FONIX®

TELEMATICS

User Manual

Logging In
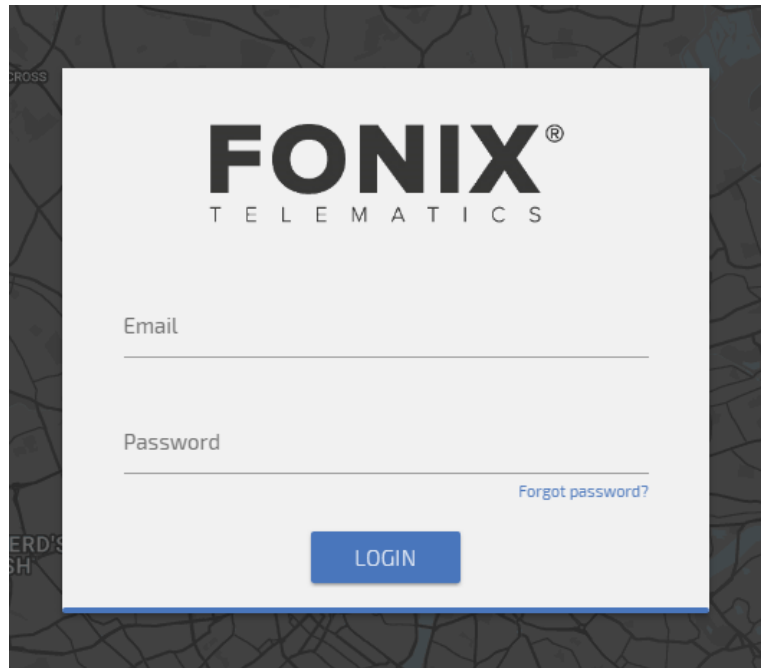
Go to web.fonixtelematics.com

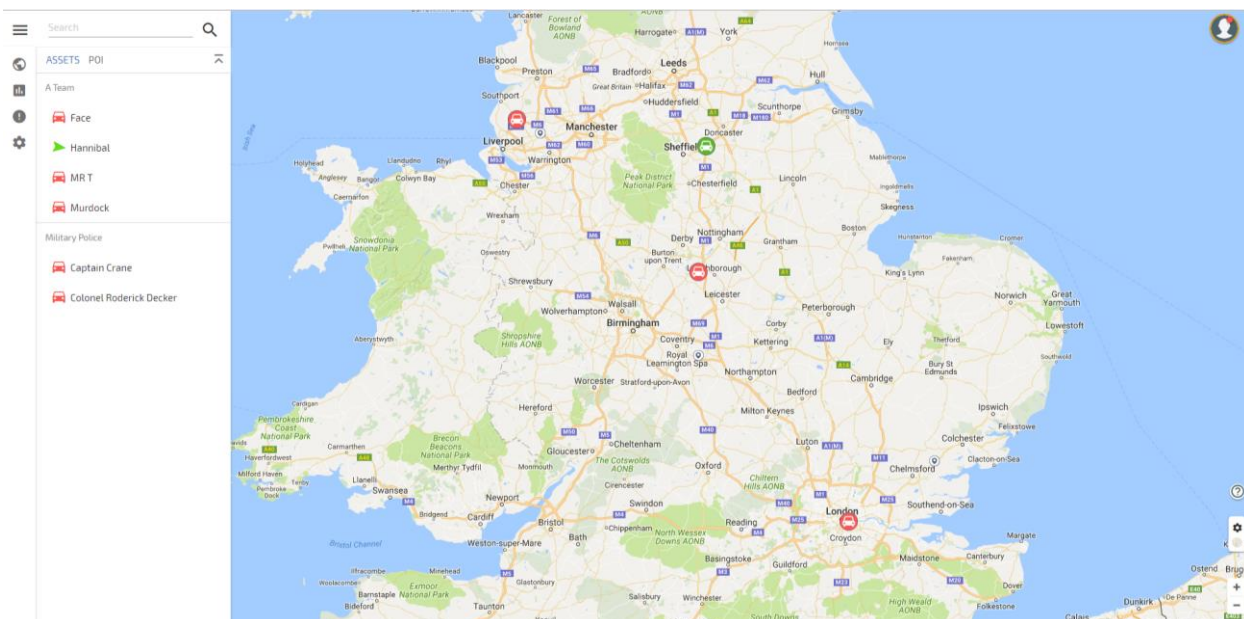Enter your email address and password in the appropriate box then click 'Login'

This will open the tracking system and display your assets on the map

If you cannot log in for any reason, please email support@fonixtelematics.com

We recommend using Google Chrome or Mozilla Firefox web browsers to run the system on

You will then be presented with the map screen

Left Hand column

Search Function 🔍

The Search function is located at the top of the left menu
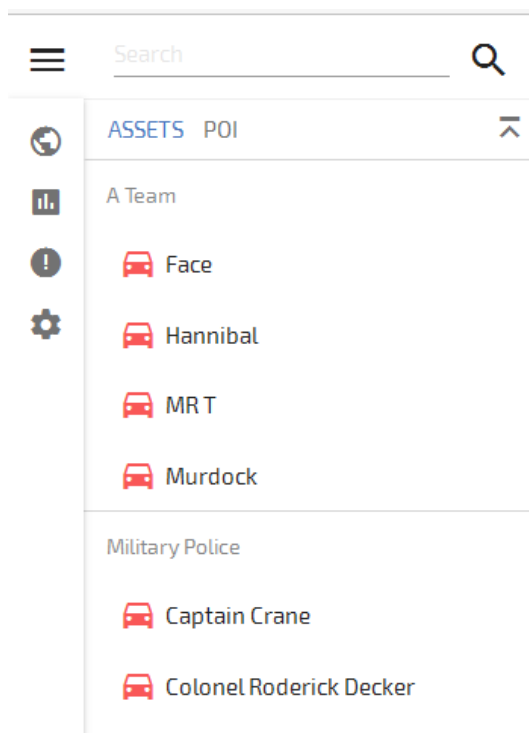

You can use this to search for Assets, POI's and Asset Groups

Assets List

Your assets are listed alphabetically here

Click on the Asset Icon 🚗 to Zoom and centre the vehicle on the map

Click on the Asset Name Hannibal to Zoom and centre the vehicle on the map and open the vehicle summary, shown below

Here you can view the vehicle details, current location, the day's journeys, and change the time and date to show previous journeys.

By clicking on 'TODAY' under the Google Street view image you can choose from Yesterday, Last 3 Days and Custom date range

By clicking on the clock under the Google Street view image you can choose a Start and End time for which to show journeys for:
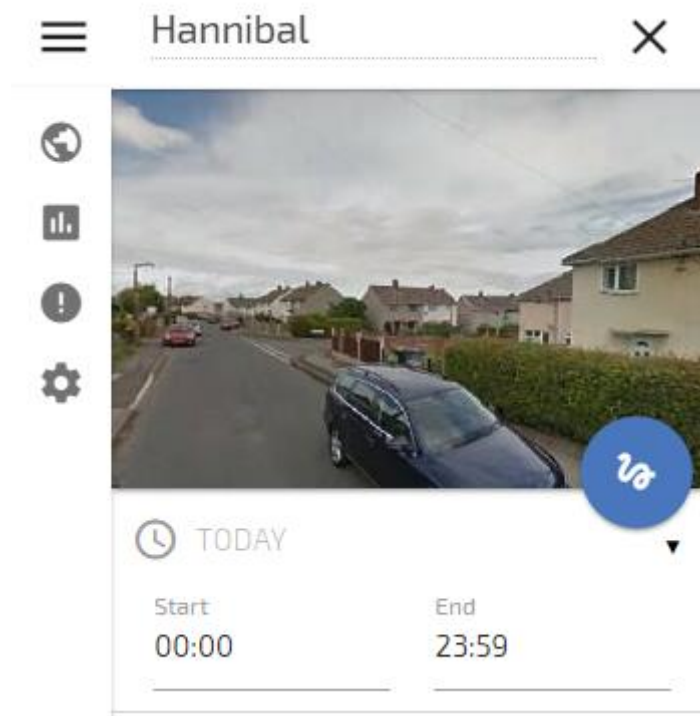
Clicking on the Blue circle with the snail trail shows the snail trail for the whole day

The days journeys are displayed in a chart form as shown below, each blue bar represents a journey
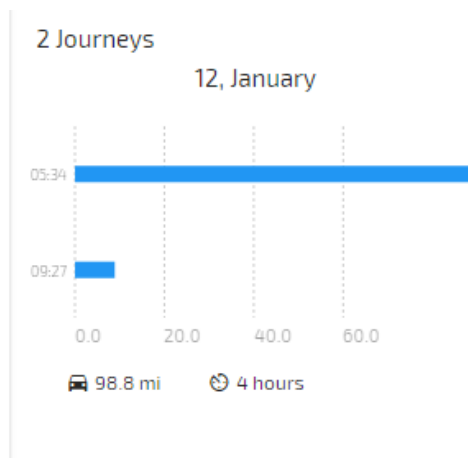
Clicking on a journey brings up the snail trail for that journey and the journey details including start and finish addresses, mileage, duration and average speed
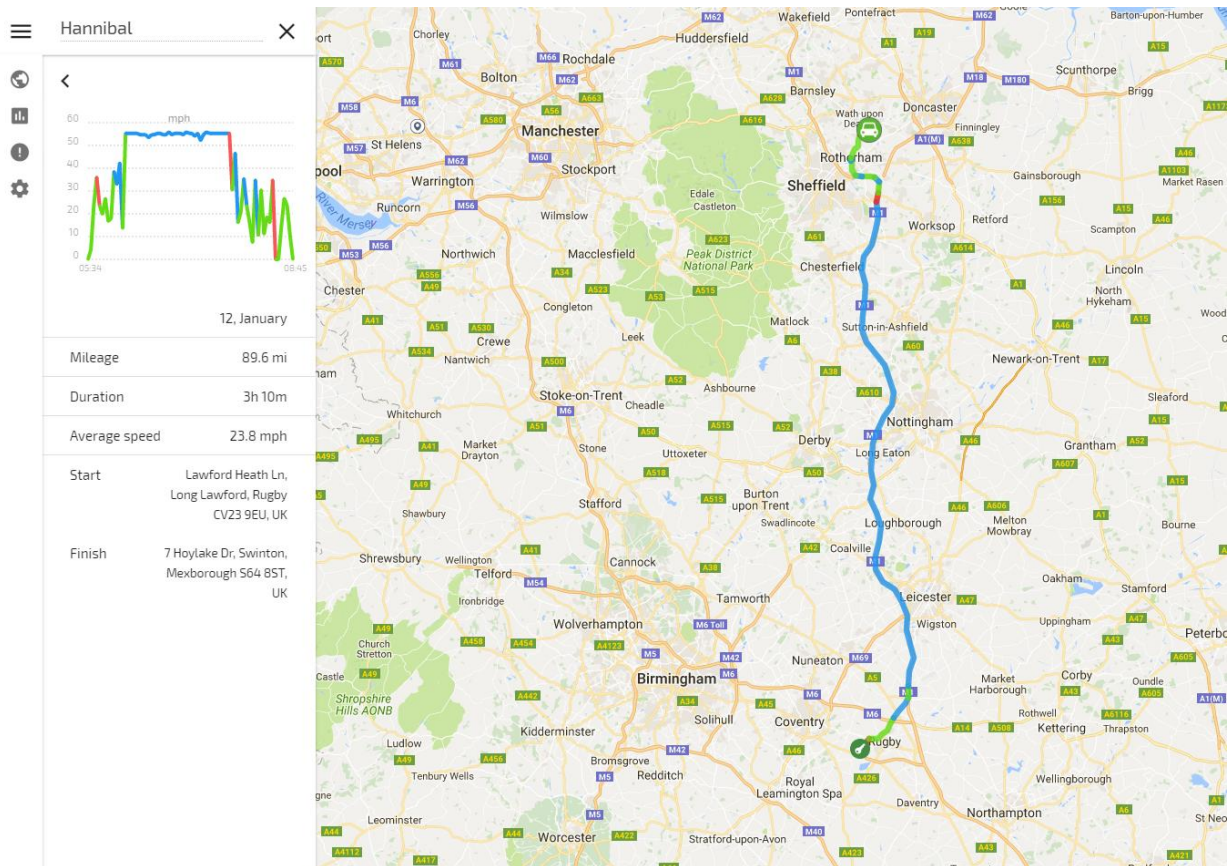
POI (Point Of Interest) List

Clicking on POI brings up the POI list, you can click on a POI to see the details and edit that POI. See the POI section of this guide for creating, editing and deleting POI's
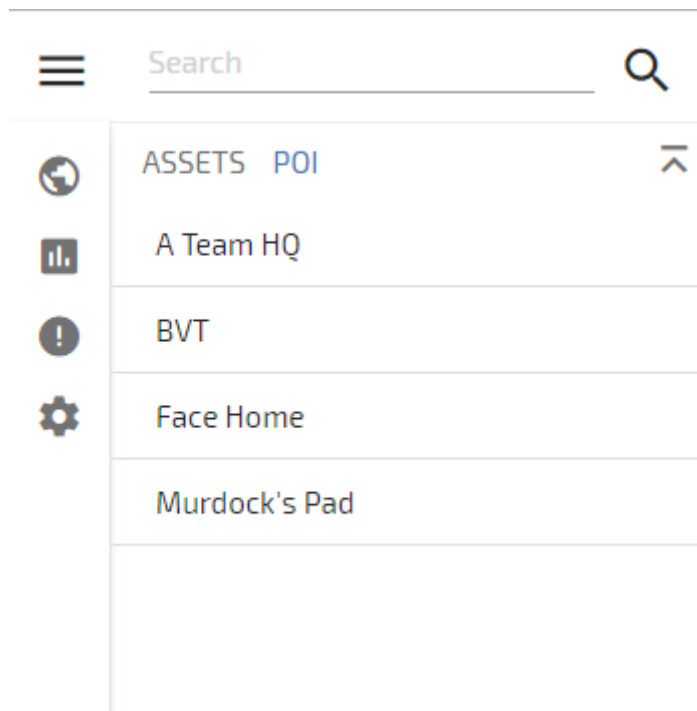
Menu

If you click on the menu you will be given the following options

Map – Click here to return to the main tracking page when in other areas of the menu

Reports – Click here to access reports

Alerts – Click here to see alerts that have been triggered

Administration – Click here to set up or edit Assets, Drivers, POIs, Alerts, Users and Groups

There are also Menu Shortcut Icons on the home page and they are as follows:

- Map shortcut icon

- Reports shortcut icon

- Alerts shortcut icon

- Administration shortcut icon
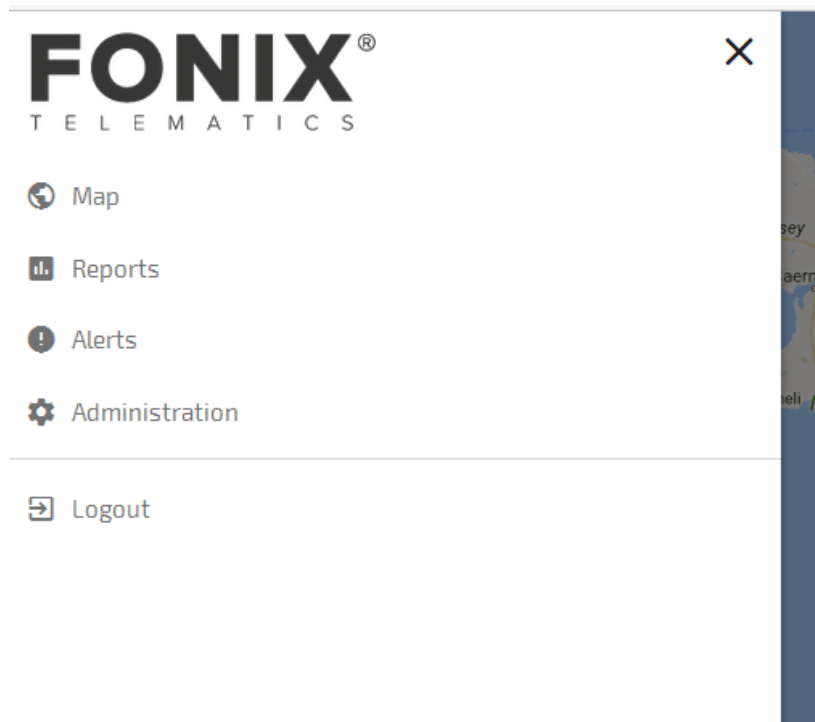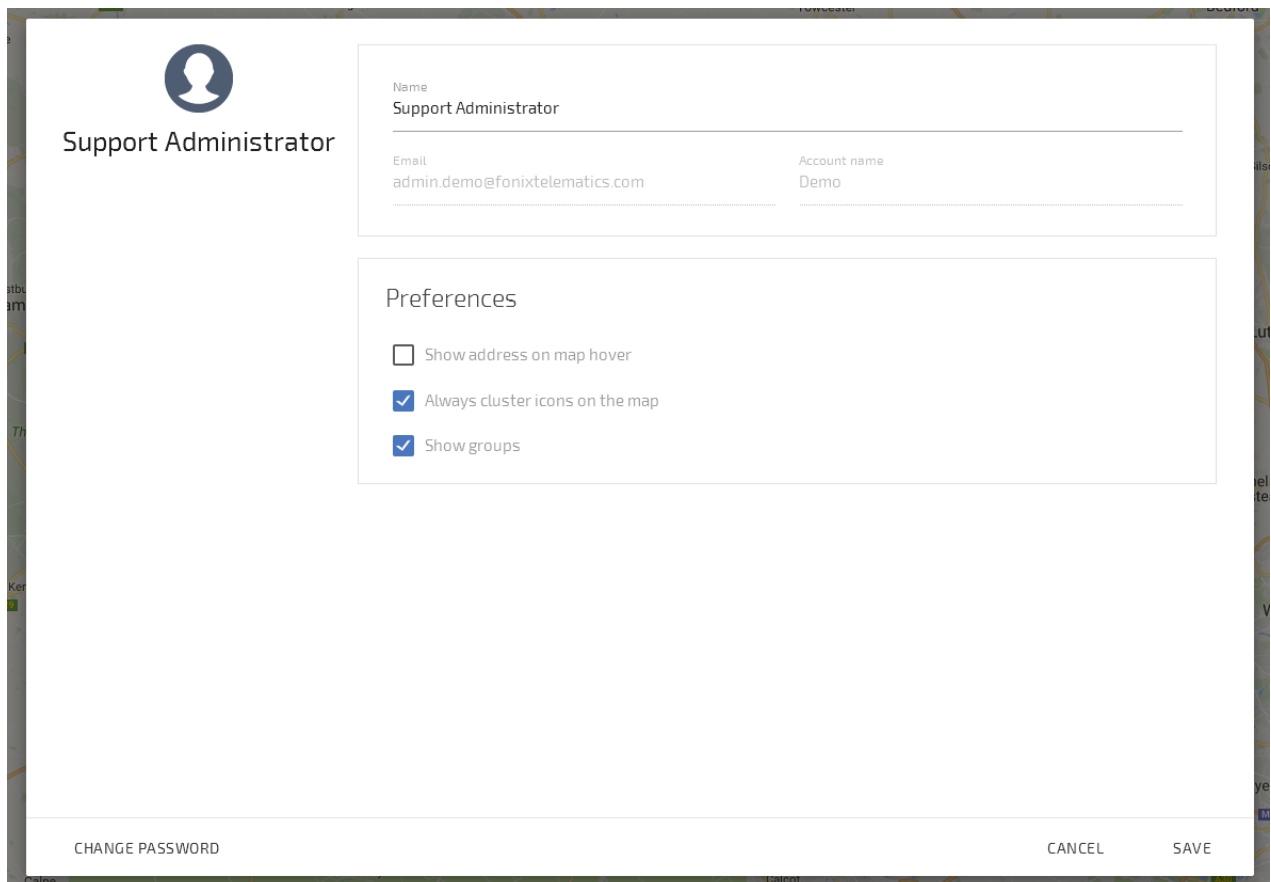
User Icon

By clicking on the user icon in the top right hand corner of the map screen you will see the following options:
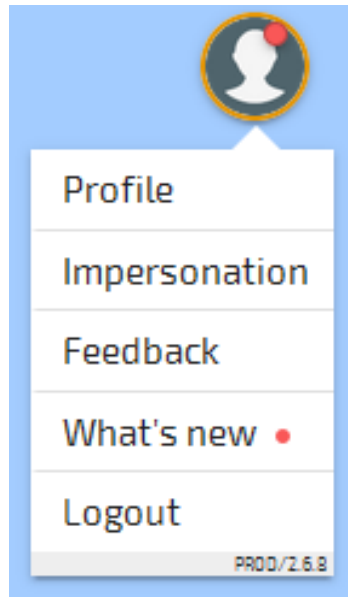
Profile

Clicking on Profile opens the user profile, where you can change preferences and your password

User Preferences

You can turn on or off the following preferences:

Show address on Map Hover – Shows the current address when hovering mouse over an asset

Cluster Icons on Map – Clusters POI's and groups of vehicles together or the map

Show Groups – Shows Group name in the left hand menu if you have set up groups

Impersonate

Allows you to select a user to impersonate, so you can see what they see

Feedback

You can leave any feedback or suggestions you may have and this will be passed on to our development team

What's New

This feature explains any new releases to the platform and where you can find them

If a red dot is shown in the user profile icon as shown below, this means there is a new release and you are yet to read this in the 'What's New' area
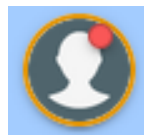
Logout

Click this to log out

Mapping

Mapping Settings

In the bottom right hand corner of the map you will see the icons shown below

Clicking on the ? brings up the Map Legend as shown below, which explains the icons

Map legend

Icon	Description	Icon	Description
(red car)	Stopped asset	(flag)	Start of journey
(yellow car)	Iddle asset	(grey circle)	Cluster of multiple assets
(green car)	Travelling asset	(white circle)	Cluster of POIs
(green line)	Speed <– 50km/h	(green)	Ignition turned On
(blue line)	Speed <– 100km/h	(red)	Ignition turned Off
(orange line)	Speed > 100km/h	(arrow)	Asset direction
(red line)	Speed above road limit	(pin)	Pinned location
		(POI)	POI
		(alert)	Alert occurred
		(overspeed)	Overspeed alert

CLOSE

The + and – symbols zoom the map in and out

The cog symbol brings up Type and Layers, Type gives you the map type views; Road, Satellite and Terrain. Clicking the icon below the cog reverts the Type back to the previous selection
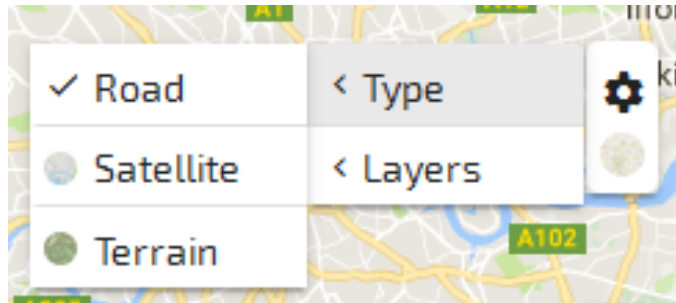
Clicking on Layers allows you to select whether POI's are shown on the map and you can also select the Traffic Overlay, which will overlay Google Traffic on the map
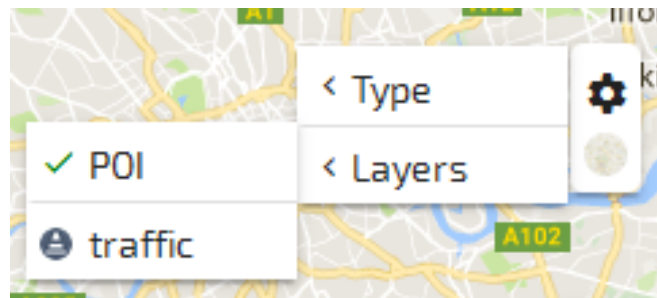
Traffic Layer enabled screen below
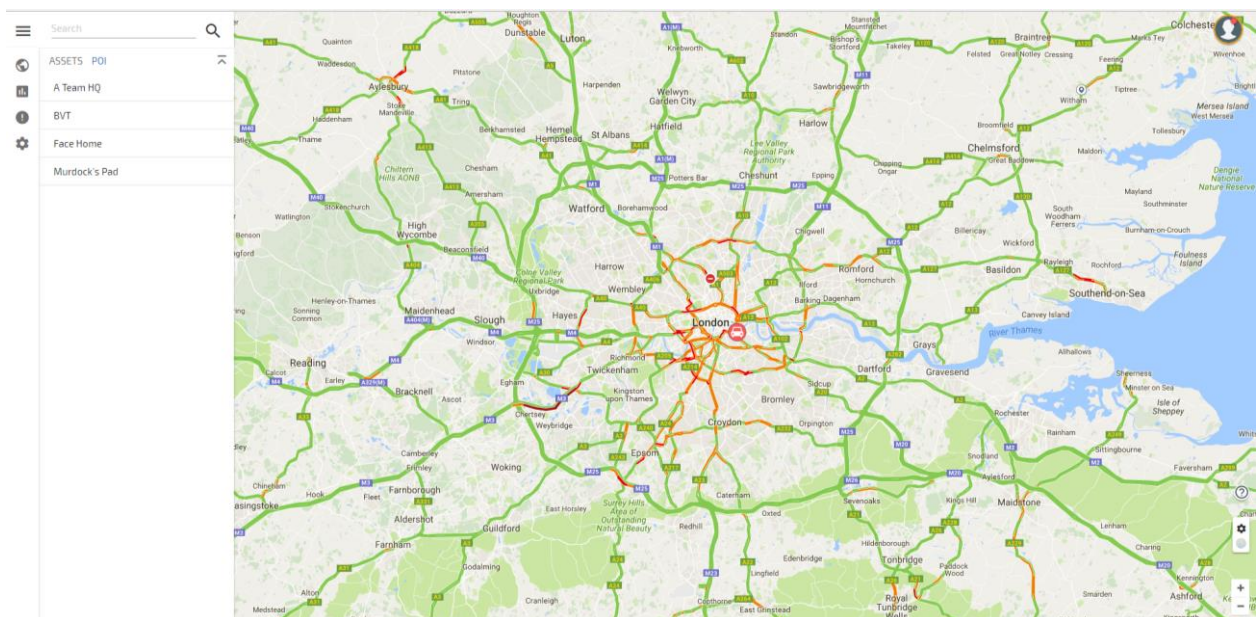
Users

Creating a User

Using the menu Navigate to Administration > Users
Click ' + ' in bottom right corner which will open the User Module Window
Enter the users email address
Enter the users name
Enter a Password (8 Characters or more)
Confirm the password
Set users security level / Role by clicking on Administrator or User:
Administrator - for users who you want to access all areas
User - for users that you want to give limit access to
Click the Modules that you want allow
If groups are set up select the groups you would like the user to be able to see
To finish click 'Save' and the user will be available to use straight away

Edit a User

Using the menu Navigate to Administration > Users
Select the user you want to edit by clicking on them.
Alternatively you can search for a user using the search function in the top right of the module.
Edit the feature you want to change
To finish click 'Save'

Delete a User

Users can not be permanently deleted. Instead please see 'Disable a User' below.

Disable a User

Using the menu Navigate to Administration > Users
Select the user you want to edit by clicking on them.
Alternatively you can search for a user using the search function in the top right of the module.
Select 'Disable' from the bottom left of the window then click 'Save'

Change Users Password

Using the menu Navigate to Administration > Users
Select the user you want to edit by clicking on them.
Alternatively you can search for a user using the search function in the top right of the module.
Select 'Change Password' from the bottom left of the window
Enter New Password and Confirm Password then click 'Save'

Change a user's security level / Role

Using the menu Navigate to Administration > Users
Select the user you want to edit by clicking on them.
Alternatively you can search for a user using the search function in the top right of the module.
Set users security level / Role by clicking on:
Administrator - for users who you to access all areas
User - for users that you want to give limit access to
To finish click 'Save'

Drivers

Create a Driver

Using the menu Navigate to Administration > Drivers
Click ' + ' in bottom right corner which will open the Drivers Module Window
Select a Group if the Driver belongs to a specific Group
Enter the Drivers Name
Enter the Drivers Mobile Number
Enter the Driver's license Number and check information
To finish click 'Save'

Edit a Driver

Using the menu Navigate to Administration > Drivers
Select the Driver you want to edit by clicking on them.
Alternatively you can search for a Driver using the search function in the top right of the module.
Edit the feature you want to change
To finish click 'Save'

Delete a Driver

At the moment you cannot delete a driver, if you need one removing please contact
support@fonixtelematics.com

Assign a Driver

Using the menu Navigate to Administration > Assets
Select the Asset you want to assign a driver to by clicking on them.
Alternatively you can search for an Asset using the search function in the top right of the module.
Once you have opened the asset, choose the Driver to assign to that asset in the drop down box
To finish click 'Save'

Odometer/Engine Hours

Set Odometer/Engine Hours

Using the menu Navigate to Administration > Assets
Select the Asset you want to edit by clicking on them.
Alternatively you can search for an Asset using the search function in the top right of the module.
You can set the Odometer and Chronometer here
To finish click 'Save'

Edit Odometer/Engine Hours

Using the menu Navigate to Administration > Assets
Select the Asset you want to edit by clicking on them.
Alternatively you can search for an Asset using the search function in the top right of the module.
You can edit the Odometer and Chronometer here
To finish click 'Save'

POIs

Create a POIs

Click on the POI tab in the left hand menu on the map screen, enter the post code you want to add as a POI and click 'Search address'. Confirmation of the address will be displayed; click on the address to centre the map and the POI and an option to add POI will appear in the context box. Click the + icon to add as POI, select POI shape, set the size / shape of the POI, Enter a Reference in the 'Name' field and a code in the 'Code' field (optional). You can also group the POIs so they are limited to a Group and not the whole account.

Search for a POI

Click on the POI tab in the left hand menu and enter the POI name in search box above it. The search result will update in the body of the context box

Edit a POI

Click on the POI tab in the left hand menu on the map screen
Select the POI you wish to edit by clicking on it.
Alternatively you can search for a POI using the search function
Click the edit button (Blue circle with Pencil)
Edit the details
To finish click 'Save'

Delete a POI

Using the menu Navigate to Administration > POI
Select the POI you want to delete by clicking on it.
Alternatively you can search for a POI using the search function in the top right of the module.
Click delete

POI Import

POIs can be imported into the system via a CSV file. Please email requests to
support@fonixtelematics.com

POI Export

This feature is not allowed due to the sensitive information stored

Hide POIs from Map

Click on the Cog in the bottom right hand side of the Map, Click Layers, Click POI and the tick will disappear and the POIs will not be showing on the map anymore.

Show POI's on Map

Click on the Cog in the bottom right hand side of the Map, Click Layers, Click POI and a tick will appear and the POIs will now be showing on the map.

Alerts

Create an Alert

Using the menu Navigate to Administration > Alerts
Click ' + ' in bottom right corner which will open the Alerts Module Window
There are two sections: Basic and Settings
Basic
Select an Alert from the drop down box
Enter the Alert Name
Choose which assets the alert is relevant to or click All to select all assets
Settings
Enter the parameters and email address to receive the Alert.
Text message alerts can be set up however this involves a cost
To finish click 'Save'

Edit an Alert

Using the menu Navigate to Administration > Alerts
Select the Alert you want to edit by clicking on them.
Alternatively you can search for an Alert using the search function in the top right of the module.
Edit the feature you want to change
To finish click 'Save'

Search for an Alert

You can search for an Alert using the search function in the top right of the module.

View active Alerts

Using the menu Navigate to Alerts
Click on the alert you wish to view
You can add a comment on the alert and clicking confirm saves the comment
Click cancel to leave that alert

SMS Alerts

Text message alerts can be set up however this involves a cost, please contact
support@fonixtelematics.com if you wish to set this up

Email Alerts

Using the menu Navigate to Administration > Alerts
Choose the Alert you wish to edit
Settings
Enter the email address to receive the Alert. Separate multiple emails by a comma
To finish click 'Save'

Alert Types

Continuous Driving

This allows you to receive an alert if a vehicle has been driving continuously for more than 3, 3.5 or 4 hours depending on the setting

Excessive Idling

This allows you to receive an alert if a vehicle has been idling excessively for more than 2, 5 or 10 minutes depending on the setting

No Ignition

This allows you to receive an alert if a vehicle has been moving without an ignition value, this could be a faulty ignition feed or the vehicle being towed (this is not a standard feature but can be added)

Out of Hours

This allows you to receive an out of hours alert depending on the times set. For example setting 9:00 – 18:00 would send an alert for everything outside of these times

Overspeed

This allows you to receive an alert if a vehicle has been speeding, you can choose Fixed or Roadspeed:

Fixed – Set to a fixed value for example anything over 75mph will trigger an alert

Roadspeed – Fixed mph or Percentage over speed limit

POI Enter

This allows you to receive an alert if an asset enters a POI

POI Leave

This allows you to receive an alert if an asset leaves a POI

Groups

Create a Group

Using the menu Navigate to Administration > Groups
Click ' + ' in bottom right corner which will open the Groups Module Window
Enter Group name
To finish click 'Save'

Edit a Group

Using the menu Navigate to Administration > Groups
Select the Group you want to edit by clicking on them.
Alternatively you can search for a Group using the search function in the top right of the module.
Edit the group name
To finish click 'Save'

Assign a Group to an Asset

Using the menu Navigate to Administration > Assets
Select the Asset you want to assign a Group to by clicking on them.
Alternatively you can search for an Asset using the search function in the top right of the module.
Once you have opened the asset, choose the Group to assign to that asset in the drop down box
To finish click 'Save'

Assign a Group to a User

Using the menu Navigate to Administration > Users
Select the User you want to assign a Group to by clicking on them.
Alternatively you can search for a User using the search function in the top right of the module.
Once you have opened the User, select the Groups to assign to that user
To finish click 'Save'

Reports

Run a Report

Select Reports

Choose the report you wish to run
Select the assets to run the report for, or select All
Select the To and From dates
Enter an email address if you wish to have the report emailed.
Click the tick in the blue circle to run the report
Once the report has been run you have the option to print the report by clicking the below

You can also Export to CSV, Copy Link or Send By Email, these options are shown at the bottom of the report to the left

COPY LINK   SEND BY EMAIL   EXPORT CSV
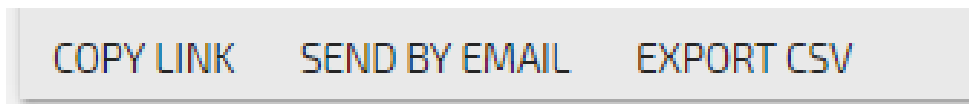
Reports you have run are stored in the 'Your reports' section so they can be viewed again without having to run the same report again

Your reports

Journey summary
13:00

Journey summary
09:29

Journey summary
09:28

Create Scheduled Report

Select Reports

Click Report Schedules

Click ' + ' in bottom right corner which will open the Report Schedule Module Window
Choose Type – Once, Daily, Weekly, Monthly
Choose the report you wish to setup – Journey Summary, Parked Time etc
Select the assets you wish to include in the scheduled report
Enter the email addresses you wish to send the reports to
Select report format – PDF, HTML, CSV
To finish click 'Save'

View Scheduled Reports

Select Reports
Click Report Schedules

Edit Scheduled Reports

Select Reports
Click Report Schedules
Select the report you wish to edit
Edit the feature you want to change
To finish click 'Save'