



TRACKER LOCATE MANAGER QUICK START GUIDE

3	Important Information	12	Asset Status: Run Report
4	TRACKER Locate Manager Overview	13	Asset Status: Journeys
5	Logging In	14	Asset Status: Journey Playback
6	My Account	15	Places
7	Navigation	16	Places: Geofence
8	Map: Asset View	17-18	Google Map Search
9	Map: Driving Patterns	19-20	Alerts: Adding Alerts
10	Asset Status	21	Alerts: Managing Alerts
11	Asset Status: Edit Asset	22	What to do in the event of a theft
		23	Contact Us

**Important: Please Read**

An Introduction to the TRACKER Locate Manager The security and successful recovery of your vehicles is our top priority because we understand the implication vehicle theft can have on your business. Additionally, the success of your business relies on always knowing where your vehicles are, improving business efficiencies and managing driver safety and performance. Using TRACKER Locate Manager you'll gain access to a unique website that you can use to monitor your vehicles in real-time and review how, when and where they are being driven.

Using the TRACKER Locate Manager Website

As your vehicles have been fitted with TRACKER Locate Manager you will have received a username and password by email enabling you to view them on the website.

To access the website please go to www.tracker.co.uk and log in. For security reasons, you will then be invited to change your password.

Help and Support

This guide is the essential tool you will need to navigate through the Locate Manager website ensuring you get the most out of it. However, should you require further assistance, that cannot be found in the guide, you can contact TRACKER via email at business@tracker.co.uk to arrange an online demo.



TRACKER Locate Manager is a web based application for stolen vehicle recovery and real-time vehicle tracking.

Once you have TRACKER Locate Manager installed in your vehicles, you can use the secure Locate Manager website to view your vehicles, plan journeys, create reports and receive notifications for events such as speeding and visiting the right or even wrong location.

The on-screen view is split into 5 key areas: Map, Assets, Places, Google Map Search and Alerts.

The Map shows your vehicles (or assets) on the left hand side of the screen. From here you can view them in real-time or on an historical basis and run reports on their activity.

You can use the Google Map Search section to plan journeys, get directions and playback historical journeys.

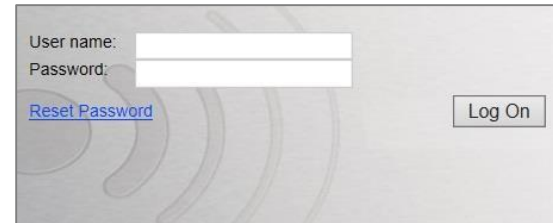
The Places section allows you to give selected locations a size and identity such as a head office or customer location, as well as areas you either want your vehicle to stay in or keep out of, which we call a geofence.

Finally, the Alerts section allows you to set up specific alerts for specific assets such as speeding and geofences, notifying you whenever there is a breach.

Essentially, the system will give you control of your vehicles and tell you if there is something wrong.

From the TRACKER website www.tracker.co.uk log in to the Locate Manager website using your **Username** and **Password** which will have been supplied to you by email.

Next, click the **Log On** button.

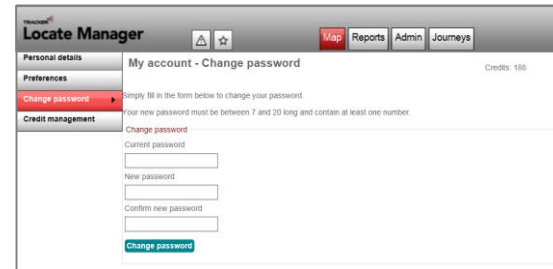


User name:

Password:

[Reset Password](#)

The first time you log in, you will be asked to change your password by typing in your current and new passwords. Once completed click **Change password**.



Locate Manager [Map](#) [Reports](#) [Admin](#) [Journeys](#) Credits: 100

My account - Change password

Simply fill in the form below to change your password.

Your new password must be between 7 and 20 long and contain at least one number.

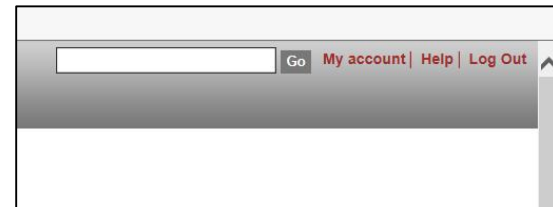
Change password

Current password

New password

Confirm new password

If you need to change account information at some point in the future, this can be done using the **My Account** button at the top right-hand of the page.

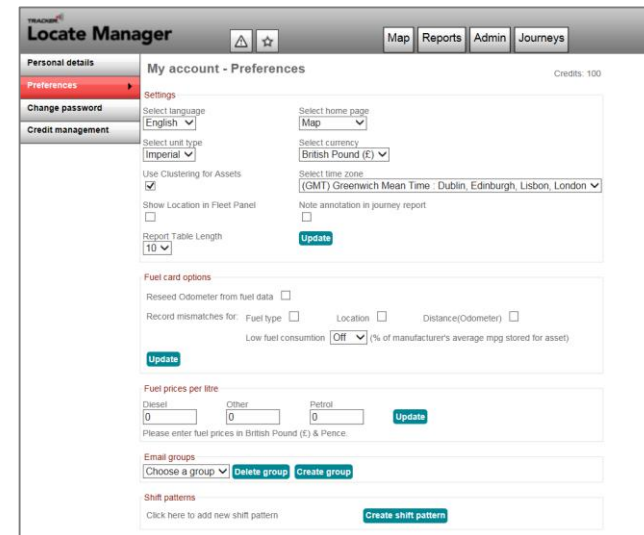


[My account](#) | [Help](#) | [Log Out](#)

When you click **My Account**, you will see a window with four tabs on the left-hand side: personal details, preferences, change password and credit management (ignore this last tab).

The **Personal details** tab can be used to store relevant personal and company information, if you so wish. Your email address will be pre-populated. This information can be changed at any time and the new information saved by clicking **Save changes**.

The **Preference** tab is used to select how you wish measurements to be displayed i.e. metric or imperial and to enter fuel details and fuel prices. Further information on how this information is used is on page 11.



Locate Manager | Map | Reports | Admin | Journeys

My account - Preferences (Credits: 100)

Settings

Select language: English

Select home page: Map

Select unit type: Imperial

Select currency: British Pound (£)

Select time zone: (GMT) Greenwich Mean Time - Dublin, Edinburgh, Lisbon, London

Use Clustering for Assets: ☒

Show Location in Fleet Panel: ☐

Note annotation in journey report: ☐

Report Table Length: 10

Update

Fuel card options

Reset Odometer from fuel data: ☐

Record mismatches for: Fuel type ☐ Location ☐ Distance (Odometer) ☐

Low fuel consumption: Off (% of manufacturer's average mpg stored for asset)

Update

Fuel prices per litre

Diesel: 0 Other: 0 Petrol: 0

Please enter fuel prices in British Pound (£) & Pence.

Update

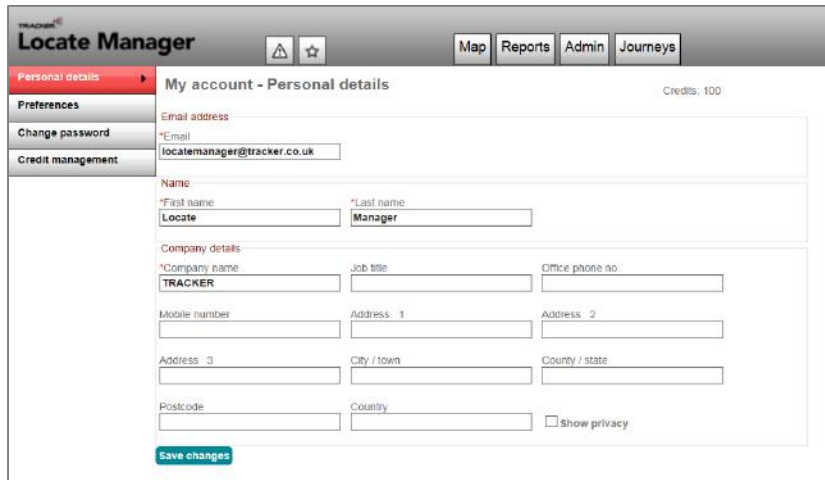
Email groups

Choose a group: Delete group Create group

Shift patterns

Click here to add new shift pattern Create shift pattern

The **Change password** tab details can be found on page 5.



Locate Manager | Map | Reports | Admin | Journeys

My account - Personal details (Credits: 100)

Personal details

Email address:

Name

*First name: *Last name:

Company details

*Company name: Job title: Office phone no.:

Mobile number: Address 1: Address 2:

Address 3: City / town: Country / state:

Postcode: Country: ☐ Show privacy

Save changes

You can navigate through the Locate Manager website using the navigation panel shown at the top of each page.

You will see four tabs – Map, Reports, Admin and Journeys. Clicking on the relevant tab will take you to the corresponding area of the website.

When you are on the Maps tap you can see alternative map views by clicking the **Map** button on the right hand side of the screen.

By clicking the **Traffic** button, not only can current traffic and weather conditions be viewed but the London congestion and emission zones can be highlighted.



Return to previous views of the website by using the **Last view** button.

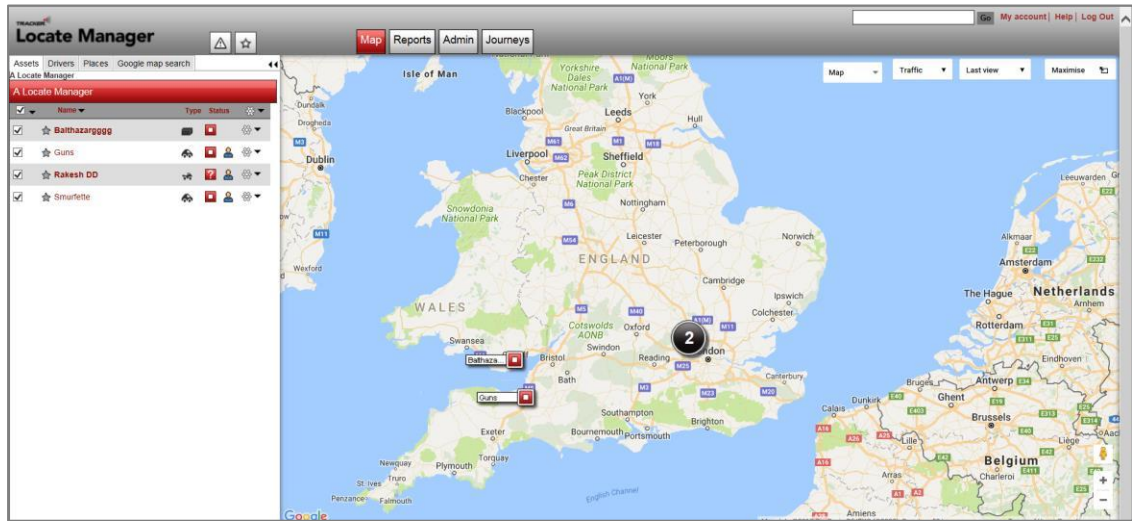
Once you have logged in, the home (Map) page will appear displaying all your vehicles (referred to as assets) on the left hand side and their location on a map, on the right.

The assets will be shown with an icon denoting the type of vehicle and the assets' reg. nos. Where assets are closely located, to avoid overlap, they are shown in a cluster, indicating the number of assets in that vicinity.

By zooming in, the cluster will break down into individual assets.

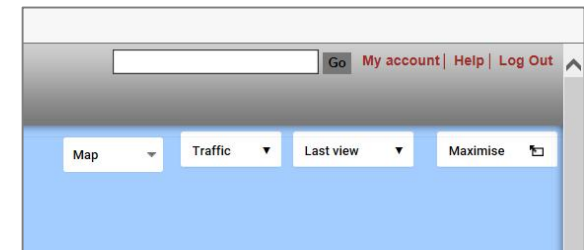


You can navigate back to the Map page at anytime by using the Map button at the top of the page.



Should you wish to change the identity of the vehicle from a reg. no. to something more manageable, such as a driver's name, this can be done using the [Edit asset](#) function (see page 11).

This quick start guide can be downloaded using the [Help](#) button.

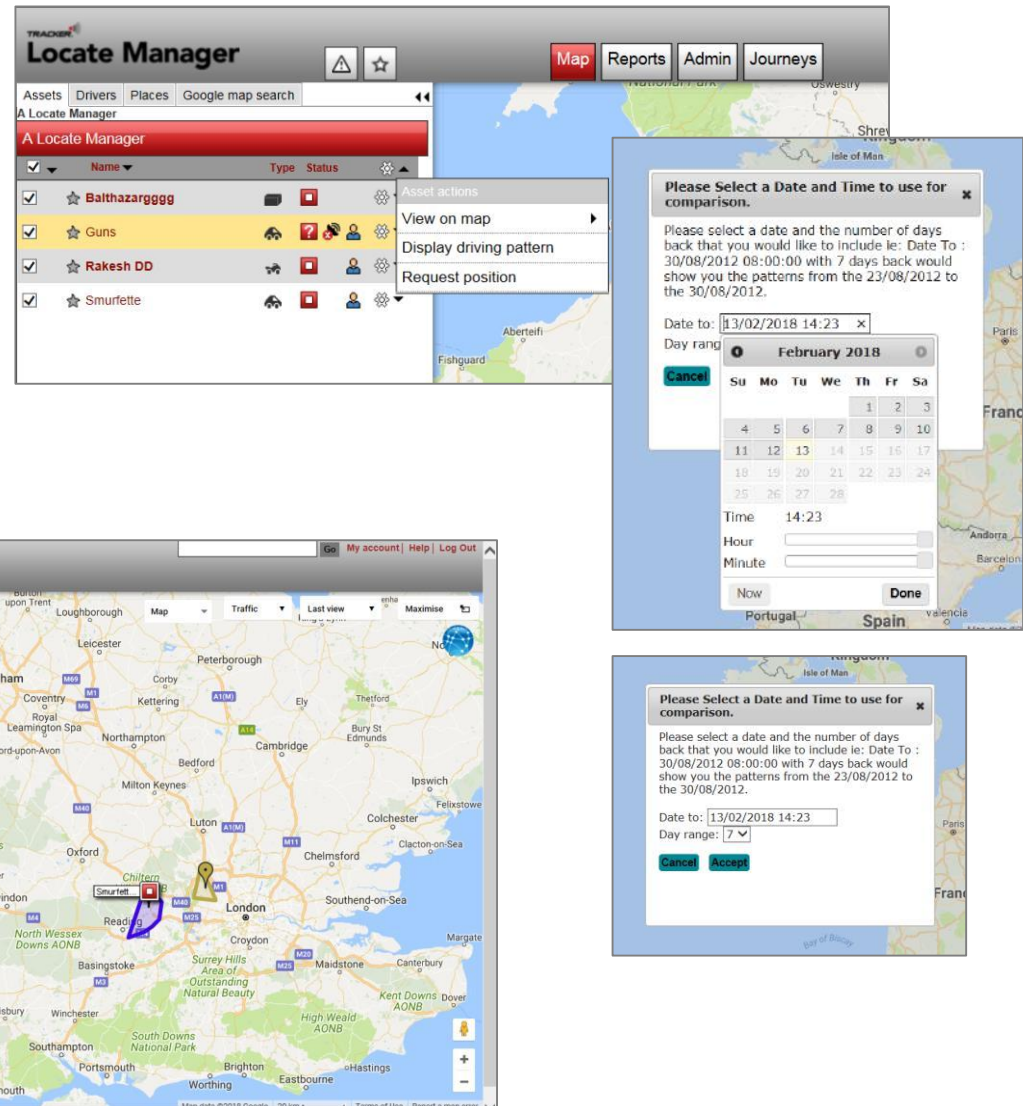


To enter your account details and set preferences, click the [My Account](#) button (see page 8).

If you want to check the driving pattern of multiple assets at once, you can create a group by checking more than one asset. Click on the group action cog which appears above the individual vehicle action cogs. Select **Display driving pattern**.

You will be presented with a pop-up calendar in which to select the final day of analysis. Click **Done** and you will be presented with a pop-up box in which to select the date range; in this example, the preceding 7 days.

Click **Accept** and the individual driving patterns for each group vehicle will be shown.



The screenshot shows the TRACKER Locate Manager interface. The 'Assets' tab is selected, and a list of assets is displayed:

Name	Type	Status
Balthazargggg		
Guns		
Rakesh DD		
Smurfette		

The 'Group action' menu is open, showing options: 'View on map', 'Display driving pattern', and 'Request position'. The 'Display driving pattern' option is selected.

A pop-up calendar is displayed, showing the date range from 13/02/2018 14:23 to 30/08/2012 08:00:00. The calendar is for February 2018, and the date 13 is selected.

A second pop-up box is displayed, asking for a date and time to use for comparison. The date is 13/02/2018 14:23, and the day range is 7 days.

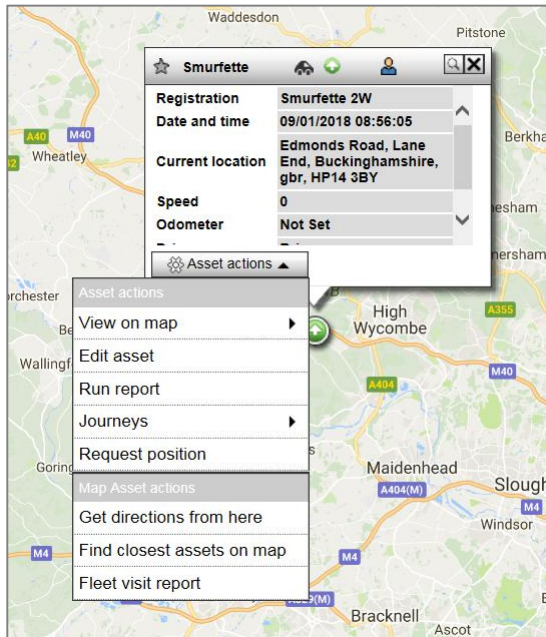
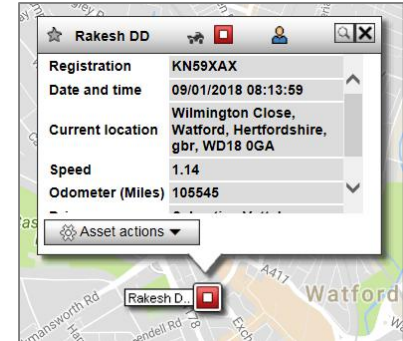
The main map shows the driving patterns for the selected assets, with a red line indicating the path of the group.

By clicking on an asset on the map or the left-hand side of the page, it will show information relating to its location and status.



The panel on the left tells us that at 12:11, 'Guns', a car, registration NICK1, was at the location shown, travelling south (green/white direction icon) at 71 mph.

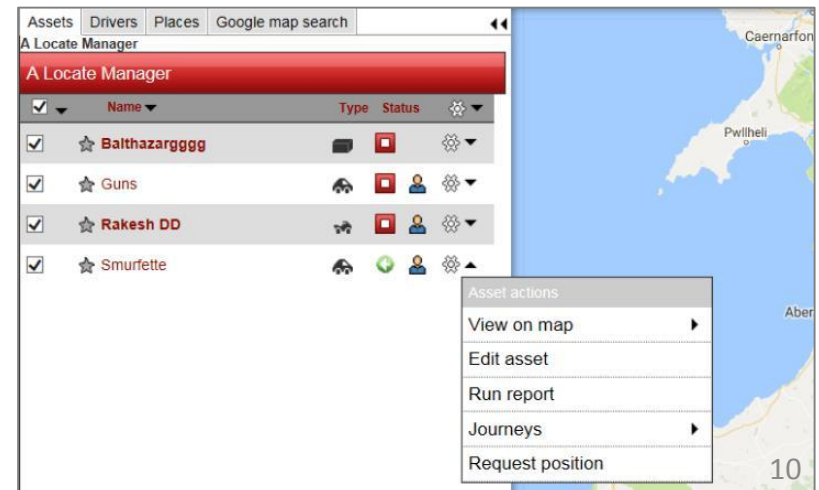
The panel on the right tells us that 'Rakesh DD', a motorcycle, registration KN59XAX has been stationery (red/white square) since 08:13.



By clicking on the asset itself you can perform a range of actions relating to that selected asset. The asset status box will appear. Now click the **Asset actions** dropdown box to reveal the Map Asset actions. Select the action you wish to perform ([detailed on pages 11-13](#)).

You can also perform a limited number of actions relating to a selected asset by clicking on its cog icon. When the cog icon is clicked, a asset actions menu will appear.

Select the action you wish to perform ([detailed in pages 11-13](#)).



To edit the details of an asset, select **Edit asset** from the Asset action dropdown menu. This window is used to add or amend information relating to the selected asset.

To calculate the approximate cost of fuel and CO2 used by the asset you must enter its (published) mpg and CO2 values.

The fuel type and cost per litre is entered on the preferences tab in **My Account** (see page 8).

When you click on **Save** the information is entered and the system will start to calculate approximate fuel costs.

Once the odometer reading is entered, the current mileage will be calculated and shown on the asset in field view (see page 10).

Throughout the website, actions can be cancelled by clicking **Cancel** or **X**.

Edit Asset

Asset details

Name

Vehicle registration mark

Asset type

Car

Unit details

Unit serial

Unit IMEI

Vehicle details

VIN

Make

Model

Colour

Date of first registration

Fuel type

Engine capacity

CO2 (grams per kilometre)

Combined fuel economy (Miles per gallon)

Odometer (Miles)

Save

Cancel

Information greyed out cannot be changed. If there is a discrepancy, you should contact TRACKER on 0808 509 0909

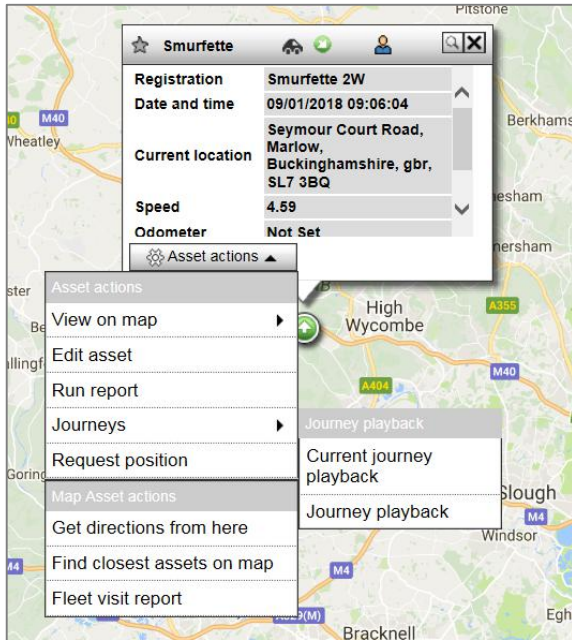
It is possible to run numerous reports for individual or groups of vehicles using TRACKER Locate Manager. The most used reports are:

- The **Journey report** details journeys made by a specific asset for a given time period. Using the links in this report, an event report and journey playbacks (see page 13) can be further generated.
NB Daily totals show a split between private and business miles. Please note this feature is not available with TRACKER Locate Manager and all mileage is classed as business mileage.
- The **Event report** details all events related to a specific asset (e.g. starts, stops, speeding) for a given time period.
- The **Fuel mileage report** shows the fuel used by a specific asset for a given time period. Using the link in this report, journey playbacks can be further generated.
NB Daily totals show a split between total and business distance. Please note this feature is not available with TRACKER Locate Manager and all distance is classed as business mileage so the totals will be the same.
- The **Asset time sheet report** is used to see how a specific asset is utilised for a given time period. Using the link in this report, journey playbacks can be further generated.
- The **Exception report** shows all pre-selected exceptions that have occurred (see page 19) for a specific asset for a given time period. Using the link in this report, an event report can be further generated.

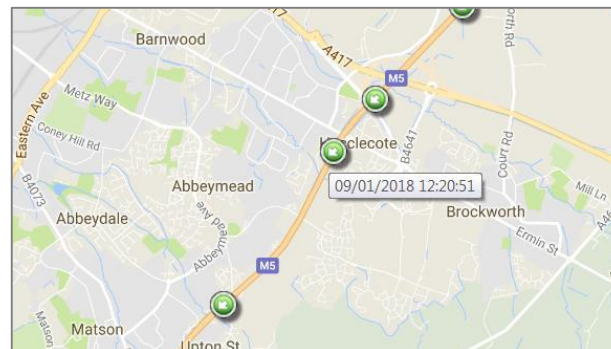
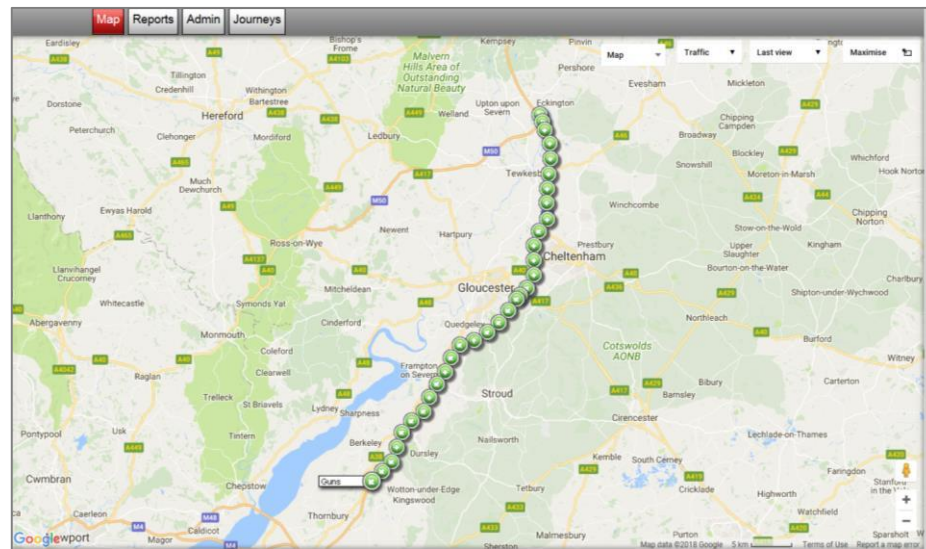
Groups and Assets		
Report name	Description	Actions
Fleet visit report	Show if a specific location has been visited and for how long	
Fleet utilisation	Show usage information including days used together with total times, distances and number of journeys	
Exception report	Show detail of exception events such as idle time, speeding and any inputs (e.g. power take-off)	
Congestion report	Show recorded activity inside the London congestion charge zone	
Fleet total summary report	Show total times, distances, number of journeys and other important factors	
Fleet average summary report	Show average times, distances and number of journeys	
Plant assets summary report	Show average and total times, seed values and service status	
Plant summary report	Show average times, engine running hours and service status	
Working time summary report	Displays the working time for drivers or assets in a group, including late starts and early stops	
Asset health status report	Displays asset health status	
Low emissions report	Show recorded activity inside the London low emissions zone	
Group time summary	Show day by day working times, distances and other important factors for groups and assets	
Web access report	Displays user website access summary	
Group journey report	Show journey for groups/multiple assets.	
Job averages report	Provides average values for job	
Job details report	Provides low level detail relating to the history/progress of every job	
Job status report	Provide productivity detail relating to job status	
Advanced idle report	Shows idle time against input usage	
Speeding Report	Shows Speeding events by Asset, Driver or Group	
Speeding Event Report	Shows Speeding event counts	
Fuel Wastage Report	Show Fuel Wastage for groups/multiple assets.	

Assets only		
Report name	Description	Actions
Event engineer report	Show journey detail event by event with times, locations, speeds and odometer values including system events	
Event report	Show journey detail event by event with times, locations, speeds and odometer values	
Journey report	Show journey by journey locations, times, distances and average speeds	
Fuel mileage report	Show business journeys for expense claims and HMRC compliance (Fleet+ Privacy products)	
Asset timesheet report	Show day by day working times, distances, number of journeys and other important factors	
Plant time sheet report	Show day by day times and engine running hours	
Individual event report	Individual event report	
Individual journey report	Individual journey report	
Individual fuel mileage report	Individual fuel mileage report	
Speeding Event Details Report	Show speeding event details report	

You can view the journey of individual assets by clicking on them and selecting **Journeys**. You are then presented two options: Current Journey Playback and Journey Playback.



Click **Current journey playback** and details of the current journey are displayed.



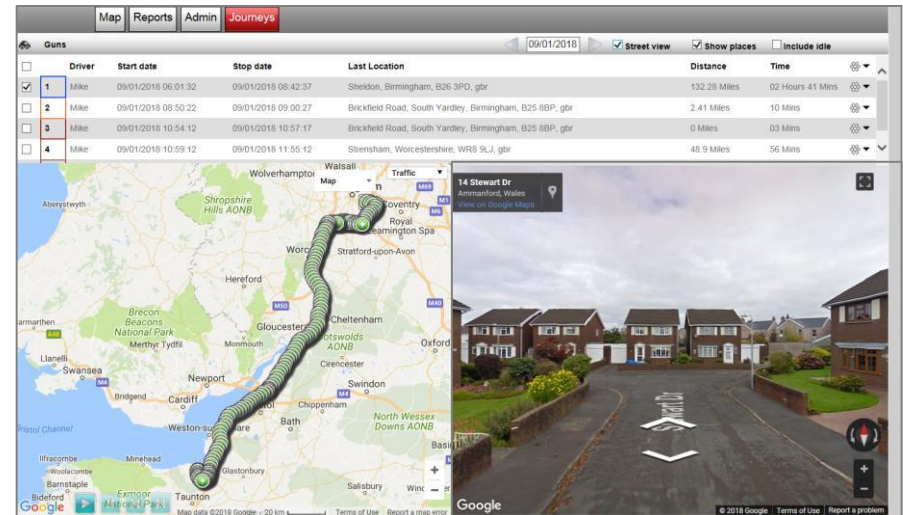
Zoom in and hover over each update (green/white icon) to show where the vehicle was at precisely what time.

Click **Journey playback** and today's journeys are detailed at the top of the page. For other dates, change the date at the top of the page.

Check the appropriate box to see a journey trail.

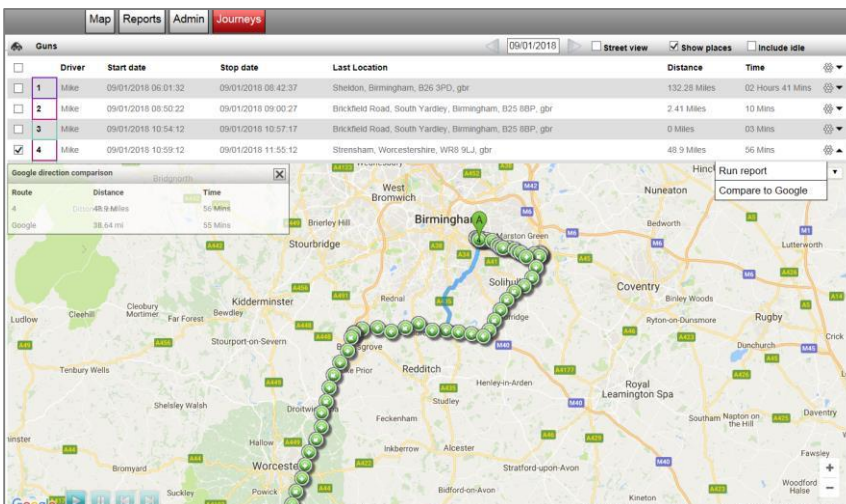
Click **Street view** to also see the same journey street by street.

Both views have start/stop/forward and back buttons to view the complete journey trail.



By clicking the cog to the right of a journey, you will be presented with two options: run report which will generate an event report on that journey (see page 12) and **Compare to Google**.

Click **Compare to Google** and the suggested Google route will appear as a blue line together with a window displaying the time and mileage variants.

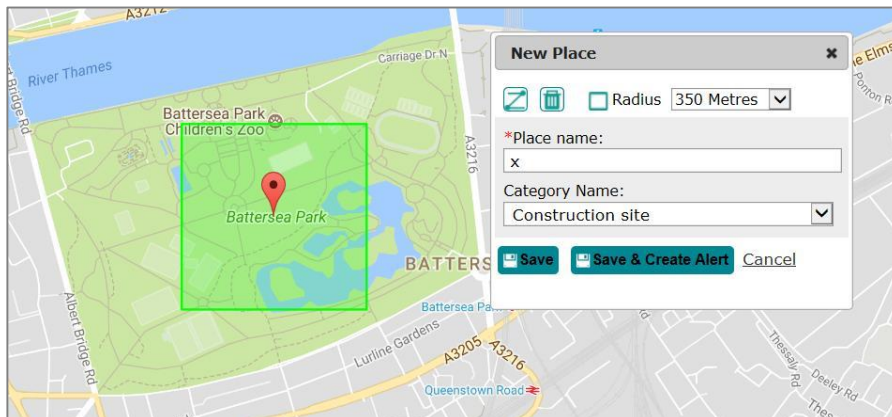


Setting up places helps you analyse vehicles behaviour in a detailed and efficient way. A place is a location such as a head office which is given a custom name e.g. 'Headquarters'. Whenever an asset visits a place, the custom name is used to detail the location in a report. Click the **Places** tab and your saved places will be listed at the left-hand side of the page.

To create a place, right click on the map page at the appropriate location and you will be presented with the **Map actions** pop-up. Select add place to map and you will be given two options – create standard and create complex.

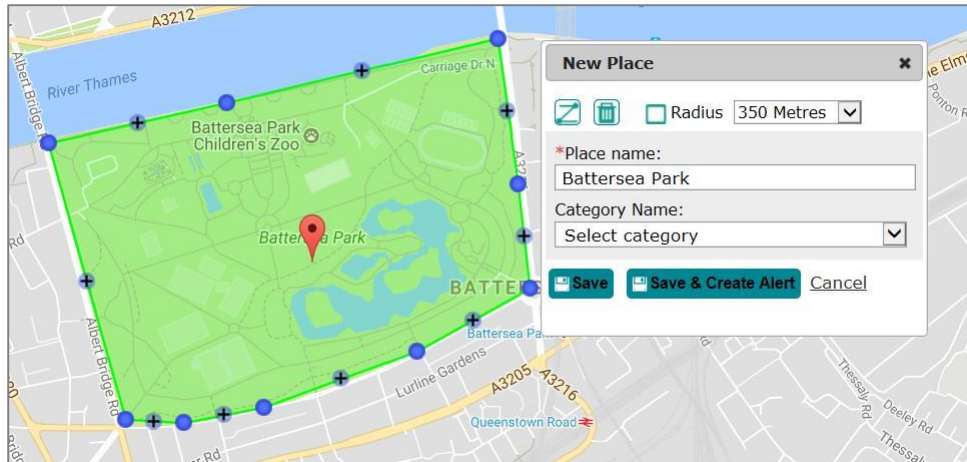


Assets Drivers Places Google map search		
All Places		
All Places		
<input type="checkbox"/> Category Name	Type	
<input type="checkbox"/> Airport (4)		
<input type="checkbox"/> Construction site (6)		
<input type="checkbox"/> Factory (8)		
<input type="checkbox"/> Garage (1)		
<input type="checkbox"/> Golf club (1)		
<input type="checkbox"/> Gym (1)		
<input type="checkbox"/> Home (6)		
<input type="checkbox"/> Hospital (1)		
<input type="checkbox"/> My Top 10 Customers (2)		
<input type="checkbox"/> Office (8)		
<input type="checkbox"/> Parking (1)		
<input type="checkbox"/> port (1)		
<input type="checkbox"/> Stadium (2)		
<input type="checkbox"/> Training (4)		
<input type="checkbox"/> University (1)		



Click on **Create standard** and a place will be created around a red location marker. Drag the location marker to the centre of your place and adjust the size, if required, using the drop down radius box.

To create a more accurate place for the shape, click the Z icon and points will appear that you can grab and drop thereby creating a shape of your choice – a complex place.



Type your place name in the **Place name** box and select a category from the **Category name** drop down box, if required. Click **Save**.

Click cancel or the trash logo to delete the place.

A **complex place** can be created from scratch by selecting **Complex place** from the map actions pop-up. You are able to accurately plot a complex shape using up to 100 points.

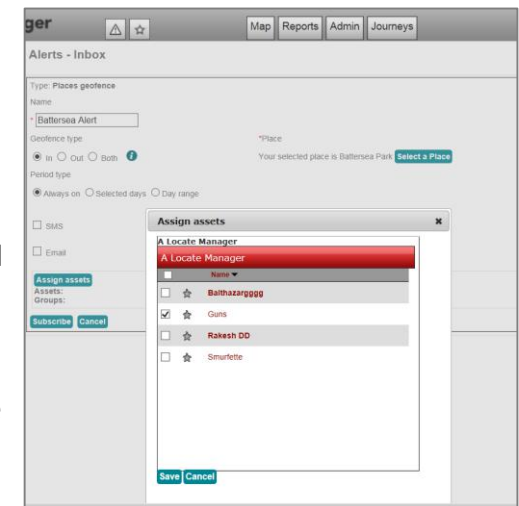
Should you wish to be alerted each time a specific asset enters or leaves a place, click **Save & Create Alert**. This is called a **geofence**.

You then need to decide on the **geofence type** i.e. when you want to be alerted: If you would like the asset to stay inside the geofence and an alert sent to you if the asset exits, click **in** (i.e. keep in).

If you would like the asset to stay outside the geofence and an alert sent to you if the asset enters, click **out** (i.e. keep out).

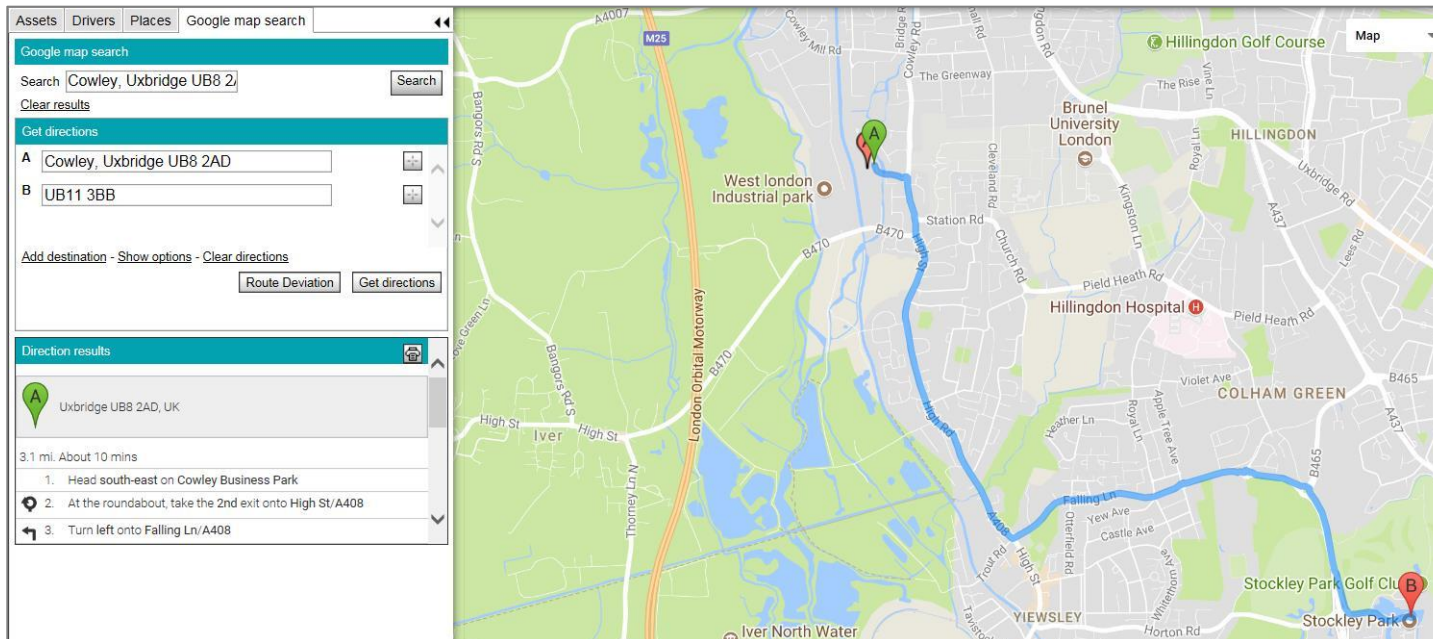
Name the geofence alert (e.g. Battersea Alert) and select parameters: do you wish to be notified if a vehicle drives in or out; do you wish the alert to be on constantly, on certain days or at certain times; do you wish to be notified by SMS or email?

Click **Assign assets** and in the pop-up, select the asset(s) the alert is to be assigned, save and the pop-up will disappear. Click **Subscribe** and the geofence alert and associated parameters will be saved.



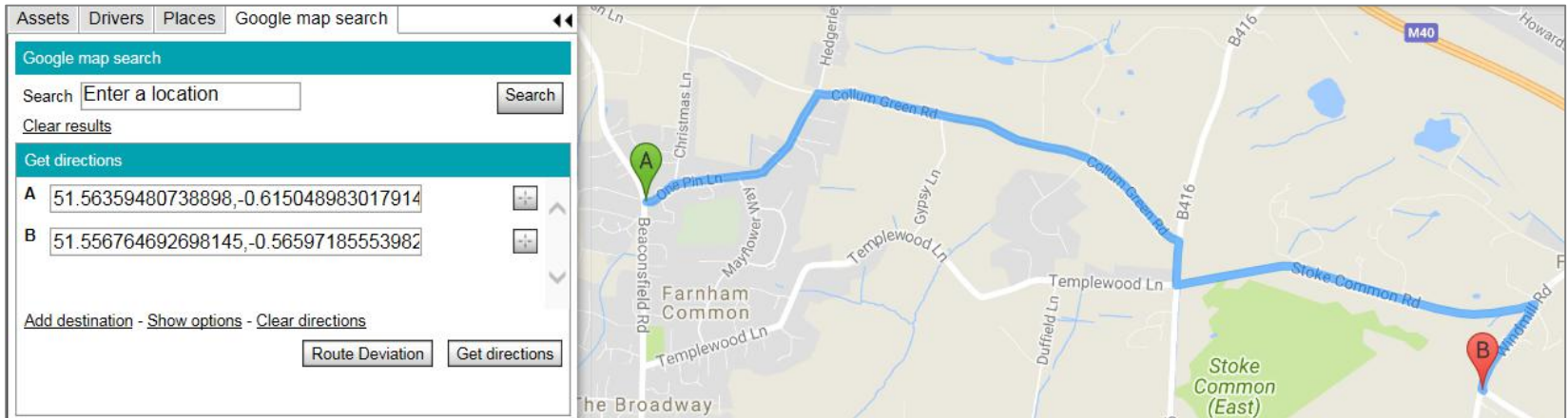
The **Google map search** function allows you to view places on the map and generate driving directions.

Using an address and/or postcode, enter a location, confirm the details from the selection given, click **Search** and the location will be shown on the map.



Directions to and from locations can be obtained by completing the A and B location boxes and clicking **Get directions**.

The route will be shown as a blue line on the map together with a turn by turn narrative.



Alternatively, by clicking the **Crosshairs icon** and then clicking a point on the map, the co-ordinates of that point will be populated.

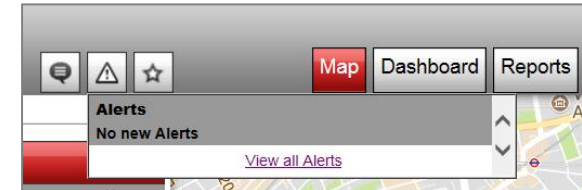
Repeating that process will populate the destination box.


Click **Get directions** and the route will be shown as a blue line on the map together with a turn by turn narrative.



Setting up alerts helps you monitor specific events that occur with your vehicles.

To add an alert, click the red alert icon at the top of the page and select **View all alerts** and then **Subscribe** on left of the page. The full range of alerts will be revealed in the 'Alerts – Subscribe' window.

Select the alert you wish to set up by clicking the appropriate **Subscribe** button. For this example 'Over Speed' has been selected.




Locate Manager

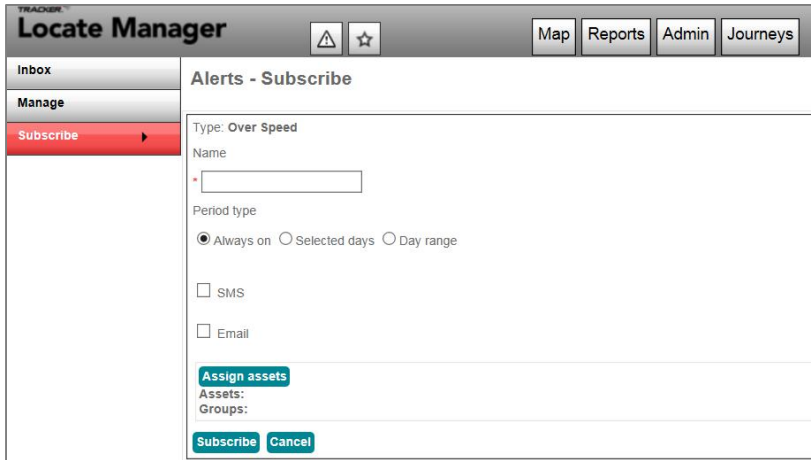



Map
Reports
Admin
Journeys

Inbox
Manage
Subscribe

Alerts - Subscribe		
Idle	Notification when an asset has been idle for more than 5 minutes	Subscribe
Over Speed	Notification when an asset breaches a defined speed (normally 80mph/129km/h)	Subscribe
Input 1 on	Notification that input number 1 has been switched on (Not available for Locate Manager)	Subscribe
Input 1 off	Notification that input number 1 has been switched off (Not available for Locate Manager)	Subscribe
Main supply removed	Notification that the power supply from the asset has been disconnected	Subscribe
Service reminder	Notification based on date, i.e. service, MOT, licence	Subscribe
Places geofence	Notification when an asset enters and/or exits a defined location	Subscribe
Unauthorised driver	Notification when an asset is used without a driver ID tag (Not available for Locate Manager)	Subscribe
Removed from cradle	Notification of removal from mounting bracket (Not available for Locate Manager)	Subscribe
Battery low	Notification when the internal rechargeable battery should be charged (Not available for Locate Manager)	Subscribe
Battery critical	Notification when the internal rechargeable battery must be charged (Not available for Locate Manager)	Subscribe
Odometer	Notification when asset odometer reaches a specified reading (Odometer calibration required)	Subscribe
Lone worker	Notification when an asset has been stationary longer than expected	Subscribe
Private use	Notification each time an asset starts a private journey (Not available for Locate Manager)	Subscribe
Start - next	Notification of the next time an asset starts (This alert will only be sent once and then automatically unsubscribed)	Subscribe
Stop - next	Notification of the next time an asset stops (This alert will only be sent once and then automatically unsubscribed)	Subscribe
Event - next	Notification of the next time an asset sends any information (This alert will only be sent once and then automatically unsubscribed)	Subscribe
Out of hours event	Notification of asset use within defined times	Subscribe
Congestion charge	Notification when an asset enters a congestion zone	Subscribe
Low emission zone	Notification when an asset enters a low emission zone	Subscribe

In the Over Speed window, name the alert (e.g. 'Service Vehicle Speeding'). If you wish to be contacted by SMS, check the box and enter up to 3 recipients; if you wish to be either or also contacted by email, check the box(es) and list up to 3 recipients.



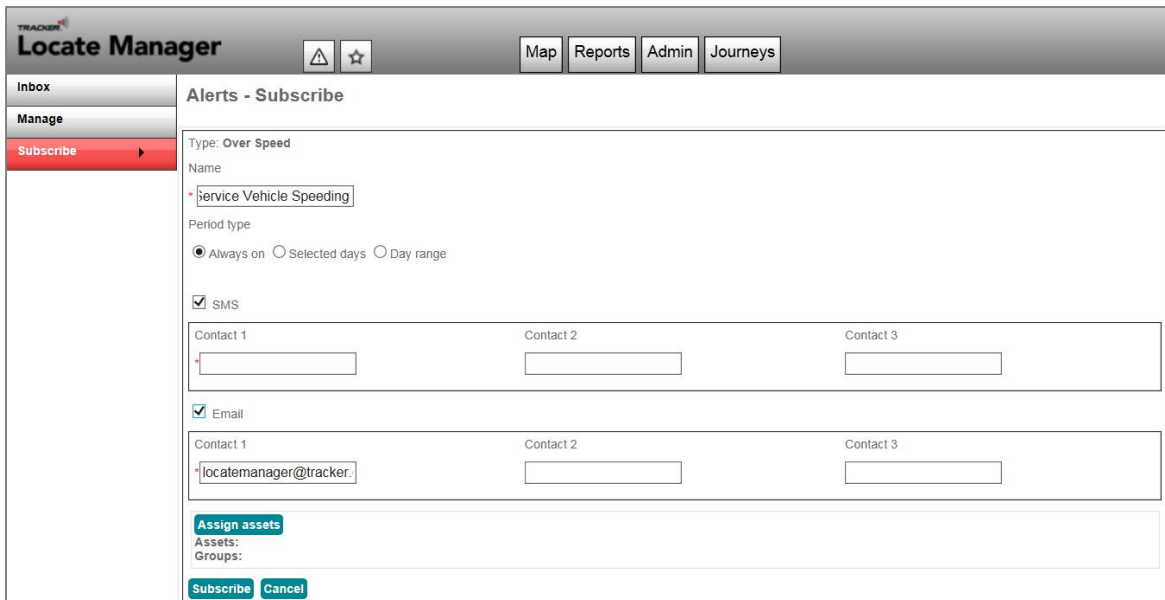
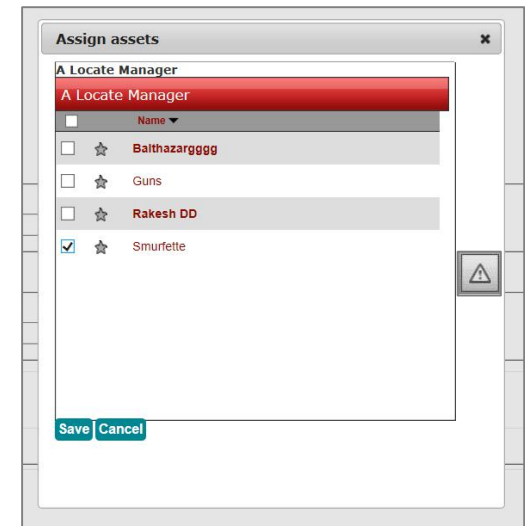
NB the alert can be made active only on certain days or within certain time parameters. Use **Selected days** or **Day range** to refine. In this example the assumption is that the alert will always be on.



Click **Assign assets** and the 'Assign Assets' pop-up will appear.

Check the box corresponding to the vehicle and click **Save**.

Example, when vehicle 'Smurfette' exceeds 80mph, you will receive the combination of texts and emails selected.

Assuming this is your first alert, a red number 1 will appear next to the alert icon showing you have 1 unread alert. Alerts need to be read as they appear and cancelled off as 'read'.






Map
Reports
Admin
Journeys

Inbox
Manage
Subscribe

Alerts - Manage

Alerts 1 - 4 of 4

Name	Type	Period type	Actions
Battersea Alert	Places geofence	Always on	 ▼
Service Vehicle Speeding	Over Speed	Always on	 ▲
Speeding	Over Speed	Always on	<div> Alert actions View assets Edit details Unsubscribe </div>
Unauthorised Journey	Out of hours event	Day range	

Alerts can be viewed, edited and unsubscribed in the 'Alerts – Manage' window by clicking the appropriate cog icon.

In the event of a theft:

- The first thing you must do is call the police to report the theft.
- When reporting the theft ensure you obtain a Crime Reference Number.
- Once you have reported the theft, call the TRACKER 24hr Control Room on: **0800 911 900**.
- On activation of your TRACKER system, we will temporarily disable your view of that vehicle on TRACKER Locate Manager.

Please ensure that you have the following information to hand before calling TRACKER:

- Vehicle registration number
- Your TRACKER system serial number
- Crime Reference Number



If you are reporting the theft from outside of the UK please report the theft to the local police authorities and then call TRACKER on +44 (0) 808 509 0909

TRACKER will provide either partial or full European coverage depending on the type of TRACKER system you have installed. If you would like more information on European coverage, please visit:

tracker.co.uk or call on +44 (0) 808 509 0909

Once your vehicle has been located by the police, TRACKER will arrange for a uniformed guard to stay with the vehicle until the recovery company arrive to pick it up and return to you anywhere in mainland Great Britain*

**Terms and conditions apply.*



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 **retail@tracker.co.uk**

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