



Quick Reference Card

Working with Vision

OVERVIEW

In the Fleet Complete suite of products, Vision provides the advantage of fleet telematics and in-cab visual coaching to help improve driving behaviour. This cost-effective solution delivers an extra layer of safety and security to business operations to help manage risks and company reputation using photos and video clips when alerts are triggered. For example, when an instance of lane drift or harsh braking occurs.

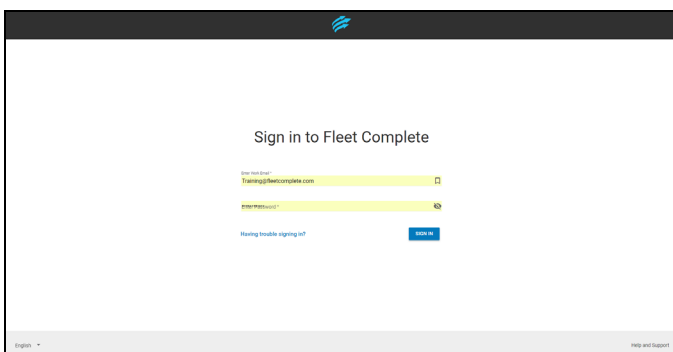
VISION: BUNDLED & UNBUNDLED PACKAGE

Vision can be purchased as a **Bundled** package in conjunction with other Fleet Complete products. Or it can be purchased individually as an **Unbundled** product.

The **Bundled** package provides *full* access to all Fleet Complete modules. Whereas, the **Unbundled** package provides access to only the *Trip Dashboard*, along with the *Manage* and *Settings* modules of Fleet Complete.




LOGIN TO FLEET COMPLETE

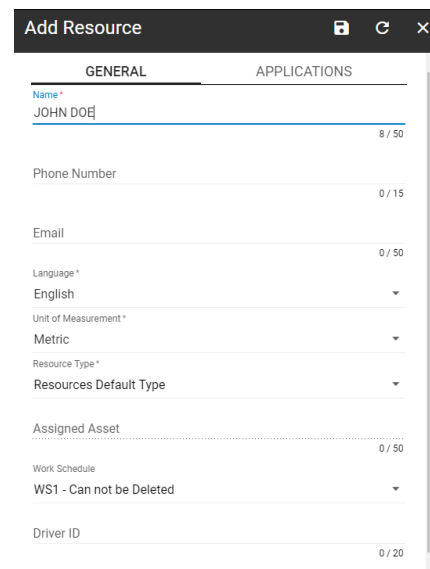
1. From your Web Browser, type <https://web.fleetcomplete.com/login>
2. On the *Sign in to Fleet Complete* screen, type your **Email Address**
3. Type your **Password**
4. Click **Sign in**




ASSIGN VISION TO A RESOURCE RECORD

For a Resource (i.e. a driver) to use the Vision Mobile app, the account Administrator must assign the Vision application to the Resource.

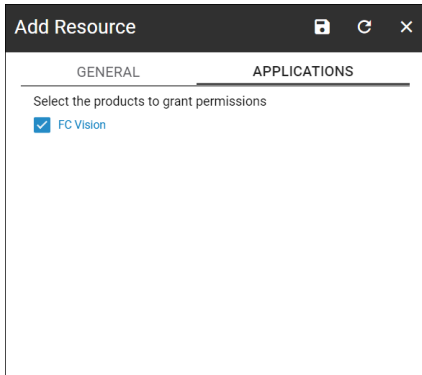
1. If you are a **Fleet Complete Bundled** user, complete steps 1-4 from **Login to Fleet Complete**
2. From the *Tracking* screen, click the **Menu Bar** icon on the top left-hand corner to access the Navigation Panel 
3. If you are an **Unbundled Vision user**, complete steps 1-4 from **Login to Fleet Complete**
4. Click the **Main Menu** bar on the upper left side of the *Trip Dashboard* screen to access the Navigation Panel 
5. Click the **Manage** menu item
6. Click **Resources**
7. Click **Resources** again
8. On the *Resources* screen, click the **Add** button 
9. In the *Add Resource* screen on the General tab, type the **full Name** and **Email Address** of the Resource and any other information as necessary



10. Click the **Applications** tab
11. Select the checkbox next to **FC Vision** to give the Resource access to the mobile app
12. Click the **Save** button 



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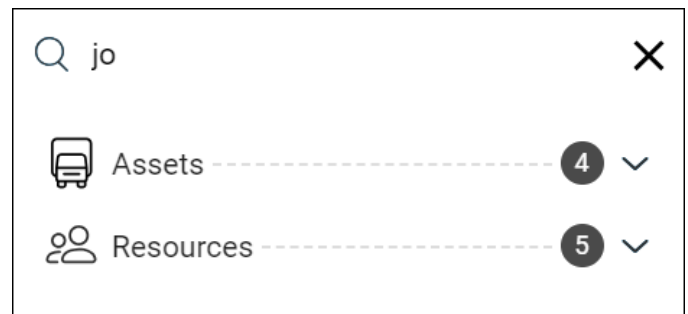


ACCESS THE SEARCH PANEL

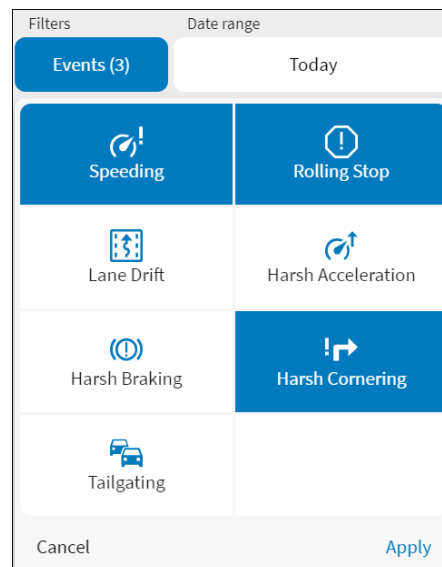
You have the option to use the **Search Panel** to search for incidents triggered by specific Assets/Resources for a particular time period. All recorded incidents display in the *Events Screen* based on your search criteria. You can search based on:

- a. **Assets or Resources or Time or Event Types**
- b. **Assets and /or Time and/or Events Types**
- c. **Resources and /or Time and /or Event Types**

1. Click the **search magnifying glass** icon on the top of the Search Panel
2. Type an Asset or Resource description to search for an **Asset or Resource**

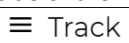


3. And/or, click the **Events** filter button to search based on **Event Types**
4. Select the preferred Event Types from the available options



5. Click the **Apply** button

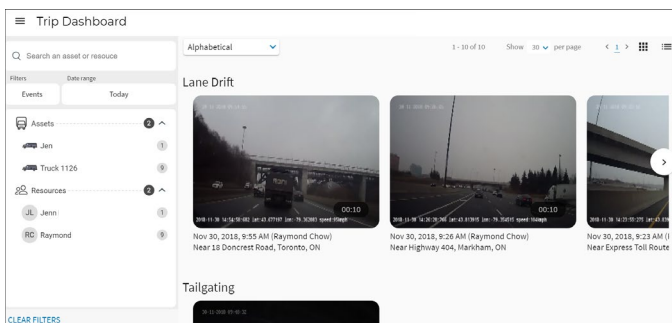
ACCESS VISION

1. Complete steps 1-4 from **Login to Fleet Complete**
2. For an **Unbundled Vision** user, the *Trip Dashboard* displays by default
1. If you are a **Fleet Complete Bundled user**, click the **Main Menu** bar on the upper left side of the *Tracking* screen to access the Navigation Panel 
3. Click the **Trip Dashboard** menu item

THE TRIP DASHBOARD - LAYOUT

The Trip Dashboard provides you with recorded video clips to indicate when and where alerts are triggered by Resources. The Dashboard is organized into the following sections:

- a. On the left side of the screen is the **Search Panel**, and
- b. The rest of the screen is the **Events Screen**





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- And/or, click the **Date Range** dropdown arrow to search based on **Time**
- Select any of the available options

Past 24 hours	Yesterday
Today	Custom
Cancel	Apply

- If **Custom** is selected, from the Calendar dropdown, select the preferred Date(s)

Past 24 hours	Yesterday					
Today	Custom					
Nov 1, 2018 - Nov 10, 2018						
November 2018						
S	M	T	W	T	F	S
NOV		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Cancel	Apply					

- Alternatively, click the **Clear Filter** button to clear all applied filters

ACCESS THE EVENTS SCREEN

The **Events Screen** of the *Trip Dashboard* displays by default all recorded incident videos of all events triggered for the current day. Each incident video is organized under its respective event type category.

- On the *Event Screen*, click the **Alphabetical** dropdown arrow and select an option to view the videos in a different order, as necessary

- Click the left and right **Navigation Arrows** on the top of the Events Screen to navigate to other pages, as necessary

- Click the **Grid** or **List View** icons on the top right-hand corner of the Events screen to select between List or Grid format for the videos



PLAYBACK INCIDENT VIDEOS

When you select a video from the Events Screen, it will play automatically and can be downloaded as well.

- Complete steps 1-8 from **Access the Search Panel**, as necessary
- From the available list of recorded Incident Videos, select a preferred video to review
- Click the **Full Screen** button to see the video in full screen
- Click the **3 dot ellipsis** button and select Download to download the video to your computer
- Click the **3 dot ellipsis** button and select **Picture in Play** to play the video in picture in play mode
- Click the white **X** button on top right hand corner of the video screen to go back to the Events Screen

