Business Vehicle Tracking

USER MANUAL

Logging On

To start using Fonix Swift, navigate to www.businessvehicletracking.co.uk

You will be presented with the following login screen:

To log in, click on the login tab at the top of the page in the middle and then enter your Username and Password. The username will be the e-mail address that you specified on the order form when you bought Fonix Swift. The default password will be 'swift'.

If either the username or password is incorrect, Fonix Swift will fail to load.

You can change the screen size to suit your requirements. In addition to this, you can change the width and depth of your window in the normal way. You may want to expand the window so that it fits the whole screen size by pressing F11. To log off from Fonix Swift, click the "Log off "icon in the top right hand corner. This will return you to the Log on screen, in the same browser window.

BusinessVehicleTracking

Main Screen

Once you have logged in the tracking platform the main screen will load up showing you all of the current vehicles within the live tracking screen.
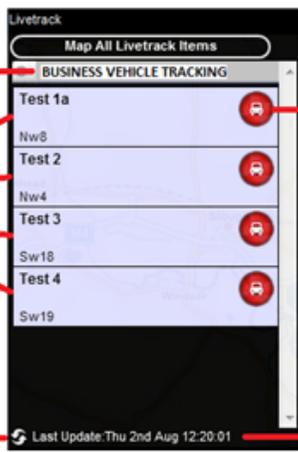
Livetrack Box

This is where you will find all of the companies vehicles listed, we will normally default the vehicle name by the registration number however if you require a driver's name or other ways of identifying the vehicle this can be altered upon request.

In the below screenshot you will see that each vehicle has an icon towards the right hand side, this icon indicates whether the vehicle is parked, idling or in-transit.

Below the vehicle label is a postcode which is the current location, there is a vehicle icon on too that will identify whether the vehicle is parked, idle or driving. The colour of the icon will identify the status of the vehicle.

Click a vehicle status icon to zoom in on the map to its location (when parked) or its current journey (when in transit)"

Side Menu Bar

This menu appears in the bottom left hand corner of the screen at all times and is used to navigate to the desired section of SWIFT

Details all the companies vehicles

Details the last completed journey of a selected vehicle

You can see all vehicles and users in your own account at a glance

All the vehicles historical data is stored within the report wizard, this is where you can analyse all your vehicles data

An area in which you can set up email alerts for your vehicles.

Livetrack
Summary
Report Wizard
Resource Viewer
Alert
Search
Admin

Search for addresses, postcodes, towns or the nearest vehicles to a selected destination

Where the vehicle and unit information is kept, we advise that for any change requests you contact your BVT Account Manager

Top Menu Bar & Zoom In/Out function

The top menu bar is found in the top right hand corner and details a number of commands shown below. The zoom slide bar assists you in zooming in and out of the map.

Minimise all

Nearest vehicle locator

Disables/Enables Animations

Help

Log out

Refresh button

Print screen

Hide live snail trail

Change map display settings
(See next page for details)
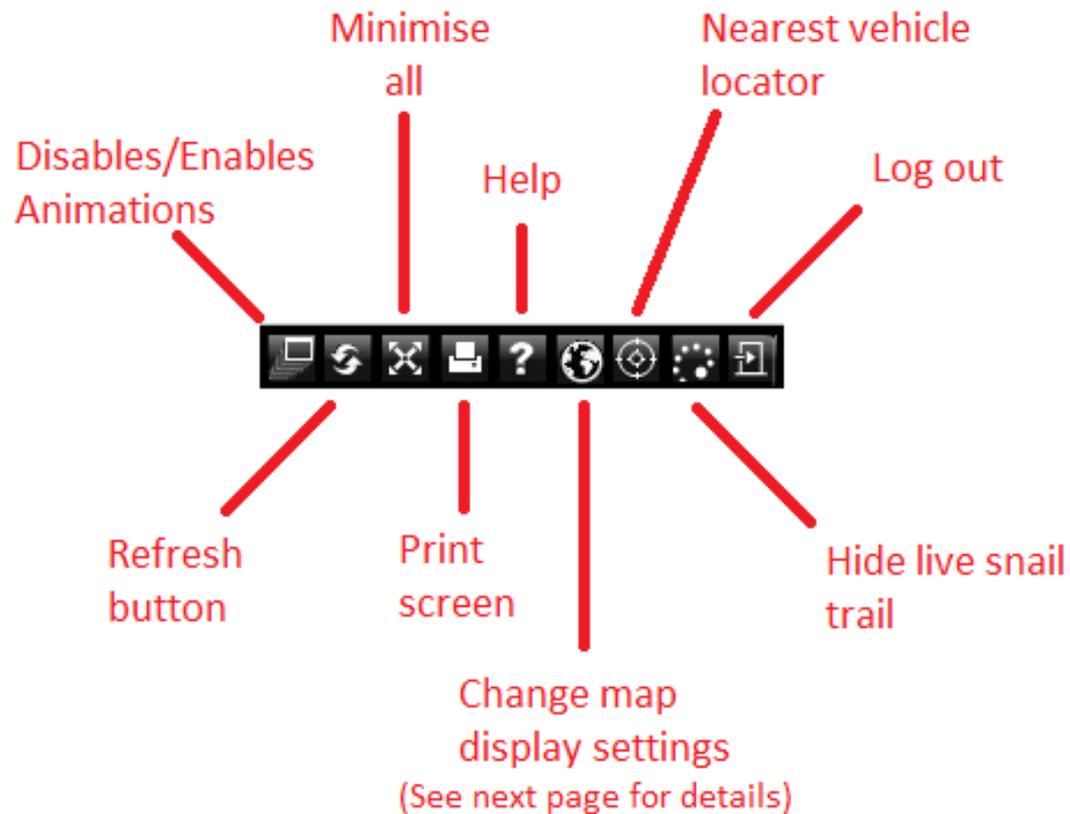
The zoom slide bar can be dragged forwards or backwards to zoom in on the map.

Tip: "Hold down Ctrl on the keyboard and drag out a rectangle the screen will then zoom in to your selection."

Changing map display settings

Map Display Settings

- [ ] Green
- [ ] Yellow
- [ ] Red

- (•) Streets
- ( ) Aerial Photography
- ( ) Hybrid

- [ ] Show Labels

- [ ] Remember Settings

[Save]   [Cancel]

Displays your Points on Interest on the map, the different colours can respresent your suppliers, customers and employees home addresses

Select your preferred map view

This will display the labels or names that you have assigned against your vehicles and Points of Interest

If selected, once you have made changes to the map settings the system will remember your preferences every time you log in
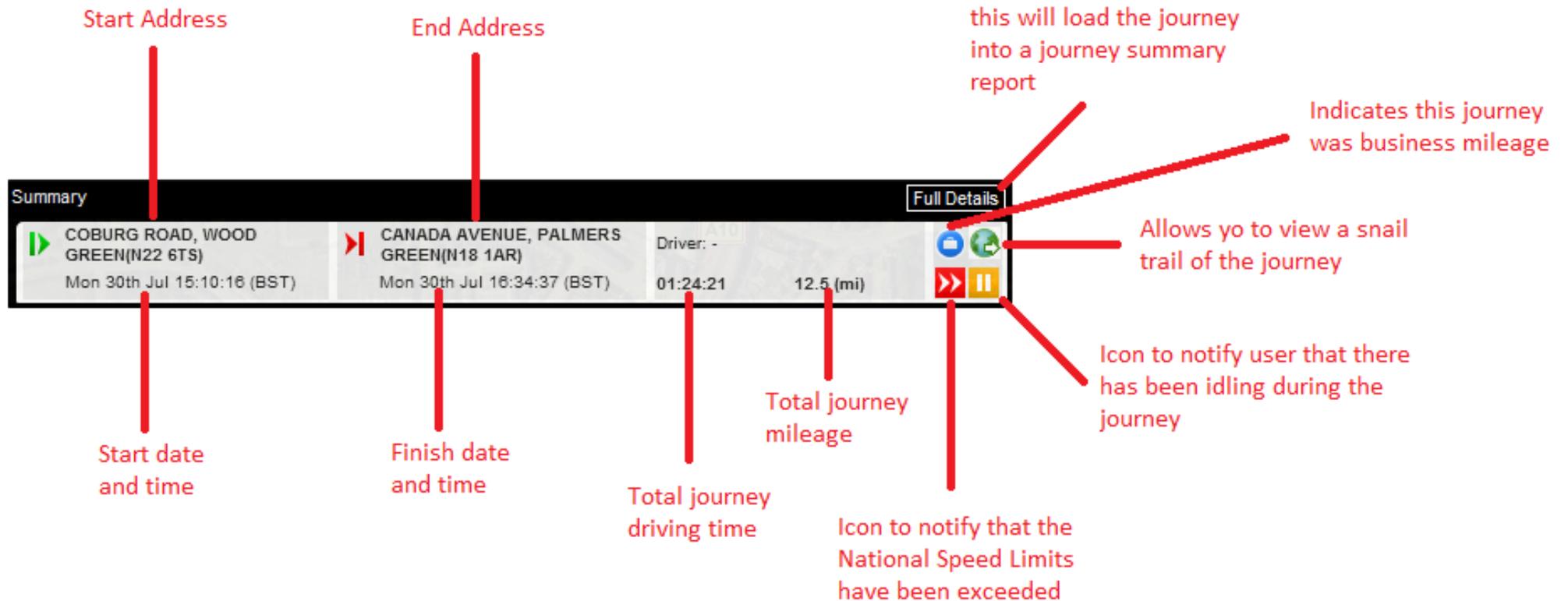
Street

Aerial

Hybrid

Journey Summary Box

Found at the bottom of the screen when looking at a specific vehicle. Please note that the journey information is that of the last journey and not the current journey if the vehicle is in transit; the journey data will update when the vehicle has finished its journey. If the vehicle is in transit then the last journey end location will effectively be the current journeys start location.
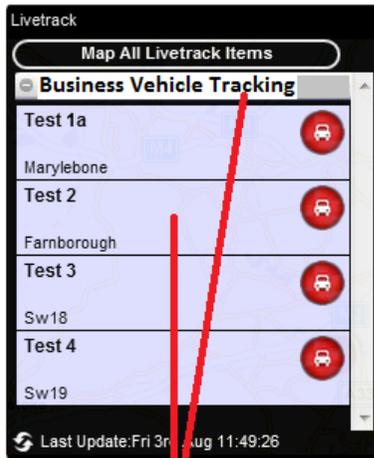

Reports

Report wizard

Fonix Swift gives you have the opportunity to view and analyse all the historical data that your fleet of vehicles have been collecting, these reports can be run against individual vehicles or groups of vehicles. On the main screen you can select 'Report Wizard' which will open the below screen.

Types of Reports with the Report Wizard

1. Vehicle Timesheet

Selected data range

Menu bar for report, please see page

Selected vehicle

Report Wizard

Vehicle Timesheet (Mon 16th Jul 00:00:00 - Sun 22nd Jul 23:59:59)

Vehicle: TEST

	Mon 16th Jul	Tue 17th Jul	Wed 18th Jul	Thu 19th Jul	Fri 20th Jul	Sat 21st Jul	Sun 22nd Jul	Total
First Start Time	09:21:51 (BST)	08:56:27 (BST)	08:52:50 (BST)	10:11:21 (BST)	08:48:00 (BST)	10:50:12 (BST)	11:27:49 (BST)	
First Start Location	LITTLE ASTON LANE, LITTLE ASTON	LITTLE ASTON LANE, LITTLE ASTON	LITTLE ASTON LANE, LITTLE ASTON	LITTLE ASTON LANE, LITTLE ASTON	LITTLE ASTON LANE, LITTLE ASTON	LITTLE ASTON LANE, LITTLE ASTON	LITTLE ASTON LANE, LITTLE ASTON	
Last End Time	19:39:11 (BST)	18:37:43 (BST)	19:17:33 (BST)	18:32:15 (BST)	17:56:31 (BST)	18:50:34 (BST)	16:43:39 (BST)	
Last End Location	LITTLE ASTON LANE, LITTLE ASTON	LITTLE ASTON LANE, LITTLE ASTON	LITTLE ASTON LANE, LITTLE ASTON	LITTLE ASTON LANE, LITTLE ASTON	LITTLE ASTON LANE, LITTLE ASTON	LITTLE ASTON LANE, LITTLE ASTON	LITTLE ASTON LANE, LITTLE ASTON	Total
Driving Time	00:30:30	02:16:15	01:36:21	00:42:44	00:41:37	00:02:46	00:07:19	05:57:32
Idle Time	00:00:00	00:00:00	00:13:23	00:00:00	00:16:36	00:04:10	00:00:00	00:34:09
Distance	15.7	61.9	41.3	16.6	18	0	1.6	155.1
Private Distance	0	0	0	0	0	0	0	0
Business Distance	15.7	61.9	41.3	16.6	18	0	1.6	155.1
No of Journeys (Bus,Pri)	2,0	6,0	5,0	4,0	2,0	4,0	3,0	26,0

Total weekly driving time

Total weekly idling time

Total weekly mileage

Total completed journeys throughout the week

The Vehicle Timesheet Report will show the driving time, total distance, business distance, private distance and number of journeys will be added up and the totals displayed in the last column of the report.

2. Vehicle Summary
3.

An alternative report that summarizes the Vehicle Timesheet, useful if you are looking at multiple vehicles

Report Wizard

Vehicle Summary (Mon 16th Jul 00:00:00 - Sun 22nd Jul 23:59:59)
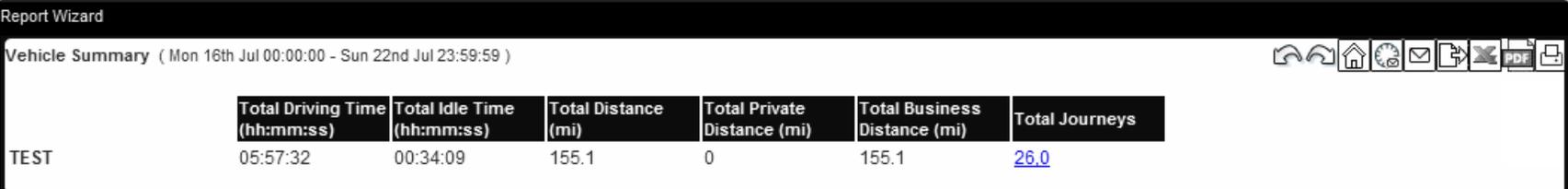
	Total Driving Time (hh:mm:ss)	Total Idle Time (hh:mm:ss)	Total Distance (mi)	Total Private Distance (mi)	Total Business Distance (mi)	Total Journeys
TEST	05:57:32	00:34:09	155.1	0	155.1	26,0

4. Journey Summary

Address and time of where the journey starts

End journey address with the time the engine was switched off

Journey durations along with the distance of the journey

This icon displays/hides each and every update during the journey

each update the unit send into the system - 2 min intervals

Location of vehicle at the time of update

Actual vehicle speed at the time of update

National Speed Limit

Speeding Icon
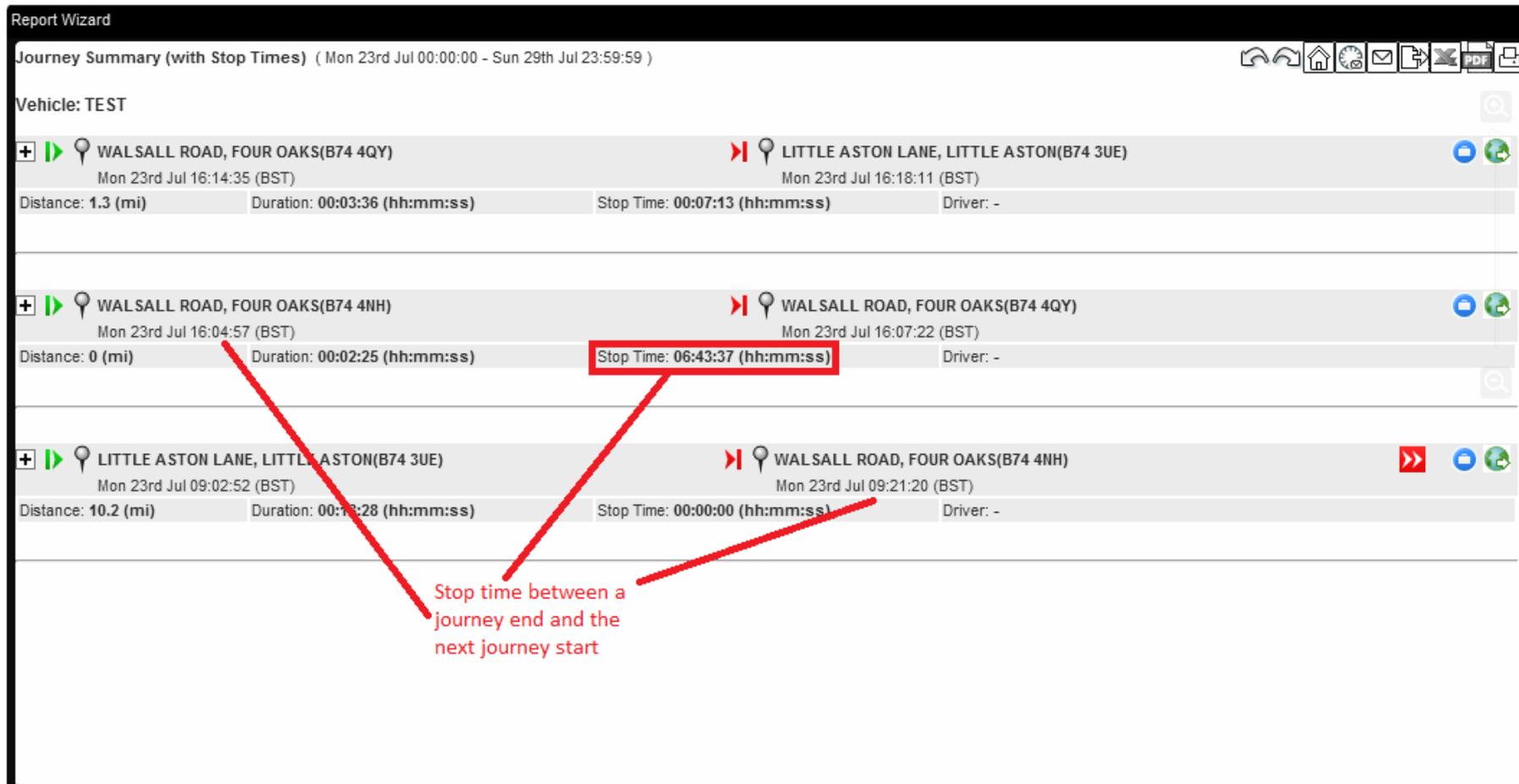
Report Wizard

Journey Summary (Mon 23rd Jul 00:00:00 - Sun 29th Jul 23:59:59)

Vehicle: TEST

WALSALL ROAD, FOUR OAKS(B74 4QY)
Mon 23rd Jul 16:14:35 (BST)

LITTLE ASTON LANE, LITTLE ASTON(B74 3UE)
Mon 23rd Jul 16:18:11 (BST)

Driver: -
Duration: 00:03:36 (hh:mm:ss)
Distance: 1.3 (mi)

WALSALL ROAD, FOUR OAKS(B74 4NH)
Mon 23rd Jul 16:04:57 (BST)

WALSALL ROAD, FOUR OAKS(B74 4QY)
Mon 23rd Jul 16:07:22 (BST)

Driver: -
Duration: 00:02:25 (hh:mm:ss)
Distance: 0 (mi)

LITTLE ASTON LANE, LITTLE ASTON(B74 3UE)
Mon 23rd Jul 09:02:52 (BST)

WALSALL ROAD, FOUR OAKS(B74 4NH)
Mon 23rd Jul 09:21:20 (BST)

Driver: -
Duration: 00:18:28 (hh:mm:ss)
Distance: 10.2 (mi)

09:18:58 (BST)	M6 TOLL, CHASETOWN	43 mph (70 mph)
09:16:58 (BST)	WATLING STREET, BROWNHILLS	0 mph (40 mph)
09:14:58 (BST)	A5, HAMMERWICH	57 mph (60 mph)
09:12:58 (BST)	A5, MUCKLEY CORNER	32 mph (70 mph)
09:10:58 (BST)	A5, SHENSTONE	21 mph (50 mph)
09:08:58 (BST)	BIRMINGHAM ROAD, SHENSTONE	30 mph (40 mph)
09:06:58 (BST)	BIRMINGHAM ROAD, SHENSTONE WOOD END	54 mph (50 mph)
09:04:58 (BST)	LITTLE ASTON LANE, LITTLE ASTON	0 mph (30 mph)

5. Journey Summary with Stop Times

There are times when you need to know how long a vehicle has been parked up; using the journey summary with stop times will give you this information.

Creating Points of Interest and Geo-fencing locations

To create a point of interest on Fonix Swift you need to click on the point on the map where you wish to create a POI, the following box on the left will then pop up.

Enter the name that you wish the POI to known by

Set the colour you want the POI to appear on the map
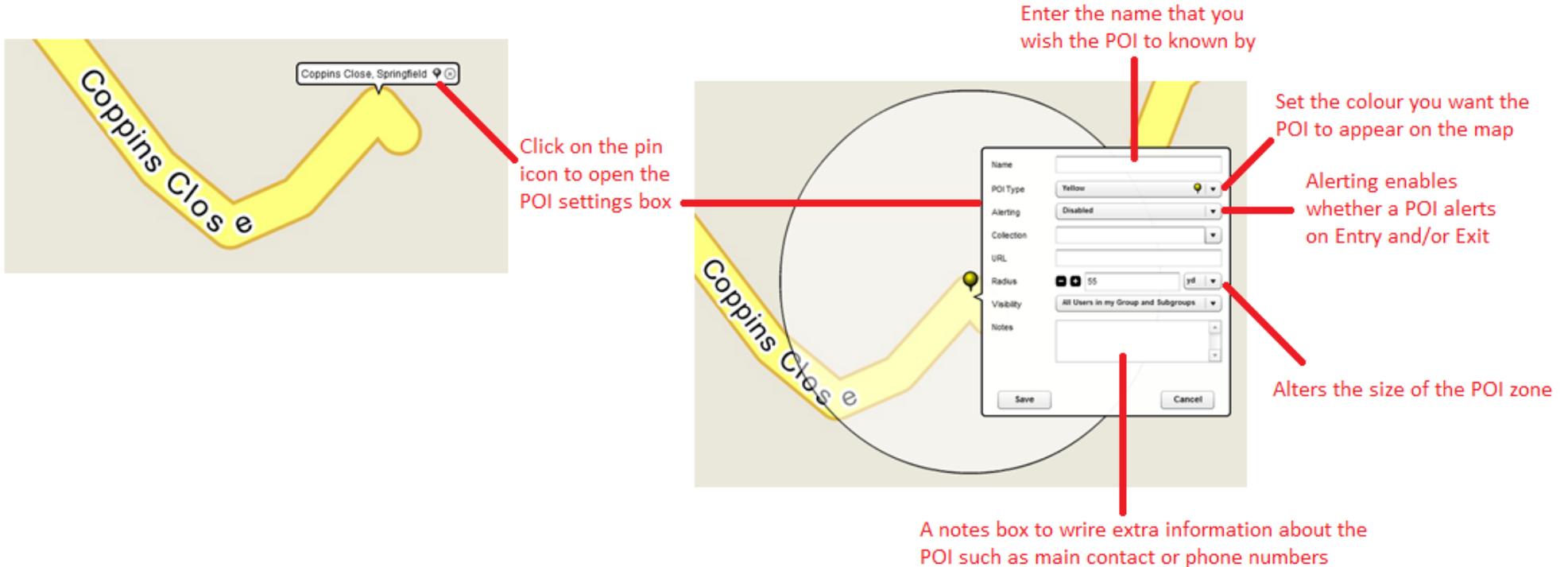
Click on the pin icon to open the POI settings box

Alerting enables whether a POI alerts on Entry and/or Exit

Alters the size of the POI zone

A notes box to wrire extra information about the POI such as main contact or phone numbers

Alternatively you can create a POI from the start or end location of a journey summary report (see below). You can create a new POI by clicking on the 'Add POI' icon in the Journey Summary report. This will place an editable POI marker on the map, allowing you to set the name, group, radius and fine tune the position.

WALSALL ROAD, FOUR OAKS(B74 4NH)

Mon 23rd Jul 09:21:20 (BST)

Click on the pin to enter POI settings

Editing a POI

To edit an existing POI simply locate it on the map either manually or using the search function click on the POI and the following options will appear, click "edit POI" and adjust the details to your specification and click save to save your changes.

POI Alert

You can set up an Alert status on each POI. This tells you when a vehicle is entering or exiting the radius of that POI. Once you have set up your alert requirements (in the settings section), each alert will pop up flashing at the top of your screen (please see below). The alert will tell you which vehicle has entered which POI, the alert type (entering or exiting), and the time and date that the alert took place.

You can also get a list of all POI's entered/exited by going clicking on the Alert button on the side tool bar which is displayed on the main screen

Type	Date/Time	Vehicle	Message
POI Enter	Sat 11th Aug 12:05:19 (BST)	1	Entered: Escort Angela Daley - Home
POI Enter	Fri 10th Aug 23:36:07 (BST)	2	Entered: Driver Dave Noble - Home

POI Alert Report

Within the Report Wizard you can run a POI alert report which will detail all of the POI's that a vehicle has entered/exited within a given period of time. This report is very useful to find out what time employees have left and returned to their home. Also if you have particular vehicles that deliver to a specific route you can easily identify the time that they arrive at all their locations.
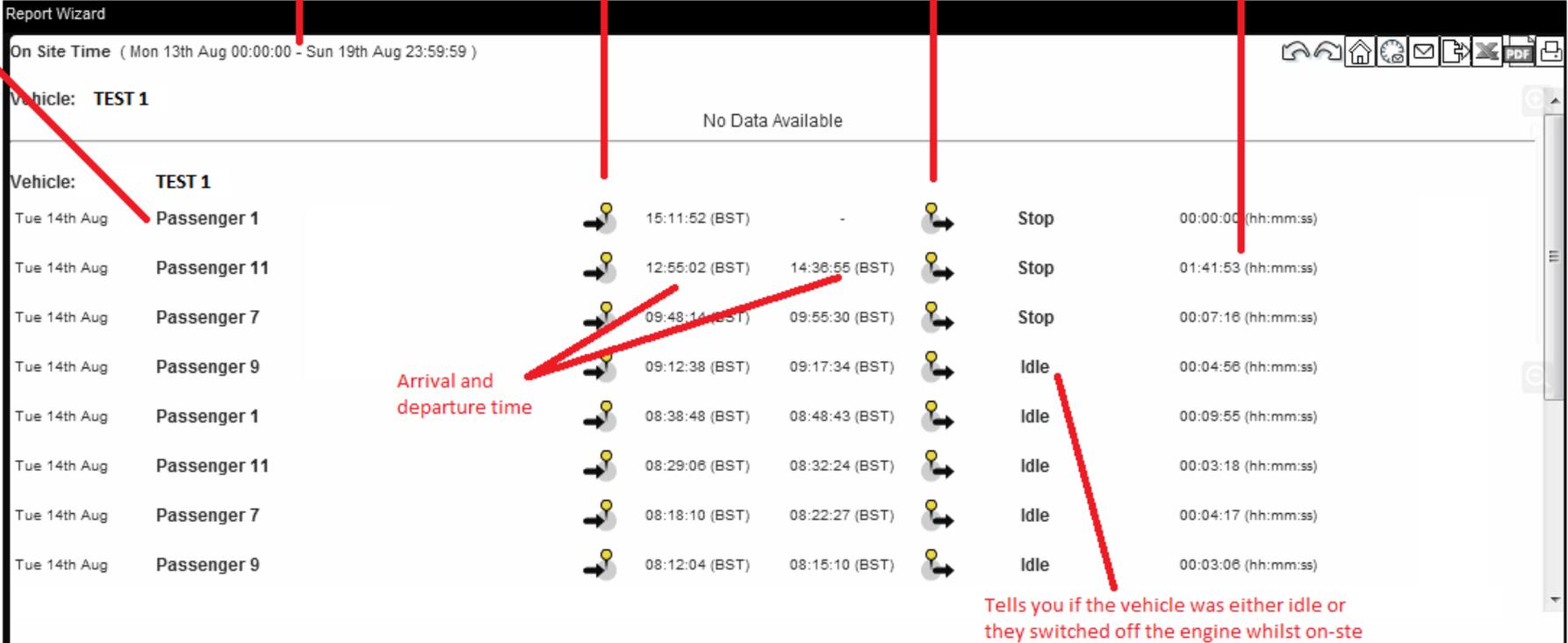
Report Wizard

POI Alert (Mon 13th Aug 00:00:00 - Sun 19th Aug 23:59:59)

Vehicle: TEST 1

Date/Time	Entered/Exited	Driver	Place
Tue 14th Aug 15:11:52 (BST)			Passenger 10
Tue 14th Aug 14:43:06 (BST)			Passenger 11
Tue 14th Aug 14:37:41 (BST)			Passenger 8
Tue 14th Aug 12:55:02 (BST)			Passenger 3
Tue 14th Aug 11:57:05 (BST)			Passenger 5
Tue 14th Aug 09:47:09 (BST)			Passenger 1
Tue 14th Aug 09:43:09 (BST)			Passenger 10
Tue 14th Aug 09:13:09 (BST)			Passenger 11
Tue 14th Aug 08:55:24 (BST)			Passenger 8

On site time Report

For a more detailed report that can identify how long a vehicle has been at a particular POI you can view the On Site Time Report within the Report Wizard, this report will identify the time that a vehicle arrived on site, what time they left and how long they were present at the POI. This can be extremely useful for lone workers who are working on a site for long periods of time (e.g. building sites or filling up vending machines).

The Point of Interest that the vehicle has entered

Date range selected

Icon to illustrate that a POI has been enterd

Exit POI icon

Time spent on-site

Report Wizard

On Site Time (Mon 13th Aug 00:00:00 - Sun 19th Aug 23:59:59)

Vehicle: TEST 1

No Data Available

Vehicle:	TEST 1					
Tue 14th Aug	Passenger 1		15:11:52 (BST)	-		Stop	00:00:00 (hh:mm:ss)
Tue 14th Aug	Passenger 11		12:55:02 (BST)	14:36:55 (BST)		Stop	01:41:53 (hh:mm:ss)
Tue 14th Aug	Passenger 7		09:48:14 (BST)	09:55:30 (BST)		Stop	00:07:16 (hh:mm:ss)
Tue 14th Aug	Passenger 9		09:12:38 (BST)	09:17:34 (BST)		Idle	00:04:56 (hh:mm:ss)
Tue 14th Aug	Passenger 1		08:38:48 (BST)	08:48:43 (BST)		Idle	00:09:55 (hh:mm:ss)
Tue 14th Aug	Passenger 11		08:29:06 (BST)	08:32:24 (BST)		Idle	00:03:18 (hh:mm:ss)
Tue 14th Aug	Passenger 7		08:18:10 (BST)	08:22:27 (BST)		Idle	00:04:17 (hh:mm:ss)
Tue 14th Aug	Passenger 9		08:12:04 (BST)	08:15:10 (BST)		Idle	00:03:06 (hh:mm:ss)

Arrival and departure time

Tells you if the vehicle was either idle or they switched off the engine whilst on-ste