Swift Track & Trace

User Manual

Swift User Manual

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- Mapping

- Summary Bar and Snail Trail

- POI's and Alerts

- Reports

- Scheduling Reports and Admin

Login, Layout and Overview

- How to Log in
- Layout of the Screen
- Admin Overview and Set up

How to Log In

Firstly, access the Vehicle Management Portal using https://swift.trakm8.net/swift6/. Type in your username and the default password you have been assigned (Fig. 1), this will need to be changed later.

Should you require any support please click on the Technical Support Link (Fig. 2)

Fig. 1

Fig. 2

Layout of the Screen

When you log in for the first time you will see a map of the world (Fig. 3). There will be tabs along the top of the screen that take you to various parts of the software and there will be mapping buttons along the right hand side of the screen.
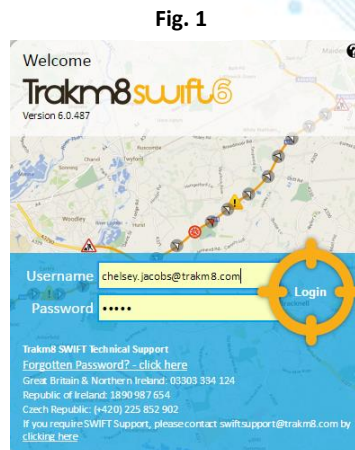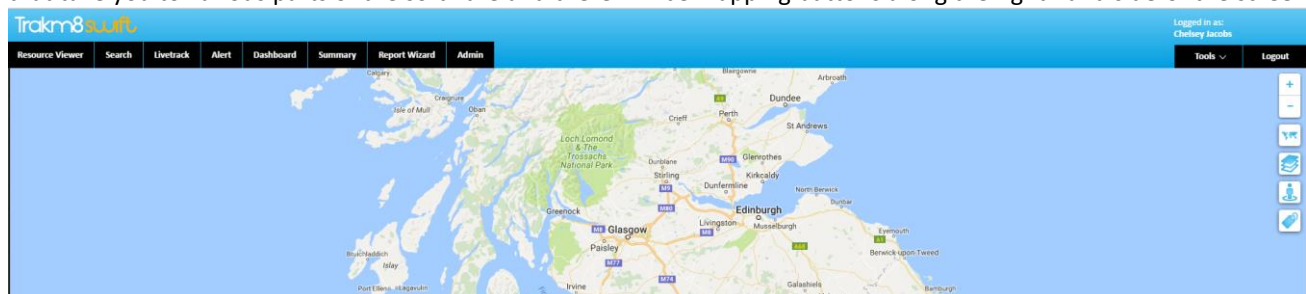

Fig. 3

The first tab, Resource Viewer, is important. This is your master folder list where all Vehicles, Drivers and Users can be accessed. This menu folder drives many other features and functions in the portal.

The Search tab allows you to quickly find vehicles, users and drivers but also addresses and points of interest (POI'S) or geofences.

The Livetrack tab displays groups of vehicles on the map, and the Alert tab displays pre-defined alerts.

The Summary tab accesses summary vehicle and trip data (Snail Trails) and also allows you view historical trip data.

The Report Wizard tab allows you to access the comprehensive Reporting Suite where you can generate and schedule reports.

Finally, the Admin tab is where all account and vehicle data is maintained.

On the right hand side we have a Tools tab that allows you to show and hide Snail Trails, Find Nearest Vehicles and Refresh. There are also options to Minimise All Screens that are open and a link to log any bugs or issues.

Underneath these tabs sit the Mapping Buttons which will be covered in detail in the Mapping section.

You drive. We think.

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Admin Overview and Set up

Changing Passwords

When logging in for the first time it is advisable to change your password (Fig. 4) and set up a Livetrack Collection to allow you to easily view your vehicles on the mapping screen.

Fig. 4

Firstly, to change your password, click on the Admin Tab at the top of the screen.

Click on the User Admin button on the left and delete the 6 black dots ●●●●●●. Enter a new Password, remembering to make it secure, using numbers letters and symbols. Click the Save Changes button (Fig. 5) to confirm.

Fig. 5

Use this opportunity to update any other personal details that may be incorrect.

Please note that the default display for a password is always 6 dots, regardless of the number of characters in a password.
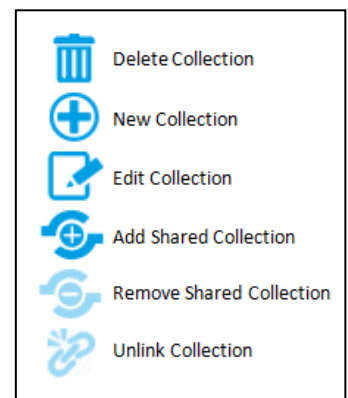
Livetrack Collections

Next, you need to set up a Livetrack Collection to display selected vehicles on a map as and when you log in. A Livetrack Collection is simply a display group. You have the ability to create as many Livetrack Collections as you wish and a vehicle can exist in multiple collections.

Click on the Livetrack admin button. You will see two main pages. The one on the left lists your Livetrack Collections and the one on the right lists the vehicles within that collection. There are also a number of icons to the left of the Collections page. You can hover over them to find out what they are (Fig. 7).

Fig. 6

Fig. 7

Delete Collection

New Collection

Edit Collection

Add Shared Collection

Remove Shared Collection

Unlink Collection

To add a New Collection, click on the blue **+** icon and enter a name.

You can now select (using the tick box) whether to share the collection with users in your group and subgroups and also whether to assign a specific colour to that collection. Click OK to save.
Your Livetrack Collection is now created; next you need to assign some vehicles to it.

Click the collection you want to add vehicles to (Fig. 8), it will turn yellow.

Chelsey New   **Fig. 8**

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Now click on your resource viewer to open up the folder list (Fig. 9).

Fig. 9

Trakm8 Demo Fleet 2017
- Trakm8 Drivers
- Trakm8 Vehicles
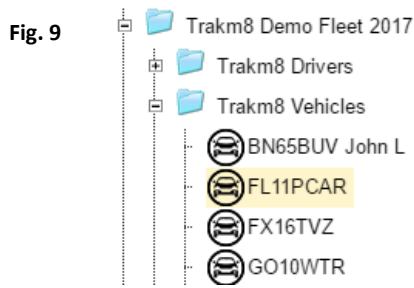 - BN65BUV John L
  - FL11PCAR
  - FX16TVZ
  - GO10WTR

Click on a vehicle so that it is highlighted in the resource viewer and then click the add button underneath the main Livetrack page (Fig. 10).

⊕ Add FL11PCAR to Collection

Fig. 10

Your vehicle should now be displayed in the Livetrack Items page.

If you want to add a group of vehicles then select the group from the resource viewer. Click on the 'Choose Vehicles' from button (Fig. 11) and you will then be able to select individual vehicles from a list or simply select "*all*" (Fig. 12).
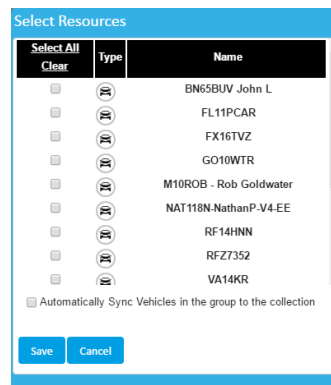
Fig. 11

⊕ Choose Vehicles from Trakm8 Vehicles

Fig. 12

Select Resources

Select All Clear	Type	Name
☐	🚗	BN65BUV John L
☐	🚗	FL11PCAR
☐	🚗	FX16TVZ
☐	🚗	GO10WTR
☐	🚗	M10ROB - Rob Goldwater
☐	🚗	NAT118N-NathanP-V4-EE
☐	🚗	RF14HNN
☐	🚗	RFZ7352
☐	🚗	VA14KR

☐ Automatically Sync Vehicles in the group to the collection

Save   Cancel

When your Livetrack Collections are created you will be able to view all vehicles assigned to a collection (Fig. 13).

Fig. 13

1 Collections

Chelsey New (4)

4 Livetrack Items

- YP65LYD
- YL15TW
- YK66RGU
- WR65CW

⊕ Choose Vehicles from Trakm8 Vehicles

Remember you can create as many Livetrack Collections as required.

Now, when you log in, you will see your Livetrack Collections on the Map along with the Livetrack Menu on the main screen.

Mapping

- Mapping Tools
- Base Layers
- Overlay Layers
- Other Features

Mapping Tools

There are a number of icons located on the mapping screen some of these are shown below. These tools can be used to navigate around the map.

Map Key

+   Zoom in

   −   Zoom out

Base Layers button: Map settings, switch between Map

Overlay Layers allow you to view, add and remove layers over the mapping

Google StreetView on/off

Vehicle labels on/off

The vehicle icons on the map also have icons. A detailed description is below.

Vehicle Key

In-Transit: The vehicles ignition is on and the vehicle is moving faster than 3mph.

Idling: The vehicles ignition is on and the vehicle is moving less than 3mph.

Parked: The vehicles ignition is off and the vehicle is not moving.

Group Ring: a coloured ring around the vehicle icon, corresponds to the colour assigned to their livetrack collections.

Vehicles can be assigned to multiple collections, so the ring can be more than 1 colour
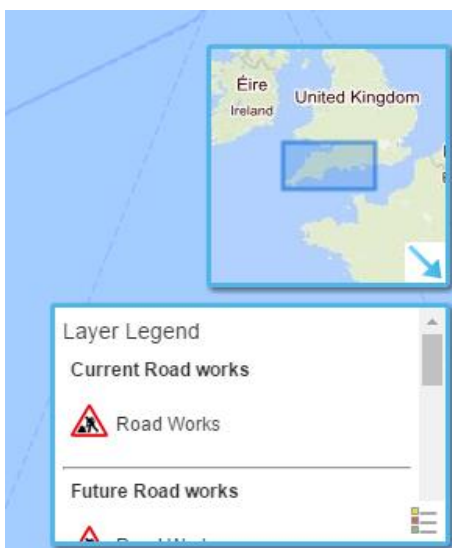
UK Map and Legend

Fig. 1

At the bottom right hand side of the screen there is a smaller map window (Fig. 1) which is zoomed out to show your main mapping area within the UK. This will alter as you continue to move around the map and between zoom levels. The window can be opened and hidden using the blue arrow.

Underneath, there is a Legend Button that details descriptions and more information about the area of the mapping layer you are in. For example, when looking at Highways Agency Data it will explain all of the symbols and give an explanation of each. This is available for all Layers.
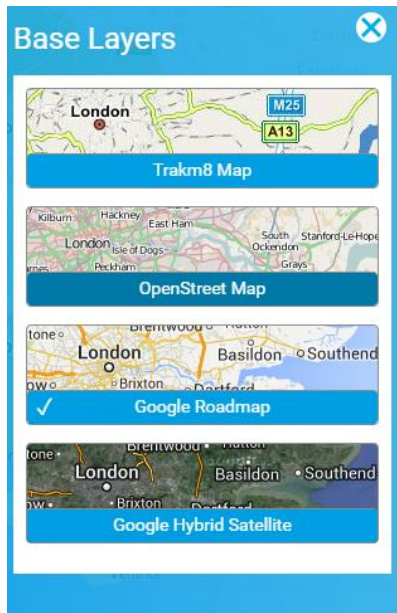
Base Layers

The Base Layers button (Fig. 1) allows you to switch between different Maps (Fig. 2).

Fig. 1

Fig. 2

The Trakm8 map is primarily used for bespoke development requests and allows user data to be added to it.

The Open Street Maps detail buildings and Landmarks and are licence free. They are updated and maintained by the community.

Google Maps is a web mapping service developed by Google. The Google Roadmap displays an illustrated map with detailed Road information.

Google Hybrid Satellite Maps offer Satellite Imagery plus Road Names and other information over the image. The images are not updated in real time; however, most of the images are no more than three years old.

To select a map simply click on it and a small tick will appear (Fig. 3) in the bottom left hand side of the Map Name Window to confirm it is the selected Map.
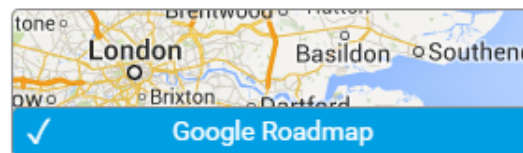

Fig. 3

Overlay Layers

The Overlay Layer (Fig. 4) feature allows you add further detail onto the mapping screen.

As with the Base Layers, a small tick appears in the bottom left hand side of each window to indicate that it is selected There are regional variances in the availability of some data:
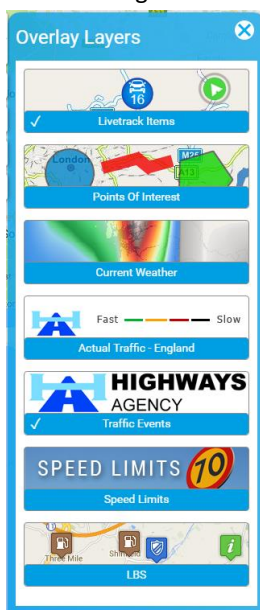

Fig. 4

- Livetrack Items – England, Scotland and NI.
- Points Of Interest – England, Scotland and NI.
- Current Weather – England, Scotland and NI.
- Actual Traffic – England Only
- Traffic Events – England Only
- Speed Limits – England, Scotland and NI.
- LBS – England, Scotland and NI.

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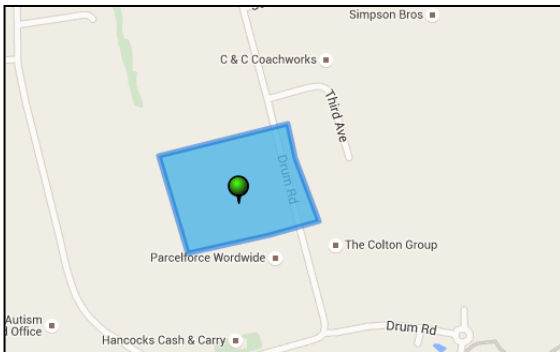
Livetrack

Fig. 5

The Livetrack Items (Fig. 5) Window allows you to show or hide your vehicles or assets. These are the vehicles/assets that have been saved to your Livetrack. The Livetrack overlay is selected by default. You can deselect it by a single left click if you wish to remove it.

Points of Interest

Fig. 6

Points of Interest (POI'S) (Fig. 6) are virtual Geofences. These can be shown or hidden using this function. If you right click on the overlay you can also choose which Type of POI (Fig. 7) to display.
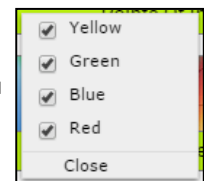
 Fig. 7

When selected, your POI's will be displayed on the map and a single click over a POI will show the Add/Update POI Menu.

Current Weather

Fig. 8

The Current Weather window (Fig. 8) allows you add Weather as an overlay onto the map. If you select the Current Weather overlay then the weather icons appear. You can click on a weather icon and it will display the location and weather information.

Actual Traffic

Fig. 9

When you select the Actual Traffic overlay (Fig. 9) you will see the real time traffic speed of the roads.

If you click on the layer legend you will see that each colour represents a road speed category from Fast to Slow.

This is a live feed from the Highways Agency and can be used in conjucntion with the Traffic Events overlay.

You drive. We think.

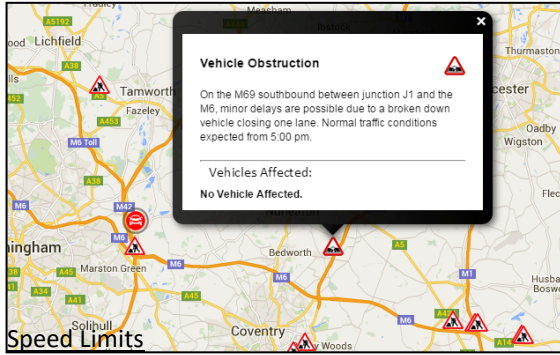📞 +44 (0)3303 334 120 ✉ info@trakm8.com

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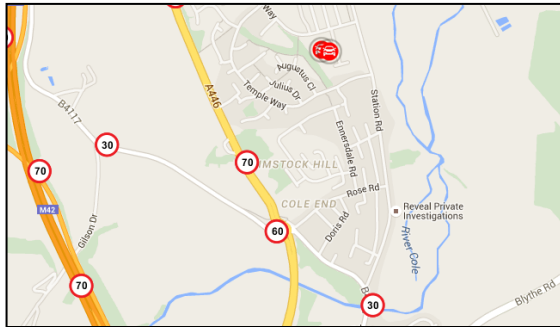
Traffic Events

Fig. 10

When you select the Traffic Events overlay it will display real time traffic events on the roads.
If you click on an event icon (Fig. 10) it will display a pop up window with information on that traffic event.
Use the layer legend for more information on what each symbol represents.

Speed Limits

Fig. 11

When you select the Speed Limits overlay and zoom into a suitable level (Fig. 11) you will see the speed limit of each road displayed on the map.

If you click on a speed limit icon it will zoom out to show (via a coloured line) how much of that road is restricted to that speed. Each colour represents a speed limit and these are explained in the layer legend

LBS

Fig. 12
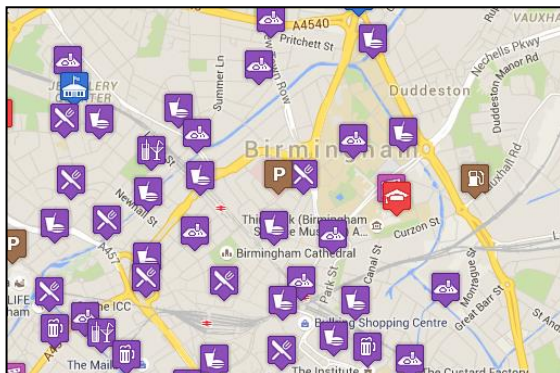
Location Based Services (LBS) is an overlay that displays nearby services such as car parks, hotels or public facilities.

Icons are displayed on the map with an image to represent the Service (Fig. 12). If you hover over an icon it will describe what that service is.

Other Features

Google Street View

This button splits the map in two and displays a Google Street View on the left hand side (Fig. 13). The screen sizes are changeable by dragging the separator bar left or right.

Fig. 13

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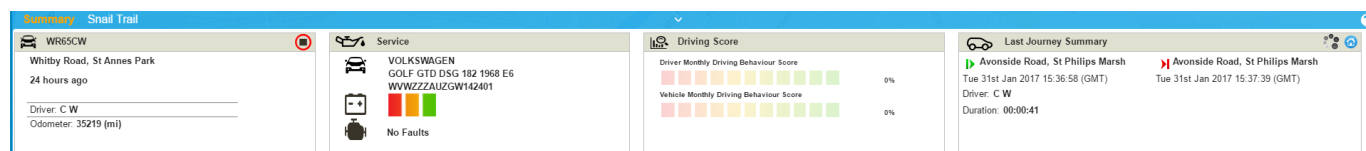
Summary Bar & Snail Trail

- Summary
- Snail Trail
- Google Street View

Summary

The Summary Bar is located at the foot of the main mapping screen (Fig. 1). The bar can be opened and closed by clicking on the downward arrow.

Fig. 1

As a default the summary bar displays the most recent journey details for a selected vehicle. Your vehicle selection is taken from the livetrack menu.

The summary bar details information in smaller windows. There are 4 areas:

Vehicle Details
Registration
Location
Last Update Time
Driver (If driver id connected)
Odometer reading

Service Details
Make and model of the vehicle
Battery level (if available)
Fault codes (if available)

Driver Score
*Only available as part of the EcoN Solution

Last Journey Summary
Start and End Location
Start and End Journey Time
Driver
Duration of the trip
Distance travelled

There are 2 additonal buttons on the Journey Summary Window.

Plots the last journey – detailed in the window.

Displays the type of Journey. A suitcase is Business.

A House is a private Journey.

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Snail Trail

When you click on the Snail Trail tab and select a specific vehicle from your livetrack or the Resource Viewer, you can view a number of predefined historical routes (Fig. 2). There is an option to see today's trips, Yesterday's trips, the last 3 days and the last 7 days. Click on the required text to load the data onto the map.
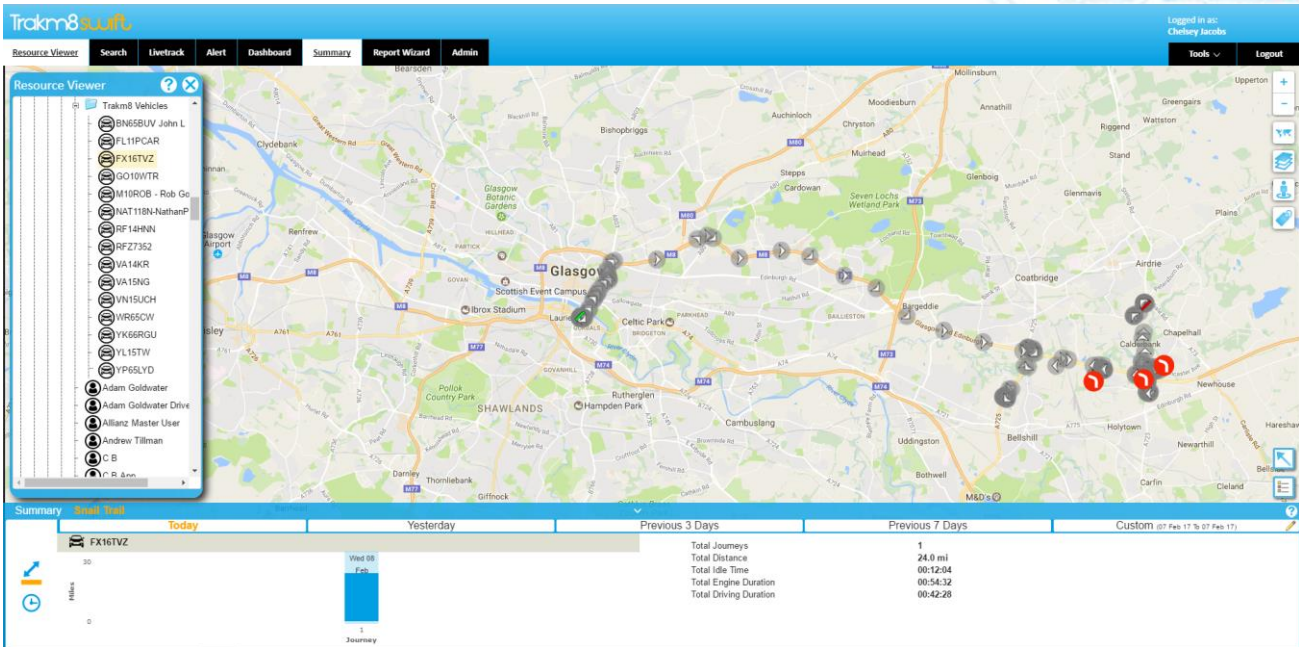

Fig. 2

Fig. 4

If you would like to load specific times scales then you can use the Custom window (Fig. 3 – 4).

Fig. 3

- Click on the pencil icon to load a calendar.

- Select the required start and end date.

- Click OK.

Fig. 5

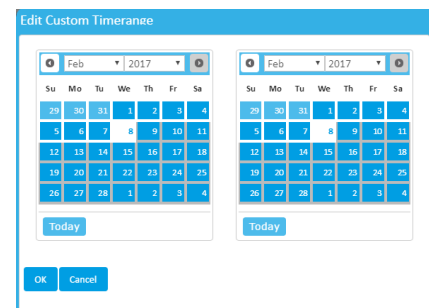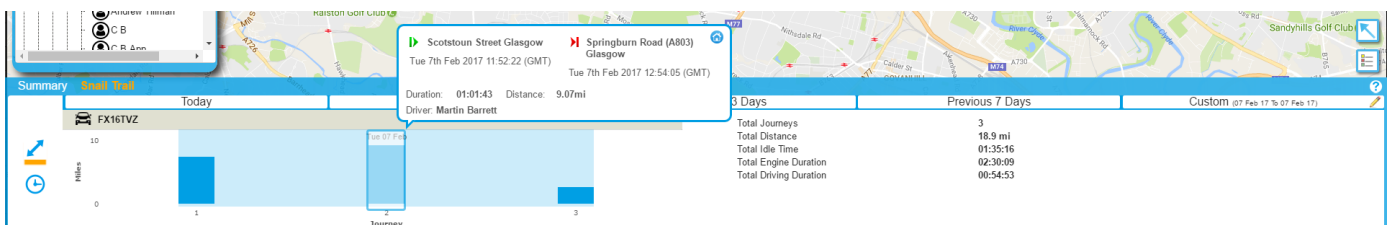**Fig. 6**

You will see a series of grey markers (Fig. 5) on the map detailing all of the historical logs for the selected time frame.

Hover over any marker to see the detail of that log (Fig 6).

The Summary Bar at the bottom of the page will now display a series of bars (Fig. 7), one for each trip. Hover over any bar to display a journey summary information pop up.

Fig. 7

You have the ability to view a trip by distance or time (Fig. 8).

Distance

Fig. 8

Total Journeys	5
Total Distance	17.6 mi
Total Idle Time	00:06:35
Total Engine Duration	00:49:21
Total Driving Duration	00:42:46

Fig. 9

Time

You will also see a summary of the journeys for a selected timeframe on the right hand side of the summary bar (Fig. 9).
You can click on a trip to display it on the map.

Once you have selected a trip or journey you will notice another bar chart appear on the right hand side (Fig. 10) of the Summary Bar. Here you can replay the trip.
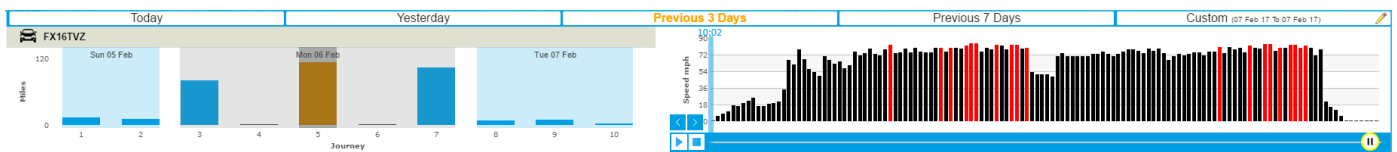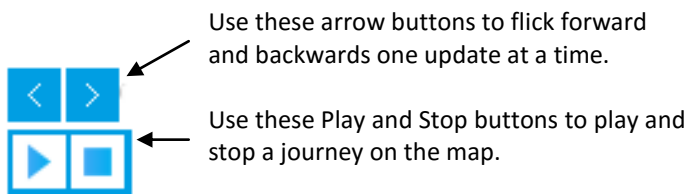
Fig. 10

Use these arrow buttons to flick forward and backwards one update at a time.

Use these Play and Stop buttons to play and stop a journey on the map.

You can also grab the green horizontal bar and drag it left to right as required or simply click on a bar to view that particular log.

Speeding Events

Any Speeding events will be displayed by a red arrow in a grey circle (Fig. 11)
on the route when the Snail Trail is plotted on the map. Click on the log to highlight the details.

Any speeding logs will be clearly visible in the bar chart, they are coloured Red (Fig. 12). Click on the red bar to see the log on the map.

Fig. 11
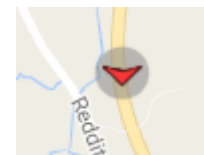
Fig. 12
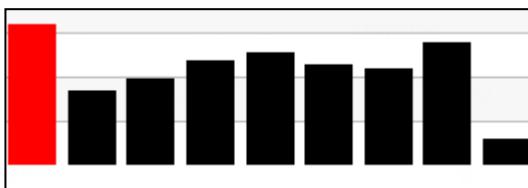
Google Street View

By clicking on the Google Street View icon on the map you can view detailed photographic google images of each location that a log was created (Fig. 13). These will change with each update as the trip progresses.

This data is useful when looking for information about certain places or specific updates within a trip. They can also help to identify where and how speeding offences occurred.

Fig. 13

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POI's and Alerts

- Search
- Creating POI's
- Managing POI's
- Alerts

Search

Fig. 1

The search feature is accessed via the Search tab at the top of the screen (Fig. 1). Here you can search for various different items.
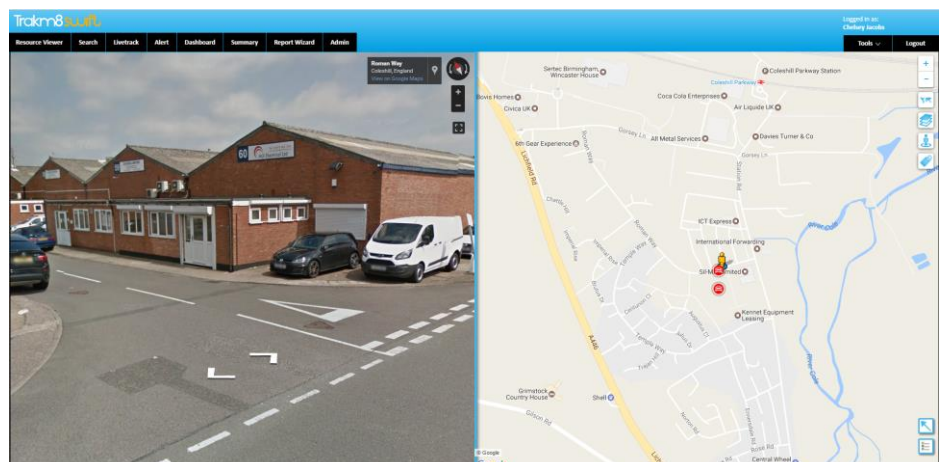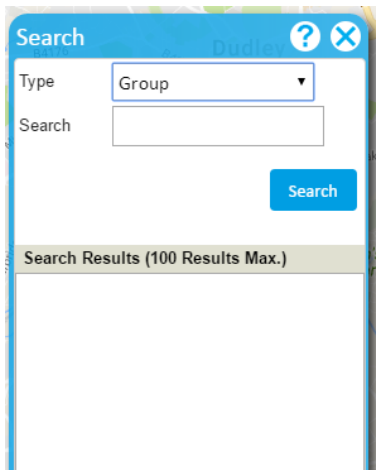
Click on the arrows to display a list (Fig. 2). The results will be displayed in a list underneath the beige bar.

There is a display limit of 100 results.

To ensure an accurate result make sure the search is as refined as possible. The search function will look for all matching items within your Group and Sub Groups.
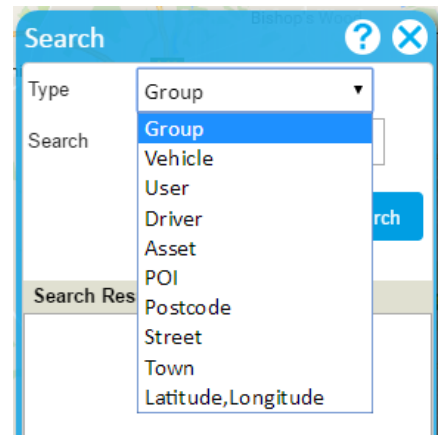
Fig. 2

Fig. 4

Group Search

Fig. 3

Here you can search for specific Group Names that exist within your hierachy (Fig. 3). Your search results will also be highlighted in the Resource Viewer.
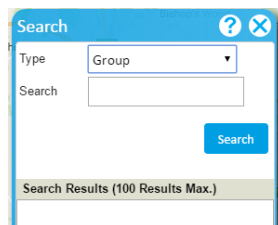
Vehicle Search

This will search for a vehicle registration or reference (Fig. 4). You can enter the full search details or you can search on partial letters and numbers. Your search results will also be highlighted in the Resource Viewer.
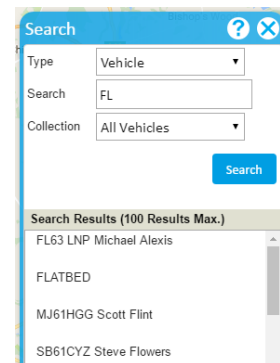
User Search

Fig. 5

You can use this option when searching for users (Fig. 5). This is helpful when providing admin support and looking for a user's login to launch. Your search results will also be highlighted in the Resource Viewer.
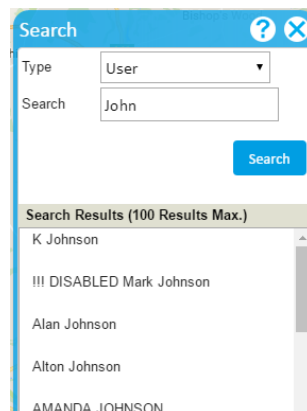
Driver Search

This search will locate drivers (Fig. 6). Your search results will also be highlighted in the Resource Viewer.

Fig. 6

Fig. 7

Asset Search

This search is similar to a vehicle search. It will look for plant or Assests within all Groups and Sub Groups (Fig. 7). The item will be highlighted in the Resource Viewer.

POI Search

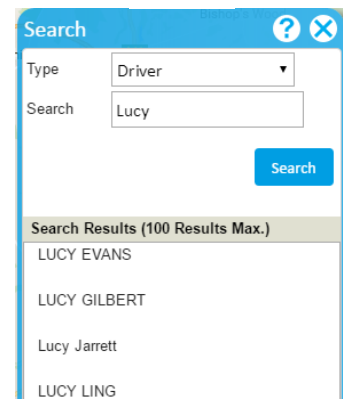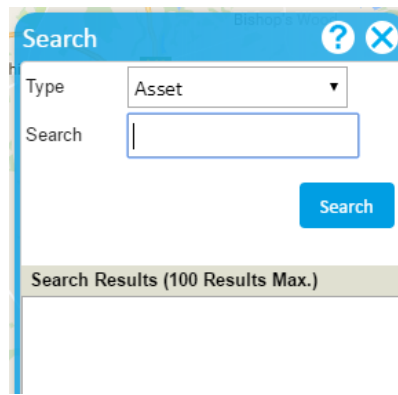This search feature is used to locate POI's that have been created within the database (Fig. 8). There is an additional option to narrow your search by type. If you click on a POI in the list it will load onto the map within the POI Menu bar.
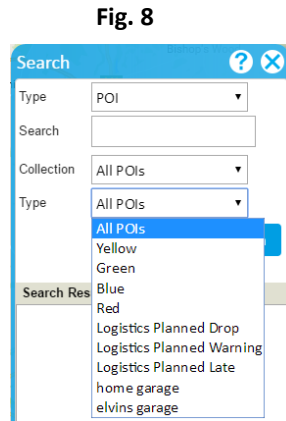
Fig. 8

Postcode Search

Here you can search for a full postcode (Fig. 9). This will then take you to that location on the map. From here you can create POI's.
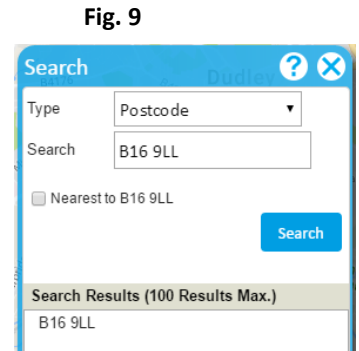
Fig. 9

Street Search

You can type in a full street name or just a partial street name (Fig. 10). Note, this is limited to 100 results. Click on a result to be taken to the location on the map.
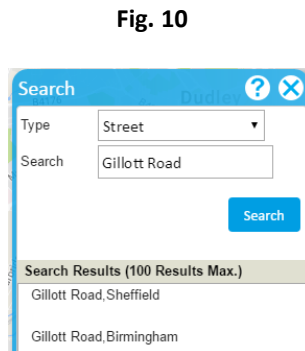
Fig. 10

Town Search

Search for a town or city (Fig. 11). Click on the required location to be directed there on the map.
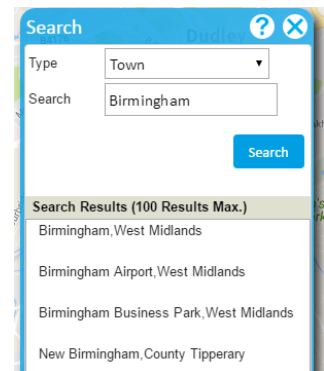
Fig. 11

Longitude and Latitude

This is available for very detailed and specific location searches. When importing POI's this is the most accurate detail to use altough most imports use only postcode data.

Creating POI's

Fig. 12

A POI (Point of Interest) is a pre-defined, geofenced area on the map that can be used to report on a vehicle entering or exiting any number of chosen locations. These could include Service Stations, Fleet Depots, Suppliers or Customer sites.

A POI can be a circle (Radius), a custom shape (Polygon) or line (Polyline) of your choice.

A polygon is useful for accurately assigning depot boundaries and a polyline is best for assigned journeys along specific routes i.e. no entry roads.

To create a single POI, right click on the desired location on the map, or use the search function to find it.

Click the 'create a POI' symbol (Fig. 12)

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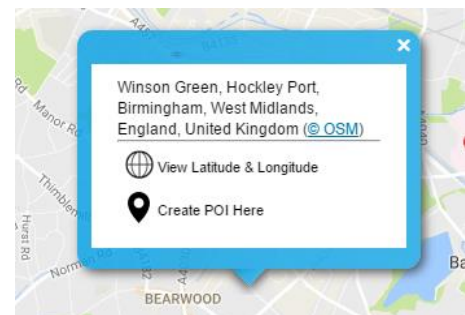
The Add/Update POI window (Fig. 13) will appear to the right hand side of the main mapping screen. Complete as required.

Fig. 13

Add/Update POI

Name your POI

⇐ Name your POI
Select a colour from the list: there are multiple options so you can group POI's together.

⇐ Name your POI
Select whether or not you wish to be alerted, it will ask Entry, Exit, or both. Alternatively leave disabled.

⇐ Name your POI
You can add POI's to existing collections or they will default to new. This is a tool to help when searching for POI's.

⇐ Name your POI
You can use this to add a shortcut to launch a web page with one click. Optional.

Select your POI Type. This will add a shape to the map so that can resize and move to your desired location. Use the small white squares to change the shape by clicking and holding the left mouse button down. Left click and hold the mouse button to drag.

Select visibility. Note that allowing all users in your group will give access to all those in your level hierarchy. All Users in your Group and Subgroup will give access to all users in your level and beneath it.

Use this space to make any notes such a telephone numbers or contacts.

Click Save to store the POI and the details.

Click Cancel if you do not wish to Save.

Click Delete if you want to delete a saved POI.

Click Launch to open a web browser and link to a saved URL.

You will now start to receive alerts and can generate reports on POI visits.

To Import multiple POI's, use the POI admin tab, which allows you to upload an unlimited number of POIs from a .CSV file.

Managing POI's

To amend a shape or any details use the search function to locate the POI. Click on the POI in the search list. The POI will be displayed on the map and the Menu bar will appear to the right. Make the required changes using the same guidelines as creating a new POI and click Save.

You can also use the POI Admin tab to manage existing POI collections.

Alerts

Email and inbox alerts can be managed through the 'Alert' plugin on the bottom left of the main screen. Alerts can be created for the following Swift features:

POI entry/exit – this depends upon how you set the alerting options on the POI itself. You must have a POI set up to be able to receive alerts.

Panic alerts – there must be a business/private button fitted in the vehicle. Panic alerts are triggered in the vehicle by holding down the business/private button for at least 2 seconds.

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PTO Input - reporting events such as beacons on/off or crane parked/in use. There must be a physical connection to the PTO in the vehicle.

Vehicle Fault Codes (DTCs) - provides details of any pending or stored faults that appear, possibly before an engine management light may even be illuminated in the vehicle.

To set up the alerts you require, click on the 'Alert' plugin and then click 'Settings' (Fig. 14) at the top of the window.
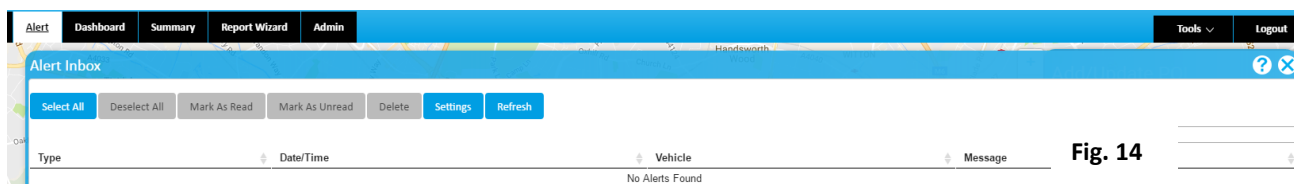
Fig. 14

Tick either 'Email' or 'Inbox' (this is your Swift alert inbox) to specify how you would like to receive the alert (Fig. 15). You can tick both if required. If you tick 'Inbox' (Swift Alert) then you can also select a sound, to notify you of new alerts whilst you are logged into Swift.

Fig. 15

You can also choose the 'show popup' option with 'Inbox'.

'Show popup' will provide an instant on screen notification, of the last alert received and also details of how many unread alerts are in your inbox.

'Inbox' alerts can be viewed through the Swift 'Alert' screen.

Email alerts will be sent as soon as the specified event is triggered by a vehicle. They will be sent to the users email address, which was entered when your login was created.
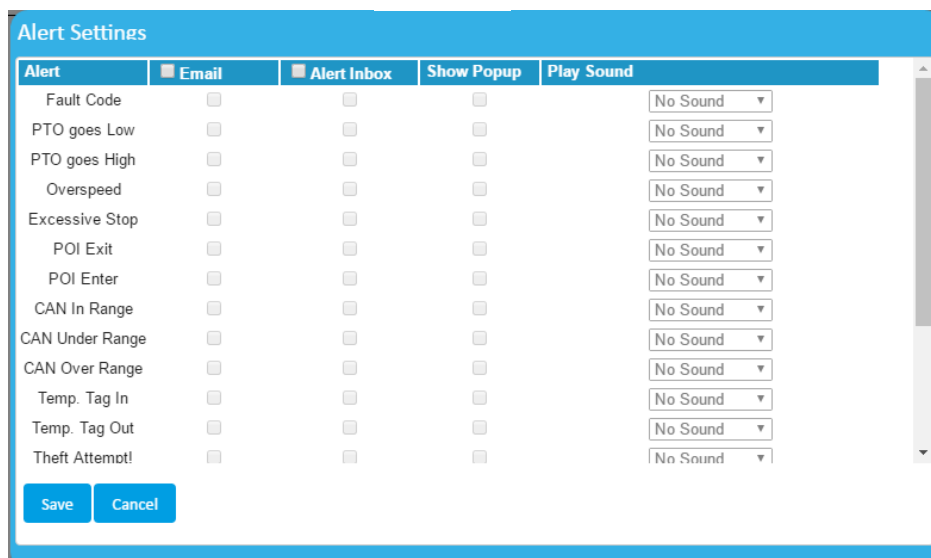
If you do not receive any email alerts after you have created them, please contact Trakm8 Support for assistance.

Reports

- Running Reports through the Report Wizard
- Popular Reports
- Other Reports

Running Reports through the Report Wizard

All reports that are available in Swift
can be accessed through the Report Wizard
plugin (Fig. 1).

The reports are categorised as Driver, Vehicle
or Group reports.

There will be a different number of format
options that you can choose from depending
upon the report you have selected.
Options may include:

- HTML (On Screen report)
- Excel
- PDF
- CSV

The report can be run over a vast selection of
timescales, again depending on the chosen
report, such as:

- Today
- Yesterday
- Current Week
- Previous Week
- Current Month
- Previous Month
- Specify Any Date/Time

Fig. 1

Reports can be run on collections, groups (including or excluding subgroups), or on individual vehicles/drivers/users.

Use the resource viewer to select individual vehicles, drivers, users or groups that you wish to run the report on.

Alternatively you can select a collection or individual vehicle from your Livetrack.

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Fig.2

Some reports have a number of selectable filters, at the bottom of the window (Fig. 2). These will auto adjust every time you select a new report, to only show what is available.

Examples include:

- Journey Type – Select to view business journeys only/private journeys only or all journeys (default setting).

- Minimum Speed – Enable to only view journeys that are over a specified speed. Default is off (show all).

- Minimum Distance Filter – Enable to only view journeys that are over a specified mileage. Default is off (show all mileage).

- Percent Overspeed Filter – Choose what speeding events you want to see i.e. Only show Journeys 10% over the speed limit. Default is off (show all).

- Out of Hours Filter – Specify days/times for out of hours, then choose to view journeys within or outside this time only.

Popular Reports

There are a wide variety of reports available to choose from, here are some of the most popular and widely used.

REPORT NAME	DESCRIPTION
Driver Timesheet	Summary report, per day detailing Start/End Time and Location with detail of Driving/Idle Time etc.
Where are my…	Can be run on Vehicle or Driver. Details Driver, Vehicle, Location, Status and Journey Type at last received update.
Vehicle Journey Summary (Events)	Shows start/stop with distance/duration summary per trip. Detail road by road detailing max speed and also details alerts and Speeding/Idle events.
Vehicle Journey Summary (With Stop Times)	Shows start/stop with distance/duration summary per trip. Detail road by road with max speed and also details stop time, driver and Speeding/Idle events.
On Site Time	Details entry and exit time of a vehicle in and out of a POI with stop and Idle times.
POI Alert	Displays POI Entry/Exit, Vehicle, Driver, Date/Time and POI Name
Speeding Exception Report	Can be run on Vehicle or Driver. Shows Speeding Occurrences - details Vehicle/Driver, Date, Group, Location and Speed.

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Other Reports

There are many more reports that are available within the Report Wizard. Some are only available for Vehicles and some are only available for Drivers. Below is a table of ALL reports and what data is contained within them.

REPORT NAME	DESCRIPTION
Driver Best Practice (Excessive Time)	Colour coded illustration to show summary driving time without 15 min break. Details Start/End Time and Location with detail of Driving/Idle Time and Journey Type/Qty.
Driver Details	Shows driver name address and tag details. Shows start/stop with distance/duration summary per trip. Detail road by road detailing max speed.
Driver Journey Summary	Shows start/stop with distance/duration summary per trip. Detail road by road detailing max speed.
Audit Report	Shows Date/Time and Activity of a user.
Best Practice Report	Colour coded illustration to show summary driving time without 15 min break. Details Start/End Time and Location with detail of Driving/Idle Time and Journey Type/Qty.
Day Summary Report (By Vehicle)	Shows daily information for a vehicle. Details Start/End Time, Location, Working Duration, MPG/Fuel Used, Distance, Journey, CO2, Engine Time, Fuel Cost, PTO Time, Driver Behaviour Score, Fuel Economy Score, Driving and Idle Time plus PTO/Input.
Drivers to Vehicle Report	Lists all Drivers associated with a vehicle and the time logged on and off.
GPS Detail Report	Details Vehicle, Time, Location, Lat/Long, Speed, Location/POI, GPS Status and Journey Type for every GPS log
Graphical Timeline	Illustrates colour coded Timeline showing Parked, Idle and Driving/Transit time.
Graphical Utilisation	Illustrates colour coded bar showing % Parked, Idle and Driving/Transit.
IO Alert	Details Date, Time, Location, Action (PTO Event) and Speed.
Non Return To Primary Location	Highlights where and when a vehicle ends at a location different to its primary location (set up in settings). Details Date, Vehicle, Group, Driver, Phone No, Primary Location, End Location and End Date.
Odometer Report	Lists Group Name, Details Vehicle Registrations within the Group and advises Odometer Reading at start of day.
POI Alert	Displays POI Entry/Exit, Vehicle, Driver, Date/Time and POI Name
PTO Report	Details PTO On/Off, Off Location and duration with totals
Vehicle Best Practice (Excessive Time)	Colour coded illustration to show summary driving time without 15 min break. Details Start/End Time and Location with detail of Driving/Idle Time and Journey Type/Qty.
Vehicle Details	Vehicle Details
Vehicle Not Utilised	Details periods of inactivity. Shows Vehicle Group/Reg, Current Location, Non-use period and last driver information.
Vehicle Summary	Shows Vehicle Totals - Driving Time, Idle Time, Distance, Business/Private Mileage and Total Journeys.
Day Summary Report (By Vehicle)	Shows daily information for a vehicle. Details Start/End Time, Location, Working Duration, MPG/Fuel Used, Distance, Journey, CO2, Engine Time, Fuel Cost, PTO Time, Driver Behaviour Score, Fuel Economy Score, Driving and Idle Time plus PTO/Input.
Group Details Report	Lists Group Name and number of vehicles in that group and any sub groups
Odometer Report	Lists Group Name, Details Vehicle Registrations within the Group and advises Odometer Reading at start of day.

Scheduling Reports & Admin

- Scheduling Reports
- Reports Admin
- Basic Admin

Scheduling Reports

Scheduling reports is done via the Report Wizard. Select the report and the timescales that you require using the wizard. Make sure all of your filters are added. Instead of clicking the Run button, click Schedule (Fig. 1).

You will now be able to see the Schedule Window (Fig. 2).

Fig. 2

Schedule Window

- There will be a series of parameters to enter to ensure your scheduled report delivers the information correctly.
- Add your own information using the text bars and select the pre-defined options using the drop down menus.
- Click OK and your report will be created.
- To view your scheduled reports use the Admin menu. Click on Schedule Admin and View, Edit or Delete as required.

Reports Schedule Admin

The schedule admin allows you to delete and edit scheduled reports that you have already set up.

You can edit the recipients, timeframe, format, name and subject, allowing you and others to view reports without needing to log in.

New reports are scheduled through the report wizard plugin.

How to edit an existing report

In schedule admin click on the scheduled report you wish to edit (Fig. 3), you can use the search bar to find it if required.

Schedule A Report

Report	Vehicle Timesheet
Name	
Subject	Scheduled Vehicle Timesheet - London Ambulanc
Recipients	your.email@email.com

Separate email addresses with commas

Timeframe — Partial Week ▼

Select the timeframe which you wish to report on. Reports will be run each week within 3 hours after the requested timeframe.

Start Time — 06:00:00 ▼
Start Day of Week — Monday ▼
End Time — 18:00:00 ▼
End Day of Week — Monday ▼

Format — HTML ▼

OK   Cancel

Fig. 3

- Click on Edit at the top of the tab.
- Edit the format/timeframe/ recipients/name as appropriate.
- Click ok.
- Your changes should be visible immediately and the next run date will reflect any timeframe amendments

Basic Admin

The Admin menu allows you to manage vehicles, drivers and users as well as maintain existing POI's, report schedules and Livetrack collections. The basic admin menus are Vehicle, Driver and User.

Vehicle Admin

The vehicle admin section allows you to view and amend (if you have the correct permissions):

- Vehicle Details such as reg, VIN, make, model
- Vehicle information such as Odometer and group
- Assign a default driver, primary location and owner
- Add Notes and update service/MOT/tax data

User Admin

The user admin section allows you to view and amend (if you have the correct permissions):

- User Details such as full name, email address and phone number
- Login details such as username and password
- Manage user type, language, time-zone and units of measurement settings
- Manage details such as start of the week day, groups and currency
- Alerting functions

Driver Admin

The driver admin section allows you to view and amend (if you have the correct permissions):

- Driver Details such as first name and surname, address and phone number
- Manage Driver Tag and Tacho card numbers

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