Meta Trak FLEET

USER GUIDE

META SYSTEM®

Contents list

Terms and abbreviations ..... **Errore. Il segnalibro non è definito.**

1. General provisions ..... **Errore. Il segnalibro non è definito.**

1.1 The purpose of the document ..... **Errore. Il segnalibro non è definito.**

2. The purpose of the System ..... **Errore. Il segnalibro non è definito.**

2.1 The purpose of the System 4

2.2 System requirements 4

2.3 Users of the System 4

3. System interface ..... **Errore. Il segnalibro non è definito.**

3.1 Enter to the MetaTrak Fleet 4

3.2 Basic menu 5

3.3 Interface settings 6

4. Pulse module ..... **Errore. Il segnalibro non è definito.**

4.1 Vehicle's trips 10

4.2 Driver's trips history 17

5. Monitoring module 20

5.1 Vehicles 20

5.2 History 23

5.3 Geofences 26

5.4 Objects 27

5.5 Notifications 28

6. Assets Module 32

6.1 Devices 32

6.2 Drivers 32

6.3 Vehicles 40

7. Fuel module 42

8. Crash Module 46

9. Reports module 54

9.1 Reporting Archive 55

9.2 Reporting schedule 56

9.3 Professional trip report 57
9.4 Fuel consumption report 58
9.5 Worktime trips report 60
9.6 Daytime trips report 60
9.7 Weekend Trips Report 61
9.8 Report on Car Battery Disconnect 62
10. Timeline module 64
11. Statistics module 66
12. Limits module 72
13. Settings 75
13.1 User profile 76
13.2 Sub-users' access 76
13.3 Fleet settings 77
13.4 Setting limits 78
13.5 Access log 79

1. Introduction

1.1 General description of MetaTrak Fleet solution

MetaTrak Fleet is a data analysis and decision making instrument for managing corporate fleets of all sizes. Solution is built on conjunction of automotive-grade telematics device and dedicated software making a single ecosystem to provide high-quality output. User experience of solution is enriched with advanced techniques of turning automotive data into credible and meaningful insights and intuitive visualizations.

Solution supports two main roles of users – managing/administrative staff (responsible for the fleet) and drivers of cars. It consists of two main user interfaces: web access to portal for fleet's administrator and mobile APP for drivers of cars, registered in system.

Attention!

This document is a user manual for web based administrator's interfaces. Mobile APP is described in dedicated document. Please apply to your vendor to get this document if needed.

1.2 System requirements

WEB Browser:

Chrome version 69 and above is recommended.

Some features of IE browser are not supported.

Screen resolution:

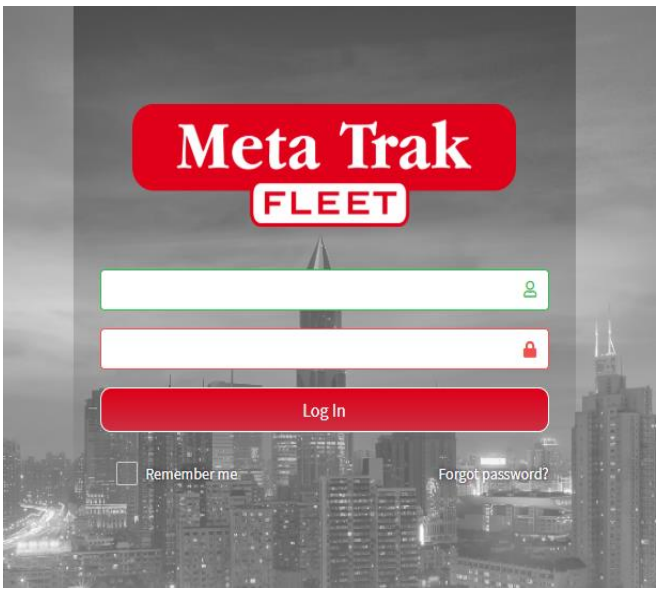
Best user experience is obtained on screens with resolution of at least 1920x1080.

2. System interface. Basics and settings

2.1 Enter to the MetaTrak Fleet

To open the "MetaTrak Fleet" start page:

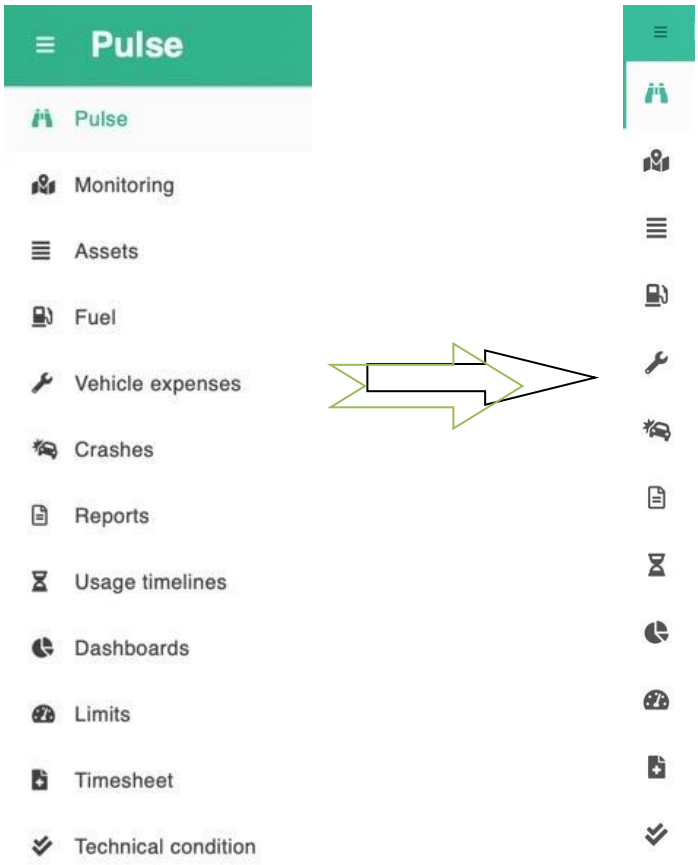
1. Enter the System URL in your browser address https://fleet.metatrak.it and click enter.
2. Type login and password in the user's authorization window.
3. Click on the button **Log In**:



A Pulse system start page will be opened, from which you can move to other modules of the System through the main vertical menu.

2.2 Main menu

The main menu is designed to navigate between system modules



The button switches the menu display in text or pictograms

2.3 Interface settings

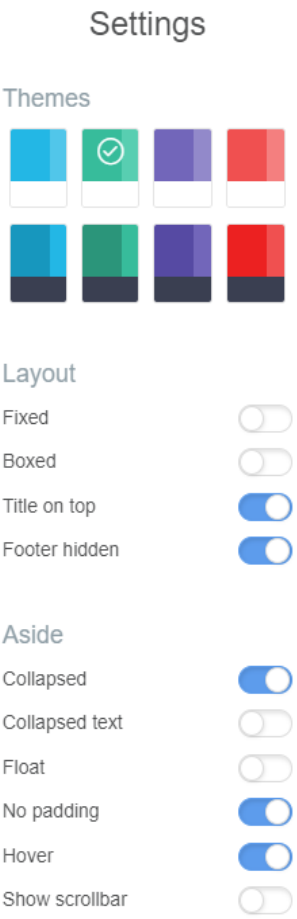
Meta Trak Fleet user can set own interface settings

The button in the top right corner is used to display interface settings.

The user can choose the color scheme of the portal.

The table shows the values of the available settings.

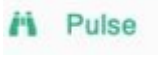
1	Fixed	Fixes the location of page name and menu items
2	Boxed	Limits page width in browser
3	Title on top	Show the page name in the title to save the screen workspace
4	Footer hidden	Hide the section at the bottom of the page
5	Collapsed	Show menus as pictograms
6	Collapsed Text	Show menus as pictograms with module name
7	Float	Adds a visual effect of the volume of information panels portal
8	No padding	Removes visual selection of the main table area
9	Hover	Regulates the appearance of a menu of subsections by clicking or hovering
10	Show Scrollbar	Regulates the appearance of an additional scroll strip in the main menu



3. Main modules

«MetaTrak Fleet» solution has a modular architecture so the set of available modules may vary depending on the chosen rate plan and settings. Please consult with your supplier (TSP) for more details.

3.1 PULSE

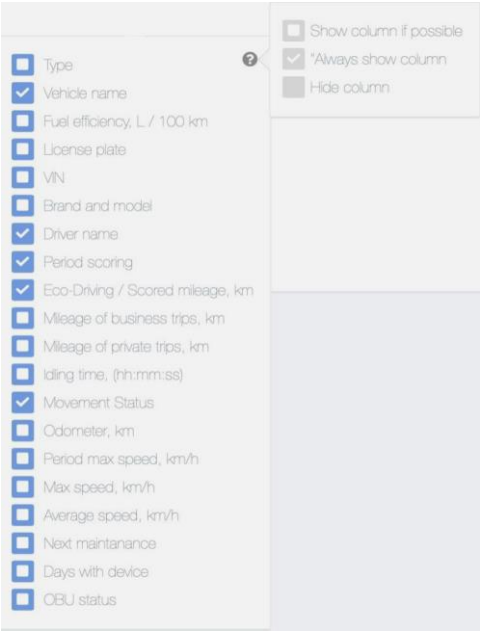


is the first module in main menu (1) and is the first page shown to the user right after login to the system. This page provides insights to current situation in fleet (state of cars and drivers). The information on this page is displayed in real time based on data available from devices registered in system (the page updates every minute).

Smart-dashboards (2) - a set of diagrams that shows the distribution of some entities presented on current page. Chart sectors also act like filters for data once being clicked.

All the available data is shown in table that consists of lines, representing objects of fleet (cars and drivers) and columns, representing data connected to objects in lines. Based on logic of each column the data can represent a value for the Vehicle or for the Driver.

User can choose which columns to show on screen by setting the status of column in “column’s list” available via click to “Show/hide columns” button (5).



For user convenience, the system provides various options for visualization of columns of the table:
1) hide the column
2) always show the column
3) show the column if possible (if the size of the screen allows to do so)

Data columns available in PULSE :

- «**Type of vehicle**» – it is the distribution of different cars into groups, classes and categories depending on the type of design, power parts, destination or features that certain vehicles have. Within the system: Passenger car, Cargo, Special vehicle, Motorcycle, Bus, Boat.

For the type of vehicle, the system automatically determines the optimal settings for the definition of accidents and driving style events.

- «Vehicle name» (3) - the name of the vehicle in the system.

Using the pictograms in this column, you can go to the map of the car, see the trips list and the time used chart.

- «Driver» (4): information about the driver, who is currently assigned to this car.

With the pictograms in this column, you can send a message to the driver in the mobile app and go to the driver's timeline.

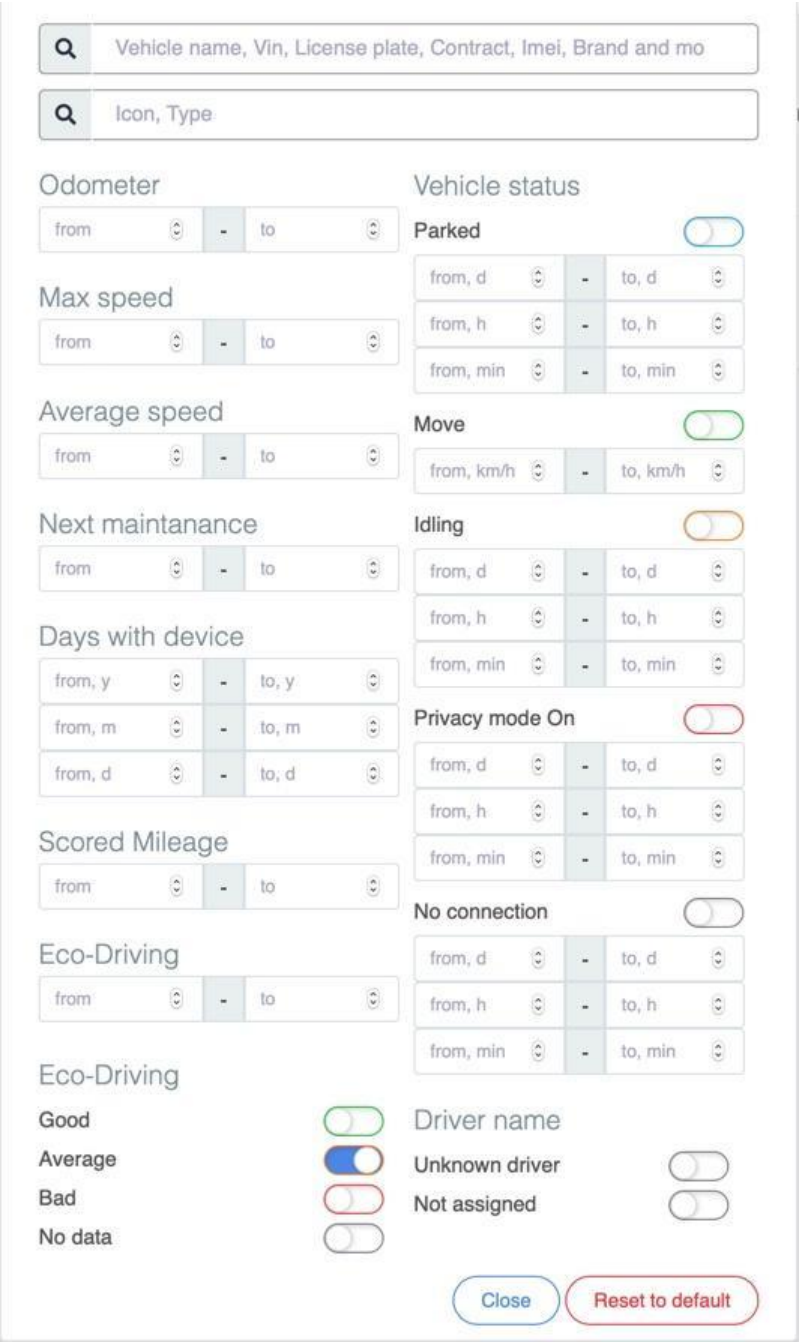
The cell in this column can have one of following value:

  - The name of one of drivers registered in fleet via Assets-Drivers interface

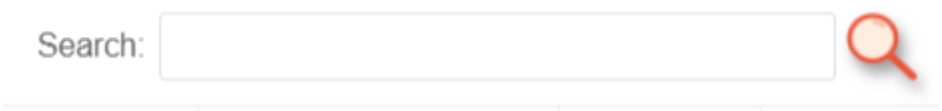
- Scoring for the period - score of driving safety for this driver, for the current statistical period.
- Scoring score/run - driving safety score for this driver, for all the time factored in the system and mileage during this period.
- Mileage on business/private trips - the total mileage of private and business trips of the driver for the current statistical period.
- Idling time - the total time for standing with the ignition turned on for the driver for the current statistical period.
- Status - Information about whether the car is moving, parked or standing with the ignition turned on. The status also shows information that the driver has turned on the privacy mode or there is no communication with the device.

Parked - the car ignition is off.
Move - the car moves.
Idling - stop with the ignition turned on for more than 5 minutes
No connection - the device has not send that ignition is switched off, but there are no updated location data for more than 3 minutes.
Privacy Mode On - The driver has turned on the privacy mode.
Users can choose the data streams they need to display in the main table using the "show/hide fields" feature (5)

To find the necessary values, the system provides a filter (6) with many parameters by which data is filtered.



Search function designed to find specific values in selected data. Search is carried out across all fields and pages of the downloaded table.

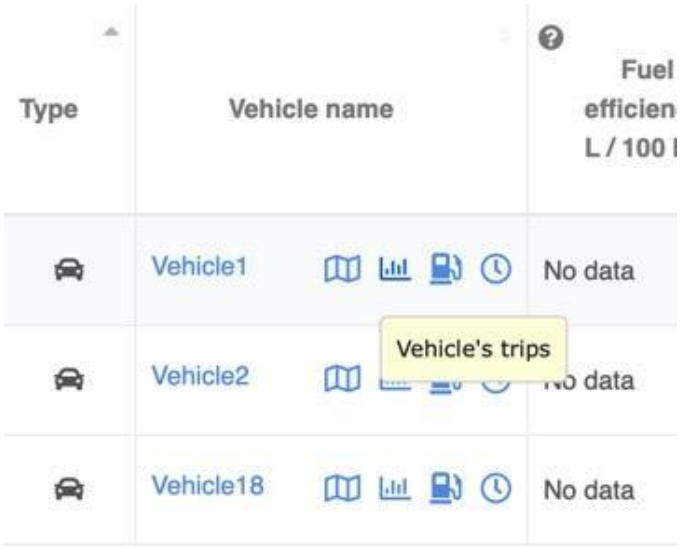


Interesting data will be highlighted in yellow, and only lines that contain the values entered into the search bar will remain in the table.

There are links for quick access to other pages of portal from the Pulse page.

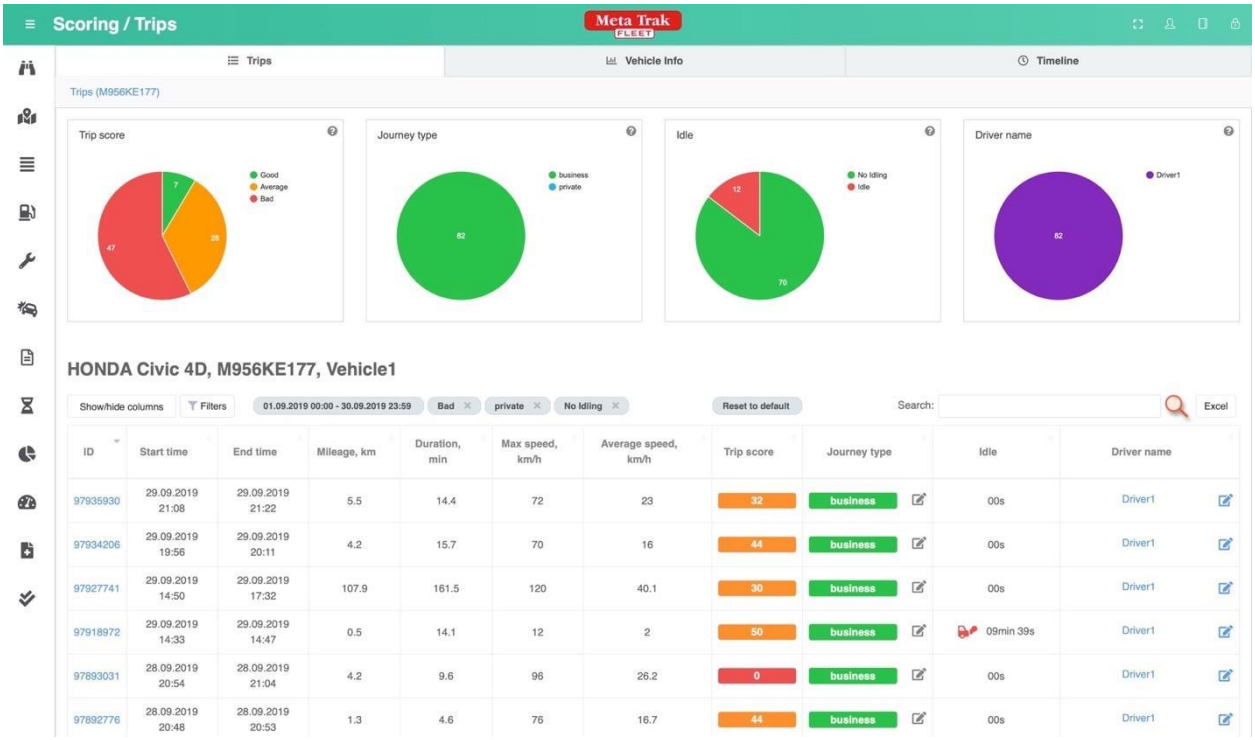
4.1 Vehicle's trips

The icon on the "Pulse" page leads to the statistics page on the car.



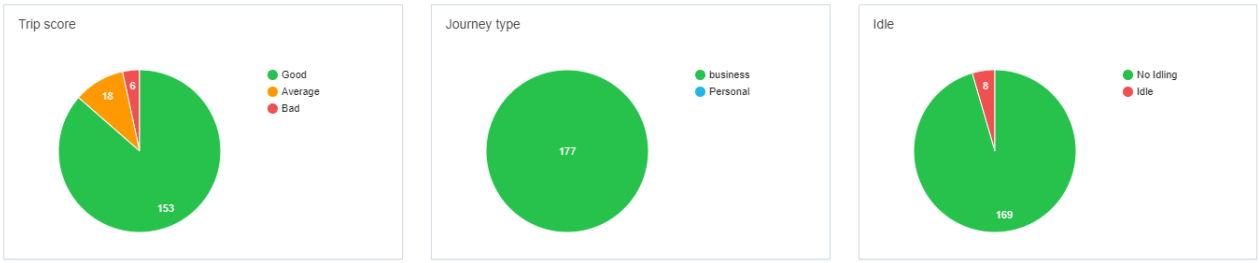
Car usage statistics is presented in 3 views:

- **Vehicle trips**

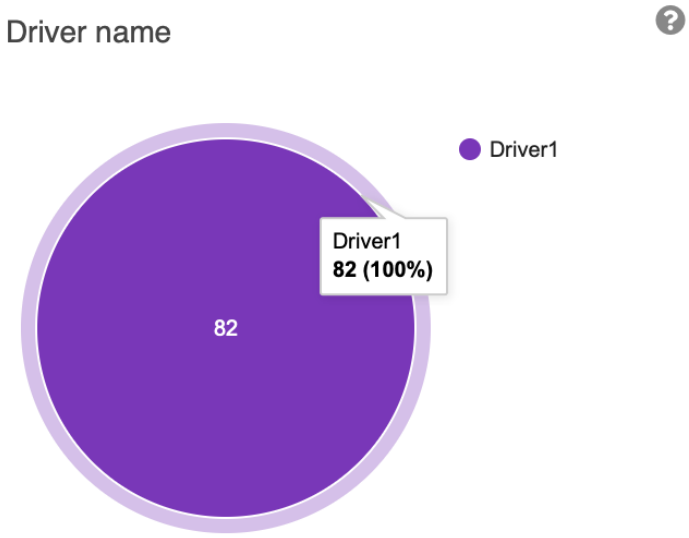


This page provides a trips list for the time interval you choose.

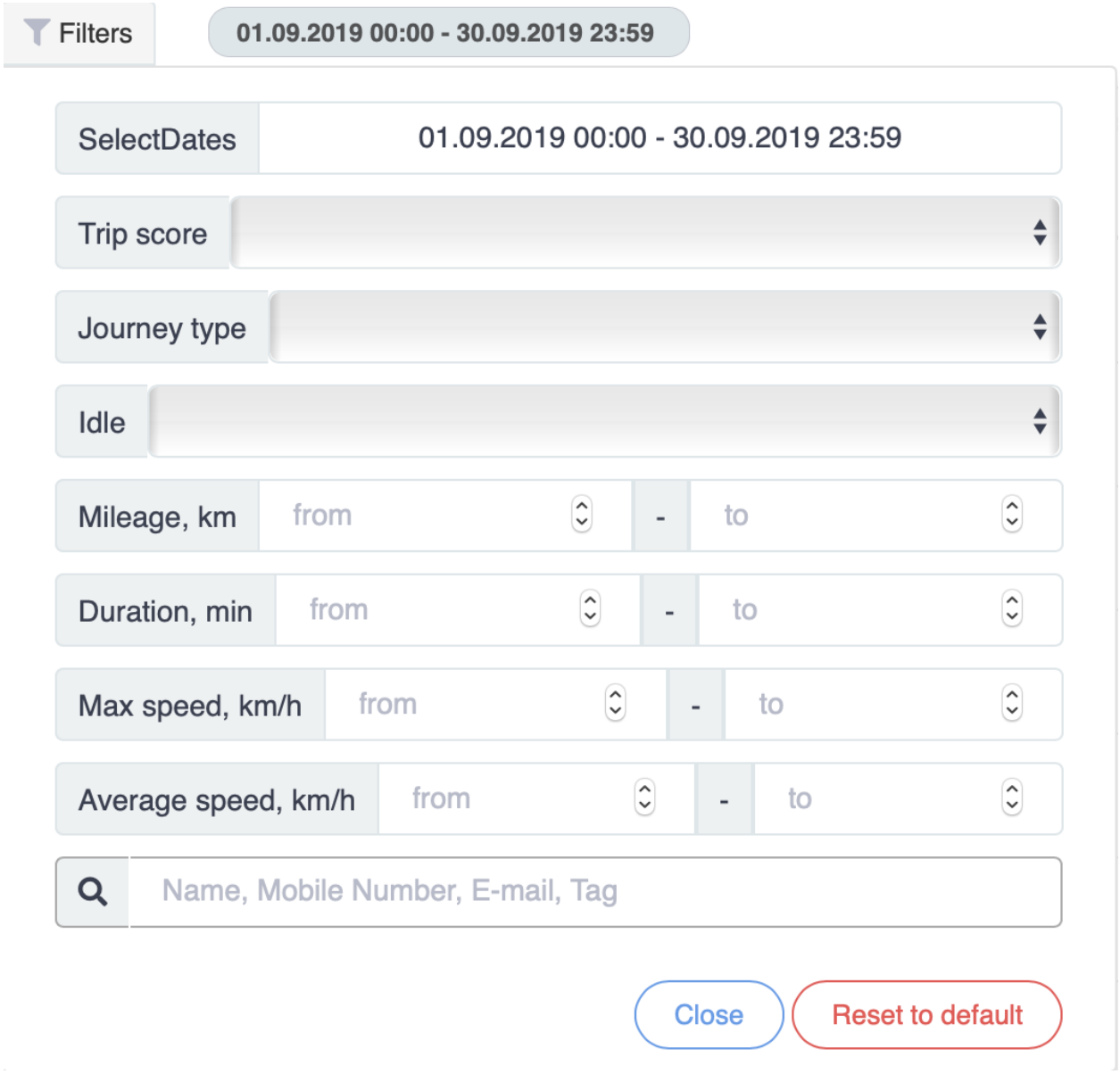
Smart dashboards show the percentage of trips by the score of the trip, type of trip (business or private), trips with idling and without it.



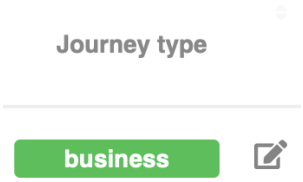
If the fleet uses personalization of trips by the driver, then there is a schedule filter, showing the percentage of drivers who used this car.



Filter allows you to find a trip according to certain criteria

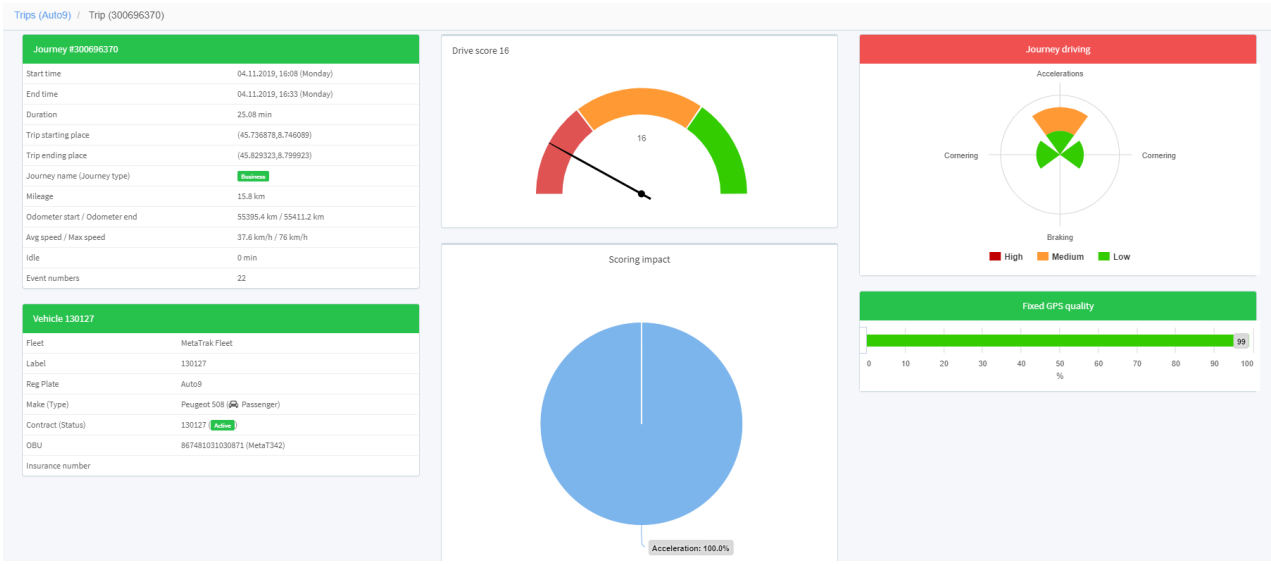


Fleet manager can change the type of trip from the list

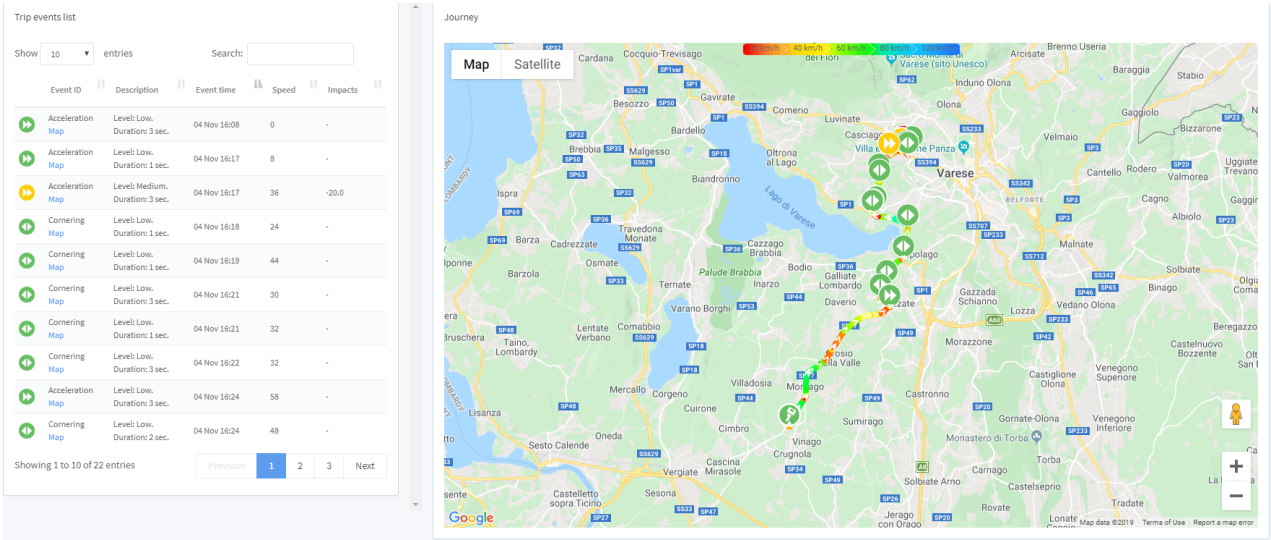


A link with a trip ID leads to a page detailing the trip

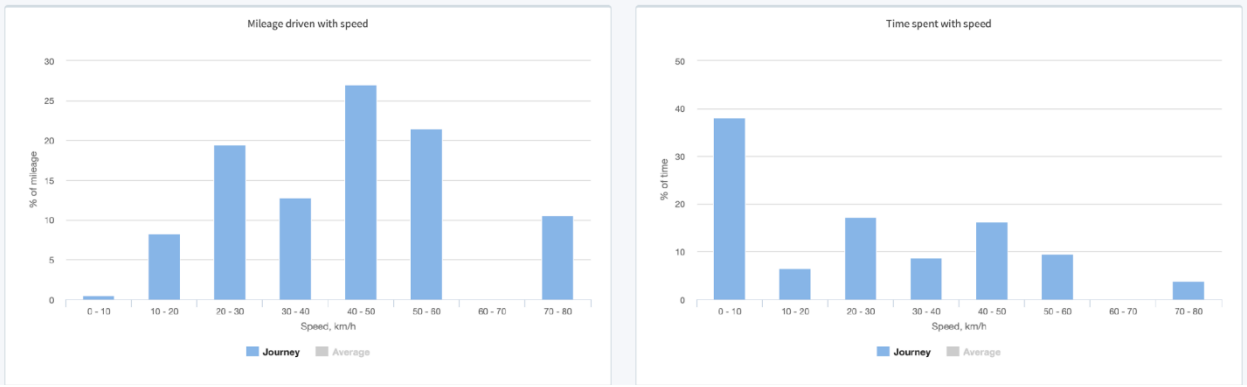
ID	Start time	End time
97935930	29.09.2019 21:08	29.09.2019 21:22
97934206	29.09.2019 19:56	29.09.2019 20:11



Details of the trip contain a list of driving style events (sharp accelerations, braking, turns, speeding) and the route of the trip.

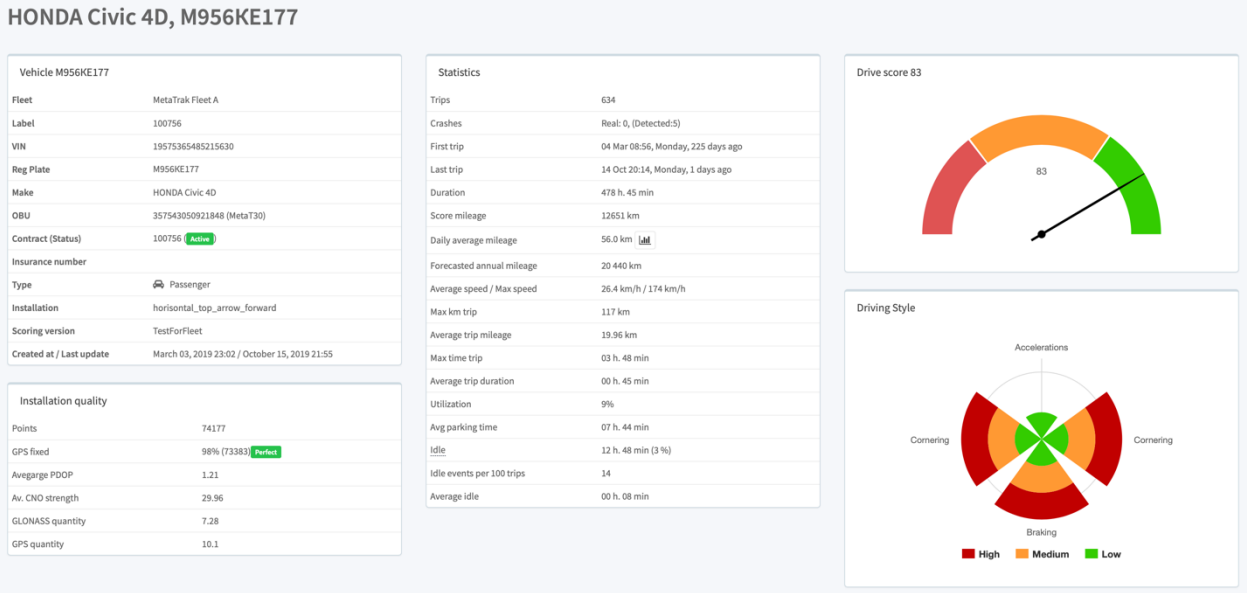


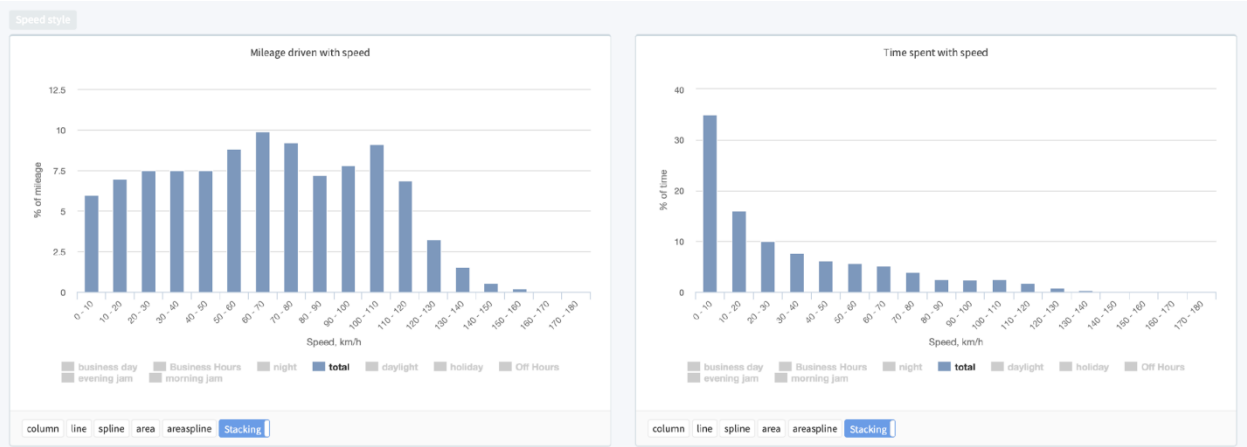
Trip's statistics are also presented



- **Vehicle information**

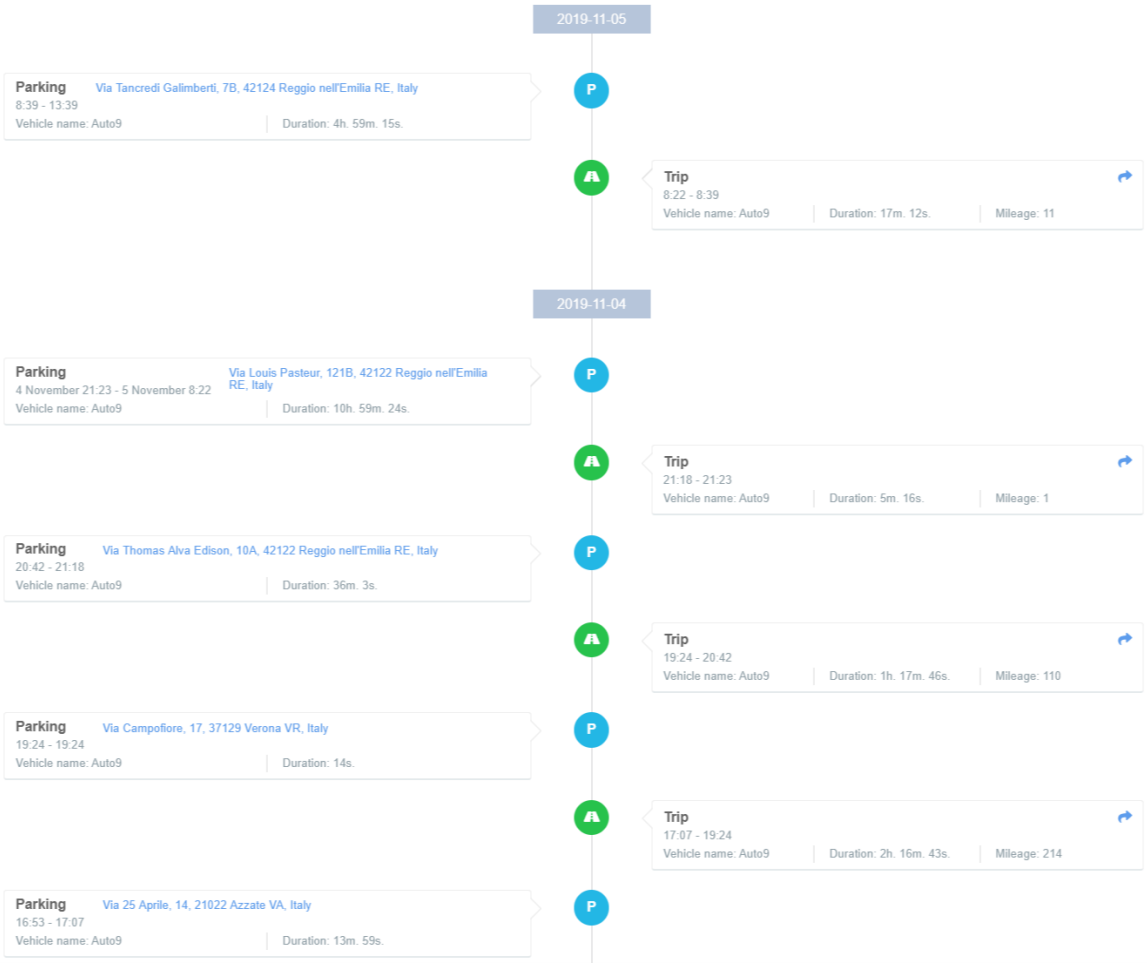
In this section, the history of using the car is presented in the form of generalized statistics





- **Timeline chart**

In this section, the use of the car is presented as a sequence of events



4.2 Driver's trips history

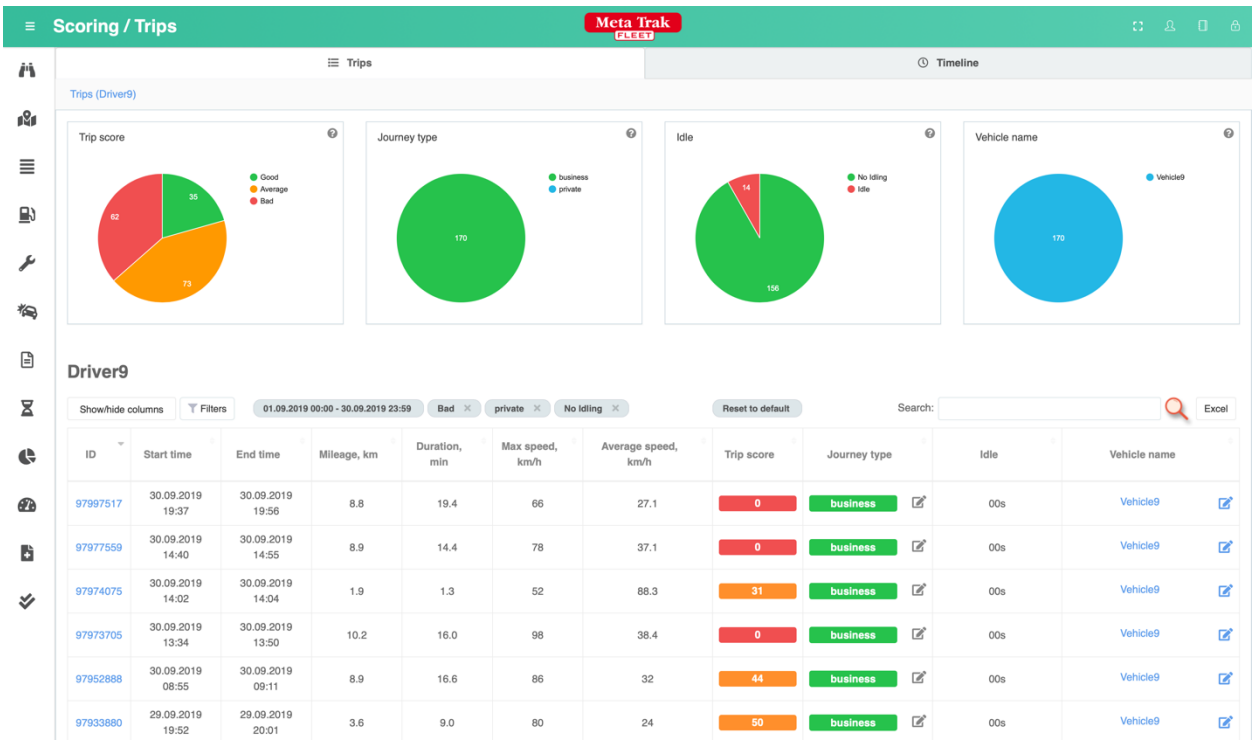
Driving safety rating scores are links that lead to driver's trips.

Period scoring	Eco-Driving / Scored mileage, km
82	60 / 6 130
100	0 / 181

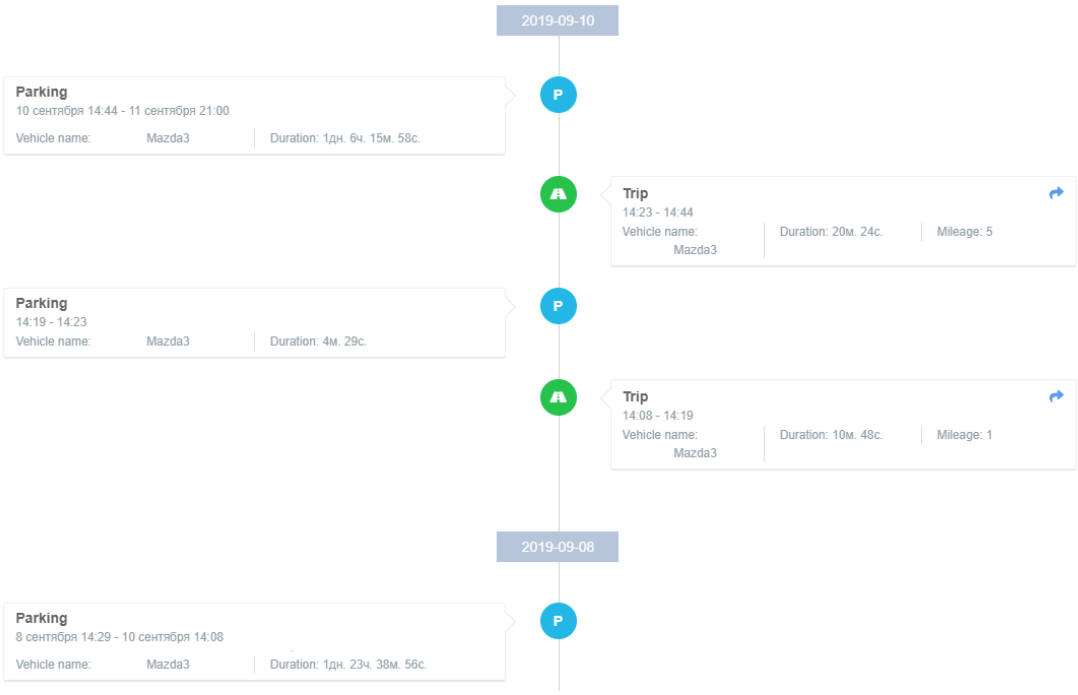
The mileage values in business and private trips, idling time over the period, are also references to the trips list, allowing you to see only the relevant trips.

Mileage of business trips, km	Mileage of private trips, km	Idling time, (hh:mm:ss)
6 130	No data	07:56:18
181	No data	00:06:00

The driver's trips history, as well as the car's trips history, is displayed as a trips list:

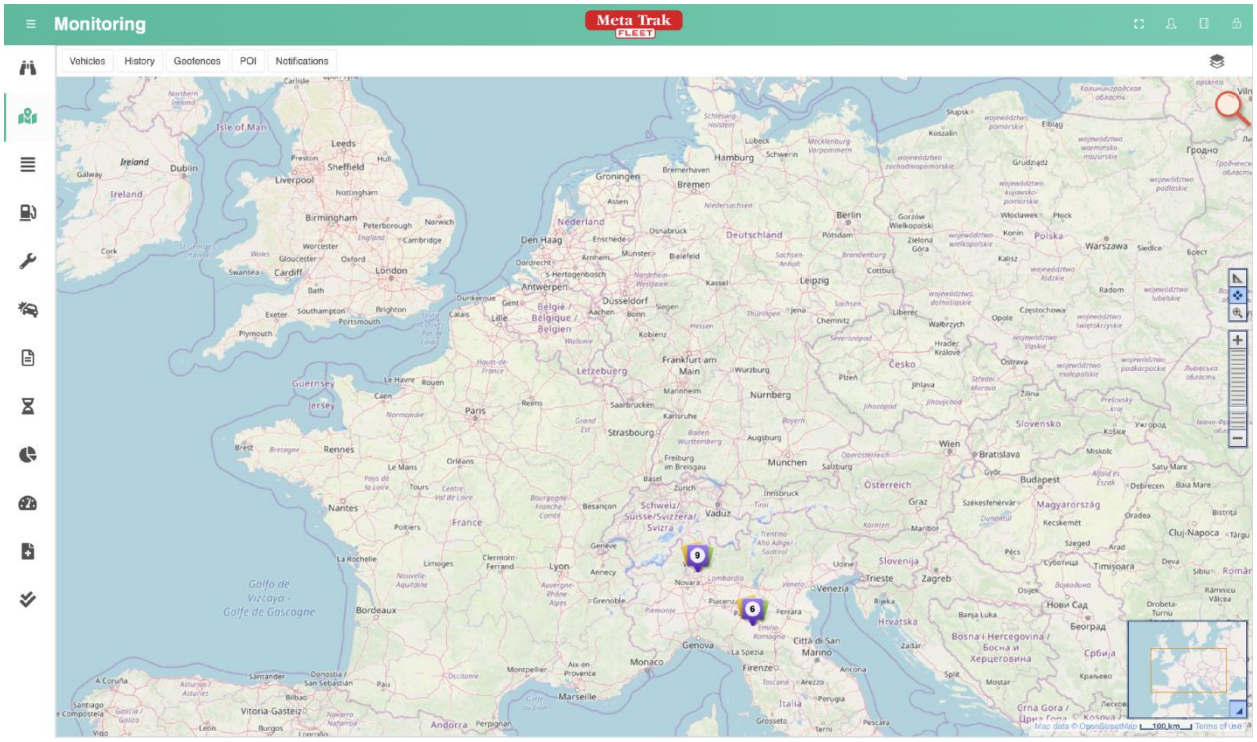


And in the form of a timeline:


2019-09-10
Parking
10 сентября 14:44 - 11 сентября 21:00
Vehicle name: Mazda3
Duration: 1дн. 6ч. 15м. 58с.
P
A
Trip
14:23 - 14:44
Vehicle name: Mazda3
Duration: 20м. 24с.
Mileage: 5
Parking
14:19 - 14:23
Vehicle name: Mazda3
Duration: 4м. 29с.
P
A
Trip
14:08 - 14:19
Vehicle name: Mazda3
Duration: 10м. 48с.
Mileage: 1
2019-09-08
Parking
8 сентября 14:29 - 10 сентября 14:08
Vehicle name: Mazda3
Duration: 1дн. 23ч. 38м. 56с.
P

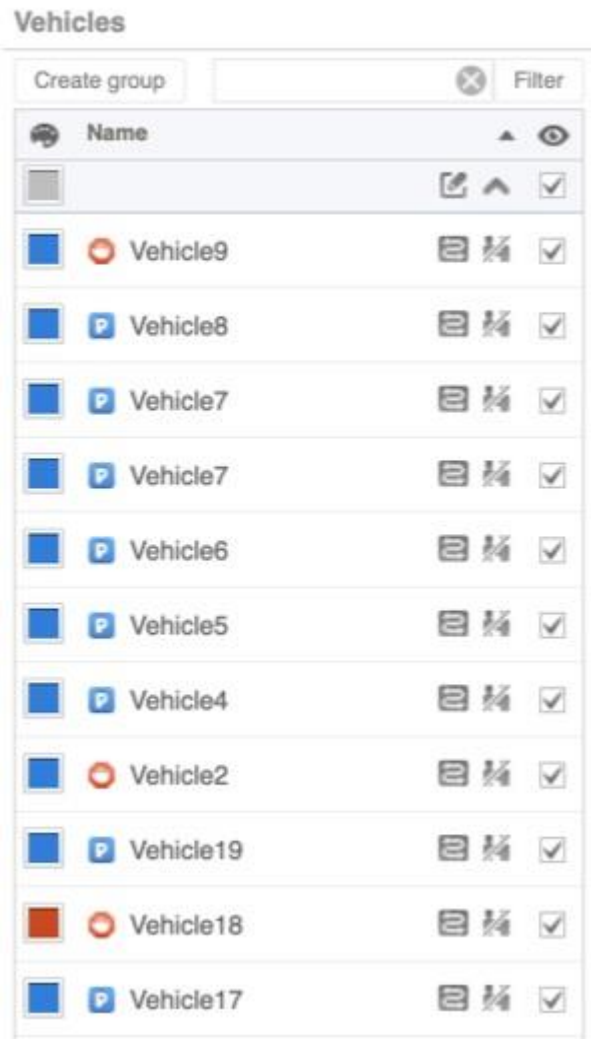
4. Monitoring module

The module includes the functionality of displaying the fleet on the map.



5.1 Vehicles

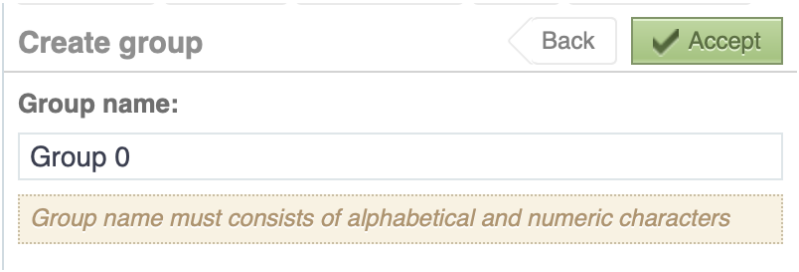
This section shows all vehicles available to the user. Within one fleet there is an opportunity to distinguish the visibility of the vehicle for employees of different units.



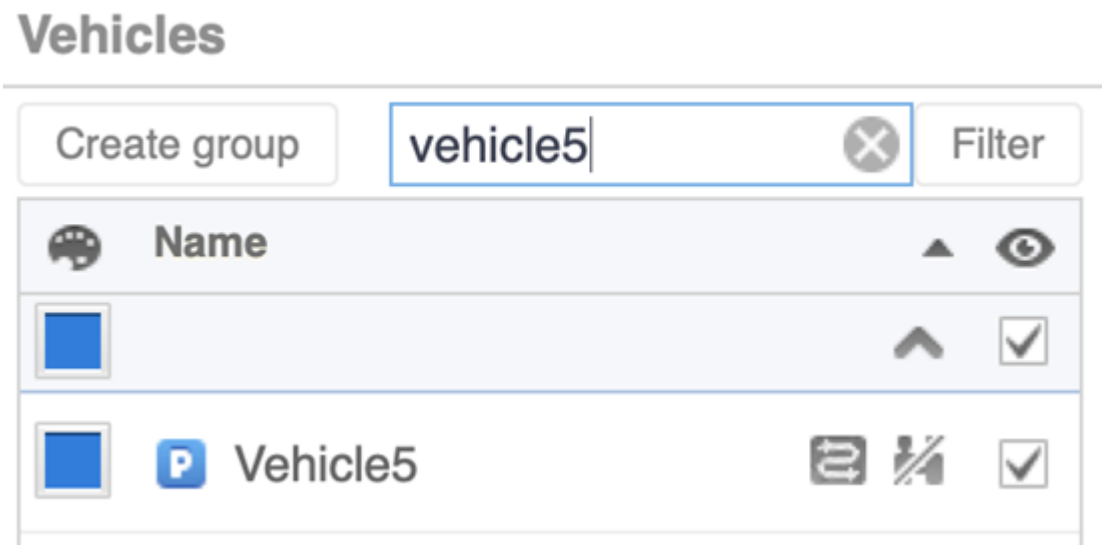
When you click on a cell with the name of the car, you will see additional information

Tracker Vehicle8 information	
Last point:	22:20 15.10.19
Address:	Viale dei Mille, 50, 421…
Coordinates:	44° 41" 33' nlat, 10° 37…
Speed:	
Status:	Parking 4h 31m 17s
Data:	Sleep 4h 31m 17s
Sensors information	
Current Driver:	
Car Battery voltage:	12.6 V
Fuel consumption when idling:	0 L / hour
Ignition:	
Odometer:	820892 Km.
Fuel consumption in the suburban cycle:	0 l / 100 km
Fuel consumption in the urban cycle:	0 l / 100 km

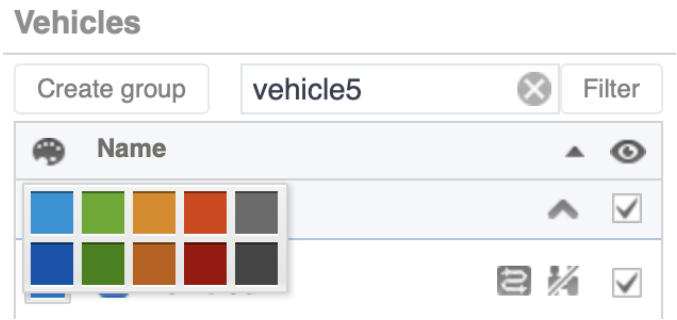
To work more conveniently with more vehicles, the user can group the objects displayed on the map into groups.



You can use filtering and search tools to find a specific vehicle.



The user can choose the color to display the vehicle of selected group on the map



The button adjusts the display of the object on the map.

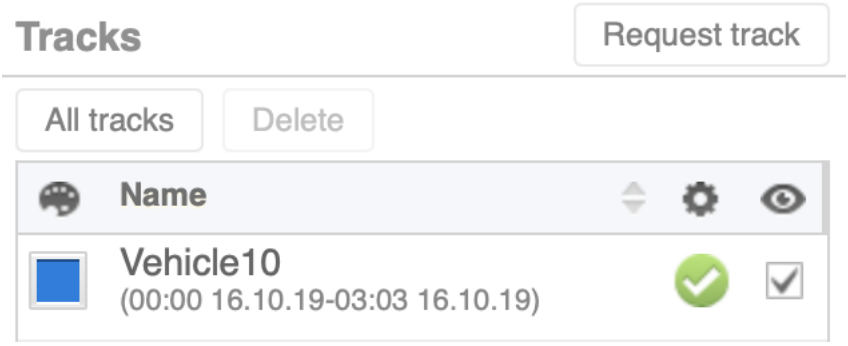
The button allows you to change the name of the car or group in the system

Icon turns on the route tracking mode of the selected object. The map shows the route since the last time the ignition was turned on. The track is updated online.

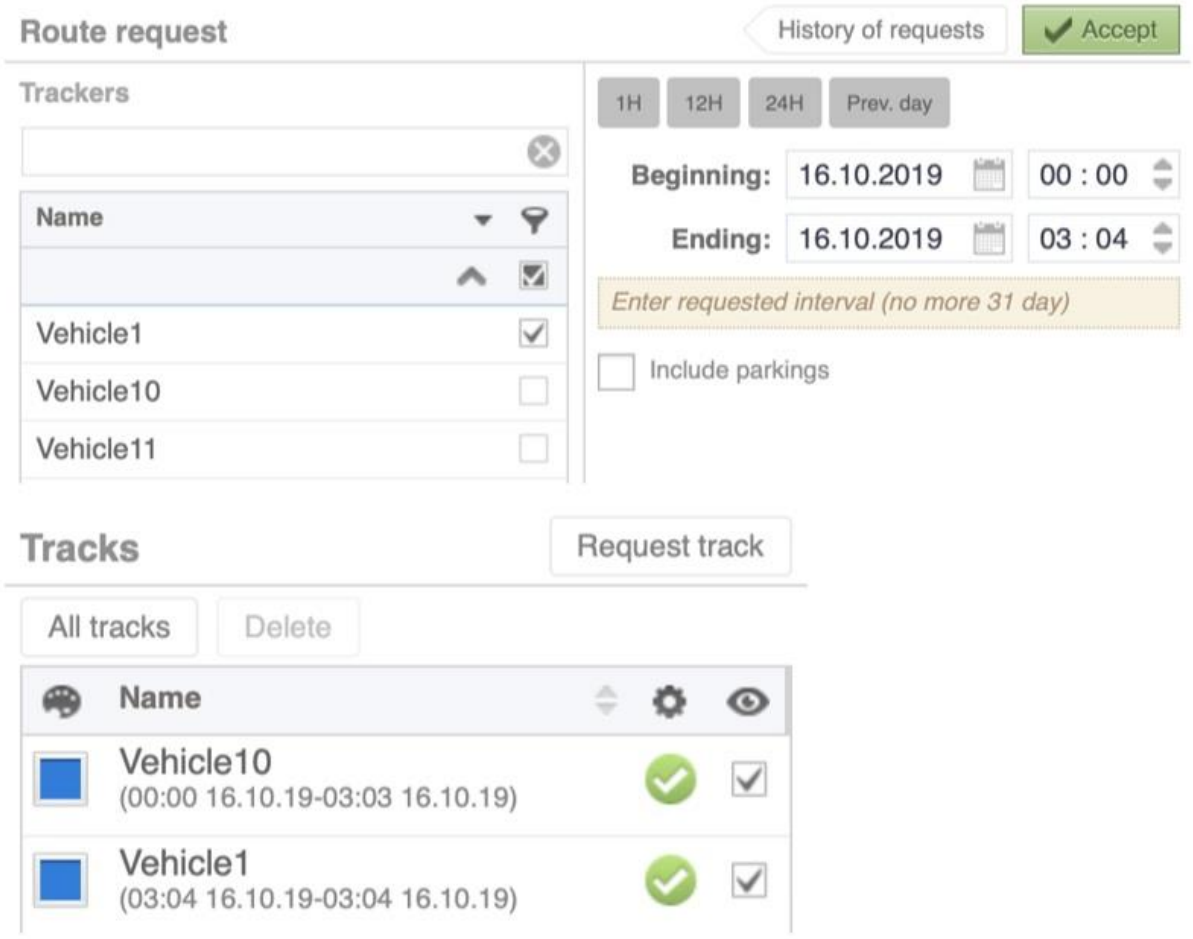
The button serves to quickly move to request a route for the object.

5.2 History

The **History** section allows you to request the route of your chosen car for the required period of time.



To request a route, you need to select the right vehicle or group, as well as the period of the requested route. After setting all the parameters and pressing the "**Accept"** button, the interface will return to the main window of the section, and the route will appear in the route list.



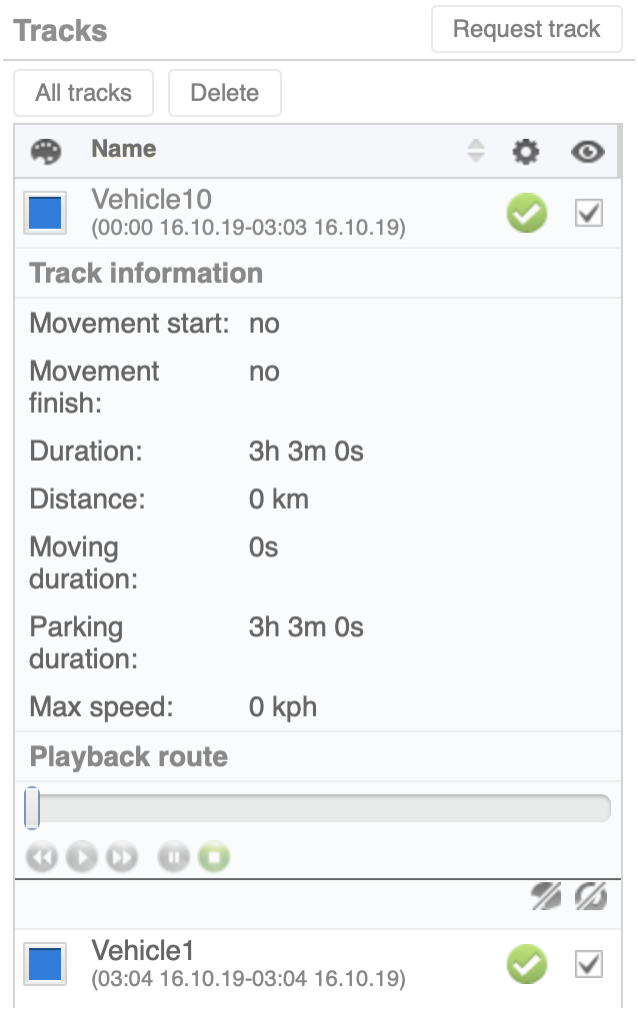
The status of the route formation informs about the readiness to display the route.

- The route is ready.

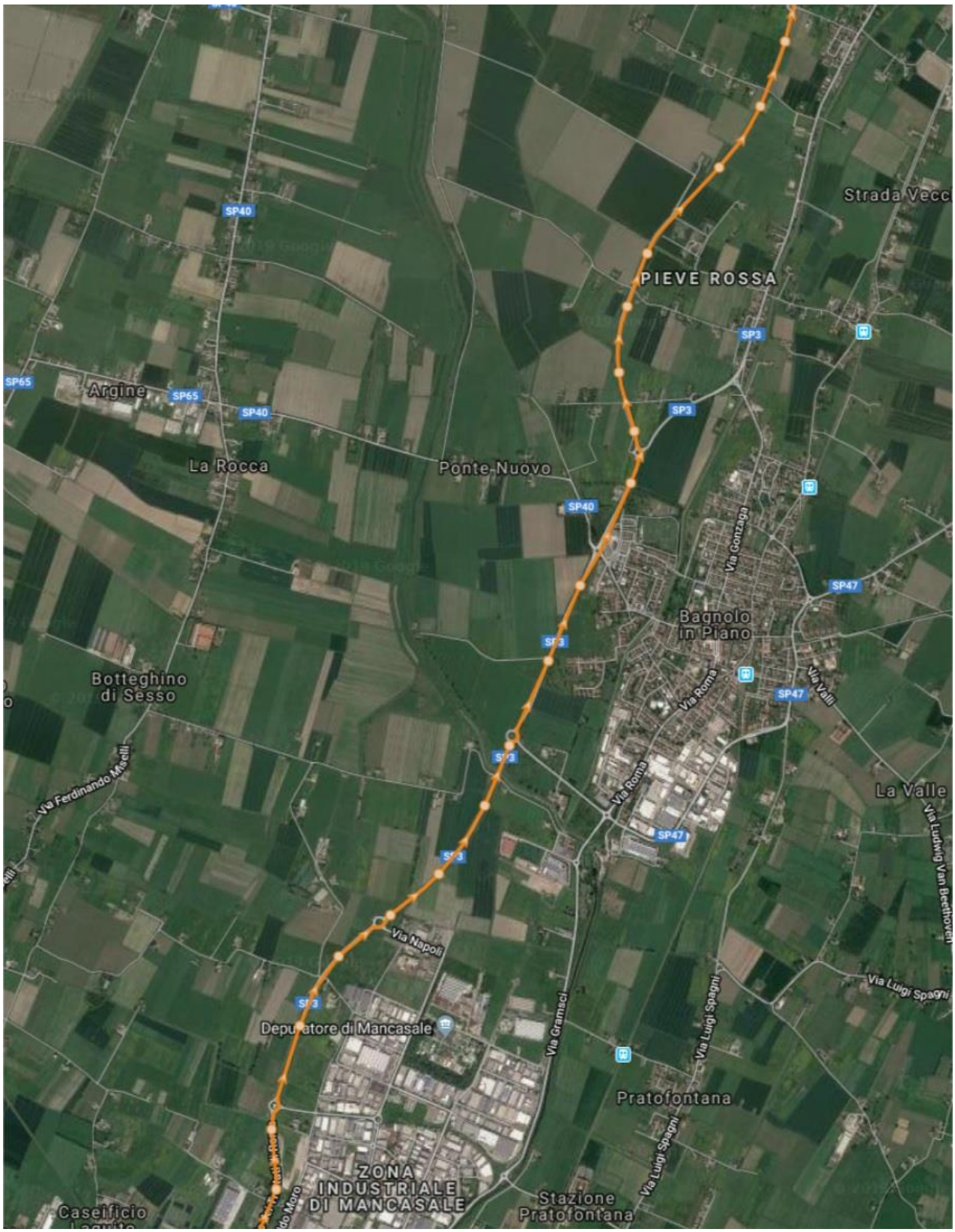
- The route is being formed.

In the palette, you can select the colors of the track, for the convenience of simultaneously displaying several routes.

The system displays a brief map of the route



And displays it on the map

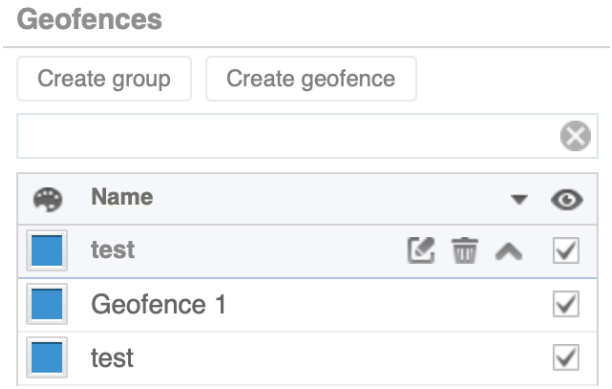


The route playback features the animated movement of the car.

You can also include a visual display of motion characteristics

5.3 Geofences

Using the Geozone tool, the fleet manager can set areas where he wants to control the entrances or exits of the fleet's cars. For example, monitoring the permitted area of operation of the car or controlling the time of arrival in the office center.



Once you've pressed the «**Create geozone**» button, a new window will appear with fields to enter the geozone name.

To create the figure of the geozone, you need to place the tops of the geozone. In geozone mode, the map below the cursor shows a marker marking the point of the top. By selecting a specific map location, you create a point. The next points connect to each other until the geozone formation process is over.

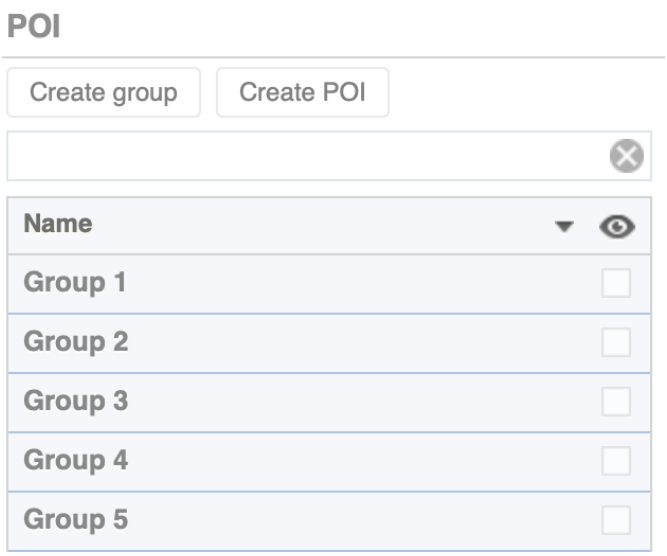
After the formation of the figure, you need to close the area, placing the last point in the place of the first point of the geozone. In the pop-up, choose «**To close the outline».**

Next: **"Accept"** (create a geozone) or **"Back"** (Back to the main window of the section).

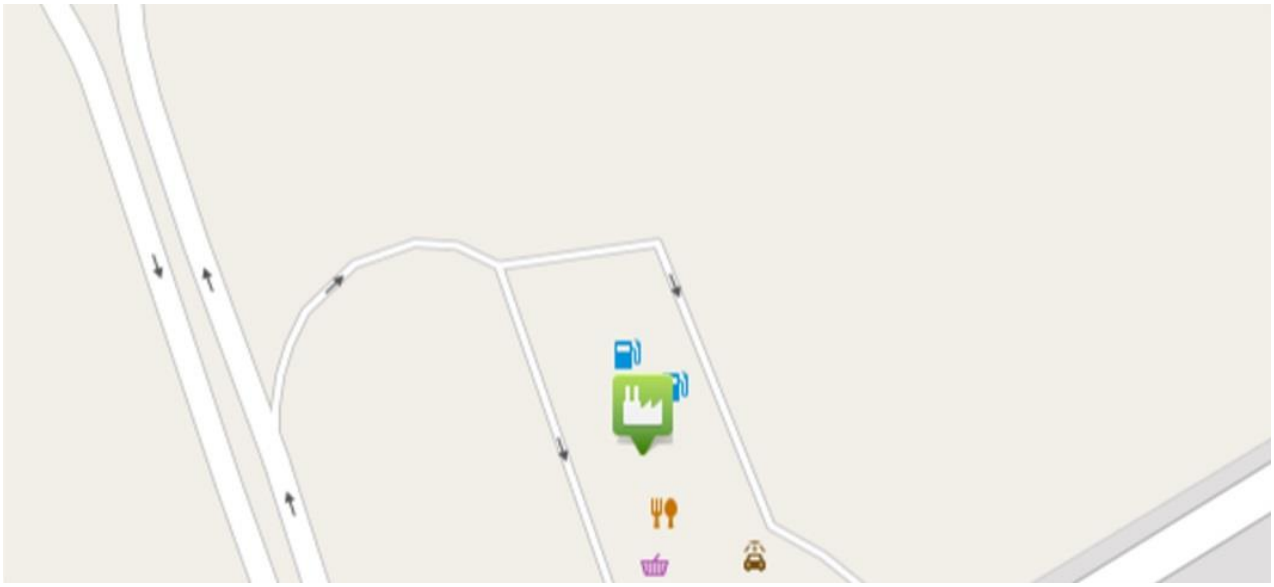
For geozones, as well as for vehicles, you can assign a group and choose the color of the display.

5.4 Objects

The object tool is used to monitor visits to certain points on the map. These can be warehouse areas, delivery points, etc. Visiting the object is considered to be within a radius of 150 meters from the object.



Once you're clicking the «Create an Object» button, you will see a new window with fields to enter the point name and select a group. On the map, you need to position the point of the object and press the left mouse button. Next: **"Accept"** (create an object) or **"Back"** (Back to the main window of the section).

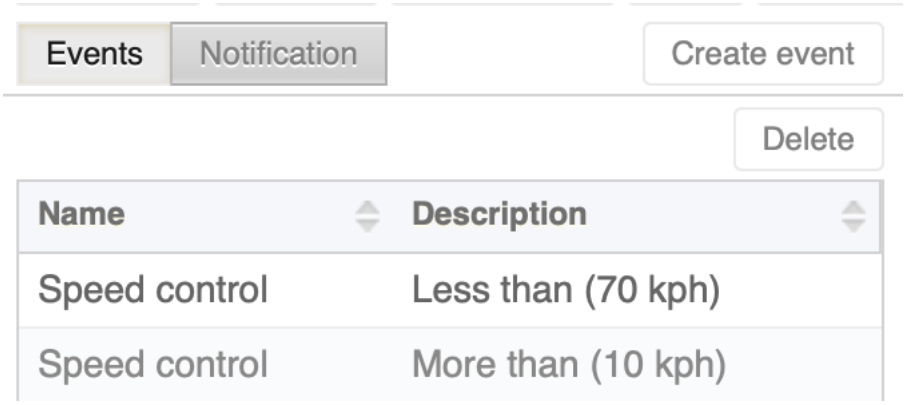


5.5 Notifications

The section lets you control events and alerts.

The event is a system-recorded change in the condition of the vehicle. For example, the entrance or exit from the geozone, visiting the object, parking.

Alert is a customizable reaction to an event.



By selecting an event, you can delete it by clicking «**Delete».**

If an alert is set for an event that needs to be removed, you must first remove the alert to remove the event.

Create an event

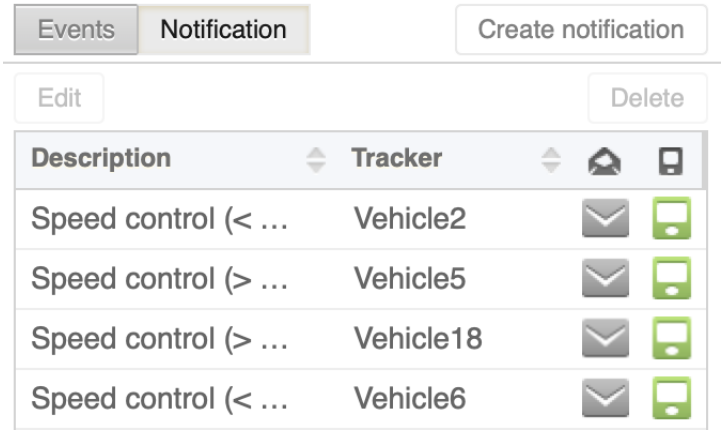
To create an event, you need to fill in the necessary parameters.

Event options

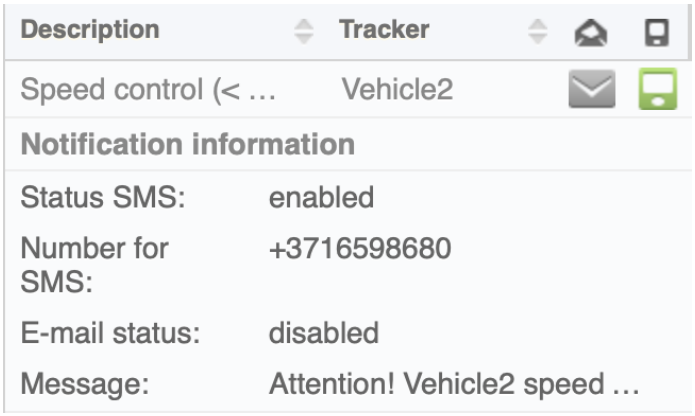
Event type	Event	Options
Speed control	Speeding Reducing speed	The numerical speed value.
Geozone control	Entering the geozone Exit from the geozone A drop-down list of geozones to select the right geozone.	**Include the event only during the specified period.** Specify: Time range Days of the week
Object control	Visiting the site Removal from the object	**Include the event only during the specified period.** Specify: Time range Days of the week
Parking duration		**The event will begin after parking or device specified the number of hours**

Once you've set up all the necessary settings, click «**Accept».**

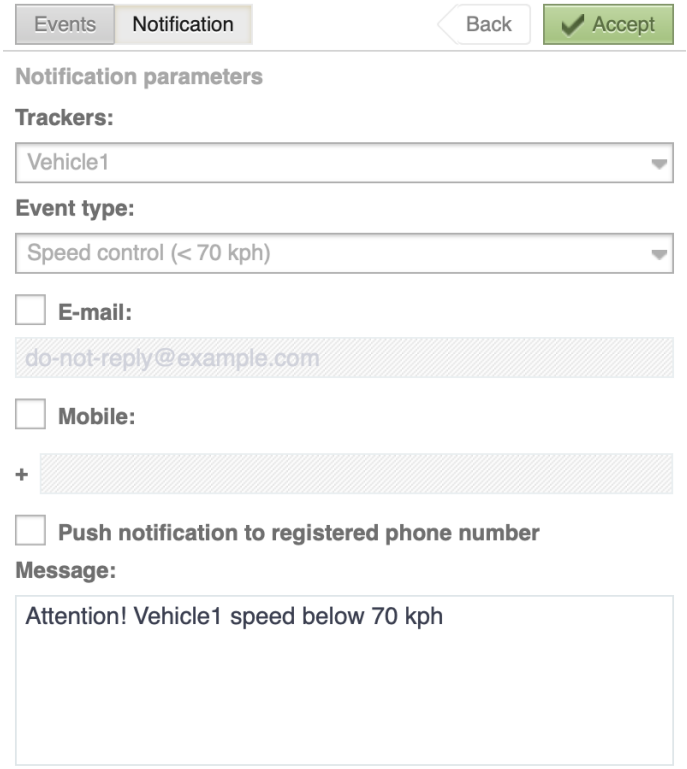
Alerts



Click on the selected alert in the list will reveal the details of this alert.



For the alert you set the vehicle, the event to which the alert is set up, and the method of notification: email, SMS or notification to the mobile app.

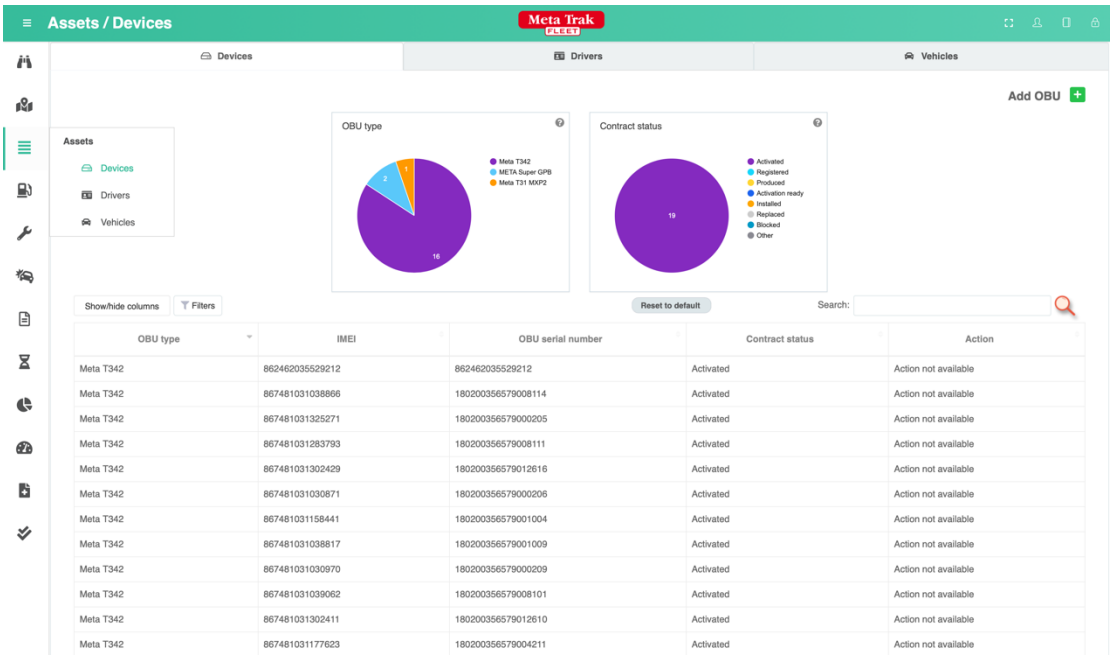

Events
Notification
Back
Accept
Notification parameters
Trackers:
Vehicle1
Event type:
Speed control (< 70 kph)
E-mail:
do-not-reply@example.com
Mobile:
+
Push notification to registered phone number
Message:
Attention! Vehicle1 speed below 70 kph

5. Assets Module

6.1 Devices

The module helps to manage the logistics of the telematics devices of this fleet.

Fleet manager is able to check if contract is activated or not. Also, there is possibility to assign device to a new vehicle.



The table contains information about:

- The OBU type is the type of telematics device
- IMEI - unique identification number
- OBU serial number - serial number of device
- Contract status - contract status in the system
- Action - availability to assign this device to the vehicle

6.2 Drivers

The Drivers module is used to add new drivers and work with existing ones.

The driver is a statistical entity that combines statistics on trips on different cars.

There is also an entity called "unknown driver" in the system.

An unknown driver is a statistical entity that combines statistics on all trips in all cars, when for one reason or another a particular driver was not fixed by the system (for example, the driver's ID was not recognized or the driver drove the car without taking the ID with him)

The module allows:

- Create a new driver
- Edit the data of the driver
- Remove the driver
- Assign driver to vehicle
- Unassign the driver from vehicle
- Check the score received by the driver for driving style
- Open or close driver's access to the mobile app

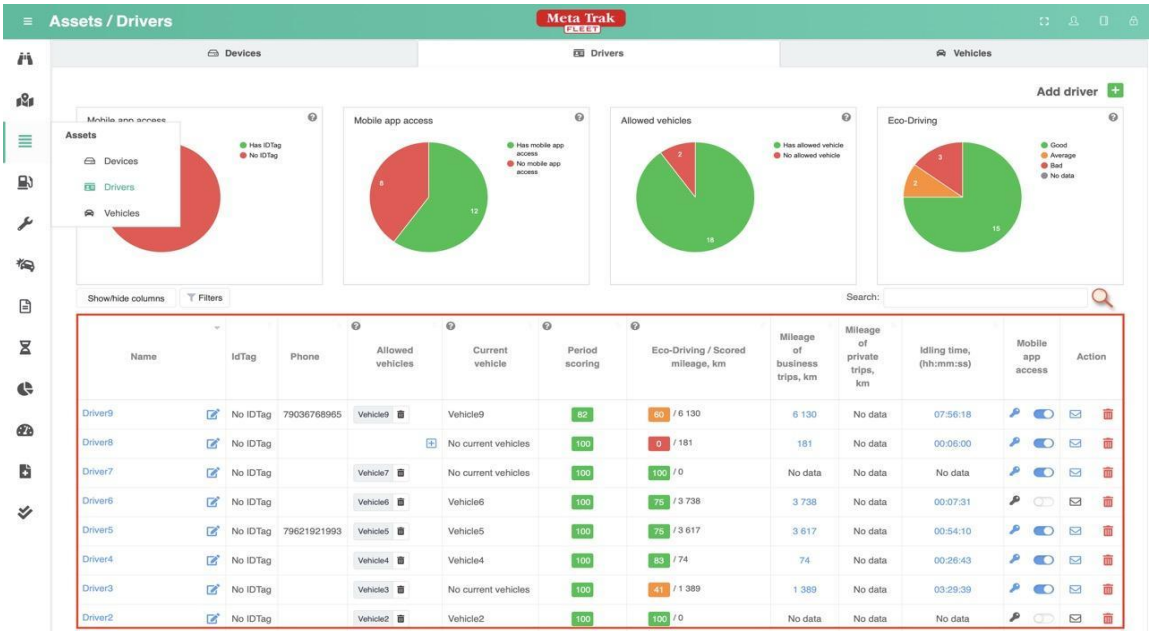


Table data includes the following information:

- Name - driver's name

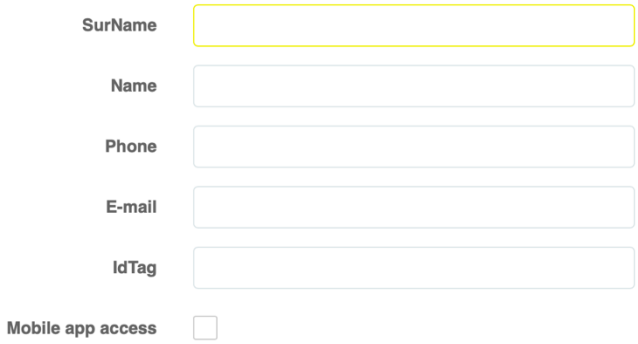
- ID - optional when you have a unique driver ID (individual ID-Tag)
- Phone - driver's cell phone number, which is used to send the driver credentials to access to the mobile app via SMS
- Allowed vehicles are vehicles which driver is able to use.
- The current vehicle is the latest vehicle fixed by the system which the driver used.
- Scoring for the period - the estimated score for the period configured in the product (the default period - the current "calendar week")
- Scoring/mileage - the total estimated score for the entire period of this driver's existence and the total mileage made by this driver for any vehicles
- Mileage on business trips - the total mileage of trips marked by the fleet manager or driver as "business" made by this driver for any vehicles
- Mileage on private trips - the total mileage of trips marked by the fleet manager or driver as "private" made by this driver for any vehicles
- Idling time - the total idling time made by this driver for any vehicle

- Access to the mobile app - the ability to provide or prevent this driver access to the mobile app and the ability to send the driver by SMS a new password to the mobile app
- Action - the ability to send a message to the driver in the form of PUSH , the ability to remove the driver from the system

Creating a driver

1) Click Add driver in the top right corner of the interface

2) In the first step "Adding a driver" fill out the form*



The "Surname" field is required to fill out

If, when creating a driver to activate the checkbox "Access to the mobile app," the driver will receive the login and password for the mobile application MetaTrak Fleet to the phone number specified in the form

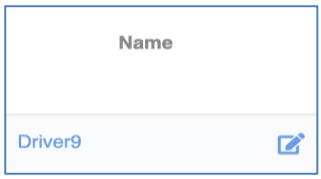
On the second step there is an opportunity to assign the vehicle to the driver or create a driver without an assigned vehicle.

If vehicle is already attached to another driver, the warning will appear.

If Fleet manager confirm assignment, the driver previously assigned to the vehicle will be unswitched and a new driver will be added to the chosen vehicle.

Edit driver

1) Click to driver's name or to icon “edit”



2) Add missing driver data or change previously entered data in the form

The "Surname" field is required to fill out

Deleting the driver from the system

1) Click the "basket" icon in the Action column in front of the driver who needs to be deleted

2) The system will request confirmation for removal and delete the driver

Assigning driver to a vehicle

If the driver has no ID-tag, there are several cases for driver assign

Case 1: Find a vehicle by registration plate, VIN, etc.

Step number	Character	Step	Comment
1	Fleet manager	In the column “permitted vehicles” in the line of the required driver clicks on the "+"	
2	System	Opens the modal window "Adding a vehicle"	
3	Fleet manager	Enters a value in the input field	Can be entered: Contract Number, VIN, Registration plate, IMEI, Vehicle Model, Vehicle Name
4	System	Offers to choose from the found vehicles	

5	Fleet manager	Chooses the right vehicle	
6	Fleet manager	Presses the "Save" button	
7	System	Checks if the vehicle is assigned to other drivers	The vehicle is not assigned to other drivers
8	System	Assigns the vehicle to the driver without ID-Tag	Vehicle appears in the Allowed Vehicles column and Current Vehicles

Case 2: Choose the vehicle from the list

Step number	Character	Step	Comment
1	Fleet manager	In the column “permitted vehicles” in the line of the required driver clicks on the "+"	
2	System	Opens the modal window "Adding a vehicle"	
3	Fleet manager	Clicks "Show list of vehicles"	
4	System	Opens the page with a list of active vehicles, available for assignment	
5	Fleet manager	Activates the checkbox in front of the required vehicle	Only one vehicle is available
6	Fleet manager	Presses the "Save" button	
7	System	Checks if the vehicle is assigned to other drivers	The vehicle is not assigned to other drivers
8	System	Assigns the vehicle to the driver without an ID-Tag	

Case 3: The vehicle is assigned to another driver

Step number	Character	Step	Comment
1	Fleet manager	In the column “permitted vehicles” in the line of the required driver clicks on the "+"	
2	System	Opens the modal window "Adding a vehicle"	
3	Fleet manager	Enters a value in the input field	Can be entered: Contract Number, VIN, registration plate, IMEI, Vehicle Model, Vehicle Name
4	System	Offers to choose from found vehicles	
5	Fleet manager	Chooses the right vehicle	
6	Fleet manager	Presses the "Save" button	
7	System	Checks if the vehicle is assigned to other drivers	The vehicle is not assigned to other drivers
8	System	Opens the modal window with the warning "vehicle "X" is assigned to the driver "N." Do you really want to unassign the vehicle "X" from the driver "N"? "	
9	Fleet manager	Presses the "YES" button	If the user presses the "No" button, the modal window closes, and the system displays the original "Assets/Drivers" page
10	System	Unassign the vehicle from the driver "N"	
11	System	Assigns the vehicle to the driver without an ID-Tag	

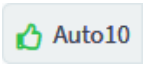
When the driver has ID-Tag, there are several cases to assign a vehicle:

Case 1: Find a vehicle by registration plate, VIN, etc.

1	Fleet manager	In the column “permitted vehicles” in the line of the required driver clicks on the "+"	
2	System	Opens the modal window "Adding an affordable vehicle"	
3	Fleet manager	Enters a value in the input field	Can be entered: Contract Number, VIN, Registration plate, IMEI, Vehicle Model, Vehicle Name
4	System	Offers to choose from found vehicle	
5	Fleet manager	Chooses the vehicle	
6	Fleet manager	Presses the "Save" button	
7	System	Checks if the vehicle is assigned to other drivers	The vehicle is not assigned to other drivers
8	System	Assigns a vehicle to a driver with an IdTag	Vehicle appears in The Permitted Vehicles column and Current Vehicles

Case 2: Choose the vehicle from the list

1	Fleet manager	In the column “permitted vehicles” in the line of the required driver clicks on the "+"	
2	System	Opens the modal window "Adding an affordable vehicle"	
3	Fleet manager	Clicks "Show vehicle list"	

4	System	Opens the page with a list of active vehicles, available for binding	
5	Fleet manager	Activates the checkbox in front of the necessary vehicle	Only one vehicle is available
6	Fleet manager	Presses the "Save" button	
7	System	Checks if the vehicle is assigned to other drivers	The vehicle is not assigned to other drivers
8	System	Assign the vehicle to the driver with IdTag, sending the commands to pair	**Note:**  - Idtag paired successfully - Waiting for the IDtag to be paired - click to re-request pairing

Case 3: The vehicle is assigned to another driver

1	User	In the column “permitted vehicles” in the line of the required driver clicks on the "+"	
2	System	Opens the modal window "Adding of available vehicle"	
3	User	Enters a value in the input field	Can be entered: Contract Number, VIN, Federal number, IMEI, Vehicle Model, Vehicle Name
4	System	Offers to choose from found vehicle	
5	User	Chooses the right vehicle	
6	User	Presses the "Save" button	

7	System	Checks the presence of this vehicle for other drivers	The vehicle is not assigned to other drivers
8	System	Opens the modal window with the warning "vehicle "X" is assigned to the driver "N." Do you really want to unpair the vehicle "X" from the driver "N"? "	
9	User	Presses the "YES" button	If the user clicks the "No" button, the modal window closes, and the system displays the original "Drivers" page
10	System	Assign the vehicle to the driver "N"	
11	System	Assigns the vehicle to the driver with IdTag	

Activating/deactivating access to Mobile APP

It is possible to activate/deactivate access:

- when adding a driver

- when editing the driver

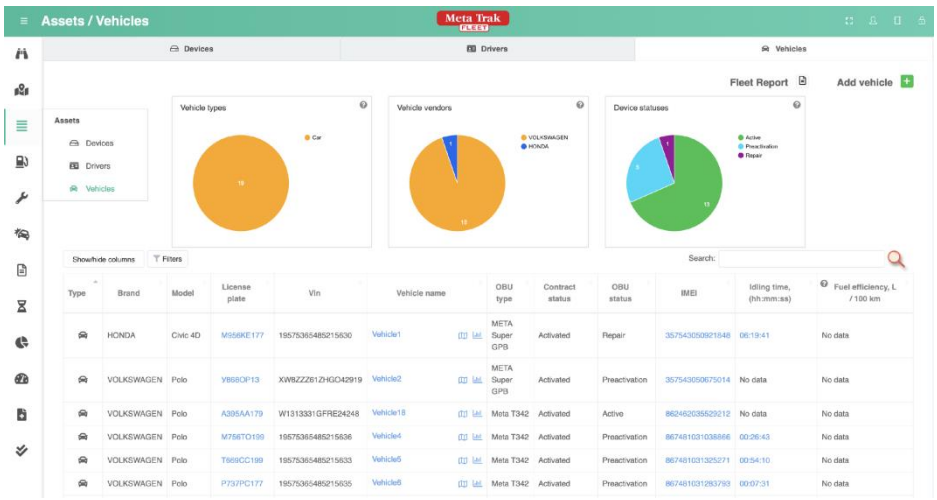
- at the Drivers page in the "Mobile APP access" column

6.3 Vehicles

The module is an interface for working with vehicles in the fleet

Allows Fleet manager to view vehicles current statuses including disconnected from the system.

Also, in the module's interface there is the possibility of changing the status of vehicles. You can block the vehicle or unblock it.



The table contains the following data:

- Type - type of vehicle shown as an appropriate icon
- Brand
- Model
- License plate - state vehicle registration plate
- VIN - vehicle's unique identification number
- Vehicle name
- OBU type
- Contract status
- Action - changing the status of the contract
- OBU status
- IMEI number
- Idling time
- Fuel efficiency of vehicle

6. Fuel module

Fuel module is using to add and analyze refueling data

The module allows:

- create a new refueling transaction
- edit data on an existing refueling transaction
- Remove incorrect refueling transaction
- mark doubtful transactions

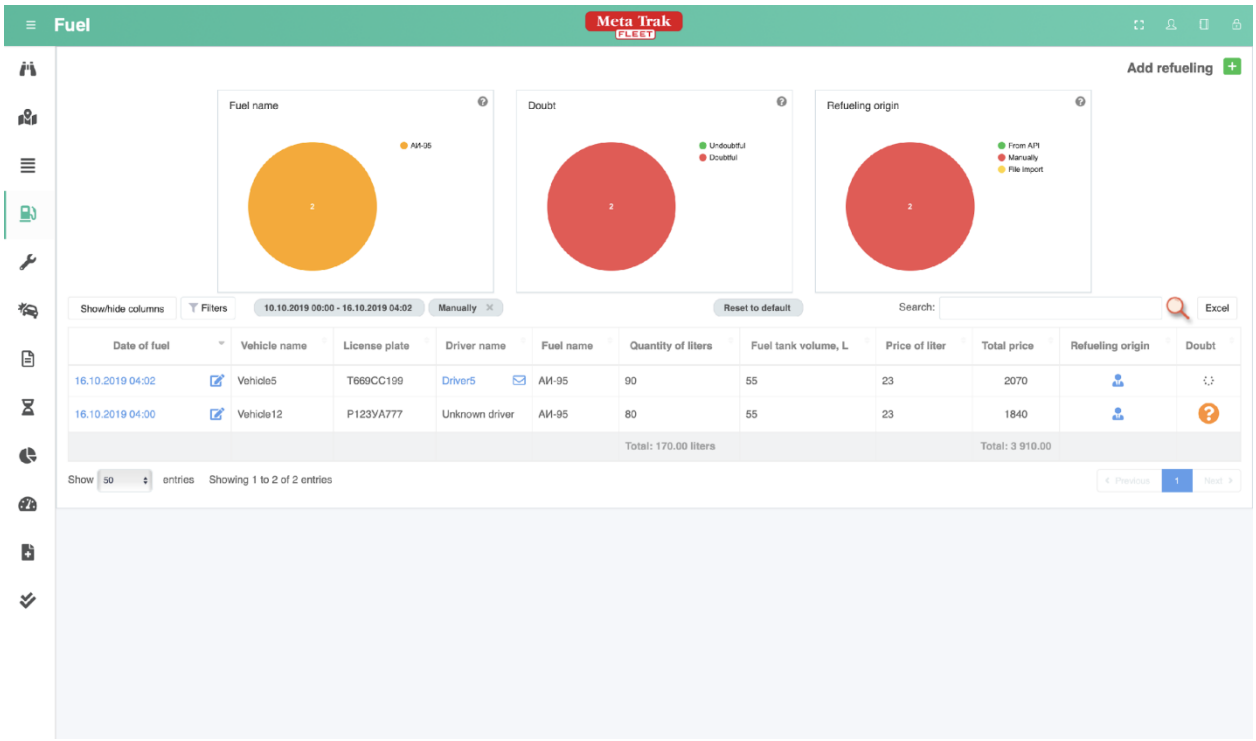


Table includes the following information:

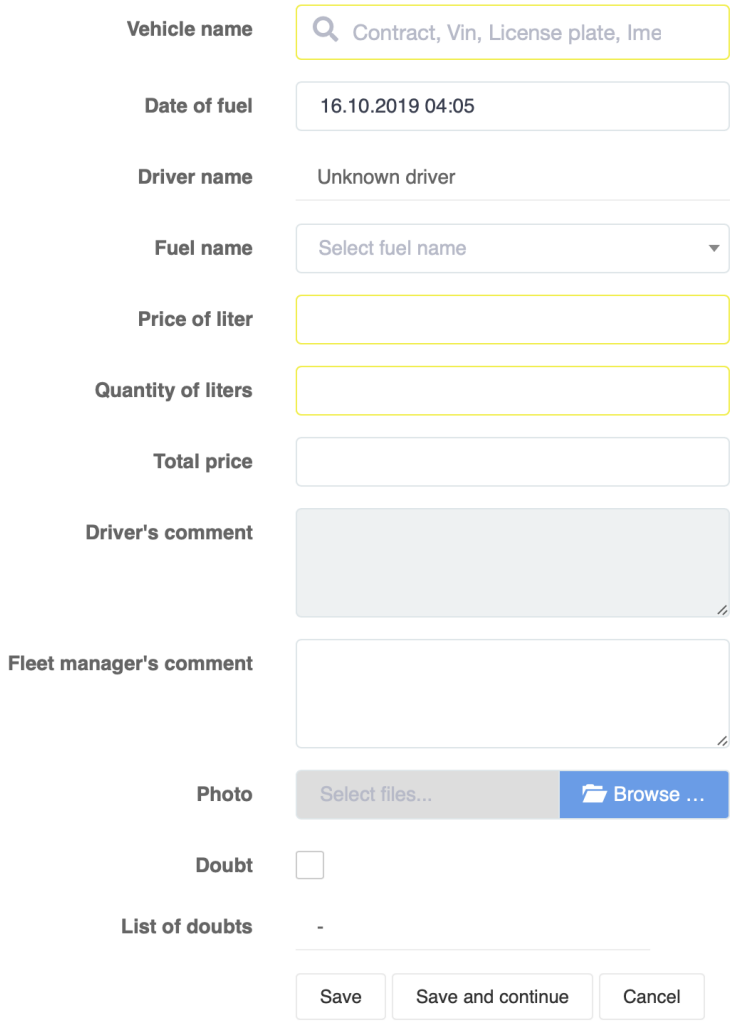
- Refueling date - the date and time of the refueling transaction
- The name of vehicle registered in the system
- License plate
- The driver who, according to the system, was assigned to the vehicle at the time of the transaction
- The name of the fuel is the type of fuel poured into the vehicle
- The number of liters - the number of liters poured into the fuel tank at the time of refueling
- The volume of the fuel tank is the actual volume of the vehicle corresponding to the specifications of the vehicle in which the fuel was poured
- The price of a liter is the price per liter of fuel fixed (according to the cheque attached to the transaction and/or the value of the vehicle entered by the driver)

- The total price - the number of liters poured into the vehicle multiplied by the price per liter
- Вщгие - visualization of suspicious refueling transactions with reasons for suspicion

Adding a new refueling transaction

1) Click Add refueling

2) Fill in the form

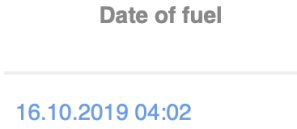


If necessary, attach a photo of the check refueling and click "Save." The transaction will remain in the system.

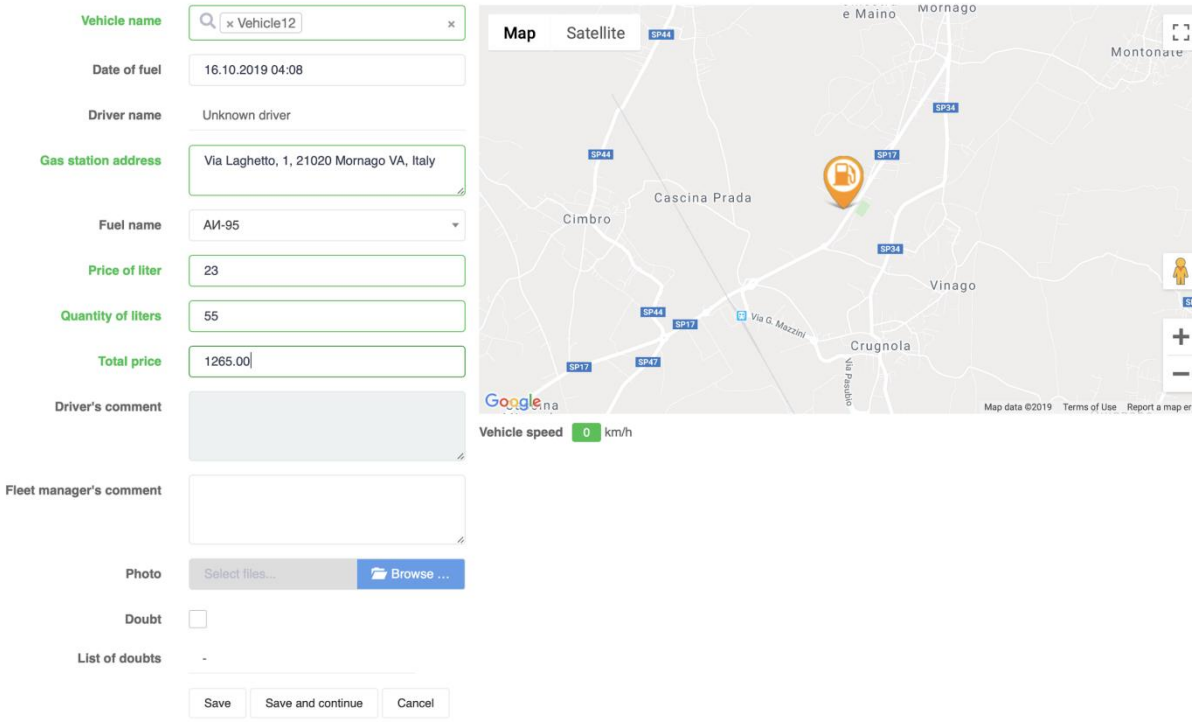
The Save and Continue button saves the refueling transaction and clears the form to enter the next transaction's data on the same vehicle

View details of an existing refueling transaction

1) Click on the date/time of the transaction



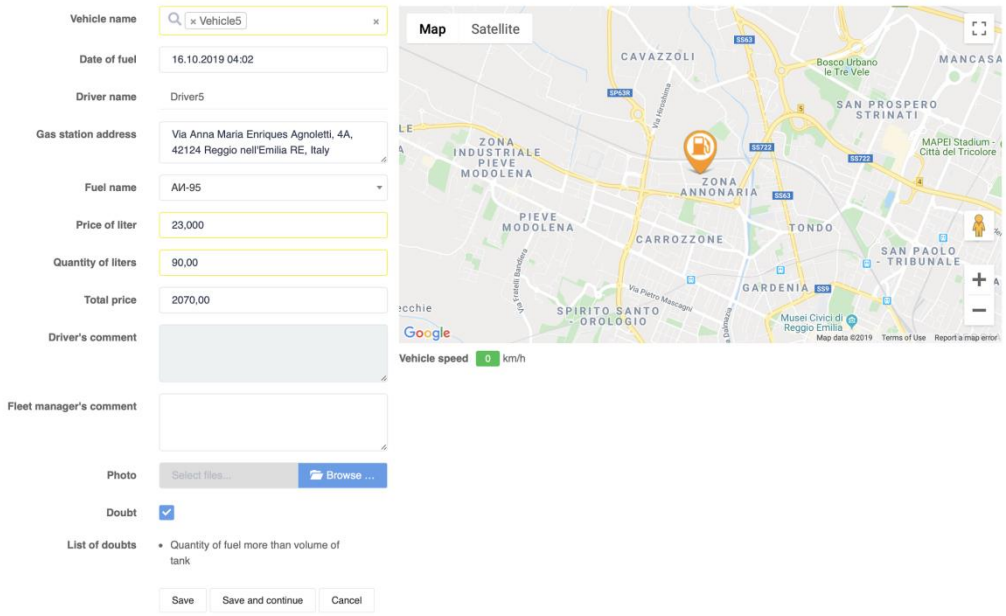
2) The interface with the details of the refueling transaction will open



Editing an existing transaction

1) Click the icon in the column next to the refueling transaction date

2) The editing interface opens



3) Edit the data you need and click "Save" to apply transaction changes

There is the functionality of checking the refueling transaction for fraud.

There are several automated fraud checks in the system:

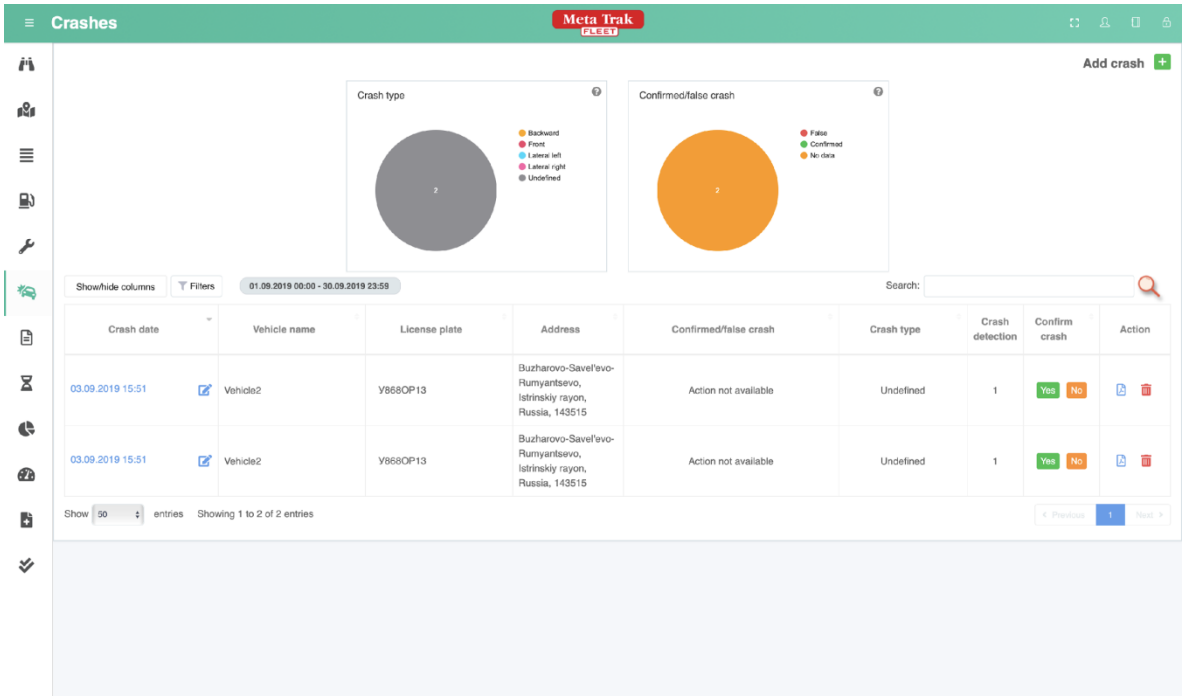
- The number of liters poured exceeds the volume of the vehicle tank
- speed at the time of refueling was more than 5 km/h
- the price of a liter of fuel in this transaction refueling above the average for this vehicle by 30%
- coordinates of a Gas station are differed with vehicle position at the same time

The system also integrates with fuel card suppliers.

7. Crash Module

The crash module contains information about the road accidents that occurred in the fleet.

Crashes are recorded automatically by telematics device. The accident can also be manually added by the driver through a mobile app or by the fleet manager.



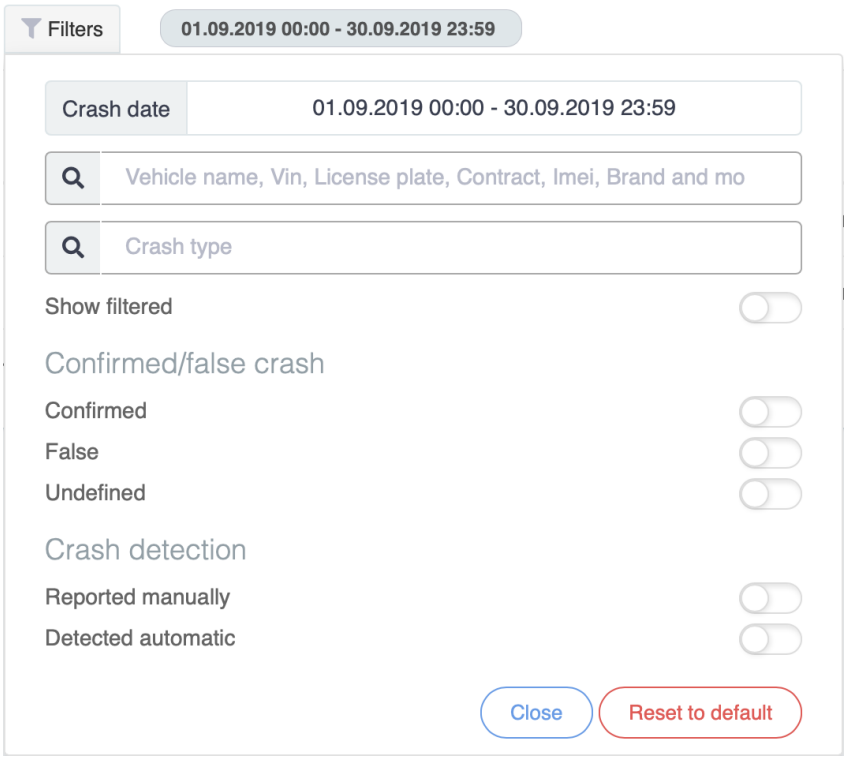
Dashboards segment the accident in the direction of impact (front, back, left, right) and information about whether the user confirmed the accident or not.

Accidents recorded by the device have not been confirmed. They can be confirmed by both the fleet manager and the driver using a mobile app.

The filter on the crash page allows to choose a period of time, a specific contract or several contracts, type of accident, confirmed accident or not.

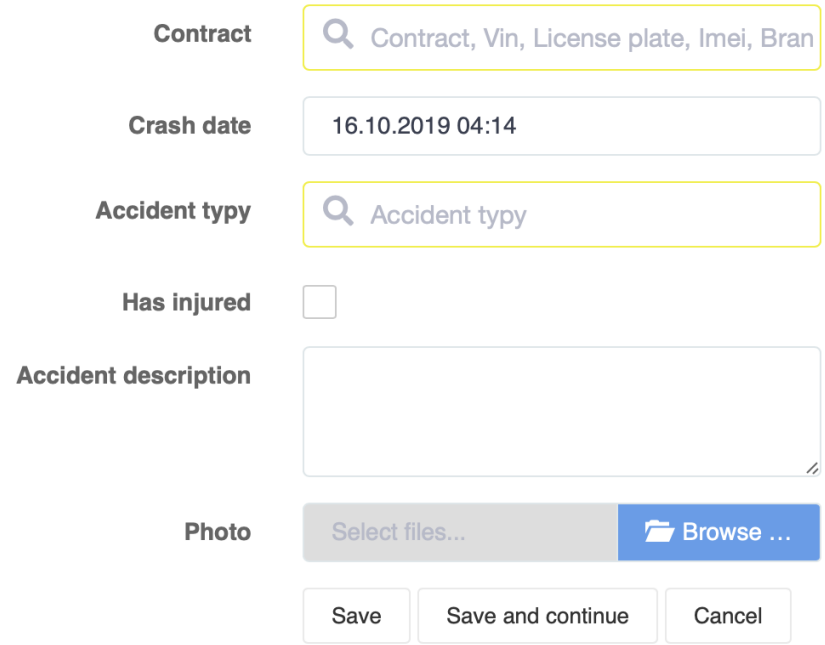
Fleet manager can also view crashes that have been detected by telematics device or added manually.

The "Show Filtered" switch will show in the sample of accidents fixed by the device but marked by the system as false.



To add an accident, click here

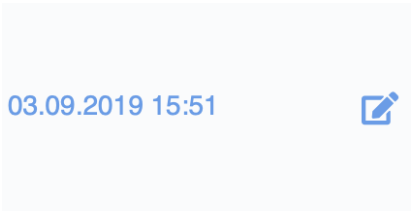
And fill out the accident report form



Saved accident is added to the list of accidents as confirmed.

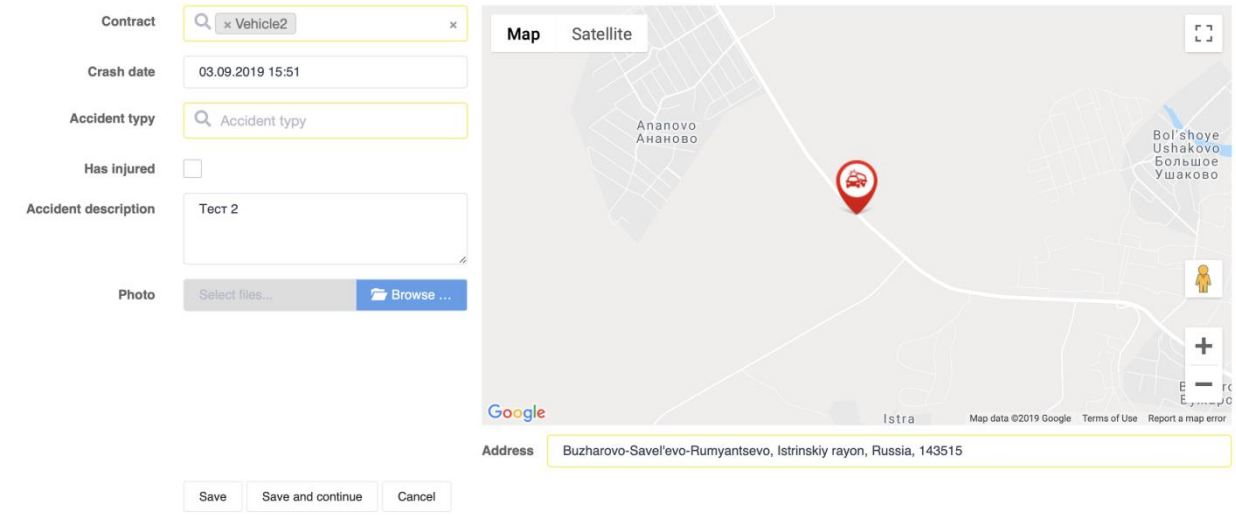
In the list of accidents fleet manager can:

Edit information about the accident

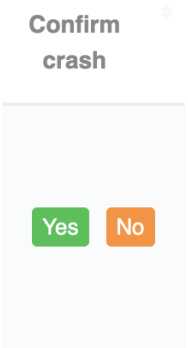


It is possible to edit the description of the accident, information about the victims, add photos.

For manually added accidents, it is possible to adjust the coordinates of the accident.



Confirm an accident or cancel confirmation



Remove an accident that was manually added

Download the accident report

Accident report is downloaded in pdf format.

The report contains information about the vehicle, the time and place of the accident, weather conditions, maximum accelerations of 3 axes, probability of the severity of injuries and the likelihood of injury to the driver and passengers.

Client Info	
Account:	
Full Name:	

Vehicle Info	
Contract:	
Vehicle Make:	MAZDA
Vehicle Model:	3
Vehicle Type:	Car
VIN:	
Body number:	
Registration:	
Rate plan:	
Insurance:	
Insurance contract:	
Insurance contract start date:	

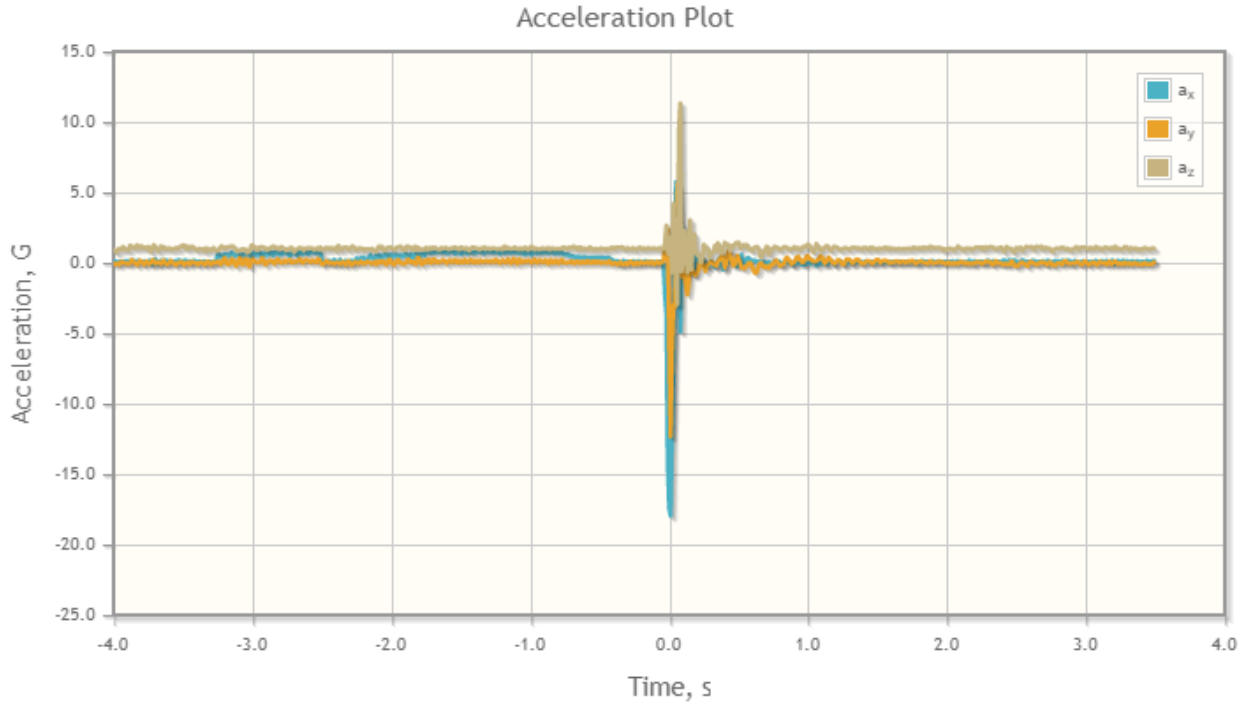
Equipment Info	
Activation date:	27.09.2015 14:17:49
Box PartNo:	Meta T30 + BLM(Wi3)
OBU name:	Mazda3
IMEI:	

Accident	
Crash ID:	1

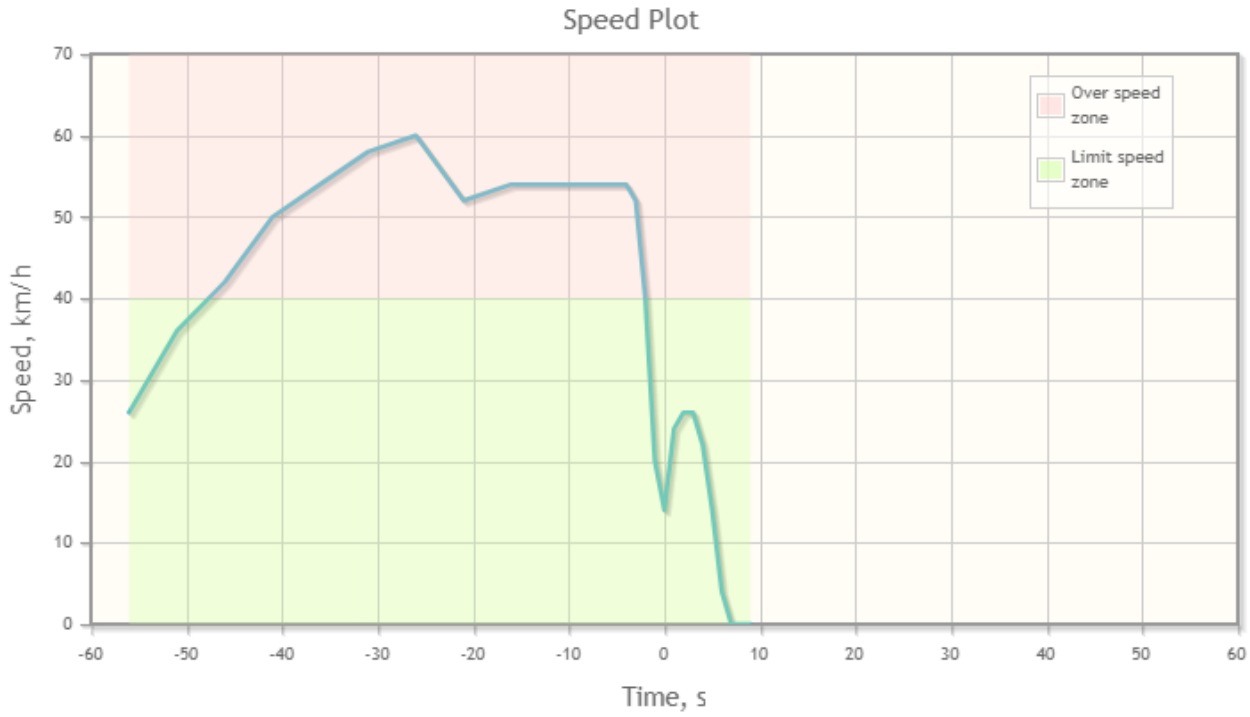
Accident Location	
Time:	08.07.2019 16:19:01
Local time:	08.07.2019 16:19:00
Address:	
Coordinates:	
Speed:	14
Altitude:	150
Course:	16
Communication quality:	GPS: 9 satellites, GLONASS: 6 satellites:

Accident Parameters	
GPS speed:	
Calculated impact speed:	
Impact distance:	
Impact direction:	41,6119403431876

Acceleration charts for 3 axes

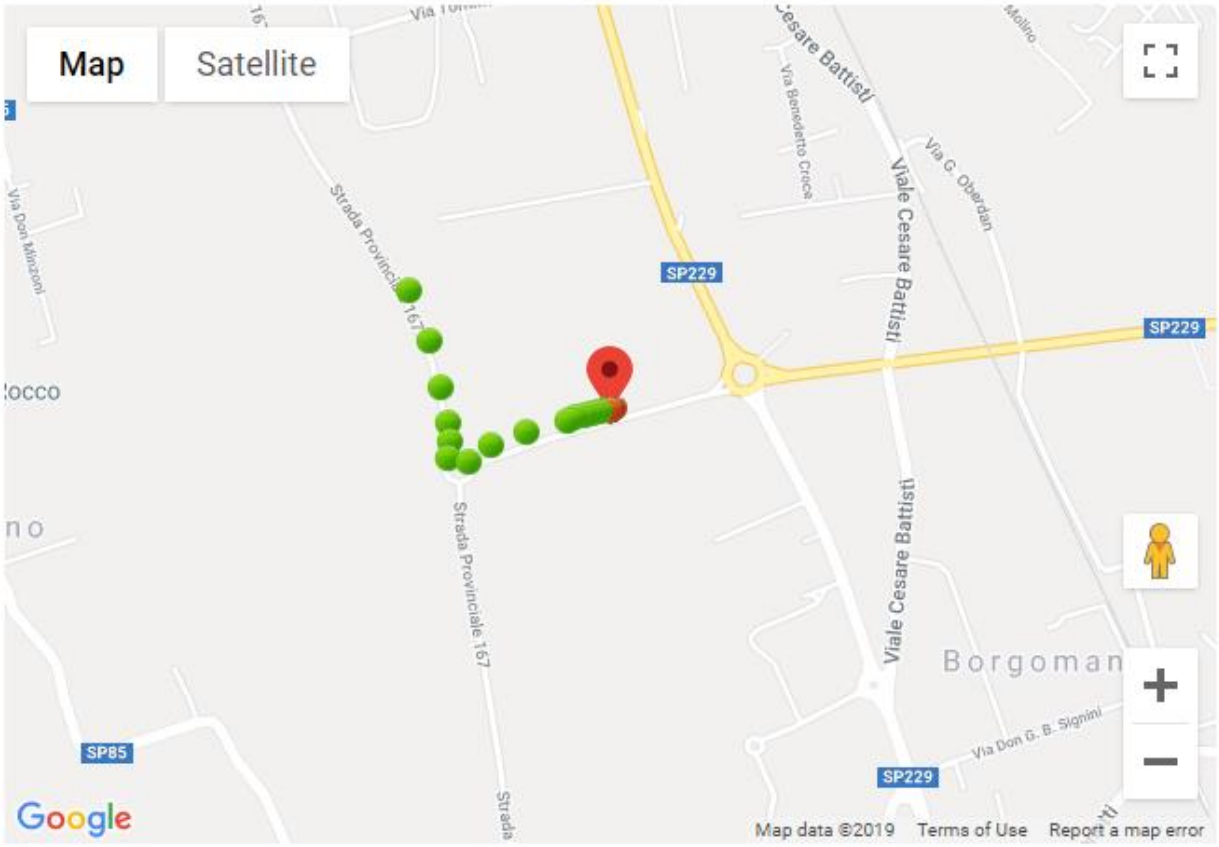


Speed graph per minute before an accident and 10 seconds after, indicating the zone of speed violations



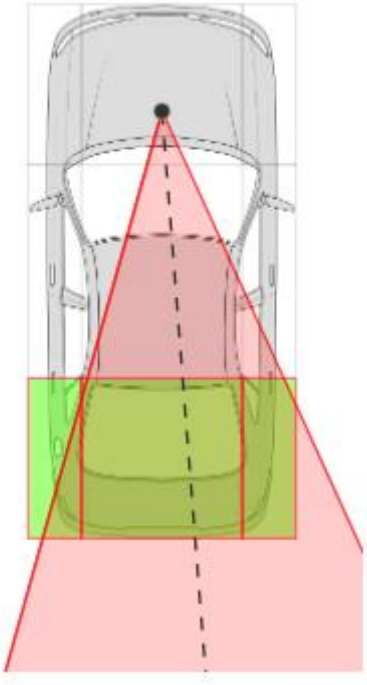
The scheme and satellite map, showing the track during accident

Accident location on the map



Panorama of the accident place

Area of probable damage to the vehicle

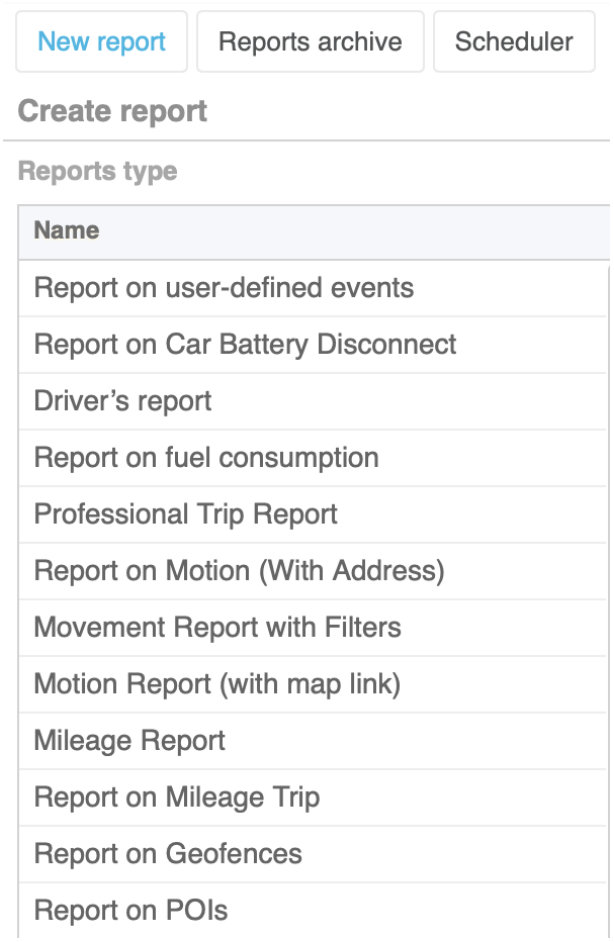


If photos are added to the accident, they also appear in the report

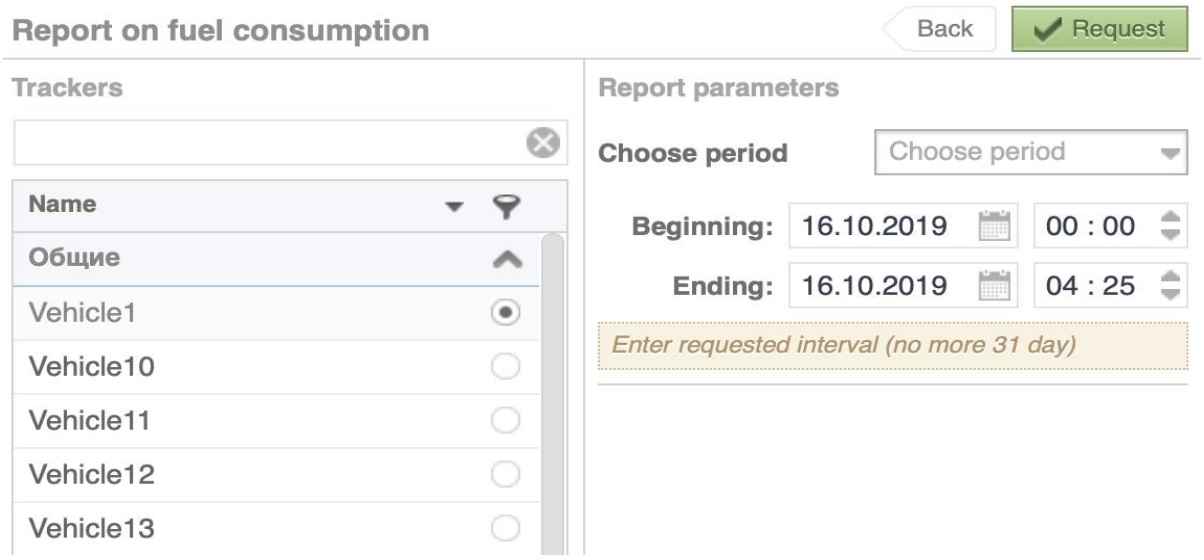
8. Reports module

The report module provides a generalized mechanism for dealing with the data presented in the form of reports.

The sidebar displays a list of available reports.



Clicking on the report type name opens the form in the sidebar to set the report parameters.

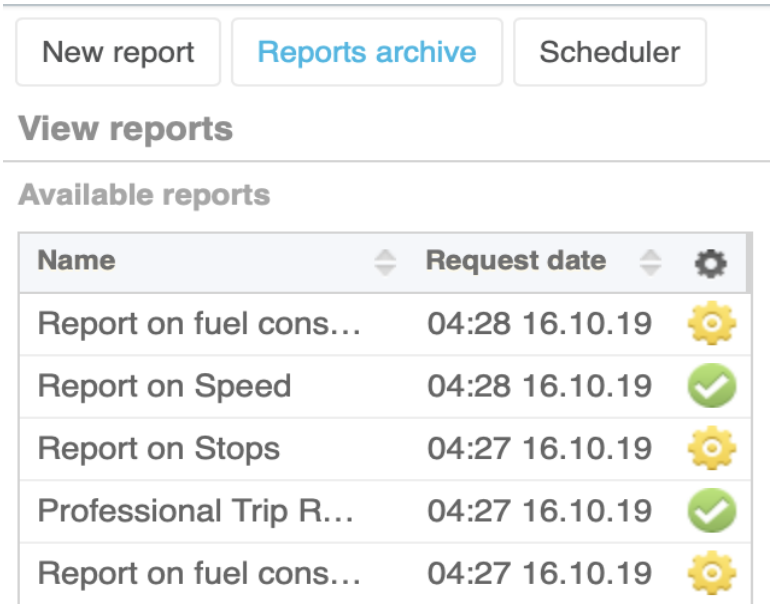


Pressing the «**Request**» button triggers the report-forming process.

The user is automatically redirected to the Reports Archive section, which presents a list of reports that the user has requested.

9.1 Reporting Archive

The section shows a list of formed reports or reports that are in the works.

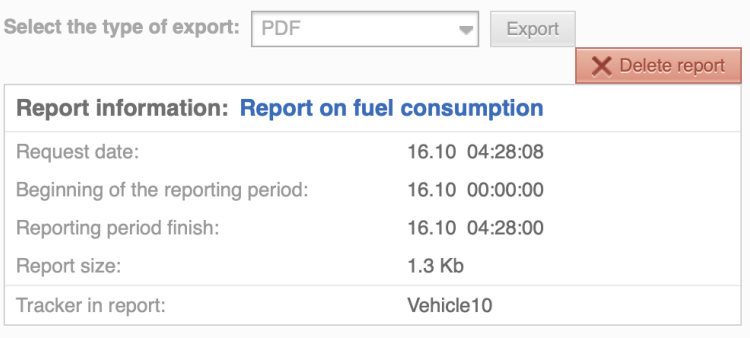


The list includes the name of the report, the date of the request, and the status of the execution.

Report status can take the following values:

- Report deleted
- Report cancelled
- Error
- Ready
- Waiting for generation
- Is generating

Clicking on the report line opens the generated report.



The «**Show Report**» button displays the contents of the report in the web interface for those reports that have the option.

Also, depending on the type of report, it may be possible to export the report in formats:

- PDF
- Excel
- HTML
- XML
- CSV

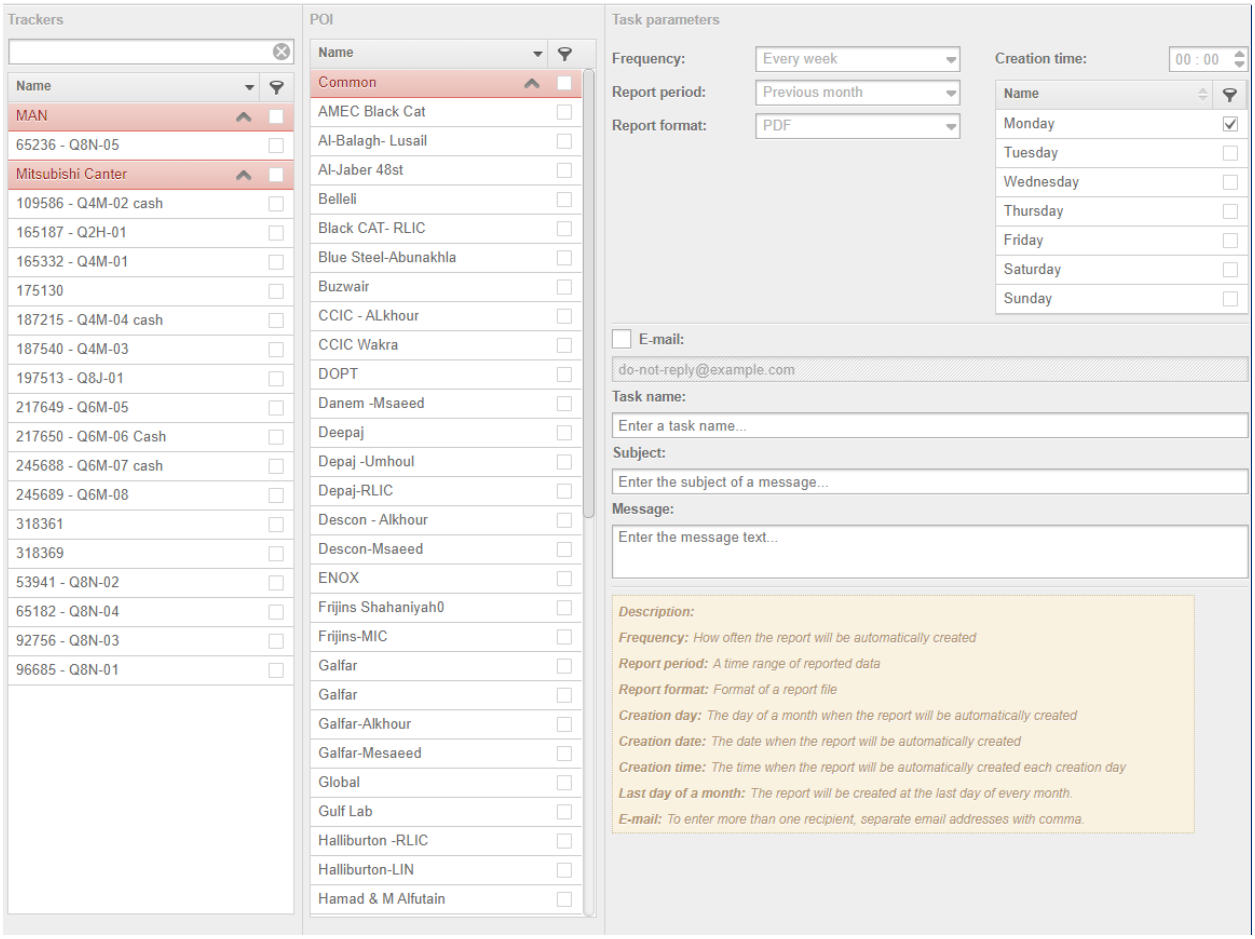
The "delete report" button removes the generated report from the server.

Generated reports are automatically deleted after 1 week of the request.

9.2 Reporting schedule

The section allows to view and customize reporting assignments on a set schedule. By default, the window displays tasks already created.

For any report, it is possible to set a list of trackers for which to generate a report, the period to form a report, the frequency of the report, the date and time of the planned report generation.



The following reporting periods are provided

- Previous month
- Previous week
- Previous day
- Since the beginning of the month
- Since the beginning of the week
- Since the beginning of the day

The frequency of the report can be assigned weekly, monthly, or once.

The scheduled report will be available in the reporting archive.

The Fleet manager can also set up an email report by specifying an email address.

9.3 Professional trip report

The report allows to get information of trips for the selected period. (The trips are divided on ignition).

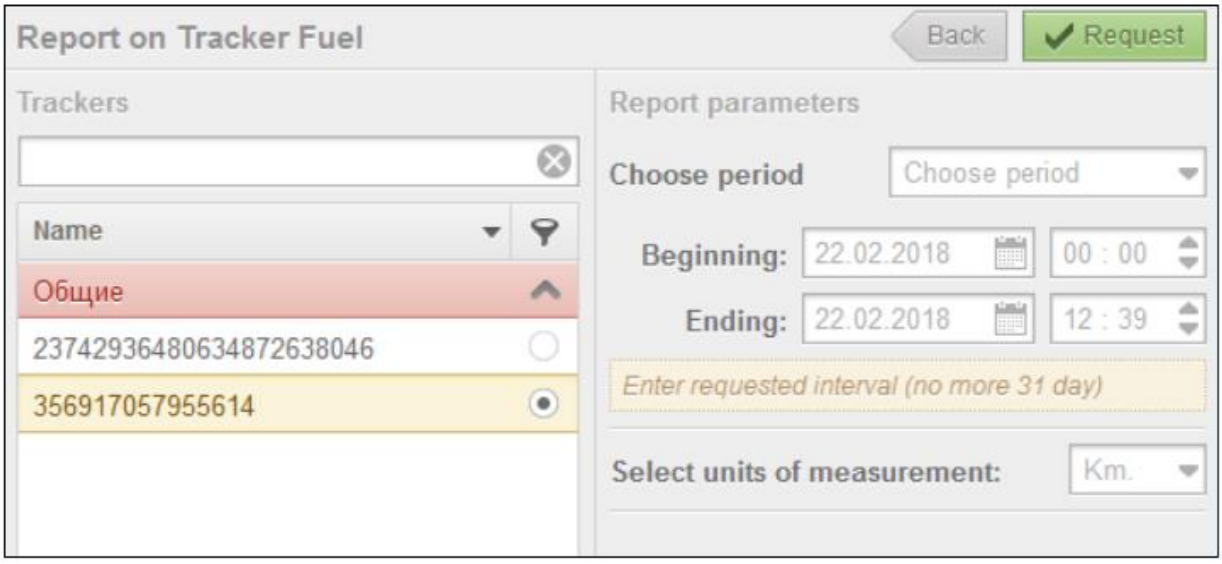
The result will show:

- List of trips for the selected tracker

- Statistic information of the trips
- Required data:
- Tracker names or tracker group
- Desired period

Trip date	Departure time	Departure point	Odometer in the start	Arrival date	Arrival time	Arrival point	Odometer in the end	Trip distance	Trip duration, h	Trip type	Note
11.11.2018	13:39	Unnamed Road, Lusail, Qatar	1131	11.11.2018	18:27	Industrial Area, Ar, Rayyan, Qatar	1315	184	04:48:02	private	
11.11.2018	12:21	Unnamed Road, Lusail, Qatar	1131	11.11.2018	12:29	Unnamed Road, Lusail, Qatar	1131	0	00:08:32	private	
11.11.2018	09:14	Unnamed Road, Qatar	1127	11.11.2018	09:23	Unnamed Road, Lusail, Qatar	1131	4	00:09:08	private	
11.11.2018	08:16	Unnamed Road, Lusail, Qatar	1104	11.11.2018	09:13	Unnamed Road, Qatar	1127	23	00:57:01	private	
11.11.2018	06:19	Industrial Area, Ar, Rayyan, Qatar	1059	11.11.2018	08:12	Unnamed Road, Lusail, Qatar	1104	45	01:52:20	private	
10.11.2018	16:55	Unnamed Road, Lusail, Qatar	1019	10.11.2018	18:09	Industrial Area, Ar, Rayyan, Qatar	1059	40	01:14:08	private	
10.11.2018	14:39	Unnamed Road, Lusail, Qatar	1018	10.11.2018	14:48	Unnamed Road, Lusail, Qatar	1019	1	00:09:33	private	
10.11.2018	09:01	Unnamed Road, Lusail, Qatar	966	10.11.2018	13:21	Unnamed Road, Lusail, Qatar	1018	52	04:19:33	private	
10.11.2018	06:23	Industrial Area, Ar, Rayyan, Qatar	923	10.11.2018	07:36	Unnamed Road, Lusail, Qatar	966	43	01:13:07	private	
08.11.2018	14:59	Unnamed Road, Lusail, Qatar	884	08.11.2018	16:15	Industrial Area, Ar, Rayyan, Qatar	923	39	01:16:00	private	
08.11.2018	14:24	Unnamed Road, Lusail, Qatar	884	08.11.2018	14:32	Unnamed Road, Lusail, Qatar	884	0	00:07:28	private	
08.11.2018	12:59	Unnamed Road, Lusail, Qatar	883	08.11.2018	13:22	Unnamed Road, Lusail, Qatar	884	1	00:23:08	private	
08.11.2018	09:48	Unnamed Road, Lusail, Qatar	878	08.11.2018	10:30	Unnamed Road, Lusail, Qatar	883	5	00:42:31	private	
08.11.2018	06:28	Industrial Area, Ar, Rayyan, Qatar	834	08.11.2018	07:42	Unnamed Road, Lusail, Qatar	878	44	01:14:26	private	
07.11.2018	15:41	Unnamed Rd, Qatar	727	07.11.2018	18:12	Industrial Area, Ar, Rayyan, Qatar	833	106	02:31:31	private	

9.4 Fuel consumption report



The basis is taken data on average fuel consumption in the urban cycle, the country cycle and during idling, which are filled by the Fleet manager when registering the car in the system.

Trackers

The List of Trackers for the report. Using the checkbox choose a tracker the report will be generated for.

Report Parameters

Choose period	In the drop down list choose the period. By default, if the period is not specified, you need to specify the required interval in the fields **Beginning** and **Ending**. • Prev month • Prev week • Prev day • Last 7 days • Last 30 days
Select units of measurement	Drop down list. • Km • Mile

Excel export format

Header of the report contains the following extra fields:

Driving cycle fuel report

Reg. number	Vehicle registration number
Vehicle	Vehicle model (ex. HONDA Civic 4D)
Idling fuel consumption L/h:	Predefined value of the Idling consumption
Urban fuel consumption L/100km:	Predefined value of the Urban cycle consumption
Suburban fuel consumption L/100km:	Predefined value of the Suburban cycle consumption

Main Data

Trip start	Date and time of the trip start point
Trip finish	Date and time of the trip end point
Departure	Address of the trip start point
Arrival	Address of the trip end point
Idling duration	Overall time of Idling
Urban cycle duration	Overall time of Urban cycle motion

Suburban cycle duratio	Overall time of Suburban cycle motion
Mixed cycle duration	Overall time of Mixed cycle motion
Trip duration	Time duration of the trip
Urban cycle mileage	Overall mileage of the urban cycle
Suburban cycle mileage	Overall mileage of the suburban cycle
Mixed cycle mileage	Overall mileage of the mixed cycle
Total mileage	Total mileage of the trip
Idling fuel consumption	Fuel consumption for the Idling calculated using the corresponding predefined values
Urban cycle fuel consumption	Fuel consumption for the Urban Cycle calculated using the corresponding predefined values
Suburban cycle fuel consumption	Fuel consumption for the Suburban Cycle calculated using the corresponding predefined values
Mixed cycle fuel consumption	Fuel consumption calculated using the corresponding predefined values
Total fuel consumption	Total fuel consumption for the trip

9.5 Worktime trips report

The report shows the mileage ratio between trips during work hours and off-hours hours. The ranges of working time are set by the fleet manager in the settings of the fleet.

Report type: **Working time report**

Period: *Start* 01.10.2019 00:00:00 *Finish* 25.10.2019 17:23:00

Reg. number	*Working time duration*	*After hours duration*	*Working time mileage*	*After time mileage*
ET 123 A 77	1d 2h 36m 34s	7d 12h 19m 30s	567	304.5
B000MW00	1d 9h 20m 36s	10h 13m 51s	757.3	236.1
A777AA77	1d 10h 51m 30s	19h 19m 22s	657.5	493.9
4512 BB 77	2h 52m 49s	1h 22m 28s	45.4	25.6

Report generation date: 25.10.2019 17:23:44

9.6 Daytime trips report

The report shows the mileage ratio between day and night trips. The daytime ranges are set by the fleet manager in the settings of the fleet.

Report type: **Night motion**

Period: *Start* 01.10.2019 00:00:00 *Finish* 25.10.2019 17:21:00

Reg. number	*Night motion duration*	*Day time motion duration*	*Night mileage*	*Day time mileage*
ET 123 A 77	1h 19m 40s	8d 13h 36m 24s	36.5	835.1
B000MW00	2h 13m 22s	1d 17h 21m 5s	59.7	933.7
A777AA77	3h 39m 35s	2d 2h 31m 17s	81.7	1069.7
4512 BB 77	19m 44s	3h 55m 33s	5.5	65.6

Report generation date: 25.10.2019 17:22:14

9.7 Weekend Trips Report

The report allows to get information about trips (mileage and time duration) during the weekdays and weekend days separately.

The result contains information about:

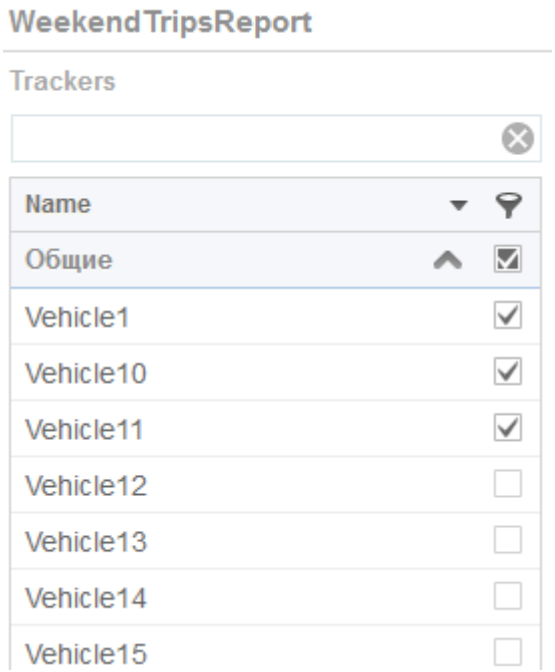
- Trips duration during workdays/weekend days
- Trips mileage during workdays/week days

Required data

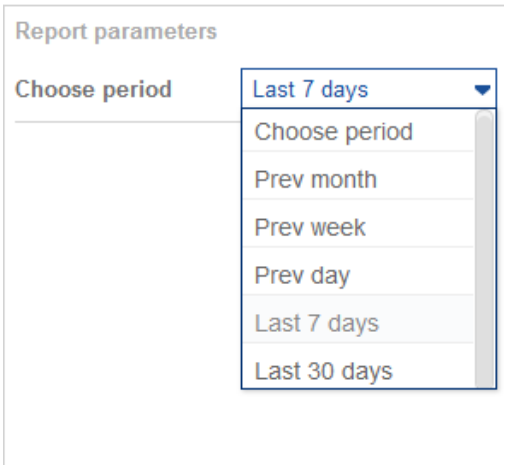
- Tracker names or tracker group
- Desired period

For example, you need to form the report for **Vehicle1**, **10** and **11**.

Using the checkbox choose tracker/trackers/group the report will be generated for. The example is shown below.



Specify a period for the report.



In the drop-down list, choose the period from the predefined periods (ex. previous week, last 7 days). By default, if the period is not specified, you need to specify the required interval in the fields **Beginning** and **Ending**.

Click

to generate the report.

Description of the Excel report file

Column	Description
Reg. number	Vehicle license plate
Work days trips duration	Trips duration on workdays
Weekend days trips duration	Trips duration on weekend days
Work days trips mileage	Trips mileage on workdays
Weekend days trips mileage	Trips mileage on weekend days

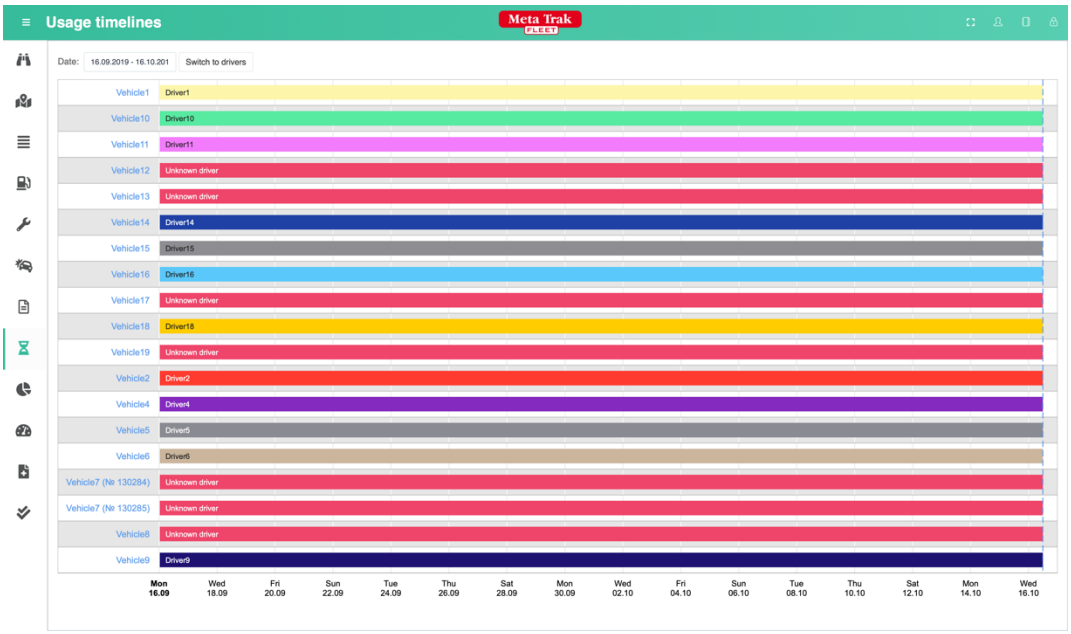
9.8 Report on Car Battery Disconnect

The report shows the recorded facts of disconnection of the device from the car battery.

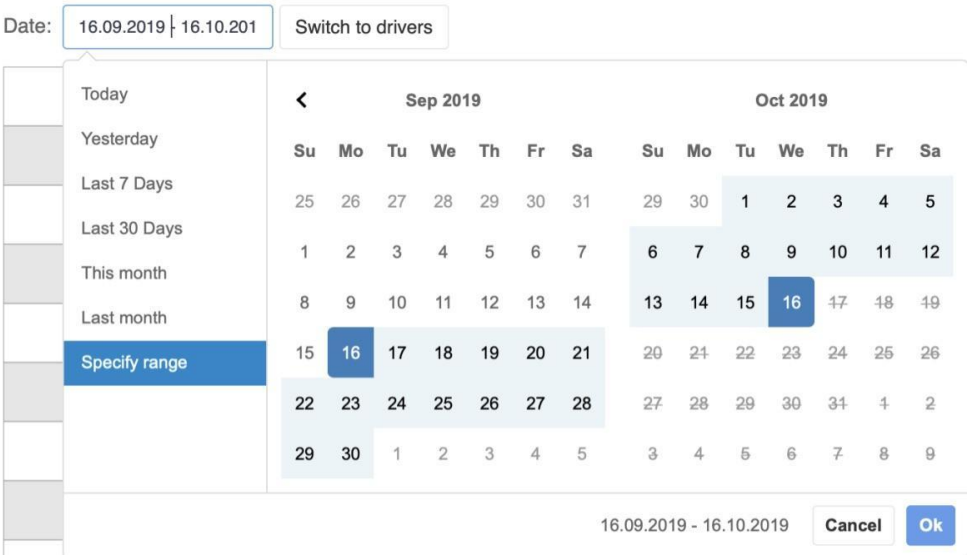
Tracker	Registration number	Vehicle Model	Event	Date/Time	Position(latitude,longitude)
VH5094 - 20797	20797	Bus Public Transpo Bus	Car battery disconnected	00.01.1900 00:00:00	25.3585570, 51.4729780
VH5094 - 20797	20797	Bus Public Transpo Bus	Car battery connected	00.01.1900 00:00:00	25.3581200, 51.4612880
VH5035 - 74264	74264	Bus Public Transpo Bus	Car battery disconnected	00.01.1900 00:00:00	25.7081130, 51.4946410
VH5035 - 74264	74264	Bus Public Transpo Bus	Car battery connected	00.01.1900 00:00:00	,
VH5035 - 74264	74264	Bus Public Transpo Bus	Car battery disconnected	00.01.1900 00:00:00	25.7082230, 51.4940080
VH5035 - 74264	74264	Bus Public Transpo Bus	Car battery connected	00.01.1900 00:00:00	,
VH5006 - 272138	272138	Bus Public Transpo Bus	Car battery disconnected	00.01.1900 00:00:00	25.7080560, 51.4928060
VH5006 - 272138	272138	Bus Public Transpo Bus	Car battery connected	00.01.1900 00:00:00	25.7080570, 51.4928150
VH5006 - 272138	272138	Bus Public Transpo Bus	Car battery disconnected	00.01.1900 00:00:00	25.7059840, 51.4934100
VH5006 - 272138	272138	Bus Public Transpo Bus	Car battery connected	00.01.1900 00:00:00	25.7060830, 51.4934370
VH5006 - 272138	272138	Bus Public Transpo Bus	Car battery disconnected	00.01.1900 00:00:00	25.7079860, 51.4927730
VH5006 - 272138	272138	Bus Public Transpo Bus	Car battery disconnected	00.01.1900 00:00:00	25.7080180, 51.4927810
VH5006 - 272138	272138	Bus Public Transpo Bus	Car battery connected	00.01.1900 00:00:00	25.7079940, 51.4928120
VH5006 - 272138	272138	Bus Public Transpo Bus	Car battery disconnected	00.01.1900 00:00:00	25.7080310, 51.4927970
VH5006 - 272138	272138	Bus Public Transpo Bus	Car battery connected	00.01.1900 00:00:00	25.7080130, 51.4927730
VH5006 - 272138	272138	Bus Public Transpo Bus	Car battery disconnected	00.01.1900 00:00:00	25.7080420, 51.4927780

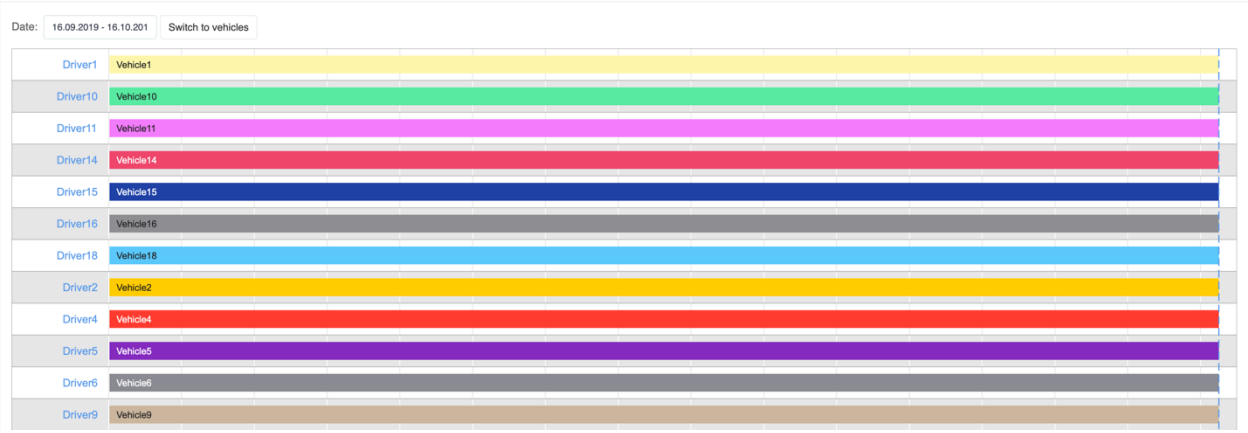
9. Timeline module

This section visualizes periods of use of the vehicle by a particular driver



In the control panel is possible to select a time period for which visualization is required

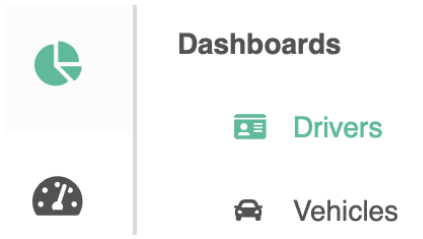




The "Drivers" button switches the timeline to the display the vehicles used by the driver during the selected period.

10. Statistics module

The statistics section shows the statistics generated by the fleet.

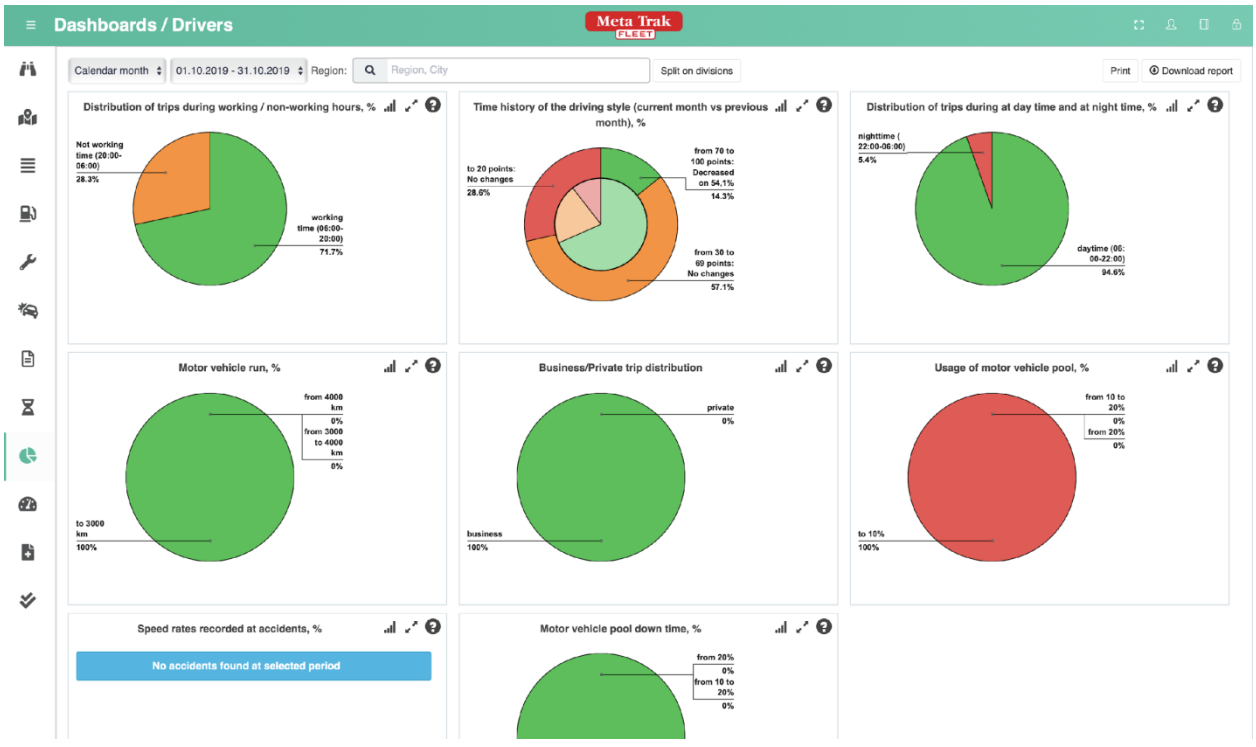


For the fleet, the data collection periods are pre-set. The number of periods and their intervals are determined in the rate settings, as they directly affect the amount of data accumulated in the system and the amount of their processing.

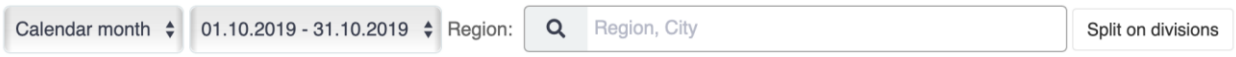
The main types of statistical periods are calendar week, calendar month, calendar year. One or more periods can be set up for the fleet.

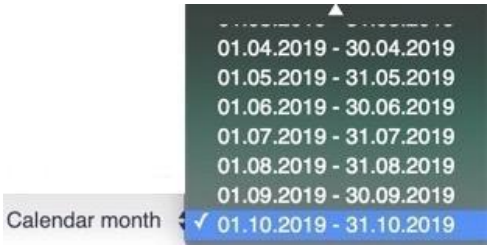
Statistics are presented in the form of data on vehicles and drivers (for fleets where personalization of drivers is used).

The statistics page shows the details of the fleet's use for the period chosen.



To manage the display of statistics, is needed to specify the period type (e.g. Calendar Month) and select a specific time slot.





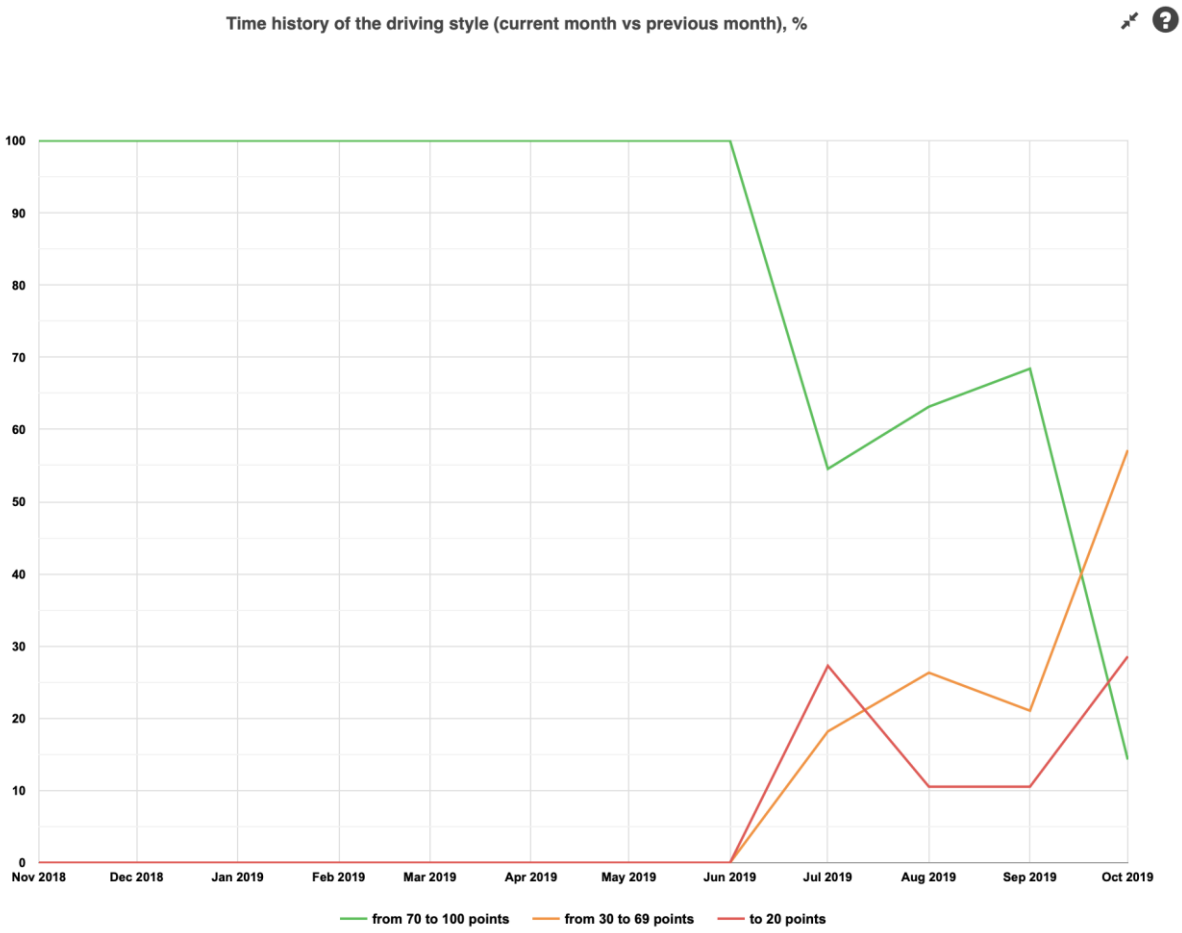
It is also possible to display statistics on vehicles for a particular region or city.

The "Split by Regions" button switches the page to the statistical comparison mode for selected regions or cities.

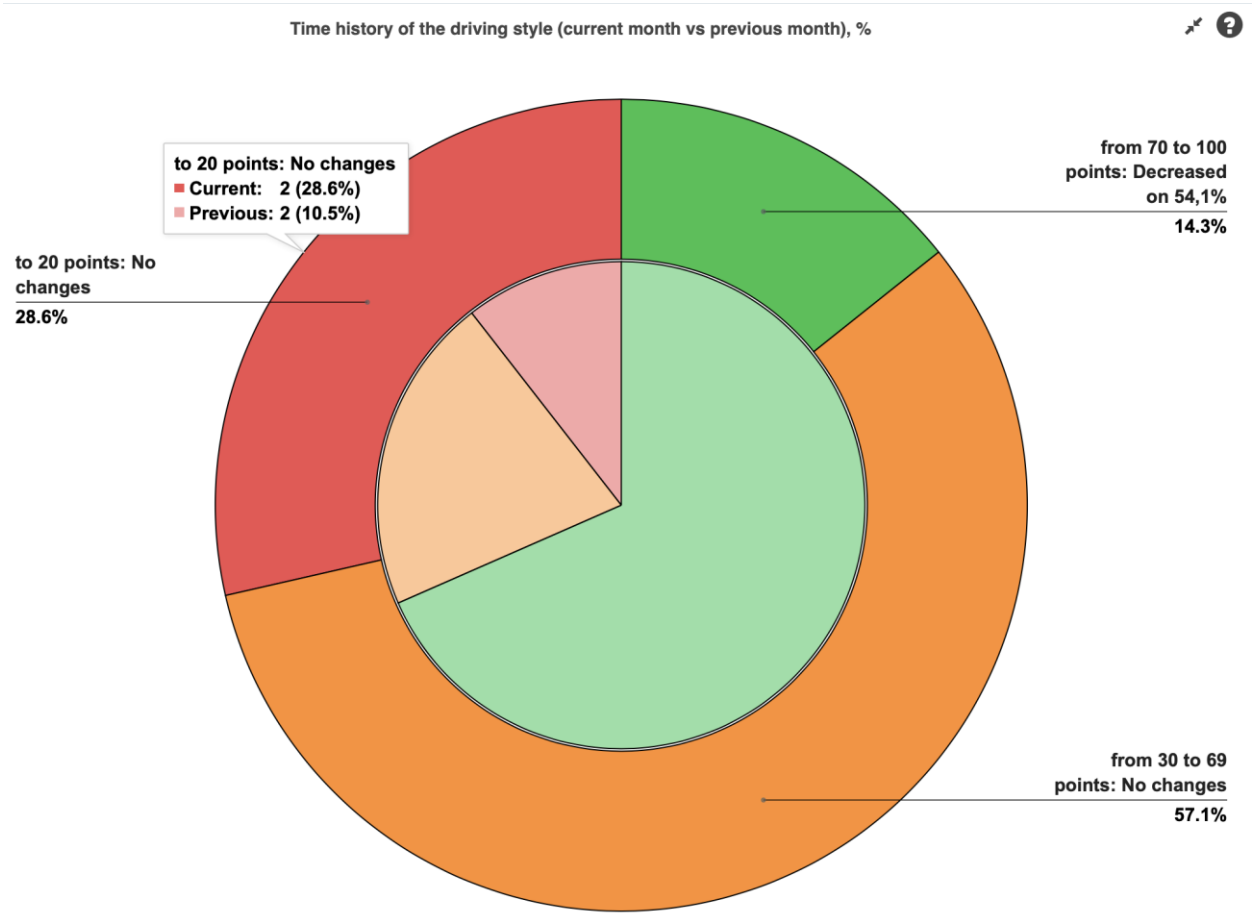
The fleet manager is able to adjust the order and location of the graphics on the page by dragging them with a mouse pointer.

Each graph contains a toolbar in the top right corner.

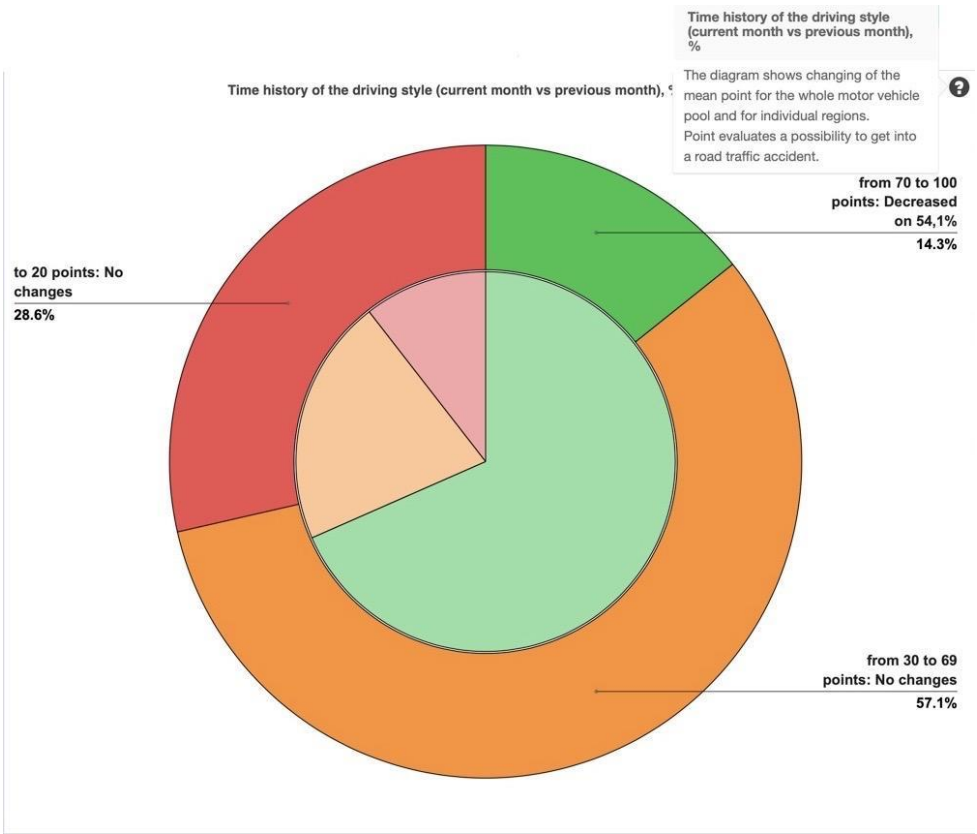
The button switches the chart to the display the historical dynamics of this metric



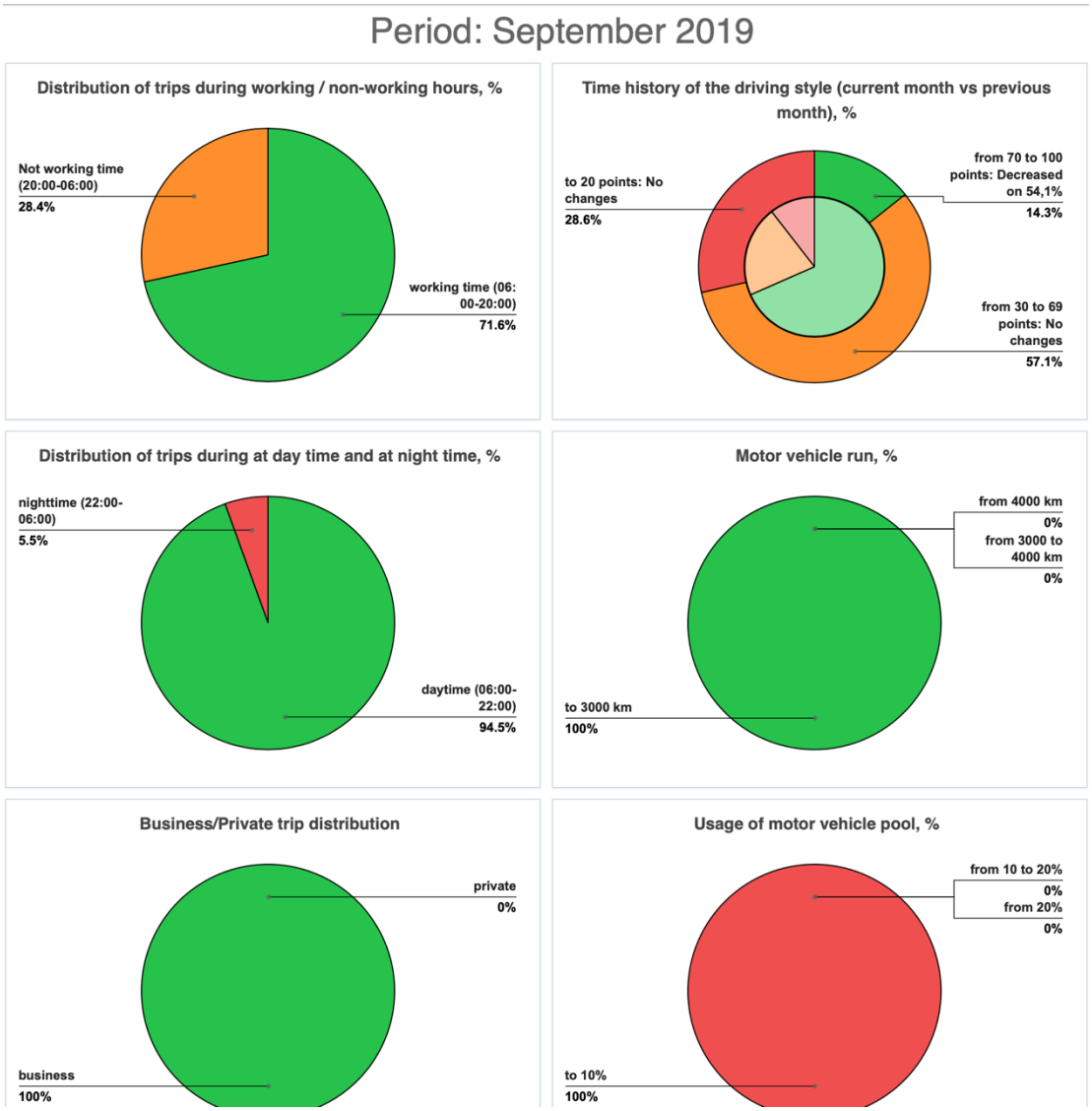
The button switches the page to display the chosen metric on a scale enlarged



The button displays the information about the data displayed on the graph



The «**Print**» button in the top right corner opens the printed page, which can be displayed on the printer or saved as a pdf file.



The Download Report button saves the data on the page for the selected period in xls format.

The graphs contain the following information:

The dynamics of the change in driving style between the current and previous period - reflects the percentage of drivers on the assessment of driving safety, according to the established ranges of points for groups.

The mileage of the vehicle is the percentage distribution of vehicles on mileage for the period of statistics.

Utilization is a percentage of the vehicle's time in motion, from the total time in the period.

Idlng is the percentage of car stop time with the ignition turned on from the total time with ignition on.

Distribution of trips working/off-hours - percentage of trips during working and off-hours, according to the rules of working hours established by the fleet manager.

The distribution of trips day/night - the percentage of trips in the day and at night, according to the rules set by the fleet manager.

The distribution of trips workers/private - the percentage of trips in work and private trips for fleets, where the declaration of drivers of private trips.

11. Limits module

The fleet manager can set limits (rules of use) which will be automatically controlled by the system.

The limit can be set for both trip and statistics.

For a trip, the following limits apply:

Mileage is an acceptable mileage of a trip (the value is set in kilometers).

Duration - the allowable duration of the trip (the value is set in minutes).

Idling - the duration of the stay with the ignition turned on (the value is set in minutes)

Maximum speed - maximum speed during the trip (the value is set in km/h).

Periods apply the same limits as for trip, as well as the following limits:

Fuel limit - fuel limit for the period (the value is set in liters).

The mileage limit in business trips is a limitation of the total mileage in trips marked as business.

The mileage limit in private trips is the limitation of the total mileage in trips marked as private.

The mileage limit during working hours is a limitation of the total mileage in trips during working hours.

The mileage limit non-working hours is a limitation of the total mileage in trips non working hours.

The mileage limit in the daytime is the limitation of the total mileage in daytime trips.

The limit of mileage at night is limiting the total mileage in trips at night.

The limit of mileage on weekdays is the limitation of the total mileage on trips on weekdays.

The limit of mileage on weekends is limiting the total mileage of weekend trips.

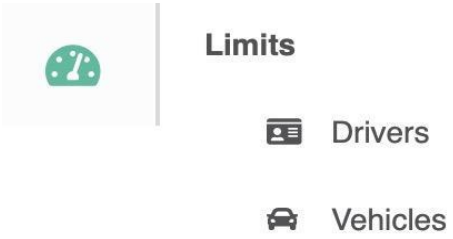
For each limit, the boundaries of values corresponding to green, yellow and red zones are set.

The system automatically checks the exceeding limits at the end of each trip.

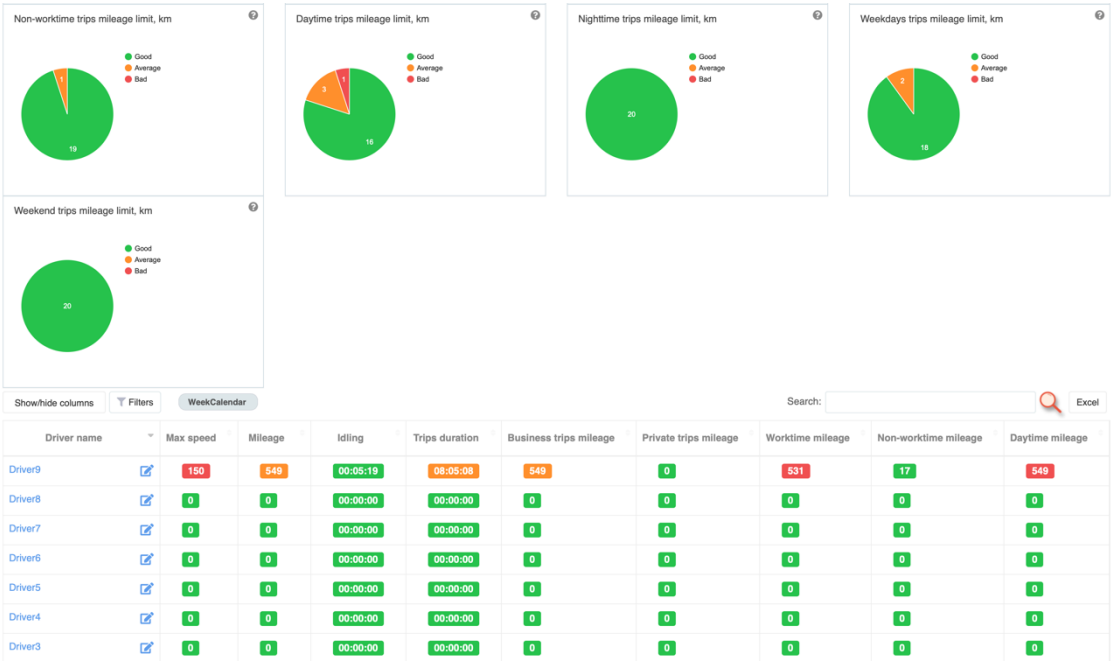
To exceed the limits for the trip can be set up to alert the driver to the exit to the yellow or red limit zone.

When you reach the yellow or red limit for the period, alerts can also be generated in the mobile app.

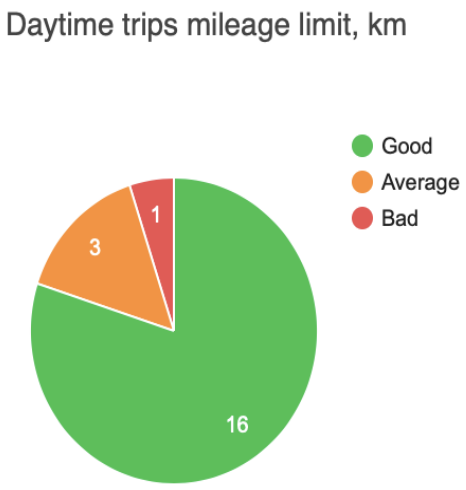
Limits are monitored for the period by the fleet manager on the "**Limits**" page



Statistics for Driver and vehcicles show the limits reached by the driver or vehicle over the period.



For each of the limit set for this period, there is a diagram of the distribution of vehicles or drivers in the fleet at this limit.

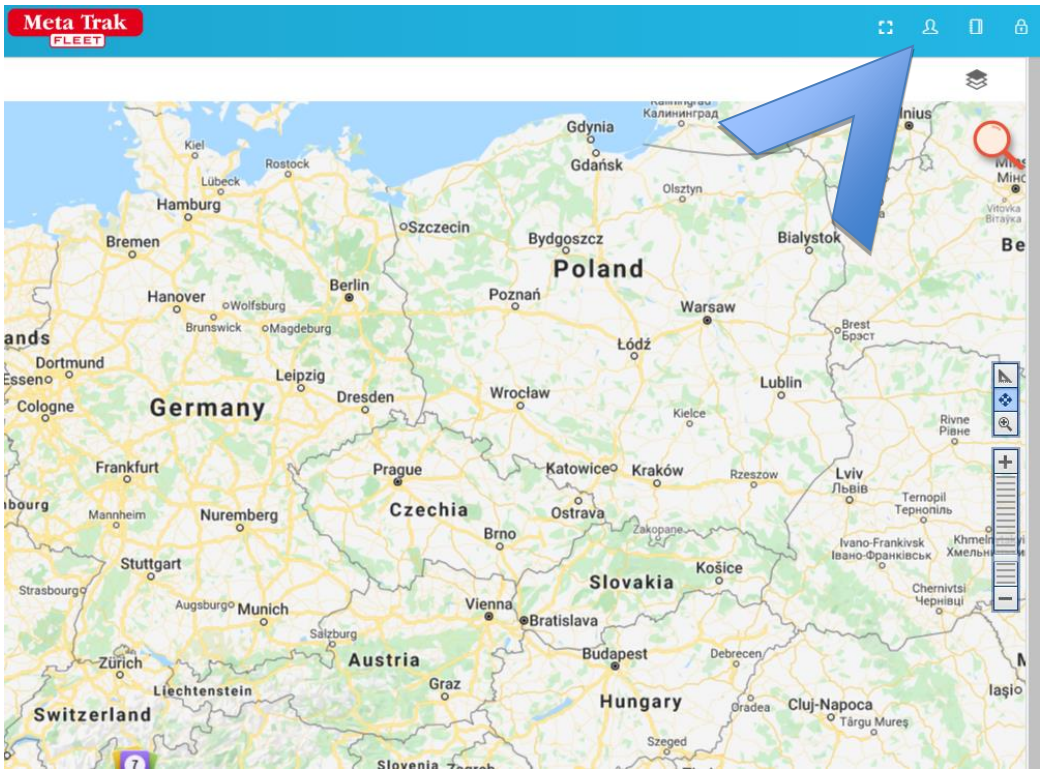


The table shows period stats, columns that contain data where limits are set, are colored according to the values achieved

Driver name	Max speed	Mileage	Idling	Trips duration	Business trips mileage	Private trips mileage	Worktime mileage	Non-worktime mileage	Daytime mileage
Driver9	150	549	00:05:19	08:05:08	549	0	531	17	549
Driver8	0	0	00:00:00	00:00:00	0	0	0	0	0
Driver7	0	0	00:00:00	00:00:00	0	0	0	0	0
Driver6	0	0	00:00:00	00:00:00	0	0	0	0	0

The time limit stats are available for download in xls format.

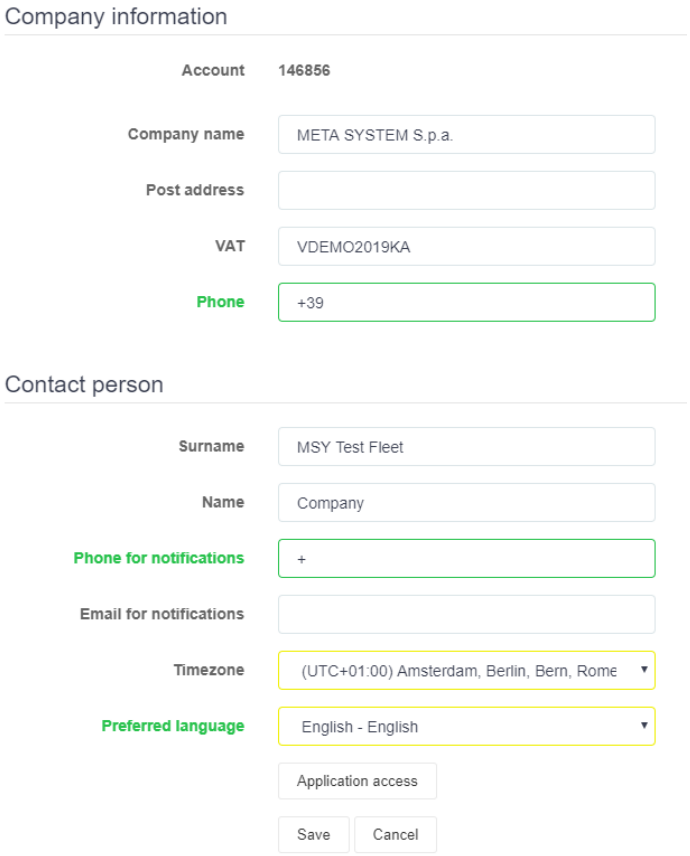
12. Settings



The module includes several categories:

- company details
- sub users management
- fleet settings
- limits settings

13.1 User profile



The interface contains a form with company data:

- Account number in the system
- Company name
- The company's post address
- Company VAT id
- Company’s contact phone

The interface also contains a form with the contact person's data:

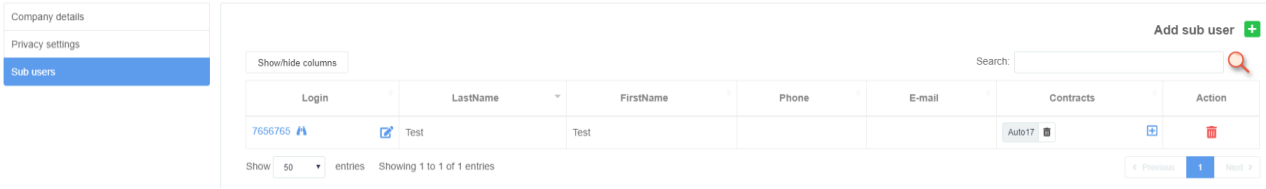
- Surname
- Name
- Phone number for notifications
- Email - email address
- Time zone - has an impact on the display of data
- Localization - has an impact on the language of the interface, the language of alerts

In the user's profile, you can change the login and password of the fleet manager.

13.2 Sub-users' access

The sub-user is the additional account in the system, which has restrictions on the observed cars of the fleet.

The availability of cars for the subuser is customized by fleet manager



Button “Add” allows fleet manager to create a sub user.

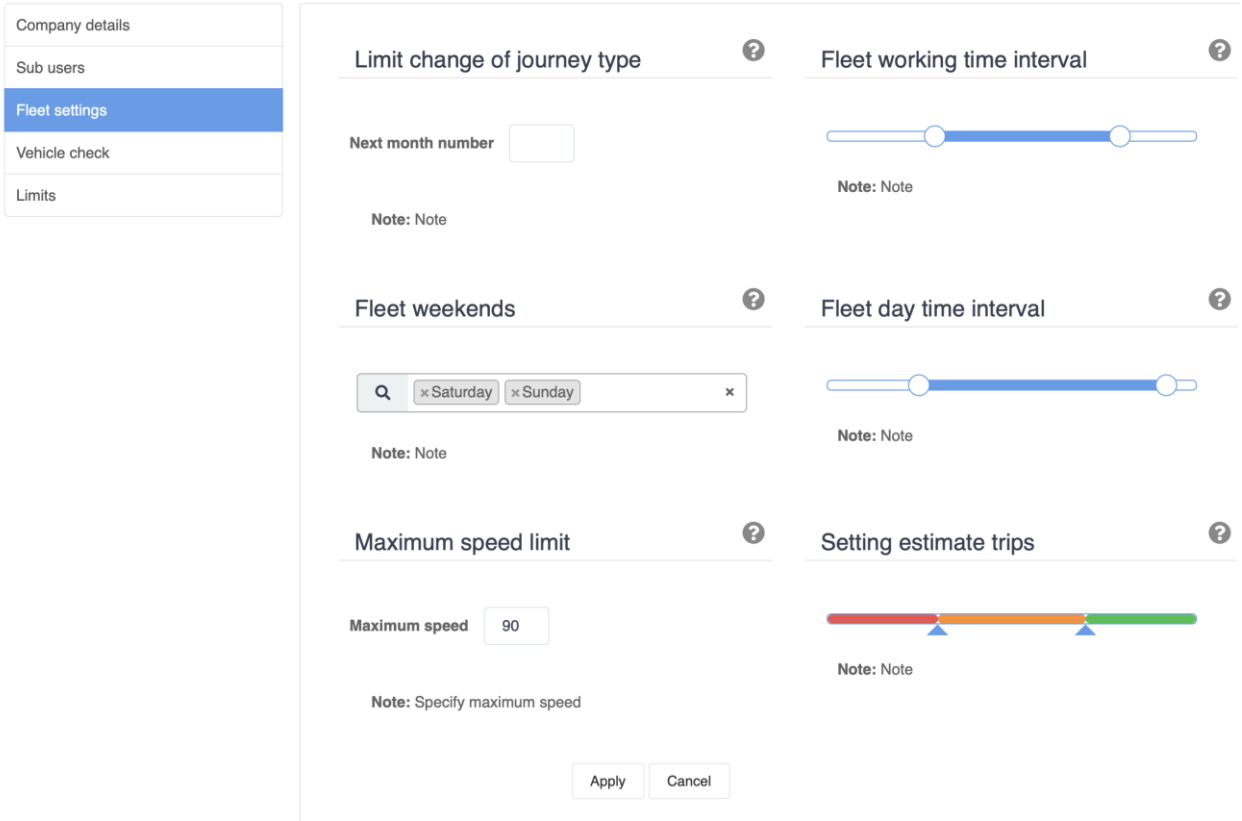
Once the user is created, the login and password to log in are sent via SMS.

Fleet manager adds the vehicles that sub user is allowed to monitor.

When sub user log in, it will be possible to see only those vehicles which are allowed.

13.3 Fleet settings

The fleet manager can set the settings (rules) by which the system will analyze the data for the vehicles of his fleet.



Depending on the specifics of drivers' work, you can set the intervals of day/night and working/non-working time, set weekends for this company.

The trip type change limit determines the day of the month, after which the driver is prohibited from changing the trip type (business/private) for the previous month.

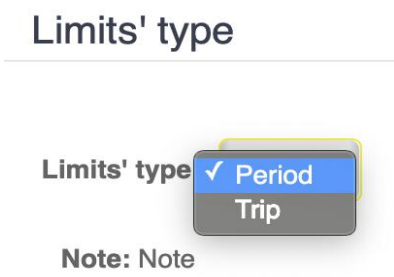
The maximum speed limit sets the maximum speed limit to drivers, regardless of the permitted speed on the road.

Setting up an assessment sets the ranges to classify drivers based on a score that assesses driving safety.

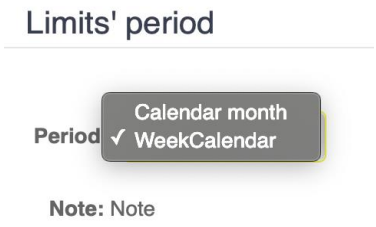
13.4 Setting limits

Limits are set up in the Settings section of the Settings page.

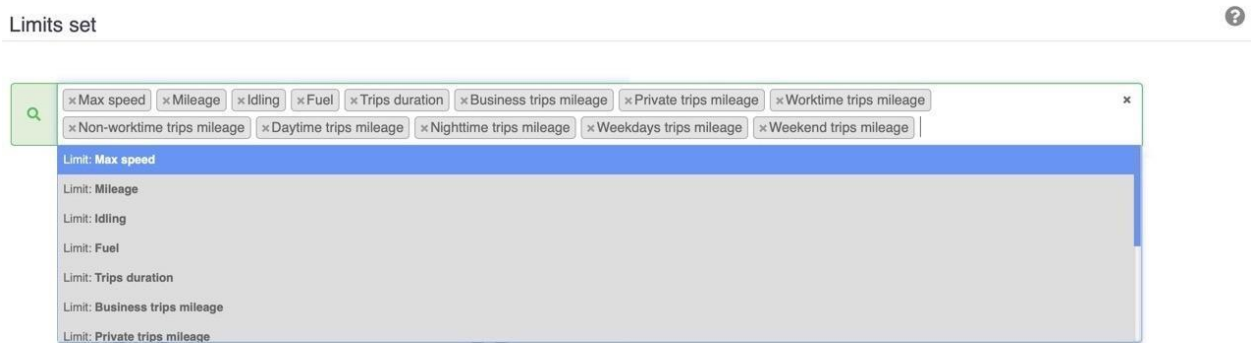
The fleet manager chooses the type of limit he wants to set up.



The period type is selected for the period limit.



Then you select the necessary limits for trip or period

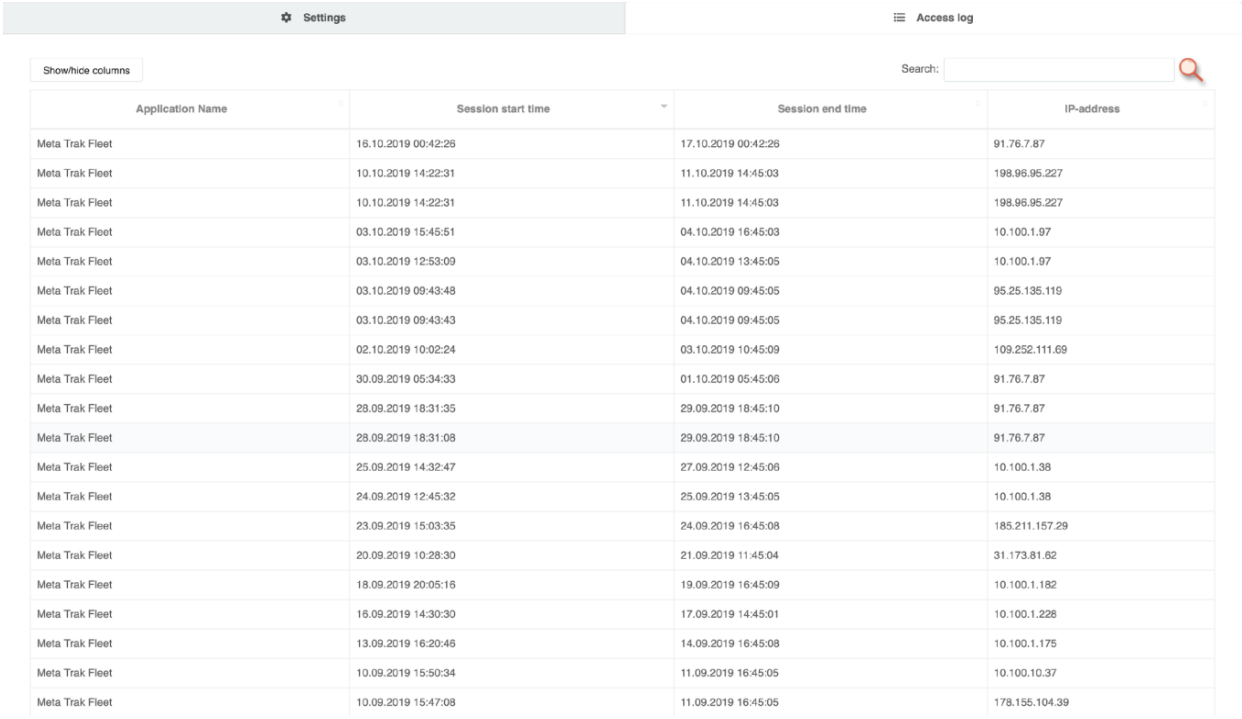


For each chosen limit, the necessary boundaries are set

Once the settings are retained, they will be applied to current and subsequent periods and to new trips.

13.5 Access log

The section allows fleet manager to view the login history



Application Name	Session start time	Session end time	IP-address
Meta Trak Fleet	16.10.2019 00:42:26	17.10.2019 00:42:26	91.76.7.87
Meta Trak Fleet	10.10.2019 14:22:31	11.10.2019 14:45:03	198.96.95.227
Meta Trak Fleet	10.10.2019 14:22:31	11.10.2019 14:45:03	198.96.95.227
Meta Trak Fleet	03.10.2019 15:45:51	04.10.2019 16:45:03	10.100.1.97
Meta Trak Fleet	03.10.2019 12:53:09	04.10.2019 13:45:05	10.100.1.97
Meta Trak Fleet	03.10.2019 09:43:48	04.10.2019 09:45:05	95.25.135.119
Meta Trak Fleet	03.10.2019 09:43:43	04.10.2019 09:45:05	95.25.135.119
Meta Trak Fleet	02.10.2019 10:02:24	03.10.2019 10:45:09	109.252.111.69
Meta Trak Fleet	30.09.2019 05:34:33	01.10.2019 05:45:06	91.76.7.87
Meta Trak Fleet	28.09.2019 18:31:35	29.09.2019 18:45:10	91.76.7.87
Meta Trak Fleet	28.09.2019 18:31:08	29.09.2019 18:45:10	91.76.7.87
Meta Trak Fleet	25.09.2019 14:32:47	27.09.2019 12:45:06	10.100.1.38
Meta Trak Fleet	24.09.2019 12:45:32	25.09.2019 13:45:05	10.100.1.38
Meta Trak Fleet	23.09.2019 15:03:35	24.09.2019 16:45:08	185.211.157.29
Meta Trak Fleet	20.09.2019 10:28:30	21.09.2019 11:45:04	31.173.81.62
Meta Trak Fleet	18.09.2019 20:05:16	19.09.2019 16:45:09	10.100.1.182
Meta Trak Fleet	16.09.2019 14:30:30	17.09.2019 14:45:01	10.100.1.228
Meta Trak Fleet	13.09.2019 16:20:46	14.09.2019 16:45:08	10.100.1.175
Meta Trak Fleet	10.09.2019 15:50:34	11.09.2019 16:45:05	10.100.10.37
Meta Trak Fleet	10.09.2019 15:47:08	11.09.2019 16:45:05	178.155.104.39

The table contains the following data:

- The name of the app
- Session start time
- Closing session time
- IP address - from which the entrance was carried out