

# Guardian Tracking Systems Operations Manual

Revision 2.7 May 2010

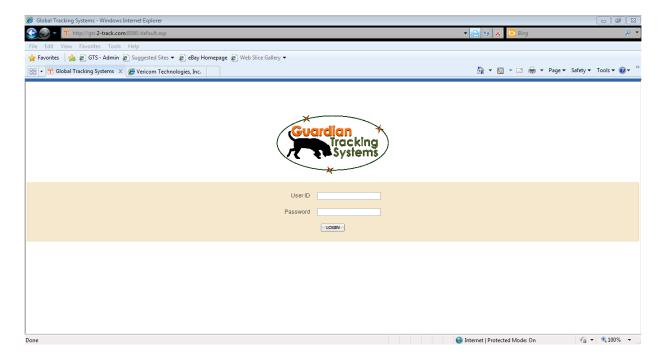
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#### **LOGIN SCREEN**

Use Internet Explorer to browse to the following location: <a href="http://gts.2-track.com:8086">http://gts.2-track.com:8086</a>



Enter User ID and Password.

After you click Login, you may be presented with the following screen (if you have been preconfigured you will not see this screen)



Click Ok

#### **USER CONFIGURATION**

#### **Locale Screen**



Set your Time Difference (i.e. for EST the time offset is -5) and Click **Save**.

### **Report Email**

nail Address	Trackers Attach Image
ere is no registered Report Email address.	
112	

Here you will define what email address(es) get alerts.

Check **Attach Image** to have a map sent along with the text address

Enter a valid email address and click Add

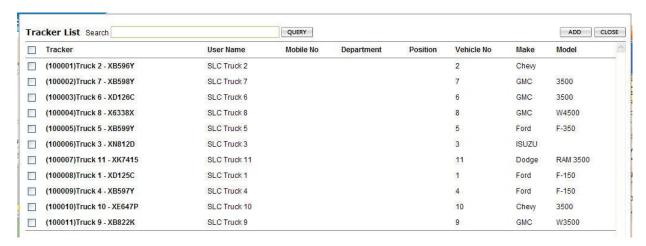
You will now see the email address that you just added. You need to add trackers that you want to be alerted about. Click **Detail** 



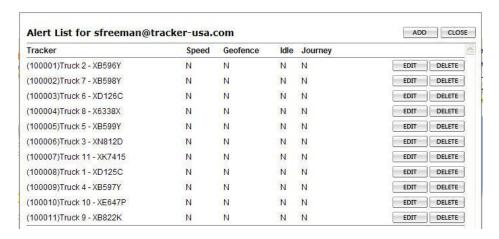
You will now see a screen where you can manage the trackers that you have assigned to your email address. If you just added an email address for the first time, you will not have any trackers defined. Click the **Add** button to add trackers to your email address.



From this screen you can assign individual trackers by clicking the check box next to the tracker, or if you wish to assign all trackers to the email address, simply click the check box next to the word Tracker on the top left of the screen. Once you have selected all the trackers you wish to receive alerts for, click **Add**. You will be presented with a message informing you of this action. Click **OK**.



Now that you have trackers associated with your email address, it is time to pick the individual alerts you would like for each tracker (i.e. Speed Alerts, Geofence Alerts, Idle Alerts, etc). Click the **Edit** button next to each tracker you wish to configure. You may also remove individual trackers associated with a particular email address by clicking **Delete**.



A configuration box will be displayed. Check the individual alerts you wish to receive, then click Save.



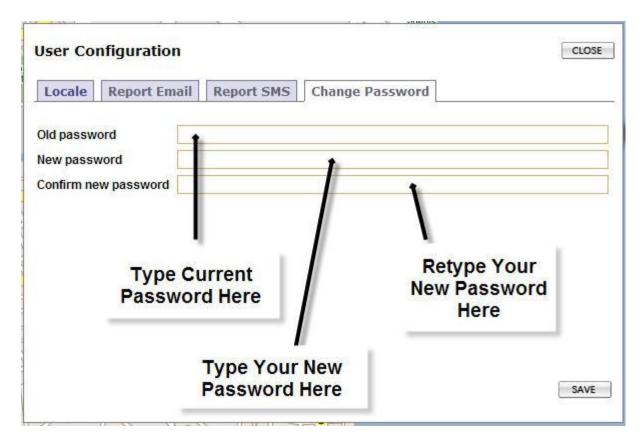
When you have finished configuring your email alerts, click the **Close** button.

#### **Report SMS**



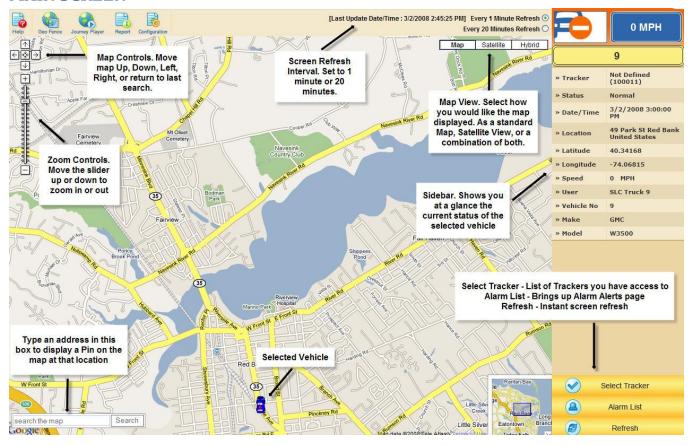
To have alerts sent to your SMS (text Message) enabled cell phone, enter your cell number (including +1) and click **Add**. Follow the same procedures outlined above for email to configure individual trackers and alerts for each SMS destination (cell phone). Initial Configuration is complete. Click **Close** 

## **Change Password**

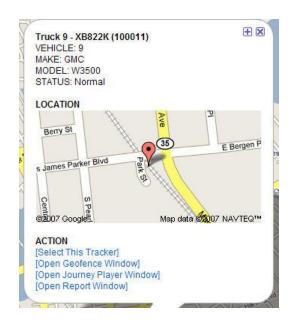


To change your current password, click on the **CHANGE PASSWORD** tab on the **USER CONFIGURATION** screen. Type in your current password in the **Old Password** field. Type in what you would like your new password to be in the **New Password** field. Lastly, retype your new password in the **Confirm New Password** field. Click the **Save** button to commit the changes.

#### **MAIN SCREEN**



#### **CURRENT VEHICLE INFORMATION BUBBLE (Compact View)**



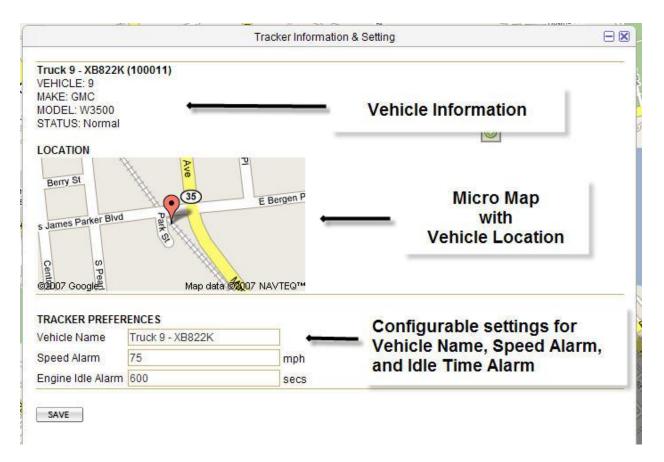
This information bubble shows you information about the currently selected tracker at a glance.

From here, you will also find short cuts to the Geofence, Journey Player, and Report windows.

You will also see a micro map of your vehicle's location. The red Pinpoint is the location of the vehicle.

By clicking the + sign, you can access configuration information for the currently selected vehicle.

#### **CURRENT VEHICLE INFORMATION BUBBLE (Configuration View)**



Vehicle Name – Whatever you wish to name the vehicle

Speed Alarm – The speed that must be exceed in order to trigger an alarm. Once this speed is exceeded, you will be notified according to the preferences you set for email and SMS notification

Engine Idle Alarm – The time, in seconds (i.e. 600 seconds = 10 minutes), that the vehicle must exceed in order to trigger an Idle Threshold Alarm. You will be notified according to the preferences you set for email and SMS notification.

When you have completed your configuration click **Save**, and then **OK** to the confirmation message. Click the – (minus sign) in the upper right corner to return to **Compact View**.

#### TRACKER SELECTION



Tracker List Search		QUERY					CL
Tracker	User Name	Mobile No	Department	Position	Vehicle No	Make	Model
(100001)Truck 2 - XB596Y	SLC Truck 2				2	Chevy	
(100002)Truck 7 - XB598Y	SLC Truck 7				7	GMC	3500
(100003)Truck 6 - XD126C	SLC Truck 6				6	GMC	3500
(100004)Truck 8 - X6338X	SLC Truck 8				8	GMC	W4500
(100005)Truck 5 - XB599Y	SLC Truck 5				5	Ford	F-350
(100006)Truck 3 - XN812D	SLC Truck 3				3	ISUZU	
(100007)Truck 11 - XK7415	SLC Truck 11				11	Dodge	RAM 3500
(100008)Truck 1 - XD125C	SLC Truck 1				1	Ford	F-150
(100009)Truck 4 - XB597Y	SLC Truck 4				4	Ford	F-150
(100010)Truck 10 - XE647P	SLC Truck 10				10	Chevy	3500
(100011)Truck 9 - XB822K	SLC Truck 9				9	GMC	W3500

Click on any tracker to make it the current vehicle. The Tracker List screen will automatically close, and your selection will be displayed on the map.

#### **ALARM LIST**

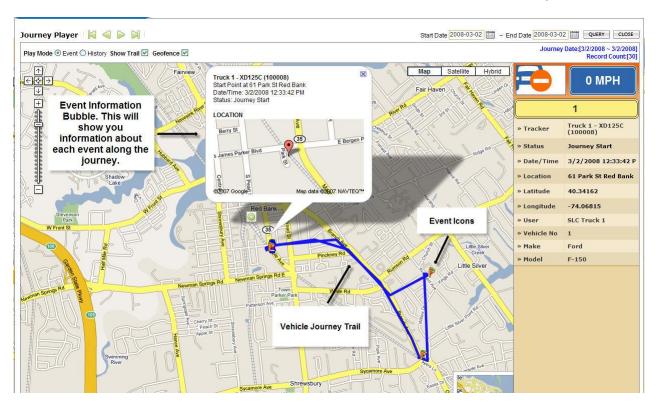




This will display any alarms raised for the selected vehicle during the defined time. By default, the current vehicle and date are displayed. Click the calendar icon to select the start and end dates. Then click **Query**. Click **Close** when you are done viewing the alarms.

#### **JOURNEY PLAYER - EVENT MODE**

You can access the Journey Player by pressing the Journey Player button on the main screen, or from the link on the Current Vehicle Information Bubble. Select Start and End Dates and click **Query**.



The Journey Player will show you your vehicle's route during a given period, visually. You can see when and where events such as Starts and Stops, and Geofence violations occurred. Clicking on any of the Event Icons will update the Event Information Bubble with the specifics for that event. Clicking **Show**Trail or Geofence will toggle those features on or off the map.

You can step through the vehicle's route using the buttons.

Go to the beginning of the journey

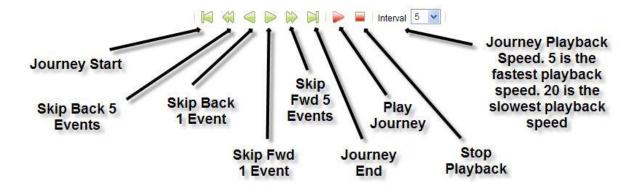
Step Back One Event

Step Forward One Event

Go to the end of the journey

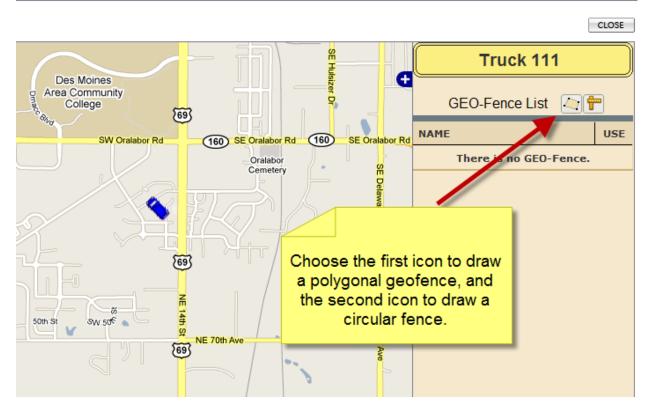
#### **JOURNEY PLAYER - HISTORY MODE**

In History Mode, the Journey Player can play back your vehicle's travels along the map. When **History Mode** is selected, the Player Controls differ somewhat from **Event Mode**.



#### **GEOFENCE SCREEN**

You can access the Geofence screen either by pressing the GeoFence button in the upper left corner of the Main Screen or by clicking on the link on the Vehicle Information Bubble.



A Geofence will enable you to receive alerts whenever your vehicle enters or exits the area defined by the Geofence. Click the **New** button on the **Sidebar** to set up a new Geofence. Choose the polygon icon ( ) for a polygonal geofence, and the ruler icon ( ) for a circular fence. To draw a polygon, follow the instructions on the screen. Then double click on the map to complete the fence.

When drawing a circular fence, You will be presented with the following window asking you how big the radius of the Geofence should be. You can select as little as 100 yards, all the way up to 10 miles. Select your desired radius.



Once you have drawn your Geofence, you will see the **Information Bubble** appear with the details of your Geofence. Click on **Save Drawing** if you are happy with your Geofence or **Cancel Drawing** if you want to start over.

Upon saving your Geofence, the **Information Bubble** will present you with options to name your Geofence, Activate it, or Delete it.

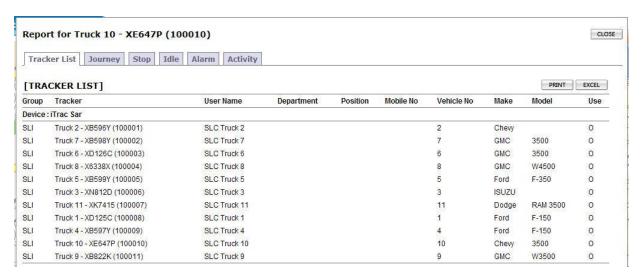


To name your Geofence, type the name you wish to use next to **Fence Name** and click **Save Drawing**. Once you click save, the Sidebar containing your Geofence List will be updated. You can have a fence be inactive by changing the radio button to "N" next to USE:

To Disable or Delete a Geofence, select the Geofence from the **Sidebar**. The Information Bubble for that vehicle will be displayed. To delete a fence, press [Delete].

#### **REPORT SCREEN**

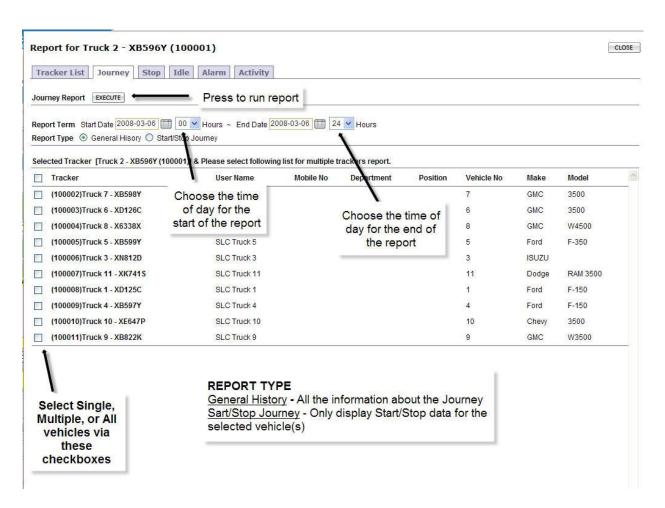
You can access the Report Screen either by pressing the Report button in the upper left corner of the Main Screen or by clicking on the link on the Vehicle Information Bubble.



You will be presented with the Main Report Screen. From here you can select a tracker to report on or any of the following reports:

- Journey Report Text based report detailing a vehicle's Journey for the specified dates
- Stop Report Text based report detailing a vehicle's Stops for the specified dates
- Idle Report Text based report detailing a vehicle's Idle times
- Alarm Report Text based report detailing what alarms a particular vehicle has triggered
- Activity Report Text based report detailing the cost of a vehicles Journey with values that you specify

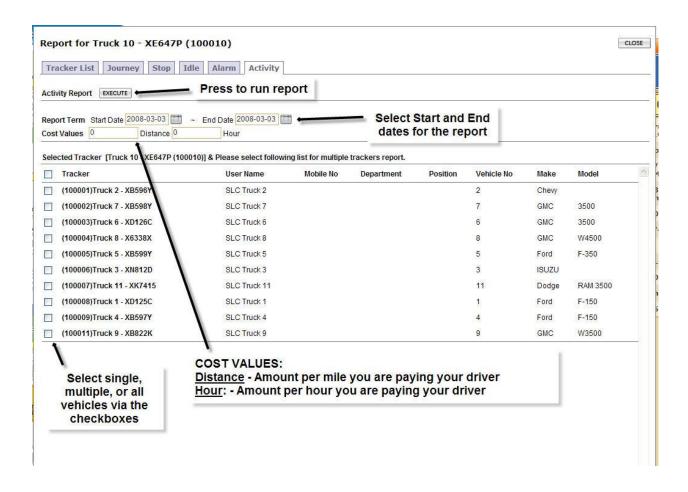
#### **Journey Report**



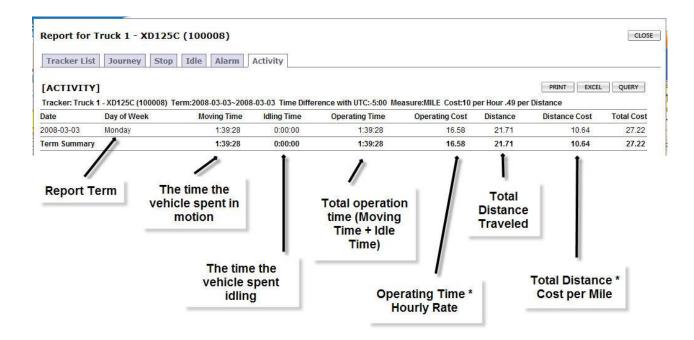
Stop Report, Idle Report, and Alarm Report screens all function the same way the Journey Report.

#### **Activity Report**

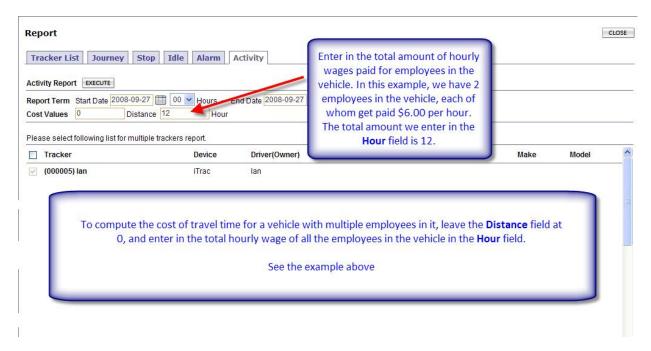
The Activity Report will help you understand the costs associated with the vehicles being driven. The Activity Report will compute the total hourly wage of employees in the vehicle.



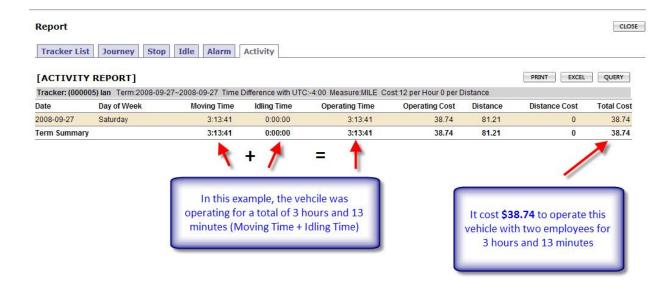
After you enter in the amount per mile you are paying the driver in the **Distance** field and the amount of the driver's wage per hour in the **Hour** field, click the **Execute** button. The following is a sample report based on \$0.49 per mile and \$10.00 per hour.



A variation of the Activity report can be used to calculate how much you are paying your employees to ride in your vehicles.



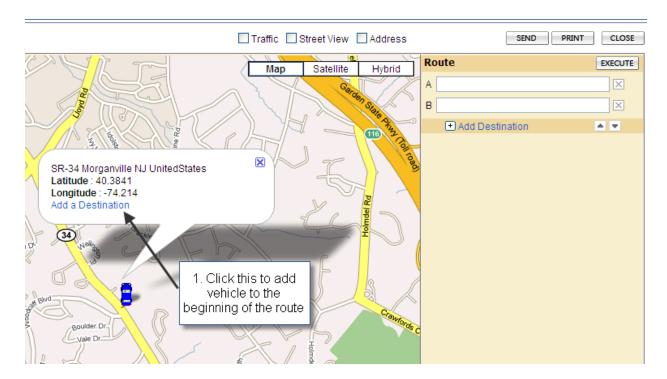
Once you execute the report, you will know the total wages paid to your employees for travel time.



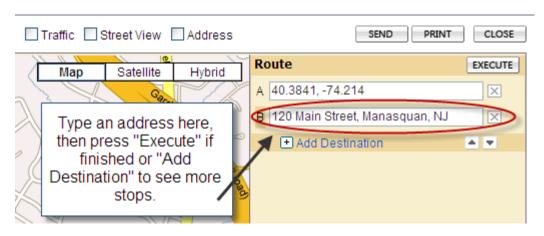
All reports can be printed via the **Print** button, or can have their contents exported for use in a spreadsheet application such as Microsoft Excel by hitting the **Excel** button. Save the file to a location of your choice to be opened with your spreadsheet application.

## **VEHICLE ROUTING (Map Service)**

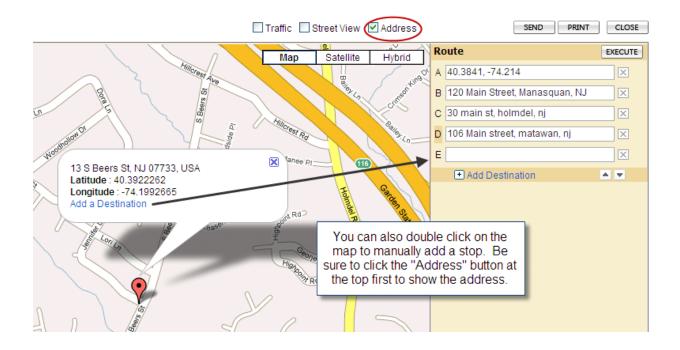
You can access the Vehicle Routing by pressing the MAP Service button in the upper left corner of the screen. Note – you should have the vehicle selected first if you want to create a route for a vehicle instead of just a route between two places.



Next, add more stops as shown below:

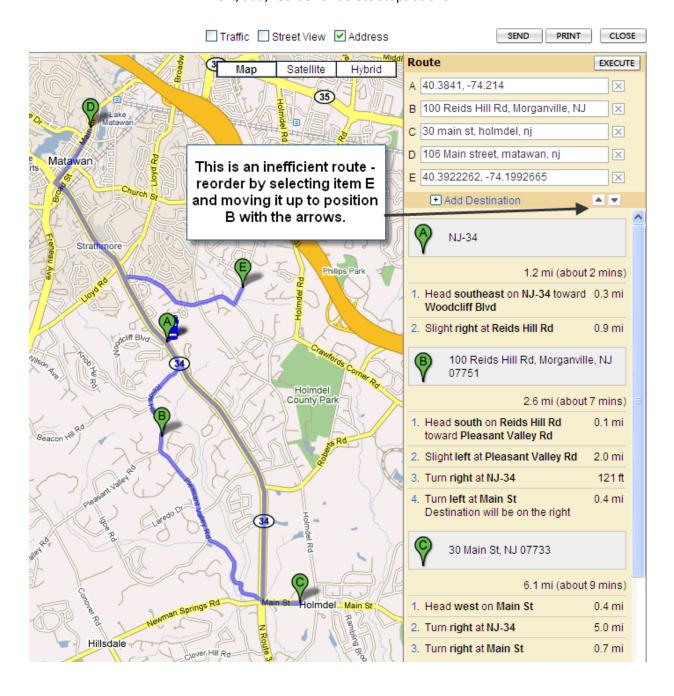


You can manually add a spot on a map as shown below.



When you are done adding destinations, press EXECUTE

Next, add, reorder or delete stops as shown:



Note, you can print or email directions for your drivers.

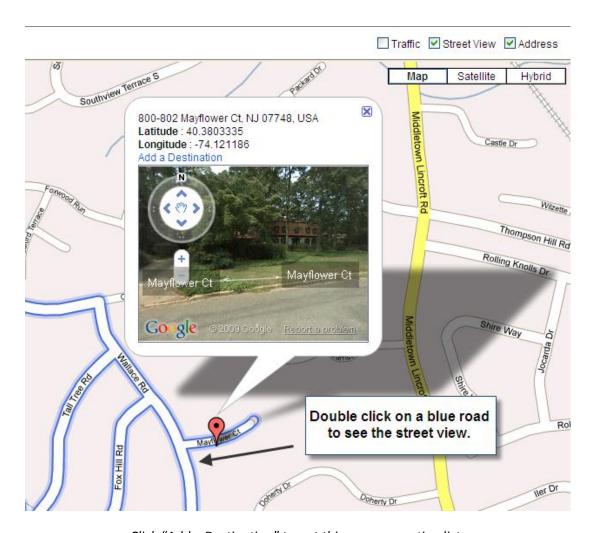


You can also use "Street View" to see what a stop would look like, then add it to your destination.

First, click Street View:



Double click on a blue area of the map. The blue areas represent streets where Google has added street view data:



Click "Add a Destination" to put this on your routing list.



# **Guardian Tracking Systems Support**

**Help Desk** 877-500-0GPS (0477)

**Fax** 888-796-1653