FLEBET WASHINGTON

USER GUIDE



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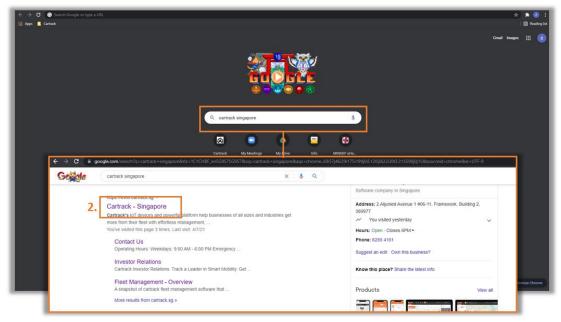
INTRODUCTION

GOING TO THE RIGHT PAGE

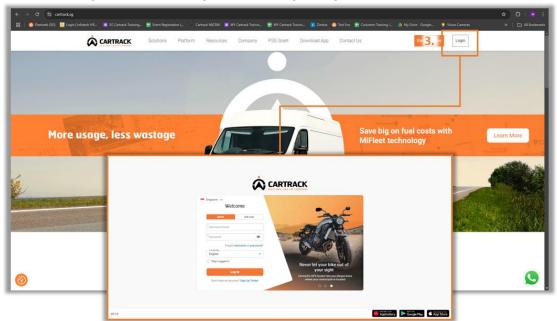
1. Google Chrome is recommended for accessing the Fleet page.



2. Search for "Cartrack" according to the country you are based in to access Cartrack's website.



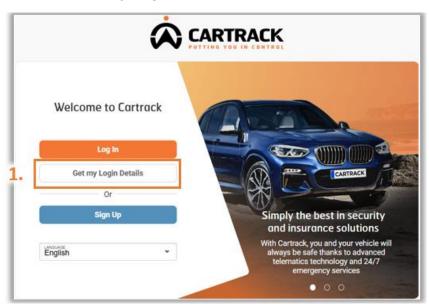
3. Select the Login button to navigate to the Login Page.



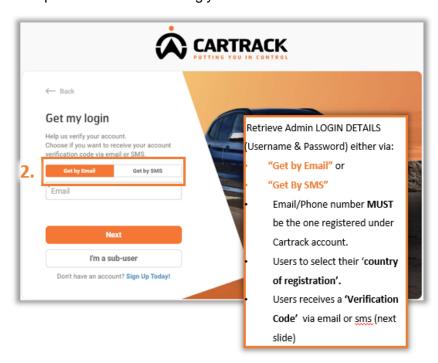
LOGIN

GET LOGIN DETAILS (FIRST TIME ACCESS)

1. Select "Get my Login Details".

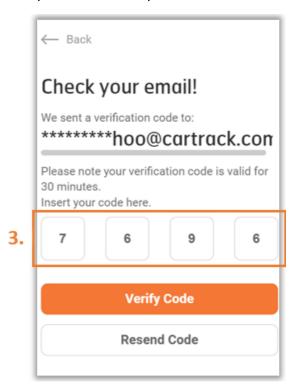


2. Input the details accordingly to receive an email or SMS to set your password.

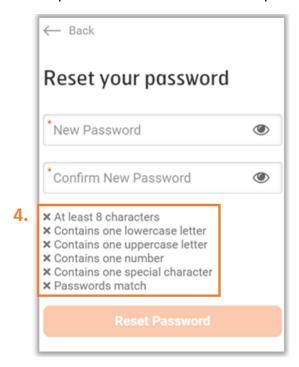


GET LOGIN DETAILS (FIRST TIME ACCESS)

3. Input the one-time pin sent to either email or mobile to verify identity.



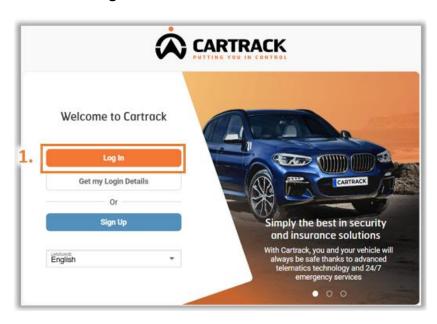
4. The password set must meet the requirements stated.



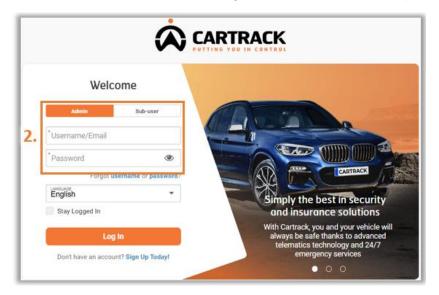
ADMINISTRATOR LOGIN

Administrator is a user who has full access and permissions to the account.

1. Select "Log In".



2. Choose the "Admin" tab to log in as an administrator. Input all required details.



SUB-USER LOGIN

Sub-user is a user account with limited access and permissions created by the Admin.

1. Select "Login".

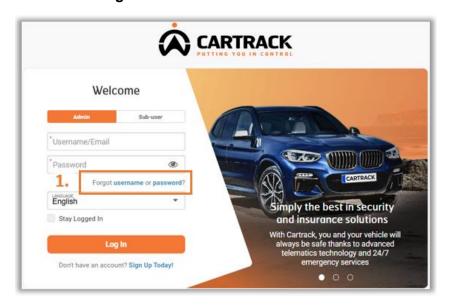


2. Choose the "Sub-user" tab to log in as sub-user. Input all required details.

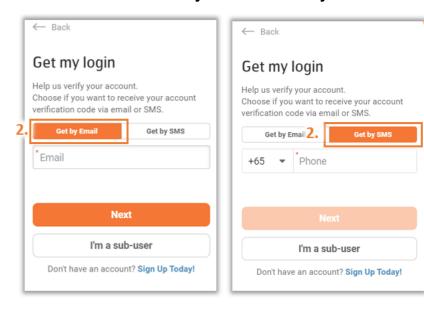


ADMINISTRATOR PASSWORD RESET

1. Select "Forgot Password".

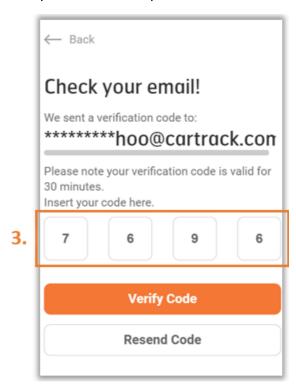


2. Choose between "Get by Email" or "Get by SMS" to obtain a one-time password.

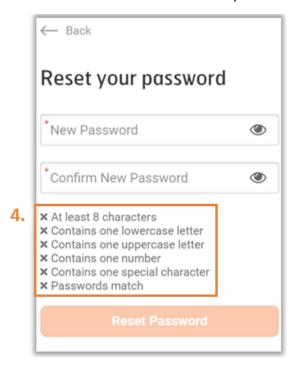


ADMINISTRATOR PASSWORD RESET

3. Input the one-time pin sent to either email or mobile to verify identity.



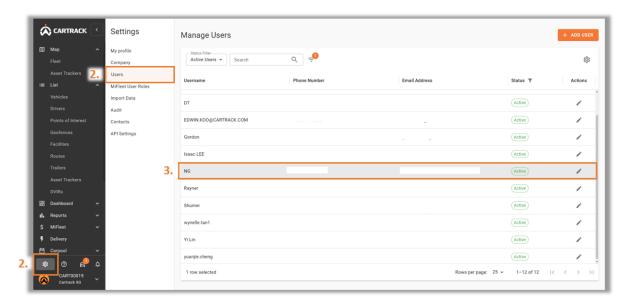
4. Password set must meet the requirements stated.



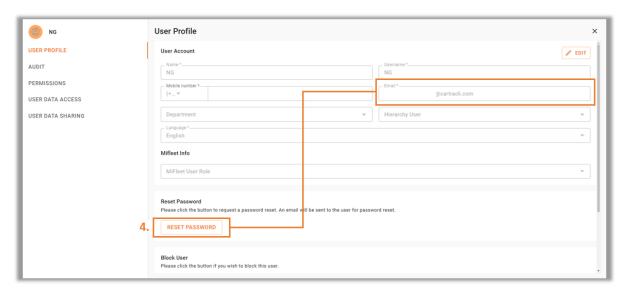
SUB-USER PASSWORD RESET

Sub-user password reset can only be assisted through the Administrator account.

- 1. Administrator to login as Admin.
- 2. Select Settings " and "Users".
- 3. Select the User to reset the password.



4. Click on "Reset Password" for the Sub-user to receive a link to their registered email to reset their password.

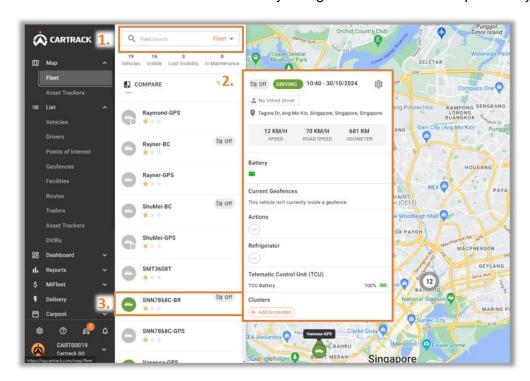


MAPS

The Map page is where users will be able to view all vehicles, their location and motion statuses (driving, idling, or switched off).

OVERVIEW

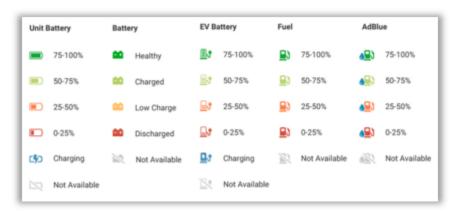
- 1. Allows Users to toggle between Vehicle, Place or Coordinate Search.
- 2. Hover any vehicle to have a flyout status box to show the current vehicle status.
- 3. Indicates vehicle name and the safety rating of the vehicle for the past 7 days of usage.



4. Vehicle status colour code.

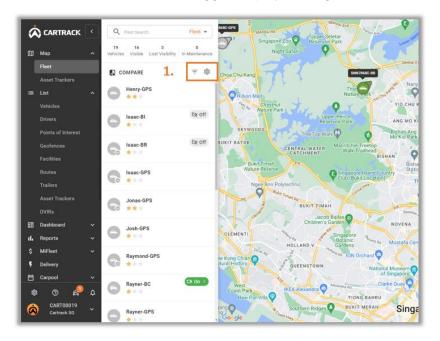


5. Fuel / Battery status colour code.

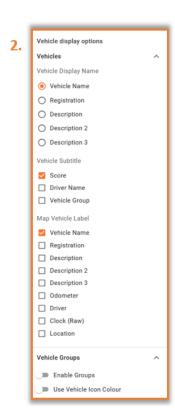


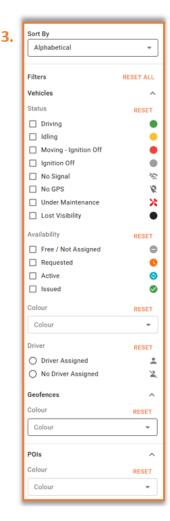
TOGGLE DISPLAY / FILTER SETTINGS

1. Select the " ** " icon to toggle Display Settings or select the " *= " to toggle Filter settings.



- 2. Users can amend the settings on how they want the information to be displayed or
- 3. Filtered on the Maps.

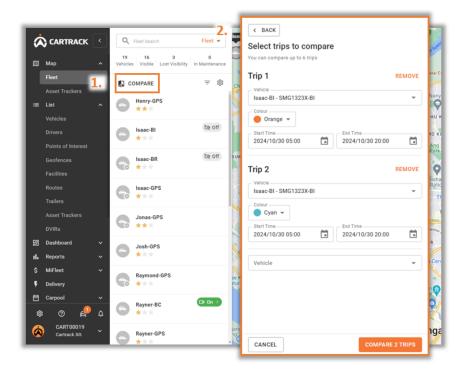




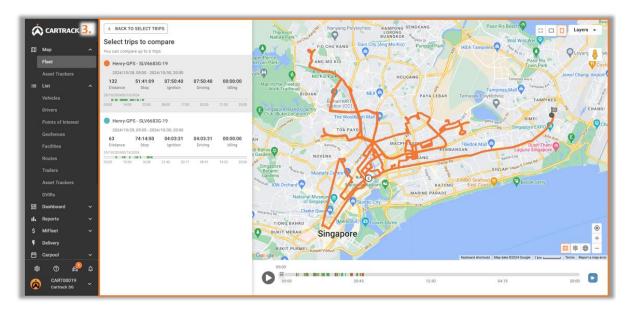
TRIP COMPARISON

Trip Comparison allows users to compare the trips of one or different vehicles to analyse the efficiency of the route that they took. Users can compare up to 6 trips at any time.

- 1. Select "Compare".
- 2. Select the vehicle/s and all necessary details you want to compare. Click on "Compare Trips".

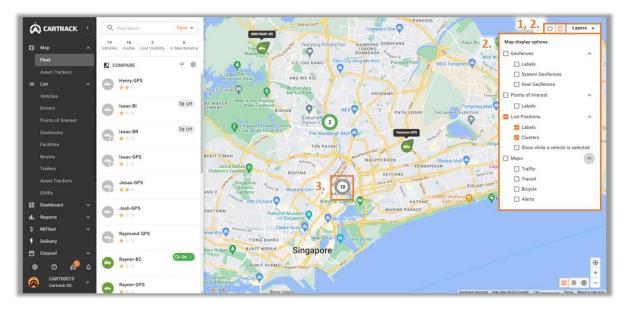


3. Details for comparison will be displayed accordingly on the map and data form.



CHANGING MAPS LAYOUT

- 1. Toggle between the landscape and portrait layout.
- 2. Allow users to turn on different layers on the map.
- 3. Depicts the number of vehicles in proximity.



Note:

Geofence is a user-defined area to monitor vehicle movement.

Point of Interest is a point on the map that is of importance to the user.

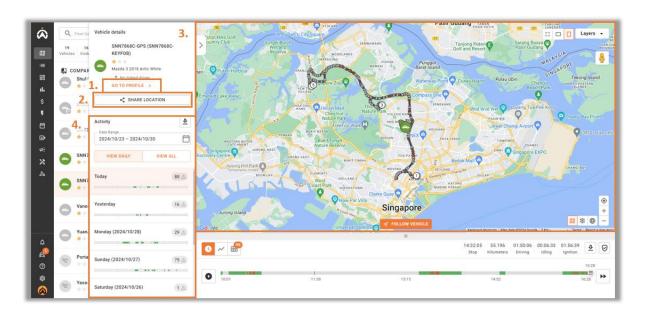
4. Toggle between Map, Hybrid or Satellite view.



VEHICLE HISTORY: OVERVIEW

Selecting the individual vehicle allows the user to view detailed information such as routes taken, harsh events and sensor events.

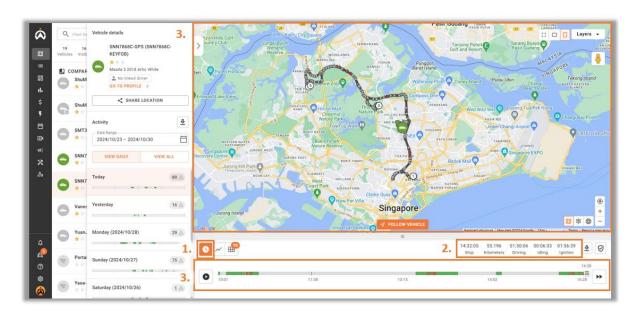
- 1. Opens a pop-up menu to manage vehicle information.
- 2. Generates links to be shared on vehicle location.
- 3. Displays trip route on Map based on the selected date.
- 4. Allows users to:
 - a. " " Download trips.
 - b. Select the date range to view.
 - c. View a vehicle's daily information or its total information based on the selected duration.



VEHICLE HISTORY: VIEWING TRIP REPLAY

Trip Replay allows users to replay the day's trip for a selected vehicle. This enables users to review the route and ensure that the most efficient route is taken.

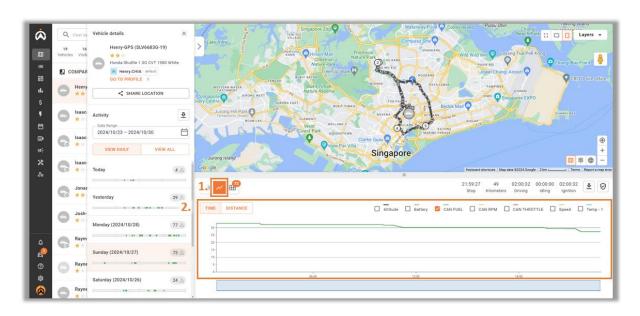
- 1. Select the "O" icon.
- 2. Displays vital trip statistics (Travel time, Distance, Stop time, Idling) of the selected date.
- 3. Click on "O" icon to replay the selected day's trip on the map.



VEHICLE HISTORY: SENSOR MONITORING

The Graph tab displays most Add-on Sensors such as Fuel, Temperature, Panic Button and CAN data.

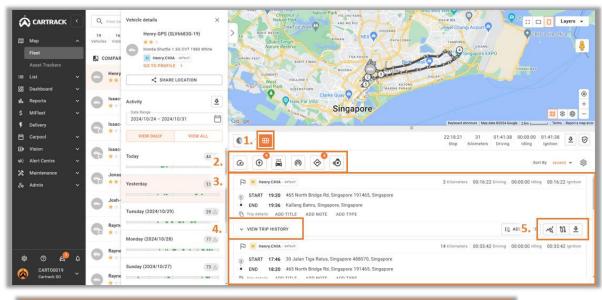
- 1. Click on the "\square" icon.
- 2. Select single or multiple sensor categories to be displayed on the graph based on Time or Distance.

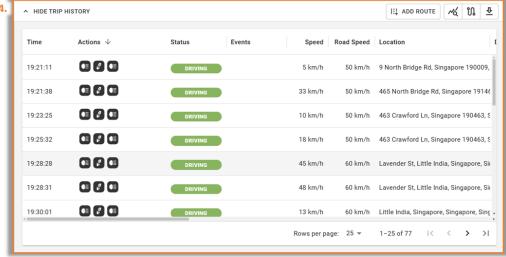


VEHICLE HISTORY: TRIP MANAGEMENT

The Table tab displays detailed information on vehicle trips based on selected dates. Use this tab to investigate any events that happened.

- 1. Click on "\mathbb{m}" icon.
- 2. Displays information on Speeding, Harsh Events and Excessive RPM.
- 3. Simplified trip details, giving users the option to flag, add trip as routes or even add details to classified trips as business or personal.
- 4. Expands trip information to view more trip details for the selected trip.
- 5. Allow users to view Statistics, Route taken for the trip on Map or even download trip details in Excel, KML or GPX format.



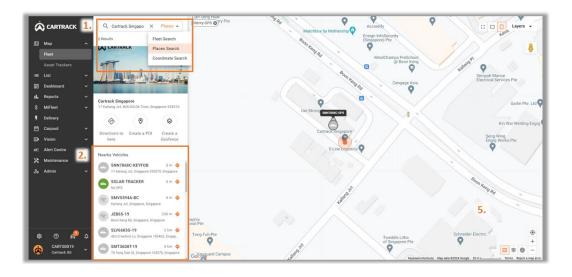


PINPOINT NEAREST VEHICLE TO A LOCATION

Users can search for vehicles nearest to a particular location using the "What's Nearby" feature. There are 2 methods for this:

Places Search

- 1. Switch "Fleet Search" to "Places Search" and type out the desired location.
- 2. Upon selection of the location from the suggested list, the menu will display the nearest vehicles based on distance in ascending order.



Right Click on Map

- 1. Identify from the map the location that you wish to know the nearby vehicles. Right-click on the map and a menu will appear. Select "What's Nearby".
- 2. The menu will display the nearest vehicles based on distance in ascending order.

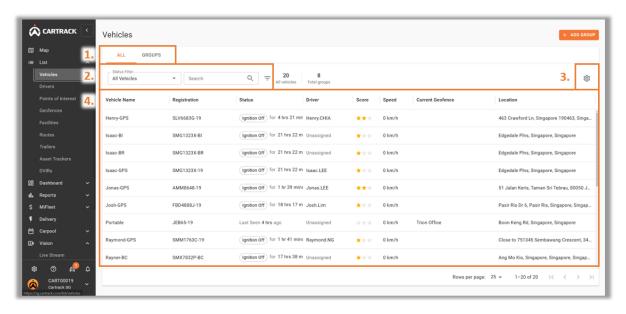


LIST

List displays information on all vehicles, drivers, POIs, geofences and routes. This menu can be used to manage the information on each of these features.

VEHICLE: OVERVIEW

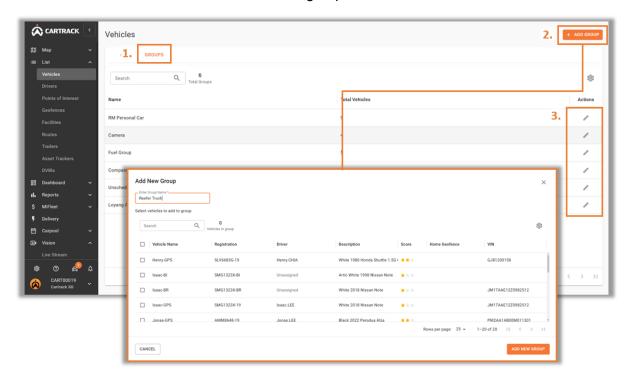
- 1. Displays list of all vehicles or user-created groups.
- 2. Allows users to search for vehicles and select the status filter.
- 3. Change display settings for columns to view and density of the list.
- 4. Displays a list of current vehicles in the account.



VEHICLE: MANAGING AND CREATING GROUPS

Vehicle Groups can be created to generate reports and set alerts to a specific set of vehicles rather than the whole fleet.

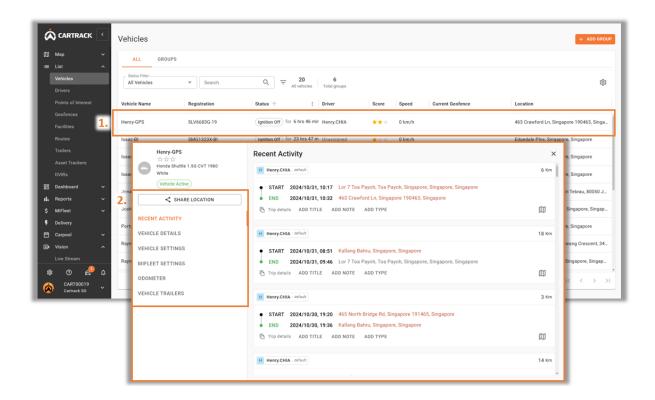
- 1. Select "Group" in Vehicles.
- 2. Select "Add a Group" to create a new grouping. Input a name and select the vehicles to be included in the grouping.
- 3. Click on the " " icon to edit or delete a group.



VEHICLE: MANAGING VEHICLE SETTINGS

Users are able to change information on their vehicles such as Name, Vehicle Icon and required licenses. Updating the Odometer and activating the Immobilizer can also be done on this page.

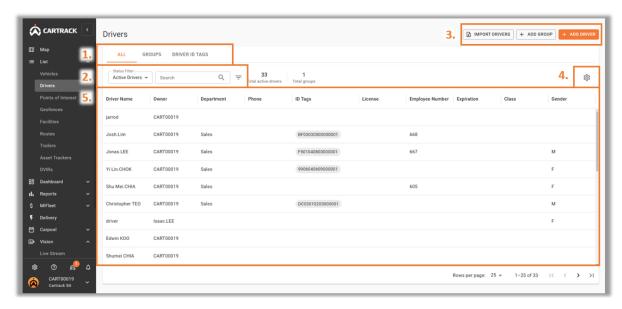
- 1. Select the vehicle whose settings you wish to manage.
- 2. A pop-up menu will appear that allows you to edit or view certain information such as:
 - Recent Activity: View recent trips by vehicle.
 - Vehicle Details: Edit Vehicle Name, Description and Consumption.
 - Vehicle Settings: Change Vehicle Icon in Maps and Assign Default Driver.
 - MiFleet Settings: Determine Fuel Tank Capacity and Cost Centre.
 - o Odometer: Update Odometer value.



DRIVER: OVERVIEW

Create and manage driver information or assign DID tags through this page.

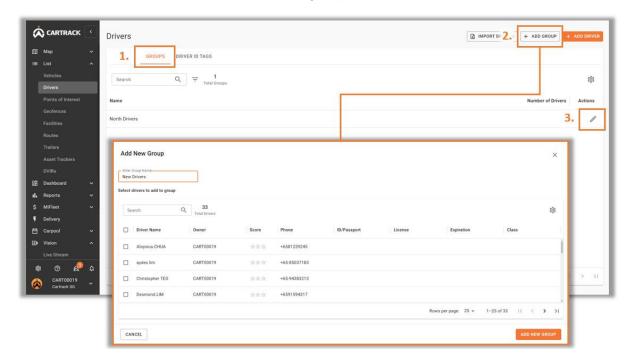
- 1. Displays list of all drivers, user-created groups and Driver ID tags.
- 2. Allows users to search for drivers and select the status filter.
- 3. Driver and Group Creation.
- 4. Change display settings for columns to view and density of the list.
- 5. Displays a list of current drivers in the account.



DRIVER: MANAGING AND CREATING GROUPS

Driver Groups can be created to generate reports and set alerts to a specific set of drivers rather than the whole fleet.

- 1. Select "Group" in Drivers.
- 2. Select "Add a Group" to create a new grouping. Input a name and select the drivers to be included in the grouping.
- 3. Click on the " " icon to edit or delete a group.

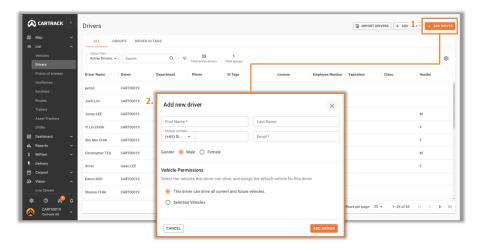


DRIVER: MANAGING DRIVER PROFILES

Driver profiles can be created and edited to include licenses, assign vehicle permissions or toggle Delivery accessibility.

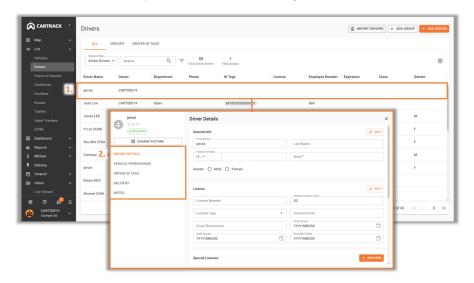
Driver Creation

- 1. Select "Add Driver" to create a Driver.
- 2. A pop-up menu will appear. Input the necessary fields and select "Add Driver" to create.



Driver Management

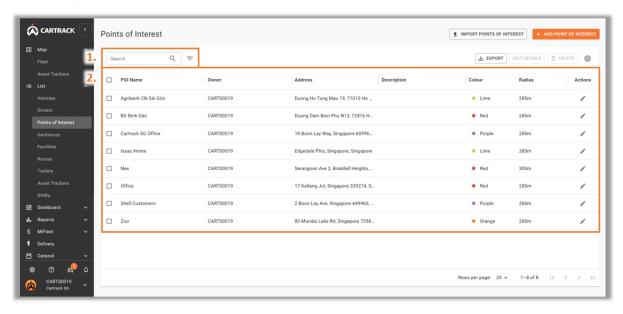
- 1. Select the driver to manage.
- 2. A pop-up menu will appear and users will be able to manage driver information.
 - Driver Details: Edit Driver information such as Name, Mobile Number and License.
 - Vehicle Permissions: Determine which vehicles the driver can operate (Requires DID Tag).
 - o **Driver ID Tags:** Assign or manage Driver ID Tag for the selected driver.
 - o **Delivery:** Enable or manage Driver to use Delivery Solution on Mobile App.
 - Note: Any additional notes to tag to a driver.



POI: OVERVIEW

Points of Interest (POI) are landmarks that you can create on the Map for easy identification and distance referencing to your vehicle's current location.

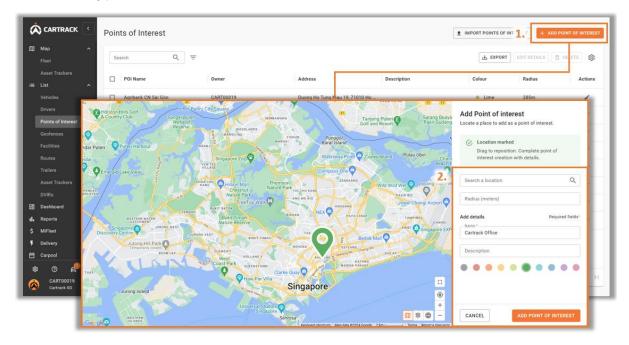
- 1. Allows users to search or filter for a POI.
- 2. Displays list of POI in the account.



POI: MANAGING AND CREATING

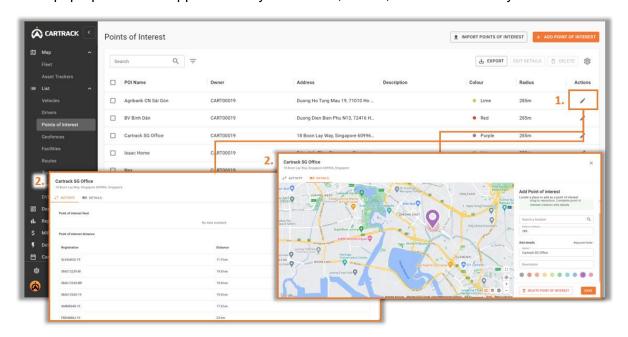
POI Creation

- 1. Select "Add Point of Interest" to create a new POI.
- 2. A pop-up menu will appear. Search or identify the location on the map and input the fields accordingly. Click on "Add Point of Interest" to save.



POI Management

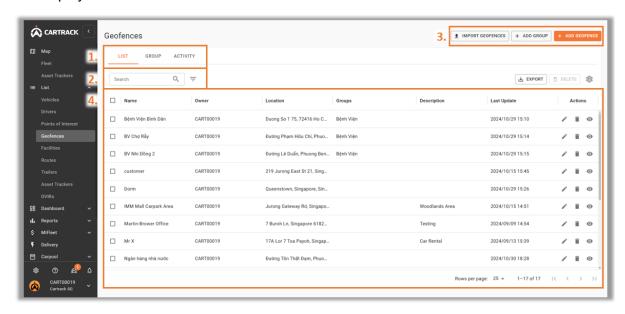
- 1. Click on the " " icon of the specific POI.
- 2. A pop-up menu will appear. Here you can edit, delete, or view the activity of the POI.



GEOFENCE: OVERVIEW

Geofences are virtual fences that users can create to monitor vehicles' movement in, out or within an area. Geofence is best used with reports or alerts.

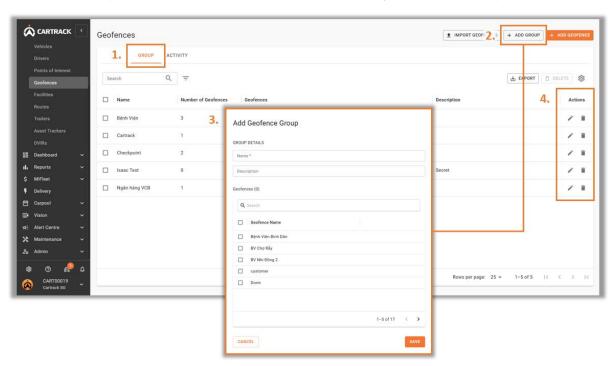
- 1. Displays List of Geofences, Groups of Geofences and Activities within the Geofences.
- 2. Allows users to search or filter for a geofence.
- 3. Creates Geofences or Geofence Grouping.
- 4. Displays a list of Geofences created in the account.



GEOFENCE: MANAGING AND CREATING GROUPS

Geofence Groups can be created to generate reports and set alerts to a specific set of geofences rather than for all geofences.

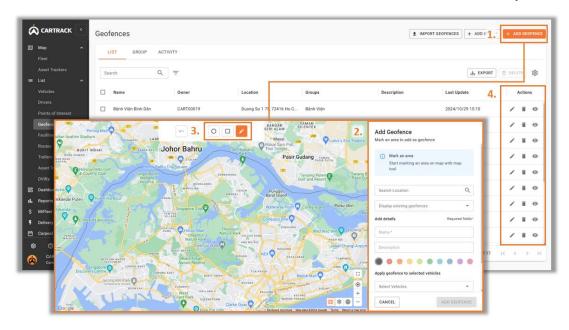
- 1. Select the "Group" tab view list of all Groups created.
- 2. Click on "Add Group" to create a new grouping for Geofences.
- 3. Input all necessary fields and select the Geofences to be included in the Group.
- 4. Select the options in " " to either Edit or Delete any Geofence Groups.



GEOFENCE: MANAGING AND CREATING

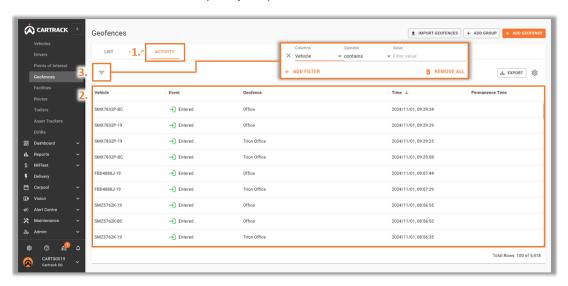
Creating a Geofence

- 1. Select "Add Geofence".
- 2. A pop-up menu will appear. Search for the location you wish to create the geofence and input the necessary fields.
- 3. Choose 3 different shapes to create your Geofence. Circle, Square or Free Form.
- 4. Select the icons under "Actions" to Edit, Delete or View Geofence Activity.



Viewing Geofence Activities

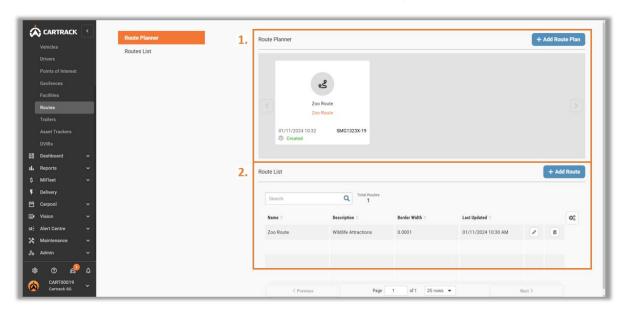
- 1. Select the "Activity" tab.
- 2. All Geofence activities can be viewed here.
- 3. Filters can also be set to specify requirements.



ROUTES: OVERVIEW

Routes allow users to create a plan for drivers to ensure that they do not deviate from the route that they are supposed to take. Notification can be set to notify users of route deviations.

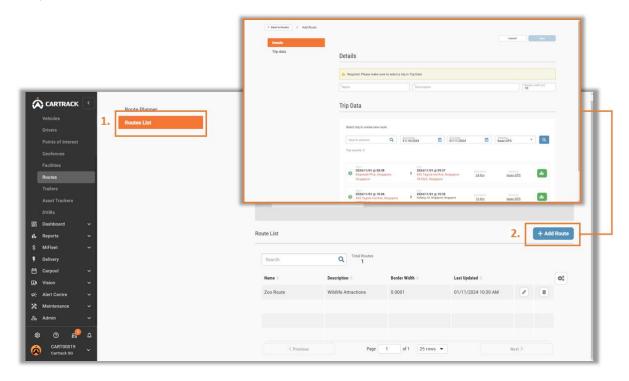
- 1. Displays the Route Plans that have been created.
- 2. Lists routes that have been saved, based on historical trips that the vehicles have taken.



ROUTES: ADD ROUTE

To save a route, it must first be driven exactly as planned. You are then able to search for and save it as a route.

- 1. Under "Routes List", select "Add Route".
- 2. From this page, you would need to input all necessary fields and search for the trip that you wish to save as a route.



ROUTES: ADD ROUTE PLAN

Upon creation of routes, users will need to add the routes into a plan for the routes to be assigned to a vehicle/driver and monitored.

- 1. Select "Route Planner".
- 2. Click on "Add Route Plan" to open the page for Route creation. Input the necessary details accordingly then save.

Details:

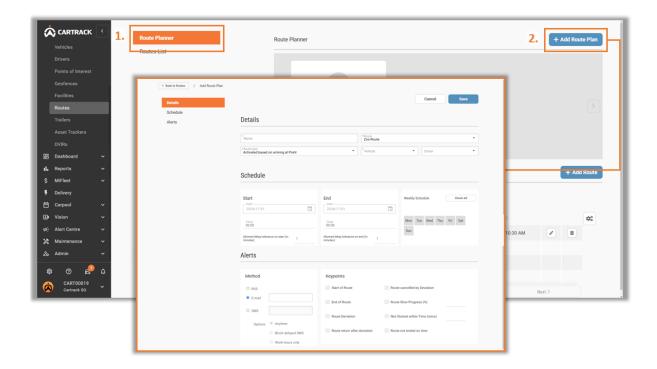
- Input all required information.
- Select the route added previously.
- Select Route type based on activation on start and end times or start point.

Schedule:

Select when this route plan is applied to.

Alerts:

- Set key point options to notify of different events happening during the route.
- o Select the email, RSS or SMS to receive notification.



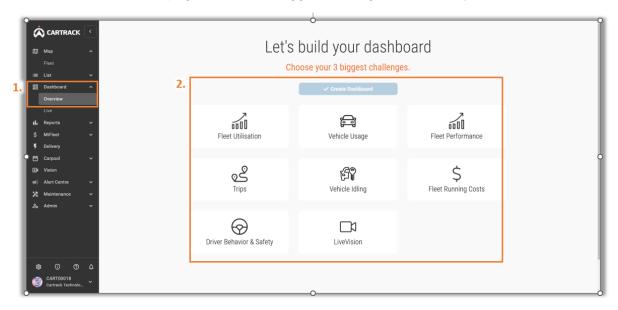
DASHBOARD

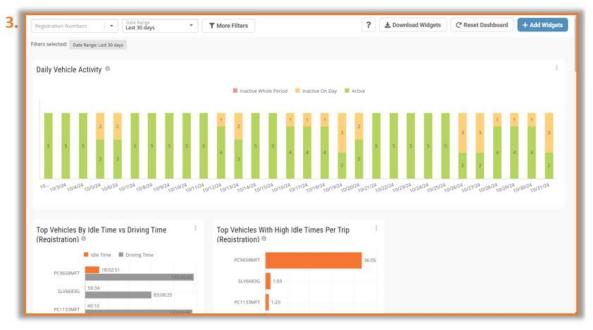
Dashboard is the one-stop information centre that allows you to view your Fleet Performance based on Charts and Graphs.

SET UP

Before you can use this feature, users will need to set up the Dashboard by providing your industry and the biggest challenges that you wish to resolve.

- 1. Select "Dashboard" then "Overview".
- 2. You are required to indicate the 3 biggest challenges that you wish to resolve. (Note: This can be changed later by customising your Dashboard and adding new widgets)
- 3. Once done, the web page will create suggested widgets based on your selection.

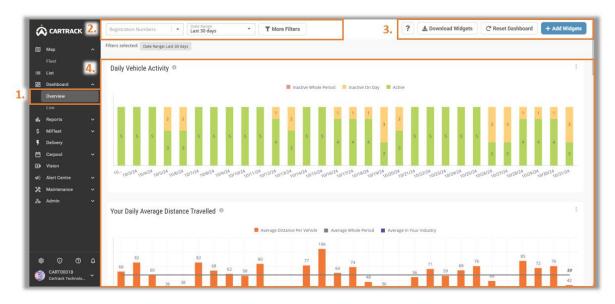




OVERVIEW

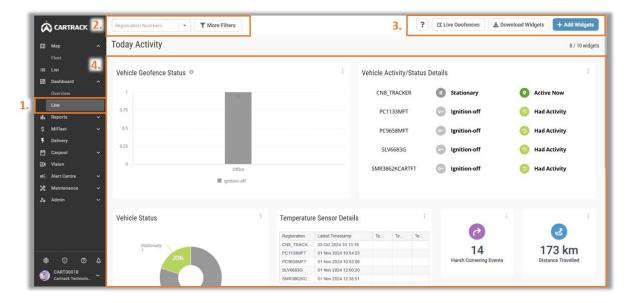
Overview Tab

- 1. Select "Overview" to view past Fleet information.
- 2. Search or Filter based on user requirements.
- 3. Users can download specific widgets, reset the dashboard entirely or add new widgets.
- 4. Displays all added widgets for the account.



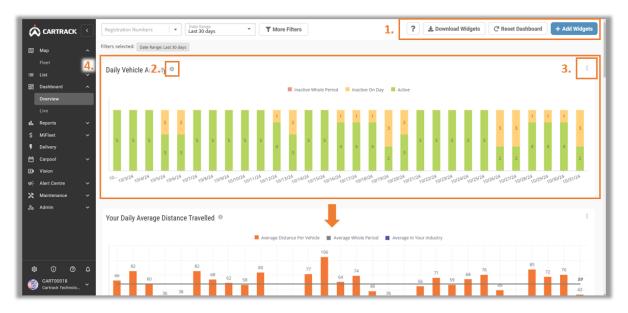
Live Tab

- 1. Select "Live" to view today's Fleet Information.
- 2. Search or Filter based on user requirements.
- 3. Users can set live geofences for geofence widgets, download specific widgets or add new widgets.
- 4. Displays all added widgets for the account.



MANAGEMENT

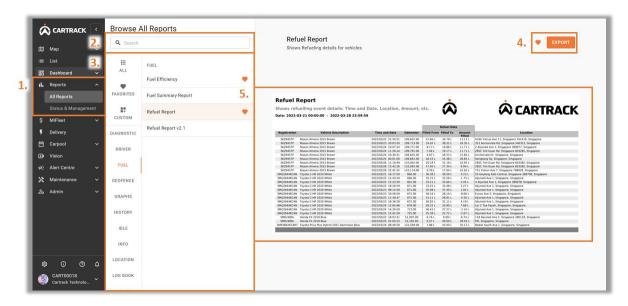
- 1. Allows users to get assistance on Dashboard, download widgets, reset the dashboard by changing industry and add new widgets.
- 2. Displays a simple explanation of the specific widget.
- 3. Display a pop-up to allow a user to delete the widget, download as an image or download data from the widget.
- 4. Users can drag widgets around to arrange them according to their preferences.



REPORTS

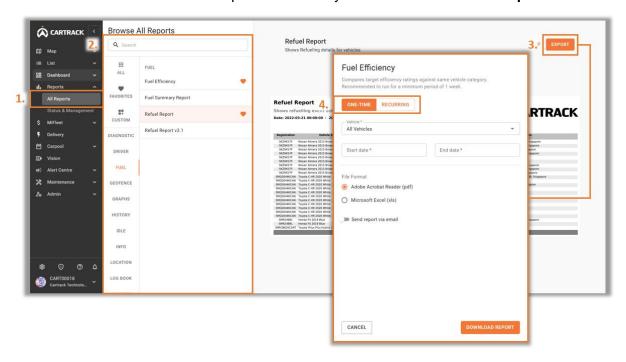
Reports are an essential tool for every business. Users can download or schedule reports based on their different requirements.

- 1. Users can select between "All Reports" (Displays all available reports) or "Status Management" (Displays recurring report sets and report statuses).
- 2. Search bar to find specific reports.
- 3. Users can view from the list of reports or based on categories or favourite reports.
- 4. Favourite a report or Export report in Excel or pdf format.
- 5. Selecting a report allows users to see a preview of the report.



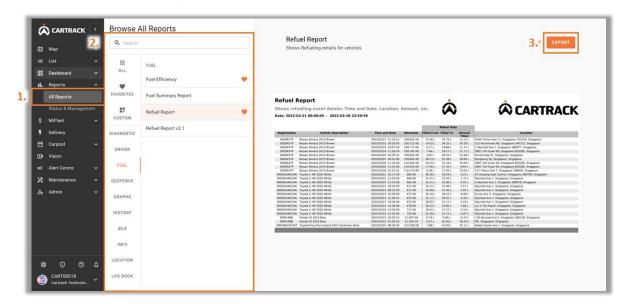
ONE TIME DOWNLOAD

- 1. Select "All Reports" under the Reports tab.
- 2. Search and select the report that you wish to export.
- 3. Select "Export". A pop-up window will appear.
- 4. Select "One-Time" and input all necessary fields then "Download Report".

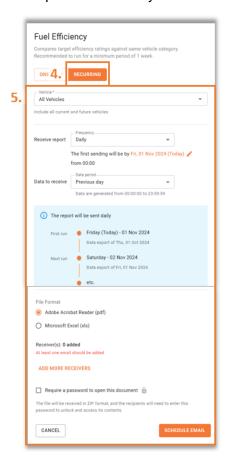


SETTING UP RECURRING REPORT

- 1. Select "All Reports" under Reports.
- 2. Search then select the report that you wish to export.
- 3. Select "Export". A pop-up window will appear.



- 4. Select "Recurring".
- 5. Input all necessary fields then "Schedule Email".

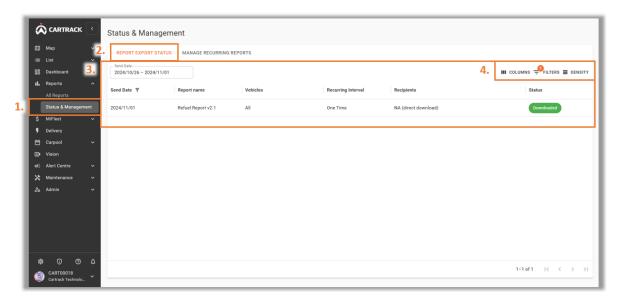


STATUS AND MANAGEMENT

Monitor and keep track of downloaded or sent reports on this page.

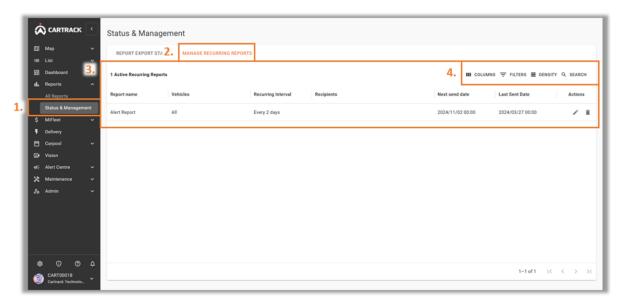
Report Export Status

- 1. Select "Status & Management" under Reports.
- 2. Select the "Report Export Status" tab.
- 3. Based on filtered date duration, this will display all reports downloaded or sent for the duration.
- 4. Filter or toggle display settings.



Manage Recurring Reports

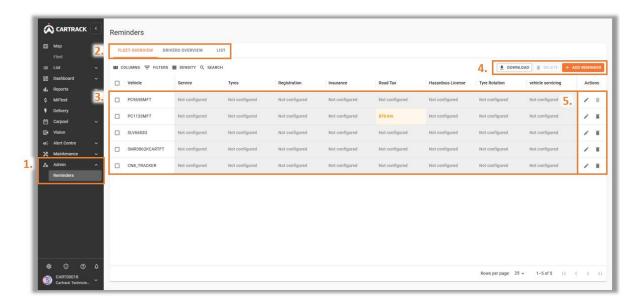
- 1. Select "Status & Management" under Reports.
- 2. Select the "Manage Recurring Reports" tab.
- 3. Based on filtered date duration, this will display all reports downloaded or sent for the duration.
- 4. Filter or toggle display settings.



ADMIN REMINDERS

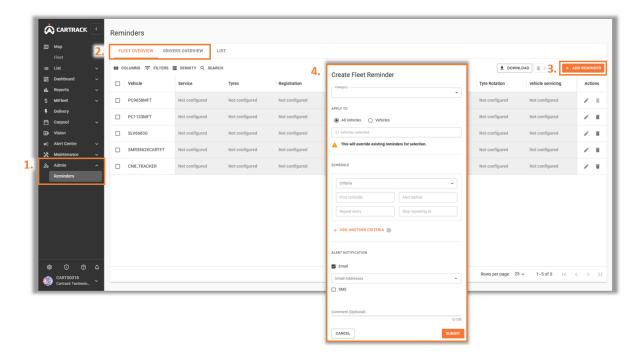
Admin Reminders allows customers to set Fleet or Driver Reminders for vehicle servicing, oil change or license renewals.

- 1. Select "Admin Reminders".
- 2. Selecting the individual tabs allows users to view all Reminders that are set based on different categories.
- 3. Shows a list of Reminders set in table format. Users can use the columns to view reminders that are either expired or expiring.
- 4. Download, delete or add reminders.
- 5. Edit or delete selected reminders.



SETTING UP FLEET & DRIVER REMINDERS

- 1. Select "Admin Reminders".
- 2. Select between "Fleet Overview" or "Driver Overview" to set reminders.
- Click on "Add Reminder" to add a new reminder.
- 4. Input the information accordingly and select "Save". Reminder Criteria can be set based on:
 - Date: Set reminders based on specific dates.
 - Distance: Set reminders based on kilometres.
 - Hours of Operation: Set reminders based on hours.



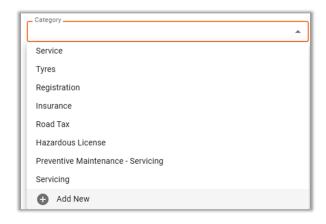
Note:

First reminder: Decide after how many kilometres/hours/a date you would like to receive your reminders. This is used as a cut-off for when you need to take action. For example, if your vehicle needs to go for servicing once it reaches 20,000km on the odometer, you would set your first reminder as 20,000km.

Alert before: Decide the distance/hours/duration when you want to receive an alert notification before the specified First Reminder (e.g. Receive a reminder 800km before your vehicle has travelled 20,000km).

Repeat every (km): Add the interval of your reminders; this shows the frequency at which you need to take action. For example, if you need to take your vehicle in for servicing every 20,000 km, you would set your repeat as 20,000km. Note that this is the frequency after your first reminder. So, if your vehicle needs to get serviced once it has 20,000km on the clock, and then every 10,000km thereafter, you would set your "First Reminder" as 20,000km and your "Repeat Every" as 10,000km.

Stop repeating at (km): After which distance you would like to stop receiving reminders. For example, if you no longer need to send your vehicle in for servicing once it has 200,000km on the odometer, you would set this to 200,000km. Leave this empty to continuously send an alert notification.



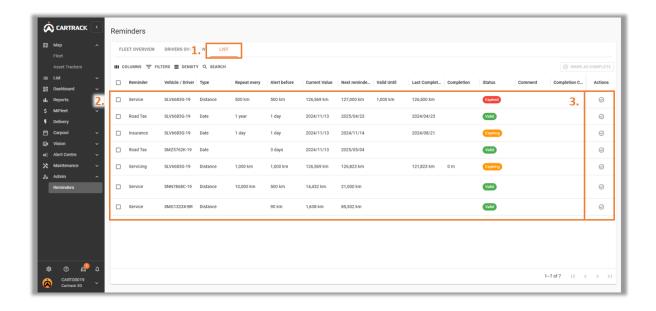
Note:

Users can set their own reminders apart from what is already available by selecting "Add New".

REMINDERS MANAGEMENT

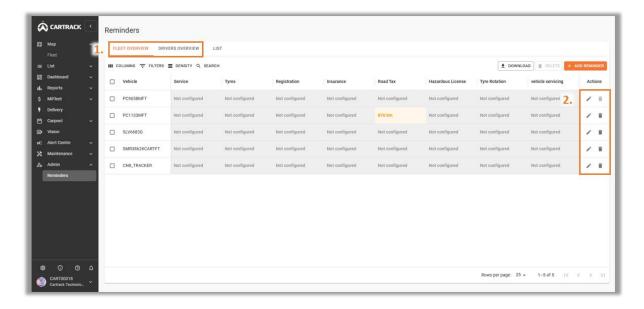
Marking a Reminder as Complete

- 1. Select the "List" tab in Admin Reminders.
- 2. Select the Reminder that you wish to mark as complete and click the "S" icon.



Deleting or Editing a Reminder

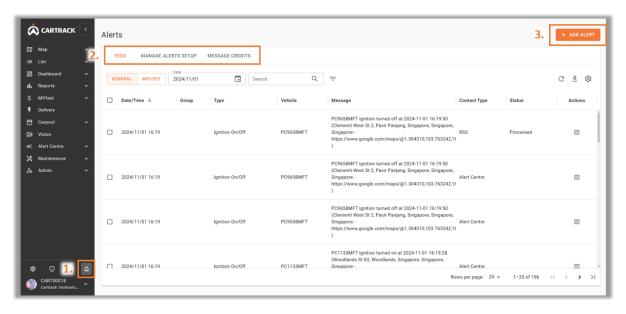
- 1. Select either the "Fleet Overview" or the "Driver Overview" tab in "Admin Reminders".
- 2. Select the Reminder that you wish to delete or edit and click the "
 " or " icon respectively.



ALERTS

Alerts allow users to be notified in real-time based on specific events that have been set, this allows managers to address possible issues immediately.

- 1. Select the " icon at the bottom of the page to access the alerts.
- 2. Alerts consist of three tabs:
 - Feed: Displays all triggered alerts.
 - o Manage Alert Setups: Edit or Delete Alerts that have been created.
 - Message Credits: Credits need to be purchased when alerts are notified through SMS.
- 3. Users can add new alerts by clicking this button.

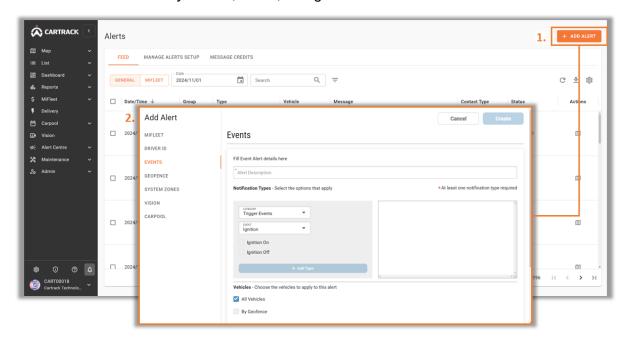


CREATING AN ALERT

- 1. Select the "Add Alert" button on the top right.
- 2. A pop-up window will appear. Select the relevant alerts that you wish to set based on the categories and input all required fields. Click on "Create".

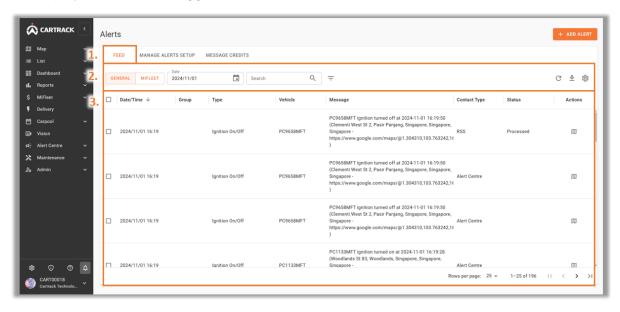
Note:

- o Alerts can be set to work together with Geofences, Groupings and Time Windows.
- o Method of Delivery SMS, Email, Telegram and RSS.



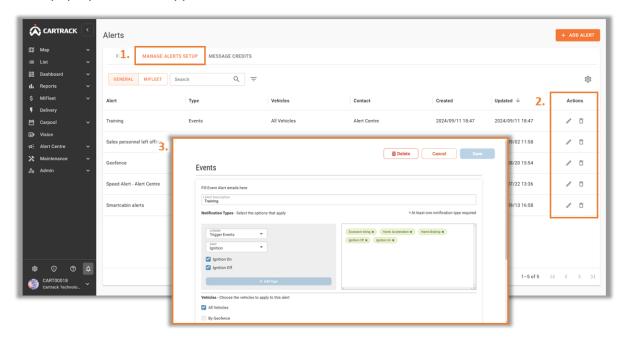
MONITORING TRIGGERED ALERTS

- 1. Select the "Feed" tab.
- 2. Users can Search, Filter, or Download on triggered alerts.
- 3. Displays the list of all triggered alerts that have been created.



EDIT OR REMOVE ALERTS

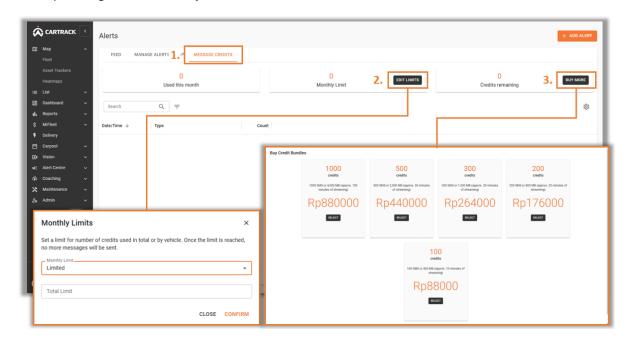
- 1. Select the "Manage Alerts Setup" tab.
- 2. Identify the Alert that you wish to edit or delete and click on the " $^{\circ}$ " icon or " $^{\overline{\square}}$ " icon.
- 3. A pop-up menu will appear to edit or delete the alert.



MESSAGE CREDITS MANAGEMENT

For Alert notifications sent through SMS, users would need to top up if they exceeded their limit.

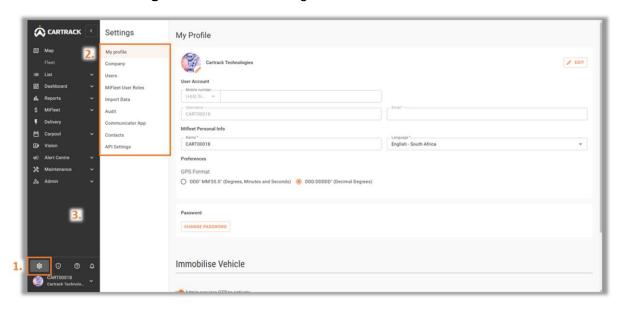
- 1. Select the "Message Credits" tab.
- 2. Users can Edit the Monthly Limits of Credits to prevent over-usage.
- 3. Select "**Buy More**" to purchase additional credits for SMS and Data. Prices may vary depending on the country.



SETTINGS

Settings is where users would be able to manage their accounts and create sub-users.

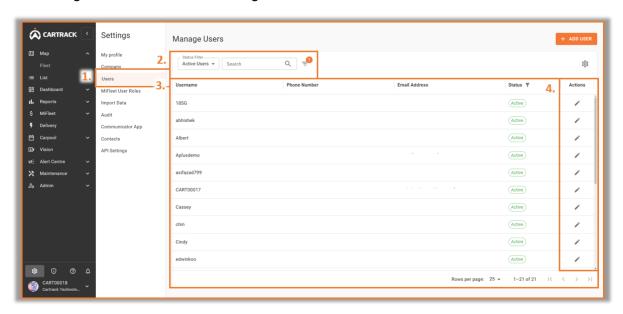
- 1. Select the " icon to access Fleet account settings.
- 2. Users can select from the available menu:
 - o My Profile: Edit key account details and set parameters for Vehicle Immobilization.
 - o Company: 'Edit Company Profile' and 'Create Departments'.
 - o **Users:** 'Create' and 'Manage Sub-users'.
 - o MiFleet User Roles: 'Manage MiFleet Profiles' for sub-users.
 - o Import Data: Import data through Excel files such as Geofence, Drivers, etc.
 - Audit: Review the Access footprint of accounts.
 - o Contacts: Create a contact list for Telegram Alerts.
 - o API Settings: Information for Integration of Fleet data with another software.



SUB-USER OVERVIEW

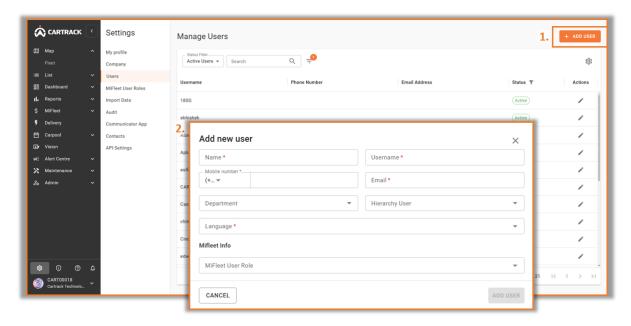
Sub-users can be created to limit data and feature access and permission. This provides the manager with reassurance that the sub-user can only view, access, or edit information that they have been given access to.

- 1. Select "Users" to access the sub-user page.
- 2. Search or Filter to view specific sub-users.
- 3. Displays list of all sub-user accounts created.
- 4. Manage sub-user accounts through the "Actions" column.



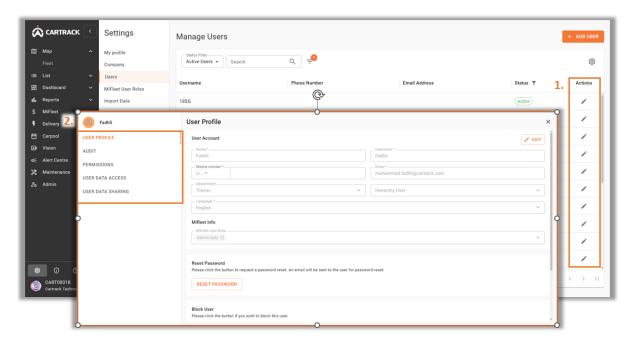
SUB-USER CREATION

- 1. Select "Add User" to create a sub-user account.
- 2. A pop-up window will appear. Input all required fields and click "Add User" to create a sub-user account.



SUB-USER MANAGEMENT

- 1. Identify the sub-user account to edit from the list and click on the " " icon.
- 2. A pop-up menu will appear. There are several options here where you can manage the sub-user account:
 - User Profile: Users can edit sub-user details and 'Reset Password' for the user.
 - o Audit: Review the Access footprint of the user.
 - o **Permissions:** Determine the features that will be made available to the user.
 - User Data Access: Determine the data that the user will be able to view.
 - User Data Sharing: Determine the data that will be made available for the Admin to view in the Admin account.

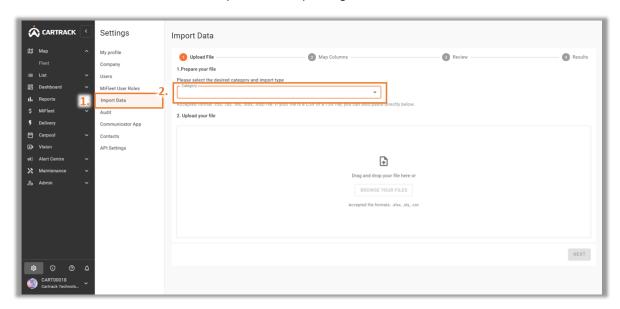


IMPORTING DATA

Users can import specific data into our Fleet Pages instead of creating it manually.

- 1. Select "Import Data" to access the Import page.
- 2. Users can select a category to import. Upon selection of a category, users can download the Excel template.
 - o POI
 - Geofence
 - o Drivers

Follow the instructions to complete the importing.



Note:

Alternatively, users can also use their own template to import and Map the columns accordingly.

API SETTINGS

Users can integrate information with our webpage to push or pull data.

- 1. Select the "®" icon.
- 2. Click on "API Settings".
- 3. This link provides users with information on how to integrate with our platform.

