

**GPS Tracking Platform User Guide** 

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For additional assistance and tech support you can create a ticket in the portal.

You can also reach SpyCentre Security at 1-800-292-7748 Monday through Friday from 9 am to 5 pm CST to assist you with creating a ticket for tech support.

# Accessing GPS Platform Mobile App

Download 3DTracking Tracking Services



Your username will be your email address. Your default password is **Pro@ctive2024** 

**Important:** Change the default password by clicking on "Forgot Password." An email will be sent so that you can change your password to a unique one

The 3D Tracking Mobile Application provides fast, simplified information such as live data and historical playback. For more information, such as reports and alerts, use the website <u>proactivegps.com</u>.

# Home Page Guide Mobile App:

- 1. Vehicle Information:
  - a. Live information and historical playback.
- 2. Map Current Information:
  - a. Current location, street view.
- 3. Layer Switch:
  - a. Change map type.

# 4. Top Menu:

a. Messages, alerts, admin preferences, log out.



#### 1: Vehicle Information Guide:

The vehicle filter allows you to access information about the current location as well as the history of the vehicle.

#### **Today Playback:**

- Located on the vehicle information tab is a stop button
- Tap the stop button to pull up trip information.
- Tap the green information button.
- Once filtered, you can tap the vehicle information button to expand and minimize the map.



#### **History Playback:**

After opening the vehicle information tab, click on the filter icon.

#### Information Can be Displayed by Today or History:

- Select the vehicle and press the filter button.
- Choose the vehicle and the date range for the information and press the filter button.
- Once filtered, you can tap the vehicle Information button to expand and minimize the map.
- This will display the entire trip; if an extensive date range was selected in history, then all trips will be displayed.
- Click the green information icon for more isolated information, then tap the summary.
- Tap on the individual trips to show them on the map.



#### 2: Map-Current Information:

• Information regarding the current and last known location will be displayed. If the vehicle is in motion, the map will consistently update with the new information. Google Street View will be displayed if you tap the person icon on the map.



#### 4: Layer Switch:

When the tab is open, you can select between a few display options. All information is provided through Google Earth. To exit this menu, tap on the map.

- Base Layers:
  - Road: General road information
  - Satellite: Google Maps without information
  - Hybrid: Road information with Google Maps
- Overlays:
  - Show Vehicle: Current vehicle location

Show trip icons will display extra information, such as vehicle routes.

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# 4: Top Menu:

The top menu will display any messages, alert notifications, and all for preference changes.

- Messages:
  - Messages will be displayed here for tech support.
- Alert Notifications:
  - The alerts for geo-fence, no-go areas, and low battery will be stored here.
- Preferences:
  - Custom map and tracking preferences can be adjusted here. If information is changed from the following setting and needs to be defaulted, follow the following settings.

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Gallons (US)	Show vehicle icon	Show vehicle description
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# Accessing The GPS Platform Website

Website: https://proactivegps.com/

Your username will be your email address. Your default password is **Pro@ctive2024** 

**Important:** Change the default password by clicking on "Forgot Password." An email will be sent so that you can change your password to a unique one

When you log in to the website for the first time, if you receive the 3D Tracking page, log in at the top right of the screen.



Note: There are two different layouts for the website. Full Website and mobile website, both layouts will be covered in this guide

#### Home Page Guide Full Website:

- 1. Vehicle Information:
  - Live information, historical playback
- 2. Draw tool: Hand tool, geo-fence, no-go area
  - Setting up an area alert

#### 3. Map, Current Information:

- Current location, street view
- 4. Report Tab: Location management, report center, alert manager
  - Manage location information, review and download reports and alerts

#### 5. Layer Switch:

• Change map type

#### 6. Top Menu:

 Messages, tickets, alerts, admin preferences, log out, changing full to mobile view



#### 1: Vehicle Information Guide:

The vehicle filter allows you to access information about the current location as well as the history of the vehicle.

Information can be displayed by today or history.

#### **Today Playback:**

- A stop button is located on the vehicle information tab.
- Tap the stop button to pull up trip information.
- Once filtered, you can tap the vehicle information button to expand and minimize the map.





# **History Playback:**

- To enter the history playback, tap the blue filter Icon on the top left.
- Select the history tab.
- Select the vehicle and press the filter button.
- Once filtered, you can tap the green vehicle information button.
- This will display each trip; if an extensive date range was selected in history, then all trips will be displayed.
- Tap on the individual trips to show them on the map.
- Press the play button to replay the trip.
- For more isolated information, such as stops, click the green information icon, then tap the summary.









#### 2: How to set up a Geo-Fence: Alerts Upon Exit of Zone

- Select the draw tool next to the hand icon near the vehicle information tab.
- Draw the area you want to isolate.

#### Note: If a draw tool is absent, zoom in closer to the map.

- Once the area is fenced off, you can name and customize the location.
- Choose geo-fence and save.
- Now that the area is marked on the map, an alert can be assigned.
- Select the alert tab on the top right of the screen.
- Select geo-fence and press the plus button.
- Now, you can create the specific alert and assign the geo-fence created and what happens when the alert is triggered.



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#### How to set up a No-Go Zone: Alert Upon Entry of Zone

- Select the draw tool next to the hand icon near the vehicle information tab.
- Draw the area you want to isolate.

#### Note: If a draw tool is absent, zoom in closer to the map.

- Once the area is fenced off, you will be able to name and customize the location
- Choose the no-go zone and save.
- Now that the area is marked on the map, an alert can be assigned.
- Select the alert tab on the top right of the screen.
- Select the no-go zone and press the plus button.
- Now, you can create the specific alert and assign the no-go zone created and what happens when the alert is triggered.





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#### 3: Map, Current Information:

Information regarding the current and last known location will be displayed. If the vehicle is in motion, the map will consistently update with the new information. Google Street View will be displayed if you tap the person icon on the map.

#### 4: Report Tab:

The report tab provides the ability to review the information and set up specific alerts.

#### Admin:

• The admin tab will give access to the locations marked with either a geo-fence or a nogo zone and provide the ability to edit information.



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#### **Reports:**

This is where detailed information can be viewed, stored, or saved. The activity report will display stopped information, and the detailed report will provide all movement data. The security report is where the geo-fence activity and no-go-zone activity can be reviewed as a report. Reports can also be specifically scheduled to occur and stored.

#### **Reports How To:**

- When clicking on reports, several options are available.
- For a stop report, highlight the stop under the activity reports.
- The most important thing is to add a vehicle, and when deciding on a stop time, a duration of 5 minutes provides the most accurate data.
- Press ok.
- Once the status is completed, you can view the information through the site (HTML) or choose one of the download file options.
- From here, there is a world icon on the right side of each event, and when clicked on, it will show the location on a map.



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### **Detailed Data Reports:**

The difference with the detailed report is that it will display all information regarding the trip. These data reports can only be a week at a time but are excellent for scheduling.

- Like the stop report, select the device and the time frame to run.
- Once the status is completed, you can view the information through the site (HTML) or choose one of the download file options.
- At the bottom of the report is a movement started and ended section where the entire trip can be displayed on a map. This trip information can also be accessed from the downloaded report.
- Detailed data reports can display one week's worth of data.

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#### Alerts:

This is where alerts such as geo-fence, no-go zones, and even battery levels can be created. Refer to the how to create a geo-fence or no-go alert section to create an alert.



PRACTIVE					:14   🎝 🔖 🖂	🌣   🖬
GPS						
ALL ALERTS	No-Go	No-Go Zone Alert				$\otimes$
All Alerts	Filter:	SETTINGS SCHEDULE				
ACTIVITY ALERTS		Name:	ater park			
Battery Level	¢ Na	Unit/Tag:	and purk			
SECURITY ALERTS		Vahicla - Gl	220 7299	$\bigotimes$		
Geo-Fence		No-go zone:		0		
No-Go Zone		Block editing:	worth park "			
		Enabled:				
		Priority:				
		Send To:				
		Users:	users			
		Alerts Inbox:				
		SMS:				
		Warn Driver:				
		Email:				
		iOS / Android:				
		Editable By:				
		Users:	users »			
		Alert Actions:				
		Alert Action Template:	Please select >			
		Save				

# 6: Top Menu:

The top menu can access alerts, tickets, messages, and user settings. This is also where the full site can be switched between full and mobile view.

**Switch Full to Mobile View:** Tap the lcon in the top right corner to switch between the view models.

Note: Under mobile view, some full site options are limited.



#### Alerts Icon:

When an alert is set up, the individual times the alert is triggered will be archived here for quick access.



#### **Tickets Icon:**

Tickets are for any tech support question or if an issue arises. This will allow a tech support team member to review the problem and message back. Similar to the messages, conversations can be accessed under the ticket list.





## Messages Icon:

Once a ticket has been submitted, the response will return as a message. Any further communication can be shared here.



# **User Settings Icon:**

Things such as display settings, map preferences, tracking view preferences, and password updating can be adjusted. The default display settings are set for optimization and are recommended for the best results. Refer to the following images if you need to default the setting.



Settings				$\otimes$
SYSTEM	MAP PREFERENCES	TRACKING	PASSWORD UPDATE	
Display name:				
Timezone:		(GMT -06:00)	) Central Time (US 🛇	
Language:	Language:		٢	
Distance Measure	ement:	Miles	٢	
Litres or Gallons:		(Gallons (US)	٢	
Speed:		(Miles/h	٢	
Fuel Economy:	Fuel Economy:		(US) (mpg) 🗘	
Date format:	Date format:		y e.g. 21 Jun 2009 🗢	
Celsius or Fahrer	Celsius or Fahrenheit:		٢	
Messages per pag	Messages per page:		٢	
Delete Messages Older Than:		365 Days	٢	
Start Screen:		Tracking	٢	
Play Audible Aler	t:	Off	٢	
Message Notifica	tion:	No	٢	

Settings					$\otimes$
SYSTEM	MAP PREFERENCES	TRACKING	PASSWORD UPDA	TE	
Map type:		Google	0	)	
Base Layer:		Hybrid (Goog	(le) O	)	
Show Google	POI Points:	0			
Dynamic labe	l size when zooming:				
Show Driver N	lame As Unit Label:	0			
Cluster Vehic	es:				
	Show	Groups Icon	Label Areas	Zoom	Colour Code Label
Vehicle		Image: Second			
Show traffic					
Interactive T	rip Graph 🔽				
Save					

SYSTEM MAP PREFERENCES TRACKING PASSWORD UPDATE   Move active inputs: Reset zoom on uto update: Show last known driver: I I I I I I I I I I I I I I I I I I I
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Show last known driver:   Ide Additional Diagnostic Info:   Ide Additional
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Show inactive inputs:   Show unit as arrow:   Image: Constraint of the section
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Show driver name:
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Show Last GPS Time: 🗹 🖉
Show vehicle location:
Show odometer/engine hours:
Show todays activity: 🗹 🖉
Highlight latest trip: Yes 🗘 🚱
Address format:
Address Element
Street Address
Location
Latitude/Longitude
[Latitude/Longitude]
Sava
Save

FAQ:

#### Q: I need help with my device. What do I do?

A: Open a Support Ticket located on the Top Menu, and a Tech Support Assistant will be with you shortly. Our support hours are Monday through Friday from 9 am to 5 pm CST.

#### Q: Why isn't my device showing up on the map?

A: The device is either not on, has no power, or is in a position where it can not communicate data. Turn the device on, take it outside, and go for a short walk.

#### Q: How can I find an exact address for where the device currently is?

A: The location of the device is given in longitude and latitude. You can highlight this on the website or through the app, open a map app, or Google Maps and paste.

#### Q: Where is the battery percentage?

A: The battery percentage will be located above the tracker ID in the Vehicle Information Tab

#### Q: I'm having issues logging in. Is there something I'm doing wrong?

A: The username and password are cap-sensitive, so ensure the information is correct. You can always use the forgot password to create a new password.