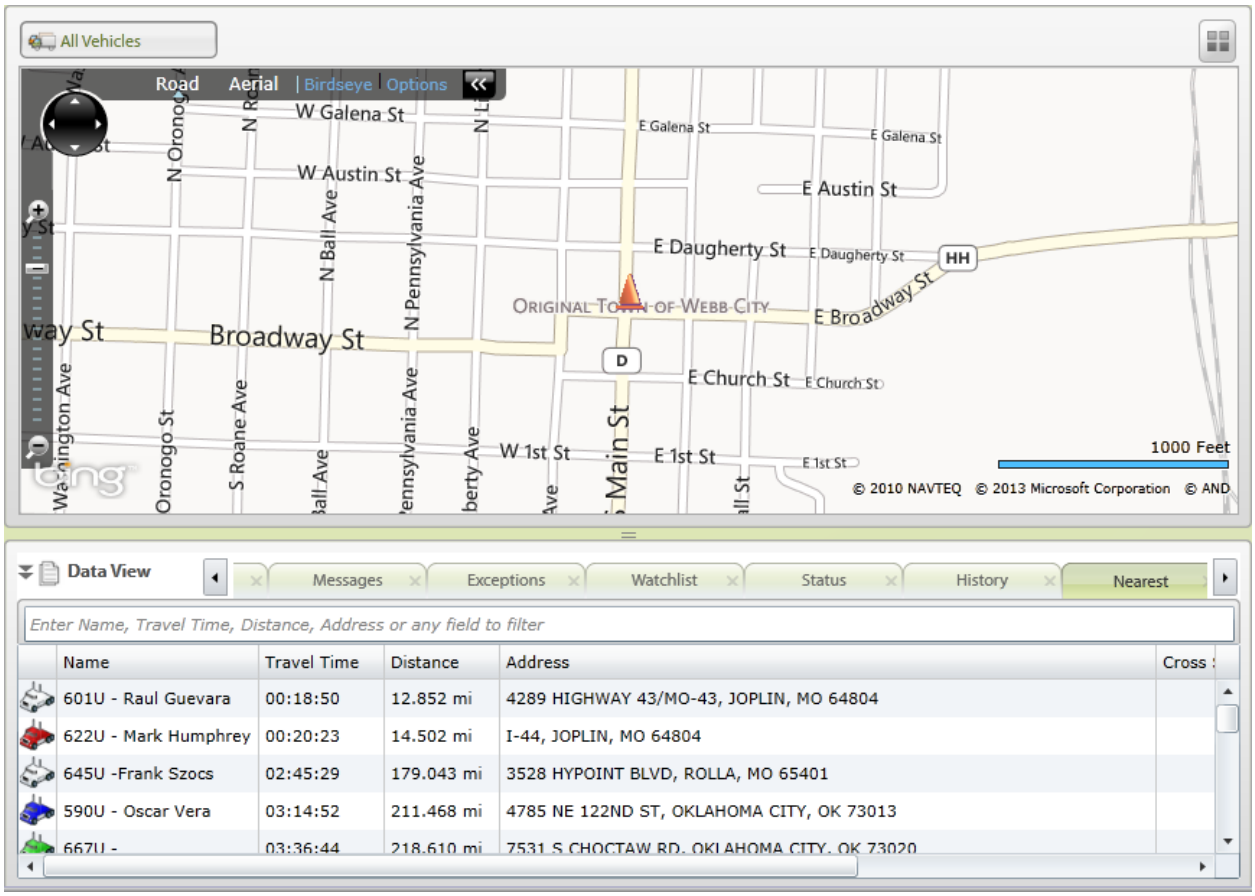
To search for the nearest vehicle to another vehicle, complete these steps:



1. Click on the **Nearest** icon on the **Side Menu**. The **Nearest** window appears.
2. Select the targeted **vehicle(s)** from the **Vehicles** list.
3. Click on the **To Vehicle** tab and select a vehicle.
4. Click on **Search** at the bottom right of the window.

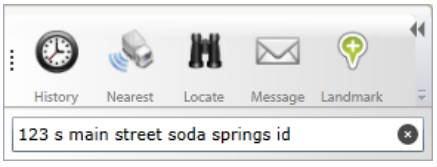


The query displays the results in the Data View under the **Nearest** tab (below):



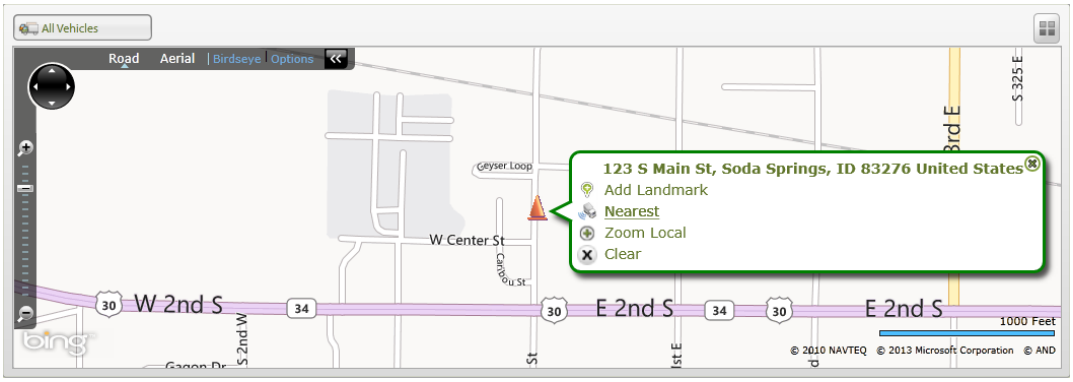
To find the nearest vehicle to a point on the map, complete these steps:

1. Type in an address or coordinates in the search bar.



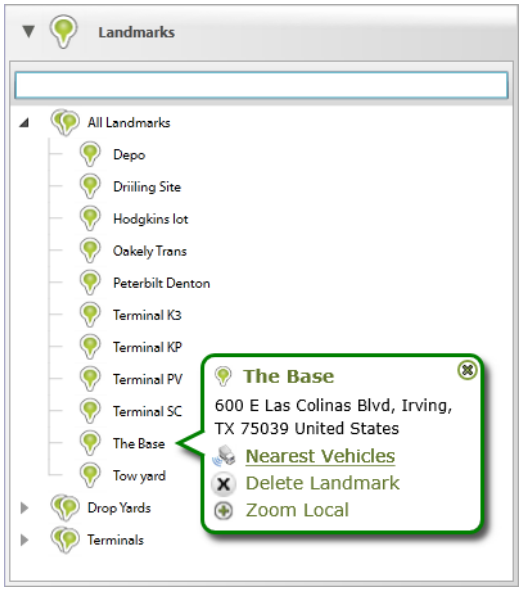
2. Right-click on the orange cone and select the **Nearest** option.

The search returns the nearest vehicle(s) to the address or specific coordinates.



To find the nearest vehicle to a Landmark from the Landmarks list, complete these steps:

1. Right-click on the Landmark. The pop-up action menu appears.
2. Click on **Nearest Vehicles**.



FINDING NEAREST LANDMARKS

The **Nearest** feature queries an entire fleet to find the nearest Landmark to a vehicle, another Landmark or another vehicle. Distance and current traffic conditions from Traffic.com are considered by Fleet Director when calculating nearest location's proximity. The list of the 20 nearest vehicles to a Landmark is sorted by time and then distance which appears on the Nearest tab in the Data View.

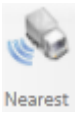
How to search for the nearest Landmark:

Select the **All Landmarks** option to query all Landmarks to find the vehicles closest to an address, coordinates, another Landmark, or vehicle.

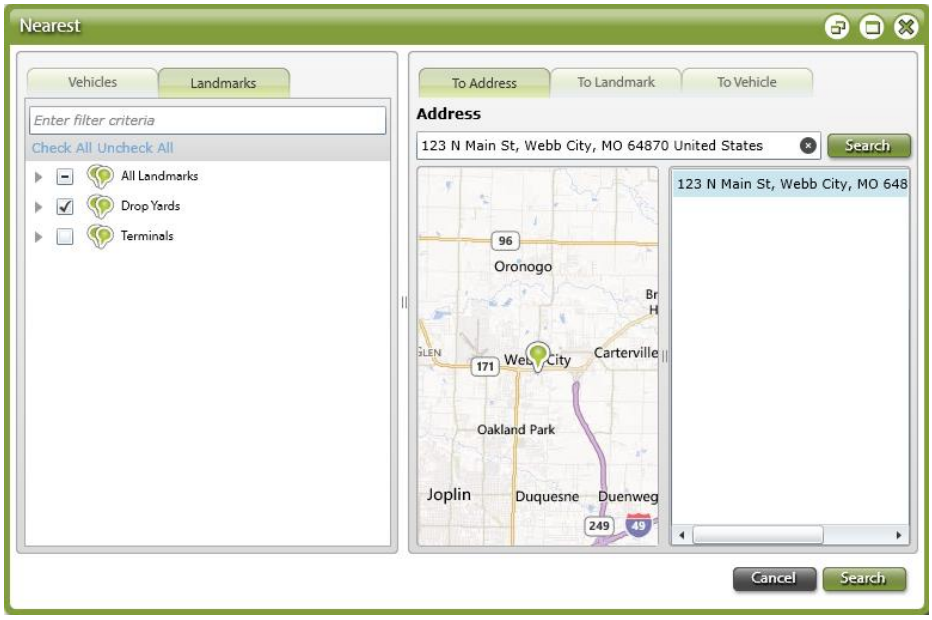
If you select a sub-fleet or individual vehicles, **Nearest** searches the nearest from the selected vehicles.

(Continued on next page.)

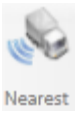
To search for the closest Landmark to an address, complete these steps:

1. Click on the **Nearest** icon 

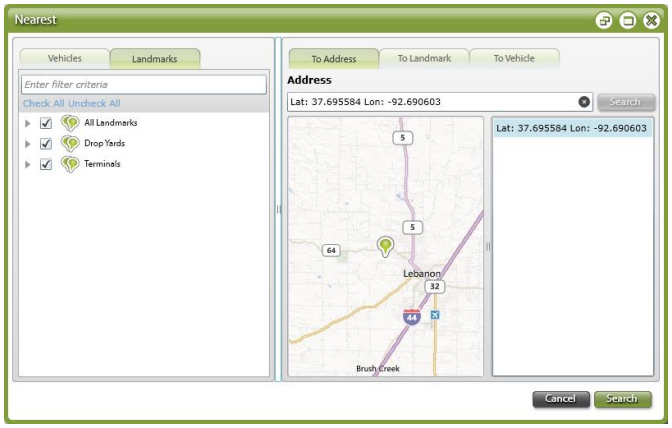
on the **Side Menu**. The **Nearest** window appears.
2. Select the targeted **Landmark(s)** from the Landmarks list.
3. On the **To Address** tab, enter an address without capitalization or commas. For example, **123 main street webb city mo**.
4. Click on **Search** at the bottom right of the window.



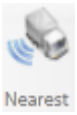
To search for the nearest Landmark by coordinates, complete these steps:

1. Click on the **Nearest** icon 

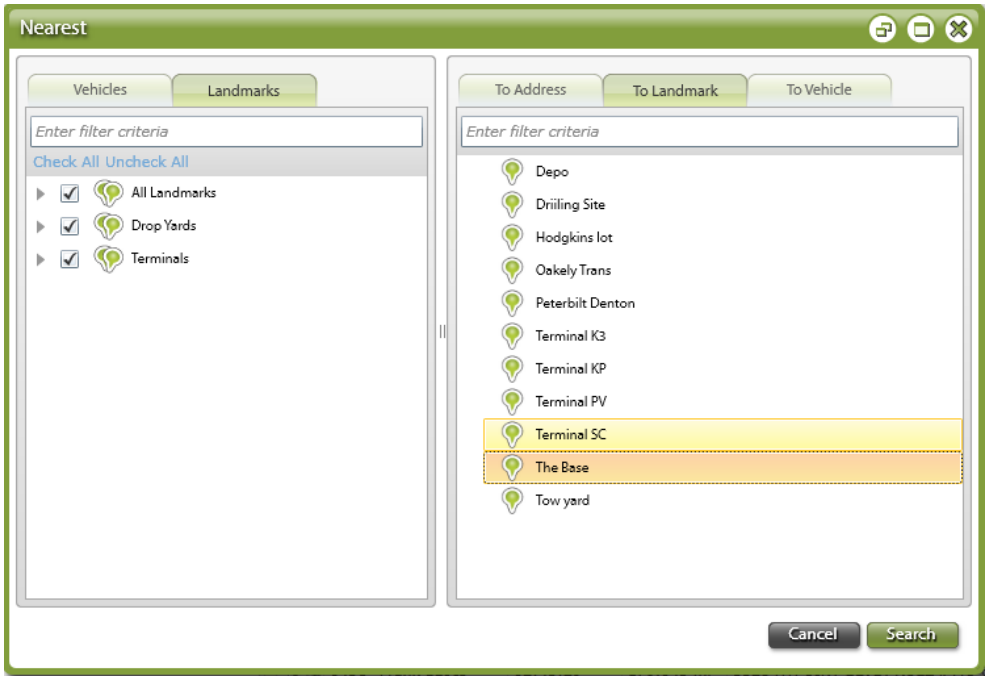
on the **Side Menu**. The **Nearest** window appears.
2. Select the targeted **Landmark(s)** from the Landmarks list.
3. On the **To Address** tab, type in latitude and longitude. For example, **37.695584 -92.690603**.
4. Click on **Search** at the bottom right of the window.



To search for the Nearest Landmark to another Landmark, complete these steps:



1. Click on the **Nearest** icon on the **Side Menu**. The **Nearest** window appears.
2. Select the targeted **Landmark(s)** from the Landmarks list.
3. Click on the **To Landmark** tab and select a Landmark.
4. Click on **Search** at the bottom right of the dialog window (below).



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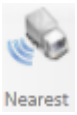
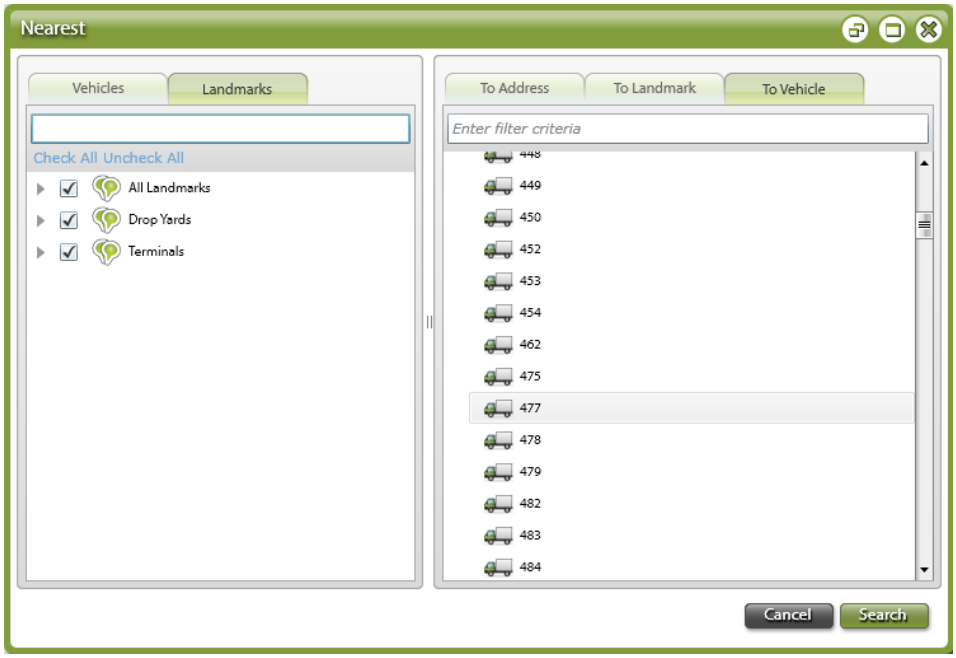
To search the nearest Landmark to another vehicle, complete these steps:



1. Click on the **Nearest** icon on the **Side Menu**. The **Nearest** window appears.
2. Select the targeted **Landmark(s)** from the Landmarks list.
3. Click on the **To Vehicle** tab and select a vehicle.
4. Click on **Search** at the bottom right of the dialog window. The Landmark and nearest vehicle displays on the Map View and in the Data View.



LOCATING VEHICLES AND SUB-FLEETS

The **Locate** feature gives a user the ability to locate an entire fleet, sub-fleets, selected vehicles or a single vehicle on demand. (Note that vehicles must be in a good coverage area and not in Sleep Mode for this feature to function properly.) Vehicles that are out of coverage or in Sleep Mode display their last registered location. If any vehicles actively change locations and "No GPS Lock" continues, contact Customer Service at 1-800-487-4357, or via email at customerservice@teletrac.com.

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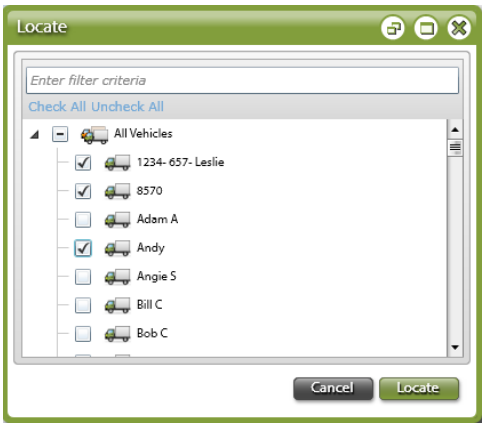
There are two ways to access the **Locate** feature: The **Side Menu** and the pop-up action menu.

To receive a manual vehicle Locate, complete these steps:

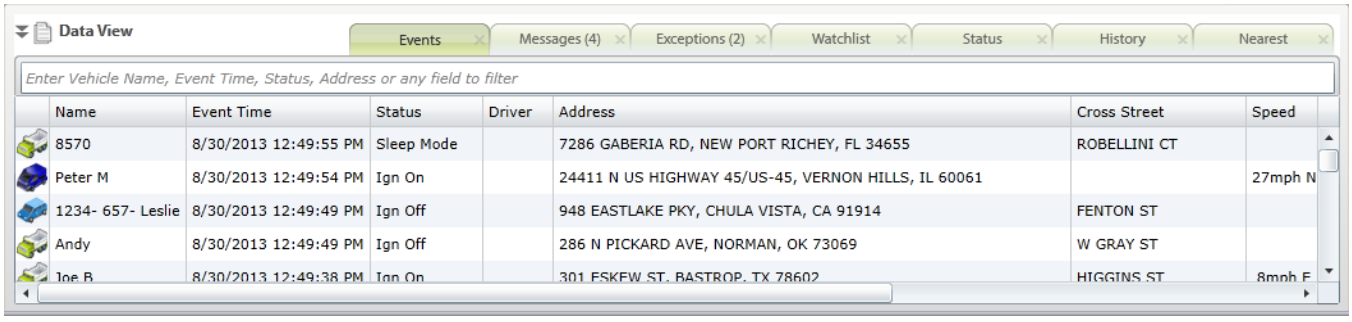
1. Click on the **Locate** icon from the 

Side Menu. The **Locate** window appears.

2. Select the targeted **vehicle(s)** or use the search filter to find a vehicle by name.
3. Click on **Locate.**

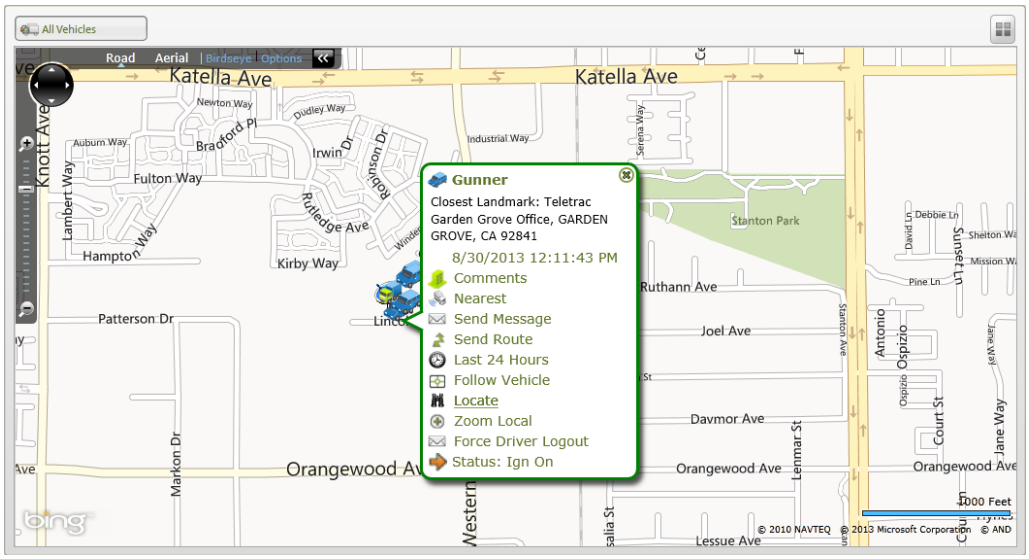


Note: Vehicle locates may take approximately 10-30 seconds to appear in the Events tab in the Data View.

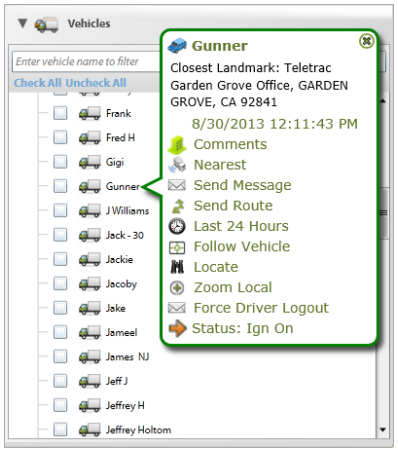


The pop-up action menu allows you to click on a vehicle icon on the **Map View**, a vehicle in the **Vehicle List**, or in the **Data View**.

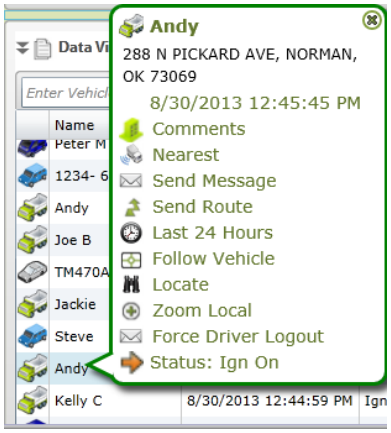
On the map, you may see a view similar to this one:



Vehicles List:



The Data View:

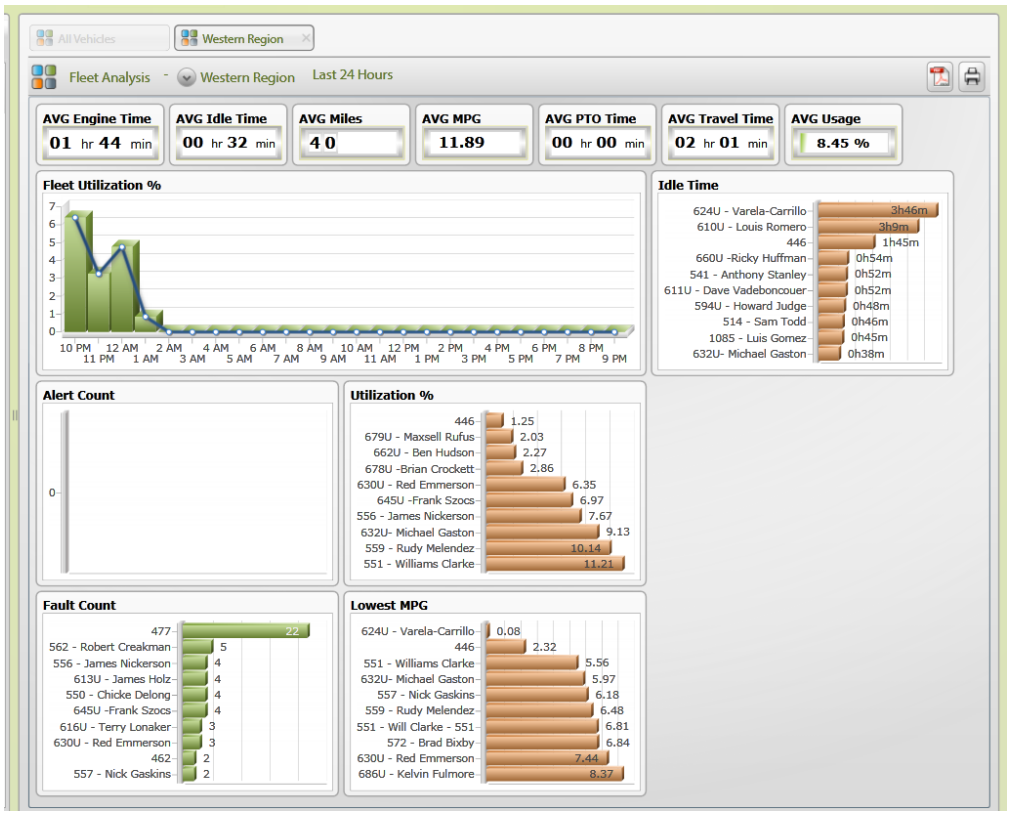


3. ABOUT THE ANALYTICS TAB

- The **Analytics Tab** features **Fleet Analysis** and Safety Analytics dashboards and tools.
- The **Fleet Analysis** data is presented in the “Last 24 Hour” format.
- You can analyze an entire fleet, including sub-fleets and individual vehicles.
- You can create custom **Fleet Analysis** and **Safety Analytics** dashboards to perform specific analyses for all vehicles, including sub-fleets and individual vehicles.
- The **Fleet Analysis** and **Safety Analytics** dashboards can be printed and exported as an Adobe PDF file.
- The **Fleet Analysis** data charts and graphs boxes (also known as widgets) can be moved, resized and minimized. To move a widget, click on the widget and drag it to the preferred location on the dashboard. To resize a widget, click on a corner or edge of the widget and drag it to enlarge or push the mouse to make the widget smaller. To close a widget, click on the X on the upper right-hand corner.
- **Safety Analytics** allows users to monitor driving behavior for an entire fleet, including sub-fleets and individual vehicles.
- **Safety Analytics** data is presented in a two week time frame format.

FLEET ANALYSIS

Fleet Analysis is accessible from the **Analytics Tab**, located between the **Map View Tab** and the **Reports Tab**. When you click on the **Analytics Tab**, **Fleet Director** shows a **Fleet Analysis** dashboard for “All Vehicles” for the last 24 hours. The dashboard can be saved as an Adobe PDF file or printed using the printer icon located on the upper right-hand corner of the dashboard header.



To run the Fleet Analysis dashboard for a sub-fleet, complete these steps:

1. Click on the **Analytics** Tab.
2. In the Vehicles filter on the **Side Menu**, right-click on a sub-fleet name and then click on **Fleet Analysis**.
3. The **Fleet Analysis** dashboard for that sub-fleet appears with data for the last 24 hours.
4. The dashboard analysis can be saved as an Adobe PDF file or printed using the printer icon on the upper right-hand corner of the dashboard header.

The Fleet Analysis dashboard includes graphical representations (widgets) of the following performance data:

WIDGET	DESCRIPTION
Alert Count	The 10 vehicles in the fleet with the highest number of triggered exception events during the last 24 hours. The bar graph includes vehicle names and their corresponding number of alerts.
AVG Engine Miles	The total engine time for an entire fleet, divided by the number of vehicles within that fleet.
AVG Idle Time	The total idle time for an entire fleet, divided by the number of vehicles within that fleet. Idle is defined as **Ignition On** and **No Motion**.
AVG Miles	The total miles driven by an entire fleet, divided by the number of vehicles within that fleet.
AVG PTO Time	The total PTO time used for an entire fleet, divided by the number of vehicles within a fleet. **Note that customer accounts must have PTO (inputs and outputs) installed to populate AVG PTO Time.**
AVG Travel Time	The total amount of drive (travel) time for an entire fleet, divided by the number of vehicles within that fleet.
AVG Usage	The total moving time for an entire fleet, divided by the total number of vehicles within a fleet. Average usage is based on vehicle motion and PTO ON messages.
Fault Count	The 10 vehicles within a fleet with the highest number of engine faults during the last 24 hours. The bar graph includes vehicle names and their corresponding number of alerts. **Note that J-Bus/OBDII installation is required to populate a Fault Count.**
Fleet Utilization (%)	The percentage of a customer's fleet that was in use for each hour over the last 24 hours. The percentage scale is on the vertical axis (on the graph) and the times of day are on the horizontal axis. There is a bar on the graph for each hour of the day. Mouse over the bar to view the time and utilization percentage through a pop-up window.
Idle Time	The 10 vehicles within a fleet with the most idle time. This bar graph includes vehicle names and their corresponding amount of idle time.
Lowest MPG	The 10 vehicles within a fleet with the lowest fuel efficiency reported during the last 24 hours. This bar graph includes vehicle names and a bar illustrating their fuel efficiency in miles per gallon (mpg). **Note that J-Bus/OBDII installation is required to populate Lowest MPG.**
Utilization %	The 10 vehicles within a fleet that were driven the least during the last 24 hours. **How to calculate vehicle use: Utilization = ([Drive Time] + [PTO Time]) / [Total Time]**. This bar graph includes vehicle names and their usage time in decimal total based on a percentage.

VEHICLE OVERVIEW FOR INDIVIDUAL VEHICLES

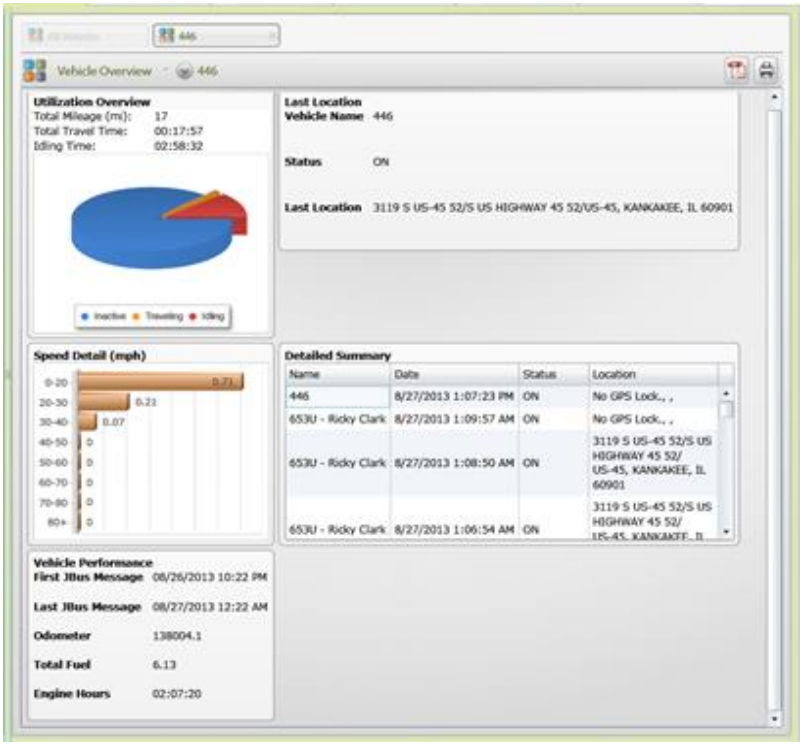
Vehicle Overview provides a snapshot of a single vehicle's engine performance for the last 24 hours.

To view a vehicle overview in Fleet Director, complete these steps:

1. Click on the **Analytics** tab.
2. In the Vehicles section on the **Side Menu**, expand the list by clicking on the triangle.
3. Right-click on the targeted **vehicle name**.

Note: To search for a vehicle, type a vehicle name in the Vehicles filter on the **Side Menu**.

4. Click On Vehicle Overview. The Vehicle Overview will appear.
5. Print or Save as a PDF.



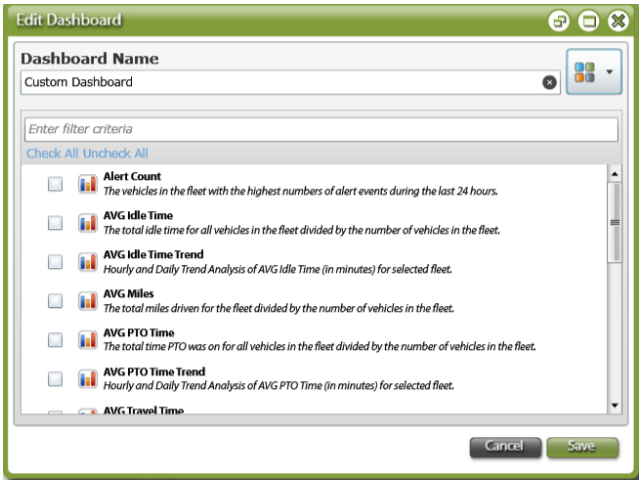
FIELD	DESCRIPTION
Utilization Overview	Shows Total Mileage, Total Travel Time and Idling Time.
Last Location	Shows last location, heading and status of the selected vehicle.
Speed Detail	Shows the percentage of time a vehicle traveled within a particular speed range. The results are represented by a bar graph.
Detailed Summary	Shows a vehicle name, date and time of a status change, vehicle status and location of a vehicle's last reported status change.
Vehicle Performance	Shows first J-Bus Message, Last J-Bus Message, last Odometer reading, Total Fuel and Engine Hours. Note that J-Bus/OBDII installation is required for this data to populate.

CREATING CUSTOM DASHBOARDS FOR ALL VEHICLES OR SUB-FLEET

You can create custom dashboards to perform specific analyses for a sub-fleet. The dashboard is automatically saved and available to be run again. The custom dashboard has an added feature to export data to an Excel file.

To create a dashboard for all vehicles or a sub-fleet in Fleet Director, complete these steps:

1. Click on the **Analytics** tab.
2. In the **Vehicles** filter list on the **Side Menu**, right-click on **All Vehicles** or a sub-fleet name, depending on preference. The pop-up action menu appears.
3. Click on **New Dashboard**. The **Edit Dashboard** dialog box appears.



4. Type in a custom name in the **Dashboard Name** bar.
5. From the display-type drop-down menu, select  to create a dashboard for more than one vehicle.
6. From the **Widget List**, check off the type of performance data (widget) that you want to include on the dashboard.

Note: To search for a specific widget, type the name in the search/filter bar. You can configure **Fleet Analytics** dashboards to include the fleet performance data in table below

7. Click on **Save**. The new dashboard name appears as a tab in the **Analytics** view.
8. Your new dashboard is automatically saved and can be run again by right-clicking on **All Vehicles** or a sub-fleet name on the **Side Menu's Vehicles** filter list.
9. The new dashboard can be exported to Excel using the  icon on the right side of the dashboard header.
10. The graphs of the new dashboard can be rearranged and resized with click-hold-drag.
11. The graphs of the new dashboard can be removed by clicking on the "X" in the upper right corner.

WIDGET	DESCRIPTION
Alert Count	The vehicles in the fleet with the highest number of triggered exception events during the last 24 hours.
AVG Idle Time	The total idle time for an entire fleet, divided by the number of vehicles within that fleet. Idle is defined as Ignition On and no motion.
AVG Idle Time Trend	Trend analysis of idle time. The average idle time is displayed on the vertical axis on the graph and the dates and times of the averages are displayed on the horizontal axis. **To select and update a time frame:** Click on the calendar icons. Then click on the drop-down arrow to select daily or hourly data. Click on **Refresh** to update the display and save your changes.
AVG Miles	The total miles driven by an entire fleet, divided by the number of vehicles within that fleet.
AVG PTO Time	The total time PTO time used for an entire fleet, divided by the number of vehicles within a fleet. **Note that customer accounts must have PTO (inputs and outputs) installed to populate AVG PTO.**
AVG PTO Time Trend	Trend analysis of PTO time. The average PTO time is displayed on the vertical axis on the graph and the dates and times of the averages are displayed on the horizontal axis. **To select and update a time frame:** Click on the calendar icons. Then click on the drop-down arrow to select daily or hourly data. Click on **Refresh** to update the display and save your changes. **Note that customer accounts must have PTO (inputs and outputs) installed to populate AVG PTO.**
AVG Travel Time	The total amount of drive (travel) time for an entire fleet, divided by the number of vehicles within that fleet.
AVG Travel Time Trend	Trend analysis of travel time. The average travel time for the fleet is displayed on the vertical axis on the graph and the dates and times of the averages are displayed on the horizontal axis. **To select and update a time frame:** Click on the calendar icons. Then click on the drop-down arrow to select daily or hourly data. Click on **Refresh** to update the display and save your changes.
AVG Usage	The total moving time for an entire fleet, divided by the total number of vehicles within that fleet. Average usage is based on vehicle motion and PTO ON messages.
Best Ranking Vehicle Safety	The 10 vehicles with the best safety score in **Safety Analytics**. Note that customer accounts must be set up for **Safety Analytics** to support this feature.
Fleet Utilization (%)	The percentage of the customer's fleet that was in use for each hour over the last 24 hours. The percentage scale is on the vertical axis (on the graph) and the times of day are on the horizontal axis. There is a bar on the graph for each hour of the day. Mouse over the bar to view the time and utilization percentage through a pop-up window.
Idle Time	The 10 vehicles in the fleet with the most idle time. This bar graph includes vehicle names and their corresponding idle time.
Safety Analytics Score Trend	Trend analysis for the Safety Analytics Score. The Safety Analytics Score is displayed on the vertical axis (on the graph) and the dates and times of the score are displayed on the horizontal axis. **To select and update a time frame:** Click on the calendar icons. Then click on the drop-down arrow to select daily or hourly data. Click on **Refresh** to update the display and save your changes. Note that customer accounts must be set up for **Safety Analytics** to support this feature.

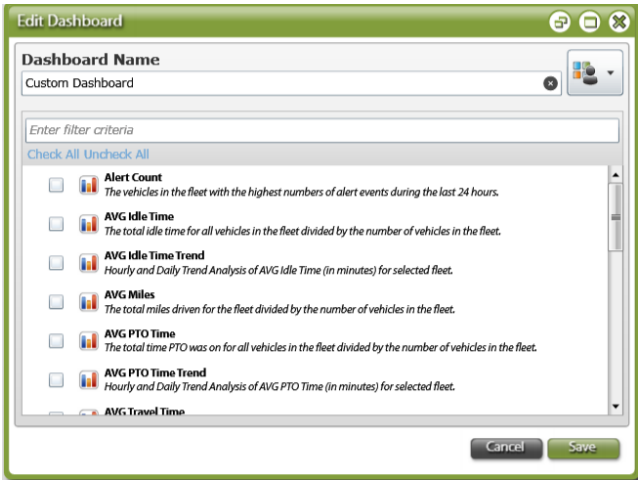
Safety Parameters	Shows the breakdown of different types of driving behavior that have contributed to the safety analysis for the fleet and worse score. Note that customer accounts must be set up for **Safety Analytics** to support this feature.
Safety Score	The average safety score. Note that customer accounts must be set up for **Safety Analytics** to support this feature.
Safety Score Indicator	This gives a visual representation of the safety score. It is shown as a gauge with two needles. When a single vehicle is selected, the inner yellow needle shows the vehicle score and the outer orange needle shows the average score for an entire fleet. When multiple vehicles are selected, the inner yellow needle shows the worst vehicle score and the outer orange needle shows the average score. Note that customer accounts must be set up for **Safety Analytics** to support this feature.
Total Exception Event Trend	Trend analysis of exception events for the selected fleet. The average number of exception events for the fleet is displayed on the vertical axis (on the graph) and the dates and times of the averages are displayed on the horizontal axis. **To select and update a time frame:** Click on the calendar icons. Click on the drop-down arrow to select daily or hourly data. Click on **Refresh** to update the display and save your changes.
Total Fault Event Trend	Trend analysis of fault events. The average number of fault events for the fleet is displayed on the vertical axis (on the graph) and the dates and times of the averages are displayed on the horizontal axis. **To select and update a time frame:** Click on the calendar icons. Then click on the drop-down arrow to select daily or hourly data. Click on **Refresh** to update the display and save your changes.
Total Miles Analyzed	The total miles analyzed in calculating the safety score. Note that customer account must be set up for Safety Analytics to support this feature.
Utilization %	The 10 least used vehicles during the last 24 hours.
Utilization % Trend	Trend analysis of utilization percentage. The average utilization percentage time for the fleet is displayed on the vertical axis (on the graph) and the dates and times of the averages are displayed on the horizontal axis. To select and update a time frame: Click on the calendar icons. Then click on the drop-down arrow to select daily or hourly data. Click on **Refresh** to update the display and save your changes.
Worst Ranking Vehicle Safety	The 10 vehicles with the worst safety scores.

CREATING CUSTOM DASHBOARDS FOR INDIVIDUAL VEHICLES

You can create custom dashboards to perform specific analyses for individual vehicles. The dashboard is automatically saved and available to be run again. The custom dashboard has an added feature to export data to an Excel file.

To create a dashboard for an individual vehicle in Fleet Director, complete these steps:

1. Click on the **Analytics** tab.
2. In the **Vehicles list** on the **Side Menu**, expand the **All Vehicles** filter list by clicking on the **triangle**.
3. Right-click on the targeted vehicle.
4. Click on **New Dashboard**. The Edit Dashboard dialog box appears:



5. Type a custom name in the Dashboard Name bar.
6. From the display-type drop-down menu, select  for an individual vehicle dashboard.
7. From the widget list, check off the type of performance data (widget) that you want to include on the dashboard.
8. **Note:** To search for a specific widget, type a name in the search/filter bar. You can configure Fleet Analytics dashboards to include the fleet performance data in table below.
9. Click on **Save**. The new dashboard name appears as a tab in the Analytics view.
10. Your new dashboard is automatically saved and can be run again by right-clicking on a vehicle Name on the **Side Menu** the Vehicles list.
11. The new dashboard can be exported to Excel using the  icon on the right side of the dashboard header.
12. The graphs of the new dashboard can be rearranged and resized with click-hold-drag.
13. The graphs of the new dashboard can be removed by clicking on the “X” in the upper right corner.

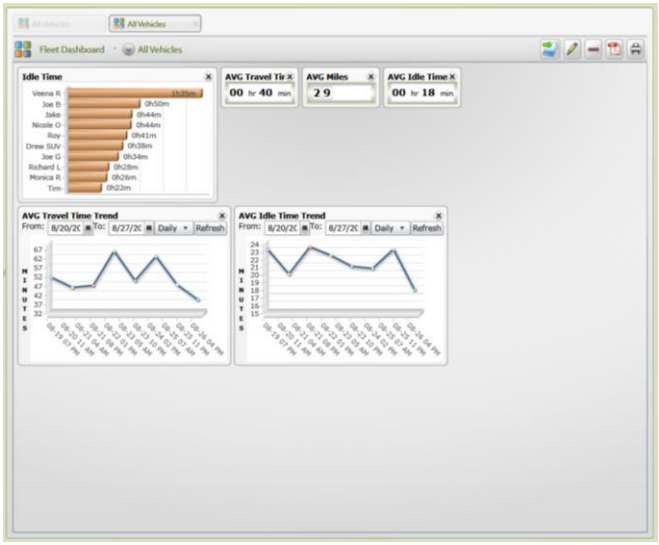
WIDGET	DESCRIPTION
Alert Count	The vehicles in the fleet with the highest number of triggered exception events during the last 24 hours.
AVG Idle Time	Idle time for each vehicle is captured. Idle time is defined as Ignition On without any motion. The average idle time is the total idle time for all vehicles in the fleet divided by the number of vehicles in the fleet.
AVG Idle Time Trend	Trend analysis of idle time. The average idle time is displayed on the Y axis on the graph and the dates and times of the averages are displayed on the X axis. Click the calendar icons to select a new date range. Click the drop-down arrow to select daily or hourly data. Click **Refresh** to update the display for any changes you made.
AVG Miles	Average miles driven is calculated based on the total miles driven by all vehicles divided by the number of vehicles in the fleet.
AVG PTO Time	Computed as the total time PTO was on for all vehicles in the fleet divided by the number of vehicles in the fleet. Accounts must have PTO installed and working correctly to populate AVG PTO.
AVG PTO Time Trend	Trend analysis of PTO time. The average PTO time is displayed on the Y axis on the graph and the dates and times of the averages are displayed on the X axis. Click the calendar icons to select a new date range. Click the drop-down arrow to select daily or hourly data. Click **Refresh** to update the display for any changes you made. Accounts must have PTO installed and working correctly to populate AVG PTO.
AVG Travel Time	Average travel time is the total amount of time driven by all vehicles in the fleet divided by the number of vehicles in the fleet.
AVG Travel Time Trend	Trend analysis of travel time. The average travel time for the fleet is displayed on the Y axis on the graph and the dates and times of the averages are displayed on the X axis. Click the calendar icons to select a new date range. Click the drop-down arrow to select daily or hourly data. Click **Refresh** to update the display for any changes you made.
AVG Usage	Average usage is based on vehicle motion and PTO ON messages. Average usage is the total moving time for the fleet divided by the total number of vehicles in the fleet.
Detailed Summary	Displays events in the last 24 hours with date, time, vehicle status, and address information.
Fleet Utilization (%)	Fleet utilization displays the percentage of the customer's fleet that was in use for each hour over the last 24 hours. The percentage scale is on the vertical axis on the left and the times of day are on the horizontal axis. There is a bar on the graph for each hour of the day. Mouse over the bar to view the time and utilization percentage in a popup window.
Idle Time	Idle time displays the 10 vehicles in the fleet with the most idle time. This bar graph includes the vehicle name and the amount of idle time.
Last Location	Displays the last locate for the vehicle with vehicle status and address information.
Safety Analytics Event Viewer	The **Safety Analytics Event Viewer** displays all events for a two-week time frame. Each event is color coded and includes detailed data. The Account must be set up for **Safety Analytics** to support this feature.
Safety Analytics Score Trend	Trend analysis for the **Safety Analytics Score**. The **Safety Analytics Score** is displayed on the Y axis on the graph and the dates and times of the score are displayed on the X axis. Click the calendar icons to select a new date range. Click the drop-down arrow to select daily or hourly data. Click **Refresh** to update the display for any changes you made. The Account must be set up for **Safety Analytics** to support this feature.

Safety Parameters	Shows the breakdown of different types of driving behavior that have contributed to the safety analysis for the fleet and worst score. The Account must be set up for **Safety Analytics** to support this feature.
Safety Percentile	Compares the vehicles safety score to a wider population of reference vehicles. The Account must be set up for **Safety Analytics** to support this feature.
Safety Ranking	The ranking of the vehicle's safety score in the fleet. The Account must be set up for **Safety Analytics** to support this feature.
Safety Score	The average safety score. The Account must be set up for **Safety Analytics** to support this feature.
Safety Score Indicator	This gives a visual representation of the safety score. It is shown as a gauge with two needles. When a single vehicle is selected, the inner yellow needle shows the vehicle score and the outer orange needle shows the average score for the whole fleet. When multiple vehicles are selected the inner yellow needle shows the worst scoring vehicle from the selection and the outer orange needle shows the average score for the selected vehicles. The Account must be set up for **Safety Analytics** to support this feature.
Speed Detail (mph)	Breakdown of percentages of time a vehicle is traveling at a given speed in the last 24 hours. The speed detail categories are preset.
Total Exception Event Trend	Trend analysis of exception events for the selected fleet. The average number of exception events for the fleet is displayed on the Y axis on the graph and the dates and times of the averages are displayed on the X axis. Click the calendar icons to select a new date range. Click the drop-down arrow to select daily or hourly data. Click **Refresh** to update the display for any changes you made.
Total Fault Event Trend	Trend analysis of fault events. The average number of fault events for the fleet is displayed on the Y axis on the graph and the dates and times of the averages are displayed on the X axis. Click the calendar icons to select a new date range. Click the drop-down arrow to select daily or hourly data. Click **Refresh** to update the display for any changes you made.
Total Miles Analyzed	The total miles analyzed in calculating the safety score. The Account must be set up for **Safety Analytics** to support this feature.
Utilization %	The 10 least utilized vehicles during the last 24 hours.
Utilization % Trend	Trend analysis of utilization percentage. The average utilization percentage time for the fleet is displayed on the Y axis on the graph and the dates and times of the averages are displayed on the X axis. Click the calendar icons to select a new date range. Click the drop-down arrow to select daily or hourly data. Click **Refresh** to update the display for any changes you made.
Utilization Overview	The mileage, travel time, and idle time for the vehicle during the last 24 hours.

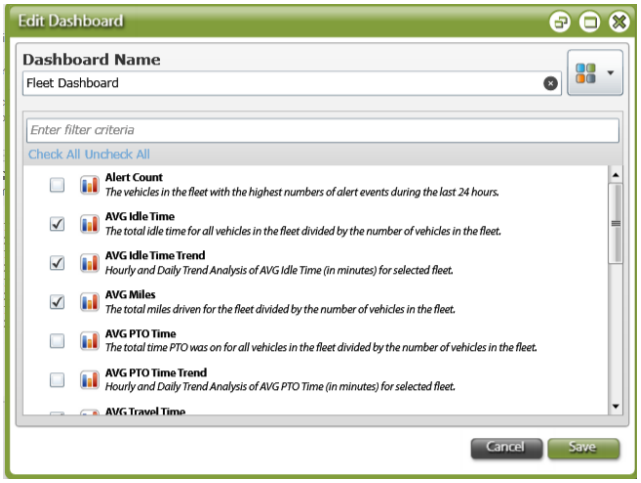
EDITING CUSTOM DASHBOARDS

To edit a custom dashboard, complete these steps:

1. Click on the **Analytics** tab.
2. Right-click anywhere in the **Vehicles** filter list on the **Side Menu**, then click on the dashboard or click the tab for the dashboard to edit.
3. The graphs of the new dashboard can be rearranged and resized with click-hold-drag.
4. The graphs of the new dashboard can be removed by clicking on the "X" in the upper right corner.
5. Click on the  icon on the upper right-hand of the dashboard header.



6. The **Edit Dashboard** dialog box appears:



7. Type a custom name in the Dashboard Name text box (optional).
8. Check the boxes for the performance data (widget) to include on the dashboard.
9. Clear the boxes for the performance data (widget) to remove on the dashboard.

Note: To search for a specific widget, type the name in the search/filter bar.

10. Click on **Save**. The edited dashboard appears as a tab in the **Analytics** view.
11. Right-click the Vehicles filter list on the **Side Menu** to save the edited dashboard and run it again.

DELETING CUSTOM DASHBOARDS

To delete a custom dashboard, complete these steps:

1. Click on the **Analytics** tab.
2. Right-click anywhere in the **Vehicles** filter list on the **Side Menu**, then click on the dashboard or the tab to delete the dashboard.
3. Click on the  icon on the right side of the dashboard header.

NOTE: There is no dialog box. The dashboard has been deleted and is no longer available as a selection.

TREND DASHBOARDS

Trend Dashboards display performance data, showing the trend of the collected data over time.
Note: There are three pre-set options for trend dashboards and the ability to create custom trend dashboards.

The pre-set trend dashboards include:

- The **Travel Trend** dashboard is available for all accounts.
- The **Fuel Usage Trend** dashboard is available for accounts with installed J-Bus/OBDII.
- The **Safety Analytics Trend** dashboard is available for accounts with the **Safety Analytics** feature.

In addition, there are a number of available performance data graphs (widgets) to create custom trend dashboards.

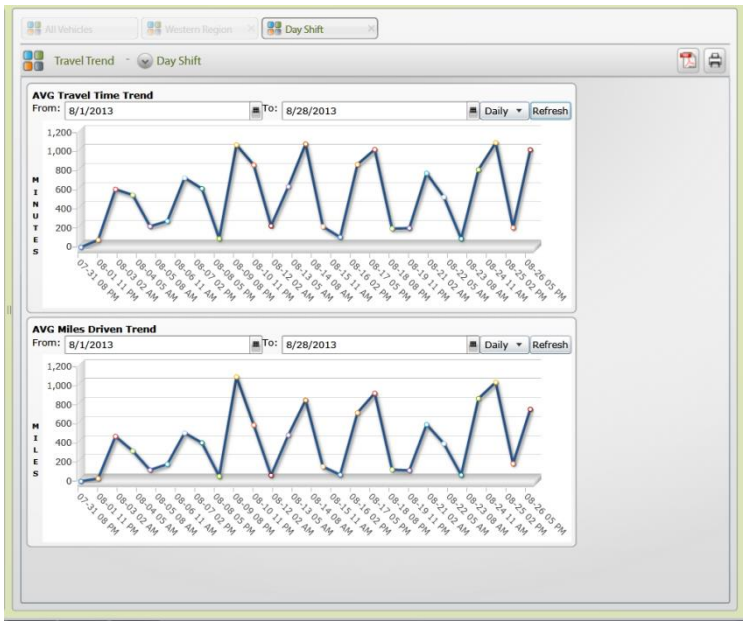
All dashboards can be saved as an Adobe PDF file or printed using the icons on the upper right-hand corner of the dashboard header.

TRAVEL TREND

The Travel Trend dashboard displays **AVG Travel Time** and **AVG Miles Driven** performance data. In the first graph, minutes are displayed on the vertical axis and time is displayed on the horizontal axis. In the second graph, miles are displayed on the vertical axis and time is displayed on the horizontal axis. This dashboard can be saved as an Adobe PDF file or printed using the icons on the upper right-hand corner of the dashboard header.

To use the Travel Trend, complete these steps:

1. Click on the **Analytics** tab.
2. In the **Vehicles** filter list on the **Side Menu**, right-click on **All Vehicles**, a sub-fleet name or an individual vehicle name. The pop-up action menu appears.
3. Click on **Travel Trend. A trend graph appears.**
4. Click on the calendar icon to select a targeted date range. Then click on the drop-down arrow Daily to select daily or hourly data. Click **Refresh** to update the display and save your changes.



TREND WIDGET	DESCRIPTION
AVG Miles Driven Trend	Trend analysis of miles driven. The average miles driven are displayed on the vertical axis (on the graph) and the dates and times of the averages are displayed on the horizontal axis. To select and update a time frame: click on the calendar icons. Then click on the drop-down arrow to select daily or hourly data. Click **Refresh** to update the display and save your changes.
AVG Travel Time Trend	Trend analysis of travel time. The average travel time for the fleet is displayed on the vertical axis on the graph and the dates and times of the averages are displayed on the horizontal axis. To select and update a time frame: click on the calendar icons. Then click on the drop-down arrow to select daily or hourly data. Click **Refresh** to update the display and save your changes.

FUEL USAGE TREND

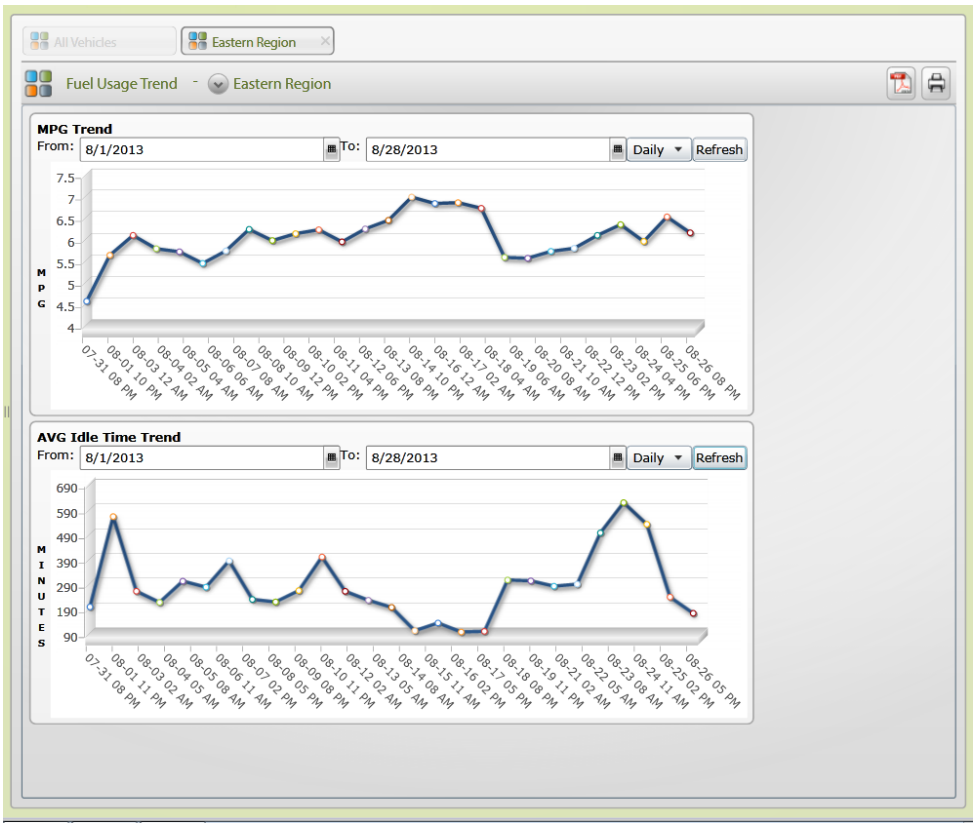
The **Fuel Usage Trend** displays MPG Trend and AVG Idle Time Trend performance data. The first graph shows miles; MPG is displayed on the vertical axis and time is displayed on the horizontal axis. The second graph displays minutes on the vertical axis and time is displayed on the horizontal axis. This dashboard can be saved as an Adobe PDF file or printed using the icons on the upper right-hand corner of the dashboard header.

This option is available for customers with J-Bus/OBDII installed.

To use the Fuel Usage Trend, complete these steps:

1. Click on the **Analytics** tab.
2. In the **Vehicles** filter list on the **Side Menu**, right-click on **All Vehicles**, a sub-fleet name or an individual vehicle name. The pop-up action menu appears.
3. Click on **Fuel Usage Trend. A trend graph appears.**
4. Click on the calendar icon to select a targeted date range. Then click the drop-down arr 

to select daily or hourly data. Click on **Refresh** to update the display and save your changes.



TREND WIDGET	DESCRIPTION
AVG Idle Time Trend	Trend analysis of idle time. The average idle time is displayed on the vertical axis (on the graph) and the dates and times of the averages are displayed on the horizontal axis**. To select and update a time frame:** Click on the calendar icons. Then click the drop-down arrow to select daily or hourly data. Click on **Refresh** to update the display and save your changes.
MPG Trend	Trend analysis of MPG. The average MPG for the fleet is displayed on the vertical axis on the graph and the dates and times of the averages are displayed on the horizontal axis. Click the calendar icons to select a new date range. Click the drop-down arrow to select daily or hourly data. Click **Refresh** to update the display for any changes you made.

SAFETY TREND

The **Safety Trend** displays **Catastrophic Event Trend** and **Total Speeding Event Trend** performance data. The first graph displays the score on the vertical axis and time is displayed on the horizontal axis. In the second graph, the number of events displayed on the Y axis and time is displayed on the X axis. This dashboard can be saved as an Adobe PDF file or printed using the icons on the upper right-hand corner of the dashboard header.

Note: This option is available for customer accounts that have J-Bus/OBDII installed and the Speeding feature configured.

To use the Safety Trend, complete these steps:

1. Click on the **Analytics** tab.
2. In the **Vehicles** filter list on the **Side Menu**, right-click on **All Vehicles**, a sub-fleet name or an individual vehicle name. The pop-up action menu appears.
3. Click on **Safety Trend. A trend graph appears.**
4. Click on the **calendar icon**  to select a new date range. Click the **drop-down arrow** 

to select daily or hourly data. Click **Refresh** to update the display for any changes you made

TREND WIDGET	DESCRIPTION
Catastrophic Event Trend	Trend analysis of catastrophic events. The average number of catastrophic events is displayed on the vertical axis (on the graph) and the dates and times of the averages are displayed on the horizontal axis. Click the calendar icons to select a new date range. Click the drop-down arrow to select daily or hourly data. Click **Refresh** to update the display for any changes you made. This feature is available for accounts that have J-Bus/OBDII cables installed.
Total Speeding Event Trend	Trend analysis of speeding events. The number of speeding events is displayed on the Y axis on the graph and the dates and times of the averages are displayed on the X axis. Click the calendar icons to select a new date range. Click the drop-down arrow to select daily or hourly data. Click **Refresh** to update the display for any changes you made. This feature is available for accounts that have the Speeding feature configured on their Prism units.

ABOUT CUSTOM DASHBOARDS

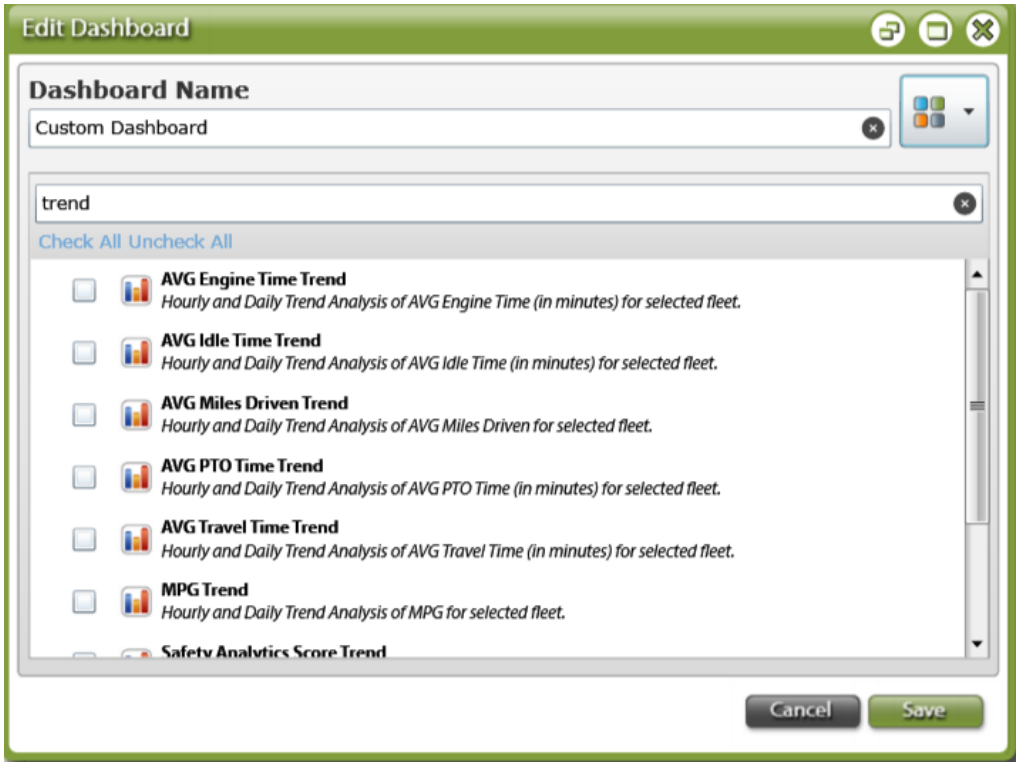
Custom Dashboards:

- Display performance data, showing the trend of the data over time.
- You can create custom trend dashboards to perform specific analyses for an entire fleet, sub-fleets or individual vehicles.
- The dashboard is automatically saved and can be run again.
- The dashboard can be saved as an Adobe PDF file or printed using the icons on the upper right-hand corner of the dashboard header.
- The custom dashboard has an added feature to export the data to an Excel file.

CREATING CUSTOM TREND DASHBOARDS FOR ALL VEHICLES OR SUB-FLEETS

To create a custom trend dashboard for all vehicles or a sub-fleet, complete these steps:

1. Click the **Analytics** tab.
2. In the **Vehicles** filter list on the **Side Menu**, Right click on **All Vehicles** or a **Sub-fleet Name**.
3. Click **New Dashboard**. The **Edit Dashboard** dialog box appears.



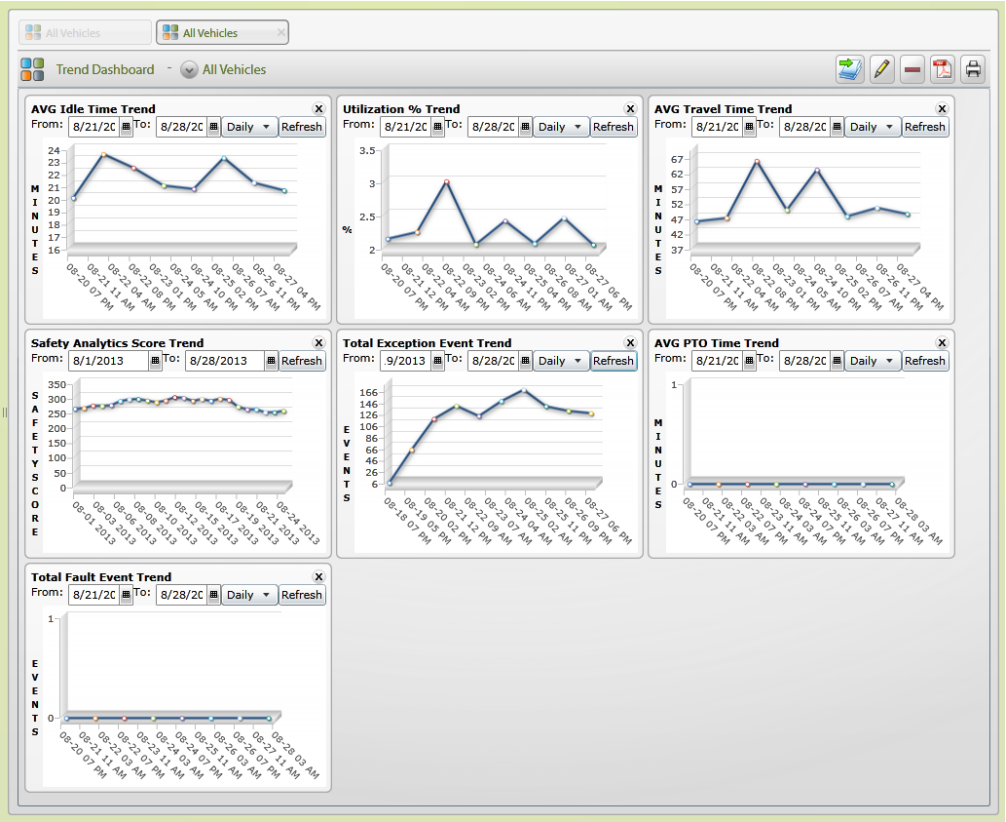
4. Type a custom name in the **Dashboard Name** text box.
5. From the display-type drop-down menu, select  for more than one vehicle dashboard.
6. Check the boxes for the performance data (widget) to include on the dashboard.

Note: To search for a trend widget, type trend in the **Filter** text box. You can configure **Fleet Analytics** dashboards to include the fleet performance data in table below.

7. Click **Save**. The new dashboard name appears as a tab in the **Analytics** view.
8. The new dashboard is automatically saved and can be run again with a right click on **All Vehicles** or a **Sub-fleet Name** on the **Side Menu** in the Vehicles list.
9. The new dashboard can be exported to Excel using the  icon on the right side of the dashboard header.
10. The new dashboard can be saved to Adobe PDF file or printed using the icons in the upper right of the dashboard header.
11. The graphs of the new dashboard can be rearranged and resized with click-hold-drag.
12. The graphs of the new dashboard can be removed by clicking on the "X" in the upper right corner.

TREND WIDGET	DESCRIPTION
AVG Idle Time Trend	Trend analysis of idle time. The average idle time is displayed on the Y axis on the graph and the dates and times of the averages are displayed on the X axis. Click the calendar icons to select a new date range. Click the drop-down arrow to select daily or hourly data. Click **Refresh** to update the display for any changes you made.
AVG PTO Time Trend	Trend analysis of PTO time. The average PTO time is displayed on the Y axis on the graph and the dates and times of the averages are displayed on the X axis. Click the calendar icons to select a new date range. Click the drop-down arrow to select daily or hourly data. Click **Refresh** to update the display for any changes you made. Accounts must have PTO installed and working correctly to populate AVG PTO.
AVG Travel Time Trend	Trend analysis of travel time. The average travel time for the fleet is displayed on the Y axis on the graph and the dates and times of the averages are displayed on the X axis. Click the calendar icons to select a new date range. Click the drop-down arrow to select daily or hourly data. Click **Refresh** to update the display for any changes you made.
Safety Analytics Score Trend	Trend analysis for the Safety Analytics Score. This option is available for accounts that have the Safety Analytics feature. The Safety Analytics Score is displayed on the Y axis on the graph and the dates and times of the score are displayed on the X axis. Click the calendar icons to select a new date range. Click the drop-down arrow to select daily or hourly data. Click **Refresh** to update the display for any changes you made. The Account must be set up for Safety Analytics to support this feature.
Total Exception Event Trend	Trend analysis of exception events for the selected fleet. The average number of exception events for the fleet is displayed on the Y axis on the graph and the dates and times of the averages are displayed on the X axis. Click the calendar icons to select a new date range. Click the drop-down arrow to select daily or hourly data. Click **Refresh** to update the display for any changes you made.
Total Fault Event Trend	Trend analysis of fault events. This option is available for accounts with J-Bus/OBDII cables installed. The average number of fault events for the fleet is displayed on the Y axis on the graph and the dates and times of the averages are displayed on the X axis. Click the calendar icons to select a new date range. Click the drop-down arrow to select daily or hourly data. Click **Refresh** to update the display for any changes you made.
Utilization % Trend	Trend analysis of utilization percentage. The average utilization percentage time for the fleet is displayed on the Y axis on the graph and the dates and times of the averages are displayed on the X axis. Click the calendar icons to select a new date range. Click the drop-down arrow to select daily or hourly data. Click **Refresh** to update the display for any changes you made.

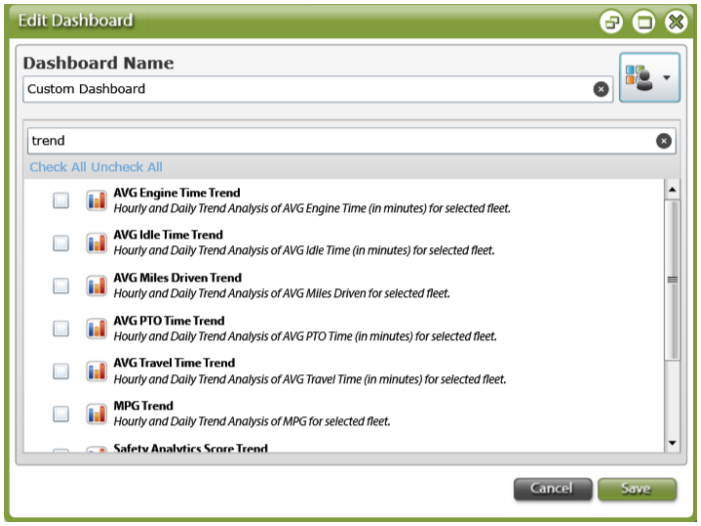
EXAMPLES THAT SHOW TREND PERFORMANCE DATA FOR ALL VEHICLES



CREATING CUSTOM TREND DASHBOARDS FOR INDIVIDUAL VEHICLE

To create a custom trend dashboard for individual vehicles, follow these steps:

1. Click on the **Analytics** Tab.
2. In the Vehicles list on the **Side Menu**, expand the All Vehicles list by clicking on the **triangle**.
3. Right click on the appropriate vehicle.
4. Click **New Dashboard**. The Edit Dashboard dialog box appears.

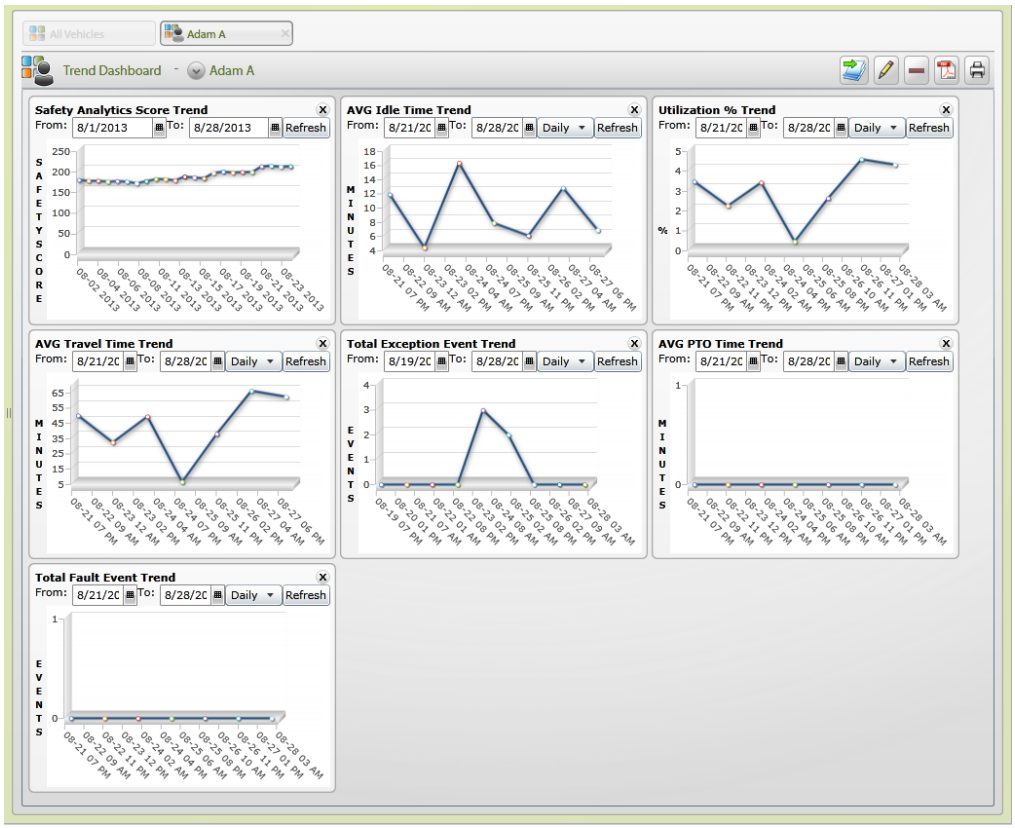


5. Type a name in the Dashboard Name text box.
6. From the display type drop-down menu, select  for the individual vehicle dashboard.
7. Check the boxes for the trend performance data (widget) to include on the dashboard.
8. **Note:** To search for a trend widget, type trend in the Filter text box. You can configure Fleet Analytics dashboards to include the fleet performance data in table below.
9. Click **Save**. The new dashboard name appears as a tab in the Analytics view.
10. The new dashboard is automatically saved and can be run again with a right click on **a Vehicle Name** on the **Side Menu** in the Vehicles list.
11. The new dashboard can be exported to Excel using the  icon on the right side of the dashboard header.
12. The new dashboard can be saved to Adobe PDF file or printed using the icons in the upper right of the dashboard header.
13. The graphs of the new dashboard can be rearranged and resized with click-hold-drag.
14. The graphs of the new dashboard can be removed by clicking on the “X” in the upper right corner.

TREND WIDGET	DESCRIPTION
AVG Idle Time Trend	Trend analysis of idle time. The average idle time is displayed on the Y axis on the graph and the dates and times of the averages are displayed on the X axis. Click the calendar icons to select a new date range. Click the drop-down arrow to select daily or hourly data. Click **Refresh** to update the display for any changes you made.
AVG PTO Time Trend	Trend analysis of PTO time. The average PTO time is displayed on the Y axis on the graph and the dates and times of the averages are displayed on the X axis. Click the calendar icons to select a new date range. Click the drop-down arrow to select daily or hourly data. Click **Refresh** to update the display for any changes you made. Accounts must have PTO installed and working correctly to populate AVG PTO.
AVG Travel Time Trend	Trend analysis of travel time. The average travel time for the fleet is displayed on the Y axis on the graph and the dates and times of the averages are displayed on the X axis. Click the calendar icons to select a new date range. Click the drop-down arrow to select daily or hourly data. Click **Refresh** to update the display for any changes you made.
Safety Analytics Score Trend	Trend analysis for the Safety Analytics Score. This option is available for accounts that have the Safety Analytics feature. The Safety Analytics Score is displayed on the Y axis on the graph and the dates and times of the score are displayed on the X axis. Click the calendar icons to select a new date range. Click the drop-down arrow to select daily or hourly data. Click **Refresh** to update the display for any changes you made. The Account must be set up for Safety Analytics to support this feature.
Total Exception Event Trend	Trend analysis of exception events for the selected fleet. The average number of exception events for the fleet is displayed on the Y axis on the graph and the dates and times of the averages are displayed on the X axis. Click the calendar icons to select a new date range. Click the drop-down arrow to select daily or hourly data. Click **Refresh** to update the display for any changes you made.

Total Fault Event Trend	Trend analysis of fault events. This option is available for accounts with J-Bus/OBDII cables installed. The average number of fault events for the fleet is displayed on the Y axis on the graph and the dates and times of the averages are displayed on the X axis. Click the calendar icons to select a new date range. Click the drop-down arrow to select daily or hourly data. Click **Refresh** to update the display for any changes you made.
Utilization % Trend	Trend analysis of utilization percentage. The average utilization percentage time for the fleet is displayed on the Y axis on the graph and the dates and times of the averages are displayed on the X axis. Click the calendar icons to select a new date range. Click the drop-down arrow to select daily or hourly data. Click **Refresh** to update the display for any changes you made.

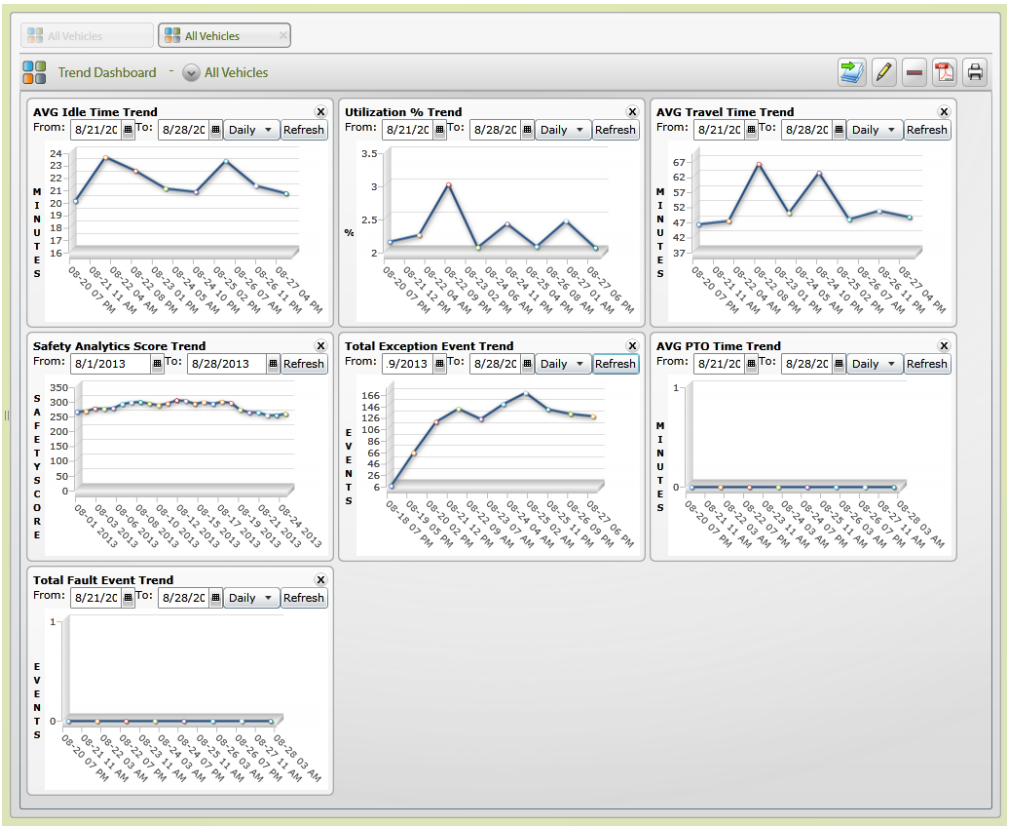
EXAMPLE THAT SHOWS TREND PERFORMANCE DATA FOR AN INDIVIDUAL VEHICLE



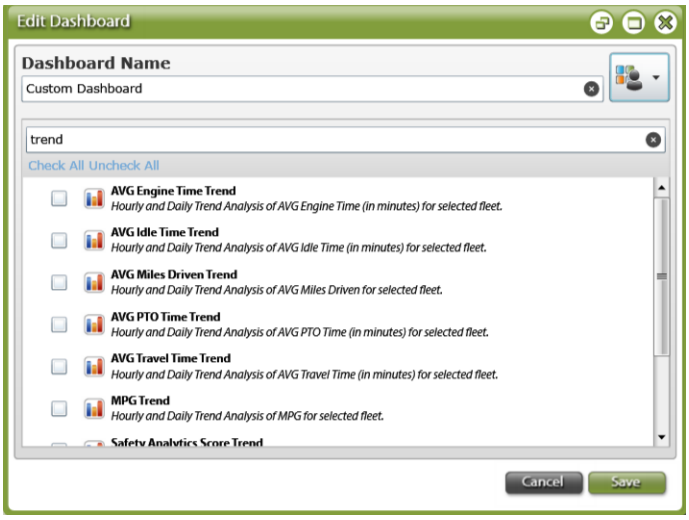
EDITING CUSTOM TREND DASHBOARDS

To edit a custom trend dashboard:

1. Click the **Analytics** tab.
2. Right-click anywhere in the Vehicles list on the **Side Menu**, and then click the trend dashboard to edit or click the tab for the dashboard to edit.
3. The graphs of the new dashboard can be rearranged and resized with click-hold-drag.
4. The graphs of the new dashboard can be removed by clicking on the “X” in the upper right corner.
5. Click the  icon on the right side of the dashboard header.



6. The **Edit Dashboard** dialog box appears.



7. Type a custom name in the Dashboard Name bar (optional).
8. Check the boxes for the performance data (widget) to include on the dashboard.
9. Clear the boxes for the performance data (widget) to remove on the dashboard.

Note: To search for a widget, start typing a widget name in the Filter text box.

10. Click on **Save**. The edited dashboard appears as a tab in the **Analytics** view.
11. Right click on the **Side Menu** in the **Vehicles** filter list to save your edited dashboard and run it again.

DELETING CUSTOM TREND DASHBOARDS

To delete a custom trend dashboard:

1. Click the **Analytics** tab.
2. Right-click anywhere in the Vehicles list on the **Side Menu**, and then click the trend dashboard to delete or click the tab for the dashboard to delete.
3. Click the delete  icon on the right side of the dashboard header.

NOTE: There is no dialog box, the dashboard has been deleted and is no longer available to select.

SAFETY FLEET ANALYSIS

The **Safety Fleet Analysis** produces an analysis of your fleet's driving behavior, helping to identify unsafe patterns and violations.

Note: Customer accounts must have **Safety Analytics** for this feature.

Safety Fleet Analysis contains three components to review the collected data:

- **Safety Fleet Analysis** and **Safety Vehicle Analysis Dashboards**, which can be run for an entire fleet, sub-fleets or an individual vehicle.
- **Safety Analytics Trend**, which can be run for All Vehicles, sub-fleet(s), and an individual vehicle.
- **Safety Analytics Events Viewer**- this is run for an individual vehicle.

All three components can be saved as an Adobe PDF file or printed using the icons on the upper right-hand corner of the dashboard header.

The **Safety Fleet Analysis** and **Safety Vehicle Analysis** cover a two-week time frame. The ending date is not the current date due to calculations that must occur to determine if the safety parameters have been exceeded.

Note: Customer accounts with **Safety Fleet Analysis** may need to define the **Safety Analytics Vehicle Class** for each vehicle (based upon the table below) in the Vehicle record, located in the **Control Panel** tab:

	Class	Weight (lbs)	Weight (kg)	Vehicle Examples
Light	1	0 to 6,000	0 to 2,722	Toyota Tacoma, Dodge Dakota and GMC Canyon
	2a	6,001 to 8,500	2,722 to 3,856	Light Duty Trucks: Dodge Ram 1500 and Ford F-150
	2b	8,501 to 10,000	3,856 to 4,536	Light Heavy-Duty Trucks

Medium	3	10,001 to 14,000	4,536 to 6,350	Dodge Ram 3500, Ford F-350 and the GMC Sierra 3500, Hummer H1
	4	14,001 to 16,000	6,351 to 7,257	Ford F-450 trucks, Dodge Ram 4500, and the GMC 4500
	5	16,001 to 19,500	7,258 to 8,845	International TerraStar, GMC 5500, Dodge Ram 5500, and the Ford F-550
Heavy	6	19,501 to 26,000	8,846 to 11,793	International Durastar, GMC Topkick C6500 and Ford F-650
	7	26,001 to 33,000	11,794 to 14,969	GMC C7500
	8	above 33,000	above 14,969	Tractor Trailer Trucks

The five safety parameters analyzed:

- Harsh Braking
- Harsh Acceleration
- Harsh Cornering
- Stop Sign Violation
- Speeding Distance

The table below explains the criteria for calculating Harsh Braking, Harsh Acceleration and Harsh Cornering events for each vehicle:

Event Type	**Threshold mG**			**Threshold mph**
	Light	Medium	Heavy	
Harsh Acceleration	600	518	436	20
Harsh Braking	500	432	364	
Harsh Cornering	600	518	436	

To calculate **Stop Signs Violation** events, Teletrac compares GPS data to a database that shows where there is a stop sign at the end of a particular road link. Teletrac checks for vehicles travelling on that link. If the vehicle speed does not drop below 10 mph within 15 seconds of the time it reaches where the database states there is a stop sign, Fleet Director considers it a violation event.

To calculate **Speeding Distance**, Teletrac analyses GPS data for the average speed along each road link. If average speed exceeds the posted speed limit by more than 10%, Fleet Director counts the length of the link as a **Speeding Distance** event.

The Safety Score is calculated as follows:

- Harsh Acceleration – 5%
- Harsh Braking – 10%
- Harsh Cornering – 10%
- Stop Sign Violation – 25%
- Speeding Distance – 50%

SAFETY FLEET ANALYSIS DASHBOARD

To run the Safety Fleet Analysis dashboard, complete the following steps:

1. Click the **Analytics** tab.
2. In the Vehicles list on the **Side Menu**, right-click on **All Vehicles** or a **sub-fleet** and then click **Safety Fleet Analysis**.
3. The **Safety Fleet Analysis** dashboard for the selected vehicles appears.
4. The **Safety Fleet Analysis** dashboard can be saved as an Adobe PDF file or printed using the icons on the upper right-hand corner of the dashboard header.

Note: To view the vehicle names contained in the dashboard, click the drop-down arrow in the report bar.

5. The **Safety Fleet Analysis** dashboard includes the following data:

FIELD	DESCRIPTION
Safety Score	The combined scores for individual event types. The current fleet safety score has a value of 0 to1000, where “0” equals GOOD and a score of 1000 equals BAD.
Total Miles Analyzed	The sum total of miles analyzed for all selected vehicles in producing the safety data.
Safety Score Indicator	Both the fleets and the worst (highest) individual vehicle safety scores are displayed in a gauge.

Harsh Braking	The number of heavy braking instances per vehicle based on a selected vehicle class. This also shows a fleet's average and the worst performing vehicle (most instances of harsh braking) per 100 miles.
Harsh Acceleration	The number of aggressive acceleration instances per vehicle based on G force and selected vehicle class. This also shows a fleet's average and the worst performing vehicle (most instances of harsh acceleration) per 100 miles.
Harsh Cornering	The number of forceful cornering or cornering too fast instances per vehicle. This also shows a fleet's average and the worst performing vehicle (most instances of harsh cornering) per 100 miles.
Stop Sign Violation	GPS data is used to determine which streets a vehicle traveled. The data is matched with the map database to determine the locations of stop signs at relevant junctions. For any junction where there is a stop sign, data is examined to determine if the driver stopped.
Speeding Distance	This is determined by matching GPS data from a vehicle to a map database. The database contains speed limit information recorded for a large proportion of the roads. GPS speed along the length of each road segment is compared with the supplied speed limit information. The distance spent above the speed limit is recorded as the speeding distance.
Fleet Score	The vehicle with the highest or worst safety score based on the largest number of reported safety violations.
Best Ranking Vehicle Safety	A list of the 10 best performing vehicles (with the lowest safety scores) is shown in this graph as well as the average score for the fleet.
Worst Ranking Vehicle Safety	A list of 10 worst performing vehicles (with the highest safety scores) is shown in this graph as well as the average score for the fleet. If the fleet size being analyzed is 10 vehicles or less, this data will be the same as the best ranking data but inverted.

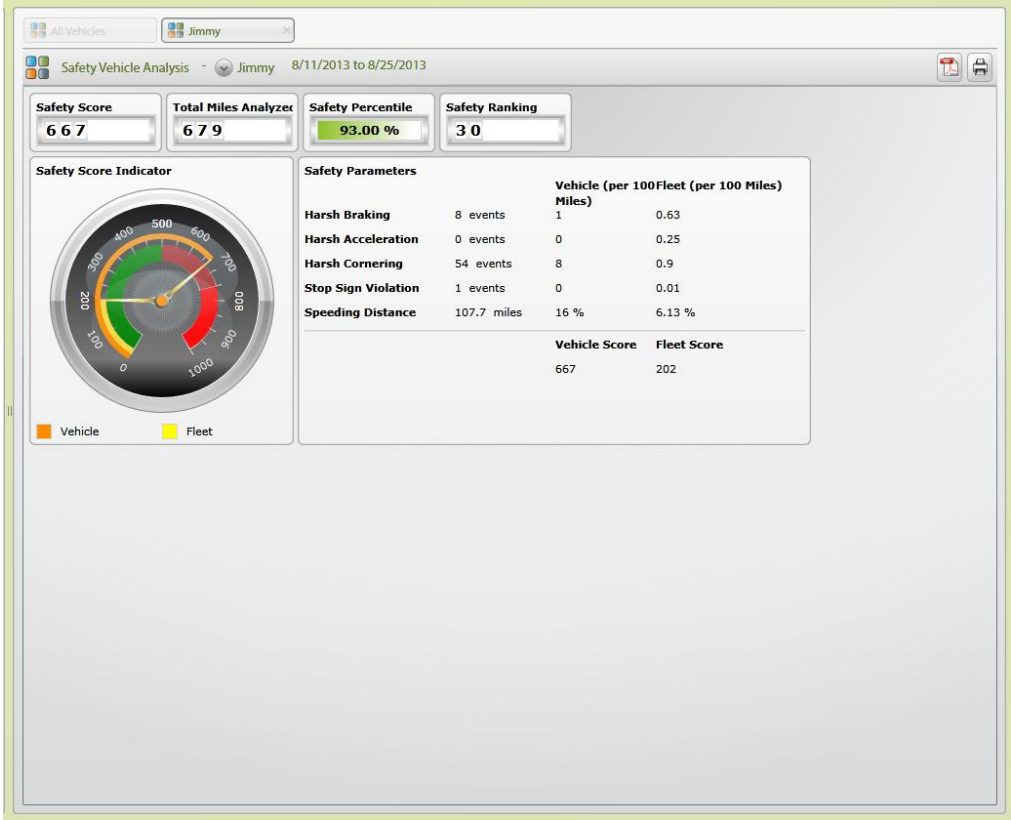
SAFETY VEHICLE ANALYSIS DASHBOARD

The **Safety Vehicle Analysis** dashboard produces a safety score for individual vehicles based on an analysis of driving behavior. The report shows driving behavior incidents and displays the number of events per 100 miles for four safety categories, including speeding distance.

This feature is available for customers that have the safety analytics feature option.

To run the Safety Vehicle Analysis dashboard, complete the following steps:

1. Click on the **Analytics** tab.
2. In the **Vehicles** filter list on the **Side Menu**, expand the All Vehicles or a sub-fleet listing by clicking on the **triangle**.
3. Right click on the targeted vehicle and click on **Safety Vehicle Analysis**. The **Safety Vehicle Analysis** dashboard for the selected vehicle appears
4. The **Safety Vehicle Analysis** dashboard can be saved to Adobe PDF file or printed using the icons on the upper right-hand corner of the dashboard header.



5. The **Safety Vehicle Analysis** dashboard includes the following data;

FIELD	DESCRIPTION
Safety Score	The Safety Score is the weighted combination of all of the scores for individual event types. The current fleet safety score, retrieved is a value from 0-1000, where 0 is GOOD and 1000 is BAD.
Total Miles Analyzed	The sum total of miles analyzed for all selected vehicles in producing the safety data.
Safety Percentile	The vehicle safety score as compared to a wider population of reference vehicles.
Safety Ranking	The rank of the vehicle's safety score in the fleet.

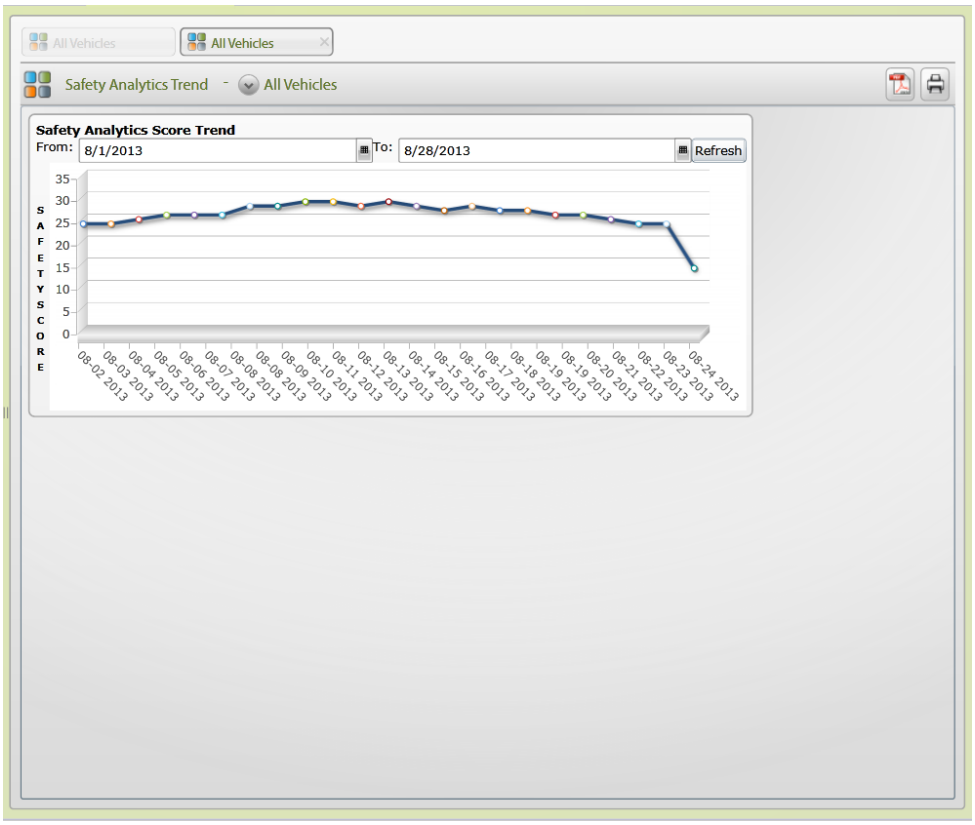
Safety Score Indicator	Both the fleet and worst (highest) vehicle scores are displayed in a numerical gauge.
Harsh Braking	The number of instances of heavy braking per vehicle based upon selected vehicle class. This also shows the fleet average and the worst performing vehicle (most instances of harsh braking) per 100 miles.
Harsh Acceleration	The number of instances of aggressive acceleration per vehicle based upon G force and vehicle class as listed in the vehicle record. This also shows the fleet average and the worst performing vehicle (most instances of harsh acceleration) per 100 miles.
Harsh Cornering	The number of instances of forceful cornering or cornering too fast per vehicle. This also shows the fleet average and the worst performing vehicle (most instances of harsh cornering) per 100 miles.
Stop Sign Violation	GPS data is used to determine on which streets a vehicle has driven. The data is matched with the map database to determine the locations of stop signs at relevant junctions. For any junction where there is a stop sign, data is examined to determine whether the driver stopped.
Speeding Distance	This is determined by matching GPS data from a vehicle to a map database. The database contains speed limit information recorded for a large proportion of the roads. GPS speed along the length of each road segment is compared with the supplied speed limit information. The distance spent above the speed limit is recorded as the speeding distance.
Fleet Score	The vehicle with the highest or worst safety score based on the largest number of reported safety violations.

SAFETY ANALYTICS TREND

The **Safety Analytics Trend** displays the **Safety Analytics Score** performance data. The Safety Score is displayed on the Y axis and time is displayed on the X axis. This dashboard can be saved to Adobe PDF file or printed using the icons in the upper right of the dashboard header. This option is available for accounts that have the Safety Analytics feature.

To use the Safety Analytics Trend, complete these steps:

1. Click on the **Analytics** tab.
2. In the **Vehicles** filter list on the **Side Menu**, right-click on **All Vehicles**, a sub-fleet name or an individual vehicle name. A pop-up action menu appears.
3. Click on the **Safety Analytics Trend**. A trend graph appears.
4. To select a new date range, click on the calendar icon .Click on **Refresh** to update the display and save your changes.
5. The **Safety Vehicle Trend** can be saved as an Adobe PDF file or printed using the icons on the upper right-hand corner of the dashboard header.



ABOUT SAFETY ANALYTICS EVENT VIEWER

Safety Analytics Event Viewer is run for an individual vehicle. **Safety Analytics Event Viewer** provides detailed information for each reported event of the **Safety Parameters** analyzed. Each reported event is displayed on a map with details leading up to and away from the event. There is an overview that will show all events, the option to look at a particular event, and the ability to replay how an event occurred. This can be saved to Adobe PDF and printed use the icons in the upper right of the Event Viewer header.

The five **Safety Parameter** events (color-coded when displayed on the map) are as follows:

- Harsh Braking (Yellow)
- Harsh Acceleration (Green)

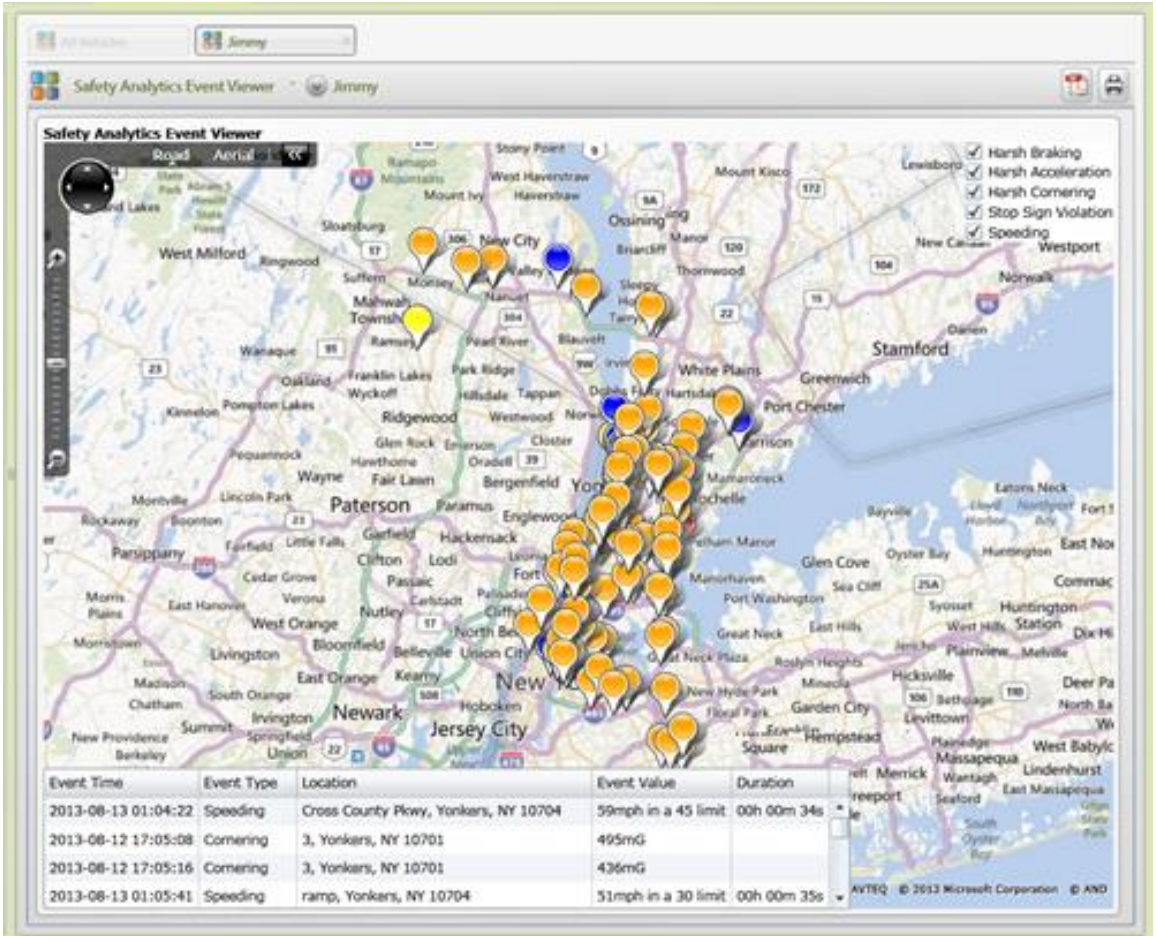
- Harsh Cornering (Blue)
- Stop Sign Violation (Red)
- Speeding Distance (Orange)

The Safety Analytics Events Viewer is displayed on the map. This map contains the following items:

- Map toolbar for map navigation and Road, Bird's-Eye and Aerial views.
- Each of the reported events is displayed in a color coded Icon.
- On the upper right-hand corner is a Set of Controls that determines the events displayed on the map. Users can toggle the control to view specific parameters.
- On the lower left-hand is the Data View which (when in Event Viewer mode) displays details for each safety incident including event, event type, location, event Value and Duration.

To view the Fleet Director's Safety Analytics Event Viewer from the Vehicles filter list, complete these steps:

1. Click on the **Analytics** tab.
2. In the **Vehicles** filter list on the **Side Menu**, expand the list of **All Vehicles** or a sub-fleet by clicking on the **triangle**.
3. Right-click on the targeted vehicle. A **Pop-up Menu** appears.
4. Click on **Safety Analytics Event Viewer. The Event Viewer appears.**

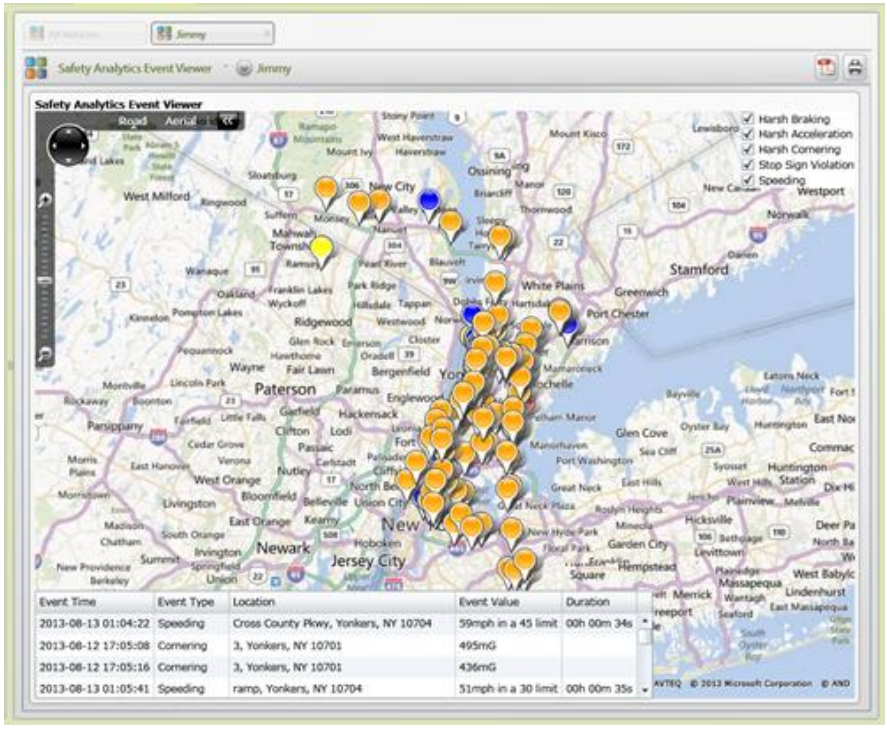


5. The **Safety Analytics Event Viewer** can be saved as an Adobe PDF file or printed using the icons in the upper right of the dashboard header.

To view the Safety Analytics Event Viewer overview from the Safety Fleet Analysis Dashboard:

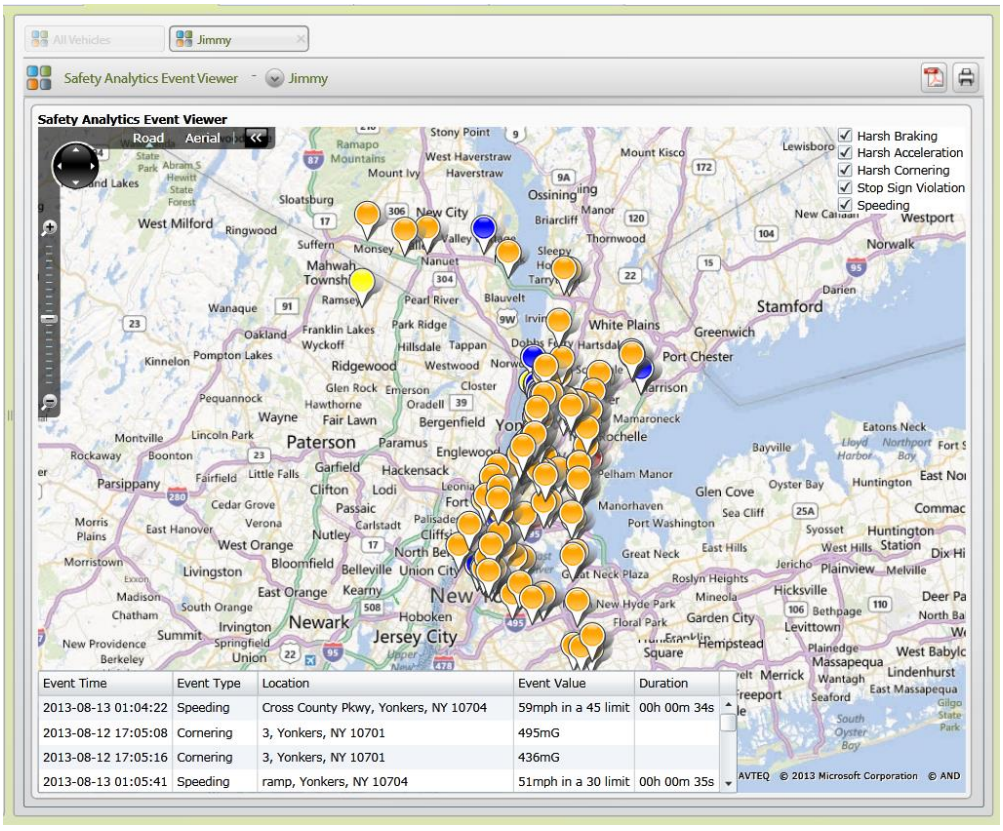
1. Click the **Analytics** tab.
2. In the Vehicles list on the **Side Menu**, right-click on **All Vehicles**, a sub-fleet or an individual vehicle and then click on **Safety Fleet Analysis**. The **Safety Fleet Analysis** dashboard for the selected vehicles appears.

3. Right click on **any individual vehicle** listed either from the **Safety Parameters**, **Best Ranking**, or **Worst Ranking** sections and click **Safety Analytics Event Viewer**.
4. The **Safety Analytics Event Viewer** can be saved to Adobe PDF file or printed using the icons in the upper right of the dashboard header.

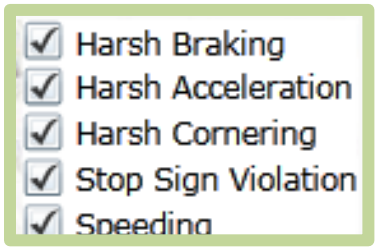


To Use the Set of Controls for the five Safety Parameters displayed in Fleet Director, complete these steps:

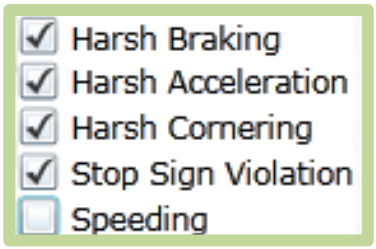
1. Click on the **Analytics** tab.
2. From the **Vehicles** list on the **Side Menu** or a **Safety Fleet Analysis** dashboard, right-click on the targeted vehicle and click on **Safety Analytics Event Viewer. The Event Viewer appears.**

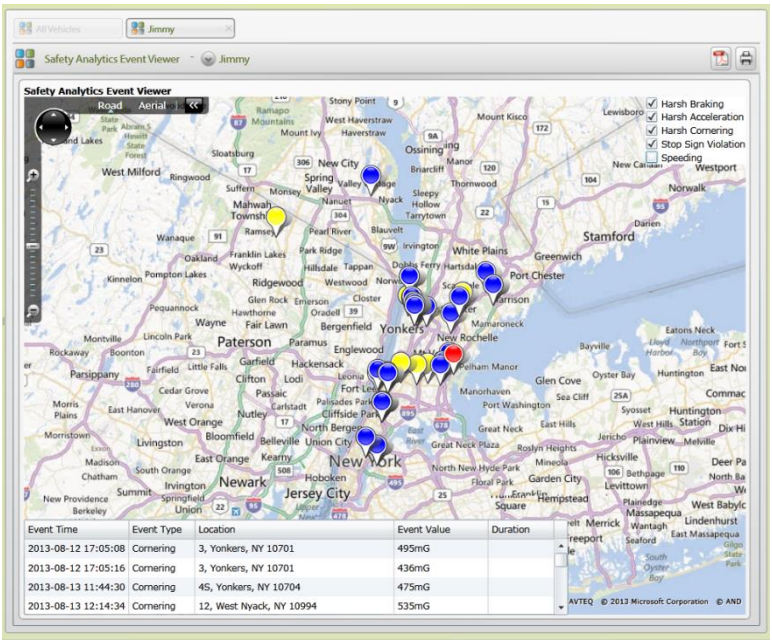


3. The **Set of Controls** is in the upper right-hand corner. As default, all five **Safety Parameters** are enabled for viewing



4. To disable the default view, click on the selection box to clear a **Safety Parameter** or to remove it from the map.

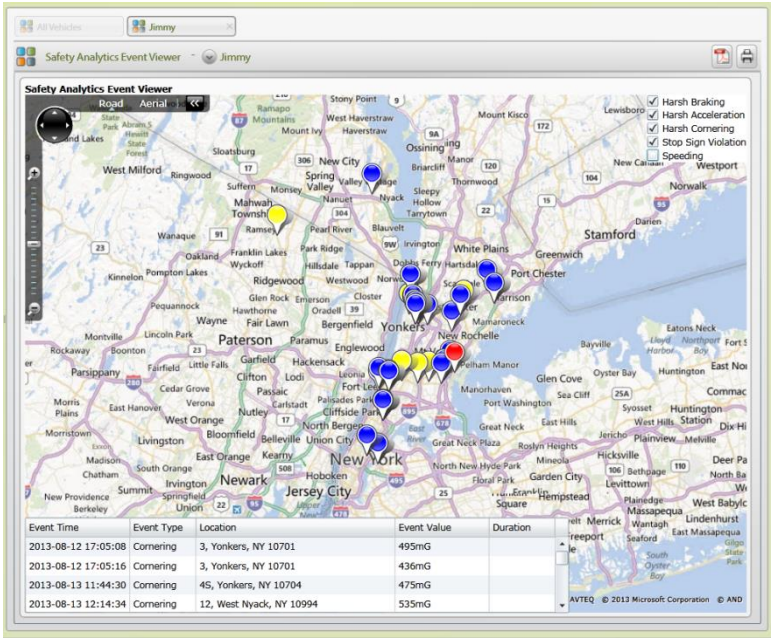




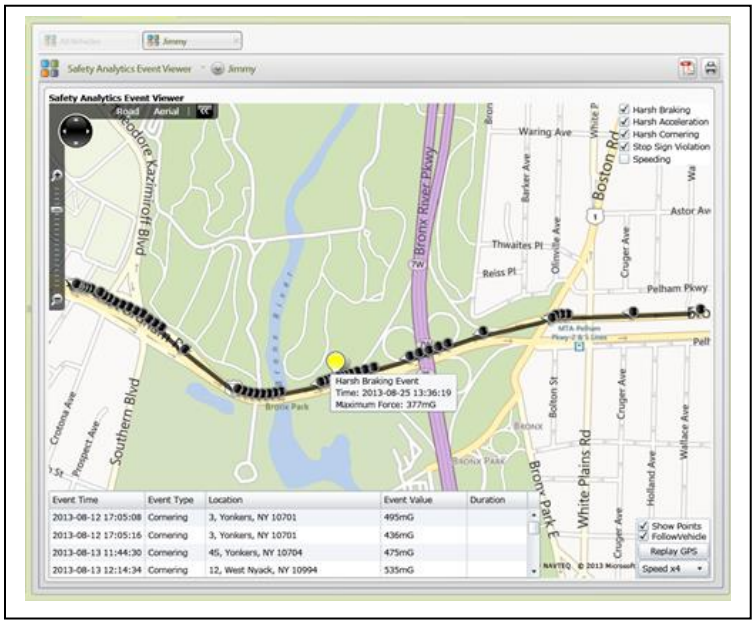
SAFETY ANALYTICS EVENT VIEWER EVENT DETAIL

To View a specific event and data in Fleet Director's Safety Analytics Event Viewer using the Data View, complete these steps:

1. Click on the **Analytics** tab.
2. From the **Vehicles** list on the **Side Menu** or from a Safety Fleet Analysis dashboard, right click on the targeted vehicle and click **Safety Analytics Event Viewer. The Event Viewer and Data View** appear**.**
3. The **Data View** table is in the lower left.
4. Scroll through the **Data View** to find the targeted event and click on the event.

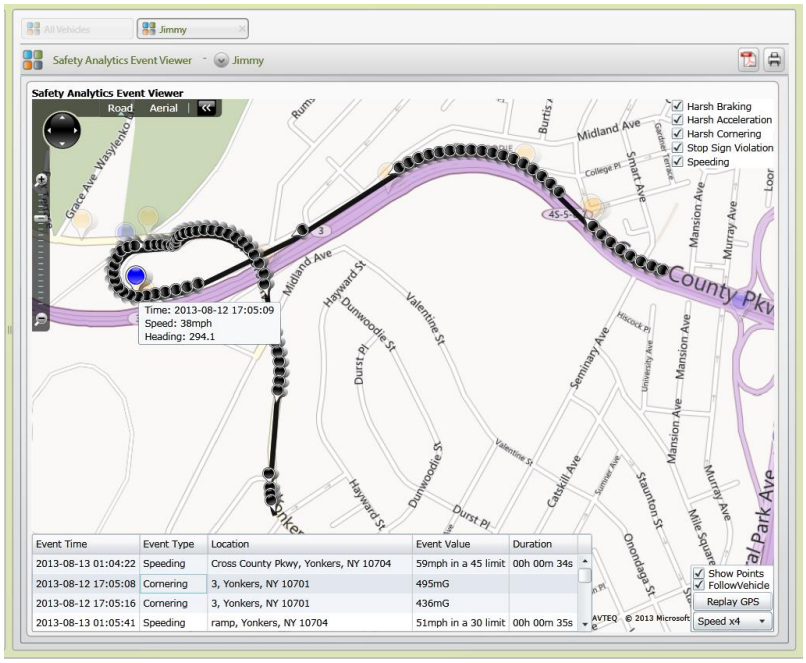


5. The **Event Viewer** map appears showcasing the selected safety event. The selected event is highlighted in the Data View.
6. Use the **Refresh** command in your internet browser to return to default showing all safety events.
7. The **Safety Analytics Event Viewer** can be saved as an Adobe PDF file or printed using the icons in the upper right of the dashboard header.



To View specific event detail using the icon in the Safety Analytics Event Viewer, complete these steps:

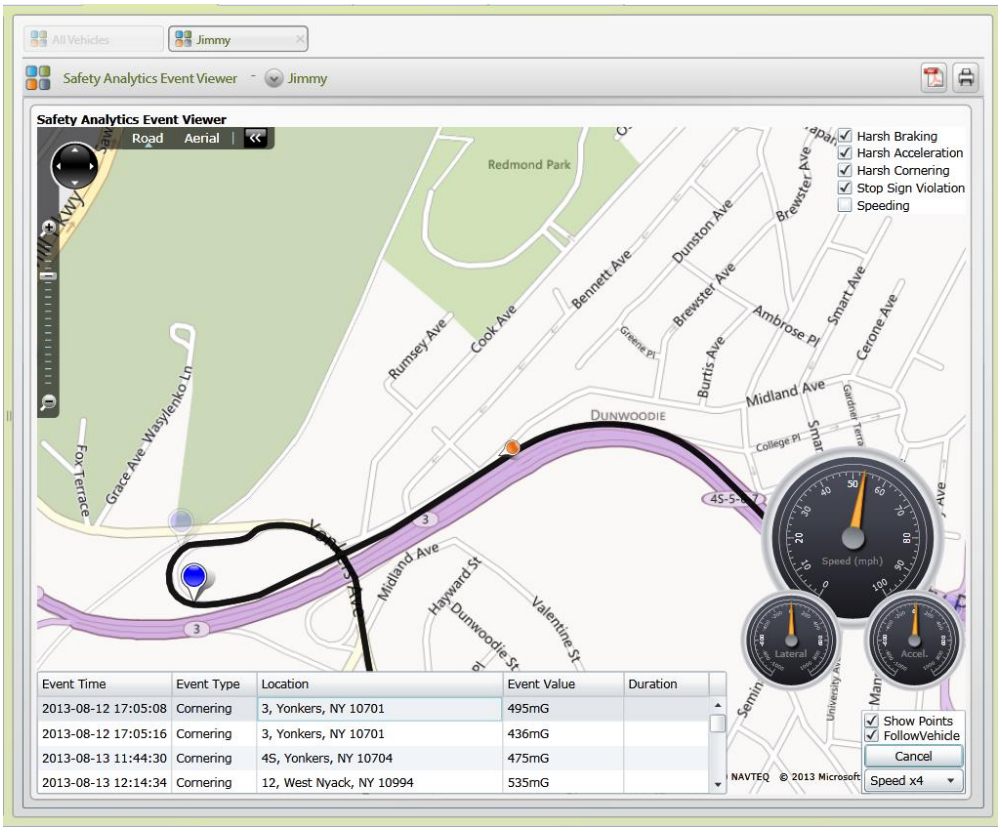
1. Click on the **Analytics** tab.
2. From the **Vehicles** list on the **Side Menu** or from a **Safety Fleet Analysis** dashboard, right click on the appropriate vehicle and click **Safety Analytics Event Viewer.**
3. Click on the appropriate icon on the map. The **Event** detail map will appear.
4. To return to display of all events use the **Refresh** command either in your internet browser or with F5.
5. The **Safety Analytics Event Viewer** can be saved to Adobe PDF file or printed using the icons in the upper right of the dashboard header.



SAFETY ANALYTICS EVENT VIEWER EVENT REPLAY

To view a Safety Analytics Event Viewer replay, complete these steps:

1. Click on the **Analytics** tab.
2. From the **Vehicles** filter list on the **Side Menu** or from a Safety Fleet Analysis dashboard, right-click on the targeted vehicle and click **Safety Analytics Event Viewer. The Event Viewer appears.**
3. Click on the **Icon** on the map or click on an **event** in the Data View.
4. The Event Viewer detail map appears.
5. Click on **Replay GPS. The replay begins.**
6. An small orange icon on the screen represents the selected vehicle and its travel leading up to then moves away from the event.
7. Gauges on the lower right show speed, lateral (force of turn, etc.) and acceleration during the event.
8. To return to display of all events use the **Refresh** command either in your internet browser or with F5.
9. The **Safety Analytics Event Viewer** can be saved to Adobe PDF file or printed using the icons in the upper right of the dashboard header.



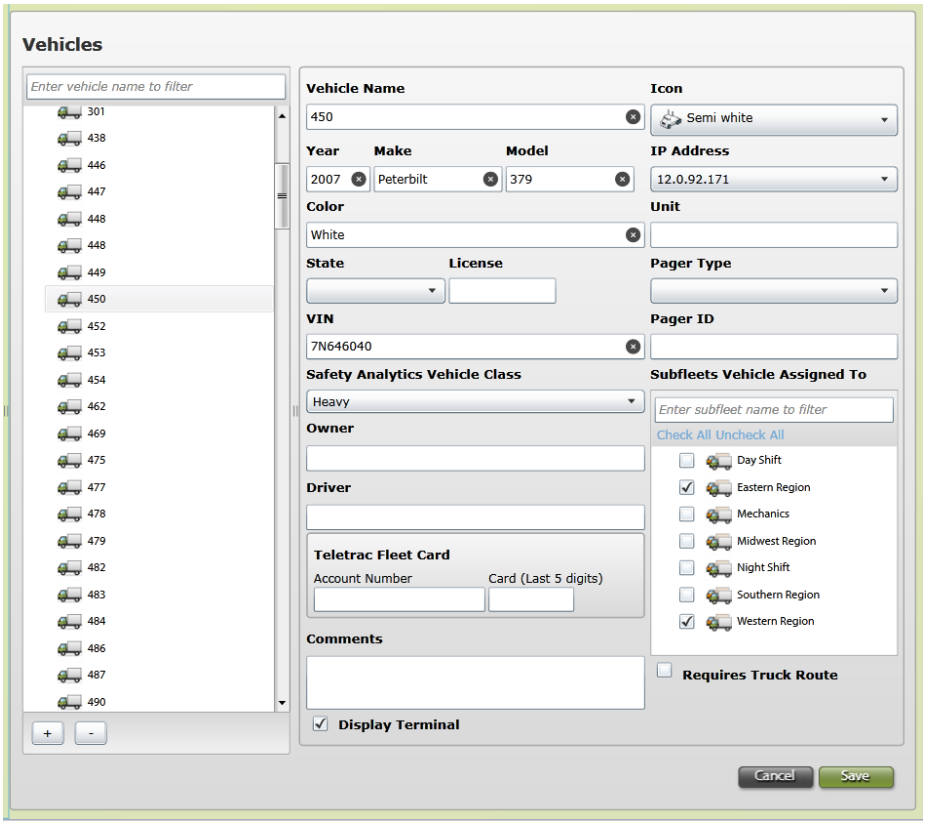
4. CONTROL PANEL TAB FUNCTIONS

The Fleet Director **Vehicles** record can be used to name the vehicles within a fleet and store data, such as year, make and model. Once recorded, the vehicle name is listed throughout the software, including the map and **Data View Control Panel**, and on reports. Under the **Vehicles** view, users can assign an icon to their vehicle, and use it to view vehicle activity on the map. . There are a number of fields that pertain to specific feature's that will need to be completed such as **Safety Analytics Vehicle Class**, **Sub Fleet Vehicle Assigned To**, **Teletrac Fleet Card**, and **Display Terminal**.

On the **Reports** tab in the **Maintenance** section the **Vehicle List** report will display all of the information from the Vehicles record.

To create a vehicle in the Control Panel, complete these steps:

1. Click on the **Control Panel** Tab.
2. Click on the **Vehicles** icon under **Resources** on the **Side Menu** the **Vehicles** window appears.
3. Click on the  icon below the **Vehicles** list. A new form appears.
4. Fill in the vehicle information fields as listed in table to follow.
5. Click on **Save** to complete added vehicle information.



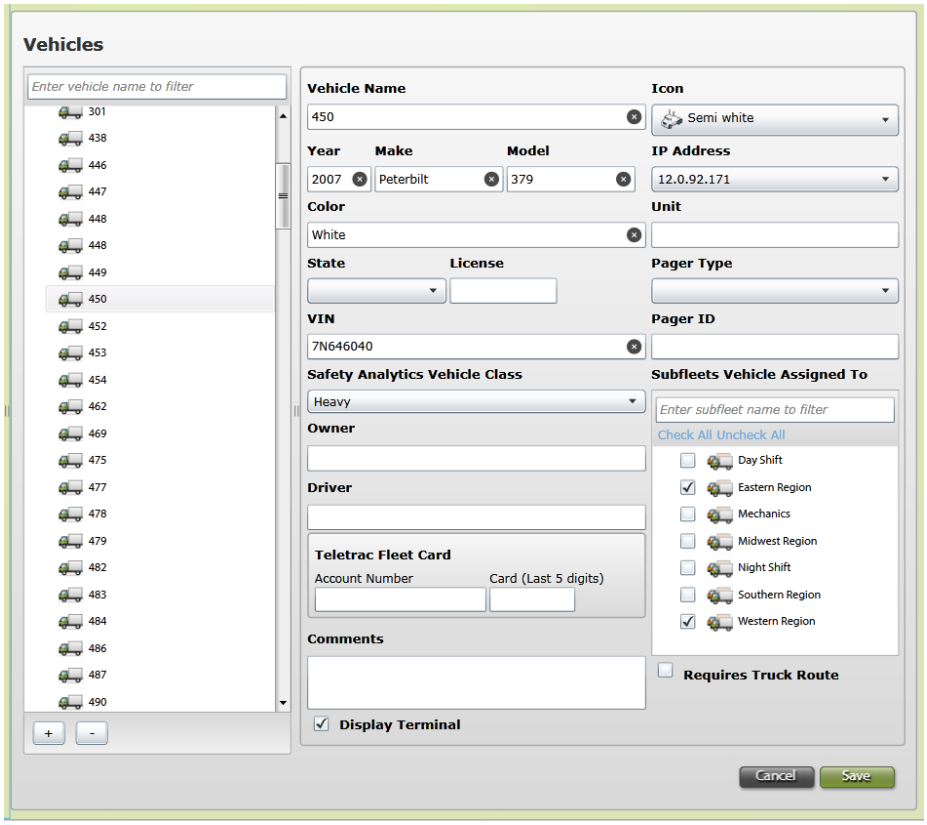
EDITING VEHICLE INFORMATION

FIELD	DESCRIPTION
Vehicle Name	Type a unique vehicle name. Duplicate names are not allowed. This is a required field.
Year	Type the vehicle year.
Make	Type the make of the vehicle.
Model	Type the model of the vehicle.
Color	Type the color of the vehicle.
State	Select the state from the drop-down menu.
License	Type the vehicle license number.
VIN	Click the Advanced link and type the VIN.
Safety Analytics Vehicle Class	On the drop down menu, click to select vehicle class based upon vehicle weight.
Owner	Click the Advanced link and type the name of the owner.
Driver	Click the Advanced link and type the name of the driver.
Teletrac Fleet Card	Enter the Fleet Card Account number and last 5 digit of fuel card assigned to vehicle.
Comments	Click the Advanced link and type any comments.
Display Terminal	Click to check the box if the vehicle is installed with a Vehicle Display Terminal. Allows you to use the Send Message feature and Send Route by right-clicking on Map View tab.
Icon	On the drop-down menu, click the description of the desired vehicle icon to be displayed in the Map View.
IP Address	On the drop-down menu, click the IP Address of the unit assigned to the new vehicle.
Unit	Type the unit ID.
Pager Type	N/A
Pager ID	N/A
Sub-fleet Vehicle Assigned To	Assign a new vehicle to an existing sub-fleet. click the selection box in front of the appropriate sub-fleet
Requires Truck Route	Enables truck route selections for vehicle navigation with CTO2 hardware.

To edit vehicle information, complete these steps:

1. Click on the **Control Panel** Tab.
2. Under **Resources** on the **Side Menu**, click the **Vehicles** icon. A Vehicles window appears.
3. In the **Vehicles** list, click on the vehicle to edit information.

Note: To edit a specific vehicle's information, type in the name of the vehicle in the search/filter bar. The targeted vehicle appears (if listed).



4. Change the vehicle information as necessary.
5. Click on **Save** to complete your changes**.**

FIELD	DESCRIPTION
Vehicle Name	Type a unique vehicle name. Duplicate names are not allowed.
Year	Type the vehicle year.
Make	Type the make of the vehicle.
Model	Type the model of the vehicle.
Color	Type the color of the vehicle.
State	Select the state from the drop-down menu.
License	Type the vehicle license number.
VIN	Click the Advanced link and type the VIN.
Safety Analytics Vehicle Class	On the drop-down menu, click to select the vehicle class based upon vehicle weight.
Owner	Click the Advanced link and type the name of the owner.
Driver	Click the Advanced link and type the name of the driver.

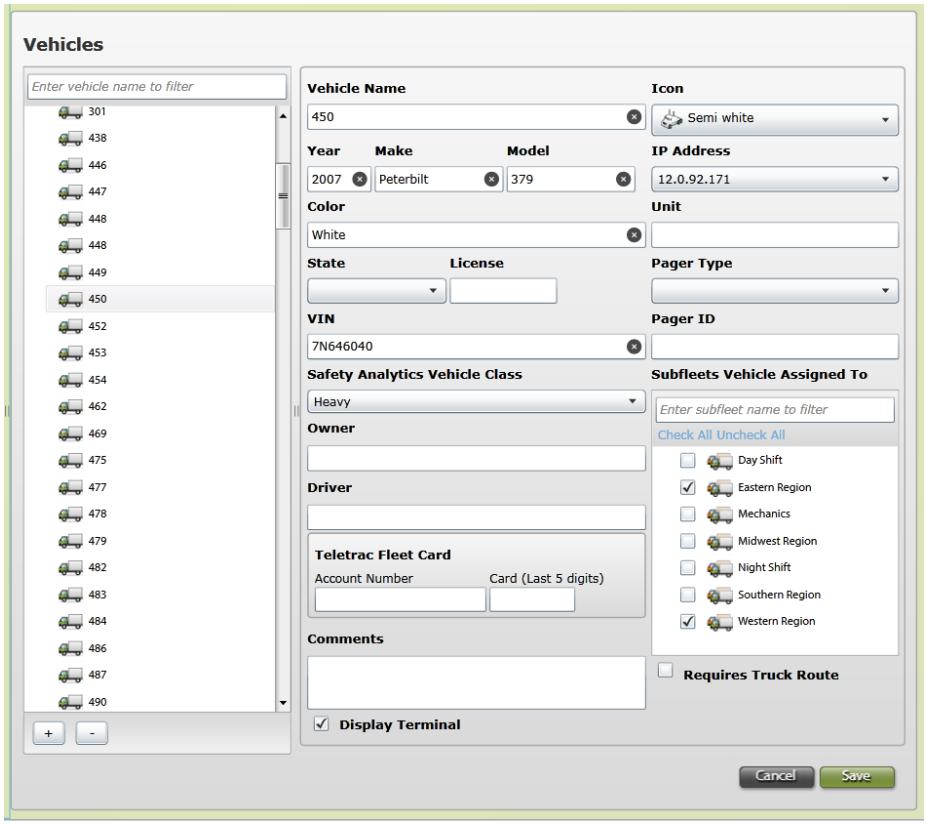
Teletrac Fleet Card	Enter the Fleet Card Account number and the last 5 digits of the fuel card assigned to the vehicle.
Comments	Click the Advanced link and type any comments.
Display Terminal	Click to check the box if vehicle is installed with a Vehicle Display Terminal. Allows for Send Message and Send Right with right-click on the Map View tab.
Icon	On the drop-down menu, click the description of the desired vehicle icon to be displayed in the Map View.
IP Address	On the drop-down menu, click the IP Address of the unit assigned to the new vehicle.
Unit	Type the unit ID.
Pager Type	Not in use at this time.
Pager ID	Not in use at this time.
Sub-fleet Vehicle Assigned To	To assign a new vehicle to an existing sub-fleet, click the selection box in front of the appropriate sub-fleet.
Requires Truck Route	Enables selection of truck routes for vehicle navigation with CTO2 hardware.

DELETING VEHICLES

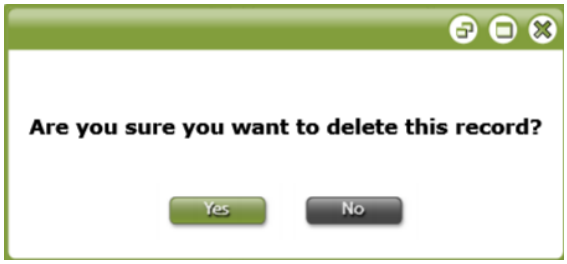
To delete a vehicle, complete these steps:

1. Click on the **Control Panel** Tab.
2. Under **Resources** on the **Side Menu**, click on the **Vehicles** icon. The Vehicles window appears.
3. In the **Vehicles** list, click on the targeted vehicle.

Note: To search for a vehicle to delete, type in the name of the vehicle in the search/filter bar. The targeted vehicle appears (if listed).



4. Click on the  icon below the **Vehicles** list. The **Confirm Delete** window appears.
5. Click on **Yes** to delete the selected vehicles or click on **No** to cancel.

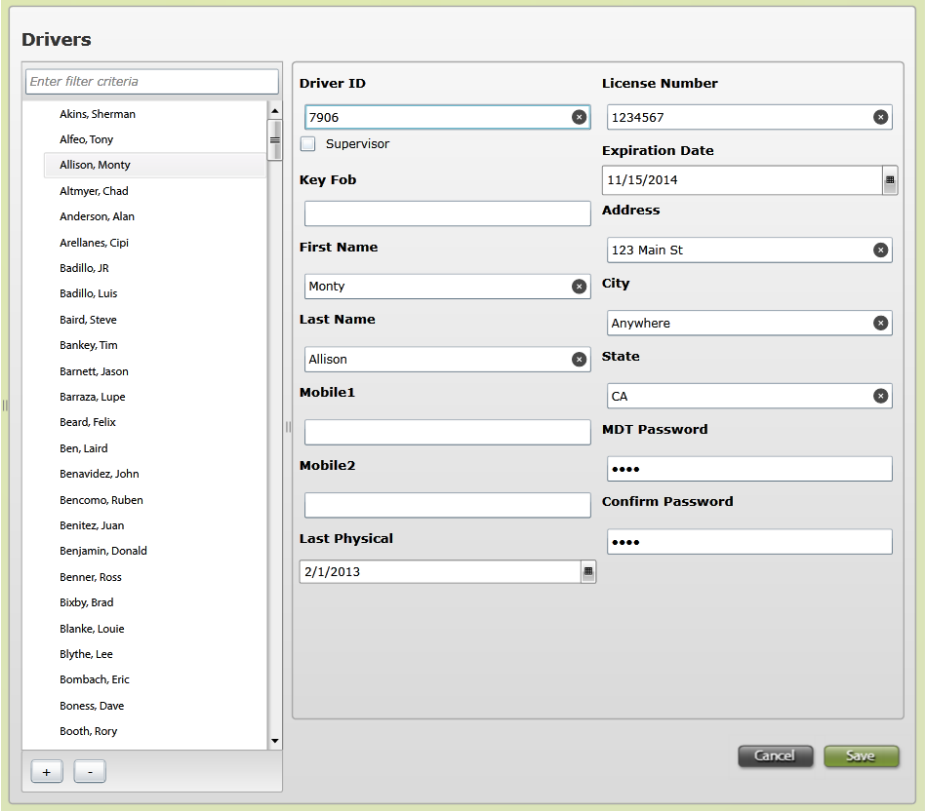


CREATING DRIVERS

The Drivers form in the Control Panel Tab is where you create a login, consisting of the Driver ID and Password to be used with Hours of Service (HOS). Information regarding the Driver's Commercial Driver's License can be entered here and displays on the **Vehicle Display**.

To create a driver, complete these steps:

1. Click the **Control Panel** Tab.
2. Under **Resources** on the **Side Menu**, click on the **Drivers** icon. The **Drivers** window appears.



3. Click on the + icon below the **Vehicles** list.
4. Complete the fields, including driver information.
5. Click on **Save** to complete your changes.

FIELD	DESCRIPTION
Driver ID	The Driver ID can include 1-8 letters and/or numbers: no spaces, punctuation or symbols. When entered in the MDT, numbers are suggested.
Supervisor	This check box allows you to mark a driver as a Supervisor.
Key Fob	The number of the RFID key fob a driver can log in with when equipped.
First Name	First name of the driver.
Last Name	Last name of the driver.
Mobile1	First mobile phone number for the driver.
Mobile2	Second mobile phone number for the driver.
Last Physical	Date of the driver's last physical.

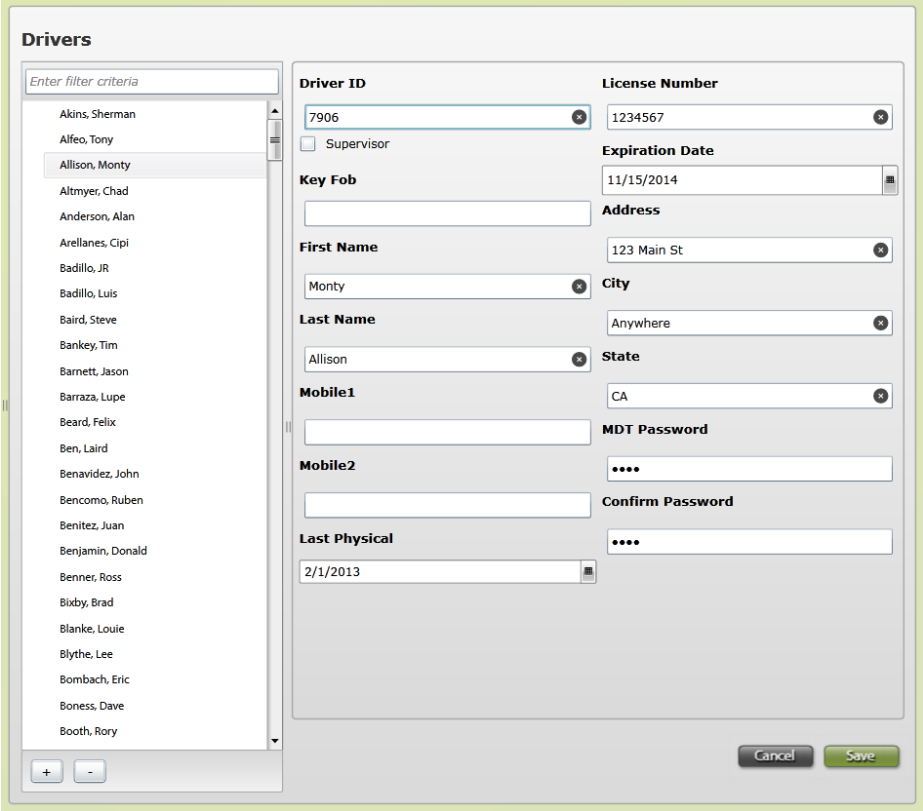
License Number	Driver's license number.
Expiration Date	Driver's license expiration date.
Address	Street address as listed on the driver's license.
City	City as listed on the driver's license.
State	State as listed on the driver's license.
MDT Password	The MDT Password is seen as PIN on the driver display. The Password is 4-7 characters, numeric only: no spaces, punctuation or symbols.
Confirm Password	Retype the MDT Password here for confirmation.

EDITING DRIVER INFORMATION

To edit driver information, complete these steps:

1. Click on the **Control Panel** Tab.
2. Under **Resources** on the **Side Menu**, click on the **Drivers** icon. The Drivers window appears.
3. In the **Drivers** list, click on the targeted driver to edit.

Note: To search for a driver to edit, type the driver's name in the search/filter bar.



4. Change the driver information as desired.
5. Click **Save**.

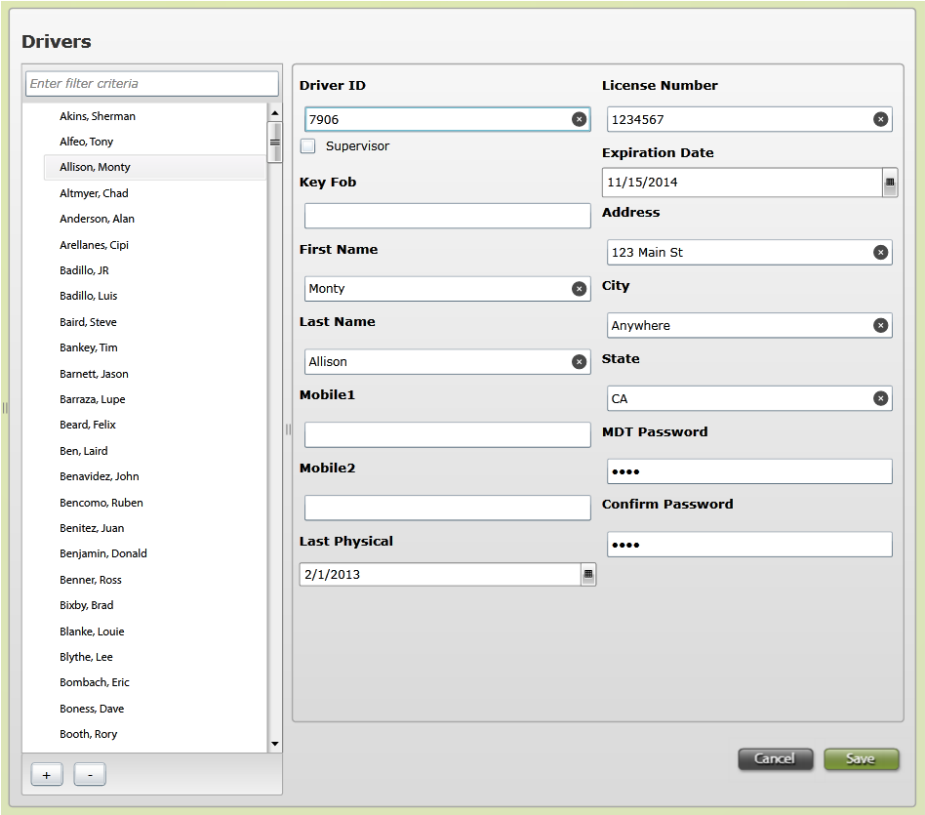
FIELD	DESCRIPTION
Driver ID	The Driver ID can include 1-8 letters and/or numbers: no spaces, punctuation or symbols. When entered in the MDT, numbers are suggested.
Supervisor	This check box allows you to mark a driver as a Supervisor.
Key Fob	The number of the RFID key fob a driver can log in with when equipped.
First Name	First name of the driver.
Last Name	Last name of the driver.
Mobile1	First mobile phone number for the driver.
Mobile2	Second mobile phone number for the driver.
Last Physical	Date of the driver's last physical.
License Number	Driver's license number.
Expiration Date	Driver's license expiration date.
Address	Street address as listed on the driver's license.
City	City as listed on the driver's license.
State	State as listed on the driver's license.
MDT Password	The MDT Password is seen as PIN on the driver display. The Password is 4-7 characters, numeric only: no spaces, punctuation or symbols.
Confirm Password	Retype the MDT Password here for confirmation.

DELETING DRIVER INFORMATION

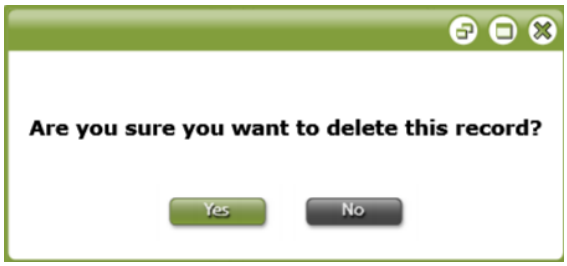
To delete driver information, complete these steps:

1. Click the **Control Panel** Tab.
2. Under **Resources** on the **Side Menu**, click on the **Drivers** icon. The **Drivers** window appears.
3. In the **Drivers** list, click on the targeted driver to delete.

Note: To search for a driver to edit, type a driver's name in the Filter text box.



4. Click the  icon under the Drivers list.
5. The **Confirm Delete** dialog box appears.
6. Click **Yes** to delete the driver or click **No** to cancel.



CREATING LANDMARKS

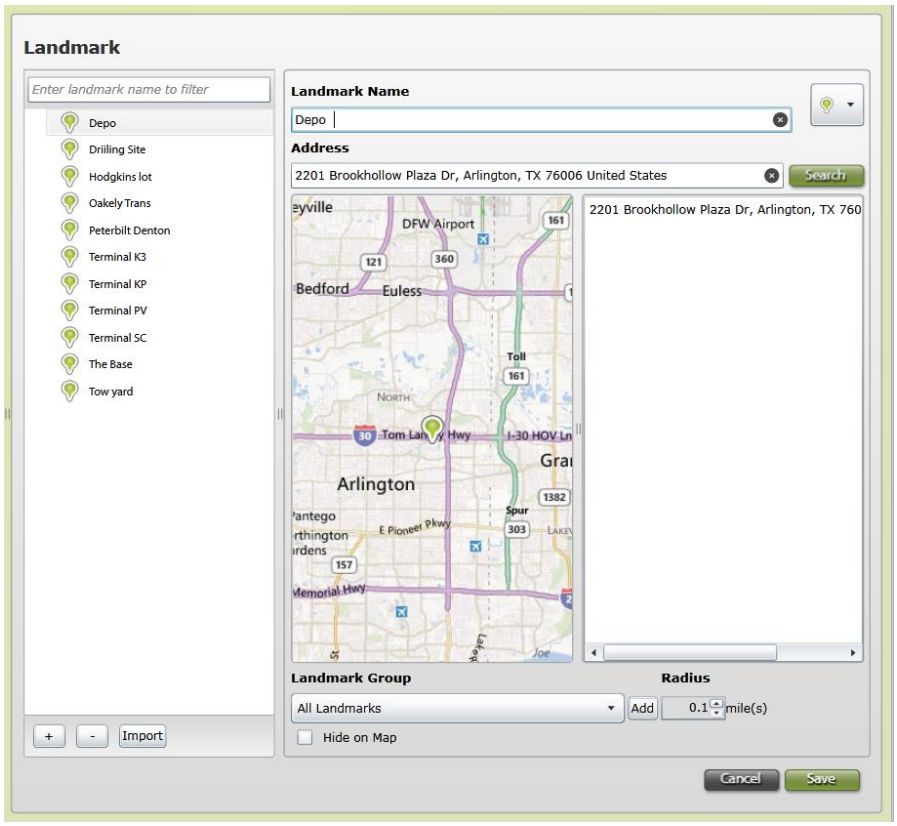
Fleet Director allows you to create, edit, and delete Landmarks one at a time. When a vehicle is located within the radius around the Landmark the address will read “Closest Landmark: name of Landmark”. Landmarks can be used with many features within Fleet Director, including Nearest Vehicle, Send Route, Exceptions, and the On Site Report.

Landmarks can be uploaded using the **Import Landmark** tool. For more information see **Importing Landmarks** below.

To create a Landmark, complete these steps:

1. Click the **Control Panel** Tab.
2. Under **Resources** on the **Side Menu**, click on the **Landmarks** icon. The **Landmark** window appears.
3. Click on the + icon below the **Landmark** list.
4. In the **Landmark Name** text box, type the name of your Landmark. Fleet Director validates the Landmark name to prevent duplication.

Note: The following characters are not supported as part of Landmark names: *@$%^&()+, and the Tab character.



5. From the icon drop-down menu, choose a Landmark icon or accept the default icon.
6. In the **Landmark Address** text box, type the street address of your Landmark; then click on **Search**.

Note: If you do not type a complete address, Fleet Director searches for the closest possible match to use as a location.

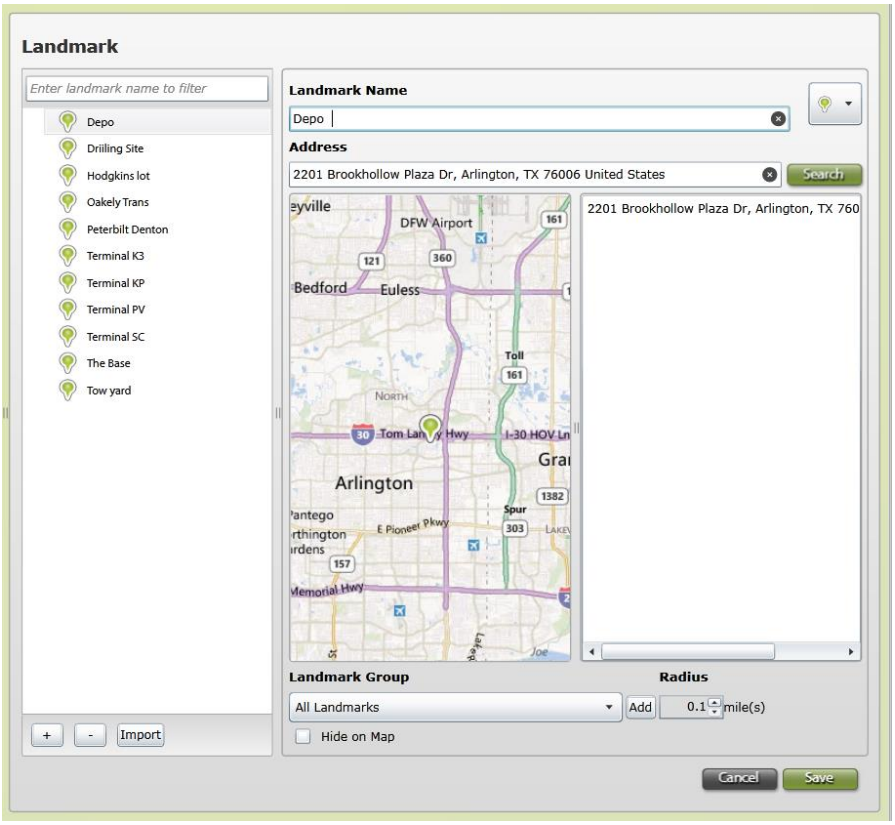
7. To add the Landmark to an existing **Landmark Group**, select the group from the **Landmark Group** drop- down list. To add a new Landmark group, click **Add**, type the name of the **Landmark Group**; then click on **Save**.
8. To select a **Radius**, use the arrows to add or subtract percent of mile(s). The minimum radius is one tenth of a mile (0.1). For metric customers this is 1.6 kilometers.
9. To select **Hide on Map,** check off the box to hide a Landmark in the **Map View**.
10. Click on **Save** to finish creating the Landmark and save your changes.

EDITING LANDMARKS

To edit a Landmark, complete these steps:

1. Click on the **Control Panel** Tab.
2. Under **Resources** on the **Side Menu**, click the **Landmarks** icon. The Landmarks window appears.
3. In the **Landmark** list, click on the Landmark to edit.

Note: To search for a Landmark to edit, type the Landmark's name in the search/filter bar.



4. Edit the Landmark name as needed.

Note: The following characters are not supported in Landmark names: *@$%^&()+, and the Tab character.

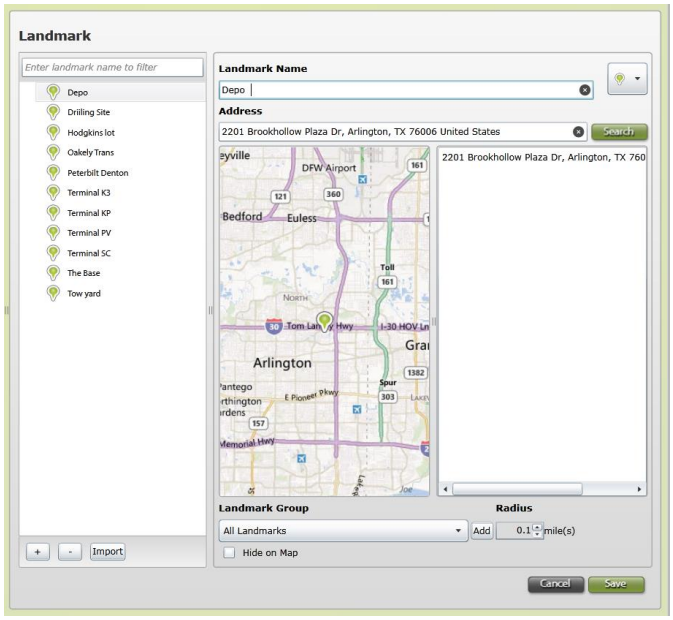
5. To change the Landmark icon select a Landmark icon from the icon drop-down menu, or accept the default icon.
6. To change the Landmark address, in the **Landmark Address** text box, type the street address of your Landmark, and then click **Search**. If you do not type a complete address, Fleet Director searches for the closest possible match.
7. To add the Landmark to an existing **Landmark Group**, select the group from the **Landmark Group** drop-down list. To add the Landmark to a new **Landmark Group**, click **Add**, type the name of the **Landmark Group**, and then click **Save**.
8. To change the radius, enter a value or use the arrows to find a preferred radius. The minimum radius is one tenth of a mile (0.1). For metric customers this is 1.6 kilometer.
9. Mark the Hide on Map check box to hide the Landmark in the **Map View**.
10. Click **Save** to save the Landmark changes.

DELETING LANDMARKS

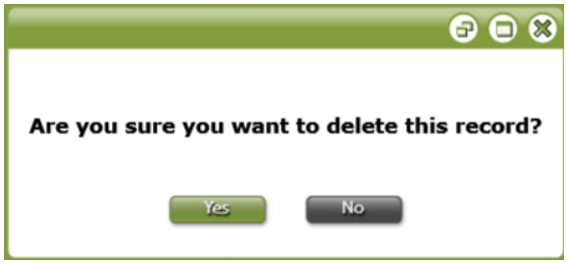
To delete Landmarks, complete these steps:

1. Click the **Control Panel** tab.
2. Under Resources on the **Side Menu**, click the **Landmarks** icon.
3. In the Landmarks list, click the Landmark to delete.

Note: To search for a Landmark to delete, start typing a Landmark name in the Filter text box.



4. Click the  icon under the Landmark list. The Confirm Delete dialog box appears
5. Click **Yes** to delete the Landmark or click **No** to cancel.



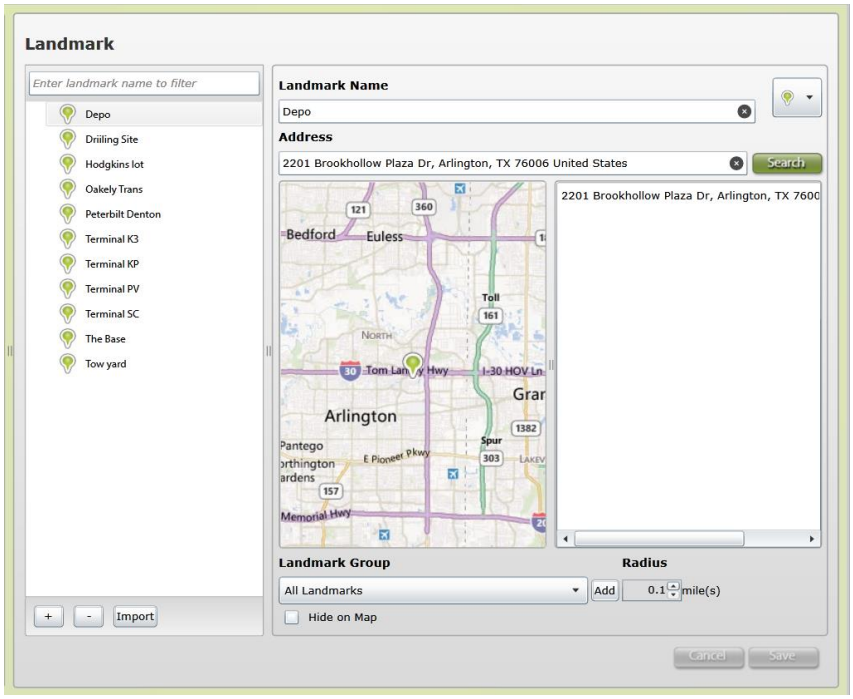
IMPORTING LANDMARKS

The Landmarks import tool allows users to import a Microsoft Excel spreadsheet in comma delimited format (.CSV) or a text file (.TXT) with as many landmarks as needed.

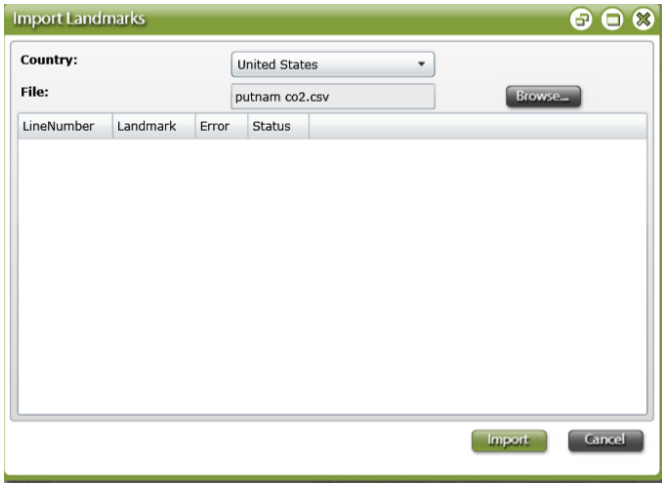
By default, Landmarks are set to display on the map using the pin icon: 

To import Landmarks, complete these steps:

1. Click the **Control Panel** tab.
2. Under Resources on the **Side Menu**, click the **Landmarks** icon.
3. Click **Import**.



4. The **Import Landmarks** dialog box appears.
5. Click on **Browse** and locate the Landmarks file to import. You can import .txt and .csv file formats
6. Click on **Import below the Landmarks list**.



IMPORTING LANDMARKS- TEXT FILE FORMAT (.TXT)

The file used to import Landmarks has specific requirements (below) and must be in comma delimited format (.CSV) or a text file (.TXT).

The information contained in the text file must include the following information:

Name - The name of the Landmark (maximum 25 characters)
Street - Building number and street name (maximum 100 characters)
City - City Name (maximum 40 characters)
State - USPS 2 letter state abbreviation (maximum two characters)
Zip Code - Zip Code (maximum 9 characters)
Icon Code – Can be added to define the map Icon displayed

Format Example:
Name,Street,City,State,ZipCode,IconCode = Teletrac Inc.,7391 Lincoln Way,Garden Grove,CA,92841,12

Icon Code	Icon
1	Landmark Green
10	Push-Pin
11	Center Icon
12	Start
13	End
14	Blue Flag
15	Red Exclamation
16	Orange Horn
17	Construction
18	Green Arrow
19	Tower 1-wide
20	Tower 2-narrow
21	Satellite
23	Yellow Square
24	Red Square
25	Green Square
26	Blue Square
27	Yellow Circle
28	Red Circle
29	Green Circle
30	Blue Circle
31	Brown Square
32	Cyan Square
33	Black Square
34	White Square
35	Gray Square
36	Landmark Blue
37	Landmark Gray
38	Landmark Orange
39	Landmark Purple
40	Landmark Red

41	Landmark Yellow
320	Red P
321	Blue D
322	Green A
323	Yellow S
324	Orange O
325	Yellow S
4063	Green Building

The Text File Format requires the following information:

- Each line contains 1 record (Landmark).
- Each line must end in a CR LF (Hard Return or Enter).
- Do not leave spaces between the comma at the end of a field or the first letter of the next field.
- Do not use special characters (for example, commas, asterisks, apostrophes, semicolons, pound signs.).

IMPORTING LANDMARK- EXCEL FILE FORMAT (.CSV):

The columns in the Excel File must include the following information:

Name - The name of the Landmark (maximum 25 characters)
Street - Building number and street name (maximum 100 characters)
City - City Name (maximum 40 characters)
State - USPS two-letter state abbreviation (maximum two characters)
Zip Code - zip code (maximum nine characters)
Icon Code – Can be added to define the map Icon displayed

Each of the fields should have its own column. Do not leave a header row as this may cause problems when importing.

Icon Code	Icon
1	Landmark Green
10	Push-Pin
11	Center Icon
12	Start
13	End
14	Blue Flag
15	Red Exclamation
16	Orange Horn
17	Construction
18	Green Arrow
19	Tower 1-wide
20	Tower 2-narrow
21	Satellite
23	Yellow Square
24	Red Square
25	Green Square
26	Blue Square
27	Yellow Circle
28	Red Circle

29	Green Circle
30	Blue Circle
31	Brown Square
32	Cyan Square
33	Black Square
34	White Square
35	Gray Square
36	Landmark Blue
37	Landmark Gray
38	Landmark Orange
39	Landmark Purple
40	Landmark Red
41	Landmark Yellow
320	Red P
321	Blue D
322	Green A
323	Yellow S
324	Orange O
325	Yellow S
4063	Green Building

The Excel file format requires the following information:

Each row contains 1 record (Landmark).
Only 1 worksheet is used.
Do not leave spaces between, at the beginning, or end of the cell data.
Do not use special characters (commas, asterisks, apostrophes, semicolons, pound signs, etc.)

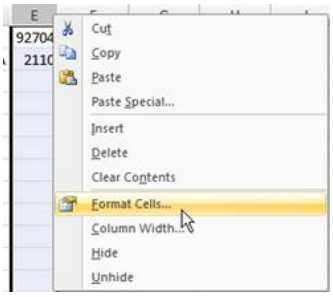
ZIP CODES WITH LEADING ZEROS IN EXCEL

Zip codes with leading zeroes (Massachusetts, New Jersey, New Hampshire) will not import correctly from an Excel file since Excel will remove the zeroes (for example, the zip code 02110 is shortened to “2110,” below):

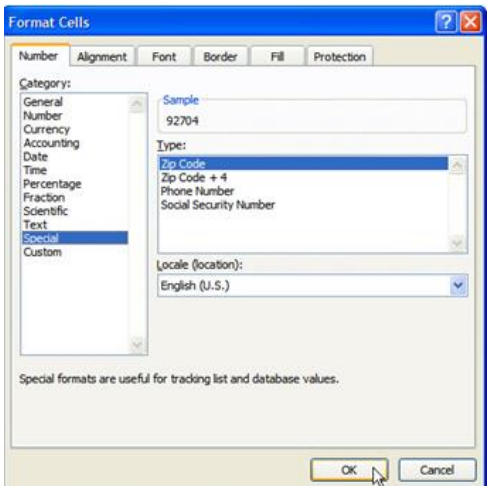
	A	B	C	D	E
1	Teletrac Inc.	7391 Lincoln Way	Garden Grove	CA	92704
2	New England Aquarium	1 Central Wharf	Boston	MA	2110
3					
4					

To fix the shortened zip code issue, users must set the columns format:

1. Right-click on **Column E**.
2. From the drop-down menu, click on **Format Cells**.



3. From the Format Cells window, select **Special** from the Category list.
4. In the **Type** section, select **Zip Code**. Click on the **OK** button to finish.



Your zip codes will no longer be removed. When the file is imported by the **Landmark Import Tool**, the leading zeroes will appear:

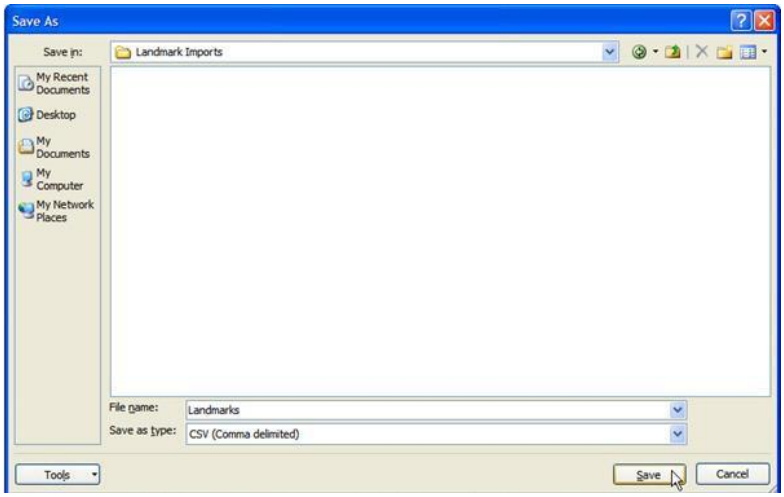
	A	B	C	D	E
1	Teletrac Inc.	7391 Lincoln Way	Garden Grove	CA	92704
2	New England Aquarium	1 Central Wharf	Boston	MA	02110
3					

SAVING EXCEL FILES AS COMMA DELIMITED FORMAT FILES

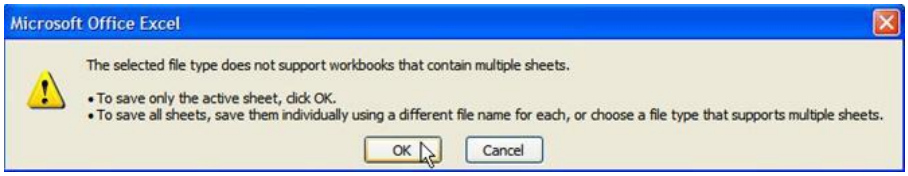
Note that you cannot directly import an Excel (.XLS or .XLSX) file into the **Landmarks Import Tool**. Excel does not provide comma delimiters between fields.

To save your file in the correct format using Microsoft Excel 97-2003, complete these steps:

1. From the **File** menu, click on **Save As**. For or Excel 2007, click on **Office.** Then click on **Save As**.
2. From the drop-down menu, select **Other Formats**.
3. In the **File Name** text box, type a file name. Then click on CSV (Comma delimited) on the **Save as type** drop-down menu.



4. Click on **Save**. A dialogue box appears and prompts you to remove any unsupported features. Since you only used the worksheet to enter Landmark addresses, this will not remove any relevant data.



5. Click on **OK**. A dialogue box appears and prompts you about features that are unsupported in CSV format.

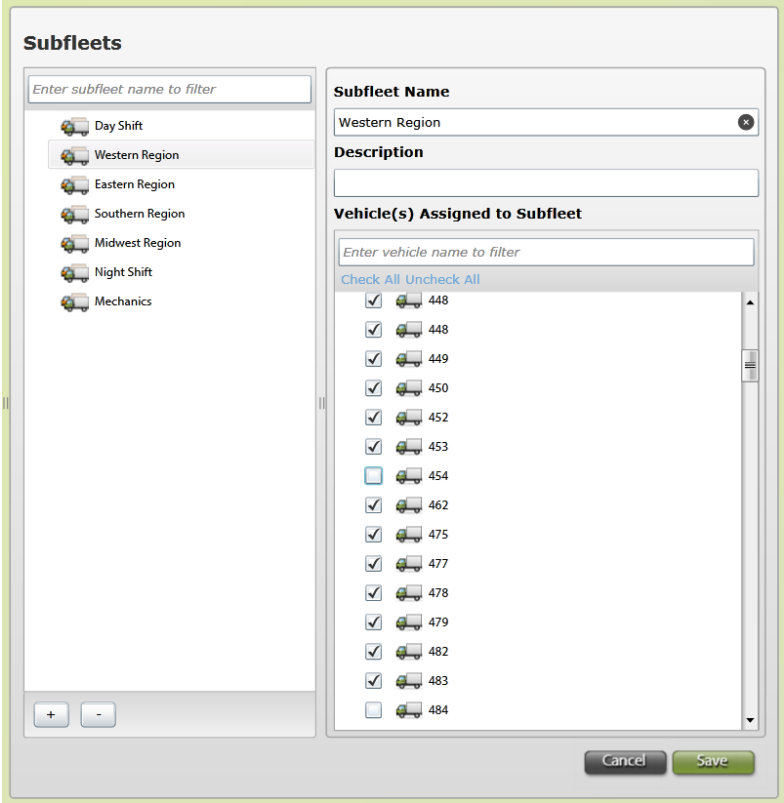
6. Click on **Yes**. Your file is saved in comma delimited format. You may import it using the **Import Landmark Tool.**

CREATING SUB-FLEETS

You can create vehicle sub-fleets to assign vehicles to a grouped fleet and arrange vehicles as groups in Fleet Director. Sub-fleets can be helpful when running reports, scheduling exceptions or using other functions, such as Nearest Vehicle.

To create a sub-fleet, complete these steps:

1. Click on the **Control Panel** Tab.
2. Under **Organization** on the **Side Menu**, click the **Sub-fleets** icon.



3. Click the  icon under the sub-fleets list.
4. Type the name of the sub-fleet and type a description (optional).
5. Select the vehicles to add to the sub-fleet by clicking in the selection box in front of the vehicle name.

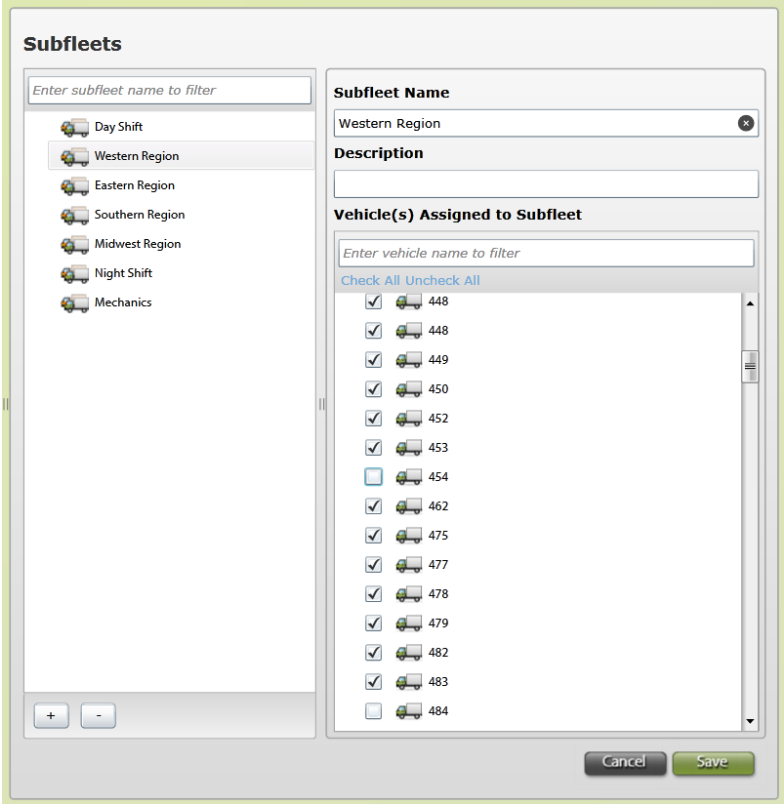
NOTE: To find a vehicle start typing the name of the vehicle in the Filter text box.

6. Click **Save**.

ADDING VEHICLES TO SUB-FLEETS

To add vehicles to a sub-fleet, complete these steps:

1. Click on the **Control Panel** Tab.
2. Under **Organization** on the **Side Menu**, click on the **Sub-fleets** icon. The Sub-fleet form appears.
3. In the **Sub-fleets** list, click on the sub-fleet to modify.

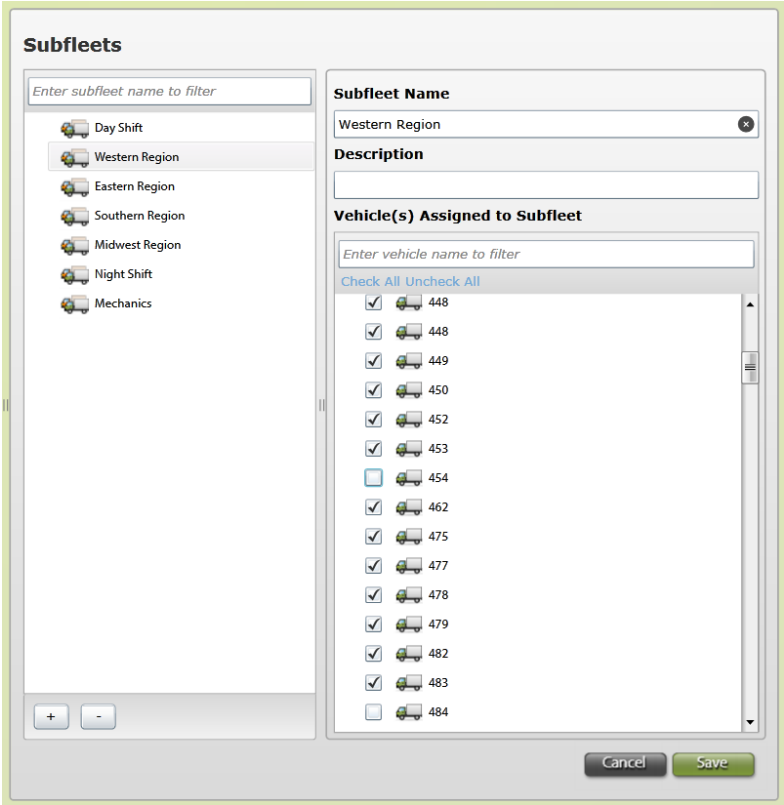


4. Select the vehicles to add to the sub-fleet by clicking on the box next to a vehicle name.
5. To find a vehicle, type the name of the targeted vehicle in the search/filter bar.
6. Click on **Save to complete your changes**.

REMOVING VEHICLES FROM A SUB-FLEET

To remove vehicles from a sub-fleet, complete these steps:

1. Click the **Control Panel** Tab.
2. Under Organization on the **Side Menu**, click the **Sub-fleets** icon.
3. In the Sub-fleets list click the sub-fleet to modify.



4. Uncheck the boxes for the vehicles to remove from the sub-fleet.

Note: To find a vehicle, start typing the name of the vehicle in the Filter text box.

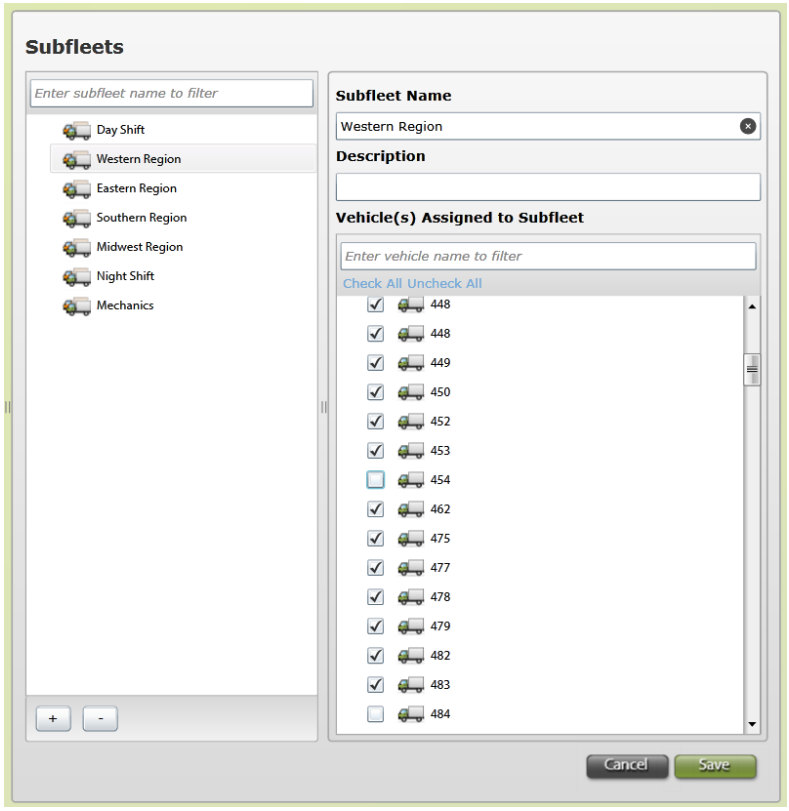
5. Click on **Save to complete your changes**.

DELETING A SUB-FLEET

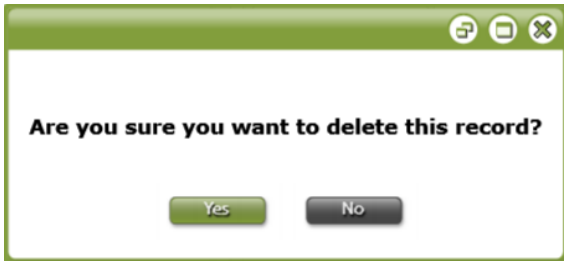
To delete a sub-fleet, complete these steps:

1. Click on the **Control Panel** Tab.
2. Under **Organization** on the **Side Menu**, click on the **Sub-fleets** icon**.**
3. In the **Sub-fleets** list, click on the sub-fleet to delete.

Note: To search for a sub-fleet to delete, type the name of the sub-fleet in the search/filter bar.



4. Click on the  icon under the **Sub-fleets** list. The Confirm Delete box appears.
5. Click on **Yes** to delete the sub-fleet or click **No** to cancel.

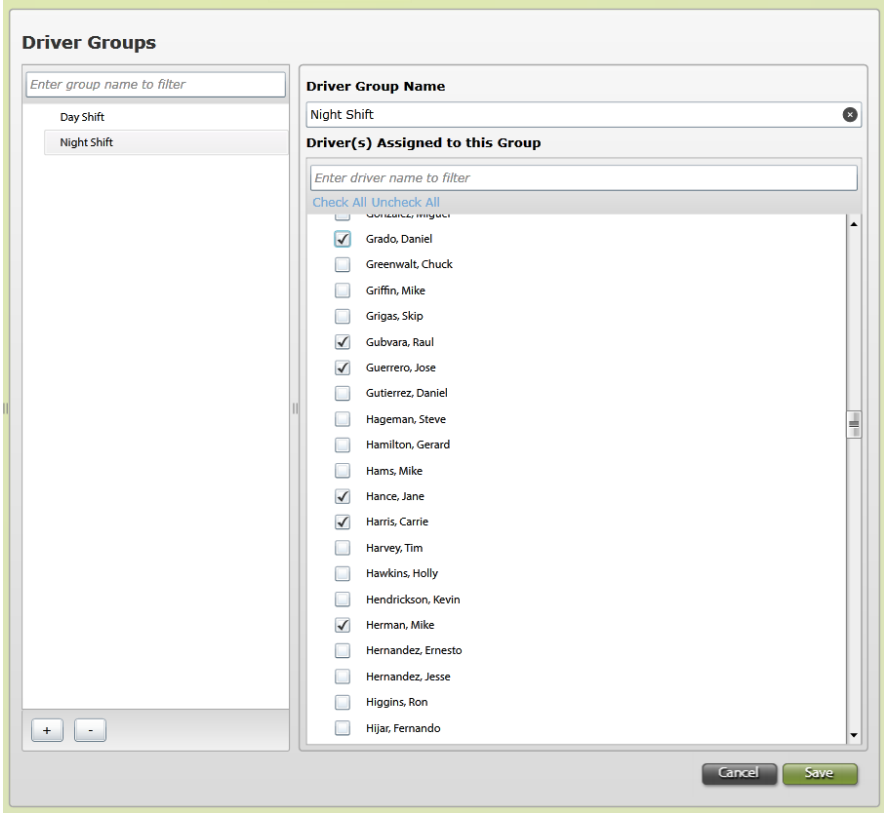


CREATING DRIVER GROUPS

You can create driver groups to organize your vehicles within Fleet Director. Driver Groups can be helpful for running reports, assigning driver watchlist, or using the HOS in Fleet Director. The Drivers list on the left displays all driver records in the database for your account.

To create a driver group, complete these steps:

1. Click on the **Control Panel** Tab.
2. Under Organization on the **Side Menu**, click on **Driver Groups**. The Driver Groups window appears.
3. Click on the + icon under the driver groups list.
4. Type the name of the driver group and type a description (optional).



5. Select the drivers to add to the group by checking off the box next to a driver name.
6. To find a driver, type the name of the driver in the search/filter bar.
7. Click on **Save** to complete your changes.

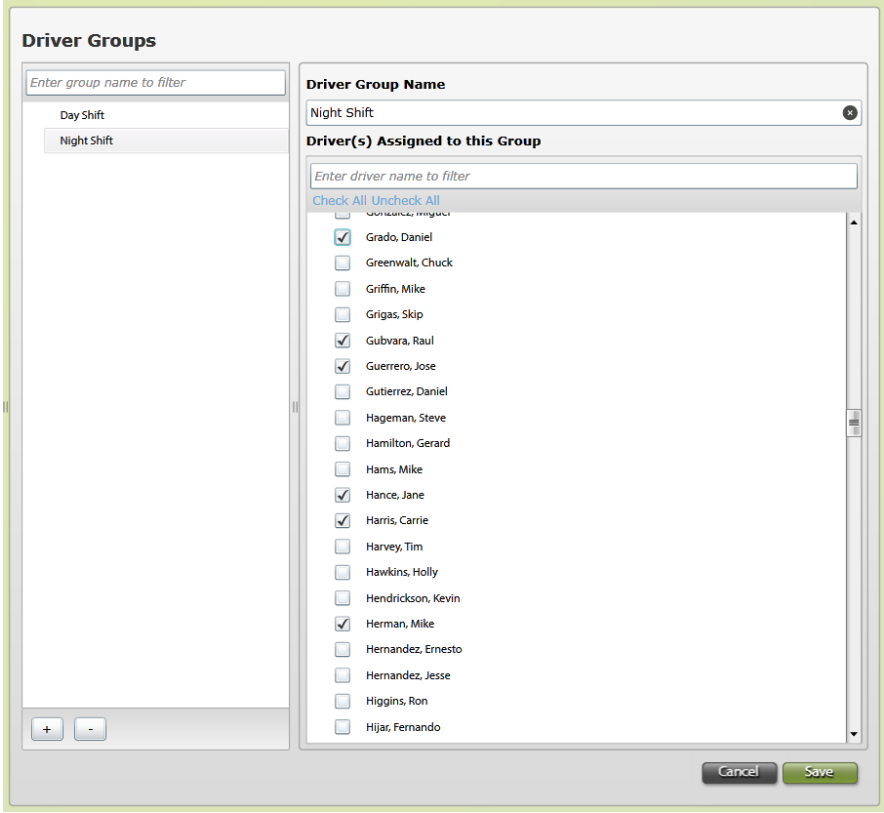
EDITING DRIVER GROUPS

To edit a driver group, complete these steps:

1. Click the **Control Panel** tab.
2. Under Organization on the **Side Menu**, click the **Driver Groups** icon.
3. Click the driver group to edit in the Driver Groups list.
4. Mark the check boxes of the drivers to add to the driver group or clear the check boxes of the drivers to remove from the driver group.

Note: To search for a driver group to delete, start typing a driver group name in the Filter text box.

5. Click **Save**.

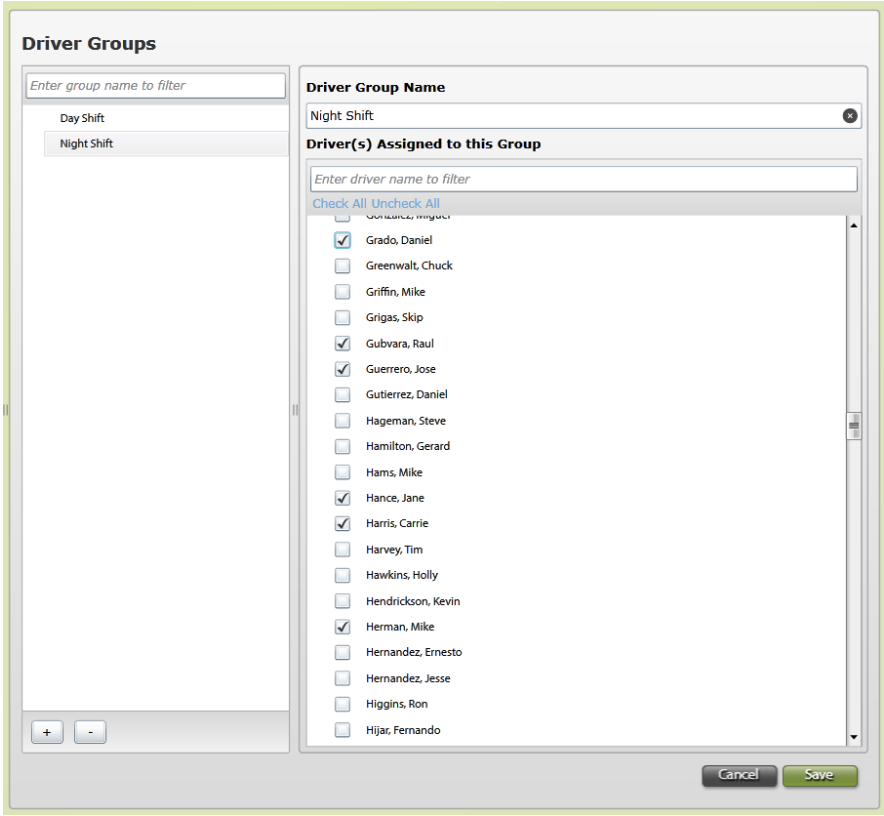


DELETING DRIVER GROUPS

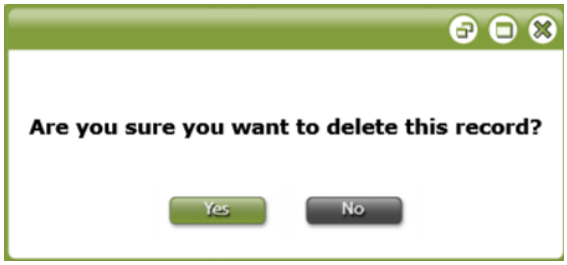
To delete a driver group, complete these steps:

1. Click the **Control Panel** tab.
2. Under **Organization** on the **Side Menu**, click the **Driver Groups** icon.
3. In the **Driver Groups** list, click the driver group to delete.

Note: To search for a driver group to delete, start typing a driver group name in the Filter text box.



4. Click the  icon under the Driver Groups list. The Confirm Delete dialog box appears
5. Click **Yes** to delete the driver group or click **No** to cancel.



CREATING LANDMARK GROUPS

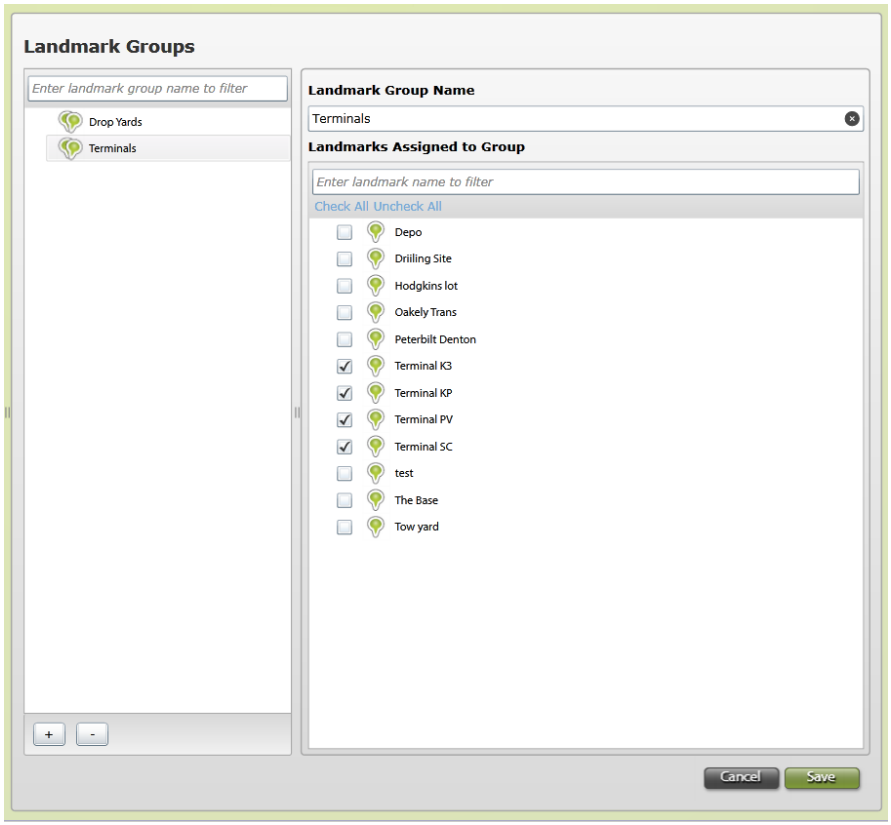
Creating Landmark groups allow you to arrange Landmarks to simplify running On Site reports and viewing them on the Landmarks list in the **Side Menu**. Fleet Director Users can edit existing Landmarks to add them into the Landmark group.

To create a Landmark group, complete these steps:

1. Click on the **Control Panel** Tab.
2. Under **Organization** on the **Side Menu**, click on the **Landmark Groups** icon. The **Landmark Groups** form appear
3. Click the + icon under the **Landmark Groups** list.
4. In the **Landmark Group Name** text box, type the name of your Landmark group. Fleet Director validates the Landmark group name to prevent duplication.
5. Click on the boxes of the Landmarks to add to the Landmark group.

   Note: To search for Landmarks, type a Landmark name in the search/filter bar.

6. Click on **Save** to complete your changes.



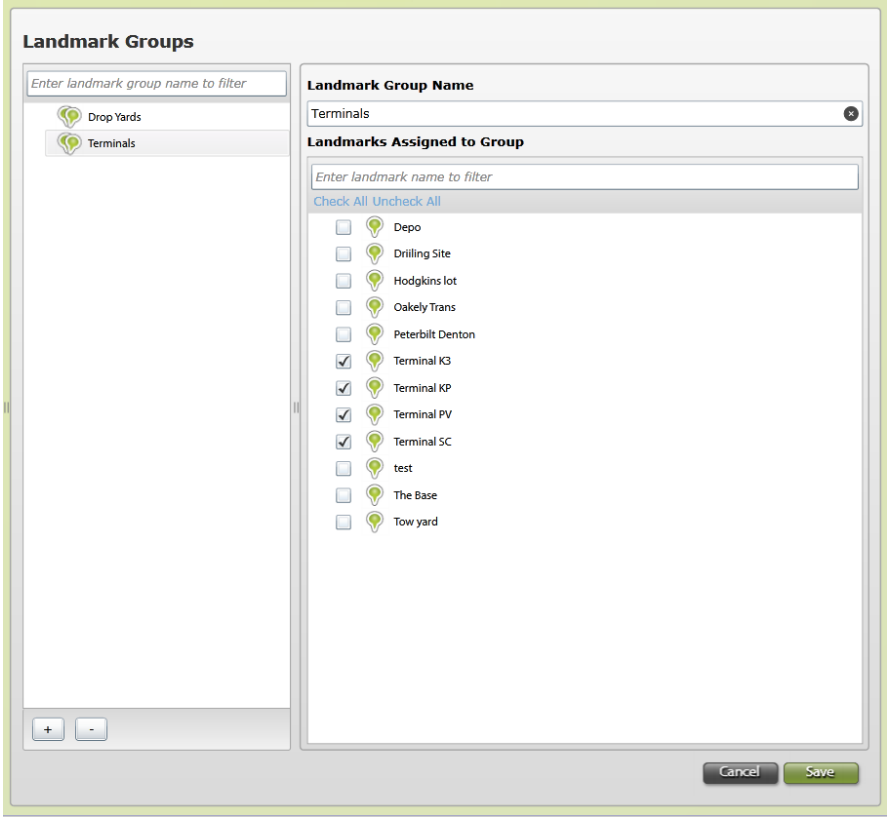
EDITING LANDMARK GROUPS

To edit a Landmark group, complete these steps:

1. Click the **Control Panel** tab.
2. Under Organization on the **Side Menu**, click the **Landmark Groups** icon.
3. Click the Landmark group to edit in the Landmark Groups list.
4. Mark the check boxes of the Landmarks to add to the Landmark group or clear the check boxes of the Landmarks to remove from the Landmark group.

Note: To search for Landmarks, start typing a Landmark group name in the Filter text box.

5. Click **Save**.

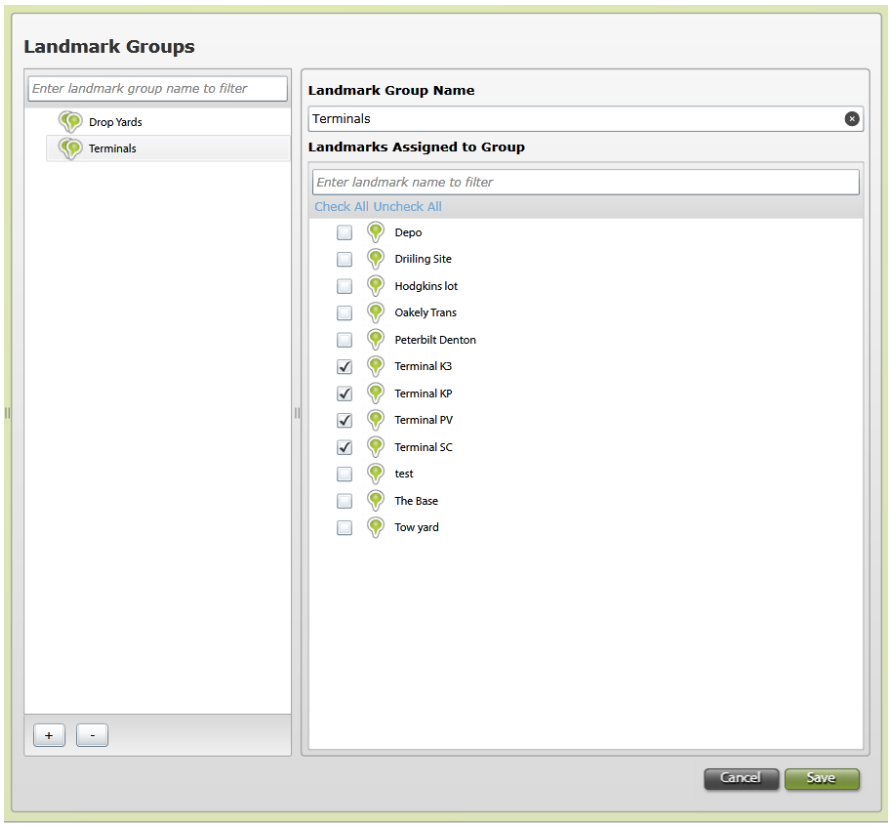


DELETING LANDMARK GROUPS

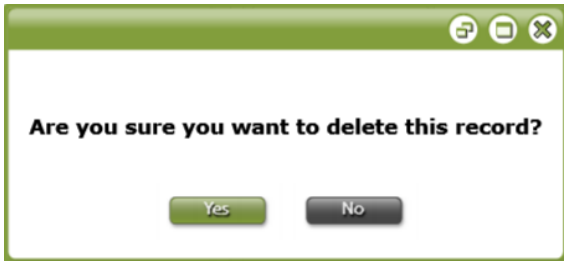
To delete a Landmark group, complete these steps:

1. Click the **Control Panel** tab.
2. Under Organization on the **Side Menu**, click the **Landmark Groups** icon.
3. Click the Landmark group to delete in the Landmark Groups list.

Note: To search for a Landmark group to delete, start typing a Landmark group name in the Filter text box.



4. Click the  icon under the **Landmark Groups** list. The **Confirm Delete** dialog box appears.
5. Click **Yes** to delete the Landmark group or click **No** to cancel.



ABOUT EXCEPTIONS

Exceptions are a form of notification when the criteria set by the Fleet Director user has been met.

Exceptions that have been triggered will notify the Fleet Director user

- on the Map View tab in the Data View Exceptions tab
- on the Map View tab with a popup window
- on the Analytics tab as the Alerts widget
- on the Reports tab in the Vehicles section on the Exception report

Exceptions can provide remote notification to email and/or SMS to phone using the Alerts feature.

Exceptions are available for:

- Zone
- Stationary Vehicle
- Scheduled Stop
- Out of Service

Examples of the information available and how to benefit from Exceptions:

- Has the vehicle been at a job too long using the Stationary type
- Is the vehicle is at an off limit area using the Zone-Inside type
- Is the vehicle being used without authorization using the Zone-Outside type
- Is the GPS is not locating due to driver tampering or equipment malfunction

CREATING EXCEPTIONS

Each Exception is defined and scheduled. Exceptions include a schedule to indicate which vehicles the exception applies to and what days of the week and time of day the exception should be monitored.

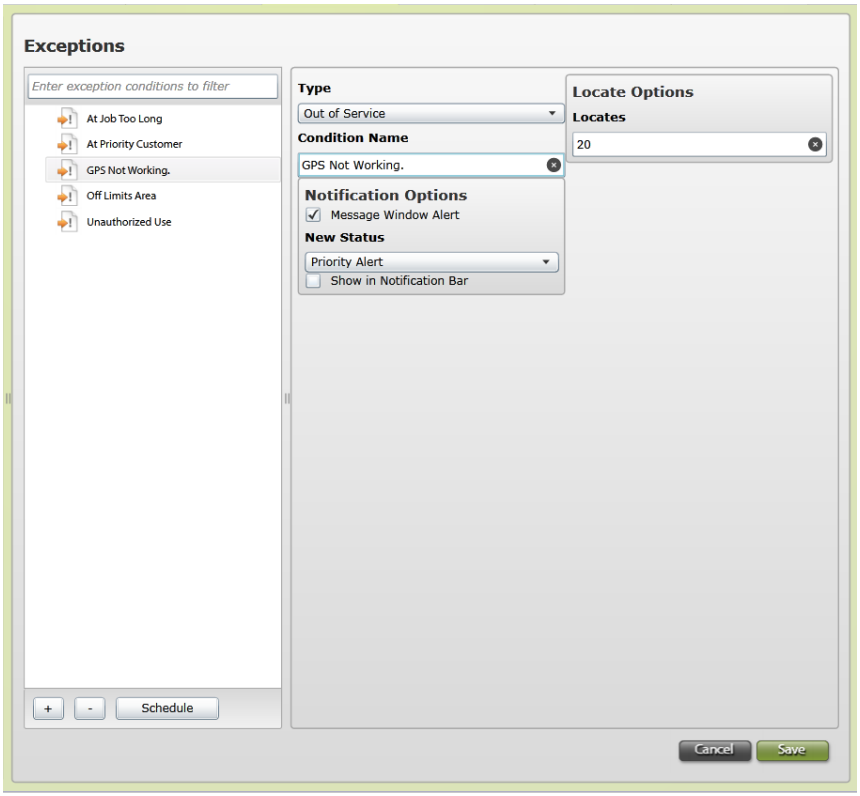
The following Types of Exceptions are available.

TYPE	DESCRIPTION
Zone	Triggered when a vehicle is located inside or outside a zone (Landmark) for the specified time.
Stationary Vehicle	Triggered when a vehicle is motionless longer than the amount of time specified in the exception; the vehicle is considered stationary.
Scheduled Stop	Defines when and how long a vehicle should be at a specific Landmark. There are two types of Scheduled Stop Exception; Inside and Outside.
Out of Service	Triggered when a vehicle fails to send its location more than the number of times specified in the exception; the vehicle is considered out of service.

CREATING OUT OF SERVICE EXCEPTIONS

To create an Out of Service Exception, complete these steps:

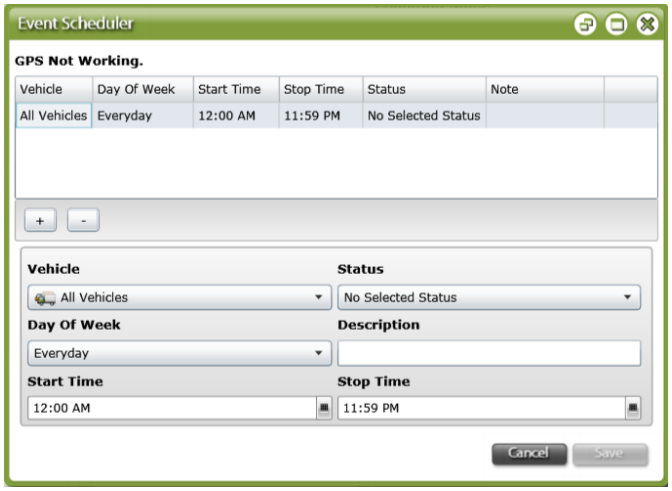
1. Click on the **Control Panel** Tab.
2. Under **Services** on the **Side Menu**, click on the **Exception** icon**. The Exceptions window appears.**
3. On the **Exceptions** window, click on the + icon.
4. From the **Type** drop-down menu, click on **Out of Service**.
5. Enter a **Condition Name** (required). Note that each condition name must be unique.



1. Select from the following options:

OPTION	DESCRIPTION
Notification Options	
Message Window Alert	A popup window in the Map View tab is displayed when the exception is triggered.
New Status	A new status, as defined in the drop-down menu, is assigned to a specific vehicle when an exception is triggered.
Highlight Status Window	Marks a vehicle name in red when it is moved to New Status in the Status View.
Locate Options	
Locates	The number of locate attempts required before triggering an exception.

1. Click on **Save** to complete your changes.
2. Select the created exception from the **Exceptions** list.
3. Click on **Schedule**. The **Event Scheduler** appears.



4. Click on the + icon. Then complete the following fields

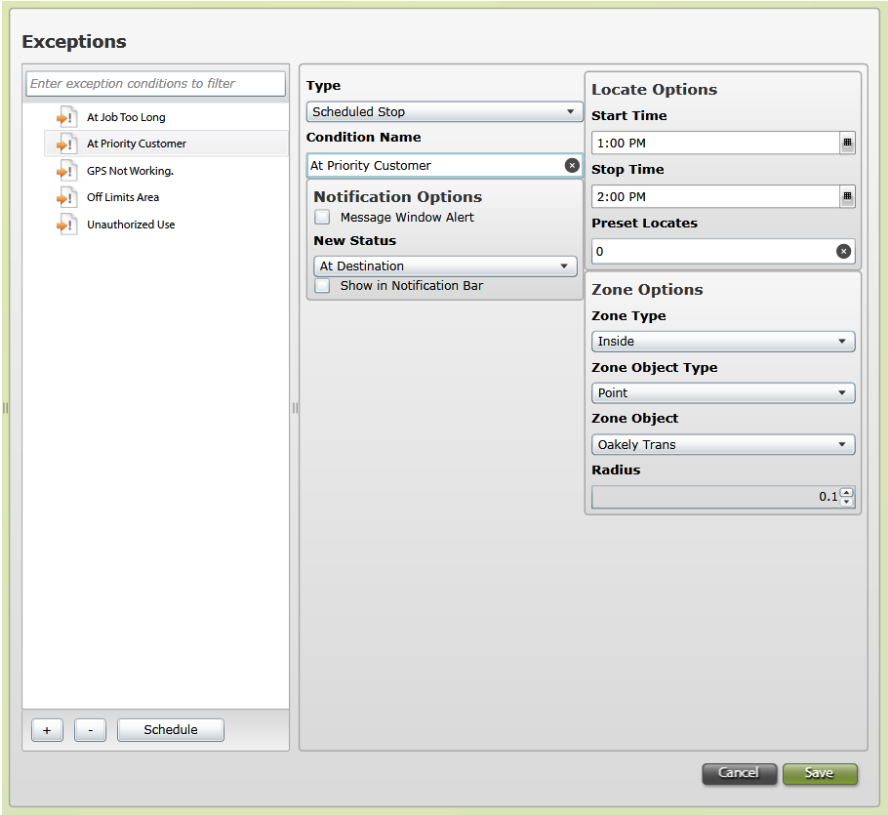
FIELD	DESCRIPTION
Vehicle	This is the Vehicle, Sub-fleet or All Vehicles list to which you want to assign the Exception.
Day of Week	Assign the Exception to trigger Monday through Sunday, Weekdays, Weekends or Everyday. If you want the trigger to change based on the day(s), you may create multiple schedules using different Day of Week selections.
Start Time	The time you want the monitoring to start. The start time must precede the stop time.
Stop Time	The time you want the monitoring to stop.
Status	The value should remain on **No Selected Status**.
Description (optional)	This is the description of the schedule. Optional.
Monitor	To monitor the Exception Condition.

11. Click on **Save** to complete your changes.

CREATING SCHEDULED STOP EXCEPTIONS

To create a scheduled stop condition, complete these steps:

1. Click the **Control Panel** tab.
2. Under the Services on the **Side Menu**, click the **Exception** icon**.**
3. On the **Exceptions** pane, click the + icon.
4. From the **Type** drop-down menu, click **Scheduled Stop.**
5. Enter a **Condition Name** (required). Each **Condition Name** must be unique.

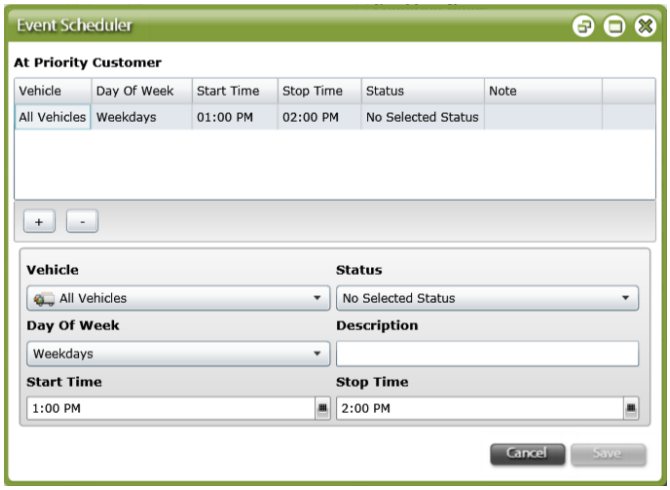


6. Select from the following options:

OPTION	DESCRIPTION
Notification Options	
Message Window Alert	A popup window in the Map View tab is displayed when the exception is triggered.
New Status	A new status, as defined in the drop-down menu, is assigned to a specific vehicle when the exception is triggered.
Highlight Status Window	Marks the vehicle name red when moved to the New Status on the Status View.
Locate Options	
Start Time	Set the start time for the range of scheduled stops.
Stop Time	Set the stop time for the range of scheduled stops.
Preset Locates	The number of locates a vehicle can send before being considered in violation. You can choose 0 or more preset locates.

Zone Options	
Zone Type	**Inside** triggers an Exception when a vehicle is located inside a defined zone. **Outside** triggers an Exception when a vehicle is located outside a defined zone.
Zone Object Type	Can be a vehicle or a Landmark.
Zone Object	Select the Landmark or vehicle to be used as the object. The zone is defined by the radius around the selected object.
Radius	The radius in miles to define a zone.

7. Click on **Save** to complete your changes.
8. Select the created exception from the **Exceptions** list.
9. Click on **Schedule**. The **Event Scheduler** window appears.



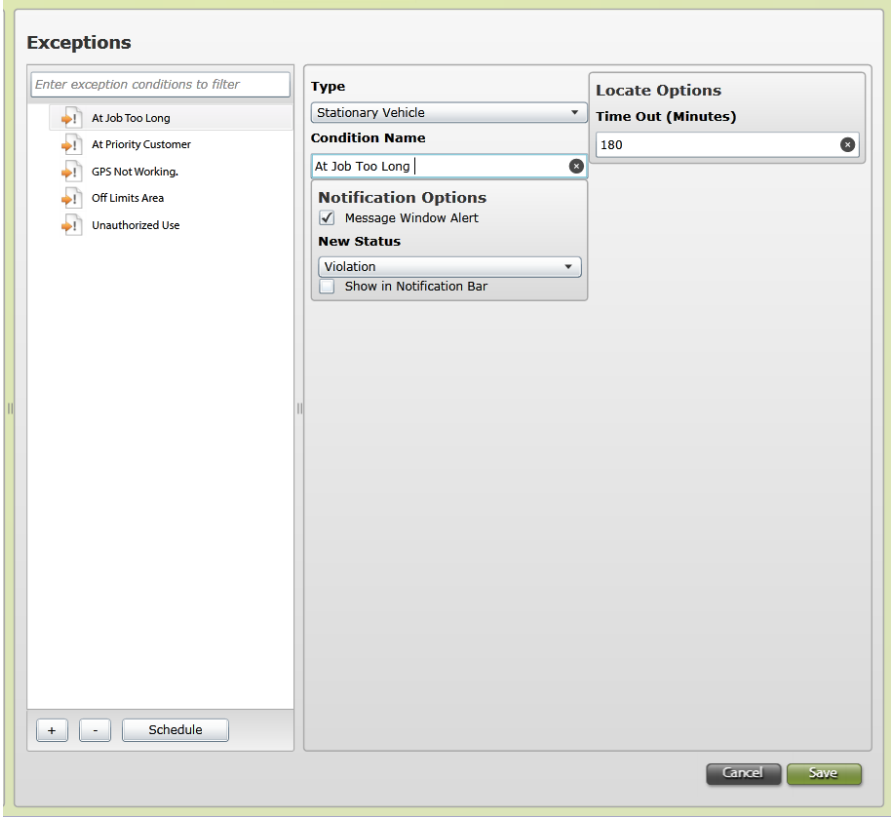
10. Click the + icon. Then complete the following fields.
11. Click on **Save** to complete your changes.

FIELD	DESCRIPTION
Vehicle	**Vehicle**, **Sub-fleet** or **All Vehicles** list to which you want to assign the Exception.
Day of Week	You can assign the Exception to trigger Monday through Sunday, Weekdays, Weekends or Everyday. If you want the trigger to change based on the day or days you can create multiple schedules using different Day of Week selections.
Start Time	The time you want the monitoring to start. The start time must precede the stop time.
Stop Time	The time you want the monitoring to stop.
Status	The value should remain at No Selected Status.
Description (optional)	This is an optional description of the schedule.
Monitor	Check this box to monitor the Exception Condition.

CREATING STATIONARY VEHICLE EXCEPTIONS

To create a stationary vehicle exception condition, complete these steps:

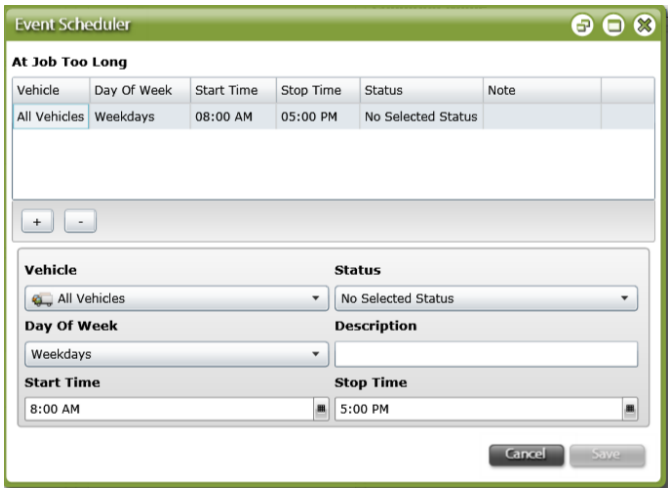
1. Click the **Control Panel** tab.
2. Under the Services on the **Side Menu**, click the **Exception** icon**.**
3. On the **Exceptions** pane, click the + icon.
4. From the **Type** drop-down menu, click **Stationary Vehicle.**
5. Enter a **Condition Name** (required). Each **Condition Name** must be unique.



6. Select from the following options:

OPTION	DESCRIPTION
Notification Options	
Message Window Alert	A popup window in the Map View tab is displayed when the exception is triggered.
New Status	A new status, as defined in the drop down menu, will be assigned to the vehicle when the exception is triggered.
Highlight Status Window	This will mark the vehicle name red when moved to the New Status on the Status View.
Locate Options	
Time Out	In the Time Out field, select the length of time for a vehicle to be motionless before it is considered stationary.

7. Click **Save**.
8. Select the created exception from the **Exceptions** list.
9. Click **Schedule**. The **Event Scheduler** dialog box appears.



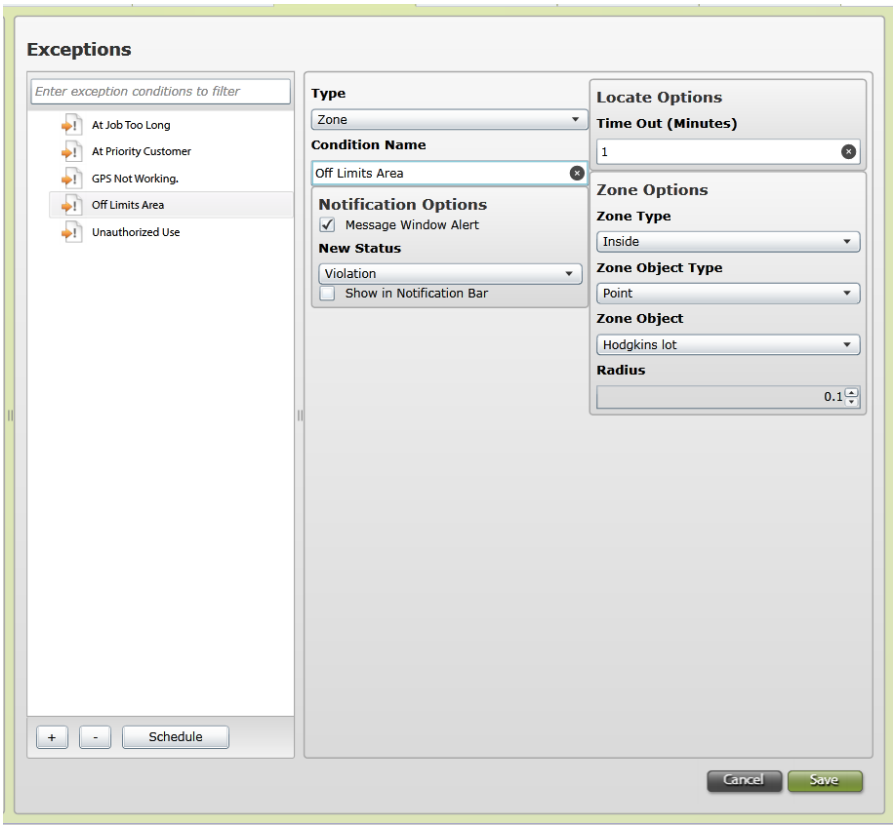
10. Click the + icon, and then complete the following fields.
11. Click **Save**.

FIELD	DESCRIPTION
Vehicle	This is the Vehicle, Sub-fleet or All Vehicles list to which you want to assign the Exception.
Day of Week	You can assign the Exception to trigger Monday through Sunday, Weekdays, Weekends or Everyday. If you want the trigger to change based on the day or days you can create multiple schedules using different Day of Week selections.
Start Time	The time you want the monitoring to start. The start time must precede the stop time.
Stop Time	The time you want the monitoring to stop.
Status	The value should remain No Selected Status.
Description (optional)	This is an optional description of the schedule.
Monitor	Check this box to monitor the Exception Condition.

CREATING ZONE EXCEPTIONS

To create a Zone Exception, complete these steps:

1. Click on the **Control Panel** Tab.
2. Under the **Services** on the **Side Menu**, click on the **Exception** icon**.** The Exception window appears.
3. On the **Exceptions** window, click on the + icon.
4. From the **Type** drop-down menu, click on **Zone.**
5. Type a **Condition Name** (required). Note that each **Condition Name** must be unique.

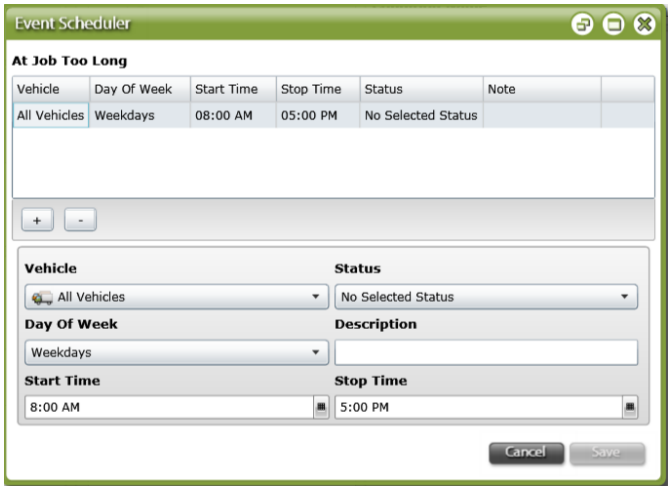


6. Select from the following options:

OPTION	DESCRIPTION
Notification Options	
Message Window Alert	A popup window in the Map View tab is displayed when the exception is triggered.
New Status	A new status, as defined in the drop down menu, will be assigned to the vehicle when the exception is triggered.
Highlight Status Window	This will mark the vehicle name red when moved to the New Status on the Status View.
Locate Options	
Time Out	In the Time Out field, select the length of time for a vehicle to be inside or outside a zone before it is reported as a zone exception.
Zone Options	

Zone Type	Select Inside to trigger an Exception when a vehicle is located inside a defined zone. Select Outside to trigger an Exception when a vehicle is located outside a defined zone.
Zone Object Type	The Zone Object Type can be a vehicle or a Landmark.
Zone Object	Select the Landmark or vehicle to be used as the object. The zone is defined by the radius around the selected object.
Radius	Select the radius in miles to define the zone.

7. Click on **Save** to complete your changes.
8. Select the created exception from the Exceptions list.
9. Click on **Schedule**. The Event Scheduler window appears.



10. Click on the + icon Then complete the following fields:

FIELD	DESCRIPTION
Vehicle	This is the Vehicle, Sub-fleet or All Vehicles list to which you want to assign the Exception.
Day of Week	You can assign the Exception to trigger Monday through Sunday, Weekdays, Weekends or Everyday. If you want the trigger to change based on the day or days you can create multiple schedules using different Day of Week selections.
Start Time	The time you want the monitoring to start. The start time must precede the stop time.
Stop Time	The time you want the monitoring to stop.
Status	The value should remain No Selected Status.
Description (optional)	This is an optional description of the schedule.
Monitor	Check this box to monitor the Exception Condition.

11. Click on **Save** to complete your changes.

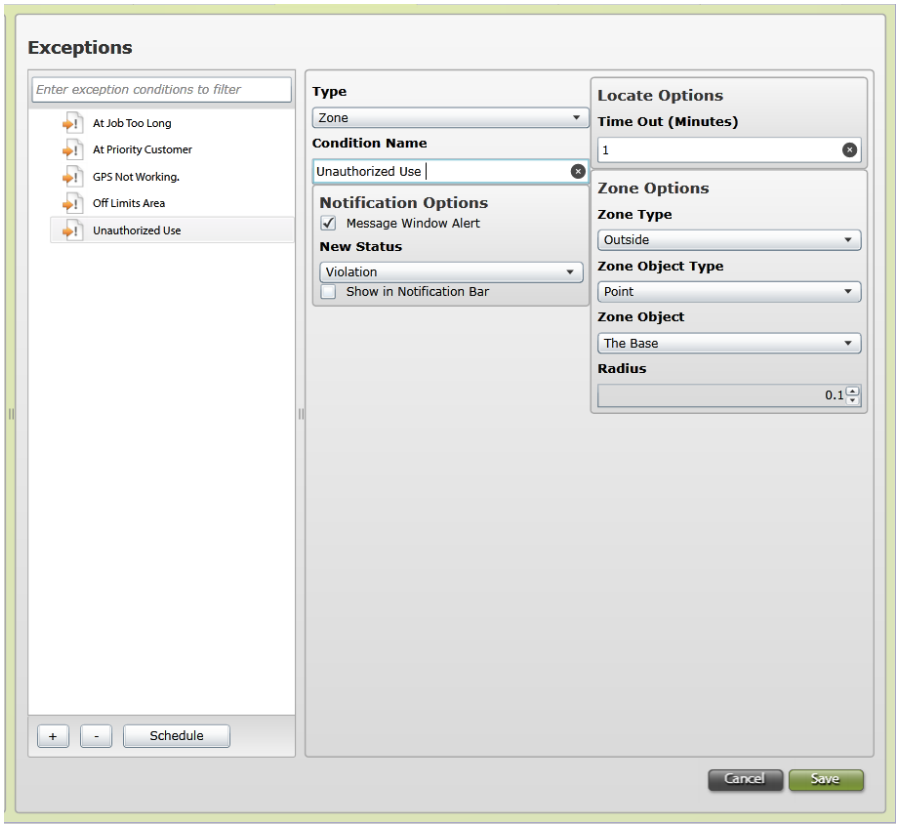
EDITING EXCEPTION CONDITIONS

To edit an exception, complete these steps:

1. Click the **Control Panel** tab.
2. Under **Organization** on the **Side Menu**, click on the **Exception** icon. The **Exceptions** window appears.
3. Click on the exception to edit in the **Exceptions** list.

Note: To search for exceptions, type a **Landmark Group** name in the search/filter bar.

4. Change the exception options as needed.
5. Click on **Save** to complete your changes.

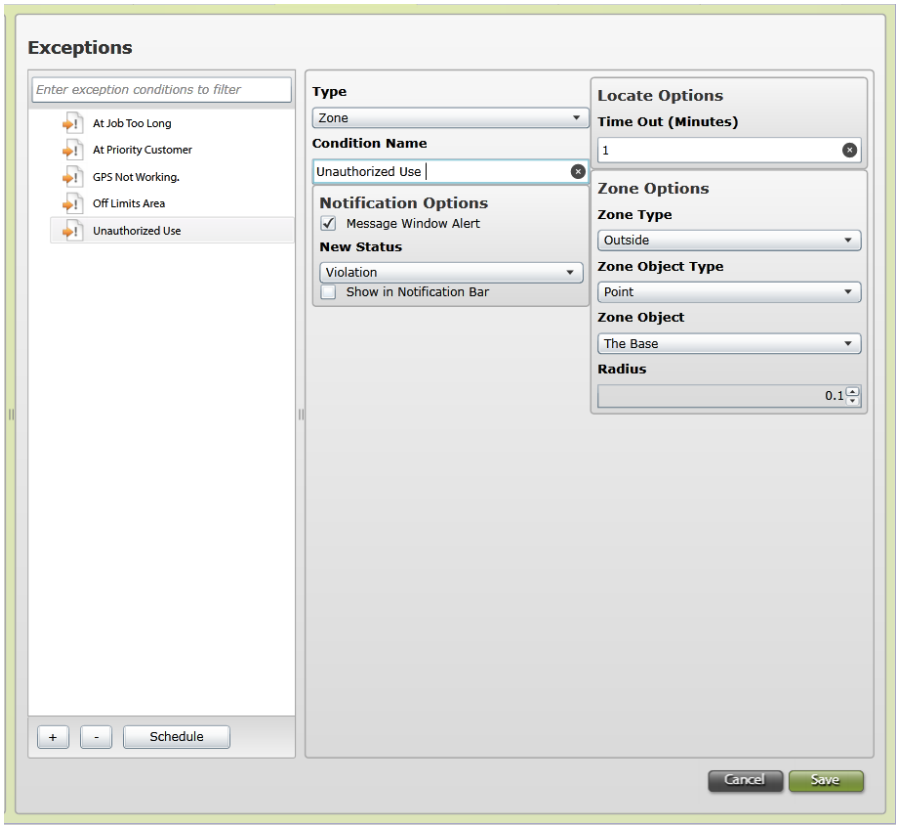


DELETING EXCEPTION CONDITIONS

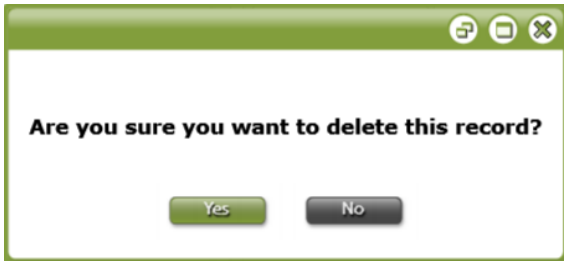
To delete an exception condition, complete these steps:

1. Click the **Control Panel** tab.
2. Under Organization on the **Side Menu**, click the **Exception** icon.
3. Click the exception to delete in the **Exceptions** list.

Note: To search for a Landmark group to delete, start typing a Landmark group name in the Filter text box.



4. Click on the  icon under the Exceptions list.
5. The Confirm Delete appears.
6. Click on **Yes** to delete the exception or click on **No** to cancel.



CREATING A VEHICLE WATCHLIST

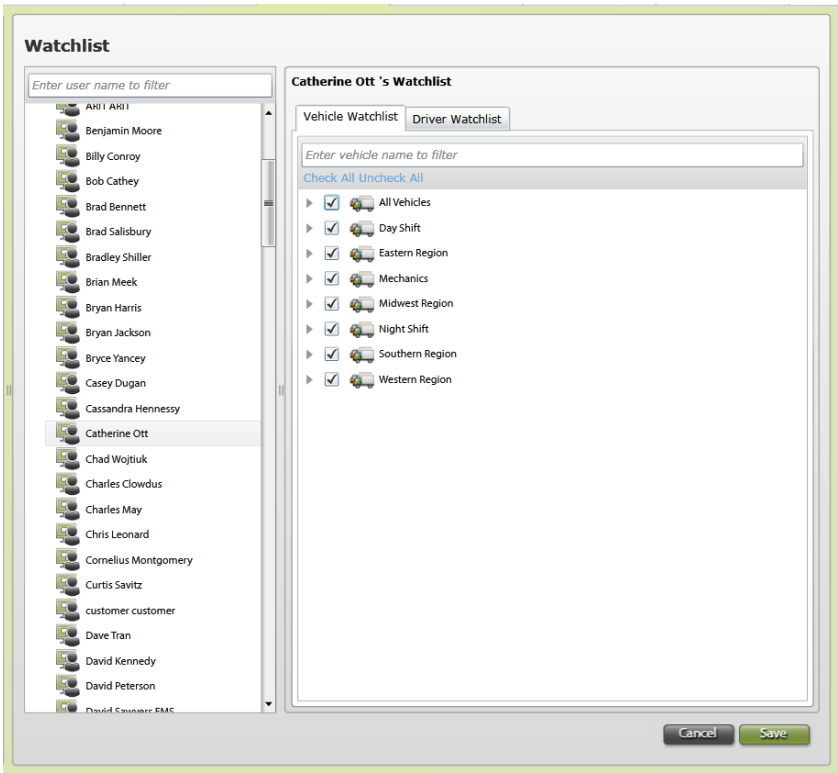
Vehicle Watchlist determines which vehicles are visible on the Map View Tab when a user logs in to Fleet Director. Users with specific security permissions can create **Vehicle Watchlists** for other users.

To create a Vehicle Watchlist for a user, complete these steps:

1. Click on the **Control Panel** Tab.
2. Under **Preferences** on the **Side Menu**, click on the **Watchlist** icon.
3. In the user list on the left, click on a user name to create a vehicle watchlist.

   Note: To search for a user, type a user name in the search/filter bar.

4. Click on the **Vehicle Watchlist** tab.
5. Check the appropriate box (or multiple boxes for All Vehicles, Sub-fleet, or individual vehicles to add to the user watchlist.
6. Click on **Save** to complete your changes.



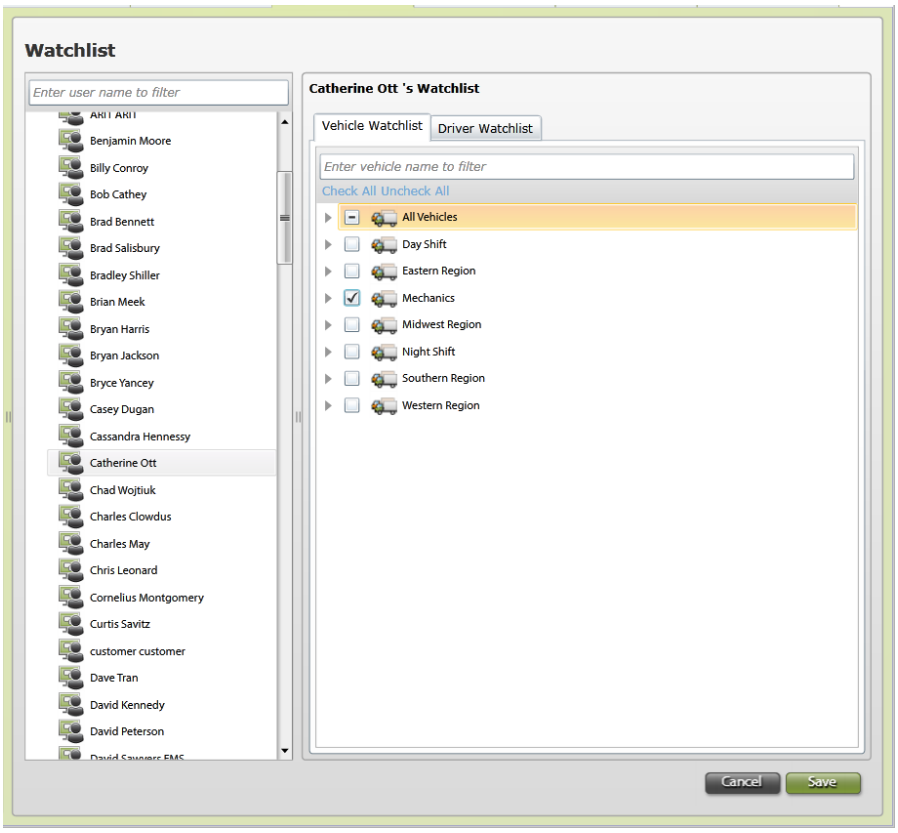
EDITING A VEHICLE WATCHLIST

To edit a vehicle watchlist, complete these steps:

1. Click the **Control Panel** tab.
2. Under Preferences on the **Side Menu**, click the **Watchlist** icon.
3. In the **Watchlist** list, click the user from which you want to remove or add vehicles.

Note: To search for a watchlist, start typing a user name in the Filter text box.

4. Click the **Vehicle Watchlist** tab



5. Clear the check boxes to remove and select the check boxes to add vehicles from the watchlist.

Note: To search for a vehicle to remove from the watchlist, start typing a vehicle name in the Filter text box.

6. Click **Save**.

CREATING A DRIVER WATCHLIST

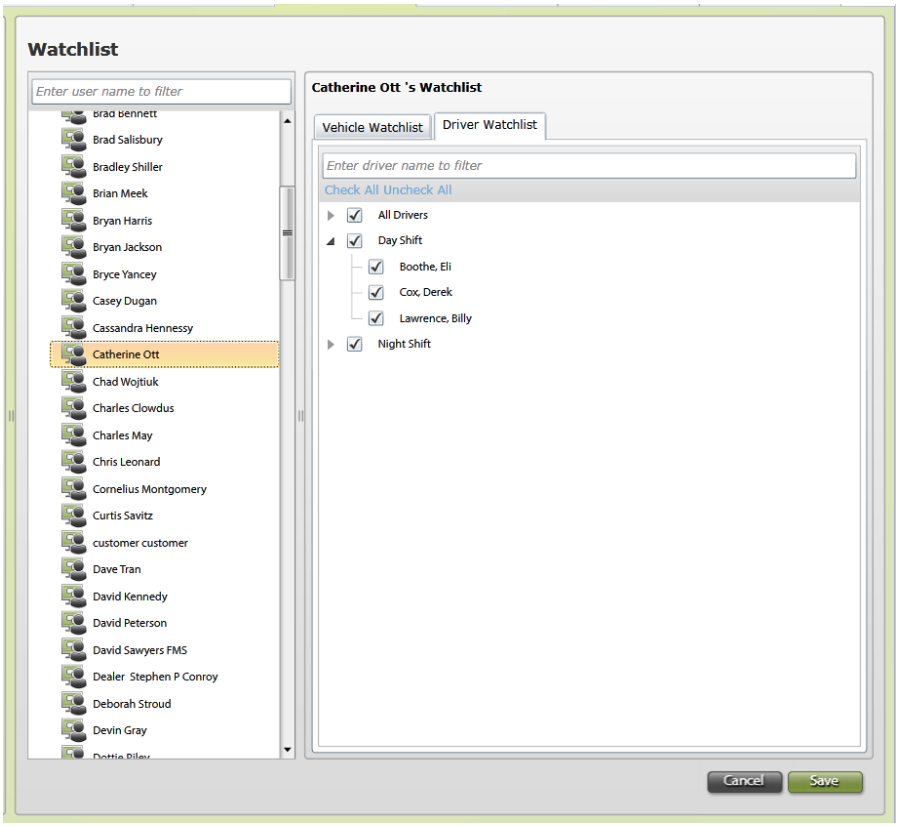
Fleet Director gives users specific security permissions to create Driver Watchlists for other users. The Driver Watchlists are useful for running reports and using the HOS Tab.
(Note that customer accounts must have HOS to use this function.)

To create a Driver Watchlist for a user, complete these steps:

1. Click the **Control Panel** tab.
2. Under Preferences on the **Side Menu**, click the **Watchlist** icon.
3. In the user list on the left, click the user for whom to create a driver watchlist.

Note: To search for a user, start typing a user name in the Filter text box.

4. Click on the **Driver Watchlist** tab
5. Check the appropriate box(s) for All Drivers, Driver Group, or individual drivers to add to the user watchlist.
6. Click **Save**.



EDITING A DRIVER WATCHLIST

To edit a driver watchlist for a user, complete these steps:

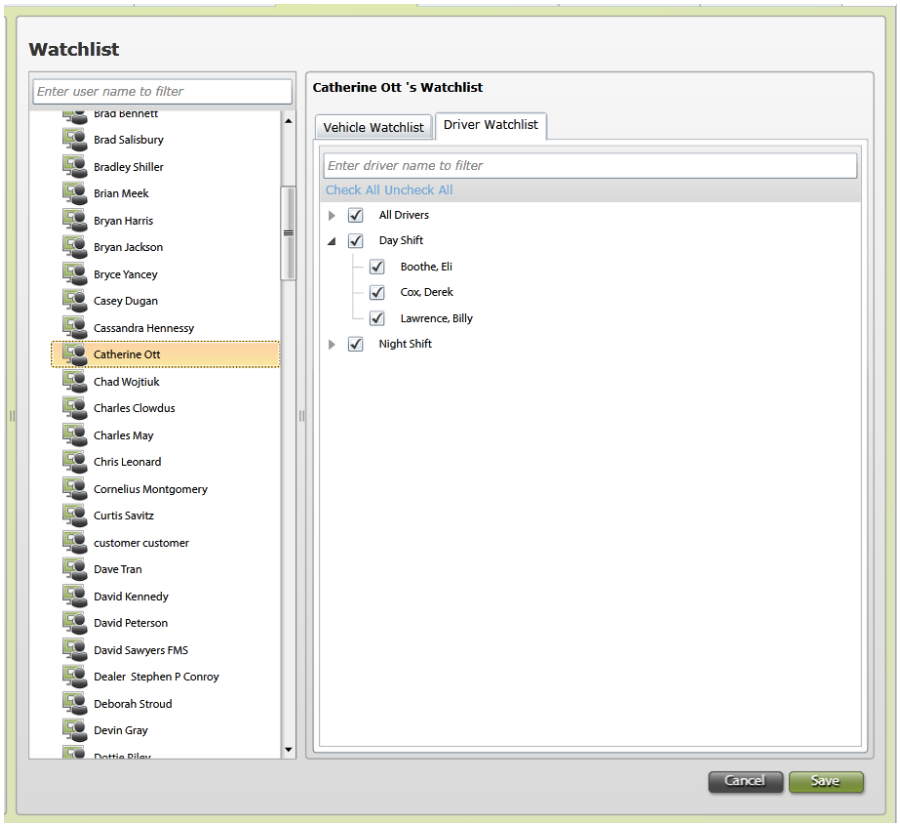
1. Click the **Control Panel** tab.
2. Under **Preferences** on the **Side Menu**, click the **Watchlist** icon.
3. In the **Watchlist** list, click the user from which you want to remove or add drivers.

Note: To search for a user name, start typing a user name in the **Filter** text box.

4. Click the **Driver Watchlist** tab.
5. Clear the check boxes to remove and select the check boxes to add vehicles from the watchlist.

Note: To search for a driver to remove from the watchlist, start typing a driver name in the **Filter** text box.

6. Click **Save**.



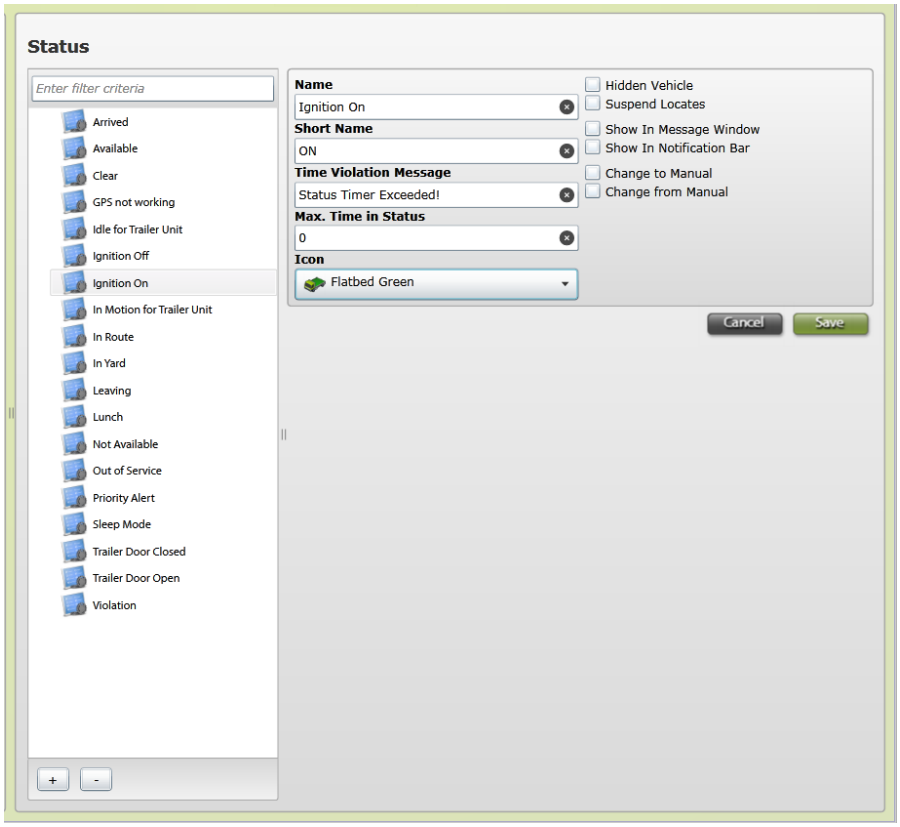
CREATING STATUS

A **Status** is linked to an Inbound Message or an Exception. It is displayed on the Map View tab and Reports. Fleet Director has the following default statuses:

STATUS	ABBREVIATION CODE
Available	AV
Ignition Off	OF
Ignition On	ON
In Route	IR
In Yard	IY
Lunch	LU
Not Available	NA
Out of Service	OS
Priority Alert	PA
Sleep Mode	SM
Violation	VI

To create a Status, complete these steps:

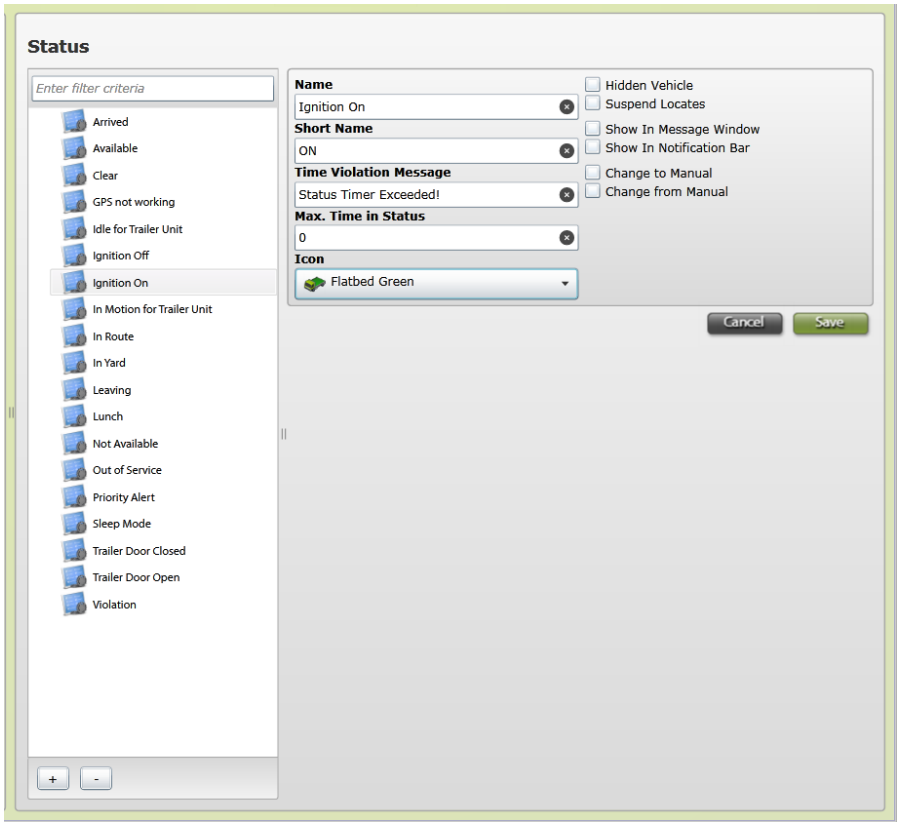
1. Click on the **Control Panel** Tab.
2. Under **Preferences** on the **Side Menu**, click on the **Status** icon. The Status dialogue box appears.
3. On the **Status** window, click on the + icon.



4. Complete the following fields as needed:

FIELD	DESCRIPTION
Name (required)	Type a status name of up to 50 characters.
Short Name (required)	Type a unique short name of 2 characters.
Time Violation Message	Type a time violation message of up to 50 characters to be displayed when a time violation occurs.
Max Time in Status	Enter the maximum time a vehicle can be in this status until a violation occurs.
Icon	Choose a status icon from the drop-down list. Vehicles appear on the map as the selected icon when in this status.
Hidden Vehicle	If this box is checked, the vehicle will not appear in the Map View when in this Status
Suspend Locates	Option not available in FD9.
Show in Message Window	A pop-up window is displayed in Fleet Director when a vehicle changes into the status.
Show in Notification Bar	A notification is placed in the upper right above the Map View tab in Fleet Director when a vehicle changes into the status.
Change to Manual	Option not available in FD9.
Change from Manual	Option not available in FD9.

5. Click on **Save** to complete your changes.



EDITING STATUS

To edit a vehicle status message, complete these steps:

1. Click the **Control Panel** tab.
2. Under **Preferences** on the **Side Menu**, click the **Status** icon.
3. In the **Status** list, click the status to edit.

   Note: To search for a status, start typing a status name in the **Filter** text box.

4. Modify the following fields as needed:

FIELD	DESCRIPTION
Name (required)	Type a status name of up to 50 characters.
Short Name (required)	Type a unique short name of 2 characters.
Time Violation Message	Type a time violation message of up to 50 characters to be displayed when a time violation occurs.
Max Time in Status	Enter the maximum time a vehicle can be in this status until a violation occurs.
Icon	Choose a status icon from the drop-down list. Vehicles appear on the map as the selected icon when in this status.
Hidden Vehicle	If this box is checked, the vehicle will not appear in the Map View when in this Status
Suspend Locates	Option not available in FD9.
Show in Message Window	A pop-up window is displayed in Fleet Director when a vehicle changes into the status.
Show in Notification Bar	A notification is placed in the upper right above the Map View tab in Fleet Director when a vehicle changes into the status.
Change to Manual	Option not available in FD9.
Change from Manual	Option not available in FD9.

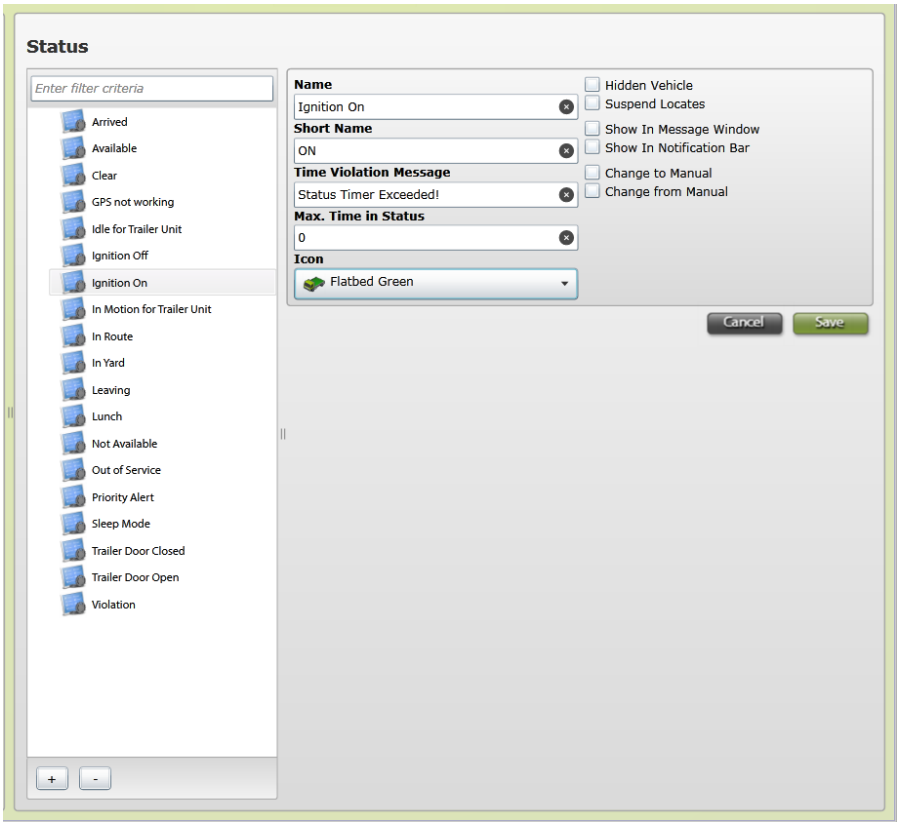
5. Click on **Save** to complete your changes.

DELETING STATUS

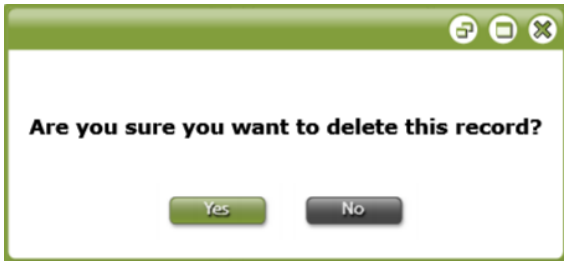
To delete a Status, complete these steps:

1. Click on the **Control Panel** Tab.
2. Under **Security** on the **Side Menu**, click on the **Status** icon. The **Status** dialogue box/window appears.
3. On the **Status** list, click on the status to delete.

Note: To search for a status to delete, type a status name in the search/filter bar.



4. Click on the  icon under the **Status** list. The **Confirm Delete** dialog box appears.
5. Click on **Yes** to delete the status or click **No** to cancel.

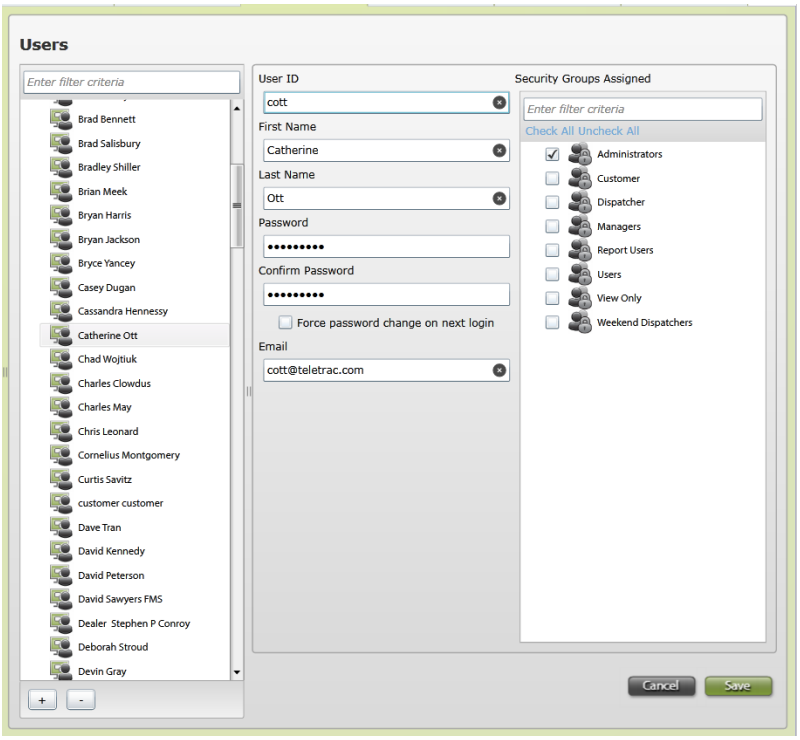


CREATING USERS

A User record contains a Username and Password that must be entered to log in to Fleet Director. Each person who accesses Fleet Director should have their own unique user record (password, username).

To create a user, complete these steps:

1. Click on the **Control Panel** Tab.
2. Under **Security** on the **Side Menu**, click on the **Users** icon. The Users dialogue box appears.
3. On the **Users** window, click on the + icon.



4. Complete the following fields:

FIELD	DESCRIPTION
User ID	The username used to log in to Fleet Director. Requires three or more characters not to include symbols, spaces or punctuation.
First name	User's first name.
Last Name	User's last name.
Password	The password used to log in to Fleet Director. Requires three or more characters: no symbols, spaces or punctuation.
Confirm Password	Retype password for confirmation.
Force password change on next login	Option to force user to change password upon next login.
Email	User's email address.

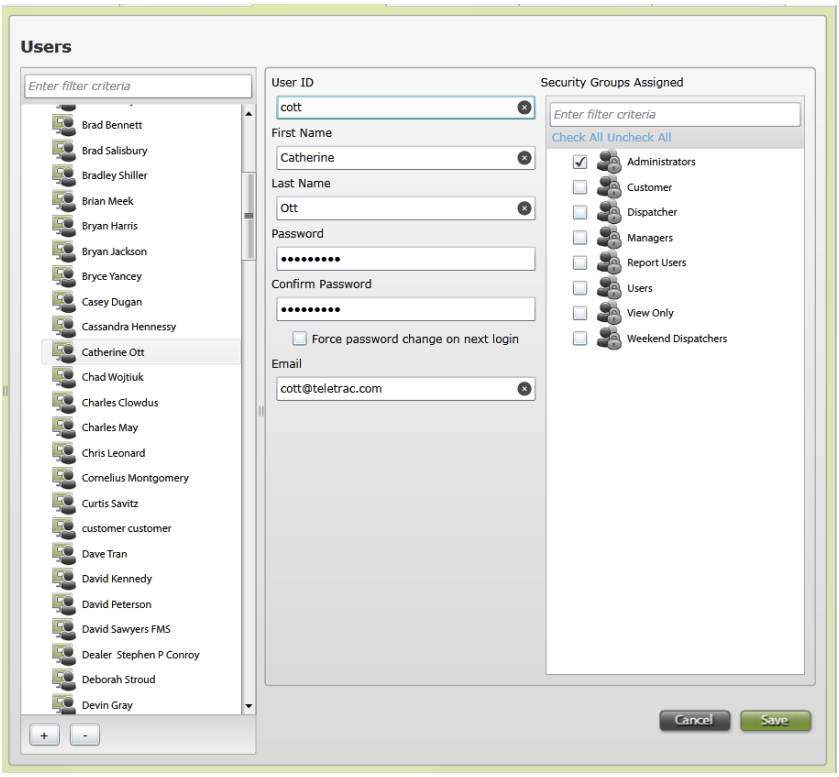
5. In the Security Groups Assigned window, check the box for the security group to which the new user belongs. The security groups determine the permissions for the user. See Creating Security Groups.
6. Click **Save**.

EDITING USER INFORMATION

To edit user information, complete these steps:

1. Click the **Control Panel** tab.
2. Under **Security** on the **Side Menu**, click the **Users** icon.
3. In the **Users** list, click the user to edit.

Note: To search for a user, start typing a user name in the Filter text box



4. Edit the user fields as listed below.

FIELD	DESCRIPTION
User ID	This is the Username used to login to Fleet Director. Three or more characters with no symbols, spaces, or punctuation.
First name	The Users first name.
Last Name	The Users last name.
Password	This is the password used to logion to Fleet Director. Three or more characters with no symbols, spaces, or punctuation.
Confirm Password	Retype password for confirmation.
Force password change on next login	Check box to force user to change password upon next login.
Email	Enter users email address.

5. Edit the Security Groups Assigned by checking the appropriate box as needed.

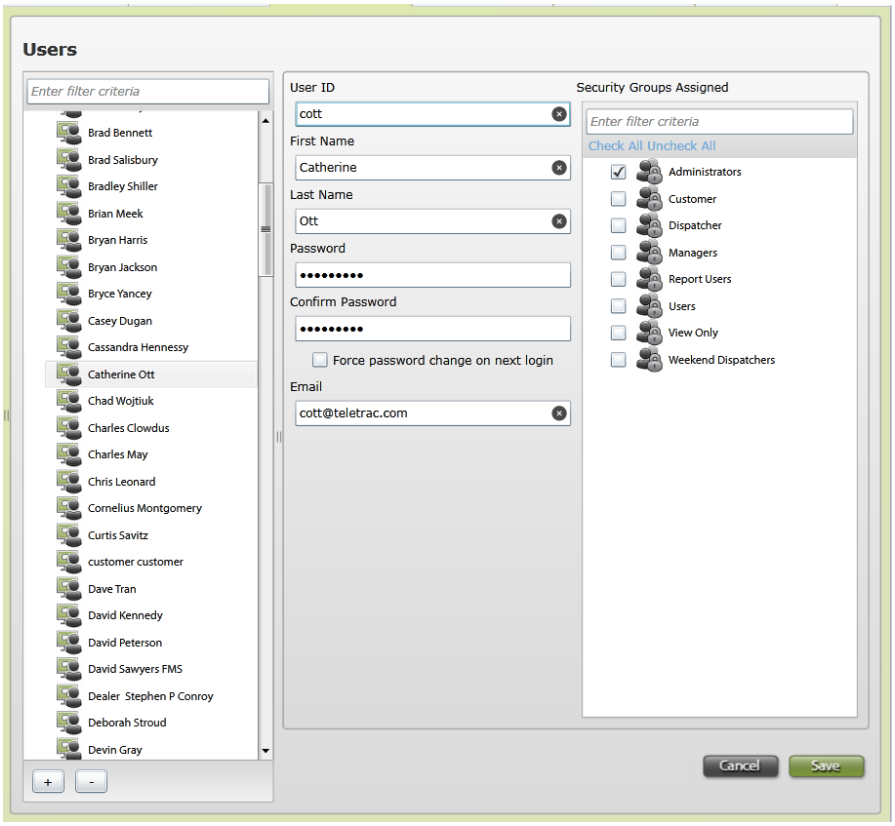
6. Click on **Save** to complete your changes.

DELETING USERS

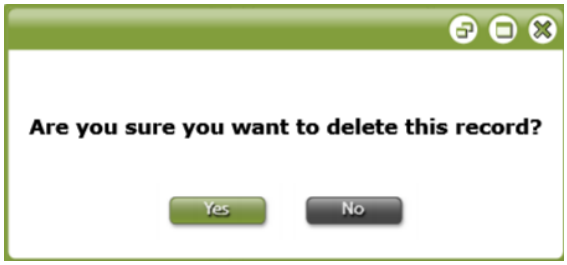
To delete a user, complete these steps:

1. Click the **Control Panel** tab.
2. Under Security on the **Side Menu**, click the **Users** icon.
3. In the **Users** list, click the user to delete.

Note: To search for a user to delete, start typing a user name in the **Filter** text box.



4. Click the  icon under the Users list. The **Confirm Delete** dialog box appears
5. Click **Yes** to delete the user or click **No** to cancel.



ABOUT SECURITY GROUPS

Security Groups define the functions available to a user, including an administrator, when they log in to Fleet Director. Fleet Director has three **Security Groups** by default: **Administrators**, **Users** and **Report Users**. **Administrators** is the highest level access and should not be edited or deleted. User functions cannot be deleted. **Report Users** allows users to run reports. **Custom Security Groups** can also be created. A following is a list of available functions to users and administrators:

Default Assignment	Function Name	Brief Description of Function	Must also have access to:
Administrators	Assign Security Group	Assign security groups to users	User Maintenance
Administrators	Assign Status to Object	Assign Status' to Vehicles	Status Maintenance
Users	Assign Status to Object	Assign Status' to Vehicles	Status Maintenance
Administrators	Assign Status to StatusView	Assign Status' to Views (Data & Status)	Status Maintenance
Users	Assign Status to Status View	Assign Status' to Views (Data & Status)	Status Maintenance
Administrators	Assign User Function	Assign specific Functions to User security groups	User Maintenance
Administrators	Assign Vehicle to Sub-fleet	Assign specific Vehicle or Vehicles to a Sub-fleet	Vehicle Maintenance
Users	Assign Vehicle to Sub-fleet	Assign specific Vehicle or Vehicles to a Sub-fleet	Vehicle Maintenance
Administrators	Assign Vehicle To Watchlist	Assign specific Vehicle or Vehicles to your watchlist	Vehicle Maintenance
Users	Assign Vehicle To Watchlist	Assign specific Vehicle or Vehicles to your watchlist	Vehicle Maintenance
Administrators	Assign VLU	Assign a specific IP to a Vehicle	Vehicle Maintenance
Administrators	Auto Move to Sub-fleet	Create a criteria based on an Inbound Message received from a vehicle that would move to a particular sub-fleet	Message Maintenance
Administrators	Auto Response Message	Sends a preselected response to an Inbound Message	Message Maintenance
Administrators	Change Password	Allows users to change their password	
Report Users	Change Password	Allows users to change their password	
Users	Change Password	Allows users to change their password	
Administrators	Configure User	Configure a user	User Maintenance
Administrators	Create Exception Condition	Create a new Exception Condition	Exception Maintenance
Users	Create Exception Condition	Create a new Exception Condition	Exception Maintenance
	Create Inbound Canned Messages	Teletrac access only	
	Create Inbound Form-Filled Messages	Teletrac access only	
Administrators	Create Landmark/Landmark Groups	Create a new Landmark/Landmark Group	Landmark Maintenance

Users	Create Landmark/Landmark Groups	Create a new Landmark/Landmark Group	Landmark Maintenance
	Create Outbound Canned Messages	Teletrac access only	
	Create Outbound Form-Filled Messages	Teletrac access only	
Administrators	Create Report	N/A	
Report Users	Create Report	N/A	
Administrators	Create Security Group	Create a new Security Group based on functions available	User Maintenance
Administrators	Create Status	Create a new Status	Status Maintenance
Users	Create Status	Create a new Status	
Administrators	Create Sub-fleet	Create a new Sub-fleet	Vehicle Maintenance
Users	Create Sub-fleet	Create a new Sub-fleet	
Administrators	Create User	Create a new user	User Maintenance
Administrators	Create Vehicle	Create a new Vehicle	Vehicle Maintenance
Administrators	Delete Exception Condition	Delete an Exception Condition	Exception Maintenance
Users	Delete Exception Condition	Delete an Exception Condition	Exception Maintenance
	Delete Inbound Canned Messages	Teletrac access only	
	Delete Inbound Form-Filled Messages	Teletrac access only	
Administrators	Delete Landmark	Delete a Landmark	Landmark Maintenance
	Delete Outbound Canned Messages	Teletrac access only	
	Delete Outbound Form-Filled Messages	Teletrac access only	
Administrators	Delete Security Group	Delete a Security Group	User Maintenance
Administrators	Delete Status	Delete a status	Status Maintenance
Administrators	Delete Sub-fleet	Delete a Sub-fleet	Vehicle Maintenance
Users	Delete Sub-fleet	Delete a Sub-fleet	Vehicle Maintenance
Administrators	Delete User	Delete a user	User Maintenance
Administrators	Delete Vehicle	Delete a vehicle	User Maintenance
Administrators	Driver Info	Create, edit and delete a driver profile	Maintenance
Administrators	Driver Login Schedule	Create an Exception based on when a Driver does or does not log in.	Exception Maintenance
Administrators	Edit Exception Condition	Edit an Exception Condition	Exception Maintenance
Users	Edit Exception Condition	Edit an Exception Condition	Exception Maintenance
	Edit Inbound Canned Messages	Teletrac access only	
	Edit Inbound Form Filled Messages	Teletrac access only	

Administrators	Edit Landmark/Landmark Groups	Edit a Landmark	Landmark Maintenance
Users	Edit Landmark/Landmark Groups	Edit a Landmark	Landmark Maintenance
	Edit Outbound Canned Messages	Teletrac access only	
	Edit Outbound Form-Filled Messages	Teletrac access only	
Administrators	Edit Security Group	Edit a security group	User Maintenance
Administrators	Edit Status	Edit a status	Status Maintenance
Users	Edit Status	Edit a status	Status Maintenance
Administrators	Edit Sub-fleet	Edit a Sub-fleet	Vehicle Maintenance
Users	Edit Sub-fleet	Edit a Sub-fleet	Vehicle Maintenance
Administrators	Edit User	Edit a user	User Maintenance
Administrators	Edit Vehicle	Edit a vehicle	Vehicle Maintenance
Administrators	Event Scheduler	Create, Edit and Delete workstation location schedules based on Vehicle, Status and/or Exception Condition	
Users	Event Scheduler	Create, Edit and Delete workstation location schedules based on Vehicle, Status and/or Exception Condition	
Administrators	Exception Condition Maintenance	Main Maintenance section for Exception Conditions	
Users	Exception Condition Maintenance	Main Maintenance section for Exception Conditions	
Administrators	Export	Export MDT File for Message Display Terminal	
Users	Export	Export MDT File for Message Display Terminal	
Administrators	Fleet Alerts	Allows access to the Fleet Alert feature to setup remote notifications for Exceptions and/or Messages	
Administrators	Hide Community Tab	Removes Community Tab	
Administrators	Hide Control panel Tab	Removes Control Panel Tab	
Administrators	Hide Hard Brake Events	Removes from view Hard Brake Events	
Administrators	Hide Hard Stop Events	Removes from view Hard Stop Events	
Administrators	Hide Harsh Acceleration Events	Removes from view Harsh Acceleration Events	
Administrators	Hide History Playback	Removes History Playback feature from map View	
Administrators	Hide Message	Removes Message tab in Data View on Map View Tab	
Administrators	Hide PTO Events	Removes from view PTO Events	
Administrators	Hide Reports Tab	Removes Reports Tab	
Administrators	Hide Send Locate	Removes Send Locate feature from map View Tab	

Administrators	Hide Speed	Removes Speed column in Data View tabs on Map View Tab	
Administrators	Hide Speeding Events	Removes from view Speeding Events	
Administrators	Hide Status	Removes Status tab in Data View on Map View Tab	
Administrators	HOS	Allows users to view the Hours of Service Tab feature (if applicable to customer accounts)	
Administrators	Import		
Users	Import	N/A	
Users	Inbound Canned Message Maintenance	Teletrac access only	
Users	Inbound Form-Filled Message Maintenance	Teletrac access only	
Users	Insurance	Allows users to view the Insurance Tab feature (if applicable to customer accounts)	
Administrators	Landmark Maintenance	Main Maintenance section for Landmarks	
Users	Landmark Maintenance	Main Maintenance section for Landmarks	
Administrators	Mark Sub-fleet as Global (Company-Wide)	Ability to either have a sub-fleet for just the user logged in, or for all users to see	Vehicle Sub-fleet Maintenance
Administrators	Message Maintenance	Main Maintenance section for Messages	
Administrators	Modify Images Destination Directory	N/A	
Administrators	Outbound Canned Message Maintenance	Ability to VIEW and SELECT only an Outbound Canned message to send to a vehicle	Message Maintenance
Users	Outbound Canned Message Maintenance	Ability to VIEW and SELECT only an Outbound Canned message to send to a vehicle	Message Maintenance
Administrators	Outbound Form-Fill Message Maintenance	Ability to VIEW and SELECT only an Outbound Form- Fill message to send to a vehicle	Message Maintenance
Users	Outbound Form-Fill Message Maintenance	Ability to VIEW and SELECT only an Outbound Form- Fill message to send to a vehicle	Message Maintenance
Administrators	Revoke Exception Condition	Removed Exception Condition privileges from a user	User Maintenance
Administrators	Revoke Landmark	Removed Landmark privileges from a user	User Maintenance
Administrators	Revoke Message	Removed Message privileges from a user	User Maintenance
Administrators	Revoke Report	Removed Report privileges from a user	User Maintenance
Administrators	Revoke Security Group	Removed Security Group privileges from a user	User Maintenance
Administrators	Revoke Status	Removed Status privileges from a user	User Maintenance

Administrators	Revoke Sub-fleet	Removed Sub-fleet privileges from a user	User Maintenance
Administrators	Revoke User	Removed privileges from an administrator	User Maintenance
Administrators	Revoke User Function	Removed Function privileges from a user	User Maintenance
Administrators	Revoke Vehicle	Removed Vehicle privileges from a user	User Maintenance
Administrators	Revoke VLU	Removed VLU privileges from a user	User Maintenance
	Safety Analytics	Allows visibility for Safety Analytics feature (if applicable to customer accounts)	
Administrators	Schedule Exception Conditions	Create a Schedule for an Exception Condition	Event Scheduler
Users	Schedule Exception Conditions	Create a Schedule for an Exception Condition	Event Scheduler
Administrators	Schedule Status Group Locates	Create a Schedule for a Status Group	Event Scheduler
Users	Schedule Status Group Locates	Create a Schedule for a Status Group	Event Scheduler
Administrators	Schedule Vehicle Locates	Create a location schedule for Vehicle	Event Scheduler
Users	Schedule Vehicle Locates	Create a location schedule for Vehicle	Event Scheduler
Administrators	Security Group Maintenance	Main maintenance section for Security Group creation, configuration and deletion	User Maintenance
Administrators	SendMessage	Allows administrators to send a message to a vehicle	
Users	SendMessage	Allows user to Send Message to Vehicle	
Administrators	SendRoute	Allows user to Send Route to Vehicle	
Users	SendRoute	Allows user to Send Route to Vehicle	
Administrators	Status Maintenance	Main Maintenance section for Statuses	Status Maintenance
Users	Status Maintenance	Main Maintenance section for Statuses	Status Maintenance
Administrators	Use Report	Ability to access Web Reporter	
Report Users	Use Report	Ability to access Web Reporter	
Administrators	User Function Maintenance	Ability to view Function in Security groups	User Maintenance
Administrators	User Maintenance	Main Maintenance Section for User creation, configuration and deletion	
Administrators	Vehicle Maintenance	Main Maintenance section for Vehicles	
Users	Vehicle Maintenance	Main Maintenance section for Vehicles	
Administrators	Vehicle Sub-fleet Maintenance	Main Maintenance section for Sub-fleets	
Users	Vehicle Sub-fleet Maintenance	Main Maintenance section for Sub-fleets	

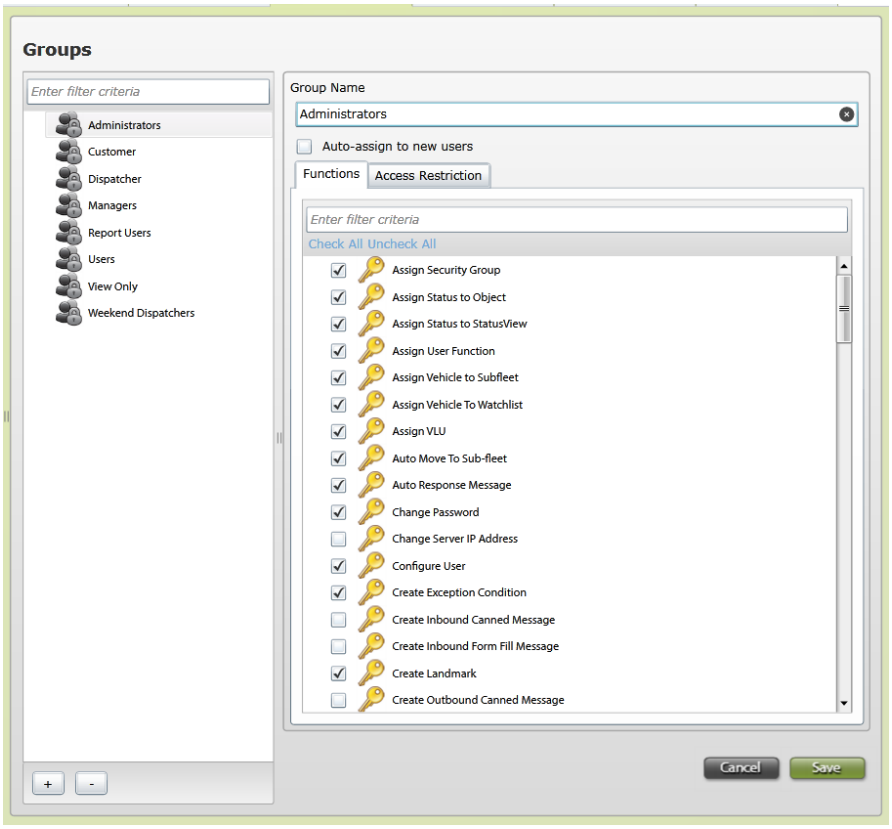
CREATING GROUPS

To create a group, complete these steps:

1. In Fleet Director, click the **Control Panel** tab.
2. Under Security on the **Side Menu**, click the **Groups** icon.
3. Under the Groups list, click the + icon
4. In the **Group Name** text box, type in a group name.
5. Check off the **Auto-assign to new user** box to automatically assign the security group to new users.
6. Check off the boxes in the **Functions** list to select the permissions for the security group. See the Functions list in **About Security Groups**.

   Note: To search for a function, start typing the name of the function in the **Filter** text box.

7. Click **Save**.



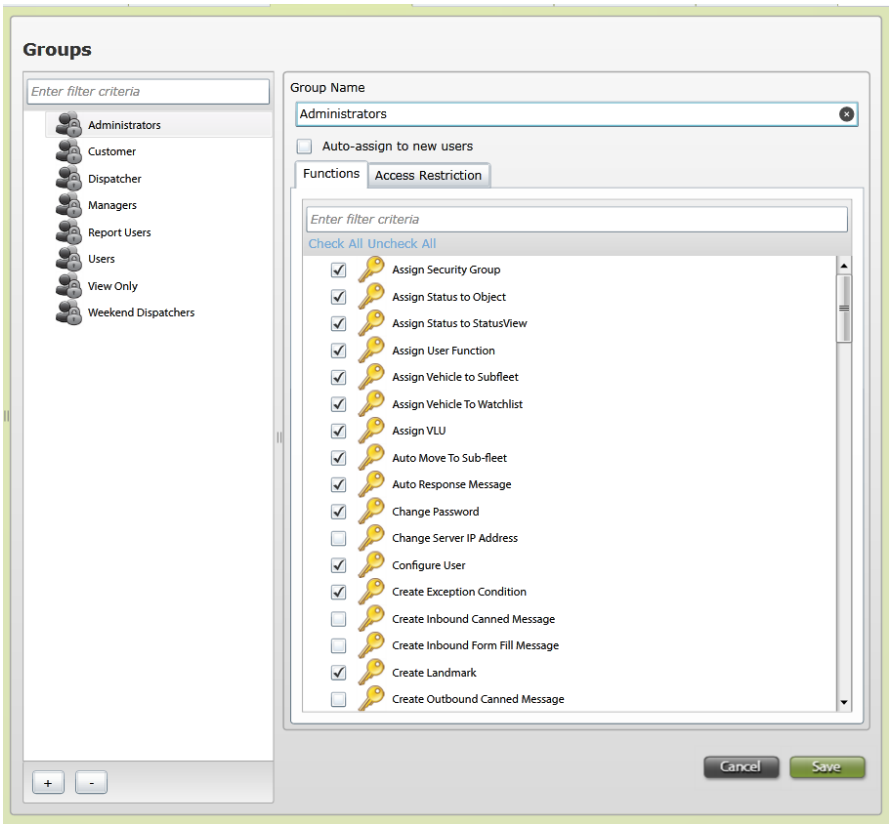
EDITING GROUPS

To edit a group, complete these steps:

1. Click the **Control Panel** tab.
2. Under Security on the **Side Menu**, click the **Groups** icon.
3. In the Groups list, click the group to edit.
4. Mark the check boxes of the functions to add to the group or clear the check boxes of the functions to remove from the group.

Note: To search for a function, start typing a function name in the Filter text box.

5. Click **Save**.

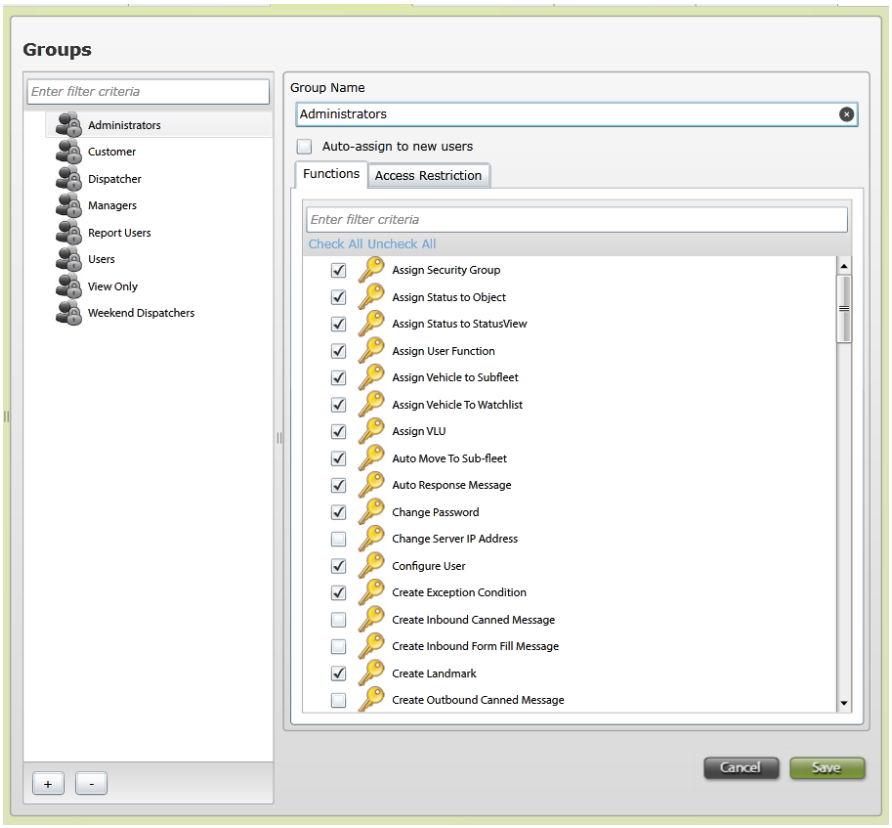


DELETING GROUPS

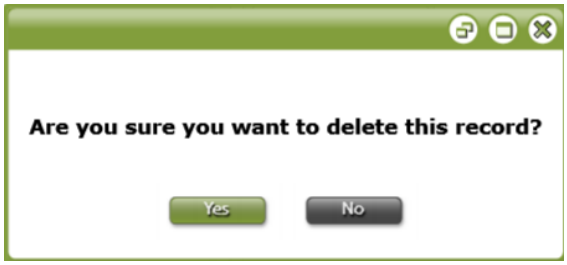
To delete a group, complete these steps:

1. Click the **Control Panel** tab
2. Under Security on the **Side Menu**, click the **Groups** icon**.**
3. In the Groups list, click the group to delete.

Note: To search for a group to delete, start typing a group name in the Filter text box.



4. Click the  icon under the Groups list. The Confirm Delete dialog box appears
5. Click **Yes** to delete the group or click **No** to cancel.

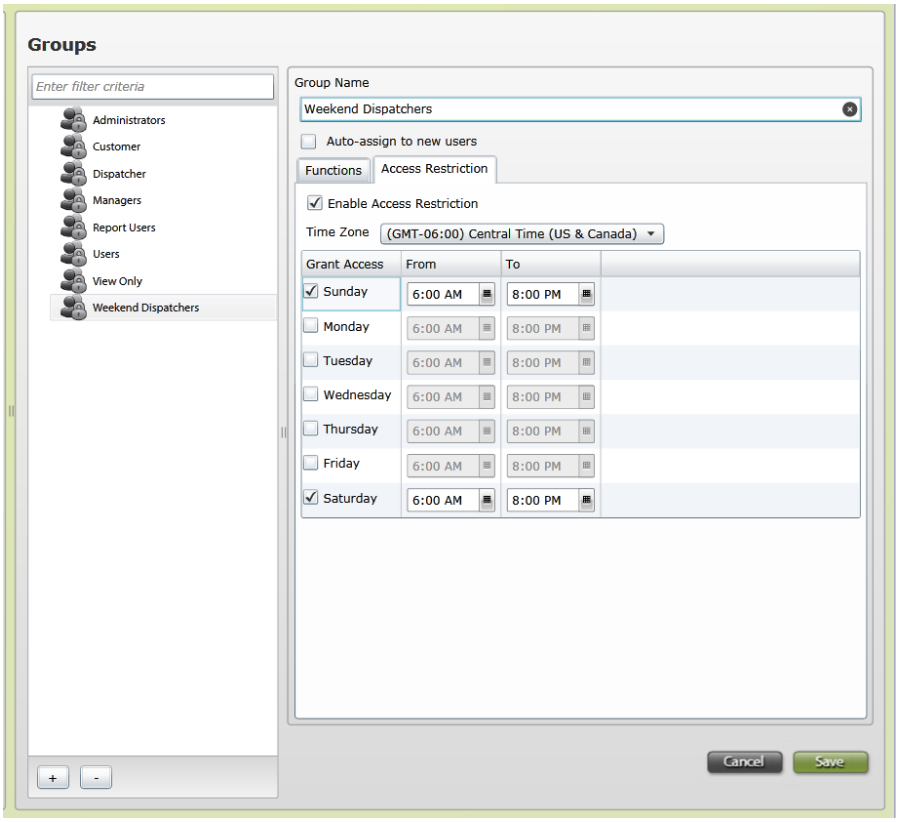


CREATING ACCESS RESTRICTION FOR GROUPS

Access Restriction for Groups limits specific members of a group the ability to view live vehicle data. . For these members, data is available only on selected days and time ranges.

To create access restrictions for groups, complete these steps:

1. Click on the **Control Panel** Tab.
2. Under **Security** on the **Side Menu**, click on the **Groups** icon**.** The Groups dialogue box/window appears.
3. Select a group from the Groups list on the left.
4. Click on the **Access Restriction** tab.
5. Check off the **Enable Access Restriction** box to allow restriction.
6. Select a time zone from the **Time Zone** drop-down option.
7. Check off the boxes for the days you are selecting to grant access.
8. Select a daily time range in the **From** and **To** sections.
9. Click on **Save** to complete your changes.

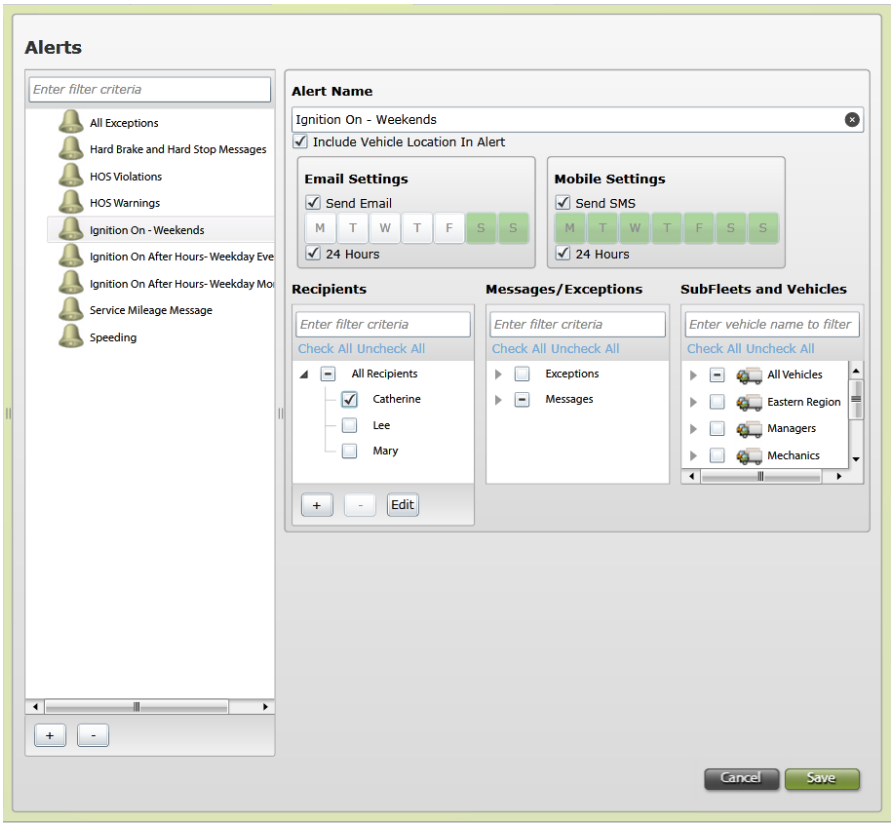


CREATING ALERTS

Alerts are remote notification that can be received via email and/or mobile phone (SMS) for Inbound Messages or Exceptions.

To create an alert, complete these steps:

1. Click on the **Control Panel** Tab.
2. Under **Scheduling** on the **Side Menu**, click on the **Alerts** icon**.** The Alerts dialogue box/appears.
3. Click on the + icon on the **Alerts** window.



4. In the **Alert Name** text box, type a name for the alert.
5. Check off the **Include Vehicle Location In Alert box** to send the vehicle location with a Message alert.
6. Check off the **Send Email** box to send alerts via email.
7. For scheduling email alert delivery, **days of the week (green) are selected.** Days in white are not available.
8. Check off the **24 Hours** box to monitor alerts for 24 hour periods on the selected days or select times from the **From** and **To** clock drop-down lists.
9. Check off the **Send SMS** box to send alerts via SMS.
10. For scheduling SMS alert delivery, **days of the week (green) are selected.** Days in white are not available.
11. Check off the **24 Hours** box to monitor for alerts for 24 hour periods on the selected days or select times from the From and To clock drop-down lists.
12. In the Recipients section, mark the check boxes for the people to receive notifications for this Alert.

Note the following items: To search for a recipient, type the name of the recipient in the search/filter bar. To create a new recipient, click on the + icon. You must specify a Recipient Name and either an Email address or a Mobile Number, or both.

13. Click on **Save** to complete your changes.

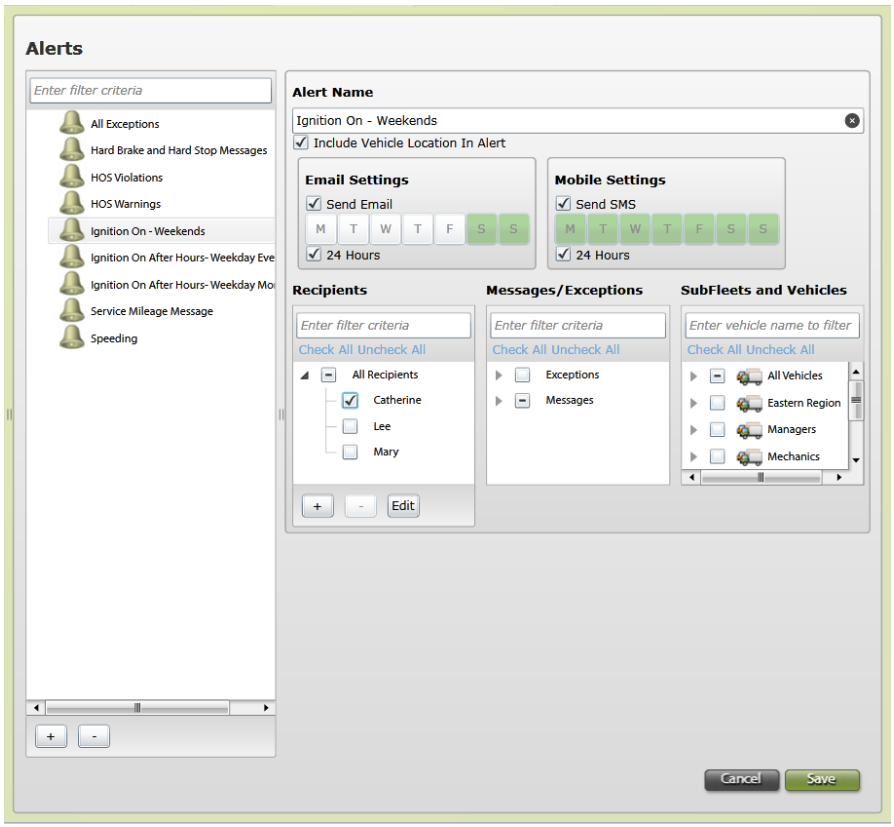
14. In the **Messages/Exceptions** section, check off the boxes to select the messages and exceptions that trigger alert notifications.

    Note: To search for a specific message or exception, type the name of the message or exception in the search/filter bar.

15. In the **Sub-fleets and Vehicles** section, check off the boxes to select **All Vehicles**, **Sub-fleet(s)** or **Vehicle(s)** to monitor for messages and exceptions that trigger alert notifications.

    Note: To search for a specific vehicle, type the name of the vehicle in the search/filter text box.

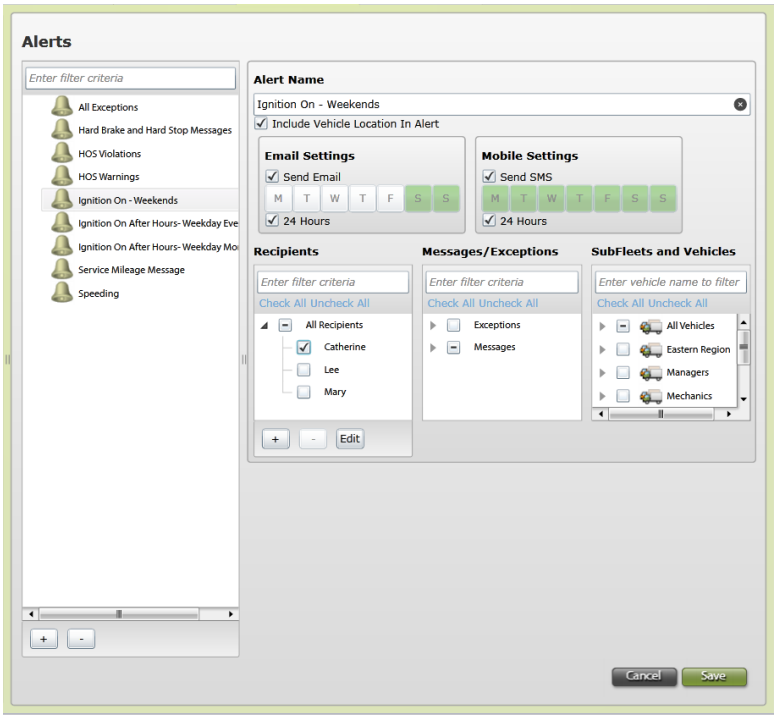
16. Click on **Save** to complete your changes.



EDITING ALERTS

To edit an alert in Fleet Director, complete these steps:

1. Click on the **Control Panel** Tab.
2. Under **Scheduling** on the **Side Menu**, click on the **Alerts** icon**. The Alerts dialogue box/window appears.**



3. Click on the  icon on the Alerts window.
4. Make edits to any of the following fields :
   - Alert Name
   - Email Settings
   - Mobile Settings
   - Recipients
   - Exceptions/Messages
   - Sub-fleets and Vehicles
5. In the **Alert Name** text box, edit the name of the alert.
6. Mark or clear the **Include Vehicle Location In Alert** to send the vehicle location with a Message alert
7. Select or clear the **Send Email** check box to send alerts via email.
8. For scheduling email alert delivery, **days of the week in green are selected** and days in white are not selected.
9. Mark the **24 Hours** check box to monitor for alerts for 24 hour periods on the selected days or select times from the From and To clock drop-down lists.
10. Select or clear the **Send SMS** check box to send alerts via SMS.
11. For scheduling SMS alert delivery, **days of the week in green are selected** and days in white are not selected.
12. Mark the **24 Hours** check box to monitor for alerts for 24 hour periods on the selected days or select times from the From and To clock drop-down lists.
13. In the Recipients section, mark the check boxes for the people to receive notifications for this Alert.

Note the following items: To search for a recipient, start typing the name of the recipient in the Filter text box.

Note: To create a new recipient, click the  icon. You must specify a Recipient Name and either an Email address, a Mobile Number, or both. Click **Save**.

14. In the Messages/Exceptions section, mark the check boxes to select the messages and exceptions that will trigger alert notifications.

    Note: To search for a specific message or exception, start typing the name of the message or exception in the Filter text box.

15. In the Sub-fleets and Vehicles section mark the check boxes to select All Vehicles, Sub-fleet(s), or Vehicle(s) to monitor for messages and exceptions that will trigger alert notifications.

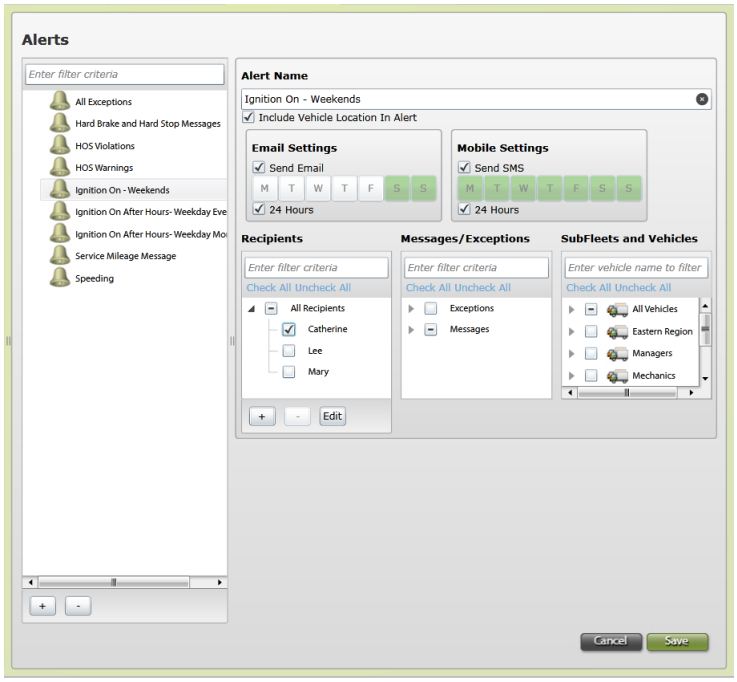
    Note: To search for a specific vehicle, start typing the name of the vehicle in the Filter text box.

16. Click **Save**.

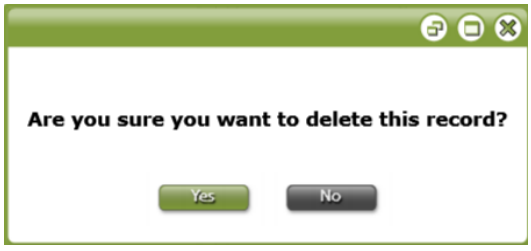
DELETING ALERTS

To delete an existing alert, complete these steps:

1. Click the **Control Panel** tab
2. Under **Scheduling** on the **Side Menu**, click the **Alerts** icon**.**
3. In the **Alerts** list, click the alert to delete.
   Note: To search for an alert to delete, start typing an alert name in the Filter text box.



4. Click the  icon under the Groups list. The Confirm Delete dialog box appears.
5. Click **Yes** to delete the alert or click **No** to cancel.



5. HOURS OF SERVICE (HOS): ABOUT THE HOS TAB

The Hours of Service Tab is part of Teletrac's HOS solution. The HOS Tab displays electronic driver logs and more. For HOS data to accrue and register in the Tab, drivers with an in-cab display must use Teletrac's FMCSA-compliant electronic logs to record their work hours.

The HOS Tab includes the following items:

- The **Driver Groups** Side Panel on the left
- A list of all drivers entered under **Drivers** in the Control Panel
- A list of driver groups displayed as **Driver Groups**, created in the Control Panel
- The 7-Day Summary Logs which show total miles driven, total hours driving, total hours on duty and a time-stamp of when the driver signed the log each day
- Driver Profiles or Regulations drivers are assigned
- Carrier name and address
- Terminal information drivers are assigned
- Drivers Logs for the current day, previous day or a selected date from a calendar
- Full Reset Taken date and time
- Show Edit information
- Driver Log Duty Status detail
- Color-coded status entries
- All Violations coded in red with the specific violation.

The HOS tab allows users to complete the following items:

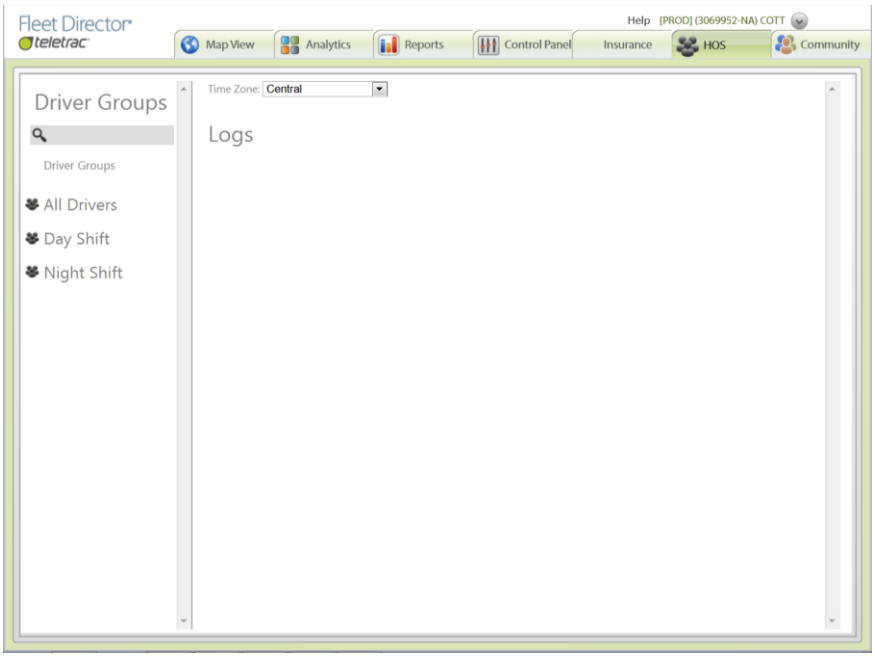
- Assign and edit Driver Regulations
- Assign and edit Terminal information
- Edit the Driver Log
- Make Multiple edits to a Driver Log
- Run the HOS report.

DRIVER GROUPS

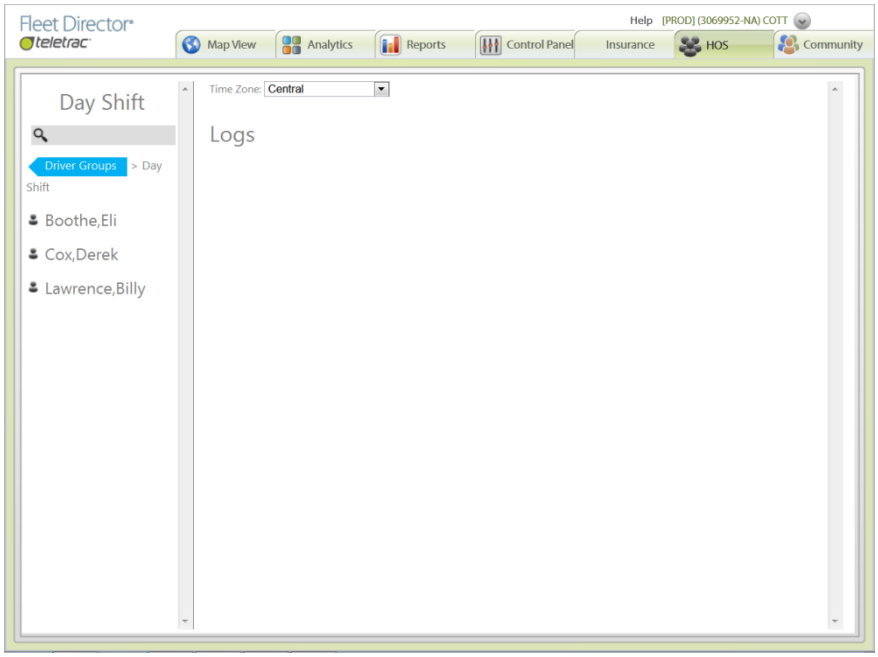
Upon accessing the HOS Tab, the **Driver Groups** is displayed on the left pane. Here users can select **All Drivers** or a particular driver group to expand and reveal the listed individual drivers within a particular group. Users can then choose the driver name to view logs and more.

To select a driver from the Driver Groups, complete these steps:

1. Click on the **HOS** Tab.
2. On the **Drivers Groups** on the **Side Menu**, click on **All Drivers** or the **Driver Group Name**. The selected group expands and displays the name of the drivers who belong to the specific group.



3. Select a **Driver Name** to view.

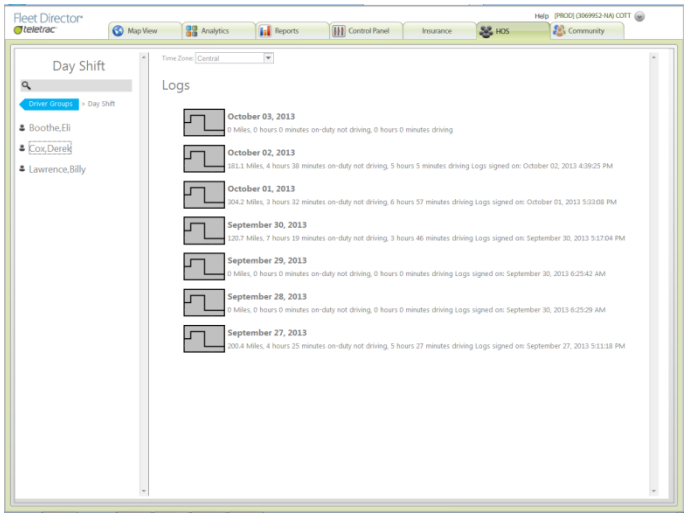


7-DAY SUMMARY LOGS

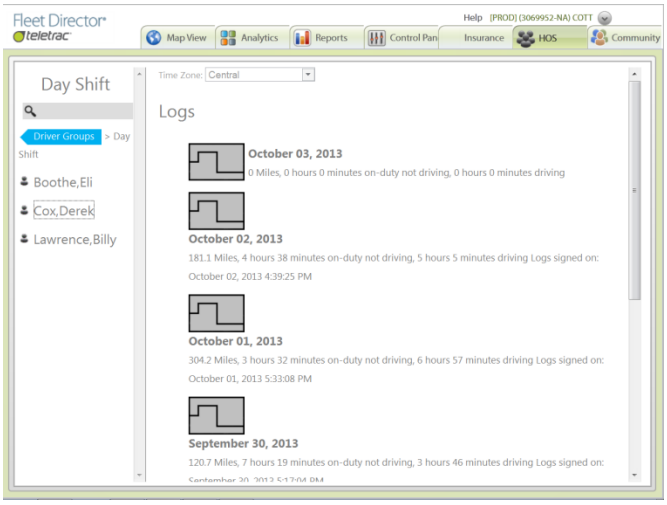
The **7-Day Summary Logs** page displays a selected driver's logs for the past seven days. Each day includes miles driven, hours and minutes on duty-not driving, hours and minutes driving, and the date and time the log was electronically signed by the driver.

To view the 7-Day Summary Logs, complete these steps:

1. Click on the **HOS** tab.
2. In the **Drivers Group** on the **Side Menu**, click on **All Drivers** or a **Driver Group name.**
3. Click on an individual **Driver Name**. The **7-Day Summary Logs** displays on the screen. The miles driven, hours and minutes on duty-not driving, hours and minutes driving, and date and time the log was electronically signed by the driver is listed for each day:



The **7-Day Summary Logs** displays on the screen. The miles driven, hours and minutes on duty-not driving, hours and minutes driving, and date and time the log was electronically signed by the driver is listed for each day:

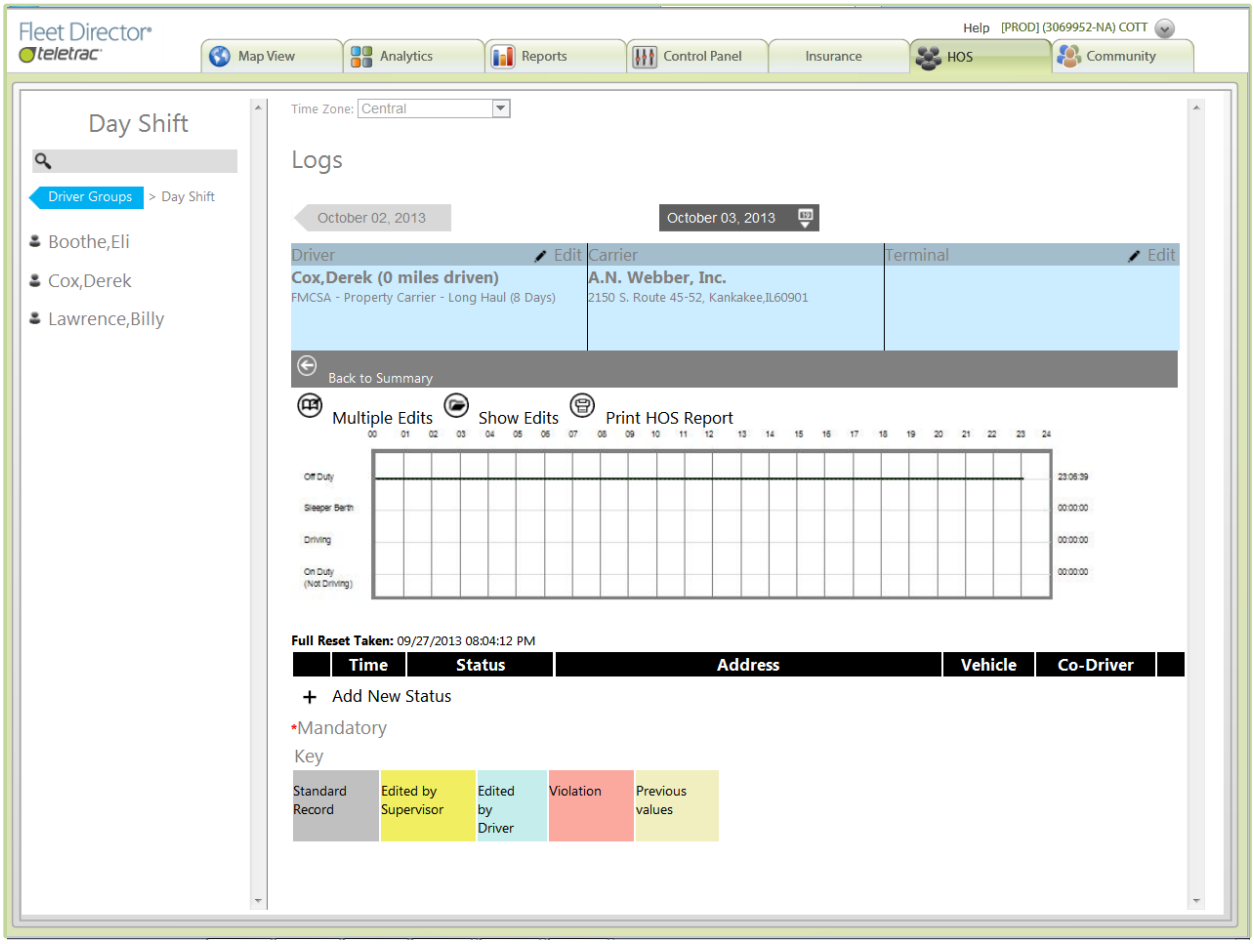


DRIVER REGULATIONS

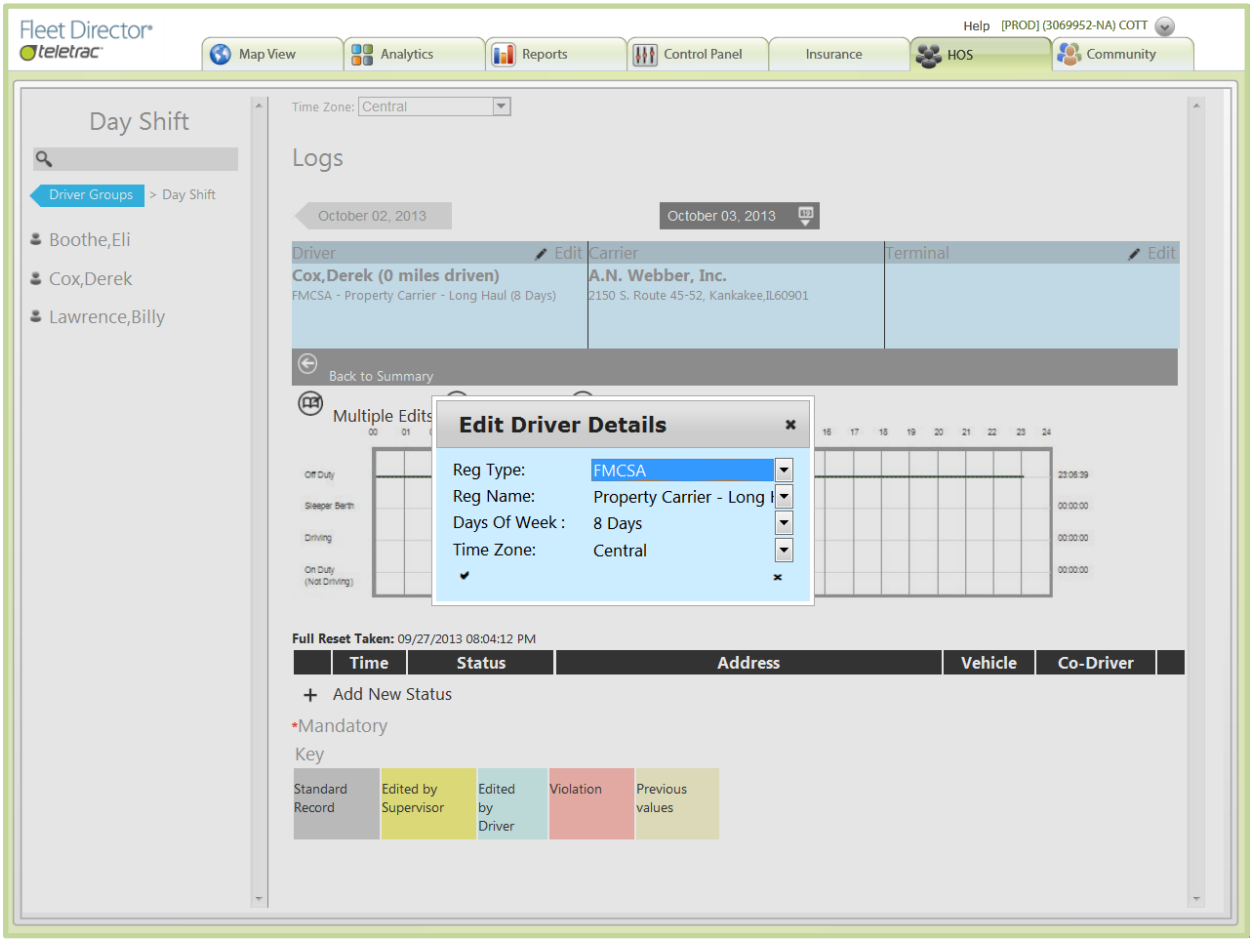
The **Driver Regulations** assigned to a driver is shown in the Driver section of the Logs header. By default all drivers are assigned to the "FMCSA – Property carrier – Long Haul (8 days)." Each driver will need to be assigned a regulation if the default is not appropriate. The regulation assigned to the driver calculates warnings and violations based on the requirements for on-duty shift, drive-time-during-duty shift, off-duty-between-duty shifts, and minimum cycle reset as determined by FMCSA.

To assign or edit the driver regulations for each driver, complete these steps:

1. Click on the **HOS** Tab.
2. In the **Drivers Group** on the left pane, click on **All Drivers** or a **Driver Group name.**
3. Click on an individual **Driver Name**.
   The **7-Day Summary Logs** page/section displays in the right side pane.
4. Select the current date. The summary for that day appears.



5. On the **Logs** page in the **Driver** section of the header, select the **Edit Icon.** The **Edit Driver Details** window appears.



6. Use the drop-down menus to complete the following items
   - Reg Type (type of regulation)
   - Reg Name (name of regulation)
   - Days of Week
   - Time Zone
7. Click on the **Check Mark** in lower left of the Edit Driver Details window to save your changes**.**
8. Click on the **X** in lower or upper right of the window to cancel your changes**.**
9. Repeat this process for each driver.

CARRIER

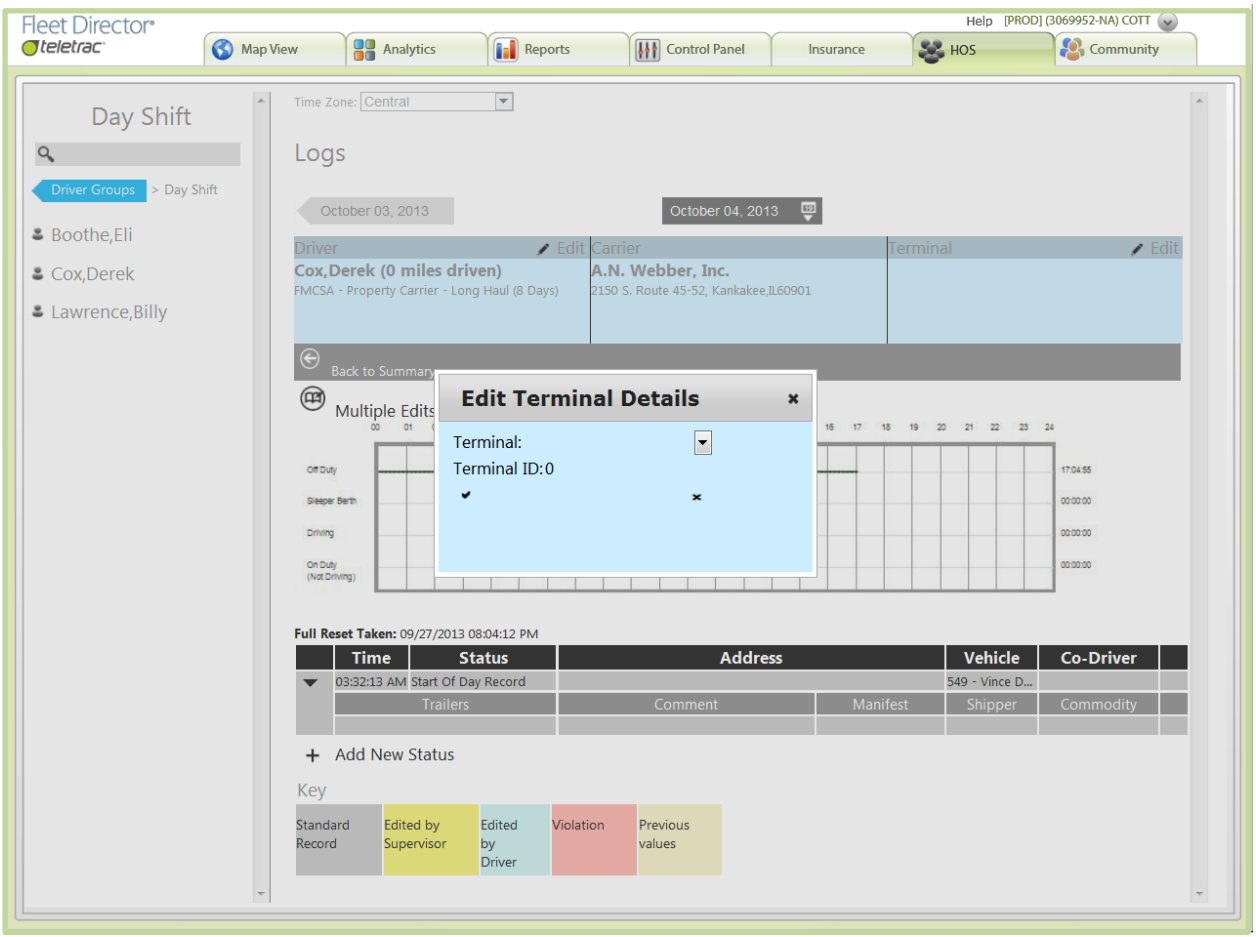
The **Carrier** name and address is displayed within the **Carrier** section of the **Logs** header. Make sure the **Carrier** name and address is displayed and correct. To add or edit **Carrier** information, contact Teletrac at customersupport@teletrac.com or call 1-800-487-4357.

TERMINAL

The **Terminal** option in the Logs page allows Fleet Director users to assign a terminal location to each driver. The **Terminal** address and ID are displayed on the **Terminal** section of the Logs header. To add or edit **Terminal** information, contact Teletrac at customersupport@teletrac.com or call 1-800-487-4357.

To assign or edit Terminal information for each driver, complete these steps:

1. Click on the **HOS** tab.
2. In the **Drivers Group** on the left pane, click on **All Drivers** or a **Driver Group name**
3. Click on an individual **Driver Name**. The **7-Day Summary Logs** displays in the right side pane.
4. Select the current date.
5. On the **Logs** page in **Terminal** section of the header, select the **Edit** icon**.** The **Edit Terminal Details** window appears.



Note that once the Terminal address and ID is updated by Teletrac, the information is available to select for each driver.

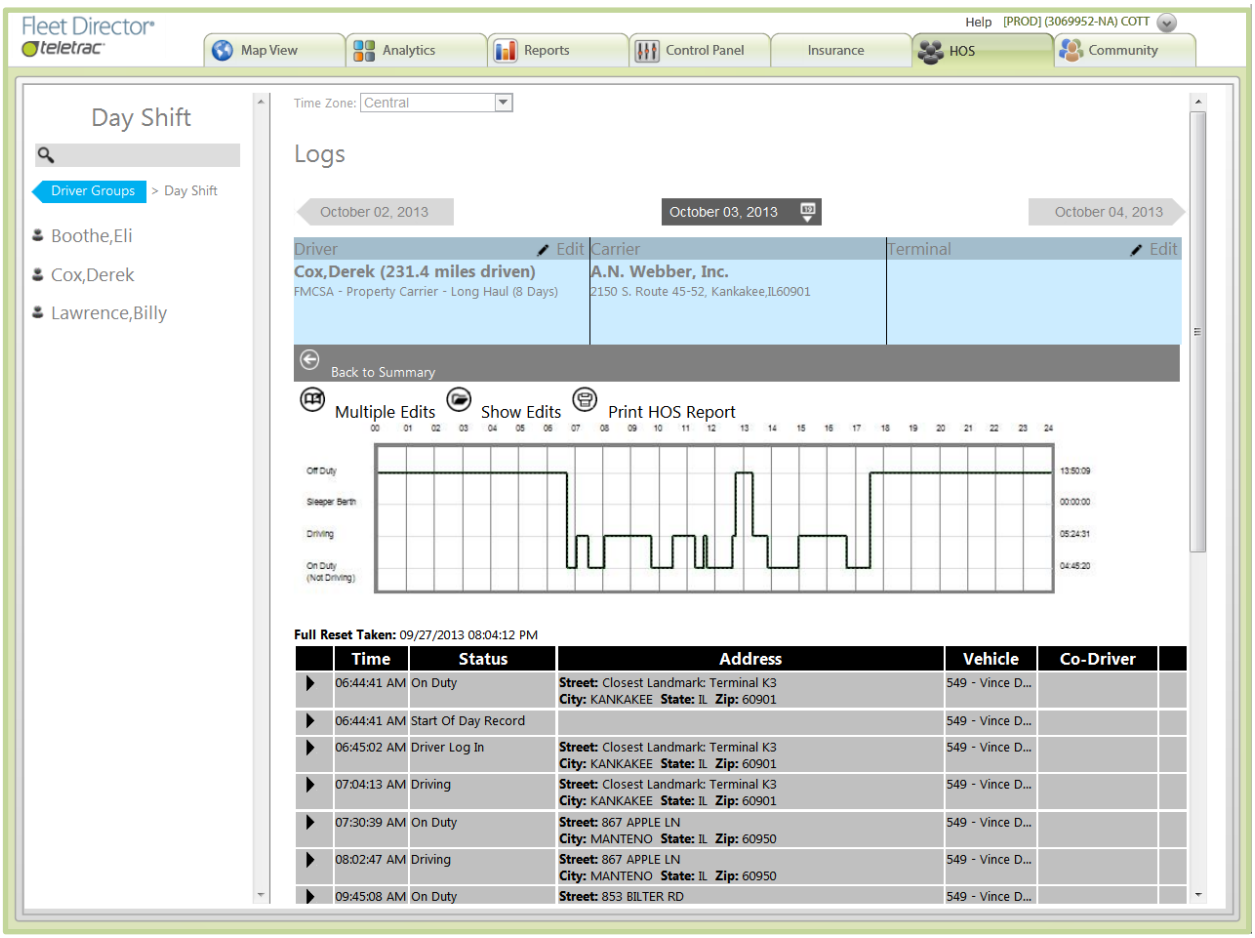
6. Use the **Terminal** drop-down menu to select the appropriate address. The **Terminal** ID will automatically populate.
7. Press the **Check Mark** in lower left to save your changes**.**
8. Press the **X** in lower or upper right to cancel your changes.
9. Repeat this process for each driver.

LOGS DATE SELECTION OPTIONS

In the Driver Logs, users have the option of selecting the previous or next day. The calendar feature lets users select any date within the last six months. These features are located directly above the Logs header.

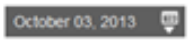
To view previous or next day Logs, complete these steps:

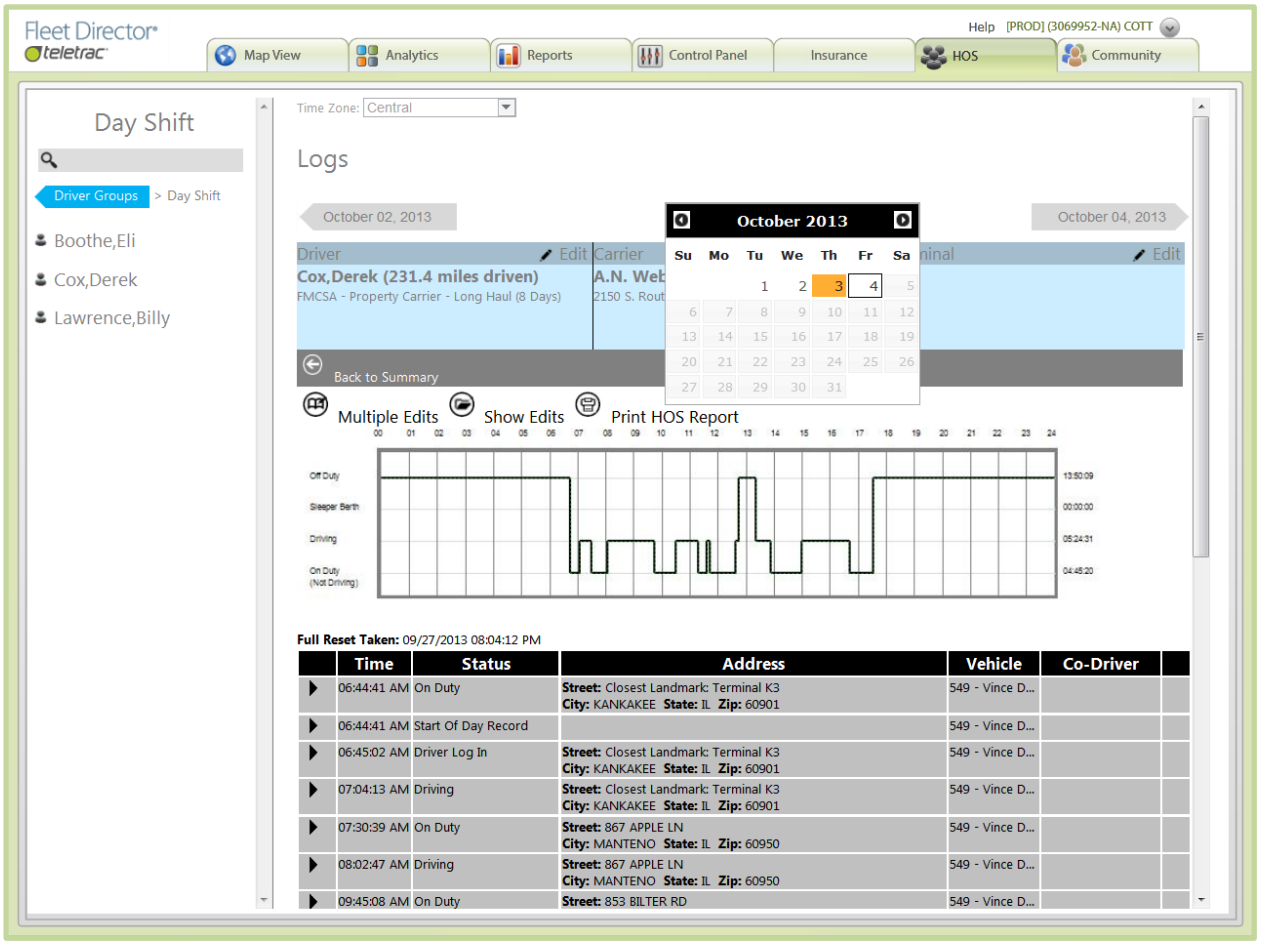
1. Click on the **HOS** tab.
2. In the **Drivers Group** on the left pane, click on **All Drivers** or a **Driver Group name**
3. Click on an individual **Driver Name**.
   The **7-Day Summary Logs** displays in the right side pane.
4. Select the current date.
5. Click on the left-facing arrow on the left (above the **Driver** section of the **Logs** header) to view "previous" day as indicated by the month, date and year displayed on the arrow.
6. Click on the right-facing arrow on the right (above the **Terminal** section of the **Logs** header) to view the "next" day as indicated by the month, date and year displayed on the arrow.



To view the Logs calendar, complete these steps:

1. Select the grey rectangle with the date, located in the center, above the **Carrier** section of the Logs header:





The month and year are displayed at the top of the calendar.
The current day is outlined and the day of the Log that is currently being viewed is color coded.

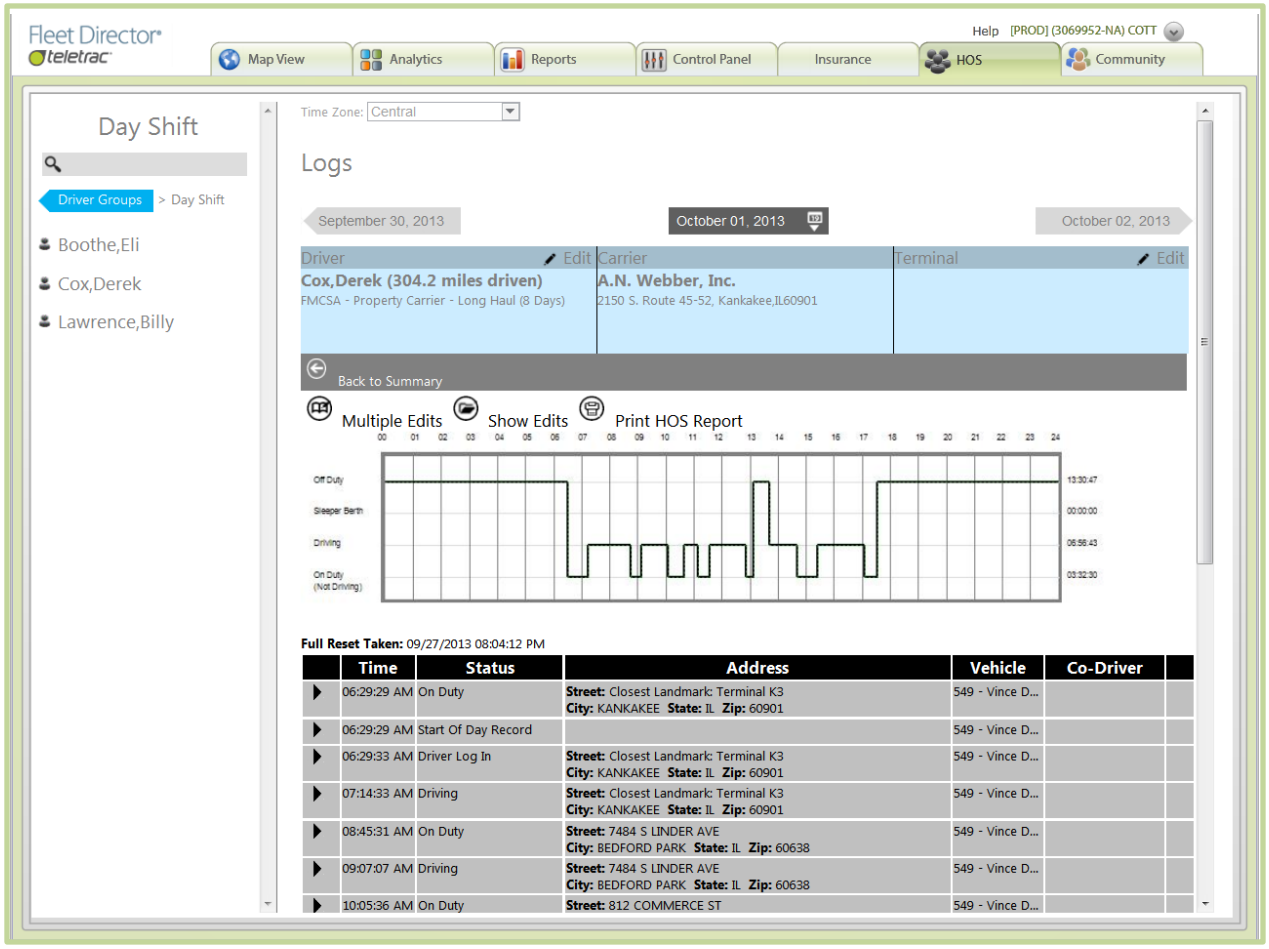
2. From the calendar feature, select a date by clicking on the calendar.
3. To change the month, click on the arrow in the upper left to go to the **previous** month. Click on the arrow in the upper right to go to the **next** month.

FULL RESET TAKEN DATE AND TIME

The Logs page in the HOS Tab allows users to view when the last Full Reset Taken occurred. The date and time is also displayed.

To view Full Reset Taken on the Logs page, complete these steps:

1. Click on the **HOS** Tab. The **Logs Summary** and the **All Drivers** list appear.
2. In the **Drivers Group** on the left pane, click on **All Drivers** or a **Driver Group** name**.**
3. Click on an individual **Driver Name**.
   The **7-Day Summary Logs** page/section displays in the right side pane.
4. Select the current date.
5. **Full Reset Taken** is located on the left, above the columns **Time** and **Status**:

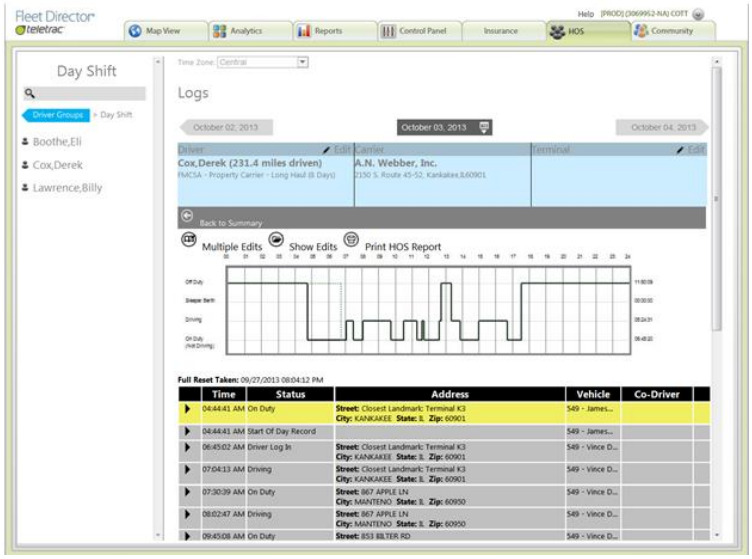


SHOW EDITS

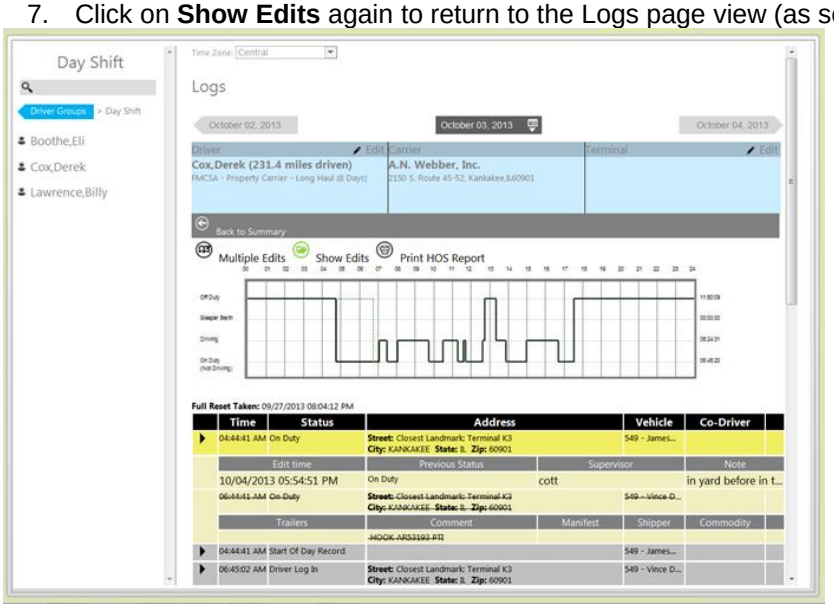
The Logs page in the HOS Tab allows Fleet Director Users to view details of all edits made to a driver log.

To Show Edits on a Logs page, complete these steps:

1. Click on the **HOS** Tab.
2. In the **Drivers Group** on the left pane, click on **All Drivers** or a **Driver Group** name.
3. Click on an individual name in **Driver Name**. The 7-Day Summary Logs displays in the right side pane.
4. Select the current date.
5. From the Logs page, use the calendar feature to select the appropriate date.



6. Click on the **Show Edits** icon located below the Driver section of the Logs header.
   The **Current Information** is color-coded in Yellow.
   The **Previous Information** is color-coded in tan and has a strikethrough on the text.
   The **Edit Time**, **Previous Status**, name of the user who made the edit (listed as Supervisor), and Note entered in the edit are displayed.
7. Click on **Show Edits** again to return to the Logs page view (as seen above).

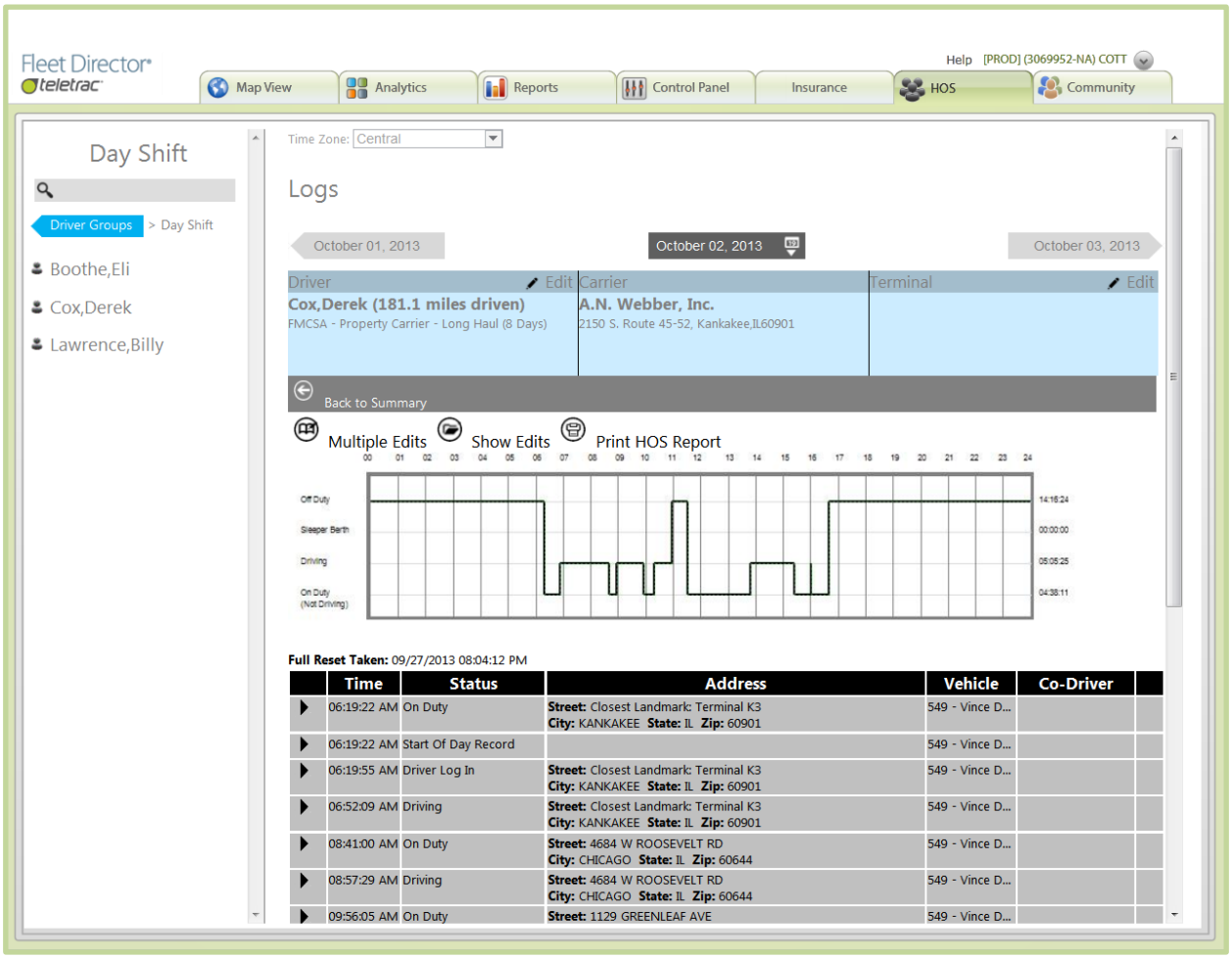


VIEW STATUS DETAIL

The Logs page in the **HOS Tab** allows users to expand and view statuses and additional detail for each driver.

To view status detail, complete these steps:

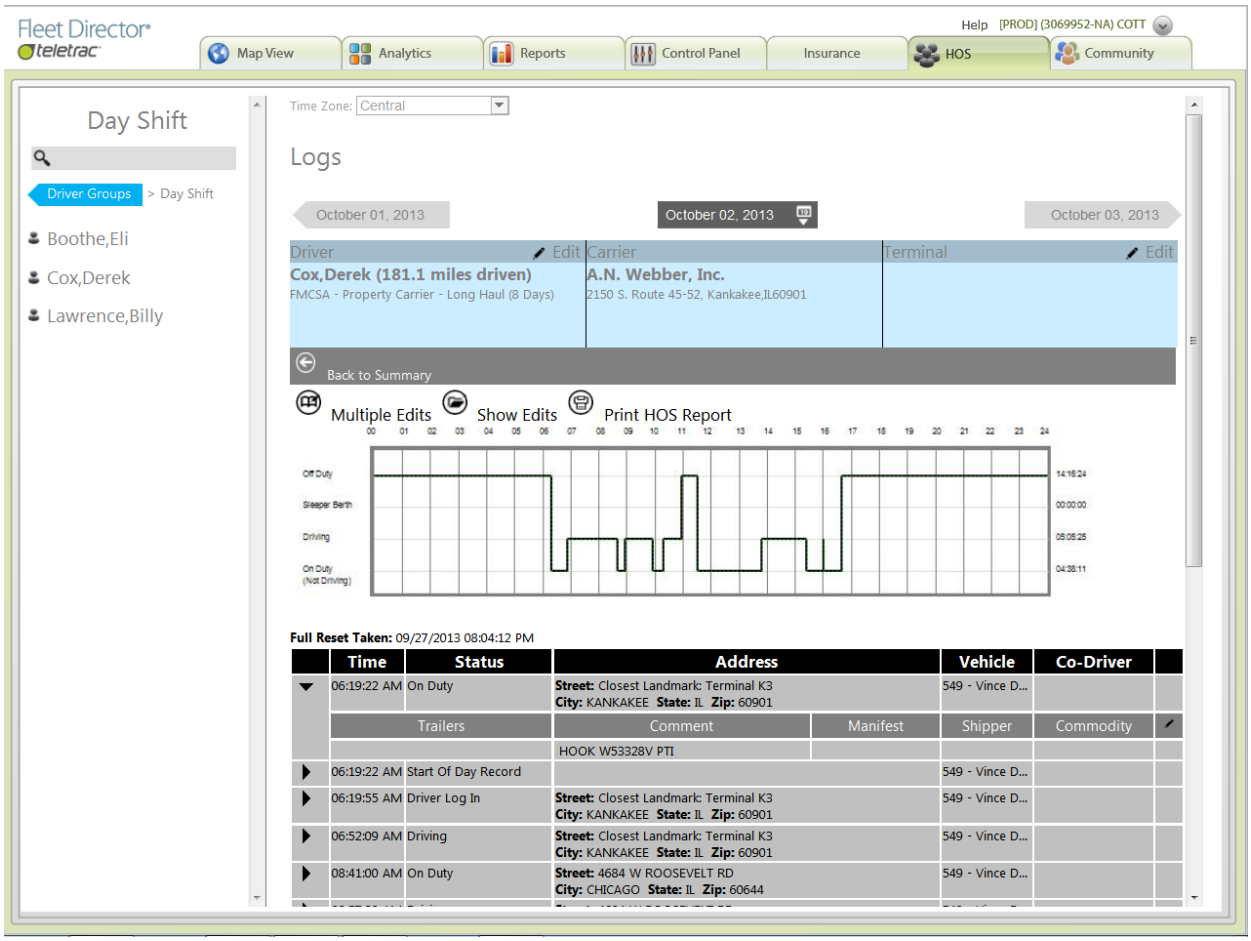
1. Click on the **HOS** tab.
2. In the **Drivers Group** on the left pane, click on **All Drivers** or a **Driver Group name**.
3. Click on an individual name in **Driver Name**.
4. The **7-Day Summary** Logs displays in the right side pane.
5. Select the current date.
6. From the **Logs** page, use the calendar feature to select the appropriate date.



7. To expand the status detail, click the **right-facing triangle** located to the left directly in front of the Time and Status columns.
   Additional information entered by the driver is displayed: Trailers, Comments, Manifest, Shipper, and Commodity.

(Continued on next page.)

8. To minimize the status detail click the **right facing triangle** located to the left directly in front of the Time and Status columns.



COLOR KEY FOR STATUSES

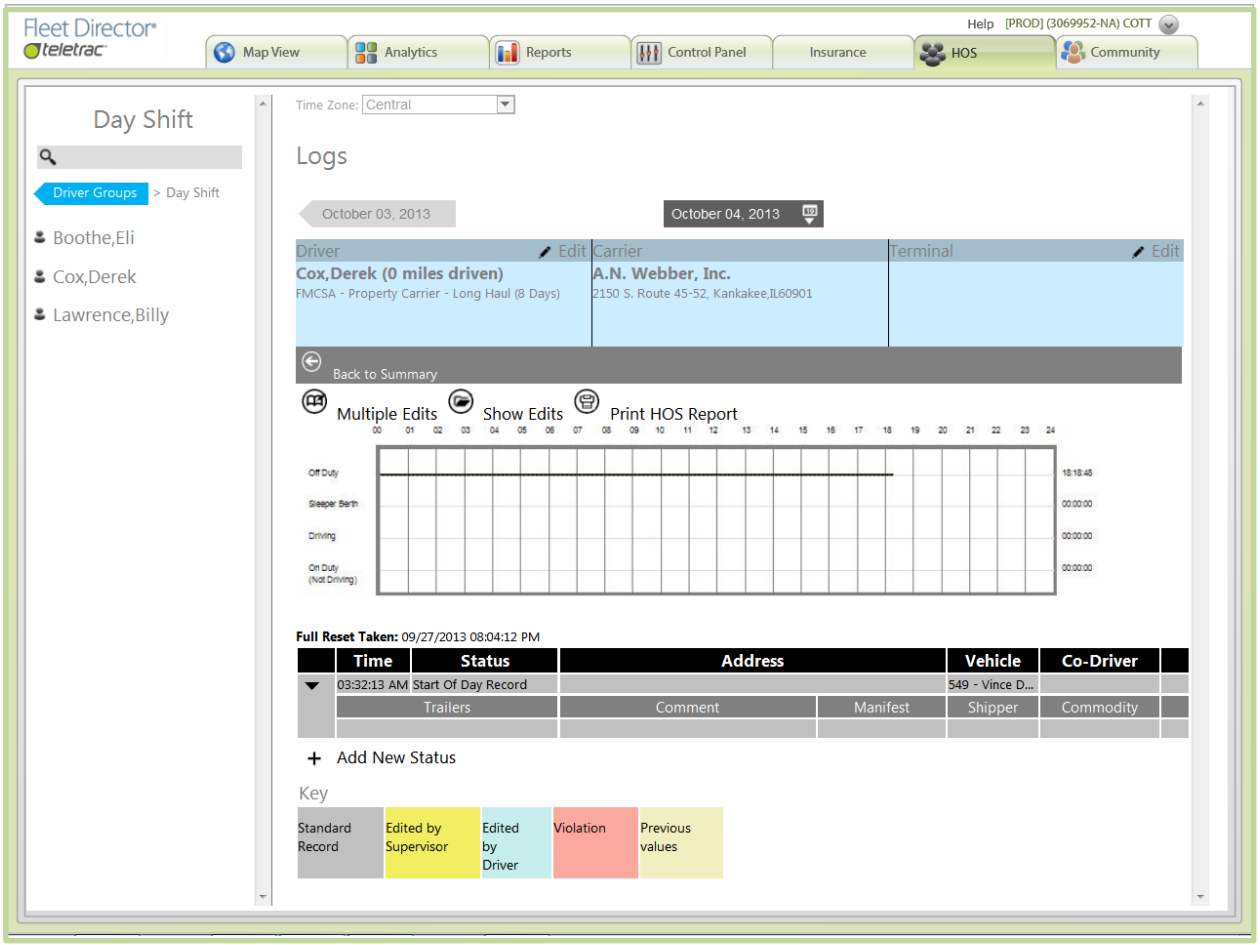
The Logs page in the **HOS Tab** uses a color code to indicate status type and previous edits made to the driver log. The **Key** is located in the bottom left of the Logs page.

To view the color-code Key, complete these steps:

1. Click on the **HOS** Tab.
2. In the **Drivers Group** on the left pane, click on **All Drivers** or a **Driver Group** name.
3. Click on an individual **Driver Name**.
4. The **7-Day Summary Logs** displays in the right side pane.
5. Select the current date.
6. Scroll to the bottom of the page where the **Key** is located.

The **Key** includes the following items in color code:

Grey = Standard Record
Yellow = Edited by Supervisor
Blue = Edited by Driver
Red = Violation
Tan = Previous values

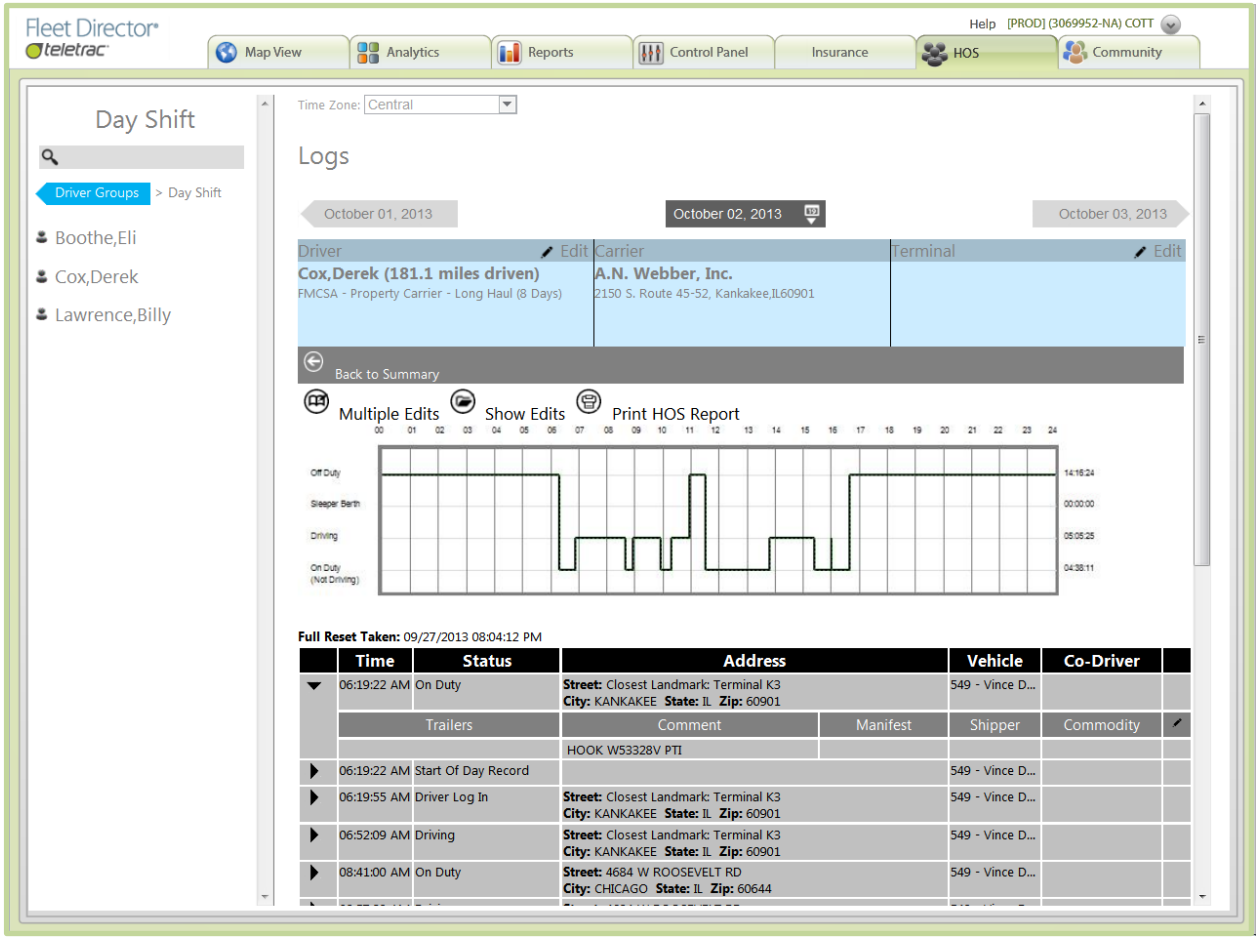


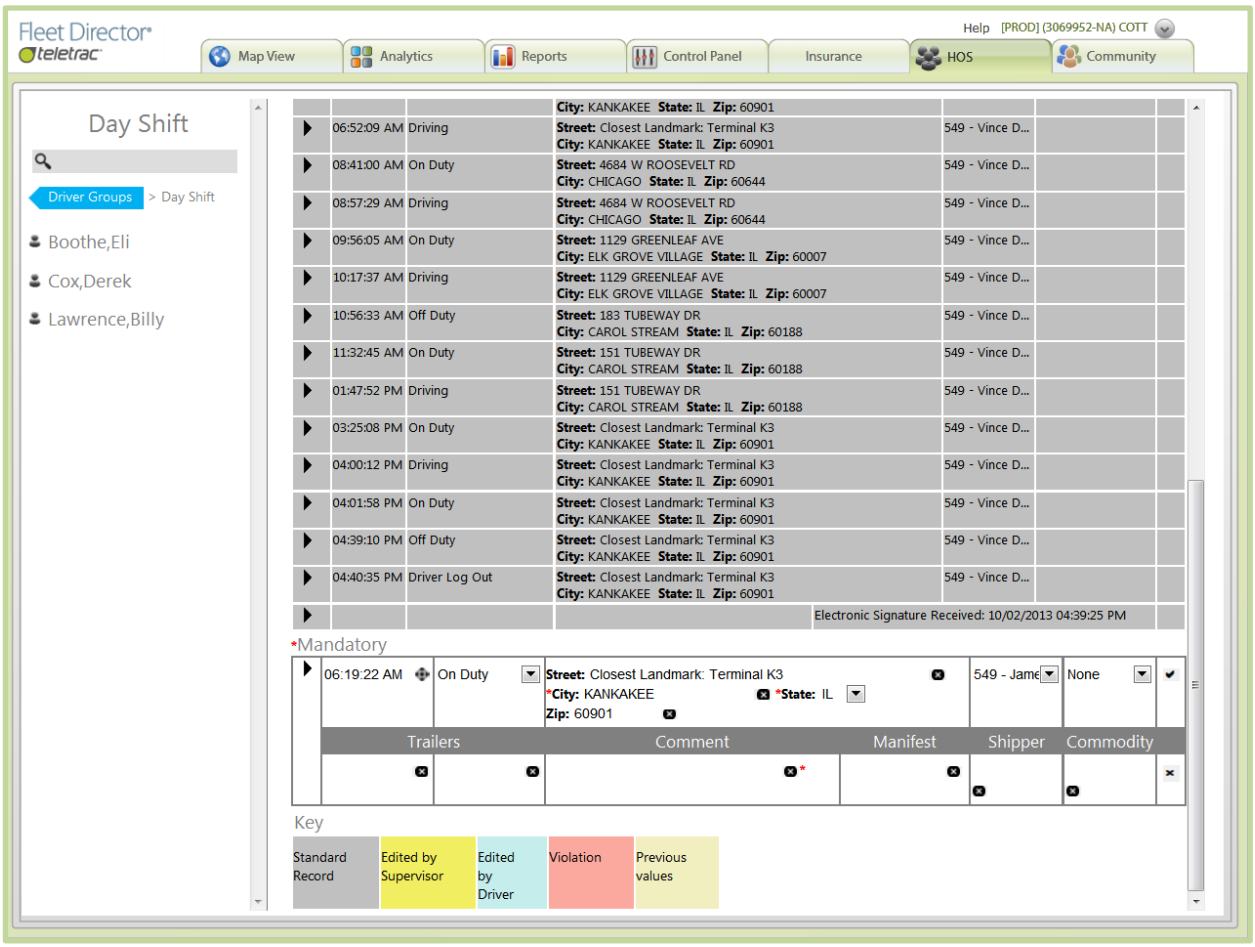
EDIT A DRIVER LOG

The Logs page in the **HOS Tab** allows users to edit the driver logs. Only users with administrator **Security Group** assigned to their Fleet Director User name/login can make edits. All edits are color-coded to facilitate the different type of log edits. Details of any edit can be viewed using the **Show Edits** feature on the Logs page below the header.

To edit a driver log, complete these steps:

1. Click on the **HOS** tab.
2. In the **Drivers Group** on the left pane, click on **All Drivers** or a **Driver Group name**.
3. Click on an individual **Driver Name**.
   The **7-Day Summary Logs** displays in the right side pane.
4. Select the current date.
5. From the **Logs** page, use the calendar feature to select the appropriate date.
6. To expand the status to be edited, click on the **right-facing triangle** located to the left directly in front of the **Time** and **Status** columns.
7. Click on the **Edit** icon on the far right, next to **Commodity.** The Edit box appears at the bottom of the page directly above the **Key**

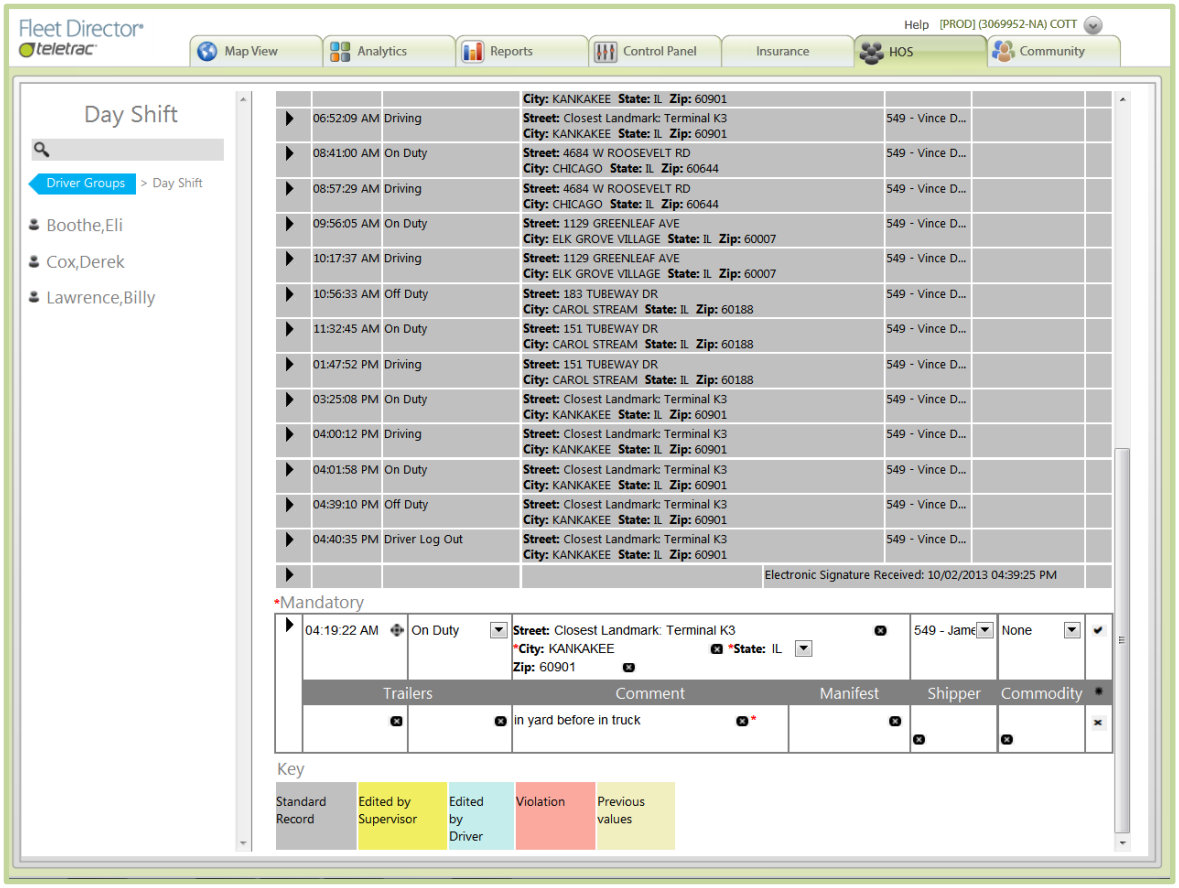


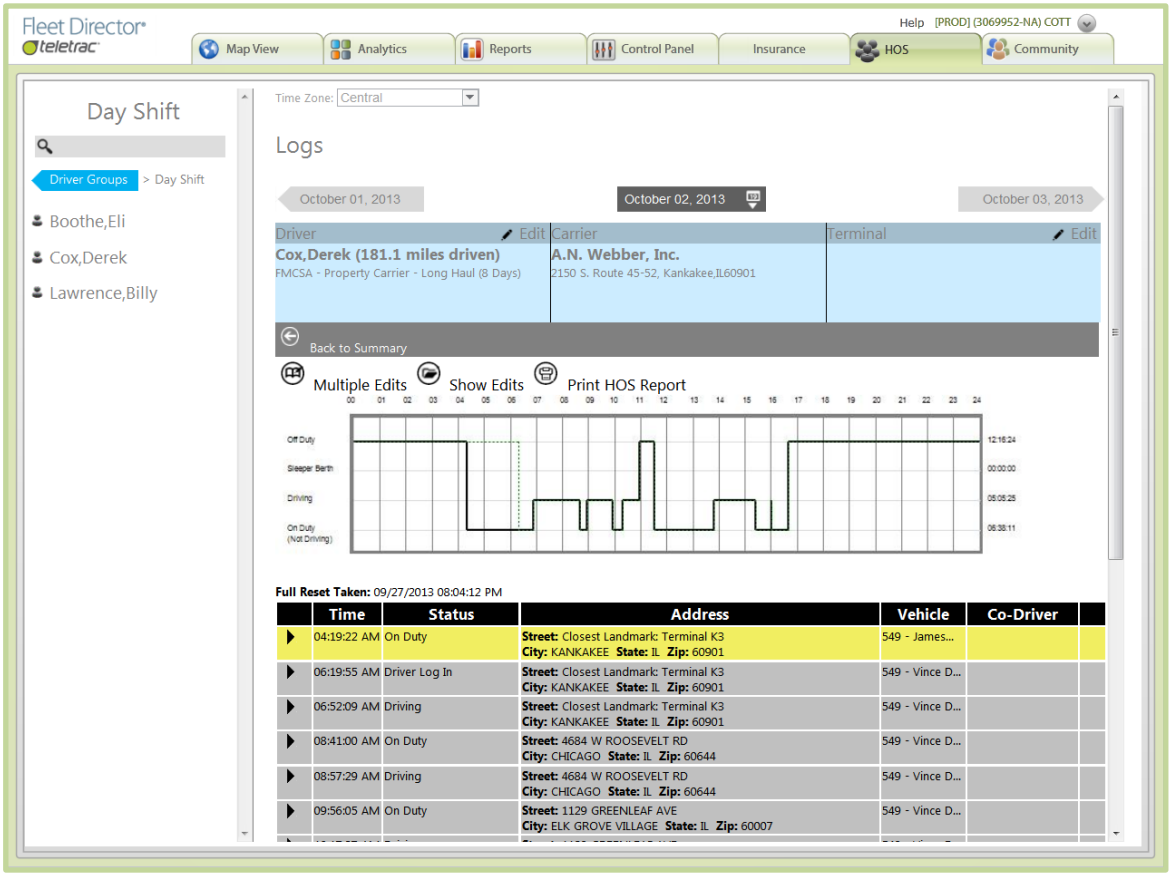


8. To edit **Time,** click on the Hour or Minute or Second and use your keyboard's arrows or numbers to change the time.
9. To edit **AM** or **PM,** click on AM or PM and use your keyboard's arrows to change.
10. To edit **Status,** click on the drop-down menu and select a status.
11. To edit **Co-Driver,** click on the drop-down menu and select a driver.
12. To edit **Vehicle,** click on the drop-down menu and select a vehicle.
13. To edit **Trailers,** type in the trailer numbers.
14. To edit **Manifest,** type in the manifest information.
15. To edit **Shipper,** type in the shipper information.
16. To edit **Commodity,** type in the commodity information.

Note: All edits must include a **City**, **State** and **Comment**. **Comments** are visible on DOT HOS reports.

17. Click on **check mark** in the upper right to save your changes**.**
18. Click on the **X** in the lower right to cancel your changes.
    Note that edits will appear as a color-coded change on the status detail section of the Logs page. (View image below.)
    Edits will also appear as a dotted line on the grid section of the Logs page. The dotted line is pre-edit data.


Fleet Director
teletrac
Help [PROD] (3069952-NA) COTT
Map View
Analytics
Reports
Control Panel
Insurance
HOS
Community
Day Shift
Driver Groups > Day Shift
Boothe,Eli
Cox,Derek
Lawrence,Billy
06:52:09 AM Driving Street: Closest Landmark: Terminal K3 City: KANKAKEE State: IL Zip: 60901 549 - Vince D...
08:41:00 AM On Duty Street: 4684 W ROOSEVELT RD City: CHICAGO State: IL Zip: 60644 549 - Vince D...
08:57:29 AM Driving Street: 4684 W ROOSEVELT RD City: CHICAGO State: IL Zip: 60644 549 - Vince D...
09:56:05 AM On Duty Street: 1129 GREENLEAF AVE City: ELK GROVE VILLAGE State: IL Zip: 60007 549 - Vince D...
10:17:37 AM Driving Street: 1129 GREENLEAF AVE City: ELK GROVE VILLAGE State: IL Zip: 60007 549 - Vince D...
10:56:33 AM Off Duty Street: 183 TUBEWAY DR City: CAROL STREAM State: IL Zip: 60188 549 - Vince D...
11:32:45 AM On Duty Street: 151 TUBEWAY DR City: CAROL STREAM State: IL Zip: 60188 549 - Vince D...
01:47:52 PM Driving Street: 151 TUBEWAY DR City: CAROL STREAM State: IL Zip: 60188 549 - Vince D...
03:25:08 PM On Duty Street: Closest Landmark: Terminal K3 City: KANKAKEE State: IL Zip: 60901 549 - Vince D...
04:00:12 PM Driving Street: Closest Landmark: Terminal K3 City: KANKAKEE State: IL Zip: 60901 549 - Vince D...
04:01:58 PM On Duty Street: Closest Landmark: Terminal K3 City: KANKAKEE State: IL Zip: 60901 549 - Vince D...
04:39:10 PM Off Duty Street: Closest Landmark: Terminal K3 City: KANKAKEE State: IL Zip: 60901 549 - Vince D...
04:40:35 PM Driver Log Out Street: Closest Landmark: Terminal K3 City: KANKAKEE State: IL Zip: 60901 549 - Vince D...
Electronic Signature Received: 10/02/2013 04:39:25 PM
*Mandatory
04:19:22 AM On Duty Street: Closest Landmark: Terminal K3 *City: KANKAKEE *State: IL Zip: 60901 549 - Jame None
Trailers Comment Manifest Shipper Commodity
in yard before in truck
Key
Standard Record
Edited by Supervisor
Edited by Driver
Violation
Previous values

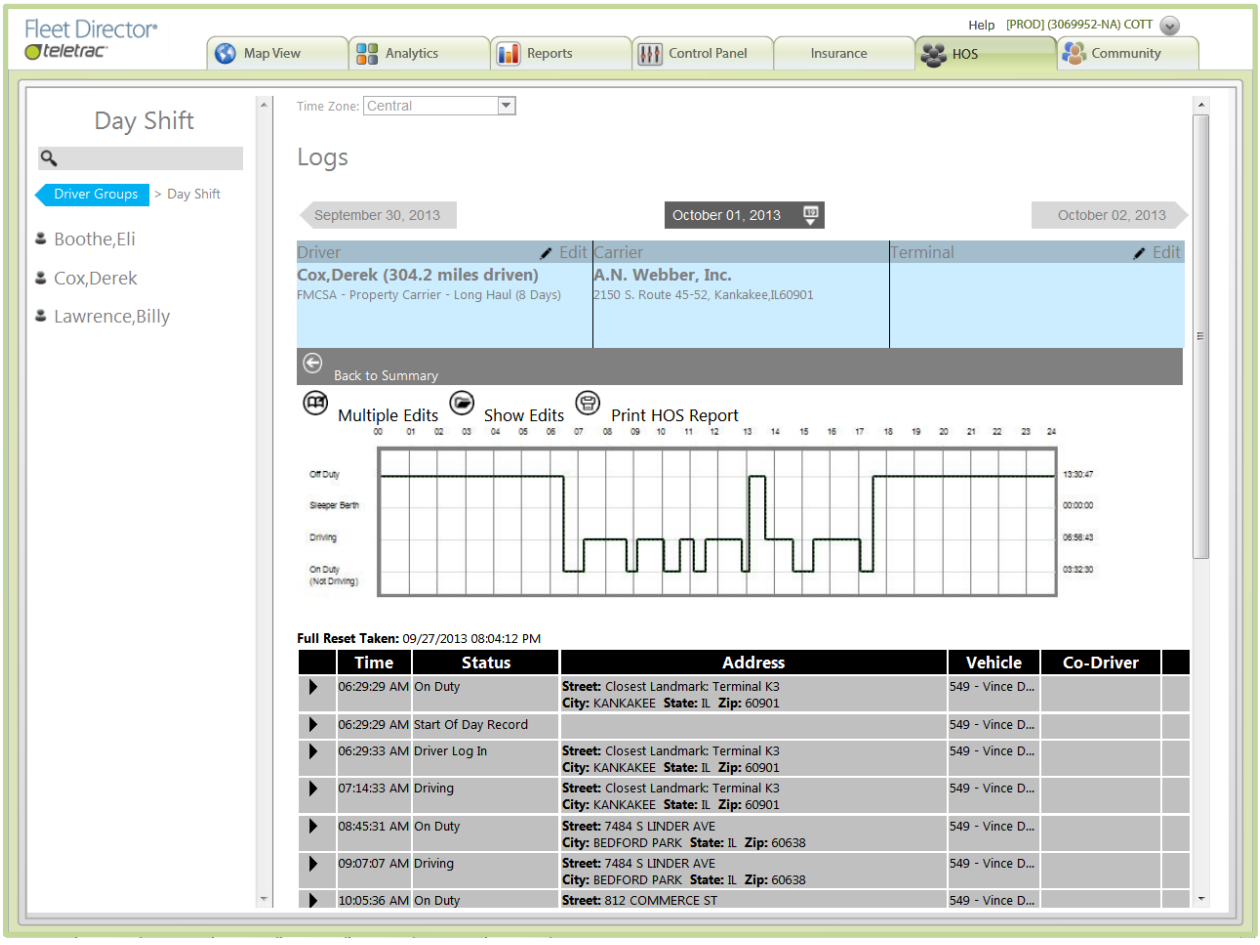

Fleet Director
teletrac
Help [PROD] (3069952-NA) COTT
Map View
Analytics
Reports
Control Panel
Insurance
HOS
Community
Day Shift
Driver Groups > Day Shift
Boothe,Eli
Cox,Derek
Lawrence,Billy
Time Zone: Central
Logs
October 01, 2013
October 02, 2013
October 03, 2013
Driver Edit
Cox,Derek (181.1 miles driven)
FMCSA - Property Carrier - Long Haul (8 Days)
Carrier
A.N. Webber, Inc.
2150 S. Route 45-52, Kankakee,IL60901
Terminal Edit
Back to Summary
Multiple Edits
Show Edits
Print HOS Report
Off Duty
Sleeper Berth
Driving
On Duty (Not Driving)
Full Reset Taken: 09/27/2013 08:04:12 PM
Time Status Address Vehicle Co-Driver
04:19:22 AM On Duty Street: Closest Landmark: Terminal K3 City: KANKAKEE State: IL Zip: 60901 549 - James...
06:19:55 AM Driver Log In Street: Closest Landmark: Terminal K3 City: KANKAKEE State: IL Zip: 60901 549 - Vince D...
06:52:09 AM Driving Street: Closest Landmark: Terminal K3 City: KANKAKEE State: IL Zip: 60901 549 - Vince D...
08:41:00 AM On Duty Street: 4684 W ROOSEVELT RD City: CHICAGO State: IL Zip: 60644 549 - Vince D...
08:57:29 AM Driving Street: 4684 W ROOSEVELT RD City: CHICAGO State: IL Zip: 60644 549 - Vince D...
09:56:05 AM On Duty Street: 1129 GREENLEAF AVE City: ELK GROVE VILLAGE State: IL Zip: 60007 549 - Vince D...

MAKE MULTIPLE EDITS TO A DRIVER LOG

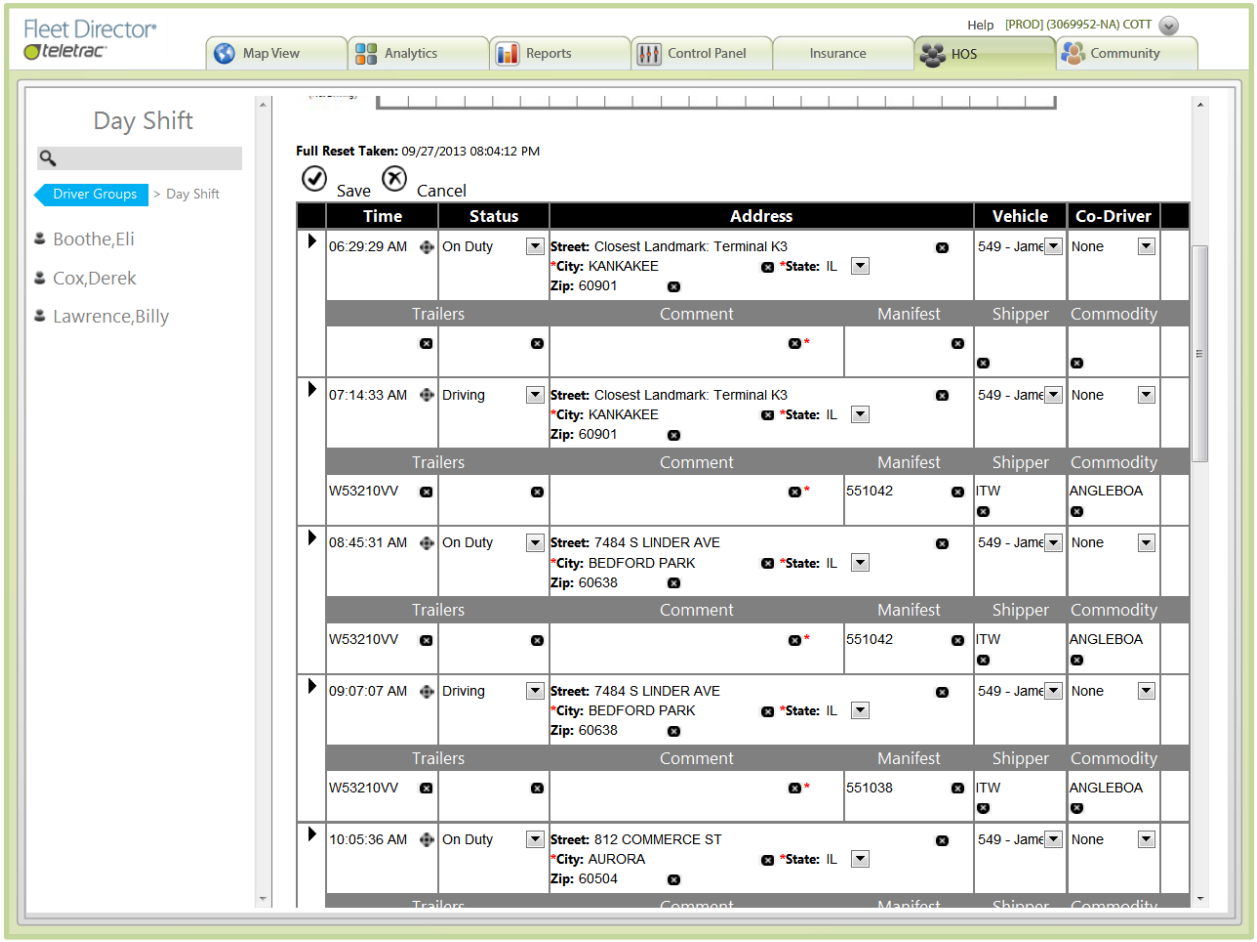
The Logs page in the **HOS Tab** allows users to make multiple edits to driver logs. Only users with administrator Security Group assigned to their **Fleet Director User** login can make edits. All edits are color coded to be highly visible and distinguish the type of edit. Details of any edit can be viewed using the **Show Edits** feature.

To make Multiple Edits to a driver log, complete these steps:

1. Click on the **HOS** tab.
2. In the **Drivers Group** on the left pane, click on **All Drivers** or a **Driver Group name.**
3. Click on an individual **Driver Name**. The **7-Day Summary Logs** displays in the right side pane.
4. Select the current date.
5. From the **Logs** page, use the calendar feature to select the appropriate date.



6. Click on the **Multiple Edits** icon located on the left, below the Driver section of the Logs page header. Every status is then expanded and the edit box is inserted and available.



7. To edit **time**, click on the Hour or Minute or Second and use keyboard arrows or numbers to change time.
8. To edit **AM** or **PM**, click on AM or PM and use keyboard arrows to change.
9. To edit **status**, click on the drop down menu and select appropriate status.
10. To edit **Co-Driver**, click on the drop down menu and select appropriate driver.
11. To edit **Vehicle**, click on the drop down menu and select appropriate vehicle.
12. To edit **Trailers**, type in the appropriate trailer numbers.
13. To edit **Manifest**, type in the appropriate manifest information.
14. To edit **Shipper**, type in the appropriate shipper information.
15. To edit **Commodity**, type in the appropriate commodity information.

Note: All edits must have **City**, **State**, and **Comment**. The Comment is visible on the **DOT HOS** report.

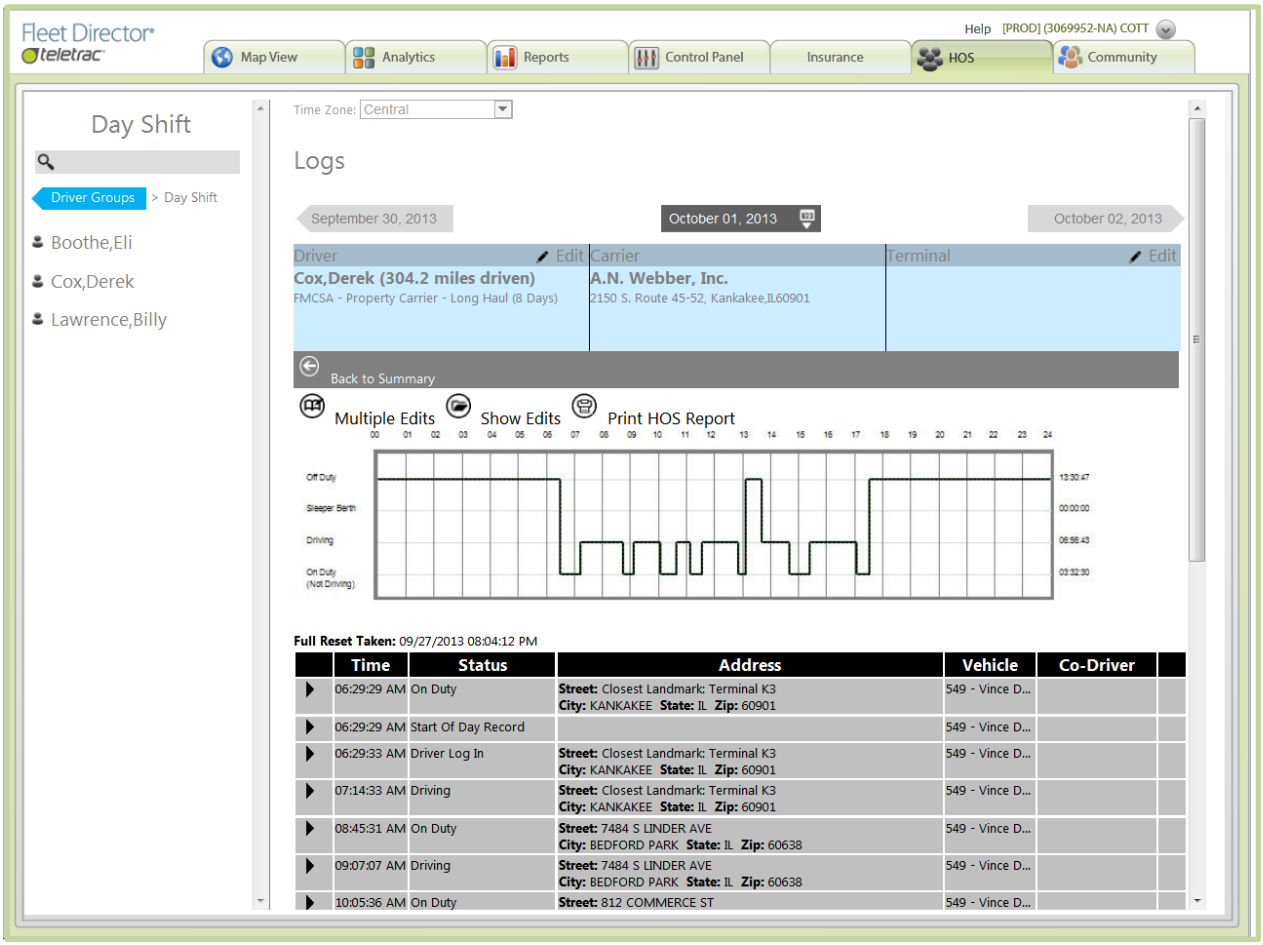
16. Click check mark **Save** in upper left to save your changes**.**
17. Click X **Cancel** in upper left right to cancel your changes.
18. The edit(s) will be color coded on the status detail section of the Logs page.
19. The edit(s) will display as a dotted line showing the pre-edit data on the grid section of the Logs page.

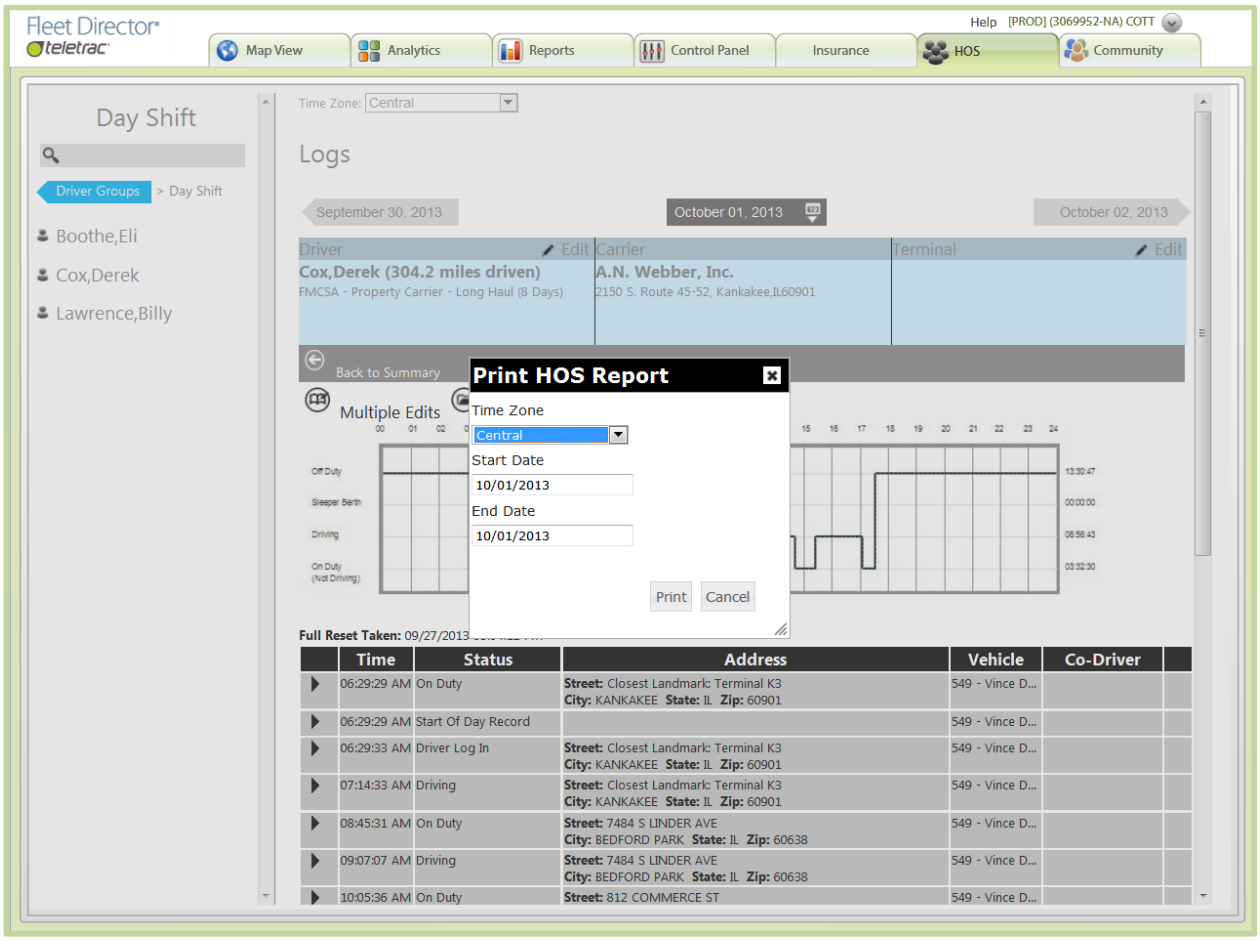
PRINT HOS REPORT

The Logs page in the HOS Tab allows Fleet Director users to print the HOS report for a chosen date range. This report is also available on the Reports Tab under Driver reports listed as the **DOT HOS Report**.

To print the HOS Report, complete these steps:

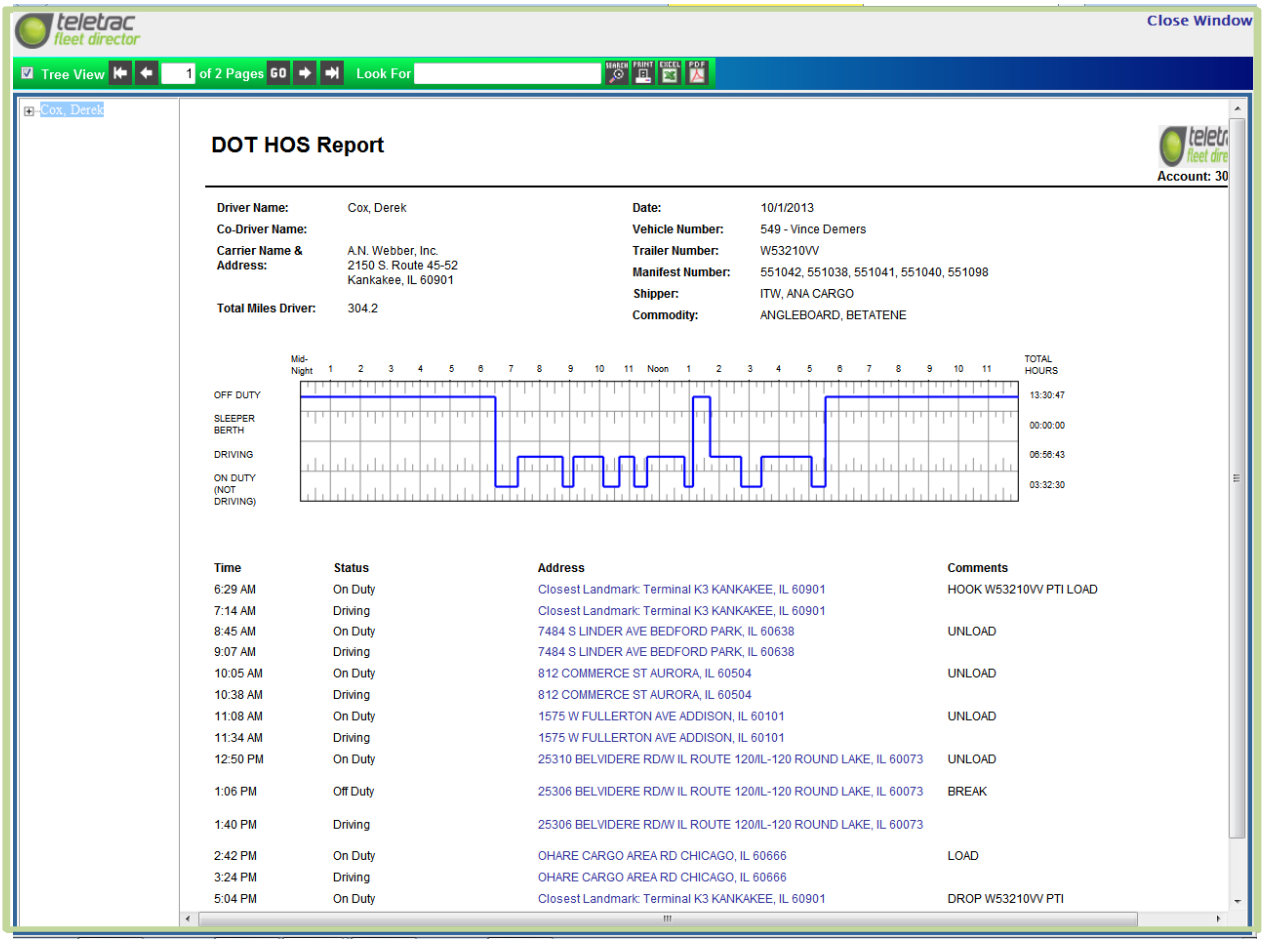
1. Click on the **HOS** tab.
2. In the **Drivers Group** on the left pane, click on **All Drivers** or a **Driver Group name.**
3. Click on an individual **Driver Name**.
4. The **7-Day Summary Logs** displays in the right side pane.
5. Select the current date.
6. From the **Logs** page, use the calendar feature to select the appropriate date.
7. Click on the **Print HOS Report** icon listed below the **Carrier** section of the **Logs** page header.
8. The **Print HOS Report** box appears.





9. To select a **Time Zone,** use the drop-down menu.
10. To select a **Start Date** and **End Date,** click in the date field and use the calendar feature.
11. To print the report, click on **Print.** To cancel your selection, click on **Cancel.**

Selecting **Print** will display the **DOT HOS Report** for the chosen date(s), as shown below. Users can print reports or export them as a PDF or to Excel.



Time	Status	Address	Comments
6:29 AM	On Duty	Closest Landmark: Terminal K3 KANKAKEE, IL 60901	HOOK W53210VV PTI LOAD
7:14 AM	Driving	Closest Landmark: Terminal K3 KANKAKEE, IL 60901	
8:45 AM	On Duty	7484 S LINDER AVE BEDFORD PARK, IL 60638	UNLOAD
9:07 AM	Driving	7484 S LINDER AVE BEDFORD PARK, IL 60638	
10:05 AM	On Duty	812 COMMERCE ST AURORA, IL 60504	UNLOAD
10:38 AM	Driving	812 COMMERCE ST AURORA, IL 60504	
11:08 AM	On Duty	1575 W FULLERTON AVE ADDISON, IL 60101	UNLOAD
11:34 AM	Driving	1575 W FULLERTON AVE ADDISON, IL 60101	
12:50 PM	On Duty	25310 BELVIDERE RD/W IL ROUTE 120/IL-120 ROUND LAKE, IL 60073	UNLOAD
1:06 PM	Off Duty	25306 BELVIDERE RD/W IL ROUTE 120/IL-120 ROUND LAKE, IL 60073	BREAK
1:40 PM	Driving	25306 BELVIDERE RD/W IL ROUTE 120/IL-120 ROUND LAKE, IL 60073	
2:42 PM	On Duty	OHARE CARGO AREA RD CHICAGO, IL 60666	LOAD
3:24 PM	Driving	OHARE CARGO AREA RD CHICAGO, IL 60666	
5:04 PM	On Duty	Closest Landmark: Terminal K3 KANKAKEE, IL 60901	DROP W53210VV PTI