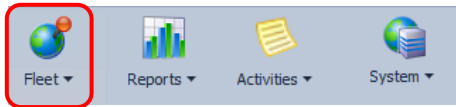


Working in the Tracking Screen

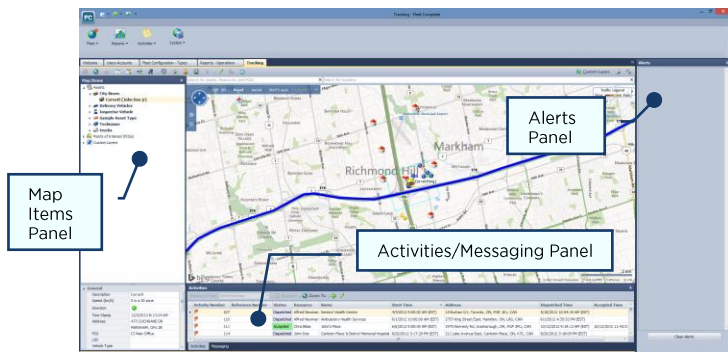
ACCESSING THE TRACKING SCREEN

From the main toolbar, click the **Fleet** icon.



You can select the **Fleet** ▾ menu, and choose **Tracking** from the dropdown menu.

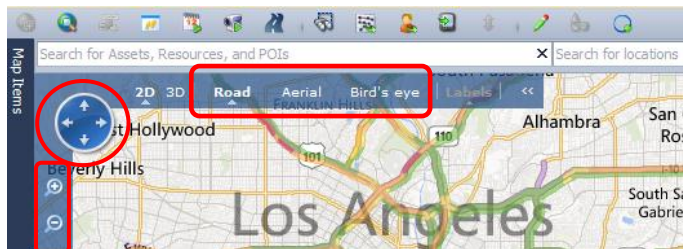
Result: The **Tracking** screen displays, where you can track and manage your high-value assets.



WORKING IN THE MAP

The **Map** portion, located in the center of the **Tracking** screen, shows the location of Assets and Points of Interests (POIs), along with any active Custom Layers.

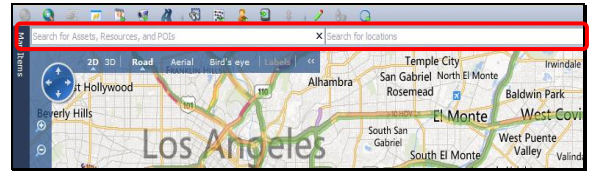
1. On the top-left corner of the map, click the different view buttons to toggle between the **Road**, **Aerial** or **Bird's Eye** views.



2. Use the **Zoom-In**, **Zoom-Out** and **Pan** control buttons, also located in the top-left corner, to navigate the map portion of the **Tracking** screen.

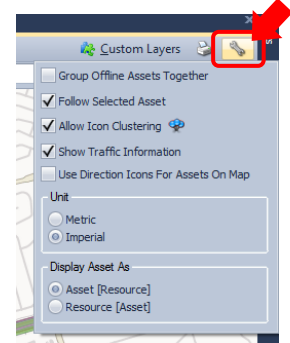
From the map, you can also click & hold the mouse then drag to view a different area of the map.

3. Using the **Search** bar above the map, search for **Assets**, **Resources**, and **POIs** (Search field to the left) or specific locations (Search field to the right).



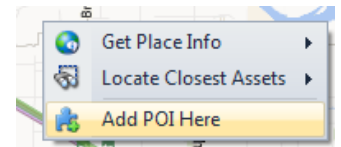
4. To access the **Map options**, click the icon in the top-right corner.

5. Select the **options** you want to apply to the **Tracking** screen (including grouping offline on the map items panel, using **Direction** indicators to represent assets on the map, choosing your preferred unit of measurement, etc.).



These options are based on **User Login**. Therefore, each user can setup their own preferred options.

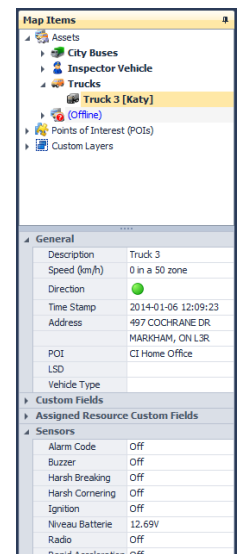
6. Right-clicking on the map itself displays a list of useful map screen functions (including identifying those assets that are closest to a given location and creating a POI).



ABOUT THE PANELS

The **Tracking** screen contains three panels, which display important information relating to your assets, resources, and POIs.

1. The **Map Items** panel, located to the left of the map, shows **Assets**, **POIs**, and **Custom Layers** in a tree structure, with **assets** and **POIs** grouped by **Type** (**Assets** > **Asset Type** > **Individual Assets**).



Asset Types are identified by name, along with the icon configured for that type (the same icon is also used to represent assets of that type on the map). **Assets**, in turn, belong to their associated **Asset Types**.



- The **Activities/Messaging** panel, located below the map, shows activities that have been dispatched to Resources. The activity statuses are colour-coded.



Selecting the **Messaging** tab at the bottom left of the panel (Adjacent to the **Activities** tab), allows for two-way text-based communication with Garmin® devices.

- The **Alerts** panel, located to the right of the screen, displays alert that are generated whenever an **Event** that includes an alert notification occurs (i.e. a rule that has been triggered).

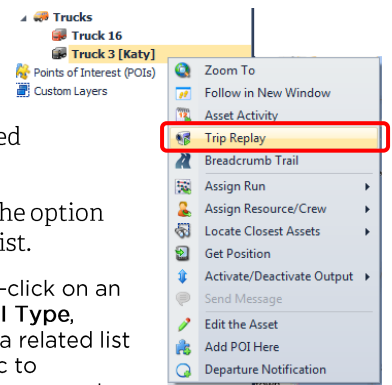


Alerts display in both pop-up messages, as well as in the **Alerts** panel (where they remain until you either clear them by clicking the **Clear Alerts** button at the bottom of the panel, or log off).

In the **Alerts** panel, you can click the “^” to roll up, and “v” to expand a given Alert.

- By clicking the icon located at the top right corner of a panel, it can either be collapsed or “pinned” permanently in place.

- Or, select an asset in the **Map Items** panel, and then right-click to access the list of asset-related functions.



You can then select the option of interest from the list.

- You can also right-click on an **Asset Type** or **POI Type**, which will display a related list of options, specific to managing these components in the **Tracking** screen.

The table below provides the asset-related functions available along with a brief description.

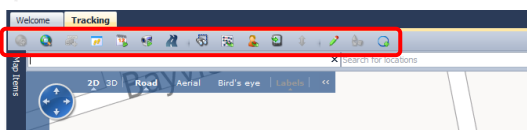
Parameter	Description
Zoom To	This centers the map on an asset's location, and zooms in to 30 meters or 30 yards from the ground.
Follow in New Window	Allows an individual asset to be followed in a separate window.
Asset Activity	Provides a quick view of an in-vehicle asset's activities in the current or previous work schedule.
Trip Replay	Shows details of each in-vehicle device's GPS snapshot for a given trip taken during a selected time period, and plots that information on a map.
Breadcrumb Trail	Used to view the details of each snapshot taken during a specific time period - by default the last 24hrs.
Assign Run	Allows users to name specific routes, regularly undertaken by an Asset.
Assign Resource/Crew	This assigns a Resource or Crew to an Asset, as required.
Locate Closest Assets	Identifies the assets near a specified location, POI or specific asset.
Get Position	This forces a GPS snapshot for the selected Asset, ahead of the next scheduled one (within 2 minutes).
Edit the Asset	Shortcut to the Asset Information window.
Add POI Here	Allows users to create a POI at the Asset's current location, or at a location specified on the map.
Departure Notification	Places a circle around an asset in the map. When the asset exits the radius, the user receives an email message.
Hide From Map	Items of this Type (whether Asset Type or POI Type) are hidden from the map.
Hide Labels	Hides labels on the map for all items belonging to this Type.
Edit the Asset/POI Type	A shortcut to the Asset or POI Type creation window.

ACCESSING ASSET-RELATED FUNCTIONALITY

A variety of different asset-related functions are available in the **Tracking** screen. This functionality can be accessed in two ways:

- From the **Tracking** screen's icon bar located above the **Search** bar, select the desired function.

- Hover your mouse over an icon to view its related description.



- For more information on the **Tracking** screen and its related functionality, consult the **Help** menu located at the top left corner of the Fleet Complete application. Go to **Tracking** → **Working with Tracking**.

