Working with POIs

ABOUT POINTS OF INTEREST

Configuring Points of Interests (POIs) allows you to track and report on the interaction of assets with specific locations that are important to your organization. Examples of POIs include customer sites, warehouse locations, border crossings and prohibited zones. Defining a POI can help ensure that your assets are in appropriate work locations.

ACCESSING & CREATING POIS

POIs can be accessed and created in 2 places. (1) from the **Tracking** screen or (2) from the **Fleet Configuration** screen, under the Points of Interest section.

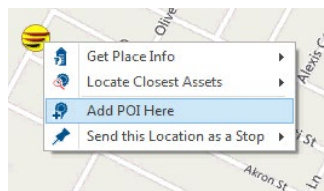### To Create a POI from the Map in the Tracking Screen:

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

   ⇨ *You can also click the dropdown arrow* ▾ *next to the word Fleet and select Tracking.*

2. From the **Search Bar** located at the top right corner of the map, type the address you want to locate, then press **Enter** on your keyboard.
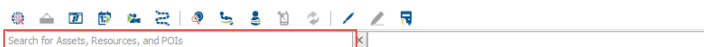
3. Once the address is displayed on the map, right-click on the yellow icon on the map, and then select the **Add POI Here** option.

Result: The Point of Interest dialogue box displays, allowing you to enter the details relating to the POI you are creating.
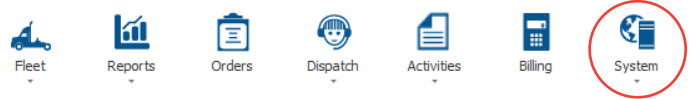
To Create a POI from the current reported position of an asset:

1. From the **Tracking** screen, In the **Map Items** panel to the left, right-click on the asset and select the **Add POI Here** option.
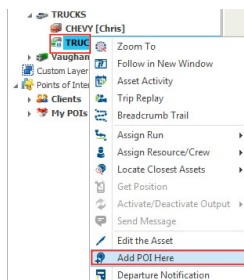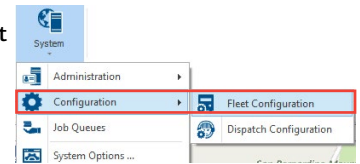
To Access the POI page from the Fleet Configuration Screen:

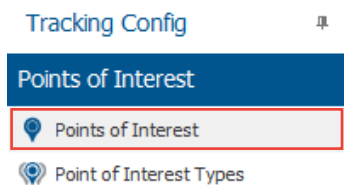1. From the main toolbar, click the **System** icon.

2. Then, click **Configuration** -> **Fleet Configuration**.

   *Result: The Fleet Configuration screen displays.*

3. From the panel to the left, under the **Points of Interest** section, select the Points of Interest link.

   Result: A list of existing POIs displays. This is also where you manage POIs (i.e. create, edit or delete them).

4. To add a POI, click the ➕ Add button located at the top left of the POI page.

   Result: This opens the Point of Interest dialogue box.
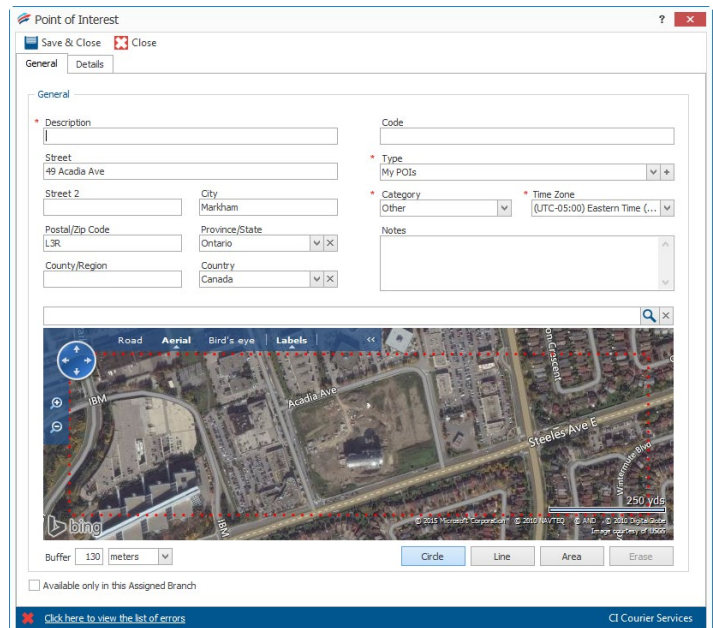
5. To complete a POI, there are 4 mandatory fields that must be completed. They are identified with a red asterisk *.

COMPLETING A POINT OF INTEREST

1. In the **Description** field, enter the name that will be used to identify the POI.

* Description
[   ]

2. From the **Type** field, select a POI Type for your POI. The default type is **My POIs**.

* Type
[My POIs   ] [▼] [+]

➡ *Click the   button to the right of the field, to create a new POI Type.*

You are taken to the POI Type dialogue box, where you can name the new POI Type and select the map icon or color to represent it on the map.

*POI Types are a useful tool to create structure in the **Map Items** panel in the Tracking screen, as well as to filter in reports.*
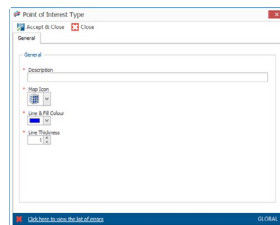
3. Using the dropdown arrow ▼ next to each field, update the **Category** from the list and the appropriate **Time Zone** of the POI - as required.

* Category
[Other   ] [▼]

* Time Zone
[(UTC-05:00) Eastern Time (...] [▼]

- **Category**: This option is used mostly in reporting and cannot be customized. The options are Other, Home, Office/Depot, Client and Supplier.

- **Address**: is not a mandatory field because a POI can be small or large and can encompass multiple addresses.

- **Code**: Is a field that can be used to put information such as a Client ID. It must be unique to that POI and can't be reused.

4. From the **Map** section located at the bottom portion of the POI dialogue box, define the parameters of your POI. There are 3 ways to identify a POI.
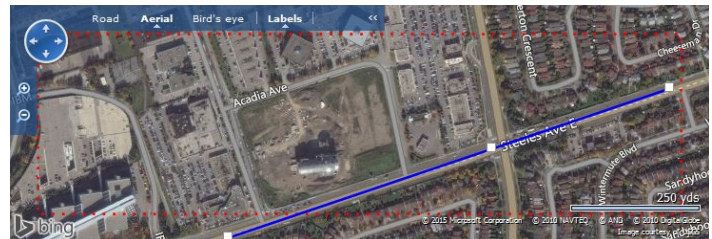
CIRCLE: where the diameter is determined by the Buffer selected. This is the default format.

*AREA: Manually define the borders around the area of interest.*

LINE: Can be used to identify a stretch of road.

➡ *To ensure more accuracy when creating a POI on the map, it is recommended to toggle to the Aerial view (satellite image) whenever possible by selecting Aerial from the options located on the top right corner of the map.*

5. Optionally, click the Details tab of the POI dialogue box to enter additional information relating to the POI, such as **Contact** info and **Working hours**.
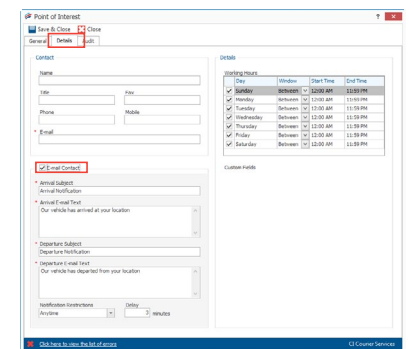
6. A check box can be selected for the system to advise the contact when your assets arrive and depart the POI in question.

7. To save the POI, click [💾] Save & Close .

IMPORTING POIS

Consult the **Help** area of Fleet Complete by clicking on the [?]▼ icon in the upper left corner of the application for more information about how to import POIs.