

DigiCore Australia's Ctrack Online Quick Start Guide.



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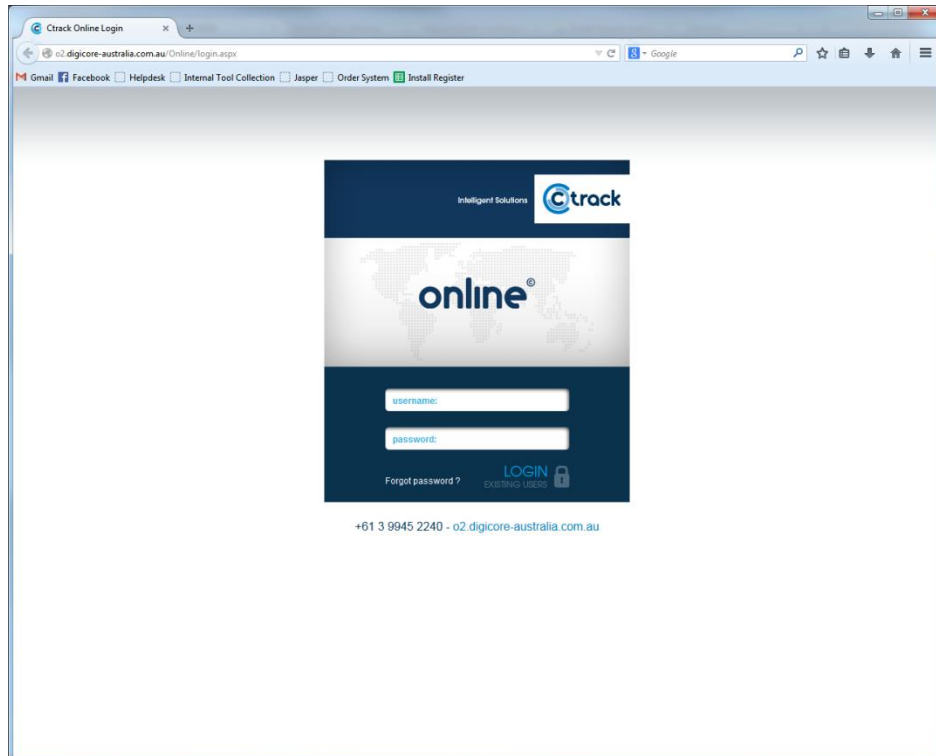
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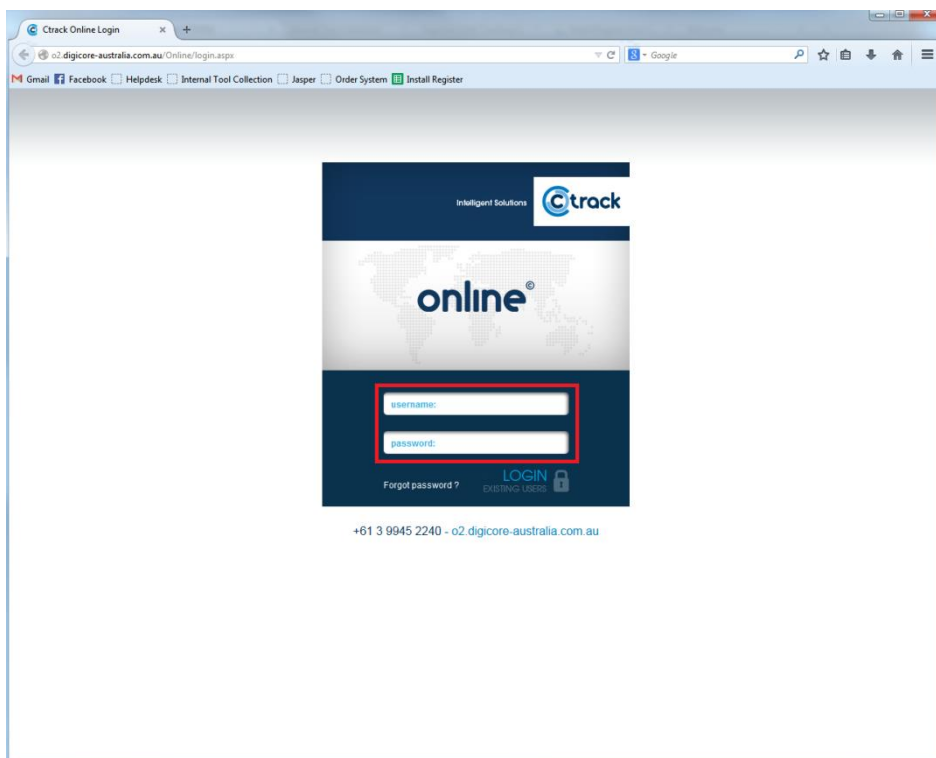
1. Logging In

Go to <http://o2.digicore-australia.com.au/Online/login.aspx>



The screenshot shows a web browser window titled "Ctrack Online Login". The address bar displays "o2.digicore-australia.com.au/Online/login.aspx". The page features a navigation bar with links: Gmail, Facebook, Helpdesk, Internal Tool Collection, Jasper, Order System, and Install Register. The main content area has a dark blue header with "Intelligent Solutions" and the "Ctrack" logo. Below this is a light gray section with a world map and the word "online®". The login form consists of two input fields: "username:" and "password:". To the right of the password field is a "LOGIN" button with a padlock icon and the text "EXISTING USERS". Below the input fields are links for "Forgot password?" and "LOGIN". At the bottom, the contact information "+61 3 9945 2240 - o2.digicore-australia.com.au" is displayed.

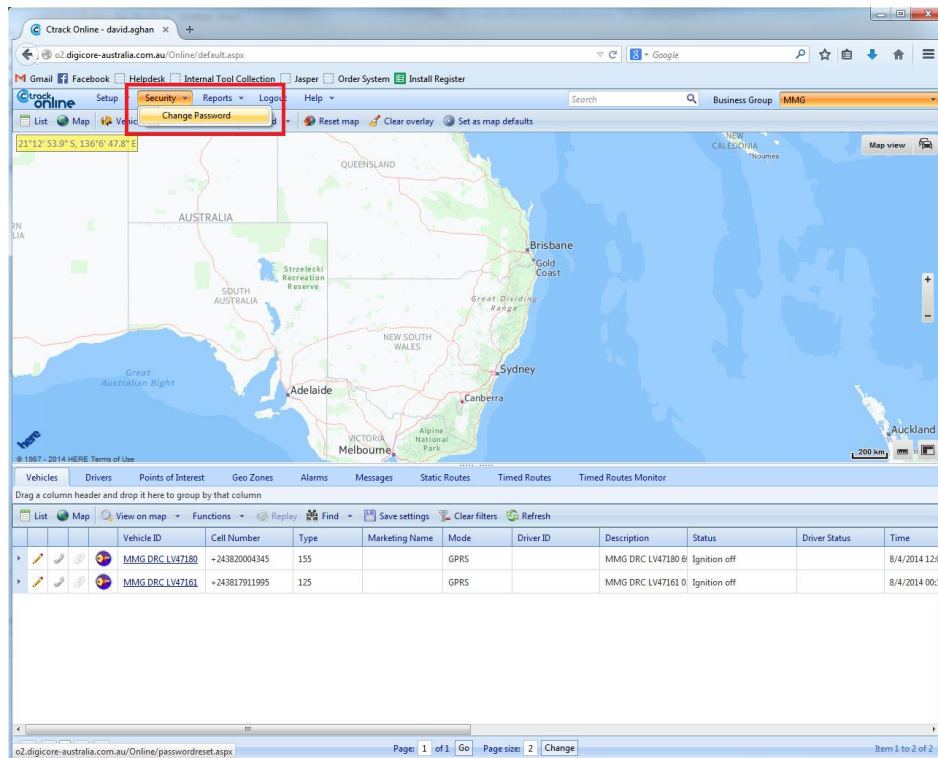
Login in using your provided ***username*** and ***password***



This screenshot is identical to the one above, but with a red rectangular box highlighting the "username:" and "password:" input fields to indicate where the user should enter their credentials.

2. Changing Your Password

To change your password, move your mouse curse over **security** and click **change password**



Enter you current password and new password twice and click **change password**

The screenshot shows the 'Reset your password' form. It includes a list of instructions: 'Type your old password', 'Type your new password', and 'Confirm your new password'. Below the instructions are three input fields for the current password, new password, and confirm new password. A 'Change Password' button is located at the bottom of the form.

Reset your password

- Type your old password
- Type your new password
- Confirm your new password

Current password:

New Password:

Confirm New Password:

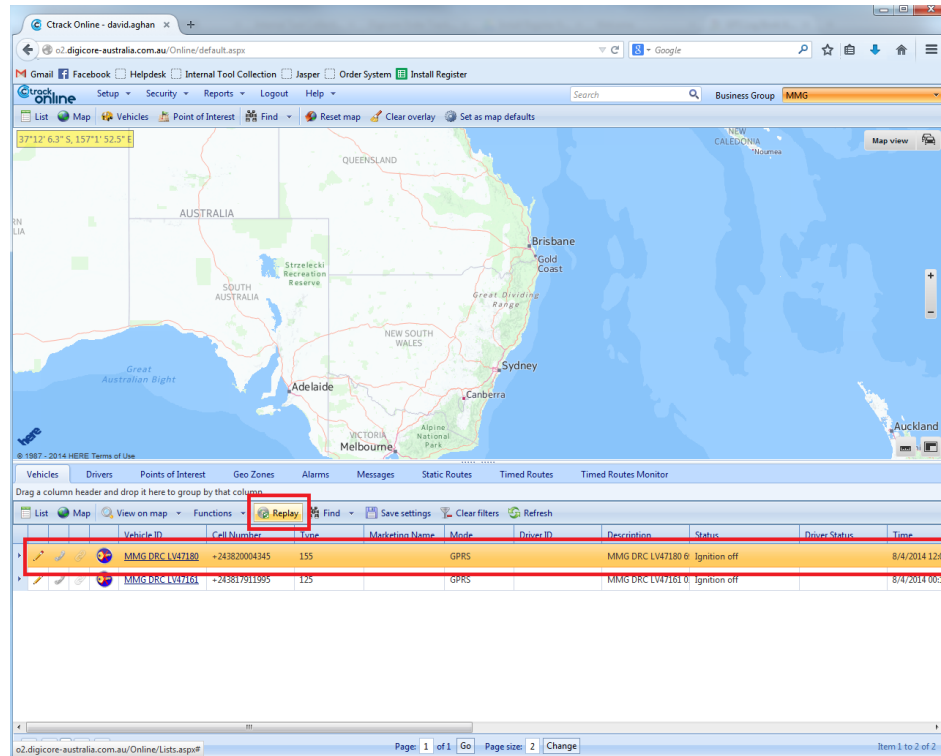
Change Password

3. Vehicle Replays

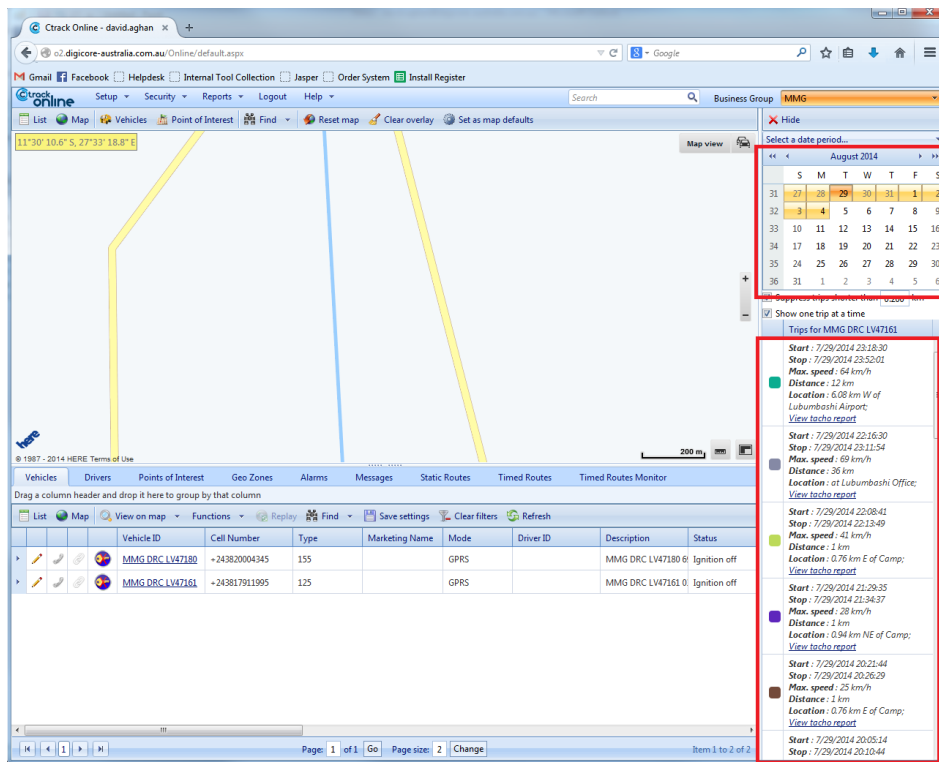
A vehicle replay is used for when you want a 'quick' condensed version of a Vehicle Trip Summary. The only details you will see are *Start/Stop* time, *Max Speed*, *Distance* and *Location*. This will show you three (3) ways to run a replay on a vehicle.

Running a replay on a vehicle (Process 1)

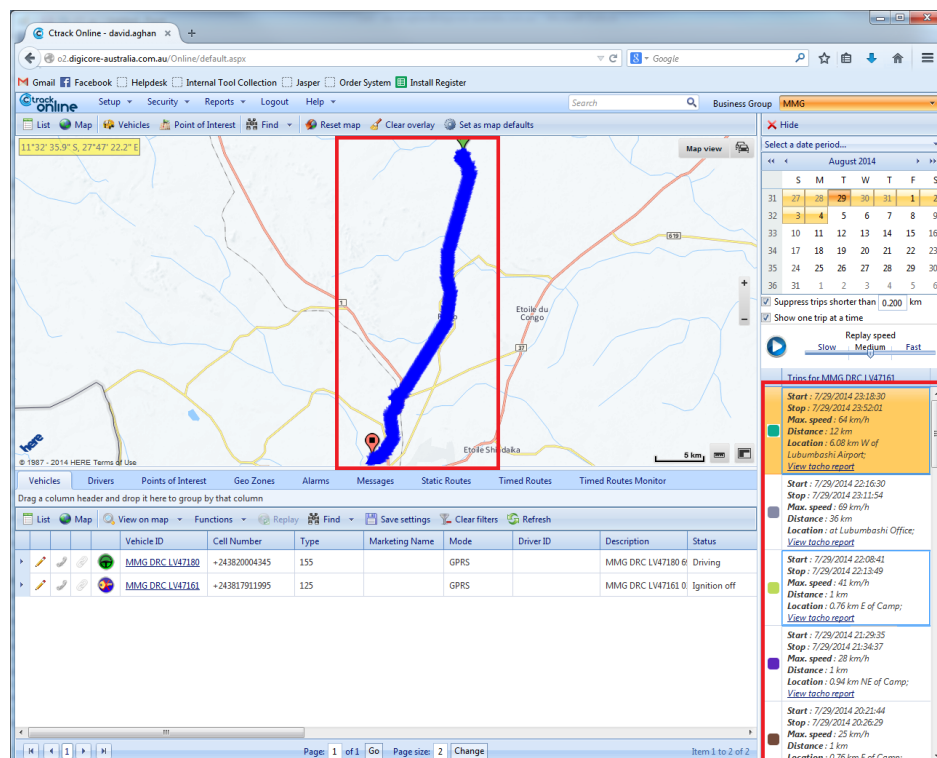
Left click on the **vehicle running field** (*not* directly on the vehicle name), which will highlight the vehicle, then click on the **replay button**



A calendar will appear on the right hand side of the screen. Select the date that you wish to display the trips for the vehicle selected. The trips will appear below the calendar. You can only select 1 day at a time.



Clicking on a trip will show the trip on the map. If you hold down the CTRL button on the keyboard you can select multiple trips.



To clear the map of any trips that have been shown click the **clear overlay button**.

The screenshot displays the CTrack Online web application. The main map area shows a blue route overlay. A red box highlights the 'Clear overlay' button in the top toolbar. The right sidebar shows a calendar for August 2014 and a list of trips for MMG DRC LV47161.

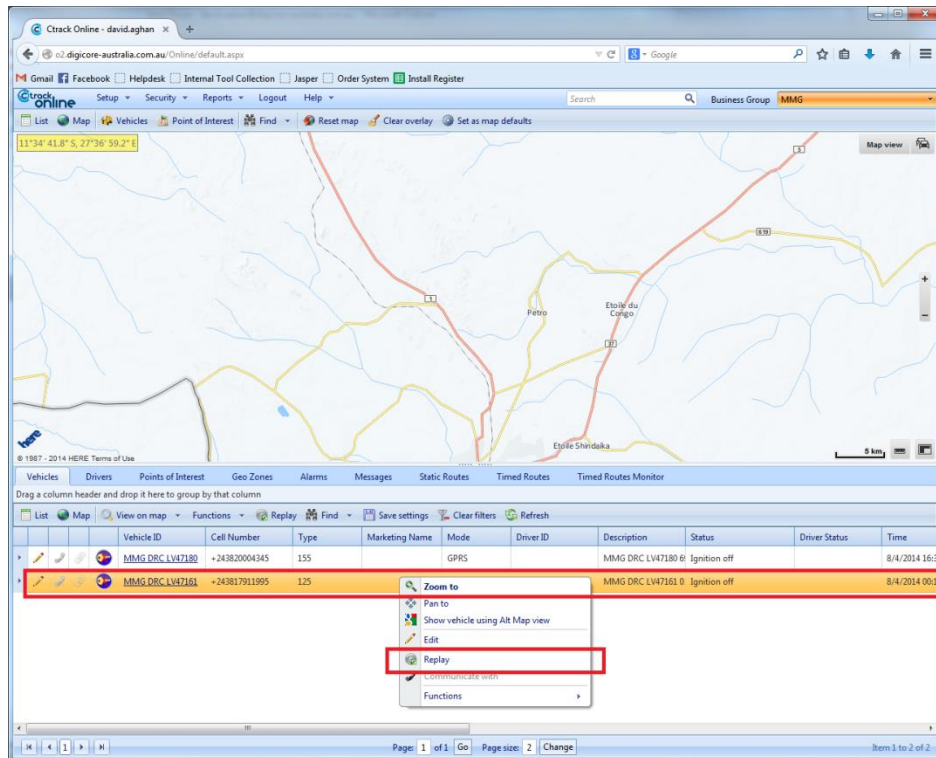
Vehicle ID	Cell Number	Type	Marketing Name	Mode	Driver ID	Description	Status
MMG DRC LV47180	+243820004345	155		GPRS		MMG DRC LV47180 6	Driving
MMG DRC LV47161	+243817911995	125		GPRS		MMG DRC LV47161 0	Ignition off

Trips for MMG DRC LV47161

- Start : 7/29/2014 23:18:30
Stop : 7/29/2014 23:52:01
Max. speed : 64 km/h
Distance : 12 km
Location : 6.08 km W of Lubumbashi Airport;
[View tachograph report](#)
- Start : 7/29/2014 22:16:30
Stop : 7/29/2014 23:11:54
Max. speed : 69 km/h
Distance : 36 km
Location : at Lubumbashi Office;
[View tachograph report](#)
- Start : 7/29/2014 22:08:41
Stop : 7/29/2014 22:13:49
Max. speed : 41 km/h
Distance : 1 km
Location : 0.76 km E of Camp;
[View tachograph report](#)
- Start : 7/29/2014 21:29:35
Stop : 7/29/2014 21:34:37
Max. speed : 28 km/h
Distance : 1 km
Location : 0.94 km NE of Camp;
[View tachograph report](#)
- Start : 7/29/2014 20:21:44
Stop : 7/29/2014 20:26:29
Max. speed : 25 km/h
Distance : 1 km
Location : 0.76 km E of Camp;

Running a replay on a vehicle (Process 2)

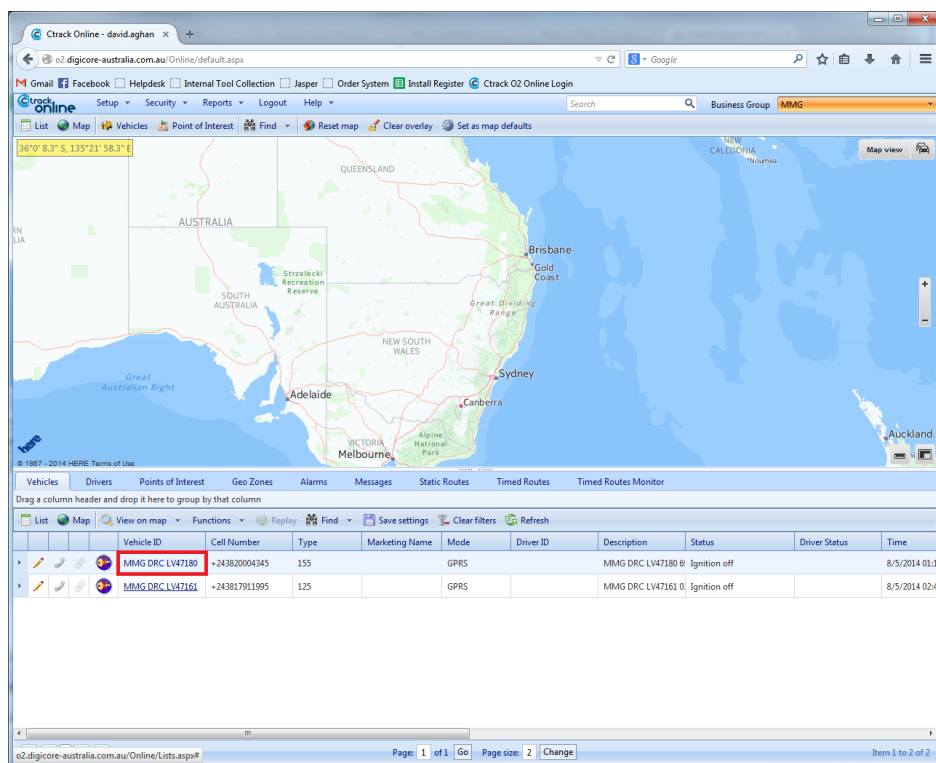
Left click on the **vehicle running field** (*not* directly on the vehicle name), right click and select **replay**.



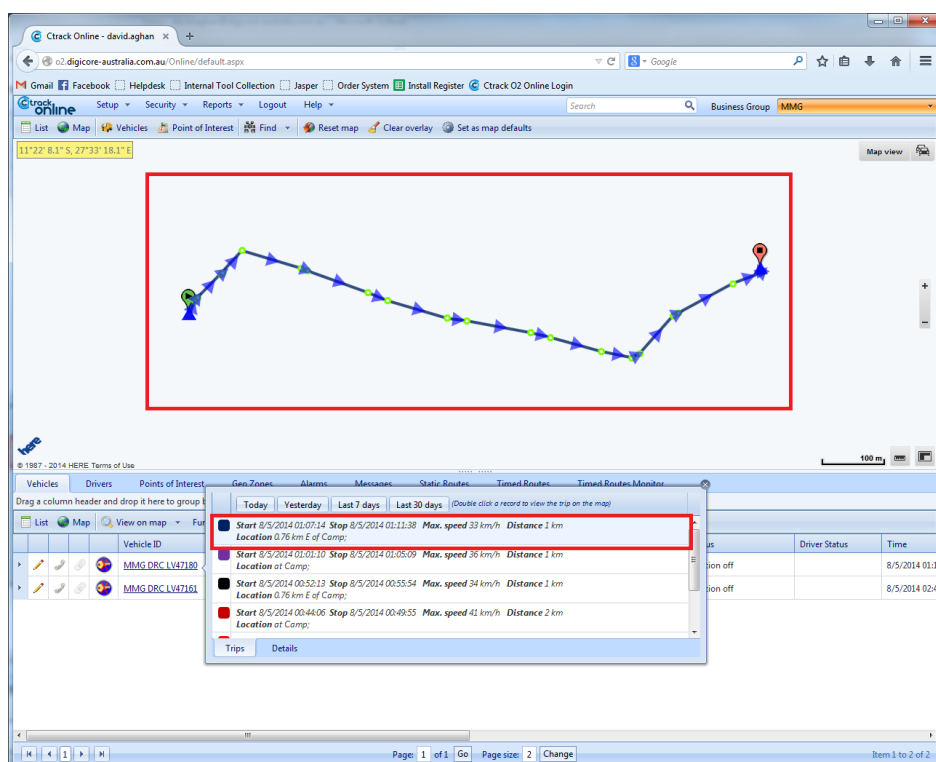
Refer to steps 2-4 on 'Running a replay on a vehicle (Process 1)'

Running a replay on a vehicle (Process 3)

Left click on the ***Vehicle name***.



A pop-up window will appear that gives you 4 options for viewing trips – Today, Yesterday, Last 7 Days, Last 30 Days. Double click on the trip to have it populate on the map.

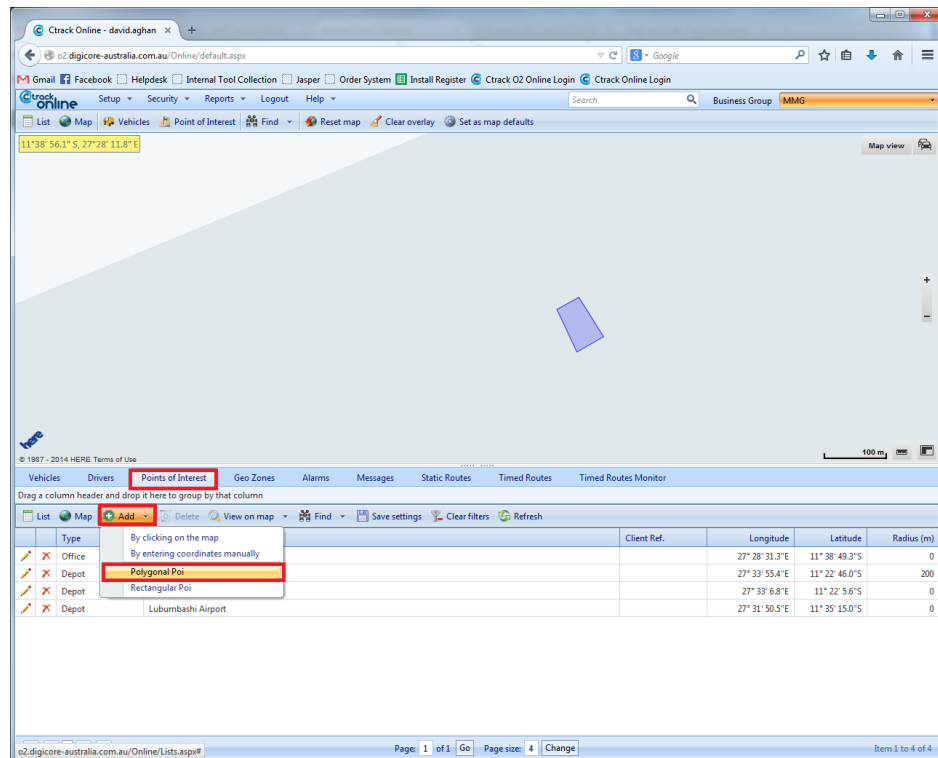


4. Points of Interest (POI)

Points of Interest are map point references that will display when running a report. The report will notify that a vehicle is X km away from a POI, rather than stating just its longitude and latitude. There are a few different ways of inserting POI however this manual will only cover 2.

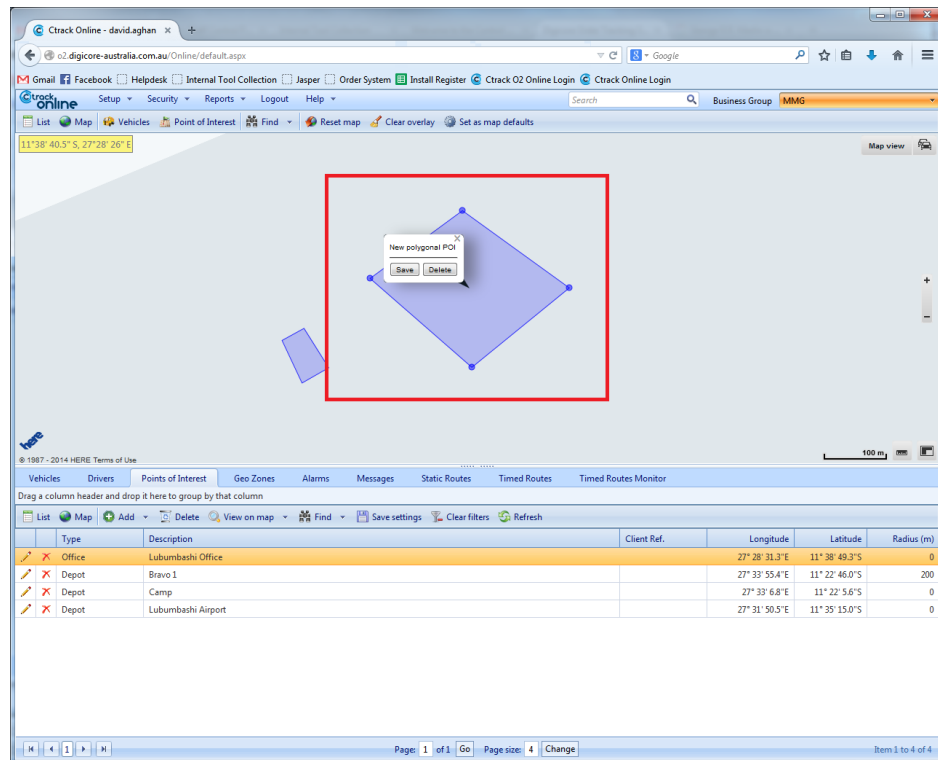
Creating a Polygonal Point of Interest (Process 1)

To create a POI click on the **Points of Interest** tab and click **Add → Polygonal Poi**

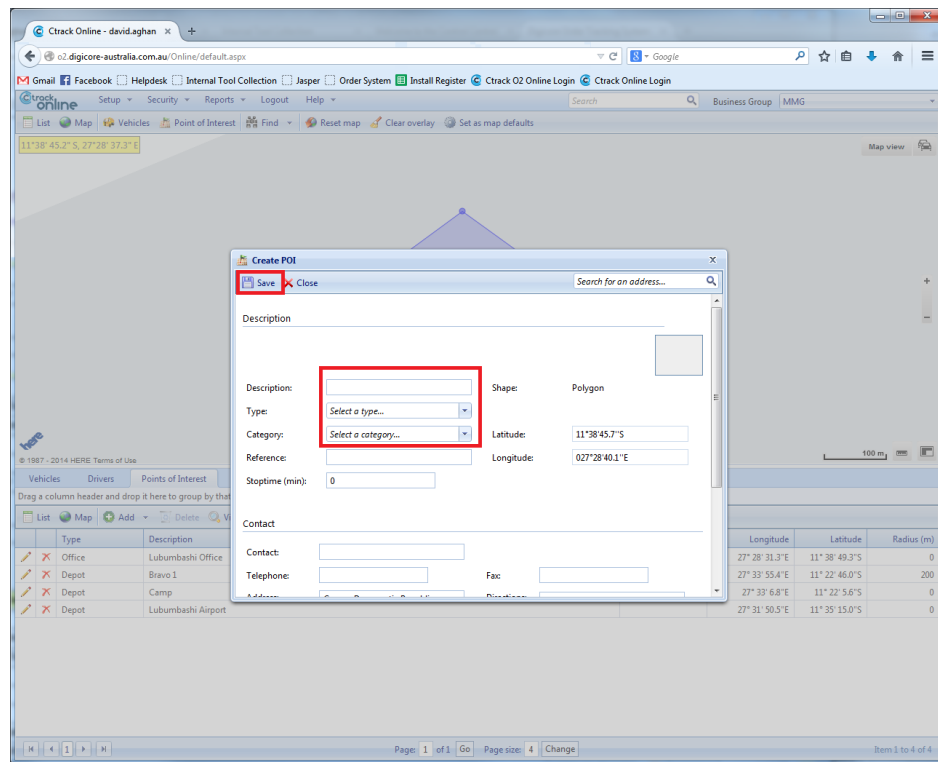


A small pop-up window will appear. Click OK.

Place a number of points on the map surrounding the area you want to mark as you POI. Once you have finished getting the shape you want click in the middle of the shape and select **save**.

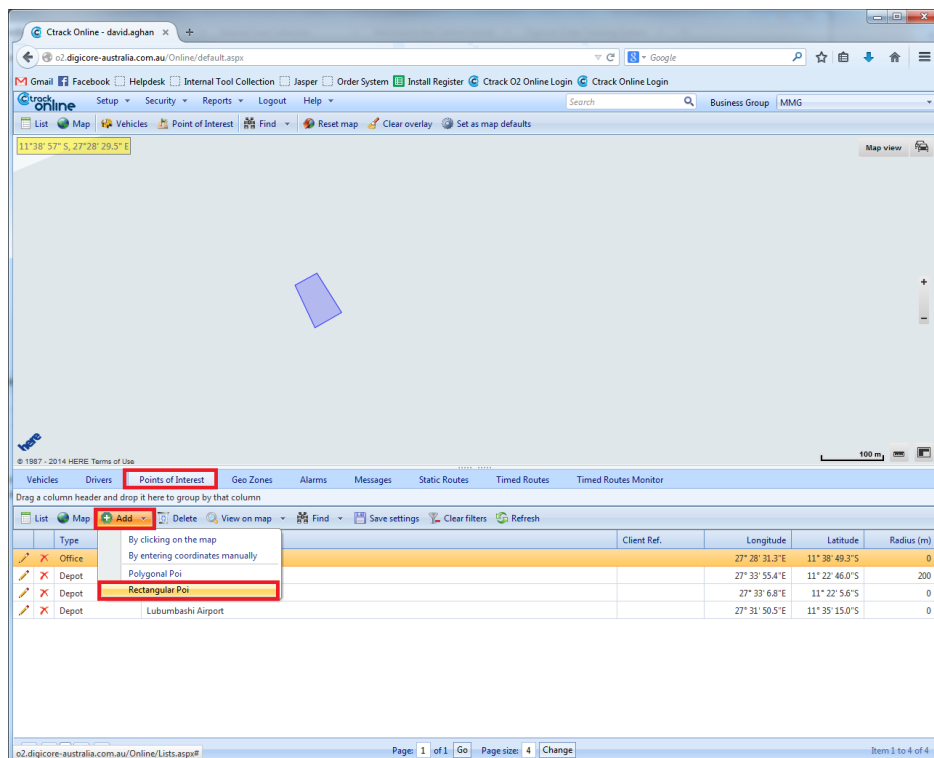


In the new box that appears, you will need to enter information in that is relevant to the POI. **Description, Type, Category** are mandatory fields. Once you have finished click **save**.



Creating a Rectangular Point of Interest (Process 2)

To create a POI click on the **Points of Interest** tab and click **Add → Rectangular Poi**

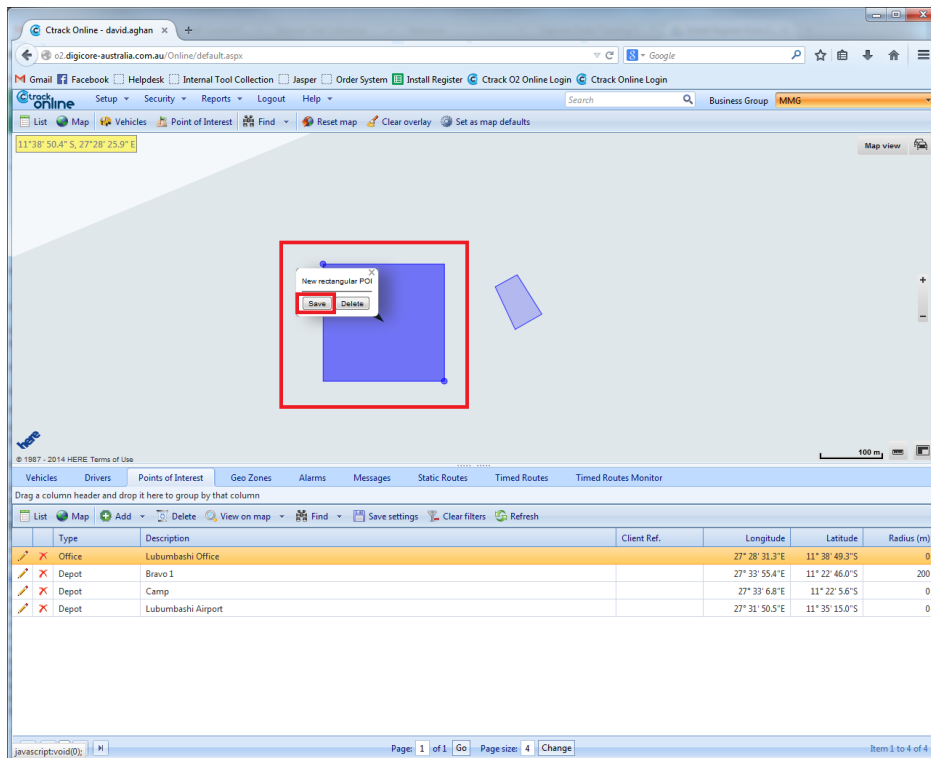


A small pop-up window will appear. Click **OK**. Left click on the screen where you want the rectangle to sit. A small box will appear with circular buttons on opposite corners. Drag either circle to resize the rectangle to the desired size. Click in the shape and click **save**.

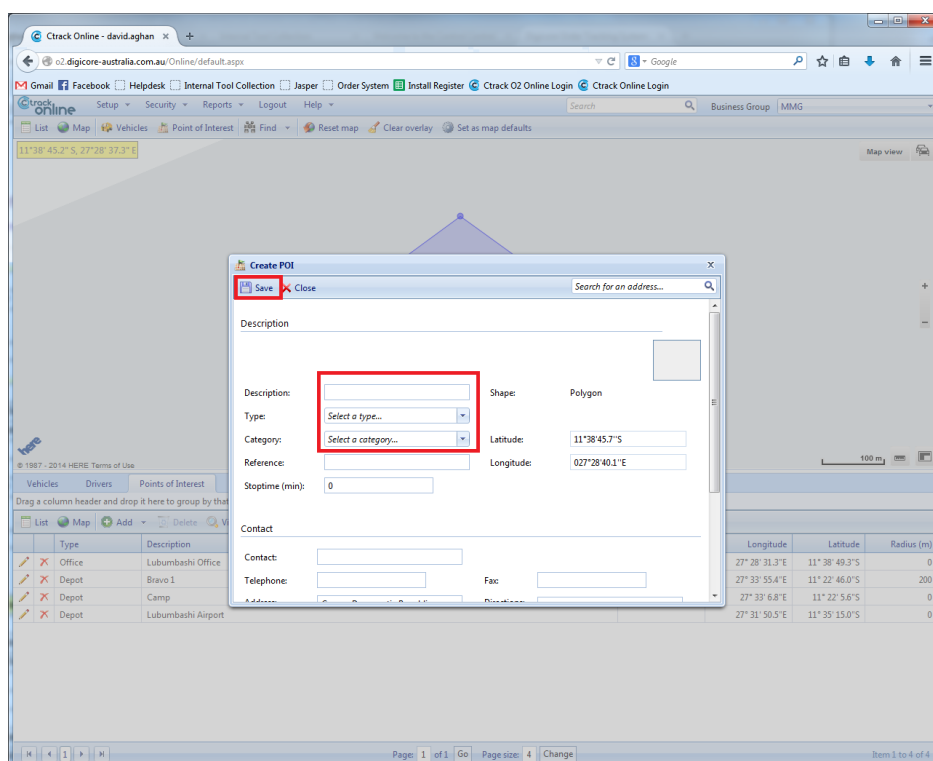
DigiCore Australia – 936a Glen Huntly Rd, Caulfield South, Vic 3162

Phone: 03 9945-2240

Email: ctrackhelp@digicore-australia.com.au



In the new box that appears you will need to enter information in that is relevant to the POI. **Description, Type, Category** are mandatory fields. Once you have finished click **save**.



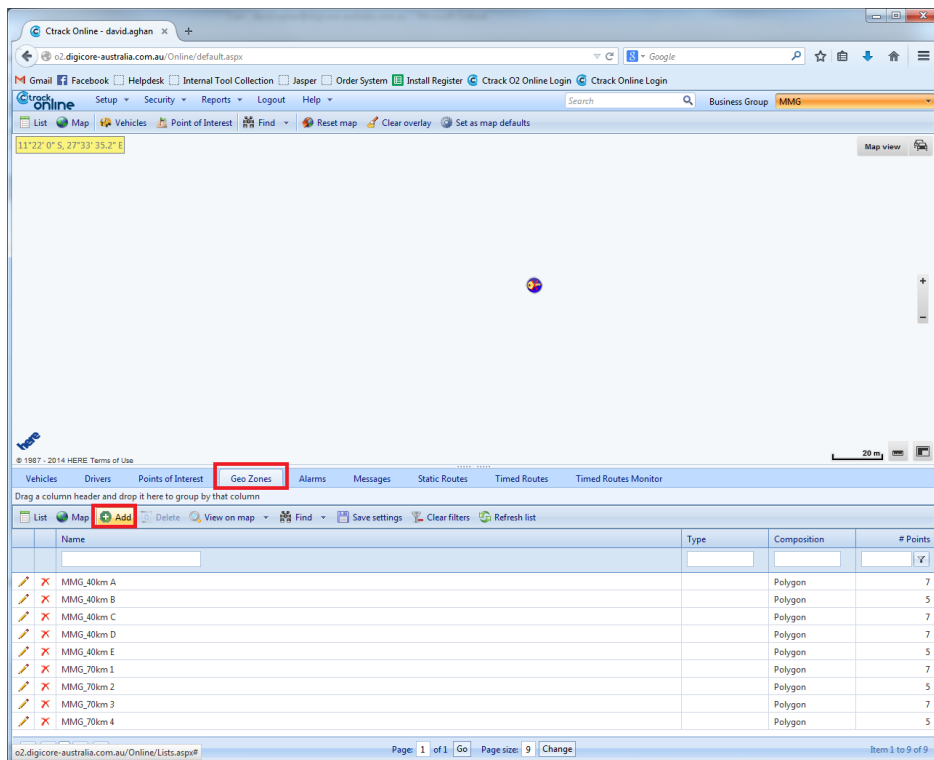
5. Geo Zones

A Geo Zone is a handy marking point on the map that can be utilised for a number of reporting alarms. The 3 types of Geo Zones are **Preferred**, **No Go** and **Waypoint**. The 'Preferred' geo zone is a marked area on the map that is the preferred location for vehicles/drivers to be positioned.

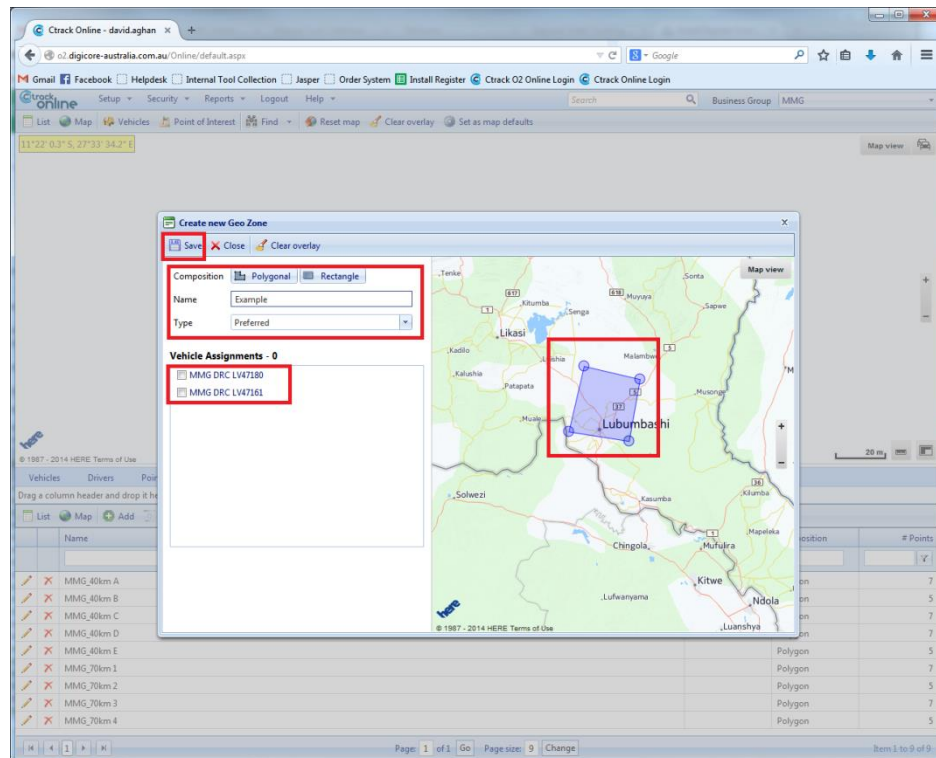
The 'No Go' geo zone is a marked area on the map that is a restricted area. A number of different alarms can be set up when a driver enters this zone. The 'Waypoint' geo zone is marked areas on the map that can be utilised for notifying when a vehicle enters a specified area.

Preferred Geo Zones

To create a preferred Geo Zone click on the **Geo Zones** tab → **Add**.



A new window will pop-up with a map and options. In this window you may choose the shape of the area (**Polygonal** or **Rectangle**), the name of the Geo Zone, and the type of Geo Zone (Preferred, No Go or Waypoint). You may select **specific drivers** to set the Geo Zone to or just click **save** to assign the Geo Zone to the group.



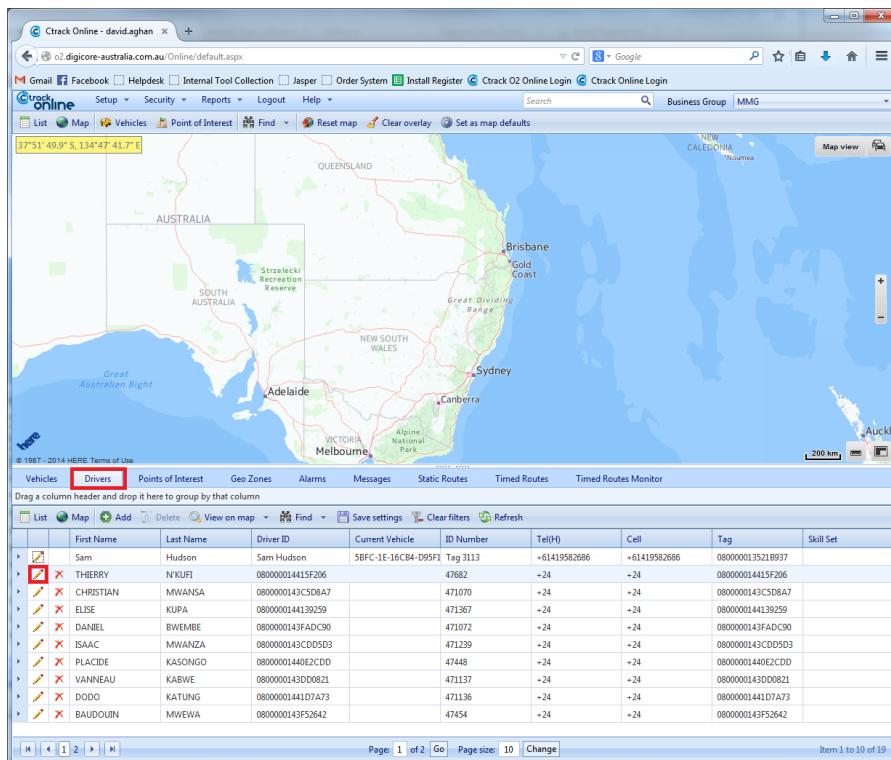
6. Driver Tags

A driver tag is used for registering when a driver is using a vehicle. Although driver tags can be used by anyone, they can be assigned to specific individual people, allowing a greater level of specificity reporting which drivers are using which vehicles.

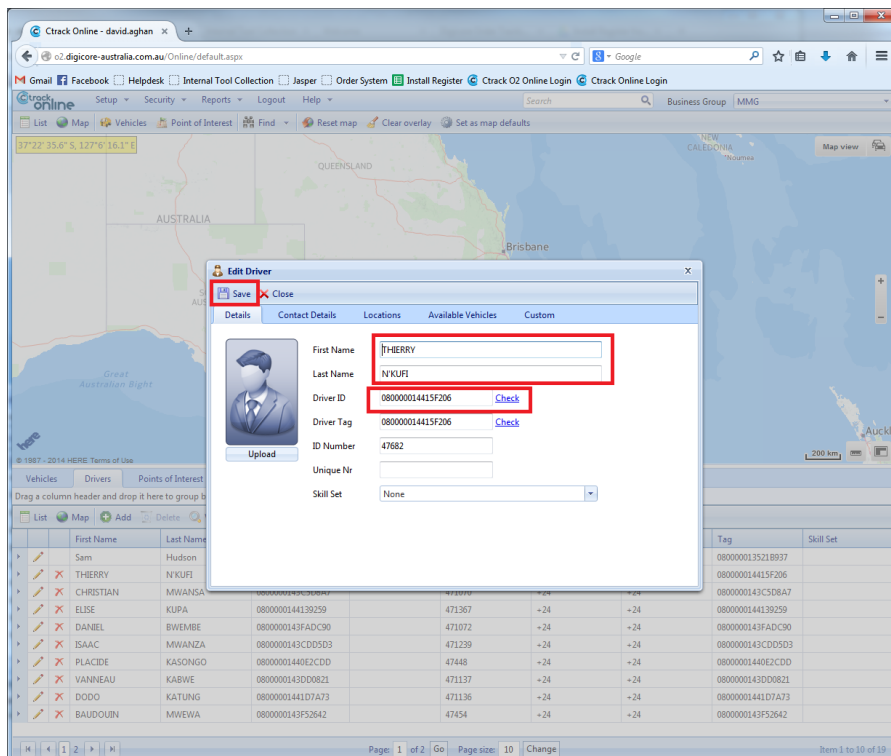
Driver tags have two (2) sets of numbers on them - the **short tag** number and the **long tag** number. The short tag number consists of six (6) digits (numbers only) whereas the long tag number consists of sixteen (16) digits (numbers and letters).

Editing Drivers

To edit a Driver Tag click on the **Driver** tab. Then click on the **pencil icon** next to the tag you want to edit.



A pop-up window will appear allowing you to edit the details for the driver associated with the specific driver tag. Here you can edit the **First** and **Last name** of the driver you want associated with that tag. You are also able to give the tag a **Driver ID**. Although this is usually the same as the Long Tag number, this can also be changed to reflect who the driver tag is associated to. When you have finished editing click **save**.



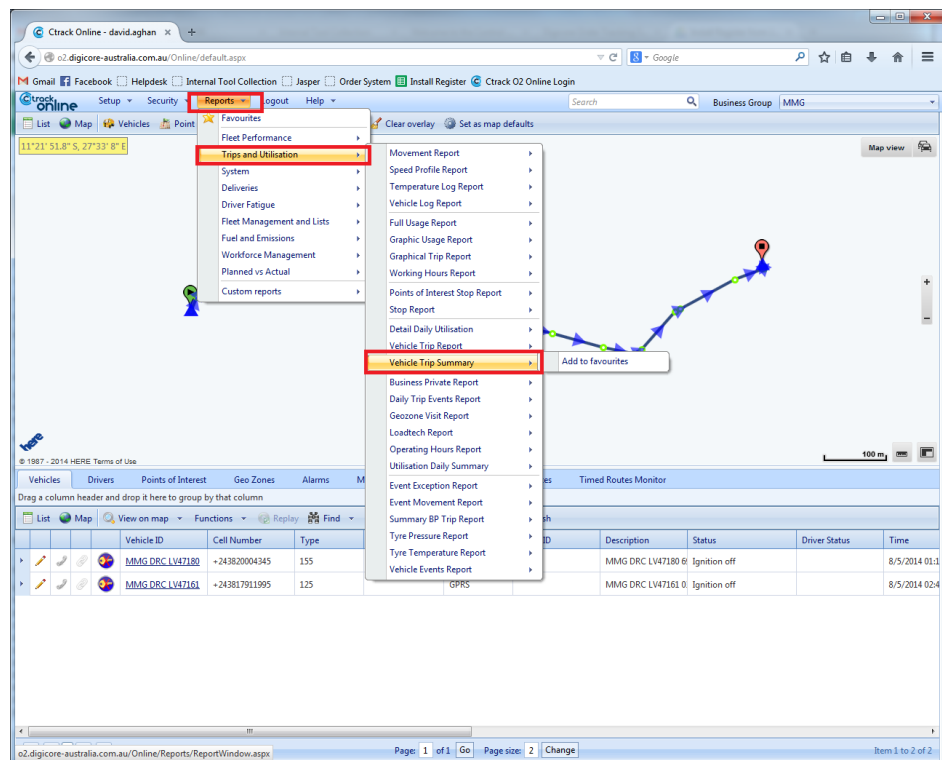
7. Reports

The three (3) main reports you will utilise through the Ctrack Online system are Vehicle Trip Summary, Vehicle Trip Report & Movement Report.

- **Vehicle Trip Summary** - A summary of all trips for the selected vehicle
- **Vehicle Trip Report** – A report breaking down each trip for the vehicle selected
- **Movement Report** – A list of every packet sent from the vehicle

Vehicle Trip Summary

To run a Vehicle Trip Summary (VTS), hover your mouse cursor over **Reports** → **Trips and Utilisation** → **Vehicle Trip Summary**



On the new screen that opens up, click in the field labelled **'Type here to search for a vehicle'**. Select the vehicle you want to run the report for and click the **green '+'** to add the vehicle.

Parameters

Business Group
MMG

Select vehicles

Select all vehicles

MMG DRC LV47180

MMG DRC LV47161

Items 1-2 out of 2

From date
8/5/2014 00:00:00

To date
8/5/2014 23:59:59

Generate
Schedule
Download CSV format

Next select the **date range** that you wish to run the report on. Then click **generate**.

Parameters

Business Group
MMG

Select vehicles

Select all vehicles

Type here to search for a vehicle

MMG DRC LV47180

Select dates

From date
8/1/2014 00:00:00

To date
8/5/2014 23:59:59

August 2014

S M T W T F S

31 27 28 29 30 31 1 2

32 3 4 5 6 7 8 9

33 10 11 12 13 14 15 16

34 17 18 19 20 21 22 23

35 24 25 26 27 28 29 30

36 31 1 2 3 4 5 6

Generate
Schedule
Download CSV format

The report will generate on the right hand side of the screen. You can either save the file as a PDF by clicking the **download button** on the top right, or download the file as a CSV file by clicking '**Download CSV Format**'. A CSV file is an basic Excel spreadsheet.

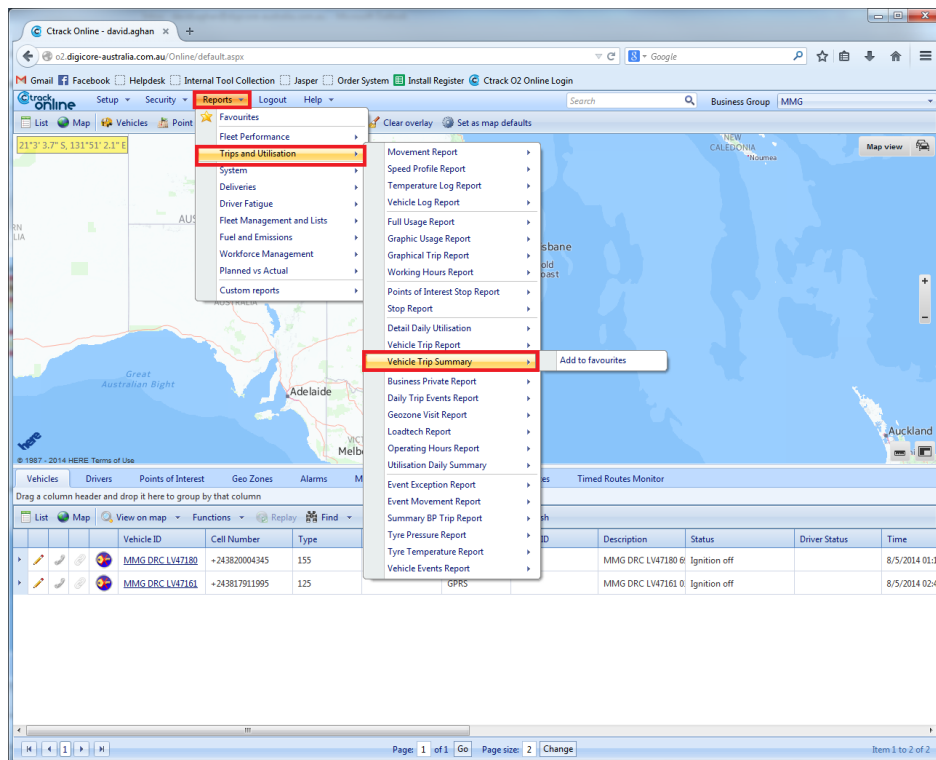
The screenshot shows the Ctrack Online interface for generating a Vehicle Trip Summary Report. The left sidebar contains filters for Business Group (IMMG), Select vehicles (MMG DRC LV47180), and Select dates (From date: 8/1/2014 00:00:00, To date: 8/5/2014 23:59:59). The main area displays the report titled 'Vehicle Trip Summary Report' for vehicle MMG DRC LV47180, covering the period from 8/1/2014 12:00:00 AM to 8/5/2014 11:59:59 PM. The report table lists trips with columns for Vehicle ID, Date, From, To, Trips, Trip Duration, Distance (km), and Max Speed (km/h). The 'Download CSV format' button is highlighted in the bottom left of the sidebar.

Vehicle ID	Date	From	To	Trips	Trip Duration	Distance (km)	Max Speed (km/h)
MMG DRC LV47180	8/1/2014	12:00:22AM	4:22:21PM	34	06:26:58	275.500	89.0
MMG DRC LV47180	8/4/2014	6:14:12PM	11:58:19PM	4	01:52:44	97.700	67.0
MMG DRC LV47180	8/4/2014	4:11:12PM	12:20:55AM	9	01:54:46	89.400	94.0
MMG DRC LV47180	8/5/2014	7:06:20AM	12:20:16AM	13	02:41:53	137.200	78.0
				8	00:31:49	11.800	44.0
END OF REPORT							

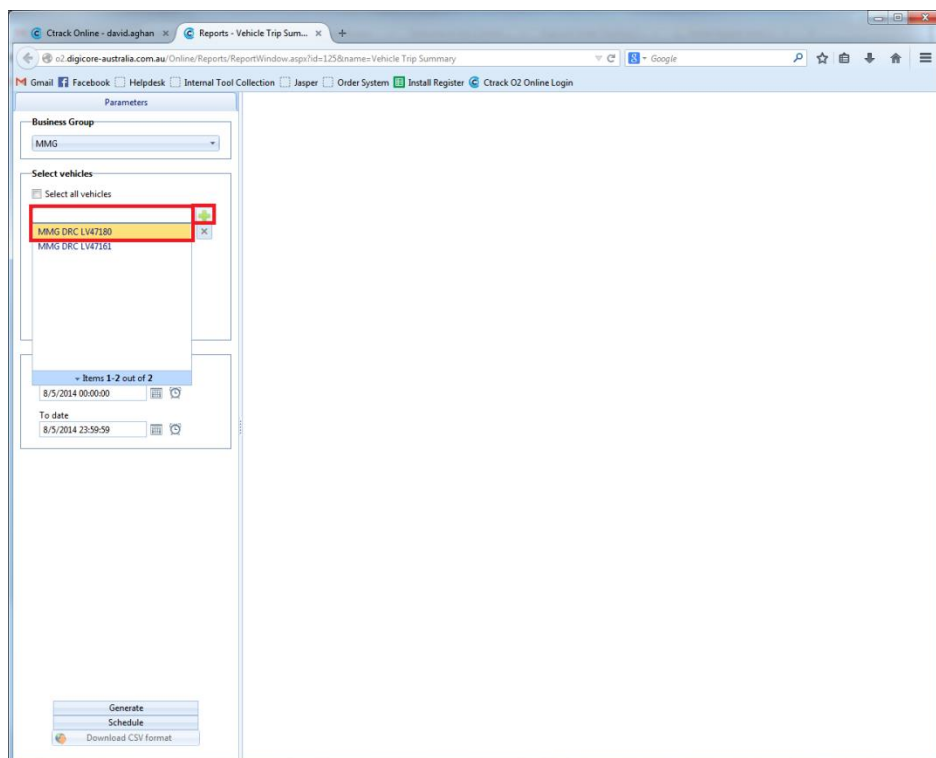
Print Date: 8/5/2014 10:34:19AM C-track DVR

Vehicle Trip Report

To run a Vehicle Trip Report (VTR), hover your mouse cursor over **Reports** → **Trips and Utilisation** → **Vehicle Trip Report**



On the new screen that opens up click in the field labelled **'Type here to search for a vehicle'**. Select the vehicle you want to run the report for and click the **green '+'** to add the vehicle.



Next select the date range that you wish to run the report on. Then click **generate**.

Parameters

Business Group
MMG

Select vehicles
☐ Select all vehicles
Type here to search for a vehicle.
MMG DRC LV47180

Select dates
From date
8/5/2014 00:00:00
To date
8/5/2014 23:59:59
August 2014
S M T W T F S
31 27 28 29 30 31 1 2
32 3 4 5 6 7 8 9
33 10 11 12 13 14 15 16
34 17 18 19 20 21 22 23
35 24 25 26 27 28 29 30
36 31 1 2 3 4 5 6

Generate
Schedule
Download CSV format

The report will generate on the right hand side of the screen. You can either save the file as a PDF by clicking the **download button** on the top right, or download the file as a CSV file by clicking '**Download CSV Format**'. A CSV file is an basic Excel spreadsheet.

Vehicle Trip Summary Report

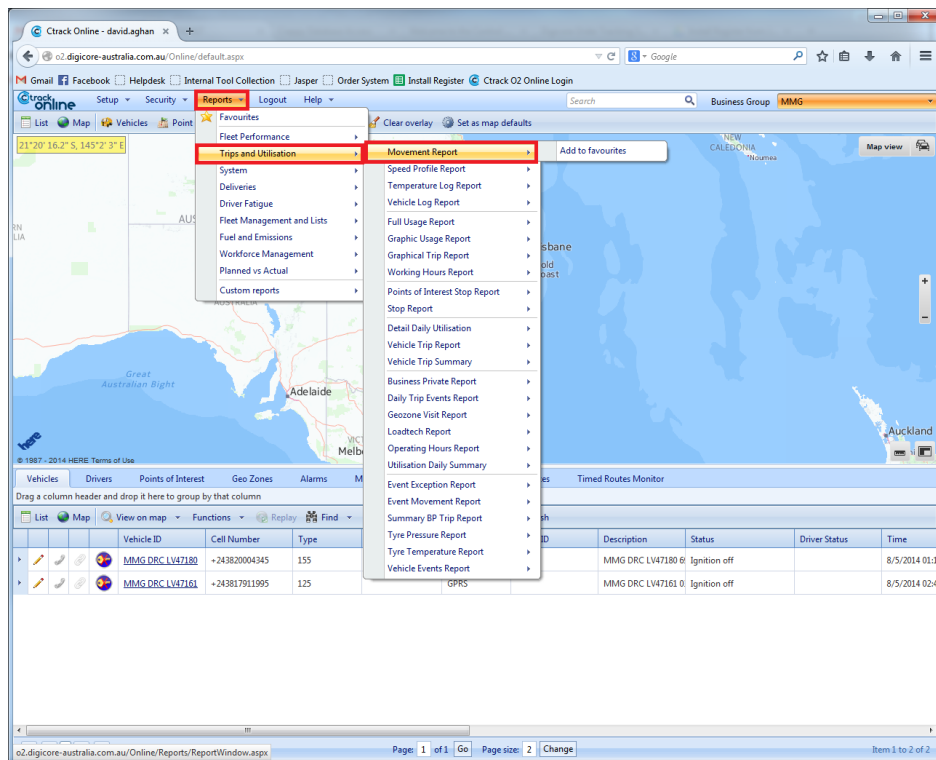
Vehicle: MMG DRC LV47180
From Date: 8/5/2014 12:00:00 AM
To Date: 8/5/2014 11:59:59 PM

Vehicle ID	From	To	Trips	Trip Duration	Distance (km)	Max Speed (km/h)
MMG DRC LV47180	12:21:16AM	1:11:35AM	6	00:21:49	11,800	44.0
END OF REPORT						

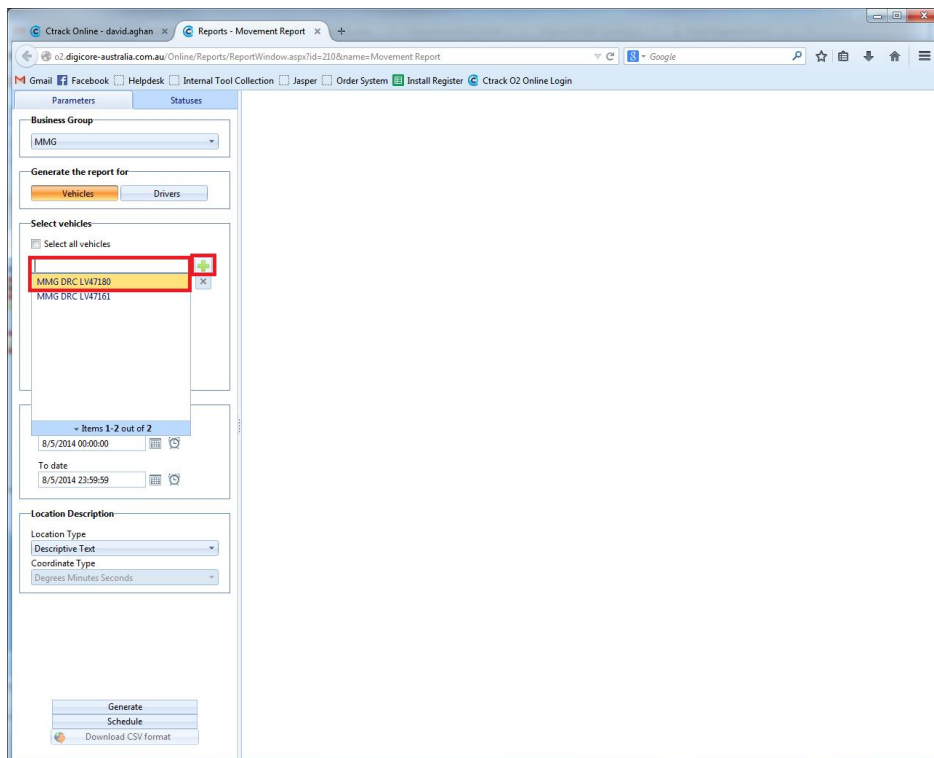
Download CSV format

Movement Report

To run a Movement Report (MR), hover your mouse cursor over **Reports** → **Trips and Utilisation** → **Movement Report**



On the new screen that opens up click in the field labelled **'Type here to search for a vehicle'**. Select the vehicle you want to run the report for and click the **green '+'** to add the vehicle.



Next select the date range that you wish to run the report on. Then click **generate**.

Parameters Statuses

Business Group

MMG

Generate the report for

Vehicles Drivers

Select vehicles

Select all vehicles

Type here to search for a vehicle.

MMG DRC LV47180

Select dates

From date

8/5/2014 00:00:00

To date

8/5/2014 23:59:59

August 2014

	S	M	T	W	T	F	S
31	27	28	29	30	31	1	2
32	3	4	5	6	7	8	9
33	10	11	12	13	14	15	16
34	17	18	19	20	21	22	23
35	24	25	26	27	28	29	30
36	31	1	2	3	4	5	6

Generate

Schedule

Download CSV format

The report will generate on the right hand side of the screen. You can either save the file as a PDF by clicking the **download button** on the top right or download the file as a CSV file by clicking '**Download CSV Format**'. A CSV file is an Excel spreadsheet.








[illegible]





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8. Alarm Icons

Below is a list of alarm icons you will see show up in Ctrack online and what their meanings are.

 SOS	This is activated if the user presses the SOS button. The base station is immediately notified of the SOS status
 In Waypoint	The system can notify when a mobile reaches a predefined waypoint area. The base station operator will be alerted when the specific mobile has entered the area, giving an indication of the mobile's distance (in kilometres) from the nearest set location.
 Out Waypoint	The system can notify when a mobile leaves a predefined waypoint area. The base station operator will be alerted when the specific mobile has left the area, allowing for calculation of loading intervals, rest breaks etc.
 Nogo Area	This alarm will appear when a mobile strays into a predefined prohibited region, which is called a NoGo area. Upon entering a NoGo area the Ctrack unit will report immediately to the base station and enter a high update mode (the rate at which the unit will update can be configured with all SOLO and ASSIST units) reporting in 2 minute intervals continuing for 15 minutes from the time the NoGo area is cleared. The mobile status will change however the moment the NoGo area is cleared to reflect its current status. The base station warning alarm will not clear until the base station operator has acknowledged it.
 Area Alarm	This alarm will appear when a mobile strays outside a predefined region that you want it to remain within, this region is termed a preferred area. The Ctrack unit will report immediately to the base station when the mobile strays outside its preferred area and enter a high update mode (The rate at which the unit will update can be configured with all SOLO and ASSIST units). Reporting in 2-minute intervals it will remain in this high update mode for 15 minutes from the time it re-enters its preferred area although its status will change to reflect its current status. The base station warning alarm will not clear until the base station operator has acknowledged it.
 Speed violation	The Ctrack unit will alert the base station when the mobile is being driven in excess of the maximum speed as set in the mobiles on-board Tab within Register/Edit Mobiles. The base station will show the exact location of the event happening. This is only a warning device and will not prevent the situation re-occurring. If send speed with position is selected for the mobile (from within the Main Tab of Register/Edit Mobiles) the system will indicate the speed of the mobile at each position. If send speed profile is selected for the mobile (from within the On-board Tab within Register/Edit Mobiles), the system will also indicate the speed of the mobile in 1 minute intervals, irrespective of the positions stored.
 Stationary	This occurs when Ctrack determines that the unit is stationary i.e. not moving.

 GPS unlocked	<p>The Ctrack unit will alert the control room immediately when the mobile has no direct line-of-sight from the GPS aerial to the satellites. The mobile will appear stationary on the base station at the last valid position, until such time as the line of sight to the satellites is re-established. A typical cause would be when the mobile enters a roofed parking garage or move between very high buildings. This allows the operator the facility to monitor his mobiles should they move into buildings or covered areas where the GPS aerial cannot locate the satellites. The status GPS Unlocked will remain in this colour until the mobile has established connection and will then change to its current status. From a control point this is important when managing movement of the mobile in its operational capability.</p>
 Moving	<p>This status is activated when a unit is on the move.</p>
 Low Battery	<p>When the unit reaches a battery level of 33% or less, this status is activated alerting the user of the low battery.</p>
 Switch Off	<p>This status will be visible if the user switches off the unit.</p>