Fleet Director[®] Help File

Contents

1. WELCOME TO THE FLEET DIRECTOR HELP FILE	4
FLEET DIRECTOR COMPONENTS	5
SYSTEM REQUIREMENTS	7
INSTALLING MICROSOFT SILVERLIGHT	7
LOGGING IN TO FLEET DIRECTOR	7
2. MAP VIEW TAB OVERVIEW	9
FLEET DIRECTOR SCREEN OVERVIEW	9
	. 10
	. 11
	. 11
FINDING NEAREST VEHICLES	.14
LOCATING VEHICLES AND SUB ELEETS	. 18
LOCATING VEHICLES AND SUB-FLEETS	. ZZ 21
FLEET ANALYSIS	. 24
VEHICLE OVERVIEW FOR INDIVIDUAL VEHICLES	26
CREATING CUSTOM DASHBOARDS FOR ALL VEHICLES OR SUB-FLEET	27
CREATING CUSTOM DASHBOARDS FOR INDIVIDUAL VEHICLES	.30
EDITING CUSTOM DASHBOARDS	. 33
DELETING CUSTOM DASHBOARDS	. 34
TREND DASHBOARDS	. 35
TRAVEL TREND	. 36
FUEL USAGE TREND	. 37
SAFETY TREND	. 38
ABOUT CUSTOM DASHBOARDS	. 39
CREATING CUSTOM TREND DASHBOARDS FOR ALL VEHICLES OR	. 39
CREATING CUSTOM TREND DASHBOARDS FOR INDIVIDUAL VEHICLE	. 41
EDITING CUSTOM TREND DASHBOARDS	.44
DELETING GUSTOM TREND DASHBUARDS	.45
	.43
SAFETY VEHICLE ANALYSIS DASHBOARD	. 47
SAFETY ANALYTICS TREND	.49
ABOUT SAFETY ANALYTICS EVENT VIEWER	51
SAFETY ANALYTICS EVENT VIEWER EVENT DETAIL	.56
SAFETY ANALYTICS EVENT VIEWER EVENT REPLAY	. 58
4. CONTROL PANEL TAB FUNCTIONS	. 59
EDITING VEHICLE INFORMATION	. 60
DELETING VEHICLES	. 63
CREATING DRIVERS	. 64
EDITING DRIVER INFORMATION	. 65
	. 67
CREATING LANDMARKS	. 68
EDITING LANDMARKS	. 69
	.70
IMPORTING LANDMARKS	. / I
INTORTING LANDMARK- Excel File Format (CSV/).	.12 72
CREATING SUB-FI FETS	77
ADDING VEHICLES TO SUB-FLEETS	.78
REMOVING VEHICLES FROM A SUB-FLEET	.79
DELETING A SUB-FLEET	. 80
CREATING DRIVER GROUPS	. 81
EDITING DRIVER GROUPS	. 82

DELETING DRIVER GROUPS	
CREATING LANDMARK GROUPS	
EDITING LANDMARK GROUPS	
DELETING LANDMARK GROUPS	
EXCEPTIONS	
ABOUT EXCEPTIONS	
CREATING EXCEPTIONS	
CREATING OUT OF SERVICE EXCEPTIONS	88
CREATING SCHEDULED STOP EXCEPTIONS	
CREATING STATIONARY VEHICLE EXCEPTIONS	92
CREATING ZONE EXCEPTIONS	
EDITING EXCEPTION CONDITIONS	
DELETING EXCEPTION CONDITIONS	97
CREATING A VEHICLE WATCHLIST	
EDITING A VEHICLE WATCHLIST	
CREATING A DRIVER WATCHLIST	
EDITING A DRIVER WATCHLIST	
CREATING STATUS	
EDITING STATUS	104
DELETING STATUS	
CREATING USERS	
EDITING USER INFORMATION	
DELETING USERS	
ABOUT SECURITY GROUPS	
CREATING GROUPS	
EDITING GROUPS	
DELETING GROUPS	
CREATING ACCESS RESTRICTION FOR GROUPS	
EDITING ALERTS	
5. HOURS OF SERVICE (HOS): ABOUT THE HOS TAB	
DRIVER GROUPS	
7-DAY SUMMARY LOGS	
DRIVER REGULATIONS	

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 <u>customerservice@teletrac.com</u>.



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: <u>http://www.microsoft.com/silverlight/get-started/install/default.aspx#.</u>

LOGGING IN TO FLEET DIRECTOR

To access Fleet Director, go to <u>teletrac.com</u> 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.

	Fleet Director Login
Account	
Username	
Password	
	Keep me logged in to Fleet Director for 12 hours
	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.

Inactivity Warning	6 🛛 🛠
You have been inactive and wi out for security reasons in 5 mi you click continue.	ll be logged nutes unless
	Continue

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**.

Fleet Direct Steletrac Account info not found in FDI	Or•
Account ID 543295	© Teletrac Inc., 1991-2013. All rights reserved. Warning: The software comprised herein including the user interface and component parts (the 'Software') is the proprietary product of, and constitutes the copyright of Teletrac, its affiliate comparies and Teletrac's Licensors and is protected by copyright live and international treaties. Any attempts to derive the source code or structure of the Software or any part thereof by any means, or make derivative works of the Software or any part thereof or grant unauthorized users access to the Software or any part thereof, may result in severe civil and criminal penalities, and will be prosecuted to the maximum extent of the
Password •••••••	Isw. Paragraph 7 of the Teletrac Terms and Conditions for customers apply.

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

Fleet Direct Oteletrac	tor [®]
The provided username or p	Dassword failed.
Account ID	Uterstrating, 1991-2013. All rights reserved. Warning: The software comprised herein including the user interface and component parts (the 'Software') is the proprietary product of, and constitutes the copyright of Telefrac, its affiliate companies and Teletrac's Licensors and is protected by copyright law and international treaties. Any attempts to derive the source code or structure of the Software
Username	or any part thereof by any means, or make derivative works of the Software or any part thereof or grant unauthorized users access to the Software or any part thereof, may result in severe will and criminal penalties, and will be prosecuted to the maximum extent of the law. Paragraph 7 of the Teletrac Terms and Conditions for customers apply.
Password	Cancel
Keep me logged in for 12 hours.	

(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 <u>customerservice@teletrac.com</u>.

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:

Change Password	a 🗆 😣
Old Password:	
New Password:	
New Password:	
	Cancel Save

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

	Ø	a.	н	\bowtie	?	44
	History	Nearest	Locate	Message	Landmark	3
E	Enter add	dress to s	earch m	ар		
	•	Landm	arks			
1	v 👘	Vehicles				

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: History. 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).





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.

▼ 🚛 Vehicles	
Enter vehicle name to fi	ilter
Check All Uncheck A	a 3 Vehicle(s) 🛞
F 🖌 🥥 449	🖂 Send Message
- 🗌 🚛 450	🎓 Send Route
- 🗸 🚚 <	🕑 Last 24 Hours
- 🖌 🚛 453	Follow Vehicle
- 🗌 🚛 454	📕 Locate
- 🗌 🚛 462	Soom Local

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 Nearest 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.

Vehicles	To Address Io Landmark Io Vehicle	
Enter filter criteria	Address	
Check All Uncheck All	123 S Main St, Webb City, MO 64870 United States	Search
Image: All Vehicles Image:	 123 S Main St, W 123 S Main St, W 123 N Main St, W 124 N Main St, W 124 N Main St, W 125 N Main St, W 125 N Main St, W 125 N Main St, W 123 N Main St, W 124 N Main St, W 124 N Main St, W 125 N Main St, W	ebb City, MO 648 ebb City, MO 648

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



- 1. Click on the Nearest icon Nearest 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.

Nearest	6 0 8
Vehicles Landmarks	To Address To Landmark To Vehicle
Enter filter criteria	Address
Check All Uncheck All	37.695584 -92.690603 Search
🔺 🗹 🚛 All Vehicles	
🚽 🚛 1024 - Louis Wilkins	
🖌 🚛 1080 - Jesus Garcia	
🚽 🚛 1082 - Julian Garcia	
— 🖌 🚛 1085 - Luis Gomez	
- 🖌 🚛 1090 - Sergio Valdez	
— 🖌 🚛 1096 - Otis Kimbroug	
— 🖌 🚛 1098 - Jorge Mendoza	
— 🖌 🚛 1101 - Ascension Madrid	
🖌 🎻 🚽 🗸 🗸 🗸 🗸 🖌	
- 🖌 🚛 1104 - Jose Valverde	
1106 - Albert Vasquez	
— 🖌 🚚 265 - Danny Gutierrez	
	Cancel Search

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



- 1. Click on the Nearest icon Nearest 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 Nearest 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.



SECTION 2: MAP VIEW TAB OVERVIEW

🚛 All Vehicles Road Aerial | Birdseye Op W Galena St Orono z > E Galena Galena St W Austin St 🏅 Z E Austin St N Ball Ave N Pennsylvania ÷, E Daugherty St E Daugherty St HH E Broadway St ORIGINAL TO I-OF-WEBB-CITY ∕vay St Broadway St D **Pington Ave** ennsylvania Ave E Church St E Church St S Roane Ave S 5 Oronogo Main Ave P 1000 Feet W 1st St E 1st St Ave Elst St berty Wac S © AND © 2010 NAVTEQ © 2013 Microsoft Corporation all VP 📄 Data View ٠ Messages Exceptions Watchlist Status History ۲ Nearest Enter Name, Travel Time, Distance, Address or any field to filter Name Travel Time Distance Address Cross 50 601U - Raul Guevara 00:18:50 12.852 mi 4289 HIGHWAY 43/MO-43, JOPLIN, MO 64804 622U - Mark Humphrey 00:20:23 14.502 mi I-44, JOPLIN, MO 64804 50 645U -Frank Szocs 02:45:29 179.043 mi 3528 HYPOINT BLVD, ROLLA, MO 65401 590U - Oscar Vera 03:14:52 211.468 mi 4785 NE 122ND ST, OKLAHOMA CITY, OK 73013 667U -03:36:44 218.610 mi 7531 S CHOCTAW RD. OKLAHOMA CITY. OK 73020 4

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.

A	ll Landmarks	
- 🧕	Depo	
- 🧕	Driiling Site	
- 🧕	Hodgkins lot	
- 🧕	Oakely Trans	
- 🧕	Peterbilt Dente	n
- 🧕	Terminal K3	
- 🧕	Terminal KP	
- 🧕	Terminal PV	The Base 🛛 🛞
- 🧕	Terminal SC	600 E Las Colinas Blvd, Irving,
- 🧕	🛛 The Base <	TX 75039 United States
L 🧕	Tow yard	Delete Landmark
() D	rop Yards	Zoom Local

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 Nearest 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.

Nearest	6 🗆 😣
Vehicles Landmarks Enter filter criteria Check All Uncheck All 	Contraction of the second
	Oakland Park Joplin Duquesne Duenweg 249

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



- 1. Click on the Nearest icon Nearest 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 Nearest 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).

Nearest	a 🗅 😒
Vehicles Landmarks Enter filter criteria Check All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Uncheck All Image: Check All Uncheck All Image: Check All Uncheck All Uncheck All Image: Check All Uncheck All Image: Chec	To Address To Landmark To Vehicle Enter filter criteria

(Continued on next page.)

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



- 1. Click on the **Nearest** icon Nearest on the **Side Menu**. The **Nearest** window appears.
- Select the targeted Landmark(s) from the Landmarks list.
 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.

Nearest		9 🛛	8
Vehicles Landmarks Check All Uncheck All		To Address To Landmark To Vehicle Enter filter criteria	
		Cancel Search	

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 <u>customerservice@teletrac.com</u>.

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**.

Locate	a a x
Enter filter criteria	
Check All Uncheck All	
— 🖌 🚛 1234- 657- Leslie — 🖌 🚛 8570	-
- 🗌 🥥 Adam A - ✔ 🥥 Andy	
- Angie S	
- Garage Bob C	-
Car	ncel Locate

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

Ŧ] Data View		Events	Mess	sages (4) X Exceptions (2) X Watchlist X Status X	History ×	Nearest ×
Ent	Enter Vehicle Name, Event Time, Status, Address or any field to filter						
	Name	Event Time	Status	Driver	Address	Cross Street	Speed
50	8570	8/30/2013 12:49:55 PM	Sleep Mode		7286 GABERIA RD, NEW PORT RICHEY, FL 34655	ROBELLINI CT	
9	Peter M	8/30/2013 12:49:54 PM	Ign On		24411 N US HIGHWAY 45/US-45, VERNON HILLS, IL 60061		27mph N
\$	1234- 657- Leslie	8/30/2013 12:49:49 PM	Ign Off		948 EASTLAKE PKY, CHULA VISTA, CA 91914	FENTON ST	
60	Andy	8/30/2013 12:49:49 PM	Ign Off		286 N PICKARD AVE, NORMAN, OK 73069	W GRAY ST	
-	loe B	8/30/2013 12:49:38 PM	Tan On		301 ESKEW ST. BASTROP. TX 78602	HIGGINS ST	8mph F

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.

Vehicle Overview - 🛞 446					12	6
Utilization Overview Total Mileage (m): 17 Total Travit Time: 00:17:57 Idling Time: 02:56:32	Last Location Vehicle Name 44 Status On Last Location 31	5 19 5 US-45 52/5 US HIG	4WAY 45 5	2/US-45, KANKAKEE, IL 60	201	
Speed Detail (mph)	Detailed Summary	,				
0-30	Name	Date	Status	Location		
20-30 0.22	446	8/27/2013 1:07:23 PM	ON	No GPS Lock., ,	÷.	
30-40 0 0.07 40-50 0 50-60 0 60-70 0	6530 - Ridky Clark	8/27/2013 1:09:57 AM 8/27/2013 1:08:50 AM	ON	No GPS Lock., , 3119 5 US-45 52/S US H0GHWAY 45 52/ US-45, KANKAKEE, IL 60901		
70-80 0 60+ 0	653U - Ridey Clark	8/27/2013 1:06:54 AM	ON	3119 S US-45 52/S US HOGHWAY 45 52/ US-45, KANKAKEF, D		
Vehicle Performance First Jitus Message 06/26/2013 10:22 PM Last Jitus Message 08/27/2013 12:22 AM Odometer 138004.1						

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:

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

Edit Das	hboard	8
Dashb Custom	oard Name Dashboard	8 .
Enter fil	lter criteria	
Check A	II Uncheck All	
	Alert Count The vehicles in the fleet with the highest numbers of alert events during the last 24 hours.	-
	IVG Idle Time The total idle time for all vehicles in the fleet divided by the number of vehicles in the fleet.	=
	AVG Idle Time Trend Hourly and Daily Trend Analysis of AVG Idle Time (in minutes) for selected fleet.	_
	AVG Miles The total miles driven for the fleet divided by the number of vehicles in the fleet.	
	AVG PTO Time The total time PTO was on for all vehicles in the fleet divided by the number of vehicles in the fleet.	
	AVG PTO Time Trend Hourly and Daily Trend Analysis of AVG PTO Time (in minutes) for selected fleet.	
	🗢 🗈 AVG Travel Time	•
	Cancel	Save

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

Edit Das	poard	8
Dashb Custom	ard Name shboard	0
Enter f	r criteria	
Check A	Uncheck All	
	Alert Count The vehicles in the fleet with the highest numbers of alert events during the last 24 hours.	
	AVG Idle Time The total idle time for all vehicles in the fleet divided by the number of vehicles in the fleet.	-
	AVG Idle Time Trend Hourly and Daily Trend Analysis of AVG Idle Time (in minutes) for selected fleet.	
	AVG Miles The total miles driven for the fleet divided by the number of vehicles in the fleet.	
	AVG PTO Time The total time PTO was on for all vehicles in the fleet divided by the number of vehicles in the fleet.	
	AVG PTO Time Trend Hourly and Daily Trend Analysis of AVG PTO Time (in minutes) for selected fleet.	
	AVG Travel Time	•
	Cancel	Save

- 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.

AVG Idle Time Tre From: #/20/2C # 22 22 22 20 1 19 9 19 9 19 9 19 1 19 1 19	end To: 0/27/20 0	X Daily • [Refresh]	e 1	Ref	afresi	× h						
5 Q. Q. Q. Q.												
J%		v`*****			s.s	2						

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 it 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 **Daily** 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.

Edit Das	hboard 🕞 🖨 🖲 🖲	*
Dashb	oard Name	٦
Custom	Dashboard 😵 🛄	J
trend	0	ן
Check A	NI Uncheck All	1
	AVG Engine Time Trend Hourly and Daily Trend Analysis of AVG Engine Time (in minutes) for selected fleet.	•
	AVG Idle Time Trend Hourly and Daily Trend Analysis of AVG Idle Time (in minutes) for selected fleet.	
	AVG Miles Driven Trend Hourly and Daily Trend Analysis of AVG Miles Driven for selected fleet.	-
	AVG PTO Time Trend Hourly and Daily Trend Analysis of AVG PTO Time (in minutes) for selected fleet.	
	AVG Travel Time Trend Hourly and Daily Trend Analysis of AVG Travel Time (in minutes) for selected fleet.	1
	Hourly and Daily Trend Analysis of MPG for selected fleet.	
	Safety Analytics Score Trend	•
	Cancel Save)

- 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.

Edit Dashboard	6 🗆 🙁
Dashboard Name	
Custom Dashboard	
trend	8
Check All Uncheck All	
AVG Engine Time Trend Hourly and Daily Trend Analysis of AVG Engine Time (in minutes) for selected fleet.	▲
AVG Idle Time Trend Hourty and Daily Trend Analysis of AVG Idle Time (in minutes) for selected fleet.	
AVG Miles Driven Trend Hourly and Daily Trend Analysis of AVG Miles Driven for selected fleet.	=
AVG PTO Time Trend Hourly and Daily Trend Analysis of AVG PTO Time (in minutes) for selected fleet.	
AVG Travel Time Trend Hourly and Daily Trend Analysis of AVG Travel Time (in minutes) for selected fleet.	
MPG Trend Hourly and Daily Trend Analysis of MPG for selected fleet.	
- Safety Analytics Score Trend	•
Can	cel Save

- 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 *licon* 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

SECTION 3: ABOUT THE ANALYTICS TAB

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.

Score Total Miles Ana 7 6 7 9	lyzer Safety Percentile 93.00 %	Safety Ranking 3 0		
Score Indicator	Safety Parameters		Vakiela (nas 1)	DElast (see 100 Miles)
	Harch Braking	9 overts	Miles)	0.62
400 500 600	Harsh Acceleration	0 events	-	0.25
8 3	Harsh Cornering	54 events	8	0.9
	Ston Sign Violation	1 events	0	0.01
	Speeding Distance	107.7 miles	16 %	6.13 %
10 0		20717 11165		
			Vehicle Score	Fleet Score
0 100-			667	202
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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 <a>Image .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 righthand corner of the dashboard header.

All Vehicles X	
Safety Analytics Trend - 😪 All Vehicles	
Salety Analytics Score Trend From: 0/1/2013 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	

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)

SECTION 3: ABOUT THE ANALYTICS TAB

- 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 lcon.
- 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.

afety Score Total Miles An 2 0 8 1 3 , 0 0 5	alyzec 5				
afety Score Indicator	Safety Parameters		Fleet Average (per 100 Miles)	Worst Performance (per 100 Miles)	
500 50	Harsh Braking	82 events	0.63	5.28 Randy T	
	Harsh Acceleration	32 events	0.25	3.52 Gunner	
8	Harsh Cornering	117 events	0.9	7.95 Jimmy	
2 2	Stop Sign Violation	1 events	0.01	0.15 Jimmy	
	Speeding Distance	797.3 miles	6.13 %	15.85 % Jimmy	
13 🔨 🔨 😵			Fleet Score	Worst Score	
0 1000			208	667 Jimmy	
Worst Vehicle Fleet					
Worst Vehicle Fleet		Worst Ranking Vel	hicle Safety		
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- 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.

SECTION 3: ABOUT THE ANALYTICS TAB

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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.

ame to filter	Vehicle Name	Icon
	450	 Semi white
	Year Make Model	IP Address
	2007 🔇 Peterbilt 🔇 379	12.0.92.171
	= Color	Unit
	White	0
	State License	Pager Type
	•	
	VIN	Pager ID
	7N646040	
	Safety Analytics Vehicle Class	Subfleets Vehicle Assigned To
	Heavy	Enter subfleet name to filter
	Owner	Check All Uncheck All
		🔲 🚛 Day Shift
	Driver	Eastern Region
		Mechanics
		Midwest Region
	Teletrac Fleet Card	5 digits)
		Southern Region
		Western Region
	Comments	
		Requires Truck Route
	•	
	✓ Display Terminal	

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.	

SECTION 4: CONTROL PANEL TAB FUNCTIONS

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).

inter vehicle name to filter		Vehicle Name	Icon
au 301 گ	•	450	Semi white
438		Year Make Model	IP Address
446 		2007 🔇 Peterbilt 🔇 379	12.0.92.171
44/	-	Color	Unit
448		White	8
448		State License	Pager Type
449		· · ·	
450		VIN	Pager ID
452		7N646040	8
455		Safety Analytics Vehicle Class	Subfleets Vehicle Assigned To
454		Heavy	•
402		Owner	Enter subfleet name to filter
409			
473		Drivor	Eastern Penion
477		Driver	Lastern Region
478			Midwart Pagion
482		Teletrac Fleet Card	Night Shift
483		Account Number Card (Last 5 digits)	Southern Region
484			Western Region
486		Comments	· ····································
487			Requires Truck Route
490	-		inclaires frack Route
		✓ Display Terminal	

- 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.		

SECTION 4: CONTROL PANEL TAB FUNCTIONS

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).

vehicle name to filter	Vehicle Name		Icon
301	450		 Semi white
438	Year Make	Model	IP Address
446	2007 🛽 Peterbi	ilt 🛛 🕲 379	8 12.0.92.171
447	= Color		Unit
448	White		8
448	State	License	Pager Type
449		•	
452	VIN		Pager ID
453	7N646040		0
454	Safety Analytics	s Vehicle Class	Subfleets Vehicle Assigned To
462	Heavy		Enter subfleet name to filter
4 69	Owner		Check All Uncheck All
475			📄 🐗 Day Shift
477	Driver		🖌 🔬 Eastern Region
478			Mechanics
479	Teletrac Elect	Card	Midwest Region
482	Account Number	Card (Last 5 dig	its)
483			Southern Region
484	Commonts		Western Region
486	comments		
487			Requires Truck Route
-	▼ Jisplay Ter	rminal	

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



SECTION 4: CONTROL PANEL TAB FUNCTIONS 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.

Drivers		
Enter filter criteria	Driver ID	License Number
Akins, Sherman	7906	1234567
Alfeo, Tony =	Supervisor	Expiration Date
Allison, Monty	Key Fob	11/15/2014
Altmyer, Chad	-	Address
Anderson, Alan		
Areilanes, Cipi Badillo, IP	First Name	123 Main St
Badillo, Luis	Monty	City
Baird, Steve	Last Name	Anywhere
Bankey, Tim		Chata
Barnett, Jason	Allison	State
Barraza, Lupe	Mobile1	CA
Beard, Felix		MDT Password
Ben, Laird	Mobile?	
Benavidez, John		••••
Bencomo, Ruben		Confirm Password
Benjamin, Donald	Last Physical	••••
Benner, Ross	2/1/2013	
Bixby, Brad		
Blanke, Louie		
Blythe, Lee		
Bombach, Eric		
Boness, Dave		
Booth, Rory 👻		
+ -		Cancel Save

- 3. Click on the **t** 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.

SECTION 4: CONTROL PANEL TAB FUNCTIONS

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.

er filter criteria	Driver ID		License Number
Akins, Sherman	7906	8	1234567
Alfeo, Tony	= 🔲 Supervisor		Expiration Date
Allison, Monty	Key Fob		11/15/2014
Altmyer, Chad			
Anderson, Alan			Address
Arellanes, Cipi	First Name		123 Main St
Badillo, JR	Marke		City
Badillo, Luis	Monty	۷	ony
Baird, Steve	Last Name		Anywhere
Bankey, Tim	Allison	0	State
Barnett, Jason	Allowit	•	
Barraza, Lupe	Mobile1		CA
Beard, Felix	1		MDT Password
Ben, Laird	Mahilan		
Benavidez, John	Mobilez		••••
Bencomo, Ruben			Confirm Password
Benitez, Juan	Last Physical		[
Benjamin, Donald	Lust i nysical		
Benner, Ross	2/1/2013		
Bixby, Brad			
Blanke, Louie			
Blythe, Lee			
Bombach, Eric			
Boness, Dave			
Booth, Rory			

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

SECTION 4: CONTROL PANEL TAB FUNCTIONS

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.	

SECTION 4: CONTROL PANEL TAB FUNCTIONS 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.

er filter criteria	Driver ID	License Number	
Akins, Sherman	7906	8 1234567	(
Alfeo, Tony	= Supervisor	Expiration Date	
Allison, Monty	Key Fob	11/15/2014	
Altmyer, Chad		****	
Anderson, Alan		Address	
Arellanes, Cipi	First Name	123 Main St	(
Badillo, JR	Manhr	City	
Badillo, Luis	Money		
Baird, Steve	Last Name	Anywhere	(
Bankey, Tim	Allison	State	
Barnett, Jason			
Barraza, Lupe	Mobile1	CA	(
Beard, Felix	Н	MDT Password	
Ben, Laird	Mohile?		
Benavidez, John	MODILEZ	••••	
Bencomo, Ruben		Confirm Passwo	rd
Benitez, Juan	Last Physical		
Benjamin, Donald	2/1/2012		
Benner, Ross	2/1/2013		
Bixby, Brad			
Blanke, Louie			
Blythe, Lee			
Bombach, Eric			
Boness, Dave			
Booth, Rory	.		

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.



SECTION 4: CONTROL PANEL TAB FUNCTIONS 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.



SECTION 4: CONTROL PANEL TAB FUNCTIONS

- 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.

nter landmark name to filter	Landmark Name		
Pepo	Depo S		
Oriiling Site	Address		
Podgkins lot	2201 Brookhollow Plaza Dr, Arlington, TX 76006 United States		
Oakely Trans	avville 2201 Brookhollow Plaza Dr, Arlington, TX 70		
Peterbilt Denton	DFW Airport 161		
Terminal K3	121 360		
P Terminal KP	Bedford Fuless		
Terminal PV			
P Terminal SC			
P The Base	Toll		
Tow yard	North North		
	Arlington 'antego rthington Benotabletwy Second		
	All Landmarks		
+ - Import	Hide on Map		

4. Edit the Landmark name as needed.

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

SECTION 4: CONTROL PANEL TAB FUNCTIONS

- 5. To change the Landmark icon select a Landmark icon from the icon drop-down menu, or accept the default icon.
- 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 dropdown 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.

Depo	
Debo	
Address	
2201 Brookhollow Plaza Dr, Arlington, TX 76	006 United States 8 Search
eyville	2201 Brookhollow Plaza Dr. Arlington, TX 76
DFW Airport	1
121 360	
Bedford Euless	-
Toll	
North	4
Arlington Arlington antego rthington were all and arks All Landmark Group All Landmarks	Radius
	All Landmarks

- 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.

 \bigcirc

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.

nter landmark name to filter	Landmark Name	
🤗 Depo	Depo	
Oriiling Site	Address	
Hodgkins lot	2201 Brookhollow Plaza Dr, Arlington, TX 760	06 United States Search
Oakely Trans Peterbilt Denton Terminal K3 Terminal KP	Bedford Euless	2201 Brookhollow Plaza Dr, Arlington, TX 760
	North	
y tor yet	Pantego prthington ardens 157 Memorial Hwy Ei	
	Landmark Group	Radius
	All Landmarks	▼ Add 0.1 mile(s)
+ - Import	Hide on Map	

- 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.

mport Land	marks					6 🛛 🛠
Country:			United Stat	es 🔻)	
File:		F	outnam co2	.CSV	Browse	-
LineNumber	Landmark	Error	Status			
					Import	Cancel

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
SECTION 4: CONTROL PANEL TAB FUNCTIONS

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	lcon
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

SECTION 4: CONTROL PANEL TAB FUNCTIONS

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):

1	А	В	С	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	В	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.

Save As			22
Save in:	🗀 Landmark	imports	🕑 🎯 - 🗅 i 🗙 🖬 -
My Recent Ocuments Desktop My Computer My Network			
	File game:	Landmarks	
	Save as type:	CSV (Comma delimited)	
Tools •			Save S Cancel

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.

Microsof	ft Office Excel
1	The selected file type does not support workbooks that contain multiple sheets. • To save only the active sheet, click OK. • To save all sheets, save them individually using a different file name for each, or choose a file type that supports multiple sheets. OK OK Cancel

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.

ter subfleet name to filter	Subfleet Name		
🚛 Day Shift	Western Region		×
🚛 Western Region	Description		
🚛 Eastern Region			
🚛 Southern Region	Vehicle(s) Assign	ned to Subfleet	
🚛 Midwest Region	Enter vehicle name	to filter	
🚛 Night Shift	Check All Uncheck	All	
🚛 Mechanics	448		-
	🖌 🚚 448		
	🖌 🚑 449		
	🖌 🚚 450		
	452		
	453		
	454		
	🖌 🚛 462		
	🖌 🚛 475		
	🖌 🚛 477		
	🖌 🚛 478		
	🖌 🚛 479		
	🖌 🚛 482		
	483		
-	484		

- 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.

nter subfleet name to filter	Subfleet Name	
🚛 Day Shift	Western Region	×
🚛 Western Region	Description	
Castern Region		
🚛 Southern Region	Vehicle(s) Assigned to Subfleet	
🚛 Midwest Region	Enter vehicle name to filter	
🚛 Night Shift	Check All Uncheck All	
🚛 Mechanics	448	ŀ
	448	
	449	-
	450	ľ
	452	
	453	
	454	
	462	
	475	
	477	
	478	
	479	
	482	
	483	
	484	

- 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.

Shift Western Region There Region There Region There Region There Region There Region The Shift The Check All Uncheck All The Shift The	
tern Region Description em Region them Region Vehicle(s) Assigned to Subfleet west Region th Shift Enter vehicle name to filter	
ern Region hem Region vest Region t Shift Check All Uncheck All	
them Region Vehicle(s) Assigned to Subfleet west Region Enter vehicle name to filter ht Shift Check All Uncheck All	
st Region Enter vehicle name to filter Check All Uncheck All	
t Check All Uncheck All	
hanics 🖌 🥥 🦛 448	
✓ 448	
🖌 🥥 449	
🖌 🥥 450	
452	
453	
454	
√ 462	
475	
477	
478	
4/9	
482	
483	

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.

Enter subfleet name to filter		Subfleet Name	
🚛 Day Shift		Western Region	8
🚛 Western Region		Description	
🚛 Eastern Region			
🍋 Southern Region		Vehicle(s) Assigned to Subfleet	
🚛 Midwest Region		Enter vehicle name to filter	
🚛 Night Shift		Check All Uncheck All]
🚛 Mechanics		✓ 448	•
		✓ 448	
		✓ 449	-
		✓ 450	
		✓ 452	
		✓ 453	
		454	
		✓ 462	
		✓ 475	
		✓ 477	
		✓ 478	
		✓ 479	
		482	
		✓ 483	
+ -		484	-

- 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.

			6 8
Are you sure	e you want	to delete t	his record?
	Yes	No	

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).

nter group name to filter	Driver Group Name		
Day Shift	Night Shift		
Night Shift	Driver(s) Assigned to this Group		
	Enter driver name to filter		
	Check All Uncheck All		
	Grado, Daniel		
	Grinar Skip		
	Guiyaz, Skip		
	Gutierrez, Daniel		
	Hageman, Steve		
	Hamilton, Gerard		
	Hams, Mike		
	🖌 Hance, Jane		
	I Harris, Carrie		
	Harvey, Tim		
	Hawkins, Holly		
	Hendrickson, Kevin		
	I Herman, Mike		
	Hernandez, Ernesto		
	Hernandez, Jesse		
	Higgins, Ron		
+ -	🔲 Hijar, Fernando		

- 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.

ter group name to filter	Driver Group Name	
Day Shift	Night Shift	
Night Shift	Driver(s) Assigned to this Group	
	Enter driver name to filter	
	Check All Uncheck All	
	Greenwalt. Chuck	
	Griffin, Mike	
	Grigas, Skip	
	🖌 🖌 Gubvara, Raul	
	Guerrero, Jose	
	Gutierrez, Daniel	
	Hageman, Steve	
	Hamilton, Gerard	
	Hams, Mike	
	V Hance, Jane	
	Harris, Carrie	
	Harvey, Im	
	✓ Herman, Mike	
	Hernandez, Ernesto	
	Hernandez, Jesse	
	Higgins, Ron	
+ -	Hijar, Fernando	

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.

Driver Groups		
Enter group name to filter	Driver Group Name	
Day Shift	Night Shift)
Night Shift	Driver(s) Assigned to this Group	
	Enter driver name to filter	1
	Check All Uncheck All	1
		·]
	Greenwalt Chuck	
	Griffin Mike	
	Grioas. Skip	
	Gubvara, Raul	
	Guerrero, Jose	
	Gutierrez, Daniel	
	Hageman, Steve	
	Hamilton, Gerard	4
	Hams, Mike	
	Hance, Jane	
	✓ Harris, Carrie	
	Harvey, Tim	
	Hawkins, Holly	
	Hendrickson, Kevin	
	🧹 Herman, Mike	
	Hernandez, Ernesto	
	Hernandez, Jesse	
	Higgins, Ron	
+ -	Hijar, Fernando	·
	Cancel Save	

- 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.

nter landmark group name to filter	Landmark Group Name	
Drop Yards	Terminals	
V Terminals	Landmarks Assigned to Group	
	Enter landmark name to filter	
	Check All Uncheck All	
	🔲 🎅 Деро	
	Driiling Site	
	Hodgkins lot	
	Oakely Trans	
	Peterbilt Denton	
	V P Terminal K3	
	Terminal KP	
	Terminal PV	
	Terminal SC	
	_	
+ -		

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.

Landmark Groups			
Enter landmark group name to filter	Landmark Group Name		
Orop Yards	Terminals 🔹		
Terminals	Landmarks Assigned to Group		
	Enter landmark name to filter		
	Check All Uncheck All		
	Depo		
	B Modgkins lot		
	🗌 🦻 Oakely Trans		
	🔲 🤗 Peterbilt Denton		
	Terminal K3		
	Terminal KP		
	i v test		
	The Base		
	🔲 🦻 Tow yard		
+ -			
	Cancel 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.

Landmark Groups		
Enter landmark group name to filter	Landmark Group Name	
Orop Yards	Terminals 8	
V Terminals	Landmarks Assigned to Group	
	Enter landmark name to filter	
	Check All Uncheck All	
	V CCCC O	
	Hodgkins lot	
	Oakely Trans	
	Peterbilt Denton	
	Ferminal KB Ferminal KB	
	II V Terminal PV	
	Terminal SC	
	E 💎 test	
	P The Base	
	U Tow yard	
+ -		
	Cancel Save	

- 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.

3 8
Are you sure you want to delete this record?
Yes No

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.

ТҮРЕ	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.

Enter exception conditions to filter	Туре	Locate Options	
୶ 🕹 At Job Too Long	Out of Service	Locates	
At Priority Customer	Condition Name	20	8
GPS Not Working.	GPS Not Working.	0	
Off Limits Area Unauthorized Use	Notification Options Message Window Alert New Status Priority Alert Show in Notification Bar	-	
+ - Schedule	-		

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.

Event Sent	eduler				6 🗆 🕷
GPS Not W	orking.				
Vehicle	Day Of Week	Start Time	Stop Tim	ne Status	Note
All Vehicles	Everyday	12:00 AM	11:59 P	M No Selected Status	3
	_				
+ -					
					
Vehicle				Status	
🚳 All Ve	ehicles		•	No Selected Status	•
All Ve Day Of W	ehicles /eek		•	No Selected Status Description	•
Cay Of W Everyday	ehicles /eek		•	No Selected Status Description	•
All Ve Day Of W Everyday Start Tim	ehicles /eek ne		•	No Selected Status Description Stop Time	•
All Ve Day Of W Everyday Start Tim 12:00 AM	ehicles /eek ie		•	No Selected Status Description Stop Time 11:59 PM	•
All Ve Day Of W Everyday Start Tim 12:00 AM	hicles /eek ie		•	No Selected Status Description Stop Time 11:59 PM	•
All Ve Day Of W Everyday Start Tim 12:00 AM	hicles /eek ie		• •	No Selected Status Description Stop Time 11:59 PM	Cancel Save

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.

nter exception conditions to filter	Туре		Locate Options
At Job Too Long	Scheduled Stop	•	Start Time
At Priority Customer	Condition Name		1:00 PM
GPS Not Working.	At Priority Customer	8	Stop Time
Off Limits Area	Notification Options		2:00 PM
Unauthorized Use	Message Window Alert	Message Window Alert	
	New Status		0
	At Destination		7 0.1
			Zone Options
			Zone Object Type
			Point
	П		Zone Object
			Oakely Trans
			Radius
			0.1
+ - Schedule			

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.

Event Sch	eduler					9
At Priority	Customer					
Vehicle	Day Of Week	Start Time	Stop Tim	e Status	Note	
All Vehicles	Weekdays	01:00 PM	02:00 PM	A No Selected	d Status	
	_					
+ -						
Vehicle				Status		
🚛 All Ve	ehicles		-	No Selected Sta	atus	•
Day Of W	/eek			Description		
Weekday	S		•			
Start Tin	ıe			Stop Time		
1:00 PM				2:00 PM		
					Cancel	Save

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.
- On the Exceptions pane, click the icon.
 From the Type drop-down menu, click Stationary Vehicle.
- 5. Enter a Condition Name (required). Each Condition Name must be unique.

nter exception conditions to filter	Туре	Locate Options
At Job Too Long	Stationary Vehicle	Time Out (Minutes)
At Priority Customer	Condition Name	180
GPS Not Working.	At Job Too Long	8
Off Limits Area	Notification Options Message Window Alert	
	New Status	
	Violation	•
	Show in Notification Bar	
	1	

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.

t Job Too	Long				
/ehicle	Day Of Week	Start Time	Stop Time	e Status	Note
All Vehicles	Weekdays	08:00 AM	05:00 PM	No Selected Status	
+ -					
+ - Vehicle	ehicles		•	Status No Selected Status	•]
+ - Vehicle @ All Ve Day Of W	ahicles /eek		•	Status No Selected Status Description	•
+ - Vehicle () All Ve Day Of W Weekdays	ehicles /eek s		•	Status No Selected Status Description	•
+ - Vehicle Q All Ve Day Of W Weekdays Start Tim	ehicles /eek s		•	Status No Selected Status Description Stop Time	· · ·

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.

nter exception conditions to filter	Туре		Locate Options
At Job Too Long	Zone		Time Out (Minutes)
At Priority Customer	Condition Name		1
GPS Not Working.	Off Limits Area	8	7 0 1
Off Limits Area	Notification Options		Zone Options Zone Type
Unauthorized Use	New Status		Inside •
	Violation		Zone Object Type
	Show in Notification Bar		Point •
			Zone Object
			Hodgkins lot •
			Radius
			0.1

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	

SECTION 4: CONTROL PANEL TAB FUNCTIONS

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.

	dulei					
t Job Too	Long					
/ehicle	Day Of Week	Start Time	Stop Tim	e Status	Note	
Il Vehicles	Weekdays	08:00 AM	05:00 PM	No Selected Status		
+ -	J					
Vehicle				Status		
🦛 All Vehicles 🔹			•	No Selected Status		
	/eek			Description		
Day Of W						
Weekdays	3		•			
Day Of W Weekdays Start Tim	e		•	Stop Time		

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.
- Under Organization on the Side Menu, click on the Exception icon. The Exceptions window appears.
 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.

nter exception conditions to filter	Туре	Locate Options
At Job Too Long	Zone	Time Out (Minutes)
At Priority Customer	Condition Name	1
GPS Not Working.	Unauthorized Use	
Off Limits Area	Notification Options	Zone Options
Unauthorized Use	Message Window Alert	Zone Type
	New Status	Outside
	Violation	Zone Object Type
	Show in Notification Bar	Point
		Zone Object
		The Base 🔻
		Radius
		0.1

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.

inter exception conditions to filter	Туре	Locate Options
At Job Too Long	Zone	Time Out (Minutes)
At Priority Customer	Condition Name	1
GPS Not Working.	Unauthorized Use	8
• Off Limits Area	Notification Options	Zone Options Zone Type
Unauthorized Use	Message Window Alert	Outside
	Violation	Zone Object Type
	Show in Notification Bar	Point
		Zone Object
		The Base
		Radius
		0.1
Cabadula		

- 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.

e 😑 😒
Are you sure you want to delete this record?
Yes No

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.

Enter user name to filter Catherine Ott 's Watchlist		
	Vehicle Watchlist Driver Watchlist	
🖳 Benjamin Moore	Diver watchist	
Billy Conroy	Enter vehicle name to filter	
Bob Cathey	Check All Uncheck All	
🖳 Brad Bennett	= 🕨 🖌 🦣 All Vehicles	
Erad Salisbury	🕨 🖌 🦣 Day Shift	
Bradley Shiller	📕 🕨 🧸 🦣 Eastern Region	
🕎 Brian Meek	Mechanics	
Bryan Harris	🕨 🕑 🤹 Midwest Region	
Bryan Jackson	🕨 🗹 🤹 Night Shift	
Bryce Yancey	🕨 🖌 🧉 Southern Region	
Casey Dugan	🕨 🖌 🏹 Western Region	
Cassandra Hennessy		
Catherine Ott		
Chad Wojtiuk		
Charles Clowdus		
Charles May		
Chris Leonard		
Cornelius Montgomery		
Curtis Savitz		
customer customer		
Dave Tran		
David Kennedy		
David Peterson		
David Causana EMC	• L	_

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

inter user name to filter Catherine Ott 's Watchlist			
		Vehicle Watchlist	Driver Watchlist
Benjamin Moore			
Billy Conroy		Enter vehicle nam	ne to filter
Bob Cathey		Check All Uncheck	< All
Brad Bennett	-	All Vel	hicles
Brad Salisbury		🕨 📄 🐔 Day Sl	hift
Bradley Shiller		🕨 🔲 🍋 Easter	rn Region
😰 Brian Meek		🕨 🗹 🤬 Mechi	anics
Bryan Harris		📔 🕨 🏹 Midw	rest Region
🕎 Bryan Jackson		📔 🕨 🏹 Night	t Shift
Bryce Yancey		📔 🕨 💭 South	nern Region
Casey Dugan		📔 🕨 🔲 🖓 Weste	ern Region
Cassandra Hennessy			
Catherine Ott			
Chad Wojtiuk			
Charles Clowdus			
Charles May			
Chris Leonard			
Cornelius Montgomery			
🔨 Curtis Savitz			
customer customer			
Dave Tran			
David Kennedy			
David Peterson			
David Saugrare EMS	-	L	

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.

Enter user name to filter	Catherine Ott 's Watchlist
📲 Brad Bennett	Driver Watchlist
Brad Salisbury	Venicie watchilist
🕎 Bradley Shiller	Enter driver name to filter
Brian Meek	Check All Uncheck All
Bryan Harris	All Drivers
🕎 Bryan Jackson	⊿ 🖌 Day Shift
Bryce Yancey	Boothe, Eli
Casey Dugan	— 🖌 Cox, Derek
Cassandra Hennessy	Lawrence, Billy
Catherine Ott	▶ 🖌 Night Shift
Chad Wojtiuk	
Charles Clowdus	
Charles May	
Chris Leonard	
Cornelius Montgomery	
Curtis Savitz	
customer customer	
Dave Tran	
David Kennedy	
David Peterson	
David Sawyers FMS	
Dealer Stephen P Conroy	
Deborah Stroud	
Devin Gray	

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.

Status	
Enter filter criteria	Name Hidden Vehicle
	Ignition On Suspend Locates
Arrived	Short Name Show In Message Window
Available	ON Show In Notification Bar
[Clear	Time Violation Message Change to Manual
GPS not working	Status Timer Exceeded! Change from Manual
Idle for Trailer Unit	Max. Time in Status
Ignition On	Flatbed Green
In Motion for Trailer Unit	Cancel Save
in Route	
🐻 In Yard	
Leaving	
🚮 Lunch	
Not Available	II.
Out of Service	
Priority Alert	
🐻 Sleep Mode	
Trailer Door Closed	
Trailer Door Open	
Violation	
+ -	

SECTION 4: CONTROL PANEL TAB FUNCTIONS

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.
lcon	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.

Enter filter criteria Image: Investige	Status		
Arrived Available Clar GS not working tile for Trailer Unit gnition Off In Motion for Trailer Unit In Notice In Notice Not Available Out of Service Priority Alert Skep Mode Trailer Door Closed	Enter filter criteria	Name	Hidden Vehicle
Arrived Available Clear GPS not working dief for Trailer Unit gnition Off n Motion for Trailer Unit in Notion for Trailer Unit in Not Available Out of Service Pinority Alert Seep Mode Trailer Door Closed Trailer Door Open Violation		Ignition On	Suspend Locates
Available Clear GPS not working idle for Trailer Unit ignition Off ignition for In Motion for Trailer Unit In Route In Yard Leaving Lunch Not Available Out of Service Phiority Alert Sleep Mode Tailer Door Open Violation	Arrived	Short Name	Show In Message Window
Clear GPS not working Idle for Trailer Unit Ignition Off Ignition Off Ignition On In Motion for Trailer Unit In Route In Yard Leaving Lunch Not Available Out of Service Priority Alert Sileep Mode Trailer Door Open Volation	Available	ON S	Show In Notification Bar
Status Timer Exceeded!	Clear	Time Violation Message	Change to Manual
Max. Time in Status pantion Off pantion Off pantion On in Motion for Trailer Unit in Route in Yard Leaving Lunch Not Available Out of Service Priority Alert Sleep Mode Trailer Door Open Violation Violation	GPS not working	Status Timer Exceeded!	Change from Manual
Ignition Off Image: Constraint of Trailer Unit In Motion for Trailer Unit Image: Flatbed Green In Norther Image: Constraint of Service Image: Priority Alert Image: Constraint of Service Image: Priority Alert Image: Constraint of Service Image: Trailer Door Open Image: Constraint of Constraint of Service Image: Trailer Door Open Image: Constraint of Constraint	Idle for Trailer Unit	Max. Time in Status	
Indian for in factor on in factor on in factor on in factor on in factor in factor </td <td>Ignition Off</td> <td>U Van</td> <td></td>	Ignition Off	U Van	
In Motion for Trailer Unit In Notion for Trailer Unit In Route In Yard In Yard<		Elathed Green	
in Motion for Trailer Unit in Route in Yard Leaving Lunch Not Available Out of Service Priority Alert Sleep Mode Trailer Door Open Volation	ignition on	· Habed Green	J
In Route In Yard Leaving Lunch Not Available Out of Service Priority Alert Sleep Mode Trailer Door Closed Trailer Door Open Violation	In Motion for Trailer Unit		Cancel
In Yard Leaving Lunch Not Available Out of Service Priority Alert Sleep Mode Trailer Door Closed Trailer Door Open Violation	In Route		
Leaving Lunch Not Available Out of Service Priority Alert Sleep Mode Trailer Door Closed Trailer Door Open Violation	in Yard		
Lunch Not Available Out of Service Priority Alert Seep Mode Trailer Door Closed Trailer Door Open Violation	Leaving		
Not Available Out of Service Priority Alert Sleep Mode Trailer Door Olosed Trailer Door Open Violation	🗾 Lunch		
Out of Service Priority Alert Sileep Mode Trailer Door Closed Trailer Door Open Volation	Not Available	Ш	
Priority Alert Sleep Mode Trailer Door Closed Trailer Door Open Volation	Out of Service		
Sleep Mode Trailer Door Closed Trailer Door Open Volation	Priority Alert		
Trailer Door Closed Trailer Door Open Violation	Sleep Mode		
Violation	Trailer Door Closed		
Volation	Trailer Deer Open		
Volation			
	Violation		
	+ -		

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.	
lcon	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.

@ 🗎 😣
Are you sure you want to delete this record?
Yes No

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 **i**con.

er filter criteria	User ID	Security Groups Assigned
	 cott © 	Enter filter criteria
Brad Bennett	First Name	Check All Uncheck All
Brad Salisbury	Catherine	Administrators
Bradley Shiller	Last Name	Customer
Brian Meek	Ott	Dispatcher
Bryan Harris	Password	Managers
Bryan Jackson		Report Users
Bryce Yancey	Confirm Password	Users
Casey Dugan	•••••	View Only
Cassandra Hennessy	Earce password change on part login	Weekend Dispatchers
Catherine Ott	Email	
Chad Wojtiuk		
Charles Clowdus		
Charles May		
Chris Leonard		
Cornelius Montgomery		
Curtis Savitz		
customer customer		
Dave Tran		
David Kennedy		
David Peterson		
David Sawyers FMS		
Dealer Stephen P Conrov		
Deborah Stroud		

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

er filter criteria	User ID	Security Groups Assigned
	▲ cott	Enter filter criteria
Brad Bennett	First Name	Check All Uncheck All
Brad Salisbury	Catherine	Administrators
Bradley Shiller	Last Name	Customer
Brian Meek	Ott	Dispatcher
Bryan Harris	Password	Managers
Bryan Jackson		Report Users
Bryce Yancey	Confirm Password	Users
Casey Dugan		View Only
Cassandra Hennessy	Force password change on next login	Weekend Dispatchers
Catherine Ott	Email	
Chad Wojtiuk	cott@teletrac.com	
Charles Clowdus		
Charles May		
Chris Leonard		
Cornelius Montgomery		
Surtis Savitz		
sustomer customer		
驅 Dave Tran		
🖳 David Kennedy		
David Peterson		
David Sawyers FMS		
Dealer Stephen P Conroy		
Deborah Stroud		

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.

filter criteria	User ID	Security Groups Assigned
	▲ cott	Enter filter criteria
Brad Bennett	First Name	Check All Uncheck All
Brad Salisbury	Catherine	Administrators
Bradley Shiller	Last Name	Customer
Brian Meek	Ott	Dispatcher
Bryan Harris	Password	Managers
Bryan Jackson		Report Users
Bryce Yancey	Confirm Password	Users
Casey Dugan		View Only
Cassandra Hennessy	Force password change on next logi	Meekend Dispatchers
Catherine Ott	Email	
Chad Wojtiuk	cott@teletrac.com	0
Charles Clowdus		
Charles May		
Chris Leonard		
Cornelius Montgomery		
Curtis Savitz		
customer customer		
Dave Tran		
David Kennedy		
David Peterson		
David Sawyers FMS		
Dealer Stephen P Conroy		
Deborah Stroud		
Devin Grav	•	

- 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.

6 8
Are you sure you want to delete this record?
Yes No
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:	
	Assign Security			
Administrators Group		Assign security groups to users	User Maintenance	
	Assign Status to			
Administrators	Object	Assign Status' to Vehicles	Status Maintenance	
	Assign Status to			
Users	Object	Assign Status' to Vehicles	Status Maintenance	
	Assign Status to	Assign Status' to Views (Data &		
Administrators	StatusView	Status)	Status Maintenance	
	Assign Status to	Assign Status' to Views (Data &		
Users	Status View	Status)	Status Maintenance	
	Assign User	Assign specific Functions to User		
Administrators	Function	security groups	User Maintenance	
	Assign Vehicle to	Assign specific Vehicle or		
Administrators	Sub-fleet	Vehicles to a Sub-fleet	Vehicle Maintenance	
	Assign Vehicle to	Assign specific Vehicle or		
Users	Sub-fleet	Vehicles to a Sub-fleet	Vehicle Maintenance	
	Assign Vehicle To	Assign specific Vehicle or		
Administrators	Watchlist	Vehicles to your watchlist	Vehicle Maintenance	
	Assign Vehicle To	Assign specific Vehicle or		
Users	Watchlist	Vehicles to your watchlist	Vehicle Maintenance	
Administrators	Assign VLU	Assign a specific IP to a Vehicle	Vehicle Maintenance	
		Create a criteria based on an		
		Inbound Message received from		
	Auto Move to Sub-	a vehicle that would move to a		
Administrators	fleet	particular sub-fleet	Message Maintenance	
	Auto Response	Sends a preselected response to		
Administrators	Message	an Inbound Message	Message Maintenance	
		Allows users to change their		
Administrators	Change Password	password		
		Allows users to change their		
Report Users	Change Password	password		
		Allows users to change their		
Users	Change Password	password		
Administrators	Configure User	Configure a user	User Maintenance	
	Create Exception	Create a new Exception		
Administrators	Condition	Condition	Exception Maintenance	
	Create Exception	Create a new Exception		
Users	Condition	Condition	Exception Maintenance	
	Create Inbound			
	Canned Messages	Teletrac access only		
	Create Inbound			
	Form-Filled			
	Messages	Teletrac access only		
	Create			
	Landmark/Landmark	Create a new		
Administrators	Groups	Landmark/Landmark Group	Landmark Maintenance	

	Create		
	Landmark/Landmark	Create a new	
Users	Groups	Landmark/Landmark Group	Landmark Maintenance
	Create Outbound	Talatua a anna amh i	
	Canned Messages	l eletrac access only	
	Form Filled		
		Teletrac access only	
Administrators	Croate Boport		
Autimistrators		N/A	
Report Users			
Administrators	Create Security	Create a new Security Group	Llear Maintenance
Administrators	Group		Oser 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
	Delete Exception		
Administrators	Condition	Delete an Exception Condition	Exception Maintenance
	Delete Exception		
Users	Condition	Delete an Exception Condition	Exception Maintenance
	Delete Inbound		
	Canned Messages	l eletrac access only	
	Delete Inbound		
	Form-Filled		
Administrators	Niessayes Delete Lendmark	Delete a Landmark	Londmork Maintonanaa
Administrators	Delete Carlomark		
	Canned Messages	Teletrac access only	
	Delete Outbound		
	Form-Filled		
	Messages	Teletrac access only	
	Delete Security		
Administrators	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	Liser Maintenance
Administrators		Create edit and delete a driver	
Administrators	Driver Info	profile	Maintenance
		Create an Exception based on	
	Driver Login	when a Driver does or does not	
Administrators	Schedule	log in.	Exception Maintenance
	Edit Exception		
Administrators	Condition	Edit an Exception Condition	Exception Maintenance
	Edit Exception		
Users	Condition	Edit an Exception Condition	Exception Maintenance
		I ELETTAC ACCESS ONLY	
	Ealt Indound Form		
	Filled Messages	Teletrac access Only	

	Edit		
	Landmark/Landmark		
Administrators	Groups	Edit a Landmark	Landmark Maintenance
	Edit		
Lleore		Edit a Landmark	Landmark Maintenance
03613	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
		Create, Edit and Delete	
		workstation location schedules	
		based on Vehicle, Status and/or	
Administrators	Event Scheduler	Exception Condition	
		Create, Edit and Delete	
		workstation location schedules	
	Event Oak adular	based on Vehicle, Status and/or	
Users	Event Scheduler	Exception Condition	
Administrators	Maintenance	Exception Conditions	
Administrators	Exception Condition	Main Maintenance section for	
Users	Maintenance	Exception Conditions	
		Export MDT File for Message	
Administrators	Export	Display Terminal	
		Export MDT File for Message	
Users	Export	Display Terminal	
		Allows access to the Fleet Alert	
		feature to setup remote	
Administrators		notifications for Exceptions and/or	
Autimistrators	Hide Community	Messages	
Administrators	Tab	Removes Community Tab	
	Hide Control panel		
Administrators	Tab	Removes Control Panel Tab	
	Hide Hard Brake	Removes from view Hard Brake	
Administrators	Events	Events	
	Hide Hard Stop	Removes from view Hard Stop	
Administrators	Events	Events	
Administratera	Hide Harsh	Removes from view Harsh	
Auministrators	Hide History	Removes History Playback	
Administrators	Playback	feature from map View	
		Removes Message tab in Data	
Administrators	Hide Message	View on Map View Tab	
Administrators	Hide PTO Events	Removes from view PTO Events	
Administrators	Hide Reports Tab	Removes Reports Tab	
		Removes Send Locate feature	
Administrators	Hide Send Locate	from map View Tab	

Administrators Hide Speed View tabs on Map View Tab			
Auministrators		View tabs on wap view Tab	
Administrators	Hide Speeding	Removes from view Speeding	
Authinistrators	L vents	Removes Status tab in Data View	
Administrators	Hide Status	on Map View Tab	
		Allows users to view the Hours of	
		Service Tab feature (if applicable	
Administrators	HOS	to customer accounts)	
Administrators			
Lleore	Import	Ν/Δ	
03613	Inport		
	Inbound Canned		
	Message	Teletres esses enh.	
Users	Maintenance	l eletrac access only	
	Inbound Form-Filled		
	Message		
Users	Maintenance	Teletrac access only	
		Allows users to view the	
		Insurance Tab feature (if	
Users	Insurance	applicable to customer accounts)	
	Landmark	Main Maintenance section for	
Administrators	Maintenance	Landmarks	
	Landmark	Main Maintenance section for	
Lleore	Maintenance	Landmarks	
03613	Mark Sub floot on	Ability to other have a sub floot	
	Mark Sub-fieet as	Ability to either have a sub-neet	Vahiala Cub float
A 1	Global (Company-	for just the user logged in, or for	Venicle Sub-fleet
Administrators	vvide)	all users to see	Maintenance
	Message	Main Maintenance section for	
Administrators	Maintenance	Messages	
	Modify Images		
	Destination		
Administrators	Directory	N/A	
	Outbound Canned	Ability to VIEW and SELECT only	
	Message	an Outbound Canned message to	
Administrators	Maintenance	send to a vehicle	Message Maintenance
	Outbound Canned	Ability to VIEW and SELECT only	
	Message	an Outbound Canned message to	
Users	Maintenance	send to a vehicle	Message Maintenance
	Outbound Form-Fill	Ability to VIEW and SELECT only	.
	Message	an Outbound Form- Fill message	
Administrators	Maintenance	to send to a vehicle	Message Maintenance
	Outbound Form-Fill	Ability to VIEW and SELECT only	
	Message	an Outbound Form- Fill message	
Lleore	Maintenance	to send to a vehicle	Message Maintenance
03613	Reveke Execution	Removed Exponetion Condition	Message Maintenance
Administrators	Condition	nerivilages from a user	Lloor Maintonanaa
Administrators	Condition	privileges from a user	
		Removed Landmark privileges	
Administrators	Revoke Landmark	from a user	User Maintenance
		Removed Message privileges	
Administrators	Revoke Message	from a user	User Maintenance
		Removed Report privileges from	
Administrators	Revoke Report	a user	User Maintenance
	Revoke Security	Removed Security Group	
Administrators	Group	privileges from a user	User Maintenance
		Removed Status privileges from a	
Administrators	Revoke Status	user	User Maintenance
		**	

		Removed Sub-fleet privileges	
Administrators	Revoke Sub-fleet	from a user	User Maintenance
		Removed privileges from an	
Administrators	Revoke User	administrator	User Maintenance
	Revoke User	Removed Function privileges	
Administrators	Function	from a user	User Maintenance
		Removed Vehicle privileges from	
Administrators	Revoke Vehicle	a user	User Maintenance
		Removed VLU privileges from a	
Administrators	Revoke VLU	user	User Maintenance
		Allows visibility for Safety	
		Analytics feature (if applicable to	
	Safety Analytics	customer accounts)	
	Schedule Exception	Create a Schedule for an	
Administrators	Conditions	Exception Condition	Event Scheduler
	Schedule Exception	Create a Schedule for an	
Users	Conditions	Exception Condition	Event Scheduler
	Schedule Status	Create a Schedule for a Status	
Administrators	Group Locates	Group	Event Scheduler
	Schedule Status	Create a Schedule for a Status	
Users	Group Locates	Group	Event Scheduler
	Schedule Vehicle	Create a location schedule for	
Administrators	Locates	Vehicle	Event Scheduler
	Schedule Vehicle	Create a location schedule for	
Users	Locates	Vehicle	Event Scheduler
		Main maintenance section for	
	Security Group	Security Group creation,	
Administrators	Maintenance	configuration and deletion	User Maintenance
		Allows administrators to send a	
Administrators	SendMessage	message to a vehicle	
		Allows user to Send Message to	
Users	SendMessage	Vehicle	
		Allows user to Send Route to	
Administrators	SendRoute	Vehicle	
		Allows user to Send Route to	
Users	SendRoute	Vehicle	
		Main Maintenance section for	
Administrators	Status Maintenance	Statuses	Status Maintenance
		Main Maintenance section for	
Users	Status Maintenance	Statuses	Status Maintenance
Administrators	Use Report	Ability to access Web Reporter	
Report Users	Use Report	Ability to access Web Reporter	
	User Function	Ability to view Function in	
Administrators	Maintenance	Security groups	User Maintenance
		Main Maintenance Section for	
		User creation configuration and	
Administrators	User Maintenance	deletion	
	Vehicle	Main Maintenance section for	
Administrators	Maintenance	Vehicles	
	Vehicle	Main Maintenance section for	
Users	Maintenance	Vehicles	
	Vehicle Sub-fleet	Main Maintenance section for	
Administrators	Maintenance	Sub-fleets	
	Vehicle Sub-fleet	Main Maintenance section for	
Users	Maintenance	Sub-fleets	
			1

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.

Enter filter criteria	Group Name
Administrators	Administrators (8)
Administrators Customer Dispatcher Managers Report Users Users View Only Weekend Dispatchers	Auto-assign to new users Functions Access Restriction Enter filter criteria Check All Uncheck All Assign Status to Object Assign Status to Object Assign Status to StatusView Assign Vehicle to Subfleet Assign Vehicle to Subfleet Assign Vehicle To Watchlist Assign Vul Assign VUU Assign VUU Auto Move To Sub-fleet Auto Response Message Auto Response Message Change Parsword Change Parsword Change Server IP Address Create Inbound Canned Message Create Inbound Canned Message Create Inbound Canned Message Create Inbound Canned Message Create Inbound Canned Message Create Inbound Canned Message Create Inbound Canned Message Create Inbound Canned Message Create Inbound Canned Message Create Inbound Canned Message Create Inbound Canned Message Create Inbound Canned Message Create Inbound Canned Message Create Inbound Canned Message Create Inbound Canned Message Create Inbound Canned Message Create Inbound Canned Message Create Inbound Canned Message Create Inbound Cann
	Create Landmark Create Outbound Canned Message v
	Cancel Save

- 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.

e 😑 😂
Are you sure you want to delete this record?
Yes No

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.

Groups	
Enter filter criteria	Group Name
Administrators	Weekend Dispatchers
Customer	Auto-assign to new users
Dispatcher	Functions Access Restriction
Managers	Enable Access Restriction
Report Users	Time Zone (GMT-06:00) Central Time (US & Canada) 🔻
Users	Grant Access From To
View Only	✓ Sunday 6:00 AM ■ 8:00 PM ■
Weekend Dispatchers	
	6:00 AM E 8:00 PM
	C Tuesday 6:00 AM E 8:00 PM
	Wednesday 6:00 AM 8:00 PM
	Thursday 6:00 AM 8:00 PM
	Friday 6:00 AM = 8:00 PM =
• •	Cancel Save

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 **let** icon on the **Alerts** window.

inter filter criteria	Alert Name		
All Exceptions	Ignition On - Weekends		6
Ard Brake and Hard Stop Messages	✓ Include Vehicle Location In Alert		
HOS Violations	Email Settings	Mobile Settings	
A HOS Warnings	✓ Send Email	Send SMS	
Ignition On - Weekends	M T W T F S	S M T W T	F S S
Ignition On After Hours- Weekday Eve	✓ 24 Hours	24 Hours	
Ignition On After Hours- Weekday Mo	Recipients Me	scares/Exceptions	SubEleets and Vehicles
Service Mileage Message	Me	suges/ exceptions	cast letter and vehicles
Speeding	Enter filter criteria En	ter filter criteria	Enter vehicle name to filter
	Check All Uncheck All Ch	eck All Uncheck All	Check All Uncheck All
	All Recipients	Exceptions	All Venicles
1	Cathenne	 Messages 	Eastern Region
	Manu		Managers
	- Mary		Mechanics

- 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.

SECTION 4: CONTROL PANEL TAB FUNCTIONS

- 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.

Alerts		
Enter filter criteria	Alert Name	
Image: All Exceptions Image: All Exceptions <td< th=""><th>Ignition On - Weekends Ignition On - Weekends Include Vehicle Location In Alert Email Settings Send Email M T W T F S S 2 24 Hours Recipients Recipients All Recipients All Recipients Catherine Lee Mary + Edit</th><th>Mobile Settings Send SMS 2 4 Hours Sages/Exceptions children criteria ck All Uncheck All Exceptions Messages Messages Messages Messages</th></td<>	Ignition On - Weekends Ignition On - Weekends Include Vehicle Location In Alert Email Settings Send Email M T W T F S S 2 24 Hours Recipients Recipients All Recipients All Recipients Catherine Lee Mary + Edit	Mobile Settings Send SMS 2 4 Hours Sages/Exceptions children criteria ck All Uncheck All Exceptions Messages Messages Messages Messages
•••		Cancel Save

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.

Alerts			
Enter filter criteria	Alert Name		
All Exceptions	Ignition On - Weekends		8
Hard Brake and Hard Stop Messages	✓ Include Vehicle Location In A	lert	
HOS Violations	Email Settings	Mobile Settings	
HOS Warnings	✓ Send Email	Send SMS	
Ignition On - Weekends	M T W T F S	S M T W	T F S S
Ignition On After Hours- Weekday Eve	V 24 Hours	V 24 Hours	
Service Mileage Merrage	Recipients	Messages/Exceptions	SubFleets and Vehicles
	Enter filter criteria	Enter filter criteria	Enter vehicle name to filter
in specing	Check All Uncheck All	Check All Uncheck All	Check All Uncheck All
	▲ ■ All Recipients	Exceptions	All Vehicles
1	Catherine	Messages	Eastern Region
	Mary		Managers
			mechanics
	+ - Edit		
· · · · · ·			
+ -			
			Cancol Savo
			Cancer Save

- 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, Subfleet(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.

	Enter filter criteria	Alert Name		
	All Exceptions	Ignition On - Weekends		8
	Ard Brake and Hard Stop Messages	✓ Include Vehicle Location In Ale	rt	
	A HOS Violations	Email Settings	Mobile Setting	s
	HOS Warnings	Send Email	Send SMS	
	Ignition On - Weekends	MTWTFS	S M T W	T F S S
	Ignition On After Hours- Weekday Eve	✓ 24 Hours	✓ 24 Hours	
	Ignition On After Hours- Weekday Mo	Decisionte M	essages (Exceptions	CubEleats and Vahieles
	Service Mileage Message	Recipients M	essages/Exceptions	Subrieets and venicles
		Enter filter criteria	Enter filter criteria	Enter vehicle name to filter
		Check All Uncheck All C	Check All Uncheck All	Check All Uncheck All
		All Recipients	Exceptions	🕨 🖃 🤬 All Vehicles 🔺
		Catherine	Messages	🕨 🔲 🍇 Eastern Region 🍧
		- Lee		Managers
		Mary		Mechanics
		+ - Edit		
H				
	+ -			

- 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 timestamp 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.
- 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.

Fleet Director*	
Image: Control Panel Image: Control Panel Image: Control Panel Image: Control Panel Image: Control Panel Image: Control Panel	
Day Shift Imme Zone (Central) Imme Zone (Central)	

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

Fleet Director		Papartr		Incurance	Help [PROD] (3	069952-NA) COTT
Letetrac Day Shift Diver Groups Day Shift Boothe,Eli Cox,Derek Lawrence,Billy	Analytic Time Zone: Central LOGS October 02, 2013 Driver Cox, Derek (0 mile EMCSA - Property Carrie Back to Summar Combuny Seeper Sem Driving On Duly (NCD Origin) Full Reset Taken: 09/27	Edit C Edit C s driven) r - Long Haul (8 Days) Edit Driver D Reg Type: Reg Name: Days Of Week : E Time Zone: C C C C C C C C C C C C C	Control Panel October 03, 2013 arrier N. Webber, Inc. 50 S. Route 45-52, Kankakee,ILC Petails MCSA Property Carrier - Long F Days Central		Heip [PROD] (3	200992-NA) COT Community
	+ Add New Sta •Mandatory Key	tus				
	Standard Edited I Record Supervi	y Edited Violation or by Driver	Previous values			Ŧ

- 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 <u>customersupport@teletrac.com</u> 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 <u>customersupport@teletrac.com</u> 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.

eet Director•						Help [P	ROD] (3069952-NA) COTT 🕥
teletrac 🔇	Map View	Analytics	Reports	Control Pane	Insurance	😵 ноз	Community
	t Time Zener	Control					
Day Shift	- Time Zone: [Jentral	T				
۹,	Logs						
Driver Groups > Day Shift							
Boothe Eli	October	03, 2013		October 04,	2013 🕎		
Gou Devel	Driver	(0 miles driv	🖌 Edit	Carrier		Terminal	🖌 Edit
Cox,Derek	FMCSA - Pro	perty Carrier - Lon	ng Haul (8 Days)	2150 S. Route 45-52, Kanka	akee,IL60901		
Lawrence,Billy							
	€ Back t	n Summaru					
	(P)	E	dit Termin	al Details	×		
	- Mult	iple Edits	rminal		16 17	18 19 20 21 22	23 24
	off Duty	Те	rminal ID:0				17:04:55
	Sleeper Berth			×			00:00:00
	Driving						00:00:00
	On Duty (Not Driving)						00:00:00
	Full Reset Ta	ken: 09/27/2013	08:04:12 PM				
	▼ 03:32	me Si 13 AM Start Of Da	ay Record	Ad	dress	549 - Vince	e Co-Driver
		Trailers		Comment	Ma	anifest Shipper	Commodity
	+ Add	New Status					
	Key						
	Standard	Edited by	Edited Violati	on Previous			
	Record	Supervisor	by	values			
	T		Driver				-

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
- 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.

Fleet Director			Help [PRO	0] (3069952-NA) COTT 😡
Celetrac Map View	v Analytics	eports Control Panel	Insurance 😵 HOS	Community
Day Shift Q Driver Groups > Day Shift Boothe,Eli Cox,Derek Lowrence Dilly:	Time Zone: Central Time Zone: Central Coctober 02, 2013 Driver Cox,Derek (231.4 miles driven) FMCSA - Property Carrier - Long Haul (8 D	October 03, 2013 Edit Carrier A.N. Webber, Inc. 2150 S. Route 45-52, Kankakee, IL60903	2 Terminal	October 04, 2013
Lawrence, Billy	Back to Summary Multiple Edits or Duy seeper Bern Dming mng mng mng	dits or or o		24 13909 00000 052431 04820
	Full Reset Taken: 09/27/2013 08:04:12 PM Time Status 0 6:44:41 AM On Duty 06:44:41 AM Start Of Day Record 0 6:45:02 AM Driver Log In 07:04:13 AM Driving 0 7:30:39 AM On Duty 08:02:47 AM Driving	Address Street: Closest Landmark: Terminal K3 City: KANKAKEE State: IL Zip: 60901 Street: Closest Landmark: Terminal K3 City: KANKAKEE State: IL Zip: 60901 Street: Closest Landmark: Terminal K3 City: KANKAKEE State: IL Zip: 60901 Street: 867 APPLE IN City: MANTENO State: IL Zip: 60950 Street: 867 APPLE IN	Vehicle 549 - Vince D 549 - Vince D	Co-Driver
	• 09:45:08 AM On Duty	City: MANTENO State: IL Zip: 60950 Street: 853 BILTER RD	549 - Vince D	

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:

leet Director											~					Help (P	ROD] (306	59952-NA) COT	г
)teletrac	S Map	liew	Analy	ytics	R	eports		₩ Co	ntrol Pa	nel		Insura	nce		📚 но	05		Commun	ity
Day Shift	*	Time	Zone: Central		T														-
۹,		Lo	gs																
Driver Groups > Day S	ihift		October 02, 20	013				٥		Oct	ober	2013	;	0			0	ctober 04, 20)13
Boothe,Eli		Driv	/er			🖌 Edit	Carrie	r s	I Mo	Tu	We	Th	Fr	Sa	ninal			1	Edit
Cox,Derek		Сох	t,Derek (231	L.4 miles	s driven))	A.N. V	Net		1	. 2	3	4						
Lawrence,Billy		FIVIC.	SA - Property Ca	arrier - Lori	iy naui (o b	Jays)	2150 5.	Kout	6	7 8	9		- 11	12					
, ,								- 1	3 14	15	16	17		19					
		€	Back to Sumn	narv				- 2	0 2:	L 22	2 23	24	25	26					
		6	h		A	G	<u>)</u>	2			30								
		Offi Siles Driv On I (No	Duty apar Berth ing Duty Duty Constraining Duty							<u>_</u>								3.50.09 0.00.00 5.24.31 4.45.20	_
		Full	Reset Taken: 09	3/27/2013	08:04:12 PN	И			,	ddr	966					Vehicle		Co-Driver	
			06:44:41 AM	On Duty		Stre City:	t: Close	st Landm (EE Stat	ark: Tei e: IL Zi	minal p: 609	K3 01				549	- Vince	D		
			06:44:41 AM	Start Of Da	ay Record										549	- Vince	D		
		•	06:45:02 AM	Driver Log	In	Stre City:	t: Close KANKA	st Landm (EE Stat	ark: Tei e: IL Z i	minal p: 609	K3 01				549	- Vince	D		
		•	07:04:13 AM	Driving		Stre City:	KANKA	st Landm KEE Stat	ark: Tei e: IL Z i	minal p: 609	K3 01				549) - Vince	D		
		•	07:30:39 AM	On Duty		Stre City:	MANTE	PPLE LN	e: IL Zi	p: 609	50				549	- Vince	D		
			08:02:47 AM	Driving											549	- Vince	D		
						Stre City:	et: 867 A MANTE	PPLE LN NO Stat	e: IL Zi	p: 609	50								

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.

teletrac	Man View	an Amphin	Penorts	ILE Control Panel	Insurance	SP HOS	S. Community
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Booths Eli		3c8bber 02, 2013		October 03, 20	13. 🕎		October 04, 2013
 Bootne,en 	Driv	urs	/ Edit k	апия	Te	minal	/ Edit
Cox,Derek	Cox	Derek (231.4 mile	is driven)	A.N. Webber, Inc.	1.60001		
Lawrence,8illy			-g (
	œ						
	ors see ors par Full 1	ar ten ny Songi Time 09/27/2013	080412 PM			Vehicle	r 11809 1000 1000 1000 1000 1000 1000 100
		04:44:41 AM On Duty	Street	Closest Landmark: Terminal	G	S49 - James	Co-Driver
			City: K	ANKAKEE State: I. Zip: 60%	01		
		04.44.43 AM Start Of D	wy Record			549 - James	
		DEMOLDE AM DRIVER LO	City: K	ANKAKEE State: I. Zip: 609	01	Sear - Made D	
	•	07:04:13 AM Driving	Street. City: #	Closest Landmark: Terminal I ANKAKEE State: IL Zip: 609	K3 01	549 - Vince D.,	
	100	07:30:39 AM On Duty	Street.	: 867 APPLE LN AANTENO State: 1. Zip: 609	50	549 - Vince D	
	,	08.02:47 AM Driving	Street City: A	B67 APPLE LN MANTENO State: 1. Zip: 609	50	549 - Vince D	

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.

et Director				~		~	Help [PRC	DJ (3069952-NA) COTT	~
teletrac"	S Map Vie	2W	Analytics	Reports	Control Panel	Insurance	Se HOS	Community	
									_
Day Shift	^	Time Zone: Ce	entral	•					Â
1		logs							
	Shift	2090							
Driver Groups > Day 5	SINC	October 0	1, 2013		October 02, 2	013 📮		October 03, 2013	
Boothe,Eli		Driver		🖌 Edit	Carrier		Terminal	🖊 Ec	dit
Cox,Derek		Cox,Derek	(181.1 mile	s driven)	A.N. Webber, Inc.			,	
Lawrence Billy		FMCSA - Prope	rty Carrier - Lon	ig Haul (8 Days)	2150 S. Route 45-52, Kankake	e,IL60901			
carrierice, biny									_
		€ Back to	Summary						
		(í 🕞)	€				- 1
			ole Edits	Show Edits	Print HOS Report	14 15 16 17	18 19 20 21 22 23	24	
		[
		Of Duty						14.10.24	
		Sleeper Berth						00100100	
		Driving						05:05:25	
		On Duty (Not Driving)						04:38:11	
		-							
		Full Reset Take	en: 09/27/2013	08:04:12 PM					_
		Tim	e S	tatus	Addi	ress	Vehicle	Co-Driver	-
		00.19.22	ANI OII Duty	City	: KANKAKEE State: IL Zip: 60	901	545 - VIIICE D.		
		06:19:22	AM Start Of Da	ay Record			549 - Vince D.	•	
		06:19:55	AM Driver Log	In Stre City	et: Closest Landmark: Termina : KANKAKEE State: IL Zip: 60	901	549 - Vince D.		
		06:52:09	AM Driving	Stre	et: Closest Landmark: Termina : KANKAKEE State: IL Zip: 60	I K3 901	549 - Vince D.		
		• 08:41:00	AM On Duty	Stre	et: 4684 W ROOSEVELT RD : CHICAGO State: IL Zip: 606	44	549 - Vince D.		
		08:57:29	AM Driving	Stre	et: 4684 W ROOSEVELT RD	44	549 - Vince D.		

 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.

Fleet Director				Help [PROD] (3069952-NA) COTT
Map View	Analytics	ports Control Panel Insu	Irance	HOS	Community
Day Shift	e Zone: Central 💌				
Boothe,Eli	October 01, 2013	October 02, 2013	Termina	al	October 03, 2013
Cox,Derek Lawrence,Billy	x,Derek (181.1 miles driven) CSA - Property Carrier - Long Haul (8 Da	A.N. Webber, Inc. 2150 S. Route 45-52, Kankakee,IL60901	i ci i i i i	a I	r Luit
Œ	Back to Summary				=
or		06 07 08 09 10 11 12 13 14 15 1	5 17 18 19 2	0 21 22 23 2	14:16:24
Si Dr	eeper Berth				05:05:25
Full	Reset Taken: 09/27/2013 08:04:12 PM				
	Time Status	Address		Vehicle	Co-Driver
•	06:19:22 AM On Duty	Street: Closest Landmark: Terminal K3 City: KANKAKEE State: IL Zip: 60901		549 - Vince D	
	Trailers	Comment	Manifest	Shipper	Commodity
•	06:19:22 AM Start Of Day Record	HUUK WJ5526V PH		549 - Vince D	
	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	

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

leet Director			Help [PRO	D] (3069952-NA) COTT 😡
teletrac 🔇 Map	View Analytics	orts Insura	nce 😽 HOS	Community
Day Shift	Time Zone: Central			^
Pootho Eli	October 03, 2013	October 04, 2013		
BOUTIE, EI	Driver /	Edit Carrier	Terminal	🖌 Edit
Cox,Derek	FMCSA - Property Carrier - Long Haul (8 Days	5) 2150 S. Route 45-52, Kankakee,IL60901		
Lawrence,Billy				
	Back to Summany			
	Multiple Edits Show Edit or Duy Sweper Bern Dming on Duy (Nd Dming) Tull Reset Taken: 09/27/2013 08:04:12 PM	Print HOS Report		24 18.15.45 00.00.00 00.00.00 00.00.00
	Time Status O3:32:13 AM Start Of Day Record	Address	549 - Vince D	Co-Driver
	Trailers	Comment	Manifest Shipper	Commodity
	+ Add New Status Key Standard Edited by Record Supervisor Edited by Driver	Violation 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**



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

eletrac	o View	Analytics	Repo	orts Control Panel	Insurance	ноs	Community	
				City: KANKAKEE State: IL Zip: 60901	L			
Day Shift		06:52:09 AM Driving		Street: Closest Landmark: Terminal K3 City: KANKAKEE State: IL Zip: 60901	549 - Vince D			
L		08:41:00 AM On Duty		Street: 4684 W ROOSEVELT RD City: CHICAGO State: IL Zip: 60644		549 - Vince D		
Driver Groups > Day Shift	►	08:57:29 AM Driving		Street: 4684 W ROOSEVELT RD		549 - Vince D		
Boothe,Eli	►	09:56:05 AM On Duty		Street: 1129 GREENLEAF AVE	lin: 60007	549 - Vince D		
Cox,Derek	•	10:17:37 AM Driving		Street: 1129 GREENLEAF AVE	lip: 60007	549 - Vince D		
Lawrence,Billy	Þ	10:56:33 AM Off Duty		Street: 183 TUBEWAY DR		549 - Vince D		
	•	11:32:45 AM On Duty		Street: 151 TUBEWAY DR	50199	549 - Vince D		
	•	01:47:52 PM Driving		Street: 151 TUBEWAY DR	50100	549 - Vince D		
	Þ	03:25:08 PM On Duty		Street: Closest Landmark: Terminal K3	3	549 - Vince D		
	•	04:00:12 PM Driving		Street: Closest Landmark: Terminal K3	Street: Closets Landmark: Terminal K3			
	•	04:01:58 PM On Duty		Street: Closest Landmark: Terminal K3	549 - Vince D			
	•	04:39:10 PM Off Duty		City: KANKAKEE State: IL Zip: 60901 Street: Closest Landmark: Terminal K3	L 3	549 - Vince D		
	•	04:40:35 PM Driver Log O	ut	City: KANKAKEE State: IL Zip: 60901 Street: Closest Landmark: Terminal K3	1	549 - Vince D		
				City: KANKAKEE State: IL Zip: 60901	Electronic Sign	ature Received: 10/02/20	13 04:39:25 PM	
	*Ma	andatory			Liett one organ			
		06:19:22 AM On Du	y 💌 s	Street: Closest Landmark: Terminal K *City: KANKAKEE Zip: 60901	(3 *State: IL ▼	549 - Jame	None 🔽 🗸	
		Trailers		Comment	Mai	nifest Shippe	r Commodity	
		8	0		8*	8	. ×	
	Key	/				-		
	Stan	dard Edited by	Edited	Violation Previous				
	Reco	ord Supervisor	у	values				

- 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.

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

				City: K		IL Zin: 60901						
Day Shift	►	06:52:09 AM Dri	iving	Street: City: K	Closest Landmar	k: Terminal K3		549 - Vi	nce D			
		08:41:00 AM On	n Duty	Street: City: C	: 4684 W ROOSEV HICAGO State: II	ELT RD Zip: 60644		549 - Vi	nce D			
river Groups > Day Shift	•	08:57:29 AM Dri	iving	Street: City: C	: 4684 W ROOSEV HICAGO State: II	ELT RD Zip: 60644		549 - Vi	nce D			
oothe,Eli		09:56:05 AM On	n Duty	Street: City: E	1129 GREENLEAR	AVE E State: IL Zip: 6	0007	549 - Vi	nce D			
.ox,Derek	•	10:17:37 AM Dri	iving	Street: City: E	1129 GREENLEAR	AVE E State: IL Zip: 6	0007	549 - Vi	nce D			
Cox,Derek Lawrence,Billy		10:56:33 AM Of	f Duty	Street: City: C	AROL STREAM	R tate: IL Zip: 60188	3	549 - Vi	nce D			
		11:32:45 AM On	Duty	Street: City: C	151 TUBEWAY DI AROL STREAM	R tate: IL Zip: 60188	3	549 - Vi	nce D			
		01:47:52 PM Dri	iving	Street: City: C	AROL STREAM	R tate: IL Zip: 60188	3	549 - Vi	nce D			
		03:25:08 PM On	n Duty	Street: City: K	Closest Landmar ANKAKEE State:	k: Terminal K3 IL Zip: 60901		549 - Vi	nce D			
		04:00:12 PM Dri	iving	Street: City: K	Closest Landmar ANKAKEE State:	k: Terminal K3 IL Zip: 60901		549 - Vi	nce D			
		04:01:58 PM On	n Duty	Street: City: K	Closest Landmar ANKAKEE State:	k: Terminal K3 IL Zip: 60901		549 - Vi	nce D			
	•	04:39:10 PM Of	f Duty	Street: City: K	Closest Landmar ANKAKEE State:	k: Terminal K3 IL Zip: 60901		549 - Vi	nce D			
		04:40:35 PM Dri	iver Log Out	Street: City: K	Closest Landmar ANKAKEE State:	k: Terminal K3 IL Zip: 60901		549 - Vi	nce D			
							Electronic Signa	ture Received:	10/02/2013	04:39:25 PI	И	
	Ma	indatory								1		_
		04:19:22 AM	On Duty	Street: 0 *City: K Zip: 609	Closest Landmar ANKAKEE 901 🛛 🔊	k: Terminal K3	te: IL 💌	B 54	.9 - Jam∈ ▼	None		-
		Tr	ailers		Comi	nent	Man	ifest	Shipper	Comm	odity	*
		6	2	in yard	before in truck	0	*	8		6	2	×
	Key	/		I			1					-
	Stan	dard Edited	by Edited	Violatio	n Previous							



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.

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



- 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.

Help [PROD] (3069952-NA) COTT @					
Celecrac S Map View	Analytics	control Panel Insura	ance HOS	Community	
Day Shift	ime Zone: Central				
Driver Groups > Day Shift	September 30, 2013	October 01, 2013		October 02, 2013	
Cox,Derek	Driver Cox, Derek (304.2 miles driven) MCSA - Property Carrier - Long Haul (8 Da	 Edit Carrier A.N. Webber, Inc. 2150 S. Route 45-52, Kankakee,IL60901 	Terminal	🖌 Edit	
• Lawrence, Biny	 ⊕ Back to Summary ▲ Multiple Edits 	lits [®] Print HOS Report			
	00 01 02 03 04 05 Of Duty Steeper Senth		17 18 19 20 21 22 23	1330.47	
	Driving On Duty (Not Driving)			055643	
F	ull Reset Taken: 09/27/2013 08:04:12 PM				
	Time Status	Address	Vehicle	Co-Driver	
	• 06:29:29 AM On Duty	Street: Closest Landmark: Terminal K3 City: KANKAKEE State: IL Zip: 60901	549 - Vince D.		
	06:29:29 AM Start Of Day Record		549 - Vince D.		
	06:29:33 AM Driver Log In	Street: Closest Landmark: Terminal K3 City: KANKAKEE State: IL Zip: 60901	549 - Vince D.		
	• 07:14:33 AM Driving	Street: Closest Landmark: Terminal K3 City: KANKAKEE State: IL Zip: 60901	549 - Vince D.		
	08:45:31 AM On Duty	Street: 7484 S LINDER AVE City: BEDFORD PARK State: IL Zip: 60638	549 - Vince D.		
	09:07:07 AM Driving	Street: 7484 S LINDER AVE City: BEDFORD PARK State: IL Zip: 60638	549 - Vince D.		
•	10:05:36 AM On Duty	Street: 812 COMMERCE ST	549 - Vince D.		

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

Fleet Director*					Help [PROD]	PROD] (3069952-NA) COTT	
o teletrac	🕥 Map Vie	ew Analytics	Report	s Control Panel	Insurance	😻 ноз	Community
Day Shift	-	Time Zone: Central	V				
 Driver Groups > Day Si Boothe,Eli 	hift	September 30, 2013		October 01, 20	013 🕎		October 02, 2013
Cox,DerekLawrence,Billy		Cox, Derek (304.2 n FMCSA - Property Carrier	tiles driven) Long Haul (8 Days)	A.N. Webber, Inc. 2150 S. Route 45-52, Kankake	e,IL60901		
		Back to Summary	Print HO Time Zone Central Start Date 10/01/2013 End Date 10/01/2013	S Report	X 15 16 17 10		24 12:30:47 00:30:00 06:98:43 00:32:30
		Time 06:29:29 AM On Du 06:29:29 AM Start	Status ty Status Df Day Record	Addr Street: Closest Landmark: Terminal City: KANKAKEE State: IL Zip: 605	ess K3 001	Vehicle 549 - Vince D 549 - Vince D	Co-Driver
		O6:29:33 AM Driver	Log In	Street: Closest Landmark: Terminal City: KANKAKEE State: IL Zip: 609	K3 901	549 - Vince D	
		07:14:33 AM Drivin	g g	Street: Closest Landmark: Terminal City: KANKAKEE State: IL Zip: 609	K3 901	549 - Vince D	
		08:45:31 AM On Du		City: BEDFORD PARK State: IL Zip	: 60638	549 - Vince D	
		10/05/25 AM On Di	y (City: BEDFORD PARK State: IL Zip	: 60638	549 - Vince D	
	*	▶ 10:05:36 AM On DI	ity 2	TREET: 812 CONVINIENCE ST		549 - VINCE D	

- To select a **Time Zone**, use the drop-down menu.
 To select a **Start Date** and **End Date**, click in the date field and use the calendar feature.
 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.

fleet director						Close Window
🛛 Tree View 🖊 🗲 🔤 1	of 2 Pages GO 🔿 🚽	Look For				
<mark>æ-</mark> Cox, Derek	DOT HOS R	eport				leletri fleet dire Account: 30
	Driver Name: Co-Driver Name: Carrier Name & Address: Total Miles Driver:	Cox, Derek A.N. Webber; Inc. 2150 S. Route 45-52 Kankakee, IL 60901 304.2	Date: Vehicle Number: Trailer Number: Manifest Number: Shipper: Commodity:	10/1/2013 549 - Vince Demers W53210VV 551042, 551038, 551041, 551040, 551 ITW, ANA CARGO ANGLEBOARD, BETATENE	11 TOTAL HOURS	
	SLEEPER BERTH DRIVING ON DUTY (NOT DRIVING)				00:00:00 00:50:43 00:32:30	E
	Time 6:29 AM	Status On Duty	Address Closest Landmark: Terminal K3 KANKA	Cor KEE II 60901 HO	NMENTS OK W53210VV PTI LOAD	
	7:14 AM 8:45 AM 9:07 AM	Driving On Duty Driving	Closest Landmark: Terminal K3 KANKA 7484 S LINDER AVE BEDFORD PARK, 7484 S LINDER AVE BEDFORD PARK,	KEE, IL 60901 IL 60638 UNI IL 60638	LOAD	
	10:05 AM 10:38 AM	On Duty Driving	812 COMMERCE ST AURORA, IL 60504 812 COMMERCE ST AURORA, IL 60504		LOAD	
	11:34 AM 12:50 PM	Driving On Duty	1575 W FULLERTON AVE ADDISON, IL 1575 W FULLERTON AVE ADDISON, IL 25310 BELVIDERE RDW IL ROUTE 12	60101 0/IL-120 ROUND LAKE, IL 60073 UNI	LOAD	
	1:06 PM	Off Duty	25306 BELVIDERE RD/W IL ROUTE 12	0/IL-120 ROUND LAKE, IL 60073 BR	EAK	
	1:40 PM	Driving	25306 BELVIDERE RD/W IL ROUTE 12	0/IL-120 ROUND LAKE, IL 60073		
	2:42 PM 3:24 PM 5:04 PM	On Duty Driving On Duty	OHARE CARGO AREA RD CHICAGO, IL OHARE CARGO AREA RD CHICAGO, IL Closest Landmark: Terminal K2 KANKA	60666 LOA 60666 KEE II 60901 DP		
٠	5.04 T M	on buy	III	INCE, IE 00301 DR	01 11002101111	•