



Quick Reference Card

Working with POIs

OVERVIEW

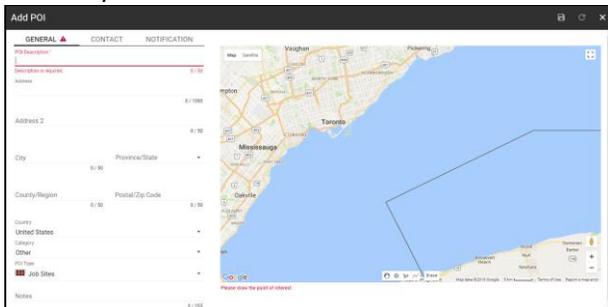
Points of Interest (POIs), also referred to as Geo-Fencing, are geographical locations on the map that are of importance to your organization to monitor when your Assets arrive and depart from these locations. Using POIs you can set up email notifications and rules to keep you informed about your Assets or Resources' interactions with them. Examples of POI include: Customer Locations, Employee Residences, and Border Crossings.

ACCESS POIs

1. Log in to Fleet Complete
2. From the *Tracking* screen, click the **Menu Bar** icon on the top left-hand corner to access the Navigation Panel 
3. Click the **Manage** menu item
4. Click the **POIs** submenu item

ADD POIs

1. Complete steps 1-4 from **Access POIs**
2. Select **POIs**
3. Click the **Add** button 
4. On the *Add POI* screen, on the *General* tab, type the **Description** of the POI
5. Type the **Address** of the POI Update all other fields as necessary



6. On the Map area to the right, there are three ways to create the POI:

- a) **Circle:** A 100 meters buffer circle is the default format which pins the Address on the Map



- b) **Shape:** Alternatively, you can manually define the borders around the POI using your mouse



- c) **Line:** You can manually draw a line to identify a road or a highway



7. Click the **Contact** tab
8. Type the **Name, Phone Number** and **Email Address** of the Point of Contact at the POI
9. Update all other fields as necessary



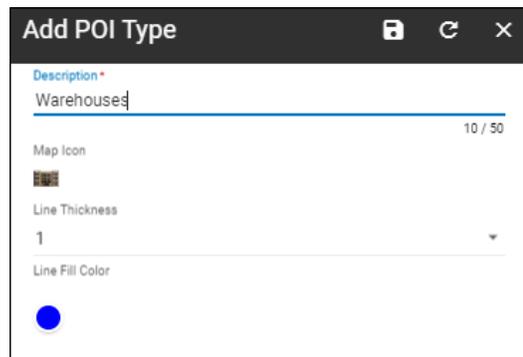
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GENERAL	CONTACT	NOTIFICATION
Name	JOHN DOE	8 / 50
Title	MR	2 / 50
Phone Number	1800-220-0779	13 / 30
Mobile Number		0 / 30
Fax		0 / 30
Email	SUPPORT@FLEETCOMPLETE.COM	25 / 50

ADD POI TYPES

POI Types are used to categorize each one of your POIs into groups. These categories are helpful for reporting purposes, filtering information and creating rules.

1. Complete steps 1-4 from **Access POIs**
2. Select **POI Types**
3. Click the **Add** button 
4. Type the **Description** for the POI type
5. Select a **Map Icon** to represent the POI type on the Map
6. Select the **Line Thickness**
7. Select a **Line Fill color**



Add POI Type

Description *
Warehouse 10 / 50

Map Icon


Line Thickness
1

Line Fill Color


10. Click the **Notifications** tab
11. Slide the **Email Updates** bar to the right to enable notifications for Asset arrival and departure at the POI
12. Type the **Arrival Email Subject** and **Arrival Email Body**
13. Type the **Departure Email Subject** and **Departure Email Body**
14. Slide the **Delay** bar to the right between **0-3 minutes** to delay when the email notification is sent based on the Asset's arrival at the POI
15. Click the **Save** button 

GENERAL	CONTACT	NOTIFICATION
Email Updates		<input checked="" type="checkbox"/>
Arrival Email Subject *	Arrival Notification	20 / 50
Arrival Email Body *	Our vehicle has arrived at your location	40 / 500
Departure Email Subject *	Departure Notification	22 / 50
Departure Email Body *	Our vehicle has departed from your location	43 / 500
Delay		3 Minutes

11. Click the **Save** button

TO LEARN MORE ABOUT POIS

To learn more about POIs, click the **Help** button located in the top right-hand corner of the tracking screen and perform a keyword search.