



Quick Reference Card

Working with the Fleet Complete Mobile app

OVERVIEW

The Fleet Complete Mobile application is an extension of the Fleet Complete Web based application. It allows you to manage your fleet on-the-go keeping you in touch with your assets, POIs, and/or mobile workers.

Visual elements such as Asset and Resource Type icons, POI shapes, and Cluster icons all help you to quickly determine and stay informed regarding the whereabouts of your fleet at all times.

CONFIGURATION PREREQUISITES

The configuration of the Fleet Complete Mobile app can be performed in either the Fleet Complete Desktop or Web based application. To fully experience Fleet Complete Mobile, ensure that the following items are set up in advance:

- User Accounts
- Resource Records
- Assets
- Asset Types and their Icons
- POIs Types and their Icons

DOWNLOAD FLEET COMPLETE MOBILE

Fleet Complete Mobile is currently available for Android 5.0 and above and iOS 9.0 and above and can be downloaded from their respective Google Play or App stores.

LOGIN TO FLEET COMPLETE

On the Login screen, you will be required to provide your account credentials which consist of an email address and password. It is the same login information you would use to access your Web application. If you are using the Desktop application, you will use the email address associated with your user account as well as the same password.

1. Type your **Email Address** in the *Login Email* field

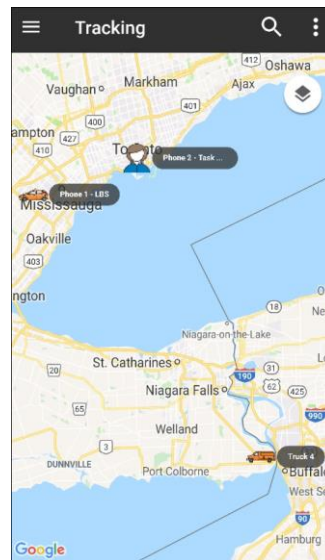
2. Type your **Password** in the *Password* field
3. For the mobile app to retain your login credentials for future use, select the checkbox next to **Remember me**
4. Tap **Login**

*Note: If you forgot your password, you can tap the **Forgot Password?** button to receive a new temporary password via email.*

THE TRACKING SCREEN - LAYOUT

Once you have logged in, the mobile application navigates you to the *Tracking* screen by default. This screen is organized into 3 sections:

- a) The **Main Menu** on the left-hand side
- b) The **Map Toolbar** on the right-hand side, and
- c) Most of the screen is the **Tracking Map**



ACCESS THE TRACKING MAP

The Tracking Map displays various icons related to your assets, resources and clusters which are defined based on asset and resource configuration within your Fleet Complete Desktop or Web applications. The Tracking Map displays the following options:



- a. **Track** Assets and/or POIs
- b. **Search** for Assets and/or POIs and /or locations



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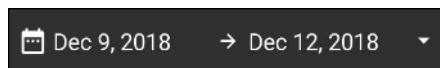
TRACK ASSETS AND/OR POIs

On the Tracking map, **Cluster** icons display as red hexagons. They group Assets and POIs that are near each other. The number displayed in the center of the cluster icon indicates the number of Assets and/or POIs in the grouping. When you select a Cluster Icon, an information bar with the details of the cluster displays in the lower portion of the screen.

1. Complete steps 1-4 from **Login to Fleet Complete**
2. On the Tracking Map, click a red hexagon **Cluster** icon to access the details of the Assets and /or POIs within the cluster 
3. Tap the **Cluster Details Panel** at the bottom of the screen to access the list of Assets and/or POIs within the cluster
4. To access the details of the selected asset/POI, tap the **Asset/POI Details Panel** from the bottom of the screen. The Asset/POI Details panel displays the general status of the asset including:
 - Asset/POI Description
 - The POIs City and State/Province where it is geographically located
 - Assigned Resource name, if applicable
 - Asset Status of either Moving, Idling, Offline, or Parked
 - Asset Speed
 - Asset/POI location, and
 - The date and time the information was last updated
5. To review the historical details of all completed trips, tap the **Trip Replay** button 

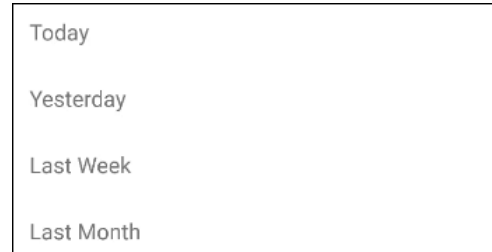
Note: A trip is defined as Ignition On to Ignition Off

6. Tap the Calendar icon to select a preferred start and end dates for the Trip Replay



7. Alternatively, tap the Dropdown arrow on the right-hand side of the date section and select between

8. **Today, Yesterday, Last Week, or Last Month** as a preferred time frame for the Trip Replay

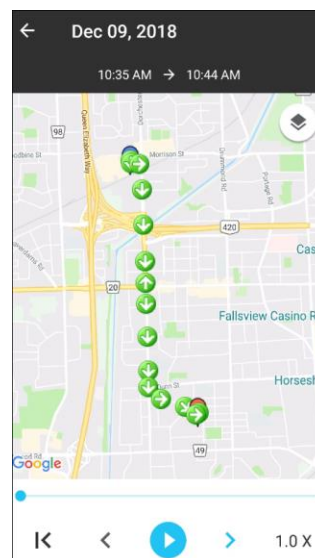



9. From the list of completed Trips for the selected time frame, tap a trip to view the **Start** and **End** location of the trip which is highlighted by **Blue** and **Red** pushpins respectively in the map area

Note: Different colored icons display throughout the selected trip indicate the status of the vehicle at the time the snapshot was taken:

- **Green** represents **Parked**,
- **Blue** represents **Idling**, and
- **The Arrows** represent **Movement** in the direction the vehicle was travelling.

10. Tap an icon on the map area to view the corresponding location details
11. Tap the 3-dot ellipsis button at the top right and select between Road or Earth map views

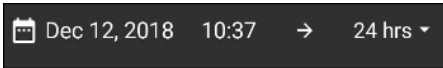


12. To review Breadcrumb Trail positions taken for the selected asset for the last 24 hours, tap the **Breadcrumb Trail** button 

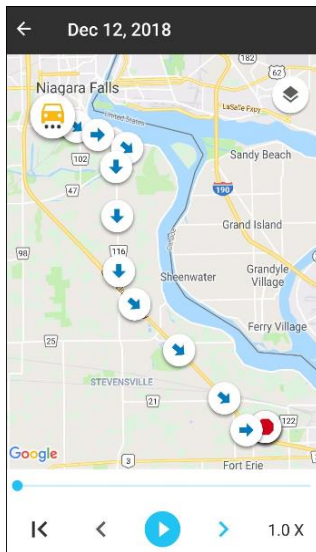


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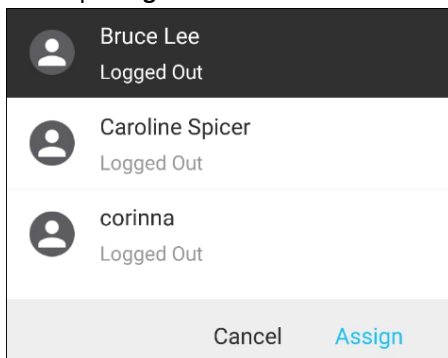
13. Tap the Calendar icon to select a preferred start date for Breadcrumb Trail
14. Tap the **Time** section to select a preferred time, as necessary
15. Tap the **24 hrs** dropdown arrow to the right-hand side to review the Breadcrumb Trail for a preferred hour, as necessary



*Note: In the Map view of the breadcrumb Trail, **Blue arrows** indicate the asset's position and/or direction while in motion and the **Red icons** indicate the asset was **parked** at that time*




16. Optionally, to assign a Resource to an Asset, tap the **black plus** button located under **Contact Resource**
16. From the list of available Resources, tap a **Resource** description that you would like to assign
17. Tap **Assign**

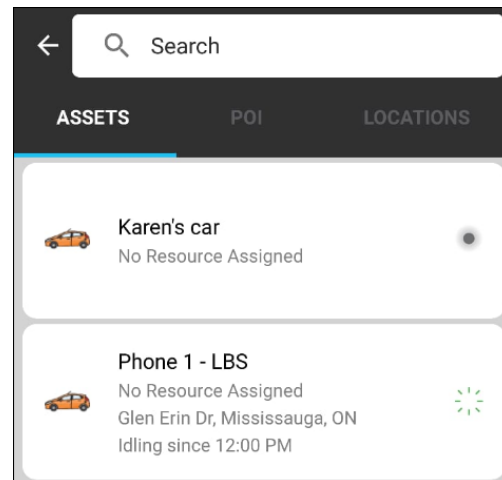


ACCESS THE SEARCH FIELD

The Search field is located on the top of the Tracking Map. You can use the Search Field to locate Assets, Resources and Addresses locations on the Map.

1. Complete steps 1-4 from **Login to Fleet Complete**
2. Tap the Search magnifying glass on top of the map 
3. To locate an Asset on the map, on the Search screen tap the **Asset** tab and type an Asset description that you wish to track, or
4. To locate a **POI** on the map, tap the **POI** tab on the Search screen and type a POI description that wish to track, or
5. Tap the **Locations** tab and type an **Address** in the search field that you wish to locate

Note: POIs need to have the Show POIs feature enabled in the tracking map to search for them.



ACCESS THE MAP TOOLBAR


The **Map Toolbar** is located on the top right-hand corner of the Tracking Screen and provides access to some additional mapping features. The Map Toolbar consists of the following:

- A **3-dot Ellipses** button, and
- The **Map layers** button

1. Complete steps 1-4 from **Login to Fleet Complete**

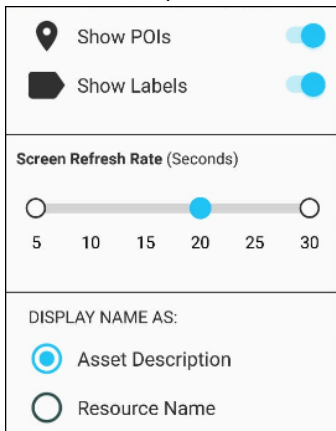



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2. Tap the **3 - dot ellipses** button  to access additional mapping features including:
 - a. To **Show POIs** on the tracking map, drag the slider bar to the right
 - b. To **Show Labels** on the tracking map, drag the slider bar to the right
 - c. To enable **Patchmaps** on the tracking map, drag the slider bar to the right

Note: Patchmaps are only available in Canada

 - d. In the **Screen Refresh Rate** section, drag the slider bar to the desired interval setting you want the tracking map to refresh at
 - e. In the **Display Name As** section, select the checkboxes next to either **Asset description** or **Resource Name** to display the Assets on the tracking map based on Asset or Resource descriptions




3. Tap the **Map Layers** icon and select between a **Road** and **Earth** view for the Tracking Map 


ACCESS THE MAIN MENU

The **Main Menu** allows you to quickly access the different areas of the mobile application. The Main menu is located on the left-hand corner of the Tracking Screen and consists of the following options:

- a. **Tracking:** directs you back to the Tracking screen
- b. **Dashboard:** displays different metrics for your Assets and/or Resources
- c. **Settings:** directs you to the app settings, and
- d. **Help:** provides access to the online help system


1. Complete steps 1-4 from **Login to Fleet Complete**
2. On the top left-hand corner of the Tracking screen, tap the 3 bars Menu icon to access the main menu 

ACCESS TRACKING

1. Complete steps 1-2 from **Access the Main Menu**
2. To navigate back to the Tracking screen, Tap **Tracking** 

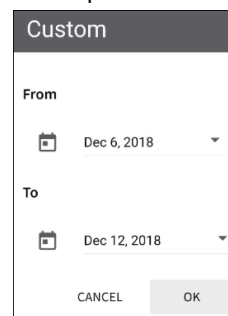
ACCESS DASHBOARD


The **Dashboard** displays graphical information that can be useful for monitoring your overall fleet performance and/or driver behavior. The *Dashboard* displays a measurement of the asset or resource performance based on specific events.

1. Complete steps 1-2 from **Access the Main Menu**
2. Tap **Dashboard** 
3. On the *Dashboard* screen, tap the **My Reports** dropdown menu and select a preferred Report to monitor your fleet's performance. For e.g: **Fleet Overview**
4. Tap the **Calendar** icon on the Dashboard screen to select a preferred time frame for the Report. For e.g. Last 30 days

*Note: By default, reports will display the **Last 7 days** of available data.*

5. Alternatively, select **Custom** to define a specific **From** and **To** date range for the Report
6. Tap **Ok**



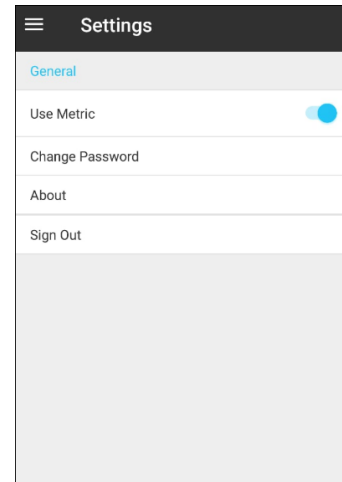
7. On the **Report** screen, tap the **Help**  icon on the top right-hand corner of each tile to learn more about the selected tile
8. Tap the **Settings cogwheel** icon on the top right-hand corner of the *Dashboard* screen to get access to the Dashboard settings menu



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9. Select the radio buttons next to either **Metric** or **Imperial** to choose a unit of measurement
10. Select the radio buttons next to either **Assets** or **Resources** to view the data for either your Assets or Resources

Units
<input checked="" type="radio"/> Metric <input type="radio"/> Imperial
Show
<input checked="" type="radio"/> Asset <input type="radio"/> Resource





ACCESS SETTINGS

The Settings Menu gives access to the following options:

- a. Use Metric
- b. Change Password
- c. About, and
- d. Sign Out

ACCESS SETTINGS

1. Complete steps 1-2 from **Access the Main Menu**
2. Tap **Help** to access the online help system 

1. Complete steps 1-2 from **Access the Main Menu**
2. Tap **Settings** 
3. Drag the Slider bar to the right to use **Metric** for the unit of measurement
4. Alternatively, drag the slider bar to the left to use **Imperial** as the unit of measurement
5. From the Settings menu, tap **Change Password** to change your current password
6. In the Change password screen, type the **Current Password**
7. Type the **New Password**
8. Type the new password in **the Confirm password** field
9. Tap **Change Password**
10. From the Settings menu, tap **About** to learn more about the application software version and privacy policy
11. To logout of Fleet Complete, tap **Sign Out**