



Your Telematics Platform Getting Started

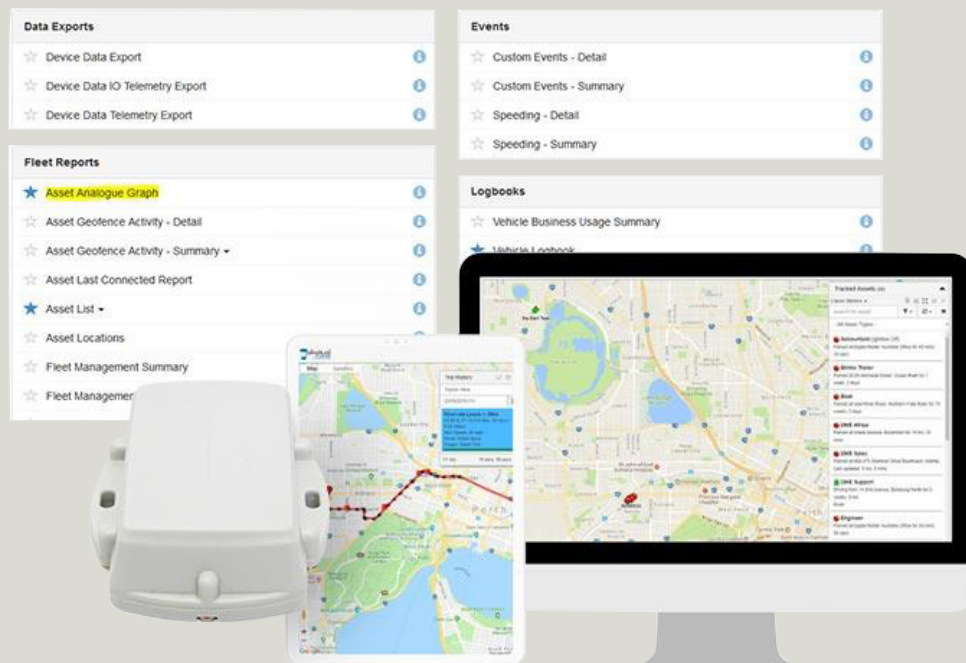
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Welcome to your Telematics Platform

In this guide we will cover how to set up an asset in the Telematics platform and how to configure different functions to get the most out of your device data.

We'll also show you how to track and manage the assets that power your business with the Telematics platform, our GPS Tracking Platform featuring Google Maps, powerful customizable reporting and alerts, remote device health monitoring, and more.



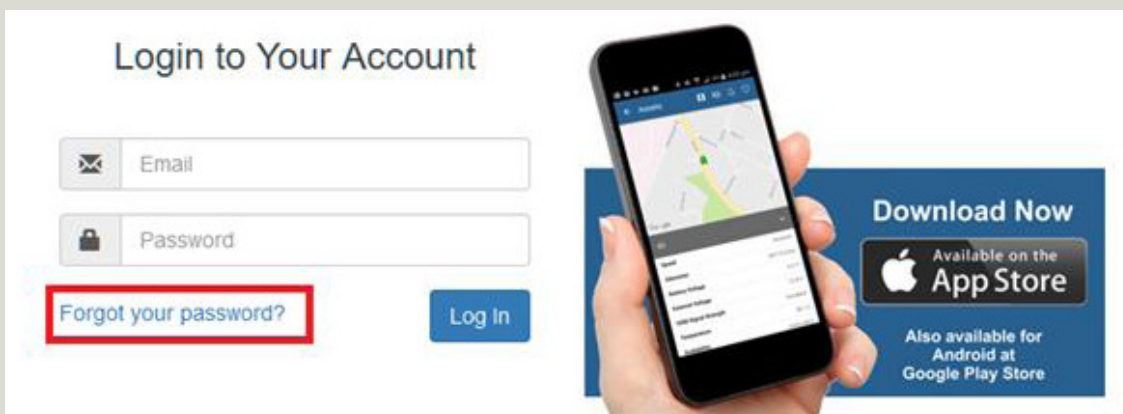
Logging into your new platform

By now, you should have received an email invitation to log into your new telematics platform and start getting set up.

Your URL is: digicoreau.telematics.guru

Forgotten Password?

If you have forgotten or misplaced your password, simply go to digicoreau.telematics.guru and follow the prompts to reset your access using the email address for your account.



Managing Assets

Creating an Asset

To create an asset, navigate to Assets >> Manage Assets and click 'Create New Asset'.

To get going, all we need to do is input a device name, and serial. The system will automatically select the correct device type for that serial, and we are set to go!

Create Asset [Close]

General | Info | Photo | Alerts | Installer | Advanced | I/O Mappings | Log Events | Drivers

Name
asset name [Lock]

Description (optional)
asset description

Asset Type
Bag [New]

Department
None [New]

Project
None [New]

Device Serial ⓘ
device serial

Device Type
G60

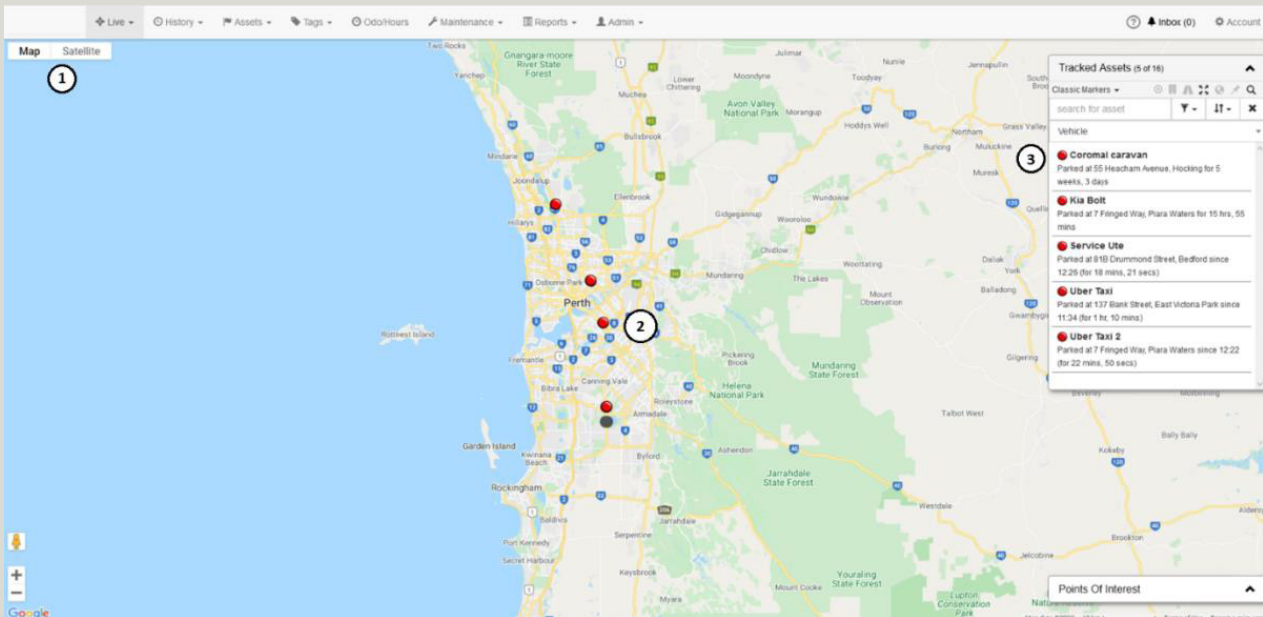
Asset Code (optional) ⓘ
asset code

[Save] [Save and New] [Cancel]

The other tabs can be used to record additional details against the asset like the installer, VIN, vehicle make and model, a photo. They also allow configuration of more advanced features.

The Live Map

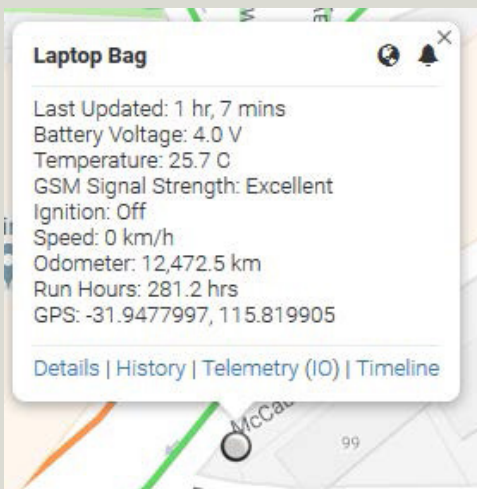
Live View in Telematics can be useful to see an instant representation of where your assets are and in what state they are currently in. Below is a capture of some example assets in Perth, WA.



1. Here you can choose whether to display a road map view or satellite view
2. This is what Assets can look like on the live view
3. The 'Map Menu' holds several search and grouping tools including groupings by Asset colour, project, Asset type and Department. You can quickly and easily search for a specific asset.

Selecting an Asset

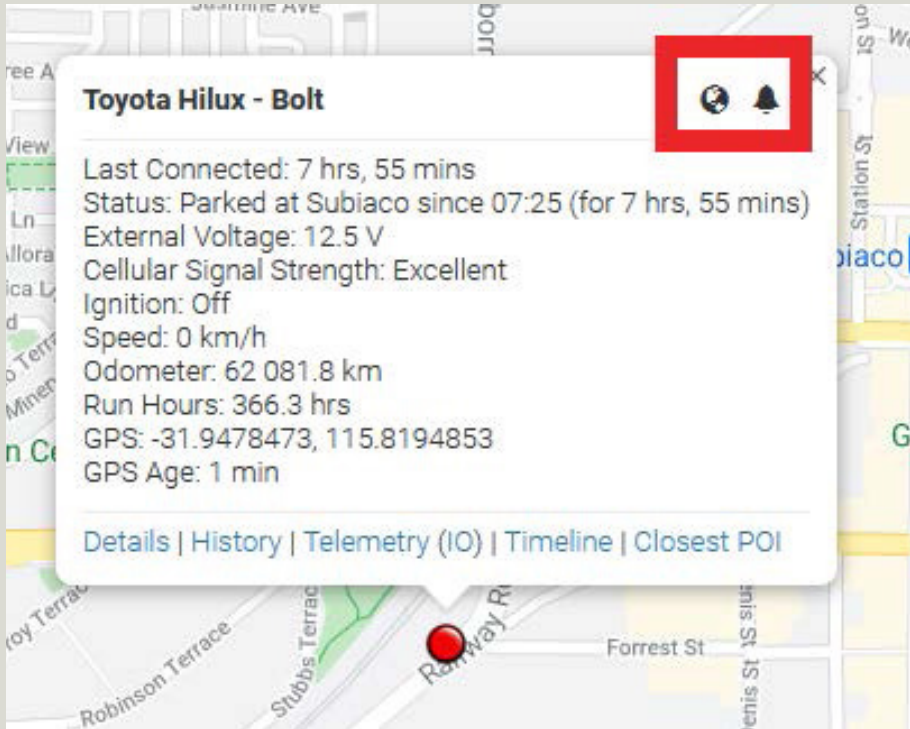
When you select an asset, your map will zoom to its location and show the information card. The information card displays some key asset data.



Asset Location Sharing

You can click on the world icon to share the location to anyone via a link.

The bell icon is to Activate a Movement Alert. The next time the asset starts a trip, you will receive an alert.



Trip History Views

The history of an asset can be represented in a few ways.

- **Trip History Map View:** Trips for an asset displayed on the map
- **Point History Map View:** Locations of non-trip-based assets on the map
- **Manage Trips:** See the trips of an asset in table form. In this view you can add comments and change trip properties.
- **Asset Timeline:** See the asset events in a list. E.g. Trip start/stop, duress, hard driving (if enabled)
- **Asset Daily Coverage Map:** Show all the trips that selected assets did on a specific date.
- **Destination History Map:** Start and end of trip locations are displayed as a heat map for a specific date range.

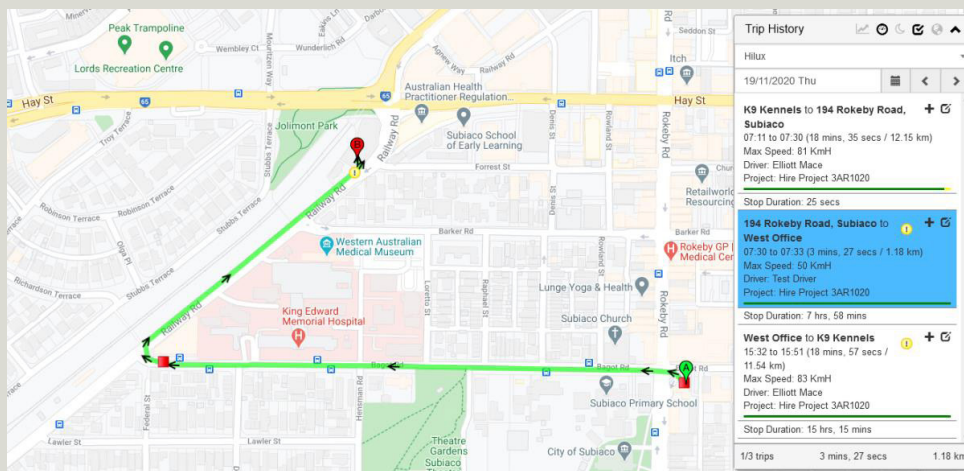
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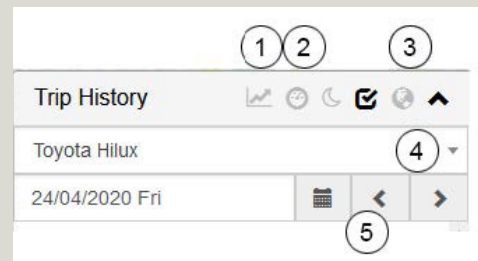
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Trip History Map View

This view displays the selected day's trips chronologically, displaying information on start and end location, times, distance, max speed, and driver details (if configured).



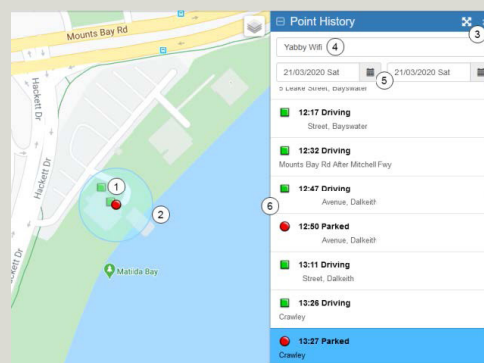
1. Speed Graph - This generates an interactive graph of Speed vs Time.
2. Speed View - Highlights areas where asset speed has exceeded local speed (requires TG-PRO)
3. Enable Geofences - Shows geofences with labels on Map
4. Asset Selection field
5. Date selection controls - either pick a date from a month or browse day by day



Point based View

This view displays pins for each point-based asset, Red for a still asset, and green for an asset that is moving.

1. The Asset Pins.
2. The ring is an aspect of the Yabby Wi-Fi - signifying the Wi-Fi lookup position accuracy
3. Turn off/on the lines connecting pins (pictured off)
4. Select Asset from list of Point based assets
5. Date range selection
6. List of logged Points



Manage Trips

Manage Trips view is a bit more interactive, with functions that let you Create Geofences, set a Trip Type, Project, mark the trip Business or Private, write a trip comment, assign drivers and export data.

Date	Duration	Distance	Start Location	End Location	Project	B/P	Comment	Trip Type	Driver	Stop Time	Idle Time	Hourly Rate	Distance Rate	Billable Rate
Tuesday 24 Nov 2020														
06:54 - 06:55	31 secs	17 m	K9 Kennels	K9 Kennels	Hire Project 3...	🏠		-	-	3 mins, 52 secs	14 secs	0.00	0.00	0.00
06:58 - 07:18	19 mins, 32 secs	13.35 km	K9 Kennels	West Office	Hire Project 3...	🏠		-	-			2 mins, 3 secs	0.00	0.00
Monday 23 Nov 2020														
06:56 - 06:59	3 mins, 14 secs	998 m	K9 Kennels	K9 Kennels	Hire Project 3...	🏠		-	-	24 secs	1 min, 19 secs	0.00	0.00	0.00
06:59 - 07:02	3 mins, 3 secs	1.09 km	K9 Kennels	Eastern Operation Area	Hire Project 3...	🏠		-	-	2 mins, 57 secs	2 mins, 35 secs	0.00	0.00	0.00
07:05 - 07:25	19 mins, 19 secs	11.67 km	Eastern Operation Area	West Office	Hire Project 3...	🏠		-	-	6 hrs, 22 mins	4 mins, 47 secs	0.00	0.00	0.00
15:47 - 16:04	17 mins, 28 secs	11.85 km	West Office	K9 Kennels	Hire Project 3...	🏠		-	-	3 hrs, 30 mins	3 mins, 32 secs	0.00	0.00	0.00
19:35 - 19:37	2 mins, 41 secs	1.43 km	K9 Kennels	Eastern Operation Area	Hire Project 3...	🏠		-	-	3 mins, 49 secs	26 secs	0.00	0.00	0.00
19:41 - 19:45	4 mins, 7 secs	1.47 km	Eastern Operation Area	K9 Kennels	Hire Project 3...	🏠		-	-	11 hrs, 8 mins	1 min, 36 secs	0.00	0.00	0.00

1. Select Asset
2. Select Date, Jump to Today or Most recent logs
3. Set Range of trips shown, Day, Week or Month
4. Trip Filter (See more below)
5. Export selected trips as a CSV (this runs the Trip List Report with any applied filters)
6. Assign Trip Operations
7. Select individual or multiple trips
8. View Trip in Trip History View
9. End Location (Geofence name will show if the trip ends in a geofence)
10. Business or Private trip toggle button
11. Driver
12. Globe icon - Create Geofence at this location

Trip List Filter

Trip list filter has many options to view trips based on criteria. Some uses for this could be:

1. Viewing out of work hour trips
2. Viewing All Business type trips
3. Viewing All Business trips without a comment
4. All Weekend only trips
5. All trips by a certain Driver.
6. Any trips over 50kms
7. Any Trips belonging to a project

Select Asset: Toyota Hilux | Date: April 2020 | Today | Most Recent | Range: 1 Month | Hide Trip Filter | Operations: Export All | Trip Operations

From Time: 08:00 | To Time: 17:00 | Days of the Week: M T W T F S S | Weekdays | Weekends | All | None | Business trips without comment

Trip Type: Any | Project: Any | Driver: Elliott Mace | Trip Duration (minutes): Any | Trip Distance (km): Any

Apply

Asset Timeline

The Asset Timeline view is useful to see the events of an asset for a date range.

Event types can include:

- Trip Start/Stop
- Duress
- Harsh Acceleration/Braking
- Accidents
- Accidents
- Speeding events
- Any Custom event you have defined
- Any change in Asset State

The screenshot shows the Asset Timeline interface with the following elements:

- Select Asset:** Toyota Hilux (1)
- Select Event Type:** All Events (2)
- From Date:** 27/04/2020 00:00 (3)
- To Date:** 30/04/2020 23:59 (3)
- Refresh:** Button
- Key:** Start of Event (green), End of Event (red), Instantaneous Event (blue)
- Instruction:** Click on an event to highlight the corresponding start or end event.
- Table:**

View Trip	Event Date	Event Time	Detail
Q (4)	27/04/2020 Mon	15:07	Trip Start at Home
Q	27/04/2020 Mon	15:10	Trip End at Kooyong Road, Rivervale for 1.43 km / 3 mins, 11 secs. Max Speed: 51 km/h
Q	27/04/2020 Mon	15:14	Trip Start at Kooyong Road, Rivervale
Q	27/04/2020 Mon	15:18	Trip End at Home for 1.46 km / 3 mins, 15 secs. Max Speed: 55 km/h
Q	29/04/2020 Wed	07:13	Trip Start at Home
Q	29/04/2020 Wed	07:19	Trip End at Great Eastern Highway, Burswood for 3.20 km / 5 mins, 55 secs. Max Speed: 57 km/h

1. Select your Asset
2. Select your event type, or leave as All
3. Select your Range or use most recent logs
4. View trip on the map
5. If you click on the start or end of a trip, the start will show in green and the end highlighted in red.

Asset Daily Coverage Map

The Asset Daily coverage map shows the trip paths of all Assets for the specified date.

The screenshot shows the Asset Daily Coverage Map interface with the following elements:

- Map:** A map of Perth, Australia, showing the trip paths of assets. A red path is visible, starting from the city center and ending near Burswood.
- Asset Daily Coverage Panel:**

Asset	Color
Hilux	Blue
Ninja300	Red
Remora Gateway	White

Destination Map

The destination history view provides several ways of visualizing tracking data by displaying the trip end locations. You can access the Destination History Map under History-> Destination History Map. If this is not an option, contact your Reseller to enable the function on your organisation.

1. See on the map where the asset has ended its trips, and the stop time at each location. (left)
2. Cluster the trip ends to show the most visited destinations. (middle)
3. Show the destinations as a heat-map, representing the most visited destinations. (right)

The screenshot displays the Destination History interface. At the top, three map views illustrate different visualization options: 1. A list of individual trip end locations marked with red dots on a map. 2. A map showing trip ends clustered into numbered green circles. 3. A heat map where the intensity of colors (from blue to red) represents the frequency of trip ends at various locations. Below these maps is a larger map showing a heat map of a specific area (Rivervale, Belmont, etc.) with a prominent red circle indicating a high concentration of trip ends. To the right of the maps is a filter panel titled 'Destination History'. It includes: 1. A dropdown menu for 'Asset' (Toyota Hilux). 2. 'Date from' (01/04/2020) and 'Date to' (01/05/2020) fields. 3. An 'Exclude Weekends' checkbox. 4. 'Arrival Time Between' fields for 'Start' (00:00) and 'End' (23:59). 5. A summary bar indicating '46 trips found'.

1. Select which type of destination map you are after
2. Select an Asset from the drop down
3. Select the dates period you are interested in.
4. Exclude any stops on weekends by ticking "Exclude Weekends" OR
5. Only include stops within work hours by specifying Start and End times.

Note: This only works for "trip-based" assets. Point history devices will not appear in this view. An asset needs to end a trip (and send an "End of Trip" log the platform to appear in this view.)

Driver Trip History View (My Trips)

The Driver Trip History View (My Trips) allows a user's view of trips to be restricted to trips done by the user's driver. The main use case for this view is for a driver that needs to do log booking. When they log into the platform, they should only see trips linked to their driver. All other trips are hidden from them.

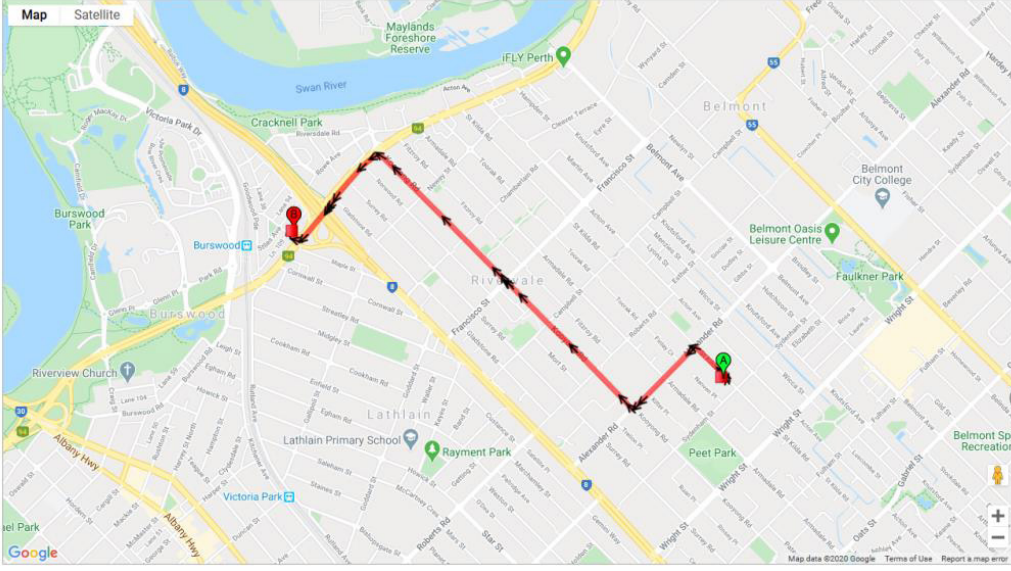
Wednesday 29 Apr 2020							
<input type="checkbox"/>	07:13 - 07:19	5 mins, 55 secs	3.20 km		Home	Great Eastern Highway, Burswood	
<input type="checkbox"/>	07:20 - 07:26	5 mins, 44 secs	3.15 km		Great Eastern Highway, Burswood	Home	
<input type="checkbox"/>	12:04 - 12:08	3 mins, 46 secs	1.20 km		Home	Belmont Avenue, Cloverdale	
<input type="checkbox"/>	12:14 - 12:18	4 mins, 12 secs	1.16 km		Belmont Avenue, Cloverdale	Home	

The Driver can also click on the Magnifying Glass Icon (1) to see the trip on the map and set the trip type (2) from the My Trips view. To access this screen, go to History -> My Trips. If you cannot see this option, contact your reseller.

The Map view also allows:

- Drivers to login and only see their trips.
- Assign a Business/Private designation to the trip. Click the B/P Icons to change the designation.
- Add a Comment to the Trip. Enter the comment by clicking and typing in the Comment column.

Driver Trip History Map View



Wednesday 29 Apr 2020

Start (A):


End (B):
277 Great Eastern Highway, Burswood

Time:
07:13 - 07:19

Distance:
3.20 km

Duration:
5 mins, 55 secs

Max Speed:
57 KmH

Designation:  (1)

Comment:
Type comment here... (2)

<< Previous Trip (3) Next Trip >>

Viewing trip 1 of 4

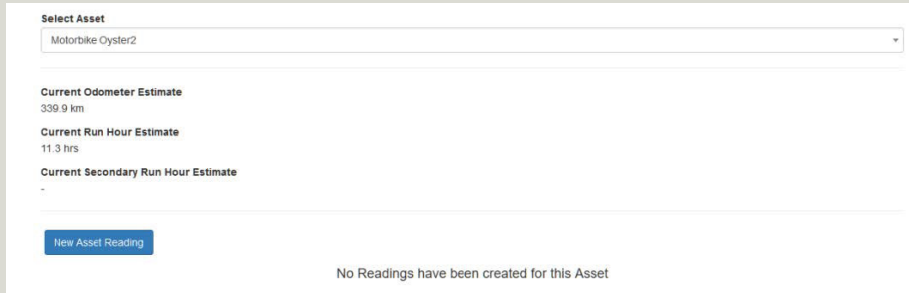
Close

Scheduled Maintenance, Odometer and Run Hours

Primary Odometers/Run Hours

The Telematics platform can keep track of run hours (engine hours) and odometer readings. To start you can start fresh with 0 kms and hours or declare existing vehicle readings using the Odometer/Hours option in the top menu navigation bar. Click New Reading to enter the current figures. e.g. 54,000 kms or 15hrs.

Based on this starting point, the platform will increment the odometer and run hours whenever the 'ignition'



(physical or virtual) is on

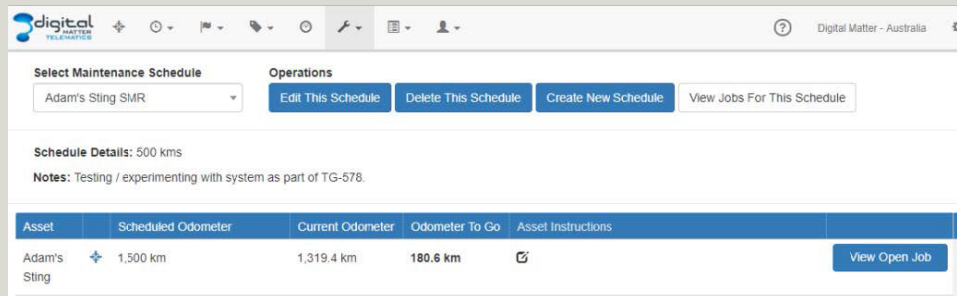
Scheduling Maintenance

Scheduled Maintenance and reminders let you create jobs and maintenance schedules for your assets.

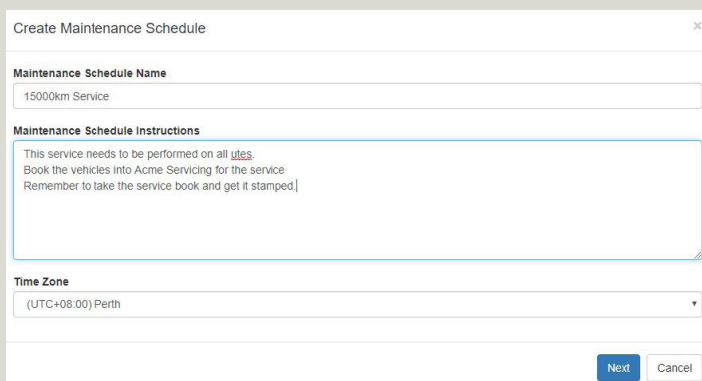
Some useful terms:

- **Maintenance Schedule** - this defines the schedule, the list of Assets and the various options relating to how they are to be scheduled
- **Job** - a Job is created when an Asset becomes due for the work to be done as defined in the Maintenance Schedule
- **Reminder** - this is created in the Job List as a Reminder ahead of the Job being created, so that you can get ready / book / plan for the upcoming Job

Below we have an example of a Maintenance schedule with an Open job reminder on the right-hand side.



To start creating a new schedule, click 'Create New Schedule' and fill out the name, instructions and set the time zone.



Once you hit next, the next two screens select the assets you are creating the schedule for, and the recipients of the email reminder then you can set the units for the schedule.

Create Maintenance Schedule

The Maintenance Schedule dictates when the next maintenance job will be actioned. Not all the conditions are required. Any combination of criteria (Odometer, Run Hours, Secondary Run Hours and Calendar) can be used. Whichever of the criteria occurs first will result in a maintenance job being created for the asset.

Secondary Unit Maintenance

Odometer

Use Absolute Value

Action Interval (kms)

Reminder Notice Period (kms before action) (optional)

Run Hours

Calendar

As you can see from the above image, there are two main ways to set up a maintenance schedule reminder; primary and secondary, there is also further sub-categories.

1. Primary

- a. Odometer
- b. Run Hours
- c. Calendar

2. Secondary Unit Maintenance (activated by the check box)

- a. Odometer
- b. Run Hours

Each method has an absolute value (checked boxed) and a relative value (unchecked).

- Absolute Value: A point that is set at a certain interval, i.e. as shown in the image above; 15,000kms. This means when the asset's odometer reaches 15000, the next interval will be 30,000kms
- Relative Value: A Relative schedule will add the interval to the Asset's Odometer reading at the time that the maintenance is done. If the Asset has an Odometer reading of 55,000km when the schedule is created then the next Job will be scheduled for 70,000km.

The Run hours schedule operates in the same manner as the Odometer but is instead based on hours of up time.

The Calendar schedule can be used for when the maintenance schedule is set to a particular date or ongoing time frame..

Jobs and Reminders

The system continually analyses the data coming in for Assets and will automatically create Jobs and Reminders for the Assets when the schedule options have been met. When these are created in the system they are "Open" and imply that some action is required. You can go directly to the Jobs and Reminders list from the Maintenance Menu, or you can link to it from the "View Open Jobs" button on the Maintenance Schedules screen.

There are also reports available in the system and it is a good idea to schedule a report to email you a list of new Jobs and Reminders periodically, for example once a week.

When you click 'Complete Job' on a maintenance schedule you'll see the below screen which records the date, current odometer of the asset, run hours and an option of which schedule you'd like to action. There is also the space to enter in notes for the job.

Complete Job ×

i Closing this maintenance job means that the work was performed on the action date provided. The next scheduled date, run hour and odometer values will be calculated based on the appropriate schedule. Record any notes that are relevant to the work performed.

Action Date
04/04/2019 📅

Odometer At Action Date
1,319.4 km

Run Hours At Action Date
45 hrs

Skip ahead to schedule: 1,750 km? **i**

Job Notes

*These will be appended to any existing notes

Complete Job

Maintenance & Schedule Reports

The following Reports are available for schedule reminders; they allow you to list the Jobs and Reminders based on report parameters. It is recommended that you schedule the "Open Maintenance Jobs and Reminders" report to be emailed to a suitable person or group within your Organisation so that they will be proactively notified of new Jobs and Reminders that have been created in the system.

Scheduled Maintenance

<p>★ Maintenance History</p> <p>A report listing all scheduled maintenance jobs and reminders in a date range.</p>	<p>★ Open Maintenance Jobs and Reminders</p> <p>A report listing all new scheduled maintenance jobs and reminders for a variable number of past days.</p>
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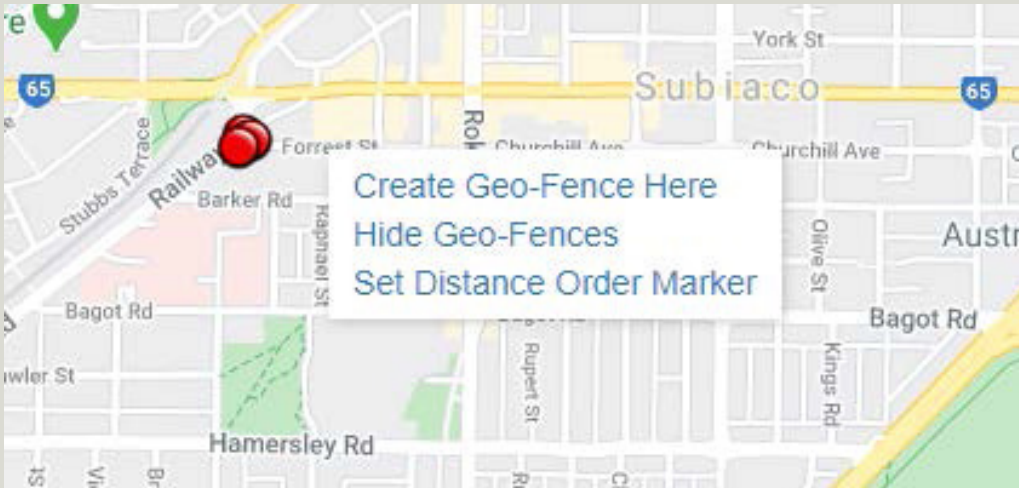
Geofences

Geofences are used to put virtual boundaries around a specific area. We can then set up alerts for entries/exits or track the activity of an asset inside this geofence.

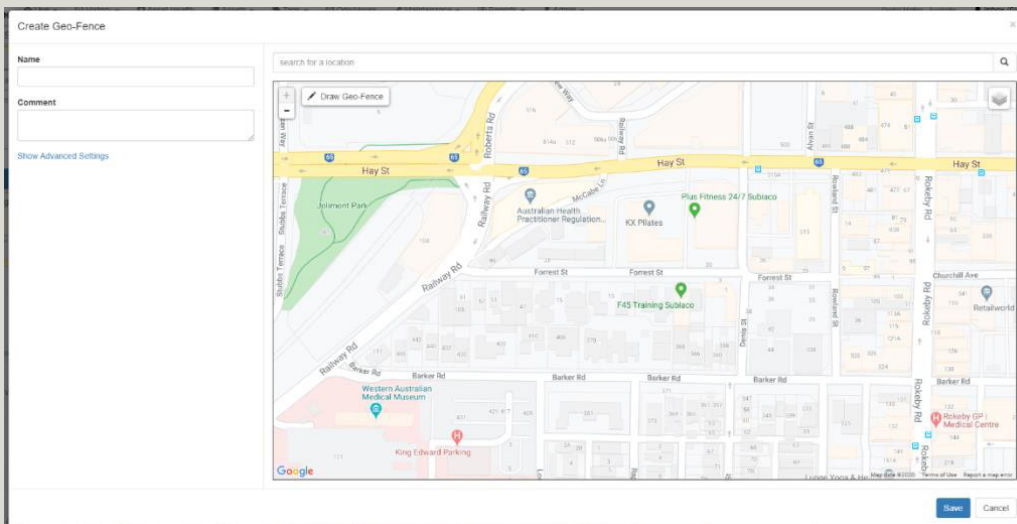
Setting up a Geofence

Creating a Geofence from the Live View or Trip History View

To set up a geofence from the Live View or Trip History View, right click to display the menu options of Create geofence Here or Hide geofences

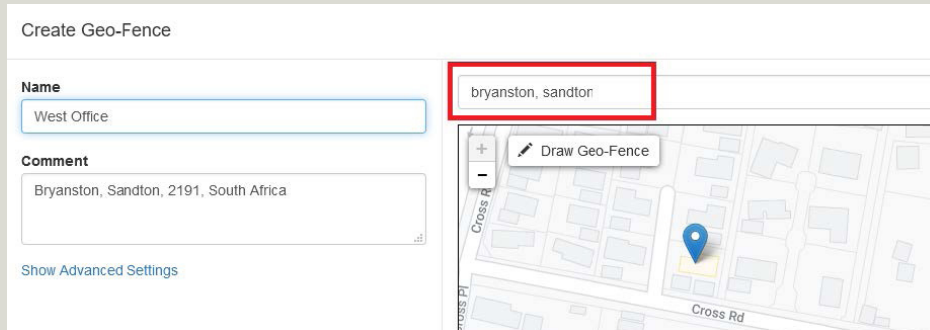


This link then opens to the main geofence screen with the desired area zoomed to fit

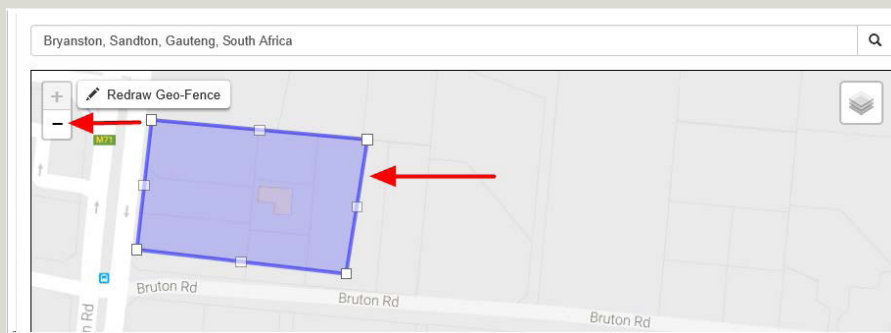


Creating a Geofence through the Admin Menu

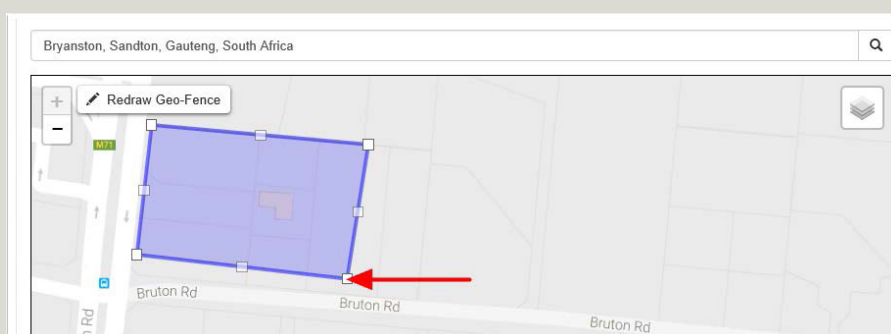
- From the Main Menu, click on the Geofences Icon
- Click "New Geofence"
- You can type an address into the "search for location" bar and hit enter to be taken to that location on the map



You can now adjust the zoom level using the plus(+) and (-) functions on the bottom right corner of the map, and once you see the area that you wish to create a zone for, use your cursor to click points outlining the shape, ensuring that your last point meets the first point you created, as show below:



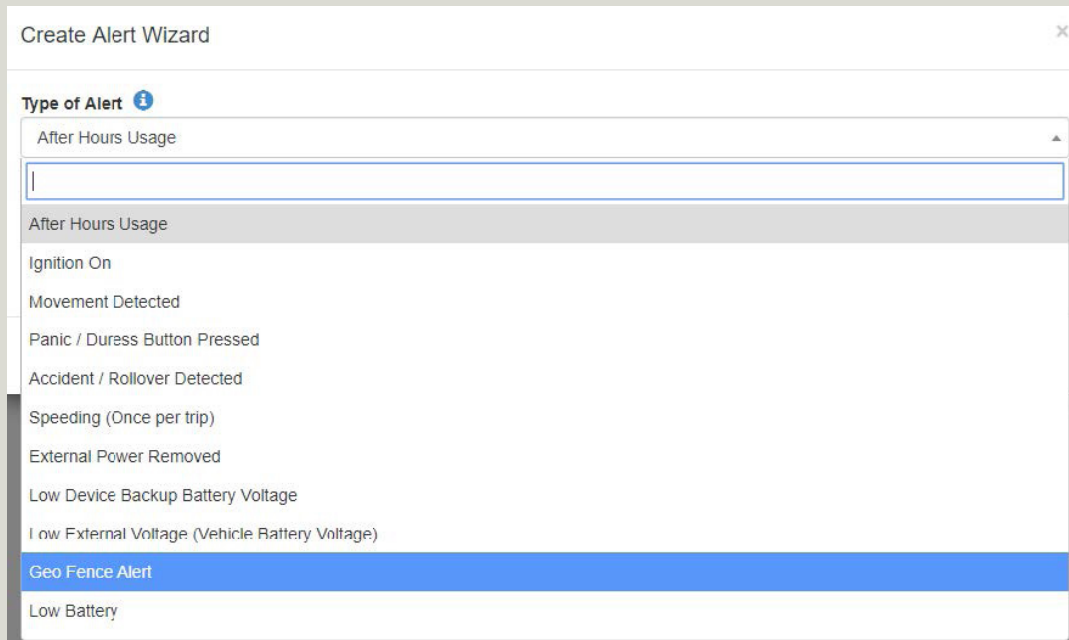
Once you have clicked on your starting point the Geofence shape will appear and you can adjust the shape by dragging any of the nodes shown by arrows below:



Lastly, name your Geofence and then click save, now the name given to your Geofence will appear in all your trip history and reports.

Setting Up a Geofence Alert

A Geofence alert is one of the pre-made alerts so creating one is super simple. On the top menu bar, click on Admin -> Alerts and then select "New Alert Wizard" and you will see this screen. Alerts will be covered in the next section, but the steps for a Geofence alert are below.

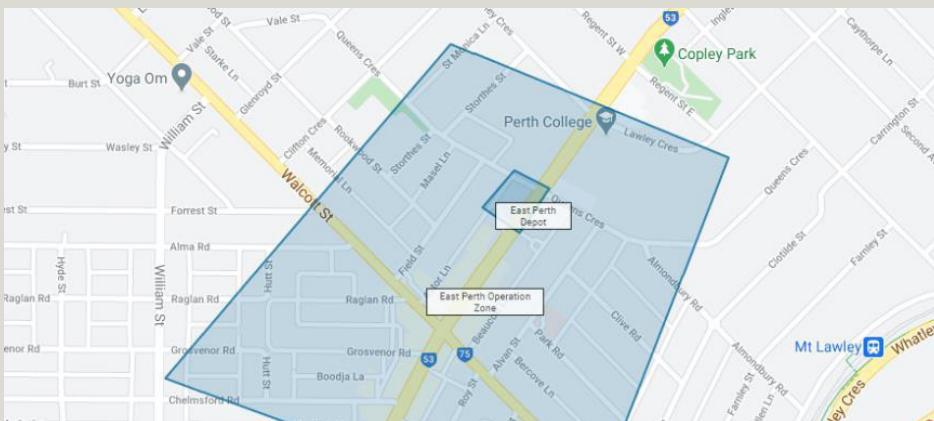


1. Select the Geofence alert from the drop-down menu
2. Select your Geofence name under the left box and choose either to send the alert when an asset enters or leaves the Geofence.
3. Select the asset(s) that the alert will apply to.
4. Nominate the contact for the alert.
5. Name your Geofence, Click save

FAQ

When you have overlapping Geofences, which takes priority?

Geofences with a Higher priority are shown preference over those with a Lower priority. Where two Geofences overlap with the same priority, the fence with the smallest area will be shown preference.



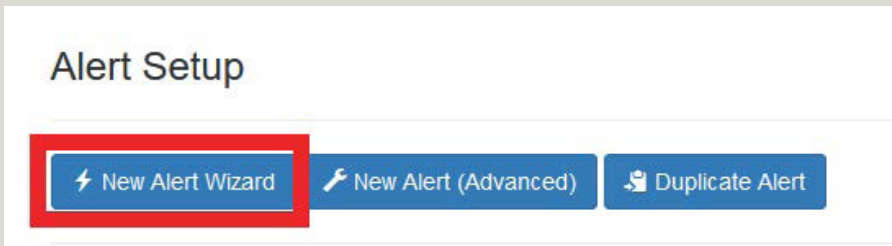
Alerts

The Alerts system allows you to send notifications on one or a set of criteria or record specific occurrences into events to report on. The most common alerts that all organisations should look at setting up are detailed in this article. This is not an exhaustive list by any means but is just to give an idea of what the function can facilitate.

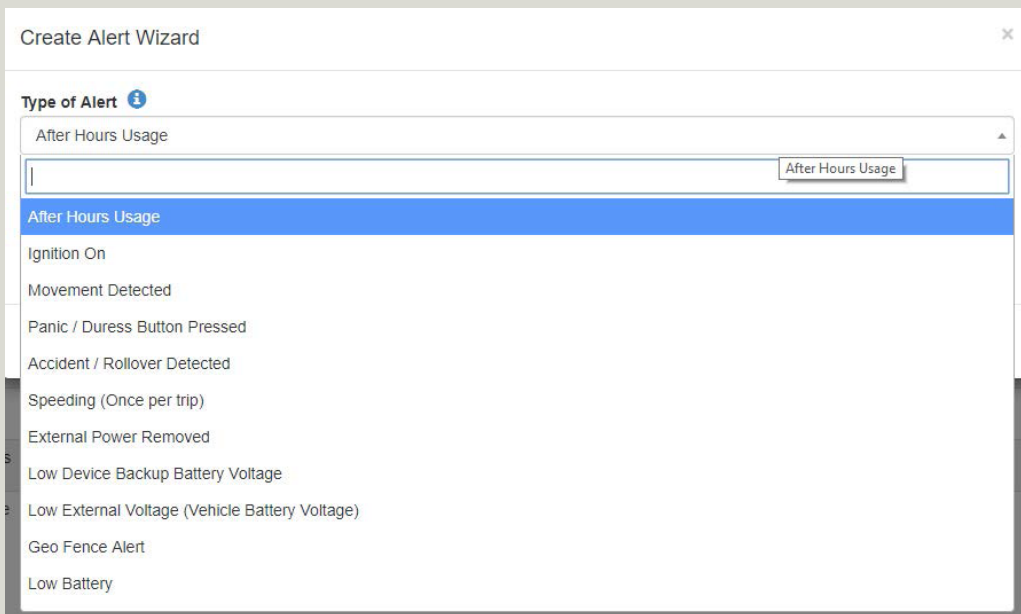
Using the Wizard

Commonly used alerts are already pre-configured, for easy set up with our Alert Wizard.

Navigate to Admin >> Alerts, and choose to create an alert from the wizard:



There are several options available in the dropdown list. Select your chosen alert.



Then you can select the assets to apply the alert to:

The screenshot shows a user interface for selecting assets. At the top, a light blue banner contains the instruction: "Double-click an asset to move it to the other list. Begin typing in the search box to filter the list of available assets." Below this, there are two main panels. The left panel, titled "Available Assets", features a search box with the placeholder "search for asset" and a magnifying glass icon. Below the search box are two dropdown menus: "All Departments" (currently set to "All Departments") and "MCM" (currently set to "MCM"). A list of assets follows: "Garage Door 204600 - 204600 - Falcon", "Tag - 186439 - 186439 - DM Guppy", and "Toolbox - Yabby Wifi - 173315 - Yabby - Cellular WIFI". The right panel, titled "Apply Alert To These Assets", has a search box and a list containing one item: "Trailer - Remora2 - 199881 - Remora 2". Between the two panels are four navigation buttons: ">>", ">", "<", and "<<".

Then click Next and select who to send the notifications to. Notifications can be sent via Email, SMS or the App can send push notifications.

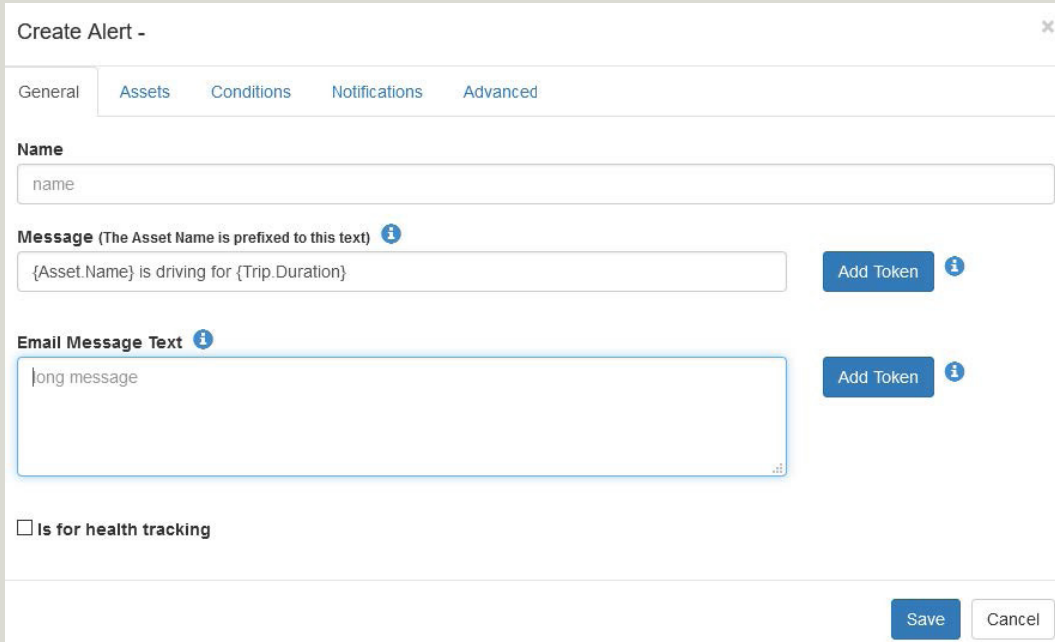
The screenshot shows a "Create Alert Wizard" window. At the top, a light blue banner contains the instruction: "Double-click an entry to move it to the other list. Begin typing in the search box to filter the list of available address book entries." Below this, there are two main panels. The left panel, titled "Address Book", features a search box with the placeholder "search address book" and a magnifying glass icon. Below the search box are two entries: "Adam (Email)" and "MattC (Email)". The right panel, titled "Send To These Addresses", has a search box and a list containing one item: "Elliott (Email)". Between the two panels are four navigation buttons: ">>", ">", "<", and "<<". At the bottom right of the window are three buttons: "Back", "Next", and "Cancel".

Finally, give the alert a name. This name will be sent in the subject line of the notification, along with the asset name.

Advanced Alerts

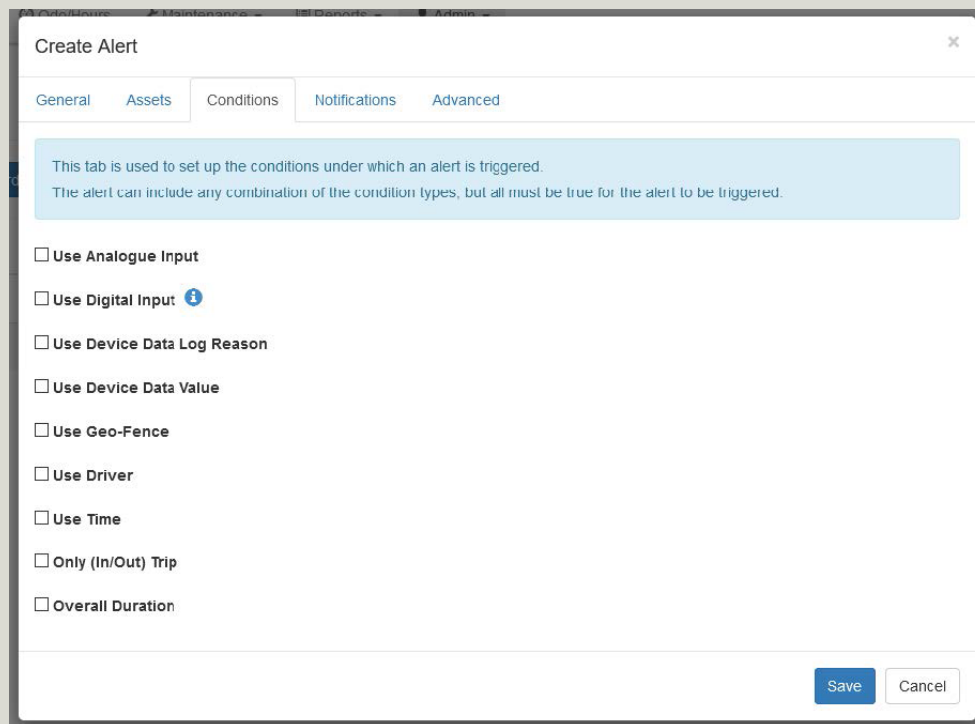
For more advanced alert setups, we can use the New Alert (Advanced) button.

This will allow us to customise the specific message sent. Tokens can be used to add in specific asset data when the alert is sent, e.g. the current driver. Or as per the image below, the length of the trip.



The screenshot shows the 'Create Alert' dialog box with the 'Advanced' tab selected. The 'Name' field contains 'name'. The 'Message' field contains '{Asset Name} is driving for {Trip.Duration}' and has an 'Add Token' button. The 'Email Message Text' field contains 'long message' and also has an 'Add Token' button. There is a checkbox for 'Is for health tracking' which is unchecked. At the bottom right are 'Save' and 'Cancel' buttons.

The “Conditions” tab shows us what we can set alerts based on.



The screenshot shows the 'Create Alert' dialog box with the 'Conditions' tab selected. A light blue informational box at the top states: 'This tab is used to set up the conditions under which an alert is triggered. The alert can include any combination of the condition types, but all must be true for the alert to be triggered.' Below this are several unchecked checkboxes: 'Use Analogue Input', 'Use Digital Input', 'Use Device Data Log Reason', 'Use Device Data Value', 'Use Geo-Fence', 'Use Driver', 'Use Time', 'Only (In/Out) Trip', and 'Overall Duration'. At the bottom right are 'Save' and 'Cancel' buttons.

Reporting

Your Telematics platform has pre-built reports which cover off most required scenarios. These include reports such as:

- Trip list
- Asset Run Hours
- Data Exports
- Fleet Activity Reports
- Maintenance schedule history & Job Reports
- Speeding Reports
- Sensor Analog Reports
- Assets not connecting
- ...and many more

Scheduling Reports

The 'Devices Not Connecting Report' serves as a useful device 'Health Check' and can identify device issues quickly. The report can be scheduled to run, and only send an email if there are devices not connecting.

To do so, follow the steps below:

1. Go to Reports -> Scheduled Reports
2. Click New

Name	Report	Next Send Date	Enabled	
Asset Analogue report		23/11/2020 08:00 (+08:00)	<input checked="" type="checkbox"/>	Test Edit Delete
Devices not Connecting		21/11/2020 08:00 (+08:00)	<input checked="" type="checkbox"/>	Test Edit Delete
Hours Worked Report		23/11/2020 08:00 (+08:00)	<input type="checkbox"/>	Test Edit Delete
Overnight Door Activity Report		23/11/2020 08:00 (+08:00)	<input checked="" type="checkbox"/>	Test Edit Delete

3. Select the Devices Not Connecting Report and set the number of hours for the device to be reported. You can also limit the report to specific Device types, projects or departments

Report | General | Schedule | Recipients | Advanced

Report Type
Asset Last Connected Report

Custom Report
Default Report

Output Format
CSV | Excel | Excel Pivot | HTML | PDF

Wrap Column Heading Text

Freeze Header Panel

Hours Since Last Connection
24

- Under the General Tab, give a name and email subject/body to be sent. Leave Send if No Data unticked to only receive a report if there are devices not connecting (nothing will be sent if everything is OK)
- Under the Schedule Tab, select when you want the report to run, in this example it will be run at 8am each day in the time-zone of the user selected in the Advanced tab.

Create Scheduled Report

Report General Schedule Recipients Advanced

Schedule Type
Daily

Time
08:00

Local to the time zone of the selected user in the Advanced tab (AWT (+08:00)).

- Select the recipients for the report to be emailed to
- Select the user to run the report as. The report will only be run for assets/organisations which they have access to.

Create Scheduled Report

Report General Schedule Recipients Advanced

Report Sending Provider
Sendgrid SMTP

Run Report As User ⓘ
customerName@Hirecompanys.com (AWT (+08:00))

Customising Reports

The Telematics platform allows the customisation of reports, with certain limits. The underlying data available in the report is fixed, but the way it is shown can be customised. This usually means that you need to find an existing report that provides the data that you require and from there you can customise that report to show what you need.

If you require something that does not fit one of the existing reports, please contact your reseller. If we cannot help with one of the existing reports, we may be able to develop a new report for the task.

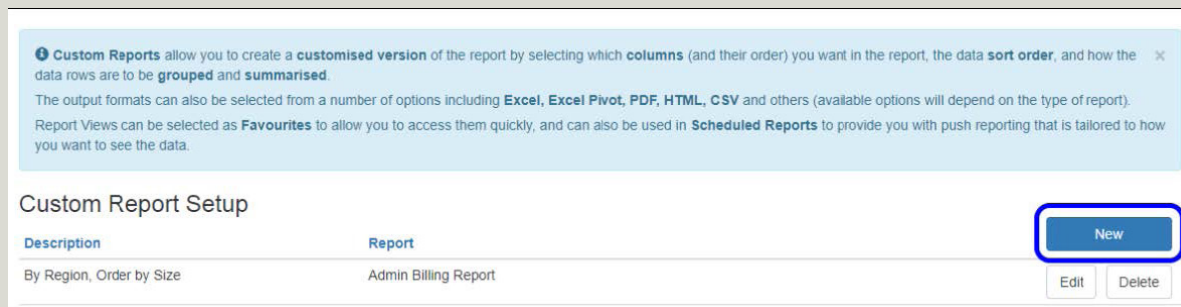
What can be Customised?

- Select columns to be either shown or hidden
- Select column totals - min, max, average, total, count, and count unique are options depending on the data type. These totals appear at the bottom of the groupings and the bottom of the report.
- Select groupings. This allows common columns to be grouped together. For example, in a trip list for an organisation, group the rows by asset to show all trips for an asset together or by date to show all trips by all assets for that day.
- Select sort order. This allows rows to be sorted according to value, either ascending or descending.

Setting it up

There are two ways to create a custom report.

You can go to Reports -> Custom Reports, click new and follow the steps through the wizard.



Custom Reports allow you to create a **customised version** of the report by selecting which **columns** (and their order) you want in the report, the data **sort order**, and how the data rows are to be **grouped** and **summarised**.
The output formats can also be selected from a number of options including **Excel**, **Excel Pivot**, **PDF**, **HTML**, **CSV** and others (available options will depend on the type of report).
Report Views can be selected as **Favourites** to allow you to access them quickly, and can also be used in **Scheduled Reports** to provide you with push reporting that is tailored to how you want to see the data.

Custom Report Setup

Description	Report
By Region, Order by Size	Admin Billing Report

[New](#) [Edit](#) [Delete](#)

Or you can go to Reports -> All Reports and click on the report you wish to customise. Under Advanced Options, click "Customise Report" then follow the steps through the wizard.



Run Hour Report

Output Format

CSV Excel ExcelPivot HTML PDF

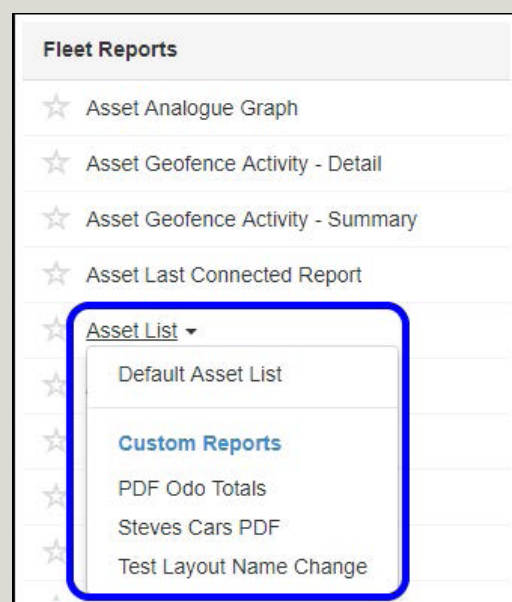
[Show Advanced Settings](#)

Advanced Options

- Schedule Report
- Customise Report**

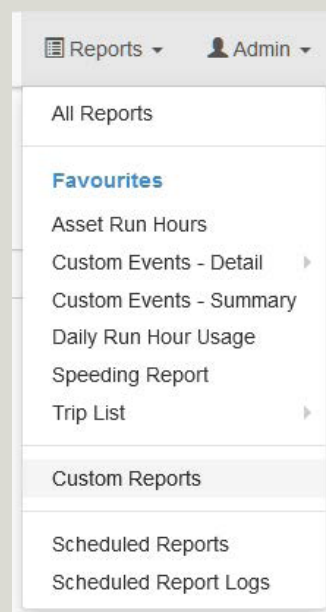
Running the report

Once the custom report is setup and saved you can find it saved under the original default report type. If you need to edit a customised report, you can do this through Reports > Custom reports > Edit.



Fleet Reports

- Asset Analogue Graph
- Asset Geofence Activity - Detail
- Asset Geofence Activity - Summary
- Asset Last Connected Report
- Asset List**
 - Default Asset List
 - Custom Reports**
 - PDF Odo Totals
 - Steves Cars PDF
 - Test Layout Name Change



Reports Admin

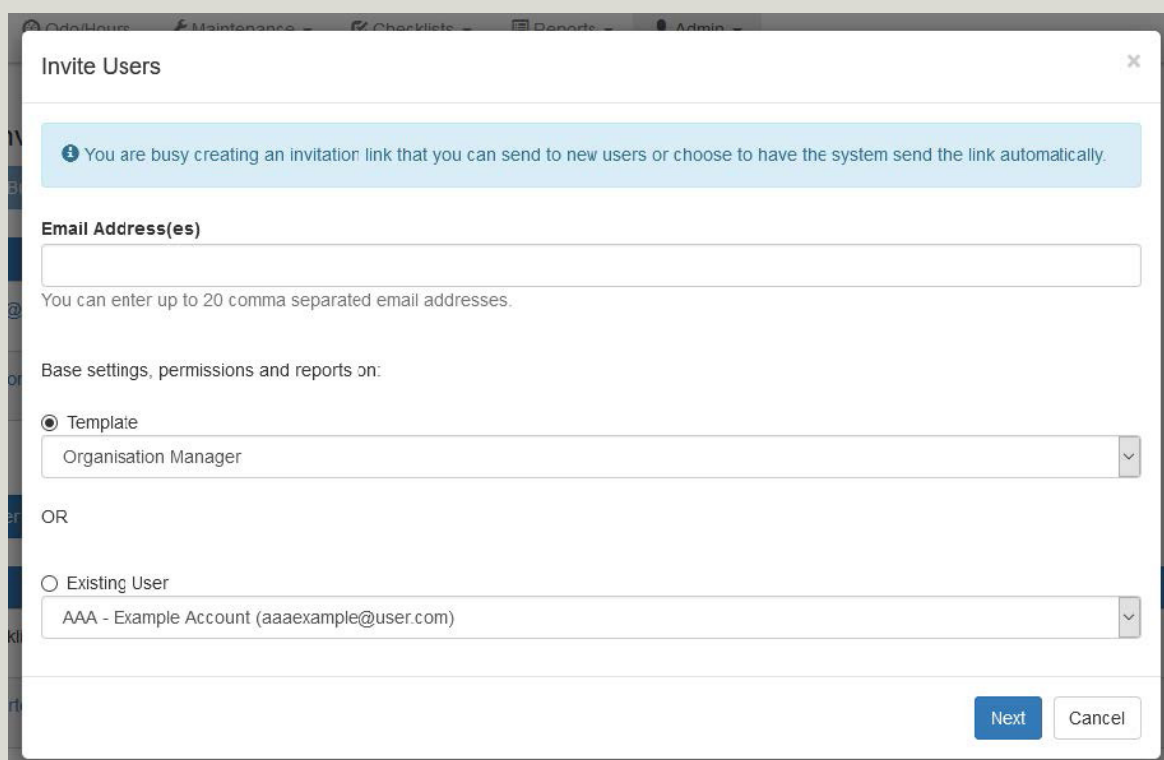
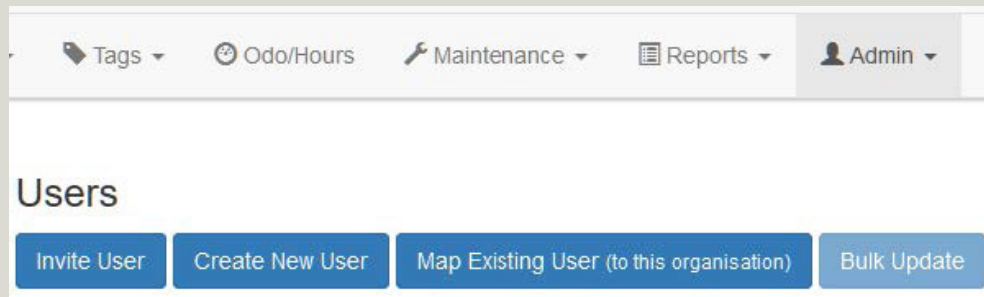
- All Reports
- Favourites**
- Asset Run Hours
- Custom Events - Detail
- Custom Events - Summary
- Daily Run Hour Usage
- Speeding Report
- Trip List
- Custom Reports
- Scheduled Reports
- Scheduled Report Logs

Creating User Accounts

If your account has the right permissions, you may be able to create other users for your organisation.

To access the Users page, navigate to Admin menu and select 'Users' from the drop down.

Once in the Users page, click on 'Invite User'

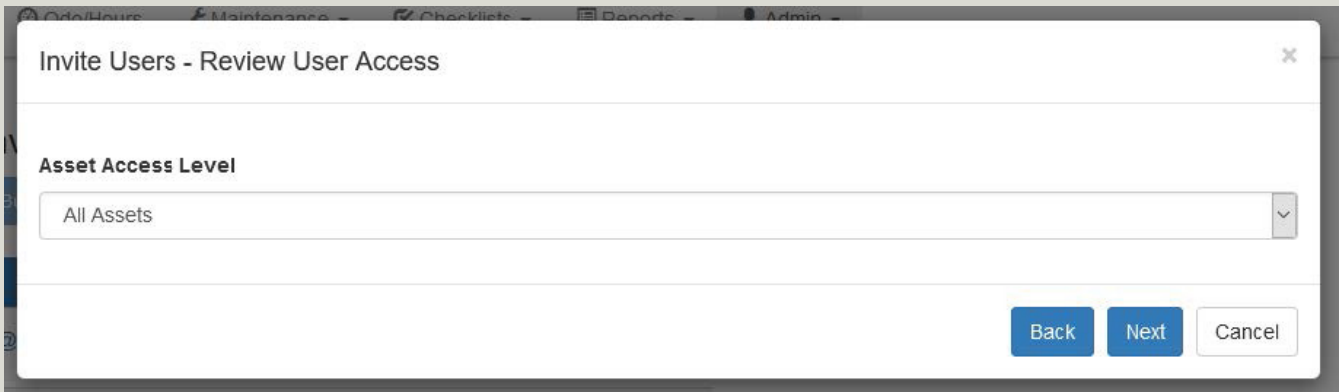


The dialogue will allow you to enter up to 20 comma separated email addresses so that you can create multiple accounts at once.

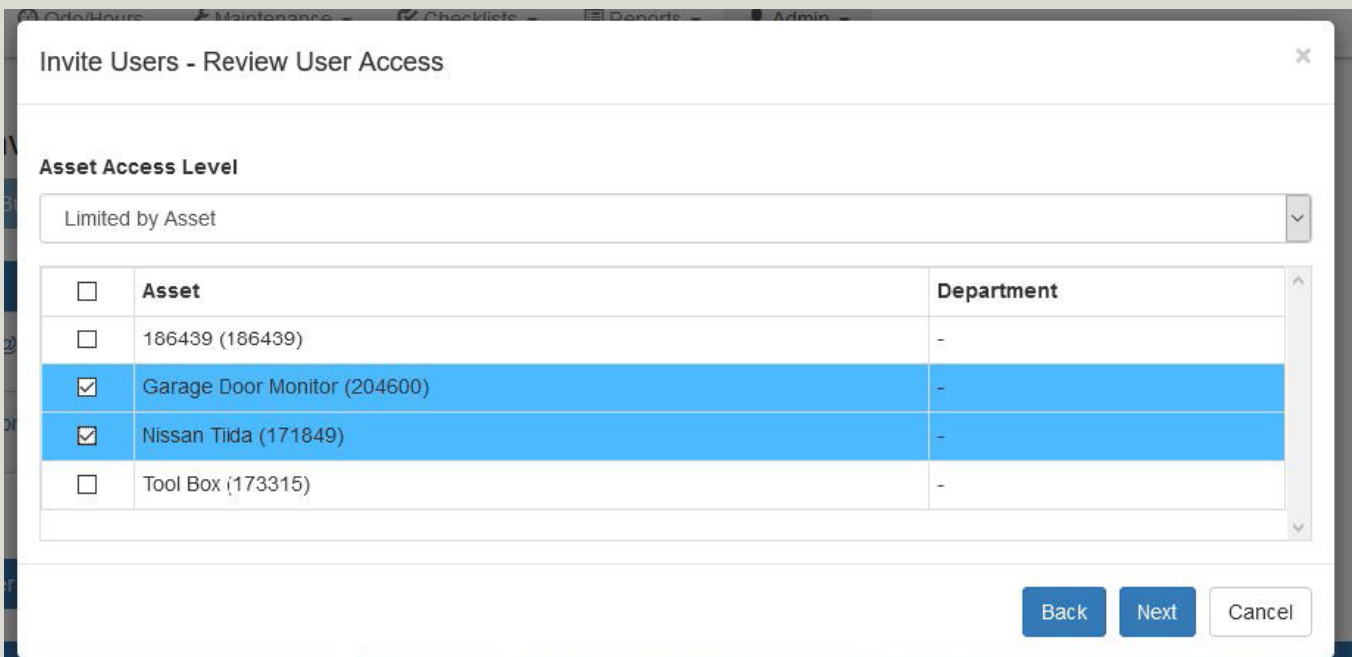
Then you can copy the settings for this account from one of the templates in the list, or an existing user account.

After you hit next, you will be given the option to set the level of asset access for the user.

You can allow them to view all assets for the organisation, only a specific project, or only specific assets.



The screenshot shows a dialog box titled "Invite Users - Review User Access". Under the heading "Asset Access Level", there is a dropdown menu currently set to "All Assets". At the bottom right, there are three buttons: "Back", "Next", and "Cancel".



The screenshot shows the same dialog box, but the "Asset Access Level" dropdown is now set to "Limited by Asset". Below this, there is a table with columns for "Asset" and "Department".

<input type="checkbox"/>	Asset	Department
<input type="checkbox"/>	186439 (186439)	-
<input checked="" type="checkbox"/>	Garage Door Monitor (204600)	-
<input checked="" type="checkbox"/>	Nissan Tiida (171849)	-
<input type="checkbox"/>	Tool Box (173315)	-

At the bottom right, there are three buttons: "Back", "Next", and "Cancel".

Press next and you will be prompted to review their permissions – these have been copied from the user you selected in the first tab.

Finally, select what reports the user should be able to view, and you are done!



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