

## TracWhere Web Version User's Manual

Software Ver 5.1 May 2005

TracPoint Systems, LP  
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# TracPoint Systems, LP

## Training Manual

### Web Version

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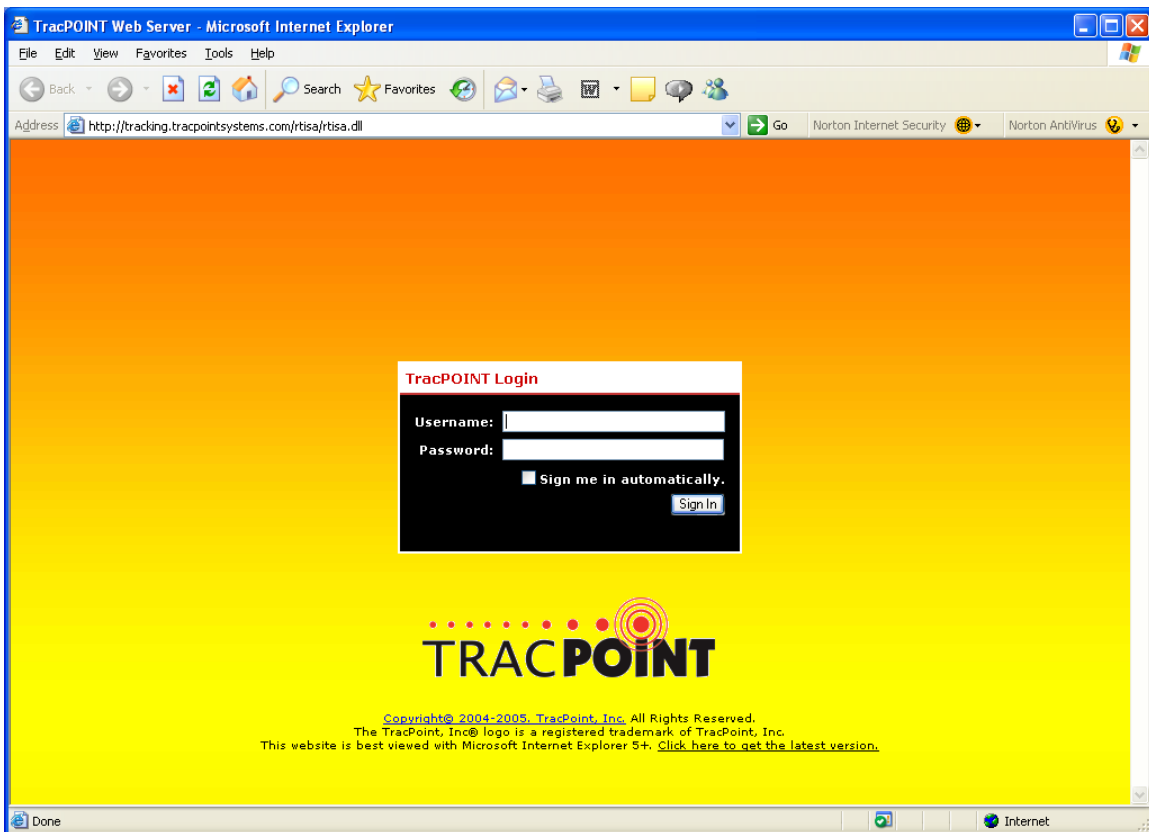
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1.0 The discussion that follows will allow you to set up all the things that are important to you in tracking your fleet. You will learn how to set all the parameters that are available in the system and customize your views and settings so that things look and feel the way you want them to.

Disable all pop-up blockers, or set pop-up blockers to accept pop-ups from <http://tracpointsystems.com>.

## 1.0 Login and password

TracPoint assigns an account and sends the login and password information via email to the main customer contact. The initial password is “password”. Login at <http://tracking.tracpointsystems.com>



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## 2.0 My Settings

This module allows you to customize the settings for your account. Vehicle alias, track color, icon, display options, notifications, etc. are all included in this module.

### 2.1 My Settings - Profile

My Settings, Demo account - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address http://tracking.tracpointsystems.com/rtisa/rtisa.dll?Mfc15APICommand=GetSettings&sid=4bd58d1211164fd2a04d32eaf8945fed&framesize=&message=&type=0&update=0 Go

Vehicles & Locations My Settings Help Sign Out

Profile Contact Display Vehicles Locations Notifications

Username demo  
Account Name Demo account

Local Time Zone (GMT-06:00) Central Time  
Adjust for daylight saving time?

Distance Units Miles  
Automatically sign me in?

Show all my vehicles and locations when I sign in?   
Show the message window when I sign in?

Telephone Access ID N/A  
Telephone Secret Code  
Telephone Secret Code Confirm

Level 1 Password  
Level 1 Confirm Password

Level 2 Password  
Level 2 Confirm Password

Level 3 Password  
Level 3 Confirm Password

Save Settings

Done Internet

#### 2.1.1 Turn On/Off Automatic Logon

1. Check the "Automatically Log me in?" checkbox, if you want to automatically be logged on at this computer, otherwise uncheck the "Automatically Log me in?" checkbox.
2. Click the "Save Settings" button. The page will refresh with the new settings.

#### 2.1.2 Turn On/Off Map of All your Vehicles and Locations at Logon

1. Check the "Show me all my vehicles and locations when I logon?" checkbox, if you want a map containing all your vehicles and locations to popup when you first logon. Otherwise, uncheck the "Show me all my vehicles and locations when I logon?" checkbox.

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2. Click the "Save Settings" button. The page will refresh with the new settings.

#### 2.1.3 Change Units of Measurement

1. Choose the unit of measurement (miles, meters, etc.) you would like to use from the "Units to Use" list box.
2. Click the "Save Settings" button. The page will refresh with the new settings.

#### 2.1.4 Change Password

1. Enter your new password in the "Password" textbox at each of the levels indicated below.
2. Enter your new password again in the "Confirm Password" textbox.
3. Click the "Save Settings" button. The page will refresh and the new password will be saved.

#### Notes:

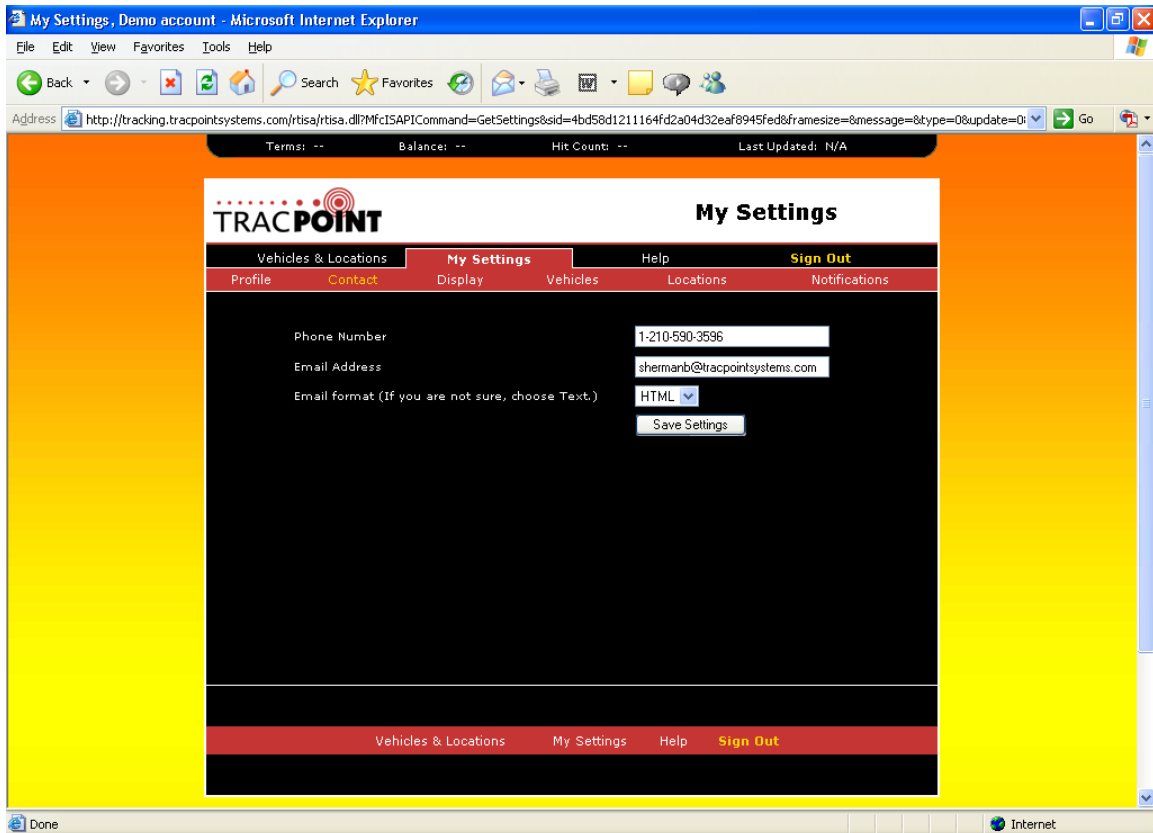
- There are three password levels. The following shows the permissions for each password level.

	Password Level <u>1</u>	Password Level <u>2</u>	Password Level <u>3</u>
Tracking	X	X	X
View User Settings		X	X
Modify User Settings			X

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## 2.2 My Settings – Contact

This section will allow you to add phone numbers, email addresses and other things for future use.



### 2.2.1 Enter or change your Phone Number

1. Enter your phone number in the "Phone Number" textbox.
2. Click the "Save Settings" button. The page will refresh and your Phone Number will be saved.

### 2.2.2 Enter or change your Email Address

1. Enter your email address in the "Email Address" textbox.
2. Click the "Save Settings" button. The page will refresh and your email address will be saved.

### 2.2.3 Enter or change your Email Format

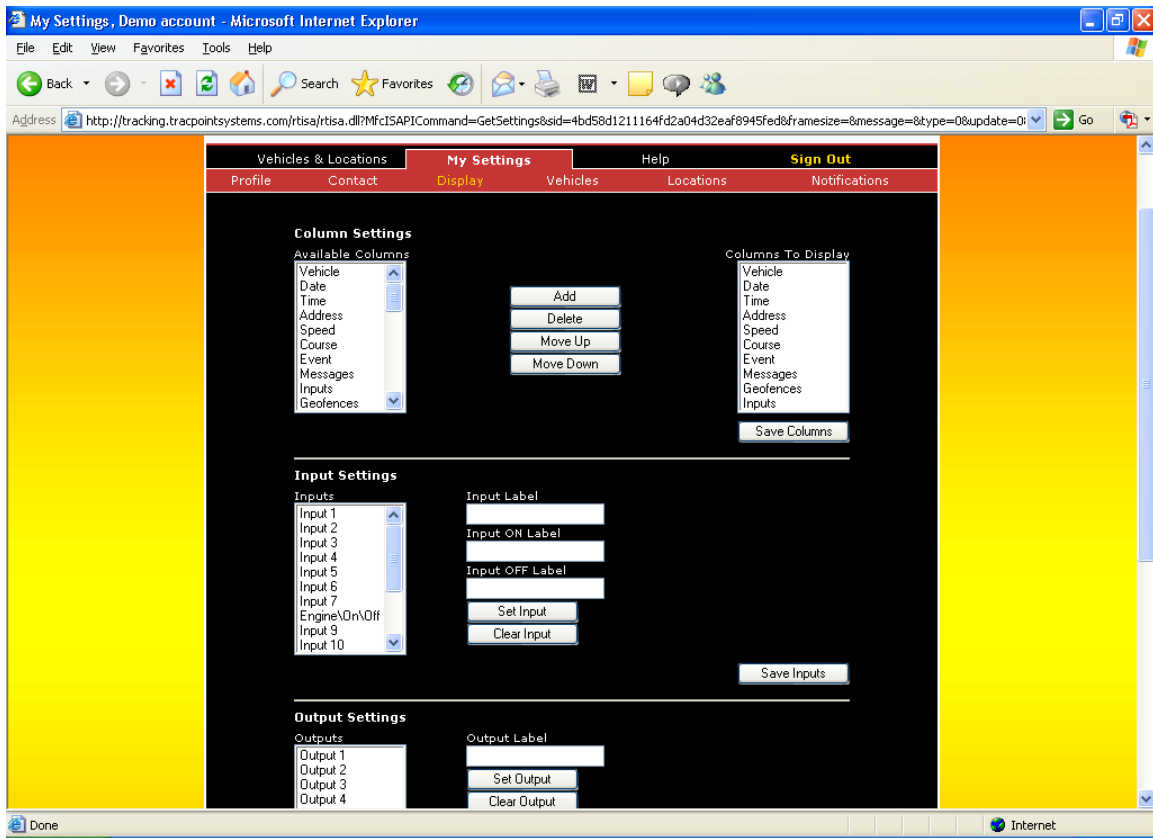
1. Choose the email format you would like to use from the "Email format" textbox. The choices are "Text", "HTML", or "SMS". If you are not sure which format to choose, pick "Text".

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2. Click the "Save Settings" button. The page will refresh and your email format will be saved.

## 2.3 My Settings – Display

This section will provide you various choices to select from for not only the column headings in your reports but also input and output displays.





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#### 2.3.1 Change your Display Columns

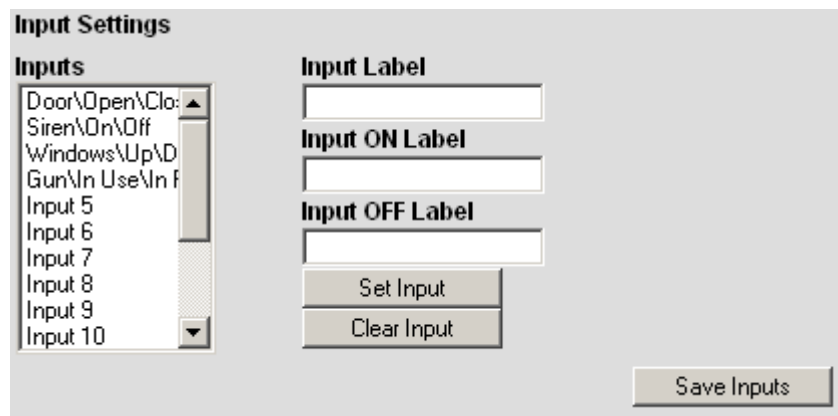


1. To add a column to your "Columns To Display," select the column from the "Available Columns" list box and click the "Add" button.
2. To delete a column from your "Columns To Display," select the column from the "Columns to Display" list box and click the "Delete" button.
3. To move a column up in your "Columns To Display," select the column from the "Columns to Display" list box and click the "Move Up" button.
4. To move a column down in your "Columns To Display," select the column from the "Columns to Display" list box and click the "Move Down" button.
5. Once you have the columns you want in the "Columns To Display" list box, click the "Save Columns" button. The page will refresh and your display columns will be saved.

#### 2.3.2 Change your Input Settings Labels

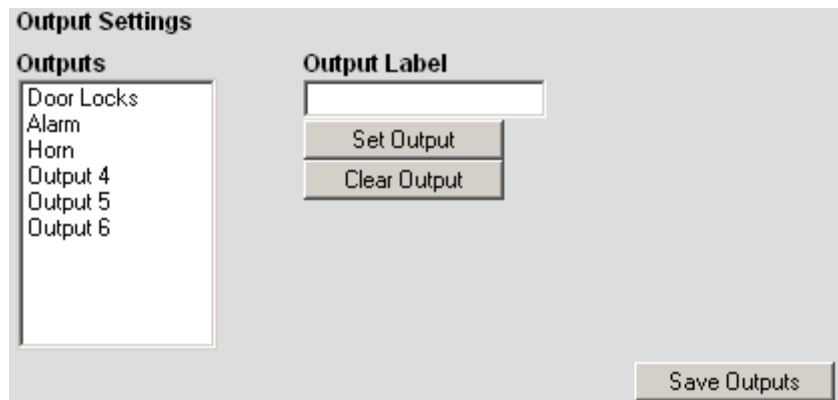
TracPoint allows you to monitor various things related to your vehicle including door open/close, ignition on/off, PTO engage/disengage, etc. There are multiple inputs such as those referred to above and multiple outputs that can be monitored and those are discussed below.

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1. Select the input that you would like to use/change from the "Inputs" list box.
2. Enter the name of the input in the "Input Label" text box (e.g. "Door").
3. Enter the input on label in the "Input ON Label" text box (e.g. "Open").
4. Enter the input off label in the "Input OFF Label" text box (e.g. "Closed").
5. Click the "Set Input" button. The input labels will show up in the "Inputs" list box.
6. To remove the labels from an input, select the input from the "Inputs" list box and click the "Clear Input" button.
7. Once you have all the input labels setup, click the "Save Inputs" button. The page will refresh and your input labels will be saved.

## 2.3.3 Change your Output Settings Labels



1. Select the output that you would like to change from the "Outputs" list box.
2. Enter the name of the output in the "Output Label" text box (e.g. "Door Locks").
3. Click the "Set Output" button. The output label will show up in the "Outputs" list box.



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#### **2.4.2 Change the Color of track Breadcrumb**

1. Choose a color from the "Color of track breadcrumb" list box. Your choices are Red, Green, Blue, and Black and all variations in between.
2. Click the "Save Settings" button. The page will refresh with the new settings.

#### **2.4.3 Include text with Breadcrumb feature**

1. If you want to include text with breadcrumb, check the "Include text with breadcrumb" check box. Otherwise, uncheck the "Include text with breadcrumb" check box.
2. Click the "Save Settings" button. The page will refresh with the new settings.

#### **2.4.4 Change the Nickname for a Vehicle**

1. Find the vehicle whose nickname you want to change.
2. In the "Nickname" textbox corresponding to that vehicle, type the nickname you want the vehicle to have.
3. Click the "Save Settings" button. The page will refresh with the new settings.

#### **2.4.5 Change Icon for a Vehicle**

1. Find the vehicle whose icon you want to change.
2. Click the "Select" button in the icon column. This will cause the Icon dialog box to appear.
3. Click the icon you would like to use for this vehicle. The icon will be selected and the Icon dialog box will close.
4. Click the "Save Settings" button. The page will refresh with the new settings.

#### **Notes:**

- If you would prefer not to use an icon, click "None" in the Icon dialog box.

#### **2.4.6 Ignore/Don't Ignore a Vehicle**

1. Find the vehicle that you want to ignore or not ignore.
2. In the "Ignore" dropdown box, choose "yes" to ignore the vehicle, otherwise choose "no".
3. Click the "Save Settings" button. The page will refresh with the new settings.

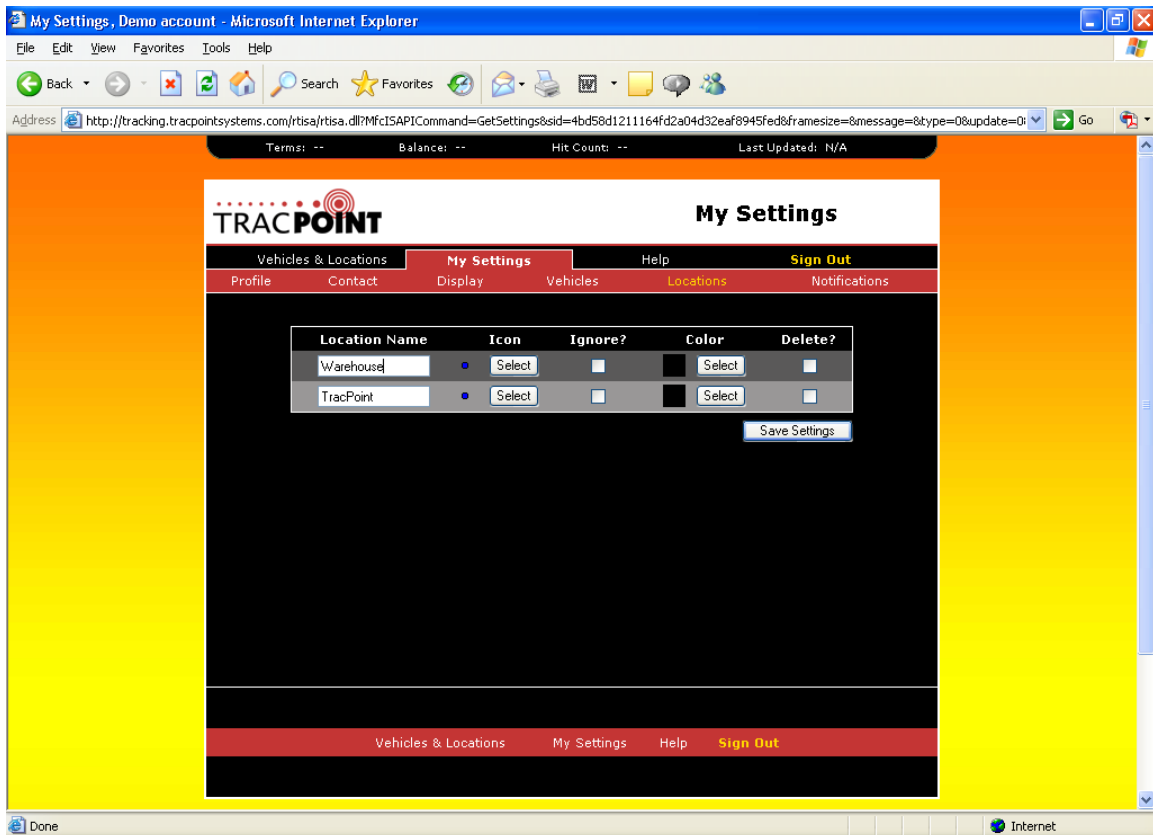
#### **2.4.7 Change Color of Vehicle Track**

1. Find the vehicle whose color you want to change.

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2. Click the "Select" button in the "Track Color" column. This will cause the Color dialog to appear.
3. Click the color you would like to use for this vehicle. The color will be selected and the Color dialog will close.
4. Click the "Save Settings" button. The page will refresh with the new settings.

## 2.5 My Settings - Locations



See section 3.3 to learn how to create a location on your map.

### 2.5.1 Change the Name of a Location

1. Find the location whose name you want to change.
2. In the "Location Name" textbox corresponding to that location, type the location name.
3. Click the "Save Settings" button. The page will refresh with the new settings.

### 2.5.2 Change Icon for a Location

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1. Find the location whose icon you want to change.
2. Click the "Select" button in the icon column. This will cause the Icon dialog to appear.
3. Click the icon you would like to use for this location. The icon will be selected and the Icon dialog will close.
4. Click the "Save Settings" button. The page will refresh with the new settings.

#### Notes:

- If you would prefer not to use an icon, click "None" in the Icon dialog box.

#### 2.5.3 Ignore/Don't Ignore a Location

1. Find the location that you want to ignore or not ignore.
2. In the "Ignore" dropdown box corresponding to that location, choose "yes" to ignore the location. Choose "no" to not ignore the location.
3. Click the "Save Settings" button. The page will refresh with the new settings.

#### 2.5.4 Change Color of a Location

1. Find the location whose color you want to change.
2. Click the "Select" button in the color column. This will cause the Color dialog to appear.
3. Click the color you would like to use for this location. The color will be selected and the Color dialog will close.
4. Click the "Save Settings" button. The page will refresh with the new settings.

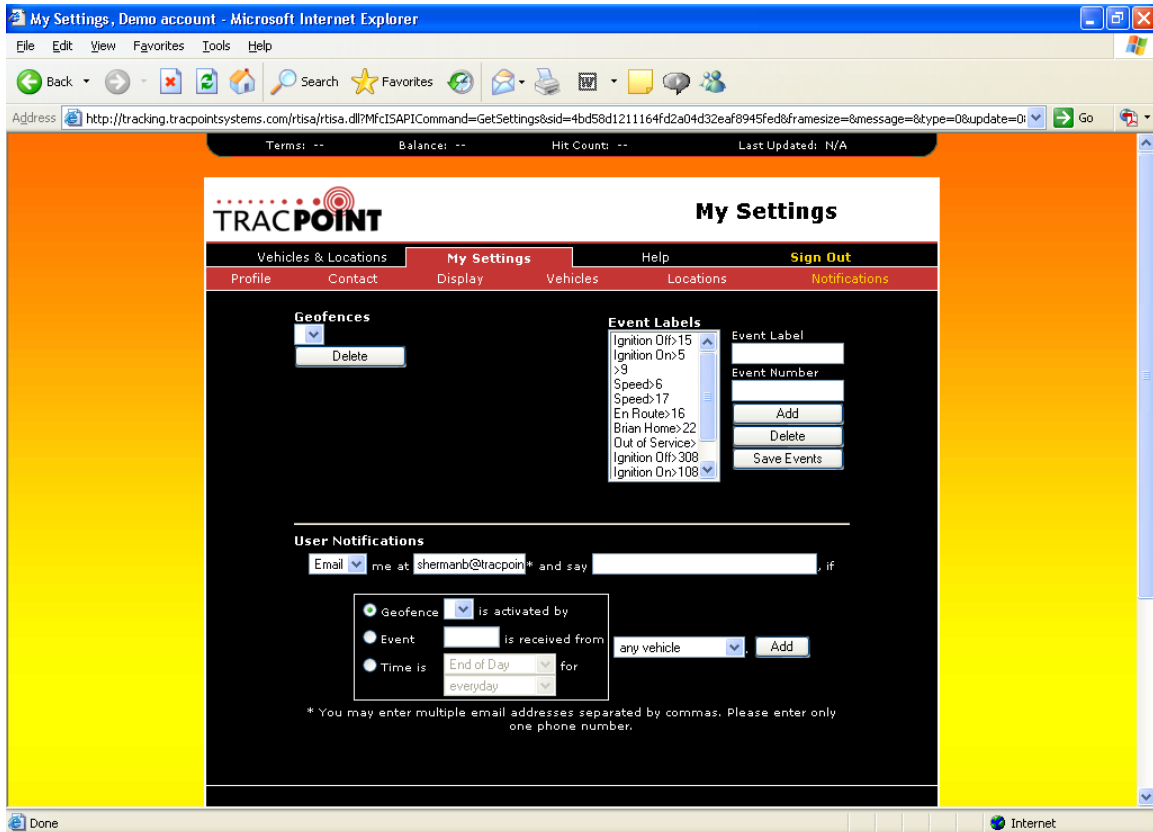
#### 2.5.5 Delete a Location

1. Find the location that you want to delete.
2. Check the "Delete" check box corresponding to that location.
3. Click the "Save Settings" button. The page will refresh with the new settings.

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## 2.6 My Settings – Notifications

This section is used to notify you of certain events and status changes that are important to you. TracPoint also provides you with certain options in how you are notified including via cell phone and/or email.



To create a geofence please see Section 3.4.

### 2.6.1 Delete a Geofence



1. Select the geofence from the "Geofence" list box.
2. Click the Delete button. The page will refresh and the geofence will be deleted.

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## 2.6.2 Event Labels

The screenshot shows a web interface for managing event labels. On the left, there is a list box titled "Event Labels" containing three entries: "Job Complete>52", "Job Started>51", and "Emergency>99". To the right of this list is a form for adding a new event label. It includes a text box labeled "Event Label:", a text box labeled "Event Number:", and three buttons: "Add", "Delete", and "Save Events".

1. Enter the name of the event in the "Event Label" text box (e.g. "Job Complete").
2. Enter the decimal number of the event in the "Event Number" text box (e.g. "51").
3. Click the "Add" button. The event label will show up in the "Event" list box.
4. To remove a label for an event, select the event from the "Event Labels" list box and click the "Delete" button.
5. Once you have all the event labels setup, click the "Save Events" button. The page will refresh and your event labels will be saved.

## 2.6.3 Create a Notification

The screenshot shows the "My Notifications" interface. At the top, there is a form for creating a new notification: "Call" (selected in a dropdown) me at "555-1212" and say [text box], if [radio buttons]. Below this are three radio button options: "Geofence" (selected) with a dropdown set to "HOME", "Event" with an empty text box, and "Time is" with dropdowns set to "End of Day" and "everyday". To the right of these options is a dropdown set to "Bob" and an "Add" button. Below the form, there is a list of existing notifications. The first notification is: "Call me with Bob's location at 555-1212 and say '{{ALIAS}} is at {{ADDRESS}} on {{DATE}} at {{TIME}}.', on weekdays at 5:00 PM." with a "Delete" button. The second notification is: "Email Bob's track for the day to someone@rastrac.net and say 'Bob's Track for the Day', every day at 11:59 PM." with a "Delete" button.

1. Select whether this notification will be a call or email.
2. Enter the phone number/email address where you would like to be notified.



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3. Enter the message you would like to be included in your email message/phone call.
4. If you would like to be notified when a geofence has been triggered, select the geofence.
5. If you would like to be notified when an event has occurred, select the event and enter the event number.
6. If you would like to be notified at a specific time of day, select time of day and how often during the week.
7. Select which vehicles will be used in this user notification from the dropdown menu that has a default to "any vehicle".
8. Click the "Add" button. The page will refresh and the new notification will be added.

#### **2.6.4 Delete a Notification**

1. Find the notification you would like to delete.
2. Click the "Delete" link next to the notification. The page will refresh and the notification will be deleted.

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## 3.0 Map Window

This section requires that a map be displayed in order to better understand the training. Please open a map that displays a vehicle and follow along.

Balance: -- Hit Count: -- Last Updated: N/A

**353531001006433**

Get Track Restore Refresh Help Print Close

Map width: 5279 feet Breadcrumb: Time of Day

Map Size:  
None  
S  
M  
L

Zoom:  
+  
1  
2  
4  
8  
16  
32  
100  
3200  
-

Scroll down to view the vehicle report(s).  
Times have been computed using the UTC-05:00 timezone.  
To zoom in or out you may right-click on the map or press i or o on your keyboard.

Vehicle	Date	Time	Address	Speed	Course	Event	Messages	Geofences	Inputs
353531001006433	May, 06, 2005	3:28:38 PM	*s Ih 35 (738 ft away) New Braunfels, TX, 78132	0 mph	N				Engine Off

Done Internet

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#### 3.1 Change the item titled Breadcrumb

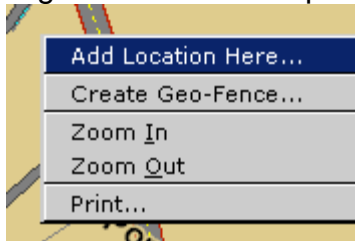
1. Select the item you would like to shade from the "Breadcrumb" drop down menu.
2. The page will refresh with the new breadcrumb item selected.

#### 3.2 Change the Map Size

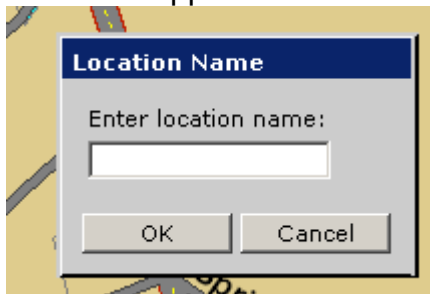
1. Click the radio button on the right hand side of the map window corresponding to the map width you want to use.
2. The window will resize to accommodate the new map width and the page will refresh.

#### 3.3 Create a new Location

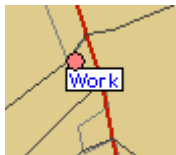
1. Right-click on the map and a menu like the one below will appear.



2. Left-click the "Add Location Here..." option and a dialog box like the one below will appear.



3. Enter the name of the location in the text box.
4. Click OK to create the location.
5. The web page will then be refreshed to show the newly created location like that shown below.

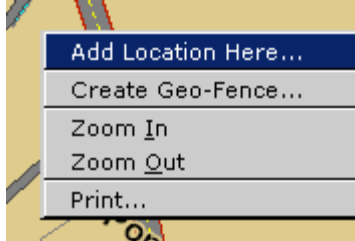


6. Your location is now created. The location's settings may be edited from the menu titled "My Settings – Locations".

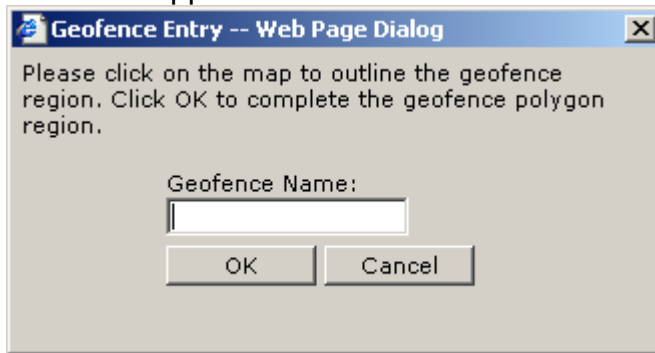
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## 3.4 Create a Geofence

1. Right-click on the map and a menu like the one below will appear.



2. Left-click the "Create Geofence..." option and a dialog box like the one below will appear.



3. Enter the name of the geofence in the text box.
4. Click on the map to create the geofence region. You must click at least three points to create the geofence.
5. Click OK to create the geofence.
6. The web page will then be refreshed to show the newly created geofence like below.



7. Your geofence is now created. The geofence may be deleted through the "My Settings – Notifications" menu.

## 3.5 Measure a Distance on the Map

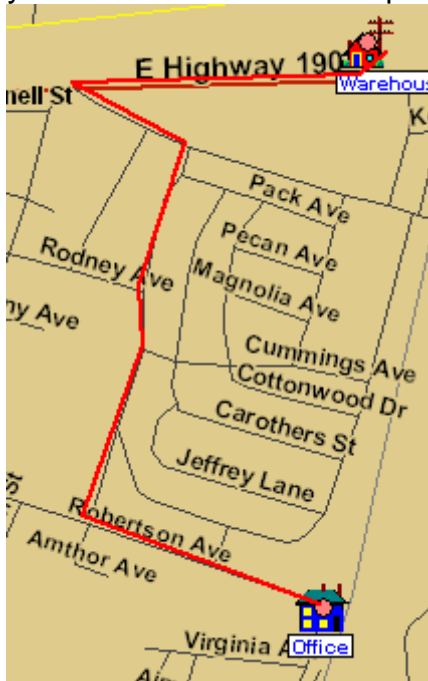
1. Hold down the Shift key. This will put you into measurement mode.
2. Left-click the map at the starting point.
3. Left-click the map at the next point along the measurement. A red line from your first point to your second point will appear. Repeat this step until

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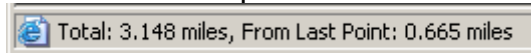
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you have reached the end point.

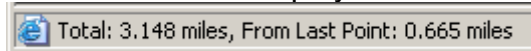


4. The total distance will be displayed in the status bar in the bottom left corner of the map window.



#### Notes:

- Measurements are an approximation. Do not assume they are accurate.
- Each time you add a point after the starting point the Total Distance will be recalculated and displayed in the status box below the map.



- After adding the starting point, the distance from the last point added will be displayed in the status bar in the bottom left corner of the map window.

#### 3.6 Pan Map

1. Click the directional button corresponding to the direction you would like the map to be panned.
2. The page will refresh and the map will be panned in the direction of the button you clicked.

#### 3.7 Recenter the Map

1. Left-click where you would like to center the map.
2. The page will refresh and the map will be centered on the selected point.

#### 3.8 Refresh Map

1. Click the "Refresh" button in the right-bottom corner of the map window.

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2. The page will refresh with the vehicles new position if a new position was available.

**Notes:**

- A "Refresh" button may not be available.

### 3.9 Restore Map

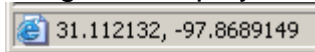
1. Click the "Restore" button in the right-bottom corner of the map window.
2. The page will refresh to the original query that opened the map window.

**Notes:**

- A "Restore" button may not be available.

### 3.10 View Latitude and Longitude on the Map

1. Hold down the Ctrl (Control) key. This will put you into Latitude-Longitude mode.
2. Move the mouse over the map and you will see the Latitude and Longitude displayed in the status bar of the map window.



**Notes:**

- The Latitude and Longitude are an approximation. Do not assume they are accurate.

### 3.11 View Vehicle Status on the Map

1. Point the cursor at the vehicle you wish to see. A box will appear to the right of the cursor giving you date, time, vehicle's current address, events and inputs.

### 3.12 View Vehicle Status in the Table

1. Scroll towards the bottom of the map window.
2. A status table will appear below the map showing the vehicle's current status.

**Notes:**

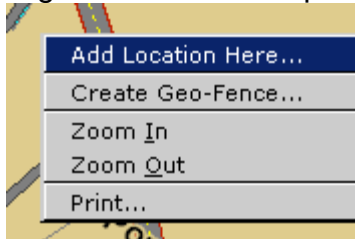
- If there are no vehicles in the report, the table will list none as well.
- To center on a specific status, click the vehicle ID of the status you would like to center on. The page will refresh with the map centered on the selected status. If the vehicle ID is not a web page link, then the status did not contain position information and cannot be centered on.

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## 3.13 Zoom In

### Option 1

1. Right click on the map. The following menu will appear.



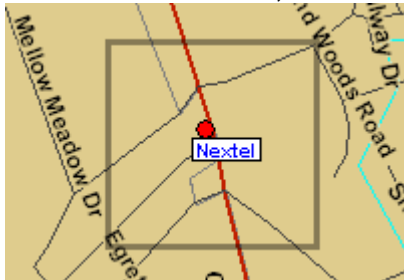
2. Left-click "Zoom In".
3. The page will refresh at the new zoom level.

### Option 2

1. With the map window active, press the letter 'I' on the keyboard.
2. The page will refresh at the new zoom level.

### Option 3

1. Click and hold the left mouse button on the map.
2. Drag the mouse until it makes a box around the portion of the map you want to zoom in on, like below.

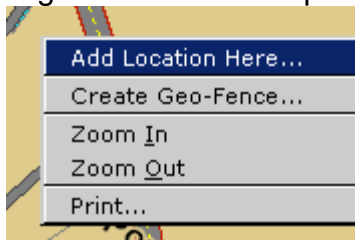


3. Release the mouse button. The page will now refresh zoomed in on the selected portion of the map.

## 3.14 Zoom Out

### Option 1

1. Right click on the map. The following menu will appear.



2. Left-click "Zoom Out".
3. The page will refresh at the new zoom level.

### Option 2

1. With the map window active, press the letter 'o' on the keyboard.

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2. The page will refresh at the new zoom level.

#### **3.15 Zoom to a Specific Level**

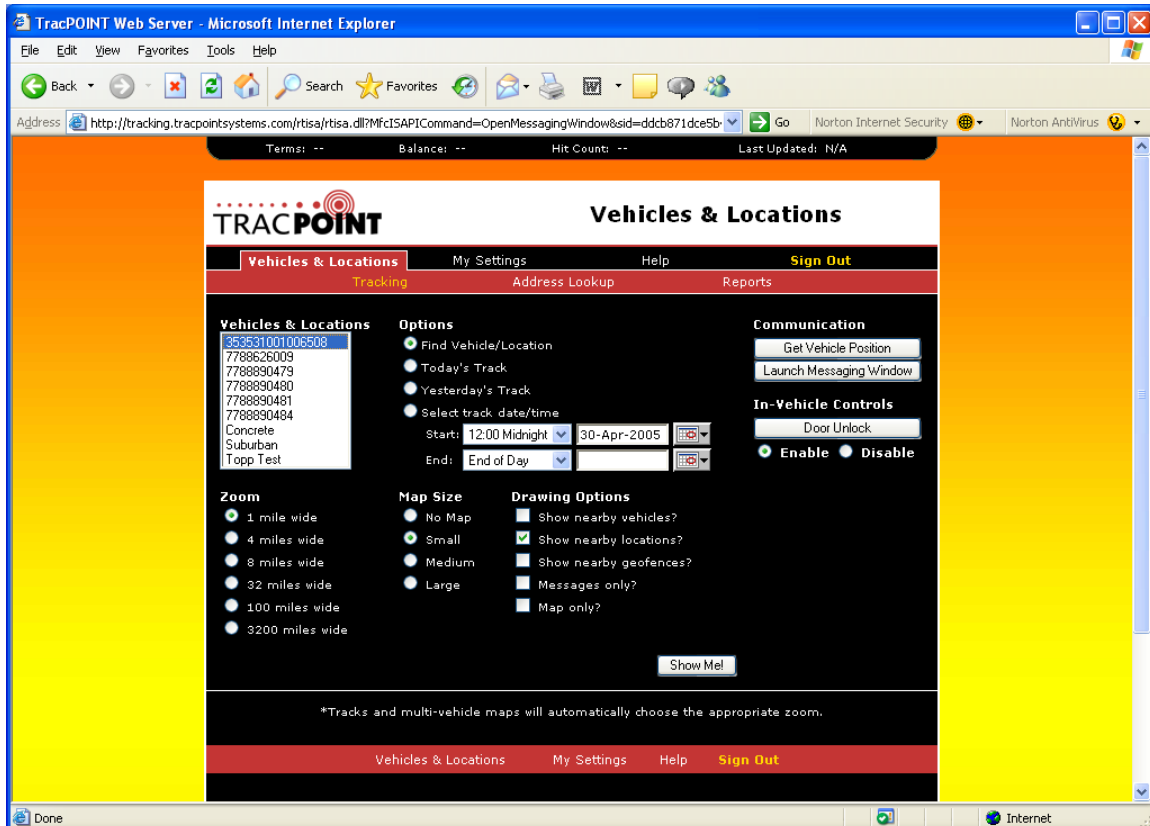
1. Click the radio button on the right hand side of the map window corresponding to the zoom level you want to use.
2. The page will refresh at the new zoom level.



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## 4.0 Vehicles & Locations

This is the main screen and the screen that you will see when you log in to TracWhere. This screen is also considered the main console which allows you to query vehicle locations, vehicle track history, get vehicle position, control vehicle outputs, run reports, and lookup addresses.



### 4.1 Vehicles & Locations - Tracking

Vehicle names are located in the left hand window. Select a single vehicle by simply clicking the vehicle name with your mouse. Choose multiple vehicles by holding CTRL while clicking each name with your mouse. Select a list of vehicles by clicking the first vehicle name, hold the SHIFT key, and click the last vehicle that you want to select in the list with your mouse.

#### 4.1.1 To Find Vehicles/Locations

1. Select the vehicle and/or location that you want to find from the "Vehicles & Locations" list box. To select multiple vehicles and/or locations hold the Control (Ctrl) key on the keyboard and click each vehicle/location you

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want to select. If the vehicles/locations you want to select are in consecutive order, you may click and hold on the first vehicle/location and drag the mouse down to the last vehicle/location or click and hold on the first vehicle/location and while holding the Shift (Shift) key click on the last vehicle/location.

2. Select the "Vehicle/Location" radio button.
3. Select the map "Zoom" level. If multiple vehicles and/or locations are selected, the map will automatically be zoomed to fit all the vehicles and/or locations on the map.
4. Select the "Map Size".
5. To show nearby vehicles on the map, check the "Show nearby vehicles?" check box.
6. To show nearby locations on the map, check the "Show nearby locations?" check box.
7. To show nearby geofences on the map, check the "Show nearby geofences?" check box.
8. If you would like to only see only messages, check the "Messages Only?" check box.
9. Click the "Show Me!" button.
10. A map with the options you selected will then popup in a separate window.

#### 4.1.2 To Get Today's Track

1. Select the vehicle from the "Vehicles & Locations" list box. To select multiple vehicles hold the Control (Ctrl) key on the keyboard and click each vehicle you want to select. If the vehicles you want to select are in consecutive order, you may click and hold on the first vehicle and drag the mouse down to the last vehicle.
2. Select the "Today's Track" radio button.
3. Select any "Zoom" level. The map will automatically zoom to fit the vehicle's track.
4. Select the "Map Size".
5. To show nearby vehicles on the map, check the "Show nearby vehicles?" check box.
6. To show nearby locations on the map, check the "Show nearby locations?" check box.
7. To show nearby geofences on the map, check the "Show nearby geofences?" check box.
8. If you would like to only see only those things containing messages, check the "Messages Only?" check box.
9. Click the "Show Me!" button.
10. A map with the options you selected will then popup in a separate window.

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#### 4.1.3 To Get Yesterday's Track

1. Select the vehicle from the "Vehicles & Locations" list box. To select multiple vehicles hold the Control (Ctrl) key on the keyboard and click each vehicle you want to select. If the vehicles you want to select are in consecutive order, you may click and hold on the first vehicle and drag the mouse down to the last vehicle.
2. Select the "Yesterday's Track" radio button.
3. Select a "Zoom" level. The map will automatically zoom to fit the vehicle's track.
4. Select a "Map Size".
5. To show nearby vehicles on the map, check the "Show nearby vehicles?" check box.
6. To show nearby locations on the map, check the "Show nearby locations?" check box.
7. To show nearby geofences on the map, check the "Show nearby geofences?" check box.
8. If you would like to only see those things containing messages, check the "Messages Only?" check box.
9. Click the "Show Me!" button.
10. A map with the options you selected will then popup in a separate window.

#### 4.1.4 To Get a Vehicle Track from a Date/Time Range

1. Select the vehicle from the "Vehicles & Locations" list box. To select multiple vehicles hold the Control (Ctrl) key on the keyboard and click each vehicle you want to select. If the vehicles you want to select are in consecutive order, you may click and hold on the first vehicle and drag the mouse down to the last vehicle.
2. Select the "Select track date/time" radio button.
3. Choose a start time and date. To choose the date click on the blue button with the white arrow. Then click the date that you want to use.
4. Choose an end time and date. To choose the date click on the blue button with the white arrow. Then click the date that you want to use.
5. Select any "Zoom" level. The map will automatically zoom to fit the vehicle's track.
6. Select the "Map Size".
7. To show nearby vehicles on the map, check the "Show nearby vehicles?" check box.
8. To show nearby locations on the map, check the "Show nearby locations?" check box.
9. To show nearby geofences on the map, check the "Show nearby geofences?" check box.
10. If you would like to only see only those things containing messages, check the "Messages Only?" check box.

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11. Click the "Show Me!" button.
12. A map with the options you selected will then popup in a separate window.

#### Notes:

- The date/time range cannot exceed three (3) days.

#### 4.1.5 To Get a New Vehicle Position

1. Select the vehicle you would like to ask for a new position from the "Vehicles & Locations" list box.
2. Click the "Get Vehicle Position" button located under the heading "Communication" on the right hand side of the screen. The page will refresh and you will receive a message indicating if the get position request was sent.

#### Notes:

- If the "Get Vehicle Position" button does not appear, you do not have permission to send "Get Position" messages to the vehicle.

#### 4.1.6 Enable/Disable an Output

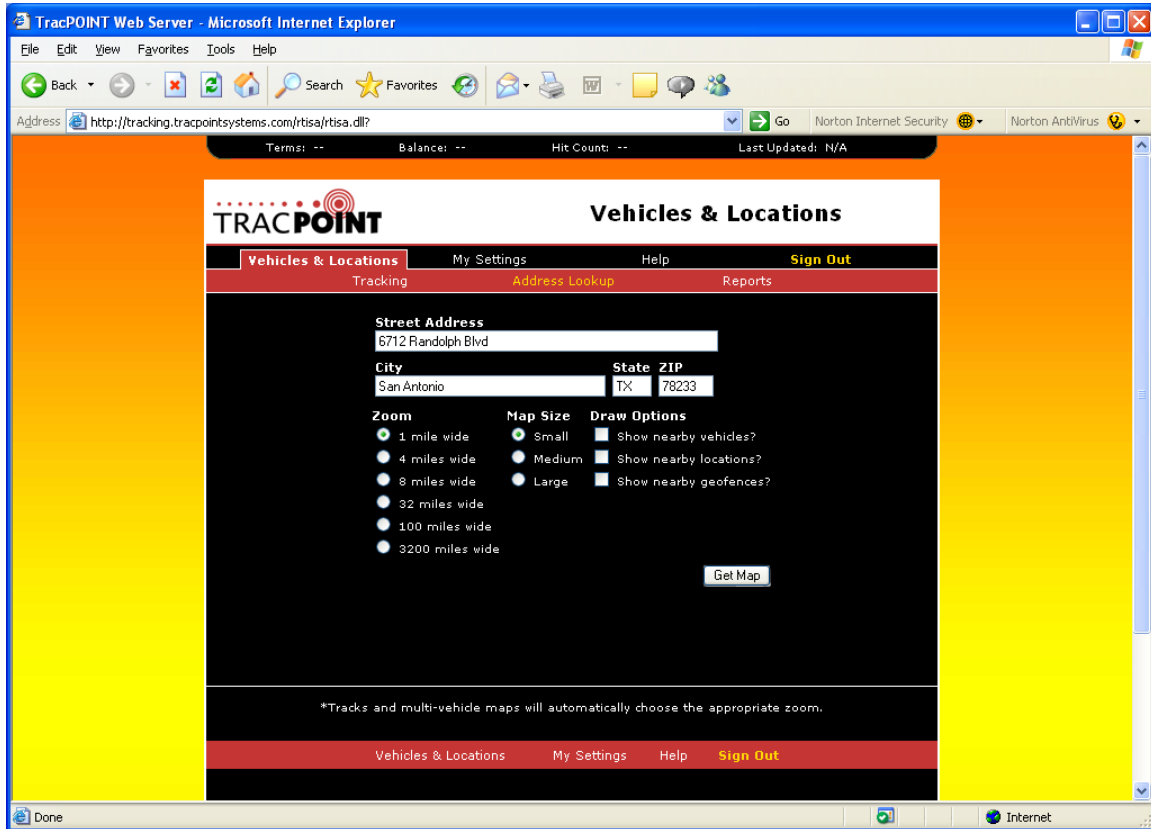
1. TracPoint gives you the ability to perform certain functions for your vehicle from your computer, such as locking and unlocking your doors. (Please note that this will work only if the modem has been programmed with this feature and the vehicle has been wired accordingly.) To access this feature find the "In Vehicle Controls" section on the right side of the "Vehicle & Locations – Tracking" screen. You may engage or disable this feature merely by clicking on the desired radio button. Select the vehicle whose output you would like to enable/disable from the "Vehicles & Locations" list box.
2. If you would like to enable the output, select the "Enable" radio button; otherwise, if you would like to disable the output, select the "Disable" radio button.
3. Click the button corresponding to the output you are trying to enable/disable.

#### Notes:

- If the output button does not appear, you may not have outputs defined. To define outputs go to "My Settings...My Display Settings." For more information about defining outputs, click [here](#).
- If you have the outputs defined and the output buttons still do not show up, you do not have permission to enable/disable outputs.

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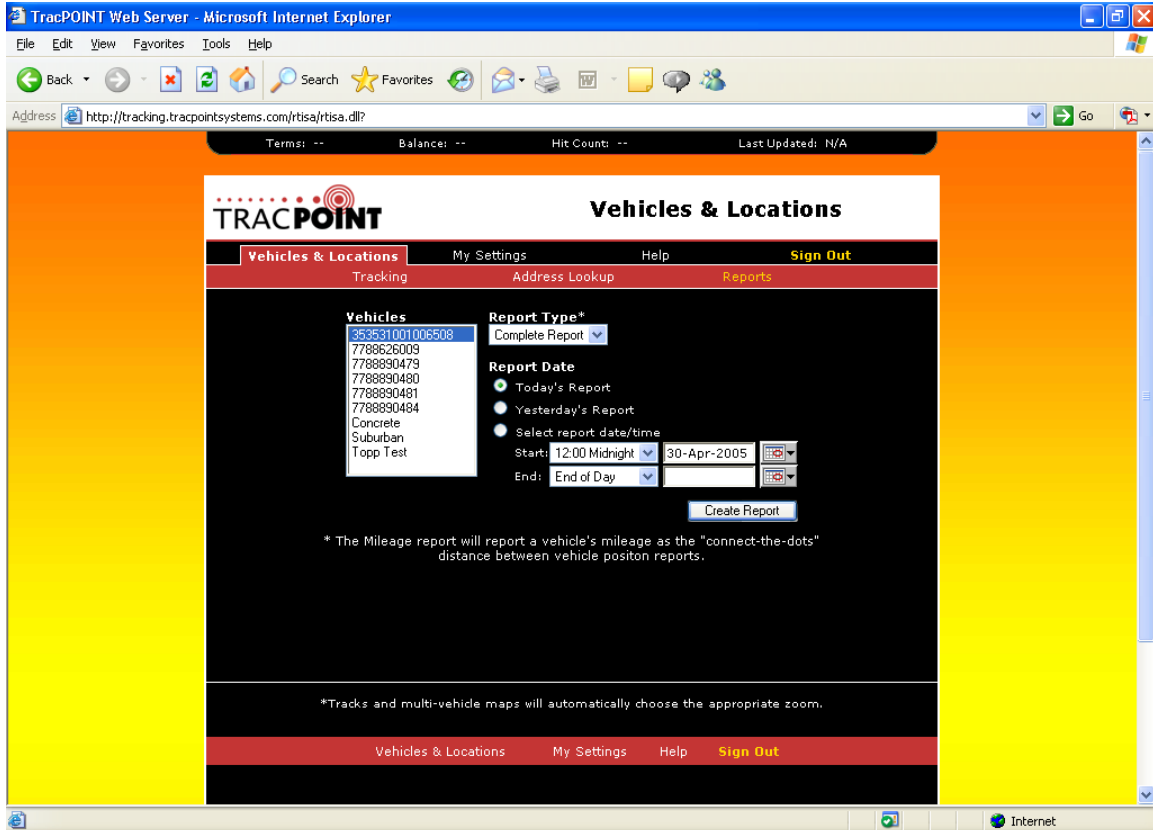
## 4.2 Vehicles & Locations - Address Lookup



1. Enter the street number and street name into the "Street Address" text box.
2. Enter the city name into the "City" text box.
3. Enter the state into the "State" text box.
4. Enter the ZIP code into the "ZIP Code" text box.
5. Select a map "Zoom" level.
6. Select a "Map Size".
7. Under "Draw Options", check the "Show nearby vehicles?" check box to show nearby vehicles on the map.
8. Under "Draw Options", check the "Show nearby locations?" check box to show nearby locations on the map.
9. Under "Draw Options", check the "Show nearby geofences?" check box to show nearby geo-fences on the map.
10. Click the "Get Map!" button to show a map with the selected options.
11. A map with the options you selected will popup in a new window.

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## 4.3 Vehicles & Locations - Reports



Use the "Vehicles & Locations - Reports" screen to create reports for your vehicles. The following steps will guide you through creating a vehicle report:

1. Choose the vehicle you would like to create a report for from the "Vehicles" list box.
2. Choose the type of report you would like to create from the "Report Type" list box. Click on the drop down menu and select a report type.
3. Depending on which report type you select, there may be additional properties to set. For instance, the "Stop Report" has stop time and stop distance properties.
4. Select a "Report Date" with your options being today, yesterday or any day of your choosing in the past 180 days (this could be longer if you have requested such). If you desire a date other than today or yesterday, select the Date/Time range you would like the report to cover.

Click the "Create Report" button. The page will refresh and a new window containing your report will appear.

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#### 4.4 Vehicles and Locations – Launch Messaging Window

On the main screen under the right hand area titled Communications you will find a box titled “Launch Messaging Window”. Once you click on this box a message will come up. You may use the Messaging Window to send messages to and receive messages from your vehicles. Please note that the vehicle must be equipped with a mobile data terminal or similar device to send messages to and receive messages from the vehicle. The following steps are how to send a message:

1. Choose the Vehicle you would like to send a message to from the “Vehicles” list box.
2. If you would like to have your name included at the beginning of the message, check the "Include my name at the beginning of the message" checkbox that is located two-thirds down the screen.
3. Enter your message in the text box next to the send button.
4. Click the send button. Your message will be sent.

**Notes:** Incoming messages will automatically appear in the text box right above the vehicle list box.

- You will no longer be able to send or receive messages if you close the Messaging Window.

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