VentureGPS User Guide

01/05/2007 v3.4.9

Website Address: **http://www.venturegps.com**

Resetting your password

1. On the login screen, click the *Forgot Password* hyperlink

2. On the next screen, enter your username and click the button.
3. A randomly generated password will be created and emailed to the email address on file for your username.
4. You may now login with your new password in the email. We recommend that you change your password after logging in.

If you get a message that your username is not found or you do not get an email, then call Time Management so that we can manually reset your password.
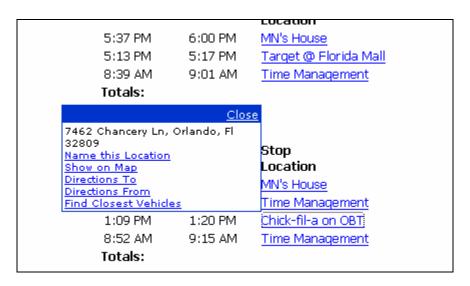
Navigation

At the top of every page is the navigation bar.
- Map – view maps of vehicles, locations, & addresses, query driving directions, view all of a vehicle's stops for a single day
- Reports – run various reports on vehicles
- Alerts – create and manage alerts for your vehicles
- Manage – manage vehicles, locations, events, users, and client info
- Help – helpful information about how the website works, info about new features
- My Account – manage info about your user account, change your password, change your user preferences

Info Balloons

When you click on a stop location link in a report, you will see an info balloon. In this balloon you will find the address of the location you just clicked, and some handy functions.

- **Name this Location:** this will open a window allowing you to create a name for this address
- **Show on Map:** this will redirect you to the map with this location as the focus
- **Directions To/From:** this will redirect you to the map in routing mode for creating directions to/from this location
- **Find Closest Vehicles:** this will plot the location on the map along with the vehicles that are closest to this location
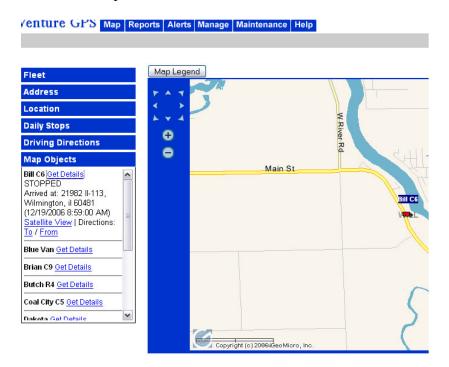
Maps

- This is the first page that loads after you login to the website

All Modes
- After a map has loaded, all objects on the map will be listed in the Map Objects section. If you click the Get Details link then you will be presented with some more options.

Fleet Mode
- The default viewing mode is Fleet. In Fleet mode, the last known location of each of your vehicles is retrieved from the database and is displayed on the map.
- To view your vehicles' last known locations on the map:
    - use the Vehicle Groups drop down list to select 1 of your groups or all vehicles
    - Use the Individual Vehicles group to select a single vehicle
        - If the vehicle selected is an Active unit, then you can click the "Ping this Vehicle" button to ping the unit and find its exact location at this moment.
- A green truck icon means that your vehicle is in transit.
    - Click the Get Details link in the Map Objects section for the corresponding green truck to view information about when and where this vehicle departed from and info on any breadcrumbs, pings, or speed violations that may have occurred during transit.
- A red truck icon means that your vehicle is stopped.
    - Click the Get Details link in the Map Objects section for the corresponding red truck to view when and where the vehicle arrived at its current location.
- A yellow truck icon means that data has not been received in the past 48 hours. This could mean that your vehicle has not moved or there is a communication problem with your unit.
- Note: If your vehicle is in a trip, its location may not be up to date. Your vehicle's location will be updated when a breadcrumb is received.

Address Mode
- Type in an address that you want to find on the map and click the button.
- Your address will be noted with a black triangle icon.

Location Mode
- Choose one of your stored locations to view it on the map
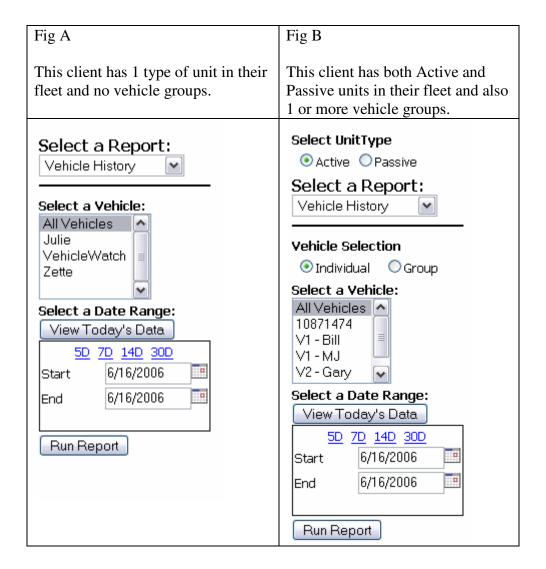
Daily Stops Mode
- This mode will show all of a vehicle's stops for a day.
- Select a vehicle, enter a date, and choose whether or not to show breadcrumbs.
- A list of stops will be printed on the left with time and address.
- On the map, each stop will be represented by a house icon.

Note: if you have a Passive unit and you do not see breadcrumbs, then you may not have breadcrumb collection enabled for your unit.
1. To enable breadcrumb collection for passive units, open up your Passive Downloader application.
2. Select your vehicle from the list and click Edit Parameters
3. Make sure the Collect Breadcrumb Trail box is checked and enter the interval you would like breadcrumbs to be collected.

4. Click Save Parameters.

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Reports

Your sidebar in the reports section can be as simple as figure A or as advanced as Figure B.

Fig A	Fig B
This client has 1 type of unit in their fleet and no vehicle groups.	This client has both Active and Passive units in their fleet and also 1 or more vehicle groups.
Select a Report: Vehicle History Select a Vehicle: All Vehicles Julie VehicleWatch Zette Select a Date Range: View Today's Data 5D 7D 14D 30D Start 6/16/2006 End 6/16/2006 Run Report	Select UnitType ⊙ Active ○ Passive Select a Report: Vehicle History Vehicle Selection ⊙ Individual ○ Group Select a Vehicle: All Vehicles 10871474 V1 - Bill V1 - MJ V2 - Gary Select a Date Range: View Today's Data 5D 7D 14D 30D Start 6/16/2006 End 6/16/2006 Run Report

Running a Report

1. **Mixed Fleets Only:** Choose which unit type you want to run a report on Active or Passive. The page will refresh accordingly.
2. **All:** Select the type of report from the drop down list. Your browser will refresh.
3. **Mixed Fleets Only:** Choose if you want to run your report on an individual vehicle or a vehicle group

4. **All:** Select a specific vehicle from the list or the All Vehicles selection
5. **All:** Enter a date range
    a. Preset dates: by clicking the View Today's Data button or any of the 4 links below you will be choosing a preset date range which will fill in the date boxes and launch the report for you.
    b. Date Picker: if you click the calendar icon, a small calendar window will open up, allowing you to select a date and fill the corresponding date box
6. **All:** Click Run Report

Printing a Report
When you run a report you will have a Print View button at the top of your report. When you click this button, the page is reloaded with all of the extra design elements removed.

Exporting Data
When you run a report you will have an Export button at the top of your report. When you click this button, the data in the report will be exported for download as a Microsoft Excel spreadsheet.

Life of Data
Currently we store only the past 45 days worth of data on the server. If you require access to data older than 45 days, then please use the export function to save data to your local computer.

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Alerts

This section is only visible if your user account has administrator privileges.

Alerts are special events that may occur for which you can subscribe to and receive email notification of the occurrence.

First Departure: this alert will be sent a max 1 time per day when the monitored vehicle makes its first departure of the day.
Off Hours Usage: this alert can be set to notify you when a vehicle is being used during hours that you specify it should not be used. For example: you can set a subscription that will alert you if the vehicle is used before 9AM or after 5 PM on weekdays and at any time on weekends.
Out of Area: this alert notifies you if the vehicle is driven outside of a boundary that you set up.
In Area: this alert notifies you if the vehicle is driven inside of a boundary that you set up.
Over Speed: this alert will notify you every time the vehicle drives faster than a speed limit that you specify

Power Up: this alert notifies you when the vehicle experiences a power up. This occurs when the unit had no power for some time and then is powered on. Your driver might be tampering with the unit or there is a defect in the unit.

Current Subscriptions

The main page in the alerts section will list all of your alert subscriptions, grouped by type of alert. If you have a number of trucks signed up for a number of alerts, then this list can be quite a task to look through. That is why we implemented a filtering mechanism. You can filter down your list by Alert Type, Vehicle, or Email Device, or any mix of the 3. So you could for example display all Speed Alerts for Vehicle #2.

Create

Choose from the drop down list which alert type you would like to subscribe to. Most of the alerts follow the format of:
1. Choose Vehicle to monitor (if you select All Vehicles then a duplicate subscription will be created for each of your vehicles. Note: there is no bulk edit feature at this time, so if you want to update this subscription for all of your vehicles then you will have to edit each vehicle individually.)
2. Set your notification (Either select an existing device from the list or add a new one. The default email device uses the email address you have listed in your account. Be sure to click the Add new email device button before submitting the alert.
3. Configure some settings
4. Submit

Edit

Click the edit link next to the subscription you would like to modify. You will be redirected to the alert page, the same as when you originally subscribed, but with data filled in.
Note: You can not change the vehicle for a subscription after creation. Instead, delete the subscription and create a new one for the correct vehicle.

Delete

Check the box next to each subscription you would like to delete and then click the Delete Checked Subscriptions button.

Manage Email Devices

This page lists each email device you have on file. You can update them or add new ones. The system will not allow you to delete a device if it is associated with an alert.

Manage

This section is only visible if you have administrator privileges.
Here you can manage various things like locations, events, vehicles, vehicle groups, users, and your client info.

Locations
Edit and delete stored locations from the system. You can rename the location or change the size of the boundary that holds the area.

Events
If events are enabled for your company, you can rename those events here.

Vehicles
A listing of your vehicles. You can rename units, change their time zone if necessary, and correct the odometer.

Vehicle Groups
Create groups to manage your vehicles in smaller clusters. You will be able to view history reports by group.

Users
Add and remove users. You can also modify their privileges.

Client
Modify your company info.