Cartrack Mobile Application User Guide
Find your vehicle on the go

Revision 1.2

TABLE OF CONTENTS

INTRODUCTION: WHAT IS REQUIRED?
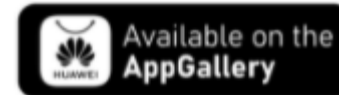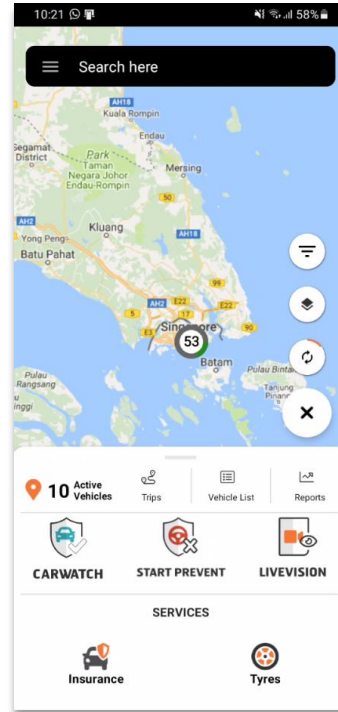
Available on Android, HUAWEI or iOS smartphone
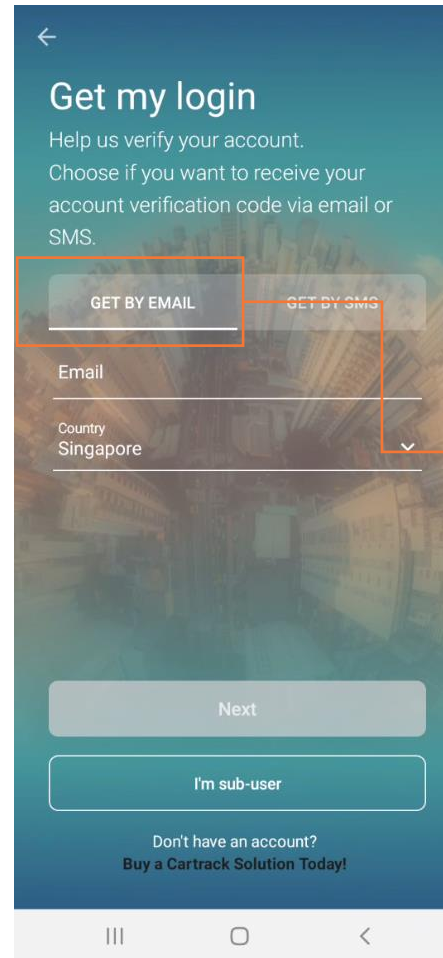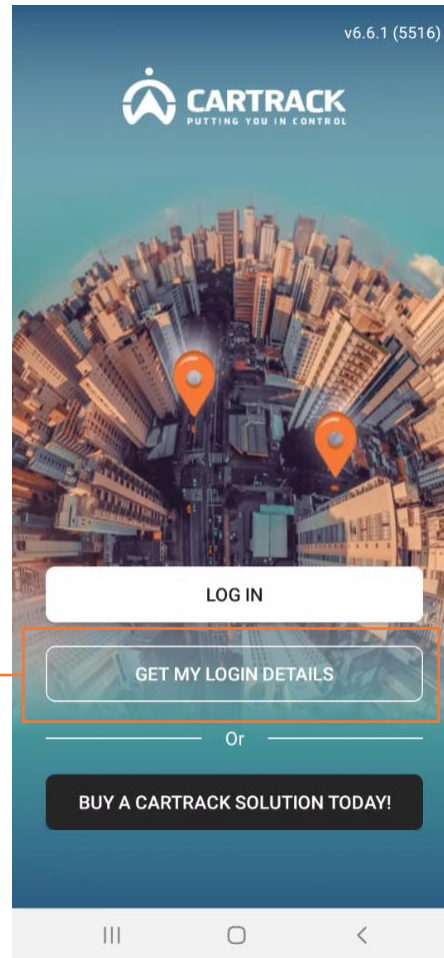
User is able to access simple fleet information on the go.
Search "Cartrack GPS" on the app store

LOGIN: GET LOGIN DETAILS

1. Download the mobile app

2. Open the app and tap "Get My Login Details" Input the details accordingly

3. For sub user, please contact administrator user

Retrieve Admin LOGIN DETAILS (Username & Password) either via:

- **Email** or **SMS**
- The Email/Phone number **MUST** be the one registered under the Cartrack account
- Users are to select their **'country of registration'**
- Users receive a **'Verification Code'** via email or SMS (next slide)
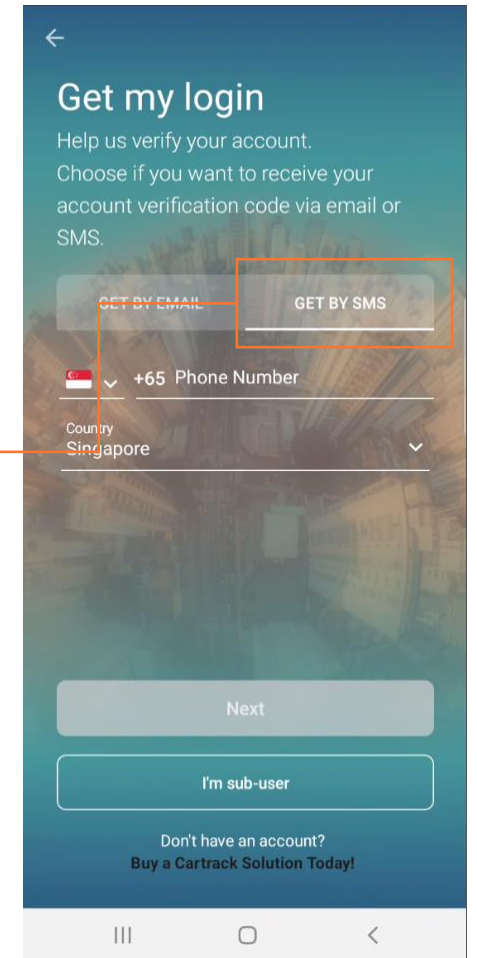
LOGIN: GET LOGIN DETAILS

1. Enter one time password to verify identity

2. Create / Reset password for the first time login

3. Click "Reset my password" to continue
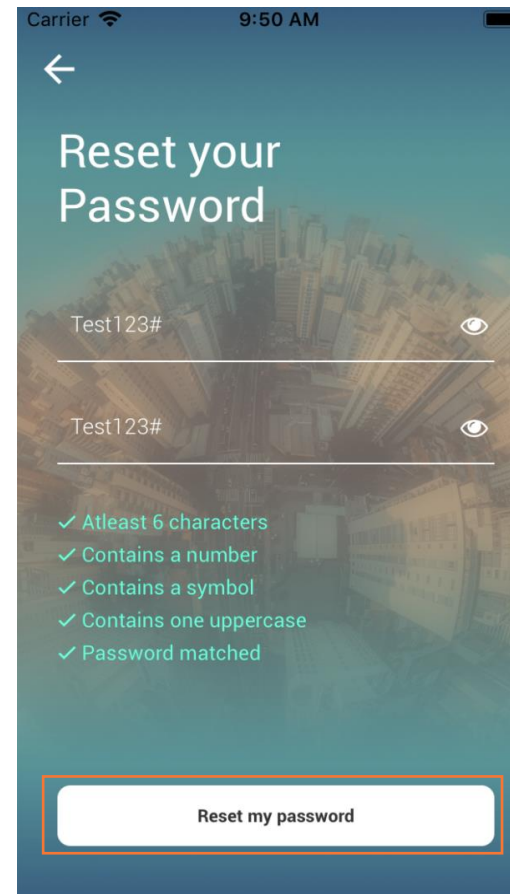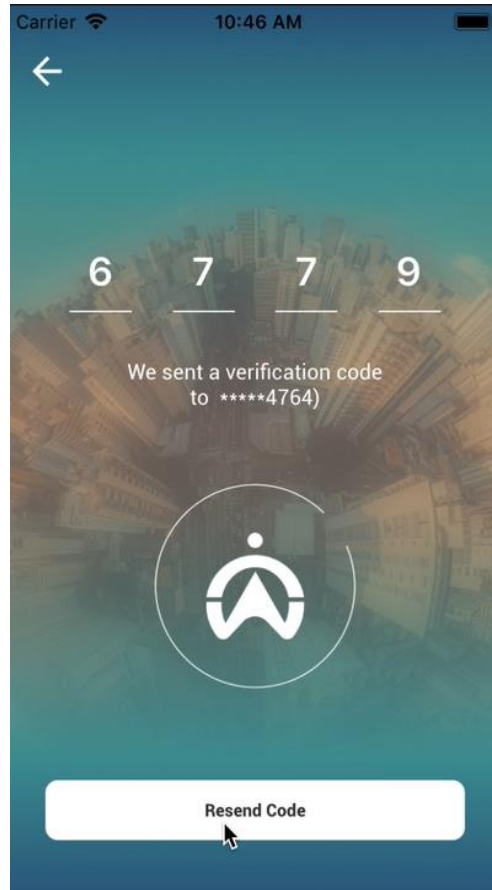
LOGIN: ADMINISTRATOR

1. Select Log In

2. Choose the Admin tab to login as an administrator, then input all the required details and select the country

3. "Admin" is a user who has full access and permission to the account

   "Sub user" is a user created by admin with limited access and permission to the account
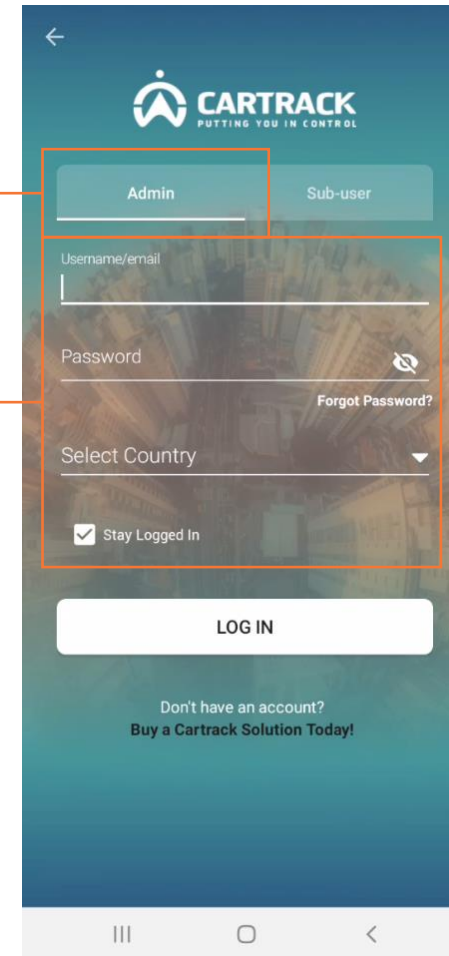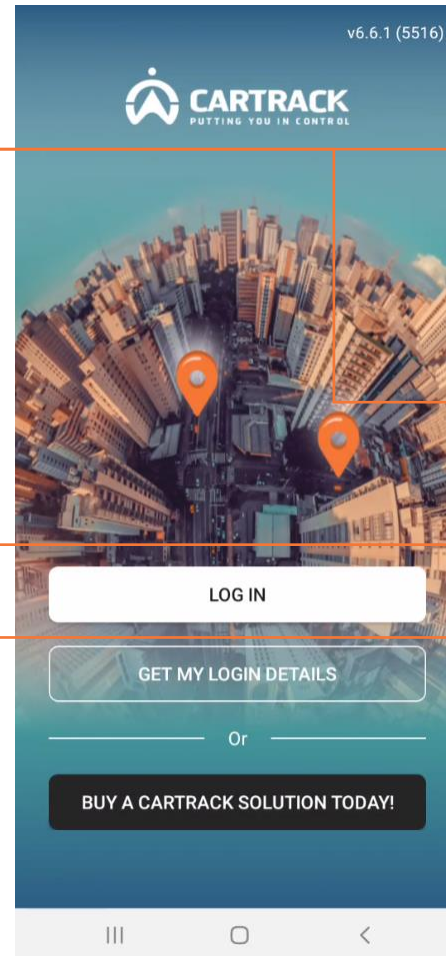
LOGIN: SUB USER

1. Select Log in

2. Choose the Sub-user tab to login as a sub-user, input all the required details and select the country

3. Admin is a user who has full access and permission to the account

   Sub-user is a user created by admin with limited access and permission to the account
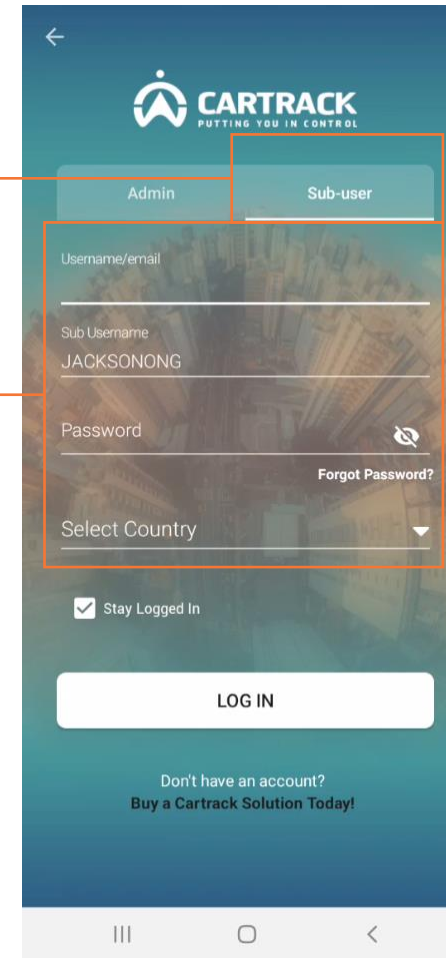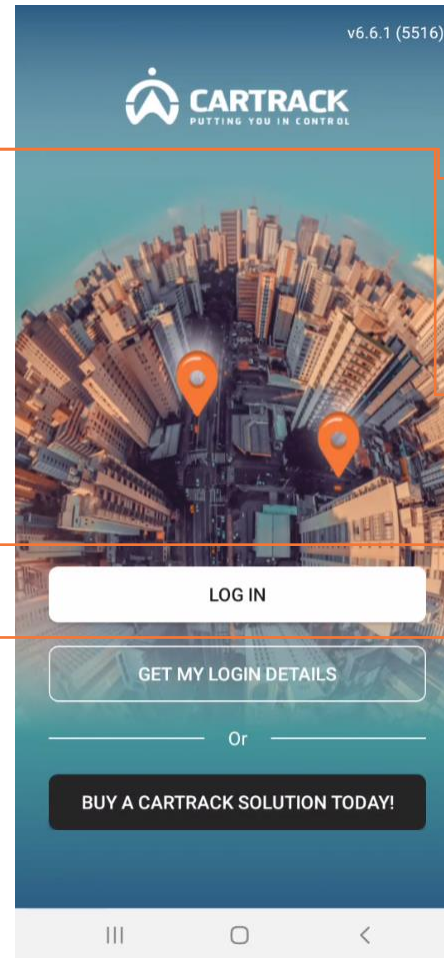
LOGIN: FORGET PASSWORD
ADMINISTRATOR

1. Select Forgot Password

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

3. Both email and SMS details has to be the registered contact details with Cartrack

LOGIN: FORGET PASSWORD
SUB USER

1. Select "forgot password"

2. Click on "I'm a sub-user"

3. Sub-user is to contact company admin for login details

MOBILE: OVERVIEW

1. To access the menu or search bar for a vehicle

2. To allow the user to filter what vehicle status or select map type and geofence/POI is to be displayed

3. To allow the user to hide optional icons on the map, center map or refresh data display on the map

4. Quick access to view data on trips, vehicle list or reports

5. Optional add-on features available to users

6. Additional services available to users according to regions and countries
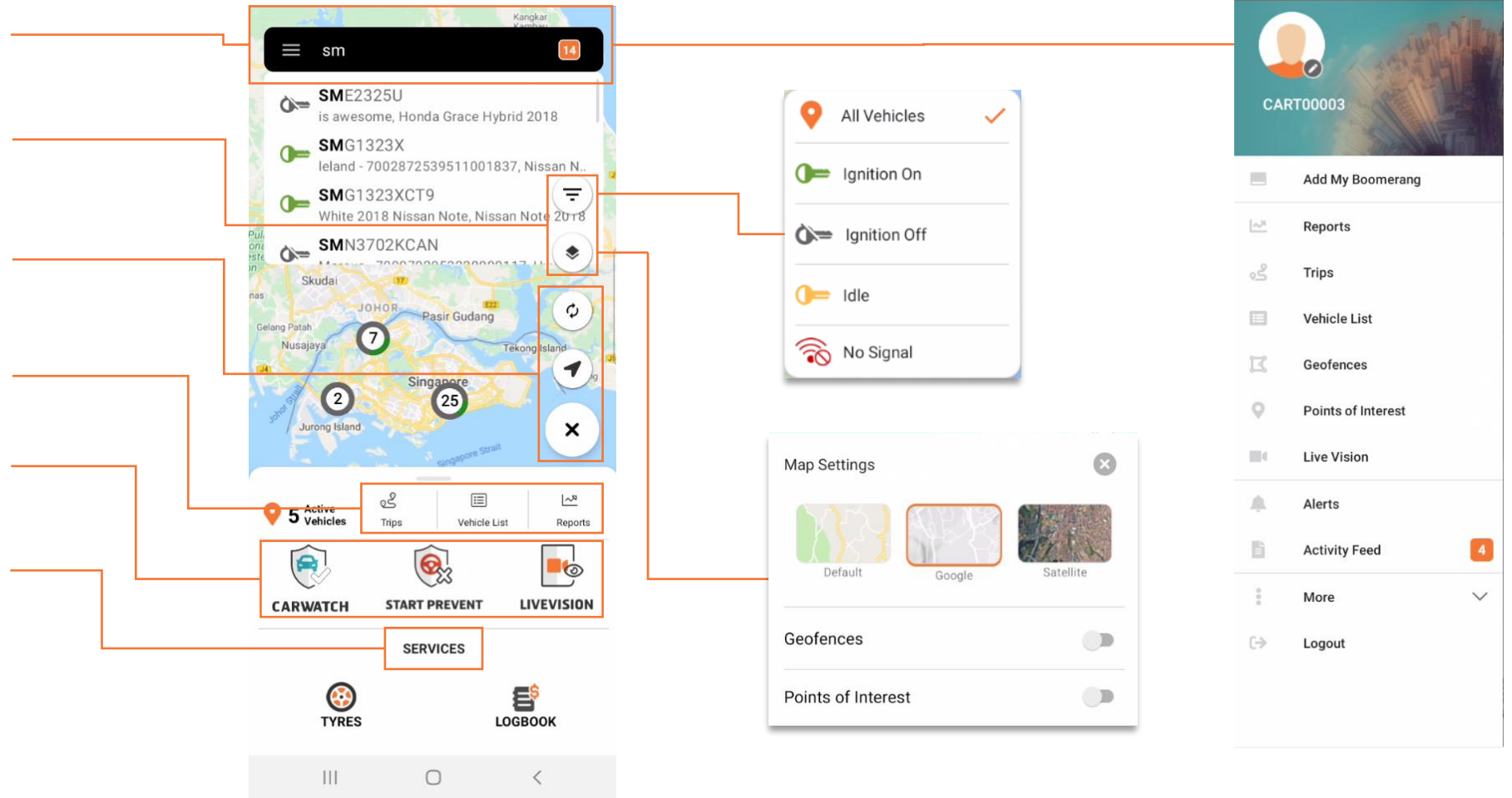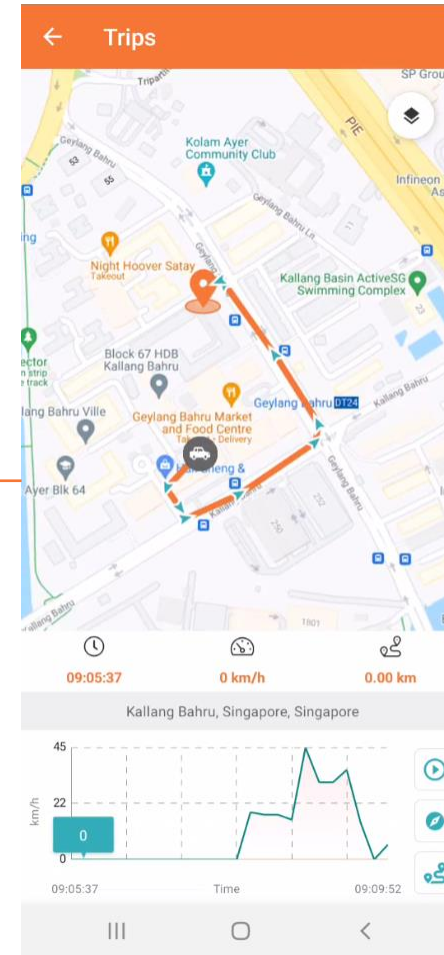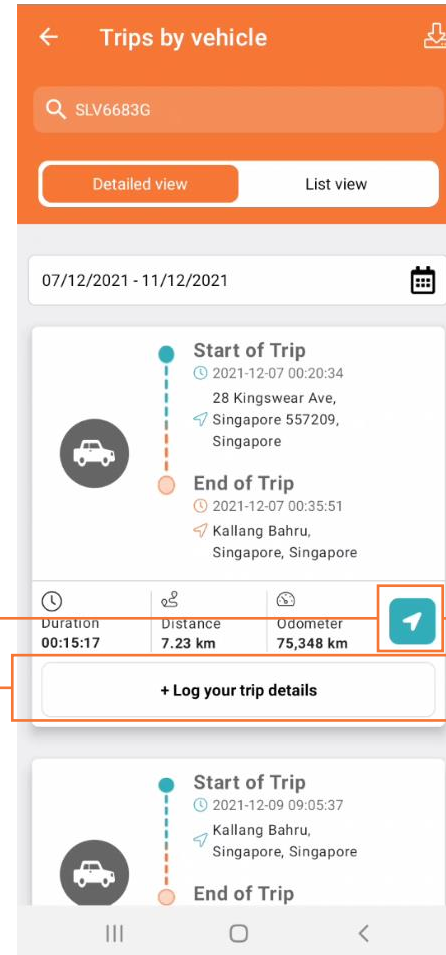
FEATURES: HOW TO VIEW
TRIPS

1. Select the [Trips icon] icon

2. Under "Registration" select the vehicle from the drop down list

3. Select the date range for receiving the trip information

4. The system only allows up to 7 days worth of data at one time
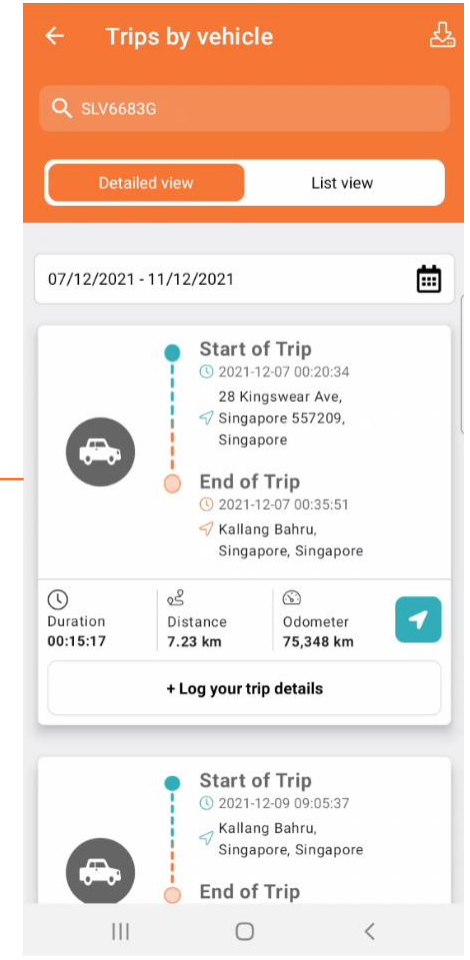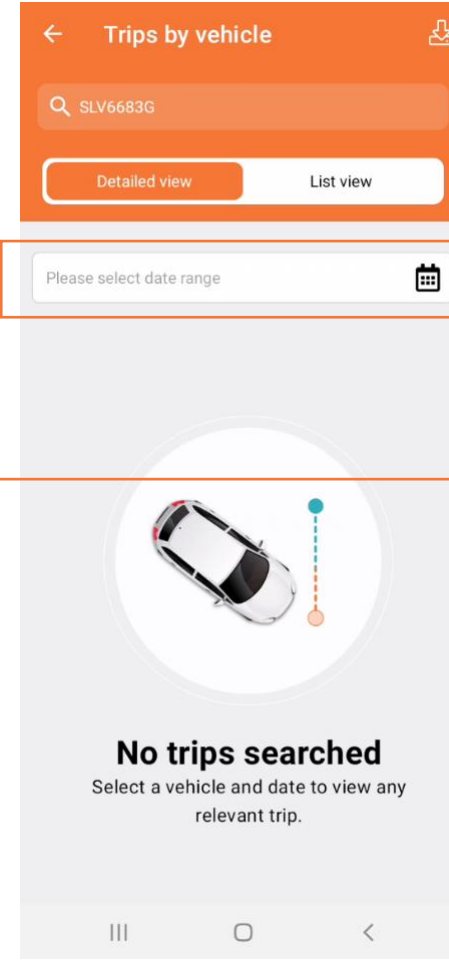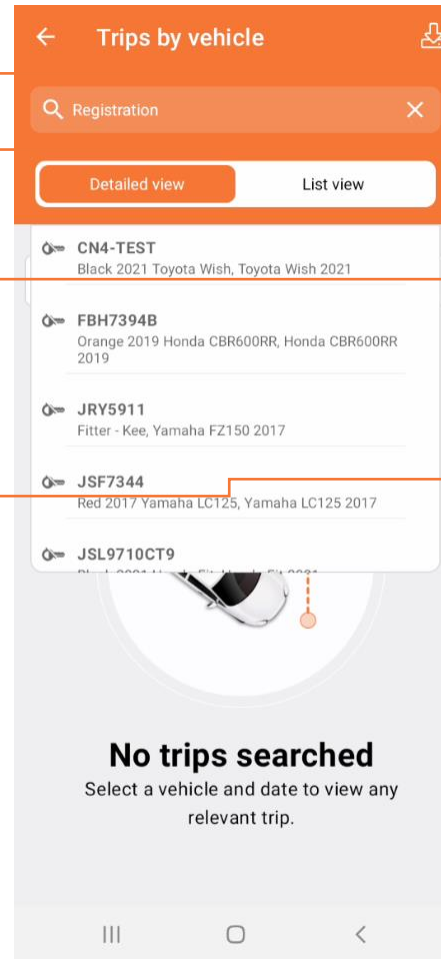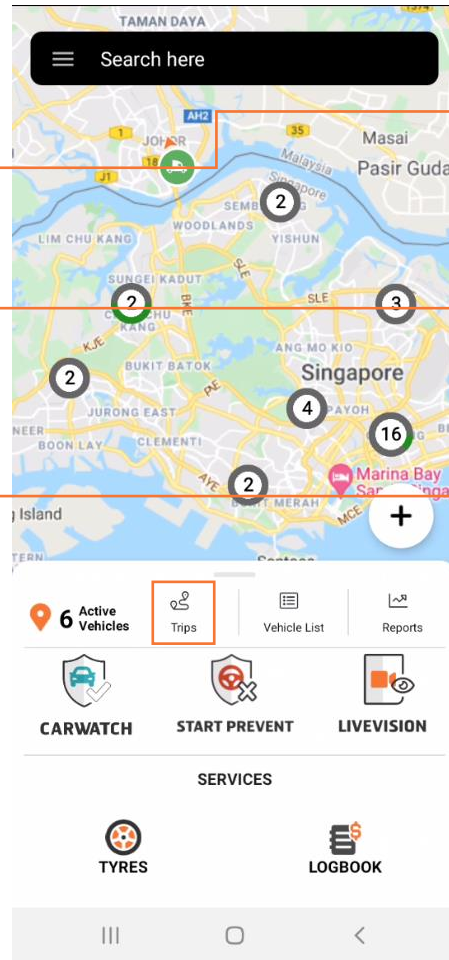
FEATURES: HOW TO VIEW
DETAILED TRIPS VIEW

1. View trip details via detailed view

2. Click on [icon] to view the path for the trip

3. Categorise the trip details as business or personal

FEATURES: HOW TO VIEW

LIST TRIPS VIEW

1. View trip details via list view

2. Select the trip to view in map view

3. Categorise the trip details as business or personal

FEATURES: HOW TO VIEW
VEHICLES

1. Select the [Vehicle List] icon

2. Select to view vehicle via vehicle list or groups

3. Select the vehicle to view detailed information of the vehicle

4. Click here to share the live location of vehicle to others

FEATURES: HOW TO VIEW

REPORTS

1. Select the [Reports icon] icon

2. Select a report from the 5 reports available on the mobile app: Speeding, Usage, Risk, Last position and Alert report

3. Select a vehicle to view it's relevant report for a maximum range of 3 days

4. System only allows up to 7 days worth of data at one time
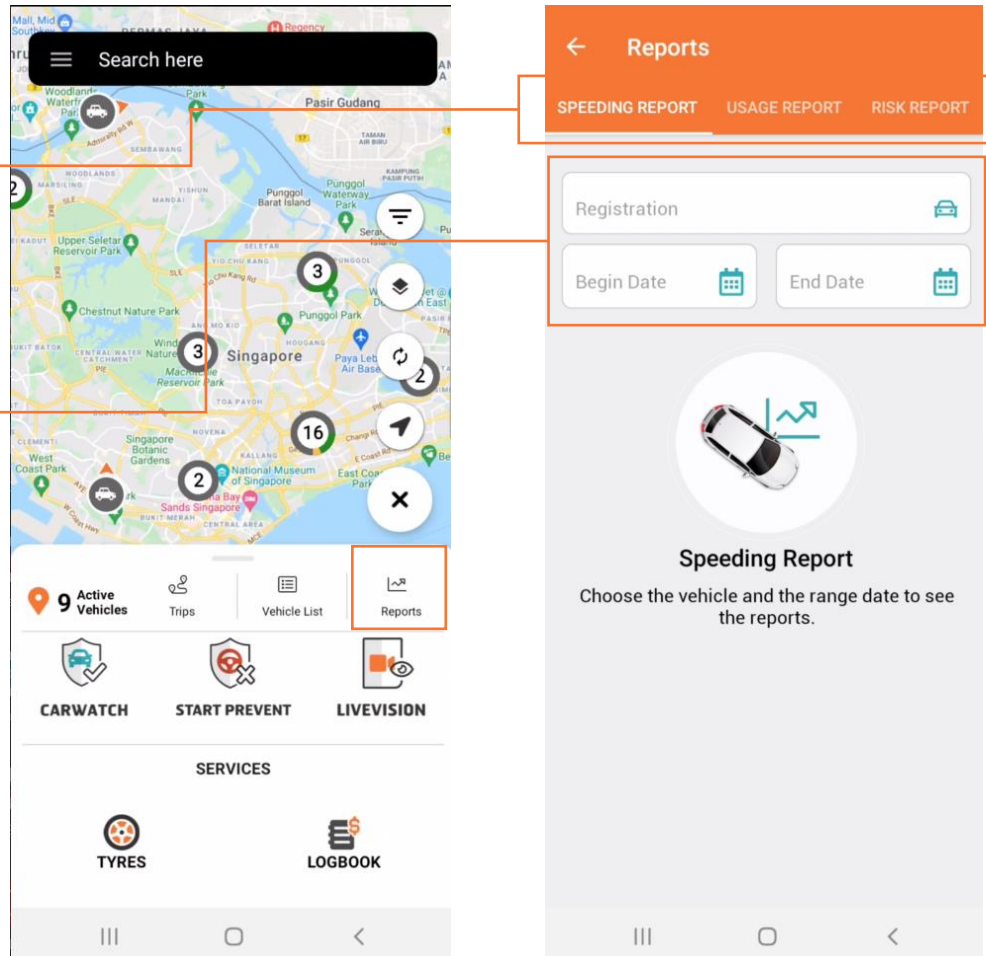
FEATURES: TYPE OF REPORTS
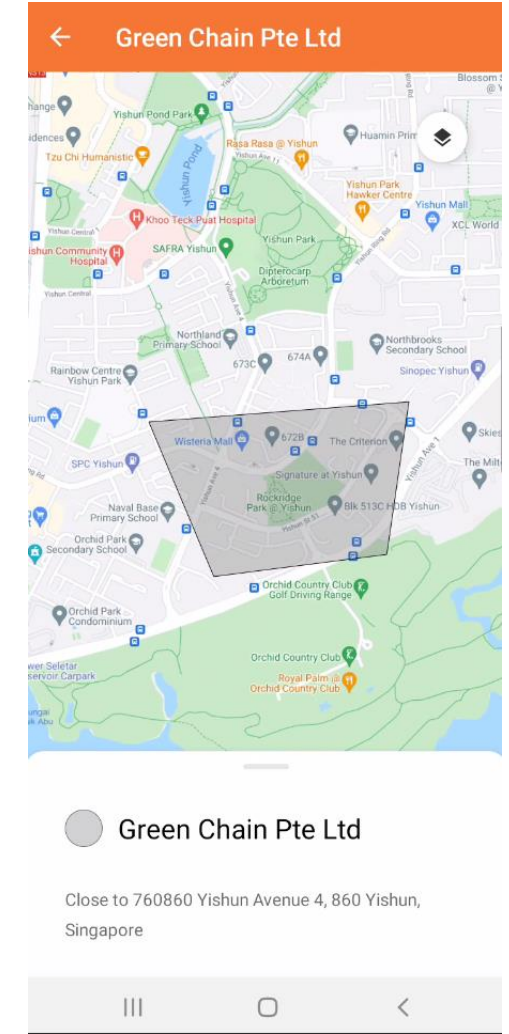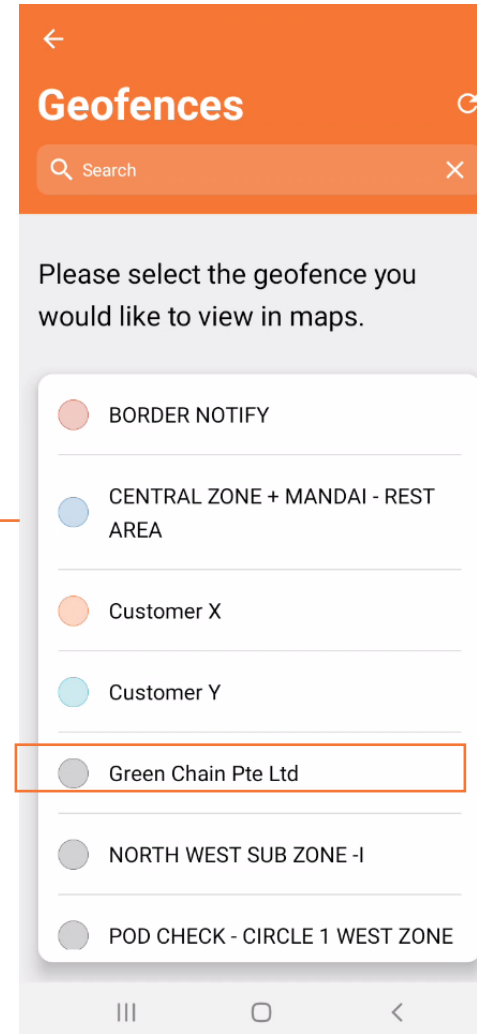

Speeding Report
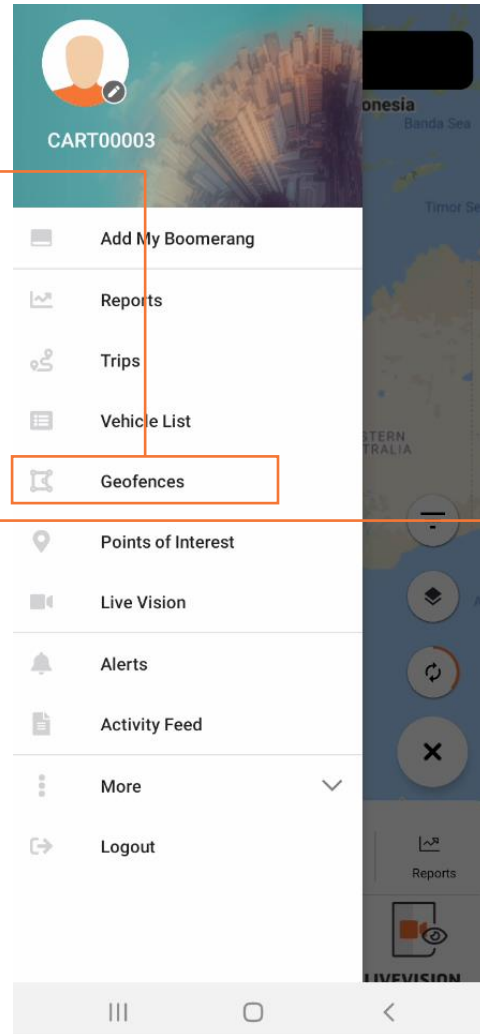
Usage Report

Risk Report

Last Position Report

Alerts Report

FEATURES: HOW TO VIEW
GEOFENCES

1. From the Menu option select Geofence

2. Locate a geofence using the search bar or scroll to search

3. Only the selected geofence will be displayed

Note: Geofences are created on Fleetweb

FEATURES: HOW TO VIEW
POINT OF INTEREST

1. From the Menu option select Points of Interest

2. Locate a Point of Interest using the search bar or scroll to search

3. Only the selected Point of Interest will be displayed. The options are there to allow users to either share the location or navigate to the location
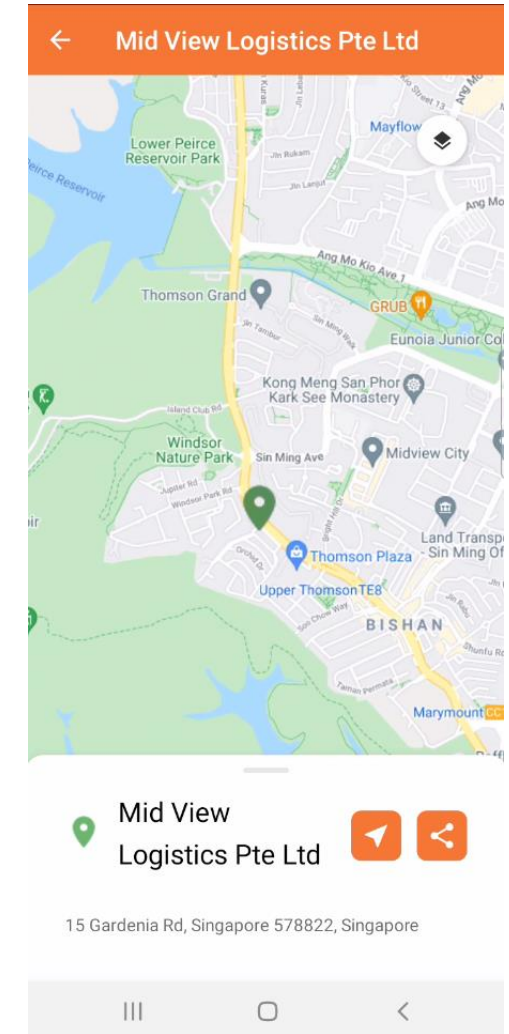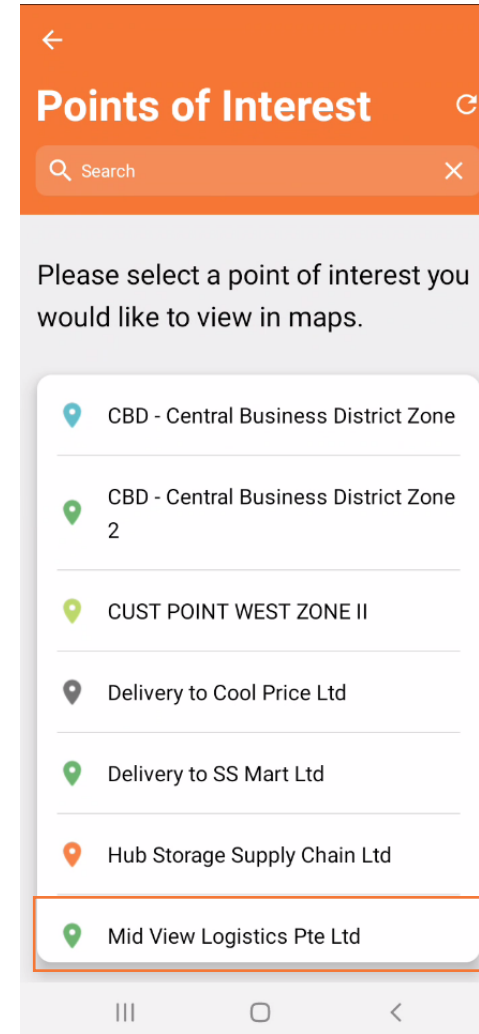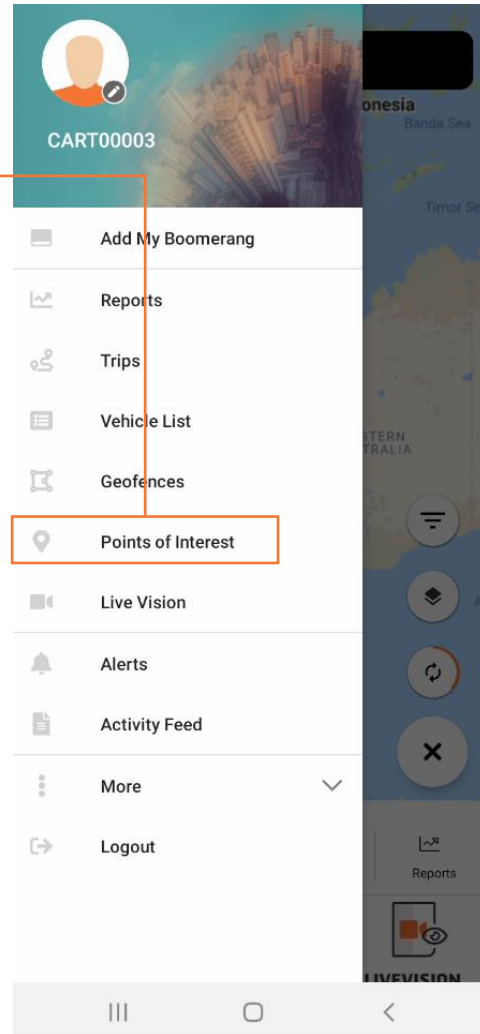
FEATURES: HOW TO VIEW

Livevision*

1. From the Menu option select Live Vision

2. Users will only be able to select a vehicle with an active video system

3. Select the relevant camera which you wish to view
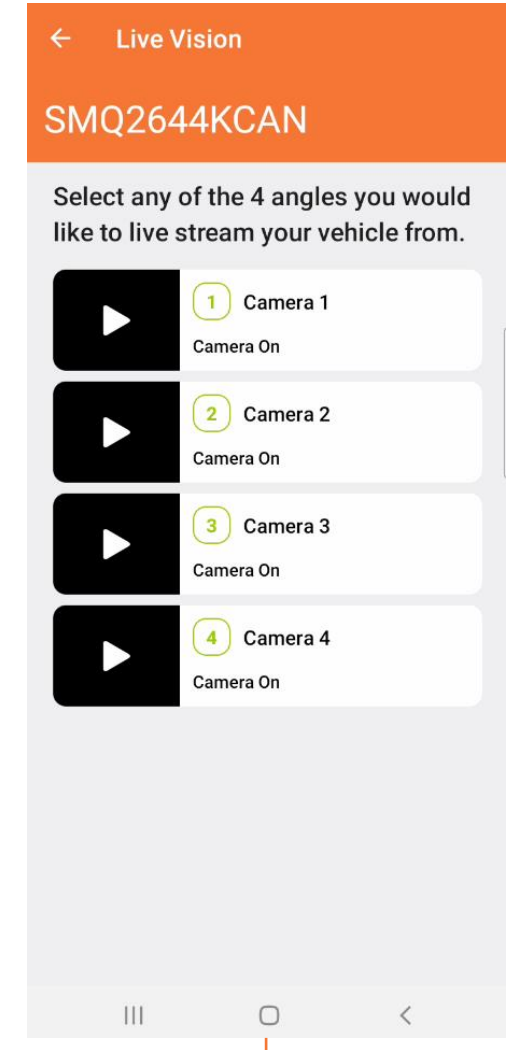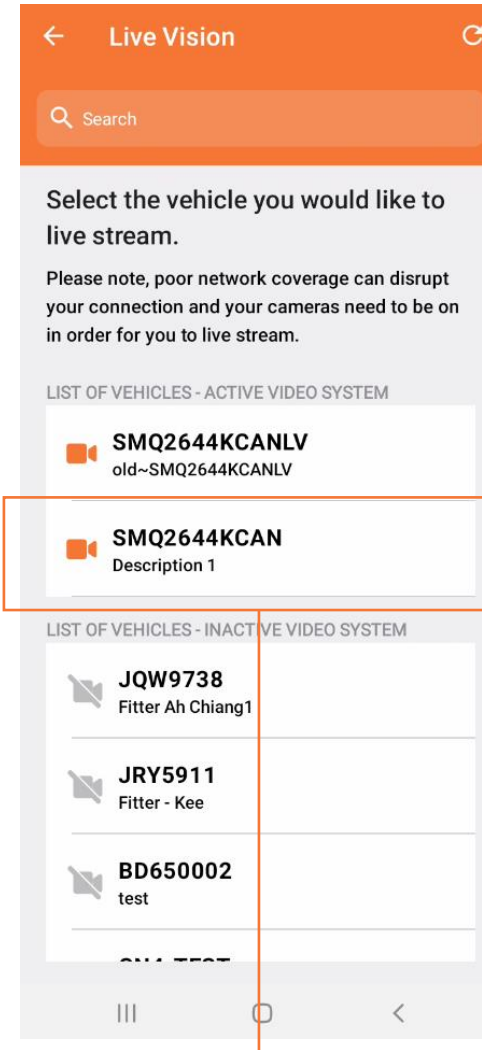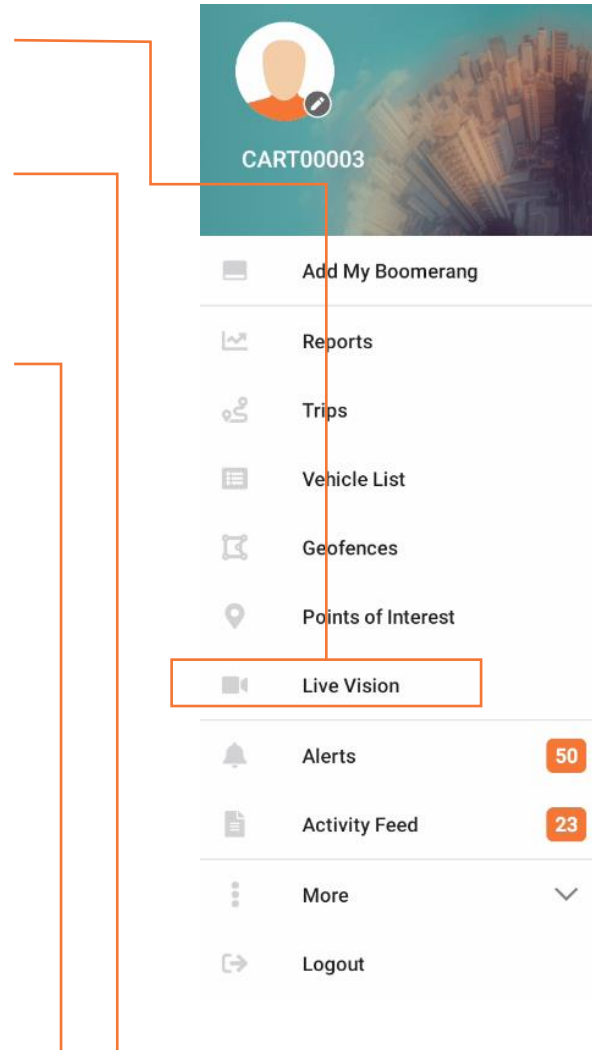
FEATURES: HOW TO VIEW

FEEDS & ALERTS

1. From the Menu option, select either Alerts or Activity Feed
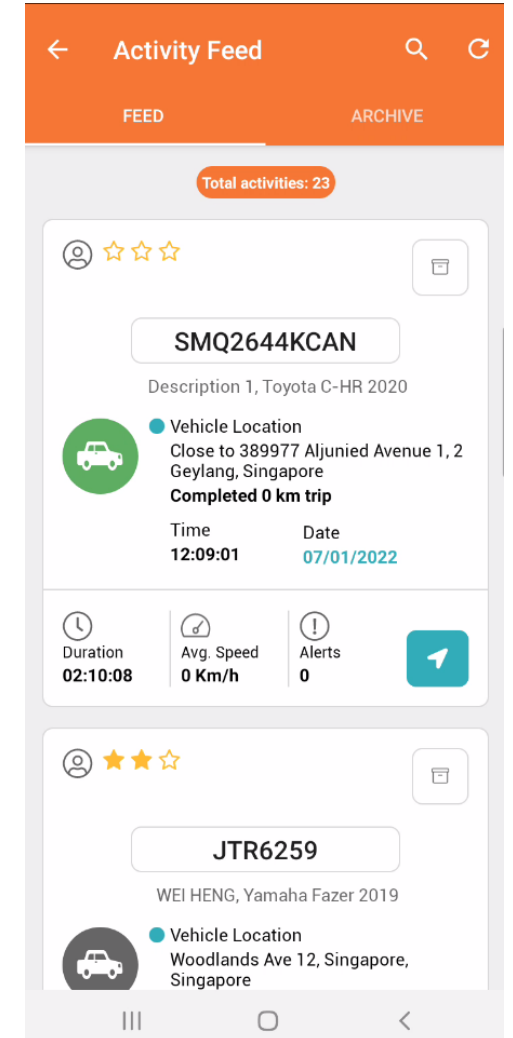
2. Alerts displayed is based on the events users set in the alert portion of the fleet page

3. Activity Feed will display information on trips that are completed
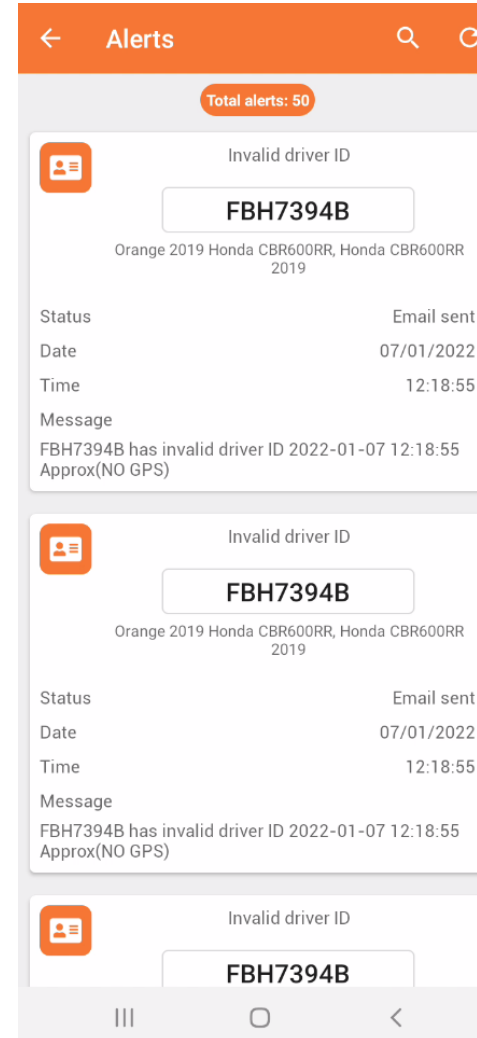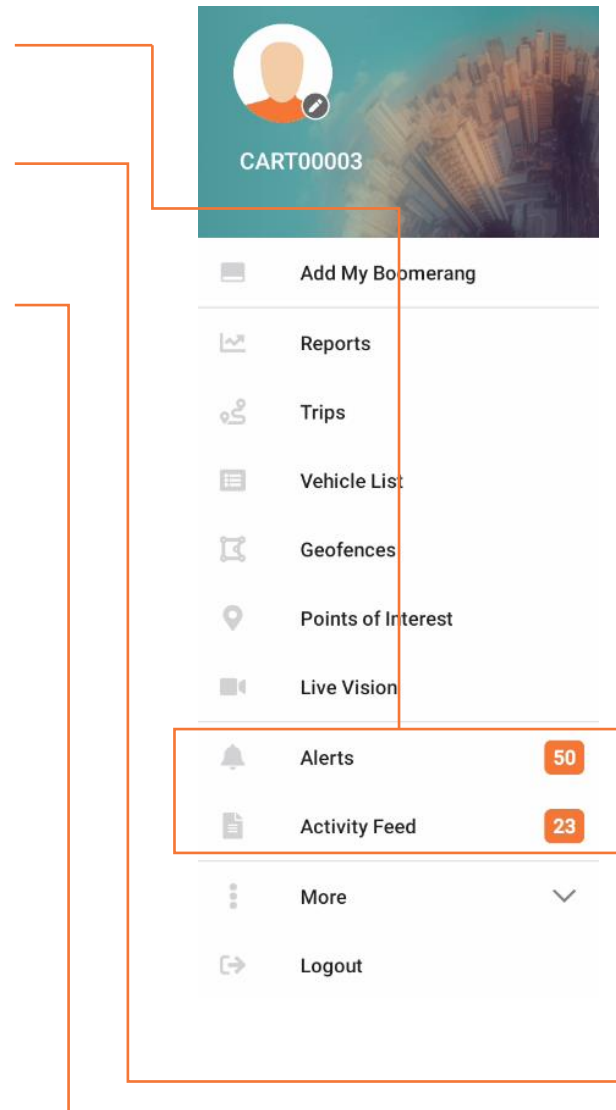
SETTINGS: APP CONFIGURATION

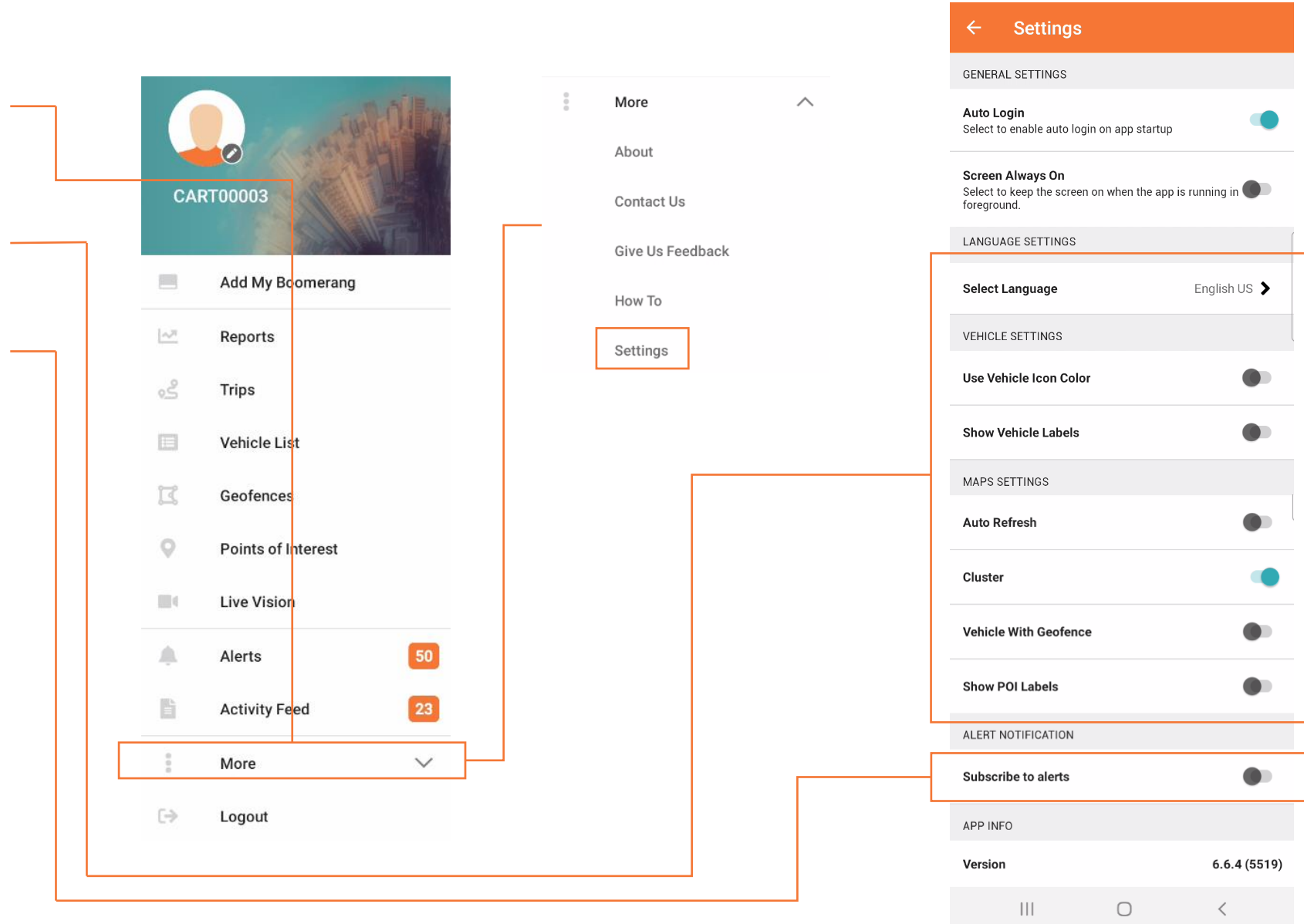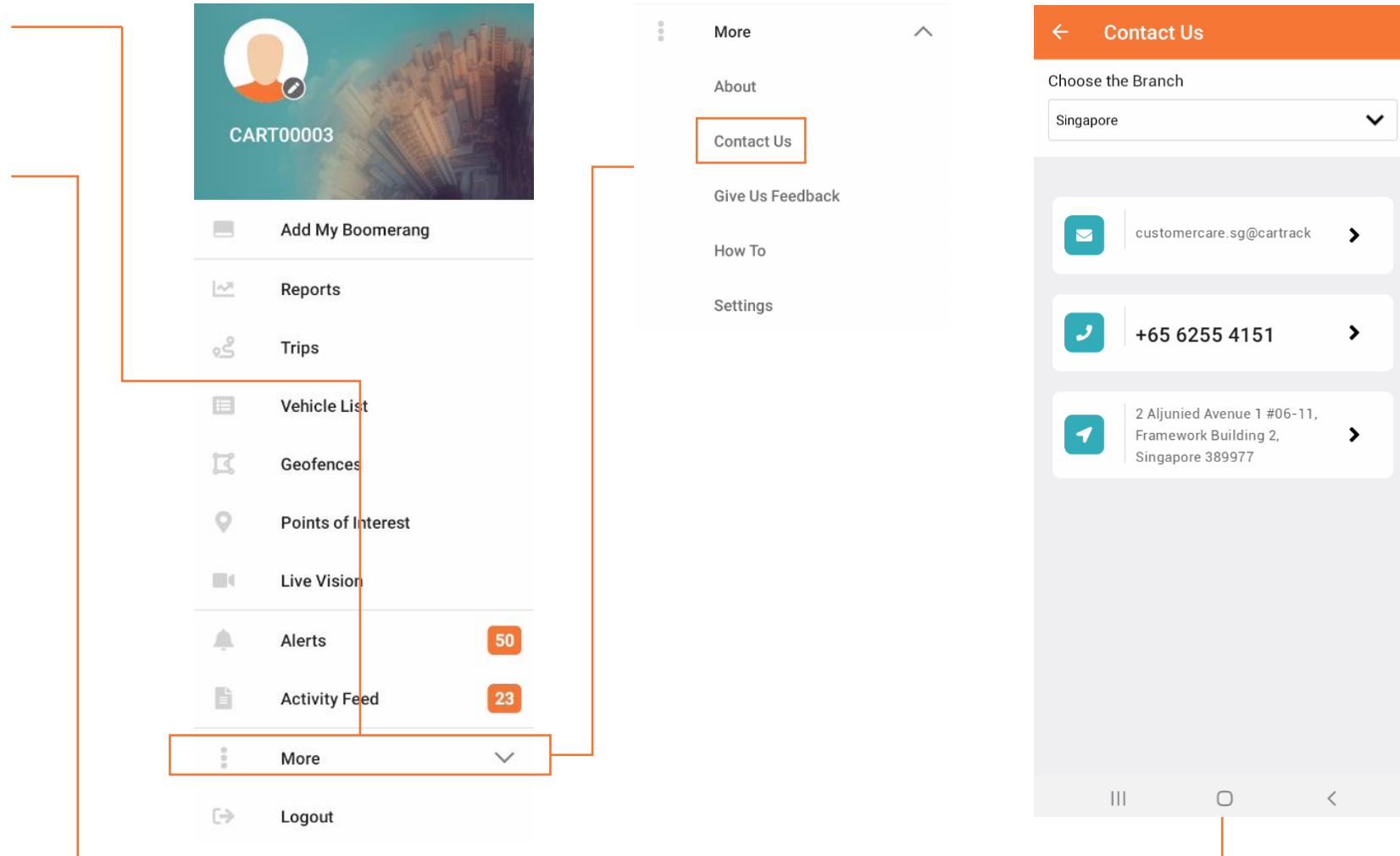**1.** From the Menu option click on "More" to access the dropdown menu for settings

2. Toggle different settings to suit user needs

3. Allow users with the fleet page to toggle on/off alert notification on the mobile app.

SETTINGS: CONTACT US

1. From the Menu option click on "More" to access the dropdown menu for Contact Us

2. Select the branch according to where they are located for the branch office contact details

Thank You