

# Tracker."

## Locate Manager

Quick Start Guide

- 2 Important Information
- 3 Locate Manager Overview
- 4 Logging In
- 5 My Account
- 6 Navigation
- 7 Map: Asset View
- 8 Map: Driving Patterns
- 9 Asset Status
- 10 Asset Status: Edit Asset

- 11 Asset Status: Run Report
- 12 Asset Status: Journeys
- 13 Asset Status: Journey Playback
- 14 Places
- 15 Places: Geofence
- 16-17 Google Map Search
- 18-19 Alerts: Adding Alerts
- 20 Alerts: Managing Alerts
- 21 What to do in the event of a theft



#### **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 <u>www.tracker.co.uk</u> 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 on something that cannot be found in the guide, you can contact Tracker via email at <u>business@tracker.co.uk</u> 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.



#### Logging In

From the Tracker website <u>www.tracker.co.uk</u> 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.

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**.

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.

| Log On |
|--------|
|        |

| Personal details  | My account  | - Change passw             | brok                     |                 | Greefits, 188 |
|-------------------|---|----------------------------|--------------------------|-----------------|---------------|
| Preferences       |   |                            |                          |                 | CHORE FOR     |
| Change passeord   |   | beliew to chargle your par |                          |                 |               |
| Credit management | Change password a<br>Change password<br>Change password | rust be belieten 1 and 20  | S koog and contain all k | dat one number. |               |
|                   | New password  |                            |                          |                 |               |
|                   | Content new passivo                                     | ara -                      |                          |                 |               |
|                   | Change password   | 6                          |                          |                 |               |

|   | Go My account   Help   Log Out |
|---|--------------------------------|
|   |                                |
|   |                                |
| _ |                                |
|   |                                |



#### My Account

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**.

| Personal details  | My account - Persona                  | I details   | Credits: 100    |
|-------------------|---------------------------------------|-------------|-----------------|
| Preferences       | Email address                         |             |                 |
| Change password   | *Email                                |             |                 |
| Credit management | locatemanager@tracker.co.uk           |             |                 |
|                   | Name                                  |             |                 |
|                   | "First name                           | "Last name  |                 |
|                   | Locate                                | Manager     |                 |
|                   | Company details "Company name TRACKER | Job Blie    | Office phone no |
|                   | Mobile Guitsber                       | Address 1   | Address 2       |
|                   | Address 0                             | City / town | County / state  |
|                   | Postcode                              | Country     | Show privacy    |

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 Ma         | nager 🔬 🕁  | Map Reports Admin Journeys  |
|-------------------|--|---|
| Personal details  | My account - Prefere   | Inces Creatins 100  |
| Preferences       | Settings   | Crears to   |
| Change password   | Select tanguage  | Select home page  |
| Credit management | English V  | Map 🗸   |
|                   | Select and type<br>Imperial V  | British Pound (£) V   |
|                   | Use Clustering for Assets  | Select time zone<br>(GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London ❤ |
|                   | Show Location in Fleit Parket  | Noter admitiation in journey report   |
|                   | Report Table Length  | Update  |
|                   | Puel card roptons<br>Record Odometer from fluet data<br>Record internations for: Puel fly<br>Low floe<br>Vipdate<br>Funt poces per title |   |
|                   | Tilenel Other  | Image: Desired     Update       Pound (E) & Prence.     Update                      |
|                   | Email groups<br>Choose a group V Delete gro  | Create group  |
|                   | Shift patterns   |   |
|                   | Click here to add new shift pattern  | Create shift pattern  |

The **Change Password** tab can be found on page 4.

Tracker."

#### Navigation

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.





### Map: Asset View

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.



Tracker<sup>#</sup>



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 10).

This quick start guide can be downloaded using the Help button.

| Мар | - | Traffic | • | Last view | • | Maximise | 2 |
|-----|---|---------|---|-----------|---|----------|---|

### Map: Driving Patterns

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.



Locate Manager

A Locate Manager

× -

1

4

1

A Locate Manage

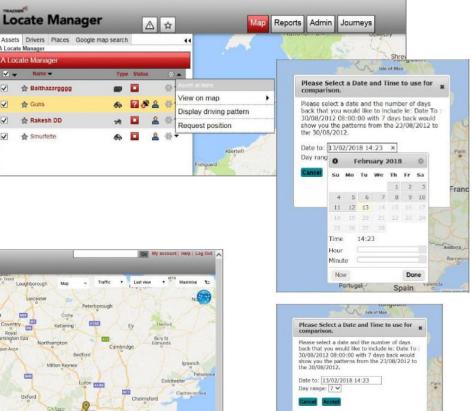
🚖 Guns

Name

🚖 Rakesh DD

1 Smurfette

🚖 Baithazargggg

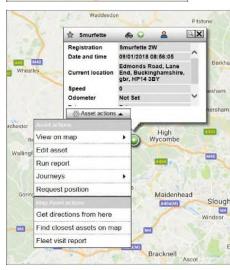




#### Asset Status

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.





Tracker''

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 9-13).

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 9-13).



#### Asset Status: Edit Asset

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 5).

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 9).

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

| Name                                     | Vehicle registration mark   |
|--|-----------------------------|
| Smurlette                                | Smurfette 2W                |
| aset type                                |                             |
| Car 🗸                                    |                             |
| Init details                             |                             |
| Unit serial                              | *Unit IME                   |
| 0357460033491213                         | 0357460033491213            |
| ehicle details                           |                             |
| IN I | Make                        |
|  |                             |
| Acdel                                    | Colour                      |
|  |                             |
| Date of first registration               | Fuel type                   |
|  |                             |
| Engine apportly                          | co2 ( grams per kilometre ) |
|  |                             |
| Combined fuel economy                    | Odometer ( Miles )          |
| Miles per gallon )                       | a                           |
| 0  |                             |



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

#### Asset Status: Run Report

Tracker

It is possible to run numerous reports for individual or groups of vehicles using 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 12) can be further generated. NB Daily totals show a split between private and business miles. Please note this feature is not available with 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 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 18) for a specific asset for a given time period. Using the link in this report, an event report can be further generated.



#### Asset Status: Journeys

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.



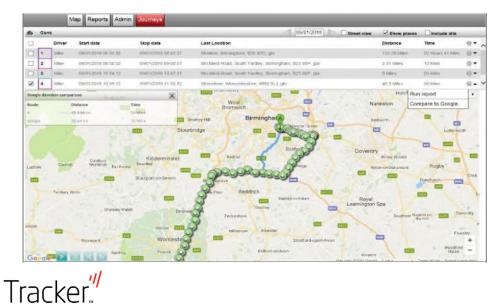
#### Asset Status: Journey Playback

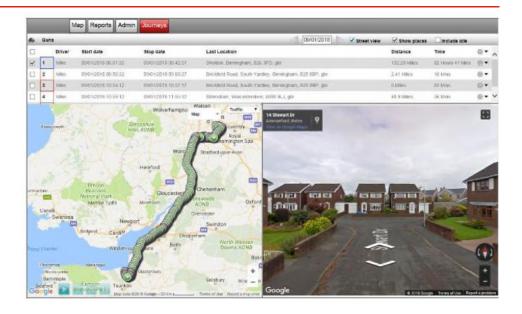
Click **Journey playback** and today's journeys are detailed at the top of the page. For other dates, change the date at the top of the page.

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 11) 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.

#### Places: Geofence

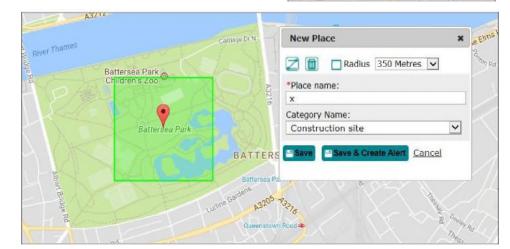
Setting up places helps you analyse vehicles behaviour in a detailed and efficient way. A place is a location such as a head office which is given a custom name e.g. 'Headquarters'. Whenever an asset visits a place, the custom name is used to detail the location in a report. Click the **Places** tab 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. Auseum Crossent Par Physic Garden River Thomas Battersea Park Children's Zoo Battersea Park Battersea Park Children's Zoo Children's Z

| Assets<br>All Place |             |           | p search |      |   | 44    |   |
|---------------------|-------------|-----------|----------|------|---|-------|---|
| All Pla             | ces         |           |          |      |   |       |   |
|                     | Category N  | ame 🕶     |          | Туре |   | * -   |   |
|                     | Airport (4) |           |          | Ø    |   |       |   |
|                     | Constructi  | on site ( | 6)       | -    |   |       |   |
| D F                 | actory (8   | )         |          | ٩    |   | ⊗.•   |   |
|                     | Garage (1   | )         |          | 5    | + | ₩•    |   |
|                     | Golf club ( | 1)        |          | Ģ    | • |       |   |
|                     | Gym (1)     | _         |          | Q    |   |       |   |
| □ H                 | Home (6)    | _         |          | ۲    |   | *     |   |
| □ H                 | Hospital (1 | )         |          | Q    |   |       |   |
|                     | /ly Top 10  | Custon    | ners (2) |      | + | *     |   |
|                     | Office (8)  |           |          | ¢    | • | ⊗     |   |
| - F                 | Parking (1  | )         |          | Ģ    | ٠ |       |   |
| - F                 | ort (1)     |           |          | Ø    |   |       |   |
|                     | Stadium (2  | 2)        |          | ¢    | + |       |   |
| ו 🗆                 | raining (4  | )         | _        | ¢    |   |       |   |
| - L                 | University  | (1)       |          | Ø    |   | (;).▼ |   |
| _                   | _           | _         |          |      | _ |       | _ |

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.

Tracker''



#### Places

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?

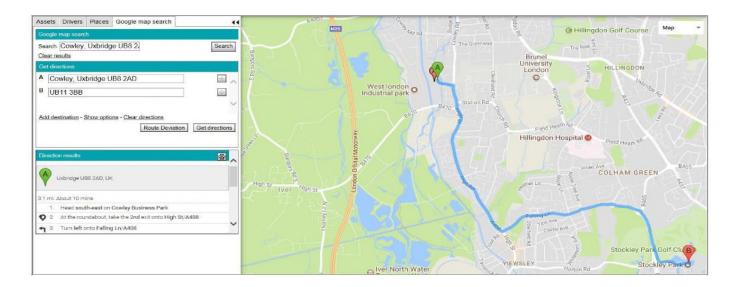
Click Assign assets and in the pop-up, select the asset(s) the alert is to be assigned, save and the pop-up will disappear. Click **Subscribe** and the geofence alert and associated parameters will be saved.



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.



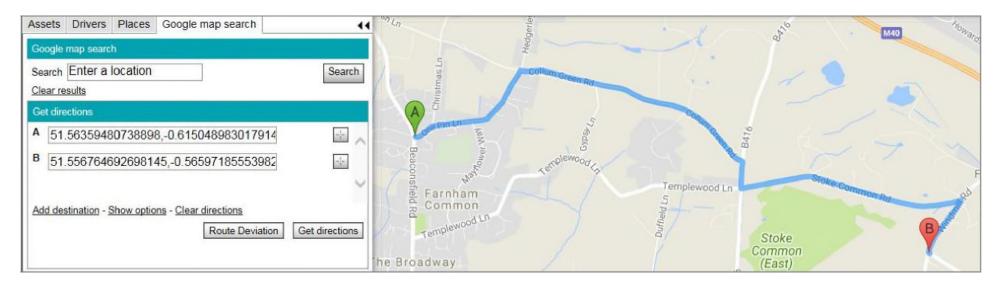


Directions to and from locations can be obtained by completing the A and B location boxes and clicking **Get directions**.

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

### Tracker."

#### Google Map Search



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.



### Alerts: Adding Alerts

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 the 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.



| Alerts - Subs       | cribe  |           |
|---------------------|--|-----------|
|                     |  |           |
| 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 remove  | d 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 crad   | <ul> <li>Notification of removal from mounting bracket (Not available for Locate Manager)</li> </ul>                                 | 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 |



### Alerts: Adding Alerts

Tracker<sup>#</sup>

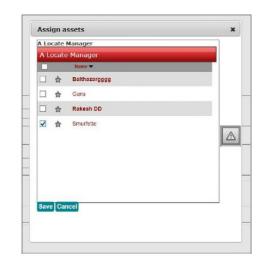
In the Over Speed window, name the alert (e.g. 'Service Vehicle Speeding'). If you wish to be contacted by SMS, check the box and enter up to 3 recipients; if you wish to be either or also contacted by email, check the box(es) and list up to 3 recipients.

| Inbox     | Alerts - Subscribe                    |
|-----------|---------------------------------------|
| Manage    |                                       |
| Subscribe | Type: Over Speed                      |
|           | Name                                  |
|           |                                       |
|           | Period type                           |
|           | Always on O Selected days O Day range |
|           | 🗆 ямя                                 |
|           | Email                                 |
|           |                                       |
|           | Assign assets<br>Assets:              |

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'.

| nbox      | Alerts - Subscribe  |           |           |  |  |  |
|-----------|---|-----------|-----------|--|--|--|
| Manage    |   |           |           |  |  |  |
| iubscribe | Type: Over Speed       Name       * [ervice Vehicle Speeding]       Period type       @ Always on O Selected days       Ø SMS       Contact 1 | Contact 2 | Contact 3 |  |  |  |
|           | *<br>☑ Email  |           |           |  |  |  |
|           | Contact 1<br>*[locatemanager@tracker.]  | Contact 2 | Contact 3 |  |  |  |
|           | Assign assets<br>Assets:<br>Groups:   |           |           |  |  |  |



19

| Inbox     | Alerts - Manage          |                    |             |                   |
|-----------|--------------------------|--------------------|-------------|-------------------|
| Manage    | Herts - Manage           |                    |             |                   |
| Subscribe |                          |                    |             | Alerts 1 - 4 of 4 |
|           | Name                     | Туре               | Period type | Actions           |
|           | Battersea Alert          | Places geofence    | Always on   | ⇔ ▼               |
|           | Service Vehicle Speeding | Over Speed         | Always on   | <b>@</b>          |
|           | Speeding                 | Over Speed         | Always on   | Aiertactions      |
|           | Unauthorised Journey     | Out of hours event | Day range   | View assets       |
|           | conductives overhely     | out of nours creat | e of tonge  | Edit details      |
|           |                          |                    |             | Unsubscribe       |

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



#### What to do in the event of theft

#### 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 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) 800 911 900\*.

Once your vehicle has been located by the police, Tracker will return your vehicle wherever you request within mainland Great Britain (Terms and conditions apply).



\* Calls made from outside of the UK may be charged.



Tracker™ Network (UK) Ltd. 6-9 The Square, Stockley Park, Uxbridge, Middlesex, UB11 1FW 0808 509 0909 /// customerservice@tracker.co.uk

Tracker<sup>™</sup> Network (UK) Limited. All rights reserved. Tracker<sup>™</sup> and the Tracker<sup>™</sup> logo are registered trademarks of Tracker<sup>™</sup> Network (UK) Limited © 2020. Tracker<sup>™</sup> reserve the right to alter and modify product specifications and pricing without prior notification.