

# **User Manual**

Version 1



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# **Getting Started**

- How to Login
  - After you purchase a device, an email will be sent to you with your unique credentials to login. From there you can go to our <u>www.easitrack.net</u> website and may choose to change your User and password. If you have not received an email then contact Easitrack. (Contact Information on page 38)
- Change Password & Username
  - To change your password and username simply click on "Settings" at the top of the page, click on "Users" on the left hand side, under the PWD column click on the key icon and enter the new Login and Password and click "Save".



• Main System Display:



When you first log into your account you will see a map and if your GPS tracker is working (actively reporting) you will be able to see it on the map automatically. If you click on your vehicle you will see basic information about its current status such as the location, date and time, current driver, heading, and remarks. You can also change the map to "Satellite" if you wish. On the left hand side, you will see that you are able to select a group or all devices in the drop down menu. You can also select certain trackers by clicking on the box to the left of the device ID.

- Map Features:
  - Freeze Auto-Zoom- Select (yes/no) in order to enable/disable the autozooming of the map.
  - Show Traffic Information- This feature shows the current traffic conditions in the map. Normal traffic conditions are represented by the color green and heavy traffic is represented by the red color. Select (yes/no) in order to enable/disable this feature.



 Show Geofences- This feature allows the user to see on the map all of the geofences that have been previously created. Select (yes/no) in order to enable/disable this feature.





 Show Lat/Lng Grid- This simply applies/removes the latitude and longitudinal grid lines on the map when turned on or off. Select (yes/no) in order to enable/disable this feature.

At the bottom of the map screen, you will see a summary of information related to your active tracking units such as Fleet Miles Today, Fleet Drive Time Today, Fleet Idle Time Today, Most Active Vehicle, Best Driving, and Worst Driving. Also, a "Live Chat" link is available to connect you with our service representatives to assist you with any questions you may have.



The following menu of the system modules is located at the top of the tracking map:



At the top right you will see the account holder's name, and a shopping cart to purchase more devices.



# Tracking

The tracking module automatically shows on the screen when users log in. This module has the following sub-menus:

Fleet Location	Quick Dispatching	Breadcrumb Trail	Fleet Status Board	Hot Spots
Freeze Auto-Zoom	NO 3 Show Traffic Information	ation YES ③ Show Geof	ences No ? Show Lat/Lng	g Grid NO 🕐

 Fleet Location- Shows all the trackers that are currently active. The colors (Stopped=Red, Turn ON=Blue, Idle=Yellow, In Transit=Green) indicate the current status of the vehicle on the map.



- Under the "Tracking" tab select "Fleet Location". You will be able to select the vehicles or groups of vehicles you want to see on the map.
- To create a new group, click on "Settings" at the top then click the "Fleet Builder" tab on the left. Click on "New Group", create a fleet name and select the vehicles/users you want in this group. Lastly, click "Save" and go back to the "Fleet Tracking" tab under "Tracking".



• Quick Dispatching- Use this feature to dispatch the closest driver/vehicle to a location for a particular job. By selecting a geofence or address, you can send the alert to the driver via text, email, or through the Etrack application.

Click to open jobs viewer	
Enter below a new job Select a geofence or OEnter an address	
Job/Cust.Name*         Job/Cust.Phone         Street*         City         State         Postal Code*         Job Description	
Find location Clear	-

 <u>Breadcrumb Trail</u>- This feature shows the route and specific events of a particular vehicle during a given period of time. To show the breadcrumb trail go to the drop down menu and select a vehicle and the date/time frame and click "Show Trail".





• Fleet Status Board- This section represents a snapshot of the fleet of vehicles and some basic information such as Icon, Device, Status, etc.

												PT	D St	tatu	s				Т	emp.	Statu	s	Out	puts	(Rel	ays
con	Device	Status	Event Date	Location	Driver	Speed	Heading	1	2	3	4 8	5 6	7	8	9 1	10 1	1 1:	2 1		2	3	4	1	2	3	4
<b>1</b>	Service Truck #2	Stopped	9/20/2021 6:50:50 AM	14716-14726 Astoria St, Sylmar, CA 91342, USA		0	Ν	•	•	•		•	•	•				• 0	.00	0.00	0.00	0.00	Off	Off	Off	Of
-	Service Truck #3	Ignition OFF	7/8/2021 12:34:00 PM	2555 TX-97, Pleasanton, TX 78064, USA		0	Ν	•	•			•	•	•	•			• 0	.00	0.00	0.00	0.00	Off	Off	Off	O
1	Service Truck #4	Power Off (Sleep Mode)	5/10/2021 8:11:15 AM	600 Christina Ave, Wilmington, DE 19801, USA		0	N	•	•	•	•	•	•	•	•	•	•	• 0	.00	0.00	0.00	0.00	Off	Off	Off	0
	Service Truck #5	Ignition OFF	5/14/2021 3:27:28 PM	600 Christina Ave, Wilmington, DE 19801, USA		0	Ν	•	•	•		•	•	•	•			• 0	.00	0.00	0.00	0.00	Off	Off	Off	0
J-se	Service Truck #6	Idle	9/20/2021 12:43:44 PM	Karnes, Texas, United States		0	Ν	•	•	•	•	•	•	•	•		•	• 0	.00	0.00	0.00	0.00	Off	Off	Off	0
5-00	Service Truck #7	Stopped	9/20/2021 12:34:16 PM	11083 NE 9th St, Bellevue, WA 98004		0	Ν		•			•					• •	• 0	.00	0.00	0.00	0.00	Off	Off	Off	0
J.	Service Truck #8	In Transit	9/20/2021 4:39:04 AM	Co Rd 300, Mentone, TX 79754, USA		61	N	•	•	•		•	•		•			• 0	.00	0.00	0.00	0.00	Off	Off	Off	0
J.	Service Truck #9	Ignition OFF	5/11/2021 4:16:09 PM	700 New Castle Ave, Wilmington, DE 19801, USA		1	N		•			•	•				•	• 0	.00	0.00	0.00	0.00	Off	Off	Off	0

 <u>Hot Spots</u>- This feature is a visual, color coded, representation of the locations where drivers have been with a certain frequency within the last 30 days. To obtain the hot spot analysis on a particular vehicle, select the device ID from the drop down menu and click on "Get Hot Spots". The Hot Spot analysis screen shows the location and the addresses where your vehicle has been.\*Note: Hot spots are not created as geofences\*







### **Multi-Tracking**

• This feature shows a maximum of four tracking maps and allows the users to assign groups of vehicles to a given map. To assign vehicles to any of the four maps, click on the edit button on the top right corner of the desired map. Then assign a name the group, select the vehicles and click "Save".





### Reports

 On this module, the user can run any of the 30+ preprogrammed reports available. To run a specific report, click on the "Reports" module on the top blue menu. In the reports parameter window, select the desired report from the drop down menu, then select the device for which you want to run the report and choose the specific date/time frame. Lastly, the users have the option to either export, print or execute the report.



### Maintenance

The EasiTrack Maintenance Module allows you to create unlimited preventive maintenance tasks (i.e. Oil Change, Tire Rotation, etc.) based on Mileage, Engine Hours, and Time.

The maintenance module consists of the following sections located at the lefthand side of the screen as shown in the picture below:

#### **Fleet Maintenance Panel**

This screen shows an overview of the maintenance items assigned to the vehicles that are in the active status or showing on the tracking map.

All the vehicles with an active status are shown under "Vehicle List". By selecting the desired vehicle from the list, the user will be able to edit information from the "Vehicle Info" tab, add additional service items from the "Service Schedule" tab, and view the service information of the vehicle from the "Service Log" tab.

Maintenance Settings (intro)	Device Name:					
Fleet Maintenance Panel	Vehicles List	Vehicle Info Service Sc	hedule Service Log			
Service Items	N533		-			
View Maintenance Schedules		Edit Save Cancel				
View Maintenance History		Make	Vehicle Type	Make	Model	Model Year
Fuel Log History				✓ Make	Model	Model Year
Register Services Performed		Insurance Information Insurance Company Insurance Company	Account/Policy No. Policy Number	Premium	Due On	٥
		Odometer / Engine Hours	/ PTO Hourmeters			
Register Fuel Log		Odometer 8	Engine Hours 1:	2:	3: 8	4:
Upload Fuel Log		Notes				
						h



#### **Service Items**

In this section, the system users are able to create/update maintenance service items.

Maintenance Settings (Intro)		Create / Update Service If	tems	
Fleet Maintenance Panel	Create as many tasks as you need.			Ner
Service Items	Name	Meassure	Value	Edit Del
View Maintenance Schedules	Air Filter Check Engine	Days Engine Hours	90 Days 10000 Engine Hours	
View Maintenance History	Insurance Renewal	Days	365 Days	
	Oil Change	Miles	3000 Miles	
Fuel Log History	Tire Rotation	Miles	10000 Miles	
Register Services Performed				
Register Fuel Log				
Upload Fuel Log				

To create a maintenance item, click on the "New" button located at the right side of the screen. The following pop-up window will appear:

Create / Upd	ate a Task	
Name: Meassure: Value:	Oil Change Miles 3000 Miles Send Notifications To	·
<b>User</b> Michael Casta	ano	Email
		Save Cancel



Type the name of the service item you want to create in the "Name" field, select the measurement criteria from the "Measure" drop down menu. Enter the frequency value related to the measure criteria in the "Value" field. Check the user you want to send the notification to via email. Lastly, click "Save".

#### View Maintenance Schedules

In this section, the users will be able to see the maintenance schedule assigned to any vehicle:

Maintenance Settings (Intro)	Maintenance Schedules Viewer										
Fleet Maintenance Panel	Device: [All Devices]	✓ Tas	k: [All Tasks]	<ul> <li>Apply Data</li> </ul>	a Filter						
Service Items	Service Items Deport to Excel										
View Maintenance Schedules	Device	Task	Meassure	Service every	Current Value	Next Service	Last Service				
View Maintenance History	1034	Check Engine	Engine Hours	10000.00 Engine Hours	0 Engine Hours	10000.00 Engine Hours	N/A	Delete			
Fuel Log History											
Register Services Performed											
Register Fuel Log											
Upload Fuel Log											

To view the maintenance schedule of any vehicle, select the vehicle ID or name from the "Device" drop down menu. Then select the task name from the "Task" drop down menu. Lastly, click on the "Apply Data Filter" button. From this screen you can also delete a particular task by clicking on the "Delete" button located on the right-hand side of the task.

#### **View Maintenance History**

To view the maintenance history of a particular vehicle, select a vehicle ID/Name from the "Device" drop down menu. Then select the desired task from the "Task" drop down menu. Also, select the dates (from/to) between the desired time frame then click the "Get Data" button.



Maintenance Settings (Intro)	Maintenance History Viewer								
Fleet Maintenance Panel	Device: 1034	✓ Task: Air Filter	→ Date From: 10/4/2021	Date To: 10/4/2021	Get Data				
Service Items									
View Maintenance Schedules									
View Maintenance History									
Fuel Log History									
Register Services Performed									
Register Fuei Log									
Upload Fuel Log									

#### **Fuel Log History**

To view the Fuel Log History of a particular vehicle, select a vehicle ID/Name from the "Device" drop down menu. Select the dates (from/to) between the desired time frame then click the "Get Data" button.

Maintenance Settings (Intro)	Fuel Log History									
Fleet Maintenance Panel	Device: 1034	✓ Dat	e From: 10/4/2021	Date To:	10/4/2021	Get Data				
Service Items	Export to Excel									
View Maintenance Schedules	Device	Fueling Date	Odometer	Gallon	\$	Cost	State	Comments		
View Maintenance History										
Fuel Log History										
Register Services										
Performed										
Register Fuel Log										
Upload Fuel Log										

#### **Register Service Performed**



Maintenance Settings (Intro)	Register Services Performed	
Fleet Maintenance Panel	Clear All	
Service Items	Pick the device: [Pick a device]	
View Maintenance Schedules	Service Date:	
View Maintenance History	Odometer on day of service:	
Fuel Log History	Service Type     Service performed     Description     Cost     Comments       [Pick a type] <ul> <li>[Pick a task]</li> <lu> </lu></ul> <ul> <li>[Pick a type]</li> </ul> <ul> <li>[Pick a type]</li> </ul>	
Register Services Performed		Add Service Cance
Register Fuel Log Upload Fuel Log	Device Type Description Service Date Odometer Cost	Edit Dei

From this screen, the user can manually enter all the maintenance or repair service records already performed on any vehicle. To enter a record, select or enter the information in the following fields: Pick the device, Service Date,

Odometer (on day on service), Service Type, Service performed, Description, Cost, and Comments. Click on the "Add Service" button to save the record. You can also print all the records available by clicking on the "Print This Page" button. Use the edit or delete options at the right-hand side of each record to modify or delete and particular record.

#### **Register Fuel Log**



Maintenance Settings (Intro)				Register Fue	l Log		
Fleet Maintenance Panel	Clear All						
Service Items	Pick the device:	[Pick a device	•] •				
View Maintenance Schedules View Maintenance History	Fueling Date:			e for more precise calculati	ons)		
Fuel Log History	Odometer: Gallons:		(Leave blank for automati	c calculation)			
	Cost:						
	State:	[Pick a state]	~				
Register Services Performed	Comments						
Register Fuel Log							Save Cancel
Upload Fuel Log	Device	Fueling Date	Odometer	Gallons	Cost	State	Edit Del

From this screen, the user can manually enter all the fueling records for any vehicle. To enter fueling records, select or enter the information in the following fields: Pick the device, Fueling Date, Odometer (on day on service), Gallons, Cost, State, and Comments. Click the "Save" button to save the record. Use the edit or delete options at the right-hand side of each record to modify or delete and particular record.

#### Upload Fuel Log

Fuel card upload feature is not active yet.



### E-LOG

• The Electronic Hours of Service (HOS)- Electronic Logs is an optional feature that we provide. Please refer to our website <u>www.easitrack.com</u> or contact us for additional information.



### **Settings**

This Easitrack module allows users to customize all the operational settings in their account and update company and payment information.

	●Tracking ●Multi-Tracking ●Reports ●Maintenance ●E-LOG OSettings	Hi Michael!	I
Company Settings			
Users			
Vehicles			
Fleet Builder			
Geofences			
Alerts Set Up			
Recurrent Reports			
Schedules			
i-Buttons (?)			
Telemetry Set Up			
Hour Meters Set Up			
Account Settings			
Download Mobile Apps			
Buy More Devices			

• Users- From his feature you can see and manage all the users associated with the account. You can add, delete, or modify the information on the listed users.

		● <sup>Trac</sup>	king <sub>O</sub> Mu	ilti-Track	ing <sub>o</sub> Re	ports o <sup>N</sup>	laintena	ince eE-	LOG O	Settings		Hi John!	L	ogout	Ä
Company Settings		Create / Update Users													
Users															
Vehicles	_													New U	_
Fleet Builder	First Name	Last Name	Email	Email Alerts	Phone	Cell Phone	SMS Alerts	Login	Time Zone	ls Driver?	iButton	AccessLevel	PWD	Edit	Del
Geofences	John	Doe		No			No	Dd00fV	AZ	No	0	Super User	<i>&gt;</i>	$\bigcirc$	$\mathbf{x}$
Alerts Set Up															
Recurrent Reports															
Schedules															
i-Buttons (?)															
Telemetry Set Up															
Hour Meters Set Up															
A second On Warra															
Account Settings															
Download Mobile Apps															
Buy More Devices															



#### • How To Create Users

From the Settings module, click "Users" on left menu, then click on the "New User" button located at the top right of the screen. You will then be prompted to fill out the following information in the pop-up window as shown below: First and Last Name, Email, Email Alerts (check mark to be able to receive alerts via email), Cell Phone Number, SMS Alerts (check mark to be able to receive alerts via SMS), Cell Carrier, New Login & Password, Time Zone, Driver (check mark if the user is a driver), iButton (to assign a BLE tag to the user), Schedule, check mark if the user is Administrator and/or the Billing Contact, assign the Access Level as well as the Authorized Modules for the user.

Lastly, click "Save" and the new user will be created and will appear on the screen.



Add / Update a Us	er	x	
First Name:		]	
Last Name:		]	
Email:		]	
Email Alerts:	Send me alerts via email		
Phone:		]	
Cell Phone:	(ex. 5552223333)		
SMS Alerts:	Send me alerts via SMS		
Cell Carrier:	[Pick a carrier]	~	
Login:		]	
Password:			
Time Zone:	Arizona Time 🗸		
Is Driver?			
iButton:	[Pick one]	~	
Access Schedule:	[Pick a schedule]	* ? = <u>new</u> =	
Is Administrator:	This user has administrator privileges		
Is Billing Contact:	This user has billing privileges		Ŧ
	····	Save Cancel	

From the same User screen, you can change the user password by clicking on the Key icon located under the "PWD" column. You can also delete or edit the information on the users.

• <u>Vehicles</u>- From this feature you can see and manage all the vehicles associated with the account. You can edit vehicle information or suspend, cancel, or mark as RMA (Return Material Authorization) any vehicle by clicking on the "Inactive" red button at the right-hand side of each vehicle record on the screen.



any Settings										
Jsers	Active Units (2)	Su	spended Un	its 🕕	Cano	eled Units (2)	Broke	en 🕕	Units not installe	d(11)
Vehicles				-				-		_
Fleet Builder	Edit	ID .:.		<ul> <li>Short</li> </ul>	t Na	Last Update			Event Date V	
eofences	Edit 🦛	1034	1034			9/9/2019 12:47:5			9/9/2019 12:11:01	
lerts Setup	Edit 4	K830	K830	K830		4/2/2020 3:14:09	Ma	ain P	4/2/2020 3:12:23	
Buttons elemetry Set p our Meters et Up										

The "Vehicles" screen shows the following tabs:

- "Active Units": This tab lists the units that are currently working and showing on the tracking map.
- "Suspended Units": This tab lists the units that have been suspended on a temporary basis by the account administrator.
- "Canceled Units": This tab lists units that have been cancelled from the account.
- "Broken": This tab lists units that have been marked as an RMA for further evaluation or return.
- "Units Not Installed": This tab lists all the units that have been assigned to the account, but are not yet active or installed.



• Fleet Builder- This feature allows the administrator to create, modify, or delete a fleet of vehicles.

	(	Tracking Multi-Tracki	ng <sub>O</sub> Reports Mainte	enance <mark>●</mark> E-LOG <mark>O</mark> Setting	S	Hi John!	Logout ႃ					
Company Settings		Fleets Set Up										
Vehicles							New Group					
Fleet Builder	Fleet Name	All Vehicles?	All Users?	Speeding Control?	Created On	Edit	Del					
	[All Devices]	Yes	No	No	4/12/2018 9:19:03 AM	$\bigcirc$	$\overline{\mathbf{X}}$					
Geofences	First Group	No	Yes	No	3/25/2019 11:12:19 AM	$\bigcirc$	$\overline{\mathbf{X}}$					
Alerts Set Up	Group 1	No	No	No	4/17/2018 7:52:20 AM							
Recurrent Reports	Group 2	No	No	No	4/18/2018 7:44:31 AM							
Schedules () i-Buttons () Telemetry Set Up Hour Meters Set Up				speed against the Posted Sports are sent via email. This fo		-						
Account Settings Download Mobile Apps												

To set up a new fleet click on the "New Group" button at the top right-hand side of the screen. Then name the fleet and assign the vehicles and the user from the following pop-up window:



Create/Update Fleets	×
Fleet Name:	
Speeding Control: (This feature requires SpeedGauge Add-On)	
Fleet Vehicles	Users with access to this fleet
Select All Unselect All	Select All Unselect All
□l034 □K830	_John Doe
	Save Cancel

<u>Geofences</u>- This feature allows the user to create and manage geofences in the account. A geofence is a virtual place that you can create in the system that represents real places such as customers and vendors sites, yards, etc. for which you can set up alerts and notifications when the vehicles enter/exit those sites.



	•	Tracking Mu	ti-Tracking Reports Maintenance E-L	OG OSetting	gs		Hi John!	Logou	ut 凄
Company Settings			Create / Update	Geofe	ences				
Vehicles					Ne	w Geofence	Custom Ge	ofence	Types
Fleet Builder	GeofenceType	Geofence Name	Geofence Address	Latitude	Longitude	Radius (feet)	Notification	Edit	Del
Geofences	Employee House	Home	2114 Hidden Creek Dr, Humble, TX 77339, USA	30.049309	-95.219185	POLY	Never	$\overline{\diamond}$	×
Alerts Set Up Recurrent Reports	Z - Other	Music Studio	3202 Creek Shadows Dr, Kingwood, TX 77339, USA	30.077019	-95.195663	500	Never	$\overline{\diamond}$	$\mathbf{\overline{X}}$
Schedules	Store	Kroger	25651 US-59, Humble, TX 77339, USA	30.072004	-95.242882	POLY	Never	$\overline{\checkmark}$	$\mathbf{x}$
i-Buttons?	Company Office	Work	2330 Timber Shadow Dr, Humble, TX 77339, USA	30.051605	-95.23037	POLY	Never	$\bigcirc$	
Telemetry Set Up									
Hour Meters Set Up									
Account Settings									
Download Mobile Apps									
Buy More Devices									

#### • How to Create a Geofence

Click on the "New Geofence" button at the right-hand side of the screen. Assign a name to the Geofence and pick the type (\*) from the drop down menu. Enter the address for the desired geofence location and click "Search".

Enter all of the contact information, set up the alerts and messages, geofence style and the radius, enter speed limit inside the geofence (if desired) and any important notes as necessary. Click "Save" at the bottom when complete.

(\*) Click on the "Custom Geofence Types" to create or add a new type/category of a geofence. This can make it easier to differentiate types of geofences according to the user's needs.

 <u>Alerts Set Up</u>- This feature allows the user to create and manage (edit or delete) specific alerts that can be sent via SMS or email.



Company Settings			Alert	s Set l	Jp		
Users Vehicles					[Pick a ty	pe] 🗸	New Alert
Fleet Builder	Alert Type	Name	Value	Min.Interval	Applies to all vehicles?	Created On	Edit De
Geofences	Geofence Notifications	Default Geofence In/Out		0	No	4/12/2018 4:19:03 PM	
Alerts Set Up	Speeding Alert	Default Speeding Alert	60 MPH	0	Yes	4/12/2018 4:19:03 PM	
Recurrent Reports	Idle Alert	Default Idle Alert	10 mins	0	No	4/12/2018 4:19:03 PM	
	Unit not reporting	Unit Stopped Reporting	0	0	Yes	4/12/2018 4:19:03 PM	
Schedules	Unexpected Device Event	Unexpected Event	0	0	Yes	4/12/2018 4:19:03 PM	
i-Buttons 🕐	Unit resumed working	Unit resumed reporting OK	0	0	Yes	4/12/2018 4:19:03 PM	
Telemetry Set Up Hour Meters Set Up							
Account Settings Download Mobile Apps							

To create a new alert, click on the "Pick a Type" drop down menu and select the desired type of alert, then click the "New Alert" button located at the top righthand side of the screen. From the pop-up window below assign the name to the new alert, enter the desired values and/or minimum intervals associated with the alert, check mark the vehicles for which the alert is to be set, and check mark the desired option to be notified and the user to receive the alert (email and/or SMS). Then click "Save".

Create/Update Alert		×
Speeding Ale	ert	
Alert Name: Speed Limit Min.Interval (mins): Select the devic	Default Speeding 60 0 ces Sele	o Alert
Select AB Unselect AB ©1034 ©K830	<b>User</b> John Doe	Email SMS
		Save Cancel



• <u>Recurrent Reports</u>- This feature allows the user to automatically receive by email any of the available reports selected with the desired frequency.

	• <sup>Tr</sup>	acking Multi-Tracking	Reports Maintenance E-LO	oG <sub>O</sub> Settings	Hi Johr	o! Logo	ut ) <del>,</del>
Company Settings		F	Recurrent Repo	rts Set Up			
Users						New Re	ourropt
Vehicles							
Fleet Builder	Report Name	Frequency	Include Weekends?	All Vehicles?	Created On	Edit	Del
Geofences							
Alerts Set Up							
Recurrent Reports							
Schedules							
i-Buttons 🕐							
Telemetry Set Up							
Hour Meters Set Up							
Account Settings							
Download Mobile Apps							
Buy More Devices							

To program the delivery of a report select the specific report, the frequency in which the report will be delivered, check mark the units to be included in the report, and select the user to whom the report will be delivered. Then click "Save".



Create/Update R	ecurren	t Reports	×	
Report:	[Sele	ct a Report]	<b>)</b>	ь.
Frequency:	[Pick	a frequency]	~	
Exclude Weekends:				
Select t	he	Select the		
device	S	users	- 1	
Select All Unselect A	di	Select All Unselect All	- 1	
_l034		_John Doe		
_ <mark>K</mark> 830				
				-
		Save Ca	ncel	

• <u>Schedules</u>- This feature allows the administrator to create and assign schedules to the users in order to define when the users can access the system. The schedule only applies to non-administrators and users with access levels lower than super user. Super users and administrators will be able to bypass the schedule rules.





To create a schedule, click on "New Schedule" on the right-hand side of the screen. From the pop-up window below, assign a name to the schedule and click on the times and days desired to build the schedule. Then click "Save".

Create/U	pdate Sc	hedule						×
Schedule	Name:							
Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
12:00 AM								
1:00 AM								
2:00 AM								
3:00 AM								
4:00 AM								
5:00 AM								
6:00 AM								
7:00 AM								
8:00 AM								
9:00 AM								
10:00 AM								
11:00 AM								
12:00 PM								
1:00 PM								
2:00 PM								
3:00 PM								
4:00 PM								
5:00 PM								
6:00 PM								
7:00 PM								
8:00 PM								
9:00 PM								
10:00 PM								
11:00 PM								
							Sav	e Cancel

 <u>iButtons</u>- This feature allows the administrators to assign iButtons or BLE tags in order to identify drivers in each vehicle of the fleet.

iButtons are required to be manually created in the system while BLE tags are automatically created when used for the first time. From the screen below, users are able to create, edit, and delete iButton information.



		Tracking Multi-T	racking Repo	orts Maintenance E-LOG OSettings	Hi John!	Logout	`\;;;
Company Settings				iButtons Set Up			
Users					_		
Vehicles						New iBu	itton
Fleet Builder	iButton ID	iButton HEX	iButton Type	Assigned To	Created On	Edit	t De
Geofences	3735936685	3337333539333636	Touch-N-Go	Button is being used but has no driver assigned!	4/12/2019 7:45:10 AM	$\overline{\checkmark}$	×
	19619634	012B5F32	Touch-N-Go	Button is being used but has no driver assigned!	11/5/2019 4:27:56 PM	$\overline{\bigcirc}$	×
Alerts Set Up	19620381	012B621D	Touch-N-Go	Button is being used but has no driver assigned!	11/5/2019 4:02:59 PM	$\overline{\checkmark}$	×
Recurrent Reports	78600244	04AF5834	Touch-N-Go	Button is being used but has no driver assigned!	7/21/2019 8:06:24 AM	$\overline{\bigcirc}$	×
Schedules	425893509	19629E85	Touch-N-Go	iButton is being used but has no driver assigned!	5/15/2019 8:52:37 AM	$\overline{\bigcirc}$	×
i-Buttons(?)							
Telemetry Set Up							
Hour Meters Set Up							
Account Settings							
-							
Download Mobile Apps							
Buy More Devices							

To create an iButton, click on the "New iButton" button on the right-hand side of the screen. Enter the iButton ID and assign the iButton to the driver. Then click "Save".

Create/Upda	te iButtons	×
iButton ID:		
Туре:	Touch-N-Go	~
Assigned To:	[Not Assigned]	~
	Save	Cancel

• <u>Telemetry Set Up</u>- The telemetry feature allows the user to control specific functions of the vehicle.



- Inputs- You can connect just about every gadget of your vehicle to the digital inputs of the tracker and learn about its state.
- Outputs- This feature of the tracker in combination with an installed relay will allow the user to operate (on/off) a specific system in the vehicle.

		● <sup>Tra</sup>	cking Mu	lti-Tracking	<ul> <li>Reports</li> </ul>	<ul> <li>Maintenai</li> </ul>	ice eE-L	OG <mark>O</mark> Settings			Hi John!	Logout ) 🛒
Company Settings					т	eleme	trv S	Set Up				
Users							-					-
Vehicles	Device ID	Device Name	Input 1	Input 2	Input 3	Input 4	Edit					Edit
Fleet Builder	G953		Input 1: OFF	Input 2: OFF	Input 3: OFF	Input 4: OFF	Inputs	Relay 1: OFF	Relay 2: OFF	Relay 3: OFF	Relay 4: OFF	Outputs
Geofences Alerts Set Up	A304	A304	Input 1: OFF	Input 2: OFF	Input 3: OFF	Input 4: OFF	Inputs	Relay 1: OFF	Relay 2: OFF	Relay 3: OFF	Relay 4: OFF	Outputs
Recurrent Reports	G442	AAA	Input 1: OFF	Input 2: OFF	Input 3: OFF	Input 4: OFF	Inputs	Relay 1: OFF	Relay 2: OFF	Relay 3: OFF	Relay 4: OFF	Outputs
Schedules	G449	AAA	Input 1: OFF	Input 2: OFF	Input 3: OFF	Input 4: OFF	Inputs	Relay 1: OFF	Relay 2: OFF	Relay 3: OFF	Relay 4: OFF	Outputs
i-Buttons?	G947	Broken 2	Input 1: OFF	Input 2: OFF	Input 3: OFF	Input 4: OFF	Inputs	Relay 1: OFF	Relay 2: OFF	Relay 3: OFF	Relay 4: OFF	Outputs
Hour Meters Set Up	C481	Del 2	Input 1: OFF	Input 2: OFF	Input 3: OFF	Input 4: OFF	Inputs	Relay 1: OFF	Relay 2: OFF	Relay 3: OFF	Relay 4: OFF	Outputs
Account Settings	G439	G439	Input 1: OFF	Input 2: OFF	Input 3: OFF	Input 4: OFF	Inputs	Relay 1: OFF	Relay 2: OFF	Relay 3: OFF	Relay 4: OFF	Outputs
Download Mobile Apps	G451	G451	Input 1: OFF	Input 2: OFF	Input 3: OFF	Input 4: OFF	Inputs	Relay 1: OFF	Relay 2: OFF	Relay 3: OFF	Relay 4: OFF	Outputs
Buy More Devices	G465	G465	Input 1: OFF	Input 2: OFF	Input 3: OFF	Input 4: OFF	Inputs	Relay 1: OFF	Relay 2: OFF	Relay 3: OFF	Relay 4: OFF	Outputs
	G472	G472	Input 1: OFF	Input 2: OFF	Input 3: OFF	Input 4: OFF	Inputs	Relay 1: OFF	Relay 2: OFF	Relay 3: OFF	Relay 4: OFF	Outputs
	1034	1034	Lights: ON	Horn: ON	Alarm: OFF	Lock: ON	Inputs	Ignition Kill: Disable	Relay 2: OFF	Relay 3: OFF	Relay 4: OFF	Outputs
	1948	1948	Input 1: OFF	Input 2: OFF	Input 3: OFF	Input 4: OFF	Inputs	Relay 1: OFF	Relay 2: OFF	Relay 3: OFF	Relay 4: OFF	Outputs
	K830	K830	Input 1: OFF	Input 2: OFF	Input 3: OFF	Input 4: OFF	Inputs	Relay 1: OFF	Relay 2: OFF	Relay 3: OFF	Relay 4: OFF	Outputs

To setup or modify the Inputs and Outputs of a specific tracker click on the "Inputs" or "Outputs" buttons on the "Edit" column.

On the pop-up window below, the user can assign a name to the specific Input or Output and apply the changes to one or all devices.



Inputs	Name	Open Label	Close Label			
1	ip1	ON	OFF	Cancel	Apply	All Devices
2	Input 2	ON	OFF	Cancel	Apply	All Devices
3	Input 3	ON	OFF	Cancel	Apply	All Devices
4	Input 4	ON	OFF	Cancel	Apply	All Devices

• <u>Hour Meters Set Up</u>- This feature allows the user to update the actual run-time hours of each input for your vehicle or equipment. Click on the "Edit" button of the device for which you want to update the run-time.

	Trac	king Multi-Tracking Rep	orts Maintenance	E-LOG OSettings		Hi John!	Logout 🦙
Company Settings	Hour Meters Set Up						
Users	Device Name	Ignition	Input 1	Input 2	Input 3	Input 4	Edit
Vehicles		Ignition: 9230.78	Input 1: 0	Input 2: 0	Input 3: 0	Input 4: 0	Edit
Fleet Builder	A304	Ignition: 3506.3	Input 1: 0	Input 2: 0	Input 3: 0	Input 4: 0	Edit
Geofences	AAA	Ignition: 1263.47	Input 1: 0	Input 2: 0	Input 3: 0	Input 4: 0	Edit
Alerts Set Up							Euit
Recurrent Reports	AAA	Ignition: 3869.18	Input 1: 0	Input 2: 0	Input 3: 0	Input 4: 0	Edit
Schedules	Broken 2	Ignition: 6459.78	Input 1: 0	Input 2: 0	Input 3: 0	Input 4: 0	Edit
i-Buttons?	Del 2	Ignition: 2127.07	Input 1: 0	Input 2: 0	Input 3: 0	Input 4: 0	Edit
Telemetry Set Up	G439	Ignition: 2032.7	Input 1: 3.55	Input 2: 6.15	Input 3: 0	Input 4: 0	Edit
Hour Meters Set Up	G451	Ignition: 5141.9	Input 1: 0	Input 2: 0	Input 3: 0	Input 4: 0	Edit
	G465	Ignition: 3976.98	Input 1: 0	Input 2: 0	Input 3: 0	Input 4: 0	Edit
Account Settings	G472	Ignition: 6538.33	Input 1: 0	Input 2: 0	Input 3: 0	Input 4: 0	Edit
Download Mobile Apps	1034	Ignition: 325.77	Lights: 0	Horn: 0	Alarm: 0	Lock: 0	Edit
Buy More Devices	1948	Ignition: 242.15	Input 1: 0	Input 2: 0	Input 3: 0	Input 4: 0	Edit
	K830	Ignition: 0	Input 1: 0	Input 2: 0	Input 3: 0	Input 4: 0	Edit

From the pop-up window below, enter the hours, date, and time desired and click "Save".



nput	Hour Meter	Recorded from Machine on
gnition	0.00	Сору
51	0.00	<b>(</b>
nput 2	0.00	<b>(</b>
nput 3	0.00	<b>(</b>
nput 4	0.00	<b>(</b>
put 4		<b>(</b>

#### **Account Settings**

• Company Information- Use this screen to enter or modify the basic and shipping information for your company. Then click "Save".

Account Settings Company Information	Update Company Information
Billing Information	Basic Information
	Company Name: Field Data Technologies, Corp.
	Phone: [111-111-1234
	Industry:
	Web Site:
	Shipping Information
	Street:
	City:
	State:
	Postal Code:
	Country: United States
	Save Cancel

• Billing Information- Use this screen to enter or update the Billing Contact, Credit Card Payment Information of your account. Then click "Save".



Account Settings	Update Billing Information
Company Information Billing Information EXIT	Billing Contact
LAIT	Billing Contact Name: Joe Smith 12
	Contact Email: [fcastano@field-datatech.com
	Contact Phone: 111-111-1234
	Credit Card information
	Credit Card Type: Visa
	Credit Card Number:
	Security Code: 0
	Exp. Month: 01 - January
	Exp. Year:
	CC First Name: 12
	CC Last Name: 12
	Credit Card Billing Address (as shown in the credit card statement)
	Street: bbb
	City: bbb
	State: bb
	Postal Code: bbbbbb
	Country: United States
	Save Cancel

#### **Download Mobile Apps**

Users can dowload the "eTrack Locate" mobile app from your Google play or Apple Store.





### How to Buy Our Devices

- Existing Customers: To buy additional devices, login to your Easitrack account and click on the shopping cart icon available from any module of the system.
- New Customers: Visit our website easitrack.com and click on the "Buy Now" button.

All customers must complete all of the information in the required fields on the order form below:



SECURED BY RapidSSL.

Product	Unit Price	Quantity		Total
GPS Tracker	USD 99.00	C		USD 0.00
Professional Edition 🗸	USD 17.99 vehicle/month	. (		USD 0.00
OPTIONAL: OBD Connector (What is this?)	USD 15.00	C	)	USD 0.00
OPTIONAL: SpeedGauge Posted Speed Limit (What is this?) V	USD 4.00 vehicle/month	C	)	USD 0.00
Activation	USD 0.00	(	)	USD 0.00
			S	ubtotal USD 0.00
Shipping: Ground - FREE	~	C	)	USD 0.00
Promo Code:	Apply Promo			Total USD 0.00
				I will be charged the total plus any applicable taxes
Shipping Informati	on:			
First Name	John			
Last Name	Smith			
Email	fcastano@fiel	d-datatech.co	n	
Phone	8322964772			
Cell Phone				
	Please provide you updated of message, inclu	n the progress	s of this ord	er via text
Company Name	Field Data Tec	hnologies, Co	rp.	]
Street				
City				
State				
Postal Code				
Billing Information	n:			
		I=X		
Credit Card Type		~		
Credit Card Number				
Security Code				
Expiration	[Month]	[Year] 🗸		
Expiration		copy Shipping	1 Informatio	n
Credit Card First		copy ompping	g mornade	
Name Credit Card Last				
Name Cradit Card Street				
Credit Card Street Credit Card City				
Credit Card State				
Credit Card Postal Code				
Special Instruction	ns (optional)			



### **Questions?**

#### Contact us:

- By phone: (832) 241-9639
- By email: support@easitrack.com
- By Live Chat from our website: www.easitrack.com