

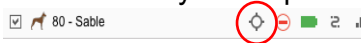


# How to Guide

The following is a “How to Guide” to help you set up & use your tracking device with the ST247-SPOT tracking platform. Please note that there are two sections....one for the web-based platform & one for the APP.

## ST247-SPOT Web-Based Tracking Platform Guide

### How do I...




- ...log into my account?
  - Log onto the ST247-SPOT tracking platform at <https://spot.shadowtrack247.com/>.
  - Your username is your email address. The initial password is: **mpt4g247**.
  - When prompted - change your password
  - Passwords cannot be changed in the mobile APP
- ...change my password?
  - Click on your User Name at the top right of the page.
  - Select user settings.
  - Click on the security tab on the left side.
  - Select change password. Provide your current password and select a new password.
- ...see my tracking device on the map?
  - Click on the Monitoring tab at the top of your screen – click the ALL button if the device is not on the list
  - Click on the square in front of the device name and it will show on your map.
  - Zoom in on your location by clicking the Radar Icon 
  - Use the +/- on the map to zoom in even closer
- ...check the battery level?
  - Hover over the Battery Icon next to your device name for a battery percentage.
  - Hover over the device name in the monitoring tab or the device on the map
- ...set-up low battery alerts?
  - Low battery alerts are preset & sent to your email address
- ...help extend the battery life?
  - Battery life can be extended by decreasing reporting rate. A 5-minute reporting rate will double the battery life.

- ...change how often my tracker reports?

- To change the reporting rate, click on the play icon.
- Select the desired reporting rate & click OK. The next time the device reports the command is sent to change the rate.
- NOTE: When stationary the tracker only reports every 4 hours.



- ...set-up a Geofence?

- Click on the magnifying glass icon  located on the top left of the map
- Enter the address – a  will appear on the map.
- Click on the Geofences Tab
- Select the Type of shape for your geofence – Recommended: Circle
- Enter the name of your Geofence (ex. Home, Office, School)
- Add the address (optional)
- Double click on the map at the . A colored circle appears over the area showing the area that is Geofenced.
- Change the Radius Feet to 1500. The geofence should cover the entire area you wish to cover. Customize the radius area to meet your needs.
- Click Save

- ...set up geofence alerts?

- The Entry & Exit Email Alerts are preset.

- ...see a Geofence?





- Go to the Geofences Tab place a check in the box next to the Geofence you want to see.
- Click on the Geofence name and you will see your Geofence.

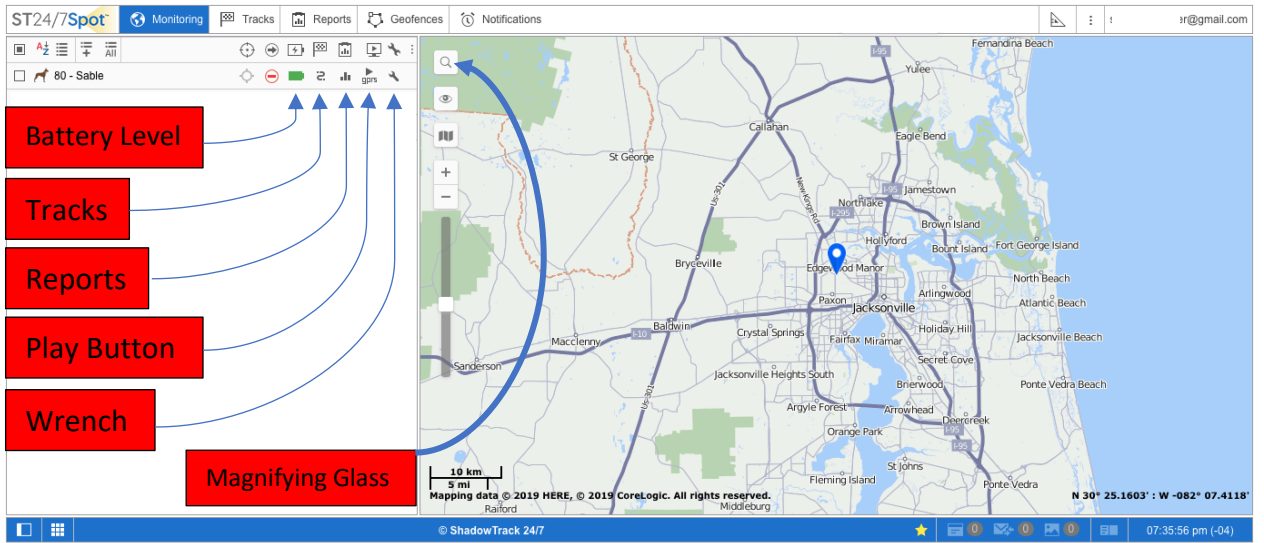
- ...run Reports?

- Go to the Reports Tab on your computer.
- Select the device name.
- Set the time frame for the report & click execute.
- Export & Print the report by clicking on the red pdf icon / green excel icon / gray printer icon on the top right side of the report

- ...create a Locator Link? –

- Click on your username then “Locator”.
- Click new link for sharing units.
- Select the device name you wish to create a Locator Link.
- Move the device name from the left box to the right box.
- Select the duration time for the locator link to remain Active.
- Click ok.

- The Locator Link will pop up.
  - Copy the Locator Link by clicking Sheets Icon  .
  - Paste into a text or email.
- 
- ...change add people to an alert?
    - Go to Notifications Tab.
    - Click the wrench icon  next to the notification you need to adjust.
    - Click next 3 times and on the screen where it says, "Notify by Email", type the email address you wish to add.
    - Click next until you get an OK box and click OK.
    - It is possible to send a text message via email using your phone number and your carriers SMS gateway (such as @vtext.com, @txt.att.net, @tmomail.net)
- 
- ...change my icon on the map?
    - In the Monitoring Tab click on the wrench icon  next the device name.
    - Click on the Icon tab, then Icon Library.
    - Select the icon you wish to use for your device.
    - Click OK
- 
- ...change my device name?
    - In the Monitoring Tab click on the wrench icon  next the device name.
    - Under the General Tab, change the device name.
    - Click OK





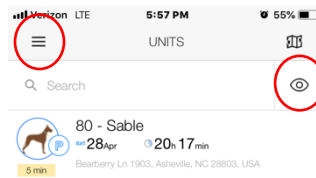
# How to Guide

The following is a “How to Guide” to help you set up & use your tracking device with the ST247-SPOT tracking platform. Please note that there are two sections....one for the web-based platform & one for the mobile APP.

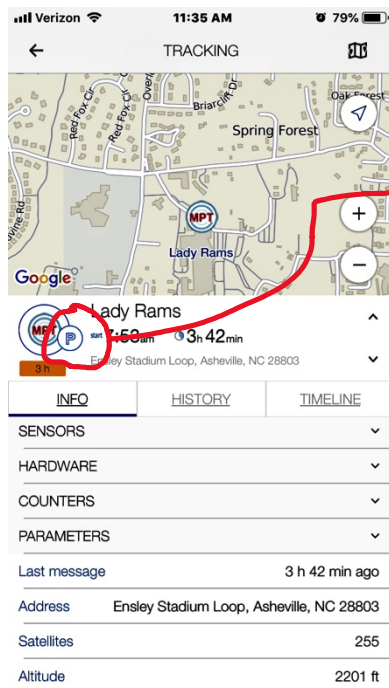
## ST247-SPOT Mobile APP Tracking Platform Guide

### How do I...

- ...what is the name of the Mobile App I download from the APP Store?
  - ST247 SPOT
- ...move to the map view?
  - Click on the Lines at the top left
- ...see all my devices?
  - Click the Eye on the top right
  - Select the trackers you want to add to your view & Save
- ...check the battery level?
  - Click Info
  - Click Sensors
  - This is the battery level the last time the tracking device reported
- ...check the address of the last location & last report?
  - Click Info
  - Click Parameters
- ...go back to the unit view when I am in the map view?
  - Click on name of your tracking device name
- ...see where I am on the map compared to the tracker?
  - Go to the Map view
  - Click Arrow on the top right of the screen
  - The Blue Dot shows your current location
- ...zoom in on the map?
  - Use the +/- to zoom in/out on the Map

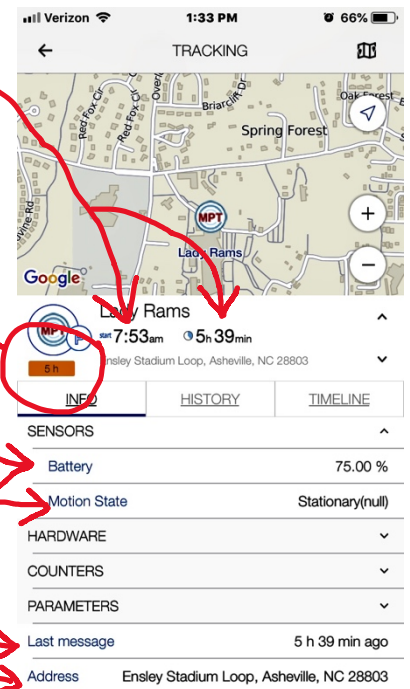


- ...create a locator link?
  - Click on the Units
  - Swipe Left on the device name
  - Select the Target icon
  - Select the duration of the link
  - Select how you wish to share the Link – text/email/etc...
- ...change the reporting rate?
  - Click on the Units
  - Swipe Left on the device name
  - Select the Play icon
  - Select how often you wish for the tracker to report



This time is the start time for the tracker in a motion state or stationary state & then the duration of that state

Last reported



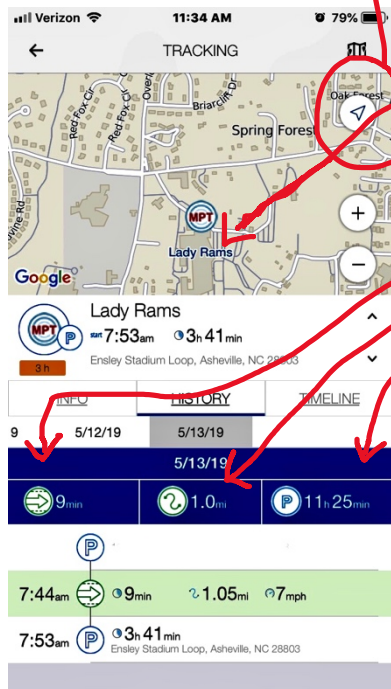
Battery Level

Motion State at Last Report

Last report

Last Location

<u>INFO</u>	<u>HISTORY</u>	<u>TIMELINE</u>
SENSORS		
Battery	75.00 %	
Motion State	Stationary(null)	
HARDWARE		
COUNTERS		
PARAMETERS		
Last message	5 h 39 min ago	
Address	Ensley Stadium Loop, Asheville, NC 28803	



Click and a blue dot will appear on Map – this is your current location

Tracker Name

Time in Motion

Miles

Time Stationary

P indicates Stationary & Location

Arrow indicates time in motion  
Click on this line to show the last route

