

Welcome to the i-Locate!

We trust that you will enjoy using the i-Locate software.

Getting started

Go to ilocate.cellstop.co.za to open the i-Locate, the Login window will appear. You will be prompted to type in a username and password.
(Please use your existing login details)

Know these ICONS before you start:



Zoom: This tool is useful to zoom in, so more street detail is visible



Map: Map Page (landing Page)



Vehicle: Vehicle Page to update and edit Vehicle and User admin information



Groups: To Create/Edit and allocate vehicles to a Group Name



Zones: View, create and edit Zone actions



Zone Alarms: List of vehicle alarms, double click on 'User ID' to display date, time and position of vehicle alarm.



Trip Replay: Animated replay of trip selected



POI: Point Of Interest; will display on reports and location requests.



Refresh: Click on refresh in order to get the most recent version of the page.



Trash: To delete Zones & POI forever

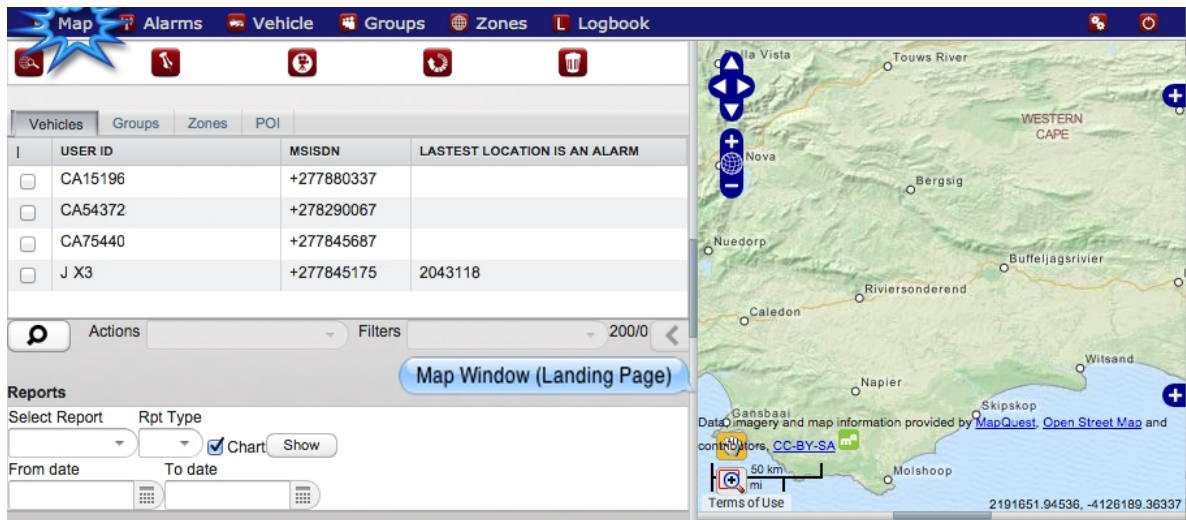


Login/Logout



My Account: Login / User details, add web users, driving schedules and groups

Once open, the MAP Window screen similar to the one below will appear...

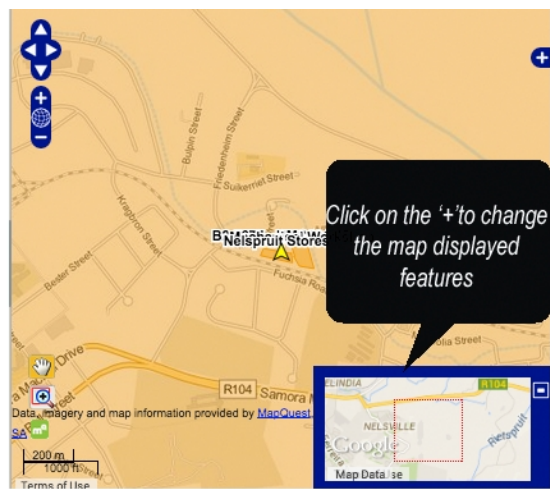
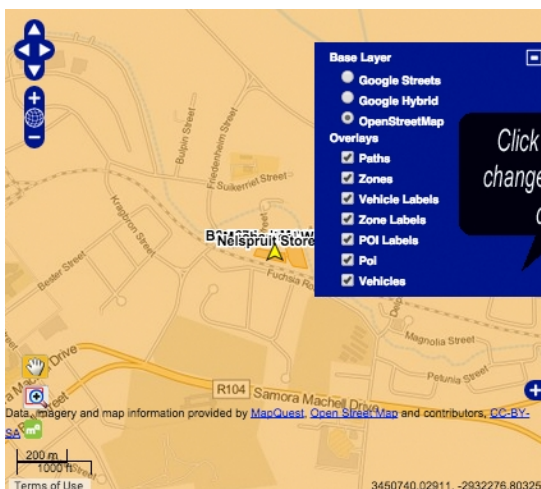






Main Menu listing: Map, Alarms, Vehicle, Group, Zones, Logbook

Left Sidebar: Vehicles, Groups, Zones, POI

General ways to manipulate MAP:

- **Pan:** Click on the Map, hold the mouse button down, and then drag map into position.
- **Zoom:** Double click on mouse button or turn the mouse wheel to zoom in/out.



-  — Green vehicle triangle: Ignition on, vehicle stationary
-  — Yellow vehicle triangle: Ignition off, vehicle stationary
-  — Blue vehicle triangle: Ignition On, vehicle driving
-  — Red vehicle triangle: Vehicle alarm



MAP WINDOW STEP M1

From the Map Window (landing page) select a vehicle in the 'Vehicles' user menu by clicking on it in the 'User ID' column. The map will automatically open with a marker, displaying the position of the vehicle. By clicking on the marker the 'STATUS' of the vehicle will popup

Vehicle indicating
IGN Off Stationary

Clicking on the the vehicle marker will display the 'STATUS' of the vehicle

CA5437 - Colt

Steenberg Road (M42)
Westlake
Cape Town
145m S of Steenberg Office Park
227m S of Silvertree Estate
Western Cape

17 Feb 11:04; 34°4'52.097" S, 18°26'3.1" E

Data, imagery and map information provided by [MapQuest](#), [Open Street Map](#) and contributors, [CC-BY-SA](#)

2050859.47108, -4039845.73477

	STARTED	ENDED	DURATION	DISTANCE	MAX SPEED
<input type="checkbox"/>	Mon 17 Feb 2014 07:56	Mon 17 Feb 08:14	00:17:35	6 km	74 km/h

STEP M2

Dragging the trips screen up, the trip for vehicle selected in the 'User ID column' can be viewed.

Dragging the toolbar up, will display trips for selected vehicle in the "User ID"

	STARTED	ENDED	DURATION	DISTANCE	M/
<input type="checkbox"/>	Mon 17 Feb 2014 07:56	Mon 17 Feb 08:14	00:17:35	6 km	
<input type="checkbox"/>	Sun 16 Feb 2014 20:04	Sun 16 Feb 20:07	00:03:00	1 km	
<input type="checkbox"/>	Sun 16 Feb 2014 19:45	Sun 16 Feb 19:50	00:04:45	1 km	
<input type="checkbox"/>	Sun 16 Feb 2014 19:41	Sun 16 Feb 19:43	00:02:00	1 km	
<input type="checkbox"/>	Sun 16 Feb 2014 12:01	Sun 16 Feb 12:08	00:06:30	1 km	
<input type="checkbox"/>	Sun 16 Feb 2014 01:34	Sun 16 Feb 01:55	00:21:08	11 km	



STEP M3

Selecting a group inside the Groups Tab will display vehicles forming part of that group on the map.

Click in "Groups" tab on Group Name to display allocated vehicles on map.



STEP M4

After selecting a **report type**, set the 'From date' and 'To date'.
Click the 'Show' button. A window will open displaying the information.
This can be saved and printed, close window to continue.

Note: The Report should open in a new window. If this does not happen, the browser you are using is blocking pop ups for this web page. You will need to allow pop ups for this web page.

	STARTED	ENDED	DURATION	DISTANCE	MA
<input type="checkbox"/>	Mon 17 Feb 2014 07:56	Mon 17 Feb 08:14	00:17:35	6 km	
<input type="checkbox"/>	Sun 16 Feb 2014 20:04	Sun 16 Feb 20:07	00:03:00	1 km	
<input type="checkbox"/>	Sun 16 Feb 2014 19:45	Sun 16 Feb 19:50	00:04:45	1 km	
<input type="checkbox"/>	Sun 16 Feb 2014 19:41	Sun 16 Feb 19:43	00:02:00	1 km	
<input type="checkbox"/>	Sun 16 Feb 2014 12:01	Sun 16 Feb 12:08	00:06:30	1 km	
<input type="checkbox"/>	Sun 16 Feb 2014 01:34	Sun 16 Feb 01:55	00:21:08	11 km	



STEP M5

Clicking on the REPORT button, will give you the following options in a dropdown window :

Alarms: Alarm reports would enable the fleet manager to better manage the vehicles since it is alarms relating to the behaviours of the vehicle e.g. over speeding, zones, Panic and 'Battery Cut' alarms etc.



Triplog Summary: Driver ID, license plate, trip date, start time, end time, duration, distance per trip.



Triplog Day Summary: Trips summarised per day, total trips per day, max speed per day, total distance per day.



Speed: Shows vehicle speed in a graph.



speed

Usage: Shows summarised distance, drive time, stop time, average little and a visual graph of the usage over the time period.



Zone Log: Zone log, detail zones log entries and exists per zone.



Zone Log Summary: Zone log summary, summarised amount of zone entries end exists (total time spent in zone) per zone.



STEP M6

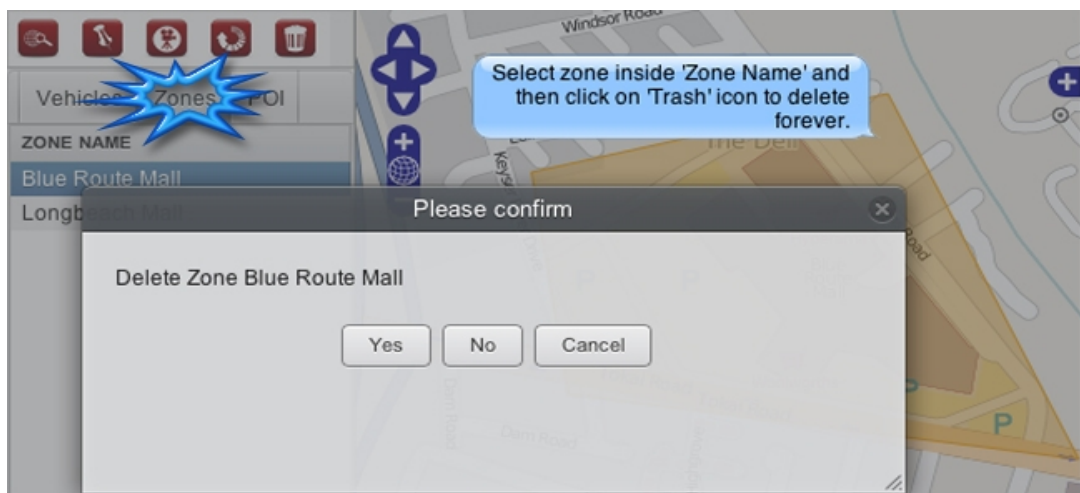
Creating zones by clicking on the 'Zone' icon then:

1. Move cursor to zone position A (start) and click to set.
2. Move to position B and click to set.
3. Move to position C and click to set.
4. Move to position D and click to set, and so forth.
5. **Double click** to enter Zone Name, when you have finished plotting the points.



STEP M7

Delete a 'Zone' by selecting the Zone and then clicking on the trash can.





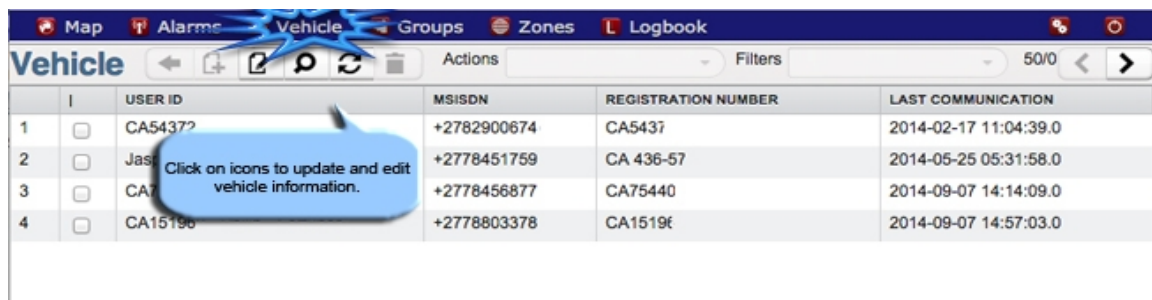
STEP M8

Click on the *Points of Interest Icon and then on the Map to place POI position marker. To delete POI position click on 'POI' Window and click on POI position then on the 'Trash' Icon to delete forever. *POI will display on reports and location requests.



VEHICLE WINDOW STEP v1

Click on the Vehicle Tab to update and edit information click on 'All Vehicle' , double click on specific vehicle (in User ID column) always '✓' after changes



STEP v2



Vehicle Window will list the following TAB's:
Vehicle Details TAB allows admin changes for vehicle.

Vehicle CA543

Vehicle Details Reports Alarms Trips Zones

Vehicle Contacts Users Logs

Details

User Id CA54372

Registration Number CA5437

VIN Number

Engine Number

Fuel Type

Odometer

Make of vehicle

Update and edit information on vehicle.

STEP v3



'Vehicle Details' window inside TAB's allows you to **edit** and create a **New** contact(s) on selected vehicle

Vehicle CA54372

Vehicle Details Reports Alarms Trips Zones

Vehicle Contacts Users Logs

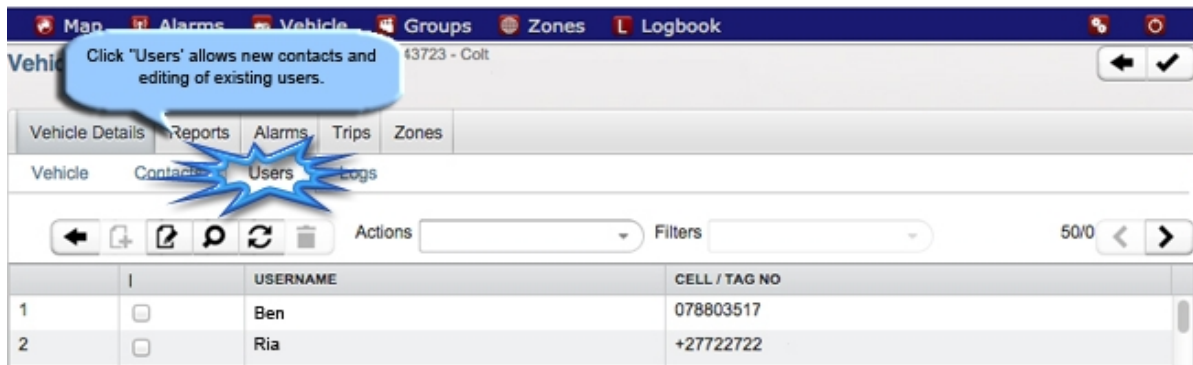
Click 'Contacts' allows new contacts and editing of existing contacts.

	FIRST NAME	LAST NAME	TYPE OF CONTACT	TEL (CELL)
1	Danny		Supervisor	083 678 2200



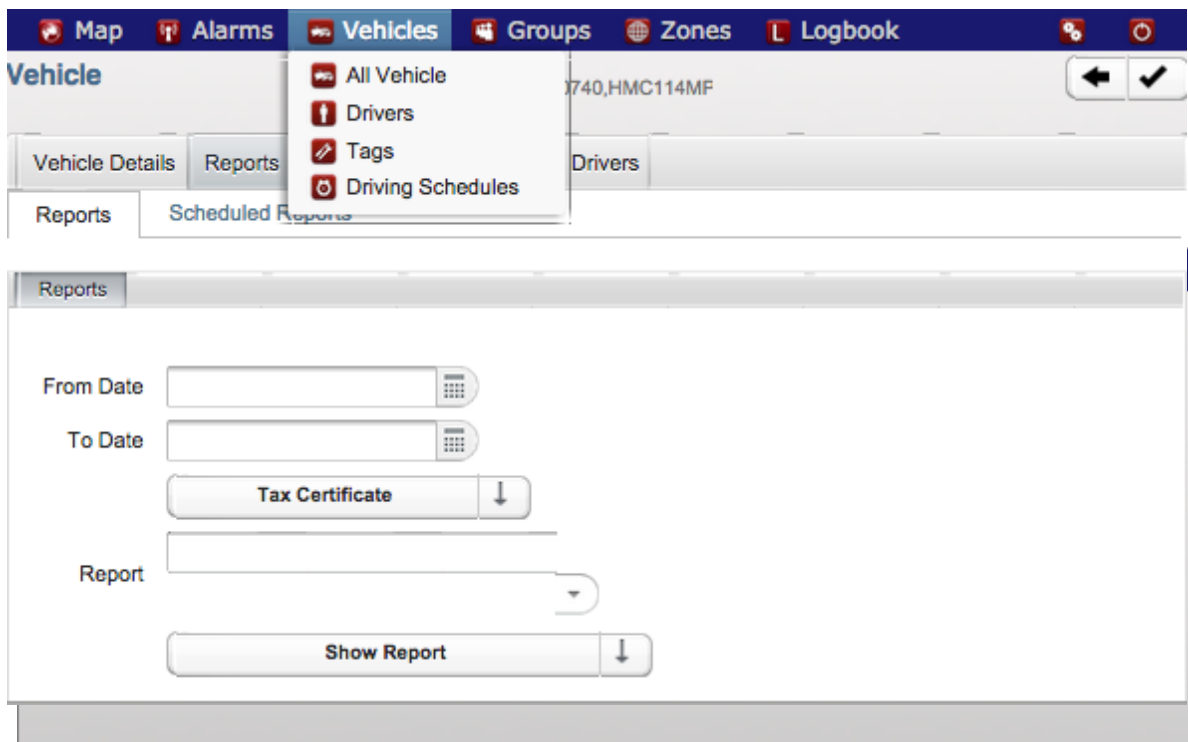
STEP v4

Vehicle Details window inside TAB's allows you to **edit** and create a **New** user(s) on selected vehicle



STEP v5

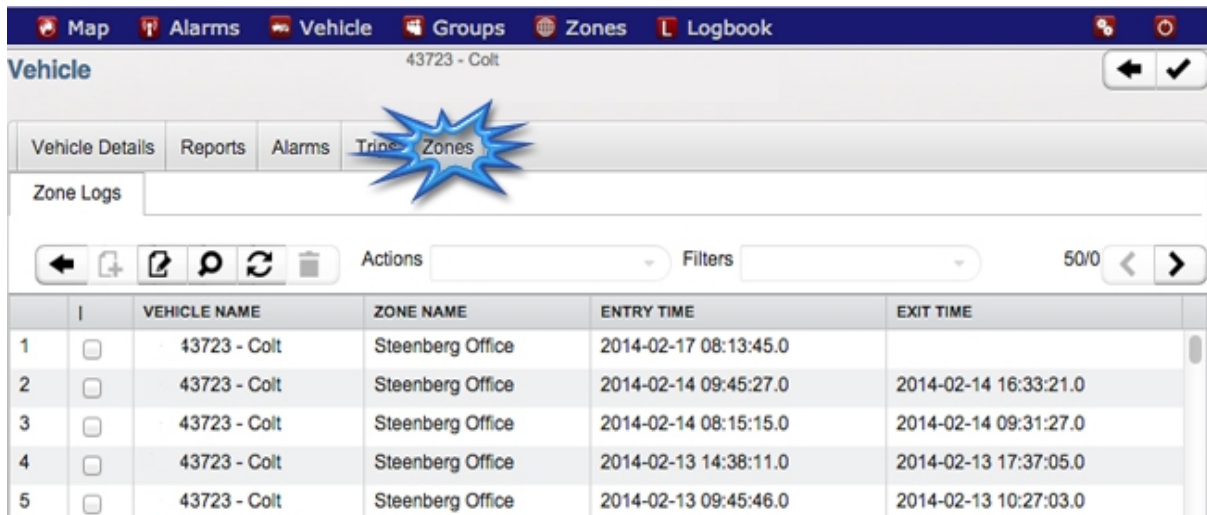
Click on the 'Reports' inside tab to create a scheduled report. Click on 'Scheduled Reports' inside tab to view/edit all 'Scheduled reports'. This enables the user to create email scheduled reports for each vehicle.





STEP v6

The following inside TAB's allows viewing of selected vehicle (in Vehicle Window) 'Alarms', 'Trips', 'Zone Logs' and 'Logs' details.

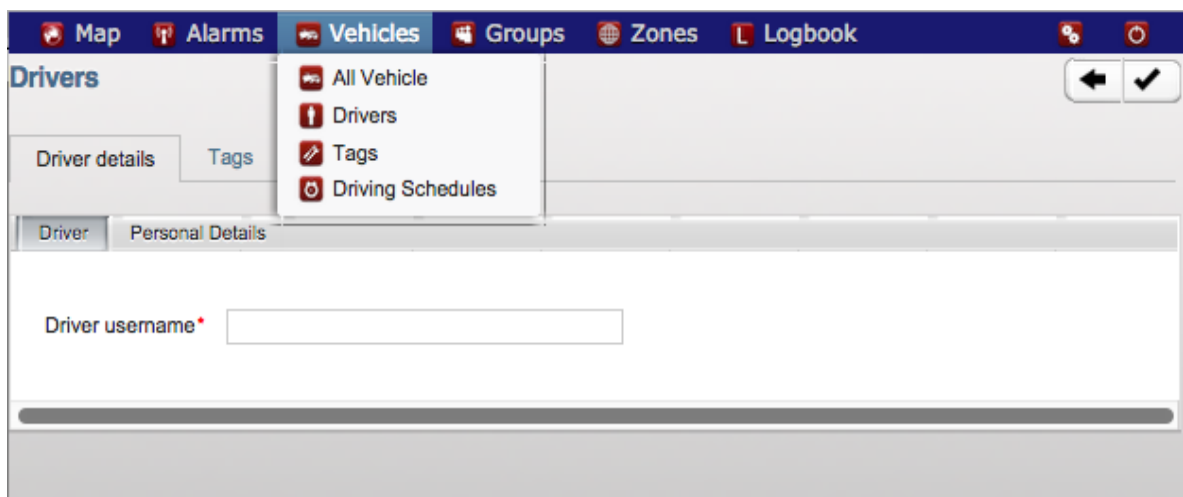


		VEHICLE NAME	ZONE NAME	ENTRY TIME	EXIT TIME
1	<input type="checkbox"/>	43723 - Colt	Steenberg Office	2014-02-17 08:13:45.0	
2	<input type="checkbox"/>	43723 - Colt	Steenberg Office	2014-02-14 09:45:27.0	2014-02-14 16:33:21.0
3	<input type="checkbox"/>	43723 - Colt	Steenberg Office	2014-02-14 08:15:15.0	2014-02-14 09:31:27.0
4	<input type="checkbox"/>	43723 - Colt	Steenberg Office	2014-02-13 14:38:11.0	2014-02-13 17:37:05.0
5	<input type="checkbox"/>	43723 - Colt	Steenberg Office	2014-02-13 09:45:46.0	2014-02-13 10:27:03.0



STEP v7

To allocate drivers to specific vehicle, click on 'Vehicles' then 'Drivers' in the dropdown menu and fill in the 'Drivers details' then allocate the specific vehicle to the driver in the 'Personal details' tab.



		VEHICLE NAME	ZONE NAME	ENTRY TIME	EXIT TIME
1	<input type="checkbox"/>	43723 - Colt	Steenberg Office	2014-02-17 08:13:45.0	
2	<input type="checkbox"/>	43723 - Colt	Steenberg Office	2014-02-14 09:45:27.0	2014-02-14 16:33:21.0
3	<input type="checkbox"/>	43723 - Colt	Steenberg Office	2014-02-14 08:15:15.0	2014-02-14 09:31:27.0
4	<input type="checkbox"/>	43723 - Colt	Steenberg Office	2014-02-13 14:38:11.0	2014-02-13 17:37:05.0
5	<input type="checkbox"/>	43723 - Colt	Steenberg Office	2014-02-13 09:45:46.0	2014-02-13 10:27:03.0



STEP v8

To set up driving times for the vehicle and prohibit vehicle from driving outside the allocated schedule, select the 'Driving Schedules' from the Vehicle dropdown menu.

The screenshot shows the 'DrivingSchedules' form within a software application. The top navigation bar includes 'Map', 'Alarms', 'Vehicles', 'Groups', 'Zones', and 'Logbook'. The 'Vehicles' dropdown menu is open, showing options: 'All Vehicle', 'Drivers', 'Tags', and 'Driving Schedules'. The form itself has a 'Name' field, a 'Description' field, an 'Immobalise vehicle' toggle set to 'OFF', and an 'SMS Notification (Comma separated)' field.



Driver Maintenance and Allocation STEP D1

To update/create/edit information click on 'Drivers', Create a new driver by clicking on icon or double click on specific Driver ID tag (in Driver User column) to edit details on the specific driver. Remember to click on the '✓' icon after changes

The screenshot shows the 'Drivers' table within the same software application. The 'Vehicles' dropdown menu is open, showing the same options as in the previous screenshot. The table has columns for Driver ID, a checkbox, and Driver Name. The data rows are as follows:

Driver ID	Checkbox	Driver Name
1	<input type="checkbox"/>	
2	<input type="checkbox"/>	
3	<input type="checkbox"/>	TAG2
4	<input type="checkbox"/>	TAG1
5	<input type="checkbox"/>	ZITHA
6	<input type="checkbox"/>	TAG



STEP D2

Create a Tag by selecting 'Tags' in the Vehicle dropdown menu, fill the serial no. of the Tag in and click ✓ to save your changes.

The screenshot shows the 'Client Tags' form. At the top, there is a navigation bar with tabs: Map, Alarms, Vehicles, Groups, Zones, and Logbook. Below the navigation bar, there is a dropdown menu for 'Vehicles' with options: All Vehicle, Drivers, Tags, and Driving Schedules. The 'Tags' option is selected. The form has a 'Tag' label and a 'Serial no*' input field. Below the input field is a 'Type' dropdown menu. At the bottom is a large 'Description' text area. On the right side of the form, there are two buttons: a back arrow and a checkmark (✓).



GROUPS WINDOW STEP G1

Click on the 'Groups' Tab to create vehicle groups by selecting the '👤+' icon, or edit a group by double clicking on the group. This allows reporting per group (of vehicles).

The screenshot shows the 'Vehicle Groups' window. At the top, there is a navigation bar with tabs: Map, Alarms, Vehicle, Groups, Zones, and Logbook. The 'Groups' tab is selected. Below the navigation bar, there is a toolbar with icons: a back arrow, a group icon (👤), a plus icon (+), a refresh icon, and a trash icon. To the right of the toolbar is an 'Actions' dropdown menu and a 'Filters' dropdown menu. The main area shows a table with the following columns: 'GROUP NAME' and 'AREA 1'. There is one row with the value 'AREA 1'. A blue callout bubble points to the 'AREA 1' cell with the text: 'Select Area 1 to view group detail.'



STEP G2

Enter Group Name and Description (optional) and '✓' to save.

Vehicle Groups

AREA 1

Allocate Detail

Details Reports

Group Name: AREA 1

Description: Group description.



STEP G3

Select 'Allocate Vehicles' (inside tab) and select vehicles for this group, '✓' to save.

Zones Actions

All Zones

User Zones Allocate

Allocate

Vehicle and Zone Allocation for "Zone Action"

Available: CA5437 - Colt E, CA7544 - Ruper

Allocated:

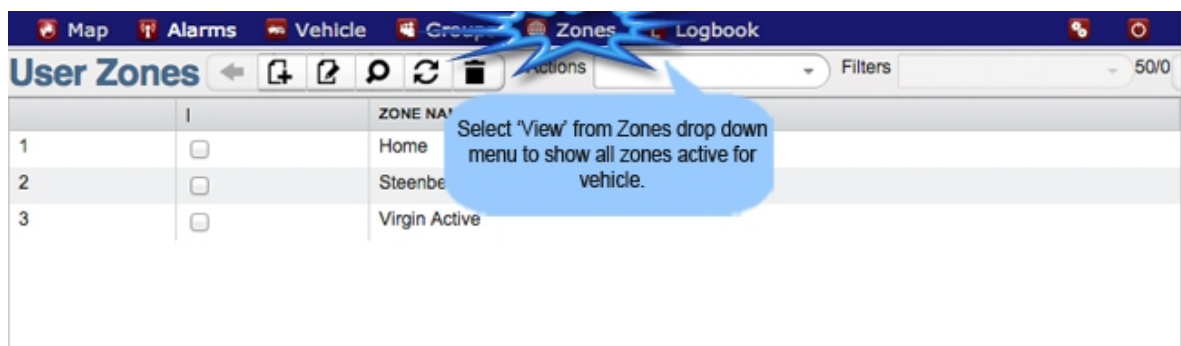
Zones: Steenberg Office, Virgin Active, Home



ZONES WINDOW STEP Z1

Click on the 'Zones Tab' then select 'View Zones' (from drop down menu), this will display all Zone Names.

- Users can draw up zone alarms (e.g. speeding) by clicking on the 'Zone' tab, then 'View Zones' from the dropdown menu. Click on 'Reports' to create a new zone alarm report..
- **Zone logs** can be accessed by clicking on the 'View zones', double click on a specific zone and then select 'Zone logs' from the inside tabs to view zone logs.



STEP Z2

Click on '⊞' to create a Zone.

STEP z3



Click on 'View Zone Actions' create (📄+) Zone action or click on existing Zone action to edit. Name Zone action and select notifications settings. Click the required action type: Email/Sms and fill in the appropriate cell/email address' and click 'next' to save and to go to step 2: Allocate Vehicles.

Create New Zone Action

1. Zone Details 2. Allocate Vehicles 3. Allocate Zones

Enter Zone Details

Name*

All Vehicles ☐ OFF

All Zones ☐ OFF

Notify Entry ☐ OFF

Notify Exit ☐ OFF

Action Type*

Cell / Email

Email Subject



STEP z4

Click on vehicle(s) (inside tab) to select vehicle, then use the '>>' and '<<' to add and remove from 'Allocated' column, click 'Next' to allocate Zones.

Create New Zone Action

1. Zone Details 2. Allocate Vehicles 3. Allocate Zones

Allocate Vehicles

Vehicles

Available		Allocated
E4 2082 - HMC114	>>	E4 2081 - HMJ734
S4 0006 - HMC093	<<	S4 0009 - HMC095
B2 5675 - HMC091		
S4 0007 - HMC089		
E4 2084 - HMC103		
E4 2085 - HMC092		
E4 2083 - HMJ729		
E4 2079 - HMJ728		
E4 2086 - HMC107		
I4 0019 - HMC242		



STEP Z5

Click on 'Available' (inside tab) to select zone(s), then use the '>>' and '<<' to add and remove from 'Allocated' column, click 'Finish' to complete creating a new Zone Action.

Create New Zone Action

1. Zone Details 2. Allocate Vehicles

Allocate Zones

Zones

Available		Allocated
	>>	
	<<	

Cancel Back Next Finish



MAP Page inside TAB(s)

⤴ **VEHICLE TAB**

- in of Vehicle TAB window, the user can select/deselect groups of (in vehicles to display (or not). The map will zoom in or out, to accommodate all the vehicles selected.

- ⤴ **Zone TAB** — Select to display Zones on Map
- ⤴ **POI TAB** — Select to display Points of Interests (POI)
- ⤴ **TRIPS TAB** — From the position when the vehicle's ignition is turned on to the point where the vehicle's ignition is turned off
- ⤴ **GROUP TAB** — Select to display GROUPS on Map



VEHICLE Page inside TAB(S)

⤴ **Vehicle TAB:**

Info, Admin, Second Contact, Third Contact and Reports TAB's allow admin changes to all information kept on vehicle

⤴ **Users Tab:**

Edit and create a New User(s) or Tag(s) on selected vehicle.

Alarms/Trips/Zone Logs/Logs TAB's only allow viewing inside the Vehicle Window.



Group Page – To Create/Edit and allocate vehicles to a Group Name



ZONES Page – View, create and edit Zone actions

Good luck and do contact customercare@cellstop.com if you have any questions.

Glossary

- ⤴ **MSISDN**
 - Cellphone number of the SIM card installed in unit
- ⤴ **STATUS**
 - vehicle/unit STATUS in terms of communication/movement and ignition
- ⤴ **SEARCH**
 - The search facility helps you find vehicles/Users/POI/Zones/Groups by simply entering in Vehicle Reg details or User/Zone/POI Names.
- ⤴ **BACK**
 - Revert back to previous page.
- ⤴ **Update**
 - Update latest changes to server
- ⤴ **Refresh**
 - Forcing your browser to download latest i-Locate webpage after changes made to your account.
- ⤴ **TAG**
 - Driver ID TAG (Fleet Management)
- ⤴ ' >> '
 - Select button to add
- ⤴ ' << '
 - Select button to take away