



Networkfleet User Guide

Verizon Networkfleet®
User Guide
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Introduction

Reading This Document

This document is organized to find the information you need quickly. When reading this document online, you will see hyperlinked topics. To learn more about a topic, click the link.

Document Format

This document is formatted to help you quickly and easily set up your fleet account.

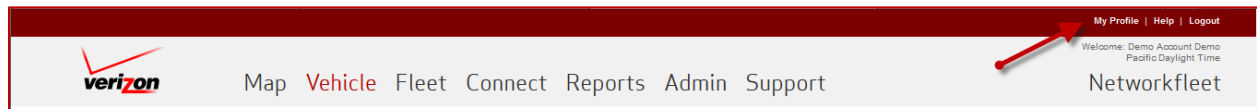
Item	Format
Keyboard Keys	Keys that you need to press are enclosed in carets. For example: <Enter>, <F3>, <Tab>.
Mouse Clicks	“Click” means you should mouse click the object or field.
Buttons, Tabs and Field names	All buttons, tabs, and field names will be bolded. For example: Click Create to save changes.
Page Names	All Page Names will be capitalized but not bolded. For example: Create User page.
	Note. Notes include bonus information or shortcuts you may want to be aware of before continuing.
	Tip. Tips are alternate methods or helpful hints.
	Warning. Read warnings for essential information to check before you continue.

Setting Your Preferences

Your fleet website can be customized to display the start page and map settings you use most often. This helps you quickly access the information you need to best manage your fleet.

To set your site preferences:

- Click **My Profile**.



- Click **Edit** in the **Profile** Section to edit the following.
 - **Name**
 - **Username**
 - **E-mail address**
 - **Phone**
 - **Address**
 - **Time zone**
 - **Locale** – Changes language and units of measurement in application.
 - François (Canada) displays in French and uses Metric measurements.
 - English (United States) displays in English and uses Imperial measurements.
 - English (Canada) displays in English and uses Metric measurements.

- Click **Edit** in the **Secret Question** Section to edit the secret question and answer. This may be used for identification purposes.

The screenshot shows a 'Password' section with three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Each field contains a series of dots representing masked text. A red rectangular box highlights the 'New Password' and 'Confirm New Password' fields. To the right of the 'New Password' field is a small blue question mark icon. At the bottom right of the form are two buttons: 'Confirm' and 'Cancel'.

- Click **Edit** in the **Password** Section to change the account password. Passwords must:
 - Contain six characters
 - Have no white spaces
 - Use only printable characters

Mapping Preferences:

These preferences determine how your fleet map will look.

- **Map Type.** Select from Street, Hybrid or Satellite.
- **Automatically Refresh Map.** This feature will regularly refresh the map view.



Warning: If the map contains a large number of icons such as vehicles or landmarks, it may take longer for the images to appear on the map. Set the refresh map feature to “No” to prevent this. When set to “No”, you may manually refresh the map anytime by clicking the refresh button in the internet browser or by clicking the map tab in the application.

- **Display Landmarks.** Displays all Landmarks that are selected to be displayed on maps.
- **Display Geofences.** Displays all Geofences.
- **Display Labels.** Displays Labels of Vehicles and Landmarks.
- **Display Driver Name in Vehicle Label.** If **Display Labels** is checked “Yes”, the option to also show driver names can be checked “Yes” to also display driver names in the vehicle label. This option will not be available if Display Labels is checked “No”.
- **Cluster Vehicles and Landmarks.** Arranges vehicles and landmarks within close proximity into a “balloon” for a less cluttered map view. Zooming in or clicking on a balloon displays Individual vehicles and landmarks.
- **Display Sensor Tracks.** If Sensors are installed, select which sensors are to be displayed.
- **Select Your Starting Map View.** The map selected displays on the Overview Map.
- **Select Your Starting Manage Landmark View.** The map selected displays in the Manage Landmark page and uses the same map view list available for the Overview Map.



Note: The default map view will always scale to include all fleet vehicles for the group displayed. Setting a predefined map view only displays the vehicles that are inside the mapped boundaries.

Preferences	
MAPPING PREFERENCES	
Map Type:	Street
Automatically Refresh Map:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Display Landmarks:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Display Geofences:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Display Labels:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Display Driver Name in Vehicle Label:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Cluster Vehicles and Landmarks:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Display Sensor Tracks:	Select Sensor Track
Select Your Starting Map View:	VERIZON DEMO
Select Your Starting Manage Landmark View:	LAKE ELSINORE

User Preferences:

- **Select Your Starting Page.** The start page selected is the page shown upon login. This feature is useful for users who frequent a particular page, such as Reports or Fleet Lists.
- **Select Your Starting Group Name.** Limits the start view to a specific group of vehicles rather than the entire fleet.
- **Large List Filtering Threshold.** If Vehicle, Landmark, or Geofence lists become greater than the number entered it will switch the drop down menu to a filtered list.
- **Always Use SSL.** Check “Yes” to always use a secure (encrypted) connection when viewing pages within the application. If this option is set to No only certain pages will be displayed using a secure connection.
- **Email Security.** Check password protection is used, an Email Security Password can be set here or if left blank the user password will be used.
- **Email Security Password.** Set the password to use with the Email security feature. If no password is set and Email security is checked yes, the user application password will be used.
- **Hide Deleted Jobs.** Hides deleted jobs from the CONNECT Dispatch page. This will only appear in fleets that employ the CONNECT for Garmin feature.
- Click **Confirm** to set changes.

The screenshot shows the 'USER PREFERENCES' form with the following fields and options:

- Select Your Starting Page:** A dropdown menu is open, showing options: Overview Map, Vehicle Dashboard, **Fleet Vehicle List** (highlighted), Connect Dashboard, Reports, and Admin.
- Select Your Starting Group Name:** A dropdown menu showing 'ALL VEHICLES'.
- Large List Filtering Threshold:** A text input field containing '1000'.
- Always Use SSL:** Radio buttons for 'Yes' (selected) and 'No'.
- Email and Alert Security:** Radio buttons for 'Password Protected' and 'None' (selected).
- Email Security Password:** A text input field containing 'laxdad14'.
- Hide Deleted Jobs:** Radio buttons for 'Yes' (selected) and 'No'.

At the bottom right of the form are 'Confirm' and 'Cancel' buttons.

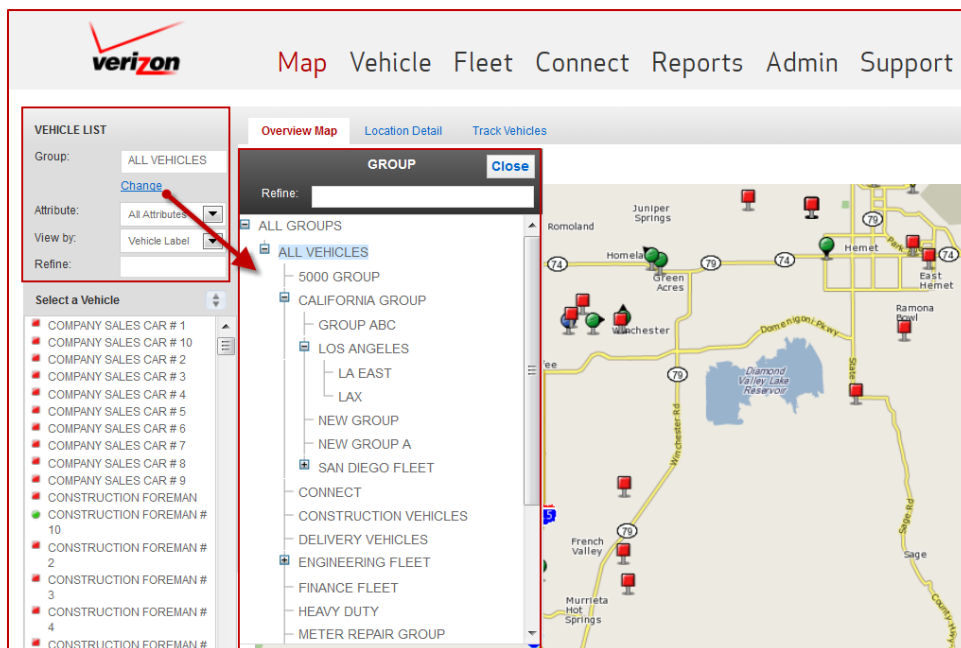
Vehicle List Navigation Panel

The left navigation panel displays the Vehicle List in the Map and Vehicle tabs. This list can be filtered to refine the list of vehicles/assets. The vehicle or asset highlighted in the panel remains highlighted from one page to the next, making it easy to obtain other data regarding that vehicle or asset. To view data about another vehicle or asset, simply click on a new vehicle/asset in the list.

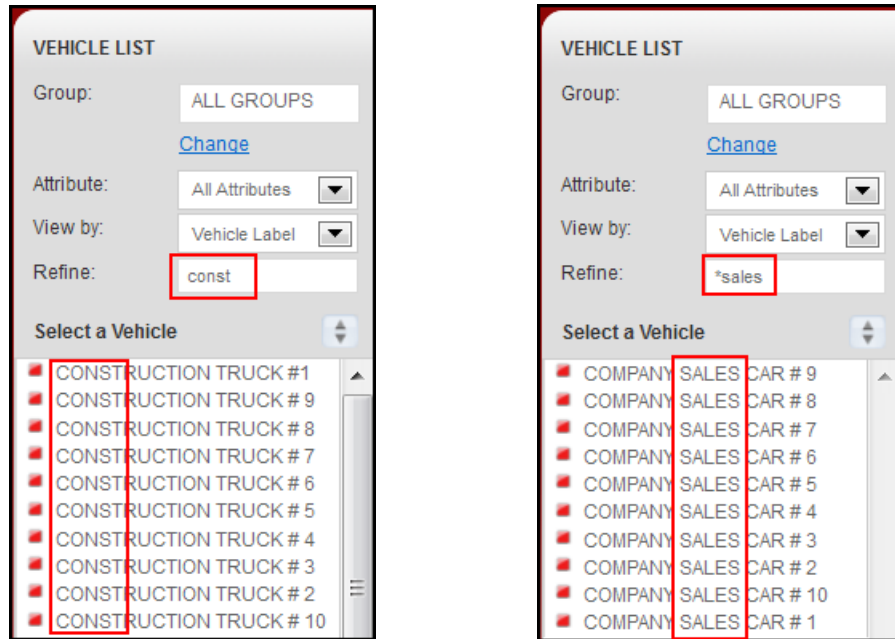
Vehicle List - Filter and Refine Controls

It's easy to customize the vehicle list view with the following functions.

- Click **Change** to display the group tree view to select a specific vehicle group to view.
 - Selecting “All Vehicles” or “All Groups” will display all fleet vehicles.
- Select an **Attribute** to limit the list to vehicles/assets that have that attribute within the group selected.
- Select **View By** to display the list by:
 - Vehicle/Asset Label
 - Driver (Vehicles without assigned drivers will display as “unassigned”)
 - VIN
 - Ignition Status
 - Serial Number
 - External ID



- Further refine the Vehicle List by entering characters into **Refine List**. For example, typing *CONST* filters the list to include all vehicles on the list that begin with *CONST*.
- The asterisk (*) is utilized as a wildcard in the **Refine List** and filters list to anything that contains consecutive characters entered following the wildcard. For example, typing **SALES* filters the list to all vehicles on the list that have *SALES* anywhere within the name.



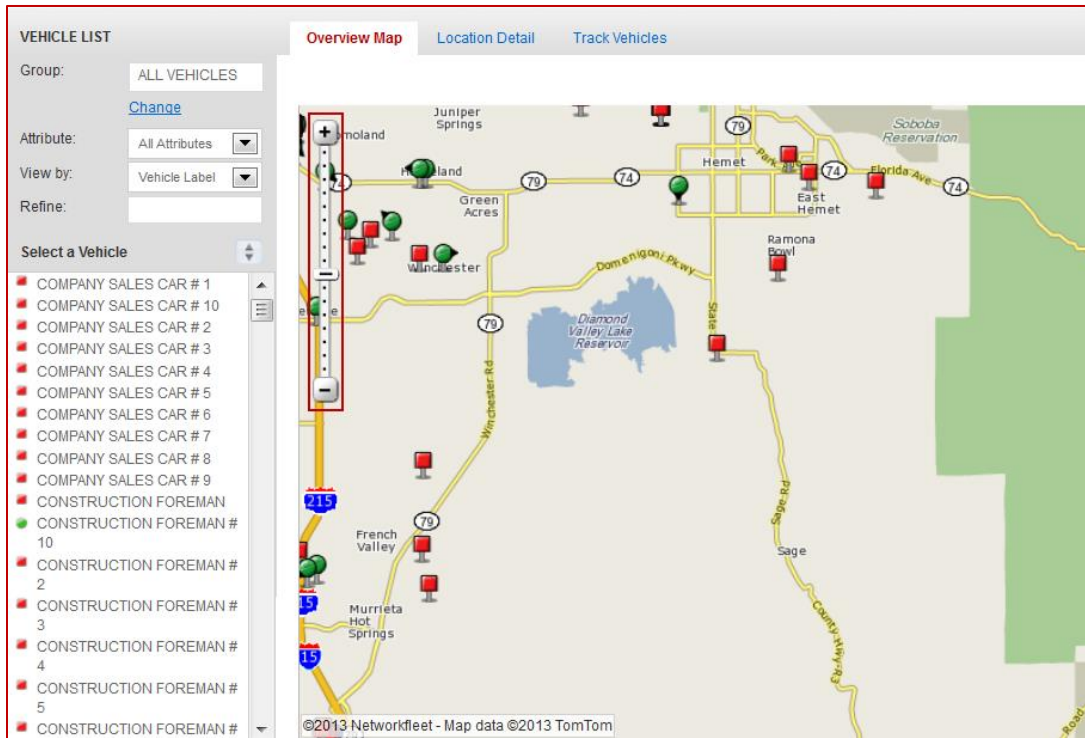
- The icon to the left of the vehicle corresponds with the vehicle or asset icon on the Overview Map which indicates the current status of the vehicle or asset. Please refer to the map legend for definitions of the icons.
- Click on a vehicle in the list to navigate to the Location Detail page for that vehicle or asset.
 - This function also refreshes the data on the current page for that vehicle.
- Hover your cursor over a vehicle or asset on the list to display corresponding summary text on the Overview Map.

Overview Map

The Overview Map displays vehicles in real time. The map opens to the user's preferred map view and vehicle group and can be changed to any map view or vehicle group that you have permissions to view.

Map Adjustments

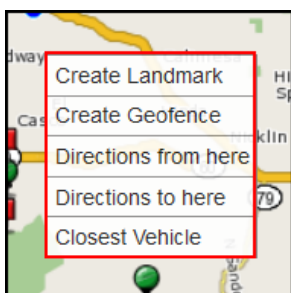
The map can be zoomed in or out by using the zoom tool. Click the + or – to zoom the map in or out or drag the zoom slider up or down to zoom the map incrementally. Double-click on the map area to center and zoom. Click and drag the map to pan in any direction.



Right Click Functionality

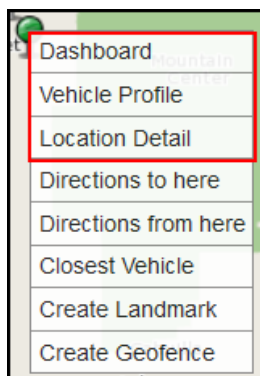
Right Click on a point on the *map* for short cuts to the following activities:

- **Create Landmark** – Navigates to the landmark editor and captures the coordinates of the mouse's location as the **Landmark**. *This option only displays if the user is permitted to create landmarks.*
- **Create Geofence** – Navigates to the geofence editor and captures the coordinates of the mouse's location as the **Geofence** starting point. *This option only displays if the user is permitted to create geofences.*
- **Directions from here** – Navigates to the *Driving Directions* page and captures the coordinates of the mouse's location as the routing start. This feature is described in this document under **Driving Directions**.
- **Directions to here** - Navigates to the *Driving Directions* page and captures the coordinates of the mouse's location as the routing destination. This feature is described in this document under **Driving Directions**.
- **Closest Vehicle** - Navigates to the *Find Closest Vehicle* page and captures the coordinates of the mouse's location and finds the ten closest vehicles or assets to those coordinates. This feature is described in this document under **Find Closest Vehicle**.



Right Click on a vehicle or asset for additional short cuts to the following activities:

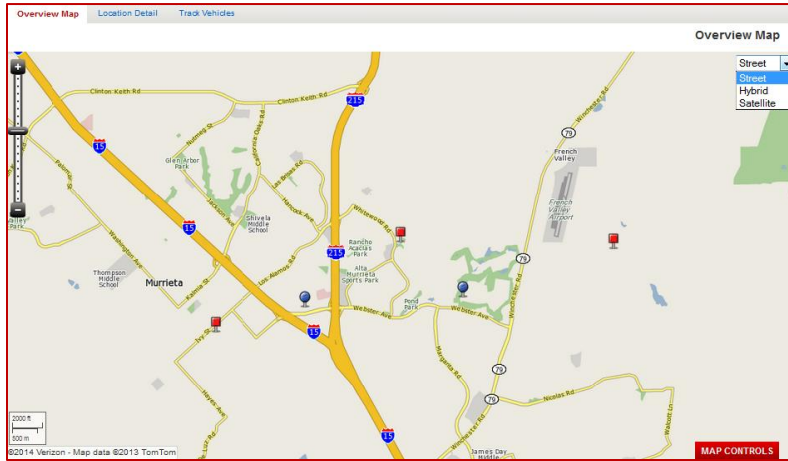
- **Dashboard** – Navigates to the *Dashboard* which provides a summary of vehicle or asset data including last five stops, last GPS message, current performance and alert status.
- **Vehicle Profile** – Navigates to the *Vehicle Profile* which displays vehicle or asset details including year, make and model, odometer, assigned groups and attributes.
- **Location Detail** – Navigates to the *Location Detail* page.



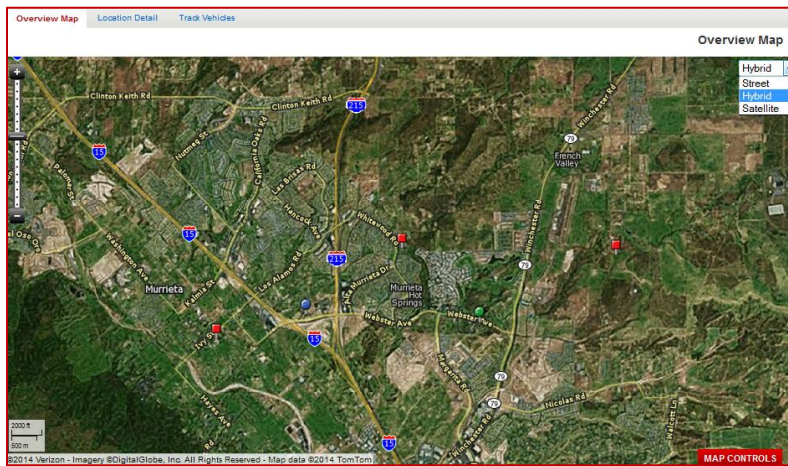
Map Views

The map can be displayed street view, satellite view, or a hybrid of the two.

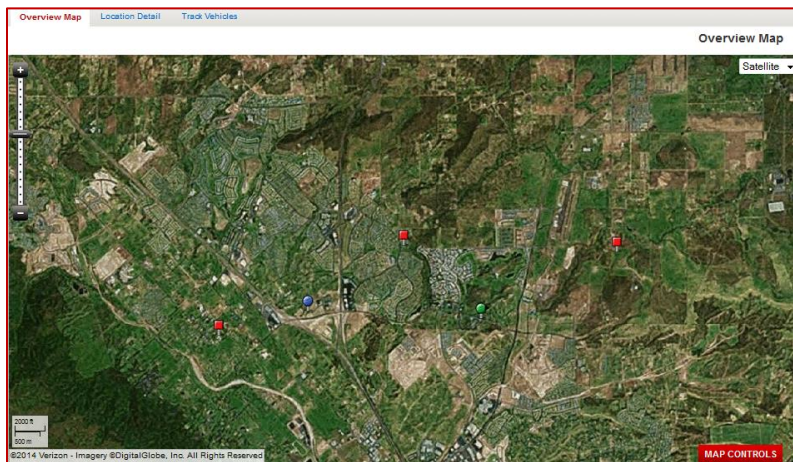
Street Map View



Hybrid View

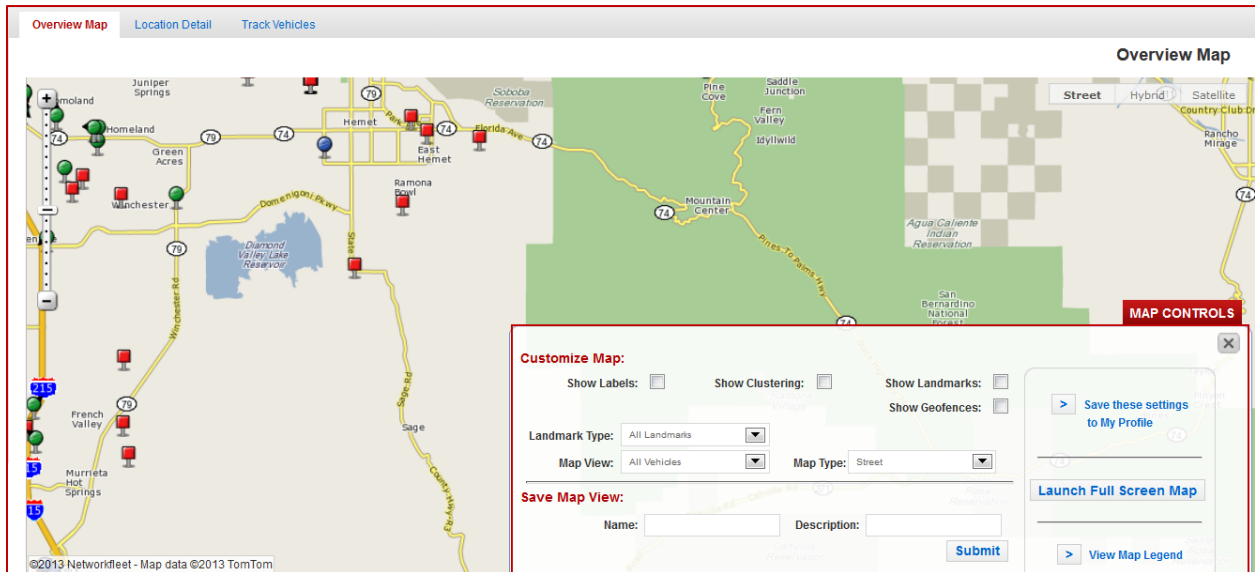


Satellite View



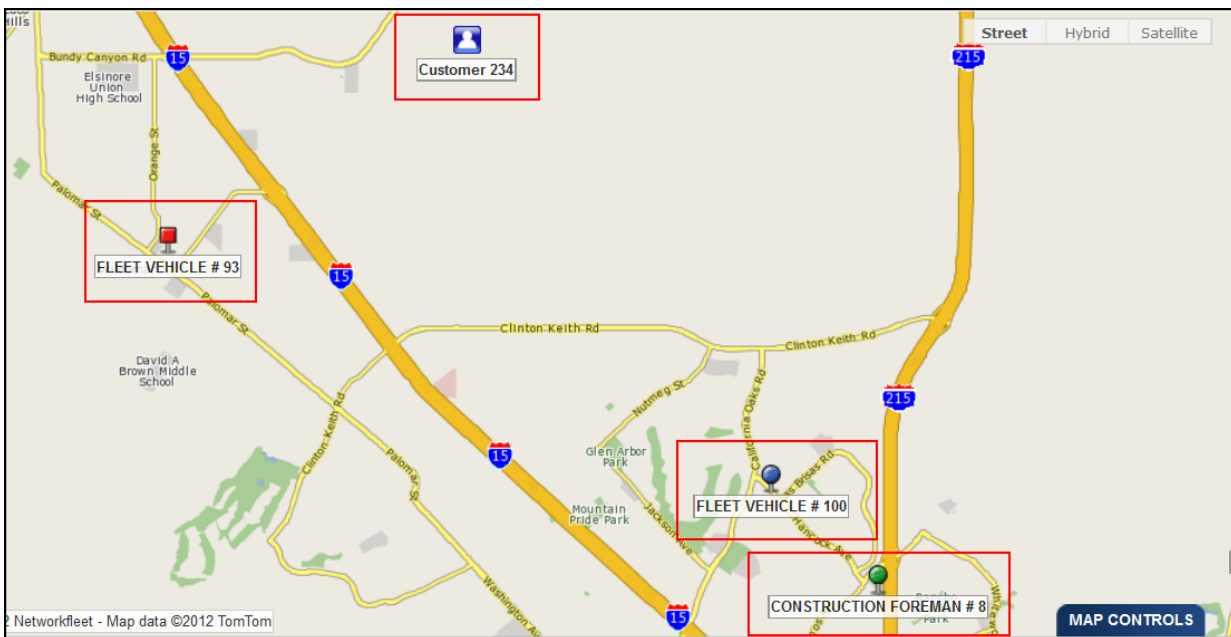
Map Controls

The map initially displays using the preferred settings configured in *My Profile*. The map view may be adjusted at any time using the **Map Controls**.



Customize Map

- Check **Show Labels** to display vehicle, asset, and landmark labels.



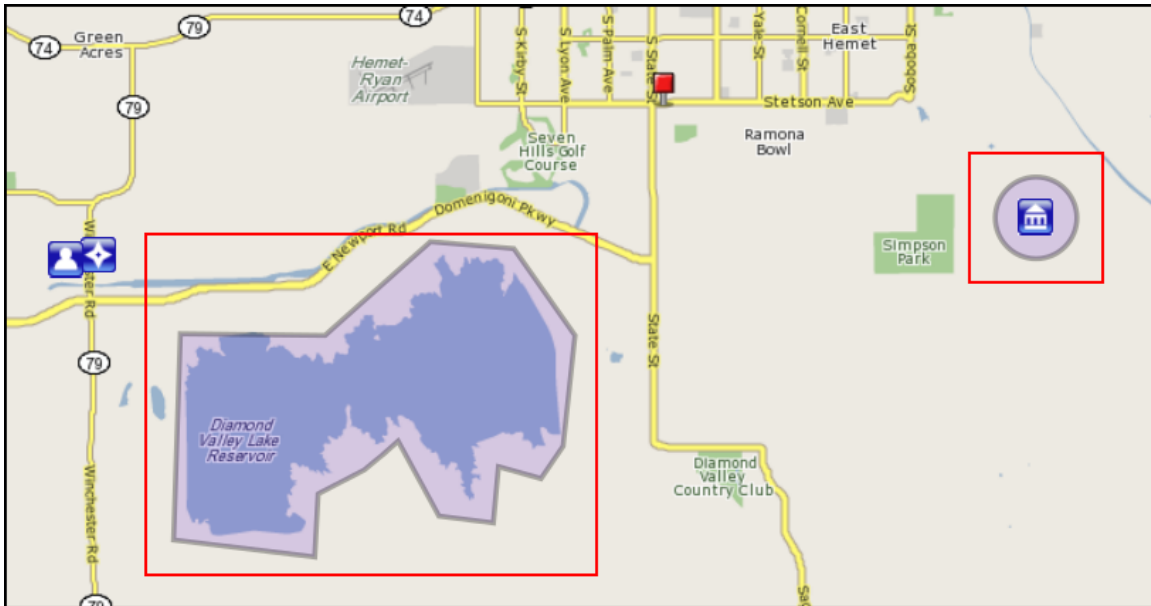
- Check **Show Clustering** to show pins or balloons which represent two or more vehicles or landmarks that are close to each other.
 - Clustered vehicles and landmarks will appear independently as the map zooms closer.
 - Individual labels of vehicles and landmarks can be viewed by clicking on the balloon.
 - Click on any vehicle or landmarks within a balloon to center the map on the object.
 - Vehicles are clustered in gray pins.
 - Landmarks are clustered in blue pins.



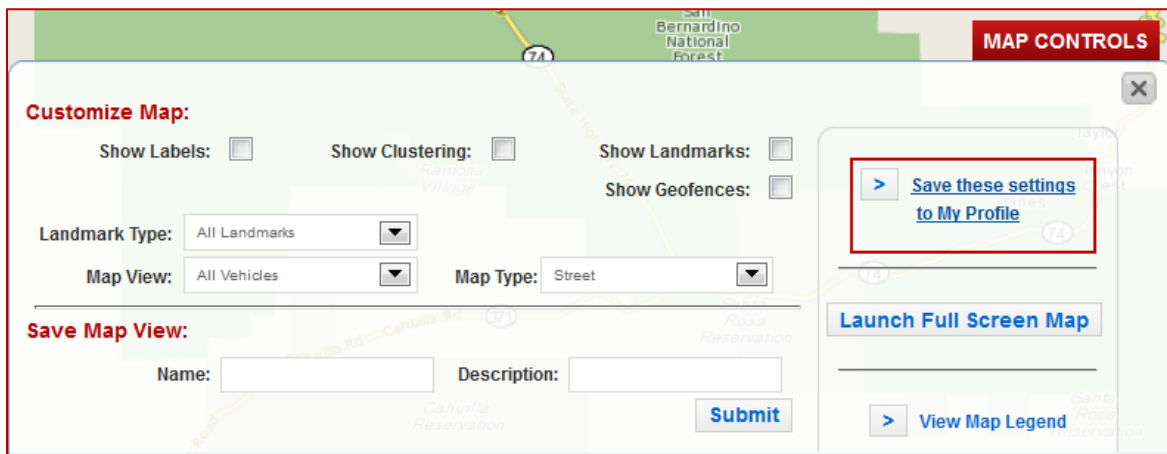
- Check **Show Landmarks** to display landmark symbols on the map. Landmark names will only display when show labels is checked.



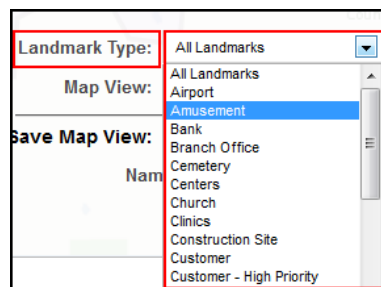
- Check **Show Geofences** to display geofences on the map. Geofence names are not displayed.



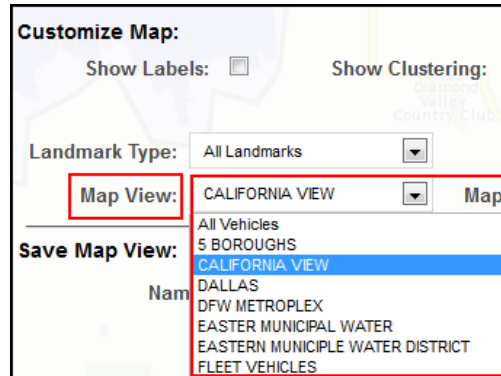
- Click **Save these settings to My Profile** to save the map configurations to your profile.



- Select from the drop down in **Landmark Type** to display only specific landmark types. This will automatically be set to *All Landmarks* until another selection is made.



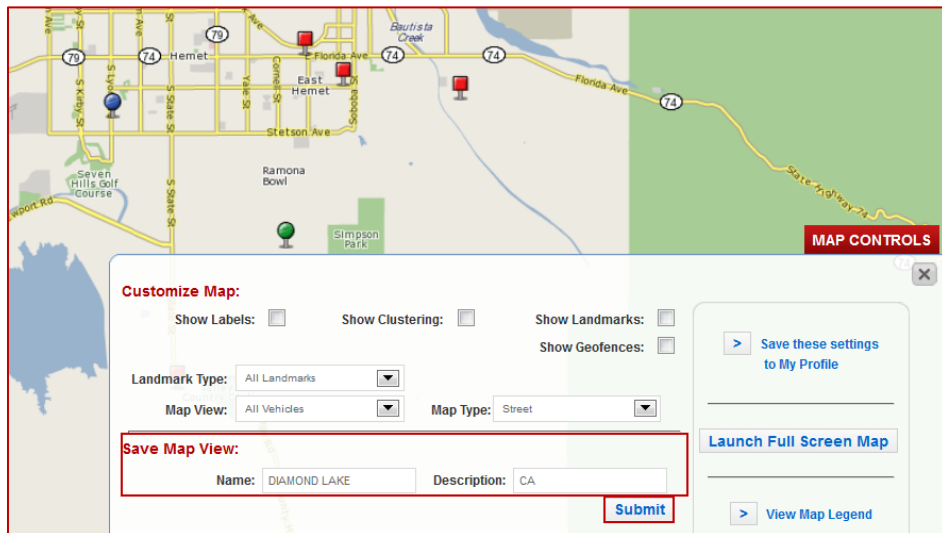
- Select from the drop down in **Map View** to reset the map to a previously created map view. This will scale to the confines of the map view regardless of where vehicles are located. This will not reduce the number of vehicles on the left navigation list so you may see vehicles on the left navigation list that do not appear on the map.



Save Map View

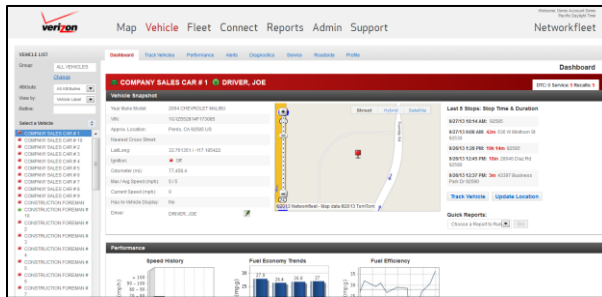
The **Save Map View** function allows you to create a new map view right from the overview map. Once created, a map view can be used as your starting map view in the *My Profile*, preferences section. Follow these steps to create a new map view from the overview map.

1. Adjust the overview Map to the desired map view.
2. Expand the **Map Controls**.
3. Enter in the desired **Map Name**.
4. Optionally, enter the **Map Description**.
5. Click **Submit**.

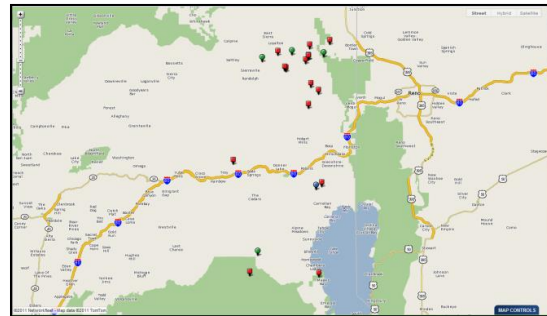


Full Screen Map

Click **Launch Full Screen Map** to open a full screen sized map in a new window. The map will remain in the new browser window even as you navigate to different areas within the website in the other browser window.



First Window



Second Window

Map Legend

Click **View Map Legend** to see definitions of vehicle and asset icons and cluster pins.

Map Legend ✕

Vehicles		<p>The ON icons make use of black arrows to show the heading direction of the vehicle</p>
	Indicates the car is ON (Satellite)	
	Indicates the car is Idling (Satellite)	
	Indicates a cluster of 2-99 vehicles	
	Indicates a cluster of 1000+ vehicles	
	Indicates the car is OFF (Satellite)	
	Indicates the latest key-on vehicle message is more than 30 minutes old (Satellite)	
	Indicates a cluster of 100-999 vehicles	
Landmarks		
	Indicates a cluster of 2-99 landmarks	
	Indicates a cluster of 100-999 landmarks	
	Indicates a cluster of 1000+ landmarks	
Assets		
	Indicates the asset is Moving	
	Indicates the asset is Stationary	
Sensors		
	Indicates the sensor is ON	
	Indicates th sensor is OFF	
	Indicates a cluster of 25-99 sensors	

[Close](#)

Location Detail

Location Detail provides key information regarding a vehicle's current location. In addition to a small map view of the current location, the following is also displayed.

- **Vehicle Label**
- **Assigned Driver** – Displays currently assigned driver (if any).
- **Last Update** – Displays time and date of the last GPS position update for the selected vehicle.
- **Ignition Status** – Displays an icon which indicates a vehicle's ignition status. The icons used are the same as the map vehicle icons.
- **Speed** – Displays current vehicle speed.
- **Location** – Displays current vehicle location including nearest cross street
- **Landmarks** – Lists any and all Landmarks that the vehicle is at (within the radius or perimeter of).

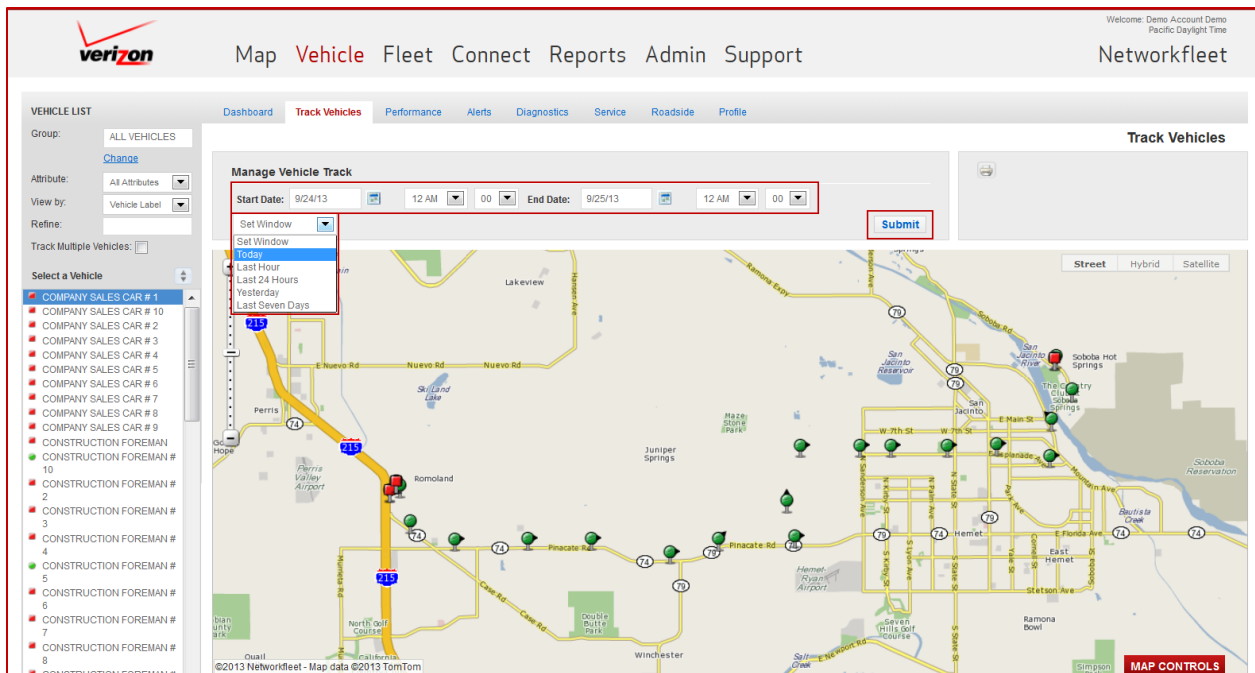
The screenshot shows the 'Location Detail' page for a vehicle. At the top, there is a navigation bar with 'Map', 'Vehicle', 'Fleet', 'Connect', 'Reports', 'Admin', and 'Support'. The user is logged in as 'Networkfleet'. Below the navigation bar, there are tabs for 'Overview Map', 'Location Detail' (which is selected), and 'Track Vehicles'. The main content area has a red header with 'OPERATIONS VEHICLE # 4' and 'TRUCKER, TONY (Last Updated: 9/26/13 2:29 PM)'. Below the header, there is a white box containing vehicle information: 'Ignition / Speed: Off / 0 mph', 'Location: Menifee, CA 92584 US', 'Nearest Cross Street:', and 'Landmarks: Water Plant 542'. The main part of the page is a satellite map showing a residential area with streets like Mountain Springs St, Honeyrun Rd, Valley Blvd, Crestline Dr, and Nightshade St. A red box on the map indicates the vehicle's location. In the bottom right corner of the map, there is a 'MAP CONTROLS' button. At the bottom left of the map, there is a copyright notice: '©2013 Networkfleet - Imagery ©DigitalGlobe, Inc. All Rights Reserved - Map data ©2013 TomTom'. In the top right corner of the page, there is a small text: 'Welcome: Demo Account Demo Pacific Daylight Time'.

Track Vehicle/Asset

The **Track Vehicle/Asset** page provides a visual account of where a vehicle or asset has historically travelled. This page is available under both the Map and Vehicle tabs. The **Vehicle/Asset Track** presents a breadcrumb trail of a vehicle or asset's path as well as line by line detail. Select one vehicle or track up to five at a time to compare routes and stops.

Track Vehicle Features

- The current date is tracked by default. If the vehicle or asset has not been used in the current date, it displays the last date the vehicle or asset was used within the past 90 days.
- Use the drop down **Set Window** to select a different track period or use the **Start Date** and **End Date** fields to select a specific window.
- Click **Submit** to institute any date or time window changes.



- The GPS position detail section initially displays stopped GPS points only.
- Click the **View** dropdown and select *All Trips* to expand the detail list to show all GPS points.
- Select any one trip to expand GPS points for that trip only.
- Select **Show Route Lines** to display route lines on the map.

COMPANY SALES CAR # 8

View: Select a trip...

Show Route Lines through

7 row(s) found. Displaying row 1 to 7, page 1/1. Number of rows displayed per page: 10

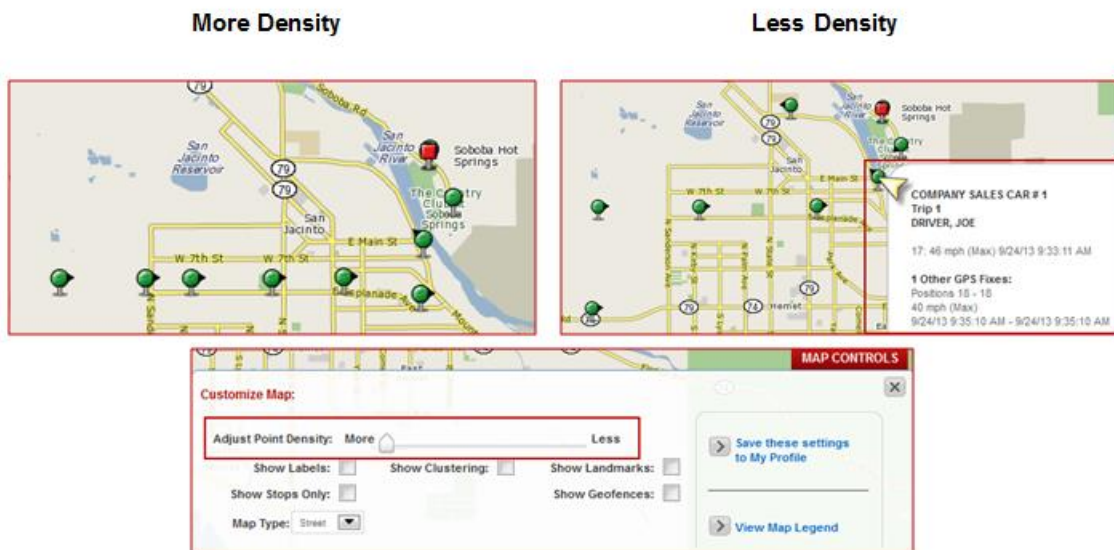
Trip	Position	Driver	Max	Average	Current	Odometer	Ignition	Latitude/Longitude	Message Time	Sensor	Heading	Address	Landmarks
+	2	6 - 10	Unassigned	37	10	0	93,563.8						
-	1	1 - 5	Unassigned	42	10	0	93,562.4						
	5	Unassigned	25	14	0	93,562.4	33.761849 / -117.18528	8/29/13 1:32:20 PM	--	--		Perris, CA 92585 US	Medical - Hospital A
	4	Unassigned	42	25	6	93,562.1	33.758009 / -117.187342	8/29/13 1:30:34 PM	--	N	Get Address		
	3	Unassigned	22	10	0	93,561.2	33.749973 / -117.182436	8/29/13 1:28:31 PM	--	--	Get Address		
	2	Unassigned	5	5	5	93,560.9	33.747342 / -117.186773	8/29/13 1:26:26 PM	--	--	Get Address		
	1	Unassigned	0	0	0	93,560.8	33.747342 / -117.187058	8/29/13 1:25:54 PM	--	--	Get Address		

7 row(s) found. Displaying row 1 to 7, page 1/1. Number of rows displayed per page: 10

Track Map Controls

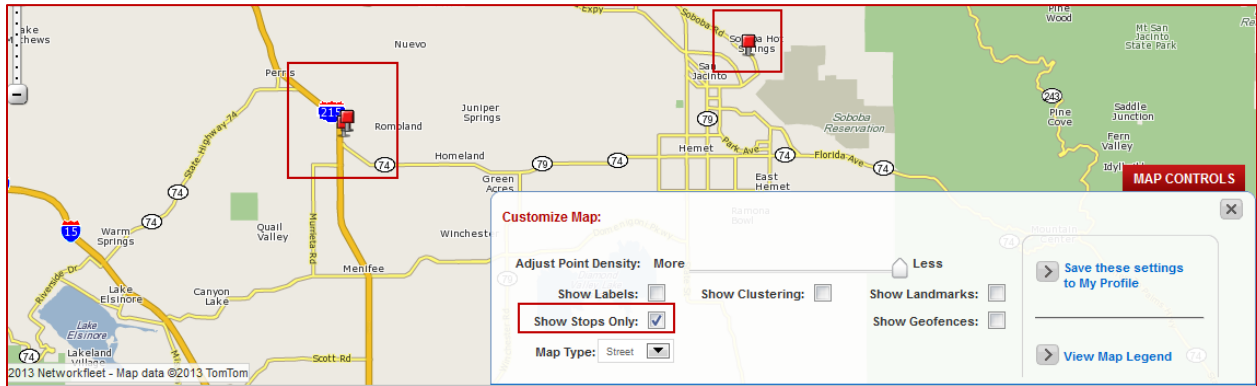
Map Controls allow the user to customize how the track page looks and feels. Preferences can be saved and will apply each time you log in. Most of the map controls are the same as in the overview map. The differences are defined below.

- **Adjust Point Density** to display greater or fewer GPS position points on the display map, based on zoom level.
 - All Stops will always be displayed.
 - Idle stops will always only display the first idle point
 - Roll or hover your mouse over any consolidated GPS point to see information for other points not displayed.



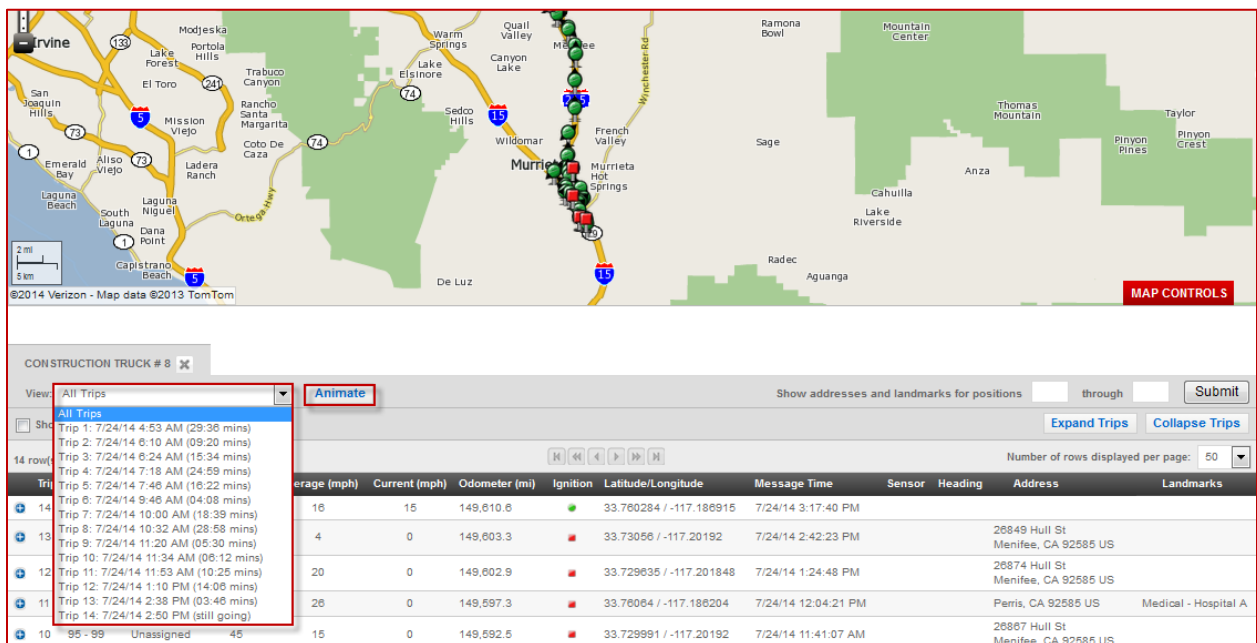
X

- Check **Show Stops Only** to limit the display to only stop events.
 - A vehicle stop indicates that the vehicle is keyed off.
 - An asset stop indicates that the asset is stationary.



Trip Options

- **Select a Trip** from the route drop down to limit the map to a specific trip.
 - Selecting a specific trip will also expand the GPS position points in the list
- Click **Animate** to trigger a point-by-point, animated route. Each GPS point will display maximum speed, date and time, in the order driven.



- The vehicle/asset track table data shows each GPS point from most recent to first for the date range selected.
- Addresses and Landmarks are shown for all key off/stationary events only.
 - Click **Get Address** in the right column to display an individual key on or moving GPS address.
 - Click **Get Landmarks** in the right column to display an individual key on or moving GPS Landmarks.
 - Display multiple addresses and Landmarks by entering a range of line numbers in the fields below the map. Enter the lowest number in the first field and the higher number in the second, and then click **Submit**.
- Each row in the vehicle track table represents a GPS position update. The data columns are as follows.
 - **Trip** – Expand or collapse each trip (key on to key off event)
 - **Position** – GPS Position number in descending order.
 - **Driver** - Driver assigned to the vehicle (if any).
 - **Max** – Maximum speed between current and previous GPS position update.
 - **Average** – Average speed between current and previous GPS position update.
 - **Current** – Current speed at the time of the GPS position update.
 - **Odometer** – The vehicle’s odometer reading at the time of the GPS position update.
 - **Ignition/Status** – Displays if a vehicle was keyed on and moving, (green circle), keyed on and idling, (blue circle), or keyed off and stopped, (red square), or if an asset was stationary (purple diamond) or moving (orange diamond).
 - **Latitude/Longitude** – Vehicle latitude and longitude coordinates.
 - **Message Time** – GPS message date and time.
 - **Heading** – The vehicle’s compass heading, if moving.
 - **Landmarks** – Lists any and all landmarks that the vehicle is at (within the radius or perimeter of).



Note: Odometer, Speed, Ignition Status and Heading information is not displayed for Assets.

Trip	Position	Driver	Max (mph)	Average (mph)	Current (mph)	Odometer (mi)	Ignition	Latitude/Longitude	Message Time	Sensor	Heading	Address	Landmarks
14	120 - 134	Unassigned	51	16	15	149,810.6	●	33.780284 / -117.186915	7/24/14 3:17:40 PM				
13	118 - 119	Unassigned	22	4	0	149,803.3	■	33.73056 / -117.20192	7/24/14 2:42:23 PM			28849 Hull St Menifee, CA 92585 US	
12	107 - 115	Unassigned	56	20	0	149,802.9	■	33.729635 / -117.201848	7/24/14 1:24:48 PM			28874 Hull St Menifee, CA 92585 US	
11	100 - 106	Unassigned	52	26	0	149,597.3	■	33.78004 / -117.186204	7/24/14 12:04:21 PM			Perris, CA 92585 US	Medical - Hospital A
	106	Unassigned	14	12	0	149,597.3	■	33.78004 / -117.186204	7/24/14 12:04:21 PM	--	--	Perris, CA 92585 US	Medical - Hospital A
	105	Unassigned	37	20	14	149,597.2	●	33.758384 / -117.187342	7/24/14 12:03:15 PM	--	N	Get Address	Get Landmarks
	104	Unassigned	43	30	0	149,596.5	●	33.752177 / -117.185708	7/24/14 12:01:14 PM	--	--	Get Address	Get Landmarks
	103	Unassigned	52	42	52	149,595.5	●	33.78004 / -117.200568	7/24/14 11:59:14 AM	--	SE	Get Address	Get Landmarks
	102	Unassigned	47	32	45	149,594.0	●	33.74848 / -117.206328	7/24/14 11:57:13 AM	--	N	Get Address	Get Landmarks
	101	Unassigned	35	26	35	149,593.1	●	33.735822 / -117.20578	7/24/14 11:55:15 AM	--	W	Get Address	Get Landmarks
	100	Unassigned	21	21	21	149,592.5	●	33.729991 / -117.20192	7/24/14 11:53:56 AM	--	--	Get Address	Get Landmarks
10	95 - 99	Unassigned	45	15	0	149,592.5	■	33.729991 / -117.20192	7/24/14 11:41:07 AM			28867 Hull St Menifee, CA 92585 US	

Multi-Track Vehicle/Asset

The **Multi-Track Map** allows you to chart historical track data for up to five vehicles at one time to compare and view their routes on a map.

- Check **Track Multiple Vehicles** to enable the multi-track feature.
 - Select up to five vehicles by clicking on the vehicle/asset in the left list.
 - Each vehicle's track will display on the map with each GPS position highlighted in a different color halo.

- The vehicle track data table is available for all vehicles but only one vehicle at a time.
- Click on a vehicle label in the header bar to display vehicle track data for that vehicle.

Trip	Position	Driver	Max	Average	Current	Odometer	Ignition	Latitude/Longitude	Message Time	Sensor	Heading	Address	Landmarks
3	12 - 14	Unassigned	14	11	0	91,712.8	■						
2	4 - 11	Unassigned	56	28	0	91,712.8	■						
1	1 - 3	Unassigned	26	4	0	91,705.7	■						

Driving Directions

This feature provides detailed routing guidance and turn-by-turn instructions between two or more points on a map.

1. Select the preferred point “A” routing **Start** option by selecting one of the following location types.

- **Landmark** - Select from a list of existing landmarks.
 - Refine the landmark list by entering characters into **Refine List**.
 - Other landmark filters can be used by clicking the funnel on the right of the list. This will expand the filters to include landmark type, category, and landmarks with or without geofences.
 - The refine field can be used by name or external customer ID.



- The expanded filter can be collapsed once used by clicking the X at the top, right.

Type: All
Category: All Categories
Has Geofence: With and Without Geofences (All)
Refine by: Name
Refine:

- **Address** – A full or partial address may be used.
- **Vehicle/Asset** - Select from a list of existing vehicles/assets. Further refine the vehicle list by group or by entering characters into **Refine List**. The asterisk (*) is utilized as a wildcard in the **Refine List** and filters the list to anything that contains consecutive characters typed following the wildcard.
- **Coordinates** - A longitude and latitude may be entered or select the coordinates by right-clicking on the map.

2. Click **Submit** if the routing start is an address or coordinates. This button will not appear when choosing a landmark or vehicle/asset as selecting from the drop down will submit that item.

A START

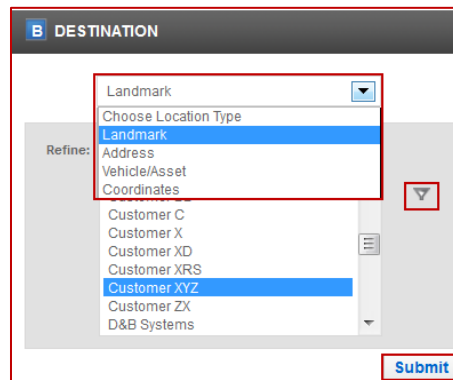
Vehicle/Asset
Choose Location Type
Landmark
Address
Vehicle/Asset
Coordinates

Refine:

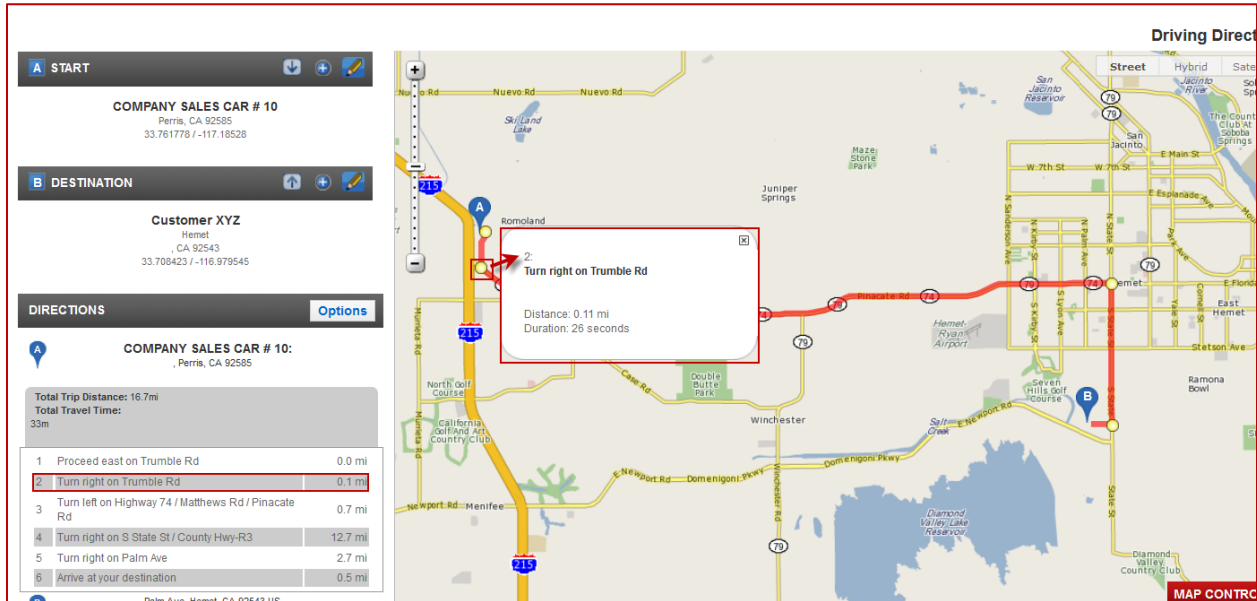
9988544694
COMPANY SALES CAR # 1
COMPANY SALES CAR # 10
COMPANY SALES CAR # 11
COMPANY SALES CAR # 2
COMPANY SALES CAR # 3
COMPANY SALES CAR # 4
COMPANY SALES CAR # 5
COMPANY SALES CAR # 6

Submit

3. Select the point “B” routing **Destination** option by selecting one of the following location types.
 - **Landmark** - Select from a list of existing landmarks.
 - **Address** – A full or partial address may be used.
 - **Vehicle/Asset** - Select from a list of existing vehicles/assets. Further refine the vehicle list by group or by entering characters into **Refine List**. The asterisk (*) is utilized as a wildcard in the **Refine List** and filters list to anything that contains consecutive characters typed following the wildcard.
 - **Coordinates** - A longitude and latitude may be entered or select the coordinates by right-clicking on the map.
4. Click **Submit** if the routing start is an address or coordinates. This button will not appear when choosing a landmark or vehicle/asset as selecting from the drop down will submit that item.



- Once the point “B” destination is submitted driving directions appear in turn-by-turn format and are also mapped for your convenience.
- The turn-by-turn directions provide **Total Trip Distance** and **Total Travel Time**.
- The mapped route is represented by a route line and each step in the turn-by-turn directions is indicated by a yellow pin. Hover over the pin to reveal the written step.



- Additional destinations may be added by clicking the plus sign in the destination line where you would like the next destination to follow.



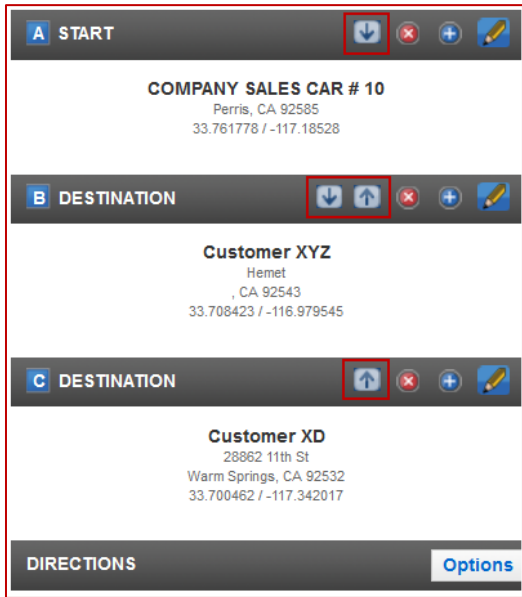
- Destination details may be edited by clicking the pencil icon on the destination line.



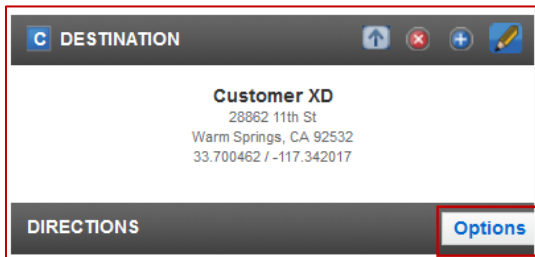
- A Destination may be removed by clicking the X icon on the destination line. This option will only appear when 3 or more destinations are displayed.



- Destinations are sorted in alphabetical order and the order may be changed, one position at a time, by clicking either the up or down arrows.



- Click **Options** to customize routing to all destinations:



- Select one **Route By** option.
 - Shortest Time
 - Shortest Distance
 - More Freeways
 - Avoid Freeways
 - No Freeways
- Additionally, you may select any combination of these **Avoidances**.
 - Highways
 - Ferries
 - Tolls
 - Tunnels
 - Bridges

The screenshot shows a 'DIRECTIONS' interface with a 'Hide Options' button in the top right. Below the header, there are two main sections: 'Route By:' and 'Avoidances:'. The 'Route By:' section contains five radio button options: 'Shortest Time' (selected), 'Shortest Distance', 'More Freeways', 'Avoid Freeways', and 'No Freeways'. The 'Avoidances:' section contains five checkbox options: 'Highways', 'Ferries', 'Tolls', 'Tunnels', and 'Bridges'. Below these sections, there is a location pin icon with the letter 'A' and the text 'COMPANY SALES CAR # 10: , Perris, CA 92585'. At the bottom, a grey box displays the trip summary: 'Total Trip Distance: 16.7mi' and 'Total Travel Time: 33m'.

Find Closest Vehicle

Use Find Closest Vehicle to quickly and easily identify the fifteen closest vehicles/assets to a selected destination. An optional feature will display most recent last stops of each vehicle. For example, this can aid in determining the most appropriate vehicle to dispatch based on how many stops a specific driver has made.

1. Select the preferred **Destination Type** from the **Point of Interest** options.

- **Landmark** - Select from a list of existing landmarks.
 - Refine the landmark list by entering characters into **Refine List**.
 - Other landmark filters can be used by clicking the funnel on the right of the list. This will expand the filters to include landmark type, category, and landmarks with or without geofences.
 - The refine field can be used by name or external customer ID.



- The expanded filter can be collapsed once used by clicking the X at the top, right.

The image shows a filter panel with the following fields:

- Type: All (dropdown menu)
- Category: All Categories (dropdown menu)
- Has Geofence: With and Without Geofences (All) (dropdown menu)
- Refine by: Name (dropdown menu)
- Refine: (text input field)

A red box highlights a small 'X' icon in the top right corner of the filter panel, which is used to collapse the filter.

- **Address** – A full or partial address may be used.
- **Vehicle/Asset** - Select from a list of existing vehicles/assets. Further refine the vehicle List by group or by entering characters into **Refine List**. The asterisk (*) is utilized as a wildcard in the **Refine List** and filters the list to anything that contains consecutive characters entered following the wildcard.
- **Coordinates** - A longitude and latitude may be entered or select the coordinates by right-clicking on the map.

2. A vehicle list shows the fifteen closest vehicles in order of closest to farthest.

- Optionally, refine the list by **Group** and/or **Attribute**.
- The map presents the preferred destination as well as the listed vehicles and their status.

LANDMARK [Change](#)

Customer XYZ
Hemet
CA 92543
33.708423 / -116.979545

CLOSEST VEHICLE [Options](#)

Showing Stops From: 2013-10-01 00:00:00 AM PDT

Group: ALL VEHICLES [Change](#)

Attribute: All Attributes

+	POOL_VEHICLE # 16 (12 Stops)	0.4 (mi)	x
+	9998542388 (21 Stops)	1.4 (mi)	x
+	POOL_VEHICLE # 29 (7 Stops)	2 (mi)	x
+	F250-3	3 (mi)	x
+	POOL_VEHICLE # 24	3.1 (mi)	x
+	OPERATIONS VEHICLE # 5	4.3 (mi)	x
+	FLEET VEHICLE # 82	4.3 (mi)	x
+	FLEET VEHICLE # 26	4.3 (mi)	x
+	FIELD ENGINEER # 9	4.3 (mi)	x
+	FLEET VEHICLE # 35	4.3 (mi)	x
+	POOL_VEHICLE # 20	4.3 (mi)	x
+	TECHNICIAN # 9	4.4 (mi)	x
+	FLEET VEHICLE # 52	4.8 (mi)	x

Find Closest Vehicle

Street Hybrid Satellite

Destination



NOTE: The point of interest type can be changed at any time by clicking the **Change** button.

- Click on the blue plus sign to expand to view that vehicle's recent stops.
- Options for recent stops (within the past 24 hours only) can be set as follows:
 - **Include Idle Stops** – This is set to include any idle stop of 1 minute or greater but can be set for 1, 3, 5, 10, 15, 30, or 60 minutes or de-selected.
 - **Maximum Number of Stops** – Is set to 50 but can be set from 1-100.
 - **Stops of a Certain Duration** - This is set to include any hard stop of 1 minute or greater but can be set for 1, 3, 5, 10, 15, 30, or 60 minutes or de-selected.
 - **Stops Starting From** – Stops in the past 24 hours are displayed but any start time within the past 24 hours can be set.

The screenshot displays the Verizon Networkfleet interface. On the left, there is a sidebar with several sections:

- LANDMARK:** Customer XYZ, Hemet, CA 92543, 33.708423 / -116.979545. A 'Change' button is present.
- CLOSEST VEHICLE:** Shows 'Showing Stops From: 2013-10-01 00:00:00 AM PDT'. It includes filters for 'Include Idle Stops - Idle Duration: 1 mins', 'Maximum Number of Stops: 50', 'Stops of a certain duration: 00 mins', and 'Stops Starting From: 00'. A 'Submit' button is at the bottom.
- Group:** ALL VEHICLES. A 'Changes' button is below.
- Attribute:** All Attributes.
- Vehicle List:** A table of vehicles with their IDs, names, and distances:

Vehicle ID	Vehicle Name	Distance
POOL VEHICLE # 16	(12 Stops)	0.4 (mi)
9868542386	(21 Stops)	1.4 (mi)
POOL VEHICLE # 29	(7 Stops)	2 (mi)
- Recent Stops:** A list of three stops with details:

Address	Time	Duration
26739 Hemet St, East Hemet, CA 92544 US	2013-10-01 12:04:18 PM	40m
23626 Tapatia Rd, Perris Valley, CA 92548 US	2013-10-01 10:47:58 AM	40m
25672 Juniper Flats Rd, Homeland, CA 92548 US	2013-10-01 10:18:13 AM	14m (Idle Stop)

The main area is a map titled 'Find Closest Vehicle' showing a street grid in Hemet, CA. A green location pin is placed on the map. A 'Destination' icon is visible. The map includes landmarks like 'Hemet of Pines Airport', 'Hemet Cemetery', and 'Simpson Park'. A 'POOL VEHICLE # 29 Unassigned' is marked on the map. The bottom right corner has 'MAP CONTROLS'.

3. Click on any vehicle in the list to route that vehicle to the destination.

- To select a different vehicle, click **Change** to navigate back to the previous vehicle list.
- Click **Add to Driving Directions** to use this start and end point in the **Driving Directions** feature.

The screenshot displays the Verizon Networkfleet interface for routing a vehicle. On the left sidebar, there are three main sections: 'LANDMARK' for 'Customer XYZ' (Hemet, CA 92543), 'CLOSEST VEHICLE' for 'POOL VEHICLE # 29' (W Johnston Ave, Hemet, CA 92545), and 'DIRECTIONS' for the same vehicle. The directions list five steps: 1. Proceed west on W Johnston Ave (0.0 mi), 2. Turn left on S Kirby St (0.0 mi), 3. Turn left on W Statson Ave (0.3 mi), 4. Turn right on S State St / County Hwy-R3 (1.5 mi), 5. Turn right on Palm Ave (1.5 mi), and 6. Arrive at your destination (0.5 mi). The main map area shows a street grid with a yellow route line starting from point A (the vehicle location) and ending at point B (the destination). A callout box for step 2 reads 'Turn left on S Kirby St' with a distance of 0 mi and a duration of 0 seconds. The top right corner has a 'Find Closest Vehicle' button, and the bottom right corner has 'MAP CONTROLS'.

Dashboard

The dashboard displays a summary of performance and location data for the selected vehicle. Quickly and easily switch from one vehicle dashboard to another using the vehicle list navigation panel. The dashboard provides the following data:

The header displays the vehicle label and assigned driver (if any), summarizes the number of DTC (Diagnostic Trouble Code) alerts, service alerts, or recalls. More detail about alerts and recalls is located at the bottom of the page and in the *Alerts* sub-tab.

The **Vehicle Snapshot** section displays the following:

- Vehicles
 - Vehicle Year, Make, and Model
 - VIN
 - Approximate Location
 - Nearest Cross Street, if known
 - Latitude/Longitude
 - Ignition Status
 - Odometer
 - Maximum Speed between last two GPS messages
 - Average Speed between last two GPS messages
 - Current Speed (only when vehicle is moving)
 - Has In-Vehicle Display – indicates if the vehicle has the CONNECT for Garmin feature
 - Driver name (if any) – click on the pencil icon to assign another driver to this vehicle.
 - Last 5 Stops: Time & Duration (stops in the past 7 days)
 - Link to Track Vehicle
 - Link to Update Location
 - Quick Reports - select from drop down to run a top commonly used report
- The present location of the currently selected vehicle as well as its current ignition status will be presented on a small map.

The screenshot shows the Verizon Networkfleet dashboard interface. At the top, there is a navigation bar with the Verizon logo and menu items: Map, Vehicle, Fleet, Connect, Reports, Admin, Support. The user is logged in as 'Welcome, Demo Fleet Pacific Daylight Time'. The main content area is titled 'Dashboard' and features a sub-header for 'FLEET VEHICLE # 78 ROD, HOT'. A status indicator shows 'DTC: 2 Service: 0 Recalls: 3'. Below this is the 'Vehicle Snapshot' section, which includes a table of vehicle details:

Year/Make/Model:	2005 GMC CANYON
VIN:	1GTCS14896820728
Approx. Location:	25507 Case Rd Perris, CA 92585 US
Nearest Cross Street:	
Lat/Long:	33.754382 / -117.191253
Ignition:	Off
Odometer (mi):	12,101.6
Max / Avg Speed (mph):	22 / 12
Current Speed (mph):	0
Has In-Vehicle Display:	No
Driver:	ROD, HOT

To the right of the snapshot is a map showing the vehicle's location on a street grid. Below the map is a 'Last 5 Stops: Stop Time & Duration' table:

Stop Time	Duration	Location
10/1/13 12:53 PM		25507 Case Rd 92585
10/1/13 12:23 PM	28m	25503 Case Rd 92585
10/1/13 10:33 AM	1h 49m	25509 Case Rd 92585
10/1/13 10:06 AM	26m	25503 Case Rd 92585
10/1/13 9:57 AM	7m	28622 Watson Rd 92585

At the bottom right, there is a 'Quick Reports' section with a dropdown menu and a 'Go' button.

- The **Performance** section displays the following charts:
 - Speed History
 - MPG/KPH Trends
 - Fuel Efficiency
- Click on **View More** to navigate to the *Performance Detail* page.
- The **Alerts** section displays more details regarding vehicle DTC alerts, service alerts and vehicle recalls.
- Click on **View More** to navigate to the *Alerts* page.



Performance

The Vehicle Performance page shows data related to the vehicle speed, fuel efficiency and engine work-load in both a graphical and tabular format.

The data displayed on the *Vehicle Performance* page corresponds to the time period selected. The default date range is one week from the current date back seven days. Users may select a date range up to 90 days in duration.

1. The **Performance Summary Details** section shows performance related information for the currently selected vehicle including:
 - Number of trips taken - Indicates the amount of activity between key on and key off events.
 - Percent of idle time – The percent of time the vehicle was idling while the vehicle was keyed on.
 - Drive time – The amount of time the vehicle was actually driving while the vehicle was keyed on.
 - Average drive time - Shows the average drive time per trip (drive time divided by the number of trips taken).
 - Miles traveled - The total number of miles driven over the specified date range.
 - Average miles/kilometers traveled - Indicates the average number of miles/kilometers driven on each trip (miles/kilometers traveled divided by number of trips taken).
 - Average miles per gallon - This value is based on the miles traveled and fuel consumed. (Will display liters per 100 km for Canadian users).
 - Total Fuel consumed - The amount of fuel consumed over the specified date range.

The screenshot shows the 'Performance' section of the Verizon Networkfleet interface. At the top, there are navigation tabs: Dashboard, Track Vehicles, Performance (selected), Alerts, Diagnostics, Service, Roadside, and Profile. Below the tabs is a 'Manage Vehicle Performance' section with 'Start Date' (9/25/13) and 'End Date' (10/2/13) fields, each with a calendar icon and a time selector (12 AM, 00). A 'Submit' button is located to the right. To the right of the date fields is a 'Performance' section with a graph icon and a blank area. Below this is a red header for 'FLEET VEHICLE # 78 ROD, HOT'. Underneath is a table titled 'Performance Summary Details' for the period '9/25/13 6:59:59 AM - 10/1/13 7:00:55 AM'. The table lists various performance metrics and their values.

Performance Summary Details	
# of Trips Taken:	235
Engine Hours:	5 Hours, 55 Minutes
Idle Time:	36 Minutes
% Time Spent Idling:	10.28 %
Drive Time:	5 Hours, 18 Minutes
Average Drive Time:	1 Minute
Distance Traveled (mi)	67.0
Average Distance Traveled:	0.29
Average Fuel Economy (mpg):	17.1
Total Fuel Consumed (gallon):	4.33

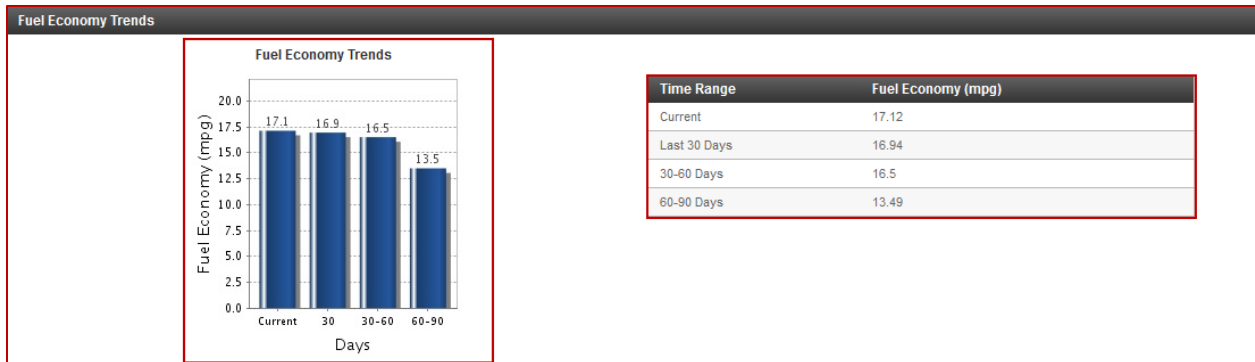


TIP: Select "Canada" as your locale in the Profile section to convert all units of measurement to the Metric System.

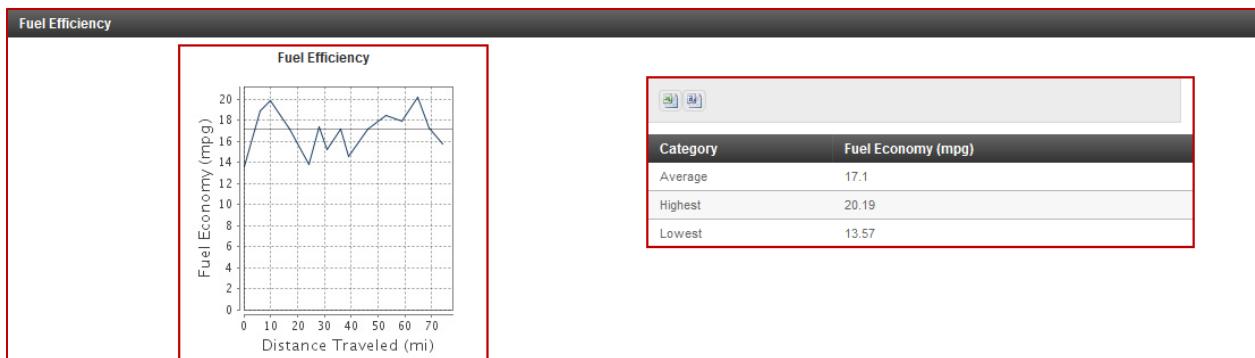
2. **Speed History** displays the frequency the vehicle operated within the indicated speed range in both a graphical and tabular format.



3. **Miles per Gallon/Liters per 100 km** displays miles per gallon or liters per km achieved over various time periods in both a graphical and tabular format.



4. **Fuel Efficiency** displays miles per gallon or liters per 100 kilometers obtained over total miles or kilometers driven in a graph. The adjacent table displays the average, highest and lowest MPG or L/100km obtained.



Alerts

The *Alerts* page displays all DTC (Diagnostic Trouble Code) and service alerts, and all recall notifications for the select vehicle.

The **DTC Alerts** table shows the following:

5. **DTC Alert Code** - The code corresponding to the specific trouble code encountered.
6. **DTC Alert Type** - The specific area of the vehicle affected by the DTC alert.
7. **Alert Description** - A brief clarification of the DTC alert's meaning.
8. **First Detected** - The date & time the DTC alert was first detected by the system.
9. **Recent Detection** - The most recent date & time the DTC alert was detected by the system.
10. **Status** - An indication of whether the DTC alert is active or pending.

Alert	Alert Type	Alert Description	First Read	Most Recent Read	Status
P0121	Throttle/Pedal Position Sensor/Switch A Circuit Range/Performance Problem	Gasoline delivery system may not be working correctly	10/1/13 5:08 AM at 50,276 mi	10/1/13 5:12 AM at 50,278 mi	Pending

The **Service Alerts** table shows the following:

11. **Alert Code** - The specific service alert triggered.
12. **Alert Type** - The nature of the service alert.
13. **Alert Description** - A brief clarification of the service alert's meaning.
14. **First Detected** - The date & time the service alert was first detected by the system.
15. **Most Recent Read** - The most recent date & time the service alert was detected.
16. Click the reset symbol to create a service record and reset the service alert.

Alert Subject	Alert Type	Alert Description	First Read	Most Recent Read	Status
Oil Change due	Service Alert	5000 mile oil change due in 300 miles	10/1/13 10:11 AM	10/1/13 10:11 AM	due in 0.8 miles

The Recalls table displays the following:

17. **ID#** - The code pertaining to the recall notice as provided by the NHTSA (National Highway Traffic Safety Administration).
18. Click on the **Recall ID** to obtain recall details.
19. **Manufactured Dates** - The dates corresponding to the manufacture dates of the affected vehicles.
20. **Year of Recall** - The model year of the vehicle implicated.
21. **Component** - A brief description of the part of the vehicle the recall pertains to.

Recalls			
5 row(s) found. Displaying row 1 to 5, page 1/1.		Number of rows displayed per page: 50	
ID #	Manufactured Dates	Year of Recall	Component
04V094000	8/1/03 - 1/31/04	2004	EQUIPMENT:OTHER:LABELS
04V188000	5/1/03 - 3/31/04	2004	SEAT BELTS:FRONT:ANCHORAGE
04V190000	5/1/00 - 3/31/04	2004	SERVICE BRAKES, HYDRAULIC:ANTILOCK:CONTROL UNIT/MODULE
09E012000	-	2009	EXTERIOR LIGHTING
11E009000	-	2011	FUEL SYSTEM, GASOLINE:DELIVERY:FUEL PUMP

Recall Detail page:

Manage Recall Profile		View All Recalls
04V188000		
ID Number	04V188000	
Component	SEAT BELTS:FRONT:ANCHORAGE	
Vehicle Impacted	2004 CHEVROLET MALIBU	
Manufactured Dates	5/1/03 - 3/31/04	
Manufacturer	CHEVROLET	
Potential Number of Units Affected	84474	
Year of Recall	2004	
Source	NHTSA	
Summary	IF THIS OCCURRED IN A CRASH, THE DRIVER COULD RECEIVE GREATER INJURIES.	
Defect	ON CERTAIN PASSENGER VEHICLES, ANALYSIS OF AN A SIDE IMPACT CRASH TEST CONDUCTED BY THE NHTSA'S NEW CAR ASSESSMENT PROGRAM (NCAP) INDICATED THAT THE OUTBOARD ANCHORAGE OF THE DRIVER'S SEAT BELT COULD DISCONNECT BECAUSE OF CONTACT BETWEEN THE SEAT TRIM AND THE ANCHORAGE CONNECTOR WHEN THE SEAT WAS ADJUSTED TO ITS LOWEST POSITION.	
Corrective Action	DEALERS WILL INSERT A RETAINER ON BOTH THE DRIVER'S AND PASSENGER'S BELT ANCHORAGES. OWNER NOTIFICATION BEGAN ON JUNE 16, 2004. OWNERS SHOULD CONTACT CHEVROLET AT 1-800-630-2438.	

Diagnostics

Diagnostics Summary

The diagnostics summary displays a synopsis based on the last diagnostic message received from the vehicle of MIL (Malfunction Indicator Light) & DTC status as well as key on time and total run time in seconds. There are separate counts for active and pending DTC alerts.

22. **Active DTC** - An active DTC is based directly on the engine computer confirming that the specific item indicated is a current problem.
23. **Pending DTC** - A pending DTC is a potential issue identified by the engine computer. This means that the engine computer has detected an issue but it has not occurred repeatedly enough for it to be considered an active DTC alert. Pending DTC alerts should be considered advance warning to potential engine related issues.
24. **Key On Time** - This value represents the length of time that the vehicle has been in a key on status as of the time of the most recent diagnostic message sent from the vehicle.
25. **Run Time** - The total (cumulative) amount of time that the vehicle has been on since the device was installed.

Manage Vehicle Diagnostics History

Start Date: 9/25/13 12 AM 00 End Date: 10/2/13 12 AM 00 [Submit](#)

MAINTENANCE # 7

Current Diagnostic Summary

Type	Units	10/1/13 5:12 AM
MIL Light		off
Active DTCs (Emiss.)		N/A
Pending DTCs		N/A
Current ECM DTCs		N/A
Keyon time	sec	1,348
Run time	sec	8,289,983

Diagnostics History

The vehicle *Diagnostics History* table displays detailed, comprehensive engine computer and diagnostic data for the date range specified.

The rows of the table relate to a specific engine sensor or measurement while each column refers to a specific diagnostic message received from the vehicle. More recent messages are presented first.

Diagnostic History							
Page 1 / 7.							
Type	Units	10/1/13 5:12 AM	10/1/13 5:08 AM	10/1/13 4:45 AM	9/29/13 1:54 PM	9/29/13 12:59 PM	9/29/13 12:29 PM
MIL Light		off	off	off	off	off	off
Active DTCs (Emiss.)		N/A	N/A	N/A	N/A	N/A	N/A
Pending DTCs		N/A	P0121	none	N/A	N/A	none
Current ECM DTCs		N/A	N/A	N/A	N/A	N/A	N/A
Ignition Timing Advance (ATDC)	deg		7	3			1
Battery (on)	V		14.9	14.9			15
Battery (off)	V		14.9	14.9			12.4
Calculated Load Value	%		15.3	31.4			57.6
Air Flow Rate MAF Sensor	gm/s		4.7	9.8			10.3
Engine Speed	RPM		602	742			959
Engine Coolant Temp.	degF		194	75			75
Intake Air Temp.	degF		61	59			79
Abs. Throttle Position Sensor	%		22.7	26.3			26.3
Short Term Fuel Trim, Bank 1	%		3.1	6.3			-6.3
Long Term Fuel Trim, Bank 1	%		0.8	0.8			5.5
Fuel System Status/B1			closed	open			open
Fuel Pressure			0x6400	0x8300			0x8700
Intake Manifold Abs. Pressure	KPa		31	41			45
Oxygen Sensor Location			B1S1 B1S2 B2S1 B2S2	B1S1 B1S2 B2S1 B2S2			B1S1 B1S2 B2S1 B2S2
Bank 1 Sensor 1 Fuel Trim	%		0.8	3.1			-11
Bank 1 Sensor 1 Voltage	V		0.1	0.1			0.9
Bank 1 Sensor 2 Fuel Trim	%		100	100			100
Bank 1 Sensor 2 Voltage	V		0.8	0.2			0.9

Service

Service records provide a way to document and track fleet vehicle maintenance or other related vehicle expenditures.

Service records are automatically created when service alerts are reset but can be manually created as well.

The *Manage Service Records* History page displays a summary of each service record for the selected vehicle including:

26. **Service Date** with a link to service record details.
27. **Associated Alert** (if any)
28. **Final Status** (if related to a service alert).
29. **Service Description**.
30. **Mileage** (will display in miles or kilometers).
31. **Engine Hours** (if applicable)
32. **Repair Cost**.

Dashboard Track Vehicles Performance Alerts Diagnostics **Service** Roadside Profile
Service

Manage Vehicle Service History

[Create Service Record](#)

CONSTRUCTION FOREMAN # 2

12 row(s) found. Displaying row 1 to 12, page 1/1.
Number of rows displayed per page: 50

Service Date ▲	Associated Alert	Final Status	Service Description	Mileage (mi)	Engine Hours	Repair Cost
2/27/2013	weekly steam clean	15 days overdue		25,769	712.9	\$25.00
2/27/2013	There are no associated Service Alerts		repaired bumper	26,769	712.9	\$150.00
3/6/2013	weekly steam clean	due in , 2 days	steam clean \$22	26,816	715.1	\$0.00
3/28/2013	weekly steam clean			16,844.1	722.9	\$0.00
3/28/2013	Monthly Maint Construction Veh			27,108	722.9	\$0.00
4/10/2013	10000 PM			27,351	729.6	\$0.00
7/30/2013	Car Wash Hvy Veh	6 days overdue	Car Wash	29,688	796.2	\$45.00
8/9/2013	Car Wash Hvy Veh			29,793	799.0	\$0.00
8/20/2013	Car Wash Hvy Veh	6 days overdue		30,000	806.3	\$15.00
9/10/2013	Car Wash Hvy Veh	13 days overdue		30,450	818.3	\$10.00
9/10/2013	Car Wash Hvy Veh	13 days overdue		32,000	818.3	\$15.00
9/17/2013	Inventory Check	due in , 2 days		30,000	827.4	\$50.00

12 row(s) found. Displaying row 1 to 12, page 1/1.
Number of rows displayed per page: 50

Create a Service Record

Click **Create Service Record** to enter a new service record for the selected vehicle.

1. **Service Date** – Will default to the current date but any date can be entered.
2. **Associated Alert** – If created by clicking reset on a service alert, this field will display the associated alert.
3. **Mileage** – The mileage at the time of service. This can be changed to reflect the actual mileage at the time of service.
4. **Engine Hours** – Engine Hours at time of service. This can be changed to reflect the actual mileage at the time of service. **This field will only appear for vehicles where base engine hours have been set.*
5. **Repair Cost** – This is an optional field to enter repair costs. Use numbers only, i.e. 50, not \$50.00.
6. **Final Status** – Automatically populated with service alerts if overdue. Optionally any text can be entered here.
7. **Service Description** – This is an optional field to describe vehicle service provided.
8. Click **Create**.



Warning: If the service record is associated with a service alert changing the service date, mileage and/or engine hours here will change the start values in that alert for this vehicle.

Service Record Profile

Manage Vehicle Service Record View All Service

Create Service Record: CONSTRUCTION FOREMAN # 2

Service Record Details

Service Date: *	<input type="text" value="10/1/13"/>	
Associated Alert: *	<div style="border: 1px solid #ccc; padding: 2px;">No Associated Alert Oil Change due</div>	
Mileage (mi): *	<input type="text" value="31,151.8"/>	
Engine Hours: *	<input type="text" value="835.8"/>	
Repair Cost:	<input type="text"/>	
Final Status:	<input type="text"/>	
Service Description:	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	
Last Modified on:	10/1/2013	

Create Cancel

Vehicle Profile

The Vehicle Profile provides access to the following vehicle information. Items will only be editable with “Register/Manage Vehicles” user permissions.

- Vehicle Details
- Driver
- Vehicle Odometer
- Total Engine Hours
- Sensors (This section will only appear for vehicles that employ Sensors)
- Groups
- List of Attributes

CONSTRUCTION FOREMAN # 2	
Vehicle Details	
Serial Number:	9988543424
Device type:	Networkfleet Device
GPS feature:	This vehicle has a unit with GPS and diagnostic capabilities
Satellite Enabled:	No
Vehicle Label:	CONSTRUCTION FOREMAN # 2
VIN:	1G1ZS51846F15342
Vehicle Year:	2006
Vehicle Make:	CHEVROLET
Vehicle Model:	MALIBU
Vehicle Trim:	
Fuel Type:	Gasoline
Color:	WHITE
License Plate:	123ABC
Harness Type:	Light Duty
Alternate Power Adapter:	No
Country:	United States
State/Province:	California
DTC Alert Email:	
Garaging Address:	
Edit	
Driver	
Driver:	Unassigned
Edit	
Vehicle Odometer	
Odometer (mi):	31,151.8
Edit	
Total Engine Hours	
Engine Hours:	835.8 Hours as of 10/1/13 9:30 AM
Edit	
Sensors	
Device (Purple wire):	--Not Connected--
Device (Blue wire):	--Not Connected--
2 Sensor(s) detected Edit	
Groups	
Groups Assigned:	ALL VEHICLES CONSTRUCTION DELIVERY SALES VEHICLES
Edit	
List of Attributes	
Attributes Associated with Vehicle:	6 CYL HD TOOLS
Edit	

Fleet Vehicle List

The Fleet Vehicles List presents key information regarding fleet vehicles and is presented in a tabular format which can be printed or exported.

- Select the list from the four available options:
 - Vehicle Data
 - Location Data
 - Diagnostic Data
 - Group Data
- The list can be further filtered by group and/or attribute.

Manage Fleet Vehicles List

Location Data
Vehicle Data
Diagnostic Data
Group Data

Group: ALL VEHICLES Attribute: All Attributes

Change

List of Fleet Vehicles: Location Data

286 row(s) found. Displaying row 1 to 50, page 1/6. Number of rows displayed per page: 50


Refine by: Vehicle Label Refine List:

Vehicle Label	Driver	VIN	Location	Latitude / Longitude	Ignition / Status	Speed (mph)	Last Update
101288	FISHER, KEVIN	1GKFK26379R221710	8529 Hime Rd Boughton Township, MI 48114 US	42.571449 / -83.793422	Off	0	10/2/13 10:58:36 AM
9988412860	FIRST, NAME	2FZAAPJ17AY1598	25098 Resnow Ct Moreno Valley, CA 92555 US	33.952498 / -117.208178	Off	0	10/2/13 10:04:39 AM
9988539425	Unassigned	1GDJC34U67E11495	20758 Evans Rd Perris, CA 92571 US	33.819804 / -117.200000	On	24	10/2/13 11:06:15 AM
9988542369	Unassigned	1GTEC19V33E21957	13377 Redlands Blvd Moreno Valley, CA 92555 US	33.926400 / -117.156907	Off	0	10/2/13 10:36:47 AM
9988542386	Unassigned	1GBHC34K38E20802	1803 Eaton Ave Hamet, CA 92545 US	33.765547 / -116.991218	On	0	10/2/13 11:07:16 AM
9988542414	Unassigned	1GTEC14W1VZ52821	Perris, CA 92585 US	33.760782 / -117.185849	Off	0	8/1/13 11:05:50 AM
9988542443	Unassigned	1GTEC19V01E24859	San Jacinto, CA 92582 US	33.798044 / -117.016107	Off	0	10/2/13 6:31:45 AM
9988542495	JONES, SALES 2	1GTEC19X38Z18024	392 Sinclair St Perris, CA 92571 US	33.833742 / -117.224036	On	30	10/2/13 11:05:27 AM
9988543543	Unassigned	1GTEC19X05228298	29273 Valley Blvd Menifee, CA 92584 US	33.694933 / -117.207680	Off	0	10/2/13 10:24:12 AM

Vehicle Data

The **Vehicle Data** list displays the following:

- Vehicle Label
- Driver
- VIN
- Year Make and Model
- Odometer
- License Plate
- Serial Number
- Garaging Address – If applicable



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Fleet Vehicles List

Manage Fleet Vehicles List

Group: ALL VEHICLES
Attribute: All Attributes

[Change](#)

List of Fleet Vehicles: Vehicle Data

286 row(s) found. Displaying row 1 to 50, page 1/6. Number of rows displayed per page: 50


Refine by: Refine List:

Vehicle Label ▲	Driver	VIN	Year Make Model	Odometer	License Plate	Serial Number	Garaging Address
01289	FISHER, KEVIN	1GKFK26379R221710	2009 GMC YUKON	93,395.9	BRP8253	3500571915	
9988412960	FIRST, NAME	2FZAAPJ17AY1598	2007 2007 LT8511	55,102.9		9988412960	
9988539425	Unassigned	1GDJC34U67E11495	2007 GMC 3500	65,579.8		9988539425	
9988542369	Unassigned	1GTEC19V33E21957	2003 GMC 1500	85,810		9988542369	
9988542386	Unassigned	1GBHC34K38E20802	2008 GMC 3500	52,007.3		9988542386	
9988542414	Unassigned	1GTEC14W1VZ52821	1997 GMC 1500	12,647.1		9988542414	
9988542443	Unassigned	1GTEC19V01E24859	2001 GMC PICKUP	44,135.2		9988542443	
9988542495	JONES, SALES 2	1GTEC19X38Z18024	2008 GMC 1500	69,115.7		9988542495	
9988543543	Unassigned	1GTEC19X05Z28298	2005 GMC C1500	73,135		9988543543	
9988543579	Unassigned	1GCEC19X47Z12758	2007 CHEVROLET C1500	92,021.5		9988543579	
9988544642	MILES, BRIAN	1GTHC24U97E11175	2006 GMC 2500 HD	16,204.1		9988544642	
9988544694	Unassigned	1GTEC14W4WZ52940	1998 GMC 1500	10,605.9		9988544694	

Vehicle Location Data

The **Vehicle Location** list displays the following:

- Vehicle Label
- Driver
- VIN
- Location
- Latitude/Longitude
- Ignition Status
- Current Speed (if vehicle is moving)
- Last Update



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Manage Fleet Vehicles List

Location Data

Group: ALL VEHICLES

Attribute: All Attributes

▼

[Change](#)

Fleet Vehicles List

List of Fleet Vehicles: Location Data

286 row(s) found. Displaying row 1 to 50, page 1/6.

⏪ ⏴ 1 2 3 4 ⏵ ⏩

Number of rows displayed per page: 50

Refine by: Vehicle Label Refine List:

Vehicle Label ▲	Driver	VIN	Location	Latitude / Longitude	Ignition / Status	Speed (mph)	Last Update
101289	FISHER, KEVIN	1GKFK26379R221710	8029 Hyme Rd Brighton township, MI 48114 US	42.571449 / -83.793422	Off	0	10/2/13 10:56:36 AM
9988412960	FIRST, NAME	2FZAAPJ17AY1598	26098 Bercaw Ct Moreno Valley, CA 92555 US	33.952498 / -117.208178	Off	0	10/2/13 10:04:39 AM
9988539425	Unassigned	1GDJC34U67E11495	19704 Evans Rd Perris, CA 92571 US	33.844267 / -117.208604	On	0	10/2/13 11:10:18 AM
9988542369	Unassigned	1GTEC19V33E21957	13377 Redlands Blvd Moreno Valley, CA 92555 US	33.926400 / -117.156907	Off	0	10/2/13 10:36:47 AM
9988542386	Unassigned	1GBHC34K38E20802	1803 Eaton Ave Hemet, CA 92545 US	33.765547 / -116.991218	On	0	10/2/13 11:11:20 AM
9988542414	Unassigned	1GTEC14W1VZ52821	Perris, CA 92585 US	33.760782 / -117.185849	Off	0	8/1/13 11:05:50 AM
9988542443	Unassigned	1GTEC19V01E24859	San Jacinto, CA 92582 US	33.798044 / -117.016107	Off	0	10/2/13 6:31:45 AM
9988542495	JONES, SALES 2	1GTEC19X38Z18024	Perris, CA 92570 US	33.799822 / -117.232498	On	57	10/2/13 11:11:39 AM



Tip: Click on the location in the **Location** column to navigate to the vehicle location detail page.

Vehicle Diagnostic Data

The **Vehicle Diagnostic** list displays the following:

- **Vehicle Label**
- **Driver** – Displays driver currently assigned to the vehicle, if any.
- **VIN** – Vehicle Identification Number.
- **Alerts** – The number indicates if there are any active or pending DTC alerts. Click on the number in this column to navigate to the vehicle *Alerts* page.
- **MIL Light** – This indicates if the vehicle’s MIL light is on (Y) or off (N). Click on the Y/N in this column to navigate to the vehicle *Alerts* page.
- **Last Update** - Displays last diagnostic update received.


The screenshot shows the Verizon Networkfleet interface. At the top, there is a navigation bar with 'Map', 'Vehicle', 'Fleet', 'Connect', 'Reports', 'Admin', and 'Support'. The 'Fleet' tab is active. On the right, it says 'Welcome: Demo Fleet Pacific Daylight Time' and 'Networkfleet'. Below the navigation bar, there is a 'Fleet Vehicles List' section. On the left, there is a 'Manage Fleet Vehicles List' panel with a 'Diagnostic Data' dropdown menu, a 'Group' dropdown set to 'ALL VEHICLES', and an 'Attribute' dropdown set to 'All Attributes'. Below these are 'Change' and 'Print' icons. The main content area is titled 'List of Fleet Vehicles: Diagnostic Data'. It shows a table with 286 rows found, displaying row 1 to 50, page 1/6. The table has columns for 'Vehicle Label', 'Driver', 'VIN', 'Alerts', 'MIL Light', and 'Last Update'. The 'Alerts' and 'MIL Light' columns are highlighted in red. The first row is highlighted in blue and has a red box around the '101289' in the 'Vehicle Label' column.

Vehicle Label	Driver	VIN	Alerts	MIL Light	Last Update
101289	FISHER, KEVIN	1GKFK26379R221710	0	N	10/2/13 8:08:02 AM
9988412060	FIRST, NAME	2FZAAPV17AY1598	1	N	10/2/13 9:57:31 AM
9988539425	Unassigned	1GDJJC34U67E11495	0	N	10/2/13 11:05:18 AM
9988542369	Unassigned	1GTFC19V33E21957	0	N	10/2/13 9:20:00 AM
9988542386	Unassigned	1GBHC34K38E20802	0	N	10/2/13 10:20:46 AM
9988542414	Unassigned	1GTFC14W1VZ52821	0	N	8/1/13 11:04:35 AM
9988542443	Unassigned	1GTFC19V01E24859	0	N	10/1/13 3:16:15 PM
9988542495	JONES, SALES 2	1GTFC19X38Z18024	0	N	10/2/13 9:44:19 AM

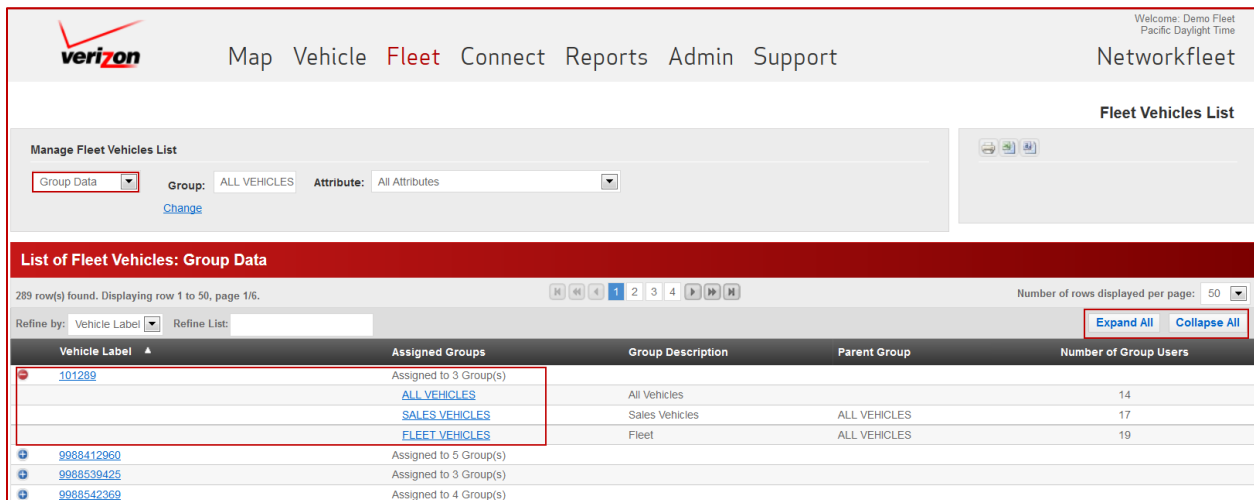
Vehicle Group Data

The **Group Data** list displays the following:





- Vehicle Label
- Assigned Groups
- Group Description
- Parent Group
- Number of Group Users

The list of vehicle groups can be expanded or collapsed one at a time using the  or  symbols.

Use the *Expand All* or *Collapse All* buttons at the top, right to expand or collapse the entire list.



289 row(s) found. Displaying row 1 to 50, page 1/6. Number of rows displayed per page: 50


Vehicle Label	Assigned Groups	Group Description	Parent Group	Number of Group Users
 101289	Assigned to 3 Group(s)			
	ALL VEHICLES	All Vehicles		14
	SALES VEHICLES	Sales Vehicles	ALL VEHICLES	17
	FLEET VEHICLES	Fleet	ALL VEHICLES	19
 9988412960	Assigned to 5 Group(s)			
 9988539425	Assigned to 3 Group(s)			
 9988542369	Assigned to 4 Group(s)			


All Alerts

The *All Alerts* list provides a comprehensive list of all fleet vehicles that either have an active or pending DTC alert or service alerts.

Use the header filters to narrow the alert list by alert type, group, and/or attribute.

The **List of Fleet Alerts** list displays the following:

- Vehicle **Label**
- 33. Vehicle **Year, Make and Model**
- 34. Time and date the alert was **First Read**
- 35. Time and date the alert was **Most Recently Read**
- 36. **Alert Type** – Displays an icon which indicates the following.
 - DTC Alerts are based directly on the engine computer confirming that the specific item indicated is a current problem.
 - All Service Alerts will display both upcoming and overdue service alerts.
 - Upcoming Service display alerts that have reached the first trigger point but are not yet at the service interval.
 - Service Overdue displays service alerts that have passed their specified service interval.
- 37. **Alert Subject** - displays the alert name and links to the *Alert* details page in the *Vehicle* tab
- 38. **Status**
 - An Active DTC is based directly on the engine computer confirming that the specific item indicated is a current problem.
 - A Pending DTC is a potential issue identified by the engine computer.
 - Service alerts that are overdue display the overdue trigger in red font by days, miles and/or engine hours, depending on the triggers set in the alert.
 - Service alerts that are due soon will show the upcoming trigger in days, miles and/or engine hours, depending on the triggers set in the alert.
- 39. Click the  icon to reset the service alert. This will create a service record for the service performed and reset the alert trigger(s) to the value (s) in the service record. Please see the **Service Records** section to learn more about this feature.



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Welcome: Demo Fleet
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All Alerts








Manage Fleet Alerts

Show Alert Type: All Alerts Group: ALL VEHICLES > DELIVERY Attribute: All Attributes Change


List of Fleet Alerts

5 row(s) found. Displaying row 1 to 5, page 1/1. Number of rows displayed per page: 50

Refine by: Vehicle Label Refine List:

Vehicle Label ▲	Year Make Model	First Read	Most Recent Read	Alert Type	Alert Subject	Status
COMPANY SALES CAR # 1	2004 CHEVROLET MALIBU	10/2/13 9:42 AM	10/2/13 9:42 AM		renew license	5 days overdue 
CONSTRUCTION FOREMAN # 2	2006 CHEVROLET MALIBU	9/26/13 3:40 PM	9/30/13 3:02 PM		Oil Change due	113.7 miles overdue 
Supervisor # 3	2005 CHEVROLET 3500	9/20/13 6:17 AM	10/2/13 12:38 PM		P0455	Pending
Supervisor # 3	2005 CHEVROLET 3500	9/27/13 6:13 AM	10/2/13 12:38 PM		P0496	Pending
Supervisor # 3	2005 CHEVROLET 3500	10/1/13 6:15 AM	10/2/13 12:38 PM		P0496	Active

Reset a Service Alert

Click the  icon to reset the service alert. This can be done from the *Fleet Alerts* section or the *Vehicle Alerts* section. This will create a service record for the service performed and reset the alert trigger(s) to the value (s) in the service record.

Manage Fleet Alerts						All Alerts	
Show Alert Type:	All Alerts	Group:	ALL VEHICLES > DELIVERY	Attribute:	All Attributes		
		Change					
List of Fleet Alerts							
5 row(s) found. Displaying row 1 to 5, page 1/1.				Number of rows displayed per page: 50			
Refine by: Vehicle Label		Refine List:					
Vehicle Label	Year Make Model	First Read	Most Recent Read	Alert Type	Alert Subject	Status	
COMPANY SALES CAR # 1	2004 CHEVROLET MALIBU	10/2/13 9:42 AM	10/2/13 9:42 AM		renew license	5 days overdue	
CONSTRUCTION FOREMAN # 5	2008 CHEVROLET EXPRESS	10/2/13 12:45 PM	10/2/13 12:45 PM		Oil Change due	due in 0.1 miles	
Supervisor # 3	2005 CHEVROLET 3500	9/20/13 6:17 AM	10/2/13 12:38 PM		PO496	Pending	
Supervisor # 3	2005 CHEVROLET 3500	9/27/13 6:13 AM	10/2/13 12:38 PM		PO496	Pending	
Supervisor # 3	2005 CHEVROLET 3500	10/1/13 6:15 AM	10/2/13 12:38 PM		PO496	Active	

- **Service Date** – Will default to the current date. This can be changed to reflect the actual date at the time of service.
- **Associated Alert** – This field will display the associated alert, if any.
- **Mileage** – This will populate with the vehicle’s current mileage. This can be changed to reflect the actual mileage at the time of service.
- **Engine Hours** – This will populate with the vehicle’s current engine hours. This can be changed to reflect the actual engine hours at the time of service (only if engine hours used as an interval).
- **Repair Cost** – This is an optional field to enter repair costs. Use numbers only, i.e. 50, not \$50.00.
- **Final Status** – Automatically populated if the service was overdue according to the associated service alert. Optionally, any text can be entered here.
- **Service Description** – This is an optional field to describe vehicle service provided.
- Click **Create**.

Manage Vehicle Service Record		Service Record Profile	
		View All Service	
Create Service Record: COMPANY SALES CAR # 1			
Service Record Details			
Service Date: *	10/2/13		
Associated Alert: *	No Associated Alert renew license		
Mileage (mi): *	75,714.9		
Engine Hours: *	2,027.5		
Repair Cost:			
Final Status:			
Service Description:	License renewed at DMV		
Last Modified on:	10/2/2013		
		Create Cancel	



Warning: If the service record is associated with a lifecycle service alert, modifying the service date, mileage and/or engine hours will change the start values in that alert for this vehicle so the interval will begin with the entered value(s).

All Service Records

The All **Service Records** page provides a record of all the service records created for vehicles in your fleet. Service records are created under *Service* in the vehicle tab.

Use the header filters to narrow the service records list by group, and/or attribute.

40. The **List of Fleet Service Records** list displays the following:

- **Service Date** with a link to *Service Record* details.
- **Vehicle Label.**
- **Year/Make/Model.**
- **VIN.**
- **Associated Alert** (if any)
- **Final Status** (if related to a service alert).
- **Service Description.**
- **Mileage.**
- **Engine Hours** (if applicable)
- **Repair Cost.**

41. Click on the **Service Date** to navigate to the vehicle service record profile which provides individual service record details.

All Service Records

Manage Fleet Service Records

Group: ALL VEHICLES > DELIVERY Attribute: All Attributes ▼

[Change](#)

List of Fleet Service Records

209 row(s) found. Displaying row 1 to 50, page 1/5. Number of rows displayed per page: 50 ▼

Refine by: Service Description Refine List:

Service Date ▲	Vehicle Label	Year Make Model	VIN	Associated Alert	Final Status	Service Description	Mileage	Engine Hours	Repair Cost
8/27/2012	Supervisor # 2	2000 GMC 1500	1GTEK14W0YZ29136	There are no associated Service Alerts	Oil change as well and brake inspection completed.	brake pedal	10,795	8,000.0	\$200.00
10/4/2012	Supervisor # 2	2000 GMC 1500	1GTEK14W0YZ29136	There are no associated Service Alerts		transmission gasket change	10,815		\$300.00
2/27/2013	Construction Foreman # 2	2006 CHEVROLET MALIBU	1G1ZS51846F15342	weekly steam clean	15 days overdue		25,769	712.9	\$25.00
2/27/2013	Construction Foreman # 2	2006 CHEVROLET MALIBU	1G1ZS51846F15342	There are no associated Service Alerts	repaired bumper		26,769	712.9	\$150.00
3/6/2013	Construction Foreman # 2	2006 CHEVROLET MALIBU	1G1ZS51846F15342	weekly steam clean	due in , 2 days	steam clean \$22	26,816	715.1	\$0.00

All Recalls

The All Recalls page shows all of the NHTSA (National Highway Traffic Safety Administration) recall notices currently affecting your fleet.

Use the header filters to narrow the service records list by group, and/or attribute.

42. The **List of Fleet Service Records** list displays the following:
43. Recall ID Number
44. Vehicle Year
45. Vehicle Make
46. Vehicle Model
47. Recall Component

All Recalls

Manage Fleet Recalls

Group: ALL VEHICLES Attribute: All Attributes

[Change](#)

List of Fleet Recalls

334 row(s) found. Displaying row 1 to 50, page 1/7.

Number of rows displayed per page: 50

Refine by: ID Refine List:

ID	Year	Make	Model	Component
99V311000	1999	FORD	F250	FUEL SYSTEM, GASOLINE STORAGE:TANK ASSEMBLY
99V311000	1999	FORD	F350	FUEL SYSTEM, GASOLINE STORAGE:TANK ASSEMBLY
99V311000	2000	FORD	F250	FUEL SYSTEM, GASOLINE STORAGE:TANK ASSEMBLY
99V311000	2000	FORD	F350	FUEL SYSTEM, GASOLINE STORAGE:TANK ASSEMBLY
99V219000	1999	FORD	F250	FUEL SYSTEM, GASOLINE STORAGE:TANK ASSEMBLY
99V219000	1999	FORD	F350	FUEL SYSTEM, GASOLINE STORAGE:TANK ASSEMBLY
99V219000	2000	FORD	F250	FUEL SYSTEM, GASOLINE STORAGE:TANK ASSEMBLY
99V219000	2000	FORD	F350	FUEL SYSTEM, GASOLINE STORAGE:TANK ASSEMBLY
99V115000	1996	DODGE	RAM	POWER TRAIN CLUTCH ASSEMBLY

48. Click on the **Recall ID** to view details regarding the Recall.

Recall Profile

Manage Recall Profile

[View All Recalls](#)

99V311000

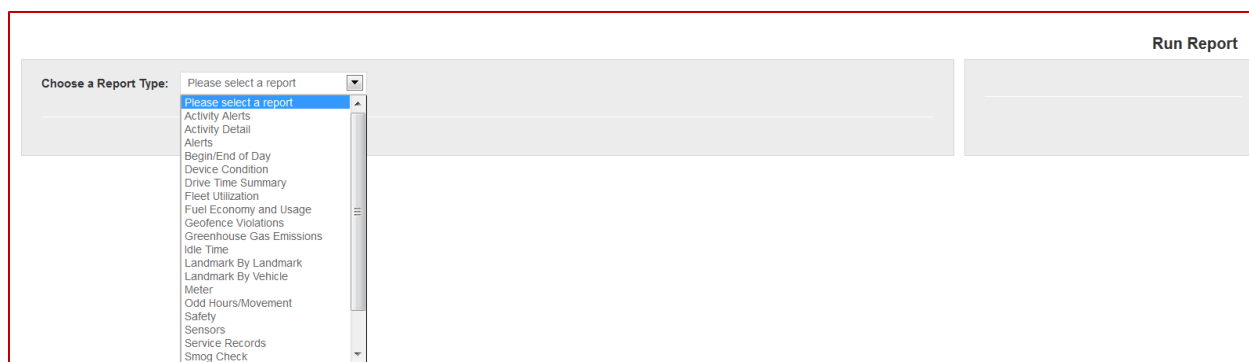
ID Number	99V311000
Component	FUEL SYSTEM, GASOLINE STORAGE:TANK ASSEMBLY
Vehicle Impacted	1999 FORD F250
Manufactured Dates	1/5/98 - 7/18/99
Manufacturer	FORD
Potential Number of Units Affected	107540
Year of Recall	1999
Source	NHTSA
Summary	FUEL LEAKAGE, IN THE PRESENCE OF AN IGNITION SOURCE, COULD RESULT IN A FIRE.
Defect	VEHICLE DESCRIPTION: PICKUP TRUCKS EQUIPPED WITH GASOLINE ENGINES AND 8 FOOT BOXES, MAY NOT FULLY SATISFY THE REQUIREMENTS OF FMVSS NO. 301, "FUEL SYSTEM INTEGRITY" IN A 30 MPH FRONTAL BARRIER CRASH TEST, A FUEL TANK VAPOR RECOVERY VALVE SEPARATED INTERNALLY. DURING THE SUBSEQUENT STATIC ROLLOVER TEST, FUEL SPILLAGE EXCEEDED THE SPECIFIED RATE.
Corrective Action	DEALERS WILL INSTALL A STOP PLATE ASSEMBLY ON THE VEHICLE FRAME TO PREVENT RECOVERY VALVE CONTACT WITH A FRAME CROSSMEMBER DURING THE IMPACT SEQUENCE.

Run Reports

Reports provide valuable insight into vehicle operating conditions, driver productivity and help identify patterns and pinpoint inefficiency.

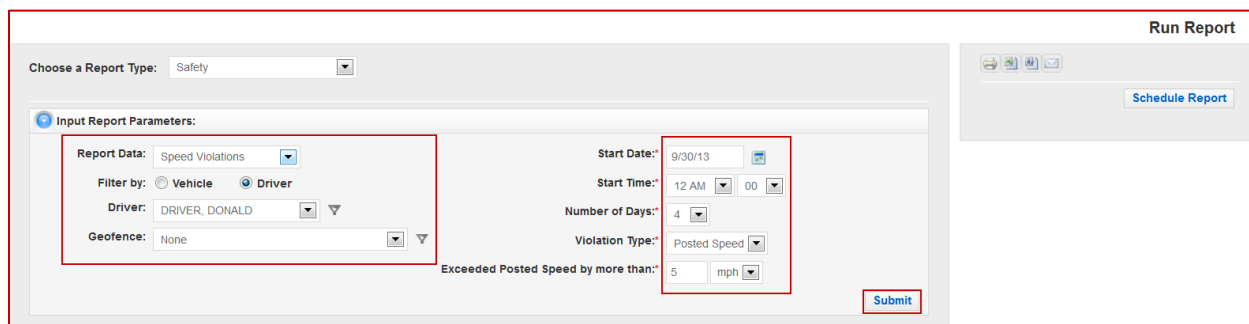
The **Run Report** page allows you to generate a report by tailoring the available report parameters to meet your needs.

1. Select a report from the **Choose a Report Type** drop down. Once a report is selected the page will populate with appropriate report parameters.



The screenshot shows the 'Run Report' interface. On the left, a dropdown menu titled 'Choose a Report Type:' is open, displaying a list of report categories including: Please select a report, Activity Alerts, Activity Detail, Alerts, Begin/End of Day, Device Condition, Drive Time Summary, Fleet Utilization, Fuel Economy and Usage, Geofence Violations, Greenhouse Gas Emissions, Idle Time, Landmark By Landmark, Landmark By Vehicle, Meter, Odd Hours/Movement, Safety, Sensors, Service Records, and Smog Check. The 'Please select a report' option is currently selected. To the right of the dropdown is a large empty area, and further right is a sidebar with the title 'Run Report'.

2. Complete the requested report parameters to tailor the scope of the report. Some of the selections available are as follows:
 49. **Filter By** – Vehicle or Driver (for reports that may be run on driver or vehicle).
 50. **Vehicle Group**.
 51. **Vehicle Attribute**.
 52. **Vehicle** (only if report is available for individual vehicles).
 53. **Start Date** (reports can be run up to 365 days back from current date).
 54. **Start Time**.
 55. **Number of Days** (1-31 days).
 56. Additional parameters depending on report type.



The screenshot shows the 'Run Report' interface with the 'Input Report Parameters' form filled out. The 'Choose a Report Type:' dropdown is set to 'Safety'. The 'Input Report Parameters' section includes:

- Report Data:** Speed Violations
- Filter by:** Vehicle (radio button), Driver (radio button, selected)
- Driver:** DRIVER, DONALD
- Geofence:** None
- Start Date:** 9/30/13
- Start Time:** 12 AM 00
- Number of Days:** 4
- Violation Type:** Posted Speed
- Exceeded Posted Speed by more than:** 5 mph

A 'Submit' button is located at the bottom right of the form. To the right of the form is a sidebar with the title 'Run Report' and a 'Schedule Report' button.

3. Click **Submit**.

The report displays at the bottom of the page.

- 57. Report header summarizes the report, including user selected parameters.
- 58. Report body displays details of the report.

All reports can be printed or exported into an Excel or CSV file, e-mailed and scheduled using the buttons at the top, right.

Choose a Report Type: Safety

[Schedule Report](#)

Input Report Parameters:

Report: Safety (Speed Violations)

Driver:	DRIVER, DONALD	
Selected Vehicle(s):	All Vehicles	Total Vehicles in Report: 2
Report Run Date/Time:	10/2/13 1:49 PM PDT	Speed violation threshold: 5 mph
Report Time Period:	9/30/13 12:00 AM - 10/4/13 12:00 AM	Violation Type: Posted Speed
Report Data:	Speed Violations	

4 row(s) found. Displaying row 1 to 4, page 1/1. Number of rows displayed per page: 50

[Expand All](#) [Collapse All](#)

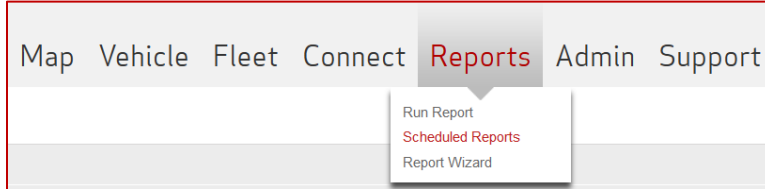
Vehicle Label	License Plate	Violations	Violation Time	Duration	Vehicle Speed (mph)	Posted Speed (mph)	Violation Distance (mi)	Start Location	End Location	Map Plot
CONSTRUCTION FOREMAN # 6		2								
		Speed	10/1/13 6:16:30 AM	4m 4s	56	40	2.3	26806 Newport Rd, Menifee, CA 92584 US	29256 Murrieta Rd, Menifee, CA 92586 US	
		Speed	10/1/13 8:01:39 AM	2m 2s	40	35	0.9	26642 Newport Rd, Menifee, CA 92586 US	--	
SERVICE TRUCK # 4		2								



Note: The Input Report Parameters will automatically collapse once the report has been run for optimal screen display. Click anywhere on the Input Report Parameter bar to expand.

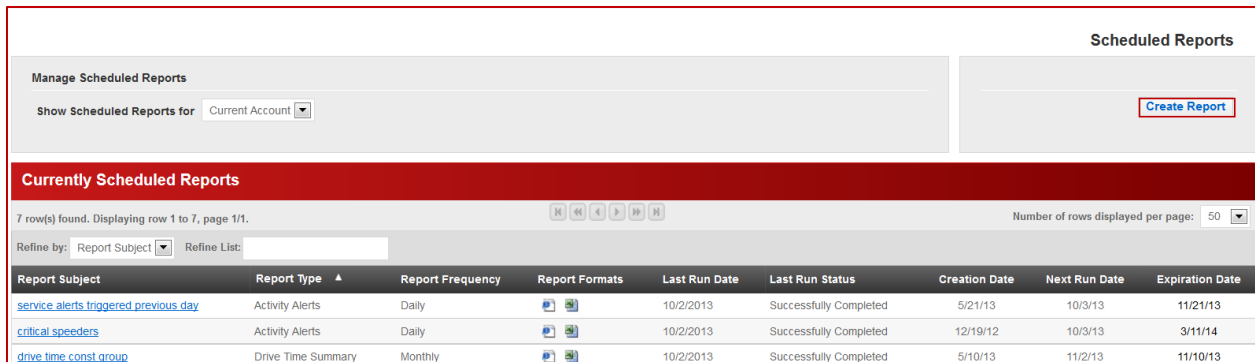
Scheduled Reports

Scheduled reports provide a convenient way to automatically receive invaluable report data at regular intervals. Reports can be scheduled from a manually run report (as described in Run Report), or through the Scheduled Report section.









Create Scheduled Report

1. From the Scheduled Report summary page, click **Create Report**.



The screenshot shows the 'Scheduled Reports' page. At the top right, there is a 'Create Report' button. Below this is a section titled 'Currently Scheduled Reports' which contains a table. The table has the following columns: Report Subject, Report Type, Report Frequency, Report Formats, Last Run Date, Last Run Status, Creation Date, Next Run Date, and Expiration Date. There are three rows of data in the table.

Report Subject	Report Type	Report Frequency	Report Formats	Last Run Date	Last Run Status	Creation Date	Next Run Date	Expiration Date
service alerts triggered previous day	Activity Alerts	Daily	 	10/2/2013	Successfully Completed	5/21/13	10/3/13	11/21/13
critical speeders	Activity Alerts	Daily	 	10/2/2013	Successfully Completed	12/19/12	10/3/13	3/11/14
drive time const group	Drive Time Summary	Monthly	 	10/2/2013	Successfully Completed	5/10/13	11/2/13	11/10/13

2. Select a **Report Type**.
3. Enter a **Report Subject**.
4. Select a **Report Frequency**.
 - Most reports are available daily, weekly or monthly.
 - Additionally, weekend days may be excluded.
5. Select any combination of these **Report Formats**:
 - **HTML** – Report appears in the body of the e-mail.
 - **Excel** – Delivered via e-mail as an attached file.
 - **CSV** - Delivered via e-mail as an attached file.
 - **CSV: Detail Only** - (will only be available for reports which have summary and detail options)
6. Check **Email Security** to enclose the scheduled report contents in a password protected zip file.
7. The **Expiration Date** will be six months from the current date. They can be easily renewed through the *Manage Scheduled Reports* page.
8. Optionally, enter a **Report Description**.

Create Scheduled Report	
Scheduled Report Details	
Report Type:*	Safety <input type="button" value="v"/>
Report Subject:*	<input type="text"/>
Report Frequency:*	Daily <input checked="" type="checkbox"/> <input type="checkbox"/> Exclude Weekend Days
Report Formats:*	<input type="checkbox"/> HTML <input type="checkbox"/> Excel <input type="checkbox"/> CSV: Comma-separated values <input type="checkbox"/> CSV: Detail data only
Email Security:	<input checked="" type="checkbox"/> Enclose email contents in password protected zip file
Expiration Date:*	4/2/14 <input type="button" value="c"/>
Report Description:	<input type="text"/>

9. The report is automatically set to be sent to the user's **Account E-mail** but this can be deselected if the user does not need to be a recipient.
10. Add **Additional Recipient** e-mail addresses here if needed.
11. **Filtered by** either Vehicles or Drivers in most cases (some reports are available for vehicles only).
12. Complete the requested report parameters according to the scope of the report.
13. Click **Create**.

Account Email:	<input checked="" type="checkbox"/> Demo Fleet (training@networkfleet.com)
Additional Recipients:	<input style="border: none; background-color: #e0e0e0; padding: 2px 5px;" type="button" value="+"/>
Report Data:	Speed Violations <input type="button" value="v"/>
Filter by:	<input checked="" type="radio"/> Vehicle <input type="radio"/> Driver
Group:	ALL VEHICLES Change
Vehicle Attributes:	All Attributes <input type="button" value="v"/>
Vehicle:	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"><p>Refine:</p><input type="text"/> All Vehicles 101289 9988412950 9988539425 9988542359 9988542385 9988542414 9988542443 9988542495</div>
Violation Type:	Threshold <input type="button" value="v"/>
Exceeded Max Speed of*:	<input type="text"/> mph <input type="button" value="v"/>
Geofence:	None <input type="button" value="v"/>

Fields marked with an * are mandatory

Manage Scheduled Reports

The **Manage Scheduled Reports** displays each scheduled report created.

- The page displays the following:
 - Report Subject
 - Report Type
 - Report Frequency
 - Report Formats
 - Last Run Date
 - Last Run Status
 - Creation Date
 - Next Run Date
 - Expiration Date

- The list is highlighted with a different color to indicate when a report is due to expire, has expired, or is inactive.

Manage Scheduled Reports

Show Scheduled Reports for Current Account

Scheduled Reports

[Create Report](#)

Currently Scheduled Reports

7 row(s) found. Displaying row 1 to 7, page 1/1. Number of rows displayed per page: 50

Refine by: Report Subject Refine List:

Report Subject	Report Type	Report Frequency	Report Formats	Last Run Date	Last Run Status	Creation Date	Next Run Date	Expiration Date
critical speeders	Activity Alerts	Daily		10/2/2013	Successfully Completed	12/19/12	10/3/13	3/11/14
service alerts triggered previous day	Activity Alerts	Daily		10/2/2013	Successfully Completed	5/21/13	10/3/13	11/21/13
drive time const group	Drive Time Summary	Monthly		10/2/2013	Successfully Completed	5/10/13	11/2/13	11/10/13
Construction Idle Report	Idle Time	Monthly		10/2/2013	Successfully Completed	5/16/13	11/2/13	11/1/13
all vehicles 10 pm - 5 am	Odd Hours Movement	Monthly		10/2/2013	Successfully Completed	5/15/13	11/2/13	10/8/13
Oil Changes	Service Records	Weekly		9/9/2013	Successfully Completed	3/11/13		9/11/13
Stop & Idle	Stop and Idle Time	Daily		10/2/2013	Successfully Completed	8/20/12	10/3/13	10/8/13

7 row(s) found. Displaying row 1 to 7, page 1/1. Number of rows displayed per page: 50

Scheduled Reports Legend

	Expires within a week		HTML
	Expires within a month		Excel
	Expired		CSV
	Inactive		

- Click on the Report Name in the *Report Subject* column to perform any of the following activities:
 - Edit
 - Renew
 - Delete
 - Deactivate – (Report will remain intact but not run while deactivated).
 - Activate

Currently Scheduled Reports								
Report Subject	Report Type	Report Frequency	Report Formats	Last Run Date	Last Run Status	Creation Date	Next Run Date	Expiration Date
critical speeders	Activity Alerts	Daily		10/2/2013	Successfully Completed	12/19/12	10/3/13	3/11/14
service alerts triggered previous day	Activity Alerts	Daily		10/2/2013	Successfully Completed	5/21/13	10/3/13	11/21/13
drive time const group	Drive Time Summary	Monthly		10/2/2013	Successfully Completed	5/10/13	11/2/13	11/10/13
Construction Idle Report	Idle Time	Monthly		10/2/2013	Successfully Completed	5/16/13	11/2/13	11/1/13

Scheduled Report Profile

Manage Scheduled Report

Renew Report
Delete Report

Create Report
View All Reports

Construction Idle Report

Scheduled Report Details

Report Type:	Idle Time
Report Subject:	Construction Idle Report
Report Frequency:	Monthly
Report Formats:	HTML Excel
Email Security:	Password Protected
Expiration Date:	11/1/2013
Report Description:	
Report Status:	Active
Account Email:	Demo Fleet is a recipient.
Additional Recipients:	
Selected Vehicle:	All Vehicles in the CONSTRUCTION Group
Idle Percentage Threshold:	
Idle Hours Threshold:	

Edit

Report Wizard

The Report Wizard is a guide to all available reports and can be used to help determine the appropriate report or your fleet needs.

The data displayed in the **Report Wizard** are as follows:

- **Report Name.**
- **Why this Report is Useful.**
- If the report is available for:
 - **All Vehicles** (or groups of vehicles)
 - **Individual Vehicles**
- Click **Run Report** to navigate to the *Run Report* page.

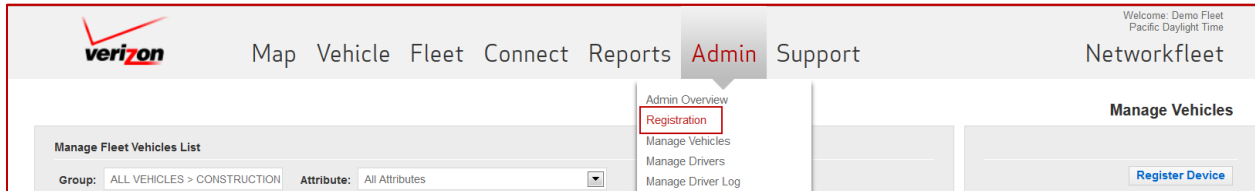
Report Name	Why this Report is Useful	All Vehicles	Individual Vehicles	Action
Activity Alerts	Activity Alert reports allow you to receive an accounting of triggered alerts for one or more vehicles during a specified time frame. Reports can be refined by selecting individual Alert Subjects, Criticality and Vehicles.	✓	✓	Run Report
Activity Detail	The Activity Detail Report allows you to view the historical route of a vehicle in a tabular format, compare actual driver activity with driver timecards or logs, and monitor specific driver speeds throughout the day.	✗	✓	Run Report
Alerts	With the Alerts Report, you can view all current diagnostic trouble code (DTC) alerts for your fleet or groups. Use this report to ensure mechanical problems are repaired. When a diagnostic alert is resolved it will automatically be removed from this report.	✓	✗	Run Report
Begin/End of Day	Using the Begin/End of Day Report, you can more accurately monitor driver productivity and confirm overtime costs. With a quick scan, you can determine a driver's total work hours during a single day or over a week. Use this report to confirm times and hours worked.	✓	✓	Run Report
Device Condition	The Device Condition Report is designed to provide a helpful means of determining which, if any, devices in your fleet are behaving in such a way that could indicate an errant power related or tampering issue. The report will also provide you a convenient way to determine the last time a device in a vehicle or on an asset last transmitted any kind of message.	✓	✓	Run Report
Drive Time Summary	The Drive Time Summary allows you to easily access daily or weekly fleet statistics like total mileage, maximum recorded speed, number of stops and distance traveled. In addition, a summary total of each vehicle is displayed allowing you to quickly scan for underutilized vehicles, mileage totals and more.	✓	✗	Run Report
Fleet Utilization	The Fleet Utilization Report displays vehicle usage parameters for any vehicle or group of vehicles.	✓	✓	Run Report
Fuel Economy and Usage	With rising gas prices, the Fuel Economy and Usage report will provide you with the data you need to reduce fuel expenses. You can monitor the approximate amount of fuel used by each vehicle for a given time period, reconcile fuel consumed with fuel card expenditures to monitor for abuse and view only the vehicles that have exceeded a user-defined threshold for fuel usage during a given time period. Monitor how far each vehicle is driven during a select time period, and by examining the starting and ending mileage, this report can be used as a mileage report.	✓	✗	Run Report
Geofence Violation	The Geofence Violation Report can be run to identify vehicles that may have entered or exited one or more geographic area as defined by a geofence.	✓	✓	Run Report

Vehicle Registration

Registering vehicles is the first step in the fleet setup process. Vehicles must be registered in order to be viewed on the Networkfleet website.

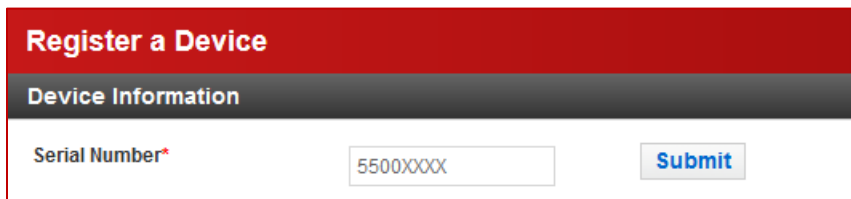
Add New Vehicle to Fleet

To add a new vehicle to your fleet, select **Register Vehicle** on the Admin tab drop down, or click **Registration** in the body of the Administrative Functions page.



Vehicle Registration

1. Enter the device **Serial Number**.
2. Click **Submit**.

A screenshot of the 'Register a Device' form. The form has a red header with the text 'Register a Device'. Below the header is a dark grey section titled 'Device Information'. The main form area contains a label 'Serial Number*' followed by a text input field containing the value '5500XXXX'. To the right of the input field is a blue 'Submit' button.

Once a valid serial number has been entered other fields will appear.

3. Optionally, select the appropriate device **Harness Type**.
4. Indicate if the vehicle has an **Alternate Power Adapter**.
5. Enter the **Vehicle Label**.
6. Enter the Vehicle Identification Number (**VIN**). If the device is registered to a non-vehicle, type anything into this field from 1 to 17 characters.



Note: Networkfleet offers a VIN decoder for the majority of light duty vehicles in which most vehicle year, make, and model fields automatically populate. These may be changed if needed.

7. Enter the vehicle **Year**.
8. Enter the vehicle **Make**.
9. Enter the vehicle **Model**.
10. Optionally, enter the vehicle **Trim**.
11. Select the appropriate vehicle **Fuel Type**.

Register a Device	
Device Information	
Serial Number*	3500XXXX
Harness Type	Light Duty <input type="button" value="v"/> <input type="button" value="?"/>
Alternate Power Adapter	No <input type="button" value="v"/> <input type="button" value="?"/>
Vehicle Label*	Fleet Vehicle 203 <input type="button" value="?"/>
VIN#*	123ABC1234ABC123 <input type="button" value="?"/>
Year*	2013 <input type="button" value="?"/>
Make*	Ford <input type="button" value="?"/>
Model*	F150 <input type="button" value="?"/>
Trim	<input type="button" value="v"/> <input type="button" value="?"/>
Fuel Type	Gasoline <input type="button" value="v"/> <input type="button" value="?"/>
	Please be sure to select the appropriate fuel type for the vehicle being registered. Inaccurate selection could lead to erroneous fuel economy reporting.

12. Enter the vehicle **Color**.
13. Select the **Country**.
14. Enter the vehicle **License Plate**. It can be left blank for non-vehicles. The license plate is useful for our roadside assistance program to identify the vehicle.
15. Select the **State or Province** of the license plate.
16. Click to select at least one **Group**.

The screenshot shows a form with the following fields and values:

- Color***: White
- Country***: United States
- License Plate**: 3ABC123, California
- Garaging Address**: Refine: [no garaging address]
- Group***: A list of groups with checkboxes. The "METER SUPERVISORS" group is checked and highlighted with a red box. Other groups include ALL GROUPS, CONSTRUCTION, DELIVERY, FLEET VEHICLES, HEAVY DUTY, METER REPAIR, POOL AND WATER TRUCKS, ROUTE VEHICLES, SALES VEHICLES, and TECHNICIANS.



Tip: Selecting a sub group in the Group list will automatically place the vehicle in all parent groups above it. In the screen shot above, only "Meter Supervisors" is checked, but the vehicle will also be placed in the Meter Repair group and All Groups, as indicated by the gray color in their check boxes.

17. Optionally, **Select an Attribute** you want his vehicle to be a part of. More than one attribute can be selected by pressing <Ctrl> + click.

18. Enter the **Initial Odometer** for *light duty* vehicles only. For *heavy duty* vehicles always enter zero (0). Heavy duty vehicles report their initial odometer to the website through the heavy duty device.

19. Optionally, check to **Track Engine Hours**.

- If checked, enter the initial starting engine hours here.
- If exact base engine hours are not known - estimate the start value by dividing the odometer by average miles or kilometers per hour driven. For example, if the vehicle is mostly used for city driving, use 30 and your average MPH driven, so 23760 odometer miles divided by 30 miles per hour = 792 engine hours, (if using metric measurements, 38238 odometer kilometers divided by 48 kph).
- Once base hours are set, exact calculations will accumulate going forward.

Attribute	<div style="border: 1px solid gray; padding: 2px;"><div style="display: flex; justify-content: space-between;">LD TOOLS▲</div><div style="background-color: #e0e0e0; padding: 2px;">LIFT GATES</div><div style="padding: 2px;">MANAGER VEHICLES</div><div style="padding: 2px;">ROUTE VEHICLES</div><div style="background-color: #e0e0e0; padding: 2px;">SUPERVISORS</div>▼</div>
Initial Odometer (mi)*	<input type="text" value="23760"/> <div style="background-color: #e0e0e0; padding: 2px; font-size: small;">Warning! For heavy truck registration, always key in '0'.</div>
Initial Engine Hours	Track Engine Hours <input checked="" type="checkbox"/> <input type="text" value="792"/> Hours

20. Additionally, if sensors are present on the vehicle this section will appear to name the sensors to their corresponding functions

- Select a Sensor name associated with corresponding installed sensor wires.
- Optionally, Create New Sensor name, if needed.

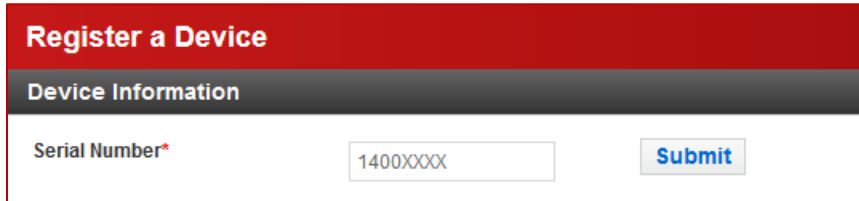
Sensors	
Device (Purple wire)	<div style="border: 1px solid gray; padding: 2px;"><div style="display: flex; justify-content: space-between;">Sander▼Create New Sensor:</div><input type="text"/></div>
Device (Blue wire)	<div style="border: 1px solid gray; padding: 2px;"><div style="display: flex; justify-content: space-between;">Select a Sensor▼Create New Sensor:</div><input type="text"/></div>

21. Click **Submit**.

Fields marked with an * are mandatory.

Asset Registration

1. Enter the device **Serial Number**.
2. Click **Submit**.

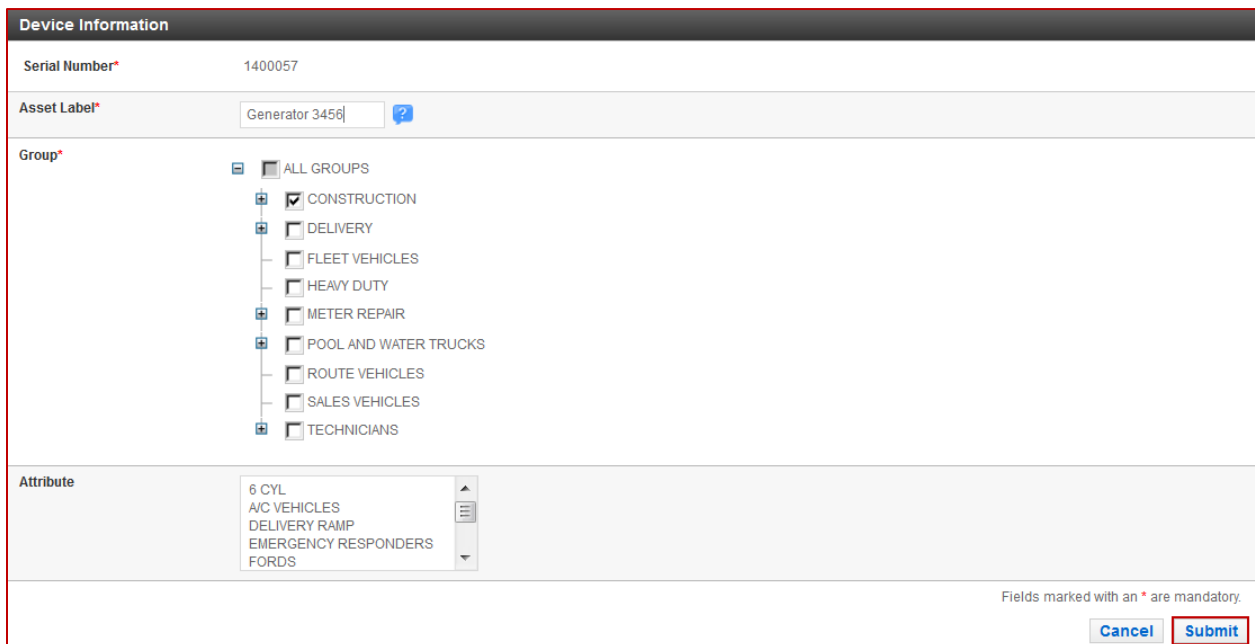


Register a Device

Device Information

Serial Number*

3. Enter an **Asset Label**.
4. Click to select at least one **Group**.
5. Optionally, **Select an Attribute** you want his vehicle to be a part of. More than one attribute can be selected by pressing <Ctrl> + click.
6. Click **Submit**.



Device Information

Serial Number* 1400057

Asset Label* ?

Group*

- ALL GROUPS
 - CONSTRUCTION
 - DELIVERY
 - FLEET VEHICLES
 - HEAVY DUTY
 - METER REPAIR
 - POOL AND WATER TRUCKS
 - ROUTE VEHICLES
 - SALES VEHICLES
 - TECHNICIANS

Attribute

6 CYL
A/C VEHICLES
DELIVERY RAMP
EMERGENCY RESPONDERS
FORDS

Fields marked with an * are mandatory.

Vehicle Management

The manage vehicle feature displays a list of your fleet vehicles. This list can be filtered to show a specific group or attribute.

Manage Fleet Vehicles List

- Filter to a specific **Group** by clicking **Change** below the Group field.
- Select from the **Attribute** dropdown to display vehicles with that attribute. This can be used as a single filter or in conjunction with the **Group** filter.

Manage Vehicles

Manage Fleet Vehicles List

Group: ALL VEHICLES > DELIVERY Change

Attribute: All Attributes

- All Attributes
- All Attributes
- 6 CYL
- A/C VEHICLES
- DELIVERY RAMP
- EMERGENCY RESPONDERS
- FORDS
- GASOLINE FUELED VEHICLES
- HD TOOLS
- HONDAS
- LD TOOLS
- LIFT GATES
- MANAGER VEHICLES
- ROUTE VEHICLES
- SUPERVISORS
- TOM
- TOM-CARPET
- TRANSPORTATION

[Register Device](#)

List of Fleet Vehicles

20 row(s) found. Displaying row 1 to 20, page 1/1.

Refine by: Vehicle Label ▼ Refine List:

Vehicle Label ▲	Year Make	IN	License Plate	Serial Number	Last Sensor Msg
DELIVERY TRUCK # 1	2002 CHEV	GCEC19V32E21973		9988538516	
DELIVERY TRUCK # 10	2000 GMC S	GTGC24R7YR19669		9988537049	
DELIVERY TRUCK # 11	1996 DODGE RAM	3B7HF13Y9TM17882		9988538213	
DELIVERY TRUCK # 12	1997 GMC GMC	1GTHK34R7VF03347		9988396451	
DELIVERY TRUCK # 2	2002 CHEVROLET CHEVROLET	2GCEC19X93124047		9988543447	
DELIVERY TRUCK # 3	2002 CHEVROLET 1500	2GCEC19X03123870		9988543449	
DELIVERY TRUCK # 4	1996 DODGE RAM PICKUP	1B7HF16Y1TJ17977		9988544398	
DELIVERY TRUCK # 5	1999 FORD F150	1FTZF1822XNC282		9988543321	
DELIVERY TRUCK # 6	2008 GMC C1500	1GTEC19X78Z1915		9988538195	
DELIVERY TRUCK # 7	2006 CHEVROLET 1500	1GCEC19X67Z1287		9988538461	
DELIVERY TRUCK # 8	2006 CHEVROLET 1500	3GCEC14X36G24555		9988542374	
DELIVERY TRUCK # 9	2006 CHEVROLET C1500	3GCEC14S56G24578	WHITE	9988543587	

- The **List of Fleet Vehicles** displays the following:
 - Vehicle Label
 - Vehicle Year, Make and Model
 - VIN
 - License Plate
 - Serial Number
 - Last Sensor Message (displays only if Sensors are present).
- Click on any column header to re-sort the list by that header.
- Click **Vehicle Label** to view and edit vehicle details.

Manage Fleet Vehicles List

Group: ALL VEHICLES > DELIVERY Attribute: All Attributes ▼

[Change](#)

Manage Vehicles

[Register Device](#)

List of Fleet Vehicles

20 row(s) found. Displaying row 1 to 20, page 1/1. Number of rows displayed per page: 50 ▼

Refine by: Vehicle Label ▼ Refine List:

Vehicle Label ▲	Year Make Model	VIN	License Plate	Serial Number	Last Sensor Msg
DELIVERY TRUCK # 1	2002 CHEVROLET 1500	1GCEC19V32E21973		9988538516	
DELIVERY TRUCK # 10	2000 GMC SIERRA	1GTGC24R7YR19669		9988537049	
DELIVERY TRUCK # 11	1996 DODGE RAM	3B7HF13Y9TM17882		9988538213	
DELIVERY TRUCK # 12	1997 GMC GMC	1GTHK34R7VF03347		9988396451	
DELIVERY TRUCK # 2	2002 CHEVROLET CHEVROLET	2GCEC19X93124047		9988543447	
DELIVERY TRUCK # 3	2002 CHEVROLET 1500	2GCEC19X03123870		9988543449	
DELIVERY TRUCK # 4	1996 DODGE RAM PICKUP	1B7HF16Y1TJ17977		9988544398	
DELIVERY TRUCK # 5	1999 FORD F150	1FTZF1822XNC282		9988543321	
DELIVERY TRUCK # 6	2008 GMC C1500	1GTEC19X7821915		9988538195	
DELIVERY TRUCK # 7	2006 CHEVROLET 1500	1GCEC19X6721287		9988538461	
DELIVERY TRUCK # 8	2006 CHEVROLET 1500	3GCEC14X36G24555		9988542374	
DELIVERY TRUCK # 9	2006 CHEVROLET C1500	3GCEC14S56G24578	WHITE	9988543587	
FLEET VEHICLE # 100	2002 CHEVROLET 2500HD	1GBHC24U4226130		9988544689	

Vehicle Profile

The Vehicle Profile screen is divided into editable sections. Click on the **Edit** button in each section to make changes.

Edit Vehicle Details

Most of the fields in this section can be edited. The exceptions are Vehicle ID, VIN and Serial Number. Any of the following information can be edited by typing into the corresponding fields.

- **Vehicle Year.**
- **Vehicle Make.**
- **Vehicle Model.**
- **Vehicle Trim.**
- **Fuel Type.** It's important to indicate the vehicle's true fuel type. An inaccurate fuel type can lead to erroneous MPG or L/100km reporting.
- **Vehicle Label.**
- **Color.**
- **License Plate.**
- **Country.**
- **State/Province.**

COMPANY SALES CAR # 1 JONES, SANDY	
Vehicle Details	
Serial Number:	9988539040
Device type:	Networkfleet Device
GPS feature:	This vehicle has a unit with GPS and diagnostic capabilities
Satellite Enabled:	No
Vehicle Label:	COMPANY SALES CAI
VIN:	1G1ZS52814F17308
Vehicle Year:	2004
Vehicle Make:	CHEVROLET
Vehicle Model:	MALIBU
Vehicle Trim:	XL
Fuel Type:	Gasoline
Color:	WHITE
License Plate:	
Harness Type	Light Duty
Alternate Power Adapter	No
Country:	Canada
State/Province:	Nova Scotia

- **DTC Alert Email.** Enter an Email address here to send Diagnostic Trouble Code (DTC) and scheduled maintenance alerts to the specified Email recipient.



Warning: *If an email address is entered in this field, the Fleet Administrator will no longer receive real-time email Alerts for this particular vehicle. However, all alerts for this vehicle will still appear on the “Daily Fleet Alert Summary” report which is sent to the fleet administrator daily.*

- Optionally, select a **Garaging Address**. This is a landmark type which can be used to indicate where a vehicle should be housed after hours.
- Click **Confirm**.

DTC Alert Email:

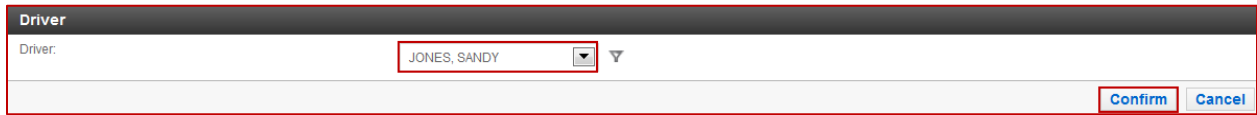
Garaging Address:

Refine:

- [no garaging address]

Edit Vehicle Driver

- Select from the drop down to assign a driver to the vehicle.



Driver

Driver: JONES, SANDY

Confirm Cancel

Edit Vehicle Odometer

- Enter the correct mileage into the **Odometer** field (light duty vehicles only).



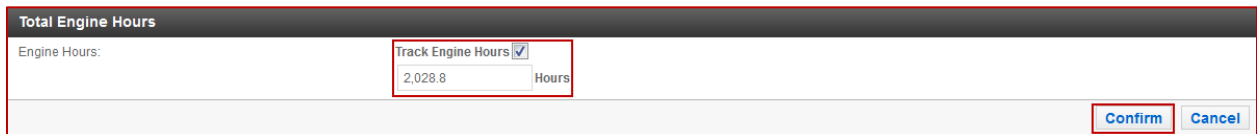
Vehicle Odometer

Odometer (mi): 75,771.8

Confirm Cancel

Edit Total Engine Hours

- Check **Track Engine Hours**.
- Enter **Engine Hours**.
 - If exact base engine hours are not known - estimate the start value by dividing the odometer by average miles or kilometers per hour driven. For example, if the vehicle is mostly used for city driving, use 30 and your average MPH driven, so 23760 odometer miles divided by 30 miles per hour = 792 engine hours, (if using metric measurements, 38238 odometer kilometers divided by 48 kph).
 - Once base hours are set, exact calculations will accumulate going forward.



Total Engine Hours

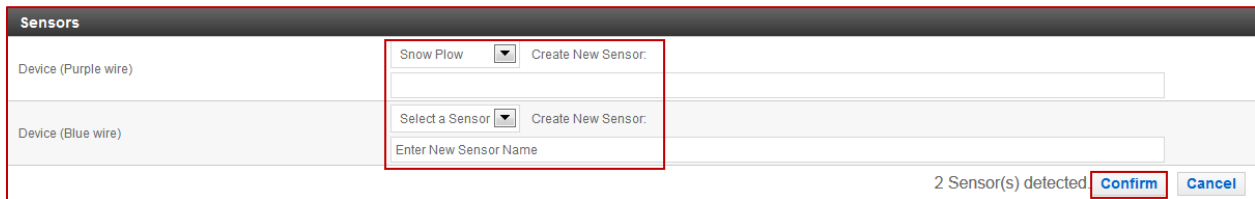
Engine Hours: Track Engine Hours 2,028.8 Hours

Confirm Cancel

Edit Sensors

Sensors can be used to detect secondary vehicle operations that require at least five volts (+/-) to function, such as a dump truck bed being raised or a heavy duty spotlight being turned on. Once sensors are installed this section will appear and be editable in the Vehicle Profile.

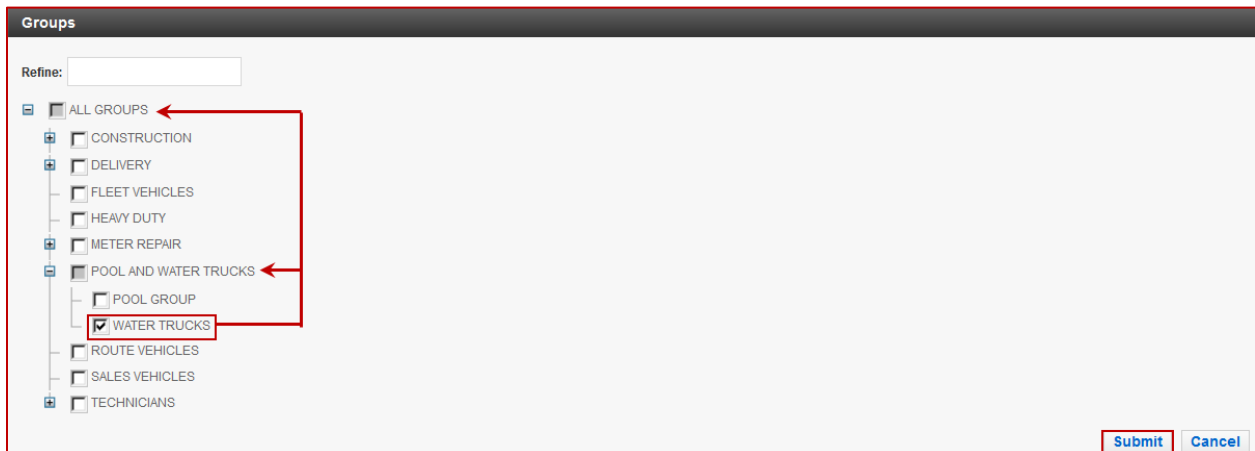
- Select a **Sensor** name associated with corresponding installed sensor wires.
 - Optionally, **Create New Sensor** name, if needed.
- Click **Confirm**.



Note: This edit box will only appear if sensors are detected in the vehicle.

Edit Vehicle Groups

- Click to select one or more groups for the vehicle.



Tip: Selecting a sub group in the Group list will automatically place the vehicle in all parent groups above it. In the screen shot above, only "Water Trucks" is checked, but the vehicle will also be placed in the "Pool and Water Trucks" group and "All Groups", as indicated by the gray color in their check boxes.

Edit Vehicle Attributes

- Add the vehicle to one or more attributes by choosing from the list of attributes in the available column and moving them to the selected column.

The screenshot shows a dialog box titled "List of Attributes" with two main columns: "Available" and "Selected".

Available Column:

- DELIVERY RAMP
- EMERGENCY RESPONDERS
- GASOLINE FUELED VEHICLES
- HD TOOLS
- HONDAS
- LIFT GATES
- MANAGER VEHICLES
- ROUTE VEHICLES
- TOM
- TOM-CARPET
- TRANSPORTATION

Selected Column:

- 6 CYL
- A/C VEHICLES
- FORDS
- LD TOOLS
- SUPERVISORS

Between the columns are four arrow buttons: a single right arrow (>), a double right arrow (>>), a single left arrow (<), and a double left arrow (<<). A red box highlights these buttons.

At the bottom right of the dialog are two buttons: "Submit" and "Cancel".

Driver Management

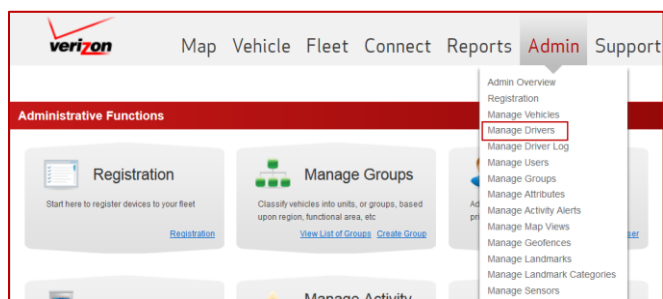
Easily associate drivers with vehicles using *Driver Management*. View assigned drivers throughout the application on maps, dashboards and reports, for example. Many reports have the option of filtering by either driver or vehicle.

Create a New Driver

To create a new driver, select **Manage Drivers** on the *Admin* tab drop down, or click on **Create Driver** in the body of the *Administrative Functions* page.



NOTE: You must be assigned the user privilege "Manage Drivers" to be able to create and edit drivers.



1. Click **Create Driver**.
2. Enter driver's **First Name**.
3. Enter driver's **Last Name**.
4. Enter driver's **Phone Number**.
5. Enter driver's **E-mail Address**.
6. Re-enter driver's **E-mail Address**.
7. Optionally, enter **Notes** regarding the driver, such as specific licenses.

Create Driver	
Driver Details	
First Name: *	<input type="text" value="Tom"/>
Last Name: *	<input type="text" value="Towguy"/>
Phone: *	Primary: <input type="text" value="(555)444-333"/> Ext. <input type="text"/> Secondary: <input type="text"/> Ext. <input type="text"/>
E-mail Address: *	<input type="text" value="tom@noemail.com"/>
Confirm E-mail Address *	<input type="text" value="tom@noemail.com"/>
Notes:	<input type="text" value="Lic# 873453897
Employee #238947ABC"/>

- Optionally, the driver can be assigned to one or more vehicles at this time.
- When selecting a vehicle to assign, the vehicle list can be filtered by group, attribute, or vehicles that are currently unassigned to another driver.



Warning: A vehicle that is assigned to another driver can be selected when creating a new driver, but doing so will unassign that vehicle from its current driver.

- Click **Create**.

Driver Vehicle(s)

Current Vehicle(s):

Group: ALL VEHICLES
[Change](#)

Attribute: All Attributes

Only show unassigned vehicles

Vehicle(s): Please select a vehicle

- COMPANY SALES CAR # 9
- CONSTRUCTION FOREMAN
- CONSTRUCTION FOREMAN # 10
- CONSTRUCTION FOREMAN # 2

[Create](#) [Cancel](#)



Note: Vehicles can also be assigned to drivers using the **Driver Log** feature.

- Optionally, once the driver profile has been created, click **Begin** to create a user profile for the driver. Having a user profile will allow the driver to log onto the application. Clicking **Begin** will navigate to the **Create User** page. Please refer to that section in this user guide for instructions on how to create a user.


Create Driver Login

Allow this Driver to log into the Networkfleet application (This is not required)

[Begin](#)

Manage Drivers

The **Manage Drivers** page displays current fleet drivers and can be filtered to show:

- All drivers
 - Assigned drivers
 - Unassigned drivers
 - Active drivers
 - Inactive drivers
- Click on the driver **Last Name** to edit driver details.
 - The list can be refined by last name, first name, or vehicle label.
 - Click on any of the column headers to sort the list by that data.
 - Click the  icon to deactivate a driver.



Warning: Only unassigned drivers can be deactivated.

Manage Drivers

Manage Driver List

Driver Status: All Assigned Unassigned Active Inactive

[Create Driver](#)

List of Drivers

39 row(s) found. Displaying row 1 to 10, page 1/4. Number of rows displayed per page: 10

Refine by: Last Name Refine List:

Last Name	First Name	Contact Number	Vehicle Label
ABBOTT	JASON		
ABCD	USER	(555)555-5555	POOL VEHICLE # 29
BAIRD	RUSSELL		
CARL	KC		
DAWG	EDDIE		
DEER	JOHN	(555)667-7777	CONSULTANT #1
DRIVER	DONALD	(555)444-3333	CONSTRUCTION FOREMAN # 6 SERVICE TRUCK # 4
DRIVER	NEW	(555)444-3333	
DRIVER	DAN	(222)333-4444	FLEET VEHICLE # 32
DRIVER	NEWER	(555)333-2222	POOL VEHICLE # 16

39 row(s) found. Displaying row 1 to 10, page 1/4. Number of rows displayed per page: 10

Drivers Legend

- Inactive
- Assigned to Vehicle
- Unassigned to Vehicle
- Deactivate Driver

Driver Log

The **Driver Log** displays driver to vehicle assignments by date and time. The list defaults to the past 90 days but can be filtered to any date/time window within the past 90 days. Additionally the list can be filtered to a specific group and/or attribute.

The driver displays by most current assignment but can be sorted by any column header in either ascending or descending order.

The columns display the following data:

- **Assigned Since** – Date/time of initial assignment.
- **Assigned Until** - No date/time indicates that the assignment is current.
- **Vehicle Label** - Click to view all assignments for that vehicle for the specified date range.
- **Driver** - Click to view all vehicles assigned to that driver for the specified date range.
- **VIN**
- **Year Make Model**

Manage Driver Log

Manage Driver Log

Group: ALL VEHICLES Attribute: All Attributes

[Change](#)

Start Date: 7/10/13 12 AM 00 End Date: 10/8/13 12 AM 00 [Submit](#)

List of Driver Log Entries

87 row(s) found. Displaying row 1 to 10, page 1/9. Number of rows displayed per page: 10

Assigned Since	Assigned Until	Vehicle Label	Driver	VIN	Year Make Model
10/3/13 6:32 PM	10/3/13 6:32 PM	WATER TRUCK # 9	RICE, JIM	1GTEC14W7VZ52774	1997 GMC C1500
10/3/13 11:18 AM		101289	JONES, JOE	1GKFK26379R221710	2009 GMC YUKON
10/2/13 9:15 AM		COMPANY SALES CAR # 1	JONES, SANDY	1G1ZS52814F17308	2004 CHEVROLET MALIBU
10/1/13 2:07 PM		FLEET VEHICLE # 78	ROD, HOT	1GTCS14896820728	2005 GMC CANYON
10/1/13 1:58 PM		998542485	JONES, SALES 2	1GTEC19X38Z18024	2008 GMC 1500
10/1/13 1:12 PM	10/3/13 11:18 AM	101289	FISHER, KEVIN	1GKFK26379R221710	2009 GMC YUKON
9/25/13 8:13 AM	10/2/13 9:15 AM	COMPANY SALES CAR # 1	SMITH, JOSEPH	1G1ZS52814F17308	2004 CHEVROLET MALIBU

View Vehicle Driver Log

This screen displays drivers assigned to the selected vehicle and allows editing of historical assignments.

- Any date/time range within 90 days can be viewed and/or edited.
- Click **Create New Assignment** to assign a driver to this vehicle for any specified date/time range.
- Click **View Full Log** to return to the *Driver Log* summary list view.
- Dates and times show drivers assigned to that vehicle for the specified date/time range.
 - If **Assigned Until** is blank it indicates that the driver is currently assigned to the vehicle.
- Click on the pencil icon to edit previous assignments. Assignments can only be past or current.
- Click on any driver name in the driver column to view details about that driver's vehicle assignments.

Vehicle Driver Log

Vehicle Driver Log

Start Date: 7/10/13 12 AM 00 End Date: 10/8/13 12 AM 00

Submit

[Create New Assignment](#) [View Full Log](#)

COMPANY SALES CAR # 1

5 row(s) found. Displaying row 1 to 5, page 1/1. Number of rows displayed per page: 10

Assigned Since	Assigned Until	Driver	VIN	Year Make Model
10/2/13 9:15 AM		JONES, SANDY	1G1ZS52814F17308	2004 CHEVROLET MALIBU
9/25/13 8:13 AM	10/2/13 9:15 AM	SMITH, JOSEPH	1G1ZS52814F17308	2004 CHEVROLET MALIBU
9/24/13 8:33 AM	9/24/13 10:26 AM	PORTER, STEPHEN	1G1ZS52814F17308	2004 CHEVROLET MALIBU
8/23/13 9:31 AM	9/24/13 8:33 AM	SAUNDERS, DAWN	1G1ZS52814F17308	2004 CHEVROLET MALIBU
5/15/13 9:58 AM	8/23/13 7:56 AM	SMITH, SUE	1G1ZS52814F17308	2004 CHEVROLET MALIBU



Note: Historical driver assignment edits can only be done in the Vehicle Driver Log

COMPANY SALES CAR # 1

5 row(s) found. Displaying row 1 to 5, page 1/1. Number of rows displayed per page: 10

Assigned Since	Assigned Until	Driver	VIN	Year Make Model
10/2/13 9:15 AM		JONES, SANDY	1G1ZS52814F17308	2004 CHEVROLET MALIBU
9/25/13 8:13 AM	10/2/13 9:15 AM	SMITH, JOSEPH	1G1ZS52814F17308	2004 CHEVROLET MALIBU
<input type="text" value="9/18/13"/>	<input type="text" value="9/24/13"/>	<input type="text" value="8 AM"/> <input type="text" value="33"/>	<input type="text" value="10 AM"/> <input type="text" value="26"/>	<input type="text" value="ABCD, USER"/>
<input type="button" value="Assign"/> <input type="button" value="Cancel"/>				
8/23/13 9:31 AM	9/20/13 8:33 AM	SAUNDERS, DAWN	1G1ZS52814F17308	2004 CHEVROLET MALIBU

- If an assignment overlaps with another assignment, the current assignment will replace the previous assignment but these conflicts will be noted before saving.

Warning!

Reassigning the current driver has created a conflict with an existing assignment. The system will make the following changes, please confirm or cancel.

Vehicle	Driver	Assignment Start	Assignment Finish
COMPANY SALES CAR # 1	SAUNDERS, DAWN	8/23/13 9:31 AM	9/20/13 8:33 AM
To			
COMPANY SALES CAR # 1	SAUNDERS, DAWN	8/23/13 9:31 AM	9/18/13 8:33 AM
Vehicle	Driver	Assignment Start	Assignment Finish
COMPANY SALES CAR # 1	PORTER, STEPHEN	9/24/13 8:33 AM	9/24/13 10:26 AM
To			
COMPANY SALES CAR # 1	ABCD, USER	9/18/13 8:33 AM	9/24/13 10:26 AM

View Driver Log

This screen displays all vehicles assigned to the selected driver for the past 90 days.

- Any date/time range within 90 days can be viewed.
- Click **View Full Log** to return to the *Driver Log* summary list view.
- Click **View Driver Profile** to navigate to the *Driver Profile* page.
- Dates and times show vehicles assigned to that driver for the specified date/time range.
 - If **Assigned Until** is blank it indicates that the driver is currently assigned to the vehicle.
- Click on any driver name in the driver column to view details about that driver's vehicle.
- Another driver's Log can be viewed by clicking on another driver in the left list.
 - A red key icon indicates that there are no current vehicle assignments for the driver.
 - A green key icon indicates that there is at least one current vehicle assignment for the driver.
 - A gray key icon indicates that the driver's profile is inactive.

DRIVER LIST

Driver Status: All

Refine List:

Select a Driver

- ABBOTT, JASON
- ABCD, USER
- BAIRD, RUSSELL
- CARL, KC
- DAWG, EDDIE
- DEER, JOHN
- DRIVER, DAN**
- DRIVER, DONALD
- DRIVER, FRIDAY
- DRIVER, NEW
- DRIVER, NEWER
- DRIVER, OLD
- FIRST, NAME
- FISHER, KEVIN
- JONES, JOE
- JONES, SALES 2
- JONES, SANDY
- LAST, FIRST
- MILES, BRIAN
- NAME, YOUR
- POOLGUY, JOE**
- PORTER, STEPHEN
- RICE, JIM

Manage Driver Log

Start Date: 7/10/13 12 AM 00 End Date: 10/8/13 12 AM 00 [Submit](#)

Driver Log

[View Full Log](#) [View Driver Profile](#)

POOLGUY, JOE

4 row(s) found. Displaying row 1 to 4, page 1/1. Number of rows displayed per page: 10

Assigned Since	Assigned Until	Vehicle Label	VIN	Year Make Model
8/30/13 12:00 AM	9/1/13 8:32 AM	POOL_VEHICLE # 19	3GDKC34F81M10899	2001 GMC HD3500
7/24/13 11:00 AM	8/28/13 9:35 AM	101289	1GKFK26379R221710	2009 GMC YUKON
7/24/13 8:34 AM	8/27/13 11:59 PM	POOL_VEHICLE # 19	3GDKC34F81M10899	2001 GMC HD3500
8/28/13 9:23 AM		SERVICE TRUCK # 8	1GDKC34F6TJ51788	1996 GMC GMC SIERRA # 3

4 row(s) found. Displaying row 1 to 4, page 1/1. Number of rows displayed per page: 10

Assignment Legend

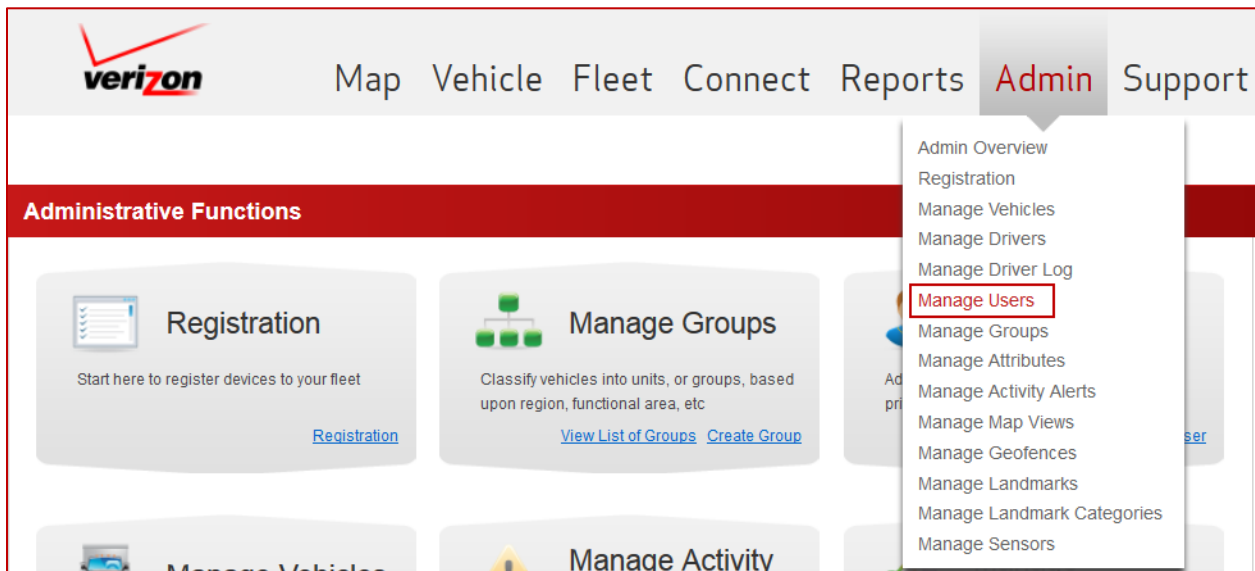
- Inactive
- Assigned to Vehicle**
- Unassigned to Vehicle

User Management

Easily provide employees with customized access to your fleet account with user management. User accounts may be assigned to an individual, or to a specific job function. There is no limit to the number of users you can create.

Create a New User

To create a new user, select **Manage Users** on the admin tab drop down, or click on **Create User** in the body of the *Administrative Functions* page.



Click **Create User**

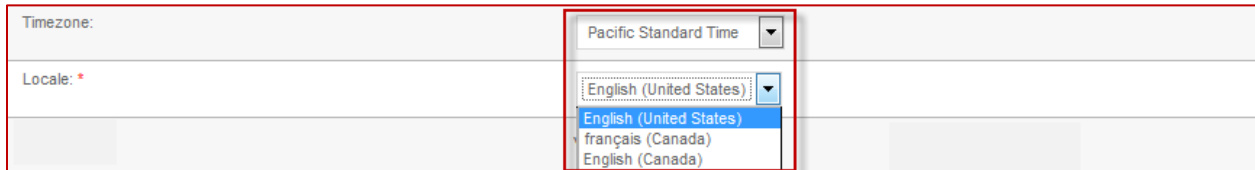
1. Enter the User's **First Name**.
2. Enter the User's **Last Name**.
3. Enter a **Username**. This is used to log into the website. It must be 4-45 characters long and may contain letters, numbers, spaces, and symbols.
4. Enter the new User's primary **Email Address**.
5. Reenter the new User's primary **Email Address**.
6. Enter at least one **Phone** number.

Create User	
User Information	
First Name: *	<input type="text" value="Joe"/>
Last Name: *	<input type="text" value="Smith"/>
UserName: *	<input type="text" value="Joe12345"/> ?
E-mail Address: *	<input type="text" value="Joe@yourfleet.com"/>
Confirm E-mail Address: *	<input type="text" value="Joe@yourfleet.com"/>
Phone: *	Primary: <input type="text" value="(333)444-5555"/> Ext. <input type="text"/> Secondary: <input type="text"/> Ext. <input type="text"/>

7. Enter the **Address**.
8. Enter the **City**.
9. Select the user's **Country**.
10. Select the **State**.
11. Enter the **Zip** or **Postal Code**.

Address: *	<input type="text" value="6363 GREENWICH DR"/> <input type="text"/>
City: *	<input type="text" value="SAN DIEGO"/>
Country:	United States ▼
State/Province:	California ▼
Zip/Postal Code: *	<input type="text" value="92122"/>

12. Select the **Time zone** for the new user.
13. Select the **Locale** – This changes how the application’s language and units of measurement are displayed for the new user as follows
 - **François (Canada)** displays in French and uses metric measurements
 - **English (United States)** displays in English and uses imperial measurements
 - **English (Canada)** displays in English and uses metric measurements

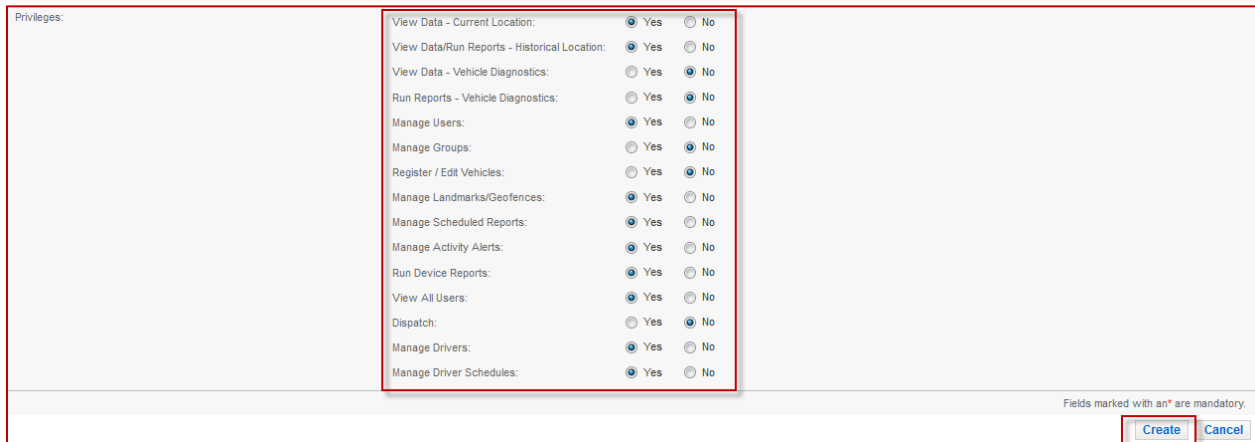


The screenshot shows a form with two dropdown menus. The first is labeled 'Timezone:' and has 'Pacific Standard Time' selected. The second is labeled 'Locale: *' and has a dropdown menu open showing three options: 'English (United States)' (highlighted), 'français (Canada)', and 'English (Canada)'.



Note: You can customize time zones for each individual user. For your convenience, all dates and times on reports and throughout the website are converted to the user’s time zone.

14. Assign the appropriate **user Privileges** by selecting “Yes”. Privileges will default to No. See the **Privilege Options** section to assist you in selecting suitable Privileges.
15. Click **Create**.




The screenshot shows the 'Privileges:' section of the form. It contains a list of 15 items, each with 'Yes' and 'No' radio buttons. The 'Yes' button is selected for all items. At the bottom right, there are 'Create' and 'Cancel' buttons. A note at the bottom right states 'Fields marked with an* are mandatory.'

Privilege	Yes	No
View Data - Current Location:	<input checked="" type="radio"/>	<input type="radio"/>
View Data/Run Reports - Historical Location:	<input checked="" type="radio"/>	<input type="radio"/>
View Data - Vehicle Diagnostics:	<input type="radio"/>	<input checked="" type="radio"/>
Run Reports - Vehicle Diagnostics:	<input type="radio"/>	<input checked="" type="radio"/>
Manage Users:	<input checked="" type="radio"/>	<input type="radio"/>
Manage Groups:	<input type="radio"/>	<input checked="" type="radio"/>
Register / Edit Vehicles:	<input type="radio"/>	<input checked="" type="radio"/>
Manage Landmarks/Geofences:	<input checked="" type="radio"/>	<input type="radio"/>
Manage Scheduled Reports:	<input checked="" type="radio"/>	<input type="radio"/>
Manage Activity Alerts:	<input checked="" type="radio"/>	<input type="radio"/>
Run Device Reports:	<input checked="" type="radio"/>	<input type="radio"/>
View All Users:	<input checked="" type="radio"/>	<input type="radio"/>
Dispatch:	<input type="radio"/>	<input checked="" type="radio"/>
Manage Drivers:	<input checked="" type="radio"/>	<input type="radio"/>
Manage Driver Schedules:	<input checked="" type="radio"/>	<input type="radio"/>

Once a user has been created the following options will be available:


- Create a driver profile.
 - Click **Activate Driver** to navigate to the [Create Driver](#) page. Please refer to that section in this document for instructions how to create a driver profile.

Designate Driver

This user is not currently designated as a driver. (This is not required) 

[Begin](#)

- Grant user access to view vehicle groups.
 - Click **Edit** to assign vehicle groups to the user.

 **User Granted Access to Group(s)**

[Edit](#)

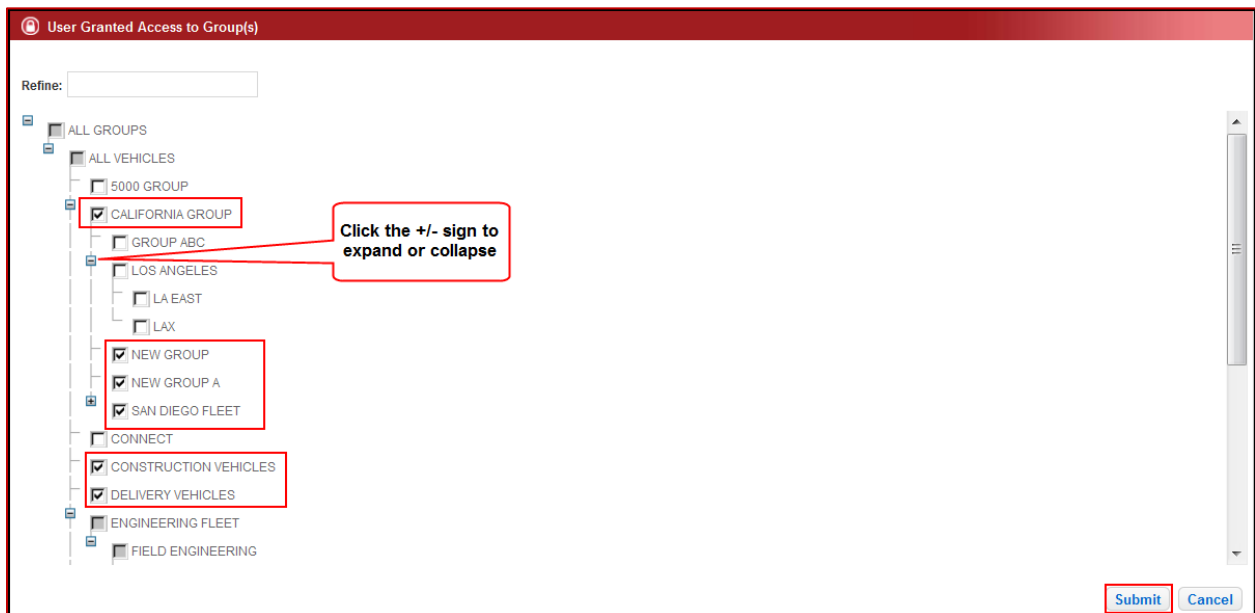


WARNING: Users must be assigned to at least one vehicle group to be able to view any vehicles in the application.

Add Groups to Users

A user must be assigned to at least one vehicle group to view vehicles on the website. Users must be assigned to each individual group regardless of whether it is a parent group or sub group. Users are *not* automatically assigned to subgroups if assigned to a parent group.

1. Click **Edit** under the **User Granted Access to Groups(s)** section of the user information screen.
2. Select one or more groups by clicking on the box preceding the group name. Click again to deselect.
3. Click **Submit**.



User Privileges

Grant appropriate fleet permissions to your employees with user privileges. With privileges you can create customized, individual logins to provide targeted access to your fleet. Privileges are always set to “No” when creating a new user; therefore they must be changed to “Yes” to be applied.

Privilege Options

View Data - Current Location

Grants access to GPS location data such as the *Fleet Map* and *Driving Directions*.

View Data/Run Reports – Historical Location

Grants access to GPS based reports such as “Drive Time Summary” and “Activity Detail”. This privilege is also required to view historical data including the *Track Map* and *Multi-Track Map*.



Note: *Run Report privileges only apply to manually run reports. A user must be assigned “Manage Scheduled Reports” to be able to schedule reports.*

View Data – Vehicle Diagnostics

Grants access to all diagnostic data including service alerts and recalls.

Run Reports – Vehicle Diagnostics

Grants permission to run diagnostic based reports such as “Idle Time” and “Fuel Economy and Usage”.

Manage Users

Grants permission to create new and edit existing users.

Manage Groups

Grants permission to create new and edit existing groups. Assigning this privilege is not necessary for a user to be able to view vehicles within a specific group.

Register/Edit Vehicles

Allows user to create new and edit existing Vehicles. Assigning this privilege is not necessary for a user to be able to view vehicles.

Manage Landmarks/Geofences

Allows user to create new and edit existing landmarks or geofences. Assigning this privilege is not necessary for a user to be able to view landmarks or geofences on the fleet map.

Manage Scheduled Reports

Allows User to create new and edit scheduled reports. Users must also be assigned at least one of the following to be able to schedule reports: *Run Location reports* and/or *Run Diagnostic Reports*.

Manage Activity Alerts

Allows user to create new and edit existing activity alerts. Assigning this privilege is not necessary for a user to be able to receive activity alerts via email or text message.

Run Device Reports

Grants permission to run or schedule device reports which display fleet devices that may indicate errant power or tampering issues and last message sent by the device.

View All Users

Allows the user to run **User Login** Reports for all fleet users. This report shows when and how often individual users have logged into the Networkfleet application.

Dispatch

Allows the user to utilize all *Connect* features including dispatching and driver messaging. This privilege only appears in fleets that have at least one vehicle with the *Connect* feature.

Manage Drivers

Grants permission to create new and edit existing drivers.

Manage Drivers Schedules

Grants permission to create new driver logs and modify existing driver logs.

Sample Privilege Configurations

Listed below are user privilege examples based on general job descriptions. These are commonly used combinations for reference purposes only. You should select the privileges that are appropriate for your specific employee's job functions.

Administrator

- ✓ View Data/Run Reports – Historical Data
- ✓ Run Reports – Vehicle Diagnostics
- ✓ Manage Users
- ✓ Manage Groups
- ✓ Register/Edit Vehicles
- ✓ Manage Landmarks/Geofences
- ✓ Manage Scheduled Reports
- ✓ Manage Activity Alerts
- ✓ Run Device Reports
- ✓ View All Users
- ✓ Manage Drivers
- ✓ Manage Drivers Schedules

Dispatcher

- ✓ View Data – Current Location
- ✓ View Data/Run Reports – Historical Data
- ✓ View Data – Vehicle Diagnostics
- ✓ Manage Landmarks/Geofences
- ✓ Manage Activity Alerts
- ✓ Manage Scheduled Reports
- ✓ Dispatch – *Only available with fleets that have at least one vehicle with the CONNECT for Gamin feature.*
- ✓ Manage Drivers
- ✓ Manage Drivers Schedules

Driver

- ✓ View Data – Current Location
- ✓ View Data/Run Reports – Historical Data
- ✓ View Data – Vehicle Diagnostics
- ✓ Run Reports – Vehicle Diagnostics
- ✓ Manage Drivers

Manager/Supervisor

- ✓ View Data – Current Location
- ✓ View Data/Run Reports – Historical Data
- ✓ View Data – Vehicle Diagnostics
- ✓ Run Reports – Vehicle Diagnostics
- ✓ Manage Users
- ✓ Manage Groups
- ✓ Register/Edit Vehicles
- ✓ Manage Landmarks/Geofences
- ✓ Manage Activity Alerts
- ✓ Manage Scheduled Reports
- ✓ Run Device Reports
- ✓ View All Users
- ✓ Manage Drivers
- ✓ Manage Drivers Schedules

Mechanic

- ✓ View Data – Vehicle Diagnostics
- ✓ Run Reports – Vehicle Diagnostics
- ✓ Register/Edit Vehicles
- ✓ Manage Activity Alerts - *Limited to Diagnostic Alerts if only "View Diagnostic Data" is checked*
- ✓ Manage Scheduled Reports - *Limited to Diagnostic Reports if only "Run Diagnostic Reports" is checked*

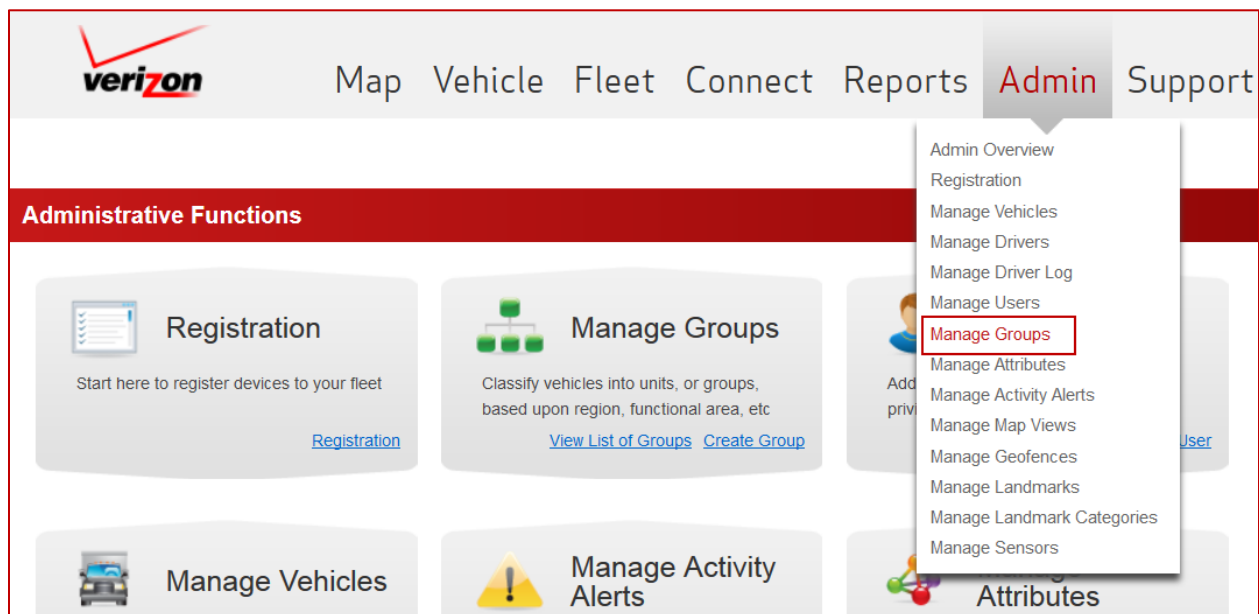
Group Management

Groups provide a way to arrange fleet vehicles into subsets that fit your business workflow. Vehicles can be grouped by region, division, vehicle type, and much more. Besides your preset fleet groups, you may be granted the privilege to create other sub groups in your fleet.

A fleet does not require additional vehicle groups but they may be helpful with large fleets and fleets that have regional or functional subsets. Vehicle groups are also used to control access to vehicle subsets. Vehicles may be assigned to more than one group. Groups are hierarchical and may have many subgroups.

Create a New Group

To create a new group, select **Manage Groups** on the *Admin* tab drop down, or click **Create Group** from the *Administrative Functions* page.



1. Enter a **Group Name**.
2. Enter a **Description**.
3. Select a **Parent Group**.
4. Click **Create**.

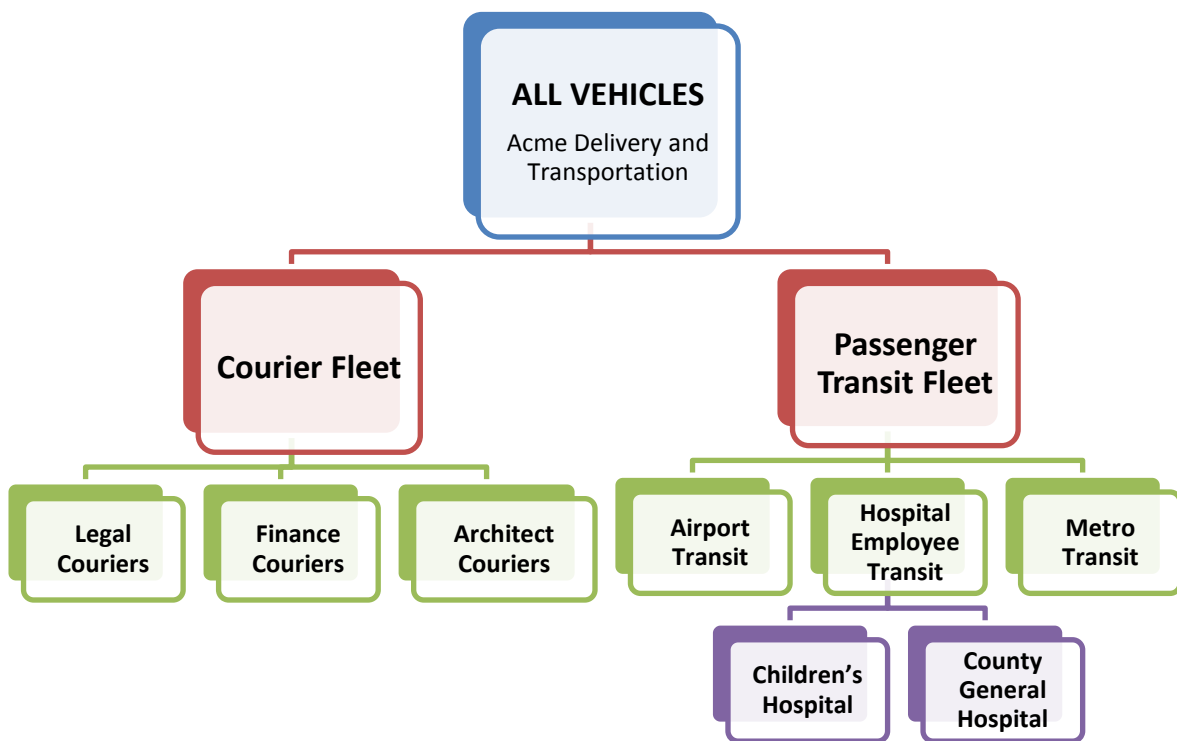
Create Group	
GROUP DETAILS	
* Group Name:	<input type="text" value="Sales Supervisors"/>
* Description:	<input type="text" value="Sales"/>
* Parent Group:	<input type="text" value="SALES VEHICLES"/>
<input type="button" value="Create"/> <input type="button" value="Cancel"/>	

Group Hierarchy

It's important to understand how group hierarchy functions when creating groups.

- All groups are hierarchical.
- The group "All Vehicles" is the master parent group in every fleet.
- All vehicles registered to a fleet will automatically be added to "All Vehicles".
- A parent group can have unlimited subgroups.
- A vehicle added to a subgroup is automatically added to any parent group(s) above it.
- A vehicle deleted from a parent group is also deleted in all of its subgroups.
- A single vehicle may be assigned to multiple groups, including multiple parent groups.
- Users are only able to see groups, including all vehicles within that group, which have been specifically assigned to them.

Group Hierarchy Example







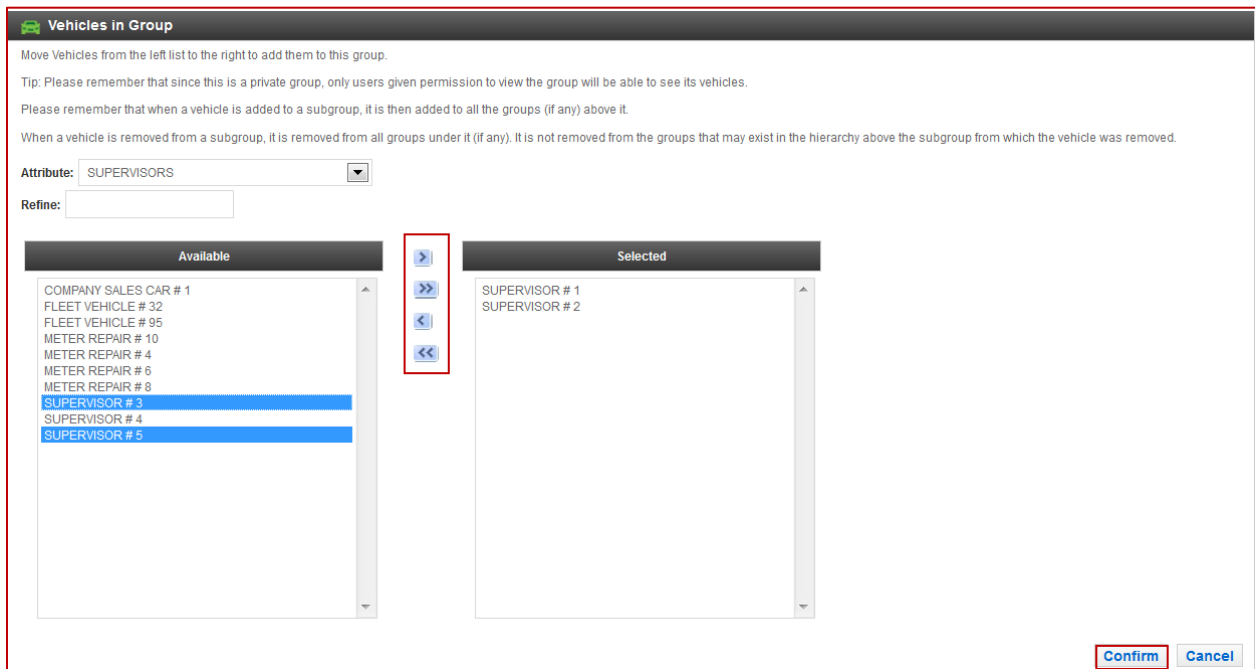
Add Vehicles to Groups

1. Click **Add/Remove Vehicles** in the **Vehicles in Group** section.
2. Highlight to select vehicles in the **Available** column.



Tip: Select multiple vehicles by pressing <CTRL> + click on each chosen vehicle.

3. Click the  key to move vehicles from the **Available** column to the **Selected** column. Click the  key to move all vehicles from the **Available** to the **Selected** column. If a vehicle was moved in error, use the  or  keys to move vehicles back to the **Available** column.
4. Click **Confirm**.



Vehicles in Group

Move Vehicles from the left list to the right to add them to this group.





Tip: Please remember that since this is a private group, only users given permission to view the group will be able to see its vehicles.

Please remember that when a vehicle is added to a subgroup, it is then added to all the groups (if any) above it.

When a vehicle is removed from a subgroup, it is removed from all groups under it (if any). It is not removed from the groups that may exist in the hierarchy above the subgroup from which the vehicle was removed.

Attribute: SUPERVISORS

Refine:

Available		Selected
COMPANY SALES CAR # 1	   	SUPERVISOR # 1
FLEET VEHICLE # 32		SUPERVISOR # 2
FLEET VEHICLE # 95		
METER REPAIR # 10		
METER REPAIR # 4		
METER REPAIR # 6		
METER REPAIR # 8		
SUPERVISOR # 3		
SUPERVISOR # 4		
SUPERVISOR # 5		

Confirm **Cancel**

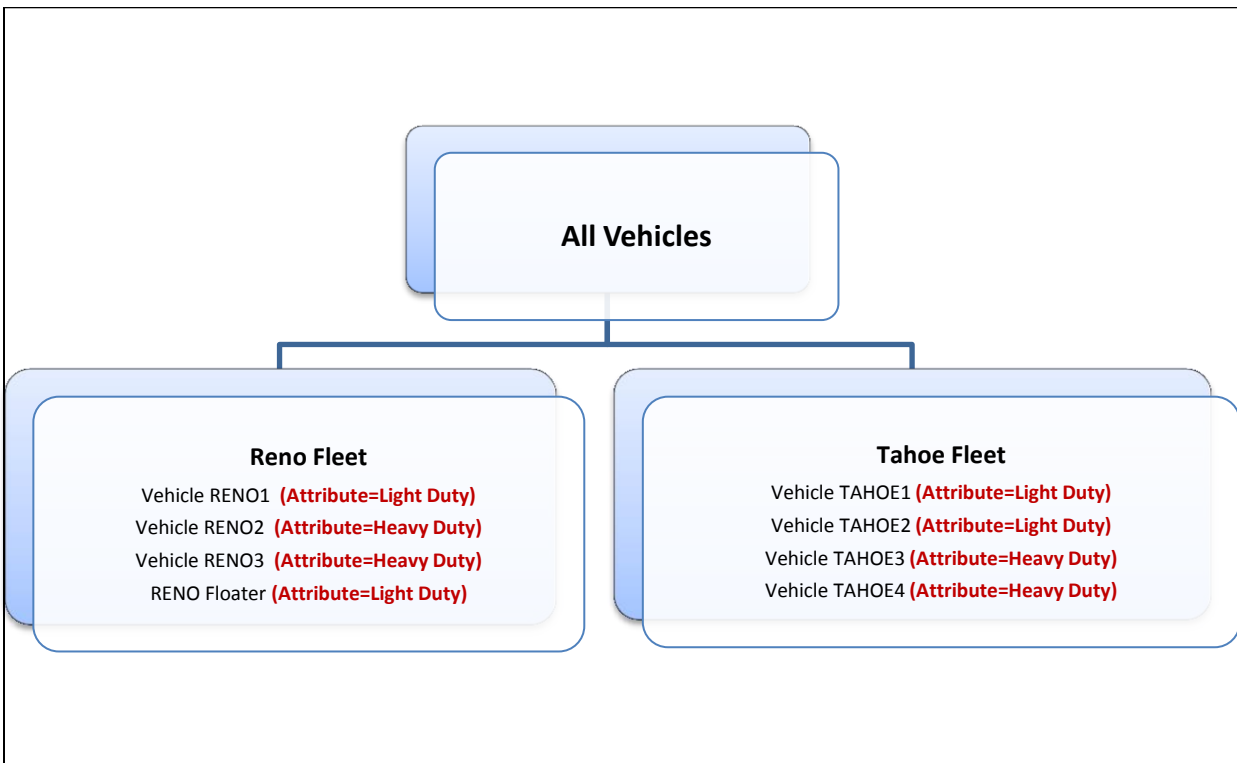
Vehicle Attributes

Vehicle attributes facilitate categorizing vehicles that share similar characteristics. Attributes are not connected to vehicle groups and therefore operate independently. Users can view all attributes for the vehicles they have access to via groups.

Attribute Example

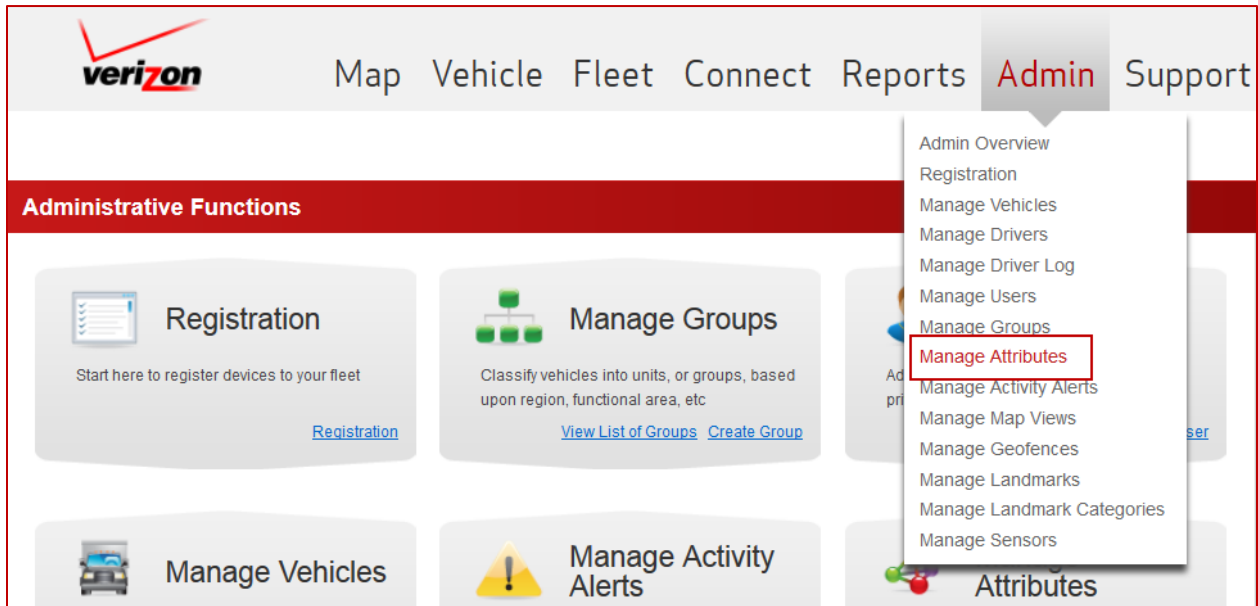
A fleet has two groups, Reno fleet and Tahoe fleet. There are several heavy duty vehicles in each group. An attribute of “Heavy Duty”, can be created and assigned to all heavy duty vehicles in the fleet. Reports can be run on all heavy duty vehicles at one time rather than having to run separate reports at the group level. Fleet maps can also be filtered to show a set of vehicles with a specified attribute. This enables the user to view all fleet vehicles with a specific attribute, such as all tow trucks, or all light duty vehicles.

Using the example layout below, any report generated for the group All Vehicles with an attribute filter of *Heavy Duty* will display data for vehicles RENO2, RENO3, TAHOE3, and TAHOE4.



Create Vehicle Attribute

To create a new Vehicle Attribute, select **Manage Attributes** on the *Admin* tab drop down, or click **Create Attribute** in the body of the *Administrative Functions* page.



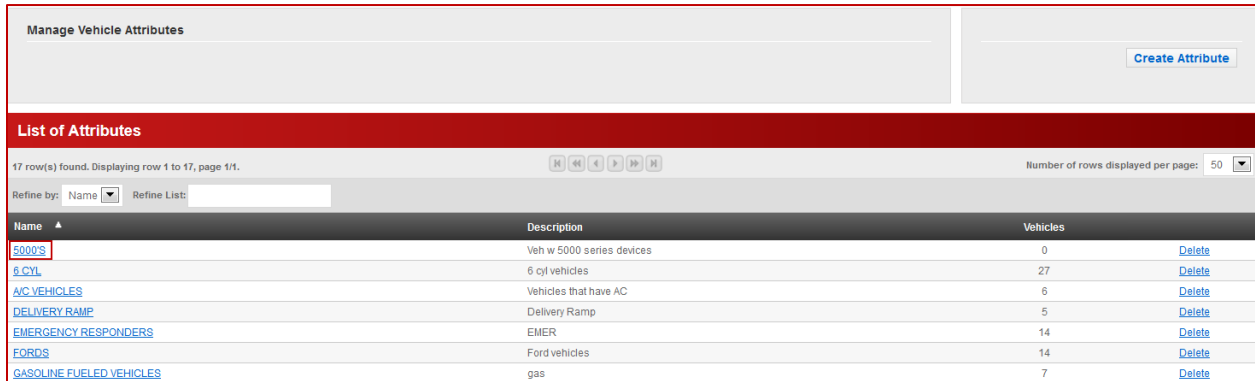
1. Enter an attribute **Name**.
2. Enter a **Description**.
3. Click **Submit**.

A screenshot of the 'Manage Vehicle Attributes' page. At the top, there is a header 'Manage Vehicle Attributes' and two buttons: 'Create Attribute' and 'View All Attributes'. Below this is a red header for 'Create Attribute'. Underneath, there is a section titled 'Attribute Details' with two input fields: 'Name: *' containing '5000's' and 'Description: *' containing 'Veh w 5000 series de'. At the bottom right, there are 'Submit' and 'Cancel' buttons.

Assign Attribute to Vehicle

Once an attribute has been created it can be assigned to an existing vehicle through the *Manage Vehicle Attributes* page.

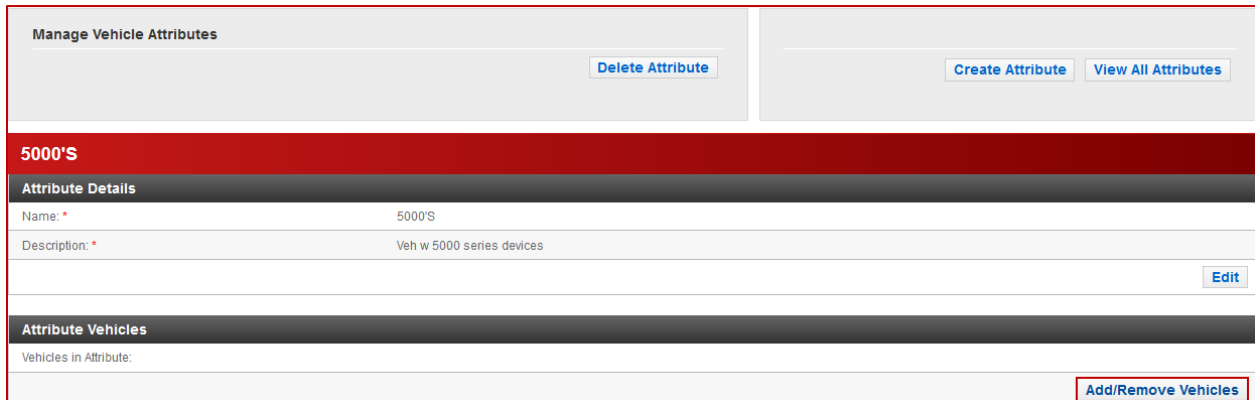
1. Click on an attribute name from the **List of Attributes**.



The screenshot shows the 'Manage Vehicle Attributes' interface. At the top right, there is a 'Create Attribute' button. Below this is a red header for 'List of Attributes'. A status bar indicates '17 row(s) found. Displaying row 1 to 17, page 1/1.' and 'Number of rows displayed per page: 50'. A search bar is present with 'Refine by: Name' and 'Refine List:'. The main content is a table with columns for Name, Description, and Vehicles. The '5000'S' attribute is highlighted with a red box.

Name	Description	Vehicles
5000'S	Veh w 5000 series devices	0
6 CYL	6 cyl vehicles	27
A/C VEHICLES	Vehicles that have AC	6
DELIVERY RAMP	Delivery Ramp	5
EMERGENCY RESPONDERS	EMER	14
FORDS	Ford vehicles	14
GASOLINE FUELED VEHICLES	gas	7

2. Click **Add/Add Remove Vehicles**.







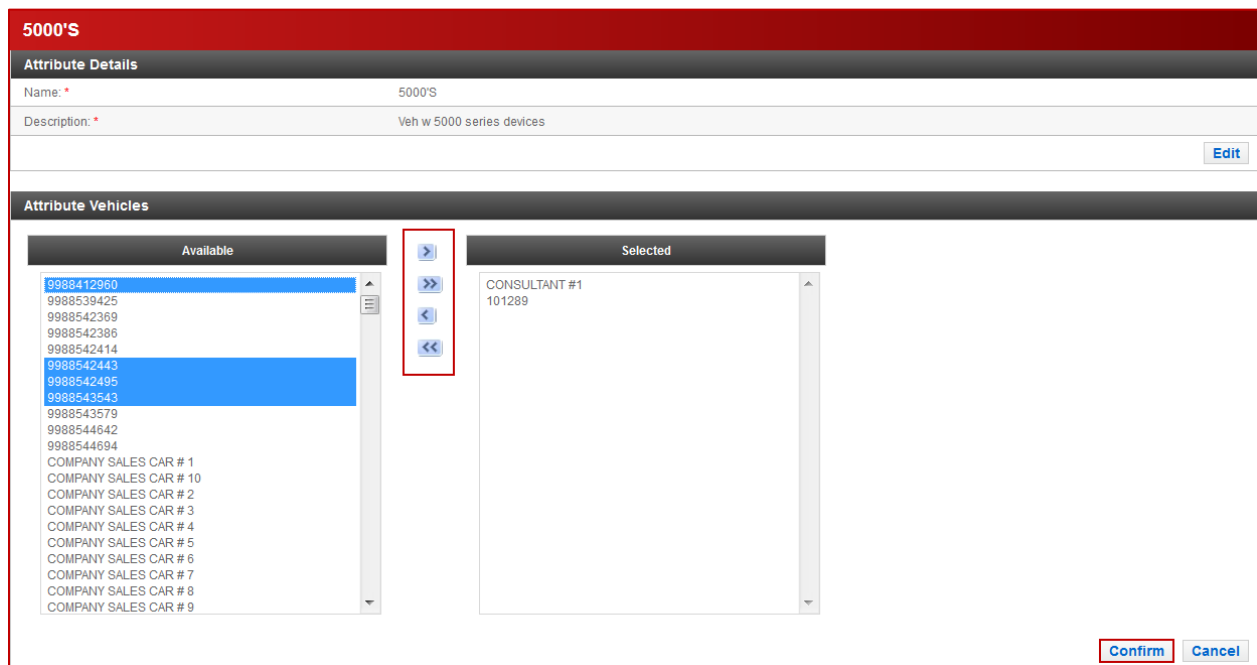
The screenshot shows the 'Manage Vehicle Attributes' interface with the '5000'S' attribute selected. The 'Delete Attribute' button is visible. The 'Attribute Details' section shows 'Name: * 5000'S' and 'Description: * Veh w 5000 series devices'. An 'Edit' button is present. The 'Attribute Vehicles' section shows 'Vehicles in Attribute:' and an 'Add/Remove Vehicles' button, which is highlighted with a red box.

3. Highlight to select vehicles from the **Available** column.



Tip: Select multiple vehicles by pressing <CTRL> + click on each chosen vehicle.

4. Click the  key to move vehicles from the **Available** column to the **Selected** column. Click the  key to move all vehicles from the **Available** to the **Selected** column. If a vehicle was moved in error, use the  or  keys to move vehicles back to the **Available** column.
5. Click **Confirm**.



The screenshot displays the '5000'S' attribute details and the 'Attribute Vehicles' section. The 'Attribute Vehicles' section is divided into two columns: 'Available' and 'Selected'. The 'Available' column contains a list of vehicle IDs and descriptions, with several items highlighted in blue. The 'Selected' column contains the text 'CONSULTANT #1' and '101289'. A red box highlights the navigation buttons between the columns: a right arrow, a double right arrow, a left arrow, and a double left arrow. At the bottom right, there are 'Confirm' and 'Cancel' buttons.

Attribute Details	
Name: *	5000'S
Description: *	Veh w 5000 series devices
Edit	

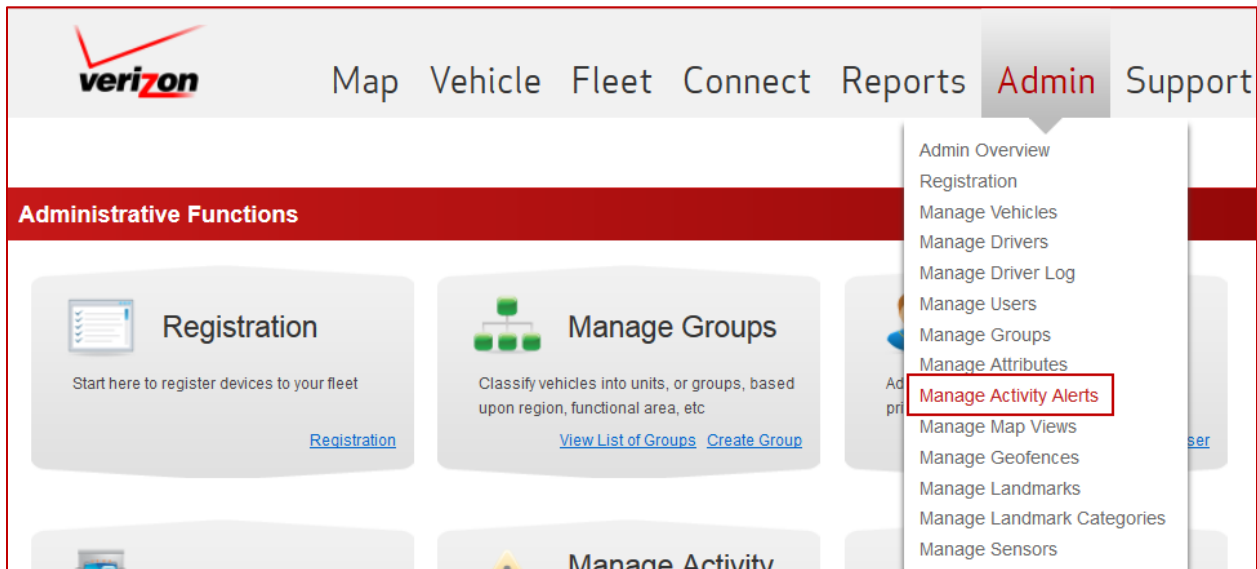
Attribute Vehicles	
Available	Selected
9988412960 9988539425 9988542369 9988542386 9988542414 9988542443 9988542495 9988543543 9988543579 9988544642 9988544694 COMPANY SALES CAR # 1 COMPANY SALES CAR # 10 COMPANY SALES CAR # 2 COMPANY SALES CAR # 3 COMPANY SALES CAR # 4 COMPANY SALES CAR # 5 COMPANY SALES CAR # 6 COMPANY SALES CAR # 7 COMPANY SALES CAR # 8 COMPANY SALES CAR # 9	CONSULTANT #1 101289
Confirm Cancel	

Activity Alert Management

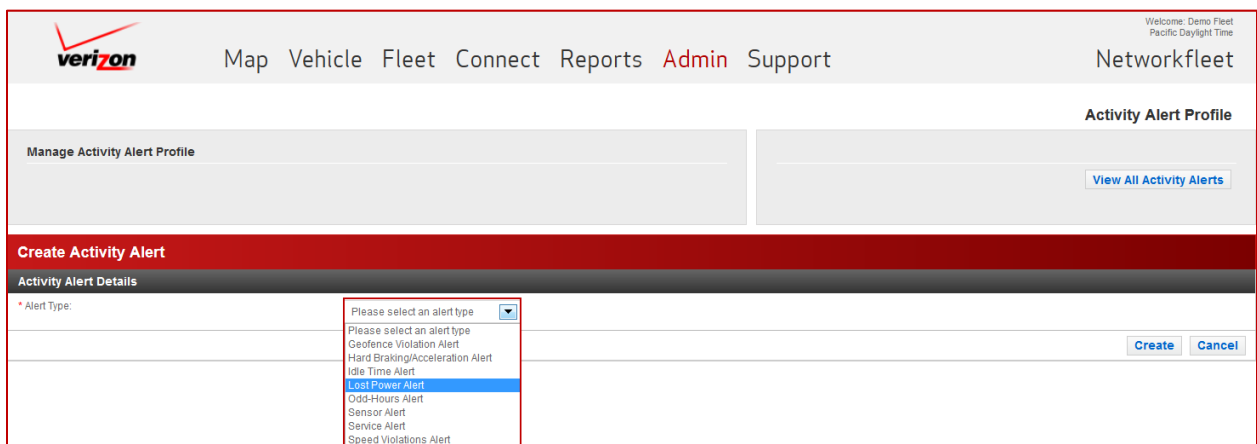
Activity Alerts are real-time notification of specific fleet violations, such as excessive speeding or idling, geofence violations and odd-hours usage. Violations are conveniently sent via email and text message.

Create an Activity Alert

To create a new Activity Alert, select **Manage Activity Alerts** on the Admin tab drop down, or click **Create Alert** in the body of the *Administrative Functions* page.



1. Select **Alert Type**. Other fields appear on the page once the alert type has been selected.









2. Enter **Alert Subject**. This will appear in alert notifications and reports.
3. Select **Alert Priority**. Different priorities display with different highlighted colors on the “Activity Alerts Report” for easy identification. The priority options are:
 - Critical
 - Non-Critical
 - Warning
4. Enter an **Alert Description**.
5. Enter **Maximum Notifications**. For each alert triggered, one message (per recipient), will be sent each hour while the event is on-going. Enter a number to limit the hourly notifications.













Note: The limit entered in the **Maximum Notifications** field impacts a single event only. If a triggered event falls under the violation threshold, and then triggers a NEW alert, a new message will be sent.

Create Activity Alert	
Activity Alert Details	
Alert Type:	Speed Violations Alert
* Alert Subject :	<input type="text"/>
* Alert Priority:	Critical <input type="button" value="v"/>
Alert Description:	<input type="text"/>
Maximum Notifications:	<input type="text" value="1"/>



6. Select one or more recipients for this alert.
 - The current user's **Account Email** is automatically checked but can be deselected.
 - To add additional Email recipients click the green circle with the plus sign next to **Additional Email Recipients**.
 - To add additional text message recipients click the green circle with the plus sign next to **SMS Recipients**.
 - Here is a list of some common SMS address formats.
 - Nextel: phone-number@page.nextel.com
 - AT&T: phone-number@txt.att.net
 - Verizon: phone-number@vtext.com
 - T-mobile: phone-number@tmomail.net

Account Email:	<input checked="" type="checkbox"/> Demo Account Demo
Additional Email Recipients:	training@networkfleet.com   
SMS Recipients:	5551234567@vtext.com   

7. Select a **Violation Window**. Alerts will only be triggered during the selected hours and days. The clock hours default to 12 AM to 12 AM which signifies a 24 hour period.

* Violation Window:	8 AM 	00 	to	6 PM 	00 	Weekdays 	  
	9 AM 	00 	to	3 PM 	00 	Weekend 	 



Tip: Additional Email, SMS recipient, and violation window fields can be added by clicking . Delete extra lines by clicking .

8. Additionally, each specific alert will have its own specific parameters. Please use the following table to determine which parameters are required for that alert type.

ALERT TYPE	PARAMETERS
<p>Geofence Violation</p>	<p>Two options are available:</p> <ul style="list-style-type: none"> • Incursion: Alerts when a vehicle enters the geofence • Excursion: Alerts when a vehicle exits the geofence <p>Select a Geofence to associate with the alert</p>
<p>Hard Braking/Hard Accelerating</p> <p><i>*Available on 5500 units only</i></p>	<p>This feature provides the ability to detect unsafe driver behavior patterns which can be addressed in order to reduce fuel usage and maintenance costs, and improve fleet safety.</p> <p>To determine what triggers hard braking or hard accelerating an algorithm is used that calculates miles per hour per second (MPH/s) and are event based.</p> <p><i>Please view the Technical Information Bulletin (TIB) in the Support Tab - Resource Library on the website for more detailed information.</i></p> <p>A Scale is provided and defaults to the 3rd setting (most severe) which will report/alert most hard braking and hard accelerating events. The scale can be adjusted in 10% increments to capture fewer events if needed*. The range is as follows:</p> <p><u>Hard Accelerating</u></p> <p><i>Light/Medium Duty Vehicles</i></p> <ul style="list-style-type: none"> • 7.90 MPH/s (default) to 17.55 MPH/s or greater <p><i>Heavy Duty</i></p> <ul style="list-style-type: none"> • 4.82 MPH/s (default) to 17.55 MPH/s or greater <p><u>Hard Braking</u></p> <p><i>Light/Medium Duty Vehicles</i></p> <ul style="list-style-type: none"> • -8.77 MPH/s (default) to -21.93 MPH/s or greater <p><i>Heavy Duty</i></p> <ul style="list-style-type: none"> • -4.82 MPH/s (default) to -21.93 MPH/s or greater <p>*It is important to consider that every vehicle needs its own set of parameters depending on its engine, load, type of fuel, vehicle weight and other parameters which influence the vehicle's handling.</p>
<p>Idle Time</p>	<p>This allows you to select an idle time threshold after which an alert will be generated. Choose from: 5, 10, 15, 30 and 60 minutes of idle time.</p>
<p>Lost Power</p> <p><i>*Available on 5500 units only</i></p>	<p>This alert provides notification when a 5000 Series device has lost power (for example has been disconnected or battery died).</p> <p>(When a power loss is detected the unit has enough energy stored to transmit the occurrence along with the vehicle location and the time of the power loss).</p>

ALERT TYPE	PARAMETERS
Odd Hours	Set the violation window to alert when a vehicle is keyed on within the timespan.
Sensors	Alerts when Selected Sensor transitions to engaged or on. Select a Sensor to associate with the alert.
Service	Also called Lifecycle Service Management <i>*** This is covered in the next section***</i>
Speed Violation	<p><u>Threshold Speed</u> Alert: Alert will trigger when a vehicle exceeds the number set.</p> <p>OR</p> <p><u>Posted Speed</u> Alert: Alert triggers when vehicle speed is more than the posted speed (if known). This alert can be set for a certain MPH (or KPH in Canada) or a percentage over the limit.</p> <p><u>Duration Threshold</u> is set to 5 minutes (to allow for occasional passing speeds, for example), but can be set to any number.</p>

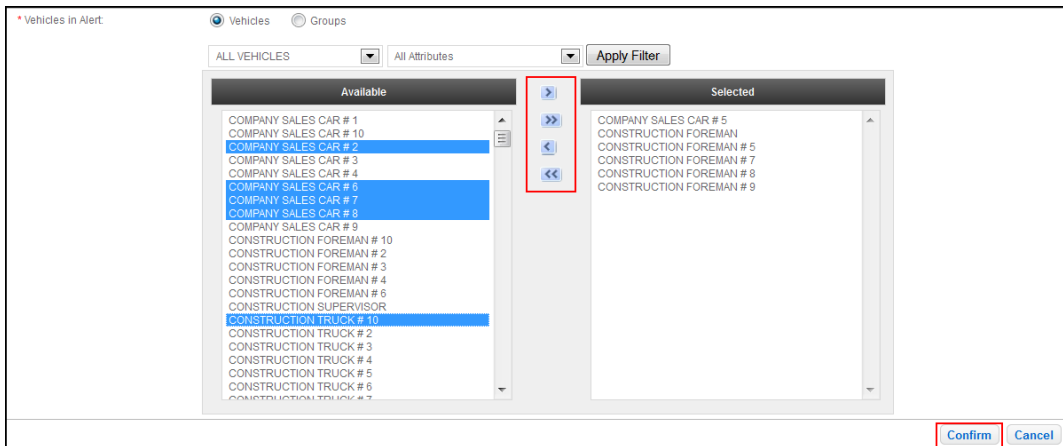
9. Select to apply the alert at the vehicle or group level.

- Selecting vehicles will apply the alert to the vehicle(s) selected regardless of its group affiliation.
 - Highlight to select vehicles from the **Available** column.



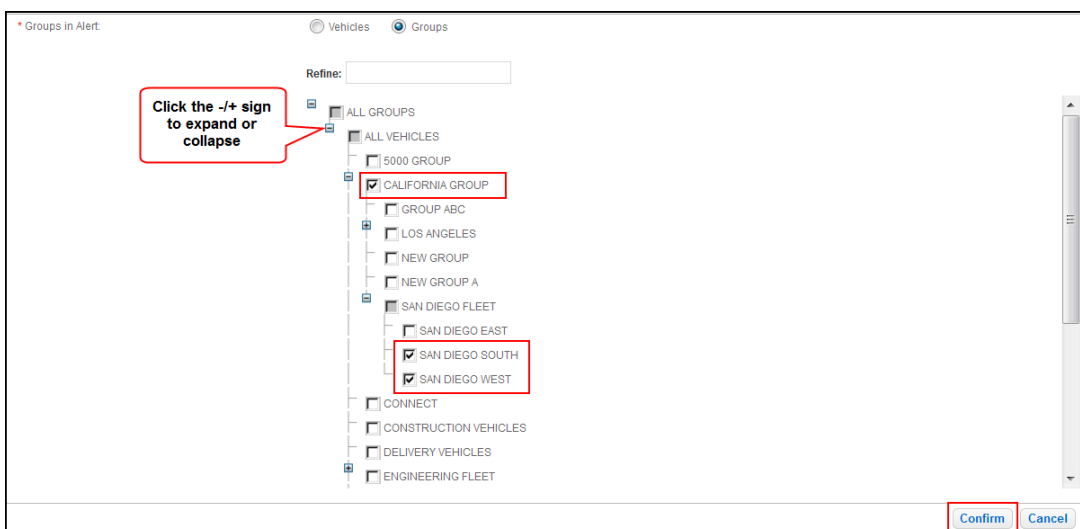
Tip: Select multiple vehicles by pressing <CTRL> + click on each chosen vehicle.

- Click the key to move vehicles from the **Available** column to the **Selected** column. Click the key to move all vehicles from the **Available** to the **Selected** column. If a vehicle was moved in error, use the or keys to move vehicles back to the **Available** column.



- Selecting groups will apply the alert to all vehicles within that group. The alert will also apply to any vehicle(s) added to the group at a later time.
 - Select one or more groups by clicking on the box preceding the group name. Click again to deselect.

6. Click **Confirm**.



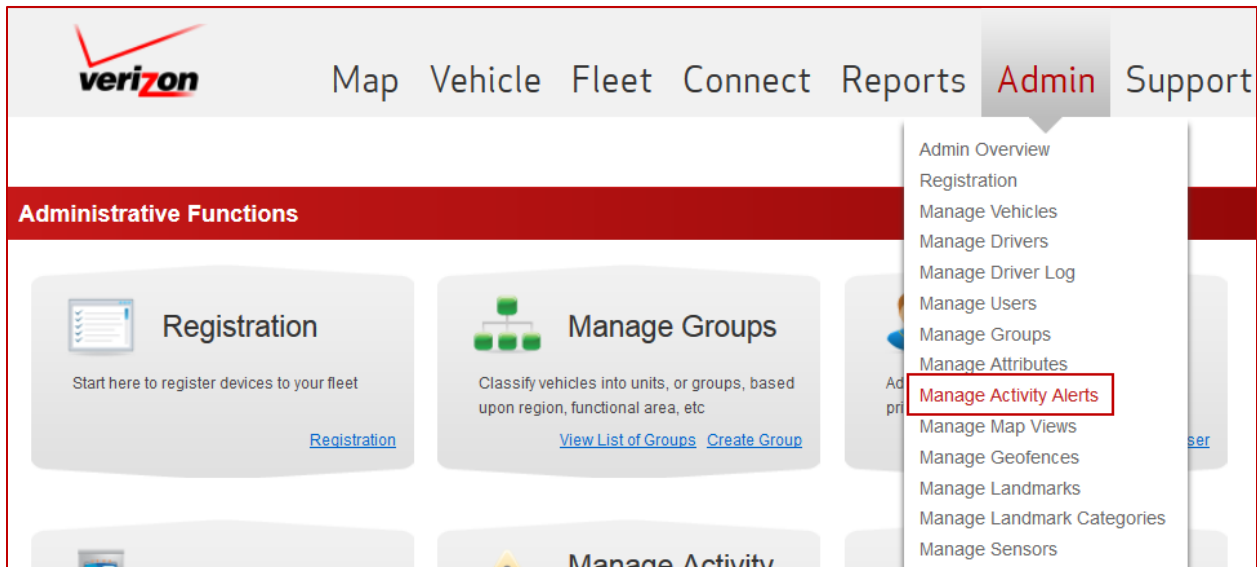
Lifecycle Service Management

Lifecycle Service Management is a comprehensive suite that allows users to create and manage vehicle service with Networkfleet for the life of the vehicle. Service alerts can be sent via e-mail or text message before the service is due and again once the service is overdue. Activity Alert Reports can also be run to view upcoming and overdue service.

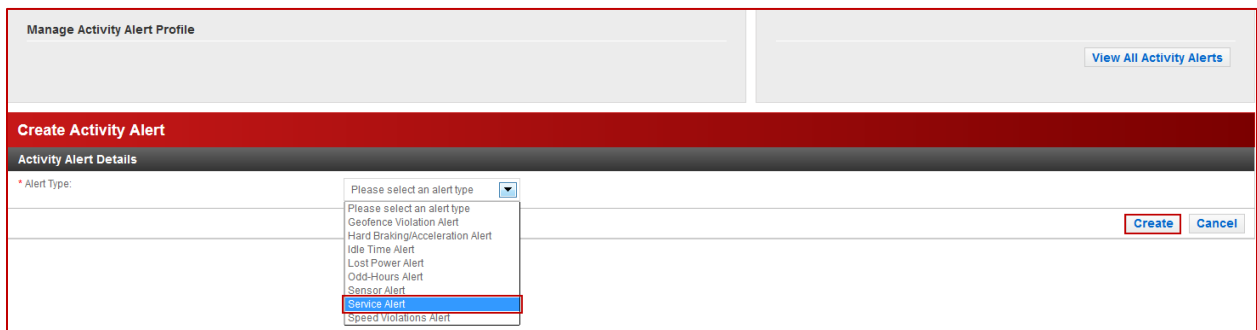
You must be assigned the user privileges *View Diagnostic Data* and *Activity Alerts* to be able to use this feature. Additionally, the privilege *Run Diagnostic Reports* is also required to run service record and service activity alert reports. Please see the section **User Privileges** for more information.

Create a Lifecycle Service Alert

1. To create a new service alert, select **Manage Activity Alerts** on the Admin tab drop down, or click **Create Alert** in the body of the *Administrative Functions* page.



2. Select **Service** in the Alert Type drop down. Other fields appear on the page once the alert type has been selected.



3. Enter a Service **Alert Subject**.
4. Select **Alert Priority**. Different priorities display with different highlighted colors on the “Activity Alerts Report” for easy identification. Priorities can also be utilized to notify different people. The priority options are:
 - Critical
 - Non-Critical
 - Warning
5. Optionally, enter an **Alert Description**.
6. Enter the **Notification Frequency**.
 - Indicate how many notifications to be sent and the frequency in which they are sent. If left at the default of one, it will send one notification once it is coming due, and another once it becomes overdue (if not reset).
 - Indicate the interval frequency. Choose one of the following to send notifications every
 - Hour
 - Day
 - Week

Create Activity Alert	
Activity Alert Details	
Alert Type:	Service Alert
* Alert Subject :	<input type="text" value="Safety Inspection - Co"/>
* Alert Priority:	<input type="text" value="Critical"/> ▼
Alert Description:	<input type="text"/>
Notification Frequency:	Maximum Notifications To Send: <input type="text" value="2"/> Send Notifications Every: <input type="text" value="1"/> Days ▼

7. Select one or more recipients for this alert.
 - The current user's **Account Email** is automatically checked but can be deselected.
 - To add additional Email recipients click the green circle with the plus sign next to **Additional Email Recipients**.



TIP: If you prefer to be notified using online or scheduled reports instead of email, you may enter a false email address using **yourname@noemail.com**. This will prevent emails from being delivered.

- To add additional text message recipients click the green circle with the plus sign next to **SMS Recipients**.
- Here is a list of some common SMS address formats.
 - Nextel: phone-number@page.nextel.com
 - AT&T: phone-number@txt.att.net
 - Verizon: phone-number@vtext.com
 - T-Mobile: phone-number@tmomail.net

Account Email:	<input checked="" type="checkbox"/> Demo Account Demo
Additional Email Recipients:	training@networkfleet.com <input type="button" value="-"/> <input type="button" value="+"/> <input style="background-color: #90EE90;" type="button" value="?"/>
SMS Recipients:	5551234567@vtext.com <input type="button" value="-"/> <input type="button" value="+"/> <input style="background-color: #90EE90;" type="button" value="?"/>

8. Set the **Service Interval** and the alert **Trigger**.
 - The interval can be set using any combination of the following. If more than one interval is selected the first event to occur will trigger the Alert.
 - Calendar Days – Set the interval based on calendar days
 - Miles Driven – Set the interval based on odometer values
 - Engine Hours – Set the interval based on Engine Hours



Warning: Initial **Engine Hours** must be entered into the **Vehicle Profile** in order for the **Engine Hours Interval** trigger to function. Please see the section **Vehicle Profile** for more information on how to set **Initial Engine Hours**.

- Select at what point to send the first notification of the alert. This is set to correspond to the Service Interval.
 - Calendar Days - Trigger Alert ____ Days Before Due
 - Miles Driven - Trigger Alert ____ Miles Before Due
 - Engine Hours - Trigger Alert ____ Hours Before Due

* Service Intervals	Calendar Days Interval	<input type="text" value="120"/>	, Trigger Alert	<input type="text" value="10"/>	Days Before Due
	Miles Driven Interval	<input type="text" value="5000"/>	, Trigger Alert	<input type="text" value="50"/>	Miles Before Due
	Engine Hours Interval	<input type="text"/>	, Trigger Alert	<input type="text" value="0.0"/>	Hours Before Due

In this example, the Alert will first trigger when either the vehicle is 10 days before 120 days have passed or 50 miles before 5000 odometer miles have accumulated, whichever comes first.

9. Select which vehicles to apply the service alert.

- Optionally, narrow the Available List to a specific Group by selecting one from the Group drop down list or leave at All Groups for all vehicles.
- Optionally, narrow the Available List to a specific attribute by selecting one from the attribute drop down list or leave at All Attributes for all vehicles.

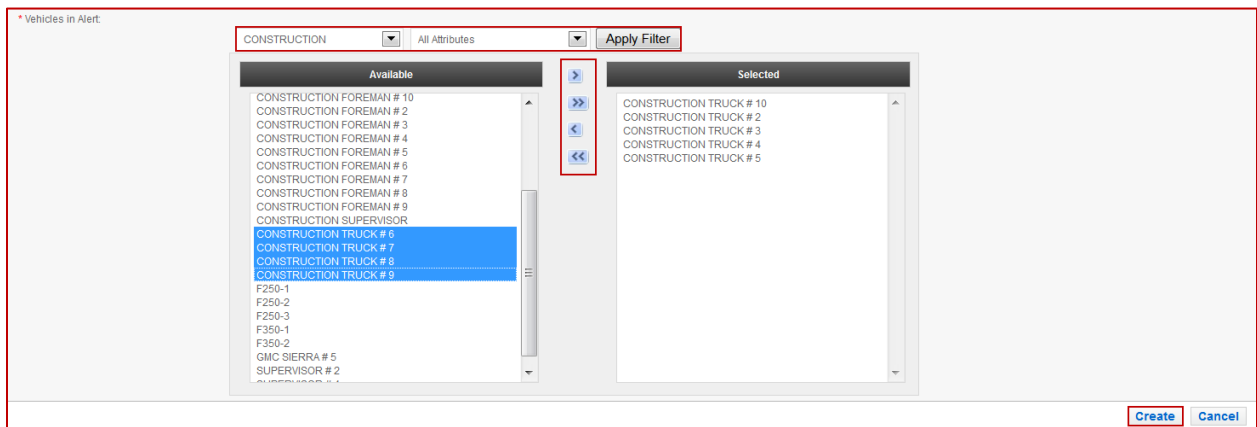
10. Highlight to select vehicles from the **Available** column.



Tip: Select multiple vehicles by pressing <CTRL> + click on each chosen vehicle.

11. Click the key to move vehicles from the **Available** column to the **Selected** column. Click the key to move all vehicles from the **Available** to the **Selected** column. If a vehicle was moved in error, use the or keys to move vehicles back to the **Available** column.

12. Click **Create**



13. Once a service alert has been created, optionally enter the start values to begin the interval trigger by entering the correct values here.

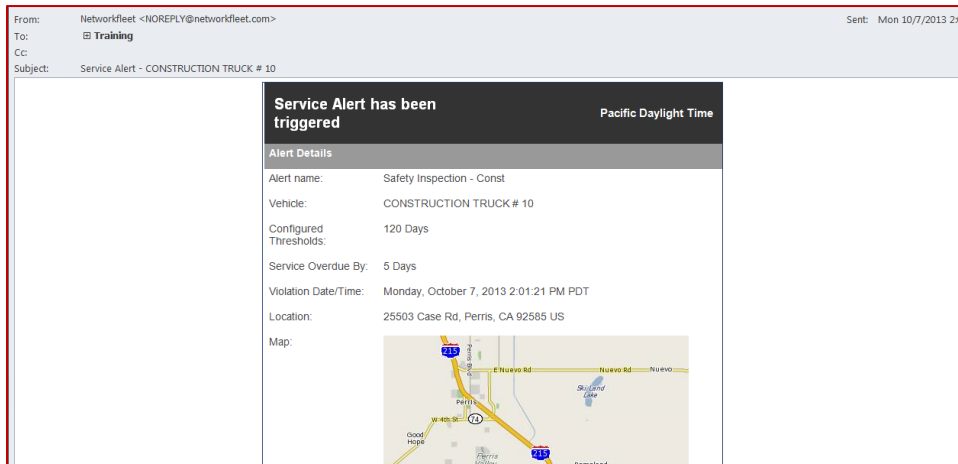
14. Click **Update Start Values** to save changes. The start values listed are real time (current) values. These values can be changed to reflect the values at the time the service was last performed, allowing you to keep the cycles in sync.

15. Click **Cancel** if Start Values do not need to be updated.



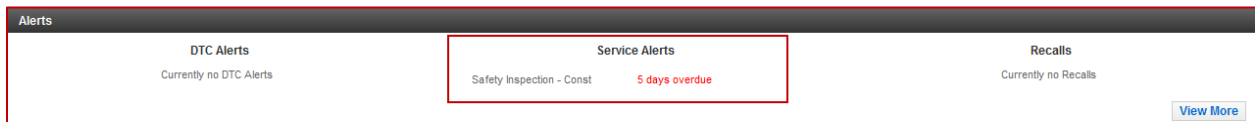
Service Alert Notification

Service Alert notifications will be delivered in accordance with how they were set in the service alert, i.e. via email and/or text message. Here is an example of an emailed service alert.

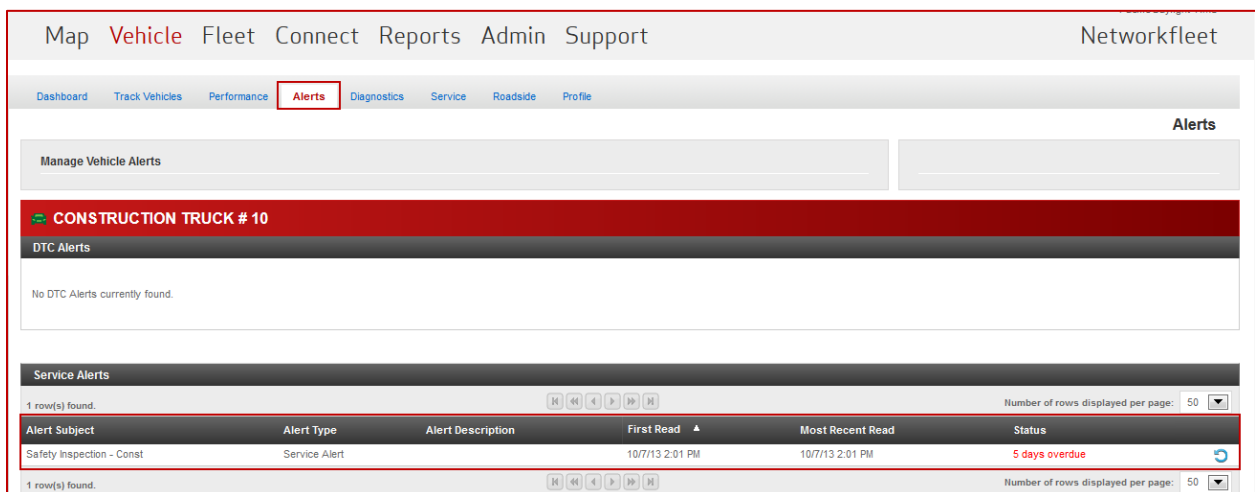


- In addition to email and text notifications, upcoming and overdue alerts for individual vehicles can be viewed in the *Vehicle Dashboard* and the *Vehicle Alerts* sub-tabs.

Vehicle Dashboard:



Vehicle Alerts:



Service Alert Reports


Service Alert Reports can be manually run or scheduled as an option or in addition to email or text message notification. You must be assigned the user privilege *Run Diagnostic Reports* and *Scheduled Reports* to run and schedule these reports.







1. Choose **Report Type**: Activity Alerts.
2. Choose **Alert Type**: Service Alert.
3. Optionally, use the **Alert Subject** to filter for a specific alert.
4. Enter other report parameters:
 - Start Date
 - Number of Days
 - Criticality

- The report body will display all triggered service alerts for the report date range.


Vehicle Label	License Plate	Driver	Start Time	Alert Subject	Criticality	End Time	Location
9988542369	Unassigned	Unassigned	9/13/13 6:12:35 PM	10000 mile engine check - sales	Critical	9/27/13 7:38:10 AM (cancelled due to alert modification)	Temecula_CA 92691 US

Reset a Service Alert

To reset a service alert, click the  icon from either the *Fleet Alerts* or the *Vehicle Alerts* sections. This will create a service record for the service performed and reset the alert trigger(s) to the value (s) in the service record.

Vehicle Label	Year Make Model	First Read	Most Recent Read	Alert Type	Alert Subject	Status
CONSTRUCTION TRUCK # 10	2002 CHEVROLET C1500	10/7/13 2:01 PM	10/7/13 2:01 PM		Safety Inspection - Const	5 days overdue 
CONSTRUCTION FOREMAN # 6	2002 CHEVROLET 1500	10/7/13 1:30 PM	10/7/13 1:30 PM		Oil Change due	4.5 miles overdue 
CONSTRUCTION TRUCK # 3	1996 GMC C1500	10/7/13 7:45 AM	10/7/13 7:45 AM		Oil Change due	14.9 miles overdue 

1. **Service Date** – Will default to the current date. This can be changed to reflect the actual date at the time of service.
2. **Associated Alert** – This field will display the associated alert.
3. **Mileage** – This will populate with the vehicle’s current mileage. This can be changed to reflect the actual mileage at the time of service.
4. **Engine Hours** – This will populate with the vehicle’s current engine hours. This can be changed to reflect the actual engine hours at the time of service. *This field will only appear for vehicles in which base engine hours have been set.*
5. **Repair Cost** – This is an optional field to enter repair costs. Use numbers only, i.e. 50, not \$50.00.
6. **Final Status** – Automatically populated if the service was overdue according to the associated service alert. Optionally, any text can be entered here.
7. **Service Description** – This is an optional field to describe vehicle service provided.
8. Click **Create**.

Manage Vehicle Service Record	
View All Service	
Create Service Record: CONSTRUCTION TRUCK # 10	
Service Record Details	
Service Date: *	10/7/13 
Associated Alert: *	<div style="border: 1px solid gray; padding: 2px;"> No Associated Alert Safety Inspection - Const </div>
Mileage (mi): *	13,170.6
Repair Cost:	<input type="text"/>
Final Status:	5 days overdue
Service Description:	Done by Fleet Supervisor in motor pool
Last Modified on:	10/7/2013
Create Cancel	



Warning: If the service record is associated with a Lifecycle Service Alert changing the service date, mileage and/or engine hours here will change the Start Values in that Alert for this vehicle.

Service Record Report

The Service Records report shows for a specified date and time range all of the service records created. The report will display.

- **Date** the service records was created.
- **Vehicle Label.**
- **Year/Make/Model.**
- **VIN.**
- **Associated Alert** the time the service record was created.
- **Final Status** when the service was conducted (either before or past the trigger point).
- **Service Description** (if any description was entered).
- **Mileage** at the time of service.
- **Engine Hours** at the time of service. *This will only populate for vehicles in which base engine hours have been set.*
- **Repair Cost** (if any was entered).

Choose a Report Type: Service Records

Input Report Parameters:

Alert Subject: All Alert Subjects Start Date: 09/16/2013

Group: ALL VEHICLES > FLEET VEHICLES Number of Days: 10

Vehicle Attribute: All Attributes

Vehicle: Refine:

All Vehicles

101289

COMPANY SALES CAR # 10

COMPANY SALES CAR # 11

COMPANY SALES CAR # 3

COMPANY SALES CAR # 4

COMPANY SALES CAR # 7

COMPANY SALES CAR # 8

FLEET VEHICLE # 10

[Submit](#)

[Schedule Report](#)

Report: Service Records

Selected Vehicle(s): **All Vehicles in the FLEET VEHICLES Group** Alert Subject: **All Alert Subjects**
 Report Run Date/Time: **10/7/13 4:56 PM PDT** Total Number of Results: **2**
 Report Time Period: **9/16/13 12:00 AM - 9/26/13 12:00 AM**

2 row(s) found. Displaying row 1 to 2, page 1/1. Number of rows displayed per page: 10

Date	Vehicle Label	Year Make Model	VIN	Associated Alert	Final Status	Service Description	Mileage	Engine Hours	Repair Cost
9/22/2013	101289	2009 GMC YUKON	1GKFK26379R221710		finished	5 qts synthetic	92850.98	2512.4	50.0
9/25/2013	FLEET VEHICLE # 27	2004 CHEVROLET 1500	1GCEK14X04228522	Tire rotation due	due in 0.1 miles		11418.57	0.0	25.0

2 row(s) found. Displaying row 1 to 2, page 1/1. Number of rows displayed per page: 10

Map View Management

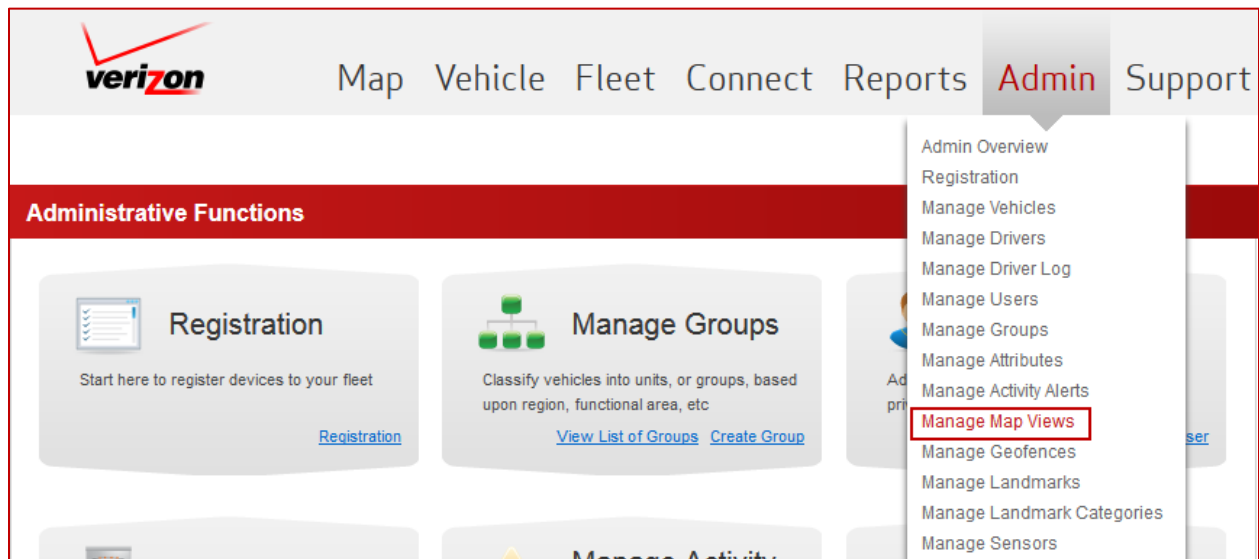
Map Views provide quick access to frequently viewed geographic areas. Map views can be created and retrieved anytime and may be set as the map seen upon login. Map views can also be used in the *Manage Landmark* page to limit landmark lists within a specified map view.



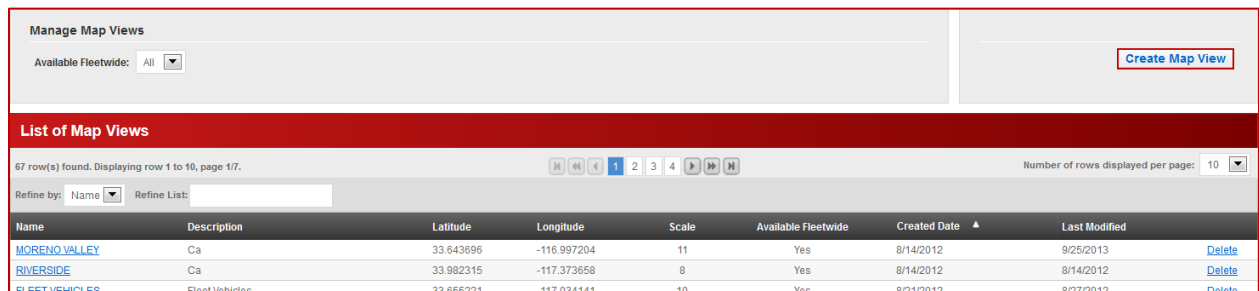
WARNING: Map views are a fixed geographical location and do not consider the location of fleet vehicles therefore vehicles may be located out of site of a particular Map View.

Create/Manage a Map View

To create a new or edit an existing map view, select **Manage Map View** on the *Admin* tab drop down, or click **Create Map View** in the body of the *Administrative Functions* page.



1. Click **Create Map View**.



2. Enter map view **Name**.
3. Enter a **Description**.
 - Using the zoom controls, adjust the map to the desired region.
4. Click **Create**.

Manage Map View Profile [View All Map Views](#)


Create Map View

Map View Details

Name: *

Description: *

Street Hybrid Satellite



Create map views directly from the fleet map. Once the map is adjusted to the position you would like, simply open the map controls section and enter the name and description into the Save Map View fields, then press **Submit**.

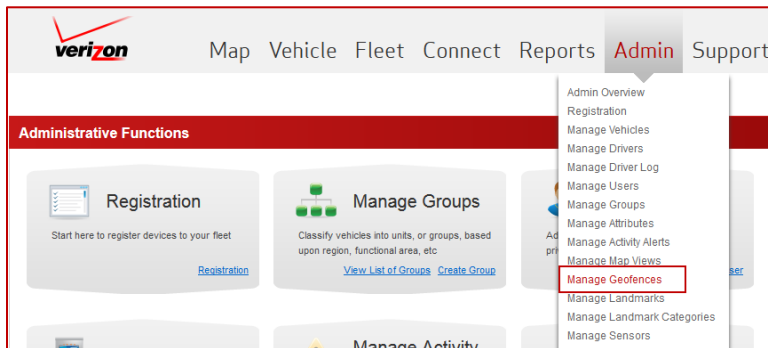
The screenshot displays the Verizon Networkfleet web application interface. At the top, there is a navigation menu with 'Map' selected, and other options include 'Vehicle', 'Fleet', 'Connect', 'Reports', 'Admin', and 'Support'. The user's name 'Networkfleet' is visible in the top right corner. Below the navigation bar, there are tabs for 'Overview Map', 'Location Detail', and 'Track Vehicles', with 'Overview Map' being the active tab. The main area shows a map of Moreno Valley, California, with various streets and landmarks labeled. A 'MAP CONTROLS' button is located in the bottom right corner of the map area. A 'Customize Map' dialog box is open, allowing users to adjust map settings. The 'Save Map View' section of the dialog is highlighted with a red box, showing the 'Name' field set to 'Moreno Valley' and the 'Description' field set to '(Not Hawaii)'. A 'Submit' button is located at the bottom right of the dialog box. Other settings in the dialog include 'Show Labels', 'Show Clustering', 'Show Landmarks', and 'Show Geofences', all of which are currently unchecked. The 'Map View' is set to 'MORENO VALLEY' and the 'Map Type' is set to 'Street'.

Geofences

Geofences are virtual boundaries drawn on a map that can be used to track vehicle movement entering and exiting a predefined area. Geofence borders can be custom drawn or a radius may be used. We offer geofence activity reports and real-time geofence violation alerts.

View Geofences

View details of fleet geofences through the *Admin Tab -> Manage Geofences*.



Use the **View Geofences** to refine geofences list:

- With or Without landmarks (All)
- With Landmarks
- Without Landmarks

The Manage Geofences lists all fleet geofences by the following information:

- **Name:** The label associated with the geofence used throughout the site as well as reports and alerts.
- **Type:** Indicates whether the geofence is circular or polygonal
- **Address:** For circular geofences, the address where the center point of the geofence is located.
- **Radius:** For circular geofences, the radius shows the distance covered by the geofence.
- **Landmark Type:** If a geofence has a landmark, the landmark's type will be indicated.
- **Landmark Icon:** If a geofence has a landmark, the landmark's icon will be shown.

Click on any of the column headers to sort the list by that data. Additionally, use the **Refine List** to narrow the list.

The screenshot displays the Verizon Networkfleet 'Manage Geofences' interface. At the top, there is a navigation bar with the Verizon logo and menu items: Map, Vehicle, Fleet, Connect, Reports, Admin (highlighted), and Support. A 'Welcome: Demo Fleet Pacific Daylight Time' message is visible in the top right corner. Below the navigation bar, the 'Manage Geofences' section includes a 'View Geofences' dropdown menu with options: 'With and Without Landmarks (All)', 'With Landmarks', and 'Without Landmarks'. A 'Create Geofence' button is also present. The main section is titled 'List of Geofences' and shows a table with 171 rows found, displaying rows 1 to 10. The table has columns for Name, Type, Address, Radius, and Landmark Type. The first three rows are highlighted:

Name	Type	Address	Radius	Landmark Type
abc supply	Circular	118 Biltmore Blvd, Massapequa, NY 11758 US	700 ft	Headquarters
AGC	Polygonal	6212 Ferris Sq, San Diego, CA 92121	N/A	
Airport Route	Polygonal	4711 Best Rd, College Park, GA 30337	N/A	

- Click on a geofence name to view geofence profile details including the location of the geofence on a map.
- Click on any geofence from the geofence list to view details of another geofence.
- Click **Edit** to change details of the geofence.

abc supply

Geofence Details

Type:	Circular
Description:	
Date created:	8/29/2013
Created by user:	sales2012
Date last modified:	9/12/2013
Modified by user:	sales2012
Latitude,Longitude:	40.65966 / -73.467153
Radius:	700 ft
Address:	118 Biltmore Blvd, Massapequa, NY 11758 US
Has Landmark:	Yes
Landmark Icon:	office
Landmark Position:	40.65966 / -73.467153
Landmark Category:	PRIORITY CLIENTS
Display Landmark on Overview Map:	Yes

[Edit](#)



Note: *The Edit button will only be functional for users who have been granted the privilege to create landmarks/geofences.*

Create a Circular Geofence

All users are able to view and report on all landmarks and geofences created by all fleet users, however only users with the privilege *Manage Landmarks/Geofences* will be able to create and edit.

1. Click **Create Geofence** from either the *Manage Geofence* screen or from the *Administrative Functions* page.

verizon Map Vehicle Fleet Connect Reports Admin Support Networkfleet

Welcome: Demo Fleet
Pacific Daylight Time

Manage Geofences

Manage Geofences List

View Geofences: With and Without Landmarks (All)

[Create Geofence](#)

List of Geofences

171 row(s) found. Displaying row 1 to 10, page 1/18. Number of rows displayed per page: 10

Refine by: Name Refine List: [Select All](#) [Deselect All](#) [Delete Geofence\(s\)](#)

Name	Type	Address	Radius	Landmark Type
abc supply	Circular	118 Billmore Blvd, Massapequa, NY 11758 US	700 ft	Headquarters
AGC	Polygonal	6212 Ferris Sq, San Diego, CA 92121	N/A	
Airport Route	Polygonal	4711 Best Rd, College Park, GA 30337	N/A	
Amco	Circular	4865 W Hurley Pond Rd, Wall, NJ 07719 US	750 ft	Airport

2. Enter a geofence **Name**.
3. Enter a geofence **Description**. This is an optional field.
4. Select "Circular" in the **Geofence Type** drop down.

Geofence Details

Name:* Echo Park

Description: Restricted Area

Geofence Type: Circular

Location:* Click or enter address/coordinates below.

5. Set the geofence location. This can be done one of three ways, by entering an address, coordinates, or using the mouse to indicate the location on the map.

To set the Geofence using coordinates:

- Select “Coordinates” in the **Location Lookup** drop down.
- Enter the coordinates in the **Lat:** and **Long:** fields.
- Click **Search**.
 - The location will then appear on the map to the right.
 - Address is automatically generated based on the coordinates provided.

To set the Geofence using an address:

- Select “Address” in the **Location Lookup** drop down.
- Enter the address in the **Location** fields including the City, State, or Zip code.
- Click **Search**.
- Select the appropriate location from the choices presented.
 - The location will then appear on the map to the right.
 - Coordinates are automatically generated based on the address provided.

To set the Geofence directly on the map:

- Click the desired location directly on the map.
- To adjust the position, click on a new location.

6. Optionally, add a landmark by selecting **Landmark Type** – If a landmark type is selected, several Landmark fields will appear to configure the Landmark.

7. Enter a **Radius**. The radius can be set in feet, meters, miles, or kilometers.

8. Click **Save**.

Echo Park

Geofence Details

Name*

Description:

Geofence Type:

Location* **Click on the map or enter address/coordinates below.**
Example: 123 Main St, San Diego, CA 92101

Address:

Latitude: Longitude:

Suggested Address:

Use suggested address

Landmark Type:

Radius*



Tip: Use the **+** **-** symbols next to the **Radius** field to increase/decrease the radius.

Create a Polygonal Geofence

All users are able to view and report on all landmarks and geofences created by all fleet users, however only users with the privilege *Manage Landmarks/Geofences* will be able to create and edit.

1. Click **Create Geofence** from either the *Manage Geofences* screen or from the *Administrative Functions* page.

Manage Geofences List

View Geofences: With and Without Landmarks (All)

Create Geofence

List of Geofences

171 row(s) found. Displaying row 1 to 10, page 1/18. Number of rows displayed per page: 10

Refine by: Name Refine List: [Select All] [Deselect All] [Delete Geofence(s)]

Name	Type	Address	Radius	Landmark Type
abc supply	Circular	118 Biltmore Blvd, Massapequa, NY 11758 US	700 ft	Headquarters
AGC	Polygonal	6212 Ferris Sq, San Diego, CA 92121	N/A	
Airport Route	Polygonal	4711 Best Rd, College Park, GA 30337	N/A	
Amco	Circular	4865 W Hurley Pond Rd, Wall, NJ 07719 US	750 ft	Airport

2. Enter a geofence **Name**.
3. Enter a geofence **Description**. This is an optional field.
4. Select "Polygonal" in the **Geofence Type** drop down.

San Diego Airport

Geofence Details

Name: San Diego Airport

Description: Polygonal

Geofence Type: Polygonal

Landmark Type: No Landmark

Geofence Points: Click on the map or enter address/coordinates below.
Example: 123 Main St, San Diego, CA 92101

Address: 4078 E Lincoln Dr, Paradise Valley, AZ 85253 US [Lookup]

Latitude: 33.531975 Longitude: -111.99237 [Add Point]

Pt.	Latitude	Longitude	Remove All
1	32.737963	-117.206131	[Remove]

[Save] [Cancel]

Map showing San Diego Airport and surrounding area with a geofence polygon overlaid.

- Optionally, add a landmark by selecting **Landmark Type** – If a landmark type is selected, several Landmark fields will appear to configure the Landmark.
- Create up to 25 geofence points to create the geofence border.
 - To place the first point:
 - Enter an address or coordinates, and then click **Search** to locate the precise point.
 - OR – click on the map to add the point.
 - To place subsequent points:
 - Enter another address or coordinates,
 - Click **Search** to locate the precise point
 - Click **Add Point**.
 - OR - Click on the map to add the next point.
 - Points can also be added before or after any point already set, or can be deleted altogether by right-clicking at that point on the map.
 - Repeat this process until the entire geofence has been drawn.
 - At least three points are required to create a polygonal geofence.
 - Click **Preview Closed Geofence** to preview the polygon shape.
- Click **Save**.

The screenshot shows the 'Geofence Details' window. On the left, there is a form with the following fields:

- Geofence Type: Polygonal
- Landmark Type: No Landmark
- Geofence Points: Click on the map or enter address/coordinates below. Example: 123 Main St, San Diego, CA 92101
- Address: 4078 E Lincoln Dr, Paradise Valley, AZ 85253 US
- Latitude: 33.531975, Longitude: -111.99237
- Buttons: Lookup, Add Point
- Table of points (13 rows):

Pt.	Latitude	Longitude	Remove All
1	32.737963	-117.206131	⊘
2	32.737891	-117.201667	⊘
3	32.735364	-117.191024	⊘
4	32.739118	-117.188535	⊘
5	32.740201	-117.18493	⊘
6	32.737602	-117.180296	⊘
7	32.732187	-117.175747	⊘
8	32.729949	-117.174545	⊘
9	32.727999	-117.179952	⊘
10	32.729588	-117.185102	⊘
11	32.73031	-117.197977	⊘
12	32.729082	-117.213598	⊘
13	32.731681	-117.212911	⊘

At the bottom of the form, there is a checkbox for 'Preview closed geofence' (checked) and buttons for 'Save' and 'Cancel'. On the right, a map shows a purple polygonal geofence with 13 numbered points (1-13) connected by lines. The geofence is located near the San Diego Bay and Harbor Island.



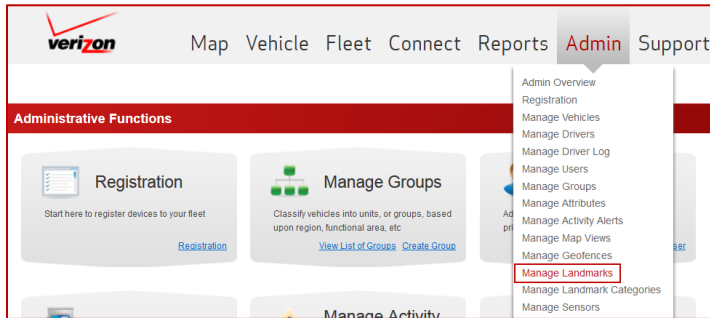
Warning: Geofence border lines are not allowed to intersect. The application will not allow a geofence with intersecting lines to be saved.

Landmarks

Landmarks are fixed markers on a map that indicate the position of a building or other mapped object. Landmarks have associated addresses and are therefore routable. Landmarks are often used to indicate frequently visited areas, restricted sites, or important customer locations. Landmarks can also include associated Geofences.

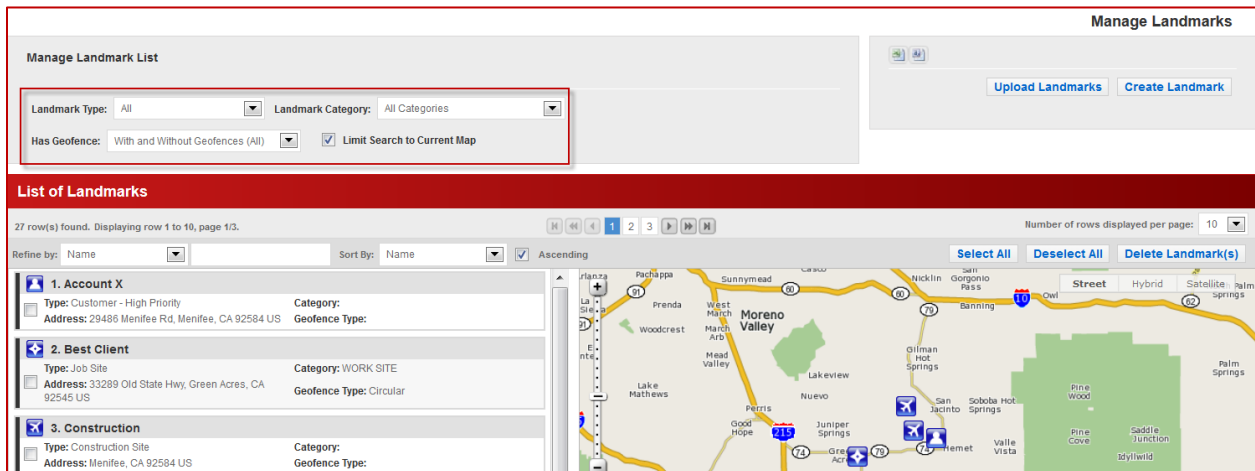
View Landmarks

View details of fleet landmarks through the *Admin Tab -> Manage Landmarks*.

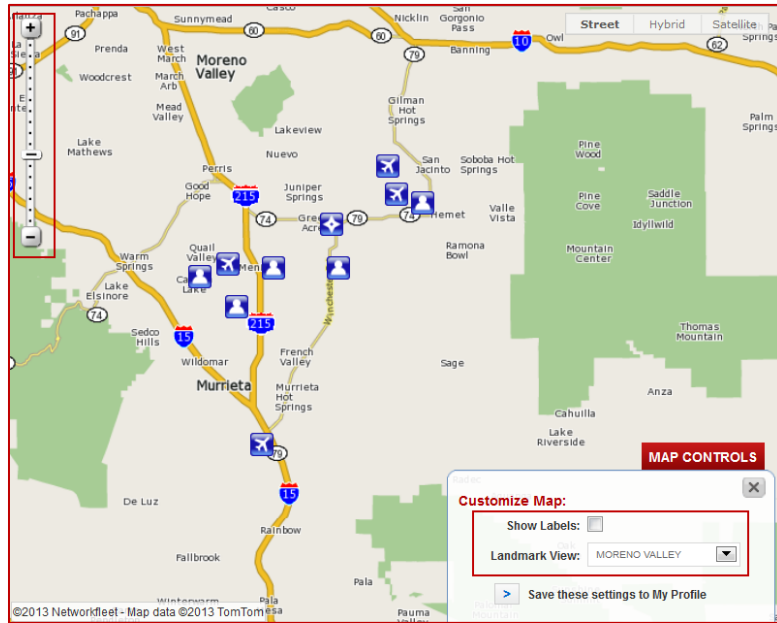


The **Manage Landmark List** can be refined by any combination of the following filters:

- **Landmark Type.**
- **Landmark Category.**
- **Has Geofence** – Options are with and without geofences (All), with geofences or without geofences.
- **Limit Search to Current Map** –Limits the list of landmarks to the current map to the right of the landmark list.



- The landmark map can be adjusted using the zoom toolbar or the zoom map feature at the bottom of the map.
- Use the map controls to customize the map.
 - Show Labels
 - Select a Map View



TIP: Click “Save these settings to My Profile to set the current map view as a default for this page. This is a different default map view than the overview map.

- The landmark list can be refined by:
 - Landmark Name
 - Address
 - External Customer ID
- The landmark list can be sorted by:
 - Name
 - Type
 - Landmark Category
 - External Customer ID
- The landmark list displays the following information:
 - Landmark Name
 - External Customer ID, if any. This is displayed on the same line as the Landmark Name, separated by a forward slash.
 - Type
 - Category
 - Address
 - Geofence Type, if any
- Click on a landmark name header to expand the view landmark details including the location of the landmark on a map and which user created it. Click on the same header to collapse back to the summary view.

List of Landmarks

77 row(s) found. Displaying row 1 to 10, page 1/3. Number of rows displayed per page: 10

Refine by: Name Sort By: Name Ascending Select All Deselect All Delete Landmark(s)

1. Account X
Type: Customer - High Priority Category:
Address: 29486 Menifee Rd, Menifee, CA 92584 US Geofence Type:

2. Best Client
Type: Job Site Category: WORK SITE
Address: 33289 Old State Hwy, Green Acres, CA 92545 US Geofence Type: Circular
Description: 7/12/2013
Created by user: revana
Date last modified: 7/12/2013
Modified by user: revana
Icon: diamond
Landmark Position: 33.737734, -117.080056
Radius: 750.0 ft
Display Landmark on Overview Map: Yes

3. Construction
Type: Construction Site Category:
Address: Menifee, CA 92584 US Geofence Type:

4. Construction Site #2
Type: Construction Site Category:
Address: 42299 Sarah Way, Temecula, CA 92590 US Geofence Type:

2. Best Client
33289 Old State Hwy, Green Acres, CA 92545 US



Tip: Hover the mouse over a landmark in the list or icon on the map to display landmark details.

- Click **Edit** to change details of the landmark.

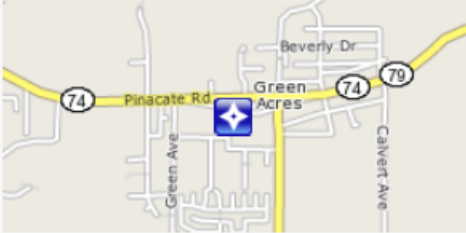
1. Account X

Type: Customer - High Priority **Category:**
Address: 29486 Menifee Rd, Menifee, CA 92584 US **Geofence Type:**

2. Best Client

Type: Job Site **Category:** WORK SITE
Address: 33289 Old State Hwy, Green Acres, CA 92545 US **Geofence Type:** Circular

Description:
Date created: 7/12/2013
Created by user: revana
 Date last modified: 7/12/2013
Modified by user: revana
Icon: diamond
Landmark Position: 33.737734, -117.080056
Radius: 750.0 ft
Display Landmark on Overview Map: Yes



Edit

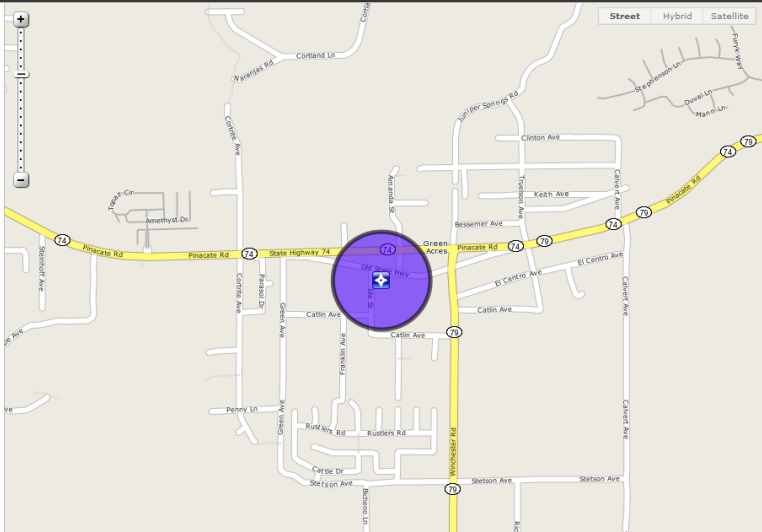


Note: The Edit button will only be functional for users who have been granted the privilege to create landmarks/geofences.

Best Client

Landmark Details

Name* Best Client	
Description:	
External Customer ID:	
Location* <small>Click on the map or enter address/coordinates below Example: 123 Main St, San Diego, CA 92101</small>	Lookup
Address 33289 Old State Hwy, Green Acres, CA 92545 US	Copy Address
Latitude: 33.737734 Longitude: -117.080056	
Suggested Address 33289 Old State Hwy, Green Acres, CA 92545 US	
<input checked="" type="checkbox"/> Use suggested address	
Landmark Type: Job Site	
Landmark Category: WORK SITE	
Landmark Icon: diamond	
Display on Overview Map: <input checked="" type="checkbox"/>	
Radius* 750.0 FT <input type="button" value="+"/> <input type="button" value="-"/>	
Geofence Type: Circular	
Save Cancel	



Create a Landmark

All users are able to view and report on all landmarks and geofences created by all fleet users, however only users with the privilege *Manage Landmarks/Geofences* will be able to create and edit.

1. Click **Create Geofence** from either the *Manage Landmark* screen or from the *Administrative Functions* page.

The screenshot shows the Verizon Networkfleet Admin interface. The top navigation bar includes 'Map', 'Vehicle', 'Fleet', 'Connect', 'Reports', 'Admin', and 'Support'. The 'Admin' menu is open, showing options like 'Admin Overview', 'Registration', 'Manage Vehicles', 'Manage Drivers', 'Manage Driver Log', 'Manage Users', 'Manage Groups', 'Manage Attributes', 'Manage Activity Alerts', 'Manage Map Views', 'Manage Geofences', 'Manage Landmarks', 'Manage Landmark Categories', and 'Manage Sensors'. The 'Manage Landmarks' page is visible in the background, featuring a 'Manage Landmark List' section with filters for 'Landmark Type' (All), 'Landmark Category' (All Categories), and 'Has Geofence' (With and Without Geofences (All)). A 'List of Landmarks' table shows one entry: '1. ASU Stadium' with details like 'Type: Stadiums Arenas, etc.', 'Address: 390 E Veterans Way, Tempe, AZ 85281 US', and 'Geofence Type: Circular'. The 'Manage Landmarks' panel on the right has 'Upload Landmarks' and 'Create Landmark' buttons.



NOTE: You must be assigned the user privilege “Create Landmarks/Geofences” to be able to create and edit landmarks and geofences.

2. Enter a landmark **Name**.
3. Enter a landmark **Description**. This is an optional field.
4. Enter an **External Customer ID** This is an optional field.

The screenshot shows the 'Space Needle' landmark creation form. The form is titled 'Space Needle' and has a 'Landmark Details' section. The 'Name' field contains 'Space Needle', the 'Description' field contains 'Seattle', and the 'External Customer ID' field contains 'Optional field'. The 'Location' section includes a map of Seattle with a red pin on the Space Needle, and fields for 'Address' (400 Broad St, Seattle, WA 98109), 'Latitude' (47.620404), and 'Longitude' (-122.349714). The 'Landmark Type' is set to 'Customer - High Priority', the 'Landmark Category' is '[no category]', and the 'Landmark Icon' is 'diamond'. The 'Display on Overview Map' checkbox is checked, and the 'Radius' is set to 750.0 FT. The 'Geofence Type' is set to 'No Geofence'. The form has 'Save' and 'Cancel' buttons at the bottom.

5. Set the Landmark Location. This can be done one of three ways, by entering an address, coordinates, or using the mouse to indicate the location on the map.

To set the Landmark using coordinates:

- Enter the coordinates in the **Lat:** and **Long:** fields.
- Click **Lookup**.
- The address is automatically generated based on the coordinates provided.
 - The address can be edited while the coordinates remain. This could be done to include a suite number in the address, for example, or if the reverse geocode doesn't actually match the correct address.
 - Uncheck **Use Suggested Address** to use a customized address.

To set the Landmark using an address:

- Enter the address in the **Location** fields including the City, State, or Zip code.
- Click **Lookup**.
- The coordinates are automatically generated based on the address provided.
 - The coordinates can be edited. This could be done to include a suite number in the address, for example, or if the address doesn't actually match the correct coordinates.
 - Uncheck **Use Suggested Address** to use a customized address.

To set the Landmark directly on the map:

- Click the desired location directly on the map.
- To adjust the position, click on a new location.

The screenshot shows a web form for setting a location. At the top, it says "Location:*" and "Click on the map or enter address/coordinates below." Below this is an example address: "Example: 123 Main St, San Diego, CA 92101". The form contains several input fields: "Address:" with the value "400 Broad St, Seattle, WA 98109", "Latitude:" with "47.620404", and "Longitude:" with "-122.349714". To the right of these fields is a "Lookup" button. Below the address field is a "Suggested Address:" field with the value "4th Ave N, Seattle, WA 98109 US" and a "Copy Address" button. At the bottom, there is a checkbox labeled "Use suggested address" which is checked.

6. Select a **Landmark Type** from the dropdown.
7. Select a **Landmark Category** from the dropdown.
 - A new landmark category can be created here by selecting **Create a New Category** in the dropdown, then typing the new category name, or in the Admin section, *Manage Landmark Categories*.
8. Select a **Landmark Icon** from the dropdown.
9. Uncheck **Display on Overview Map** to use the landmark for reports only. If unchecked, this landmark will not appear on any overview map in the application.
10. Optionally, enter an **External Customer ID**.
11. Enter a **Radius**. The radius can be set in feet, meters, miles, or kilometers.
12. Optionally, a geofence can be added to a landmark.
 - Select **No Geofence** to create a landmark without a geofence.
 - Select **Geofence Type** to add a geofence.
 - If polygonal geofence is selected, follow the instructions in item #5 of “*Create Polygonal Geofence*”.
13. Click **Save**.

Space Needle

Landmark Details

Name*

Description:

External Customer ID:

Location* **Click on the map or enter address/coordinates below.**
Example: 123 Main St, San Diego, CA 92101
Address:
Latitude: Longitude:
Suggested Address:
 Use suggested address

Landmark Type:

Landmark Category:

Landmark Icon:

Display on Overview Map:

Radius*

Geofence Type:



Tip: Use the **+** **-** symbols next to the **Radius** field to increase/decrease the radius.

Upload Multiple Landmarks

Up to 100,000 landmarks can be created at one time using the Manage Landmark Upload feature.

1. Click **Download Sample Template** to start your Landmark file.
2. Enter landmarks by manually typing the data or copying from another source then pasting into the file.
 - Each landmark must have a unique name.
 - Click **See Instructions for other Restricted Characters** line in the *Upload Landmark* page for specific field requirements and restrictions.
3. Save the file on your computer as an Excel (.xls), Excel Workbook (.xlsx), or comma delimited file (*.csv).



TIP: Jot down where the file is saved to prevent having to search for it in your computer files later.

4. Click **Browse**.

Manage Landmark Uploads

[Download Sample Template](#)

Upload Landmarks

[View All Landmarks](#)

CAUTION: Although you can upload up to 100,000 landmarks at a time using this tool, the more landmarks you add the greater the impact you will experience related to slower map and potentially system performance.

General Instructions

In order to batch upload landmarks, a properly formatted file must first be created. Information about each landmark must be in a specific order and format to be understood by our systems. To assist in this process, we offer a downloadable Excel template. The table below shows batch upload jobs you have submitted in the last 10 days.

Detailed Instructions

1. Download the Excel template provided to enter in your landmark information.
2. Enter your landmarks by manually typing the information or copying the data into Excel from another source. Please remember that each landmark must have a unique name. (please see instructions below for other restricted characters).
3. Save the file as an Excel (.xls), Excel Workbook (.xlsx), or comma delimited file (*.csv) by going to "File" >> "Save As" in Excel
4. Upload up to 100,000 landmarks at a time

Tips

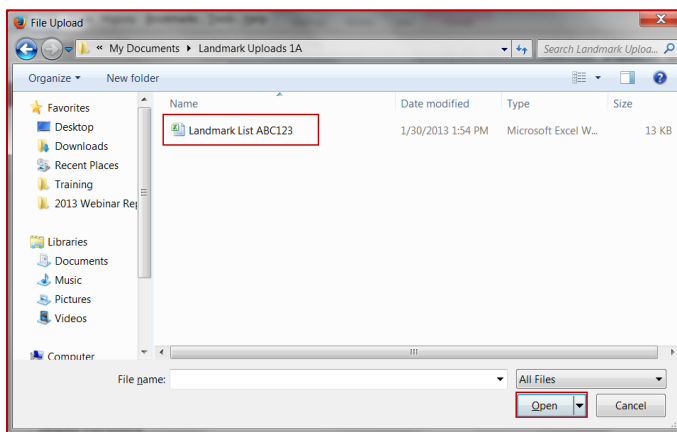
- [See instructions for other restricted characters.](#)

Template

[Download](#) sample template with pre-formatted columns

Browse... No file selected.
Click Browse, select a file, then click Open.

5. Locate the Landmark file in your documents.
6. Double click on the file name or click Open in the *File Upload* box.



7. Check **Email upon completion** to receive notification of file download.
 - Enter any additional email recipients by clicking the plus sign icon.
8. Click **Submit**.

Upload Landmarks

CAUTION: Although you can upload up to 100,000 landmarks at a time using this tool, the more landmarks you add the greater the impact you will experience related to slower map and potentially system performance.

General Instructions

In order to batch upload landmarks, a properly formatted file must first be created. Information about each landmark must be in a specific order and format to be understood by our systems. To assist in this process, we offer a downloadable Excel template. The table below shows batch upload jobs you have submitted in the last 10 days.

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3. Save the file as an Excel (.xls), Excel Workbook (.xlsx), or comma delimited file (.csv) by going to "File" >> "Save As" in Excel
4. Upload up to 100,000 landmarks at a time

No file selected.

Choose email settings and click Submit to continue.

File to Upload: Landmark List ABC123.xlsx

Email on completion: Demo Fleet (training@networkfleet.com)

Additional Recipients:

9. View Upload status in the **Upload Landmark Jobs** section.
 - Any Landmarks that erred will be available in an Error File. Landmarks from the same file that did not err will be uploaded and only those that erred will need to be reformatted and re-uploaded.

Upload Landmark Jobs

1 row(s) found. Number of rows displayed per page: 50

Refine by: File name Refine List:

File name	Date Created	Date Completed	Status	Progress	Landmarks Uploaded	Created	Updated	Deleted	Error File
Landmark List ABC123.xlsx	10/9/13 2:39:43 PM	10/9/13 2:39:43 PM	<input checked="" type="checkbox"/>	100.0 %	0	0	0	0	<input type="button" value="E"/> <input type="button" value="M"/>

1 row(s) found. Number of rows displayed per page: 50



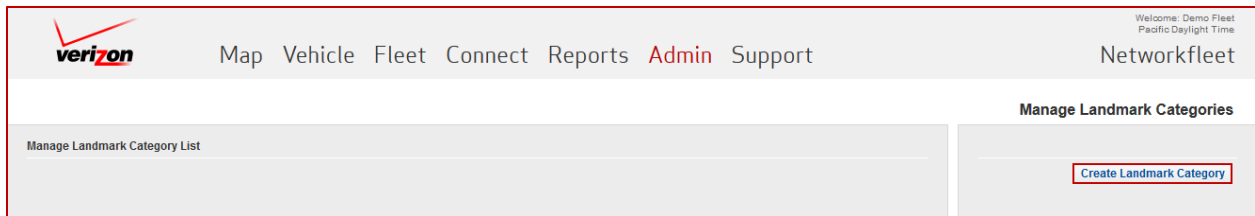
TIP: While 100,000 landmarks can be uploaded from one file, smaller file sizes will load more quickly and efficiently.

Landmark Categories

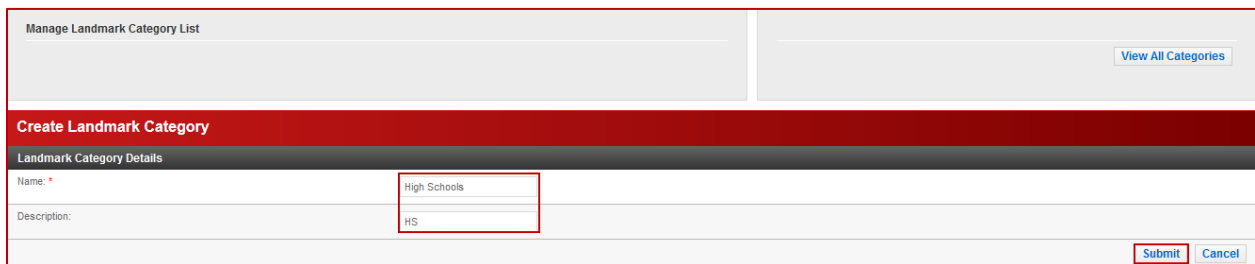
Landmark categories allow the user to customize similar groupings of landmarks which can be used to filter landmark lists, views and reports. The **Manage Landmark Categories List** provides a list of landmark categories that have already been created in the system, as well as the ability to create new landmark categories.

Create a Landmark Category

1. Click **Create Landmark Category** from the *Manage Landmark Category* page. Landmark categories can also be created while creating or editing a landmark.



2. Enter landmark category **Name**.
3. Optionally, enter a landmark category **Description**.



Manage Landmark Categories

From the **Manage Landmark Category List** you can:

- Edit an existing landmark category by clicking on the landmark **Name**.
- Identify how many landmarks the landmark category is assigned to.
- **Delete** an existing landmark category.



NOTE: You must be assigned the user privilege “Create Landmarks/Geofences” to be able to create and edit landmark categories.

Sensor Management

Networkfleet's 5500 devices have serial ports which can connect to your vehicle to detect voltage transitions of five or more volts (positive or negative). These sensors can be used to monitor vehicle PTO (Power Train Operations), such as a dump truck bed being raised. For example, a dump truck bed is being raised would report as one transition. As it lowers, it reports as a second transition.

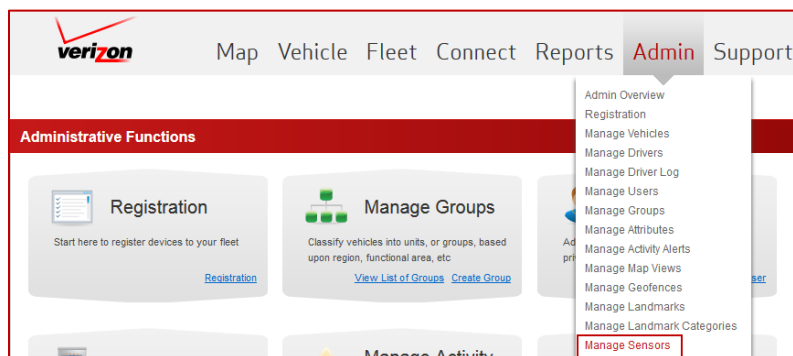
Also available is a second device - Port Expansion Module (or PEM) - which can provide an additional four sensor ports for a total availability of six sensors.

Sensors can be installed and registered with the Networkfleet device, or they can be installed and registered after vehicle registration. Please refer to the [Vehicle Registration](#) or [Vehicle Profile](#) sections in this guide to assign sensors to vehicles. This section shows how to create sensor names other than the standard names provided.

Create Sensor Name

Networkfleet has pre-programmed some of the most commonly used Sensor names for your convenience. There is an option to name your own Sensors to fit your needs. Once a new Sensor Name has been created it will appear in the **Sensor One** and **Sensor Two** drop down menus used during Sensor Registration.

To create a new Sensor name, click **Manage Sensors** on the Admin tab, or click **Create Sensor** on the Administrative Functions page.



1. Enter **Sensor Name**.
2. Enter **Sensor Description**.
3. Enter **On Name**.
4. Enter **Off Name**.
5. Click **Submit**.

The screenshot shows the 'Manage Sensor Profile' interface. At the top right, there are buttons for 'Create Sensor' and 'View All Sensors'. Below this is a red header bar. The main section is titled 'Sensor Details' and contains the following fields:

Sensor Name: *	<input type="text" value="Lift Gate"/>
Sensor Description:	<input type="text" value="Lift Gate"/>
On Name: *	<input type="text" value="Down"/>
Off Name: *	<input type="text" value="Up"/>
Sensor Status:	Active

At the bottom right of the form, there are 'Submit' and 'Cancel' buttons. A red box highlights the input fields for Sensor Name, Sensor Description, On Name, and Off Name.

Contact Us

For more information on Verizon Networkfleet, please contact our Customer Care Team at 866.227.7323 or email support@networkfleet.com