PositionTech GPS User's Guide

Table of contents:

Getting Started 1

Customizing Account and Tracking Devices Using a web Browser 2

- User Settings 3
- Reset and Changing Password 4

Editing Tracking Devices 5

Monitoring Tab 8

Tracks Tab 11

Reports 12

Geofences 13

Notifications 15

Text notifications 17

- User Accounts (sub-users) 19

Notifications 20

- Creating a geofence 20
- Interposition of units (proximity alerts) 23

User Accounts 26

Locator 27

PositionTech Mobile App 28

- Log In 28
- Device Selection 29
- App Settings 29
- Map 31
- Map Info Tab 32
- Map History Tab 33
- Reports Creation 34
- Notifications – Managing and Creating 35
- Geofences – Managing and Creating 36

Getting Started

You will receive an email containing your PositionTech GPS account login information; upon logging into the system for the first time you will be asked to change your default password. Your password can be changed at any time by navigating to the security section of the User settings.

Charge your device before first use. When the device is finished charging, disconnect the charging cable and power the device on. Make sure that all protective port covers are securely in place before use.

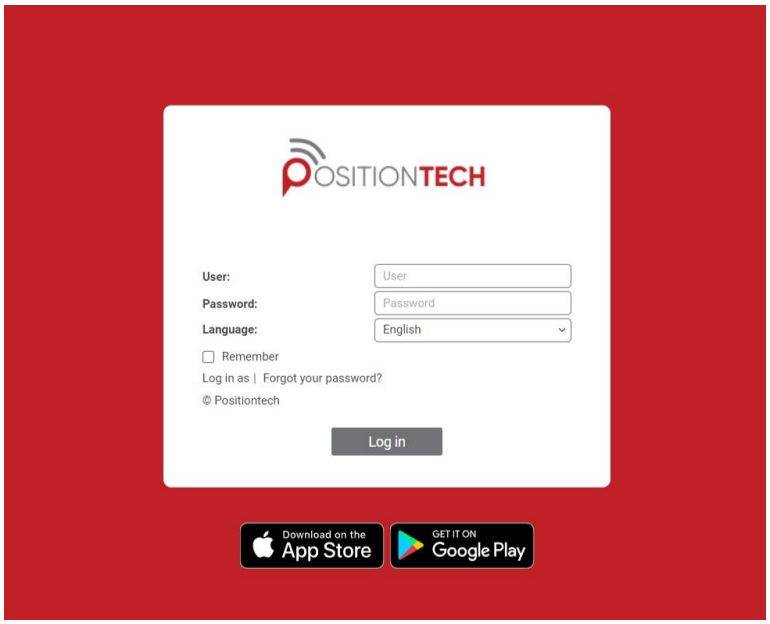
GPS trackers must have a clear view of the sky to effectively communicate with GPS satellites and acquire signals. Metal roofing and thick walls can create barriers to these signals. If the device is having trouble obtaining a current GPS location place the device outside or on a windowsill.

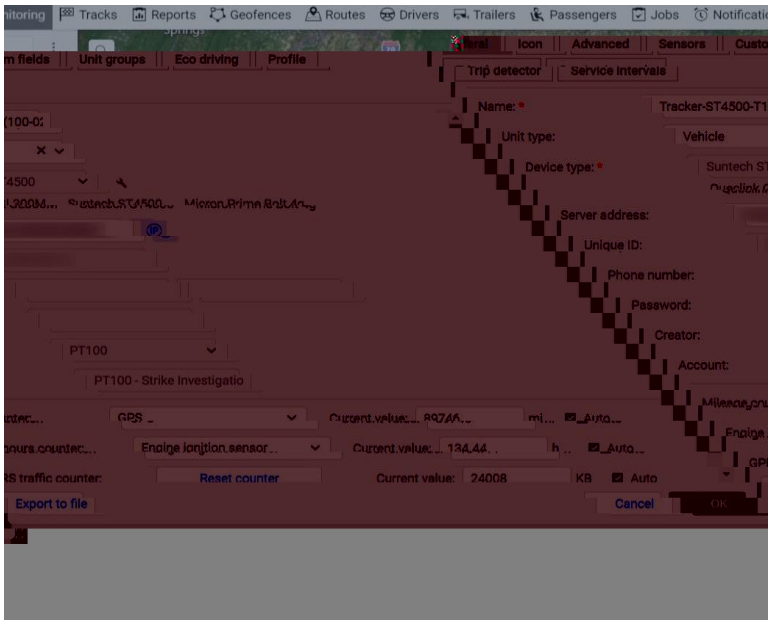
Customizing Account and Tracking Devices Using a Web Browser

To start tracking navigate to https://track.positiontechgps.com .

Enter your temporary credentials that were provided by email, the username and password are case-sensitive. Once entered click the login button.

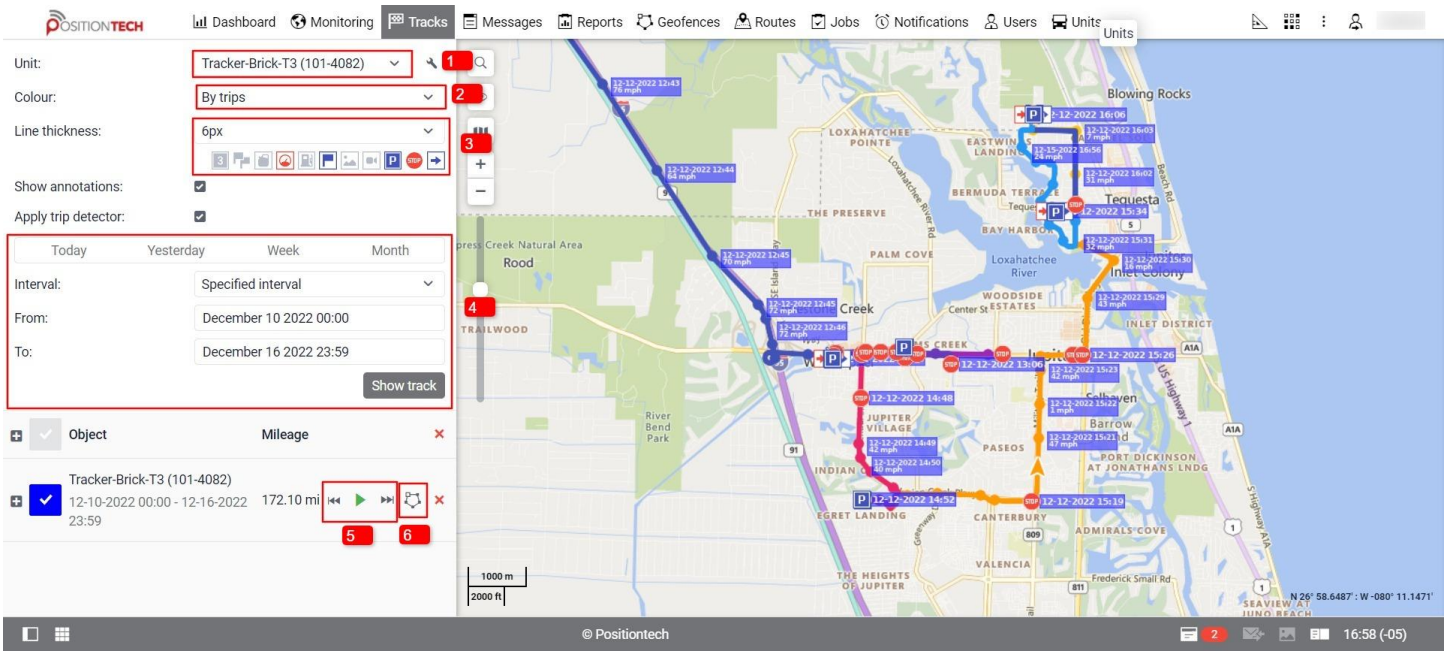
You will then be prompted to change your password. Once your new password is accepted, the Monitoring page will appear.





Tracks

The Tracks Tab allows you to see a device's tracking history on the map:



1. Select a unit to view its tracks
2. Select whether you would like it to be a single line or separated by trip (color)
3. Select the line thickness and icons you would like to overlay on the track. The Icons serve as filters.

Numbering which will number the points close to the track.
Grouping will display units as 1 item with a number to show the number of units, until you zoom in.
Fuel theft incidents. Speeding events. Fuel Filling events. Other event types. Images & video (When available). . Parking stops. Short stop intervals.

4. Choose a time interval or enter a specific range
5. Click the directional arrow to move along the track or the play icon for a Google Street View playback (if available for the locations visited)
6. You can choose to save the current track as a Geofence

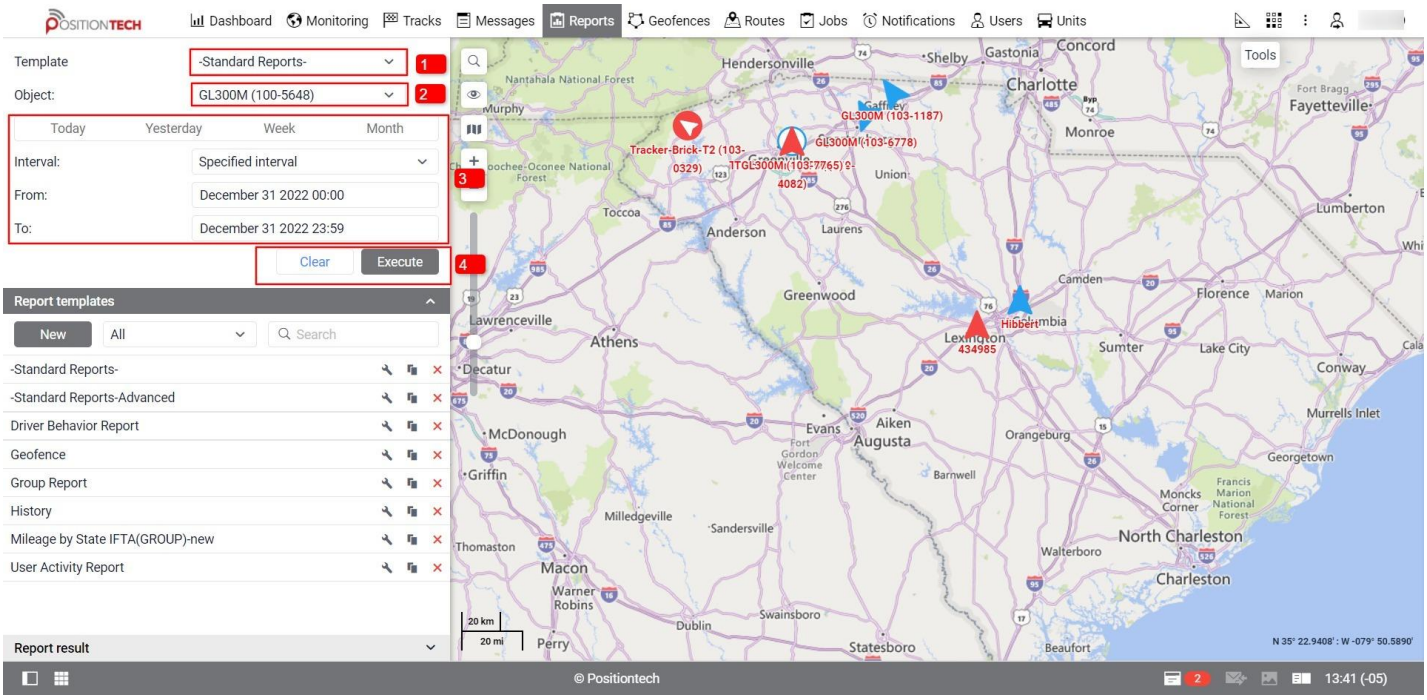
To close the current Track, click on the X icon in the work area

Tip: Hover over any point on the track to see the address, time of visit, and speed

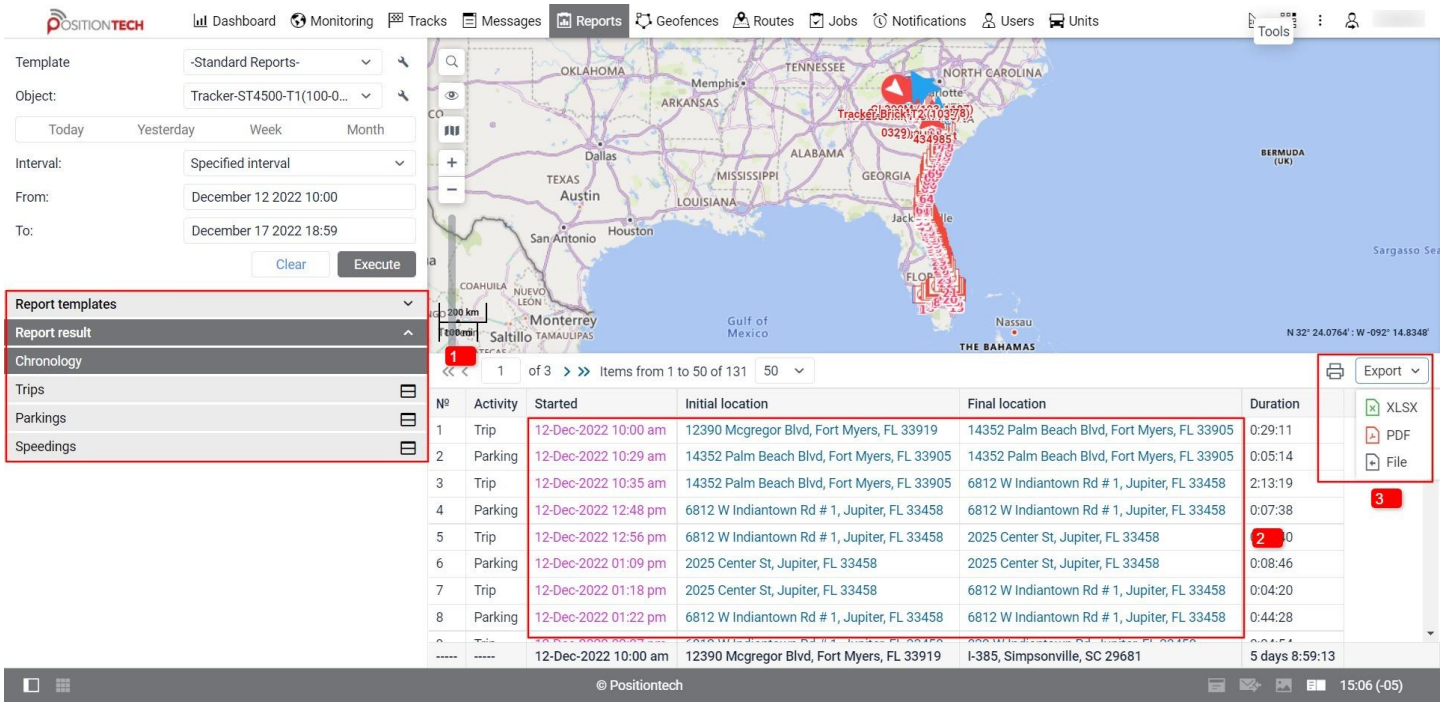
Reports

Creating Reports & Exporting Data

The Reports Tab is preloaded with several customized report templates for easy convenience. It is also possible to create and customize your own Reports. The following instructions will cover how to create a report from a template and how to export the tracker data.



(1) Select the report type from the Templates Menu.
(2) Select the device you want to run the report on.
(3) Select a predetermined time interval or enter your own specified time and date period.
(4) Select Execute to run the report. Select Clear once you're done reviewing the results



Above is an example of an executed Standard Report, Once the report is created it can be reviewed and exported.

(1) Select the different sections of the report to review.
(2) Select any of the dates/times or locations to see the location on the map.
(3) Select the Export tab to Print or export the report in XLSX or PDF format.

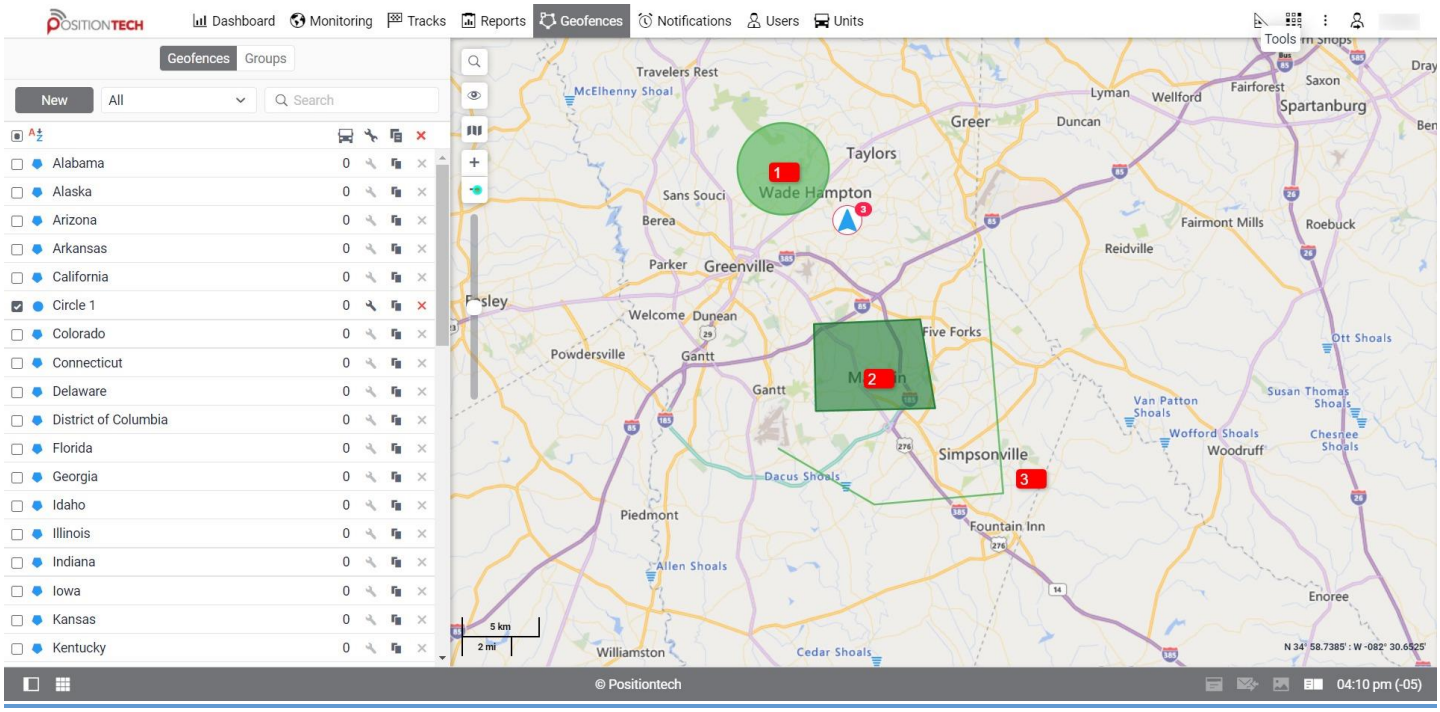
Select Clear to clear the report from the screen.

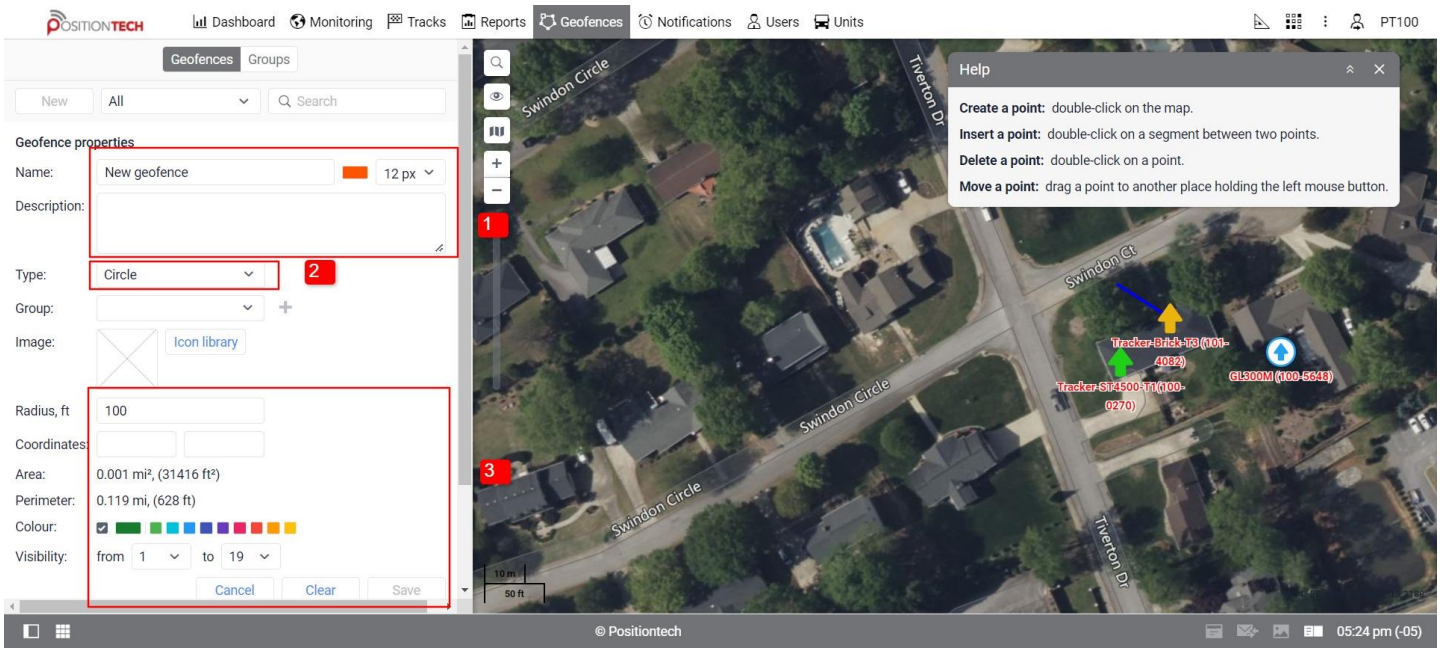
Geofences

A Geofence is a virtual perimeter around a predefined area that can be utilized in a variety of ways on the PositionTech GPS tracking platform. Geofences can be used to notify if your device has entered or exited an area or to run a historical report on all visits and time spent within the predefined area.

There are 3 types of geofence shapes:

(1) Circle - Point of the map with a radius around it
(2) Polygon - Add as many points as you want to define a specific area
(3) Line - Use this type to be alerted if your device has entered or exited a route





To create a Geofence, locate the area on the map where you would like to create your geofence by manually dragging the map to the location or by entering a specific address in the magnifying glass icon on the map.

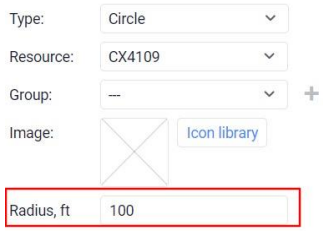
Next, click on the "Geofences" tab on the top menu bar, then click on the "New" button.

In the window that opens:

(1) Add a name and description for your geofence. An address will populate in the description field when a geofence is created this can be edited or replaced.

(2) Select the geofence type. Once you select the shape you can click on the map to start defining the area:

Circle: Double-click anywhere on the map to set the center and then determine the radius size by entering the radius size in the “Radius, ft” box.

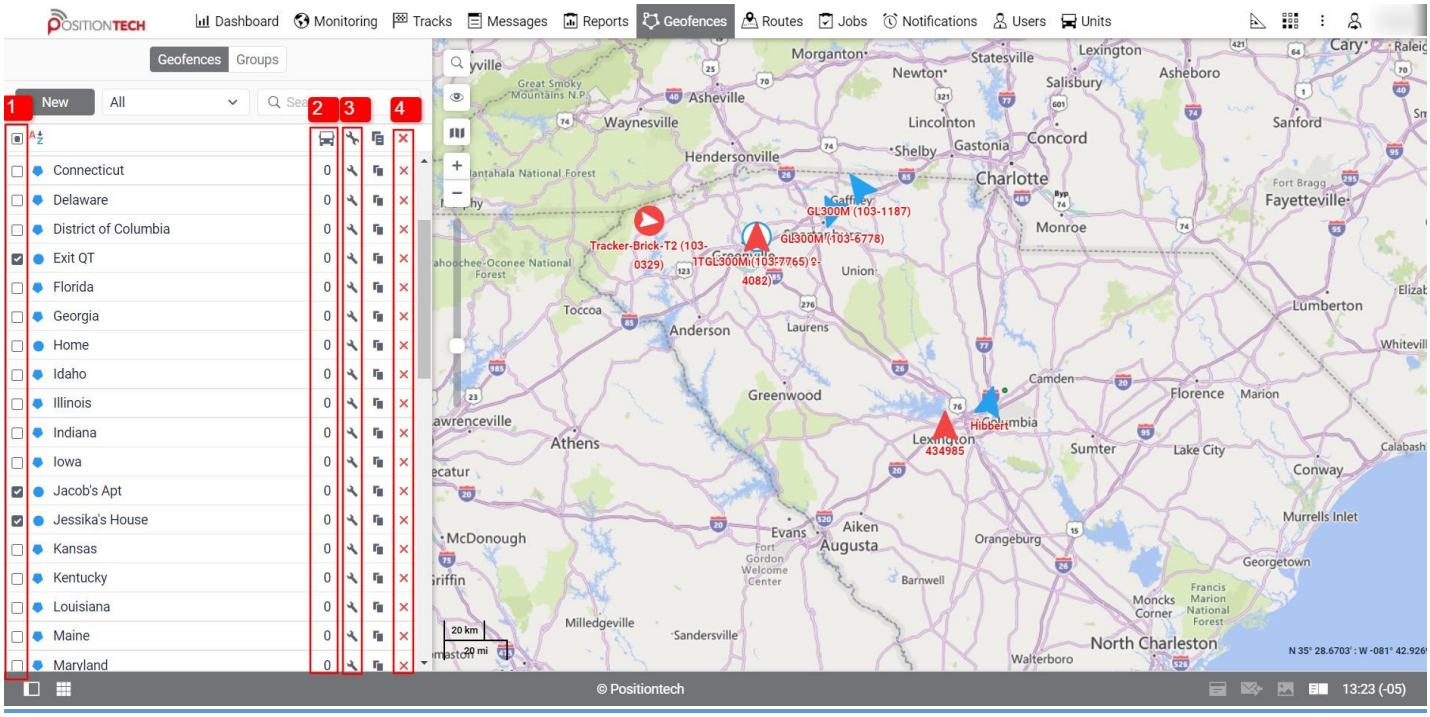


Polygon: Add at least 3 points to the map by clicking on the map. You can then drag the points to define the perimeter. Double-click on the last point to remove it.

Line: Line allows you to connect the points along a specific route that your tracking device takes. Change the width to fit the width of traveled roads and highways.

(1) Once your geofence perimeter is defined. Select the color and transparency of the geofence on the map and select Save.

Your newly created Geofence will now appear in the list of created Geofences.



(1) Once you've created your geofence, on the geofence tab, check the box next to a geofence to make it visible on the map.

(2) This shows how many devices are currently within the geofence.

(3) The wrench icon is used to edit existing geofences.

(4) Delete a geofence by clicking the X icon.

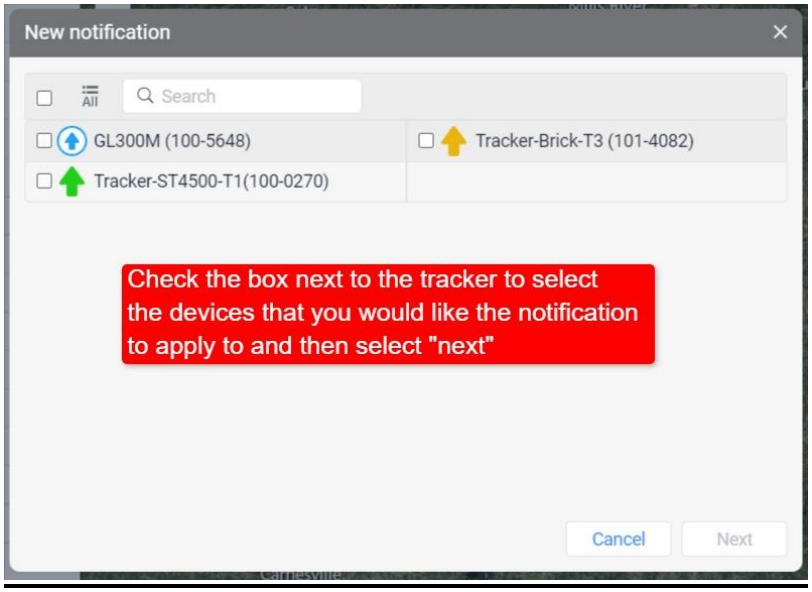
To receive an alert when a geofence is entered or exited a Notification action needs to be set up.

Notifications

Notifications are used to alert to predetermined triggers, (geofence violations, speeding, excessive idling, SOS alerts, or proximity violations.)

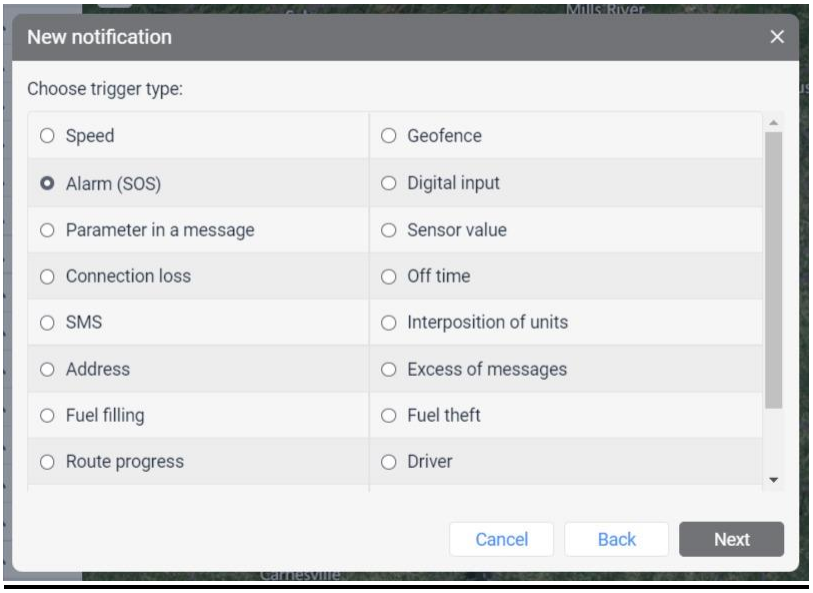
Users can select to be notified by email, text message, mobile app push notification, or all the above.

To create a new notification alert, go to the Notifications tab and then click the "New" icon.
A “New Notification” window will open.



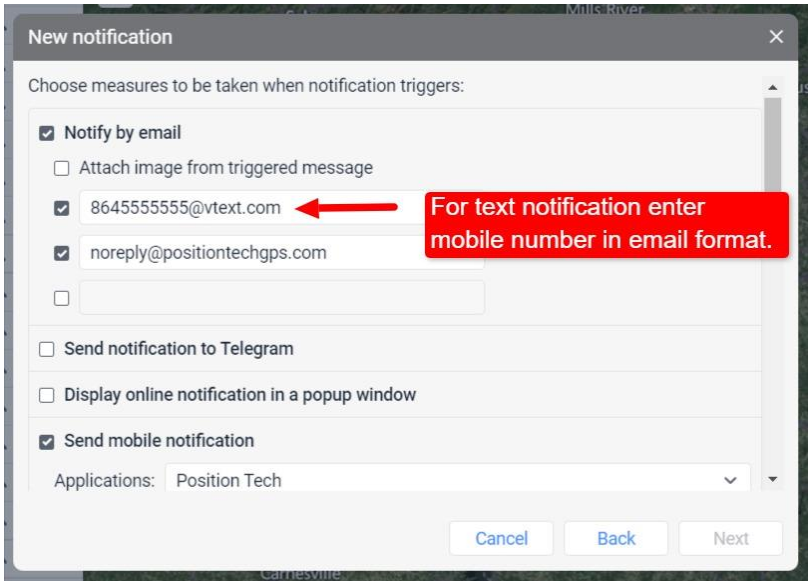
Upon selecting the tracker(s) and selecting “next” The following window will open. Select the trigger type that will activate your notification. Depending on the device type, not all of the triggers presented will apply to you.

Upon selecting the trigger type, select Next.



Once selecting the trigger type click Next, the settings on the next couple of pages will vary and depend on the notification type you selected.

Below is the next window during the setup of your notification.



In this window, you will decide what actions the platform will take if the notification parameters selected in the previous window are triggered.

Notification by email: To receive a notification by email, enter the email address you want to receive the notification to in the email field and checkmark the box.

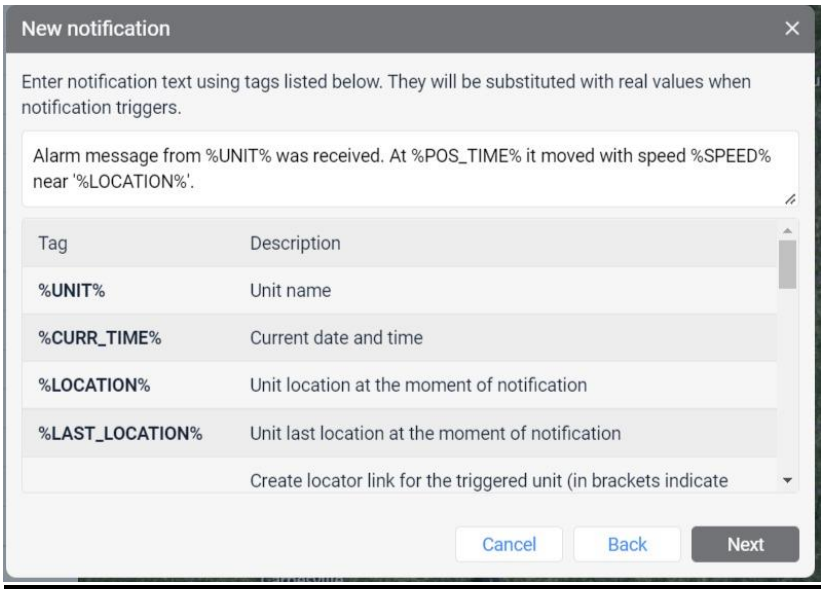
To receive a **text notification** enter your mobile phone number in your mobile phone provider's email address format. A list of the most popular providers and their email formats is below.

Mobile Push Notification: To receive an app notification, select the Position Tech app in the "Application" dropdown and select the user name of the user to receive the notifications. You must be logged into the app for the user(s) to appear. Once you're finished entering these settings, click on the Next button.

Verizon: 10digitphonenumber@vtext.com
AT&T: 10digitphonenumber@txt.att.net
Sprint: 10digitphonenumber@messaging.sprintpcs.com
T-Mobile: 10digitphonenumber@tmomail.net
US Cellular: 10digitmobilenumber@email.uscc.net
MetroPCS: 10digitphonenumber@mymetropcs.com
Virgin Mobile: 10digitphonenumber@vmobl.com
Boost: 10digitphonenumber@myboostmobile.com
Alltel: 10digitphonenumber@message.alltel.com
CellularOne: 10digitphonenumber@mobile.celloneusa.com
Omnipoint: 10digitphonenumber@omnipointpcs.com
Qwest: 10digitphonenumber@qwestmp.com
Telus: 10digitphonenumber@msg.telus.com

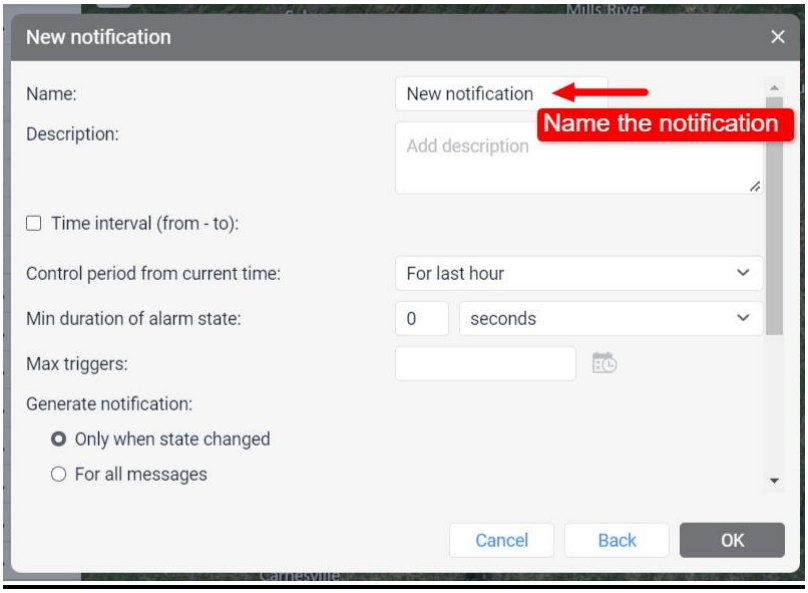
The recipient of the GPS tracking alert SMS may be billed by the wireless carrier for each alert message received.

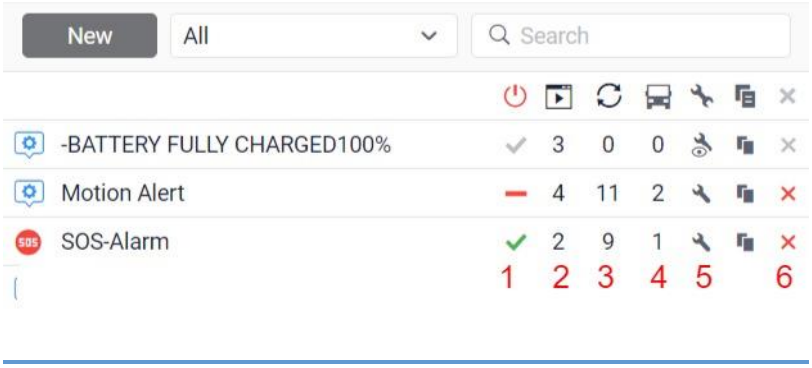
In this window you will preview the text you will see when you receive the notification. The text will be different based on the notification type. We recommend leaving this as is and clicking Next. If you wish to add information to the notification text, simply click on the Tag in Bold print in the list. To remove information, edit the alarm message in the text field. Once finished click Next.



This is the last window in the notification creation process. The only required field is entering a name for the notification, adding a description is optional. Choose a time interval that you'd like the notification to be active or enter the maximum number of times you would like that notification to be triggered.

We don't recommend changing these settings. The default settings will trigger an alert every time the notification parameters are triggered. Click OK to complete this notification.





Once you have created your notification, you will see it listed in the work area on the left. Your created notifications can be managed here.

(1) Enable/disable a notification
(2) See what actions occur when this notification is triggered
(3) Shows how many times a notification has been triggered
(4) Shows how many devices the notification is applied to
(5) Edit the notification by selecting the wrench icon
(6) Delete the notification by clicking on the X

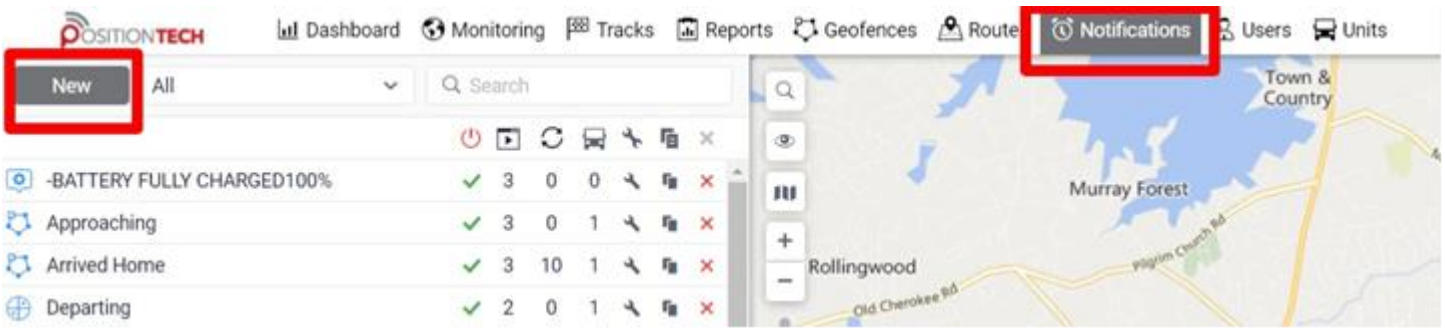
Notifications ±Geofence / Interposition of units (Proximity Alerts)

Two of the most common notification alerts created on the platform are for Geofence violations and Proximity Alert Notifications. Below we will cover how to create both of these common notifications.

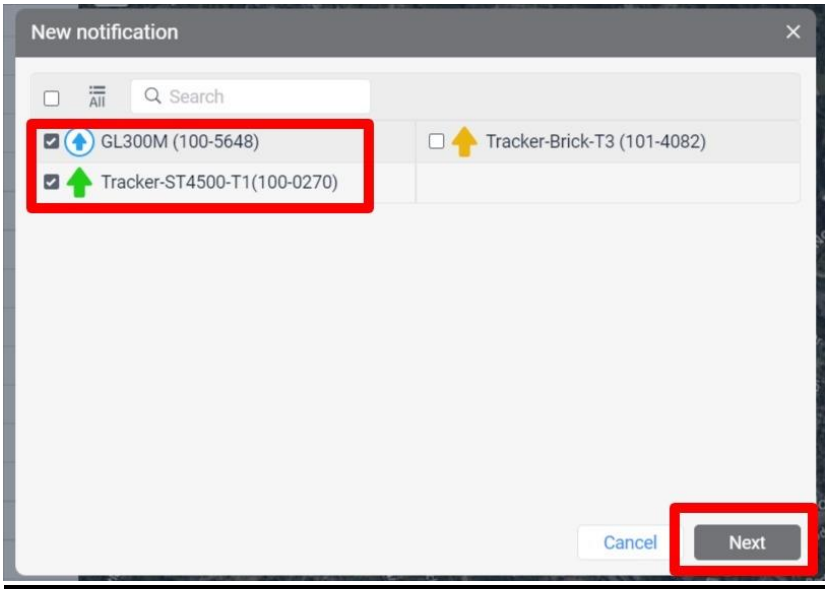
Creating a Geofence Notification

A notification must be created to receive an alert for a Geofence violation (inside or outside).
The following steps will guide you in setting up a geofence notification.

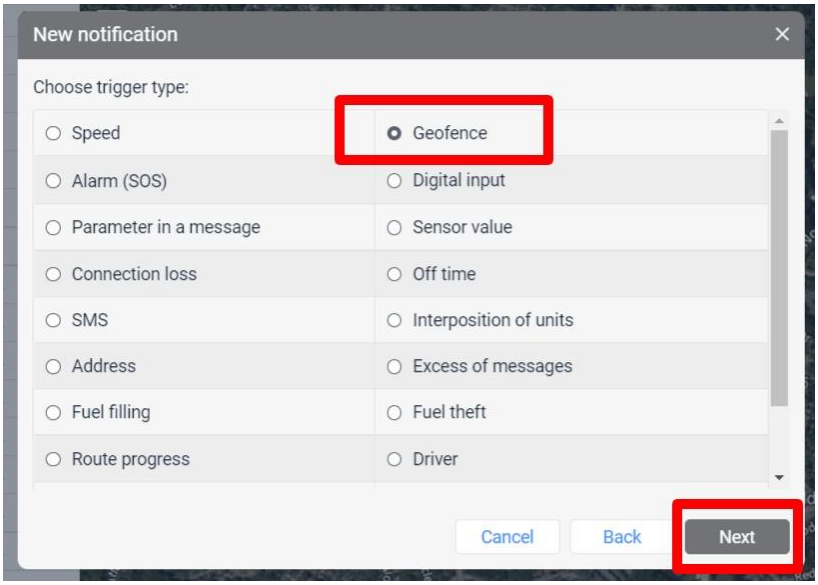
Select the Notifications tab from the top menu bar, your notifications will then be listed. Then select New.



In the window that opens, the devices assigned to your account will show. Select the device(s) that you want to create the notification for. In this example, two devices have been selected. Once your device(s) have been selected, click Next.



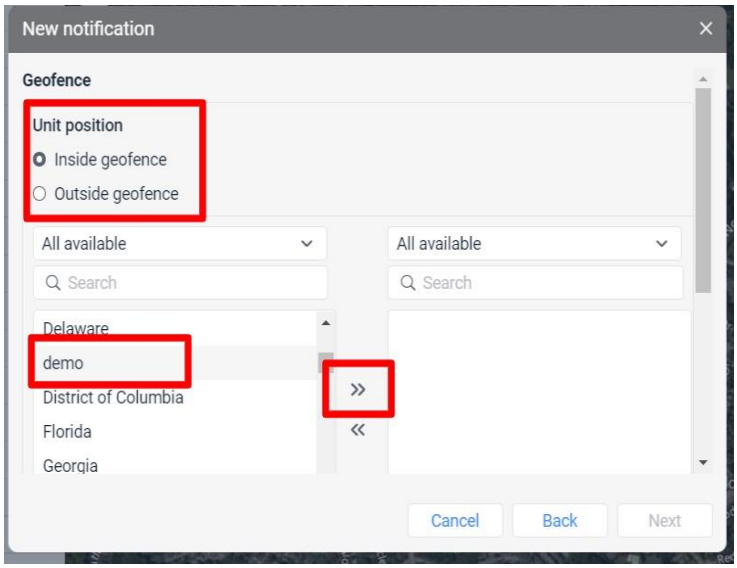
In the next window select Geofence from the notification triggers then click Next.

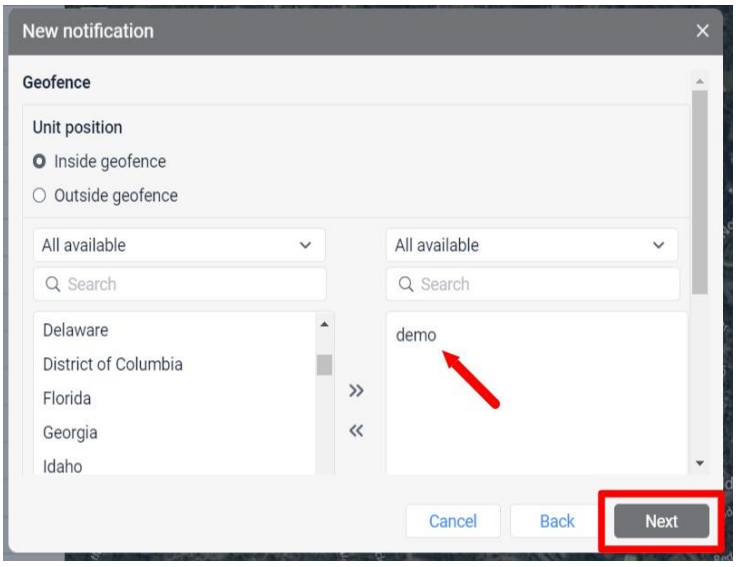


In this window select if the system will generate an alert when the unit is entering or leaving the Geofence. Select **Inside geofence** to generate alerts for units entering the geofence and **Outside geofence** for generating alerts when units exit a geofence. In this example, we are creating an alert for the devices selected on the previous page entering the geofence. (Inside geofence)

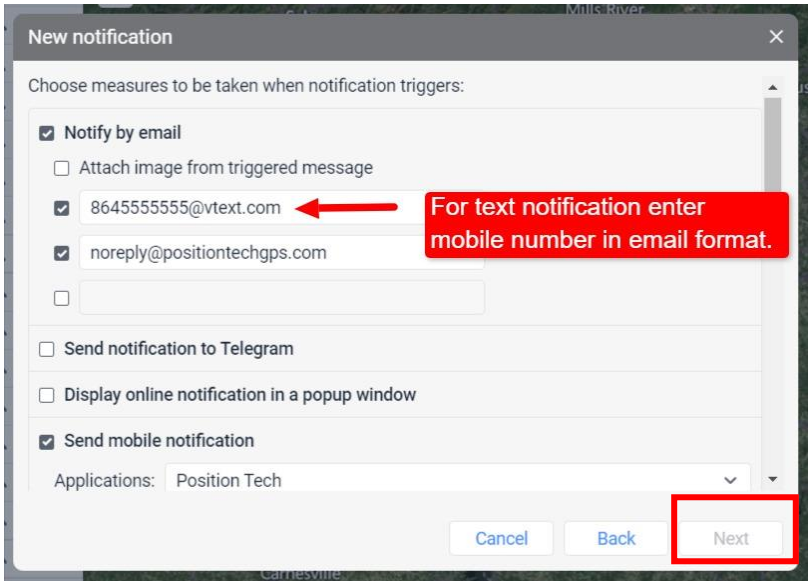
Next, select the geofence or geofences to trigger the notification on the list of available geofences. Once the geofences are selected carry them over to the right side of the screen by clicking on the “>>” icon. It is suggested to leave the other settings on the page as they are set. Click Next**.**

*Only one unit position can be selected. To create an alert for a device moving both inside and outside of a geofence, separate notifications will need to be created.

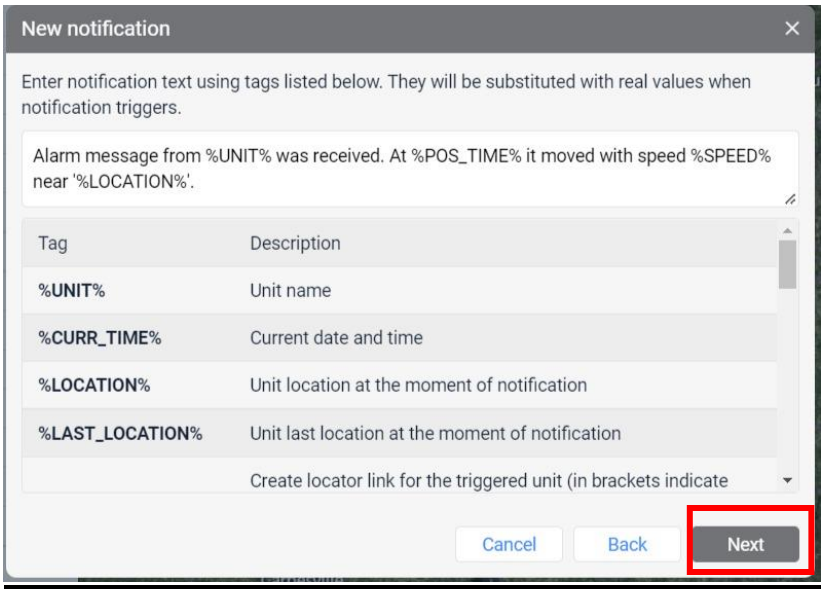




Here you will set the notification type(s). Notification types are explained and detailed in the Notifications section of the manual. In this example, the Geofence violation will trigger a notification to email, text, and mobile devices. Select your notification preferences and click Next.

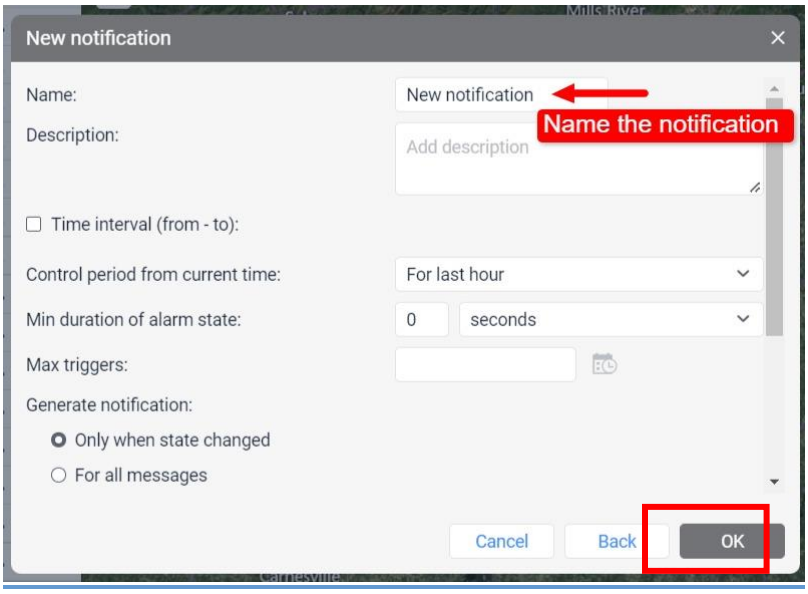


In this window you will be asked to enter the text you will see when you receive the notification. We recommend leaving this as is and clicking Next.



In this last window the only required field is entering a name for the notification., adding a description is optional. The option to choose a time interval for the notification to be active or the maximum number of times you would like the notification to be triggered can be selected.

*We don't recommend changing these settings. The default settings will trigger an alert every time the notification parameters are triggered. Click OK to complete this notification.

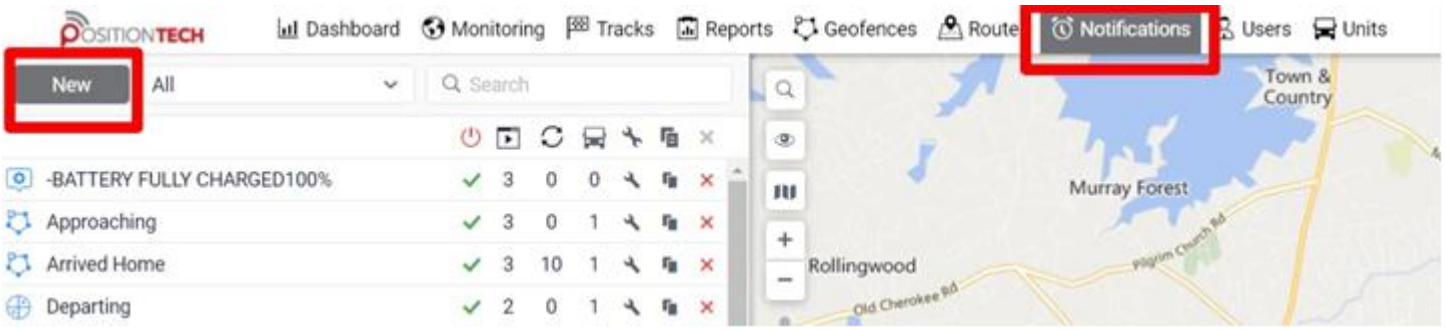


Create Interposition of Units Notification (Proximity Alert)

The Interposition of units notification is also commonly referred to as a proximity alert. This alert will notify when two or more tracking devices are approaching or moving away from each other.

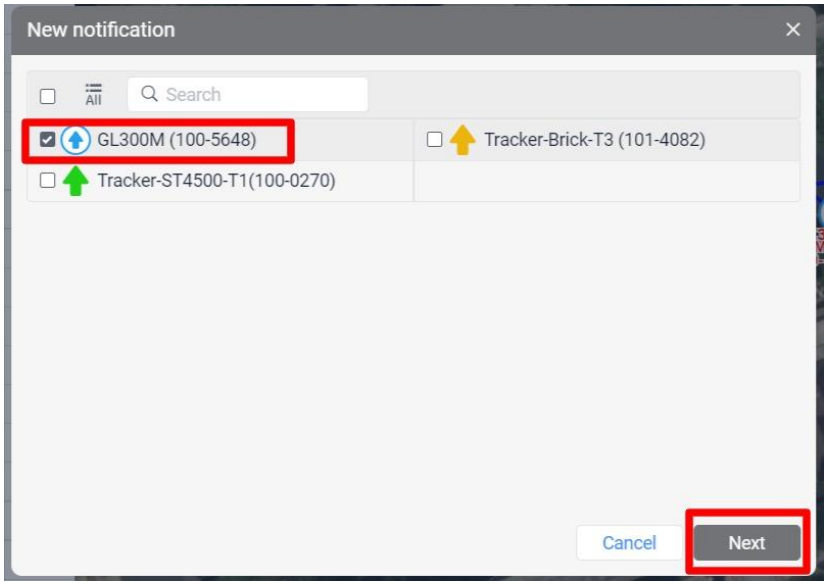
The following steps will guide you in setting up an Interposition of units notification.

Select the **Notifications** tab from the top menu bar, your notifications will then be listed. Then select New.

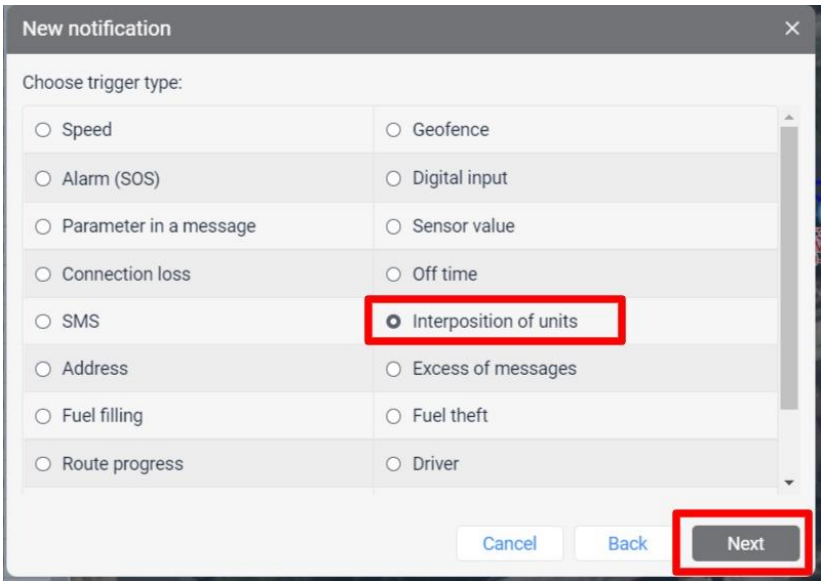


In the window that opens, Select the device(s) that you want to create the **interposition** notification for.

In this example, one device has been selected. We will next select devices that will alert when they are within a specified distance from our selected device. Once your device(s) have been selected, click **Next**.



In the next window select **Interposition of units** from the notification triggers then click Next.

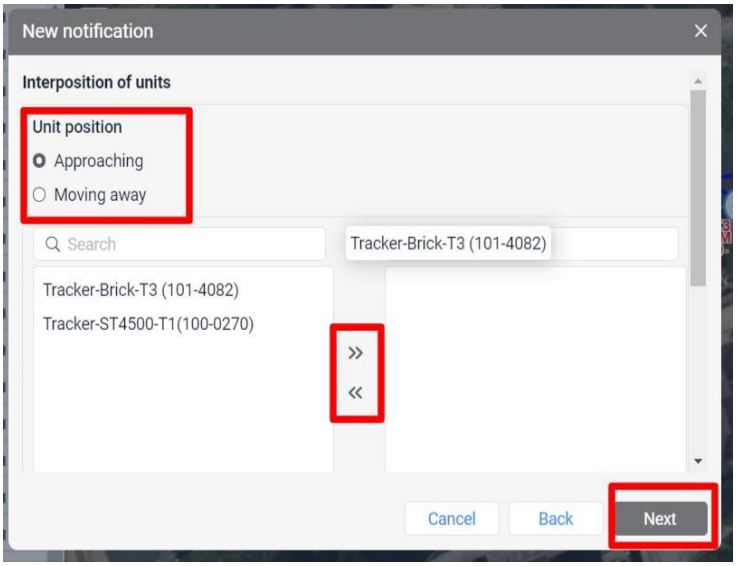


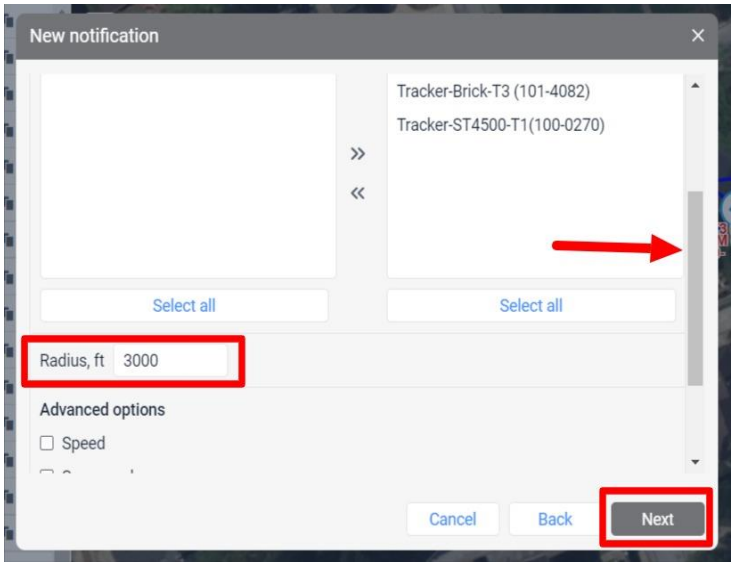
In this window select if the system will generate an alert when the unit(s) are **approaching** or **moving away** from the selected tracker from the previous page. The trigger distance will be set up during this step. In this example, we are creating an alert for the devices selected on this page to notify when they are approaching the device selected on the previous page. The trigger distance will be a radius of 1000' ft., the default radius is 3000' ft.

Select the device(s) available to trigger the notification on the list of available devices. Once the device(s) are selected carry them over to the right side of the screen by clicking on the ">>" icon.

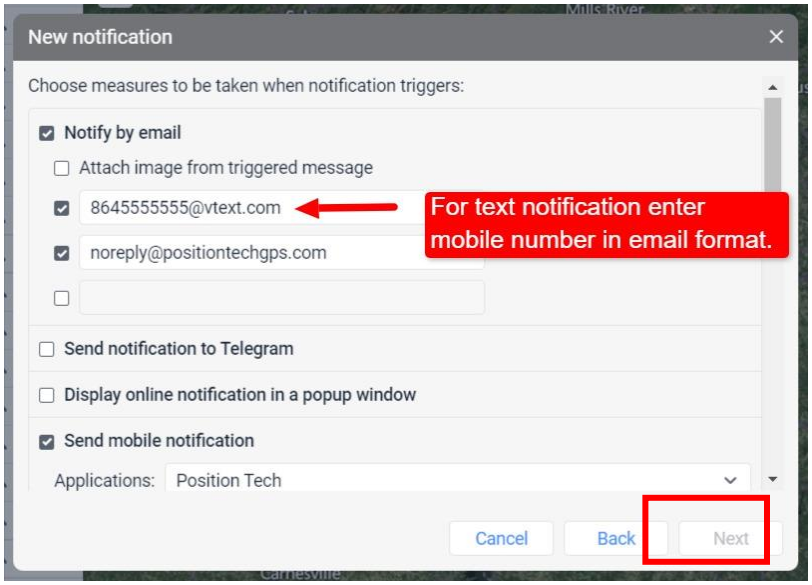
Next, use the scroll on the right side of the window to scroll down and type in the desired radius for the alert. Select your notification preferences and click Next.

*Only one unit position (Approaching or Moving away) can be selected at a time. Repeat these steps to create the opposite direction notification.

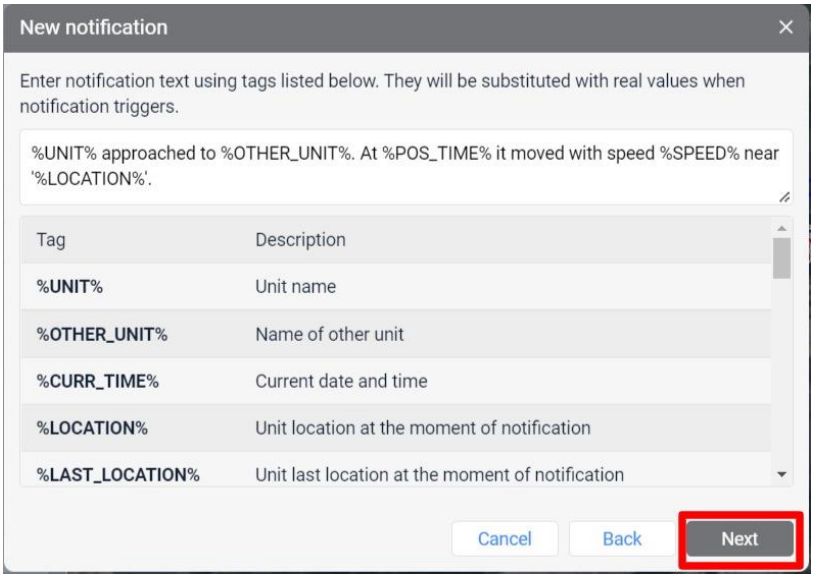




Here you will set the notification type(s). Notification types are explained and detailed in the Notifications section of the manual. In this example, the Geofence violation will trigger a notification to email, text, and mobile devices. Select your notification preferences and click Next.

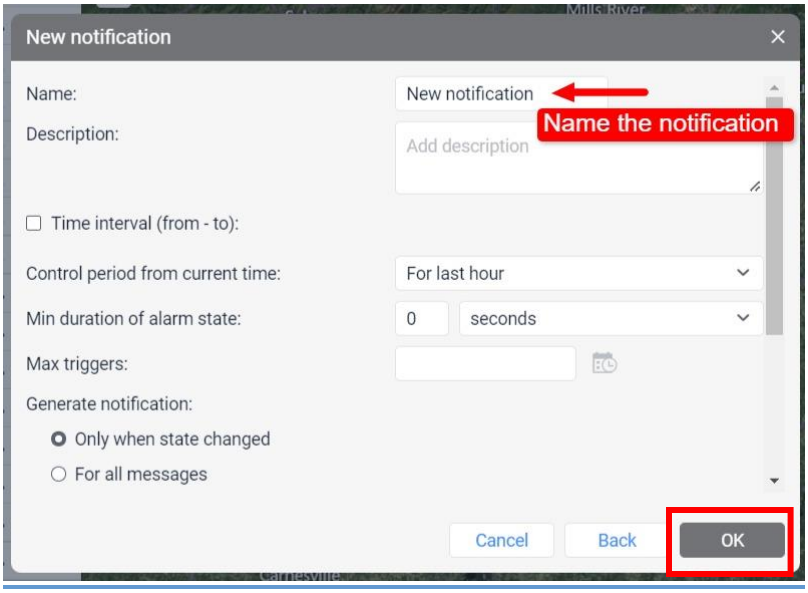


In this window you will be asked to enter the text you will see when you receive the notification. We recommend leaving this as is and clicking Next.



In this last window the only required field is entering a name for the notification., adding a description is optional. The option to choose a time interval for the notification to be active or the maximum number of times you would like the notification to be triggered can be selected.

*We don't recommend changing these settings. The default settings will trigger an alert every time the notification parameters are triggered. Click OK to complete this notification.



User Accounts (sub-users)

The User Tab is where you will find pre-configured sub-user accounts.

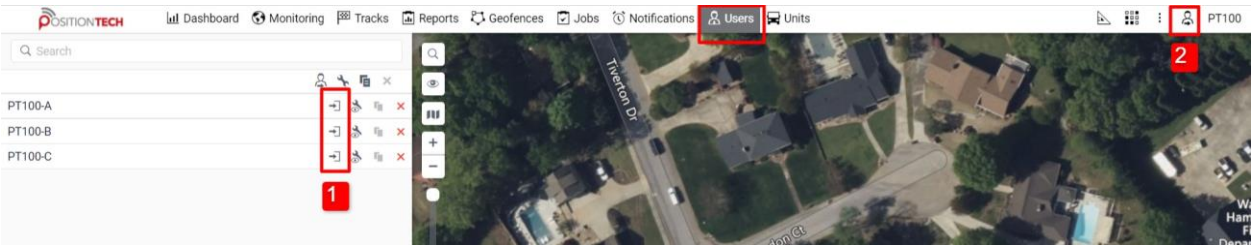
The Positiontech platform assigns each account with three (3) sub-user accounts. Users of these accounts (employees, sub-contractors, friends, or family members) access the system using a separate username and password from the main account.

Sub-users can access both the web and mobile versions of the platform, create and manage notifications, geofences and can run reports.

The default password is the username and is case-sensitive. Once logged in for the first time the user will be asked to create a new password.

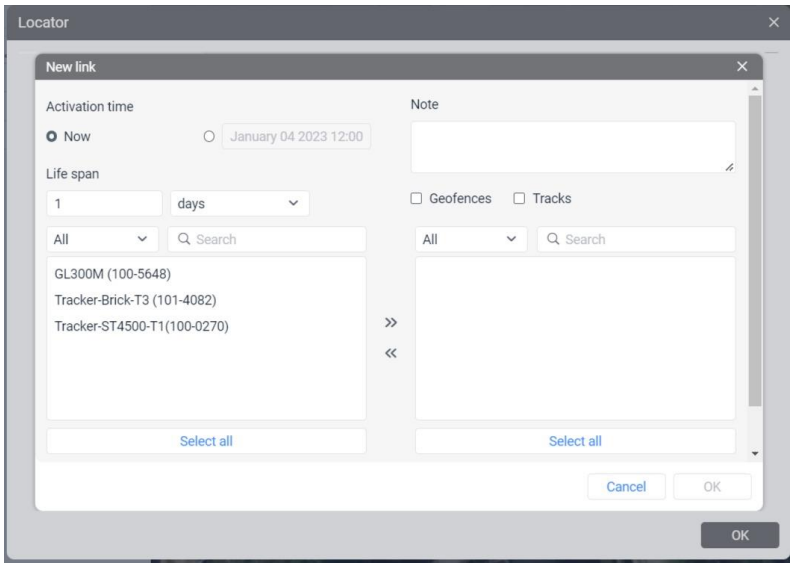
Access to these accounts is managed by the main account holder. Main account holders can log in to the sub-user account and manage account passwords and settings.

Additional sub-user accounts can be requested by contacting customer support.



(1) Log in as user option.
(2) Alternative log in as user method.

Locator



Locator is a tool that will allow you to provide a link to share a tracking unit without providing access to the system.

To access **Locator** click on the user name, and click on the Locator option.

Next click on “New link for sharing units”. A pop-up window will display the options for “Now” for immediate access, or you can select a specific date and time in the future.

“Life span” determines link expiration.

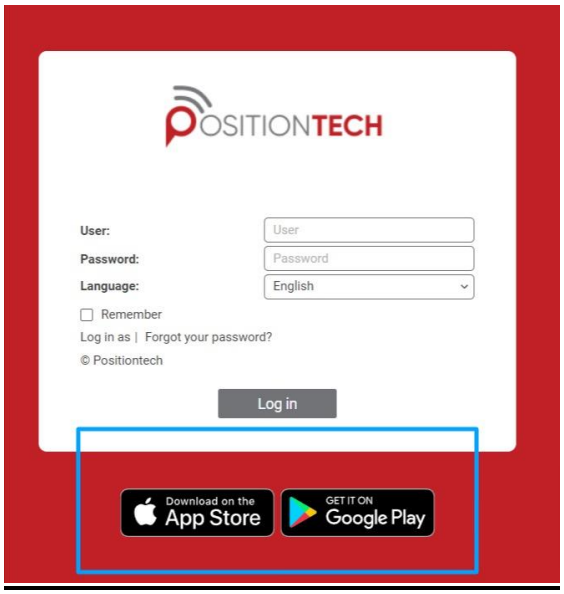
The box on the left is the available units to select. To select them move them into the box on the right. Select “Tracks” to display the historical tracking of the day. Select “Geofences” to show geofences on the map.

Select your preferences and click Next. A link will be created that can be provided to the recipient.

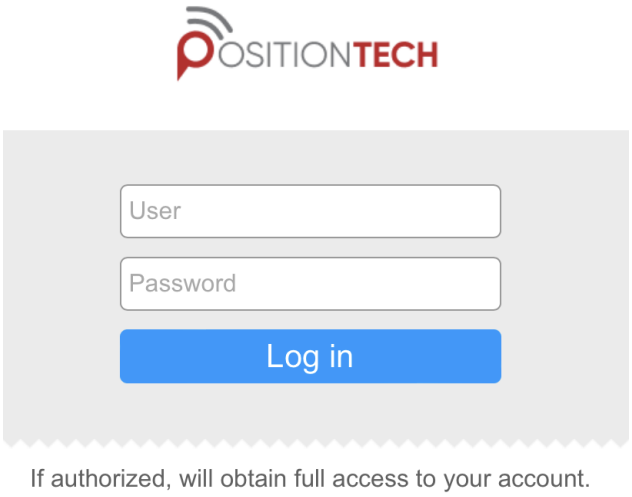
PositionTech GPS Mobile App

The Position Tech GPS mobile app is available on the Google Play and iOS App Store and provides the same tracking functionality as the web-based GPS platform. The Position Tech app can be used on any smartphone or tablet that runs on Android or iOS.

Download the Position Tech GPS mobile app from the iOS App Store or Google Play store. Links to the App are available on the Position Tech Login Screen at https://track.positiontechgps.com



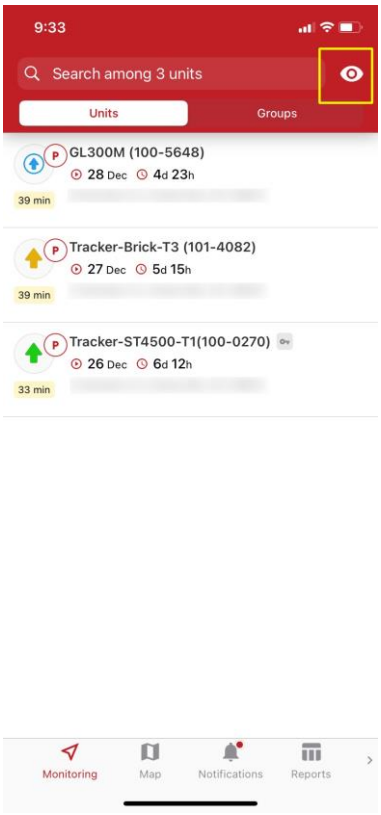
Login

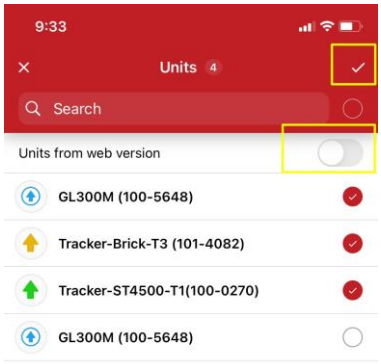


Login by using your username and password. Your username and password are the same on the web platform and mobile app.

Device Selection

Upon logging into the app for the first time click on the eye icon in the top right corner of the screen. Here, you will select the devices you would like to appear and manage on the App. You have the option to select all, select individually, or match whatever is on the web platform. Matching the web platform is the recommended option.



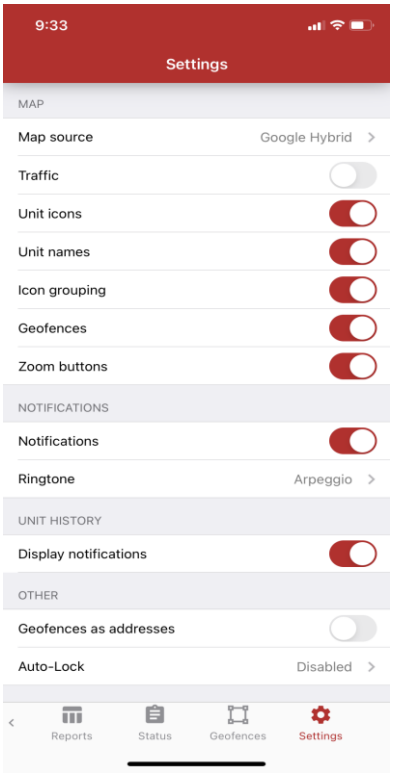


Settings

To select the settings page, tap on the ">" icon at the bottom right corner of the screen or use your finger to swipe and expand the navigation bar selections. Select the gear icon to enter app settings.

In app settings, you can customize the app. Options include how units appear on the map, geofences, zoom buttons, notification sounds, and screen locking.

* To be alerted of violation triggers, notifications must be turned on and app permissions granted in your mobile device settings. App notifications will occur if you selected "Send mobile notification" as an action taken in the notifications setup.



Map

Map source: Selection of available maps.
Traffic: Activation of the traffic jams layer.
Unit icons: Display unit icons on the map. If disabled, motion state signs are displayed instead of icons.
Unit names: Display unit names on the map. If disabled, the names of units are not displayed on the map.
Icon grouping: Overlapping unit icons are replaced with a numerical indicator.
Geofences: Activation of the geofence layer on the map. To see the names of geofences on the map, activate the Display names of geofences in the user settings of the web version.
Zoom buttons: Display zoom buttons on the map.

Notifications

Notifications: Activation of notifications in the application and push notifications in the mobile device.
Ringtone: Selection of notification sound.

Unit History

Display Notifications: Displays all notification events registered in the unit history.

Other

Geofences as addresses: Display information about the unit location in geofences instead of address information.

Auto-Lock: Screen lock mode. Available Options: Enabled, Disabled, and Disabled while charging. **Disabled will allow your mobile device screen to stay on and active while the app is open.**

Navigation Bar

Here you can change the order of tabs in the navigation bar or hide rarely used tabs. To do this, move a tab to the right position by holding the icon or dragging the tab to the Hidden tabs section.

Map

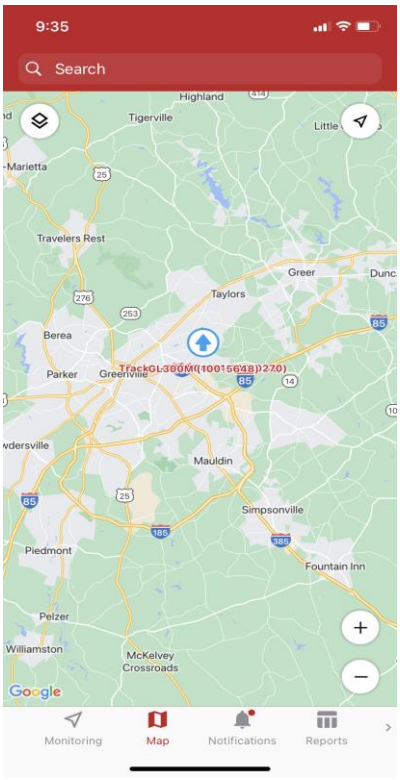
Select the "Map" icon to view the map screen. Navigate the map by manually dragging it or by using the zoom buttons on the bottom right corner of the map (if enabled in settings).

Touch on a tracker icon on the map to center on it and bring up detailed information about that specific device.

You can also search for devices by name by using the search box on top of the screen. Upon selecting a device, the screen will center on the device, and ³ , Q I R ´ D Q G ³ will appear on the top of the screen.

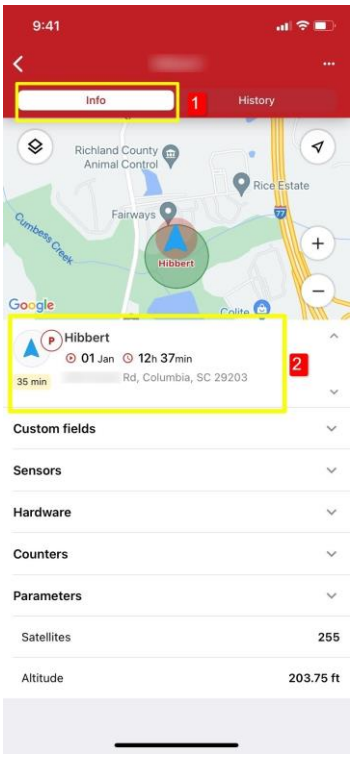
Info will display the device's current tracking information. **History** will show historical tracking data.

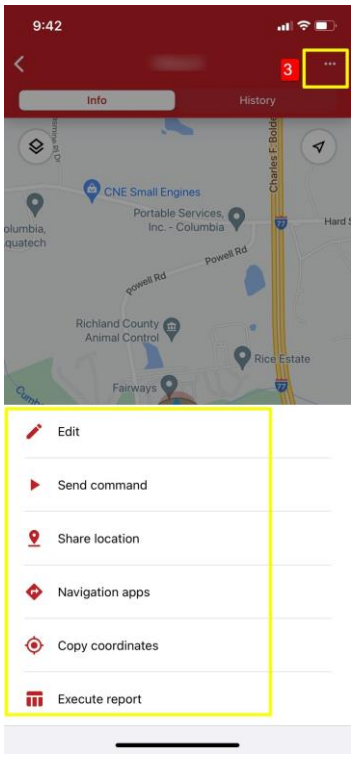
To select a different device, exit the page by tapping on the ³ ´ icon in the top left corner. This will take you back to the main Map screen.



Map ±Info Tab

When tapping on a device, the screen will center on the device, and “Info” and “History” will now appear on the top of the screen. Selecting Info will show you the most current tracking information for the device.





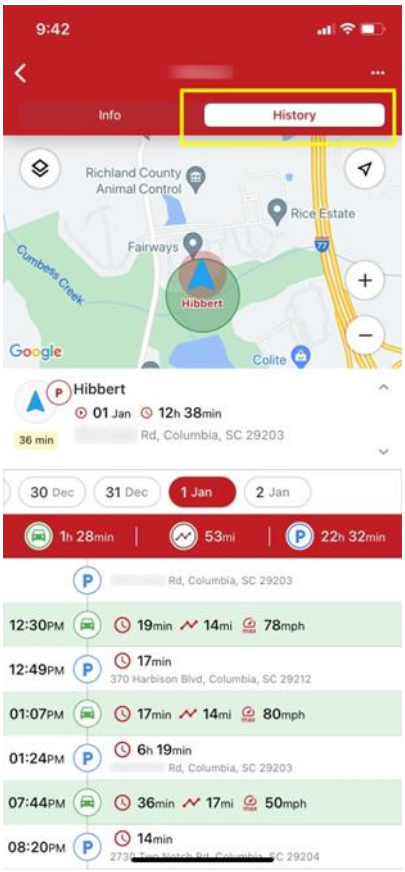
(1) Info tab.

(2) Detailed device information. This area will contain the current location, last reported time, speed, time of the last trip, and distance traveled.

(3) Tapping on the three vertical dots on the top right will produce a menu that will allow you to edit the device name, send a command, share the device's current location, navigate from your current location to the location of the device, copy it’s coordinates or execute a report.

Map ±History Tab

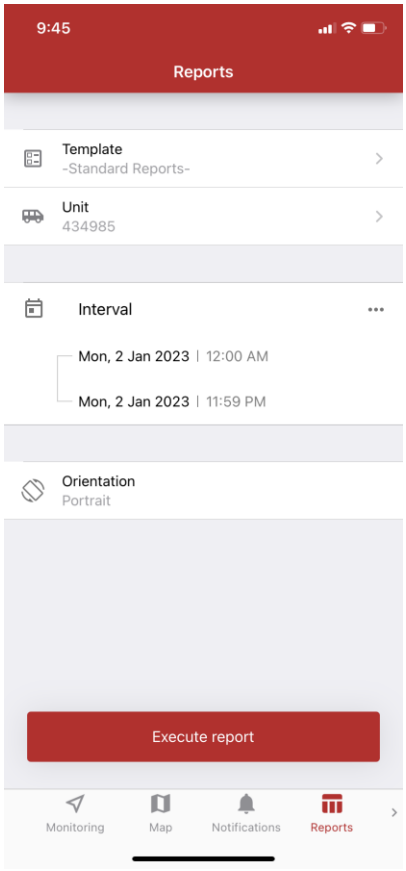
To see the tracking history of your device, tap on the "History" tab. Here, you will see the trips and stops that your device made on a particular day. For each trip, you'll see the duration, distance, and average speed. Select any of the times to view the tracks from that specific trip on the map.

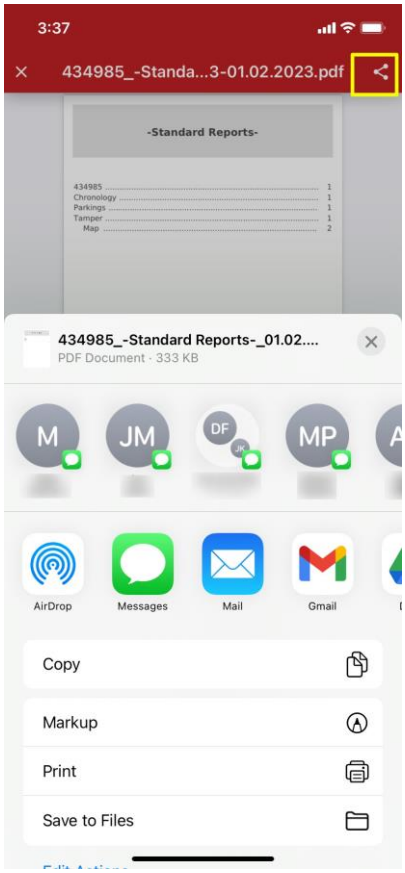


Reports

Selecting the Reports tab will open the report generation menu and allow you to select and create any reports that are available on the web interface.

To run a report, select the report Template you wish to generate, Unit and Interval. Tapping on the Execute report button will produce a report in PDF format that can then be printed, emailed, texted, or uploaded to file storage or sharing. Tapping the three linked dots in the upper right-hand corner will produce





Notifications ±Managing and Creating

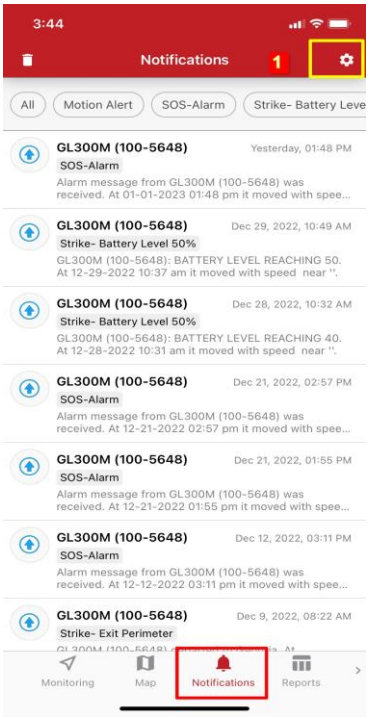
Selecting the Notifications tab will open the Notifications menu and allow you to manage existing notifications that were created on the web interface and create limited new notifications through the app. (Speed violations, Parameter in a message, Geofences, and SOS alerts)

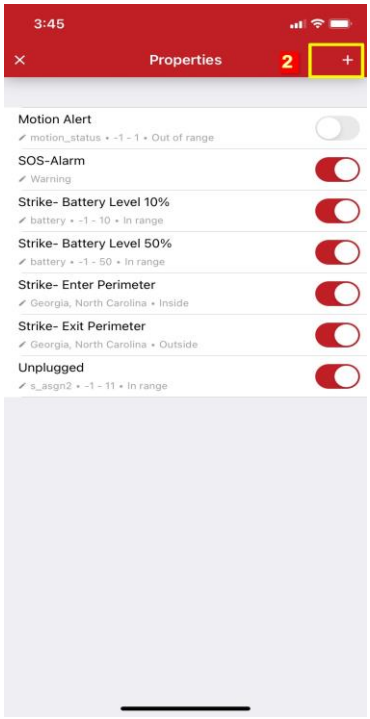
To view the location details of a notification simply tap on any of the triggered notifications shown in the list and the map view will open showing the location of the tracking device when the notification was triggered.

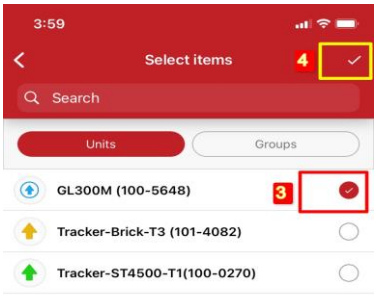
To create a notification, tap on the gear icon in the upper right-hand corner (1). The window that opens will display all the notifications that are created in the account. If this list is empty there are no created notifications set up in the account.

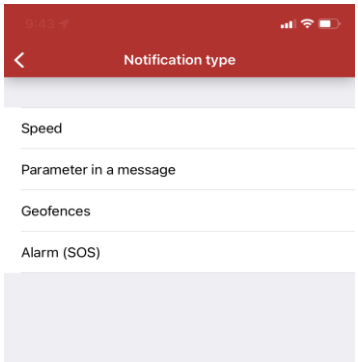
From the properties page, you can turn notifications on and off by using the slider beside the listed trigger.

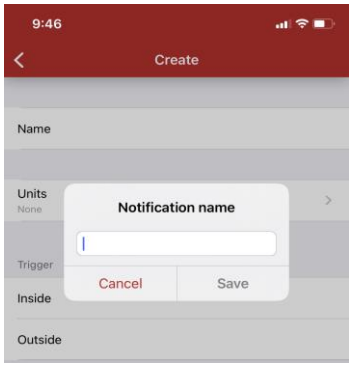
To create a new notification, continue by tapping the “+” icon in the upper right corner (2). On the next page that opens you will select the tracker you wish to create a notification trigger for (4), select the notification type (Speed, Parameter in a message, Geofence or SOS), Name the notification, and select “Save”







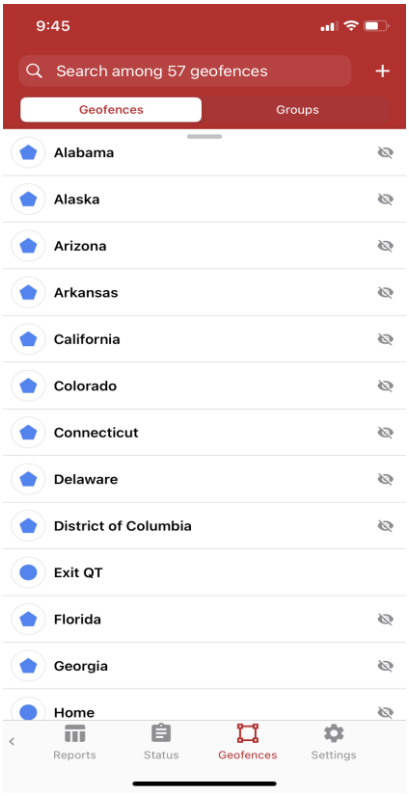


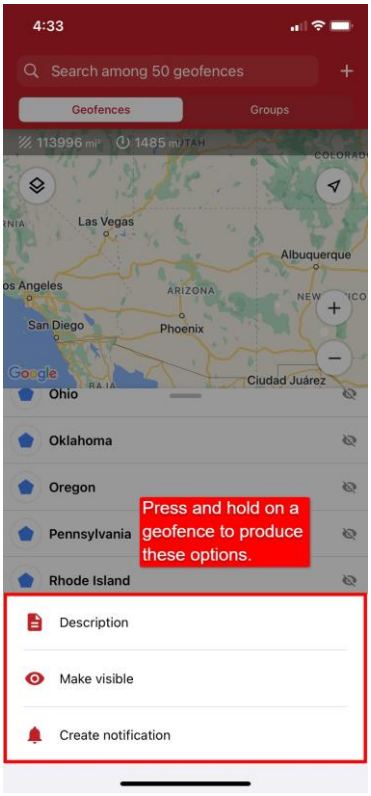


Geofences ±Managing and Creating

Selecting the Geofences tab will open the geofences menu. This will allow you to manage existing geofences and create new geofences through the app.

To manage an existing geofence, press and hold on a listed geofence, an options window will open. You can view the geofence description, make the geofence visible or invisible on the map or create an alert notification for violations inside or outside of the selected geofence.





Creating New Geofences

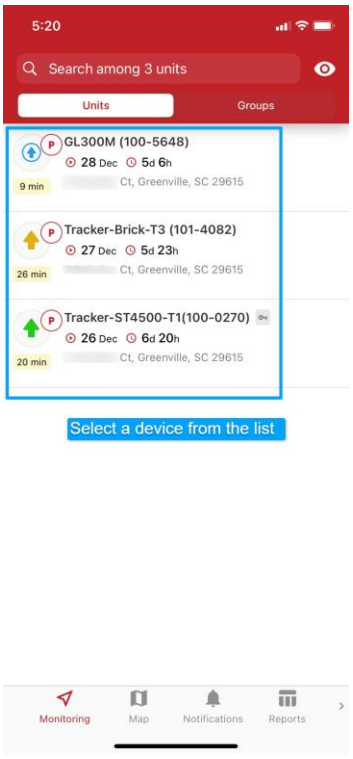
There are several methods for creating Geofences in the Position Tech GPS app.

Method 1. – On the Monitoring screen tap on a device from the list of units in your account, and the tracker will appear on the map. Press and hold on the tracker icon for a few seconds to produce the "Create geofence" or "Navigate to" options

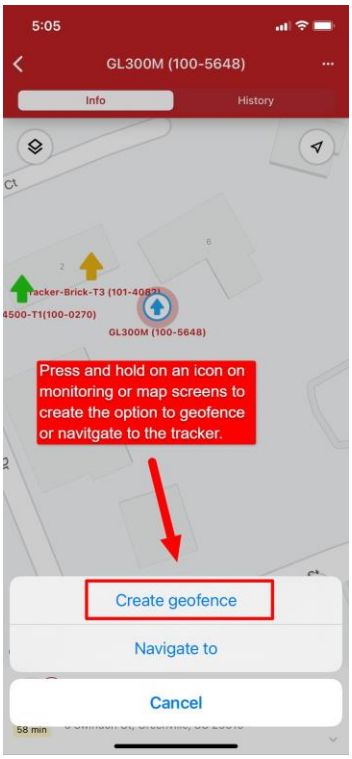
(1) Select "Create geofence", enter a name when prompted for the geofence and save, next select the color of the geofence on the map and adjust the size of the geofence zone by moving the " + / - " icons on the bottom right.

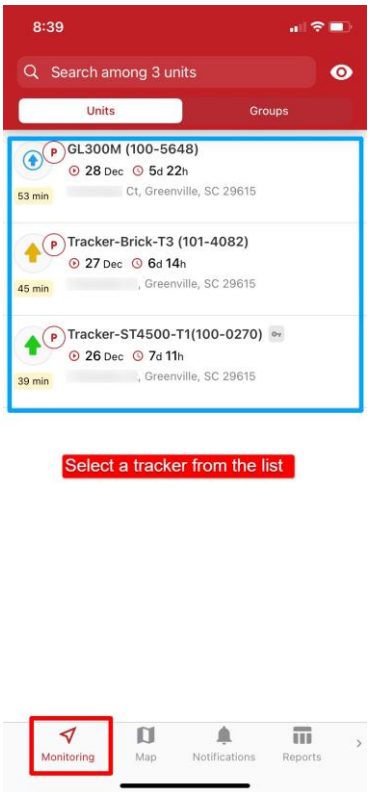
(2) Next, you will need to create a notification for the geofence you created to receive alerts when trackers move inside and outside the geofence boundary.

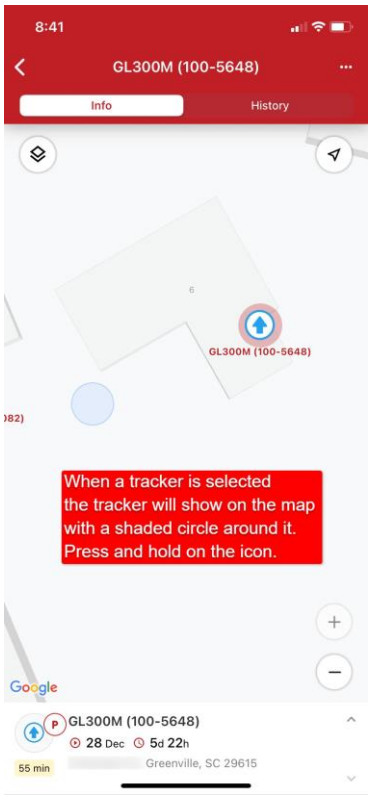
(3) Select notification at the bottom of the menu and name the notification when prompted. Once the name is saved, select the tracker unit(s) to apply the geofence notification to and the trigger (inside geofence or outside geofence) once selected tap the check mark icon in the upper right-hand corner. To create both inside and outside notification alerts simply repeat the above steps.

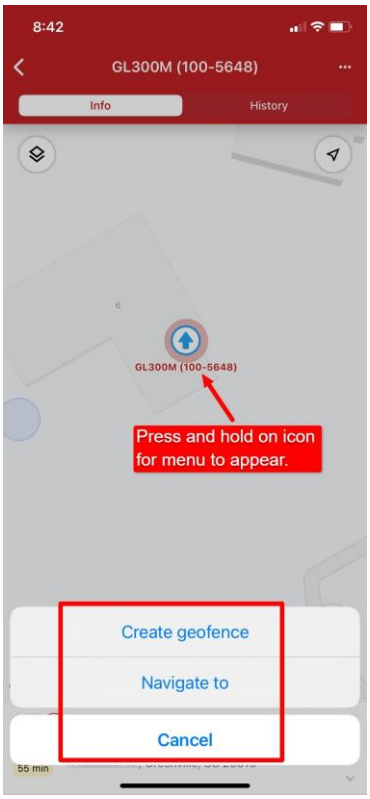

5:20
Search among 3 units
Units
Groups
GL300M (100-5648)
28 Dec 5d 6h
9 min
Ct, Greenville, SC 29615
Tracker-Brick-T3 (101-4082)
27 Dec 5d 23h
26 min
Ct, Greenville, SC 29615
Tracker-ST4500-T1(100-0270)
26 Dec 6d 20h
20 min
Ct, Greenville, SC 29615
Select a device from the list
Monitoring
Map
Notifications
Reports

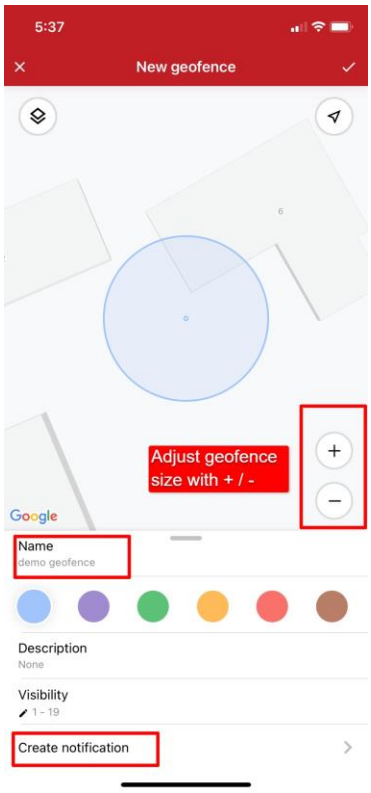
5:28
GL300M (100-5648)
Info
History
Tracker-Brick-T3 (101-4082)
GL300M (100-5648)
Google
GL300M (100-5648)
28 Dec 5d 7h
17 min
Greenville, SC 29615

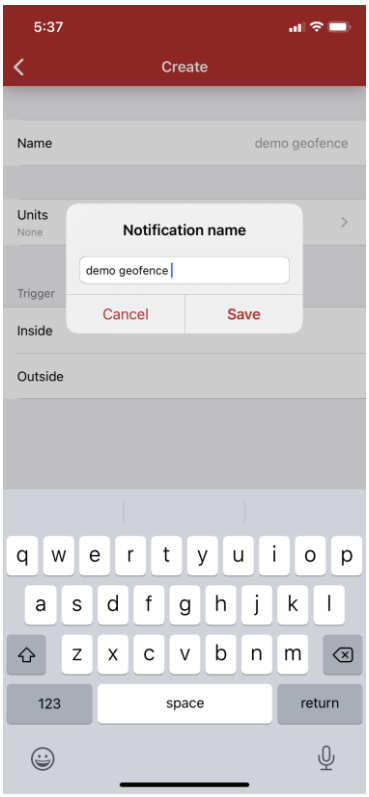

5:05
GL300M (100-5648)
Info
History
GL300M (100-5648)
Press and hold on an icon on monitoring or map screens to create the option to geofence or navitgate to the tracker.
Create geofence
Navigate to
Cancel
58 min

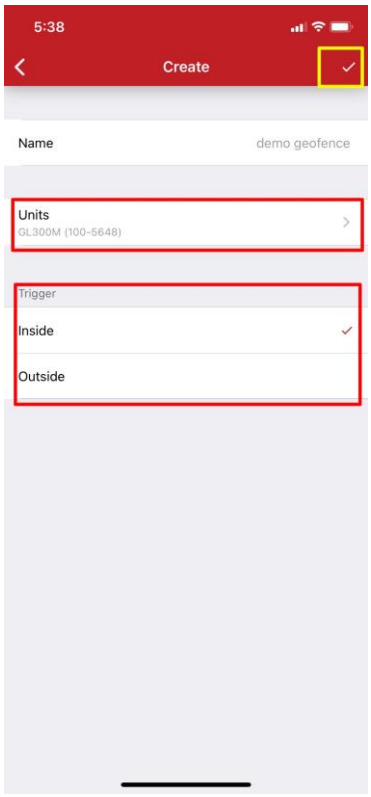

8:39
Search among 3 units
Units
Groups
GL300M (100-5648)
28 Dec 5d 22h
53 min
Ct, Greenville, SC 29615
Tracker-Brick-T3 (101-4082)
27 Dec 6d 14h
45 min
Greenville, SC 29615
Tracker-ST4500-T1(100-0270)
26 Dec 7d 11h
39 min
Greenville, SC 29615
Select a tracker from the list
Monitoring
Map
Notifications
Reports


8:41
GL300M (100-5648)
Info
History
GL300M (100-5648)
When a tracker is selected the tracker will show on the map with a shaded circle around it. Press and hold on the icon.
Google
GL300M (100-5648)
28 Dec 5d 22h
55 min
Greenville, SC 29615


8:42
GL300M (100-5648)
Info
History
GL300M (100-5648)
Press and hold on icon for menu to appear.
Create geofence
Navigate to
Cancel
55 min







Method 2 - On either of the map screens, move the map using your finger to the location you wish to place a geofence. Press and hold with your finger the location you wish to place a geofence on the map. The option to “Create geofence” or “Navigate to” will appear. Select “Create geofence” and follow the instructions above.

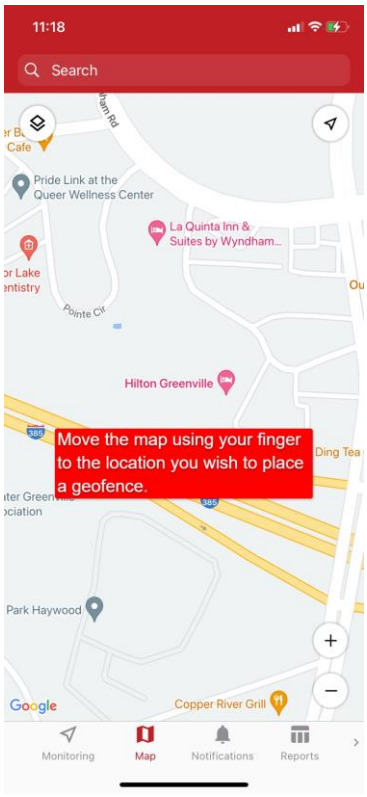
(1) Move the map to the location you wish to place a geofence.

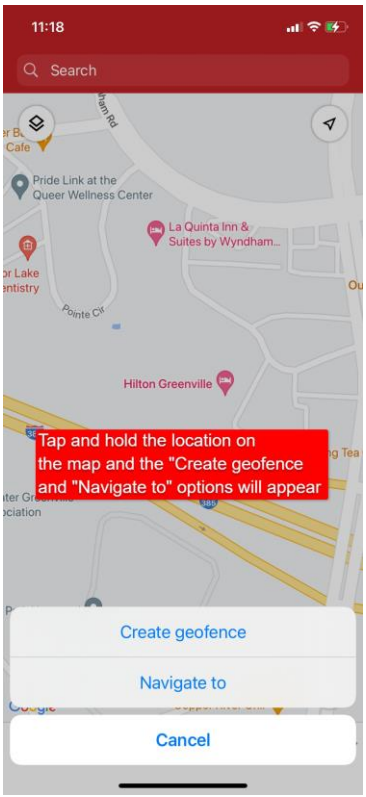
(2) When the map is over that location, press and hold on the location you wish to place the geofence. The option to “Create geofence will appear.

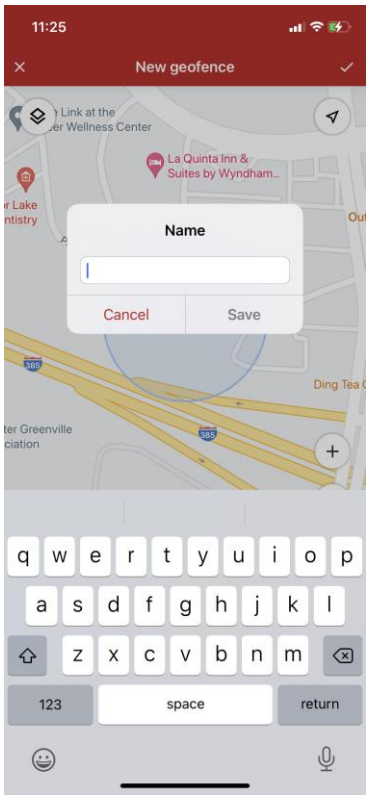
(3) Enter a name when prompted for the geofence and save, next select the color of the geofence on the map and adjust the size of the geofence zone by moving the “ + / - “ icons on the bottom right.

(4) Next, you will need to create a notification for the geofence you created to receive alerts when trackers move inside and outside the geofence boundary.

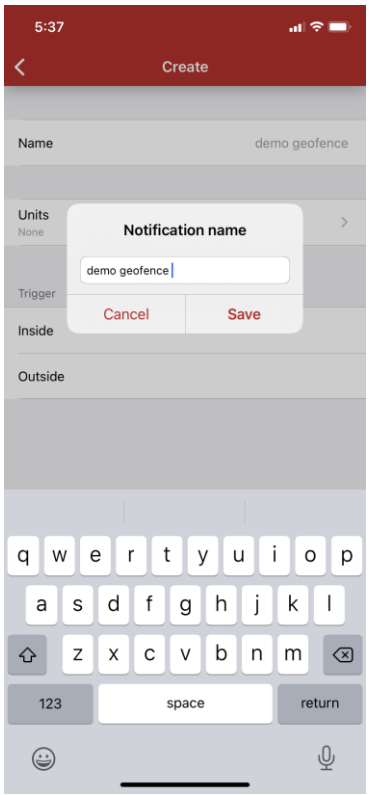
(5) Select “Create Notification” at the bottom of the menu and name the notification when prompted. Once the name is saved, select the tracker unit(s) to apply the geofence notification to and the trigger (inside geofence or outside geofence) once selected tap the check mark icon in the upper right-hand corner. To create both inside and outside notification alerts simply repeat the above steps.

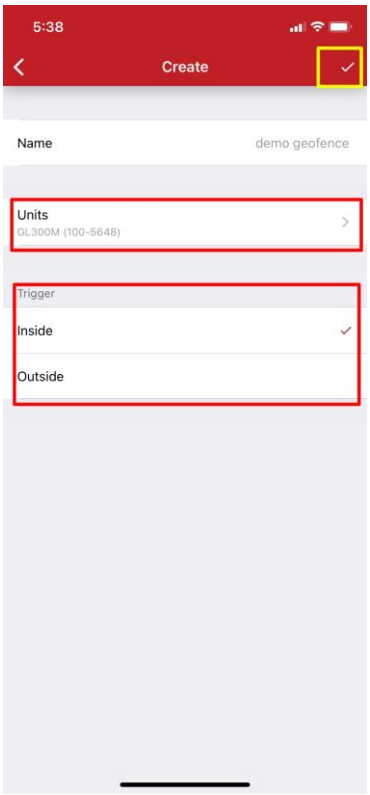

11:18
Search
Pride Link at the Queer Wellness Center
La Quinta Inn & Suites by Wyndham...
Hilton Greenville
Move the map using your finger to the location you wish to place a geofence.
Park Haywood
Google
Copper River Grill
Monitoring
Map
Notifications
Reports


11:18
Search
Pride Link at the Queer Wellness Center
La Quinta Inn & Suites by Wyndham...
Hilton Greenville
Tap and hold the location on the map and the "Create geofence and "Navigate to" options will appear
Create geofence
Navigate to
Cancel


11:25
New geofence
Name
Cancel
Save

5:37
New geofence
Adjust geofence size with + / -
Google
Name
demo geofence
Description
None
Visibility
1 - 19
Create notification


5:37
Create
Name
demo geofence
Units
None
Notification name
demo geofence
Cancel
Save
Trigger
Inside
Outside


5:38
Create
Name
demo geofence
Units
GL300M (100-5648)
Trigger
Inside
Outside

Method 3 – Select the Geofences tab from the bottom navigation menu. The Geofence page will open. Select the "+" in the upper right-hand corner. The map page will then open and request a name for the geofence you are creating.

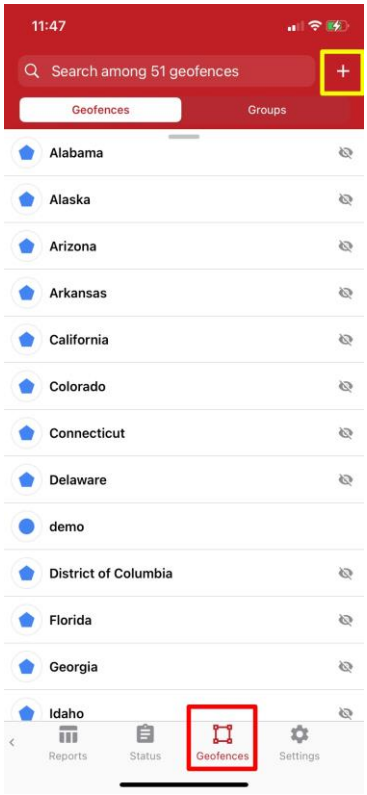
(1) Name the new geofence and select save.

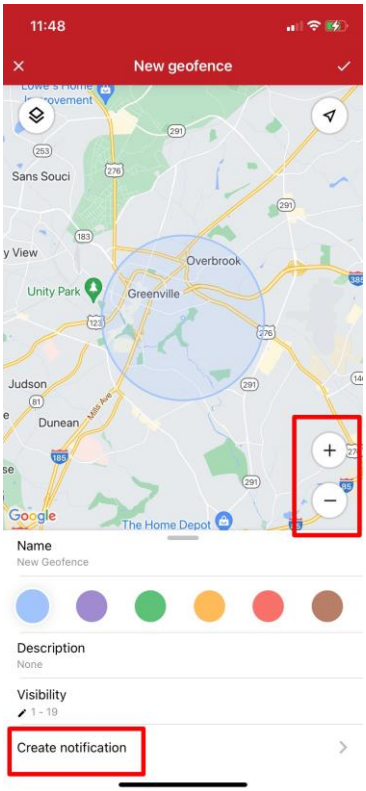
(2) Next, move the map to the location you wish to place a geofence using a combination of moving the map and using the + and – icons.

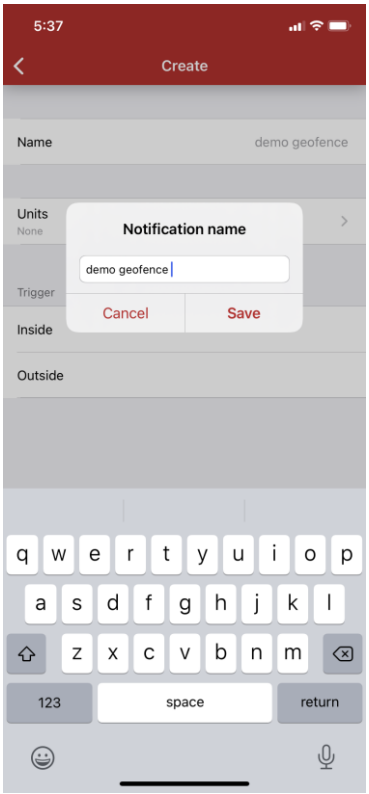
(3) When the map is over that location, and the size of your geofence is set, select the color of how the geofence will appear on the map.

(4) Next, you will need to create a notification for the geofence you created to receive alerts when trackers move inside and outside the geofence boundary.

(5) Select "Create Notification" at the bottom of the menu and name the notification when prompted. Once the name is saved, select the tracker unit(s) to apply the geofence notification to and the trigger (inside geofence or outside geofence) once selected tap the check mark icon in the upper right-hand corner. To create both inside and outside notification alerts simply repeat the above steps.







Thank you for choosing Position Tech for your GPS tracking needs.

For further support with the Position Tech GPS platform please reach out to us by email or phone.

Email: support@positiontechgps.com

Phone: 864-735-7671

You can also find instructional videos on how to use specific features of the PositionTech GPS platform at:

https://www.youtube.com/@positiontechgps