**Making Tracks
Since 2011**

USER
GUIDEBOOK

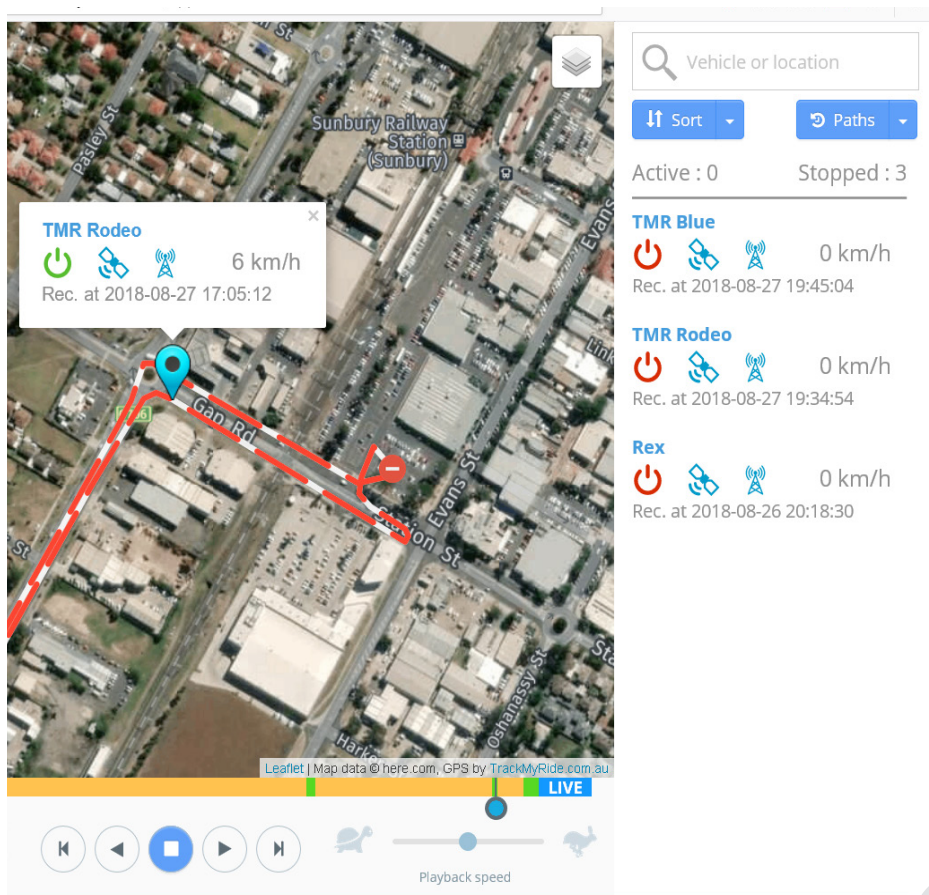**Making Tracks
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TMR User Guide

Welcome!

Track My Ride records the activities and movement of your vehicles in real-time, 24/7. In the following guide we'll learn how to make the most of the Track My Ride GPS tracking platform to monitor your vehicles and utilise the various reports available to help you reduce your operating costs and improve the operational safety of your drivers.

Making the most of your vehicles

Thank you for using Track My Ride. With TMR, you'll have access to the location of all your vehicles - 24/7. It's easy to load their driving history for review, should you need to. You can also access \detailed driving reports to review the daily operations of your fleet. In the following guide we'll learn how easy it is to use the various features that Track My Ride has to offer.

Track My Ride can help you monitor the daily activities of your vehicles, giving you a new insight into their daily routes, stops and movements - all in real-time!

Login

Visit www.trackmyride.com.au/login to access your account. You will require your username and password to login. If you have forgotten your password, you can reset it by submitting a password reset request.

You can recover your account with your username or account email address.

www.trackmyride.com.au/login

Tracking Interface

Once you have logged in you'll have access to the main tracking interface. From here you'll be able to review the current position and historic tracking information for all your vehicles.

Each vehicle is represented on the map by a map pin. The pin is green when the vehicle is moving and blue while it is at rest. The same colour coordination is reflected in the 'Vehicles List' to the right of the map where we can see all our vehicles and their current status indicators. The indicators include Engine On/Off, GPS signal & Data link. While the vehicle is at rest, these indicators will change to blue.
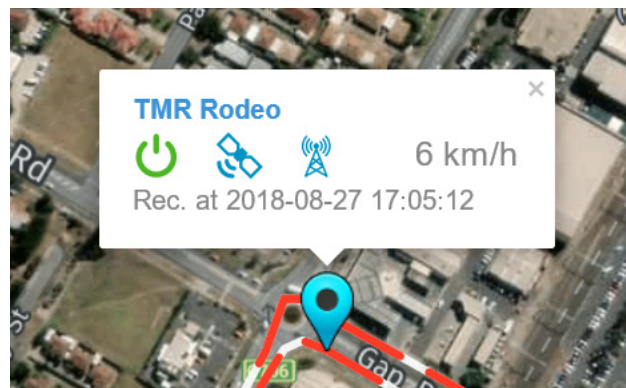

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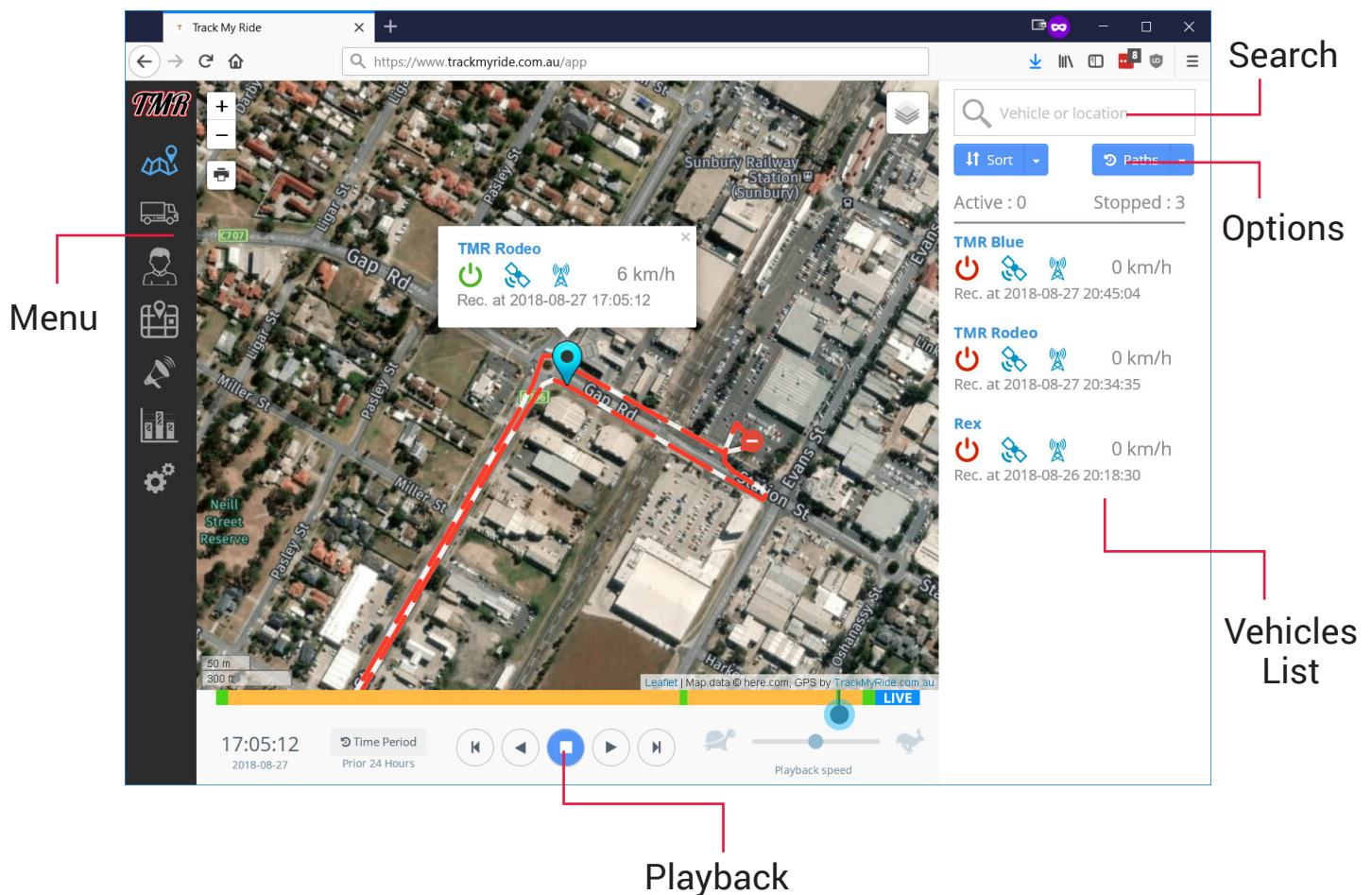
Vehicle Position and Map Interaction

Current Vehicle Position

A vehicle's current position is displayed on the map using a map marker/pin. The marker indicates where the vehicle is and shows you the vehicle's current status including speed, time recorded, engine on/off, GPS lock and data signal.


Vehicle Stop Indicators

When a vehicle has stopped at a location for longer than 5 minutes, a red stop marker will be placed on the map. You can click on the stop indicator to find more details about which vehicle stopped here and for how long.
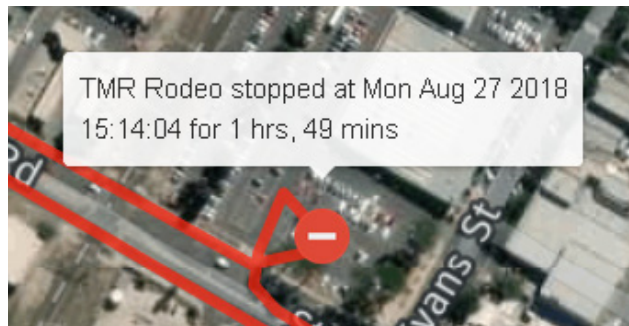
Vehicle's Path Traveled

The path that a vehicle has travled is drawn on the map, leading up to the vehicle. You can change the number of minutes that the trailing path is shown by clicking the 'Paths' button at the top right of the map page. Your preferences can be saved in your account settings.

↺ Paths ▾
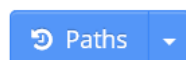
Vehicle Sort Order

The list of vehicles to the right of the map can be sorted by most recent activity, name ascending or name descending. To change the sort order click on the button 'Sort' and choose the appropriate option. Your preferences can be saved in your account settings.

⇅ Sort ▾

GPS Playback / History

It's easy to load up the tracking history for any of your vehicles. The tracking history allows you to review the path that your vehicle traveled at any point in the past, including the stops it made and the speed it was traveling at. To begin, locate the map marker for the vehicle you wish to review.

1) Click on the map marker for the vehicle you wish to review or the name of the vehicle in the list of vehicles to the right of the map.

2) The vehicle's driving history will be loaded for the currently selected playback period. The playback period or a custom time can be set by clicking on the 'Time Period' button. You can set the default period in your account settings page.
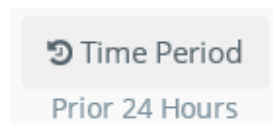

3) The playback controls will be shown at the bottom of the map. These controls allow you to easily navigate through the recorded GPS data for the currently selected vehicle.
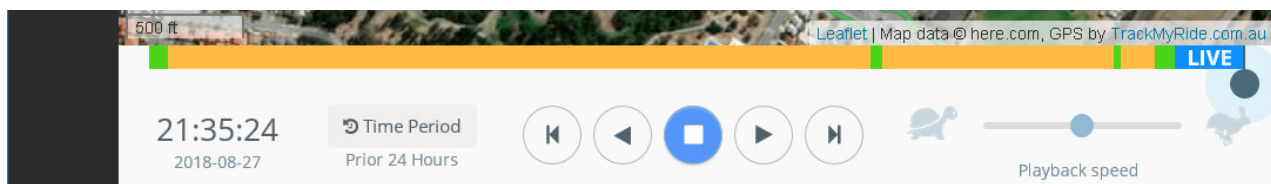
The playback data, if any was recorded during this period will be split between periods of movement (green) and inactivity/stationary (yellow).

4) To navigate through the GPS data, simply click and drag the playback pin along the timeline. The currently selected time will be updated in the bottom left and the vehicle's map marker will move to the location the vehicle was in corresponding to the time. This is very similar to seeking through a video's timeline.

If you're reviewing data from the past 24 hours or less, you'll be able to drag the vehicle's playback pin back to 'Live' in order to see where the vehicle currently is.
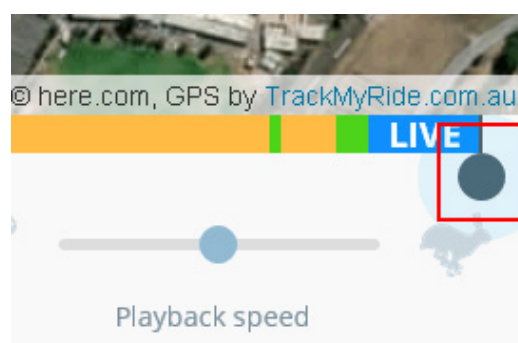
Map Layers

The map has numerous layers that can be turned on and off to display different information. To access the map layers menu click the icon in the top right of the map.
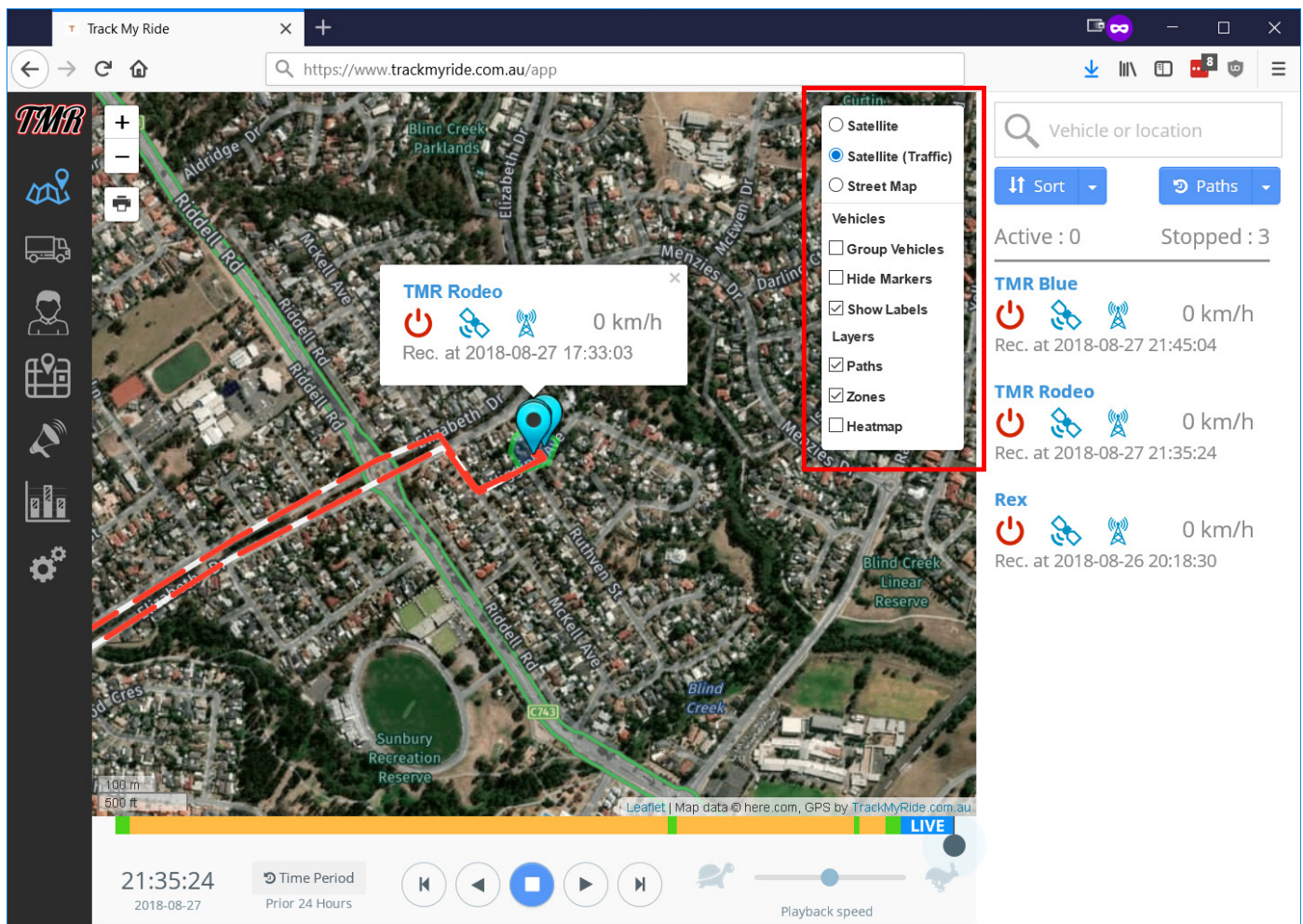
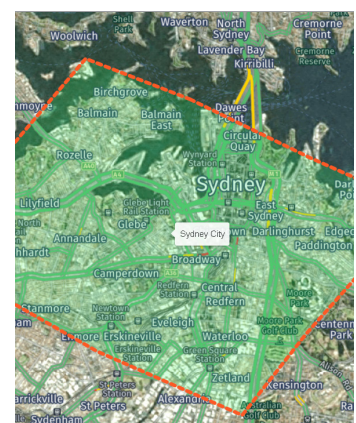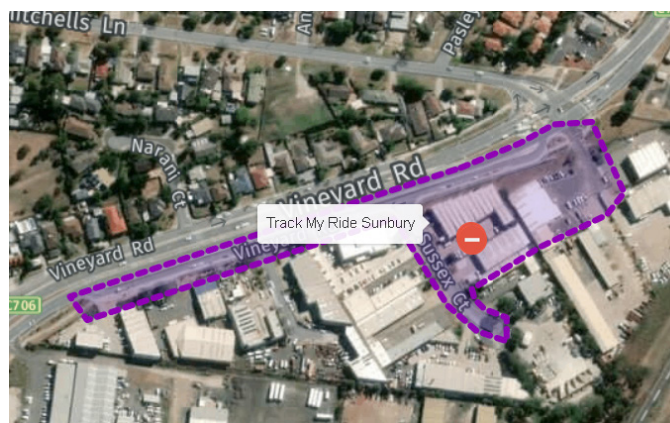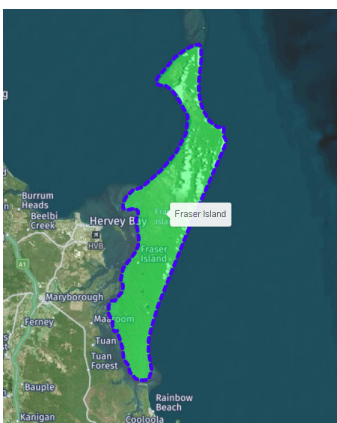|	
Map Tiles	The map tiles can be set between Satellite, Satellite with live traffic (updates every 30 minutes) and Street Map.
Vehicles	These options modify how the map vehicle markers are shown, or not shown. You can choose to group multiple vehicles, hide their markers or enable marker labels.
Layers	Layers control the data that is shown on the map. You can enable or disable the display of the vehicle paths, zones and heatmap. The heatmap looks at the distribution of recorded GPS data points currently displayed on the map in the 'Paths' layer and colours the map based on their proximity and frequency. Areas of high traffic are shown as red hotspots.
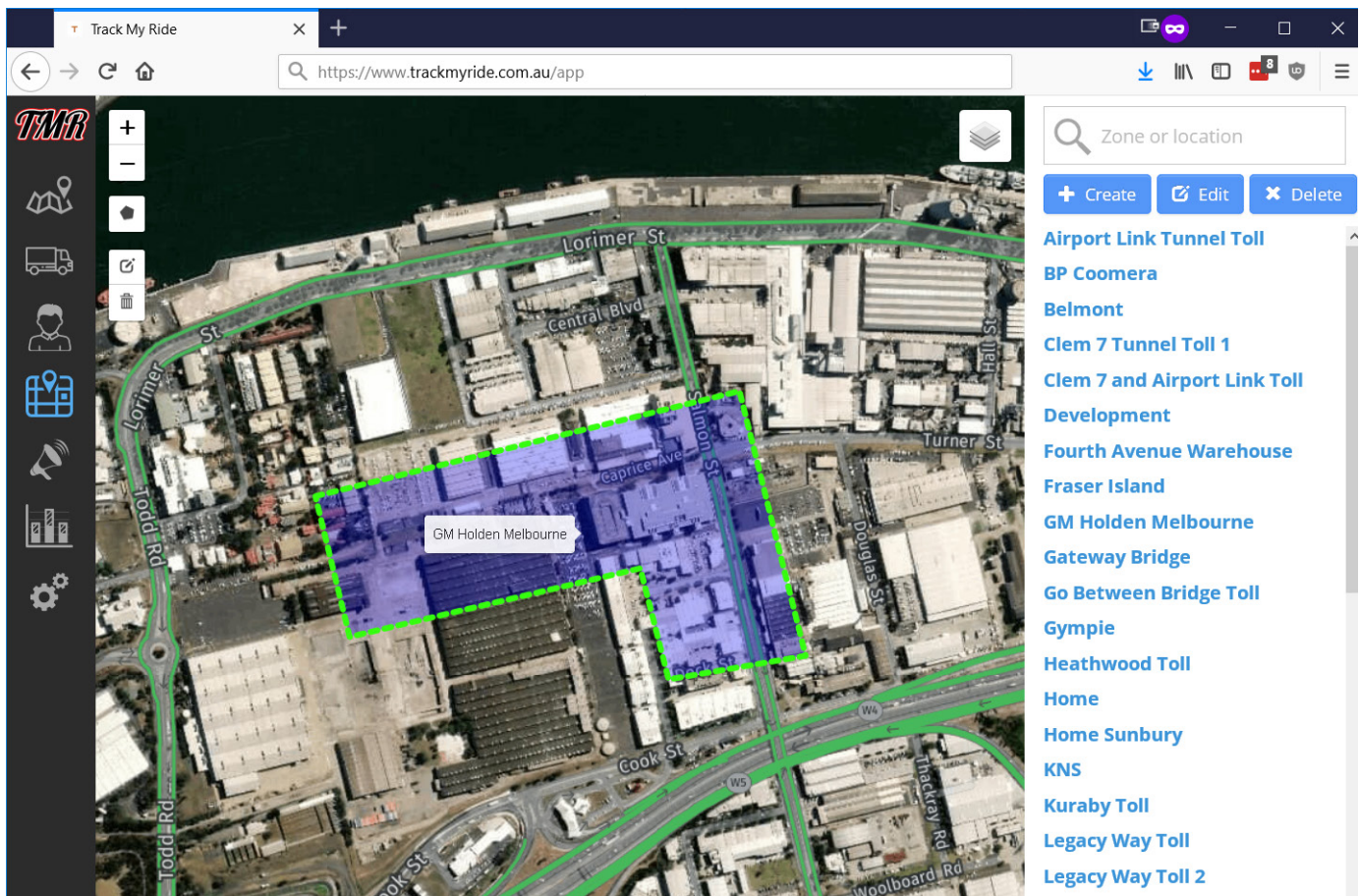
Zones

Zones are areas of interest that you can define on the map. These could be your office, home, customer's worksite, or a region that your vehicles need to operate within.

Zones are particularly useful when combined with alerts and reports.

Example Zones

Creating and Editing Zones

To access our zones we must navigate to the 'Zones' tab. This is done by clicking the Zones icon in the navigation menu.

Creating a zone

To create a zone simply click the button labeled 'Create' in the right hand side of the screen. This will put you into zone editing mode. While in this mode you can draw your new zones on the map by clicking on the map. Each position on the map you click will expand the boundary of your new zone.

Editing zone geometry

To edit an existing zone click the button labeled 'Edit' in the right hand side of the screen. Each of your zones will have their outline changed to dashed lines, and the edge handles of the existing zones will now be visible.
Click on the edges handles of the zone to resize the zone. Once you're finished editing the zones click 'Save'

Editing zone details

To edit a zone's name and colour simply click on the zone. A popup will be displayed which allows you to edit the settings for this zone. Once you're finished editing the zone simply click anywhere on the map. Your changes will be automatically saved.
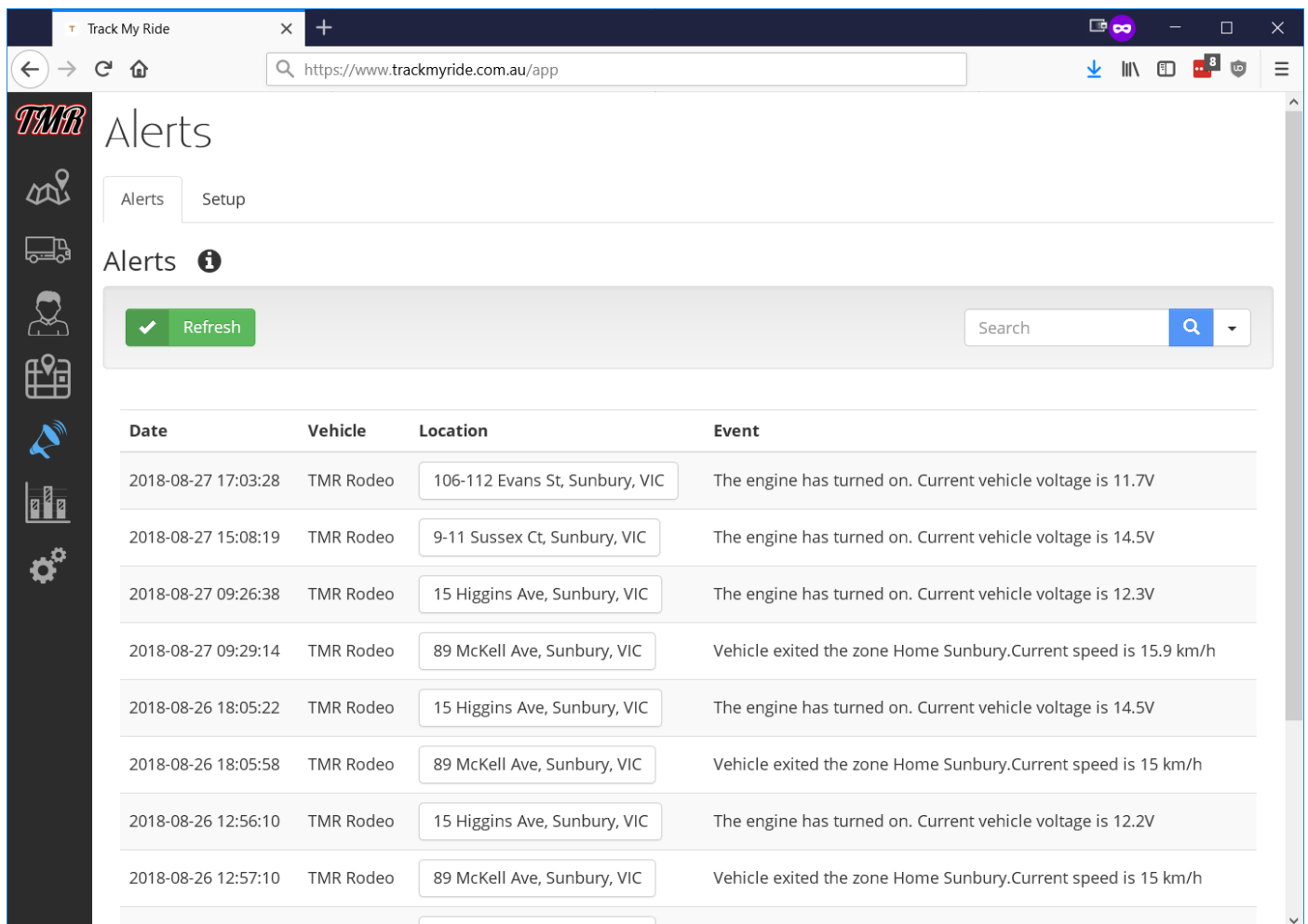
Logbook : You can flag a zone as business or private. This option is used to determine whether travel starting or finishing within this zone should be classified as business or private travel on the 'Tax Logbook' report.

Alerts

Alerts are used to notify you via SMS, Email or Push Notification when trigger events occur. There are various trigger events you can specify including your vehicles entering a zone, engine turning on and much more.

Alerts can also be raised silently and recorded in the Track My Ride interface without directly notifying you simply by leaving the notification options empty.

Alert List

The alerts page lists all the alerts that have been raised in the past. To view the alerts list click the alerts icon in the menu.

Editing an alert

To edit an existing alert first you must find the alert in the list at **Alerts Page** -> **Setup**

Click the 'Pen' icon on the row for the alert you wish to edit, this will open the editor window.

Alert supressions

Alert supressions allow you to suppress an alert being raised during certain circumstances, namely if the alert trigger occurs during certain hours or within certain zones. If a suppression has been applied to an alert and the trigger conditions are met, the suppressions are checked to see if the alert should be suppressed or not.

If the alert is to be suppressed, the notification parties will not be notified and the alert will not be recorded in the alerts list.
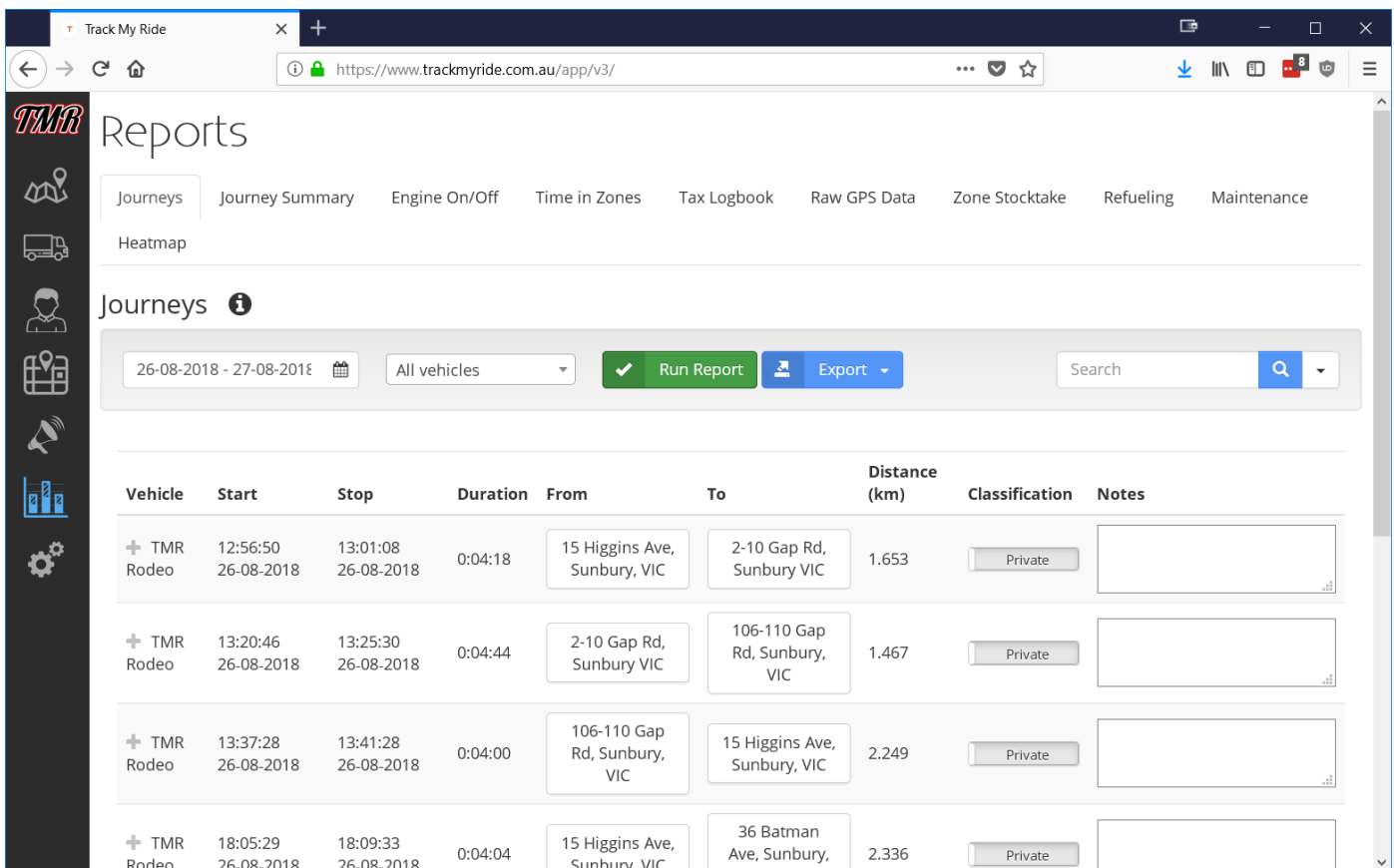
Reports

Reports allow you to view more specific information about your vehicles. Our extensive range of reports include automatic journey detection from point A to point B, engine on/off, hour meters, tax logbook and many more.

Reports are versatile and useful for your daily operations. They give you a quick snapshot into events that you might have otherwise missed and a useful log for recording your vehicle's driving history. Reports can be viewed online in your TMR account or exported to CSV, Excel & PDF.

Reports

There are numerous reports available in Track My Ride, each containing different information. They can be accessed by clicking on the reports icon in the menu.

The individual reports can be accessed by clicking on their tab. Once within the report you can set the options such as the report's date range and custom options that affect the data the report generates. To load the report click the button 'Run Report'.

Reports

| Journeys | Journey Summary | Engine On/Off | Time in Zones | Tax Logbook | Raw GPS Data | Zone Stocktake | Refueling | Maintenance | Heatmap |

Journey Summary

The Journey Summary Report tallies up the individual journeys shown in the 'Journey Report'. The totals are calculated from the date range selected. If you are only interested in the journeys for a single vehicle you can type that vehicle's name in the search box to apply a filter.

Engine On/Off

The Engine On/Off report shows the times that the vehicle's engine has turned on and off along with the locations and duration of the event.

Time in Zones

The Time in Zones report outlines the time periods your vehicles have spent inside the zones you have setup on your account.

Time in Zones

The Tax Logbook Report automatically classifies the journeys your vehicle has made for business and private use in the 13 weeks prior to the date selected.
The automatic classification operates as follows

A journey is classified as 'Business' if its start time falls between the business hours   you set in the options for this report.

he journey's start and stop location is then checked to see if it falls within any of your existing zones, and depending on if those zones are classified as business or private.

Raw GPS Data

View the raw GPS data points and information that your tracker has transmitted to our servers. We derive the values in the other reports from this data.

Reports

Zone Stocktake	Perform a stocktake of your vehicles based on the zones they are currently located in.
Refueling	The Refueling Report utilises the refueling data you have entered for your vehicles to calculate your average L/100km. If the L/100km deviates from the average more than the threshold then the entry is highlighted for review. This report can be used to identify if multiple vehicles are being refueled with your company fuel card or to simply monitor average fuel consumption trends.
Maintenance	The Maintenance report checks your vehicle odometers and reports on vehicles that are approaching or have exceeded their periodic maintenance windows by 1000km.
Heatmap	The Heatmap report allows you to see which areas your vehicles most often frequent. The report inspects the recorded datapoints from your vehicles and sorts them into grid blocks across the map. The grid blocks are ordered from those with most activity to least activity, with the percentage of coverage of the total set. You can change the size of the grid block in the report options. Grids with fewer than 10 recorded datapoints within are filtered out to limit the result set from being too large.

GPS Tracking Made Easy

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