



Quick Reference Card

Business Vs. Private Status for Trip Replay

OVERVIEW

Companies that let their drivers take their work vehicles home as a perk, sometimes do not need to track or be alerted about when they use the vehicles for private or personal trips. Fleet Complete users can allow drivers and/or the fleet manager to set their trips as Business or Private. This feature is only available for clients using the MGS700 and Geotab devices.

WHAT IS A PRIVATE TRIP?

Trips set to Private contain **only** the **Start Time** and **End Time** of the trip and read as Private, no other information will be presented or updated. When a trip is set to Private, the last update will be the last snapshot while in the Business status. Rule violations and crash detection notifications will not be sent while in the Private status.



WHAT IS A BUSINESS TRIP?

Trips set to Business contain **Start** and **End Times** for the trip as well as **Starting** and **Ending Address Locations**.



Note: If a driver starts a trip in Business status, all notifications/emails triggered will be available in Fleet Complete Web; however, if a trip is then changed to Private, all notifications will stop.

CHANGE TRIP STATUS- DRIVER

Drivers can set their own trips as **Business** or **Private** with the help of a *Trip Sensor* that will need to be installed and enabled on the driver's vehicle. This is similar to a Panic Sensor.

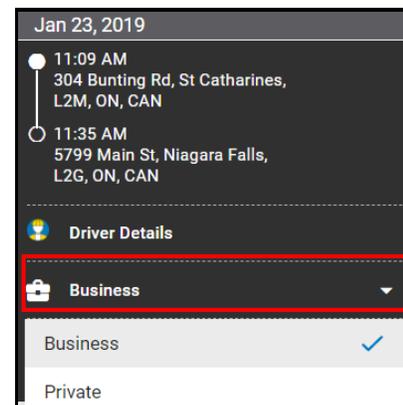
CHANGE TRIP STATUS- WEB APPLICATION

Fleet Managers and/or Administrators can manually override a Private or Business trip status if not correctly set by the Driver from the Fleet Complete web application.

1. Log in to the Fleet Complete
2. From the left-hand side *Map Items Panel*, click an asset's Description for its corresponding information to display
3. In the Asset Details section, click the **Trip Replay** button  Trip Replay
4. Use the **Calendar** button to select a preferred **Start** and **End Dates** for the Trip Replay



5. Select a trip and use the dropdown arrow to the right of the trip label
6. Select either **Business** or **Private**





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CHANGE TRIP STATUS- MOBILE APPLICATION

Fleet Managers and/or Administrators can manually override a Private or Business trip status, if not correctly set by the Driver from the Fleet Complete mobile application.

1. Log in to the Fleet Complete Mobile application
2. To access the details of the selected asset, tap the **Asset Details Panel** from the bottom of the screen.
3. Tap the **Trip Replay** button 
4. Tap the Calendar icon to select a preferred **Start** and **End Dates** for the Trip Replay



5. Select a trip, use the dropdown arrow to the right of the trip label
6. Select either **Business** or **Private**

