



***Welcome to the Fleet Complete
Limited Admin Training Series***

Limited Admin Role Access and Responsibilities

This training will include the following topics to provide you with the information surrounding your role and job functions within Fleet Complete:

- **Map**
 - *Live Access to Vehicles*
 - *Perform History Tracking*
 - *Search Vehicle Locations*
 - *Find Who Was At a Location*
- **Geofences**
 - *Viewing and Creating Geofences***
- **Events**
 - *Creating Events and Alerts***
- **Reporting**
 - *Run Reports*
 - *View Reports*
 - *Schedule Reports*
- **Settings**
 - *Assign Drivers*
 - *View Hierarchy*
 - *Hierarchy Management***

Note: Screenshots throughout this training may change as system enhancements and developments take place through the life of the system.

****:** Topics denoted by the asterisk will be provided through a live training to go more in depth on these items.

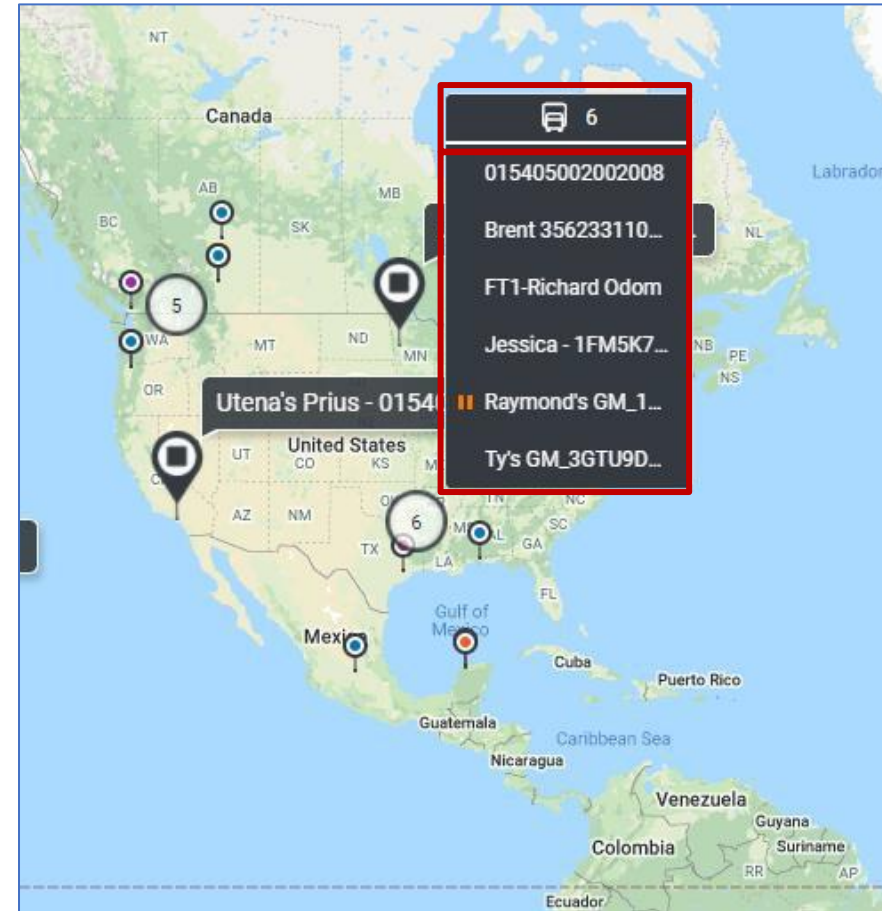


Let's review the enhancements on the Map module



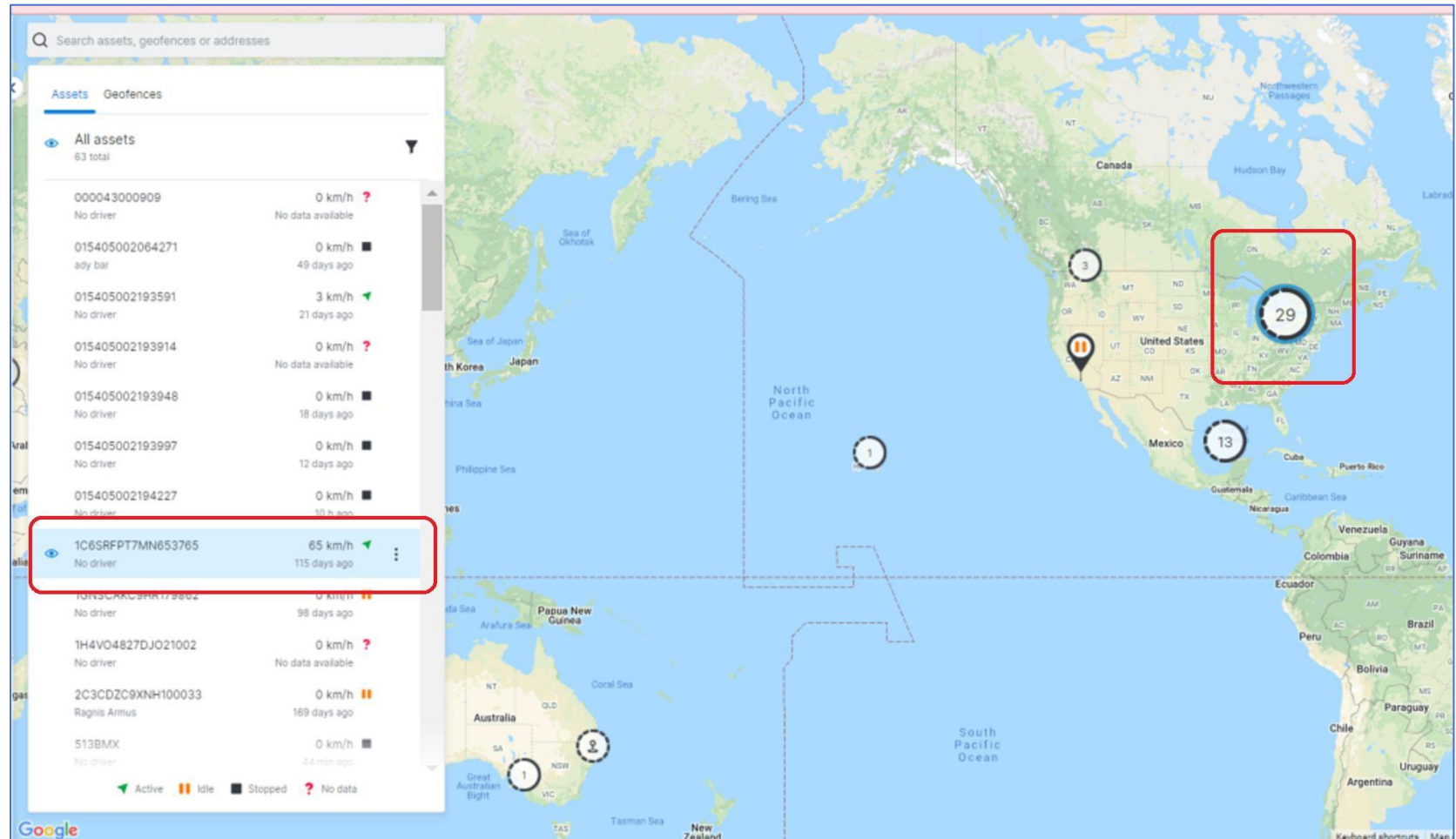
Map Module: Clustered Assets

- **Cluster Assets** feature is now enabled by default for FCHub users.
- This allows to reduce visual clutter on the map and provides a better view by grouping together assets in the same location.
- Clustered Assets on the tracking map are represented by the **Number** of Assets in the cluster. For e.g.: 6
- Follow the steps below to view an **Asset Cluster**:
 1. On the map screen, hover over the circled number to view the list of assets within the cluster
 2. From the list displayed, select an asset to review more details, as necessary



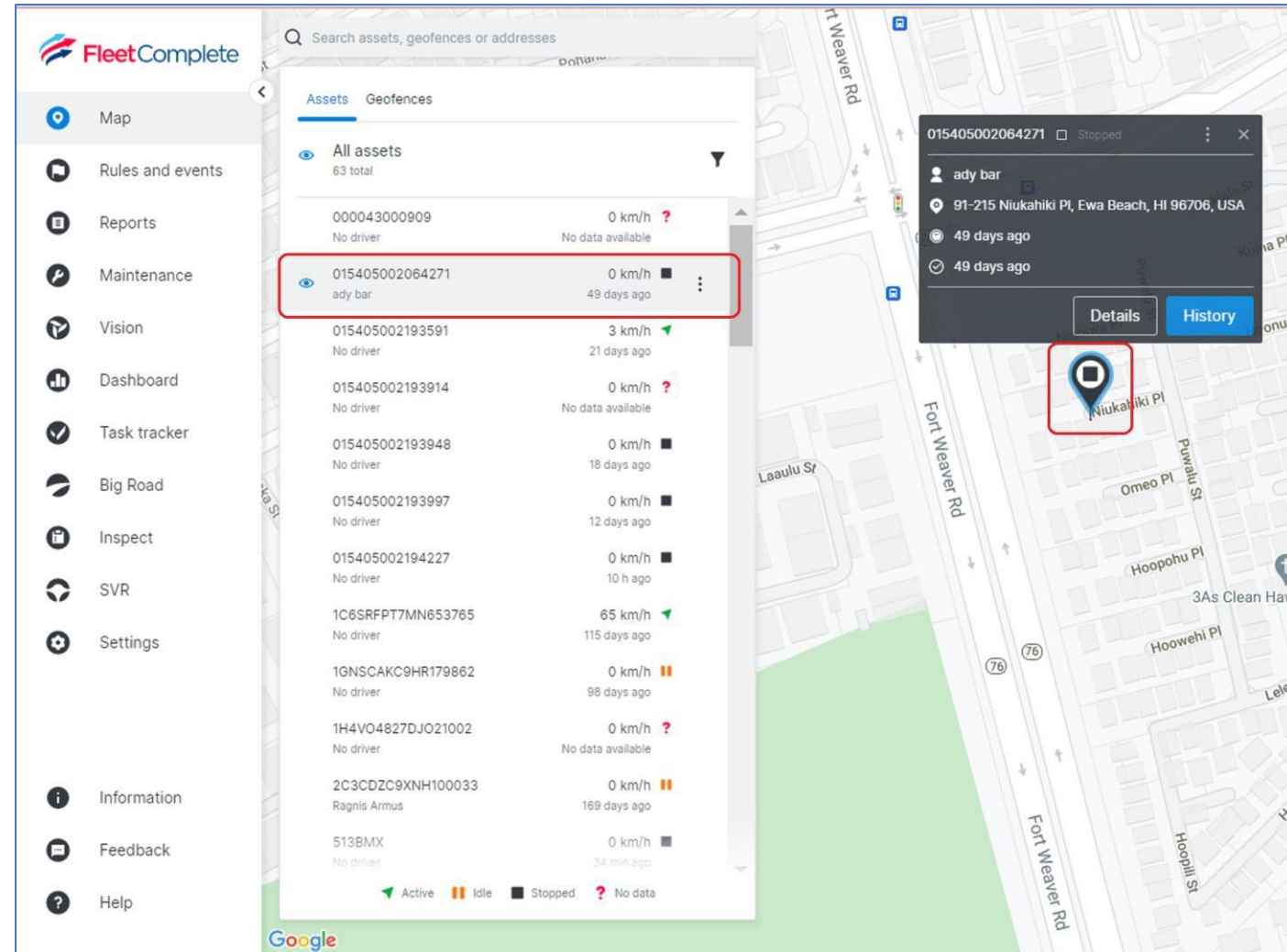
Map Module: Asset's view on the Map

- With this improvement, When a user hovers over the asset list on the left-hand side without picking a particular asset, the asset will be **highlighted** in a cluster on the Map Area with blue borders around it.
- Please follow the steps below to access the “Map module” and review the new changes:
 1. Log in to **FC Hub**
 2. From the **Navigation Panel** on the left-hand side, click the **Map module**(Generally selected by default)
 3. Click any asset from the “**Asset List**” on the left-hand side
 4. Review the asset on the “**Map Area**” on the right-hand side
 5. Alternatively, hover the “**Asset List**” on the left-hand side
 6. Review the **asset in a cluster** on the right-hand side on the map Area

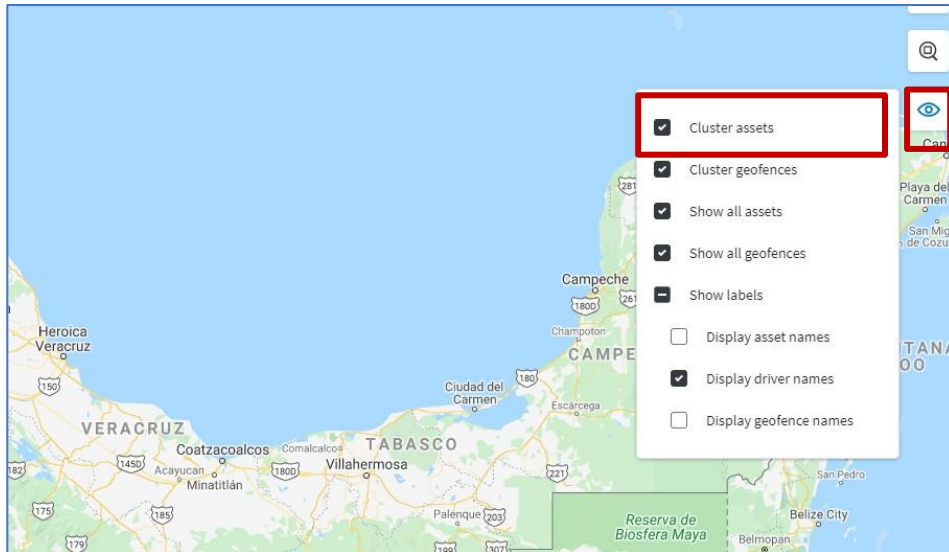


Map Module: Asset's details on the Map

- FC Hub will show all **assets highlighted with blue borders around it on the “Map Area”** on the right-hand side when an asset is selected from the list.
 - This is helpful when users need to distinguish between many **vehicles located close to each other**, for example, in a parking lot.
- This aims to **attain precise visibility** in finding the correct asset on the “Map Area”.
- Previously, users could view assets on the map area, but the system did not highlight the selected assets.

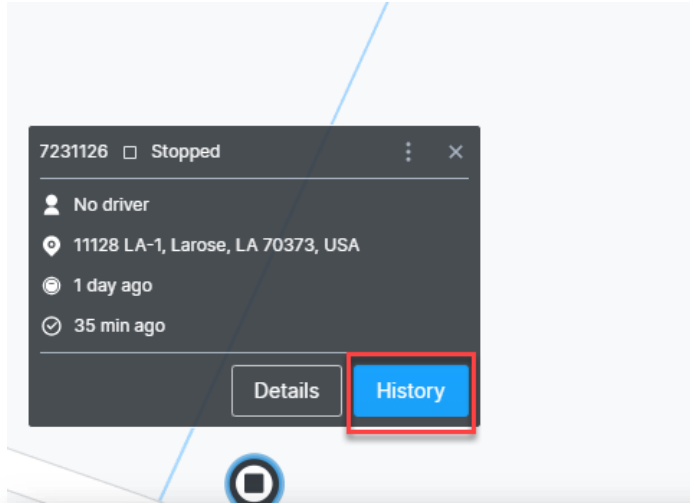


Map Module: Visibility Options

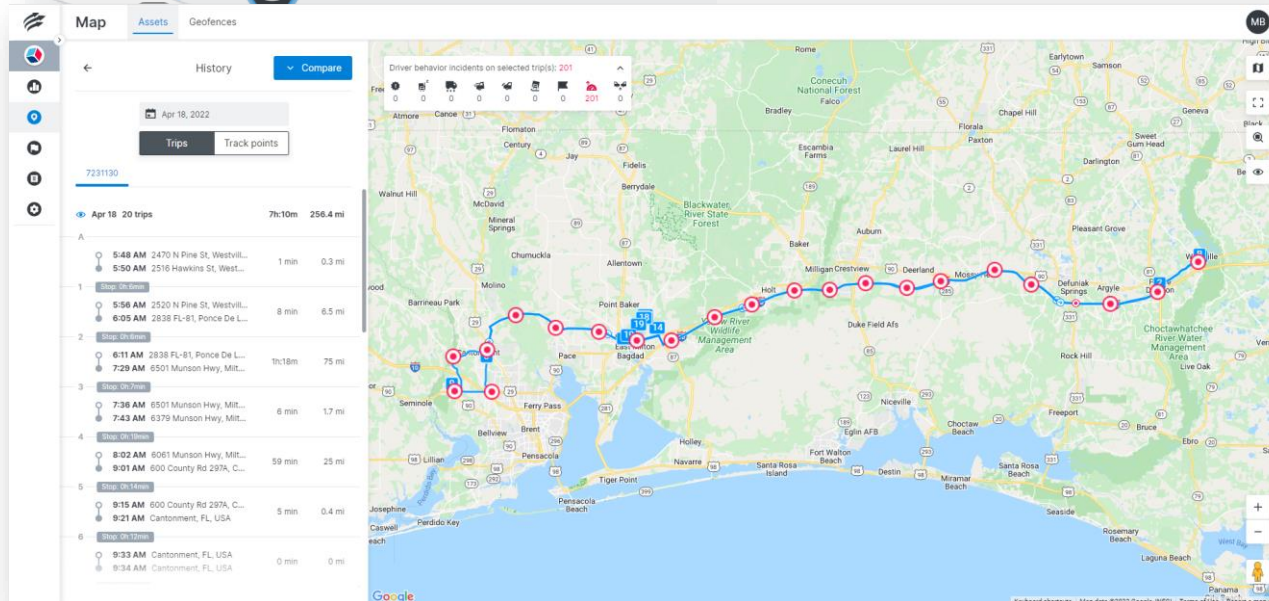


- *There are multiple ways to display the data on the map. Vehicles and Geofences can be clustered, or shown individually. Also, the way the vehicles name is listed can be changed to show the vehicle ID, Driver name or both.*
- *Follow the steps below to view the **Map Visibility options** feature, as necessary:*
 1. *On the map screen, click the **Eye** icon on the top right-hand corner*
 2. *Select or deselect the checkbox next to **Options** to turn the visibility on or off, based on your preference.*

Map Module: Trip History

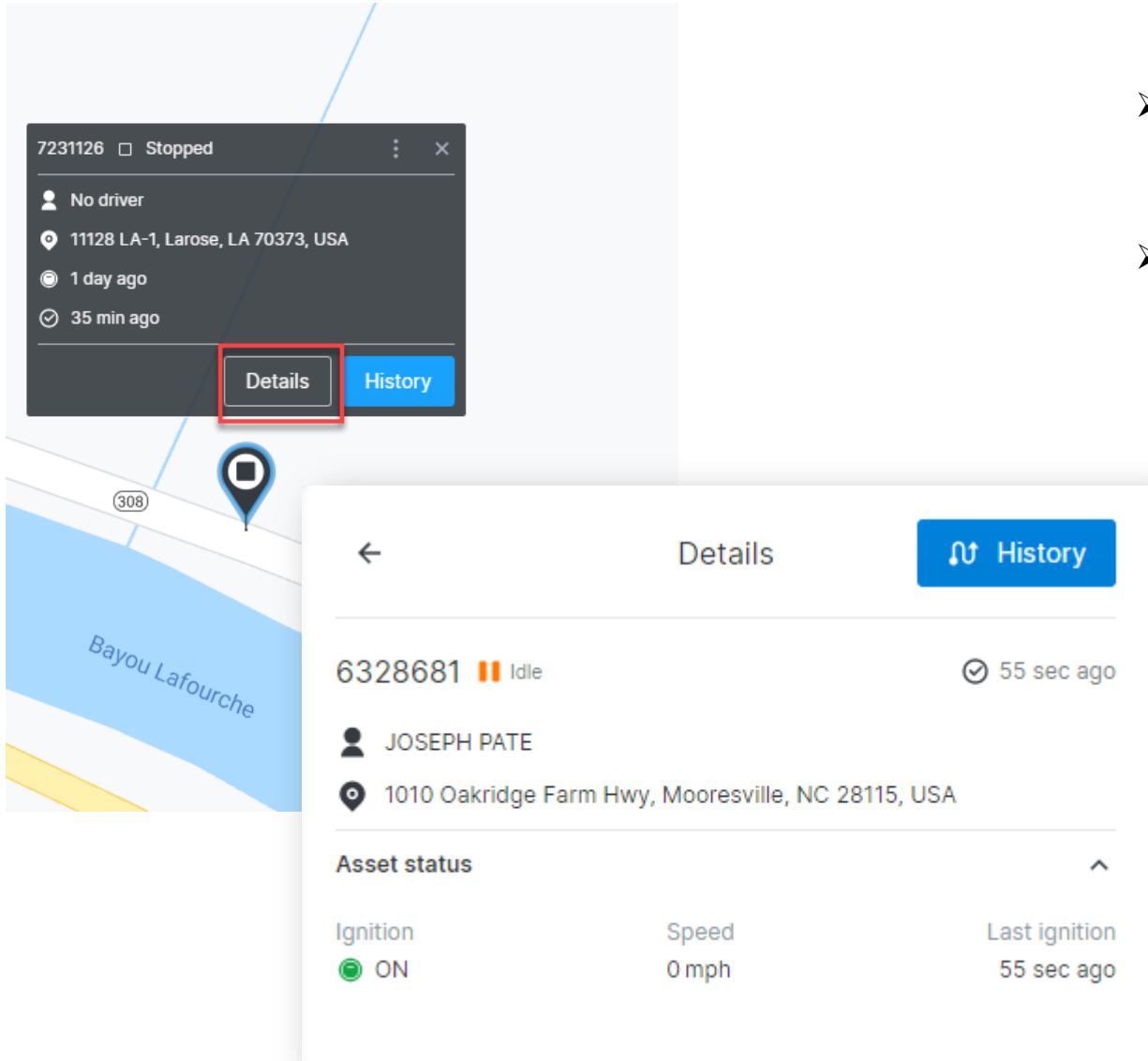


- **Trip History** is now displayed based on Asset and Fleet Trackers in a Fleet. The data is broken into Trips, however the Trackpoints or Breadcrumb Trail can also be displayed for each individual ping from the device.
- If an Organization has both Asset & Fleet Trackers, both the **Trips** and **Trackpoints** tabs will display.
- Follow the steps below to review a Fleet/Asset Tracker History:



1. From the map, select an Asset
2. Click the **History** button

Map Module: Vehicle Details



- The Vehicle Details provides a high-level summary of the asset showing Vehicle name, address, driver, and most current status, based on ignition and speed.
- To view the history of the vehicle, follow the steps below to review a Fleet/Asset Tracker History:
 1. From the map, select an Asset Tracker
 2. Click the **Details** button

Map Module: Who was here?

- FC Hub users will now be able to launch **"Who was here?"** from any given point on the Map, so that they can investigate vehicle interaction with the chosen point.
- It helps the Fleet manager find out the location of any vehicles present at the given point/address at a given time to understand if the vehicle/driver did the assigned job.
 - **"Nearby assets"** provide information about the real-time position: which asset is the closest to the location right now.
 - **"Who was here"** provide data about history, which asset was in the location at a selected time.



Note: "Who was here?" can be triggered by right-clicking anywhere on the Map or from the Geofence menu (either in the geofence list on the right or from the Quick view card).

Map Module: Who was here? Results

- The **Who was here** layer display the results of a vehicle in a chosen area. By default, today's date and radius of **25** meters are selected.
- On the top, users can view the number of results as in the picture shown; nine results are displayed
- In the **Search bar** on the top, users can search the asset or the driver
- The chosen point/area is shown under the **location** section
- Users can also choose the **date and time** from the calendar icon displayed to view the history of the assets on the selected point
- Users can also **define the radius** of the search by scrolling the bar towards the right and left
- If need be, users can click the **"Reset"** button to enter the search parameters from scratch.

Left-hand side: Search parameters

Right-hand side: Search results

Who was here? 9 results

Location: Kastani 42, 50410 Tartu, Estonia

Date and time: Dec 13, 2021

Radius: 70 m

Reset Search

Asset name	Timestamp	Driver
Superb	Dec 13, 2021, 9:15:50 AM	Kertu Sirel
Superb	Dec 13, 2021, 9:16:41 AM	Kertu Sirel
Superb	Dec 13, 2021, 10:00:00 AM	Kertu Sirel
Superb	Dec 13, 2021, 11:00:00 AM	Kertu Sirel
Superb	Dec 13, 2021, 12:00:00 PM	Kertu Sirel
Superb	Dec 13, 2021, 1:00:00 PM	Kertu Sirel
Superb	Dec 13, 2021, 2:00:00 PM	Kertu Sirel

- After everything is set, Users should click on the **Search** button at the bottom to display the results on the right-hand side and the number of the results on the top.

- The results displayed in the grid are:
 - **Asset name**
 - **Timestamp and**
 - **Driver**

Let's review the enhancements on the Geofences module



Viewing & Adding: Geofence

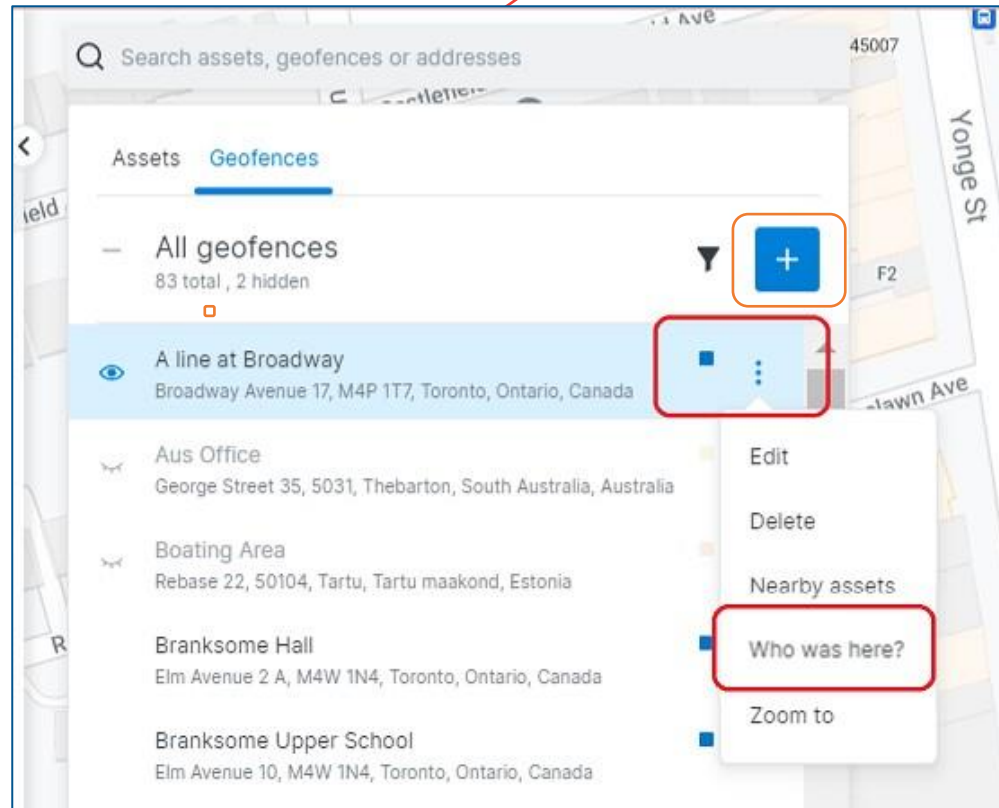
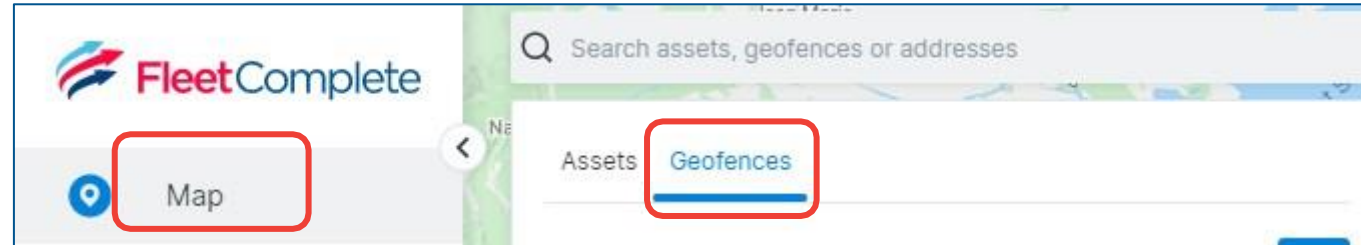
- FC Hub users can view and create geofences **from the Geofence tab** on the “Map module”.

View Geofences

1. Log in to **FC Hub**
2. From the **Navigation Panel** on the left-hand side, click the **Map module** (Generally selected by default)
3. Click the **Geofence tab** from the top
4. View all existing geofences from the list
5. Click on geofence to see it displayed on map
6. Click the **three dots** from the row list to search **nearby assets, zoom to, Who was here?, edit and delete**

Create Geofences

1. Add new geofence from this screen
2. Click on **+** to create new geofence
3. Fill out required fields
4. Select the right tool to draw the geofence shape
5. Select the right color
6. Click Save



Link nodes to Geofence

➤ Follow the steps below to assign a node to the Geofence:

1. Log in to **FC Hub**
2. From the **Navigation Panel** on the left-hand side, Click the **Settings** module
3. Click the **Groups** tab
4. Select a Parent Entity, node or child node as necessary
5. Alternatively, create a **node** or a **child node**
6. Scroll down in the **Details Area** to locate the “**Geofence**” tab
7. Click open the **Geofence** tab, a list of Geofences will be displayed for you
8. Select the **Geofence/(s)** as necessary from the list by clicking on the blue button
9. The status column will show “**Assigned**” in front of the Geofence name
10. Click the **Save** button on the bottom

The screenshot shows the FleetComplete Settings interface. The 'Groups' tab is selected in the top navigation bar. On the left, the 'Resources' panel shows a tree structure with 'Platform One Demo' expanded, and 'Label Test 1' selected. The main 'Details' area has tabs for 'Assets', 'Users', 'Geofences', and 'User rights'. The 'Geofences' tab is active, displaying a table with 83 total items. The table has columns: Name, Inherited from, Status, Inheritable by children, and a user icon column. The first row, 'Depot 1', is highlighted with a red box and shows a status of 'Assigned'. Other rows include 'Gas Leak Zone 7', 'FC Toronto Office', 'Aus Office', and 'KB Incorporated', all with a status of 'Unassigned'. At the bottom right, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red box.

Name	Inherited from	Status	Inheritable by children	
Depot 1		Assigned	<input type="checkbox"/>	
Gas Leak Zone 7		Unassigned		
FC Toronto Office		Unassigned		
Aus Office		Unassigned		
KB Incorporated		Unassigned		

➤ **Note:** Users can assign more than one Geofence to a node.

Let's review the enhancements on the Rules and Events module



Rules Module: Overview

- The Rules module allows the creation of an Event based on a set condition.
- There are multiple rules within the system that can be created and each rule provides a brief description of what will trigger the event.
- To create a Rule, select the blue “+” sign.
 1. Select the rule from the list.
 2. Add the rule name, hierarchy level and/or which vehicles are associated to the rule.
 3. Set the conditions or thresholds that will trigger the event.
 4. Set the notifications and distribution list for the event.

Add a new rule

A grid of rule templates with icons and descriptions:

- Speed limit**: This rule will trigger when your vehicle goes over the speed limit by the specified speed.
- Speeding**: This rule will trigger when your vehicle goes over the specified speed.
- Arrival/Departure**: This rule will trigger when your vehicle enters or exits a specified location.
- Harsh braking**: This rule will trigger when your vehicle's tracking device detects a harsh braking event.
- Harsh cornering**: This rule will trigger when your vehicle's tracking device detects a harsh cornering event.
- Rapid acceleration**: This rule will trigger when your vehicle's tracking device detects a rapid acceleration event.
- Still**: This rule will trigger when your vehicle is stationary for a specified amount of time.
- Engine RPM**: This rule will trigger when your vehicle's engine RPM reaches a specified threshold.

Add rule - Speed limit

Configuration fields for the 'Speed limit' rule:

- Rule name**: Speed limit
- Access level**: Utilities Service LLC
- Asset assignment**: 1 assets selected

Notification settings for the 'Speed limit' rule:

- Repeat notifications**: ☐
- Browser notifications**: ☒
- Email notifications**: ☒
- Select emails**: Click to select
- Send email notifications to assigned drivers**: ☐
- Email subject**: (VAR: ruleName) triggered for (VAR: vehicleName)
- Email body**: Hello, This is an automated alert to inform you of the following event which was triggered for (VAR: vehicleName):
Event: (VAR: ruleName)
Time of Event: (VAR: eventTime)
Address: (VAR: address)
- Customize your email**: To add a tag to your email, place the cursor in the email subject or body and click on a tag.
Tags: Address, Direction, Driver name, Event time, License plate, Odometer, Geofence name, Rule name, Speed, Vehicle name, VIN

Events Module: Overview

- The Events module provides the users a quick view of all created events that are assigned to their level of the Organization.
- The data, timeframe, columns and level of the hierarchy can all be filtered to provide a specific snapshot of the results.

Rules and events **Events** Rules

Search Filter by groups

Apr 22, 2022

0 of 15150 items selected 1 - 25 of 15150 25

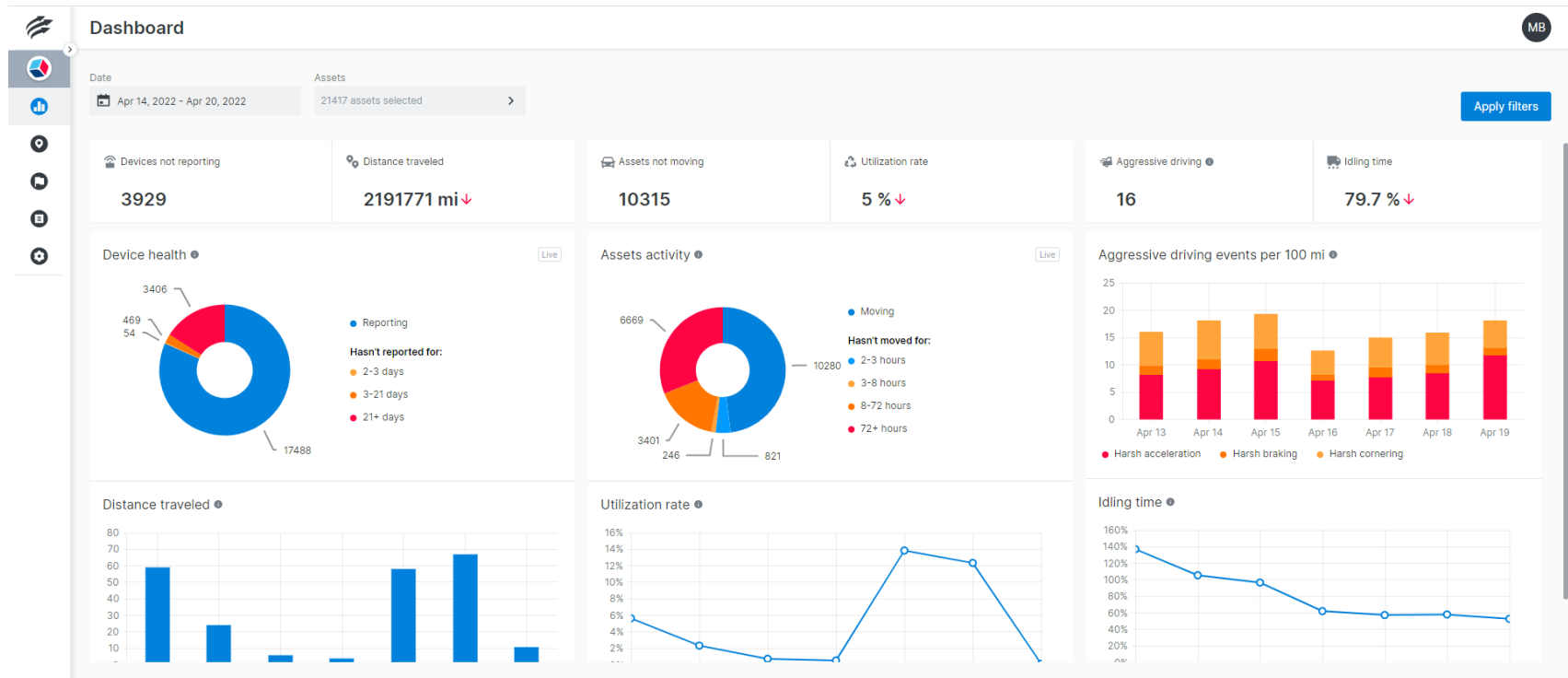
<input type="checkbox"/>	Events	Asset	Date and time	Driver	
<input type="checkbox"/>	DTC - Code	8827503	Apr 22, 2022, 11:59:17 AM	CARLOS GARCIA CONTRERAS	⋮
<input type="checkbox"/>	DTC - Code	8973547	Apr 22, 2022, 11:59:16 AM	CHARLES CLAPPERTON III	⋮
<input type="checkbox"/>	DTC - Code	7703583	Apr 22, 2022, 11:59:12 AM	No driver	⋮
<input type="checkbox"/>	DTC - Code	7231409	Apr 22, 2022, 11:58:21 AM	JUAN FERRUFINO	⋮
<input type="checkbox"/>	DTC - Code	7882501	Apr 22, 2022, 11:59:10 AM	No driver	⋮
<input type="checkbox"/>	DTC - Code	8693823	Apr 22, 2022, 11:59:06 AM	No driver	⋮
<input type="checkbox"/>	DTC - Code	6241597	Apr 22, 2022, 11:58:17 AM	ISRAEL GUTIERREZ	⋮
<input type="checkbox"/>	DTC - Code	7192527	Apr 22, 2022, 11:58:59 AM	No driver	⋮
<input type="checkbox"/>	DTC - Code	8327517	Apr 22, 2022, 11:59:02 AM	No driver	⋮

Let's review the enhancements on the Dashboard module



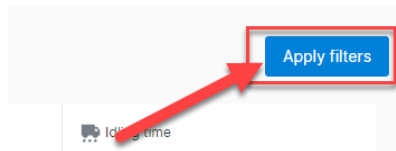
Dashboard Module: Overview

- The dashboard will open upon loading FC Hub and will contain important metrics and KPIs associated to your Fleet.
- The data will be broken down into high-level numbers or graphs to display counts, totals, trends and percentages.
- The dashboard can be filtered to a specific timeframe, as well as by Hierarchy level to view the individual levels KPIs.
- By hovering over the graphs, text will appear explaining what each color represents with a brief description.



Dashboard Module: Filtering

- To apply date-based filters to the dashboard, you would select the **Date Range**.
- To apply vehicle or hierarchy filters to the dashboard, you would select the **Assets** module, then select the units or the hierarchy node.
- Click **Apply Filters** once the filters are set to update the dashboard.

A screenshot of the dashboard filtering interface. It shows three main modules: Date, Assets, and Groups. The Date module has a calendar view for April 2022, with the date range 'Apr 14, 2022 - Apr 20, 2022' selected. The Assets module shows a list of assets with columns for Name, Plate, Type, Labels, and Groups. The Groups module shows a hierarchy of groups with a search bar and a 'Group mode' toggle. The 'Apply filters' button is highlighted in the bottom right corner.

Date

Apr 14, 2022 - Apr 20, 2022

Assets

21417 assets selected

Last seven days
Previous week
This week
Last month
This month
Last quarter
This quarter

April 2022

Cancel Apply

3-21 days
21+ days

Groups

0 selected, 4130 total

Group mode

Search

Utilities Service LLC
Corporate
Utilicon
Vegetation
UVS
Company group
NTS
Company
JAMES HINES
Sponsor
JOHN REIS
Manager

468 CHAD GOODMAN
102-8537
8978518
8968645
6238530
8379508
8978572
7349505
8978564
8961610

Cancel Confirm

Assets

21417 selected, 21417 total

Group mode

Search

Name	Plate	Type	Labels	Groups
009-0524		No type	No labels	029 FREDDIE PIERCE JR
009-0531	ATE 051	No type	No labels	051 KEVIN STEWART
009-0532	ATE 051	No type	No labels	051 CHARLES CROSBY, Rob...
009-0534	ATE 052	No type	No labels	052 CHRISTOPHER RAILEY, ...
009-0535	ATE 035	No type	No labels	035 ABNER GALDAMEZ, We...
009-0536		No type	No labels	035 JAMES BAXTER, Ralph ...
009-0542		No type	No labels	052 CHRISTOPHER RAILEY, ...
009-0702	ATE 187	No type	No labels	187 - Roy
009-1305		No type	No labels	052 JOHN PARRISH, RST: N...

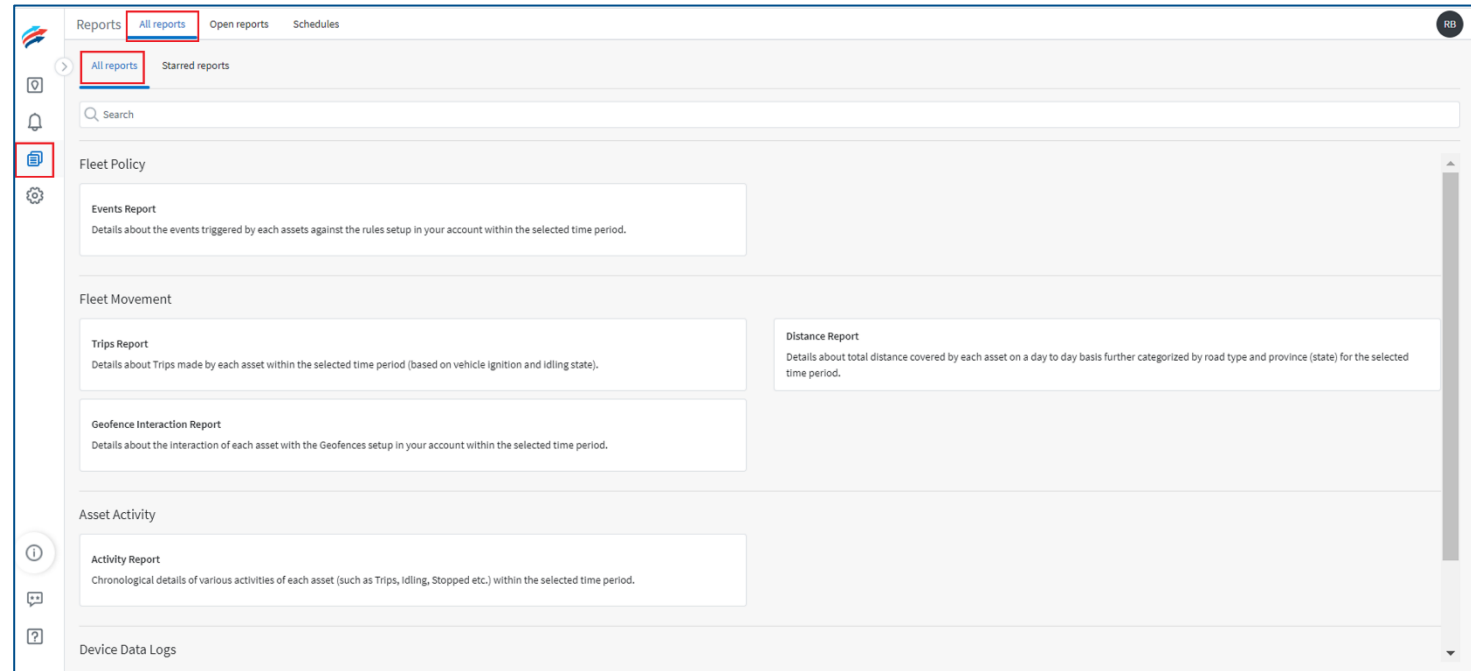
Cancel Confirm

Let's review Enhancements made to the Reports module



Report Module: All Reports

- Report module's purpose is to allow users to explore all the data received from their assets along with contextual information.
- This data is organized within logical categories and displayed in a tabular format for easy analysis & discoverability.
- Report data can be analyzed within module and can be saved for frequent reviews
- It also can be exported for sharing or importing into other systems.
- Report module has the following tabs:
 - **All reports**
 - **Open reports**
 - **Schedule**
- '**All Reports**' tab is a dedicated place to explore all the reports available with Descriptions and ability to **search** by Report Name & Description. The tab also allows users to mark frequently used reports as '**Starred**' and access them in Starred Reports sub tab.
- All reports tab has following types of reports in FC Hub at the movement
 - **Trips reports**
 - **Geofences interaction report**
 - **Activity report**
 - **Device data log**
 - **More..**



Report Module: Create a Report

- User can hover any report option and click to generate a report.
- A report generate modal allows users to select report filters such as Date Range, Time Range and Asset Selection.

Note: The Group Selection mechanism is a just a means to further filter down the list of Assets available in the Asset Selection dropdown based on Asset hierarchy setup in system. All Groups are selected by default and user can skip Group selection if they are comfortable selecting assets directly from the Asset Selection modal.

Trips Report

Please select date range and report filters to generate a report

Period

Feb 28, 2021 - Mar 7, 2021

Group selection

Select group/s

Asset

Select asset/s

Cancel

Generate

Report Module: Open Report

- A multi-tabbed report browsing experience is supported in FC Hub .
- Users can keep multiple reports open at same time (even of same type).
- All the open Report tabs are housed under the **‘Open Reports’** tab even if user moves to another module within FC Hub and as far as user doesn’t close the browser session.
- Once a Report is open, user can review number of records found and revise the **‘Current Report Filters’** to bring in more/less records
- All the records found after generation are shown in a grid format. Users can Sort & Filter rows in the grid by clicking on option on top of each column.
- While a report may have many columns available, it is advised to select only a few are shown in the UI by default for easy readability.
- Users can always export all columns if they wish to or use the column Selection & Reordering features on top right of grid to bring out the data points that matter to them the most.

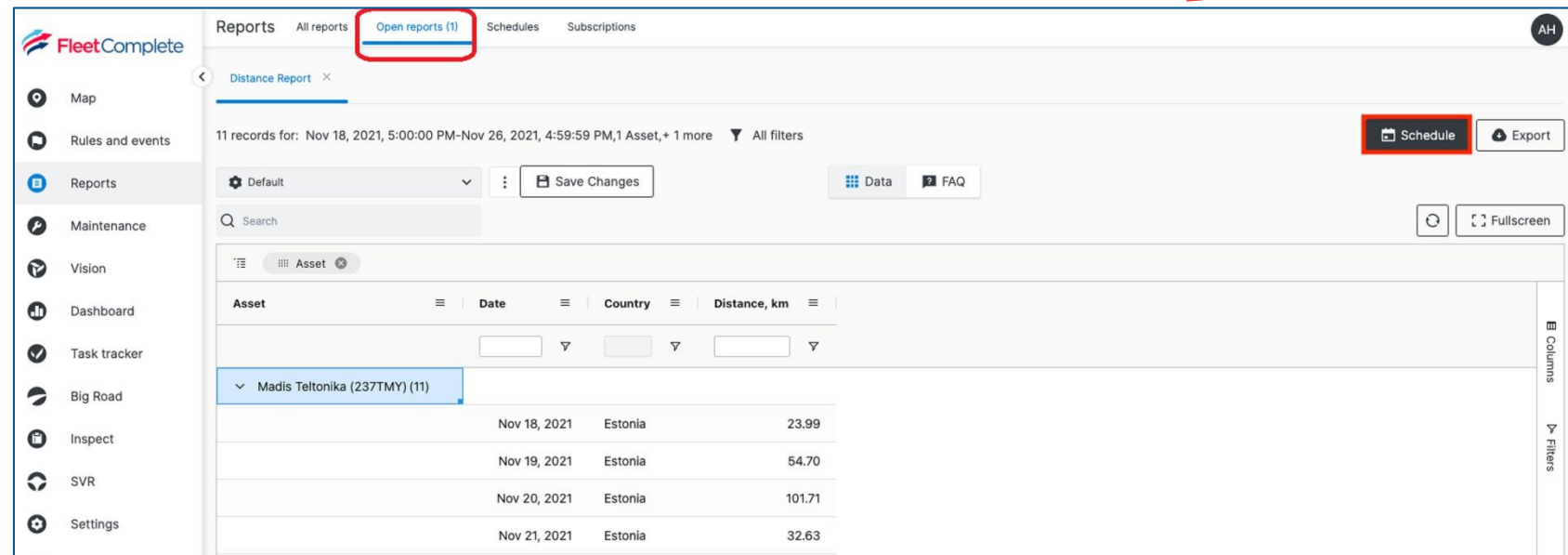
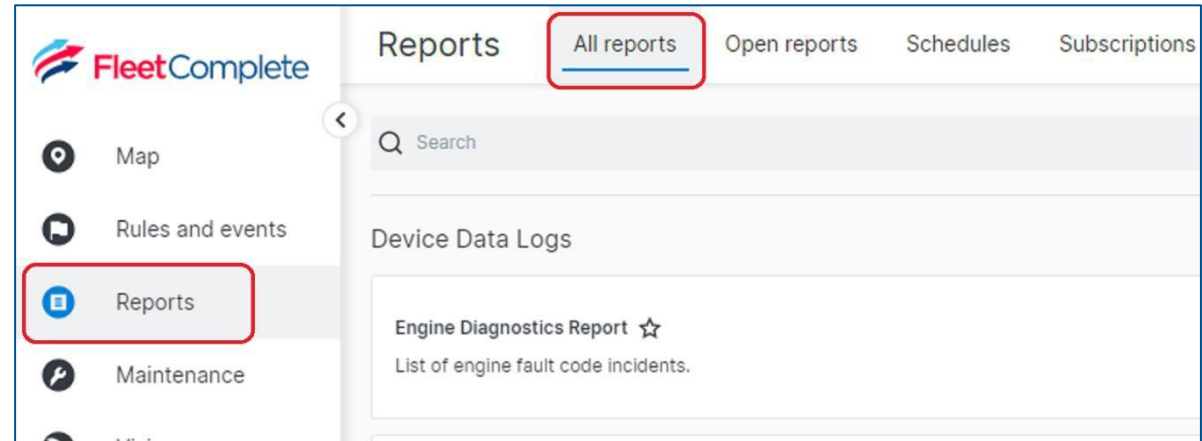
The screenshot shows the FleetComplete Reports module interface. The top navigation bar includes 'Reports', 'All reports', 'Open reports' (selected), and 'Schedules'. The 'Open reports' tab is active, showing a 'Trips Report' with 10 records found. The report filters are set to 'Default view'. The table displays trip data for Oct 4, 2020, with columns for Asset, Start date, Start time, Start location, End date, End time, End location, Duration, and Distance. The table shows 10 records. The right sidebar includes 'Schedule' and 'Export' buttons. The bottom right corner shows the FleetComplete logo.

Asset	Start date	Start time	Start location	End date	End time	End location	Duration	Distance
848TFPav (848TFP)	Oct 4, 2020	1:44:18 PM	Vana-Viru 6, 10111 Ta...	Oct 4, 2020	2:12:55 PM	Mäepere, Tagadi, 755...	29 minutes	34 km
848TFPav (848TFP)	Oct 4, 2020	1:30:01 PM	Aia 16, Kesklinna linn...	Oct 4, 2020	1:32:07 PM	Mere puiestee 5, 101...	2 minutes	
848TFPav (848TFP)	Oct 4, 2020	10:08:55 AM	Mureli, Tagadi, 75517...	Oct 4, 2020	10:44:59 AM	Aia 18, 10111 Tallinn, ...	36 minutes	35 km
Sidruna (523MHY)	Oct 4, 2020	9:38:48 AM	Männiaru, Uhti, 6171...	Oct 4, 2020	9:54:23 AM	Arhitekti 2, 51014 Tar...	16 minutes	14.9 km
272MPTg (123456)	Oct 4, 2020	9:06:46 AM	Sossimägi, 10112 Tall...	Oct 4, 2020	9:13:13 AM	Sepapaja 1, 11415 Tal...	6 minutes	1.68 km
272MPTg (123456)	Oct 4, 2020	8:57:23 AM	Lasnamäe 32, 11413 ...	Oct 4, 2020	9:00:43 AM	Tartu maantee 87, 11...	3 minutes	1.43 km
272MPTg (123456)	Oct 4, 2020	7:58:16 AM	Turu 6, Aegviidu, 745...	Oct 4, 2020	8:46:25 AM	Lasnamäe 32, 11413 ...	about 1 hour	61.41 km

Reports Module: Scheduling Reports

- FC Hub users will now benefit from **scheduling reports** as necessary.
- Scheduling reports is a convenient option to set up **reporting routines as per the organization's needs**.
- To set up a new scheduled report, follow these steps below:

1. Log in to **FC Hub**
2. From the **Navigation Panel** on the left-hand side, click the **Reports module**
3. From the **reports home screen**, run the report, as necessary
4. After the information has been generated **on the Open reports screen**, click the **Schedule** button on the top right corner of the screen



Reports Module: Scheduling Reports – Cont'd

➤ Let's continue to set up a new scheduled report, with these steps below:

1. The **subscription** of the scheduled reports for any user is based on the access levels of the creator of the report.
2. Under the **recipients' section**, share the scheduled report with other platform users by selecting their names. Schedule creator has been selected by default
3. After filling all the above fields, click the **Save** button on the bottom, the selected report will be automatically generated and sent to all the subscribers based on a defined schedule

☐ Select all 1 of 548 items selected

<input type="checkbox"/> [EXTERNAL] Ben Snappea	<input type="checkbox"/> [EXTERNAL] Steven Fyke	<input type="checkbox"/> [EXTERNAL] Victoria Vandenbe
<input type="checkbox"/> 1 2	<input type="checkbox"/> 237TMY 09.11.2021 23:08	<input type="checkbox"/> 848TFP sjidj
<input type="checkbox"/> A Very Common Turtle	<input type="checkbox"/> Aaronp Sommerhalder	<input type="checkbox"/> Abdellilah Abouami
<input type="checkbox"/> Abraham Guerrero	<input type="checkbox"/> Abraham Mex	<input type="checkbox"/> Abril Capetillo
<input type="checkbox"/> Adam Maclean	<input type="checkbox"/> Adel Shahin	<input type="checkbox"/> Aditya Pilla
<input type="checkbox"/> Adrian Idiaquez	<input type="checkbox"/> Adrian Miles	<input type="checkbox"/> Adrian Rojas

☐ Show me only selected Cancel Apply

Adding report schedule

Schedule name

Scheduled Day Report

Select file type

☒ Excel ☐ PDF ☐ CSV

Routine and range

Frequency

Daily

Time range

Select time range

Subscriptions

Users receiving this report will see the report data as per the access levels of the creator of the schedule.

Select recipients

1 selected

Let's review Enhancements made to the Settings module



Settings Module: Asset Driver Assignment

➤ The Asset tab under Settings allows the user to view all of the vehicles assigned to them, as well as display information associated to the unit.

➤ To assign a driver to an asset, you would navigate to the following:

➤ Click the **Settings** icon

1. Under the **Assets** section, select the asset by clicking on the row.

2. The right-hand window will appear the vehicle details. Under the **Default Driver** section, use the drop-down to select

The screenshot displays the FleetComplete Settings module. On the left, the 'Assets' tab is selected, showing a table of assets. The asset with ID 102708 is highlighted. On the right, the vehicle details for asset 7412512 are shown. The 'Default driver' dropdown menu is open, displaying a list of drivers: Aaron Dye, Aaron Elliott, Aaron Ervolino, Aaron Essary, and Aaron Estes. A red arrow points from the highlighted asset row to the dropdown menu.

Asset ID	License plate
38889	
42881	
40447	7411511
73204	
47185	
73101	7411514
31566	7412501
73851	
73404	
71814	
72170	
102708	
101926	
33958	MS>MS
43502	

Vehicle details for 7412512 - HRM:

- Asset name: 7412512
- Asset type: No asset type
- Groups: 049 CORY MEDLEY
- VIN: 1FVMG3DV3NH7442
- Make: Freightliner
- Year: 2022
- License plate:
- Tank capacity: 3149 gal
- Model: M2
- Avg. fuel economy: mpg

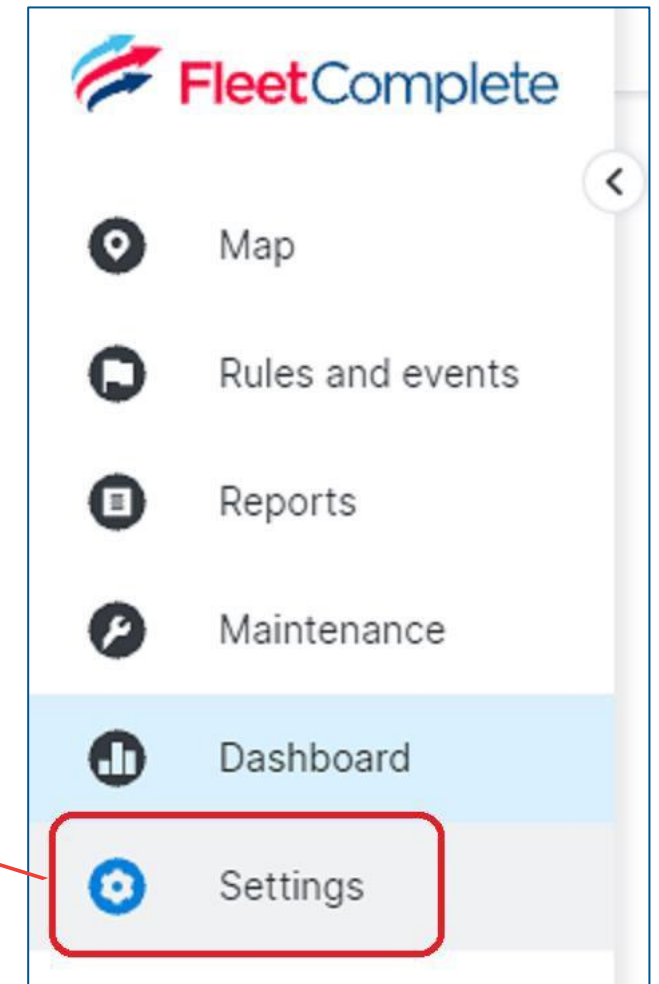
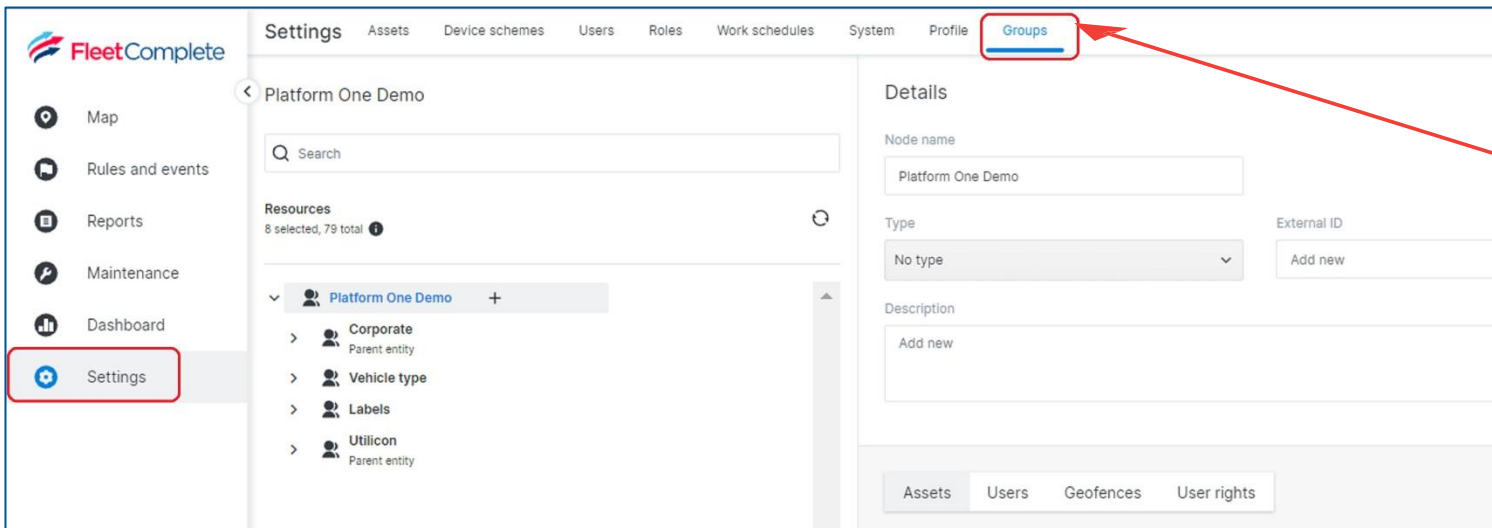
Default driver dropdown options:

- No default driver
- AARON DODGE
- AARON DRAKE
- AARON DUVAL
- AARON DYE
- AARON ELLIOTT
- AARON ERVOLINO
- AARON ESSARY
- AARON ESTES

Settings Module: Hierarchy

- The Groups tab allows the user to view their hierarchy and vehicles, users and geofences under their assignment. This is helpful to view to ensure all items needed are available for your given access and responsibility.
- Follow the steps below to access the “Groups tab” in FC Hub to view the Hierarchy:

1. Log in to **FC Hub**
2. From the **navigation Panel** on left hand side, Click the **Settings module**
3. Click the **Groups tab** on the top



Settings Module: Hierarchy Nodes

- Follow the steps below to add a node to **Hierarchy**.
1. Log in to **FC Hub**
 2. From the **Navigation Panel** on left-hand side, Click the **Settings module**
 3. Click the **Groups** tab on the top
 4. Click “>” to open the List under the root node
 5. Open a **Parent Entity/Node**
 6. Click the “+” button on the parent Entity
 7. An empty form will be displayed on the right-hand side to enter details

The screenshot shows the FleetComplete Settings Module: Hierarchy Nodes interface. The navigation panel on the left displays a tree structure under 'Platform One Demo'. The 'Labels' node is selected, and a red box highlights the '+' button next to it. The main area displays a 'Details' form for a new node, with 'Node name' set to 'Test Label 1' (highlighted with a red box) and 'Description' set to 'Test'. Below the form is a table of existing assets. At the bottom right, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red box.

Vehicle name	License plate	Inherited from	Status	
015405002064271			Unassigned	
015405002193591			Unassigned	
015405002193914			Unassigned	
015405002193948			Unassigned	
015405002193997			Unassigned	

Link nodes to Asset

➤ Follow the steps below to assign a node to the **Asset**:

1. Log in to **FC Hub**
2. From the **Navigation Panel** on the left-hand side, Click the **Settings** module
3. Click the **Groups** tab
4. Select a Parent Entity, node or child node as necessary
5. Alternatively, create a **node** or a **child node**
6. Scroll down in the **Details Area** to locate the **"Asset"** tab
7. Click open the Asset tab, a list of assets will be displayed for you
8. Select the Asset/(s) as necessary from the list by clicking on the **blue** assign button
9. The status column will show **"Assigned"** in front of the asset name
10. Click the **Save** button on the bottom

The screenshot shows the FleetComplete Settings interface. The 'Groups' tab is selected in the top navigation bar. On the left, the 'Resources' section shows a tree view with 'Platform One Demo' expanded, showing 'Corporate', 'Branch B', 'Vehicle type', 'Labels', and 'Utilicon'. Under 'Labels', 'Label Test 1' is selected. The 'Details' section on the right shows the 'Node name' as 'Label Test 1'. Below this, the 'Assets' sub-tab is active, displaying a table of assets. The table has columns for 'Vehicle name', 'License plate', 'Inherited from', and 'Status'. Three assets are listed with 'Assigned' status, and one is 'Unassigned'. The 'Save' button is highlighted in the bottom right corner.

Vehicle name	License plate	Inherited from	Status
015405002064271			Assigned
015405002193591			Assigned
015405002193914			Assigned
015405002193948			Unassigned
015405002193997			Unassigned

➤ **Note:** Users can assign more than one Asset to a node.

Settings Module: Quiz Question #1

1. Drivers are assigned to a vehicle under the Map Module by selecting the vehicle on the screen?

1. True
2. False (correct)

Answer: Drivers are assigned to the asset record under the Settings Module.

Settings Module: Quiz Question #2

1. The Hierarchy is where you can view the vehicles under your view/node?

1. True (correct)
2. False

Answer: The Hierarchy contains the list of vehicles assigned to your level within Fleet Complete.

Settings Module: Quiz Question #3

1. Vehicles/Assets cannot be reassigned with the Hierarchy?

1. True
2. False (correct)

Answer: The Vehicle/Asset can be moved to different nodes in the Hierarchy to update visibility for the level of the organization.

Reports Module: Quiz Question #1

1. Reports can be scheduled to automatically send to an e-mail address?
 1. True (correct)
 2. False

Answer: You can assign yourself and other e-mail addresses to any scheduled report.

Reports Module: Quiz Question #2

1. Reports can only be viewed within the report module of the system?
 1. True
 2. False (correct)

Answer: All reports can be exported to Excel, CSV or PDF format.

Map Module: Quiz Question #1

1. Clustered vehicles and geofences on the map will show as a circle with the number of items inside the cluster?
 1. True (correct)
 2. False

Answer: Vehicles and Geofences will show within the cluster and will break apart into individual items the more you zoom into the map.

Dashboard Module: Quiz Question #1

1. The Dashboard is where I run and schedule reports for review?
 1. True
 2. False (correct)

Answer: The Dashboard is a filterable visualization of KPIs and Metrics to provide a high-level view of how the fleet is performing.

Map Module: Quiz Question #2

1. The breadcrumb trail is the only way to determine if a vehicle was at an address?
 1. True
 2. False (correct)

Answer: You can use the “Who was here?” function to locate any vehicle that was at or within a specified location.

Rules/Events Module: Quiz Question #1

1. The Rules that trigger an Event can only be sent to themselves?
 1. True
 2. False (correct)

Answer: You can create a distribution list for other users/e-mail addresses to receive an Event alert when a Rule is triggered.

Geofence Module: Quiz Question #1

1. Geofences are used to mark an address to determine if an asset has entered or left a location?
 1. True (correct)
 2. False

Answer: Geofences are used to perform various tasks to perform investigations of an address by tracking time, speed and location.

Conclusion

- Depending on your role within your Region, you may have more access or responsibility granted by your Manager. The following areas will be available to you for further training and reference, as needed.
- **BirdDog LMS Training**
 - Supervisor and Limited Admin training
- **Fleet Complete HUB Training Portal**
 - QRC (Quick Reference Cards)
 - How-To's
 - Training Videos
 - Tips & Tricks
- **Fleet Complete 1LS Support**
 - Phone: 1-888-672-6083
 - E-Mail: utilservfleetsupport@fleetcomplete.com
- **Utilserv AVMS Support:**
 - E-Mail: avms@utilservllc.com

