

Map Suite GPS Tracking Server User Manual

Release 6.0

Map Suite GPS Tracking Server

© 2005-2012, ThinkGeo.

All rights reserved.

How To Use The Documentation

Reference this user manual to get the most out of your new GPS tracking solution. In this manual, you will learn about the user interface in Map Suite GPS Tracking Server as well as learn about the entities in the system, how to setup your account and departments, and track your assets. Also, you can use this manual as a convenient reference for all of the screens and dialogs found throughout the system.

Getting Additional Support

For further assistance with your Map Suite GPS Tracking Server GPS tracking solution, please contact ThinkGeo's support team.

Table of Contents

Map Suite GPS Tracking Server User Manual	1
Release.....	2
Table of Contents	3
About the System	24
Welcome!	25
How GPS Tracking Works	27
Overview of the Map Suite GPS Tracking Server Tracking System	29
The Device Listeners	30
The Device Gateway.....	30
The Web Portal	30
Device Listener	32
Device Gateway	33
Entities in	34
Brief Overview of User Interface	37
Header Bar	37
Dashboard	38
Tracking Screen.....	39
Getting Started.....	42
Going to the Login Page.....	42
Logging On	43
Logging Off	43
Retrieving a Forgotten Password	44
Returning to the Dashboard	46
Viewing Messages	47
Setting Up a Department	48
Creating a Department	48
Selecting an Image for a Department	49
Removing an Image from a Department.....	50

Adding Images to the Image List	51
Opening the Department Editor	52
Setting Up Alerts for a Department.....	52
Setting Up Alert Notifications for a Department	54
Adjusting the Time Zone for a Department	55
Using Custom Fields for a Department	56
Adding a Note to a Department.....	57
Adding an Attachment to a Department	58
Deleting a Note from a Department	59
Deleting an Attachment from a Department.....	60
Creating Users	61
Creating a User	61
Creating an Employee	62
Setting Up Devices.....	64
Adding a New Device.....	64
Activating a Device	66
Assigning a Device to an Employee.....	68
Setting Up Points of Interest	70
Creating a Point of Interest	70
Creating Points of Interest Categories	71
Creating a Status for a Point of Interest Category.....	72
Creating a Symbology for a Point of Interest Category	73
Using the Tracking Screen	75
Opening the Map for a Department.....	75
Zooming In on the Map	76
Zooming Out on the Map	78
Panning within a Map	79
Changing the Map Extent for a Department	80
Clearing the Map Extent Setting for a Department	81
Locating a Set of Coordinates on the Map.....	82
Viewing the Active Employees in a Department	83

Viewing all the Employees in a Department	84
Viewing the Latest Activity for an Employee.....	85
Sending a Device Command	86
Finding Points of Interest in the System	89
Viewing Points of Interest on the Map	90
Switching to a Different Background Map	91
Viewing Reports.....	93
Tracking Employees/Vehicles.....	95
Finding Employees, Devices or Addresses	97
Using Universal Search	97
Understanding the Search Results	98
Search controls.....	99
Display Employees Near Address controls	99
Search Results list.....	101
Displaying Results on the Map.....	102
Working with Alerts.....	103
Configuring the System Alerts at the Account Level	103
Configuring Alert Notifications at the Account Level	104
Making an Alert Email People.....	104
Making an Alert Play a Sound	105
Making an Alert Require a User Response.....	106
Using Security	108
Allowing an Individual User to Have Multiple Sessions	108
Creating a New Security Group	109
Assigning a User to a Security Group.....	110
Removing a User from a Security Group.....	111
Assigning a Resource Permission to a Security Group.....	111
Removing a Resource Permission from a Security Group	112
Enforcing Password Standards	113
Locking Out Users Temporarily from the System	114
Unlocking Users.....	115

Overview of the Dashboard	117
Dashboard Screen	118
Header Bar	120
Company Logo	120
Quick Toolbar	120
Title Bar	121
Department	123
News	125
System Statistics	126
Using the System.....	127
Configuring Alerts in the System	128
Configuring System Alerts at the Account Level.....	128
Configuring System Alerts at the Department Level	129
Configuring Alert Notifications at the Account Level	130
Configuring Alert Notifications at the Department Level	131
Making an Alert Email People.....	132
Making an Alert Play a Sound	133
Making an Alert Require a User Response.....	133
Uploading Your Own Alert Icons or Images	134
Uploading Your Own Alert Sounds	135
Managing Users, Employees, Devices, and Points of Interest .	137
Managing Employees.....	137
Adding an Existing Employee to a Department.....	137
Assigning a Device to an Employee	138
Creating an Employee	139
Removing an Employee from a Department.....	140
Removing a Device from an Employee	141
Managing Devices	142
Adding a New Device	142
Activating a Device	145
Adding an Existing Device to a Department	146

Removing a Device from a Department.....	146
Sending a Command to a Device.....	147
Managing Users	149
Adding an Existing User to a Department	149
Creating a User	150
Removing a User from a Department.....	151
Managing Points of Interest	152
Creating a Point of Interest	152
Adding an Existing Point of Interest to a Department	153
Changing the Status of Multiple Points of Interest	154
Removing a Point of Interest from a Department	155
Creating New Points of Interest Categories.....	156
Creating a Status for a Point of Interest Category	157
Changing the Symbology for a Point of Interest Category	158
Changing the Symbology for the Status of a Point of Interest Category	160
Finding Employees, Devices or Addresses	162
Using Universal Search	162
Understanding the Search Results	163
Search controls.....	164
Display Employees Near Address controls	164
Search Results list.....	166
Displaying Results on the Map.....	167
Viewing the Summary Lists for Users, Employees, Devices, Points of Interest and Geofences.....	168
Moving from One Summary List to the Next.....	169
Removing an Entity from a Summary List.....	170
Changing the Captions for User, Employee, Device, and Points of Interest	171
Managing Departments	173
Adding a Note to a Department.....	173
Adding an Attachment to a Department	174

Adding Images to the Image List	175
Adjusting the Time Zone for a Department	176
Changing the Captions for a Department	177
Configuring Alert Notifications for a Department	179
Creating a Department	180
Deleting a Note from a Department	181
Deleting an Attachment from a Department	182
Deleting a Department	183
Opening the Department Editor	184
Removing an Image from a Department	185
Selecting an Image for a Department	186
Setting Up Alerts for a Department	187
Using Custom Fields	188
Viewing the Summary Lists for a Department	189
Using Auditing	191
Setting Up Auditing for an Entity Field	191
Running an Audit Report for an Entity Field In the Account	192
Using Miscellaneous Features	193
Changing the Application Paging Preferences	193
Changing the News on the Dashboard	194
Deleting a Message	194
Marking a Message as Read	195
Returning to the Dashboard	196
Viewing Messages	197
Using Security	198
Allowing Multiple Users to Log On to a New Account	198
Allowing Multiple Users to Log On to an Existing User Account	199
Going to the Login Page	199
Logging Off	200
Logging On	201
Retrieving a Forgotten Password	202

Managing Security Groups.....	203
Assigning a Resource Permission to a Security Group	203
Assigning a User to a Security Group.....	204
Creating a New Security Group.....	205
Deleting a Security Group.....	207
Removing a Resource Permission from a Security Group	207
Removing a User from a Security Group	208
Changing a User's Password	209
Changing the Frequency that the System Checks for Messages	210
Enforcing Password Standards	210
Locking Out Users Temporarily from the System	211
Unlocking Users.....	212
Using the Tracking Screen	214
Tracking Employees	214
Using the Mapping Tools	215
Changing the Map Extent for a Department.....	215
Clearing the Map Extent Setting for a Department.....	216
Getting Information About an Employee Location Point	217
Locating a Set of Coordinates on the Map	219
Panning within a Map	220
Resetting Open Boxes from the Tool Panels.....	221
Restoring a Map to its Original Size	221
Setting the Map to Auto Refresh	222
Using the Session Builder to Build Mock Employee Sessions.....	224
Zooming In on the Map	225
Zooming Out on the Map	227
Working with Employee Sessions	228
Adding an Existing Geofence to a Department	228
Assigning an In Geofence for an Employee	229
Assigning an Out Geofence for an Employee	230
Clearing Employee Session Points from the Map.....	231

Creating a Geofence.....	233
Flagging an Employee Session as Deleted	234
Getting Information About an Employee Location Point	236
Removing a Geofence from a Department	237
Searching for an Employee's Historical Activity	238
Setting the Maximum Allowed Speed for an Employee	239
Showing All of an Employee's Session Points on the Map.....	240
Showing or Hiding the Search Criteria for Historical Employee Sessions	242
Viewing an Employee's Trace Lines on a Map.....	243
Viewing all the Points for an Employee's Session	244
Viewing a Geofence on the Map	245
Viewing Employee Alerts.....	246
Viewing the Active Employees in a Department	248
Viewing the Last Location of an Employee	249
Viewing the Latest Activity for an Employee	251
Working with Points of Interest	252
Adding a New Point of Interest	252
Finding Points of Interest in the System.....	253
Viewing Points of Interest on the Map.....	253
Changing the Status of a Point of Interest	254
Clearing a Displayed Point of Interest from the Map.....	255
Deleting a Point of Interest	256
Sending a Command to a Device.....	256
Viewing Commands Previously Sent to a Device	259
Adding an Existing Geofence to a Department.....	261
Assigning an In Geofence for an Employee	262
Assigning an Out Geofence for an Employee	263
Changing the Map's Auto-Refresh Frequency	264
Controlling the Display of Location Points	265
Creating a Geofence.....	270
Customizing the Size of the Map	271

Manually Refreshing the Map Data.....	272
Opening the Map for a Department.....	272
Setting the Map to Auto Refresh	273
Screen References	275
Login Screen.....	276
Login Screen.....	278
Retrieving a Forgotten Password.....	280
Header Bar	282
Company Logo	282
Quick Toolbar	282
Title Bar	283
Header Bar	285
Company Logo	285
Quick Toolbar	285
Title Bar	286
Search Results.....	288
Search controls.....	289
Display Employees Near Address controls	289
Search Results list.....	291
Dashboard	293
Department List	293
Department Section	295
Current Department Bar	296
Department List	298
News	300
System Statistics	301
User Settings Editor	302
User Settings Editor	304
Captions & Display.....	306
Map Settings.....	308
Global Map Settings	311

Change Password.....	313
Change Password.....	314
Department Manager	317
Department Manager	319
Name and Profile	321
Department Editor	324
Name and Profile.....	325
Advanced Details	329
User	331
User Editor	333
Name and Profile	335
Notes	338
Attachments	340
Advanced Details	342
Employee	343
Employee Editor	347
Name and Profile	349
Notes	352
Attachments	354
Advanced Details	356
Device List	358
Device.....	360
Device Editor	363
Name and Profile	365
Notes	367
Attachments	370
Messages	372
Sending a Device Command	372
Viewing Command History.....	373
Points of Interest	376
Points of Interest Editor	378

Name and Profile	380
Notes	382
Attachments	385
Advanced Details	387
Notes	389
Note List	390
Note Editor	392
Attachments	394
Alert Notifications Editor	396
Alert Levels	401
Department Alert Settings Summary	403
Department Alert Settings Editor.....	405
Available Alert Variables	408
Using an Alert Variable	409
News Editor	410
Summary Lists.....	412
Summary Lists.....	415
Department Summary List	418
User Summary List	420
User Editor	422
Name and Profile	424
Notes	426
Attachments	428
Advanced Details	430
Employee Summary List	431
Employee Editor	433
Name and Profile	436
Notes	438
Attachments	441
Advanced Details	443
Device List	445

Device Summary List.....	446
Device Editor	450
Device Editor	452
Name and Profile	454
Notes	457
Attachments	459
Messages	461
Sending a Device Command	461
Viewing Command History.....	462
Points of Interest Summary List	465
Points of Interest Editor.....	466
Name and Profile	469
Notes	472
Attachments	474
Advanced Details	476
Geofence Summary List	478
Geofence Editor.....	479
Security Manager.....	482
Security Manager.....	484
Users	486
User Editor	488
Groups.....	492
Group Editor	495
Resources.....	496
Resource Editor	500
Report List.....	502
Report Editor	504
Build Your Report	506
Reports.....	508
Tracking Screen.....	510
Tracking Screen.....	512

Tool Panels bar	514
Tool Panels bar	515
Auto Refresh.....	517
Clear All Entities from the Map	518
Locate Panel	519
Extent Panel	521
Session Builder Panel	523
Measure Distance Mode	525
Measure Area Mode	527
Track Zoom Mode	529
Pan Mode.....	531
Launch Google Earth.....	532
Export All Entities to Google Earth.....	534
Reset Tool Panels	536
Entity tabs	536
Entity tabs	537
Sessions	540
Sessions	542
Sessions Grid	544
Sessions Grid	547
Sessions Toolbar	550
Session Details	552
Send Device Command	554
Send Device Command	556
View Command History	558
Alert Viewer	560
Points of Interest Grid	562
Points of Interest Grid	564
Points of Interest Grid	566
Points of Interest toolbar	568
Status Editor.....	570

Geofence Grid	572
Geofence Grid	574
Geofence Grid	576
Geofence Editor	578
Geofence Details	579
History.....	581
Selecting a Date Range for Your Search	581
Filtering by Employee	581
Performing the Search	582
History.....	583
Selecting a Date Range for Your Search	583
Filtering by Employee	583
Performing the Search	584
History Grid	585
History Grid	587
History Toolbar	588
Session Details	591
Alert Viewer	593
Detail tabs	594
Detail tabs	595
Session Details	597
Locations	599
Geofence	601
Reports.....	602
Map Area	603
Zoom and Pan Controls.....	605
Overlay Switcher	607
Tools and Settings	609
Tools and Settings	613
Account General Settings Editor	617
Captions.....	618

Security	621
Miscellaneous.....	625
Account Map Settings Editor	628
Language Account Settings	633
File List (Image).....	635
Custom Field Editor	637
Custom Field Definition	639
Field Group Editor	641
Field Editor	643
Field Entity Assignment	645
Data Audit	648
Audit Report	650
Audit Setup.....	653
Account Domains Editor	654
Account Brand Editor.....	656
Logos and Images	659
Stylesheet	661
Account News Editor	662
Lock-Out Session Tool	665
Lock Users	667
Unlock Users.....	668
Account Alert Settings Summary	671
Account Alert Settings Editor.....	673
Available Alert Variables	676
Using an Alert Variable	677
Alert Notifications Editor	678
Alert Levels	682
File List (Icon).....	684
File List (Sound)	685
Test Alert Utility	687
Listeners Settings.....	690

Listener List.....	692
Device Message Viewer	694
Device Message Editor	695
Listener Message Viewer	698
Satamatics Device List.....	703
Satamatics Device Editor	704
Device Tapestry List	707
Device Category List	708
Category Editor.....	711
Points of Interest Category List.....	713
Category Editor.....	716
Category Details	718
Status List	721
Category Status Editor.....	723
Points of Interest Status Utility	726
Add New Device Wizard.....	731
Step 1.....	731
Step 2.....	732
Step 3.....	733
Step 4.....	734
Step 5.....	735
Administration Portal	736
Administration Portal	740
Account Summary	744
Account Summary	746
Account List	747
User List.....	749
Terms of Use Editor.....	751
Account Editor.....	752
Profile	752
Users.....	757

Map Data	759
Listeners	760
Reports	762
Administrator Reports	765
Administrator Reports	767
Map Data Summary	769
Map Data Summary	771
View Map Data	772
View Account Maps	775
View Global Maps.....	777
Map Data Editor.....	781
Global Map Editor	783
Language Summary tab.....	784
Language Editor tab	787
Language Summary tab.....	789
Language Editor	791
Archive Table Summary.....	793
Archive Table Summary.....	796
Archive Table Editor	798
Account Brand Editor.....	800
Account Brand Editor.....	802
Logos and Images.....	803
Stylesheet	806
Account Domains Editor	808
Account Domains Editor	810
Report Summary.....	812
Report Summary.....	814
View Reports.....	815
View Administrator Reports	819
View Account Reports	820
Report Editor.....	822

Error Log Viewer.....	824
Error Log Viewer.....	826
Test Error Page.....	828
Test Error Page.....	830
Alert Settings Summary.....	832
Alert Settings Summary.....	835
Alert Settings Editor	837
Available Alert Variables	839
Using an Alert Variable	841
Map Icon File List	842
Map Icon File List	844
Device Command Summary	845
Device Command Summary	847
Device Command Editor.....	849
Device Command Parameter List.....	851
Device Command Parameter Editor	853
Configuring Different Parameter Types	855
Constant.....	856
List	857
Text	858
Custom Data Summary.....	858
Custom Data Summary.....	861
Custom Data Editor	863
Appendix A - Security Resources	866
ACCOUNT_ALERT_NOTIFICATIONS_CHANGE	866
ACCOUNT_ALERT_SETTINGS_CHANGE	866
ACCOUNT_BRAND_EDIT	866
ACCOUNT_DOMAIN_EDIT	866
ACCOUNT_FULL_EXTENT_UPDATE	867
ACCOUNT_GENERAL_SETTINGS_CHANGE	867
ACCOUNT_LOCALIZATION_UPDATE.....	867

ACCOUNT_MAP_TRACK.....	867
ACCOUNT_NEWS_EDIT.....	868
ALERT_RECEIVE	868
ALERT_TESTING_UTILITY	868
AREA_CREATE.....	868
AREA_DELETE	868
ATTACHMENT_CREATE	869
ATTACHMENT_DELETE.....	869
ATTACHMENT_VIEW.....	869
CARRIER_CREATE.....	869
CARRIER_DELETE	870
CARRIER_MANAGE_KPG	870
CARRIER_SPATIAL_FENCE_DISPLAY.....	870
CARRIER_SPATIAL_FENCE_UPDATE	870
CARRIER_UPDATE.....	871
CARRIERDEVICE_UPDATE	871
CATEGORY_CREATE	871
CATEGORY_DELETE	871
CATEGORY_STATUS_CREATE	872
CATEGORY_STATUS_DELETE.....	872
CATEGORY_STATUS_UPDATE	872
CATEGORY_UPDATE	872
DATA_AUDIT_CONFIGURE	873
DATA_AUDIT_SHOW_REPORT	873
DEVICE_ADD_WIZARD	873
DEVICE_CREATE.....	873
DEVICE_DELETE	873
DEVICE_MESSAGE_VIEW.....	874
DEVICE_UPDATE	874
DEVICECATEGORY_CREATE.....	874
DEVICECATEGORY_DELETE	874

DEVICECATEGORY_UPDATE	875
EDIT_AREA_SHAPE	875
FAD_CONFIGURATION.....	875
FAD_MODIFY	875
GOOGLE_EARTH_INTEGRATION.....	875
IMAGE_MANAGER_UPLOAD_IMAGE	876
IMAGEMANAGER_IMAGE_DELETE.....	876
LISTENER_MESSAGE_VIEWER	876
MAP_REPLAY	876
MAP_SETTINGS_CHANGE.....	877
MESSAGE_CREATE.....	877
MONITOR_CREATE	877
MONITOR_DELETE	877
MONITOR_UPDATE.....	878
NOTE_CREATE.....	878
NOTE_DELETE	878
NOTE_VIEW	878
ORGANIZATION_ACTIVATE_DEVICE	878
ORGANIZATION_ALERT_NOTIFICATIONS_CHANGE.....	879
ORGANIZATION_ALERT_SETTINGS_CHANGE	879
ORGANIZATION_CREATE	879
ORGANIZATION_DELETE	879
ORGANIZATION_DELETE_AREA	880
ORGANIZATION_DELETE_CARRIER	880
ORGANIZATION_DELETE_DEVICE	880
ORGANIZATION_DELETE_MONITOR	880
ORGANIZATION_DELETE_TARGET	881
ORGANIZATION_FULL_EXTENT_UPDATE	881
ORGANIZATION_NEWS_EDIT	881
ORGANIZATION_RELATE_AREA	881
ORGANIZATION_RELATE_CARRIER	882

ORGANIZATION_RELATE_DEVICE	882
ORGANIZATION_RELATE_MONITOR	882
ORGANIZATION_RELATE_TARGET	882
ORGANIZATION_UPDATE	883
ORGANIZATION_VIEW_ALL	883
ORGANIZATION_VIEW_SUMMARY	883
PERSONAL_FULL_EXTENT_UPDATE	883
REPORT_EDIT	884
REPORT_MENU_SHOW	884
REPORTS_ADMINISTRATIVE	884
REPORTS_GENERAL	884
SECURITY	884
SECURITY_CHANGE_PASSWORD	885
SECURITY_CREATE_USER	885
SECURITY_DELETE_USER	885
SECURITY_EDIT_USER	885
SESSION_BUILDER	886
SUBSCRIPTION_MANAGE	886
TARGET_COORDINATES_UPDATE	886
TARGET_CREATE	886
TARGET_DELETE	886
TARGET_STATUS_CHANGE	887
TARGET_UPDATE	887
USER_SESSION_LOGOUT	887
USER_SETTINGS_CHANGE	887
Index	889

About the System

Welcome!

Welcome to Map Suite GPS Tracking Server! Built on the very latest Microsoft technology, Map Suite GPS Tracking Server gives you the ultimate in GPS asset-tracking technology. Based on an ASP.NET model that leverages the latest .NET platform technology, Map Suite GPS Tracking Server can easily be accessed on any computer.

Map Suite GPS Tracking Server offers many features and options for organizing, managing, and tracking your assets. There are many innovative, helpful, and powerful features that have been integrated into the system making it a very versatile resource-tracking solution. These special features will allow you to have maximum flexibility and control over your entire account and configure it in a very detailed way. Further, the entire system was designed with the end user in mind to give you a very intuitive, friendly user interface.

No matter what your company's tracking needs, Map Suite GPS Tracking Server provides a solution right out of the box. From fleet owners tracking just a few vehicles to large enterprises tracking hundreds or thousands of mobile assets, Map Suite GPS Tracking Server has an answer. Map Suite GPS Tracking Server can even be scaled to handle one account or dozens of customer accounts, all of which can easily be created and managed through a single portal account. In addition, each account can have its own unique branding scheme and URL.

In each account, multiple departments can be created and each department can have multiple users added to them. Within each account, security groups can be created and assigned resources and users can be assigned to these groups. Based on a security group's resources, users within a security group will be restricted from accessing certain features within an account.

The Dashboard screen in Map Suite GPS Tracking Server provides an easy-to-use web interface from which all features within an account can quickly be accessed. These features include some of the following: creating departments, managing departments, creating users in departments, adding existing users to departments, managing and configuring security settings, changing user language preferences, configuring map settings, tracking Employees in departments, and viewing past Employee session data.

The Tracking screen in Map Suite GPS Tracking Server allows you to track all of your mobile assets in real-time and features many useful tools. Using Map Suite GPS Tracking Server's intuitive Tracking screen, you will be able to monitor live Employee sessions as well as geocode addresses, view spatial fences, create and assign spatial fences, and view and search for past Employee sessions.

In order to get the most out of your Map Suite GPS Tracking Server GPS tracking solution, reference the information in this help system to learn how to use Map Suite GPS Tracking

Server, troubleshoot problems, and navigate your way through the various screens and dialog boxes in the system.

More:

How GPS Tracking Works - *See page 27*

Overview of the Tracking System - *See page 29*

Device Listener - *See page 32*

Device Gateway - *See page 33*

Entities in - *See page 34*

Brief Overview of User Interface - *See page 37*

How GPS Tracking Works

Map Suite GPS Tracking Server is one of the most powerful and versatile GPS tracking software platforms available for your business. But how does GPS tracking itself work? This topic provides a basic overview of the process.



Inside the Vehicle

The process begins with the asset you're tracking — for example, a vehicle like this delivery van. First, you'll need to install a GPS tracking device in the vehicle. This device talks to the Global Positioning satellites to obtain the precise position of the vehicle, and may also use other things like the ignition, door locks, and accessory systems.



Communications

Next, the GPS tracking device communicates this information over the Internet to the Map Suite GPS Tracking Server servers, usually via a terrestrial communication network such as a GSM cellular system. Depending on the device and the network it supports, it may transmit in real-time, or based on a schedule.



Map Suite GPS Tracking Server Servers

When the Map Suite GPS Tracking Server server receives your vehicle information, it records it in a database. At the same time, Map Suite GPS Tracking Server can check the data for evidence of speeding violations, emergency situations, or any other condition you've asked it to user, and react accordingly. A continuous flow of information from the GPS tracking device to the Map Suite GPS Tracking Server server means a complete history of movement and status is stored right there in the database.



Map Suite GPS Tracking Server Web Portal

Finally, when you want to see the location of your vehicle, you can log into the Map Suite GPS Tracking Server web portal any time, day or night, and use Map Suite GPS Tracking Server's full array of tools to display location, speed, route history, and much more.

More:

Welcome! - *See page 25*

Overview of the Tracking System - *See page 29*

Device Listener - *See page 32*

Device Gateway - *See page 33*

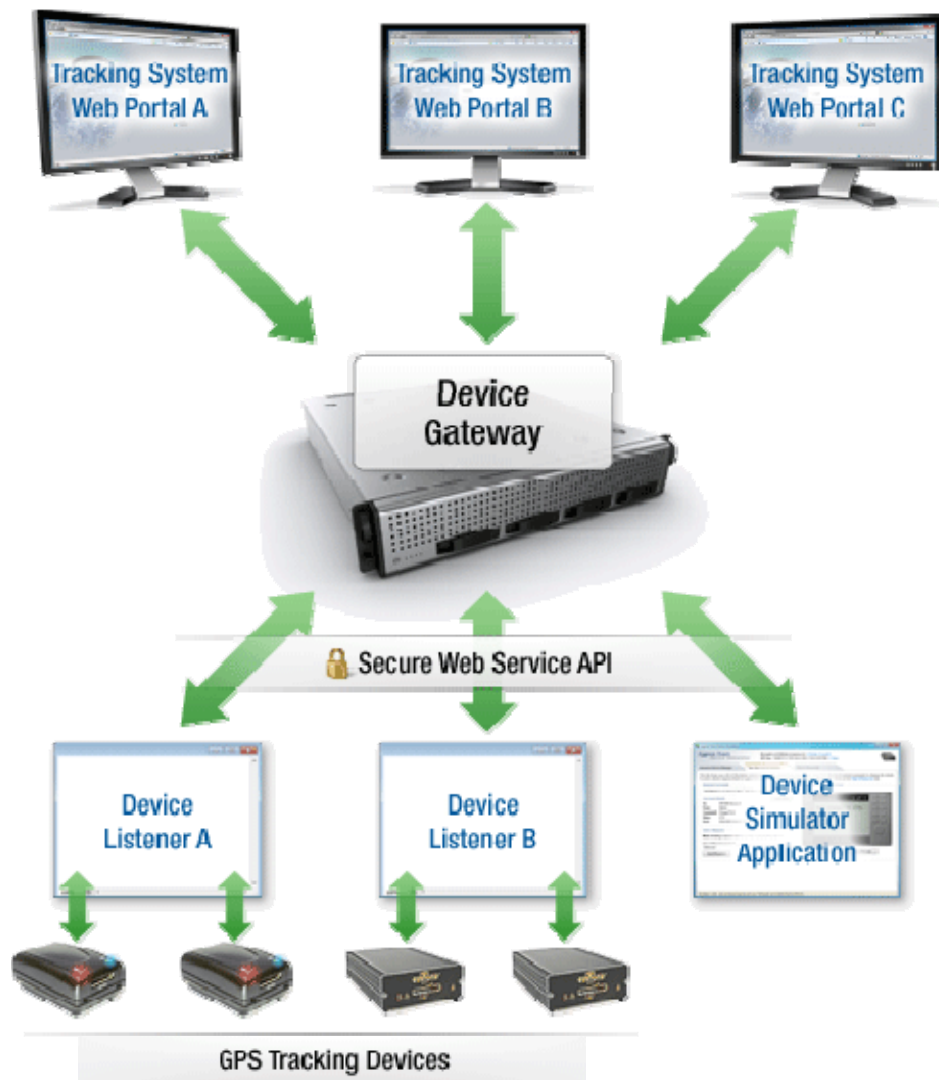
Entities in - *See page 34*

Brief Overview of User Interface - *See page 37*

Overview of the Map Suite GPS Tracking Server Tracking System

The Map Suite GPS Tracking Server tracking system is composed of three main parts:

1. The **Device Listeners**
2. The **Device Gateway**
3. The **Web Portal**



The Device Listeners

A Device Listener is a small, custom-built program that "listens" for communication from your GPS tracking devices. Because most tracking devices communicate in different ways and varying formats, a Device Listener must be programmed to understand one particular type (or family) of hardware. The Listener then translates incoming data and passes it along to the Map Suite GPS Tracking Server Device Gateway in a universal format that Map Suite GPS Tracking Server understands. Listeners also facilitate **Sending a Command to a Device** - See page 256, such as "Lock Vehicle Doors" or "Request Location Coordinates". Whether your device supports a custom command depends on its hardware capabilities and the programming code of its Listener.

See also: More about the **Device Listener** - See page 32

The Device Gateway

The Device Gateway is a centralized database that allows one or more Map Suite GPS Tracking Server Web Portals to interact with a number of different GPS Tracking devices in a common and robust way. Think of it as a "central switchboard" for all incoming and outgoing communication between your GPS tracking devices and the interface you see in your web browser. The Gateway handles posting of location information, routes communication to and from Device Listeners and raises alerts when necessary. It's based on a set of secure web service APIs that make it very easy for programmers to leverage when they are writing their own Device Listeners or custom sensor logic for your system.

See also: More about the **Device Gateway** - See page 33

The Web Portal

The Map Suite GPS Tracking Server Web Portal is the web-based user interface where you can login and track your devices, vehicles, employees, equipment or whatever else you need to keep tabs on. In addition to tracking, it's also where you can interact with devices by sending them commands, run reports, organize and manage your assets by department, and much more. It is possible for more than one Web Portal installation to "talk to" the same Device Gateway and Device Listeners, and yet keep that information exclusive and secure for each Portal.

The Web Portal contains several different types of Entities. Each of these Entities -- Devices, Employees, Departments and so on -- is arranged hierarchically and serves a different function. For more information about the Web Portal Entities and how they fit together, please see **Entities in** - See page 34.

See also: Brief Overview of User Interface - *See page 37 for the Web Portal*

More:

Welcome! - *See page 25*

How GPS Tracking Works - *See page 27*

Device Listener - *See page 32*

Device Gateway - *See page 33*

Entities in - *See page 34*

Brief Overview of User Interface - *See page 37*

Device Listener

Device listeners are custom programs that are built to communicate directly with a specific set of GPS tracking devices. The device listener handles all communication to the end device, whether it is TCP, UDP, HTTP, SMS or any other communication protocol of your choosing. It's the device listener's job to then transform the data it receives from the device and post it to the Map Suite GPS Tracking Server **Device Gateway** - *See page 33 via the web service API. Additionally, for devices with two-way communication support, the device listener must read data from the Device Gateway and push it out to the device.*

Listeners govern what device-specific functionality is available to you from within your Map Suite GPS Tracking Server system. For example, if your GPS tracking device supports remote commands like "Unlock Vehicle Doors" or "Start Engine", its listener must be programmed to handle these commands by name. Later, you can configure Map Suite GPS Tracking Server to send these commands to your device in the format that your listener expects.

For additional information on developing custom device listeners, please see the Map Suite GPS Tracking Server Developer Center at <http://gpstracking.thinkgeo.com/developer>.

Further Reading About Device Commands:

Device Command Summary - *See page 847*

Sending a Command to a Device - *See page 256*

More:

Welcome! - *See page 25*

How GPS Tracking Works - *See page 27*

Overview of the Tracking System - *See page 29*

Device Gateway - *See page 33*

Entities in - *See page 34*

Brief Overview of User Interface - *See page 37*

Device Gateway

The Map Suite GPS Tracking Server Device Gateway is a centralized database that allows one to many Map Suite GPS Tracking Server web portals to interact with a number of different devices in a common and robust way. The Gateway is made up of a simple set of secure web service APIs that allow developers to easily integrate custom devices or sensor logic into Map Suite GPS Tracking Server. The web service APIs were built with flexibility in mind, making custom integration easy and requiring no code changes to the Map Suite GPS Tracking Server web portal.

Some of the tasks that the Device Gateway handles include:

- Posting location information
- Facilitating two-way device communication (including Device Commands)
- Raising device- or sensor-triggered alerts
- Handling custom device or sensor data

For additional information about the Device Gateway, please see the Map Suite GPS Tracking Server [Developer Center](#).

More:

Welcome! - *See page 25*

How GPS Tracking Works - *See page 27*

Overview of the Tracking System - *See page 29*

Device Listener - *See page 32*

Entities in - *See page 34*

Brief Overview of User Interface - *See page 37*

Entities in Map Suite GPS Tracking Server

In Map Suite GPS Tracking Server, there are six Main Entities:

- Accounts
- Departments
- Users
- Employees
- Devices
- Points of Interest

In Map Suite GPS Tracking Server, each account is divided into Departments, Users, Employees, Devices, and Points of Interest. These categories represent the main entities in the system; however, the names of these entity categories can be renamed to suit each account's individual preferences.

Accounts represent separate clients in a portal environment and may each have many departments. Each account exists in isolation from other accounts and maintains its own map data, security system, configuration settings, and branding. Accounts can have their own URLs assigned to them in a portal environment.

Departments represent the different offices or departments in the account. Each Department will have its own Users, Employees, Devices, and Points of Interest, and each Department will have its own maps and map extent in which it will be tracking Employees. Also, each Department has its own time zone and data that is stored in GMT.

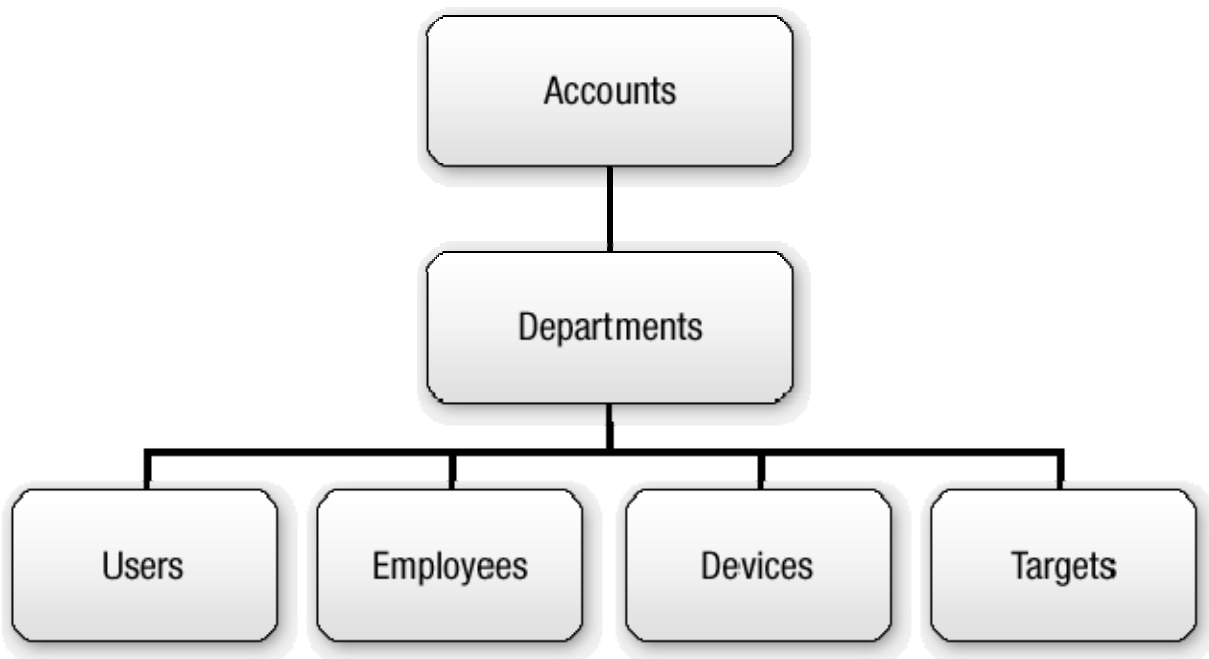
Users are the people who will be logging into Map Suite GPS Tracking Server to track and monitor the Employees, and Users can be shared between Departments. If a User is added to a second Department, the User will have access to information in both Departments. However, if a User is assigned to one Department, the User will only have access to information in that particular Department that he or she is assigned to.

Employees represent the entities that are carrying the GPS tracking devices. In the system, Employees are assigned to a particular Device, and Employees can be vehicles, assets, or individual people who are carrying a Device. For example, a Device might be mounted in a truck and the Employee could be referred to as the truck itself. On the other hand, a portable GPS tracking device, such as a mobile phone or pager, might be carried directly by an individual. In this case, you might refer to the person carrying the Device as the Employee.

Devices represent the GPS tracking hardware that is used to keep track of an Employee's location. Although Devices can be shared between Departments, a Device can only be active in one Department at a time.

Points of Interest are the stationary entities in the system and are represented as locations on the map, such as gas stations, client offices, stores, etc. Points of Interest can have a symbol or icon to represent them on the map, and each Point of Interest will have a status in the system, such as Open, Closed, Delivered, Undelivered, etc.

Below is a diagram showing the relationship between the entities in Map Suite GPS Tracking Server.



More:

Welcome! - See page 25

How GPS Tracking Works - See page 27

Overview of the Tracking System - See page 29

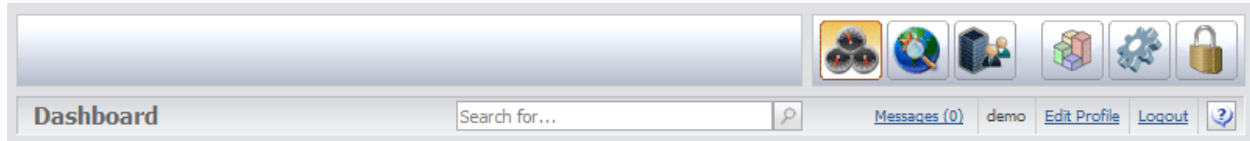
Device Listener - See page 32

Device Gateway - See page 33

Brief Overview of User Interface - See page 37

Brief Overview of User Interface

Header Bar



At the top of all the screens in Map Suite GPS Tracking Server is the Header Bar. The Header Bar contains the Company Logo, as well as the Quick toolbar with buttons that can be clicked to go to the most commonly used areas in the system. In addition to the Quick toolbar, the Header Bar also features additional links, such as a Messages link that can be clicked to access messages within the system. For security purposes, the application will check the server at fixed intervals for new messages and alerts as well as update user permissions within the system. This is done without user intervention.

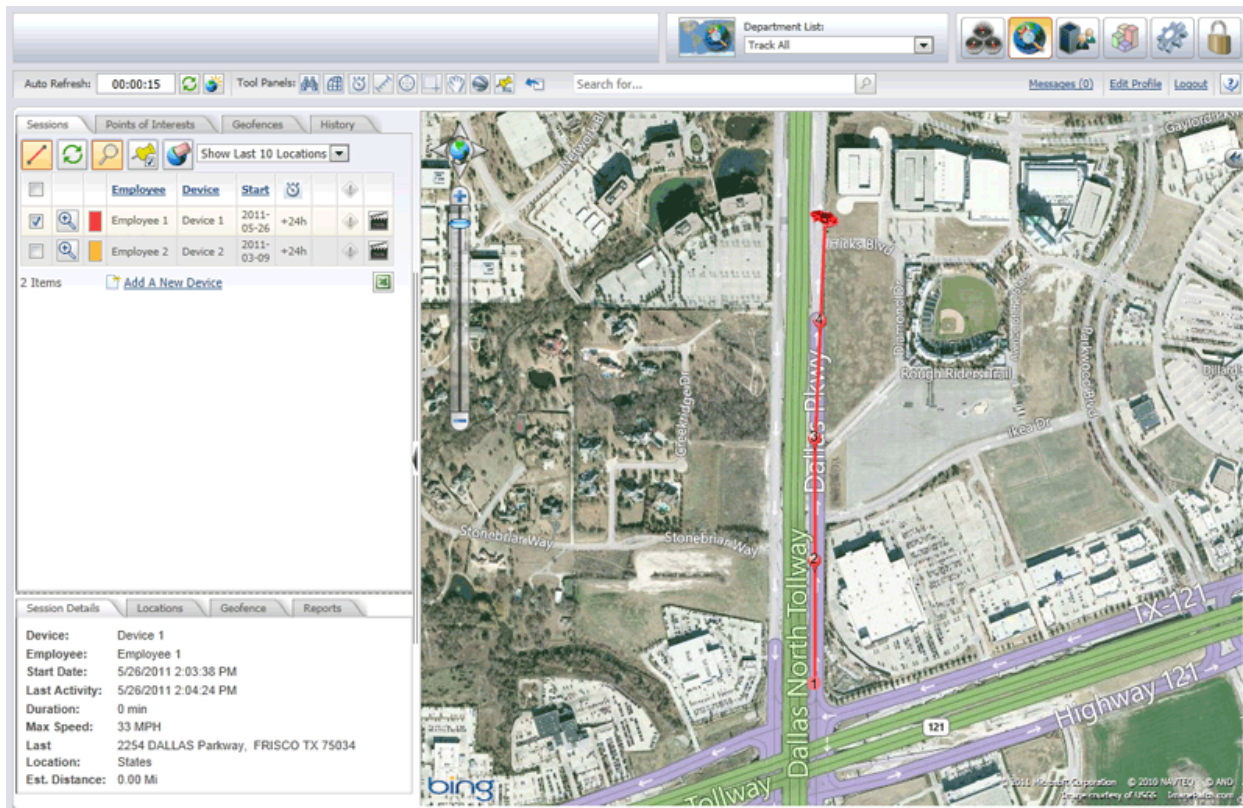
Dashboard





The Dashboard is the main screen in the system and the entry point for most users; however, you might want some users to enter the system through the Tracking screen, which can also be defined as an entry point to the system. The Dashboard is divided into several different sections with each section containing its own links to other screens in the system. Each account in the system is self-contained and features its own unique set of security users, groups, resources, and settings.

After the user logs on, the Dashboard screen will open in a new window. This window does not feature a toolbar and menu bar as you commonly see in a standard Windows web browser. The reason for this is to maximize the screen space and utilize as much of the screen as possible for the application. This feature really becomes apparent when you open the Tracking screen. Here, you will be able to view more of the map area and gain more information from the map as a result. Another noticeable feature of Map Suite GPS Tracking Server is the absence of a scroll bar running along the side of the browser. When it is necessary to scroll up or down on a screen, a scroll bar will be featured in the particular section of the screen that you need to scroll. By limiting the scroll bar to a particular section of the screen, data on the main screen will not be affected when you scroll.

Tracking Screen



The Tracking screen is where you will view and track Employee sessions for your Department. In Map Suite GPS Tracking Server, a Employee session is a particular Employee and Device combination which begins at midnight and ends the following midnight. When you want to track an Employee session for a Department, you will click the











Track icon  for the Department, which is located in the Department section of the Dashboard. Clicking the  icon will open the Tracking screen for the Department.

On the Tracking screen, you have the ability to create and add spatial fences for Employees. In Map Suite GPS Tracking Server, spatial fences are called In Geofences and Out Geofences. These In Geofences and Out Geofences are special areas that an Employee must remain in or stay out of during his or her session. If an Employee enters an Out Geofence, an alert will be raised.

The Tracking screen is loaded with many easy-to-use map controls, which reside in the following areas of the screen: Tool Panels, Zoom and Pan Controls and Overlay Switcher.

The **Tool Panels** bar features several buttons that can be clicked to do the following:



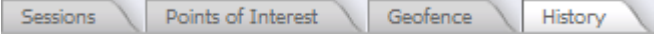

-  locating latitude and longitude coordinates
-  setting the map extent
-  creating mock Employee sessions
-  measuring a linear distance
-  measuring an area
-  track zooming into an area
-  panning the map
-  launching Google Earth
-  exporting all Employee sessions to Google Earth
-  resetting the Tool Panels

The **Navigation** area allows you to pan in four directions on the map as well as return the map to its full extent.



The **Zoom** area features a zoom bar with buttons at the top and bottom that can be clicked to zoom in or zoom out from the current map area. You can also drag the blue slider control up or down to zoom in or out.



From the Tracking screen, you can search for historic Employee sessions and view these past sessions on the map. This is accomplished by clicking the History tab on the Entity tabs toolbar , located on the left-side of the Tracking screen, and using the Find Historical Sessions fields. In addition, you can add and locate Points of Interest on the map through the Points of Interest finder. The Points of Interest finder is accessed by clicking the Points of Interest tab on the Entity tabs toolbar .

More:

Welcome! - *See page 25*

How GPS Tracking Works - *See page 27*

Overview of the Tracking System - *See page 29*

Device Listener - *See page 32*

Device Gateway - *See page 33*

Entities in - *See page 34* **Brief Overview of User Interface** - *See page 37*

Getting Started

Going to the Login Page

To go to the login page

1. Open your Web browser.
2. Type the Web address you were provided with into your Web browser's address bar.
3. Press the **ENTER** key.

If you do not remember (or no longer have access to) the Web address you were originally provided, please contact your Map Suite GPS Tracking Server system administrator for assistance.

More:

Logging On - *See page 43*


Retrieving a Forgotten Password - *See page 44*

Logging Off - *See page 43*

Logging On

After you have accessed the login page, you will need to log on to the system. On the login page, there is a Login box where you will enter your Username and Password.

To Log on to Map Suite GPS Tracking Server

1. On the Login screen, type your username in the Username box.
2. Type your password in the Password box.
3. Click the  button.

Note: If this logon is successful, you will proceed into the Map Suite GPS Tracking Server system. However, if the logon is unsuccessful, you will see the following message displayed below the Login button: *Invalid username or password*. In this situation, you will need to retype the username and password. If you have forgotten your password, you can use the "Forgot Your Password?" feature to retrieve it.

If you have forgotten your password, you can have it emailed to you. Please see the topic on **Retrieving a Forgotten Password** - *See page 44 for details*.

More:

Going to the Login Page - *See page 199*

Retrieving a Forgotten Password - *See page 44*

Logging Off - *See page 43*

Logging Off

To log off

1. Go to the top-right of the Header Bar.
2. Click [Logout](#) .

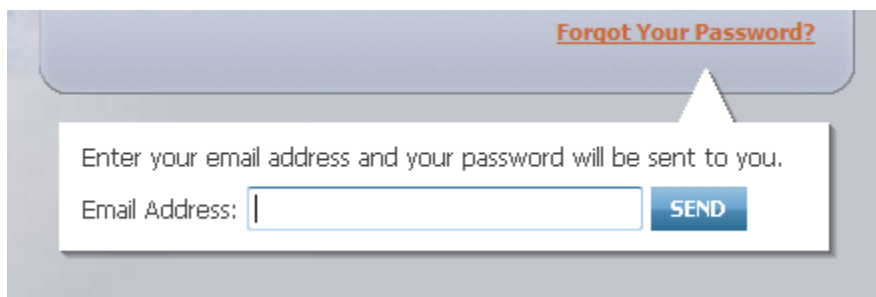
More:

Going to the Login Page - See page 199

Logging On - See page 201

Retrieving a Forgotten Password - See page 44


Retrieving a Forgotten Password

The image shows a web form titled "Forgot Your Password?" in orange text. Below the title, a white box contains the instruction "Enter your email address and your password will be sent to you." Below this instruction, there is a label "Email Address:" followed by a text input field. To the right of the input field is a blue button with the word "SEND" in white capital letters.

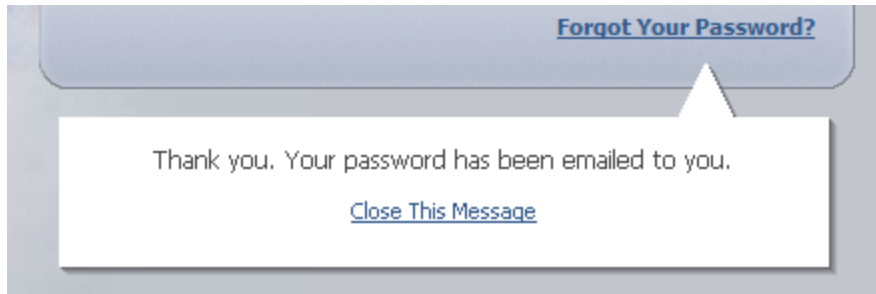
The "Forgot Your Password?" form on the Login screen

In case you forgot the password you use to login to Map Suite GPS Tracking Server, the main Login screen includes a "**Forgot Your Password?**" link, which can email your password to you at the email address associated with your account. (The password can only be sent to the account holder's address, for security reasons.)

To request that your password be emailed to you:

1. Go to the Login screen.
2. Click the "Forgot Your Password?" link.
3. Enter the email address associated with your Map Suite GPS Tracking Server account.
4. Click the  button.

When you have completed these steps, and if the email address you entered has been found in the system, you will see the following message:



Success message

If you mistyped your email address, or entered an address that does not exist in the system, an error message will be displayed and you will have the opportunity to try again.

Once you receive your password by email, return to the Login screen and try logging in again.

Tip: If you do not receive the email as expected, check your email client software's Junk Mail and/or Spam folder to see if it has been placed there automatically.

More:

Going to the Login Page - *See page 199*

Logging On - *See page 201*

Logging Off - *See page 200*


Returning to the Dashboard

One of the most common tasks that you will perform is returning to the Dashboard from other screens in the system.

To return to the Dashboard

1. Go to the top-left of the Header Bar.
2. Click the Map Suite GPS Tracking Server logo.

Or

1. On the Header Bar, go to the Quick Toolbar and click the  icon.

Note: If you have a dialog box open, you will need to close the dialog box before performing any of the above procedures.

Viewing Messages

This topic covers the procedure for viewing messages (including alert messages) that you have received.

To view messages


1. Go to the **Header Bar**, located at the top of any screen in the Map Suite GPS Tracking Server system.
2. Click the [Messages \(0\)](#) link. This opens the Messages screen.
3. In the **Messages** screen, go to the **Subject** column and click the message you want to open.

Setting Up a Department

Creating a Department

Departments can be created in the system by using the Create Department link, located at the top of the Department section of the Dashboard.

To create a department

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. Above the **Department** list, click the  **Create Department** link.
4. In the **Department Editor**, complete the following text boxes:

- Name
- Manager *(optional)*
- Description *(optional)*
- Map Data
- Time Zone
- Unit System
- Status
- External ID *(optional)*

5. Click .

More:

Opening the Department Editor - *See page 52*



Adding a Note to a Department - *See page 57*

Adding an Attachment to a Department - *See page 58*
Adding Images to the Image List - *See page 51*
Adjusting the Time Zone for a Department - *See page 55*
Deleting a Note from a Department - *See page 59*
Deleting an Attachment from a Department - *See page 60*
Removing an Image from a Department - *See page 50*
Selecting an Image for a Department - *See page 49*
Setting Up Alerts for a Department - *See page 52*
Setting Up Alert Notifications for a Department - *See page 54*
Using Custom Fields for a Department - *See page 56*

Selecting an Image for a Department

From the Department Manager, you can select an image for the department. This is the image that will be displayed for the department in the department list on the Dashboard.

To select an image for a department

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon next to the department that you want to select an image for.
4. In the **Department Manager**, click the  icon below the department image.
5. In the **File List (Image)** box, click the image you want to select for the department.



More:

Creating a Department - *See page 180*
Opening the Department Editor - *See page 52*
Adding a Note to a Department - *See page 57*
Adding an Attachment to a Department - *See page 58*
Adding Images to the Image List - *See page 51*

Adjusting the Time Zone for a Department - *See page 55*
Deleting a Note from a Department - *See page 59*
Deleting an Attachment from a Department - *See page 60*
Removing an Image from a Department - *See page 50*
Setting Up Alerts for a Department - *See page 52*
Setting Up Alert Notifications for a Department - *See page 54*
Using Custom Fields for a Department - *See page 56*

Removing an Image from a Department

To remove an image from a department

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon next to the department that you want to remove an image from.
4. In the **Department Manager**, click the  icon below the department image.
5. Click **Ok** on the dialog box that opens.





More:

Creating a Department - *See page 180*
Opening the Department Editor - *See page 52*
Adding a Note to a Department - *See page 57*
Adding an Attachment to a Department - *See page 58*
Adding Images to the Image List - *See page 51*
Adjusting the Time Zone for a Department - *See page 55*
Deleting a Note from a Department - *See page 59*
Deleting an Attachment from a Department - *See page 60*
Selecting an Image for a Department - *See page 186*
Setting Up Alerts for a Department - *See page 52*
Setting Up Alert Notifications for a Department - *See page 54*
Using Custom Fields for a Department - *See page 56*

Adding Images to the Image List

This topic covers the procedure for uploading image files from your computer to the Image List.

To add images to the Image List

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon next to the department that you want to add an image to.
4. In the **Department Manager**, click the  icon below the department image.
5. In the **Image List**, click the  button.
6. In the **Choose file** dialog box, locate the image file you want to add to the Image List.
7. Click the file.
8. In the Choose file box, click **Open**.
9. In the **Image List**, click the  button.

More:

Creating a Department - *See page 180*

Opening the Department Editor - *See page 52*

Adding a Note to a Department - *See page 57*

Adding an Attachment to a Department - *See page 58*

Adjusting the Time Zone for a Department - *See page 55*

Deleting a Note from a Department - *See page 59*

Deleting an Attachment from a Department - *See page 60*

Removing an Image from a Department - *See page 185*

Selecting an Image for a Department - *See page 186*

Setting Up Alerts for a Department - *See page 52*

Setting Up Alert Notifications for a Department - *See page 54*

Using Custom Fields for a Department - *See page 56*

Opening the Department Editor

The Department Editor screen is commonly used when you want to edit information for a particular department.

To open the Department Editor for a particular department

1. Go to the **Dashboard**.
2. Go to the **Department list**.
3. In the **Department** list, click the  icon next to the department you want to open the Department Editor for.
4. In the **Department Manager**, click the  [Edit This Information](#) link.

More:

Creating a Department - *See page 180*

Adding a Note to a Department - *See page 57*

Adding an Attachment to a Department - *See page 58*

Adding Images to the Image List - *See page 175*

Adjusting the Time Zone for a Department - *See page 55*

Deleting a Note from a Department - *See page 59*

Deleting an Attachment from a Department - *See page 60*

Removing an Image from a Department - *See page 185*

Selecting an Image for a Department - *See page 186*

Setting Up Alerts for a Department - *See page 52*


Setting Up Alert Notifications for a Department - *See page 54*

Using Custom Fields for a Department - *See page 56*





Setting Up Alerts for a Department

This topic covers the procedure for setting alerts for a department. Alert settings govern the name, subject, message and level associated with each type of alert that can be issued by a Device in the system. These settings can be set at the account level, which will apply to all the departments, and/or they can be set at the department level, which will only apply to the individual department. Furthermore, alert settings can be customized independently for each department in your account.

To set up alerts at the department level

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon next to the department that you want to configure alerts in.



4. In the **Department Manager**, click .
5. In the **Department Alert Settings Summary**, select an alert to configure by clicking the  icon next to its name.
6. Use the **Department Alert Settings Editor** dialog to configure the alert by using the drop-down and text boxes provided.
7. Click  at the bottom of the Department Alert Settings Editor dialog.
8. Click  to close the Department Alert Settings Summary dialog.

More:

Creating a Department - *See page 180*

Opening the Department Editor - *See page 184*

Adding a Note to a Department - *See page 57*

Adding an Attachment to a Department - *See page 58*

Adding Images to the Image List - *See page 175*

Adjusting the Time Zone for a Department - *See page 55*

Deleting a Note from a Department - *See page 59*

Deleting an Attachment from a Department - *See page 60*

Removing an Image from a Department - *See page 185*

Selecting an Image for a Department - *See page 186*


Setting Up Alert Notifications for a Department - *See page 54*


Using Custom Fields for a Department - *See page 56*


Setting Up Alert Notifications for a Department


This topic covers the procedure for setting up alert notifications for a department. Alert notifications control how you are notified and what action (if any) must be taken when an alert goes off. Notification settings can be configured at the account level, which will then apply to all the departments, and/or they can be set at the department level, which will only apply to the individual department. Alert notifications can be customized independently for each department in your account.

To set alerts at the department level

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon next to the department that you want to configure alert notifications in.

4. In the **Department Manager**, click .
5. In the **Alert Notifications Editor**, configure the alert notifications by editing the drop-down and text boxes for each alert level.

6. Select the  check box near the bottom of the Alert Settings Editor. Doing so will enable your settings here to override the settings specified at the account level.

7. Click , located at the bottom of the dialog.

More:

Creating a Department - See page 180

Opening the Department Editor - See page 184

Adding a Note to a Department - See page 57

Adding an Attachment to a Department - See page 58

Adding Images to the Image List - See page 175

Adjusting the Time Zone for a Department - See page 55

Deleting a Note from a Department - See page 59

Deleting an Attachment from a Department - See page 60

Removing an Image from a Department - *See page 185*

Selecting an Image for a Department - *See page 186*




Setting Up Alerts for a Department - *See page 187*

Using Custom Fields for a Department - *See page 56*

Adjusting the Time Zone for a Department

This topic covers the procedure for adjusting the time zone for a particular department. Depending on where you are located, you might want to adjust the time zone for your department.

To adjust the time zone for a department

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon next to the department you want to adjust the time zone for.
4. In the **Department Manager**, click  [Edit This Information](#).
5. In the **Department Editor**, go to the **Time Zone** box.
6. In the **Time Zone** box, select a value. (The values listed are relative to UTC.)
7. Click .

More:

Creating a Department - *See page 180*

Opening the Department Editor - *See page 184*

Adding a Note to a Department - *See page 57*

Adding an Attachment to a Department - *See page 58*

Adding Images to the Image List - *See page 175*

Deleting a Note from a Department - *See page 59*

Deleting an Attachment from a Department - *See page 60*

Removing an Image from a Department - *See page 185*

Selecting an Image for a Department - *See page 186*

Setting Up Alerts for a Department - *See page 187*

Setting Up Alert Notifications for a Department - *See page 54*



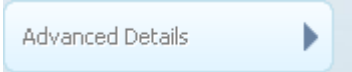

Using Custom Fields for a Department - *See page 56*

Setting Up Alerts for a Department - *See page 187*

Using Custom Fields for a Department

This topic covers the procedure for using custom fields. The example used in this procedure involves using the custom fields for the Department Editor. However, this procedure applies to all screens that feature a custom fields panel.

To use the custom fields for the Department Editor

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon next to the department you want to edit.
4. In the **Department Manager**, click  [Edit This Information](#).
5. From the **Department Editor**, click .
6. Click the drop-down arrow for one of the headings to open its custom fields.
7. Complete the custom fields for the selected heading.
8. Click .

More:

Creating a Department - *See page 180*

Opening the Department Editor - *See page 184*

Adding a Note to a Department - *See page 57*

Adding an Attachment to a Department - *See page 58*

Adding Images to the Image List - *See page 175*

Adjusting the Time Zone for a Department - *See page 176*

Deleting a Note from a Department - *See page 59*

Deleting an Attachment from a Department - *See page 60*

Removing an Image from a Department - *See page 185*

Selecting an Image for a Department - *See page 186*


Setting Up Alerts for a Department - *See page 187*

Setting Up Alert Notifications for a Department - *See page 54*

Adding a Note to a Department

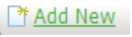


This topic covers the procedure for adding a note to a department. From the Department Manager, you can click the Notes tab on the navigation bar to add a note to the screen. Usually, you would want the subject of the note to pertain to something about the department or an entity within the department, such as a User, Employee, Device, or Points of Interest.

To add a note to a department

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon next to the department you want to add a note to.

4. In the **Department Manager**, click



5. In the **Note List**, click  located at the top.
6. In the **Note Editor**, go to the **Subject** text box and type a subject for the note.
7. In the edit field, located in the center of the screen, type your note.
8. Click .
9. Click .


More:

Creating a Department - *See page 180*

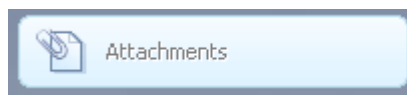
Opening the Department Editor - *See page 184*
Adding an Attachment to a Department - *See page 58*
Adding Images to the Image List - *See page 175*
Adjusting the Time Zone for a Department - *See page 176*
Deleting a Note from a Department - *See page 59*
Deleting an Attachment from a Department - *See page 60*
Removing an Image from a Department - *See page 185*
Selecting an Image for a Department - *See page 186*
Setting Up Alerts for a Department - *See page 187*
Setting Up Alert Notifications for a Department - *See page 54*
Using Custom Fields for a Department - *See page 56*

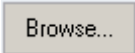

Adding an Attachment to a Department

To add an attachment to a department

1. Go to the **Dashboard**
2. Go to the **Department** section
3. In the **Department** list, click the  icon next to the department you want to add an attachment to.

4. In the **Department Manager**, click



5. In the **Attachment List**, click the  button at the top
6. Select a file from your computer
7. Click .




More:

Creating a Department - *See page 180*
Opening the Department Editor - *See page 184*
Adding a Note to a Department - *See page 173*

Adding Images to the Image List - *See page 175*
Adjusting the Time Zone for a Department - *See page 176*
Deleting a Note from a Department - *See page 59*
Deleting an Attachment from a Department - *See page 60*
Removing an Image from a Department - *See page 185*
Selecting an Image for a Department - *See page 186*
Setting Up Alerts for a Department - *See page 187*
Setting Up Alert Notifications for a Department - *See page 54*
Using Custom Fields for a Department - *See page 56*

Deleting a Note from a Department

To delete a note from a department

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon next to the department you want to delete a note from.
4. In the **Department Manager**, click  Notes.
5. In the **Note List**, find the note you want to delete.
6. Click the  icon next to the author of the note.
7. Click **Ok** on the dialog box that opens.

More:

Creating a Department - *See page 180*
Opening the Department Editor - *See page 184*
Adding a Note to a Department - *See page 173*
Adding an Attachment to a Department - *See page 174*
Adding Images to the Image List - *See page 175*
Adjusting the Time Zone for a Department - *See page 176*
Deleting an Attachment from a Department - *See page 60*
Removing an Image from a Department - *See page 185*

Selecting an Image for a Department - *See page 186*


Setting Up Alerts for a Department - *See page 187*

Setting Up Alert Notifications for a Department - *See page 54*

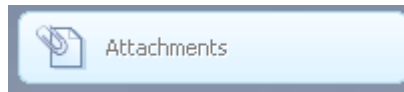
Using Custom Fields for a Department - *See page 56*


Deleting an Attachment from a Department

To delete an attachment from a department

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon next to the department you want to delete an attachment from.

4. In the **Department Manager**, click



5. In the **Attachment List**, click the  icon next to the attachment you want to delete.

More:

Creating a Department - *See page 180*

Opening the Department Editor - *See page 184*

Adding a Note to a Department - *See page 173*

Adding an Attachment to a Department - *See page 174*

Adding Images to the Image List - *See page 175*

Adjusting the Time Zone for a Department - *See page 176*

Deleting a Note from a Department - *See page 181*

Removing an Image from a Department - *See page 185*

Selecting an Image for a Department - *See page 186*

Setting Up Alerts for a Department - *See page 187*

Setting Up Alert Notifications for a Department - *See page 54*

Using Custom Fields for a Department - *See page 56*


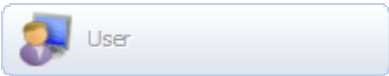
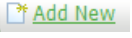
Creating Users

Creating a User

Typically Users are created under a particular department and are only associated with that particular department. However, Users can be associated with more than one department. This topic covers the procedure for how to create a User under a particular department.

To create a User

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the Department list, click the  icon for the Department in which the new User will be created.

4. In the **Department Manager**, click  **User** .
5. Click the  **Add New** link, located above the User grid.
6. In the **User Editor**, complete the following text boxes:

- Name
- Description
- Status
- External ID
- Username
- Password
- Confirm Password
- Default Entry

7. Click .

Or


1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the Department list, click the User link that corresponds to name of the department in which the new User will be created. This opens the Department Manager with the User tab selected.
4. Follow steps 5 through 7 above.

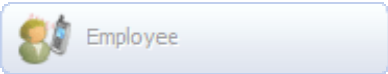

More:

Creating an Employee - See page 62

Creating an Employee

To create an Employee for a department

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the Department list, click the  icon for the Department in which you want to create the Employee.

4. In the **Department Manager**, click .
5. Click the link , located above the Employee grid
6. In the **Employee Editor**, complete the following text boxes:

- Name
- Description
- Pin
- Contact Method
- Hue
- Status
- External ID

7. Click .

Or

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the Department list, click the Employee link that corresponds to the department in which you want to create an Employee. This opens the Department Manager with the Employee tab selected.
4. Follow steps 5 through 7 above.

More:





Creating a User - *See page 150*


Setting Up Devices

Adding a New Device


This topic covers the steps that you will need to follow in order to add a new tracking device to your Map Suite GPS Tracking Server account, which you will use to track an asset -- for example, a vehicle.

To add a new device using the Add New Device Wizard (*recommended*)


1. Go to the **Dashboard** or the **Tracking Screen**.
 - o On the Dashboard, do one of the following:
 - Click the  [Add A New Device](#) link above the department list, or
 - Click the  [Add A New Device](#) link below the name of the department you want to add the device to.
 - o On the Tracking Screen, do the following:
 - Click the  [Add A New Device](#) link below the Sessions grid on the left side panel.
2. The **Add New Device Wizard** will open to Step 1. This step provides a brief overview of the wizard and displays how many new devices you can add to your account. (Depending on your account or system setup, you may have a limited number of devices that can be added. If you have reached the maximum number of devices available to you, you can purchase more right from this wizard.)
3. Assuming you have at least one available device license, click the **Next** button to proceed to Step 2 of the wizard.
4. On Step 2, choose which department you want to assign your new device to. You can also click the  [Add a New Department for this Device](#) link to add a new department for your device. When you're finished, click the **Next** button to proceed to Step 3.
5. On Step 3, enter the details for your tracking device, including the following:
 - **Device Name:** A name for your tracking device. This is how your Map Suite GPS Tracking Server system will refer to it on the map and on other screens and dialogs.
 - **Device ID (IMEI):** *This information is crucial to the operation of your tracking device!* This is a special ID that uniquely identifies your particular tracking device itself. Because the format of this ID varies from manufacturer to manufacturer, please check your tracking device documentation to learn what value you should enter for your Device ID. Sometimes this ID is printed on the actual device itself -- for example, inside the battery compartment.

- **Supports Two-Way Messaging:** (Optional.) If your device is capable not only of sending position data to Map Suite GPS Tracking Server but also receiving commands -- for instance, instructions to unlock a vehicle's doors -- then check this box.
- **Category:** (Optional.) Select a category for your device. If you don't see the category you want, click the  [Add Category](#) link to add a new one.
- **Device Address:** (Optional.) You can enter some information here (such as an email address) that can help you identify the device.
- **Description:** (Optional.) A description of the device.
- **Maximum Speed:** (Optional.) If you have set up speed alerts for your department and would like this device to trigger an alert once a certain maximum speed has been exceeded, enter that speed here.


When you're finished entering the above information, click the **Next** button to proceed to step 4.

- On Step 4, you can assign the device to an employee. For example, if the device is a portable tracking unit, you would assign it to the person who will be carrying it. Or if the device is a vehicle, you would assign it to the vehicle's driver. If the employee you want to assign to doesn't already exist in your account, click the  [Add a New Employee for this Device](#) link to add them now. If you don't know who will be in possession of the device, or if you simply don't want to assign it to anybody at the moment, simply ignore this step. When you're finished, click the **Next** button to proceed.
- Step 5, the final step, gives you an opportunity to review the details you have entered so far. If you need to make any changes, click the **Previous** button to step back through the wizard. If everything looks good, click **Finish** to add the device.

To manually add a new device

- Go to the **Dashboard**.
- Go to the **Department** section.
- In the **Department** list, click the  icon next to the department in which you want to create a Device.



- In the **Department Manager**, click the  [Add New](#) link, located above the Device grid .
- In the **Device Editor**, complete the following text boxes:

- Device Name
- Description
- Top Speed
- Status

- IMEI
- Listener
- Category
- Hue
- Status

7. Click .

Or

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the **Device** link that corresponds to the department that you want to create a Device in. This opens the Department Manager with the Device tab selected.
4. Follow steps 5 through 7 above.

Note: In the IMEI text box of the Device Editor, you will enter the IMEI number for your Device. IMEI stands for “International Mobile Equipment Identity” and is typically a 15-digit number that is assigned to mobile devices, such as cell phones and GPS tracking units. It is important that you contact your hardware supplier or the manufacturer of your Device to verify that you are using the correct IMEI number.

More:

Activating a Device - *See page 66*


Assigning a Device to an Employee - *See page 68*

Activating a Device


In the system, a Device can exist in more than one department. However, if a Device exists in more than one department, it can only be active in one of the departments. For example, you might have two departments that share a tracking Device, but the Device can only be physically used by one of these departments at a time. Therefore, you will need to deactivate the Device for one of the departments and activate the Device for the other. The department in which the Device is activated will be able to see the Device’s active sessions,

but the department in which the Device is deactivated will not be able to view these active sessions.

To activate a Device for a department


1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon next to the department that you want to activate the Device in.



4. In the **Department Manager**, click .
5. Under the **Device** column of the Device grid, find the Device you want to activate.
6. Under the **Activate** column, select the check box that corresponds with the Device you want to activate.

Or

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the Device link that corresponds to the department that you want to activate a Device in. This opens the Department Manager with the Device tab selected.
4. Follow steps 5 through 6 above.

Note: When you no longer want to use a Device in a department, instead of deactivating the Device, you can delete it. However, once the Device is deleted, its past sessions can no longer be retrieved because they will also be deleted. If you no longer want to use a Device in a particular department, but you still want to be able to retrieve its past sessions for the department, it is recommended that you deactivate the Device. To deactivate a Device, click the  icon next to the Device to edit it, then change its Status to "INACTIVE." Finally, click the Save button to implement your changes.

More:


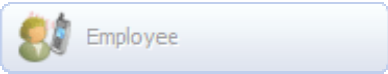



Adding a New Device - See page 142

Assigning a Device to an Employee - See page 68

Assigning a Device to an Employee

In the system, Employees have Devices assigned to them. This topic covers the procedure of assigning a tracking Device to an Employee.

To assign a Device to an Employee

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon next to the department in which you want to assign a Device to an Employee.
4. In the **Department Manager**, click  .
5. In the **Employee** grid, next to the Employee column, click the  icon next the Employee you want to assign a Device to.
6. On the **Employee Editor**, click  .
7. Click [+ Assign Devices](#) link, located above the Device grid.
8. In the **Device Selection List**, under the **Device Name** column, click the name of the Device you want to assign to the Employee.
9. Click **OK** if a dialog box opens. This means that the Device is currently assigned to another Employee.
10. Click  .

Or

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the **Employee** link that corresponds to the department in which you want to assign a Device to an Employee. This opens the Department Manager with the Employee tab selected.
4. Follow steps 5 through 10 above.

Note: Under the Device tab of the Department Manager, you will see that the Device is now assigned to the Employee you selected.

More:


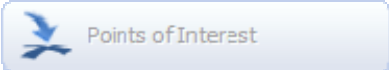
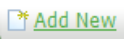
Adding a New Device - *See page 142*

Activating a Device - *See page 145*

Setting Up Points of Interest

Creating a Point of Interest

To create a Point of Interest

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department that you want to create a Point of Interest in .
4. In the **Department Manager**, click  .
5. Click the  link, located above Points of Interest grid.
6. In the **Points of Interest Editor**, complete the following text boxes and options:

- Points of Interest Name
- Points of Interest Code *(optional)*
- Category
- Description *(optional)*
- Y Point
- X Point
- Support Alert checkbox and Alert Radius
- Status
- External ID

7. Click  .

Or

1. Go to the **Dashboard**.
2. Go to the **Department** section.

3. In the **Department** list, click the **Points of Interest** link that corresponds to the department that you want to create a Point of Interest in. This opens the Department Manager with the Points of Interest tab selected.
4. Follow steps 5 through 7 above.

More:




Creating Points of Interest Categories - *See page 71*

Creating a Status for a Point of Interest Category - *See page 72*

Creating a Symbology for a Point of Interest Category - *See page 73*

Creating Points of Interest Categories

To create new Points of Interest categories

1. Go to the **Header Bar**.
2. On the **Quick Toolbar**, click .
3. In **Tools And Settings**, under the Points of Interest heading, click the **List Points of Interest Categories** link.
4. In the **Points of Interest Category List**, click .
5. In the **Category Editor**, complete the following text boxes:
 - Category Name
 - Description
 - Status
 - External ID
6. Click , located below the External ID box.

Note: In the Points of Interest Category List, you will see that the new Points of Interest category has been added under the Category Name column.

More:

Creating a Point of Interest - *See page 152*

Creating a Status for a Point of Interest Category - *See page 72*

Creating a Symbology for a Point of Interest Category - *See page 73*

Creating a Status for a Point of Interest Category


This procedure allows you to create a status for a Point of Interest category that already exists. Please note that a category must exist before you can create a status for it. Once the category exists, you can create several statuses for the Points of Interest category.

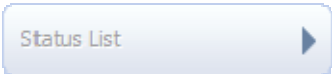
To create a status for a Point of Interest category


1. Go to the **Header Bar**.

2. On the **Quick Toolbar**, click .

3. In **Tools And Settings**, under the **Points of Interest** heading, click the **List Points of Interest Categories** link .

4. In the **Points of Interest Category List**, click the  icon next to the category you want to create a status for.

5. In the **Category Editor**, click .

6. Click  link, located above the Status grid.

7. In the **Category Status Editor**, complete the following text boxes:

- Status Name
- Description
- Icon Image and Color
- Status
- External ID

8. Click .

Note: In the **Category Editor**, you will see the new status displayed under the **Status Name** column.

More:

Creating a Point of Interest - *See page 152*

Creating Points of Interest Categories - *See page 156* **Creating a Symbology for a Point of Interest Category** - *See page 73*

Creating a Symbology for a Point of Interest Category - *See page 73*

Creating a Symbology for a Point of Interest Category

This topic covers the procedure for creating a symbology for a Point of Interest Category. Points of Interest categories can be things like docks, stores, hotels, gas stations, offices, etc. When you want to create a symbology for a Point of Interest Category, you can select an Image and, optionally, a color for the symbology.


To create a symbol image for a Point of Interest category

1. Go to the **Header Bar** .

2. On the **Quick Toolbar**, click .


3. In **Tools And Settings**, under **Points of Interest** heading, click the **List Points of Interest Categories** link .

4. In the **Points of Interest Category List**, under to the **Category Name** column, find the Points of Interest category that you want to change symbology for.

5. Click the  icon next to the Points of Interest category.

6. In the **Category Editor**, you will find the image and color controls beneath the "Description" text box.



At the far left, a scaled-down preview of the selected icon image will be displayed. Click the  button to open an Image Chooser dialog, from which you can pick the new icon you want to use for the Points of Interest category.

The **Pick Color** checkbox, when checked, allows you to select a specific color in which to display the icon. You can easily colorize any icon automatically by selecting a color from the drop-down menu below this checkbox. When you select a color, a preview of the color will be displayed in the swatch to the right of the drop-down.

If you uncheck the Pick Color checkbox, the icon will be displayed using its original colors.

7. Click .

More:

Creating a Point of Interest - *See page 152*

Creating Points of Interest Categories - *See page 156*


Creating a Status for a Point of Interest Category - *See page 157*

Using the Tracking Screen



Opening the Map for a Department

To open the map for a department



Method 1

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the name, picture or  icon that corresponds to the department that you want to open the map for.

Method 2

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the Department list, click the  icon next to the department you want to track Employees in. This opens the Department Manager.
4. In the **Department Manager**, click the  icon located in the bottom-right corner of the screen.

Method 3

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the Department list, click the  icon next to the department you want to track Employees in.
4. In the **Department Manager**, click  [Track This Department](#).

More:

Zooming In on the Map - *See page 76*

Zooming Out on the Map - *See page 78*

Panning within a Map - *See page 79*

Locating a Set of Coordinates on the Map - *See page 82*

Viewing all the Employees in a Department - *See page 84*

Viewing the Active Employees in a Department - *See page 83*

Viewing the Latest Activity for an Employee - *See page 85*

Sending a Device Command - *See page 86*

Finding Points of Interest in the System - *See page 89*

Viewing Points of Interest on the Map - *See page 90*

Changing the Map Extent for a Department - *See page 80*

Clearing the Map Extent Setting for a Department - *See page 81*

Switching to a Different Background Map - *See page 91*

Viewing Reports - *See page 93*

Zooming In on the Map

This topic covers all of the different methods for zooming in on a map area.

Method 1

To zoom in an area on the map by using the mouse scroll wheel

1. Open the map for the department.
2. In the **Tracking** screen, move your mouse cursor over the area of the map that you want to zoom into.
3. Scroll the mouse wheel upward to zoom in.

Method 2


To zoom in an area on the map while remaining in Pan Mode

Note: Pan Mode is the default mode of the map. With the map in Pan Mode, you can click and drag the map to pan it. By using a modifier key, you can temporarily override this behavior and execute a Track Zoom instead.

1. Open the map for the department.
2. In the **Tracking** screen, move your mouse cursor over the map.
3. On the map, move the mouse pointer to the area on the map that you want to zoom in.
4. Hold down the Shift key on your keyboard.
5. Click and hold the left mouse button and drag the mouse from left to right over the area you want to zoom in.
6. Release the left mouse button.



Method 3

To zoom in an area on the map by switching the map into Track Zoom Mode

1. Open the map for the department.
2. In the **Tracking** screen, go to the **Map Tools** section.
3. In the **Map Tools** section, click the **Track Zoom** button .
4. On the map, move the mouse pointer to the area on the map that you want to zoom in.
5. Click and hold the left mouse button and drag the mouse from left to right over the area you want to zoom in.
6. Release the left mouse button.

Method 4

To zoom in an area on the map by using the zoom bar

1. Open the map for the department.
2. In the **Tracking** screen, go to the **Zoom and Pan Controls** at the top left corner of the map.
3. On the zoom bar section of the Zoom and Pan Controls, do one of the following:
 1. Click on the  button at the top of the zoom bar.
 2. Drag the  slider upward.

More:

Opening the Map for a Department - See page 272

Zooming Out on the Map - See page 78

Panning within a Map - See page 79

Locating a Set of Coordinates on the Map - *See page 82*
Viewing all the Employees in a Department - *See page 84*
Viewing the Active Employees in a Department - *See page 83*
Viewing the Latest Activity for an Employee - *See page 85*
Sending a Device Command - *See page 86*
Finding Points of Interest in the System - *See page 89*
Viewing Points of Interest on the Map - *See page 90*
Changing the Map Extent for a Department - *See page 80*
Clearing the Map Extent Setting for a Department - *See page 81*
Switching to a Different Background Map - *See page 91*
Viewing Reports - *See page 93*

Zooming Out on the Map

This topic covers all of the different methods for zooming out from a map area.


Method 1

To zoom out the map by using the mouse scroll wheel

1. Open the map for the department.
2. In the **Tracking** screen, move your mouse cursor over the area of the map that you want to zoom into.
3. Scroll the mouse wheel downward to zoom out.

Method 2

To zoom out the map by using the zoom bar

1. Open the map for the department.
2. In the **Tracking** screen, go to the **Zoom and Pan Controls** at the top left corner of the map.
3. On the zoom bar section of the Zoom and Pan Controls, do one of the following:
 1. Click on the  button at the bottom of the zoom bar.

2. Drag the  slider downward.

More:

Opening the Map for a Department - *See page 272*

Zooming In on the Map - *See page 76*

Panning within a Map - *See page 79*

Locating a Set of Coordinates on the Map - *See page 82*

Viewing all the Employees in a Department - *See page 84*

Viewing the Active Employees in a Department - *See page 83*

Viewing the Latest Activity for an Employee - *See page 85*

Finding Points of Interest in the System - *See page 89*

Viewing Points of Interest on the Map - *See page 90*

Changing the Map Extent for a Department - *See page 80*

Clearing the Map Extent Setting for a Department - *See page 81*

Viewing Reports - *See page 93*

Panning within a Map

This topic covers the methods for panning within a map, which will allow you to center an area on the map.


To pan within a map

Method 1

1. Open the map for the department.
2. In the **Tracking** screen, go to the **Tool Panels**



at the top left of the screen.

3. In the **Tool Panels** section, click the Pan Mode button .
4. In the map, click and hold down the left mouse button, then drag the map to pan it.

Method 2

1. Open the map for the department.



2. In the **Tracking** screen, find the **Navigation** controls at the top left corner of the map.
3. On the **Navigation** controls, click the arrow toward the direction you want the map to pan.
- 4.

More:

Opening the Map for a Department - *See page 272*

Zooming In on the Map - *See page 76*

Zooming Out on the Map - *See page 78*

Locating a Set of Coordinates on the Map - *See page 82*

Viewing all the Employees in a Department - *See page 84*

Viewing the Active Employees in a Department - *See page 83*

Viewing the Latest Activity for an Employee - *See page 85*

Sending a Device Command - *See page 86*

Finding Points of Interest in the System - *See page 89*

Viewing Points of Interest on the Map - *See page 90*

Changing the Map Extent for a Department - *See page 80*

Clearing the Map Extent Setting for a Department - *See page 81*

Switching to a Different Background Map - *See page 91*

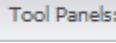
Viewing Reports - *See page 93*

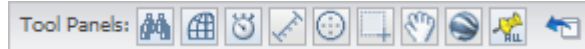
Changing the Map Extent for a Department

This topic covers the procedure for changing the map extent at the department level.

To change the map extent for a department

1. Open the map for the department.
2. Zoom in or zoom out until you get to the extent that you want.

3. In the **Tracking** screen, go to the  located at the top-left of the screen.



located

4. On the **Tool Panels**, click the  button.
5. In the **Extent** box, under **Department**, click the **Set Full Extent** link.

More:

Opening the Map for a Department - *See page 272*

Zooming In on the Map - *See page 76*

Zooming Out on the Map - *See page 78*

Panning within a Map - *See page 220*

Locating a Set of Coordinates on the Map - *See page 82*

Viewing all the Employees in a Department - *See page 84*

Viewing the Active Employees in a Department - *See page 83*

Viewing the Latest Activity for an Employee - *See page 85*

Sending a Device Command - *See page 86*

Finding Points of Interest in the System - *See page 89*

Viewing Points of Interest on the Map - *See page 90*

Clearing the Map Extent Setting for a Department - *See page 81*

Switching to a Different Background Map - *See page 91*

Viewing Reports - *See page 93*

Clearing the Map Extent Setting for a Department

This topic covers the procedure for clearing the map extent for a department.


To clear the map extent setting for a department

1. Open the map for the department.

2. In the **Tracking** screen, go to the



located

3. On the **Tool Panels**, click the  button.
4. In the **Extent** box, under **Department**, click the **Clear Full Extent** link.

More:

Opening the Map for a Department - *See page 272*

Zooming In on the Map - *See page 76*

Zooming Out on the Map - *See page 78*

Panning within a Map - *See page 220*

Locating a Set of Coordinates on the Map - *See page 82*

Viewing all the Employees in a Department - *See page 84*

Viewing the Active Employees in a Department - *See page 83*

Viewing the Latest Activity for an Employee - *See page 85*

Sending a Device Command - *See page 86*

Finding Points of Interest in the System - *See page 89*

Viewing Points of Interest on the Map - *See page 90*

Changing the Map Extent for a Department - *See page 80*

Switching to a Different Background Map - *See page 91*

Viewing Reports - *See page 93*

Locating a Set of Coordinates on the Map

To locate a set of coordinates on the map

1. Open the map screen for the department.
2. In the **Tracking** screen, go to the Tool Panels



and click the button .

3. In the **Locate** box, complete the following text boxes:
 - X Coord
 - Y Coord

4. Click .

More:

Opening the Map for a Department - *See page 272*

Zooming In on the Map - *See page 76*

Zooming Out on the Map - *See page 78*

Panning within a Map - *See page 220*

Viewing all the Employees in a Department - *See page 84*

Viewing the Active Employees in a Department - *See page 83*

Viewing the Latest Activity for an Employee - *See page 85*

Sending a Device Command - *See page 86*

Finding Points of Interest in the System - *See page 89*

Viewing Points of Interest on the Map - *See page 90*

Changing the Map Extent for a Department - *See page 80*

Clearing the Map Extent Setting for a Department - *See page 81*

Switching to a Different Background Map - *See page 91*

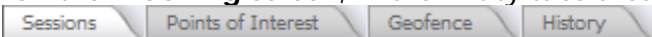
Viewing Reports - *See page 93*

Viewing the Active Employees in a Department

This topic covers the procedure for viewing all the Employees in a department who are currently, or have recently been, active. A Employee Session is a particular Employee and Device combination, and a session will begin at midnight and end the following midnight.




To see all of the recently active Employees in a department

1. Open the map for the department.
2. On the **Tracking** screen, in the Entity tabs area

, click the **Sessions** tab.

Note: This will load the Sessions grid. All of the Employees who have previously been tracked will be listed in the Sessions grid along with the date of their most recent session.

The Sessions grid lists Employee Sessions in order of recency, with the most recently active Employees listed first.

3. Refer to the  **Minutes Since Last Valid Location** column to see how much time has elapsed since each Employee was last observed in the field. Employees with very small values in this column may be considered "active." Clicking the  icon at the top of the column will refresh the values listed below. If an Employee's "Minutes Since Last Valid Location" value goes down, that Employee is likely active in the field.
4. In the **Sessions** grid, click the  icon next to an Employee to view their most recent session, which may be still in progress.

Note: By default, the **Sessions** tab is selected when you open the map for a department.

More:

Opening the Map for a Department - *See page 272*

Zooming In on the Map - *See page 76*

Zooming Out on the Map - *See page 78*

Panning within a Map - *See page 220*

Locating a Set of Coordinates on the Map - *See page 219*

Viewing all the Employees in a Department - *See page 84*

Viewing the Latest Activity for an Employee - *See page 85*

Sending a Device Command - *See page 86*

Finding Points of Interest in the System - *See page 89*

Viewing Points of Interest on the Map - *See page 90*

Changing the Map Extent for a Department - *See page 80*

Clearing the Map Extent Setting for a Department - *See page 81*

Switching to a Different Background Map - *See page 91*

Viewing Reports - *See page 93*

Viewing all the Employees in a Department

To view all the Employees in a department

1. On the Quick Toolbar, click  to go to the Dashboard.
2. From the department list, click the  icon next to the department whose Employees you want to view.
3. Select the  **Employee** tab from the tab bar on the left.

More:

Opening the Map for a Department - *See page 272*

Zooming In on the Map - *See page 76*

Zooming Out on the Map - *See page 78*

Panning within a Map - *See page 220*

Locating a Set of Coordinates on the Map - *See page 219*

Viewing the Active Employees in a Department - *See page 83*

Viewing the Latest Activity for an Employee - *See page 85*

Sending a Device Command - *See page 86*

Finding Points of Interest in the System - *See page 89*

Viewing Points of Interest on the Map - *See page 90*

Changing the Map Extent for a Department - *See page 80*

Clearing the Map Extent Setting for a Department - *See page 81*

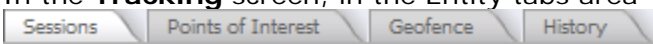

Switching to a Different Background Map - *See page 91*

Viewing Reports - *See page 93*

Viewing the Latest Activity for an Employee

This topic covers the procedure for viewing an Employee's latest activity on the map.

To view the latest activity for an Employee

1. Open the map for the department.
2. In the **Tracking** screen, in the Entity tabs area , click the **Sessions** tab.
3. In the **Sessions** grid, under the Employee column, find the Employee you want to view the latest activity for and click the  icon next to it.

Note: This loads the Employee's latest session and displays it on the map.

Tip: If the Employee you are looking for is not listed in the **Sessions** grid, you can search for that Employee by using the **History** - *See page 583* tab.

More:

Opening the Map for a Department - *See page 272*

Zooming In on the Map - *See page 76*

Zooming Out on the Map - *See page 78*

Panning within a Map - *See page 220*

Locating a Set of Coordinates on the Map - *See page 219*

Viewing all the Employees in a Department - *See page 84*

Viewing the Active Employees in a Department - *See page 83*

Sending a Device Command - *See page 86*

Finding Points of Interest in the System - *See page 89*

Viewing Points of Interest on the Map - *See page 90*

Changing the Map Extent for a Department - *See page 80*

Clearing the Map Extent Setting for a Department - *See page 81*

Switching to a Different Background Map - *See page 91*

Viewing Reports - *See page 93*

Sending a Device Command

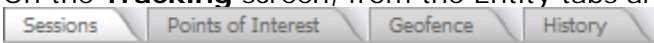

Device commands are special instructions that can be sent from Map Suite GPS Tracking Server to a GPS tracking device in the field. If a GPS tracking device supports a command, it can carry out a specified action when it receives one, such as unlocking a vehicle's doors, taking a photo or video, or simply sending updated location coordinates back to Map Suite GPS Tracking Server. Device commands are a great way for users to "remote control" devices in the field, beyond mere geolocation.


Prerequisites

Before you can send commands to a particular tracking device, the following must be true:


- The device hardware itself must support the receipt of commands.
- The **Device Listener** - *See page 32 for this hardware type must be programmed to handle the appropriate commands and transmit them in a manner that the device can understand.*
- At least one command must be defined in the **Device Command Summary** - *See page 847 area of the Administration Portal.*
- The device must be configured in Map Suite GPS Tracking Server with the "Supports Two Way Messaging" box checked. This can be done either:
 - When the new device is initially set up - see topic **Adding a New Device** - *See page 142*
 - When the existing device's configuration is edited - see topic **Device Editor: Name and Profile** - *See page 454*

To begin sending a command to a device

1. Open the map for the department that contains the device you want to send a command to.
2. On the **Tracking** screen, from the Entity tabs area
, click the **Sessions** tab.
3. In the **Sessions** grid, locate the device you want to send a command to and click on the  icon next to it.

Tip: If the Device you want to send a command to does not have the  icon next to it, it means the device does not support two-way communication. You will not be able to send commands to this device.

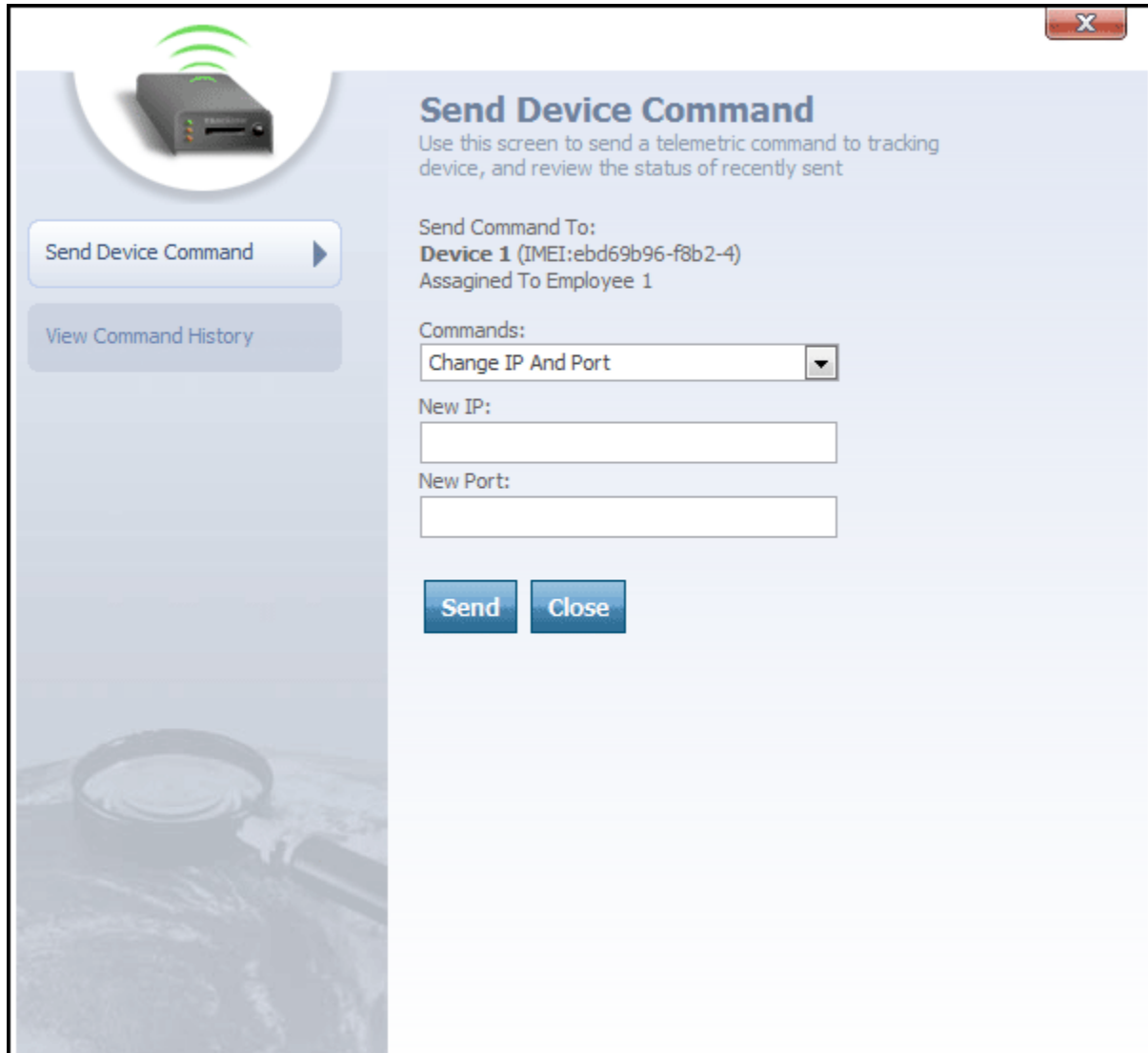
If the device you are looking for is not displayed in the Sessions grid

1. Go to the **Device Summary List** - *See page 446.*
2. Click the  icon next to the device you want to send a command to.

3. Click the **Messages** - See page 461 tab on the left side of the Device Editor dialog.

At this point, you will be presented with the Send Device Command dialog.

Sending the Device Command

The image shows a software dialog box titled "Send Device Command". On the left side, there is a circular icon containing a black tracking device with green signal waves emanating from it. Below this icon are two buttons: "Send Device Command" with a right-pointing arrow, and "View Command History". The main area of the dialog has a light blue background. At the top, the title "Send Device Command" is displayed in a large, bold font, followed by a subtitle: "Use this screen to send a telemetric command to tracking device, and review the status of recently sent". Below this, the text "Send Command To:" is followed by "Device 1 (IMEI:ebd69b96-f8b2-4)" and "Assigned To Employee 1". A section labeled "Commands:" contains a drop-down menu currently showing "Change IP And Port". Below the drop-down are two input fields: "New IP:" and "New Port:". At the bottom of the dialog are two buttons: "Send" and "Close". A faint background image of a magnifying glass over a globe is visible on the left side of the dialog.


Send Device Command dialog

From the Send Device Command dialog, you can send a command directly to the tracking device. Here's how:

1. Select the command you want to send from the **Commands** drop-down box.
2. Depending upon the command you selected, one or more optional parameters may appear beneath the Commands drop-down box. Fill out these parameters to provide

further information about the command you are sending. For example, if you are issuing a command to change the IP and port that the device is using to communicate with Map Suite GPS Tracking Server, you will need to enter the new IP address and new port number that you want the device to use.

3. Click the **Send** button to submit the command to the device.

At any time, the  button can be clicked to close the Send Device Command dialog.

More:

Opening the Map for a Department - *See page 272*

Zooming In on the Map - *See page 76*

Zooming Out on the Map - *See page 78*

Locating a Set of Coordinates on the Map - *See page 219*

Viewing all the Employees in a Department - *See page 84*

Viewing the Active Employees in a Department - *See page 83*

Viewing the Latest Activity for an Employee - *See page 85*

Finding Points of Interest in the System - *See page 89*

Viewing Points of Interest on the Map - *See page 90*

Changing the Map Extent for a Department - *See page 80*



Clearing the Map Extent Setting for a Department - *See page 81*

Switching to a Different Background Map - *See page 91*

Viewing Reports - *See page 93*

Finding Points of Interest in the System

To search for Points of Interest in the system

1. Open the map for the department that you want to find points of interest in.
2. In the **Tracking** screen, in the Entity tabs area , click the **Points of Interest** tab.
3. Click the  link. The **Points of Interest List** dialog will appear.
4. On the **Points of Interest List** dialog, you can optionally use the **Filter** drop-down menu to narrow the list of Points of Interest by department.

5. To add a Point of Interest to the Points of Interest grid, from which it can be displayed on the map, click the check box next to the Points of Interest's name in the list.
6. Click the **Select** button at the bottom of the dialog.

All of the Points of Interest that you checked on the Points of Interest List dialog will now be displayed in the Points of Interest grid.

More:

Opening the Map for a Department - *See page 272*

Zooming In on the Map - *See page 76*

Zooming Out on the Map - *See page 78*

Panning within a Map - *See page 220*

Locating a Set of Coordinates on the Map - *See page 219*

Viewing all the Employees in a Department - *See page 84*

Viewing the Active Employees in a Department - *See page 83*

Viewing the Latest Activity for an Employee - *See page 85*

Sending a Device Command - *See page 86*

Viewing Points of Interest on the Map - *See page 90*

Changing the Map Extent for a Department - *See page 80*

Clearing the Map Extent Setting for a Department - *See page 81*

Switching to a Different Background Map - *See page 91*

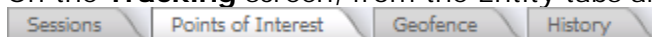
Viewing Reports - *See page 93*

Viewing Points of Interest on the Map


This topic covers the procedure for viewing selected Points of Interest on the map.

To view selected Points of Interest on the map

1. Open the map for the department that you want to view Points of Interest from.
2. On the **Tracking** screen, from the Entity tabs area



, click the **Points of Interest** tab.

3. If the Point of Interest that you wish to view is not listed in the Points of Interest grid, first follow the steps for **Finding Points of Interest in the System** - *See page 253*.
4. In the **Points of Interest** grid, click the  icon next to the Point of Interest that you want to view on the map.

More:

Opening the Map for a Department - *See page 272*

Zooming In on the Map - *See page 76*

Zooming Out on the Map - *See page 78*

Panning within a Map - *See page 220*

Locating a Set of Coordinates on the Map - *See page 219*

Viewing all the Employees in a Department - *See page 84*

Viewing the Active Employees in a Department - *See page 83*

Viewing the Latest Activity for an Employee - *See page 85*

Sending a Device Command - *See page 86*

Finding Points of Interest in the System - *See page 253*

Changing the Map Extent for a Department - *See page 80*

Clearing the Map Extent Setting for a Department - *See page 81*

Switching to a Different Background Map - *See page 91*

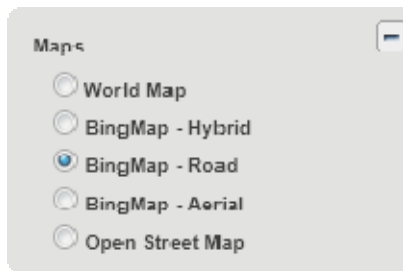
Viewing Reports - *See page 93*

Switching to a Different Background Map


On the Tracking Screen, you can choose from a variety of different background map data sets. Depending upon the data sets that your administrator has configured, you may have access to a variety of different background maps from Google, Microsoft and OpenStreetMap.

To switch to a different background map


1. Go to the **Tracking Screen**.
2. In the upper right corner of the map, find the **Overlay Switcher**, which is a small semitransparent control panel with the title "**Maps**". It looks like this:




The Overlay Switcher.

3. **Tip:** If the Overlay Switcher is not visible, you may need to expand it by clicking on the  icon in the upper right corner of your map.
4. Click the radio button next to the map dataset you want to switch to. The map itself will refresh and begin displaying the new background data that you have chosen.

To hide the Overlay Switcher

1. Go to the **Tracking Screen**.
2. In the upper right corner of the map, find the **Overlay Switcher**.
3. Click on the  icon in its upper right corner.

To show the Overlay Switcher

1. Go to the **Tracking Screen**.
2. In the upper right corner of the map, click on the  icon. The Overlay Switcher will appear.

To configure which map datasets are listed on the Overlay Switcher

You can configure the map datasets that are available by using the **View Global Maps** - See page 777 tab of the **Map Data Summary** tool. This tool is located in the Map Suite GPS Tracking Server **Administration Portal** - See page 740.

More:

Opening the Map for a Department - See page 272

Zooming In on the Map - See page 76



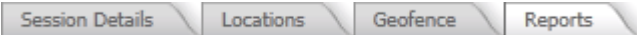
Zooming Out on the Map - See page 78

Panning within a Map - See page 220





Locating a Set of Coordinates on the Map - See page 219
Viewing all the Employees in a Department - See page 84
Viewing the Active Employees in a Department - See page 83
Viewing the Latest Activity for an Employee - See page 85
Sending a Device Command - See page 86
Finding Points of Interest in the System - See page 253
Viewing Points of Interest on the Map - See page 253
Changing the Map Extent for a Department - See page 80
Clearing the Map Extent Setting for a Department - See page 81
Viewing Reports - See page 93

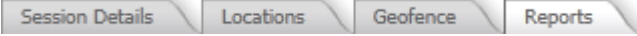
Viewing Reports

To view reports for a recently tracked employee or device

1. In the **Tracking** screen, in the Entity tabs area , click the **Sessions** tab.
2. In the **Sessions** grid, find the Employee or Device that you want to view a report for and click the  icon next to it.
3. In the Detail tabs area  at the bottom of the left side panel, click the **Reports** tab.
4. Choose a report to run from the list of available reports. The report will open in a new browser window.

To view reports for an employee or device session that doesn't appear on the Sessions grid

1. In the **Tracking** screen, in the Entity tabs area , click the **History** tab.
2. In the Find Historical Sessions box, configure the From and To dates for your search. Optionally, click the  **Add** link to narrow your search to a specific employee.
3. Click the  button to perform the search.
4. In the results grid, find the Employee or Device that you want to view a report for and click the  icon next to it

5. In the Detail tabs area  at the bottom of the left side panel, click the **Reports** tab.
6. Choose a report to run from the list of available reports. The report will open in a new browser window.

Configuring your report

1. At the top of the screen, make sure to set the StartDate and EndDate appropriately.
2. Click the **View Report** button to generate the report.

More:

Opening the Map for a Department - *See page 272*

Zooming In on the Map - *See page 76*

Zooming Out on the Map - *See page 78*

Panning within a Map - *See page 220*

Locating a Set of Coordinates on the Map - *See page 219*

Viewing all the Employees in a Department - *See page 84*

Viewing the Active Employees in a Department - *See page 83*

Viewing the Latest Activity for an Employee - *See page 85*

Sending a Device Command - *See page 86*

Finding Points of Interest in the System - *See page 253*


Viewing Points of Interest on the Map - *See page 253*

Changing the Map Extent for a Department - *See page 80*


Clearing the Map Extent Setting for a Department - *See page 81*

Switching to a Different Background Map - *See page 91*


Tracking Employees/Vehicles

When you want to track your Employees or vehicles across all departments, click the  [Track All](#) link on the Dashboard screen. When Track All is clicked, you will go to the Tracking screen. On the Tracking screen, all of the Employees that have previously been tracked will be listed in the Sessions grid on the left side panel. From the Sessions grid, you can select an Employee to view his or her most recent session on the map.

To track Employees/vehicles across all departments


1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. At the top of the **Department** list, click the  [Track All](#) link.

Or


1. Go to the **Header Bar**.
2. On the **Quick Toolbar**, click  .

To track Employees within a single department

Method 1



1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click either the name of, or the  icon for, the department you want to track Employees in.

Method 2

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department you want to track Employees in. This opens the Department Manager.

4. In the **Department Manager**, click the  icon located in the bottom-right corner of the screen.

Method 3

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department you want to track Employees in. This opens the Department Manager.
4. In the **Department Manager**, click  [Track This Department](#).

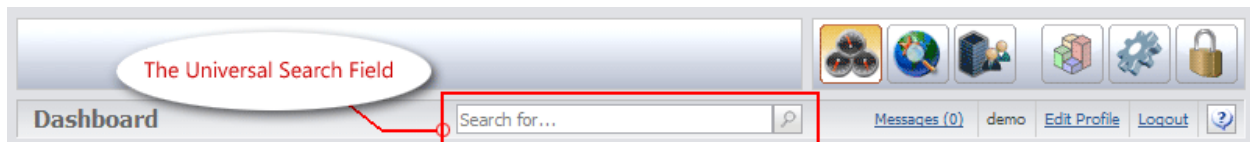
More:

Finding Employees, Devices or Addresses - *See page 97*


Finding Employees, Devices or Addresses

Map Suite GPS Tracking Server makes it easy to find certain employees, devices or even addresses and display them on the map. Any time you want to locate the last known whereabouts of a particular employee, pinpoint an address, or even see which tracking devices are operating within a certain proximity of a location, you can use the **Universal Search Field**. The Universal Search Field is located on the **Header Bar** - See page 285 of every page in the Map Suite GPS Tracking Server system.

Using Universal Search

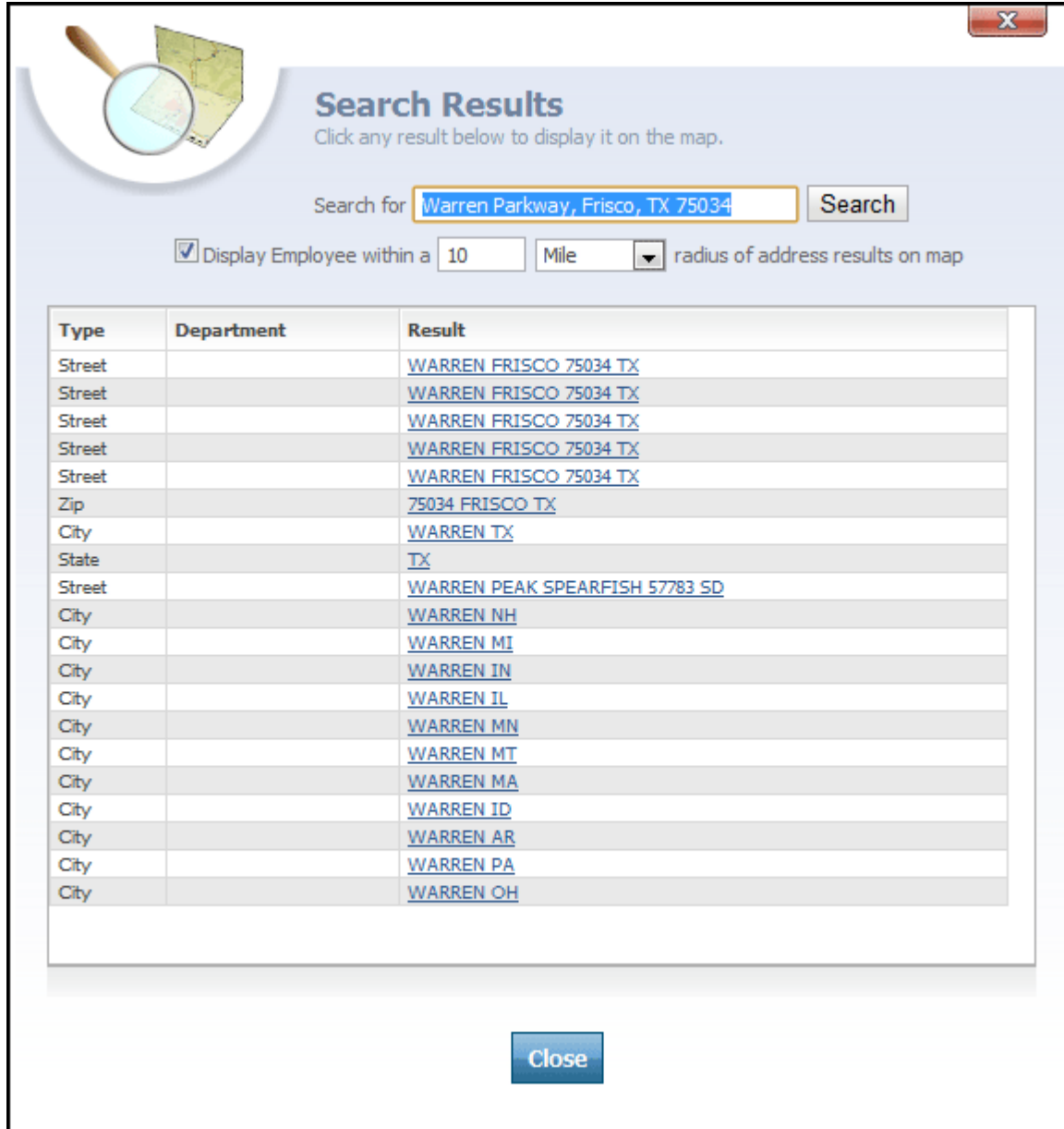


The Header Bar with Universal Search Field highlighted

To search for a device, an employee, or an address, enter your query in the "Search for..." box and then click the  button (or simply press Enter). It doesn't matter where you are in Map Suite GPS Tracking Server; this field will always be available to you.

When you perform a search, your results will appear in a popup **Search Results** dialog.

Understanding the Search Results



The image shows a 'Search Results' dialog box. At the top left is a magnifying glass icon over a map. The title 'Search Results' is in blue, with the instruction 'Click any result below to display it on the map.' below it. A search bar contains 'Warren Parkway, Frisco, TX 75034' and a 'Search' button is to its right. Below the search bar is a checkbox labeled 'Display Employee within a' followed by a text input '10', a dropdown menu set to 'Mile', and the text 'radius of address results on map'. The main area is a table with three columns: 'Type', 'Department', and 'Result'. The table lists various locations, mostly 'WARREN' in different states. At the bottom is a 'Close' button.

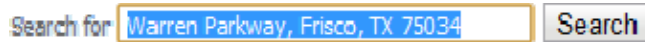
Type	Department	Result
Street		WARREN FRISCO 75034 TX
Street		WARREN FRISCO 75034 TX
Street		WARREN FRISCO 75034 TX
Street		WARREN FRISCO 75034 TX
Street		WARREN FRISCO 75034 TX
Zip		75034 FRISCO TX
City		WARREN TX
State		TX
Street		WARREN PEAK SPEARFISH 57783 SD
City		WARREN NH
City		WARREN MI
City		WARREN IN
City		WARREN IL
City		WARREN MN
City		WARREN MT
City		WARREN MA
City		WARREN ID
City		WARREN AR
City		WARREN PA
City		WARREN OH

Search Results dialog

The **Search Results** dialog is displayed whenever you perform a search using the **Universal Search Field** on the **Header Bar** - See page 285. The dialog contains the following items:

- Search controls
- Display Employees Near Address controls
- Search Results list

Search controls

The image shows a search interface with the text "Search for" followed by a text input field containing "Warren Parkway, Frisco, TX 75034". To the right of the input field is a button labeled "Search".

Search for

The Search controls allow you see the criteria that you have searched for. If the search results were not what you expected, you can easily make changes to your query and click the **Search** button to search again.

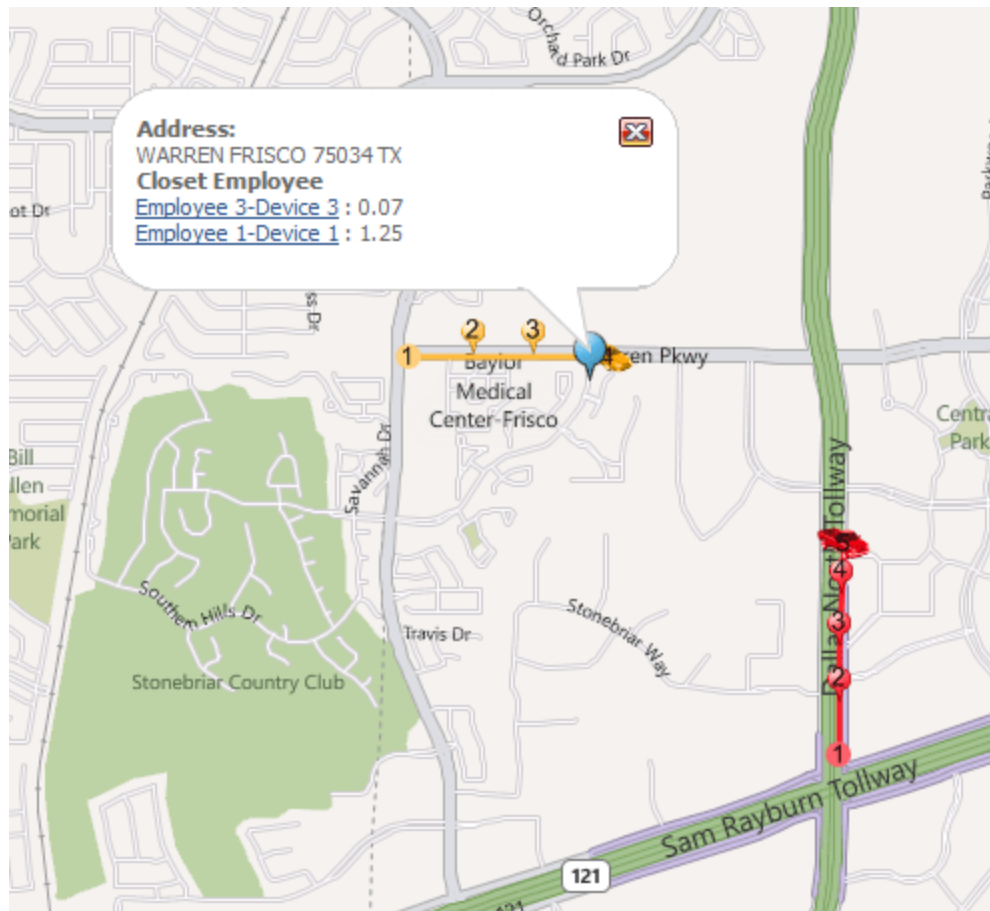
Display Employees Near Address controls

The image shows a control for displaying nearby employees. It consists of a checked checkbox, the text "Display Employee within a", a text input field with "10", a dropdown menu with "Mile" selected, and the text "radius of address results on map".

☒ Display Employee within a radius of address results on map

When you search for an address, Map Suite GPS Tracking Server geocodes your query in order to provide you with a set of map coordinates. By checking the "Display Employee within a [10 Mile] radius of address results on map" box, you can enhance your address search with the location of nearby employees.

To use this feature, simply check the box and then choose a radius (in either Miles or Kilometers). When you then click on an address search result, you will see a popup balloon that will let you quickly jump to any employee session recorded within the specified radius of that address. For instance, if you click on a search result that takes you to the map of Warren, MI, all employee sessions recorded within a 10 mile radius of Warren, MI's center point will be displayed in a popup balloon. See the figure below for an example of how this would look.



Search Results on map - nearby employee sessions indicated

Clicking on one of the employees listed in the popup balloon shown above would re-center the map and zoom in on that employee's last recorded location point.

Search Results list

Type	Department	Result
Street		WARREN FRISCO 75034 TX
Street		WARREN FRISCO 75034 TX
Street		WARREN FRISCO 75034 TX
Street		WARREN FRISCO 75034 TX
Street		WARREN FRISCO 75034 TX
Zip		75034 FRISCO TX
City		WARREN TX
State		TX
Street		WARREN PEAK SPEARFISH 57783 SD
City		WARREN NH
City		WARREN MI
City		WARREN IN
City		WARREN IL
City		WARREN MN
City		WARREN MT
City		WARREN MA
City		WARREN ID
City		WARREN AR
City		WARREN PA
City		WARREN OH

The Search Results list displays a list of possible matches for your search criteria, which can be employees, devices or addresses. If you have typed a partial address, or only the name of a city or town, the address geocoder will return a list of fuzzy matches that may include street addresses, cities, states or zip codes.

The Search Results list is divided into the following columns:

- Type
- Department
- Result


Type column indicates the type for each result. It may be Employee, Device, Street, Zip, City or State.

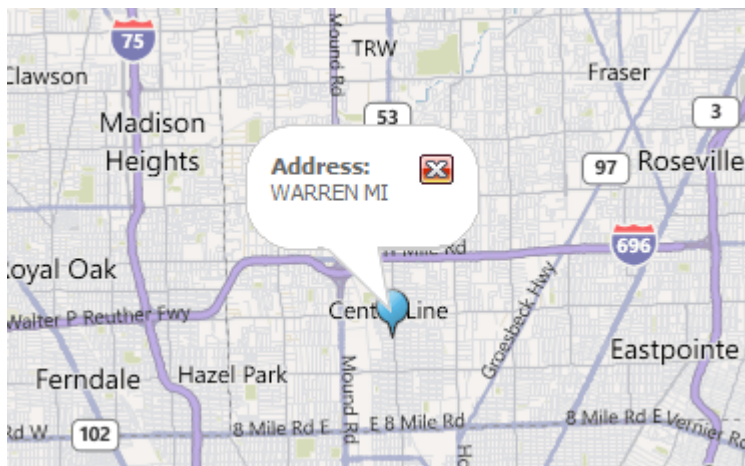
Department column, applicable only to Employee or Device results, indicates the department that the Employee or Device belongs to.

Result column contains the suggested result in a hyperlinked format. Clicking this link will close the Search Results dialog and redirect you to the Tracking screen, where the result you clicked on will be displayed. Depending on what type of result you clicked, this may differ in certain ways.

Displaying Results on the Map

You can easily display any Universal Search result on the map by clicking on its link in the Search Results dialog, as described above. Depending on the type of result you have clicked, one of the following will occur.

- Clicking an Employee or Device result type will cause the map to zoom to the last recorded session for that employee or device. A popup balloon will be displayed containing details about the last recorded location point in that session.
- Clicking an address result type (Street, Zip, City or State) will place a  marker on the map at the address location. A popup balloon will be displayed containing the full address. If you checked the "Display Employee within a [10 Mile] radius of address results on map" box on the Search Results dialog, the balloon will also contain links to any employee sessions detected within the specified radius of the address marker.



The effect of clicking a city search result

More:

Tracking Employees/Vehicles - See page 95

Working with Alerts

Configuring the System Alerts at the Account Level


This procedure shows you how to set up alerts at the account level, which will affect all of the departments and act as the default alert settings in your account. Alert settings govern the name, subject, message and level associated with each type of alert that can be issued by a Device in the system. You can override these settings for any individual department by using the Department Manager's Alert Settings screen. For more details on setting up department-specific alerts, please see the **Setting Up Alerts for a Department** - See *page 52 topic*.

To configure the system alerts at the account level

1. Go to the **Header Bar**.

2. On the **Quick Toolbar**, click .

3. In **Tools And Settings**, under the **Alerts** heading, click the **Configure Alerts** link.

4. In the **Account Alert Settings Summary**, select an alert to configure by clicking the  icon next to its name.

5. Use the **Department Alert Settings Editor** dialog to configure the alert by using the drop-down and text boxes provided.

6. Click  at the bottom of the Account Alert Settings Editor dialog.

7. Click  to close the Account Alert Settings Summary dialog.

More:

Configuring Alert Notifications at the Account Level - See *page 104*

Configuring Alert Notifications at the Account Level

This procedure shows you how to set up alert notifications at the account level, which will affect all of the departments and act as the default alert notification settings in your account. Alert notifications control how you are notified and what action (if any) must be taken when an alert goes off. You can override these settings for any individual department by using the Department Manager's Alert Notifications screen. For more details on setting up department-specific alert notifications, please see the **Setting Up Alert Notifications for a Department** - *See page 54 topic.*

To configure the system alerts at the account level

1. Go to the **Header Bar**.

2. On the **Quick Toolbar**, click .

3. In **Tools And Settings**, under the **Alerts** heading, click the **Configure Notifications** link.

4. In the **Alert Notifications Editor**, configure the alert notifications by editing the drop-down and text boxes for each alert level.

5. Click .

More:

Making an Alert Email People - *See page 104*

Making an Alert Play a Sound - *See page 105*

Making an Alert Require a User Response - *See page 106*

Configuring the System Alerts at the Account Level - *See page 128*



Making an Alert Email People

This topic covers the procedure for setting an email address in the Alert Settings Editor. This email address will be the address that a message goes to in the event that an alert is raised and you want to notify someone of the alert.

To make an alert email people

1. Go to the **Header Bar**.



2. On the **Quick Toolbar**, click .
3. In **Tools And Settings**, under the **Alerts** heading, click the **Configure Notifications** link.
4. In the **Alert Notifications Editor**, choose the alert level you want to edit.
5. Select the **Send Email** check box.
6. In the box below the Send Email check box, enter the email address(es) that you want the alert email to go to. Separate multiple email addresses with a comma.
7. Click .

Note: To verify that the email address has been saved, go back to Tools And Settings and click the **Configure Notifications** link. In the Alert Notifications Editor, you should see that the Send Email box is selected and the email address is saved.

More:

Configuring the System Alerts at the Account Level - *See page 128*

Making an Alert Play a Sound - *See page 105*

Making an Alert Require a User Response - *See page 106*

Configuring the System Alerts at the Account Level - *See page 128*


Making an Alert Play a Sound

To make an alert play a sound

1. Go to the **Header Bar**.



2. On the **Quick Toolbar**, click .

3. In **Tools And Settings**, under the **Alerts** heading, click the **Configure Notifications** link.
4. In the **Alert Notifications Editor**, choose the alert level you want to edit.
5. Go to the **Sound** drop-down box for the alert level.
6. From the **Sound** box, select a sound for the alert level.
7. Click .

More:

Configuring the System Alerts at the Account Level - *See page 128*



Making an Alert Email People - *See page 132*

Making an Alert Require a User Response - *See page 106*

Configuring the System Alerts at the Account Level - *See page 128*

Making an Alert Require a User Response

To make an alert require a user response

1. Go to the **Header Bar**.
2. On the **Quick Toolbar**, click .
3. In **Tools And Settings**, under the **Alerts** heading, click the **Configure Notifications** link.
4. In the **Alert Notifications Editor**, choose the alert level you want to edit.
5. Go to the **Pop-up** drop-down box for the alert level.
6. From the **Pop-up** drop-down box, select **Alert Response (Required)**.
7. Click .

More:

Configuring the System Alerts at the Account Level - *See page 128*

Making an Alert Email People - *See page 132*

Making an Alert Play a Sound - *See page 133*




Configuring the System Alerts at the Account Level - *See page 128*

Using Security

Allowing an Individual User to Have Multiple Sessions

This topic covers the procedure to allow an individual user to be simultaneously logged on to an account from multiple locations. This permission will override the permission set at the account level.

To allow multiple sessions

1. Go to the **Dashboard**.
2. Go to the **Header Bar**.
3. On the **Quick Toolbar**, click the  icon.
4. In the **Security Manager**, under the **Username** column, click the  icon next to the user account you want to allow multiple sessions for. This opens the User Editor.
5. In the **User Editor**, go to the **Multiple Sessions** check box.
6. Select the **Multiple Sessions** check box.
7. Click  .

More:

Creating a New Security Group - *See page 109*

Assigning a Resource Permission to a Security Group - *See page 111*

Assigning a User to a Security Group - *See page 110*

Enforcing Password Standards - *See page 113*

Locking Out Users Temporarily from the System - *See page 114*

Unlocking Users - *See page 115*

Removing a Resource Permission from a Security Group - *See page 112*


Removing a User from a Security Group - *See page 111*


Creating a New Security Group

To create a new security group

1. Go to the **Header Bar**.

2. On the Quick Toolbar, click .



3. In the **Security Manager**, click  Groups.

4. Click  [Create Group](#) link, located above the **Groups** grid.

5. In the **Group Editor**, complete the following text boxes:

- Name
- Description
- Activation Date
- Deactivation Date
- Is System

6. Click .

Note: To complete the **Activation Date** and **Deactivation Date** text boxes, click the  calendar icon to the right of each Date box and select the date you want. To change the date, simply click the  calendar icon again and select the new date you want.

More:

Assigning a Resource Permission to a Security Group - See page 111

Assigning a User to a Security Group - See page 110

Enforcing Password Standards - See page 113

Locking Out Users Temporarily from the System - See page 114

Unlocking Users - See page 115



Removing a Resource Permission from a Security Group - See page 112

Removing a User from a Security Group - See page 111

Assigning a User to a Security Group

This topic covers the procedure for adding a user to a particular security group within the system.

To assign a user to a group

1. Go to the **Header Bar**.
2. On the **Quick Toolbar**, click .
3. In the **Users** grid, under the **Username** column, find the user you want to add to a security group and click the  icon next to the user.
4. In the **Groups** pane, located below the **Users** grid, select the group you want to add the user to by clicking the check box next to the group.
5. In the **Groups** pane, click the  button.

Note: The Resources section, located on the right-side of the screen next to the Groups section, lists the resources that the selected user has access to. These Resources are based on the Groups that the selected user is assigned to.

More:

Creating a New Security Group - *See page 205*

Assigning a Resource Permission to a Security Group - *See page 111*

Enforcing Password Standards - *See page 113*

Locking Out Users Temporarily from the System - *See page 114*

Unlocking Users - *See page 115*




Removing a Resource Permission from a Security Group - *See page 112*

Removing a User from a Security Group - *See page 111*

Allowing an Individual User to Have Multiple Sessions - *See page 108*

Removing a User from a Security Group

To remove a user from a group

1. Go to the **Header Bar**.
2. On the **Quick Toolbar**, click .
3. In the **Users** grid, under the **Username** column, find the user you want to remove from a security group and click the  icon next to the user.
4. In the **Groups** pane, located below the **Users** grid, find the group you want to remove the user from and unselect the check box next to the group by clicking it.
5. In the **Groups** pane, click the  button.

More:

Creating a New Security Group - *See page 205*

Assigning a Resource Permission to a Security Group - *See page 111*

Assigning a User to a Security Group - *See page 204*

Enforcing Password Standards - *See page 113*

Locking Out Users Temporarily from the System - *See page 114*

Unlocking Users - *See page 115*

Removing a Resource Permission from a Security Group - *See page 112*

Allowing an Individual User to Have Multiple Sessions - *See page 108*

Assigning a Resource Permission to a Security Group



To assign resources to a group

1. Go to the **Header Bar**.

2. On the **Quick Toolbar**, click the  icon.

3. In the **Security Manager**, click



4. In the **Resources** grid, under the **Name** column, click the  icon that corresponds to the resource you want to add to a group.
5. In the **Groups** pane, located below the **Resources** grid, find the group you want to add the Resource permission to.
6. Select the check box next to the security group by clicking it.
7. Click the  button in the **Groups** pane.

More:

Creating a New Security Group - *See page 205*

Assigning a User to a Security Group - *See page 204*

Enforcing Password Standards - *See page 113*

Locking Out Users Temporarily from the System - *See page 114*

Unlocking Users - *See page 115*

Removing a Resource Permission from a Security Group - *See page 112*

Removing a User from a Security Group - *See page 111*

Allowing an Individual User to Have Multiple Sessions - *See page 108*

Removing a Resource Permission from a Security Group

To remove a resource permission from a group



1. Go to the **Header Bar**.

2. On the **Quick Toolbar**, click



3. In the **Security Manager**, click



4. In the **Resources** grid, under the **Name** column, click the  icon that corresponds to the resource you want to remove from a group.
5. In the **Groups** pane, located below the **Resources** grid, find the group you want to remove the Resource permission from.
6. Unselect the check box next to the security group by clicking it.
7. Click the  button in the Groups pane.

More:

Creating a New Security Group - *See page 205*

Assigning a Resource Permission to a Security Group - *See page 203*

Assigning a User to a Security Group - *See page 204*

Enforcing Password Standards - *See page 113*

Locking Out Users Temporarily from the System - *See page 114*

Unlocking Users - *See page 115*


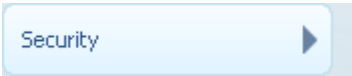
Removing a User from a Security Group - *See page 111*

Allowing an Individual User to Have Multiple Sessions - *See page 108*

Enforcing Password Standards

This topic covers the procedure for enforcing a password standard for the security areas throughout the system. This will allow you to specify the type of characters a password can or cannot contain, as well as the minimum or maximum length of a password.

To enforce a password standard

1. Go to the **Header Bar**.
2. On the **Quick Toolbar**, click .
3. In **Tools And Settings**, under the **System** heading, click the **General Settings** link.
4. In the **Account General Settings Editor**, click .
5. In the **Password RegEx** box, type a valid regular expression code that user passwords must match.

6. Click .

More:

Creating a New Security Group - *See page 205*

Assigning a Resource Permission to a Security Group - *See page 203*

Assigning a User to a Security Group - *See page 204*

Locking Out Users Temporarily from the System - *See page 114*

Unlocking Users - *See page 115*

Removing a Resource Permission from a Security Group - *See page 207*

Removing a User from a Security Group - *See page 111*

Allowing an Individual User to Have Multiple Sessions - *See page 108*


Locking Out Users Temporarily from the System

To lockout users temporarily from the system


1. Go to the **Header Bar**.

2. On the **Quick** menu, click .

3. In **Tools And Settings**, under the **Account** heading, click the **Lock-Out Sessions** link.

4. In the **Lock-Out Session Tool**, click the  **Add** link on the right-side of the screen.

5. In the **User List**, select the check boxes for the users you want to lockout.

6. Click  at the bottom of the selection list.

7. In the **Lock-Out Session Tool**, in the **Message** box, type the message you want to display to the locked-out users.

8. Click the  button.

More:

Creating a New Security Group - *See page 205*

Assigning a Resource Permission to a Security Group - *See page 203*

Assigning a User to a Security Group - *See page 204*

Enforcing Password Standards - *See page 210*

Unlocking Users - *See page 115*

Removing a Resource Permission from a Security Group - *See page 207*

Removing a User from a Security Group - *See page 111*

Allowing an Individual User to Have Multiple Sessions - *See page 108*

Unlocking Users

This topic covers the procedure for unlocking users who have been locked out of the system.

To unlock users

1. Go to the **Header Bar**.

2. On the **Quick Toolbar**, click .

3. In **Tools And Settings**, under the **Account** heading, click the **Lock-Out Sessions** link.

4. In the **Lock-Out Session Tool**, click .

5. In the **Lock-Out Session Tool**, go to the **Locked Users** grid.

6. Select the check boxes for the users you want to unlock.

7. Click the  button.

More:

Creating a New Security Group - *See page 205*

Assigning a Resource Permission to a Security Group - *See page 203*

Assigning a User to a Security Group - *See page 204*

Enforcing Password Standards - *See page 210*

Locking Out Users Temporarily from the System - *See page 211*

Removing a Resource Permission from a Security Group - *See page 207*

Removing a User from a Security Group - *See page 111*

Allowing an Individual User to Have Multiple Sessions - *See page 108*

Overview of the Dashboard

Dashboard Screen

One of the first things you will notice about Map Suite GPS Tracking Server is its easy to use interface. After logging on to the system, you will be linked to the Dashboard screen. The Dashboard is the main screen in the system, and it is used as the starting point for navigating the system. From the Dashboard, you will be able to do the following: create and setup Departments; launch the Tracking screen; access summary lists of your Departments, Users, Employees, Devices, and Points of Interest; open the Department Manager for each Department; view news items for your account; and open maps for your Departments.

The Dashboard is the first screen you will see after logging on to the system, and it is the main reference screen from which all other screens and dialogs in the system are accessed. The Dashboard is logically divided into five distinct sections, and each section contains its own links to other screens in the system. These sections are as follows:

- Header Bar
- Title Bar
- Department
- News
- System Statistics

Dashboard

[Messages \(0\)](#)
[demo](#)
[Edit Profile](#)
[Logout](#)

Current Department

Demo
This is a demo department.

Manager: Admin
Map Data:
Local Time: 10:38:34 AM
Status: ACTIVE

Resources:

[Users: 1](#)
[Employee: 2](#)
[Device: 1](#)
[Points of Interest: 2](#)

[Create Department](#)
[Track All](#)

Demo
This is a demo department.

[Users: 1](#) | [Employee: 2](#) | [Device: 1](#) | [Points of Interest: 2](#)

South America Operations Center
Offering Security Services to South America

[Users: 8](#) | [Carrier: 14](#) | [GPS Device: 14](#) | [Target: 0](#)

US Headquarters
Headquarters - Training & Deployment

[Users: 7](#) | [Carrier: 7](#) | [GPS Device: 7](#) | [Target: 0](#)

Al Jehrdrin Oil
Client

[Users: 11](#) | [Carrier: 55](#) | [GPS Device: 55](#) | [Target: 0](#)

GHB International
GHB International

[Users: 8](#) | [Carrier: 40](#) | [GPS Device: 40](#) | [Target: 0](#)

UAE Shipping Limited
UAE Shipping Limited

[Users: 9](#) | [Carrier: 86](#) | [GPS Device: 86](#) | [Target: 0](#)

News

This contract further solidifies ITS Security as a world leader in risk management and training services. Any questions regarding this contract should be addressed through Ralph Tucker operating out of the US Headquarters. Telephone: (210) 753-4778.

Good job everyone!

Personal GPS Device Pilot:

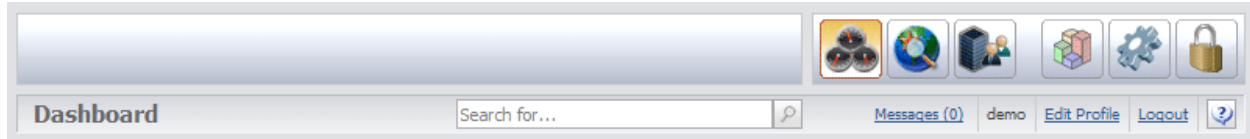
ITS Security will be introducing this month new personal GPS location devices. These new devices will act as locations and panic alarm systems and are the same form factor as a two way pager. A pilot program is currently being coordinated so if you deem this

System Statistics

Department	1	Your last login was 0 days 2 hours and 27 minutes ago. Number of failed attempts: 0 Change Your Password
User	1	
Device	2	
Employee	2	
Points of Interest	2	
Geofence	2	

Dashboard screen

Header Bar



Header Bar

The **Header Bar** is featured at the top of all the screens in Map Suite GPS Tracking Server. The main function of the Header Bar is to provide convenient links to commonly used features in the system. The Header Bar features 3 sections:





- Company Logo
- Quick Toolbar
- Title Bar



Company Logo

The **Company Logo** in the upper left corner of the Header Bar can be clicked whenever a user wants to return to the Dashboard. Regardless of where the user is in the system, clicking the company logo will return the user to the Dashboard.

Quick Toolbar

The **Quick Toolbar** features buttons that can be clicked to go to some of the most commonly used areas of the system. The Quick Toolbar features the following buttons:

-  Click to go to the Dashboard
-  Click to go to the Tracking screen
-  Click to go to Department Summary List
-  Click to go to Report List

-  Click to go to Tools And Settings
-  Click to go to Security Manager


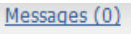



Title Bar

The **Title Bar** is located at the bottom of the Header Bar.




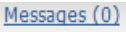
Title Bar


The **Title Bar** features the following items:

- Title of Screen
- Universal Search Field 
- Messages link 
- Edit Profile link 
- Logout link 
- Help icon 

Title of Screen is a caption of the screen in which you are currently working. For example, if you are on the Dashboard screen, Dashboard will be displayed here.

Universal Search Field  provides an easily-accessible way to search for items from any screen in the system. You can use the Search Field for employees, devices or addresses. When you perform a search, the **Search Results** - See page 288 dialog will appear with a list of available results.

The  link can be clicked to open the Messages screen in order to view internal messages that the signed in user has received.

The  link can be clicked to open the User Settings Editor, which allows a user to set his or her preferences for the system.

The [Logout](#) link can be clicked to log out of the account.

The  icon can be clicked to open the online help.




More:


Screen Reference: Search Results - *See page 288*

Department


The Department area of the Dashboard is where all of your Departments are listed. In this section of the Dashboard, you can keep track of and manage all of your Departments. Also, this area features links to the Department Manager screen, where you can edit existing Departments. From the Department Manager, you can also access User, Employee, Device, and Points of Interest Editors, which are used to edit, add, and create new entities.

The Department section features a grid that lists all of the Departments in the account as well as the number of Users, Employees, Devices, and Points of Interest in each department. Each Department that is listed in the Department section has its own set of links to Users, Employees, Devices, and Points of Interest that can be clicked to access the Department Manager screen. In addition, there is a Track icon for each Department, and each Department's Track icon can be clicked to open the Tracking screen for the Department.

At the top of the Department section, there are two links: Create Department  [Create Department](#) and Track All  [Track All](#). The  [Create Department](#) link can be clicked to open an empty Department Editor screen where a new Department can be created. This is accomplished by typing information about the Department into the empty text boxes and clicking Save.

The  [Track All](#) link will open the Tracking screen where active Employee sessions across all of the Departments can be tracked.

Current Department



Demo

This is a demo department.


Manager: Admin
Map Data:
Local Time: 10:38:34 AM
Status: ACTIVE

Resources:

[User: 1](#)
[Employee: 2](#)

[Device: 1](#)
[Points of Interest: 2](#)

[Create Department](#)
[Track All](#)



Demo

This is a demo department.

[User: 1](#) | [Employee: 2](#) | [Device: 1](#) | [Points of Interest: 2](#)



South America Operations Center

Offering Security Services to South America

[Users: 8](#) | [Carrier: 14](#) | [GPS Device: 14](#) | [Target: 0](#)



US Headquarters

Headquarters - Training & Deployment

[Users: 7](#) | [Carrier: 7](#) | [GPS Device: 7](#) | [Target: 0](#)



Al Jehrdin Oil

Client


[Users: 11](#) | [Carrier: 55](#) | [GPS Device: 55](#) | [Target: 0](#)



GHB International

GHB International

[Users: 8](#) | [Carrier: 40](#) | [GPS Device: 40](#) | [Target: 0](#)



UAE Shipping Limited

UAE Shipping Limited

[Users: 9](#) | [Carrier: 86](#) | [GPS Device: 86](#) | [Target: 0](#)

Department Section

News

The News section of the Dashboard is the area where news items are displayed. This area of the Dashboard is very useful when you want to communicate important news to other users in the system. The content that is displayed in this area is controlled through the **Account News Editor** - See page 662 on the *Tools and Settings* screen.

News

General Announcement:


ITS Security was awarded a contract to provide security services to include close security and risk mitigation training to Hassan Energy. This contract further solidifies ITS Security as a world leader in risk management and training services. Any questions regarding this contract should be addressed through Ralph Tucker operating out of the US Headquarters. Telephone: (210) 753-4778.

Good job everyone!

News section

System Statistics

The System Statistics section of the Dashboard gives you a count of the number of Departments, Users, Employees, Devices, Points of Interest, and Geofences that you have in your account. In addition to a count of these entities, each number is a link to a Summary List screen for a particular entity. For example, if you click the number link for Department, you will go to the Department Summary List screen. Each entity – Departments, Users, Employees, Devices, Points of Interest, and Geofences – has its own Summary List screen that can be accessed through the System Statistics area.

Each Summary List gives detailed information about the specific entity and features a link to the entity's editor. For example, from the Department Summary List, you can click the  icon next to the Department's name and open the Department Manager screen. The Department Manager allows you to edit a particular Department by adding notes and attachments to the Department, configuring alerts for the Department, adding entities to the Department, and changing the name and image that is associated with the Department.

In addition to Departments, each User, Employee, Device, Point of Interest, and Geofence also has its own editor that can be accessed through the Summary List screen. As with the editor screen for Departments, the editor screens for these other entities will allow you to edit important information for the entity.

Next to the summary area, the following system statistics are displayed:

- Name of the software version
- Amount of time that has elapsed since the last login
- Number of failed login attempts since your last successful login
- [Change Your Password](#) link: Click to open the Change Password dialog box

System Statistics

Department	1	Core software version: 5.0.0
User	1	Your last login was 1 days 1 hours and 15 minutes ago.
Device	2	Number of failed attempts: 0
Employee	2	Change Your Password
Points of Interest	2	
Geofence	2	

System Statistics





Using the System

Configuring Alerts in the System

Configuring System Alerts at the Account Level

This procedure shows you how to configure alerts at the account level, which will affect all of the departments and act as the default alert settings in the system. Alert settings determine the name, subject, body and level associated with each type of alert in the system.

To configure the system alerts at the account level

1. Go to the **Header Bar**.
2. On the **Quick Toolbar**, click .
3. In **Tools And Settings**, under the **Alerts** heading, click the **Configure Alerts** link.
4. In the **Account Alert Settings Summary**, select an alert to configure by clicking the  icon next to its name.
5. In the **Account Alert Settings Editor**, configure the system alerts by editing the drop-down and text boxes provided.
6. Click  at the bottom of the Account Alert Settings Editor dialog.
7. Click  to close the Department Alert Settings Summary dialog.

More:

Configuring System Alerts at the Department Level - *See page 129*

Configuring Alert Notifications at the Account Level - *See page 130*

Configuring Alert Notifications at the Department Level - *See page 131*

Making an Alert Email People - *See page 132*

Making an Alert Play a Sound - *See page 133*

Making an Alert Require a User Response - *See page 133*






Uploading Your Own Alert Icons or Images - *See page 134*

Uploading Your Own Alert Sounds - *See page 135*

Configuring System Alerts at the Department Level

This topic covers the procedure for setting alerts for a department. The alerts settings can be customized for each department in your account. These alert settings can be set at the account level, which will apply to all the departments, or they can be set at the department level, which will only apply to the individual department. Alert settings determine the name, subject, body and level associated with each type of alert in the system.

To configure alerts at the department level

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department that you want to configure alerts in.
4. In the **Department Manager**, click .
5. In the **Department Alert Settings Summary**, select an alert to configure by clicking the  icon next to its name.
6. In the **Department Alert Settings Editor**, configure the department alerts by editing the drop-down and text boxes provided.
7. Click  at the bottom of the Department Alert Settings Editor dialog.
8. Click  to close the Department Alert Settings Summary dialog.

More:

Configuring System Alerts at the Account Level - *See page 128*

Configuring Alert Notifications at the Account Level - *See page 130*

Configuring Alert Notifications at the Department Level - *See page 131*

Making an Alert Email People - *See page 132*

Making an Alert Play a Sound - *See page 133*

Making an Alert Require a User Response - *See page 133*

Uploading Your Own Alert Icons or Images - *See page 134*

Uploading Your Own Alert Sounds - *See page 135*

Configuring Alert Notifications at the Account Level

This procedure shows you how to configure alert notifications at the account level, which will affect all of the departments and act as the default notification settings in the system. Alert notifications determine how you will be notified -- by pop-up message, email, sound effect, etc. -- when an alert goes off.

To configure alert notifications at the account level

1. Go to the **Header Bar**.
2. On the **Quick Toolbar**, click .
3. In **Tools And Settings**, under the **Alerts** heading, click the **Configure Notifications** link.
4. Configure the system alerts by editing the drop-down and text boxes for each alert level in the **Alert Notifications Editor**.
5. Click .

More:

Configuring System Alerts at the Account Level - *See page 128*

Configuring System Alerts at the Department Level - *See page 129*

Configuring Alert Notifications at the Department Level - *See page 131*

Making an Alert Email People - *See page 132*

Making an Alert Play a Sound - *See page 133*

Making an Alert Require a User Response - *See page 133*





Uploading Your Own Alert Icons or Images - *See page 134*

Uploading Your Own Alert Sounds - *See page 135*

Configuring Alert Notifications at the Department Level

This topic covers the procedure for configuring alert notifications for a department. Alert notifications can be customized independently for each department in your account. Notification settings can be set at the account level, which will apply to all the departments, and/or they can be set at the department level, which will only apply to the individual department. Alert notifications determine how you will be notified -- by pop-up message, email, sound effect, etc. -- when an alert goes off.

To configure alert notifications at the department level

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department that you want to configure alerts in.
4. In the **Department Manager**, click .
5. In the **Alert Notifications Editor**, configure the system alerts by editing the drop-down and text boxes for each alert level.
6. Select the  **Override Account Settings** check box near the bottom of the Alert Notifications Editor.
7. Click .

More:

Configuring System Alerts at the Account Level - *See page 128*

Configuring System Alerts at the Department Level - *See page 129*

Configuring Alert Notifications at the Account Level - *See page 130*

Making an Alert Email People - *See page 132*

Making an Alert Play a Sound - *See page 133*

Making an Alert Require a User Response - *See page 133*

Uploading Your Own Alert Icons or Images - *See page 134*

Uploading Your Own Alert Sounds - *See page 135*



Making an Alert Email People

This topic covers the procedure for setting an email address in the Alert Notifications Editor. This email address will be the address that a message goes to in the event that an alert is raised and you want to notify someone of the alert.

To make an alert email people

1. Go to the **Header Bar**.



2. On the **Quick Toolbar**, click .
3. In **Tools And Settings**, under the **Alerts** heading, click the **Configure Notifications** link.
4. In the **Alert Notifications Editor**, choose the alert level you want to edit.
5. Select the **Send Email** check box.
6. In the box below the **Send Email** check box, enter the email address that you want the alert email to go to. For multiple email addresses, separate each email address with a comma.
7. Click .

Note: To verify that the email address has been saved, go back to Tools And Settings and click the **Configure Notifications** link. In the Alert Settings Editor, you should see that the Send Email box is selected and the email address is saved.

More:

Configuring System Alerts at the Account Level - *See page 128*

Configuring System Alerts at the Department Level - *See page 129*

Configuring Alert Notifications at the Account Level - *See page 130*

Configuring Alert Notifications at the Department Level - *See page 131*

Making an Alert Play a Sound - *See page 133*

Making an Alert Require a User Response - *See page 133*



Uploading Your Own Alert Icons or Images - *See page 134*

Uploading Your Own Alert Sounds - *See page 135*

Making an Alert Play a Sound

In the system, when an alert is raised, a sound can play to notify a User of the alert.

To make an alert play a sound

1. Go to the **Header Bar**.
2. On the **Quick Toolbar**, click .
3. In **Tools And Settings**, under the **Alerts** heading, click the **Configure Notifications** link.
4. In the **Alert Notifications Editor**, go to the alert level you want to edit.
5. Go to the **Sound** drop-down box for the alert level.
6. From the **Sound** box, select a sound for the alert level.
7. Click .

More:

Configuring System Alerts at the Account Level - *See page 128*

Configuring System Alerts at the Department Level - *See page 129*

Configuring Alert Notifications at the Account Level - *See page 130*

Configuring Alert Notifications at the Department Level - *See page 131*

Making an Alert Email People - *See page 132*

Making an Alert Require a User Response - *See page 133*



Uploading Your Own Alert Icons or Images - *See page 134*

Uploading Your Own Alert Sounds - *See page 135*

Making an Alert Require a User Response

When a high-level alert is raised, you can require that a User respond to it in order to ensure that the alert will be acknowledged.

To make an alert require a user response

1. Go to the **Header Bar** .
2. On the **Quick Toolbar**, click  .
3. In **Tools And Settings**, under the **Alerts** heading, click the **Configure Notifications** link.
4. In the **Alert Notifications Editor**, go to the alert level you want to edit.
5. Go to the **Pop-up** box for the alert level.
6. From the **Pop-up** box, select **Alert Response (Required)**.
7. Click  .

More:

Configuring System Alerts at the Account Level - *See page 128*

Configuring System Alerts at the Department Level - *See page 129*

Configuring Alert Notifications at the Account Level - *See page 130*

Configuring Alert Notifications at the Department Level - *See page 131*

Making an Alert Email People - *See page 132*

Making an Alert Play a Sound - *See page 133*

Uploading Your Own Alert Icons or Images - *See page 134*





Uploading Your Own Alert Sounds - *See page 135*

Uploading Your Own Alert Icons or Images

Another way that alert notifications can be customized in the system is to upload your own alert icons/images.

To upload your own alert icons

1. Go to the **Header Bar**.

2. On the **Quick Toolbar**, click .
3. In **Tools And Settings**, under the **Alerts** heading, click the **View Alert Icons** link.
4. From the **File List**, click the  button.
5. From the Choose file box, click the image you want to upload.
6. In the Choose file box, click **Open**.
7. Click .
8. Click .

More:

Configuring System Alerts at the Account Level - *See page 128*

Configuring System Alerts at the Department Level - *See page 129*

Configuring System Alerts at the Account Level - *See page 128*

Configuring Alert Notifications at the Account Level - *See page 130*

Configuring Alert Notifications at the Department Level - *See page 131*

Making an Alert Email People - *See page 132*

Making an Alert Play a Sound - *See page 133*

Making an Alert Require a User Response - *See page 133*



Uploading Your Own Alert Sounds - *See page 135*

Uploading Your Own Alert Sounds

In the system, you can customize alerts by uploading your own alert sounds.

To upload your own alert sounds

1. Go to the **Header Bar**.
2. On the **Quick Toolbar**, click .
3. In **Tools And Settings**, under the **Alerts** heading, click the **View Alert Sounds** link.
4. In the **File List**, click the  button.

5. From Choose file, select a sound file.
6. In the Choose file box, click **Open**
7. Click .
8. Click .

More:

Configuring System Alerts at the Account Level - *See page 128*

Configuring System Alerts at the Department Level - *See page 129*

Configuring Alert Notifications at the Account Level - *See page 130*

Configuring Alert Notifications at the Department Level - *See page 131*

Making an Alert Email People - *See page 132*

Making an Alert Play a Sound - *See page 133*

Making an Alert Require a User Response - *See page 133*

Uploading Your Own Alert Icons or Images - *See page 134*





Managing Users, Employees, Devices, and Points of Interest

Managing Employees

Adding an Existing Employee to a Department

This topic covers the procedure for adding an existing Employee to a department. This might be an Employee who is already being used in one department, and you want to use the Employee in a second department.

To add an existing Employee to a department

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department that you want to add the existing Employee to.
4. In the **Department Manager**, click the  **Employee** tab.
5. Click the  **Add Existing** link, located above the Employee grid.
6. From the **Employee List**, select the check box next to the Employee you want to add to the Department.
7. Click .

More:

Assigning a Device to an Employee - See page 138

Creating an Employee - See page 139


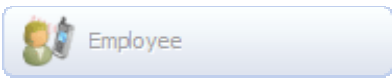



Removing an Employee from a Department - See page 140

Removing a Device from an Employee - See page 141

Assigning a Device to an Employee

In the system, Employees have Devices assigned to them. This topic covers the procedure of assigning a tracking Device to an Employee.

To assign a Device to an Employee

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department in which you want to assign a Device to an Employee.
4. In the **Department Manager**, click .
5. In the **Employee** grid, next to the Employee column, click the  icon next the Employee you want to assign a Device to.
6. On the **Employee Editor**, click .
7. Click [+ Assign Devices](#) link, located above the Device grid.
8. In the **Device Selection List**, under the **Device Name** column, click the name of the Device you want to assign to the Employee.
9. Click **OK** if a dialog box opens. This means that the Device is currently assigned to another Employee.
10. Click .

Or

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the Employee link that corresponds to the department in which you want to assign a Device to an Employee. This opens the Department Manager with the Employee tab selected.
4. Follow steps 5 through 10 above.

Under the Device tab of the Department Manager, you will see that the Device is now assigned to the Employee you selected.

More:

Adding an Existing Employee to a Department - *See page 137*


Creating an Employee - *See page 139*

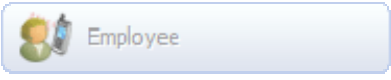
Removing an Employee from a Department - *See page 140*

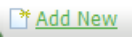
Removing a Device from an Employee - *See page 141*

Creating an Employee

To create an Employee for a department

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department in which you want to create the Employee.

4. In the **Department Manager**, click .

5. Click the link , located above the Employee grid
6. In the **Employee Editor**, complete the following text boxes:

- Name
- Description
- Pin
- Contact Method
- Hue
- Status
- External ID

7. Click .

Or

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the **Employee** link that corresponds to the department in which you want to create an Employee. This opens the Department Manager with the Employee tab selected.
4. Follow steps 5 through 7 above.

More:

Adding an Existing Employee to a Department - *See page 137*




Assigning a Device to an Employee - *See page 138*

Removing an Employee from a Department - *See page 140*

Removing a Device from an Employee - *See page 141*

Removing an Employee from a Department

To remove an Employee from a department

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department that you want to remove the Employee from.
4. In the **Department Manager**, click the  **Employee** tab.
5. In the Employee grid, locate the Employee that you want to remove.
6. Click the  icon next to the Employee's name.
7. Click **OK** on the dialog box that opens.

More:

Adding an Existing Employee to a Department - *See page 137*







Assigning a Device to an Employee - *See page 138*

Creating an Employee - *See page 139*

Removing a Device from an Employee - *See page 141*

Removing a Device from an Employee

To remove a Device from an Employee

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. From the **Department** list, click the  icon for the Department in which you want to remove a Device from an Employee.
4. In the **Department Manager**, click the  **Employee** tab.
5. In the **Employee** grid, next to the **Employee** column, click the  icon next the Employee you want to remove a Device from.
6. On the **Employee Editor**, click  **Device List** tab.
7. Click the  icon next to the Device you want to remove from the Employee.
8. Click **OK** on the dialog box that opens.
9. Click .

Or

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, find the Department in which you want to remove a Device from an Employee and click the **Employee** link. This opens the Department Manager with the Employee tab selected.
4. Follow steps 5 through 9 above.

More:

Adding an Existing Employee to a Department - *See page 137*

Assigning a Device to an Employee - *See page 138*

Creating an Employee - *See page 139*





Removing an Employee from a Department - *See page 140*


Managing Devices

Adding a New Device


This topic covers the steps that you will need to follow in order to add a new tracking device to your Map Suite GPS Tracking Server account, which you will use to track an asset -- for example, a vehicle.

To add a new device using the Add New Device Wizard (*recommended*)


1. Go to the **Dashboard** or the **Tracking Screen**.
 - o On the Dashboard, do one of the following:
 - Click the  [Add A New Device](#) link above the department list, or
 - Click the  [Add A New Device](#) link below the name of the department you want to add the device to.
 - o On the Tracking Screen, do the following:
 - Click the  [Add A New Device](#) link below the Sessions grid on the left side panel.
2. The **Add New Device Wizard** will open to Step 1. This step provides a brief overview of the wizard and displays how many new devices you can add to your account. (Depending on your account or system setup, you may have a limited number of devices that can be added. If you have reached the maximum number of devices available to you, you can purchase more right from this wizard.)
3. Assuming you have at least one available device license, click the **Next** button to proceed to Step 2 of the wizard.
4. On Step 2, choose which department you want to assign your new device to. You can also click the  [Add a New Department for this Device](#) link to add a new department for your device. When you're finished, click the **Next** button to proceed to Step 3.
5. On Step 3, enter the details for your tracking device, including the following:

- **Device Name:** A name for your tracking device. This is how your Map Suite GPS Tracking Server system will refer to it on the map and on other screens and dialogs.
- **Device ID (IMEI):** *This information is crucial to the operation of your tracking device!* This is a special ID that uniquely identifies your particular tracking device itself. Because the format of this ID varies from manufacturer to manufacturer, please check your tracking device documentation to learn what value you should enter for your Device ID. Sometimes this ID is printed on the actual device itself -- for example, inside the battery compartment.
- **Supports Two-Way Messaging:** (Optional.) If your device is capable not only of sending position data to Map Suite GPS Tracking Server but also receiving commands -- for instance, instructions to unlock a vehicle's doors -- then check this box.
- **Category:** (Optional.) Select a category for your device. If you don't see the category you want, click the  [Add Category](#) link to add a new one.
- **Device Address:** (Optional.) You can enter some information here (such as an email address) that can help you identify the device.
- **Description:** (Optional.) A description of the device.
- **Maximum Speed:** (Optional.) If you have set up speed alerts for your department and would like this device to trigger an alert once a certain maximum speed has been exceeded, enter that speed here.


When you're finished entering the above information, click the **Next** button to proceed to step 4.

6. On Step 4, you can assign the device to an employee. For example, if the device is a portable tracking unit, you would assign it to the person who will be carrying it. Or if the device is a vehicle, you would assign it to the vehicle's driver. If the employee you want to assign to doesn't already exist in your account, click the  [Add a New Employee for this Device](#) link to add them now. If you don't know who will be in possession of the device, or if you simply don't want to assign it to anybody at the moment, simply ignore this step. When you're finished, click the **Next** button to proceed.
7. Step 5, the final step, gives you an opportunity to review the details you have entered so far. If you need to make any changes, click the **Previous** button to step back through the wizard. If everything looks good, click **Finish** to add the device.

To manually add a new device

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department that you want to create a Device in.

4. In the **Department Manager**, click the  **Device** tab.

5. Click the  [Add New](#) link, located above the Device grid.
6. In the **Device Editor**, complete the following text boxes:

- Device Name
- Description
- Top Speed
- Status
- IMEI
- Listener
- Category
- Hue
- Status

7. Click .

Or

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the **Device** link that corresponds to the department that you want to create a Device in. This opens the Department Manager with the Device tab selected.
4. Follow steps 5 through 7 above.

Note: In the IMEI text box of the Device Editor, you will enter the IMEI number for your Device. IMEI stands for “International Mobile Equipment Identity” and is typically a 15-digit number that is assigned to mobile devices, such as cell phones and GPS tracking units. It is important that you contact your hardware supplier or the manufacturer of your Device to verify that you are using the correct IMEI number.

More:

Activating a Device - *See page 145*

Adding an Existing Device to a Department - *See page 146*


Removing a Device from a Department - *See page 146*


Sending a Command to a Device - *See page 147*

Activating a Device

In the system, a Device can exist in more than one department. However, if a Device exists in more than one department, it can only be active in one of the departments. For example, you might have two departments that share a tracking Device, but the Device can only be physically used by one of these departments at a time. Therefore, you will need to deactivate the Device for one of the departments and activate the Device for the other. The department in which the Device is activated will be able to see the Device's active sessions, but the department in which the Device is deactivated will not be able to view these active sessions.

To activate a Device for a department


1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon next to the department that you want to activate the Device in.

4. In the **Department Manager**, click  **Device**.
5. Under the **Device** column of the **Device** grid, find the Device you want to activate.
6. Under the **Activate** column, select the check box that corresponds with the Device you want to activate.

Or

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the Device link that corresponds to the department that you want to activate a Device in. This opens the Department Manager with the Device tab selected.
4. Follow steps 5 through 6 above.

Note: When you no longer want to use a Device in a department, instead of deactivating the Device, you can delete it. However, once the Device is deleted, its past sessions can no longer be retrieved because they will also be deleted. If you no longer want to use a Device in a particular department, but you want to be able to retrieve its past sessions for the

department, it is recommended that you deactivate the Device. To deactivate a Device, click the  icon next to the Device to edit it, then change its Status to "INACTIVE." Finally, click the Save button to implement your changes.

More:

Adding an Existing Device to a Department - *See page 146*





Adding a New Device - *See page 142*

Removing a Device from a Department - *See page 146*

Sending a Command to a Device - *See page 147*

Adding an Existing Device to a Department

To add an existing Device to a department

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department that you want to add the existing Device to.
4. In the **Department Manager**, click the  **Device** tab.
5. Click the  [Add Existing](#) link, located above the Device grid.
6. From the **Device List**, select the check box next to the Device you want to add to the Department.
7. Click .

More:

Activating a Device - *See page 145*




Adding a New Device - *See page 142*

Removing a Device from a Department - *See page 146*

Sending a Command to a Device - *See page 147*

Removing a Device from a Department

To remove a Device from a department

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department that you want to remove the Device from.
4. In the **Department Manager**, click the  **Device** tab.
5. In the **Device** grid, locate the Device that you want to remove.
6. Click the  icon next to the Device's name.
7. Click **OK** on the dialog box that opens.

More:

Activating a Device - *See page 145*




Adding an Existing Device to a Department - *See page 146*

Adding a New Device - *See page 142*

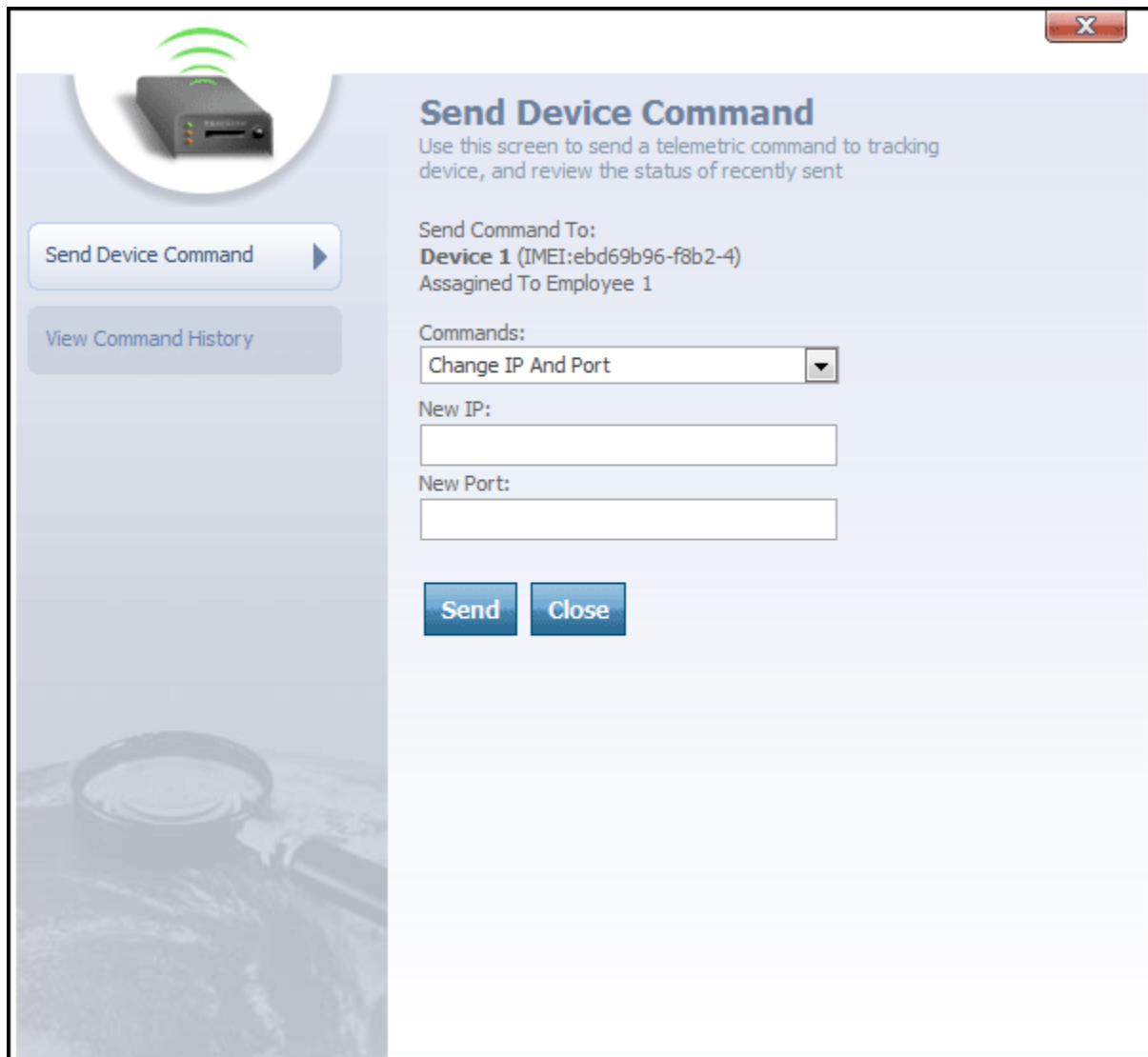
Sending a Command to a Device - *See page 147*

Sending a Command to a Device

To send a command to a device

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department that contains the device you want to send a command to.
4. In the **Department Manager**, click the  **Device** tab.
5. In the **Device** grid, locate the device that you want to send a command to.
6. Click the  icon next to the device.
7. Click the **Messages** - *See page 461 tab on the left side of the Device Editor dialog.*

At this point you will be presented with the Send Device Command dialog.

The image shows a software dialog box titled "Send Device Command". In the top-left corner, there is a circular icon containing a black tracking device with green signal waves emanating from it. The dialog has a light blue header area with the title and a subtitle: "Use this screen to send a telemetric command to tracking device, and review the status of recently sent". Below the header, on the left, are two buttons: "Send Device Command" with a right-pointing arrow, and "View Command History". The main content area on the right contains the text "Send Command To:" followed by "Device 1 (IMEI:ebd69b96-f8b2-4)" and "Assagined To Employee 1". Below this is a "Commands:" label and a drop-down menu currently showing "Change IP And Port". Underneath the drop-down are two input fields labeled "New IP:" and "New Port:". At the bottom of the dialog are two buttons: "Send" and "Close". The background of the dialog features a faint image of a magnifying glass over a globe.


Send Device Command dialog

From the Send Device Command dialog, you can send a command directly to the tracking device. Here's how:

1. Select the command you want to send from the **Commands** drop-down box.
2. Depending upon the command you selected, one or more optional parameters may appear beneath the Commands drop-down box. Fill out these parameters to provide further information about the command you are sending. For example, if you are issuing a command to change the IP and port that the device is using to communicate

with Map Suite GPS Tracking Server, you will need to enter the new IP address and new port number that you want the device to use.

3. Click the **Send** button to submit the command to the device.

At any time, the  button can be clicked to close the Send Device Command dialog.

More:

Activating a Device - *See page 145*

Adding an Existing Device to a Department - *See page 146*

Adding a New Device - *See page 142*



Removing a Device from a Department - *See page 146*

Managing Users

Adding an Existing User to a Department

A User that already exists in one department can easily be added to a second department, which will result in the User being associated with both departments. In fact, a single User can be associated with as many departments as you like. This topic covers the procedure for selecting a User that already exists in one department and adding the User to another department.

To add an existing User to a department

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. From the **Department** list, click the  icon for the Department you want to add the existing User to.
4. From the **Department Manager**, click the  **User** tab.
5. Above the **User** grid, click the  link.

6. From the **User List**, select the check box next to the User you want to add to the Department.

7. Click .

More:


Creating a User - See page 150



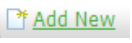
Removing a User from a Department - See page 151

Creating a User

Typically Users are created under a particular department and are only associated with that particular department. However, Users can be associated with more than one department. This topic covers the procedure for how to create a User under a particular department.

To create a User

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department in which the new User will be created.

4. In the **Department Manager**, click  .
5. Click the  link, located above the User grid.
6. In the **User Editor**, complete the following text boxes:

- Name
- Description
- Status
- External ID
- Username
- Password
- Confirm Password
- Default Entry

7. Click .

Or

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the User link that corresponds to name of the department in which the new User will be created. This opens the Department Manager with the User tab selected.
4. Follow steps 5 through 7 above.

More:




Adding an Existing User to a Department - *See page 149*

Removing a User from a Department - *See page 151*

Removing a User from a Department

Users can easily be removed from any of the departments with which they are associated. This procedure involves removing a single User from a department.

To remove a User from a department

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department you want to remove the User from.
4. In the **Department Manager**, click the  **User** tab.
5. In the **User** grid, find the User you want to remove from the Department and click the  icon next to the User.

More:

Adding an Existing User to a Department - See page 149

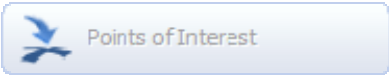

Creating a User - See page 150

Managing Points of Interest

Creating a Point of Interest

To create a Point of Interest

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department that you want to create a Point of Interest in .

4. In the **Department Manager**, click  .
5. Click the  link, located above Points of Interest grid.
6. In the **Points of Interest Editor**, complete the following text boxes:

- Points of Interest Name
- Points of Interest Code
- Category
- Description
- Y Point
- X Point
- Status
- External ID

7. Click  .

Or

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the **Points of Interest** link that corresponds to the department that you want to create a Point of Interest in. This opens the Department Manager with the Points of Interest tab selected.
4. Follow steps 5 through 7 above.

More:

Adding an Existing Point of Interest to a Department - *See page 153*

Changing the Status of Multiple Points of Interest - *See page 154*

Changing the Symbology for a Point of Interest Category - *See page 158*

Changing the Symbology for the Status of a Point of Interest Category - *See page 160*


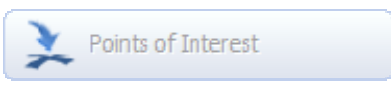


Creating a Status for a Point of Interest Category - *See page 157*

Creating New Points of Interest Categories - *See page 156*

Removing a Point of Interest from a Department - *See page 155*

Adding an Existing Point of Interest to a Department

To add an existing Point of Interest to a department

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department that you want to add the existing Point of Interest to.
4. In the **Department Manager**, click the  tab.
5. Click the  link, located above the Points of Interest grid.
6. From the **Points of Interest List**, select the check box next to the Point of Interest you want to add to the Department.
7. Click .

More:

Changing the Status of Multiple Points of Interest - *See page 154*

Changing the Symbology for a Point of Interest Category - *See page 158*

Changing the Symbology for the Status of a Point of Interest Category - *See page 160*

Creating a Status for a Point of Interest Category - *See page 157*

Creating a Point of Interest - *See page 152*

Creating New Points of Interest Categories - *See page 156*

Removing a Point of Interest from a Department - *See page 155*

Changing the Status of Multiple Points of Interest

This topic covers the procedure for simultaneously changing the status of several Points of Interest in a department. This procedure is necessary when you have a department in which you need to simultaneously change the delivery status for all its Points of Interest.

To change the status of multiple Points of Interest simultaneously

1. Go to the **Header Bar**.

2. On the **Quick Toolbar**, click .

3. In **Tools And Settings**, click the **Setup Points of Interest Status** link.


4. In the **Points of Interest Status Utility**, complete one or more of the following search fields:

- Name (%=wild)
- Category
- Status
- Missing Coordinates

5. Click .

6. In the **Search Results** grid, in the check box column, select the check box at the top

Or

7. Select individual boxes for each Points of Interest that you want to change the status for.
8. Under the **Update Status** heading, in the **Status** drop-down box, select a new status for the selected Points of Interest.
9. Click .
10. Click **OK** on the dialog box that opens.

More:

Adding an Existing Point of Interest to a Department - *See page 153*

Changing the Symbology for a Point of Interest Category - *See page 158*

Changing the Symbology for the Status of a Point of Interest Category - *See page 160*

Creating a Status for a Point of Interest Category - *See page 157*

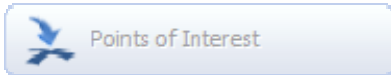
Creating a Point of Interest - *See page 152*

Creating New Points of Interest Categories - *See page 156*

Removing a Point of Interest from a Department - *See page 155*

Removing a Point of Interest from a Department

To remove a Point of Interest from a department

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department you want to remove the Point of Interest from.
4. In the **Department Manager**, click the  tab.
5. In the **Points of Interest** grid, find the Points of Interest you want to remove from the Department and click the  icon next to the Points of Interest.

More:

Adding an Existing Point of Interest to a Department - *See page 153*

Changing the Status of Multiple Points of Interest - *See page 154*

Changing the Symbology for a Point of Interest Category - *See page 158*

Changing the Symbology for the Status of a Point of Interest Category - *See page 160*

Creating a Status for a Point of Interest Category - *See page 157*

Creating a Point of Interest - *See page 152*

Creating New Points of Interest Categories - *See page 156*

Creating New Points of Interest Categories

To create new Points of Interest categories

1. Go to the **Header Bar**.

2. On the **Quick Toolbar**, click .

3. In **Tools And Settings**, under the **Points of Interest** heading, click the **List Points of Interest Categories** link.

4. In the **Points of Interest Category List**, click .

5. In the **Category Editor**, complete the following text boxes:

- Category Name
- Description
- Icon Image and Color
- Status
- External ID

6. Click , located below the **External ID** box.

In the Points of Interest Category List, you will see that the new Points of Interest category has been added under the Category Name column.

More:

Adding an Existing Point of Interest to a Department - *See page 153*

Changing the Status of Multiple Points of Interest - *See page 154*

Changing the Symbology for a Point of Interest Category - *See page 158*

Changing the Symbology for the Status of a Point of Interest Category - *See page 160*

Creating a Status for a Point of Interest Category - *See page 157*

Creating a Point of Interest - *See page 152*

Removing a Point of Interest from a Department - *See page 155*

Creating a Status for a Point of Interest Category


This procedure allows you to create a status for a Point of Interest category that already exists. Please note that a category must exist before you can create a status for it. Once the category exists, you can create several statuses for the Points of Interest category.

To create a status for a Point of Interest category


1. Go to the **Header Bar**.

2. On the **Quick Toolbar**, click .

3. In **Tools And Settings**, under the **Points of Interest** heading, click the **List Points of Interest Categories** link .

4. In the **Points of Interest Category List**, click the  icon next to the category you want to create a status for.

5. In the **Category Editor**, click .

6. Click  link, located above the Status grid.

7. In the **Category Status Editor**, complete the following text boxes:

- Status Name
- Description
- Icon Image and Color
- Status
- External ID

8. Click .

In the **Category Editor**, you will see the new status displayed under the **Status Name** column.

More:

Adding an Existing Point of Interest to a Department - *See page 153*

Changing the Status of Multiple Points of Interest - *See page 154*

Changing the Symbology for a Point of Interest Category - *See page 158*

Changing the Symbology for the Status of a Point of Interest Category - *See page 160*

Creating a Point of Interest - *See page 152*

Creating New Points of Interest Categories - *See page 156*

Removing a Point of Interest from a Department - *See page 155*


Changing the Symbology for a Point of Interest Category

This topic covers the procedures for changing the symbology for a Point of Interest Category. These Points of Interest categories can be things like Docks, Stores, Hotels, etc. When you want to change the symbology for a Point of Interest Category, you can select an Image and, optionally, a color for the symbology.

To change the Points of Interest category symbology


1. Go to the **Header Bar**.

2. On the **Quick Toolbar**, click .

3. In **Tools And Settings**, under **Points of Interest** heading, click the **List Points of Interest Categories** link.
4. In the **Points of Interest Category List**, under to the **Category Name** column, find the Points of Interest category that you want to change symbology for.
5. Click the  icon next to the Points of Interest category.
6. In the **Category Editor**, you will find the image and color controls beneath the "Description" text box.



At the far left, a scaled-down preview of the selected icon image will be

displayed. Click the  button to open an Image Chooser dialog, from which you can pick the new icon you want to use for the Points of Interest category.

The **Pick Color** checkbox, when checked, allows you to select a specific color in which to display the icon. You can easily colorize any icon automatically by selecting a color from the drop-down menu below this checkbox. When you select a color, a preview of the color will be displayed in the swatch to the right of the drop-down.

If you uncheck the Pick Color checkbox, the icon will be displayed using its original colors.

7. Click .

More:

Adding an Existing Point of Interest to a Department - *See page 153*

Changing the Status of Multiple Points of Interest - *See page 154*

Changing the Symbology for the Status of a Point of Interest Category - *See page 160*

Creating a Status for a Point of Interest Category - *See page 157*

Creating a Point of Interest - *See page 152*

Creating New Points of Interest Categories - *See page 156*

Removing a Point of Interest from a Department - *See page 155*

Changing the Symbology for the Status of a Point of Interest Category

This topic covers the procedure for changing the symbology for the status of a Point of Interest Category. This is the symbology that will represent the status of the Points of Interest category, such as Canceled or Delivered.


To change the Points of Interest category status symbology

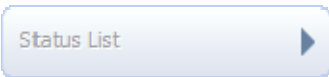
1. Go to the **Header Bar**.


2. On the **Quick Toolbar**, click .

3. In **Tools And Settings**, under **Points of Interest** heading, click the **List Points of Interest Categories** link.

4. In the **Points of Interest Category List**, under to the **Category Name** column, find the Points of Interest category that you want to change the status symbology for.

5. Click the  icon next to the Points of Interest category.


6. In the **Category Editor**, click .

7. In the **Status** grid, click  next to the status you want to change symbology for.

8. In the **Category Status Editor**, you will find the image and color controls beneath the "Description" text box.



At the far left, a scaled-down preview of the selected icon image will be

displayed. Click the  button to open an Image Chooser dialog, from which you can pick the new icon you want to use for the category when it has been set to this status.

The **Pick Color** checkbox, when checked, allows you to select a specific color in which to display the icon. You can easily colorize any icon automatically by selecting a color from the drop-down menu below this checkbox. When you select a color, a preview of the color will be displayed in the swatch to the right of the drop-down.

If you uncheck the Pick Color checkbox, the icon will be displayed using its original colors.

9. Click .

More:

Adding an Existing Point of Interest to a Department - *See page 153*

Changing the Status of Multiple Points of Interest - *See page 154*

Changing the Symbology for a Point of Interest Category - *See page 158*

Creating a Status for a Point of Interest Category - *See page 157*

Creating a Point of Interest - *See page 152*

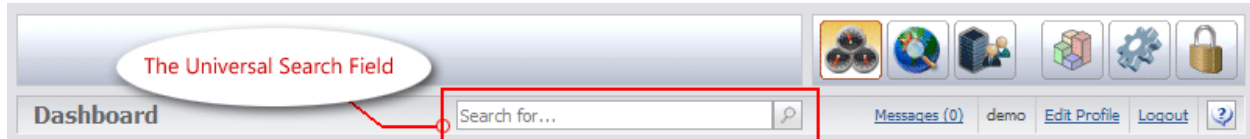
Creating New Points of Interest Categories - *See page 156*

Removing a Point of Interest from a Department - *See page 155*


Finding Employees, Devices or Addresses

Map Suite GPS Tracking Server makes it easy to find certain employees, devices or even addresses and display them on the map. Any time you want to locate the last known whereabouts of a particular employee, pinpoint an address, or even see which tracking devices are operating within a certain proximity of a location, you can use the **Universal Search Field**. The Universal Search Field is located on the **Header Bar** - See page 285 of every page in the Map Suite GPS Tracking Server system.

Using Universal Search

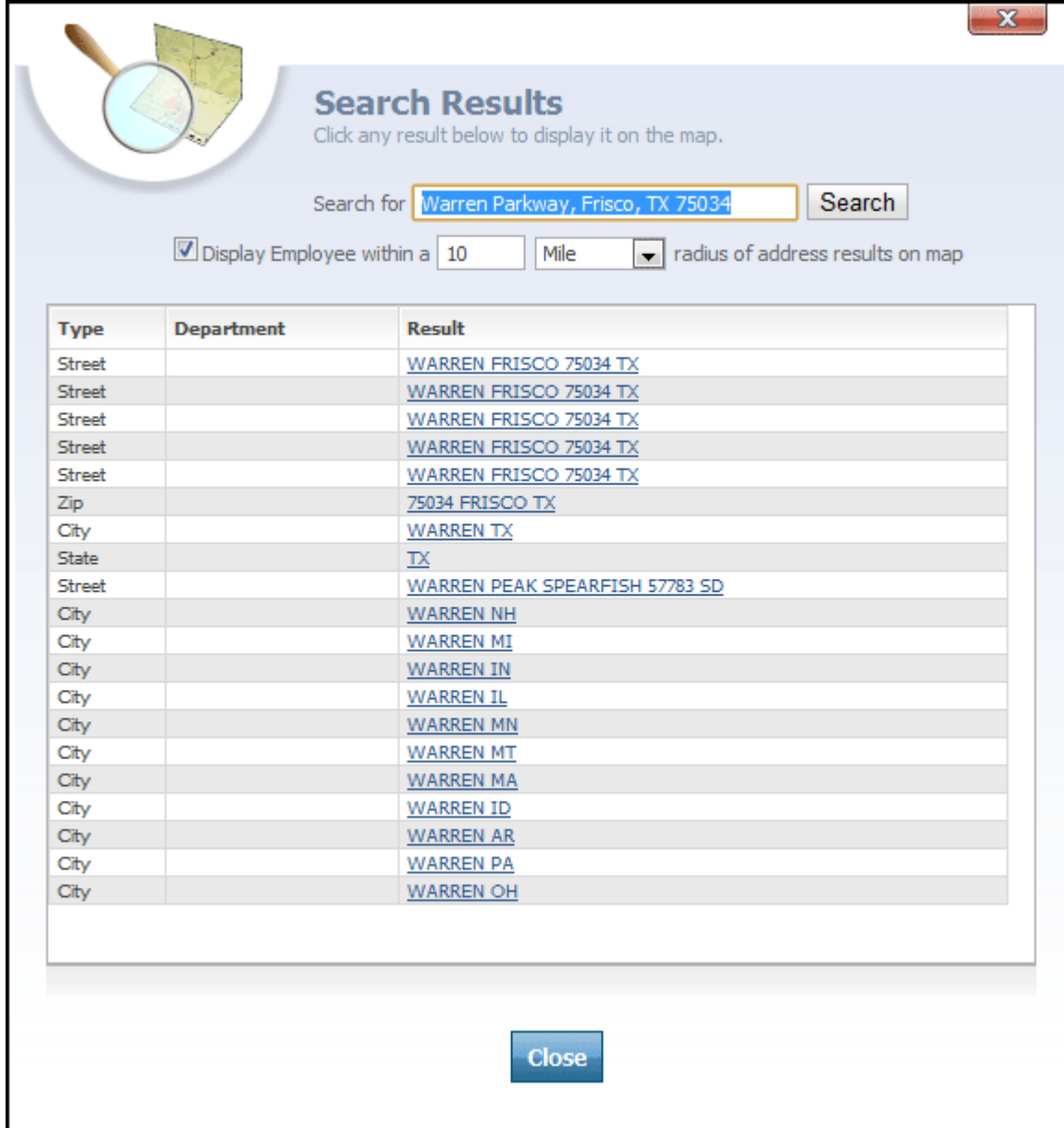


The Header Bar with Universal Search Field highlighted

To search for a device, an employee, or an address, enter your query in the "Search for..." box and then click the  button (or simply press Enter). It doesn't matter where you are in Map Suite GPS Tracking Server; this field will always be available to you.

When you perform a search, your results will appear in a popup **Search Results** dialog.

Understanding the Search Results



The image shows a 'Search Results' dialog box. At the top left is a magnifying glass icon over a map. The title 'Search Results' is in blue, with the instruction 'Click any result below to display it on the map.' below it. A search bar contains 'Warren Parkway, Frisco, TX 75034' and a 'Search' button is to its right. Below the search bar is a checkbox labeled 'Display Employee within a' followed by a text input '10', a dropdown menu set to 'Mile', and the text 'radius of address results on map'. The main area contains a table with three columns: 'Type', 'Department', and 'Result'. The table lists various locations, mostly 'WARREN' in different states. At the bottom is a 'Close' button.

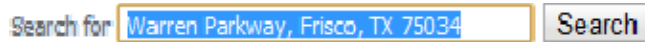
Type	Department	Result
Street		WARREN FRISCO 75034 TX
Street		WARREN FRISCO 75034 TX
Street		WARREN FRISCO 75034 TX
Street		WARREN FRISCO 75034 TX
Street		WARREN FRISCO 75034 TX
Zip		75034 FRISCO TX
City		WARREN TX
State		TX
Street		WARREN PEAK SPEARFISH 57783 SD
City		WARREN NH
City		WARREN MI
City		WARREN IN
City		WARREN IL
City		WARREN MN
City		WARREN MT
City		WARREN MA
City		WARREN ID
City		WARREN AR
City		WARREN PA
City		WARREN OH

Search Results dialog

The **Search Results** dialog is displayed whenever you perform a search using the **Universal Search Field** on the **Header Bar** - See page 285. The dialog contains the following items:

- Search controls
- Display Employees Near Address controls
- Search Results list


Search controls

The image shows a search interface with the text "Search for" followed by a text input field containing "Warren Parkway, Frisco, TX 75034". To the right of the input field is a button labeled "Search".

Search for

The Search controls allow you see the criteria that you have searched for. If the search results were not what you expected, you can easily make changes to your query and click the **Search** button to search again.

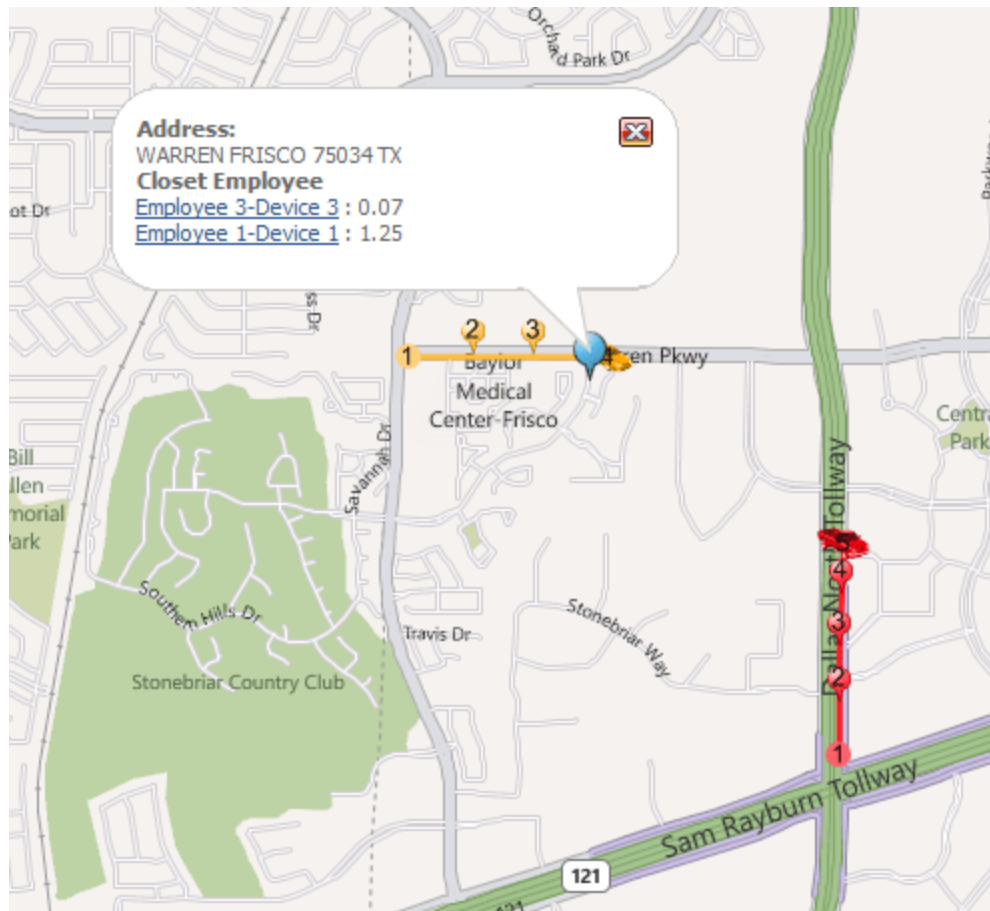
Display Employees Near Address controls

The image shows a control for displaying nearby employees. It consists of a checked checkbox, the text "Display Employee within a", a text input field with "10", a dropdown menu with "Mile" selected, and the text "radius of address results on map".

☒ Display Employee within a radius of address results on map

When you search for an address, Map Suite GPS Tracking Server geocodes your query in order to provide you with a set of map coordinates. By checking the "Display Employee within a [10 Mile] radius of address results on map" box, you can enhance your address search with the location of nearby employees.

To use this feature, simply check the box and then choose a radius (in either Miles or Kilometers). When you then click on an address search result, you will see a popup balloon that will let you quickly jump to any employee session recorded within the specified radius of that address. For instance, if you click on a search result that takes you to the map of Warren, MI, all employee sessions recorded within a 10 mile radius of Warren, MI's center point will be displayed in a popup balloon. See the figure below for an example of how this would look.



Search Results on map - nearby employee sessions indicated

Clicking on one of the employees listed in the popup balloon shown above would re-center the map and zoom in on that employee's last recorded location point.

Search Results list

Type	Department	Result
Street		WARREN FRISCO 75034 TX
Street		WARREN FRISCO 75034 TX
Street		WARREN FRISCO 75034 TX
Street		WARREN FRISCO 75034 TX
Street		WARREN FRISCO 75034 TX
Zip		75034 FRISCO TX
City		WARREN TX
State		TX
Street		WARREN PEAK SPEARFISH 57783 SD
City		WARREN NH
City		WARREN MI
City		WARREN IN
City		WARREN IL
City		WARREN MN
City		WARREN MT
City		WARREN MA
City		WARREN ID
City		WARREN AR
City		WARREN PA
City		WARREN OH

The Search Results list displays a list of possible matches for your search criteria, which can be employees, devices or addresses. If you have typed a partial address, or only the name of a city or town, the address geocoder will return a list of fuzzy matches that may include street addresses, cities, states or zip codes.

The Search Results list is divided into the following columns:

- Type
- Department
- Result


Type column indicates the type for each result. It may be Employee, Device, Street, Zip, City or State.

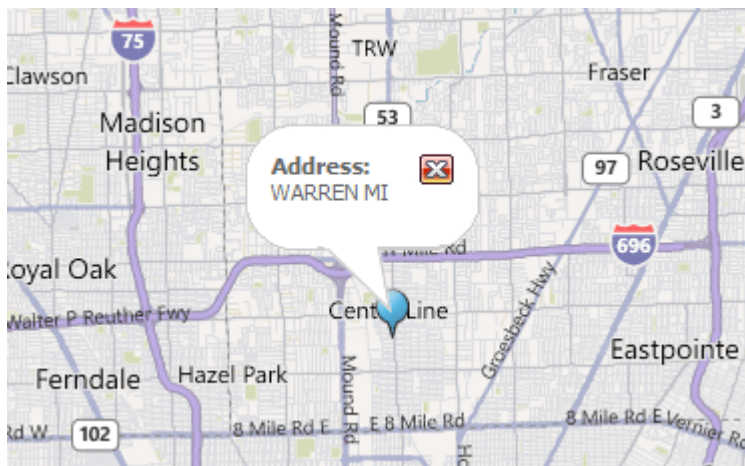
Department column, applicable only to Employee or Device results, indicates the department that the Employee or Device belongs to.

Result column contains the suggested result in a hyperlinked format. Clicking this link will close the Search Results dialog and redirect you to the Tracking screen, where the result you clicked on will be displayed. Depending on what type of result you clicked, this may differ in certain ways.

Displaying Results on the Map

You can easily display any Universal Search result on the map by clicking on its link in the Search Results dialog, as described above. Depending on the type of result you have clicked, one of the following will occur.

- Clicking an Employee or Device result type will cause the map to zoom to the last recorded session for that employee or device. A popup balloon will be displayed containing details about the last recorded location point in that session.
- Clicking an address result type (Street, Zip, City or State) will place a  marker on the map at the address location. A popup balloon will be displayed containing the full address. If you checked the "Display Employee within a [10 Mile] radius of address results on map" box on the Search Results dialog, the balloon will also contain links to any employee sessions detected within the specified radius of the address marker.



The effect of clicking a city search result

More:

Viewing the Summary Lists for Users, Employees, Devices, Points of Interest and Geofences - See page 168

Moving from One Summary List to the Next - See page 169

Removing an Entity from a Summary List - See page 170

Changing the Captions for User, Employee, Device, and Points of Interest - See page 171

Viewing the Summary Lists for Users, Employees, Devices, Points of Interest and Geofences

To go to a Summary List

1. Go to the **Dashboard**.
2. Go to the **System Statistics** section.
3. Click the number link to the right of one of the following:

- Department
- User
- Device
- Employee
- Points of Interest
- Geofence

More:

Finding Employees, Devices or Addresses - *See page 162*

Moving from One Summary List to the Next - *See page 169*

Removing an Entity from a Summary List - *See page 170*

Changing the Captions for User, Employee, Device, and Points of Interest - *See page 171*

Moving from One Summary List to the Next

To move from Summary List to Summary List

1. Go to the **Dashboard**.
2. Go to the **System Statistics** section.
3. Click a number link to the right of one of the entities.
4. Click one of the following tabs on the left **Navigation Bar** of the **Summary List**:

- Department
- User
- Employee
- Device
- Points of Interest
- Geofence

More:

Finding Employees, Devices or Addresses - *See page 162*

Viewing the Summary Lists for Users, Employees, Devices, Points of Interest and Geofences - *See page 168*

Removing an Entity from a Summary List - *See page 170*


Changing the Captions for User, Employee, Device, and Points of Interest - *See page 171*

Removing an Entity from a Summary List

This topic covers the procedure for removing an individual entity from a Summary List. Each Summary List contains a list of all the entities under a particular entity type. These entity types are Departments, Users, Devices, Employees, Points of Interest, and Geofences. For example, the User Summary List contains a list of all the users in the account that are Users.

To remove an entity from a Summary List

1. Go to the **Dashboard**.
2. Go to the **System Statistics** area.
3. Click the number link to the right of one of the following:
 - Department
 - User
 - Device
 - Employee

- Points of Interest
 - Geofence
4. In the **Summary List**, find the entity you want to remove from the list.
 5. Click the  icon to the left of the entity's name to remove the entity from the Summary List.

More:

Finding Employees, Devices or Addresses - *See page 162*


Viewing the Summary Lists for Users, Employees, Devices, Points of Interest and Geofences - *See page 168*

Moving from One Summary List to the Next - *See page 169*

Changing the Captions for User, Employee, Device, and Points of Interest - *See page 171*

Changing the Captions for User, Employee, Device, and Points of Interest

To change the captions

1. Go to the **Header Bar**.
2. On the **Quick Toolbar**, click .
3. In the **Tools And Settings**, under the **System** heading, click the **General Settings** link.
4. In the **Account General Settings Editor**, select one or more of the following text boxes:
 - Organization Caption ("Department" by default)
 - Monitor Caption ("User" by default)
 - Carrier Caption ("Employee" by default)
 - Device Caption ("Device" by default)
 - Target Caption ("Points of Interest" by default)
 - Area Caption ("Geofence" by default)

5. Type the caption change into the desired text box.

6. Click .

More:

Finding Employees, Devices or Addresses - *See page 162*

Viewing the Summary Lists for Users, Employees, Devices, Points of Interest and Geofences - *See page 168*

Moving from One Summary List to the Next - *See page 169*






Removing an Entity from a Summary List - *See page 170*

Managing Departments

Adding a Note to a Department

This topic covers the procedure for adding a note to a department. From the Department Manager, you can click the Notes tab on the navigation bar to add a note to the screen. Usually, you would want the subject of the note to pertain to something about the department or an entity within the department, such as a User, Employee, Device, or Points of Interest.

To add a note to a department

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department you want to add a note to.
4. In the **Department Manager**, click  **Notes**.
5. In the **Note List**, click  located at the top.
6. In the **Note Editor**, go to the **Subject** text box and type a subject for the note.
7. In the edit field, located in the center of the screen, type your note.
8. Click .
9. Click .

More:

Adding an Attachment to a Department - *See page 174*

Adding Images to the Image List - *See page 175*

Adjusting the Time Zone for a Department - *See page 176*

Changing the Captions for a Department - *See page 177*


Configuring Alert Notifications for a Department - *See page 179*

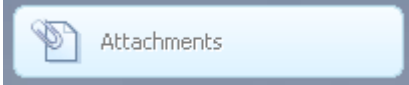


Creating a Department - *See page 180*

Deleting a Note from a Department - *See page 181*
Deleting an Attachment from a Department - *See page 182*
Deleting a Department - *See page 183*
Deleting a Note from a Department - *See page 181*
Deleting an Attachment from a Department - *See page 182*
Deleting a Department - *See page 183*
Opening the Department Editor - *See page 184*
Removing an Image from a Department - *See page 185*
Selecting an Image for a Department - *See page 186*
Setting Up Alerts for a Department - *See page 187*
Using Custom Fields - *See page 188*
Viewing the Summary Lists for a Department - *See page 189*

Adding an Attachment to a Department

To add an attachment to a department

1. Go to the **Dashboard**
2. Go to the **Department** section
3. In the **Department** list, click the  icon for the Department you want to add an attachment to

4. In the **Department Manager**, click .
5. In the **Attachment List**, click the  button at the top
6. Select a file from your computer.
7. Click .

More:

Adding a Note to a Department - *See page 173*
Adding Images to the Image List - *See page 175*
Adjusting the Time Zone for a Department - *See page 176*
Changing the Captions for a Department - *See page 177*

Configuring Alert Notifications for a Department - *See page 179*

Creating a Department - *See page 180*

Deleting a Note from a Department - *See page 181*

Deleting an Attachment from a Department - *See page 182*

Deleting a Department - *See page 183*

Deleting a Note from a Department - *See page 181*

Deleting an Attachment from a Department - *See page 182*

Deleting a Department - *See page 183*

Opening the Department Editor - *See page 184*

Removing an Image from a Department - *See page 185*

Selecting an Image for a Department - *See page 186*

Setting Up Alerts for a Department - *See page 187*





Using Custom Fields - *See page 188*

Viewing the Summary Lists for a Department - *See page 189*

Adding Images to the Image List

This topic covers the procedure for uploading image files from your computer to the Image List.

To add images to the Image List

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department that you want to add an image to.
4. In the **Department Manager**, click the  icon below the department image.
5. In the **Image List**, click the  button.
6. In the Choose file dialog box, search for the image file you want to add to the Image List.
7. Click the file.
8. In the Choose file box, click **Open**.
9. In the Image List, click the  button.



More:


Adding a Note to a Department - *See page 173*
Adding an Attachment to a Department - *See page 174*
Adjusting the Time Zone for a Department - *See page 176*
Changing the Captions for a Department - *See page 177*
Configuring Alert Notifications for a Department - *See page 179*
Creating a Department - *See page 180*
Deleting a Note from a Department - *See page 181*
Deleting an Attachment from a Department - *See page 182*
Deleting a Department - *See page 183*
Deleting a Note from a Department - *See page 181*
Deleting an Attachment from a Department - *See page 182*
Deleting a Department - *See page 183*
Opening the Department Editor - *See page 184*
Removing an Image from a Department - *See page 185*
Selecting an Image for a Department - *See page 186*
Setting Up Alerts for a Department - *See page 187*
Using Custom Fields - *See page 188*
Viewing the Summary Lists for a Department - *See page 189*

Adjusting the Time Zone for a Department

This topic covers the procedure for adjusting the time zone for a particular department. Depending on where you are located, you might want to adjust the time zone for your department.

To adjust the time zone for a department

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department.
4. In the **Department Manager**, click  [Edit This Information](#).

5. In the **Department Editor**, go to the **Time Zone** box.
6. In the **Time Zone** box, select a value.
7. Click 

More:

Adding a Note to a Department - *See page 173*

Adding an Attachment to a Department - *See page 174*

Adding Images to the Image List - *See page 175*

Changing the Captions for a Department - *See page 177*

Configuring Alert Notifications for a Department - *See page 179*

Creating a Department - *See page 180*

Deleting a Note from a Department - *See page 181*

Deleting an Attachment from a Department - *See page 182*

Deleting a Department - *See page 183*

Deleting a Note from a Department - *See page 181*

Deleting an Attachment from a Department - *See page 182*

Deleting a Department - *See page 183*

Opening the Department Editor - *See page 184*

Removing an Image from a Department - *See page 185*

Selecting an Image for a Department - *See page 186*

Setting Up Alerts for a Department - *See page 187*

Using Custom Fields - *See page 188*



Viewing the Summary Lists for a Department - *See page 189*

Changing the Captions for a Department

This topic covers the procedure for changing the captions or headings that are displayed for departments in the account. This procedure is useful when you want to customize your departments and change the way they are labeled throughout the system. For example, you might want to call your departments offices instead of departments.

To change the captions

1. Go to the **Header Bar**.

2. On the **Quick Toolbar**, click .
3. In the **Tools And Settings** screen, under the **System** heading, click the **General Settings** link.
4. In the **Account General Settings Editor**, select the following text box:
 - Department Caption
5. Type the caption change into the **Department Caption** text box.
6. Click .

More:

Adding a Note to a Department - *See page 173*

Adding an Attachment to a Department - *See page 174*

Adding Images to the Image List - *See page 175*

Adjusting the Time Zone for a Department - *See page 176*

Configuring Alert Notifications for a Department - *See page 179*

Creating a Department - *See page 180*

Deleting a Note from a Department - *See page 181*

Deleting an Attachment from a Department - *See page 182*

Deleting a Department - *See page 183*

Deleting a Note from a Department - *See page 181*

Deleting an Attachment from a Department - *See page 182*

Deleting a Department - *See page 183*

Opening the Department Editor - *See page 184*

Removing an Image from a Department - *See page 185*

Selecting an Image for a Department - *See page 186*

Setting Up Alerts for a Department - *See page 187*





Using Custom Fields - *See page 188*

Viewing the Summary Lists for a Department - *See page 189*

Configuring Alert Notifications for a Department

This topic covers the procedure for configuring alert notifications for a department. Alert notifications can be customized independently for each department in your account. Notification settings can be set at the account level, which will apply to all the departments, and/or they can be set at the department level, which will only apply to the individual department. Alert notifications determine how you will be notified -- by pop-up message, email, sound effect, etc. -- when an alert goes off.

To configure alert notifications for a department

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department that you want to configure alerts in.
4. In the **Department Manager**, click .
5. In the **Alert Notifications Editor**, configure the system alerts by editing the drop-down and text boxes for each alert level.
6. Select the  **Override Account Settings** check box near the bottom of the Alert Notifications Editor.
7. Click .

More:

Adding a Note to a Department - *See page 173*

Adding an Attachment to a Department - *See page 174*

Adding Images to the Image List - *See page 175*

Adjusting the Time Zone for a Department - *See page 176*

Changing the Captions for a Department - *See page 177*

Creating a Department - *See page 180*

Deleting a Note from a Department - *See page 181*

Deleting an Attachment from a Department - *See page 182*


Deleting a Department - *See page 183*

Deleting a Note from a Department - *See page 181*
Deleting an Attachment from a Department - *See page 182*
Deleting a Department - *See page 183*
Opening the Department Editor - *See page 184*
Removing an Image from a Department - *See page 185*
Selecting an Image for a Department - *See page 186*
Setting Up Alerts for a Department - *See page 187*
Using Custom Fields - *See page 188*
Viewing the Summary Lists for a Department - *See page 189*

Creating a Department

Departments can be created in the system by using the Create Department link, located at the top of the Department section of the Dashboard.

To create a department

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. Above the **Department** list, click the  **Create Department** link.
4. In the **Department Editor**, complete the following text boxes:

- Name
- Manager
- Description
- Map Data
- Time Zone
- Unit System
- Status
- External ID




5. Click .

More:

Adding a Note to a Department - *See page 173*
Adding an Attachment to a Department - *See page 174*
Adding Images to the Image List - *See page 175*
Adjusting the Time Zone for a Department - *See page 176*
Changing the Captions for a Department - *See page 177*
Configuring Alert Notifications for a Department - *See page 179*
Deleting a Note from a Department - *See page 181*
Deleting an Attachment from a Department - *See page 182*
Deleting a Department - *See page 183*
Deleting a Note from a Department - *See page 181*
Deleting an Attachment from a Department - *See page 182*
Deleting a Department - *See page 183*
Opening the Department Editor - *See page 184*
Removing an Image from a Department - *See page 185*
Selecting an Image for a Department - *See page 186*
Setting Up Alerts for a Department - *See page 187*
Using Custom Fields - *See page 188*
Viewing the Summary Lists for a Department - *See page 189*

Deleting a Note from a Department

To delete a note from a department

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department you want to delete a note from.
4. In the **Department Manager**, click  Notes.
5. In the **Note List**, find the note you want to delete.
6. Click the  icon next to the author of the note.
7. Click **OK** on the dialog box that opens.

More:

Adding a Note to a Department - *See page 173*

Adding an Attachment to a Department - *See page 174*

Adding Images to the Image List - *See page 175*

Adjusting the Time Zone for a Department - *See page 176*

Changing the Captions for a Department - *See page 177*

Configuring Alert Notifications for a Department - *See page 179*

Creating a Department - *See page 180*

Deleting an Attachment from a Department - *See page 182*

Deleting a Department - *See page 183*

Deleting a Note from a Department - *See page 181*

Deleting an Attachment from a Department - *See page 182*

Deleting a Department - *See page 183*

Opening the Department Editor - *See page 184*

Removing an Image from a Department - *See page 185*

Selecting an Image for a Department - *See page 186*


Setting Up Alerts for a Department - *See page 187*

Using Custom Fields - *See page 188*

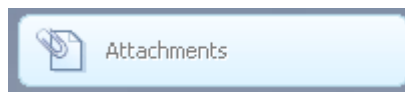
Viewing the Summary Lists for a Department - *See page 189*

Deleting an Attachment from a Department

To delete an attachment from a department

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department you want to delete an attachment from.

4. In the **Department Manager**, click




5. In the **Attachment List**, click the  icon next to the attachment you want to delete.

More:

Adding a Note to a Department - *See page 173*
Adding an Attachment to a Department - *See page 174*
Adding Images to the Image List - *See page 175*
Adjusting the Time Zone for a Department - *See page 176*
Changing the Captions for a Department - *See page 177*
Configuring Alert Notifications for a Department - *See page 179*
Creating a Department - *See page 180*
Deleting a Note from a Department - *See page 181*
Deleting a Department - *See page 183*
Deleting a Note from a Department - *See page 181*
Deleting an Attachment from a Department - *See page 182*
Deleting a Department - *See page 183*
Opening the Department Editor - *See page 184*
Removing an Image from a Department - *See page 185*
Selecting an Image for a Department - *See page 186*
Setting Up Alerts for a Department - *See page 187*
Using Custom Fields - *See page 188*
Viewing the Summary Lists for a Department - *See page 189*

Deleting a Department

To delete a department

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department you want to delete.
4. In the **Department Manager**, click  [Delete This Organization](#).
5. Click **OK** on the dialog box that opens.



More:

Adding a Note to a Department - *See page 173*
Adding an Attachment to a Department - *See page 174*
Adding Images to the Image List - *See page 175*
Adjusting the Time Zone for a Department - *See page 176*
Changing the Captions for a Department - *See page 177*
Configuring Alert Notifications for a Department - *See page 179*
Creating a Department - *See page 180*
Deleting a Note from a Department - *See page 181*
Deleting an Attachment from a Department - *See page 182*
Deleting a Note from a Department - *See page 181*
Deleting an Attachment from a Department - *See page 182*
Deleting a Department - *See page 183*
Opening the Department Editor - *See page 184*
Removing an Image from a Department - *See page 185*
Selecting an Image for a Department - *See page 186*
Setting Up Alerts for a Department - *See page 187*
Using Custom Fields - *See page 188*
Viewing the Summary Lists for a Department - *See page 189*

Opening the Department Editor

The Department Editor screen is commonly used when you want to edit information for a particular department.

To open the Department Editor for a particular department



1. Go to the **Dashboard**.
2. Go to the **Department** list.
3. In the **Department** List, click the  icon for the Department you want to edit.
4. In the **Department Manager**, click the  [Edit This Information](#) link

More:

Adding a Note to a Department - *See page 173*
Adding an Attachment to a Department - *See page 174*
Adding Images to the Image List - *See page 175*
Adjusting the Time Zone for a Department - *See page 176*
Changing the Captions for a Department - *See page 177*
Configuring Alert Notifications for a Department - *See page 179*
Creating a Department - *See page 180*
Deleting a Note from a Department - *See page 181*
Deleting an Attachment from a Department - *See page 182*
Deleting a Department - *See page 183*
Deleting a Note from a Department - *See page 181*
Deleting an Attachment from a Department - *See page 182*
Deleting a Department - *See page 183*
Removing an Image from a Department - *See page 185*
Selecting an Image for a Department - *See page 186*
Setting Up Alerts for a Department - *See page 187*
Using Custom Fields - *See page 188*
Viewing the Summary Lists for a Department - *See page 189*

Removing an Image from a Department

To remove an image from a department

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department that you want to remove an image from.
4. In the **Department Manager**, click the  icon below the Department image.
5. Click **OK** on the dialog box that opens.

More:


Adding a Note to a Department - *See page 173*

Adding an Attachment to a Department - *See page 174*
Adding Images to the Image List - *See page 175*
Adjusting the Time Zone for a Department - *See page 176*
Changing the Captions for a Department - *See page 177*
Configuring Alert Notifications for a Department - *See page 179*
Creating a Department - *See page 180*
Deleting a Note from a Department - *See page 181*
Deleting an Attachment from a Department - *See page 182*
Deleting a Department - *See page 183*
Deleting a Note from a Department - *See page 181*
Deleting an Attachment from a Department - *See page 182*
Deleting a Department - *See page 183*
Opening the Department Editor - *See page 184*
Selecting an Image for a Department - *See page 186*
Setting Up Alerts for a Department - *See page 187*
Using Custom Fields - *See page 188*
Viewing the Summary Lists for a Department - *See page 189*

Selecting an Image for a Department

From the Department Manager, you can select an image for the department. This is the image that will be displayed for the department in the department list on the Dashboard.

To select an image for a department

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department that you want select an image for.
4. In the **Department Manager**, click the  icon below the Department image.
5. In the **File List (Image)** box, click the image you want to select for the department.


More:

Adding a Note to a Department - *See page 173*
Adding an Attachment to a Department - *See page 174*
Adding Images to the Image List - *See page 175*
Adjusting the Time Zone for a Department - *See page 176*
Changing the Captions for a Department - *See page 177*
Configuring Alert Notifications for a Department - *See page 179*
Creating a Department - *See page 180*
Deleting a Note from a Department - *See page 181*
Deleting an Attachment from a Department - *See page 182*
Deleting a Department - *See page 183*
Deleting a Note from a Department - *See page 181*
Deleting an Attachment from a Department - *See page 182*
Deleting a Department - *See page 183*
Opening the Department Editor - *See page 184*
Removing an Image from a Department - *See page 185*
Setting Up Alerts for a Department - *See page 187*
Using Custom Fields - *See page 188*
Viewing the Summary Lists for a Department - *See page 189*


Setting Up Alerts for a Department



This topic covers the procedure for setting alerts for a department. The alerts settings can be customized for each department in your account. These alert settings can be set at the account level, which will apply to all the departments, or they can be set at the department level, which will only apply to the individual department.

To set alerts at the department level

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department that you want to configure alerts for.



4. In the **Department Manager**, click .
5. In the **Alert Settings Editor**, configure the system alerts by editing the drop-down and text boxes for each alert level.

6. Select the  **Override Account Settings** check box near the bottom of the Alert Settings Editor .
7. Click , located at the bottom of the dialog

More:

Adding a Note to a Department - *See page 173*

Adding an Attachment to a Department - *See page 174*

Adding Images to the Image List - *See page 175*

Adjusting the Time Zone for a Department - *See page 176*

Changing the Captions for a Department - *See page 177*

Configuring Alert Notifications for a Department - *See page 179*

Creating a Department - *See page 180*

Deleting a Note from a Department - *See page 181*

Deleting an Attachment from a Department - *See page 182*

Deleting a Department - *See page 183*

Deleting a Note from a Department - *See page 181*

Deleting an Attachment from a Department - *See page 182*

Deleting a Department - *See page 183*

Opening the Department Editor - *See page 184*

Removing an Image from a Department - *See page 185*

Selecting an Image for a Department - *See page 186*

Using Custom Fields - *See page 188*



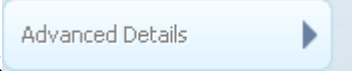

Viewing the Summary Lists for a Department - *See page 189*

Using Custom Fields

This topic covers the procedure for using custom fields. The example used in this procedure involves using the custom fields for the Department Editor. However, this procedure applies to all screens that feature a custom field panel.

To use the custom fields for the Department Editor

1. Go to the **Dashboard**.

2. Go to the **Department** section.
3. On the **Department** list, click the  icon for the Department you want to edit.
4. In the **Department Manager**, click .
5. From the **Department Editor**, click .
6. Click the drop-down arrow for one of the headings to open its custom fields.
7. Complete the custom fields for the selected heading.
8. Click .

More:

Adding a Note to a Department - *See page 173*

Adding an Attachment to a Department - *See page 174*

Adding Images to the Image List - *See page 175*

Adjusting the Time Zone for a Department - *See page 176*

Changing the Captions for a Department - *See page 177*

Configuring Alert Notifications for a Department - *See page 179*

Creating a Department - *See page 180*

Deleting a Note from a Department - *See page 181*

Deleting an Attachment from a Department - *See page 182*

Deleting a Department - *See page 183*

Deleting a Note from a Department - *See page 181*

Deleting an Attachment from a Department - *See page 182*

Deleting a Department - *See page 183*

Opening the Department Editor - *See page 184*

Removing an Image from a Department - *See page 185*

Selecting an Image for a Department - *See page 186*

Setting Up Alerts for a Department - *See page 187*

Viewing the Summary Lists for a Department - *See page 189*

Viewing the Summary Lists for a Department

To go to the Department Summary List

1. Go to the **Dashboard**.
2. Go to the **System Statistics** section.
3. Click the number link to the right of the following:
 - Department

More:

Adding a Note to a Department - *See page 173*

Adding an Attachment to a Department - *See page 174*

Adding Images to the Image List - *See page 175*

Adjusting the Time Zone for a Department - *See page 176*

Changing the Captions for a Department - *See page 177*

Configuring Alert Notifications for a Department - *See page 179*

Creating a Department - *See page 180*

Deleting a Note from a Department - *See page 181*

Deleting an Attachment from a Department - *See page 182*

Deleting a Department - *See page 183*

Deleting a Note from a Department - *See page 181*

Deleting an Attachment from a Department - *See page 182*

Deleting a Department - *See page 183*

Opening the Department Editor - *See page 184*

Removing an Image from a Department - *See page 185*

Selecting an Image for a Department - *See page 186*

Setting Up Alerts for a Department - *See page 187*

Using Custom Fields - *See page 188*

Using Auditing

Setting Up Auditing for an Entity Field

This topic shows you how to setup auditing for a field that is associated with a particular entity in the system. Once auditing has been setup for the entity field, you can go to the Audit Report area of the Data Audit dialog and run an audit report on the entity field.

To setup auditing for an entity field

1. Go to the **Header Bar**.


2. On the **Quick Toolbar**, click .

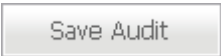
3. In **Tools And Settings**, under the **System** heading, click the **Audit Data** link.

4. In the **Data Audit**, click .

5. From the **Table Name** drop-down box, select the entity you want to setup for auditing.

6. In the **Non-Audited Columns** box, select the fields you want to make available for auditing. To select multiple fields, hold down the Ctrl key.

7. Click  to move the selected fields to the Audited Columns box.

8. Click .

More:

Running an Audit Report for an Entity Field In the Account - *See page 192*

Running an Audit Report for an Entity Field In the Account

This topic shows you how to run an audit report for an entity field in the system. These entity fields are fields that are associated with particular entities in the system. Only fields that have been setup for auditing will be available to run audit reports for.

The audit report will show the original value for the entity field and the new value, which is the value that the original value was changed to. In addition, you will be able to see the user who changed the value for the field.

Note: Before you can run an Audit Report, you must enable Auditing of one or more Entity Fields. For more information, please see the **Setting Up Auditing for an Entity Field - See page 191** topic.

To run an audit report for an entity field in the account

1. Go to the **Header Bar**.


2. On the **Quick Toolbar**, click .


3. In **Tools And Settings**, under the **System** heading, click the **Audit Data** link.


4. In the **Data Audit**, click .

5. Under the **Entity** drop-down box, select the entity you want to run an audit report for.

6. In the **Audit Fields** box, select the field you want to audit.

7. Next to the **Start Date** box, click the  icon and select a starting date for the audit report.

8. Next to the **End Date** box, click the  icon and select a ending date for the audit report.

9. Click .

More:




Setting Up Auditing for an Entity Field - See page 191

Using Miscellaneous Features

Changing the Application Paging Preferences

This topic covers the procedure for changing the application paging preferences, which will affect the grids in the system by indicating the maximum number of items allowed on a single page within a grid. When a page exceeds the maximum number of items allowed, the next item will be listed on a new page within the grid.

To change the application paging preferences

1. Go to the **Header Bar**.
2. On the **Quick Toolbar**, click .
3. In **Tools And Settings**, under the **System** heading, click the **General Settings** link.
4. In the **Account General Settings Editor**, click .
5. In the **Page Size** text box, type a number. This number represents the maximum number of items you want listed on a single page within a grid.
6. Click .

More:

Changing the News on the Dashboard - *See page 194*

Deleting a Message - *See page 194*

Marking a Message as Read - *See page 195*

Returning to the Dashboard - *See page 196*

Viewing Messages - *See page 197*



Changing the News on the Dashboard

This topic shows you how to change or edit news items that are displayed in the News section of the Dashboard.

To change the News on the Dashboard

1. On the **Header Bar**, go to the **Quick**



2. On the **Quick Toolbar**, Click .
3. In **Tools And Settings**, under the **Account** heading, click the **Edit Latest News** link.
4. In the **Account News Editor**, type the news you want to display on the Dashboard.
5. Click .

More:

Changing the Application Paging Preferences - *See page 193*

Deleting a Message - *See page 194*

Marking a Message as Read - *See page 195*

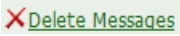
Returning to the Dashboard - *See page 196*

Viewing Messages - *See page 197*

Deleting a Message

To delete a message

1. Go to the **Header Bar**, located at the top of the Dashboard.
2. Click the [Messages \(0\)](#) link. This opens the Messages screen.

3. In the **Messages** screen, select the checkbox next to each message you want to delete from the message list.
4. At the top of the **Messages** screen, click  link.
5. Click **OK** on the dialog box that opens.

More:

Changing the Application Paging Preferences - *See page 193*

Changing the News on the Dashboard - *See page 194*

Marking a Message as Read - *See page 195*

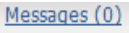
Returning to the Dashboard - *See page 196*

Viewing Messages - *See page 197*

Marking a Message as Read

This topic covers the procedure for marking a message that you have already viewed as being read.

To mark as message as read

1. Go to the **Header Bar**, located at the top of the Dashboard.
2. Click the  link. This opens the Messages screen.
3. In the **Messages** screen, go to the **Subject** column and click the message you want to open.

Note: This will mark the message as read and it will no longer appear as a new message in the Messages link on the Header Bar.

More:

Changing the Application Paging Preferences - *See page 193*

Changing the News on the Dashboard - *See page 194*

Deleting a Message - *See page 194*

Returning to the Dashboard - *See page 196*

Viewing Messages - *See page 197*

Returning to the Dashboard

One of the most common tasks that you will perform is returning to the Dashboard from other screens in the system.

To return to the Dashboard

- On the **Header Bar**, click the company logo image on the left side.

Or

1. On the **Header Bar**, go to the **Quick Toolbar** on the right side and click the icon .



Note: If you have a dialog box open, you will need to close the dialog box before performing any of the above procedures.

More:

Changing the Application Paging Preferences - *See page 193*

Changing the News on the Dashboard - *See page 194*

Deleting a Message - *See page 194*

Marking a Message as Read - *See page 195*

Viewing Messages - *See page 197*

Viewing Messages

This topic covers the procedure for viewing messages that you have received.

To view messages

1. Go to the **Dashboard**.
2. Go to the **Header Bar**, located at the top of the Dashboard.
3. Click the [Messages \(0\)](#) link. This opens the Messages screen.
4. In the **Messages** screen, go to the **Subject** column and click the message you want to open.

More:

Changing the Application Paging Preferences - *See page 193*

Changing the News on the Dashboard - *See page 194*

Deleting a Message - *See page 194*

Marking a Message as Read - *See page 195*

Returning to the Dashboard - *See page 196*

Using Security

Allowing Multiple Users to Log On to a New Account

This topic covers the procedure to allow new accounts to have multiple user sessions. For example, if you created a new User, you could specify whether or not the new User account is allowed to have multiple users. In other words, you can allow multiple users to simultaneously log on to the system under the same new account, such as a User account.

To allow multiple users to log on to a new account

1. Go to the **Header Bar**.

2. On the **Quick Toolbar**, click .

3. In **Tools And Settings**, under the **System** heading, click the **General Settings** link.

4. In the **Account General Settings Editor**, click



5. Select the **Allow Multiple Sessions** check box.

6. Click .

Note: After enabling multiple sessions, each time a new user is created, multiple sessions will be allowed by default.

More:

Allowing Multiple Users to Log On to an Existing User Account - *See page 199*

Going to the Login Page - *See page 199*

Logging Off - *See page 200*

Logging On - *See page 201*

Retrieving a Forgotten Password - *See page 202*

Allowing Multiple Users to Log On to an Existing User Account

This topic covers the procedure to allow multiple users to log on to an existing user account. You can allow multiple users to simultaneously log on to the system under the same existing account, such as an existing User account.

To allow multiple users to log on to an existing user account

1. Go to the **Header Bar**.

2. On the **Quick Toolbar**, click .

3. In the **Users** grid, under the **Username** column, click the  icon next to the user account you want to allow multiple sessions for.

4. In the **User Editor**, go to the **Multiple Sessions** check box.

5. Select the **Multiple Sessions** check box.

More:

Allowing Multiple Users to Log On to a New Account - *See page 198*

Going to the Login Page - *See page 199*

Logging Off - *See page 200*

Logging On - *See page 201*

Retrieving a Forgotten Password - *See page 202*

Going to the Login Page

To go to the login page

1. Open your Web browser.
2. Type the Web address you were provided with into your Web browser's address bar.
3. Press the **ENTER** key.

If you do not remember (or no longer have access to) the Web address you were originally provided, please contact your Map Suite GPS Tracking Server system administrator for assistance.

More:

Allowing Multiple Users to Log On to a New Account - *See page 198*

Allowing Multiple Users to Log On to an Existing User Account - *See page 199*

Logging Off - *See page 200*

Logging On - *See page 201*

Retrieving a Forgotten Password - *See page 202*

Logging Off

To log off

1. Go to the top-right of the **Header Bar**.
2. Click [Logout](#).

More:

Allowing Multiple Users to Log On to a New Account - *See page 198*

Allowing Multiple Users to Log On to an Existing User Account - *See page 199*

Going to the Login Page - *See page 199*


Logging On - *See page 201*

Retrieving a Forgotten Password - *See page 202*

Logging On

After you have accessed the login page, you will need to log on to the system. On the login page, there is a Login box where you will enter your Username and Password.

To Log on to Map Suite GPS Tracking Server

1. On the Login screen, type your username in the **Username** box.
2. Type your password in the **Password** box.
3. Click the  button.

Note: If this logon is successful, you will proceed into the Map Suite GPS Tracking Server system. However, if the logon is unsuccessful, you will see the following message displayed below the Login button: *Invalid username or password*. In this situation, you will need to retype the username and password. If you have forgotten your password, you can use the "Forgot Your Password?" feature to retrieve it.

More:

Allowing Multiple Users to Log On to a New Account - *See page 198*

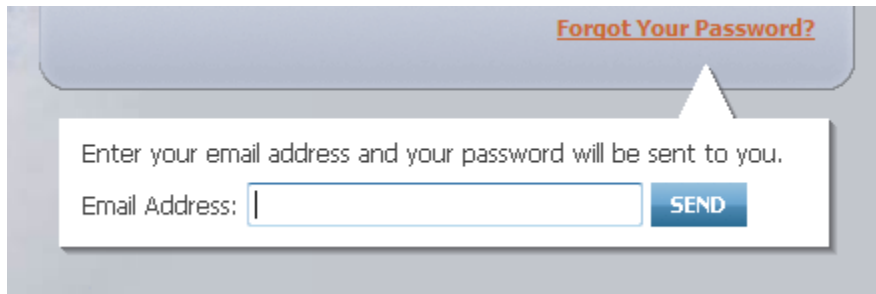
Allowing Multiple Users to Log On to an Existing User Account - *See page 199*

Going to the Login Page - *See page 199*

Logging Off - *See page 200*

Retrieving a Forgotten Password - *See page 202*


Retrieving a Forgotten Password

A screenshot of a web form titled "Forgot Your Password?". The form has a light blue header with the title in orange. Below the header, there is a white box with a blue border containing the text "Enter your email address and your password will be sent to you." Below this text is a label "Email Address:" followed by a text input field. To the right of the input field is a blue button with the word "SEND" in white. The entire form is set against a light gray background.

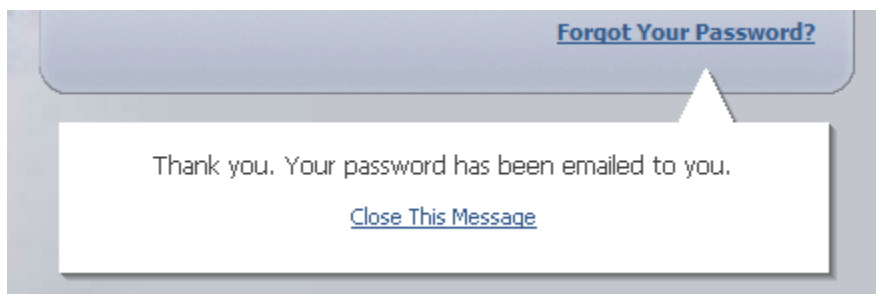
The "Forgot Your Password?" form on the Login screen

In case you forgot the password you use to login to Map Suite GPS Tracking Server, the main Login screen includes a **"Forgot Your Password?"** link, which can email your password to you at the email address associated with your account. (The password can only be sent to the account holder's address, for security reasons.)

To request that your password be emailed to you:

1. Go to the Login screen.
2. Click the "Forgot Your Password?" link.
3. Enter the email address associated with your Map Suite GPS Tracking Server account.
4. Click the  button.

When you have completed these steps, and if the email address you entered has been found in the system, you will see the following message:

A screenshot of a success message box. The box has a light blue header with the text "Forgot Your Password?" in blue. Below the header, there is a white box with a blue border containing the text "Thank you. Your password has been emailed to you." Below this text is a blue link that says "Close This Message". The entire message box is set against a light gray background.

Success message

If you mistyped your email address, or entered an address that does not exist in the system, an error message will be displayed and you will have the opportunity to try again.

Once you receive your password by email, return to the Login screen and try logging in again.

Tip: If you do not receive the email as expected, check your email client software's Junk Mail and/or Spam folder to see if it has been placed there automatically.

More:

Allowing Multiple Users to Log On to a New Account - *See page 198*

Allowing Multiple Users to Log On to an Existing User Account - *See page 199*

Going to the Login Page - *See page 199*

Logging Off - *See page 200*

Logging On - *See page 201*

Managing Security Groups

Assigning a Resource Permission to a Security Group


To assign resources to a group


1. Go to the **Header Bar**.

2. On the **Quick Toolbar**, click the  icon.

3. In the **Security Manager**, click



4. In the **Resources** grid, under the **Name** column, click the  icon that corresponds to the resource you want to add to a group.
5. In the **Groups** pane, located below the **Resources** grid, find the group you want to add the Resource permission to.

6. Select the check box next to the security group by clicking it.
7. Click the  button in the Groups pane.

More:

Assigning a User to a Security Group - *See page 204*

Creating a New Security Group - *See page 205*

Deleting a Security Group - *See page 207*



Removing a Resource Permission from a Security Group - *See page 207*

Removing a User from a Security Group - *See page 208*

Assigning a User to a Security Group

This topic covers the procedure for adding a user to a particular security group within the system.

To assign a user to a group

1. Go to the **Header Bar**.
2. On the **Quick Toolbar**, click .
3. In the **Users** grid, under the **Username** column, find the user you want to add to a security group and click the  icon next to the user.
4. In the **Groups** pane, located below the **Users** grid, select the group you want to add the user to by clicking the check box next to the group.
5. In the **Groups** pane, click the  button.

Note: The Resources section, located on the right-side of the screen next to the Groups section, lists the resources that the selected user has access to. These Resources are based on the Groups that the selected user is assigned to.

More:

Assigning a Resource Permission to a Security Group - *See page 203*

Creating a New Security Group - *See page 205*

Deleting a Security Group - *See page 207*

Removing a Resource Permission from a Security Group - *See page 207*


Removing a User from a Security Group - *See page 208*


Creating a New Security Group

To create a new security group

1. Go to the **Header Bar**.

2. On the **Quick Toolbar**, click .



3. In the **Security Manager**, click .

4. Click  link, located above the **Groups** grid.

5. In the **Group Editor**, complete the following text boxes:

- Name
- Description
- Activation Date
- Deactivation Date
- Is System

6. Click .

Note: To complete the **Activation Date** and **Deactivation Date** text boxes, click the  calendar icon to the right of each **Date** box and select the date you want. To change the date, simply click the  calendar icon again and select the new date you want.

More:

Assigning a Resource Permission to a Security Group - *See page 203*

Assigning a User to a Security Group - *See page 204*

Deleting a Security Group - *See page 207*

Removing a Resource Permission from a Security Group - *See page 207*


Removing a User from a Security Group - *See page 208*

Deleting a Security Group


To delete a security group

1. Go to the **Header Bar**.

2. On the **Quick Toolbar**, click .

3. In the **Security Manager**, click .

4. In the **Groups** grid, under the **Name** column, find the group you want to delete.

5. Click the  icon next to the group you want to delete.

6. Click **OK** on the dialog box that opens.

More:

Assigning a Resource Permission to a Security Group - *See page 203*

Assigning a User to a Security Group - *See page 204*

Creating a New Security Group - *See page 205*

Removing a Resource Permission from a Security Group - *See page 207*


Removing a User from a Security Group - *See page 208*



Removing a Resource Permission from a Security Group

To remove a resource permission from a group

1. Go to the **Header Bar**.

2. On the **Quick Toolbar**, click .

3. In the **Security Manager**, click .

4. In the **Resources** grid, under the **Name** column, click the  icon that corresponds to the resource you want to remove from a group.
5. In the **Groups** pane, located below the **Resources** grid, find the group you want to remove the Resource permission from.
6. Unselect the check box next to the security group by clicking it.
7. Click the  button in the Groups pane.

More:

Assigning a Resource Permission to a Security Group - *See page 203*

Assigning a User to a Security Group - *See page 204*




Creating a New Security Group - *See page 205*

Deleting a Security Group - *See page 207*

Removing a User from a Security Group - *See page 208*

Removing a User from a Security Group

To remove a user from a security group

1. Go to the **Header Bar**.
2. On the **Quick Toolbar**, click .
3. In the **Users** grid, under the **Username** column, find the user you want to remove from a security group and click the  icon next to the user.
4. In the **Groups** pane, located below the **Users** grid, find the group you want to remove the user from and unselect the check box next to the group by clicking it.
5. In the **Groups** pane, click the  button.

More:

Assigning a Resource Permission to a Security Group - *See page 203*

Assigning a User to a Security Group - *See page 204*


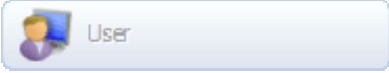


Creating a New Security Group - *See page 205*

Deleting a Security Group - *See page 207*

Removing a Resource Permission from a Security Group - *See page 207*

Changing a User's Password

To change a user's password

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department in which you want to change a user's password.
4. In the **Department Manager**, click .
5. In the **User** grid, click the  icon next to the User whose password you want to change.
6. In the **User Editor**, delete the old password from the **Password** and **Confirm Password** text boxes.
7. Type a new password into the **Password** text box and retype the new password into the **Confirm Password** text box.
8. Click .

More:

Changing the Frequency that the System Checks for Messages - *See page 210*

Enforcing Password Standards - *See page 210*

Locking Out Users Temporarily from the System - *See page 211*


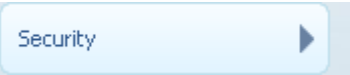

Unlocking Users - *See page 212*

Changing the Frequency that the System Checks for Messages - *See page 210*

Changing the Frequency that the System Checks for Messages

This topic covers the procedure for changing the frequency that the system checks for new messages while a user is logged on. This frequency is measured in seconds and represents the interval between message checks in the system.

To change the frequency that the system checks for messages

1. Go to the **Header Bar**.
2. On the **Quick Toolbar**, click .
3. In **Tools And Settings**, under the **System** heading, click the **General Settings** link.
4. In the **Account General Settings Editor**, click .
5. In the **Check Messages Every** text box, type a number. This number represents the interval, measured in seconds, which will pass before the system checks for messages.
6. Click .

More:

Changing a User's Password - *See page 209*

Enforcing Password Standards - *See page 210*

Locking Out Users Temporarily from the System - *See page 211*

Unlocking Users - *See page 212*

Changing the Frequency that the System Checks for Messages - *See page 210*

Enforcing Password Standards

This topic covers the procedure for enforcing a password standard for the security areas throughout the system. This will allow you to specify the type of characters a password can contain, as well as the minimum or maximum length of a password.

To enforce a password standard

1. Go to the **Header Bar**.
2. On the **Quick Toolbar**, click .
3. In **Tools And Settings**, under the **System** heading, click the **General Settings** link.
4. In the **Account General Settings Editor**, click .
5. In the **Password RegEx** box, type a valid regular expression code that user passwords must match.
6. Click .

More:

Changing a User's Password - *See page 209*

Changing the Frequency that the System Checks for Messages - *See page 210*




Locking Out Users Temporarily from the System - *See page 211*

Unlocking Users - *See page 212*

Changing the Frequency that the System Checks for Messages - *See page 210*

Locking Out Users Temporarily from the System

To lockout users temporarily from the system

1. Go to the **Header Bar**.
2. On the **Quick Toolbar**, click .
3. In **Tools And Settings**, under the **Account** heading, click the **Lock-Out Sessions** link.
4. In the **Lock-Out Session Tool**, click the  **Add** link on the right-side of the screen.
5. In the **User List**, select the check boxes for the users you want to lockout.
6. Click  at the bottom of the selection list .
7. In the **Lock-Out Session Tool**, in the **Message** box, type the message you want to display to the locked-out users.

8. Click the  button.

More:

Changing a User's Password - *See page 209*

Changing the Frequency that the System Checks for Messages - *See page 210*

Enforcing Password Standards - *See page 210*

Unlocking Users - *See page 212*

Changing the Frequency that the System Checks for Messages - *See page 210*

Unlocking Users

This topic covers the procedure for unlocking users who have been locked out of the system.

To unlock users

1. Go to the **Header Bar**.

2. On the **Quick Toolbar**, click .

3. In **Tools And Settings**, under the **Account** heading, click the **Lock-Out Sessions** link.

4. In the **Lock-Out Session Tool**, click .

5. In the **Lock-Out Session Tool**, go to the **Locked Users** grid.

6. Select the check boxes for the users you want to unlock.

7. Click the  button.

More:

Changing a User's Password - *See page 209*

Changing the Frequency that the System Checks for Messages - *See page 210*


Enforcing Password Standards - *See page 210*

Locking Out Users Temporarily from the System - *See page 211*


Changing the Frequency that the System Checks for Messages - *See page 210*

Using the Tracking Screen


Tracking Employees

When you want to track your employees across all departments, you will click the  [Track All](#) link. When Track All is clicked, you will go to the Tracking screen. On the Tracking screen, all of the Employees who have previously been tracked will be listed in the Sessions grid on the left side panel. From the Sessions grid, you can select an Employee to view his or her most recent session on the map.

To track Employees across all departments


1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. At the top of the **Department** list, click the  [Track All](#) link.

Or



1. Go to the **Header Bar**.
2. On the **Quick Toolbar**, click  .

To track Employees within a single department



Method 1

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click either the name of, or the  icon for, the department you want to track Employees in.

Method 2

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department you want to track Employees in. This opens the Department Manager.
4. In the **Department Manager**, click the  icon located in the bottom-right corner of the screen.

Method 3



1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department you want to track Employees in. This opens the Department Manager.
4. In the **Department Manager**, click  [Track This Department](#).

Using the Mapping Tools

Changing the Map Extent for a Department

This topic covers the procedure for changing the map extent at the department level.

To change the map extent for a department

1. Open the map for the department.
2. Zoom in or zoom out until you get to the extent that you want.
3. In the **Tracking** screen, go to the  located at the top-left of the screen.
4. On the **Tool Panels**, click the  button.
5. In the **Extent** box, under **Department**, click the **Set Full Extent** link.

More:

Clearing the Map Extent Setting for a Department - *See page 216*

Locating a Set of Coordinates on the Map - *See page 219*

Getting Information About an Employee Location Point - *See page 217*

Panning within a Map - *See page 220*

Resetting Open Boxes from the Tool Panels - *See page 221*

Restoring a Map to its Original Size - *See page 221*

Setting the Map to Auto Refresh - *See page 222*

Using the Session Builder to Build Mock Employee Sessions - *See page 224*

Zooming In on the Map

Zooming Out on the Map - *See page 227*

Clearing the Map Extent Setting for a Department

This topic covers the procedure for clearing the map extent for a department.

To clear the map extent setting for a department

1. Open the map for the department.
2. In the **Tracking** screen, go to the  located at the top-left of the screen.
3. On the **Tool Panels**, click the  button.
4. In the **Extent** box, under **Department**, click the **Clear Full Extent** link.

More:

Changing the Map Extent for a Department - *See page 215*

Locating a Set of Coordinates on the Map - *See page 219*

Getting Information About an Employee Location Point - *See page 217*

Panning within a Map - *See page 220*

Resetting Open Boxes from the Tool Panels - *See page 221*

Restoring a Map to its Original Size - *See page 221*

Setting the Map to Auto Refresh - *See page 222*

Using the Session Builder to Build Mock Employee Sessions - *See page 224*

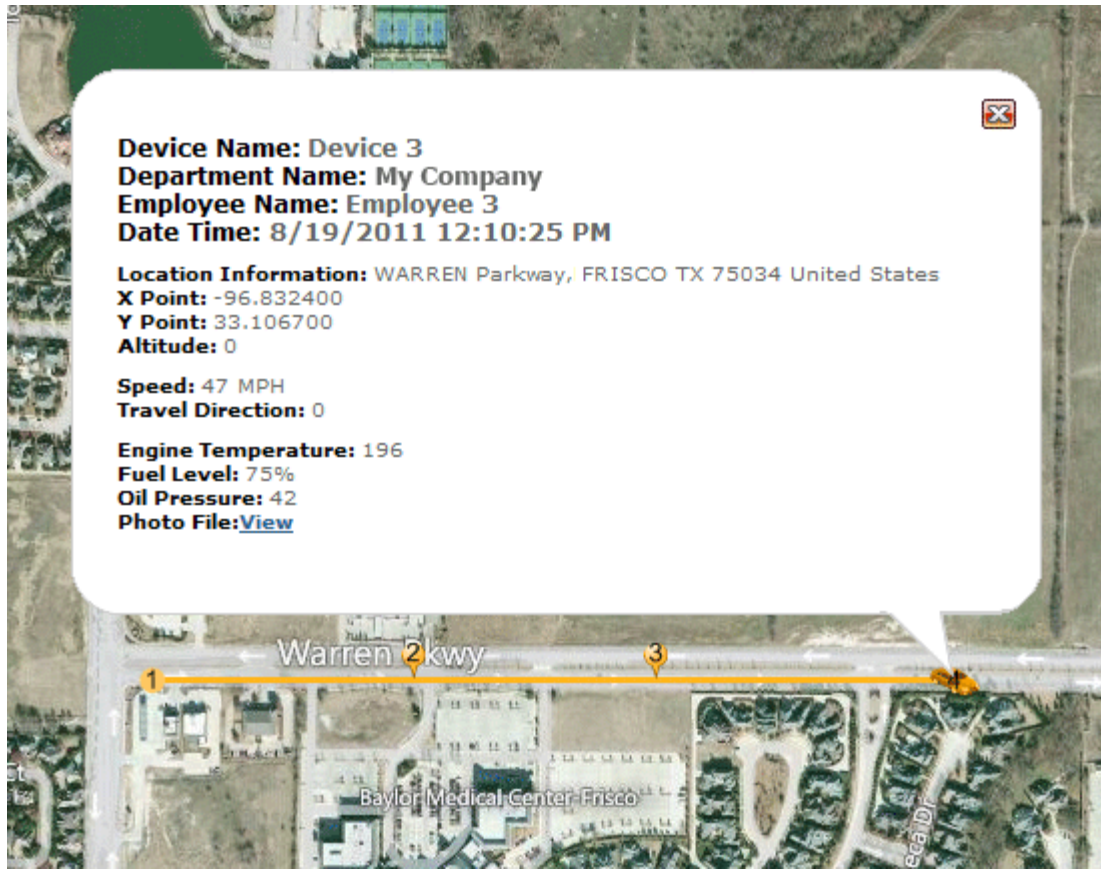
Zooming In on the Map

Zooming Out on the Map - *See page 227*

Getting Information About an Employee Location Point

When an Employee Session is displayed on the map, you can call up some basic information about a particular location point by simply clicking on that point. You will be shown an information balloon that contains details about the location point, including:

- The date and time the Employee was tracked at this location
- The speed at which the Employee was moving
- The name of the employee
- Any custom data that the tracking device may have transmitted along with its location



A Location Point Information Balloon

In the example figure above, an information balloon is displayed on the tracking screen. It contains details about the device, employee, and department in question; the date and time the location was recorded; coordinate details; as well as movement speed and travel direction.

Additionally, four types of device custom data are displayed at the bottom of the balloon, including engine temperature, fuel level, oil pressure and a link to a photo taken by a camera mounted on the vehicle. The availability of custom data such as this depends upon the capabilities of the GPS tracking device and its **Device Listener** - See page 32.

To dismiss the information balloon, click the red "x" button in its top left corner, or anywhere else on the map.

More:

Changing the Map Extent for a Department - See page 215

Clearing the Map Extent Setting for a Department - See page 216

Locating a Set of Coordinates on the Map - See page 219

Panning within a Map - See page 220

Resetting Open Boxes from the Tool Panels - *See page 221*

Restoring a Map to its Original Size - *See page 221*

Setting the Map to Auto Refresh - *See page 222*

Using the Session Builder to Build Mock Employee Sessions - *See page 224*

Zooming In on the Map

Zooming Out on the Map - *See page 227*

Locating a Set of Coordinates on the Map

To locate a set of coordinates on the map

1. Open the map screen for the department.
2. In the **Tracking** screen, go to the Tool Panels



3. In the **Locate** box, complete the following text boxes:

- X Coord
- Y Coord

4. Click .

More:

Changing the Map Extent for a Department - *See page 215*

Clearing the Map Extent Setting for a Department - *See page 216*

Getting Information About an Employee Location Point - *See page 217*

Panning within a Map - *See page 220*

Resetting Open Boxes from the Tool Panels - *See page 221*

Restoring a Map to its Original Size - *See page 221*

Setting the Map to Auto Refresh - *See page 222*

Using the Session Builder to Build Mock Employee Sessions - *See page 224*

Zooming In on the Map

Zooming Out on the Map - *See page 227*

Panning within a Map

This topic covers the methods for panning within a map, which will allow you to center an area on the map.


To pan within a map

Method 1

1. Open the map for the department.
2. In the **Tracking** screen, go to the **Tool Panels**



at the top left of the screen.

3. In the **Tool Panels** section, click the Pan Mode button .
4. In the map, click and hold down the left mouse button, then drag the map to pan it.

Method 2

1. Open the map for the department.



2. In the **Tracking** screen, find the **Navigation** controls at the top left corner of the map.
3. On the **Navigation** controls, click the arrow toward the direction you want the map to pan.

More:

Changing the Map Extent for a Department - *See page 215*

Clearing the Map Extent Setting for a Department - *See page 216*

Getting Information About an Employee Location Point - *See page 217*

Locating a Set of Coordinates on the Map - *See page 219*

Resetting Open Boxes from the Tool Panels - *See page 221*

Restoring a Map to its Original Size - *See page 221*



Setting the Map to Auto Refresh - *See page 222*

Using the Session Builder to Build Mock Employee Sessions - *See page 224*



Zooming In on the Map

Zooming Out on the Map - *See page 227*

Resetting Open Boxes from the Tool Panels

Whenever you have boxes open from the  on the Tracking screen, you can simultaneously close all of these boxes by clicking the  button on the Tools Panel.

To reset open boxes from the Tool Panels

1. Go to the **Tool Panels** toolbar .
2. Click the  button on the Tool Panels.
3. Click **OK** on the dialog that opens.

More:

Changing the Map Extent for a Department - *See page 215*

Clearing the Map Extent Setting for a Department - *See page 216*

Getting Information About an Employee Location Point - *See page 217*

Locating a Set of Coordinates on the Map - *See page 219*

Panning within a Map - *See page 220*

Restoring a Map to its Original Size - *See page 221*

Setting the Map to Auto Refresh - *See page 222*

Using the Session Builder to Build Mock Employee Sessions - *See page 224*

Zooming In on the Map

Zooming Out on the Map - *See page 227*

Restoring a Map to its Original Size


This topic covers the procedure for restoring a map to its original size or extent.

To restore a map to its original size

Method 1

1. Open the map for the department.

2. In the **Tracking** screen, go to the **Navigation** controls.

3. On the **Navigation** controls, click the **Full Extent** button .



Method 2

1. Open the map for the department.

2. In the **Tracking** screen, go to the **Tool Panels** located at the top-left of the screen.



3. On the **Tool Panels**, click the  button.

4. In the **Extent** box, under **Department**, click the **Zoom to Full Extent** link.

More:

Changing the Map Extent for a Department - *See page 215*

Clearing the Map Extent Setting for a Department - *See page 216*

Getting Information About an Employee Location Point - *See page 217*

Locating a Set of Coordinates on the Map - *See page 219*

Panning within a Map - *See page 220*

Resetting Open Boxes from the Tool Panels - *See page 221*

Setting the Map to Auto Refresh - *See page 222*

Using the Session Builder to Build Mock Employee Sessions - *See page 224*

Zooming In on the Map

Zooming Out on the Map - *See page 227*

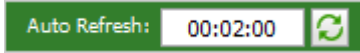

Setting the Map to Auto Refresh

This topic covers the procedure for setting up the map to auto-refresh. When auto-refresh mode is enabled, the map will automatically refresh data every x number of seconds, depending on what is defined in the Map Settings Editor for the map refresh interval.

To enable auto refreshing for the map


1. From the **Tracking** screen, go to the **Tool Panels**

 located at the top-left of the screen.

2. On the **Tool Panels**, go to the **Auto Refresh** area .
3. In the **Auto Refresh** area, click the  button. This will enable auto-refresh mode.

Note: The map will auto refresh data from the server based on the number of seconds defined in the Auto Refresh area.

To disable auto refreshing

1. Re-click the  button.

More:

Changing the Map Extent for a Department - *See page 215*

Clearing the Map Extent Setting for a Department - *See page 216*

Getting Information About an Employee Location Point - *See page 217*

Locating a Set of Coordinates on the Map - *See page 219*

Panning within a Map - *See page 220*

Resetting Open Boxes from the Tool Panels - *See page 221*

Restoring a Map to its Original Size - *See page 221*

Using the Session Builder to Build Mock Employee Sessions - *See page 224*





Zooming In on the Map

Zooming Out on the Map - *See page 227*

Using the Session Builder to Build Mock Employee Sessions

This topic shows you how to use the Session Builder on the tracking screen to build a mock or "fake" Employee Session. This tool is useful when you want to create an Employee session in order to enter session data into the system without having an Employee physically drive a session. You might want to use this tool when you need to have session data entered into the system for testing purposes.

To build an Employee session using the Session Builder

1. Open the **Tracking** screen for the department that you want to build an Employee session in.
2. In the **Tracking** screen, go to the **Tool Panels** toolbar
 located at the top-left of the screen.
3. On the **Tool Panels**, click the  button.
4. On the **Session Builder** box, select a Device/Employee from the Device drop-down box. This will be the Employee/Device that you will record the mock session for. Remember, Devices are assigned to Employees.
5. On the **Session Builder**, select a start date for the Employee session from the **Start Date Time** drop-down boxes.
6. Click the  button to start recording the session.
7. On the map, click where you want to place each point for the Employee session.
8. Click the  when you are ready to commit and save the session.

Note: The Employee session will now be saved and entered into the system. This Employee session will now exist in the department in which you built the session.

More:

Changing the Map Extent for a Department - *See page 215*

Clearing the Map Extent Setting for a Department - *See page 216*

Getting Information About an Employee Location Point - *See page 217*

Locating a Set of Coordinates on the Map - *See page 219*

Panning within a Map - *See page 220*

Resetting Open Boxes from the Tool Panels - *See page 221*

Restoring a Map to its Original Size - *See page 221*

Setting the Map to Auto Refresh - *See page 222*

Zooming In on the Map

Zooming Out on the Map - *See page 227*

Zooming In on the Map

This topic covers all of the different methods for zooming in on a map area.

Method 1

To zoom in an area on the map by using the mouse scroll wheel

1. Open the map for the department.
2. In the **Tracking** screen, move your mouse cursor over the area of the map that you want to zoom into.
3. Scroll the mouse wheel upward to zoom in.

Method 2


To zoom in an area on the map while remaining in Pan Mode

Note: Pan Mode is the default mode of the map. With the map in Pan Mode, you can click and drag the map to pan it. By using a modifier key, you can temporarily override this behavior and execute a Track Zoom instead.

1. Open the map for the department.
2. In the **Tracking** screen, move your mouse cursor over the map.
3. On the map, move the mouse pointer to the area on the map that you want to zoom in.
4. Hold down the Shift key on your keyboard.
5. Click and hold the left mouse button and drag the mouse from left to right over the area you want to zoom in.
6. Release the left mouse button.



Method 3

To zoom in an area on the map by switching the map into Track Zoom Mode

1. Open the map for the department.
2. In the **Tracking** screen, go to the **Map Tools** section.
3. In the **Map Tools** section, click the **Track Zoom** button .
4. On the map, move the mouse pointer to the area on the map that you want to zoom in.
5. Click and hold the left mouse button and drag the mouse from left to right over the area you want to zoom in.
6. Release the left mouse button.

Method 4

To zoom in an area on the map by using the zoom bar

1. Open the map for the department.
2. In the **Tracking** screen, go to the **Zoom and Pan Controls** at the top left corner of the map.
3. On the zoom bar section of the Zoom and Pan Controls, do one of the following:
 1. Click on the  button at the top of the zoom bar.
 2. Drag the  slider upward.

More:

Changing the Map Extent for a Department - *See page 215*

Clearing the Map Extent Setting for a Department - *See page 216*

Getting Information About an Employee Location Point - *See page 217*

Locating a Set of Coordinates on the Map - *See page 219*

Panning within a Map - *See page 220*

Resetting Open Boxes from the Tool Panels - *See page 221*

Restoring a Map to its Original Size - *See page 221*

Setting the Map to Auto Refresh - *See page 222*

Using the Session Builder to Build Mock Employee Sessions - *See page 224*

Zooming Out on the Map - *See page 227*

Zooming Out on the Map

This topic covers all of the different methods for zooming out from a map area.



Method 1

To zoom out the map by using the mouse scroll wheel

1. Open the map for the department.
2. In the **Tracking** screen, move your mouse cursor over the area of the map that you want to zoom into.
3. Scroll the mouse wheel downward to zoom out.

Method 2

To zoom out the map by using the zoom bar

1. Open the map for the department.
2. In the **Tracking** screen, go to the **Zoom and Pan Controls** at the top left corner of the map.
3. On the zoom bar section of the Zoom and Pan Controls, do one of the following:
 1. Click on the  button at the bottom of the zoom bar.
 2. Drag the  slider downward.

More:

Changing the Map Extent for a Department - *See page 215*

Clearing the Map Extent Setting for a Department - *See page 216*

Getting Information About an Employee Location Point - *See page 217*

Locating a Set of Coordinates on the Map - *See page 219*

Panning within a Map - *See page 220*

Resetting Open Boxes from the Tool Panels - *See page 221*

Restoring a Map to its Original Size - *See page 221*

Setting the Map to Auto Refresh - *See page 222*

Using the Session Builder to Build Mock Employee Sessions - *See page 224*



Zooming In on the Map

Working with Employee Sessions

Adding an Existing Geofence to a Department

This topic shows you how to add an existing area to a department. This is an area that already exists in the account because it was created in a different department. In the system, you can add existing areas to your department.

To add an existing area to a department

1. Open the map for the department that you want to add the existing area to.
2. From the **Tracking** screen, in the Entity tabs area
 , click the **Geofences** tab.
3. In the **Geofences Details** section, located below the map, click the [Add Existing Geofence](#) link.
4. From the **Geofence List**, select one or more check boxes next to the area/s you want to add to the department.
5. Click .

Note: The area that you selected will be added to the department and can be found in the Geofences grid. Also, this area is now available to assign to Employees in your department.

More:

Assigning an In Geofence for an Employee - *See page 229*

Assigning an Out Geofence for an Employee - *See page 230*

Clearing Employee Session Points from the Map - *See page 231*

Creating a Geofence - *See page 233*

Flagging an Employee Session as Deleted - *See page 234*

Getting Information About an Employee Location Point - *See page 236*

Removing a Geofence from a Department - *See page 237*





Searching for an Employee's Historical Activity - *See page 238*

Setting the Maximum Allowed Speed for an Employee - *See page 239*
Showing All of an Employee's Session Points on the Map - *See page 240*
Showing or Hiding the Search Criteria for Historical Employee Sessions - *See page 242*
Viewing an Employee's Trace Lines on a Map - *See page 243*
Viewing all the Points for an Employee's Session - *See page 244*
Viewing a Geofence on the Map - *See page 245*
Viewing Employee Alerts - *See page 246*
Viewing the Active Employees in a Department - *See page 248*
Viewing the Last Location of an Employee - *See page 249*
Viewing the Latest Activity for an Employee - *See page 251*

Assigning an In Geofence for an Employee

In the system, you can create areas for an Employee, which are spatial fences that the Employee must stay in (In Geofence) or keep out of (Out Geofence) during his or her session. Once areas are created, they can be assigned to an Employee.

To assign an In Geofence to an Employee

1. Open the map for the department.
2. In the **Tracking** screen, click the **Sessions** tab on the Entity tabs toolbar

3. In the **Sessions** grid, click the  icon next to the Employee you want to assign an In Geofence to.
4. In the **Geofence** area of the Tracking screen, located at the bottom of the left side panel, click the  **In Area** link.
5. From the **Geofence List**, select the check box next to the area you want to assign for the Employee's In Geofence.
6. Click .

More:



Adding an Existing Geofence to a Department - *See page 261*
Assigning an Out Geofence for an Employee - *See page 230*

Clearing Employee Session Points from the Map - See page 231
Creating a Geofence - See page 233
Flagging an Employee Session as Deleted - See page 234
Getting Information About an Employee Location Point - See page 236
Removing a Geofence from a Department - See page 237
Searching for an Employee's Historical Activity - See page 238
Setting the Maximum Allowed Speed for an Employee - See page 239
Showing All of an Employee's Session Points on the Map - See page 240
Showing or Hiding the Search Criteria for Historical Employee Sessions - See page 242
Viewing an Employee's Trace Lines on a Map - See page 243
Viewing all the Points for an Employee's Session - See page 244
Viewing a Geofence on the Map - See page 245
Viewing Employee Alerts - See page 246
Viewing the Active Employees in a Department - See page 248
Viewing the Last Location of an Employee - See page 249
Viewing the Latest Activity for an Employee - See page 251

Assigning an Out Geofence for an Employee

In the system, you can create areas for an Employee, which are spatial fences that the Employee must stay in (In Geofence) or keep out of (Out Geofence) during his or her session. Once areas are created, they can be assigned to an Employee.

To assign an Out Geofence to an Employee

1. Open the map for the department.
2. In the **Tracking** screen, click the **Sessions** tab on the Entity tabs toolbar

3. In the **Sessions** grid, click the  icon next to the Employee you want to assign an In Geofence to.
4. In the **Geofence** area of the Tracking screen, located at the bottom of the left side panel, click the **+ Out Area** link.
5. From the **Geofence List**, select the check box next to the area you want to assign for the Employee's Out Geofence.

6. Click



More:

Adding an Existing Geofence to a Department - *See page 261*

Assigning an In Geofence for an Employee - *See page 262*

Clearing Employee Session Points from the Map - *See page 231*

Creating a Geofence - *See page 233*

Flagging an Employee Session as Deleted - *See page 234*

Getting Information About an Employee Location Point - *See page 236*

Removing a Geofence from a Department - *See page 237*

Searching for an Employee's Historical Activity - *See page 238*

Setting the Maximum Allowed Speed for an Employee - *See page 239*

Showing All of an Employee's Session Points on the Map - *See page 240*

Showing or Hiding the Search Criteria for Historical Employee Sessions - *See page 242*

Viewing an Employee's Trace Lines on a Map - *See page 243*

Viewing all the Points for an Employee's Session - *See page 244*

Viewing a Geofence on the Map - *See page 245*

Viewing Employee Alerts - *See page 246*

Viewing the Active Employees in a Department - *See page 248*


Viewing the Last Location of an Employee - *See page 249*

Viewing the Latest Activity for an Employee - *See page 251*

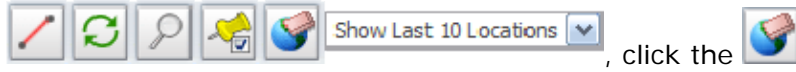
Clearing Employee Session Points from the Map

This topics covers the procedures for clearing the session points of one or more Employees from the map while using the Tracking screen.

To clear all Employees' session points

1. In the Entity tabs area , click the **Sessions** tab.


2. On the **Session** toolbar



, click the



To clear a particular Employee's session points

1. In the Entity tabs area , click the **Sessions** tab.
2. In the **Sessions** grid, find the Employee that you want to clear session points for.
3. Unselect the checkbox next to the Employee.

4. On the **Session** toolbar



, click the



More:

Adding an Existing Geofence to a Department - *See page 261*

Assigning an In Geofence for an Employee - *See page 262*

Assigning an Out Geofence for an Employee - *See page 263*

Creating a Geofence - *See page 233*

Flagging an Employee Session as Deleted - *See page 234*

Getting Information About an Employee Location Point - *See page 236*

Removing a Geofence from a Department - *See page 237*

Searching for an Employee's Historical Activity - *See page 238*

Setting the Maximum Allowed Speed for an Employee - *See page 239*

Showing All of an Employee's Session Points on the Map - *See page 240*

Showing or Hiding the Search Criteria for Historical Employee Sessions - *See page 242*

Viewing an Employee's Trace Lines on a Map - *See page 243*

Viewing all the Points for an Employee's Session - *See page 244*

Viewing a Geofence on the Map - *See page 245*

Viewing Employee Alerts - *See page 246*

Viewing the Active Employees in a Department - *See page 248*



Viewing the Last Location of an Employee - *See page 249*

Viewing the Latest Activity for an Employee - *See page 251*



Creating a Geofence

This topic covers the procedure of creating an area within a department. In the system, you can create areas for an Employee, which are spatial fences that the Employee must stay in (In Geofence) or keep out of (Out Geofence) during his or her session. Once an area is created, it can be assigned to an Employee as either an In Geofence or an Out Geofence. The area you create in a department can also be added to other departments.

To create an area within a department

1. Open the map for the department.
2. On the **Tracking** screen, in the Entity tabs area , click the **Geofences** tab.
3. In the **Geofence Details** section, located below the map, click the  button.
4. Click on the map each point of your polygon, which will represent one or more parts of your area. Double click the last point of the polygon.

Note: Additional polygons can be drawn on the map using the same method. Your area can consist of multiple polygons.

5. Click the  button to commit and save the new area.
6. From the **Geofence Editor**, type a name for your area in the **Name** box.
7. Click .

The new area will be added to the department and can be found in the Geofence grid.

More:

Adding an Existing Geofence to a Department - See page 261

Assigning an In Geofence for an Employee - See page 262

Assigning an Out Geofence for an Employee - See page 263

Clearing Employee Session Points from the Map - See page 231

Flagging an Employee Session as Deleted - See page 234

Getting Information About an Employee Location Point - See page 236




Removing a Geofence from a Department - See page 237





Searching for an Employee's Historical Activity - See page 238
Setting the Maximum Allowed Speed for an Employee - See page 239
Showing All of an Employee's Session Points on the Map - See page 240
Showing or Hiding the Search Criteria for Historical Employee Sessions - See page 242
Viewing an Employee's Trace Lines on a Map - See page 243
Viewing all the Points for an Employee's Session - See page 244
Viewing a Geofence on the Map - See page 245
Viewing Employee Alerts - See page 246
Viewing the Active Employees in a Department - See page 248
Viewing the Last Location of an Employee - See page 249
Viewing the Latest Activity for an Employee - See page 251

Flagging an Employee Session as Deleted

This topic covers the procedure for deleting an Employee session.

To flag an Employee session as deleted

1. Open the map for the department.
2. On the **Tracking** screen, in the Entity tabs area , click the **History** tab. This loads the **Find Historical Sessions** search fields.
3. Search for the Employee session you want to flag as deleted by completing the following text boxes:
 - From Date
 - To Date
 - Employee
4. In the **From Date** box, click the  icon.
5. On the calendar, click the date you want to search from.
6. In the **To Date** box, click the  icon.
7. On the calendar, click the date you want to search to.

8. Next to the **Employee** box, click  and select an Employee from the Employee List.
9. Click .
10. In the Historical Sessions grid, under the **Employee** column, find the Employee session you want to flag as deleted.
11. Click the  icon next to the Employee.
12. In the **Session Details** area, click the  icon.
13. Click **OK** on the dialog box that opens.

More:

Adding an Existing Geofence to a Department - *See page 261*

Assigning an In Geofence for an Employee - *See page 262*

Assigning an Out Geofence for an Employee - *See page 263*

Clearing Employee Session Points from the Map - *See page 231*

Creating a Geofence - *See page 270*

Getting Information About an Employee Location Point - *See page 236*

Removing a Geofence from a Department - *See page 237*

Searching for an Employee's Historical Activity - *See page 238*

Setting the Maximum Allowed Speed for an Employee - *See page 239*

Showing All of an Employee's Session Points on the Map - *See page 240*

Showing or Hiding the Search Criteria for Historical Employee Sessions - *See page 242*

Viewing an Employee's Trace Lines on a Map - *See page 243*

Viewing all the Points for an Employee's Session - *See page 244*

Viewing a Geofence on the Map - *See page 245*

Viewing Employee Alerts - *See page 246*

Viewing the Active Employees in a Department - *See page 248*

Viewing the Last Location of an Employee - *See page 249*

Viewing the Latest Activity for an Employee - *See page 251*

Getting Information About an Employee Location Point

When an Employee Session is displayed on the map, you can call up some basic information about a particular location point by simply clicking on that point. You will be shown an information balloon that contains several details about the location point, including:

- The date and time the Employee was tracked at this location
- The speed at which the Employee was moving
- The name of the employee



A Location Point Information Balloon

To dismiss the information balloon, click the red "x" button in its top left corner, or anywhere else on the map.

More:

Adding an Existing Geofence to a Department - *See page 261*

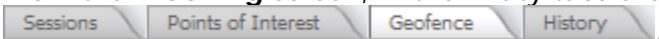

Assigning an In Geofence for an Employee - *See page 262*

Assigning an Out Geofence for an Employee - *See page 263*
Clearing Employee Session Points from the Map - *See page 231*
Creating a Geofence - *See page 270*
Flagging an Employee Session as Deleted - *See page 234*
Removing a Geofence from a Department - *See page 237*
Searching for an Employee's Historical Activity - *See page 238*
Setting the Maximum Allowed Speed for an Employee - *See page 239*
Showing All of an Employee's Session Points on the Map - *See page 240*
Showing or Hiding the Search Criteria for Historical Employee Sessions - *See page 242*
Viewing an Employee's Trace Lines on a Map - *See page 243*
Viewing all the Points for an Employee's Session - *See page 244*
Viewing a Geofence on the Map - *See page 245*
Viewing Employee Alerts - *See page 246*
Viewing the Active Employees in a Department - *See page 248*
Viewing the Last Location of an Employee - *See page 249*
Viewing the Latest Activity for an Employee - *See page 251*

Removing a Geofence from a Department

This topic shows you how to remove an area from a department.

To remove an area from a department

1. Open the map for the department that you want to remove the area from.
2. From the **Tracking** screen, in the Entity tabs area
, click the **Geofences** tab.
3. In the **Geofences** grid, find the area you want to remove.
4. Click the  icon next to the area.
5. Click **OK** on the dialog box that opens.






More:

Adding an Existing Geofence to a Department - *See page 261*

Assigning an In Geofence for an Employee - *See page 262*
Assigning an Out Geofence for an Employee - *See page 263*
Clearing Employee Session Points from the Map - *See page 231*
Creating a Geofence - *See page 270*
Flagging an Employee Session as Deleted - *See page 234*
Getting Information About an Employee Location Point - *See page 236*
Searching for an Employee's Historical Activity - *See page 238*
Setting the Maximum Allowed Speed for an Employee - *See page 239*
Showing All of an Employee's Session Points on the Map - *See page 240*
Showing or Hiding the Search Criteria for Historical Employee Sessions - *See page 242*
Viewing an Employee's Trace Lines on a Map - *See page 243*
Viewing all the Points for an Employee's Session - *See page 244*
Viewing a Geofence on the Map - *See page 245*
Viewing Employee Alerts - *See page 246*
Viewing the Active Employees in a Department - *See page 248*
Viewing the Last Location of an Employee - *See page 249*
Viewing the Latest Activity for an Employee - *See page 251*

Searching for an Employee's Historical Activity

To search for an Employee's historical activity

1. Open the map for the department.
2. On the **Tracking** screen, in the Entity tabs area , click the **History** tab. This loads the **Find Historical Sessions** search area.
3. Above the **From Date** box, click the  icon.
4. On the calendar, click the date that you want to begin your search from.
5. Above the **To Date** box, click the  icon.
6. On the calendar, click the date that you want to search to.
7. Click  **Add** and select one or more Employees from the **Employee List**.
8. Click  to load the search results grid.

More:

Adding an Existing Geofence to a Department - *See page 261*

Assigning an In Geofence for an Employee - *See page 262*

Assigning an Out Geofence for an Employee - *See page 263*

Clearing Employee Session Points from the Map - *See page 231*

Creating a Geofence - *See page 270*

Flagging an Employee Session as Deleted - *See page 234*

Getting Information About an Employee Location Point - *See page 236*

Removing a Geofence from a Department - *See page 237*

Setting the Maximum Allowed Speed for an Employee - *See page 239*

Showing All of an Employee's Session Points on the Map - *See page 240*

Showing or Hiding the Search Criteria for Historical Employee Sessions - *See page 242*

Viewing an Employee's Trace Lines on a Map - *See page 243*

Viewing all the Points for an Employee's Session - *See page 244*

Viewing a Geofence on the Map - *See page 245*

Viewing Employee Alerts - *See page 246*

Viewing the Active Employees in a Department - *See page 248*

Viewing the Last Location of an Employee - *See page 249*



Viewing the Latest Activity for an Employee - *See page 251*

Setting the Maximum Allowed Speed for an Employee

This topic covers the procedure for setting the maximum speed allowed for an Employee. If an Employee exceeds this maximum speed, an alert will be raised.

To set the maximum allowed speed for an Employee

1. Go to the **Dashboard**.
2. Go to the **Department** section.

3. In the **Department** list, find the department you want to set a maximum allowed speed in and click the **Device** link for the department.
4. In the **Device** grid, next to the **Device** column, click the  icon next to the Device you want to set a maximum allowed speed for.
5. In the **Device Editor**, go to the **Top Speed** box.
6. In the **Top Speed** text box, type a number for the top speed you want the Device to be set to.
7. Click .

More:

Adding an Existing Geofence to a Department - *See page 261*

Assigning an In Geofence for an Employee - *See page 262*

Assigning an Out Geofence for an Employee - *See page 263*

Clearing Employee Session Points from the Map - *See page 231*

Creating a Geofence - *See page 270*

Flagging an Employee Session as Deleted - *See page 234*

Getting Information About an Employee Location Point - *See page 236*

Removing a Geofence from a Department - *See page 237*

Searching for an Employee's Historical Activity - *See page 238*

Showing All of an Employee's Session Points on the Map - *See page 240*

Showing or Hiding the Search Criteria for Historical Employee Sessions - *See page 242*

Viewing an Employee's Trace Lines on a Map - *See page 243*

Viewing all the Points for an Employee's Session - *See page 244*

Viewing a Geofence on the Map - *See page 245*

Viewing Employee Alerts - *See page 246*




Viewing the Active Employees in a Department - *See page 248*

Viewing the Last Location of an Employee - *See page 249*

Viewing the Latest Activity for an Employee - *See page 251*

Showing All of an Employee's Session Points on the Map

To show all of an Employee's session points on the map

1. Open the map for the department.
2. In the **Tracking** screen, from the Entity tabs toolbar , click the **Sessions** tab.
3. In the **Sessions** grid, under the **Employee** column, find the Employee you want to view all session points for.
4. In the **Sessions** grid, click the  icon next to the Employee.
5. In the **Sessions** toolbar, open the  Number of Locations menu and select **Show Entire Session**.

More:

Adding an Existing Geofence to a Department - See page 261

Assigning an In Geofence for an Employee - See page 262

Assigning an Out Geofence for an Employee - See page 263

Clearing Employee Session Points from the Map - See page 231

Creating a Geofence - See page 270

Flagging an Employee Session as Deleted - See page 234

Getting Information About an Employee Location Point - See page 236

Removing a Geofence from a Department - See page 237

Searching for an Employee's Historical Activity - See page 238

Setting the Maximum Allowed Speed for an Employee - See page 239

Showing or Hiding the Search Criteria for Historical Employee Sessions - See page 242

Viewing an Employee's Trace Lines on a Map - See page 243

Viewing all the Points for an Employee's Session - See page 244

Viewing a Geofence on the Map - See page 245

Viewing Employee Alerts - See page 246

Viewing the Active Employees in a Department - See page 248

Viewing the Last Location of an Employee - See page 249

Viewing the Latest Activity for an Employee - See page 251


Showing or Hiding the Search Criteria for Historical Employee Sessions


When you search for a historical Employee session, you can easily hide the search fields that are displayed above the Sessions grid.

To show the search fields

1. From the **Tracking** screen, go to the **History**

toolbar  .

2. On the **History** toolbar, click the  button.

Note: The  button is now highlighted, which means that the search fields are being displayed.

To hide the search fields

1. Click the  button again.

More:

Adding an Existing Geofence to a Department - See page 261

Assigning an In Geofence for an Employee - See page 262

Assigning an Out Geofence for an Employee - See page 263

Clearing Employee Session Points from the Map - See page 231

Creating a Geofence - See page 270

Flagging an Employee Session as Deleted - See page 234

Getting Information About an Employee Location Point - See page 236

Removing a Geofence from a Department - See page 237

Searching for an Employee's Historical Activity - See page 238

Setting the Maximum Allowed Speed for an Employee - See page 239

Showing All of an Employee's Session Points on the Map - See page 240

Viewing an Employee's Trace Lines on a Map - See page 243

Viewing all the Points for an Employee's Session - See page 244

Viewing a Geofence on the Map - See page 245

Viewing Employee Alerts - See page 246

Viewing the Active Employees in a Department - See page 248




Viewing the Last Location of an Employee - See page 249


Viewing the Latest Activity for an Employee - See page 251

Viewing an Employee's Trace Lines on a Map

This topic covers the procedure for viewing trace lines on the map. Trace lines are lines that connect an Employee's session points.

To view an Employee's trace lines on the map

1. Open the map for the department.
2. From the Tracking screen, in the Entity tabs area
 , click the Sessions tab.
3. In the Session grid, find the Employee you want to view a session for and click the  icon next to the Employee.
4. On the Session Toolbar, click the  button.

Note: The  button is now highlighted, meaning that trace lines are being displayed.

To turn off trace lines

1. Click the  button again.

More:

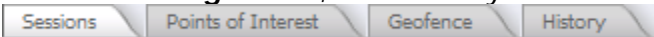


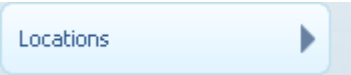
Adding an Existing Geofence to a Department - See page 261

Assigning an In Geofence for an Employee - See page 262

Assigning an Out Geofence for an Employee - *See page 263*
Clearing Employee Session Points from the Map - *See page 231*
Creating a Geofence - *See page 270*
Flagging an Employee Session as Deleted - *See page 234*
Getting Information About an Employee Location Point - *See page 236*
Removing a Geofence from a Department - *See page 237*
Searching for an Employee's Historical Activity - *See page 238*
Setting the Maximum Allowed Speed for an Employee - *See page 239*
Showing All of an Employee's Session Points on the Map - *See page 240*
Showing or Hiding the Search Criteria for Historical Employee Sessions - *See page 242*
Viewing all the Points for an Employee's Session - *See page 244*
Viewing a Geofence on the Map - *See page 245*
Viewing Employee Alerts - *See page 246*
Viewing the Active Employees in a Department - *See page 248*
Viewing the Last Location of an Employee - *See page 249*
Viewing the Latest Activity for an Employee - *See page 251*

Viewing all the Points for an Employee's Session

To view all the points for an Employee's session

1. Open the map for the department.
2. In the **Tracking** screen, in the Entity tabs area
, click the **Sessions** tab.
3. In the **Session** grid, click  next to the Employee you want to view session points for.
4. In the **Session Details** area, click the  icon.
5. In the **Employee Session Editor**, click .
6. This will load the Employee Session grid listing all the location points for the session.

More:

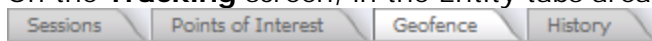
- Adding an Existing Geofence to a Department** - *See page 261*
- Assigning an In Geofence for an Employee** - *See page 262*
- Assigning an Out Geofence for an Employee** - *See page 263*
- Clearing Employee Session Points from the Map** - *See page 231*
- Creating a Geofence** - *See page 270*
- Flagging an Employee Session as Deleted** - *See page 234*
- Getting Information About an Employee Location Point** - *See page 236*
- Removing a Geofence from a Department** - *See page 237*
- Searching for an Employee's Historical Activity** - *See page 238*
- Setting the Maximum Allowed Speed for an Employee** - *See page 239*
- Showing All of an Employee's Session Points on the Map** - *See page 240*
- Showing or Hiding the Search Criteria for Historical Employee Sessions** - *See page 242*
- Viewing an Employee's Trace Lines on a Map** - *See page 243*
- Viewing a Geofence on the Map** - *See page 245*
- Viewing Employee Alerts** - *See page 246*
- Viewing the Active Employees in a Department** - *See page 248*
- Viewing the Last Location of an Employee** - *See page 249*
- Viewing the Latest Activity for an Employee** - *See page 251*

Viewing a Geofence on the Map

This topic covers the procedure to view areas on the map. These are areas that have already been created in a department and may or may not be currently assigned to Employees.

To view a Geofence on the map

1. Open the Map for the Department.
2. On the **Tracking** screen, in the Entity tabs area



, click the **Geofences** tab.

3. In the **Geofences** grid, click the  icon next to the area you want to view.

More:

Adding an Existing Geofence to a Department - *See page 261*

Assigning an In Geofence for an Employee - *See page 262*

Assigning an Out Geofence for an Employee - *See page 263*

Clearing Employee Session Points from the Map - *See page 231*

Creating a Geofence - *See page 270*

Flagging an Employee Session as Deleted - *See page 234*

Getting Information About an Employee Location Point - *See page 236*

Removing a Geofence from a Department - *See page 237*

Searching for an Employee's Historical Activity - *See page 238*

Setting the Maximum Allowed Speed for an Employee - *See page 239*

Showing All of an Employee's Session Points on the Map - *See page 240*

Showing or Hiding the Search Criteria for Historical Employee Sessions - *See page 242*

Viewing an Employee's Trace Lines on a Map - *See page 243*

Viewing all the Points for an Employee's Session - *See page 244*

Viewing Employee Alerts - *See page 246*

Viewing the Active Employees in a Department - *See page 248*

Viewing the Last Location of an Employee - *See page 249*

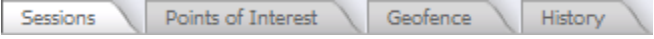


Viewing the Latest Activity for an Employee - *See page 251*

Viewing Employee Alerts

To see if an Employee has an alert




Method 1

1. Open the map for the department.

2. In the **Tracking** screen, in the Entity tabs area , click the **Sessions** tab.
3. In the **Sessions** grid, under the **Employee** column, find the Employee you want to check for an alert.
4. Under the **Alert Code** column , check the Employee's alert icon.
5. If the Employee has an  icon that is highlighted, click it to view the alert.
6. In the **Alert Viewer**, click the alert to view detailed information about it.

Method 2

This method is to be used after you have already [searched for historic Employee sessions](#).

1. Open the map for the department.
2. In the **Tracking** screen, in the Entity tabs area , click the **History** tab.
3. In the **Historical Sessions** grid, under the **Employee** column, find the Employee you want to check for an alert.
4. Under the **Alert Code** column , check the Employee's alert icon.
5. If the Employee has an  icon that is highlighted, click it to view the alert for the Employee.
6. In the **Alert Viewer**, click the alert that you want to view detailed information about.

More:

Adding an Existing Geofence to a Department - See page 261

Assigning an In Geofence for an Employee - See page 262

Assigning an Out Geofence for an Employee - See page 263

Clearing Employee Session Points from the Map - See page 231

Creating a Geofence - See page 270

Flagging an Employee Session as Deleted - See page 234

Getting Information About an Employee Location Point - See page 236

Removing a Geofence from a Department - See page 237

Searching for an Employee's Historical Activity - See page 238

Setting the Maximum Allowed Speed for an Employee - See page 239

Showing All of an Employee's Session Points on the Map - See page 240

Showing or Hiding the Search Criteria for Historical Employee Sessions - See page 242

Viewing an Employee's Trace Lines on a Map - See page 243

Viewing all the Points for an Employee's Session - See page 244

Viewing a Geofence on the Map - See page 245

Viewing the Active Employees in a Department - See page 248

Viewing the Last Location of an Employee - See page 249

Viewing the Latest Activity for an Employee - See page 251

Viewing the Active Employees in a Department



This topic covers the procedure for viewing all the Employees in a department who are currently, or have recently been, active. A Employee Session is a particular Employee and Device combination, and a session will begin at midnight and end the following midnight.


To see all the recently active Employees in a department

1. Open the map for the department.
2. On the **Tracking** screen, in the Entity tabs area

 , click the **Sessions** tab.

Note: This will load the Sessions grid. All of the Employees who have previously been tracked will be listed in the Sessions grid along with the date of their most recent session. The Sessions grid lists Employee Sessions in order of recency, with the most recently active Employees listed first.

3. Refer to the  **Minutes Since Last Valid Location** column to see how much time has elapsed since each Employee was last observed in the field. Employees with very small values in this column may be considered "active." Clicking the  icon at the top of the column will refresh the values listed below. If an Employee's "Minutes Since Last Valid Location" value goes down, that Employee is likely active in the field.

4. In the **Sessions** grid, click the  icon next to an Employee to view their most recent session, which may be still in progress.

Note: By default, the **Sessions** tab is selected when you open the map for a department.

More:

Adding an Existing Geofence to a Department - *See page 261*

Assigning an In Geofence for an Employee - *See page 262*

Assigning an Out Geofence for an Employee - *See page 263*

Clearing Employee Session Points from the Map - *See page 231*

Creating a Geofence - *See page 270*

Flagging an Employee Session as Deleted - *See page 234*

Getting Information About an Employee Location Point - *See page 236*

Removing a Geofence from a Department - *See page 237*

Searching for an Employee's Historical Activity - *See page 238*

Setting the Maximum Allowed Speed for an Employee - *See page 239*

Showing All of an Employee's Session Points on the Map - *See page 240*

Showing or Hiding the Search Criteria for Historical Employee Sessions - *See page 242*

Viewing an Employee's Trace Lines on a Map - *See page 243*

Viewing all the Points for an Employee's Session - *See page 244*

Viewing a Geofence on the Map - *See page 245*

Viewing Employee Alerts - *See page 246*




Viewing the Last Location of an Employee - *See page 249*

Viewing the Latest Activity for an Employee - *See page 251*


Viewing the Last Location of an Employee

To view the last location of an Employee

1. Open the map for the department.

2. In the **Tracking** screen, from the Entity tabs toolbar , click the **Sessions** tab.
3. In the **Sessions** grid, under the Employee column, find the Employee you want to view a last location point for.
4. In the **Sessions** grid, click the  icon for the Employee you want to view a last location point for.
5. In the **Sessions** Toolbar, open the  menu and select "Show Last x Locations" (where x is the number of locations that was previously configured in the [Map Settings](#) area).

To view all of the session points

1. Open the  menu again and select "Show Entire Session."

More:

Adding an Existing Geofence to a Department - See page 261

Assigning an In Geofence for an Employee - See page 262

Assigning an Out Geofence for an Employee - See page 263

Clearing Employee Session Points from the Map - See page 231

Creating a Geofence - See page 270

Flagging an Employee Session as Deleted - See page 234

Getting Information About an Employee Location Point - See page 236

Removing a Geofence from a Department - See page 237

Searching for an Employee's Historical Activity - See page 238

Setting the Maximum Allowed Speed for an Employee - See page 239

Showing All of an Employee's Session Points on the Map - See page 240

Showing or Hiding the Search Criteria for Historical Employee Sessions - See page 242

Viewing an Employee's Trace Lines on a Map - See page 243

Viewing all the Points for an Employee's Session - See page 244

Viewing a Geofence on the Map - See page 245

Viewing Employee Alerts - See page 246



Viewing the Active Employees in a Department - See page 248

Viewing the Latest Activity for an Employee - See page 251

Viewing the Latest Activity for an Employee

This topic covers the procedure for viewing an Employee's latest activity on the map.

To view the latest activity for an Employee

1. Open the map for the department.
2. In the **Tracking** screen, in the Entity tabs area
, click the **Sessions** tab.
3. In the **Sessions** grid, under the Employee column, find the Employee you want to view the latest activity for and click the  icon next to it.
4. Click the **Recent Sessions** tab at the bottom of the left side panel of the Tracking screen.
5. In the Recent Sessions area, open the **Available Session** drop-down menu and select the most recent session in the list.

Note: This loads the Employee's latest session and displays it on the map.

Tip: If the Employee you are looking for is not listed in the **Sessions** grid, you can search for that Employee by using the [History](#) tab.

More:

Adding an Existing Geofence to a Department - See page 261

Assigning an In Geofence for an Employee - See page 262

Assigning an Out Geofence for an Employee - See page 263

Clearing Employee Session Points from the Map - See page 231

Creating a Geofence - See page 270

Flagging an Employee Session as Deleted - See page 234

Getting Information About an Employee Location Point - See page 236

Removing a Geofence from a Department - See page 237

Searching for an Employee's Historical Activity - See page 238

Setting the Maximum Allowed Speed for an Employee - See page 239

Showing All of an Employee's Session Points on the Map - See page 240

Showing or Hiding the Search Criteria for Historical Employee Sessions - See page 242

Viewing an Employee's Trace Lines on a Map - *See page 243*

Viewing all the Points for an Employee's Session - *See page 244*

Viewing a Geofence on the Map - *See page 245*

Viewing Employee Alerts - *See page 246*

Viewing the Active Employees in a Department - *See page 248*



Viewing the Last Location of an Employee - *See page 249*

Working with Points of Interest

Adding a New Point of Interest

This topic covers the procedure for adding a new Point of Interest to a department by using the controls on the Tracking screen.

To add a new Point of Interest from the Tracking screen

1. Open the map for the department that you want to add the Point of Interest to.
2. On the **Tracking** screen, from the Entity tabs area
, click the **Points of Interest** tab.
3. Click the  **Add New** link.
4. You will see an instructional message that reads: "Please draw a point on the map." Click OK to dismiss the message.
5. Click on the map where you want to place your new Point of Interest. A blue dot will appear where you clicked, and the **Points of Interest Editor** dialog will appear.
6. In the **Points of Interest Editor** dialog, fill out the form with the name, description, and other details about your new target.
7. Click the **Save** button.

More:

Changing the Status of a Point of Interest - *See page 254*

Clearing a Displayed Point of Interest from the Map - *See page 255*


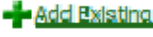
Deleting a Point of Interest - *See page 256*

Finding Points of Interest in the System - *See page 253*

Viewing Points of Interest on the Map - *See page 253*

Finding Points of Interest in the System

To search for Points of Interest in the system

1. Open the map for the department that you want to find points of interest in.
2. In the **Tracking** screen, in the Entity tabs area
, click the **Points of Interest** tab.
3. Click the  link. The **Points of Interest List** dialog will appear.
4. On the **Points of Interest List** dialog, you can optionally use the **Filter** drop-down menu to narrow the list of Points of Interest by department.
5. To add a Point of Interest to the Points of Interest grid, from which it can be displayed on the map, click the check box next to the Points of Interest's name in the list.
6. Click the **Select** button at the bottom of the dialog.

All of the Points of Interest that you checked on the Points of Interest List dialog will now be displayed in the Points of Interest grid.

More:

Adding a New Point of Interest - *See page 252*

Changing the Status of a Point of Interest - *See page 254*

Clearing a Displayed Point of Interest from the Map - *See page 255*



Deleting a Point of Interest - *See page 256*

Viewing Points of Interest on the Map - *See page 253*

Viewing Points of Interest on the Map

This topic covers the procedure for viewing selected Points of Interest on the map.

To view selected Points of Interest on the map

1. Open the map for the department that you want to view Points of Interest from.
2. On the **Tracking** screen, from the Entity tabs area
 , click the **Points of Interest** tab.
3. If the target you wish to view is not listed in the Points of Interest grid, first follow the steps for **Finding Points of Interest in the System** - *See page 253*.
4. In the **Points of Interest** grid, click the  icon next to the Points of Interest you want to view on the map.

More:

Adding a New Point of Interest - *See page 252*

Changing the Status of a Point of Interest - *See page 254*

Clearing a Displayed Point of Interest from the Map - *See page 255*


Deleting a Point of Interest - *See page 256*

Finding Points of Interest in the System - *See page 253*

Changing the Status of a Point of Interest

This topic covers the procedure for changing the status of a Point of Interest from the Tracking screen.

To change the status of a Point of Interest from the Tracking screen

1. Open the map for the department that contains the Points of Interest you want to change status for.
2. On the **Tracking** screen, from the Entity tabs area
 , click the **Points of Interest** tab.
3. If the target you wish to change the status of is not listed in the Points of Interest grid, first follow the steps for **Finding Points of Interest in the System** - *See page 253*.
4. In the **Points of Interest** grid, click the status listed in the **Last Status** column for the target you want to change. (If the target has no status, the link will read "No Status.") The Status Editor dialog will appear.

5. In the **Status Editor** dialog, use the **Change Status To** drop-down menu to select a new status for the Points of Interest.
6. Click the **Save** button.

More:

Adding a New Point of Interest - *See page 252*

Clearing a Displayed Point of Interest from the Map - *See page 255*

Deleting a Point of Interest - *See page 256*



Finding Points of Interest in the System - *See page 253*

Viewing Points of Interest on the Map - *See page 253*

Clearing a Displayed Point of Interest from the Map

This topic covers the procedure for clearing a Point of Interest from the map.

To clear a displayed Point of Interest from the map

1. Open the map for the department.
2. From the **Tracking** screen, in the Entity tabs area
, click the **Points of Interest** tab.
3. In the **Points of Interest** grid, find the Point of Interest that you want to clear from the map.
4. Unselect the checkbox next to the Point of Interest.
5. Click the  button above the Points of Interest grid.

More:

Adding a New Point of Interest - *See page 252*

Changing the Status of a Point of Interest - *See page 254*

Deleting a Point of Interest - *See page 256*



Finding Points of Interest in the System - *See page 253*

Viewing Points of Interest on the Map - *See page 253*

Deleting a Point of Interest

This topic covers the procedure for deleting a Point of Interest from a department by using the controls on the Tracking screen.

To delete a Point of Interest from a department by using the Tracking screen

1. Open the map for the department that you want to delete the Points of Interest from.
2. On the **Tracking** screen, from the Entity tabs area
 , click the **Points of Interest** tab.
3. In the **Points of Interest** grid, find the Points of Interest you want to delete.
4. Click the  button on the far right side of the Points of Interest you want to delete.
5. A confirmation dialog will appear. Click **OK** to proceed with deleting the Points of Interest.

Note: This only removes the Points of Interest's association with the department. It does not delete the Points of Interest entirely from the system. To completely delete a Point of Interest from the system, use the procedure for **Removing an Entity from a Summary List**.

More:

Adding a New Point of Interest - *See page 252*

Changing the Status of a Point of Interest - *See page 254*

Clearing a Displayed Point of Interest from the Map - *See page 255*

Finding Points of Interest in the System - *See page 253*

Viewing Points of Interest on the Map - *See page 253*

Sending a Command to a Device


Device commands are special instructions that can be sent from Map Suite GPS Tracking Server to a GPS tracking device in the field. If a GPS tracking device supports a command, it can carry out a specified action when it receives one, such as unlocking a vehicle's doors, taking a photo or video, or simply sending updated location coordinates back to Map Suite GPS Tracking Server. Device commands are a great way for users to "remote control" devices in the field, beyond mere geolocation.

Prerequisites


Before you can send commands to a particular tracking device, the following must be true:

- The device hardware itself must support the receipt of commands.
- The **Device Listener** - *See page 32 for this hardware type must be programmed to handle the appropriate commands and transmit them in a manner that the device can understand.*
- At least one command must be defined in the **Device Command Summary** - *See page 847 area of the Administration Portal.*
- The device must be configured in Map Suite GPS Tracking Server with the "Supports Two Way Messaging" box checked. This can be done either:
 - When the new device is initially set up - see topic **Adding a New Device** - *See page 142*
 - When the existing device's configuration is edited - see topic **Device Editor: Name and Profile** - *See page 454*

To begin sending a command to a device

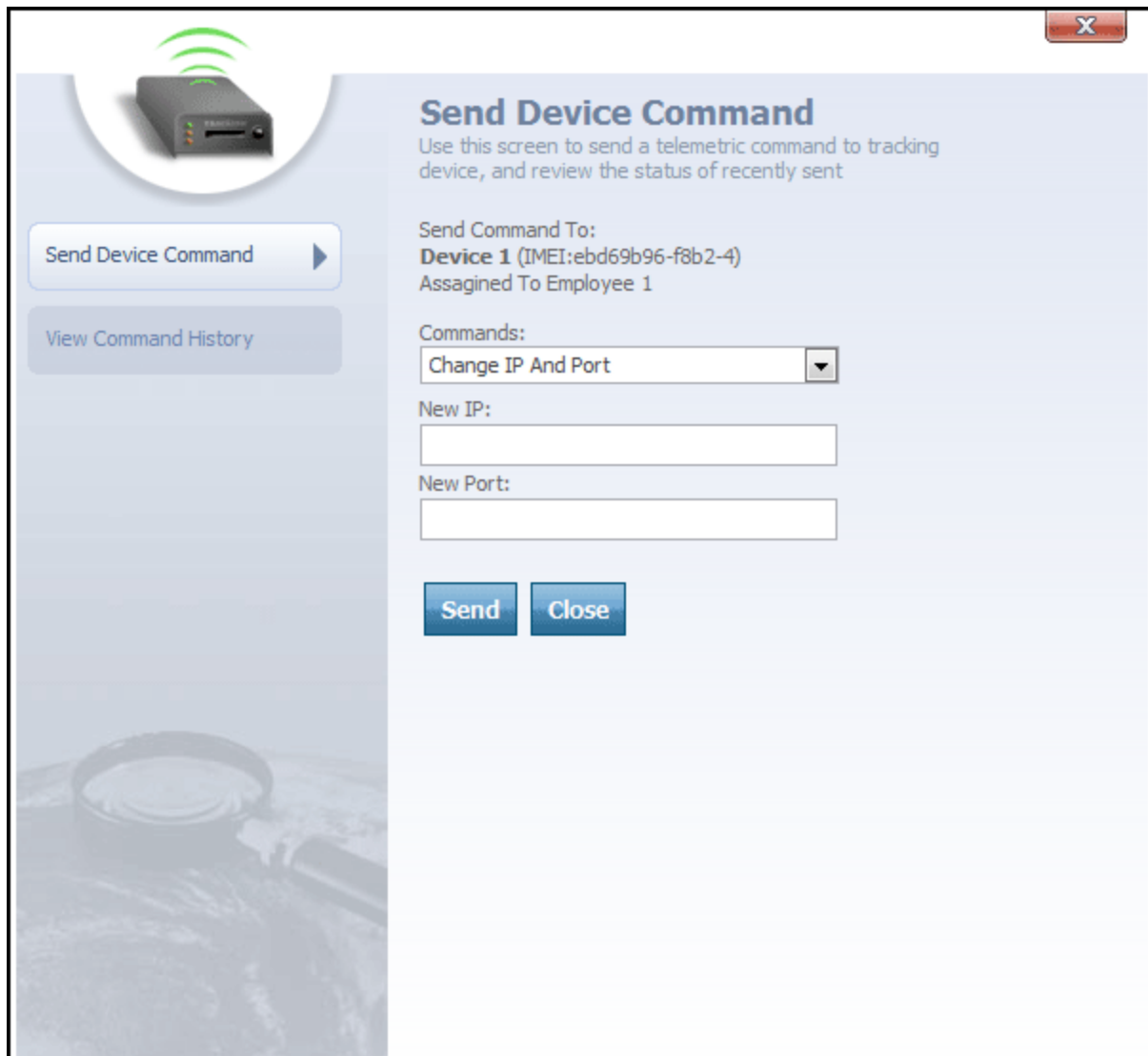
1. Go to the **Tracking Screen**.
2. On the **Sessions** - *See page 542 entity tab within the left side panel, find the device you want to send a command to.*
3. Click on the  icon next to that device.

Or

1. Go to the **Device Summary List** - *See page 446.*
2. Click the  icon next to the device you want to send a command to.
3. Click the **Messages** - *See page 461 tab on the left side of the Device Editor dialog.*

Whichever method you choose above, you will be presented with the Send Device Command dialog.

Sending the Device Command



The image shows a software dialog box titled "Send Device Command". In the top-left corner, there is a circular icon containing a black tracking device with green signal waves emanating from it. The dialog has a light blue header area with the title and a subtitle: "Use this screen to send a telemetric command to tracking device, and review the status of recently sent". On the left side, there are two buttons: "Send Device Command" with a right-pointing arrow, and "View Command History". The main content area on the right contains the following fields and controls:


- "Send Command To:" followed by "Device 1 (IMEI:ebd69b96-f8b2-4)" and "Assagined To Employee 1".
- "Commands:" followed by a drop-down menu currently showing "Change IP And Port".
- "New IP:" followed by an empty text input field.
- "New Port:" followed by an empty text input field.
- At the bottom, there are two blue buttons: "Send" and "Close".

The background of the dialog features a faint image of a magnifying glass over a globe.

Send Device Command dialog

From the Send Device Command dialog, you can send a command directly to the tracking device. Here's how:

1. Select the command you want to send from the **Commands** drop-down box.
2. Depending upon the command you selected, one or more optional parameters may appear beneath the Commands drop-down box. Fill out these parameters to provide further information about the command you are sending. For example, if you are issuing a command to change the IP and port that the device is using to communicate with Map Suite GPS Tracking Server, you will need to enter the new IP address and new port number that you want the device to use.
3. Click the **Send** button to submit the command to the device.

At any time, the  button can be clicked to close the Send Device Command dialog.


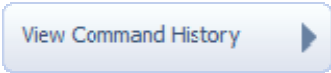
More:

Viewing Commands Previously Sent to a Device - *See page 259*


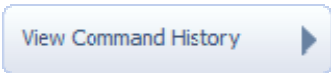
Viewing Commands Previously Sent to a Device

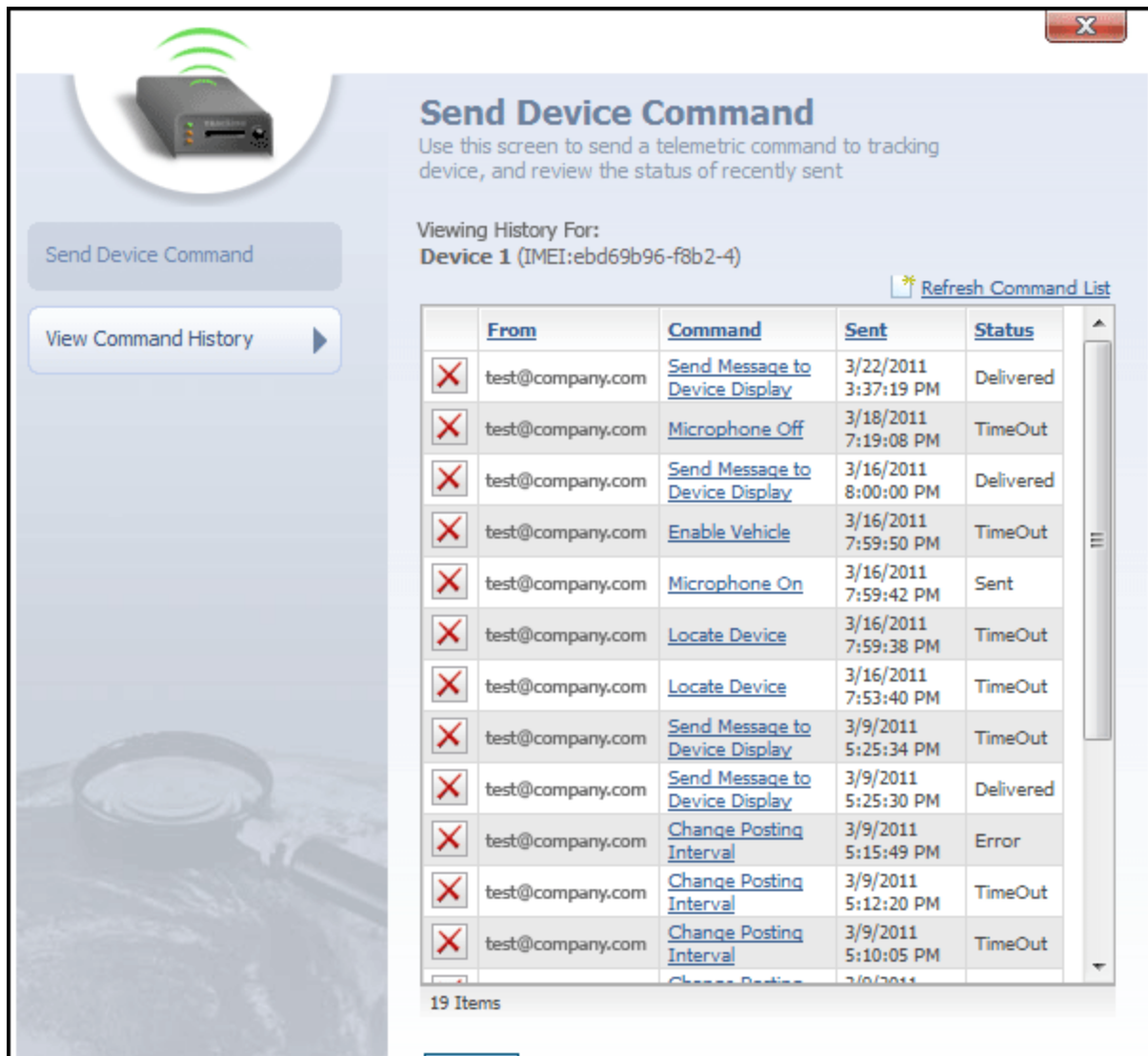
In addition to **Sending a Command to a Device** - *See page 256*, you can also view a historical list of commands that were previously sent to a device. The historical list is perhaps most valuable because it displays the status of each command, giving you an indicator of whether the command was received successfully.

To view commands previously sent to a device

1. Go to the **Tracking Screen**.
2. On the **Sessions** - *See page 542* entity tab within the left side panel, find the device you want to send a command to.
3. Click on the  icon next to that device.
4. When the Send Device Command dialog appears, click the  tab.

Or

1. Go to the **Device Summary List** - *See page 446*.
2. Click the  icon next to the device you want to send a command to.
3. Click the **Messages** - *See page 461* tab on the left side of the Device Editor dialog.
4. When the Send Device Command dialog appears, click the  tab.



The dialog box is titled "Send Device Command" and includes a sub-header: "Use this screen to send a telemetric command to tracking device, and review the status of recently sent". It features a "Send Device Command" button and a "View Command History" button. The "View Command History" button is active, displaying a table of command history for "Device 1 (IMEI:ebd69b96-f8b2-4)". The table has columns for "From", "Command", "Sent", and "Status". The "From" column contains the email address "test@company.com". The "Command" column lists various commands such as "Send Message to Device Display", "Microphone Off", "Enable Vehicle", "Microphone On", "Locate Device", and "Change Posting Interval". The "Sent" column shows the date and time of the command. The "Status" column indicates the result of the command, such as "Delivered", "TimeOut", "Sent", or "Error". A "Refresh Command List" link is located above the table. The table shows 19 items in total.

Send Device Command

Use this screen to send a telemetric command to tracking device, and review the status of recently sent

Viewing History For:
Device 1 (IMEI:ebd69b96-f8b2-4)

[* Refresh Command List](#)

	From	Command	Sent	Status
✗	test@company.com	Send Message to Device Display	3/22/2011 3:37:19 PM	Delivered
✗	test@company.com	Microphone Off	3/18/2011 7:19:08 PM	TimeOut
✗	test@company.com	Send Message to Device Display	3/16/2011 8:00:00 PM	Delivered
✗	test@company.com	Enable Vehicle	3/16/2011 7:59:50 PM	TimeOut
✗	test@company.com	Microphone On	3/16/2011 7:59:42 PM	Sent
✗	test@company.com	Locate Device	3/16/2011 7:59:38 PM	TimeOut
✗	test@company.com	Locate Device	3/16/2011 7:53:40 PM	TimeOut
✗	test@company.com	Send Message to Device Display	3/9/2011 5:25:34 PM	TimeOut
✗	test@company.com	Send Message to Device Display	3/9/2011 5:25:30 PM	Delivered
✗	test@company.com	Change Posting Interval	3/9/2011 5:15:49 PM	Error
✗	test@company.com	Change Posting Interval	3/9/2011 5:12:20 PM	TimeOut
✗	test@company.com	Change Posting Interval	3/9/2011 5:10:05 PM	TimeOut

19 Items

View Command History dialog

This dialog contains a list of previous commands that were sent to this device. The list contains the following columns:

- From
- Command
- Sent
- Status

From column contains the login username of the Map Suite GPS Tracking Server web portal user who sent the command.

Command column contains the name of the command that was sent to the device. Clicking on a hyperlinked command name will display further information about the parameters, if any, that were attached to that command.

Sent column lists the date and time on which the command was sent.

Status column lists the last known status of the command. Possible values for a command's status include:

- Sent
- Delivered
- Error
- TimeOut (indicating that the number of seconds specified in the command's Time Out setting elapsed with no response from the tracking device)



icon to the far left of each device command can be clicked to delete that command from the history list.

At any time, the  button can be clicked to close the View Command History dialog.



More:

Sending a Command to a Device - *See page 256*

Adding an Existing Geofence to a Department

This topic shows you how to add an existing geofence to a department. This is a geofence that already exists in the account because it was created in a different department. In the system, you can add these existing geofences to your department as well.

To add an existing geofence to a department

1. Open the map for the department that you want to add the existing geofence to.
2. From the **Tracking** screen, in the Entity tabs area , click the **Geofences** tab.
3. In the **Geofence Details** section, located below the map, click the [Add Existing Geofence](#) link.
4. From the **Geofence List**, select one or more check boxes next to the geofence(s) you want to add to the department.
5. Click .

Note: The geofence that you selected will be added to the department and can be found in the Geofences grid. Also, this geofence is now available to assign to Employees in your department.

More:

Assigning an In Geofence for an Employee - *See page 262*

Assigning an Out Geofence for an Employee - *See page 263*

Changing the Map's Auto-Refresh Frequency - *See page 264*

Controlling the Display of Location Points - *See page 265*

Creating a Geofence - *See page 270*

Customizing the Size of the Map - *See page 271*

Manually Refreshing the Map Data - *See page 272*

Opening the Map for a Department - *See page 272*





Setting the Map to Auto Refresh - *See page 273*

Assigning an In Geofence for an Employee

In the system, you can create areas for an Employee, which are spatial fences that the Employee must stay in (In Geofence) or keep out of (Out Geofence) during his or her session. Once areas are created, they can be assigned to an Employee.

This topic shows you how to assign an existing In Geofence to an Employee.

To assign an In Geofence to an Employee

1. Open the map for the department.
2. In the **Tracking** screen, click the **Sessions** tab on the Entity tabs toolbar

3. In the **Sessions** grid, click the  icon next to the Employee you want to assign an In Geofence to.
4. In the **Geofence** area of the Tracking screen, located at the bottom of the left side panel, click the  **In Area** link.
5. From the **Geofence List**, select the check box next to the area you want to assign for the Employee's In Geofence.
6. Click .

More:

Adding an Existing Geofence to a Department - *See page 261*

Assigning an Out Geofence for an Employee - *See page 263*

Changing the Map's Auto-Refresh Frequency - *See page 264*

Controlling the Display of Location Points - *See page 265*

Creating a Geofence - *See page 270*

Customizing the Size of the Map - *See page 271*

Manually Refreshing the Map Data - *See page 272*

Opening the Map for a Department - *See page 272*





Setting the Map to Auto Refresh - *See page 273*

Assigning an Out Geofence for an Employee

In the system, you can create areas for an Employee, which are spatial fences that the Employee must stay in (In Geofence) or keep out of (Out Geofence) during his or her session. Once areas are created, they can be assigned to an Employee.

This topic shows you how to assign an existing Out Geofence to an Employee.

To assign an Out Geofence to an Employee

1. Open the map for the department.
2. In the **Tracking** screen, click the **Sessions** tab on the Entity tabs toolbar

3. In the **Sessions** grid, click the  icon next to the Employee you want to assign an In Geofence to.
4. In the **Geofence** area of the Tracking screen, located at the bottom of the left side panel, click the  **Out Area** link.
5. From the **Geofence List**, select the check box next to the area you want to assign for the Employee's Out Geofence.
6. Click .

More:

Adding an Existing Geofence to a Department - *See page 261*

Assigning an In Geofence for an Employee - *See page 262*

Changing the Map's Auto-Refresh Frequency - *See page 264*

Controlling the Display of Location Points - *See page 265*

Creating a Geofence - *See page 270*

Customizing the Size of the Map - *See page 271*

Manually Refreshing the Map Data - *See page 272*

Opening the Map for a Department - *See page 272*

Setting the Map to Auto Refresh - *See page 273*


Changing the Map's Auto-Refresh Frequency

This topic covers the procedure for setting the map's auto-refresh frequency, which is the amount of time (measured in seconds) between auto-refreshes. This setting affects the map's refresh interval when in auto-refresh mode.

To change the map's auto-refresh frequency

1. Go to the **Dashboard**.



2. On the **Quick Toolbar**, click the button.
3. On the **Tools And Settings** screen, under the **System** heading, click the **Configure Maps** link.
4. On the **Account Map Settings Editor**, go to the **Map Refresh Interval** box.
5. In the **Map Refresh Interval** text box, type a number. This number represents seconds.
6. Click .

More:

Adding an Existing Geofence to a Department - *See page 261*

Assigning an In Geofence for an Employee - *See page 262*

Assigning an Out Geofence for an Employee - *See page 263*

Controlling the Display of Location Points - *See page 265*

Creating a Geofence - *See page 270*

Customizing the Size of the Map - *See page 271*

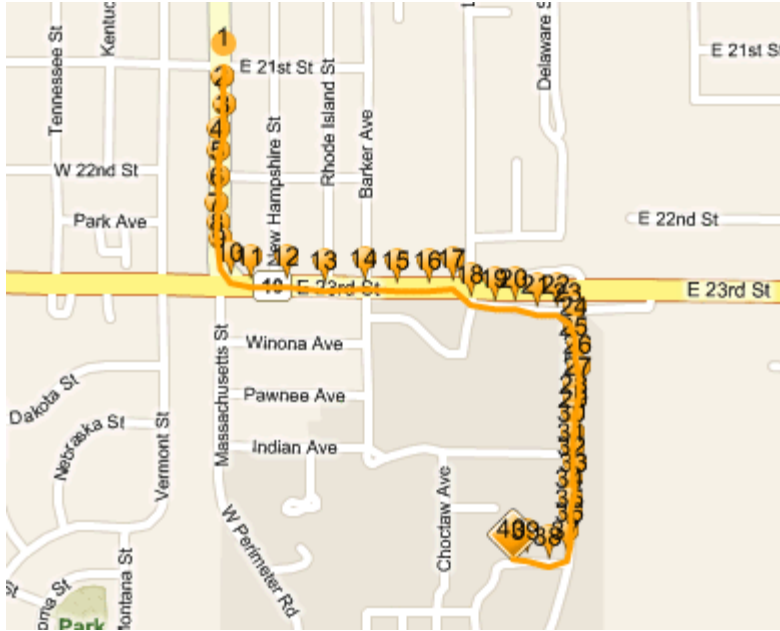
Manually Refreshing the Map Data - *See page 272*

Opening the Map for a Department - *See page 272*

Setting the Map to Auto Refresh - *See page 273*

Controlling the Display of Location Points

Occasionally, while tracking the movements of an Employee or Device, Map Suite GPS Tracking Server may record a large number of location points that are very close together. If all of these points are displayed on the map at once, the result is a cluttered route that becomes difficult to read, as in the screenshot below.

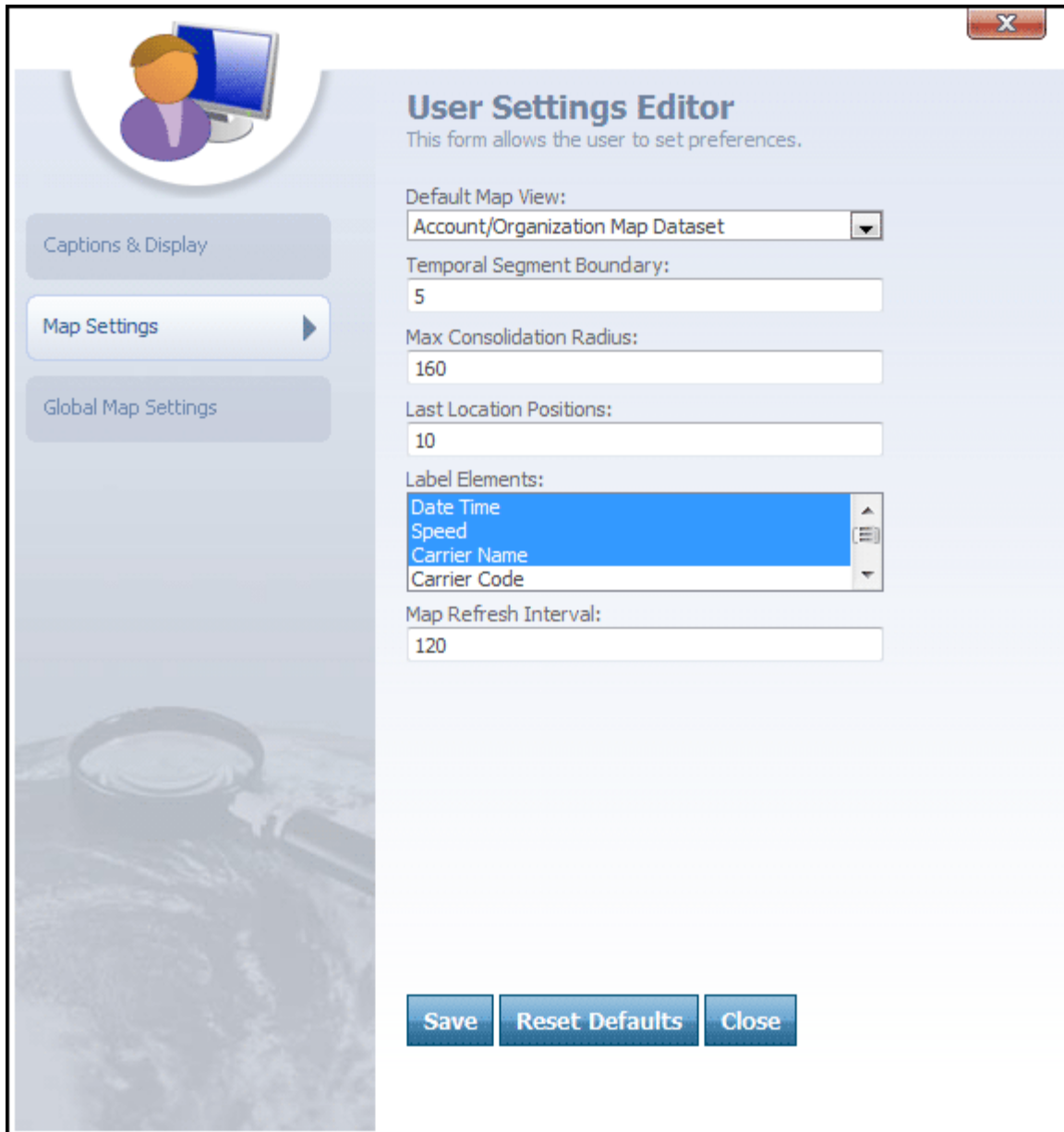


Cluttered route with many location points

Map Suite GPS Tracking Server can be configured to consolidate some of these points and display a cleaner, easier-to-read route instead. You can do this by changing the values of the Max Consolidation Radius and Temporal Segment Boundary settings in the User Settings Editor.

To access the User Settings Editor, click the [Edit Profile](#) link on the right side of the toolbar, from any screen in the system.

When the User Settings Editor appears, click the  tab to access the Max Consolidation Radius and Temporal Segment Boundary settings.

A screenshot of a web-based 'User Settings Editor' window. The window has a title bar with a close button (X). On the left, there is a sidebar with three tabs: 'Captions & Display', 'Map Settings' (which is active and highlighted with a blue arrow), and 'Global Map Settings'. The main area of the window is titled 'User Settings Editor' with a subtitle 'This form allows the user to set preferences.' Below this, there are several settings: 'Default Map View:' with a dropdown menu showing 'Account/Organization Map Dataset'; 'Temporal Segment Boundary:' with a text input field containing '5'; 'Max Consolidation Radius:' with a text input field containing '160'; 'Last Location Positions:' with a text input field containing '10'; 'Label Elements:' with a list box containing 'Date Time', 'Speed', 'Carrier Name', and 'Carrier Code', where 'Date Time' is selected; and 'Map Refresh Interval:' with a text input field containing '120'. At the bottom right, there are three buttons: 'Save', 'Reset Defaults', and 'Close'. The background of the window shows a faint map of the Earth with a magnifying glass over a specific area.

User Settings Editor
This form allows the user to set preferences.

Default Map View:
Account/Organization Map Dataset

Temporal Segment Boundary:
5

Max Consolidation Radius:
160

Last Location Positions:
10

Label Elements:
Date Time
Speed
Carrier Name
Carrier Code

Map Refresh Interval:
120

Save Reset Defaults Close

User Settings Editor -> Map Settings tab

Overview

The goal of the Max Consolidation Radius and Temporal Segment Boundary settings is to prevent the map from becoming too cluttered with location points. By comparing the distance and time of the location points, some of the points can be removed from the map, thus making the map easier to read.

Map Suite GPS Tracking Server uses the Max Consolidation Radius and Temporal Segment Boundary values to determine if a point is significant enough to display on the map. If you have a lot of points all in a very small area, all posted within a short amount of time, the

value of each of those individual points is not very high. But if you have a point that appears far away from the other points in either time or distance, the value of that location is much higher and thus needs to be displayed on the map.

What The Options Mean

- **Max Consolidation Radius (meters):** The shortest distance that two points can be from each other and still have both display on the map. Note that if you set the Max Consolidation Radius to 0 then all of the recorded points will be shown on the map, regardless of their distance from each other.
- **Temporal Segment Boundary (minutes):** A time value that determines if a point will be displayed on the map. This setting can also be set to 0 to force all points to be displayed.

How They Work Together

Max Consolidation Radius Conditions

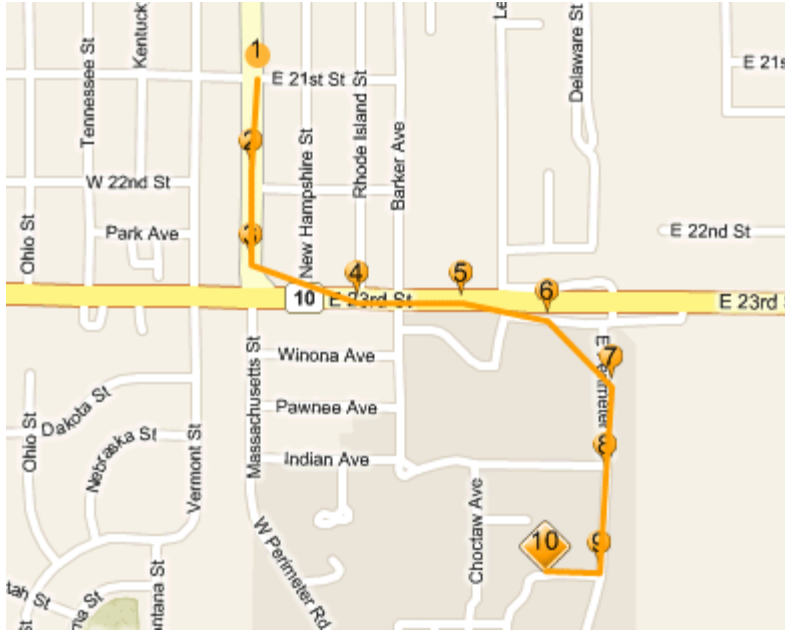
If the distance between two points is **greater than** the Max Consolidation Radius, then the last point **will** be drawn on the map regardless of any other settings.

If the distance between two points is **less than** the Max Consolidation Radius, then the **Temporal Segment Boundary** value will determine if the last point will be shown, as described below.

Temporal Segment Boundary Conditions

If the time span between the points is **less than** the Temporal Segment Boundary value, then the last point **will not** be shown on the map.

If the time span between the points is **greater than** the Temporal Segment Boundary value, then the last point **will** be shown on the map.



The same Session as the previous figure, but with these settings applied:

- Max Consolidation Radius: 160
- Temporal Segment Boundary: 5

Note: Although using these settings may reduce the number of points that are visible on your map, Map Suite GPS Tracking Server still stores every discrete location in its database -- even the ones that are not displayed. You can find a complete list of all tracked locations in a Session, including X and Y coordinates, on the **Locations** - See page 599 detail tab.

More:

Adding an Existing Geofence to a Department - See page 261

Assigning an In Geofence for an Employee - See page 262

Assigning an Out Geofence for an Employee - See page 263

Changing the Map's Auto-Refresh Frequency - See page 264

Creating a Geofence - See page 270

Customizing the Size of the Map - See page 271

Manually Refreshing the Map Data - See page 272

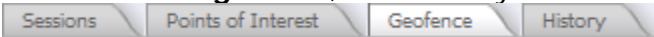






Opening the Map for a Department - See page 272

Setting the Map to Auto Refresh - See page 273

Creating a Geofence

This topic covers the procedure for creating a geofence within a department. In the system, you can create geofences for an Employee, which are spatial fences that the Employee must stay in (In Geofence) or keep out of (Out Geofence) during his or her session. Once a geofence is created, it can be assigned to an Employee as either an In Geofence or an Out Geofence. The geofence you create in a department can also be added to other departments.

To create a geofence within a department

1. Open the map for the department.
2. On the **Tracking** screen, in the Entity tabs area , click the **Geofence** tab.
3. In the **Geofence Details** section, located at the bottom of the left side panel, click the **Add Geofence** button. The drawing tools  will appear below.
4. Click one of the drawing tools to select it, then use one of the following methods to draw your new geofence on the map:
 1.  **Rectangle** – Click and drag in any direction to create a rectangle.
 2.  **Square** – Click and drag to create a perfect square, centered on where you clicked.
 3.  **Polygon** – Click on the map to set the corners of your new polygon shape. Lines will connect the dots as you draw them. To finish your shape, double-click.
 4.  **Circle** – Click and drag to create a perfect circle, centered on where you clicked.
 5.  **Ellipse** – Click and drag in any direction to create an ellipse.

Note: Additional shapes can be drawn on the map using the same method. Your geofence can consist of multiple shapes.

5. Click the **Commit** button to commit and save the new geofence.
6. In the **Geofence Editor**, type a name for your geofence in the Name box.
7. Click **Save**.

The new geofence will be added to the department and can be found in the Geofence grid.

More:

Adding an Existing Geofence to a Department - *See page 261*

Assigning an In Geofence for an Employee - *See page 262*

Assigning an Out Geofence for an Employee - *See page 263*

Changing the Map's Auto-Refresh Frequency - *See page 264*

Controlling the Display of Location Points - *See page 265*

Customizing the Size of the Map - *See page 271*

Manually Refreshing the Map Data - *See page 272*

Opening the Map for a Department - *See page 272*

Setting the Map to Auto Refresh - *See page 273*

Customizing the Size of the Map

The map displayed on the Tracking screen is automatically sized to fill the maximum available area, depending on the size of your Web browser.

You have the option to hide the left side panel and allow the map to expand to fill the entire width of the screen. To toggle the left side panel on and off, click the arrow icon between the panel and the map:



More:

Adding an Existing Geofence to a Department - *See page 261*

Assigning an In Geofence for an Employee - *See page 262*

Assigning an Out Geofence for an Employee - *See page 263*

Changing the Map's Auto-Refresh Frequency - *See page 264*

Controlling the Display of Location Points - *See page 265*

Creating a Geofence - *See page 270*

Manually Refreshing the Map Data - *See page 272*

Opening the Map for a Department - *See page 272*

Setting the Map to Auto Refresh - *See page 273*

Manually Refreshing the Map Data

This topic covers the procedure for manually refreshing data on the map. This procedure is to be used when you are not in auto refresh mode.

To manually refresh the map

1. Open the map for the department.
2. From the **Tracking** screen, go to the **Session** toolbar



3. On the **Session** toolbar, click the  button each time you want to manually refresh map data from the server.

More:

Adding an Existing Geofence to a Department - *See page 261*

Assigning an In Geofence for an Employee - *See page 262*

Assigning an Out Geofence for an Employee - *See page 263*

Changing the Map's Auto-Refresh Frequency - *See page 264*

Controlling the Display of Location Points - *See page 265*

Creating a Geofence - *See page 270*

Customizing the Size of the Map - *See page 271*

Opening the Map for a Department - *See page 272*


Setting the Map to Auto Refresh - *See page 273*

Opening the Map for a Department



To open the map for a department

Method 1

1. Go to the **Dashboard**.
2. Go to the **Department** section.

3. In the **Department** list, click either the name of the department, or the  icon that corresponds to the department that you want to open the map for.

Method 2

1. Go to the **Dashboard**.
2. Go to the **Department** section.
3. In the **Department** list, click the  icon for the Department that you want to open the map for.
4. In the **Department Manager**, click  [Track This Department](#).

More:

Adding an Existing Geofence to a Department - *See page 261*

Assigning an In Geofence for an Employee - *See page 262*

Assigning an Out Geofence for an Employee - *See page 263*

Changing the Map's Auto-Refresh Frequency - *See page 264*

Controlling the Display of Location Points - *See page 265*

Creating a Geofence - *See page 270*

Customizing the Size of the Map - *See page 271*

Manually Refreshing the Map Data - *See page 272*

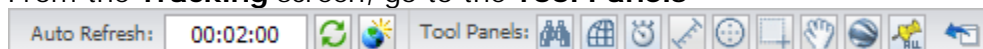
Setting the Map to Auto Refresh - *See page 273*

Setting the Map to Auto Refresh

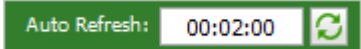

This topic covers the procedure for setting up the map to auto-refresh. When auto-refresh mode is enabled, the map will automatically refresh data every x number of seconds, depending on what is defined in the account for the map refresh interval.

To enable auto refreshing for the map

1. From the **Tracking** screen, go to the **Tool Panels**




, located at the top-left of the screen.

2. On the **Tool Panels**, go to the **Auto Refresh** area .
3. In the **Auto Refresh** area, click the  button. This will enable auto-refresh mode.

Note: The map will auto-refresh data from the server based on the number of seconds defined in the Auto Refresh area.

To disable auto refreshing

1. Re-click the  button.

More:

Adding an Existing Geofence to a Department - *See page 261*

Assigning an In Geofence for an Employee - *See page 262*

Assigning an Out Geofence for an Employee - *See page 263*

Changing the Map's Auto-Refresh Frequency - *See page 264*

Controlling the Display of Location Points - *See page 265*

Creating a Geofence - *See page 270*

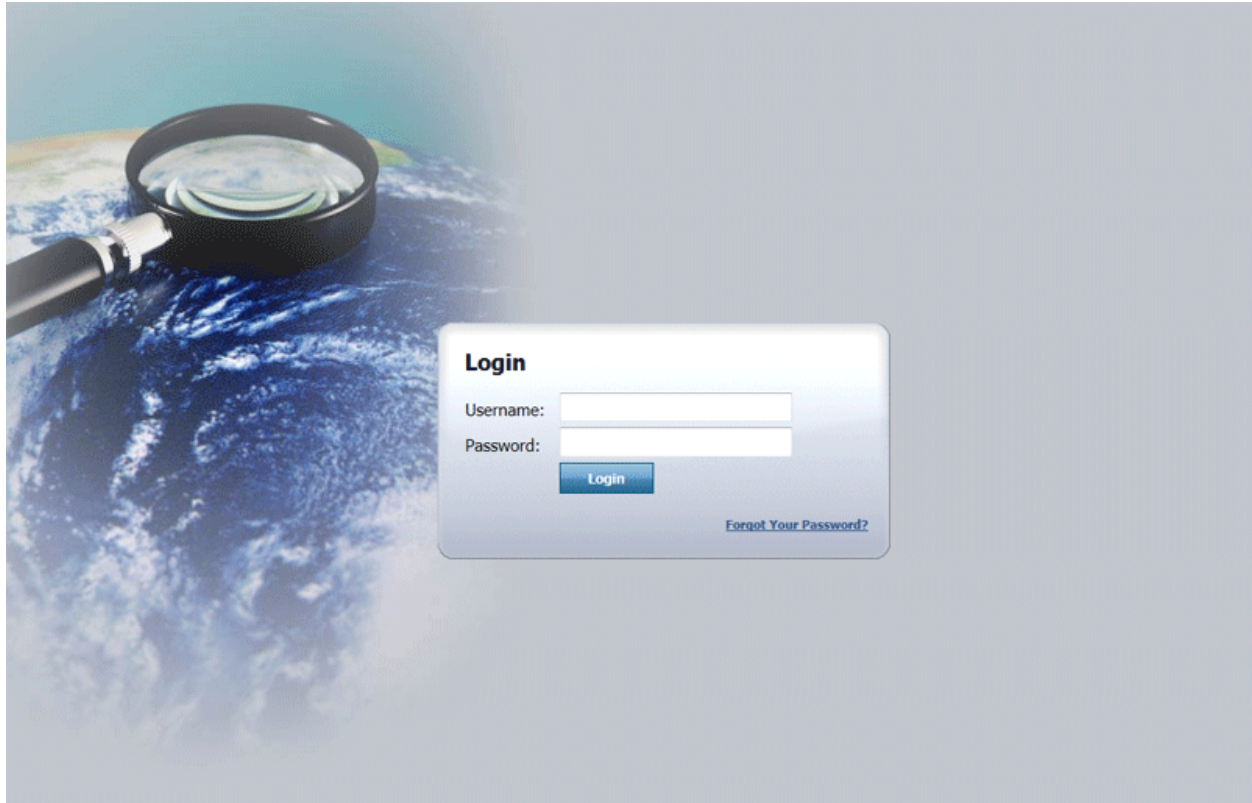
Customizing the Size of the Map - *See page 271*

Manually Refreshing the Map Data - *See page 272*

Opening the Map for a Department - *See page 272*

Screen References


Login Screen



Login screen

The main **Login** screen features the account's branded logo and the **Username** and **Password** boxes. The Login screen is the first screen a user will see before logging on to Map Suite GPS Tracking Server.

Note: For security reasons, any previously bookmarked pages will resolve to the login screen.

The **Login** screen features a  button that can be clicked to log on to the system.

If a user types an invalid username or password into the system, the following message will be displayed:

"Invalid username or password"

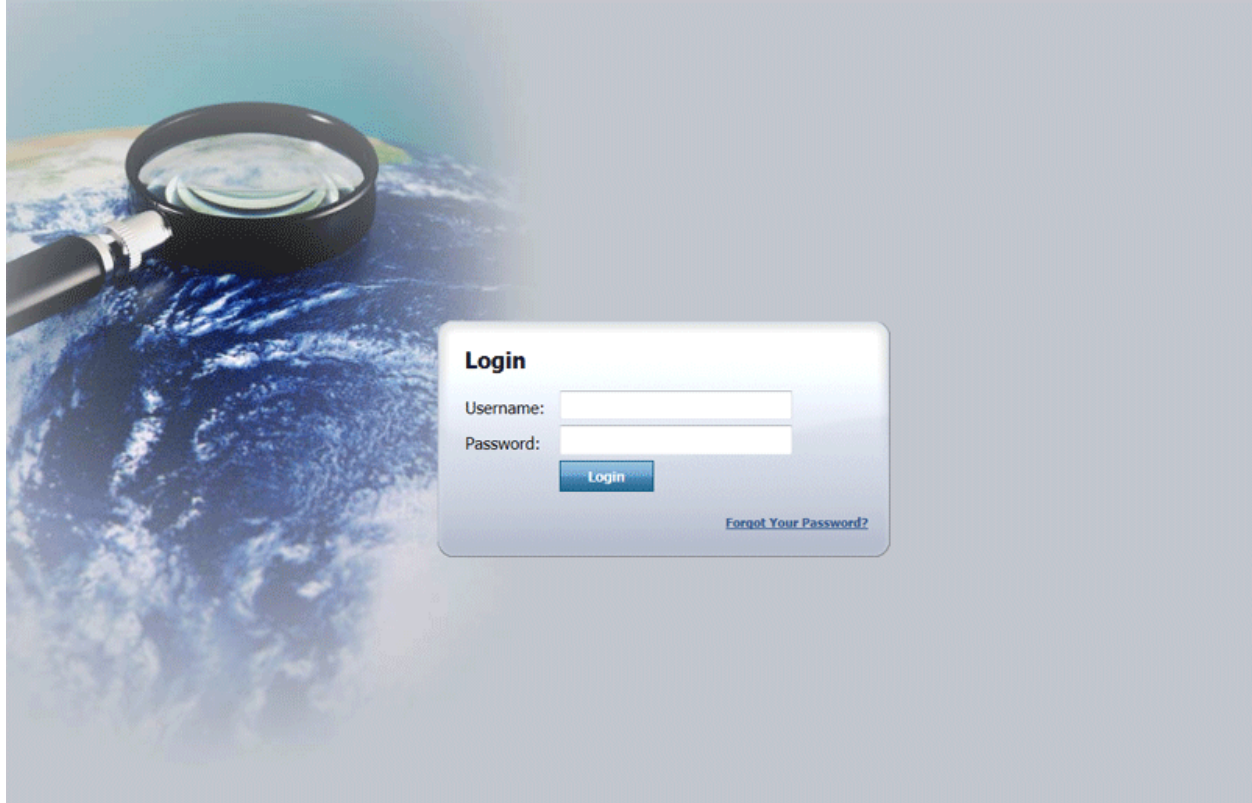
For security reasons, it is not communicated to the user which specific piece of login information was invalid. In order to log on, the user will need to retype both the username and password.

The login screen also includes a feature by which you can retrieve your password if you have forgotten it.

More:

Retrieving a Forgotten Password - *See page 280*

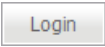
Login Screen



Login screen

The main **Login** screen features the account's branded logo and the **Username** and **Password** boxes. The Login screen is the first screen a user will see before logging on to Map Suite GPS Tracking Server.

Note: For security reasons, any previously bookmarked pages will resolve to the login screen.

The **Login** screen features a  button that can be clicked to log on to the system.

If a user types an invalid username or password into the system, the following message will be displayed:

"Invalid username or password"

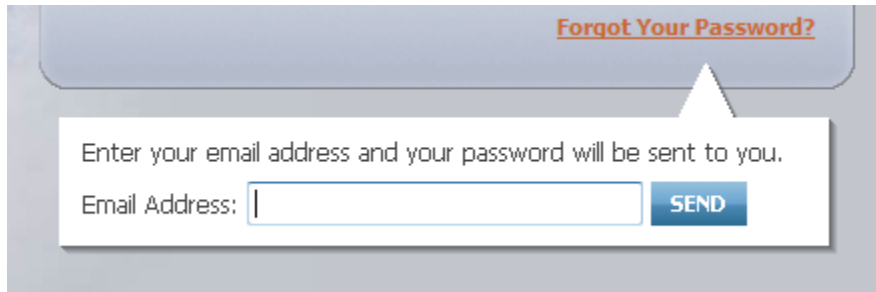
For security reasons, it is not communicated to the user which specific piece of login information was invalid. In order to log on, the user will need to retype both the username and password.

The login screen also includes a feature by which you can retrieve your password if you have forgotten it.

More:

Retrieving a Forgotten Password - *See page 280*


Retrieving a Forgotten Password

A screenshot of a web form titled "Forgot Your Password?". The form has a light blue header with the title in orange. Below the header, a white box contains the text "Enter your email address and your password will be sent to you." followed by "Email Address:" and a text input field. To the right of the input field is a blue "SEND" button.

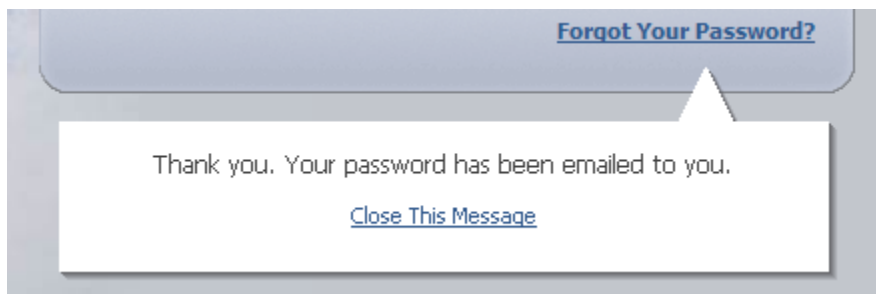
The "Forgot Your Password?" form on the Login screen

In case you forgot the password you use to login to Map Suite GPS Tracking Server, the main Login screen includes a **"Forgot Your Password?"** link, which can email your password to you at the email address associated with your account. (The password can only be sent to the account holder's address, for security reasons.)

To request that your password be emailed to you:

1. Go to the Login screen.
2. Click the "Forgot Your Password?" link.
3. Enter the email address associated with your Map Suite GPS Tracking Server account.
4. Click the  button.

When you have completed these steps, and if the email address you entered has been found in the system, you will see the following message:

A screenshot of a success message box. The box is white with a light blue header containing the link "Forgot Your Password?". The main text reads "Thank you. Your password has been emailed to you." Below the text is a blue link "Close This Message".

Success message

If you mistyped your email address, or entered an address that does not exist in the system, an error message will be displayed and you will have the opportunity to try again.

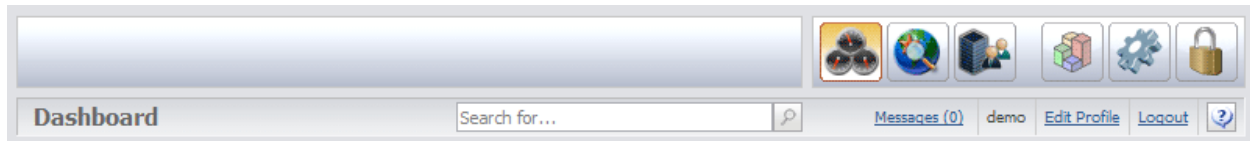
Once you receive your password by email, return to the Login screen and try logging in again.

Tip: If you do not receive the email as expected, check your email client software's Junk Mail and/or Spam folder to see if it has been placed there automatically.

More:

Login Screen - *See page 278*

Header Bar



Header Bar

The **Header Bar** is located at the top of the Map Suite GPS Tracking Server user interface, directly above the Dashboard, and features 3 sections:





- Company Logo
- Quick Toolbar
- Title Bar



Company Logo

The **Company Logo** in the upper left corner of the Header Bar can be clicked whenever a user wants to return to the Dashboard. Regardless of where the user is in the system, clicking the company logo will return the user to the Dashboard.

Quick Toolbar

The **Quick Toolbar** features buttons that can be clicked to go to some of the most commonly-used areas of the system. The Quick Toolbar features the following buttons:

-  Click to go to Dashboard
-  Click to go to the Tracking screen
-  Click to go to Department Summary List
-  Click to go to Report List

-  Click to go to Tools And Settings
-  Click to go to Security Manager


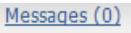
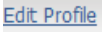


Title Bar

The **Title Bar** is located at the bottom of the Header Bar.




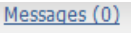
Title Bar

The **Title Bar** features the following items:

- Title of Screen
- Universal Search Field 
- Messages link 
- Edit Profile link 
- Logout link 
- Help icon 


Title of Screen identifies the screen in which you are currently working. For example, if you are on the Dashboard screen, "Dashboard" will be displayed here.

Universal Search Field  provides an easily-accessible way to search for items from any screen in the system. You can use the Search Field for employees, devices or addresses. When you perform a search, the **Search Results** - See page 288 dialog will appear with a list of available results.

The  link can be clicked to open the **Messages** dialog in order to view internal messages that your user account has received.

The  link can be clicked to open the **User Settings Editor**, which allows you to set your preferences for the system.

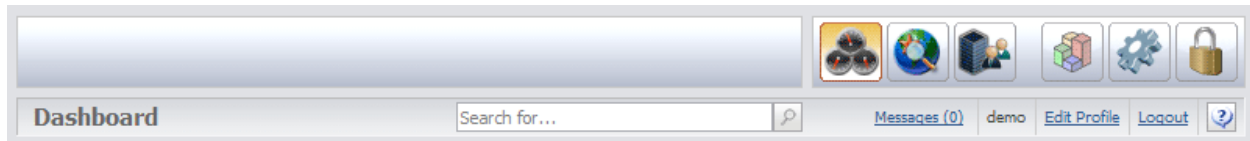
The  link can be clicked to log out of the account.

The  icon can be clicked to open the online help.

More:

Search Results - *See page 288*

Header Bar



Header Bar

The **Header Bar** is located at the top of the Map Suite GPS Tracking Server user interface, directly above the Dashboard, and features 3 sections:





- Company Logo
- Quick Toolbar
- Title Bar



Company Logo

The **Company Logo** in the upper left corner of the Header Bar can be clicked whenever a user wants to return to the Dashboard. Regardless of where the user is in the system, clicking the company logo will return the user to the Dashboard.

Quick Toolbar

The **Quick Toolbar** features buttons that can be clicked to go to some of the most commonly-used areas of the system. The Quick Toolbar features the following buttons:

-  Click to go to Dashboard
-  Click to go to the Tracking screen
-  Click to go to Department Summary List
-  Click to go to Report List

-  Click to go to Tools And Settings
-  Click to go to Security Manager


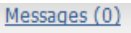
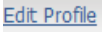


Title Bar

The **Title Bar** is located at the bottom of the Header Bar.




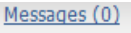
Title Bar

The **Title Bar** features the following items:

- Title of Screen
- Universal Search Field 
- Messages link 
- Edit Profile link 
- Logout link 
- Help icon 

Title of Screen identifies the screen in which you are currently working. For example, if you are on the Dashboard screen, "Dashboard" will be displayed here.

Universal Search Field  provides an easily-accessible way to search for items from any screen in the system. You can use the Search Field for employees, devices or addresses. When you perform a search, the **Search Results** - See page 288 dialog will appear with a list of available results.

The  link can be clicked to open the **Messages** dialog in order to view internal messages that your user account has received.

The  link can be clicked to open the **User Settings Editor**, which allows you to set your preferences for the system.

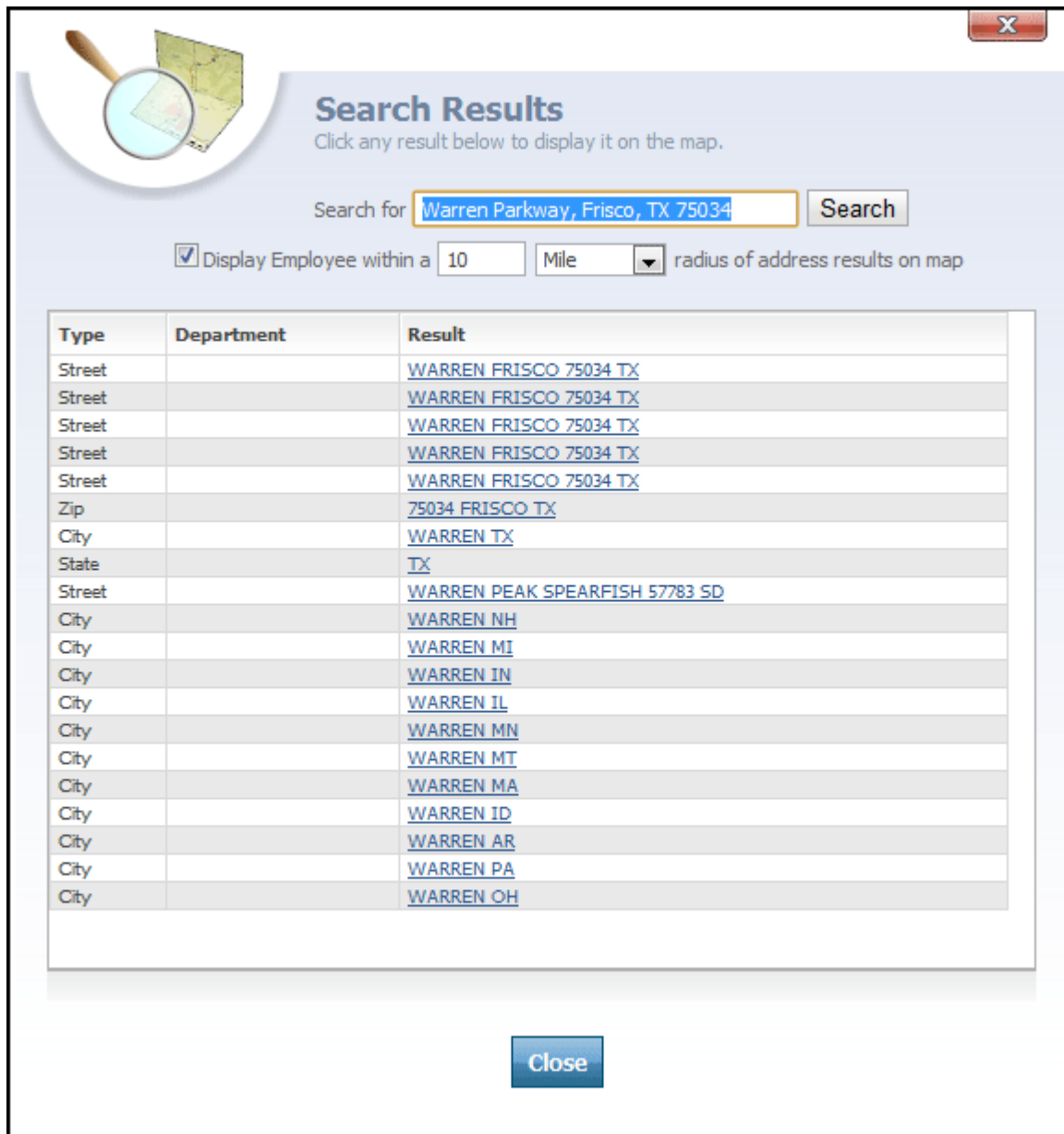
The  link can be clicked to log out of the account.

The  icon can be clicked to open the online help.

More:

Search Results - *See page 288*

Search Results



The image shows a 'Search Results' dialog box. At the top left is a magnifying glass icon over a map. The title 'Search Results' is in bold, with the instruction 'Click any result below to display it on the map.' below it. A search bar contains 'Warren Parkway, Frisco, TX 75034' and a 'Search' button. Below the search bar is a checkbox 'Display Employee within a' followed by a text input '10', a dropdown menu set to 'Mile', and the text 'radius of address results on map'. A table with three columns: 'Type', 'Department', and 'Result' follows. The table lists various locations, mostly 'WARREN FRISCO 75034 TX' and 'WARREN' followed by different state abbreviations. A 'Close' button is at the bottom center.

Type	Department	Result
Street		WARREN FRISCO 75034 TX
Street		WARREN FRISCO 75034 TX
Street		WARREN FRISCO 75034 TX
Street		WARREN FRISCO 75034 TX
Street		WARREN FRISCO 75034 TX
Zip		75034 FRISCO TX
City		WARREN TX
State		TX
Street		WARREN PEAK SPEARFISH 57783 SD
City		WARREN NH
City		WARREN MI
City		WARREN IN
City		WARREN IL
City		WARREN MN
City		WARREN MT
City		WARREN MA
City		WARREN ID
City		WARREN AR
City		WARREN PA
City		WARREN OH


Search Results dialog

The **Search Results** dialog is displayed whenever you perform a search using the **Universal Search Field** on the **Header Bar** - See page 285. The *Universal Search Field* is a convenient way to search for employees, devices or addresses from any screen in the system. When you perform a search, this dialog appears.

The Search Results dialog contains the following items:

- Search controls
- Display Employees Near Address controls
- Search Results list

Search controls

The image shows a search interface with a label "Search for" followed by a text input field containing "Warren Parkway, Frisco, TX 75034". To the right of the input field is a button labeled "Search".

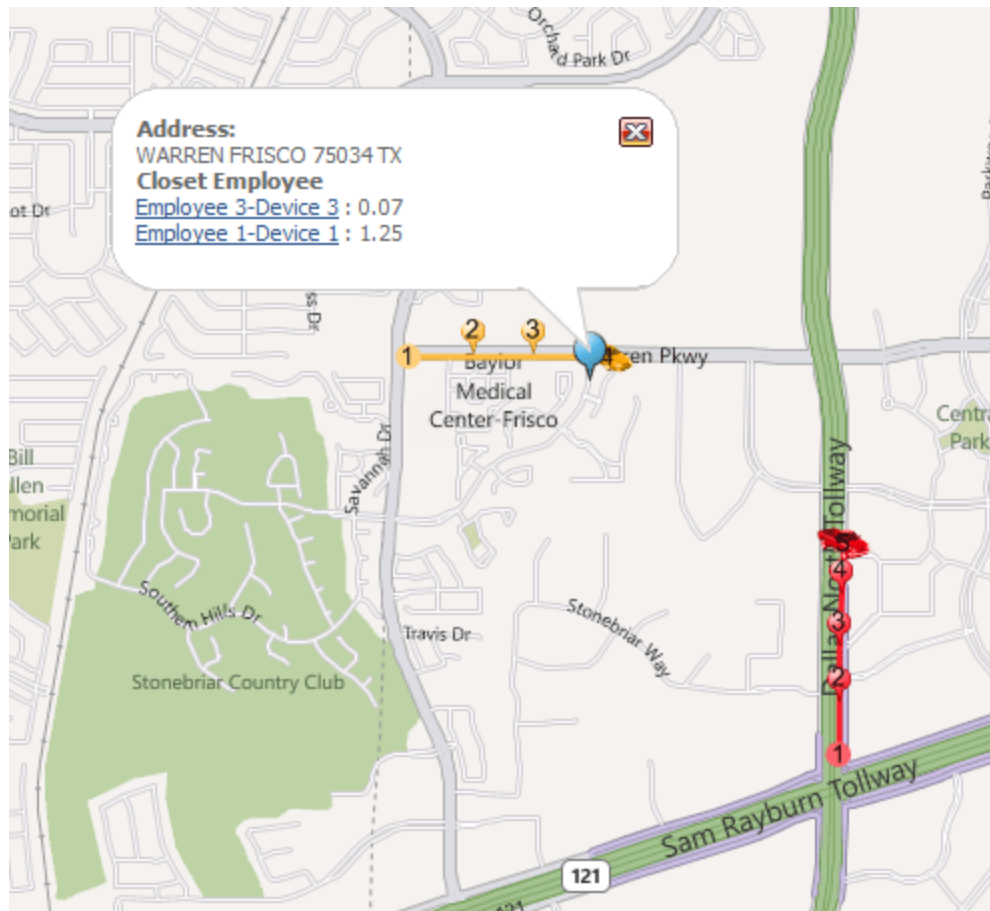
The Search controls allow you see the criteria that you have searched for. If the search results were not what you expected, you can easily make changes to your query and click the **Search** button to search again.

Display Employees Near Address controls

The image shows a control interface with a checked checkbox, the text "Display Employee within a", a text input field containing "10", a dropdown menu showing "Mile", and the text "radius of address results on map".

When you search for an address, Map Suite GPS Tracking Server geocodes your query in order to provide you with a set of map coordinates. By checking the "Display Employee within a [10 Mile] radius of address results on map" box, you can enhance your address search with the location of nearby employees.

To use this feature, simply check the box and then choose a radius (in either Miles or Kilometers). When you then click on an address search result, you will see a popup balloon that will let you quickly jump to any employee session recorded within the specified radius of that address. For instance, if you click on a search result that takes you to the map of Warren, MI, all employee sessions recorded within a 10 mile radius of Warren, MI's center point will be displayed in a popup balloon. See the figure below for an example of how this would look.



Search Results on map - nearby employee sessions indicated

Clicking on one of the employees listed in the popup balloon shown above would re-center the map and zoom in on that employee's last recorded location point.

Search Results list

Type	Department	Result
Street		WARREN FRISCO 75034 TX
Street		WARREN FRISCO 75034 TX
Street		WARREN FRISCO 75034 TX
Street		WARREN FRISCO 75034 TX
Street		WARREN FRISCO 75034 TX
Zip		75034 FRISCO TX
City		WARREN TX
State		TX
Street		WARREN PEAK SPEARFISH 57783 SD
City		WARREN NH
City		WARREN MI
City		WARREN IN
City		WARREN IL
City		WARREN MN
City		WARREN MT
City		WARREN MA
City		WARREN ID
City		WARREN AR
City		WARREN PA
City		WARREN OH

The Search Results list displays a list of possible matches for your search criteria, which can be employees, devices or addresses. If you have typed a partial address, or only the name of a city or town, the address geocoder will return a list of fuzzy matches that may include street addresses, cities, states or zip codes.


The Search Results list is divided into the following columns:

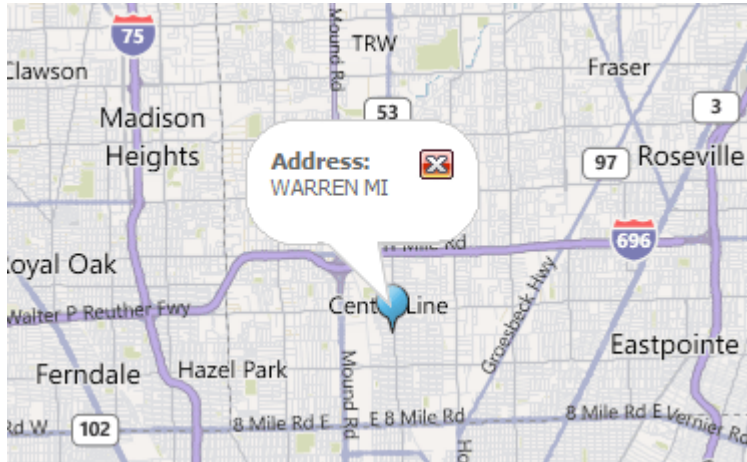
- Type
- Department
- Result

Type column indicates the type for each result. It may be Employee, Device, Street, Zip, City or State.

Department column, applicable only to Employee or Device results, indicates the department that the Employee or Device belongs to.

Result column contains the suggested result in a hyperlinked format. Clicking this link will close the Search Results dialog and redirect you to the Tracking screen, where the result you clicked on will be displayed. Depending on what type of result you clicked, this may differ in certain ways.

- Clicking an Employee or Device result type will cause the map to zoom to the last recorded session for that employee or device. A popup balloon will be displayed containing details about the last recorded location point in that session.
- Clicking an address result type (Street, Zip, City or State) will place a  marker on the map at the address location. A popup balloon will be displayed containing the full address. If you checked the "Display Employee within a [10 Mile] radius of address results on map" box on the Search Results dialog, the balloon will also contain links to any employee sessions detected within the specified radius of the address marker.



The effect of clicking a city search result

More:

Header Bar - See page 285

Tracking Screen - See page 512

Dashboard

Department List

[Create Department](#) [Track All](#)

	Demo This is a demo department. User: 1 Employee: 2 Device: 1 Points of Interest: 2	  
	South America Operations Center Offering Security Services to South America Users: 8 Carrier: 14 GPS Device: 14 Target: 0	  
	US Headquarters Headquarters - Training & Deployment Users: 7 Carrier: 7 GPS Device: 7 Target: 0	  
	Al Jehrdin Oil Client Users: 11 Carrier: 55 GPS Device: 55 Target: 0	  
	GHB International GHB International Users: 8 Carrier: 40 GPS Device: 40 Target: 0	  
	UAE Shipping Limited UAE Shipping Limited Users: 9 Carrier: 86 GPS Device: 86 Target: 0	  

Department List

In addition to the Current Department Bar, the Department section also features a list of all the Departments in the account.

In the **Department list**, each Department is listed in a row and each row features the following items:

- Picture icon for department
- Name of Department
- Links to entities in department



- Edit icon



- Track icon





The **Picture icon** for the Department can be clicked to select the Department and load its information into the Current Department Bar, located to the left.

The **Name of the Department** can be clicked to go to the Tracking screen for that Department.

The **links to entities in Department** are links to the main entities in the Department:

- **User** can be clicked to open Department Manager for User.
- **Employee** can be clicked to open Department Manager for Employee.
- **Device** can be clicked to open Department Manager for Device.
- **Points of Interest** can be clicked to open Department Manager for Points of Interest.

To the right of the Department name are two icons:

-  Edit icon can be clicked to go to the Department Manager.
-  Track icon can be clicked to go to the Tracking screen.

More:

Department Section - See page 295

Current Department Bar - See page 296

Department Section

The **Department** section of the **Dashboard** gives users an account of all the departments and allows them to track and create new departments. The Department section also divides each account into different departments and features a **Current Department** bar on the left-side of the Dashboard.

Current Department

[Create Department](#) [Track All](#)

Demo
This is a demo department.
Manager: Admin
Map Data:
Local Time: 10:38:34 AM
Status: ACTIVE
Resources:
User: 1 | Employee: 2
Device: 1 | Points of Interest: 2

Demo
This is a demo department.
User: 1 | Employee: 2 | Device: 1 | Points of Interest: 2

South America Operations Center
Offering Security Services to South America
Users: 8 | Carrier: 14 | GPS Device: 14 | Target: 0

US Headquarters
Headquarters - Training & Deployment
Users: 7 | Carrier: 7 | GPS Device: 7 | Target: 0

Al Jehrdin Oil
Client
Users: 11 | Carrier: 55 | GPS Device: 55 | Target: 0


GHB International
GHB International
Users: 8 | Carrier: 40 | GPS Device: 40 | Target: 0


UAE Shipping Limited
UAE Shipping Limited
Users: 9 | Carrier: 86 | GPS Device: 86 | Target: 0

Department section

At the top of the Department section are the following links:

- [Create Department](#)
- [Track All](#)

The  [Create Department](#) link can be clicked to open the Department Editor from which a new department can be created for the account.

The  [Track All](#) link can be clicked to track all Employees across all of the Departments.

More:

Current Department Bar - *See page 296*

Department List - *See page 293*

Current Department Bar

The **Current Department Bar** is located on the left-side of the Department section of the Dashboard and displays information on the department that is selected from the Department list.

Current Department



Demo  

This is a demo department.

Manager: Admin
Map Data:
Local Time: 10:38:34 AM
Status: ACTIVE

Resources:

<u>User: 1</u>	<u>Employee: 2</u>
<u>Device: 1</u>	<u>Points of Interest: 2</u>

Current Department bar

The **Current Department Bar** features the following items and information:

- Department picture and name



- Edit icon



- Track icon



- Manager
- Map Data
- Local Time
- Status

- Resources



Department picture and name field displays the image associated with the selected department as well as the name of the department.



Edit icon can be clicked to go to Department Manager.



Track icon can be clicked to go to Tracking screen.

Manager field displays the name of the manager for the Department.

Map Data field shows the map data set used by the department.

Local Time field shows the local time for the Department.

Status field shows whether the Department is Active or Inactive in the account.

Resources field lists the available resources for the Department.

More:

Department Section - *See page 295*

Department List - *See page 293*

Department List

[Create Department](#) [Track All](#)


Demo
 This is a demo department.
[User: 1](#) | [Employee: 2](#) | [Device: 1](#) | [Points of Interest: 2](#)


South America Operations Center
 Offering Security Services to South America
[Users: 8](#) | [Carrier: 14](#) | [GPS Device: 14](#) | [Target: 0](#)


US Headquarters
 Headquarters - Training & Deployment
[Users: 7](#) | [Carrier: 7](#) | [GPS Device: 7](#) | [Target: 0](#)


Al Jehrdin Oil
 Client
[Users: 11](#) | [Carrier: 55](#) | [GPS Device: 55](#) | [Target: 0](#)





GHB International
 GHB International
[Users: 8](#) | [Carrier: 40](#) | [GPS Device: 40](#) | [Target: 0](#)


UAE Shipping Limited
 UAE Shipping Limited
[Users: 9](#) | [Carrier: 86](#) | [GPS Device: 86](#) | [Target: 0](#)

Department List

In addition to the Current Department Bar, the Department section also features a list of all the Departments in the account.

In the **Department list**, each Department is listed in a row and each row features the following items:

- Picture icon for department 
- Name of Department
- Links to entities in department
- Edit icon 
- Track icon 



The **Picture icon** for the Department can be clicked to select the Department and load its information into the Current Department Bar, located to the left.

The **Name of the Department** can be clicked to go to the Tracking screen for that Department.

The **links to entities in Department** are links to the main entities in the Department:

- **User** can be clicked to open Department Manager for User.
- **Employee** can be clicked to open Department Manager for Employee.
- **Device** can be clicked to open Department Manager for Device.
- **Points of Interest** can be clicked to open Department Manager for Points of Interest.

To the right of the Department name are two icons:

-  Edit icon can be clicked to go to the Department Manager.
-  Track icon can be clicked to go to the Tracking screen.

More:

Department Section - *See page 295*

Current Department Bar - *See page 296*

News

News

General Announcement:

ITS Security was awarded a contract to provide security services to include close security and risk mitigation training to Hassan Energy. This contract further solidifies ITS Security as a world leader in risk management and training services. Any questions regarding this contract should be addressed thought Ralph Tucker operating out of the US Headquarters. Telephone: (210) 753-4778.

Good job everyone!

News area

The **News** area features a news pane where the system administrator can communicate special events and news items to the user. All users will be able to view the news, however, only certain account users will have permission to modify the news.

When a user hovers his or her mouse pointer over the news area, the text will stop scrolling for the user to read.

System Statistics

System Statistics

Department	1	Core software version: 5.0.0
User	1	Your last login was 1 days 1 hours and 15 minutes ago.
Device	2	Number of failed attempts: 0
Employee	2	Change Your Password
Points of Interest	2	
Geofence	2	

System Statistics

The **System Statistics** section of the Dashboard gives the user a quick summary of the number of different entities within the account.

These entities are the following:

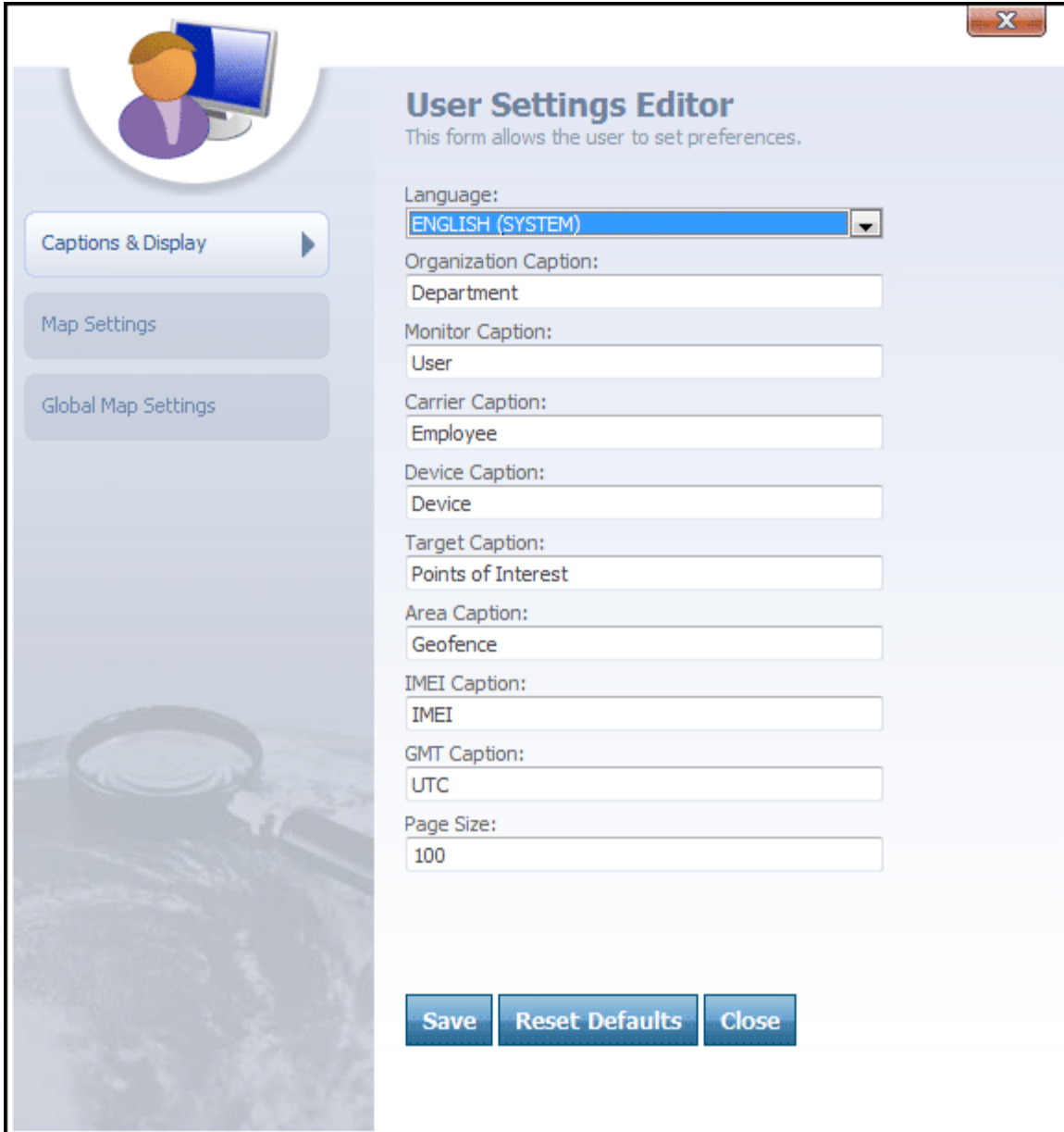
- Department
- User
- Device
- Employee
- Points of Interest
- Geofence

Next to each of these entities, users will see a number that can be clicked to go to the Summary List for the selected entity.

Next to the summary area, the following system statistics are displayed:

- Name of the software version
- Amount of time that has elapsed since the last logon
- Number of failed logon attempts
- [Change Your Password](#) Change Your Password link - Click to open Change Password dialog.
- [Need help? Support](#) Support link - Click to email support.

User Settings Editor

A screenshot of a web application window titled "User Settings Editor". The window has a light blue header with a user icon and a close button. Below the header, there is a left navigation bar with three tabs: "Captions & Display" (selected), "Map Settings", and "Global Map Settings". The main content area contains a form with various settings. The settings are: Language (dropdown menu set to "ENGLISH (SYSTEM)"), Organization Caption (text input "Department"), Monitor Caption (text input "User"), Carrier Caption (text input "Employee"), Device Caption (text input "Device"), Target Caption (text input "Points of Interest"), Area Caption (text input "Geofence"), IMEI Caption (text input "IMEI"), GMT Caption (text input "UTC"), and Page Size (text input "100"). At the bottom of the form are three buttons: "Save", "Reset Defaults", and "Close".

User Settings Editor
This form allows the user to set preferences.

Language:
ENGLISH (SYSTEM)

Organization Caption:
Department

Monitor Caption:
User

Carrier Caption:
Employee

Device Caption:
Device

Target Caption:
Points of Interest

Area Caption:
Geofence

IMEI Caption:
IMEI

GMT Caption:
UTC

Page Size:
100

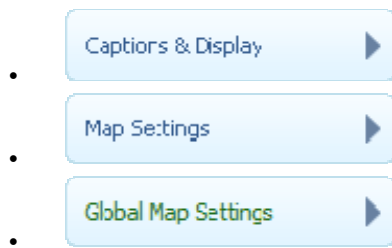
Save Reset Defaults Close

User Settings Editor

The **User Settings Editor** is accessed by clicking the [Edit Profile](#) link on the Title Bar. The User Settings Editor offers a quick way to change a user's map settings preferences as well as preferences for the way entities are labeled throughout the system.

Note: Changes made to the User Settings Editor will only affect settings for the user who is currently logged on to the account.

The **User Settings Editor** features a left Navigation Bar with three tabs:



The **Map Settings** tab can be clicked when a user wants to change his or her map settings for the map on the Tracking screen. When the **Map Settings** tab is clicked, fields for the Map Settings will load.

The **Global Map Settings tab** can be clicked when a user wants to change the icon images that will be used globally on the Tracking screen to represent various types of points during a tracked Employee session.

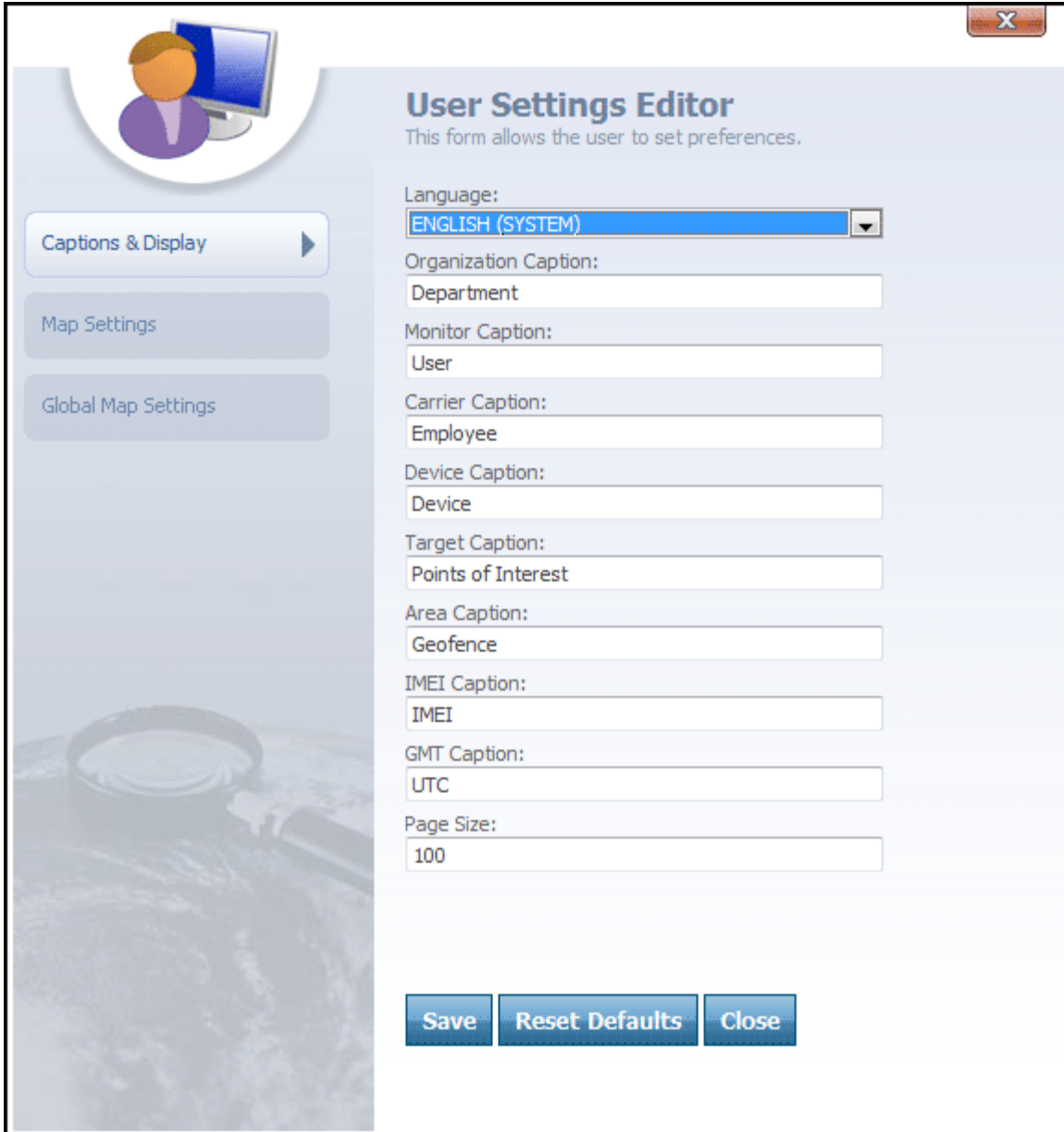
More:

Captions & Display - *See page 306*

Map Settings - *See page 308*

Global Map Settings - *See page 311*

User Settings Editor

A screenshot of a web application window titled "User Settings Editor". The window has a light blue header with a user icon and a close button. Below the header, there is a left navigation bar with three tabs: "Captions & Display" (selected), "Map Settings", and "Global Map Settings". The main content area contains a form with various settings. The settings are: Language (dropdown menu set to "ENGLISH (SYSTEM)"), Organization Caption (text input "Department"), Monitor Caption (text input "User"), Carrier Caption (text input "Employee"), Device Caption (text input "Device"), Target Caption (text input "Points of Interest"), Area Caption (text input "Geofence"), IMEI Caption (text input "IMEI"), GMT Caption (text input "UTC"), and Page Size (text input "100"). At the bottom of the form are three buttons: "Save", "Reset Defaults", and "Close".

User Settings Editor
This form allows the user to set preferences.

Language:

Organization Caption:

Monitor Caption:

Carrier Caption:

Device Caption:

Target Caption:

Area Caption:

IMEI Caption:

GMT Caption:

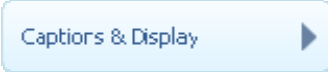


Page Size:

User Settings Editor

The **User Settings Editor** is accessed by clicking the [Edit Profile](#) link on the Title Bar. The User Settings Editor offers a quick way to change a user's map settings preferences as well as preferences for the way entities are labeled throughout the system.

Note: Changes made to the User Settings Editor will only affect settings for the user who is currently logged on to the account.

The **User Settings Editor** features a left Navigation Bar with three tabs:

- 
- 
- 

The **Map Settings** tab can be clicked when a user wants to change his or her map settings for the map on the Tracking screen. When the **Map Settings** tab is clicked, fields for the Map Settings will load.

The **Global Map Settings** tab can be clicked when a user wants to change the icon images that will be used globally on the Tracking screen to represent various types of points during a tracked Employee session.


More:

Captions & Display - *See page 306*

Map Settings - *See page 308*

Global Map Settings - *See page 311*

Captions & Display

When the  tab is clicked, the following boxes are loaded into the User Settings Editor:

- Language
- Organization Caption
- Monitor Caption
- Carrier Caption
- Device Caption
- Target Caption
- Area Caption

- IMEI Caption
- GMT Caption
- Page Size

Language drop-down box allows a user to select the language he or she wants to use.

Organization Caption lets you set the nomenclature for the Organization entity. It is set to **Department** by default.

Monitor Caption lets you set the nomenclature for the Monitor entity. It is set to **User** by default.

Carrier Caption lets you set the nomenclature for the Carrier entity. It is set to **Employee** by default.

Device Caption lets you set the nomenclature for the Device entity. It is set to **Device** by default.

Target Caption lets you set the nomenclature for the Target entity. It is set to **Points of Interest** by default.

Area Caption lets you set the nomenclature for the Area entity. It is set to **Geofence** by default.

Tip: The name of any of these entities can be changed by typing a new name into the respective text box.

Note: Changes made to the User Settings Editor will only affect settings for the user who is currently logged on to the account.

IMEI Caption text box contains the nomenclature for IMEI, as it will appear throughout the system. IMEI stands for "International Mobile Equipment Identity" and is typically a 15-digit number that is assigned to mobile devices, such as cell phones and GPS tracking units.

GMT Caption text box contains the nomenclature for GMT, "Greenwich Mean Time." In the GMT text box, a user can type the caption that will appear for GMT whenever it is referenced in the system -- for example, you may wish to use "UTC" instead.

Page Size box is a text box in which a user can set the threshold for the number of items that will be displayed on a grid before the grid continues on a new page.

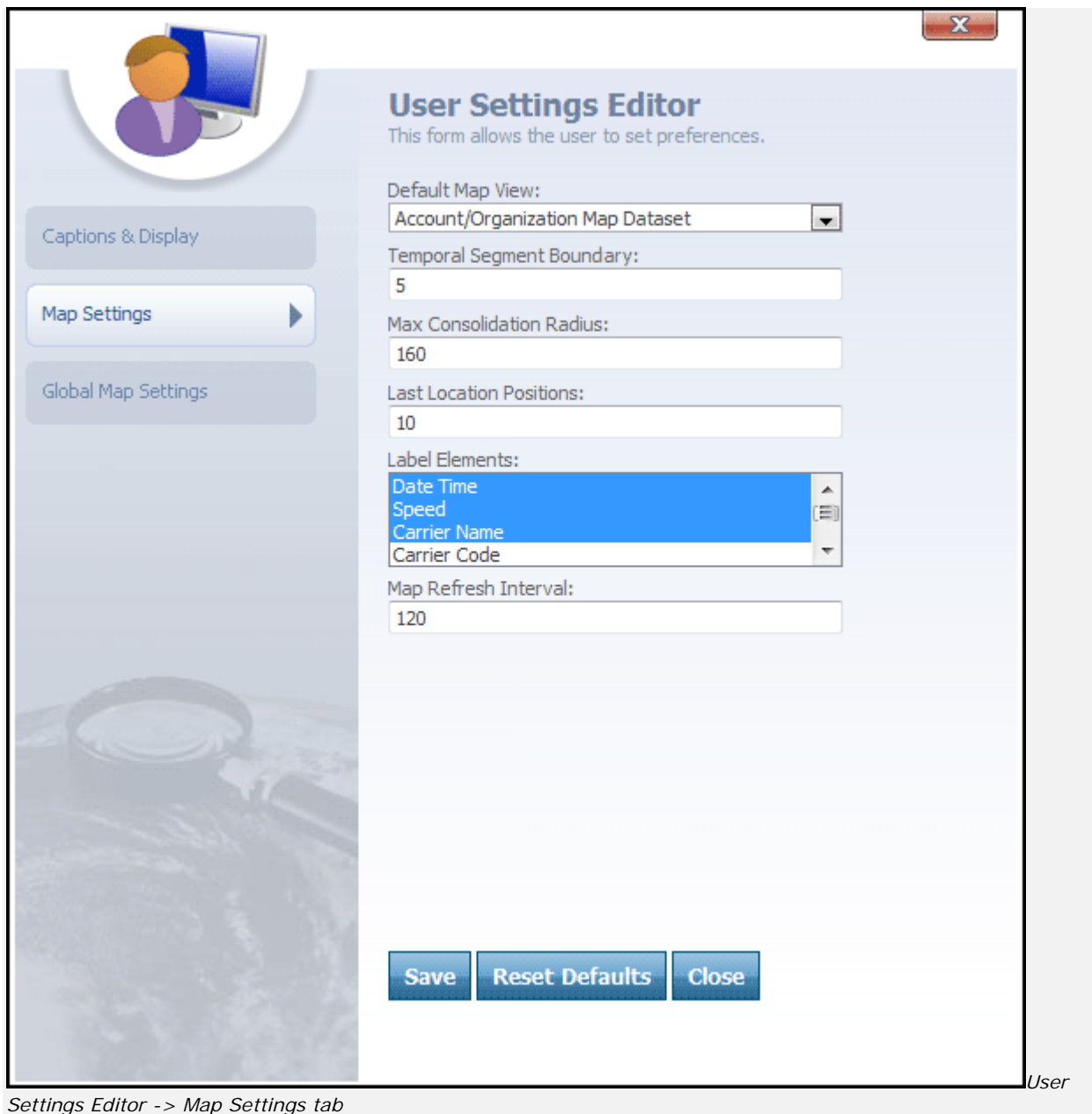
More:

User Settings Editor - *See page 304*


Map Settings - *See page 308*

Global Map Settings - *See page 311*

Map Settings



Settings Editor -> Map Settings tab

When the  tab is clicked, the following boxes and menus are loaded into the User Settings Editor:

- Default Map View
- Temporal Segment Boundary
- Max Consolidation Radius
- Last Location Positions
- Label Elements

- Map Refresh Interval

Default Map View drop-down box allows a user to select the map dataset he or she wants to see on the Tracking screen by default.

Temporal Segment Boundary text box helps you control clutter on the map by suppressing the display of a location point if it was recorded within a short time of the previous point. Enter an integer value, in minutes, that represents the minimum time that must elapse between the recording of two points in order for the second point to be displayed. The Temporal Segment Boundary is only taken into consideration if the two points are closer together than the Max Consolidation Radius (see below). Setting the Temporal Segment Boundary to 0 will display all location points on the map regardless of how much time elapsed between their recording.

Max Consolidation Radius text box helps you control clutter on the map by consolidating multiple tracked location points if they are too short a distance from each other. Enter an integer value, in meters, that represents the smallest distance apart that a location point can be from another location point before the points will be considered for consolidation. If two points are closer to each other than the Max Consolidation Radius, the Temporal Segment Boundary will then be checked to determine whether or not the points will be consolidated. Setting the Max Consolidation Radius to 0 will display all recorded location points on the map regardless of their proximity to each other.

Tip: To learn more about how to configure the Temporal Segment Boundary and Max Consolidation Radius values, please see the **Controlling the Display of Location Points** - See page 265 topic.

Label Elements list box allows you select which label elements you want to display on the informational pop-up balloons that appear when you click on an Employee's tracked location on the map. You can control+click to select or deselect multiple items without clearing your other selections.

Last Location Positions text box lets you enter the number of locations you want to show on the map when you select "Show Last x Locations" from the **Sessions Toolbar** - See page 550.

Map Refresh Interval text box lets you enter the number of seconds you want to elapse before the map refreshes itself automatically, when **Auto Refresh** - See page 517 is enabled.

More:

User Settings Editor - See page 304

Captions & Display - See page 306

Global Map Settings - See page 311

Global Map Settings

User Settings Editor
This form allows the user to set preferences.

Global Map Settings

Last Point Icon
☒ Pick Color
Random

Stop Point Icon
☒ Pick Color
Random

Moving Point Icon
☒ Pick Color
Random

First Point Icon
☒ Pick Color
Random

Alert Point Icon
☒ Pick Color
Random

☒ Show Location Number

Save **Reset Defaults** **Close**

User

Settings Editor -> Map Settings tab

When the **Global Map Settings** tab is clicked, the following controls are loaded into the User Settings Editor:

- Last Point Icon
- Stop Point Icon
- Moving Point Icon
- First Point Icon
- Alert Point Icon
- Show Location Number check box

Last Point Icon lets you configure the icon that will be displayed on the map to represent an Employee's last tracked position.

Stop Point Icon lets you configure the icon that will be displayed on the map to represent a point at which an Employee came to a stop.

Moving Point Icon lets you configure the icon that will be displayed on the map to represent a point at which an Employee was tracked while in motion.

First Point Icon lets you configure the icon that will be displayed on the map to represent the point at which an Employee initially embarked upon his or her session.

Alert Point Icon lets you configure the icon that will be displayed on the map to represent any point at which a Employee raised an alert.

Show Location Number check box, when checked, will display location numbers on top of all of the icons plotted during an Employee session. Using this feature, you can see the order in which the points were plotted and thus more easily envision the Employee's path.

Icon Configuration Controls

On the Global Map Settings screen, each type of point icon has the following configuration controls available:



At the far left, a scaled-down preview of the selected icon image will be displayed. Click the



button to open an Image Chooser dialog, from which you can pick the new icon you want to use.

The **Pick Color** checkbox, when checked, allows you to select a specific color in which to display the icon. You can easily colorize any icon automatically by selecting a color from the drop-down menu below this checkbox. When you select a color, a preview of the color will be displayed in the swatch to the right of the drop-down.

If you uncheck the Pick Color checkbox, the icon will be colored to match the Employee color.

More:

User Settings Editor - *See page 304*

Captions & Display - *See page 306*

Map Settings - *See page 308*

Change Password

A screenshot of a 'Change Password' dialog box. The dialog has a light green background and a title bar with a red 'X' button. In the top-left corner, there is a circular icon containing a computer monitor and a padlock. The main content area has the title 'Change Password' in bold green text, followed by the instruction 'Use this screen to change your password.' in a smaller font. Below this, the 'Username:' is listed as 'Admin'. There are three text input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. At the bottom, there are two buttons: 'Save' and 'Close'.

Change Password

The Change Password dialog is opened from the Dashboard by clicking the [Change Your Password](#) link in the System Statistics area. The Change Password dialog is used to change a user's password.

Note: When you change a password using the **Change Password** dialog, only the user who is logged onto the system will be affected by the password change.

The **Change Password** dialog box features the following fields:

- Username
- Current Password
- New Password
- Confirm New Password

Username field displays the name of the user who is currently logged on to the account.

Current Password text box contains the current password of the user.

New Password text box allows an administrator to type a new password for the user.

Confirm New Password text box is used to retype the new password.

Change Password

A screenshot of a 'Change Password' dialog box. The dialog has a light green background and a title bar with a close button (X). In the top-left corner, there is an icon of a computer monitor with a padlock. The main content area contains the following elements: a title 'Change Password' in bold green text, a subtitle 'Use this screen to change your password.' in smaller green text, a 'Username:' label followed by the text 'Admin', a 'Current Password:' label followed by a text input field, a 'New Password:' label followed by a text input field, a 'Confirm New Password:' label followed by a text input field, and two buttons at the bottom: 'Save' and 'Close'.

Change Password

The Change Password dialog is opened from the Dashboard by clicking the [Change Your Password](#) link in the System Statistics area. The Change Password dialog is used to change a user's password.

Note: When you change a password using the **Change Password** dialog, only the user who is logged onto the system will be affected by the password change.

The **Change Password** dialog box features the following fields:

- Username
- Current Password
- New Password
- Confirm New Password

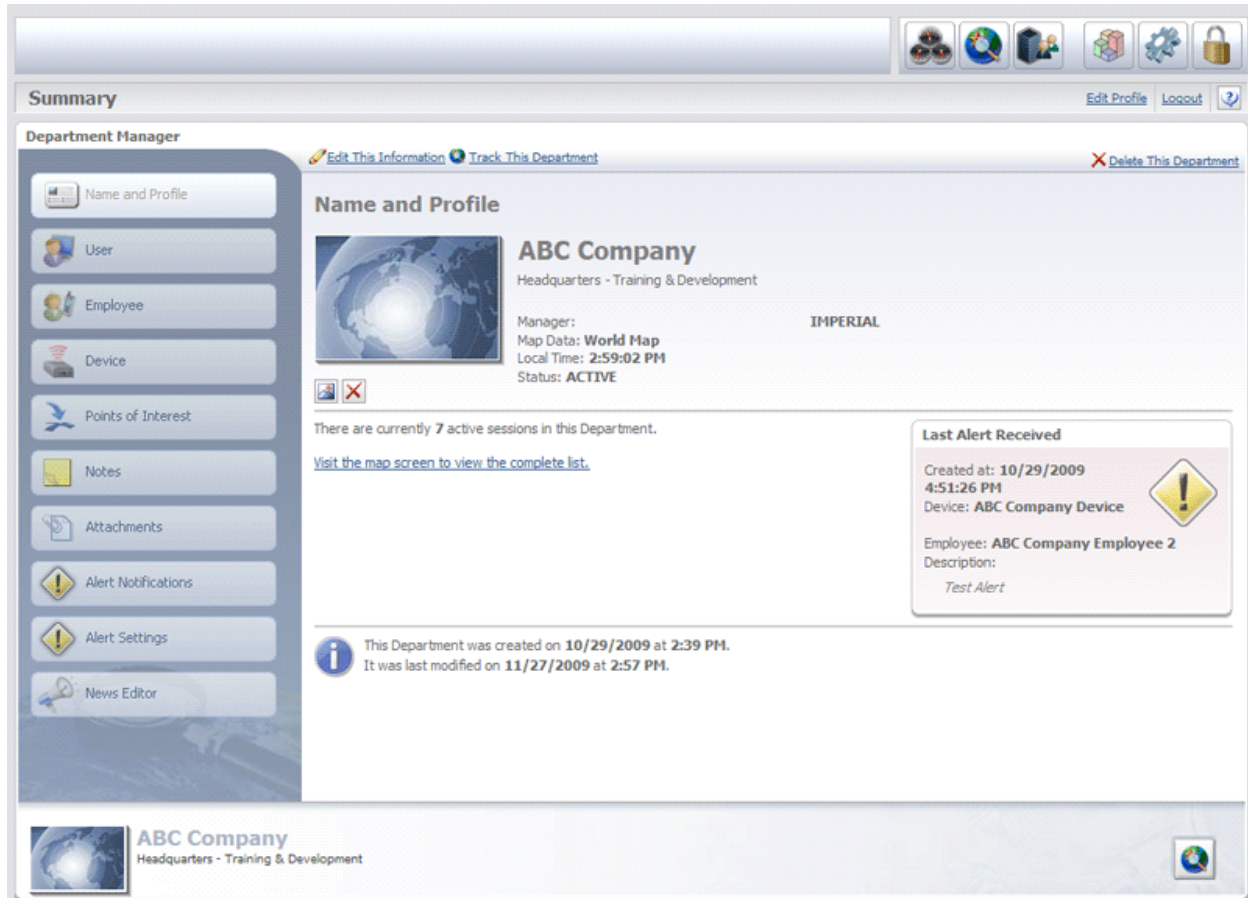
Username field displays the name of the user who is currently logged on to the account.

Current Password text box contains the current password of the user.


New Password text box allows an administrator to type a new password for the user.

Confirm New Password text box is used to retype the new password.

Department Manager












Department Manager

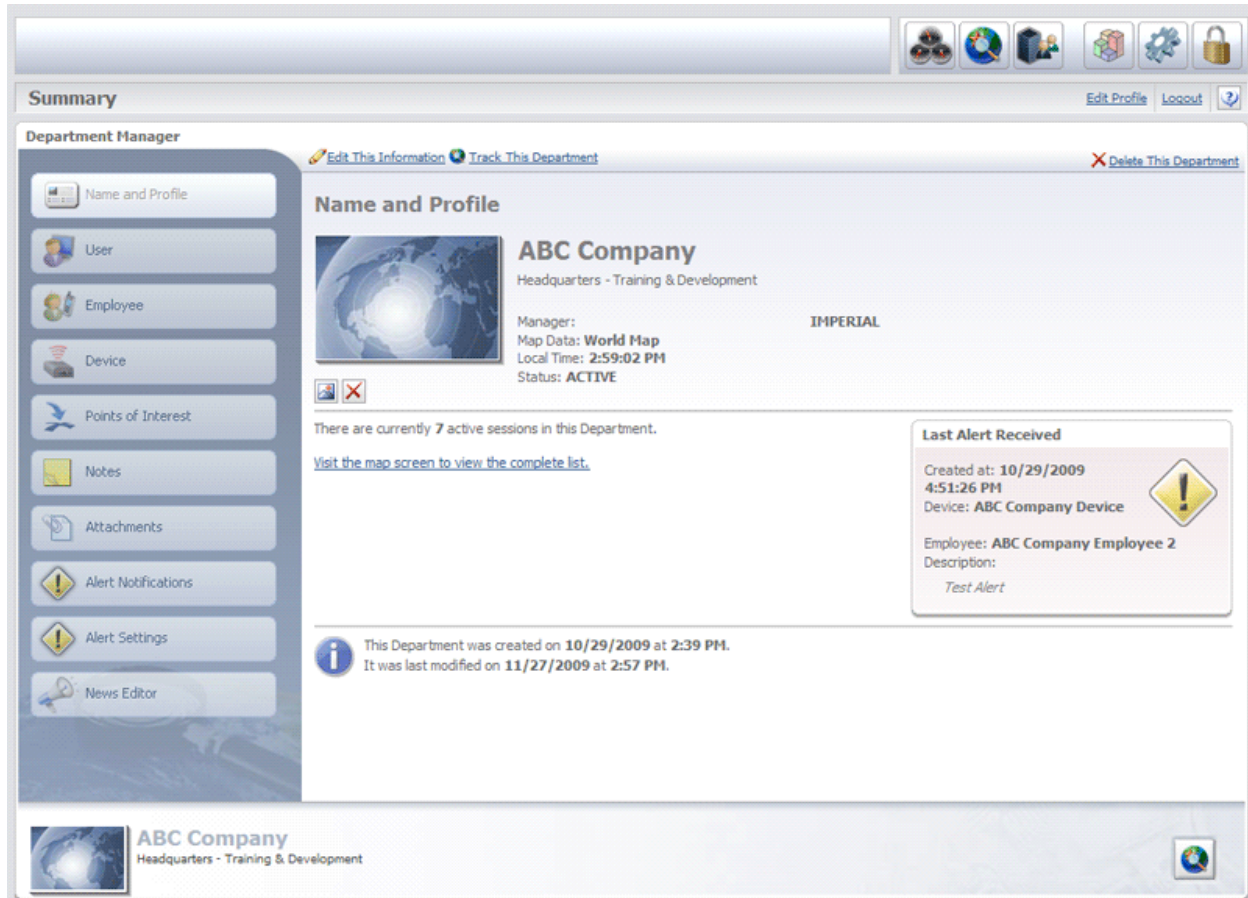
The **Department Manager** is accessed by clicking one of the  pencil icons in either the Department List or Current Department Bar on the Dashboard. The Department Manager allows you to quickly access, view, and manage important information about a department. In the Department Manager, you can also view and edit the Department and all of the entities in the Department.

The **Department Manager** features a Navigation Bar on the left-side of the screen. The Navigation Bar features the following tabs:


-  Name and Profile — Name and Profile

-  User — User
-  Employee — Employee
-  Device — Device
-  Points of Interest — Points of Interest
-  Notes — Notes
-  Attachments — Attachments
-  Alert Settings — Alert Settings
-  Alert Notifications — Alert Notifications
-  News Editor — News Editor

Department Manager












Department Manager

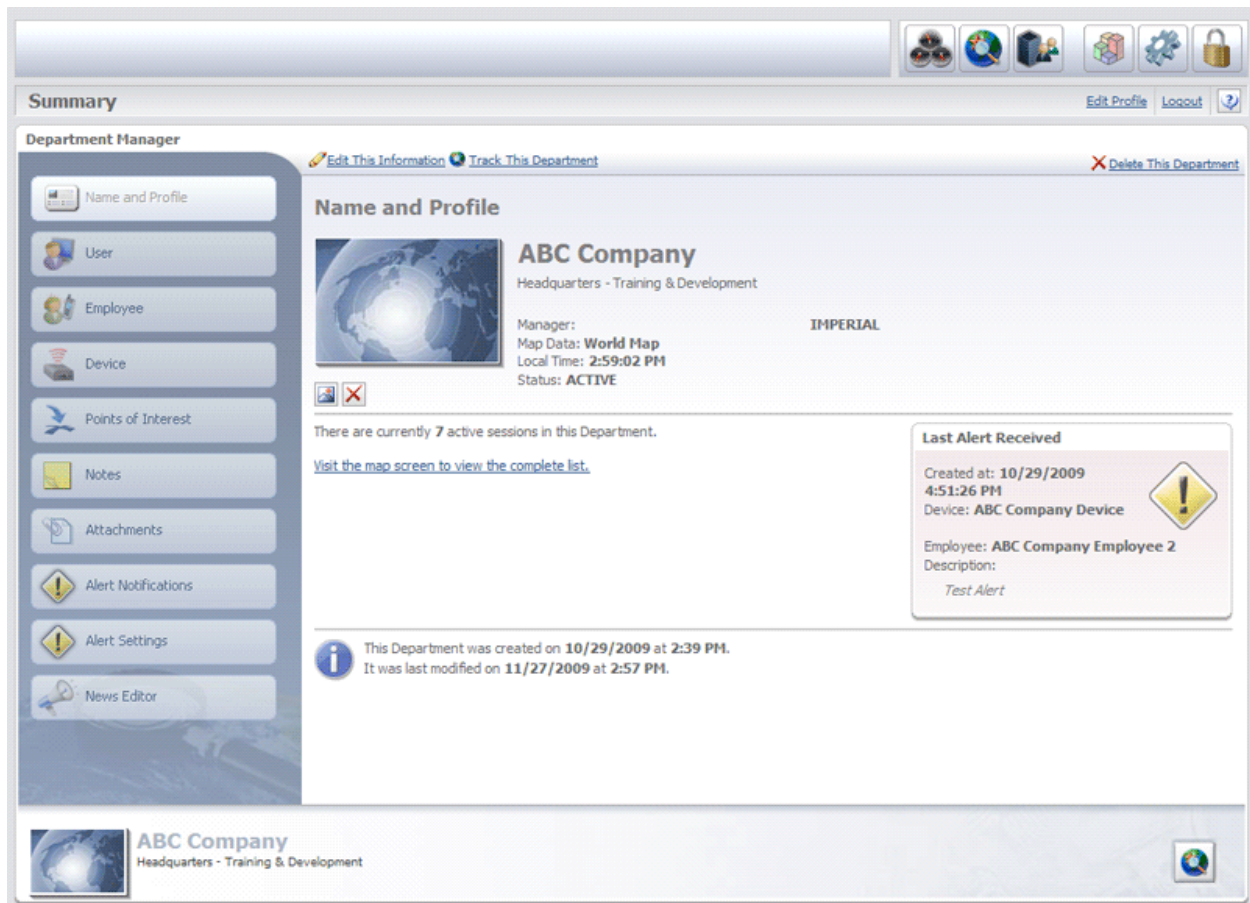
The **Department Manager** is accessed by clicking one of the  pencil icons in either the Department List or Current Department Bar on the Dashboard. The Department Manager allows you to quickly access, view, and manage important information about a department. In the Department Manager, you can also view and edit the Department and all of the entities in the Department.

The **Department Manager** features a Navigation Bar on the left-side of the screen. The Navigation Bar features the following tabs:

-  Name and Profile — Name and Profile


-  User — User
-  Employee — Employee
-  Device — Device
-  Points of Interest — Points of Interest
-  Notes — Notes
-  Attachments — Attachments
-  Alert Settings — Alert Settings
-  Alert Notifications — Alert Notifications
-  News Editor — News Editor

Name and Profile






Name and Profile

When a user clicks one of the  icons in the **Department** section of the Dashboard, the **Department Manager** will open with the **Name and Profile** tab selected.

With the  **Name and Profile** tab selected, the following items will be displayed on the **Department Manager** screen:

At the top of the **Department Manager**:

-  [Edit This Information](#): Click to open the Department Editor.


-  [Track This Department](#): Click to go to the Tracking screen for the Department
-  [Delete This Organization](#): Click to delete the Department

On the main part of the **Department Manager**:

- Department Picture
- Department Name
- Manager
- Map Data
- Local Time
- Status
- # of Active Sessions
- [Visit the map screen to view the complete list.](#)
- Last Alert Received
- Date Department was created and date last modified

Department Picture features a  icon and a  icon.



 can be clicked to open the File List (Image) dialog box, from which a new image can be selected for the Department.



can be clicked to delete the Department's picture.

Department Name field displays the name of the Department.

Manager field displays the name of the manager for the department.

Map data field show the map data set and unit system being used in the Department.

Local Time field displays the local or current time for the Department, which corresponds to the Department's time zone.


Status field shows whether the Department is Active or Inactive in the account.

of Active sessions shows how many Employee sessions are currently active in the Department.

[Visit the map screen to view the complete list.](#) link can be clicked to go to the Tracking screen for the Department and view all the active Employee sessions.

Last Alert Received pane shows when the last alert was created in the Department, the Device that generated the alert, the Employee assigned the Device, and a brief description of the alert.

Last Alert Received
Created at: **10/12/2007**
2:13:12 PM
Device: **SAT 03001**
Carrier: **BF2990 Black Van**
Description:
Test Alert



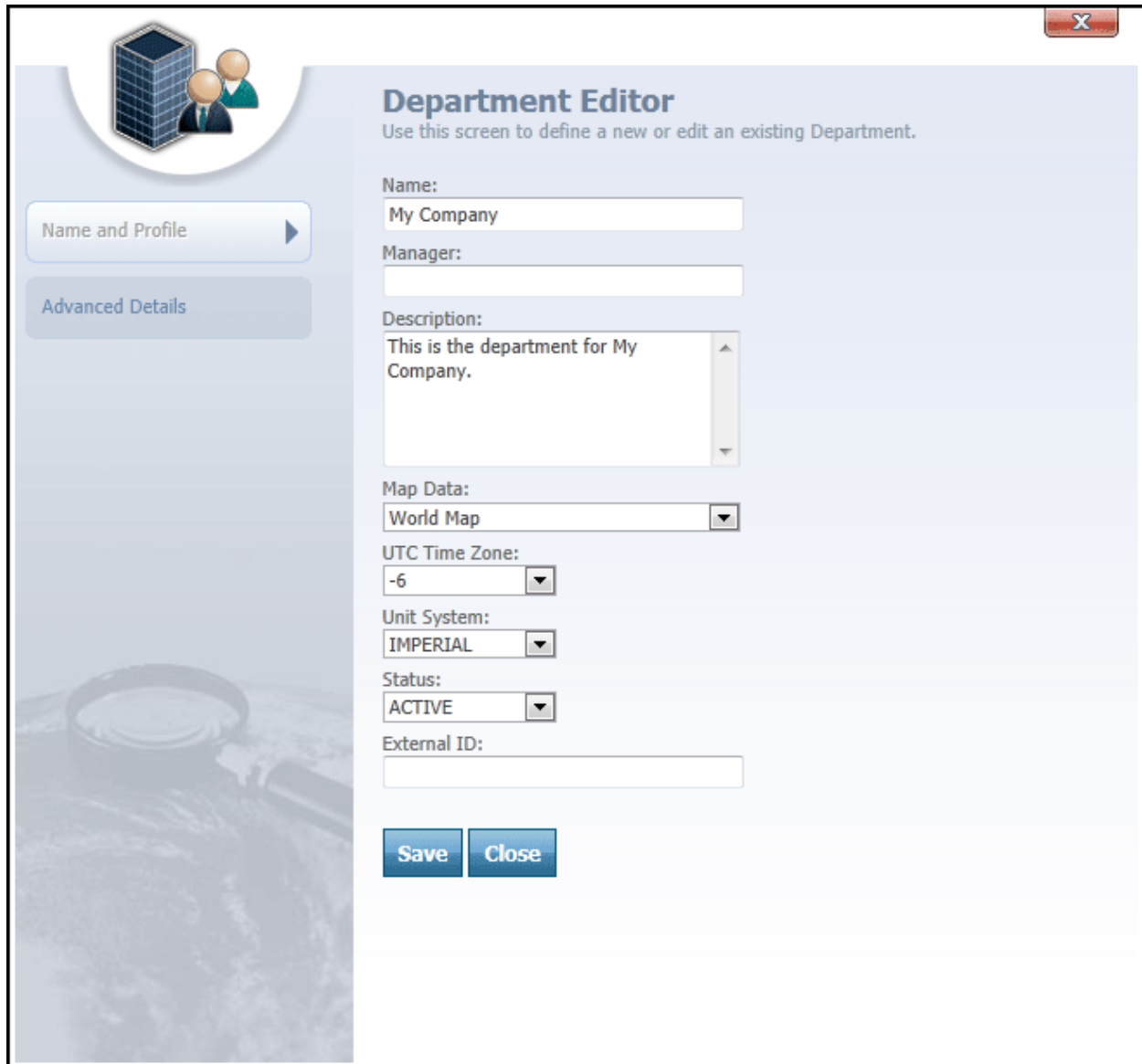
Last Alert Received pane

Date the Department was created shows the date and time when the Department was created in the account. In addition, the date and time that the Department was last modified is displayed below this field.



icon, located in the bottom right-hand corner of the Name and Profile screen, can be clicked to go to the Tracking screen for the department.


Department Editor



The image shows a software window titled "Department Editor" with a close button (X) in the top right corner. On the left is a navigation bar with two tabs: "Name and Profile" (selected, with a right-pointing arrow) and "Advanced Details". Above the tabs is a circular icon containing a building and two people. The main area of the window has a light blue background and contains the following fields and controls:

- Department Editor**
Use this screen to define a new or edit an existing Department.
- Name:** A text input field containing "My Company".
- Manager:** An empty text input field.
- Description:** A text area containing "This is the department for My Company." with up and down arrow controls on the right.
- Map Data:** A dropdown menu showing "World Map".
- UTC Time Zone:** A dropdown menu showing "-6".
- Unit System:** A dropdown menu showing "IMPERIAL".
- Status:** A dropdown menu showing "ACTIVE".
- External ID:** An empty text input field.
- At the bottom are two buttons: "Save" and "Close".

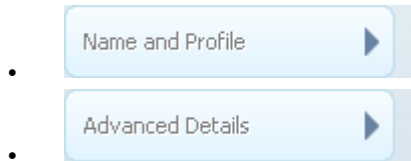
Department Editor

The **Department Editor** is accessed by clicking the  [Edit This Information](#) link located above the Department picture.

Note: This link is only displayed when the Name and Profile tab is selected on the Navigation Bar.

The **Department Editor** is used to create, edit, and manage departments throughout an account.

The Department Editor features a left Navigation Bar with two tabs:

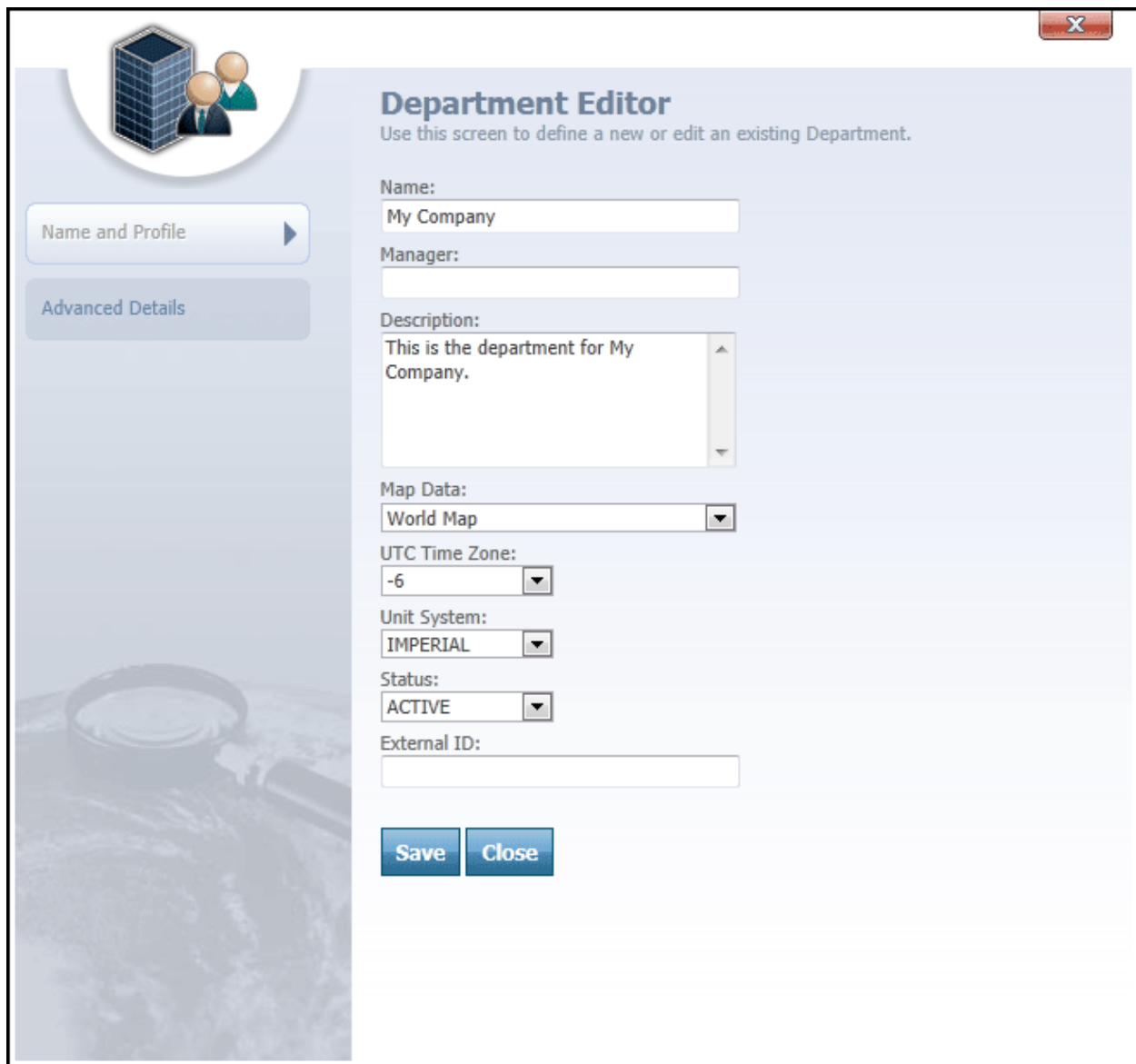


More:

Name and Profile - *See page 325*

Advanced Details - *See page 329*

Name and Profile




The image shows a software window titled "Department Editor" with a close button (X) in the top right corner. On the left side, there is a sidebar with two tabs: "Name and Profile" (which is selected and highlighted with a blue arrow) and "Advanced Details". The main area of the window contains the following fields:

- Name:** A text input field containing "My Company".
- Manager:** An empty text input field.
- Description:** A text area containing "This is the department for My Company." with up and down arrow controls on the right.
- Map Data:** A dropdown menu showing "World Map".
- UTC Time Zone:** A dropdown menu showing "-6".
- Unit System:** A dropdown menu showing "IMPERIAL".
- Status:** A dropdown menu showing "ACTIVE".
- External ID:** An empty text input field.

At the bottom of the main area, there are two buttons: "Save" and "Close".

Department Editor-Name and Profile tab selected

With  selected, the Department Editor features the following text and drop-down boxes:

- Name
- Manager
- Description
- Map Data
- Time Zone

- Unit System
- Status
- External ID

Name text box contains the name of the department.

Manager text box contains the name of the manager of the department.

Description text box contains a brief description of the department.

Map Data drop-down box allows a user to select the map dataset for the Department's maps, such as World, USA, Canada, Africa, Middle East, etc.

Time Zone drop-down box features settings based on the region of the world where a user wants to target the Department.


Unit System drop-down box features a choice between Metric and Imperial when setting the way units will appear on the department's screens.

Status drop-down box allows a user to set a status for the department, which can be either Active or Inactive.

External ID box can be used to type an ID that will link the Department to an outside system.

Tip: External ID is a user defined field. In the case of a Department, the External ID could be a department number.

 button can be clicked to save any changes made to the editor.

 button can be clicked to close the editor.

More:

Department Editor - *See page 324***Name and Profile** - *See page 325*

Advanced Details - *See page 329*

Advanced Details

Department Editor
Use this screen to define a new or edit an existing Department.

Business Address

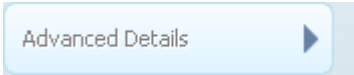
Address Description		
Address Line 1		
Address Line 2		
City		
State		
Zipcode		

Emergency Contact Information

Telephone		
Cell Phone		
Pager		
Pager E-Mail		
E-Mail		

Save **Close**

Department Editor-Advanced Details tab selected


When the  tab is selected, the following custom fields will load into the Department Editor:


- Business Address
- Emergency Contact Information

Note: New fields can be added to this area through the **Custom Field Editor**. The above list of Custom Fields is just an example and some fields may or may not appear on your Department Editor.

Tip: The custom fields area is featured on most of the editor dialogs in the system. Custom fields can be added or removed to this area through the **Custom Field Editor**.

The custom fields in the Department Editor are used to associate important information to a Department.

 button can be clicked to save any changes made to the editor.

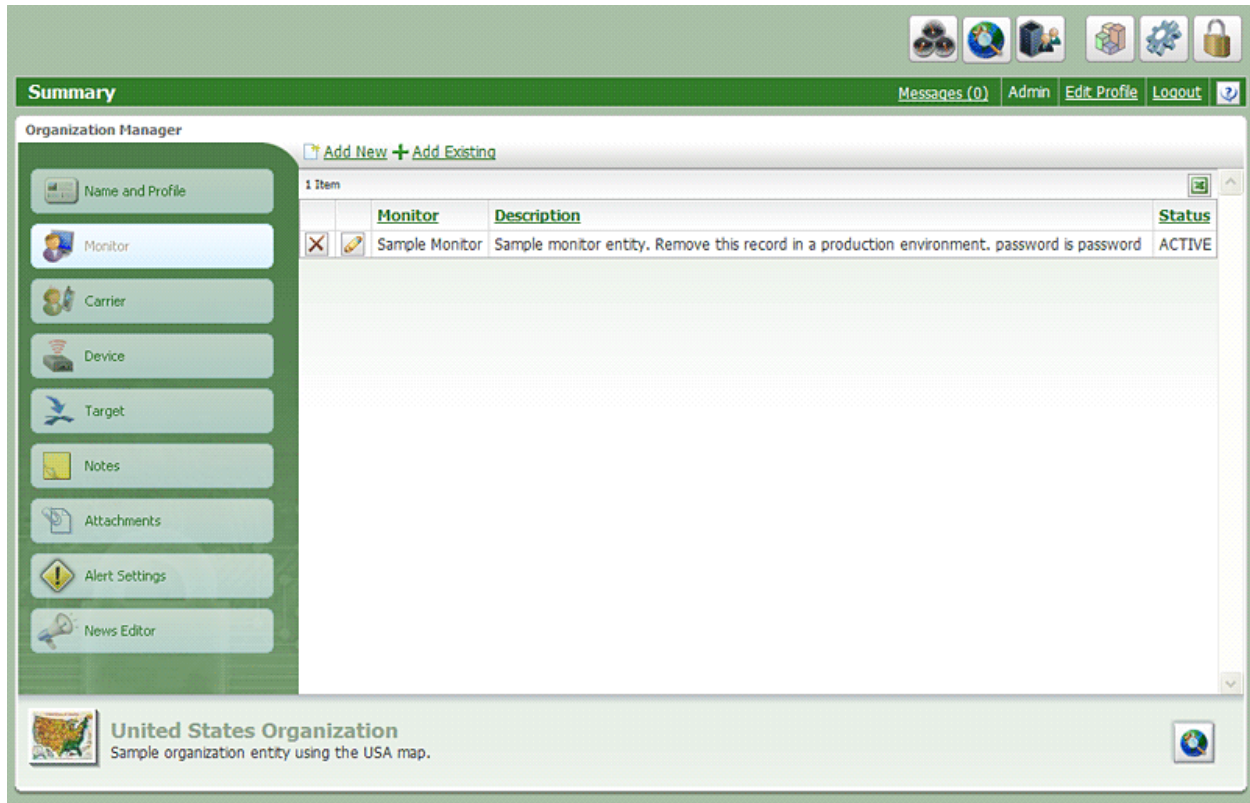
 button can be clicked to close the editor.

More:


Department Editor - *See page 324*

Name and Profile - *See page 325*

User





User grid

When the  tab is selected from the Navigation Bar, a **User** grid will load in the Department Manager.


The **User** grid contains the following columns:

- User
- Description
- Status

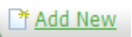
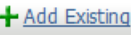
User column lists all of the Users in the account. Each User can be deleted by clicking the  icon to the left of the User's name. The  icon next to each User's name can be clicked to open the User Editor.



Description column gives a brief description of each User.

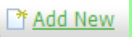
Status column displays the status of each User in the account. This status can be either Active or Inactive.



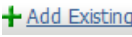
 icon, located at the top-right corner of the grid, can be clicked to export the grid to Excel.

Above each grid in the Department Manager, there are two links:

-  Add New
-  Add Existing

 Add New can be clicked to add a new entity to the department. For example, if the User tab was selected, the  Add New link would open the User Editor. From the User Editor, a new User can be created and added to the Department.

Tip: The  Add New link appears at the top of grids in the system and will open an Editor for the entity that is selected.

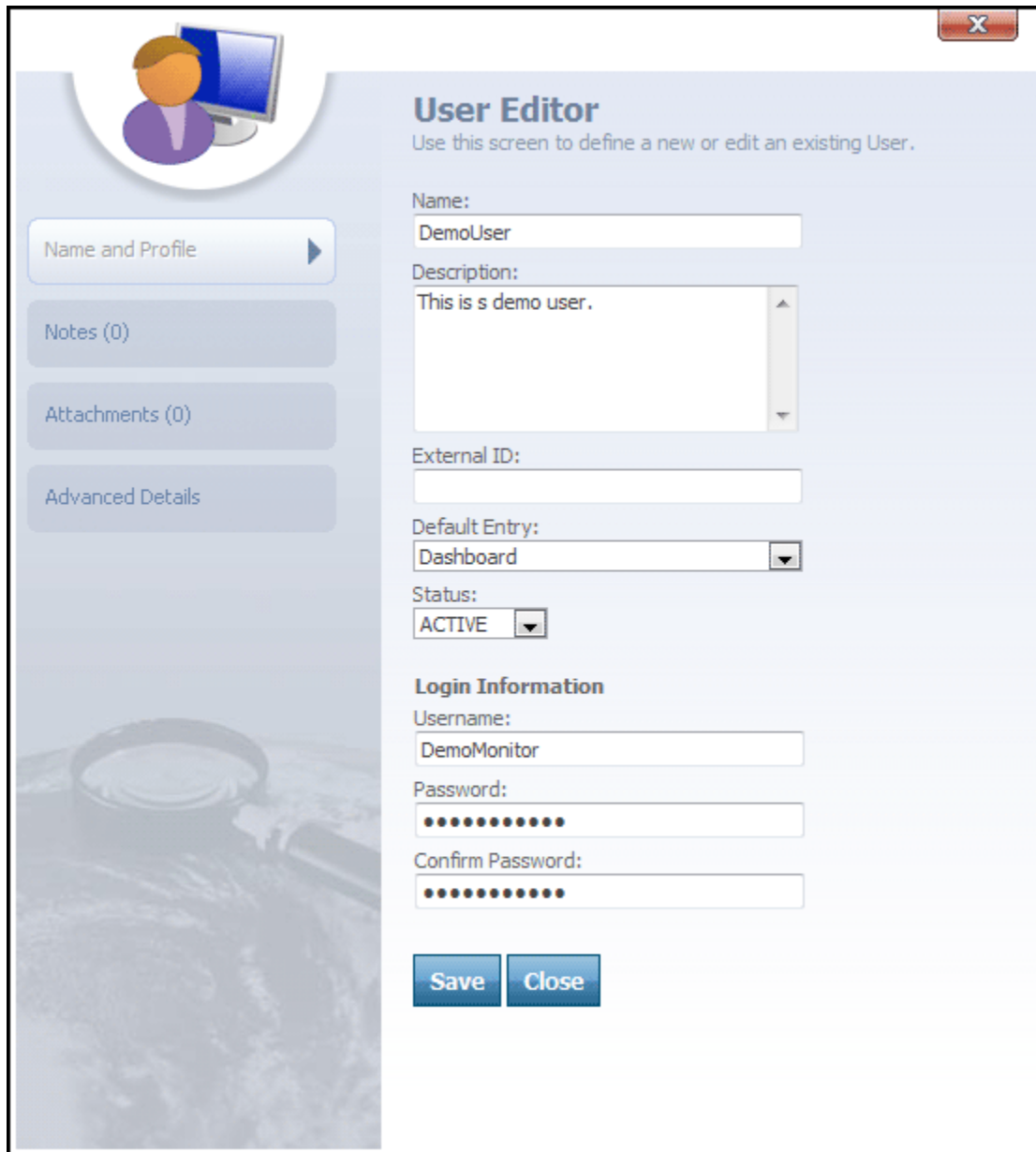
 Add Existing link will open a Selection List from which an existing user can be added to the department. For example, if the  Monitor tab was selected, the  Add Existing link would open the **User List**, which lists all of the Users in the account.

Filter text box, located at the top of the User List, is a drop-down box from which a user can select a Department in order to limit the List to only those Users in the selected Department. The **Selection List** for each entity will feature check boxes next to each entity in the list.

Note: Each entity in the system—Department, User, Employee, Device, Points of Interest, and Geofence—will feature a Selection List that is used for selecting and adding these entities to grids throughout an account.

Tip: Check boxes from the Selection List can be clicked to select individual entities.

User Editor



The image shows a 'User Editor' window with a close button (X) in the top right corner. On the left is a sidebar with a user icon and a computer monitor, and four buttons: 'Name and Profile' (selected), 'Notes (0)', 'Attachments (0)', and 'Advanced Details'. The main area is titled 'User Editor' with the subtitle 'Use this screen to define a new or edit an existing User.' It contains several form fields: 'Name' (text box with 'DemoUser'), 'Description' (text area with 'This is s demo user.'), 'External ID' (text box), 'Default Entry' (dropdown menu with 'Dashboard'), and 'Status' (dropdown menu with 'ACTIVE'). Below these is a 'Login Information' section with 'Username' (text box with 'DemoMonitor'), 'Password' (password box with 10 dots), and 'Confirm Password' (password box with 10 dots). At the bottom are 'Save' and 'Close' buttons.

User Editor
Use this screen to define a new or edit an existing User.

Name:
DemoUser

Description:
This is s demo user.

External ID:

Default Entry:
Dashboard

Status:
ACTIVE

Login Information


Username:
DemoMonitor

Password:
●●●●●●●●●●


Confirm Password:
●●●●●●●●●●

Save Close

User Editor

The **User Editor** is accessed from the User grid by clicking the  icon next to a User's name or clicking the [Add New](#) link above the User grid in the Department Manager. The User Editor is used to edit or change information for a User.

On the left-side of the User Editor is a Navigation Bar with the following tabs:

- A vertical stack of four light blue rectangular tabs. The first tab is labeled 'Name and Profile'. The second tab is labeled 'Notes (0)'. The third tab is labeled 'Attachments (0)'. The fourth tab is labeled 'Advanced Details'. Each tab has a subtle gradient and a slight shadow.
-
-
-
-

More:

User - *See page 331*

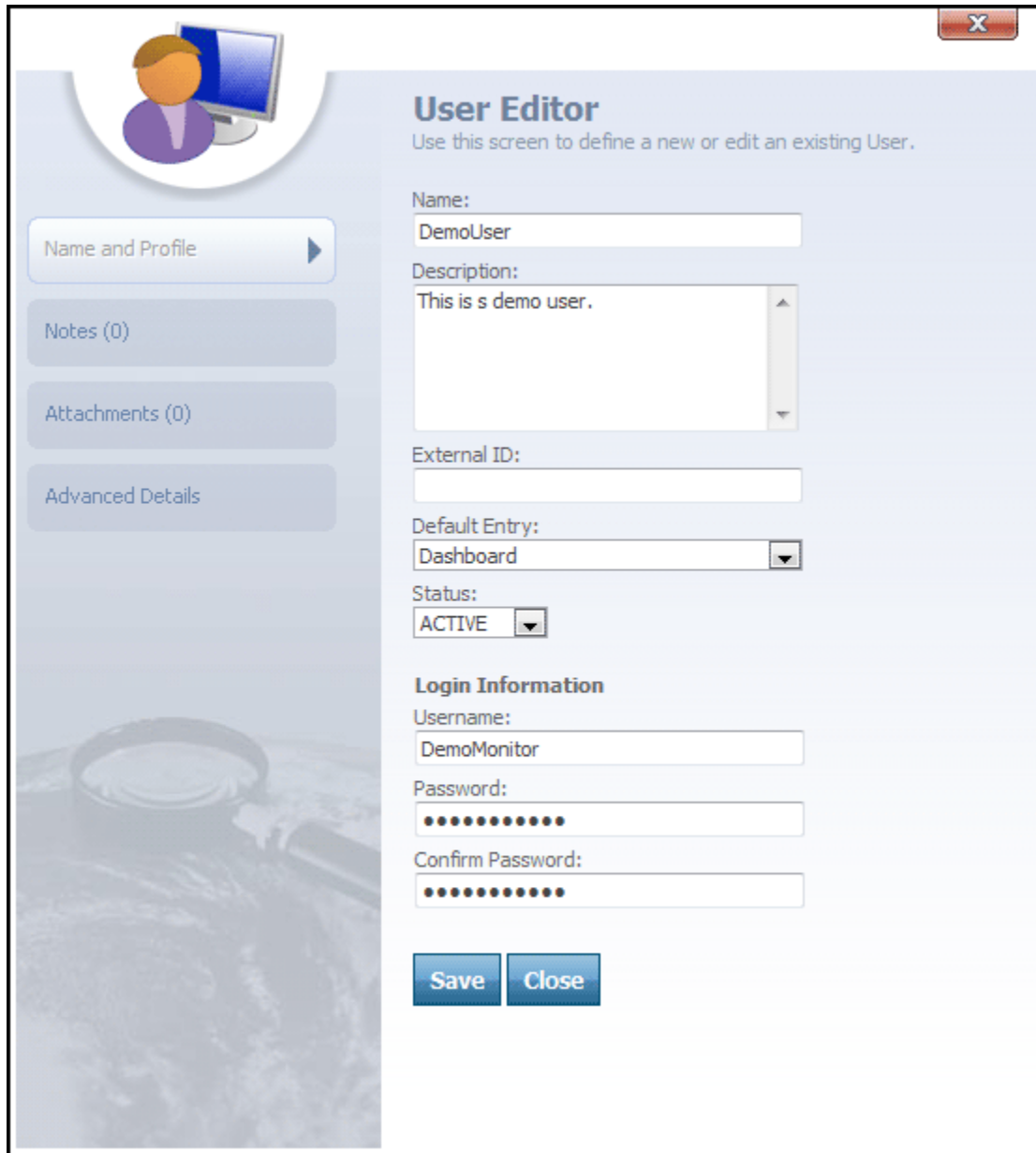
Name and Profile - *See page 335*

Notes - *See page 338*

Attachments - *See page 340*


Advanced Details - *See page 342*

Name and Profile



The screenshot shows a window titled "User Editor" with a close button (X) in the top right corner. On the left side, there is a sidebar with four tabs: "Name and Profile" (selected), "Notes (0)", "Attachments (0)", and "Advanced Details". The main area of the window is divided into two sections. The top section, under the "Name and Profile" tab, contains the following fields: "Name:" with a text input field containing "DemoUser"; "Description:" with a text area containing "This is s demo user."; "External ID:" with an empty text input field; "Default Entry:" with a drop-down menu showing "Dashboard"; and "Status:" with a drop-down menu showing "ACTIVE". The bottom section, titled "Login Information", contains the following fields: "Username:" with a text input field containing "DemoMonitor"; "Password:" with a text input field containing ten dots; and "Confirm Password:" with a text input field containing ten dots. At the bottom of the window, there are two buttons: "Save" and "Close".

User Editor-Name and Profile tab selected

With the  tab selected, the User Editor features the following text and drop-down boxes:

- Name
- Description
- External ID
- Default Entry
- Status
- Username
- Password
- Confirm Password

Name text box contains the name of the User.

Description text box contains a brief description of the User.

External ID box can be used to type an ID that will link the User to an outside system.

Tip: External ID is a user defined field. In the case of an Employee, the External ID could be an employee number.


Default Entry drop-down box allows a user to select the default entry point for the User. The default entry will be the area in the system that the User will go to after logging on to the account.


Status drop-down box can be used to mark a User as Active or Inactive.

Username text box contains the User's username in the system.

Password text box contains a User's security password for the system.

Confirm Password text box is used to retype and confirm a User's password.

 button can be clicked to save any changes made to the editor.

 button can be clicked to close the editor.

More:

User - *See page 331*

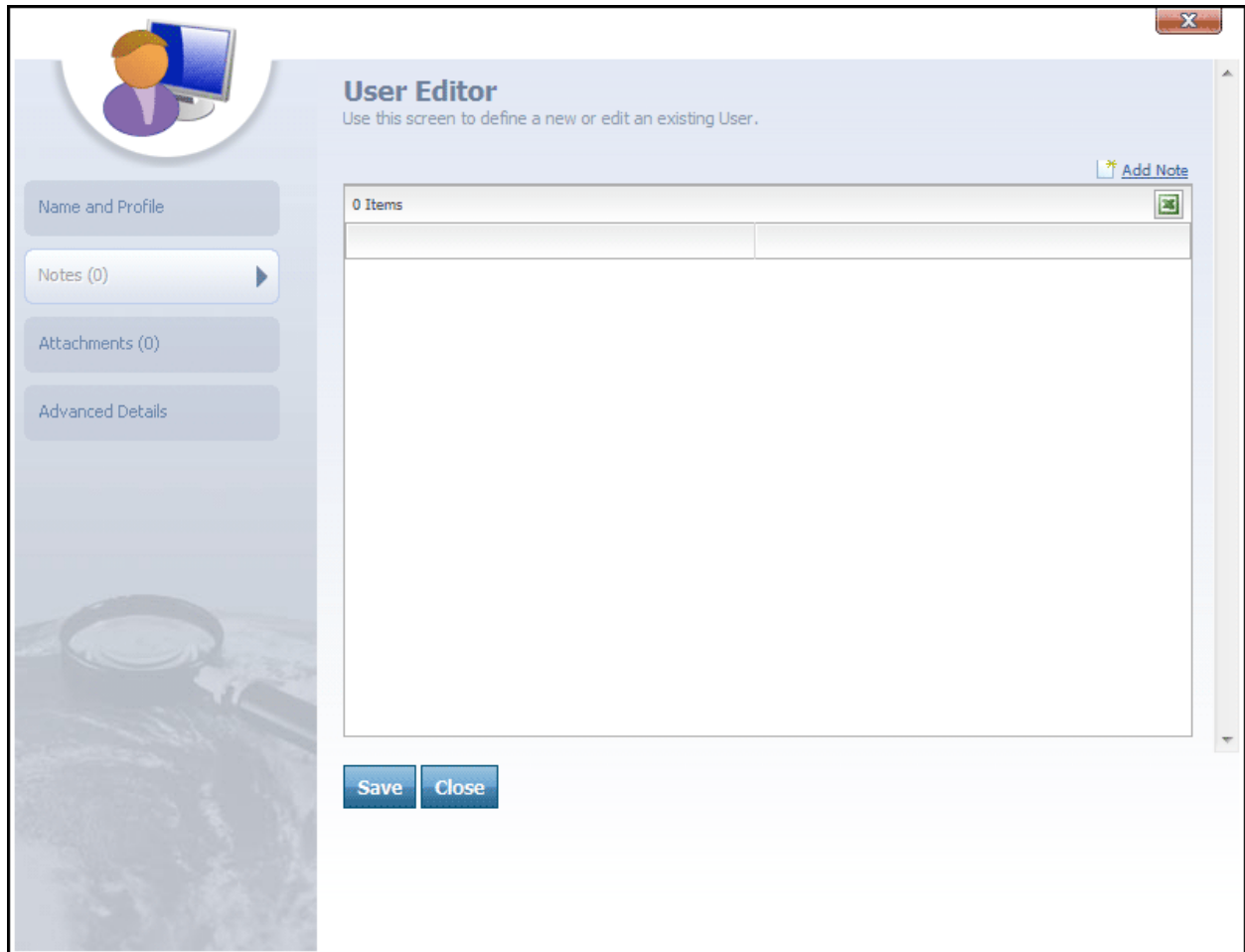
User Editor - *See page 422*

Notes - *See page 338*


Attachments - *See page 340*

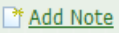
Advanced Details - *See page 342*


Notes




User Editor-Notes tab selected

The  tab on the Navigation Bar can be clicked to view the notes for a User or add a note to a User.

The  [Add Note](#) link, located in the top-right corner, can be clicked to open the Note Editor, which is used to compose and add a note to the User. Once a note is composed and saved, it will be added to the note grid below.

 icon, located below the Add Note link, can be clicked to export the note grid to Excel and imbed any of its items into an Excel grid.

 button can be clicked to save any notes that have been added to the editor.

 button can be clicked to close the editor.

More:

User - *See page 331*

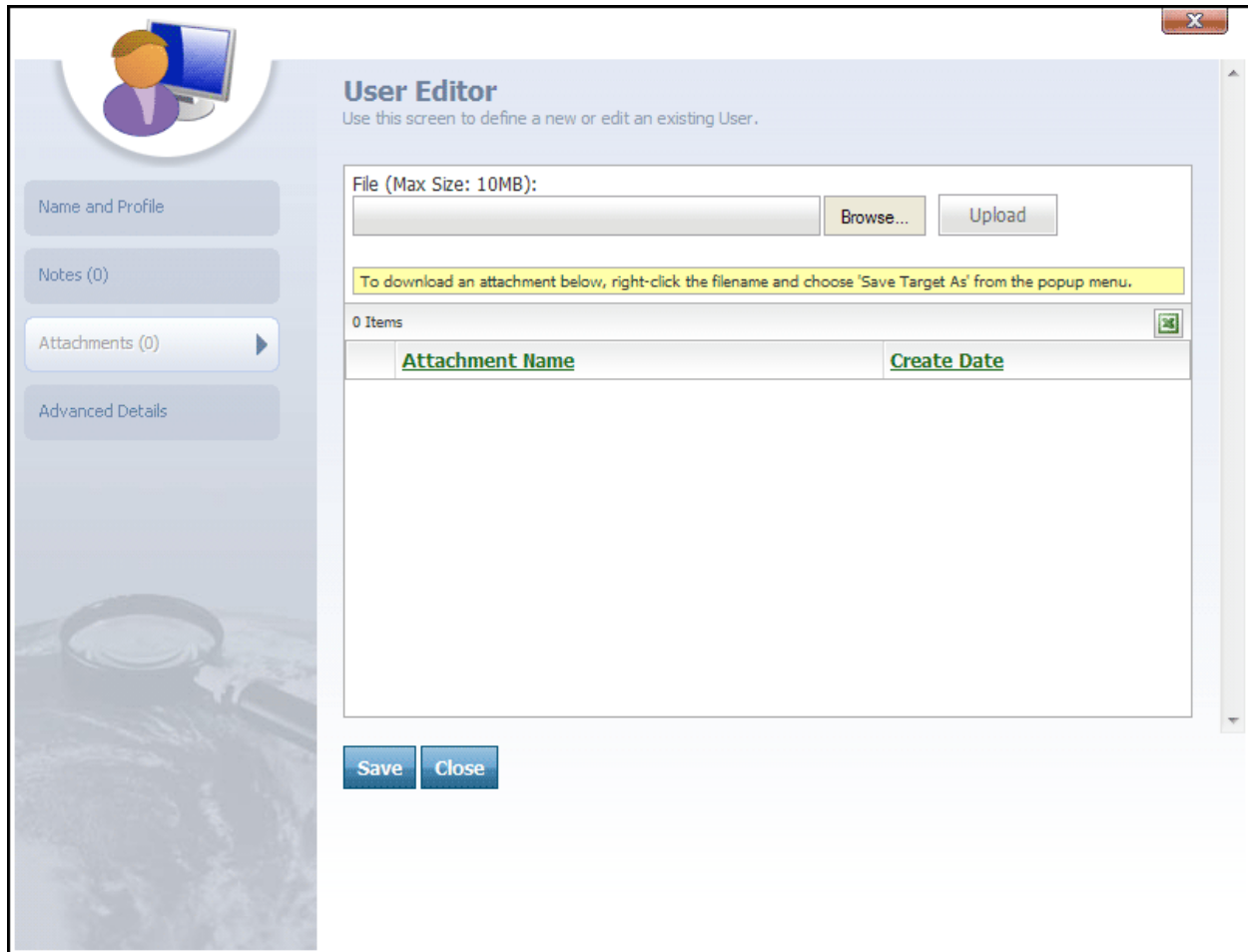
User Editor - *See page 422*

Name and Profile - *See page 454*

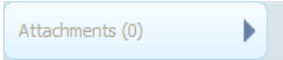
Attachments - *See page 340*

Advanced Details - *See page 342*

Attachments

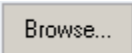


User Editor-Attachments tab selected

The  tab on the Navigation Bar can be clicked to view a list of attachments for a User or to add an attachment to a User.


The Attachment List features the following text boxes, buttons, and columns:

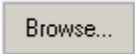
- File

- 


- 

- Attachment Name
- Create Date


File box allows a user to type a file name or click the  button to search for a file.

 button can be clicked to search for a file.

 button can be clicked to upload a selected file into the File box.

Attachment Name column lists the name of each attachment in the list. Next to each attachment is an  icon that can be clicked to delete the attachment from the list.

Create Date column lists the date that each attachment was created.

 button can be clicked to save any attachments added to the editor.

 button can be clicked to close the editor.

More:

User - *See page 331*

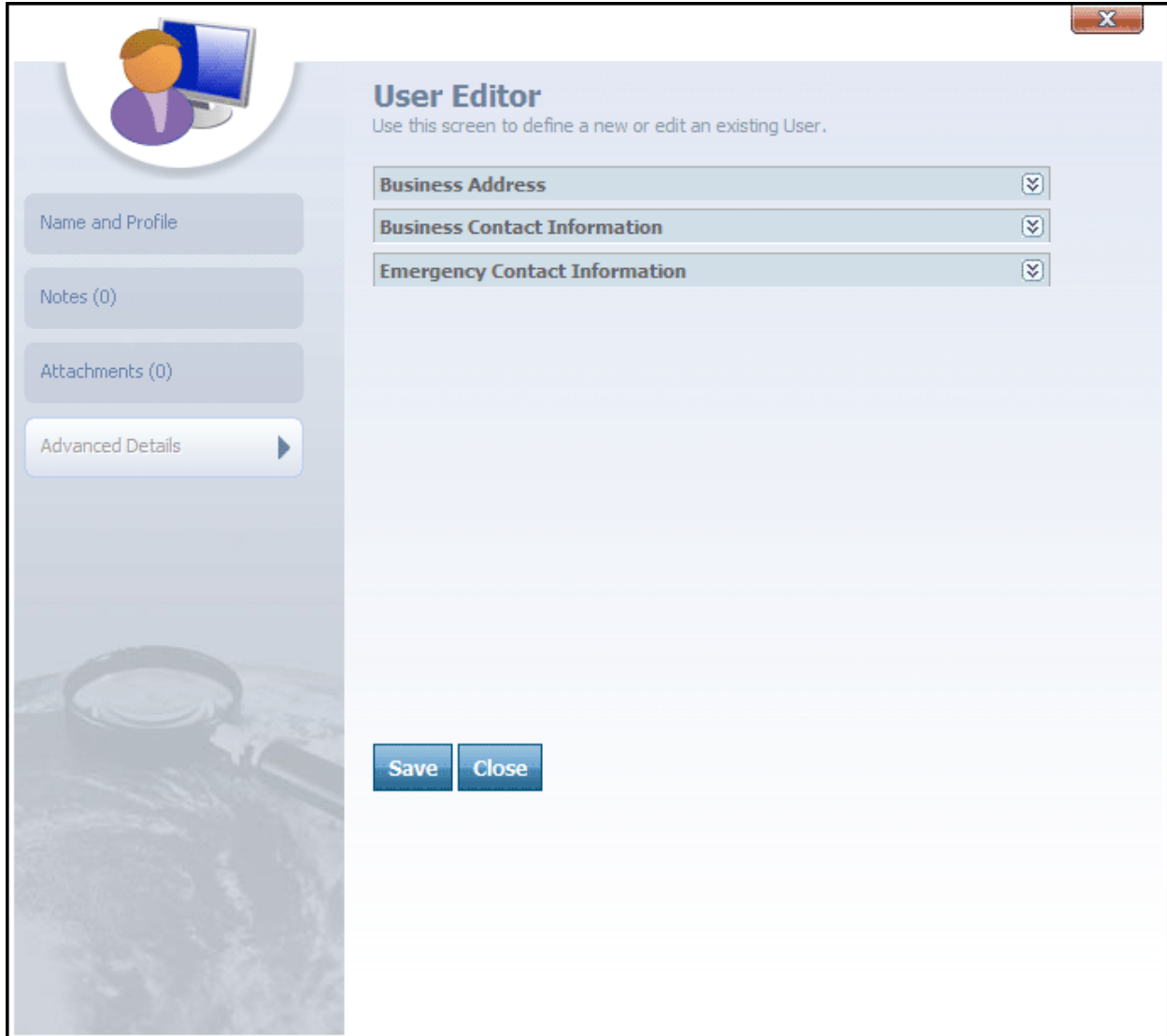
User Editor - *See page 422*

Name and Profile - *See page 454*

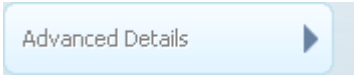
Notes - *See page 457*

Advanced Details - *See page 342*

Advanced Details

A screenshot of a web application window titled "User Editor". The window has a close button (X) in the top right corner. On the left side, there is a sidebar with a user profile icon at the top. Below the icon are four tabs: "Name and Profile", "Notes (0)", "Attachments (0)", and "Advanced Details". The "Advanced Details" tab is selected and highlighted with a blue background and a right-pointing arrow. The main content area on the right is titled "User Editor" and contains the instruction "Use this screen to define a new or edit an existing User." Below this instruction are three expandable sections: "Business Address", "Business Contact Information", and "Emergency Contact Information". Each section has a downward-pointing arrow on its right side, indicating it can be expanded. At the bottom of the main content area, there are two buttons: "Save" and "Close". The background of the sidebar features a faint image of a globe with a magnifying glass over it.

User Editor-Advanced Details tab selected

When the  tab is selected, the following custom fields will load into the User Editor:

- Business Address
- Business Contact Information
- Emergency Contact Information

- Contact Information

Note: New fields can be added to this area through the **Custom Field Editor**. The above list of Custom Fields is just an example and some fields may or may not appear on your Department's User Editor.

Tip: The custom fields area is featured on most of the editor dialogs in the system. Custom fields can be added or removed to this area through the **Custom Field Editor**.

The custom fields in the User Editor are used to associate important information to a User.



button can be clicked to save any changes made to the editor.



button can be clicked to close the editor.

More:

User - *See page 331*

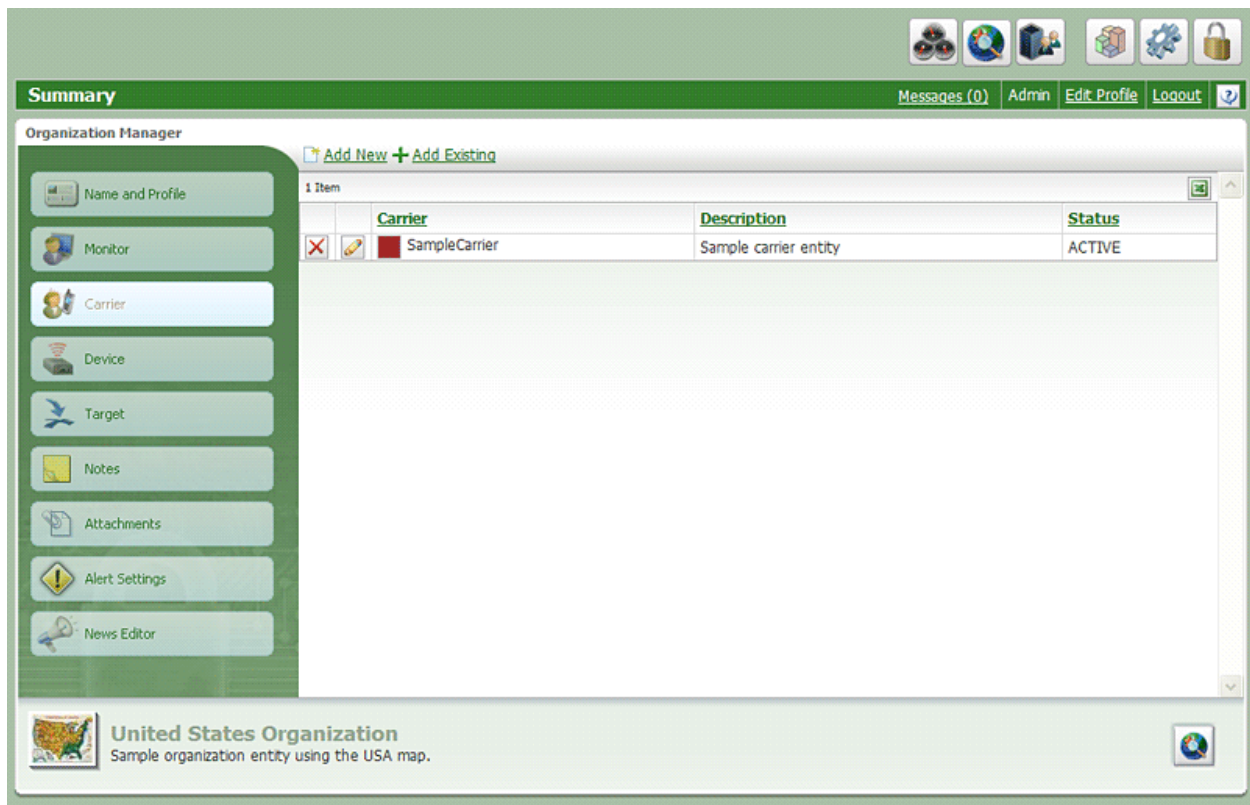
User Editor - *See page 422*

Name and Profile - *See page 454*


Notes - *See page 457*

Attachments - *See page 459*

Employee





Employee grid

When the  tab is selected from the navigation Bar on the Department Manager, an Employee grid will load in the Department Manager.


The **Employee** grid contains the following columns:

- Employee
- Description
- Status


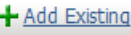
Employee column lists all of the Employees in the account. Each Employee can be deleted by clicking the  icon to the left of the Employee's name. The  icon next to each Employee's name can be clicked to open the Employee Editor.



Description column gives a brief description of each Employee.

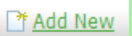
Status column displays the status of each Employee in the account. This status can be either Active or Inactive.



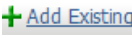
 icon, located at the top-right corner of the grid, can be clicked to export the grid to Excel.

Above each grid in the Department Manager, there are two links:

-  [Add New](#)
-  [Add Existing](#)

 [Add New](#) can be clicked to add a new entity to the department. For example, if the Employee tab was selected, the  [Add New](#) link would open the Employee Editor. From the Employee Editor, a new Employee can be created and added to the Department.

Tip: The  [Add New](#) link appears at the top of grids in the system and will open an Editor for the entity that is selected.

 [Add Existing](#) link will open a Selection List from which an existing user can be added to the department. For example, if the  Carrier tab was selected, the  [Add Existing](#) link would open the **Employee List**, which lists all of the Employees in the account.

Filter text box, located at the top of the Employee List, is a drop-down box from which a user can select a Department in order to limit the List to only those Employees in the selected Department. The **Selection List** for each entity will feature check boxes next to each entity in the list.

Note: Each entity in the system—Department, User, Employee, Device, Points of Interest, and Geofence—will feature a Selection List that is used for selecting and adding these entities to grids throughout an account.

Tip: Check boxes from the Selection List can be clicked to select individual entities.

More:

Employee Editor - See page 347

Name and Profile - *See page 349*

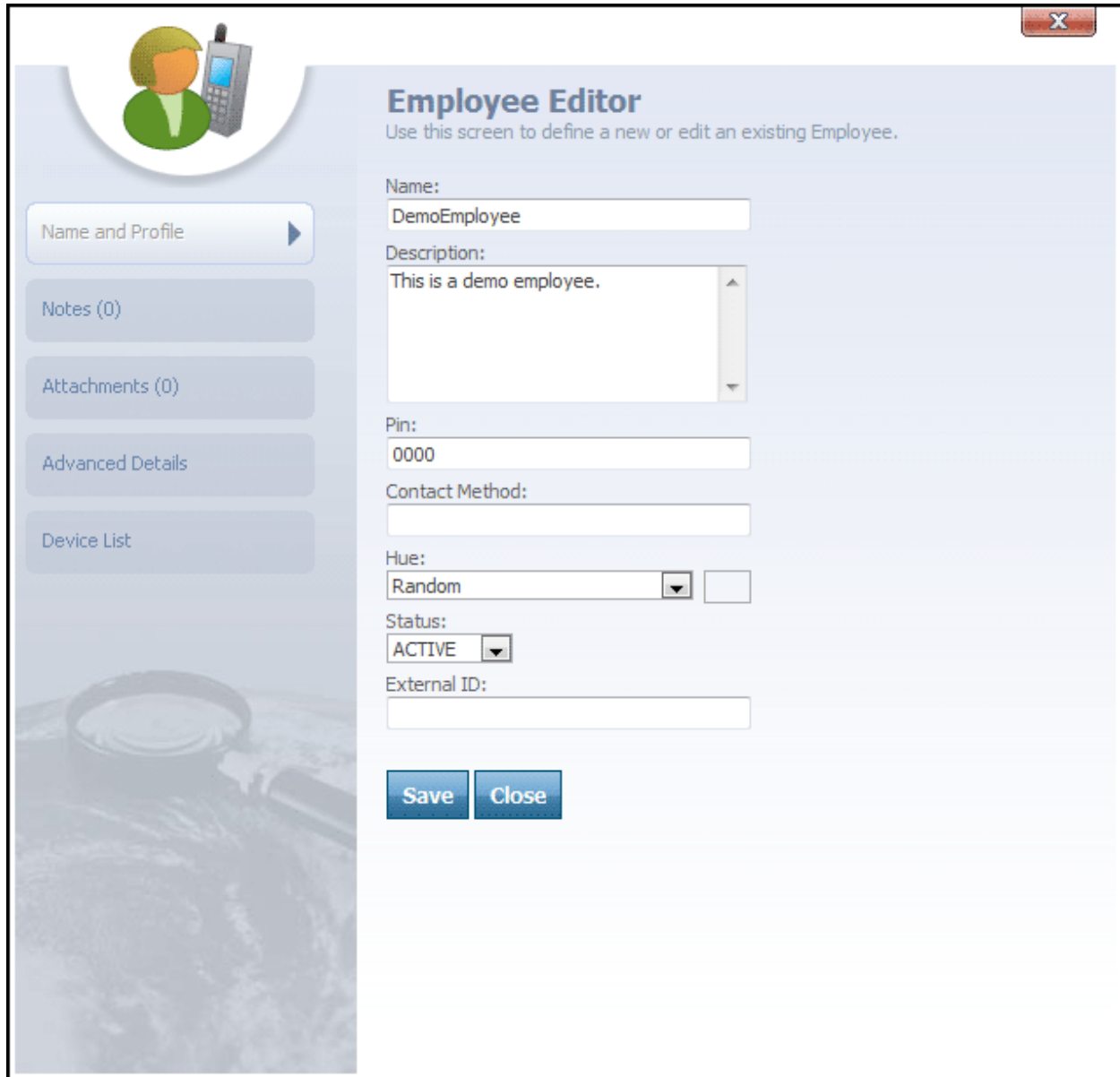
Notes - *See page 352*

Attachments - *See page 394*

Advanced Details - *See page 356*


Device List - *See page 358*

Employee Editor



The image shows a screenshot of a web application window titled "Employee Editor". The window has a standard Windows-style title bar with a close button (X) in the top right corner. On the left side, there is a vertical sidebar with a circular profile icon at the top. Below the icon, there are five buttons: "Name and Profile" (highlighted with a blue arrow), "Notes (0)", "Attachments (0)", "Advanced Details", and "Device List". The main content area on the right is titled "Employee Editor" in a bold font, followed by a subtitle: "Use this screen to define a new or edit an existing Employee." Below this, there are several form fields: "Name:" with a text box containing "DemoEmployee"; "Description:" with a text area containing "This is a demo employee."; "Pin:" with a text box containing "0000"; "Contact Method:" with an empty text box; "Hue:" with a dropdown menu set to "Random" and an adjacent empty text box; "Status:" with a dropdown menu set to "ACTIVE"; and "External ID:" with an empty text box. At the bottom of the form area, there are two blue buttons: "Save" and "Close". The background of the sidebar features a faint image of a globe and a magnifying glass.

Employee Editor

The **Employee Editor** is accessed from the Employee grid by clicking the  icon next to an Employee's name or clicking the [Add New](#) link above the Employee grid in the Department Manager. The Employee Editor is used to edit or change information for an Employee.

The **Employee Editor** features a left Navigation Bar with the following tabs:

- Name and Profile
- Notes (0)
- Attachments (0)
- Advanced Details
- Device List

More:

Employee Editor - *See page 433*

Name and Profile - *See page 349*

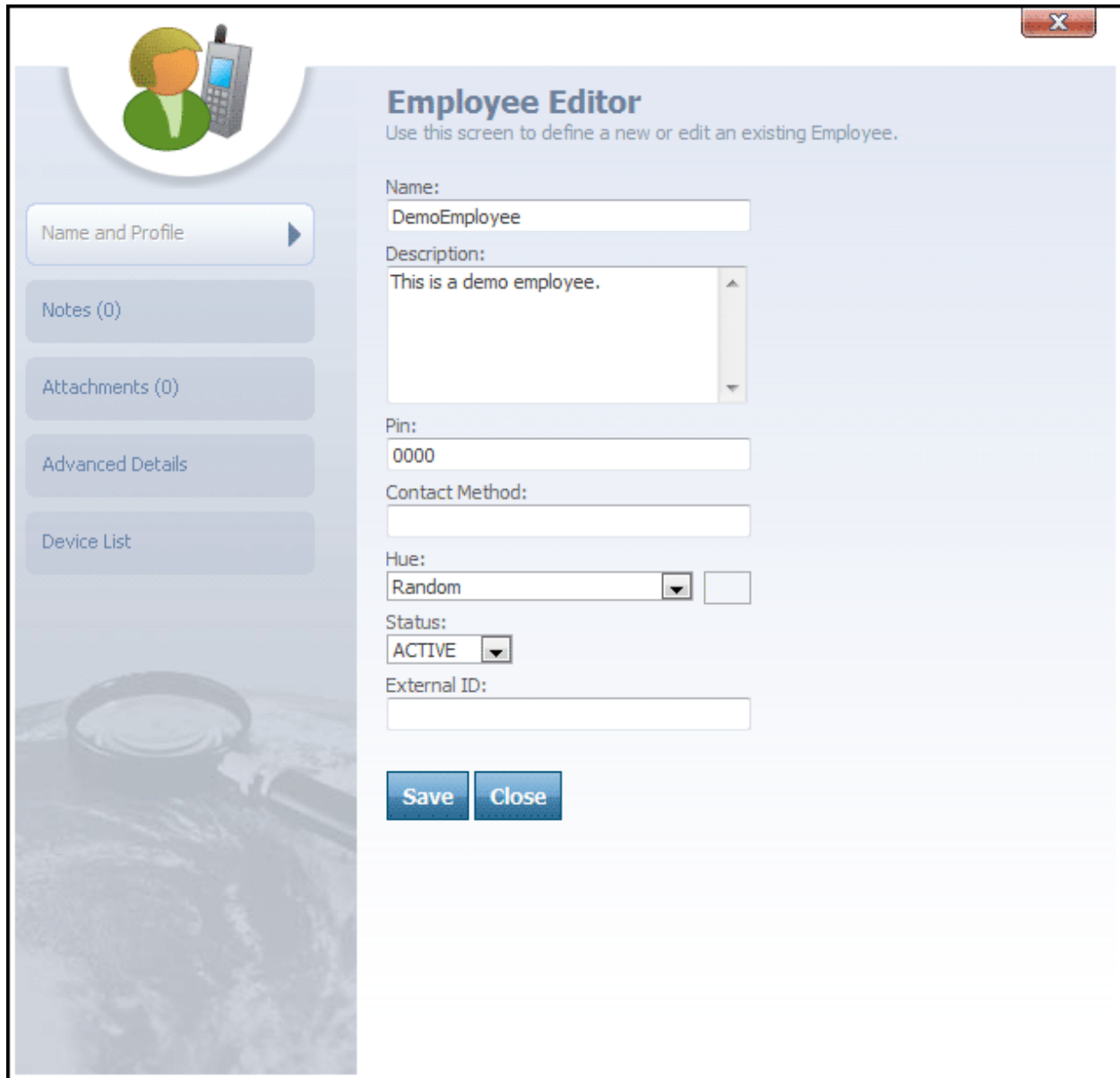
Notes - *See page 352*

Attachments - *See page 354*

Advanced Details - *See page 356*

Device List - *See page 358*

Name and Profile



The image shows a software window titled "Employee Editor" with a close button (X) in the top right corner. The window has a light blue header and a sidebar on the left. The sidebar contains five tabs: "Name and Profile" (selected, highlighted with a blue arrow), "Notes (0)", "Attachments (0)", "Advanced Details", and "Device List". The main area of the window is titled "Employee Editor" and contains the instruction "Use this screen to define a new or edit an existing Employee." Below this, there are several form fields: "Name:" with a text box containing "DemoEmployee"; "Description:" with a text area containing "This is a demo employee."; "Pin:" with a text box containing "0000"; "Contact Method:" with an empty text box; "Hue:" with a dropdown menu set to "Random" and an adjacent empty text box; "Status:" with a dropdown menu set to "ACTIVE"; and "External ID:" with an empty text box. At the bottom of the form area are two buttons: "Save" and "Close". The background of the window features a faint image of a magnifying glass over a globe.

Employee Editor-Name and Profile tab selected

With the Name and Profile tab selected, the Employee Editor features the following text and drop-down boxes:

- Name

- Description
- Pin
- Contact Method
- Hue
- Status
- External ID

Name text box contains the name of the Employee.

Description text box contains a brief description of the Employee.

Pin text box is used to help identify a particular Employee when the Employee is out on the road. Pin consists of a specific number that the Employee will use to log on to the system from a tracking device.

Note: The use of an Employee Pin number depends on whether the tracking device assigned to the Employee supports this feature.

Tip: Employee Pin is a required field that defaults to four zeros if a pin is not assigned to the Employee.

Contact Method text box is used to provide a phone or cell number by which the Employee can be contacted.

Hue drop-down box allows a user to select a color for the Employee. This color will represent the Employee's session points when the Employee's session points are displayed on the map.

Note: When an Employee's session points are displayed on the map, the hue for the Employee will override the hue for the Employee's tracking device if both are assigned a hue.

Status drop-down box is used to set the Employee's status within the department to either Active or Inactive.

External ID box can be used to type an ID that will link the Employee to an outside system.

Tip: External ID is a user defined field. In the case of an Employee, the External ID could be an employee number or a VIN (vehicle identification #).



button can be clicked to save any changes made to the editor.



button can be clicked to close the editor.

More:

Employee Editor - *See page 433*

Name and Profile - *See page 454*

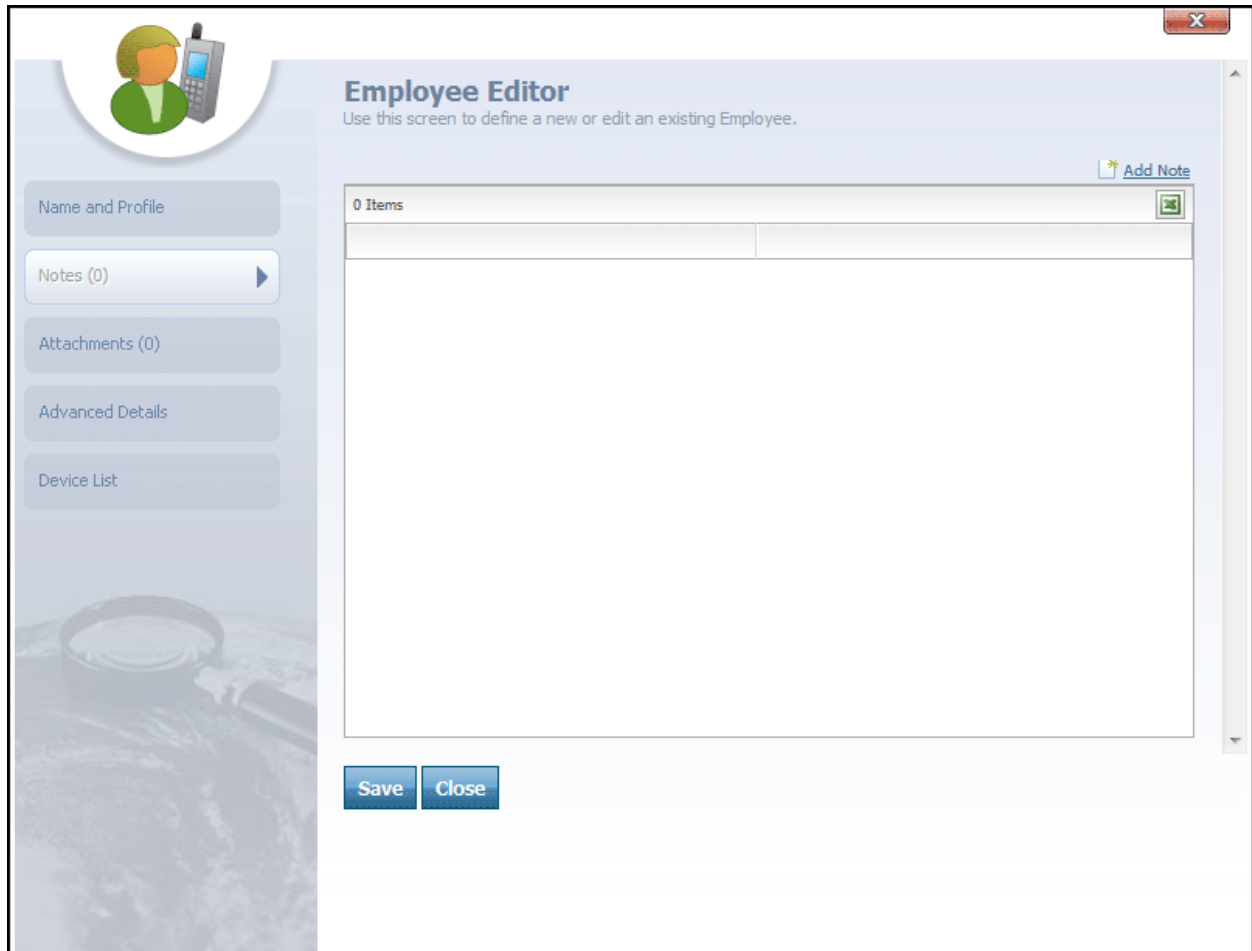
Notes - *See page 352*

Attachments - *See page 354*


Advanced Details - *See page 356*

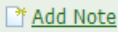
Device List - *See page 358*


Notes



Employee Editor-Notes tab selected

The  tab on the Navigation Bar can be clicked to view the notes for an Employee or add a note to an Employee.

The  link, located in the top-right corner, can be clicked to open the Note Editor, which is used to compose and add a note to the Employee. Once a note is composed and saved, it will be added to the note grid below.

 icon, located below the Add Note link, can be clicked to export the note grid to Excel and imbed any of its items into an Excel grid.



button can be clicked to save any notes that have been added to the editor.



button can be clicked to close the editor.

More:

Employee Editor - *See page 433*

Name and Profile - *See page 454*

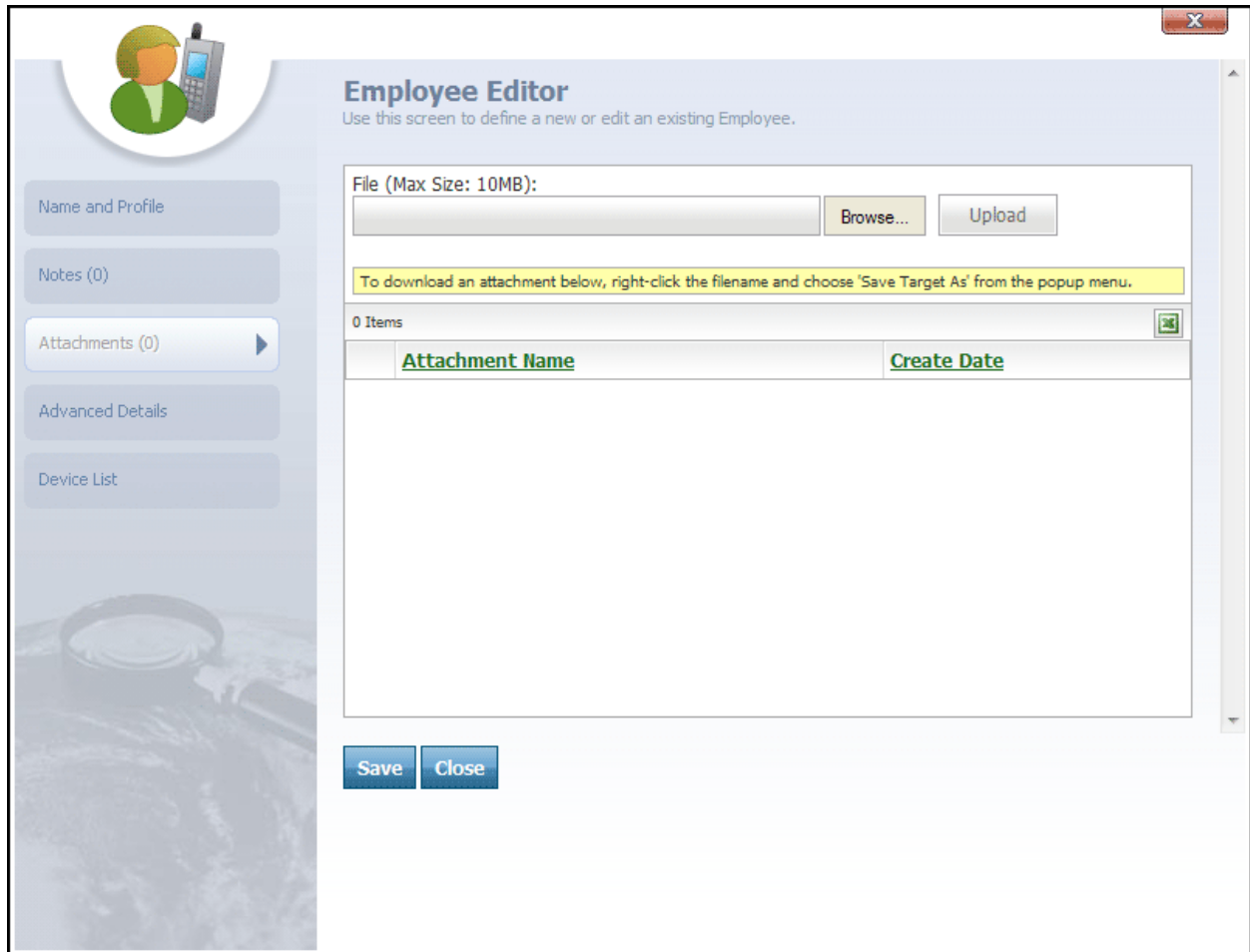
Notes - *See page 457*

Attachments - *See page 354*

Advanced Details - *See page 356*

Device List - *See page 358*

Attachments



The screenshot shows the 'Employee Editor' window with the 'Attachments' tab selected. On the left is a navigation bar with icons for 'Name and Profile', 'Notes (0)', 'Attachments (0)', 'Advanced Details', and 'Device List'. The main area is titled 'Employee Editor' with the instruction 'Use this screen to define a new or edit an existing Employee.' Below this is a file upload section with a text box, a 'Browse...' button, and an 'Upload' button. A yellow tip box states: 'To download an attachment below, right-click the filename and choose "Save Target As" from the popup menu.' Below the tip is a table with 0 items, showing columns for 'Attachment Name' and 'Create Date'. At the bottom are 'Save' and 'Close' buttons.

Employee Editor
Use this screen to define a new or edit an existing Employee.

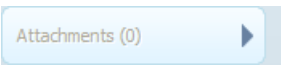
File (Max Size: 10MB):

To download an attachment below, right-click the filename and choose "Save Target As" from the popup menu.

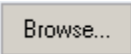

0 Items

Attachment Name	Create Date
-----------------	-------------


Employee Editor-Attachments tab selected

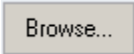
The  tab on the Navigation Bar can be clicked to view a list of attachments for an Employee or to add an attachment to an Employee.

The Attachment List features the following text boxes, buttons, and columns:


- File
- 
- 

- Attachment Name
- Create Date


File box allows a user to type a file name or click the  button to search for a file.

 button can be clicked to search for a file.

 button can be clicked to upload a selected file into the File box.

Attachment Name column lists the name of each attachment in the list. Next to each attachment is an  icon that can be clicked to delete the attachment from the list.

Create Date column lists the date that each attachment was created.

 button can be clicked to save any attachments added to the editor.

 button can be clicked to close the editor.

More:

Employee Editor - *See page 433*

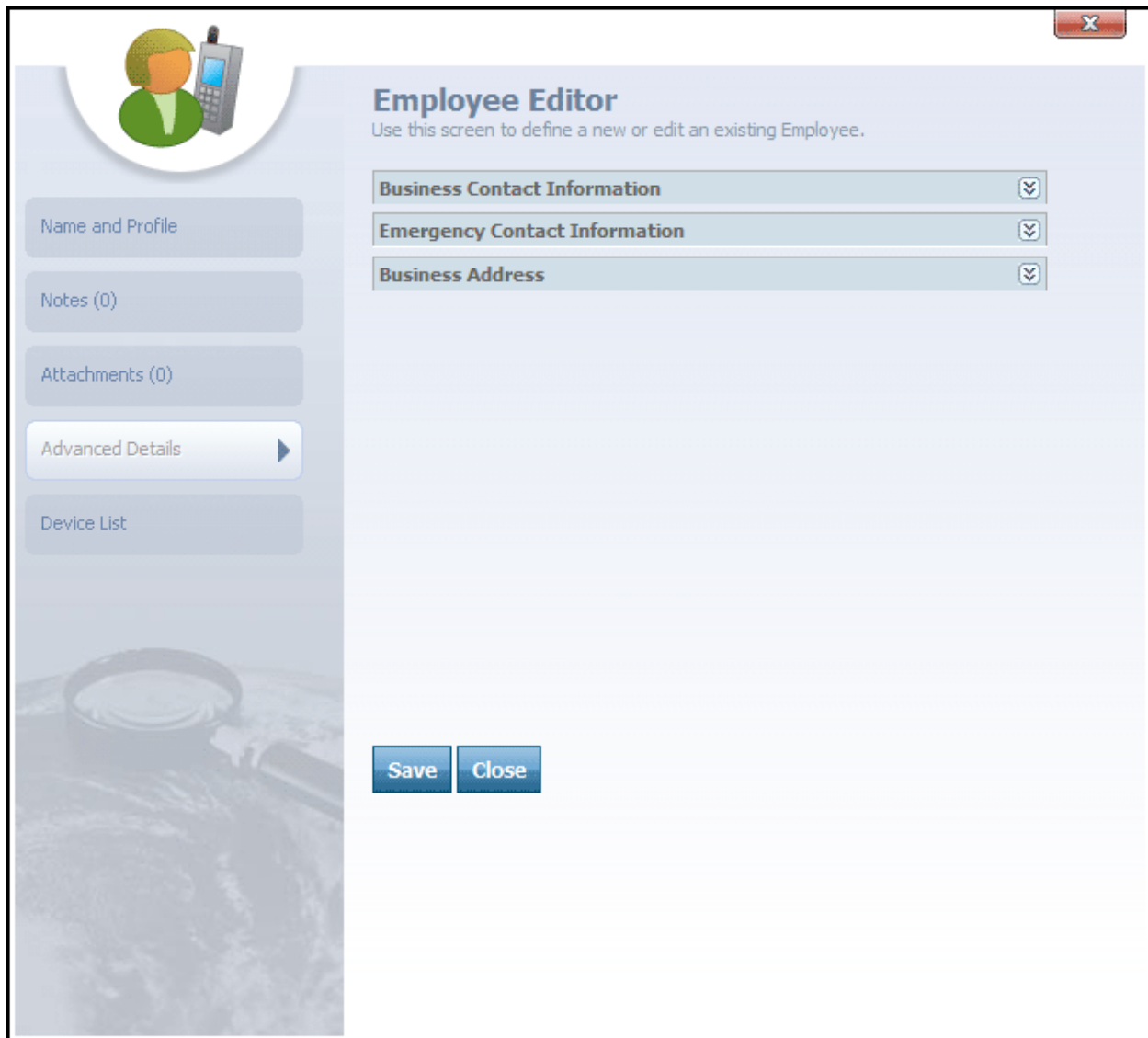
Name and Profile - *See page 454*

Notes - *See page 457*

Advanced Details - *See page 356*

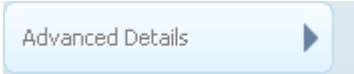
Device List - *See page 358*

Advanced Details



The screenshot shows a software window titled "Employee Editor" with a close button in the top right corner. The window is divided into a left sidebar and a main content area. The sidebar contains five tabs: "Name and Profile", "Notes (0)", "Attachments (0)", "Advanced Details" (which is selected and highlighted with a blue border and a right-pointing arrow), and "Device List". The main content area has a header "Employee Editor" with a subtitle "Use this screen to define a new or edit an existing Employee." Below this, there are three expandable sections: "Business Contact Information", "Emergency Contact Information", and "Business Address", each with a downward-pointing arrow icon. At the bottom of the main content area, there are two buttons: "Save" and "Close". The background of the sidebar features a faint image of a magnifying glass over a globe.

Employee Editor-Advanced Details tab selected

When the  tab is selected, the following custom fields will load into the Employee Editor:

- Business Address
- Business Contact Information

- Emergency Contact Information

Note: New fields can be added to this area through the **Custom Field Editor**. The above list of Custom Fields is just an example and some fields may or may not appear on your Department's Employee Editor.

Tip: The custom fields area is featured on most of the editor dialogs in the system. Custom fields can be added or removed to this area through the **Custom Field Editor**.

The custom fields in the Employee Editor are used to associate important information to an Employee.

A blue rectangular button with the word "Save" in white text.

button can be clicked to save any changes made to the editor.

A blue rectangular button with the word "Close" in white text.

button can be clicked to close the editor.

More:

Employee Editor - *See page 433*

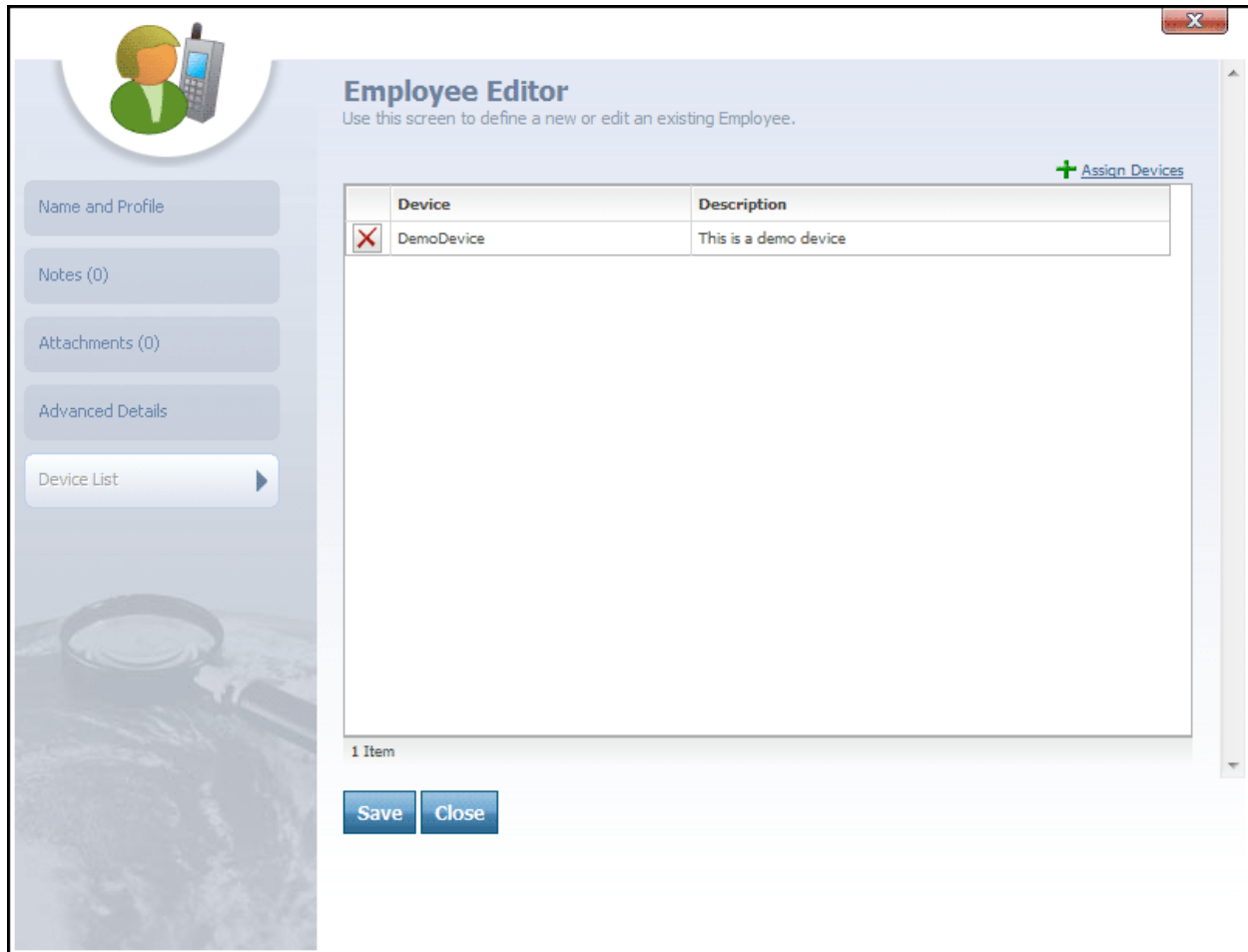
Name and Profile - *See page 454*

Notes - *See page 457*


Attachments - *See page 459*

Device List - *See page 358*

Device List




Employee Editor-Device List tab selected

When the  tab is selected from the Navigation Bar, a Device grid will load in the Employee Editor. The Device grid lists all the Devices that are assigned to the Employee and is used to view and assign Devices to the Employee.


When the  link is clicked, located at the top of the Device grid, a Device Selection List will open. From this list, a new Device can be selected and assigned to the Employee.

The Device grid features two columns:

- Device
- Description

Device column lists the name of each Device assigned to the Employee. Next to each Device name is a  icon that can be clicked to remove the Device from the Employee.

Note: When this  icon is clicked, the Device will no longer be assigned to the Employee.

Tip: In the system, Devices are assigned to Employees and Employees can have multiple tracking Devices assigned to them. Use the  [Assign Devices](#) link to assign new Devices to the Employee.

Note: It is important to note that a Device can be added to multiple departments. However, the Device can only be active in one department at a time.

Description column gives a brief description of each Device.

 Save

button can be clicked to save any changes made to the editor.

 Close

button can be clicked to close the editor.

More:

Employee Editor - See page 433

Name and Profile - See page 454

Notes - See page 457

Attachments - See page 459

Advanced Details - See page 443

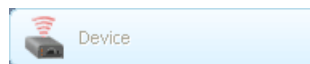
Device List - See page 358


Device

The screenshot shows the 'Department Manager' interface. On the left is a navigation bar with tabs: 'Name and Profile', 'Users', 'Employees', 'Devices' (selected), 'Points of Interests', 'Notes', 'Attachments', 'Alert Notifications', 'Alert Settings', and 'News Editor'. The main area displays a table titled '3 Items' with the following columns: Device, IMEI, Assigned To, Top Speed, Category, Last Activity (UTC), Status, and Activate. The table contains three rows of data for Device 1, Device 2, and Device 3, all assigned to employees and marked as 'ACTIVE'.



Device	IMEI	Assigned To	Top Speed	Category	Last Activity (UTC)	Status	Activate
Device 1	ebd69b96-f6b2-4	Employee 1	43.00	Truck	2011-05-26 14:04:34Z	ACTIVE	<input checked="" type="checkbox"/>
Device 2	ac52df03-afe8-4	Employee 2	43.00	Truck	2011-08-08 12:59:35Z	ACTIVE	<input checked="" type="checkbox"/>
Device 3	i345y3453094857	Employee 3	0.00	Car	2011-08-19 12:10:39Z	ACTIVE	<input checked="" type="checkbox"/>

Device grid



The **Device** grid is accessed by clicking the  tab on the left Navigation Bar of the department Manager. The Device grid contains the following columns:

- Device
- IMEI
- Assigned To
- Top Speed
- Category
- Last Activity (UTC)
- Status
- Activate

Device column lists the names of the Devices.  icon located to the left of each Device name can be clicked to remove a particular Device from the list.  icon can be clicked to open the Device Editor for the selected Device.

IMEI column lists the IMEI number for each Device in the Department.

Tip: IMEI stands for “International Mobile Equipment Identity” and is typically a 15-digit number that is assigned to mobile devices. The IMEI is unique for each tracking device.

Assigned To column identifies the Device as being assigned to a particular Employee.


Top Speed column lists the maximum allowable speed that is assigned to each Device. This is the speed threshold that will be used if you configure the system to generate overspeed alerts.

Category column lists the category for each Device, such as Car, Truck, Boat, etc.

Last Activity column shows the date and time of the last activity for the Device.

Status column lists the status of the Device as Active or Inactive in the Department.

Activate column features a check box that can be selected to activate the Device in the Department.

 icon, located at the top-right corner of the grid, can be clicked to export the grid to Excel.

Tip: When the check box in the Activate column for a Device is clear, the Device is not active in the Department. If you select the check box, the Device will become active in the department. This will also make the Device inactive in the Department in which it was previously active.

Note: It is important to note that a Device can be added to multiple departments. However, the Device can only be active in one department at a time.

Device Editor

Device Editor
Use this screen to define a new or edit an existing Device.

Device Name
Device 1

Description:
Device 1

Top Speed: MPH
43

IMEI
ebd69b96-f8b2-4

☒ Supports Two Way Messaging

Category:
Truck [Add Category](#)

Hue:
Random

Status:
ACTIVE

External ID:


Device Address:

Assigned To:
Employee 1





Last Activity Date:
2011-05-26 20:04:34Z

Save **Close**

Device Editor

The **Device Editor** is accessed from the Device grid by clicking the  icon next to a Device's name or clicking the [Add New](#) link at the top of the Device grid in the Department Manager.

The **Device Editor** is used to edit or change information for a Device and features the following tabs:

- 
- 
- 
- 

More:

Device - *See page 360*

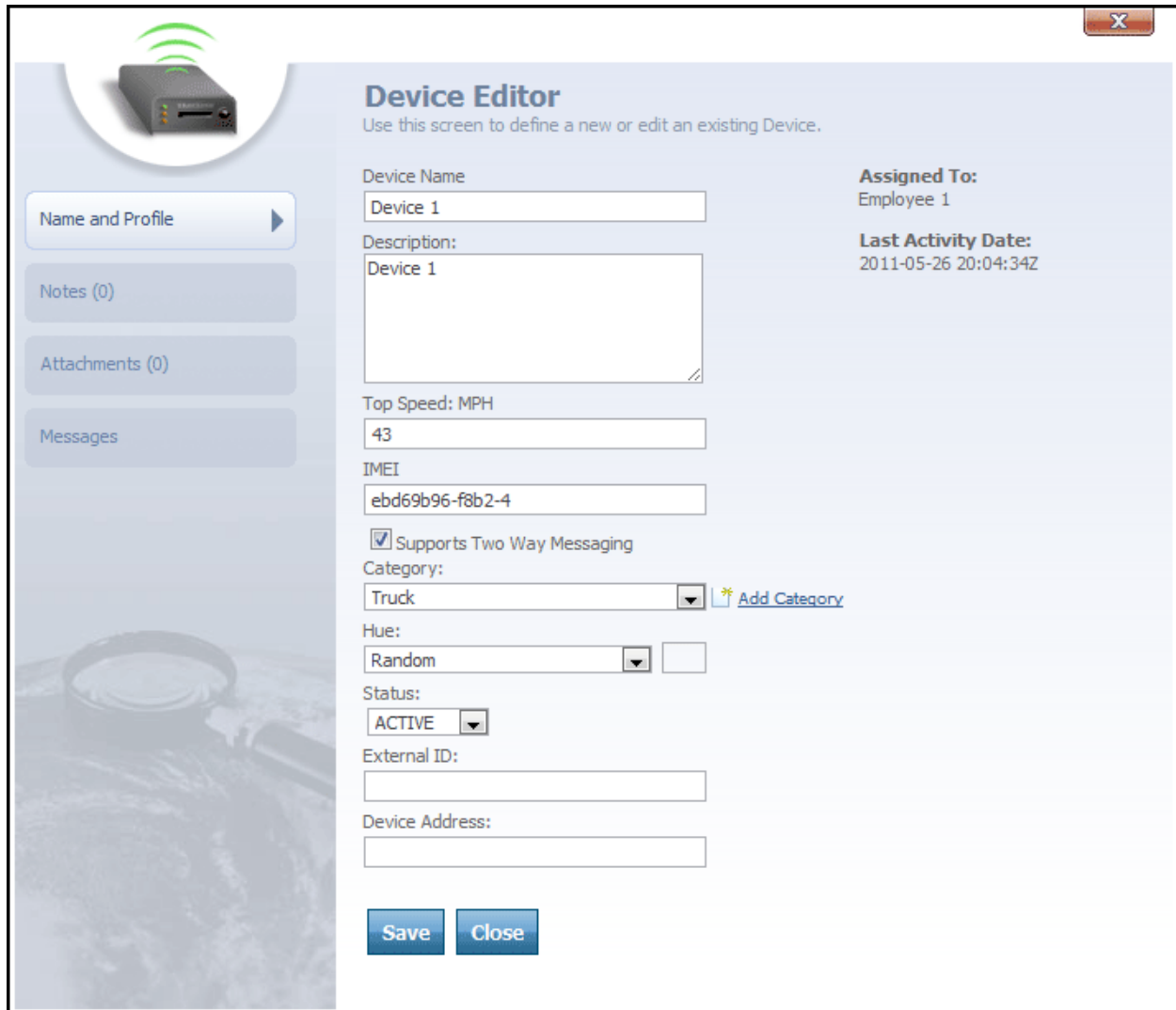
Name and Profile - *See page 365*

Notes - *See page 367*

Attachments - *See page 370*

Messages - *See page 372*

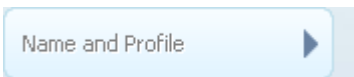
Name and Profile



The screenshot shows a web application window titled "Device Editor" with a close button in the top right corner. On the left is a sidebar with a device icon and four tabs: "Name and Profile" (selected), "Notes (0)", "Attachments (0)", and "Messages". The main area contains the following fields and controls:

- Device Name:** Text input field containing "Device 1".
- Description:** Text area containing "Device 1".
- Top Speed: MPH:** Text input field containing "43".
- IMEI:** Text input field containing "ebd69b96-f8b2-4".
- Supports Two Way Messaging:** A checked checkbox.
- Category:** A dropdown menu showing "Truck" and an "Add Category" link.
- Hue:** A dropdown menu showing "Random" and a color selection box.
- Status:** A dropdown menu showing "ACTIVE".
- External ID:** Text input field.
- Device Address:** Text input field.
- Assigned To:** Employee 1
- Last Activity Date:** 2011-05-26 20:04:34Z
- Buttons:** "Save" and "Close" buttons at the bottom.

Device Editor-Name and Profile tab selected

With the  tab selected, the Device Editor features the following text and drop-down boxes:

- Device Name
- Description
- Top Speed

- IMEI
- Supports Two Way Messaging
- Category
- Hue
- Status
- External ID
- Device Address


Device Name text box contains the device's name.

Description text box contains a brief description of the device.

Top Speed text box contains the top speed of the device, in the unit indicated (either MPH or KPH, depending upon your account's unit system setting.)

IMEI text box contains the IMEI number for the device. This is a special ID that uniquely identifies the tracking device itself. Because the format of this ID varies from manufacturer to manufacturer, please check your tracking device documentation to learn what value you should enter for the IMEI. Sometimes this ID is printed on the actual device itself -- for example, inside the battery compartment.

Supports Two Way Messaging checkbox indicates whether the device is capable of receiving device commands. For more information about device commands, see the topic on the **Messages** - *See page 372 tab of the Device Editor.*

Category drop-down box allows you to select a particular device category to assign to the device. If the category you want does not already exist, click the  [Add Category](#) link to add a new one now.

Hue drop-down box allows a user to select a color to represent the device. This color will be displayed on the Tracking screen for the Employee using the particular device. This will be the color of the Employee's session points.

Note: An employee can also have a hue assigned. If both the employee and their assigned tracking device are assigned a different hue, the hue for the employee will override the hue for the employee's tracking device.

Status drop-down box is used to designate a device as Active or Inactive in the system.

External ID box can be used to type an ID that will link the device to an outside system.

Tip: External ID is a user-defined field. In the case of a device, the External ID could be a number to identify the hardware device.

Device Address box can be used to type an address (such as an email address) that you may wish to use internally to identify the device.

Tip: Device Address is a user-defined field. Depending on your requirements, you can use whatever value suits your needs.

In the upper right corner of the dialog, you can see two additional details:

Assigned To displays the name of the employee that the device is assigned to.

Last Activity Date shows the date that the device was last active. This is the date that the device last reported session data to the server.

 button can be clicked to save any changes made to the editor.

 button can be clicked to close the editor.

More:

Device - *See page 360*

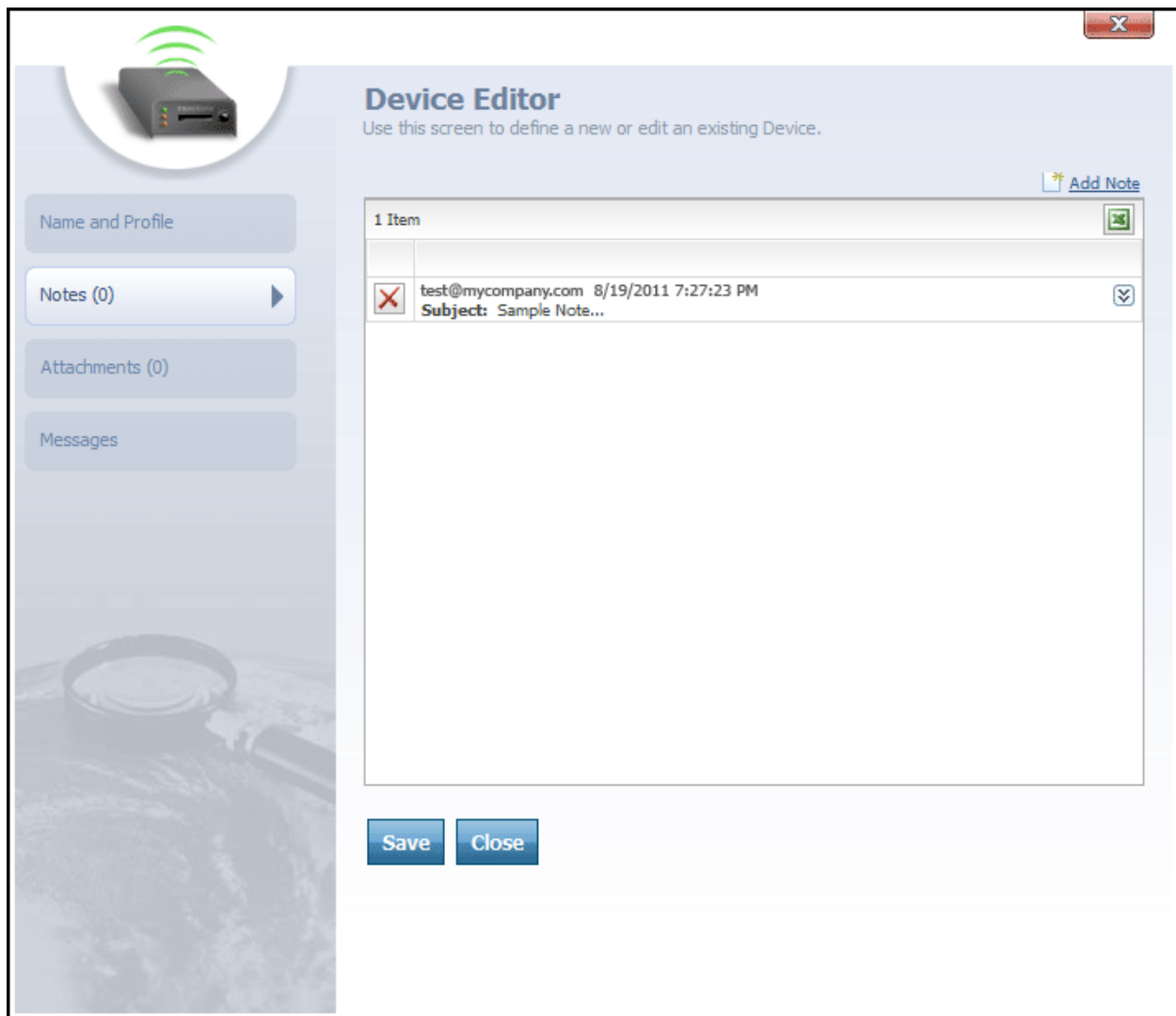
Device Editor - *See page 452*

Notes - *See page 367*


Attachments - *See page 370*

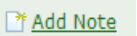
Messages - *See page 372*


Notes





Device Editor-Notes tab selected


The  tab on the Navigation Bar can be clicked to view the notes for a Device or add a note to a Device.

The  link, located in the top-right corner, can be clicked to open the Note Editor, which is used to compose and add a note to the Device. Once a note is composed and saved, it will be added to the note grid below.

 icon, located below the Add Note link, can be clicked to export the note grid to Excel and imbed any of its items into an Excel grid.

 icon, located to the right of each note subject, can be clicked to expand the full text of the note so that it may be read. The icon can then be clicked again to collapse the note back into a simple subject-only view.

 button can be clicked to save any notes that have been added to the editor.

 button can be clicked to close the editor.

More:

Device - *See page 360*

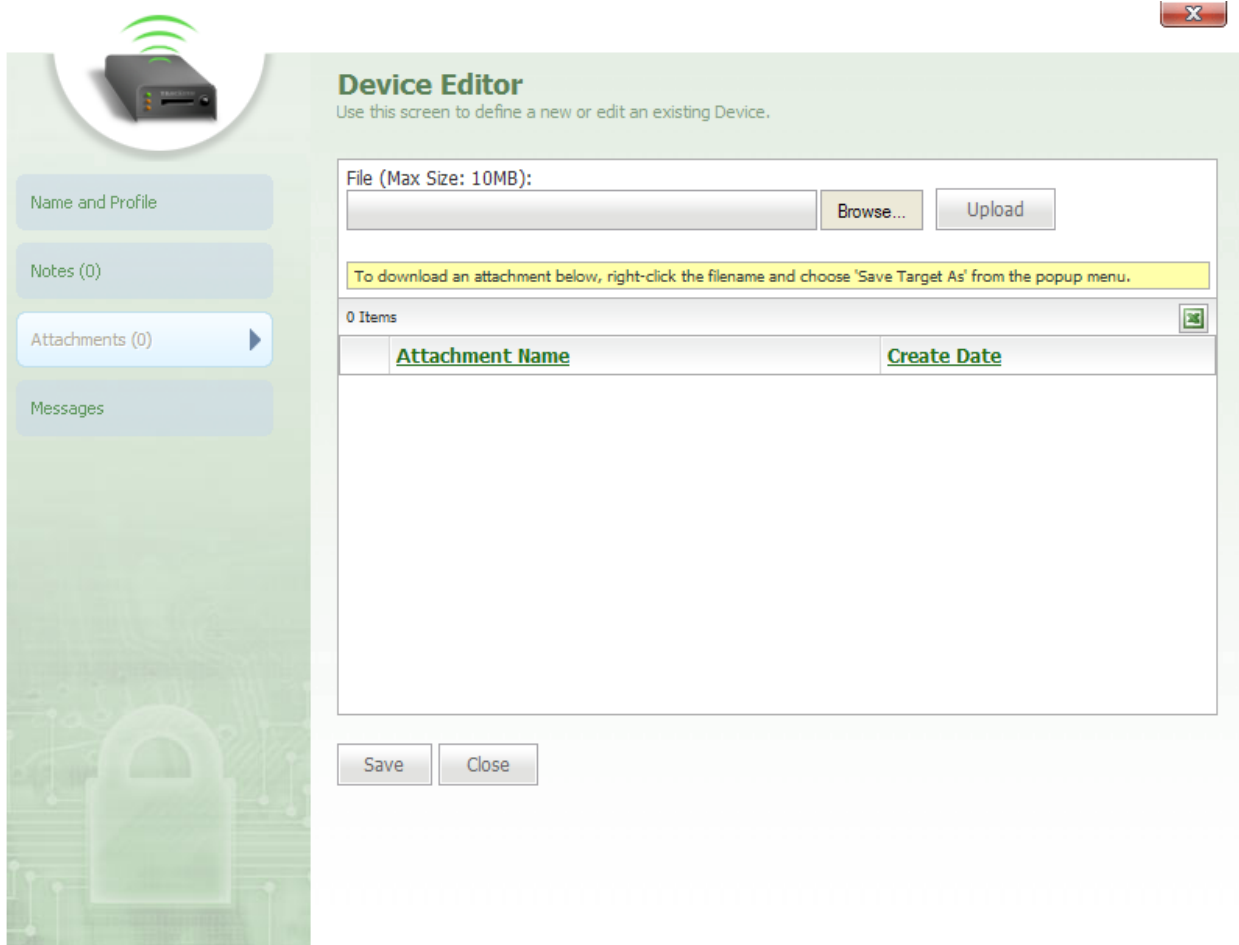
Device Editor - *See page 452*

Name and Profile - *See page 454*

Attachments - *See page 370*


Messages - *See page 372*

Attachments



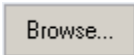
The screenshot shows the 'Device Editor' window. On the left is a navigation bar with four tabs: 'Name and Profile', 'Notes (0)', 'Attachments (0)', and 'Messages'. The 'Attachments (0)' tab is selected and highlighted in blue. The main area of the window is titled 'Device Editor' with the subtitle 'Use this screen to define a new or edit an existing Device.' Below this, there is a 'File (Max Size: 10MB):' section with a text input field, a 'Browse...' button, and an 'Upload' button. A yellow tooltip message reads: 'To download an attachment below, right-click the filename and choose 'Save Target As' from the popup menu.' Below the tooltip is a table header showing '0 Items' and a table with two columns: 'Attachment Name' and 'Create Date'. At the bottom of the main area are 'Save' and 'Close' buttons.

Device Editor-Attachments tab selected

The  tab on the Navigation Bar can be clicked to view a list of attachments for a Device or to add an attachment to a Device.


The Attachment List features the following text boxes, buttons, and columns:

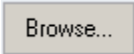
- File

- 


- 

- Attachment Name
- Create Date


File box allows a user to type a file name or click the  button to search for a file.

 button can be clicked to search for a file.

 button can be clicked to upload a selected file into the File box.

Attachment Name column lists the name of each attachment in the list. Next to each attachment is an  icon that can be clicked to delete the attachment from the list.

Create Date column lists the date that each attachment was created.

 button can be clicked to save any attachments added to the editor.

 button can be clicked to close the editor.

More:

Device - *See page 360*

Device Editor - *See page 452*

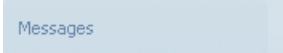
Name and Profile - *See page 454*

Notes - *See page 457*

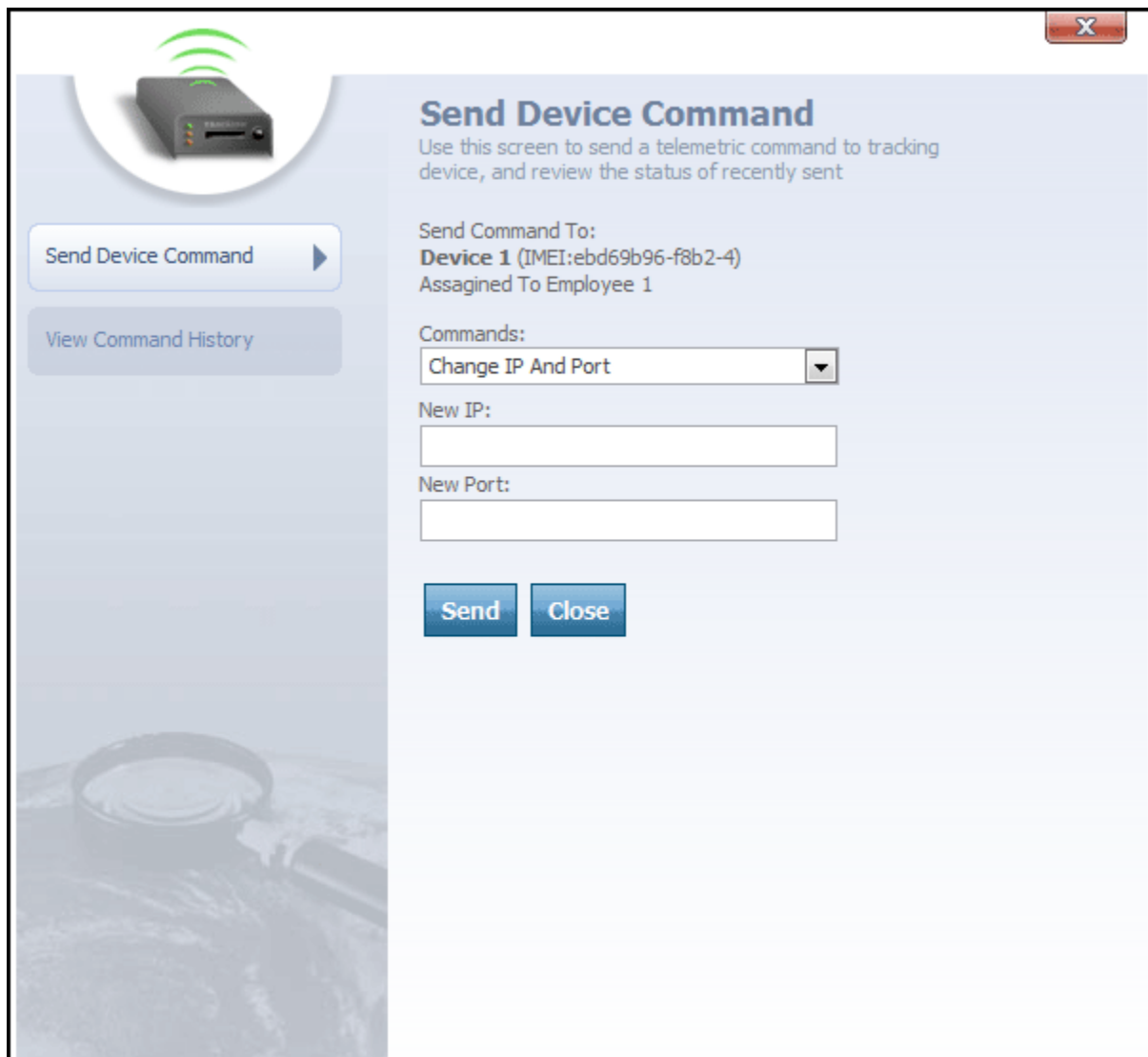
Attachments - *See page 459*

Messages - *See page 372*

Messages

When the  tab on the Device Editor's Navigation Bar is selected, the **Send Device Command** dialog will open.

Sending a Device Command



The dialog box is titled "Send Device Command" and features a close button (X) in the top right corner. On the left side, there is a circular icon of a tracking device with green signal waves. Below this icon are two buttons: "Send Device Command" with a right-pointing arrow, and "View Command History". The main content area on the right contains the following text and form elements:

Send Device Command
Use this screen to send a telemetric command to tracking device, and review the status of recently sent

Send Command To:
Device 1 (IMEI:ebd69b96-f8b2-4)
Assagined To Employee 1

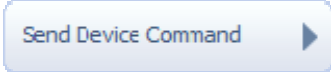
Commands:

New IP:

New Port:

At the bottom of the main content area are two buttons: "Send" and "Close".


Send Device Command dialog

By default, this new dialog will open onto the  tab.

Device commands are special instructions that can be sent from Map Suite GPS Tracking Server to a GPS tracking device in the field. If a GPS tracking device supports a command, it can carry out a specified action when it receives one, such as unlocking a vehicle's doors, taking a photo or video, or simply sending updated location coordinates back to Map Suite GPS Tracking Server. Device commands are a great way for users to "remote control" devices in the field, beyond mere geolocation.

From the Send Device Command dialog, you can send a command directly to the device you are working with in the Device Editor. Here's how:

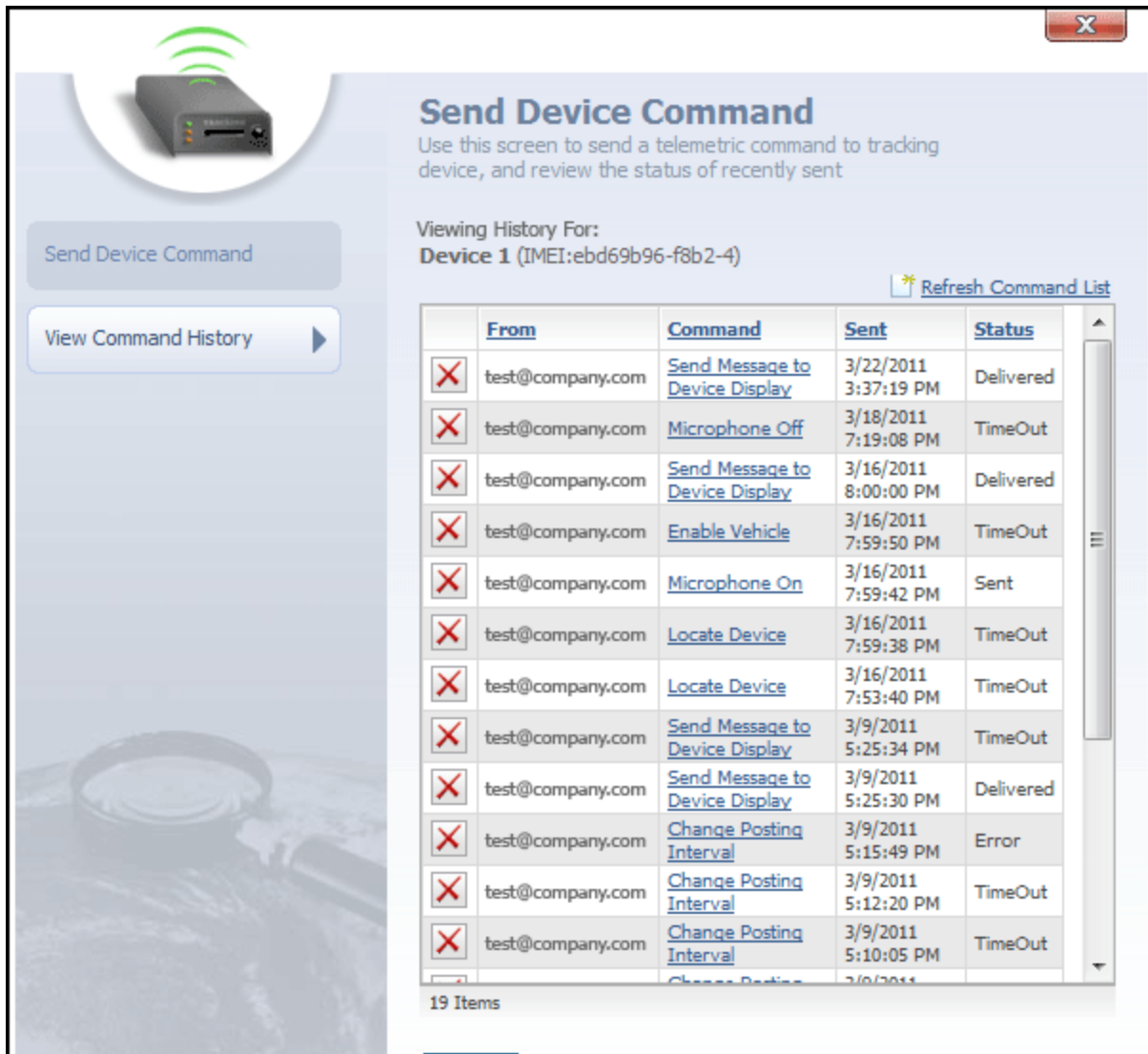
1. Select the command you want to send from the **Commands** drop-down box.
2. Depending upon the command you selected, one or more optional parameters may appear beneath the Commands drop-down box. Fill out these parameters to provide further information about the command you are sending. For example, if you are issuing a command to change the IP and port that the device is using to communicate with Map Suite GPS Tracking Server, you will need to enter the new IP address and new port number that you want the device to use.
3. Click the **Send** button to submit the command to the device.

At any time, the  button can be clicked to close the Send Device Command dialog and return to whichever portion of the Device Editor you were previously viewing.

Viewing Command History

You can also view a list of the commands that were previously sent to this device, as well as the status of those commands (i.e., whether they were received and carried out).

To view the device's command history, click the  tab.



The dialog box is titled "Send Device Command" and includes a sub-header: "Use this screen to send a telemetric command to tracking device, and review the status of recently sent". It features a "Send Device Command" button and a "View Command History" button with a right-pointing arrow. The "View Command History" button is active, showing a list of 19 items. The list is titled "Viewing History For: Device 1 (IMEI:ebd69b96-f8b2-4)" and includes a "Refresh Command List" link. The list has five columns: From, Command, Sent, and Status. Each row starts with a red 'X' icon. The list shows various commands sent from test@company.com, including "Send Message to Device Display", "Microphone Off", "Enable Vehicle", "Microphone On", "Locate Device", and "Change Posting Interval". The status of these commands varies, including "Delivered", "TimeOut", "Sent", and "Error".

	From	Command	Sent	Status
X	test@company.com	Send Message to Device Display	3/22/2011 3:37:19 PM	Delivered
X	test@company.com	Microphone Off	3/18/2011 7:19:08 PM	TimeOut
X	test@company.com	Send Message to Device Display	3/16/2011 8:00:00 PM	Delivered
X	test@company.com	Enable Vehicle	3/16/2011 7:59:50 PM	TimeOut
X	test@company.com	Microphone On	3/16/2011 7:59:42 PM	Sent
X	test@company.com	Locate Device	3/16/2011 7:59:38 PM	TimeOut
X	test@company.com	Locate Device	3/16/2011 7:53:40 PM	TimeOut
X	test@company.com	Send Message to Device Display	3/9/2011 5:25:34 PM	TimeOut
X	test@company.com	Send Message to Device Display	3/9/2011 5:25:30 PM	Delivered
X	test@company.com	Change Posting Interval	3/9/2011 5:15:49 PM	Error
X	test@company.com	Change Posting Interval	3/9/2011 5:12:20 PM	TimeOut
X	test@company.com	Change Posting Interval	3/9/2011 5:10:05 PM	TimeOut

19 Items

View Command History dialog

This dialog contains a list of previous commands that were sent to this device. The list contains the following columns:

- From
- Command
- Sent
- Status

From column contains the login username of the Map Suite GPS Tracking Server web portal user who sent the command.

Command column contains the name of the command that was sent to the device. Clicking on a hyperlinked command name will display further information about the parameters, if any, that were attached to that command.


Sent column lists the date and time on which the command was sent.

Status column lists the last known status of the command. Possible values for a command's status include:

- Sent
- Delivered
- Error
- TimeOut (indicating that the number of seconds specified in the command's Time Out setting elapsed with no response from the tracking device)



icon to the far left of each device command can be clicked to delete that command from the history list.

At any time, the  button can be clicked to close the View Command History dialog and return to whichever portion of the Device Editor you were previously viewing.

More:

Device - *See page 360*

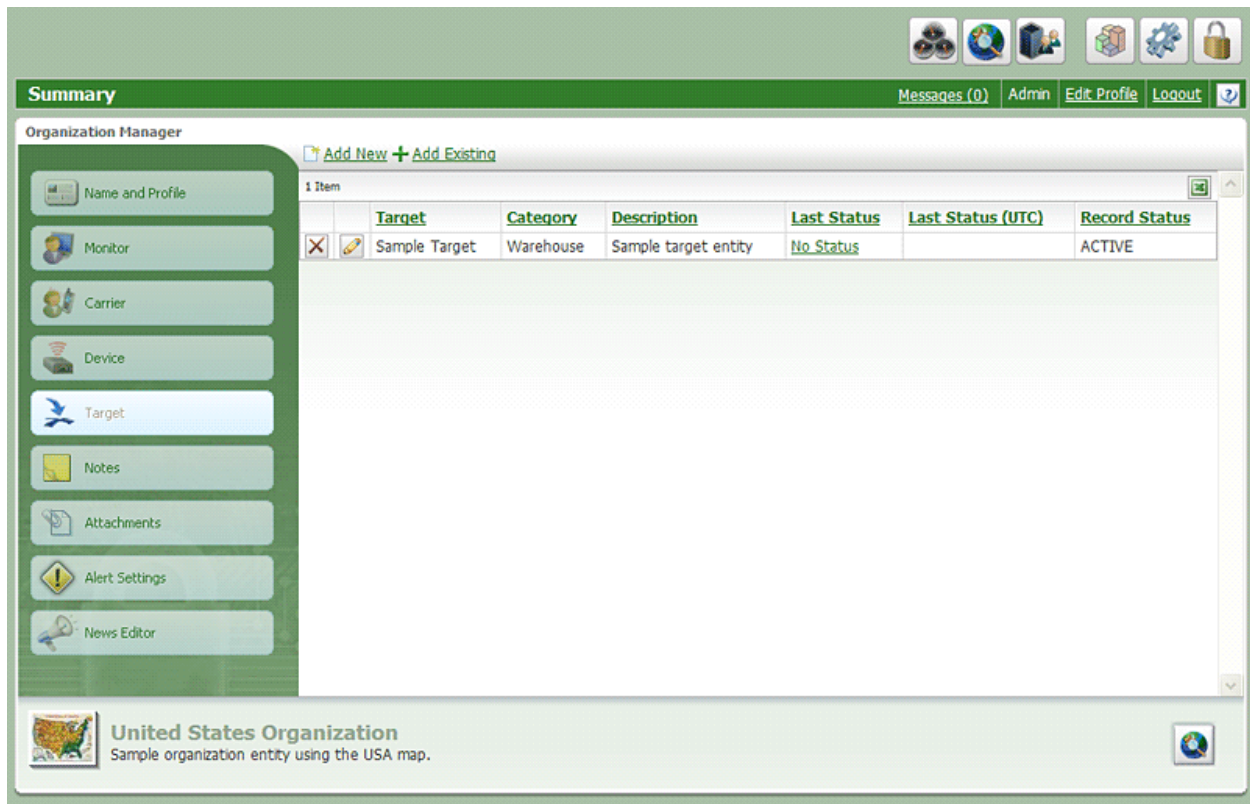
Device Editor - *See page 452*

Name and Profile - *See page 454*

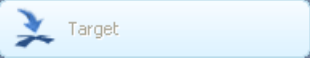
Notes - *See page 457*

Attachments - *See page 459*

Points of Interest





Points of Interest grid

The **Points of Interest** grid is accessed by clicking the  tab.

The **Points of Interest** grid contains the following columns:

- Points of Interest
- Category
- Description
- Last Status
- Last Status (UTC)
- Record Status

Points of Interest column lists the name of each Points of Interest.  icon located next to each Points of Interest name can be clicked to remove a particular Points of Interest from

the list.  icon can be clicked to open the Points of Interest Editor for the selected Points of Interest.


Category column defines which type of category the Points of Interest falls into, such as store, office, loading dock, gas station, etc.

Description column displays a brief description of the Points of Interest.

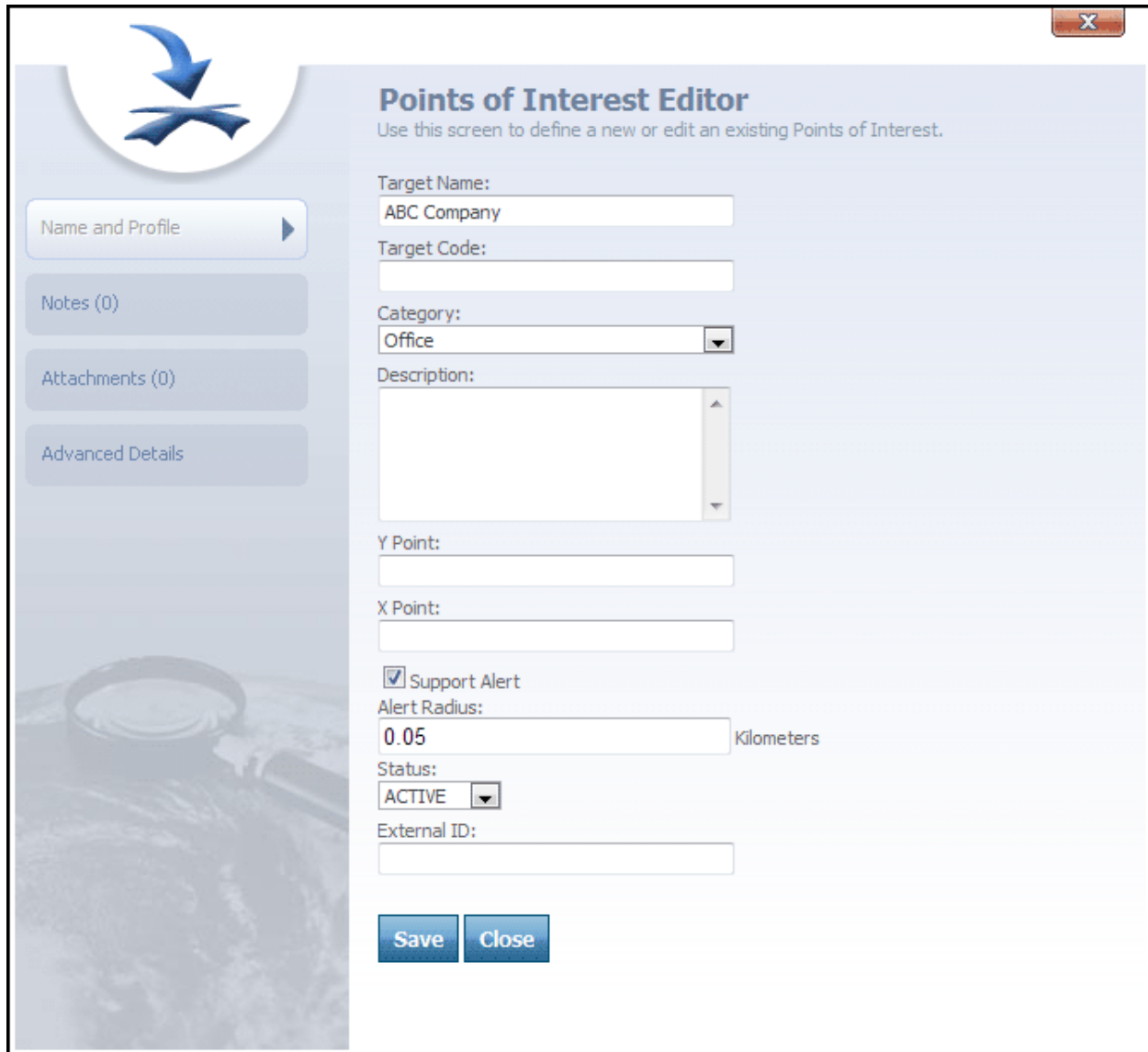
Last Status column is used to identify the Points of Interest's status.

Last Status (UTC) column contains the date that the Points of Interest's last status was changed in the system.

Record Status column is used to identify the Points of Interest as Active or Inactive in the system.

 icon, located at the top-right corner of the grid, can be clicked to export the grid to Excel.

Points of Interest Editor



The image shows a software window titled "Points of Interest Editor" with a close button (X) in the top right corner. The window has a light blue header with a logo on the left and a title bar. Below the header, there is a sidebar on the left with four buttons: "Name and Profile" (selected), "Notes (0)", "Attachments (0)", and "Advanced Details". The main area contains a form for editing a Point of Interest. The form fields are: "Target Name" (text box with "ABC Company"), "Target Code" (text box), "Category" (dropdown menu with "Office" selected), "Description" (text area), "Y Point" (text box), "X Point" (text box), "Support Alert" (checkbox checked), "Alert Radius" (text box with "0.05" and "Kilometers" label), "Status" (dropdown menu with "ACTIVE" selected), and "External ID" (text box). At the bottom of the form are two buttons: "Save" and "Close".

Points of Interest Editor
Use this screen to define a new or edit an existing Points of Interest.

Target Name: ABC Company

Target Code:

Category: Office

Description:

Y Point:

X Point:

☒ Support Alert

Alert Radius: 0.05 Kilometers

Status: ACTIVE

External ID:

Save Close





Points of Interest Editor

The **Points of Interest Editor** is accessed from the Points of Interest grid by clicking the



icon next to a Point of Interest's name or clicking the [Add New](#) link above the Points of Interest grid in the Department Manager. The Points of Interest Editor is used to edit or change information for a Point of Interest.

The **Points of Interest Editor** features the following tabs:

- Name and Profile
- Notes (0)
- Attachments (0)
- Advanced Details

More:

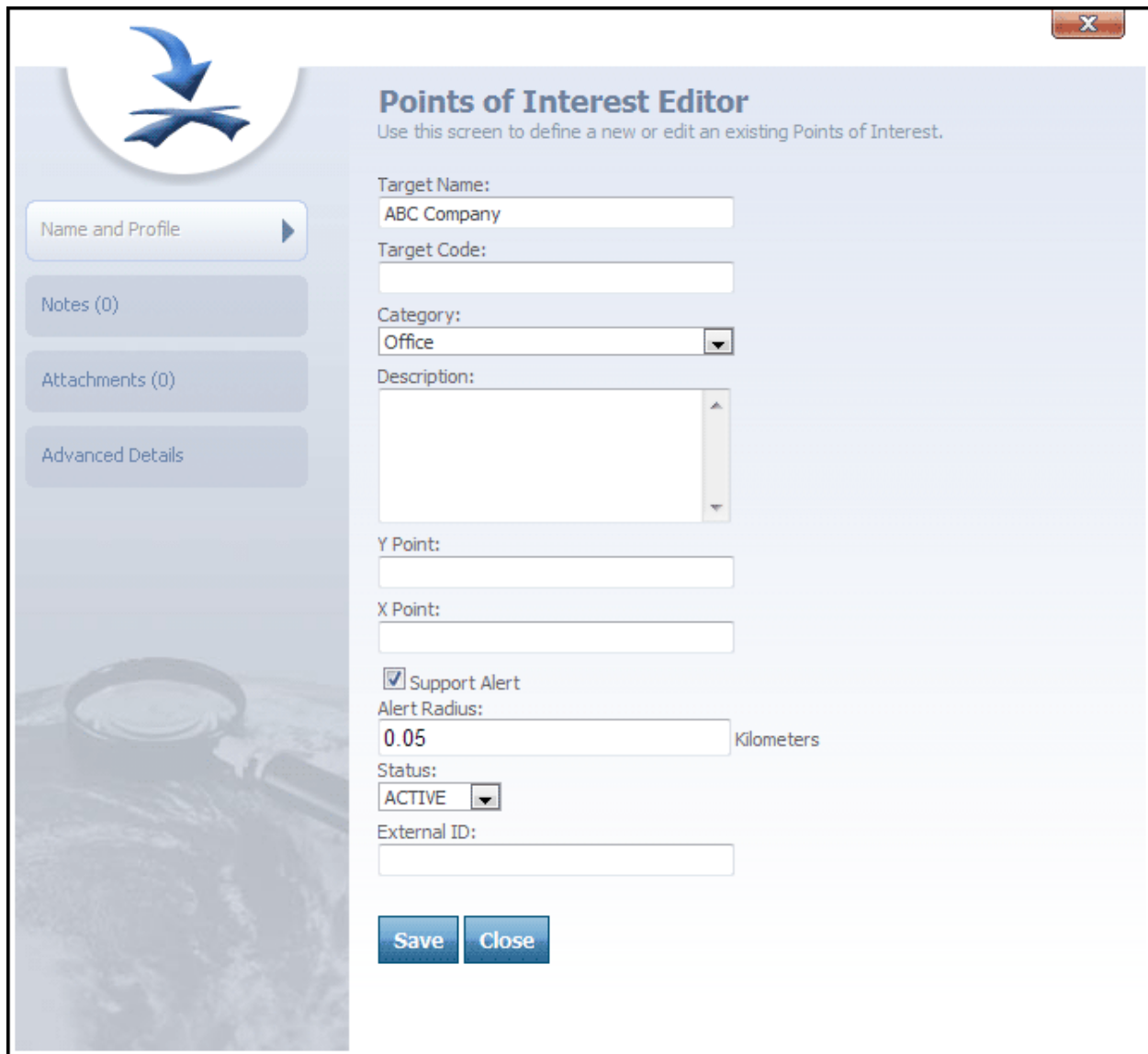
Name and Profile - *See page 380*

Notes - *See page 382*

Attachments - *See page 385*

Advanced Details - *See page 387*

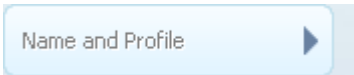
Name and Profile



The screenshot shows a web application window titled "Points of Interest Editor". On the left is a sidebar with four tabs: "Name and Profile" (selected), "Notes (0)", "Attachments (0)", and "Advanced Details". The main area contains the following fields and controls:

- Target Name:** Text input field containing "ABC Company".
- Target Code:** Text input field.
- Category:** Drop-down menu with "Office" selected.
- Description:** Text area.
- Y Point:** Text input field.
- X Point:** Text input field.
- Support Alert:** Checkmark icon and text "Support Alert".
- Alert Radius:** Text input field containing "0.05", followed by the unit "Kilometers".
- Status:** Drop-down menu with "ACTIVE" selected.
- External ID:** Text input field.
- Buttons:** "Save" and "Close" buttons at the bottom.

Points of Interest Editor-Name and Profile tab selected

With the  tab selected, the **Points of Interest Editor** features the following text and drop-down boxes:

- Points of Interest Name

- Points of Interest Code
- Category
- Description
- Y Point
- X Point
- Support Alert
- Alert Radius
- Status
- External ID
- Last Status
- Last Status Time

Points of Interest Name text box contains the name of the Points of Interest.

Points of Interest Code text box contains the Points of Interest's code.

Category box features a drop-down box that contains a number of different categories from which to choose. These categories are used to define a particular Points of Interest as belonging to a specific group.

Tip: In the system, Points of Interest can belong to categories and Points of Interest categories can be created through the Points of Interest Category List. An example of a possible Points of Interest category is "Store." Within the "Store" category, all Points of Interest that are retail stores could be placed within this category.

Description text box contains a brief description of the Points of Interest.

Y Point and **X Point** text boxes contain the point data that indicates where the particular Points of Interest is located.

Support Alert checkbox is used to set whether the Point of Interest supports generating an alert for a Device if that Device comes within close proximity to the Point of Interest. When this box is checked, the Alert Radius box will appear below.

Alert Radius box is used to set the radius around the Point of Interest that a Device must come within before it will generate an alert.

Status drop-down box is used to mark a particular Points of Interest as Active or Inactive in the department.


External ID box can be used to type an ID that will link the Points of Interest to an outside system.

Tip: External ID is a user defined field. In the case of a Point of Interest, the External ID could be a store number.

Last Status field displays the Points of Interest's last status, such as Canceled or Delivered.

Tip: In the system, Points of Interest Categories can also have different statuses, such as undelivered, delivered, unscheduled, and scheduled. Statuses for Points of Interest categories can be created through the Category Status Editor.

Last Status Time field displays the date and time when the Points of Interest's last status was set.

 button can be clicked to save any changes made to the editor.

 button can be clicked to close the editor.

More:

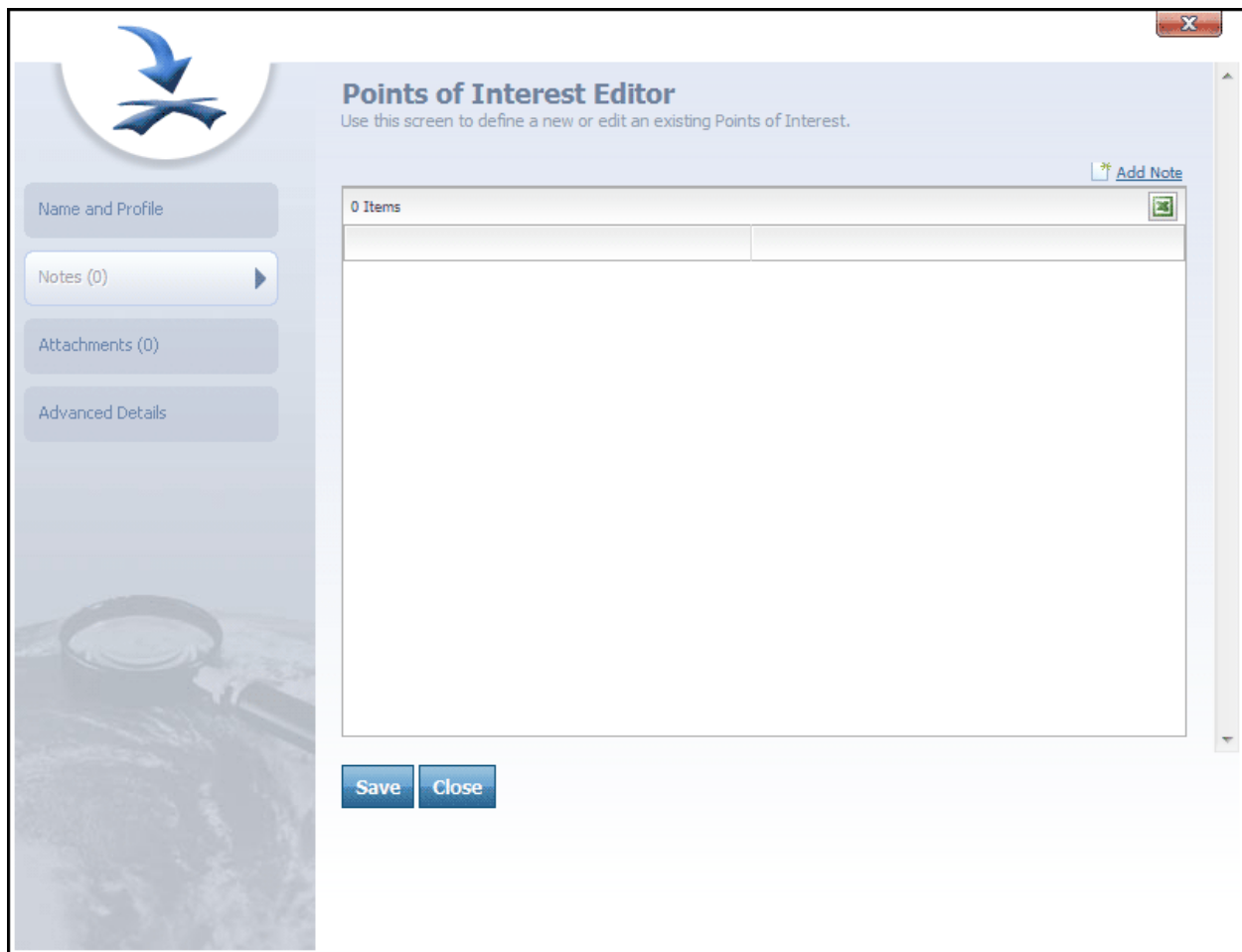
Points of Interest Editor - *See page 378*

Notes - *See page 382*

Attachments - *See page 385*

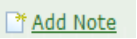
Advanced Details - *See page 387*


Notes




Points of Interest Editor-Notes tab selected

The  tab on the Navigation Bar can be clicked to view the notes for a Point of Interest or add a note to a Point of Interest.

The  link, located in the top-right corner, can be clicked to open the Note Editor, which is used to compose and add a note to the Points of Interest. Once a note is composed and saved, it will be added to the note grid below.

 icon, located below the Add Note link, can be clicked to export the note grid to Excel and imbed any of its items into an Excel grid.

 button can be clicked to save any notes that have been added to the editor.

 button can be clicked to close the editor.

More:

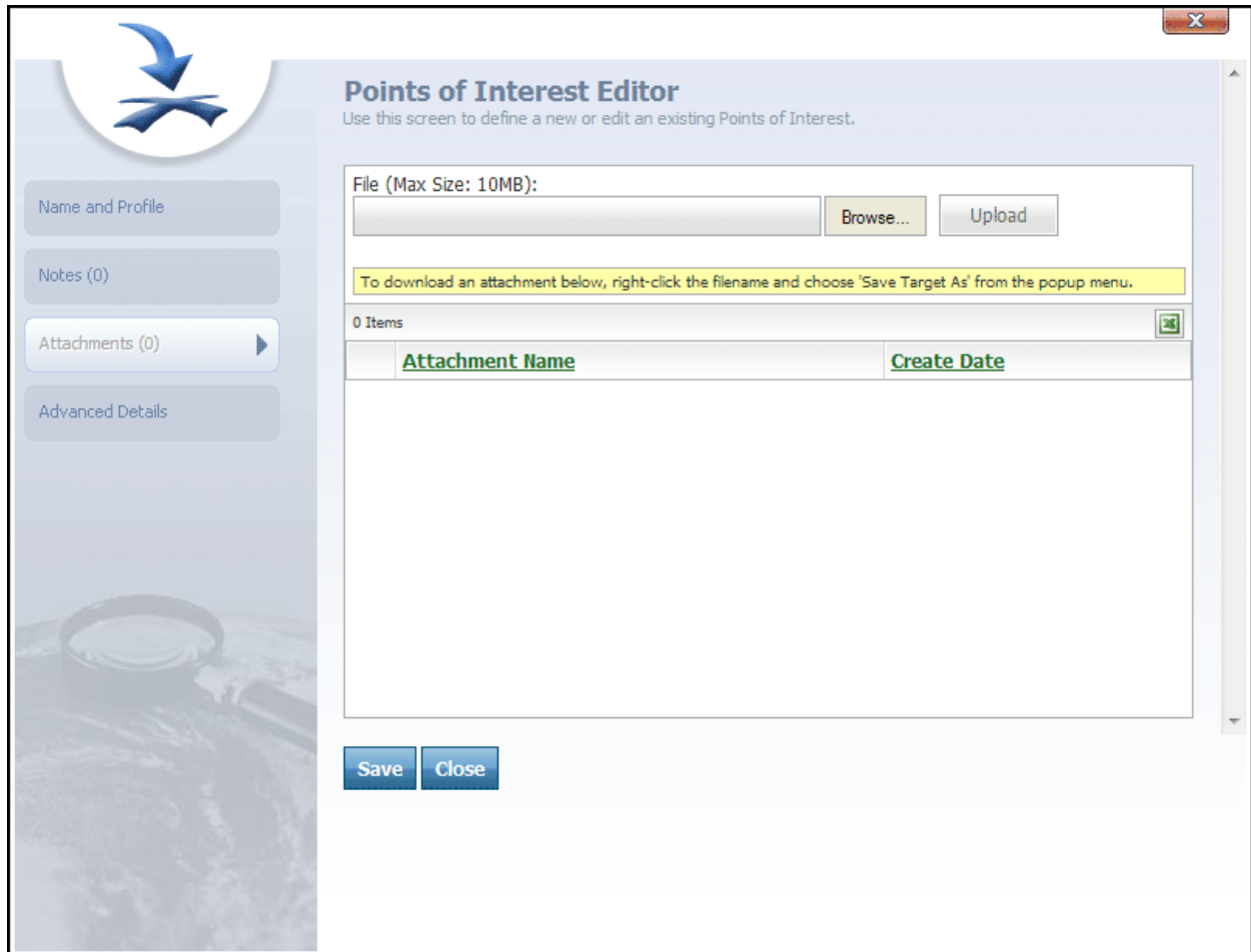
Points of Interest Editor - *See page 378*

Name and Profile - *See page 454*

Attachments - *See page 385*

Advanced Details - *See page 387*

Attachments

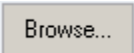


Points of Interest Editor-Attachments tab selected

The  tab on the Navigation Bar can be clicked to view a list of attachments for a User or to add an attachment to a User.


The Attachment List features the following text boxes, buttons, and columns:

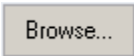
- File

- 


- 

- Attachment Name
- Create Date


File box allows a user to type a file name or click the  button to search for a file.

 button can be clicked to search for a file.

 button can be clicked to upload a selected file into the File box.

Attachment Name column lists the name of each attachment in the list. Next to each attachment is an  icon that can be clicked to delete the attachment from the list.

Create Date column lists the date that each attachment was created.

 button can be clicked to save any attachments added to the editor.

 button can be clicked to close the editor.

More:

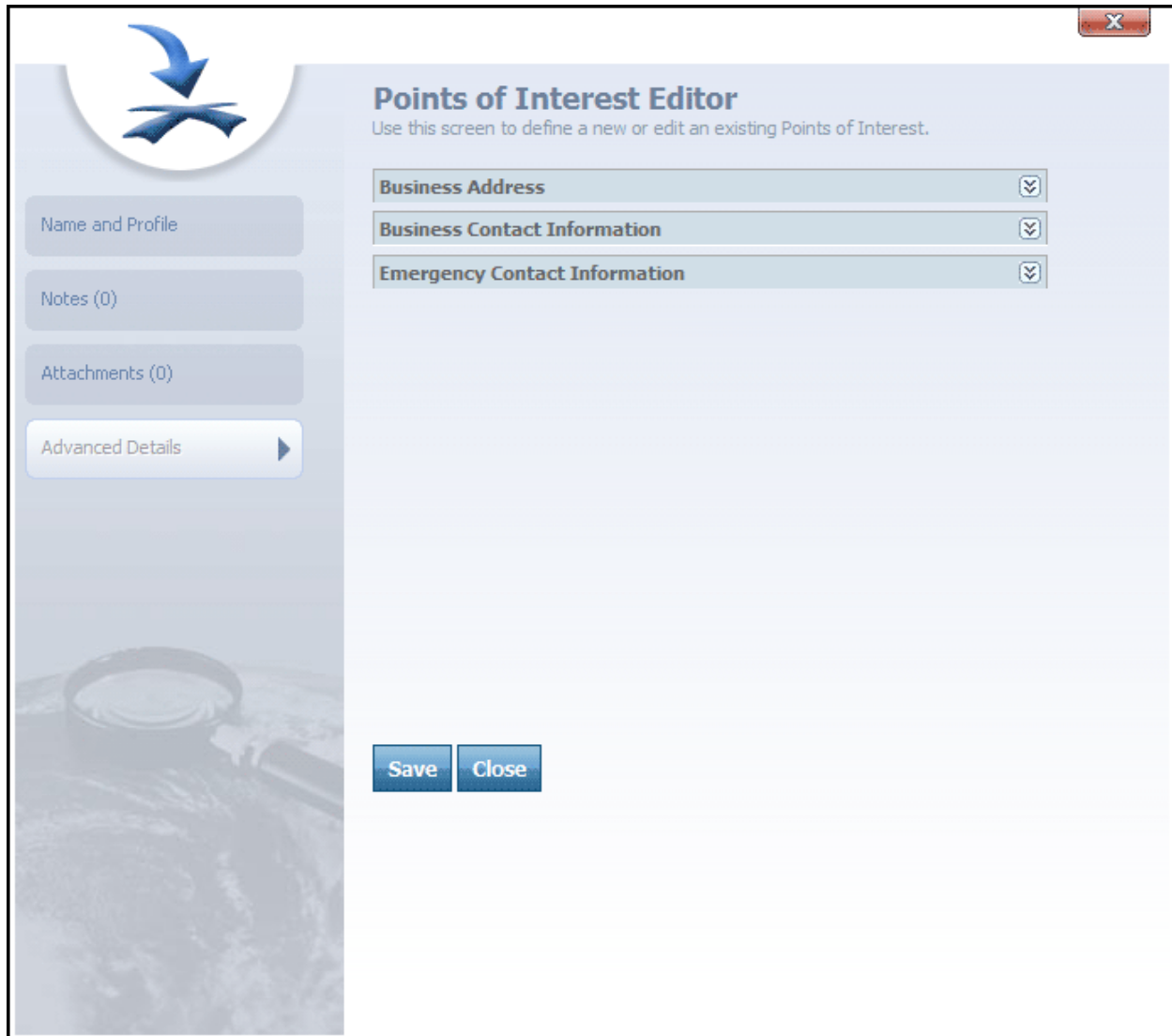
Points of Interest Editor - *See page 378*

Name and Profile - *See page 454*

Notes - *See page 457*

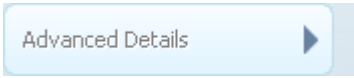
Advanced Details - *See page 387*

Advanced Details



The screenshot shows a web application window titled "Points of Interest Editor" with a close button in the top right corner. The window has a light blue header and a sidebar on the left. The sidebar contains a logo at the top, followed by four tabs: "Name and Profile", "Notes (0)", "Attachments (0)", and "Advanced Details" (which is highlighted with a blue background and a right-pointing arrow). The main content area has a title "Points of Interest Editor" and a subtitle "Use this screen to define a new or edit an existing Points of Interest." Below the subtitle are three expandable sections: "Business Address", "Business Contact Information", and "Emergency Contact Information", each with a downward-pointing arrow icon. At the bottom of the main content area are two buttons: "Save" and "Close". The background of the sidebar features a faint image of a globe with a magnifying glass.

Points of Interest Editor-Advanced Details tab selected

When the  tab is selected, the following custom fields will load into the Points of Interest Editor:

- Business Address
- Business Contact Information
- Emergency Contact Information

- Points of Interest Custom

Note: New fields can be added to this area through the **Custom Field Editor**. The above list of Custom Fields is just an example and some fields may or may not appear on your Department's Points of Interest Editor.

Tip: The custom fields area is featured on most of the editor dialogs in the system. Custom fields can be added or removed to this area through the **Custom Field Editor**.

The custom fields in the Points of Interest Editor are used to associate important information to a Point of Interest.



button can be clicked to save any changes made to the editor.



button can be clicked to close the editor.

More:

Points of Interest Editor - *See page 378*

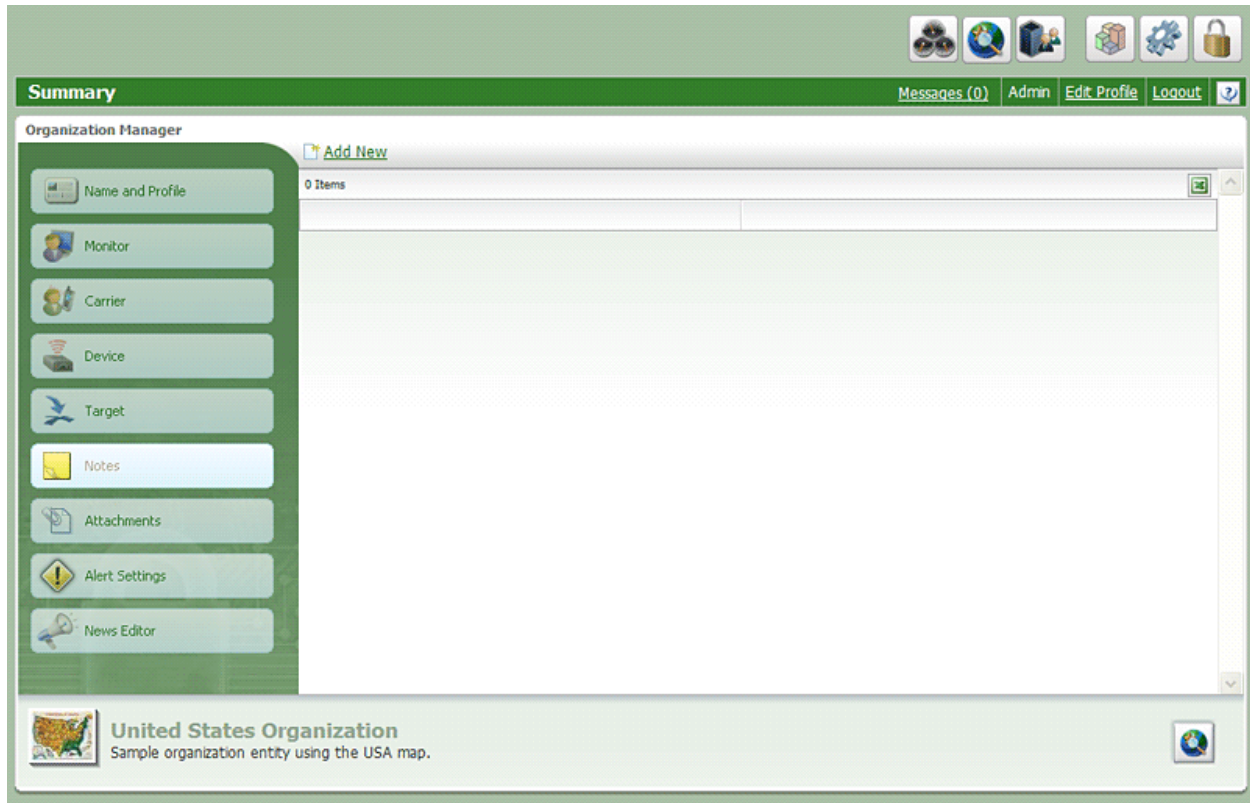
Name and Profile - *See page 454*

Notes - *See page 457*


Attachments - *See page 459*

Advanced Details - *See page 443*


Notes





Notes

The **Note List** is accessed by clicking the  tab on the Navigation Bar in the Department Manager.

The **Note List** allows users to easily view notes that have been added to the Department.

The  [Add New](#) link, located above the note list, can be clicked to open the Note Editor and create and add a new note to the list.

The  icon next to each note can be clicked to delete the note from the list.

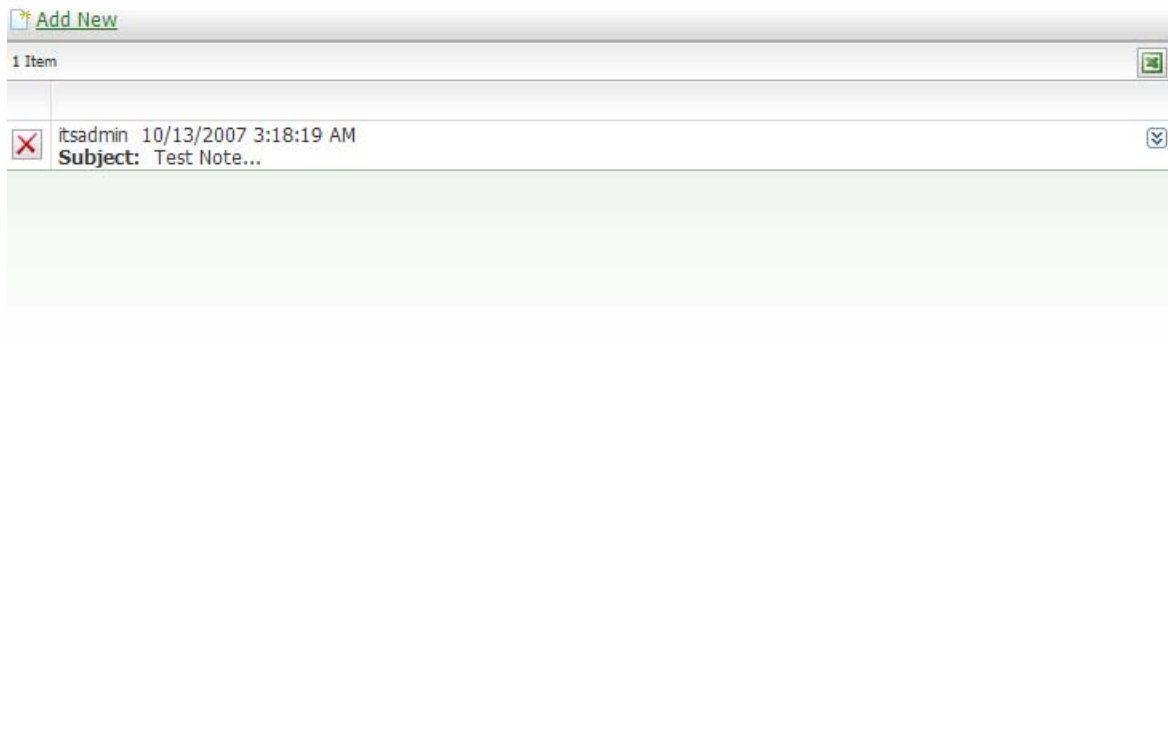
The  to the far right of each note can be clicked to open the note.

More:


Note List - See page 390


Note Editor - See page 392


Note List



Note List

 [Add New](#) link, located at the top of the Note List, can be clicked to open the **Note Editor** for the department.

 drop-down arrow next to each note can be clicked to open a note and read its content.

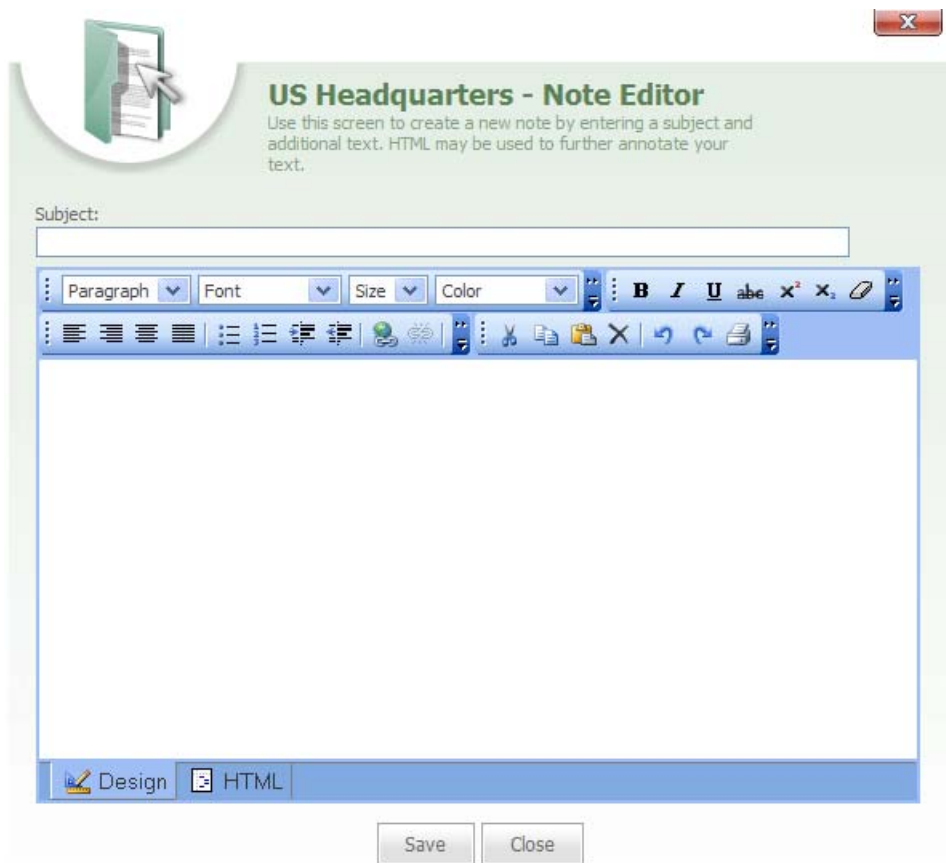
 button next to each note can be clicked to delete the note from the list.

More:


Notes - *See page 457*

Note Editor - *See page 392*

Note Editor



Note Editor


The **Note Editor** is accessed from the  [Add New](#) link on the Note List.


From the **Note Editor**, a new note can be typed and added to the department by typing the note in the editor's text field.

Subject box, located at the top of the **Note Editor**, is a field in which the subject for the note will be typed.

 **Design** button can be clicked to write and edit your note in a text format.

 button can be clicked to write and edit your note in HTML format.

 can be clicked to save the note and attach it to the department.

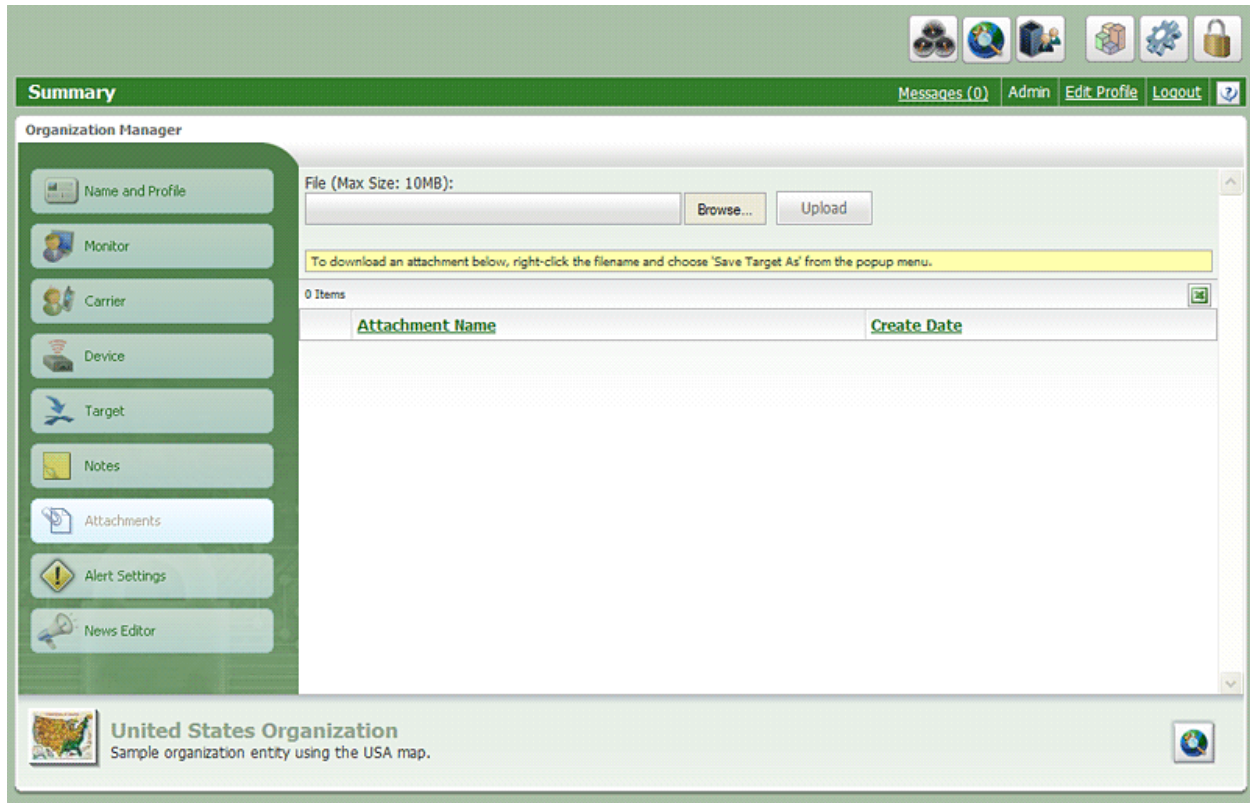
 can be clicked to close the dialog.

More:

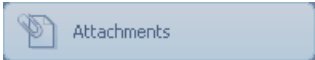
Notes - *See page 457*

Note List - *See page 390*

Attachments

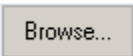



Attachments List

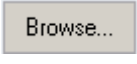
The **Attachment List** is accessed from the  tab on the Navigation Bar in the Department Manager

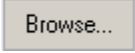
The **Attachment List** allows users to view attachments for a department as well as browse and upload new attachments.

The Attachment List features the following text boxes, buttons, and columns:


- File
- 
- 
- Attachment Name

- Create Date


File box allows a user to type a file name or click the  button to search for a file.

 button can be clicked to search for a file to upload.

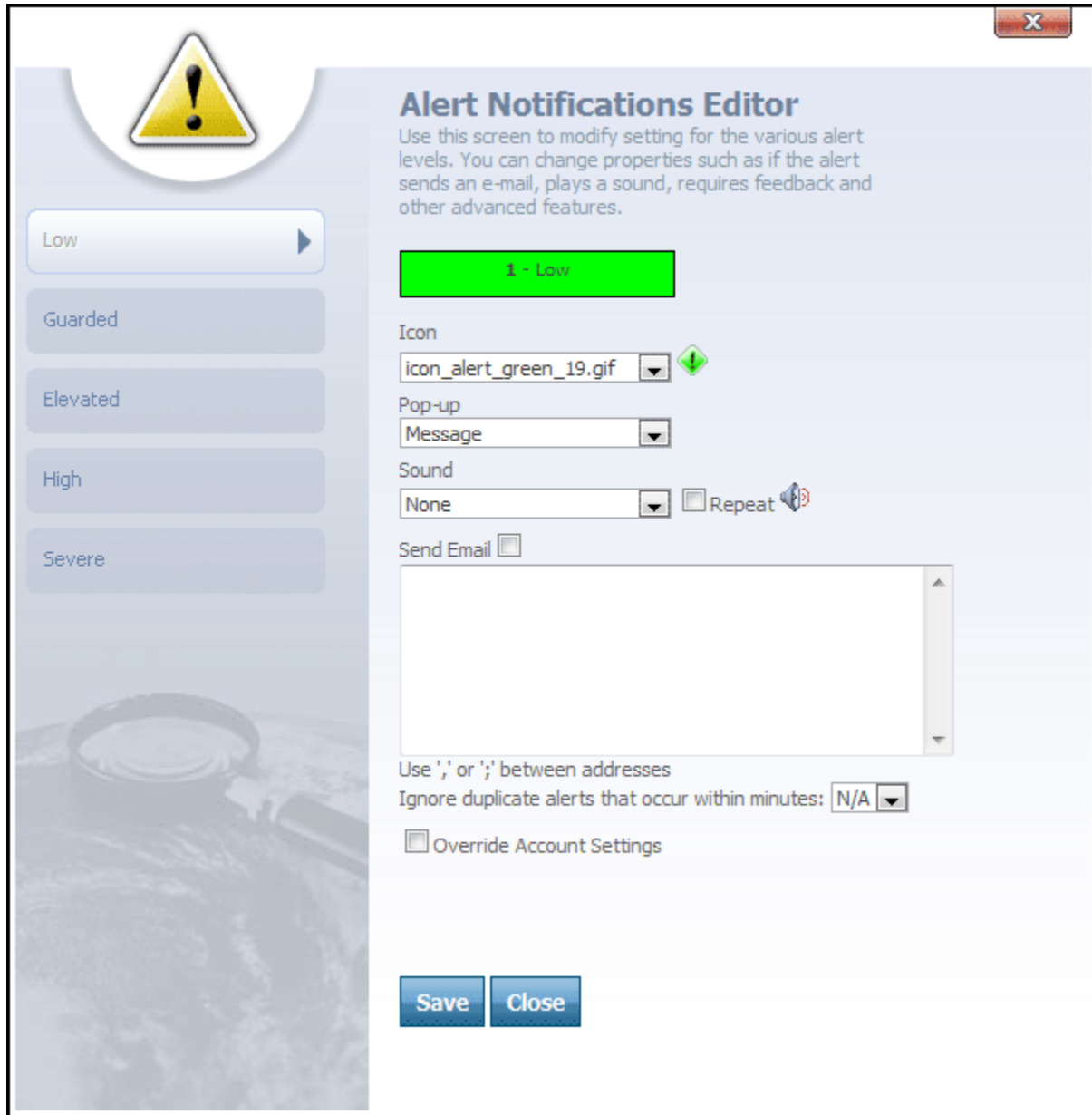
 button can be clicked to upload a selected file into the File box.

Attachment Name column lists the name of each attachment in the list. The  icon can be clicked to delete the attachment from the list.

Create Date column lists the date that each attachment was created.


 icon, located at the top-right of the grid, can be clicked to export the grid to Excel.

Alert Notifications Editor



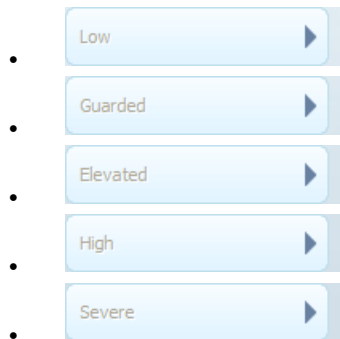
The image shows a screenshot of the 'Alert Notifications Editor' window. The window has a title bar with a close button. On the left, there is a vertical sidebar with a yellow warning icon at the top. Below the icon are five buttons: 'Low' (highlighted with a blue arrow), 'Guarded', 'Elevated', 'High', and 'Severe'. The main area of the window is titled 'Alert Notifications Editor' and contains the following elements: a green bar indicating '1 - Low'; an 'Icon' dropdown menu set to 'icon_alert_green_19.gif' with a green arrow icon; a 'Pop-up' dropdown menu set to 'Message'; a 'Sound' dropdown menu set to 'None' with a 'Repeat' checkbox and a speaker icon; a 'Send Email' checkbox; a large text area for email content; a note 'Use ',' or ';' between addresses'; a field 'Ignore duplicate alerts that occur within minutes:' set to 'N/A'; an 'Override Account Settings' checkbox; and 'Save' and 'Close' buttons at the bottom.

Alert Notifications Editor

The **Alert Notifications Editor** is accessed by clicking the  **Alert Notifications** tab on the Navigation Bar of the Department Manager.

When the **Alert Notifications Editor** is accessed from the Department Manager, you can configure alert settings for the department to override the account level settings.

On the left-side of the Alert Notifications Editor, the following tabs are displayed for each alert level:



When a tab for any of the alert levels is clicked, the following fields are displayed:

- Icon
- Popup
- Sound

Icon box contains a drop-down from which different alert icons can be selected. When an alert is raised, an icon that corresponds with the alert level will display next to the [Messages \(0\) ⚠](#) link on the Header Bar. This icon will appear in the color that matches its alert level.

Pop-up box is used to set the alerts in the system and to tell the system what type of action to take when an alert level is raised. Pop-up box features the following alert options:

- None
- Message
- Alert Response (Optional)
- Alert Response (Required)

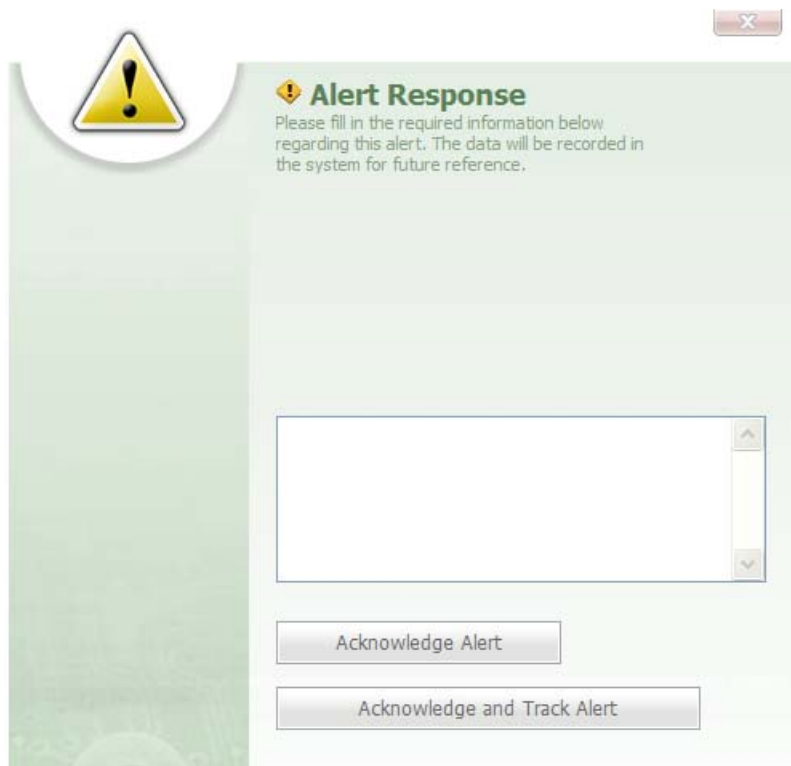
None configures the alert settings to do nothing for the alert level when an alert is raised in the department at that level. None will simply tell the system not to display any alert dialog boxes for the alert level.

Message will send an alert Message to Users in the department whenever an alert is raised at that level. This alert message will show up in the [Messages \(0\) ⚠](#) link below the

Header Bar. The [Messages \(0\) !](#) link can be clicked to open the Messages screen and view each alert message.

Alert Response (Optional) will tell the system to open an **Alert Response** dialog box whenever an alert is raised at that level in the department. A User will have to

click the [Acknowledge Alert](#) button to close the dialog.

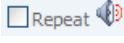
The image shows a software dialog box titled "Alert Response" with a yellow warning icon in the top-left corner. The dialog has a light green background. Below the title, there is a text instruction: "Please fill in the required information below regarding this alert. The data will be recorded in the system for future reference." Below this text is a large, empty text input field with a vertical scrollbar on the right side. At the bottom of the dialog, there are two buttons: "Acknowledge Alert" and "Acknowledge and Track Alert". A close button (X) is located in the top-right corner of the dialog's title bar.

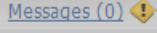

Alert Response dialog

Alert Response (Required) will open an **Alert Response** dialog box. Here, the dialog cannot be closed until a User has typed a response into the dialog and clicked the [Acknowledge Alert](#) button.


Note: When the [Acknowledge and Track Alert](#) button is clicked on the Alert Response dialog, the user will go to the Tracking screen for the Department in which the alert was raised.

Sound drop-down box allows the user to select a sound to accompany the alert whenever an alert is raised at that level. The Sound drop-down box is used to associate a sound to

the alert. The  check box can be selected if the user wants the sound for the alert to repeat, and the sound will continue to repeat until the alert is acknowledged.


Note: If the alert is a message type, a user will have to click the  link to respond to the alert and stop the alert sound from repeating. If None is selected from the alert Pop-up box, a User will have to again click the  link to stop the alert sound from repeating.

Below the Pop-up, Icon, and Sound boxes are the following fields:


- Send Email check box
- Email Address box
- Ignore duplicate alerts that occur within minutes: 
- ☐ Override Account Settings

Send Email box can be selected if the user wants an email to be sent to someone when an alert is raised.

Tip: In the e-mail address text box, a user can type the e-mail address of the person to be notified by e-mail whenever an alert is raised at that particular level. Multiple email addresses are separated by either a comma or semicolon.

Ignore duplicate alerts that occur within minutes: , located below the e-mail address box, is a drop-down box from which a user can specify the number of minutes between duplicate alerts. For example, if a user selects 1 minute, then any duplicate alerts that occur within a 1 minute interval of the first alert will be ignored. If a new alert is raised, such as a level 5-severe alert, the user will be notified of the new alert as soon as it is raised.

☐ Override Account Settings check box can be selected to override the account-level alert settings.

 button can be clicked to save changes made to the Alert Settings Editor.


 button can be clicked to close the editor.

More:

Alert Levels - *See page 401*


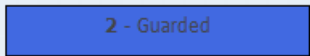
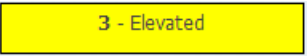


Alert Levels

In the system, alert levels can be configured at either the account level or the department level.

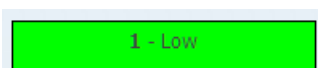
Accessing the **Alert Notifications Editor** from the  **Alert Notifications** tab on the Department Manager, allows a user to configure the Alert Notifications at the department level, which will override the account level alert notification settings.

When alert notifications are configured at the account level, they will be the default alert notification settings for all departments, unless a department has its own alert notification settings to override the account level notification settings.

In the system, there are 5 color-coded alert levels:

- 1 = Low (green) 
- 2 = Guarded (blue) 
- 3 = Elevated (yellow) 
- 4 = High (orange) 
- 5 = Severe (red) 

In the system, notifications for each alert level can be configured differently. This allows a user to define the action for each alert level when an alert is raised in the system. Also, the action that raises an alert is hard-coded in the system for each alert level:



Open - No action is defined for this level.

2 - Guarded

Speed violation - Employee goes over speed limit.

3 - Elevated

Low battery - battery on tracking device is low.

4 - High

Spatial fence violation - Employee leaves his or her spatial fence.


5 - Severe

Panic button - panic button on tracking device is hit.

More:

Alert Notifications Editor - *See page 396*

Department Alert Settings Summary



Department Alert Settings Summary
Use this screen to view and modify the existing Department alert setting.

Key	Name	Subject	Body	Level	Status
AirBag	AirBag Alert	Air Bag Deployment Alert for [CarrierName]...	An Air Bag Deployment Alert occurred for [CarrierName] at [MessageDate]...	5	ACTIVE
ArriveTarget	Arrive Target Alert	[CarrierName] from [OrganizationName] has...	[CarrierName] from [OrganizationName] Arrived at Target at [MessageDate]...	2	ACTIVE
BackupBatteryAlarm	BackupBatteryAlarm Alert	Backup Battery Alarm Alert reported by [DeviceName]...	[DeviceName] reported a Backup Battery Alarm Alert at [MessageDate]...	2	ACTIVE
DeviceGeoFenceIn	DeviceGeoFenceIn Alert	GeoFence boundary entered by [DeviceName]...	[DeviceName] entered a GeoFence boundary at [MessageDate] local time...	2	ACTIVE
DeviceGeoFenceOut	DeviceGeoFenceOut Alert	GeoFence boundary exited by [DeviceName]...	[DeviceName] exited a GeoFence boundary at [MessageDate] local time...	2	ACTIVE
DeviceParkFence	DeviceParkFence Alert	[DeviceName] is moving without receiving...	[DeviceName] is moving without receiving an ignition on event.	2	ACTIVE
DeviceSpeed	DeviceSpeed Alert	Speeding Alert for [DeviceName]. Last re...	[DeviceName] reported a Speeding Alert at [MessageDate] local time...	3	ACTIVE
DoorClose	DoorClose Alert	Door Close Alert reported by [DeviceName]...	A Door Close Alert was reported at [MessageDate] local time at lo...	1	ACTIVE
DoorOpen	DoorOpen Alert	Door Open Alert reported by [DeviceName]...	A Door Open Alert was reported at [MessageDate] local time at lo...	1	ACTIVE
EngineTemperature	EngineTemperature Alert	Engine Temperature Alert for [CarrierName]...	An Engine Temperature Alert occurred for [CarrierName] at [MessageDate]...	4	ACTIVE
FuelGauge	Low Fuel Alert	Low Fuel Alert for [CarrierName].	A Low Fuel Alert occurred for [CarrierName] at [MessageDate] loc...	3	ACTIVE
IgnitionOff	IgnitionOff Alert	Ignition Off Alert for [CarrierName].	An Ignition Off Alert occurred for [CarrierName] at [MessageDate]...	1	ACTIVE

24 Items

Close

Department Alert Settings Summary

The **Department Alert Settings Summary** is accessed by clicking the **Configure Alerts** link on the Tools And Settings screen. This dialog features a summary list grid that is used to configure the alerts for the current department.


Note: By default, each department in an account will inherit the alert settings chosen in the Account Alert Settings Summary dialog, which is accessed via the Tools and Settings screen. Changing the alert settings at the department level will override the account's alert settings for that department only.

The **Alert Settings Summary** grid contains the following columns:

- Key
- Name
- Subject

- Body
- Level
- Status



To the left of each alert in the grid is a  icon that can be clicked to open the Alert Settings Editor for the selected alert.

Key column represents a specific code that a particular **Device Listener** - *See page 32 is coded to listen for. Each GPS tracking device supports a fixed set of "events" that it listens for, and each event has a corresponding key in Map Suite GPS Tracking Server.* Using the key "DoorOpen," for example, would be used to generate an alert when a door was opened on the vehicle being tracked, assuming the tracking device installed in that vehicle supported this.

Name column indicates the name of the alert.

Subject column contains the text that is displayed in the subject line of the alert generated for this key event.

Body column contains the text that is displayed in the body of the alert message that is generated for this key event.

Level column indicates the alert level that will be assigned to this type of alert. An alert's level indicates its severity, with higher numbers representing increasingly important events.

State column indicates whether the alert is active or inactive.



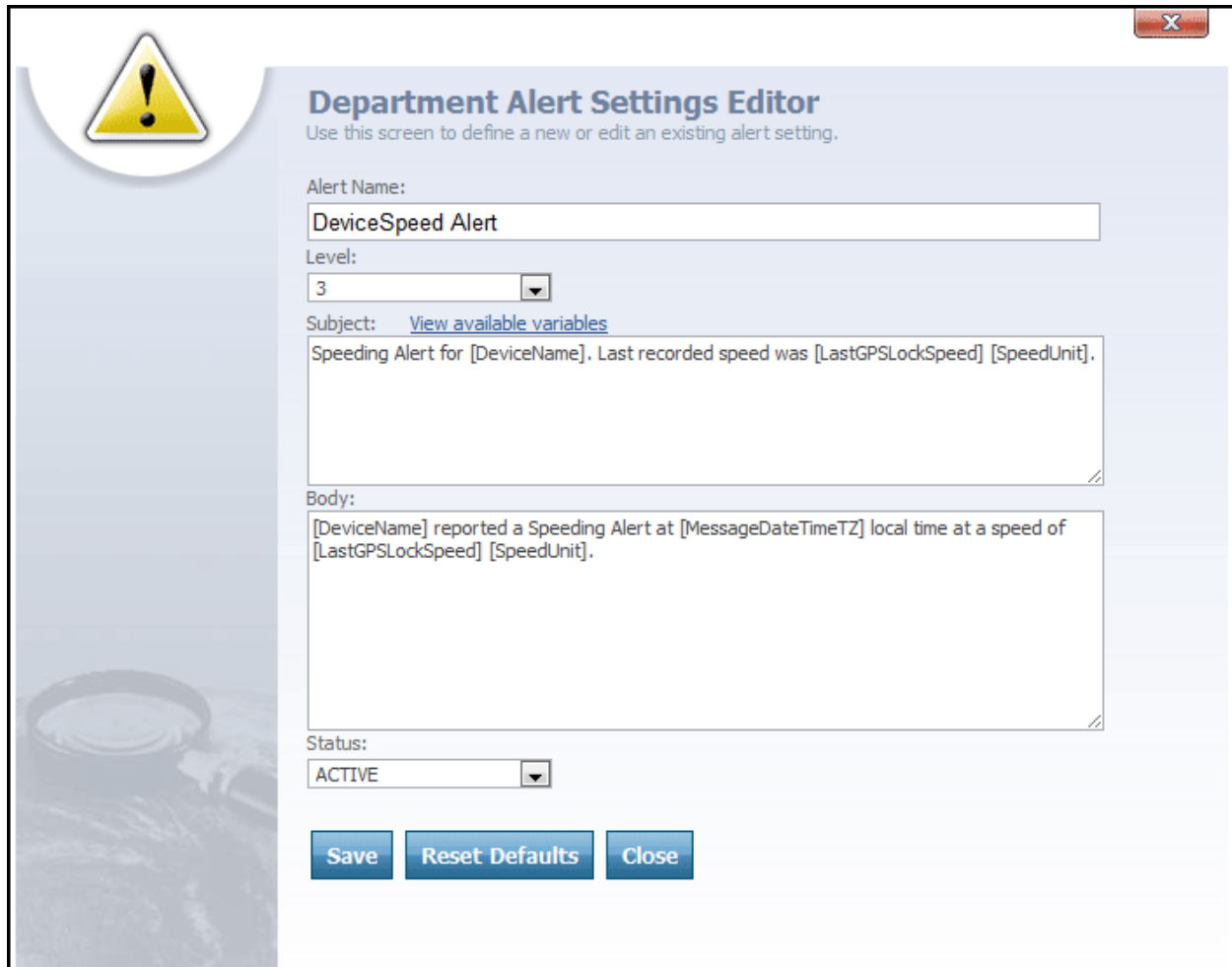
 button is clicked to close the dialog.

More:

Department Alert Settings Editor - *See page 405*

Available Alert Variables - *See page 408*

Department Alert Settings Editor



Department Alert Settings Editor
Use this screen to define a new or edit an existing alert setting.

Alert Name:

Level:


Subject: [View available variables](#)

Body:

Status:

Department Alert Settings Editor

The **Department Alert Settings Editor** dialog is accessed from the Department Alert

Settings Summary dialog by clicking the  icon next to an alert. The Department Alert Settings Editor is used to edit the configuration of alerts in the current department.

The **Department Alert Settings Editor** contains the following text and drop-down boxes:

- Key
- Alert Name

- Level
- Subject
- Body
- Status

Key text box is used to enter the name of the key associated with the event you want this alert to be associated with.

Name text box is used to enter a brief name for the alert. For example, "Vehicle Overspeed Alert."


Level drop-down box is used to determine the severity level of the alert, on a scale from 1 (least severe) to 5 (most severe). The meaning of each alert level, and the type of notification associated with it, can also be configured at the department level by using the **Alert Notifications Editor** - *See page 396.*


Subject text box is used to define the subject line of the alert message. This field may use a wide variety of variables representing anything from the name of the department, employee or device associated with the alert to any of the available Device Custom Data types that have been configured. These variables will be replaced by the actual corresponding values when the alert is generated.

Body text box is used to define the body of the alert message. This field may use a wide variety of variables representing anything from the name of the department, employee or device associated with the alert to any of the available Device Custom Data types that have been configured. These variables will be replaced by the actual corresponding values when the alert is generated.

Tip: To see a list of all variables that can be inserted into an alert message, click the [View available variables](#) link to open the **Available Alert Variables** list. Then simply copy and paste the one(s) you want to use into the Subject or Body text boxes.

Status drop-down box allows an administrator to define the status of the alert as either Active or Inactive in the system.

 button is clicked to save a new alert or to save changes made to an existing alert.

 button is clicked to reset the settings for this alert back to the original system defaults, which are inherited from the **Account Alert Settings Summary** - *See page 671.*

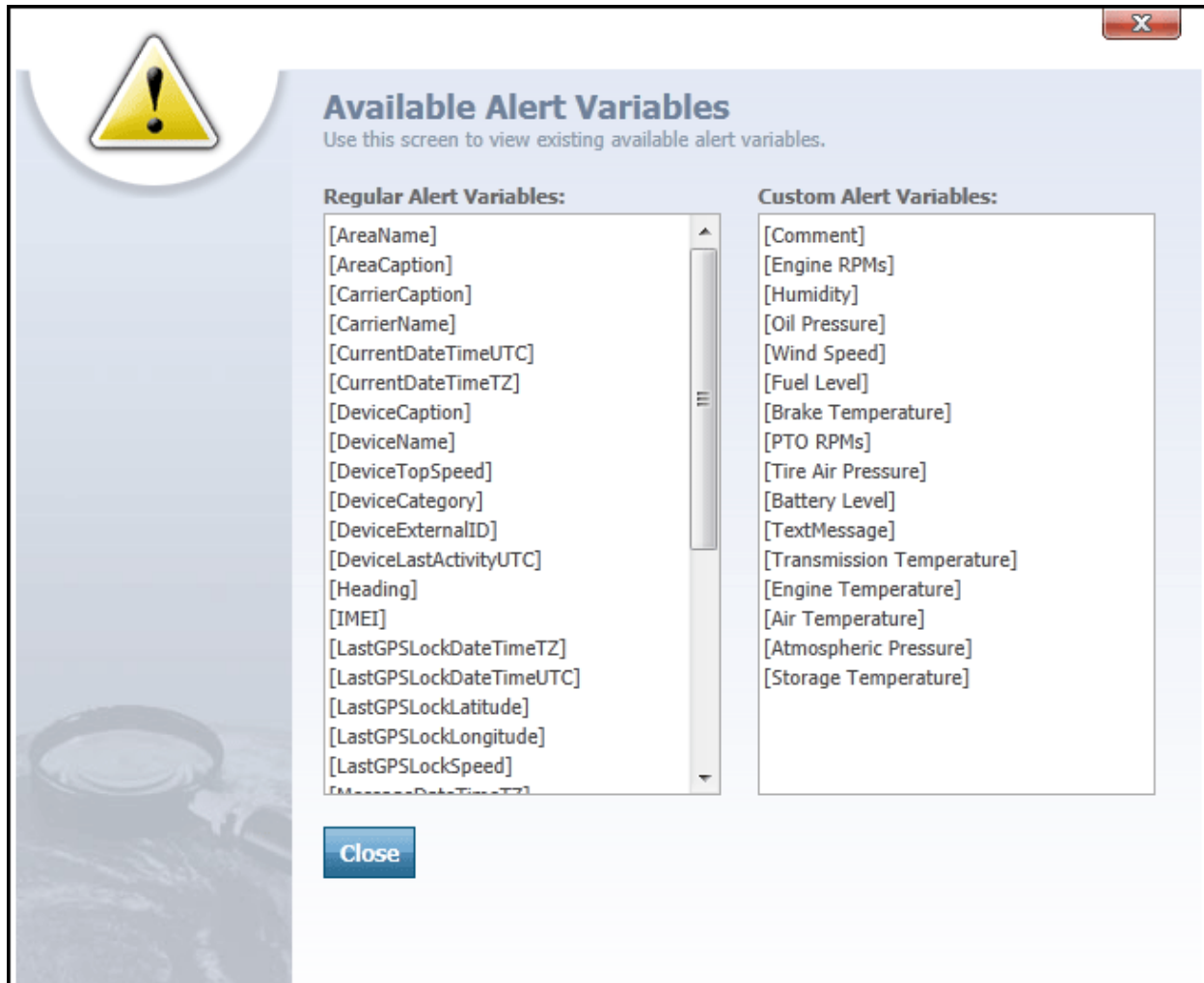
 button is clicked to close the editor.

More:

Department Alert Settings Summary - *See page 403*

Available Alert Variables - *See page 408*

Available Alert Variables



Available Alert Variables list

The **Available Alert Variables** list is accessed from the **Department Alert Settings Editor** - See page 837 by **Department Alert Settings Editor** - See page 837 clicking the [View available variables](#) link. The Available Alert Variables list shows you all of the variables you can use when composing your alert Subject and Body text. These variables represent anything from the name of the department, employee or device associated with the alert to any of the Device Custom Data types that have been configured. An alert variable consists of a special key word or phrase between square brackets, such as [DeviceName].

The Available Alert Variables list on this dialog is divided into two categories, each of which has its own separate list:

- Regular Alert Variables
- Custom Alert Variables


Regular Alert Variables contain the most commonly-used variables; they come built into every installation of Map Suite GPS Tracking Server. These include a device or employee's name, the speed and heading of a device, the data and time at which the device's position was last detected, and much more.

Custom Alert Variables are those that represent device-specific features, sensor values or other specialty data. If your Map Suite GPS Tracking Server system uses GPS tracking hardware with special capabilities like this, your administrator may have made several custom data types available to you. If so, they will appear in the Custom Alert Variables list. Custom alert variables might include things like temperature, fuel level or door lock states, or even rich media like photos, sound and video clips.

Using an Alert Variable

To use a variable, simply copy and paste it into either the Subject or Body text boxes on the Alert Settings Editor. The variable keyword and its square brackets will be replaced by the actual corresponding value when the alert is generated.

For instance, let's say you insert the variable [DeviceName] into your alert subject like this: "[DeviceName] has issued an overspeed alert". When this alert is triggered because a device named "Vehicle #50" was detected speeding, the alert subject will be displayed as: "Vehicle #50 has issued an overspeed alert".

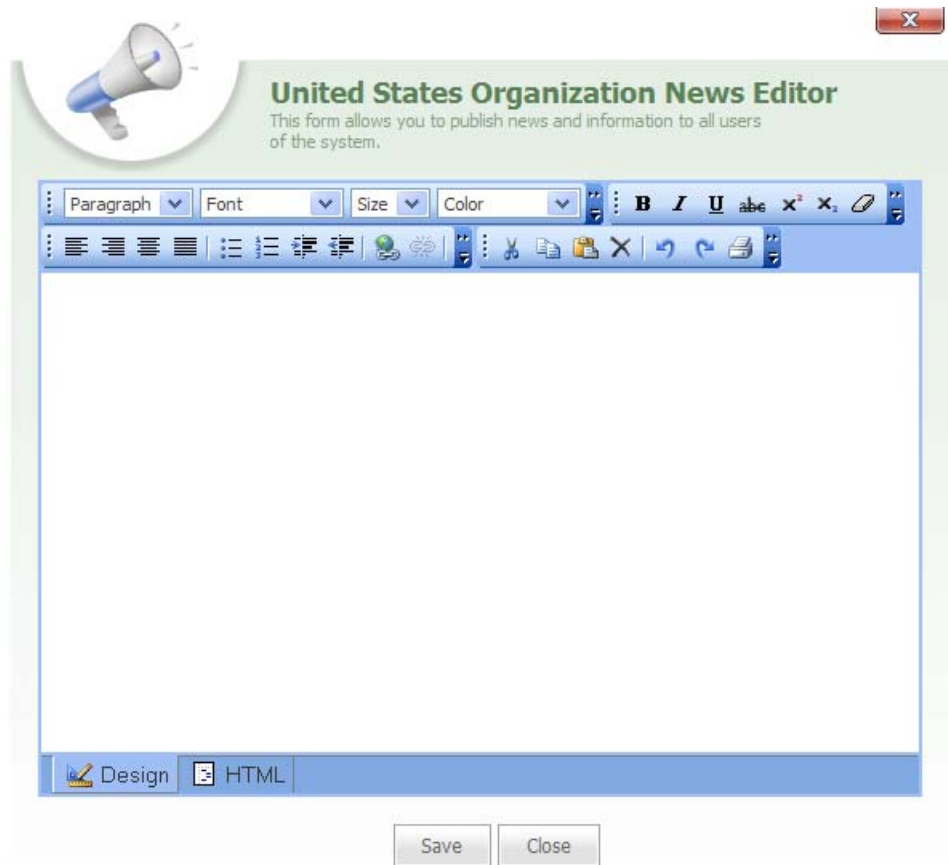
When you are finished, the  button can be clicked to close the Available Alert Variables list and return to the Department Alert Settings Editor.

More:

Department Alert Settings Summary - *See page 403*

Department Alert Settings Editor - *See page 837*

News Editor



News Editor

The **News Editor** is accessed by clicking the  tab on the Navigation Bar of the Department Editor.

The **News Editor** is an editing screen used to add news items or change news items that appear in the News section of the Dashboard; however, this News Editor will only add news for the particular department that you are viewing in the Department Manager. Only Users who are members of the particular department will see these news items.

Note: When news items are displayed in the news area of the Dashboard, account news will be displayed to all users in the account. These news items will be followed by news information for any departments in which the user is a member.

Tip: News for the entire account can be edited through the **Account News Editor**, which is accessed from the Tools And Settings screen.

At the top of the News Editor are boxes for Paragraph, Font, Size, and Color.

Next to these boxes are the following tabs: Bold, Italic, Underline, Strike Through, Superscript, Subscript, and Remove All Formatting.

Users can select from these drop-down boxes and tabs when they want to customize their message. At the bottom of the News Editor are the following buttons:



button can be clicked to write and edit your note in a text format.



button can be clicked to write and edit your note in HTML format.



button can be clicked to save the news items and display them in the News area of the Dashboard.



button can be clicked to close the dialog.

Summary Lists

System Statistics

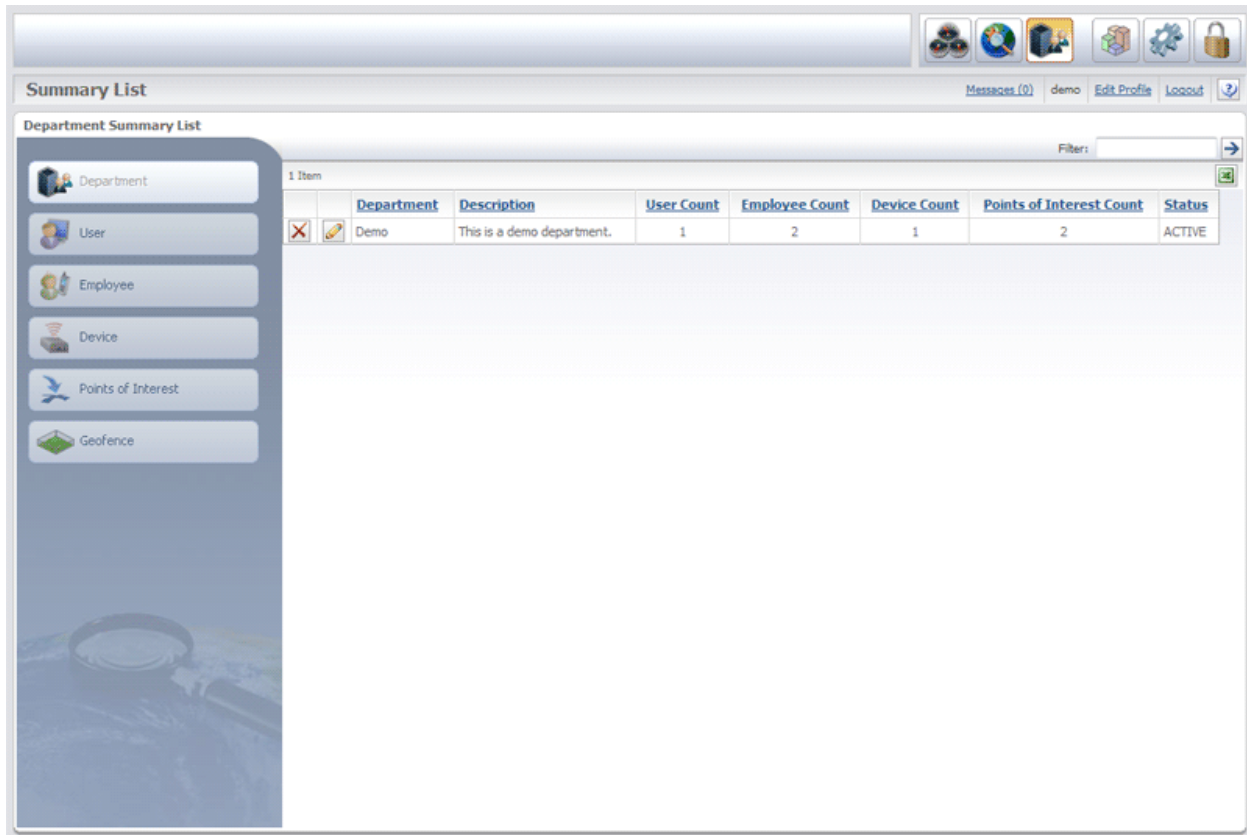
Department	1	Core software version: 5.0.0
User	1	Your last login was 1 days 1 hours and 15 minutes ago.
Device	2	
Employee	2	Number of failed attempts: 0
Points of Interest	2	
Geofence	2	Change Your Password

System Statistics area of Dashboard


Summary lists for each entity—Department, User, Employee, Device, Points of Interest, and Geofence—in the account can be accessed by clicking one of the number links to the right of the entity. These number links are located in the System Statistics area of the Dashboard.


Each number link corresponds to a particular entity summary list and can be clicked to open its respective summary list. Also, each number link gives you a count of the number of the entity in the account. For example, in the above screen shot, Department has a number 23 across from it, which means that there are 23 Departments in the account. When 23 is clicked, the Department Summary List will open.

In the system, the summary lists provide a detailed summary of each entity in the account as well as the data and other entities that are associated with it.




Summary List

Each Summary List provides information about the specific entity and features a  button next to each entity that can be clicked to open the entity's Editor screen.


The **Filter:**  box, located at the top-right of each Summary List, is a text box in which a user can type an entity name in order to limit the Summary List to only those entities matching the filter criteria.



button next to the Filter box can be clicked to apply the filter to the Summary List.

 button is featured at the top-right corner of each Summary List and can be clicked to export the list to Excel.

On the left of the Summary List screen is a Navigation Bar with the following Tabs:

-  Department:

-  User
-  Employee
-  Device
-  Points of Interest
-  Geofence

When one of these tabs is clicked, the Summary List for the selected entity will load in the screen.

More:

Department Summary List - *See page 418*

User Summary List - *See page 420*

Employee Summary List - *See page 431*

Device Summary List - *See page 446*

Points of Interest Summary List - *See page 465*

Geofence Summary List - *See page 478*

Summary Lists

System Statistics

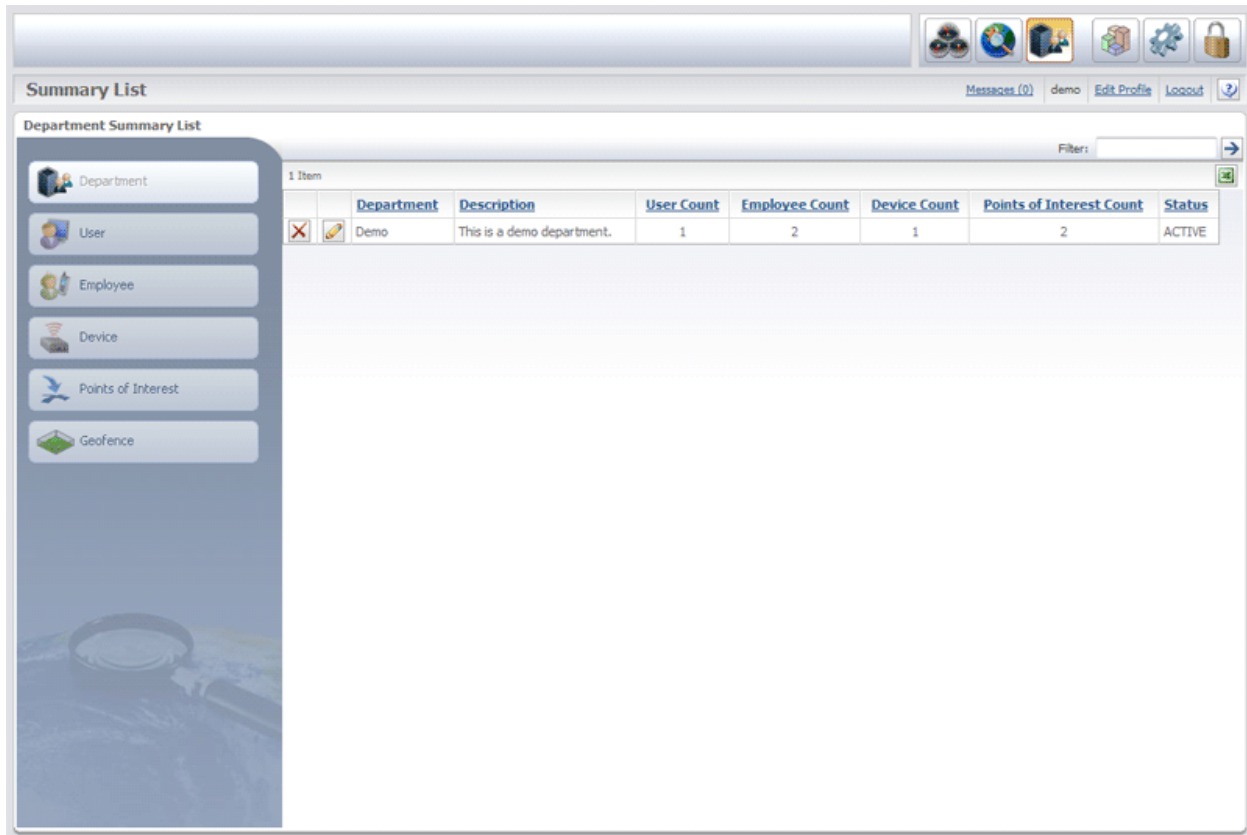
Department	1	Core software version: 5.0.0
User	1	Your last login was 1 days 1 hours and 15 minutes ago.
Device	2	
Employee	2	Number of failed attempts: 0
Points of Interest	2	
Geofence	2	Change Your Password

System Statistics area of Dashboard


Summary lists for each entity—Department, User, Employee, Device, Points of Interest, and Geofence—in the account can be accessed by clicking one of the number links to the right of the entity. These number links are located in the System Statistics area of the Dashboard.


Each number link corresponds to a particular entity summary list and can be clicked to open its respective summary list. Also, each number link gives you a count of the number of the entity in the account. For example, in the above screen shot, Department has a number 23 across from it, which means that there are 23 Departments in the account. When 23 is clicked, the Department Summary List will open.

In the system, the summary lists provide a detailed summary of each entity in the account as well as the data and other entities that are associated with it.




Summary List

Each Summary List provides information about the specific entity and features a  button next to each entity that can be clicked to open the entity's Editor screen.


The **Filter:**  box, located at the top-right of each Summary List, is a text box in which a user can type an entity name in order to limit the Summary List to only those entities matching the filter criteria.



button next to the Filter box can be clicked to apply the filter to the Summary List.

 button is featured at the top-right corner of each Summary List and can be clicked to export the list to Excel.

On the left of the Summary List screen is a Navigation Bar with the following Tabs:

-  Department:

-  User
-  Employee
-  Device
-  Points of Interest
-  Geofence

When one of these tabs is clicked, the Summary List for the selected entity will load in the screen.

More:

Department Summary List - *See page 418*

User Summary List - *See page 420*

Employee Summary List - *See page 431*

Device Summary List - *See page 446*

Points of Interest Summary List - *See page 465*

Geofence Summary List - *See page 478*

Department Summary List

Summary List

Messages (0) demo Edit Profile Logout

Department Summary List

Filters: []

1 Item



	Department	Description	User Count	Employee Count	Device Count	Points of Interest Count	Status
[X] [Pencil]	Demo	This is a demo department.	1	2	1	2	ACTIVE

Department Summary List

The **Department Summary List** allows users to quickly view all of the departments in an account.

The **Department Summary List** features the following columns:

- Department
- Description
- User Count
- Employee Count
- Device Count
- Points of Interest Count
- Status

Department column lists the names of all the departments in the account. Next to each department's name is an  icon that can be clicked to remove the department from the list. The  icon next to a department's name can be clicked to go to the **Department Manager**.

Tip: From the Department Manager, the Department Editor can be accessed and information for the department can be changed.

Description column contains a brief description of each department in the account.

User Count column displays a count of the number of Users for each department in the account.

Employee Count column displays a count of the number of Employees for each department in the account.

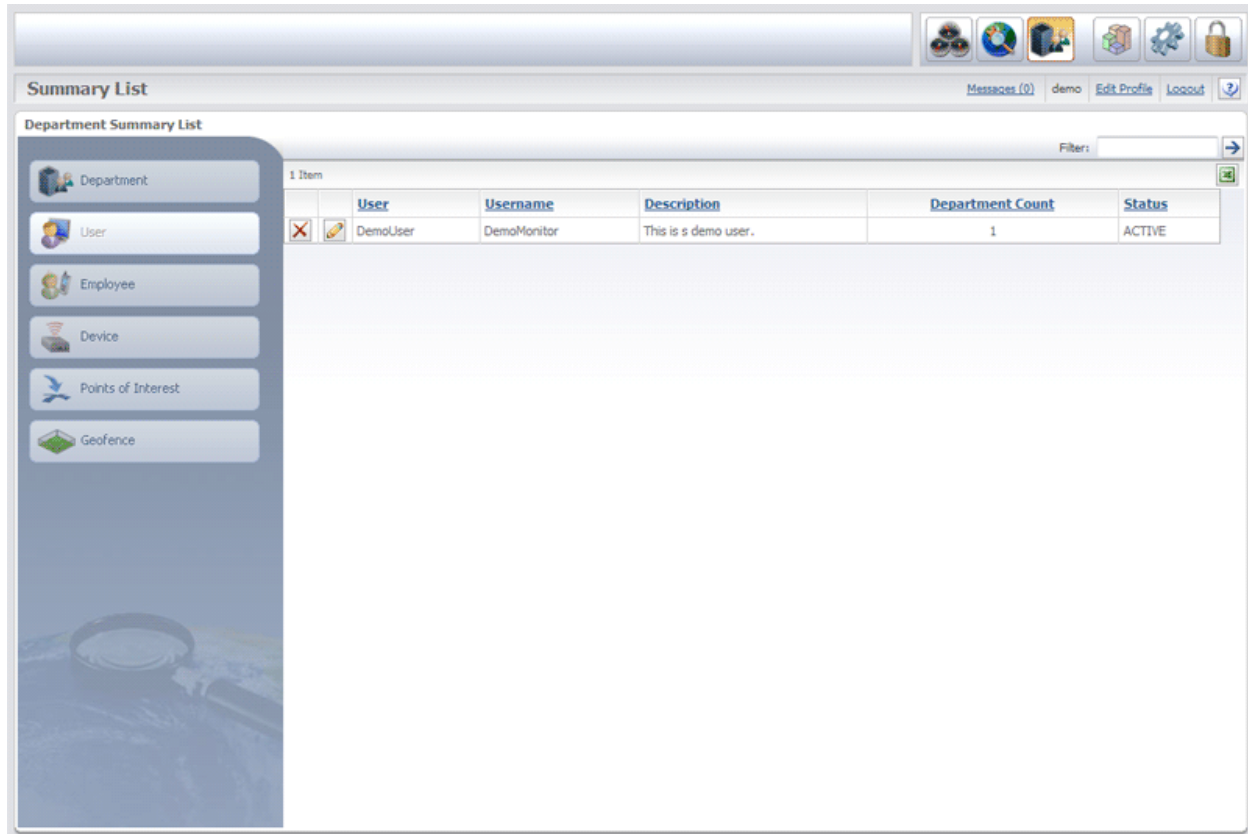
Device Count column displays a count of the number of Devices for each department in the account.

Points of Interest Count column displays a count of the number of Points of Interest associated with each department in the account.

Status column displays the status of each department in the account. This status can be either Active or Inactive.

 button, located at the top-right of the grid, can be clicked to export the list to Excel.

User Summary List





User Summary List

The **User Summary List** allows users to easily view the names of all the Users associated with an account.

The **User Summary List** features the following columns:

- User
- Username
- Description
- Department Count
- Status

User column lists all of the Users in the account. Each User can be removed from the list by clicking the  icon to the left of the User's name. The  icon next to each User's name can be clicked to open the **User Editor**.

Username column lists the usernames of all the Users in the account.

Description column gives a brief description of each User.

Department Count column displays a count of the number of departments associated with each User.

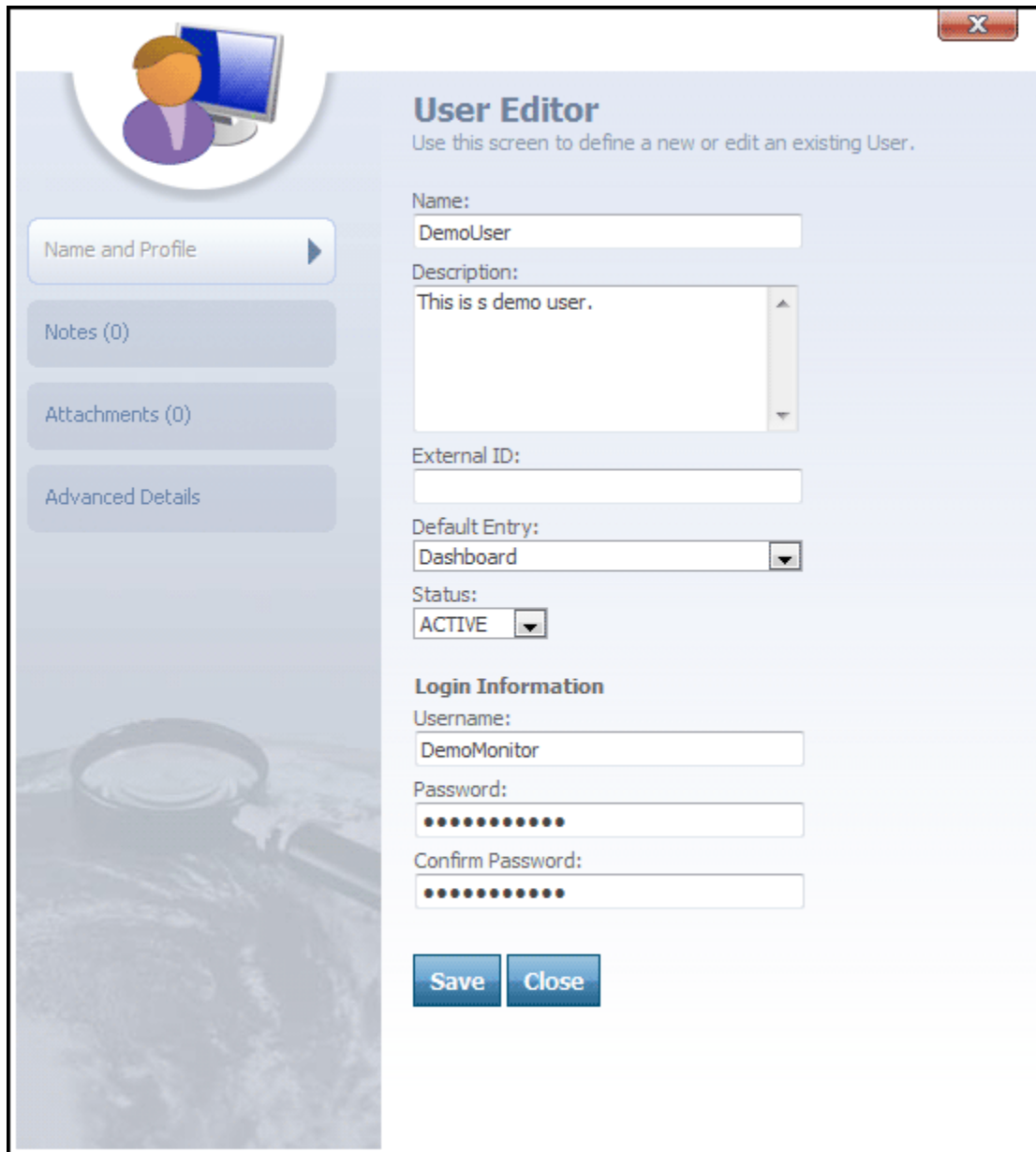
Status column displays the status of each User in the account. This status can be either Active or Inactive.

 button, located at the top-right of the grid, can be clicked to export the list to Excel.

More:

User Editor - *See page 422*

User Editor

A screenshot of a web application window titled "User Editor". The window has a light blue header with a user icon and a close button. The main content area is divided into a left sidebar and a right main panel. The sidebar contains four buttons: "Name and Profile" (highlighted with a blue border and a right-pointing arrow), "Notes (0)", "Attachments (0)", and "Advanced Details". The main panel has a title "User Editor" and a subtitle "Use this screen to define a new or edit an existing User." Below this, there are several form fields: "Name:" with a text input containing "DemoUser"; "Description:" with a text area containing "This is s demo user."; "External ID:" with an empty text input; "Default Entry:" with a dropdown menu showing "Dashboard"; "Status:" with a dropdown menu showing "ACTIVE"; "Login Information" section with "Username:" (text input "DemoMonitor"), "Password:" (password input with 10 dots), and "Confirm Password:" (password input with 10 dots). At the bottom of the main panel are two buttons: "Save" and "Close".

User Editor
Use this screen to define a new or edit an existing User.

Name:
DemoUser

Description:
This is s demo user.

External ID:

Default Entry:
Dashboard

Status:
ACTIVE

Login Information


Username:
DemoMonitor

Password:
●●●●●●●●●●





Confirm Password:
●●●●●●●●●●

Save Close

User Editor

The **User Editor** is accessed from the User grid by clicking the  icon next to a User's name or clicking the [Add New](#) link above the User grid in the Department Manager. The User Editor is used to edit or change information for a User.

On the left-side of the User Editor is a Navigation Bar with the following tabs:

- Name and Profile
- Notes (0)
- Attachments (0)
- Advanced Details

More:

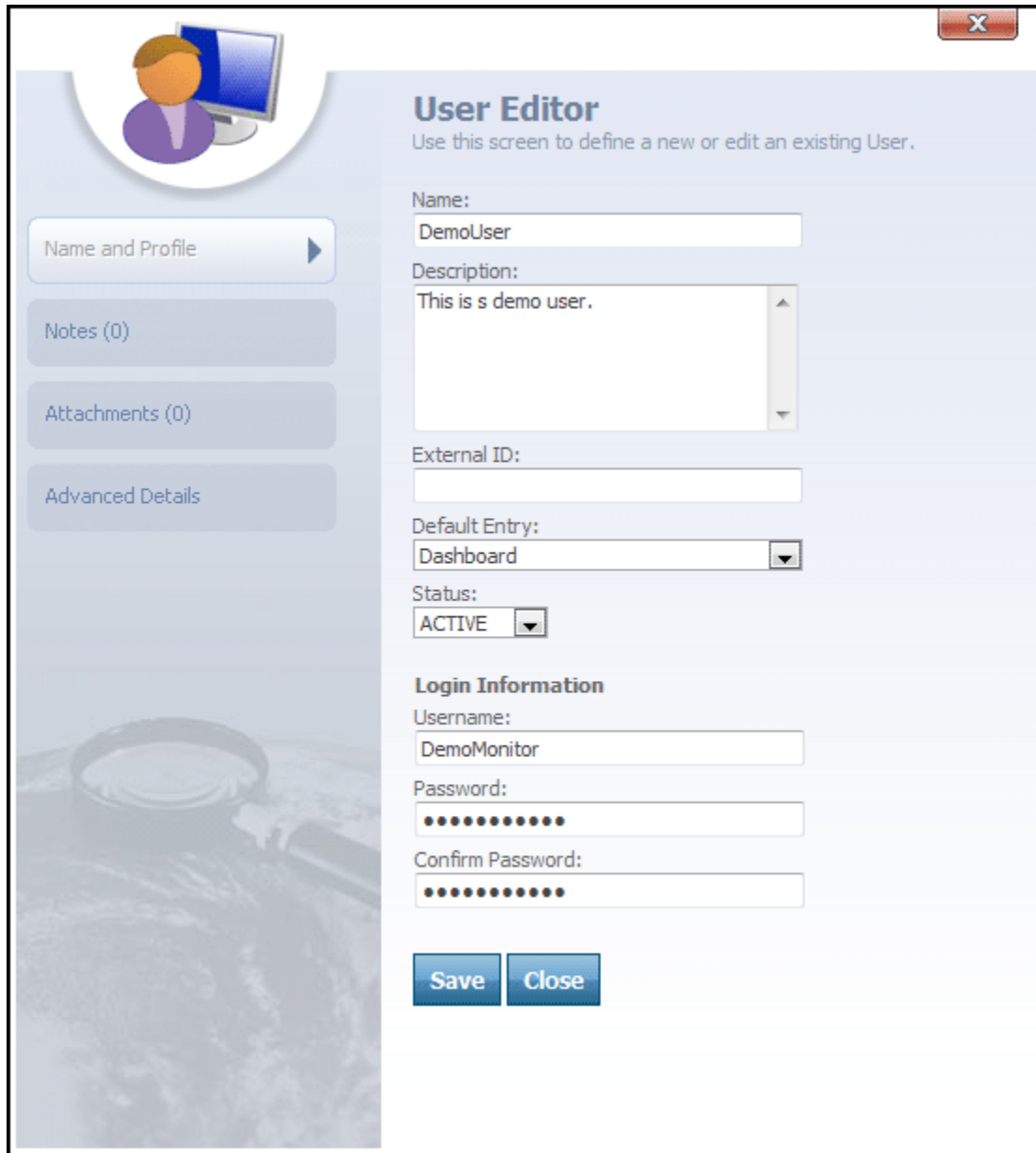
Name and Profile - *See page 424*

Notes - *See page 426*

Attachments - *See page 428*


Advanced Details - *See page 430*

Name and Profile



The screenshot shows a web application window titled "User Editor" with a close button (X) in the top right corner. On the left side, there is a sidebar with four tabs: "Name and Profile" (which is selected and highlighted with a blue arrow), "Notes (0)", "Attachments (0)", and "Advanced Details". The main content area on the right is titled "User Editor" and includes a subtitle: "Use this screen to define a new or edit an existing User." Below this, there are several form fields: "Name:" with a text input containing "DemoUser"; "Description:" with a text area containing "This is s demo user."; "External ID:" with an empty text input; "Default Entry:" with a drop-down menu showing "Dashboard"; and "Status:" with a drop-down menu showing "ACTIVE". Below these fields is a section titled "Login Information" which includes "Username:" with a text input containing "DemoMonitor", "Password:" with a masked input (dots), and "Confirm Password:" with a masked input (dots). At the bottom of the form are two buttons: "Save" and "Close".

User Editor-Name and Profile tab selected

With the  tab selected, the User Editor features the following text and drop-down boxes:

- Name
- Description
- External ID
- Default Entry
- Status
- Username
- Password
- Confirm Password

Name text box contains the name of the User.

Description text box contains a brief description of the User.

External ID box can be used to type an ID that will link the User to an outside system.

Tip: External ID is a user defined field. In the case of an Employee, the External ID could be an employee number.

Default Entry drop-down box allows a user to select the default entry point for the User. The default entry will be the area in the system that the User will go to after logging on to the account.

Status drop-down box can be used to mark a User as Active or Inactive.

Username text box contains the User's username in the system.

Password text box contains a User's security password for the system.

Confirm Password text box is used to retype and confirm a User's password.

 button can be clicked to save any changes made to the editor.

 button can be clicked to close the editor.

More:

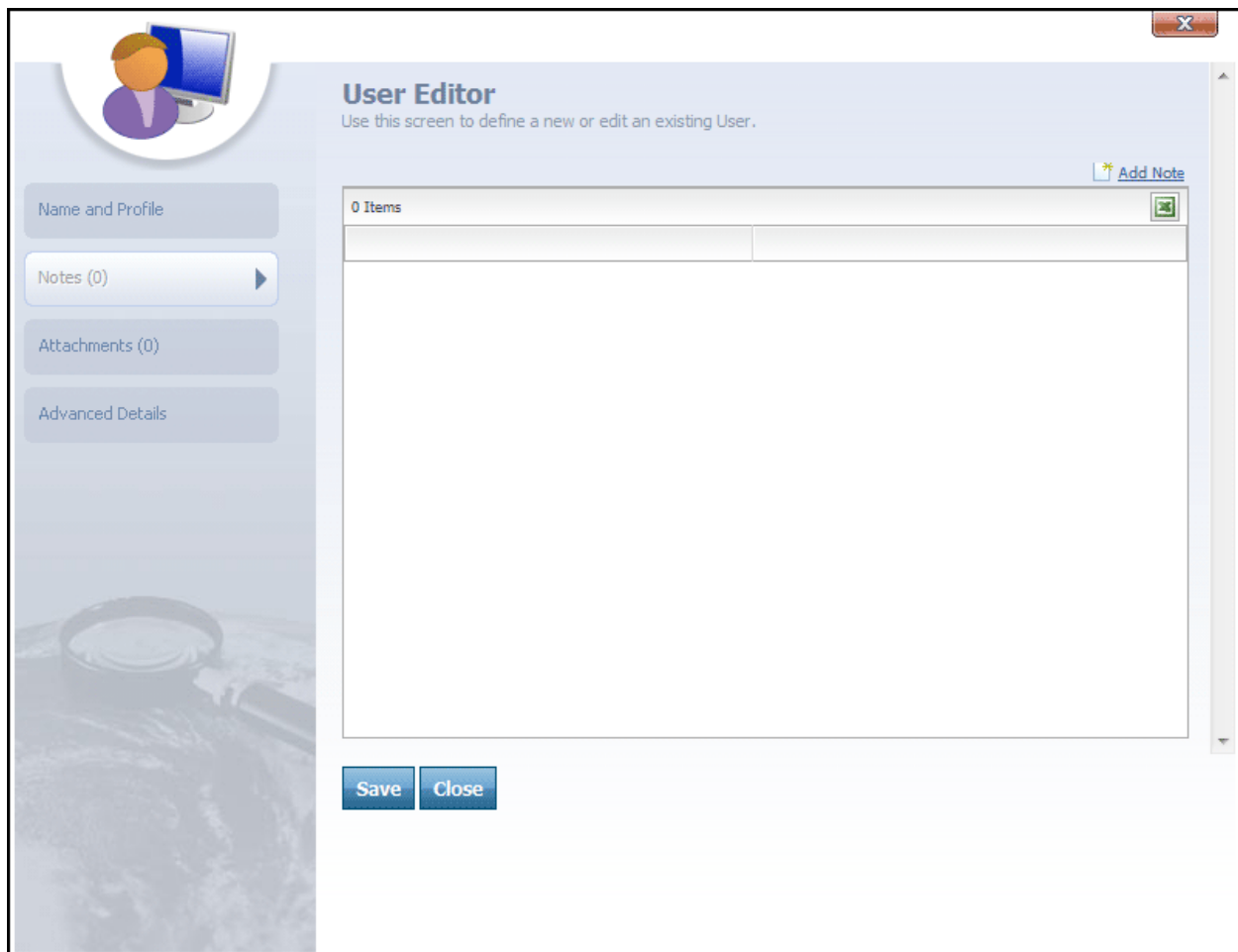
User Editor - See page 422

Notes - See page 426

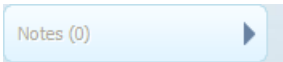
Attachments - See page 428


Advanced Details - See page 430


Notes





User Editor-Notes tab selected

The  tab on the Navigation Bar can be clicked to view the notes for a User or add a note to a User.

The  [Add Note](#) link, located in the top-right corner, can be clicked to open the Note Editor, which is used to compose and add a note to the User. Once a note is composed and saved, it will be added to the note grid below.

 icon, located below the Add Note link, can be clicked to export the note grid to Excel and embed any of its items into an Excel grid.

 button can be clicked to save any notes that have been added to the editor.

 button can be clicked to close the editor.

More:

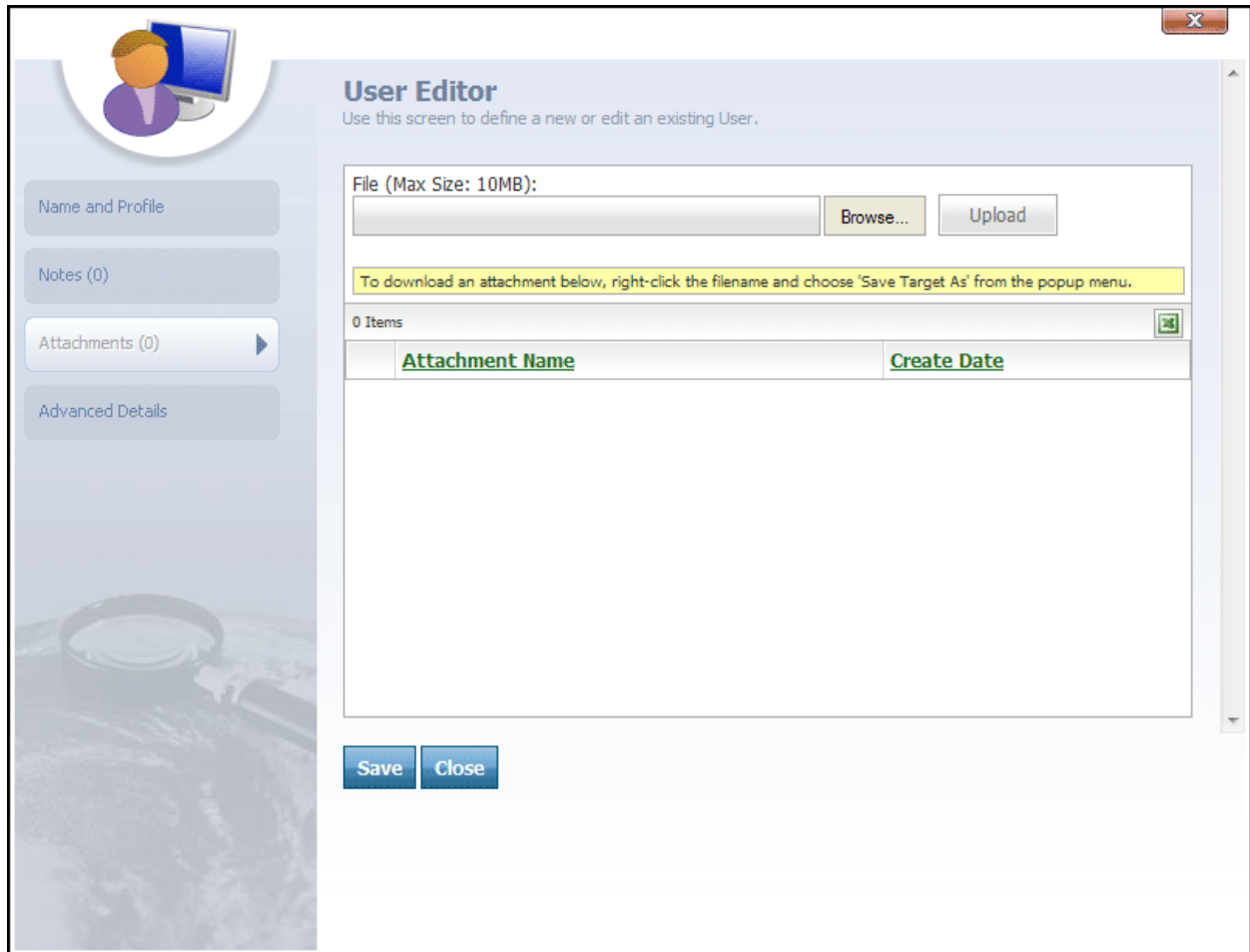
User Editor - *See page 422*

Name and Profile - *See page 454*

Attachments - *See page 428*

Advanced Details - *See page 430*

Attachments

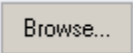



The screenshot shows a web application window titled "User Editor" with a close button in the top right corner. On the left is a navigation bar with four tabs: "Name and Profile", "Notes (0)", "Attachments (0)", and "Advanced Details". The "Attachments (0)" tab is selected and highlighted in blue. The main content area has a header "User Editor" with the instruction "Use this screen to define a new or edit an existing User." Below this is a file upload section labeled "File (Max Size: 10MB):" containing a text input field, a "Browse..." button, and an "Upload" button. A yellow tooltip message reads: "To download an attachment below, right-click the filename and choose 'Save Target As' from the popup menu." Below the tooltip is a table with the header "0 Items" and a small icon. The table has two columns: "Attachment Name" and "Create Date". At the bottom of the main area are "Save" and "Close" buttons.


User Editor-Attachments tab selected

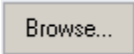
The  tab on the Navigation Bar can be clicked to view a list of attachments for a User or to add an attachment to a User.

The Attachment List features the following text boxes, buttons, and columns:


- File
- 
- 

- Attachment Name
- Create Date


File box allows a user to type a file name or click the  button to search for a file.

 button can be clicked to search for a file.

 button can be clicked to upload a selected file into the File box.

Attachment Name column lists the name of each attachment in the list. Next to each attachment is an  icon that can be clicked to delete the attachment from the list.

Create Date column lists the date that each attachment was created.

 button can be clicked to save any attachments added to the editor.

 button can be clicked to close the editor.

More:

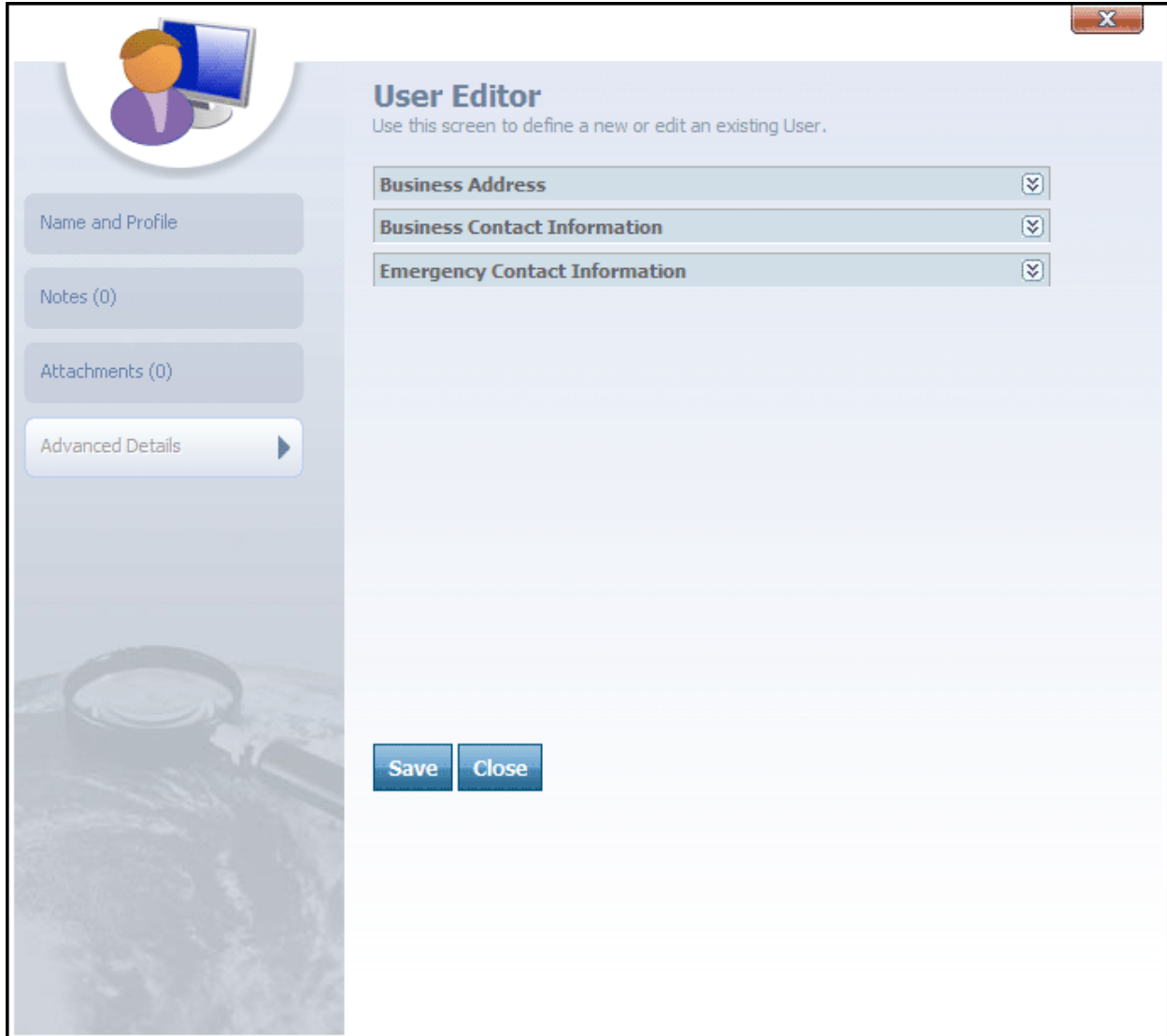
User Editor - *See page 422*

Name and Profile - *See page 454*

Notes - *See page 457*

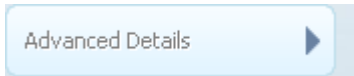
Advanced Details - *See page 430*

Advanced Details



The image shows a software window titled "User Editor" with a close button (X) in the top right corner. The window is divided into a left sidebar and a main content area. The sidebar contains a user profile icon at the top, followed by four tabs: "Name and Profile", "Notes (0)", "Attachments (0)", and "Advanced Details". The "Advanced Details" tab is selected and highlighted with a blue background and a right-pointing arrow. The main content area has a header "User Editor" and a subtitle "Use this screen to define a new or edit an existing User.". Below the header, there are three expandable sections: "Business Address", "Business Contact Information", and "Emergency Contact Information", each with a downward-pointing arrow icon. At the bottom of the main content area, there are two buttons: "Save" and "Close". The background of the window features a faint image of a globe.

User Editor-Advanced Details tab selected

When the  tab is selected, the following custom fields will load into the User Editor:


- Business Address
- Business Contact Information

- Emergency Contact Information
- Contact Information

Note: New fields can be added to this area through the **Custom Field Editor**. The above list of Custom Fields is just an example and some fields may or may not appear on your Department's User Editor.

Tip: The custom fields area is featured on most of the editor dialogs in the system. Custom fields can be added or removed to this area through the **Custom Field Editor**.

The custom fields in the User Editor are used to associate important information to a User.

 button can be clicked to save any changes made to the editor.

 button can be clicked to close the editor.

More:

User Editor - *See page 422*

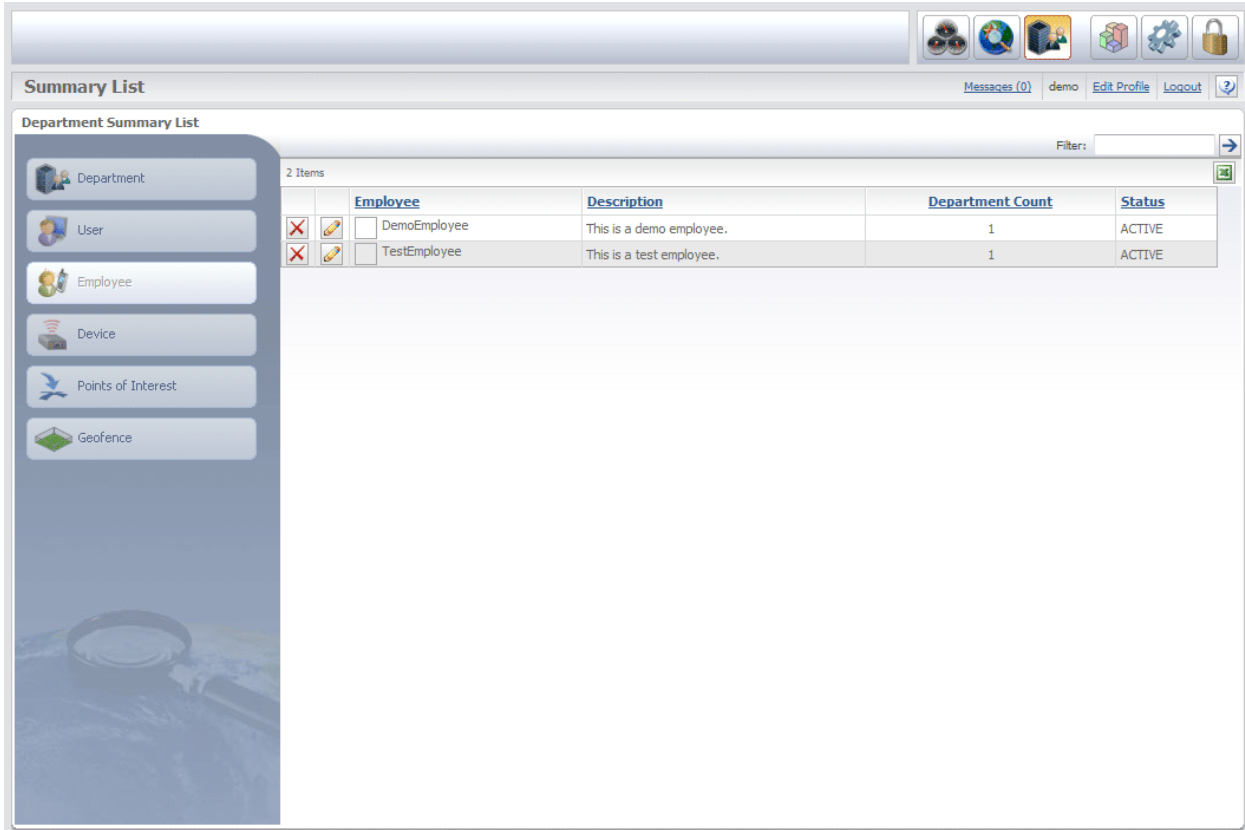
Name and Profile - *See page 454*

Notes - *See page 457*

Attachments - *See page 459*

Advanced Details - *See page 443*

Employee Summary List





Employee Summary List

The **Employee Summary List** allows users to easily view the names of all the Employees in the account.

The **Employee Summary List** features the following columns:

- Employee
- Description
- Department Count
- Status

Employee column lists the names of all the Employees in the system. Each Employee can be removed from the list by clicking the  icon to the left of the Employee's name. The  icon next to each Employee's name can be clicked to open the **Employee Editor**.

Description column contains a brief description of each Employee.

Department Count column lists a count of the number of departments that are associated with each Employee.

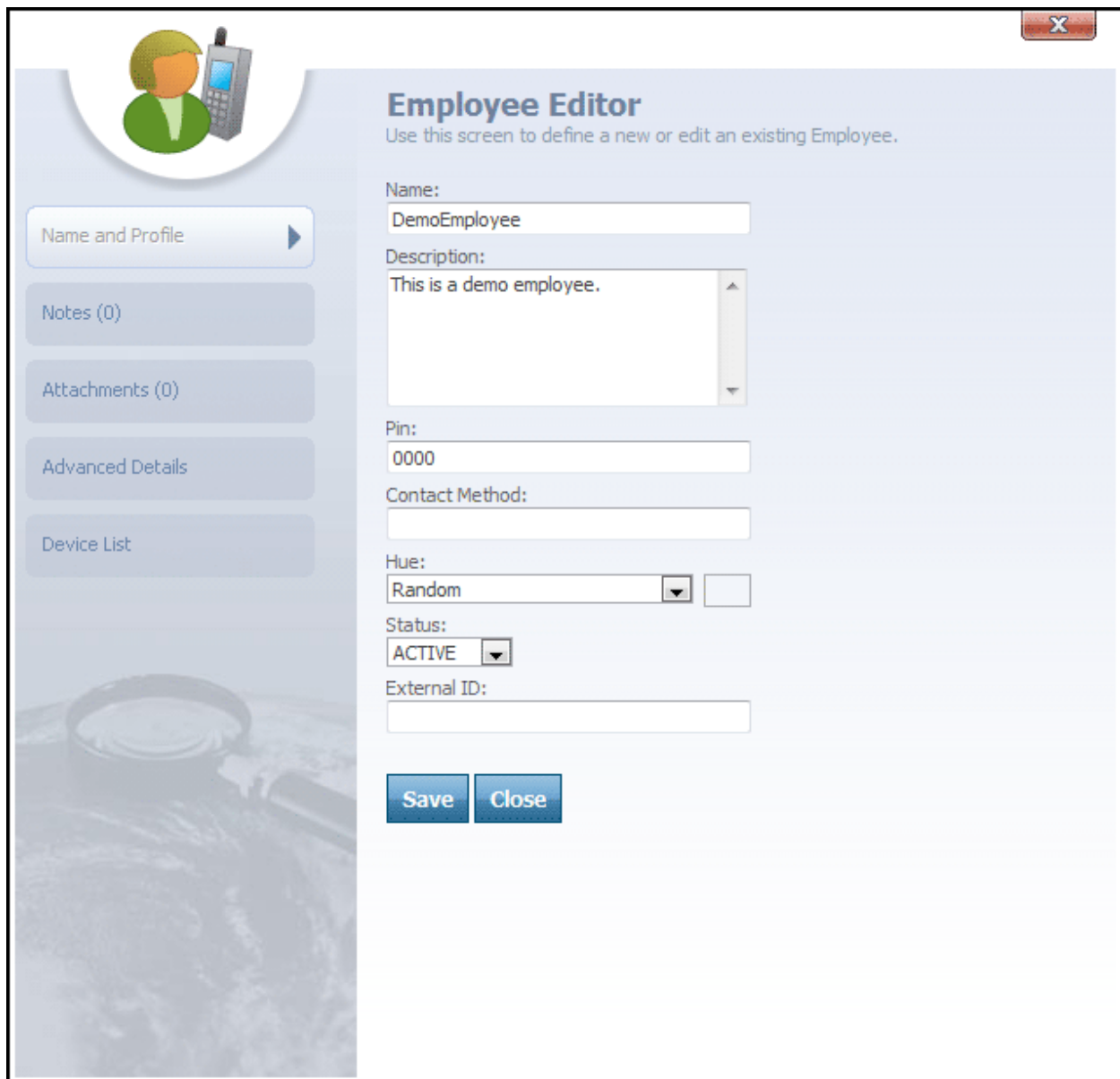
Status column displays the status of each Employee as either Active or Inactive.

 button, located at the top-right of the grid, can be clicked to export the list to Excel.

More:



Employee Editor - *See page 433*

Employee Editor



The image shows a screenshot of a web application window titled "Employee Editor". The window has a close button (X) in the top right corner. On the left side, there is a navigation bar with a header icon of a person and a mobile phone. Below the header, there are five tabs: "Name and Profile" (selected), "Notes (0)", "Attachments (0)", "Advanced Details", and "Device List". The main content area on the right is titled "Employee Editor" and contains the instruction "Use this screen to define a new or edit an existing Employee." Below this, there are several form fields: "Name:" with a text input containing "DemoEmployee"; "Description:" with a text area containing "This is a demo employee."; "Pin:" with a text input containing "0000"; "Contact Method:" with a text input; "Hue:" with a dropdown menu set to "Random" and a color selection box; "Status:" with a dropdown menu set to "ACTIVE"; and "External ID:" with a text input. At the bottom of the form, there are two buttons: "Save" and "Close".

Employee Editor

The **Employee Editor** is accessed from the Employee grid by clicking the  icon next to an Employee's name or clicking the  [Add New](#) link above the Employee grid in the Department Manager. The Employee Editor is used to edit or change information for an Employee.

The **Employee Editor** features a left Navigation Bar with the following tabs:

- 
 - Name and Profile

- Notes (0)
- Attachments (0)
- Advanced Details
- Device List

More:

Name and Profile - *See page 436*

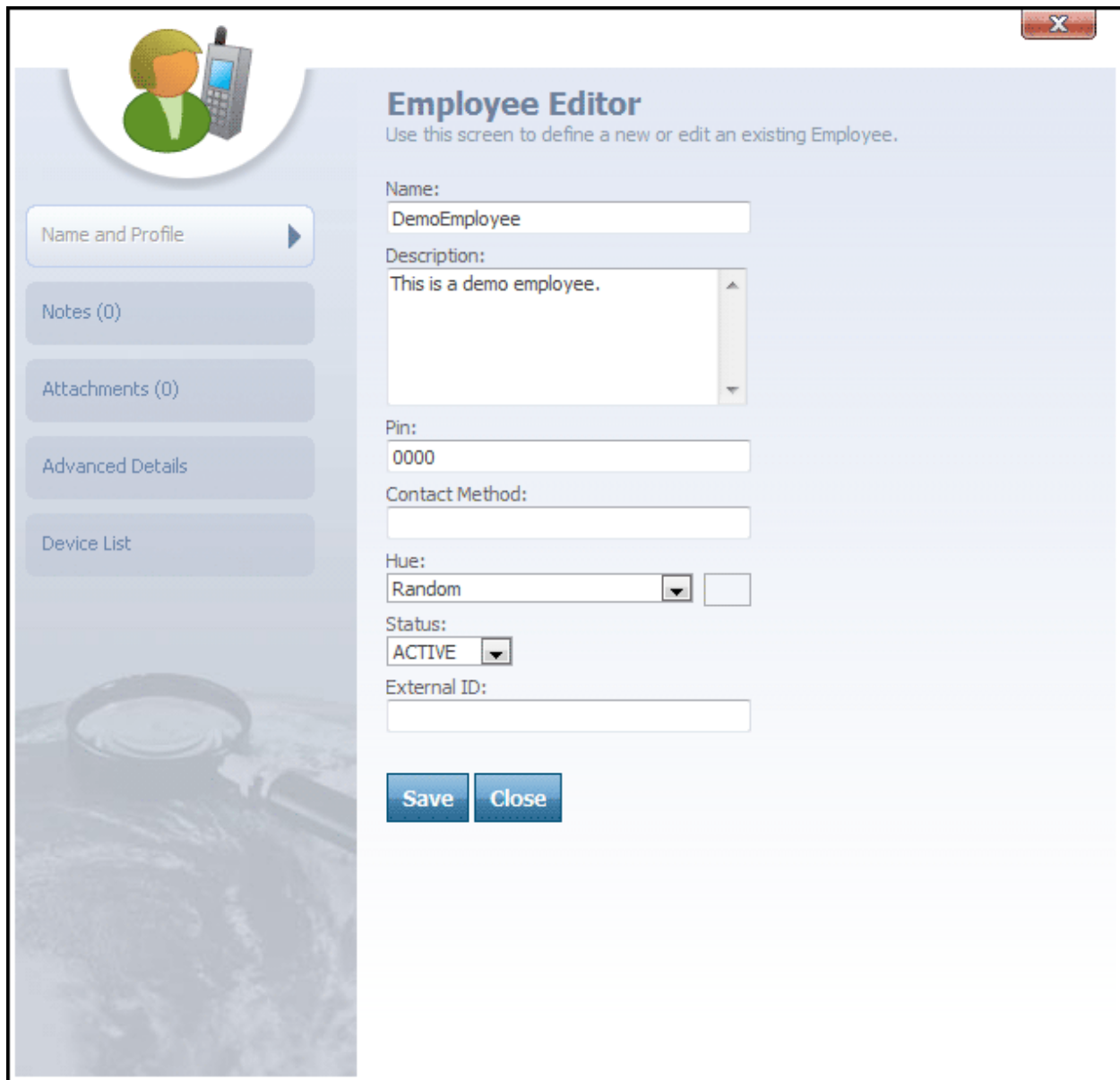
Notes - *See page 438*

Attachments - *See page 441*

Advanced Details - *See page 443*

Device List - *See page 445*

Name and Profile



The image shows a software window titled "Employee Editor" with a close button (X) in the top right corner. The window has a sidebar on the left with five tabs: "Name and Profile" (selected, highlighted with a blue arrow), "Notes (0)", "Attachments (0)", "Advanced Details", and "Device List". The main area of the window is titled "Employee Editor" and contains the instruction "Use this screen to define a new or edit an existing Employee." Below this, there are several form fields: "Name:" with a text box containing "DemoEmployee"; "Description:" with a text area containing "This is a demo employee."; "Pin:" with a text box containing "0000"; "Contact Method:" with an empty text box; "Hue:" with a dropdown menu set to "Random" and an adjacent empty text box; "Status:" with a dropdown menu set to "ACTIVE"; and "External ID:" with an empty text box. At the bottom of the form area are two buttons: "Save" and "Close". The background of the window features a faint image of a magnifying glass over a globe.

Employee Editor-Name and Profile tab selected

With the Name and Profile tab selected, the Employee Editor features the following text and drop-down boxes:

- Name

- Description
- Pin
- Contact Method
- Hue
- Status
- External ID

Name text box contains the name of the Employee.

Description text box contains a brief description of the Employee.

Pin text box is used to help identify a particular Employee when the Employee is out on the road. Pin consists of a specific number that the Employee will use to log on to the system from a tracking device.

Note: The use of an Employee Pin number depends on whether the tracking device assigned to the Employee supports this feature.

Tip: Employee Pin is a required field that defaults to four zeros if a pin is not assigned to the Employee.

Contact Method text box is used to provide a phone or cell number by which the Employee can be contacted.


Hue drop-down box allows a user to select a color for the Employee. This color will represent the Employee's session points when the Employee's session points are displayed on the map.


Note: When an Employee's session points are displayed on the map, the hue for the Employee will override the hue for the Employee's tracking device if both are assigned a hue.

Status drop-down box is used to set the Employee's status within the department to either Active or Inactive.

External ID box can be used to type an ID that will link the Employee to an outside system.

Tip: External ID is a user defined field. In the case of an Employee, the External ID could be an employee number or a VIN (vehicle identification #).

 button can be clicked to save any changes made to the editor.

 button can be clicked to close the editor.

More:

Employee Editor - *See page 433*

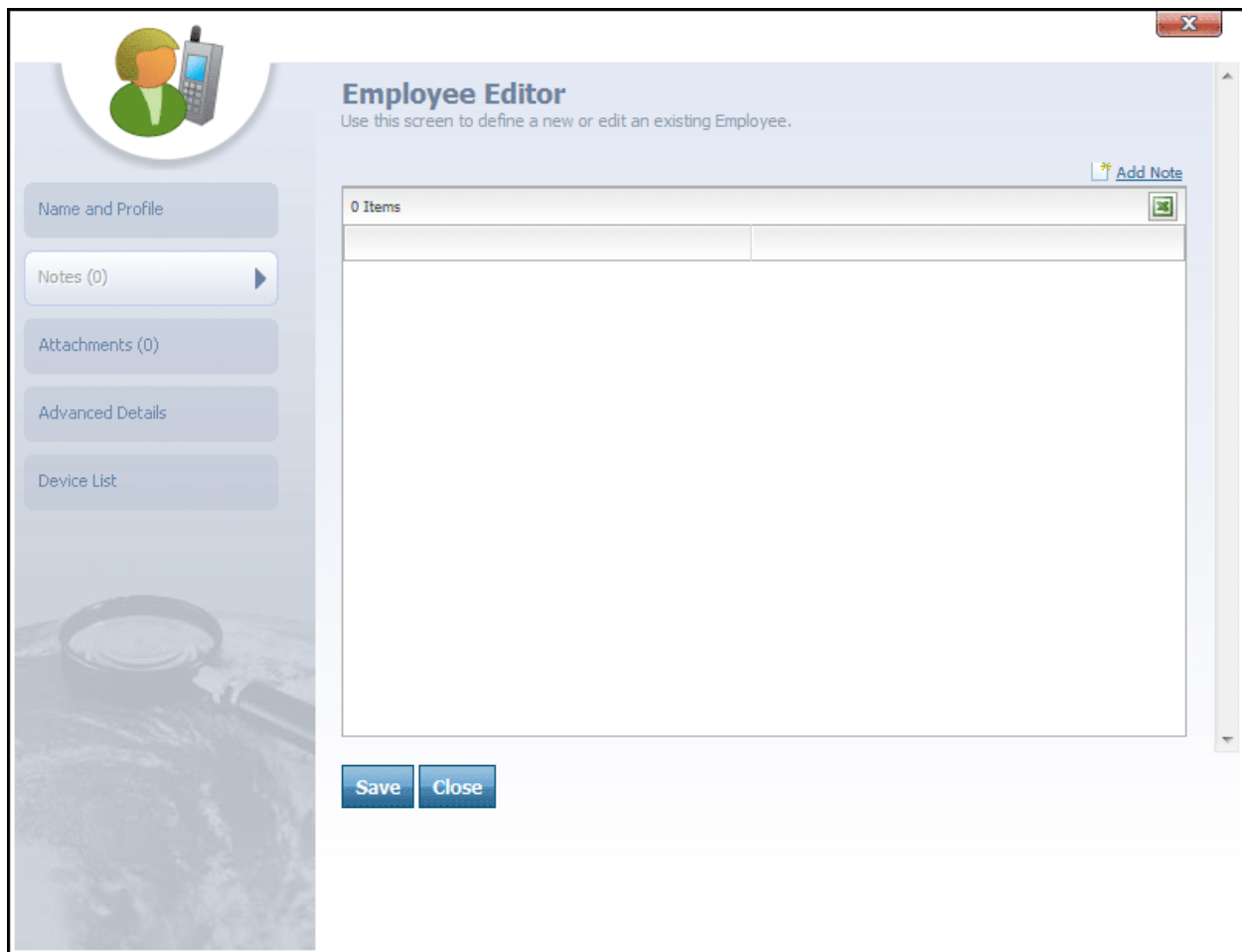
Notes - *See page 438*

Attachments - *See page 441*


Advanced Details - *See page 443*

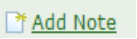
Device List - *See page 445*


Notes




Employee Editor-Notes tab selected

The  tab on the Navigation Bar can be clicked to view the notes for an Employee or add a note to an Employee.

The  link, located in the top-right corner, can be clicked to open the Note Editor, which is used to compose and add a note to the Employee. Once a note is composed and saved, it will be added to the note grid below.

 icon, located below the Add Note link, can be clicked to export the note grid to Excel and imbed any of its items into an Excel grid.

 button can be clicked to save any notes that have been added to the editor.

 button can be clicked to close the editor.

More:

Employee Editor - *See page 433*

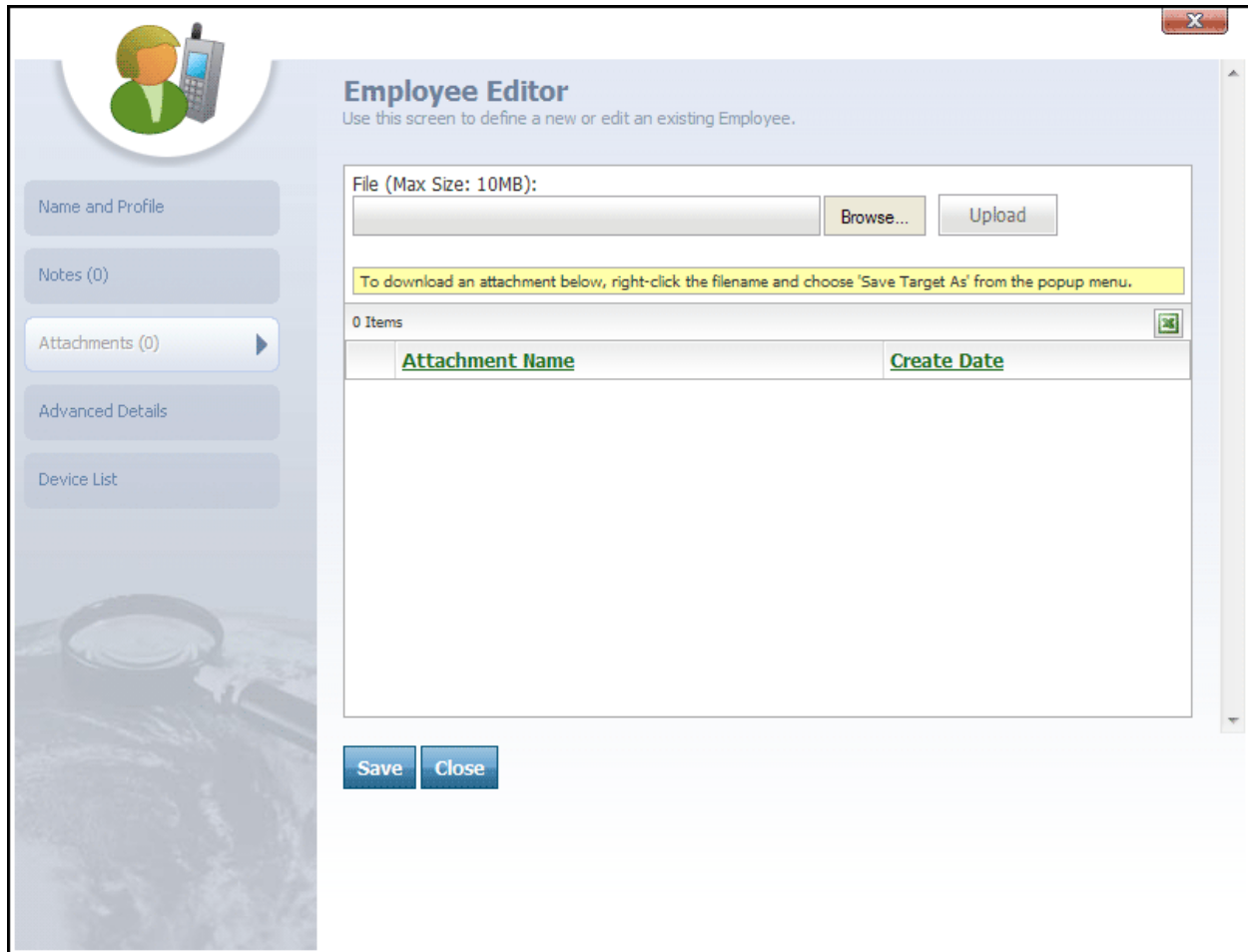
Name and Profile - *See page 454*

Attachments - *See page 441*

Advanced Details - *See page 443*

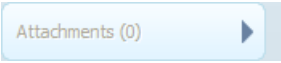
Device List - *See page 445*

Attachments

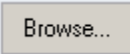



The screenshot shows the 'Employee Editor' window with the 'Attachments' tab selected. On the left is a navigation bar with buttons for 'Name and Profile', 'Notes (0)', 'Attachments (0)' (which is highlighted with a right-pointing arrow), 'Advanced Details', and 'Device List'. The main area is titled 'Employee Editor' with the subtitle 'Use this screen to define a new or edit an existing Employee.' Below this is a file upload section with the label 'File (Max Size: 10MB):', a text input field, a 'Browse...' button, and an 'Upload' button. A yellow tooltip message reads: 'To download an attachment below, right-click the filename and choose "Save Target As" from the popup menu.' Below the tooltip is a table header showing '0 Items' and a table with two columns: 'Attachment Name' and 'Create Date'. At the bottom of the main area are 'Save' and 'Close' buttons.


Employee Editor-Attachments tab selected

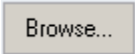
The  tab on the Navigation Bar can be clicked to view a list of attachments for an Employee or to add an attachment to an Employee.

The Attachment List features the following text boxes, buttons, and columns:


- File
- 
- 

- Attachment Name
- Create Date


File box allows a user to type a file name or click the  button to search for a file.

 button can be clicked to search for a file.

 button can be clicked to upload a selected file into the File box.

Attachment Name column lists the name of each attachment in the list. Next to each attachment is an  icon that can be clicked to delete the attachment from the list.

Create Date column lists the date that each attachment was created.

 button can be clicked to save any attachments added to the editor.

 button can be clicked to close the editor.

More:

Employee Editor - *See page 433*

Name and Profile - *See page 454*

Notes - *See page 457*

Advanced Details - *See page 443*

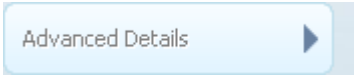
Device List - *See page 445*

Advanced Details



The screenshot shows a software window titled "Employee Editor" with a close button in the top right corner. The window is divided into a left sidebar and a main content area. The sidebar contains five tabs: "Name and Profile", "Notes (0)", "Attachments (0)", "Advanced Details" (which is selected and highlighted with a blue border and a right-pointing arrow), and "Device List". The main content area has a header "Employee Editor" with a subtitle "Use this screen to define a new or edit an existing Employee." Below this, there are three expandable sections: "Business Contact Information", "Emergency Contact Information", and "Business Address", each with a downward-pointing arrow icon. At the bottom of the main content area, there are two buttons: "Save" and "Close". The background of the sidebar features a faint image of a globe and a magnifying glass.

Employee Editor-Advanced Details tab selected

When the  tab is selected, the following custom fields will load into the Employee Editor:

- Business Address
- Business Contact Information

- Emergency Contact Information
- Contact Information

Note: New fields can be added to this area through the **Custom Field Editor**. The above list of Custom Fields is just an example and some fields may or may not appear on your Department's Employee Editor.

Tip: The custom fields area is featured on most of the editor dialogs in the system. Custom fields can be added or removed to this area through the **Custom Field Editor**.

The custom fields in the Employee Editor are used to associate important information to an Employee.

 button can be clicked to save any changes made to the editor.

 button can be clicked to close the editor.

More:

Employee Editor - *See page 433*

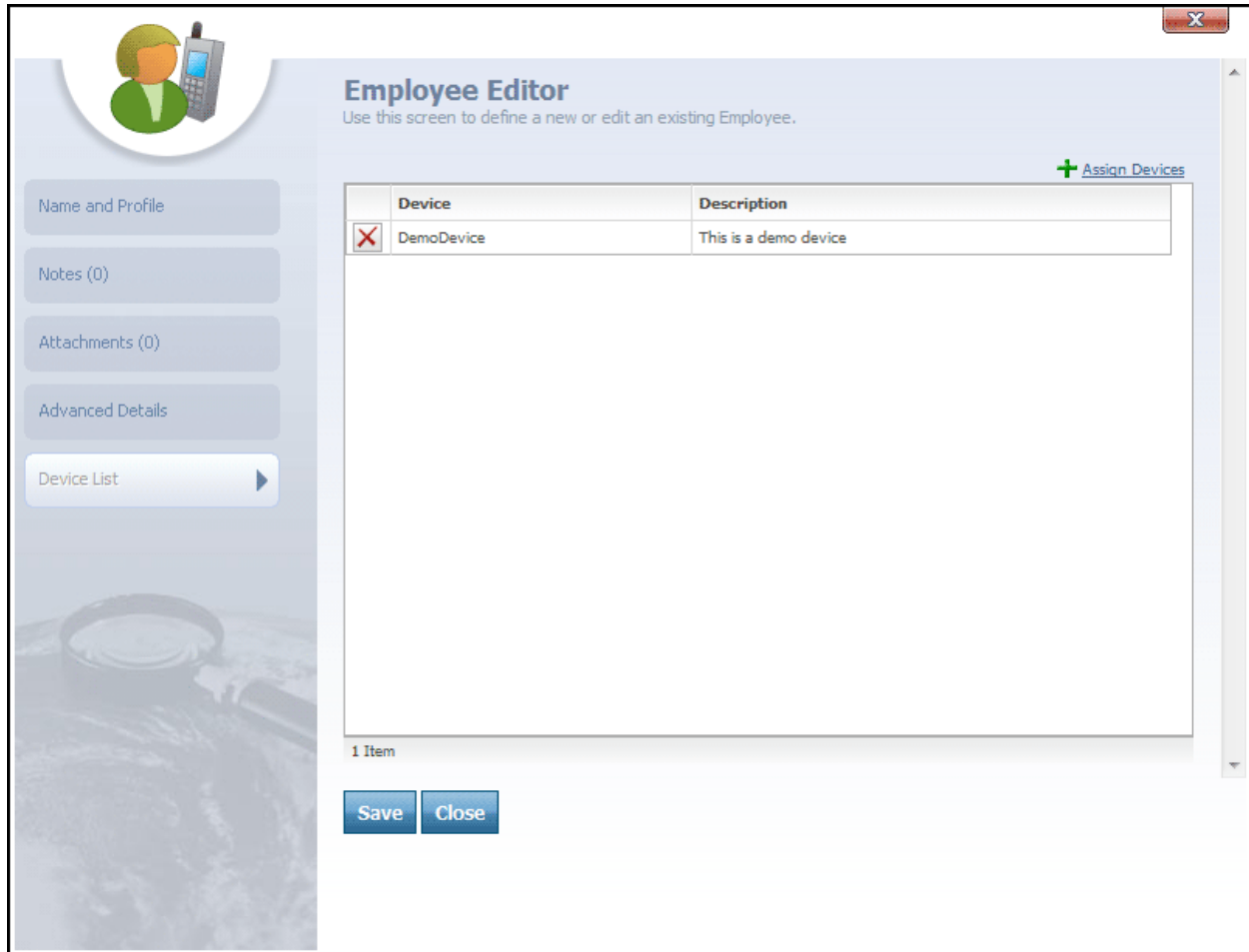
Name and Profile - *See page 454*

Notes - *See page 457*


Attachments - *See page 459*

Device List - *See page 445*

Device List




Employee Editor-Device List tab selected

When the  tab is selected from the Navigation Bar, a Device grid will load in the Employee Editor. The Device grid lists all the Devices that are assigned to the Employee and is used to view and assign Devices to the Employee.


When the  link is clicked, located at the top of the Device grid, a Device Selection List will open. From this list, a new Device can be selected and assigned to the Employee.

The Device grid features two columns:

- Device
- Description

Device column lists the name of each Device assigned to the Employee. Next to each Device name is a  icon that can be clicked to remove the Device from the Employee.

Note: When this  icon is clicked, the Device will no longer be assigned to the Employee.

Tip: In the system, Devices are assigned to Employees and Employees can have multiple tracking Devices assigned to them. Use the  [Assign Devices](#) link to assign new Devices to the Employee.

Note: It is important to note that a Device can be added to multiple departments. However, the Device can only be active in one department at a time.

Description column gives a brief description of each Device.

 Save

button can be clicked to save any changes made to the editor.

 Close

button can be clicked to close the editor.

More:

Employee Editor - See page 433

Name and Profile - See page 454

Notes - See page 457


Attachments - See page 459

Advanced Details - See page 443

Device Summary List



	Device	IMEI	Employee	Category	Department	Last Activity (UTC)	Department Count	Status
<input type="checkbox"/>	Device 1	ebd69b96-f8b2-4	Employee 1	Truck	My Company	2011-05-26 20:04:34Z	1	ACTIVE
<input type="checkbox"/>	Device 2	ac52df03-afe8-4	Employee 2	Truck	My Company	2011-08-08 18:59:35Z	1	ACTIVE
<input type="checkbox"/>	Device 3	i345y3453094857	Employee 3	Car	My Company	2011-08-19 18:10:39Z	1	ACTIVE

Device Summary List

The **Device Summary List** allows users to easily view the names of all the Devices in the account. It is accessed by clicking the  button on the Quick Toolbar, then clicking the **Devices** tab on the left side of the screen.

The Device Summary List contains the following columns:

- Device
- IMEI
- Employee
- Category
- Department
- Last Activity (UTC)
- Department Count
- Status

Device column lists the names of all the Devices in the account. Each Device can be removed from the list by clicking the  icon located to the left of the Device's name. The  icon next to each Device's name can be clicked to open the **Device Editor** - See page 452.

IMEI column contains the IMEI number for the Device.

Tip: IMEI stands for "International Mobile Equipment Identity" and is typically a 15-digit number that is assigned to mobile devices. The IMEI is unique for each tracking device.

Employee column lists the name of the Employee whom the Device is assigned to.

Category column lists the category for the Device, such as car, truck, boat.

Tip: Device categories can be created either through the Device Category List, which is accessed from the Tools And Settings screen, or directly from the Device Editor.

Department column lists the names of the departments that each Device is active in. A Device can exist in multiple departments, but it can only be active in one department at a time.

Last Activity (UTC) column shows the date and time of the last activity for the Device.

Department Count column displays a count of the number of departments that are associated with each Device. These are the departments that the Device exists in.

Status column lists the status of each Device as either Active or Inactive.

 button, located at the top-right of the grid, can be clicked to export the list to Excel.

Note: A Device can exist in multiple departments, but it can only be active in one department at a time. Further, a particular Device can only be assigned to a single Employee at a time. For example, if the Device is assigned to Employee-1 and it is reassigned to Employee-2, the Device will automatically be unassigned from Employee-1.

Tip: In the system, tracking Devices are assigned to Employees and Employees can have multiple tracking Devices assigned to them.

More:

Device Editor - *See page 452*

Device Editor

Device Editor
Use this screen to define a new or edit an existing Device.

Assigned To:
Employee 1

Last Activity Date:
2011-05-26 20:04:34Z

Device Name
Device 1

Description:
Device 1

Top Speed: MPH
43

IMEI
ebd69b96-f8b2-4

☒ Supports Two Way Messaging

Category:
Truck [Add Category](#)

Hue:
Random


Status:
ACTIVE

External ID:

Device Address:

Save **Close**

Device Editor

The **Device Editor** is accessed from the Device grid by clicking the  icon next to a Device's name or clicking the [Add New](#) link at the top of the Device grid in the Department Manager.

The **Device Editor** is used to edit or change information for a Device and features the following tabs:

- [Name and Profile](#)
- [Notes \(0\)](#)
- [Attachments \(0\)](#)
- [Messages](#)

More:

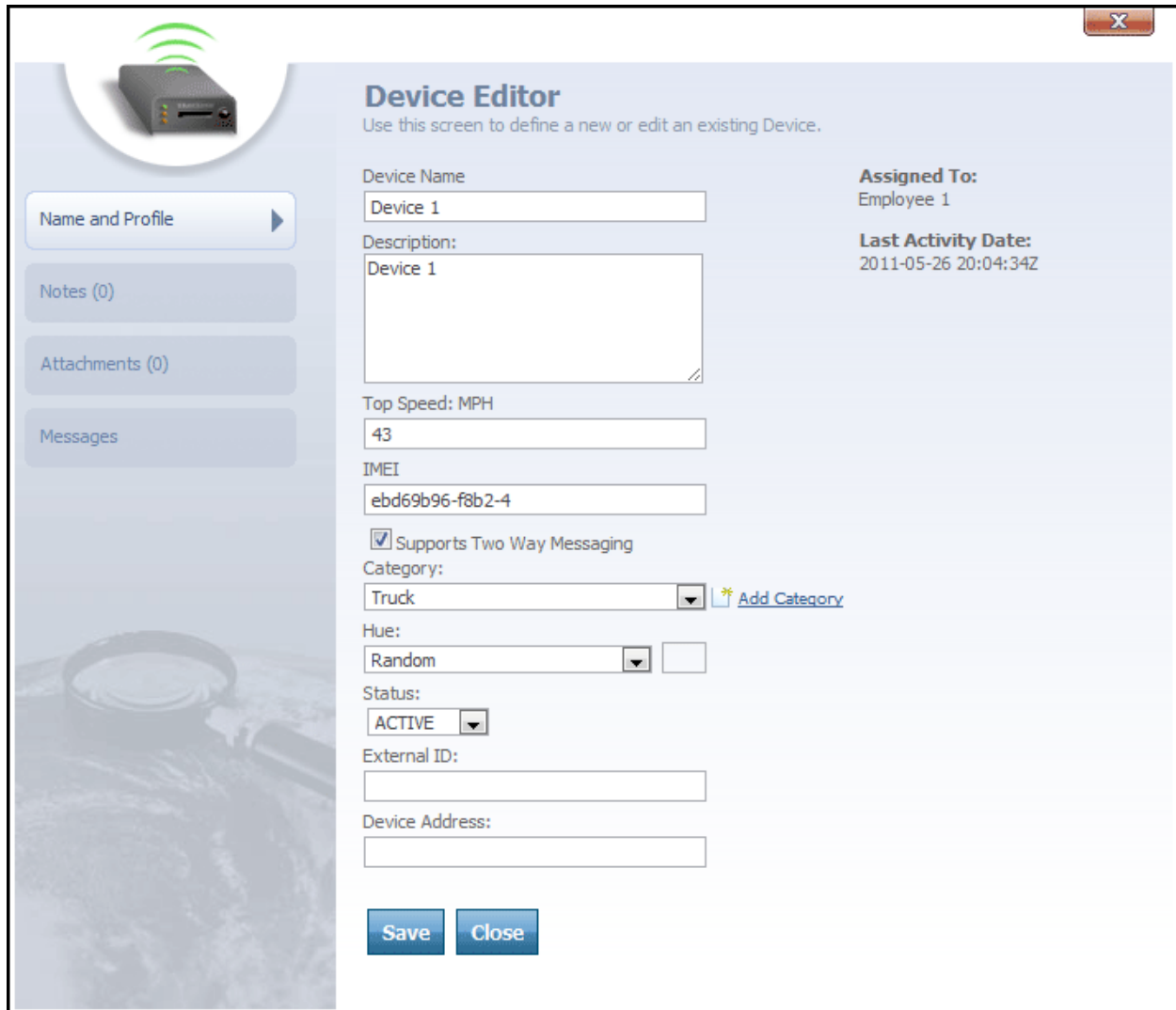
Name and Profile - *See page 454*

Notes - *See page 457*

Attachments - *See page 459*



Messages - *See page 461*

Device Editor



The screenshot shows a web application window titled "Device Editor" with a close button (X) in the top right corner. On the left side, there is a sidebar with a circular icon of a device and four tabs: "Name and Profile" (selected), "Notes (0)", "Attachments (0)", and "Messages". The main content area has a heading "Device Editor" and a subtitle "Use this screen to define a new or edit an existing Device." Below this, there are several form fields: "Device Name" (text box with "Device 1"), "Description:" (text area with "Device 1"), "Top Speed: MPH" (text box with "43"), "IMEI" (text box with "ebd69b96-f8b2-4"), a checked checkbox for "Supports Two Way Messaging", "Category:" (dropdown menu with "Truck" and an "Add Category" link), "Hue:" (dropdown menu with "Random" and a color picker), "Status:" (dropdown menu with "ACTIVE"), "External ID:" (text box), and "Device Address:" (text box). On the right side, there is a summary section with "Assigned To: Employee 1" and "Last Activity Date: 2011-05-26 20:04:34Z". At the bottom, there are "Save" and "Close" buttons.

Device Editor

The **Device Editor** is accessed from the Device grid by clicking the  icon next to a Device's name or clicking the  [Add New](#) link at the top of the Device grid in the Department Manager.

The **Device Editor** is used to edit or change information for a Device and features the following tabs:

- [Name and Profile](#)
- [Notes \(0\)](#)
- [Attachments \(0\)](#)
- [Messages](#)

More:

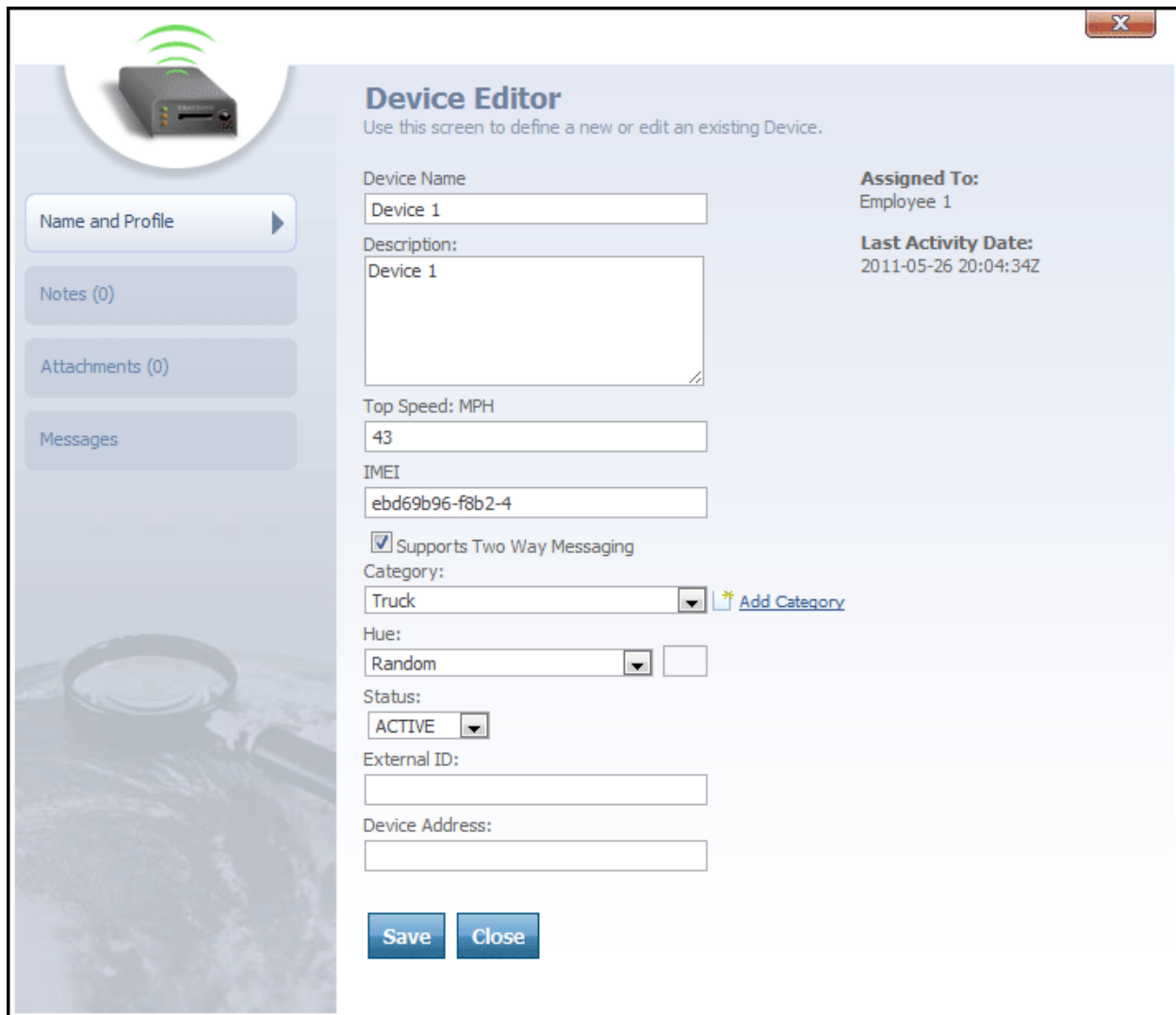
Name and Profile - *See page 454*

Notes - *See page 457*

Attachments - *See page 459*


Messages - *See page 461*

Name and Profile



The screenshot shows a web application window titled "Device Editor" with a close button in the top right corner. The window has a sidebar on the left with four tabs: "Name and Profile" (selected), "Notes (0)", "Attachments (0)", and "Messages". The main content area is titled "Device Editor" and includes the instruction "Use this screen to define a new or edit an existing Device." On the right side of the main area, there is a summary section showing "Assigned To: Employee 1" and "Last Activity Date: 2011-05-26 20:04:34Z". The form fields are as follows: "Device Name" (text box with "Device 1"), "Description:" (text area with "Device 1"), "Top Speed: MPH" (text box with "43"), "IMEI" (text box with "ebd69b96-f8b2-4"), a checked checkbox for "Supports Two Way Messaging", "Category:" (dropdown menu with "Truck" selected and an "Add Category" link), "Hue:" (dropdown menu with "Random" selected and a color picker), "Status:" (dropdown menu with "ACTIVE" selected), "External ID:" (text box), and "Device Address:" (text box). At the bottom of the form are "Save" and "Close" buttons.

Device Editor-Name and Profile tab selected

With the  tab selected, the Device Editor features the following text and drop-down boxes:

- Device Name
- Description
- Top Speed
- IMEI

- Supports Two Way Messaging
- Category
- Hue
- Status
- External ID
- Device Address


Device Name text box contains the device's name.

Description text box contains a brief description of the device.

Top Speed text box contains the top speed of the device, in the unit indicated (either MPH or KPH, depending upon your account's unit system setting.)

IMEI text box contains the IMEI number for the device. This is a special ID that uniquely identifies the tracking device itself. Because the format of this ID varies from manufacturer to manufacturer, please check your tracking device documentation to learn what value you should enter for the IMEI. Sometimes this ID is printed on the actual device itself -- for example, inside the battery compartment.

Supports Two Way Messaging checkbox indicates whether the device is capable of receiving device commands. For more information about device commands, see the topic on the **Messages** - *See page 461 tab of the Device Editor.*

Category drop-down box allows you to select a particular device category to assign to the device. If the category you want does not already exist, click the  [Add Category](#) link to add a new one now.

Hue drop-down box allows a user to select a color to represent the device. This color will be displayed on the Tracking screen for the Employee using the particular device. This will be the color of the Employee's session points.

Note: An employee can also have a hue assigned. If both the employee and their assigned tracking device are assigned a different hue, the hue for the employee will override the hue for the employee's tracking device.

Status drop-down box is used to designate a device as Active or Inactive in the system.

External ID box can be used to type an ID that will link the device to an outside system.

Tip: External ID is a user-defined field. In the case of a device, the External ID could be a number to identify the hardware device.


Device Address box can be used to type an address (such as an email address) that you may wish to use internally to identify the device.

Tip: Device Address is a user-defined field. Depending on your requirements, you can use whatever value suits your needs.

In the upper right corner of the dialog, you can see two additional details:

Assigned To displays the name of the employee that the device is assigned to.

Last Activity Date shows the date that the device was last active. This is the date that the device last reported session data to the server.

 button can be clicked to save any changes made to the editor.

 button can be clicked to close the editor.

More:

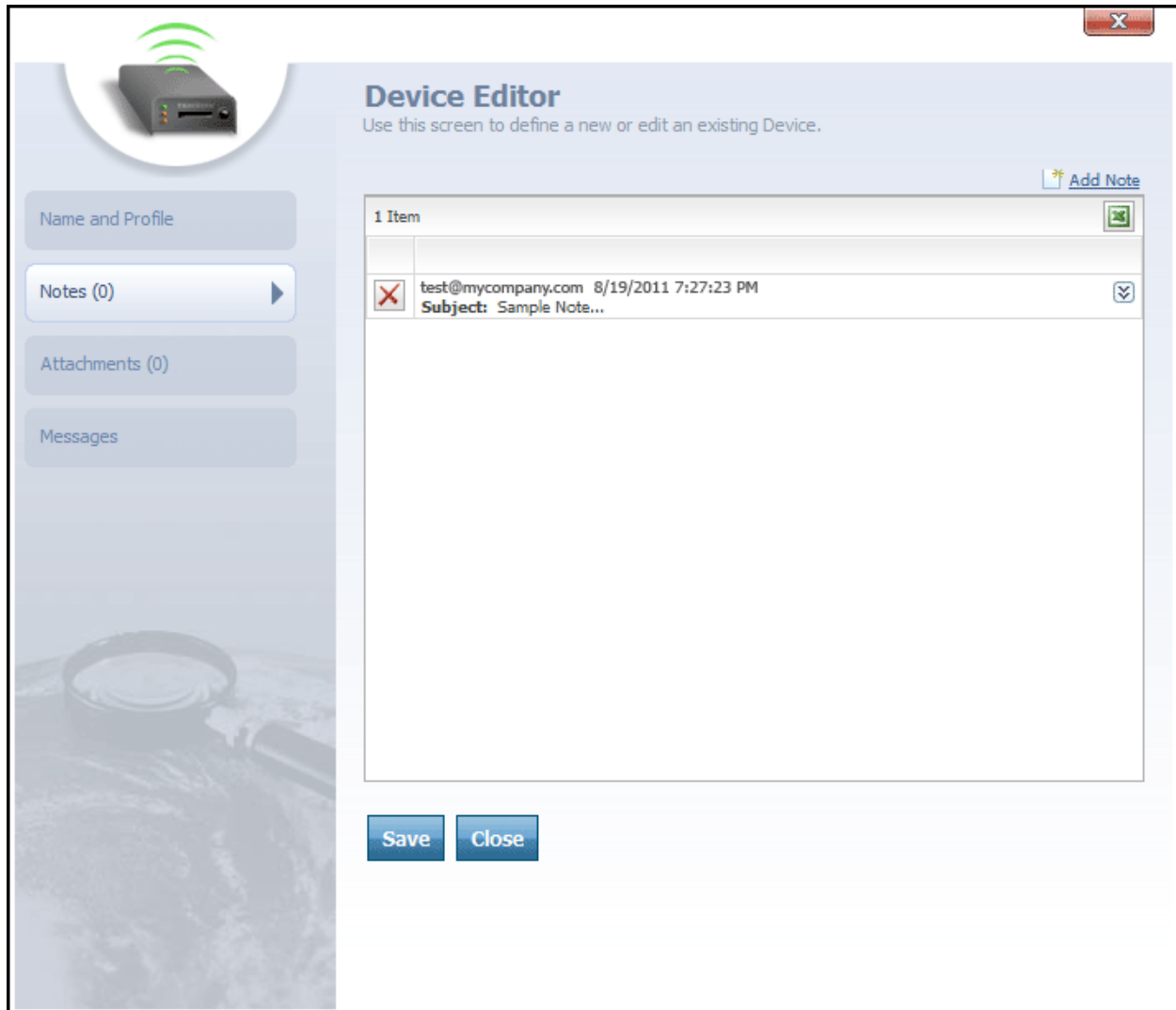
Device Editor - *See page 452*

Notes - *See page 457*

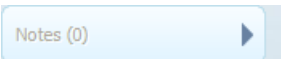
Attachments - *See page 459*


Messages - *See page 461*


Notes





Device Editor-Notes tab selected

The  tab on the Navigation Bar can be clicked to view the notes for a Device or add a note to a Device.

The  link, located in the top-right corner, can be clicked to open the Note Editor, which is used to compose and add a note to the Device. Once a note is composed and saved, it will be added to the note grid below.

 icon, located below the Add Note link, can be clicked to export the note grid to Excel and embed any of its items into an Excel grid.

 icon, located to the right of each note subject, can be clicked to expand the full text of the note so that it may be read. The icon can then be clicked again to collapse the note back into a simple subject-only view.

 button can be clicked to save any notes that have been added to the editor.

 button can be clicked to close the editor.

More:

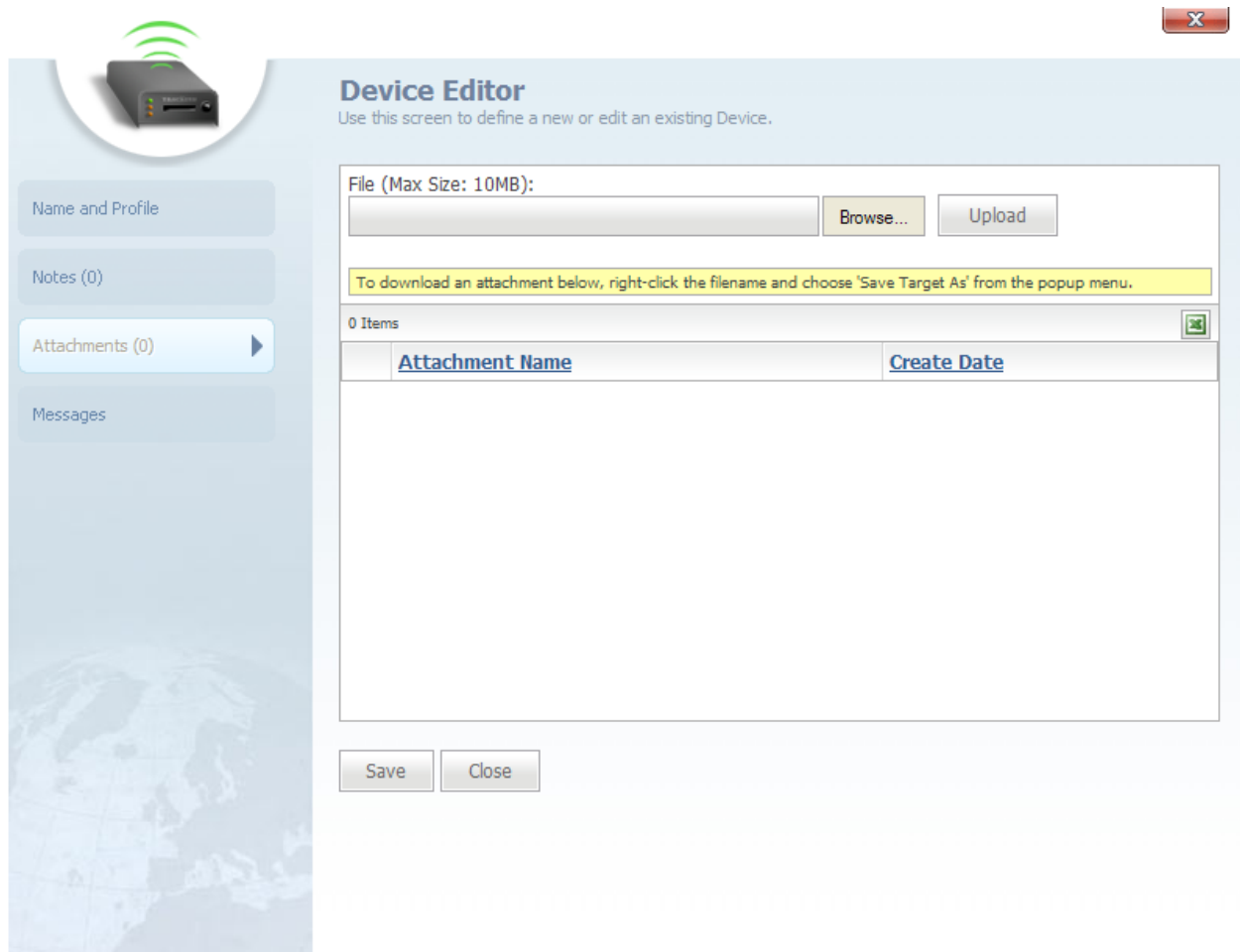
Device Editor - *See page 452*

Name and Profile - *See page 454*

Attachments - *See page 459*

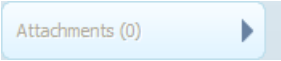
Messages - *See page 461*

Attachments





The screenshot shows the 'Device Editor' window. On the left is a navigation bar with four tabs: 'Name and Profile', 'Notes (0)', 'Attachments (0)', and 'Messages'. The 'Attachments (0)' tab is selected and highlighted in blue. The main area of the window is titled 'Device Editor' with the subtitle 'Use this screen to define a new or edit an existing Device.' Below this, there is a file upload section labeled 'File (Max Size: 10MB):' containing a text input field, a 'Browse...' button, and an 'Upload' button. A yellow instruction bar states: 'To download an attachment below, right-click the filename and choose 'Save Target As' from the popup menu.' Below this is a table header showing '0 Items' and a table with two columns: 'Attachment Name' and 'Create Date'. At the bottom of the main area are 'Save' and 'Close' buttons.


Device Editor-Attachments tab selected

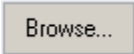
The  tab on the Navigation Bar can be clicked to view a list of attachments for a Device or to add an attachment to a Device.

The Attachment List features the following text boxes, buttons, and columns:


- File
- 
- 

- Attachment Name
- Create Date


File box allows a user to type a file name or click the  button to search for a file.


 button can be clicked to search for a file.

 button can be clicked to upload a selected file into the File box.

Attachment Name column lists the name of each attachment in the list. Next to each attachment is an  icon that can be clicked to delete the attachment from the list.

Create Date column lists the date that each attachment was created.

 button can be clicked to save any attachments added to the editor.

 button can be clicked to close the editor.

More:

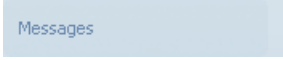
Device Editor - *See page 452*

Name and Profile - *See page 454*

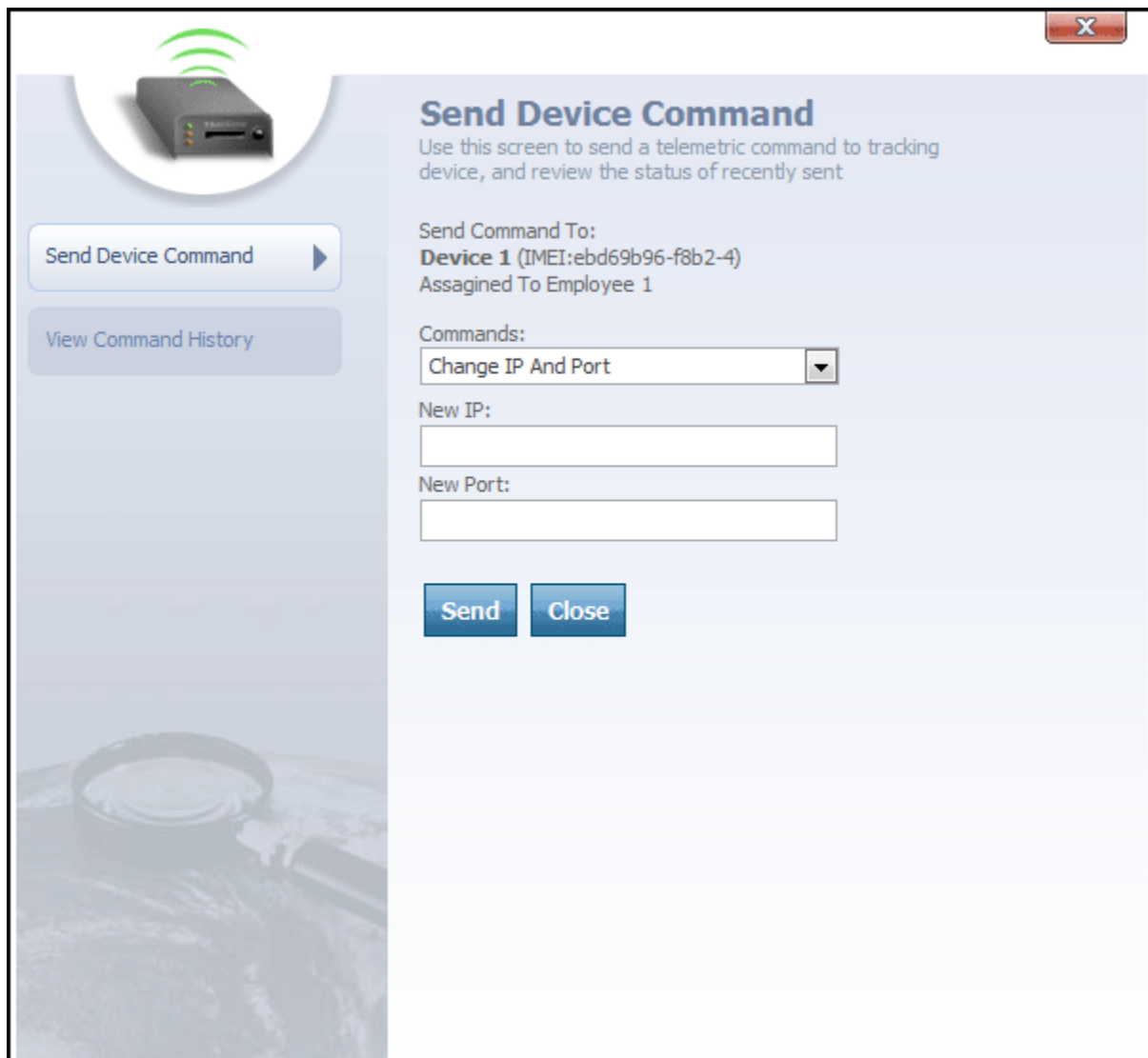
Notes - *See page 457*

Messages - *See page 461*

Messages

When the  tab on the Device Editor's Navigation Bar is selected, the **Send Device Command** dialog will open.

Sending a Device Command



The dialog is titled "Send Device Command" and includes a close button (X) in the top right corner. On the left side, there is a circular icon of a device with signal waves. Below this icon are two buttons: "Send Device Command" with a right-pointing arrow, and "View Command History". The main content area on the right contains the following text and form elements:

Send Device Command
Use this screen to send a telemetric command to tracking device, and review the status of recently sent

Send Command To:
Device 1 (IMEI:ebd69b96-f8b2-4)
Assagined To Employee 1

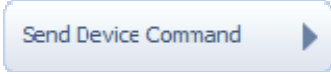
Commands:

New IP:

New Port:

At the bottom of the main content area are two buttons: "Send" and "Close".


Send Device Command dialog

By default, this new dialog will open onto the  tab.

Device commands are special instructions that can be sent from Map Suite GPS Tracking Server to a GPS tracking device in the field. If a GPS tracking device supports a command, it can carry out a specified action when it receives one, such as unlocking a vehicle's doors, taking a photo or video, or simply sending updated location coordinates back to Map Suite GPS Tracking Server. Device commands are a great way for users to "remote control" devices in the field, beyond mere geolocation.

From the Send Device Command dialog, you can send a command directly to the device you are working with in the Device Editor. Here's how:

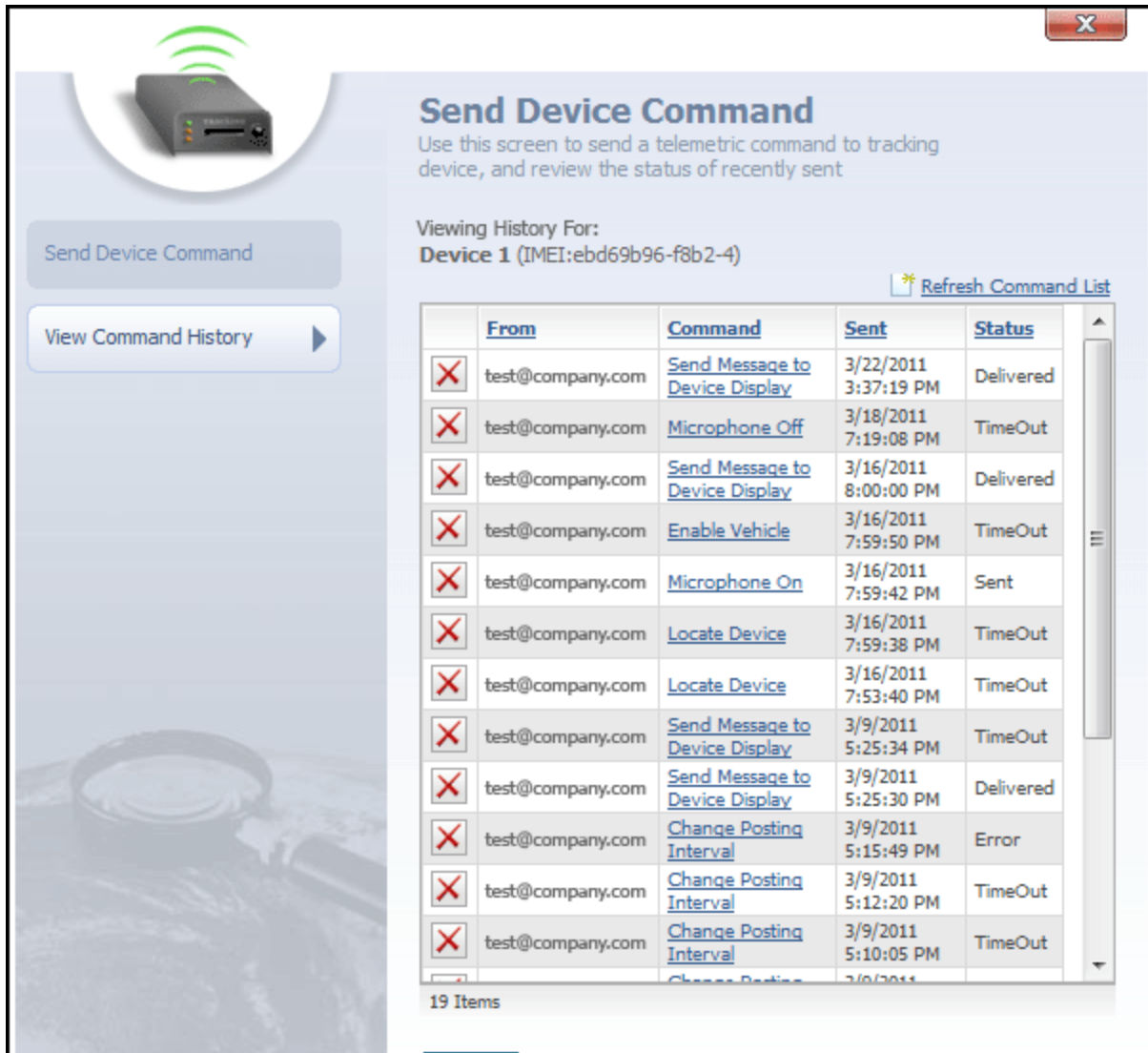
1. Select the command you want to send from the **Commands** drop-down box.
2. Depending upon the command you selected, one or more optional parameters may appear beneath the Commands drop-down box. Fill out these parameters to provide further information about the command you are sending. For example, if you are issuing a command to change the IP and port that the device is using to communicate with Map Suite GPS Tracking Server, you will need to enter the new IP address and new port number that you want the device to use.
3. Click the **Send** button to submit the command to the device.

At any time, the  button can be clicked to close the Send Device Command dialog and return to whichever portion of the Device Editor you were previously viewing.

Viewing Command History

You can also view a list of the commands that were previously sent to this device, as well as the status of those commands (i.e., whether they were received and carried out).

To view the device's command history, click the  tab.



The dialog box is titled "Send Device Command" and includes a sub-header: "Use this screen to send a telemetric command to tracking device, and review the status of recently sent". It features a "Send Device Command" button and a "View Command History" button with a right-pointing arrow. The "View Command History" button is active, showing a list of 19 items. The list is titled "Viewing History For: Device 1 (IMEI:ebd69b96-f8b2-4)" and includes a "Refresh Command List" link. The list contains 19 rows of command history data.

	From	Command	Sent	Status
✗	test@company.com	Send Message to Device Display	3/22/2011 3:37:19 PM	Delivered
✗	test@company.com	Microphone Off	3/18/2011 7:19:08 PM	TimeOut
✗	test@company.com	Send Message to Device Display	3/16/2011 8:00:00 PM	Delivered
✗	test@company.com	Enable Vehicle	3/16/2011 7:59:50 PM	TimeOut
✗	test@company.com	Microphone On	3/16/2011 7:59:42 PM	Sent
✗	test@company.com	Locate Device	3/16/2011 7:59:38 PM	TimeOut
✗	test@company.com	Locate Device	3/16/2011 7:53:40 PM	TimeOut
✗	test@company.com	Send Message to Device Display	3/9/2011 5:25:34 PM	TimeOut
✗	test@company.com	Send Message to Device Display	3/9/2011 5:25:30 PM	Delivered
✗	test@company.com	Change Posting Interval	3/9/2011 5:15:49 PM	Error
✗	test@company.com	Change Posting Interval	3/9/2011 5:12:20 PM	TimeOut
✗	test@company.com	Change Posting Interval	3/9/2011 5:10:05 PM	TimeOut

19 Items

View Command History dialog

This dialog contains a list of previous commands that were sent to this device. The list contains the following columns:

- From
- Command
- Sent
- Status

From column contains the login username of the Map Suite GPS Tracking Server web portal user who sent the command.

Command column contains the name of the command that was sent to the device. Clicking on a hyperlinked command name will display further information about the parameters, if any, that were attached to that command.


Sent column lists the date and time on which the command was sent.

Status column lists the last known status of the command. Possible values for a command's status include:

- Sent
- Delivered
- Error
- TimeOut (indicating that the number of seconds specified in the command's Time Out setting elapsed with no response from the tracking device)



icon to the far left of each device command can be clicked to delete that command from the history list.

At any time, the  button can be clicked to close the View Command History dialog and return to whichever portion of the Device Editor you were previously viewing.

More:

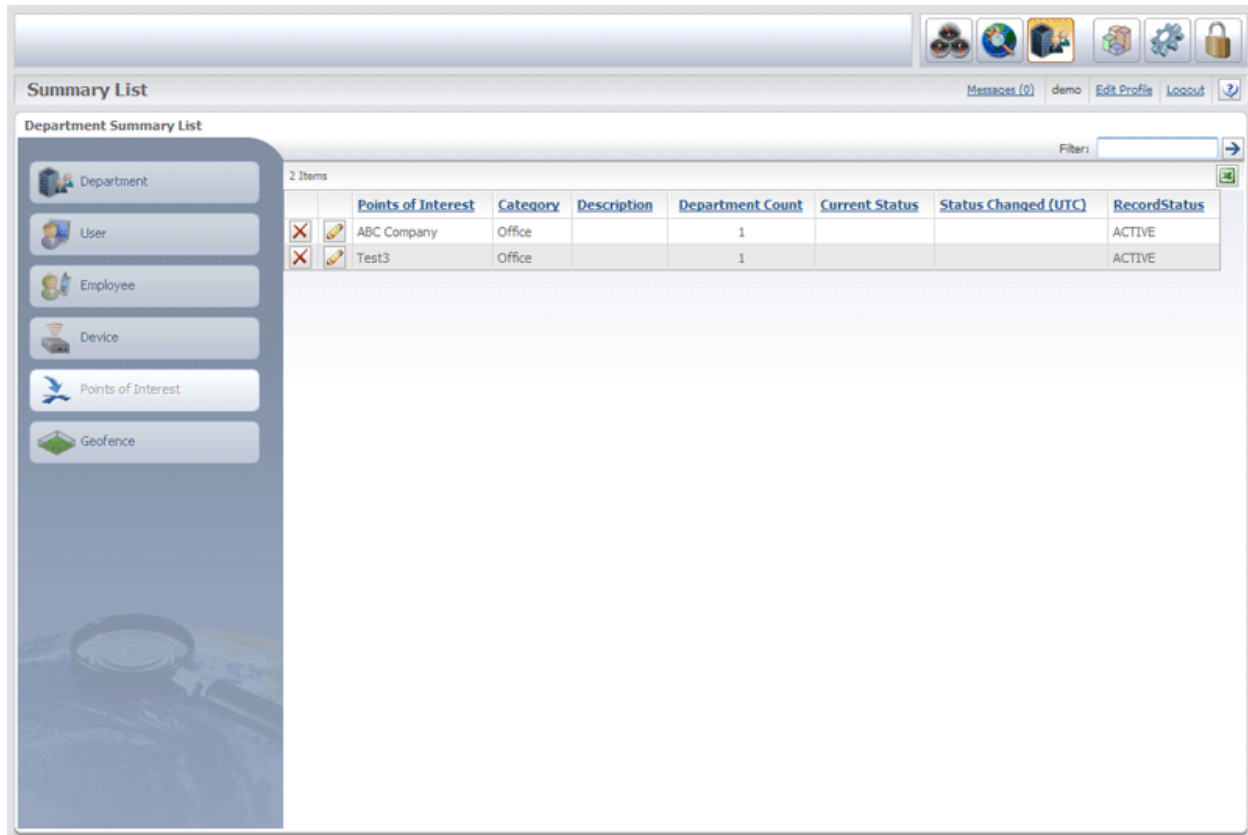
Device Editor - *See page 452*

Name and Profile - *See page 454*

Notes - *See page 457*

Attachments - *See page 459*

Points of Interest Summary List



Points of Interest	Category	Description	Department Count	Current Status	Status Changed (UTC)	RecordStatus
ABC Company	Office		1			ACTIVE
Test3	Office		1			ACTIVE

Points of Interest Summary List


The **Points of Interest Summary List** allows users to easily view the names of all the Points of Interest in the account.

The **Points of Interest Summary List** features the following columns:

- Points of Interest
- Category
- Description
- Department Count
- Current Status
- Status Changed (UTC)
- Record Status

Points of Interest column lists the names of all the Points of Interest in the account.

Points of Interest can be removed from the list by clicking the  icon located to the left of

the Points of Interest's name. The  icon next to each Points of Interest's name can be clicked to open the **Points of Interest Editor**.

Category column lists the category in which each Points of Interest is organized.

Description column contains a brief description of each Points of Interest.

Department Count column displays a count of the number of departments associated with the Points of Interest.

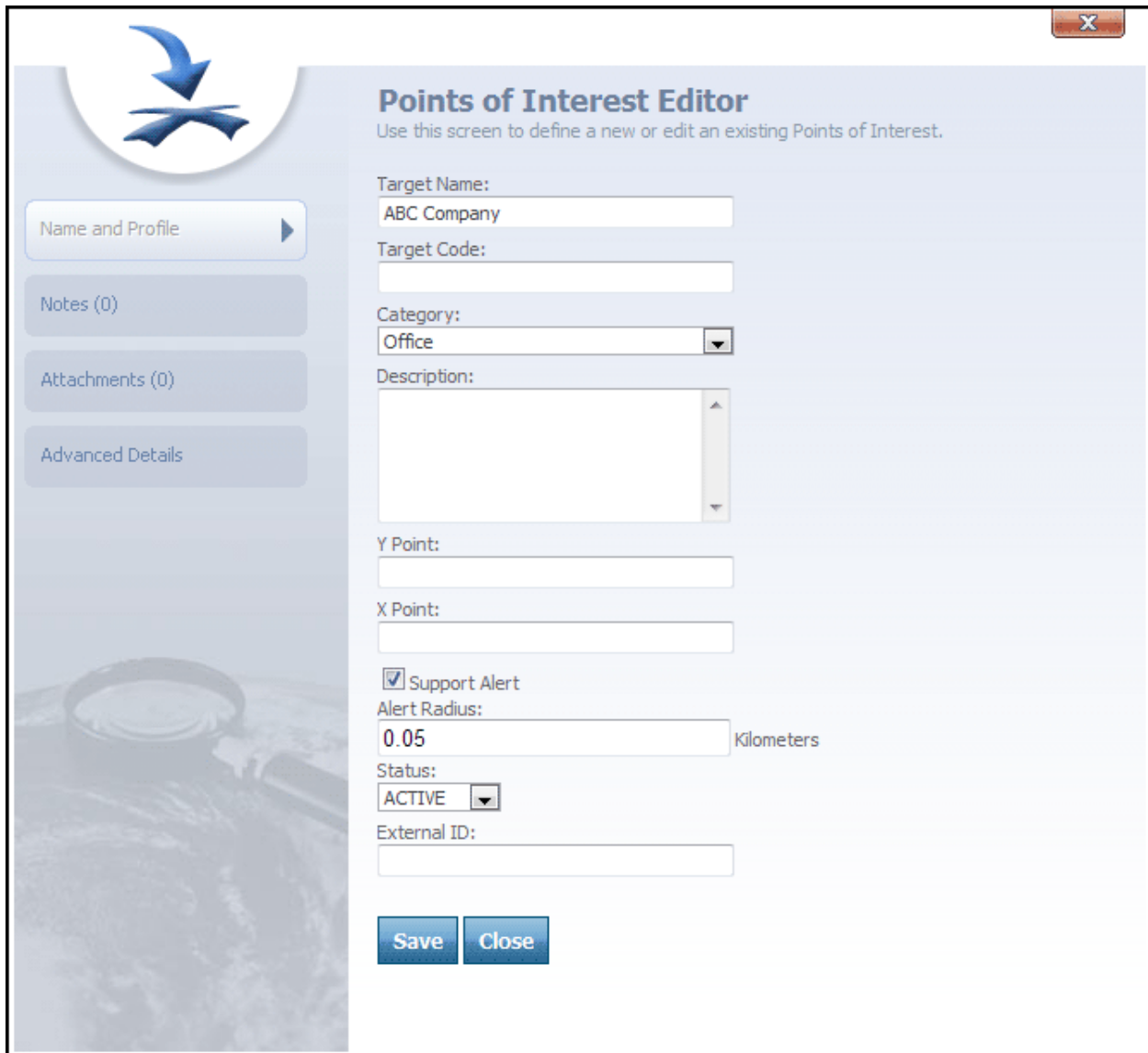
Current Status column displays the current status of the Points of Interest, such as Canceled, Delivered, Scheduled, or Unscheduled.

Status Changed (UTC) column shows the date and time that the Points of Interest's status was last changed in the system.

Record Status column displays the status of each Points of Interest as either Active or Inactive.

 button, located at the top-right of the grid, can be clicked to export the list to Excel.

Points of Interest Editor





The image shows a software window titled "Points of Interest Editor". It has a sidebar on the left with four tabs: "Name and Profile" (selected), "Notes (0)", "Attachments (0)", and "Advanced Details". The main area contains the following fields:

- Target Name:** A text box containing "ABC Company".
- Target Code:** An empty text box.
- Category:** A dropdown menu with "Office" selected.
- Description:** A large text area.
- Y Point:** An empty text box.
- X Point:** An empty text box.
- Support Alert:** A checked checkbox.
- Alert Radius:** A text box containing "0.05" followed by the unit "Kilometers".
- Status:** A dropdown menu with "ACTIVE" selected.
- External ID:** An empty text box.

At the bottom of the main area are two buttons: "Save" and "Close".

Points of Interest Editor

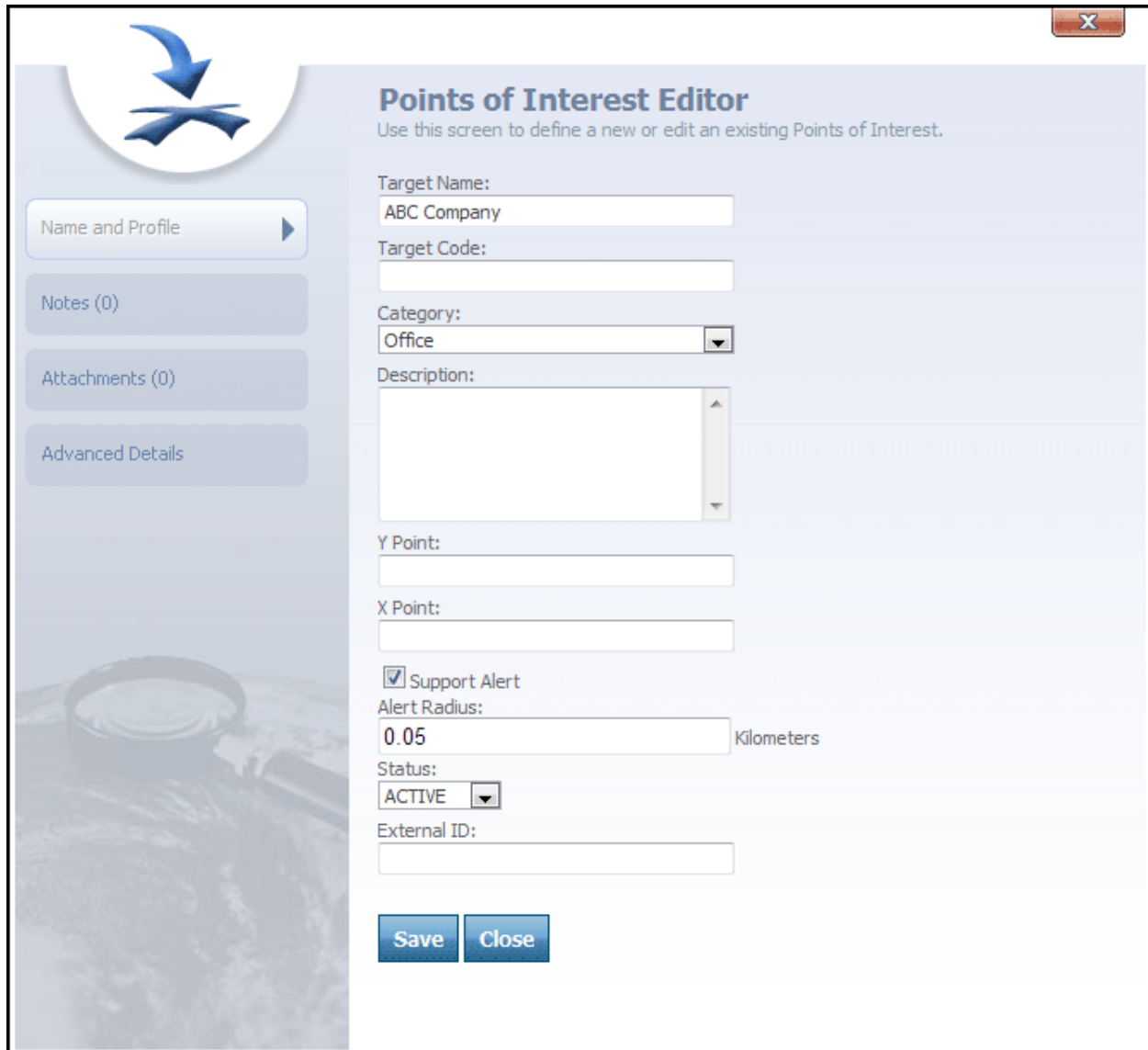
The **Points of Interest Editor** is accessed from the Points of Interest grid by clicking the  icon next to a Point of Interest's name or clicking the  link above the Points of Interest grid in the Department Manager. The Points of Interest Editor is used to edit or change information for a Point of Interest.

The **Points of Interest Editor** features the following tabs:

- 

- Notes (0)
- Attachments (0)
- Advanced Details

Name and Profile




The screenshot shows a web application window titled "Points of Interest Editor". On the left is a sidebar with four tabs: "Name and Profile" (selected), "Notes (0)", "Attachments (0)", and "Advanced Details". The main area contains the following fields:

- Target Name:** A text box containing "ABC Company".
- Target Code:** An empty text box.
- Category:** A drop-down menu with "Office" selected.
- Description:** A large text area.
- Y Point:** An empty text box.
- X Point:** An empty text box.
- Support Alert:** A checked checkbox.
- Alert Radius:** A text box containing "0.05" followed by the unit "Kilometers".
- Status:** A drop-down menu with "ACTIVE" selected.
- External ID:** An empty text box.

At the bottom of the main area are two buttons: "Save" and "Close".

Points of Interest Editor-Name and Profile tab selected

With the  tab selected, the **Points of Interest Editor** features the following text and drop-down boxes:

- Points of Interest Name
- Points of Interest Code
- Category
- Description
- Y Point
- X Point
- Status
- External ID
- Last Status
- Last Status Time

Points of Interest Name text box contains the name of the Points of Interest.

Points of Interest Code text box contains the Points of Interest's code.

Category box features a drop-down box that contains a number of different categories from which to choose. These categories are used to define a particular Points of Interest as belonging to a specific group.

Tip: In the system, Points of Interest can belong to categories and Points of Interest categories can be created through the Points of Interest Category List. An example of a possible Points of Interest category is "Store." Within the "Store" category, all Points of Interest that are retail stores could be placed within this category.

Description text box contains a brief description of the Points of Interest.

Y Point and **X Point** text boxes contain the point data that indicates where the particular Points of Interest is located.

Status drop-down box is used to mark a particular Points of Interest as Active or Inactive in the department.

External ID box can be used to type an ID that will link the Points of Interest to an outside system.

Tip: External ID is a user defined field. In the case of a Point of Interest, the External ID could be a store number.

Last Status field displays the Points of Interest's last status, such as Canceled or Delivered.

Tip: In the system, Points of Interest Categories can also have different statuses, such as undelivered, delivered, unscheduled, and scheduled. Statuses for Points of Interest categories can be created through the Category Status Editor.

Last Status Time field displays the date and time when the Points of Interest's last status was set.

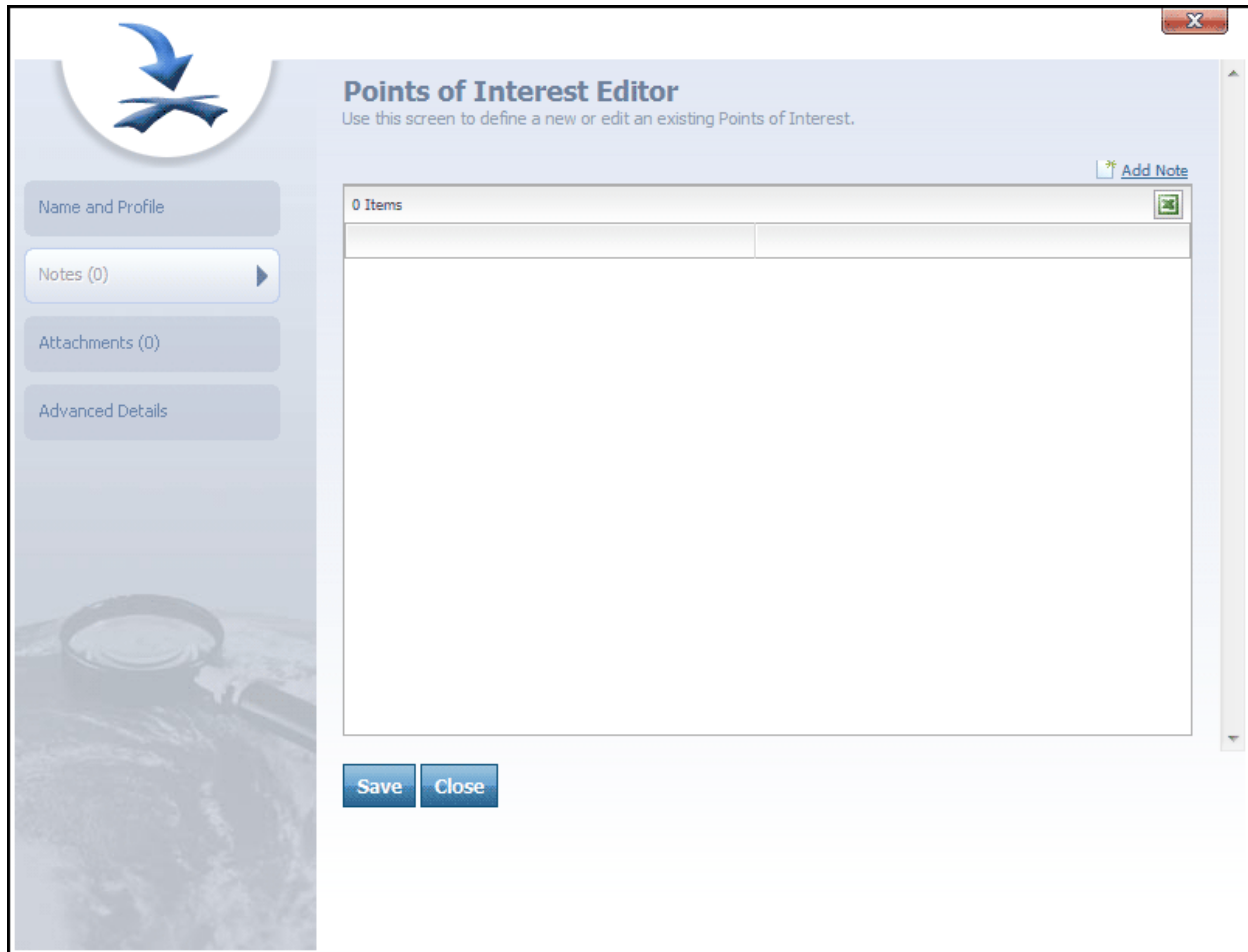
A small blue rectangular button with the word "Save" in white text.

button can be clicked to save any changes made to the editor.

A small blue rectangular button with the word "Close" in white text.


button can be clicked to close the editor.


Notes





Points of Interest Editor-Notes tab selected

The  tab on the Navigation Bar can be clicked to view the notes for a Point of Interest or add a note to a Point of Interest.

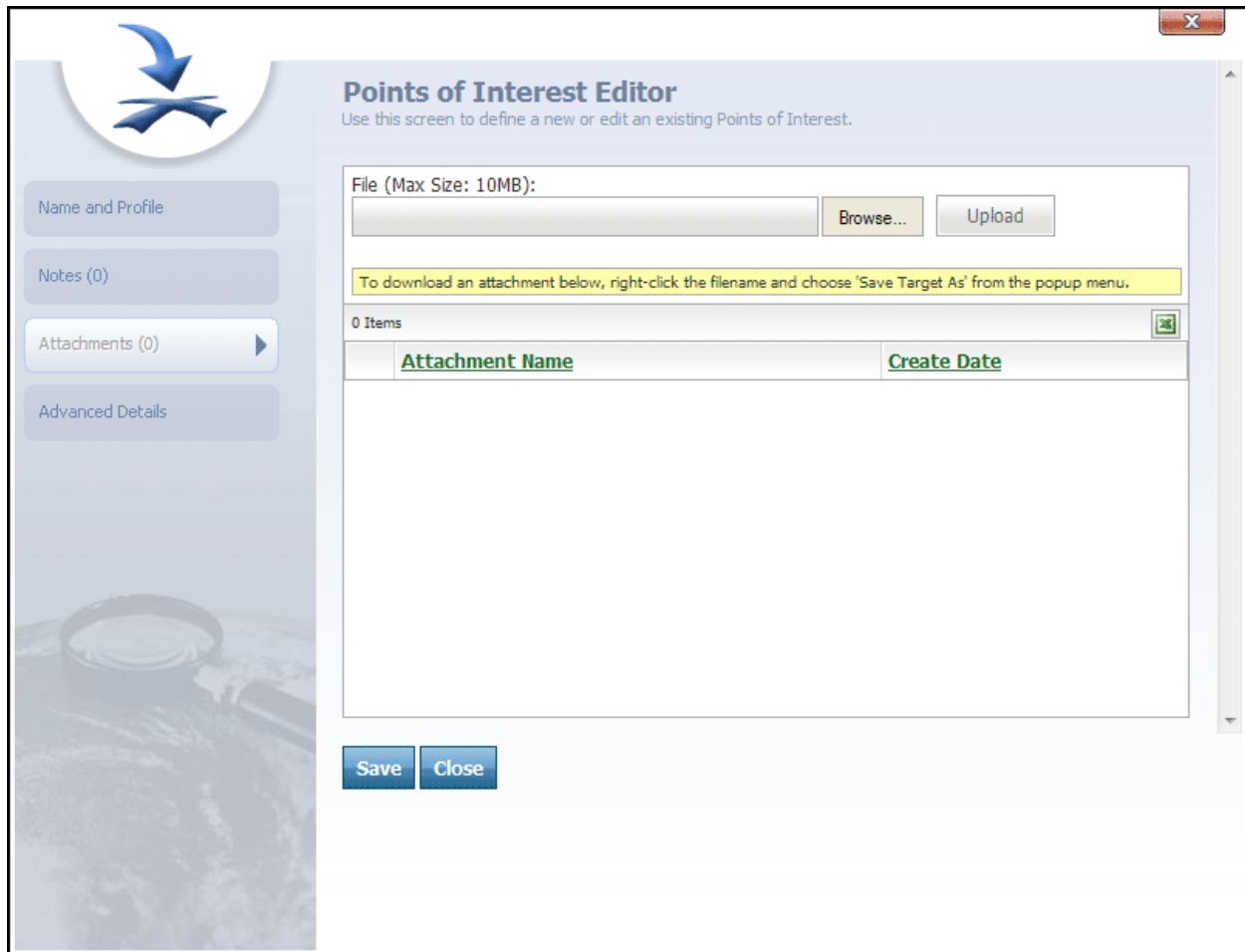
The  [Add Note](#) link, located in the top-right corner, can be clicked to open the Note Editor, which is used to compose and add a note to the Points of Interest. Once a note is composed and saved, it will be added to the note grid below.

 icon, located below the Add Note link, can be clicked to export the note grid to Excel and imbed any of its items into an Excel grid.

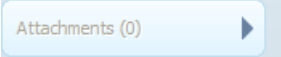
 button can be clicked to save any notes that have been added to the editor.

 button can be clicked to close the editor.

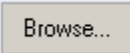

Attachments




Points of Interest Editor-Attachments tab selected

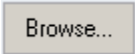
The  tab on the Navigation Bar can be clicked to view a list of attachments for a User or to add an attachment to a User.

The Attachment List features the following text boxes, buttons, and columns:


- File
- 
- 

- Attachment Name
- Create Date


File box allows a user to type a file name or click the  button to search for a file.


 button can be clicked to search for a file.

 button can be clicked to upload a selected file into the File box.

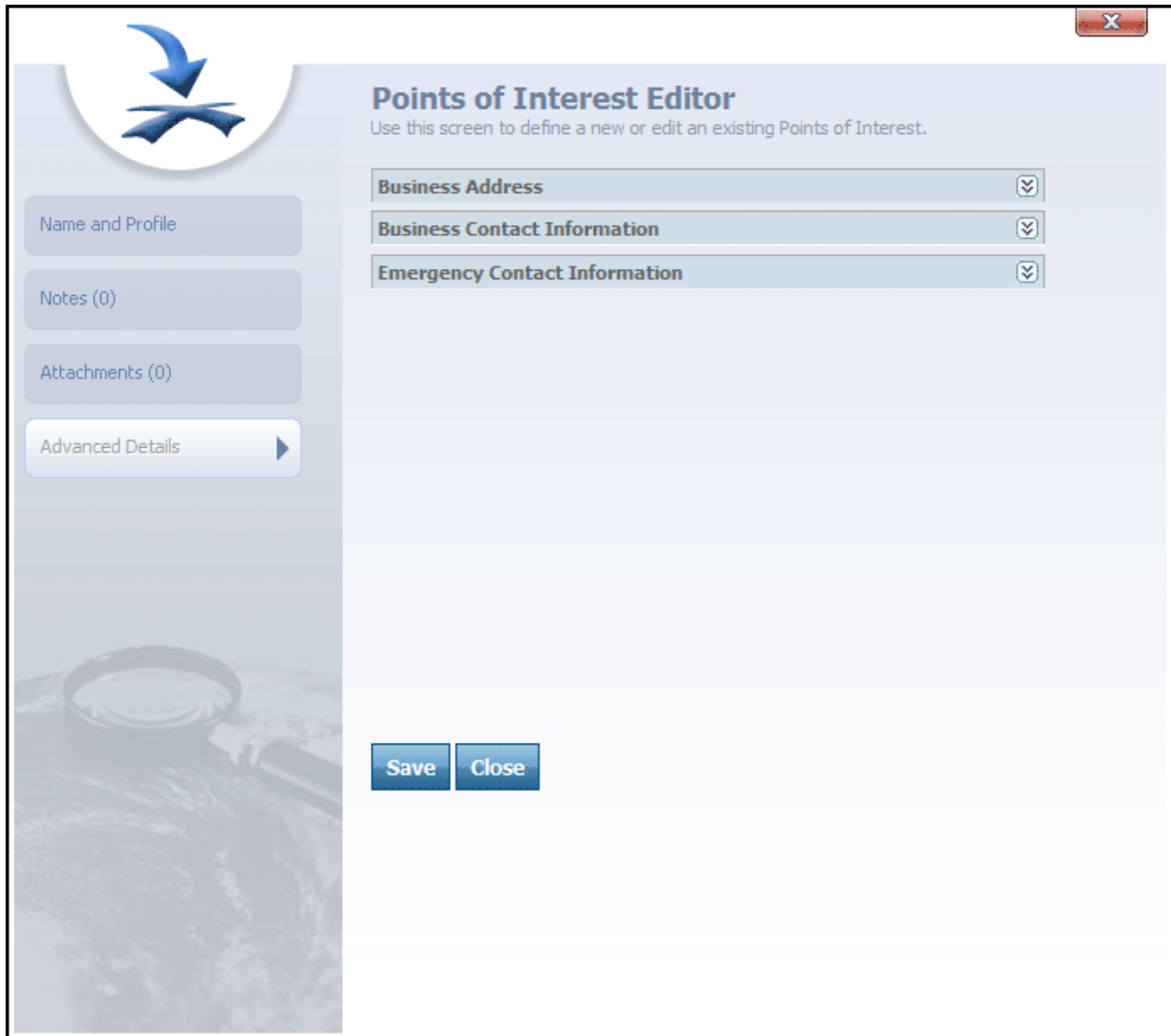
Attachment Name column lists the name of each attachment in the list. Next to each attachment is an  icon that can be clicked to delete the attachment from the list.

Create Date column lists the date that each attachment was created.

 button can be clicked to save any attachments added to the editor.

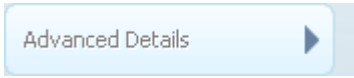
 button can be clicked to close the editor.

Advanced Details



The screenshot shows a web application window titled "Points of Interest Editor" with a close button in the top right corner. The window has a light blue header and a sidebar on the left. The sidebar contains a logo at the top, followed by four buttons: "Name and Profile", "Notes (0)", "Attachments (0)", and "Advanced Details" (which is highlighted with a blue border and a right-pointing arrow). The main content area has a title "Points of Interest Editor" and a subtitle "Use this screen to define a new or edit an existing Points of Interest." Below the subtitle are three expandable sections: "Business Address", "Business Contact Information", and "Emergency Contact Information", each with a downward-pointing arrow. At the bottom of the main area are two buttons: "Save" and "Close". The background of the sidebar features a magnifying glass over a globe.

Points of Interest Editor-Advanced Details tab selected

When the  tab is selected, the following custom fields will load into the Points of Interest Editor:

- Business Address
- Business Contact Information
- Emergency Contact Information

- Points of Interest Custom

Note: New fields can be added to this area through the **Custom Field Editor**. The above list of Custom Fields is just an example and some fields may or may not appear on your Department's Points of Interest Editor.

Tip: The custom fields area is featured on most of the editor dialogs in the system. Custom fields can be added or removed to this area through the **Custom Field Editor**.

The custom fields in the Points of Interest Editor are used to associate important information to a Point of Interest.

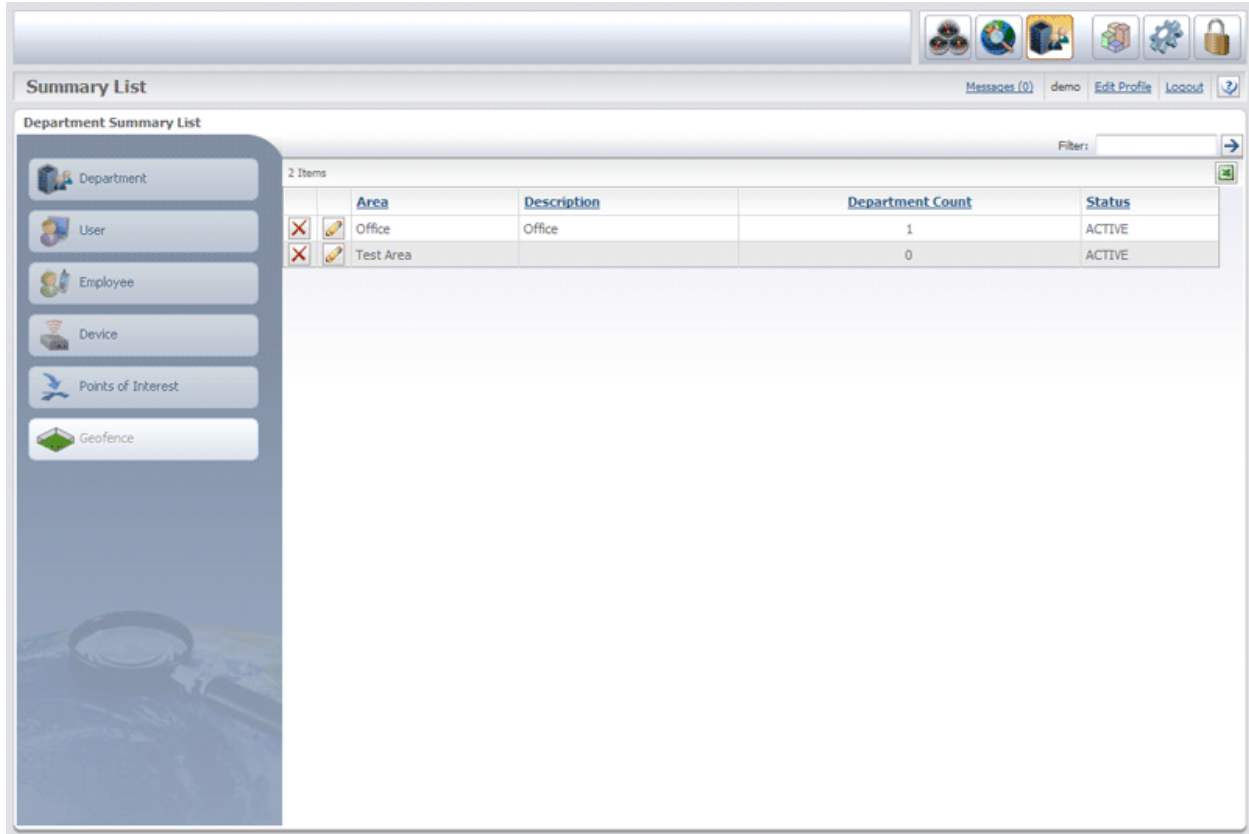
A blue rectangular button with the word "Save" in white text.

button can be clicked to save any changes made to the editor.

A blue rectangular button with the word "Close" in white text.

button can be clicked to close the editor.

Geofence Summary List



Area	Description	Department Count	Status
Office	Office	1	ACTIVE
Test Area		0	ACTIVE

Geofence Summary List


The **Geofence Summary List** allows users to easily view the names of all the Geofences in the account.

These areas are specified areas on the map that an Employee is either restricted from entering during his or her session, or it is an area that an Employee must remain in during his or her session.

Tip: A Employee session is a specific Device and Employee combination, and an Employee session is a 24-hour period. This 24-hour period begins at midnight and ends the following midnight. An "active" Employee session is one that is currently happening within that 24-hour window.

The **Geofence Summary List** features the following columns:

- Geofence
- Description
- Department Count
- Status

Geofence column lists the name of each Geofence in the account. Each Geofence can be removed from the list by clicking the  icon located to the left of the Geofence's name. The



icon next to each Geofence's name can be clicked to open the **Geofence Editor**.

Description column contains a brief description of each Geofence.

Department Count column displays a count of the number of departments associated with each Geofence.

Status column displays the status of each Geofence as either Active or Inactive.

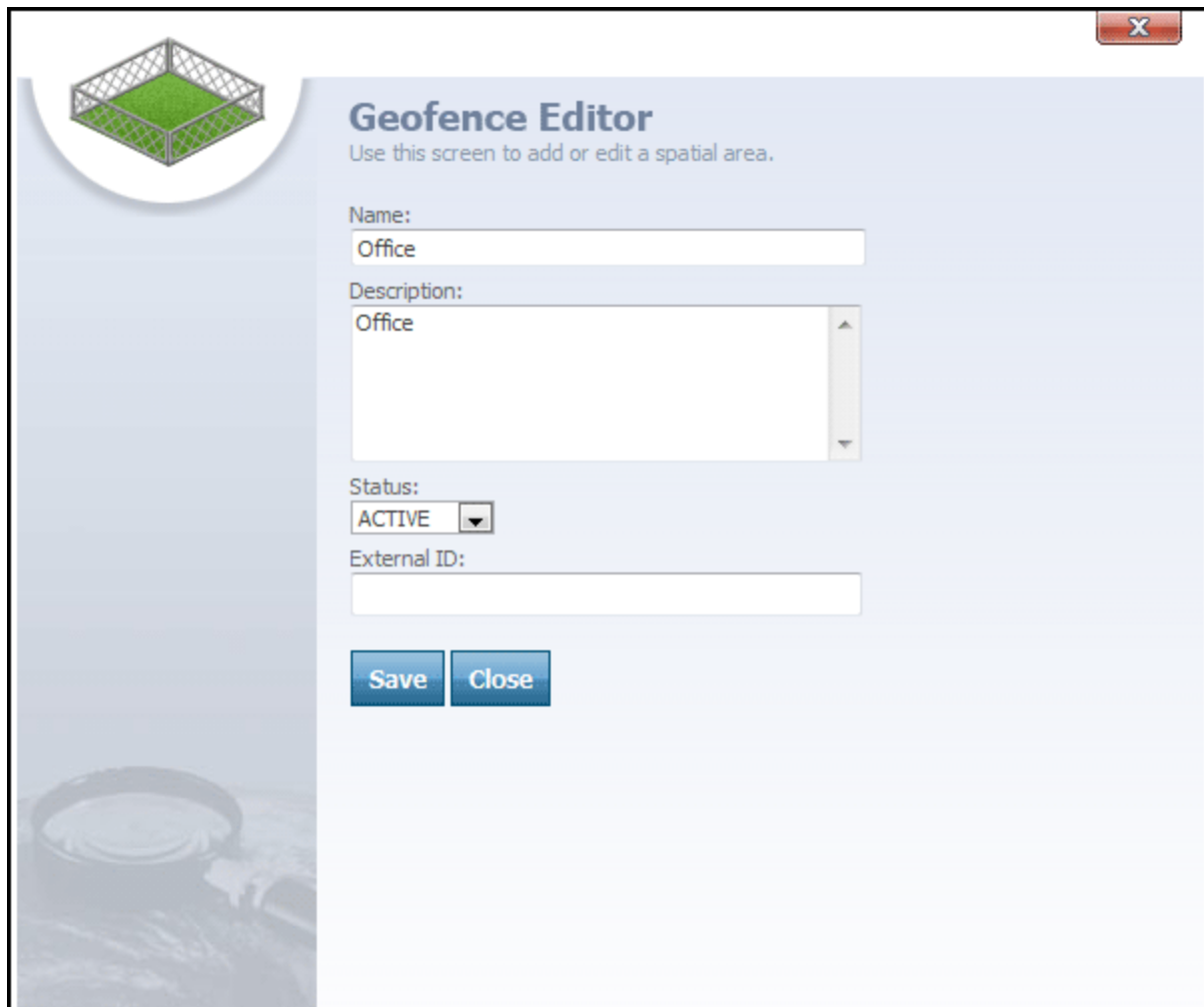


button, located at the top-right of the grid, can be clicked to export the list to Excel.

More:

Geofence Editor - *See page 479*

Geofence Editor



The image shows a software window titled "Geofence Editor". In the top-left corner, there is a circular icon containing a 3D wireframe cube with a green base. The window has a light blue background. Below the title bar, the text "Use this screen to add or edit a spatial area." is displayed. The form contains four fields: "Name:" with a text box containing "Office"; "Description:" with a text area containing "Office"; "Status:" with a dropdown menu showing "ACTIVE"; and "External ID:" with an empty text box. At the bottom, there are two blue buttons labeled "Save" and "Close". A faint background image of a globe is visible on the left side of the window.

Geofence Editor
Use this screen to add or edit a spatial area.

Name:
Office


Description:
Office

Status:
ACTIVE

External ID:

Save Close

Geofence Editor

The **Geofence Editor** is accessed from the Geofence grid by clicking the  icon next to a Geofence's name. The Geofence Editor is used to edit or change information for a Geofence.

The **Geofence Editor** features the following fields:

- Name
- Description
- Status
- External ID

Name text box contains the name of the Geofence.

Description text box contains a brief description of the Geofence.

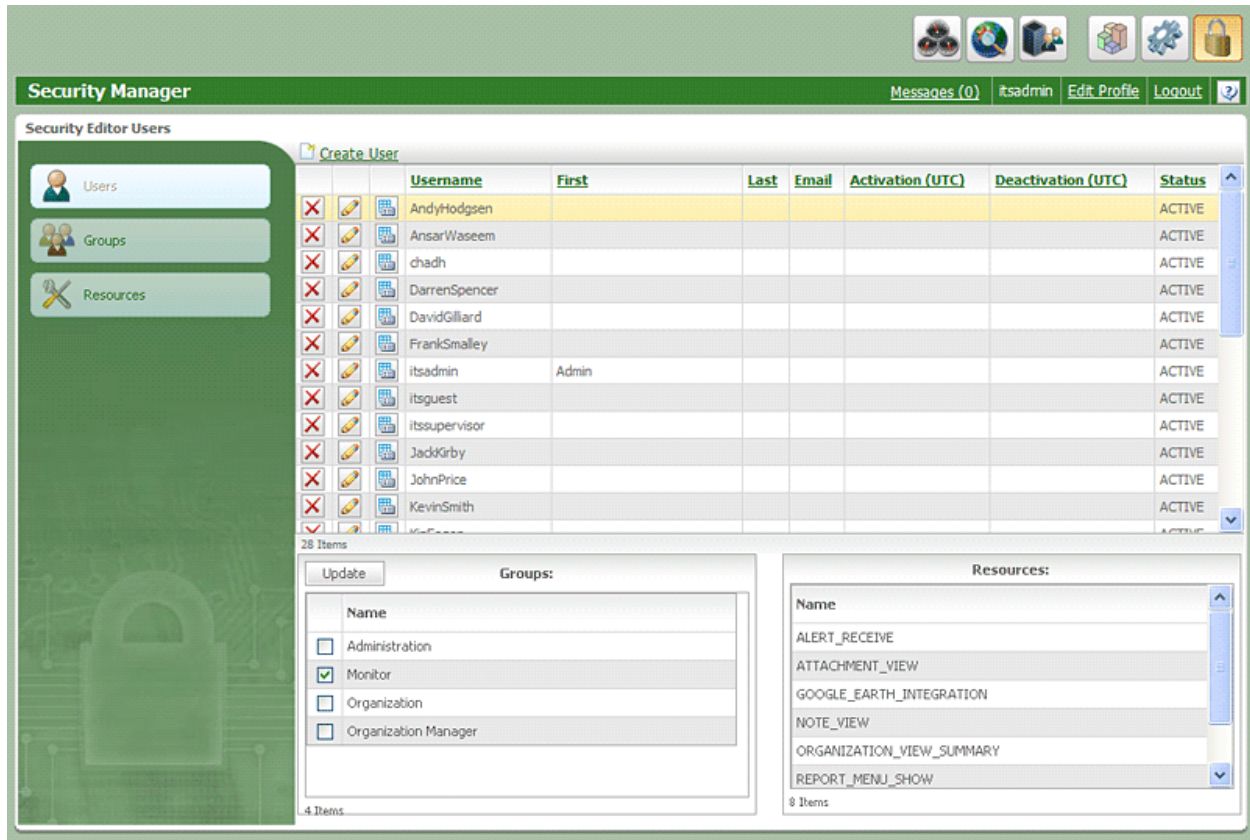
Status drop-down box is used to define a particular Geofence as Active or Inactive in the department.

External ID box contains the external ID number for the Geofence and is used to tie the Geofence to another system.


More:

Geofence Summary List - *See page 478*




Security Manager



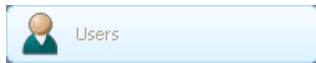
Security Manager

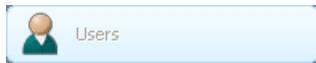
The **Security Manager** is accessed by clicking the  icon on the Quick Toolbar, located on the Header Bar.

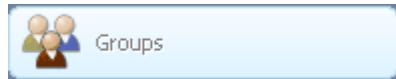
The **Security Manager** features a Navigation Bar on the left with the following tabs:

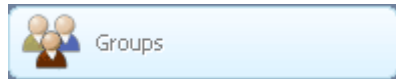
-  Users - Users
-  Groups - Groups
-  Resources - Resources

Each tab can be clicked to load its respective grid into the Security Manager.




The  tab is selected by default when you open the Security Manager. When the Users tab is selected, the Security Editor Users grid is loaded into the Security Manager.



When the  tab is selected, the Security Editor Groups grid is loaded into the Security Manager.



When the  tab is selected, the Security Editor Resources grid is loaded into the Security Manager.

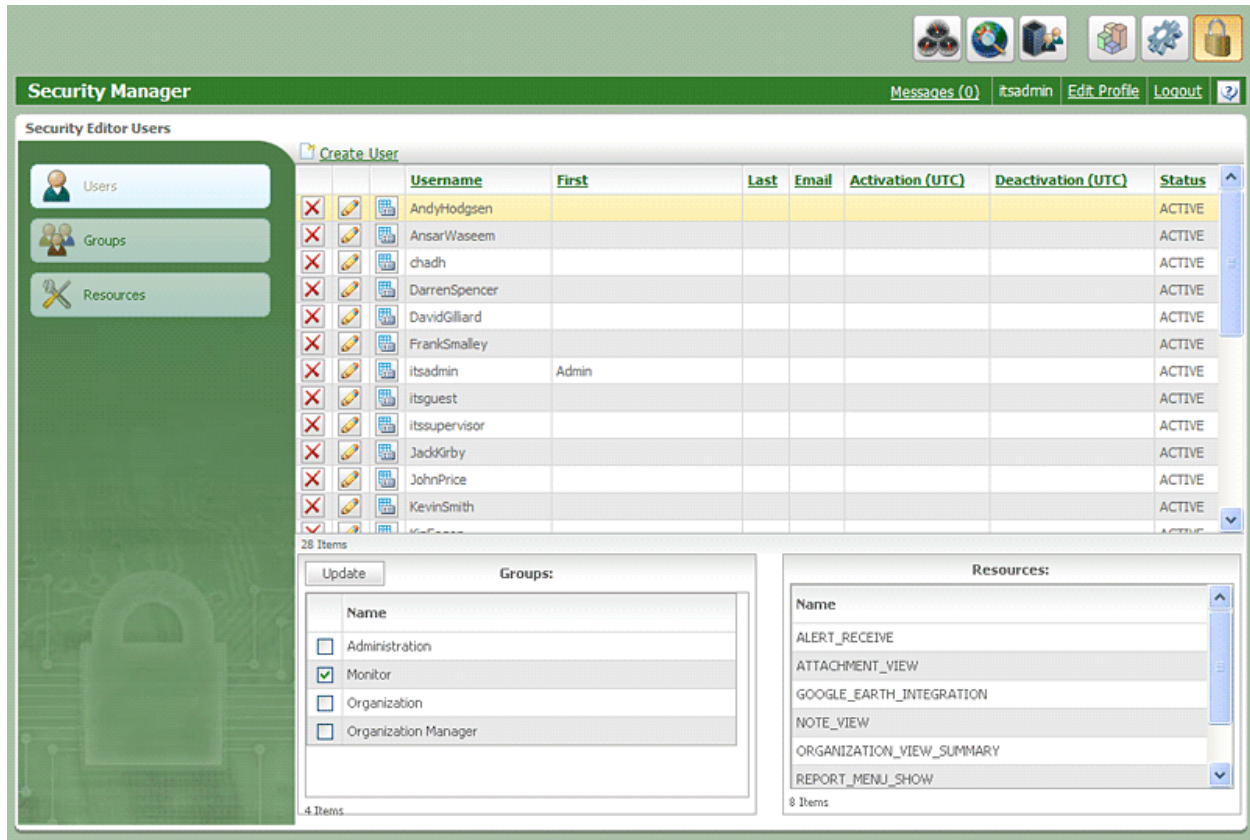
The Security Editors are used to create new security groups or special users in the system. The Security Editors are also used to allocate security resources (permissions) to individual users or groups in the system.

Note: Users are associated with Groups (users can be assigned to multiple groups)


Note: Groups are associated with Resources (a group can be assigned multiple resources)

Note: Resources can only be associated with Groups (only Groups can have Resources assigned to them)


Security Manager



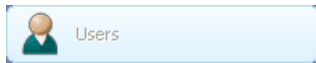
Security Manager

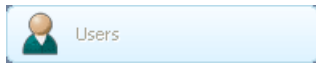
The **Security Manager** is accessed by clicking the  icon on the Quick Toolbar, located on the Header Bar.

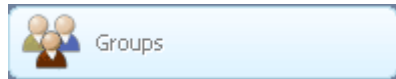
The **Security Manager** features a Navigation Bar on the left with the following tabs:

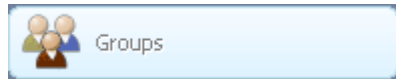
-  Users - Users
-  Groups - Groups
-  Resources - Resources

Each tab can be clicked to load its respective grid into the Security Manager.




The  tab is selected by default when you open the Security Manager. When the Users tab is selected, the Security Editor Users grid is loaded into the Security Manager.



When the  tab is selected, the Security Editor Groups grid is loaded into the Security Manager.



When the  tab is selected, the Security Editor Resources grid is loaded into the Security Manager.

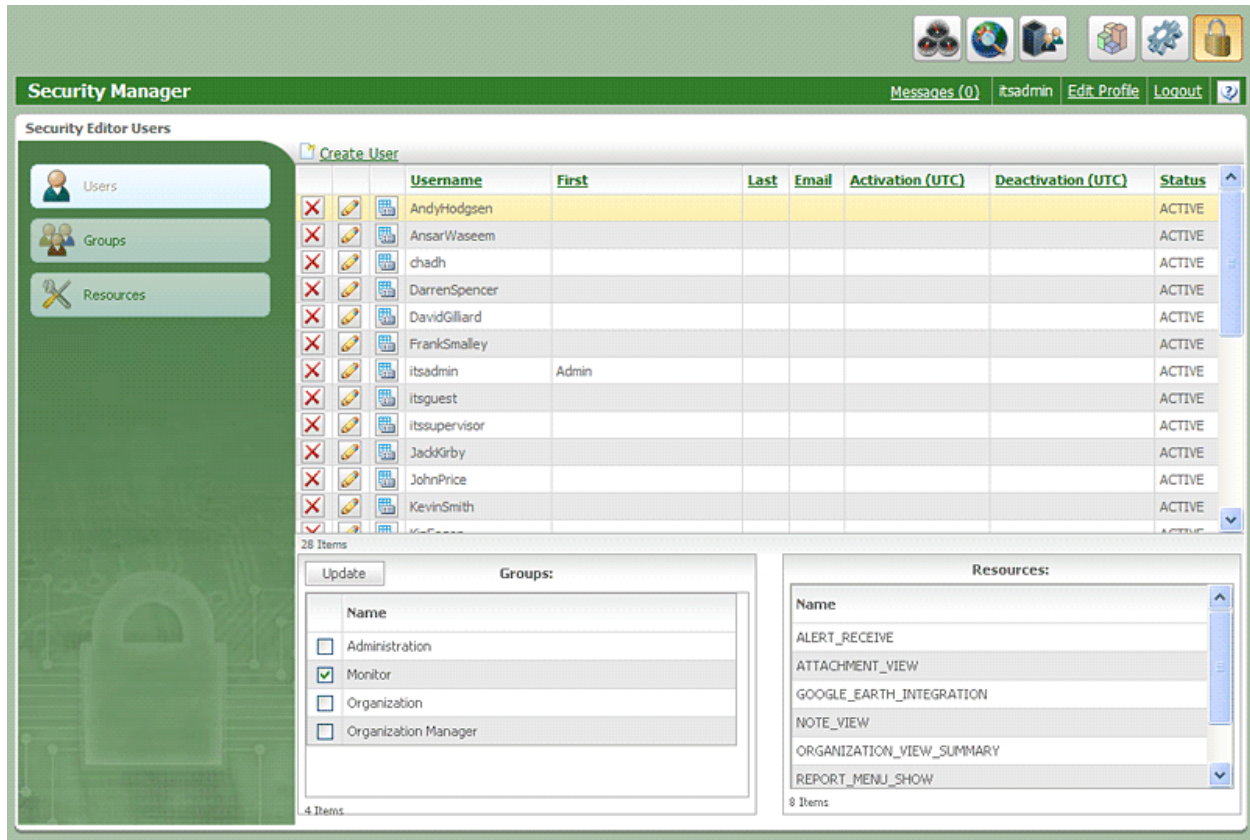
The Security Editors are used to create new security groups or special users in the system. The Security Editors are also used to allocate security resources (permissions) to individual users or groups in the system.

Note: Users are associated with Groups (users can be assigned to multiple groups)

Note: Groups are associated with Resources (a group can be assigned multiple resources)

Note: Resources can only be associated with Groups (only Groups can have Resources assigned to them)

Users



Security Manager-Users tab selected




The **Security Editor Users** screen is used to view, create, and edit information for security users in the account. In addition, the Users grid is used to assign users to security Groups.

At the top of the **Security Editor Users** grid is a [Create User](#) link that can be clicked to open the User Editor and create a new security user for the account.

The **Security Editor Users** grid contains the following columns:

- Username
- First
- Last
- Email

- Activation (UTC)
- Deactivation (UTC)
- Status

Username column lists the names of all the users in the system.  icon next to each user's name can be clicked to delete the user. The  icon next to each username can be clicked to open the **User Editor**. The  View Groups icon can be clicked to access information in the Groups and Resources panes for a particular user.

First column lists the first name of each user in the system.

Last column lists the last name of each user in the system.

Email column lists the e-mail address of each user in the system.

Activation (UTC) column lists the date that each user was activated in the system.


Deactivation (UTC) column lists the date that the user was deactivated or will be deactivated in the system.

Status column displays the status of each user as either Active or Inactive.

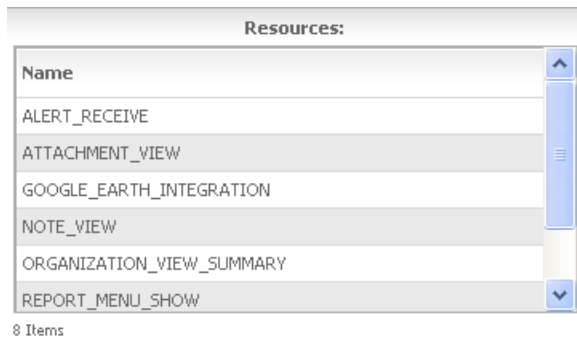


Groups pane

The **Groups** pane, located below the Users grid, displays the Groups with which a particular user is associated.


When the  icon next to a user is clicked, the Groups that the user is assigned to will load in this pane.

An administrator can add a user to new Groups by selecting the check box next to the Group's name and clicking the **Update** button, located at the top of the pane.



Resources pane

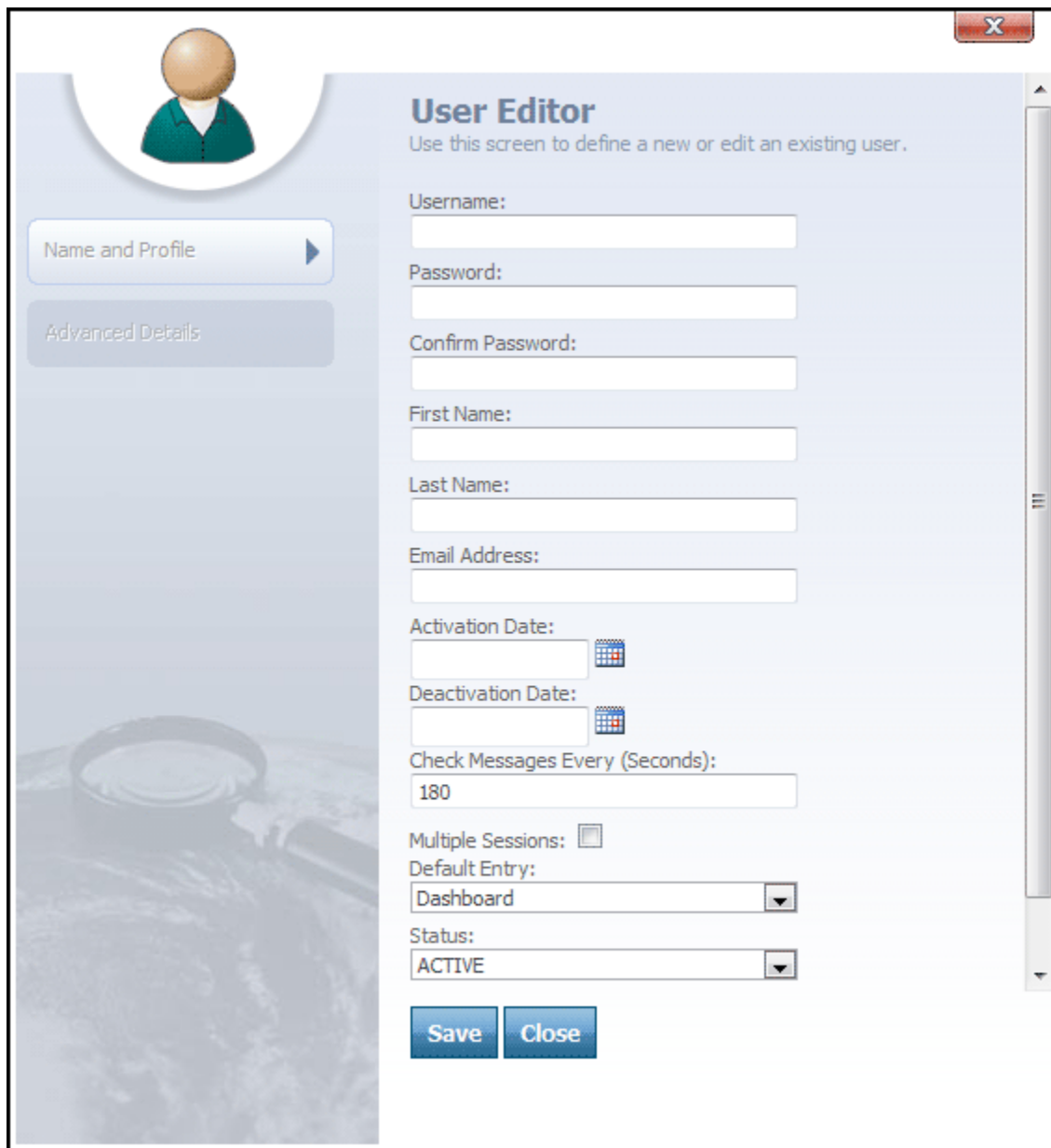
This **Resources** pane, located next to the Groups pane, displays all of the Resources assigned to a particular user's group(s).

When the  icon is clicked, the Resources that are assigned to the group(s) the user is in will load in this pane.

More:

User Editor - See page 488

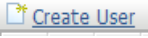

User Editor



The image shows a 'User Editor' window with a light blue header and a white background. On the left, there is a circular profile picture placeholder with a person icon. Below it are two buttons: 'Name and Profile' (highlighted) and 'Advanced Details'. The main area contains the following fields and controls:

- Username:** Text input field.
- Password:** Text input field.
- Confirm Password:** Text input field.
- First Name:** Text input field.
- Last Name:** Text input field.
- Email Address:** Text input field.
- Activation Date:** Text input field with a calendar icon.
- Deactivation Date:** Text input field with a calendar icon.
- Check Messages Every (Seconds):** Text input field with the value '180'.
- Multiple Sessions:** Check box (unchecked).
- Default Entry:** Drop-down menu with 'Dashboard' selected.
- Status:** Drop-down menu with 'ACTIVE' selected.
- Buttons:** 'Save' and 'Close' buttons at the bottom.

User Editor

The **User Editor** is accessed by clicking either the  [Create User](#) link or the  icon on the Security Editor Users grid.

The **User Editor** is used to create new security users or edit existing ones in the account.

The **User Editor** features the following text and drop-down boxes:

- Username
- Password
- Confirm Password
- First Name
- Last Name
- Email Address
- Activation Date
- Deactivation Date
- Check Messages Every
- Multiple Sessions
- Default Entry
- Status
- External ID

Username text box contains the name of a particular security user in the account.


Password text box is used to enter the user's password for the account. This is the password the user will enter to log on to the account.

Confirm Password text box is used to retype the security user's password.

First Name text box is used to type the user's first name.

Last Name text box is used to type the user's last name.

Email Address text box contains the user's e-mail address.

Activation Date and **Deactivation Date** boxes are used to set up user accounts for temporary workers. In these boxes, a temporary user's starting and ending dates can be set in the system. Next to each of these date boxes is a  icon that can be clicked to open a calendar and select a date.

Tip: In the Activation Date and Deactivation Date fields, you can define when the security user will be activated in the account and when the user will become deactivated. On the Deactivation Date, the user will not be able to log on to the account and will be deactivated. This feature is useful if you need to create a special security user in the system who needs access to the account for maintenance or testing purposes, such as an IT worker.


Check Messages Every box is a text box in which an administrator can define the interval between message checks for the security user. This interval determines how often the system will check back with the server to verify a user's identity and permissions.

Multiple Sessions check box can be selected to allow the security user to be logged on to the system from different locations. When this check box is selected, the user can be simultaneously logged on to the account from different IP addresses using the same username and password.

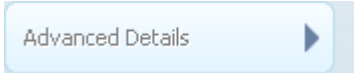
Default Entry box allows an administrator to set the default entry screen for a user. This is the area of the system that the user will enter after logging on.

Status drop-down box is used to set a user's status in the system to either Active or Inactive.

External ID text box is a free text, user-defined field that allows administrators to link the security user to an outside system. This might be an employee ID number or an accounting number to link the security user to an accounting or payroll system.

 button is clicked to save any changes made to the editor.

 button is clicked to close the editor.

When the  tab is clicked, custom fields that have been assigned to the User entity will be displayed.

More:

Users - *See page 757*

Groups

Security Manager Messages (0) Admin Edit Profile Logout

Security Editor Groups Create Group

Name	Description	Activation (UTC)	Deactivation (UTC)	Is System
Administration	This group represents the administrators of the system. Administrators have nearly all permissions available, and these permissions should only be assigned to a small group of people.			True
Monitor	This group represents the main workers in the system. These users will have the ability to view the session on the organization they are assigned and may have permissions to update certain entities for the purposes of recording events.			True
Organization				True
Organization Manager	This group represents the organizational manager. The users have the ability to add Monitors, Devices, and Carriers. These users would be responsible for the day to day administrative operations within an organization.			True

4 Items

Update Resources:

Name
<input checked="" type="checkbox"/> ACCOUNT_BRAND_EDIT
<input checked="" type="checkbox"/> ACCOUNT_DOMAIN_EDIT
<input checked="" type="checkbox"/> ACCOUNT_FULL_EXTENT_UPDATE
<input checked="" type="checkbox"/> ACCOUNT_GENERAL_SETTINGS_CHANGE
<input checked="" type="checkbox"/> ACCOUNT_LOCALIZATION_UPDATE
<input checked="" type="checkbox"/> ACCOUNT_MAP_TRACK

105 Items

Users:

User Name	First	Last
Admin	Admin	Last Name

1 Item

Security Manager-Groups tab selected




The **Security Editor Groups** screen is used to view, create, and edit information for security groups in the account. In addition, the Groups grid is used to assign Resources to security Groups.

At the top of the **Security Editor Groups** grid is a [Create Group](#) link that can be clicked to open the Group Editor and create a new security group for the account.

The **Security Editor Groups** grid contains the following columns:

- Name
- Description
- Activation (UTC)
- Deactivation (UTC)

- Is System

Name column contains the names of all the groups in the account. The  icon can be clicked to delete the security group. The  icon can be clicked to open the **Group Editor**. The  icon next to each group name can be clicked to load the Group's resources into the Resources pane.

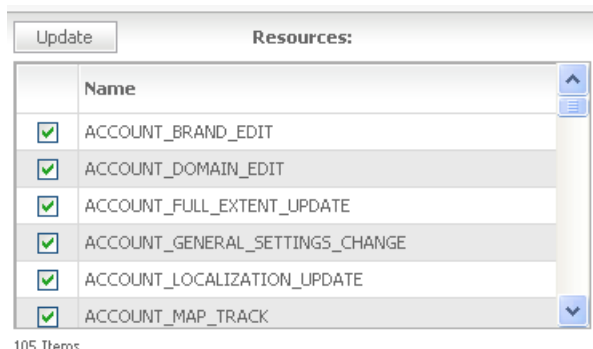
Description column contains a brief description of the group.

Activation (UTC) column contains an activation date for each group.



Deactivation (UTC) column contains a deactivation date for a group.

Is System column marks each group as True (having an Is System) or False (not having an Is System). If Is System is true, the security group cannot be deleted from the account, and it is required in order for the system to function properly.

Tip: The Is System acts as a protection mechanism to prevent users from deleting important information in the system.



Resources pane


The **Resources** pane displays the Resources assigned to a selected security group. When the  icon is clicked, the resources that are assigned to the Group will load in this pane. An administrator can add a Resource to a Group by selecting the check box next to a Resource's name and clicking the  button, located at the top of the pane.

Users:		
User Name	First	Last
itsadmin	In Theater Security Admin	
itssupervisor		

2 Items

Users pane

The **Users** pane displays the Users who are in the selected security group. These are the security users who are assigned to the selected security group.

When the  icon is clicked, the users who are associated with a particular Group and a particular Group's resources are loaded into this pane.



More:

Group Editor - *See page 495*

Group Editor

The image shows a screenshot of the 'Group Editor' window. It has a title bar with a close button (X). On the left, there is a circular icon containing three stylized human figures. The main content area has a light green background. At the top, the title 'Group Editor' is displayed in a bold, dark green font, followed by the instruction 'Use this screen to define a new or edit an existing security group.' Below this, there are several input fields: a 'Name:' field with the text 'Administration', a 'Description:' field with a text area containing the text 'This group represents the administrators of the system. Administrators have nearly all permissions available, and these permissions should only be assigned to a small group of people.', an 'Activation Date:' field with a calendar icon, a 'Deactivation Date:' field with a calendar icon, and a checkbox labeled 'Is System' which is checked. At the bottom, there are two buttons: 'Save' and 'Close'.

Group Editor

The **Group Editor** is accessed by clicking either the  [Create Group](#) link or the  icon on the Security Editor Groups grid.

The **Group Editor** is used to create new security Groups or edit existing ones in the account.


The **Group Editor** features the following text boxes:

- Name
- Description
- Activation Date


- Deactivation Date
- Is System

Name text box contains the name of the group.

Description text box contains a brief description of the group.

Activation Date and **Deactivation Date** boxes are used to set the time period for a temporary work group in the system. In these boxes, a temporary group's starting and ending dates can be set in the system. Next to each of these date boxes is a  icon that can be clicked to open a calendar and select a date.

Is System check box can be selected to prevent the group from being deleted.

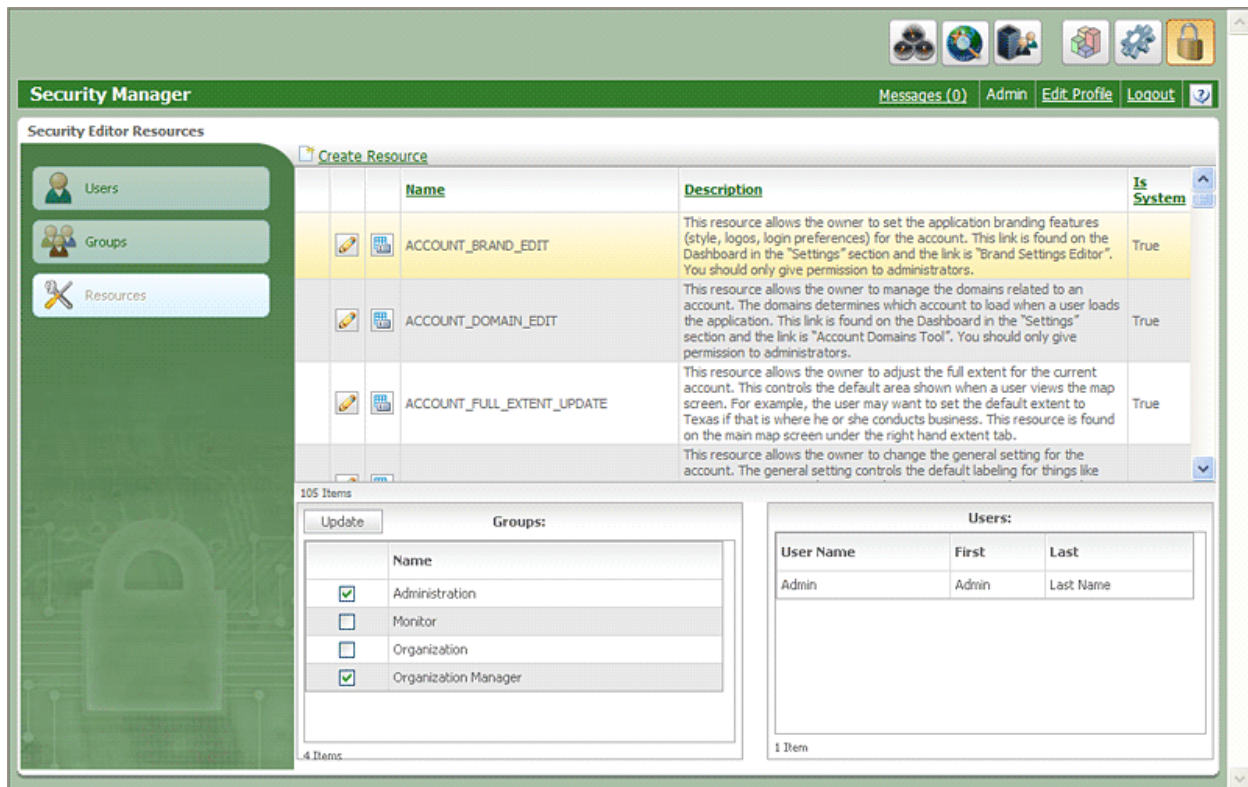
 button is clicked to save any changes made to the editor.

 button is clicked to close the editor.

More:

Groups - *See page 492*

Resources



Security Manager-Resources tab selected


The **Security Editor Resources** screen is used to view, create, and edit information for security resources in the account. In addition, the Resources grid is used to assign security resources to security groups.

At the top of the **Security Editor Resources** grid is a [Create Resource](#) link that can be clicked to open the **Resource Editor**.

The **Resources** grid contains the following columns:

- Name
- Description
- Is System

Name column lists the names of all the resources in the system. The  icon can be

clicked to open the **Resource Editor**. The  icon next to each resource can be clicked to view all of the groups and users that are associated with the resource

Description column contains a description of each resource.

Is System column displays each resource as True to indicate that it is part of the system and cannot be deleted.





Update **Groups:**

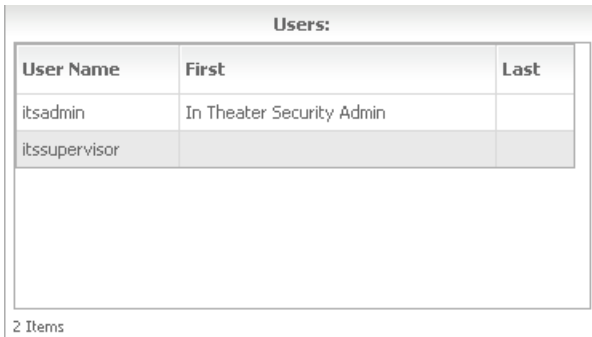
	Name
<input checked="" type="checkbox"/>	Administration
<input type="checkbox"/>	Monitor
<input type="checkbox"/>	Organization
<input checked="" type="checkbox"/>	Organization Manager

4 Items

Groups pane

The **Groups** pane displays the Groups that have a particular Resource assigned to them.

When the  icon is clicked, the Groups that have the selected Resource assigned to them will load in this pane. An administrator can add a Resource to a Group by selecting the check box next to the Group's name and clicking the  button, located above the pane.



Users:

User Name	First	Last
itsadmin	In Theater Security Admin	
itssupervisor		

2 Items


Users pane

The **Users** pane displays the Users who are in the Groups that are assigned the selected Resource.

More:

Resource Editor - See page 500

Resource Editor

The image shows a screenshot of a web application window titled "Resource Editor". The window has a light green background and a circular icon on the left containing a wrench and a screwdriver. The title bar at the top right has a red close button. The main content area contains the following elements: a subtitle "Resource Editor" in bold green text, a subtitle "Use this screen to define a new or edit an existing resource." in smaller green text, a "Name:" label followed by a text input field containing "ACCOUNT_BRAND_EDIT", a "Description:" label followed by a text area containing the text "This resource allows the owner to set the application branding features (style, logos, login preferences) for the account. This link is found on the Dashboard in the 'Settings' section and the link is 'Brand Settings Editor'. You should only give permission to administrators.", a checkbox labeled "Is System" which is checked, and two buttons at the bottom: "Save" and "Close".

Resource Editor
Use this screen to define a new or edit an existing resource.


Name:
ACCOUNT_BRAND_EDIT

Description:
This resource allows the owner to set the application branding features (style, logos, login preferences) for the account. This link is found on the Dashboard in the "Settings" section and the link is "Brand Settings Editor". You should only give permission to administrators.

☒ Is System

Save Close

Resource Editor

The **Resource Editor** is accessed by clicking either the [Create Resource](#) link or the  icon on the Security Editor Resources grid.


The **Resource Editor** is used to create new Resources or edit existing ones in the account.


The **Resources Editor** features the following fields:

- Name
- Description
- Is System

Name text box displays the name of a particular Resource.

Description text box contains a description of the Resource.

Is System check box can be selected to mark the resource as being a System resource, which will prevent the Resource from being deleted. When Is System is selected, there will not be an  icon displayed next to the resource when the resource is listed on a grid.

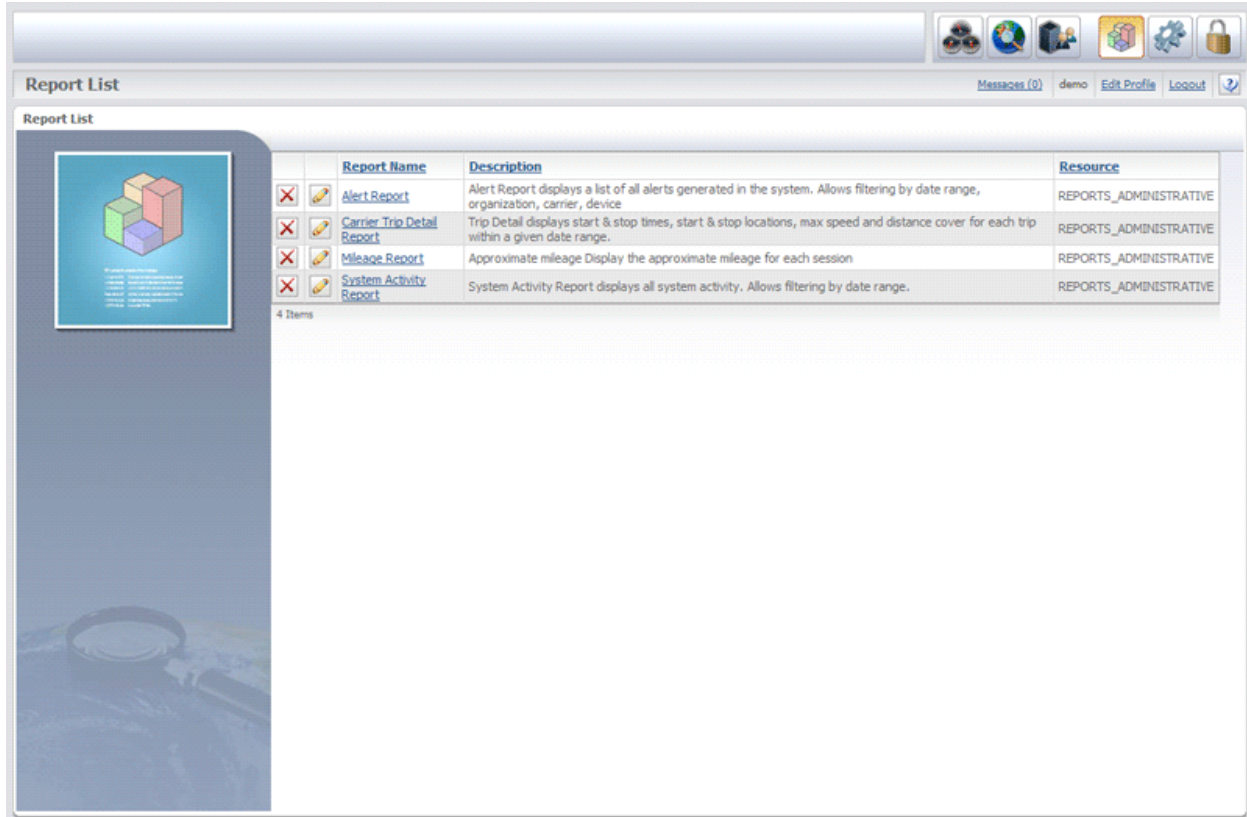
 button is clicked to save any changes made to the editor.

 button is clicked to close the editor.

More:


Resources - *See page 496*

Report List



Report List





The **Report List** can be accessed by clicking the  button on the Quick Toolbar of the Header Bar.

From the **Report List**, a user can edit, delete, or generate a report. The Report List features a grid listing all of the available reports for the account. From the report list grid, a user can click the name of a report to go to the Build Report screen and generate a report.

The **Report List** grid features the following columns:

- Report Name
- Description
- Resource

Report Name column lists the names of all the available reports in the account. The  icon next to each report can be clicked to delete the report. Next to each report name is a  icon that can be clicked to open the **Report Editor**, which allows you to change the name, description and permissions for a report.

Description column contains a description for each report.

Resource column lists the resource permission for each report.

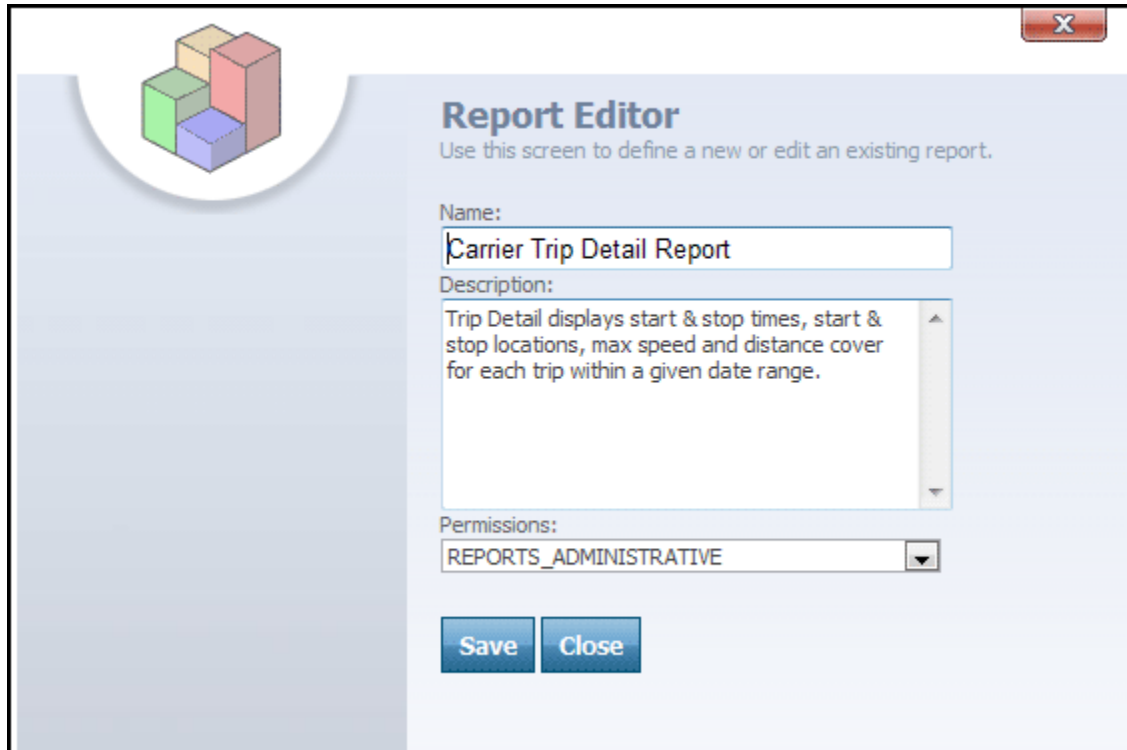
More:

Reports - *See page 508*


Report Editor - *See page 504*

Build Your Report - *See page 506*

Report Editor

A screenshot of a web application window titled "Report Editor". The window has a light blue background and a white header area. In the top left corner of the header, there is a logo consisting of four 3D cubes in green, yellow, red, and blue. In the top right corner of the header, there is a red "X" button. Below the header, the main content area has a light blue background. At the top of this area, the title "Report Editor" is displayed in a bold, dark blue font. Below the title, a subtitle in a smaller, lighter blue font reads "Use this screen to define a new or edit an existing report." The main form area contains three sections: "Name:" with a text input field containing "Carrier Trip Detail Report"; "Description:" with a text area containing "Trip Detail displays start & stop times, start & stop locations, max speed and distance cover for each trip within a given date range."; and "Permissions:" with a dropdown menu showing "REPORTS_ADMINISTRATIVE". At the bottom of the form, there are two blue buttons labeled "Save" and "Close".

Report Editor

The **Report Editor** for each report is accessed by clicking the  icon next to the name of the report.

The **Report Editor** features the following fields that can be edited:

- Name
- Description
- Permissions

Name text box contains the name of the report.

Description box contains the description for the report. This description will be displayed under the Description column of the Report List grid.

Permissions box features a drop-down list of available resource permissions to assign to the report.



button is clicked to save any changes made using the Report Editor.



button is clicked to close the Report Editor.

More:

Reports - *See page 508*

Report List - *See page 502*

Build Your Report - *See page 506*

Build Your Report

The screenshot shows the 'Build Your Report' interface. At the top, there's a 'Reports' header with navigation links like 'Messages (0)', 'demo', 'Edit Profile', and 'Logout'. Below this is a 'Choose a Different Report' link. The main section contains report controls: 'Organization' (Demo), 'Carrier - Device' (Demo Employee - Demo Device), 'Start Date' (12/1/2009 2:23:35 PM), 'End Date' (12/9/2009 2:23:35 PM), 'Stop Time Threshold' (10), and 'Open links in new Page' (True). A 'View Report' button is on the right. Below the controls is a table titled 'Carrier Trip Detail Report' showing trip data for two dates. The table has columns for No., Employee - Device, Start Time, Start Location, Stop Time, Stop Location, Max Speed (KPH, MPH), Trip Duration (m), Stop Duration (m), and Distance (Kilometer, Mile).

No.	Employee - Device	Start Time	Start Location	Stop Time	Stop Location	Max Speed		Trip Duration (m)	Stop Duration (m)	Distance	
						KPH	MPH			Kilometer	Mile
1	Demo Employee-Demo Device	12/7/2009 7:00:12 AM		12/7/2009 7:02:24 AM		33.796	21.000	2	2998	5.739	3.566
2	Demo Employee-Demo Device	12/9/2009 9:00:00 AM		12/9/2009 9:00:40 AM		33.796	21.000	0		2.605	1.619

Page 1 of 1

Build Your Report

The **Build Your Report** screen is accessed by clicking the name of a report under the Report Name column of the Report List grid. This screen is used to specify the criteria for the report and to generate the report itself based on those criteria.

At the top of the Build Your Report screen is a [Choose a Different Report](#) link that can be clicked to go back and choose a different report.

Defining Criteria For Your Report

Before generating a report, you will need to define the criteria for the report. To do so, use the **Report Controls** at the top of the **Build Your Report** screen.

Organization	Demo	Carrier - Device	Demo Employee - Demo Device
StartDate	12/1/2009 2:23:35 PM	EndDate	12/9/2009 2:23:35 PM
Stop Time Threshold	10	Open links in new Page	<input type="radio"/> True <input checked="" type="radio"/> False

Report Controls

Using the Report Controls, you can select specific department(s) and/or device(s) to include, as well as a custom date range of your choice.

Once the criteria for a report has been defined, click the [View Report](#) button to generate and view the actual report.

After the report has been generated, additional controls will appear that enable you to page through the results, print the report, or export the results to a file that you can download and save.

More:

Reports - *See page 508*

Report List - *See page 502*

Report Editor - *See page 504*

Reports

The screenshot shows a web application interface for generating reports. At the top, there's a navigation bar with icons for home, search, and other functions. Below this is a 'Reports' section with a 'Choose a Different Report' link. The main area contains a form with the following fields:

- Organization: Demo
- Carrier - Device: Demo Employee - Demo Device
- Start Date: 12/1/2009 2:23:35 PM
- End Date: 12/9/2009 2:23:35 PM
- Stop Time Threshold: 10
- Open links in new Page: ☐ True ☒ False

A 'View Report' button is located to the right of the form. Below the form is a toolbar with navigation icons, a 'Find | Next' button, a 'Select a format' dropdown, and an 'Export' button. The report itself is titled 'Carrier Trip Detail Report' and shows data for two trips. The first trip is from 12/1/2009 2:23:35 PM to 12/7/2009 7:02:24 AM, with a max speed of 33.796 KPH and 21.000 MPH, a trip duration of 2 minutes, and a stop duration of 2998 seconds. The second trip is from 12/9/2009 9:00:00 AM to 12/9/2009 9:00:40 AM, with a max speed of 33.796 KPH and 21.000 MPH, a trip duration of 0 minutes, and a stop duration of 2605 seconds. The report is displayed in a table with columns for No., Employee - Device, Start Time, Start Location, Stop Time, Stop Location, Max Speed (KPH and MPH), Trip Duration (m), Stop Duration (m), and Distance (Kilometer and Mile).

No.	Employee - Device	Start Time	Start Location	Stop Time	Stop Location	Max Speed		Trip Duration (m)	Stop Duration (m)	Distance	
						KPH	MPH			Kilometer	Mile
1	Demo Employee-Demo Device	12/7/2009 7:00:12 AM		12/7/2009 7:02:24 AM		33.796	21.000	2	2998	5.739	3.566
2	Demo Employee-Demo Device	12/9/2009 9:00:00 AM		12/9/2009 9:00:40 AM		33.796	21.000	0		2.605	1.619

Page 1 of 1

Report

Data for the actual report will be displayed in a format like the one pictured above. After the **View Report** button is clicked on the **Build Your Report** - See page 506 screen, the report itself will be generated and displayed below. The report criteria can be updated and the report regenerated at any time, all from the same screen.

Located above the Report Controls is the [Choose a Different Report](#) link, which is clicked to go back to the Report List and select a different report to run.

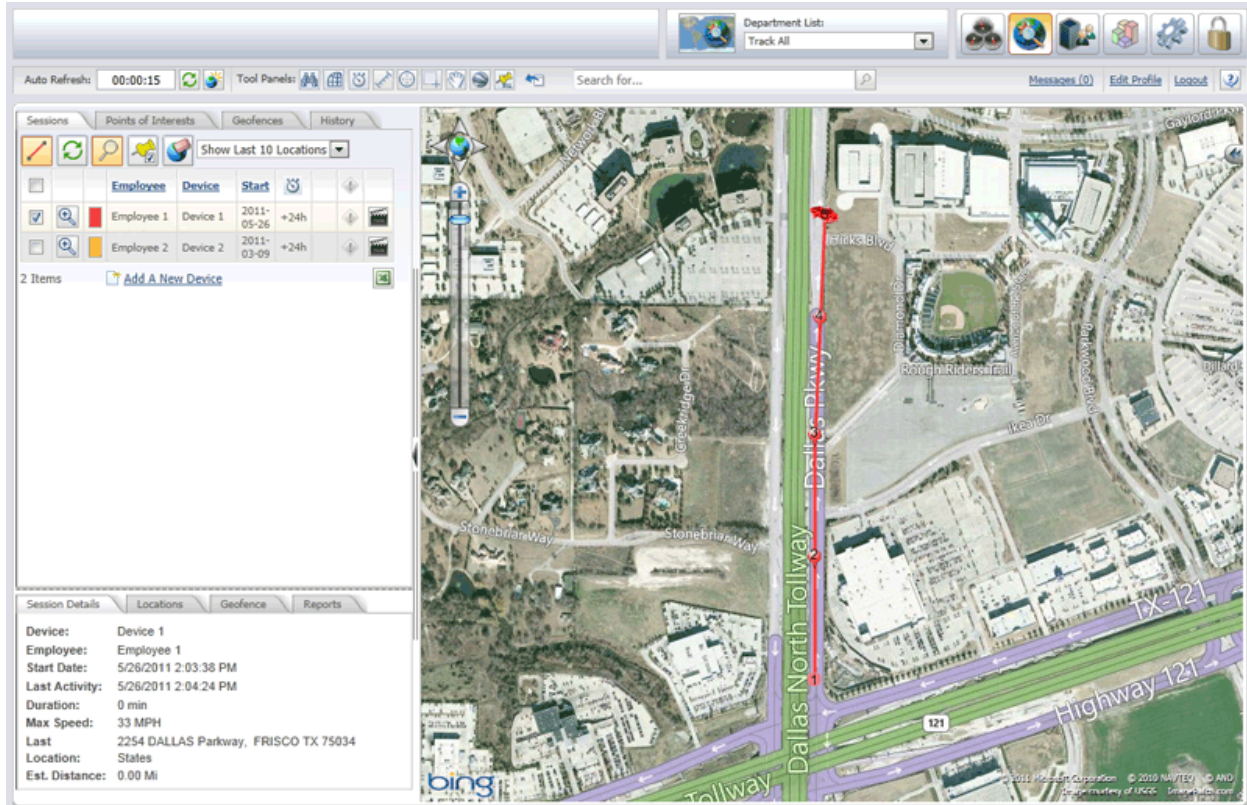
More:

Report List - See page 502

Report Editor - See page 504

Build Your Report - *See page 506*



Tracking Screen





Tracking screen

The **Tracking screen** in the system displays the maps and map data for a department. In addition, the Tracking screen is used to track and view Employee sessions in a Department.

From the **Dashboard**, there are several ways to access the **Tracking screen**:

- Clicking the  [Track All](#) link, located above the Department list on the Dashboard
- Clicking one of the  icons in the Department section of the Dashboard
- Clicking on the name or picture of a department in the Department section of the Dashboard

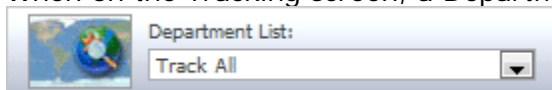
From the **Department Manager**, there are three ways to access the **Tracking screen**:

- Clicking the  [Track This Department](#) link, located at the top of the Department Manager
- Clicking the [Visit the map screen to view the complete list.](#) link, located towards the middle-left of the Department Manager and below the Department picture
- Clicking the  button, located in the lower-right corner of the Department Manager

The **Tracking screen** can be divided into the following areas:

- Tool Panels
- Entity Tabs
- Entity Tab Toolbar
- Entity Grid
- Detail Tabs
- Map Area
 - Zoom and Pan Controls
 - Overlay Switcher

When on the Tracking screen, a Department List box



will be featured on the Header Bar. From this Department List box, a user can select a department and load the Tracking screen for the department.

More:

Tool Panels bar - *See page 515*

Entity tabs - *See page 537*

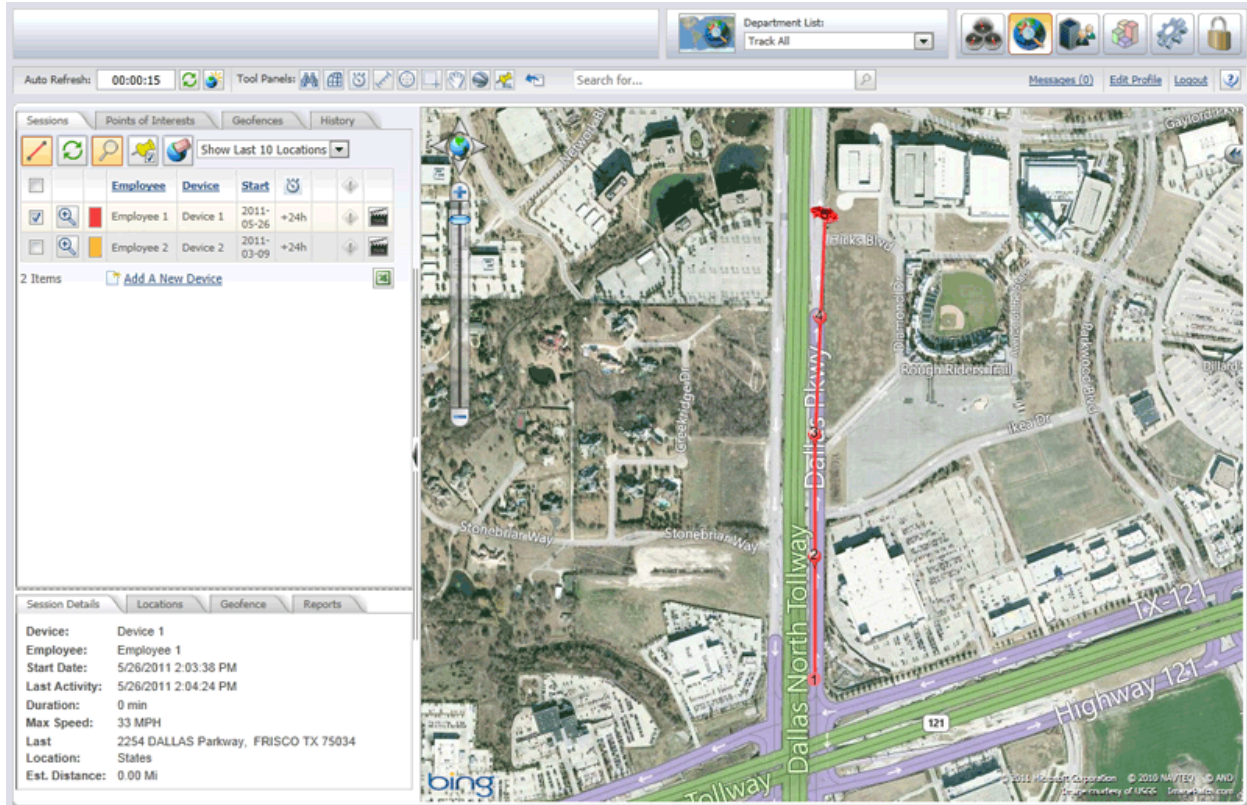
Detail tabs - *See page 595*

Map Area - *See page 603*

Overlay Switcher - *See page 607*

Zoom and Pan Controls - *See page 605*



Tracking Screen





Tracking screen

The **Tracking screen** in the system displays the maps and map data for a department. In addition, the Tracking screen is used to track and view Employee sessions in a Department.

From the **Dashboard**, there are several ways to access the **Tracking screen**:

- Clicking the  [Track All](#) link, located above the Department list on the Dashboard
- Clicking one of the  icons in the Department section of the Dashboard
- Clicking on the name or picture of a department in the Department section of the Dashboard

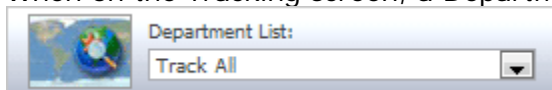
From the **Department Manager**, there are three ways to access the **Tracking screen**:

- Clicking the  [Track This Department](#) link, located at the top of the Department Manager
- Clicking the [Visit the map screen to view the complete list.](#) link, located towards the middle-left of the Department Manager and below the Department picture
- Clicking the  button, located in the lower-right corner of the Department Manager

The **Tracking screen** can be divided into the following areas:

- Tool Panels
- Entity Tabs
- Entity Tab Toolbar
- Entity Grid
- Detail Tabs
- Map Area
 - Zoom and Pan Controls
 - Overlay Switcher

When on the Tracking screen, a Department List box



will be featured on the Header Bar. From this Department List box, a user can select a department and load the Tracking screen for the department.

More:

Tool Panels bar - *See page 515*

Entity tabs - *See page 537*

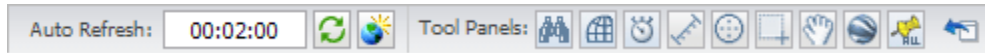
Detail tabs - *See page 595*

Map Area - *See page 603*

Overlay Switcher - *See page 607*













Zoom and Pan Controls - *See page 605*

Tool Panels bar



Tool Panels bar

The **Tool Panels bar** is located at the top-left of the Tracking screen and features the following buttons:

-  Toggle Auto Map Refresh
-  Clear All Entities from the Map
-  Toggle Locate Panel
-  Toggle Extent Panel
-  Toggle Session Builder Panel
-  Switch to Measure Distance Mode
-  Switch to Measure Area Mode
-  Switch to Track Zoom Mode
-  Switch to Pan Mode
-  Launch Google Earth
-  Export All Entities to Google Earth
-  Reset Tool Panels

More:

Auto Refresh - *See page 517*

Clear All Entities from the Map - *See page 518*

Locate Panel - *See page 519*

Extent Panel - *See page 521*

Session Builder Panel - *See page 523*

Measure Distance Mode - *See page 525*

Measure Area Mode - *See page 527*

Track Zoom Mode - *See page 529*

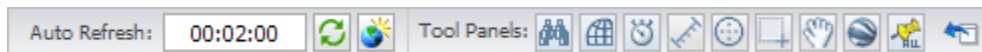
Pan Mode - *See page 531*

Launch Google Earth - *See page 532*

Export All Entities to Google Earth - *See page 534*













Reset Tool Panels - *See page 536*

Tool Panels bar



Tool Panels bar

The **Tool Panels bar** is located at the top-left of the Tracking screen and features the following buttons:

-  Toggle Auto Map Refresh
-  Clear All Entities from the Map
-  Toggle Locate Panel
-  Toggle Extent Panel
-  Toggle Session Builder Panel
-  Switch to Measure Distance Mode
-  Switch to Measure Area Mode
-  Switch to Track Zoom Mode
-  Switch to Pan Mode
-  Launch Google Earth
-  Export All Entities to Google Earth
-  Reset Tool Panels

More:

Auto Refresh - *See page 517*

Clear All Entities from the Map - *See page 518*

Locate Panel - *See page 519*

Extent Panel - *See page 521*

Session Builder Panel - *See page 523*

Measure Distance Mode - *See page 525*

Measure Area Mode - *See page 527*

Track Zoom Mode - *See page 529*

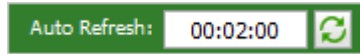
Pan Mode - *See page 531*

Launch Google Earth - *See page 532*


Export All Entities to Google Earth - *See page 534*


Reset Tool Panels - *See page 536*

Auto Refresh




Auto Refresh

 Auto Refresh button can be clicked when a user wants to refresh the map area every x number of seconds.

When the  Auto Refresh button is clicked, the box next to the Auto Refresh button will start counting down the seconds until the map area refreshes. When auto refresh is enabled, data from the server will automatically be refreshed every x number of seconds.

Tip: Auto refresh affects the frequency that data is refreshed from the server. For example, with each auto refresh, if a new session point is received for an Employee session or if a new Employee session starts, this data will become available and will appear in its respective area of the Tracking screen.

To stop the auto refresh, a user will re-click the  Auto Refresh button.

More:

Clear All Entities from the Map - *See page 518*

Locate Panel - *See page 519*

Extent Panel - *See page 521*

Session Builder Panel - *See page 523*

Measure Distance Mode - *See page 525*

Measure Area Mode - *See page 527*

Track Zoom Mode - *See page 529*

Pan Mode - *See page 531*

Launch Google Earth - *See page 532*

Export All Entities to Google Earth - *See page 534*

Reset Tool Panels - *See page 536*

Clear All Entities from the Map



Clear All Entities from the Map button can be clicked to clear any Sessions, Points of Interest or Geofences that are currently being displayed on the map. This allows you to "clean up" your map view and start fresh with a single click.

More:

Auto Refresh - *See page 517*

Locate Panel - *See page 519*

Extent Panel - *See page 521*

Session Builder Panel - *See page 523*

Measure Distance Mode - *See page 525*

Measure Area Mode - *See page 527*

Track Zoom Mode - *See page 529*

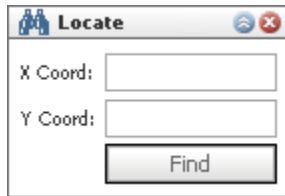
Pan Mode - *See page 531***Launch Google Earth** - *See page 532*

Launch Google Earth - *See page 532*

Export All Entities to Google Earth - *See page 534*

Reset Tool Panels - *See page 536*

Locate Panel




Locate box





Locate button is clicked to open the Locate box, which is used to find specific X and Y coordinates on the map.

The **Locate** box contains the following text boxes:

- X Coord (longitude)
- Y Coord (latitude)

Using the **Locate** box, a user can type a set of X and Y (longitude and latitude) coordinates and click the  button.

When the  button is clicked, the map will zoom into the specified coordinates and mark the location with a  blue marker icon.

More:

Auto Refresh - *See page 517*

Clear All Entities from the Map - *See page 518*

Extent Panel - *See page 521*

Session Builder Panel - *See page 523*

Measure Distance Mode - *See page 525*

Measure Area Mode - *See page 527*

Track Zoom Mode - *See page 529*

Pan Mode - *See page 531*

Launch Google Earth - *See page 532*


Export All Entities to Google Earth - *See page 534*

Reset Tool Panels - *See page 536*

Extent Panel



Extent box

 button can be clicked to open the Extent box.

The Extent box is used to set the Full Extent for either the department or for the current user.

Note: Only an administrator will have the ability to set the map extent for a Department. A User will not by default have this ability, and the department links in the Extent box will not be available to a User.

This box contains two sections:

- Personal
- Department

The **Personal** section contains three links:

- Set Full Extent
- Clear Full Extent
- Zoom to Full Extent

Set Full Extent link can be clicked when the user wants to set the full extent of the map to a particular view according to his or her preferences. This will be the map area that the User sees when the User first enters the Tracking screen. However, Users will not be able to set their personal Full Extent beyond the department's Full Extent setting.

Clear Full Extent link will simply clear the current Full Extent setting.

Zoom to Full Extent link will zoom the user into the Full Extent view of the map in order to view the current Full Extent.

Note: When logged in as an administrator, you will not have access to these links, since you will have no need to set a personal full extent. As an admin, you will not be restricted to what you can view on the map and will be able to zoom out past the full extent for the department. Typically an admin will not be tracking Employees and will therefore have no need to set a personal map extent.

Tip: An department's Full Map Extent is simply the map area that will be displayed when a User first enters the Tracking screen for the department. A User will be restricted to this Full Extent view and will not be able to see any areas outside this Full Extent.

The **Department** section of the Extent box also contains links for Set Full Extent, Clear Full Extent, and Zoom to Full Extent.

These links will function the same for the department as they do for the individual.

More:

Auto Refresh - *See page 517*

Clear All Entities from the Map - *See page 518*

Locate Panel - *See page 519*

Session Builder Panel - *See page 523*

Measure Distance Mode - *See page 525*

Measure Area Mode - *See page 527*

Track Zoom Mode - *See page 529*

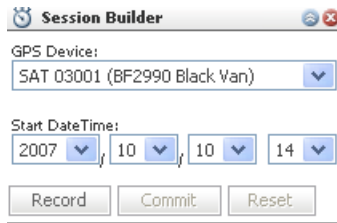
Pan Mode - *See page 531*

Launch Google Earth - *See page 532*

Export All Entities to Google Earth - *See page 534*

Reset Tool Panels - *See page 536*

Session Builder Panel



Session Builder

GPS Device:
SAT 03001 (BF2990 Black Van)

Start DateTime:
2007 10 10 14

Record Commit Reset

Session Builder



Session Builder button can be clicked to open the Session Builder box.

The **Session Builder** is used to create Employee sessions for testing purposes without actually having an Employee drive a session.

Tip: This feature is useful when an administrator wants to create test data to enter into the system or test a new alert to verify that it is working.




The **Session Builder** box contains the following drop-down boxes:

- Device
- Start Date Time

Device box features a drop-down from which a user can select a particular Device for the session.

Start Date Time field features drop-down boxes for the year, month, day and hour. From these drop-down boxes, users can select the date and time for the session and create sessions in the past or the future by selecting a particular date and time.

The **Session Builder** also features the following buttons:

-  Record
-  Commit
-  Reset




button can be clicked when a user wants to start recording the session.



button can be clicked when the user wants to save the session.



button can be clicked when the user wants to clear the session and start recording a new session.

Tip: After clicking the  button, a user can click each point on the map that he or she wants for the session.

More:

Auto Refresh - *See page 517*

Clear All Entities from the Map - *See page 518*

Locate Panel - *See page 519*

Extent Panel - *See page 521*

Measure Distance Mode - *See page 525*

Measure Area Mode - *See page 527*

Track Zoom Mode - *See page 529*

Pan Mode - *See page 531*

Launch Google Earth - *See page 532*

Export All Entities to Google Earth - *See page 534*

Reset Tool Panels - *See page 536*

Measure Distance Mode




Measure Distance Mode In Use



Measure Distance Mode button can be clicked to switch the map area into Measure Distance Mode. When this mode is active, left-clicking on the map will begin the process of drawing lines, the total distance of which will be measured and displayed as you draw.

With Measure Distance Mode enabled, each click of the mouse drops a new point on the map. Subsequent points will be connected automatically by lines, the total distance of which will be calculated and displayed in real time. Double-clicking will drop a final "end point" and stop further drawing. Afterwards, if you click on the map again while still in Measure Distance Mode, your previous points and lines will be erased and you will start drawing new points on the map.

To exit Measure Distance Mode entirely and erase the lines you have drawn, switch the map into a different mode. The default map mode is Pan Mode. You can switch to Pan Mode by clicking the  button on the **Tool Panels bar** - See page 515.

More:

Auto Refresh - See page 517

Clear All Entities from the Map - See page 518

Locate Panel - See page 519

Extent Panel - See page 521

Session Builder Panel - See page 523

Measure Area Mode - See page 527

Track Zoom Mode - See page 529

Pan Mode - See page 531

Launch Google Earth - See page 532


Export All Entities to Google Earth - See page 534

Reset Tool Panels - *See page 536*


Measure Area Mode



Measure Area Mode In Use

 **Measure Area Mode** button can be clicked to switch the map area into Measure Area Mode. When this mode is active, left-clicking on the map will begin the process of drawing a polygon, the total area of which will be measured and displayed as you draw.

With Measure Area Mode enabled, each click of the mouse drops a new point on the map. Subsequent points will be connected automatically by lines, forming a polygon. The area of the polygon will be calculated and displayed in real-time as you draw. Double-clicking will drop the polygon's final point, making the polygon a closed shape and stopping further drawing. Afterwards, if you click on the map again while still in Measure Area Mode, your previous polygon will be erased and you will start drawing a new polygon on the map.

To exit Measure Area Mode entirely and erase the polygon you have drawn, switch the map into a different mode. The default map mode is Pan Mode. You can switch to Pan Mode by clicking the  button on the **Tool Panels bar** - See *page 515*.

More:

Auto Refresh - See *page 517*

Clear All Entities from the Map - See *page 518*

Locate Panel - See *page 519*

Extent Panel - See *page 521*

Session Builder Panel - See *page 523*

Measure Distance Mode - See *page 525*

Track Zoom Mode - See *page 529*

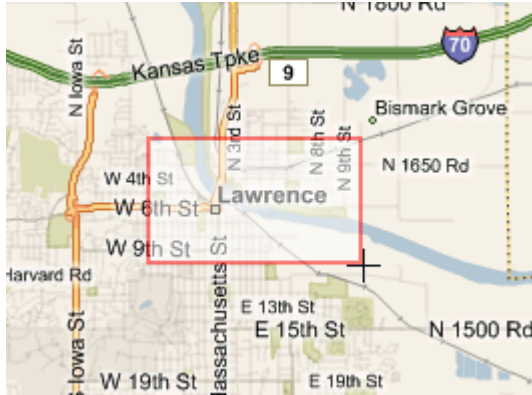
Pan Mode - See *page 531*

Launch Google Earth - See *page 532*


Export All Entities to Google Earth - *See page 534*

Reset Tool Panels - *See page 536*


Track Zoom Mode



Track Zoom Mode In Use

 **Track Zoom Mode** button can be clicked to switch the map area into Track Zoom Mode. When this mode is active, left-clicking and dragging on the map will draw a red rectangle. When you release the mouse button, the map will zoom into the area within that rectangle. This can be a more precise method of zooming than using the **Zoom and Pan Controls** - *See page 605.*

Additionally, you can track zoom even when the map is in Pan Mode. In Pan Mode, simply hold down the shift key on your keyboard, then click and drag to draw the track zoom rectangle.

To exit Track Zoom Mode entirely, switch the map into a different mode. The default map mode is Pan Mode. You can switch to Pan Mode by clicking the  button on the **Tool Panels bar** - See *page 515*.

More:

Auto Refresh - *See page 517*

Clear All Entities from the Map - See page 518

Locate Panel - *See page 519*

Extent Panel - *See page 521*

Session Builder Panel - *See page 523*

Measure Distance Mode - See page 525

Measure Area Mode - See page 527

Pan Mode - *See page 531*

Launch Google Earth - See page 532

Export All Entities to Google Earth - See page 534

Reset Tool Panels - *See page 536*

Pan Mode



Pan Mode button can be clicked to switch the map area into Pan Mode. When this mode is active, left-clicking and dragging on the map will cause it to pan in the direction you drag. This can be a more precise method of panning than using the **Zoom and Pan Controls** - *See page 605.*

Additionally, you can track zoom when the map is in Pan Mode. Simply hold down the shift key on your keyboard, then click and drag to draw the track zoom rectangle. If you always want to track zoom instead of panning when you click and drag, switch the map into **Track Zoom Mode** - *See page 529.*

Pan Mode is the map's default operating mode.

More:

Auto Refresh - *See page 517*

Clear All Entities from the Map - *See page 518*

Locate Panel - *See page 519*

Extent Panel - *See page 521*

Session Builder Panel - *See page 523*

Measure Distance Mode - *See page 525*

Measure Area Mode - *See page 527*

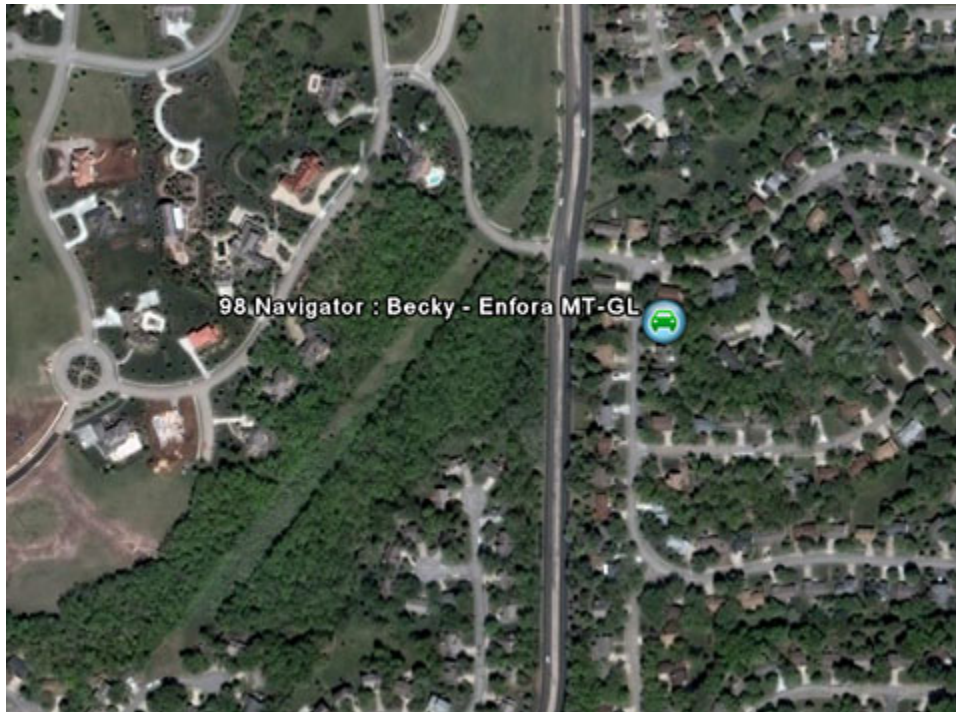
Track Zoom Mode - *See page 529*

Launch Google Earth - *See page 532*


Export All Entities to Google Earth - *See page 534*

Reset Tool Panels - *See page 536*

Launch Google Earth



Tracking Assets in Google Earth

 **Launch Google Earth** button can be clicked to launch Google Earth if the user has a Google Earth account and Google Earth is installed on the user's computer. This will allow the user to track Employees using Google Earth.

More:

Auto Refresh - *See page 517*

Clear All Entities from the Map - *See page 518*

Locate Panel - *See page 519*

Extent Panel - *See page 521*

Session Builder Panel - *See page 523*

Measure Distance Mode - *See page 525*

Measure Area Mode - *See page 527*

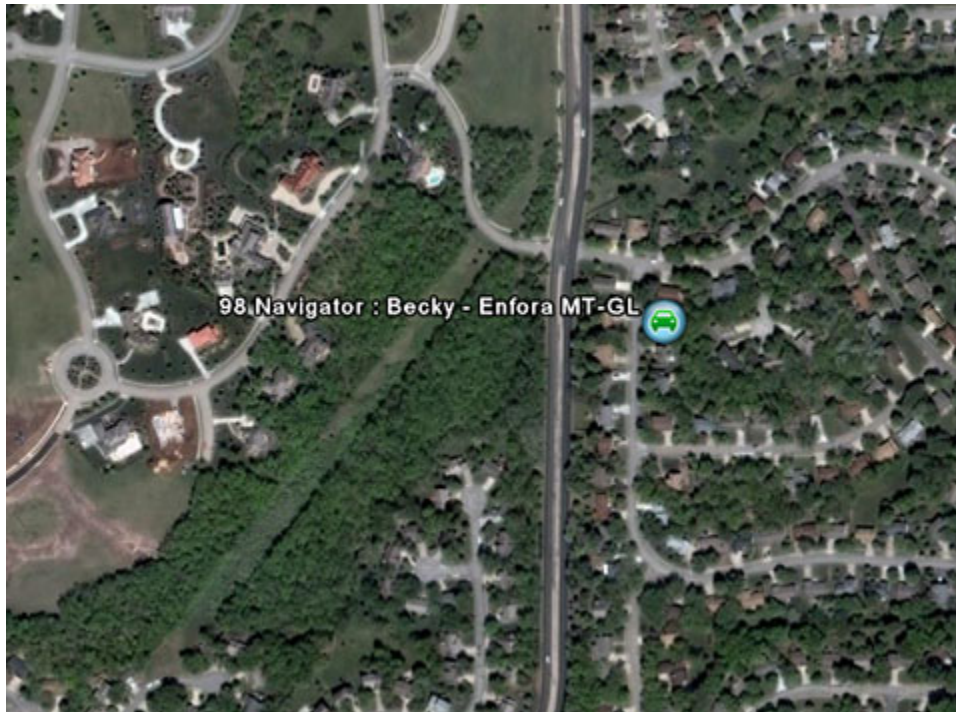
Track Zoom Mode - *See page 529*

Pan Mode - *See page 531* **Launch Google Earth** - *See page 532*

Export All Entities to Google Earth - *See page 534*

Reset Tool Panels - *See page 536*

Export All Entities to Google Earth



Tracking Assets in Google Earth



Export All Entities to Google Earth button can be clicked to export all of the currently displayed entities to Google Earth if the user has a Google Earth account and Google Earth is installed on the user's computer. This will allow the user to visualize the same assets in Google Earth that they are currently visualizing with Map Suite GPS Tracking Server.

More:

Auto Refresh - *See page 517*

Clear All Entities from the Map - *See page 518*

Locate Panel - *See page 519*

Extent Panel - *See page 521*

Session Builder Panel - *See page 523*

Measure Distance Mode - *See page 525*

Measure Area Mode - *See page 527*


Track Zoom Mode - *See page 529*

Pan Mode - *See page 531* **Launch Google Earth** - *See page 532*

Launch Google Earth - *See page 532*

Reset Tool Panels - *See page 536*

Reset Tool Panels

 Reset Tool Panels button can be clicked to refresh the Tool Panels, reset them to their original positions on the screen, and close any boxes opened from the Tool Panels.

More:

Auto Refresh - *See page 517*

Clear All Entities from the Map - *See page 518*

Locate Panel - *See page 519*

Extent Panel - *See page 521*

Session Builder Panel - *See page 523*

Measure Distance Mode - *See page 525*

Measure Area Mode - *See page 527*

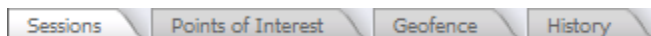
Track Zoom Mode - *See page 529*

Pan Mode - *See page 531*

Launch Google Earth - *See page 532* **Reset Tool Panels** - *See page 536*

Export All Entities to Google Earth - *See page 534*

Entity tabs



Entity tabs

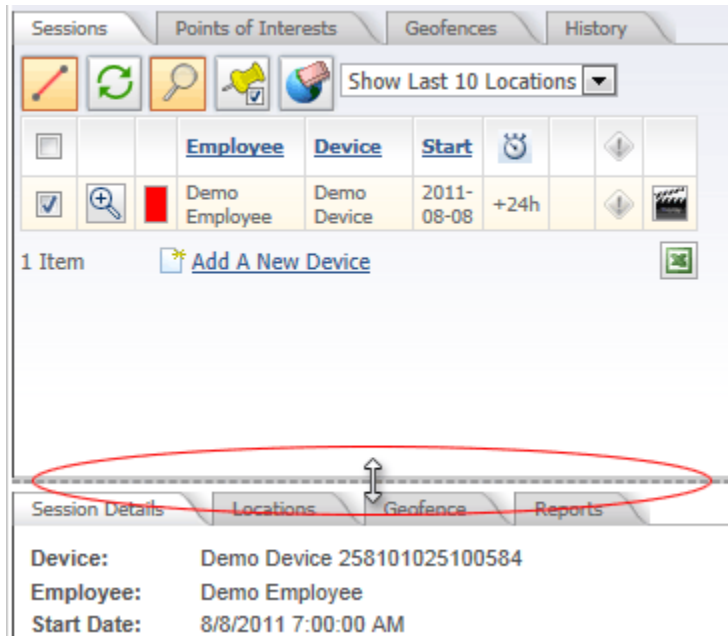
The **Entity tabs**, located on the left side panel of the Tracking screen, can be selected to display controls for the following:

- Sessions
- Points of Interest
- Geofence

- History

Using these controls, Employee sessions, Points of Interest, and Geofences can be displayed on the map. In addition, Points of Interest and past Employee sessions can be searched for and displayed on the map.

The size of the entity tabs area can be increased or decreased by clicking and dragging on the dotted line beneath them.



Drag to resize the entity tabs area

More:

Sessions Grid - See page 547

Points of Interest Grid - See page 566

Geofence Grid - See page 576

History - See page 583

Entity tabs



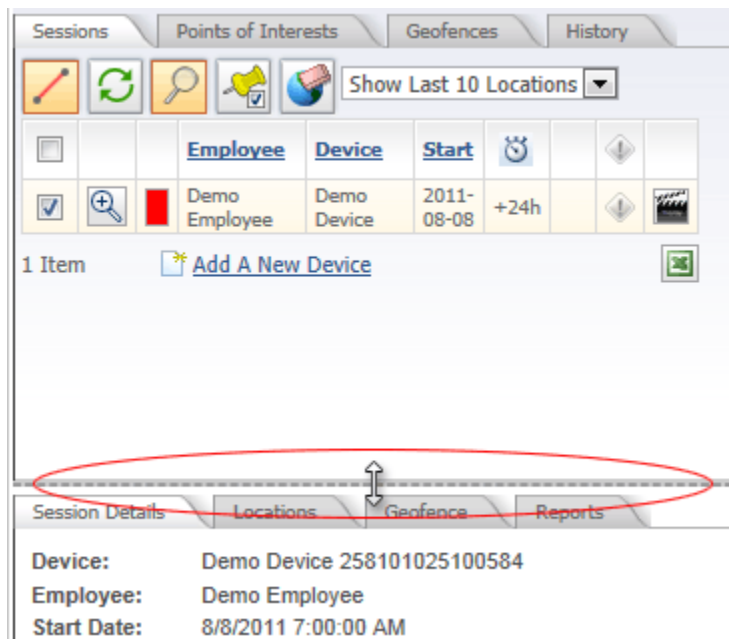
Entity tabs

The **Entity tabs**, located on the left side panel of the Tracking screen, can be selected to display controls for the following:

- Sessions
- Points of Interest
- Geofence
- History

Using these controls, Employee sessions, Points of Interest, and Geofences can be displayed on the map. In addition, Points of Interest and past Employee sessions can be searched for and displayed on the map.

The size of the entity tabs area can be increased or decreased by clicking and dragging on the dotted line beneath them.



Drag to resize the entity tabs area

More:

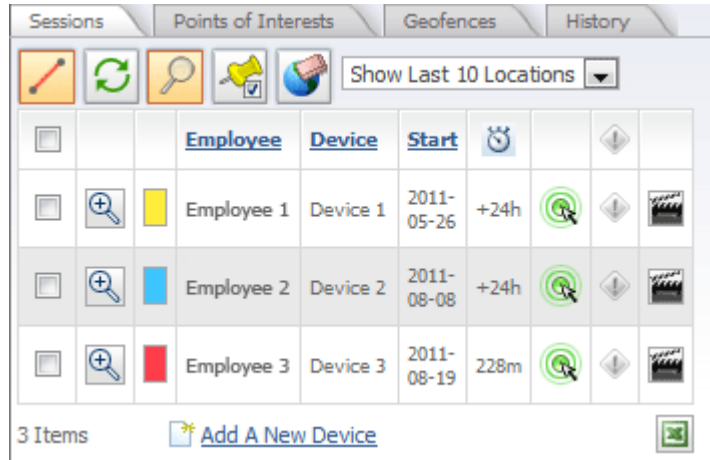
Sessions Grid - See page 547

Points of Interest Grid - *See page 566*

Geofence Grid - *See page 576*

History - *See page 583*

Sessions



Sessions grid

When a user enters the Tracking screen for a department, the **Sessions** tab will be highlighted by default and a **Sessions** grid will be displayed below.

The **Sessions** grid lists all of the Employee sessions in the department. If an Employee has been tracked during multiple sessions, only his or her most recent session will be listed here. (If you want to work with older sessions, please see the **History** - *See page 583 topic.*)

Note: In the system, a session is defined as a particular Employee and Device combination that has been active in the field.

The Sessions grid also provides access to the Alert Viewer and the Send Device Command dialogs as follows:

- Click to open the **Send Device Command** - *See page 556 dialog.*
- Click to open the **Alert Viewer** - *See page 560.*

More:

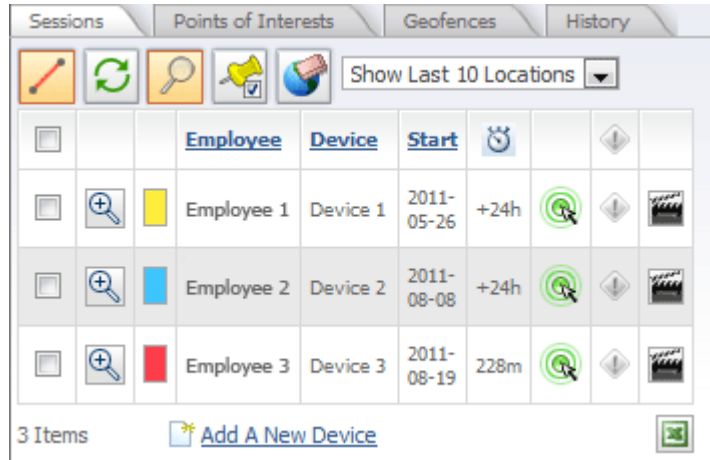
Sessions Grid - *See page 547*

Session Details - *See page 597*

Send Device Command - *See page 556*

Alert Viewer - *See page 560*

Sessions



Sessions grid

When a user enters the Tracking screen for a department, the **Sessions** tab will be highlighted by default and a **Sessions** grid will be displayed below.

The **Sessions** grid lists all of the Employee sessions in the department. If an Employee has been tracked during multiple sessions, only his or her most recent session will be listed here. (If you want to work with older sessions, please see the **History** - *See page 583 topic.*)

Note: In the system, a session is defined as a particular Employee and Device combination that has been active in the field.

The Sessions grid also provides access to the Alert Viewer and the Send Device Command dialogs as follows:

- Click to open the **Send Device Command** - *See page 556 dialog.*
- Click to open the **Alert Viewer** - *See page 560.*

More:

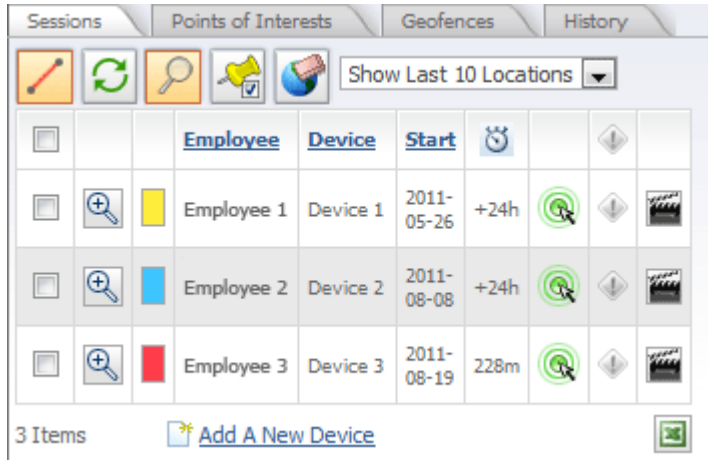
Sessions Grid - *See page 547*

Session Details - *See page 597*

Send Device Command - *See page 556*

Alert Viewer - *See page 560*

Sessions Grid



Sessions grid

The **Sessions** grid displays a list of all of the Employees whose locations have previously been tracked, shown alphabetically by Employee name. The Sessions grid contains the following columns:

- Employee
- Device
- Start
- Minutes Since Last Valid Location
- Supports Two Way Messaging (Device Commands)
- Alert Code
- Replay

Tip: You can click on the headers for most of these columns to re-sort the list according to that column. For example, clicking on the "Start" column header would sort the list of sessions in order according to each session's start time.

Employee column lists the names of all the Employees who have been tracked. The button, located next to each Employee, can be clicked to load the Employee's most recent session onto the map. The check box next to an Employee's name can be selected to work with the Employee and apply any of the buttons on the Sessions toolbar.

Device column lists the name of the GPS tracking device assigned to each Employee.


Start column lists the start date for the Employee's most recent session.









Minutes Since Last Valid Location column lists the number of minutes since a valid location point for the session was received.



Supports Two Way Messaging column indicates whether the Device used by this Employee supports two-way messaging -- otherwise known as device commands.


- No icon indicates that the Device does not support device commands.
-  icon indicates that the Device supports device commands. Click on this icon to launch the **Send Device Command** - See page 556 dialog.

 **Alert Code** column will list alert icons for any alerts that occurred during the session. Each  alert icon represents a particular alert that an Employee raised during his or her session, and each  alert icon can be clicked to open the **Alert Viewer** - See page 560, which will list all of the alerts that the Employee generated during the session.

Tip: Each  alert icon will be color-coded according to its alert level. If there are no alerts for the session, the  alert icon will be gray. However, if an alert was raised for the session, the alert icon will be displayed in the color of the alert level. By looking at the Alert Code column, you can easily see if an Employee raised an alert during the session by seeing if the  alert icon (level-5 is shown here) is one of the five alert-level colors.



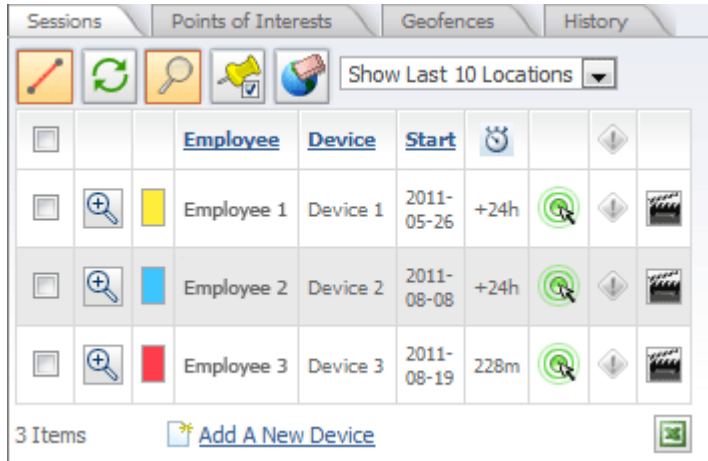
Replay column provides a button that can be used to start an animated replay of the Employee session. When clicked, the map will enter "Replay Mode," wherein each recorded point along the Employee's path for this session will be shown in sequence. Using the Replay feature allows you to easily visualize the route taken by an Employee during the selected session.

Below the Sessions grid, the number of items displayed in the grid will be shown, as well as an  **Export to Excel** button. Clicking this button will generate an Excel spreadsheet containing all of the items in the Sessions grid. A pop-up window will appear, from which you can download the Excel file to your computer.

More:

Sessions Toolbar - See page 550

Sessions Grid



Sessions grid

The **Sessions** grid displays a list of all of the Employees whose locations have previously been tracked, shown alphabetically by Employee name. The Sessions grid contains the following columns:

- Employee
- Device
- Start
- Minutes Since Last Valid Location
- Supports Two Way Messaging (Device Commands)
- Alert Code
- Replay

Tip: You can click on the headers for most of these columns to re-sort the list according to that column. For example, clicking on the "Start" column header would sort the list of sessions in order according to each session's start time.

Employee column lists the names of all the Employees who have been tracked. The button, located next to each Employee, can be clicked to load the Employee's most recent session onto the map. The check box next to an Employee's name can be selected to work with the Employee and apply any of the buttons on the Sessions toolbar.

Device column lists the name of the GPS tracking device assigned to each Employee.


Start column lists the start date for the Employee's most recent session.









Minutes Since Last Valid Location column lists the number of minutes since a valid location point for the session was received.



Supports Two Way Messaging column indicates whether the Device used by this Employee supports two-way messaging -- otherwise known as device commands.


- No icon indicates that the Device does not support device commands.
-  icon indicates that the Device supports device commands. Click on this icon to launch the **Send Device Command** - *See page 556 dialog.*

 **Alert Code** column will list alert icons for any alerts that occurred during the session. Each  alert icon represents a particular alert that an Employee raised during his or her session, and each  alert icon can be clicked to open the **Alert Viewer** - *See page 560, which will list all of the alerts that the Employee generated during the session.*

Tip: Each  alert icon will be color-coded according to its alert level. If there are no alerts for the session, the  alert icon will be gray. However, if an alert was raised for the session, the alert icon will be displayed in the color of the alert level. By looking at the Alert Code column, you can easily see if an Employee raised an alert during the session by seeing if the  alert icon (level-5 is shown here) is one of the five alert-level colors.



Replay column provides a button that can be used to start an animated replay of the Employee session. When clicked, the map will enter "Replay Mode," wherein each recorded point along the Employee's path for this session will be shown in sequence. Using the Replay feature allows you to easily visualize the route taken by an Employee during the selected session.

Below the Sessions grid, the number of items displayed in the grid will be shown, as well as an  **Export to Excel** button. Clicking this button will generate an Excel spreadsheet containing all of the items in the Sessions grid. A pop-up window will appear, from which you can download the Excel file to your computer.


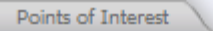
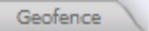
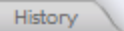
More:

Sessions Toolbar - *See page 550*







Sessions Toolbar



Sessions toolbar

When the **Sessions** tab     is selected from the entities tabs, the Sessions tab toolbar will load below the entity tabs.

The **Sessions** tab toolbar features the following buttons and drop-down menu:

-  Show Connecting Lines
-  Refresh Data
-  Auto Zoom
-  Export to Google Earth
-  Clear Entities
-  Number of Locations to Show



Show Connecting Lines can be clicked to display connecting lines between the Employee session points, rather than just the points alone.



Refresh Data can be clicked to refresh data from the server.



Auto Zoom can be clicked to automatically zoom the map into all item(s) that are selected from the Sessions grid. For example, when Auto Zoom is engaged, the map will zoom in or out in a manner sufficient to display all of the selected items on your screen at once.



Export to Google Earth can be clicked to export the currently selected sessions to Google Earth. (A "selected session" is one whose checkbox in the Sessions grid has been

checked.) When clicked, Google Earth will open and display the selected sessions automatically.

Note: You must separately download and install Google Earth on your computer before using the Export to Google Earth feature.



Clear Entities can be clicked to clear any currently displayed Employee sessions from the map and start fresh.



Number of Locations menu allows you to select how many locations to track on the map. The following options are available:

- **Show Entire Session** (all tracked locations from this session will be shown)
- **Show Last x Locations** (where x is the value entered in the "Last Location Positions" field on the User Settings Editor's Map Settings screen)

More:

Sessions Grid - *See page 547*

Session Details

Session Details	Locations	Geofence	Reports
Device:	Device 1 00a21648b4c3780		
Employee:	Employee 1		
Start Date:	3/4/2011 2:36:21 PM		
Last Activity:	3/4/2011 4:31:14 PM		
Duration:	1 hrs 54 min		
Max Speed:	89 MPH		
Last Location:	21988 I 635 ,MESQUITE TX 75149 United States		
Est. Distance:	425.61 Mi		

Session Details

The **Session Details** area is located at the bottom of the left side panel on the Tracking screen and provides detailed information about the selected Employee session.

The **Session Details** area features the following session information:

- Device
- Employee
- Start Date
- Last Activity
- Duration
- Max Speed
- Last Location
- Est. Distance

Device shows the name of the Device for the session.

Employee shows the name of the Employee who was assigned to the device during the session.

Start Date column lists the start date for the session that is being viewed.

Last Activity shows the time that has elapsed since a location point for the Employee has been received by the system.

Duration shows the total duration of the session.

Max Speed shows the maximum speed that the Employee reached during the session.

Last Location shows the address of the last location of the Employee.

Est. Distance shows the total estimated distance that the Employee traveled during the session.

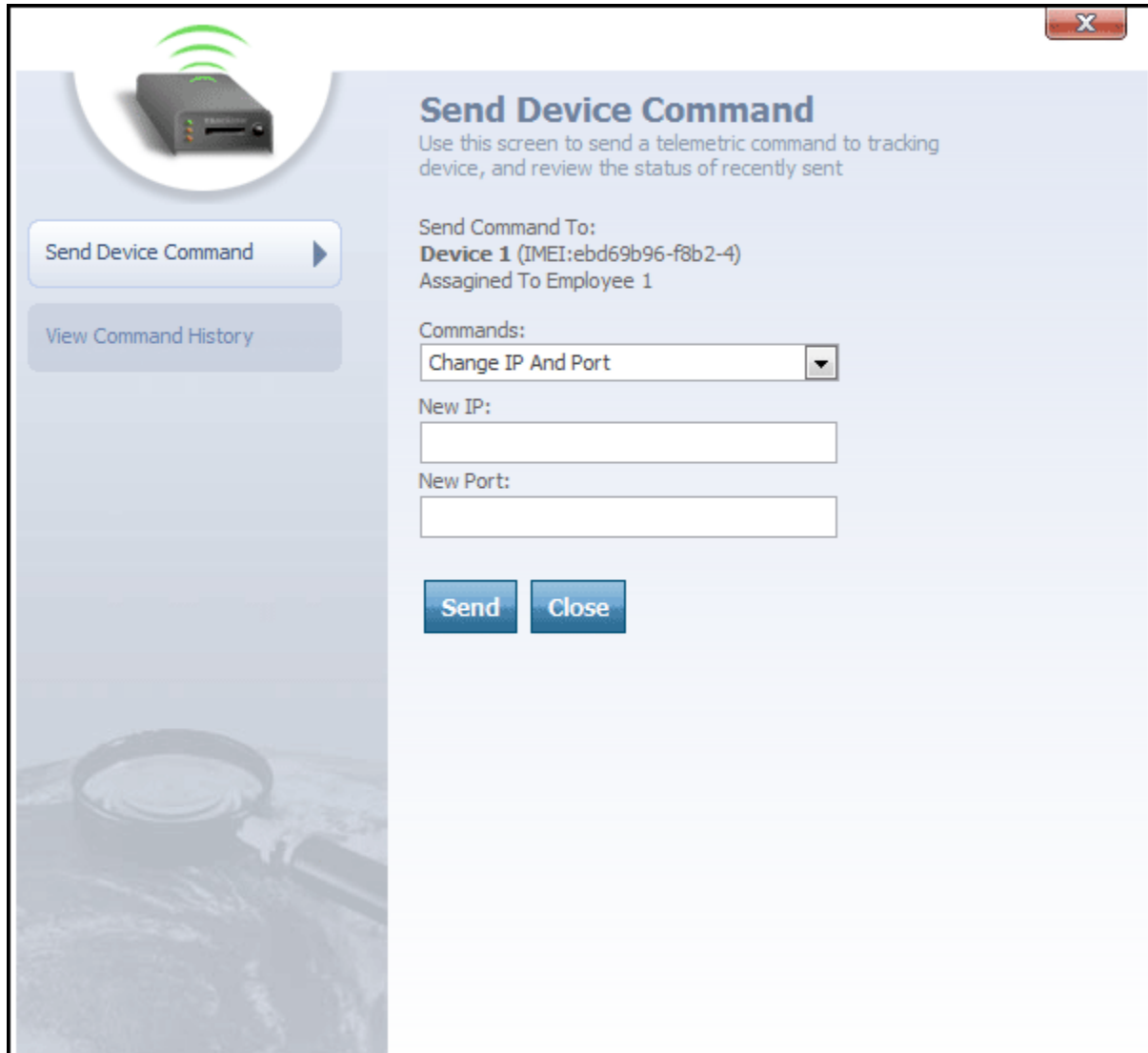
More:

Locations - *See page 599*

Geofence - *See page 601*

Reports - *See page 602*

Send Device Command

The image shows a software dialog box titled "Send Device Command". In the top-left corner, there is a circular icon containing a black tracking device with green signal waves emanating from it. The dialog has a light blue background. On the left side, there are two buttons: "Send Device Command" with a right-pointing arrow, and "View Command History". The main area on the right contains the following text: "Send Command To:" followed by "Device 1 (IMEI:ebd69b96-f8b2-4)" and "Assigned To Employee 1". Below this is a "Commands:" label and a drop-down menu currently showing "Change IP And Port". Under the drop-down are two input fields labeled "New IP:" and "New Port:". At the bottom of the dialog are two buttons: "Send" and "Close". A faint background image of a magnifying glass over a globe is visible on the left side of the dialog.

Send Device Command

Use this screen to send a telemetric command to tracking device, and review the status of recently sent

Send Command To:
Device 1 (IMEI:ebd69b96-f8b2-4)
Assigned To Employee 1

Commands:
Change IP And Port

New IP:

New Port:

Send **Close**


Send Device Command dialog

From the Send Device Command dialog, you can send a command directly to the tracking device. Here's how:

1. Select the command you want to send from the **Commands** drop-down box.
2. Depending upon the command you selected, one or more optional parameters may appear beneath the Commands drop-down box. Fill out these parameters to provide further information about the command you are sending. For example, if you are issuing a command to change the IP and port that the device is using to communicate

with Map Suite GPS Tracking Server, you will need to enter the new IP address and new port number that you want the device to use.

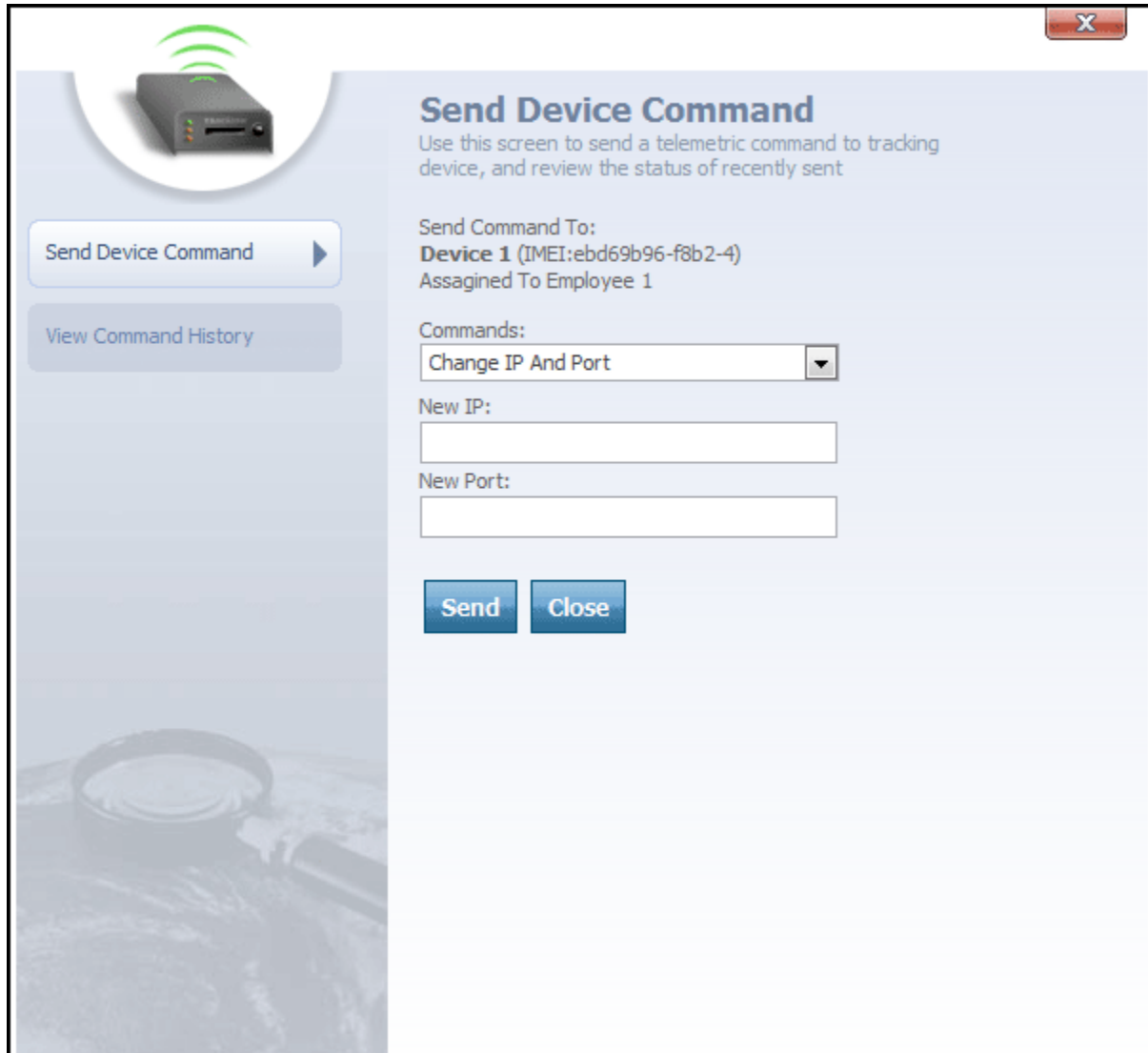
3. Click the **Send** button to submit the command to the device.

At any time, the  button can be clicked to close the Send Device Command dialog.

More:

View Command History - *See page 558*

Send Device Command

The image shows a software dialog box titled "Send Device Command". In the top-left corner, there is a circular icon containing a black tracking device with green signal waves emanating from it. The main title "Send Device Command" is in a bold, dark blue font. Below the title, a subtitle reads: "Use this screen to send a telemetric command to tracking device, and review the status of recently sent". On the left side of the dialog, there are two buttons: "Send Device Command" with a right-pointing arrow, and "View Command History". The main content area on the right contains the following elements: "Send Command To:" followed by "Device 1 (IMEI:ebd69b96-f8b2-4)" and "Assagined To Employee 1" (note the typo). Below this is a "Commands:" label and a drop-down menu currently showing "Change IP And Port". Under the drop-down are two text input fields labeled "New IP:" and "New Port:". At the bottom of the main area are two blue buttons labeled "Send" and "Close". The background of the dialog features a faint image of a magnifying glass over a globe.


Send Device Command dialog

From the Send Device Command dialog, you can send a command directly to the tracking device. Here's how:

1. Select the command you want to send from the **Commands** drop-down box.
2. Depending upon the command you selected, one or more optional parameters may appear beneath the Commands drop-down box. Fill out these parameters to provide further information about the command you are sending. For example, if you are issuing a command to change the IP and port that the device is using to communicate

with Map Suite GPS Tracking Server, you will need to enter the new IP address and new port number that you want the device to use.

3. Click the **Send** button to submit the command to the device.

At any time, the  button can be clicked to close the Send Device Command dialog.

More:

View Command History - *See page 558*

View Command History

Send Device Command

Use this screen to send a telemetric command to tracking device, and review the status of recently sent

Viewing History For:
Device 1 (IMEI:ebd69b96-f8b2-4)

[* Refresh Command List](#)

	<u>From</u>	<u>Command</u>	<u>Sent</u>	<u>Status</u>
✗	test@company.com	Send Message to Device Display	3/22/2011 3:37:19 PM	Delivered
✗	test@company.com	Microphone Off	3/18/2011 7:19:08 PM	TimeOut
✗	test@company.com	Send Message to Device Display	3/16/2011 8:00:00 PM	Delivered
✗	test@company.com	Enable Vehicle	3/16/2011 7:59:50 PM	TimeOut
✗	test@company.com	Microphone On	3/16/2011 7:59:42 PM	Sent
✗	test@company.com	Locate Device	3/16/2011 7:59:38 PM	TimeOut
✗	test@company.com	Locate Device	3/16/2011 7:53:40 PM	TimeOut
✗	test@company.com	Send Message to Device Display	3/9/2011 5:25:34 PM	TimeOut
✗	test@company.com	Send Message to Device Display	3/9/2011 5:25:30 PM	Delivered
✗	test@company.com	Change Posting Interval	3/9/2011 5:15:49 PM	Error
✗	test@company.com	Change Posting Interval	3/9/2011 5:12:20 PM	TimeOut
✗	test@company.com	Change Posting Interval	3/9/2011 5:10:05 PM	TimeOut
✗	test@company.com	Change Posting Interval	3/9/2011 5:10:05 PM	TimeOut

19 Items

View Command History dialog

This dialog contains a list of previous commands that were sent to this device. The list contains the following columns:

- From
- Command
- Sent
- Status

From column contains the login username of the Map Suite GPS Tracking Server web portal user who sent the command.

Command column contains the name of the command that was sent to the device. Clicking on a hyperlinked command name will display further information about the parameters, if any, that were attached to that command.


Sent column lists the date and time on which the command was sent.

Status column lists the last known status of the command. Possible values for a command's status include:

- Sent
- Delivered
- Error
- TimeOut (indicating that the number of seconds specified in the command's Time Out setting elapsed with no response from the tracking device)



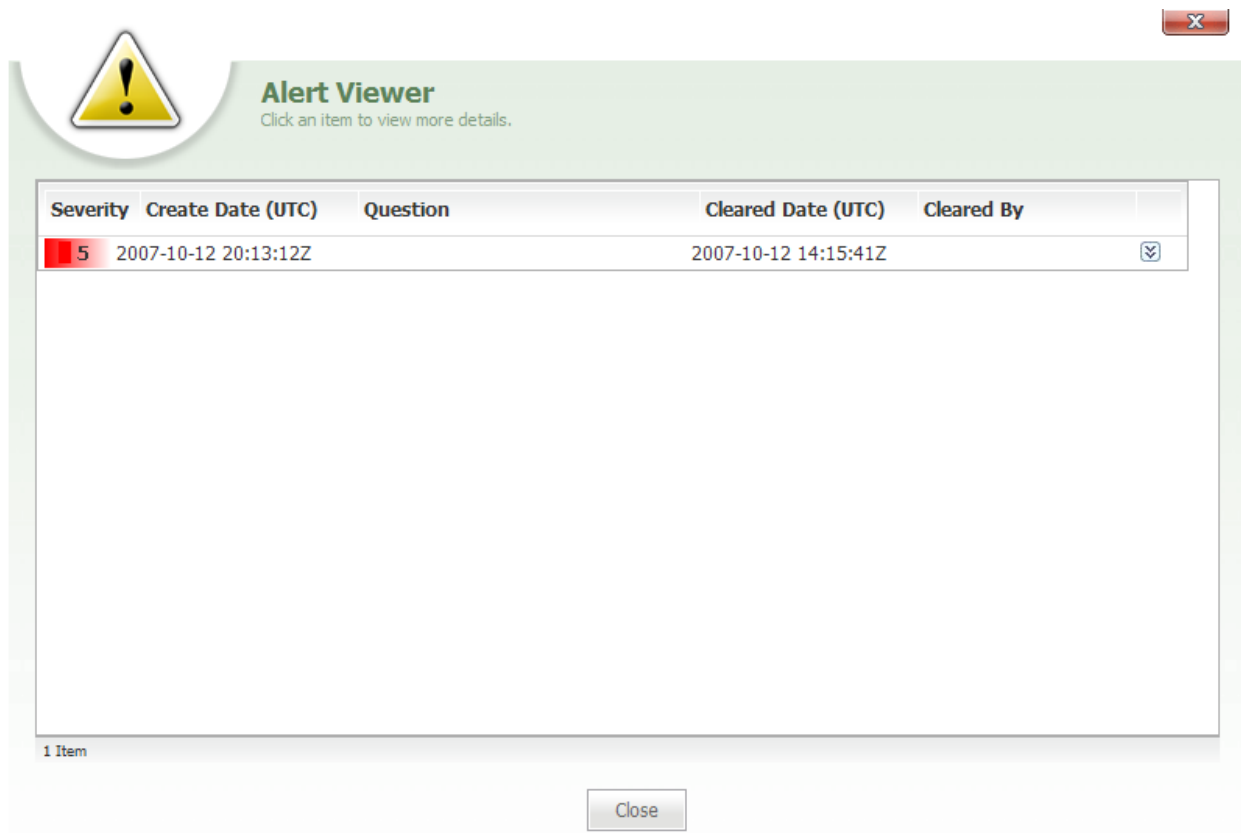
icon to the far left of each device command can be clicked to delete that command from the history list.

At any time, the  button can be clicked to close the View Command History dialog.

More:

Send Device Command - *See page 556*

Alert Viewer



Alert Viewer

The **Alert Viewer** is accessed from the **Sessions** - See page 542 by clicking the  button.

The **Alert Viewer** features a grid with the following columns:

- Severity
- Create Date
- Question
- Cleared Date
- Cleared By


Severity column displays the severity level of the alert, which will be a level from 1 to 5, with level-5 being the most severe.


Create Date column shows the date that the alert was created in the system.

Question column displays the question that the user was required to answer when responding to the alert.

Cleared Date column shows the date that the alert was cleared by the user.

Cleared By column shows the name of the user who cleared the alert.

The  button, located to the far right, can be clicked to open the alert and view the question and user response to the alert.

 button can be clicked to close the Alert Viewer.

More:

Sessions - *See page 542*

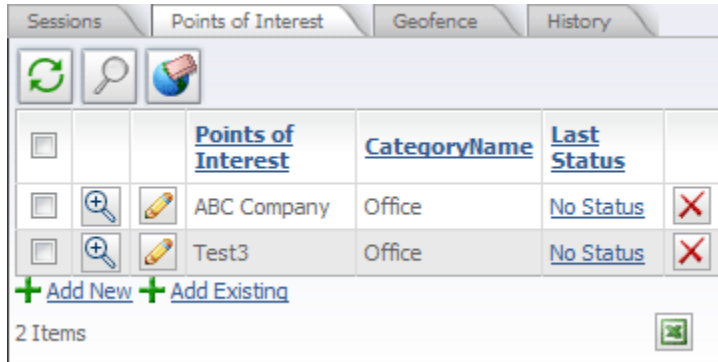
Session Details - *See page 552*

Message Viewer

Sessions Grid - *See page 547*

Employee Session Editor

Points of Interest Grid



Points of Interest	CategoryName	Last Status
ABC Company	Office	No Status
Test3	Office	No Status


+ Add New + Add Existing

2 Items

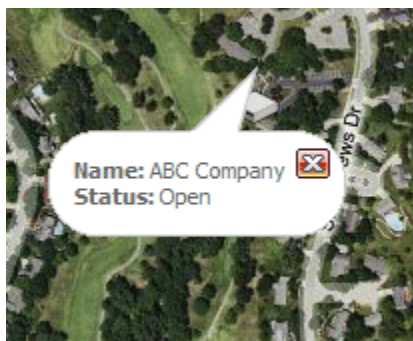
Points of Interest grid

The **Points of Interest** grid features the following columns:

- Points of Interest
- Category Name
- Last Status

Points of Interest column lists the name for each Points of Interest that was produced by the search. Next to each Points of Interest is a  icon that can be clicked to view the Points of Interest on the map.


Tip: If you click on a Point of Interest's icon on the map, an information balloon will appear, listing the name and status of that Point of Interest.




Point of Interest information balloon

Category Name column lists the category for each Points of Interest. Last Status column lists the last status for each Points of Interest, such as Scheduled, Unscheduled, Canceled, or Delivered.

Last Status column lists the last status for each Points of Interest, such as Scheduled, Unscheduled, Canceled, or Delivered. The link under the Last Status column can be clicked to open the Status Editor and change the status of the selected Points of Interest.

 [Add New](#) link, located below the Points of Interest grid, can be clicked to open the Points of Interest Editor and create a new Points of Interest for the department.

 [Add Existing](#) link, located below the Points of Interest grid, can be clicked to open the Points of Interest List from which an existing Points of Interest from another department can be selected and added to your department.

Tip: Points of Interest represent important places or locations on the map, such as a company's headquarters or client stores.

More:

Points of Interest toolbar - *See page 568*

Status Editor - *See page 570*

Points of Interest Grid



Points of Interest	CategoryName	Last Status
ABC Company	Office	No Status
Test3	Office	No Status


+ Add New + Add Existing

2 Items

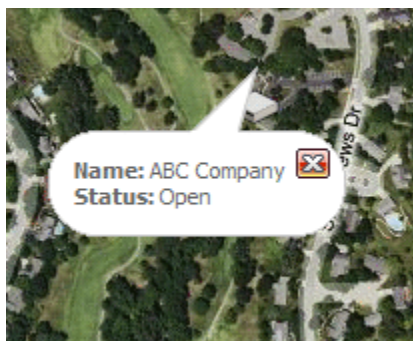
Points of Interest grid

The **Points of Interest** grid features the following columns:

- Points of Interest
- Category Name
- Last Status

Points of Interest column lists the name for each Points of Interest that was produced by the search. Next to each Points of Interest is a  icon that can be clicked to view the Points of Interest on the map.


Tip: If you click on a Point of Interest's icon on the map, an information balloon will appear, listing the name and status of that Point of Interest.




Point of Interest information balloon

Category Name column lists the category for each Points of Interest. Last Status column lists the last status for each Points of Interest, such as Scheduled, Unscheduled, Canceled, or Delivered.

Last Status column lists the last status for each Points of Interest, such as Scheduled, Unscheduled, Canceled, or Delivered. The link under the Last Status column can be clicked to open the Status Editor and change the status of the selected Points of Interest.

 [Add New](#) link, located below the Points of Interest grid, can be clicked to open the Points of Interest Editor and create a new Points of Interest for the department.

 [Add Existing](#) link, located below the Points of Interest grid, can be clicked to open the Points of Interest List from which an existing Points of Interest from another department can be selected and added to your department.

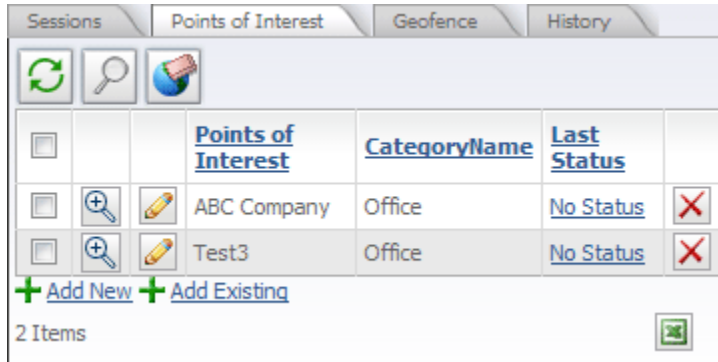
Tip: Points of Interest represent important places or locations on the map, such as a company's headquarters or client stores.

More:

Points of Interest toolbar - *See page 568*

Status Editor - *See page 570*

Points of Interest Grid



			<u>Points of Interest</u>	<u>CategoryName</u>	<u>Last Status</u>	
<input type="checkbox"/>			ABC Company	Office	No Status	
<input type="checkbox"/>			Test3	Office	No Status	


+ Add New + Add Existing

2 Items

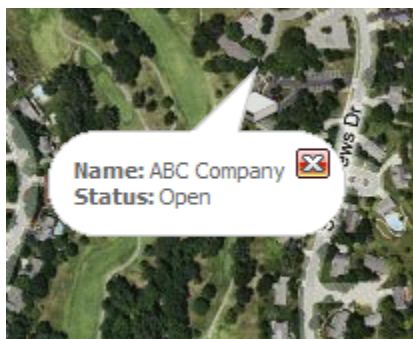
Points of Interest grid

The **Points of Interest** grid features the following columns:

- Points of Interest
- Category Name
- Last Status

Points of Interest column lists the name for each Points of Interest that was produced by the search. Next to each Points of Interest is a  icon that can be clicked to view the Points of Interest on the map.


Tip: If you click on a Point of Interest's icon on the map, an information balloon will appear, listing the name and status of that Point of Interest.




Point of Interest information balloon

Category Name column lists the category for each Points of Interest. Last Status column lists the last status for each Points of Interest, such as Scheduled, Unscheduled, Canceled, or Delivered.

Last Status column lists the last status for each Points of Interest, such as Scheduled, Unscheduled, Canceled, or Delivered. The link under the Last Status column can be clicked to open the Status Editor and change the status of the selected Points of Interest.

 [Add New](#) link, located below the Points of Interest grid, can be clicked to open the Points of Interest Editor and create a new Points of Interest for the department.

 [Add Existing](#) link, located below the Points of Interest grid, can be clicked to open the Points of Interest List from which an existing Points of Interest from another department can be selected and added to your department.

Tip: Points of Interest represent important places or locations on the map, such as a company's headquarters or client stores.

More:

Points of Interest toolbar - *See page 568*

Status Editor - *See page 570*

Points of Interest toolbar






Points of Interest toolbar

The **Points of Interest** toolbar will load when the **Points of Interest** tab is selected from the entity tabs toolbar.

Tip: Points of Interest represent important places or locations on the map, such as a company's headquarters or client stores.

The **Points of Interest** tab toolbar features the following buttons:

-  Refresh Data
-  Auto Zoom
-  Clear Entities



Refresh Data can be clicked to refresh data from the server.



Auto Zoom can be clicked to automatically zoom the map into all item(s) that are selected from the Points of Interest grid. For example, when Auto Zoom is engaged, the map will zoom in or out in a manner sufficient to display all of the selected items on your screen at once.



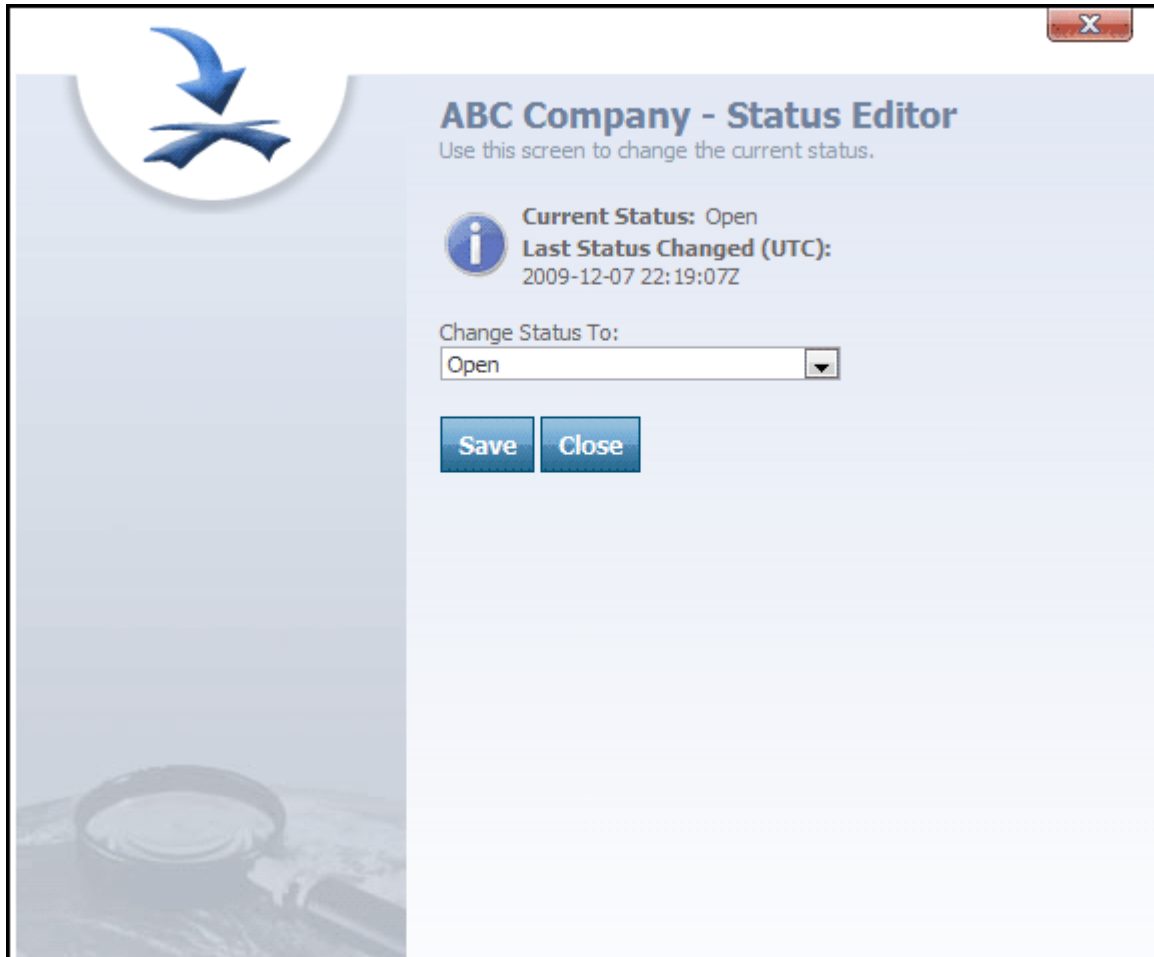
Clear Entities can be clicked to clear any currently displayed Points of Interest from the map and start fresh.

More:

Points of Interest Grid - *See page 566*

Status Editor - *See page 570*

Status Editor



Status Editor

The **Status Editor** dialog is accessed by clicking the status link under the Last Status column of the Points of Interest grid.

The **Status Editor** is used to change or update the status of a Point of Interest in a department.

Note: When the status of a Point of Interest is updated or changed, the Point of Interest's icon will change on the map. However, this only applies to Points of Interest that have symbols or icons associated with their statuses. For example, if a Point of Interest was

changed from Scheduled to Canceled, the Points of Interest icon would change to a symbol that represented canceled.


The **Status Editor** dialog contains the following boxes:

- Current Status
- Last Status Changed (UTC)
- Change Status To

Current Status box displays the current status for the Points of Interest.

Last Status Changed (UTC) box displays the date and time of the last status change for the particular Points of Interest.

Change Status To box features a drop-down from which a new status can be selected.

 button can be clicked to save changes made to the Status Editor.

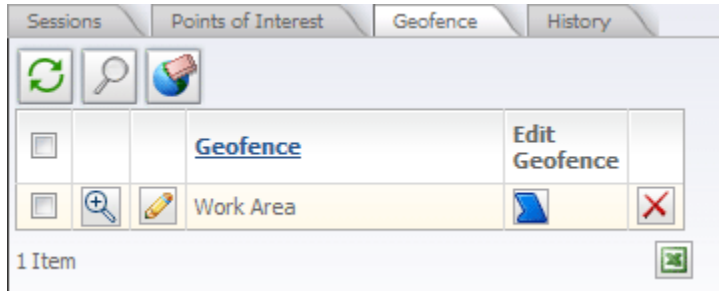
 button can be clicked to close the Status Editor.

More:

Points of Interest toolbar - *See page 568*

Points of Interest Grid - *See page 566*

Geofence Grid




Geofence grid

The **Geofence** grid is loaded into the left-side of the Tracking screen when the **Geofence** tab     is selected from the Entity tabs toolbar.


The **Geofence** grid lists all of the Geofences for the department and contains the following columns:

- 
- 
- Geofence
- Edit Geofence
- 

 icon can be clicked to zoom into each area on the map.

 icon can be clicked to edit the name, description, status and External ID of the Geofence..

Geofence column lists the name of each Geofence for the department.

 icon can be clicked to display and edit the polygon shape that defines the area on the map.

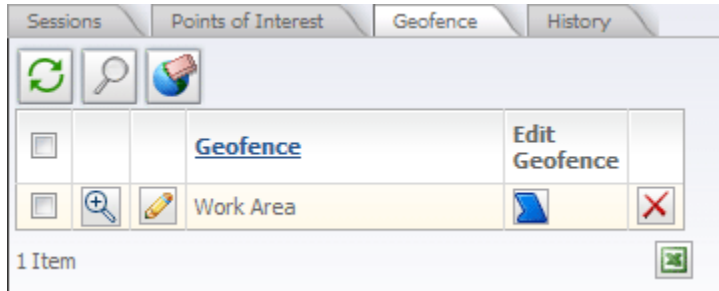
 icon can be clicked to delete the Geofence from the department.

More:

Geofence Editor - *See page 578*

Geofence Details - *See page 579*

Geofence Grid




Geofence grid

The **Geofence** grid is loaded into the left-side of the Tracking screen when the **Geofence** tab     is selected from the Entity tabs toolbar.


The **Geofence** grid lists all of the Geofences for the department and contains the following columns:

- 
- 
- Geofence
- Edit Geofence
- 

 icon can be clicked to zoom into each area on the map.

 icon can be clicked to edit the name, description, status and External ID of the Geofence..

Geofence column lists the name of each Geofence for the department.

 icon can be clicked to display and edit the polygon shape that defines the area on the map.

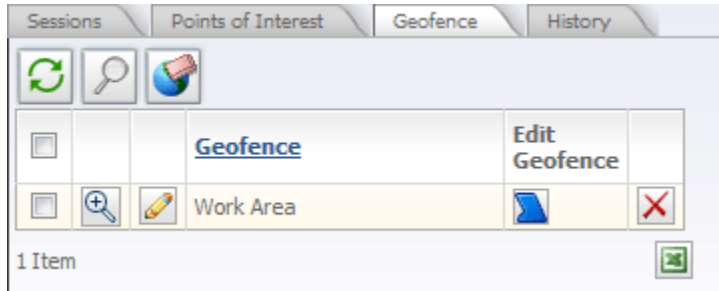
 icon can be clicked to delete the Geofence from the department.

More:

Geofence Editor - *See page 578*

Geofence Details - *See page 579*

Geofence Grid




Geofence grid

The **Geofence** grid is loaded into the left-side of the Tracking screen when the **Geofence** tab     is selected from the Entity tabs toolbar.


The **Geofence** grid lists all of the Geofences for the department and contains the following columns:

- 
- 
- Geofence
- Edit Geofence
- 

 icon can be clicked to zoom into each area on the map.

 icon can be clicked to edit the name, description, status and External ID of the Geofence..

Geofence column lists the name of each Geofence for the department.

 icon can be clicked to display and edit the polygon shape that defines the area on the map.

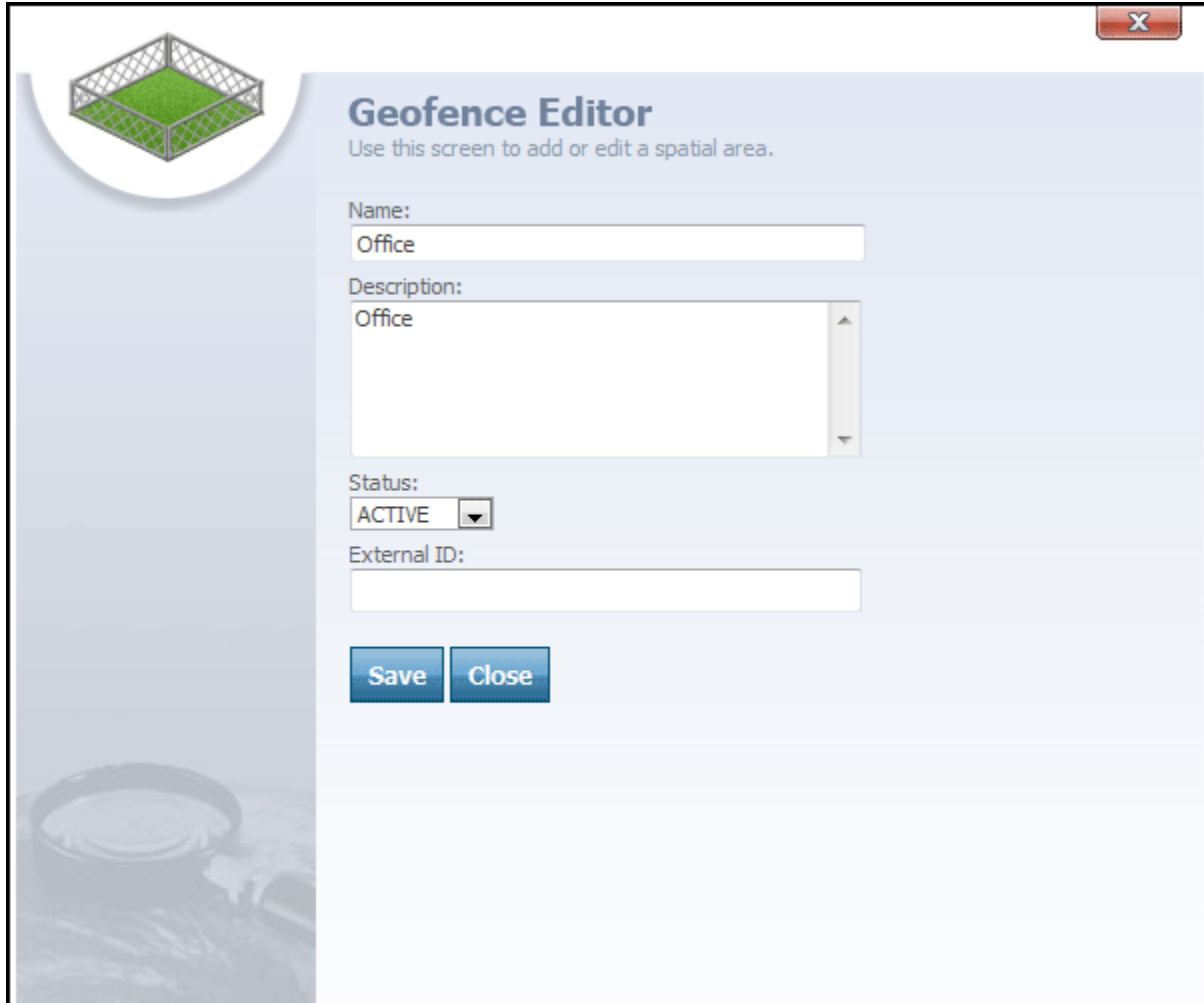
 icon can be clicked to delete the Geofence from the department.

More:



Geofence Editor - *See page 578*

Geofence Details - *See page 579*

Geofence Editor



Geofence Editor

The **Geofence Editor** is accessed from the Geofence grid by clicking the  icon for a particular area. The Geofence Editor can also be accessed from the Geofence Details area by clicking the  button.

The **Geofence Editor** is used to edit, add, or create new areas for a department and contains the following text boxes:

- Name

- Description
- Status
- External ID

Name text box contains the name of the area.

Description text box contains a brief description for the area.

Status box features a drop-down from which a user can select either Active or Inactive.

External ID box is a text box in which a user can type an External ID for the area in order to associate or link the area to an outside system.

More:

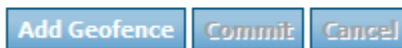
Geofence Grid - *See page 576*

Geofence Details - *See page 579*

Geofence Details

Geofence Details

Click 'Add Geofence' to start creating a new Geofence, then draw the Geofence on the map. When finished, click 'Commit' to save the Geofence, or click 'Cancel' to discard it.





[Add Existing Geofence](#)






Geofence Details


The **Geofence Details** pane is located at the bottom of the left side panel on the Tracking screen, when the Geofence tab is selected. It features three buttons:


- Add Geofence 
- Commit 

- Cancel 

 button can be clicked when a user wants to create and add a new area to the Geofence grid. After a user clicks the Add Geofence button, the drawing tools  will appear below. To draw a Geofence, click on one of the drawing tools, then use the corresponding method below to draw the Geofence on the map:

1.  **Rectangle** – Click and drag in any direction to create a rectangle.
2.  **Square** – Click and drag to create a perfect square, centered on where you clicked.
3.  **Polygon** – Click on the map to set the corners of your new polygon shape. Lines will connect the dots as you draw them. To finish your shape, double-click.
4.  **Circle** – Click and drag to create a perfect circle, centered on where you clicked.
5.  **Ellipse** – Click and drag in any direction to create an ellipse.

 button can be clicked to save the area and add it to the Geofence grid. When this button is clicked, the Geofence Editor will open and a user can create a profile for the new Geofence and save it.

 button can be clicked to cancel the newly created area and remove the area from the map.

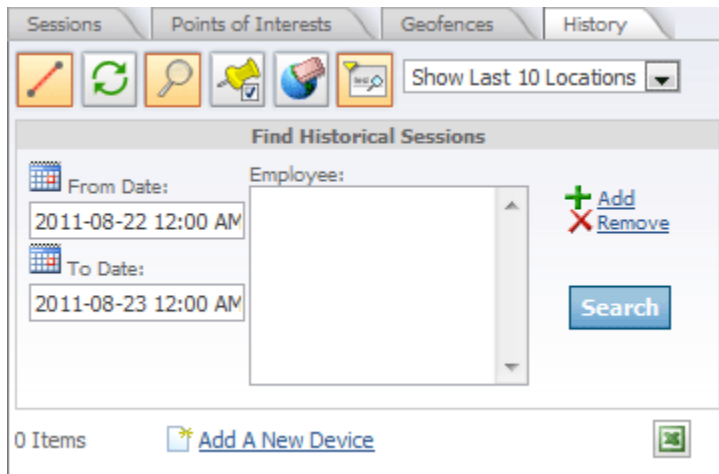
[Add Existing Geofence](#) link, located at the bottom of the Geofence Details pane, can be clicked to open the Geofence List from which an existing Geofence can be selected and added to the Geofence grid.

More:

Geofence Grid - *See page 576*

Geofence Editor - *See page 578*


History




History tab - Find Historical Sessions controls


The **History** tab on the Tracking screen allows you to search for past employee sessions in the department you are currently viewing. Using the **Find Historical Sessions** controls, you can set up criteria for your search and display only those results that are relevant to you.

Selecting a Date Range for Your Search


In the "From Date" and "To Date" text fields, enter the date (and optionally the time) that you want to use for the beginning and end of your search range. Only sessions recorded between the "From" and "To" dates will be returned in your search results. Clicking either  icon will open a pop-up calendar where you can visually choose the dates you want to use.

Filtering by Employee

If you want to restrict your search results to a certain employee or employees, click the  [Add](#) link to display the Employee List dialog. From there, check the box next to each employee you want to include in your search results. You can also filter the list by department. When you're done, click the **Select** button to close the Employee List dialog and return to the History tab.

To remove an employee that you have added to your History search criteria, select their name, then click the  [Remove](#) link.

Performing the Search

Click the  button to perform the search using your specified criteria. The results will appear in the **History Grid** - *See page 587 directly beneath the Find Historical Sessions controls.*

More:

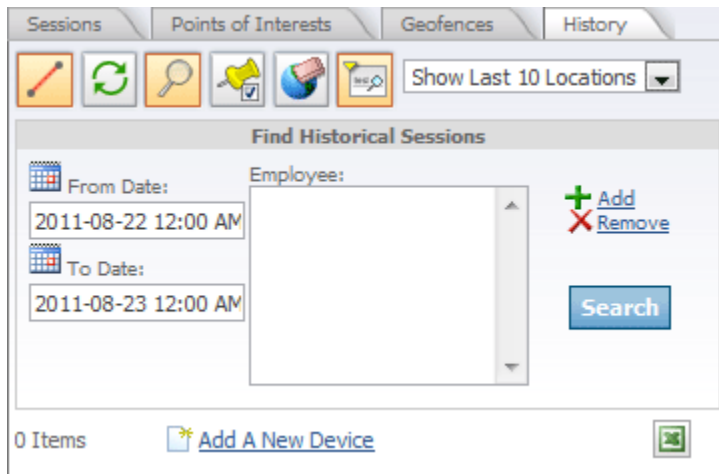
History Grid - *See page 587*

History Toolbar - *See page 588*

Session Details - *See page 591*

Alert Viewer - *See page 593*


History




History tab - Find Historical Sessions controls


The **History** tab on the Tracking screen allows you to search for past employee sessions in the department you are currently viewing. Using the **Find Historical Sessions** controls, you can set up criteria for your search and display only those results that are relevant to you.

Selecting a Date Range for Your Search


In the "From Date" and "To Date" text fields, enter the date (and optionally the time) that you want to use for the beginning and end of your search range. Only sessions recorded between the "From" and "To" dates will be returned in your search results. Clicking either  icon will open a pop-up calendar where you can visually choose the dates you want to use.

Filtering by Employee

If you want to restrict your search results to a certain employee or employees, click the  [Add](#) link to display the Employee List dialog. From there, check the box next to each employee you want to include in your search results. You can also filter the list by department. When you're done, click the **Select** button to close the Employee List dialog and return to the History tab.

To remove an employee that you have added to your History search criteria, select their name, then click the  [Remove](#) link.

Performing the Search

Click the  button to perform the search using your specified criteria. The results will appear in the **History Grid** - *See page 587 directly beneath the Find Historical Sessions controls.*

More:

History Grid - *See page 587*

History Toolbar - *See page 588*

Session Details - *See page 591*

Alert Viewer - *See page 593*

History Grid

Sessions		Points of Interest	Geofence	History			
						Show Last 10 Locations	
<input type="checkbox"/>			Employee	Device	Start	Max Speed	
<input type="checkbox"/>			Employee 2	Device 2	2011-03-11	9	
<input type="checkbox"/>			Employee 1	Device 1	2011-03-10	0	
<input type="checkbox"/>			Employee 1	Device 1	2011-03-07	9	
<input type="checkbox"/>			Employee 2	Device 2	2011-03-04	89	
<input type="checkbox"/>			Employee 1	Device 1	2011-03-03	13	
<input type="checkbox"/>			Employee 1	Device 1	2011-03-02	13	
<input type="checkbox"/>			Employee 1	Device 1	2011-03-01	13	
<input type="checkbox"/>			Employee 2	Device 2	2011-03-09	25	
<input type="checkbox"/>			Employee 2	Device 2	2011-03-01	5	

9 Items [Add A New Device](#)

History grid

The **History** grid contains the following columns:




- Employee
- Device
- Start
- Max Speed
- Alert Code
- Replay




Employee column lists the names of all the Employees who are in active sessions. The icon, located next to each Employee session, can be clicked to load the Employee's session onto the map. The check box next to an Employee's name can be selected to work with the Employee and apply any of the buttons on the Session toolbar.


Device column lists the names for the Device units.



Start column lists the start date for the Employee session.

Max Speed column lists the maximum speed that the Employee reached during the session.

 **Alert Code** column will list alert icons for any alerts that occurred during the session. Each  alert icon represents a particular alert that an Employee raised during his or her session, and each  alert icon can be clicked to open the Alert Viewer, which will list all of the alerts that the Employee generated during the session.

Tip: Each  alert icon will be color-coded according to its alert level. If there are no alerts for the session, the  alert icon will be gray. However, if an alert was raised for the session, the alert icon will be displayed in the color of the alert level. By looking at the Alert Code column, you can easily see if an Employee raised an alert during the session by seeing if the  alert icon (level-5 is shown here) is one of the five alert-level colors.





































 **Replay** column provides a button that can be used to start an animated replay of the Employee session. When clicked, the map will enter "Replay Mode," wherein each recorded point along the Employee's path for this session will be shown in sequence. Using the Replay feature allows you to easily visualize the route taken by an Employee during the selected historical session.

Below the History grid, the number of items displayed in the grid will be shown, as well as an  **Export to Excel** button. Clicking this button will generate an Excel spreadsheet containing all of the items in the History grid. A pop-up window will appear, from which you can download the Excel file to your computer. There is also an  [Add A New Device](#) link that will let you quickly set up a new GPS tracking device using the **Add New Device Wizard** - See page 731.

More:



History Toolbar - See page 588


History Grid

Sessions		Points of Interest	Geofence	History			
					Show Last 10 Locations 		
<input type="checkbox"/>			<u>Employee</u>	<u>Device</u>	<u>Start</u>	<u>Max Speed</u>	
<input type="checkbox"/>			Employee 2	Device 2	2011-03-11	9	
<input type="checkbox"/>			Employee 1	Device 1	2011-03-10	0	
<input type="checkbox"/>			Employee 1	Device 1	2011-03-07	9	
<input type="checkbox"/>			Employee 2	Device 2	2011-03-04	89	
<input type="checkbox"/>			Employee 1	Device 1	2011-03-03	13	
<input type="checkbox"/>			Employee 1	Device 1	2011-03-02	13	
<input type="checkbox"/>			Employee 1	Device 1	2011-03-01	13	
<input type="checkbox"/>			Employee 2	Device 2	2011-03-09	25	
<input type="checkbox"/>			Employee 2	Device 2	2011-03-01	5	
9 Items		 Add A New Device					

History grid

The **History** grid contains the following columns:




- Employee
- Device
- Start
- Max Speed
-  Alert Code
-  Replay




Employee column lists the names of all the Employees who are in active sessions. The  icon, located next to each Employee session, can be clicked to load the Employee's session onto the map. The check box next to an Employee's name can be selected to work with the Employee and apply any of the buttons on the Session toolbar.


Device column lists the names for the Device units.



Start column lists the start date for the Employee session.

Max Speed column lists the maximum speed that the Employee reached during the session.

 **Alert Code** column will list alert icons for any alerts that occurred during the session. Each  alert icon represents a particular alert that an Employee raised during his or her session, and each  alert icon can be clicked to open the Alert Viewer, which will list all of the alerts that the Employee generated during the session.

Tip: Each  alert icon will be color-coded according to its alert level. If there are no alerts for the session, the  alert icon will be gray. However, if an alert was raised for the session, the alert icon will be displayed in the color of the alert level. By looking at the Alert Code column, you can easily see if an Employee raised an alert during the session by seeing if the  alert icon (level-5 is shown here) is one of the five alert-level colors.

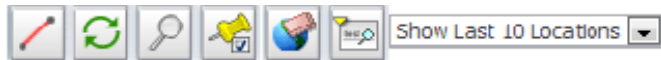
 **Replay** column provides a button that can be used to start an animated replay of the Employee session. When clicked, the map will enter "Replay Mode," wherein each recorded point along the Employee's path for this session will be shown in sequence. Using the Replay feature allows you to easily visualize the route taken by an Employee during the selected historical session.

Below the History grid, the number of items displayed in the grid will be shown, as well as an  **Export to Excel** button. Clicking this button will generate an Excel spreadsheet containing all of the items in the History grid. A pop-up window will appear, from which you can download the Excel file to your computer. There is also an  [Add A New Device](#) link that will let you quickly set up a new GPS tracking device using the **Add New Device Wizard** - See page 731.

More:

History Toolbar - See page 588








History Toolbar



History toolbar

When the **History** tab is selected from the entities tabs, the **History** tab toolbar will load below the entity tabs.

The **History** tab toolbar features the following buttons:

-  Show Connecting Lines
-  Refresh Data
-  Auto Zoom
-  Export to Google Earth
-  Clear Entities
-  Show/Hide Search
-  Number of Locations to Show



Show Connecting Lines can be clicked to display connecting lines between the Employee session points, rather than just the points alone.



Refresh Data can be clicked to refresh data from the server.



Auto Zoom can be clicked to automatically zoom the map into all item(s) that are selected from the Sessions grid. For example, when Auto Zoom is engaged, the map will zoom in or out in a manner sufficient to display all of the selected items on your screen at once.



Export to Google Earth can be clicked to export the currently selected sessions to Google Earth. (A "selected session" is one whose checkbox in the Sessions grid has been checked.) When clicked, Google Earth will open and display the selected sessions automatically.

Note: You must separately download and install Google Earth on your computer before using the Export to Google Earth feature.



Clear Entities can be clicked to clear any currently displayed Employee sessions from the map and start fresh.



Show/Hide Search can be clicked to hide or show the Find Historical Sessions search area. Hiding the search area gives you more room to display the search results.



Number of Locations menu allows you to select how many locations to track on the map. The following options are available:

- **Show Entire Session** (all tracked locations from this session will be shown)
- **Show Last x Locations** (where x is the value entered in the "Last Location Positions" field on the User Settings Editor's Map Settings screen)

More:

History - *See page 583*

Session Details

Session Details	Locations	Geofence	Reports
Device: Device 1 00a21648b4c3780			
Employee: Employee 1			
Start Date: 3/4/2011 2:36:21 PM			
Last Activity: 3/4/2011 4:31:14 PM			
Duration: 1 hrs 54 min			
Max Speed: 89 MPH			
Last Location: 21988 I 635 ,MESQUITE TX 75149 United States			
Est. Distance: 425.61 Mi			

Session Details

The **Session Details** area is located at the bottom of the left side panel on the Tracking screen. The Session Details area provides detailed information about the selected Employee session as well as access to the Employee Session Editor.

The **Session Details** area features the following session information:

- Device
- Employee
- Start Date
- Last Activity
- Duration
- Max Speed
- Last Location
- Estimated Distance

Device shows the name of the device used in this session, as well as the device's IMEI (its unique identification code).

Employee shows the name of the employee who was active during this session.

Start Date column lists the start date for the session that is being viewed.

Last Activity shows the date and time at which the last location point for this session was received by the system.

Duration shows the total duration of the session.

Max Speed shows the maximum speed that the employee reached during the session.

Last Location shows the geocoded address of the last location of the employee during this session.

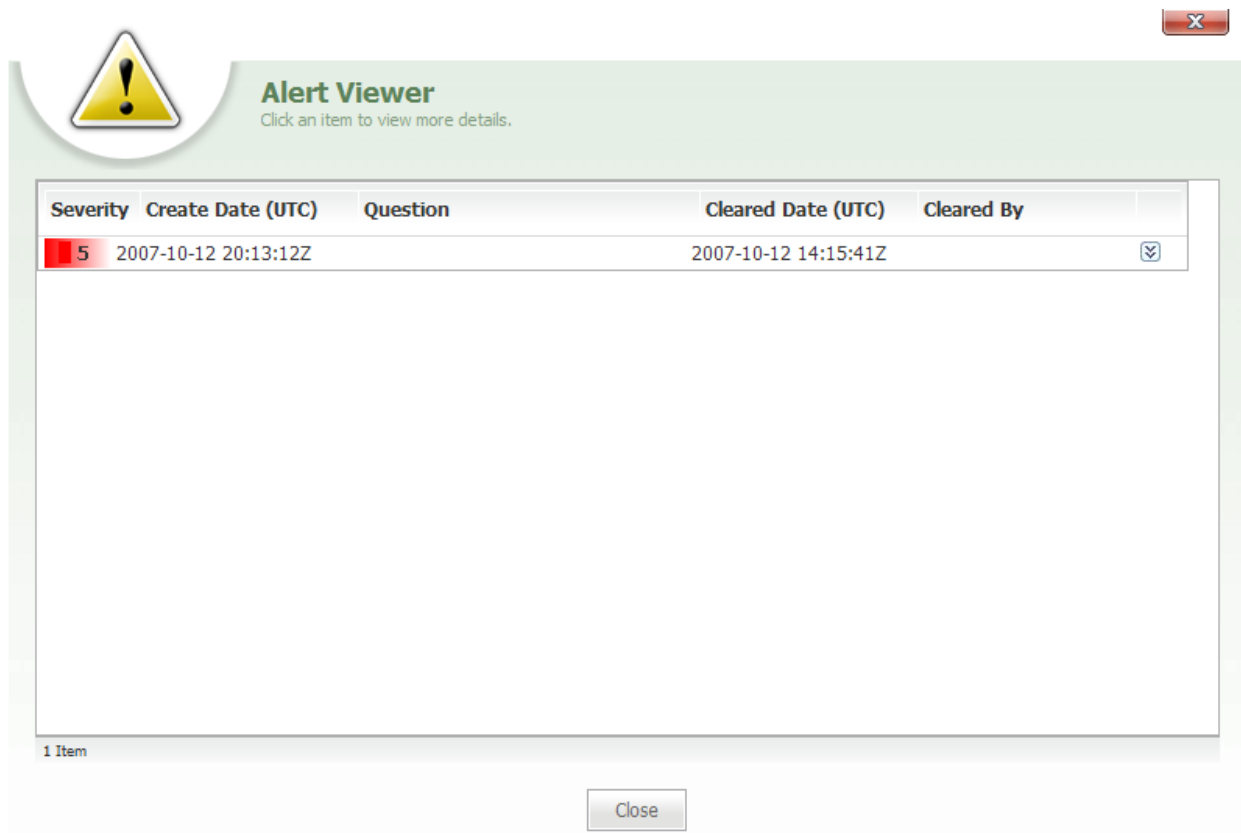
Estimated Distance shows the total estimated distance that the employee traveled during the session.

More:

Alert Viewer - *See page 593*

History - *See page 583*

Alert Viewer



Alert Viewer

The **Alert Viewer** is accessed from the **History Grid** - See page 587 by clicking the  button.

The **Alert Viewer** features a grid with the following columns:

- Severity
- Create Date
- Question
- Cleared Date
- Cleared By


Severity column displays the severity level of the alert, which will be a level from 1 to 5, with level-5 being the most severe.


Create Date column shows the date that the alert was created in the system.

Question column displays the question that the user was required to answer when responding to the alert.

Cleared Date column shows the date that the alert was cleared by the user.

Cleared By column shows the name of the user who cleared the alert.

The  button, located to the far right, can be clicked to open the alert and view the question and user response to the alert.

 button can be clicked to close the Alert Viewer.

More:

Session Details - *See page 597*

History - *See page 583*

Detail tabs

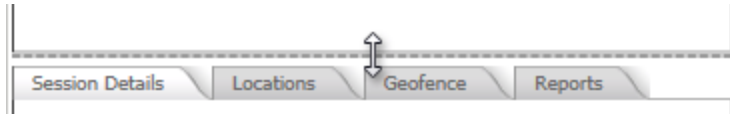


Detail tabs

The **Detail tabs**, located at the bottom-left side panel of the Tracking screen, provide further details about an Employee session that you have selected from the **Sessions** - *See page 542 or the History Grid* - *See page 587*. These tabs can be selected to display controls for the following:

- Session Details
- Locations
- Geofence
- Reports

The size of the detail tabs area can be increased or decreased by clicking and dragging on the dotted line directly above them.



Drag to resize the detail tabs area

More:

Session Details - *See page 552*

Locations - *See page 599*

Geofence - *See page 601*

Reports - *See page 602*

Detail tabs

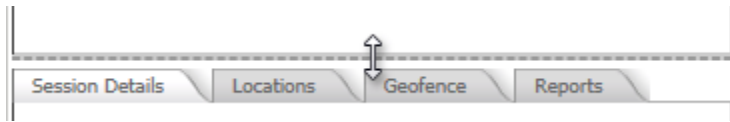


Detail tabs

The **Detail tabs**, located at the bottom-left side panel of the Tracking screen, provide further details about an Employee session that you have selected from the **Sessions** - *See page 542 or the History Grid* - *See page 587*. These tabs can be selected to display controls for the following:

- Session Details
- Locations
- Geofence
- Reports

The size of the detail tabs area can be increased or decreased by clicking and dragging on the dotted line directly above them.



Drag to resize the detail tabs area

More:

Session Details - *See page 552*

Locations - *See page 599*

Geofence - *See page 601*

Reports - *See page 602*

Session Details

Session Details	Locations	Geofence	Reports
Device:	Device 1 00a21648b4c3780		
Employee:	Employee 1		
Start Date:	3/4/2011 2:36:21 PM		
Last Activity:	3/4/2011 4:31:14 PM		
Duration:	1 hrs 54 min		
Max Speed:	89 MPH		
Last Location:	21988 I 635 ,MESQUITE TX 75149 United States		
Est. Distance:	425.61 Mi		

Session Details

The **Session Details** area is located at the bottom of the left side panel on the Tracking screen and provides detailed information about the selected Employee session.

The **Session Details** area features the following session information:

- Device
- Employee
- Start Date
- Last Activity
- Duration
- Max Speed
- Last Location
- Est. Distance

Device shows the name of the Device for the session.

Employee shows the name of the Employee who was assigned to the device during the session.

Start Date column lists the start date for the session that is being viewed.

Last Activity shows the time that has elapsed since a location point for the Employee has been received by the system.

Duration shows the total duration of the session.

Max Speed shows the maximum speed that the Employee reached during the session.

Last Location shows the address of the last location of the Employee.

Est. Distance shows the total estimated distance that the Employee traveled during the session.

More:

Locations - *See page 599*

Geofence - *See page 601*

Reports - *See page 602*

Locations

Session Details				
Locations				
Geofence				
Reports				
#	Time	Alert	Speed	Stop Duration
10	8/8/2011 7:01:25 AM		22 MPH	In Motion
9	8/8/2011 7:01:18 AM		22 MPH	In Motion
8	8/8/2011 7:01:12 AM		22 MPH	In Motion
7	8/8/2011 7:01:05 AM		22 MPH	In Motion
6	8/8/2011 7:00:58 AM		22 MPH	In Motion
5	8/8/2011 7:00:52 AM		22 MPH	In Motion
4	8/8/2011 7:00:46 AM		22 MPH	In Motion

Locations grid

The **Locations** grid is located at the bottom of the left side panel on the Tracking screen. This grid provides a list of all the locations at which the selected Employee was tracked during the course of the currently loaded session.

The **Locations** grid features the following location information:

- # (Location Point Number)
- Time
- Alert
- Speed
- Stop Duration

(Location Point Number) shows the number that was assigned to each tracked location. Locations are numbered chronologically in ascending order, beginning with 1.

Time shows the date and time at which the location was recorded.

Alert displays an icon if an alert was triggered by the device at this location. If an alert icon is present, you can click on it to see further details about the alert.

Speed shows the speed at which the device (and by extension its assigned employee) was moving when the location was recorded.

Stop Duration shows how long the device remained motionless at this location, if applicable. If the device was still moving when this location point was recorded, the message "In Motion" will be displayed in this column.

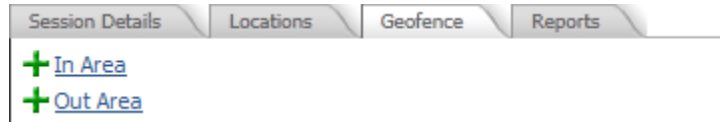
More:

Session Details - *See page 597*

Geofence - *See page 601*

Reports - *See page 602*

Geofence





Geofence area




The **Geofence** area is located at the bottom of the left side panel on the Tracking screen. This area allows you to assign geofences to the selected Employee.

The **Geofence** area features the following items:

- In Area 
- Out Area 

 **In Area** link can be clicked to open the Geofence List. From the Geofence List, available geofences can be selected and assigned to the Employee. An **In Area** is a geofence that an employee must remain in during his or her session.

 **Out Area** link will also open the Geofence List. From this Geofence List, an out area can be selected and assigned to the Employee. An **Out Area** is a geofence that an employee is restricted from entering during his or her session.

Note: When an In Geofence or out Geofence has already been assigned to the Employee, the In Geofence and Out Geofence links will appear with  icons in front of them:  **In Area**  **Out Area**. When one of these links is clicked, the assigned area will be removed from the Employee and a new area can be selected and assigned.

More:

Session Details - See page 597

Locations - See page 599

Reports - See page 602

Reports

Session Details		Locations		Geofence		Reports	
Report Name		Description					
Alert Report		Alert Report displays a list of all alerts generated by device.					
Carrier Trip Detail Report		Trip Detail displays start & stop times, start & stop locations, max speed and distance cover for each trip within a given date range.					
Location Report		Location report display locations for each device.					
Mileage Report		Approximate mileage display the approximate mileage for each session					

Reports tab

The **Reports** tab is located at the bottom of the left side panel on the Tracking screen. This tab provides a list of all the available reports that can be run against the currently loaded tracking session.

By default, the available reports include:

- Alert Report - Displays a list of all alerts generated by the device.
- Carrier Trip Detail Report - Displays start and stop times and locations, maximum recorded speeds, distance and more.
- Location Report - Displays a complete list of recorded locations for the device.
- Mileage Report - Displays the approximate distance traveled during the session.

Depending upon the configuration of your account, your list of reports may vary.

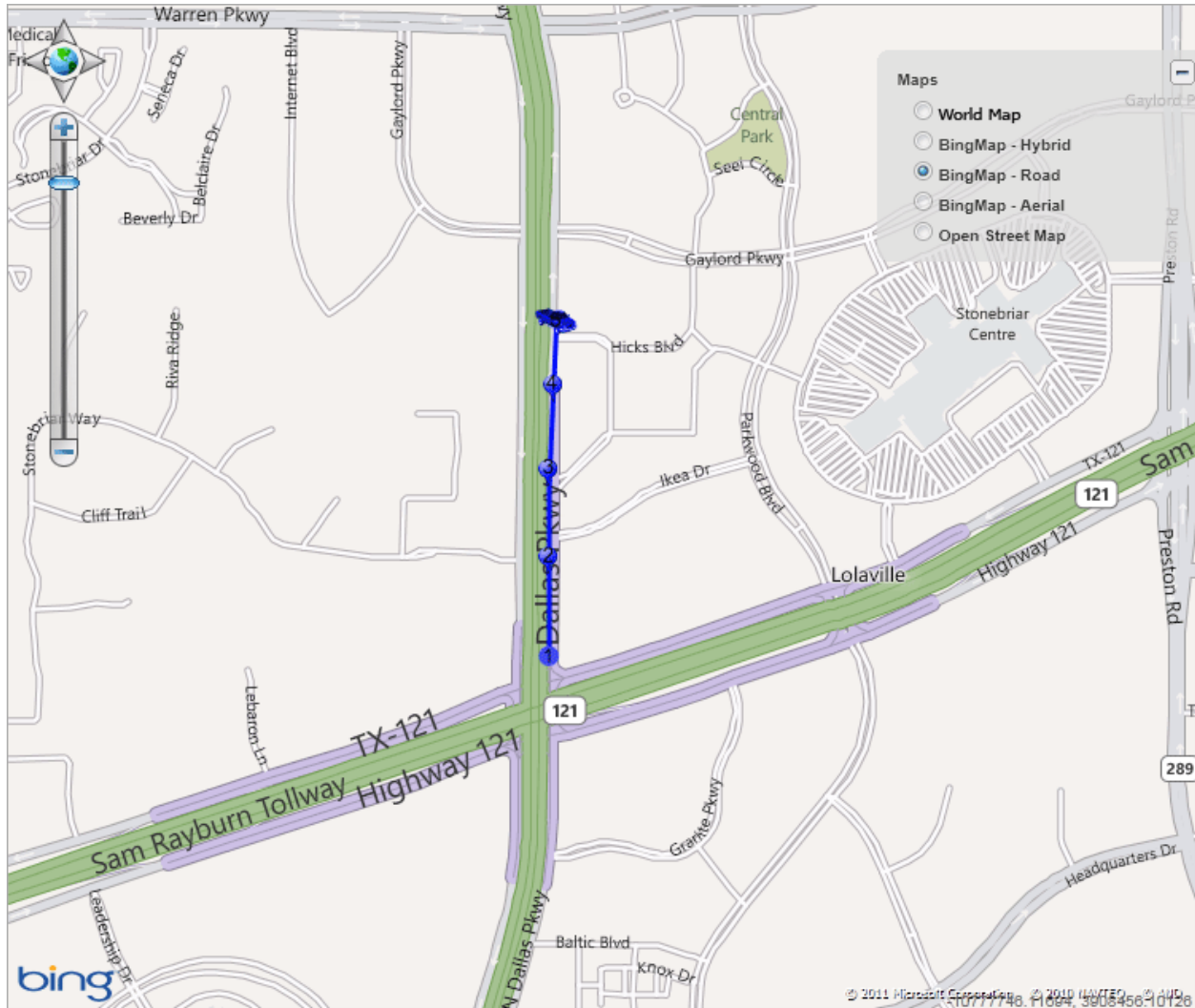
More:

Session Details - See page 597

Locations - See page 599

Geofence - See page 601

Map Area



Map area

The map area of the Tracking screen contains the department map that is being viewed.






Displayed at the bottom-right corner of the map are the screen coordinates of the mouse cursor's present location. These are updated in real-time as you move your mouse, so long as the mouse cursor is over the map area.

At the upper-left corner of the map are the **Zoom and Pan Controls** - See page 605. These controls allow you to zoom in, zoom out and pan the map.

At the upper-right corner of the map is the **Overlay Switcher** - *See page 607. This allows you to select a different map dataset (or dataset view) to display in the map area.*

Understanding the map's location point icons

The locations of your Employees and Devices will be represented on the map as they are being tracked. A number of different icons may be used to represent the position of a Device:

-  **Start Point** The first tracked location of an employee session.
-  **Moving Point** A tracked location at which the employee was still in motion.
-  **Stop Point** A point at which the employee stopped moving for some amount of time before starting again.
-  **Alert Point** A point at which the device triggered an alert.
-  **Last Point** The last tracked location of an employee session.

Location point icons

Tip: When displayed on the map, the above icons will be colorized to match the hue that has been assigned to the **Employee** - *See page 343 and/or Device* - *See page 360* they represent. For example, if your Employee has been assigned a green hue, all of the icons for that Employee's session will be displayed in a green color.

The map location point icons can be changed by using the **Global Map Settings** - *See page 311 tab of the User Settings Editor, which is accessed by clicking on the [Edit Profile](#) link on the system's Header Bar* - *See page 285.* The changes you make within the User Settings Editor will only apply to that Map Suite GPS Tracking Server user account.

More:

Tool Panels bar - *See page 515*

Entity tabs - *See page 537*

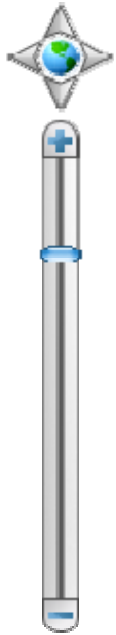
Detail tabs - *See page 595*

Zoom and Pan Controls - *See page 605*

Overlay Switcher - *See page 607*

Tracking Screen - *See page 512*

Zoom and Pan Controls



Zoom and Pan Controls

The **Zoom and Pan Controls**, located in the upper-left corner of the map area, allow a user to zoom into and out of the map being displayed, as well as pan the map north, south, east or west.

Panning




The panning controls consist of four arrow buttons pointing in each of the following directions: North, south, east and west. To pan the map, do one of the following:

- Click on one of the panning arrows to pan north, south, east or west
- Click and drag the map with your mouse to pan in any direction

In the center of the panning arrows is a  button that can be clicked to return the map to the full extent view for the department.

Zooming

The zoom controls consist of a vertical bar with Zoom In and Zoom Out buttons located at opposite ends. In the center is a "track" with a blue slider handle, the position of which indicates the relative magnification of the map. To zoom the map in or out, do one of the following:

- Click on the  or  buttons at opposing ends of the zoom bar
- Drag the  slider up to zoom in, or down to zoom out
- Use the mouse scroll wheel (scroll up to zoom in, scroll down to zoom out)

More:

Tool Panels bar - *See page 515*

Entity tabs - *See page 537*

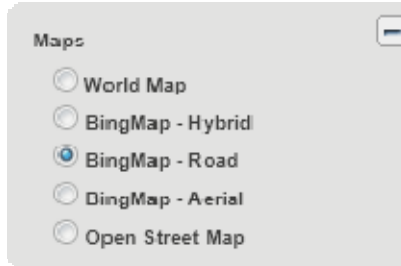
Detail tabs - *See page 595*

Map Area - *See page 603*

Overlay Switcher - *See page 607*

Tracking Screen - *See page 512*

Overlay Switcher




Overlay switcher

The **Overlay Switcher**, displayed at the upper-right corner of the map area on the Tracking screen, displays a list of available map datasets that the user can choose to display.


To display a different map dataset

To switch between different map datasets, simply click the radio button next to the dataset you wish to view. The map will be redrawn (at the current location and extent) using the dataset you selected.

To minimize the Overlay Switcher

You can minimize (hide) the Overlay Switcher by clicking the  icon in its upper-right corner.

To restore the Overlay Switcher to its original size

When the Overlay Switcher is minimized (hidden), you can restore it to its original size by clicking the  icon at the upper-right corner of the map area.

To configure which map datasets are listed on the Overlay Switcher

You can configure the map datasets that are available by using the **View Global Maps** - See page 777 tab of the **Map Data Summary** tool. This tool is located in the Map Suite GPS Tracking Server **Administration Portal** - See page 740.

More:

Tool Panels bar - *See page 515*

Entity tabs - *See page 537*

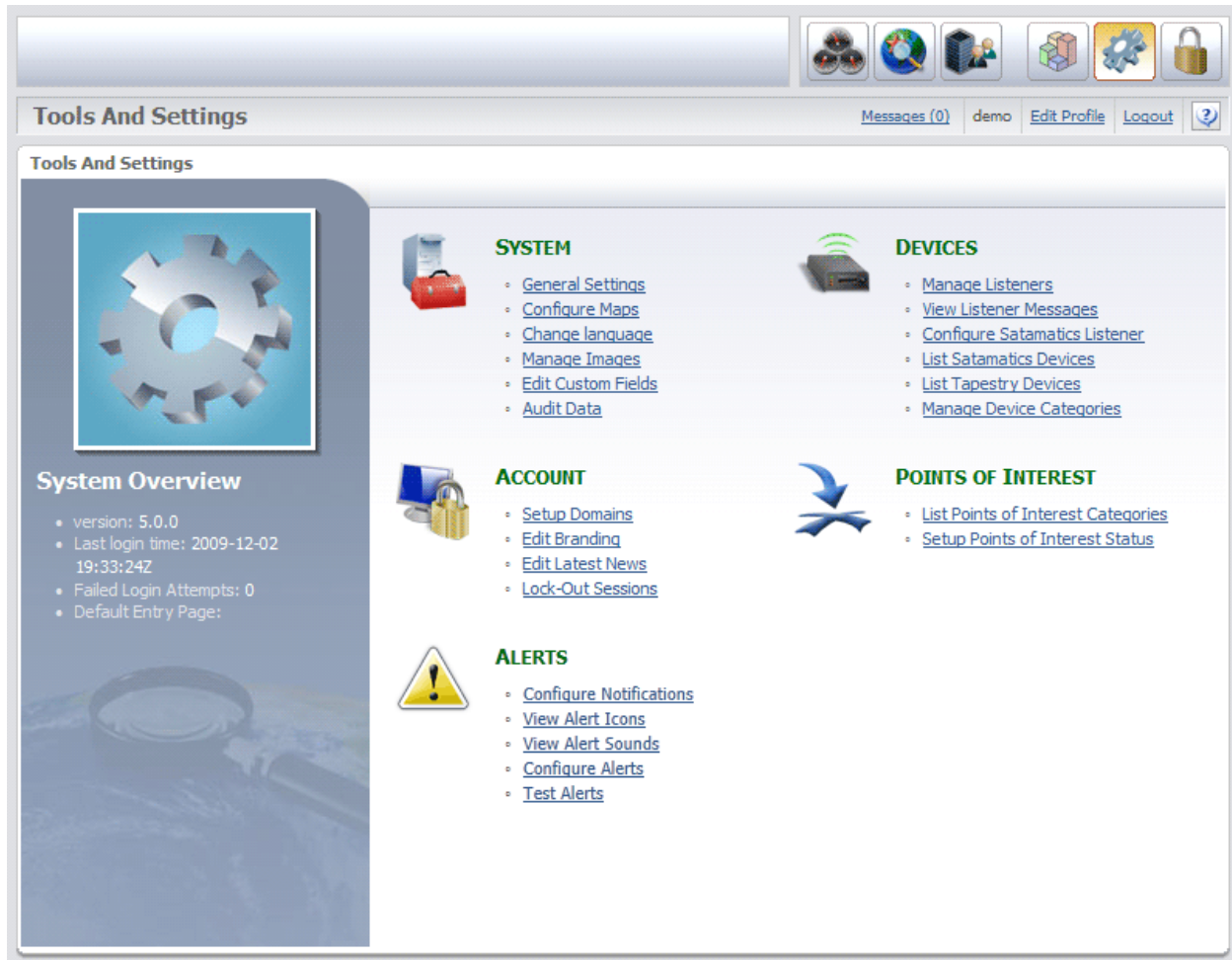
Detail tabs - *See page 595*

Map Area - *See page 603*


Zoom and Pan Controls - *See page 605*

Tracking Screen - *See page 512*

Tools and Settings



Tools And Settings

The **Tools And Settings** screen is accessed by clicking the  icon on the Quick Toolbar.

Tools And Settings is an area of the system that is commonly used by system administrators to configure the settings throughout the account. The Tools And Settings screen is where you will configure the account map settings as well as alerts, Points of Interest, Devices, and security settings for the entire account.

On the left-side of the Tools And Settings screen is a System Overview Bar that displays the following system stats:

- Software version
- Last login time
- Failed login attempts
- Default entry page: This is where a user will go after logging on

The **Tools And Settings** screen features the following headings and links:



System

General Settings
Configure Maps
Change Language
Manage Images
Edit Custom Fields
Audit Data



Account

Setup Domains
Edit Branding
Edit Latest News
Lock-Out Sessions



Alerts

Configure Alerts
Configure Notifications
View Alert Icons
View Alert Sounds
Test Alerts



Devices

Manage Listeners
View Listener Messages
List Satamatics Devices
List Tapestry Devices
Manage Device Categories



Points of Interest

List Points of Interest Categories
Setup Points of Interest Status

More:

Account General Settings Editor - *See page 617*
Account Map Settings Editor - *See page 628*
Language Account Settings - *See page 633*
File List (Image) - *See page 635*
Custom Field Editor - *See page 637*
Data Audit - *See page 648*
Account Domains Editor - *See page 654*
Account Brand Editor - *See page 656*
Account News Editor - *See page 662*
Lock-Out Session Tool - *See page 665*
Account Alert Settings Summary - *See page 671*
Alert Notifications Editor - *See page 678*
File List (Icon) - *See page 684*
File List (Sound) - *See page 685*
Test Alert Utility - *See page 687*
Listeners Settings - *See page 690*
Listener Message Viewer - *See page 698*
Satamatics Device List - *See page 703*

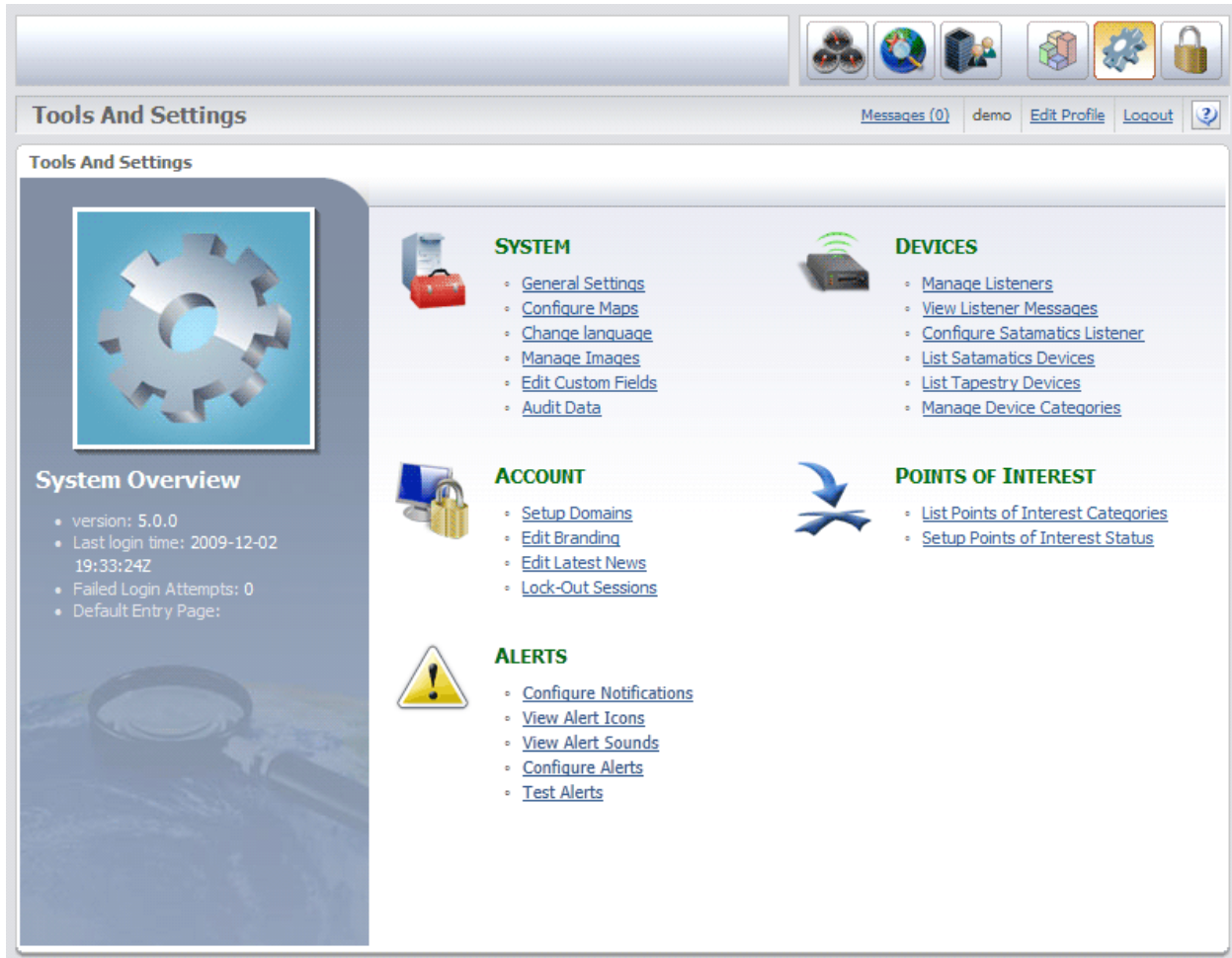
Device Tapestry List - *See page 707*

Device Category List - *See page 708*


Points of Interest Category List - *See page 713*

Points of Interest Status Utility - *See page 726*

Tools and Settings



Tools And Settings

The **Tools And Settings** screen is accessed by clicking the  icon on the Quick Toolbar.

Tools And Settings is an area of the system that is commonly used by system administrators to configure the settings throughout the account. The Tools And Settings screen is where you will configure the account map settings as well as alerts, Points of Interest, Devices, and security settings for the entire account.

On the left-side of the Tools And Settings screen is a System Overview Bar that displays the following system stats:

- Software version
- Last login time
- Failed login attempts
- Default entry page: This is where a user will go after logging on

The **Tools And Settings** screen features the following headings and links:



System

General Settings
Configure Maps
Change Language
Manage Images
Edit Custom Fields
Audit Data



Account

Setup Domains
Edit Branding
Edit Latest News
Lock-Out Sessions



Alerts

Configure Alerts
Configure Notifications
View Alert Icons
View Alert Sounds
Test Alerts



Devices

Manage Listeners
View Listener Messages
List Satamatics Devices
List Tapestry Devices
Manage Device Categories



Points of Interest

List Points of Interest Categories
Setup Points of Interest Status

More:

Account General Settings Editor - *See page 617*
Account Map Settings Editor - *See page 628*
Language Account Settings - *See page 633*
File List (Image) - *See page 635*
Custom Field Editor - *See page 637*
Data Audit - *See page 648*
Account Domains Editor - *See page 654*
Account Brand Editor - *See page 656*
Account News Editor - *See page 662*
Lock-Out Session Tool - *See page 665*
Account Alert Settings Summary - *See page 671*
Alert Notifications Editor - *See page 678*
File List (Icon) - *See page 684*
File List (Sound) - *See page 685*
Test Alert Utility - *See page 687*
Listeners Settings - *See page 690*
Listener Message Viewer - *See page 698*
Satamatics Device List - *See page 703*

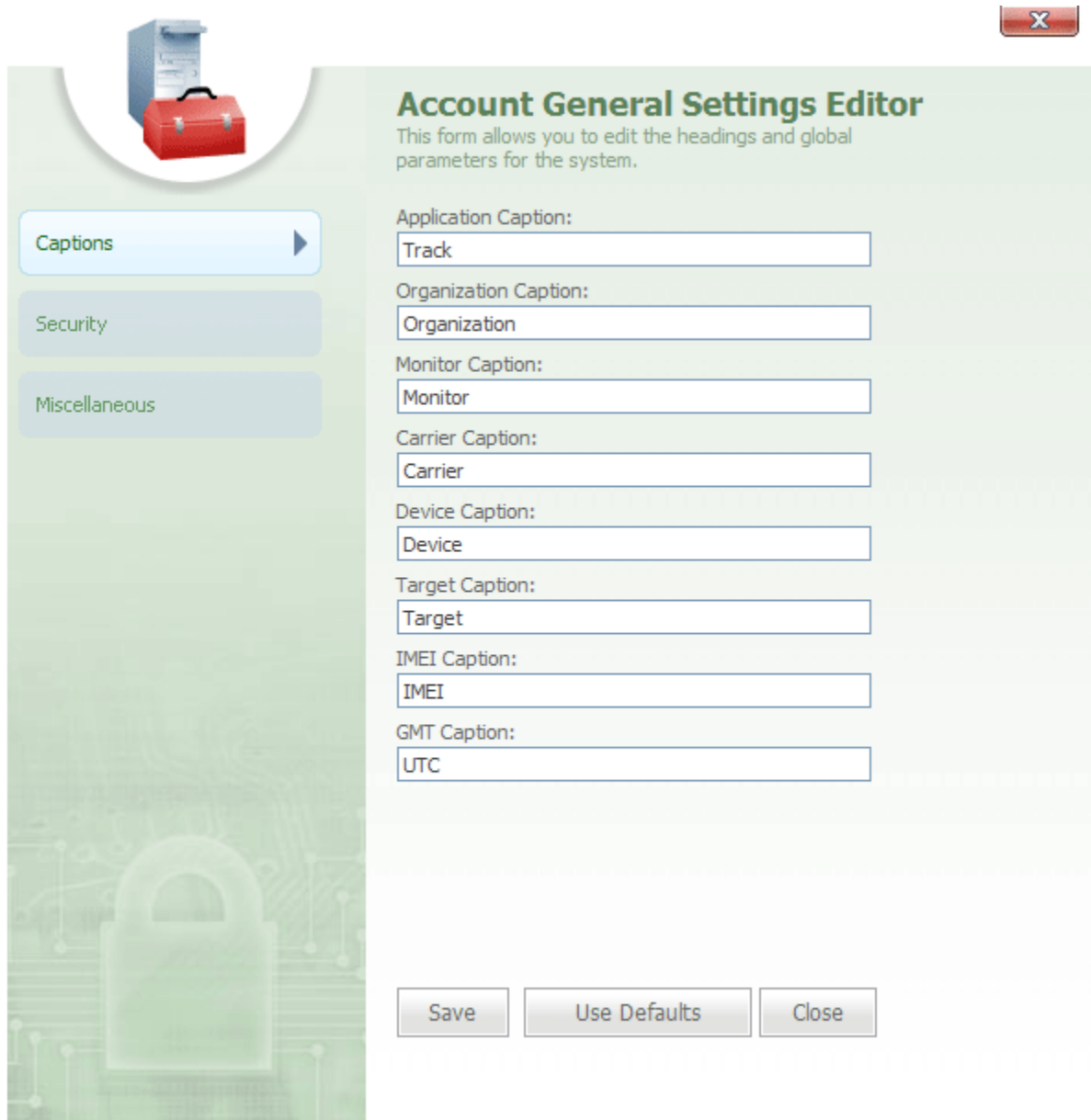
Device Tapestry List - *See page 707*

Device Category List - *See page 708*

Points of Interest Category List - *See page 713*

Points of Interest Status Utility - *See page 726*

Account General Settings Editor



The image shows a software window titled "Account General Settings Editor". In the top-left corner, there is a circular icon containing a blue printer and a red first aid kit. The window has a light green background with a faint circuit pattern and a large padlock icon at the bottom. On the left side, there is a vertical menu with three buttons: "Captions" (highlighted in light blue with a right-pointing arrow), "Security", and "Miscellaneous". The main area of the window contains the title "Account General Settings Editor" in bold green text, followed by a subtitle: "This form allows you to edit the headings and global parameters for the system." Below this, there are eight text input fields, each preceded by a label: "Application Caption:" (containing "Track"), "Organization Caption:" (containing "Organization"), "Monitor Caption:" (containing "Monitor"), "Carrier Caption:" (containing "Carrier"), "Device Caption:" (containing "Device"), "Target Caption:" (containing "Target"), "IMEI Caption:" (containing "IMEI"), and "GMT Caption:" (containing "UTC"). At the bottom of the window, there are three buttons: "Save", "Use Defaults", and "Close". A red close button with a white 'X' is located in the top-right corner of the window frame.

Account General Settings Editor
This form allows you to edit the headings and global parameters for the system.

Captions ▶

Security

Miscellaneous

Application Caption:
Track

Organization Caption:
Organization

Monitor Caption:
Monitor

Carrier Caption:
Carrier

Device Caption:
Device

Target Caption:
Target

IMEI Caption:
IMEI

GMT Caption:
UTC

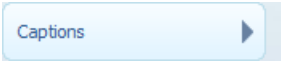
Save Use Defaults Close

Account General Settings Editor

The **Account General Settings Editor** is accessed by clicking the **General Settings** link on the Tools And Settings screen. The Account General Settings Editor is used to change the display of certain items or entities in the system, such as Departments, Users, Employees, Devices, etc.

From the **Account General Settings Editor**, each entity can be renamed in the system.

The **Account General Settings Editor** features a left-Navigation Bar with the following tabs:

-  Captions
-  Security
-  Miscellaneous

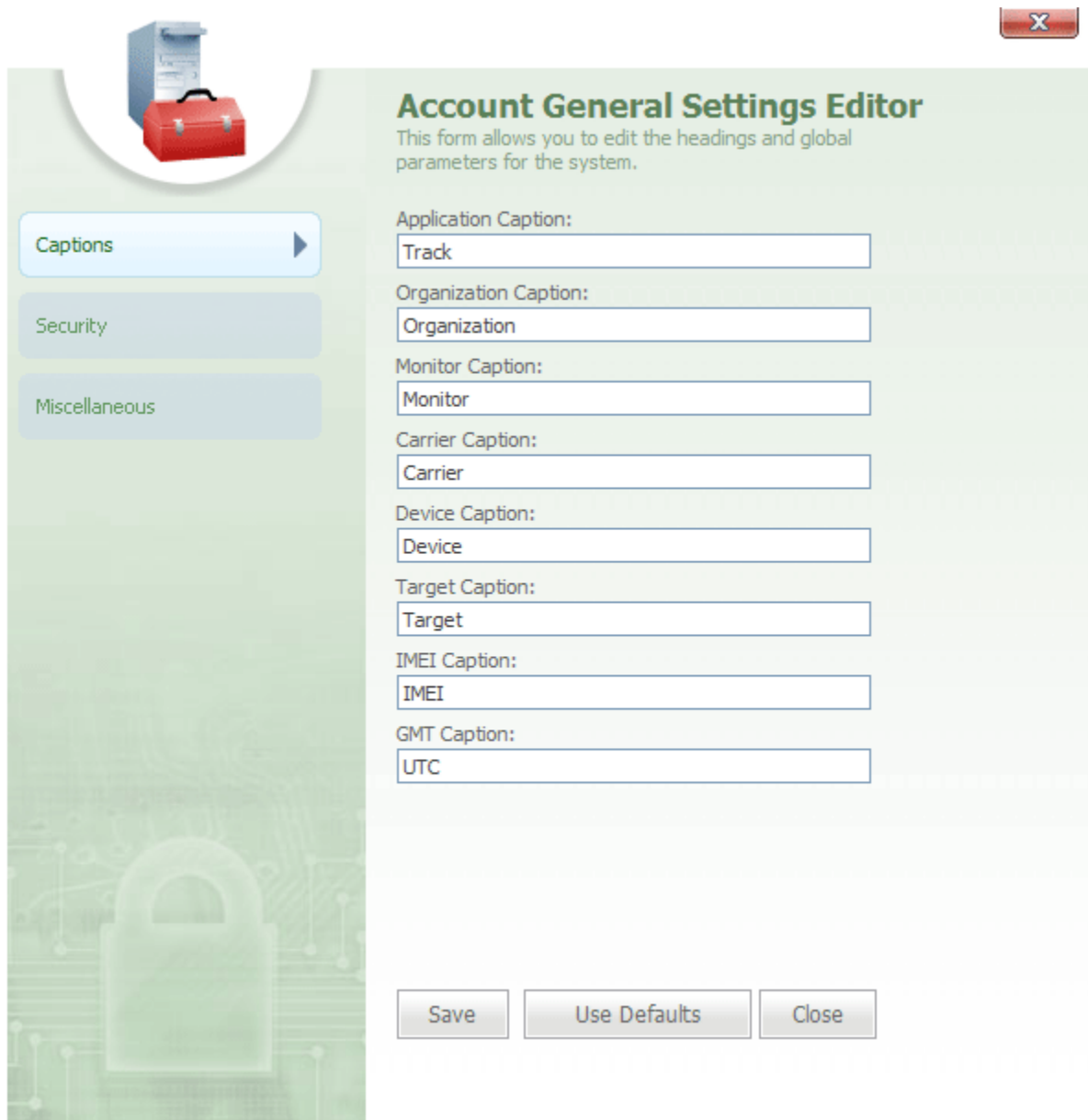
More:

Captions - *See page 618*

Security - *See page 621*


Miscellaneous - *See page 625*


Captions



The image shows a software window titled "Account General Settings Editor" with a close button (X) in the top right corner. On the left, there is a sidebar with three tabs: "Captions" (selected and highlighted in blue), "Security", and "Miscellaneous". Above the sidebar is a circular icon containing a blue server tower and a red toolbox. The main area of the window has a light green background with a faint circuit pattern and a large padlock icon. It contains several text input fields, each preceded by a label: "Application Caption:" (value: Track), "Organization Caption:" (value: Organization), "Monitor Caption:" (value: Monitor), "Carrier Caption:" (value: Carrier), "Device Caption:" (value: Device), "Target Caption:" (value: Target), "IMEI Caption:" (value: IMEI), and "GMT Caption:" (value: UTC). At the bottom right, there are three buttons: "Save", "Use Defaults", and "Close".

Account General Settings Editor-Captions tab selected

The  tab on the Account General Settings Editor is selected by default when you open the editor.

 tab is clicked when a user wants to rename an entity in the system and features the following text boxes:

- Application Caption
- Department Caption

- User Caption
- Employee Caption
- Device Caption
- Points of Interest Caption
- IMEI Caption
- GMT Caption

Application Caption text box contains the nomenclature for the application or system.

Tip: In the **Application Caption** text box, users can type the caption that they want displayed for the application when the application's name appears on screens in the system.

Department, User, Employee, Device, and Points of Interest Captions are text boxes that contain the nomenclature for their particular entity. This will be the way these particular entities are labeled on screens and dialogs throughout the account.


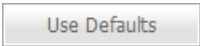

Tip: The names of these entities can be changed by typing the change into the box.


IMEI Caption text box contains the nomenclature for IMEI as it will appear throughout the system.


Note: In the IMEI text box of the Device Editor, you will enter the IMEI number for your Device. IMEI stands for "International Mobile Equipment Identity" and is typically a 15-digit number that is assigned to mobile devices, such as cell phones and GPS tracking units. It is important that you contact your hardware supplier or the manufacturer of your Device to verify that you are using the correct IMEI number.


GMT Caption text box contains the nomenclature for GMT. In the GMT text box, a user can type the caption that will appear for GMT when it is referenced in the system.

At the bottom of the Account General Settings Editor are three buttons:

- 
- 
- 

 is clicked to save changes made to the Account General Settings Editor.

 is clicked to return settings back to the default.

 is clicked to close the Account General Setting Editor.

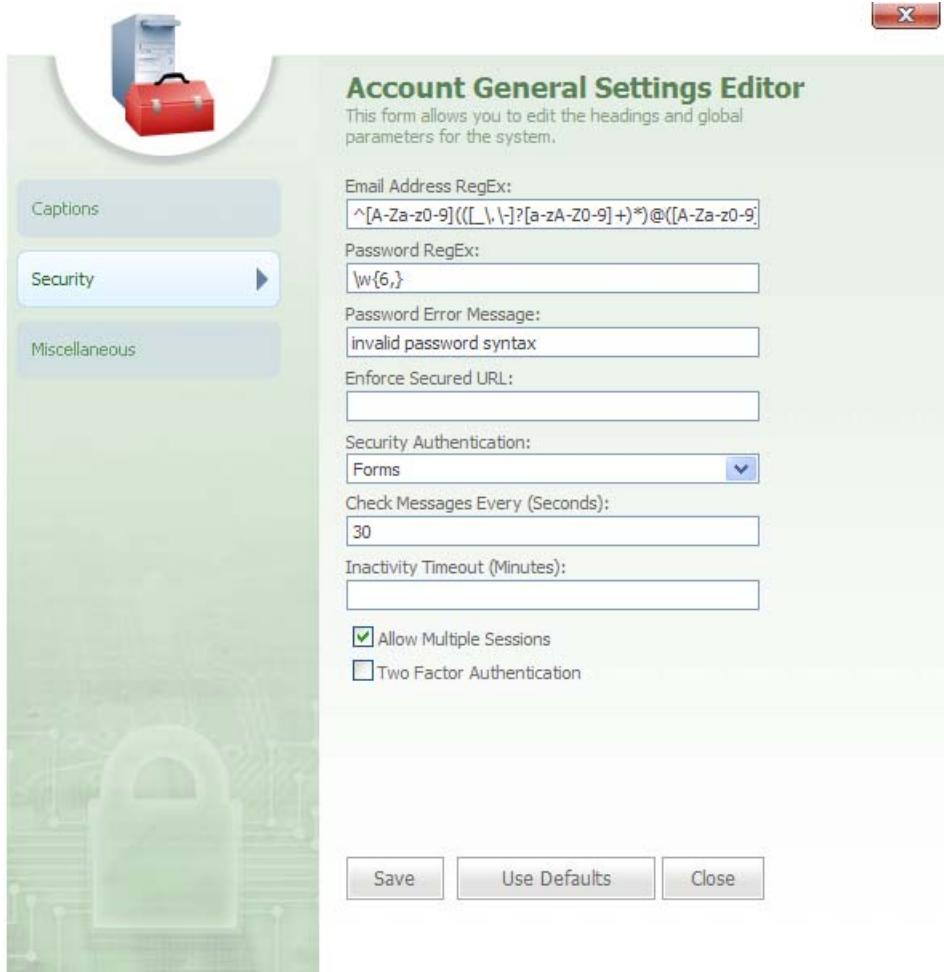
More:

Account General Settings Editor - *See page 617*

Security - *See page 621*

Miscellaneous - *See page 625*

Security



The image shows a screenshot of the 'Account General Settings Editor' window. On the left, there is a sidebar with three tabs: 'Captions', 'Security' (which is selected and highlighted in blue), and 'Miscellaneous'. The main area of the window is titled 'Account General Settings Editor' and contains a description: 'This form allows you to edit the headings and global parameters for the system.' Below this, there are several input fields and checkboxes. The 'Email Address RegEx' field contains the text '^([A-Za-z0-9]([_\.\\-]?[a-zA-Z0-9]+)*)@([A-Za-z0-9]'. The 'Password RegEx' field contains '\w{6,}'. The 'Password Error Message' field contains 'invalid password syntax'. The 'Enforce Secured URL' field is empty. The 'Security Authentication' dropdown menu is set to 'Forms'. The 'Check Messages Every (Seconds)' field contains '30'. The 'Inactivity Timeout (Minutes)' field is empty. There are two checkboxes: 'Allow Multiple Sessions' (checked) and 'Two Factor Authentication' (unchecked). At the bottom of the window, there are three buttons: 'Save', 'Use Defaults', and 'Close'.

Account General Settings Editor
This form allows you to edit the headings and global parameters for the system.


Left sidebar tabs: Captions, **Security**, Miscellaneous

Fields and options:

- Email Address RegEx:
- Password RegEx:
- Password Error Message:
- Enforce Secured URL:
- Security Authentication:
- Check Messages Every (Seconds):
- Inactivity Timeout (Minutes):
- ☒ Allow Multiple Sessions
- ☐ Two Factor Authentication

Buttons: Save, Use Defaults, Close

Account General Settings Editor-Security tab selected

When the  tab is clicked, the following text and drop-down boxes are displayed:

- Email Address RegEx
- Password RegEx
- Password Error Message
- Enforce Secured URL
- Security Authentication
- Check Messages Every (Seconds)
- Inactivity Timeout (Minutes)
- Allow Multiple Sessions
- Two Factor Authentication

Email Address RegEx text box is used to specify a RegEx script for the support email address.

Tip: Regular Expression is a type of language that is used to do text matching.

Password RegEX text box is used to tell the system that there are certain items that should match Regular Expression. The Password RegEX is used to set the criteria that a password must contain when it is used in the system.

Tip: For example, the Password RegEX box might specify that a password must contain at least 6 characters and can be alphanumeric.

Password Error Message text box contains the message that the administrator wants displayed whenever a user types an invalid password.

Enforce Secured URL text box is used to specify a secured URL address that system administrators want to enforce in the system.

Tip: If a user types an invalid URL to the Login page for the account, the user will be redirected to the URL address that is defined in the Enforce Secured URL text box. Enforce Secured URL also allows an administrator to enforce an HTTPS address by typing an https address into the Enforce Secured URL text box. This will enforce an SSL type encryption security. If a user tries to type an HTTP address to the Login page, he or she will automatically be redirected to the HTTPS address that is enforced here.

Tip: One of the key features of the Enforce Secured URL security control is that users are prohibited from book marking pages in the system and later returning to them. When a user tries to return to a bookmarked page, the user will be redirected to the secured URL defined here.

Note: If an invalid URL is typed into this field, it will redirect users to an invalid login page.

Security Authentication box allows an administrator to select the way he or she wants the system to authenticate a user's logon to the system. The Security Authentication box features a drop-down box from which the following can be selected:

- Forms
- Integrated Windows
- Both

Forms security authentication requires users to log on to the system through the login page by typing their username and password into the Login box. With Forms, the system will only authenticate a user when he or she types a valid username and password into the Login box.

Integrated Windows security authentication allows a user to log on to the system by typing the account's URL into the address bar of their web browser. After the URL is entered, users will automatically be logged on to the system because their security information will be identified through their operating system.

Both security authentication uses Integrated Windows whenever possible but defaults to Forms when Integrated Windows is not allowed.

Check Messages Every box is a text box in which an administrator can define the interval between message checks in the system. This is the period of time (in seconds) that will pass before the system checks back to the server to determine if there are new messages or alerts for a user and to verify a user's permissions.

Inactivity Timeout box allows you to define in minutes the amount of time that can elapse before a user is logged off the system for being inactive.


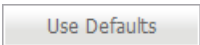

Allow Multiple Sessions box features a default check box. When a new user is created and added to the system, this box will affect the default setting for the new user.


Note: If the Allow Multiple Sessions box is selected, the default will be set for a new user to have permissions to simultaneously log on to the system from different locations

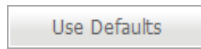
Two Factor Authentication check box can be selected to enable two-factor security authentication.

Tip: Two factor authentication enhances standard password security by requiring a second piece of information to be provided by the user to establish identity.

At the bottom of the Account General Settings Editor are three buttons:

- 
- 
- 

 is clicked to save changes made to the Account General Settings Editor.



is clicked to return settings back to the default.



is clicked to close the Account General Setting Editor.

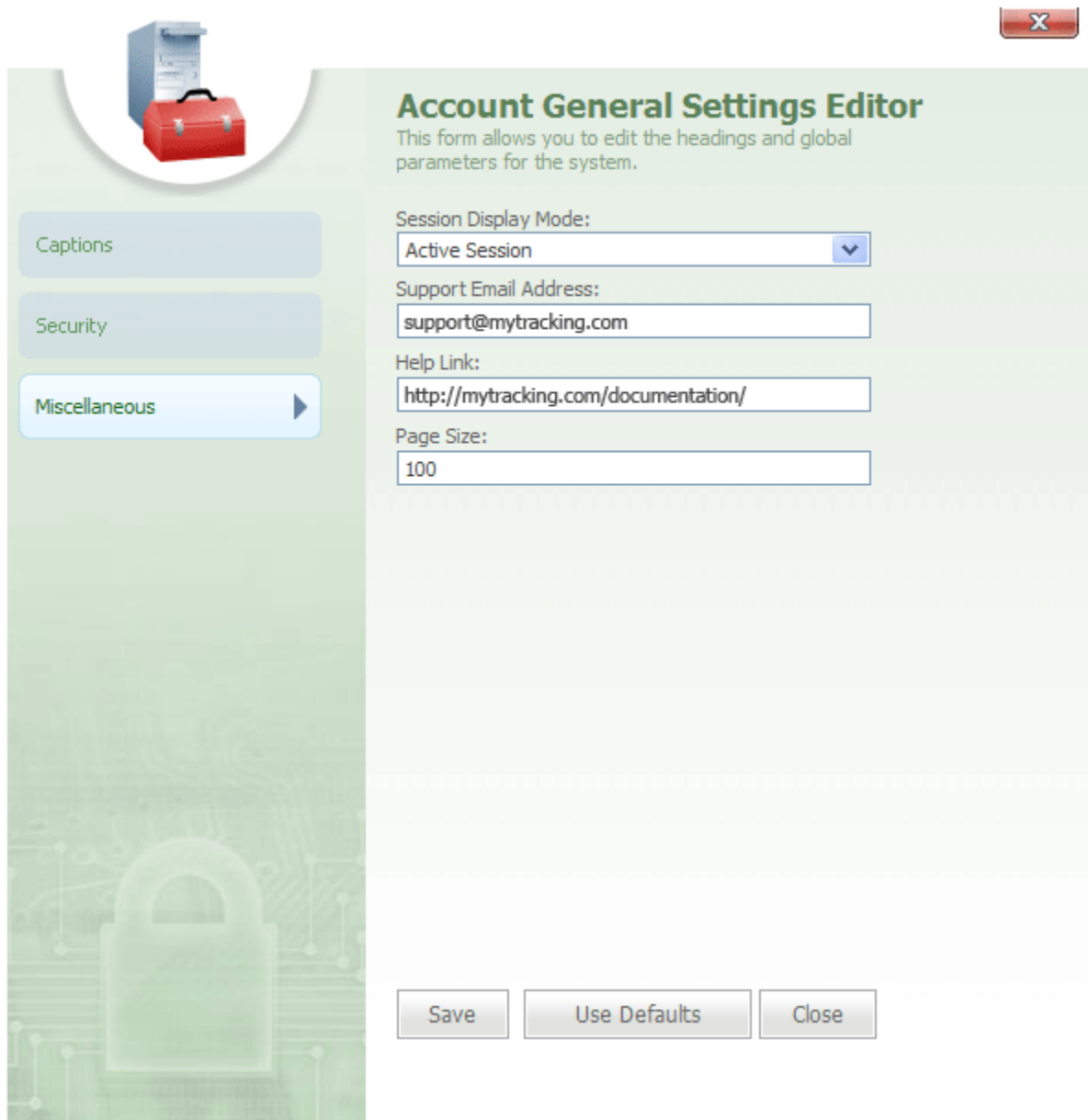
More:

Account General Settings Editor - *See page 617*

Captions - *See page 618*

Miscellaneous - *See page 625*

Miscellaneous




The image shows a software window titled "Account General Settings Editor" with a close button (X) in the top right corner. On the left is a sidebar with three tabs: "Captions", "Security", and "Miscellaneous". The "Miscellaneous" tab is selected and highlighted in blue. The main area of the window contains the following settings:

- Session Display Mode:** A drop-down menu with "Active Session" selected.
- Support Email Address:** A text box containing "support@mytracking.com".
- Help Link:** A text box containing "http://mytracking.com/documentation/".
- Page Size:** A text box containing "100".

At the bottom of the window are three buttons: "Save", "Use Defaults", and "Close". The background of the window features a faint graphic of a padlock and circuit lines.

Account General Settings Editor-Miscellaneous tab selected

When the  tab is selected, the following text and drop-down boxes are displayed:

- Session Display Mode
- Support Email Address
- Help Link


- Page Size

Session Display Mode features a drop-down box from which a user can select either Active Session or Last Recorded Session.

Active Session is selected to limit sessions displayed in the Sessions grid of the Tracking screen to only active sessions (started since midnight).


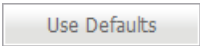

Last Recorded Session is selected to display both the active session and the last recorded session for each Employee.


Support Email Address text box contains the e-mail address for technical support.

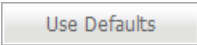
Help Link box is a text box in which an administrator can type the URL that he or she wants to redirect a user to when the user needs support. This URL will be where the user is redirected when he or she clicks the  button on the far-right of the Header bar.

Page Size box is a text box in which a user can set the threshold for the number of items that will be displayed on a grid before the grid continues on a new page.

At the bottom of the Account General Settings Editor are three buttons:

- 
- 
- 

 is clicked to save changes made to the Account General Settings Editor.

 is clicked to return settings back to the default.

 is clicked to close the Account General Setting Editor.

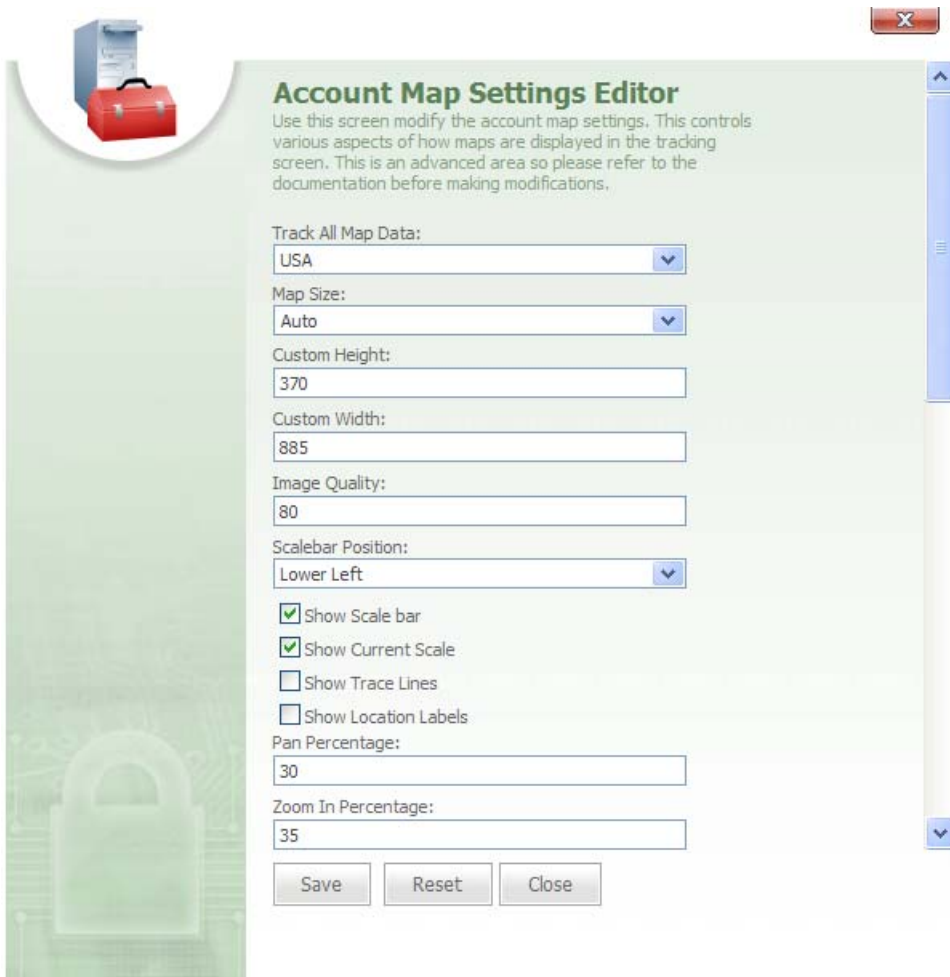
More:

Account General Settings Editor - *See page 617*

Captions - See page 618

Security - See page 621

Account Map Settings Editor

The image shows a software window titled "Account Map Settings Editor". In the top-left corner, there is a circular icon containing a blue printer and a red first aid kit. The window has a title bar with a close button (X) in the top-right corner. The main content area has a light green background. At the top, the title "Account Map Settings Editor" is displayed in a bold, dark green font. Below the title, a paragraph of text reads: "Use this screen modify the account map settings. This controls various aspects of how maps are displayed in the tracking screen. This is an advanced area so please refer to the documentation before making modifications." The settings are organized into several sections. The first section, "Track All Map Data:", has a dropdown menu currently set to "USA". The second section, "Map Size:", has a dropdown menu set to "Auto". The third section, "Custom Height:", has a text input field containing the value "370". The fourth section, "Custom Width:", has a text input field containing the value "885". The fifth section, "Image Quality:", has a text input field containing the value "80". The sixth section, "Scalebar Position:", has a dropdown menu set to "Lower Left". Below these are four checkboxes: "Show Scale bar" (checked), "Show Current Scale" (checked), "Show Trace Lines" (unchecked), and "Show Location Labels" (unchecked). The seventh section, "Pan Percentage:", has a text input field containing the value "30". The eighth section, "Zoom In Percentage:", has a text input field containing the value "35". At the bottom of the window, there are three buttons: "Save", "Reset", and "Close". A vertical scrollbar is located on the right side of the window.

Account Map Settings Editor

The **Account Map Settings Editor** is accessed by clicking the Configure Maps link on the Tools And Settings screen. The Account Map Settings Editor is used to configure map settings for the entire account.

When the **Map Settings Editor** is accessed from the Configure Maps link, a user can edit the map settings for the entire account, and these settings will be the default map settings for all users.

The **Account Map Settings Editor** features the following text and check boxes:

- Track All Map Data
- Map Size
- Custom Height
- Custom Width
- Image Quality
- Scale Bar Position
- Show Scale Bar
- Show Current Scale
- Show Trace Lines
- Show Location Labels
- Pan Percentage
- Zoom In Percentage
- Zoom Out Percentage
- Zoom To Extent Radius
- Zip Code Geocode Radius
- Show Spatial Fence Scale Up Percentage
- Temporal Segment Boundary (min)
- Display Session Point Radius
- Max Consolidation Radius (ft)
- Exact Geocode Radius
- Display Session Scale Up
- Full Extent Collar Color
- Last Location Positions
- Label Elements
- Map Refresh Interval
- Mid Character Index
- Rotate Character Points
- Display Local Time

Track All Map Data allows you to select the default map data for tracking Employees across all departments.

This will be the map data set that is used when the  button is clicked on

the  Quick Toolbar.

Map Size drop-down box can be used to adjust the size of the map for different users. Here, the resolution for the screen can be set to either Auto, which will automatically set the map resolution based on your computer's screen resolution settings, or Custom can be selected to set a custom map size.

Tip: When Custom is selected, you will need to define the height and width of the map size in the Custom Height and Width fields of the Map Settings Editor.

Custom Height box indicates the height of the map area in pixels.

Custom Width box indicates the width of the map area in pixels.

Image Quality box defines the percentage from 1 to 100 for the quality level of the map image.

Tip: 100 means that the map image quality is not compressed and is at 100%, where 80 represents 80% image quality with 20% compression.

Scale Bar Position box features a drop-down from which a user can select a position on the map for the scale bar to appear.

Show Scale Bar box features a check box that can be either selected, to show the scale bar on the map, or cleared, to not show the scale bar on the map.


Show Current Scale features a check box that can be selected when a user wants the Current Scale to be displayed on the map.


Show Trace Lines check box can be selected to show trace lines between session points on the map.

Show Location Labels check box can be selected when the user wants labels to be displayed for all location points on the map.

Pan Percentage text box indicates the percentage the map will move when panning.

Tip: For example, if the pan percentage is 30, the map will shift 30% towards the direction it is panned.

Zoom In Percentage box indicates the percentage that an area on the map will zoom in when the user clicks the Zoom In button in the Map Tools section. When the  button is clicked, the map will zoom into the current map area based on this percentage.

Zoom Out Percentage box indicates the percentage that an area will zoom out when the  button is clicked in the Map Tools section.

Zoom To Extent Radius box represents the radius in meters when zooming into a present extent. This will set the buffer when zooming into the present extent.

Zip Code Geocode Radius box indicates the radius in meters for an area on the map represented by an address. When a user types an address and zip code into the Locate box on the Tracking screen and clicks Find, this will be the radius in meters for the map area represented by this zip code. This radius entered into this field will determine how close the map zooms in to a geocoded address.

Show Spatial Fence Scale Up Percentage is used to set the scale of a Geofence or spatial fence for an Employee. In this text box, a user can set how close the map will scale up the spatial fence for an Employee to create buffer room around the fence. This is usually set to 30-40% to show the complete spatial fence.

Temporal Segment Boundary (min) is represented in minutes and is used to set the amount of time that must elapse before an Employee session will be divided into a new segment.

Tip: For example, if the Temporal Segment Boundary was set to 5 minutes, a new segment will begin after an Employee is stopped for more than 5 minutes.

Display Session Point Radius box contains the radius of an Employee's session point measured in meters. When dealing with a single session point, this radius will represent the area zoomed into.

Max Consolidation Radius (ft) box is set in feet and indicates the minimum number of feet between two Employee session points in order for the two Employee session points to be considered separate points.

Exact Geocode Radius box indicates the radius in meters that a point will be zoomed in at when an exact geocode match is known for the particular address and zip code. When a user types an address and zip code into the Locate box on the Tracking screen and clicks


Find, this will be the radius in meters for the map area represented by this address and zip code. This radius entered into this field will determine how close the map zooms in to an exact geocode match.


Tip: When an exact geocode for a location is known, a user can set this to a smaller value in order to zoom the point in at a closer extent.


Display Session Scale Up box indicates the percentage that a user wants the map area to increase by in order to frame all of an Employee's session points.

Full Extent Collar Color box contains a color in hex decimal value. The hex decimal value in this text box represents the color for the area outside of the map's full extent, which is the map's border.

Tip: This is the area outside of the map's full extent which a user will not have permission to view.

Last Location Positions text box indicates the number of last location points that will be displayed on the map for an Employee when the  button is clicked on the Sessions toolbar on the Tracking screen.

Label Elements box is a multi-select box where a user can hold down the CTRL key and select multiple items. The information that a user selects in the Label Elements box will appear on the labels for the Employee session points when the  button is clicked on the Sessions toolbar on the Tracking screen.

Map Refresh Interval text box indicates the interval that will pass before the map auto refreshes data from the server. This field defines the number of minutes that will count down when the  is enabled on the Tracking screen.

Mid Character Index box indicates the type of character (Wingdings code) that is used to display the intermediate points for an Employee's session points.

Rotate Character Points check box indicates if the intermediate characters for an Employee's session points will be rotated and point towards the next session point. If the check box is selected, all intermediate characters will rotate and point towards the next session point.

Display Local Time check box can be selected to have the local time for departments displayed on the map.

Save

is clicked to save and apply changes to the editor.

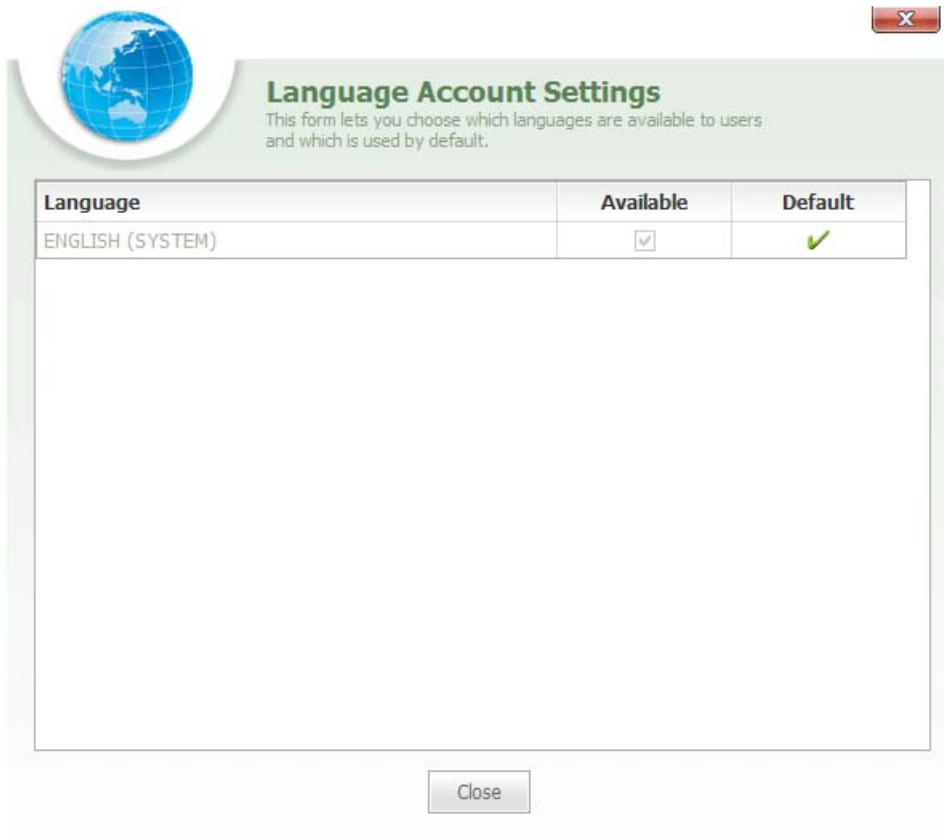
Reset

is clicked to return settings back to the default map settings.

Close

is clicked to close the editor.

Language Account Settings



The dialog box features a title bar with a close button (X) in the top right corner. On the left side, there is a circular icon containing a blue globe. The main content area has a title "Language Account Settings" and a subtitle "This form lets you choose which languages are available to users and which is used by default." Below this is a table with three columns: "Language", "Available", and "Default". The table contains one row for "ENGLISH (SYSTEM)" with a checked checkbox in the "Available" column and a green checkmark in the "Default" column. A "Close" button is located at the bottom center of the dialog box.

Language	Available	Default
ENGLISH (SYSTEM)	<input checked="" type="checkbox"/>	✓

The **Language Account Settings** box is accessed from the Tools And Settings screen by clicking the Change language link. Language Account Settings allows you to select which languages will be available for users in the account and which language will be the default language setting.

With the **Language Account Settings** feature, you can select multiple languages and make them available for users in your account.

Note: These languages can later be assigned to users as their preferred language.

Language Account Settings dialog features a grid with the following columns:

- Language
- Available
- Default

Language column lists all the available languages in the account.

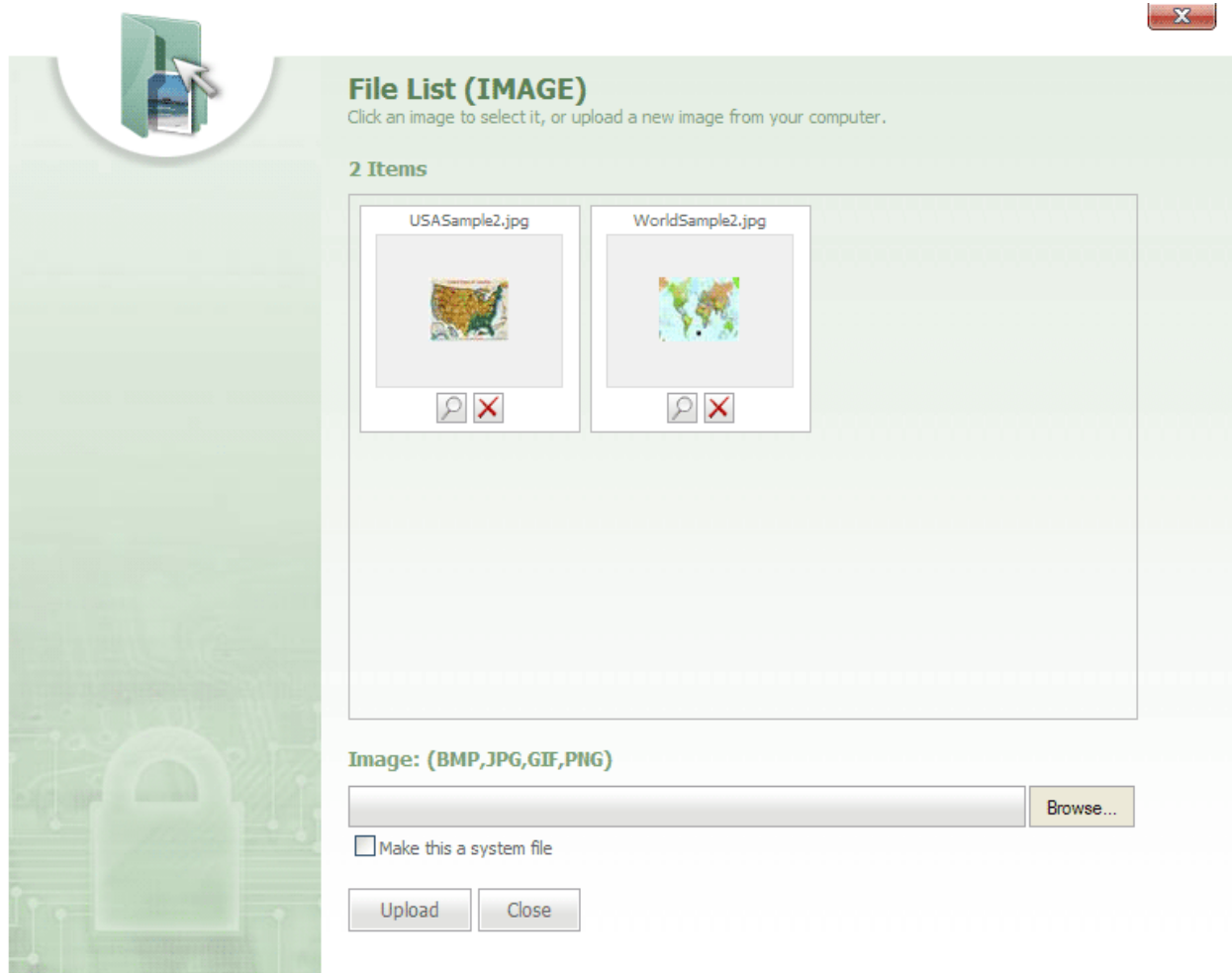
Tip: The name of the language can be clicked to assign it as the default language for the account.

Available column features a check box for each language that is available to the account.

Default column displays a check mark for the account's default language.

Note: Only one language can be selected as the default language for the account.

File List (Image)



File list (Image)

The **File List (Image)** dialog is accessed by clicking the Manage Images link on Tools And Settings. This dialog is used to browse for images and upload them.

The **File List (Image)** dialog features the following items:

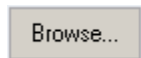
- Image pane
- Image
- Browse
- Make this a system file

- Upload

Image pane displays each image file that has been uploaded to the File List.

Note: When an image file is selected, it will be uploaded to the Image pane.

Image box allows users to type a file name that they want to upload.



button can be clicked to search for image files to upload into the File List.



button can be clicked to upload the selected image file.

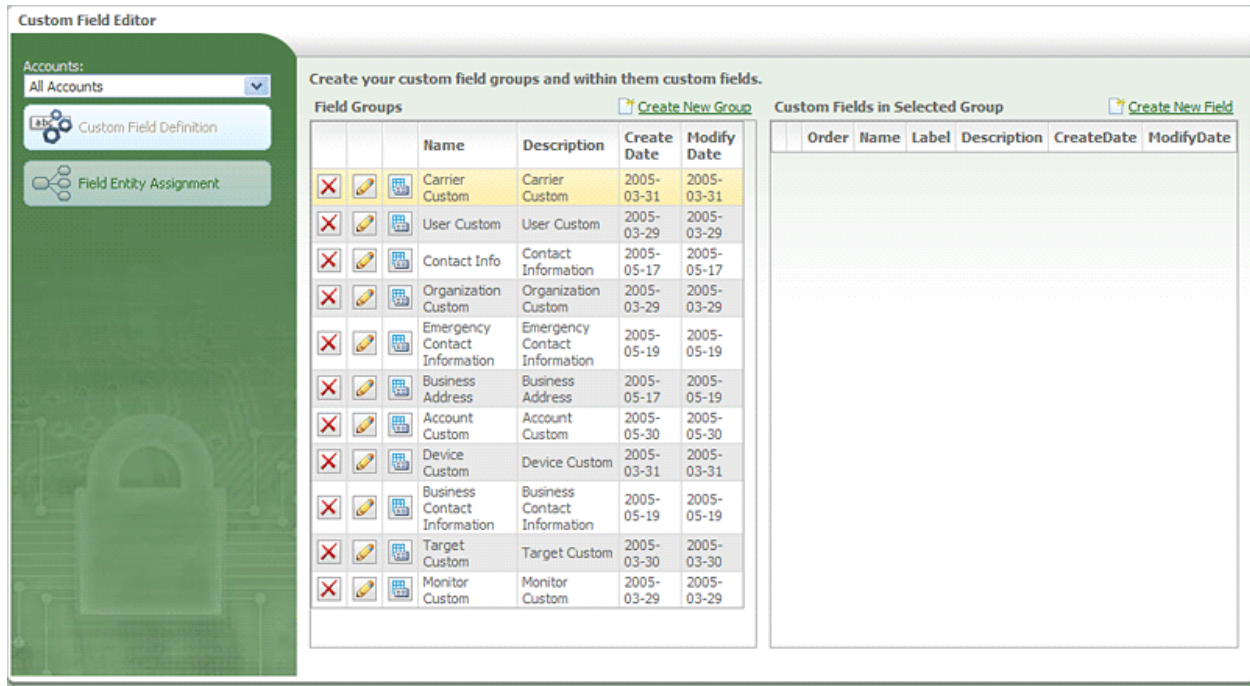


icon below each image can be clicked to open and view the image.



icon below each image can be clicked to delete the image from the Image pane.

Custom Field Editor



Custom Field Editor

The **Custom Field Editor** is accessed by clicking the Edit Custom Fields link on the Tools And Settings screen.


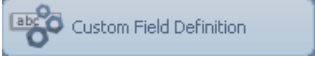

The **Custom Field Editor** allows you to create your own custom fields for editors in the system, such as the Department Editor and the User, Employee, Device, and Points of Interest Editors.


Tip: These custom fields can be viewed by clicking the


Advanced Details

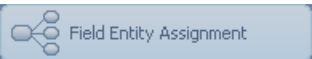
tab on the

The left-side of the Custom Field Editor features a Navigation Bar with the following items:

-  Accounts
-  Custom Field Definition
-  Field Entity Assignment

 drop-down list can be used to select individual accounts in order to load the account's Field Groups into the Field Groups grid.

 tab can be clicked to view the Field Groups and Custom Fields grids, which are used to create, define and edit field groups.

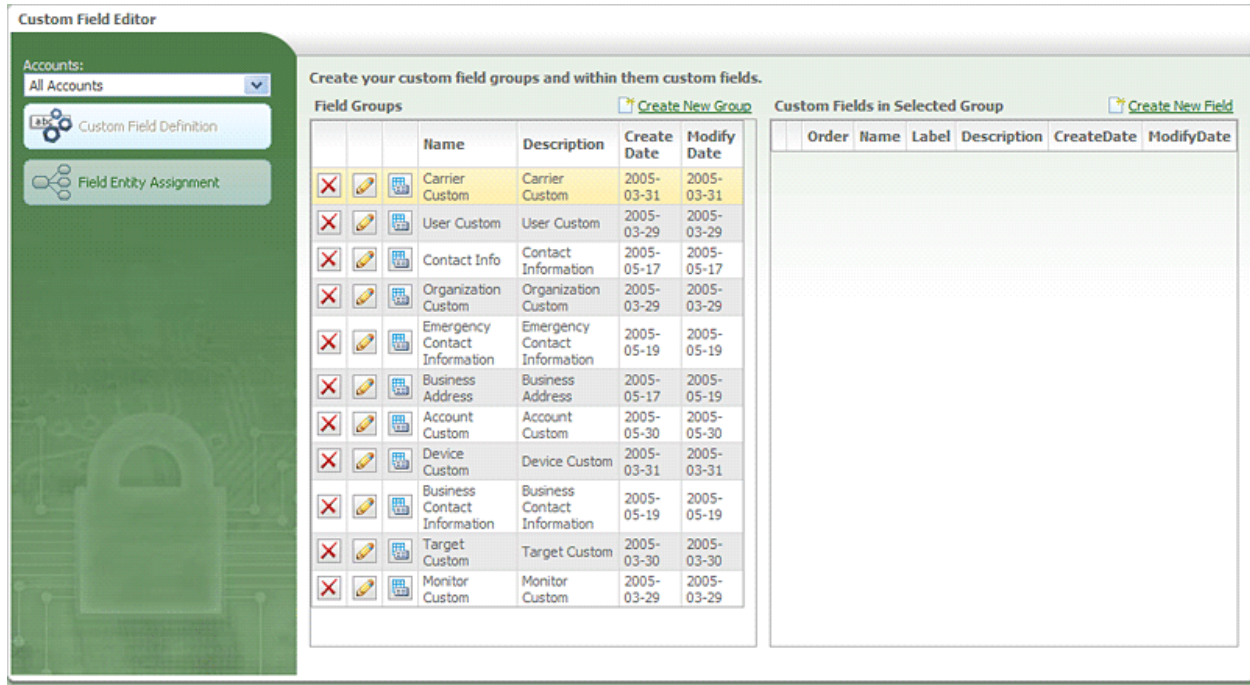
 tab can be clicked to assign available field groups to entities within the account.

More:


Custom Field Definition - *See page 639*

Field Entity Assignment - *See page 645*

Custom Field Definition




Custom Field Editor-Custom Field Definition tab selected

When the  tab is selected in the Custom Filed Editor, a **Field Groups** grid and **Custom Fields in Selected Group** grids will load in the screen. Here you can create, define and edit field groups and add fields to these groups.

The **Field Groups** grid features the following columns:

- Name
- Description
- Create Date
- Modify Date

Name column lists the names of all the Field Groups within the selected account.

 icon can be clicked to remove the Field Group from the grid.



icon can be clicked to load the Field Group's custom fields into the Custom Fields grid.



icon can be clicked to open the Field Group Editor.

Description column contains a brief description of each Field Group.

Create Date column displays the date that each Field Group was created.

Modify Date column displays the date that each Field Group was last modified.

The  [Create New Group](#) link, located above the Field Groups grid, can be clicked to open the Field Group Editor and create a new Field Group.

The **Custom Fields in Selected Group** grid features the following columns:

- Order
- Name
- Label
- Description
- Create Date
- Modify Date

Order column shows the order that the custom field will be listed in the Field Group.



icon can be clicked to remove a custom field from the grid.



icon can be clicked to open the Field Editor.


Name column lists the name of each custom field.

Label column shows the label that will be displayed for each custom field when it appears in the Field Group.

Description column contains brief descriptions of each custom field.

Create Date column displays the date that each custom field was created.

Modify Date column displays the date that each custom field was last modified.

 [Create New Field](#) link located above the grid can be clicked to open the Field Editor, which is used to create a new custom field.

More:

Field Group Editor - *See page 641*

Field Editor - *See page 643*

Custom Field Editor - *See page 637*

Field Entity Assignment - *See page 645*

Field Group Editor

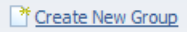


The image shows a screenshot of the 'Field Group Editor' dialog box. It has a light green background and a title bar with a close button (X). On the left side, there is a circular icon containing a notepad and a pencil. The main content area has the title 'Field Group Editor' in bold green text, followed by a description: 'Use this form to create or edit your custom field group. You can then create custom fields within the group from the preceding screen.' Below this, there are two input fields: 'Group Name:' with the text 'Organization Custom' and 'Group Description:' with the text 'Organization Custom'. At the bottom, there are two buttons: 'Save' and 'Close'.

Field Group Editor

The **Field Group Editor** is accessed from the Field Groups grid by clicking either the



icon next to a Field Group's name or clicking the  link. The Field Group Editor is used to create a new Field Group or edit an existing one.

The **Field Group Editor** features the following text boxes:

- Group Name
- Group Description

Group Name text box contains the name of the Field Group.

Group Description text box contains a brief description of the Field Group.



button can be clicked to save changes to an existing Group or save a new group and add it to the Field Groups grid.



button is clicked to close the editor.

More:

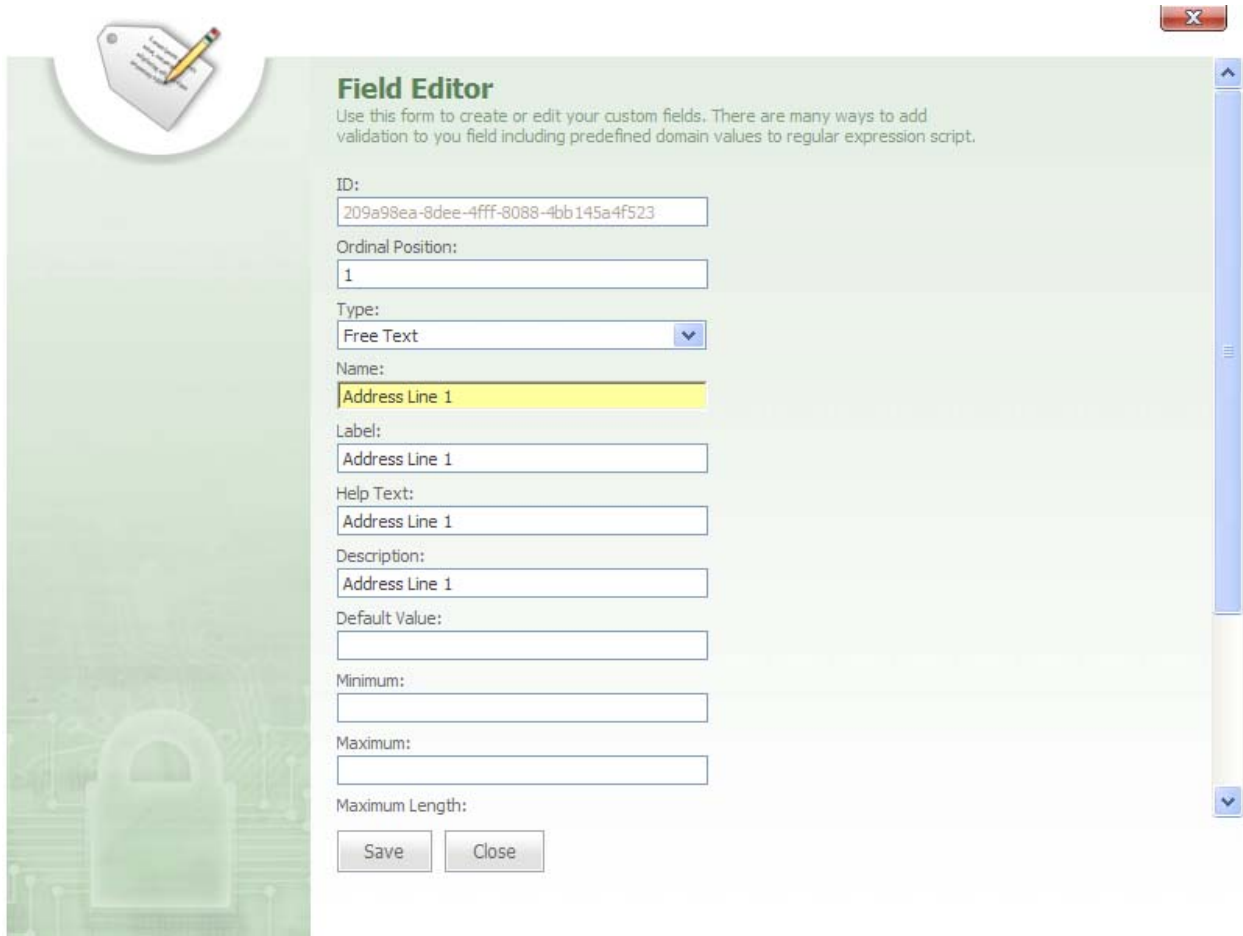
Custom Field Definition - *See page 639*

Field Editor - *See page 643*



Custom Field Editor - *See page 637*

Field Entity Assignment - *See page 645*

Field Editor

The image shows a 'Field Editor' window with a light green background. In the top-left corner, there is a circular icon containing a notepad and a pencil. The window has a title bar with a close button (X) in the top-right corner. The main content area is titled 'Field Editor' and includes a subtitle: 'Use this form to create or edit your custom fields. There are many ways to add validation to you field including predefined domain values to regular expression script.' Below this, there are several input fields: 'ID:' with a text box containing '209a98ea-8dee-4fff-8088-4bb145a4f523'; 'Ordinal Position:' with a text box containing '1'; 'Type:' with a dropdown menu showing 'Free Text'; 'Name:' with a text box containing 'Address Line 1' (which is highlighted in yellow); 'Label:' with a text box containing 'Address Line 1'; 'Help Text:' with a text box containing 'Address Line 1'; 'Description:' with a text box containing 'Address Line 1'; 'Default Value:', 'Minimum:', and 'Maximum:' each with an empty text box; and 'Maximum Length:' with an empty text box. At the bottom of the form are two buttons: 'Save' and 'Close'. On the right side of the window, there is a vertical scrollbar.

Field Editor

The **Field Editor** can be opened by clicking the  [Create New Field](#) link or the  icon on the Custom Fields grid.

The **Field Editor** features the following items:

- ID
- Ordinal Position
- Type
- Name

- Label
- Help Text
- Description
- Default Value
- Minimum
- Maximum
- Maximum Length
- Validation Expression
- Is System
- Is Required
- Is Read-Only
- Is Visible

ID field contains the ID for the custom field and will automatically be filled in once the field is saved.

Ordinal Position box displays the order in which the field will be listed in the Field Group.

Type box features a drop-down from which a user can select the type of field that will be featured for the Field Group.

Tip: The **Type** determines what control type the field will be. For example, it could be a text box, combo box, check box, etc.

Name text box contains the name of the field as it will appear in the Field Group.

Label text box contains the label a user will see for the field.

Help Text box contains the text that will appear for the field if a user hovers over the label for the field.

Description text box contains a brief description of the field.

Default Value text box can be filled in when you add a field with a default value.

Minimum text box is used for fields that feature a minimum numeric value field.

Tip: For example, a user might have a fax number as a field of the Business Address group.

Maximum text box is used for fields that might have a maximum numeric value.

Maximum Length text box is used for a field that contains characters or digits. This will set the maximum allowed length for any data that is typed into the field.

Validation Expression box allows a user to type a Regular Expression script for the field.

Tip: For example, a user might want to specify that a Free Text field must conform to a numeric specification.

Is System check box can be selected when a user is writing custom editions to the software.

Is Required check box can be selected if the user wants to designate the field as a required field.

Is Read-Only check box can be selected when the user wants to set the field as a read-only field to prevent someone from editing it.

Is Visible check box can be selected when a user wants the field to be visible to the user.

More:

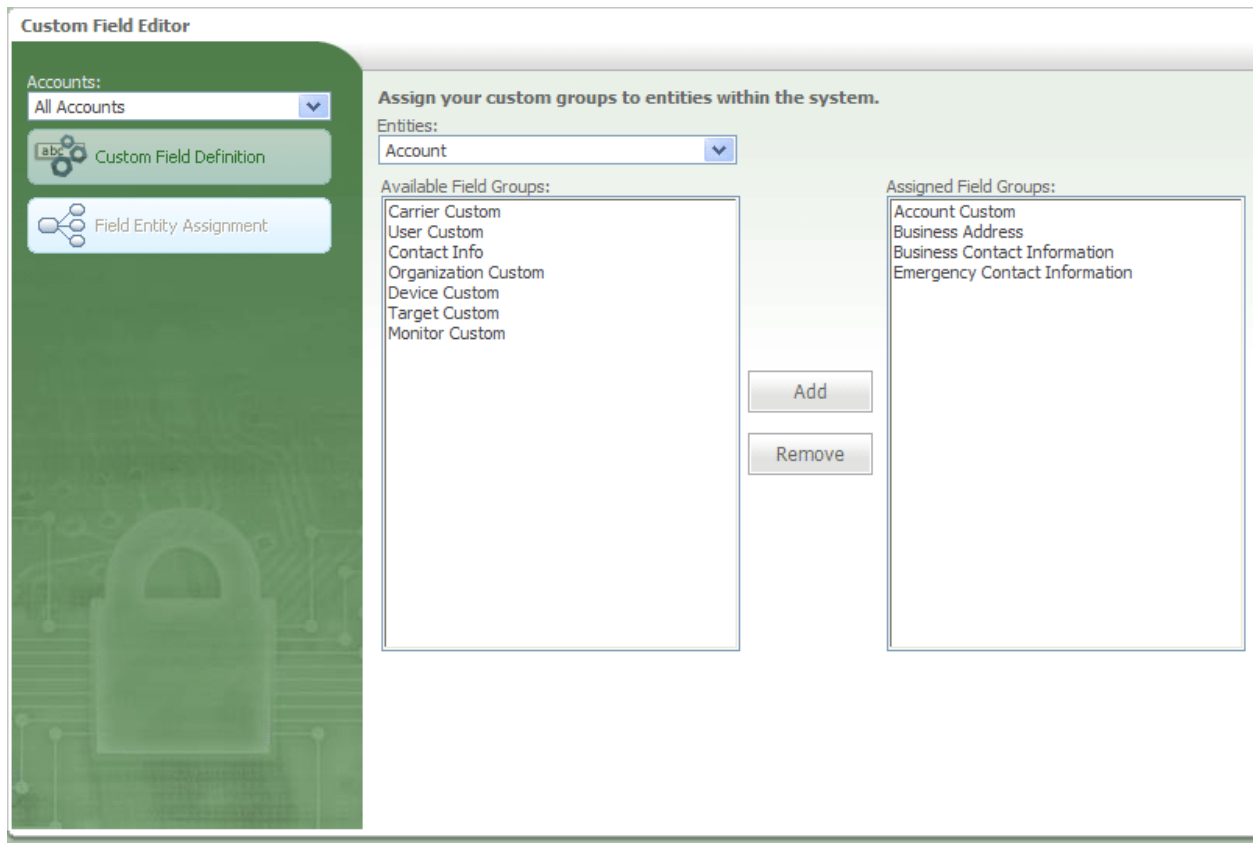
Custom Field Definition - *See page 639*

Field Group Editor - *See page 641*

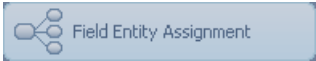
Custom Field Editor - *See page 637*

Field Entity Assignment - *See page 645*

Field Entity Assignment



Custom Field Editor-Entity Field Assignment tab selected


When the  tab is clicked, the following items will load into the Custom Field Editor:

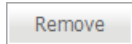
- Entities
- Available Field Groups
- Assigned Field Groups

Entities drop-down list allows you to select the entity that you want to assign a Field Group to.

Available Field Groups pane lists all of the available Field Groups for the selected entity.

Assigned Field Groups pane lists all of the Field Groups that have already been assigned to the selected entity.

 button can be clicked to move a highlighted Field Group from the Available Field Groups pane to the Assigned Field Groups pane.

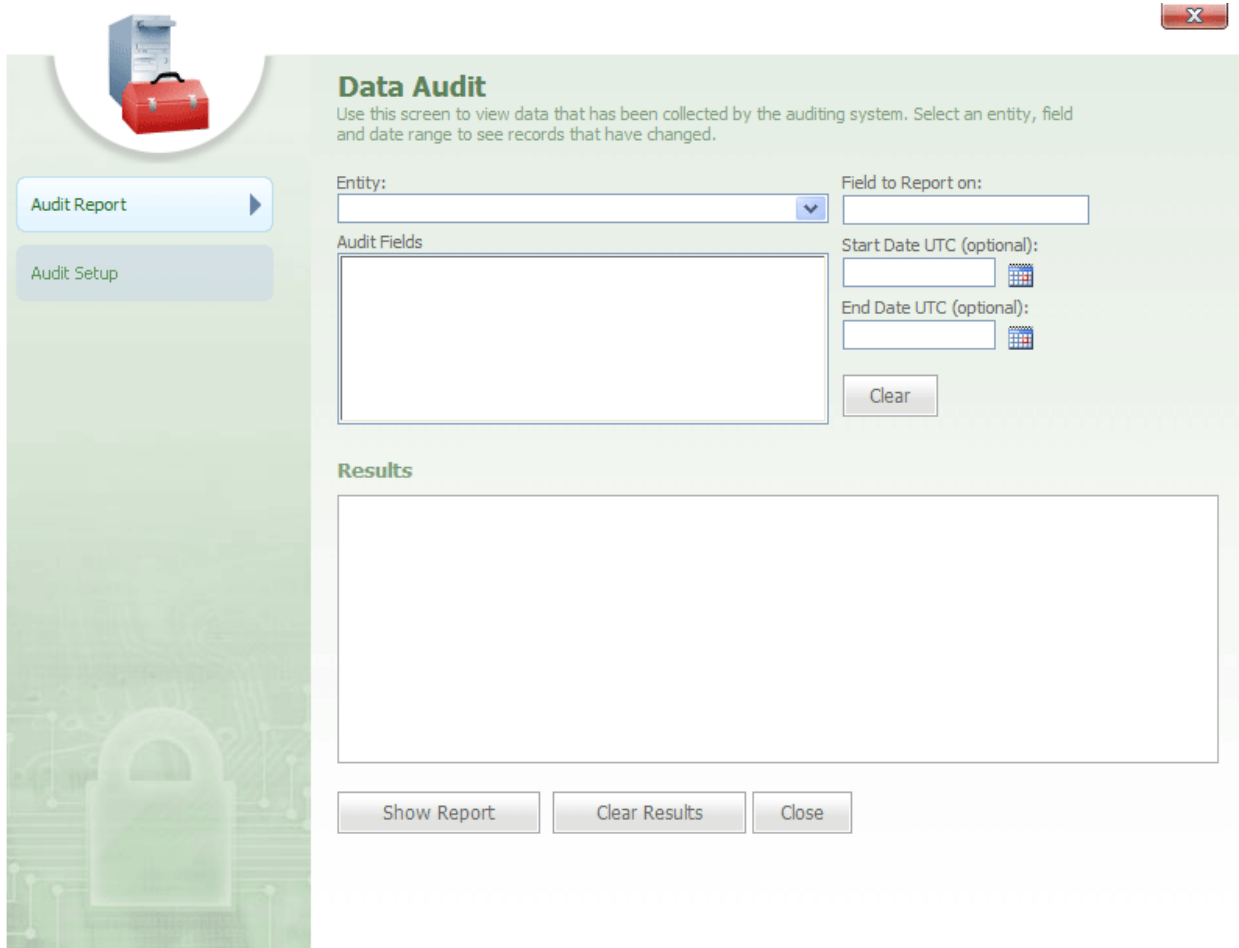
 button will remove a highlighted Field Group from the Assigned Field Groups pane.

More:

Custom Field Editor - *See page 637*

Custom Field Definition - *See page 639*


Data Audit


The image shows a 'Data Audit' dialog box with a light green background. At the top left, there is a circular icon containing a red toolbox and a blue server tower. Below this, a left navigation bar has two buttons: 'Audit Report' (highlighted in light blue with a right-pointing arrow) and 'Audit Setup' (in light grey). The main area is titled 'Data Audit' in bold, followed by a subtitle: 'Use this screen to view data that has been collected by the auditing system. Select an entity, field and date range to see records that have changed.' Below the subtitle, there are three input sections: 'Entity:' with a dropdown menu, 'Field to Report on:' with a text input field, and 'Audit Fields' with a large empty rectangular box. To the right of the 'Audit Fields' box are two date pickers labeled 'Start Date UTC (optional):' and 'End Date UTC (optional):', each with a text input and a calendar icon. A 'Clear' button is positioned below these date pickers. At the bottom of the main area is a large empty box labeled 'Results'. At the very bottom of the dialog are three buttons: 'Show Report', 'Clear Results', and 'Close'. A small red 'X' button is in the top right corner.

Data Audit

The **Data Audit** dialog box is accessed by clicking the **Audit Data** link on the Tools And Settings screen. Data Audit is used to record changes that have been made to an account and to examine and review these changes.

Data Audit features a left Navigation Bar with two tabs:

-  Audit Report

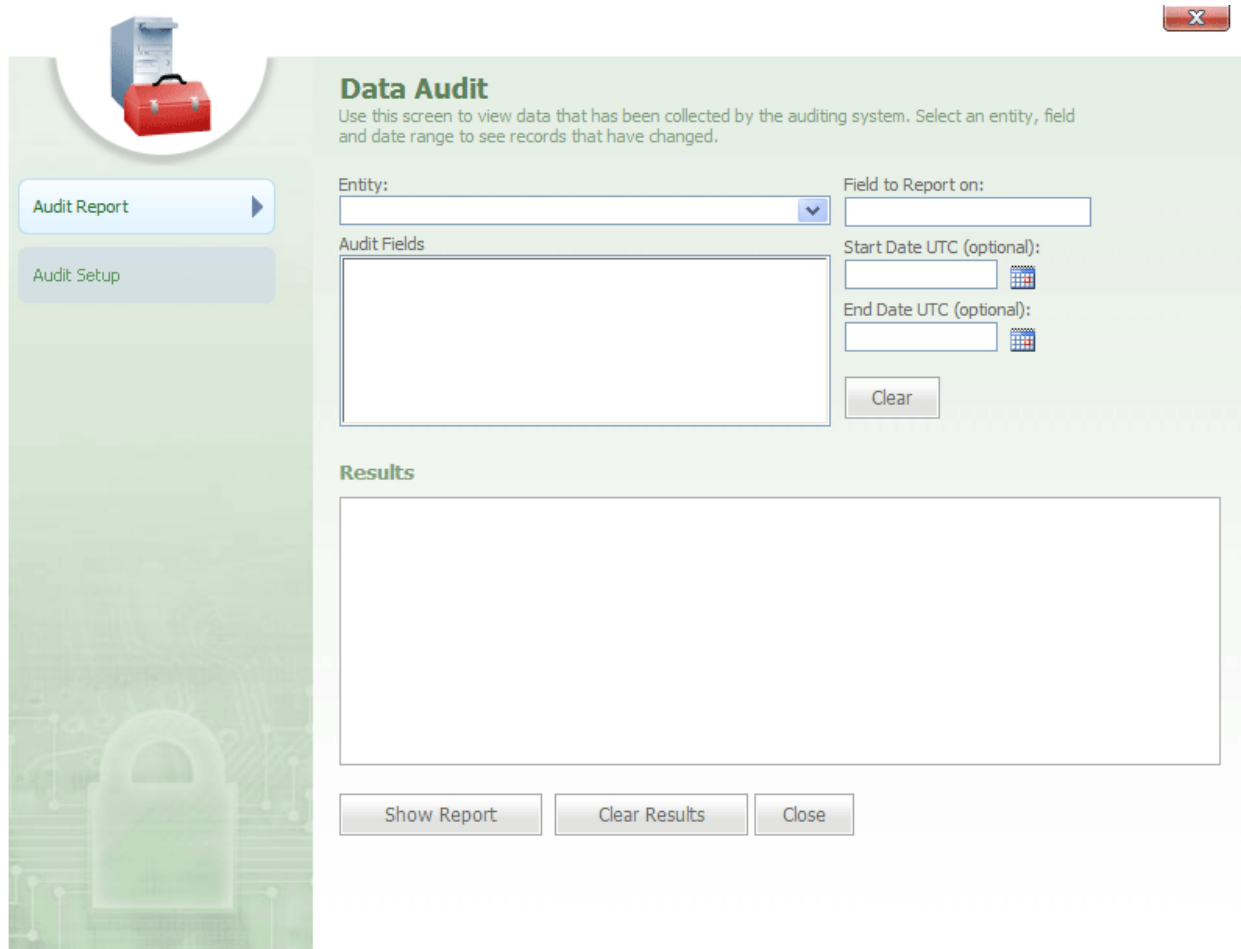
-  Audit Setup

More:

Audit Report - *See page 650*

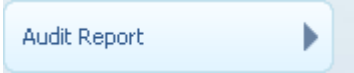
Audit Setup - *See page 653*

Audit Report



The screenshot shows a web application window titled "Data Audit". On the left is a sidebar with two tabs: "Audit Report" (highlighted in blue) and "Audit Setup". The main area has a header "Data Audit" with a sub-instruction: "Use this screen to view data that has been collected by the auditing system. Select an entity, field and date range to see records that have changed." Below this are several input fields: "Entity:" with a dropdown menu, "Field to Report on:" with a text input, "Audit Fields" with a large empty text area, "Start Date UTC (optional):" with a text input and a calendar icon, and "End Date UTC (optional):" with a text input and a calendar icon. A "Clear" button is positioned below the date fields. At the bottom of the main area is a large "Results" section with an empty box. At the very bottom are three buttons: "Show Report", "Clear Results", and "Close". A red close button (X) is in the top right corner of the window frame.

Data Audit-Audit Report tab selected

When the  tab is selected, the Data Audit features the following fields:

- Entity
- Audit Fields
- Field to Report on
- Start Date UTC (optional)


- End Date UTC (optional)
- Results


Entity drop-down box allows a user to select the entity that he or she wants to query, such as Account or Department.

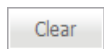
Audit Fields pane displays the audited fields for the selected entity.

Note: All the fields that are currently being audited will be listed in the Audit Fields pane.

Field to Report box will display the audited field once the field is selected from the Audit Fields Pane.

Start Date UTC (optional) is a text box that features a  icon that can be clicked to open a calendar. From this calendar, a user can select a start date for the audit report.

End Date UTC (Optional) text box also features a  icon that can be clicked to open a calendar. From this calendar, a user can select an end date for the audit report.



button can be clicked to clear the boxes.

The **Results** pane contains a grid that displays the results of the audit. The Results grid features the following columns:

- Entity Name
- Field Name
- Create Date
- User Name
- Original Value
- New Value

Entity Name column lists the name of the entity that was audited.

Field Name column lists the name of the field that was audited.

Create Date column lists the date that each field was created.

User Name column lists the name of the user who modified the field.

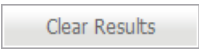
Original Value column lists the original value of the field.

New Value column lists the new value of the field.

A rectangular button with a light gray background and a thin border, containing the text "Show Report".

button can be clicked to show the audit report for the audited field.

Note: This report will be loaded into the Results grid.

A rectangular button with a light gray background and a thin border, containing the text "Clear Results".

button can be clicked to clear the results from the Results grid.

A rectangular button with a blue gradient background and a thin border, containing the text "Close".

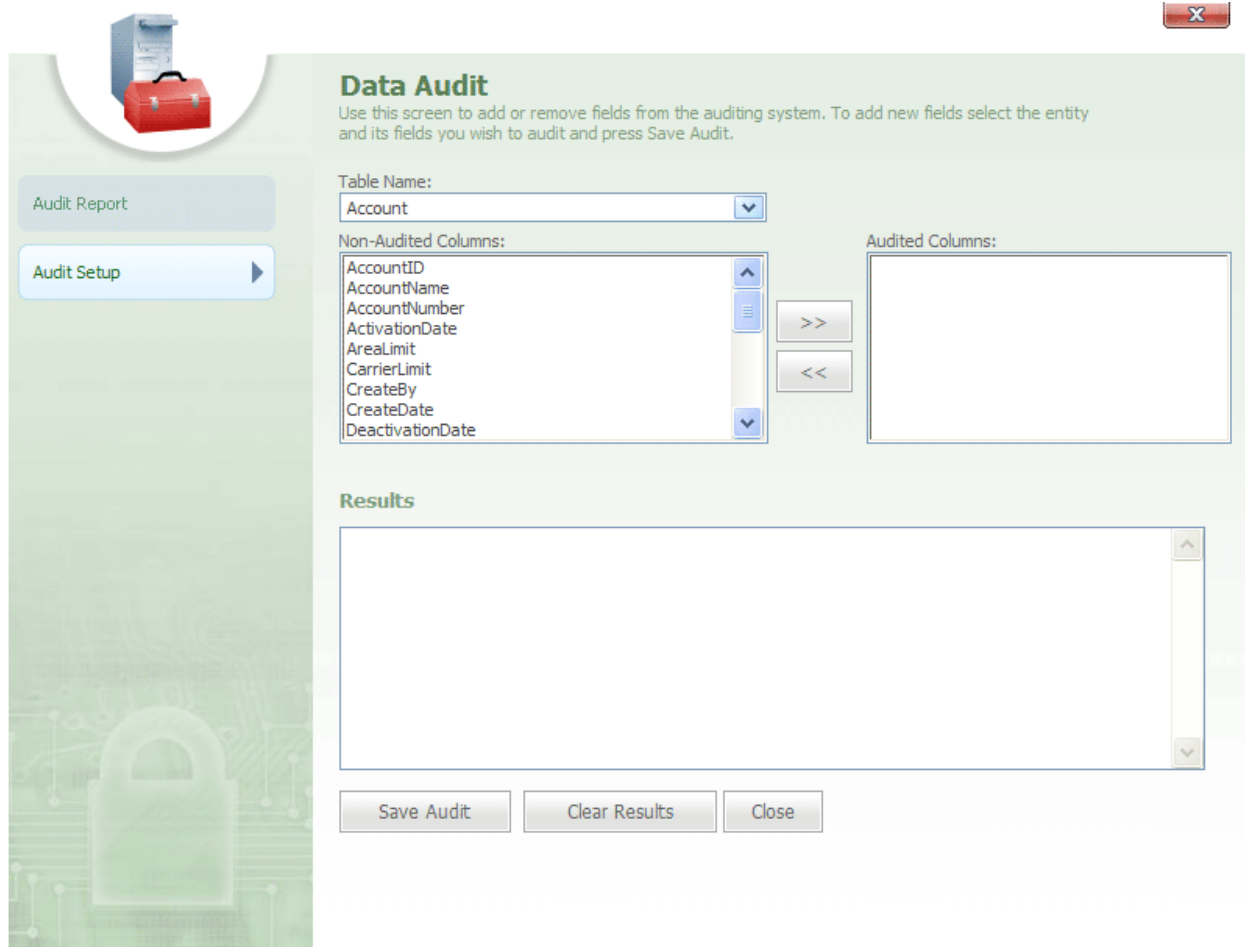
button can be clicked to close the Data Audit dialog.

More:

Data Audit - *See page 648*

Audit Setup - *See page 653*

Audit Setup



Data Audit

Use this screen to add or remove fields from the auditing system. To add new fields select the entity and its fields you wish to audit and press Save Audit.

Table Name: Account

Non-Audited Columns:

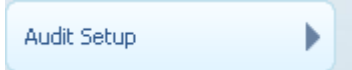
- AccountID
- AccountName
- AccountNumber
- ActivationDate
- AreaLimit
- CarrierLimit
- CreateBy
- CreateDate
- DeactivationDate

Audited Columns:

Results

Save Audit Clear Results Close

Data Audit-Audit Setup tab selected

When the  tab is selected, the following items are loaded into the Data Audit:

- Table name
- Non-Audited Columns
- Audited Columns
- Results

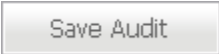
Table Name drop-down list allows a user to select an entity to audit.

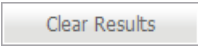
Non-Audited columns pane displays fields for the entity that is selected.


Tip: For example, if a user selects Department from the Table Name box, only fields that are associated with Department will be displayed in the Non-Audited pane.

Audited Columns pane displays the fields that the user wants to audit.

Results pane displays the entity and fields for the entity that is being audited. The Results pane also indicates that the entity and fields you selected have been successfully setup for auditing.

 button can be clicked when the user wants to perform the audit for the selected entity and its fields.

 button can be clicked to remove the entity and fields from the Results pane.

 button can be clicked to close the Data Audit dialog.

More:

Data Audit - *See page 648*

Audit Report - *See page 650*

Account Domains Editor

Account Domains Editor

This screen will allow you to associate your account to a specific internet domain name. Simply enter the domain name you wish to have redirected to this account and save it. Remember you can always have multiple mapping per account.

Domain name Status **ACTIVE** ▼

Domain	Status
--------	--------

0 Items

Account Domains Editor

The **Account Domains Editor** is accessed by clicking the **Setup Domains** link on the Tools And Settings screen. The Account Domains Editor allows an administrator to associate the account with a specific domain name.

Note: When a user logs on to the account, the user will go to the Internet domain specified in the Account Domains Editor.

The **Account Domains Editor** features the following text, drop-down boxes, and buttons:


- Domain name
- Status
-
-



- Domain grid



Domain name text box is used to type a domain URL for the account. This domain URL can be saved and added to the Domain grid.


Status drop-down box is used to select a status for the domain name, either Active or Inactive in the account.

 button can be clicked to add the domain URL to the Domain grid, located below the Domain Name box.

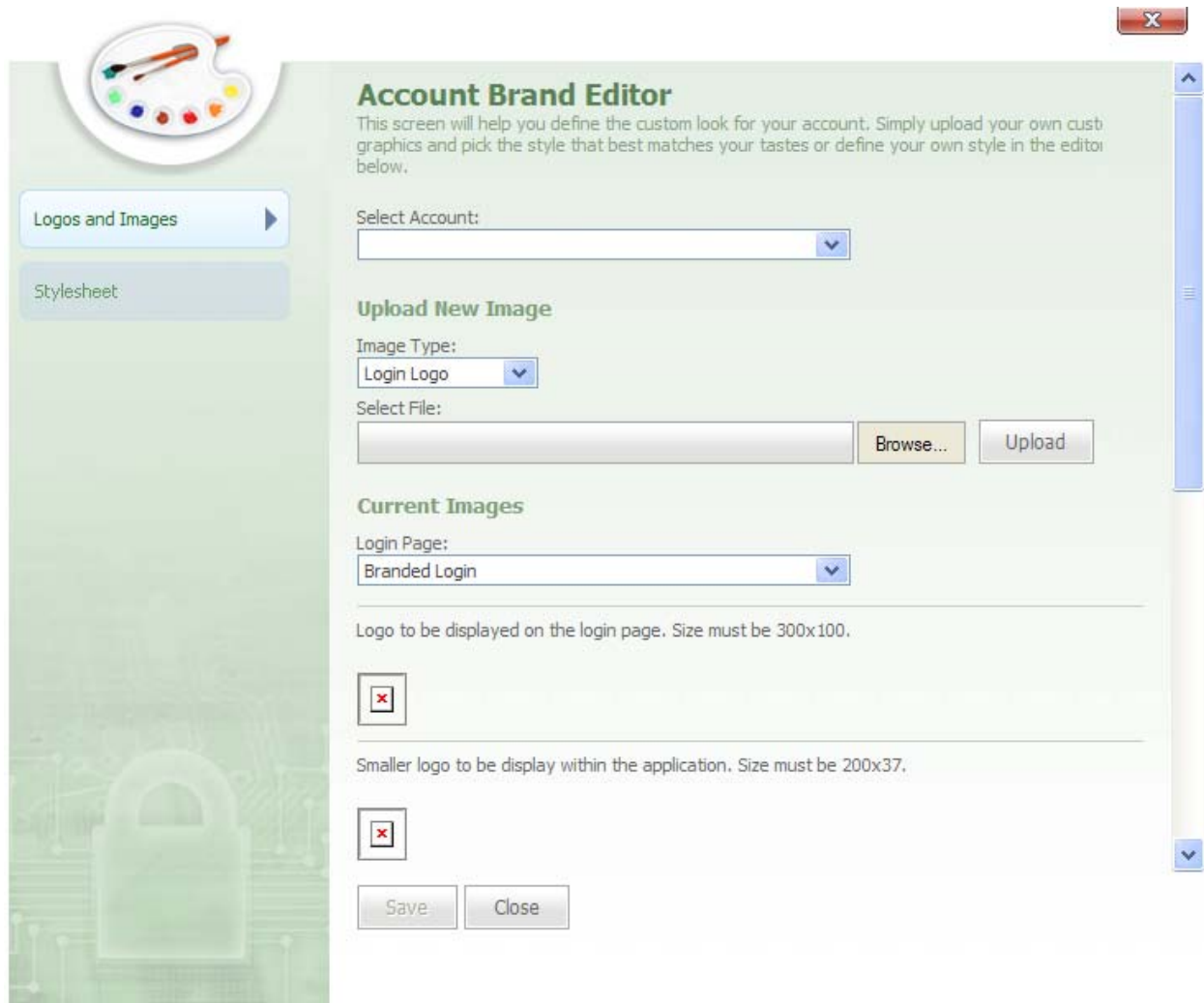
 button can be clicked to clear the domain URL from the Domain Name box.

In the **Domain grid**, a  icon can be clicked to edit the domain name. When the  icon is clicked, the domain name is loaded into the Domain Name text box for editing.

Next to the  icon is an  icon that can be clicked to remove the domain name from the account.

 button can be clicked to close the Account Domains Editor.

Account Brand Editor





Account Brand Editor

The **Account Brand Editor** is accessed by clicking the **Edit Branding** link on the Tools And Settings screen. The Account Brand Editor allows administrators to configure custom branding for the account.

Note: Account branding controls the look and feel of the account, which includes things like custom logos and colors.

The **Account Brand Editor** features a Navigation Bar, located on the left-side, with the following tabs:

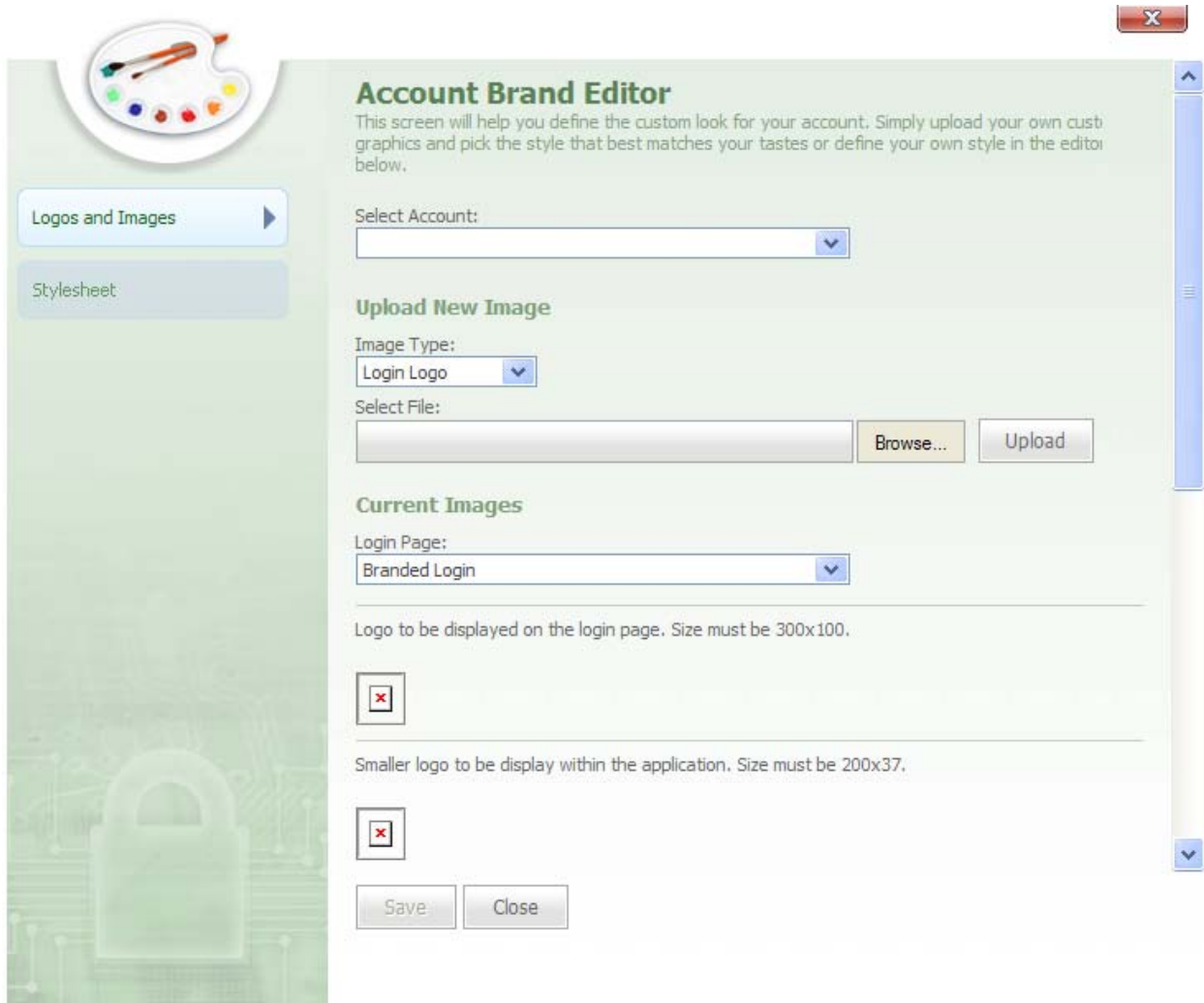
-  Logos and Images
-  Style sheet

More:

Logos and Images - *See page 659*

Stylesheet - *See page 661*

Logos and Images



The screenshot shows a web application window titled "Account Brand Editor". On the left is a sidebar with two tabs: "Logos and Images" (which is selected and highlighted in blue) and "Stylesheet". The main content area has a header with a paint palette icon and the title "Account Brand Editor". Below the title is a descriptive paragraph. The interface is divided into three main sections: "Select Account:" with a dropdown menu; "Upload New Image" with an "Image Type:" dropdown set to "Login Logo", a "Select File:" input field, and "Browse..." and "Upload" buttons; and "Current Images" with a "Login Page:" dropdown set to "Branded Login". Below this are two image preview areas, each with a placeholder box containing a red 'x' and a description of the image's purpose and required size (300x100 and 200x37 respectively). At the bottom are "Save" and "Close" buttons.

Account Brand Editor

This screen will help you define the custom look for your account. Simply upload your own custom graphics and pick the style that best matches your tastes or define your own style in the editor below.

Select Account:
[Dropdown Menu]

Upload New Image

Image Type:
Login Logo [Dropdown Menu]

Select File:
[Input Field] [Browse...] [Upload]

Current Images

Login Page:
Branded Login [Dropdown Menu]

Logo to be displayed on the login page. Size must be 300x100.

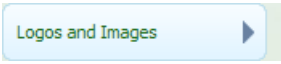
[Placeholder Box with Red X]

Smaller logo to be display within the application. Size must be 200x37.

[Placeholder Box with Red X]

[Save] [Close]

Account Brand Editor-Logos and Images tab selected

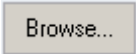

The  tab is selected, the following sections will be loaded:


- Upload New Image
- Current Images


Upload New Image section features the following items:


- Image Type
- Select File

Image Type drop-down allows you to select the type of image you want to upload. This image type can be one of the following: Login Logo, System Logo, Login Background.

Select File box features  and  buttons.

 button can be clicked to browse through your stored files and select the file you want to use for your branded logo.

 button can be clicked to upload the selected file and have it saved as your branded logo.


Note: The  button at the bottom of the Account Brand Editor must be clicked to apply the changes.

Current Images section gives a preview of what the uploaded logos and images will look like. The Current Images section features a **Login Page** drop-down box.

Login Page drop-down box allows you to select either a Branded Login or a Plain Login design for the Login page.

Note: The design selected from the Login Page drop-down box will affect the look of the Login page.

 button is clicked to save changes made to the Account Brand Editor.

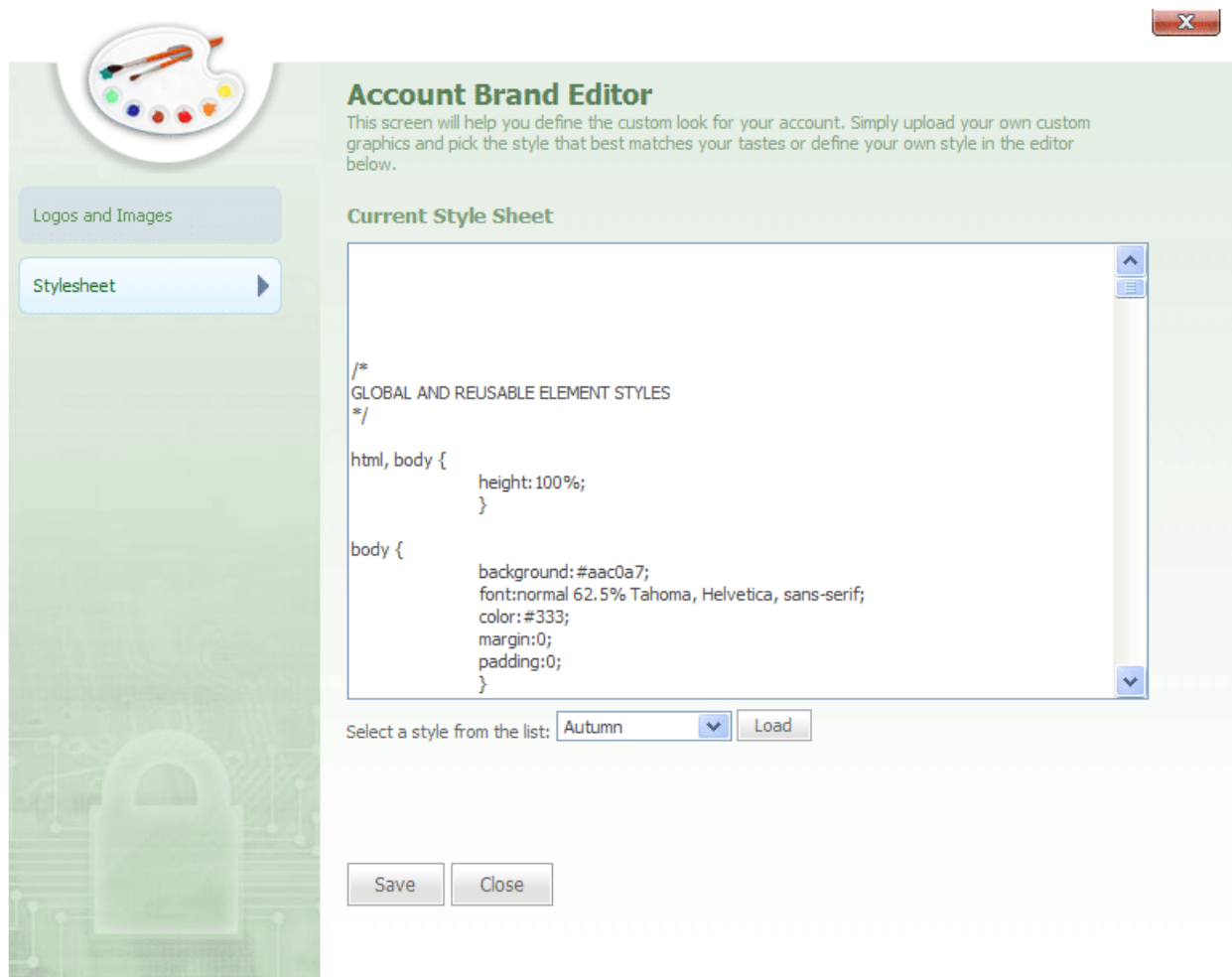
 button is clicked to close the Account Brand Editor.

More:


Account Brand Editor - See page 802

Stylesheet - See page 661

Stylesheet




Account Brand Editor-Stylesheet tab selected


When the  tab is selected, a Current Style Sheet pane will load into the Account Brand Editor.

The **Current Style Sheet** pane displays the style sheet that is currently being used for the account's branding.

Select a style from the list drop-down box can be used to select from a variety of style sheets for the account.

 button, located directly to the right of the **Select a style from the list** drop-down box, is a button that can be clicked to load the new style sheet into the Current Style Sheet pane.

 is clicked to save and apply changes to the Style sheet.

 is clicked to close the Account Brand Editor.

More:

Account Brand Editor - *See page 802*

Logos and Images - *See page 803*

Account News Editor

Account News Editor
This form allows you to publish news and information to all users of the system.

Paragraph Font Size Color

B *I* U abc x² x₂

Design HTML

Save Close

Account News Editor

The **Account News Editor** is accessed from the Tools And Settings screen by clicking the **Edit Latest News** link.

The **Account News Editor** is an editing screen used to add news items or change news items that appear in the News section of the Dashboard. The news items that are typed into the Account News Editor will be displayed on the Dashboard to all users when they log on to the account.

Note: When news items are displayed in the news area of the Dashboard, account news will be displayed to all users in the account. These news items will be followed by news information for any departments in which the user is a member.

At the top of the **Account News Editor** are boxes for Paragraph, Font, Size, and Color.

Next to these boxes are the following tabs: Bold, Italic, Underline, Strike Through, Superscript, Subscript, and Remove All Formatting.

Users can select from these drop-down boxes and tabs when they want to customize their message. At the bottom of the Account News Editor are the following buttons:



tab can be clicked to write and edit your note in a text format.



button can be clicked to write and edit your note in HTML format.



is clicked to save the news items and display them in the News area of the Dashboard.



button is clicked to close the Account News Editor.

Lock-Out Session Tool

Lock-Out Session Tool

Use this screen to lock and unlock users from entering the system. You can optional supply a reason message that the user will see when their login attempt is denied.

Lock Users

Users:

+ Add
- Remove

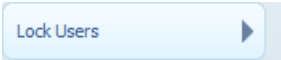
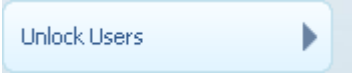
Message:

Lock Users Close

Lock-Out Session Tool

The **Lock-Out Session Tool** is accessed by clicking the **Lock-Out Sessions** link on the Tools And Settings screen. This tool is used to temporarily lock users out of the system when the system needs to be updated or temporarily shut-down for maintenance.

The **Lock-Out Session Tool** features a Navigation Bar on the left with two tabs:

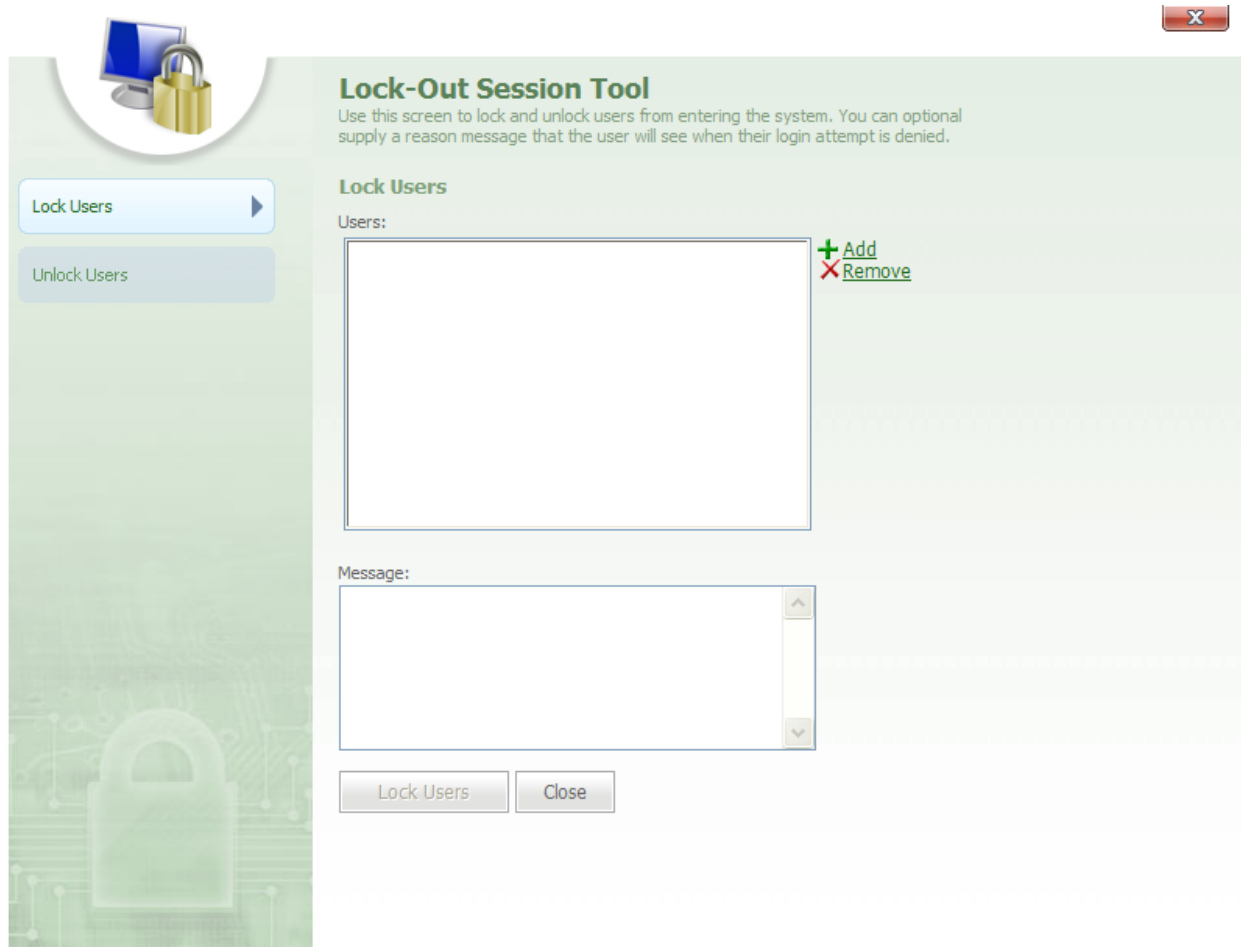
-  Lock Users
-  Unlock Users

More:


Lock Users - *See page 667*

Unlock Users - *See page 668*

Lock Users



Lock-Out Session Tool-Lock Users tab selected


When the  tab is clicked, the following panes are displayed:


- Users
- Message

Users pane contains the names of the users that will be locked out of the account.

Next to the **Users** pane are two links:


-  [Add](#)
-  [Remove](#)


 [Add](#) is clicked to open a User List. From this list, individual Users can be selected to lock them out of the account.

 [Remove](#) link can be clicked to remove a highlighted User from the Users pane.

Messages pane can be used by system administrators to type messages.

Note: These are the messages that the locked-out users will see when they try to log on to the system.

 button can be clicked to lock the users out of the account.

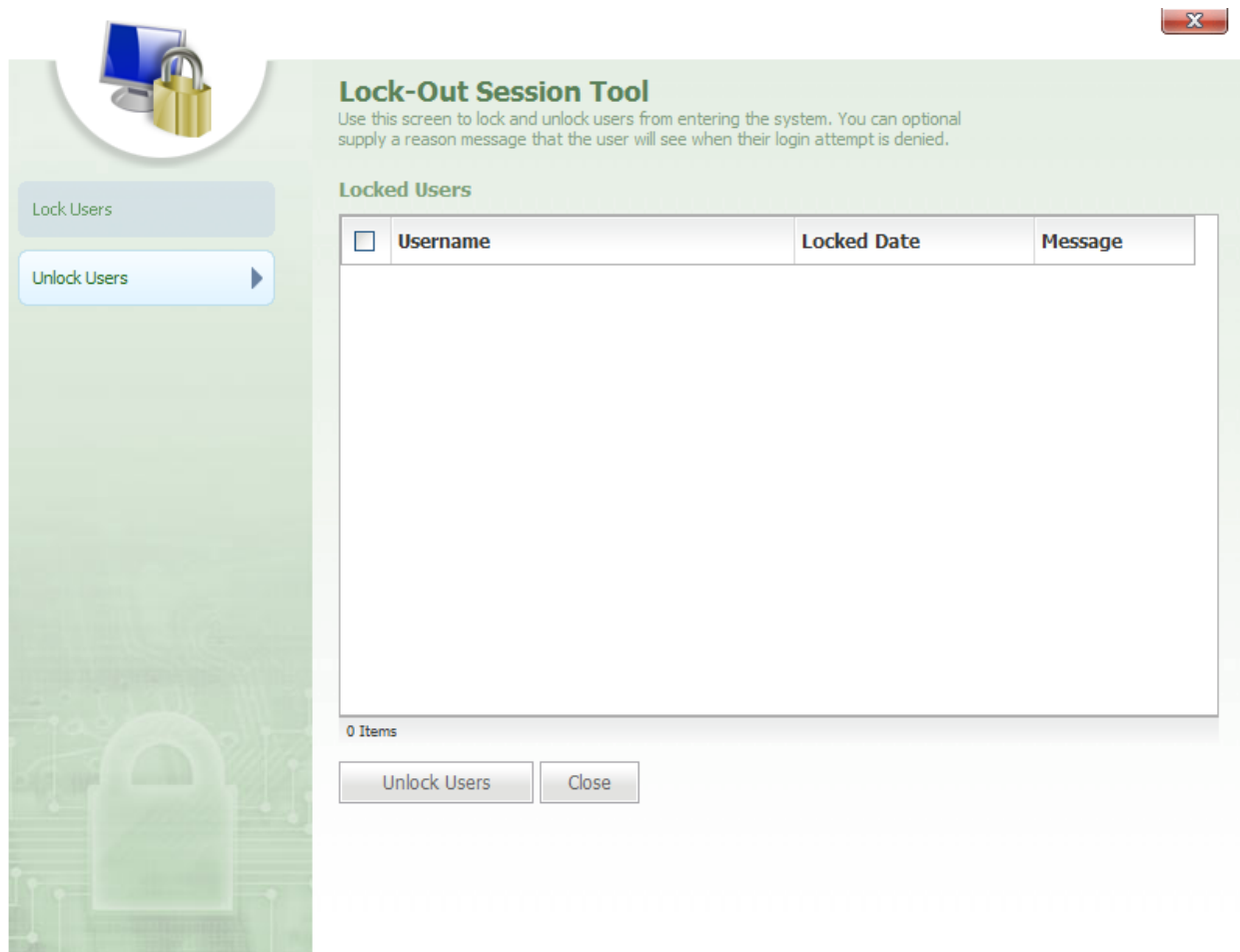
 button is clicked to close the Lock-Out Session Tool.

More:


Lock-Out Session Tool - *See page 665*

Unlock Users - *See page 668*

Unlock Users



Lock-Out Session Tool-Unlock Users tab selected

When the  tab is selected, a Locked Users grid will be displayed.

The **Locked Users** grid contains the following columns:

- Username
- Locked Date
- Message

Username column lists the name of each user who is currently locked-out of the account. Next to each user's name is a check box that can be selected to unlock the user.

Tip: Users can be selected in bulk by selecting the check box at the top of the grid, located next to the Username column.

Locked Date column lists the date that each user was locked-out of the account.

Message column lists the message that was displayed to the locked-out users.



button can be clicked to unlock the selected users in the Locked Users grid.



button is clicked to close the Lock-Out Session Tool.


More:

Lock-Out Session Tool - *See page 665*













Lock Users - *See page 667*

Unlock Users - *See page 668*

Account Alert Settings Summary



Account Alert Settings Summary
Use this screen to view and modify the existing account alert setting.

Key	Name	Subject	Body	Level	Status
 AirBag	AirBag Alert	Air Bag Deployment Alert for [CarrierName]...	An Air Bag Deployment Alert occurred for [CarrierName] at [MessageDate]...	5	ACTIVE
 ArriveTarget	Arrive Target Alert	[CarrierName] from [OrganizationName] ha...	[CarrierName] from [OrganizationName] Arrived at Target at [MessageDate]...	2	ACTIVE
 BackupBatteryAlarm	BackupBatteryAlarm Alert	Backup Battery Alarm Alert reported by [...]	[DeviceName] reported a Backup Battery Alarm Alert at [MessageDateTime]...	2	ACTIVE
 DeviceGeoFenceIn	DeviceGeoFenceIn Alert	GeoFence boundary entered by [DeviceName]...	[DeviceName] entered a GeoFence boundary at [MessageDateTime] local ...	2	ACTIVE
 DeviceGeoFenceOut	DeviceGeoFenceOut Alert	GeoFence boundary exited by [DeviceName]...	[DeviceName] exited a GeoFence boundary at [MessageDateTime] local t...	2	ACTIVE
 DeviceParkFence	DeviceParkFence Alert	[DeviceName] is moving without receiving...	[DeviceName] is moving without receiving an ignition on event.	2	ACTIVE
 DeviceSpeed	DeviceSpeed Alert	Speeding Alert for [DeviceName]. Last re...	[DeviceName] reported a Speeding Alert at [MessageDateTime] local ti...	3	ACTIVE
 DoorClose	DoorClose Alert	Door Close Alert reported by [DeviceName]...	A Door Close Alert was reported at [MessageDateTime] local time at l...	1	ACTIVE
 DoorOpen	DoorOpen Alert	Door Open Alert reported by [DeviceName]...	A Door Open Alert was reported at [MessageDateTime] local time at lo...	1	ACTIVE
 EngineTemperature	EngineTemperature Alert	An Engine Temperature Alert for [CarrierName]...	An Engine Temperature Alert occurred for [CarrierName] at [MessageDate]...	4	ACTIVE
 FuelGauge	Low Fuel Alert	Low Fuel Alert for [CarrierName].	A Low Fuel Alert occurred for [CarrierName] at [MessageDateTime] loc...	3	ACTIVE
 IgnitionOff	IgnitionOff Alert	Ignition Off Alert for [CarrierName].	An Ignition Off Alert occurred for [CarrierName] at [MessageDateTime]...	1	ACTIVE

24 Items

Close

Account Alert Settings Summary

The **Account Alert Settings Summary** is accessed by clicking the **Configure Alerts** link on the Tools And Settings screen. This dialog features a summary list grid that is used to configure the alerts for the current account.


Note: A user can also configure alerts through the Alert Settings tab on the Department Manager. There, alert settings can be configured at the departmental level, and the department can override the account-level settings.

The **Account Alert Settings Summary** grid contains the following columns:

- Key
- Name

- Subject
- Body
- Level
- Status



To the left of each alert in the grid is a  icon that can be clicked to open the Alert Settings Editor for the selected alert.

Key column represents a specific code that a particular **Device Listener** - *See page 32 is coded to listen for. Each GPS tracking device supports a fixed set of "events" that it listens for, and each event has a corresponding key in Map Suite GPS Tracking Server.* Using the key "DoorOpen," for example, would be used to generate an alert when a door was opened on the vehicle being tracked, assuming the tracking device installed in that vehicle supported this.

Name column indicates the name of the alert.

Subject column contains the text that is displayed in the subject line of the alert generated for this key event.

Body column contains the text that is displayed in the body of the alert message that is generated for this key event.

Level column indicates the alert level that will be assigned to this type of alert. An alert's level indicates its severity, with higher numbers representing increasingly important events.

State column indicates whether the alert is active or inactive.



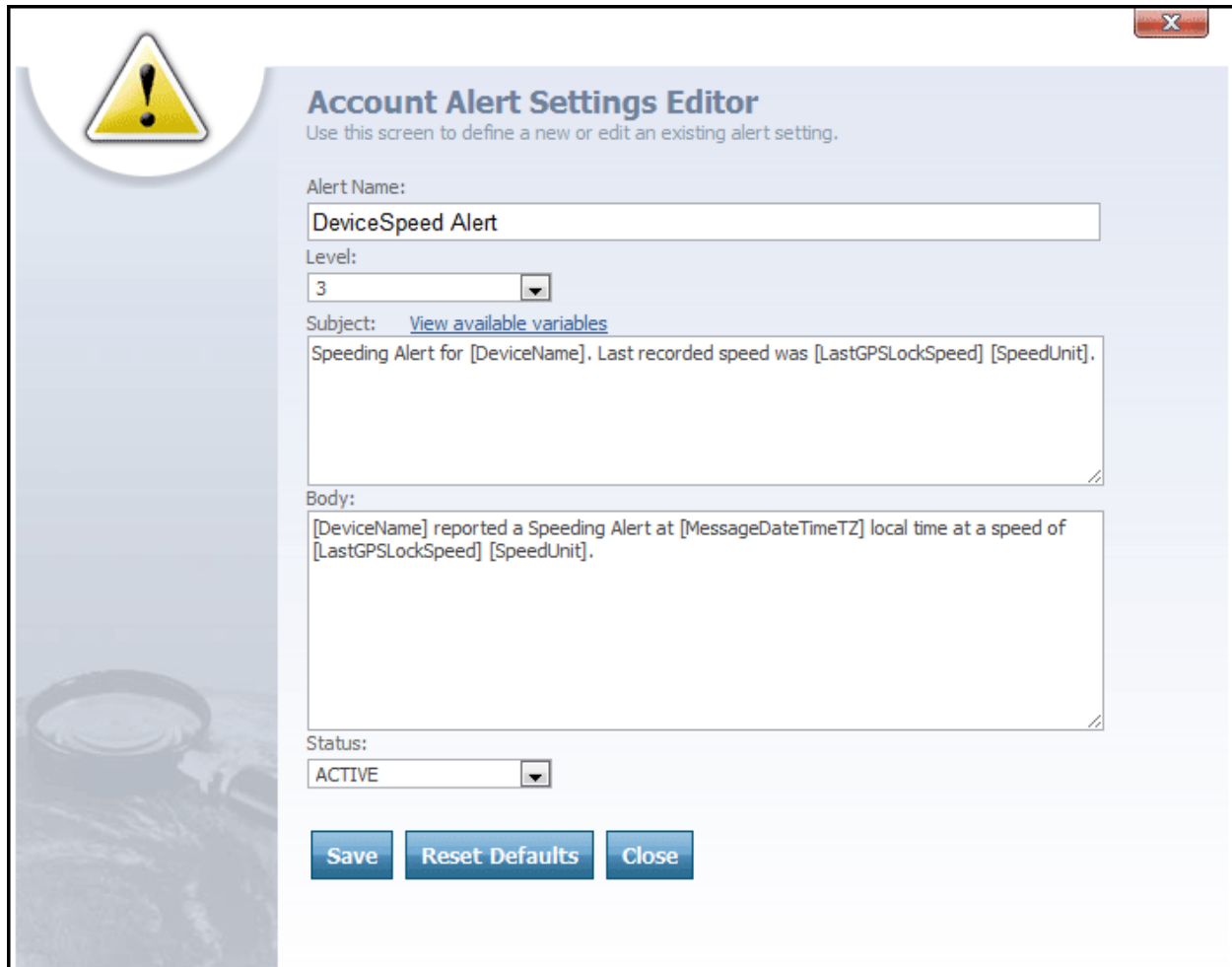
button is clicked to close the dialog.

More:

Account Alert Settings Editor - *See page 673*

Available Alert Variables - *See page 676*


Account Alert Settings Editor



The image shows a screenshot of the 'Account Alert Settings Editor' dialog box. It has a light blue header with a yellow warning triangle icon on the left and a close button (X) on the right. Below the header, the title 'Account Alert Settings Editor' is followed by the instruction 'Use this screen to define a new or edit an existing alert setting.' The main area contains several fields: 'Alert Name:' with a text box containing 'DeviceSpeed Alert'; 'Level:' with a dropdown menu showing '3'; 'Subject:' with a link 'View available variables' and a text box containing 'Speeding Alert for [DeviceName]. Last recorded speed was [LastGPSLockSpeed] [SpeedUnit].'; 'Body:' with a text box containing '[DeviceName] reported a Speeding Alert at [MessageDateTimeTZ] local time at a speed of [LastGPSLockSpeed] [SpeedUnit].'; and 'Status:' with a dropdown menu showing 'ACTIVE'. At the bottom, there are three buttons: 'Save', 'Reset Defaults', and 'Close'.

Account Alert Settings Editor

The **Account Alert Settings Editor** dialog is accessed from the Account Alert Settings

Summary dialog by clicking the  icon next to an alert. The Account Alert Settings Editor is used to edit the configuration of alerts in the current account.

The **Account Alert Settings Editor** contains the following text and drop-down boxes:

- Key
- Alert Name

- Level
- Subject
- Body
- Status

Key text box is used to enter the name of the key associated with the event you want this alert to be associated with.

Name text box is used to enter a brief name for the alert. For example, "Vehicle Overspeed Alert."


Level drop-down box is used to determine the severity level of the alert, on a scale from 1 (least severe) to 5 (most severe). The meaning of each alert level, and the type of notification associated with it, can be configured from the **Alert Notifications Editor** - *See page 678.*


Subject text box is used to define the subject line of the alert message. This field may use a wide variety of variables representing anything from the name of the department, employee or device associated with the alert to any of the available Device Custom Data types that have been configured. These variables will be replaced by the actual corresponding values when the alert is generated.

Body text box is used to define the body of the alert message. This field may use a wide variety of variables representing anything from the name of the department, employee or device associated with the alert to any of the available Device Custom Data types that have been configured. These variables will be replaced by the actual corresponding values when the alert is generated.

Tip: To see a list of all variables that can be inserted into an alert message, click the [View available variables](#) link to open the **Available Alert Variables** list. Then simply copy and paste the one(s) you want to use into the Subject or Body text boxes.

Status drop-down box allows an administrator to define the status of the alert as either Active or Inactive in the system.

 button is clicked to save a new alert or to save changes made to an existing alert.

 button is clicked to reset the settings for this alert back to the original system defaults.

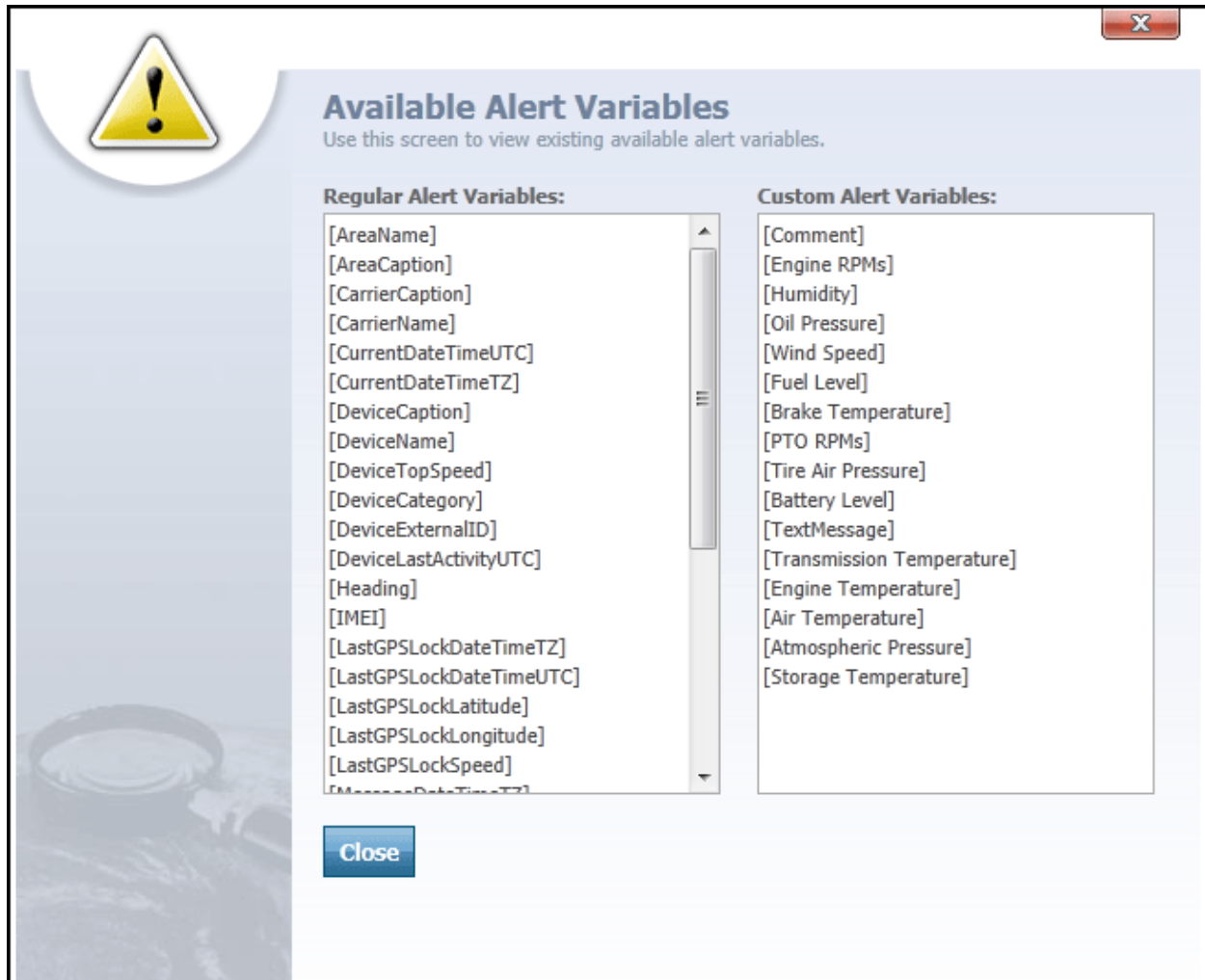
 button is clicked to close the editor.

More:

Account Alert Settings Summary - *See page 671*

Available Alert Variables - *See page 676*

Available Alert Variables



Available Alert Variables list

The **Available Alert Variables** list is accessed from the **Account Alert Settings Editor** - See page 673 by clicking the [View available variables](#) link. The Available Alert Variables list shows you all of the variables you can use when composing your alert Subject and Body text. These variables represent anything from the name of the department, employee or device associated with the alert to any of the Device Custom Data types that have been configured. An alert variable consists of a special key word or phrase between square brackets, such as [DeviceName].

The Available Alert Variables list on this dialog is divided into two categories, each of which has its own separate list:

- Regular Alert Variables
- Custom Alert Variables


Regular Alert Variables contain the most commonly-used variables; they come built into every installation of Map Suite GPS Tracking Server. These include a device or employee's name, the speed and heading of a device, the data and time at which the device's position was last detected, and much more.

Custom Alert Variables are those that represent device-specific features, sensor values or other specialty data. If your Map Suite GPS Tracking Server system uses GPS tracking hardware with special capabilities like this, your administrator may have made several custom data types available to you. If so, they will appear in the Custom Alert Variables list. Custom alert variables might include things like temperature, fuel level or door lock states, or even rich media like photos, sound and video clips.

Using an Alert Variable

To use a variable, simply copy and paste it into either the Subject or Body text boxes on the Alert Settings Editor. The variable keyword and its square brackets will be replaced by the actual corresponding value when the alert is generated.

For instance, let's say you insert the variable [DeviceName] into your alert subject like this: "[DeviceName] has issued an overspeed alert". When this alert is triggered because a device named "Vehicle #50" was detected speeding, the alert subject will be displayed as: "Vehicle #50 has issued an overspeed alert".

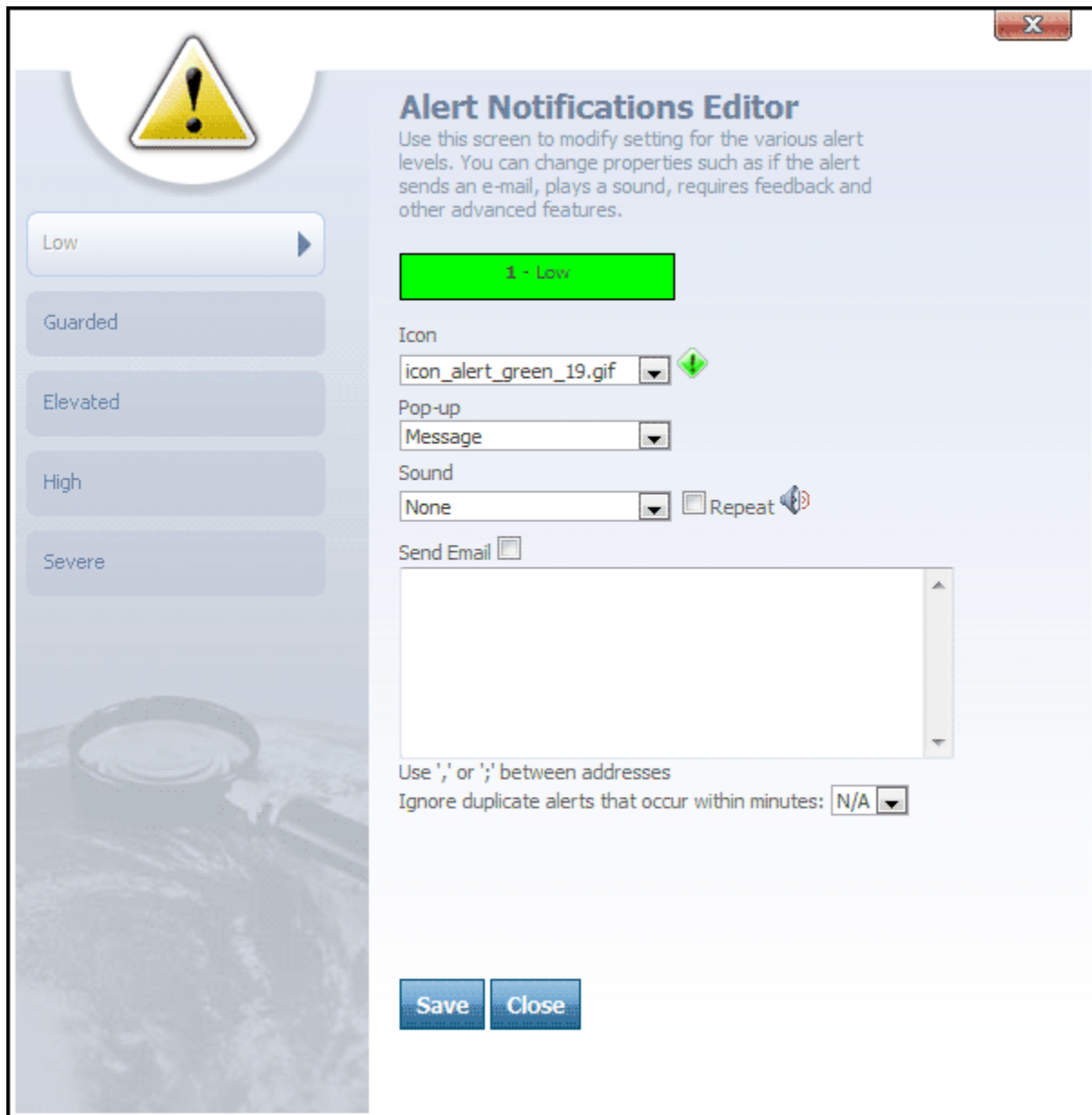
When you are finished, the  button can be clicked to close the Available Alert Variables list and return to the Account Alert Settings Editor.

More:

Account Alert Settings Summary - *See page 671*

Account Alert Settings Editor - *See page 673*

Alert Notifications Editor



The image shows a screenshot of the 'Alert Notifications Editor' window. The window has a title bar with a close button (X). Inside, there's a yellow warning triangle icon in the top left. Below it, a sidebar contains five buttons: 'Low' (selected), 'Guarded', 'Elevated', 'High', and 'Severe'. The main area is titled 'Alert Notifications Editor' and contains instructions: 'Use this screen to modify setting for the various alert levels. You can change properties such as if the alert sends an e-mail, plays a sound, requires feedback and other advanced features.' Below the instructions, there's a green bar labeled '1 - Low'. The settings for the 'Low' alert are as follows: 'Icon' is set to 'icon_alert_green_19.gif' with a green arrow icon; 'Pop-up' is set to 'Message'; 'Sound' is set to 'None' with a 'Repeat' checkbox; 'Send Email' is a checkbox that is currently unchecked. Below these settings is a large text area for email addresses, with a note 'Use ',' or ';' between addresses' and a label 'Ignore duplicate alerts that occur within minutes:' followed by a dropdown menu set to 'N/A'. At the bottom, there are 'Save' and 'Close' buttons.

Alert Notifications Editor

Use this screen to modify setting for the various alert levels. You can change properties such as if the alert sends an e-mail, plays a sound, requires feedback and other advanced features.

1 - Low

Icon
icon_alert_green_19.gif

Pop-up
Message

Sound
None ☐ Repeat

Send Email ☐

Use ',' or ';' between addresses
Ignore duplicate alerts that occur within minutes: N/A

Save **Close**

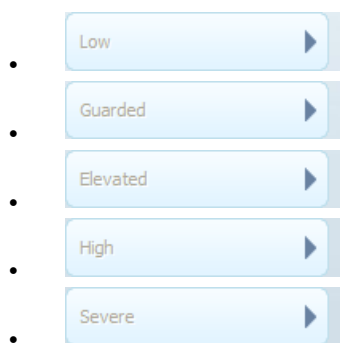
Alert Notifications Editor

The **Alert Notifications Editor** is accessed by clicking the **Configure Notifications** link on the Tools And Settings screen.

When the **Alert Notifications Editor** is accessed from Tools And Settings, you will be able to configure the alert notification settings at the account level, which will be the default setting for new Departments created under that account.


Note: A user can also access the Alert Notifications Editor through the Alert Notifications tab on the Department Manager. Here, alert notification settings can be configured at the departmental level, and the department can override the account-level settings.

On the left-side of the Alert Notifications Editor, the following tabs are displayed for each alert level:



When a tab for any of the alert levels is clicked, the following fields are displayed:

- Icon
- Pop-up
- Sound

Icon box contains a drop-down from which different alert icons can be selected. When an alert is raised, an icon that corresponds with the alert level will display next to the [Messages \(0\)](#)  link on the Header Bar. This icon will appear in the color that matches its alert level.

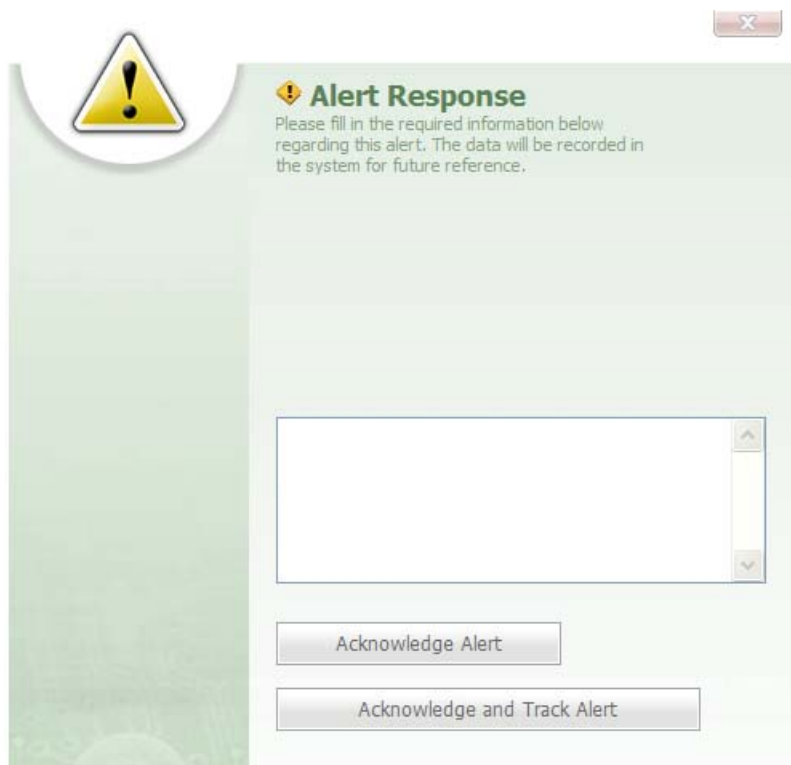
Pop-up box is used to set the alerts in the system and to tell the system what type of action to take when an alert level is raised. Pop-up box features the following alert options:

- None
- Message
- Alert Response (Optional)
- Alert Response (Required)

None configures the alert settings to do nothing for the alert level when an alert is raised in the department at that level. None will simply tell the system not to display any alert dialog boxes for the alert level.

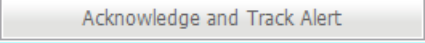
Message will send an alert Message to Users in the department whenever an alert is raised at that level. This alert message will show up in the [Messages \(0\) !](#) link below the Header Bar. The [Messages \(0\) !](#) link can be clicked to open the Messages screen and view each alert message.

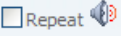
Alert Response (Optional) will tell the system to open an **Alert Response** dialog box whenever an alert is raised at that level in the department. A User will have to click the [Acknowledge Alert](#) button to close the dialog.

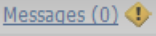
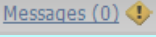
The image shows a screenshot of an 'Alert Response' dialog box. On the left, there is a large yellow warning triangle icon with a black exclamation mark. The dialog box itself has a light green background and a title bar with a close button (X). The title is 'Alert Response' in green, followed by a small warning icon. Below the title, there is a line of text: 'Please fill in the required information below regarding this alert. The data will be recorded in the system for future reference.' In the center of the dialog is a large, empty white rectangular text input field. At the bottom of the dialog, there are two buttons: 'Acknowledge Alert' and 'Acknowledge and Track Alert'.

Alert Response dialog


Alert Response (Required) will open an **Alert Response** dialog box. Here, the dialog cannot be closed until a User has typed a response into the dialog and clicked the [Acknowledge Alert](#) button.

Note: When the  button is clicked on the Alert Response dialog, the user will go to the Tracking screen for the Department in which the alert was raised.

Sound drop-down box allows the user to select a sound to accompany the alert whenever an alert is raised at that level. The Sound drop-down box is used to associate a sound to the alert. The  check box can be selected if the user wants the sound for the alert to repeat, and the sound will continue to repeat until the alert is acknowledged.


Note: If the alert is a message type, a user will have to click the  link to respond to the alert and stop the alert sound from repeating. If None is selected from the alert Pop-up box, a User will have to again click the  link to stop the alert sound from repeating.

Below the Pop-up, Icon, and Sound boxes are the following fields:

- Send Email check box
- Email Address box
- Ignore duplicate alerts that occur within minutes: 

Send Email box can be selected if the user wants an email to be sent to someone when an alert is raised.

Tip: In the e-mail address text box, a user can type the e-mail address of the person to be notified by e-mail whenever an alert is raised at that particular level. Multiple email addresses are separated by either a comma or semicolon.

Ignore duplicate alerts that occur within minutes:  , located below the e-mail address box, is a drop-down box from which a user can specify the number of minutes between duplicate alerts. For example, if a user selects 1 minute, then any duplicate alerts that occur within a 1 minute interval of the first alert will be ignored . If a new alert is raised, such as a level 5-severe alert, the user will be notified of the new alert as soon as it is raised.



button can be clicked to save changes made to the Alert Settings Editor.




button can be clicked to close the editor.

More:

Alert Levels - See page 682

Alert Levels

In the system, alert levels can be configured at either the account level or the department level.

Accessing the **Alert Notifications Editor** from the  **Alert Notifications** tab on the Department Manager, allows a user to configure the Alert Notifications at the department level, which will override the account level alert notification settings.

When alert notifications are configured at the account level, they will be the default alert notification settings for all departments, unless a department has its own alert notification settings to override the account level notification settings.

In the system, there are 5 color-coded alert levels:

1 = Low (green)

1 - Low

2 = Guarded (blue)

2 - Guarded

3 = Elevated (yellow)

3 - Elevated

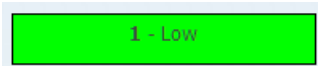
4 = High (orange)

4 - High

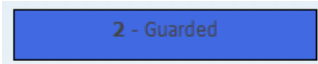
5 = Severe (red)

5 - Severe

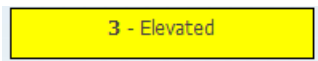
In the system, notifications for each alert level can be configured differently. This allows a user to define the action for each alert level when an alert is raised in the system. Also, the action that raises an alert is hard-coded in the system for each alert level:



Open - No action is defined for this level.



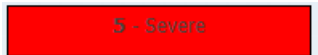
Speed violation - Employee goes over speed limit.



Low battery - battery on tracking device is low.



Spatial fence violation - Employee leaves his or her spatial fence.

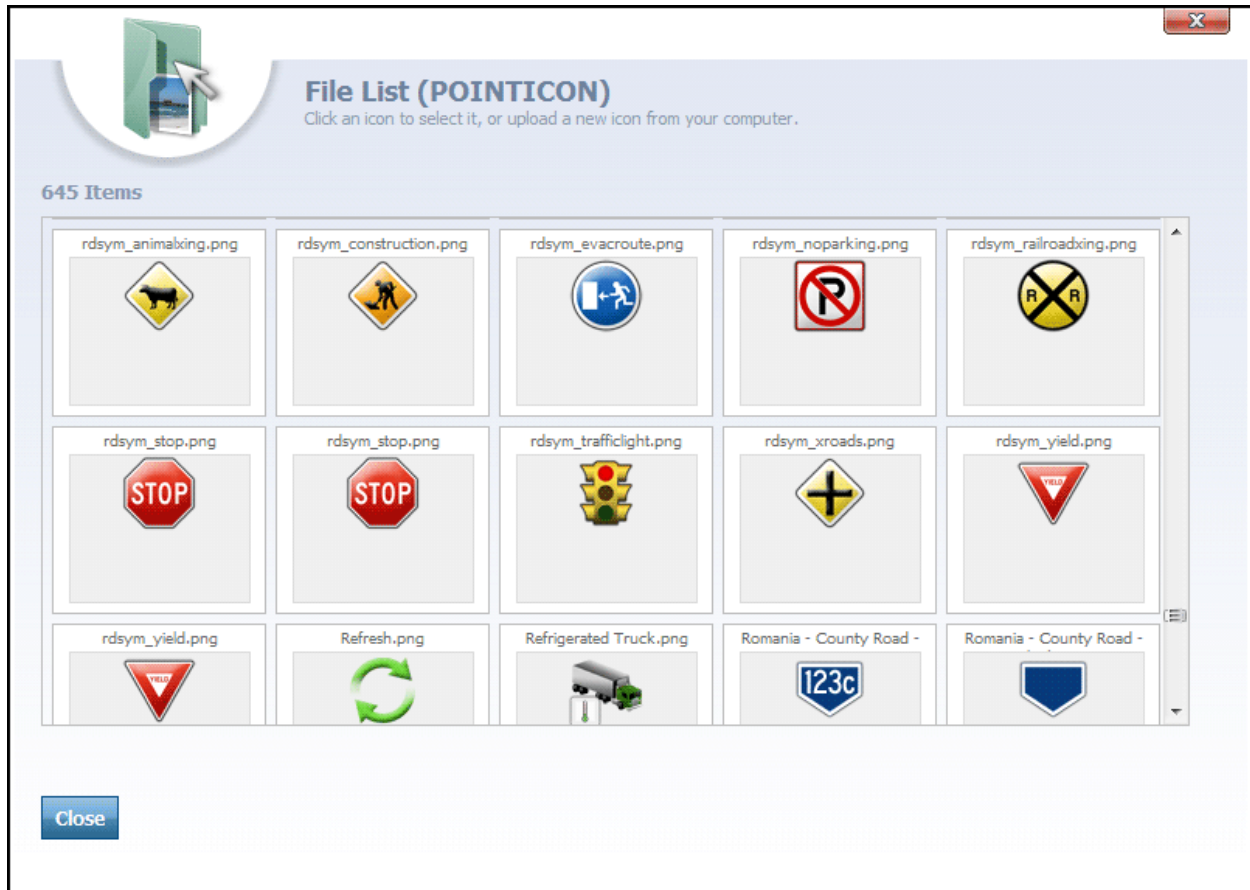


Panic button - panic button on tracking device is hit.

More:

Alert Notifications Editor - *See page 678*

File List (Icon)



File List (Icon)


The **File List (Icon)** dialog is accessed by clicking the View Alert Icons link on the Tools And Settings screen. This dialog is used to select new icons and upload them into the Icon box of the Alert Settings Editor.


The **File List (Icon)** dialog box features the following items:


- Icon
- Browse
- ☐ Make this a system file

-  Upload


Icon text box allows a user to type a file name into the box.

 button can be clicked to search for image files to upload into the File List. When an image file is selected, it will be loaded into the Icon text box.

 Make this a system file check box can be selected to make an uploaded file a system file, which means that the file cannot be deleted from the system.

 button can be clicked to upload the selected image file. This image file will be added to the Items pane in the center of the dialog box.

 button is clicked to close the dialog.

Note:  icon, located below the image file in the Items pane in the center of the dialog, can be clicked to remove the image file from the pane.

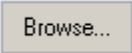


File List (Sound)




File List (Sound)


The **File List (Sound)** dialog can be accessed by clicking the View Alert Sounds link on the Tools And Settings screen. This dialog is used to search for new sound files and add them to the Sound box in the Alert Settings Editor.

The **File List (Sound)** dialog box features the following items:


- Sound
-  Browse
-  Make this a system file
-  Upload

Sound text box will contain the uploaded sound file.

 button can be clicked to search for sound files to add to the File List.


 **Make this a system file** check box can be selected to make an uploaded file a system file, which means that the file cannot be deleted from the system.


Note: These sound files can be in either a wav or mp3 file format.

 button can be clicked to add a selected sound file to the Items pane.

Located in the Items pane and below each uploaded sound file are two icons:

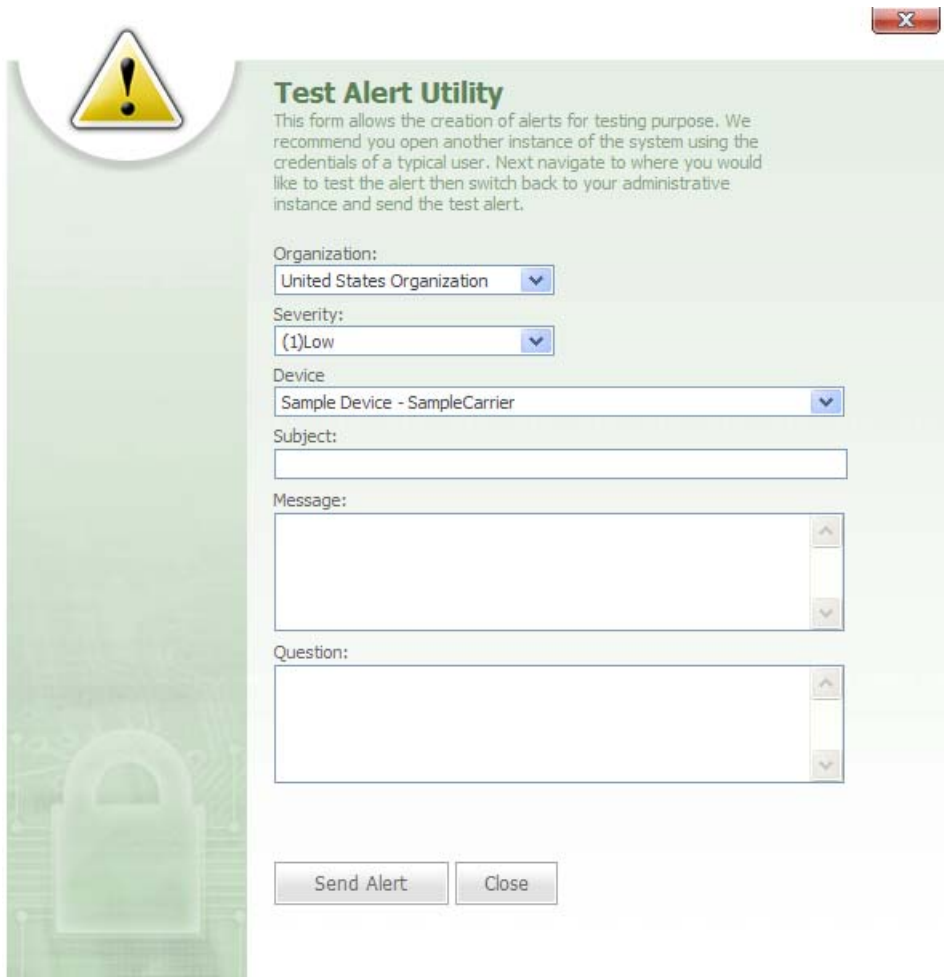
- 
- 

 icon can be clicked to listen to the sound file.

 icon can be clicked to remove the sound file from the dialog.

 button is clicked to close the dialog.

Test Alert Utility

The image shows a web-based utility window titled "Test Alert Utility". It has a yellow warning triangle icon in the top left and a close button (X) in the top right. The main content area contains a form with the following fields: "Organization:" with a dropdown menu showing "United States Organization"; "Severity:" with a dropdown menu showing "(1)Low"; "Device:" with a dropdown menu showing "Sample Device - SampleCarrier"; "Subject:" with a text input field; "Message:" with a text area; and "Question:" with a text area. At the bottom of the form are two buttons: "Send Alert" and "Close".

Test Alert Utility

This form allows the creation of alerts for testing purpose. We recommend you open another instance of the system using the credentials of a typical user. Next navigate to where you would like to test the alert then switch back to your administrative instance and send the test alert.

Organization:
United States Organization

Severity:
(1)Low

Device:
Sample Device - SampleCarrier

Subject:

Message:

Question:

Send Alert Close

Test Alert Utility

The **Test Alert Utility** can be opened by clicking the **Test Alerts** link on the Tools And Settings screen. The Test Alert Utility allows a user to create an alert for testing purposes in order to verify that a particular alert level is working properly.

Note: When you run a test alert, you will need to open a second browser window and log on to your account as a User in order to view the alert as a User would see it.

The **Test Alert Utility** contains the following boxes:

- Department
- Severity
- Device
- Subject

- Message
- Question

Department drop-down box lists the departments in the account. From this box, a user can select the department in which he or she wants to create a test alert.

Severity box features a drop-down that lists five alert severities:

- (1) Low
- (2) Guarded
- (3) Elevated
- (4) High
- (5) Severe

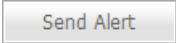

Device drop-down box allows a user to select a particular Device for the alert test.

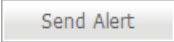
Subject box is a text box in which a user can type a subject for the test alert.

Message box is a text box in which a user can type the alert message. This is the message that will appear in the alert.

Question box is a text box in which a user can type a question for the alert. This will be a question that you would want a User to see and respond to when the alert is raised.

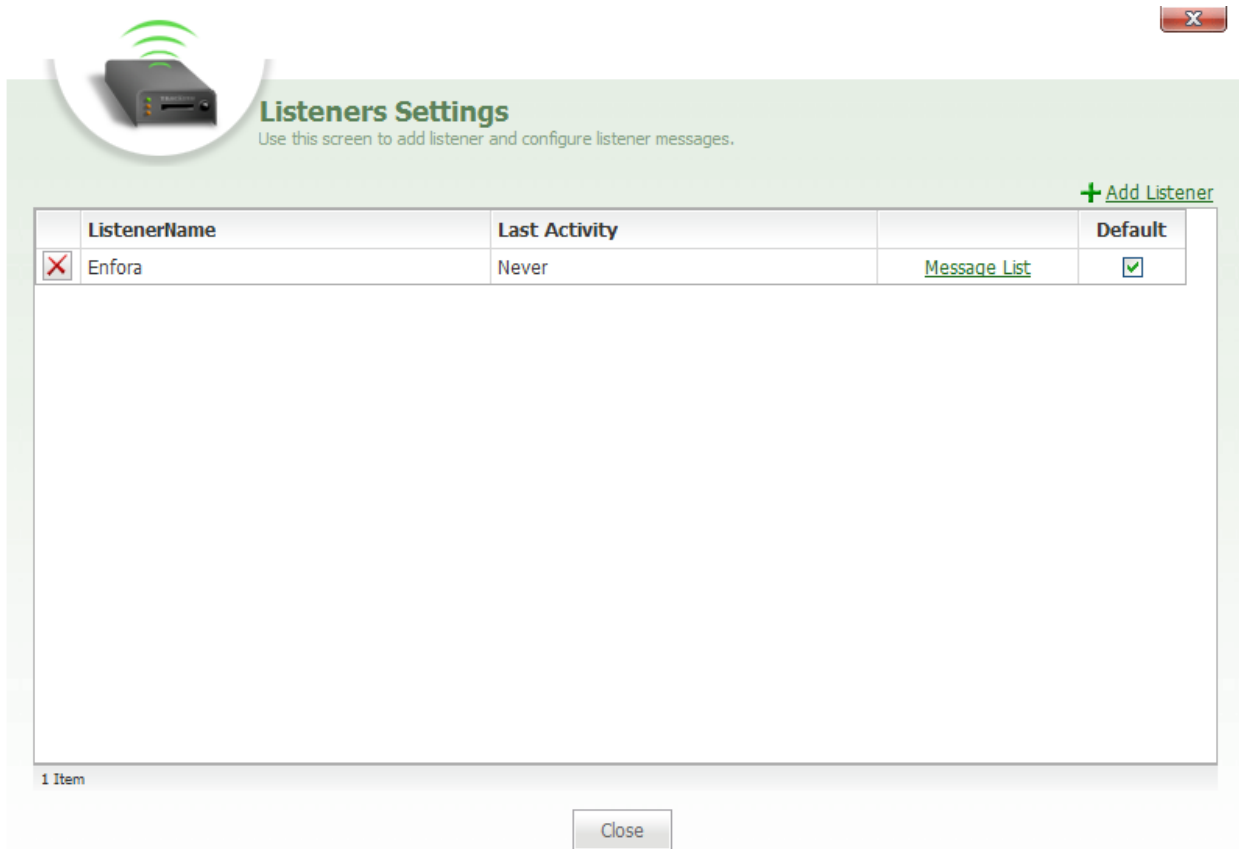
Below these boxes are two buttons:

- 
- 


 is clicked to send the test alert.

 is clicked to close the Test Alert Utility.

Listeners Settings



The image shows a software dialog box titled "Listeners Settings". At the top left is an icon of a black device with green signal waves. To the right of the icon is the title "Listeners Settings" and a subtitle "Use this screen to add listener and configure listener messages.". In the top right corner is a red close button with a white "X". Below the title bar is a green bar containing a "+ Add Listener" link. The main area contains a table with four columns: "ListenerName", "Last Activity", "Message List", and "Default". The first row has a red "X" icon in the first column, the text "Enfora", "Never", a link to "Message List", and a checked checkbox. Below the table, it says "1 Item". At the bottom center is a "Close" button.

ListenerName	Last Activity	Message List	Default
 Enfora	Never	Message List	<input checked="" type="checkbox"/>

1 Item

Close

Listeners Settings


The **Listeners Settings** dialog can be accessed by clicking the **Manage Listeners** link on the Tools And Settings screen. This dialog allows a user to add and configure listeners in the system.

Tip: In the system, a listener is a particular piece of software that interfaces with a particular piece of hardware. A particular listener will be specific to a particular Device.

 [Add Listener](#) link at the top of the Listeners Settings grid can be clicked to add a new listener to the Listeners Settings grid.

The **Listeners Settings** dialog features a grid listing all of the listeners in the account. This grid contains the following columns:

- Listener Name
- Last Activity
- Message List
- Default

Listener Name column lists the name of each listener in the account. The  icon next to each listener name can be clicked to remove the listener from the grid.


Last Activity column lists the time that the last activity for a particular Device occurred.

Message List column features a [Message List](#) link for listeners that support messaging, such as text messaging and Telemetric messaging.

Note: The [Message List](#) link will open the Device Message Viewer.

Default column features a check box across from the name of each listener.

Note: A check box for a particular listener can be selected to set the listener as the default listener for new Devices. When new Devices are created, this will be the default listener for the new Devices.

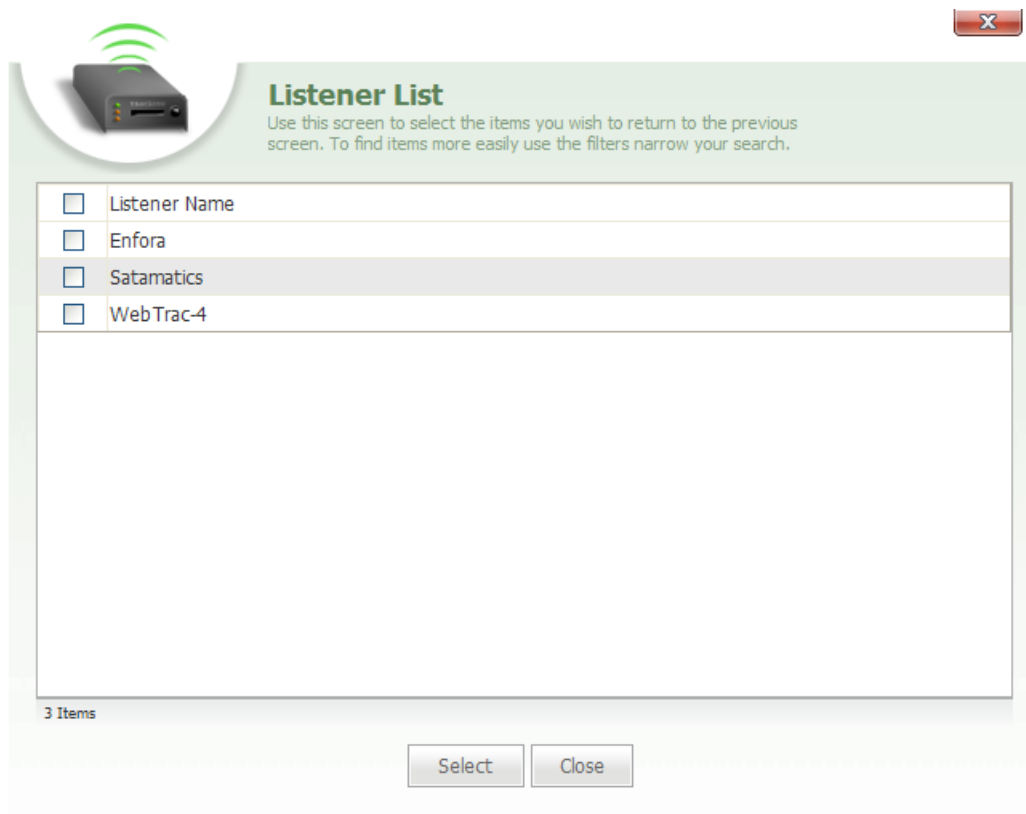
 button that can be clicked to close the Listeners Settings dialog box.

More:

Listener List - *See page 692*

Device Message Viewer - *See page 694*

Listener List



Listener List


The **Listener List** is accessed by clicking the [Add Listener](#) link at the top-right of the Listeners Settings grid. The Listener List dialog is used to select and add new listeners to the account.


The **Listener List** features a grid containing two columns:

- Listener Name
- Check Box

Listener Name column lists the names of the listeners that are available to add to the Listeners Settings grid.

Check Box column features a check box next to the name of each listener that can be selected to add the listener to the Listeners Settings grid.

 button at the bottom of the list can be clicked to add the selected listener to the Listeners Settings grid.

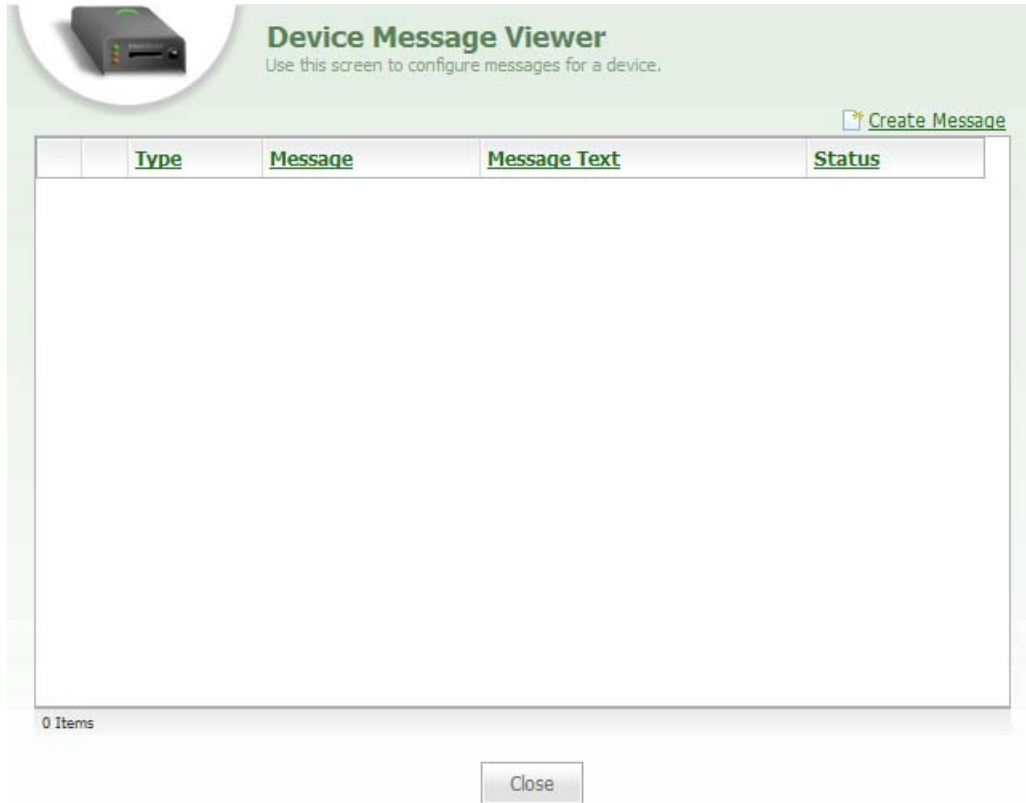
 button is clicked to close the Listener List.

More:

Listeners Settings - *See page 690*

Device Message Viewer - *See page 694*

Device Message Viewer





Device Message Viewer

The **Device Message Viewer** is accessed by clicking the [Message List](#) link in the Listeners Settings grid.

At the top of this dialog box is a [Create Message](#) link that can be clicked to create a new message. When the [Create Message](#) link is clicked, the **Device Message Editor** will open.

The **Device Message Viewer** features a grid containing the following columns:

- Type
- Message
- Message Text
- Status

Type column lists the type of message that can be received by the Device, such as Text or Telemetric. Next to the message type is a  icon that can be clicked to edit the message. There is also an  icon that can be clicked to remove the message.

Tip: In the system, the type of message that a listener interprets and sends a Device is determined by the message type that a particular Device is capable of receiving.

Message column displays the purpose or intent of the message, such as "Disable Starter" or "Enable Starter."

Message Text column displays the text that will appear in the message.

Note: For a Text message, the message text will be some sort of text. For a telemetric message, this will be code.

Status column lists the status of each message in the system, which will be either Active or Inactive.

More:

Device Message Editor - *See page 695*

Listeners Settings - *See page 690*

Listener List - *See page 692*

Device Message Editor

The image shows a software dialog box titled "Device Message Editor". In the top-left corner, there is a circular icon containing a yellow envelope and a black device. The title bar has a red close button with an "X". Below the title, a subtitle reads "Use this screen to add a message for a device." The form contains four main sections: "Type:" with a dropdown menu showing "TEXT"; "Message:" with a large text area; "Message Text:" with a smaller text area; and "Status:" with a dropdown menu showing "ACTIVE". At the bottom, there are "Save" and "Close" buttons. The background of the dialog is light green with a faint circuit pattern and a padlock icon at the bottom left.

Device Message Editor
Use this screen to add a message for a device.

Type:
TEXT



Message:

Message Text:

Status:
ACTIVE

Save Close

Device Message Editor

The **Device Message Editor** is accessed from the Device Message Viewer by clicking either the  icon or the  [Create Message](#) link.

The **Device Message Editor** dialog can be used to edit and create text messages and telemetric messages. This dialog contains the following fields:

- Type
- Message
- Message Text
- Status

Type box features a drop-down from which two selections can be made: Text and Telemetric.

Message box is a text box in which a user will type the purpose of the message.


Tip: With a Telemetric message, the purpose of the message might be to unlock the doors.

Message Text box is a text box in which a user will type the text of the message.

Tip: An example of a Text message is "Go to loading dock 12."

Note: A Telemetric message would contain code for its text.

Status box features a drop-down from which a user can select either Active or Inactive.

 button is clicked to save new Device messages.

 button is clicked to close the dialog.

More:

Device Message Viewer - *See page 694*

Listeners Settings - *See page 690*

Listener List - *See page 692*

Listener Message Viewer

The screenshot shows the 'Listener Message Viewer' web application. At the top, there is a navigation bar with icons for home, search, user, settings, and lock. Below this is a header with the title 'Listener Message Viewer' and links for 'Messages (0)', 'Admin', 'Edit Profile', and 'Logout'. The main interface is divided into a left sidebar and a main content area. The sidebar contains search filters: 'Listener:' (dropdown menu), 'Status:' (dropdown menu), 'Message:' (text input), 'IMEI' (text input with a search icon), 'Exact Match' (checkbox), 'From:' (date picker), 'To:' (date picker), a range selector set to '5000' with a dropdown and 'most recent records', and checkboxes for 'Missing Carrier', 'Missing Device', and 'Errors Only'. There are 'Search' and 'Clear' buttons at the bottom of the sidebar. The main content area features a table with columns: 'IMEI', 'Message', 'Status', 'Errors', 'Created', and 'Modified'. Below the table, there are two side-by-side panels labeled 'Raw Message' and 'XML Message', each with a scrollable area for displaying message details.

Listener Message Viewer

The **Listener Message Viewer** is accessed by clicking the **View Listener Messages** link on the Tools And Settings screen. The Listener Message Viewer screen enables users to view the raw messages sent by Devices to listeners. In addition, the steps that were taken by the listeners to process and interpret these messages can also be viewed.

Tip: When a message is received by the listener from the Device, the message is first recorded in the database and then the message is interpreted by the listener. Each step that the listener executes when parsing and interpreting a Device message can be viewed in the Listener Message Viewer.

Tip: In the system, a listener is a particular piece of software that interfaces with a particular piece of hardware. A particular listener will be specific to a particular Device.

The image shows a software interface titled "Listener Message Viewer". It features a search filters bar with the following elements: a "Listener:" dropdown menu with "Enfora" selected; a "Status:" dropdown menu; a "Message:" text input field; an "IMEI" text input field with a small icon to its right; an "Exact Match" checkbox; a "From:" date field with "2005-11-27" and a calendar icon; a "To:" date field with "2007-10-09" and a calendar icon; a dropdown menu showing "5000" with the text "most recent records" below it; three checkboxes labeled "Missing Carrier", "Missing Device", and "Errors Only"; and two buttons labeled "Search" and "Clear".

Listener Message Viewer-Search Filters bar

The left-side of the **Listener Message Viewer** features a search filters bar with following text and check boxes:

- Listener
- Status
- Message
- IMEI
- From
- To
- Most recent records
- Missing Employee
- Missing Device
- Errors Only


Listener box features a drop-down from which a user can select a listener that he or she wants to search messages for. This will be the listener that received and parsed the Device message.


Status drop-down box allows a user to select a status for the message, such as Processed, Unprocessed, and Errors.

Message box is a text box in which a user can type a particular Device message to search for. This will be the message that was sent from the Device.

IMEI box is a text box in which a user can type an IMEI number for a Device that he or she wants to search for. This will be the Device that sent the message.

Tip: IMEI stands for “International Mobile Equipment Identity” and is typically a 15-digit number that is assigned to mobile devices, such as cell phones and GPS tracking units. It is important that you contact your hardware supplier or the manufacturer of your Device to verify that you are using the correct IMEI number.

From box features a  icon that can be clicked to open a calendar and select a from date for the search. The search will return all messages starting on and continuing past this date.


To box also features a  icon that can be clicked to open a calendar and select a to date for the search. The search will return messages up to and ending on this date.


Most recent records box features a drop-down from which a user can narrow the search down to the most recent 5, 10, 20, 50, 100, 200, 500, etc. records.

Missing Employee check box can be selected when a user wants to limit the search to records that are missing Employees.

Missing Device check box can be selected when a user wants to limit the search to records that are missing IMEI numbers.

Errors Only check box can be selected when a user wants to limit the search to records that contain parsing errors.

 button can be clicked when a user wants to search for messages. These messages will be displayed in the Messages grid to the right.

 button can be clicked when the user wants to clear the search criteria.



	IMEI	Message	Status	Errors	Created	Modified	
	ZXDLD	?AdC ocean="AORWSG"	ERRORS	1	2007-10-09 19:14:30Z	2007-10-09 19:14:54Z	
	LZ6TA	?AdC ocean="AORWSG"	ERRORS	1	2007-10-09 17:19:29Z	2007-10-09 17:19:52Z	
	LZ6TA	?AdC ocean="AORWSG"	ERRORS	1	2007-10-09 16:59:19Z	2007-10-09 16:59:56Z	
	GC1W4	?AdC ocean="AORWSG"	ERRORS	1	2007-10-09 16:08:50Z	2007-10-09 16:09:20Z	
	LZ6TA	?AdC ocean="AORWSG"	ERRORS	1	2007-10-09 15:18:24Z	2007-10-09 15:18:40Z	
	LZ6TA	?AdC ocean="AORWSG"	ERRORS	1	2007-10-09 14:48:08Z	2007-10-09 14:48:45Z	
	UKAPR	?AdC ocean="AORWSG"	ERRORS	1	2007-10-09 14:36:04Z	2007-10-09 14:36:29Z	
	KZYMK	?AdC ocean="AORWSG"	ERRORS	1	2007-10-09 13:45:38Z	2007-10-09 13:45:53Z	
	A7J4D	?AdC ocean="AORWSG"	ERRORS	1	2007-10-09 12:45:06Z	2007-10-09 12:45:18Z	
	XA5VC	?AdC ocean="AORWSG"	ERRORS	1	2007-10-09 12:30:58Z	2007-10-09 12:31:30Z	

Messages search results grid

The **Messages** section, located to the right of the filters area, features a grid listing all of the message search results. The Messages grid features the following columns:

- IMEI
- Message
- Status
- Errors
- Created
- Modified

IMEI column lists the IMEI number for each Device.

 icon next to each IMEI number can be clicked to view the complete message, which is the raw message that was sent by the Device. When the  icon is clicked, both the raw message and the XML message will be displayed in the Raw Message and XML Message panes below the grid.

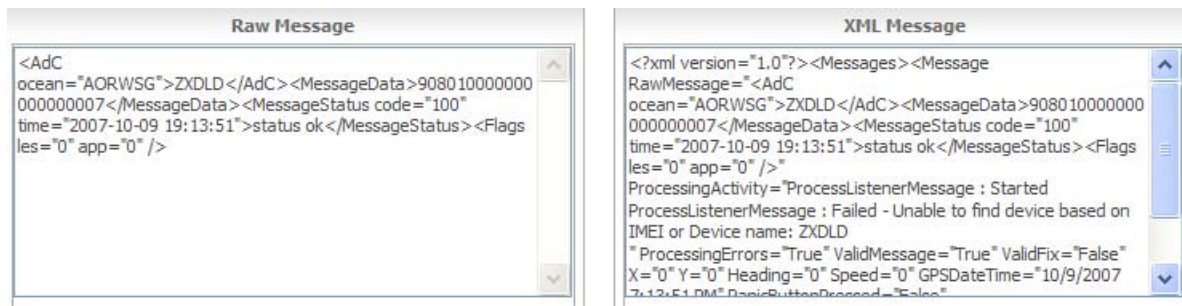
Message column lists the message that was sent by the Device.

Status column lists the processing status of each message.

Errors column lists the number of errors that occurred in the processing of each message.

Created column lists the date and time in UTC that each message was created and sent by the Device.

Modified column lists the date and time in UTC that the message was last modified.

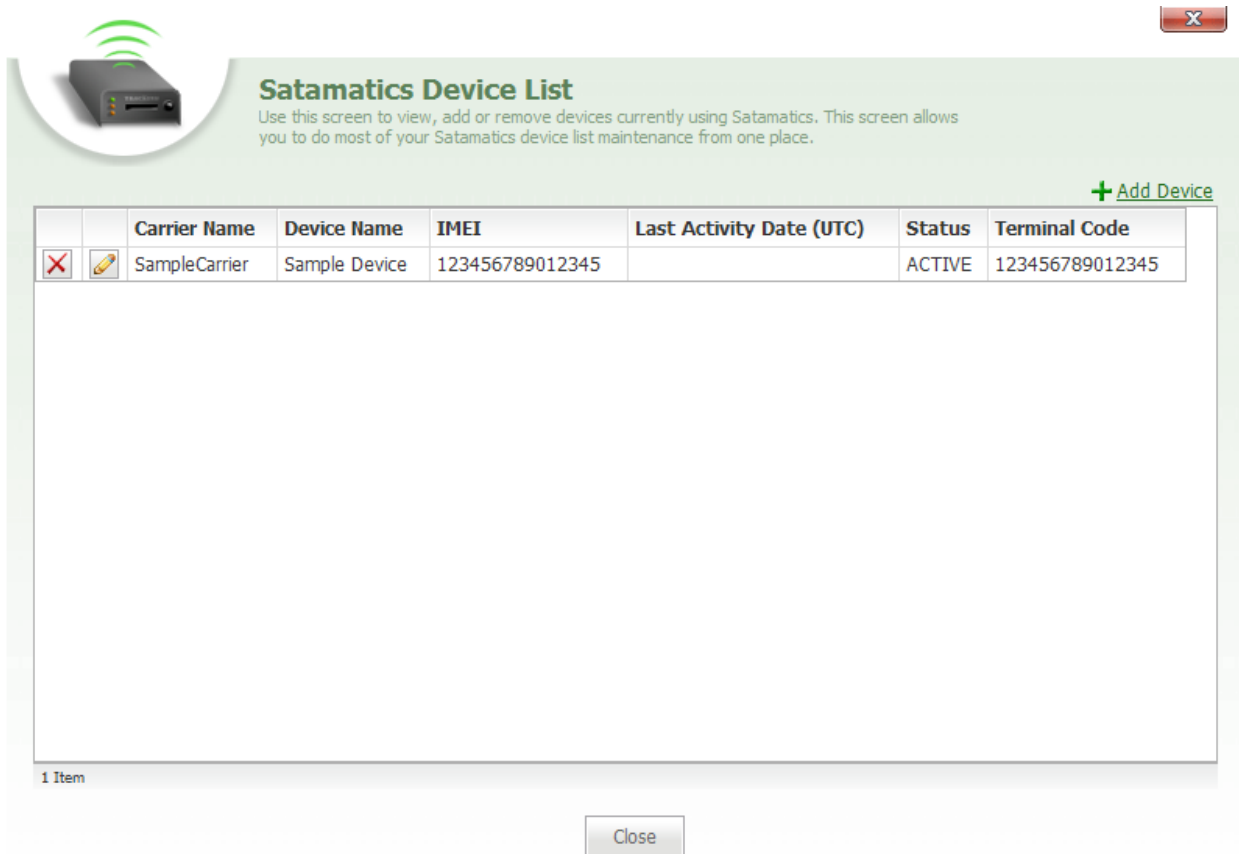


Raw Message and XML Message panes



Raw Message pane displays the raw message that was sent by the Device and received by the listener.

XML Message pane displays the message in XML and shows the steps taken by the listener while processing the message.

Satamatics Device List



The screenshot shows a web application window titled "Satamatics Device List". In the top left corner, there is a circular icon containing a black device with green signal waves. The title bar of the window has a close button (X) on the right. Below the title bar, the heading "Satamatics Device List" is displayed in bold green text, followed by a descriptive paragraph: "Use this screen to view, add or remove devices currently using Satamatics. This screen allows you to do most of your Satamatics device list maintenance from one place." In the top right corner of the main content area, there is a green "+ Add Device" link. The central part of the window features a table with the following columns: "Carrier Name", "Device Name", "IMEI", "Last Activity Date (UTC)", "Status", and "Terminal Code". The first row of data shows "SampleCarrier" for the carrier, "Sample Device" for the device name, and "123456789012345" for the IMEI. The status is "ACTIVE" and the terminal code is "123456789012345". To the left of the first row, there are two small icons: a red 'X' and a yellow pencil. Below the table, a status bar indicates "1 Item". At the bottom center of the window, there is a "Close" button.

	Carrier Name	Device Name	IMEI	Last Activity Date (UTC)	Status	Terminal Code
 	SampleCarrier	Sample Device	123456789012345		ACTIVE	123456789012345

1 Item

Close

Satamatics Device List

The **Satamatics Device List** is accessed by clicking the **List Satamatics Devices** link on the Tools And Settings screen.

The **Satamatics Device List** allows you to view Devices in your account that are using Satamatics. In addition to viewing Satamatics Devices, you can also add Devices to the Satamatics Devices list.

Satamatics Devices List grid features the following columns:

- Employee Name

- Device Name
- IMEI
- Last Activity Date (UTC)
- Status
- Terminal Code

Employee Name column lists the names of all the Employees using Satamatics Devices.

Device Name column lists the names of all the Devices using Satamatics.

IMEI column lists the IMEI number for each Device.

Last Activity Date (UTC) column lists the date in Coordinated Universal Time for the Device's last activity. This will be the date and time when the Satamatics Device last reported tracking information to the listener.

Status column will list the current status of the Satamatics Device in the account. This status will be either Active or Inactive.

Terminal Code column lists the terminal code for each Satamatics Device in the list. Each Satamatics Device is equipped with a satellite terminal that communicates data to Ground Earth Stations using a secure global satellite network. The terminal code is used to identify the Satamatics Device in the network.



button is clicked to close the dialog.


More:

Satamatics Device Editor - *See page 704*

Satamatics Device Editor



Satamatics Device Editor

The **Satamatics Device Editor** is accessed from the Satamatics Device List by clicking either the  icon next to a Satamatics Device or clicking the [+ Add Device](#) link at the top of the Satamatics Device List. The Satamatics Device Editor is used to make changes to the current settings of the selected Satamatics Device or to create a new Satamatics Device.


The **Satamatics Device Editor** features the following fields:

- Device
- Terminal Code
- Status

Device text box contains the name of the Satamatics Device.

Terminal Code text box contains the terminal code for the Satamatics Device. Each Satamatics Device is equipped with a satellite terminal that communicates data to Ground Earth Stations using a secure global satellite network. The terminal code is used to identify the Satamatics Device in the network.

Status drop-down box is used to select the current status of the Satamatics Device in the account. This status will be either Active or Inactive.

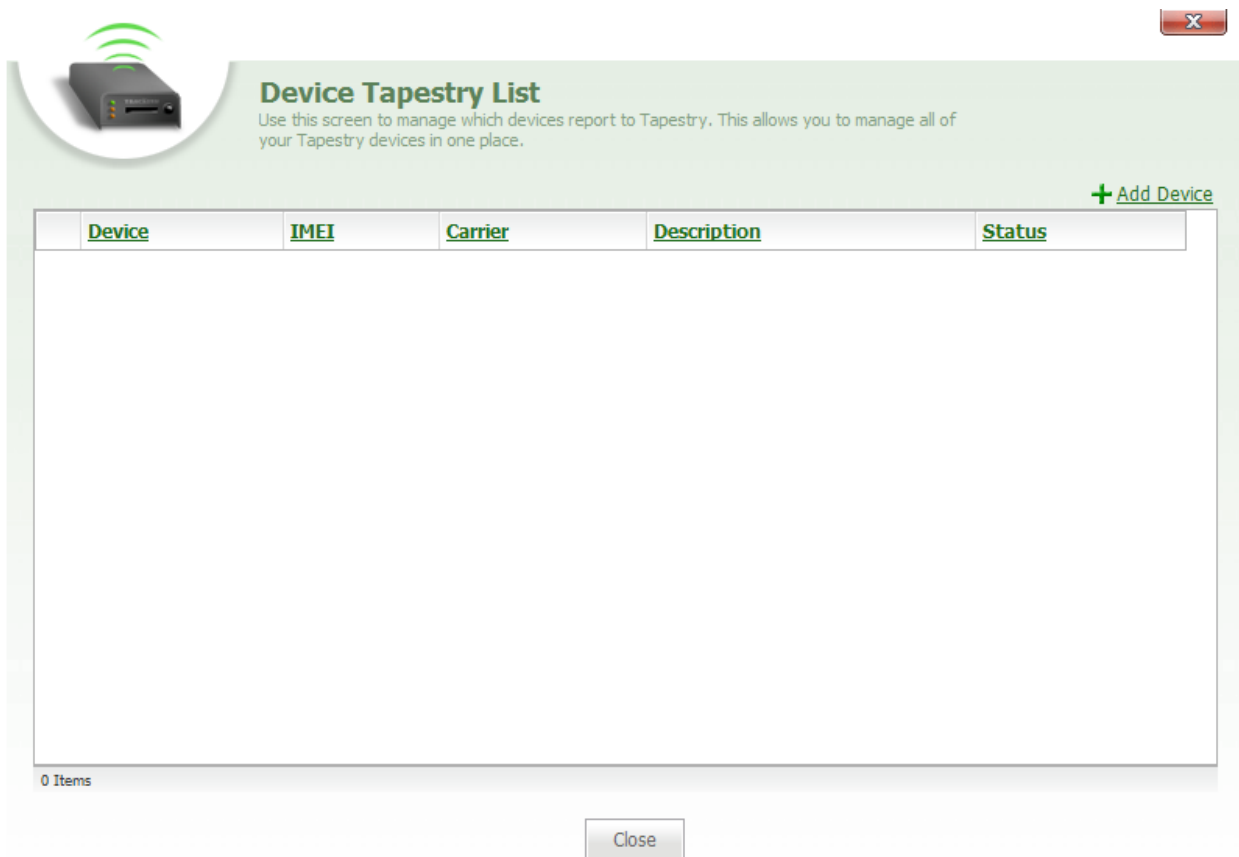
 button is clicked to save changes made to the editor or to save a new Satamatics Device.

 button is clicked to close the editor.

More:

Satamatics Device List - *See page 703*

Device Tapestry List



Device Tapestry List

The **Device Tapestry List** is accessed by clicking the List Tapestry Devices link on the Tools And Settings screen. Device Tapestry List is used to add and manage Devices that use and report to Tapestry.

The [+ Add Device](#) link, located at the top-right of the Device Tapestry List, can be clicked to open the Device List and select a Device to add to Tapestry.

The **Device Tapestry List** features the following columns:

- Device

- IMEI
- Employee
- Description
- Status

Device column list the name of each Device in the account that is reporting to Tapestry.

IMEI column lists the IMEI number for each Tapestry Device.

Employee column lists the name of the Employee that each Tapestry Device is assigned to.

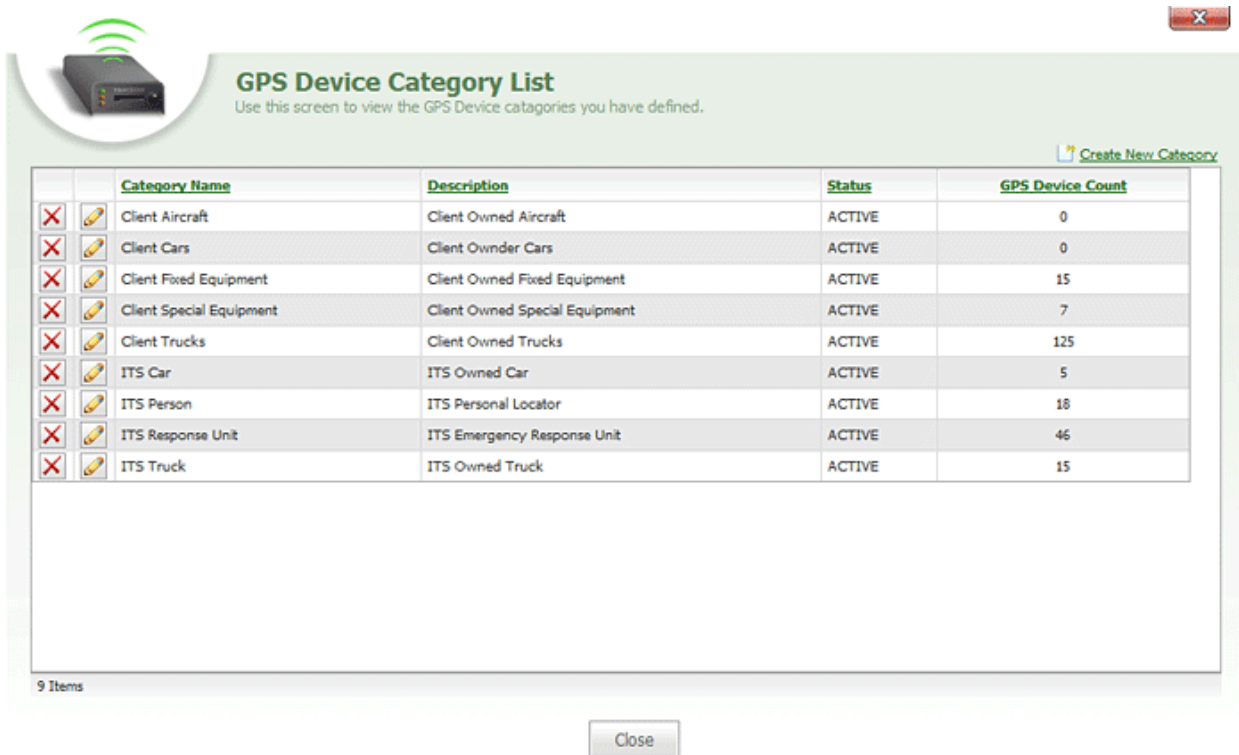
Description column lists a brief description of each Tapestry Device.

Status column lists the status of each Tapestry Device as being wither Active or Inactive in the account.





















button is clicked to close the Device Tapestry List.

Device Category List



GPS Device Category List
Use this screen to view the GPS Device categories you have defined.

[Create New Category](#)

	Category Name	Description	Status	GPS Device Count
 	Client Aircraft	Client Owned Aircraft	ACTIVE	0
 	Client Cars	Client Ownder Cars	ACTIVE	0
 	Client Fixed Equipment	Client Owned Fixed Equipment	ACTIVE	15
 	Client Special Equipment	Client Owned Special Equipment	ACTIVE	7
 	Client Trucks	Client Owned Trucks	ACTIVE	125
 	ITS Car	ITS Owned Car	ACTIVE	5
 	ITS Person	ITS Personal Locator	ACTIVE	18
 	ITS Response Unit	ITS Emergency Response Unit	ACTIVE	46
 	ITS Truck	ITS Owned Truck	ACTIVE	15

9 Items

Close

Device Category List

The **Device Category List** can be accessed by clicking the Manage Device Categories link on the Tools And Settings screen. In the Device Category List, users can create and add Device categories, such as Truck, Car, Airplane, Vehicle, etc.

Note: Device categories are created by administrators in an account and the types of categories that are created are completely up to the user.

Tip: In the system, the Device categories are used to organize particular Devices according to their use. For example, if a particular Device was used in a truck, a Truck category can be created, and the Device can be placed in this Truck category.

When a Device is being displayed on the map, this Device category will define the type of symbology used to represent the Device.

[Create New Category](#) link, located at the top-right of the **Device Category List**, can be clicked to open the Category Editor.

The **Device Category List** features the following columns:

- Category
- Name
- Description
- Status
- Device Count

Category Name column lists the name of each Device category in the account.

Next to each Category Name are the following icons:

- 
- 



icon can be clicked to open the Category Editor.



icon can be clicked to remove the Device category from the list.

Description column gives a brief description of each Device category.

Status column lists the status of each Device category as being either Active or Inactive in the system.

Device Count column lists the number of Devices that are currently assigned to each Device category.




button can be clicked to close the Device Category List.

More:

Category Editor - *See page 711*

Symbol Editor

Category Editor





Category Editor

Use this screen to edit or create a new category for your devices.

Category Name:



Description:

  ☒ Pick Color

Status:

External ID:

Category Editor

The **Category Editor** can be accessed by clicking either the  [Create New Category](#) link or the  icon in the Device Category List. The Category Editor dialog is used to create new Device Categories to add to the Device Category List.

The **Category Editor** features the following text and drop-down boxes:

- Category Name
- Description
- Icon Image and Color
- Status
- External ID


Category Name text box is used to type a name for the Device category, such as Truck, Airplane, Boat, etc.

Description text box is used to type a brief description for the Device category.

Icon Image and Color controls are used as follows:



At the far left, a scaled-down preview of the selected icon image will be displayed.


Click the  button to open an Image Chooser dialog, from which you can pick the new icon you want to use for the category.

The **Pick Color** checkbox, when checked, allows you to select a specific color in which to display the icon. You can easily colorize any icon automatically by selecting a color from the drop-down menu below this checkbox. When you select a color, a preview of the color will be displayed in the swatch to the right of the drop-down.

If you uncheck the Pick Color checkbox, the icon will be displayed using its original colors.

Status drop-down box is used to select a status for the Device category, such as Active or Inactive in the system.

External ID text box allows users to type an ID that can be used to link the account to an outside system.

 button is clicked to save the new Device category.

Close

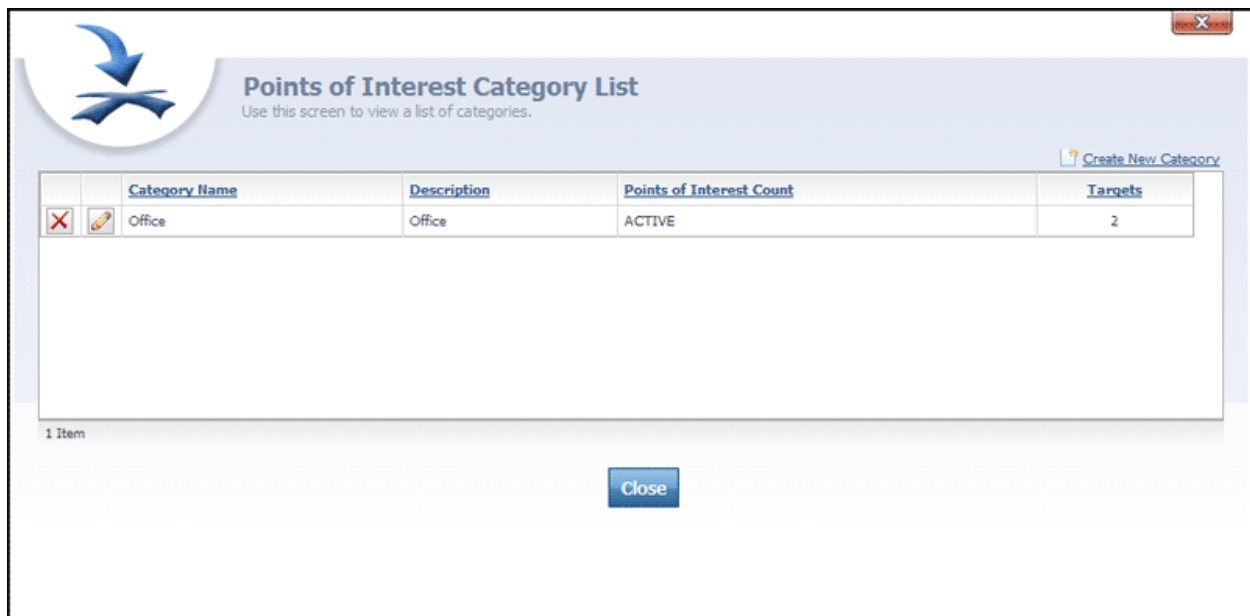
button is clicked to close the dialog.


More:

Device Category List - *See page 708*

Symbol Editor

Points of Interest Category List



	Category Name	Description	Points of Interest Count	Targets
 	Office	Office	ACTIVE	2

1 Item

Close

Points of Interest Category List

The **Points of Interest Category List** is accessed by clicking the **List Points of Interest Categories** link on the Tools And Settings screen.

In the **Points of Interest Category List**, the different Points of Interest for an account are organized into categories and listed.

Tip: In the system, each Points of Interest within an account can be placed into one of several categories, such as: dock, delivery stop, office, grocery store, client store, gas

station, etc. In addition, each Points of Interest category can be defined as having a certain status, such as canceled, delivered, scheduled, and unscheduled

Note: Points of Interest categories and statues are created by account administrators and can be whatever the user wants to create.

 link, located at the top-right of the Points of Interest Category List, will open the Category Editor.

The **Points of Interest Category List** grid features the following columns:

- Category Name
- Description
- Points of Interest Count
- Targets

Category Name column lists the names of each category.

Next to each Category Name are the following icons:

- 
- 



icon can be clicked to open the Category Editor.




icon can be clicked to remove the Points of Interest category from the list.

Description column contains a brief description of the category.

Points of Interest Count column lists the statuses of the Points of Interest categories.

Targets column lists the number of Points of Interest associated with each category.

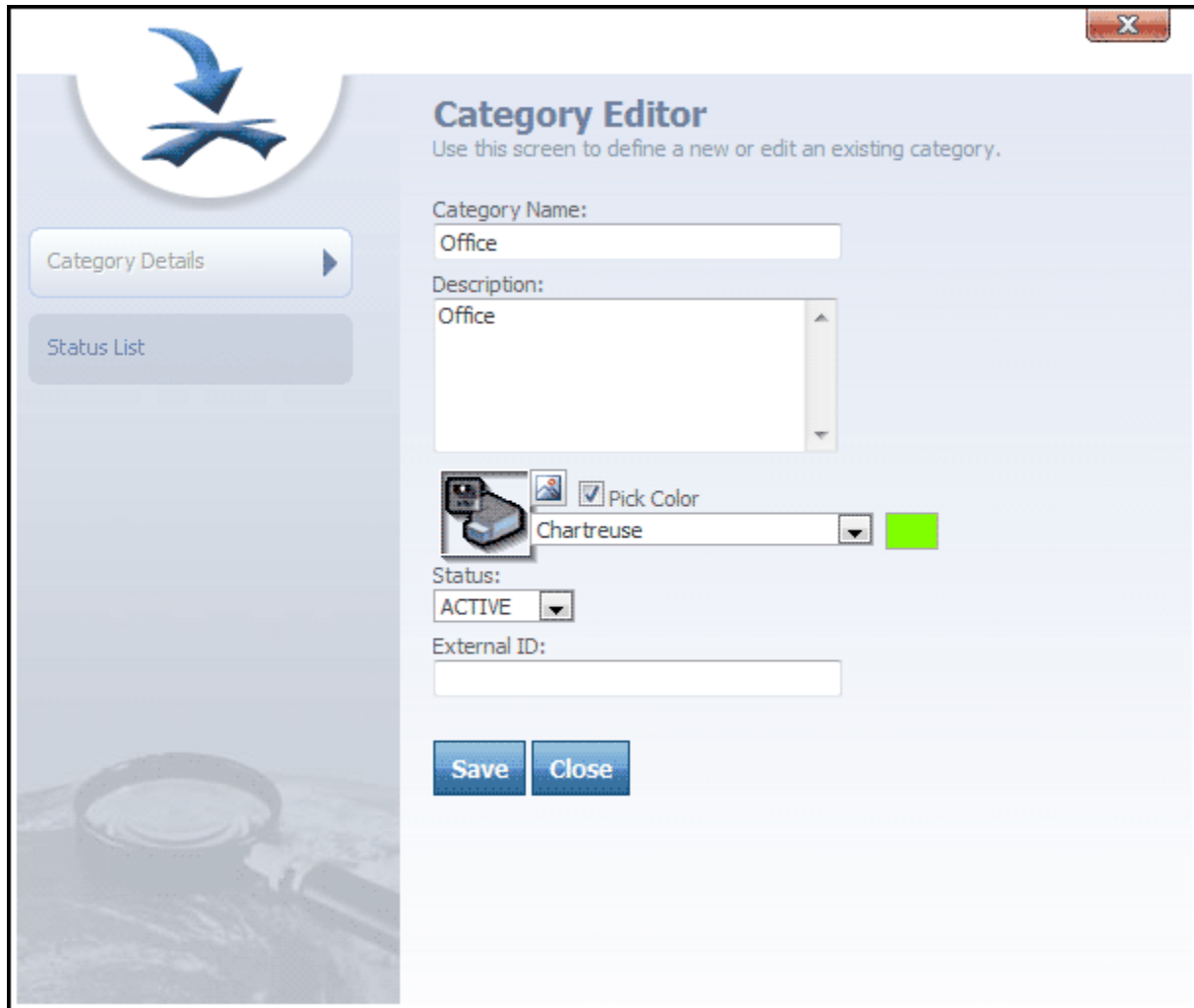
 button is clicked to close the Points of Interest Category List.

More:

Category Editor - *See page 716*

Status List - *See page 721*


Category Editor



The screenshot shows a web application window titled "Category Editor" with a close button (X) in the top right corner. On the left side, there is a sidebar with a blue logo at the top and two buttons: "Category Details" (with a right-pointing arrow) and "Status List". The main content area has a light blue background and contains the following fields and controls:

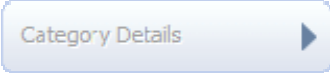
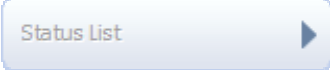
- Category Name:** A text input field containing the word "Office".
- Description:** A text area containing the word "Office".
- Image:** A small icon of a computer monitor and keyboard.
- Pick Color:** A checked checkbox followed by a color selection dropdown menu showing "Chartreuse" and a small green color swatch.
- Status:** A dropdown menu currently set to "ACTIVE".
- External ID:** An empty text input field.
- Buttons:** Two blue buttons labeled "Save" and "Close" at the bottom.

Category Editor

When a user clicks a  icon next to a category name, a **Category Editor** will open.

The **Category Editor** is used to edit information for a Point of Interest's category. The Category Editor can also be used to add a new status to a category, edit an existing status under a category, or delete a status from a category.

The **Category Editor** features a Navigation Bar on the left with two tabs:

-  Category Details
-  Status List

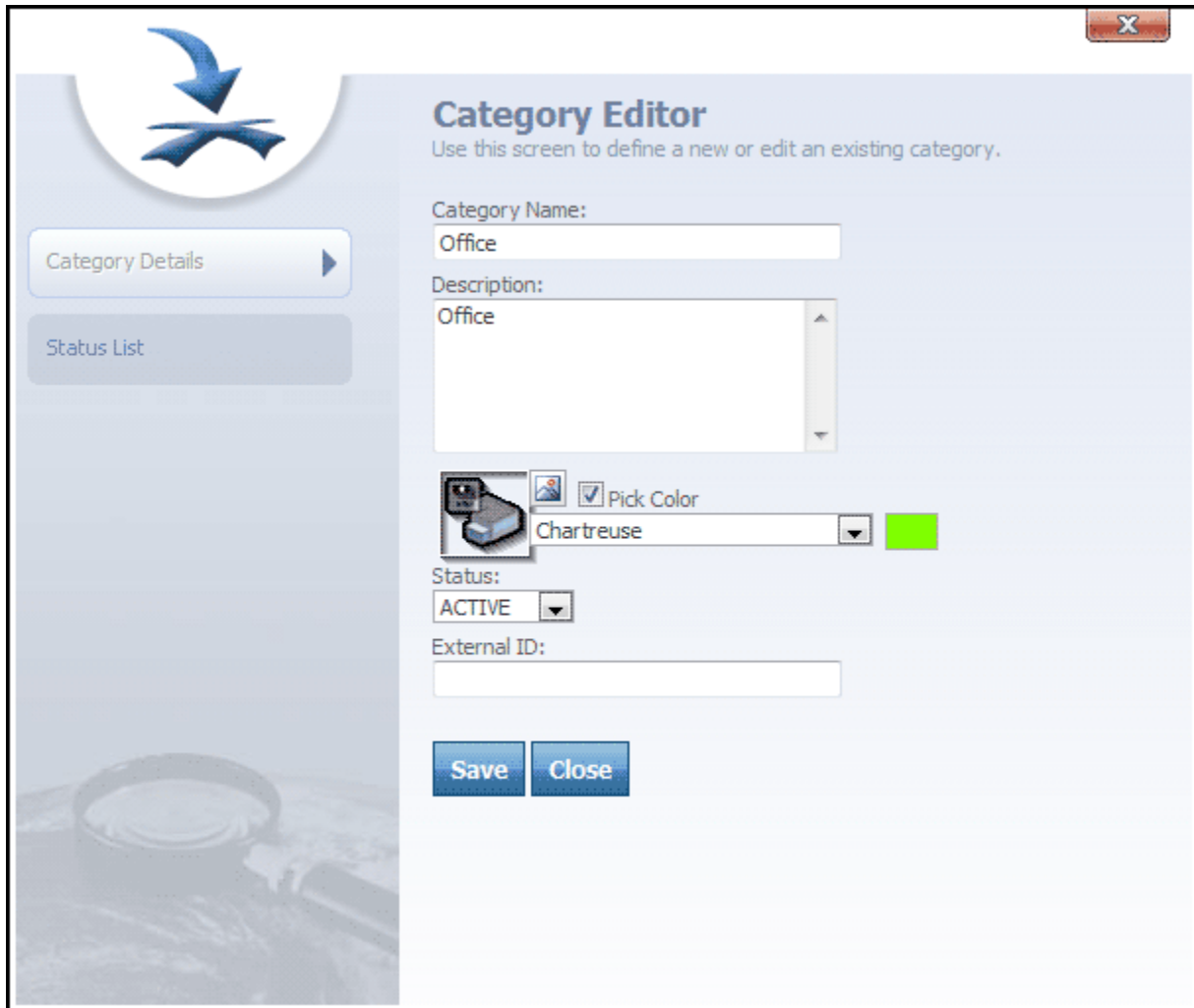
More:

Points of Interest Category List - *See page 713*

Category Details - *See page 718*

Status List - *See page 721*

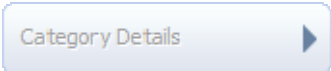
Category Details



The screenshot shows a window titled "Category Editor" with a close button (X) in the top right corner. On the left side, there is a sidebar with two tabs: "Category Details" (which is selected and highlighted with a blue arrow) and "Status List". The main area of the window contains the following fields and controls:

- Category Name:** A text input field containing the word "Office".
- Description:** A text area containing the word "Office".
- Icon Image and Color:** A section with an icon image (a small blue cube), a "Pick Color" checkbox (which is checked), a color selection dropdown menu showing "Chartreuse", and a small green color swatch.
- Status:** A dropdown menu showing "ACTIVE".
- External ID:** An empty text input field.
- Buttons:** "Save" and "Close" buttons at the bottom.

Category Editor-Category Details tab selected

With the  tab selected, the **Category Editor** features the following text fields:

- Category Name
- Description
- Icon Image and Color
- Status

- External ID


Category Name is a user defined field which contains the category's name.

Description text box contains a brief description of the category.

Icon Image and Color controls are used to set an icon image and color that will be used to represent a Point of Interest on the map when it belongs to the category you are editing here.



At the far left, a scaled-down preview of the selected icon image will be displayed.

Click the  button to open an Image Chooser dialog, from which you can pick the new icon you want to use for the category.

The **Pick Color** checkbox, when checked, allows you to select a specific color in which to display the icon. You can easily colorize any icon automatically by selecting a color from the drop-down menu below this checkbox. When you select a color, a preview of the color will be displayed in the swatch to the right of the drop-down.

If you uncheck the Pick Color checkbox, the icon will be displayed using its original colors.

Status box is used to set a category's status to either Active or Inactive.

External ID text box is used to tie the category into an external system.



button is clicked to save changes that are made to the editor.



button is clicked to close the editor.

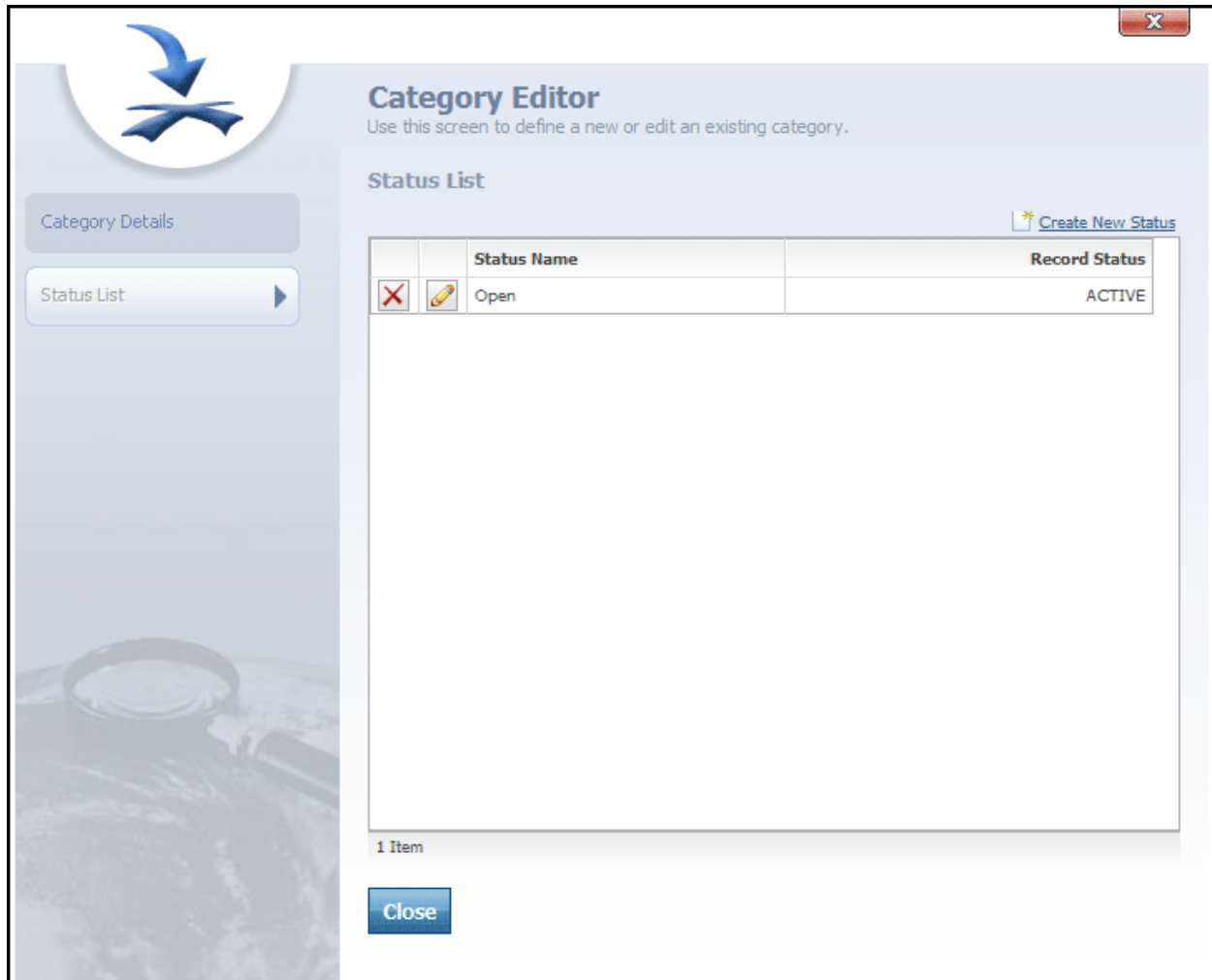
More:

Category Editor - See page 716


Status List - See page 721

Points of Interest Category List - *See page 713*

Status List



Category Editor-Status List tab selected

With the  tab selected, a Status grid will load into the **Category Editor**. This grid lists the statuses for a particular Points of Interest category and is used to edit and add statuses to the category.

The **Status** grid features the following columns:

- Status Name

- Record Status

Status Name column lists the status of the category, such as: Canceled, Delivered, Scheduled, and Unscheduled.

Next to each Status Name are the following icons:

- 
- 



icon can be clicked to open the Category Status Editor.



icon can be clicked to remove the status from the list.

Tip: Within an account, each Points of Interest Category can be set to a particular status.

Record Status column defines the category as being either Active or Inactive in the account.



button is clicked to close the Category Editor.

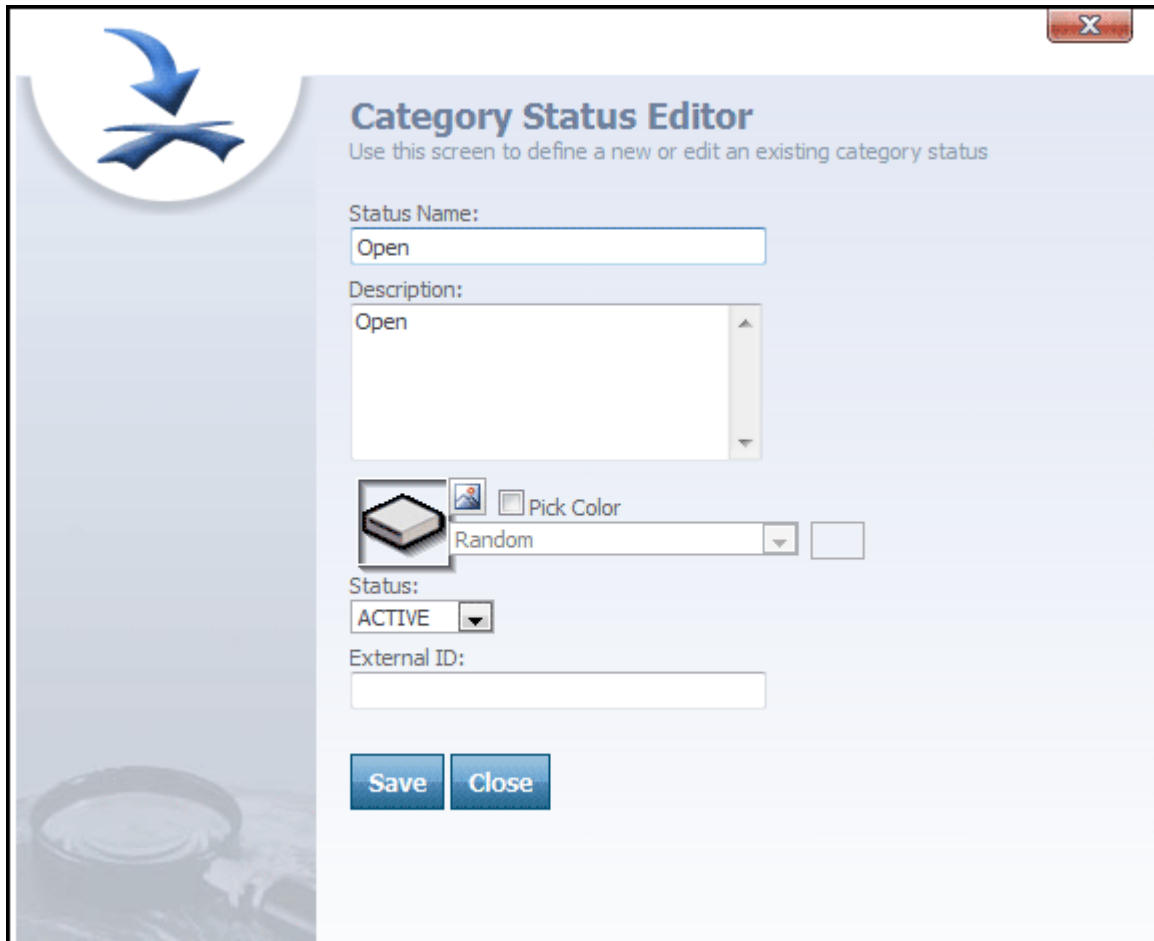
More:

Category Status Editor - *See page 723*

Points of Interest Category List - *See page 713*


Category Details - *See page 718*

Category Status Editor



The image shows a screenshot of a web application window titled "Category Status Editor". The window has a light blue header with a logo on the left and a close button on the right. Below the header, there is a subtitle "Use this screen to define a new or edit an existing category status". The main form area contains several fields: "Status Name:" with a text input containing "Open"; "Description:" with a text area containing "Open"; a "Pick Color" checkbox which is checked, followed by a color picker showing "Random" and a small color swatch; "Status:" with a dropdown menu showing "ACTIVE"; and "External ID:" with an empty text input. At the bottom of the form are two buttons: "Save" and "Close".

Category Status Editor

The **Category Status Editor** is accessed by clicking a  icon next to a status name in the Category Editor. The Category Status Editor is used to edit information for a Category's status.

The **Category Status Editor** features the following text and drop-down boxes:

- Status Name
- Description

- Icon Image and Color
- Status
- External ID


Status Name box contains the name of the status, such as canceled or delivered.

Description text box contains a brief description of the status.

Image and Color controls are used to set an icon image and color that will be used to represent a Point of Interest on the map when its status matches the one you are editing here.



At the far left, a scaled-down preview of the selected icon image will be displayed.

Click the  button to open an Image Chooser dialog, from which you can pick the new icon you want to use for the category.

The **Pick Color** checkbox, when checked, allows you to select a specific color in which to display the icon. You can easily colorize any icon automatically by selecting a color from the drop-down menu below this checkbox. When you select a color, a preview of the color will be displayed in the swatch to the right of the drop-down.

If you uncheck the Pick Color checkbox, the icon will be displayed using its original colors.

Status drop-down box allows a user to set the category status to either Active or Inactive.

External ID box is used to tie the category status to an outside system.



button is clicked to save changes that are made to the editor.



button is clicked to close the editor.

More:

Status List - *See page 721*

Points of Interest Category List - *See page 713*

Category Details - *See page 718*

Points of Interest Status Utility

Target Status Utility
Use this screen to update the status of multiple Targets at one time. Use the Search Category to limit your initial selection then select a new status and press Update.

Search Category

Name (%=wild):

Category:
Warehouse

Status:

☐ Missing Coordinates

Search

Update Status

Status:

Update

<input type="checkbox"/>	Name	Code	Category	Last Status	X Point	Y Point
<input type="checkbox"/>	Sample Target		Warehouse			

1 Item

Close

Points of Interest Status Utility

The **Points of Interest Status Utility** is accessed by clicking the **Setup Points of Interest Status** link on the Tools And Settings screen. This utility is used to search for and change the statuses of different Points of Interest in the account.

Tip: Use the **Points of Interest Status Utility** to search for one or more Points of Interest in your account and change the status of one or more Points of Interest.

Search Category

Name (%=wild):

Category:
Warehouse ▼


Status:
 ▼

☐ Missing Coordinates

Search

Search Category Bar

The **Search Category** bar, located on the left-side of the Points of Interest Status Utility, features the following items:

- Name (%=Wild)
- Category
- Status
- Missing Coordinates
- Search 

Name (%=Wild) text box is used to type the name or partial name of a Point of Interest you want to search for.

Category drop-down box features a number of different categories that a user can search under.

Status drop-down box allows a user to filter the search by Points of Interest status.

Missing Coordinates checkbox can be selected when a user wants to search for Points of Interest that have not been geo-referenced on a map and are missing X and Y coordinates.

Search

Search

button is clicked to begin the search for Points of Interest. After the

button is clicked, the results will be displayed in the Search Results grid.

Use this screen to update the status of multiple Targets at one time. Use the Search Category to limit your initial selection then select a new status and press Update.

1 Item

Close

Search Results grid

The **Search Results** grid, located to the right of the Search Category bar, displays the number of search results for the particular Points of Interest or Category. The Search Results grid features the following columns:

- Name
- Code
- Category
- Last Status
- X Point
- Y Point

Name column lists the names for all of the Points of Interest produced by the search.

Note: Next to the Name of each Points of Interest is a checkbox that can be selected when a user wants to change the status of the Points of Interest.

Code column lists all of the Points of Interest codes for each Points of Interest produced by the search.

Category column lists the category for each Points of Interest.

Last Status column lists the last status that was assigned for each Points of Interest.

X Point and **Y Point** columns list the point data for each Points of Interest.

Tip: The X and Y points indicate where the particular Points of Interest is located and are displayed in decimal degrees.




Update Status Geofence


The **Update Status** area is located below the **Search Category** area. Update Status area works in conjunction with the Search Results grid to change the status for one or more Points of Interest in a particular category.

Update Status area features the following items:

- Status

- Update 

Status box features a drop-down list of available Points of Interest statuses.

Tip: To update Points of Interest from the Search Results grid, select the checkbox next to each Points of Interest you want to update, select the status you want to update the selected Points of Interest to from the Status drop-down list, and click the  button.

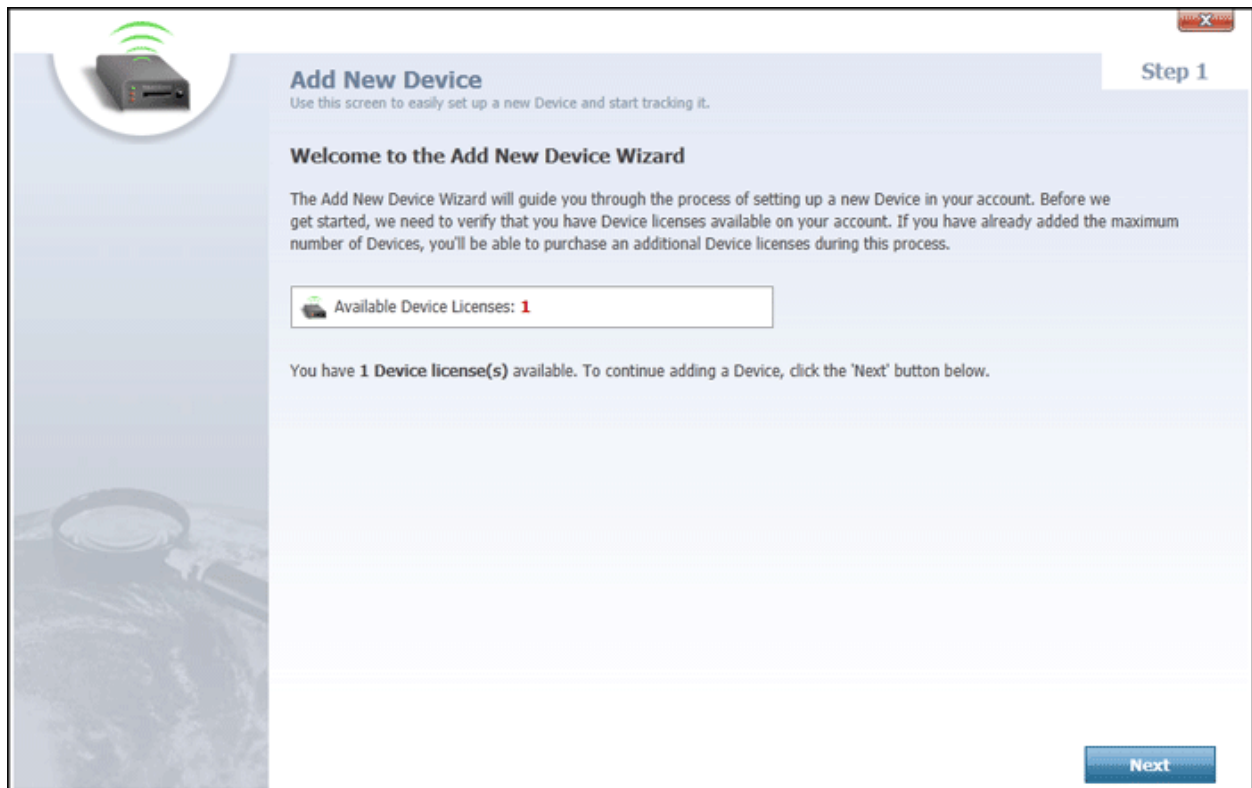


button is clicked to update the statuses of Points of Interest selected in the Search Results grid.

Add New Device Wizard

The **Add New Device Wizard** provides a fast and convenient way to add a new tracking device to any department in your account. As part of the process, you can even add and configure new departments, employees and device categories without leaving the wizard.

Step 1



Add New Device
Use this screen to easily set up a new Device and start tracking it.

Welcome to the Add New Device Wizard

The Add New Device Wizard will guide you through the process of setting up a new Device in your account. Before we get started, we need to verify that you have Device licenses available on your account. If you have already added the maximum number of Devices, you'll be able to purchase an additional Device licenses during this process.

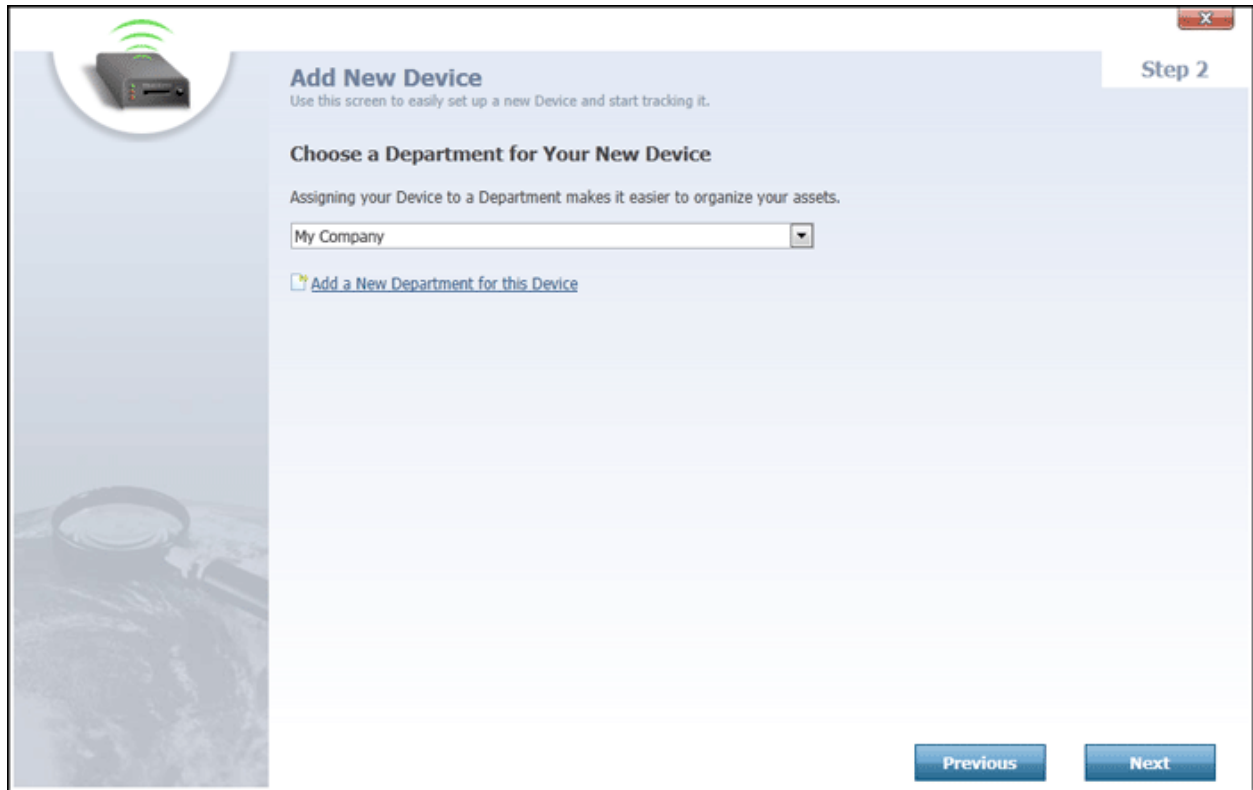
Available Device Licenses: **1**

You have **1 Device license(s)** available. To continue adding a Device, click the 'Next' button below.

[Next](#)

Step 1 of the wizard provides a brief description of the process that you will go through to add a device to your account. Depending on your account or system setup, you may have a limited number of devices that can be added. If you have reached the maximum number of devices available to you, a warning will be displayed. In that event, you will be provided with a button you can click to purchase additional device space on your account.

Step 2



Add New Device
Use this screen to easily set up a new Device and start tracking it.

Choose a Department for Your New Device
Assigning your Device to a Department makes it easier to organize your assets.

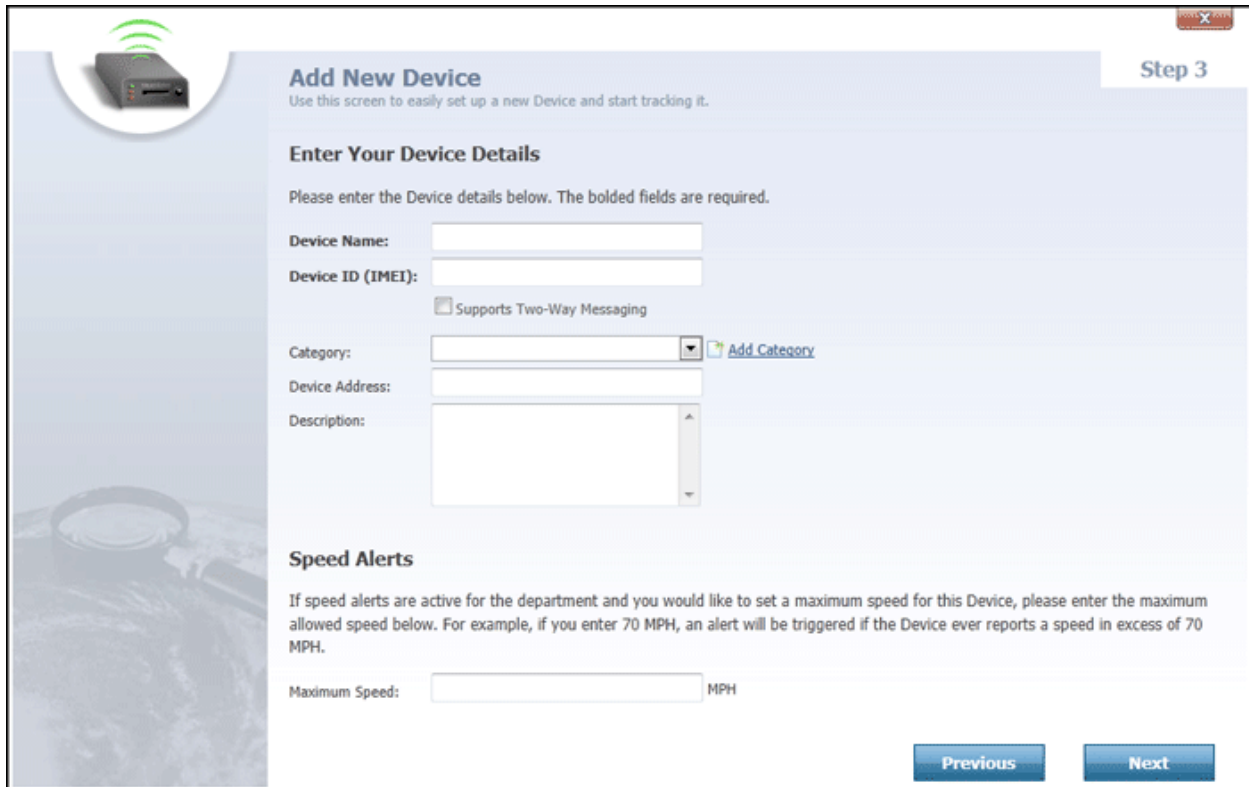
My Company ▼

[Add a New Department for this Device](#)

Previous Next

Step 2 offers the ability to choose a department to which you want to assign your new device. You can also click the "Add a New Department for this Device" link to pop open the **Department Editor** - See page 324, which you can use to create a new department before returning to the Add New Device wizard.

Step 3



Add New Device
Use this screen to easily set up a new Device and start tracking it.

Enter Your Device Details
Please enter the Device details below. The bolded fields are required.

Device Name:

Device ID (IMEI):

☐ Supports Two-Way Messaging

Category: [Add Category](#)

Device Address:

Description:

Speed Alerts
If speed alerts are active for the department and you would like to set a maximum speed for this Device, please enter the maximum allowed speed below. For example, if you enter 70 MPH, an alert will be triggered if the Device ever reports a speed in excess of 70 MPH.

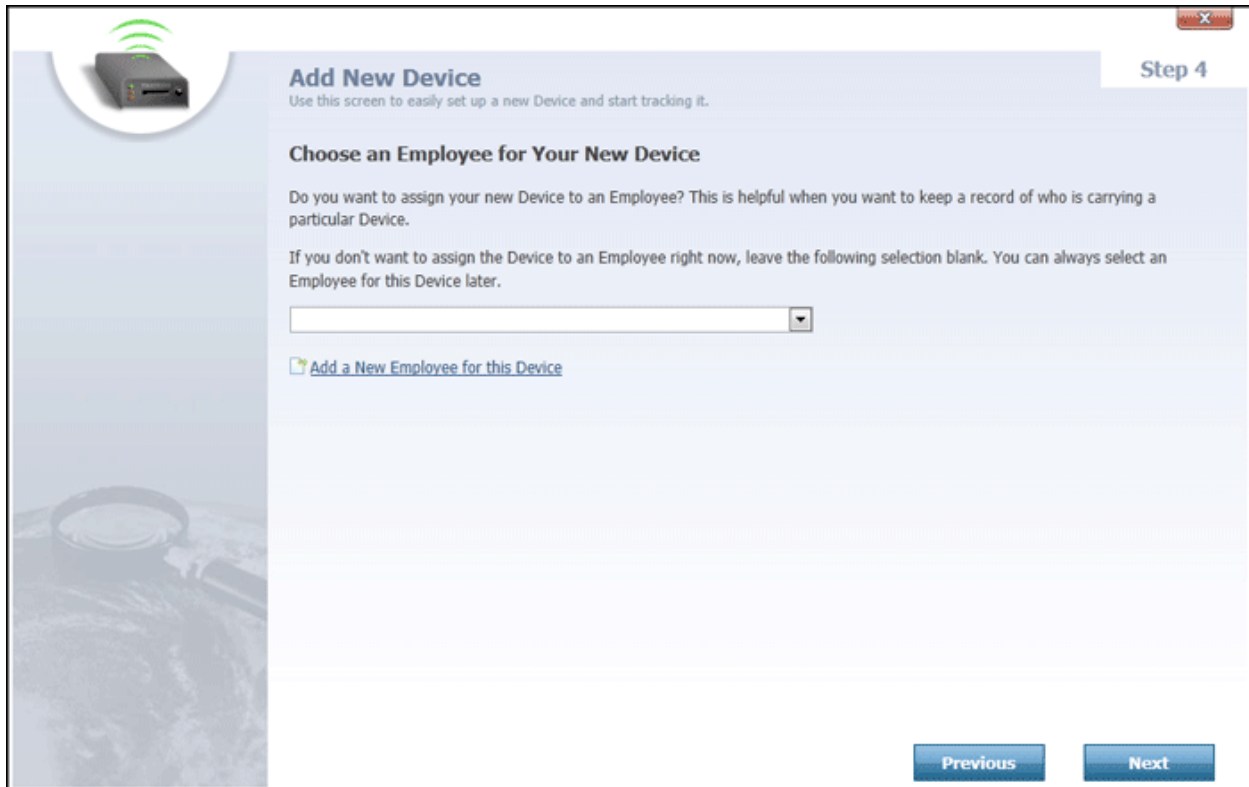
Maximum Speed: MPH

[Previous](#) [Next](#)

Step 3 asks you to fill in the pertinent information about your tracking device itself, including the following:

- **Device Name:** A name for your tracking device. This is how your Map Suite GPS Tracking Server system will refer to it on the map and on other screens and dialogs.
- **Device ID (IMEI):** *This information is crucial to the operation of your tracking device!* This is a special ID that uniquely identifies your particular tracking device itself. Because the format of this ID varies from manufacturer to manufacturer, please check your tracking device documentation to learn what value you should enter for your Device ID. Sometimes this ID is printed on the actual device itself -- for example, inside the battery compartment.
- **Supports Two-Way Messaging:** (Optional.) If your device is capable not only of sending position data to Map Suite GPS Tracking Server but also receiving commands -- for instance, instructions to unlock a vehicle's doors -- then check this box.
- **Category:** (Optional.) Select a category for your device. If you don't see the category you want, click the [Add Category](#) link to add a new one.
- **Device Address:** (Optional.) You can enter some information here (such as an email address) that can help you identify the device.
- **Description:** (Optional.) A description of the device.
- **Maximum Speed:** (Optional.) If you have set up speed alerts for your department and would like this device to trigger an alert once a certain maximum speed has been exceeded, enter that speed here.

Step 4



Add New Device
Use this screen to easily set up a new Device and start tracking it.

Choose an Employee for Your New Device

Do you want to assign your new Device to an Employee? This is helpful when you want to keep a record of who is carrying a particular Device.

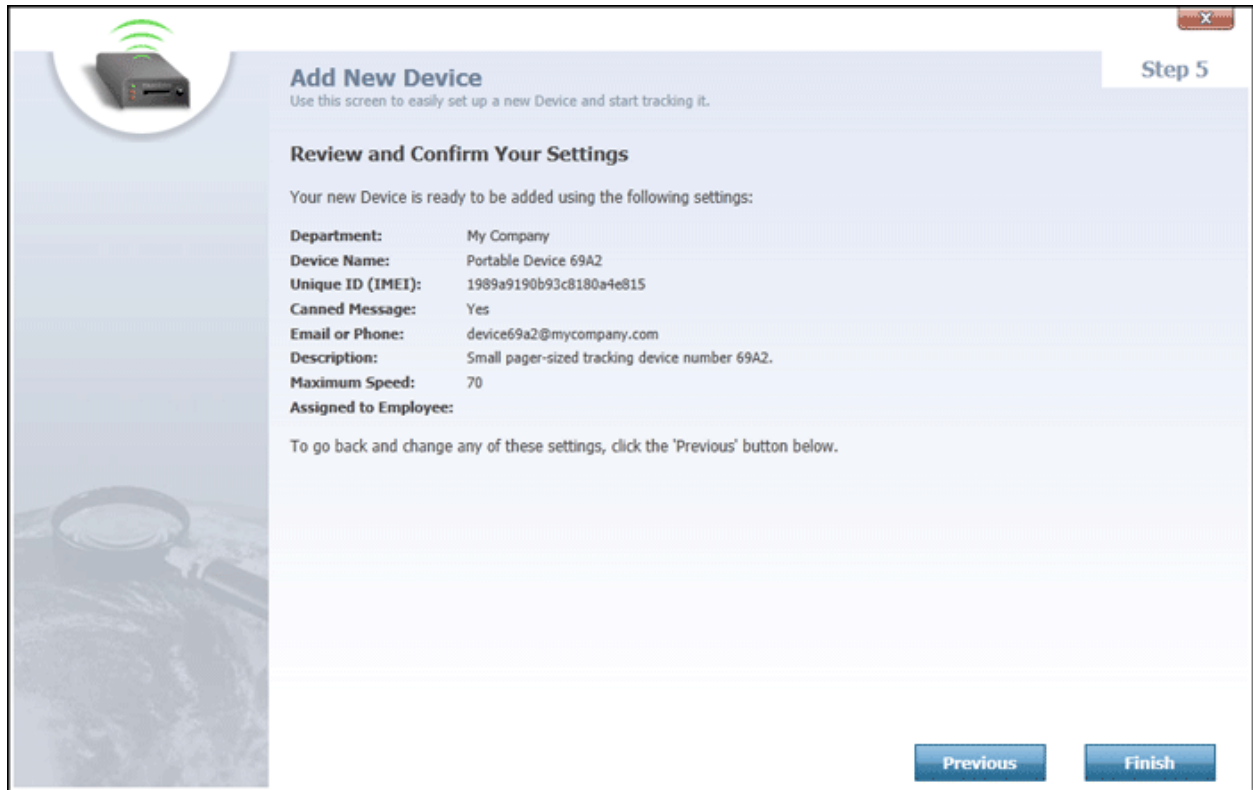
If you don't want to assign the Device to an Employee right now, leave the following selection blank. You can always select an Employee for this Device later.

[Add a New Employee for this Device](#)

[Previous](#) [Next](#)

Step 4 offers the ability to choose an employee to which you want to assign your new device. For example, if the device is a portable tracking unit, you would assign it to the person who will be carrying it. Or if the device is a vehicle, you would assign it to the vehicle's driver. If the employee you want to assign to doesn't already exist in your account, click the "Add a New Employee for this Device" link to add them now. If you don't know who will be in possession of the device, or if you simply don't want to assign it to anybody at the moment, simply ignore this step.

Step 5



The screenshot shows a web-based wizard for adding a new device. The title is 'Add New Device' with a subtitle 'Use this screen to easily set up a new Device and start tracking it.' The step indicator 'Step 5' is in the top right. A sidebar on the left contains an icon of a tracking device and a magnifying glass over a globe. The main content area is titled 'Review and Confirm Your Settings' and states 'Your new Device is ready to be added using the following settings:'. Below this is a list of settings: Department (My Company), Device Name (Portable Device 69A2), Unique ID (IMEI) (1989a9190b93c8180a4e815), Canned Message (Yes), Email or Phone (device69a2@mycompany.com), Description (Small pager-sized tracking device number 69A2), Maximum Speed (70), and Assigned to Employee (blank). A note at the bottom of the settings list says 'To go back and change any of these settings, click the 'Previous' button below.' At the bottom right are two buttons: 'Previous' and 'Finish'.

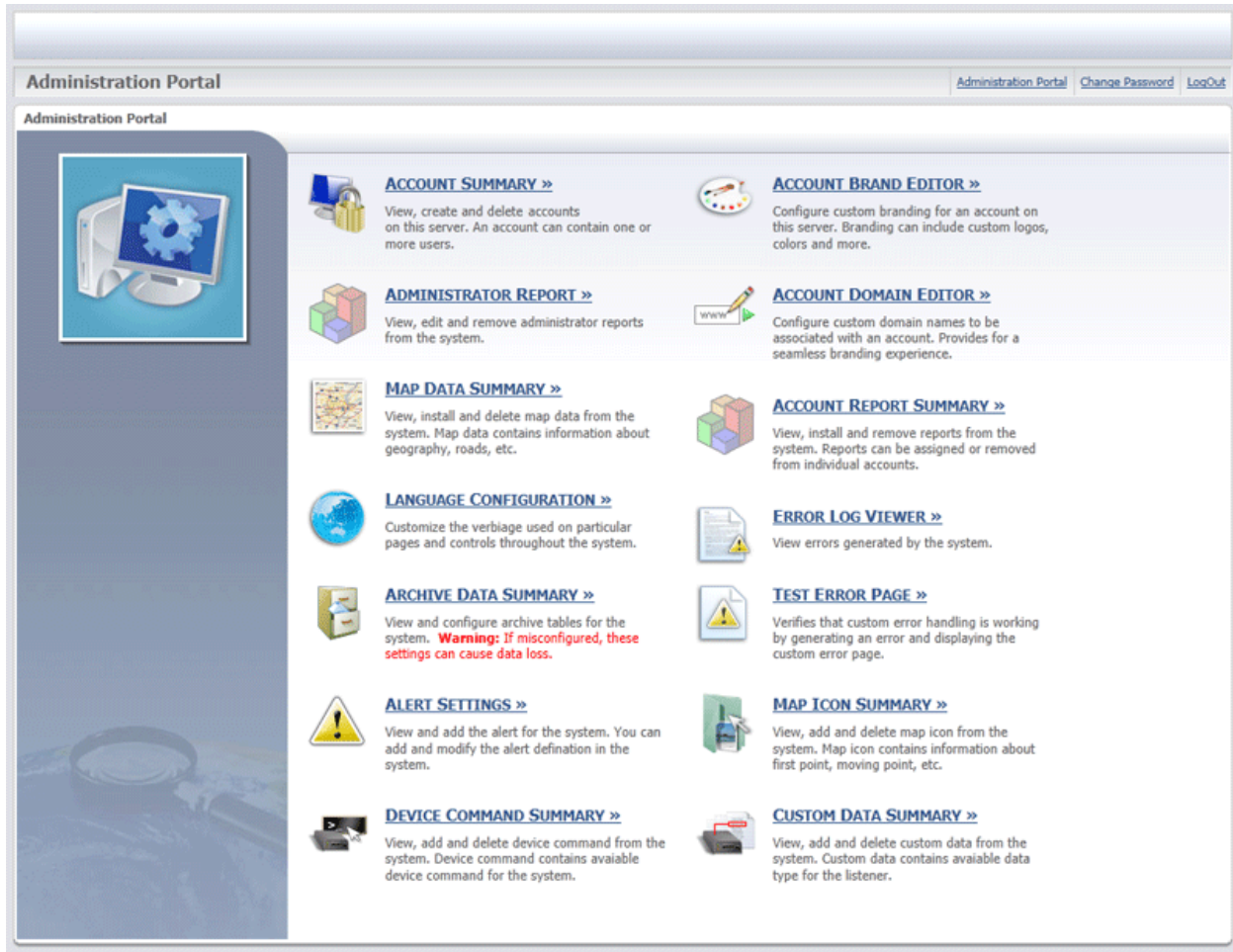
Department:	My Company
Device Name:	Portable Device 69A2
Unique ID (IMEI):	1989a9190b93c8180a4e815
Canned Message:	Yes
Email or Phone:	device69a2@mycompany.com
Description:	Small pager-sized tracking device number 69A2.
Maximum Speed:	70
Assigned to Employee:	

To go back and change any of these settings, click the 'Previous' button below.

[Previous](#) [Finish](#)

Step 5, the final step, gives you an opportunity to review the details you have entered. If you need to make any changes, click the **Previous** button to step back through the wizard. If everything looks good, click **Finish** to add the device.

Administration Portal



Administration Portal

Map Suite GPS Tracking Server is designed to allow multiple accounts to be created and set-up through a single portal account. This portal account allows an administrator to easily create and manage individual client or customer accounts, and each account will have its own security configuration, departments, users, map datasets, device commands and data types, and branding options assigned to it through the **Administration Portal**.

The **Administration Portal** allows system administrators to access and manage important information outside of each account in the system. In the Administration Portal, each portal represents an area where important information can be viewed, edited, or configured for the accounts in the system. The Administration Portal features links to the following portals:

- Account Summary

- Administrator Report
- Map Data Summary
- Language Configuration
- Archive Data Summary
- Account Brand Editor
- Account Domain Editor
- Account Report Summary
- Error Log Viewer
- Test Error Page
- Alert Settings
- Map Icon Summary
- Device Command Summary
- Custom Data Summary

Account Summary portal is used by administrators to view, create, and delete accounts.

Administrator Report portal is used by administrators to view, edit and remove administrator reports from the system.

Map Data Summary portal allows administrators to view, add, assign, and delete map datasets for each account in the system.

Language Configuration portal allows administrators to add languages to the system and translate the text for each control name on all of the web pages in the system based on the default language text for the control.

Archive Data Summary portal allows administrators to add new tables to the database as well as define the number of days that each table will be retained in the database.

Account Brand Editor portal allows administrators to configure custom branding for each account in the system. Account branding controls the look and feel of each account and includes things like custom logos and colors.

Account Domain Editor portal allows administrators to configure different custom domain names for each account when logging on to the system.

Account Report Summary portal allows administrators to view, add, assign, remove, and define reports for each account in the system.

Error Log Viewer portal is used to view errors that have occurred in the assemblies in the system and can be used by administrators for troubleshooting and debugging. The Error Log Viewer allows an administrator to filter their search by assembly and by a date range.

Test Error Page portal allows administrators to test the error reporting system to ensure that it is functioning properly and handling errors or exceptions that occur.

Alert Settings portal allows administrators to add new alerts, or view and change the system default alert settings. Configurable settings include activating and deactivating individual alerts, setting alert levels and customizing alert messages. These alert settings will be inherited by all of the accounts on your installation, unless those accounts specify their own overriding settings in the **Account Alert Settings** tool.

Map Icon Summary portal allows administrators to view, add and delete map icons from the system. Map icons can be used to identify tracked assets, as well as different point-based locations, on the Tracking Screen.

Device Command Summary portal allows administrators to view, add and delete device commands from the system. These are commands that can be sent to, and carried out by, tracking devices that support two-way communication. Common device commands include "Locate Device" and "Unlock Vehicle Doors".

Custom Data Summary portal allows administrators to view, add and delete custom data types from the system. For tracking devices that are capable of transmitting custom data to Map Suite GPS Tracking Server, the Custom Data Summary allows you to set up a MIME type and file extension for each type of data that the system will handle. An example would be a standard JPEG photo, which is most commonly configured with a MIME type of "image/jpeg" and a file extension of ".jpg".

The Header bar at the top of the Administration Portal features the following links:

- [Administration Portal](#) Administration Portal
- [Change Password](#) Change Password
- [Logout](#) Logout

[Administration Portal](#) link can be clicked to return to the Administration Portal main page.

[Change Password](#) link can be clicked to open the **Change Password** dialog box. From the Change Password dialog, you can change your password for logging on to the portal account.

[Logout](#) link can be clicked to log out of the account.

More:

Account Summary - *See page 746*

Administrator Reports - *See page 767*

Map Data Summary - *See page 771*

Language Editor tab - *See page 787*

Archive Table Summary - *See page 796*

Account Brand Editor - *See page 802*

Account Domains Editor - *See page 810*

Report Summary - *See page 814*

Error Log Viewer - *See page 826*

Test Error Page - *See page 830*

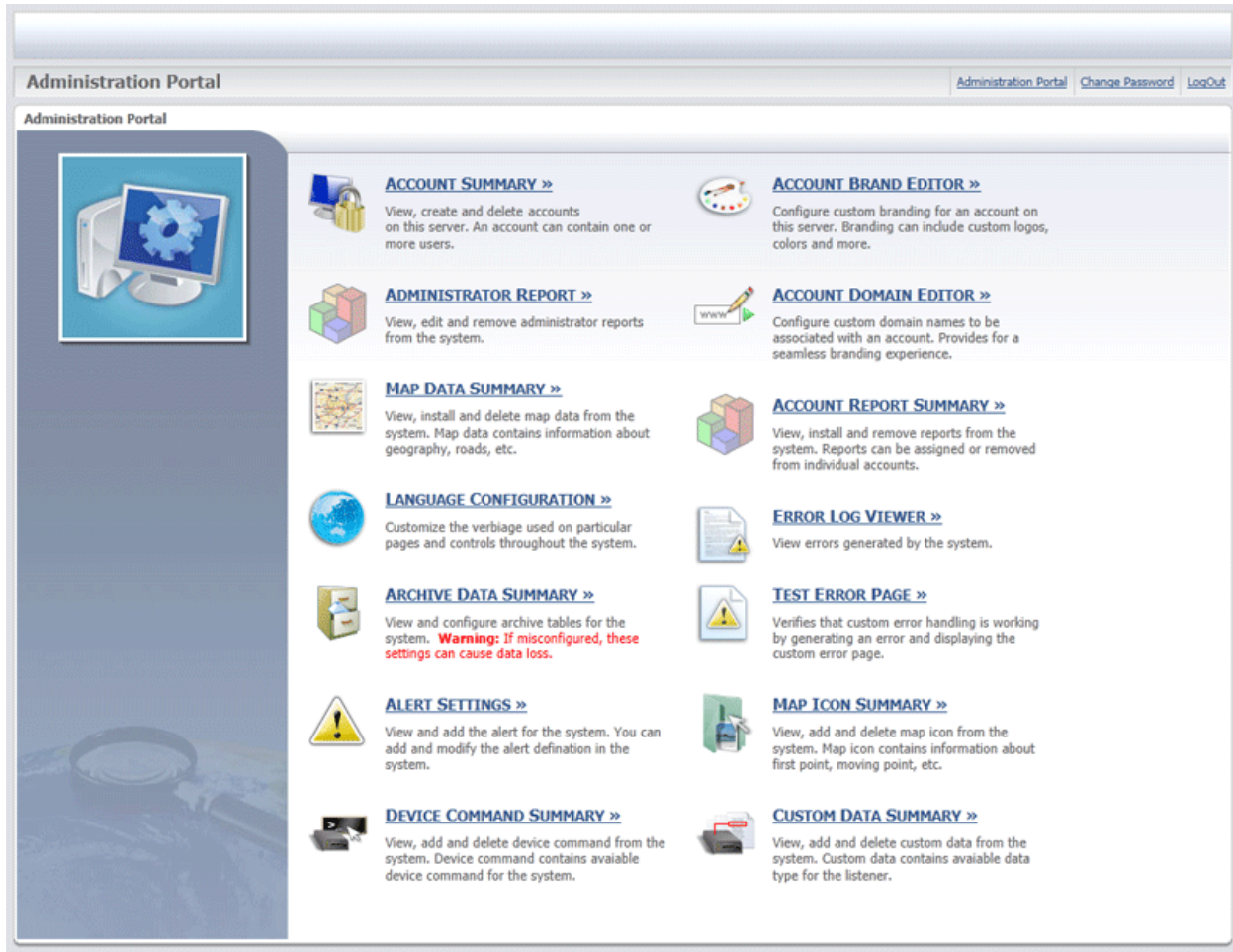
Map Icon File List - *See page 844*

Alert Settings Summary - *See page 835*

Device Command Summary

Custom Data Summary

Administration Portal



Administration Portal

Map Suite GPS Tracking Server is designed to allow multiple accounts to be created and set-up through a single portal account. This portal account allows an administrator to easily create and manage individual client or customer accounts, and each account will have its own security configuration, departments, users, map datasets, device commands and data types, and branding options assigned to it through the **Administration Portal**.

The **Administration Portal** allows system administrators to access and manage important information outside of each account in the system. In the Administration Portal, each portal represents an area where important information can be viewed, edited, or configured for the accounts in the system. The Administration Portal features links to the following portals:

- Account Summary

- Administrator Report
- Map Data Summary
- Language Configuration
- Archive Data Summary
- Account Brand Editor
- Account Domain Editor
- Account Report Summary
- Error Log Viewer
- Test Error Page
- Alert Settings
- Map Icon Summary
- Device Command Summary
- Custom Data Summary

Account Summary portal is used by administrators to view, create, and delete accounts.

Administrator Report portal is used by administrators to view, edit and remove administrator reports from the system.

Map Data Summary portal allows administrators to view, add, assign, and delete map datasets for each account in the system.

Language Configuration portal allows administrators to add languages to the system and translate the text for each control name on all of the web pages in the system based on the default language text for the control.

Archive Data Summary portal allows administrators to add new tables to the database as well as define the number of days that each table will be retained in the database.

Account Brand Editor portal allows administrators to configure custom branding for each account in the system. Account branding controls the look and feel of each account and includes things like custom logos and colors.

Account Domain Editor portal allows administrators to configure different custom domain names for each account when logging on to the system.

Account Report Summary portal allows administrators to view, add, assign, remove, and define reports for each account in the system.

Error Log Viewer portal is used to view errors that have occurred in the assemblies in the system and can be used by administrators for troubleshooting and debugging. The Error Log Viewer allows an administrator to filter their search by assembly and by a date range.

Test Error Page portal allows administrators to test the error reporting system to ensure that it is functioning properly and handling errors or exceptions that occur.

Alert Settings portal allows administrators to add new alerts, or view and change the system default alert settings. Configurable settings include activating and deactivating individual alerts, setting alert levels and customizing alert messages. These alert settings will be inherited by all of the accounts on your installation, unless those accounts specify their own overriding settings in the **Account Alert Settings** tool.

Map Icon Summary portal allows administrators to view, add and delete map icons from the system. Map icons can be used to identify tracked assets, as well as different point-based locations, on the Tracking Screen.

Device Command Summary portal allows administrators to view, add and delete device commands from the system. These are commands that can be sent to, and carried out by, tracking devices that support two-way communication. Common device commands include "Locate Device" and "Unlock Vehicle Doors".

Custom Data Summary portal allows administrators to view, add and delete custom data types from the system. For tracking devices that are capable of transmitting custom data to Map Suite GPS Tracking Server, the Custom Data Summary allows you to set up a MIME type and file extension for each type of data that the system will handle. An example would be a standard JPEG photo, which is most commonly configured with a MIME type of "image/jpeg" and a file extension of ".jpg".

The Header bar at the top of the Administration Portal features the following links:

- [Administration Portal](#) Administration Portal
- [Change Password](#) Change Password
- [Logout](#) Logout

[Administration Portal](#) link can be clicked to return to the Administration Portal main page.

[Change Password](#) link can be clicked to open the **Change Password** dialog box. From the Change Password dialog, you can change your password for logging on to the portal account.

[Logout](#) link can be clicked to log out of the account.

More:

Account Summary - *See page 746*

Administrator Reports - *See page 767*

Map Data Summary - *See page 771*

Language Editor tab - *See page 787*

Archive Table Summary - *See page 796*

Account Brand Editor - *See page 802*

Account Domains Editor - *See page 810*

Report Summary - *See page 814*

Error Log Viewer - *See page 826*

Test Error Page - *See page 830*

Map Icon File List - *See page 844*

Alert Settings Summary - *See page 835*

Device Command Summary


Custom Data Summary

Account Summary

Account Summary

Administration Portal | [Change Password](#) | [Logout](#)

Account Summary



This form allows you to create and managed account for the entire system.

Account List

6 Items [Create New Account](#)

		Account Name	Status	Admin	Terms of Use	Organization	Monitor	Carrier	Device	Target	Activation (UTC)	Deactivation (UTC)	Date Created	Date Modified
		SYSTEM	ACTIVE	Admin	False	2	1	1	1	1			2005-01-01	2007-06-03
		In-Theater Security	ACTIVE	itsadmin	True	6	27	232	231	0			2007-02-15	2007-06-03
		El Mercado	ACTIVE	emadmin	False	0	0	0	0	0			2007-02-15	2007-06-03
		North West Regional University	ACTIVE	tgadmin	True	2	0	0	0	0			2007-02-15	2007-06-03
		Johnston Heavy Equipment	ACTIVE	jheadmin	False	5	0	0	0	0			2007-02-15	2007-02-15
		South Florida Rent-A-Car	ACTIVE	sfradmin	False	0	0	0	0	0			2007-02-15	2007-06-03

Account Summary

The **Account Summary** portal is accessed by clicking the **Account Summary** link in the Administration Portal. The Account Summary portal is used by administrators to view, create, manage, and delete Map Suite GPS Tracking Server accounts.

The top-right of the **Account Summary** portal features an [Create New Account](#) link that can be clicked to create and add a new account to the system. The Account Summary portal also features an Account List grid that lists all of the accounts in the portal.

More:

Account List - See page 747

User List - See page 749


Terms of Use Editor - See page 751

Account Summary


Account Summary

Administration PortalChange PasswordLogout

Account Summary















This form allows you to create and managed account for the entire system.



Account List

6 Items

Create New Account

		Account Name	Status	Admin	Terms of Use	Organization	Monitor	Carrier	Device	Target	Activation (UTC)	Deactivation (UTC)	Date Created	Date Modified
		SYSTEM	ACTIVE	Admin	False	2	1	1	1	1			2005-01-01	2007-06-03
		In-Theater Security	ACTIVE	itsadmin	True	6	27	232	231	0			2007-02-15	2007-06-03
		El Mercado	ACTIVE	emadmin	False	0	0	0	0	0			2007-02-15	2007-06-03
		North West Regional University	ACTIVE	tgadmin	True	2	0	0	0	0			2007-02-15	2007-06-03
		Johnston Heavy Equipment	ACTIVE	jheadmin	False	5	0	0	0	0			2007-02-15	2007-02-15
		South Florida Rent-A-Car	ACTIVE	sfradmin	False	0	0	0	0	0			2007-02-15	2007-06-03

Account Summary

The **Account Summary** portal is accessed by clicking the **Account Summary** link in the Administration Portal. The Account Summary portal is used by administrators to view, create, manage, and delete Map Suite GPS Tracking Server accounts.

The top-right of the **Account Summary** portal features an [Create New Account](#) link that can be clicked to create and add a new account to the system. The Account Summary portal also features an Account List grid that lists all of the accounts in the portal.

More:

Account List - See page 747

User List - See page 749

Terms of Use Editor - See page 751

Account List

Account List

6 Items


[Create New Account](#)



			Account Name	Status	Admin	Terms of Use	Organization	Monitor	Carrier	Device	Target	Activation (UTC)	Deactivation (UTC)	Date Created	Date Modified
			SYSTEM	ACTIVE	Admin	False	2	1	1	1	1			2005-01-01	2007-06-03
			In-Theater Security	ACTIVE	itsadmin	True	6	27	232	231	0			2007-02-15	2007-06-03
			El Mercado	ACTIVE	emadmin	False	0	0	0	0	0			2007-02-15	2007-06-03
			North West Regional University	ACTIVE	tguadmin	True	2	0	0	0	0			2007-02-15	2007-06-03
			Johnston Heavy Equipment	ACTIVE	jheadmin	False	5	0	0	0	0			2007-02-15	2007-02-15
			South Florida Rent-A-Car	ACTIVE	sfradmin	False	0	0	0	0	0			2007-02-15	2007-06-03



Account List

The **Account List** grid lists all of the existing customer accounts in the portal and features the following columns:

- Account Name
- Status
- Admin
- Terms of Use
- Department
- User
- Employee
- Device
- Points of Interest
- Activation (UTC)
- Deactivation (UTC)
- Date Created
- Date Modified

Account Name column lists the names of all the accounts in the portal. Next to each account name is a  icon that can be clicked to open the Account Editor for the account.

To the left of the  icon is an  icon that can be clicked to remove the account from the portal.

 icon, located next to each account name, can be clicked to view all of the users in a particular account. When the  icon is clicked, a User List grid will load at the bottom of the Account Summary portal.

Status column lists the status of each account as either Active or Inactive in the system.

Admin column lists the ID of the administrator for a particular account in the system.

Terms of Use column indicates whether or not a particular account has enabled a terms of use policy for new users logging on to the account for the first time: False will indicate that no terms of use policy has been enabled in the account, and True will indicate that it has been enabled. Either one of these links can be clicked to open the Terms of Use Editor.

Department column lists a count of the number of Departments in each account.

User column lists a count of the number of Users in each account.

Employee column lists a count of the number of Employees in each account.

Device column lists a count of the number of Devices in each account.

Points of Interest column lists a count of the number of Points of Interest in each account.

Activation (UTC) column lists a date in UTC time that each account was activated in the system.

Deactivation (UTC) column, if applicable, lists a date in UTC time that each account will be deactivated in the system.

Note: This deactivation date is often applicable if a user is given a free trial period to try the system before purchasing it.

Date Created column lists the date that each account was created in the system.

Date Modified column lists the date that each account was last modified in the system.

More:

Account Summary - See page 746

User List - See page 749

Terms of Use Editor - See page 751


User List

User List

28 Items

is Admin	User Name	Failed Logins	Multiple Sessions	Message Interval	Entry	Status	Last Activity	Date Created	Date Modified
True	itsadmin	0	True	30		ACTIVE	2007-10-25 17:02:38Z	2007-02-15	2007-06-12
False	AndyHodgson		True	30	Dashboard	ACTIVE		2007-04-19	2007-04-19
False	AnsarWaseem		True	30	Dashboard	ACTIVE		2007-04-19	2007-04-19
False	chadh	0	True	120	Dashboard	ACTIVE	2007-10-12 20:36:33Z	2007-10-12	2007-10-12
False	DarrenSpencer		True	30	Dashboard	ACTIVE		2007-04-18	2007-04-18
False	DavidGilliard		True	30	Dashboard	ACTIVE		2007-04-19	2007-04-19
False	FrankSmalley		True	30	Dashboard	ACTIVE		2007-04-18	2007-04-18

User List

The **User List** grid is accessed by clicking the  icon on the Account List grid. The User List allows an administrator to conveniently view all of the users in a selected account.

In the **User List** grid, all of the columns can be sorted by clicking the column's heading. At the top-left of the grid, a count of the number of items in the grid will be displayed.

The **User List** grid features the following columns:

- Is Admin
- User Name
- Failed Logins
- Multiple Sessions
- Message Interval
- Entry
- Status
- Last Activity
- Date Created

- Date Modified

Is Admin column indicates whether or not a particular user is an Admin for the account by displaying True or False.

User Name column lists the name of each user in the selected account.

Tip: When an administrator hovers over a user's name with his or her mouse pointer, the user's password will be displayed in a small box under the user's name.

Failed Logins column indicates the number of failed login attempts of each user in the selected account.

Multiple Sessions column indicates whether or not a particular user is allowed multiple sessions in the selected account. True indicates the user is allowed multiple sessions, and False indicates that the user is not allowed multiple sessions.

Tip: If a user is allowed multiple sessions, the user can simultaneously be logged on to the account from different computers using the same username and password.

Message Refresh Interval column indicates how often the system will check a particular user's security permissions in the account to verify if the user's security permissions are up to date.

Entry column indicates the default entry point for each user in the selected account. This is the area of the system the user will first enter after logging on to the account.

Status column indicates whether or not a user has a status of Active or Inactive in the selected account.

Last Activity column indicates when each user in the selected account last logged on to the account.

Date Created column indicates the date when a user's account was created in the selected account.

Date Modified column indicates the date when a user's account was last changed in the selected account.

More:

Account Summary - See page 746

Account List - See page 747

Terms of Use Editor - See page 751

Terms of Use Editor

The screenshot shows a web application window titled "Terms Of Use Editor". The window has a light green header bar with a small icon of a computer monitor and a padlock on the left. Below the title bar, there is a subtitle "Terms Of Use Editor" and a description "This form allows you to edit the account terms of use." The main content area is a large, empty text editor with a vertical scrollbar on the right. At the bottom of the window, there are three buttons: "Save", "Expire Terms", and "Close". The background of the page features a faint, large padlock icon.

Terms of Use Editor


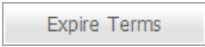

The **Terms of Use Editor** is accessed by clicking either the False or True link under the Terms of Use column in the Account List grid.


The **Terms of Use Editor** features an editor in which system administrators can type or paste a terms of use agreement for users to see when they log on to the account for the first time. When a new user logs on to the account for the first time, the Terms of Use

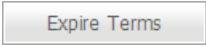
dialog box will pop-up, and the new user must agree to the terms of use before he or she will be able to access the account. Once a user agrees to the new terms of use, the Terms of Use dialog will no longer appear during subsequent log on attempts by the user.

Note: If a modification or an edit has been made to the Terms of Use for the account, the dialog will reappear when the user logs on to the account. Consequently, the user must agree to these new terms before he or she will be able to access the account.

At the bottom of the **Terms of Use Editor** there are three buttons:

-  Save
-  Expire Terms
-  Close

 button is clicked to save changes made to the Terms of Use.

 button is clicked to expire the Terms of Use agreement, and the current terms of use will no longer apply.

 button is clicked to close the editor.

More:

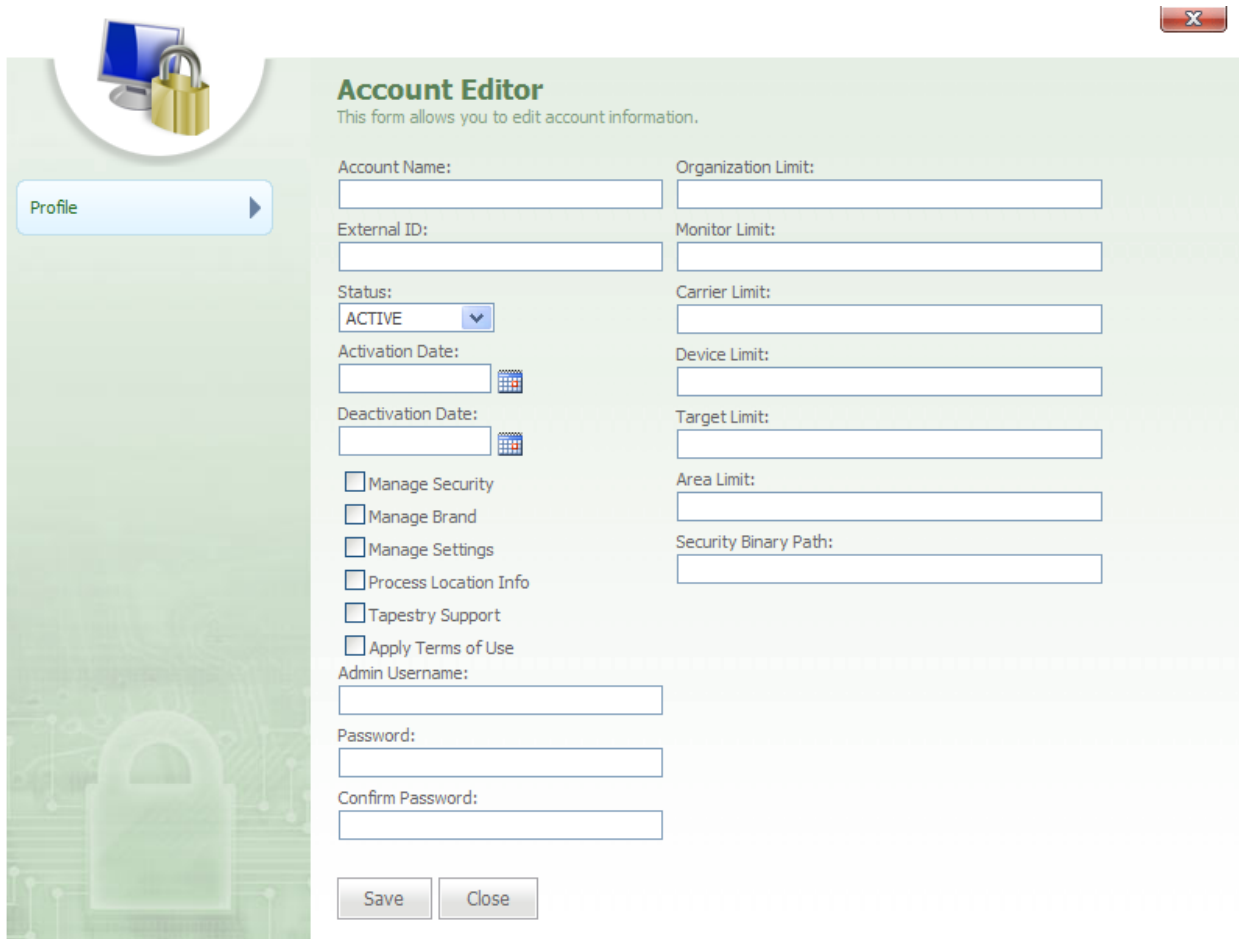
Account Summary - *See page 746*

Account List - *See page 747*

User List - *See page 749*



Account Editor

Profile





Account Editor
This form allows you to edit account information.

Profile ▶

Account Name: <input type="text"/>	Organization Limit: <input type="text"/>
External ID: <input type="text"/>	Monitor Limit: <input type="text"/>
Status: ACTIVE ▼	Carrier Limit: <input type="text"/>
Activation Date: <input type="text"/> 	Device Limit: <input type="text"/>
Deactivation Date: <input type="text"/> 	Target Limit: <input type="text"/>
<input type="checkbox"/> Manage Security	Area Limit: <input type="text"/>
<input type="checkbox"/> Manage Brand	Security Binary Path: <input type="text"/>
<input type="checkbox"/> Manage Settings	
<input type="checkbox"/> Process Location Info	
<input type="checkbox"/> Tapestry Support	
<input type="checkbox"/> Apply Terms of Use	
Admin Username: <input type="text"/>	
Password: <input type="text"/>	
Confirm Password: <input type="text"/>	

Save Close

Account Editor-Profile tab selected

The **Account Editor** dialog is accessed by clicking either the  [Create New Account](#) link above the Account List grid or by clicking the  icon next to an account's name. The **Account Editor** is used to create, edit, or add new accounts to the system.

With the  tab selected, the Account Editor contains the following fields:

- Account Name
- External ID
- Status
- Activation Date
- Deactivation Date
- Manage Security
- Manage Brand


- Manage Settings
- Process Location Info
- Tapestry Support
- Apply Terms of Use
- Admin Username
- Password
- Confirm Password
- Department Limit
- User Limit
- Employee Limit
- Device Limit
- Points of Interest Limit
- Geofence Limit
- Security Binary Path


Account Name text box is used to name the account. Here, an administrator can type the name for the account.

External ID text box contains the External ID for the account, which can be used to associate the account to an external or outside system.

Tip: External ID is a user defined field. In the case of an Account, the External ID could be an account number used to identify the account for billing purposes.

Status box features a drop-down list from which a user can select either an Active or an Inactive status for the account.

Activation Date box features a  icon that can be clicked to select an activation date for the account. This will be the date on which the account will become activated and available to its users.

Deactivation Date box features a  icon that can be clicked to select a deactivation date for the account. This will be the date on which the account will become deactivated and users for the account will no longer be able to log on to it.

Manage Security check box can be selected if the administrator wants the account to have access to the Security Manager area of the account and manage its security settings. If an account is allowed access to the Security Manager, the account will be able to create security groups and add resources to those groups.

Manage Brand check box can be selected if the administrator wants the account to be able to manage and configure its settings for branding. If Manage Brand is selected, the account will have access to the Account Brand Editor and will be able to change its style sheet and logo.


Manage Settings check box can be selected if the administrator wants the account to be able to configure its own settings and have access to the Tools And Settings area of the account. Through the Tools And Settings area, users for the account will be able to configure alert settings, upload alert icons and images, run test alerts, enable and configure different security schemes, run data audits, lock users out of the account, view listener messages, add new Device listeners to the account, and create Device and Points of Interest categories.

Process Location Info check box can be selected if an administrator wants users in the account to be able to view the address and location information for each Employee session point. This location information can be viewed through the Employee Session Editor.


Tapestry Support check box can be selected if the account will be using Tapestry support and if the account will have Devices that are reporting to Tapestry.

Apply Terms of Use check box can be selected if the account will be applying a terms of use policy. This terms of use will be displayed to new users when they log on to the account for the first time and must be agreed to before the new users are allowed access to the account.

Admin Username text box is used to name the administrator for the account. Here, a system administrator can type the username for the account's administrator.

Note: The Admin Username text box will not be available when the Account Editor is accessed by clicking the  icon on the Account List grid.

Password text box contains the password for the account's administrator. Here, a system administrator can type a password for the account's administrator.

Note: The Password text box will not be available when the Account Editor is accessed by clicking the  icon on the Account List grid.

Confirm Password text box contains the confirmation of the administrator's password. In this text box, the admin's password will be retyped.

Department Limit text box is used to set the upper limit of Departments that the account can create.

Tip: To make this number unlimited, type a -1 in this text box. This is true for all of the Limit fields.

User Limit text box is used to set the upper limit of Users that the account can create.

Employee Limit text box is used to set the upper limit of Employees that the account can create.

Device Limit text box is used to set the upper limit of Devices that the account can create.

Points of Interest Limit text box is used to set the upper limit of Points of Interest that the account can create.

Geofence Limit text box is used to set the upper limit of Geofences or geo-fences that the account can create.

Security Binary Path defines the path to a DLL which allows for integrating in two-factor authentication.

Tip: Two factor authentication enhances standard password security by requiring a second piece of information to be provided by the user to establish identity.

 button is clicked to save a new account or save changes to an existing account.

 button is clicked to close the editor.

More:

Users - *See page 757*

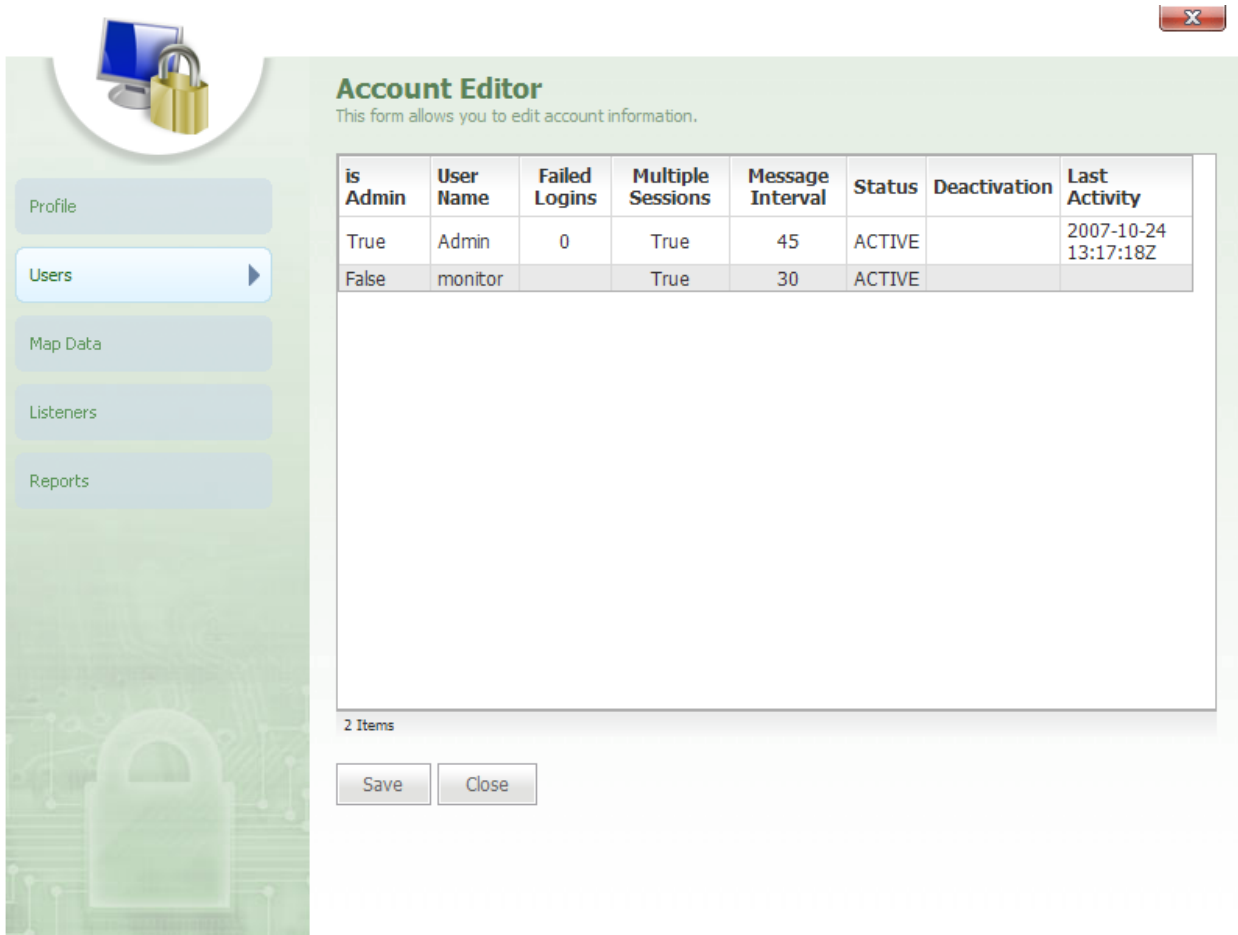
Map Data - *See page 759*

Listeners - *See page 760*

Reports - *See page 762*

Account Summary - *See page 746*


Users



The screenshot shows the 'Account Editor' window with the 'Users' tab selected. The window has a sidebar with navigation buttons: Profile, Users (selected), Map Data, Listeners, and Reports. The main area displays a table with user information. The table has 8 columns: is Admin, User Name, Failed Logins, Multiple Sessions, Message Interval, Status, Deactivation, and Last Activity. There are 2 items listed in the table. Below the table, there are 'Save' and 'Close' buttons.

is Admin	User Name	Failed Logins	Multiple Sessions	Message Interval	Status	Deactivation	Last Activity
True	Admin	0	True	45	ACTIVE		2007-10-24 13:17:18Z
False	monitor		True	30	ACTIVE		

Account Editor-Users tab selected

When the  tab is selected, a Users grid will load in the Account Editor and list all of the users in the account.

The **Users** grid features the following columns:

- Is Admin
- User Name
- Failed Logins
- Multiple Sessions

- Message Interval
- Status
- Deactivation
- Last Activity

Is Admin column indicates whether or not a particular user is an Admin for the account by displaying True or False.

User Name column lists the name of each user in the selected account.

Failed Logins column indicates the number of failed login attempts of each user in the selected account.

Multiple Sessions column indicates whether or not a particular user is allowed multiple sessions in the selected account. True indicates the user is allowed multiple sessions, and False indicates that the user is not allowed multiple sessions.

Tip: If a user is allowed multiple sessions, the user can simultaneously be logged on to the account from different computers using the same username and password.

Message Refresh Interval column indicates how often the system will check a particular user's security permissions in the account to verify if the user's security permissions are up to date.

Status column indicates whether or not a user has a status of Active or Inactive in the selected account.

Deactivation column, if applicable, will list a deactivation date for each user. This will be the date on which the user's account will be deactivated.

Last Activity column indicates when each user in the selected account last logged on to the account.

More:

Profile - *See page 752*

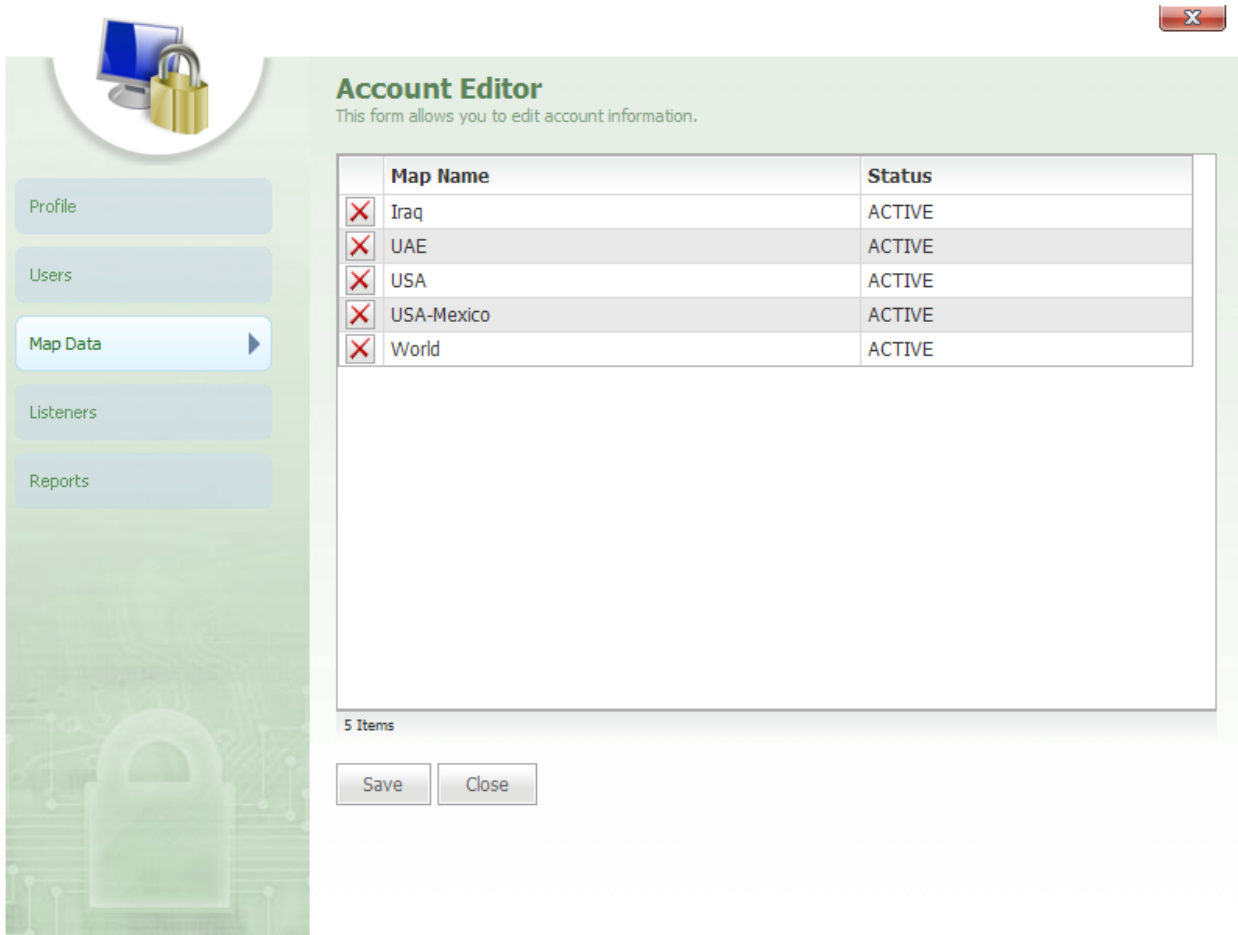
Map Data - *See page 759*

Listeners - *See page 760*

Reports - *See page 762*

Account Summary - *See page 746*

Map Data



Account Editor
This form allows you to edit account information.


Profile
Users
Map Data
Listeners
Reports

	Map Name	Status
<input checked="" type="checkbox"/>	Iraq	ACTIVE
<input checked="" type="checkbox"/>	UAE	ACTIVE
<input checked="" type="checkbox"/>	USA	ACTIVE
<input checked="" type="checkbox"/>	USA-Mexico	ACTIVE
<input checked="" type="checkbox"/>	World	ACTIVE

5 Items


Save Close

Account Editor-Map Data tab selected

When the  tab is selected, a map data grid will load in the Account Editor. The map data grid lists all of the map data sets currently available to the account.

The map data grid features the following columns:

- Map Name
- Status

Map Name column list the name of each map data set in the account. Next to each map data name is an  icon that can be clicked to delete the map data from the account.

Status column lists a status of Active or Inactive for each map data set in the account.

More:

Profile - *See page 752*

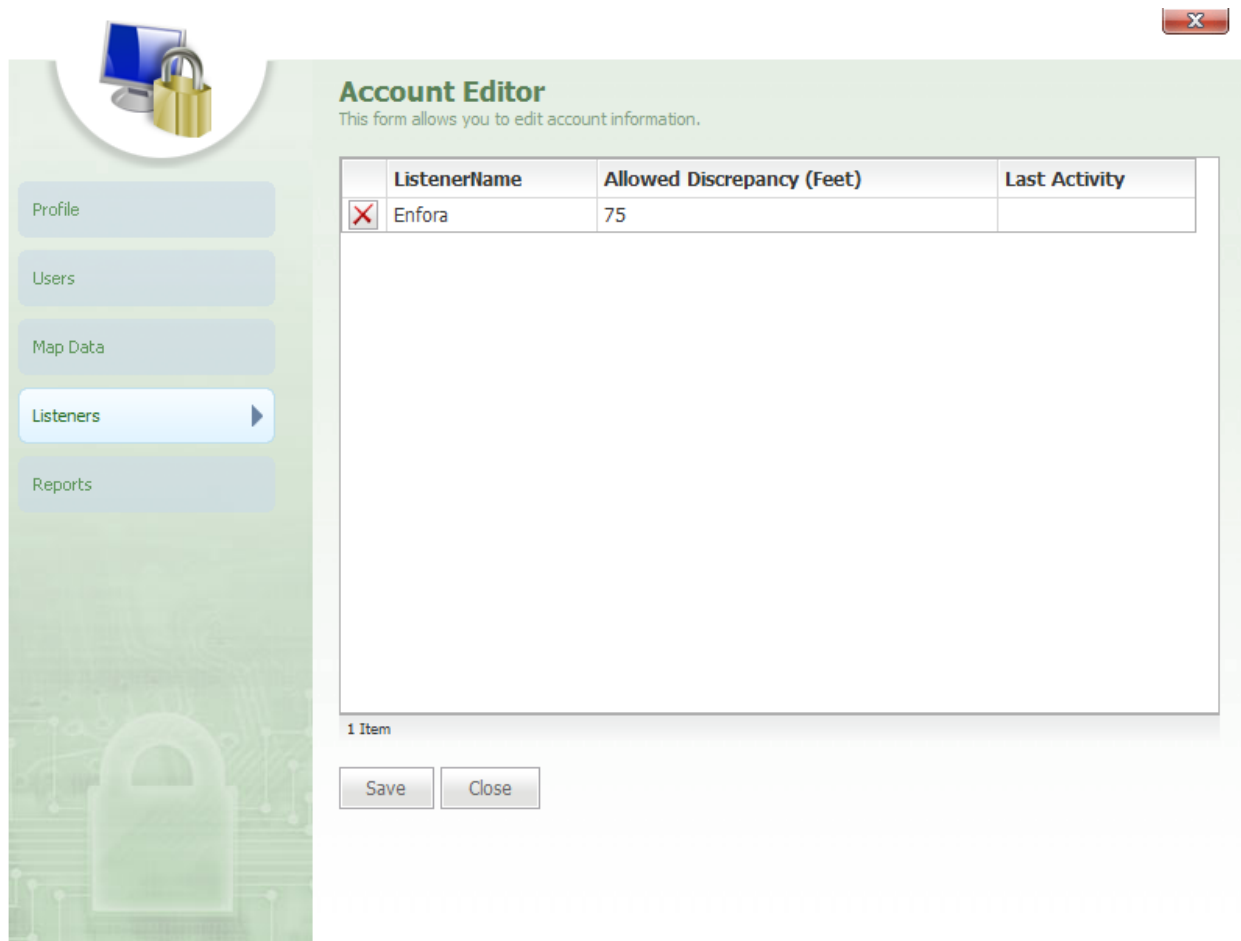
Users - *See page 757*

Listeners - *See page 760*


Reports - *See page 762*

Account Summary - *See page 746*

Listeners




Account Editor-Listeners tab selected

When the  tab is selected, a listeners grid will load in the Account Editor. The listeners grid lists all of the Device listeners currently available to the account.

The listeners grid features the following columns:

- Listener Name
- Allowed Discrepancy (Feet)
- Last Activity

Listener Name column lists the name of each listener in the account. Next to each listener name is an  icon that can be clicked to delete the listener from the account.

Allowed Discrepancy (Feet) column list the accuracy level for the Device in feet (ft.). This is the allowed discrepancy measured in feet within which the Device location is accurate.

Last Activity column lists the date of the last activity for each Device listener in the account.

More:

Profile - *See page 752*

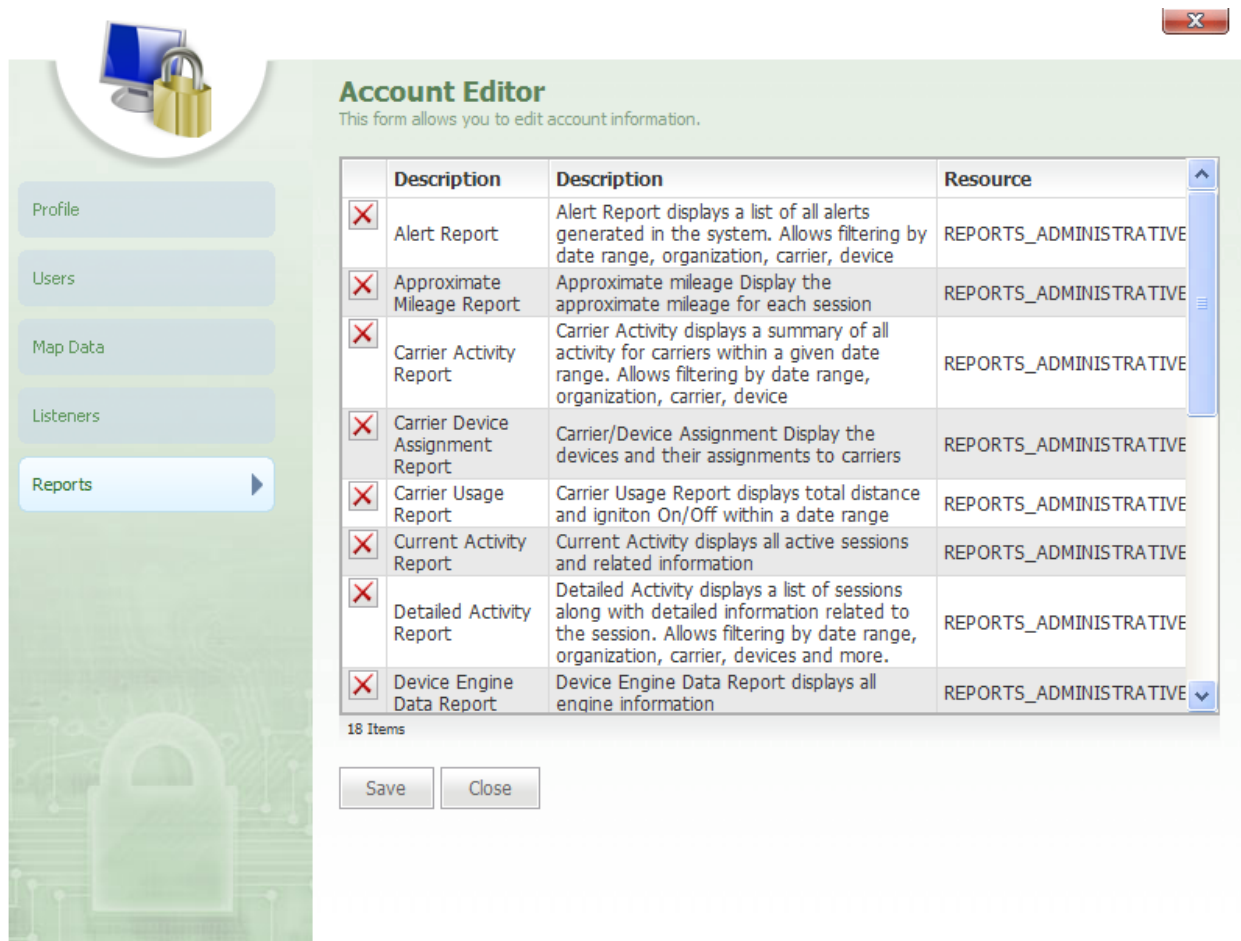
Users - *See page 757*

Map Data - *See page 759*

Reports - *See page 762*

Account Summary - *See page 746*

Reports



Account Editor-Reports tab selected

When the **Reports** tab is selected, a reports grid will load in the Account Editor. The reports grid lists all of the reports currently available to the account.

The reports grid features the following columns:

- Report Name
- Description
- Resource

Report Name column lists the name of each report in the account. Next to each report name is an icon that can be clicked to delete the report from the account.

Description column lists a description of each report in the account.

Resource column lists the security resource for each report in the account. This is the resource needed for users in a security group to have access to a particular report.

More:

Profile - *See page 752*

Users - *See page 757*

Map Data - *See page 759*

Listeners - *See page 760*

Account Summary - *See page 746*



Administrator Reports

Administrator Report Administration Portal Change Password Logout

Administrator Report

Administrator Reports List

1 Item

	Report Name	Date Created	Date Modified
 	Activity Tracking Report	2009-04-02	2009-04-02

This form allows you to view, remove or edit administrator report for the entire system.

Administrator Reports

The **Administrator Reports** screen allows you to view, edit and delete administrator reports from the system. Administrator reports are reports that span all accounts in the entire installation of Map Suite GPS Tracking Server. They are useful for reporting on aggregate customer activity, doing billing, etc.

To create a new administrator report, use the **View Administrator Reports** - See page 819 tab on the Account Report Summary screen.

The **Administrator Reports List** contains the following columns:

- Report Name
- Date Created
- Date Modified

Report Name column lists the name of the administrator report. Clicking on this name allows you to configure and then run the report.



icon, located to the left of each administrator report, can be clicked to open the Report Editor. The Report Editor lets you choose the name, the description, and the file path to the report.



icon to the far-left of each administrator report can be clicked to delete the report.

Date Created column lists the date on which the administrator report was created.

Date Modified column lists the date on which the administrator report was last modified.

Administrator Reports



Administrator Report Administration Portal Change Password Logout

Administrator Report

This form allows you to view, remove or edit administrator report for the entire system.

Administrator Reports List

1 Item

	Report Name	Date Created	Date Modified
 	Activity Tracking Report	2009-04-02	2009-04-02

Administrator Reports

The **Administrator Reports** screen allows you to view, edit and delete administrator reports from the system. Administrator reports are reports that span all accounts in the entire installation of Map Suite GPS Tracking Server. They are useful for reporting on aggregate customer activity, doing billing, etc.

To create a new administrator report, use the **View Administrator Reports** - See page 819 tab on the Account Report Summary screen.

The **Administrator Reports List** contains the following columns:

- Report Name
- Date Created
- Date Modified

Report Name column lists the name of the administrator report. Clicking on this name allows you to configure and then run the report.



icon, located to the left of each administrator report, can be clicked to open the Report Editor. The Report Editor lets you choose the name, the description, and the file path to the report.



icon to the far-left of each administrator report can be clicked to delete the report.

Date Created column lists the date on which the administrator report was created.

Date Modified column lists the date on which the administrator report was last modified.

Map Data Summary

The screenshot shows the 'Map Data Summary' portal. At the top left is a small map icon. Below it are three buttons: 'View Map Data' (highlighted in blue), 'View Account Maps', and 'View Global Maps'. The main content area is titled 'Map Data Summary' with a subtitle: 'Use this screen to view a list of existing map data sets, define new a new map data set or assign map data sets to various accounts.' Below this are two tables. The 'Map Data' table has columns for Name, Global, and Status, and lists five items: Iraq, UAE, USA, USA-Mexico, and World. The 'Accounts' table has a column for Account Name and lists six items: El Mercado, In-Theater Security, Johnston Heavy Equipment, North West Regional University, South Florida Rent-A-Car, and SYSTEM. A 'Close' button is at the bottom left.

Map Data Summary
Use this screen to view a list of existing map data sets, define new a new map data set or assign map data sets to various accounts.

Map Data [Add Map Data](#)

		Name	Global	Status
<input type="checkbox"/>	<input type="checkbox"/>	Iraq	False	ACTIVE
<input type="checkbox"/>	<input type="checkbox"/>	UAE	False	ACTIVE
<input type="checkbox"/>	<input type="checkbox"/>	USA	False	ACTIVE
<input type="checkbox"/>	<input type="checkbox"/>	USA-Mexico	False	ACTIVE
<input type="checkbox"/>	<input type="checkbox"/>	World	False	ACTIVE

5 Items

Accounts

Account Name
<input checked="" type="checkbox"/> El Mercado
<input checked="" type="checkbox"/> In-Theater Security
<input checked="" type="checkbox"/> Johnston Heavy Equipment
<input checked="" type="checkbox"/> North West Regional University
<input checked="" type="checkbox"/> South Florida Rent-A-Car
<input checked="" type="checkbox"/> SYSTEM

6 Items

[Close](#)

Map Data Summary

The **Map Data Summary** portal is accessed by clicking the **Map Data Summary** link in the Administration Portal. The Map Data Summary portal allows administrators to view, add, assign, and delete map datasets for each account in the system.

The **Map Data Summary** portal contains three tabs on the left:

- [View Map Data](#) View Map Data
- [View Account Maps](#) View Account Maps

-  View Global Maps

More:

View Map Data - *See page 772*


View Account Maps - *See page 775*

View Global Maps - *See page 777*

Map Data Editor - *See page 781*

Global Map Editor - *See page 783*

Map Data Summary



The screenshot shows the 'Map Data Summary' portal. At the top left is a small map icon. Below it are three buttons: 'View Map Data' (highlighted in blue), 'View Account Maps', and 'View Global Maps'. The main content area is titled 'Map Data Summary' with a subtitle: 'Use this screen to view a list of existing map data sets, define new a new map data set or assign map data sets to various accounts.' Below this are two tables. The 'Map Data' table has columns for Name, Global, and Status, and lists five items: Iraq, UAE, USA, USA-Mexico, and World. The 'Accounts' table has a column for Account Name and lists six items: El Mercado, In-Theater Security, Johnston Heavy Equipment, North West Regional University, South Florida Rent-A-Car, and SYSTEM. A 'Close' button is at the bottom left.

Map Data Summary
Use this screen to view a list of existing map data sets, define new a new map data set or assign map data sets to various accounts.

Map Data [Add Map Data](#)

	Name	Global	Status
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Iraq	False	ACTIVE
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	UAE	False	ACTIVE
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	USA	False	ACTIVE
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	USA-Mexico	False	ACTIVE
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	World	False	ACTIVE

5 Items

Accounts

Account Name
<input checked="" type="checkbox"/> El Mercado
<input checked="" type="checkbox"/> In-Theater Security
<input checked="" type="checkbox"/> Johnston Heavy Equipment
<input checked="" type="checkbox"/> North West Regional University
<input checked="" type="checkbox"/> South Florida Rent-A-Car
<input checked="" type="checkbox"/> SYSTEM

6 Items

[Close](#)

Map Data Summary

The **Map Data Summary** portal is accessed by clicking the **Map Data Summary** link in the Administration Portal. The Map Data Summary portal allows administrators to view, add, assign, and delete map datasets for each account in the system.

The **Map Data Summary** portal contains three tabs on the left:

- [View Map Data](#) View Map Data
- [View Account Maps](#) View Account Maps

View Global Maps

View Global Maps

More:

View Map Data - See page 772

View Account Maps - See page 775

View Global Maps - See page 777

Map Data Editor - See page 781

Global Map Editor - See page 783

View Map Data

Map Data Summary
Use this screen to view a list of existing map data sets, define new a new map data set or assign map data sets to various accounts.

Map Data [Add Map Data](#)

			Name	Global	Status
			Iraq	False	ACTIVE
			UAE	False	ACTIVE
			USA	False	ACTIVE
			USA-Mexico	False	ACTIVE
			World	False	ACTIVE

5 Items

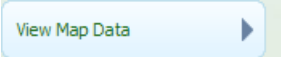
Accounts

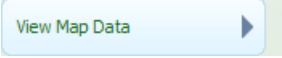
Account Name
<input checked="" type="checkbox"/> El Mercado
<input checked="" type="checkbox"/> In-Theater Security
<input checked="" type="checkbox"/> Johnston Heavy Equipment
<input checked="" type="checkbox"/> North West Regional University
<input checked="" type="checkbox"/> South Florida Rent-A-Car
<input checked="" type="checkbox"/> SYSTEM

6 Items

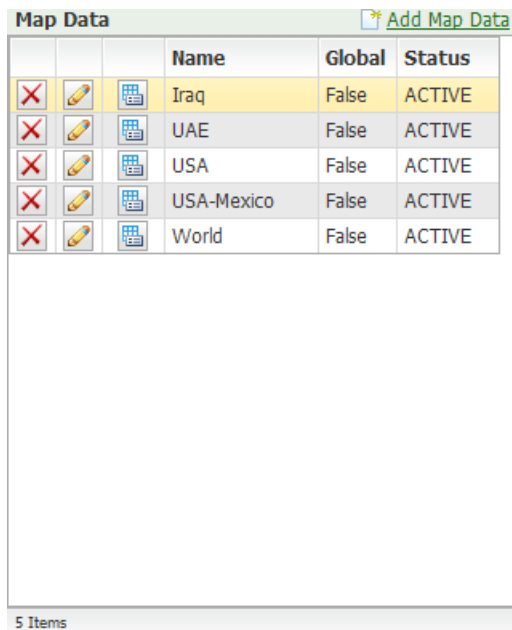
Close

Map Data Summary-View Map Data tab selected

By default, the  tab will be selected when the Map Data Summary is opened.

With the  tab selected, the **Map Data Summary** portal contains two grids:

- Map Data
- Accounts



The screenshot shows a web interface for 'Map Data'. At the top, there is a header bar with the title 'Map Data' and a link '* Add Map Data'. Below this is a table with 5 rows and 5 columns. The columns are labeled 'Name', 'Global', and 'Status'. The first three columns have icons: a red 'X', a pencil, and a calendar. The table contains the following data:

			Name	Global	Status
			Iraq	False	ACTIVE
			UAE	False	ACTIVE
			USA	False	ACTIVE
			USA-Mexico	False	ACTIVE
			World	False	ACTIVE

Below the table, there is a large empty rectangular area. At the bottom left of the grid, it says '5 Items'.

Map Data grid


At the top of the **Map Data** grid is an  link that can be clicked to open the Map Data Editor.

The **Map Data** grid contains the following columns:


- Name
- Global
- Status

Name column contains the “friendly” name that is given for each map dataset. This is the name that will appear for the map data when it is presented in the Map Data box on the Account General Settings Editor.




 icon, located next to each map dataset, can be clicked to load accounts into the **Accounts** grid on the right-side of the Map Data Summary. The Accounts grid lists all of the accounts in the system and indicates which accounts are assigned the selected map dataset.



 icon, located to the left of each map dataset, can be clicked to open the Map Data Editor for the map dataset.



 icon to the far-left of each map dataset can be clicked to remove the map data from the system.


Global column indicates whether or not the map dataset is global, which means that it is assigned to all the accounts in the system.

Status column indicates if the map dataset is Active or Inactive in the system.

Accounts	
	Account Name
<input checked="" type="checkbox"/>	El Mercado
<input checked="" type="checkbox"/>	In-Theater Security
<input checked="" type="checkbox"/>	Johnston Heavy Equipment
<input checked="" type="checkbox"/>	North West Regional University
<input checked="" type="checkbox"/>	South Florida Rent-A-Car
<input checked="" type="checkbox"/>	SYSTEM

6 Items

Accounts grid

The **Accounts** grid is located next to the Map Data grid and is loaded into the Map Data Summary when the  icon is clicked in the Map Data grid.

The **Accounts** grid lists all of the accounts in the system and features a check box next to each account. The accounts that have the selected map dataset assigned will have their check box selected.



button is clicked to close the Map Data Summary.

More:

Map Data Summary - *See page 771*

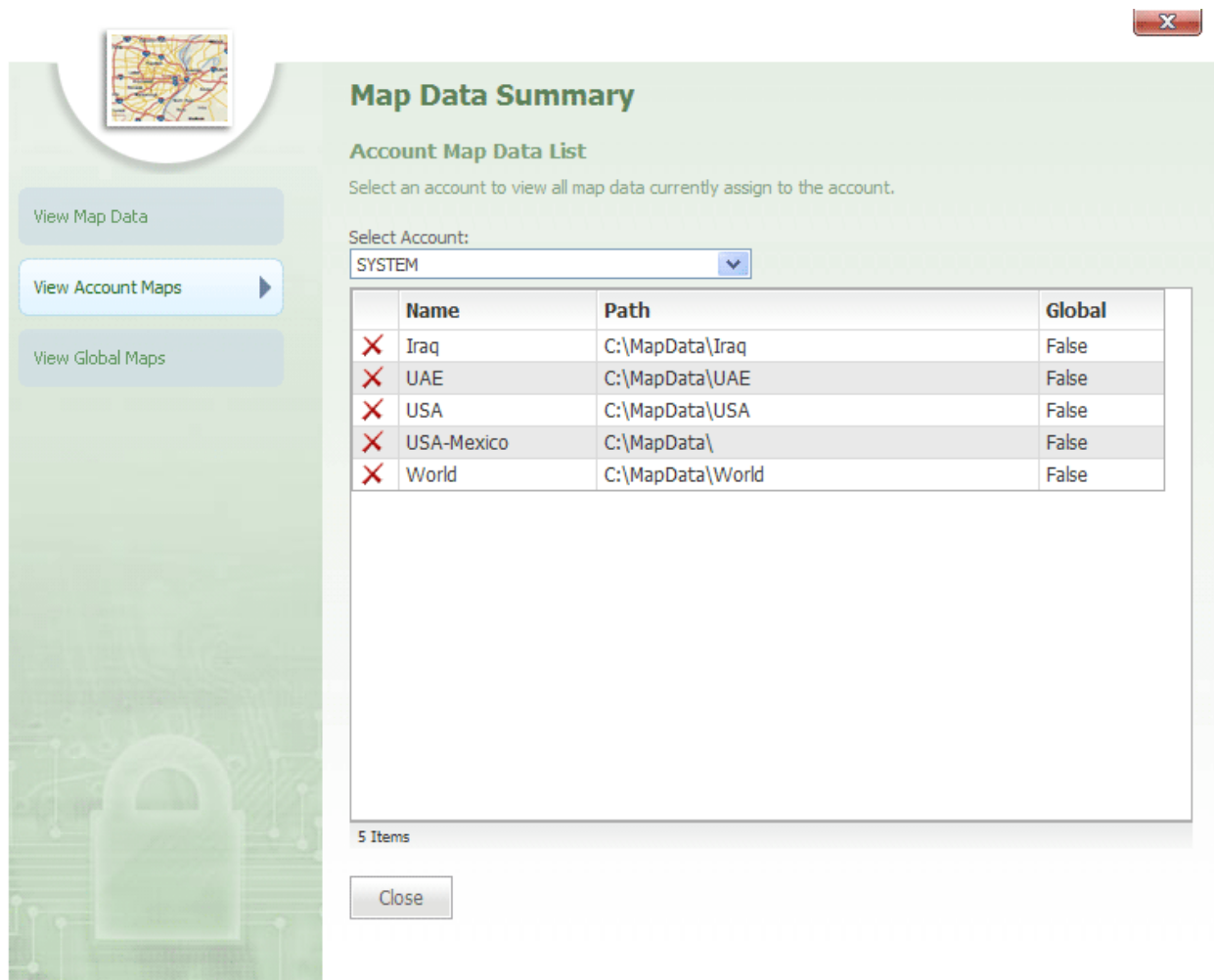
View Account Maps - *See page 775*

View Global Maps - *See page 777*

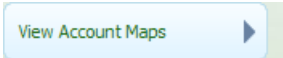
Map Data Editor - *See page 781*

Global Map Editor - *See page 783*

View Account Maps



Map Data Summary-View Account Maps tab selected

When the  tab is selected from the left-side of the **Map Data Summary**, the following drop-down box will load onto the Map Data Summary:


- Select Account

Select Account drop-down can be clicked to select an account to view the map data that is assigned to the account.

When an account is selected, an account grid will load into the center of the screen and list all of the map data assigned to the account. The account grid features the following columns:


- Name

- Path
- Global

Name column contains the “friendly” name that is given for a particular map dataset. Next to each map dataset is an  icon that can be clicked to remove the map data from the account.

Path column indicates the path location to the drive where a particular map dataset is stored on the web server.

Global column indicates whether or not the map dataset is global, which means that it is assigned to all the accounts in the system.

 button is clicked to close the Map Data Summary.

More:

Map Data Summary - *See page 771*

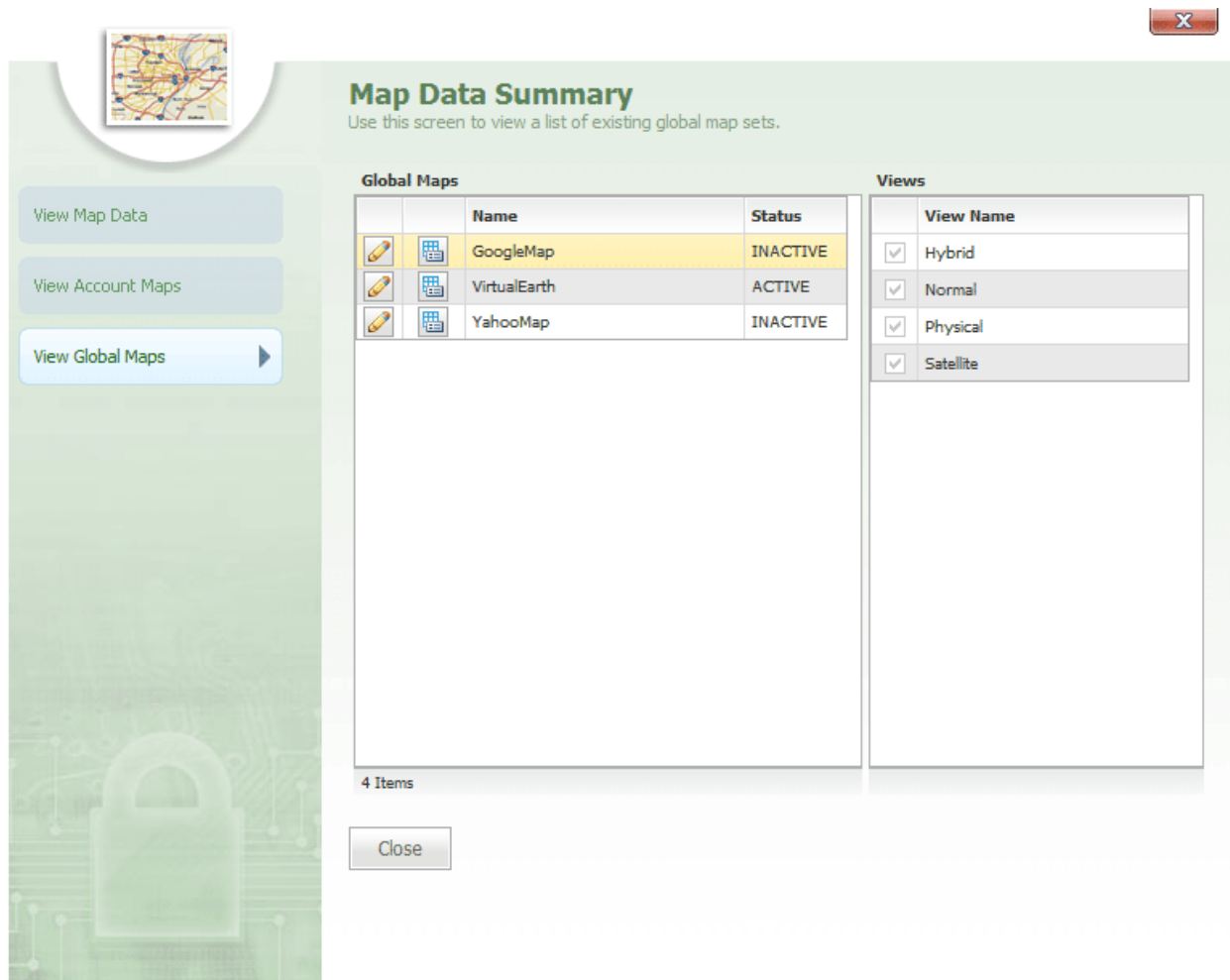
View Map Data - *See page 772*

View Global Maps - *See page 777*

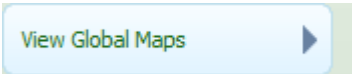
Map Data Editor - *See page 781*

Global Map Editor - *See page 783*

View Global Maps









Map Data Summary-View Global Maps tab selected

The  tab allows you to view and configure the global map datasets that are available in your system. By definition, a global map dataset is one that is available to all users and accounts in your installation.

Your system comes with three predefined global map datasets installed: Google Maps, Yahoo Maps and Virtual Earth. From this screen, you can configure the access URL to each of these datasets (for instance, in order to supply your licensed API key). You cannot add or delete global map datasets, but you can change the status of the existing datasets to prevent users from accessing them.

With the View Global Maps tab selected, the **Map Data Summary** portal contains two grids:

- Global Maps
- Views

Global Maps			
		Name	Status
		GoogleMap	INACTIVE
		VirtualEarth	ACTIVE
		YahooMap	INACTIVE

Global Maps grid

The **Global Maps** grid contains the following columns:

- Name
- Status

Name column contains the "friendly" name that is given for each global map dataset. This is the name that will appear for the map data when it is presented in the **Account Map Settings Editor** - See page 628, as well as in the **Overlay Switcher** - See page 607 on the Tracking Screen.



icon, located next to each map dataset, can be clicked to load datasets into the **Views** grid on the right-side of the Map Data Summary. The Views grid lists all of the different views available in the selected map dataset (for example, a dataset could include "Roads," "Satellite," and "Hybrid" views).




icon, located to the far-left of each global map dataset, can be clicked to open the Global Map Editor for the map dataset.


Status column indicates if the map dataset is Active or Inactive in the system.

Views	
	View Name
<input checked="" type="checkbox"/>	Hybrid
<input checked="" type="checkbox"/>	Normal
<input checked="" type="checkbox"/>	Physical
<input checked="" type="checkbox"/>	Satellite

Views grid

The **Views** grid is located next to the Global Maps grid and is loaded into the Map Data Summary when the  icon is clicked in the Global Maps grid.

The **Views** grid lists all of the different views that are available in the selected map dataset. Each view in a dataset can be enabled or disabled via the check box next to that view. If you want to disable a particular view and thus prevent users from seeing it, uncheck the box next to that view. If the dataset's status is **Inactive**, the checkboxes will be disabled. You must make the dataset **Active** using the Global Map Editor before you can enable or disable its individual views.

 button is clicked to close the Map Data Summary.

More:

Map Data Summary - See page 771

View Map Data - See page 772

View Account Maps - See page 775

Map Data Editor - See page 781

Global Map Editor - See page 783

Map Data Editor



The image shows a screenshot of the 'Map Data Editor' window. The window has a title bar with a close button (X) in the top right corner. On the left side, there is a small map icon. The main content area has a light green background. At the top, the title 'Map Data Editor' is displayed in a bold, dark green font. Below the title, a brief instruction reads: 'Use this screen to define a new or edit an existing set or map data. You can also select if the dataset support location information.' The form contains three input fields: 'Map Data Name:' with a text box, 'Map Data URL:' with a text box, and 'Status:' with a dropdown menu currently showing 'ACTIVE'. Below these is a checkbox labeled 'Process Location Information:'. At the bottom of the form are two buttons: 'Save' and 'Close'.

Map Data Editor

Use this screen to define a new or edit an existing set or map data. You can also select if the dataset support location information.

Map Data Name:

Map Data URL:



Status:

ACTIVE

Process Location Information: ☐

Save Close

Map Data Editor

The **Map Data Editor** is accessed from the Map Data Summary portal by clicking either the  **Add Map Data** link above the Map Data grid or clicking the  icon next to a map dataset. The Map Data Editor is used to add new map datasets to the system.

The **Map Data Editor** features the following text and drop-down boxes:


- Map Data Name
- Map Data URL
- Status
- Process Location Information


Map Data Name text box is used to name the map data.

Map Data URL text box is used to type the URL to a Map Suite GPS Tracking Server Web Map Service (WMS) server where the dataset is located.

Status drop-down box is used to indicate if the map dataset will be Active or Inactive in the system.

Process Location Information check box can be selected to define whether the location information service runs for the map dataset and thereby provides address information for all locations on the map.

 button is clicked to either save a new map dataset or to save changes made to an existing one.

 button is clicked to close the Map Data Editor.

More:

Map Data Summary - *See page 771*

View Map Data - *See page 772*

View Account Maps - *See page 775*


View Global Maps - *See page 777*

Global Map Editor - *See page 783*

Global Map Editor



Global Map Editor

The **Global Map Editor** is accessed from the Map Data Summary portal by clicking the  icon next to a map dataset listed on the **View Global Maps** - *See page 777 tab*. The *Global Map Editor* is used to edit the name, location and status of the global map datasets that have been installed. Global map datasets differ from regular map datasets in that they are always assigned to all the accounts in the system.

The **Global Map Editor** features the following text and drop-down boxes:

- Global Map Name
- Global Map URL
- Status

Global Map Name text box is used to name the global map dataset. The preinstalled global map datasets come with this field already pre-filled.

Global Map URL text box is used to type the URL to a Web Map Service (WMS) server where the dataset is located. The preinstalled global map datasets come with this field already pre-filled. Before using any of these datasets, you will need to edit this URL to add your API key or AppID, as per your license agreement with Google, Yahoo or Microsoft Virtual Earth.

Status drop-down box is used to indicate if the map dataset will be Active or Inactive in the system.



button is clicked to save changes made to an existing global map dataset.



button is clicked to close the Global Map Editor.

More:

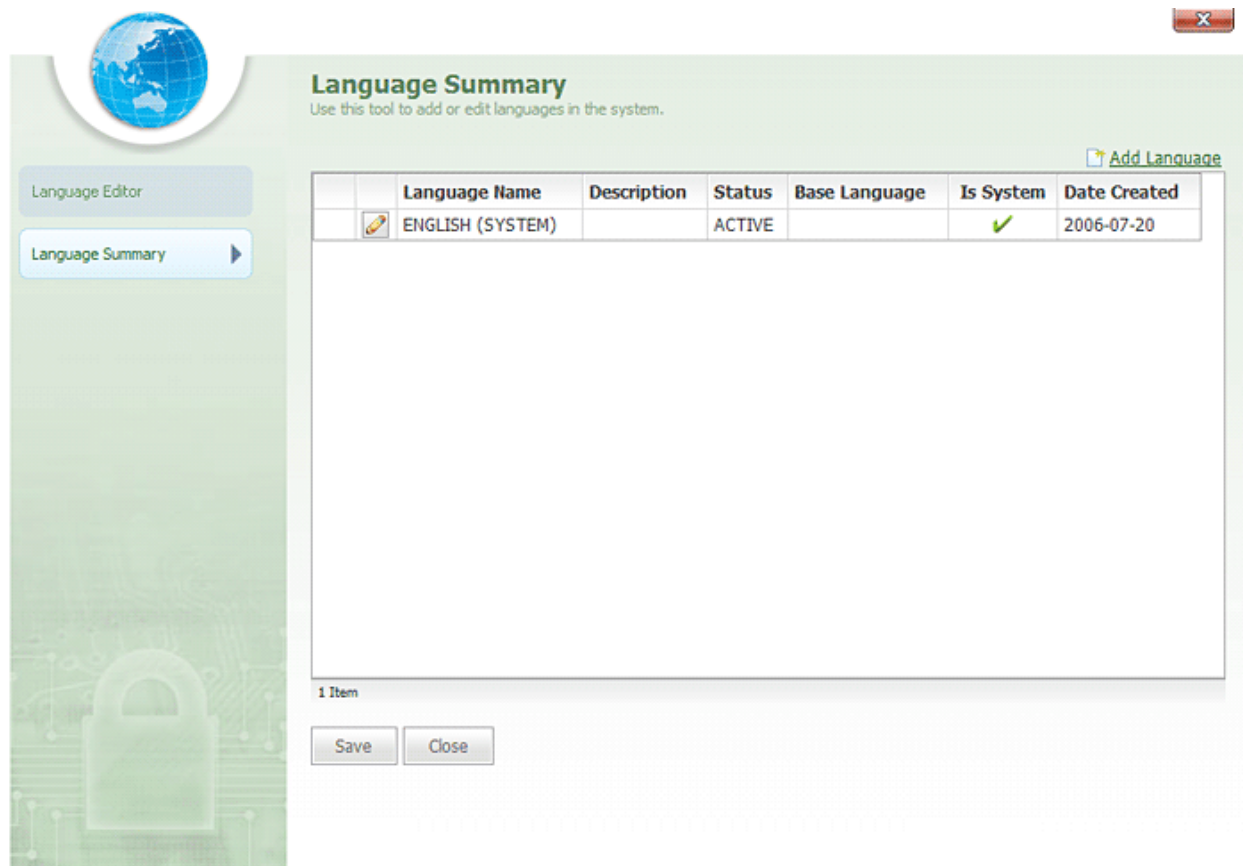
Map Data Summary - *See page 771*

View Map Data - *See page 772*

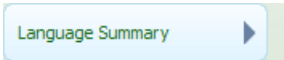
View Account Maps - *See page 775*


View Global Maps - *See page 777*

Language Summary tab




Language Summary

When the  tab is selected, a **Language Summary** grid listing all of the languages available to accounts in the system will load.

The  link, located at the top-right of the Language Summary grid, can be clicked to open the Language Editor.

The **Language Summary** grid features the following columns:

- Language Name
- Description
- Status
- Base Language
- Is System
- Date Created

Language Name column lists the name of each language in the system. The  icon next to each language can be clicked to open the Language Editor and make changes to the selected language.

Description column lists a brief description of each language.


Status column lists a status of Active or Inactive for the language.

Base Language column lists the base language for each language.

Is System column indicates whether or not each language can be deleted. If a language Is System, it cannot be deleted and the Is System column will be selected for the language.

Date Created column lists the create date for each language in the system.

 button is clicked to save changes.

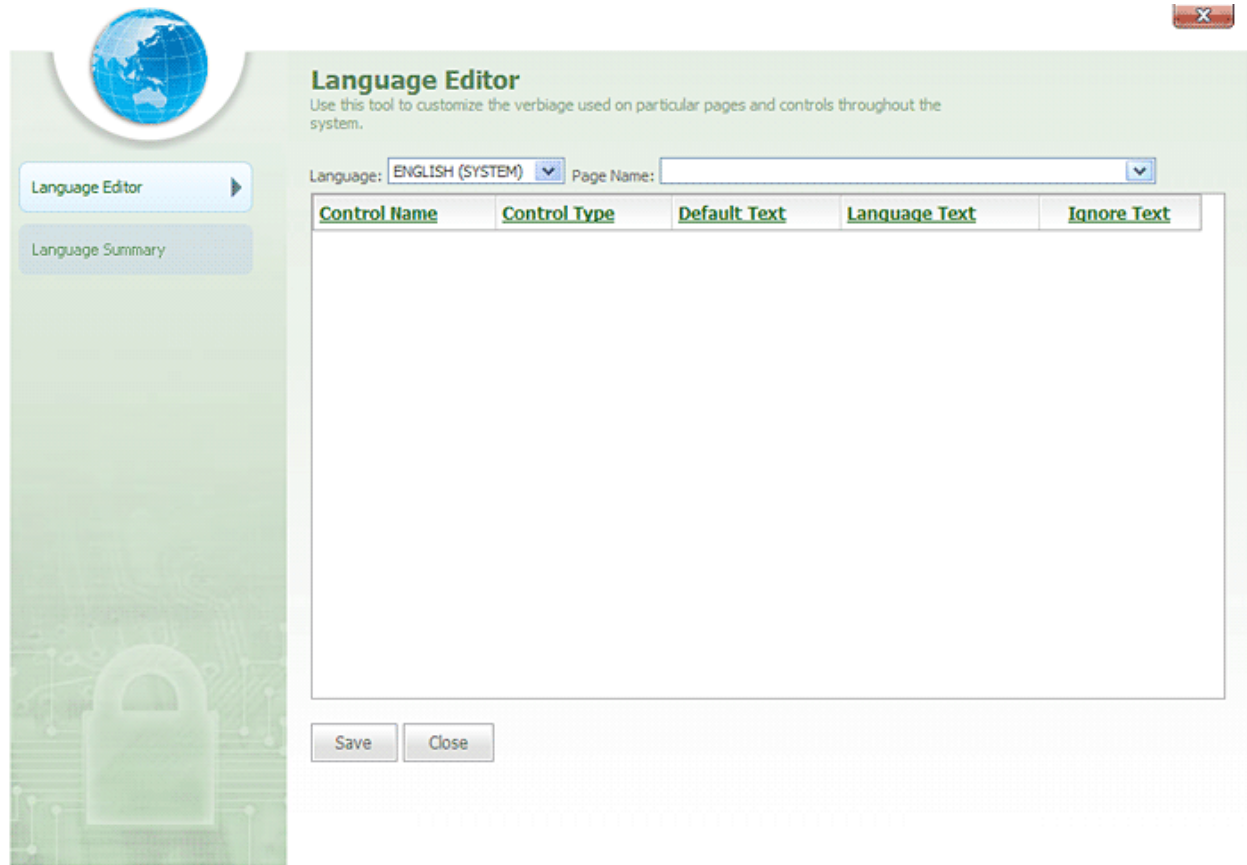
 button is clicked to close the Language Summary.

More:

Language Editor tab - *See page 787*

Language Editor - *See page 791*

Language Editor tab



Language Editor


The **Language Editor** is accessed by clicking the Language Configuration link on the Administration Portal.

The **Language Editor** is used by administrators and translators to add new languages to the system and translate the web pages and controls throughout the system from a base language to a new language. Once controls on all of the web pages throughout the system have been translated to a newly added language, that language will be available to users.

The left-side of the **Language Editor** feature two tabs:

-  Language Editor

-  Language Summary

The  tab is selected by default when the Language Editor is opened and features the following fields:

- Language
- Page Name

Language drop-down box can be clicked to select a language for which to translate web page controls.

Page Name drop-down box can be clicked to select a web page in the system. The selected web page will load all of its controls in the grid below, and text for the control can be translated from a base language to the selected language.

When a web page is selected from the **Page Name** drop-down list, a grid will load for the web page. This grid lists all of the controls on the web page and features the following columns:

- Control Name
- Control Type
- Default Text
- Language Text
- Ignore Text

Control Name column lists all of the controls for the selected web page.

Control Type column lists the type of control for each control name on the web page. For example, whether it is a button, a label, or a checkbox, etc.

Default Text column lists the text that appears for the control in the default language or base language. This is the actual text that appears for the control on the web page.

Language Text column features a text box where a translator can type the translation from the default text to the new language.

Ignore Text column features a text box where a translator can select the control text translation to be ignored until it is approved by a system administrator. If the check box is selected, the translation for the control will be ignored.

Save

button is clicked to save the translations made to the web pages.

Close

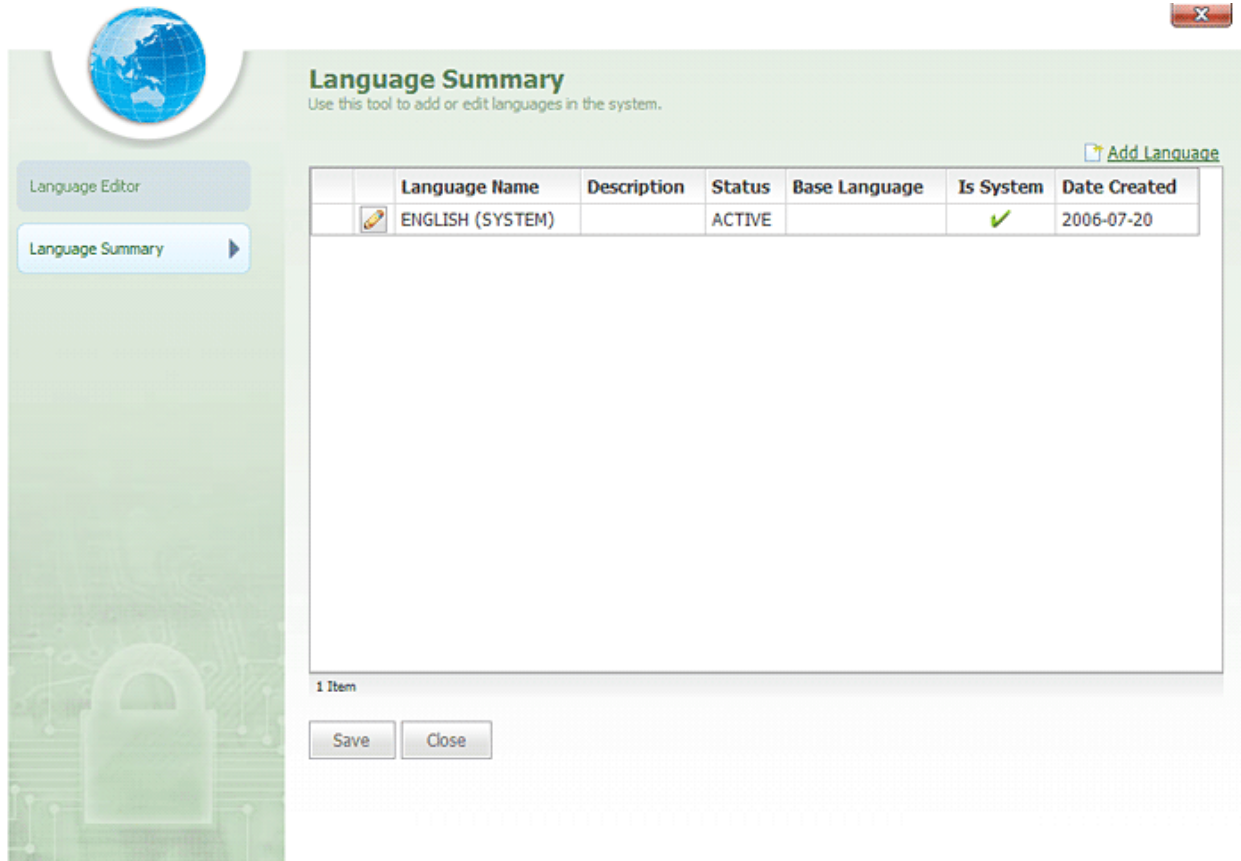
button is clicked to close the Language Editor.

More:

Language Summary tab - See page 789


Language Editor - See page 791

Language Summary tab




Language Summary
Use this tool to add or edit languages in the system.


[Add Language](#)

	Language Name	Description	Status	Base Language	Is System	Date Created
	ENGLISH (SYSTEM)		ACTIVE		<input checked="" type="checkbox"/>	2006-07-20

1 Item


Language Summary

When the  tab is selected, a **Language Summary** grid listing all of the languages available to accounts in the system will load.

The  link, located at the top-right of the Language Summary grid, can be clicked to open the Language Editor.

The **Language Summary** grid features the following columns:

- Language Name
- Description
- Status
- Base Language
- Is System
- Date Created

Language Name column lists the name of each language in the system. The  icon next to each language can be clicked to open the Language Editor and make changes to the selected language.

Description column lists a brief description of each language.


Status column lists a status of Active or Inactive for the language.

Base Language column lists the base language for each language.

Is System column indicates whether or not each language can be deleted. If a language Is System, it cannot be deleted and the Is System column will be selected for the language.

Date Created column lists the create date for each language in the system.

 button is clicked to save changes.

 button is clicked to close the Language Summary.

More:

Language Editor tab - *See page 787*

Language Editor - *See page 791*

Language Editor



Language Editor
Use this screen to define a new or edit an existing language.

Language Name:



Description:

Base Language:

Status:

Is System: ☒

Language Editor

The **Language Editor** is opened from the Language Summary grid by clicking either the  **Add Language** link located above the grid or clicking the  icon next to a language name.

The **Language Editor** is used to add a new language to the system or edit an existing one. The Language Editor features the following fields:

- Language Name

- Description
- Base Language
- Status
- Is System

Language Name text box is used to type the name of the language.

Description text box is used to type a brief description of the language.

Base Language drop-down box is used to select a base language for the selected language.

Status drop-down box is used to indicate if the language is Active or Inactive in the system.

Is System check box can be selected to indicate that the language Is System and cannot be deleted.



button is clicked to save a new language or save changes made to an existing one.



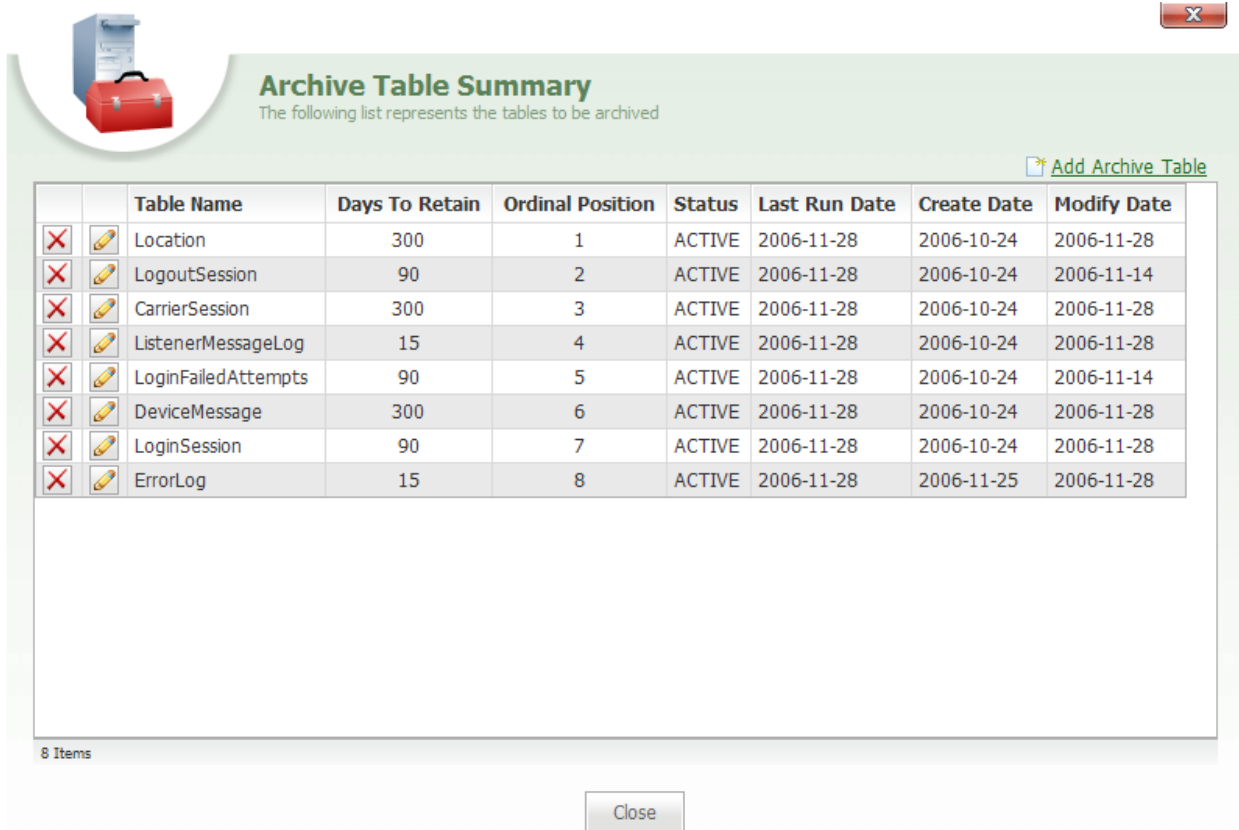
button is clicked to close the Language Editor.

More:

















Language Editor tab - *See page 787*

Language Summary tab - *See page 789*

Archive Table Summary



The Archive Table Summary window displays a list of tables to be archived. The window has a title bar with a close button (X). Below the title bar, there is a header section with the title "Archive Table Summary" and a subtitle "The following list represents the tables to be archived". To the right of the subtitle is a link "Add Archive Table". Below the header is a table with 9 columns: "Table Name", "Days To Retain", "Ordinal Position", "Status", "Last Run Date", "Create Date", and "Modify Date". The table contains 8 rows of data. Each row has a delete icon (X) and an edit icon (pencil) in the first column. Below the table is a status bar that says "8 Items". At the bottom center of the window is a "Close" button.

	Table Name	Days To Retain	Ordinal Position	Status	Last Run Date	Create Date	Modify Date
 	Location	300	1	ACTIVE	2006-11-28	2006-10-24	2006-11-28
 	LogoutSession	90	2	ACTIVE	2006-11-28	2006-10-24	2006-11-14
 	CarrierSession	300	3	ACTIVE	2006-11-28	2006-10-24	2006-11-28
 	ListenerMessageLog	15	4	ACTIVE	2006-11-28	2006-10-24	2006-11-28
 	LoginFailedAttempts	90	5	ACTIVE	2006-11-28	2006-10-24	2006-11-14
 	DeviceMessage	300	6	ACTIVE	2006-11-28	2006-10-24	2006-11-28
 	LoginSession	90	7	ACTIVE	2006-11-28	2006-10-24	2006-11-28
 	ErrorLog	15	8	ACTIVE	2006-11-28	2006-11-25	2006-11-28

Archive Table Summary




The **Archive Table Summary** portal is accessed by clicking the Archive Data Summary link on the Administration Portal. Archive Table Summary is used to add new tables to the database as well as edit existing ones.

Note: If a table is not configured properly in the Archive Table Summary, data loss can result.

The [Add Archive Table](#) link, located above the Archive Table Summary grid, can be clicked to open the Archive Table Editor to add a new table to the database.

The **Archive Table Summary** features a grid with the following columns:

- Table Name
- Days to Retain
- Ordinal Position
- Status
- Last Run Date
- Create Date
- Modify Date

Table Name column lists the name of each table in the database. Next to each database table is a  icon that can be clicked to open the Archive Table Editor for the table. Next to the  icon is an  icon that can be clicked to delete the table.

Days to Retain column lists the number of days to retain each table in the database.

Ordinal Position column lists the position of each table in the database.

Status column lists the status of each table in the database as either Active or Inactive.

Last Run Date column lists the last run date for each table.

Create Date column lists the date that each table was created in the database.

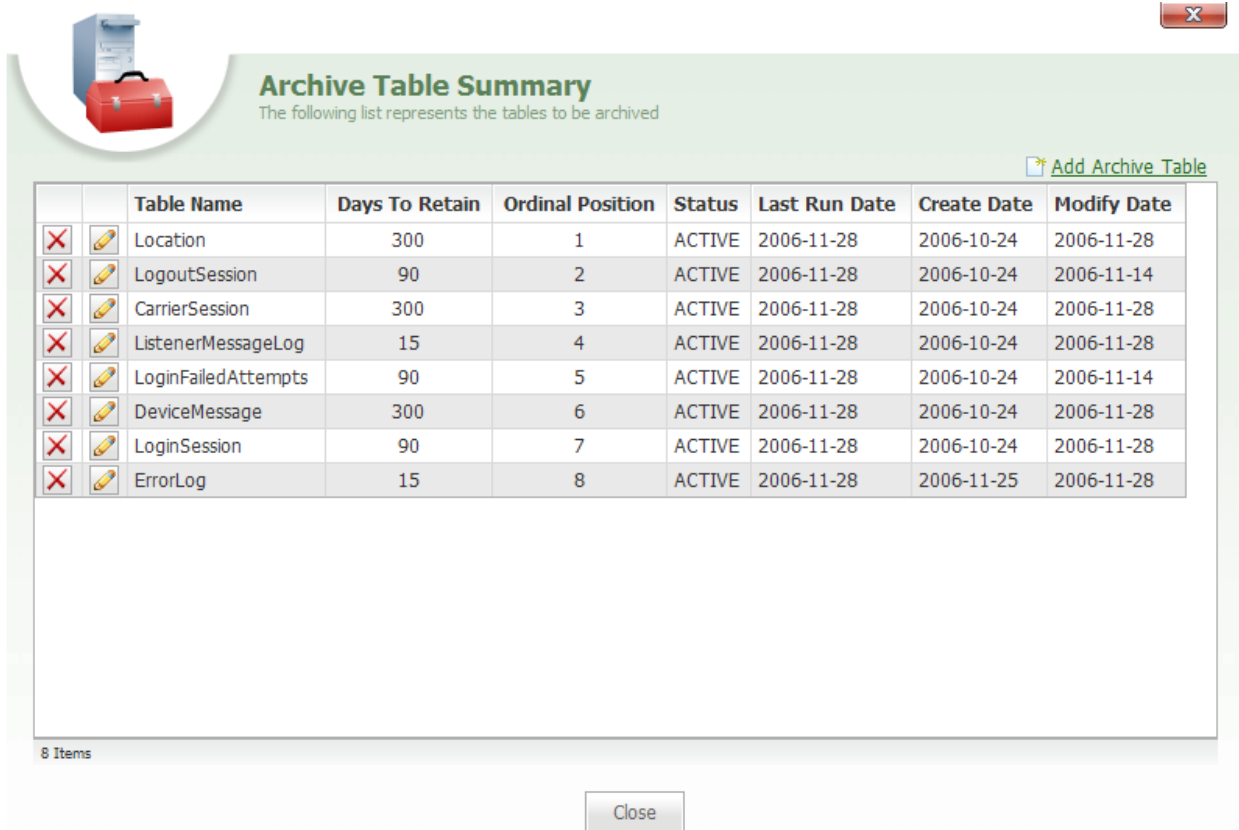
Modify Date lists the date that each table was last modified in the database.

 button is clicked to close the Archive Table Summary.

More:

Archive Table Editor - *See page 798*

Archive Table Summary



The Archive Table Summary window displays a list of tables to be archived. It includes a title bar with a close button, a header area with a red toolbox icon and the title 'Archive Table Summary', and a subtitle 'The following list represents the tables to be archived'. A table with 8 columns (Table Name, Days To Retain, Ordinal Position, Status, Last Run Date, Create Date, Modify Date) lists 8 tables. Each row has a delete icon (X) and an edit icon (pencil). An 'Add Archive Table' link is located above the table. A status bar at the bottom shows '8 Items' and a 'Close' button.

		Table Name	Days To Retain	Ordinal Position	Status	Last Run Date	Create Date	Modify Date
X		Location	300	1	ACTIVE	2006-11-28	2006-10-24	2006-11-28
X		LogoutSession	90	2	ACTIVE	2006-11-28	2006-10-24	2006-11-14
X		CarrierSession	300	3	ACTIVE	2006-11-28	2006-10-24	2006-11-28
X		ListenerMessageLog	15	4	ACTIVE	2006-11-28	2006-10-24	2006-11-28
X		LoginFailedAttempts	90	5	ACTIVE	2006-11-28	2006-10-24	2006-11-14
X		DeviceMessage	300	6	ACTIVE	2006-11-28	2006-10-24	2006-11-28
X		LoginSession	90	7	ACTIVE	2006-11-28	2006-10-24	2006-11-28
X		ErrorLog	15	8	ACTIVE	2006-11-28	2006-11-25	2006-11-28

Archive Table Summary




The **Archive Table Summary** portal is accessed by clicking the Archive Data Summary link on the Administration Portal. Archive Table Summary is used to add new tables to the database as well as edit existing ones.

Note: If a table is not configured properly in the Archive Table Summary, data loss can result.

The [Add Archive Table](#) link, located above the Archive Table Summary grid, can be clicked to open the Archive Table Editor to add a new table to the database.

The **Archive Table Summary** features a grid with the following columns:

- Table Name
- Days to Retain
- Ordinal Position
- Status
- Last Run Date
- Create Date
- Modify Date

Table Name column lists the name of each table in the database. Next to each database table is a  icon that can be clicked to open the Archive Table Editor for the table. Next to the  icon is an  icon that can be clicked to delete the table.

Days to Retain column lists the number of days to retain each table in the database.

Ordinal Position column lists the position of each table in the database.

Status column lists the status of each table in the database as either Active or Inactive.

Last Run Date column lists the last run date for each table.

Create Date column lists the date that each table was created in the database.

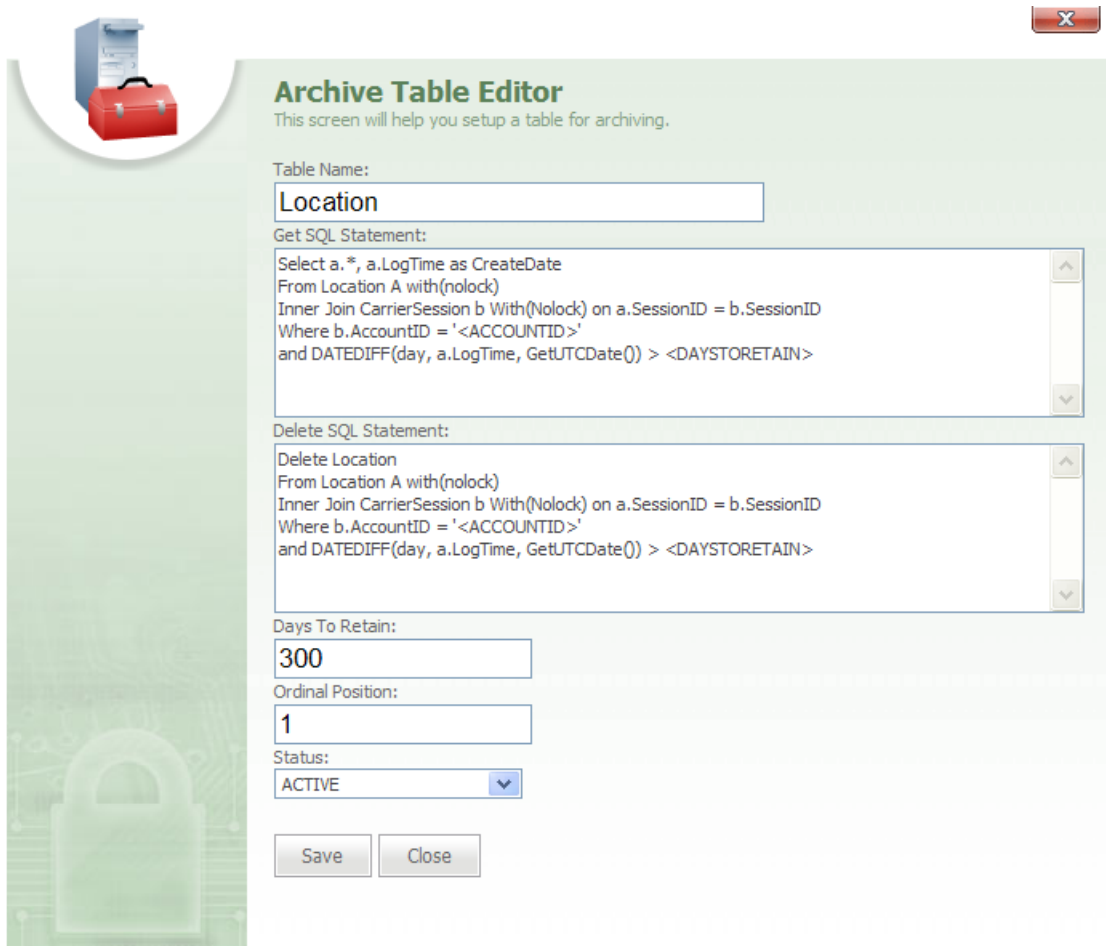
Modify Date lists the date that each table was last modified in the database.

 button is clicked to close the Archive Table Summary.

More:

Archive Table Editor - *See page 798*

Archive Table Editor



The image shows a screenshot of the 'Archive Table Editor' window. The window has a title bar with a close button (X). The main content area has a light green background. At the top left, there is a circular icon containing a red toolbox and a blue printer. The title 'Archive Table Editor' is in bold green text, followed by the subtitle 'This screen will help you setup a table for archiving.' in a smaller font. Below this, there are several input fields and text areas. The 'Table Name' field contains the text 'Location'. The 'Get SQL Statement' text area contains a SQL query: 'Select a.*, a.LogTime as CreateDate From Location A with(nolock) Inner Join CarrierSession b With(Nolock) on a.SessionID = b.SessionID Where b.AccountID = '<ACCOUNTID>' and DATEDIFF(day, a.LogTime, GetUTCDate()) > <DAYSTORETAIN>'. The 'Delete SQL Statement' text area contains a similar query: 'Delete Location From Location A with(nolock) Inner Join CarrierSession b With(Nolock) on a.SessionID = b.SessionID Where b.AccountID = '<ACCOUNTID>' and DATEDIFF(day, a.LogTime, GetUTCDate()) > <DAYSTORETAIN>'. Below these, there are three more input fields: 'Days To Retain' with the value '300', 'Ordinal Position' with the value '1', and 'Status' with a dropdown menu showing 'ACTIVE'. At the bottom, there are two buttons: 'Save' and 'Close'.

Archive Table Editor
This screen will help you setup a table for archiving.

Table Name:

Get SQL Statement:

```
Select a.*, a.LogTime as CreateDate
From Location A with(nolock)
Inner Join CarrierSession b With(Nolock) on a.SessionID = b.SessionID
Where b.AccountID = '<ACCOUNTID>'
and DATEDIFF(day, a.LogTime, GetUTCDate()) > <DAYSTORETAIN>
```

Delete SQL Statement:



```
Delete Location
From Location A with(nolock)
Inner Join CarrierSession b With(Nolock) on a.SessionID = b.SessionID
Where b.AccountID = '<ACCOUNTID>'
and DATEDIFF(day, a.LogTime, GetUTCDate()) > <DAYSTORETAIN>
```

Days To Retain:

Ordinal Position:

Status:

Archive Table Editor

The **Archive Table Editor** is accessed from the Archive Table Summary grid by clicking either the  [Add Archive Table](#) link located above the grid or clicking the  icon next to a table name.

Note: If a table is not configured properly in the Archive Table Editor, data loss can result.

The **Archive Table Editor** is used to either add a new table to the database or to edit an existing one and features the following fields:

- Table Name
- Get SQL Statement
- Delete SQL Statement
- Days to Retain
- Ordinal Position
- Status

Table Name text box is used to type the name of the table.


Get SQL Statement text box contains the SQL statement that is used to retrieve which items get archived in the selected table.

Delete SQL Statement text box contains the SQL statement that is used to retrieve which items a get deleted in the selected table.

Days to Retain text box is used to define the number of days to retain the table in the database.

Ordinal Position text box is used to define the position of the table in the database.

Status drop-down box is used to select the status of the table in the database as either Active or Inactive.

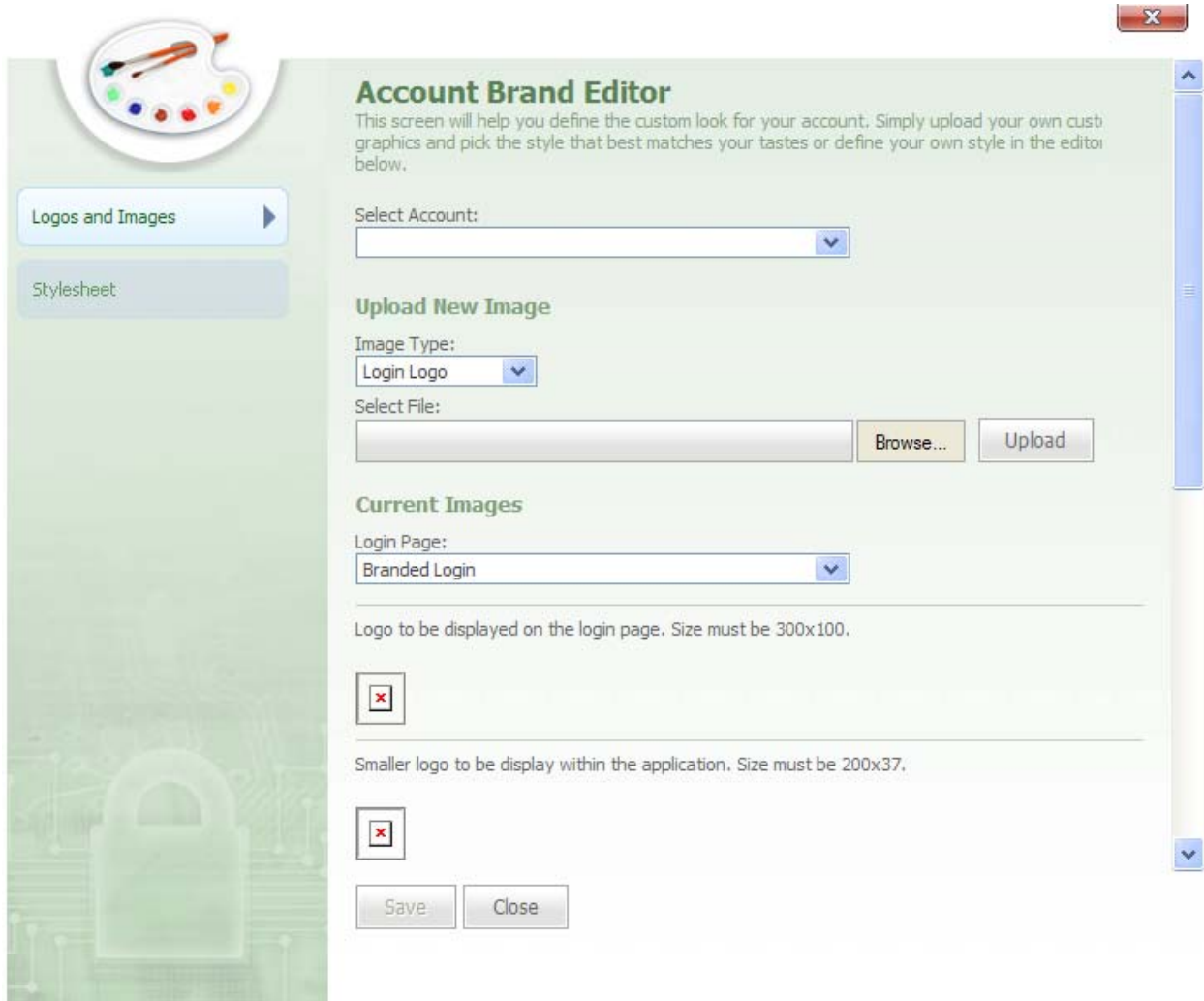
 button is clicked to save changes to the editor.

 button is clicked to close the editor.

More:

Archive Table Summary - *See page 796*

Account Brand Editor

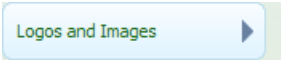
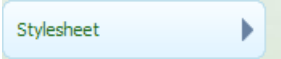


Account Brand Editor

The **Account Brand Editor** is accessed by clicking the **Account Brand Editor** link on the Administrator Portal. The Account Brand Editor allows administrators to configure custom branding for accounts in the system.

Note: Account branding controls the look and feel of the account, which includes things like custom logos and colors.

The **Account Brand Editor** features a Navigation Bar, located on the left-side, with the following tabs:

-  Logos and Images
-  Stylesheet

More:

Logos and Images - *See page 803*

Stylesheet - *See page 806*

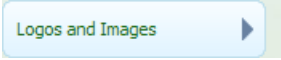
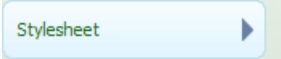
Account Brand Editor

Account Brand Editor

The **Account Brand Editor** is accessed by clicking the **Account Brand Editor** link on the Administrator Portal. The Account Brand Editor allows administrators to configure custom branding for accounts in the system.

Note: Account branding controls the look and feel of the account, which includes things like custom logos and colors.

The **Account Brand Editor** features a Navigation Bar, located on the left-side, with the following tabs:

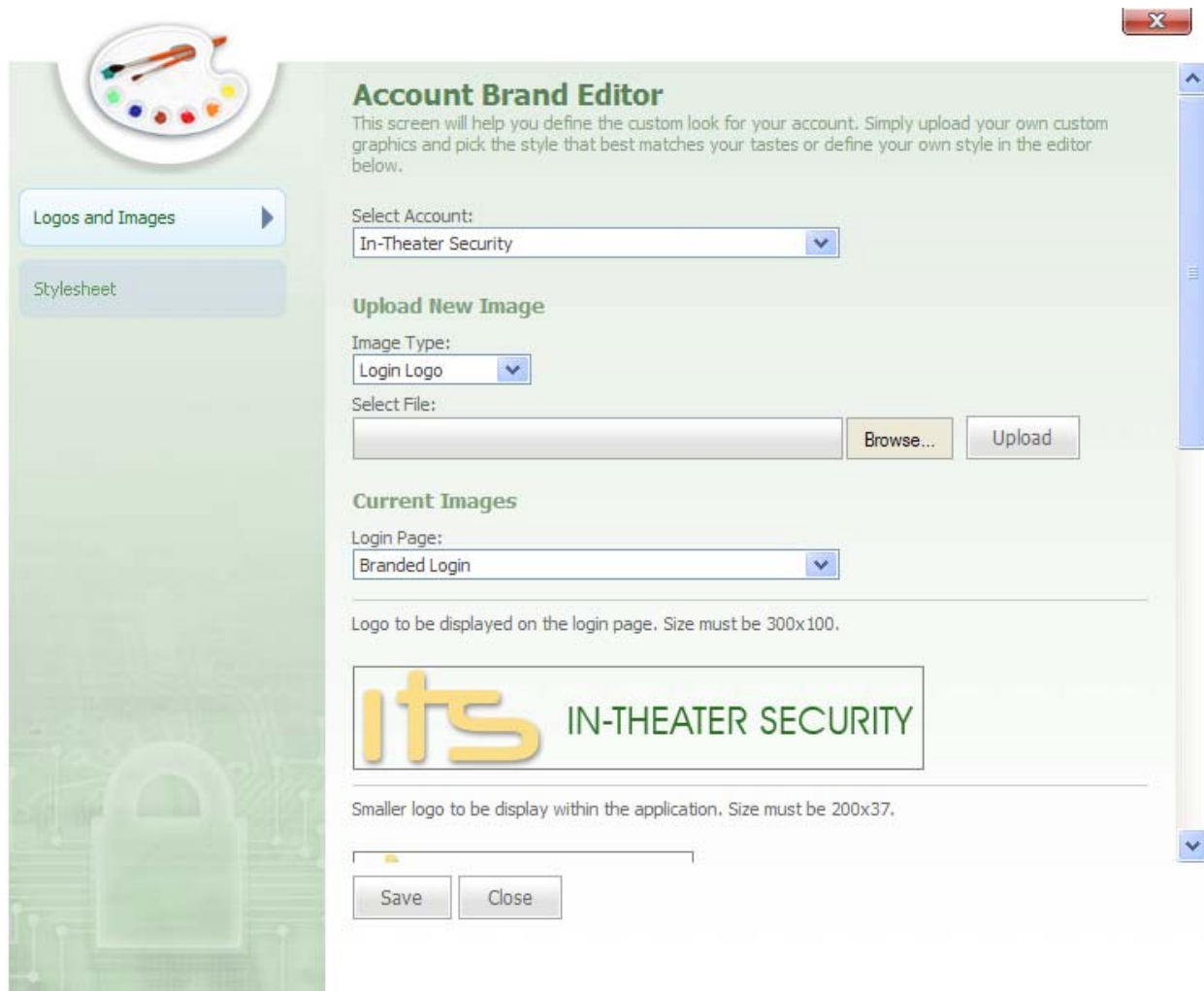
-  Logos and Images
-  Stylesheet

More:


Logos and Images - *See page 803*

Stylesheet - *See page 806*

Logos and Images



Account Brand Editor-Logos and Images tab selected

The  tab is selected, the following sections will be loaded:


- Select Account
- Upload New Image
- Current Images


Select Account drop-down box can be clicked to select an account for which to upload images. From here, you can change the company logo and Login screen images for this account.


Upload New Image section features the following items:


- Image Type
- Select File

Image Type drop-down allows you to select the type of image you want to upload. This image type can be one of the following: Login Logo, System Logo, Login Background.

Select File box features  and  buttons.

 button can be clicked to browse through your stored files and select the file you want to use for your branded logo.

 button can be clicked to upload the selected file and have it saved as your branded logo.


Note: The  button at the bottom of the Account Brand Editor must be clicked to apply the changes.

Current Images section gives a preview of what the uploaded logos and images will look like. The Current Images section features a **Login Page** drop-down box.

Login Page drop-down box allows you to select either a Branded Login or a Plain Login design for the Login page.

Note: The design selected from the Login Page drop-down box will affect the look of the Login page.

 button is clicked to save changes made to the Account Brand Editor.

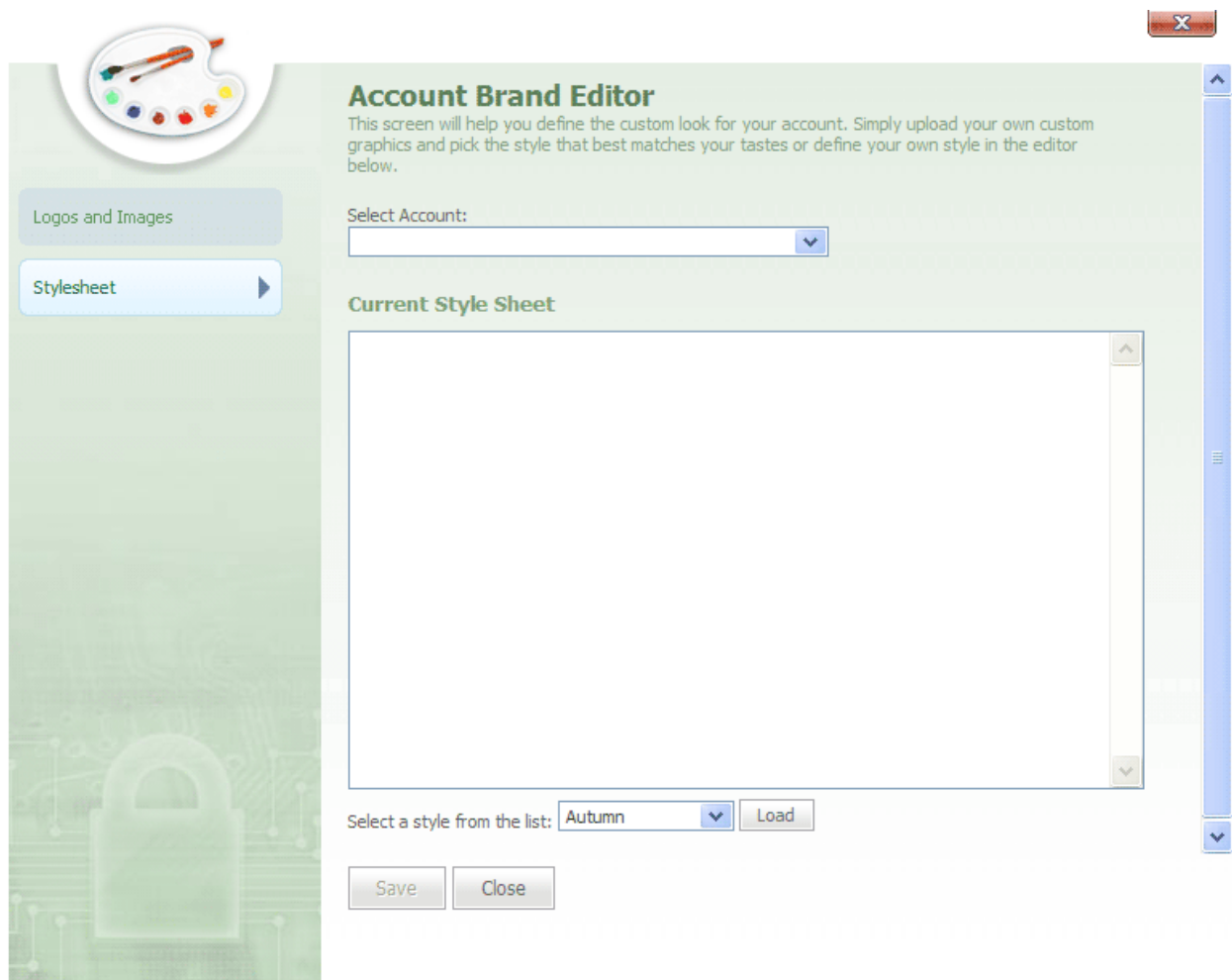
 button is clicked to close the Account Brand Editor.

More:


Account Brand Editor - *See page 802*

Stylesheet - *See page 806*

Stylesheet




Account Brand Editor-Stylesheet tab selected


When the  tab is selected, a Current Style Sheet pane will load into the Account Brand Editor.


Select Account drop-down box can be clicked to select an account in the system for which to change or load a stylesheet.

The **Current Style Sheet** pane displays the stylesheet that is currently being used for the selected account's branding.

Select a style from the list drop-down box can be clicked to select from a variety of style sheets for the account.

 button, located directly to the right of the **Select a style from the list** drop-down box, is a button that can be clicked to load the new style sheet into the Current Style Sheet pane.

 is clicked to save and apply changes to the Style sheet.

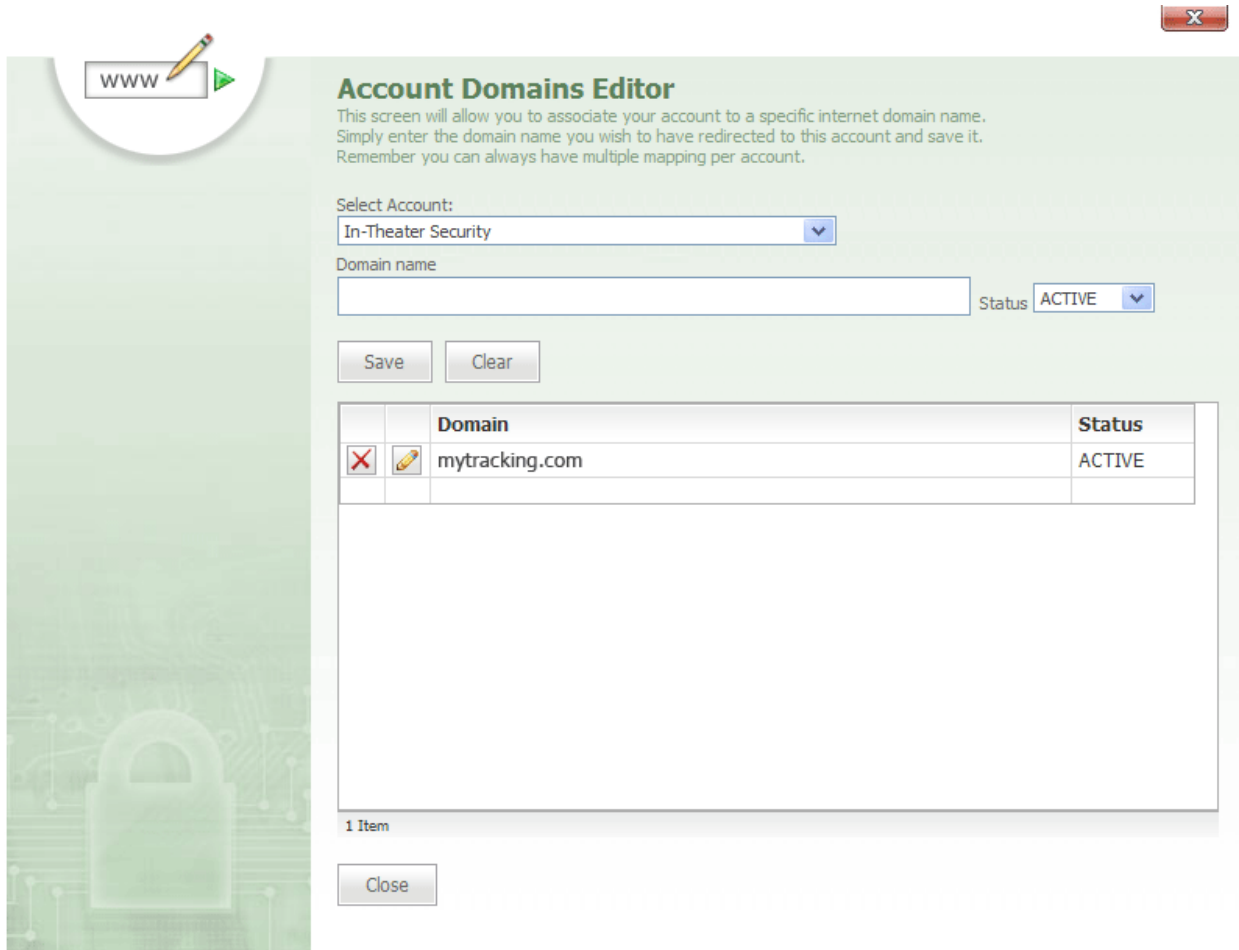
 is clicked to close the Account Brand Editor.

More:

Account Brand Editor - *See page 802*

Logos and Images - *See page 803*

Account Domains Editor





Account Domains Editor

This screen will allow you to associate your account to a specific internet domain name. Simply enter the domain name you wish to have redirected to this account and save it. Remember you can always have multiple mapping per account.

Select Account:
In-Theater Security

Domain name
Status: ACTIVE

Save Clear

	Domain	Status
 	mytracking.com	ACTIVE

1 Item

Close



Account Domains Editor

The **Account Domains Editor** is accessed by clicking the **Account Domain Editor** link on the Administration Portal. The Account Domains Editor allows an administrator to select an account in the system and associate the account with a specific domain name.

Note: When a user logs on to the account, the user will go to the Internet domain specified in the Account Domains Editor.

The **Account Domains Editor** features the following text, drop-down boxes, and buttons:


- Select Account


- Domain name
- Status
- 
- 
- Domain grid



Select Account drop-down box can be clicked to select an account from the system. This is the account for which a domain name will be added or edited.



Domain name text box is used to type a domain URL for the account. This domain URL can be saved and added to the Domain grid.


Status drop-down box is used to select a status for the domain name, either Active or Inactive in the account.

 button can be clicked to add the domain URL to the Domain grid, located below the Domain Name box.

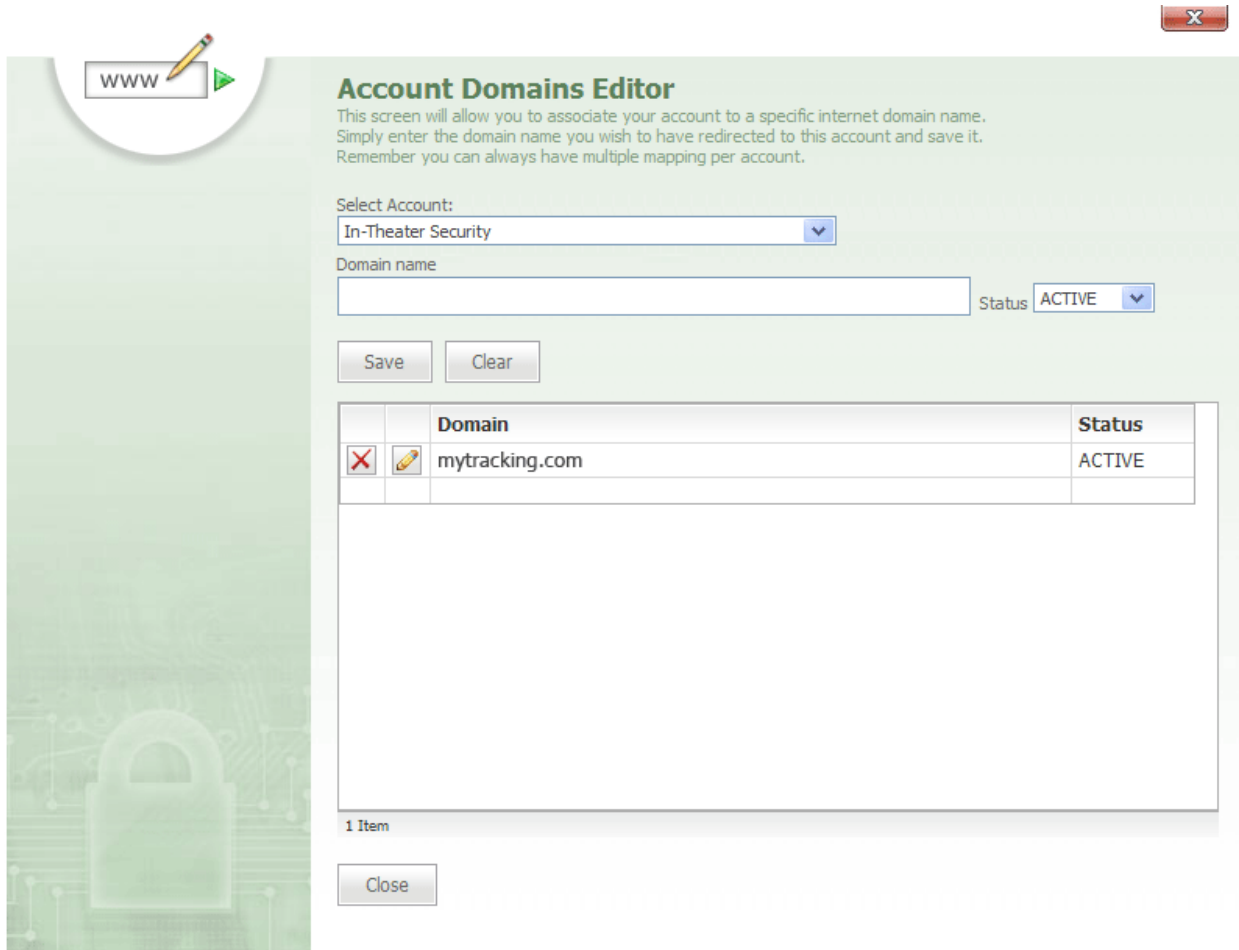
 button can be clicked to clear the domain URL from the Domain Name box.

In the **Domain grid**, a  icon can be clicked to edit the domain name. When the  icon is clicked, the domain name is loaded into the Domain Name text box for editing.

Next to the  icon is an  icon that can be clicked to remove the domain name from the account.

 button can be clicked to close the Account Domains Editor.

Account Domains Editor





Account Domains Editor

This screen will allow you to associate your account to a specific internet domain name. Simply enter the domain name you wish to have redirected to this account and save it. Remember you can always have multiple mapping per account.

Select Account:
In-Theater Security

Domain name
Status: ACTIVE

Save Clear

	Domain	Status
 	mytracking.com	ACTIVE

1 Item

Close



Account Domains Editor

The **Account Domains Editor** is accessed by clicking the **Account Domain Editor** link on the Administration Portal. The Account Domains Editor allows an administrator to select an account in the system and associate the account with a specific domain name.

Note: When a user logs on to the account, the user will go to the Internet domain specified in the Account Domains Editor.

The **Account Domains Editor** features the following text, drop-down boxes, and buttons:


- Select Account


- Domain name
- Status
- 
- 
- Domain grid



Select Account drop-down box can be clicked to select an account from the system. This is the account for which a domain name will be added or edited.



Domain name text box is used to type a domain URL for the account. This domain URL can be saved and added to the Domain grid.


Status drop-down box is used to select a status for the domain name, either Active or Inactive in the account.

 button can be clicked to add the domain URL to the Domain grid, located below the Domain Name box.

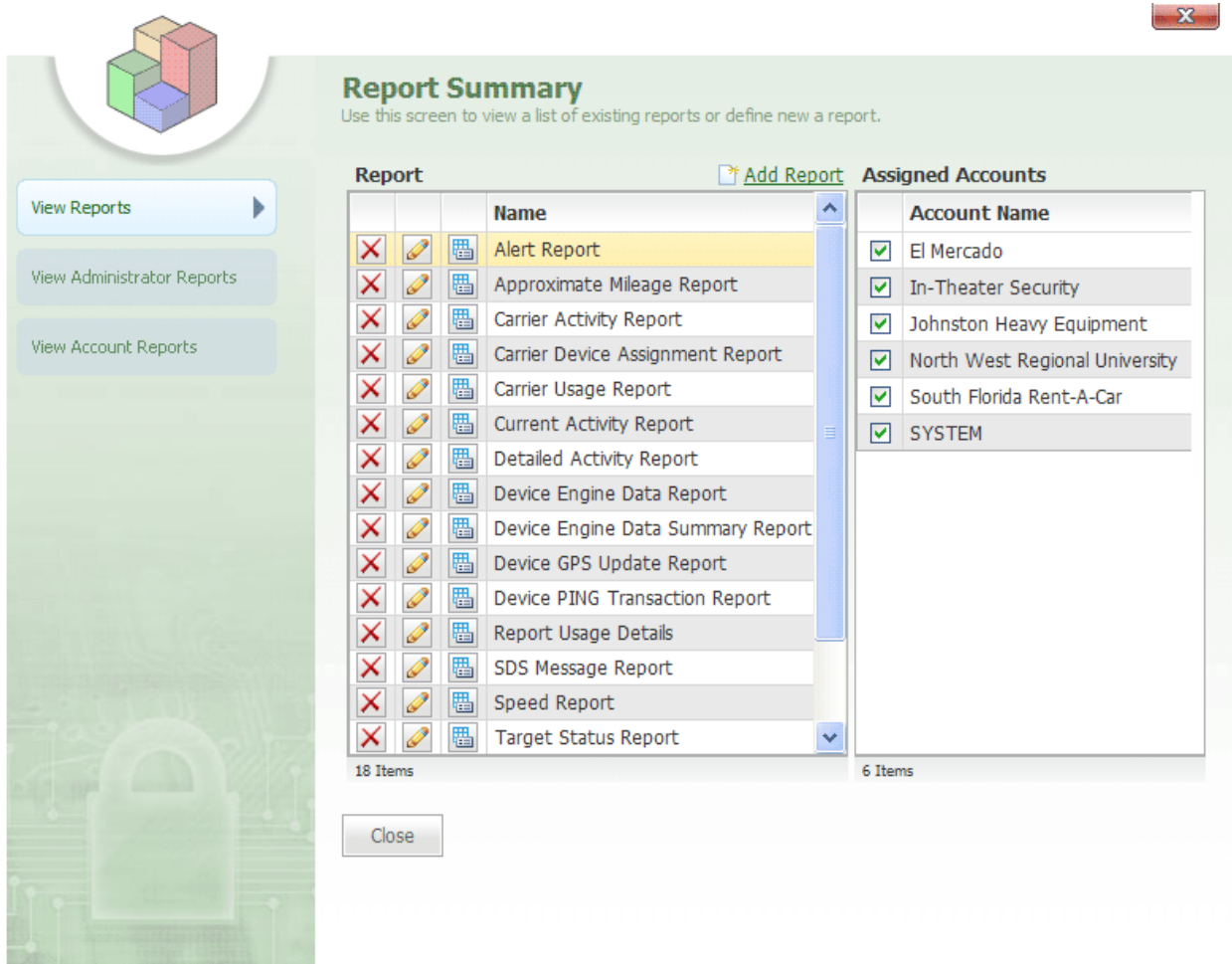
 button can be clicked to clear the domain URL from the Domain Name box.

In the **Domain grid**, a  icon can be clicked to edit the domain name. When the  icon is clicked, the domain name is loaded into the Domain Name text box for editing.

Next to the  icon is an  icon that can be clicked to remove the domain name from the account.

 button can be clicked to close the Account Domains Editor.

Report Summary



The screenshot shows the 'Report Summary' interface. On the left, there are three buttons: 'View Reports', 'View Administrator Reports', and 'View Account Reports'. The main area is titled 'Report Summary' with a subtitle 'Use this screen to view a list of existing reports or define new a report.' Below this, there are two tables. The first table, 'Report', lists 18 reports with columns for Name, Add, Edit, and Delete. The second table, 'Assigned Accounts', lists 6 accounts with a column for Account Name and a checkbox for selection. A 'Close' button is at the bottom.

Report				Assigned Accounts	
			Name		Account Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alert Report	<input checked="" type="checkbox"/>	El Mercado
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approximate Mileage Report	<input checked="" type="checkbox"/>	In-Theater Security
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carrier Activity Report	<input checked="" type="checkbox"/>	Johnston Heavy Equipment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carrier Device Assignment Report	<input checked="" type="checkbox"/>	North West Regional University
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carrier Usage Report	<input checked="" type="checkbox"/>	South Florida Rent-A-Car
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current Activity Report	<input checked="" type="checkbox"/>	SYSTEM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detailed Activity Report		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Device Engine Data Report		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Device Engine Data Summary Report		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Device GPS Update Report		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Device PING Transaction Report		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Report Usage Details		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDS Message Report		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Speed Report		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Target Status Report		

Report Summary

The **Report Summary** portal is accessed by clicking the **Account Report Summary** link in the Administration Portal. The Account Report Summary portal allows administrators to view, add, remove, and define reports for each account in the system.

The **Account Report Summary** portal contains three tabs on the left:

-  View Reports
-  View Administrator Reports

-  View Account Reports

More:

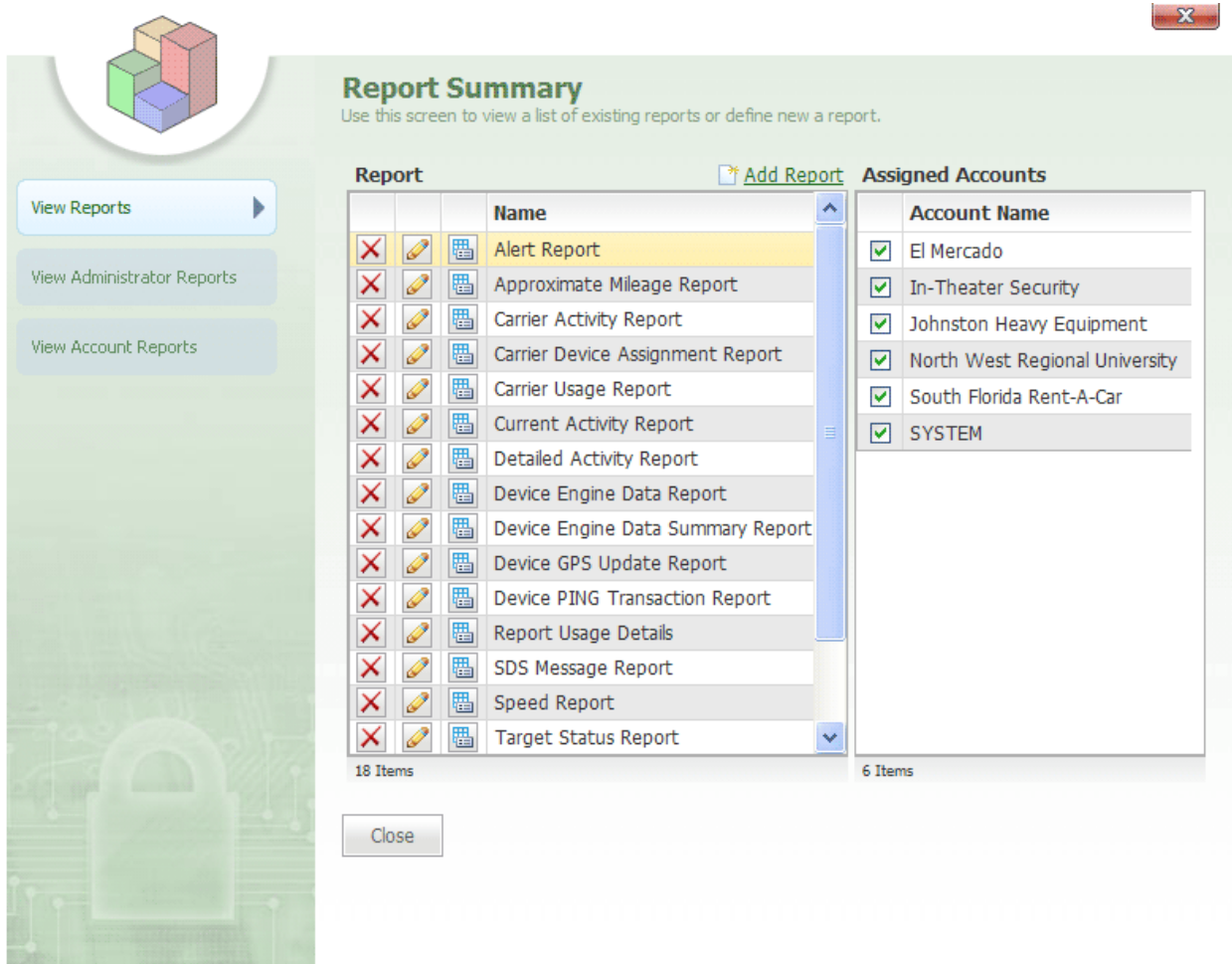
View Reports - *See page 815*

View Administrator Reports - *See page 819*

View Account Reports - *See page 820*

Report Editor - *See page 822*

Report Summary



The screenshot shows the 'Report Summary' interface. On the left, there are three buttons: 'View Reports', 'View Administrator Reports', and 'View Account Reports'. The main area is titled 'Report Summary' with a subtitle 'Use this screen to view a list of existing reports or define new a report.' Below this, there are two tables. The first table, 'Report', lists 18 reports with columns for 'Name' and 'Assigned Accounts'. The second table, 'Assigned Accounts', lists 6 accounts with columns for 'Account Name' and 'Assigned Accounts'. A 'Close' button is at the bottom left.

Report		Assigned Accounts	
	Name		Account Name
<input checked="" type="checkbox"/>	Alert Report	<input checked="" type="checkbox"/>	El Mercado
<input checked="" type="checkbox"/>	Approximate Mileage Report	<input checked="" type="checkbox"/>	In-Theater Security
<input checked="" type="checkbox"/>	Carrier Activity Report	<input checked="" type="checkbox"/>	Johnston Heavy Equipment
<input checked="" type="checkbox"/>	Carrier Device Assignment Report	<input checked="" type="checkbox"/>	North West Regional University
<input checked="" type="checkbox"/>	Carrier Usage Report	<input checked="" type="checkbox"/>	South Florida Rent-A-Car
<input checked="" type="checkbox"/>	Current Activity Report	<input checked="" type="checkbox"/>	SYSTEM
<input checked="" type="checkbox"/>	Detailed Activity Report		
<input checked="" type="checkbox"/>	Device Engine Data Report		
<input checked="" type="checkbox"/>	Device Engine Data Summary Report		
<input checked="" type="checkbox"/>	Device GPS Update Report		
<input checked="" type="checkbox"/>	Device PING Transaction Report		
<input checked="" type="checkbox"/>	Report Usage Details		
<input checked="" type="checkbox"/>	SDS Message Report		
<input checked="" type="checkbox"/>	Speed Report		
<input checked="" type="checkbox"/>	Target Status Report		

Report Summary

The **Report Summary** portal is accessed by clicking the **Account Report Summary** link in the Administration Portal. The Account Report Summary portal allows administrators to view, add, remove, and define reports for each account in the system.

The **Account Report Summary** portal contains three tabs on the left:

-  View Reports
-  View Administrator Reports

-  View Account Reports

More:

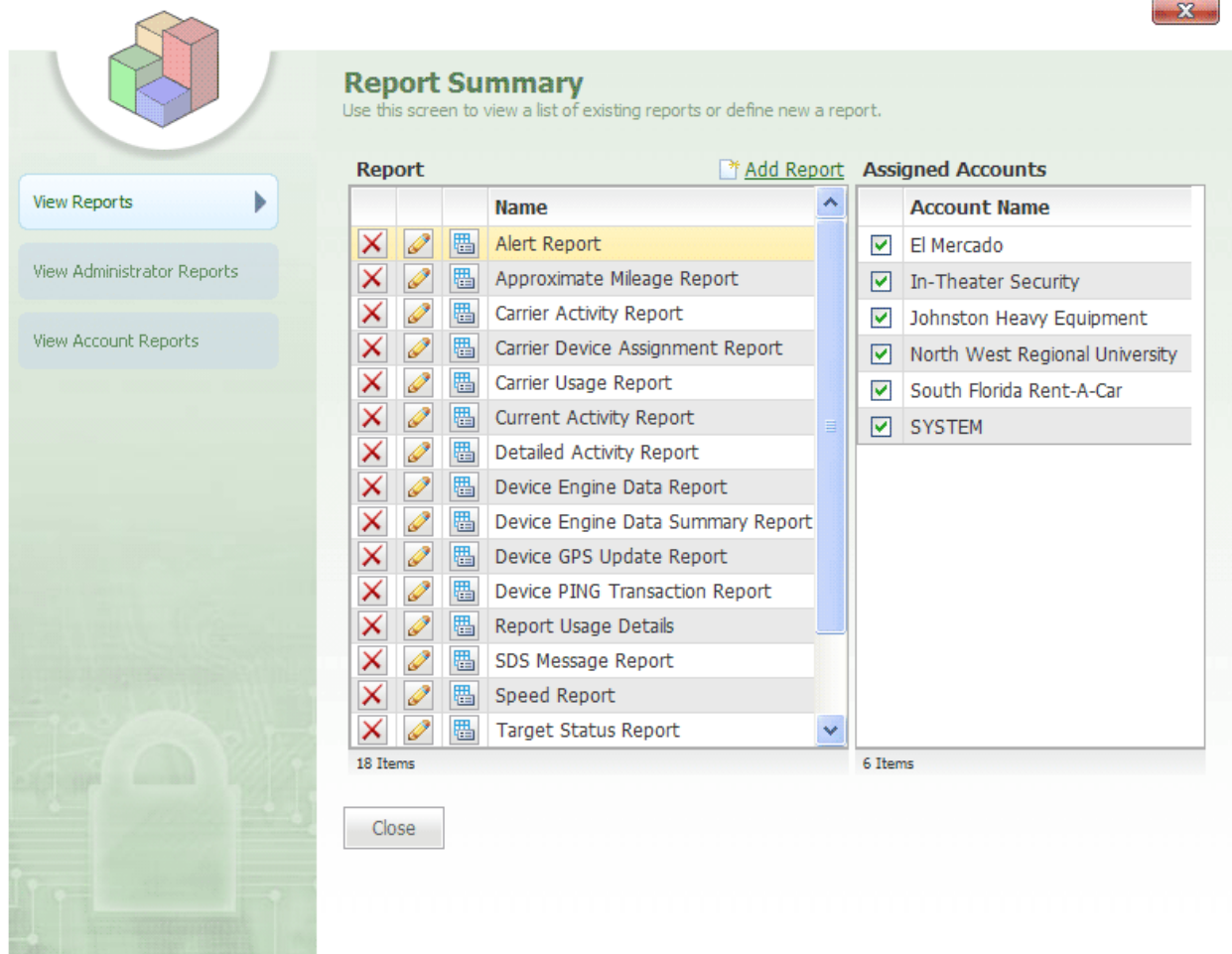
View Reports - *See page 815*

View Administrator Reports - *See page 819*

View Account Reports - *See page 820*

Report Editor - *See page 822*

View Reports



Report Summary
Use this screen to view a list of existing reports or define new a report.

View Reports (selected)

View Administrator Reports

View Account Reports

Report [Add Report](#)

			Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alert Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approximate Mileage Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carrier Activity Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carrier Device Assignment Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carrier Usage Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current Activity Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detailed Activity Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Device Engine Data Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Device Engine Data Summary Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Device GPS Update Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Device PING Transaction Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Report Usage Details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDS Message Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Speed Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Target Status Report

18 Items

Assigned Accounts

Account Name
<input checked="" type="checkbox"/> El Mercado
<input checked="" type="checkbox"/> In-Theater Security
<input checked="" type="checkbox"/> Johnston Heavy Equipment
<input checked="" type="checkbox"/> North West Regional University
<input checked="" type="checkbox"/> South Florida Rent-A-Car
<input checked="" type="checkbox"/> SYSTEM

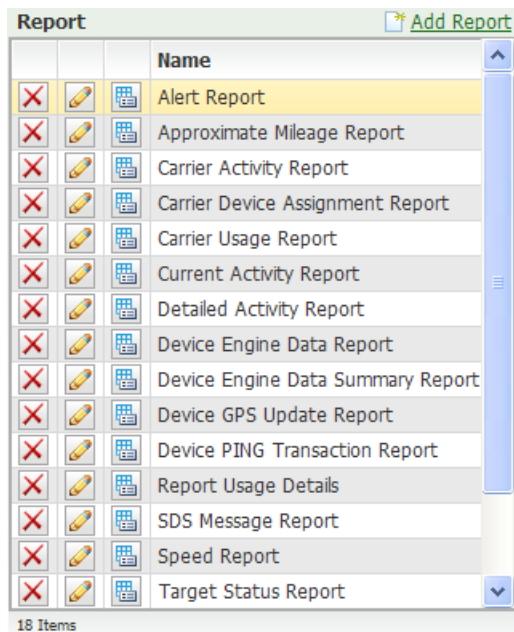
6 Items

Close

Report Summary-View Reports tab selected

With the **View Reports** tab selected, the **Report Summary** portal contains two grids:

- Report
- Assigned Accounts



Report grid

At the top of the **Report** grid is an  [Add Report](#) link that can be clicked to open the Report Editor.

The **Report** grid contains the following column:

- Name

Name column contains the name that is given for each report. This is the name that will appear for the report when it is presented on the Report List in the account.



icon, located next to each report, can be clicked to load accounts into the **Assigned Accounts** grid on the right-side of the Report Summary. The Assigned Accounts grid lists all of the accounts in the system and indicates which accounts are assigned the selected report.



icon, located to the left of each report, can be clicked to open the Report Editor for the selected report.




icon to the far-left of each report can be clicked to remove the report from the system.


Assigned Accounts	
	Account Name
<input checked="" type="checkbox"/>	El Mercado
<input checked="" type="checkbox"/>	In-Theater Security
<input checked="" type="checkbox"/>	Johnston Heavy Equipment
<input checked="" type="checkbox"/>	North West Regional University
<input checked="" type="checkbox"/>	South Florida Rent-A-Car
<input checked="" type="checkbox"/>	SYSTEM

5 Items

Assigned Accounts grid

The **Assigned Accounts** grid is located next to the Report grid and is loaded into the Report Summary when the  icon is clicked in the Report grid.

The **Assigned Accounts** grid lists all of the accounts in the system and features a check box next to each account. The accounts that have the selected report assigned will have their check box selected.

 button is clicked to close the Report Summary.

More:

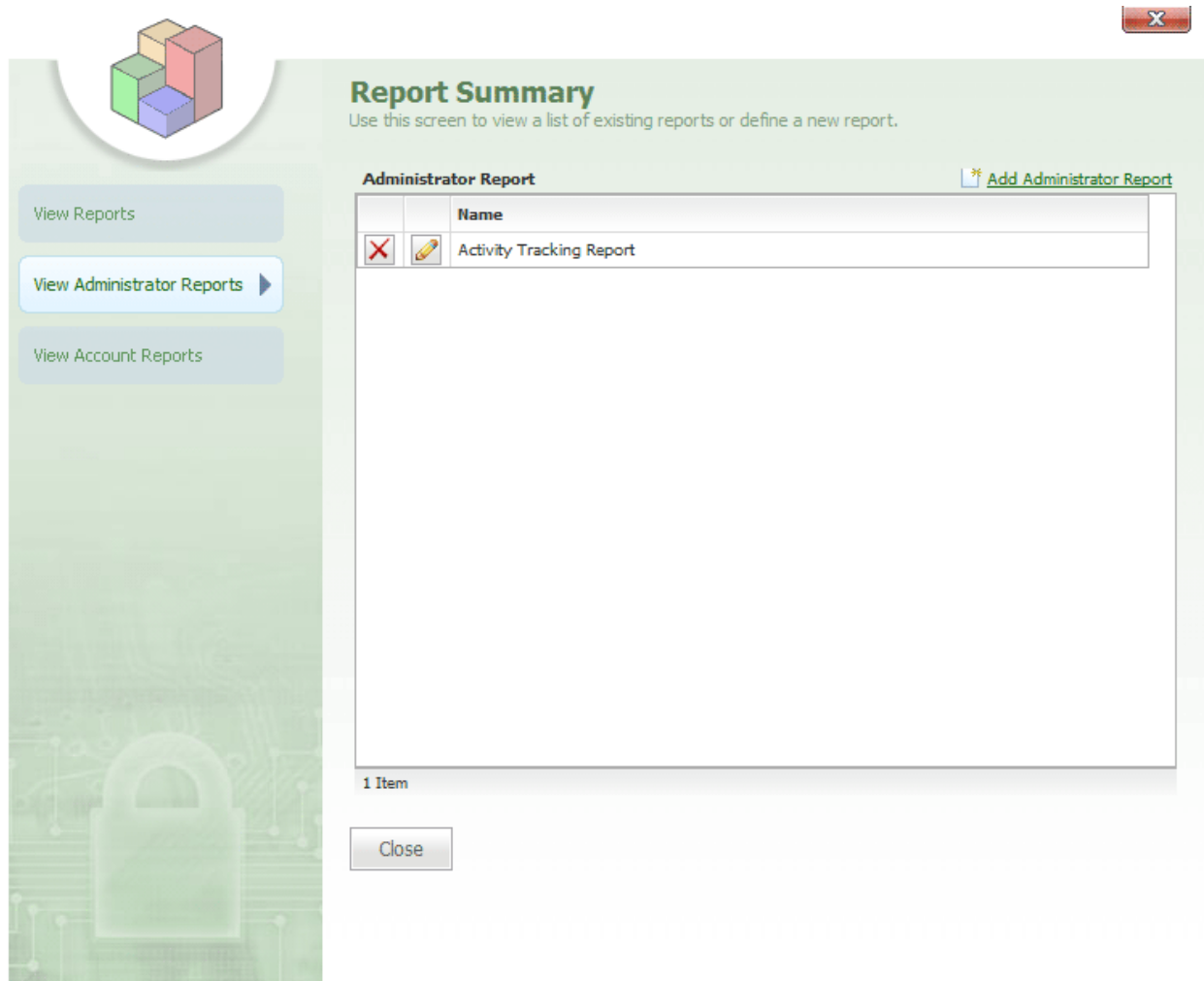
Report Summary - *See page 814*

View Administrator Reports - *See page 819*

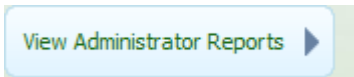
View Account Reports - *See page 820*


Report Editor - *See page 822*

View Administrator Reports



Report Summary-View Administrator Reports

With the  tab selected, the **Report Summary** portal contains an Administrator Report grid that lists all of the administrator reports present in the system.

At the top of the Administrator Report grid is an  [Add Administrator Report](#) link that can be clicked to open the Report Editor.

The Administrator Report grid features the following column:

- Name

Name column contains the name that is given for the administrator report.



icon, located to the left of each report, can be clicked to open the Report Editor for the selected administrator report.



icon to the far-left of each report can be clicked to remove the administrator report from the system.



button is clicked to close the Report Summary.

More:

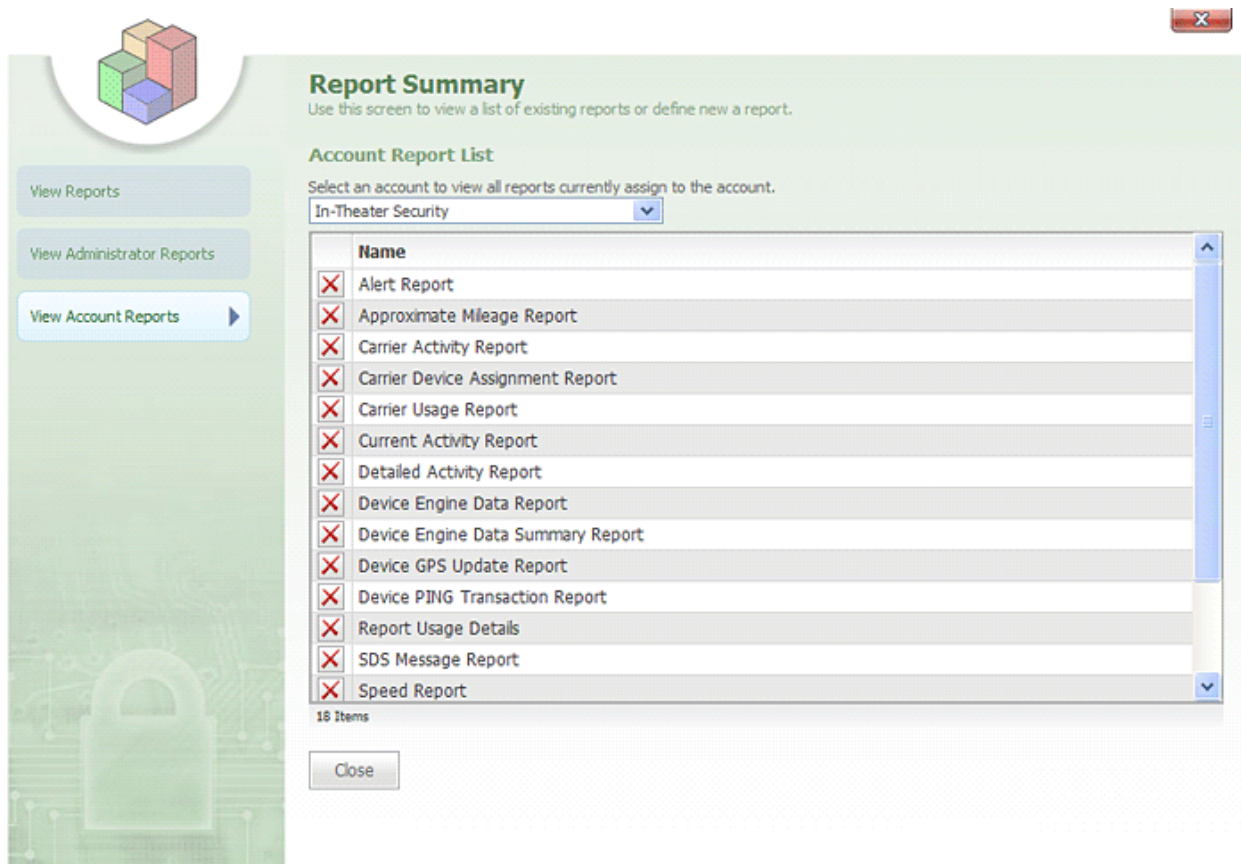
Report Summary - *See page 814*

View Reports - *See page 815*


View Account Reports - *See page 820*

Report Editor - *See page 822*

View Account Reports



Report Summary-View Account Reports


When the  tab is selected from the left-side of the **Report Summary**, the following drop-down box will load onto the Report Summary:

- Select an Account

Select an Account drop-down can be clicked to select an account to view the reports that are assigned to the account.

When an account is selected, an account grid will load into the center of the screen and list all of the reports assigned to the account. The account grid features the following column:

- Name

Name column contains the name that is given for the report. Next to each report is an  icon that can be clicked to remove the report from the account.

A small blue rectangular button with the word "Close" in white text.

button is clicked to close the Report Summary.

More:

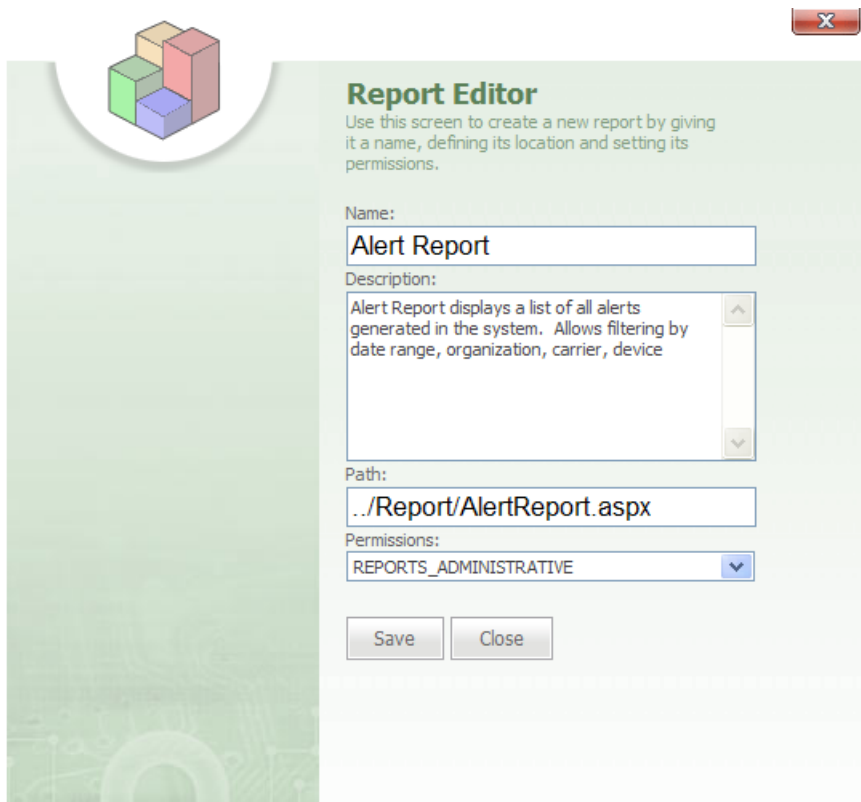
Report Summary - *See page 814*

View Reports - *See page 815*

View Administrator Reports - *See page 819*

Report Editor - *See page 822*

Report Editor

A screenshot of a web application window titled "Report Editor". The window has a light green background with a decorative graphic of four colored cubes (green, yellow, red, blue) in the top left corner. The main content area contains a form for creating a new report. The form has the following fields: "Name:" with the value "Alert Report"; "Description:" with a text area containing "Alert Report displays a list of all alerts generated in the system. Allows filtering by date range, organization, carrier, device"; "Path:" with the value "../Report/AlertReport.aspx"; and "Permissions:" with a dropdown menu showing "REPORTS_ADMINISTRATIVE". At the bottom of the form are two buttons: "Save" and "Close".

Report Editor

Use this screen to create a new report by giving it a name, defining its location and setting its permissions.



Name:

Description:

Path:

Permissions:

Report Editor

The **Report Editor** for each report is accessed by clicking the  icon next to the report in the Report grid or clicking the  link above the grid.

The **Report Editor** features the following fields that can be edited:


- Name
- Description
- Path
- Permissions


Name text box contains the name of the report.

Description box contains the description for the report.

Path text box is used to type the path to the report.

Permissions box features a drop-down list of available resource permissions to assign to the report. This is the resource that will be needed for a user in a security group to be able to have access to the report.

 button is clicked to save any changes made to the Report Editor.

 button is clicked to close the Report Editor.

More:

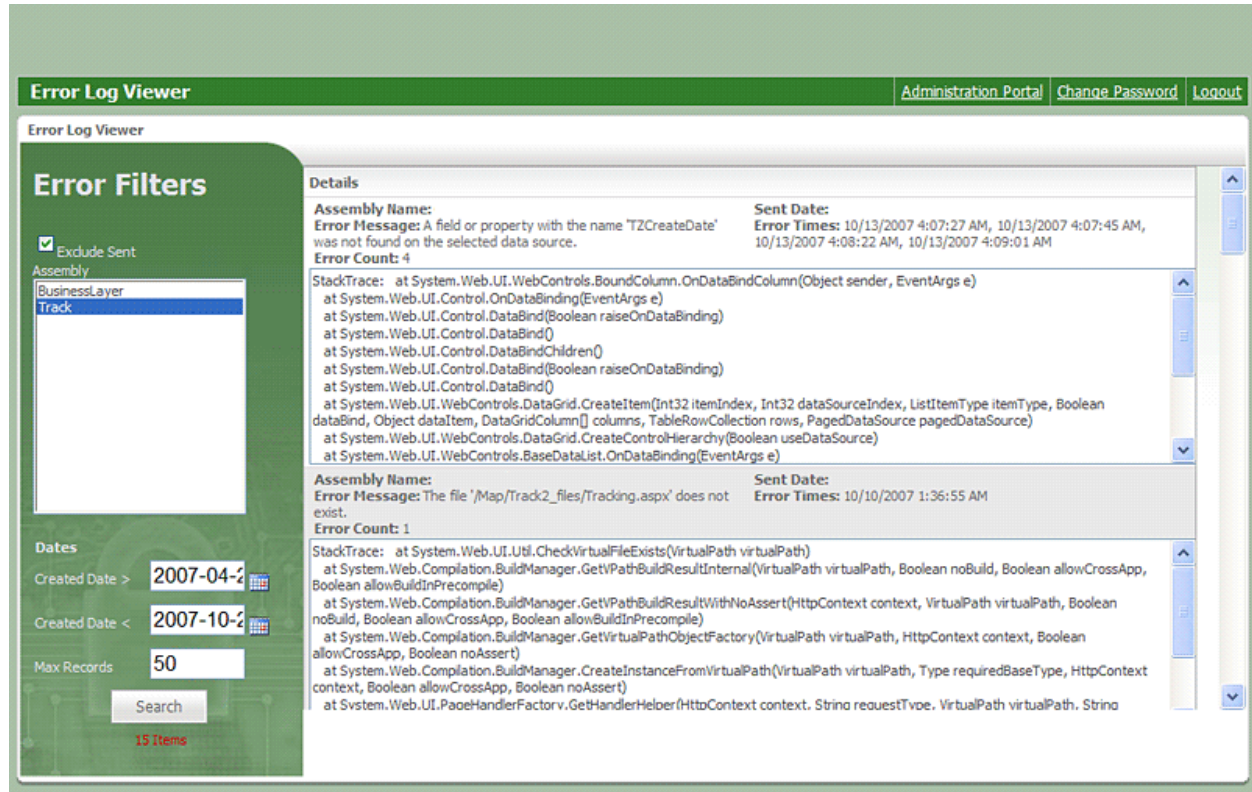
Report Summary - *See page 814*

View Reports - *See page 815*

View Administrator Reports - *See page 819*

View Account Reports - *See page 820*

Error Log Viewer



Error Log Viewer


The **Error Log Viewer** is accessed by clicking the **Error Log Viewer** link on the Administration Portal. The Error Log Viewer allows administrators and developers to search assemblies in the system to see if errors occurred within these assemblies on select dates. This is a very useful tool for debugging and troubleshooting errors in the system.

The **Error Log Viewer** features an **Error Filters** bar on the left-side with the following fields:

- Exclude Sent
- Assembly
- Created Date
- Max Records

Exclude Sent check box can be selected to exclude errors that have already been sent.

Assembly pane lists all of the assemblies in the system. One or more assemblies can be selected by holding down the Ctrl key while clicking them.

Created Date fields allow you to select the search dates by clicking the  icon next to the field.

Max Records text box is used to type the max number of records you want the search to display.



button is clicked to begin the search and display the search results.

Note: Search results will be displayed in the **Details** pane, located in the center of the Error Log Viewer.

Error Log Viewer

The screenshot shows the 'Error Log Viewer' application. At the top, there is a green header bar with the title 'Error Log Viewer' and three links: 'Administration Portal', 'Change Password', and 'Logout'. Below the header, the main content area is divided into two sections. On the left, there is a green sidebar titled 'Error Filters'. It contains a checkbox labeled 'Exclude Sent' which is checked. Below this is a list box labeled 'Assembly' with 'BusinessLayer' and 'Track' as options. Further down, there are date filters: 'Created Date >' set to '2007-04-2', 'Created Date <' set to '2007-10-2', and 'Max Records' set to '50'. A 'Search' button is at the bottom of the sidebar, and a red text indicator shows '15 Items'. The right section of the application displays error details. It has a 'Details' tab selected. The first error entry shows 'Assembly Name: Error Message: A field or property with the name 'TZCreateDate' was not found on the selected data source. Error Count: 4'. It also lists 'Sent Date' and 'Error Times'. Below this is a 'StackTrace' with multiple lines of code. The second error entry shows 'Assembly Name: Error Message: The file 'Map/Track2_files/Tracking.aspx' does not exist. Error Count: 1'. It also lists 'Sent Date' and 'Error Times', and a 'StackTrace'.

Error Log Viewer


The **Error Log Viewer** is accessed by clicking the **Error Log Viewer** link on the Administration Portal. The Error Log Viewer allows administrators and developers to search assemblies in the system to see if errors occurred within these assemblies on select dates. This is a very useful tool for debugging and troubleshooting errors in the system.

The **Error Log Viewer** features an **Error Filters** bar on the left-side with the following fields:

- Exclude Sent
- Assembly
- Created Date
- Max Records

Exclude Sent check box can be selected to exclude errors that have already been sent.

Assembly pane lists all of the assemblies in the system. One or more assemblies can be selected by holding down the Ctrl key while clicking them.

Created Date fields allow you to select the search dates by clicking the  icon next to the field.

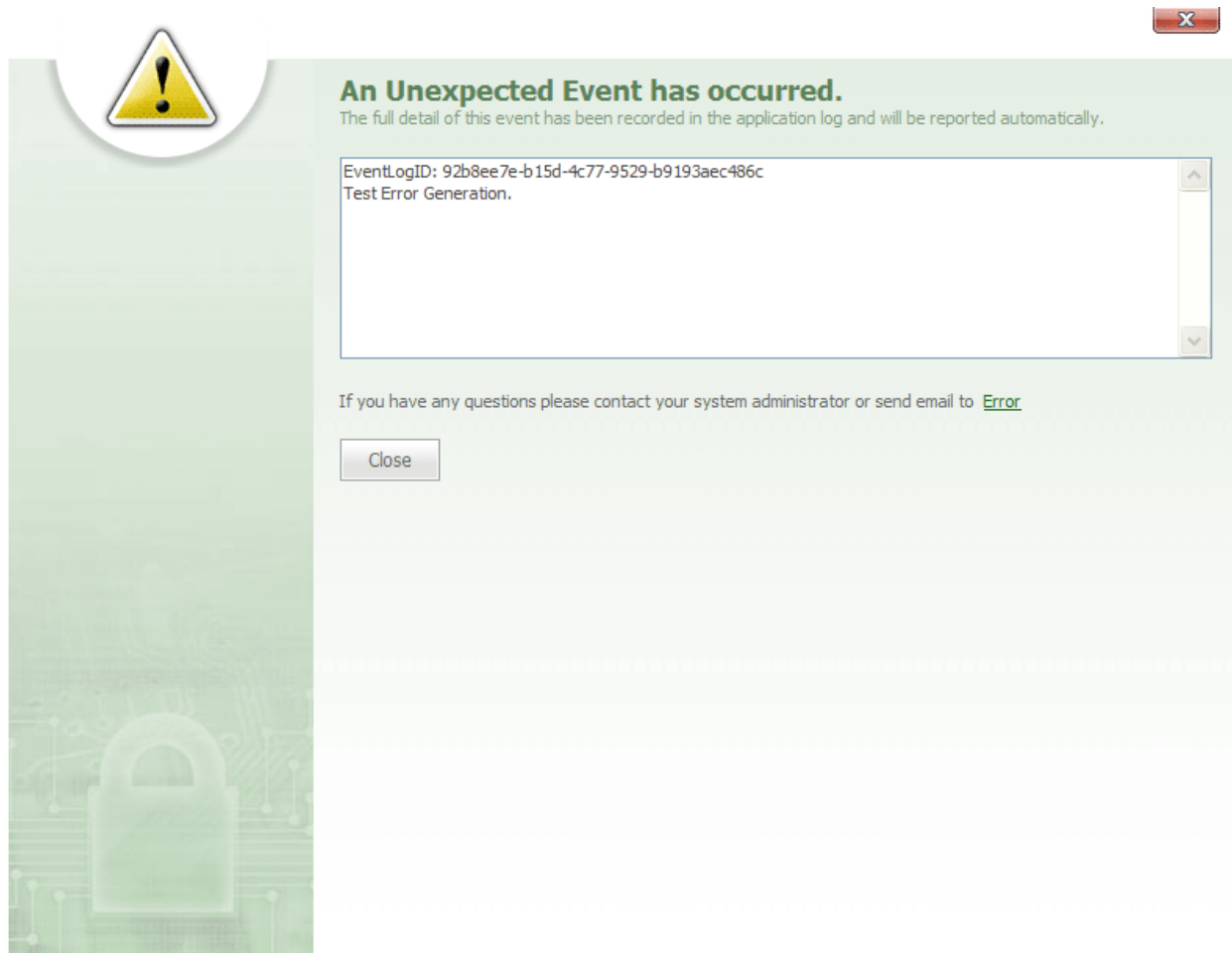
Max Records text box is used to type the max number of records you want the search to display.



button is clicked to begin the search and display the search results.

Note: Search results will be displayed in the **Details** pane, located in the center of the Error Log Viewer.

Test Error Page



Test Error Page

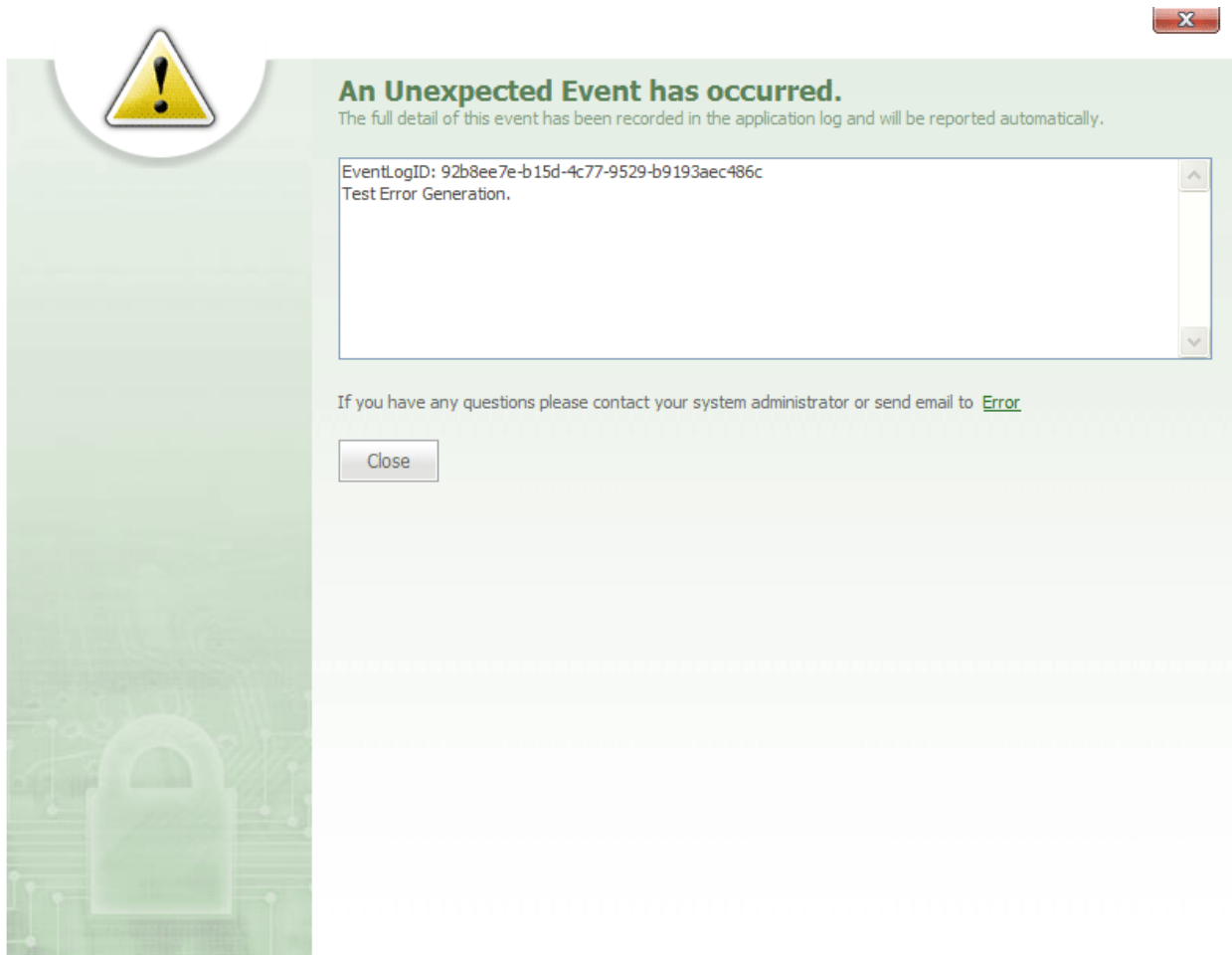
The **Test Error Page** is accessed by clicking the **Test Error Page** link in the Administration Portal. The **Test Error Page** allows administrators to test the error reporting system for each account in the system to ensure that the system is functioning properly.

The **Test Error Page** features a pane listing an Event Log ID and a description of what type of error occurred in the system. The Event Log ID is a key for the error that occurred in the system.

When the **Test Error Page** link is clicked, a test error is generated in order for administrators to test that the internal error reporting system is functioning properly throughout the system.

Note: Each time an error occurs in a particular installation of Map Suite GPS Tracking Server, Map Suite GPS Tracking Server Online will receive an email from its internal message error system detailing the events of the error, such as the date and time that the error occurred, the installation or account that the error occurred in, the type of error that occurred, and the name of the user who generated the error. This internal error reporting system allows the Map Suite GPS Tracking Server support team to better assist customers, and it helps Map Suite GPS Tracking Server developers improve future versions of the system.

Test Error Page



Test Error Page


The **Test Error Page** is accessed by clicking the **Test Error Page** link in the Administration Portal. The **Test Error Page** allows administrators to test the error reporting system for each account in the system to ensure that the system is functioning properly.

The **Test Error Page** features a pane listing an Event Log ID and a description of what type of error occurred in the system. The Event Log ID is a key for the error that occurred in the system.

When the **Test Error Page** link is clicked, a test error is generated in order for administrators to test that the internal error reporting system is functioning properly throughout the system.

Note: Each time an error occurs in a particular installation of Map Suite GPS Tracking Server, Map Suite GPS Tracking Server Online will receive an email from its internal message error system detailing the events of the error, such as the date and time that the error occurred, the installation or account that the error occurred in, the type of error that occurred, and the name of the user who generated the error. This internal error reporting system allows the Map Suite GPS Tracking Server support team to better assist customers, and it helps Map Suite GPS Tracking Server developers improve future versions of the system.










Alert Settings Summary



Alert Settings Summary

Use this screen to view a list of existing alert setting or define new alert setting.

[Add Alert Setting](#)

		Key	Name	Subject	Body	Default Level	Status
<input checked="" type="checkbox"/>		AirBag	AirBag Alert	Air Bag Deployment Alert for [CarrierNam...	An Air Bag Deployment Alert occurred for [CarrierName] at [MessageDate...	5	ACTIVE
<input checked="" type="checkbox"/>		ArriveTarget	Arrive Target Alert	[CarrierName] from [OrganizationName] ha...	[CarrierName] from [OrganizationName] Arrived at Target at [MessageDat...	2	ACTIVE
<input checked="" type="checkbox"/>		BackupBatteryAlarm	BackupBatteryAlarm Alert	Backup Battery Alarm Alert reported by [...]	[DeviceName] reported a Backup Battery Alarm Alert at [MessageDateTime...	2	ACTIVE
<input checked="" type="checkbox"/>		DeviceGeoFenceIn	DeviceGeoFenceIn Alert	GeoFence boundary entered by [DeviceName]...	[DeviceName] entered a GeoFence boundary at [MessageDateTimeTZ] local ...	2	ACTIVE
<input checked="" type="checkbox"/>		DeviceGeoFenceOut	DeviceGeoFenceOut Alert	GeoFence boundary exited by [DeviceName]...	[DeviceName] exited a GeoFence boundary at [MessageDateTimeTZ] local t...	2	ACTIVE
<input checked="" type="checkbox"/>		DeviceParkFence	DeviceParkFence Alert	[DeviceName] is moving without receiving...	[DeviceName] is moving without receiving an ignition on event.	2	ACTIVE
<input checked="" type="checkbox"/>		DeviceSpeed	DeviceSpeed Alert	Speeding Alert for [DeviceName]. Last re...	[DeviceName] reported a Speeding Alert at [MessageDateTimeTZ] local ti...	3	ACTIVE
<input checked="" type="checkbox"/>		DoorClose	DoorClose Alert	Door Close Alert reported by [DeviceName]...	A Door Close Alert was reported at [MessageDateTimeTZ] local time at l...	1	ACTIVE
<input checked="" type="checkbox"/>		DoorOpen	DoorOpen Alert	Door Open Alert reported by [DeviceName]...	A Door Open Alert was reported at [MessageDateTimeTZ] local time at l...	1	ACTIVE

24 Items

Close

Alert Settings Summary



The **Alert Settings Summary** dialog is accessed by clicking the Alert Settings link on the Administration Portal. This dialog features a summary list grid that is used to add, remove and configure alerts globally across all of the accounts in the system. (Individual accounts and departments can configure their own distinct alert settings individually, but cannot add new alerts.)

At the top-right of the **Alert Settings Summary** grid, there is an [Add Alert Setting](#) link that can be clicked to open an Alert Settings Editor screen, which is used to add a new alert to the system.

The **Alert Settings Summary** grid contains the following columns:

- Key
- Name
- Subject
- Body
- Default Level
- Status

To the left of each alert in the grid is a  icon that can be clicked to open the Alert

Settings Editor for the selected alert. Next to each  icon, there is an  icon that can be clicked to delete the alert from the system.

Key column represents a specific code that a particular **Device Listener** - *See page 32 is coded to listen for. Each GPS tracking device supports a fixed set of "events" that it listens for, and each event has a corresponding key in Map Suite GPS Tracking Server.* Using the key "DoorOpen," for example, would be used to generate an alert when a door was opened on the vehicle being tracked, assuming the tracking device installed in that vehicle supported this.

Name column indicates the name of the alert.

Subject column contains the text that is displayed in the subject line of the alert generated for this key event.

Body column contains the text that is displayed in the body of the alert message that is generated for this key event.

Default Level column indicates the default alert level that will be assigned to this type of alert. An alert's level indicates its severity, with higher numbers representing increasingly important events. These levels can be overridden at the individual account level.

State column indicates whether the alert is active or inactive.


 button is clicked to close the dialog.

More:

Alert Settings Editor - *See page 837*

Available Alert Variables - *See page 839*










Alert Settings Summary



Alert Settings Summary

Use this screen to view a list of existing alert setting or define new alert setting.

[Add Alert Setting](#)

		Key	Name	Subject	Body	Default Level	Status
<input checked="" type="checkbox"/>		AirBag	AirBag Alert	Air Bag Deployment Alert for [CarrierNam...	An Air Bag Deployment Alert occurred for [CarrierName] at [MessageDate...	5	ACTIVE
<input checked="" type="checkbox"/>		ArriveTarget	Arrive Target Alert	[CarrierName] from [OrganizationName] ha...	[CarrierName] from [OrganizationName] Arrived at Target at [MessageDat...	2	ACTIVE
<input checked="" type="checkbox"/>		BackupBatteryAlarm	BackupBatteryAlarm Alert	Backup Battery Alarm Alert reported by [...]	[DeviceName] reported a Backup Battery Alarm Alert at [MessageDateTime...	2	ACTIVE
<input checked="" type="checkbox"/>		DeviceGeoFenceIn	DeviceGeoFenceIn Alert	GeoFence boundary entered by [DeviceName]...	[DeviceName] entered a GeoFence boundary at [MessageDateTimeTZ] local ...	2	ACTIVE
<input checked="" type="checkbox"/>		DeviceGeoFenceOut	DeviceGeoFenceOut Alert	GeoFence boundary exited by [DeviceName]...	[DeviceName] exited a GeoFence boundary at [MessageDateTimeTZ] local t...	2	ACTIVE
<input checked="" type="checkbox"/>		DeviceParkFence	DeviceParkFence Alert	[DeviceName] is moving without receiving...	[DeviceName] is moving without receiving an ignition on event.	2	ACTIVE
<input checked="" type="checkbox"/>		DeviceSpeed	DeviceSpeed Alert	Speeding Alert for [DeviceName]. Last re...	[DeviceName] reported a Speeding Alert at [MessageDateTimeTZ] local ti...	3	ACTIVE
<input checked="" type="checkbox"/>		DoorClose	DoorClose Alert	Door Close Alert reported by [DeviceName]...	A Door Close Alert was reported at [MessageDateTimeTZ] local time at l...	1	ACTIVE
<input checked="" type="checkbox"/>		DoorOpen	DoorOpen Alert	Door Open Alert reported by [DeviceName]...	A Door Open Alert was reported at [MessageDateTimeTZ] local time at l...	1	ACTIVE

24 Items

Close

Alert Settings Summary



The **Alert Settings Summary** dialog is accessed by clicking the Alert Settings link on the Administration Portal. This dialog features a summary list grid that is used to add, remove and configure alerts globally across all of the accounts in the system. (Individual accounts and departments can configure their own distinct alert settings individually, but cannot add new alerts.)

At the top-right of the **Alert Settings Summary** grid, there is an [Add Alert Setting](#) link that can be clicked to open an Alert Settings Editor screen, which is used to add a new alert to the system.

The **Alert Settings Summary** grid contains the following columns:

- Key
- Name
- Subject
- Body
- Default Level
- Status

To the left of each alert in the grid is a  icon that can be clicked to open the Alert

Settings Editor for the selected alert. Next to each  icon, there is an  icon that can be clicked to delete the alert from the system.

Key column represents a specific code that a particular **Device Listener** - *See page 32 is coded to listen for. Each GPS tracking device supports a fixed set of "events" that it listens for, and each event has a corresponding key in Map Suite GPS Tracking Server.* Using the key "DoorOpen," for example, would be used to generate an alert when a door was opened on the vehicle being tracked, assuming the tracking device installed in that vehicle supported this.

Name column indicates the name of the alert.

Subject column contains the text that is displayed in the subject line of the alert generated for this key event.

Body column contains the text that is displayed in the body of the alert message that is generated for this key event.

Default Level column indicates the default alert level that will be assigned to this type of alert. An alert's level indicates its severity, with higher numbers representing increasingly important events. These levels can be overridden at the individual account level.

State column indicates whether the alert is active or inactive.

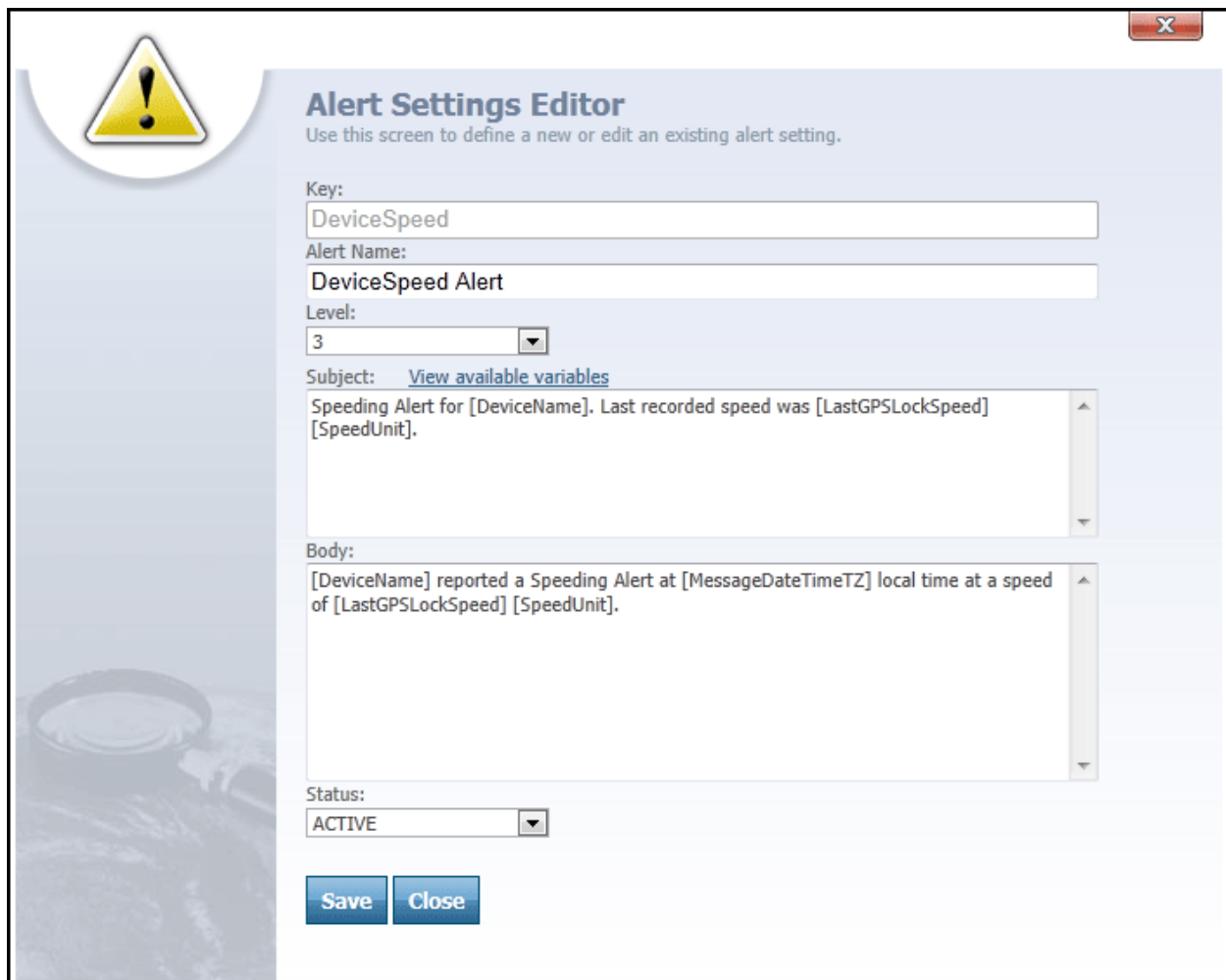
 button is clicked to close the dialog.

More:

Alert Settings Editor - See page 837

Available Alert Variables - See page 839

Alert Settings Editor



The image shows a screenshot of the 'Alert Settings Editor' window. The window has a light blue header bar with a yellow warning triangle icon on the left and a close button (X) on the right. Below the header, the title 'Alert Settings Editor' is displayed in bold, followed by the instruction 'Use this screen to define a new or edit an existing alert setting.' The main content area contains several fields: 'Key:' with a text box containing 'DeviceSpeed'; 'Alert Name:' with a text box containing 'DeviceSpeed Alert'; 'Level:' with a dropdown menu showing '3'; 'Subject:' with a text box containing 'Speeding Alert for [DeviceName]. Last recorded speed was [LastGPSLockSpeed] [SpeedUnit].' and a link 'View available variables'; 'Body:' with a text box containing '[DeviceName] reported a Speeding Alert at [MessageDateTimeTZ] local time at a speed of [LastGPSLockSpeed] [SpeedUnit].'; and 'Status:' with a dropdown menu showing 'ACTIVE'. At the bottom, there are two buttons: 'Save' and 'Close'.

Alert Settings Editor
Use this screen to define a new or edit an existing alert setting.

Key:
DeviceSpeed

Alert Name:
DeviceSpeed Alert

Level:
3


Subject: [View available variables](#)
Speeding Alert for [DeviceName]. Last recorded speed was [LastGPSLockSpeed] [SpeedUnit].

Body:
[DeviceName] reported a Speeding Alert at [MessageDateTimeTZ] local time at a speed of [LastGPSLockSpeed] [SpeedUnit].

Status:
ACTIVE

Save Close

Alert Settings Editor

The **Alert Settings Editor** dialog is accessed from the **Alert Settings Summary** - See page 835 dialog of the Administration Portal by clicking either the  [Add Alert Setting](#) link or the



icon next to an alert. The Alert Settings Editor is used to add new alerts to the system or to edit existing alerts.

The **Alert Settings Editor** contains the following text and drop-down boxes:

- Key
- Alert Name
- Level
- Subject
- Body
- Status

Key text box is used to enter the name of the key associated with the event you want this alert to be associated with.

Name text box is used to enter a brief name for the alert. For example, "Vehicle Overspeed Alert."


Level drop-down box is used to determine the severity level of the alert, on a scale from 1 (least severe) to 5 (most severe). The meaning of each alert level, and the type of notification associated with it, can be configured from the **Alert Notifications Editor** - See page 678 at either the account level or the department level.

Subject text box is used to define the subject line of the alert message. This field may use a wide variety of variables representing anything from the name of the department, employee or device associated with the alert to any of the **Custom Data Summary** - See page 861 types that have been configured. These variables will be replaced by the actual corresponding values when the alert is generated.

Body text box is used to define the body of the alert message. This field may use a wide variety of variables representing anything from the name of the department, employee or device associated with the alert to any of the **Custom Data Summary** - See page 861 types that have been configured. These variables will be replaced by the actual corresponding values when the alert is generated.

Tip: To see a list of all variables that can be inserted into an alert message, click the [View available variables](#) link to open the **Available Alert Variables** list. Then simply copy and paste the one(s) you want to use into the Subject or Body text boxes.

Status drop-down box allows an administrator to define the status of the alert as either Active or Inactive in the system.

 button is clicked to save a new alert or to save changes made to an existing alert.

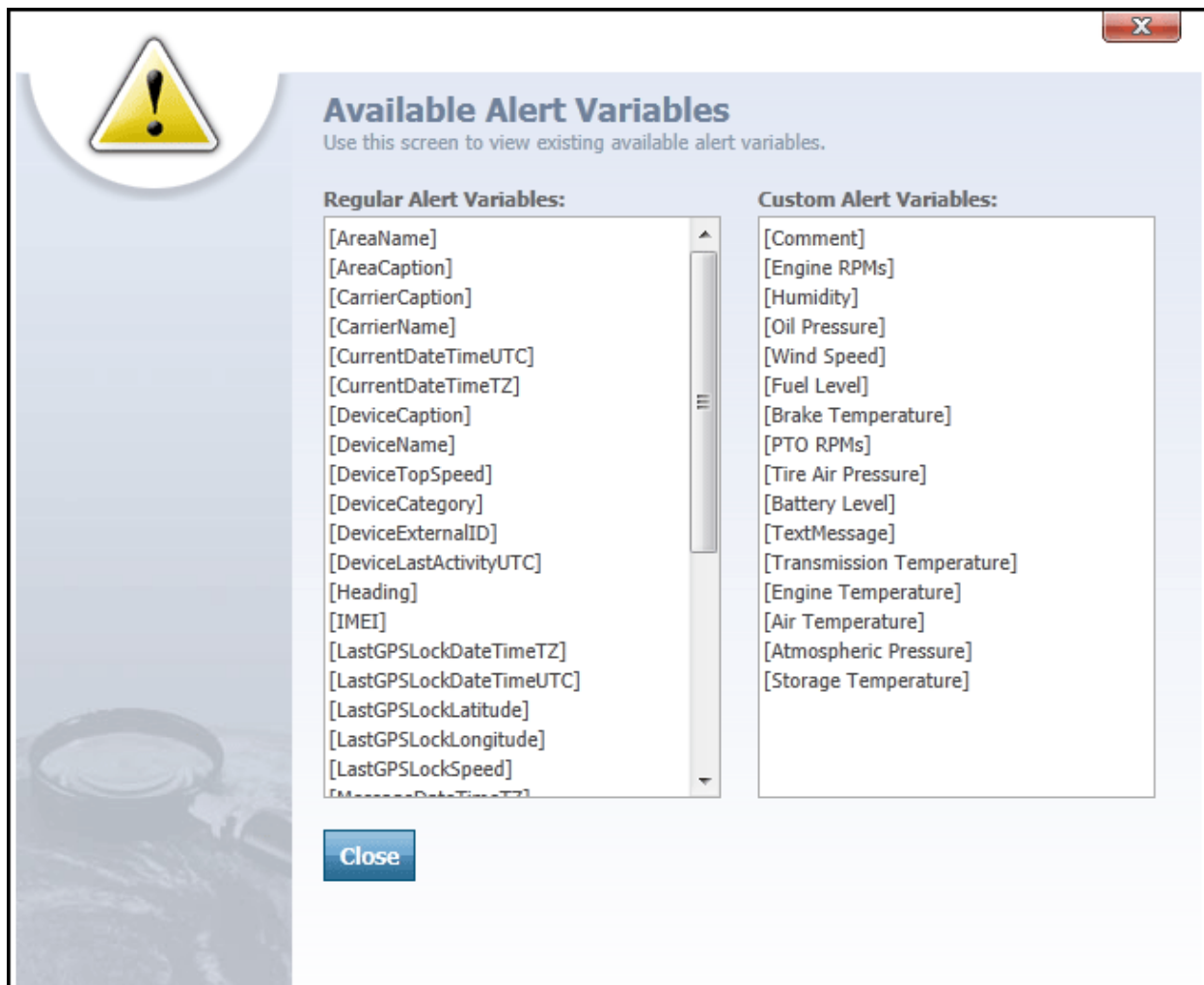
 button is clicked to close the editor.

More:

Alert Settings Summary - *See page 835*

Available Alert Variables - *See page 839*

Available Alert Variables



Available Alert Variables list

The **Available Alert Variables** list is accessed from the **Alert Settings Editor** - See page 837 dialog of the Administration Portal by clicking the [View available variables](#) link. The Available Alert Variables list shows you all of the variables you can use when composing your alert Subject and Body text. These variables represent anything from the name of the department, employee or device associated with the alert to any of the **Custom Data Summary** - See page 861 types that have been configured. An alert variable consists of a special key word or phrase between square brackets, such as [DeviceName].

The Available Alert Variables list on this dialog is divided into two categories, each of which has its own separate list:

- Regular Alert Variables
- Custom Alert Variables


Regular Alert Variables contain the most commonly-used variables; they come built into every installation of Map Suite GPS Tracking Server. These include a device or employee's name, the speed and heading of a device, the data and time at which the device's position was last detected, and much more.

Custom Alert Variables are those that you configure using the **Custom Data Summary** - See page 861 screen of the Administration Portal. They are, in fact, driven from the Custom Data that you have created; if your Device Listener supports transmitting a special sensor reading, has photo capability or other capabilities, you can integrate the values of these capabilities into an alert message at the time the alert is generated. This can make your alert messages especially detailed and more informative to the Map Suite GPS Tracking Server user.

Using an Alert Variable

To use a variable, simply copy and paste it into either the Subject or Body text boxes on the Alert Settings Editor. The variable keyword and its square brackets will be replaced by the actual corresponding value when the alert is generated.

For instance, let's say you insert the variable [DeviceName] into your alert subject like this: "[DeviceName] has issued an overspeed alert". When this alert is triggered because a device named "Vehicle #50" was detected speeding, the alert subject will be displayed as: "Vehicle #50 has issued an overspeed alert".

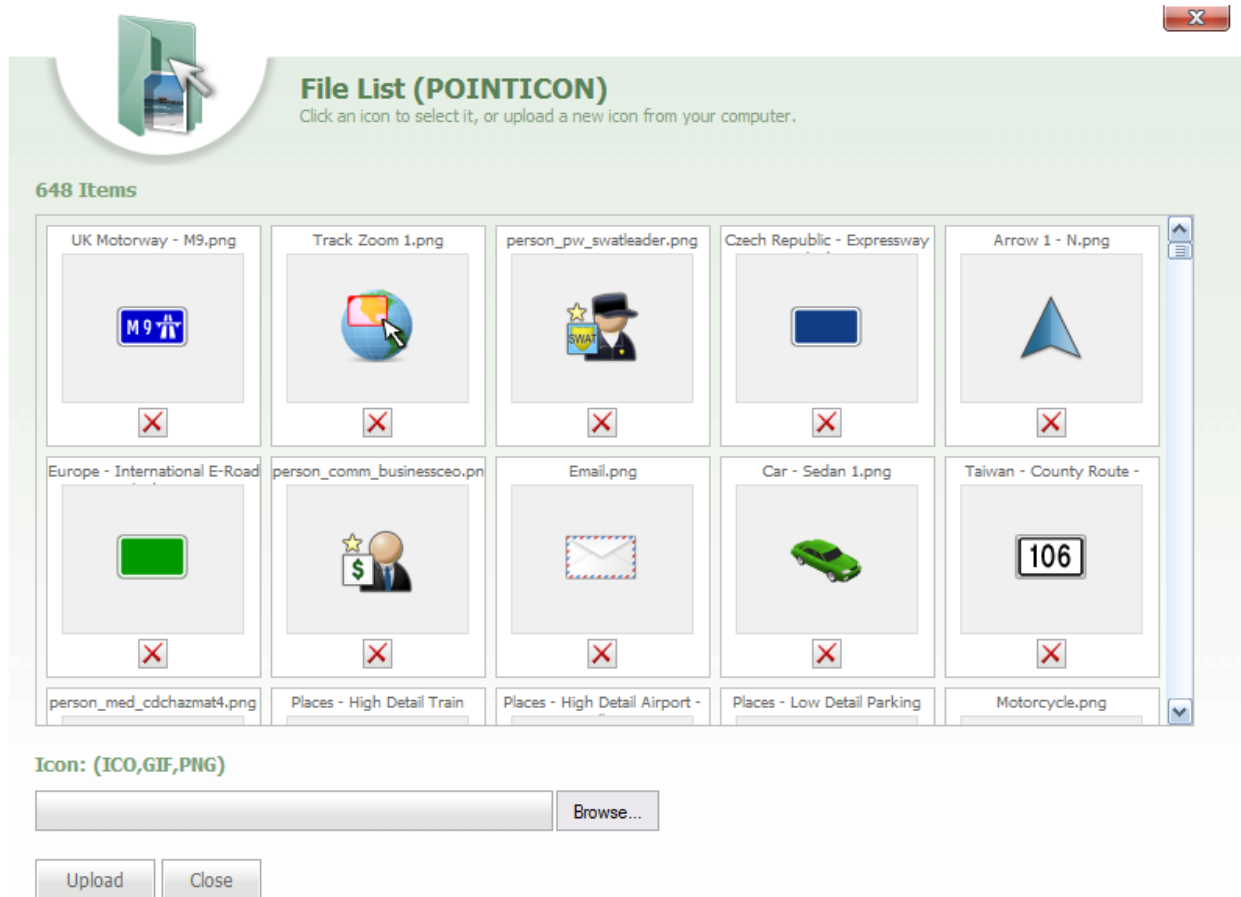
When you are finished, the  button can be clicked to close the Available Alert Variables list and return to the Alert Settings Editor.

More:

Alert Settings Summary - See page 835

Alert Settings Editor - See page 837


Map Icon File List



Map Icon File List


The **Map Icon File List** dialog is accessed by clicking the Map Icon Summary link on the Administration Portal. This dialog is used to select new icons and upload them into the system for use in other areas, such as the Tracking Screen, where they can be displayed as different points on the map.


The **Map Icon File List** dialog box features the following controls:

- Icon
-  Browse


-  Upload

Icon file list box allows a user to enter the path and filename of the icon they wish to add.

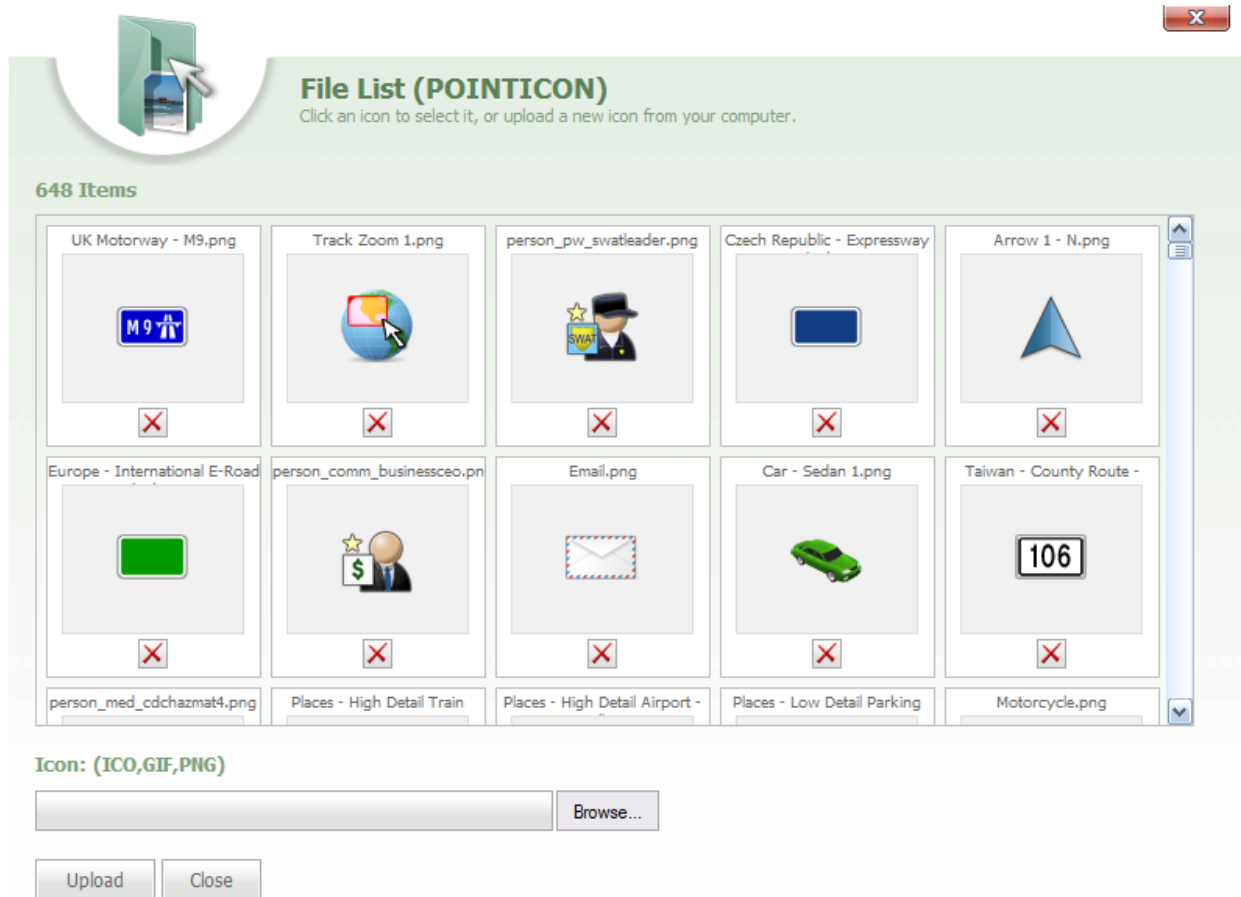
 button can be clicked to search for image files to upload into the File List. When an image file is selected, it will be loaded into the Icon text box.

 button can be clicked to upload the selected image file. This image file will be added to the Items pane in the center of the dialog box.

 button is clicked to close the dialog.

Note:  icon, located below the image file in the Items pane in the center of the dialog, can be clicked to delete the image file from the pane.


Map Icon File List



Map Icon File List


The **Map Icon File List** dialog is accessed by clicking the Map Icon Summary link on the Administration Portal. This dialog is used to select new icons and upload them into the system for use in other areas, such as the Tracking Screen, where they can be displayed as different points on the map.


The **Map Icon File List** dialog box features the following controls:

- Icon
-  Browse


-  Upload

Icon file list box allows a user to enter the path and filename of the icon they wish to add.

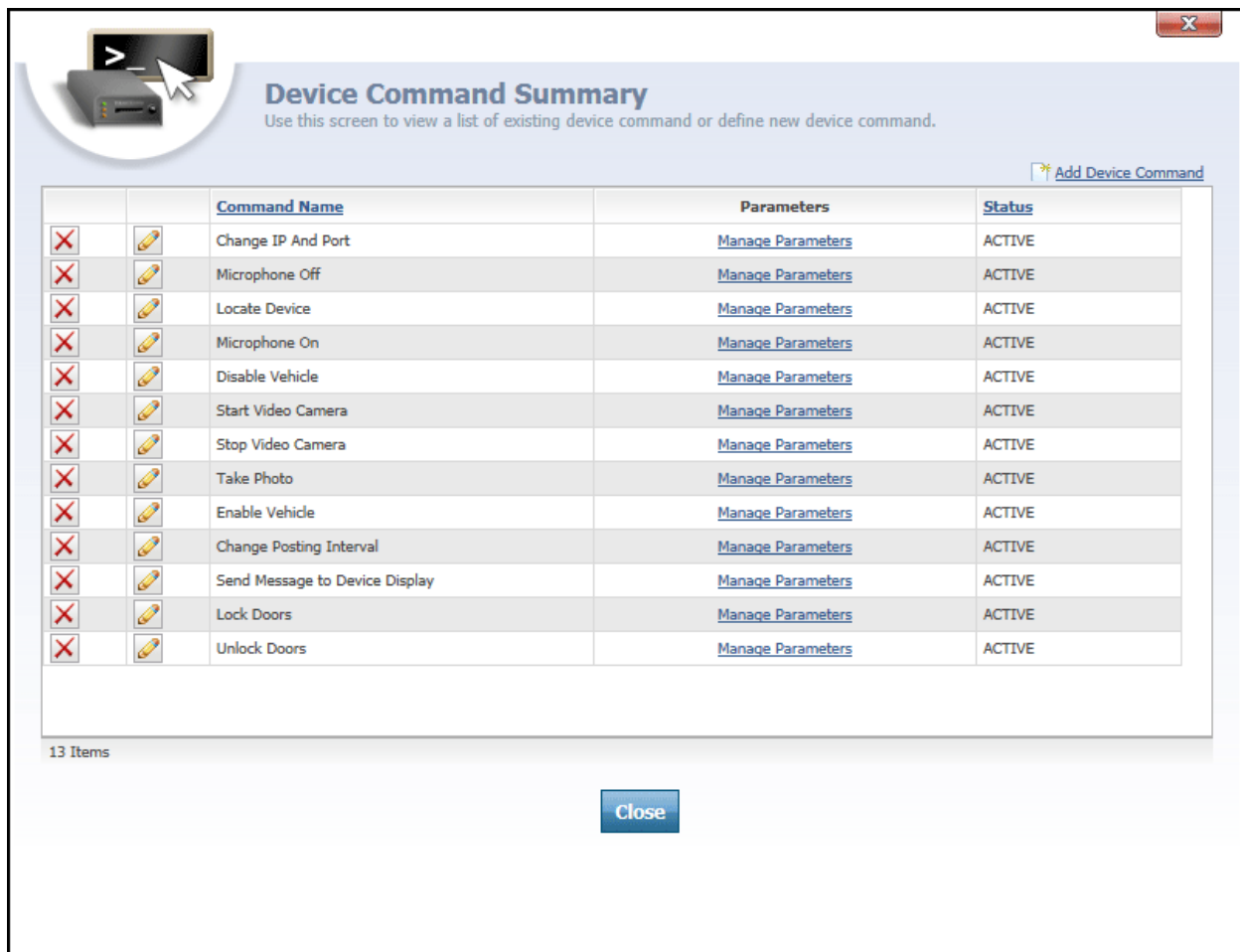
 button can be clicked to search for image files to upload into the File List. When an image file is selected, it will be loaded into the Icon text box.

 button can be clicked to upload the selected image file. This image file will be added to the Items pane in the center of the dialog box.

 button is clicked to close the dialog.

Note:  icon, located below the image file in the Items pane in the center of the dialog, can be clicked to delete the image file from the pane.

Device Command Summary



Device Command Summary dialog

The **Device Command Summary** dialog displays a list of all device commands that have been configured for the Map Suite GPS Tracking Server installation. Device commands are special instructions (sometimes called "canned messages") that can be sent from Map Suite GPS Tracking Server to a GPS tracking device in the field. If a GPS tracking device supports a command, it can carry out a specified action when it receives one, such as unlocking a vehicle's doors, taking a photo or video, or simply sending updated location coordinates back to Map Suite GPS Tracking Server. Device commands are a great way for users to "remote control" devices in the field, beyond mere geolocation.

At the top of the Device Command Summary list is an [Add Device Command](#) link that can be clicked to open the **Device Command Editor** - See page 849 for adding a new command. This is used when you want to set up a new device command in the system.

The list of device commands contains the following columns:

- Command Name
- Parameters

- Status

Command Name column contains the name that is given for each device command. The command name will also appear in the list of available commands on the Send Device Command dialog, which can be accessed from the Tracking screen.

Parameters column contains a [Manage Parameters](#) link for each command. Clicking this link will open the **Device Command Parameter List** - *See page 851 dialog. A device command parameter is an optional piece of information that can be sent along with a command. For example, if you set up a command that would display a message on a tracking device's LCD display, you would want to add a parameter to contain the actual text of the message. Some commands, such as "Unlock Doors", may not require any parameters in order for action to be taken.*

Status column indicates if the device command is Active or Inactive in the system. If the command is set to Inactive, then users of the system will not be able to send commands of that type.



icon, located to the left of each device command, can be clicked to open the Device Command Editor for that command.



icon to the far-left of each device command can be clicked to remove the command from the system.



button is clicked to close the Device Command Summary.

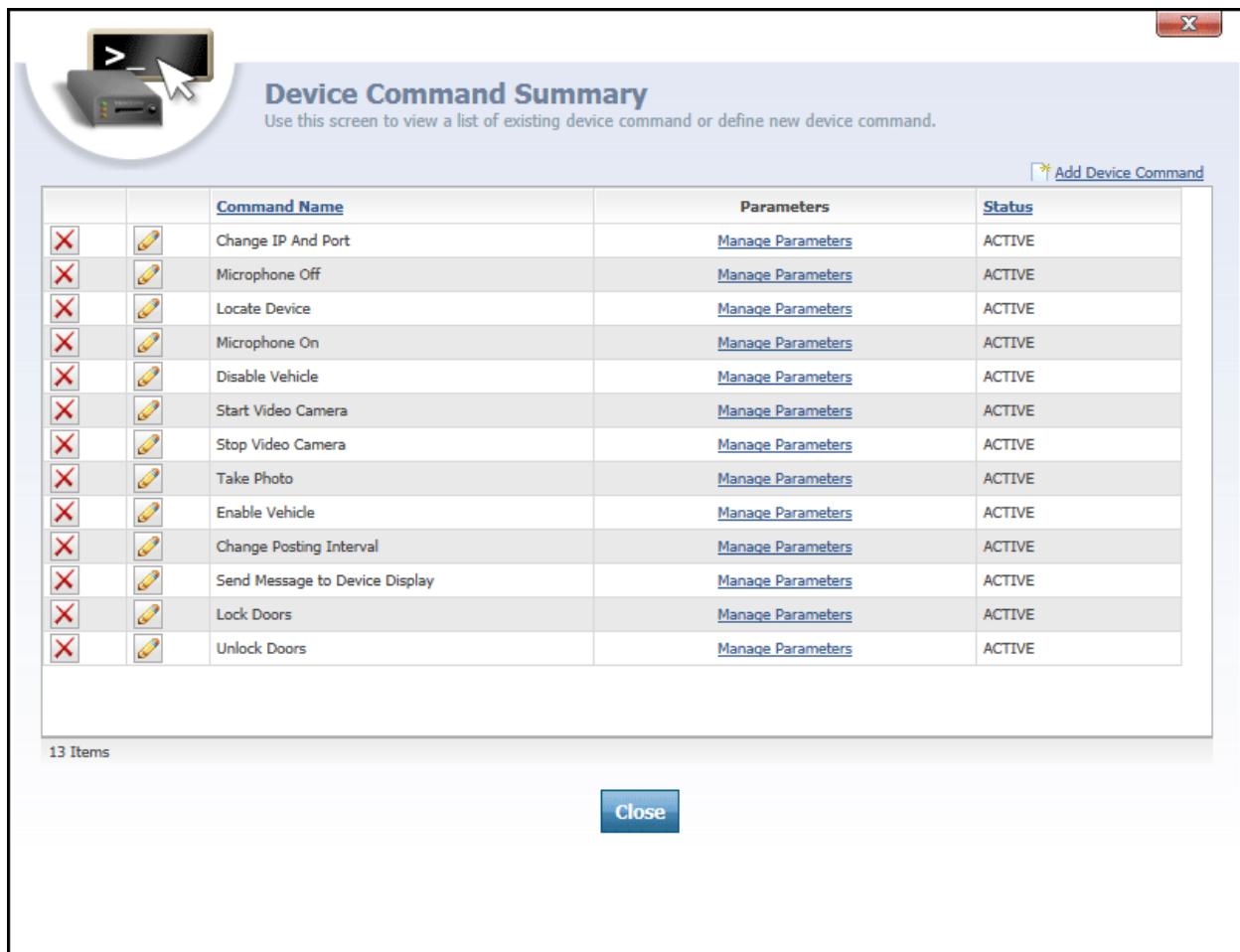
More:

Device Command Editor - *See page 849*

Device Command Parameter List - *See page 851*

Device Command Parameter Editor - *See page 853*

Device Command Summary



Device Command Summary dialog

The **Device Command Summary** dialog displays a list of all device commands that have been configured for the Map Suite GPS Tracking Server installation. Device commands are special instructions (sometimes called "canned messages") that can be sent from Map Suite GPS Tracking Server to a GPS tracking device in the field. If a GPS tracking device supports a command, it can carry out a specified action when it receives one, such as unlocking a vehicle's doors, taking a photo or video, or simply sending updated location coordinates back to Map Suite GPS Tracking Server. Device commands are a great way for users to "remote control" devices in the field, beyond mere geolocation.

At the top of the Device Command Summary list is an [Add Device Command](#) link that can be clicked to open the **Device Command Editor** - See page 849 for adding a new command. This is used when you want to set up a new device command in the system.

The list of device commands contains the following columns:

- Command Name
- Parameters

- Status

Command Name column contains the name that is given for each device command. The command name will also appear in the list of available commands on the Send Device Command dialog, which can be accessed from the Tracking screen.

Parameters column contains a [Manage Parameters](#) link for each command. Clicking this link will open the **Device Command Parameter List** - *See page 851 dialog. A device command parameter is an optional piece of information that can be sent along with a command. For example, if you set up a command that would display a message on a tracking device's LCD display, you would want to add a parameter to contain the actual text of the message. Some commands, such as "Unlock Doors", may not require any parameters in order for action to be taken.*

Status column indicates if the device command is Active or Inactive in the system. If the command is set to Inactive, then users of the system will not be able to send commands of that type.



icon, located to the left of each device command, can be clicked to open the Device Command Editor for that command.



icon to the far-left of each device command can be clicked to remove the command from the system.



button is clicked to close the Device Command Summary.

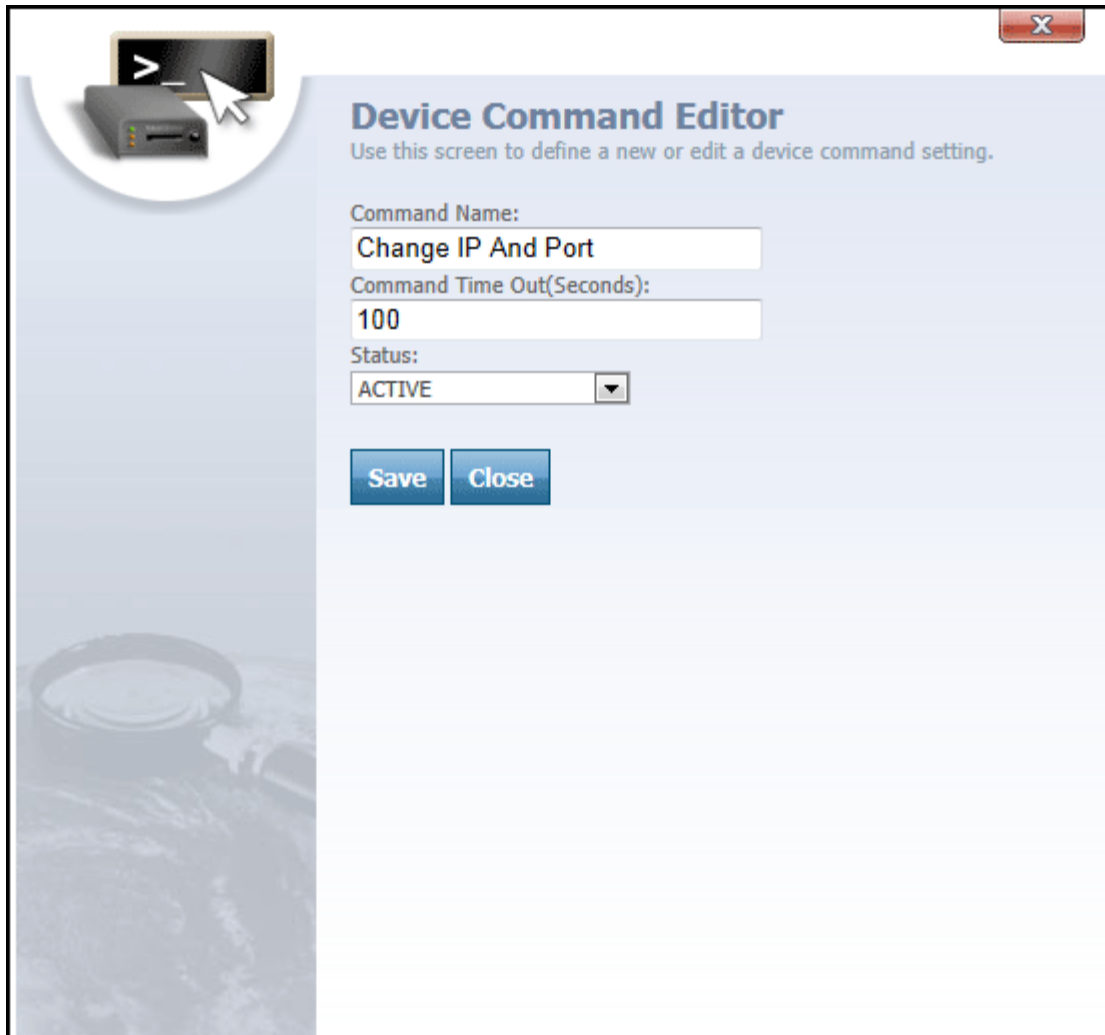
More:

Device Command Editor - *See page 849*


Device Command Parameter List - *See page 851*


Device Command Parameter Editor - *See page 853*

Device Command Editor

The image shows a software dialog box titled "Device Command Editor". In the top-left corner, there is a circular icon containing a computer monitor with a command prompt symbol ">" and a mouse cursor pointing at it. The dialog has a standard Windows-style title bar with a close button (X) in the top-right. Below the title, a subtitle reads "Use this screen to define a new or edit a device command setting." The main area contains three input fields: "Command Name:" with the text "Change IP And Port", "Command Time Out(Seconds):" with the value "100", and "Status:" with a dropdown menu currently showing "ACTIVE". At the bottom of the form are two blue buttons labeled "Save" and "Close". The background of the dialog is light blue with a faint, abstract graphic of a globe or sphere.

Device Command Editor dialog

The **Device Command Editor** is accessed from the **Device Command Summary** - See page 847 dialog by clicking either the  [Add Device Command](#) link above the device command list

or clicking the  icon next to a device command. The Device Command Editor is used to add new device commands to the system, or edit the configuration of existing commands.

The **Device Command Editor** features the following text fields and drop-down boxes:

- Command Name
- Command Time Out (Seconds)
- Status


Command Name text box is used to name the device command. The name you enter is crucial, because in order for the command to be handled by your tracking device, the

Device Listener - *See page 32 needs to be coded to look for it by name. The command name will also appear in the list of available commands on the Send Device Command dialog, which can be accessed from the Tracking screen.*

Command Time Out (Seconds) text box is used to type the number of seconds that you want to allow to elapse before a command is considered "timed out". For example, if you enter 100 in this field, then when this command is sent to a tracking device and more than 100 seconds elapse without a response or acknowledgement from the device, the command will be marked as "timed out". In that circumstance, it is not possible to know for certain whether the command was received or carried out.

Status drop-down box is used to indicate whether the device command is Active or Inactive in the system. If the command is set to Inactive, then users of the system will not be able to send commands of this type.

 button is clicked to either save a new device command or to save changes made to an existing one.

 button is clicked to close the Device Command Editor.

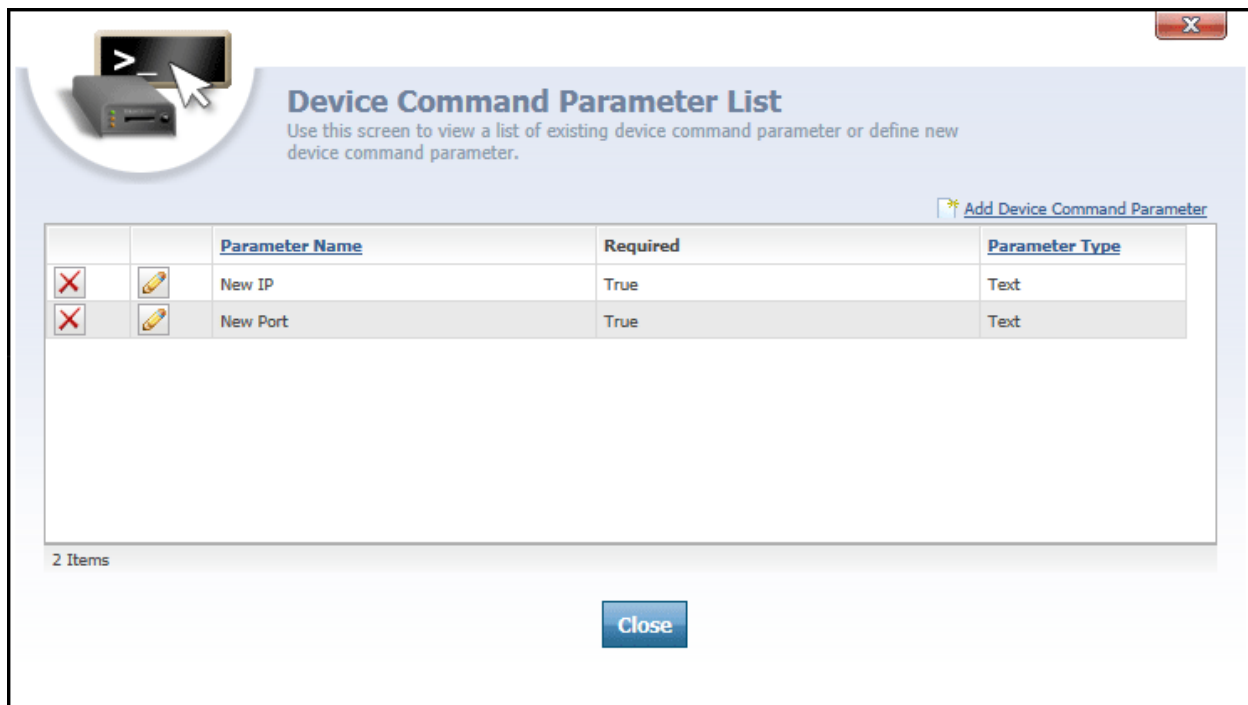
More:

Device Command Summary - *See page 847*

Device Command Parameter List - *See page 851*

Device Command Parameter Editor - *See page 853*

Device Command Parameter List



Device Command Parameter List dialog

The **Device Command Parameter List** is accessed from the **Device Command Summary** - See page 847 dialog by clicking the [Manage Parameters](#) link next to a command in the list. The Device Command Parameter List is used to add, edit and delete parameters that are associated with a particular device command.

A device command parameter is an optional piece of information that can be sent along with a command. For example, if you set up a command that would display a message on a tracking device's LCD display, you would want to add a parameter to contain the actual text of the message. Some commands, such as "Unlock Doors", may not require any parameters in order for action to be taken.

At the top of the Device Command Parameter List list is an [Add Device Command Parameter](#) link that can be clicked to open the **Device Command Parameter Editor** - See page 853 for adding a new command. This is used when you want to make available a new parameter for the command in question.

The list of device command parameters contains the following columns:

- Parameter Name
- Required
- Parameter Type

Parameter Name column contains the name used to identify the parameter. The parameter name will also appear in the list of available parameters on the Send Device Command dialog, which can be accessed from the Tracking screen.

Required column indicates whether the parameter is required to have a value or not. If required is true, then the device command in question cannot be sent unless some value is provided for this parameter. For example, if you had a command that sent a message to a tracking device, it would not make much sense to send that command without a message attached. Thus, the message parameter for that command should be marked as required.

Parameter Type column indicates what type of parameter this is. There are three available parameter types: **Constant**, **List**, and **Text**. For more information about these parameter types, please see the topic on the Device Command Parameter Editor.



icon, located to the left of each device command parameter, can be clicked to open the Device Command Parameter Editor for that parameter.



icon to the far-left of each device command parameter can be clicked to delete the parameter from the command it is attached to.



button is clicked to close the Device Command Parameter List dialog.

More:

Device Command Summary - *See page 847*

Device Command Editor - *See page 849*

Device Command Parameter Editor - *See page 853*

Device Command Parameter Editor

The image shows a software dialog box titled "Device Command Parameter Editor". In the top-left corner, there is a circular icon containing a computer monitor with a command prompt symbol ">" and a mouse cursor pointing at it. The dialog box has a standard Windows-style title bar with a close button (X) in the top-right corner. Below the title, a subtitle reads "Use this screen to define a new or edit a device command parameter." The main area contains three input fields: "Parameter Name:" with the text "New IP" entered; "Parameter Type:" with a dropdown menu currently showing "Text"; and a "Required" checkbox which is checked. At the bottom of the dialog are two buttons: "Save" and "Close". The background of the dialog is a light blue gradient, and there is a faint, larger image of a computer monitor in the background.

Device Command Editor dialog

The **Device Command Parameter Editor** is accessed from the **Device Command Parameter List** - See page 851 dialog by clicking either the  [Add Device Command Parameter](#) link above the parameter list, or by clicking the  icon next to an existing parameter. The Device Command Parameter Editor is used to add new parameters to a device command, or edit the configuration of an existing parameter.

The **Device Command Parameter Editor** features the following text fields and drop-down boxes:

- Parameter Name
- Parameter Type
- Required checkbox

Parameter Name text box is used to name the parameter. The name you enter is crucial, because in order for the parameter to be handled by your tracking device, the **Device Listener** - See page 32 needs to be coded to look for it by name. The parameter name


will also appear on the Send Device Command dialog, which can be accessed from the Tracking screen.

Parameter Type drop-down box is used to select which type of parameter this should be. Currently there are three parameter types available:

- **Constant:** A fixed value, which is shown to the user but which is not editable.
- **List:** A closed-ended list of predetermined values, from which the user will be able to choose only one.
- **Text:** An open-ended text box into which the user can enter their own value.

For more information about how to configure each parameter type, please see below.

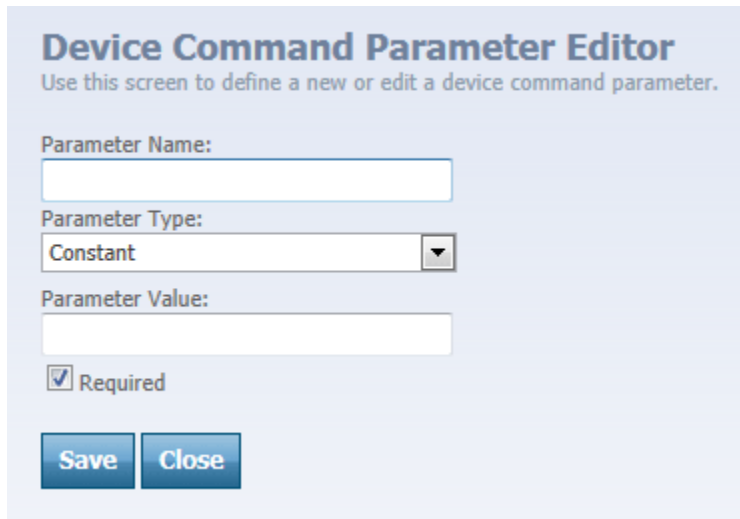
Required checkbox indicates whether or not this parameter is required to have a value when the command is sent. If this box is checked, the user will not be able to send the device command containing this parameter until they fill in a value for the parameter.

 button is clicked to either save a new device command or to save changes made to an existing one.

 button is clicked to close the Device Command Parameter Editor.

Configuring Different Parameter Types

Constant



Device Command Parameter Editor
Use this screen to define a new or edit a device command parameter.

Parameter Name:

Parameter Type:

Parameter Value:

☒ Required

An example of the Constant parameter type

The **Constant** parameter type provides you with a single **Parameter Value** text box. Here, you would type the fixed value for the parameter that you always want to send to the device. The value will be visible to users when they send this command using the Map Suite GPS Tracking Server web portal, but they will not be able to edit the value.

List

Device Command Parameter Editor
Use this screen to define a new or edit a device command parameter.

Parameter Name:

Parameter Type:

[Add Parameter List](#)

		Name	Value
<input type="checkbox"/>	<input type="checkbox"/>	15 Minutes	900
<input type="checkbox"/>	<input type="checkbox"/>	Each Day	86400
<input type="checkbox"/>	<input type="checkbox"/>	30 Minutes	1800
<input type="checkbox"/>	<input type="checkbox"/>	2 Minutes	120
<input type="checkbox"/>	<input type="checkbox"/>	1 Minute	60
<input type="checkbox"/>	<input type="checkbox"/>	10 Minutes	600
<input type="checkbox"/>	<input type="checkbox"/>	1 Hour	3600
<input type="checkbox"/>	<input type="checkbox"/>	5 Minutes	300

☒ Required

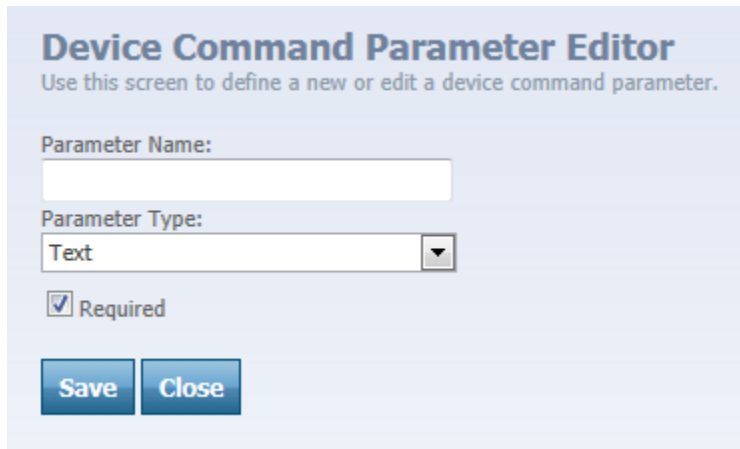
An example of the List parameter type

The **List** parameter type gives you the ability to set up any number of Name/Value pairs that you want to offer as possible values for the parameter. When a user chooses to send this device command, they will be presented with a drop-down box containing all of the items in this list. Only the names will be displayed to the user; the value is what will be passed through to the tracking device when the command is sent. If the "Required" box is checked, the user will be forced to select an option from this list before the command can be sent.

To begin setting up a list, click the [Add Parameter List](#) link. A new dialog will appear, in which you will need to enter the Name and Value for this list item. When you are finished, click the button to add the list item.

Repeat the process until you have added all of the desired options to your list.

Text



The screenshot shows a web interface titled "Device Command Parameter Editor" with a subtitle "Use this screen to define a new or edit a device command parameter." Below the subtitle, there are three input fields: "Parameter Name:" with a text box, "Parameter Type:" with a dropdown menu showing "Text", and a checked checkbox labeled "Required". At the bottom, there are two buttons: "Save" and "Close".

An example of the Text parameter type

The **Text** parameter indicates that you want to make a single text field available to the user, into which they can type in any value for the parameter that they want at the time the command is sent. If the "Required" box is checked, the user will be forced to enter some value in the text field before the command can be sent.

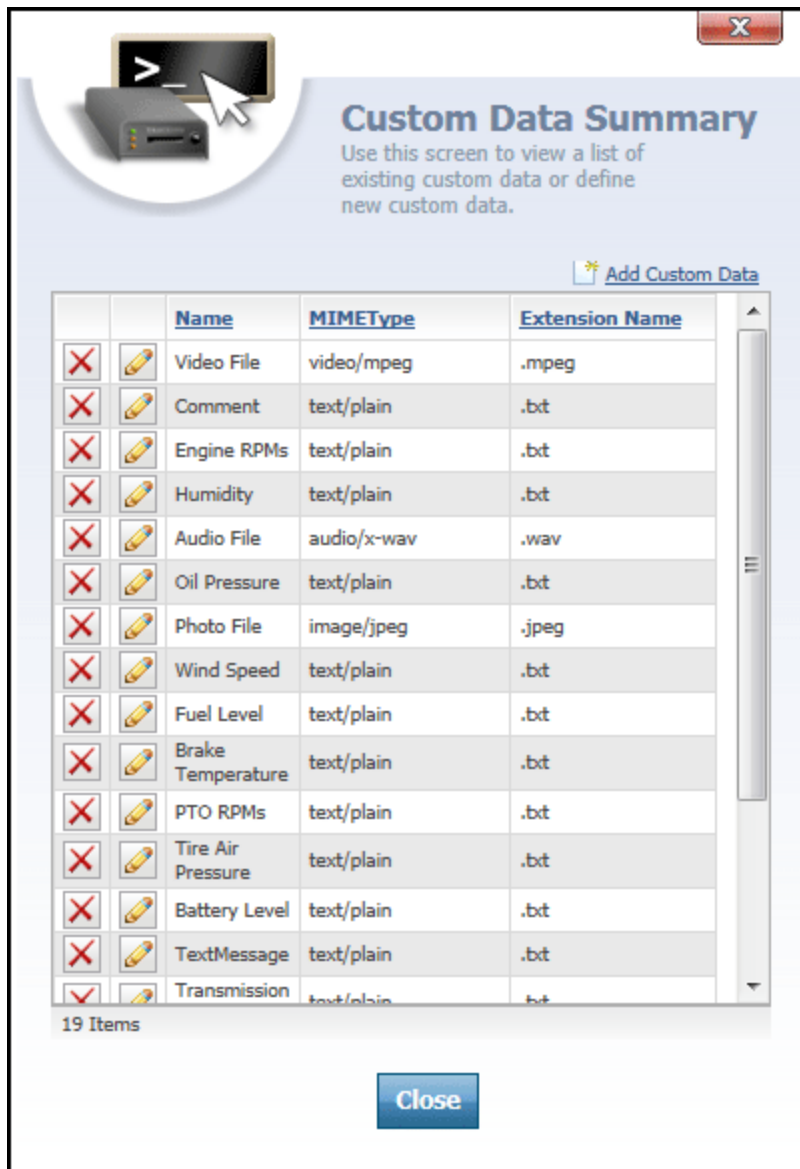
More:

Device Command Summary - *See page 847*

Device Command Editor - *See page 849*

Device Command Parameter List - *See page 851*

Custom Data Summary




Custom Data Summary dialog

The **Custom Data Summary** dialog displays a list of all supported custom device data types that have been configured for the Map Suite GPS Tracking Server installation. Custom data refers to special information that a GPS tracking device can transmit to Map Suite GPS Tracking Server beyond mere geolocation.

For example, you might have a particular model of tracking device that's equipped with a still camera. The device could take a photo and transmit it to Map Suite GPS Tracking Server as custom data. In order for this to work, the Device Listener would need to be programmed to support this type of data, and you would need to configure a corresponding custom data type in Map Suite GPS Tracking Server by using this dialog. If this is configured correctly, you would be able to see photos taken by your device's camera right from within the Map Suite GPS Tracking Server web portal.

Other common types of custom data include readouts from sensors either built into the GPS tracking device, or fed to the device via an input port. Sensor data might include the temperature of a vehicle engine, the level of fuel remaining, the status of a door (open or closed), or many other alternatives.

At the top of the Custom Data Summary list is an  [Add Custom Data](#) link that can be clicked to open the **Custom Data Editor** - See page 863 for adding a new custom data type. This is used when you want to set up a new type of custom data in the system.

The list of custom data types contains the following columns:

- Name
- MIME Type
- Extension Name

Name column contains the name that is given for each custom data type.

MIME Type column contains the MIME type associated with each custom data type. Otherwise known as an Internet media type, the MIME type identifies the format of a file being transmitted across the Internet. Because a GPS tracking device submits custom data to Map Suite GPS Tracking Server in the form of a file, each supported custom data type needs to have an associated MIME type so that Map Suite GPS Tracking Server will understand how to present that data to the end user.

Extension Name column indicates the file extension that will be used when storing this type of custom data. A file extension is appended to a file's name, and consists of a period character followed by typically three or four alphanumeric characters. For example, the most common file extension for a text file is .txt.



icon, located to the left of each custom data type, can be clicked to open the Custom Data Editor for that type.



icon to the far-left of each custom data type can be clicked to remove the custom data type from the system.

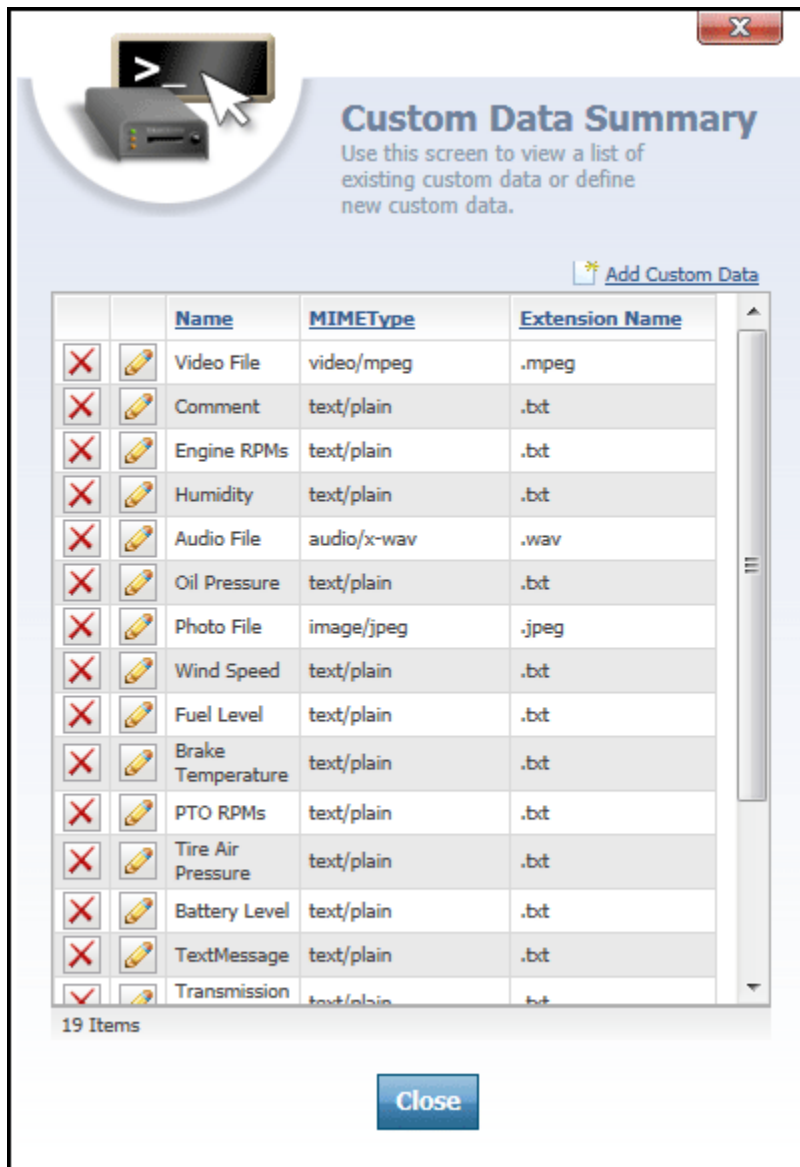


button is clicked to close the Custom Data Summary dialog.

More:

Custom Data Editor - See page 863

Custom Data Summary




Custom Data Summary dialog

The **Custom Data Summary** dialog displays a list of all supported custom device data types that have been configured for the Map Suite GPS Tracking Server installation. Custom data refers to special information that a GPS tracking device can transmit to Map Suite GPS Tracking Server beyond mere geolocation.

For example, you might have a particular model of tracking device that's equipped with a still camera. The device could take a photo and transmit it to Map Suite GPS Tracking Server as custom data. In order for this to work, the Device Listener would need to be programmed to support this type of data, and you would need to configure a corresponding custom data type in Map Suite GPS Tracking Server by using this dialog. If this is configured correctly, you would be able to see photos taken by your device's camera right from within the Map Suite GPS Tracking Server web portal.

Other common types of custom data include readouts from sensors either built into the GPS tracking device, or fed to the device via an input port. Sensor data might include the temperature of a vehicle engine, the level of fuel remaining, the status of a door (open or closed), or many other alternatives.

At the top of the Custom Data Summary list is an  [Add Custom Data](#) link that can be clicked to open the **Custom Data Editor** - *See page 863 for adding a new custom data type. This is used when you want to set up a new type of custom data in the system.*

The list of custom data types contains the following columns:

- Name
- MIME Type
- Extension Name


Name column contains the name that is given for each custom data type.


MIME Type column contains the MIME type associated with each custom data type. Otherwise known as an Internet media type, the MIME type identifies the format of a file being transmitted across the Internet. Because a GPS tracking device submits custom data to Map Suite GPS Tracking Server in the form of a file, each supported custom data type needs to have an associated MIME type so that Map Suite GPS Tracking Server will understand how to present that data to the end user.

Extension Name column indicates the file extension that will be used when storing this type of custom data. A file extension is appended to a file's name, and consists of a period character followed by typically three or four alphanumeric characters. For example, the most common file extension for a text file is .txt.



icon, located to the left of each custom data type, can be clicked to open the Custom Data Editor for that type.

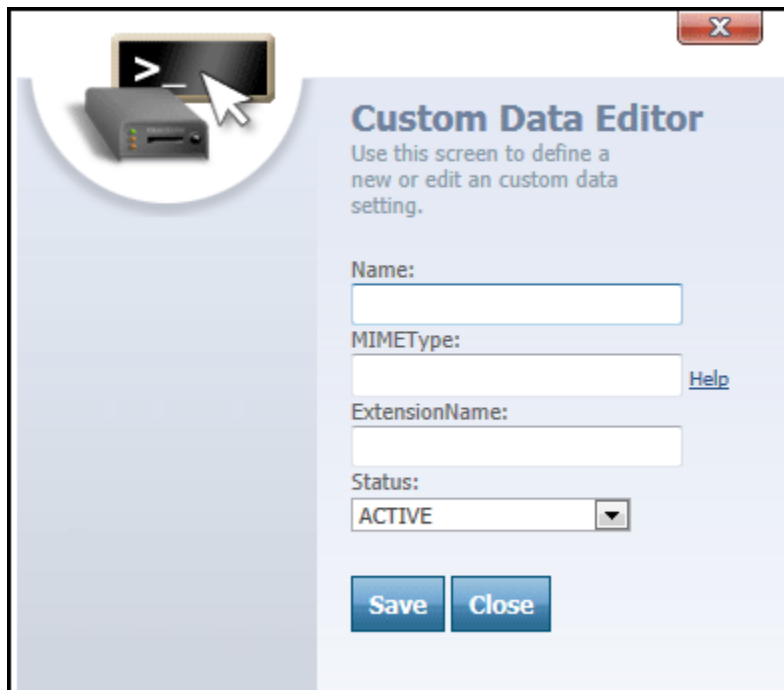
 icon to the far-left of each custom data type can be clicked to remove the custom data type from the system.

 button is clicked to close the Custom Data Summary dialog.

More:


Custom Data Editor - *See page 863*


Custom Data Editor



The image shows a screenshot of the 'Custom Data Editor' dialog box. It has a title bar with a close button (X). The dialog is divided into two main sections. The left section contains a graphic of a computer monitor displaying a command prompt with a greater-than sign, and a mouse cursor pointing at it. The right section contains the title 'Custom Data Editor' and a subtitle 'Use this screen to define a new or edit an custom data setting.' Below this are four input fields: 'Name:', 'MIMEType:', 'ExtensionName:', and 'Status:'. The 'Status:' field is a dropdown menu currently set to 'ACTIVE'. There is a 'Help' link next to the 'MIMEType:' field. At the bottom are two buttons: 'Save' and 'Close'.

Custom Data Editor dialog

The **Custom Data Editor** is accessed from the **Custom Data Summary** - *See page 861* dialog by clicking either the  [Add Custom Data](#) link above the custom data list or clicking the

 icon next to a custom data type. The Custom Data Editor is used to add new custom data types to the system, or edit the configuration of existing custom data types.

The **Custom Data Editor** features the following text fields and drop-down boxes:

- Name
- MIME Type
- Extension Name
- Status


Name text box is used to name the custom data type. The name you enter is crucial, because in order for this type of custom data to be processed correctly by Map Suite GPS Tracking Server, the **Device Listener** - *See page 32 needs to be coded to identify the data by name. The custom data name will also appear on the Tracking screen in cases where that data is displayed to the user. For example, if a tracking device attaches any custom data to its location coordinates, the point on the map that indicates that location can be clicked to display a **Getting Information About an Employee Location Point** - See page 217 that will include that custom data.*


MIME Type text box is used to enter the MIME type for this custom data type. Otherwise known as an Internet media type, the MIME type identifies the format of a file being transmitted across the Internet. Because a GPS tracking device submits custom data to Map Suite GPS Tracking Server in the form of a file, each supported custom data type needs to have an associated MIME type so that Map Suite GPS Tracking Server will understand how to present that data to the end user.

If you need help deciding which MIME type to enter, click the "Help" link next to the text box. This will open a new browser window to a reference list of commonly-used MIME types.

Extension Name text box is used to enter the extension that will be associated with files containing custom data of this type. A file extension is appended to a file's name, and consists of a period character followed by typically three or four alphanumeric characters. For example, the most common file extension for a text file is .txt.

Status drop-down box is used to indicate whether the custom data type is Active or Inactive in the system. If the custom data type is set to Inactive, then users of the system will not be able to view any custom data of this type, regardless of whether a device transmits it to Map Suite GPS Tracking Server.

 button is clicked to either save a new custom data type or to save changes made to an existing one.

 button is clicked to close the Custom Data Editor.

More:

Custom Data Summary - *See page 861*

Appendix A - Security Resources

ACCOUNT_ALERT_NOTIFICATIONS_CHANGE

This resource allows the owner to change the alert notification settings at the account level. This link is found on the "Tools and Settings" page under the "Alerts" section and the link is "Configure Notifications". You should only give permission to account administrators.

ACCOUNT_ALERT_SETTINGS_CHANGE

This resource allows the owner to customize the system alerts, alert levels, alert icons and alert sounds at the account level. Links to these tools are found on the "Tools and Settings" page under the "Alerts" section as follows: "Configure Alerts", "View Alert Icons" and "View Alert Sounds". You should only give permission to account administrators.

ACCOUNT_BRAND_EDIT

This resource allows the owner to set the application branding features (style, logos, login preferences) for the account. This link is found on the Dashboard in the "Settings" section and the link is "Brand Settings Editor". You should only give permission to administrators.

ACCOUNT_DOMAIN_EDIT

This resource allows the owner to manage the domains related to an account. The domains determine which account to load when a user loads the application. This link is found on the

Dashboard in the "Settings" section and the link is "Account Domains Tool". You should only give permission to administrators.

ACCOUNT_FULL_EXTENT_UPDATE

This resource allows the owner to adjust the full extent for the current account. This controls the default area shown when a user views the map screen. For example, the user may want to set the default extent to Texas if that is where he or she conducts business. This resource is found on the main map screen under the right hand extent tab.

ACCOUNT_GENERAL_SETTINGS_CHANGE

This resource allows the owner to change the general setting for the account. The general setting controls the default labeling for things like Users, Employees, and Devices. The user can also set the password requirements for the account. This link is found at "Dashboard\Setting\General Settings."

ACCOUNT_LOCALIZATION_UPDATE

This resource allows the owner to change the language settings for the account. The user can also set the default language for the account. This link is found at "Dashboard\Setting\Language Settings."

ACCOUNT_MAP_TRACK

This resource allows the owner to view the map and track vehicles across multiple departments. Without this permission, an owner would only see the map for the current department selected. This link is shown on the Dashboard above the sessions as "Track All." This should be reserved for management users who want to see the system across departments.

ACCOUNT_NEWS_EDIT

This resource allows the owner to modify the content in the news section. The news section is the scrolling area on the dashboard. This should be given to people that need to disseminate information to the entire account.

ALERT_RECEIVE

This resource determines whether an alert is shown to a user.

ALERT_TESTING_UTILITY

This resource allows the owner to create alerts for testing purpose. The form allows for creation of alerts where the user can specify the department and severity.

AREA_CREATE

This resource allows the owner to create an area in a department the user has permission to access. The Geofence is a polygon that represents the boundary within which a Device needs to stay. An owner may want to set the Geofence so that when the vehicle moves in or out of the area and event is generated. An owner can find this in the map screen under the Geofence tab as a set of buttons "Add Geofence" and "Commit."

AREA_DELETE

This resource allows the owner to remove a Geofence from the account. A user can find this resource in the Summary List screen under the "Geofence" tab and remove the Geofence simply by clicking on the red X on the line that displays the Geofence he or she wants to delete. Deleting the Geofence will automatically disassociate it from any department and Employee it is currently attached to.

ATTACHMENT_CREATE

This resource allows the owner to add attachments in all of the screens the user has permission to access. Many screens have links that allow users to attach files to them, and this resource controls all of those areas regardless of the entity, such as: Employee, Device or User. You can find these links in various places, but they all look like "Attachments (0)" with (0) representing the number of current attachments.

ATTACHMENT_DELETE

This resource allows the owner to delete attachments in all of the screens the user has permission to access. Many screens have links that allow users to view attached files, and this resource controls all of those areas regardless of the entity, such as: Employee, Device or User. A user can find these links in various places, but they all look like "Attachments (0)" with (0) representing the number of current attachments.

ATTACHMENT_VIEW

This resource allows the owner to view attachments in all of the screens the user has permission to access. Many screens have links that allow users to view attached files, and this resource controls all of those areas regardless of the entity, such as: Employee, Device or User. A user can find these links in various places, but they all look like "Attachments (0)" with (0) representing the number of current attachments.

CARRIER_CREATE

This resource allows the owner to create an Employee in the departments he or she currently has permission to access. A user can find this resource in the Department Edition under the "Employee" tab and the link is "Add New."

CARRIER_DELETE

This resource allows the owner to remove an Employee from the account. A user can find this resource in the Summary List screen under the "Employee" tab and remove the Employee simply by clicking on the red X on the line that displays the Employee he or she wants to delete. Deleting the Employee will automatically disassociate it from any department it is currently attached to.

CARRIER_MANAGE_KPG

This resource allows the owner to manage the KPG (Kilometers Per Gallon) value for an Employee.

CARRIER_SPATIAL_FENCE_DISPLAY

This resource allows the owner to show the spatial fence for an Employee in a department the user has permission to access. The Spatial fence is a polygon area that represents the boundary within which an Employee needs to stay. A user may want to view this area to see how closely the vehicle comes to the boundary. This permission is normally used in conjunction with the Spatial Fence Update permission. An owner can find this resource in the map screen, under the Employee tab, as a checkbox on the grid displaying "Show Fence."

CARRIER_SPATIAL_FENCE_UPDATE

This resource allows the owner to create or clear the spatial fence for an Employee in a department the user has permission to access. The Spatial fence is a polygon area that represents the boundary within which an Employee needs to stay. An owner may want to set this fence so that when the vehicle moves, the area and event is generated. The user with this permission can also choose to clear the fence. This permission is normally used in conjunction with the Spatial Fence View permission. An owner can find this in the map screen under the Employee tab as a link on the grid displaying "Set Fence" and "Clear Fence".

CARRIER_UPDATE

This resource allows the owner to update an Employee in the departments he or she currently has permission to access. This permission enables the save button on the Employee Editor Screen.

CARRIERDEVICE_UPDATE

This resource allows the owner to assign Devices to an Employee that a user has permission to access within the current department. A user assigns Devices to Employees so that he or she will know which Device the Employee is currently using. A user can find this link in the Employee Editor screen under the "Assign Device" link. A user will want to make sure Users have this permission if different Drivers need to be reassigned to vehicles daily.

CATEGORY_CREATE

This resource allows the owner to create a new target category. Categories define different types of points of interest such as store, docks, or gas stations. This permission can be found on the Dashboard under the "Settings" section with the link named "Points of Interest Category List." These categories are typically setup by an administrator and are rarely modified.

CATEGORY_DELETE

This resource allows the owner to delete an existing target category. Categories define different types of points of interest such as store, docks, or gas stations. This permission can be found on the Dashboard under the Points of Interest Category List Editor and is executed by clicking the red X on the grid. These categories are typically setup or removed by an administrator and are rarely modified.

CATEGORY_STATUS_CREATE

This resource allows the owner to create new target category statuses. Category statuses define the state of a category such as unscheduled, scheduled, or delivered. This permission can be found on the Category Editor section with the link named "Add New" in the bottom grid area. These category statuses are typically setup by an administrator and are rarely modified.

CATEGORY_STATUS_DELETE

This resource allows the owner to delete an existing target category status. Category statuses define the state of a category such as unscheduled, scheduled, or delivered. This permission can be found on the Category Editor section and is executed by clicking the red X on the grid. These category statuses are typically setup or removed by an administrator and are rarely modified.

CATEGORY_STATUS_UPDATE

This resource allows the owner to update an existing target category status. Category statuses define the state of a category such as unscheduled, scheduled, or delivered. This permission can be found on the Category Status Editor section and enables the user to click the save button for that item. These category statuses are typically setup or removed by an administrator and are rarely modified.

CATEGORY_UPDATE

This resource allows the owner to update an existing target category. Categories define different types of points of interest such as store, docks, or gas stations. This permission can be found on the Category Editor and is executed by allowing the user to click the save button for that category. These categories are typically setup or removed by an administrator and are rarely modified.

DATA_AUDIT_CONFIGURE

This resource allows the owner to add audit fields for the system to automatically record changes. The auditing session is useful when an owner would like to know when a particular value was changed in the system, or who changed a particular value in the system. An owner can find this permission on the Dashboard screen under the "Dashboard\Settings\Data Auditing Tool\Configuration." If he or she has this permission, the "Data Auditing Tool" link under setting will be enabled.

DATA_AUDIT_SHOW_REPORT

This resource allows the owner to view audited field reports. The auditing session is useful when an owner would like to know when a particular value was changed in the system, or who changed a particular value in the system. An owner can find this permission on the Dashboard screen under the "Dashboard\Settings\Data Auditing Tool\Report". If he or she has this permission, the "Data Auditing Tool" link under setting will be enabled.

DEVICE_ADD_WIZARD

This resource allows the owner to launch the Add Device Wizard to add a new device. Links to the Add Device Wizard can be found in a variety of places throughout the system, most notably on the Dashboard at the top of the Department List.

DEVICE_CREATE

This resource allows the owner to create a Device in the departments he or she currently has permission to access. A user can find this resource in the Department Edition under the "Device" tab and the link is "Add New."

DEVICE_DELETE

This resource allows the owner to remove a device from the account. He or she can find this resource in the Summary List screen under the "Device" tab and can be accessed by clicking on the red X on the line that displays the device to be deleted. Deleting the device will automatically disassociate it from any department it is currently attached to.

DEVICE_MESSAGE_VIEW

This resource allows the owner to view messages for a device.

DEVICE_UPDATE

This resource allows the owner to update a Device in the departments he or she currently has permission to access. This permission enables the save button on the Device Editor Screen.

DEVICECATEGORY_CREATE

This resource allows the owner to create a new device category. Categories define different types of devices such as trucks, cars, or planes. This permission can be found on the Dashboard under the "Settings" section with the link named "Device Category List." These categories are typically setup by an administrator and are rarely modified.

DEVICECATEGORY_DELETE

This resource allows the owner to delete an existing device category. Categories define different types of devices such as trucks, cars, or planes. This permission can be found on the Dashboard under the Device Category List Editor and is executed by clicking the red X on the grid. These categories are typically setup or removed by an administrator and are rarely modified.

DEVICECATEGORY_UPDATE

This resource allows the owner to update an existing device category. Categories define different types of devices such as trucks, cars, or planes. This permission can be found on the Category Editor and is executed by allowing the user to click the save button for that category. These categories are typically setup or removed by an administrator and are rarely modified.

EDIT_AREA_SHAPE

This resource allows the owner to edit the shape of an existing Geofence by adding, deleting or moving the shape's vertices (or control points). This is done on the Tracking Screen.

FAD_CONFIGURATION

This resource allows the owner to enter into the customization section of the site for the current account. The customization section allows the owner to view Meta elements, and Meta attributes. This permission is located on the "Dashboard/Settings/Field Configuration Tool."

FAD_MODIFY

This resource allows the owner to enter into the customization section of the site for the current account and modify the entities. The customization section allows the owner to add new Meta elements, and define new attributes, as well as many other things. This is a very advanced section and should only be accessible to the administrator. This permission is located on the "Dashboard/Settings/Field Configuration Tool."

GOOGLE_EARTH_INTEGRATION

This resource allows the owner to launch Google Earth to track the devices allowed within the session.

IMAGE_MANAGER_UPLOAD_IMAGE

This resource allows the owner to upload images through the image manager. Many places in the system allow the user to associate images to things such as the Department. With this permission, the user can upload pictures from a PC. He or she can find this link in places such as Department Editor by clicking on the image icon in the upper left area.

IMAGEMANAGER_IMAGE_DELETE

This resource allows the owner to delete images through the image manager. Many places in the system allow the user to associate images to things such as the Department. With this permission, the user can delete images already uploaded to the server. Users can execute this by clicking the red X on the Image List screen which is accessible anywhere they can upload or change images.

LISTENER_MESSAGE_VIEWER

This resource determines whether a user can view the messages received by the listeners.

MAP_REPLAY

This resource allows the owner to use the Replay feature on the Tracking Screen, which visually retraces the movements of an asset by animating its recently tracked locations on the map. This feature can be accessed from the Sessions List on the Tracking Screen's left side panel, by clicking the clapstick icon at the far right side of the list.

MAP_SETTINGS_CHANGE

This resource allows the owner to modify the map setting at the account level. The map settings are things such as the map image quality or map regions to display. While this controls the map setting at the account level, it does not affect map settings at the Department or User level. In order to change these, a user would need to adjust permissions on the underlying entities such as the User or Department. He or she can find this on the Dashboard under setting and the link is "Map Settings."

MESSAGE_CREATE

This resource allows the owner to create message in the internal message manager. He or she may want to give this to departmental managers to allow them to disseminate information to specific Users. This permission is only for creating messages and will not affect receiving them. A user can find this permission on the message editor, and the send will be enabled if a user has this permission.

MONITOR_CREATE

This resource allows the owner to create a User in the departments he or she currently has permission to access. A user can find this resource in the Department Edition under the "User" tab and the link is "Add New." When the user creates a User, the system will create a security user at the same time. This is necessary for the User to log into the system. A security user will be created regardless of whether or not the user has the permission to modify or create the security users. In this way, an owner can give users the right to create Users without giving them access to the security subsystem.

MONITOR_DELETE

This resource allows the owner to remove a User from the account. He or she can find this resource in the Summary List screen under the "User" tab and access it by clicking on the red X on the line that displays the User to be deleted. Deleting the User will automatically disassociate it from any department it is currently attached to.

MONITOR_UPDATE

This resource allows the owner to update a User in the departments he or she currently has permission to access. This permission enables the save button on the User Editor Screen.

NOTE_CREATE

This resource allows the owner to add notes in all of the screens the user has permission to access. Many screens have links that allow users to add notes to them, and this resource controls all of those areas regardless of the entity, such as: Employee, Device or User. He or she can find these links in various places, but they all look like "Notes (0)" with (0) representing the number of current notes.

NOTE_DELETE

This resource allows the owner to delete notes in all of the screens the user has permission to access. Many screens have links that allow users to view notes, and this resource controls all of those areas regardless of the entity, such as: Employee, Device or User. He or she can find these links in various places, but they all look like "Notes (0)" with (0) representing the number of current notes.

NOTE_VIEW

This resource allows the owner to view notes in all of the screens the user has permission to access. Many screens have links that allow users to view notes, and this resource controls all of those areas regardless of the entity, such as: Employee, Device or User. You can find these links in various places, but they all look like "Notes (0)" with (0) representing the number of current notes.

ORGANIZATION_ACTIVATE_DEVICE

This resource allows the owner to active a device within a department. Since devices can be assigned to multiple department but on active in one this permission allows you to se the active department. You accomplish this by clicking the activate checkbox in the device list on the Department editor. This should be limited to administrators and departmental managers.

ORGANIZATION_ALERT_NOTIFICATIONS_CHANGE

This resource allows the owner to change the alert notification settings at the Department level. To access these settings, visit the Department Manager for the department you wish to edit and then click the "Alert Notifications" button on the left side button bar.

ORGANIZATION_ALERT_SETTINGS_CHANGE

This resource allows the owner to customize the alerts (including alert message text and priority level) at the Department level. To access these settings, visit the Department Manager for the department you wish to edit and then click the "Alert Settings" button on the left side button bar.

ORGANIZATION_CREATE

This resource allows the owner to create new departments under the current account. Creating departments should typically be done by administrators, and it is seldom done. In order to access this function, a user can find the link on the Dashboard, under the Department section, and the link name is "Create Department."

ORGANIZATION_DELETE

This resource allows the owner to delete a department in the system. He or she may want to delete a test department for various reasons; however, the data is not immediately recoverable. If an owner closes a department, it is recommended to set the static to inactive instead of deleting it. To access this functionality, an owner can press the delete button on the "Department Editor" screen.

ORGANIZATION_DELETE_AREA

This resource allows the owner to remove an area in the departments he or she currently has permission to access. An owner can find this resource in the Department Edition, under the "Geofence" tab, and access it by clicking on the red X on the line that displays the area to be deleted. By removing the Geofence, the Geofence is unassociated from the current department.

ORGANIZATION_DELETE_CARRIER

This resource allows the owner to remove an Employee in the departments he or she currently has permission to access. An owner can find this resource in the Department edition, under the "Employee" tab, and the method of deletion will be performed by clicking on the red X on the line that displays the employee to be deleted. By removing the Employee, the Employee is unassociated from the current department.

ORGANIZATION_DELETE_DEVICE

This resource allows the owner to remove a Device in the departments he or she currently has permission to access. An owner can find this resource in the Department edition under the "Device" tab and access it by clicking on the red X on the line that displays the device to be deleted. By removing the Device, the Device is unassociated from the current department.

ORGANIZATION_DELETE_MONITOR

This resource allows the owner to remove a User in the department he or she currently has permission to access. The owner can find this resource in the Department Edition, under the "User" tab, and access it by clicking on the red X on the line that displays the user to be deleted. By removing the User, the User is unassociated from the current department.

ORGANIZATION_DELETE_TARGET

This resource allows the owner to remove a point of interest in the departments he or she currently has permission to access. An owner can find this resource in the Department Edition, under the "Points of Interest" tab, and access it by clicking on the red X on the line that displays the target to be deleted. By removing the Points of Interest, the Points of Interest is unassociated from the current department.

ORGANIZATION_FULL_EXTENT_UPDATE

This resource allows the owner to adjust the full extent for the current department. This controls the default area covered when a user views the map screen. For example, an owner may want to set the default extent to Texas for the current department if that is where he or she conducts business.

ORGANIZATION_NEWS_EDIT

This resource allows the owner to modify the content in the news section for a department. The news section is the scrolling area on the dashboard.

ORGANIZATION_RELATE_AREA

This resource allows the owner to add existing areas (also known as geofences) to the current department. By adding items this way, an owner can share areas between different departments. He or she may want to restrict this as it would allow managers to view and possibly update areas that were not created in their department. An owner can find this on the Department Editor screen, under the "Geofence Tab," and the link is "Add Existing."

ORGANIZATION_RELATE_CARRIER

This resource allows the owner to add existing Employees to the current department. By adding items this way, an owner can share employees between different departments. An owner may want to restrict this as it would allow managers to view and possibly update employees that were not created in their department. He or she can find this on the Category Editor screen, under the "Employee Tab," and the link is "Add Existing."

ORGANIZATION_RELATE_DEVICE

This resource allows the owner to add an existing Device to the current department. By adding items this way, an owner can share devices between different departments. An owner may want to restrict this resource as it would allow managers to view and possibly update devices that were not created in their department. He or she can find this on the Category Editor screen, under the "Device Tab," and the link is "Add Existing."

ORGANIZATION_RELATE_MONITOR

This resource allows the owner to add an existing User to the current department. By adding items by this way, an owner can share Users between different departments. He or she may want to restrict this resource as it would allow managers to view and possibly update Users that were not created in their department. An owner can find this on the Category Editor screen, under the "User Tab," and the link is "Add Existing."

ORGANIZATION_RELATE_TARGET

This resource allows the owner to add existing Points of Interest to the current department. By adding items this way, an owner can share Points of Interest between different departments. He or she may want to restrict this as it would allow managers to view and possibly update Points of Interest that were not created in their department. An owner can find this on the Category Editor screen, under the "Points of Interest Tab," and the link is "Add Existing."

ORGANIZATION_UPDATE

This resource allows the owner to update a department. This permission enables the save button on the Department Editor screen. This permission also gives the owner access to the Department Map Setting section as well. This should only be given to administrators or departmental managers.

ORGANIZATION_VIEW_ALL

This resource allows the owner to view all of the departments regardless of whether or not they are associated to them. This is useful for administrators in order to avoid being associated at the User level. This resource should only be given to administrators because it bypasses the department's association security.

ORGANIZATION_VIEW_SUMMARY

This resource allows the owner to view the summary list screen accessible from the Dashboard summary section. This screen is particularly useful when managing Employees, Users, and other items between departments. The summary view will only show counts and show items from departments the user has permission to access.

PERSONAL_FULL_EXTENT_UPDATE

This resource allows the owner to adjust the full extent for the current user. This controls the default area covered when a user views the map screen. For example, the owner may want to set the default extent to Texas for the current organization if that is where he or she conducts business.

REPORT_EDIT

This resource allows the owner to add, delete and modify reports. This resource should be reserved for administrator only. You can find this resource on the report list screen.

REPORT_MENU_SHOW

This resource allows the owner to view the reports link on the quick menu. By removing this resource the user is restricted from all report regardless of having general or administrative report security. You can find this link on the quick menu drop down with the link named "Reports."

REPORTS_ADMINISTRATIVE

This resource allows the owner to view reports setup in the administrative area. Reports are divided into general and administrative, and this resource allows an owner to restrict access to these reports to only the high level staff.

REPORTS_GENERAL

This resource allows the owner to view reports setup in the general area. Reports are divided into general and administrative, and this resource allows the owner to restrict access to general reports.

SECURITY

This resource allows the owner to enter the security system for the current account. The security system area links are located on the Dashboard under the Security section. By removing these rights, the entire area will be invisible. An owner should restrict this permission to only administrators.

SECURITY_CHANGE_PASSWORD

This resource allows the owner to change the login password. A user can find this resource in the Dashboard and the link is "Change Password."

SECURITY_CREATE_USER

This resource allows the owner to create users in the security system. This permission is not associated with the administrator by default because creating new users should be accomplished at the User level. Creating a new user creates a user as well. If an owner creates a user without a User association, then that user will be nearly useless. We do not recommend assigning this permission to any group unless an owner has a specific case to do so. An owner will find this permission on the Security Editor, under the User tab, and the link is "Add New"

SECURITY_DELETE_USER

This resource allows the owner to delete users in the security system. This permission is not associated with the administrator by default because deleting users should be accomplished at the User level. Deleting a User inactivates a user as well. Assigning this permission to any group is not recommended unless an owner has a specific case to do so. An owner will find this permission on the Security Editor, under the User tab, and execute it by clicking on the red X by the name of the user he or she wishes to delete.

SECURITY_EDIT_USER

This resource allows the owner to edit users in the security system. We do not recommend assigning this permission to any group unless an owner has a specific case to do so. An owner will find this permission on the Security User Editor, and the button is "Save"

SESSION_BUILDER

This resource allows the owner to create session artificially by clicking on the map. By placing various points on the screen the user can then commit those points for a new session based on a selected device and date time combination. This resource should be reserved for administrator only. You can find this resource on the right hand side tab location within the mapping screen.

SUBSCRIPTION_MANAGE

This resource allows the owner to manage their device subscription(s) from within the system. You can find this resource on the Dashboard's "System Statistics" panel at the link entitled "Manage Subscription".

TARGET_COORDINATES_UPDATE

This resource allows the owner to update the coordinates of a point of interest from the map screen. In the bottom section of the mapping, there is a point of interest tab which allows the owner to query points of interest. If possessing this resource, from the query results, an owner can relocate the position of the target by clicking on the screen. He or she should give this permission to users who will maintain the locations of his or her clients or other points of interest.

TARGET_CREATE

This resource allows the owner to create a point of interest in the departments he or she currently has permission to access. He or she can find this resource in the Department Edition under the "Points of Interest" tab and the link is "Add New."

TARGET_DELETE

This resource allows the owner to remove a point of interest from the account. He or she can find this resource in the Summary List screen under the "Points of Interest" tab and access it by clicking on the red X on the line that displays the target to be deleted. Deleting the target will automatically disassociate it from any department it is currently attached to.

TARGET_STATUS_CHANGE

This resource allows the owner to access the Points of Interest Status Utility. This utility enables user to set target statuses in bulk. An example would be to set all of your client's stores to unscheduled at the beginning of the day. The history is saved as to what the last status was. You should give this permission to someone who is responsible for managing points of interest. You can find this link on the Dashboard in the Setting section and the link is "Points of Interest Status Utility."

TARGET_UPDATE

This resource allows the owner to update a point of interest in the department he or she currently has permission to access. This permission enables the save button on the Points of Interest Editor Screen.

USER_SESSION_LOGOUT

This resource allows the owner to access the session logout tool. This tool enables administrators to lock other users out of the system and to refresh user permissions on demand. This should be given only to administrative users as it allows everyone except for the administrator to be locked out of the system. An owner can find the session logout tool on the Dashboard, under the Setting section, and the link is named "Session Logout Tool."

USER_SETTINGS_CHANGE

This resource allows the user to change the setting for the user. The setting controls the default labeling for things like Users, Employees, and Devices.

Index

A

- Account Alert Settings Editor, 103, 679
- Account Alert Settings Summary, 103, 676
- Account Brand Editor, 661, 812, 814
 - Logos and Images, 816
 - Style sheet, 666
 - Stylesheet, 819
- Account Domains Editor, 659, 820, 822
- Account Editor
 - Listeners tab, 770
 - Map Data tab, 768
 - Profile tab, 762
 - Reports tab, 772
 - Users tab, 766
- Account General Settings Editor, 171, 178, 193, 198, 210, 211, 620
 - Captions, 621
 - Miscellaneous, 628
 - Security, 624
- Account Map Settings Editor, 265, 631
- Account News Editor, 194, 668
- Account Summary, 752, 754
 - Account List grid, 755
 - User List grid, 757
- Activating a Device, 145
- Activation Date, 109, 206
- Active Session
 - Active Sessions, 83, 95, 248
- Administration Portal, 744, 748
- Administrator Reports, 774, 776
- Alert code, 247
- Alert Levels, 401, 688
- alert notifications, 54, 104, 105, 106, 131, 134, 135
- Alert Notifications Editor (Account), 104, 130, 684
- Alert Notifications Editor (Department), 54, 131, 396
- alert settings, 103, 129
- Alert Settings Editor, 128, 129, 851
- Alert Settings Summary, 845, 848
- Alert Variables, 409, 682, 853
- Alert Viewer, 247, 563, 596
- Alerts
 - Configuring Alerts at the Account Level, 128
- Allowing Multiple Sessions, 198, 199
- Archive Table Editor, 810
- Archive Table Summary, 805, 808
- Attachment List, 58, 60, 174, 182, 394
- Audit Data, 191

auditing
 Running Data Audits, 192
 Running Data Audits, 191
Auto Refresh, 223, 274

B

Build Your Report, 508

C

Category Editor, 719, 724
 Category Details, 726
Category Status Editor, 731
Change Password dialog, 314, 315
Clear Full Extent, 82, 216
Current Department Bar, 297
Custom Data Editor, 877
Custom Data Summary, 873, 875
Custom Field Editor, 640
 Custom Field Definition, 642
 Field Entity Assignment, 649
custom fields, 56

D

Dashboard, 38, 66, 118
 Department section, 123, 295
 News section, 301
 Returning to the Dashboard, 46, 47, 48, 53, 54, 120, 180, 194, 195, 196, 197
 System Statistics area, 301
Dashboard screen, 25
Data Audit, 192, 652

Audit Report, 654
Audit Setup, 657
Deactivation Date, 109, 206
department, 75, 273
Department
 Managing a Department, 48, 180
 Setting-Up a Department, 48, 180
Department Alert Settings Editor, 53, 406
Department Alert Settings Summary, 53, 403
Department Editor, 48, 52, 55, 56, 126, 177, 180, 189, 324
Department Editor Advanced Details, 329
Department Editor Name and Profile, 326
Department List, 293, 299
Department Manager, 49, 50, 137, 138, 140, 141, 145, 147, 151, 183, 184, 185, 186, 209, 273, 317, 319
Department Manager Name and Profile, 321
Department Summary List, 126, 419
Detail tabs, 597, 598
Device, 64, 66, 68, 138, 142, 144, 145
Device Category List, 716
Device Command Editor, 865
Device Command Parameter Editor, 868
Device Command Parameter List, 866

Device Command Summary, 860, 862
Device Commands, 147, 256, 259
Device Editor, 66, 144, 240, 363, 452, 454
Device Editor Attachments, 370
Device Editor Name and Profile, 365
Device Editor Notes, 368
Device grid, 361
Device List, 146
Device Message Editor, 703
Device Message Viewer, 701
Device Summary List, 449
Device Tapestry List, 714
Devices

Activating Devices, 64, 68, 138, 142
Adding a New Device, 64, 142
Adding Manually, 65, 143
Adding via Wizard, 64, 142
Creating Devices, 68, 138
Setting-up Devices, 64, 68, 138, 142

E

Employee, 62, 64, 68, 85, 95, 138, 139, 142, 251
Employee Editor, 138, 139, 141, 347, 436
Employee Editor Advanced Details, 356
Employee Editor Device List, 358

Employee Editor Name and Profile, 349
Employee Editor Notes, 353
Employee grid, 344
Employee List, 137
Employee Session, 39
Employee Session Editor, 244
Employee Summary List, 434
Employees
Creating Employees, 68, 83, 85, 95, 138, 248
Employee Session, 62, 64, 68, 85, 95, 138, 139, 142, 251
Managing Employees, 68, 83, 85, 95, 138, 248
Enforcing Passwords, 113
Entities in system, 34
Entity tabs, 539, 541
Error Log Viewer, 837, 839
Extent, 81, 82
External ID, 48, 71, 72, 156, 158, 180

F

Field Editor, 647
Field Group Editor, 645
File List, 135
File List (Icon), 690
File List (Image), 638
File List (Sound), 692
Forgot Your Password?, 44, 202, 280
Full Extent, 222

G

Geofence Details, 262
Geofence Editor, 270, 482, 581
Geofence List, 228, 262, 263, 264
Geofence Summary List, 480
Geofences, 228
 Adding an Existing Geofence, 228
 Assigning an In Geofence to an Employee, 262
 Assigning an Out Geofence to an Employee, 263
 Creating a Geofence, 233, 270
 Removing a Geofence, 237
 Viewing a Geofence on the Map, 245
Geofences Details, 228, 233
Global Map Editor, 794
Going to the Login Page, 199
GPS Tracking, 27
Group Editor, 109, 206, 497
Groups, 110, 111, 112, 204, 207, 208

H

Header Bar, 37, 43, 47, 120, 194, 195, 197, 200, 282, 285
 Search Results, 98, 163, 288
Historical Employee Sessions, 234, 238
History Toolbar, 242

I

ID, 71, 72, 156, 158

Image, 51, 175
Image List, 51, 175
IMEI, 66, 144
Is System, 109, 206

L

Language Account Settings, 637
Language Editor, 798, 803
Language Summary, 796, 801
Listener List, 699
Listener Message Viewer, 705
Listeners Settings, 697
Locate, 82, 219
Locate box, 82, 219
Locating a Set of Coordinates on the Map, 82
Location Point Info Balloon, 217, 236
Locking Out Users, 114
Lock-Out Session Tool, 114, 115, 211, 212, 670
 Lock Users, 672
 Unlock Users, 673
Login screen, 42, 43, 200, 201, 276, 278
 Logging Off, 200
 Logging On, 201

M

map area, 606
Map Auto-Refresh, 265
Map Data Editor, 792
Map Data Summary, 778, 780

- View Account Maps, 786
- View Global Maps, 788
- View Map Data, 782
- Map Extent, 80, 81
- Map Icon File List, 856, 858
- Map Icons, 607
- Map Tools, 77, 226
- Max Consolidation Radius, 266
- Messages
 - deleting messages, 195
 - viewing messages, 47, 120, 194, 195, 197
- Multiple Sessions, 108

N

- Navigation, 77, 78, 80, 220
- News Editor, 411
- Note Editor, 57, 392
- Note List, 57, 59, 173, 181, 389, 390
- Notes, 57

O

- Opening the Map for a Department, 75

P

- Panning within a Map, 79
- Password, 43, 113, 201, 211
- Pin, 62, 139
- Points of Interest, 70, 71, 72, 156, 157
 - Creating a Point of Interest, 152

- Creating Points of Interest, 89, 253
- Creating Points of Interest, 90
- Managing Points of Interest, 89, 253
- Managing Points of Interest, 90
- Setting-up Points of Interest, 89, 253
- Setting-up Points of Interest, 90
- Points of Interest Category List, 71, 156, 721
- Points of Interest Editor, 70, 152, 378
- Points of Interest Editor Advanced Details, 387
- Points of Interest Editor Attachment List, 386
- Points of Interest Editor Name and Profile, 380
- Points of Interest Editor Notes, 383
- Points of Interest grid, 376
- Points of Interest Status Utility, 734
- Points of Interest Summary List, 467
- Pop-up, 106, 134

R

- RegEx, 211
- Report Editor, 506, 835
- Report List, 504
- Report Summary, 824, 826
 - View Account Reports, 833
 - View Administrator Reports, 831

View Reports, 828
Reports, 93, 504, 508
Resource Editor, 502
Resources, 110, 113, 204, 208

S

Satamatics Device Editor, 712
Satamatics Device List, 710
Security, 112, 113, 207, 208
 assigning a resource permission to a group, 112, 113, 207, 208
 assigning a user to a security group, 112, 113, 207, 208
 creating new security users, 112, 113, 207, 208
 enforcing passwords, 112, 113, 207, 208
 modes, 112, 113, 207, 208
 removing a resource permission from a group, 112, 113, 207, 208
 removing a user from a security group, 112, 113, 207, 208
Security Editor, 112, 113, 207, 208
Security Editor Groups, 494
Security Editor Resources, 499
Security Editor Users, 488
Security Groups, 109, 110, 111
Security Manager, 109, 112, 203, 204, 206, 207, 208, 484, 486
 User Editor, 491
Sending a Device Command, 86, 147, 256
Session Builder, 224
Session Details, 244

Sessions
 Sessions grid, 232
 Sessions toolbar, 232
Sessions grid, 547, 550
Sessions Toolbar, 241, 243, 250, 272
Set Full Extent, 81, 215
setting alerts at the departmental level, 397
Sound, 106, 133
Status, 48, 180
 Active, 65, 71, 72, 144, 156, 158
 Inactive, 65, 71, 72, 144, 156, 158
Status List, 729
Summary List, 126, 171, 190
Summary Lists, 413, 416
Switching to a Different Background Map, 91
System Statistics, 118, 126, 169, 170, 190

T

Temporal Segment Boundary, 266
Terms of Use Editor, 760
Test Alert Utility, 694
Test Error Page, 841, 843
Title Bar, 121, 283, 286
Tool Panels, 79, 82, 215, 216, 219, 220, 221, 222, 223
Tools And Settings, 612, 616
Top Speed, 65, 144
Track, 95, 120

Track icon, 75, 95, 120, 273

Track All, 95, 214

Track Zoom, 77, 226

Tracking Employees, 95, 97, 162, 214

Tracking screen, 25, 39, 512, 515

- Adding a Point of Interest, 252
- Auto Refresh, 520
- Deleting a Point of Interest, 256
- Extent box, 524
- Find Historical Sessions area, 584, 586
- Geofence area, 263, 264, 604
- Geofence Details pane, 582
- Geofence grid, 575, 577, 579
- History tab toolbar, 592
- Locate box, 522
- Locations area, 602
- Overlay switcher, 91, 610
- Points of Interest grid, 565, 567, 569
- Points of Interest tab toolbar, 571
- Reports tab, 605
- Reset Tool Panels button, 539
- Session Builder, 526
- Session Details area, 555, 600
- Sessions grid, 543, 545
- Sessions tab toolbar, 553
- Status Editor, 573
- Tool Panels bar, 517, 518
- Zoom and Pan Controls, 608

U

Universal Search, 97, 98, 162, 163, 288

Unlocking Users, 115

User, 61, 150

User Editor, 61, 108, 150, 199, 209, 334, 423

User Editor Advanced Details, 342

User Editor Attachment List, 340

User grid, 331

User List, 150

User Settings Editor, 303, 305

User Summary List, 421

Username, 43, 61, 150, 201

Users, 114, 212

- Creating Users, 61, 150
- Managing Users, 61, 150

V

View Groups, 111, 208

Viewing Commands Previously Sent to a Device, 259

Viewing Messages, 47

W

Wizards

- Add New Device Wizard, 739

X

X Point, 70, 152

Y

Y Point, 70, 152

Z

Zoom Bar, 77, 78

Zoom to Full Extent, 222

Zooming In on a Map, 76, 225

Zooming Out on a Map, 78, 227