



MAPPING USERS GUIDE

Update: 4/20/2014

Logging into the Mapping Application

Navigate to www.globaltrackinggroup.com, the Customer Log In Center is on the homepage. If you ordered via the internet, an email was sent to you so you could securely create your login and password. If you ordered via telephone, your login and password were

Customer Login:

Login:

Password:

LOGIN

[Forgot password?](#) | [Help](#)

created during the purchase with the

sales representative. Feel free to call us with any password change requests at 800-774-9808. After logging on, click the “Launch UBI” button and you will be taken to

your own secure mapping screen. You may see a location

Logged In: Sample User

LAUNCH UBI TRACK

[Logout](#) | [Help](#)

in Rockford, Illinois; this is the default location that is set with map creation in preparation for your shipment.

Take a tour of your map

The screenshot displays the Global Tracking Group Mapping Application interface. On the left, a sidebar contains sections for 'Documents' (1), 'Devices' (2), 'Tools' (5), and 'Support' (6). The main map area (8) shows a route in Rockford, Illinois. On the right, a sidebar contains sections for 'FOUND USER:569903' (9) with details like 'Last Report: 57 secs', 'Auto Refresh', 'Latitude: 39.404502', 'Longitude: -76.796228', 'BreadCrumbs' (10), 'CALENDAR' (11) for April 2014, 'GEOFENCE' (12) with 'GeoFence' status, 'Other Maps' (13) including Google and MapQuest, and 'REPORTS' (14) with options for Download, Drive Report, Events, and Stats.

Once the Global Tracking Group Mapping Application opens you will see a navigation pane on the left and the map and tools on the right. By reading this User Manual, you have taken the first step in ensuring a positive experience using your tracking device. Depending on the reporting package you purchased, 1 hour, 25 minute, 10 minute, 5 minute or 1 minute, you will see more or less data on the map and will be able to take advantage of some of the features more than others. For example, the more often the device reports, the more detailed experience you will have with regard to where the device has travelled and for how long. We recommend that for tracking an individual in a car or fleet vehicle, the reporting should be a higher frequency (1 or 5 minute) in order to fully understand the movement habits of the device. Remember, the device will only report its position at the predetermined reporting frequency so if it's only reporting every hour, anything that happens between the hourly tracks will be unknown.

Key for GPS Map Features

- 1 Mapping manual and other documents related to the mapping interface.
- 2 Your unique UBI device number, this can be a custom identifier when setting SOS email addresses.
- 3 Link to set up device name, configure SOS emails for specific device and map selection. ***See SOS section of this guide*
- 4 Device programming allows for reboot and battery reports on demand.
- 5 Tools such as profile updates, username and password changes and credit card changes.
- 6 Alert indication, support information for reaching Global Tracking Group and how-to videos.
- 7 What's new updates about mapping application
- 8 Your unique map
- 9 Details of which device is being tracked and last track of that device.
- 10 Battery life indicator
- 11 Auto refresh, refresh now, and breadcrumbs showing trail from track to track, speed of latest track, most recent command or altitude sent from device
- 12 Calendar shows present tracks and past dates with tracks by shading those dates in blue
- 13 GeoFence: ***see GeoFence section of this guide*
- 14 Mapping tools for reports, Track Now, statistics, and find addresses

The SOS Feature

Push and hold the SOS button on the side of the UBI for 3 seconds to issue an alert that can send 5 e-mails and/or text message addresses. Once initiated, a track and an electronic alert (via email or text) will occur.

Configuring the SOS

1. Log in to your map
2. Select "Configure SOS"
3. You can provide a label for each device
4. Enter up to 5 e-mail and/or text message addresses then click "Update Device"
5. The SOS feature is now configured and will function when the SOS button is pressed and held for 2.5-3 seconds. The SOS message will be sent every two minutes for the next twenty minutes.

The top screenshot shows the 'Documents' section with a 'Devices (1)' list containing 'UBI (569903)'. A red arrow points from the 'Configure SOS' button in the instructions to this device entry. The bottom screenshot shows the 'Configure UBI (569903)' form. A red arrow points from the 'Device Name' field in the instructions to the 'Device Name' field in the form. Another red arrow points from the 'SOS Email #1' field in the instructions to the first email input field in the form. The form includes fields for 'SOS Email #1' through 'SOS Email #5', a 'Reset' button, and a 'Submit' button. Below the email fields is a 'Map Preferences' section with a 'Map Type Selection' dropdown and a 'Submit' button.

Tip: Setting your SOS to send a text message to a cell phone

(You must have a phone with internet capabilities and have it functioning)

SPRINT: your10digitphonenumber@messaging.sprintpcs.com

AT&T: your10digitphonenumber@txt.att.net

T-MOBILE: your10digitphonenumber@tmomail.net

Map Selection

1. Along with naming your device and providing SOS contact information, you can also select your preferred map type. Each map offers different benefits based on your specific tracking needs. Try them all to find which map works best for you. Just select the map name you want to use and click "Submit".
2. Once submitted, you can either click on the device name/number on the left or use the instant link provided "Load Map".

Configure UBI (569903)

SOS Email/Mobile Phone Number

Enter a device name and up to 5 email addresses/mobile phone numbers in the form below.

Email Format: myemail@email.com
Mobile Phone Format: +18885551212

Alerts will not be received if not provided in one of these two formats. When an SOS is triggered on this device, an email containing the exact position of the UBI will be sent to each email address/mobile phone number.

Device Name:

SOS Email #1:

SOS Email #2:

SOS Email #3:

SOS Email #4:

SOS Email #5:

Reset Submit

Map Preferences

Select the map type you would like to use below. Each map type provides slightly different functionality. For example, using the "Bing" map will only allow you to see the address of the tracks using Internet Explorer (see "Mapping User Guide.pdf" for instructions on updating your IE browser settings), while Google and MapQuest will not require any additional browser settings and is compatible with all browsers. Additionally, if using a NMC, MapQuest provides the best viewability.

Map Type Selection:

Submit

While Google and MapQuest will not require additional browser settings, Google provides the best viewability.

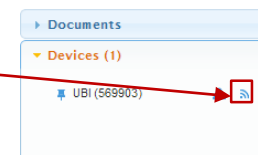
Map selection has been updated

Load Map

Map Type Selection:

Device Programming

1. Select "Program Device"
2. Before sending the device any commands, you must first confirm that it is connect to a cell tower. If it's not connected, it will be unable to receive the command.
3. Once you have clicked the "Check GSM Connectivity" button and receive the following response:



Device Programming for UBI (569903)

This is where you will send commands to your device. You MUST have your device on and connected to the GSM network (cell towers) or the programming will not be successful. Once the programming is completed, you will NOT need to do this programming again as your SMS credits will be reduced each time you do. Use the buttons below to check if your device is connect to the GSM Network (cell towers). You will not be able to program your device until it is connected.

Check GSM Connectivity

Sometimes it is necessary to reboot your device in order to get it tracking again. There are many factors that could cause this condition and a reboot is sometimes all it takes.

Reboot ☐

Battery ☐

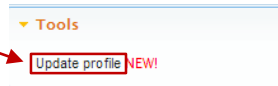
While the device is programmed to report their battery life every 6 hours, by selecting the battery command, you can pull the status of the battery in real time.

Submit

You are connected to the GSM Network (cell towers), you can select one of the command radio buttons and click "Submit".

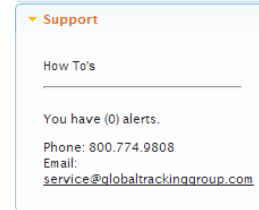
Updating your password

Under the tools menu on the left hand navigation bar, you can select “Update Profile” and update your password for the mapping application. You will be required to set a strong password to prevent unauthorized access.



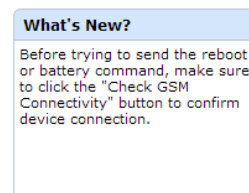
Support Items

From time to time, Global Tracking Group will provide service alerts, updates and urgent messages about the system through the alert system. You can also view videos with instructions or “How To’s” on several topics that will help with navigating the devices and mapping application. If you should have any issues, we also provide a link to the support email address as well as our toll free support line.



What's New

Global Tracking Group is always making exciting updates and adding new features to the mapping application. Keep looking at the “What’s New” section to see what helpful and exciting new things are happening.



Map Symbols



Pulsating “Bulls eye” with **Red** center - most recent track when the vehicle is stopped



Dark blue/light blue “Arrowhead” – most recent track when vehicle is in motion and directional heading

Circles, indicate tracks, will change color depending upon how recently the tracks occurred. The more recent the track, the darker the color:

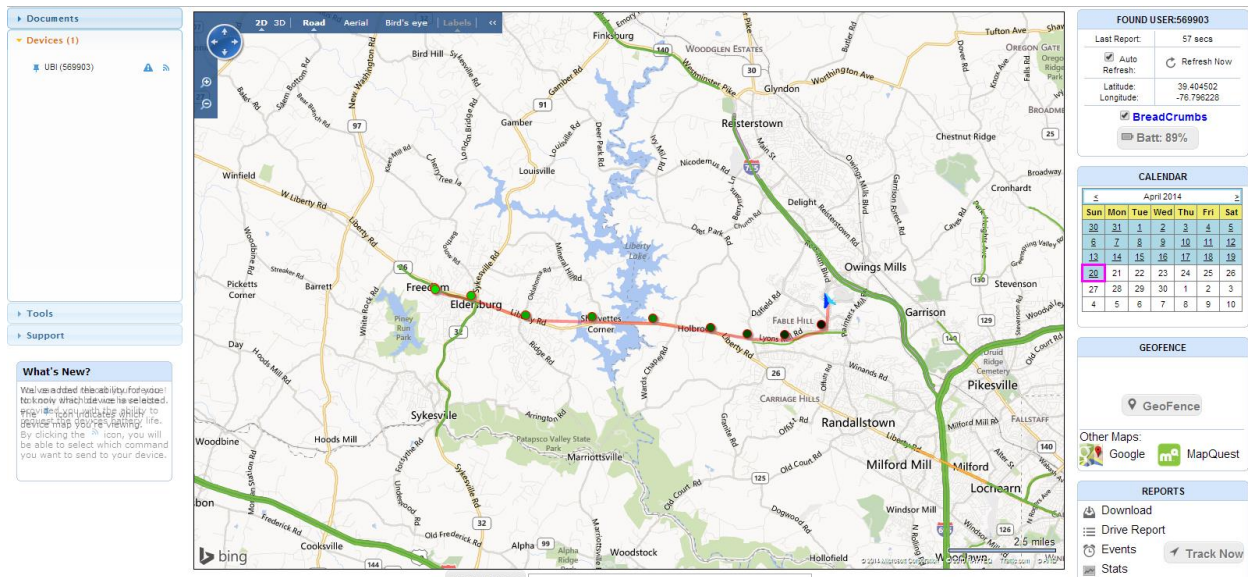
Light Green Circle



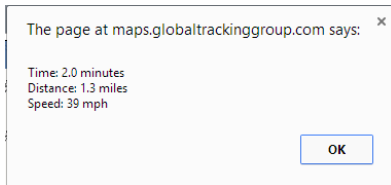
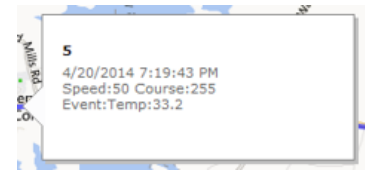
Dark Green Circle



Black Circle

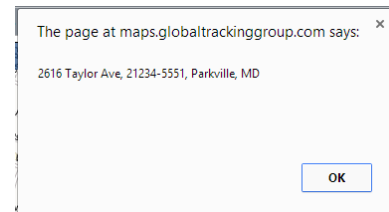


Track Data - When you move the cursor over a track on the map, a pop-up window will show which track of that day it is, the track's date, time, speed and course.



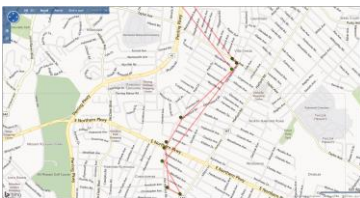
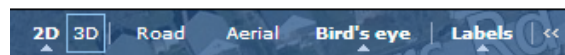
If you single right click on one track and then choose another track and do another single right click, a window opens to show you the distance traveled between those two points and the average speed.

With a single left click you will see the address of that location as seen by MapQuest. The accuracy of the address is dependent on the accuracy of MapQuest maps database.

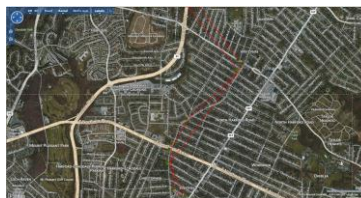


Tip: When you left click on the map, hold the mouse button down so that when the mouse moves, the map moves.

Viewing your tracks and your options:



Road View



Aerial View



Bird's Eye View

By clicking on "Labels", your "Aerial" and "Bird's eye" maps will show the street names on the map. Bird's eye view is not available everywhere.

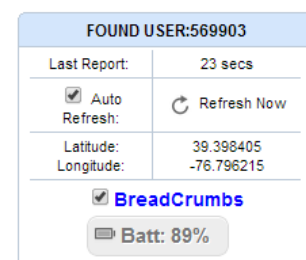
Tip: To print the screen

1. On your keyboard push these three keys simultaneously. **Ctrl + Alt + Prt Sc**
2. Then go to a word document and do a right click and paste

Device Details

These details indicate the last report of the device, the longitude and latitude of the most recent track and the ability to set the auto refresh or to refresh on demand. If "Auto Refresh" is checked, the map will refresh at the interval closest to your reporting frequency. For example, if your reporting frequency is 1 minute, then the map will refresh every 1 minute. Any other reporting frequency will only update every 4 minutes. You can also select the

"BreadCrumbs" which will show you all the tracks for the day with a trail from track to track. If "BreadCrumbs" is not selected, you will only see the last 5 tracks on the map. This is also where the battery life indicator will display how much battery life is left for the device (not applicable for older UBI4000 models).



Calendar

The calendar is useful for reviewing previous day's tracks. A date on the calendar that has a white background means there are no tracks for that day. If background on the date on the calendar is blue then there are tracks for that day that can be viewed once the day of the month is clicked. You can also use the < and > to navigate between months to view tracking history. The current day is highlighted with a magenta outline.

CALENDAR						
April 2014						
<						>
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	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	1	2	3
4	5	6	7	8	9	10

Setting Up a GeoFence

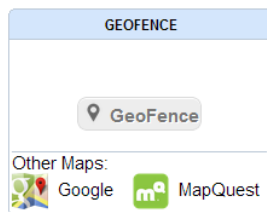
When logged onto your map, the GeoFence is used to send an email alert or a text message if the vehicle or person enters or leaves the fenced area that you have set on the map:

Example of an email message

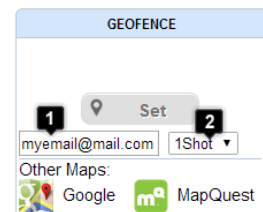
006903 GeoFence Tracking Alert

006903 left GeoFence at 5/16/2011 5:50:22 PM...Last seen at 41 Old Craigville Rd Hyannis MA 02601

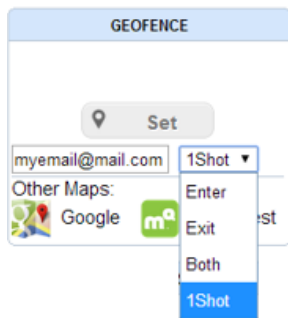
Map: <http://maps.globaltrackinggroup.com:80/vemap.aspx?name=006903>



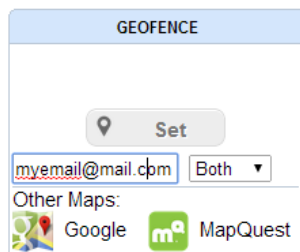
Clicking the "GeoFence" button will activate the GeoFence functions and look like this:



The "GeoFence" button has changed to the "Set" button and there are 2 new controls. Here is how each of the fence controls work:



- Underneath the "Set" button is a drop down list where you select the fence-type:
 - "Both" sends an alert if the target enters or leaves the fence area.
 - "Exit" sends an alert if the target leaves the fence area.
 - "Enter" sends an alert if the target enters the fence area.
 - "1Shot" behaves differently depending on where the target was located when the fence was created. If the target was inside the fence, an alert is sent ONE TIME ONLY when it leaves the fence. And if the target was outside the fence when it was created, the alert is sent once when it enters the fence. These 1Shot fences are deleted after they are triggered

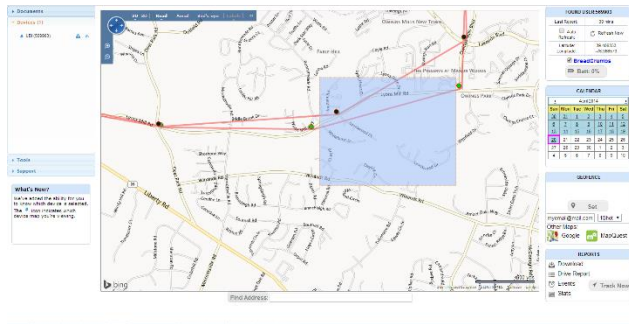


- Under the "Set" button is a textbox where you enter the address for the alert. Enter either an email address here, or a phone number that can receive SMS text messages. Always use a "+" prefix for phone numbers. For example: +15551212. Don't use hyphens or spaces and it is best to use the entire phone number including "1" plus area code.

Steps for creating a GeoFence (VEMAP)

- Click on the GeoFence button and draw the fence by simply double-clicking on the map to set the upper left corner of the fence (only rectangular shapes are supported).

2. Then double-click where you want the lower right corner to be. A temporary violet colored fence with a shaded interior is drawn as in the example below. If you want to change the fence size or shape just double-click on two new points and create a new fence. The old one is automatically removed. **Always Upper Left Corner to Lower Right corner**



3. Before you save this fence, you need to tell the server where to send the alert and what TYPE of fence you want it to be.

4. Click on the “Set” button to save the fence you created.

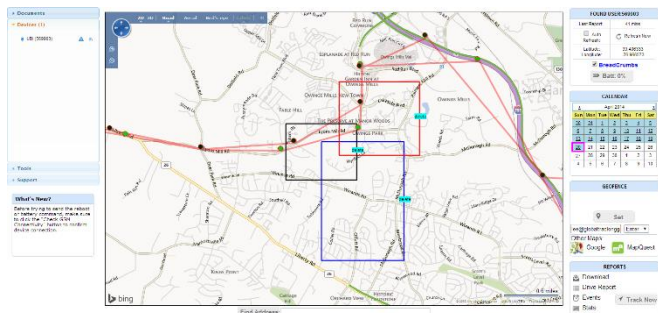
Steps for removing a GeoFence (VEMAP)

1. Click the “GeoFence” button again. All existing fences are drawn on the map. BLACK fences are type “Both”, RED fences are fence-type “Exit”, and BLUE fences are type “Enter”. See example below.

2. Positioning the mouse over the “Delete” button will show you the type of fence and the destination of the email or text message. To permanently

remove this fence, click the “Delete” button. Click the “Delete” button of any other fences that you want removed. Then click the “Set” button.

IMPORTANT: The fences are not removed until the “Set” button is clicked. To abort the deletes, simply click today’s date on the calendar or hit “Refresh Now”.

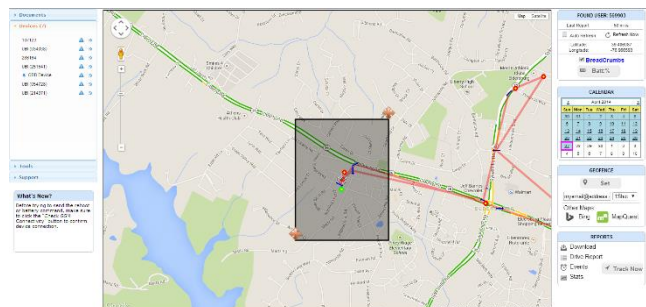


Steps for creating a GeoFence (Google)

1. Click on the GeoFence button and you will see a Geofence already created for you around the most recent location on the map with bi-direction arrows at either corner. In order to modify the Geofence, pull the arrows on either corner until it is placed at the location where you desire the Geofence to be.



2. Before you save this fence, you need to tell the server where to send the alert and what TYPE of fence you want it to be.

3. Click on the “Set” button to save the fence you created.

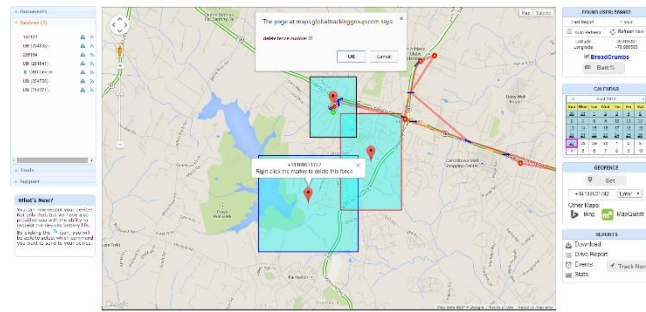


Steps for removing a GeoFence (*Google*)

1. Click the “GeoFence” button again. All existing fences are drawn on the map. BLACK fences are type “Both”, RED fences are fence-type “Exit”, and BLUE fences are type “Enter”. See example below.

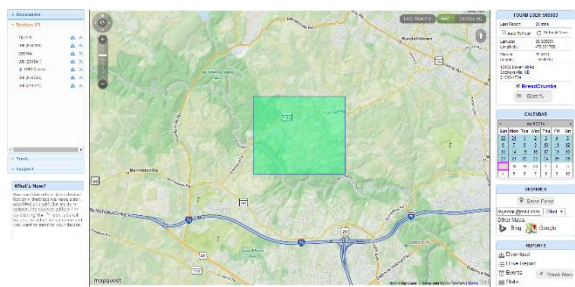
2. Positioning the mouse over the  icon button will show you the the destination of the email or text message. To permanently remove this fence, right click the  icon and select “OK” from the dialog box. Take these same steps for any other fences that you want removed. Then click the “Set” button.

IMPORTANT: The fences are not removed until the “Set” button is clicked. To abort the deletes, simply click today’s date on the calendar or hit “Refresh Now”.



Steps for creating a GeoFence (*MapQuest*)

1. Click on the GeoFence button and draw the fence by simply double-clicking on the map to set the upper left corner of the fence (only rectangular shapes are supported).



2. Then double-click where you want the lower right corner to be. You will not see a box being created until you double-click where you want the lower right hand corner to be. Once it is created, you will see a light green shaded box indicating the location of the GeoFence.

Always Upper Left Corner to Lower Right corner

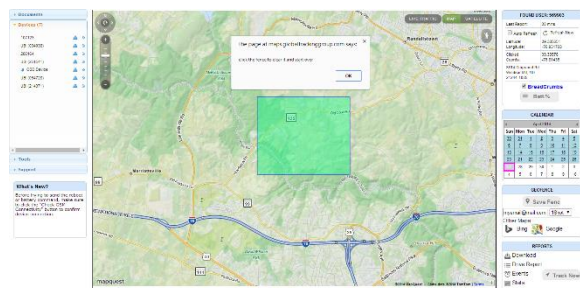
3. Before you save this fence, you need to tell the server where to send the alert and what TYPE of fence you want it to be.

4. Click on the “Set” button to save the fence you created.

Steps for removing a GeoFence (*MapQuest*)

1. Click the “GeoFence” button again. All existing fences are drawn on the map. BLACK fences are type “Both”, RED fences are fence-type “Exit”, and BLUE fences are type “Enter”. See example below.

2. If you want to change the fence size or delete it altogether just single-click inside the existing light green shaded GeoFence you just created. If you try to create a new GeoFence before you delete the old one, a dialog box will indicate how to delete the original GeoFence. The old one is automatically removed. Then click the “Set” button.



IMPORTANT: The fences are not removed until the “Set” button is clicked. To abort the deletes, simply click today’s date on the calendar or hit “Refresh Now”.

PLEASE NOTE: (GeoFences are best used with a frequency plan greater than 1 hour)

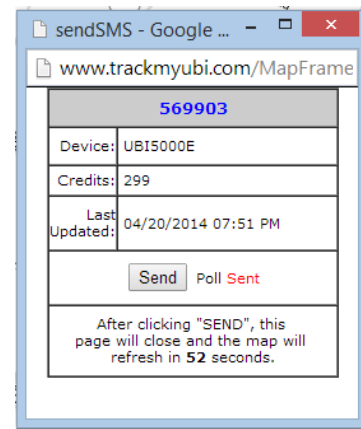
- The Track-On-Demand only plan (Legacy Plan no longer offered) will not notify you that the GeoFence has been broken until you click the “track now” button.
- The other plans with preset automatic tracks send you the notification automatically when the next preset track occurs.
- Hibernator Battery Packs, when in motion sensor mode, can take 3-7 minutes to “wake up” and start tracking again once they are in motion. You will receive the notification on the next scheduled track.
- **BLACK** fences are type “Both”, **RED** fences are fence-type “Exit”, and **BLUE** fences are type “Enter”.
- “1Shot” fences do not show on the screen after they are set as they are invisible.

GROUPS

If you have multiple devices that you would like to show on the screen at the same time, you will have to notify Global Tracking Group at 800-774-9808 or via email at support@globaltrackinggroup.com. Once this is established, you will be able to quickly switch between devices while seeing all devices on the screen at the same time.

REPORTS

There are multiple flavors of data that can be pulled from the Global Tracking Group Mapping Application. By using the “Reports” area you can not only pull tracking data but you can perform a “Track Now”. A “Track Now” allows you to poll your device for an on demand request for the devices position. Each device is allowed 300 Track Now’s per month at no additional cost and they will automatically refresh at the beginning of each month. Once the Track Now button is clicked, you will get a pop up with information about how many Track Now’s remain, when the last time it was used and the “Send” button which will send the command to the device.



The mapping application is set up to refresh automatically after a 60 second countdown visible on the screen. Sometimes when the cell towers are busy, this may take several more seconds. If the location doesn’t update after the screen refreshes, wait 15 more seconds then click on the “Refresh Now” button above the calendar to the right of the map, which will refresh your track. The top right corner shows the last time there was a track.

EXCEEDING YOUR ALLOTTED TRACK-ON-DEMANDS PER MONTH FOR THE FOUR TRACKING PLANS OFFERED WILL RESULT IN YOUR UBI MAP BEING DEACTIVATED UNTIL THE START OF THE NEXT 30 DAY PERIOD.

Download

Selecting the “Download” icon you will be downloading your tracking data in long/lat format in .CSV format with the following columns. Longitude, Latitude, Date/Time of track, Speed, Course, Altitude, and Event. This can be imported into other mapping systems for plotting your tracks.

Drive Report

The drive report is most accurate when using the 1 minute reporting plan. Because there is so much data, you will have a very clear picture of where the device went, where it stopped, how long it stopped for. On a less frequent reporting frequency, you will only see reports where the device stopped.

Driving Report for 569903 on Sunday 20 April 2014

ArriveTm	DepartTm	Address	Max Spd	Avg Spd	DrvTmMin	Dx	TmParked
	12:14:16 AM	866 Weeping Cherry Ct. 21784-8557, Sykesville, MD	0	0	2	0.9	
12:16:16 AM	2:29:24 PM	893 Weeping Cherry Ct. 21784, Sykesville, MD	66	38	43	27.4	14.2 hrs
3:12:03 PM	6:41:56 PM	2923 Sylvan Ave. 21214-1249, Baltimore, MD	73	36	46	27.4	3.5 hrs
7:27:40 PM	Destination	891 Weeping Cherry Ct. 21784, Sykesville, MD	0	0	0	0	
Totals:					1h 31m	55.7 miles	17h 43m

This device left 893 Weeping Cherry Ct at 2:29PM and arrived at 2923 Sylvan Ave. at 3:12PM. The drive time was 43 minutes and the distance was 27.4 miles. The total time spent at 2923 Sylvan Ave. was 3.5 hours. The device then left 2923 Sylvan Ave. at 6:41PM and arrived back at 891 Weeping Cherry Ct. at 7:27PM.

Events

The events report will provide information on all events within the given date range provided by you.

Enable Viewing Via Mobile Devices

The maps on our website can be viewed on mobile devices when a computer is not readily available. How well each displays is dependent upon the equipment manufacturer of your device. The device must be capable of connecting to or is already set up on a plan to connect to the internet by your service provider. It must also be WAP enabled.

How To Enable

From your mobile device go to one of the following links:

[http://maps.globaltrackinggroup.com/findme/mqpda.aspx?name=\(imei\)](http://maps.globaltrackinggroup.com/findme/mqpda.aspx?name=(imei))

- Replace the [blue \(imei\)](#) area with your UBI six digit device number and follow the directions on the link
example: ?name=**553462**

[http://maps.globaltrackinggroup.com/findme/pdaTrak.aspx?name=\(imei\)](http://maps.globaltrackinggroup.com/findme/pdaTrak.aspx?name=(imei))

- Replace the [blue \(imei\)](#) area with your UBI six digit device number and follow the directions on the link
example: ?name=**553462**

[http://maps.globaltrackinggroup.com/findme/wap.aspx?name=\(imei\)](http://maps.globaltrackinggroup.com/findme/wap.aspx?name=(imei))

- Replace the [blue \(imei\)](#) area with your UBI six digit device number and follow the directions on the link
example: ?name=**553462**

If after following all of the link steps you still have a problem connecting to the map, contact your device provider to ***be sure the device is WAP enabled*** and for other suggested fixes.

How “Track On Demand” Works

1. REMEMBER; the UBI must be turned on and connected to satellites and cell towers.

Device	Confirm connected to cell tower
UBI4000	Solid red light
UBI5000	Slow flashing green light
UBI5000E	Slow flashing blue light

2. Position the UBI in or on the vehicle, person or object that you wish to track.

3. From any computer go to www.globaltrackinggroup.com.

4. From the home page users can login by entering their login name and password.

Login: John

Password: Doe


5. Next click on LAUNCH UBI TRACK

6. You are now at the map**.

- If this is the first time that you have launched the UBI, the screen will show you one of two locations; Rockford, Illinois or Baltimore, Maryland. (These locations are used to test the devices before shipping.)
- In order to change the screen AND locate the UBI click on TRACK NOW
- Approximately 60 seconds later the screen will refresh with the new map and the location of the UBI. It can take longer if the cell towers are busy. After the map returns and a track did not occur, **wait a few more seconds and click the “Refresh Now” button.**

7. With **Track on Demand**, each time you click on TRACK NOW you will get a new location if the device has moved.

If the device has not moved the screen will come back with the same information as before. If the device has not moved since the last track, the track is on top of the other. You can see if a track was returned however by checking the last report box.

FOUND USER: 897135	
Last Report:	3 hour
<input checked="" type="checkbox"/> Auto Refresh:	 Refresh Now
Latitude:	39.913267
Longitude:	-83.015567
<input checked="" type="checkbox"/> BreadCrumbs	
Batt:72%	

8. The screen will only show you the last track. You must click TRACK NOW again for another track to show on the map. You can track this way 300 times per month on the 1 hour plan, 25 minute plan, and 10 minute plan..