User Manual

Version 1

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Getting Started

- How to Login

  o 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 www.easitrack.net 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

  o 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:
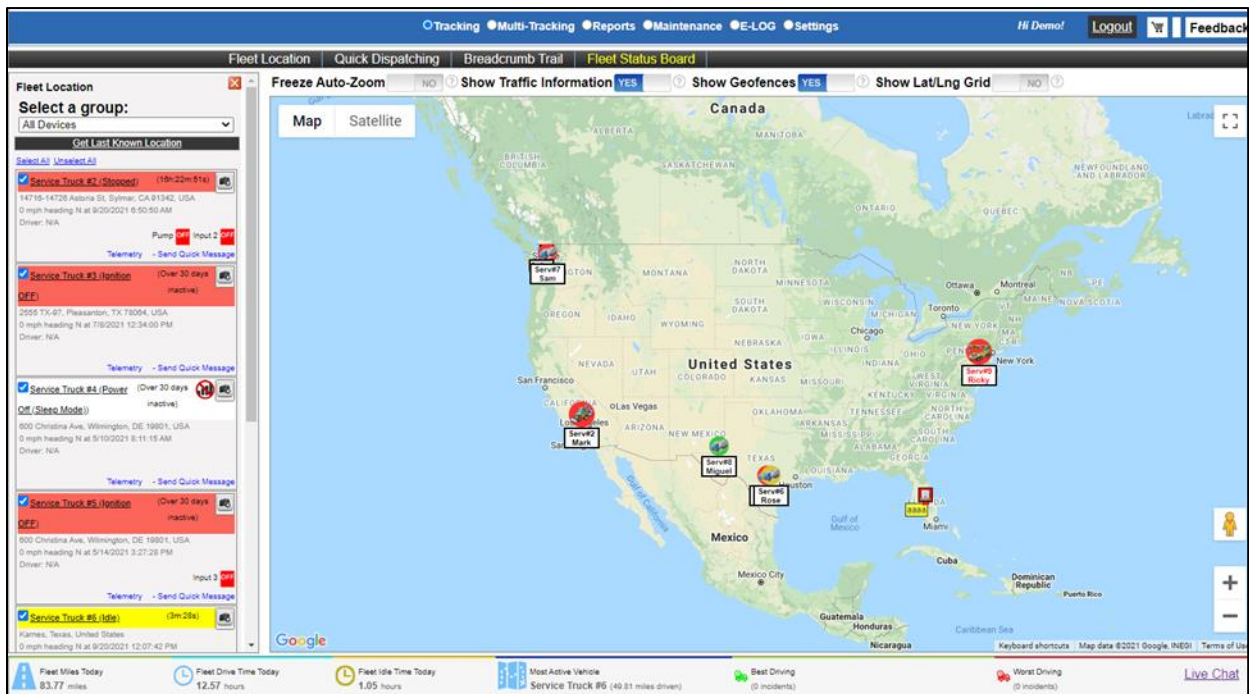
When you first log into your account you will see a map and if your GPS tracker is working (actively reporting) you will be able to see it on the map automatically. If you click on your vehicle you will see basic information about its current status such as the location, date and time, current driver, 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:

  o Freeze Auto-Zoom- Select (yes/no) in order to enable/disable the auto-zooming of the map.

  o 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.
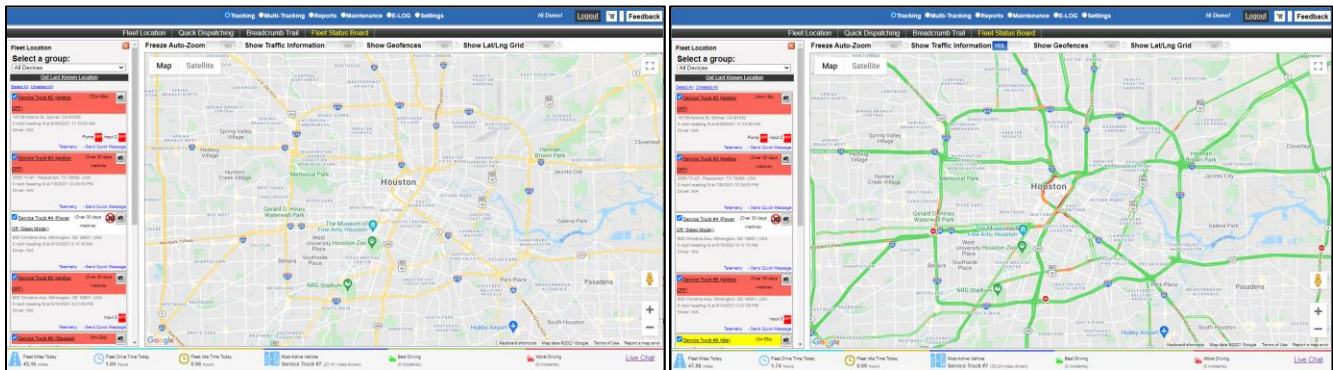

  o Show Geofences- This feature allows the user to see on the map all of the geofences that have been previously created. Select (yes/no) in order to enable/disable this feature.
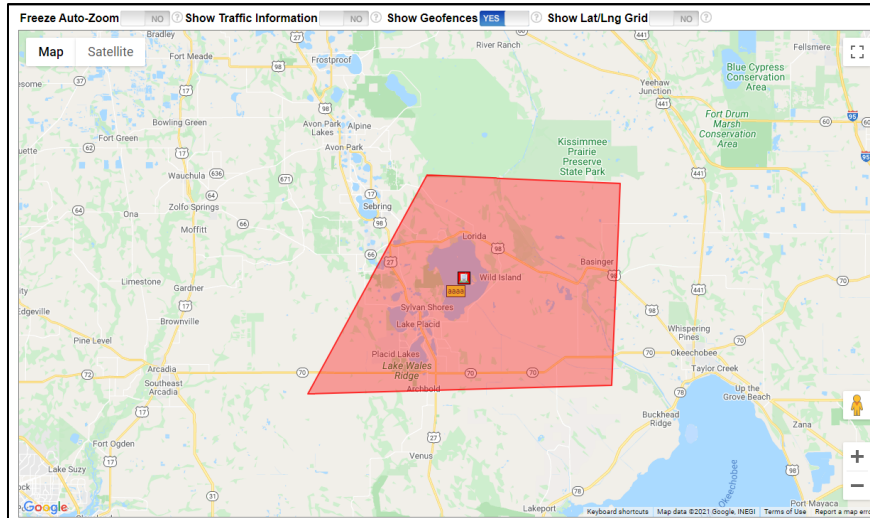
- Show Lat/Lng Grid- This simply applies/removes the latitude and longitudinal grid lines on the map when turned on or off. Select (yes/no) in order to enable/disable this feature.

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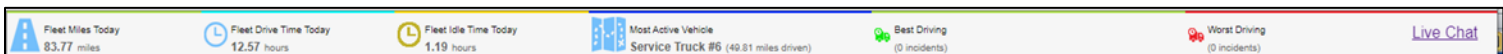
  The following menu of the system modules is located at the top of the tracking map:

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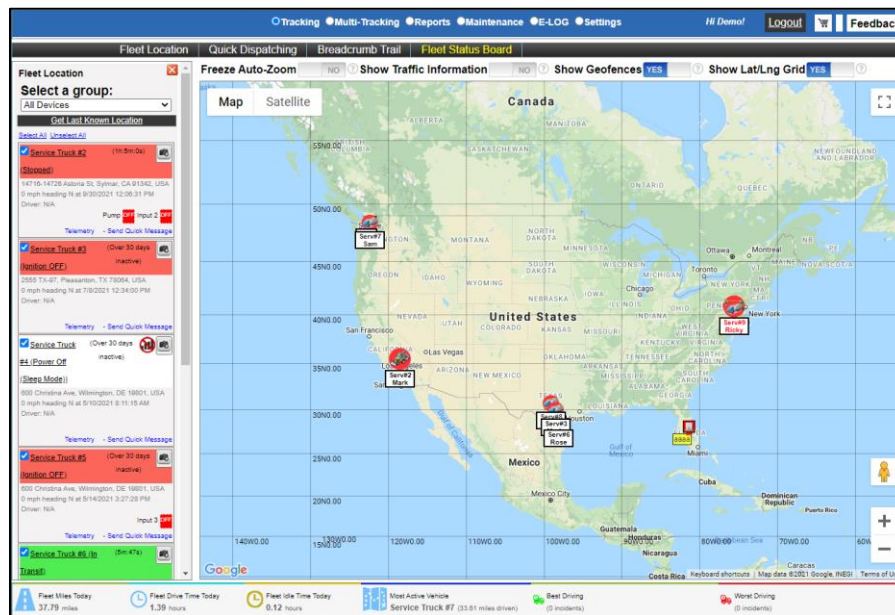
Tracking

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** ⓘ Show Traffic Information **YES** ⓘ Show Geofences **NO** ⓘ Show Lat/Lng Grid **NO** ⓘ
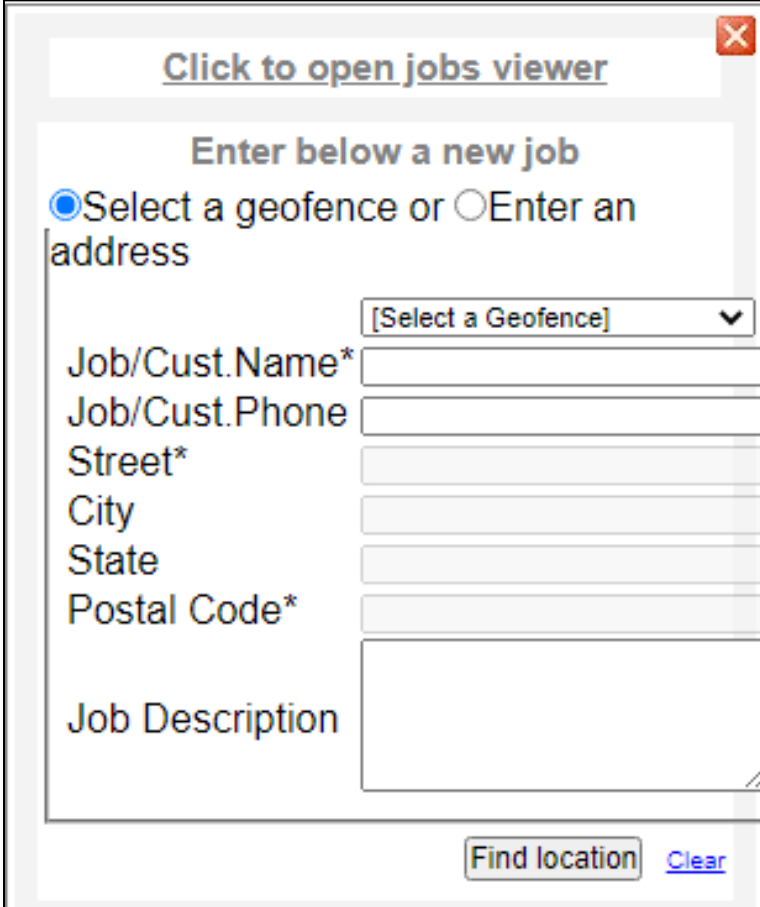
- **Fleet Location**- Shows all the trackers that are currently active. The colors (Stopped=Red, Turn ON=Blue, Idle=Yellow, In Transit=Green) indicate the current status of the vehicle on the map.

  o 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.

  o 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.
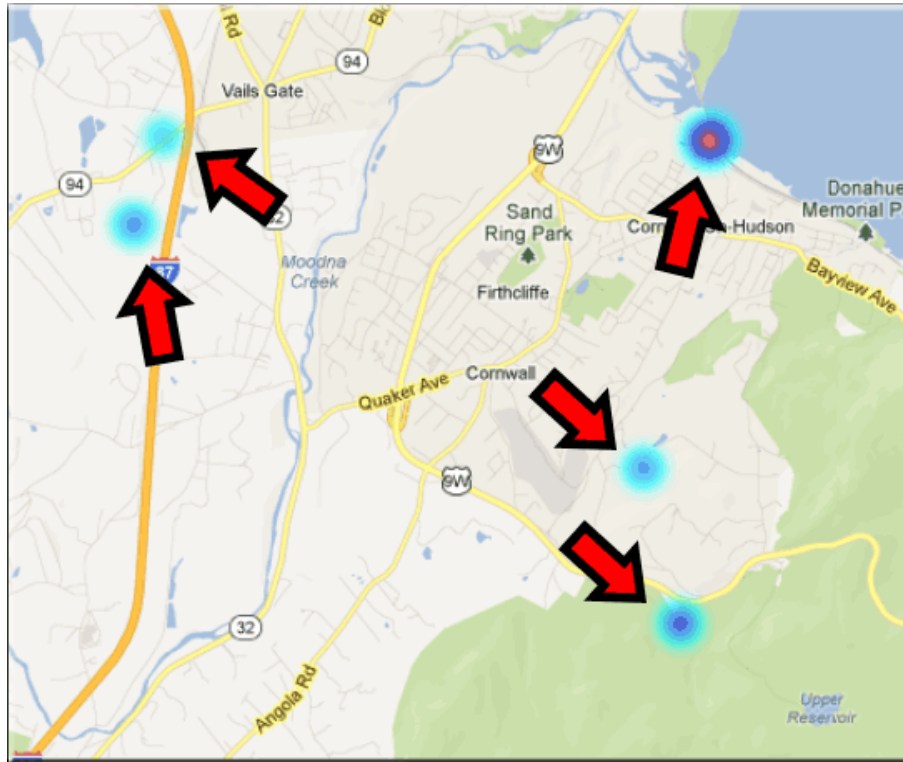

- **Breadcrumb Trail**- This feature shows the route and specific events of a particular vehicle during a given period of time. To show the breadcrumb trail go to the drop down menu and select a vehicle and the date/time frame and click "Show Trail".

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

- **Hot Spots**- 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".
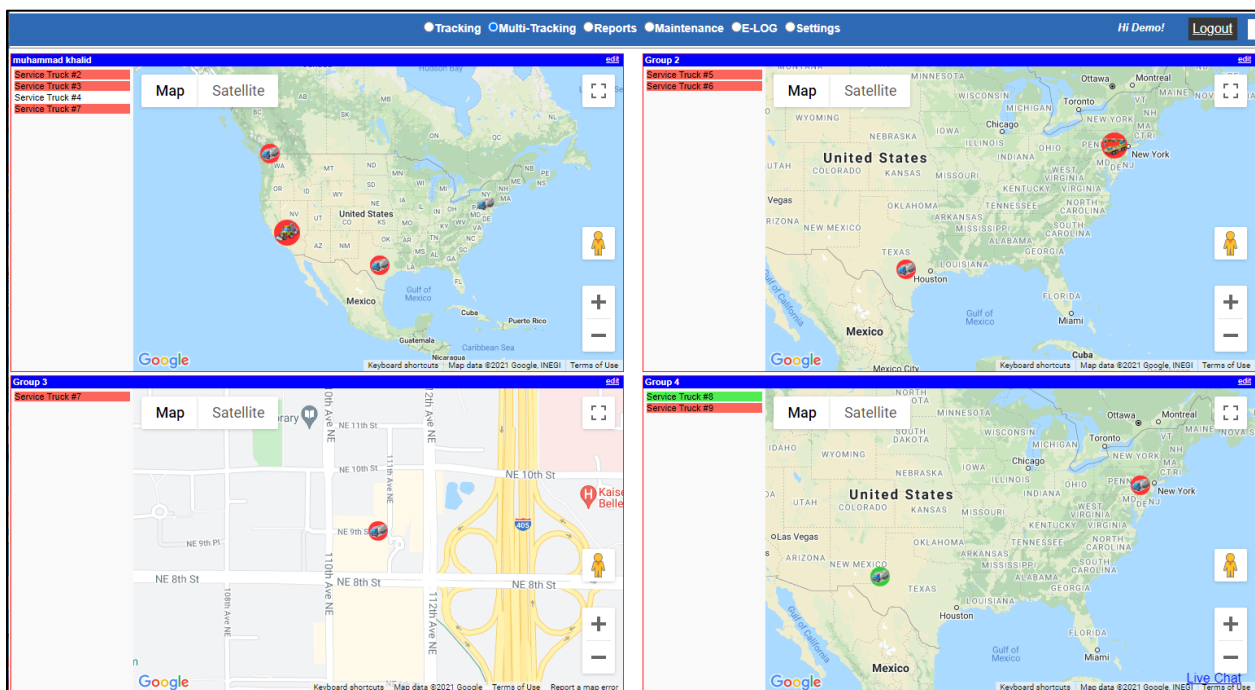
Reports

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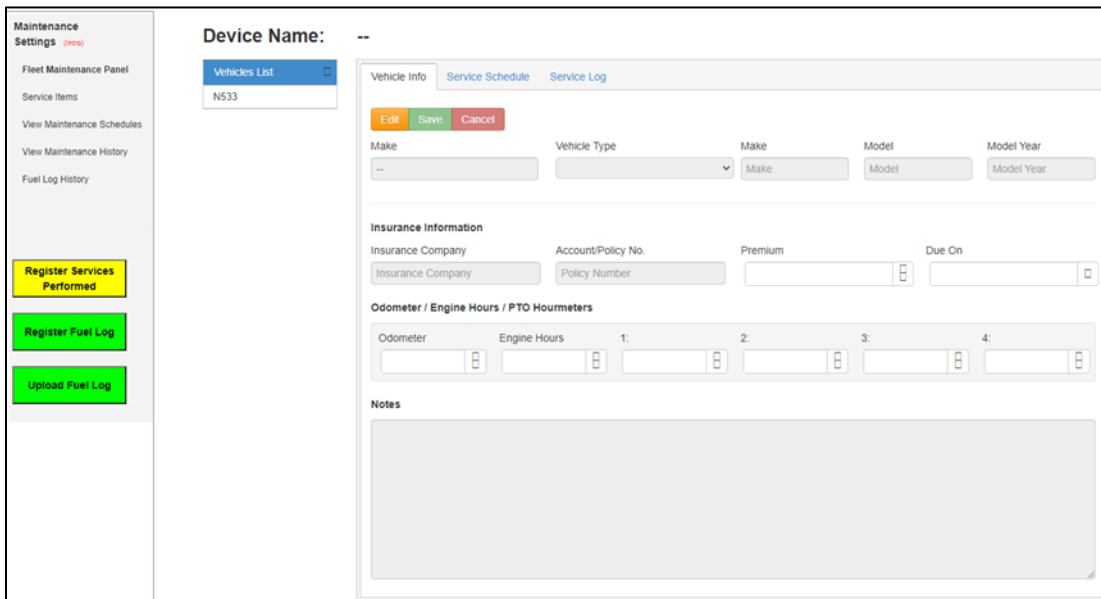
The EasiTrack Maintenance Module allows you to create unlimited preventive maintenance tasks (i.e. Oil Change, Tire Rotation, etc.) based on Mileage, Engine Hours, and Time.

The maintenance module consists of the following sections located at the left-hand 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.
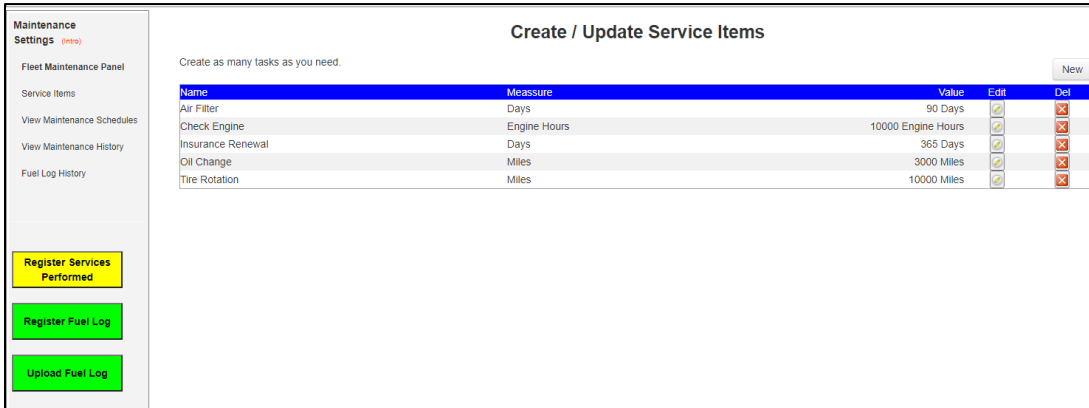
All the vehicles with an active status are shown under "Vehicle List". By selecting the desired vehicle from the list, the user will be able to edit information from the "Vehicle Info" tab, add additional service items from the "Service Schedule" tab, and view the service information of the vehicle from the "Service Log" tab.
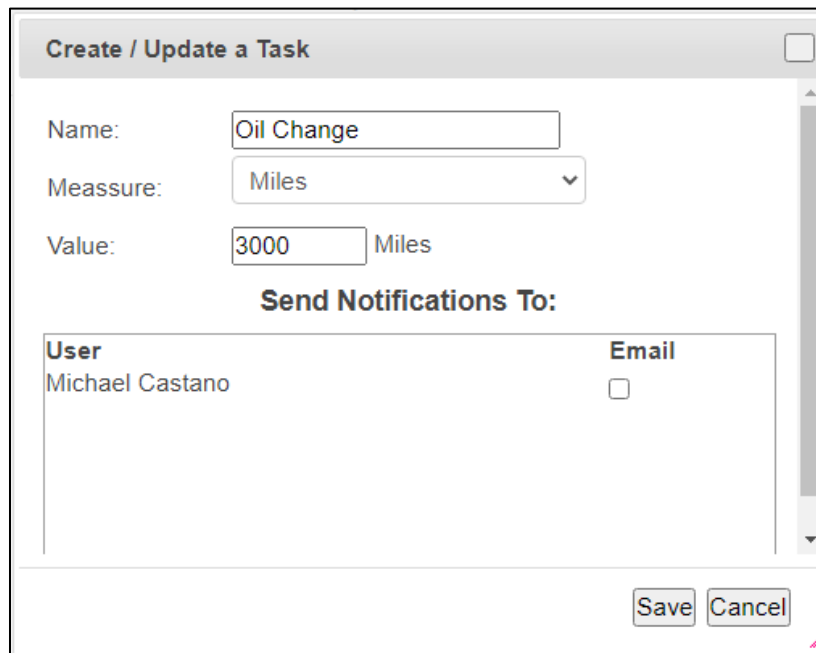
Service Items

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

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:

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:

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.

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.

Register Service Performed

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

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
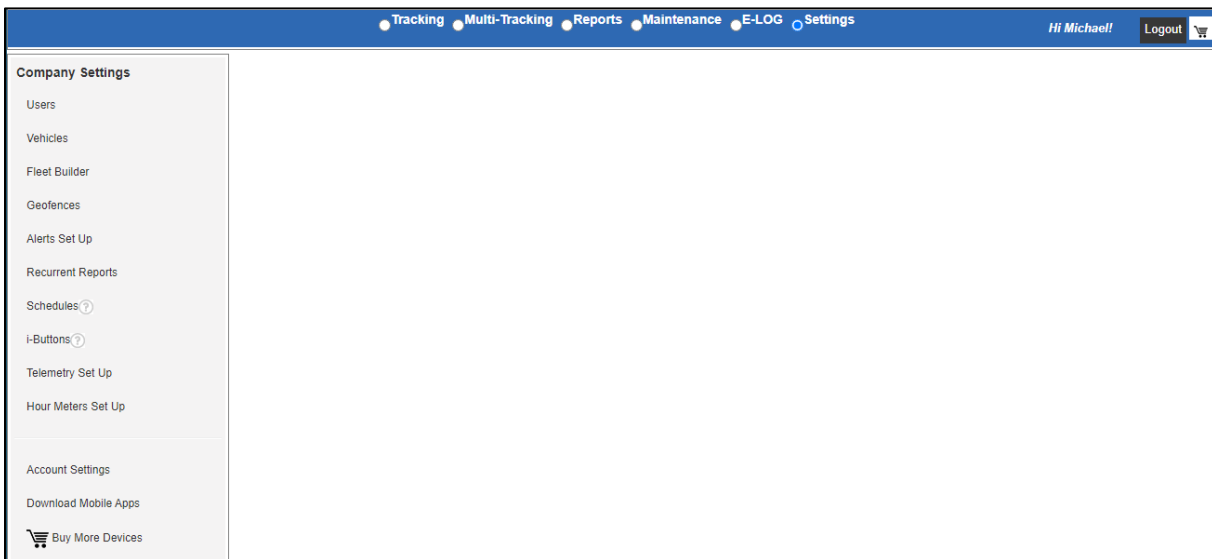
Fuel card upload feature is not active yet.

E-LOG

- The Electronic Hours of Service (HOS)- Electronic Logs is an optional feature that we provide. Please refer to our website www.easitrack.com 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.

- 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.
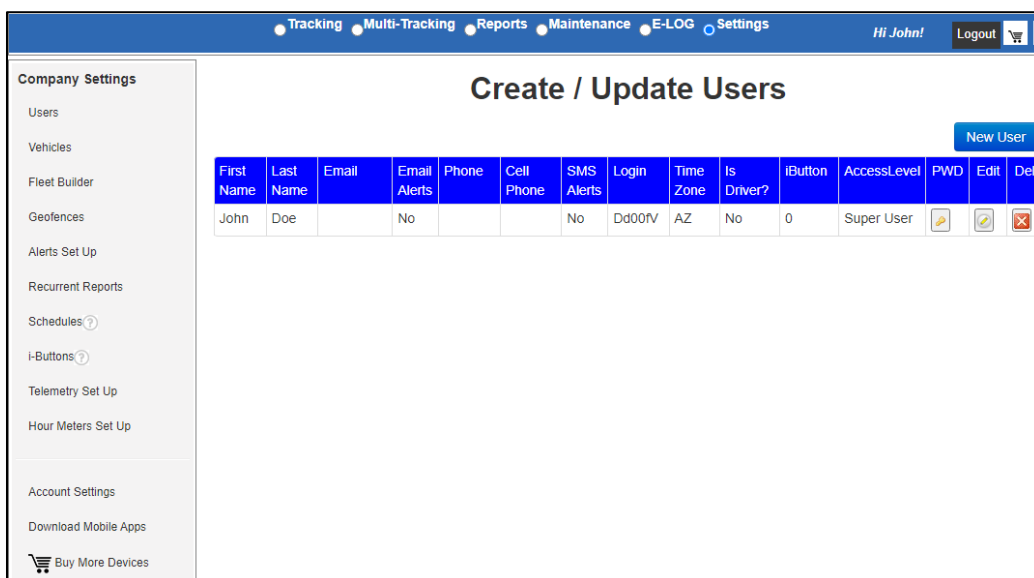
o How To Create Users

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 User

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] ⑦ *new*
Is Administrator: ☐⑦ This user has administrator privileges
Is Billing Contact: ☐⑦ This user has billing privileges

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.

- **Vehicles**- 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.
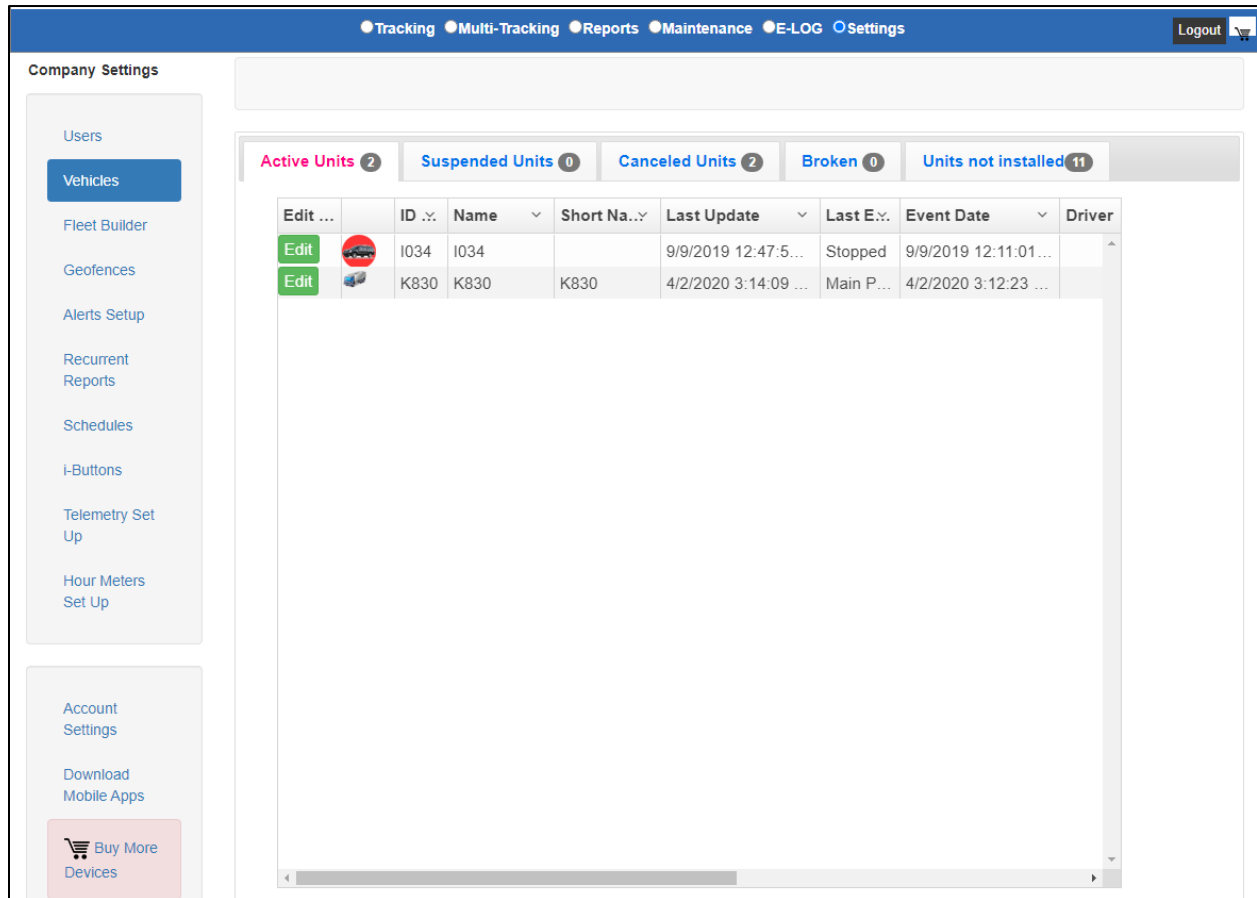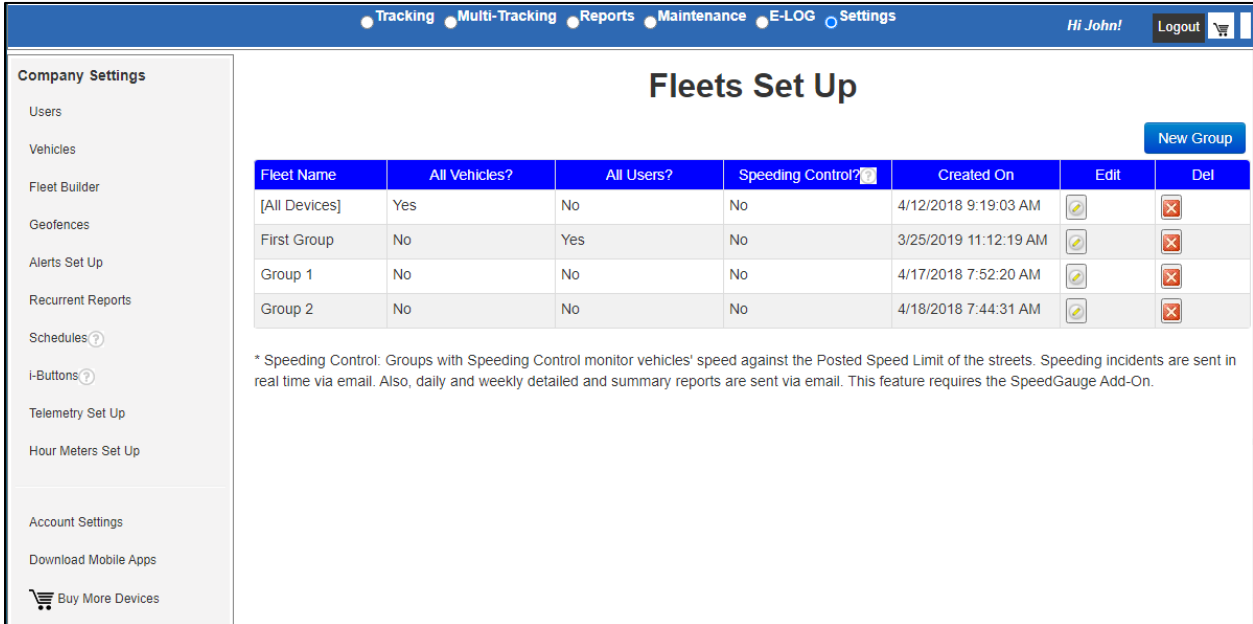
The "Vehicles" screen shows the following tabs:

- o "Active Units": This tab lists the units that are currently working and showing on the tracking map.

- o "Suspended Units": This tab lists the units that have been suspended on a temporary basis by the account administrator.

- o "Canceled Units": This tab lists units that have been cancelled from the account.

- o "Broken": This tab lists units that have been marked as an RMA for further evaluation or return.

- o "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.

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

Select All Unselect All

☐ I034
☐ K830

Users with access to this fleet

Select All Unselect All

☐ John Doe

[Save] [Cancel]

- **Geofences**- 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.

- o 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.

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

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 right-hand 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".

- **Recurrent Reports**- This feature allows the user to automatically receive by email any of the available reports selected with the desired frequency.

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".

- **Schedules**- 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/Update Schedule	✖

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							

Save Cancel
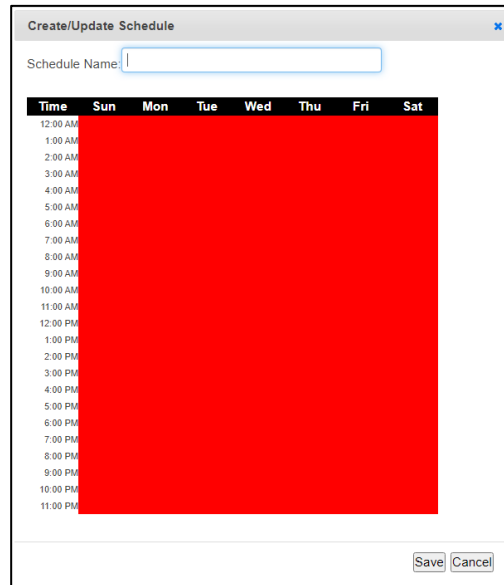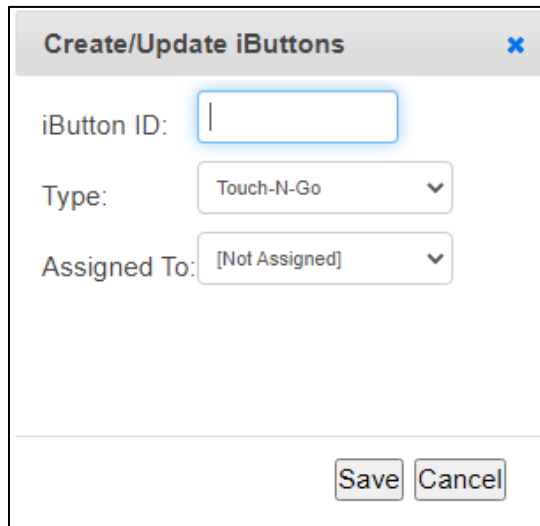
- **iButtons**- This feature allows the administrators to assign iButtons or BLE tags in order to identify drivers in each vehicle of the fleet.

  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.

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".

- **Telemetry Set Up**- The telemetry feature allows the user to control specific functions of the vehicle.

o Inputs- You can connect just about every gadget of your vehicle to the digital inputs of the tracker and learn about its state.

o 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.

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.

Telemetry Set Up ✖

This form allows you to customize the names of the Inputs, as well as the names of the OPEN / CLOSE status of the Inputs.

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

Close

- **Hour Meters Set Up**- 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.

Tracking Multi-Tracking Reports Maintenance E-LOG Settings   *Hi John!*   Logout 🛒

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

Hour Meters Set Up

Device Name	Ignition	Input 1	Input 2	Input 3	Input 4	Edit
	Ignition: 9230.78	Input 1: 0	Input 2: 0	Input 3: 0	Input 4: 0	Edit
A304	Ignition: 3506.3	Input 1: 0	Input 2: 0	Input 3: 0	Input 4: 0	Edit
AAA	Ignition: 1263.47	Input 1: 0	Input 2: 0	Input 3: 0	Input 4: 0	Edit
AAA	Ignition: 3869.18	Input 1: 0	Input 2: 0	Input 3: 0	Input 4: 0	Edit
Broken 2	Ignition: 6459.78	Input 1: 0	Input 2: 0	Input 3: 0	Input 4: 0	Edit
Del 2	Ignition: 2127.07	Input 1: 0	Input 2: 0	Input 3: 0	Input 4: 0	Edit
G439	Ignition: 2032.7	Input 1: 3.55	Input 2: 6.15	Input 3: 0	Input 4: 0	Edit
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
G472	Ignition: 6538.33	Input 1: 0	Input 2: 0	Input 3: 0	Input 4: 0	Edit
I034	Ignition: 325.77	Lights: 0	Horn: 0	Alarm: 0	Lock: 0	Edit
I948	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".

Hour Meters Set Up

This form allows you to update the actual runtime hours of each input for your vehicle or equipment.

Input	Hour Meter	Recorded from Machine on
Ignition	0.00	☐ Copy
ip1	0.00	☐
Input 2	0.00	☐
Input 3	0.00	☐
Input 4	0.00	☐

Save Cancel

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
Billing Information
EXIT

Update Company 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".

Update Billing Information	
Account Settings	

Account Settings
Company Information
Billing Information
EXIT

Update Billing Information

Billing Contact

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: bbbbb

Country: United States

Save   Cancel

Download Mobile Apps

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

eTrack Locate 4+
Field Data Technologies, Corp
Designed for iPhone

★★★★★ 5.0 • 1 Rating

Free

ANDROID APP ON
Google play

Download on the
App Store
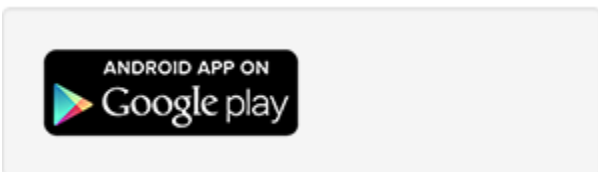
How to Buy Our Devices

- 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:

To order, please fill the form below

Product	Unit Price	Quantity	Total
GPS Tracker	USD 99.00	0	USD 0.00
Professional Edition ▾	USD 17.99 vehicle/month	0	USD 0.00
☐ **OPTIONAL:** OBD Connector (What is this?)	USD 15.00	0	USD 0.00
☐ **OPTIONAL:** SpeedGauge Posted Speed Limit (What is this?)	USD 4.00 vehicle/month	0	USD 0.00
Activation	USD 0.00	0	USD 0.00
		Subtotal	**USD 0.00**
Shipping: Ground - FREE ▾		0	USD 0.00
Promo Code: ___ [Apply Promo]			**Total USD 0.00**

Your credit card will be charged the total amount above plus any applicable taxes

Shipping Information:

First Name	John
Last Name	Smith
Email	fcastano@field-datatech.com
Phone	8322964772
Cell Phone	

Please provide your cell phone if you want us to keep you updated on the progress of this order via text message, including confirmation, shipping, etc.

Company Name	Field Data Technologies, Corp.
Street	
City	
State	
Postal Code	

Billing Information:

Credit Card Type	▾
Credit Card Number	
Security Code	
Expiration	[Month] ▾ [Year] ▾

Click here to copy Shipping Information

Credit Card First Name	
Credit Card Last Name	
Credit Card Street	
Credit Card City	
Credit Card State	
Credit Card Postal Code	

Special Instructions (optional)

[ ]

Place My Order

Questions?

Contact us:

By phone: (832) 241-9639

By email: support@easitrack.com

By Live Chat from our website: www.easitrack.com