



# Quick Reference Card

## Working with the Tracking Screen

### OVERVIEW

The Tracking screen displays by default when logged in to Fleet Complete Web. This is where users will be able to track the activities and movements of their fleet, as well as access the various features and functions that make the tracking process easier.

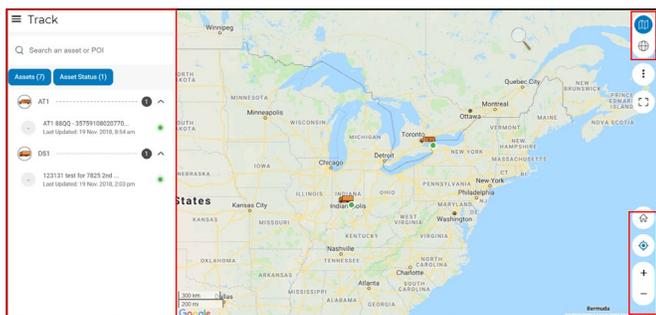
### ACCESS THE TRACKING SCREEN

1. Log in to Fleet Complete
2. The **Tracking** screen displays by default

### TRACKING SCREEN LAYOUT

The *Tracking* screen is separated into four main sections, including:

- a. Map Items Panel
- b. Map Area
- c. Map Toolbar, and
- d. Map Controls



### MAP ITEMS PANEL – SEARCH FIELD

The *Map Items Panel* to the left of the screen displays all Assets and POIs. The *Search* field is located at the top of the *Map Items Panel*. This field allows you to search **Assets**, **Addresses** and **POIs** by their descriptions.

1. Complete steps 1-2 from **Access the Tracking Screen**
2. Type an Asset, Address or POI description in the **Search Field**

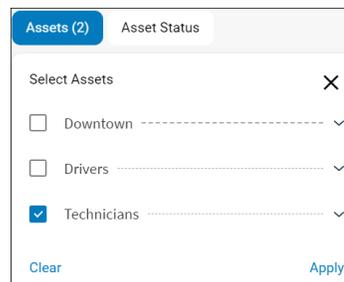
Q Search an asset or POI

3. Click the Asset, Address or POI description from the suggested matches for the corresponding information to display in the **Asset Details** section of the *Map Items Panel*

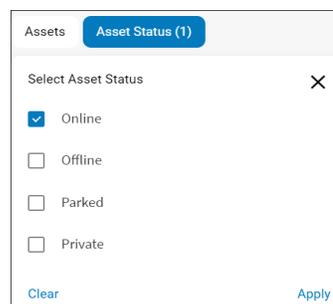
### MAP ITEMS PANEL – FILTERS

You can use two different filters to narrow the items in the *Map Items Panel* you want to see.

1. Complete steps 1-2 from **Access the Tracking Screen**
2. Click the **Asset Filter** button to see a list of Asset Types
3. In the *Select Asset* section, select the checkbox next to an **Asset Type** to include all the Assets in that Type, or
4. Click the Drop-down arrow next to an **Asset Type** and select the checkboxes next to an Asset's descriptions to select specific Assets within the Asset type
5. Click the **Apply** button in the lower right-hand corner



6. Alternatively, click the **Asset Status** filter button and select the checkboxes next to an Asset status to filter by that status
7. Click the **Apply** button in the lower right-hand corner





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## MAP ITEMS PANEL – ASSET/POI DETAILS

The **Asset/POI Details** section on the Map Items Panel displays all the relevant Tracking Information for a selected Asset or POI.

1. Complete steps 1-2 from **Access the Tracking Screen**
2. Complete step 1-3 from **Map Items Panel Search Field** to locate an Asset/POI
3. Alternatively, complete steps 1-7 from **Filters** to filter as necessary
4. Click an **Asset/POI** description from the suggested matches for the corresponding information to display in the **Asset Details** section of the *Map Items Panel*, which includes the following information:
  - a. Asset/POI Description
  - b. A **Tracking Map** displaying the current **Location** of the Asset/POI and the current **Asset Status**
  - c. On the Tracking Map, click the  button to **Zoom In** closer to the selected Asset/POI, or
  - d. Click the  button to **Zoom Out** further away from the Asset/POI



- e. Below the tracking map, the last reported **Address** location of the selected Asset/POI is displayed
- f. If a Resource has been assigned to the selected asset, the Resource description will display
- g. Asset's **Direction**, for example: NW, SW, N
- h. Asset's **Speed**, for example: traveling at a speed of 35mph



- i. **Tracking Features**
- j. Asset's/POI's **General Information**, for example: The Last time and Date stamp of when the Asset's information was last updated
- k. **POI Contact Information**, if any
- l. Asset' **Sensor Information**, if any

## MAP ITEMS PANEL – TRACKING FEATURES

**Tracking Features** are Asset/POI related features that provide you with additional tracking options and insights into their activities.

1. Complete steps 1-2 from **Access the Tracking Screen**
2. Complete step 1-3 from **Map Items Panel Search Field** to locate an Asset/POI
3. Alternatively, complete steps 1-7 from **Filters** to filter as necessary
4. Click an **Asset/POI** description to access the *Tracking Features*
5. Click the **Nearby** button to display a list of all the closets Assets / POIs descriptions and their Distance from the selected Asset/ POI 
6. Click the **Zoom To** button to focus on the main map as close as possible on a selected Asset/POI by centering around it 
7. Click the **Trip Replay** button to display details of each in-vehicle GPS position for a given trip during a selected time 

Note: To learn more about Trip Replay, refer to the Trip Replay QRC

8. Click the **Breadcrumbs** button to display details of each in-vehicle GPS position for the last 24 hours 

Note: To learn more about Breadcrumbs, refer to the Breadcrumbs QRC

Note: If a **POI** is selected, only **Nearby** and **Zoom To** tracking features will be available

## MAP AREA AND MAP CONTROLS

Most of the Tracking screen that is visible is *the Map Area*. This is where the location of your Assets and POIs are displayed. At the bottom right hand corner of the Map Area several **Map Controls** display.

1. Click an **Asset/POI** description to locate the Asset in the *Map Area*
2. Click a map section and drag it until your desired section is shown to move the map area



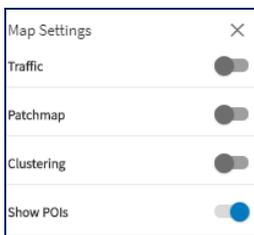
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3. Click the  button to **Zoom In** closer to the Map Area
4. Click the  button to **Zoom Out** further away from the Map Area
5. Click the **Current Location** button to view your current location on the Map Area 

## MAP TOOLBAR

The **Map Toolbar** is located on the top right-hand order of the screen and gives access to additional mapping features.

1. Click the **Road Map** icon to switch the map to a road view 
2. Alternatively, click the **Satellite** icon to switch to a satellite view 
3. Click the **3 dot ellipses Map Settings** icon to access: **Traffic, Patchmap, Clustering** and **Show POIs**
4. Drag the slider bar to the right of **Traffic** To activate Traffic information on the map
5. Drag the slider bar to the right of **Patchmap** to activate Patchmap on the map
6. Drag the slider bar to the left of **Clustering** to de-activate Clustering on the map
7. Drag the slider bar to the right of **Show POIs** to show your POIs on the map



## ASSET STATUSES

Asset Statuses indicate if your assets are: **Online, Offline, Parked** in the **Private** mode or have encountered a **Crash**. These statuses are represented by different icons are displayed next to an Asset's description in the *Map Items Panel* and in the *Main Map Area*.

1. **Online** assets are represented with a **Green** circular dot and indicates that there is ongoing communication with the in-vehicle device and that the vehicle is in motion

**Note:** Idling is also considered an online status for the asset and is represented by a green circular dot

2. **Offline** assets are represented with a **Grey** circular dot and indicates that there is no communication with the in-vehicle device.
3. **Parked** assets are represented by a **P** icon and indicates that the asset's ignition is turned off and that the asset is not in motion
4. **Private** Status of an asset is represented by an eye with a line icon and indicates an inactive state and displays the last known location and time before it went private
5. When a **Crash** is detected it is represented by a **red hexagon** indicating a crash. Crash detection is displayed in conjunction with the Asset's status

**Note:** Crash Detection notification is only available for in-vehicle devices

Online	Offline	Parked	Private	Crash Detection
				

## TO LEARN MORE ABOUT TRACKING SCREEN

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