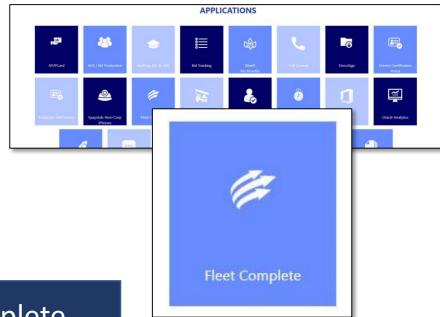
#### 1. Access Employee Portal: <a href="https://portal.utilservcorp.com/">https://portal.utilservcorp.com/</a>



2. Enter Company User Name and Password, then click Login



3. Access to Portal Granted, Scroll down and click on "Fleet Complete" icon



Follow these steps to access the web version of FleetComplete



# Areas (formerly called Markers)



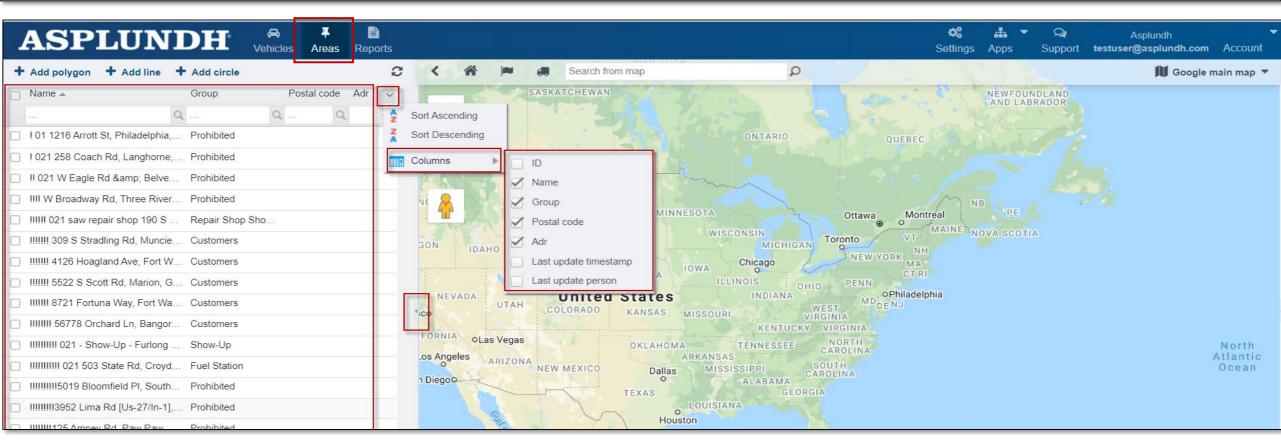
Areas list Areas on the map



## Areas areas list



Markers are now Areas. The <u>Areas</u> function displays a list of all the defined areas available to the user. Additional columns can be added to the table by choosing the drop down arrow in any column, select columns then the field to add. The areas list can be hidden (map expanded) by selecting the arrow along the list window border.

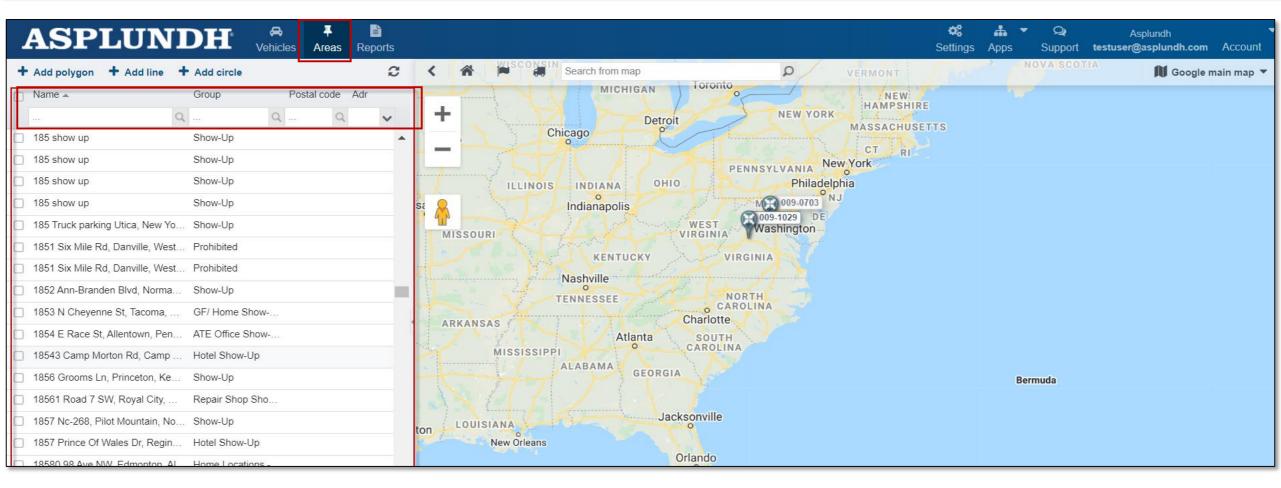




#### Areas areas list



At the top of this section are the areas <u>search fields</u> for the columns displayed. Columns displayed are the area name, the area group, postal code and address.





## Areas areas list



The fit to screen button resizes the map to display all the areas on the map area.

The info button displays a pop-up screen with the details of the areas selected.

