WEBFLEET
TOMTOM TELEMATICS

About WEBFLEET

Here is a description of the terms used in the context of fleet management, and the WEBFLEET solutions and how to log in to WEBFLEET.

WEBFLEET components

There are three variations of WEBFLEET solutions: a) WEBFLEET connected to a LINK device, b) WEBFLEET connected to a LINK device and a TomTom navigation device, c) WEBFLEET connected to a TomTom navigation device.

WEBFLEET solutions components

WEBFLEET

WEBFLEET is the core component of WEBFLEET solutions. WEBFLEET is the web-based application for managing vehicles and orders and accessing TomTom tracking and tracing functionality.

LINK

The TomTom LINK is a black box installed in the vehicle. The LINK is connected to the vehicle's power supply and the ignition. It registers ignition events, vehicle movement and position information and sends all this information to the office. Connected via mobile networks to WEBFLEET, it also enables communication between the office and a TomTom navigation device. This device enables tracking and tracing.

Different models of the LINK are supported in WEBFLEET*: TomTom LINK 510/530, TomTom LINK 410, TomTom LINK 200, TomTom LINK 300/310, TomTom LINK (first generation)

The TomTom LINK 200 connects to the OBD-II port of the vehicle. It provides basic tracking information and cannot connect to a TomTom PRO.

Connected navigation devices

The term "Connected" refers to all navigation devices that come with a built-in mobile networks modem. Connected navigation devices do not need to establish a connection to a LINK but directly connect to WEBFLEET instead.

There are different generations of connected navigation devices currently supported in WEBFLEET*: PRO 5250 (TRUCK), PRO 9150, PRO 9100, GO 9000, GO 715.

The connected GO devices are similar to each other, but the PRO devices have different software and therefore work differently.

Non-connected navigation devices

The term "Non-connected" refers to all navigation devices that need a LINK device for communication with WEBFLEET and the office.

There are different generations of non-connected devices currently in use*: PRO 7250 (TRUCK), PRO 8270 (TRUCK), PRO 8275 (TRUCK), PRO 7150 (TRUCK), PRO 7100 (TRUCK), GO 7000 (TRUCK), GO x20/x30, GO x10.

The non-connected GO devices are similar to each other, but the non-connected PRO devices have different software and therefore work differently.

* Some devices may not be available for your region.

Remote LINK

TomTom Remote LINK* is a remote control. It must be connected via Bluetooth to an associated LINK 510/530/410/3xx installed in a vehicle. There are two variations:

Remote LINK Working Time - With Remote LINK Working Time, multiple employees are able to register their working times via the LINK 510/530/410/3xx.

Remote LINK Logbook - With Remote LINK Logbook, drivers are able to maintain a logbook via the LINK 510/530/410/3xx.

LINK 105/ecoPLUS

TomTom LINK 105/ecoPLUS* retrieves fuel consumption information over the vehicle's OBD-II connector and sends this information to WEBFLEET in real time. TomTom LINK 105/ecoPLUS works together with the LINK 5xx/4xx/3xx using Bluetooth. Check the TomTom LINK 105/ecoPLUS Installation Guide for compatibility.

* Some devices may not be available for your region.

Object

An object is the central entity in WEBFLEET. An object can be a vehicle, like a car, truck or trailer. A TomTom unit is installed in the vehicle or trailer. The TomTom unit delivers all relevant vehicle/trailer-related information to WEBFLEET, such as position, time, speed, etc. The object is then shown on the map and in the respective lists in WEBFLEET. It is created in the WEBFLEET database as soon as it is activated after a successful installation.

Tracking and tracing

Tracking and tracing is the general term used for tracking the position of an object, either in real time or historically. Usually this includes functionality to communicate with vehicles and their drivers. Tracking and tracing requires dedicated hardware and software. WEBFLEET uses both built-in and portable devices.

Built-in devices

24/7 monitoring and security is made possible through the use of built-in LINK devices.

The LINK device delivers position, movement and ignition information as well as input events (such as "engine is running") related to the specific vehicle and cannot be switched off.

The LINK device normally sends six positions per minute as long as the vehicle is operated in countries covered by you WEBFLEET subscription. The countries and the position report interval vary per subscription. For details refer to the WEBFLEET contract. Using the application programming interface WEBFLEET.connect one position per minute is standard in these countries. You can extend the position report interval for WEBFLEET.connect integrations to more positions per minute by booking the Additional Service HD Tracking. For details please refer to the Additional Service form.

A LINK device installed in the vehicle is required for additional devices, such as the following: non-connected navigation devices, Remote LINK, LINK 105/ecoPLUS, Digital tachograph.

For compatibility see www.tomtom.com/business.

These devices have basic functions like sending and accepting orders and messages, reporting working times, logbook-keeping, reporting on driver behavior, driving times of driver and co-driver and fuel consumption.

Portable devices

Part-time tracking and tracing can be achieved with connected navigation devices that directly communicate with WEBFLEET.

Tracking

Tracking is monitoring the position, movement, driving and other events of a vehicle in real time. The vehicle reports its current speed and the direction in which it is moving to WEBFLEET. Additionally you can see if a vehicle is stuck in a traffic jam, if it is parked and/or if it is idling the engine. This kind of information is available in WEBFLEET, for example on the map and in the vehicle details panel.

Tracing

Tracing is the ability to see the vehicles' positions, movements, driving and other events historically. The information is stored to WEBFLEET for up to 90 days and can be evaluated during this time.

Trip

A trip is a movement of a vehicle from a start position to an end position. After a trip has ended a trip report is sent to WEBFLEET containing all trip-relevant information such as start time, end time, standstills, idling times, and fuel consumption.

Trip with LINK device

A trip start is reported when the vehicle's ignition is switched on and the vehicle moves or changes its GPS position for a minimum configured duration (default five min.), retroactive to vehicle ignition time.

The end of a trip is reported when one of the following conditions applies: a) the vehicle's ignition is switched off and remains so for a minimum configured duration (default 15 min.), and the vehicle does not move or change its GPS position, b) the logbook trip mode changes from private trip to business trip or vice versa, c) the driver changes, reported either through the TomTom navigation device or the digital tachograph.

Trip with navigation device only

When using a connected navigation device, trips are reported under the following conditions:

The start of a trip is reported when all the following conditions apply to the navigation device: a) it is properly connected to the dock in the vehicle, b) it has GPS reception, c) it changes its GPS position.

The end of a trip is reported when one of the following conditions applies to the navigation device: a) it is removed from the dock, b) it has been switched off, c) it stands still for a minimum of ten minutes, d) the logbook mode has changed from business to private mode or vice versa, e) the driver changes, reported through the TomTom navigation device (depending on model and software version).

Standstill

A standstill is reported when the vehicle stops moving or changing its GPS position for minimum configured duration (default five min.). The end of a standstill is established when the vehicle starts moving or changing its GPS position. The complete standstill interval is reported to WEBFLEET when the standstill has ended.

Idle time

Idle time is the time a vehicle stands still with the engine running or the time the vehicle is moving very slowly. Idling is recognized after five minutes.

Event

Events are incidents recorded on the TomTom unit that are reported as messages to WEBFLEET. Typical examples include the following: a) predefined general status messages, b) predefined order-related status messages, c) being within geographical zones, d) information on disconnection of peripherals, undesired functions, digital input events, etc. Status messages and geo-zone events can be classified as notice, warning or alarm in three levels according to their importance.

Driving event

A driving event is reported to WEBFLEET when a driver exceeds a certain level of acceleration. Acceleration is recorded during braking, cornering and steering and exceptional acceleration, such as car crashes.

Order

An order is a message containing instructions about the order to be performed. There are three types of orders: delivery order, pick-up order, service order. An order contains an order number and a freely-definable text message of up to 500 bytes. Optionally, the following can be attached to an order: a) a contact, b) a phone number for the contact, c) the planned date of execution, d) a destination address to be displayed to the driver on the TomTom navigation device, e) destination coordinates to be used by the TomTom navigation device for route calculation to the order location, f) the desired time of arrival, g) a time tolerance for the start of execution to generate an alarm message if the tolerance is exceeded, h) a lead time for an arrival message. The order instructions appear on the navigation device and can be accepted, rejected or simply saved for later. The driver or co-driver can accept or refuse an order and start and complete activities on the order by using the corresponding order steps. If the driver rejects or cancels the order, he is asked to type in a reason. All actions on the order taken by the driver generate messages sent to WEBFLEET.

Working time

Working time can be reported to WEBFLEET using: a) a connected navigation device - the driver can report working time, by identifying himself to the connected navigation device, b) a navigation device in combination with a LINK device - the driver can report working time, by identifying himself to the navigation device, c) A Remote LINK Working Time together with a LINK device - multiple employees can report working time via one installation, as they identify themselves through a personalized ID Key, d) a digital tachograph. The following working time states can be reported to WEBFLEET: a) Commute to work. b) Start break. c) Start work, also indicates end of a break if the last reported status was start break. d) End work, also indicates end of a break if last reported status was start break.

Working time reporting across vehicles or devices

Generally, when reporting working time, the start and the end are performed on the same device, but if drivers and workers use various vehicles and thus devices, the following rules should be considered: a) if a driver moves between PRO navigation devices or Remote LINK devices working times are driver-oriented, b) if a driver moves between GO navigation devices, working times are vehicle-oriented, c) working sessions have to be closed, with End work, before pairing any device with a different device, d) closing working sessions on a different device than the one with which you have started the working session is only possible if you use Remote LINK with an ID Key or PRO navigation devices.

Maintenance schedule

A maintenance schedule describes a maintenance task that has to be carried out on a vehicle. It defines when the task is scheduled and whether it has to be carried out once at a certain date or vehicle mileage, or if it needs to start at a certain date or vehicle mileage and be repeated at regular intervals. In accordance with the maintenance schedule, WEBFLEET creates a maintenance task when the task is due. A reminder can also be issued a certain time or distance before the task is due, giving advanced notice of the maintenance task.

Maintenance task

A maintenance task for a vehicle is created from the respective maintenance schedule. The task appears in WEBFLEET when it is due or the task's reminder is issued.

On-demand report

On-demand reports are reports that have been assigned to users for downloading whenever they wish. Before downloading the report, the user can set filters and conditional highlights. The data that is included in the report will be complied at the moment the user downloads the report from WEBFLEET.

Scheduled report

Scheduled reports are reports that are automatically generated periodically, and can be created on a daily, weekly, monthly or quarterly basis.

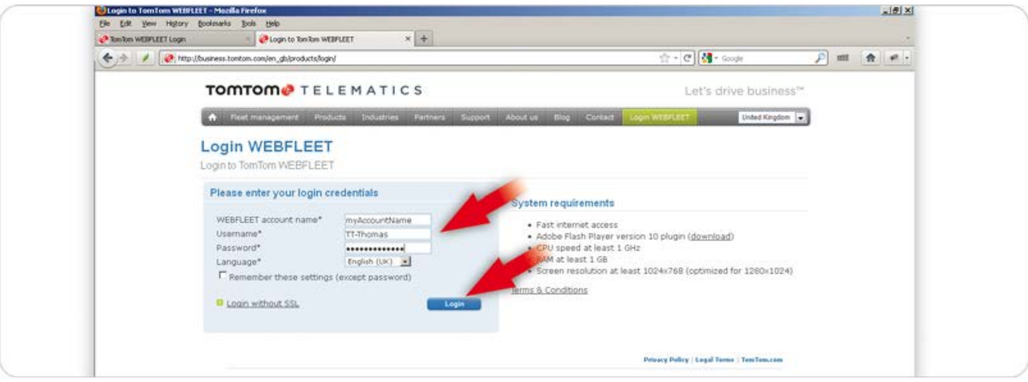
There are two variations of scheduled reports:

(1) Scheduled reports to be automatically sent to an email address - Scheduled reports that are sent to an email address will not be stored in the WEBFLEET "Archive".

(2) Scheduled reports to be stored in the Archive - Scheduled reports that are stored in the "Archive" can be downloaded at any time during the retention period, which may be defined when the report is created. The retention period can be set for a maximum of three years, depending on the delivery period you have chosen, which can be daily, weekly, monthly or quarterly. The reports will be automatically deleted after the defined retention period. In addition, account administrators can manually delete reports from the "Archive".

Logging into WEBFLEET

Go to http://business.tomtom.com/login to log into WEBFLEET. Type in the account name, your username and your password. Select the language to use with WEBFLEET and then click Login.



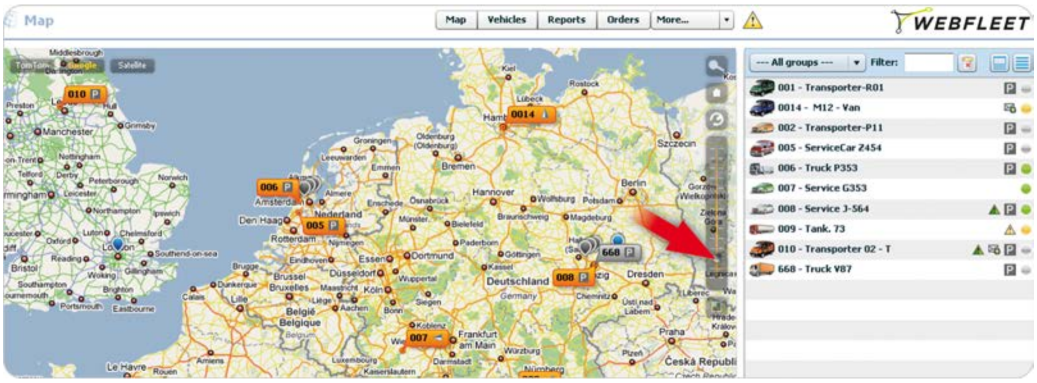
Log into WEBFLEET with your details

Map display

WEBFLEET offers several types of maps. In this chapter you will learn how to work with the map, the map types that are available in WEBFLEET and which information is provided by the different map types.

Zoom and drag

Once you have accessed WEBFLEET you will see the map displaying all the vehicles in the currently selected group of vehicles. Zooming in on the map is easy. Simply use the mouse wheel or use the zoom level selector in the top right corner of the map. By pressing the left mouse button you can simply drag the map in any direction, allowing you to focus on specific vehicles.



Press the left mouse button and drag the map to the best position.

To zoom in on the map, either use the mouse wheel or adjust to the desired zoom level.

Map types

WEBFLEET offers the following map types to display your vehicle fleet and order data: TomTom map with up-to-date traffic information, Google map, and Satellite map. For the most realistic view of your vehicles, just click the "Satellite" button in the top left corner of your map.

Click the "Satellite" button for the most realistic view of your vehicles' whereabouts.

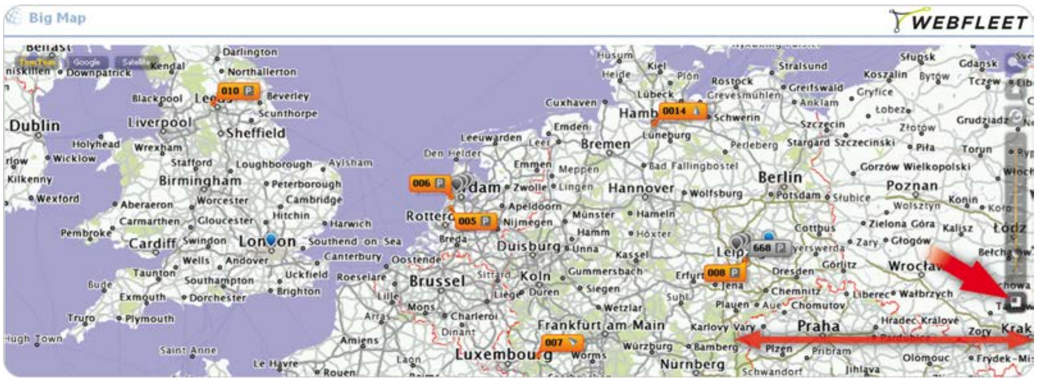
TomTom map

The TomTom map shows up-to-date traffic information including traffic jams, construction sites and possible delay times. To avoid delays in your service, allocate jobs by sending the driver who is located closest to the job.

View up-to-date traffic information on the TomTom map.

Full screen map

A feature that is supported by all maps is the possibility to enlarge the map to full screen. This provides you with the best overview of your vehicle fleet and fleet movements. Click the navigator icon below the zoom level indicator to activate the full screen map. Click it once more to return to the map view with the vehicle list on the side.

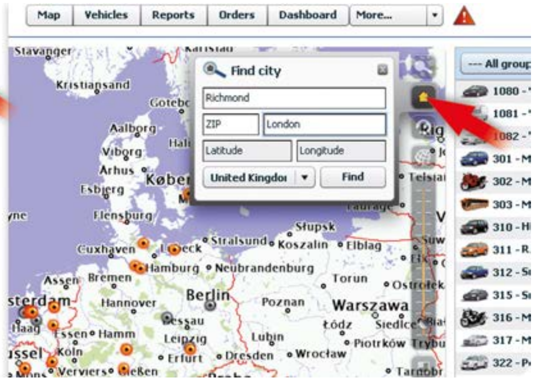


Enlarge the map to full screen to see more of your vehicles.

Searching the Map

The WEBFLEET map offers a powerful and comprehensive search function to find individual vehicles, addresses, places and areas, and all vehicles at an address or a location that matches the search term you have entered. Click the "Search" button, which has a magnifying glass icon, in the top right corner of the map, enter your search term, then press "Enter" on your keyboard. The resulting list shows all matching results, arranged by category. You can also search for a specific address. Click the "Find city" button, which has a house icon, in the top right corner of the map. Enter the address details, select the country, then click "Find." All matches are shown in a list or directly on the map.

Search the map for vehicles, addresses and places.



Find a specific address in the map with "Find city."

In "Map Settings," in the top right corner of the map, you can define the items to show on the map. You can also create filters for items, so that, for example, only addresses and vehicles of a certain group or color will be shown on the map.

The "Print Map" button on the right side of the map below the zoom level selector lets you easily print the current map view. This is helpful, for example, if you need to prove the route a vehicle has taken.

Additional filter options in the Map View

Having a large fleet may lead to you losing an overview and time needed to search for drivers or vehicles. You can filter for availability and ignition status, if the vehicle is standing still or driving. Search for one of the three notifications Alarm, Warning and Notices, as well as logbook modes. Filter your list of objects by unread messages to make sure they are read. Click on the cogwheel button in the top right corner of the Vehicle Panel in the Map view to open the smart filter. Here you can define which objects you want to show on the map and in the list in the Vehicle Panel. Using this filter allows you to select one or combine several conditions. When you click “Apply” WEBFLEET will immediately show the applicable objects both on the map and in the Vehicle Panel.

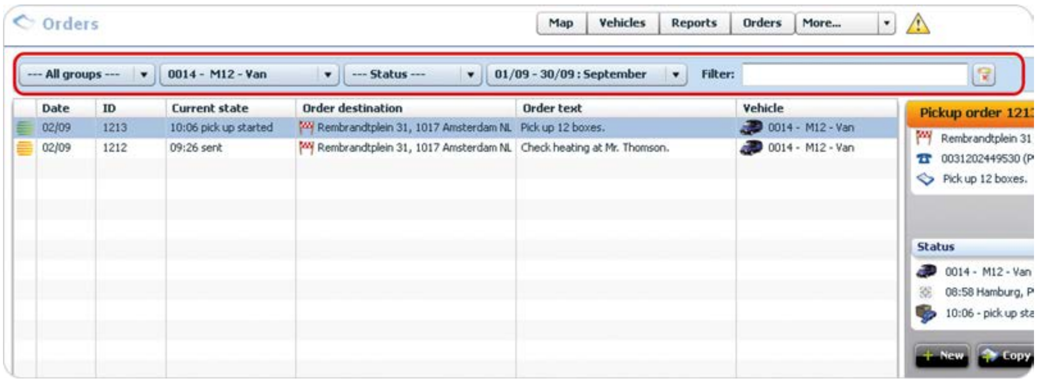
Filter vehicles on the map and in the Vehicle Panel with the additional filter options.

Tracking and tracing

In this chapter you will learn how to see an overview of all orders from all vehicles and how to find out where your vehicles are right now and at any time.

Track order status

WEBFLEET allows you to easily receive an up-to-date overview on the status of all orders assigned to all of your vehicles. You can set a filter to define a more precise selection. The orders can be individually or collectively filtered by vehicle groups, single vehicles, status and time periods. In addition, these filters can be extended using a free text filter. To view the order list click on "Orders" in the top menu. To apply the different filters, select the relevant information from the drop-down menu boxes and enter your text in the text box. When selecting and entering the filters the list will be adjusted automatically.



Track the status of all orders assigned to your vehicles with the help of several filters.

Real-time map data

The positions of vehicles equipped with WEBFLEET are registered every ten seconds. These positions are transmitted to WEBFLEET every minute. This means you can keep track of your fleet and monitor vehicle movements on the map in real-time.

See the most recent positions of all your vehicles, automatically displayed on the map.

Vehicle trail

The record of all your vehicle locations, recorded by WEBFLEET, is stored for a period of 90 days. This allows you to easily check where your vehicles have been during the last 90 days. WEBFLEET lets you see the vehicle trail for one day or for a period of up to seven days down to some hours. To see the vehicle trail, open the vehicle information box on the map and click "Track". Select a day or a start and end date. The track displayed on the map indicates information such as driving events, standstills with corresponding information such as position, beginning and end, and the overall duration of the standstill. By moving the mouse over the trail, a speed label is shown, providing the current time and speed at this position of the vehicle. The vehicle box shows information about the current order status, the destination, the estimated time of arrival and the time of the last position update. You can also view the direction in which the vehicle was travelling and the last position.

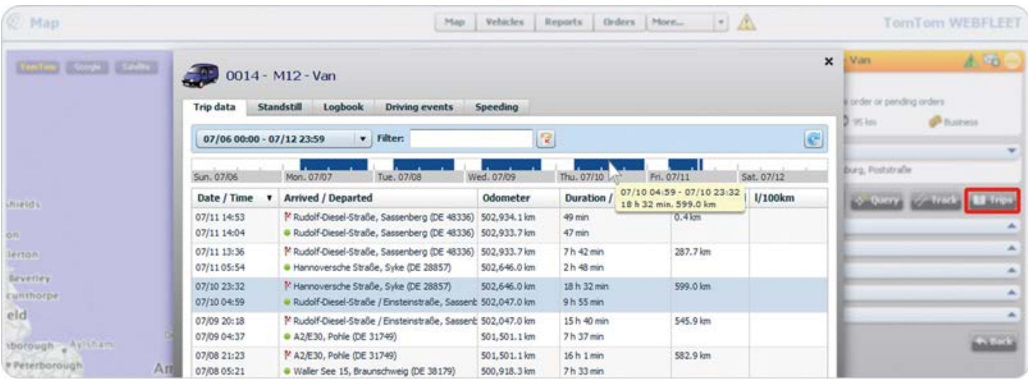
See the vehicle trail for a single day or for a period from up to seven days down to some hours. Get more detailed information about speed, standstills and more out of the track. The vehicle information box shows the current order status, destination, estimated time of arrival and more

The activity time bar in the Map view

When you select "Show time bar" in the "Track" window an activity time bar is shown at the bottom of the map. It shows the trip as a graph including trip relevant information such as standstills, driving etc. in different colours. When you hover over the time bar you can see the different states explained in a tooltip.

Position filter

To view the trip data for your vehicles in the list view, set a time filter. To activate this feature, click "Details" in the vehicle information box and then click "Trips" under "Positions". For a more precise selection of entries, use the drop down-box and enter your query in the "Filter" dialogue box.



Get trip data for your the vehicles in the list view, using filters to customise your lists.

The activity time bar in the "Trip data" view

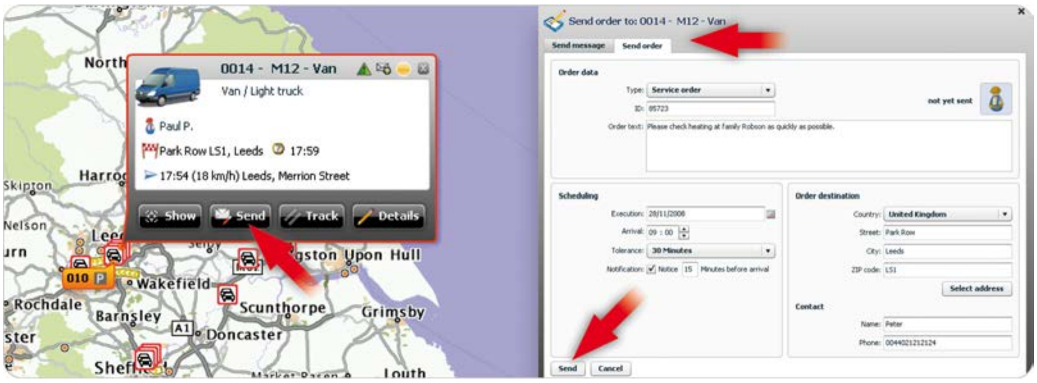
The selected trip is shown as a graph at the top. It shows the trip including trip relevant information such as standstills, driving etc. in different colours. You can hover your mouse over the graph to see more details. You can drill into smaller periods by clicking the time segments below the graph. You can do the same with logbook information, when you select the "Logbook" tab.

Order management

This chapter provides information on how to send orders with destination addresses to your people on the road, how your drivers work on such orders and how you can see the most recent status of the job.

Sending orders

With WEBFLEET you can easily send orders to your vehicles. Click on the vehicle on the map and then click "Send". Select "Send order" and then select the type of order. You can select between delivery, pick up and service order. You need to enter an order ID and add order text. You can also define the date of execution, the desired time of arrival and a certain tolerance. Entering the destination address can be done by typing it in manually or by using your own pre-defined address list. You can also attach a contact name and phone number to your order so your driver is fully informed.



Easily send pick up, delivery or service orders to your vehicles with a few clicks.

Start working on orders

Immediately after sending the order, the field employee receives the job instructions on his TomTom PRO. The "Orders" icon in the WEBFLEET panel on the TomTom PRO shows the driver the number of newly received orders. Simply tapping this icon brings up the list of orders. Select the new order from the list - new orders are marked by an arrow. To reject the order first tap the "Options" button and then tap "Reject order". To start working on the order tap "Accept" and then tap "Start". You are prompted to start the navigation to the order destination. After you have tapped "Drive" the route is calculated and the navigation to the order destination is started.

Start working on orders and navigating to the job destination by simply tapping the screen.

Sending order status

With the TomTom PRO you can easily report the current status of the order to the office by tapping the order status icon in the WEBFLEET panel. To report a new order status to the office tap "Next step".

Report the current job status to the centre and save time.

Order options

The WEBFLEET features on your TomTom PRO have several order-related options such as cancelling or suspending the order. You can also view the order history that shows the actions you have reported and the time when you have reported them to the office. To bring up the order-related options tap the "Options" button.

Cancel or suspend orders or view the order history with the help of order options.

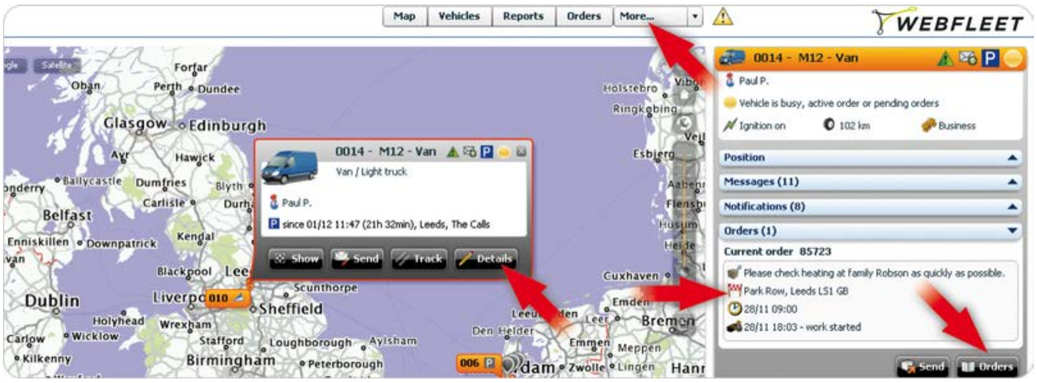
Order overview

To see the current status of your driver's orders click the "Details" button in the object box. On the right-hand side all orders (active and suspended) are displayed. To see more order details click the "Orders" button. A list of all orders is displayed. You can set several filters, such as group, vehicle, status, time, and free text. Select an order from the list by clicking on the order. On the right-hand side the order information is displayed. Here you can edit the order (in case conditions have changed), see the workflow of the order and the location on the map. You can also cancel this order. From this screen you can also send a new order to any of your vehicles.

See the current status and more details of the driver's orders.

Set several filters to optimise the list display.

See all order information. Edit the order, see the workflow, the location on the map or even create new orders.



Smart order assignment

Smartly allocate orders based on real-time information ranging from driver availability and the nearest vehicle to traffic information on the route. This chapter will show how to avoid delays and keep your fleet out of the jams where possible.

Addresses on the map

To find a destination on the map, click the address icon in the upper-right of the map and enter the address details. Then press "Find". The address will immediately appear on the map with a label. When moving the mouse over the address label an information box gives you the option to add the address to your address list or immediately create an order (see step "Quickly assigning to the nearest vehicle").

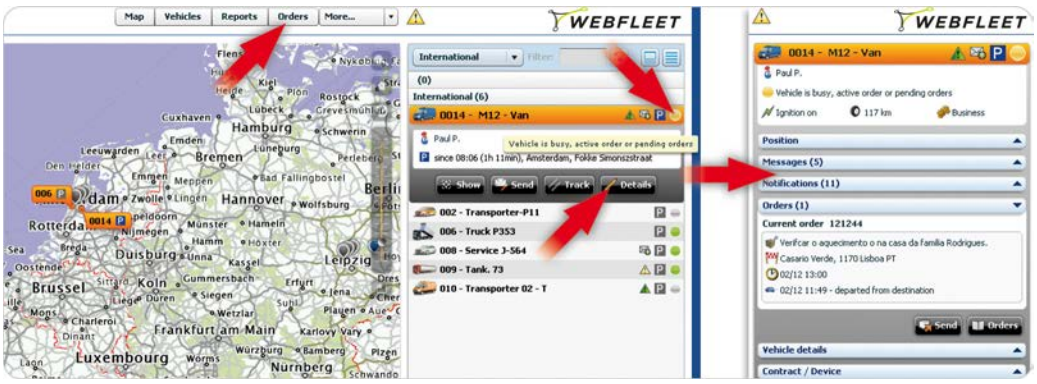
Easily find addresses on the map.

Add the address to your address list.

Send an order with this destination to a vehicle.

Job status

To see if your vehicles are available for new orders, all vehicles are labelled with a job status icon. Green indicates "Vehicle is available …", yellow indicates "Vehicle is busy …" and grey indicates "Vehicle is unavailable …". To find out more details about a current order, click "Details", then click "Orders". The current order status will be displayed. To find out how many other pending orders are assigned to this vehicle, click the button "Orders" and set the status and the time filter. The order list is filtered immediately.



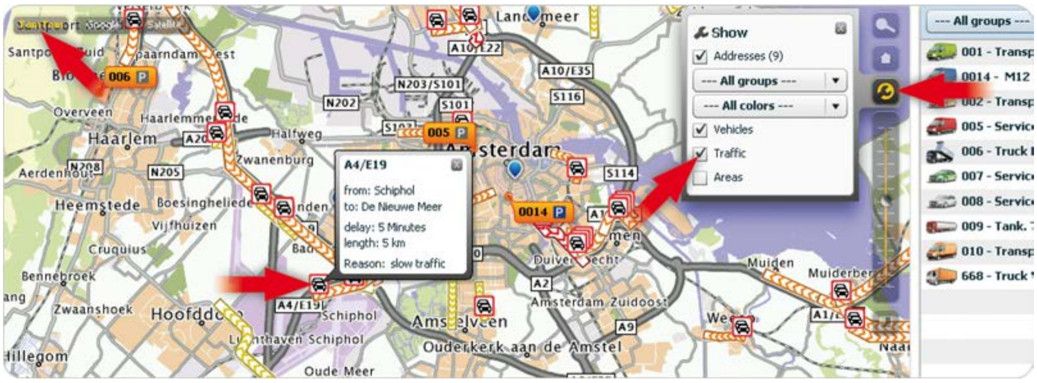
Find out which vehicle is currently available.

See more details on the current job of your vehicle.

Find out about other jobs assigned to this vehicle.

Traffic information

Traffic jams, construction sites etc. might take the nearest vehicle more time to reach the order destination than another. To see traffic information on the map, activate the display of traffic information by clicking in the upper-left of the map at the "TomTom" button, then the map settings icon in the upper-right of the map and tick "Traffic".

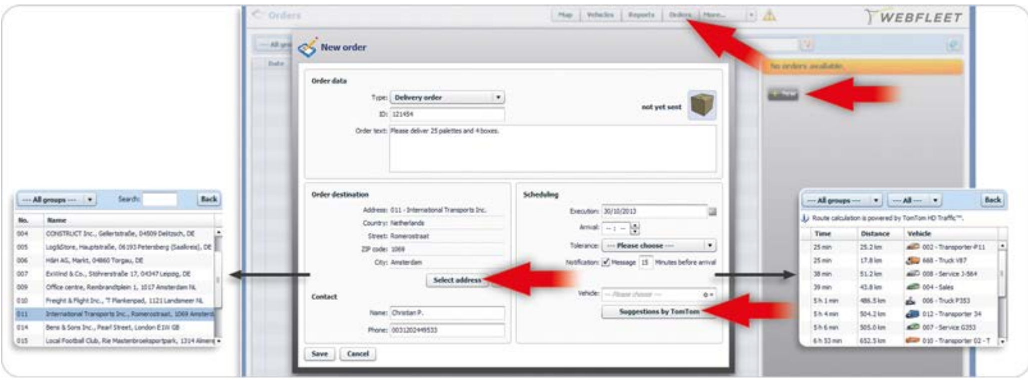


Activate traffic information on your map to see which vehicle is best located for a job.

Click the information boxes to get more details.

Quickly assign orders to the nearest vehicle

The easiest way to assign an order to the best positioned vehicle is by creating a new order. Here you define the destination address for that order. Using that address WEBFLEET provides you with a list of vehicles sorted by availability and estimated travel time, taking traffic information and actual distance into consideration. Go to "Orders" in the top menu. Click "New" on the right-hand side to create an order. Enter all order details. Select the address. To select the best positioned vehicle click "Suggestions by TomTom". WEBFLEET shows you a list of vehicles, in order of availability and estimated travel time. Select the desired vehicle. Press "Save" and then press "Send order".



Bring up the "Send order" window to easily assign your order to the best positioned vehicle, suggested by TomTom based on traffic information and actual distance.

Driver communication

In addition to dispatching orders, there are several ways to communicate with your drivers. This chapter shows how you can send messages to your drivers and how they can respond. Also, WEBFLEET can forward messages from your drivers to your email box for optimal communication.

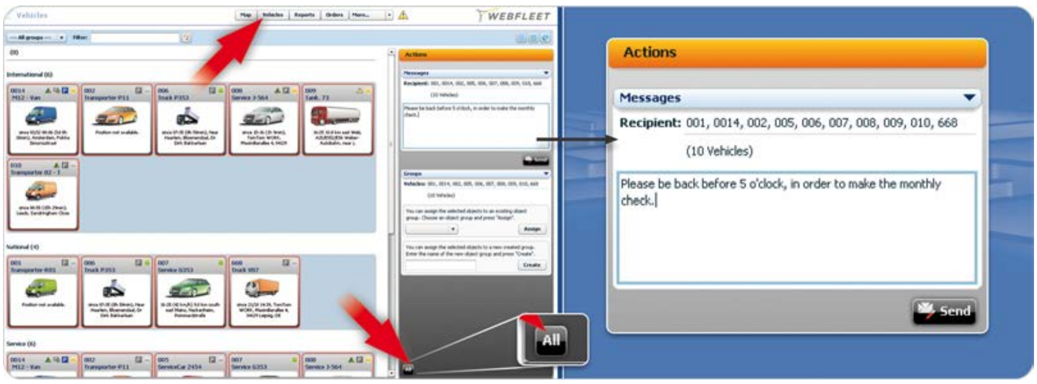
Sending a message to a driver

To send a text message to one of your drivers, click the "Send" button in the corresponding object box and enter your text message.

Send a text message to one of your drivers.

Sending a message to multiple or all drivers

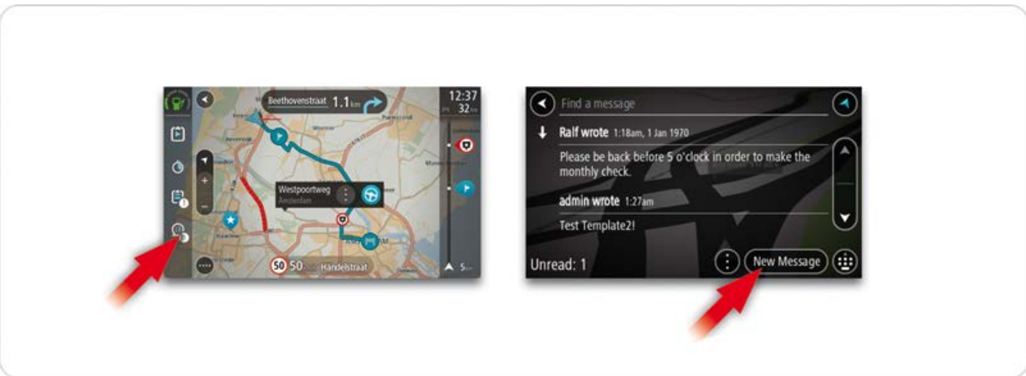
You can send one text message to all or only a few drivers at a time. This saves you time and helps you improve your workflow. To select vehicles by first clicking "Vehicles" in the top menu and then clicking the corresponding vehicles while keeping the Ctrl key pressed. To select all vehicles press the Ctrl and the A key on your keyboard or click the "All" button at the lower-right section of the screen. On the right, a message appears showing the list of recipients above. Enter your text and click "Send" and the text message is transmitted to the selected vehicles.



In order to send text messages to multiple vehicles, select the vehicles by pressing the Ctrl.-key and the left mouse button. To select all press Ctrl and A or click "All".

Handle text messages on your TomTom PRO

The driver is warned that a new message has been received by both a signal and the "Messages" icon in the WEBFLEET panel indicating the number of new messages. By tapping the Messages icon, the driver can read the message. Automatically a message is sent to WEBFLEET that the message has been received and read by the driver. Drivers of course can send free text messages from the TomTom PRO to the centre as well. To do so, they need to tap "New message". Then they can type the message and then tap "Send".



WEBFLEET is automatically informed that the message has been read.

Send free text messages over the TomTom PRO to WEBFLEET.

Defining the status messages for the different vehicles

Within WEBFLEET you can define status messages and order related status messages for your vehicles. These messages help to improve communication between the driver and the centre (e.g. for certain recurring events static messages can be used). To define status messages for an object, click "Details" then click "Configure" under "Contract/Device". Click "Status messages" and enter the status message. You can select a warning type for selected message features, such as email forwarding.

Easily define status messages using certain warning types for your vehicle.

You can also define order related status messages.

Using status messages

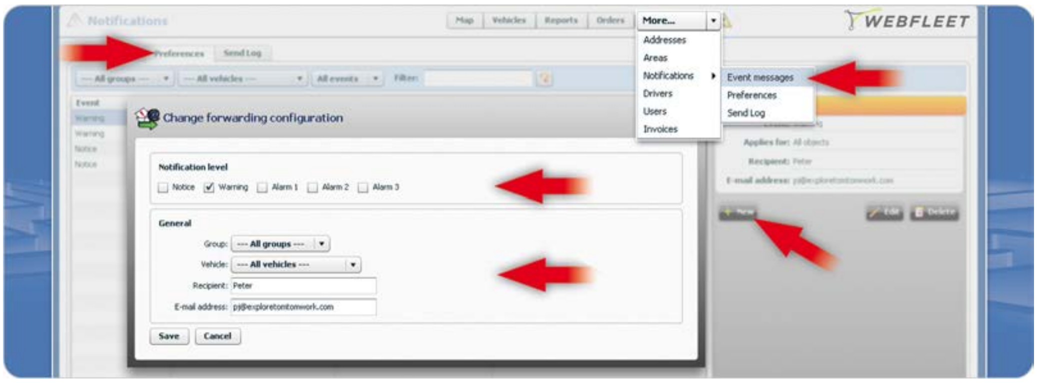
The driver simply selects the status message that he would like to send and chooses whether to add some text or not before sending. Bring up the "Messages" menu, then tap "New message" and tap "Templates". Select a template from the list. To add text to the status message tap the keyboard button and type your text. Then tap "Send".

Easily send status messages to the centre.

If required, simply add free text to the predefined status message.

Forwarding status messages to your email address

A status message can be forwarded to your email box. To do this, select the warning level for each vehicle (object) and select the email address you want to have it forwarded to. Click on the top menu "More" and select "Notifications/Preferences". Click "New" on the right to create a new rule or "Edit" to change an existing rule. Select the type of notifications you want to forward to the e-mail address. You can tick different ones at a time. Select the group and/or vehicle from which those notifications shall be forwarded. Enter the name of the recipient and the corresponding e-mail address and click "Save".



Forward status messages to your email address.

Select the warning level for each vehicle and the corresponding email address.

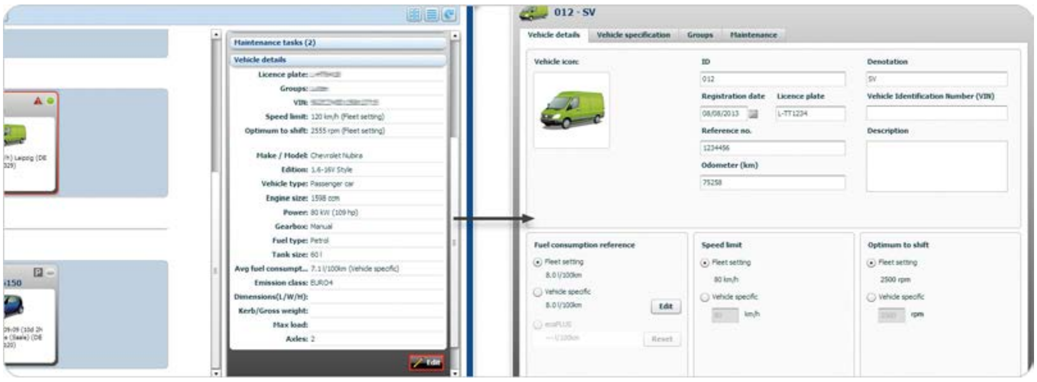
Select the vehicles, from which the messages shall be forwarded.

Easy vehicle management

WEBFLEET helps you to organise your fleet in an efficient way. This chapter provides useful information on how to define basic vehicle details and vehicle specifications, how to configure the hardware installed with your vehicles to report to WEBFLEET according to your wishes and how to set up your account to create a customised overview of your fleet, set to your requirements.

Assigning basic vehicle details

Once you have added new vehicles to your WEBFLEET account, they are listed with an automatically assigned name and basic data. WEBFLEET offers you an easy way to edit data such as license plate and odometer. Click "Vehicles" in the main menu and select the vehicle from the vehicle list. Open the "Vehicle details" section in the details panel and click "Edit". A pop-up window will be shown. In the "Vehicle details" tab you can select an icon and a colour that represents your vehicle/vehicle type from the drop down list. Here you can assign an ID and a denotation, which will be used to label the vehicle in WEBFLEET. Additionally, you can indicate the current odometer of the vehicle, add a description, indicate the licence plate and registration date. And you can make settings that are used for fuel consumption and speeding reports.



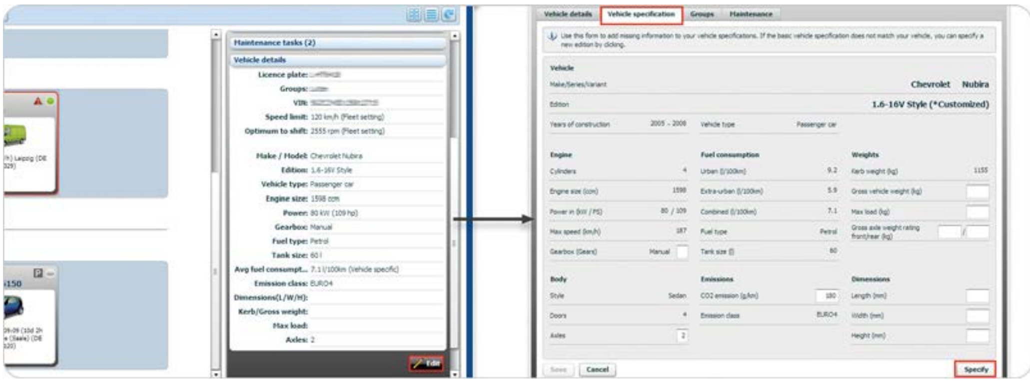
Edit the details of your vehicles and customise their display.

Fuel consumption reference

In the section "Fuel consumption reference" you can select which fuel consumption value shall be used as a reference for fuel consumption reporting. You can select to refer to the value that is set for the whole WEBFLEET account or define a vehicle specific value. If you are using an accessory that provides fuel consumption information directly from the vehicle, you can also select to use the information reported from the accessory.

Specifying vehicle attributes

You can easily select and assign all relevant specifics to your vehicle such as weight, dimensions, fuel consumption and more as indicated by the manufacturer. You don't need to look up everything in your vehicle registration papers. You can retrieve the relevant information from the WEBFLEET data base with just few clicks, browsing and filtering. And you can add missing information that is specific to your individual vehicle. To define vehicle specifications for one vehicle, select a vehicle. In the details panel go to "Vehicle details" and click "Edit". In the "Vehicle specifications" tab click "Specify". Use the filters or browse to find the make, series etc. Select your vehicle in the list and click "Select". You can type missing details in the empty fields.



Select and assign vehicle specifications, such as width, height, weight and more as indicated by the manufacturer.

Adding a new edition

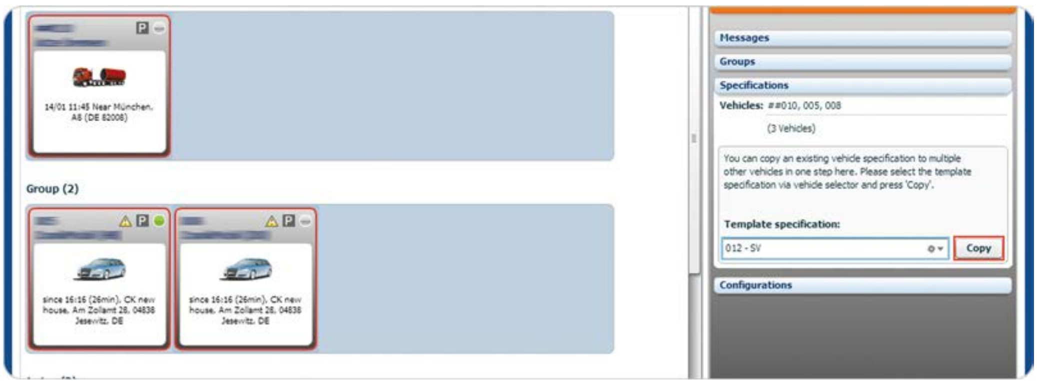
If you cannot find your model click "Add new edition". Here you can enter all specifications for your vehicle and store them to the WEBFLEET data base. You can use the added edition for other vehicles of the same series in your fleet.

Fuel efficiency reports

The details based on the make and the model selected and the additional information you have given are also used to support other TomTom devices such as the TomTom LINK 105/TomTom ecoPLUS for fuel efficiency reporting.

Copying specifications to multiple vehicles

If you have several vehicles of the same make and model that have the same specifics you only need to select and customise the vehicle specifications for one vehicle. If you have done this thoroughly, you can copy this information to the other vehicles. In the "Vehicles" view select all the vehicles from the list of the same series that you want to copy your specifications to, keeping the Ctrl key pressed while clicking left mouse button. In the details panel click "Specifications". Browse for the vehicle that you want to copy the specifications from and click "Copy". Make sure you have completed the specifications for this vehicle before copying.

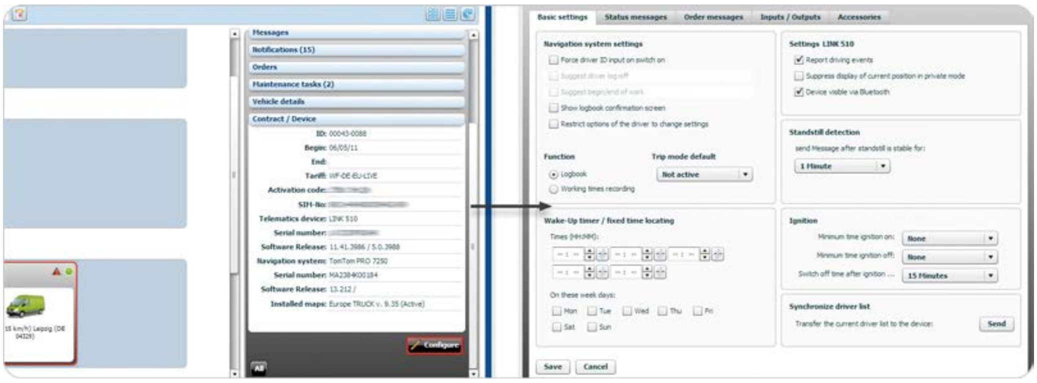


Copy vehicle specifications of one vehicle to multiple vehicles of the same make and series with few clicks.

Configuring basic settings for a vehicle

It is useful to adjust the basic settings for your vehicles to let them report according to your individual needs, to let your staff report trip modes or working hours and much more. To configure basic settings for your vehicle, select a vehicle in the Vehicles view. In the details panel open the "Contract / Device" section and click "Configure". You can make several adjustments for the use of the Driver Terminal, if your vehicle is installed with Driver Terminal, such as forcing the driver to identify himself to the Driver Terminal, or to activate logbook or working times reporting on the Driver Terminal. Additionally, you can select and customise reporting behaviour of the LINK device such as standstill and trip recognition. Here you can set dates for your LINK devices to wake-up from sleep mode. And you can send the WEBFLEET driver list to the Driver Terminal to have both synchronised. When you have completed your adjustments click "Save".

Configure basic settings the hardware installation in your vehicles, such as Driver Terminal and LINK devices.

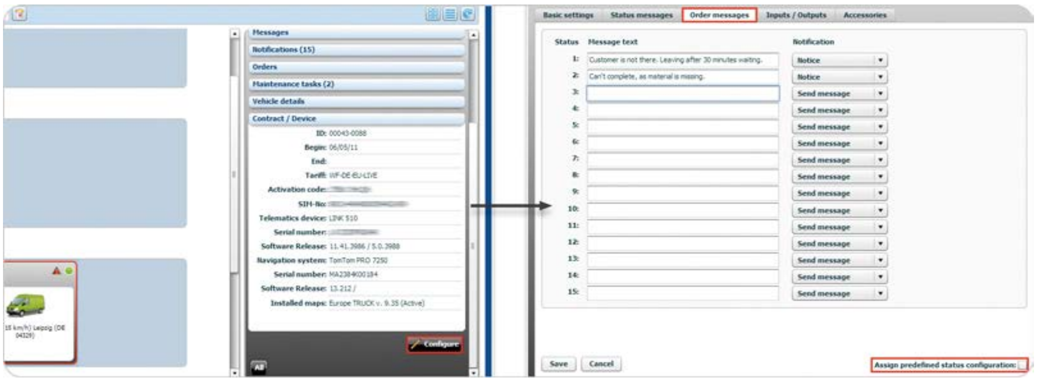


NOTE: Depending on your installation the settings and options shown in the "Basic settings" tab can differ.

Configuring status messages and order messages for vehicles

You can define general status messages and order specific messages that your drivers can use to report incidents using their Driver Terminal. Select a vehicle, go to "Contract / Device" in the details and click "Configure". In the "Status messages" tab you can create up to 15 general message texts, which are transferred to your drivers' Driver Terminals. In the "Order messages" tab you can create up to 15 status messages which your drivers can select from the list to report to the office when they work on an order. Depending on the notification type you have selected for each message and how you customised the notifications, those messages can be forwarded to your email inbox. Type the message text into the fields and select a notification type. Before you switch to another tab or close the window, click "Save" to store your messages.

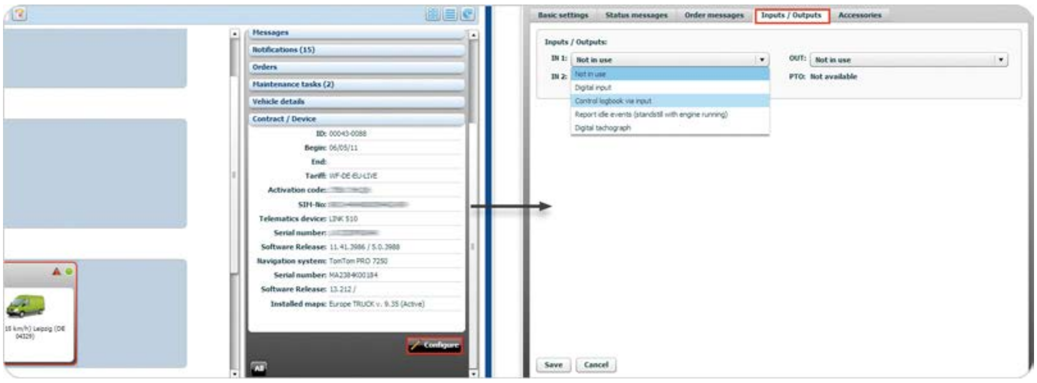
Define general status messages and order specific messages that your drivers can use to report incidents using their Driver Terminal.



NOTE: By default the status messages and order messages that are defined for the settings for the WEBFLEET account are used. To activate vehicle specific status messages and order messages de-select the box for "Assign predefined status configurations".

Configurations for peripheral devices and accessories

Using WEBFLEET you can make several different settings for peripheral devices and accessories. Select a vehicle, go to "Contract / Device" in the details panel and click "Configure". In the "Input" or "Inputs / Outputs" tab you can select what the interfaces shall be used for. The availability of inputs and outputs depends on the device that is installed in the vehicle. If you have a Remote LINK or a TomTom LINK 105 that you want to connect to your LINK device, you can indicate them in the "Accessories" tab. This lets the LINK device connect to these devices.



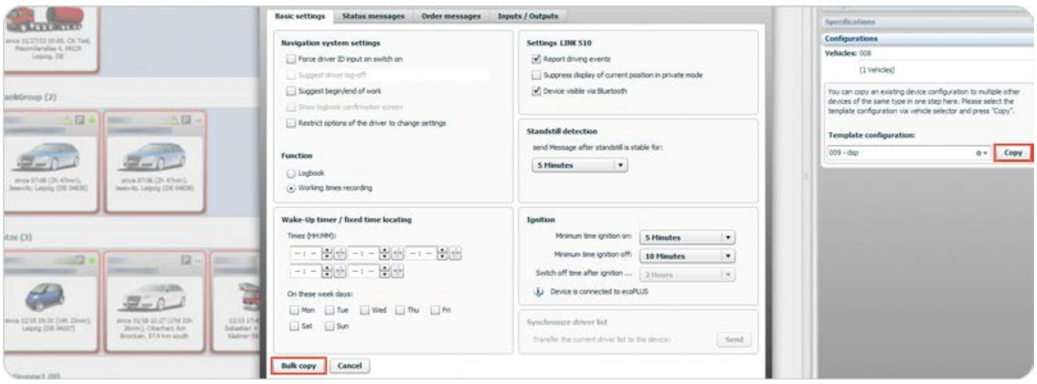
Define what inputs and outputs of your LINK device shall be used for. Indicate Bluetooth accessories to allow to connect to the LINK device installed in the vehicle.

Settings for the use of the digital tachograph

In the "Inputs / Outputs" tab you can select different options for the use of the digital tachograph. These settings apply only if there is a digital tachograph connected to your LINK device.

Copying vehicle configurations/settings to multiple vehicles

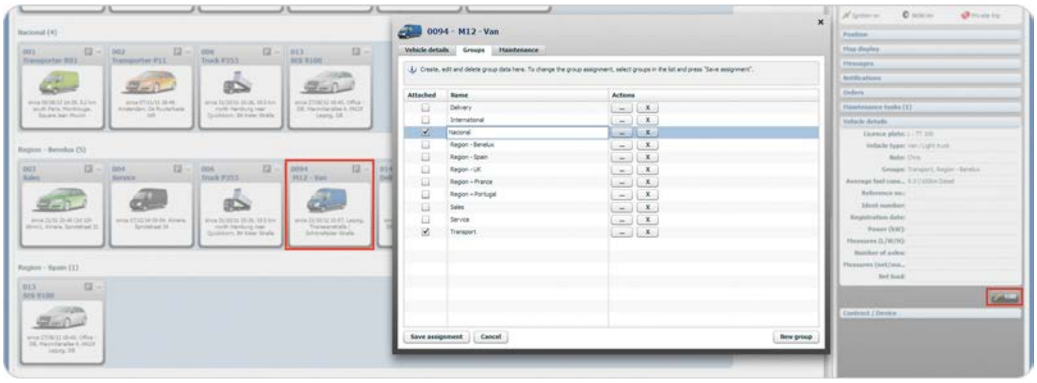
To ensure all vehicles with the same TomTom Telematics hardware installation report to WEBFLEET in the same manner you can copy all basic settings and configurations from one vehicle to multiple other vehicles. That includes status and order messages, trip reporting and standstill recognition. Adjust the settings for one vehicle that you want to use as a reference for other vehicles. Make sure all is according to your wishes. In the "Vehicles" view select the vehicles with the same devices installed from the list that you want to copy the settings to, while keeping the Ctrl-key pressed and selecting the vehicles with the left mouse button. In the details panel go to "Contract / Device" and click "Configuration". Browse for the vehicle that you have prepared to copy the settings from. WEBFLEET shows how many of the selected vehicles the settings can be copied to. The number can differ, if you have selected vehicles with a different hardware installation. Click "Copy". A pop-up window will show the "Basic settings" tab. Here you are asked to confirm, that you want to copy the settings to the selected vehicles in bulk. Click "Bulk copy".



Ensure that all vehicles with the same hardware installation report to WEBFLEET in the same way, by copying all basic settings and configurations from one vehicle to multiple other vehicles including status and order messages, trip reporting and standstill recognition.

Assign one vehicle to a group

When you have assigned all relevant vehicle data, you can now assign this vehicle to one or more groups within few steps. Simply select the tab "Groups" and select the group or groups this vehicle shall be assigned to. If no group exists click "New group" in the lower right. To rename existing groups click the action button "…" and edit the group name. To delete groups click the actions button "X". If this group included vehicles which were not assigned to another group as well, they are automatically grouped in the group named "Unassigned".



Assign a vehicle to one or more groups.

Easily create new groups.

Assign several vehicles to a group

WEBFLEET provides an easy way to assign several vehicles to a new or existing group. Select the vehicles you want to group together by clicking on them while keeping the Ctrl key pressed. In order to select all, press the Ctrl and the A keys. Under Groups on the right, the different vehicle numbers and the number of all selected vehicles are shown. To assign the selected vehicles to an existing group, select the group from the drop down list and click "Assign". To assign them to a new group, enter a name for the group in the text field, click "Create", select it from the drop down list and click "Assign".

Assign several vehicles to one group.

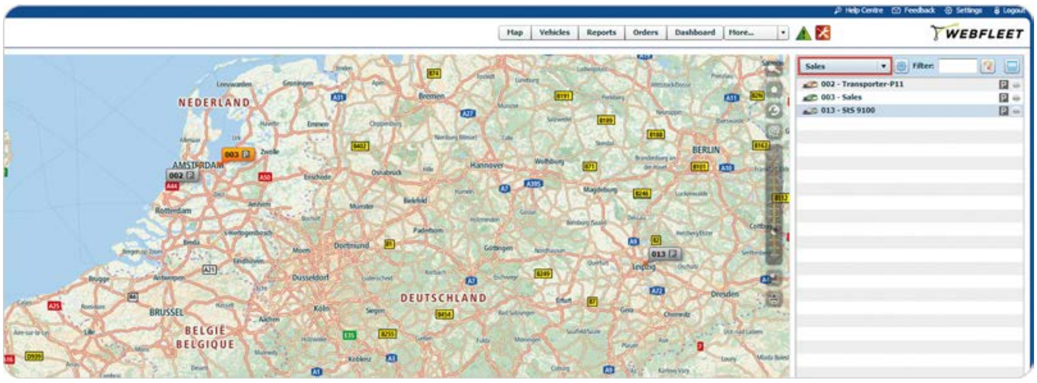
Assign several vehicles to a group you uniquely create for these vehicles.

Un-assigning several vehicles from a group in bulk

You can un-assign several vehicles in bulk from one group. In the "Vehicles" view select the vehicles in the list while keeping the Ctr-key pressed. In the details panel open the "Groups" section and click the "Unassign" button.

Using vehicle groups

Besides using groups as a filter setting for reports, messages, orders etc., groups are very useful when you want an overview of your fleet on the map, as when you select a group instantly only this group's vehicles are shown on the map.



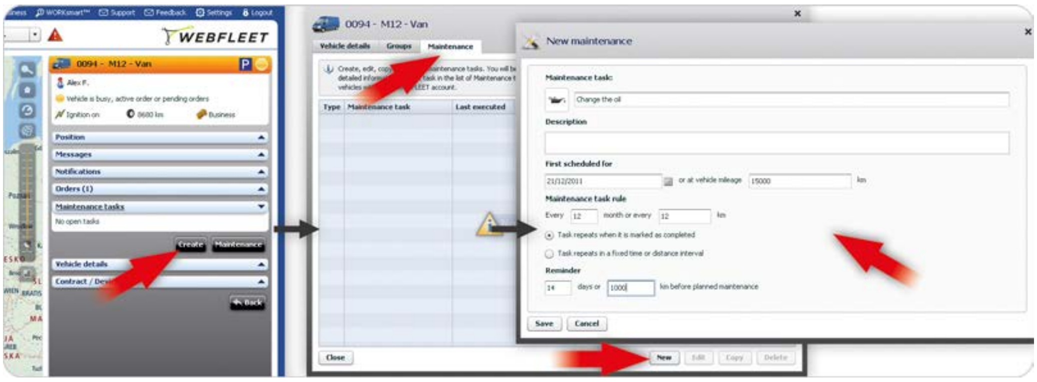
Use vehicle groups to display your vehicles on the map.

Vehicle maintenance

WEBFLEET helps you schedule maintenance tasks for your vehicles and follow the maintenance intervals. You can create both one-time maintenance tasks and maintenance tasks which repeat after either a certain mileage or time interval. WEBFLEET automatically notifies you when a maintenance task is due so you will not lose track of vehicle maintenance, which helps to maintain the value of your vehicle fleet.

Creating maintenance schedules

To create a maintenance schedule select the vehicle in the map or in the details panel on the right. In the "Maintenance tasks" section click "Create". In the new window select the "Maintenance" tab then click "New". Select an icon, type a name and a description for the maintenance task, then define the scheduled date for the maintenance task. In "Maintenance task rule", define whether the task will be repeated or is a one-time task. If the maintenance task must be repeated, enter a time or mileage interval between tasks. Select whether the task will either be repeated in a fixed interval or after the task has been marked as completed. You can also define when you would like to be automatically reminded in WEBFLEET by a coloured tool icon that displays at the top right of the main menu. Click "Save" to save your new maintenance schedule.



Create a maintenance schedule, define due dates and intervals and set a reminder.

Maintenance intervals

The maintenance interval can be a period or a mileage, or a combination of both. When a combination of both is set, the interval reached first is used. The maintenance schedule defines if the maintenance task must be repeated in a fixed time or mileage interval, or if the interval will start again after the current due maintenance task is marked as completed.

When is a maintenance task due?

A maintenance task needs to be carried out as soon as the set date or mileage is reached. The vehicle mileage you enter in "First scheduled for" is not a relative value but refers to the actual mileage shown on the vehicle's odometer.

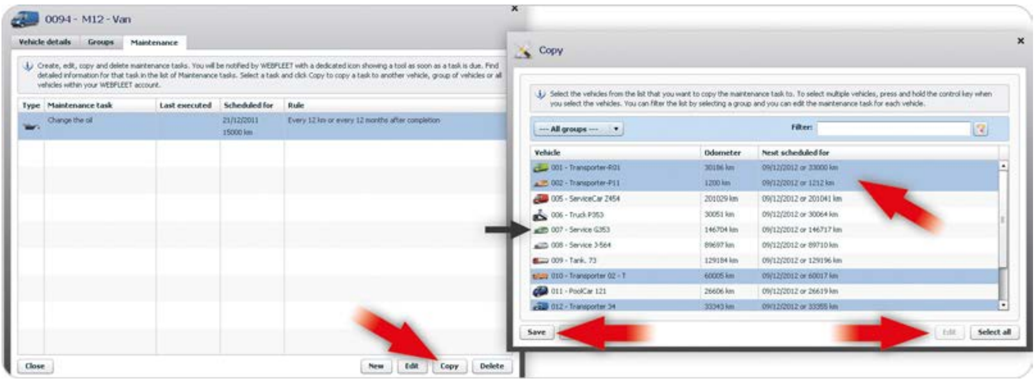
A yellow tool icon at the top right of the main menu indicates that maintenance tasks are due. When a maintenance task is overdue, the tool icon is red.

Using the reminder

You will be reminded when the set time or distance before the due date or distance is reached. Make sure you set a period or distance that is reasonable for managing maintenance planning.

Copying a maintenance schedule

Once you have created a maintenance schedule for a vehicle you can copy it to more vehicles. Select the maintenance schedule you want to copy from the list of maintenance schedules for your vehicle then click "Copy". Select a vehicle from the list. You can edit the description of the schedule, and the date and the vehicle mileage at which the maintenance will first be carried out on the selected vehicle. Click "Edit" to edit the schedule. Click "Apply" to save your changes for that specific vehicle. After you have edited the date and/or the vehicle mileage for each vehicle you want to copy the schedule to, press and hold the Ctrl key and select the applicable vehicles. You can also select all vehicles from the list by clicking "Select all". Click "Save" to copy the task to the selected vehicles.

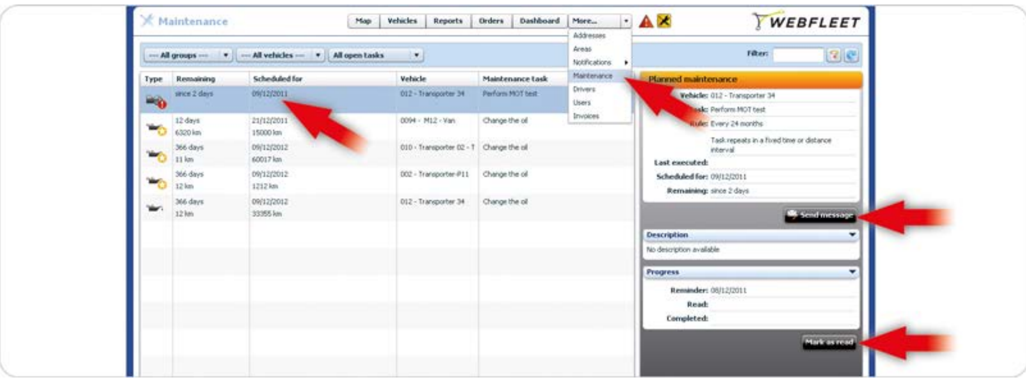


Copy maintenance tasks to one or more vehicles.

When you copy a maintenance task to another vehicle, the vehicle mileage for which the maintenance task is next scheduled is changed in accordance with the rule. For example, when you copy a task that has an interval of 15,000 km to a vehicle with a current odometer reading of 30,000 km, the vehicle mileage for which the task is next scheduled is automatically set to 45,000 km. After copying a task, make sure the changed interval is correct for this vehicle.

Monitoring maintenance tasks

When WEBFLEET has created a maintenance task, you will be alerted by a yellow tool icon displayed at the top right of the main menu. If a maintenance task is overdue, the tool icon appears red. To view the list of maintenance tasks click either the tool icon or "More..." in the main menu, then select "Maintenance" from the list. The list shows open and completed maintenance tasks ordered by status and due date. You can filter the list on vehicle groups, single vehicles, and open, overdue and completed maintenance tasks. The icon in the first column quickly gives you an overview of the status of your maintenance tasks. Select a maintenance task from the list to read it. If you want to inform a driver about the due maintenance work you can send the driver a message by clicking on "Send message". Click "Mark as read" to confirm that the task was read. When the maintenance task is completed, select it in the list and click "Complete". If you want to delete the maintenance task from the list, click "Delete".



See an overview of all open and completed maintenance tasks, inform your drivers and process the tasks.

Processing maintenance tasks

You must first read the maintenance task. You have to select the maintenance task from the list and click "Mark as read" in the details panel on the right. If you want to mark all maintenance tasks in the list as read, click "Mark all as read" in the details panel. The date when the task was read and the WEBFLEET username of the user will be attached to the task.

When the task is done it can be marked as completed. Select the maintenance task from the list and click "Complete" in the details panel on the right. The date when the maintenance task was completed and the username of the WEBFLEET user are logged.

Maintenance tasks stay in the list until they are manually deleted. To delete a maintenance task, select it from the list and click "Delete".

Creating maintenance reports

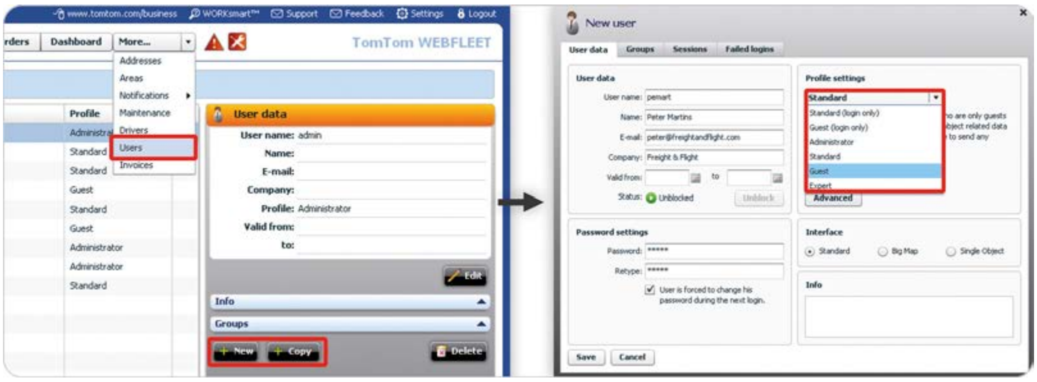
You can download a maintenance report in CSV or PDF format in the "Reports" view.

User management in WEBFLEET

With WEBFLEET user management, you can give employees, business partners or customers access to WEBFLEET. In this chapter you will learn how to create users in WEBFLEET with different profiles and assign permissions that range from viewing only to having full administrative rights.

Creating users

In WEBFLEET you can create users in a few easy steps. WEBFLEET offers different predefined user profiles. The profile rights range from viewing only rights to administrative rights, and you can define a period to limit a user's access to the system. To create a new user, click "More" in the top menu, select "Users" from the list, then click "New" in the details panel. In the "New user" window, on the "User data" tab enter the user name that will be used to log on to WEBFLEET, the name of the user and a password. Select a profile setting for that user. Under "Interface" you can define whether the user shall be presented with the standard WEBFLEET interface or only the map. To save your changes, click "Save".



Create users as administrator, standard users or guests in few easy steps.

Copying users

WEBFLEET simplifies the user administration by letting you use the profile of an existing user as a basis for a new user. Like that you can make sure to have the same user rights, group assignments, vehicle assignments, address assignments etc. given to other users. You can copy a user and add the user specific details such as name, email address etc. You can also customise the profile settings and rights for the new user. Click "More" and select "Users" from the drop down list. Select a user that you would like to use as a basis for the new WEBFLEET user. Click "Copy". In the pop-up window enter the details specific to the new user. After you have clicked "Save", you can still customise the profile settings.

Granting access to WEBFLEET

Under "User data" you can limit the access to WEBFLEET by defining start and end dates for a user. Use the calendar to define the dates.

When a user has tried to log on to WEBFLEET using incorrect access details, access is blocked after the third attempt. You can unblock access by clicking the "Unblock" button on the "User data" tab.

Profile settings

Under "Profile settings" you can select between profiles giving different levels of rights for using WEBFLEET. Detailed information about a profile appears below the profile you selected.

Sessions

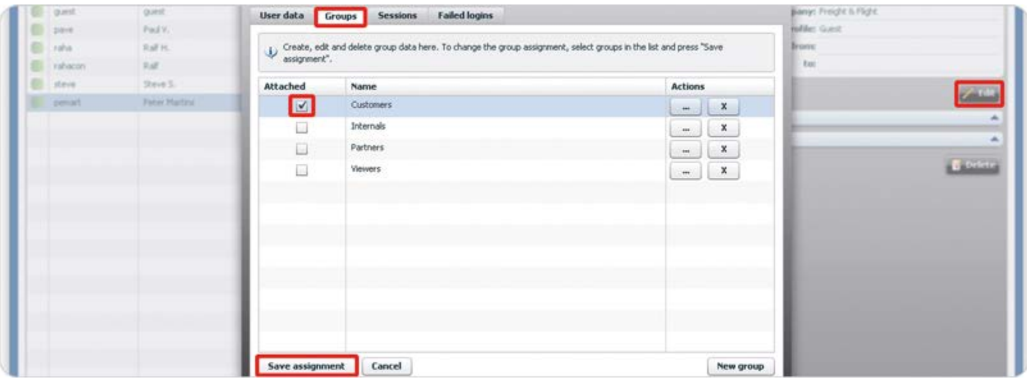
The "Sessions" tab shows you an overview of a user's WEBFLEET sessions. You can see the start of each session and the address from where the user logged on to WEBFLEET. You can filter the list by period and by entering text terms.

Failed logins

In the "Failed logins" tab you can see when a user has tried to log on to WEBFLEET using incorrect details. The time is shown together with the address from where the user tried to log on. You can filter the list by period and by entering text terms.

Groups of users

You can manage users in groups to help maintain an overview. Select a user from the list and click "Edit" in the details panel. In the "Groups" tab you can create new groups, edit their names and delete existing groups. You can assign the user to one or more groups by selecting them in the left column. To save your changes, click "Save assignment".

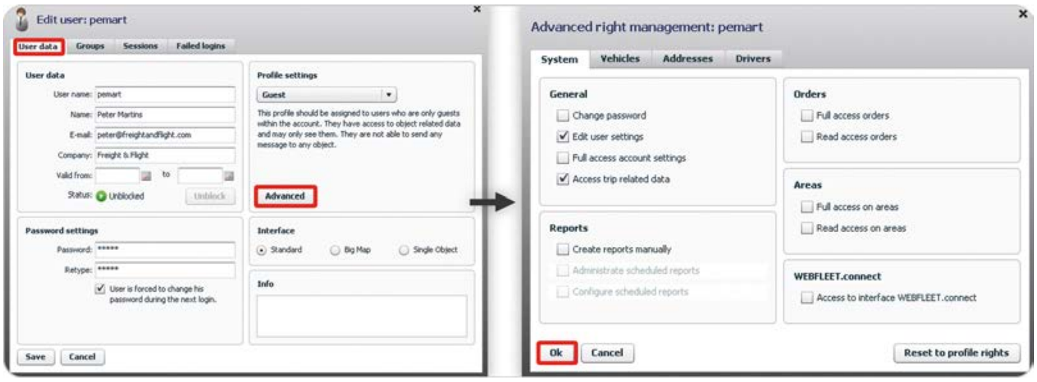


Manage your users in groups.

The "Groups" feature is only to manage your users and maintain an overview. You cannot manage rights for a user group. Rights can only be managed per user.

Rights settings for reports, orders, and areas

You can manage the rights of a user at a detailed level. Click "Advanced" under "Profile settings". In the "System" tab you can define whether the user can change the user password, and access and edit WEBFLEET user and account settings. You can set the user's rights for the creation and administration of reports, orders and areas, and grant access to WEBFLEET.connect.



Manage general settings and rights for working with reports, orders and addresses.

The "Advanced" button is activated after you have created and saved a user.

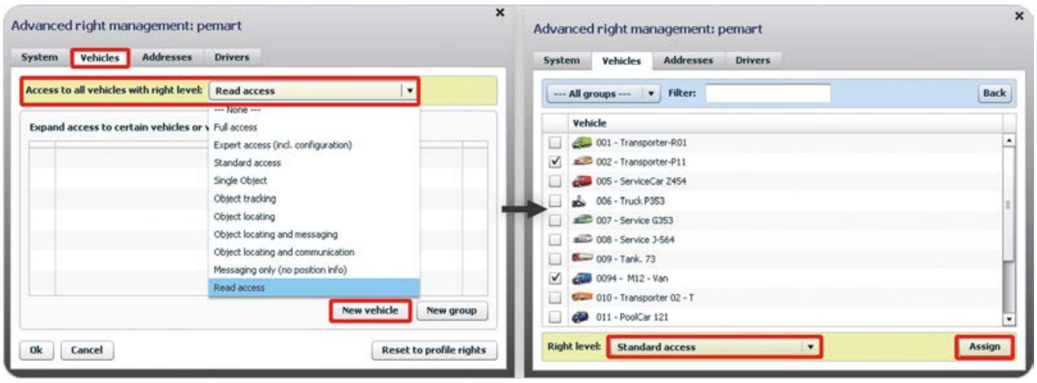
In the "General" section, you can enable the user to logon to WEBFLEET, change the password and edit user and account settings. You can find the "User settings" and "Account settings" under "Settings" in the top right of the WEBFLEET user interface.

Rights for accessing vehicles, addresses, and drivers

You can define which vehicles, addresses, drivers and groups users have access to. Additionally, you can set different levels of permissions for a user to access certain vehicles, addresses and drivers. In the "Advanced rights management window" select the "Vehicles" tab. Here you can define what kind of access the user shall have. Select a minimum rights level from the list at the top that applies to all vehicles. You can extend the user's access rights to single vehicles and/or vehicle groups by adding vehicles and/or vehicle groups to the list. Click "New vehicle" or "New group". Select one or multiple vehicles or groups from the list, then select the "Right level" to access these items from the list at the bottom of the window.

Click "Assign". Use the same method to define user permissions for addresses and drivers on the "Addresses" and "Drivers" tabs.

Give access to single or groups of vehicles, addresses and drivers. Define different levels of access rights.



When you select the access rights for all vehicles, remember that you can only extend the rights for certain vehicles or groups by adding them to the list.

If you do not want the user to access all vehicles, you need to select "None" from the pull down list. You must then add the vehicles or groups to the list below by clicking on "New vehicle" or "New group". Here, choose the "Right level" for the selected vehicles and click "Assign". The user will then only have access to those vehicles with the selected rights level.

If you want to give the user different types of access to different vehicles, then you must make multiple selections and assignments.

Management reporting

This chapter shows you how to define your business requirements and find the information whenever you need it using the Dashboard. Learn how to configure the Dashboard and the individual charts showing the performance of your vehicle fleet measured against Key Performance Indicators (KPI) in trend or ranking charts. View the Dashboard chart for a trend over time and the ranking of vehicles, drivers and groups for the current day, week or month. See how you can drill down into the information to view details and how to print Dashboard views.

About the Dashboard view

You can add and remove charts in the Dashboard. Configure the Dashboard to show four, six or nine charts at a time to obtain the most comprehensive overview of your fleet's performance using the different KPIs. Switch between the three different views without removing the charts from the Dashboard. Use the four buttons in the top left corner of the Dashboard to add charts and select the number of charts.

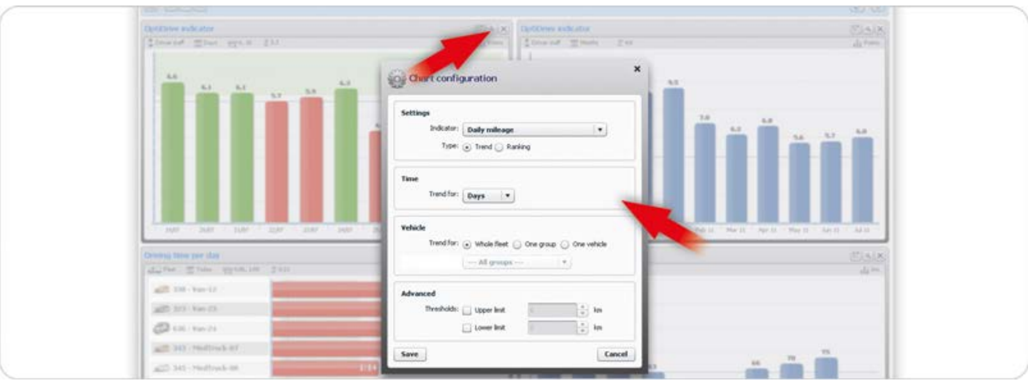
Add charts and switch between the different views the Dashboard offers.

Easily remove and add charts to the Dashboard.

You can create up to nine charts. Remove a chart by clicking the cross on the chart. When you reduce the number of charts shown in the Dashboard using the "Change layout" buttons at the top left, the charts that are not shown have not been deleted.

Configuring charts

You can configure each chart to show your fleet's performance using one of the numerous KPIs the Dashboard offers. For each chart, you can select whether it is displayed in ranking or trend view. Configure the chart for vehicles or vehicle groups, or for drivers or driver groups. And define upper and lower limits to highlight exceptions and make your thresholds visible. Select Dashboard from the main menu, then click the Chart configuration "wrench" icon in the top right corner of the respective chart to define the settings for that chart.



Configure the Dashboard chart to use the desired KPI, type of chart, period and entity, and to define the thresholds.

The range covered by the thresholds is shown in the chart by a light green background. Ranges outside the defined thresholds are highlighted with a light red background that is made visible when you move your mouse over the items in the top left of the chart. A blue line in the chart shows the average performance of your fleet. Move your mouse over the items in the top left corner of the chart to highlight the related graphical elements in the chart.

Drilling down into charts

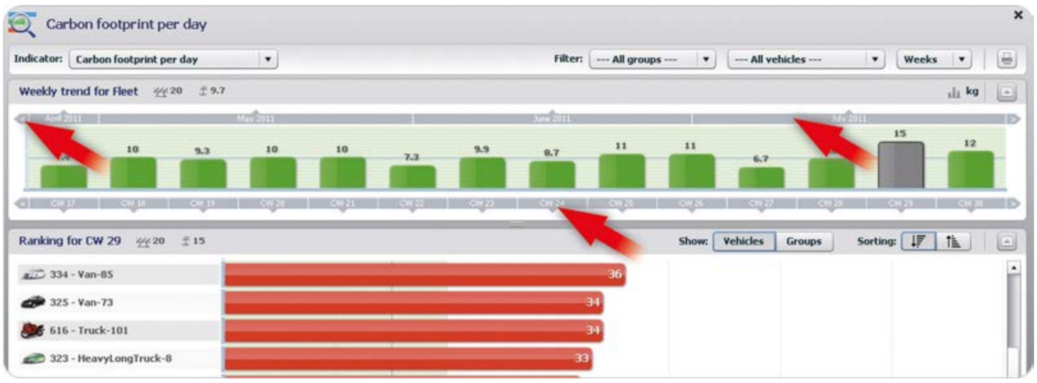
You can drill down into charts to obtain a high level of detail. Click the Show details icon in the top right corner of the chart to display the Details view. In the upper area of the Details view, a trend indicates the performance over time. The lower area shows a ranking referring to the day, week or month you have selected in the timeline above. Enlarge the view of the lower or the upper area to fully fit the content area by using the "Maximize chart" buttons in the top right corner of the respective area.

View the Dashboard chart for a trend over time and the ranking for the current day, week or month.

As in the main Dashboard view, the thresholds and the average value are shown in the charts of the Details view. You can adjust the view using the filters at the top and by sorting the ranking chart by drivers/ vehicles or groups, in ascending or descending order.

Scrolling the timeline

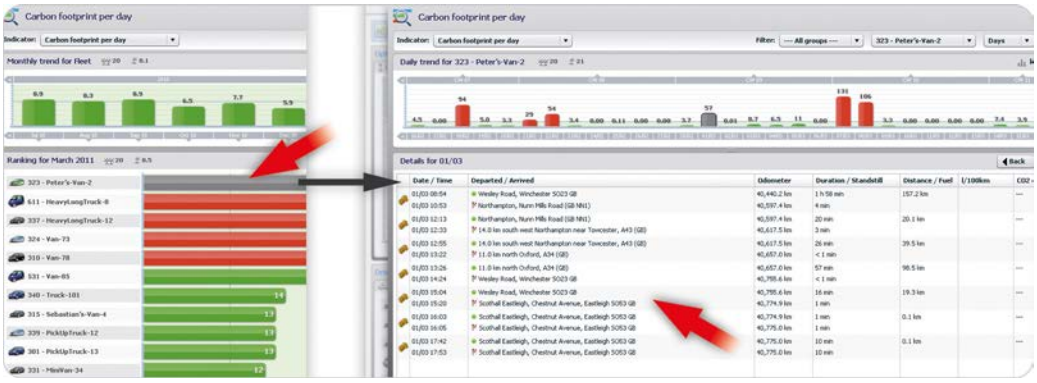
The Dashboard comes with a powerful feature that lets you scroll the timeline in the upper area of the Details view. The date items below or above the trend chart are interactive. You can click items with an arrow to easily step to the next date level, from day to week and from month to year. Use the left and right arrows on the timeline to scroll through it.



Change the date settings for the trend.

Viewing the details

The WEBFLEET Dashboard also provides insight into the detailed information for every single chart. If you select a bar from the ranking chart in the lower area, you are given the complete information set the result consists of. If information relates to trips, you can even view these directly in the Dashboard on the map.



View detailed information for every single vehicle or driver.

Printing Dashboard views

You can easily print Dashboard views on paper or to PDF by pressing the "Print" button in the top right corner of every view in the Dashboard.

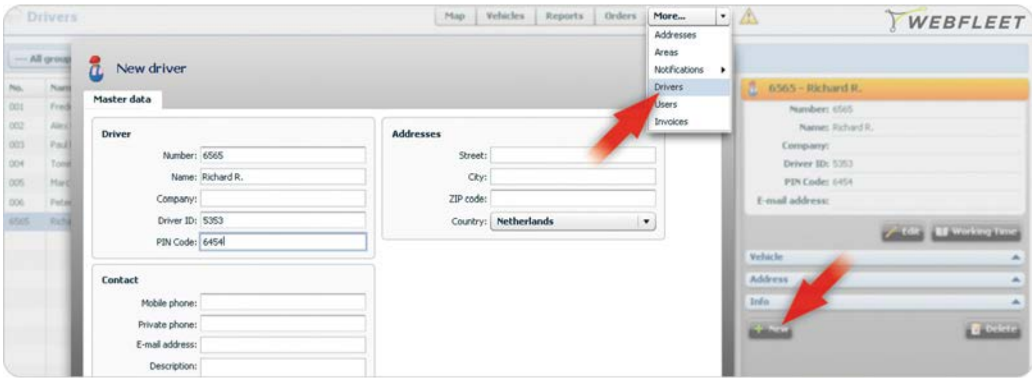
Print Dashboard views on paper or to a PDF.

Report working time

By tapping on the display, your drivers will be able to report their work time. In this way, WEBFLEET automatically manages a large part of your companies' administration. Note: With WEBFLEET you can report working times and use the records for logbook keeping at the same time. You need to edit the trip data afterwards according to your trip. For more details see "Logbook".

Creating a driver

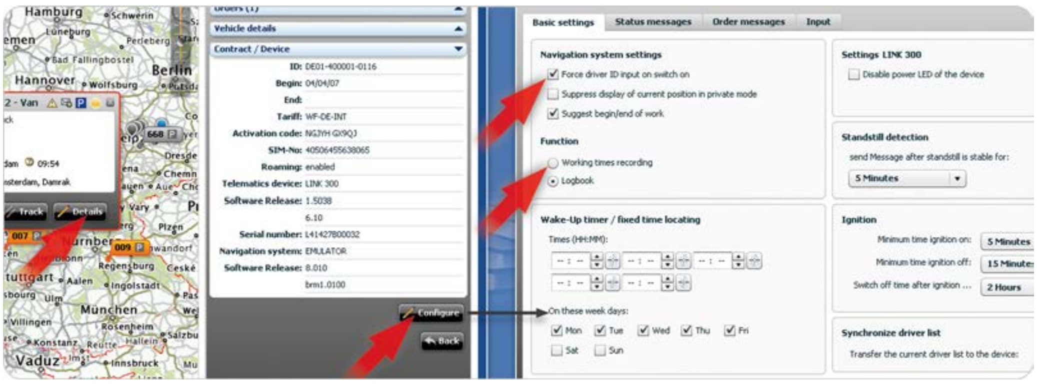
To report work time, a driver first needs to be created in WEBFLEET. His data must also include a driver ID. To do this highlight "More ..." in the top menu and then select "Drivers". Then click "New" and enter the required data.



Create a new driver with all details, including a driver ID.

Settings for the TomTom PRO

The driver needs to enter the Driver ID in the TomTom PRO. Click "Configure" under "Contract/Details" on the corresponding vehicle. Then select "Working times recording" under "Function". To force the driver to enter his ID when switching on the TomTom PRO, select the corresponding box under "Navigation system settings". If you want to suggest begin or end of work or break then you can also make the setting for this here.



Activate report working times on your TomTom PRO.

You can force the driver to enter his driver ID when switching on the TomTom PRO.

Reporting to WEBFLEET

When the driver switches on his TomTom PRO, he will now be asked to enter his driver ID. The driver can immediately report the start and end of work or a break by tapping the corresponding buttons, if configured so in WEBFLEET. The driver can still report working hours at a later time, by tapping the "Working time" button in the WEBFLEET panel on the TomTom PRO.

Easily report working times by simply tapping the screen of your TomTom PRO.

Generating a "working time" report

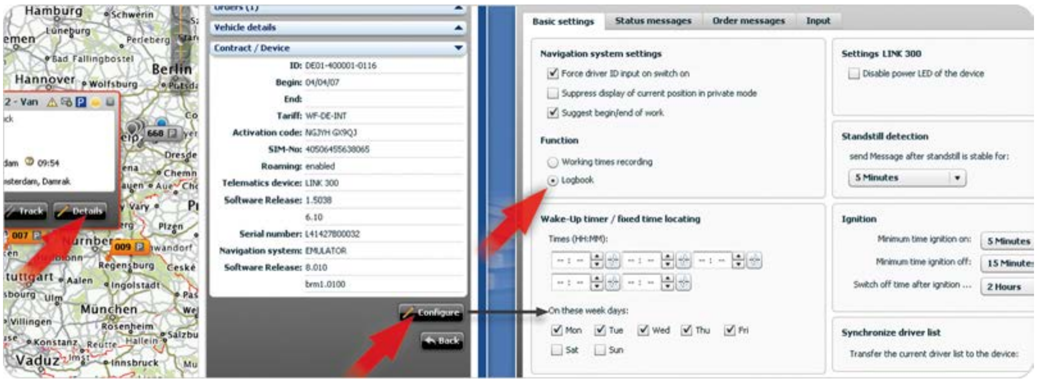
In the "Reports" view you can create working time reports for all your drivers in PDF and CSV format.

Logbook

If you want WEBFLEET to administer the mileage of your vehicles for tax purposes, you can use the logbook function. The driver states whether he is driving a private or business related trip on the TomTom PRO or you can define this in WEBFLEET.

Selecting logbook mode

To maintain a logbook the driver needs to enter his Driver ID into the TomTom PRO. These settings first need to be saved within WEBFLEET and then sent to the TomTom PRO. Open the configuration dialogue for the corresponding vehicle under "Contract / Details" and select Logbook.



Activate the logbook feature for your TomTom PRO.

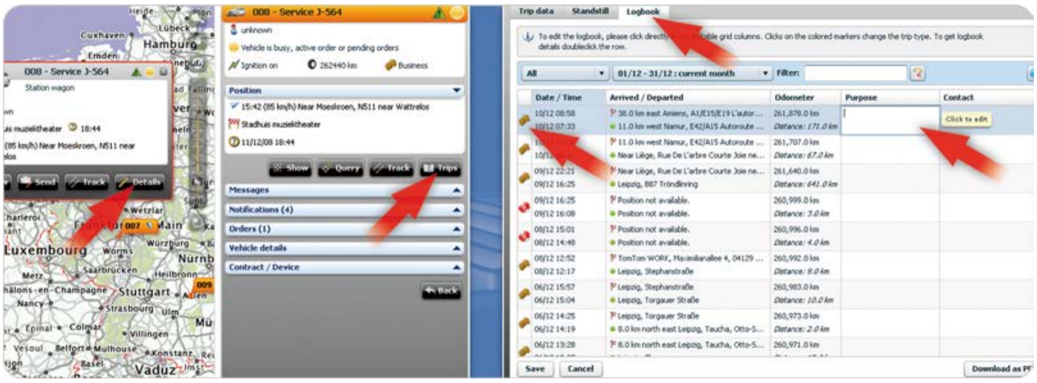
Private or business mode

To change the trip mode for the logbook the driver taps the "logbook" button in the WEBFLEET panel on the TomTom PRO. Here, the driver can select whether he is currently in private or in business mode or commuting.

Easily select the trip modes relevant for your logbook.

Administrating logbook records

Using WEBFLEET, you can easily administer your logbook records. Logbook records are generated when you select "Report working time". To edit the generated data, open the vehicle's "Details" list, then open the "Position" section, click "Trips" and select the tab "Logbook". To change the kind of trip, indicated with a small icon, click on the icon. You can also edit the purpose of your trips and contact details.



Edit your logbook details within few clicks on the screen.

Change the type of trip, the purpose and edit the contact.

Generating a "logbook" report

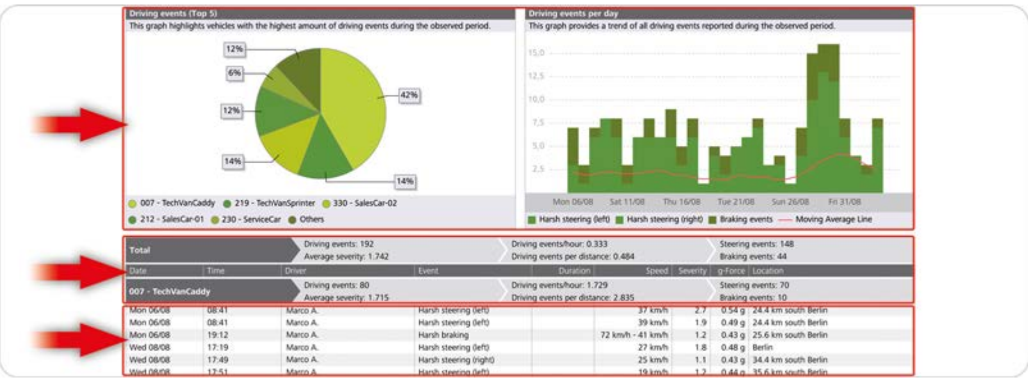
A PDF report gives you a clear overview of the business and private trips. In the "Reports" view you can easily download logbook reports.

Reporting

WEBFLEET offers an extensive number of report templates to choose from in order to create your own personalised reports. There is no limit to the number of reports that can be created, and all reports can be downloaded on demand or scheduled to be created automatically. They can also be retained in the WEBFLEET reports "Archive" or sent to your email address. In this chapter you will learn how to understand, download and customise reports to your needs.

Understanding the structure of the reports

When reading the PDF report from top to bottom, it becomes more detailed and informative. Graphs, totals and individual summaries let you understand the most relevant information for all drivers, vehicles or days that you have selected for this report. In the details tables, you can find issues, identify potentials for improvements and be informed on the current performance of your fleet. Conditional highlights assist with that, by marking exceptions in the table according to the conditions that you have defined.



Graphs provide visual impressions. Summaries give quick insight. Tables show details. Conditional highlights mark exceptions.

Graphs

The graphs provide a visual impression of the report content, while rankings, trend lines, pie charts or stacked bars quickly alert you to performance issues. Your fleet's values compared to reference values help you make the right decisions. Smartly set filter criteria to change the values used in the chart and get specific reports for individual members of your fleet.

Summaries

The reports come with summaries per fleet or selected group, and per object (vehicle, driver or period). These help you easily compare individual versus overall performance.

Tables

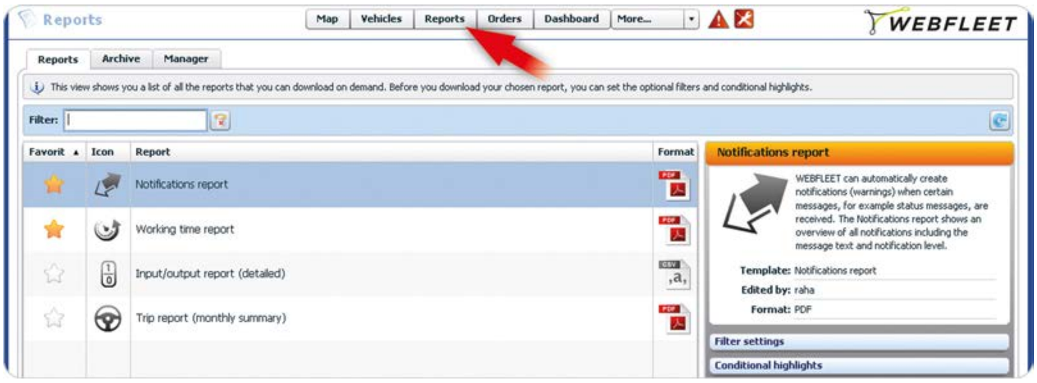
In the tables, the detailed information that is visualised in the charts and shown in the total summary is clearly sorted. The tables' bookmarks help you quickly find the driver, vehicle or period you are looking for, and the individual summary gives insight into the performance of the vehicle, driver or during a specified period.

Conditional highlights

You can define the values you want to observe and select a colour to make exceptions and issues visible in the report.

The Reports view

Select "Reports" from the main menu to access WEBFLEET's reporting functionality. From the "Reports" tab, you can download reports on-demand in just a few steps. Set the filters, define conditional highlights and click "Download". From the "Archive", you can download reports that have been scheduled for a periodic creation, and that have been stored in the "Archive". These are then sorted by date and report type. If you are an account administrator or have additional reporting rights, you can customise existing reports, create new reports from the various reports templates, and manage them all within the "Manager" tab.



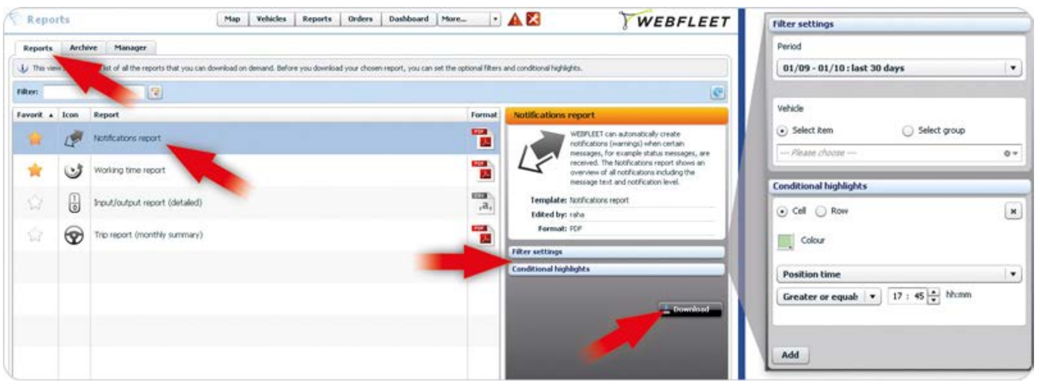
Download scheduled reports stored in the "Archive" or on-demand reports. Create new reports, customise existing reports, and manage their assignment to users.

Manager tab

The "Manager" tab is only visible to account administrators, or users with additional reporting rights to create and manage reports.

On-demand reports

Click "Reports" in the main menu and select the "Reports" tab to get a clearly sorted list of all on-demand reports that have been assigned to you. Find the required report by using the free text filter or sorting the columns. You can mark reports as favourites to quickly find the most requested reports. Once you select a report in the list, you can click on "Filter settings" in the right panel and set the filters to your needs. You can also highlight exceptions in the report by clicking "Conditional highlights" in the right panel, then click Add. Here you can define one or more conditions. To download the report, just click "Download".



Select the report you want to download from the list, set the filters and add one or more conditional highlights.

First usage

For first usage, you will find a couple of standard reports in the list. Account administrators and users with additional reporting rights can assign more reports to you.

Filter settings

In the "Filter settings" you can select the period, an individual item or group. Depending on the setting for this report, this can either be a vehicle, a driver or a day (period).

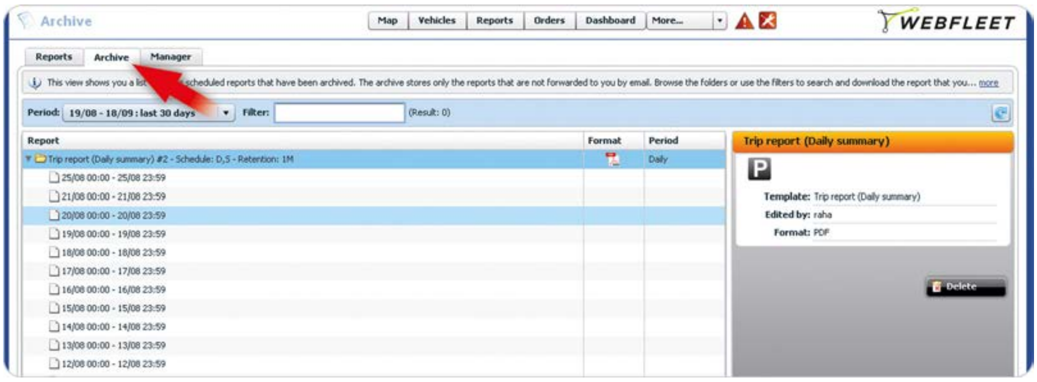
Specific user rights regarding vehicle groups, vehicles, drivers, addresses, etc. will be taken into account when downloading the report.

Conditional highlights

For each condition, you can define that a cell or row should be marked, as well as select the colour that should be used to highlight the exception. You can add several conditions by clicking Add, or you may remove conditions from the list by clicking the X-button.

Scheduled reports in the Archive

Using WEBFLEET, you can schedule reports on a daily, weekly, monthly or quarterly basis. Scheduled reports can be sent to an email address or stored in the "Archive". Having scheduled reports in the archive lets you keep them perfectly organised and accessible for a duration that you define. You can securely download them from the "Archive" at any time without flooding your email inbox. Select the "Archive" tab to access the list of scheduled reports that are stored in the "Archive". The reports are sorted in folders with the report name. They are flagged with the date and time that they have been stored. Browse for and select your report and click "Download".



The "Archive" holds scheduled reports for downloading for a defined period.

Setup information

When you first access the "Archive" tab, the list will be empty.

Scheduled reports need to be created by account administrators or users with additional reporting rights. Select the report to store it in the "Archive". The users to which this report is assigned will receive an e-mail notification once the report has been archived. Up to 10 different scheduled reports can be set up per account for storage in the "Archive".

Note: Scheduled reports that are sent as attachment to an e-mail address will however not be stored in the "Archive".

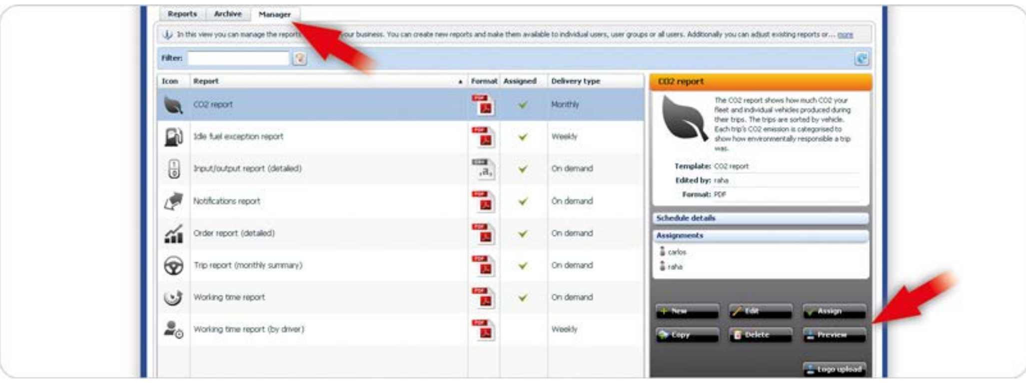
Retention of scheduled reports in the Archive

You can define the retention period when creating a report. The retention period can be up to three years, depending on the delivery period which you have chosen when creating the report. The delivery periods you can select from are: daily, weekly, monthly or quarterly. The reports will be automatically deleted after the defined retention period, or they can be manually deleted from the "Archive" by an account administrator.

Managing reports - overview

Account administrators and users with additional reporting rights can create and edit reports and assign them to users. In the "Reports" view, select the "Manager" tab. The left side lists all previously created reports. You can filter the list by entering free text in the filter above, and you can additionally sort the list by report name, file format and delivery type. When you select a report from the list, the description, schedule details and the assignments are shown in the right panel. You can copy, edit, delete and preview the report that you have selected. You can also create new reports by clicking "New", after which the "Report administrator" opens and will guide you through the steps of creating your new report. In the

"Manager" tab, you may also upload an image to be shown in all your reports. This can be your company logo for example.



In the "Manager" tab, account administrators can create, edit, copy, assign, preview and delete reports.

Customising your reports with an individual logo

You can customise your reports by uploading your company logo. Click "Logo upload" in order to upload a PNG or SVG image that will be used for all your PDF reports. The logo can have a maximum file size of 150 kb and the maximum dimensions are 200 px x 75 px (width x height).

Previewing a report

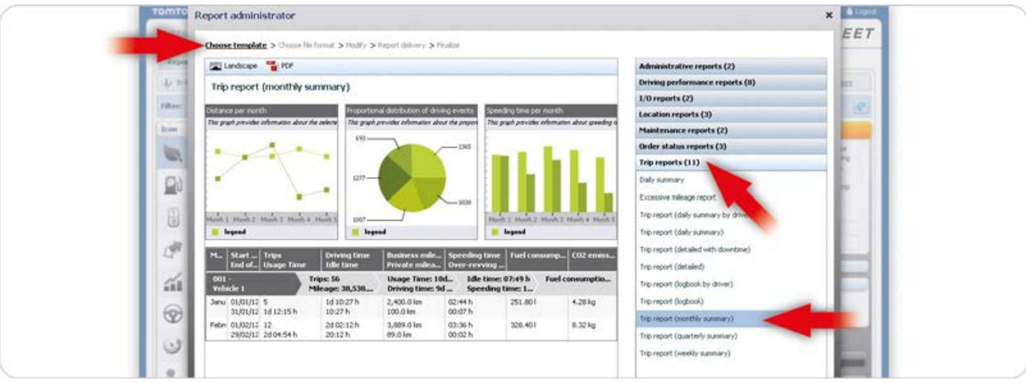
When you select a report from the list and click "Preview", WEBFLEET shows you preview of your report showing actual data taken from your fleet. This gives you an accurate impression of how your report will look like when it's going to be delivered or downloaded on demand.

Creating and managing reports

In this chapter, you will learn how to create a new report using the "Report administrator" in five easy steps. You will also learn how to assign individual users and user groups to a report, and how to upload an image, such as your company logo, which will be displayed in all reports.

Choosing the right template

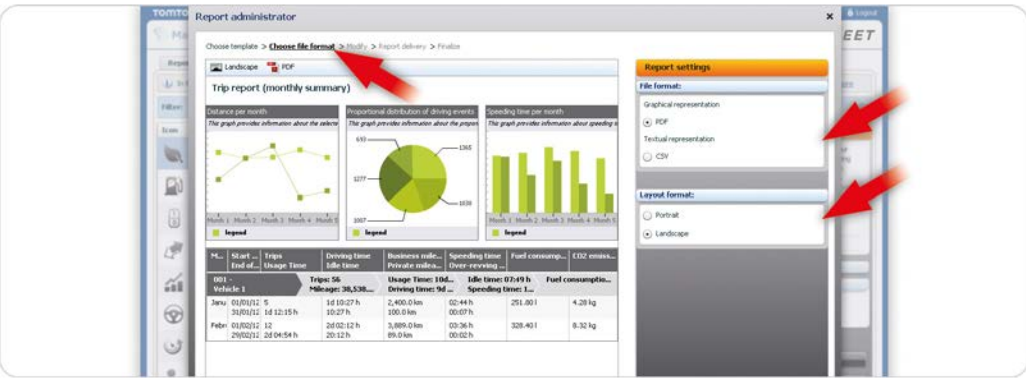
To create a new report, click "Reports" in the main menu. Select the "Manager" tab and click "New" in the right panel. The "Report administrator" opens and shows the step "Choose template". In the "Report administrator" on the right you will see eight different report categories are listed. Click on a category to show the more than 40 different report templates which are sorted under these categories. By hovering with your mouse over a report in the list, a short text description will be shown. Highlighting a report template in the list will show a draft of the report on the left hand side. When you have found a template that suits your needs, click on "Next". In the steps that follow, you can customise the selected report to your needs.



Choose from more than 40 different report templates sorted under eight categories.

Choosing file format and layout

In the step "Choose file format", you can define whether your report should be shown in portrait or landscape mode. Additionally, you can select the file format which can be either a PDF which perfectly serves as a graphical representation of your data, or CSV in the case that you need the raw data for further processing or textual representation. Before continuing, you may preview your report by clicking the "Preview" button.

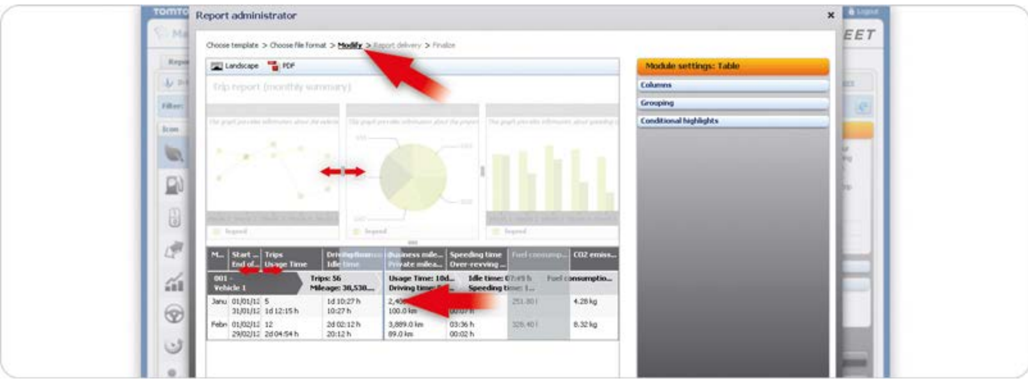


Choose between PDF and CSV file format and between portrait or landscape mode.

When you click on "Preview", a sample report will be shown using real data taken from your WEBFLEET account.

Modifying the layout of reports

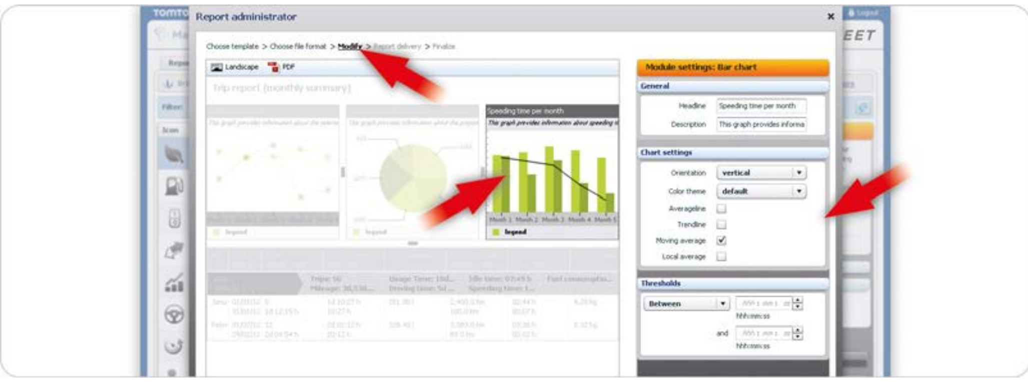
In the "Modify" step, you can customise the contents and the visual appearance of charts and tables. You can easily resize columns and charts as well as move columns to change their order in the table. To resize the charts, drag the border between the graphs to the left or to the right. If a column doesn't fully show the contents, drag the border in the header of the table to the left or to the right. If you want to move a column to another position, just drag and drop it to the right place.



Drag the borders to resize charts and columns. Drag and drop columns to change their order in the table.

Modifying charts

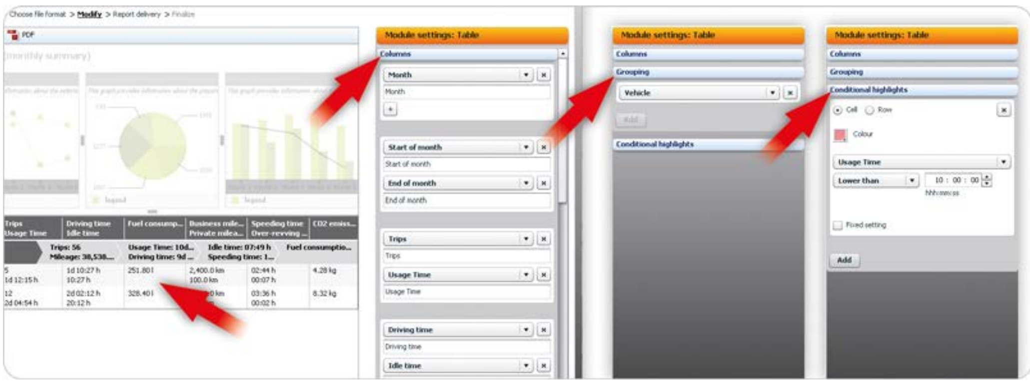
Select a chart from the area on the left. The other elements will be greyed out. In the right panel, a list of customisable data for this chart is shown. For each chart, you can edit general details such as headline and description, or you may also select between vertical and horizontal orientation and select a colour theme for the graphs. The chart can show a trend line and several different average lines. Additionally, you can define thresholds and their respective conditions to help keep track of key performance indicators (KPIs).



Modify the headlines and descriptions as well as chart settings and thresholds.

Modifying details tables

Select the table from the area on the left. In the right panel you may edit the column headlines and select the contents. You may also select which report to apply to vehicles, drivers or a specific day. Additionally, you can add one or more conditions to your report to highlight exceptions in the table.



Edit labels and select the contents that shall be shown in the report.

Columns

Under "Columns", you can change the type of data that shall be shown and the column name for every column or data set. You may add a new column by clicking on "Add", or delete individual columns or data sets by clicking the X-button.

Grouping

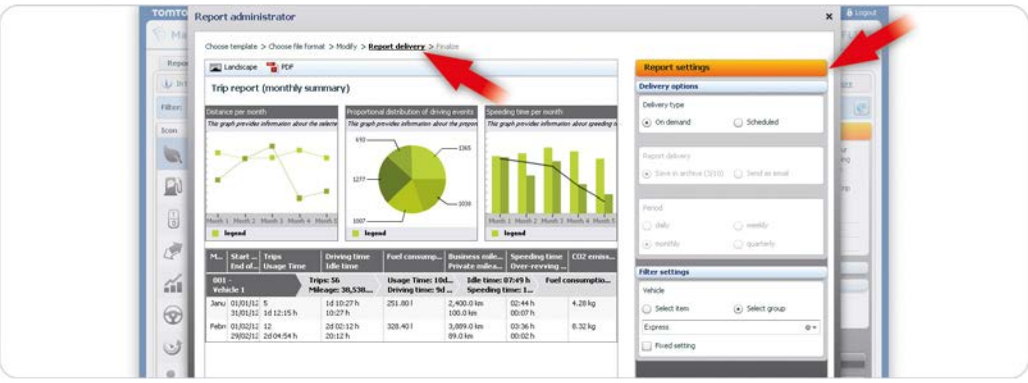
Under "Grouping", you can select by which entity the data is grouped - vehicles, drivers or days. The summaries show aggregates for these entities in the report. You can also combine two of them, by clicking "Add" to select a second item.

Conditional highlights

Under "Conditional highlights", you can set conditions that flag exceptions in the table. You can add one or more conditions by clicking "Add", or you can remove them by clicking the X-button. You may also set if the cell or the row that shows the exception shall be highlighted, or select the colour for the exception. Select the condition and the thresholds. If you don't want that users may change conditional highlights themselves, simply select "Fixed setting".

Defining the delivery settings

After you have modified the layout and the contents of your report, you can define how the report shall be made available by choosing between downloading the report on-demand or as a scheduled generation. For scheduled reports you can define the report to be delivered per email or stored in the "Archive". Use the filters to create reports for individual vehicles, drivers, vehicle groups or drivers groups and much more.



Define in which way and how often you want to obtain your report. Use the filter settings to create highly specified reports.

Delivery settings for on-demand reports

On-demand reports are available in the "Reports" tab, and they become instantly available to the assigned users. The report will run by default with the set report filters. A user has the possibility to change the filter settings, as long those have not been defined as "Fixed setting".

Note: Specific user rights regarding vehicle groups, vehicles, drivers, addresses, etc. will be taken into account when downloading the report.

Delivery settings for scheduled reports

When you have selected "Scheduled", you may choose to receive the report per email or store it in the "Archive" for later downloading. The users to which this report is assigned will receive an e-mail notification once the report is stored in the "Archive". Up to 10 different scheduled reports can be set up per account to be archived. The maximum number of scheduled reports can be extended on request by purchasing an extra report package. Please refer to your local sales representative.

Choose the period (frequency) in which the report shall be created by selecting between "daily", "weekly", "monthly", or "quarterly".

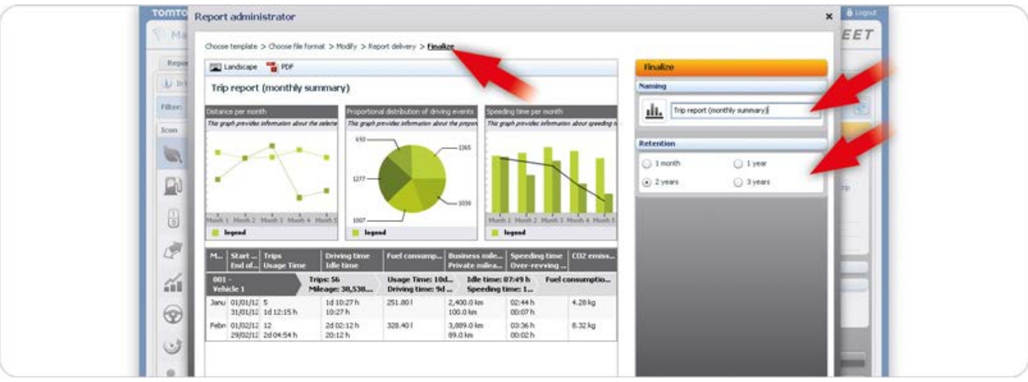
Note: Scheduled reports that are sent as an attachment to an e-mail address will not be stored in the "Archive".

Filter settings

Depending on the report, you can filter by: Individual vehicles or vehicle groups, individual drivers or driver groups, total mileage, start/end location, odometer, and much more.

Finalising a report

You may store your report under a name of your choice. This enables you to find it easier, or just stick to naming conventions that you are used to. You will find your report under the name that you have defined here in the "Reports", "Archive" and "Manager" tabs. When you have created a scheduled report that is stored in the "Archive", you can define how long the report shall be held in the "Archive" before it gets automatically deleted. To finalise your report, click "Finalise".

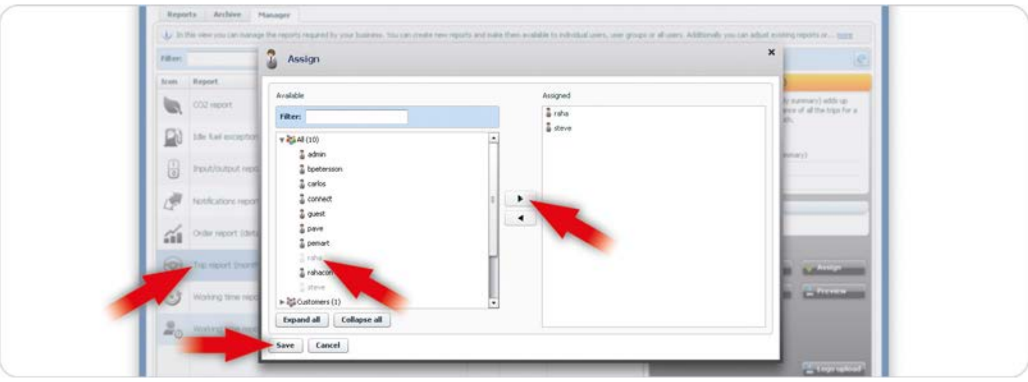


Name your report and select how long your scheduled report shall be stored in the "Archive".

The retention period that you can choose here, can be up to three years, depending on the delivery period you have chosen.

Assigning reports to users

When you have created your new report, it needs to be made available to users or user groups. Select your report from the list. Click "Assign" in the right panel. To expand a user group to show the users within, click the grey arrow. Use the free text filter to find the user you are looking for. Select individual users or user groups, and click the arrow buttons in the centre to assign the report to them or to remove the assignment, or you may also drag and drop them. Click "Save" to save the changes.



Assign your report to individual users or user groups.

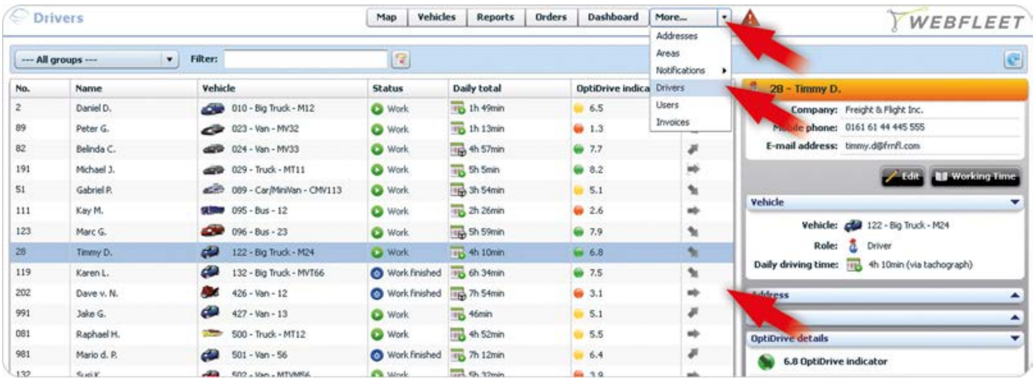
When you assign a scheduled report to an individual user or a user group, the email address needs to be available in the user details otherwise the user will be asked to complete the missing data.

Driver safety and efficiency

WEBFLEET helps you to guide your drivers to improve their driving style. The WEBFLEET OptiDrive indicator shows how safely and efficiently your drivers are on the road. This chapter describes how to understand and configure the OptiDrive indicator, its variables and the corresponding reports you can create.

Driving style in the drivers list

With WEBFLEET you can quickly see how safe and efficient the driving style of each of your drivers is and how it developed over time. You find every driver’s OptiDrive indicator shown in the list of drivers. To view the list of drivers, click "More" in the main menu and select "Drivers" from the list. A coloured icon and the value for each driver are shown in the "OptiDrive indicator" column. The colour of the icon shows if the driver’s driving style is excellent (green), good (yellow) or if it needs improvement (red). The "Trend" column gives an indication of how the safety and efficiency of each driver has changed over the past seven days.



View all your drivers in one list. See their OptiDrive indicator and how the safety and efficiency of their driving style has changed over time.

The OptiDrive indicator ranges from 0 (needs improvement) to 10 (excellent). The arrow in the "Trend" column indicates the development of the driving style by pointing up (increasing), to the right (stable) and down (decreasing).

The OptiDrive chart

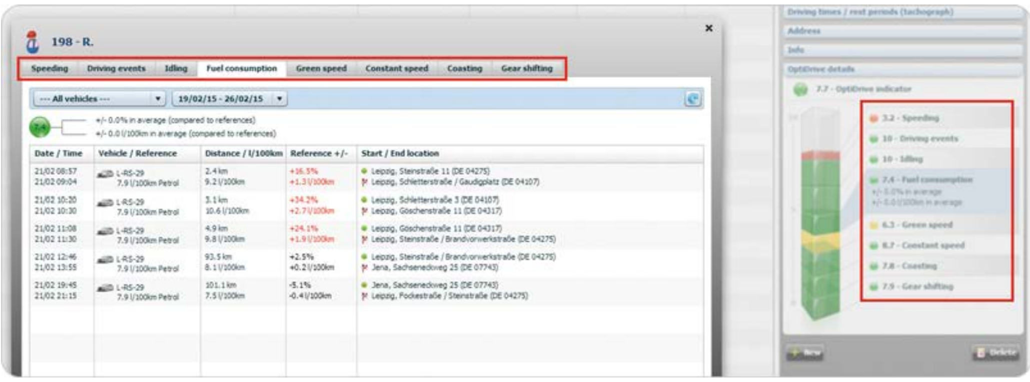
The OptiDrive indicator value is visualised in a stacked column chart created from the categories used to measure the safety and efficiency of the driver’s driving style. A full column indicates safe, efficient and environmentally-responsible driving. Selecting a driver from the list of drivers displays that driver’s "OptiDrive details"; this contains the value between 0 and 10, the four variables used to create the value, and the column chart. The value of each variable is determined by two factors; for example, the variable "Speeding" is calculated from the duration of driving too fast and the amount by which the speed limit is broken. The influence applied to a variable also affects its value.

See the variables, their factors and the given weight influencing the OptiDrive indicator.

You determine the variables of the OptiDrive indicator. If certain information is not available or not relevant for you, you can configure the account settings for that vairable to exclude it from the OptiDrive indicator accordingly. The respective variable is then disregarded in the OptiDrive calculation and reporting.

OptiDrive variables in more detail

WEBFLEET shows you an overview of each variable used to calculate the OptiDrive indicator. Clicking on a variable opens a window showing detailed information for that driver. Data from the last seven days is shown. Each tab shows an OptiDrive indicator, the value's two determining factors and a table containing the collected information. You can filter the data by vehicle and by range.

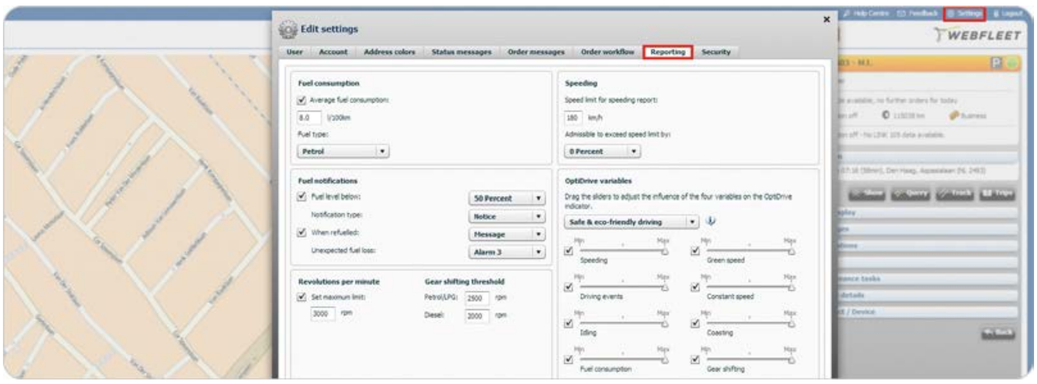


Find detailed information about speeding, driving events, idling and fuel consumption.

The "Speeding" tab shows all trips where speeding occurred, and the related data for each event. The "Driving events" tab shows all reported events, indicating the event time, type, severity etc. The "Idling" tab lists all reported idling times, indicating duration, the amount of fuel wasted etc. The "Fuel consumption" tab shows fuel consumption data. A reference fuel consumption value is used to determine the fuel consumption difference for each trip.

Customising the OptiDrive indicator

You can configure the calculation of the OptiDrive indicator for your WEBFLEET account according to your own requirements. On the "Settings" page select the "Reporting" tab. Under "OptiDrive variables" you find one slider for each of the four variables. Move each of the four OptiDrive variables sliders to set the influence of each variable in the calculation of the OptiDrive indicator. For example, if speeding is an important consideration for your company, move the "Speeding" slider to "Max". To completely remove a variable from the OptiDrive indicator move the slider to Min. For example, if fuel consumption information is not available for all vehicles in your account, move the "Fuel consumption" slider to Min; the OptiDrive indicator is then based on the three remaining variables. Click "Save" to save your changes.



Configure the calculation of the OptiDrive indicator according to your own requirements in the account settings.

The "Settings" tab lets you set the speed limit used to report speeding events. The average fuel consumption and the fuel type are used as reference values to determine vehicle fuel consumption. This setting is applicable for all the vehicles in the account. Idling and fuel consumption information are only available when you use TomTom ecoPLUS.

Safety and efficiency reporting

WEBFLEET lets you analyse the safety and efficiency of each of your drivers using clearly structured PDF reports. You can also create CSV files that you can use in spreadsheet programs for advanced processing.

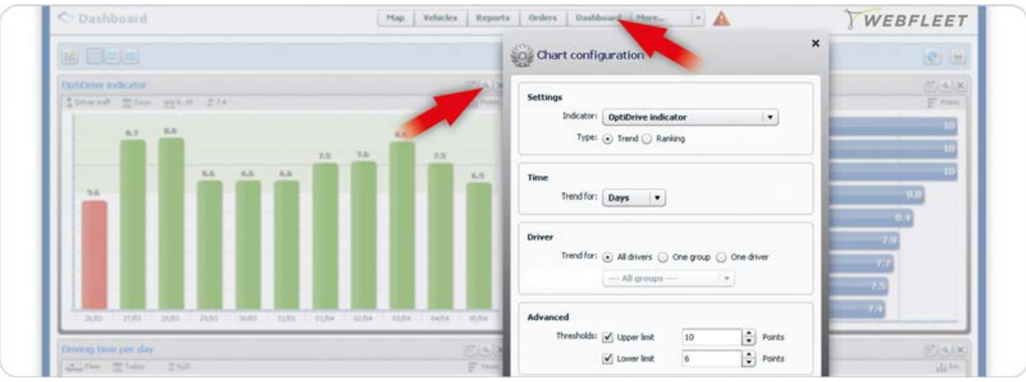
To download a report showing the OptiDrive indicators, their trends and variables per driver go to "Reports" and select the "OptiDrive report". Configure the filters to output the information you require. You can sort the results by driver or by indicator. The PDF report shows you all drivers, their variables' values and the resulting OptiDrive indicator, also visualised as a segmented bar, and the trend indicated by an arrow.

Use reports to analyse the safety and efficiency of your drivers' driving styles.

The OptiDrive indicator and trend calculation relate to the period you have configured for your report. The variables are always shown in the speeding/idling and driving events/fuel consumption columns, even when a variable's OptiDrive indicator slider setting is set to Min. The bar showing the composition of the OptiDrive indicator also indicates the influence each variables has.

Configuring the Dashboard

Using the WEBFLEET Dashboard you can monitor rankings and trends of your drivers' safety and efficiency. To show the OptiDrive information in the Dashboard select "Dashboard" from the main menu and click on the "Chart configuration" icon. A new window opens. Select the OptiDrive indicator from the list, then set the type you want to display. In "Time", select the period to display. Choose to show information for all drivers, for a driver group or for one driver only; for groups or single drivers select the group or the driver you want to display. Define the upper and lower thresholds that cause the graph bars to appear in another colour when outside the threshold limits.



Let WEFBLEET display your fleet's driving style with the help of trends and rankings graphs in the Dashboard.

Set the lower threshold to your minimum expectations for a safe and efficient driving style so you can easily see potential for improvement.

Viewing detailed information in the Dashboard

In the Dashboard's details screen you can view all details and underlying data in a clear overview. The column chart, which shows how the OptiDrive indicator is calculated, and the four variables and their factors are shown together with the corresponding information. Click on the "Show details" icon. Select an item from the details area or a period from the time line in the upper area to view the detailed information about the OptiDrive indicator. Select one of the four variables to the right of the column to view the corresponding information in the table.

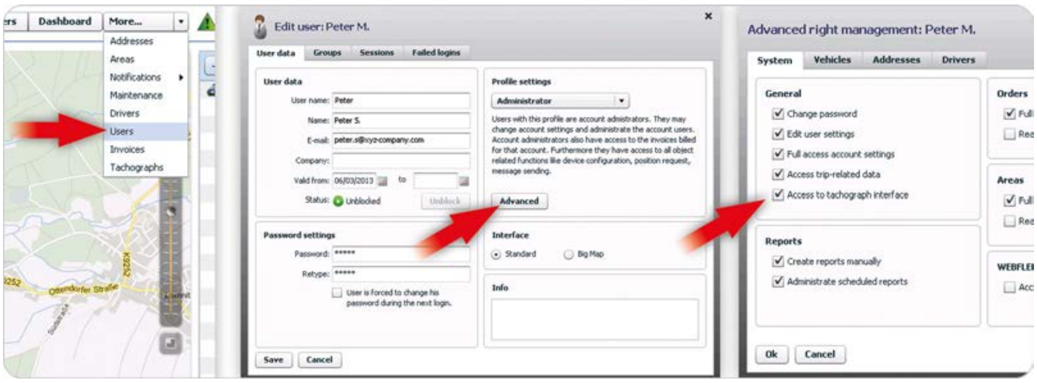
View detailed information in the Dashboard's details screen.

Managing tachograph information

The installation of digital tachographs is mandatory in the EU for all newly registered trucks heavier than 3.5t etc. According to EU directive 561/2006 you must download tachograph information from the driver card every 28 days and from the vehicle mass storage every 90 days. Additionally you must archive the data for a minimum of one year. You have to analyse the data to ensure that drivers comply with working time regulations and prove that respective actions have been taken if drivers regularly infringe legislation. Additionally, the drivers have to document the periods in which they weren't driving with an attestation of activity. Using WEBFLEET you can easily download data from the mass storage and the driver card of the digital tachographs installed in your vehicles remotely without involving the dispatcher or the driver. For vehicles that do not support remote download of tachograph information you can do this manually in few steps. And you can reliably archive and analyse the tachograph information online and access them from any computer at any place. With this you can easily comply with the EU directives without disturbing your daily business. In this chapter you will learn how to use the WEBFLEET Tachograph Manager.

Preparing the use of the Tachograph Manager

When WEBFLEET Tachograph Manager is activated for a vehicle in your WEBFLEET account, your WEBFLEET account administrator has to enable WEBFLEET users to access the tachograph information. Click "More…" in the Main Menu and select "Users" from the list. Select the user you want to give access to the WEBFLEET Tachograph Manager from the list of users and click "Edit". Click "Advanced". Go to the "System" tab. In the section "General" select "Access to tachograph interface". Click "OK" to save your changes.



WEBFLEET administrators enable users for the Tachograph Manager.

Purchase the additional service

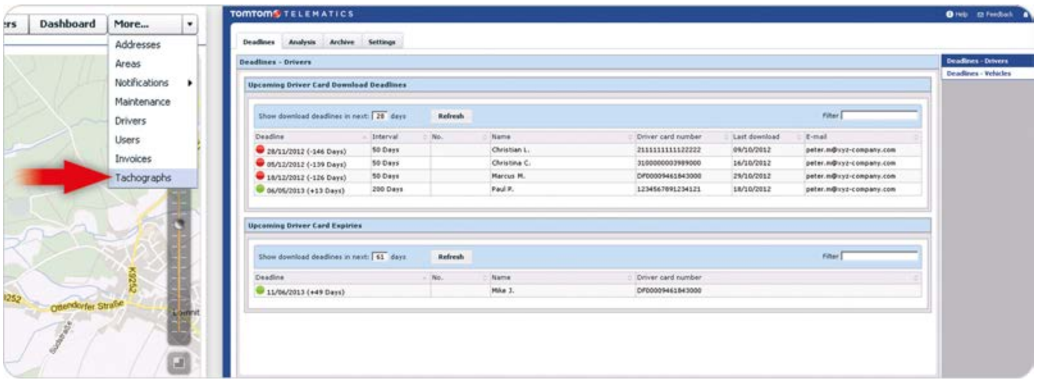
WEBFLEET Tachograph Manager is an additional service that you have to purchase in addition to your WEBFLEET subscription per vehicle. Please refer to your TomTom reseller.

Access to all vehicles and drivers

In the Tachograph Manager the WEBFLEET user has access to all vehicles and drivers that belong to the WEBFLEET account, even if only a subset of the vehicles and drivers are visible for them in the standard WEBFLEET user interface.

Overview over the Tachograph Manager

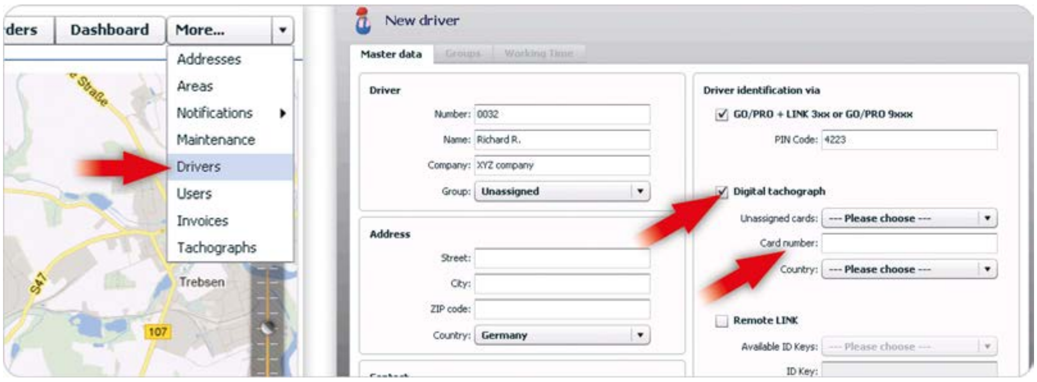
To access the Tachograph Manager, click "More…" in the Main Menu and select "Tachographs" from the list. In the "Deadlines" tab you can see due dates for the download of the tachograph data for your drivers and vehicles and the expiration dates of driver cards. The "Analysis" tab lets you retrieve reports, such as reports regarding social infringements, and in-depth analysis of the activities of your drivers and vehicles. In the "Archive" tab you can upload files that you have manually retrieved from your tachographs for archiving and you can download and send archived files to an email address. In the "Settings" tab you can create individual drivers, view master data for drivers and vehicles, schedule notifications and much more.



Manage data of drivers and vehicles in the Tachograph Manager.

Creating drivers using tachographs in the standard WEBFLEET interface

If you want to have all drivers that are using tachographs also managed in the standard WEBFLEET interface, do the following. Click "More…" in the Main Menu. Select "Drivers". Click "New". When you edit the details it is relevant to select "Digital tachograph" and correctly enter the individual Card number or select the respective number from the list "Unassigned cards". The new driver will be automatically synchronised to the Tachograph Manager. Also, all existing drivers in your standard WEBFLEET interface that have a digital tachograph number assigned will be automatically synchronised to the Tachograph Manager.



Create drivers that use digital tachographs in the standard WEBFLEET interface to be automatically synchronised into the Tachograph Manager.

Benefit from reporting functionality

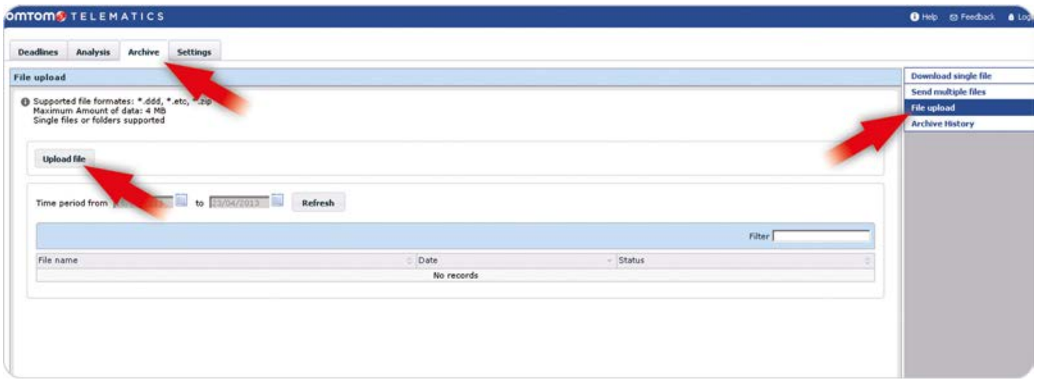
TomTom Telematics recommends to create drivers in the standard WEBFLEET user interface to benefit from standard WEBFLEET reporting functionality such as working time reporting or OptiDrive. Drivers that are only temporarily active in your fleet should be set up in the WEBFLEET Tachograph Manager.

Import driver card numbers to be available in WEBFLEET

You can import all driver card numbers to WEBFLEET to make them available in the list for "Unassigned cards". Insert the cards into a tachograph that is connected to a LINK device. All unknown driver cards will be listed in the drop-down menu "Unassigned cards".

Creating drivers using tachograph files

In the Tachograph Manager you can create drivers manually or by uploading their driver card tachograph files. You must create drivers in the Tachograph Manager to remotely download their driver card information. To create drivers by uploading their driver tachograph files go to the Tachograph Manager and select the "Archive" tab. Select "File upload" on the right and click "Upload file". You can create individual drivers by uploading single driver tachograph files and you can also create drivers in batch by uploading a ZIP-file that contains multiple driver tachograph files.



Create individual drivers using single driver tachograph files or ZIP files with multiple driver tachograph files to create drivers in batch.

Drivers that you only create in the Tachograph Manager will not be synchronised into the standard WEBFLEET interface. You will only see and manage them in the Tachograph Manager.

Creating drivers manually in the Tachograph Manager

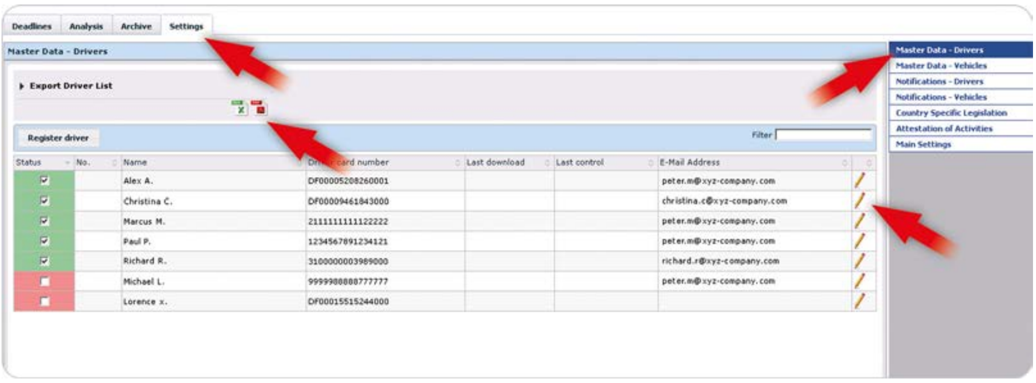
If you don't have the tachograph files of your drivers available, you manually have to create them using their name and driver card number. In the Tachograph Manager select the "Settings" tab. Click "Master Data - Drivers" on the right. Click "Register driver". In the window, enter the name and the driver card number and click "Save" to save your edits.

Create drivers manually in the Tachograph Manager by using the driver card number and their names.

Drivers that you create in the Tachograph Manager will not be synchronised into the standard WEBFLEET interface. You will only see and manage them in the Tachograph Manager.

Driver details

In the "Settings" tab, when you click "Master Data – Drivers" you can see, edit and export the details of your drivers to Excel or PDF format. To edit the details, click the pencil icon. To deactivate a driver in the list, remove the tick in the "Status" column. Every newly created driver is active by default. Active means that the driver is employed with a company. Active drivers are shown as green and selected in the "Status" column. For active drivers tachograph information can be retrieved and stored in the application. Drivers who are not selected and shown as red in the "Status" column are inactive. For inactive drivers no tachograph information can be retrieved and stored in the application. Historical data is available for both active and inactive drivers.

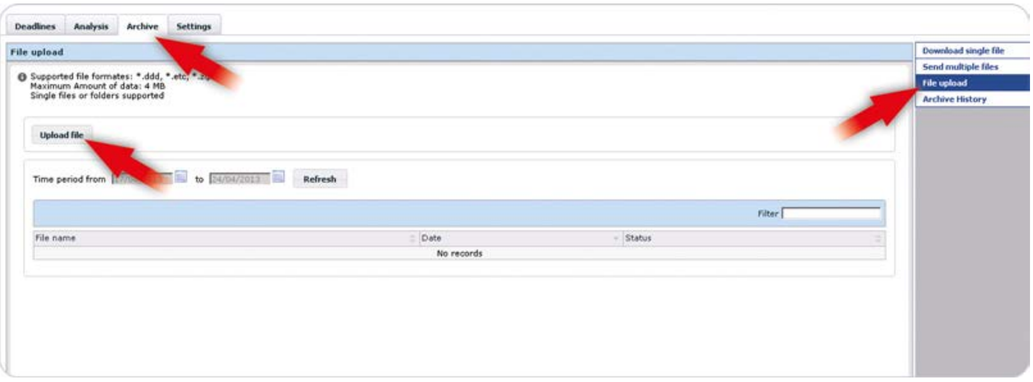


See the details of your drivers online or save them in Excel or PDF format.

If you want to edit details of drivers that you also have in the standard WEBFLEET interface you must edit the corresponding details there. When you edit driver details in the Tachograph Manager for drivers that you also have in your standard WEBFLEET interface, your changes will not be synched back into the standard WEBFLEET interface.

Creating vehicles

All vehicles in your standard WEBFLEET user interface that support remote download of tachograph information and for which you have purchased the additional service Tachograph Manager will be automatically synchronised into the Tachograph Manager. Vehicles installed with digital tachographs that do not support remote download of tachograph information need to be created manually by uploading their vehicle tachograph files to the Tachograph Manager. Select the "Archive" tab. Select "File Upload" on the right. Click "Upload file". You can create individual vehicles by uploading single tachograph files or you can create vehicles in batch by uploading a ZIP file that contains multiple tachograph files from multiple vehicles.



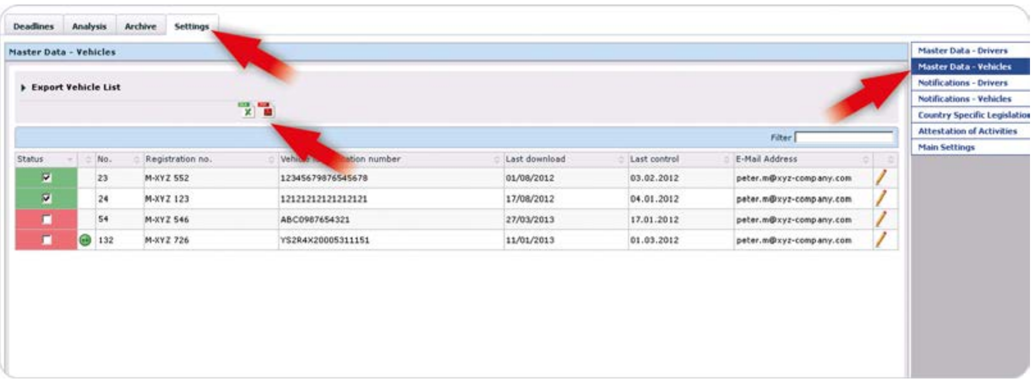
Create vehicles manually by uploading their tachograph files, if they are installed with digital tachographs that do not support remote download of tachograph information.

Important: Monthly charges per vehicle

Every vehicle that you create by uploading tachograph files to the Tachograph Manager is automatically active and will be automatically charged by TomTom Telematics for the additional service WEBFLEET Tachograph Manager, for at least one month. Therefore, be careful when uploading vehicle related tachograph files in batch.

Vehicle details

To see the list of vehicles and their details go to the "Settings" tab and select "Master Data - Vehicles" on the right-hand side. Here you can edit and export the list of vehicles to Excel or PDF format. To edit the details, click the pencil icon. To deactivate a vehicle in the list, remove the tick in the "Status" column. Every newly created vehicle is active by default. Active means that the vehicle belongs to your fleet and it has the additional service WEBFLEET Tachograph Manager booked. Active vehicles are shown as green and selected in the "Status" column. For active vehicles tachograph information can be retrieved and stored in the application. Vehicles that are not selected and shown as red in the "Status" column are inactive. Inactive vehicles will not be charged for the additional service Tachograph Manager and no information can be retrieved and stored in the application. Historical data is available for both active and inactive vehicles.



See the vehicle details online or save them in Excel or PDF format.

If you want to edit details of vehicles that you also have in the standard WEBFLEET interface you must edit the details in the standard WEBFLEET interface. When you edit vehicle details in the Tachograph Manager for vehicles that you also have in your standard WEBFLEET interface, your changes will not be synched back into the standard WEBFLEET interface.

Important – vehicle deactivation

Vehicles that support remote download and have the additional service WEBFLEET Tachograph Manager booked can only be deactivated by cancelling the additional service in written. To cancel the additional service for vehicles using manual download, de-selecting the vehicle in the list is sufficient.

Upgrade vehicles to remotely download tachograph information

WEBFLEET Tachograph Manager automatically recognises tachographs from which WEBFLEET can potentially download the tachograph information remotely. The compatibility is indicated in the second column of the overview.

Deadlines for downloads

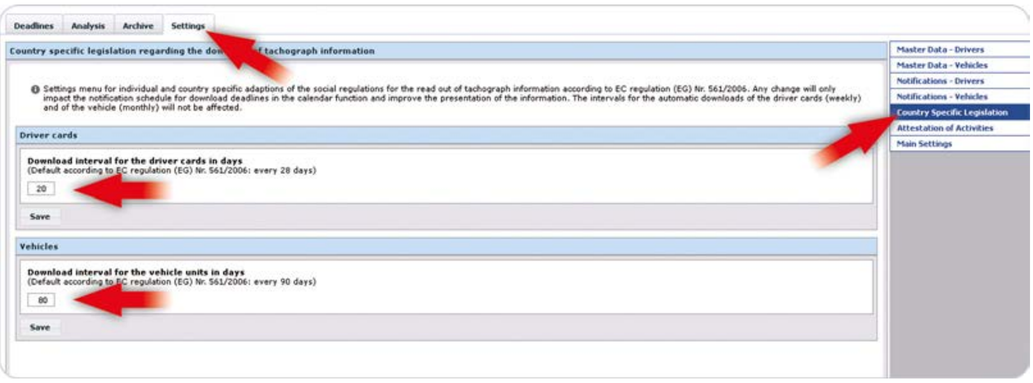
Using WEBFLEET Tachograph Manager you can quickly see due and overdue tachograph information downloads of driver cards and mass storages of vehicles. You can also see which driver cards will expire soon. Go to the "Deadlines" tab. Select "Deadlines – Drivers" or "Deadlines – Vehicles" on the right-hand side to see the list of deadlines for downloads. You can filter the list by indicating the duration of the period to show up-coming downloads. Red dots indicate overdue downloads. Green dots mark downloads that are not due yet.

See for which driver cards and which vehicles the tachograph information downloads are due or overdue.

You can customise the download intervals and receive upfront reminders by email. To do this go to the "Settings" tab and click "Notifications – Drivers", "Notifications – Vehicles" and "Country specific legislation".

Country specific deadlines for downloads

You can centrally set the periods for downloading tachograph information according to the legislation of your country. Go to the "Settings" tab. Select "Country specific legislation" on the right. The default periods are 28 days for driver cards and 90 days for vehicles, according to the EU legislation. The actual deadlines and the automated notifications you receive for the download of tachograph information are based on these periods.



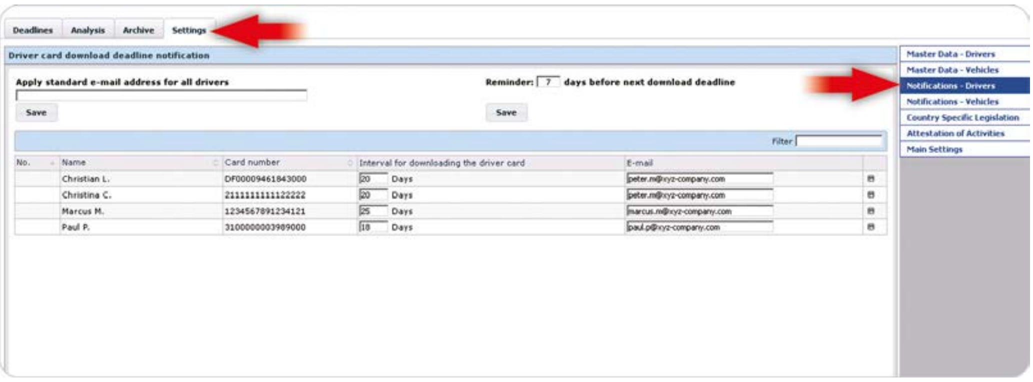
Set the read-out periods of tachograph information for your drivers and vehicles according to the legislation of your country.

WEBFLEET remote download of digital tachograph information

WEBFLEET automatically downloads the tachograph information from tachographs that support remote download and that have the remote download feature booked weekly, for driver cards, and monthly, for mass storages of vehicles. With this WEBFLEET ensures you will have the information downloaded according to the deadlines.

Notifications for driver card or mass storage download

In the "Settings" tab select "Notifications - Driver" or "Notifications – Vehicle" on the right. Here you can adjust download deadlines according to legal regulations for driver card and vehicle mass storage download per driver or per vehicle. You can define a reminder time before download deadlines. To send email notifications on due download deadlines at reminder time, you can specify one standard email address. This email address will receive the email notification for all drivers or vehicles. You can also define email addresses for each driver and vehicle.



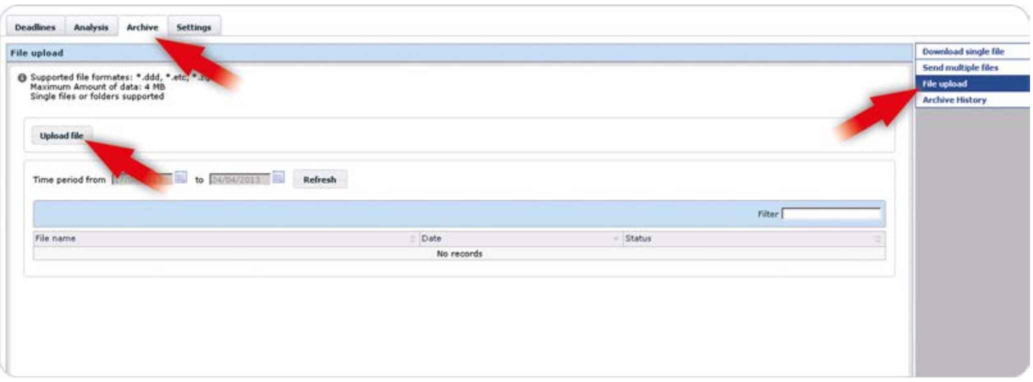
Define download deadlines, reminder times and emails for automated email notifications on due downloads centrally or per driver and vehicle.

The settings you make here are relevant for the manual download of tachograph information, as the remote download via WEBFLEET is controlled centrally and deadlines cannot missed.

To centrally define the download interval for driver cards and mass storage of vehicles according to country specific legislation, go to the "Settings" tab and select "Country specific legislation".

Uploading tachograph information manually

When you have received the notification on a due deadline you must download the respective data from the tachograph or the driver card and then upload the information to WEBLFEET Tachograph Manager to archive the data. To upload the tachograph files for drivers or vehicles go to the "Archive" tab. Click "File upload" on the right. Click "Upload file". Select the files you want to upload from your computer. You can also upload tachograph information from multiple vehicles or drivers in batch by uploading ZIP files with multiple tachograph files.



Manually upload driver card and vehicle mass storage tachograph information.

Important: Monthly charges per vehicle

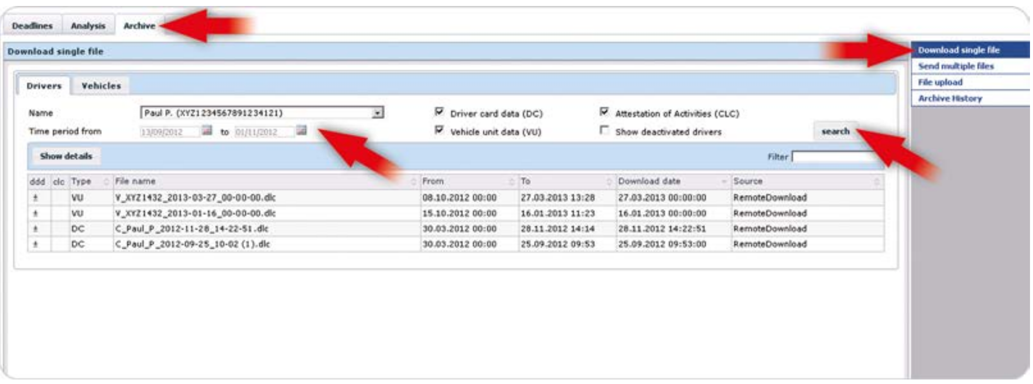
Every vehicle that you create by uploading tachograph files to the Tachograph Manager is automatically active and will be automatically charged by TomTom Telematics for the additional service Tachograph Manager, no matter how short is was active. Therefore, be very careful when uploading tachograph files in batch.

Manual upload or download of tachgraph files using TachoSync

Using the client software TomTom TachoSync you can manually upload or download tachograph files in batch to a defined folder. You can install TachoSync on your server or on your local computer. Please contact your reseller for more information.

Downloading single files

You can easily download single files that are archived in the WEBFLEET Tachograph Manager, for example if authorities request files for an inspection. Go to the "Archive" tab and select "Download file" on the right. In the "Driver" tab, select a driver from the list. Select the type of files you want to download for the selected driver. Choose start and end dates for the time period and click search. A list of files is shown. To download files, click the download icon for the respective line in the "ddd" column. Follow the same instructions when you want to download files for vehicles in the "Vehicles" tab.



Manually download driver and vehicle related tachograph files from the Tachograph Manager archive.

Automatic deletion of archived files by TomTom

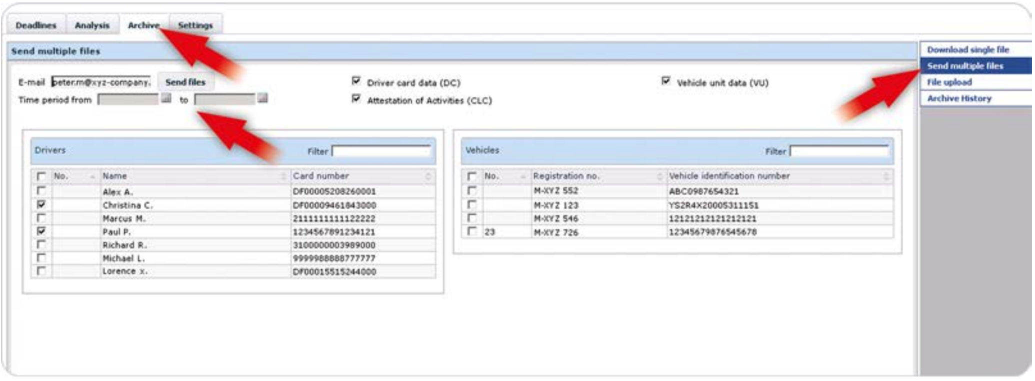
WEBFLEET Tachograph Manager archives tachograph files for two years. Tachograph files that are older than two years will be automatically deleted in the first quarter of the following year. For this, the entire period covered by the respective file must be older than two years.

Archive history

WEBFLEET Tachograph Manager offers a history of your archiving activities. In the "Archive" tab select "Archive History" on the right. Here you can define a period for which you want to show the archive history. The table shows you the file name, the date it was archived and the status. You can download the archive history in PDF or CSV format.

Sending multiple files to an email address

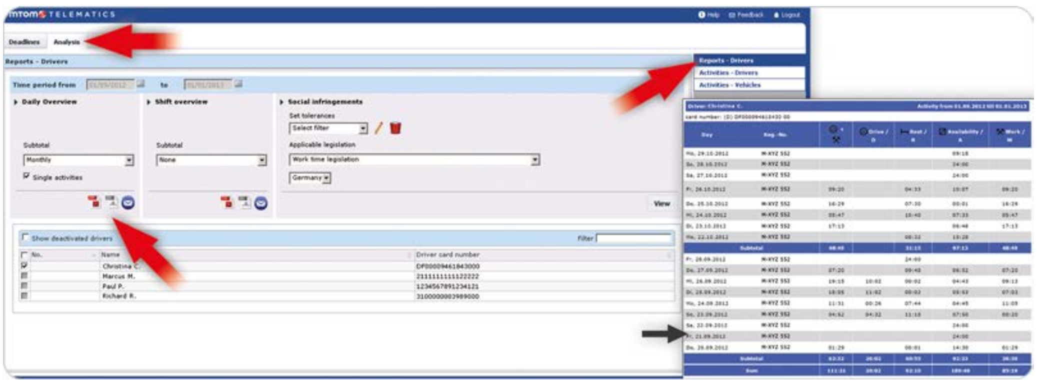
Using WEBFLEET Tachograph Manager you can easily send archived driver and vehicle related tachograph files to an email address. Go to the "Archive" tab. Select "Send files" on the right. Set the start and end dates of the time period for which you want to send tachograph files to an email address. Select the types of tachograph data. Select the drivers and the vehicles from the lists. Type in an email address in the field for "E-mail" and click "Send files".



Send archived driver and vehicle related tachograph files to an email address within few clicks.

Reports on driving times and rest periods

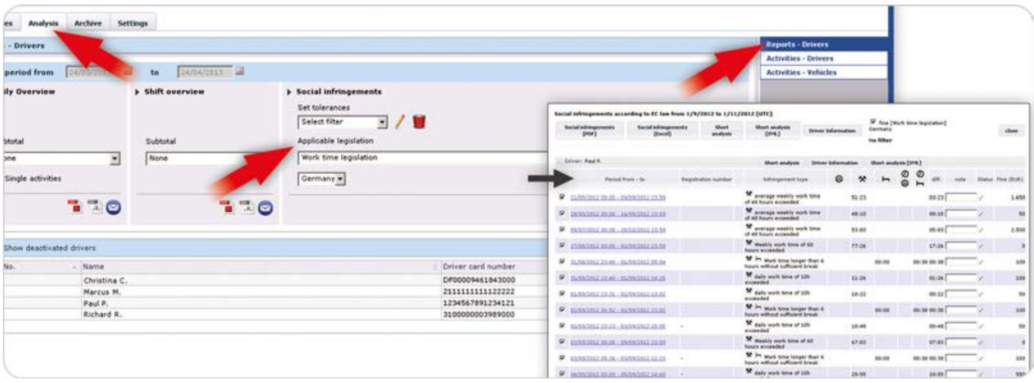
Using the WEBFLEET Tachograph Manager you can easily retrieve reports on driving times and rest periods of your drivers within defined periods based on days or shifts in PDF or CSV format. You can also send them to an email address. Go to the "Analysis" tab. Select "Reports – Drivers" on the right. Define the period. Select one or more drivers you want to include in the report. For "Daily overview" and "Shift overview" you can set to have subtotals on a daily, weekly, monthly or quarterly base. Click the PDF or the CSV icon to download the report. To send the report to an email address, click the email icon. You are asked to enter your email address and choose between PDF or CSV format.



Retrieve reports on driving times and rest periods of your drivers on a daily or shift basis in PDF or CSV format or by email.

Reports on social infringements

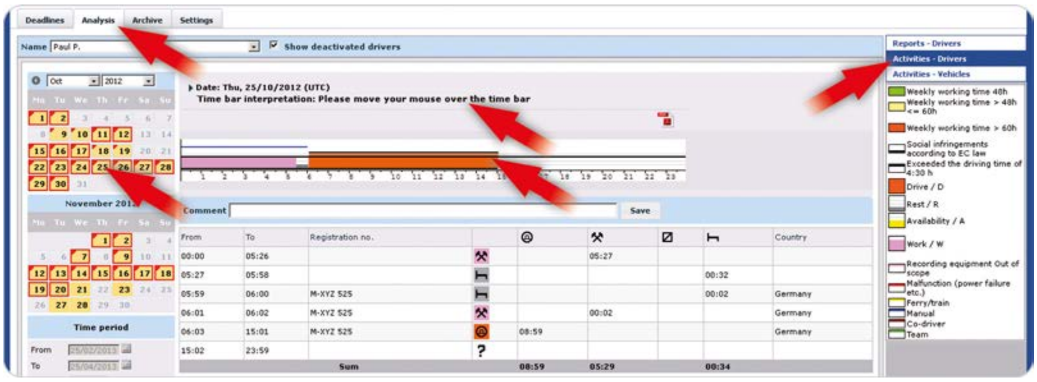
You can view driving times and rest periods of your drivers associated to social infringements. Go to the "Analysis" tab. Select "Reports – Drivers" on the right. Select the applicable legislation and set the filters. Using filters you can set a tolerance to not show every infringement in the list. When you click the pencil icon you can create a new filter or edit an existing filter that you can select from the list. You can also delete the selected filter by clicking the dustbin icon. For selected countries a schedule of fine is available to better show the financial impact on infringements. To show the schedule of fines select a country from the drop-down list. To show the social infringements report, click "View".



Show an overview of social infringements.

In-depth analysis of driver and vehicle activities

Apart from the driver reports you obtain in-depth insight into the activities of your drivers from the perspective of a driver or a vehicle. The overview shows the activities including their descriptions and highlights of social infringements of your drivers for a defined period or for a single day. Go to the "Analysis" tab. Select "Activities – Drivers" or "Activities – Vehicles". Select a driver or a vehicle in the top. To show the overview, select a single day from the calendar. Move your mouse over the timeline in the top of the overview, to show a description of the colours and lines right above the timeline.



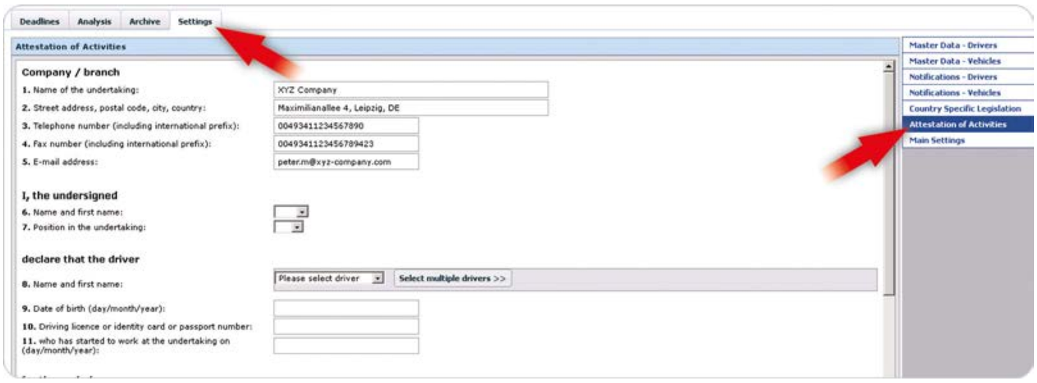
See the activities of your vehicles and drivers in an overview that includes the descriptions of the activities and highlights of social infringements.

Showing driver or vehicle activities for multiple days

To show an overview for more than one day, select the start and end date under "Time period" below the calendar. Click "Show". A list of timelines will be shown. Each timeline represents a day. When you click one line you will obtain the fully detailed overview for that day.

Attestation of activities of drivers

Drivers are obliged to keep account of their activities, when they are not working or performing other work. Therefore, the WEBFLEET Tachograph Manager gives you the possibility to print an attestation of activities. Go to the "Settings" tab. Select "Attestation of activities" on the right. Fill in all relevant information and print the sheet to get your driver sign it. The working or rest time reported by filling out an attestation of activities will be considered in the working time report that you can download using the Tachograph Manager.



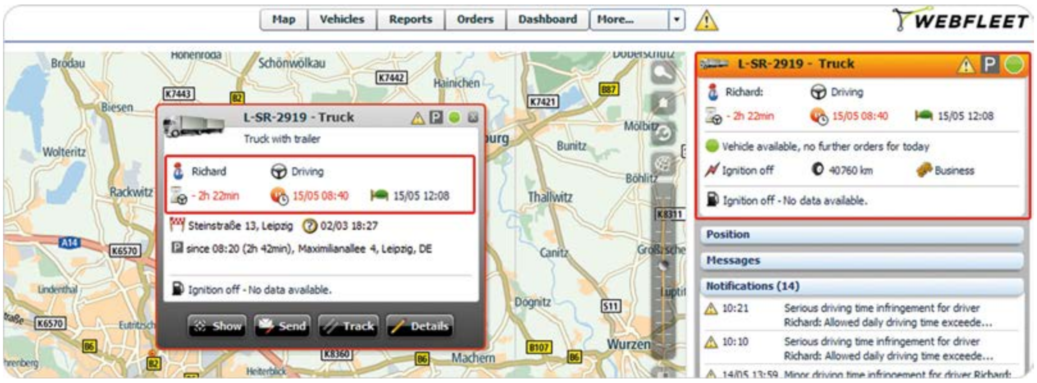
Let your drivers testify that they comply with official regulations when they are not working, driving a different kind of vehicle or performing other work.

Remaining driving times

WEBFLEET helps you to comply with European driving time legislation (EC 561/2006) by providing you quick and easy insight in remaining driving times and rest periods of your drivers that use a digital tachograph. With this information you can optimise your daily and weekly scheduling. All you require is a LINK 3xx/5xx installed in the vehicle connected to any digital tachograph with the D8 pin. Tachograph based remaining driving time is an additional feature and requires an additional service subscription. In this chapter you will learn how to easily comply with European driving time regulations and reduce related fines by quickly accessing the remaining driving time, rest periods and social infringements of your drivers for the actual day, and the current and upcoming week.

Daily remaining driving times in the map view

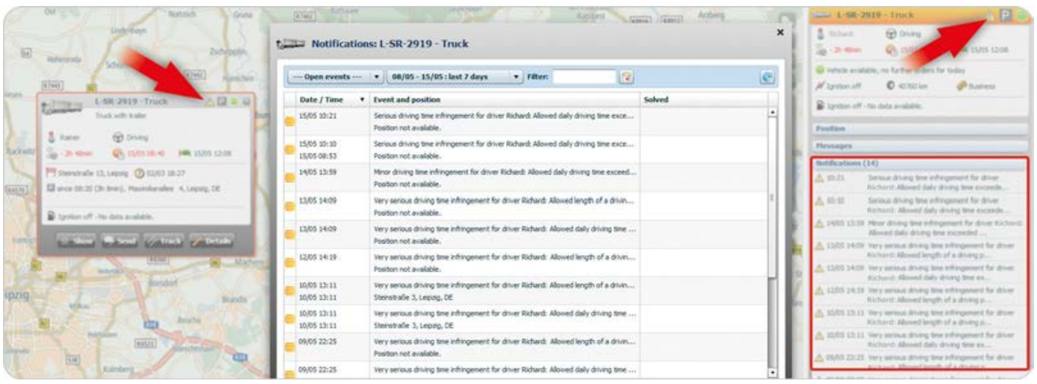
In the WEBFLEET map view you can see the daily remaining driving time of your drivers to support your daily planning. Select "Map" in the main menu. Select a vehicle on the map so that the object box and details panel are open. In the driver details you can see the daily remaining driving time, the time when the next driving break must be started and when the shift of the affected driver ends.



The daily remaining driving times of your drivers are shown in the map view and on the vehicle panel on the side.

Notifications on social infringements

The list of notifications also includes three notification types for social infringements. This will help you to react quickly. Click the triangular icon in the upper right of the object box icon to bring up a pop-up window showing the list of notifications for this vehicle. You can also do this by clicking on the details panel on the right, and selecting "Notifications" to show the list of notifications.



Social infringements of your drivers can appear as up to three different warning notifications.

Three types of social infringements

In WEBFLEET the following three notifications for social infringements are defined as warnings following the classification used by the EU legislation, all of which will be represented by a yellow triangle: very serious, serious and minor.

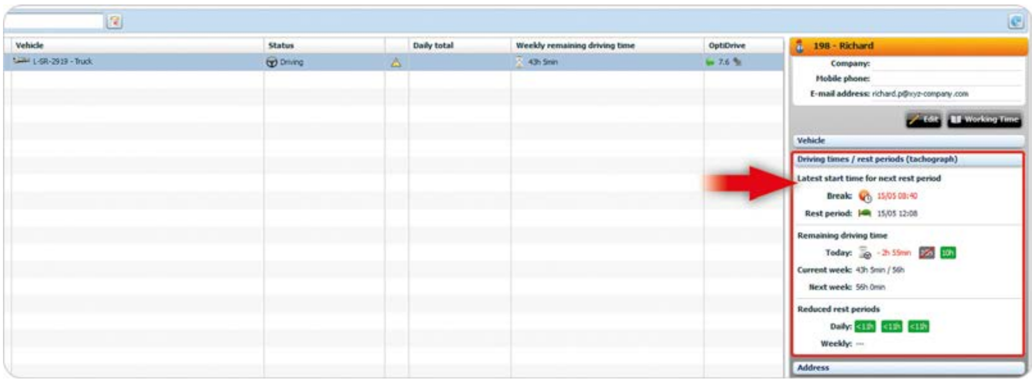
If a driver frequently changes vehicles it may be useful to see his infringements throughout the entire fleet. To see this larger overview, click "More", select "Notifications" from the list and use the filter box to search for the driver name.

Detailed information on social infringements

You can find detailed information regarding social infringements in the Tachograph Manager.

Weekly remaining driving times in the driver view

You can gain detailed insight in remaining driving hours for your drivers for the current and next week. The weekly remaining driving time calculation considers all legal requirements regarding fortnightly driving limitations as defined by European legislation. Click "More" in the main menu and select "Drivers" from the list. Select a driver from the list. Open the section "Driving times / rest periods (tachograph)" from the right hand side panel. Under "Remaining driving time" you can see the time your driver is allowed to drive during the actual day, the current week and the next week.



Gain detailed insight in to remaining driving hours, upcoming driving breaks and rest periods for your drivers.

Understanding the information for "Today"

Drivers are allowed to extend their daily driven hours to 10 hours per day twice a week. The green "10h" icon indicates how often a driver can extend their daily driving time to 10 hours per day. If a "10h" icon is greyed out with a cross through it, then the driver has already used that exception.

Understanding the information for "Current week"

The first value in line for "Current week" indicates the remaining driving time for the current week and will count down the time remaining. The second value in the line for "Current week" is a fixed value that indicates the total driving time allowed during the current week.

Understanding the information for "Next week"

The value in the line for "Next week" shows how many hours a driver is allowed to drive in the next week. This dynamic value is determined by the hours driven in the current week.

Note: According to European legislation a driver is only allowed to drive 90 hours fortnightly. The maximum allowed driving hours per week is therefore determined by the amount of hours driven in the previous week.

Reduced rest periods

Under "Reduced rest periods" you can see how often the daily and weekly rest period exceptions have been taken.

In the line for "Daily" you can see three green "<11h" icons. These indicate how many exceptions for daily reduced rest periods can be made. If one of the "<11h" icons is greyed out, then the driver has already used one instance of this exception.

For the weekly rest periods there is also an indicator for how many hours have to be compensated until an indicated date.

Infringement indicator

In the list on the left hand side you can find a column that shows an infringement indicator icon which is shown when a driver has breached the driving time legislation. At one glance you can see for which drivers corrective actions might be needed. To find details regarding the infringements click "More" in the main menu, then select "Notifications" from the list and using the filter box to search for the driver name.

Disclaimer:

The remaining driving times supplied by TomTom are indicative and are reliant upon the information being obtained from the tachograph and sent to WEBFLEET via the onboard device installed in a vehicle. The algorithms used to calculate the indicative remaining driving times are based on European driving time legislation and it is your responsibility to verify remaining driving times and any applicable national legislation.

Address management

WEBFLEET helps you manage the addresses that you have to deal with every day. You can use the addresses for dispatching your orders. Addresses are shown in trip-based reports, such as the trip report, when a trip starts or ends at an address created in WEBFLEET. This chapter shows you how to create addresses in WEBFLEET, sort them by colour or group and make them visible in the map. You can give an address a name so you can find it easier, and you can add a contact that is automatically attached to an order you send using that address.

Creating addresses

To create an address in WEBFLEET, click "More" in the top menu and select "Addresses" from the list. In the details panel, click "New". You can type in up to three names for an address. All the names are used when you send an order to a vehicle using that address. Select a radius surrounding the address. When a vehicle is within the radius of an address, the address is automatically attached to the vehicle's position information. You can assign the address to a group and activate it to show it on the map. Select a coloured address type icon to identify the address on the map. Additionally, you can add a contact to the address. This contact is automatically suggested to be attached to the logbook. Also the contact is automatically attached to orders you send to a vehicle.

Create addresses and assign them to groups. Attach contact details and make them visible on the map.

When you create an address in WEBFLEET and you want to show it in the map, make sure you have selected "Display in map".

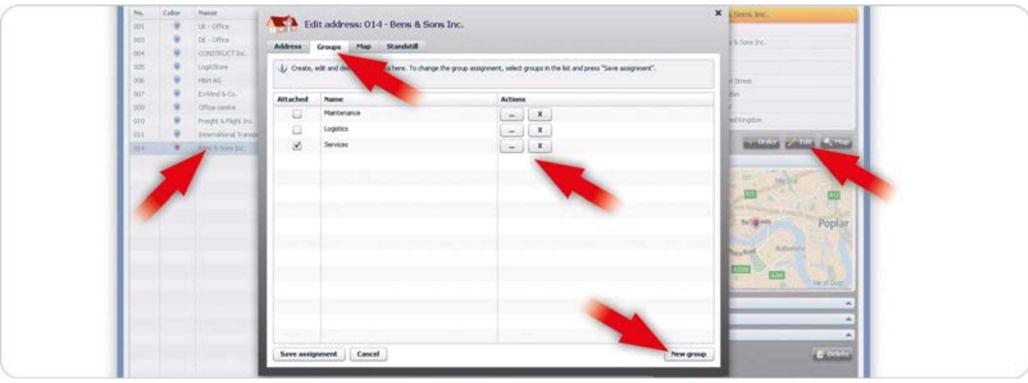
The coloured icons help you sort your addresses easily, independent of the groups they are assigned to.

Address names in position information

The radius applied to an address is only used to make the address information readable as an actual address rather than street names and numbers. The actual address then appears in a vehicle's position information log when the vehicle enters the radius. This makes it easier to find and sort vehicles' location information rather than having to read addresses from the list of trips.

Managing addresses in groups

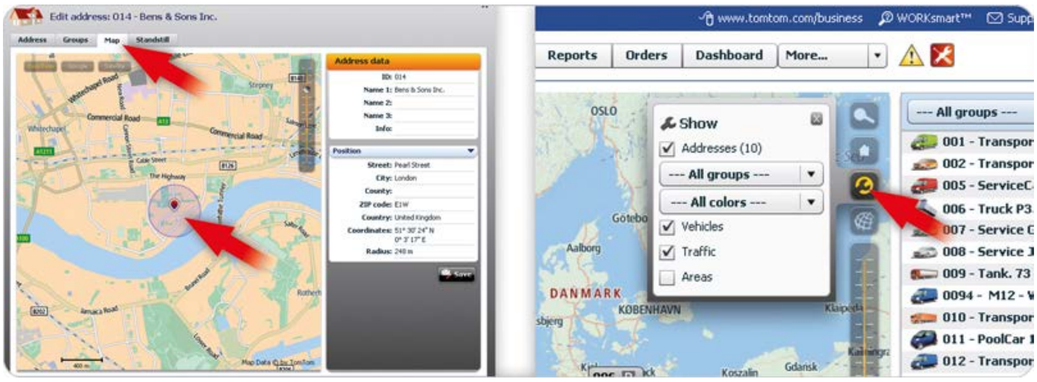
Once you have created an address you can assign it to one or more groups. Select the address from the list and click "Edit". In the "Groups" tab, select one or more groups to assign your address to. To create a new group, click "New group". To delete a group, click the delete button in the "Actions" column. To edit the name of a group, click the edit button. Click "Save assignment" to save the assignments of your address to one or more groups.



Manage addresses in groups. Create, delete and edit address groups.

Showing addresses in the map

You can show one or all addresses in the map or filter them by group or colour. When you edit an address and select the "Map" tab, the address is shown on the map. You can click in the middle of the circle on the map and drag it to change its location. Additionally, you can click anywhere else in the circle to increase or decrease its radius. When you want to show multiple addresses on the map, select "Map" from the main menu, then click the "Map settings" button in the top right of the map. Select "Addresses" to enable the map to show addresses. You can filter on specific address groups or colours.



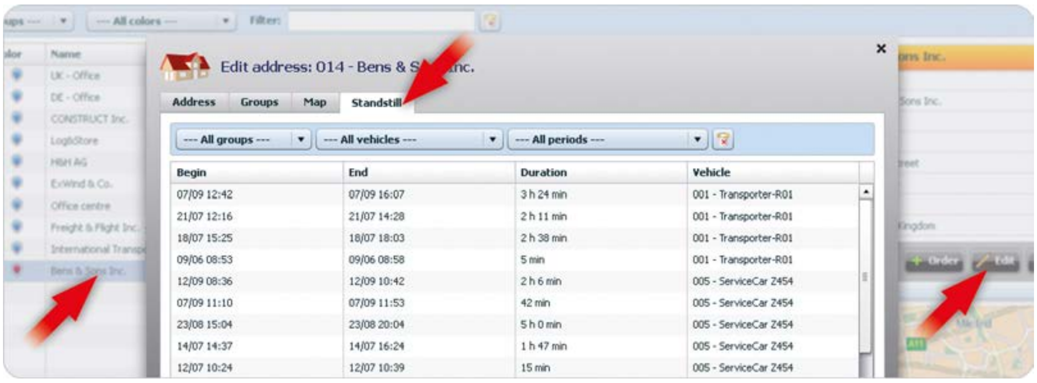
Show the address you have edited, or show multiple addresses filtered by group or colour in the map.

Enabling addresses to appear on the map

If you have not enabled an address to appear on the map, it will not appear even if you select the correct group or select "All groups" and "All colours" in the map view. To make an address appear, make sure you select "Display in map" when you edit the address. The map can show up to 2000 addresses.

Standstills at an address

When you want to know which vehicles were standing still at a certain address, select the address from the list, click "Edit" and select the "Standstill" tab. Here all standstills are listed indicating the beginning, end and duration of each standstill for the different vehicles. You can filter the list by groups, vehicles and date.



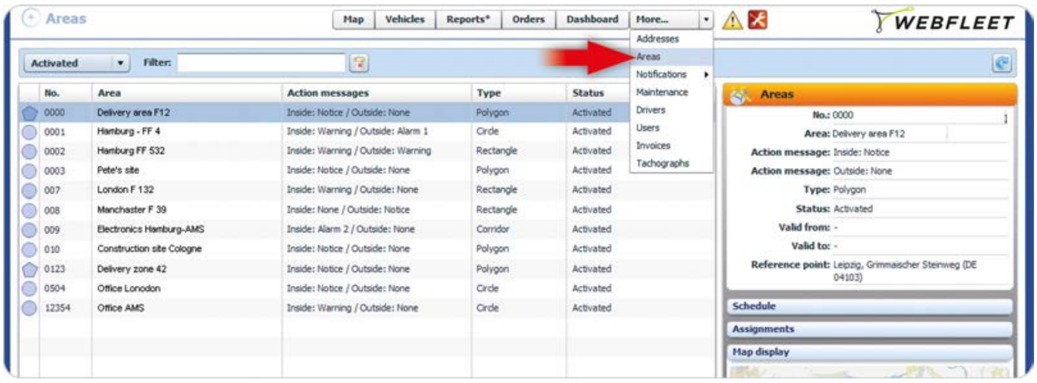
View standstills of your vehicles at an address.

Using areas

WEBFLEET offers a solution to keep track of your vehicles by reporting their positions in relation to defined areas. You can combine reporting by using different types of notifications. These can be created when your vehicles are driving inside or outside of areas or when they enter or leave an area. This chapter shows how you can create one or more areas, define the periods when the positions of your vehicles in relation to areas are reported to WEBFLEET, and set area reporting to single or multiple vehicles and vehicle groups.

Overview of areas

To show the list of areas, click "More" in the main menu and select "Areas". The list of areas gives you a clear overview of all areas created in your WEBFLEET account. For each area the name, the type of area, represented by name and icon, the action that occurs when a position of a vehicle is reported, the message and the activation status are shown. Select an area from the list to show the schedule for automated notifications and to which vehicles or vehicle groups the area reporting applies in the details panel on the right.



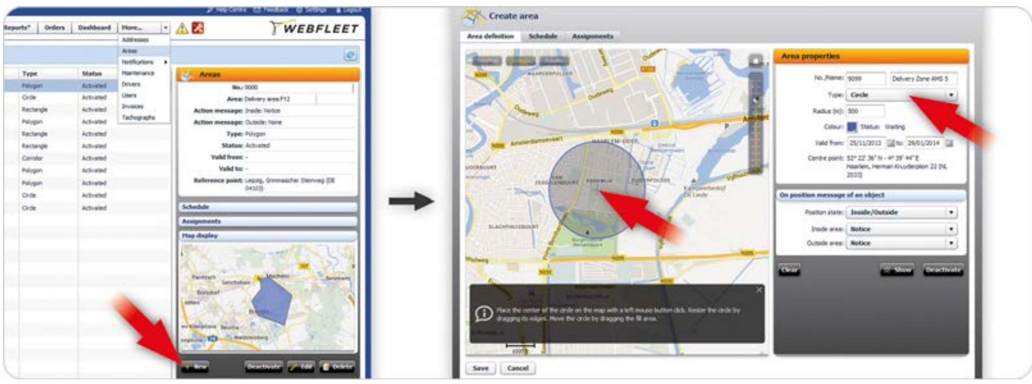
See all areas clearly sorted in a list showing the most relevant information at a glance.

Status of areas

Areas that are active are "Activated". For those, notifications on vehicle positions will be created. Areas that will become active at a defined date are "Waiting". Areas that are not valid anymore, determined by date, are "Expired". Areas that have been manually disabled are "Deactivated".

Creating rectangular and circular areas

To create areas, click "More" in the main menu and select "Areas" from the list. Click "New" in the details panel on the right. Select the "Area definition" tab. Under "Area properties" you can define a number and a name for the new area. To create a rectangular or circular area, select "Rectangle" or "Circle" from the list for "Type". You can see the area on the map. Click in its middle and drag it to the desired location to centre on. To change the dimensions, click somewhere in the area and drag it to the outside to increase the area or to the middle to decrease the area. You can also type in a radius or width and height under "Area properties" on the right hand side.

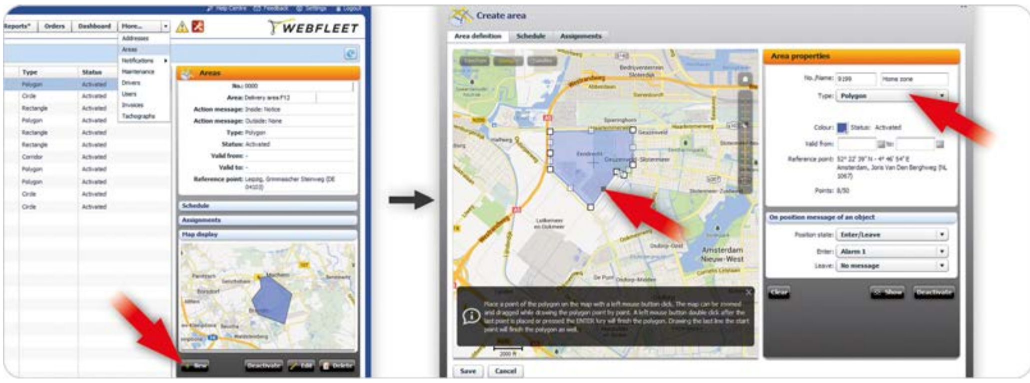


Create areas where you want, as a circle or a rectangle, and increase or decrease the radius or dimensions.

Circular areas have a minimum radius of 50m. Rectangular areas have minimum dimensions of 50m by 50m.

Creating polygonal areas

You can create complex areas in the form of polygons. In the "Area definition" tab under "Area properties" select the area type "Polygon". You can design the shape of a polygonal area by clicking in the map to add anchor points. To complete the area, return to the starting point and click it. The shape is now filled. You can change the shape by dragging the individual rectangular anchor points at the end of each side or in the middle of each line of your area.

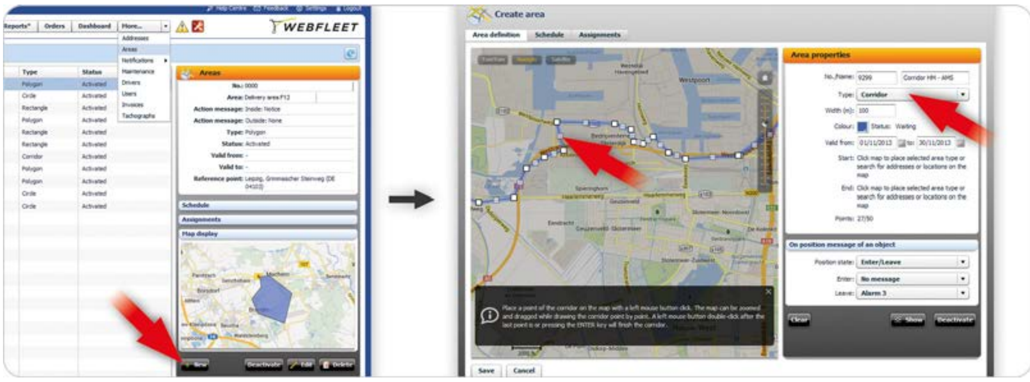


Create polygonal areas by simply clicking into the map and dragging the anchor points until you have drawn the desired shape.

Polygonal areas can have up to 50 anchor points.

Creating areas as corridors

If you want to create an area in the form of a corridor, go to the "Area definition" tab. Under "Area properties" select the area type "Corridor" from the list. Click into the map to start drawing your area. Add points as you need to create the corridor. To change the width of your corridor, type the width on the right.



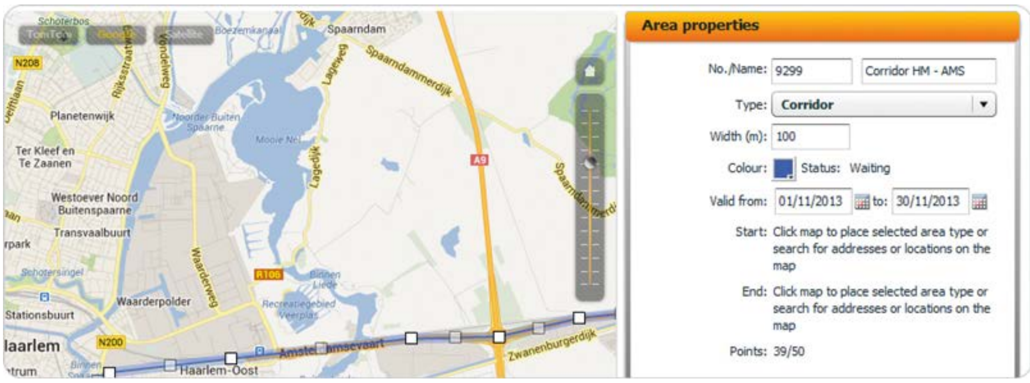
Create areas as corridors, for example along a route.

Corridors can have up to 200 anchor points. Corridors have a minimum width of 50m (50 yards).

Additional attributes of areas

When you have many areas, you can lose overview on the map and in the list of areas. To sort areas, you can select a colour for each of your areas. Some areas may also be needed in a certain period of time only. For those, you can define a start and end date for the period in which the area shall be valid and active.

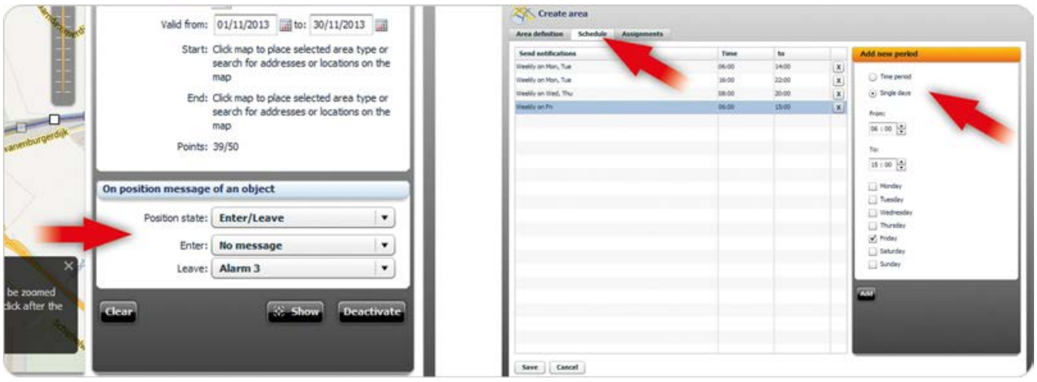
You can do both selecting a colour and defining the period of validity in the "Area definition" tab under "Area properties".



Keep overview of areas by assigning colours and defining a period of validity.

Scheduling notifications for areas

When you create an area you have to define which kind of notification you would like to receive when your vehicles enter and/or leave an area or when positions of your vehicles are reported inside and/or outside an area. You can do this in the "Area definition" tab under "On position message of an object". Select "Inside/Outside" or "Enter/Leave" from the list for "Position state" to define the activity that shall be reported. Select the type of message that shall be created. You can select different types of notifications, such as Notice, Warning and Alarm. In the "Schedule" tab you can define time periods and single days when these areas shall be monitored during their validity. Click "Save".

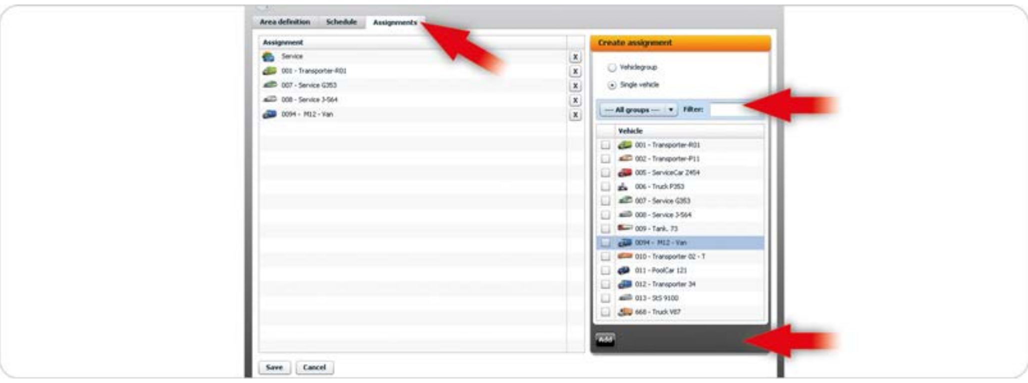


Define days and time periods to monitor your areas.

Assigning vehicles to areas

You can select multiple vehicles and/or vehicle groups to report their positions to WEBFLEET as being inside and/or outside of or entering and/or leaving a specific area. Select an area from the list and click

"Edit". In the "Assignments" tab you can add single vehicles and vehicle groups. To save your assignments, click "Save".



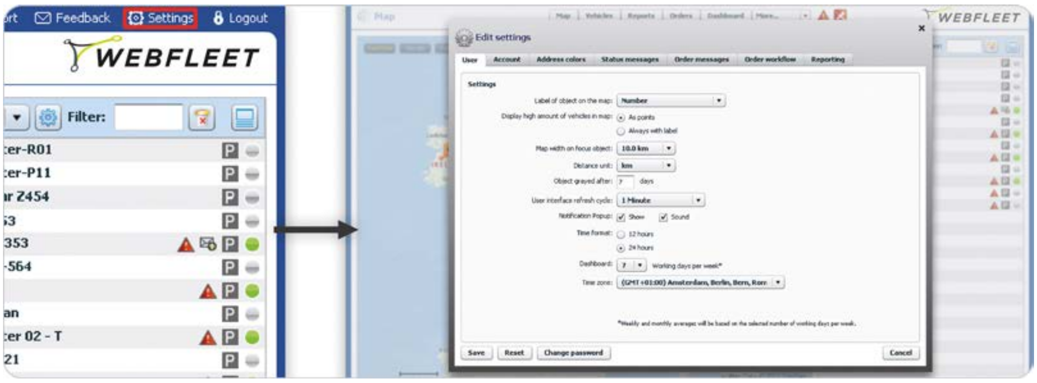
Select vehicles and vehicle groups to report their positions for a specific area.

Account settings

In this chapter, you will learn how to customise account-wide settings, for the Map View, the Dashboard, addresses, messages, orders and reporting.

Overview of settings

WEBFLEET allows you to customise settings which apply to all users with a WEBFLEET account. Additionally, you can change settings, which apply to your user exclusively. Click "Settings" in the top right of the WEBFLEET interface to open the "Edit settings" window. Here you can: customise how to show vehicles on the map; define units, periods, formats, order workflow and reporting settings; create general messages that are used for status reporting and for orders; and assign names to a large variety of address colours.



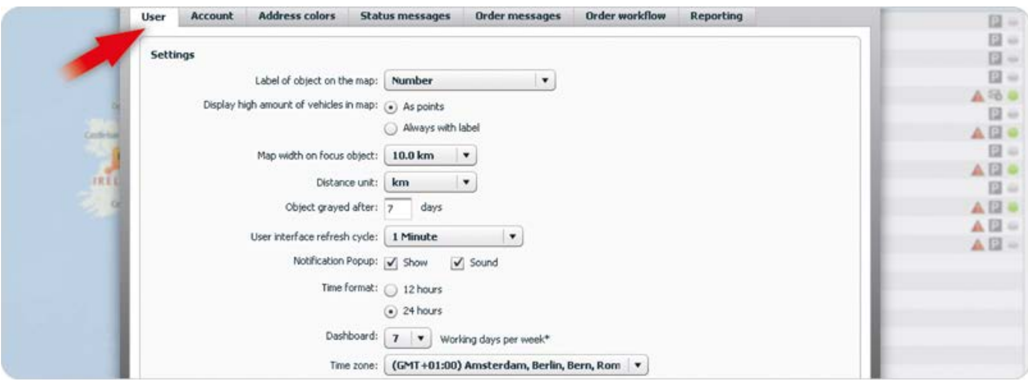
Make WEBFLEET account-wide settings for all users and make individual settings for your user only.

Enabling users to manage account settings

Users must have the required rights to access all the tabs in the settings window. You can assign these rights when you edit a user. Click "More" in the main menu then select "Users" from the list. Select a user then click "Edit" in the Details Panel to open the user settings window. In the "User data" tab under "Profile settings" click "Advanced". In the section "General" you can make the respective changes.

User specific account settings

In the "User" tab of the WEBFLEET settings window you can change settings that apply to your user only. You can select how to show your vehicles on the map, to keep a better overview of your fleet. You can select the distance unit to be either km or mi. Set if and how you want to be informed when notifications are sent. Additionally, you can set the time format and the time zone for your WEBFLEET account; and you can indicate the number of working days to be used for the Dashboard calculation. Click "Save", to apply these settings to your user.



Edit settings specific to your user.

Settings for vehicles on the map

On the "User" tab you can select to show your vehicles labelled with their number, name or both. If there are many vehicles shown on the map, it can be difficult to keep overview. You can select to show vehicles on the map as a point depending on the zoom level, the number of vehicles and how close the vehicles are to each other.

You can set the zoom level for the map that applies when you click the "Show" button to show a vehicle on the map. The map zooms in to the level you set. You can also define how many days of inactivity are required before a vehicle is greyed out on the map and in the Details Panel.

Account settings

You can change settings that apply to all users. Select the "Account" tab in the WEBLFEET "Edit settings" window. In addition to the options you have for vehicles on the map, you can make several location-information related settings. Select whether to lock accounts if users enter the wrong password five times when logging on to WEBFLEET. Set notifications that are sent a set time before a vehicle reaches the order location. Select a default order type to save time when creating orders. You can also disable or enable whether your drivers can reject orders on their TomTom PRO. After you've made your changes to the account settings, click "Save".

Make general account settings for all users.

Settings made on the "Account" tab can be overridden on a per user basis on the "User" tab, if that user has the rights to change their own settings.

Order settings

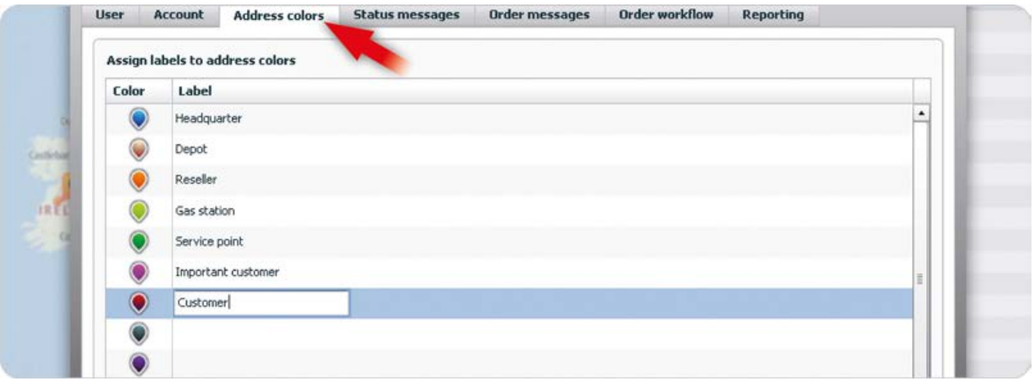
If you mainly have, for example, delivery jobs, you can select "Delivery order" as the default order type. When you create an order, "Delivery order" is automatically selected.

Location information

Location information in the messages list and in the vehicle's position description on the map or in the Details Panel shows a vehicle's position in relation to the next city. Depending on the setting of "Detail level of location description", this information uses international, national or regional cities as a reference. The relevance depends on whether your business is active regionally, nationally or internationally.

Labelling address colours

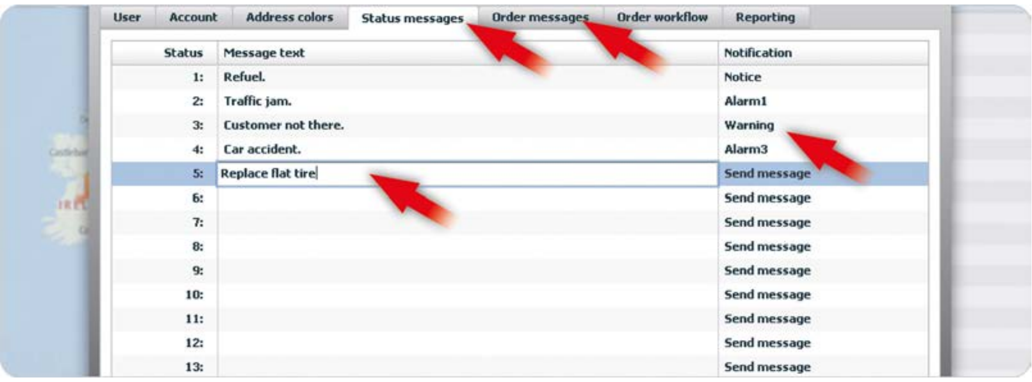
WEBFLEET offers a list of colours you can use for addresses shown on the map. They can represent address categories or groups. In the WEBFLEET account settings on the "Address colours" tab you can assign names to these colours. Select a colour and type the name. Click "Save" to apply your changes to the "Address colours" tab.



Assign names to address colours.

Defining status and order messages

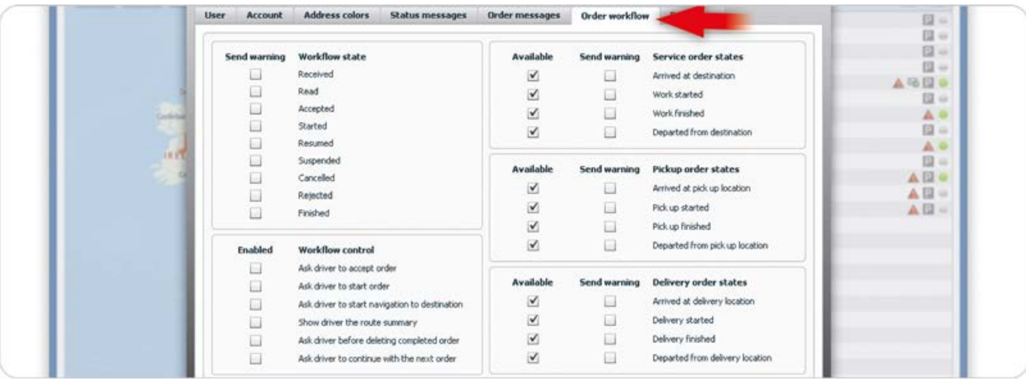
You can create two types of messages that are used across your WEBFLEET account. In the "Status messages" tab you can create up to 15 general message texts, which are transferred to your drivers' PRO devices. Drivers can use them for reporting to WEBFLEET. In the "Order messages" tab you can create up to 15 status messages which your drivers can select from the list to report to the office when they work on an order. Depending on the notification type you have selected for each message and how you customised the notifications, those messages can be forwarded to your email inbox. Before you switch to another tab or close the window, click "Save" to store your messages.



Create general and order related status messages.

Customising the order workflow

In the "Order workflow" tab, you can customise the workflow for your drivers during an order. WEBFLEET can create a warning when a certain state in the workflow was reported. If some of the order states are not needed you can remove them from the workflow on the PRO device. You can do this for each of the order types. Additionally, under "Workflow control" you can reduce the number of actions your drivers have to take on the PRO device when they receive and start an order. Click "Save" to save your changes.



Customise the order workflow on the PRO devices and define notifications for specific workflow states.

Warnings for single workflow states

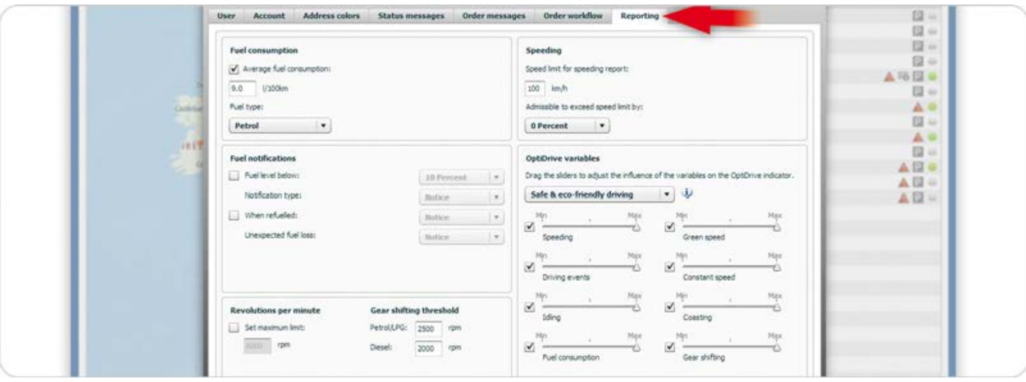
You can select that WEBFLEET creates warnings for single states listed under "Workflow state" such as "Received", "Read", "Started" etc. These are generic order states. They do not refer to the work progress of the actual service, pick-up or delivery order such as "Work started" or "Pick-up started".

Order states

When working on an order your drivers have to report the work progress to WEBFLEET. For this they have to tap the screen for every single order state such as "Arrived at destination", "Work started" etc. You can define which of these states shall be reported. You can do this for each of the three order types separately. Additionally, you can select to send a warning to WEBFLEET when a certain order state is reported.

Settings for Reporting

In the "Reporting" tab of the WEBFLEET account settings, you can configure the calculation of the OptiDrive indicator according to your own requirements. You can indicate a speed limit to be used for the reporting of fast driving. If the map does not contain the speed limit of a specific road, this value is being used for reference. You can define how much you tolerate the driver driving too fast in percent. You can also define whether you want to be notified when the fuel level of one of your vehicles falls below a defined limit, when it's refuelled or an unexpected fuel loss was detected. To store your adjustments in the "Reporting" tab, click "Save".



Define thresholds for the OptiDrive indicator and conditions for the reporting of speeding and fuel usage.

Customising the OptiDrive indicator

For detailed information about the configuration of the OptiDrive Indicator refer to the chapter "Customising the OptiDrive indicator".

Driving too fast

The WEBFLEET map comes with speed limit information from the road. The speed limit you define under "Speeding" applies to the account. The lower speed limit is always used for reporting.

Example 1 - If the account/vehicle specific speed limit is 100 km/h and the actual road speed limit is 70 km/h, the actual road speed limit is used for reporting.

Example 2 - If the account/vehicle specific speed limit is 100 km/h and the actual road speed limit is 130 km/h, the account/vehicle specific limit is used for reporting.

You can define a tolerance limit for speed in percent. If the speed limit is 80 km/h, and the tolerance you set is 10%, your driver can drive up to 88 km/h without any reports being made for driving too fast.

Fuel notifications

In the "Fuel notifications" area you can define a minimum fuel level to let WEBFLEET create a notification when the fuel level in the tank falls below that limit. You can define which type of notification shall be created.

You can also define if you want to be notified when your vehicles are refuelled. When you activate "When refuelled" you can select the type of notification that shall be created. Additionally, you will be notified when an abnormal fuel level drop in the tank is detected. This can be the case, for example when the tank is leaking.

The fuel notifications and revolutions per minute functionality is only available for vehicles installed with a TomTom LINK 510 connected to the vehicle's FMS interface.