



Portal User Manual



About this Document

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About inthinc®

inthinc is a global company centered on telematics, fleet solutions, and driving safety. Its breakthrough driving safety solutions are designed to safeguard lives, save money, and protect the environment. inthinc technology dramatically improves driver behavior and has been documented to reduce vehicle crash rates by more than 80 percent. For more information please visit www.inthinc.com.

Corporate:

4225 West Lake Park Blvd. Suite 100
Salt Lake City, UT 84120
866-294-8637 (United States)
+00-1-801-886-2255 (International)
contact@inthinc.com

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Company & Product Overview

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- How it Works page 10
- The inthinc Effect page 11

Overview:

This chapter will introduce you to inthinc® Technology and the tiwiPro® and waySmart® fleet solutions.

Learn how our solution changes driver behavior and provides real-time coaching to improve driving safety and how our data can be used to monitor safety and efficiency of your fleet.

inthinc Technology

Since its inception in 1997, inthinc has focused its efforts on developing solutions to positively impact driver behavior. At the heart of this unique approach is the ground breaking safe driving system, which mentors drivers to help them become better, safer, and more efficient. Based in Salt Lake City, Utah, inthinc's global efforts have been proven and documented to dramatically improve driver behavior, reduce crashes, increase fleet productivity, improve fuel mileage and reduce emissions.

Many of the world's most safety-conscious organizations from NASCAR® to multi-national companies, have turned to inthinc. inthinc provides the only comprehensive driving safety system that changes driver behavior in real-time to improve safety and fleet efficiency. inthinc solutions provide a unique combination of in-vehicle driver alerts, vehicle location and diagnostics, distracted driving prevention and fleet management features that detail performance and trends for individual drivers or the entire fleet. This advanced, patent-pending technology and approach has led to dramatic improvements in driving safety.



Primary Features include:

- In-Vehicle, verbal mentoring in real-time for driving behaviors such as speeding, seatbelt usage, unsafe turns, hard braking, and rapid acceleration
- Speed-by-Street™, which compares vehicle speed to a proprietary database of posted speed limits on public roads
- smartZones™ for advanced geo-fencing
- Real-time incident notification via text message, e-mail, or phone call
- Real-time and historical reporting via a web portal for instant feedback and trend analysis

inthinc Solutions

inthinc solutions include applications for **heavy industry**, **commercial fleets**, and **families**.

For fleets and small businesses, inthinc delivers the most immediate, far-reaching results in the industry, often providing millions of dollars in cost savings each year and typically repaying the investment within one year. inthinc solutions have demonstrated dramatic results including the following:

- 73% Increase in Seatbelt Usage
- 90% Reduction in Speeding Violations
- 89% Reduction in Aggressive Driving Behaviors
- 80% Improvement in Vehicle Crash Rates

In addition, companies can improve operational efficiencies by reducing idle times, unauthorized miles, and overtime claims. According to the Environmental Protection Agency (EPA), driving the speed limit, avoiding rapid acceleration and braking, and eliminating excessive idling can:

- Lower Fuel Consumption by as much as 23%
- Reduce CO² Emissions up to 50%

For families, inthinc is forever changing the course of teen driving by providing driving alerts that help young drivers instantly avoid unsafe situations. This is coupled with an unprecedented set of tools to help parents instruct and protect their teens.



waySmart® Solution



tiwiPro® Solution

Changing Behavior

The single greatest variable in the operation of a vehicle is the driver. If the driver isn't operating his or her vehicle safely, the most advanced safety features like ABS brakes, or stability control systems are rendered useless.

Over the years, great strides have been taken to implement vehicle safety features and enhance driver training; however, most of these measures are reactionary and do not correct the specific behavior that leads to dangerous or inefficient vehicle operation at the time of the infraction.

A study commissioned by the Federal Motor Carrier Safety Administration (FMCSA) called "Large Truck Crash Causation Study" shows that drivers of large trucks are ten times more likely to be the cause of the crash with other vehicles involved than any other factor, such as weather, road conditions and vehicle performance. inthinc is the only telematics company that addresses changing driver behavior and sustaining it.

How it Works

If a driver performs a potentially unsafe vehicle operation, the system will provide an audible notification or coaching. If the driver fails to correct the behavior within an allotted grace period, a notification is sent to the portal for administrators to review. Notifications are sent using a variety of communication methods including: Cellular, Satellite, and Wi-Fi.

Drivers are scored based on their overall driving record and performance. All drivers start with a perfect score, which is then negatively impacted by any unsafe driving violations. inthinc® has developed a scoring formula that takes into account the egregiousness of the driver behavior. For instance, if two drivers both receive speeding violations and driver A was speeding at 5mph over the limit for a quarter-mile and driver B was speeding at 15mph over the limit for 5 miles, driver B is going to have a greater impact to their score because of the egregiousness of the violation based on speed and distance.



The inthinc Effect

inthinc helps put drivers on the safest road possible, with positive impact across an organization. Companies across the globe are experiencing what is known as the inthinc effect. From the instant inthinc technology is deployed, drivers become more aware and operate more safely. This enables companies and organizations to safeguard lives, save money, and protect the environment.

Saving Lives

The single greatest variable in the operation of a vehicle is the driver. If the driver isn't operating his or her vehicle safely, the most advanced safety features such as ABS brakes or stability control systems are rendered useless. inthinc is the only telematics company that truly addresses driver behavior. Its driving safety systems have been proven to change driving behavior and sustain it. By leveraging vehicle telematics and focusing on driver behavior, inthinc clients, through hundreds of millions of miles driven see an 89% improvement in aggressive driving behaviors and an 80% reduction in accident rates per million miles.

Saving Money

No matter the number of vehicles a company operates, fleet managers face the daunting task of maximizing the safe performance of their drivers, knowing how and when fleet vehicles are being used and ensuring the efficiency of their vehicles and drivers - all while controlling costs. With hundreds of millions of miles of on-the-road experience, inthinc technology has been proven to dramatically reduce accident rates, decrease operating costs and increase fleet efficiency. Conservatively, each year inthinc saves its clients millions of dollars by avoiding crashes as well as reducing fuel usage, maintenance costs, and insurance and liabilities.



Protecting the Environment

inthinc solutions not only save lives but also alleviate some of the environmental and financial costs associated with automobile emissions. While each vehicle reaches its optimal fuel economy at a different speed (or range of speeds), gas mileage usually decreases rapidly at higher speeds. Put simply, obeying the speed limit increases fuel efficiency. And when cars are most fuel efficient, they burn less gas and introduce less CO² into the atmosphere. Speeding and aggressive driving and excessive engine use (from idling or unnecessary trips), can combine to more than double CO² emissions. Limiting these behaviors would result in unprecedented reductions in CO² emissions nationally and worldwide. inthinc solutions are designed to address these environmentally unfriendly driving behaviors. Current customers have experienced significant improvements in each of these behavioral areas.



The inthinc Advantage

When game-changing, practical innovations, inthinc helps ensure its latest solutions deliver the greatest benefits. Hundreds of millions of miles with proven ROI show the inthinc advantage: clients experience valuable benefits including reduction in crashes, lower operating and maintenance costs, improved productivity and reduced fuel consumption, all of which leads to a competitive edge for clients.

inthinc® Web Portal Overview

In This Chapter...

- Supported Internet Browsers page 15
- inthinc Portal Log In page 15
- Maintain Your User Profile page 16

Overview:

This chapter will provide information about the Internet browsers that are supported. In addition there are instructions on how to access the inthinc® Web Portal, and how to update and maintain your user profile.

Supported Internet Browsers

The inthinc web portal is supported by a variety of web browsers, including the following:



Mozilla Firefox



Internet Explorer



Google Chrome



Apple Safari

Note: Internet Explorer version 8 and newer will require users to enable “Compatibility View” for full system functionality. Refer to <http://www.microsoft.com/windows/internet-explorer/features/easier.aspx> “Compatibility View” for details.

Portal Log In

Your inthinc™ Portal account will be activated the first time you log in. Follow the instructions below to access and log in to the inthinc web portal.

- 1 Go to the inthinc® Portal web site at <http://my.inthinc.com>
- 2 Enter the *username* and *password* assigned to you by your administrator, then click **Login** (*Figure 1*)
- 3 The interface opens with your Home page selected (Fleet or Team Dashboard). Home page layouts vary, depending on your role in your organization.
- 4 If you need help resetting your password, click the *Forgot your username or password?* link. An email will be sent to help you resolve the issue.

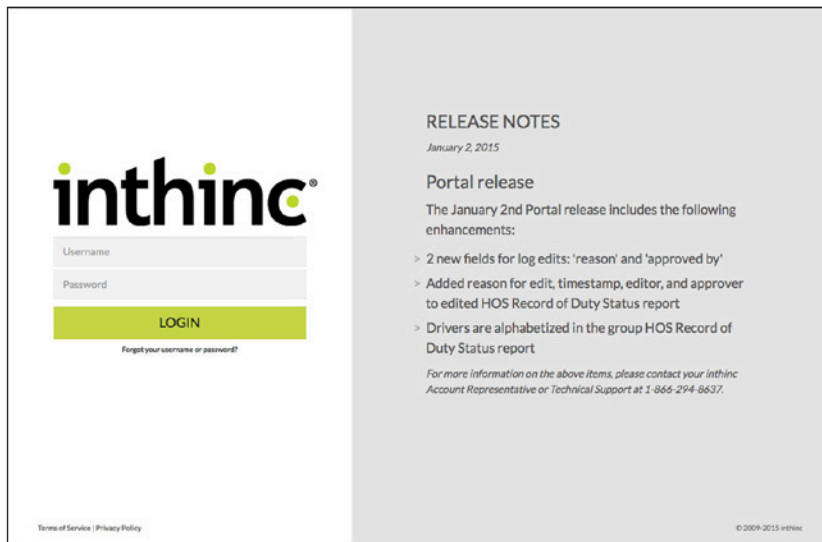


Figure 1 inthinc web portal login page (my.inthinc.com)

Note: Some customers will have a unique URL (web address) to access the inthinc portal. In this case, the URL would follow this format: <http://customer-name.inthinc.com> - If you need assistance accessing the inthinc web portal, contact your System Administrator or inthinc Technical Support.

Maintain Your User Profile

You can maintain your user profile as needed online through the inthinc® Portal.

- 1 At the top of the screen, click the **My Account** link. The My Account page appears (*Figure 2*), with account information, notification preferences, login information, and contact information.
- 2 If you need to change your password, click **Change Password**, make the change, then click **Change**. For security reasons, our recommendation is to create a password with at least eight characters using both letters and numbers.
- 3 If you need to update your account, click the **Edit** button and complete the form. Refer to (*Table 1*) below for additional information regarding the fields on this form.
- 4 Set **Red Flag Preferences**. After entering your Contact Information, choose your Red Flag Preferences for Information, Warning, and Critical notifications by selecting an item in each drop-down list in the Notifications section. For example, you may choose not to be notified for anything non-critical (i.e. Zone notifications) and then receive a phone call or text message for the most critical notifications. For more information, see **"Managing Red Flag Alerts" on page 77**.

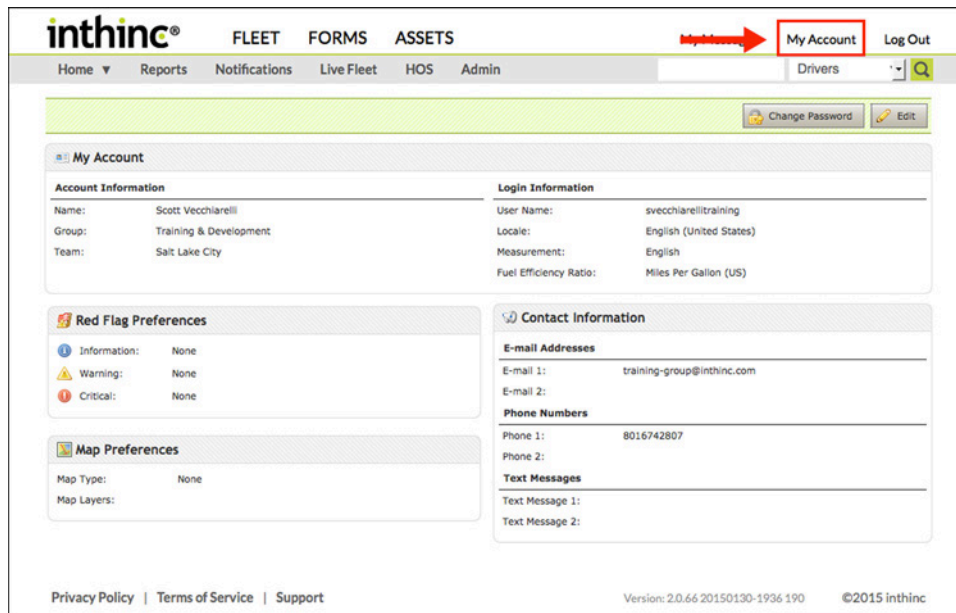


Figure 2 My Account profile page

Table 1 My Account Page		
Section	Field	Description
Account Information	Name	First and last name of the portal user
	Group	The Group/Division the user is assigned to
	Team	The Team the user is assigned to
Login Information	User Name	The user's inthinc portal account username
	Locale	This is your language of choice
	Measurement	This determines how measurements are displayed in the portal. Options include English (US Standard) or Metric (European Standard)
	Fuel Efficiency Ratio	This option sets the fuel conversion preference. Options include MPG (miles per gallon) or KPL (kilometers per liter)
Red Flag Preferences	Information	Set your communication preference for "Information" Red Flag Alerts
	Warning	Set your communication preference for "Warning" Red Flag Alerts
	Critical	Set your communication preference for "Critical" Red Flag Alerts
Contact Information	Email Addresses	Enter up to two (2) email addresses that can be used for Red Flag Alert communication preferences
	Phone Numbers	Enter up to two (2) phone numbers that can be used for Red Flag Alert communication preferences
	Text Messages	Enter up to two (2) text message addresses that can be used for Red Flag Alert communication preferences. Note: Must be entered as the carrier SMS address (i.e. phonenumber@att.txt.com)
Map Preferences	Map Type	Select the default map type. Options include, Map, Satellite, and Hybrid views.
	Map Layers	Select the default map layers that are enabled. Options currently only include the Zones layer.

inthinc® Portal - Getting Started

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- Site Navigation page 20
- Home Pages & Dashboards page 20
- Google Maps Introduction page 23

Overview:

This chapter introduces the portal's main menu navigation and provides a high-level introduction to the home pages (dashboards) provided for administrators and non-administrator users.

Main Menu Toolbar

The main menu toolbar is available from most portal pages. However, you may not have access to all options. Access is dictated by your role within the organization and the permissions granted to your portal user role.

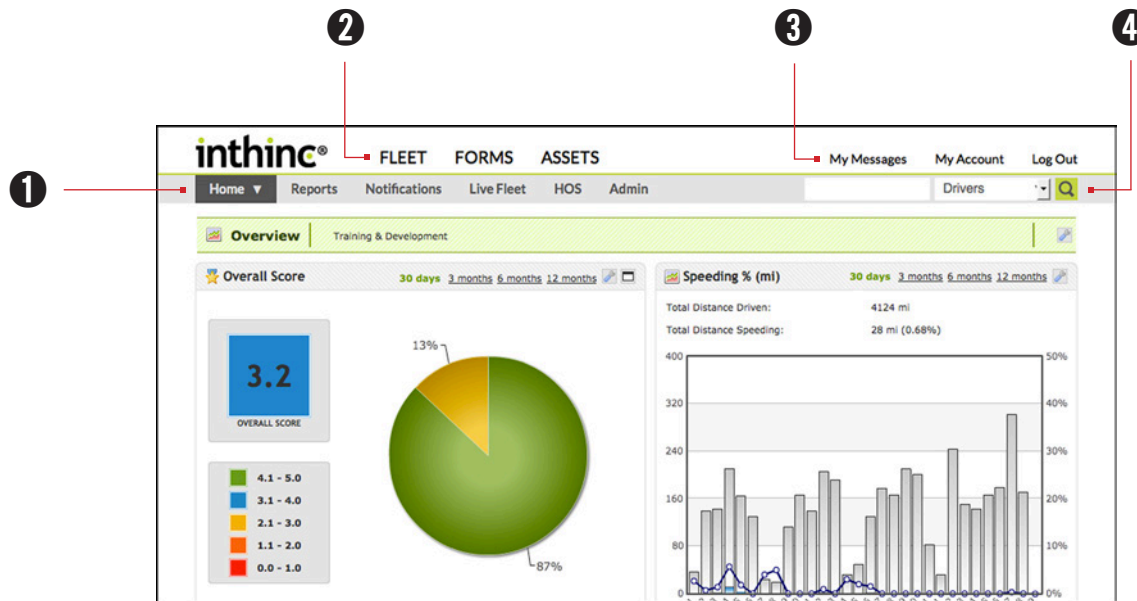


Table 2 Main Menu Options

No.	Option	Item	Description
❶	Main Menu	Home	Hover cursor over button to display the Navigation Tree (or current hierarchy of the organization)
		Reports	Displays Reports submenu, which is a collection of available reports by category
		Notifications	Displays Notifications submenu, which is a collection of delivered notifications by category
		Live Fleet	Displays current location of fleet
		HOS*	Displays Hours of Service submenu.
		Admin	Displays administration submenu, where users can create zones, red flags alerts, scheduled reports and more.
❷	Top Menu	Fleet	Access to the Fleet section (Driver Performance, Vehicle Data, etc) of the inthinc web portal.
		Forms*	Access to the Forms section (Driver Vehicle Inspection Reports) of the inthinc web portal.
		Assets*	Access to the Assets section (Maintenance) of the inthinc web portal.
❸	User Options	My Messages	[waySmart users only] Displays Messages submenu, where you can read, review, and compose text messages.
		My Account	Displays your portal user profile and provides access to edit or update options.
		Log Out	Logs you out of the inthinc web portal
❹	Quick Search	Search	Use the Search tool to quickly navigate to drivers, vehicles, devices, or idling reports.

* Only visible when the feature is enabled for the account.

Note: Not all menu options are available to all users. Menu options displayed are based on user defined access to the inthinc web portal. For additional access, or access related questions, refer to your system administrator or inthinc account representative.

Navigation Tree

The Navigation Tree can be accessed by hovering the mouse cursor over the Home button. The Navigation Tree provides navigation to the page of specific divisions or teams within your organization. The Navigation Tree is especially useful for managers that oversee multiple teams or divisions.

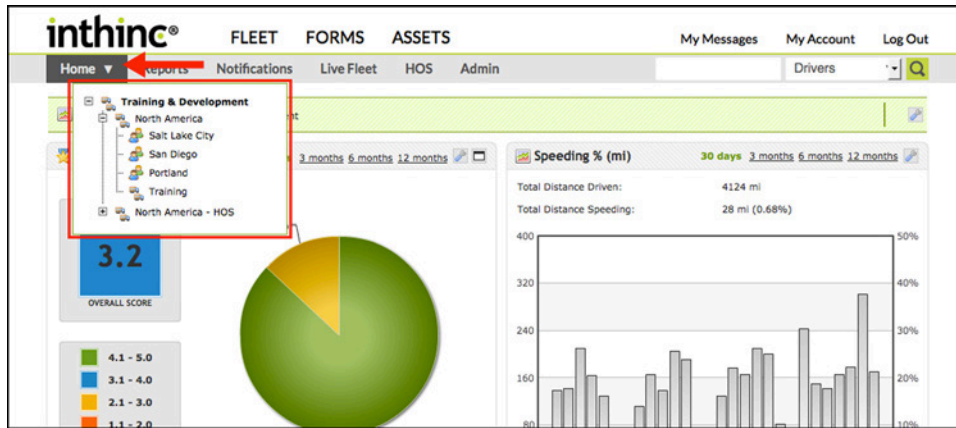


Figure 3 Navigation Tree highlighted.

Home Pages

The Home page that displays at login depends on the level of access granted to your user account, which is determined based on your role in the organization. The page displayed may be Top Level access or Team Level access - the highest level of your area of responsibility. Options include:

- **Fleet Dashboard (Figure 4)** shows an administrators view of the organization. Depending on the administrators role in the organization, they may see data ranging from a specific group/division all the way up to the entire fleet.
- **Team Dashboard (Figure 5)** shows the team view that displays for a non-administrator, such as a team supervisor or a user with limited access to information within the portal.

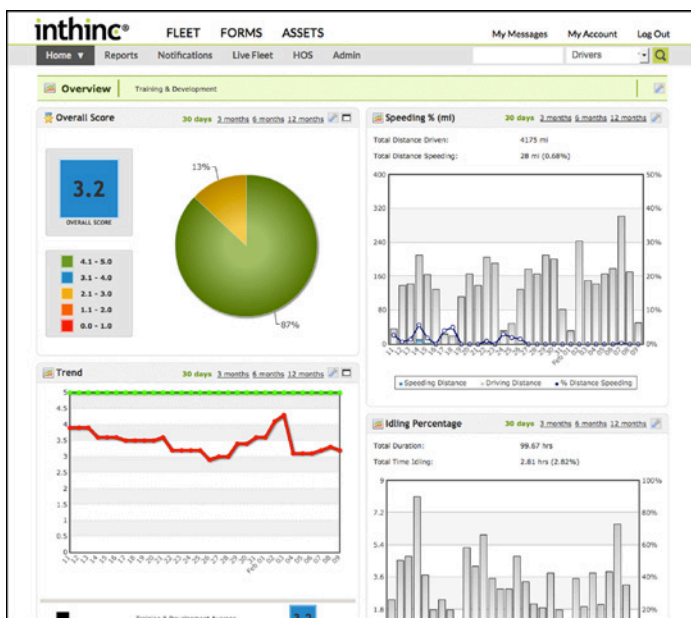


Figure 4 Fleet Performance Dashboard

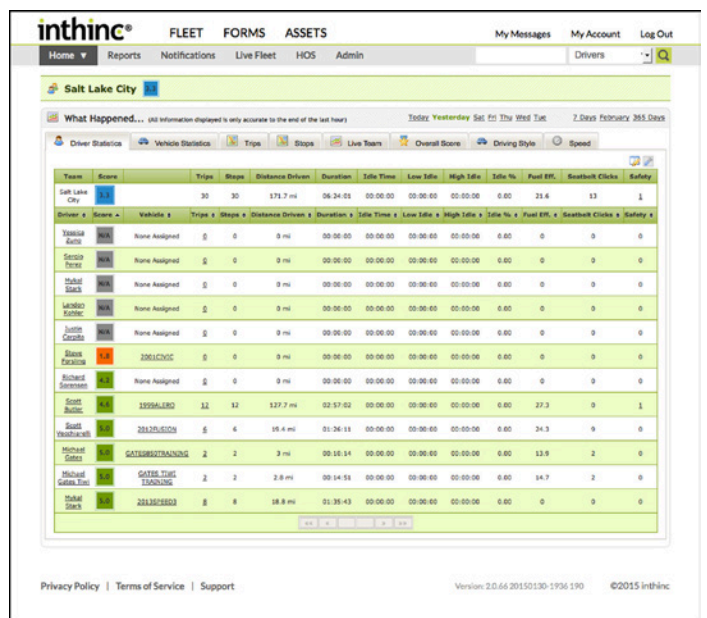


Figure 5 Team Performance Dashboard

Fleet Dashboard at a glance

Overall Score Panel

Provides the overall score for the Fleet or Division. The pie chart represents the % of drivers in each scoring category.

Trend Panel

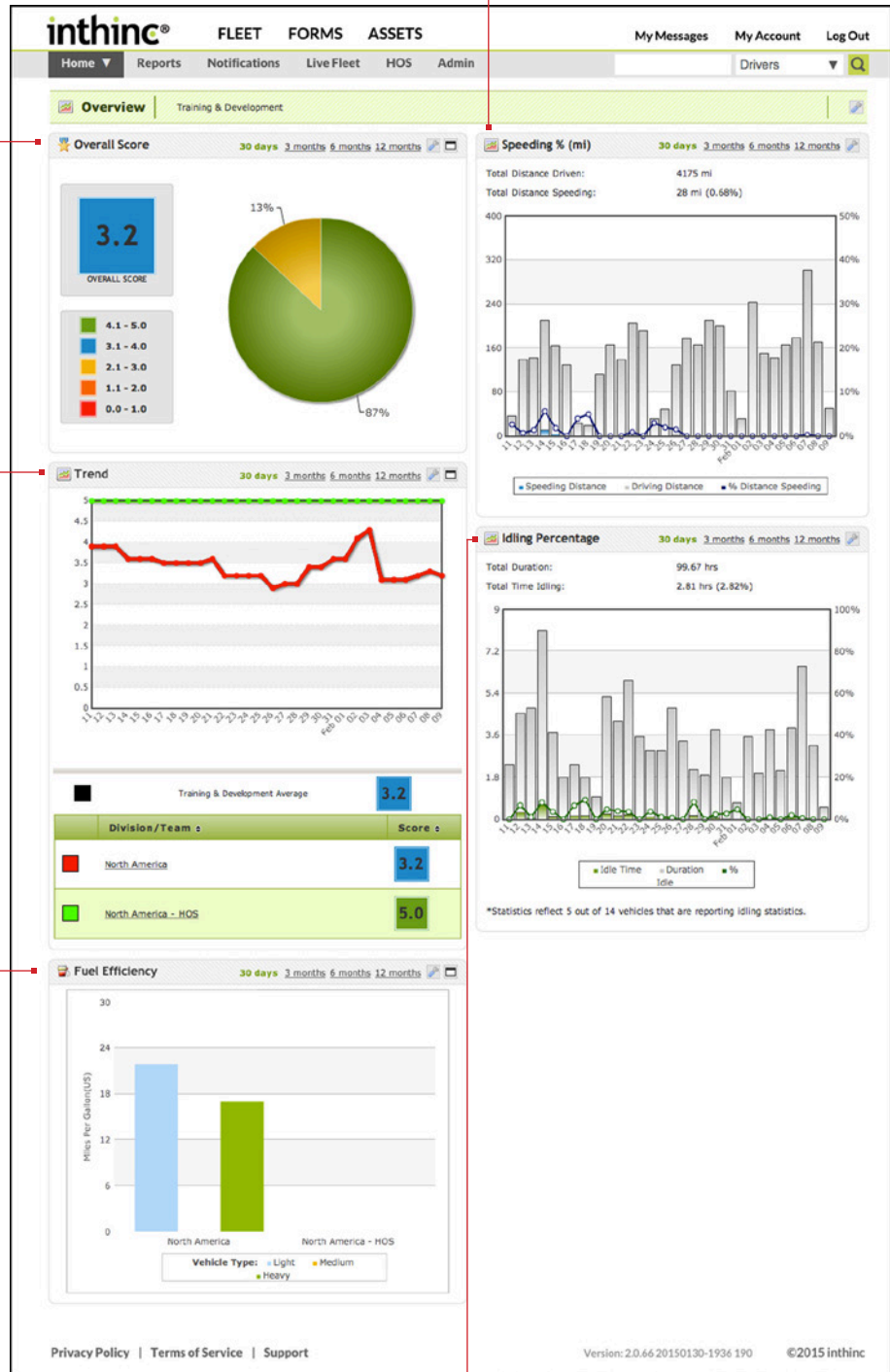
The line graph represents the scoring trend for the divisions/teams within the organization.

Fuel Efficiency Panel

The bar graph represents the average fuel economy for the divisions/teams within the organization.

Speed % Panel

The chart provides statistics on Speeding performance for the Fleet/Division.



Idle % Panel

The chart provides statistics about Idle performance for the Fleet/Division.

Team Dashboard at a glance

Timeframe Selection
 Select the date range for the information displayed on this page.

Navigation Sub-Tabs
 Click the various tabs to navigate to other sections of the page.

Team Performance
 Driver and Team performance for the selected timeframe.

Driver Performance Link
 Click the Driver name to navigate to the Driver Performance Dashboard.

Previous and Next Page
 Click to navigate through multiple pages of data, if applicable.

The screenshot shows the inthinc FLEET dashboard for Salt Lake City. At the top, there are navigation tabs: Home, Reports, Notifications, Live Fleet, HOS, and Admin. Below this is a 'What Happened...' section with sub-tabs for Driver Statistics, Vehicle Statistics, Trips, Stops, Live Team, Overall Score, Driving Style, and Speed. The main content is a table with columns for Team, Score, Trips, Stops, Distance Driven, Duration, Idle Time, Low Idle, High Idle, Idle %, Fuel Eff., Seatbelt Clicks, and Safety. The table lists several drivers, including Yeasica Zune, Sergio Flores, Mykai Stark, Landon Kohler, Justin Carata, Steve Forsting, Richard Sorenson, Scott Butler, Scott Vecchiarelli, Michael Gates, Michael Gates Tiwi, and Mykai Stark. A red line connects the 'Timeframe Selection' text to the date range selector at the top right of the dashboard. Another red line connects the 'Navigation Sub-Tabs' text to the sub-tabs. A third red line connects the 'Driver Performance Link' text to the driver name 'Mykai Stark'. A fourth red line connects the 'Previous and Next Page' text to the pagination controls at the bottom of the table.

Team	Score	Trips	Stops	Distance Driven	Duration	Idle Time	Low Idle	High Idle	Idle %	Fuel Eff.	Seatbelt Clicks	Safety
Salt Lake City	5.3	30	30	171.7 mi	06:24:01	00:00:00	00:00:00	00:00:00	0.00	21.6	13	1
Yeasica Zune	N/A	None Assigned	0	0 mi	00:00:00	00:00:00	00:00:00	00:00:00	0.00	0	0	0
Sergio Flores	N/A	None Assigned	0	0 mi	00:00:00	00:00:00	00:00:00	00:00:00	0.00	0	0	0
Mykai Stark	N/A	None Assigned	0	0 mi	00:00:00	00:00:00	00:00:00	00:00:00	0.00	0	0	0
Landon Kohler	N/A	None Assigned	0	0 mi	00:00:00	00:00:00	00:00:00	00:00:00	0.00	0	0	0
Justin Carata	N/A	None Assigned	0	0 mi	00:00:00	00:00:00	00:00:00	00:00:00	0.00	0	0	0
Steve Forsting	5.8	2001CVYC	0	0 mi	00:00:00	00:00:00	00:00:00	00:00:00	0.00	0	0	0
Richard Sorenson	5.0	None Assigned	0	0 mi	00:00:00	00:00:00	00:00:00	00:00:00	0.00	0	0	0
Scott Butler	5.0	1999ALEBD	12	127.7 mi	02:57:02	00:00:00	00:00:00	00:00:00	0.00	27.3	0	1
Scott Vecchiarelli	5.0	2012FUSION	6	19.4 mi	01:26:11	00:00:00	00:00:00	00:00:00	0.00	24.3	9	0
Michael Gates	5.0	GATES850TRAINING	2	3 mi	00:10:14	00:00:00	00:00:00	00:00:00	0.00	13.9	2	0
Michael Gates Tiwi	5.0	GATES Tiwi TRAINING	2	2.8 mi	00:14:51	00:00:00	00:00:00	00:00:00	0.00	14.7	2	0
Mykai Stark	5.0	2013SPEED3	8	18.8 mi	01:35:43	00:00:00	00:00:00	00:00:00	0.00	0	0	0

Google Maps Introduction

The inthinc portal has integrated Google Maps to provide users with a simple, and often times familiar experience. Google Maps is often considered one of the best online map tools available. If you have never used Google Maps before, take a moment to familiarize yourself with how to use the application, or visit <https://support.google.com/maps> for additional information and training tutorials.

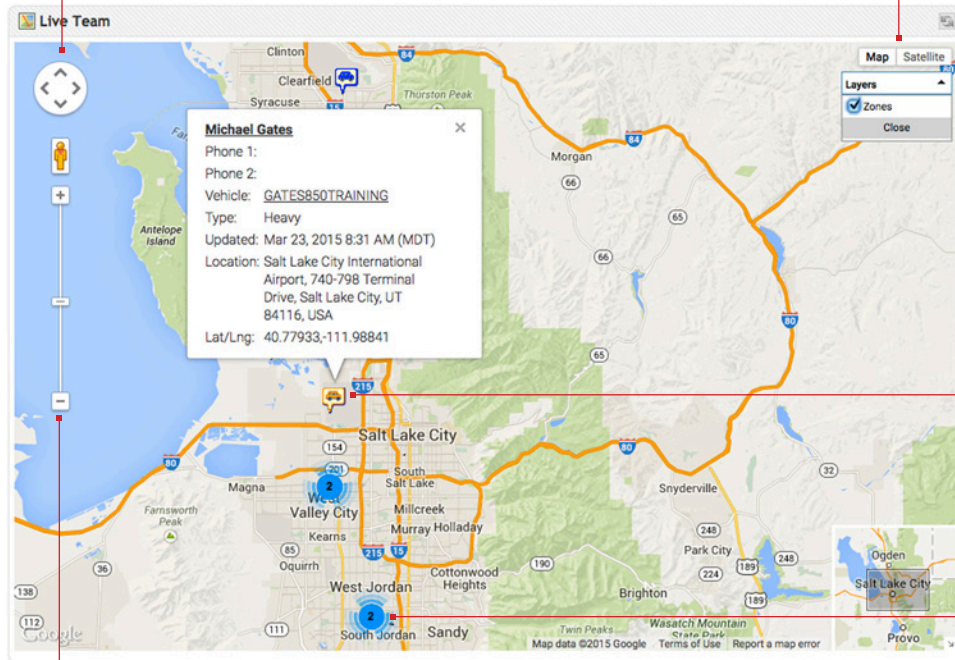
Pan Wheel

Use the control to move the map up, down, left, and right.

Note: You can also <click+drag> to move the map in any direction.

Map View

Change the map view options between Map (traditional) and Satellite views.



Layers Menu

Check an option to enable one or more map layers, such as "Zones".

Vehicle Icon

Indicates the location of a vehicle. Click on the map icon to view detailed information (location, driver, vehicle number, and more)

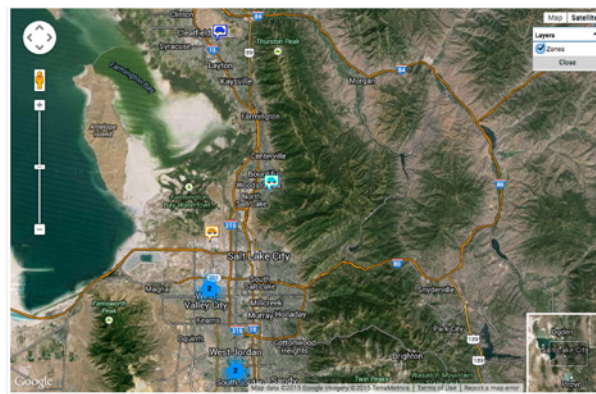
Vehicle Cluster

Number inside of cluster icon indicates the total number of vehicles in that area. Zoom in to view detailed location for each vehicle.

Zoom Slider

Drag the slider up/down to change map zoom level.

Note: You can also double-click anywhere on the map to zoom in on that area.



Satellite Imagery

Map with satellite imagery enabled. This view is helpful when creating zones, especially when you need to reference an object or point of interest for a zone boundary.

Add & Maintain Fleet Information

In This Chapter...

- Administrator Overview page 27
- Organization Setup page 29
- Custom User Roles page 33
- Drivers & Portal Users page 37
- Vehicles page 45
- Devices page 55

Overview:

Use the instructions in this chapter to manage portal assets, such as vehicles, users, devices, and to associate the information as appropriate.

Administrator Overview

By default, the inthinc portal includes a predefined user role for system administrators. System administrators are generally tasked with, and responsible for, day-to-day management of the portal at the top organizational level. In the inthinc portal, an **Administrator** is a user that has been assigned the “Admin” user role. The Admin user role has full access to all portal functionality and can view all fleet data at the top organizational level.

Use the instructions in this chapter to manage portal assets, such as vehicles, users, devices, and to associate the information as appropriate.. As items are added to the system, the associates grow - devices with vehicles, vehicles with drivers, drivers with teams, etc.

If you are responsible for setting up a new portal, you will need to complete tasks in a sequential order to avoid potential save errors and conflicts. The order in which the organization should be setup is outlined below.



1

Setup Organization Structure
1. Add Divisions/Teams to Org. Structure
2. Create User Roles

2

Add Assets
3. Create Vehicles, Drivers, and Users
4. Configure Speed & Sensitivity Settings

3

Misc. Setup
5. Create smartZones (if applicable)
6. Create Red Flag Alerts (if applicable)
7. Create Report Subscriptions

Admin Tab

When you choose Admin in the Main Menu, the Admin page allows you to develop and maintain your fleet. The tabs on the left provide access to system components.

Note: The Admin tab is only visible if your portal user account has been granted admin or custom user rights. If you need these rights and don't currently have them, request that your inthinc portal administrator assign a role with this level of access to your user account.

Highlights of the tasks that can be initiated from this page include:

- **Users:** Add, update, or delete Drivers and/or Portal Users.
- **Vehicles:** Add, update, or delete a vehicle. Change vehicle configuration settings.
- **Devices:** Assign devices to vehicles
- **Zones:** Create, edit, or delete a zone
- **Road Hazards:** Create, edit, or delete a road hazard zone
- **Red Flags:** Set up custom real-time alerts for notifications
- **Reports:** Schedule the delivery of a report, edit report subscription options
- **Organization:** View existing organization, or add divisions or teams in a hierarchy
- **Custom Roles:** Create a custom role (used for defining portal user access rights)
- **Speed by Street:** Request a posted speed limit correction
- **Account:** View or edit portal account information

The screenshot shows the inthinc Admin - Users interface. The top navigation bar includes 'Home', 'Reports', 'Notifications', 'Live Fleet', 'HOS', and 'Admin' (highlighted with a red arrow). The left sidebar menu is highlighted with a red box and includes 'Users', 'Add User', 'Vehicles', 'Devices', 'Zones', 'Road Hazards', 'Red Flags', 'Reports', 'Organization', 'Custom Roles', 'Speed By Street', and 'Account'. The main content area displays a table of users with columns for Name, License Class, and Certifications. The table lists 16 users, including Angus MacGyver, Austin Story, Barbara Anchia, Blaze Karm, Butch Cassidy, Christopher Phillips, Curtis Orr, Daniel Eggertz, Dave Harry, David Story, Ethan Story, Justin Carpita, Landon Kohler, Matt Anderson, and Michael Gates. Each row has an edit link. The page footer includes Privacy Policy, Terms of Service, Support, Version: 2.0.66 20150130-1936 190, and ©2015 inthinc.

Figure 6 Admin Tab and sub-menu highlighted

Organization Setup

If you have admin rights in the portal, you can view the existing company organization from two locations:

- On the Main Menu toolbar, hover the mouse cursor over the Home tab to view the organization in the Navigation Tree. You will only see the divisions/teams that coincide with your user role or the groups that are nested below you in the organizational hierarchy.
- From the Main Menu, go to Admin > Organization sub-tab

Setting up the Organization structure is one of the first administrative tasks that must be completed. The organization structure is built from the top down, starting with the overall organization, then branching out into various divisions and/or teams. Each division may consist of several sub-divisions or teams.

After at least one Division and Team have been created, items such as vehicles, drivers, and portal users can be created and assigned to the appropriate team (group). The Organization Structure will then indicate the drivers, vehicles and portal users assigned to each division and team.

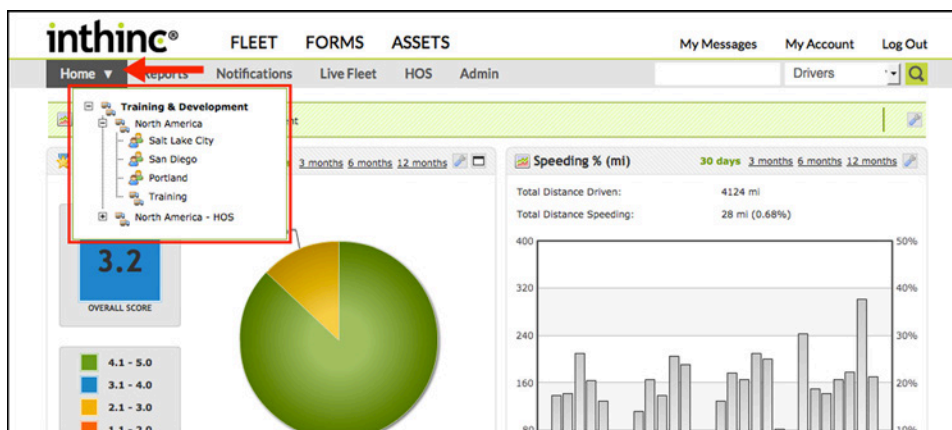


Figure 7 Organization Structure (Navigation Tree) highlighted



Important Note: Adding Assets to the Organization

The first task in setting up the portal is to create the Organization structure. If the Organization structure is not completed, you will not be able to successfully add new Vehicles or Users to the system. When creating Vehicles and Users, you must select the Team (or group) assignment for each type of asset before you can successfully save the record.

Organization Structure

Administrators can create and modify the fleet's organizational structure at any time. Be mindful when modifying the existing organizational structure, as moving and deleting data will have an impact on items such as performance scoring.

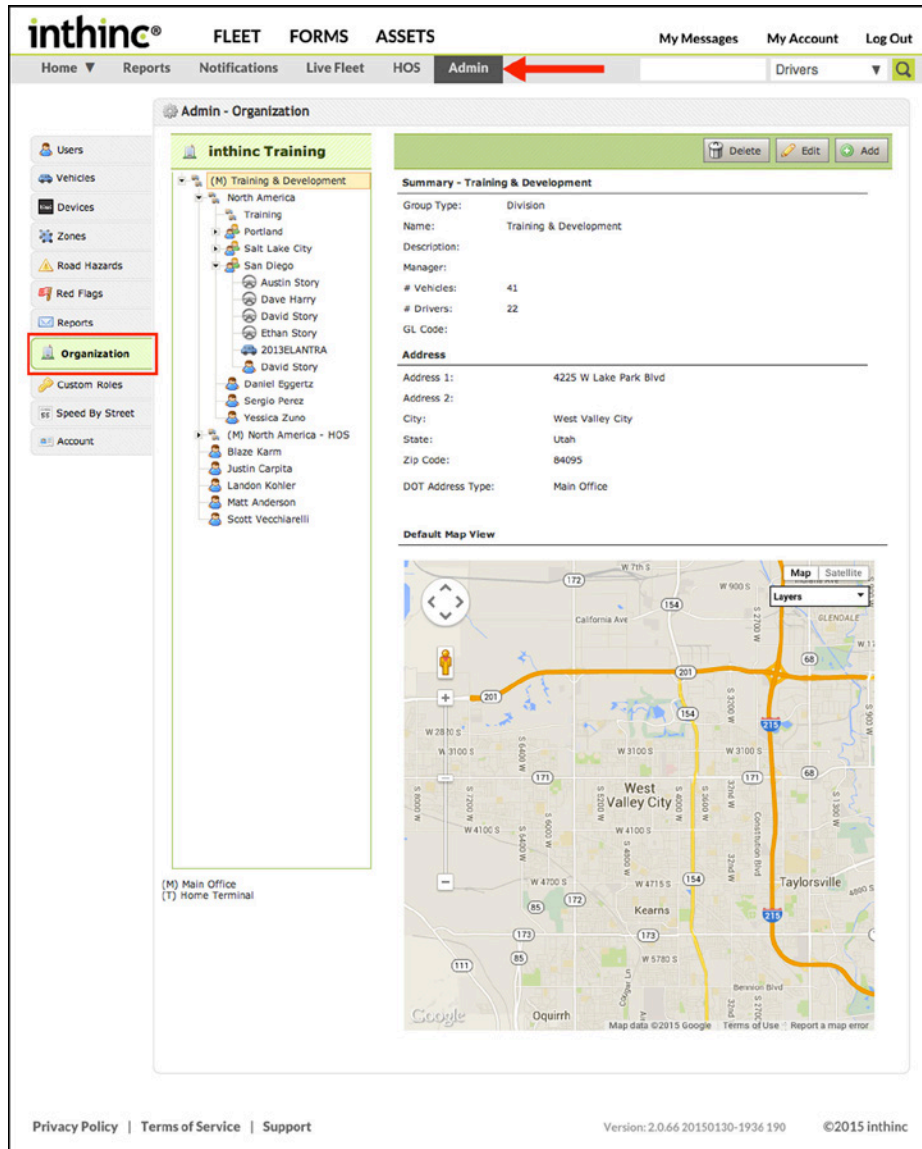


Figure 8 Admin > Organization sub-tab displayed and highlighted

Table 3 Organization Structure Icon Legend		
Icon	Object	Description
	Organization	Top Level of the Organization (ex. Acme Company)
	Division	The Organization may include many Divisions - Acme Company > Western Region , or Acme Company > Eastern Region Each division may have sub-divisions nested within - Acme Company > Western Region > Denver
	Team	Teams are assigned to Divisions. Each Division may include many Teams - Acme Company > Western Region > Denver > Team 1 , or Acme Company > Western Region > Denver > Team 2
	User	Users (inthinc web portal users) are assigned to Divisions or Teams. Each Division/Team may include many, or in some cases, no users. The Division/Team the user is assigned to, determines what data the person is able to view/edit.
	Driver	Drivers are assigned to Teams. There is no limit to the number of drivers that can be assigned to each team. Drivers can only be assigned to one team, however they can be moved to other teams if necessary. Note: Drivers cannot be assigned to Divisions.
	Vehicle	Vehicles are assigned to Teams. There is no limit to the number of vehicles that can be assigned to each team. Vehicles can only be assigned to one team, however they can be moved to other teams if necessary. Note: Vehicles cannot be assigned to Divisions.

Add a New Group

You can create a hierarchy of divisions or teams as needed for your organization. New groups can be added at anytime and drivers can be reassigned to groups as needed.

- 1 Go to **Admin page > Organization tab**. This page includes a hierarchy of existing groups, a summary, and the default map set for the current group selected.
- 2 Click **Add** (upper-right). The Add Group form displays (*Figure 9*), which includes a configurable map for setting the default view for the group.
- 3 Choose a **Parent Group** from the divisions available in the drop-down list. Note: This list grows over time as groups are added to complete the hierarchy of the company organization.
- 4 Choose a **Group Type** from the drop-down lists provided. Group type options are:
 - a. **Divisions** - A division can be assigned to other divisions to create a hierarchical structure
 - b. **Teams** - A team can be assigned to divisions only (not other teams). Vehicles and drivers are assigned to a team (not a division)
- 5 Enter a **Name** for the group
- 6 Complete additional fields as desired
- 7 Set the **Default Map View** for the group: Use the Find Address feature to quickly move to a location, then <click+drag> or zoom in or out to display the exact location. You can also change the type of view: Map, Satellite or Hybrid (see buttons in the upper-right corner of the map).
- 8 Click **Save**

The screenshot shows the 'Admin - Organization' page in the Inthinc system. The main content area is titled 'Edit group Training & Development'. It contains several form fields: 'Parent Group' (set to 'Training & Development'), 'Group Type' (set to 'Division'), 'Name' (set to 'Training & Development'), 'Description', 'Manager', 'GL Code', and 'Address' (with sub-fields for Address 1, Address 2, City, State, and Zip Code). Below these fields is a 'Default Map View' section with a 'Find Address' input field and a 'Locate' button. A map of West Valley City, Utah, is displayed below the form, showing streets and landmarks. A red arrow points from the 'Default Map View' section to the map.

Set the Default Map View
Type an address or manually
navigate to a location on the
map.

Figure 9 Edit view of the Organization Structure

Edit a Group

Use this section to edit or update the definition of a group, such as the name of the group manager or default map view.

- 1 Go to **Admin page > Organization tab**. This page includes a hierarchy of existing groups and a summary and the default map set for the current group selected.
- 2 In the list, select the group name to view the group details.
- 3 Click **Edit**. The Edit Group form displays, which includes a configurable map for setting the group's default view.
- 4 Choose a *parent group* from the divisions available in the drop-down list. This list will grow as you develop the hierarchy of the company.
- 5 Choose a *group type* from the drop-down lists provided. Group type options are:
 - a. Divisions - A Division can be assigned to other divisions to create a hierarchical structure.
 - b. Teams - A Team (group) can be assigned to divisions only (not other teams). Vehicles and drivers are assigned to a team (not a division).
- 6 Enter a **Name** for the group.
- 7 Complete additional fields as desired.
- 8 Set the default map view for this group: Use the Find Address feature to quickly move to a location, then click and drag or zoom in or out to display the exact location. You can also change the type of view: Map, Satellite or Hybrid (see buttons in the upper-right corner of the map).
- 9 Click **Save**. Any change in the group name or organizational location will display when the group list is refreshed.

Delete a Group

Use the information in this section to delete a group.

- 1 Go to **Admin page > Organization tab**. This page includes a hierarchy of existing groups and a summary and the default map set for the current group selected.
- 2 In the list, highlight the group or division name to be deleted. (*Figure 10*)
- 3 Click **Delete**.
- 4 A warning dialog will appear, confirm your selection to continue.

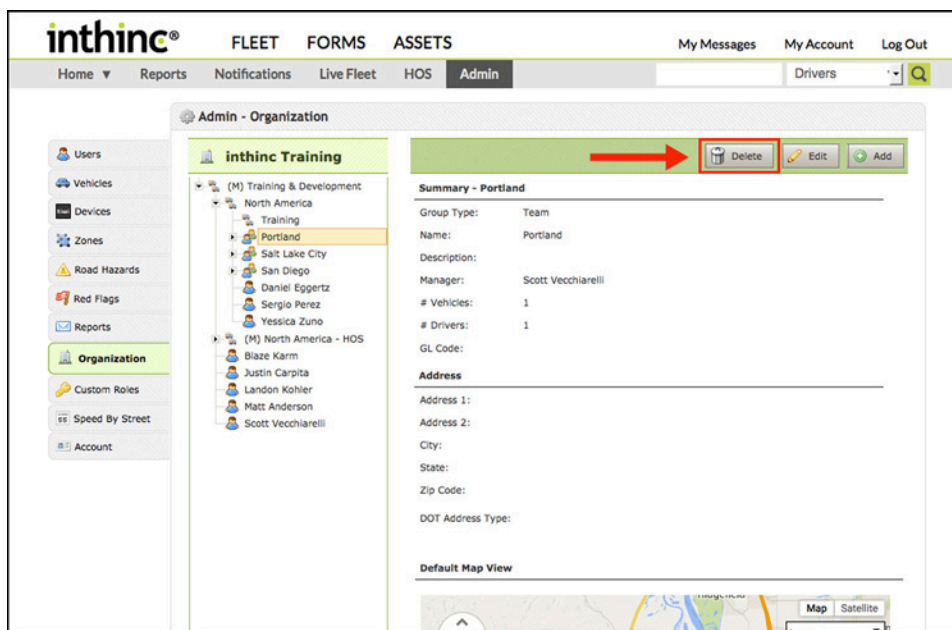


Figure 10 Admin > Organization page with Delete button highlighted

Custom User Roles

Part of the task of creating a user in the system is identifying that user's role(s) in the organization. User roles are assigned to each individual user that will have access to the inthinc portal. When creating a custom user role, you can specify what data/information each user will be allowed to view and/or edit. There is no limit on how many user roles you can create or how many you assign to an individual user.

Introduction to Custom User Roles

Create a user role when you would like to restrict portal access for a particular user. For instance, you may want a user to be able to view information, but not be allowed to edit the data they have access to. In that case you would create a user role and could name it, perhaps, "Read-Only" and then restrict the information that users can edit, thus creating a read-only user role.

On the other hand, if your company has restricted portal access to most users, you may want to delegate authority selectively to maintain portal information. For instance, a Manager role could be created to grant access to Users, Vehicles, Red Flags, and Reports, When a user is assigned the role of Manager, that user can Read/Write/Edit the Users, Vehicles, Red Flags, and Reports within their group.

The flexibility of custom user roles is a great asset for customization that will meet the needs of your organization

Assigning User Roles to Portal Users

The User Roles are displayed in the Login Information section on the User profile form (Figure 11).

There is one default user role provided in the portal titled, **Admin**, which has full access to all functionality within the portal. Any other role displayed in the list is a *custom user role* that was created specifically for your organization.

Assuming not everyone will be given Admin access to the portal, administrators will need to create at least one Custom User Role before adding new users to the system. If no roles have been created when adding users to the system, a "Normal" role will be assigned by default.

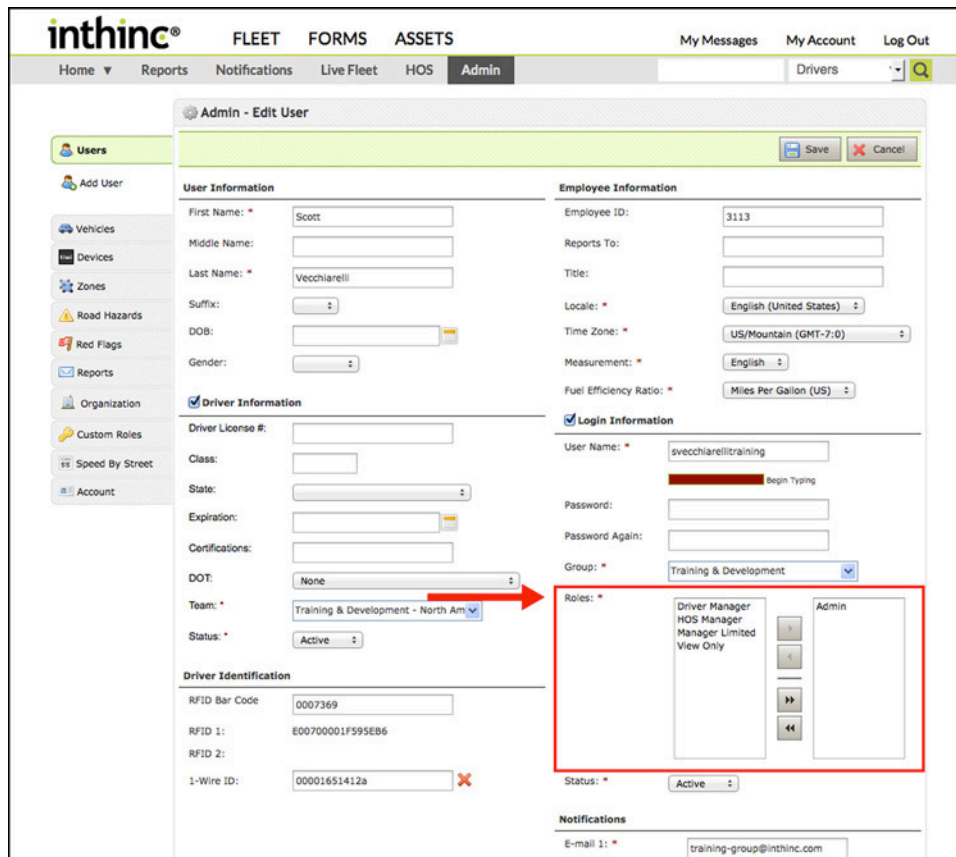


Figure 11 Admin > Users page with Roles section highlighted

View Custom User Role

Use the information in this section to view the details for any existing custom user role.

- 1 Go to **Admin tab > Custom Role tab**.

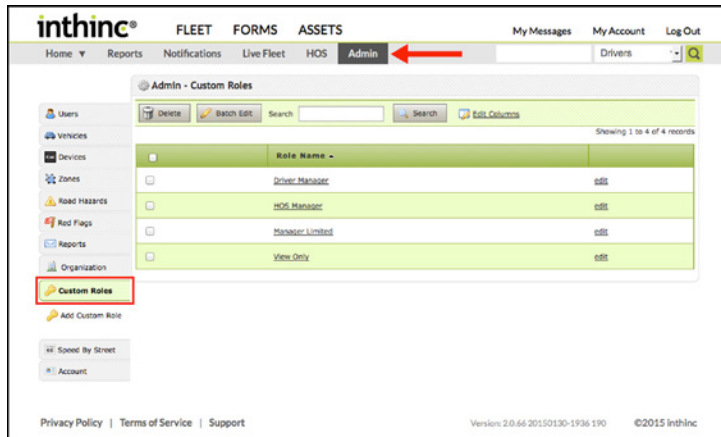


Figure 12 Admin > Custom Roles tab selected

Add New Custom User Role

Use the information in this section to add a new custom user role.

- 1 Go to **Admin tab > Custom Role tab**.
- 2 Click **Add Custom Role** ([Figure 13](#))
- 3 Name the custom role a “friendly” (descriptive) name.
- 4 Select portal access points to be granted to users assigned this role. For more information, see ([Table 4 on page 35](#)).
- 5 Click **Save**.



Figure 13 Add Custom User Role form page displayed

Table 4 Custom User Role Access Points

Access Point	Description
Users: View	When this access point is enabled, the user will have access to the Users sub-menu option in the Admin section of the portal. They will have access to view User profiles, however they will have no edit capabilities.
Users: Add/Edit Users	When this access point is enabled, the user will have rights to Add or Edit "Users" (portal users) within the portal.
Users: Add/Edit Drivers	When this access point is enabled, the user will have rights to Add or Edit "Drivers" within the portal.
Users: Edit RFID	When this access point is enabled, the user will have rights to edit RFID card information on a Users profile within the portal.
Vehicles: View	When this access point is enabled, the user will have access to the Vehicles sub-menu option in the Admin section of the portal. They will have access to view Vehicle profiles, however they will have no edit capabilities.
Vehicles: Add/Edit	When this access point is enabled, the user will have rights to Add or Edit vehicle profiles within the portal.
Vehicles: Assign Driver	When this access point is enabled, the user will have rights to assign a driver to a vehicle within the portal.
Vehicles: Edit Wireline	When this access point is enabled, the user will have rights to Edit wireline (AIB security system) settings within the portal.
Vehicles: Edit Speed & Sensitivity	When this access point is enabled, the user will have rights to Edit speed & sensitivity settings for vehicles within the portal.
Devices	When this access point is enabled, the user will have access to the Devices sub-menu option in the Admin section of the portal. Users with this access can assign devices to vehicles.
Zones	When this access point is enabled, the user will have access to the Zones sub-menu option in the Admin section of the portal. Users with this access can Add/Edit/Delete zones at all organizational levels.
Red Flags	<p>When this access point is enabled, the User can:</p> <ul style="list-style-type: none"> View/Edit/Delete red flag alerts that they create. Assign alerts to groups, drivers and vehicles that are in their group hierarchy. If the alert is assigned to a vehicle type (light, heavy) the vehicle list will be further filtered by vehicles that are within the owners group hierarchy. Send notification to any person in the account regardless of group hierarchy. This will allow the user to send notifications to supervisors/managers who are above them in the group hierarchy. <p>By default, Admin Users can:</p> <ul style="list-style-type: none"> View/edit/delete red flag alerts that they or any other user in their group hierarchy create. Assign alerts to groups that are in the group hierarchy or the owner of the alert. Send notification to any person in the account regardless of group hierarchy. Change the owner of the alert to a user that is within their group hierarchy.
Reports	<p>When this access point is enabled, the User can:</p> <ul style="list-style-type: none"> View/edit/delete report schedules (subscriptions) they create. Report on groups, drivers, and vehicles that are in their group hierarchy. <p>By default, Admin Users can:</p> <ul style="list-style-type: none"> View/edit/delete report schedules (subscriptions) that they or any other users in their group create. Report on groups, drivers, and vehicles in the group hierarchy of the report schedule owner. Change the owner of the report schedule to a user that is within their group hierarchy.
Organization	When this access point is enabled the user will have access to the Organization sub-menu option in the Admin section of the portal. Users can add teams within their assigned group. By default Admin users can add divisions and teams at all levels of the organization.
Speed by Street	When this access point is enabled, the user will have access to the Speed-by-Street sub-menu option in the Admin section of the portal. Users can submit posted speed limit correction requests to inthinc.
Live Fleet	When this access point is enabled, the user will have access to the Live Fleet main menu tab in the portal. Users will be able to view and locate vehicles and drivers within their assigned group.
Crash Report	When this access point is enabled, the user can view crash reports from their assigned group in the Notifications section of the portal. By default, Admin users can edit or delete crash reports at all organization levels.
Forgive Events	When this access point is enabled, the user will have rights to Forgive (exclude) driver events that will impact the driver's score. Users can forgive events for any driver within their assigned group. By default, Admin users can forgive events at all organization levels.
HOS (Hours of Service)*	When this access point is enabled, users will have access to the HOS main menu option within the portal. Users can view and export Hours of Service reports for drivers within their assigned group.
waySmart	When this access point is enabled, users will have access to waySmart reports available in the Reports section within the portal. Users can view and export various reports for drivers and vehicles within their assigned group.
Road Hazards*	When this access point is enabled, users will have access to the Road Hazards sub-menu option in the Admin section of the portal. Users with this access can Add/Edit/Delete Road Hazard zones at all organizational levels.
Forms*	When this access point is enabled, users will have access to the Forms top-menu option in the portal. Users with this access can Add/Edit/View Form related data at all organizational levels.
* Will only be visible if the feature is enabled on the account. For more information, refer to your system administrator or inthinc account representative.	

Edit Custom User Role

Use the information in this section to edit an existing user role.

- 1 Go to **Admin page > Custom Roles tab**. The list of existing custom roles for your organization is displayed.
- 2 To view details of a custom role, click the name of the custom role.
- 3 To edit the custom role, click **Edit** link (right column), make the changes needed, and then click Save. If the changes included a new name, the changes can be seen immediately in the refreshed list.

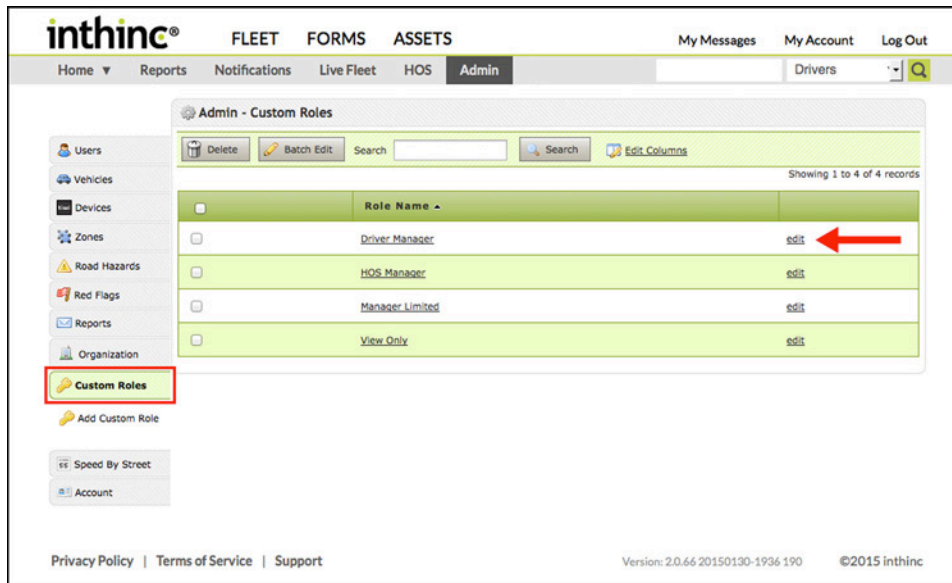


Figure 14 Admin > Custom Roles page with Edit link highlighted

Delete Custom User Role

Use the information in this section to delete an existing user role.

- 1 Go to **Admin page > Custom Role tab**. The Custom Roles page displays. (Figure 15)
- 2 **Check** the box next to the User Role you want to delete.
- 3 Click **Delete**.
- 4 A warning dialog will appear, confirm your selection by clicking Delete. The deleted role won't display once the Custom Roles page is refreshed.

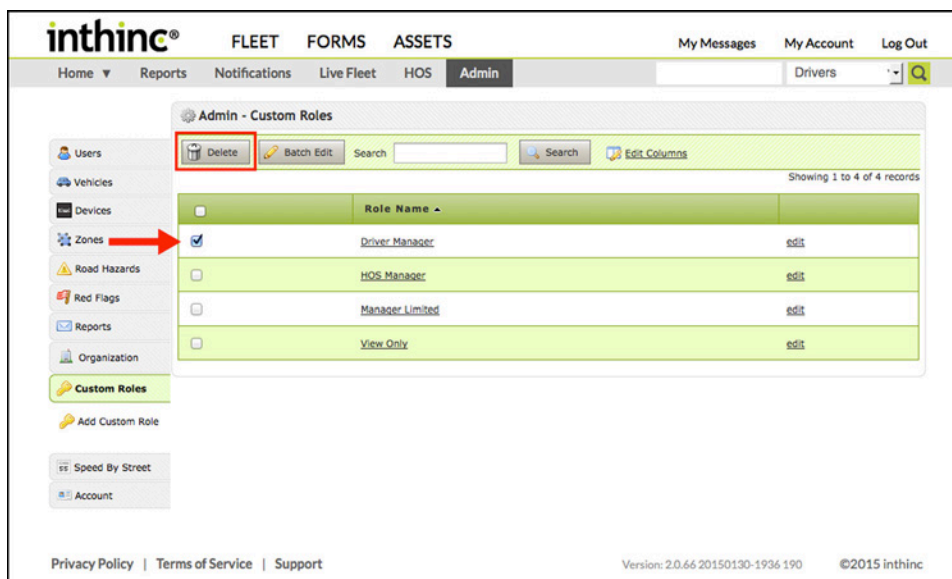


Figure 15 Admin > Custom Roles page with Delete button highlighted

Manage Drivers & Portal Users

This section will explain how to add, edit, and delete driver/user profiles. *Users* are defined as inthinc web portal users and *Drivers* are defined as an operator of a vehicle. In terms of the inthinc portal, we refer to “users” as drivers and/or portal users. When creating a new user profile, you will indicate what type of “user” the person is - driver, (portal) user, or in some cases both.

Search for a User/Driver

Go to Admin page > Users tab. All users and/or drivers in your organization display in a multi-page list.

- 1 Navigate to the **Admin Tab** in the main menu. The Users page will display by default. (Figure 16)
- 2 There are two different ways to locate a User/Driver:
 - a. Use the pagination (page) buttons at the bottom of the page to scroll through the list of all users.
 - b. Use the filter tool at the top of the following column headers to search for specific users using the following criteria:

Name	Email 1	Employee ID	Driver License #
User Name	Email 2	Reports To	License Class
Phone 1	Text Message 1	Title	Certifications
Phone 2	Text Message 2	Bar Code (RFID Card)	

- 3 If using the filter tool at the top of the column, type a name or number into the text entry box and press <Enter> on your keyboard to refresh the list. Any matching results will be displayed when the list refreshes. (Figure 17 on page 38)

Note: Click the “Edit Columns” link, at the top of the list, to hide/show columns displayed on the page. Not all columns are displayed by default. (Figure 18 on page 38)

- 4 To remove the filter, delete the text from the filter tool in the column header and press <Enter> on your keyboard to refresh the list. The full list will be displayed.

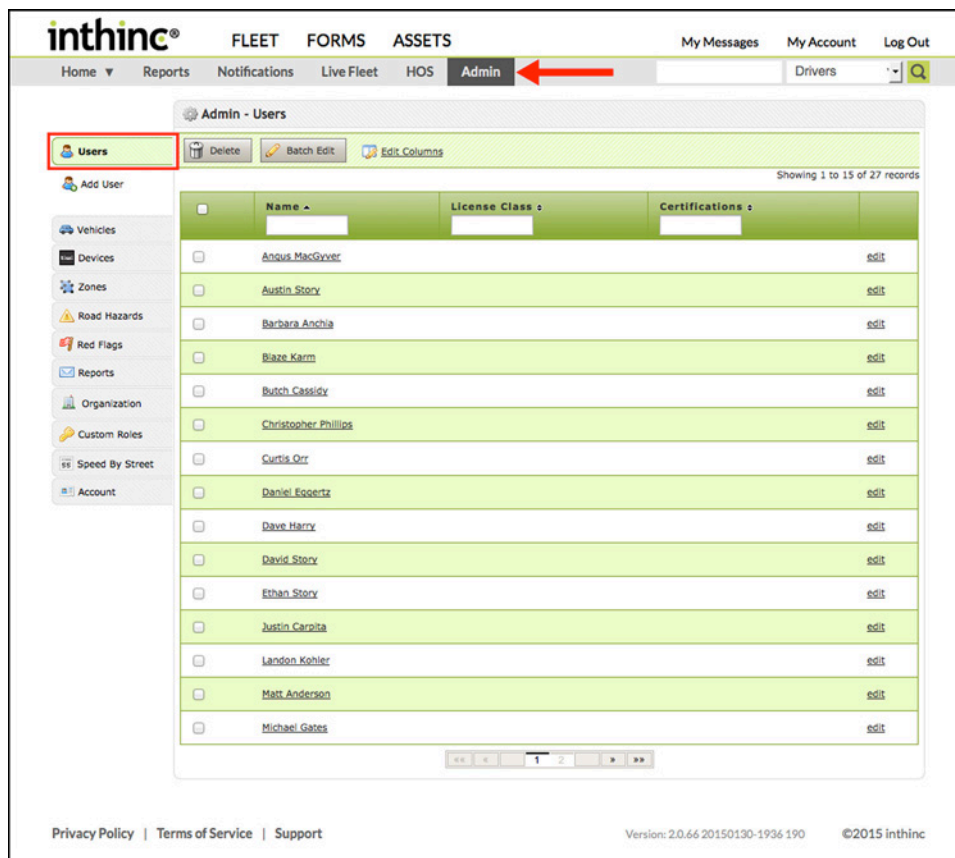


Figure 16 Admin > Users Tab highlighted with Users list displayed

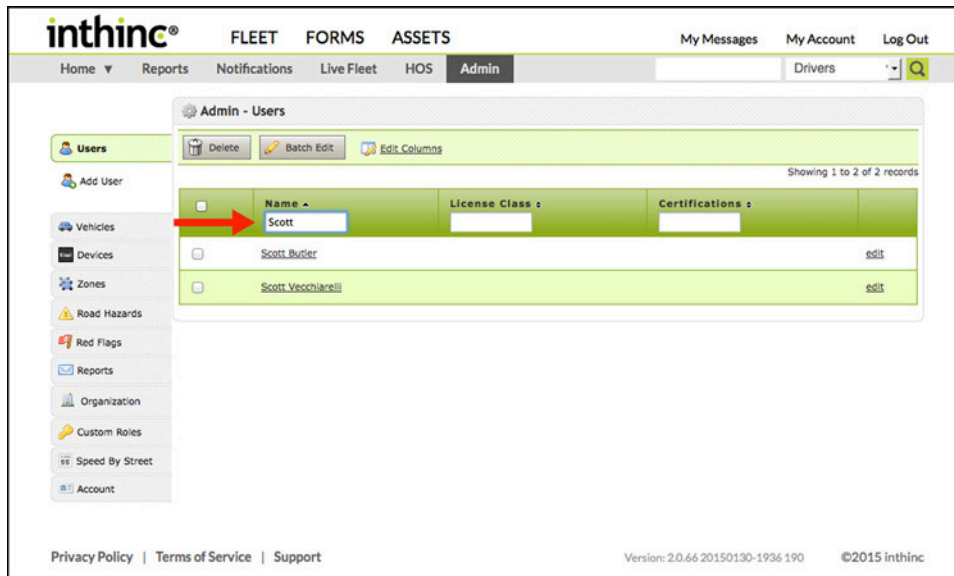


Figure 17 Admin > Users List filtered by Name Column

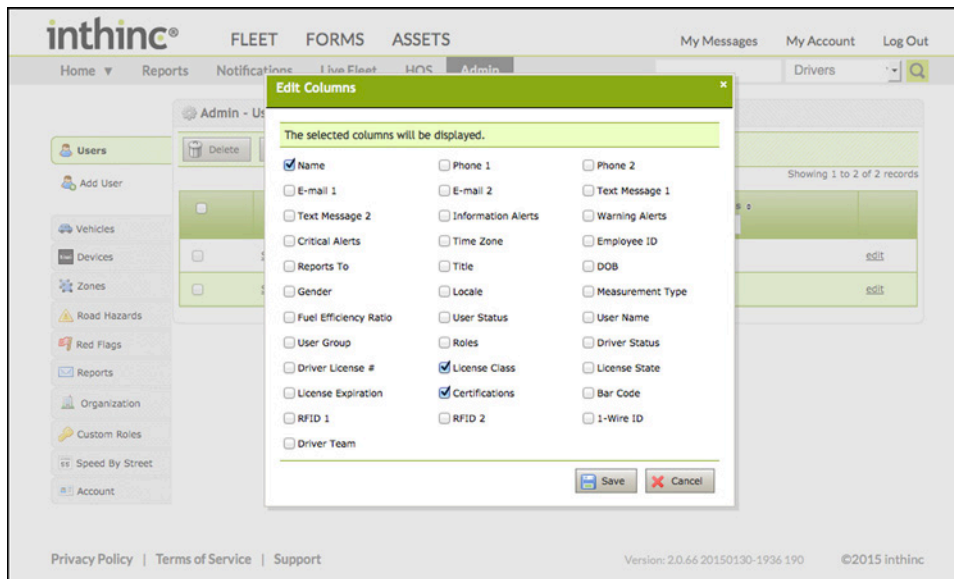


Figure 18 Admin > Users List "Edit Columns" dialog window

User Tip: Edit Columns

Click the **Edit Columns** link at the top of the Users List to display a dialog window where you can choose which columns you wish to show/hide in when viewing the Users List. Not all columns are displayed by default. This can be a helpful tool when trying to quickly gather user information when viewing the list.

Add New User/Driver

Add users to the system to either grant portal access or identify drivers. Information in this section will cover how to create a new user or driver in the system. Portal users can be drivers, and in some cases drivers may also be portal users. There is only one form for both types of users, and how you fill out the form will dictate what type of user profile you are creating.

Add a New Driver/Portal User:

- 1 Go to **Admin Tab**. The Admin page opens with the User tab selected by default.
- 2 Click **Add User** (on the left). The Add User form displays. (*Figure 19*)
- 3 Complete the *Add User* form. The required fields (as indicated with asterisks on the form) are described in (*Table 5 on page 40*)
- 4 Click **Save** to save your changes and add the new user to the system or click **Cancel** to exit without saving.

The screenshot shows the 'Admin - Edit User' form in the inthinc system. The form is divided into several sections, each with a red line pointing to an external annotation:

- User Information Section:** Fields include First Name (Scott), Middle Name, Last Name (Vecchiarelli), Suffix, DOB, and Gender. This section is required for all user types.
- Employee Information Section:** Fields include Employee ID (3113), Reports To, Title, Locale (English (United States)), Time Zone (US/Mountain (GMT-7:0)), Measurement (English), and Fuel Efficiency Ratio (Miles Per Gallon (US)). This section is required for all user types.
- Driver Information Section:** Fields include Driver License # (95-008-976544), Class (B), State (Colorado), Expiration (Feb 2, 2015), Certifications, DOT (None), Team (Training & Development - North Am), and Status (Active). This section is required only when creating drivers.
- Login Information Section:** Fields include User Name (svecchiarellitraining), Password, Password Again, Group (Training & Development), and Roles (Driver Manager, HOS Manager, Manager Limited View Only, Admin). This section is required only when creating portal access for the user.
- RFID Information:** Fields include RFID Bar Code (0007369), RFID 1 (E00700001F595EB6), RFID 2, and I-Wire ID (00001651412a). This section is required only when adding RFID or I-Wire Key Fob ID for Drivers.
- Notifications Section:** Fields include E-mail 1 (training-group@inthinc.com), E-mail 2, Text Message 1, Text Message 2, Phone 1 (8016742807), Phone 2, Information (E-mail 1: training-group@inthinc.com), Warning (None), and Critical (None). This section is required for all users that have portal access.

The form also includes a 'Driver Identification' section with fields for RFID Bar Code, RFID 1, RFID 2, and I-Wire ID. At the bottom, there are 'Save' and 'Cancel' buttons, and a footer with 'Privacy Policy | Terms of Service | Support', 'Version: 2.0.66 20150130-1936 190', and '©2015 inthinc'.

Figure 19 Admin > Add User form displayed

Table 5 Add User Form Information

User Information Section	
First Name	Enter the User/Driver first name
Last Name	Enter the User/Driver last name
Employee Information Section	
Employee ID*	* If Handheld or Touchscreen login is required for waySmart systems - Enter the alphanumeric Driver ID to be used for login
Locale	Choose preferred language from the list
Time Zone	Choose a time zone from the list. All date/time stamps for events in the portal will be displayed in the selected time zone.
Measurement	Choose English or Metric. This will affect how data is displayed in the portal (i.e. miles vs. kilometers)
Fuel Efficiency Ratio	Choose Standard or Metric options
Driver Information Section (when checked)	
* Check this box when creating a Driver profile for the user	
Team	Choose one from the list. All driving statistics will affect this teams data.
Status	Choose Active or Inactive. Choosing Inactive will disable ability to login.
DOT	If the driver is subject to DOT Hours of Service regulations, select the HOS rule set from the list.
RFID Information Section	
Bar Code	Enter the number printed below the bar code on the back of the RFID card.
1-Wire ID	Enter the 1-Wire ID number printed on the label or the sensor of the key fob.
Login Information Section (when checked)	
* Check this box when creating portal access for the user	
User Name	Enter the desired Username
Password	Enter a password for the user
Password Again	Confirm your password entry
Group	Choose one from the list. This will dictate what data the user is able to view. They will not be able to view data for any group higher (outside of the team/division) in the group structure.
Role	Move applicable role(s) on the left to the list on the right
Status	Choose Active or Inactive. Choosing inactive will disable the users ability to login.
Notifications (when Login Information is checked)	
Email 1	Enter Email address for the user (Format = name@acmecompany.com)
Email 2	Enter alternate Email address for the user
Text Message 1	Enter Text Messaging Address for the user (Format = Carrier Text Message Email Address, example 8015558855@att.txt.com)
Text Message 2	Enter alternate Text Messaging address for the user
Phone 1	Enter the Phone number for the user (Format = 8015558866)
Phone 2	Enter alternate Phone number for the user
Information	Select communication preference for Information Red Flag alerts. For more information, refer to chapter on Red Flag Alerts.
Warning	Select communication preference for Warning Red Flag alerts. For more information, refer to chapter on Red Flag Alerts.
Critical	Select communication preference for Critical Red Flag alerts. For more information, refer to chapter on Red Flag Alerts.



User Tip: Text Message Formatting

When adding Text Message contact information to the portal, the format must be the SMS email address for the specific mobile provider. For example, if the mobile provider is AT&T, the SMS email address would be formatted as follows: phonenumber@att.txt.com.

Edit User/Driver

- 1 From the main menu, go to **Admin > Users tab**
- 2 Use the filter tool to locate the User in the list, then click the **Edit** link in the far-right column. (Figure 20)
- 3 Update the User form as needed, and click **Save** when finished

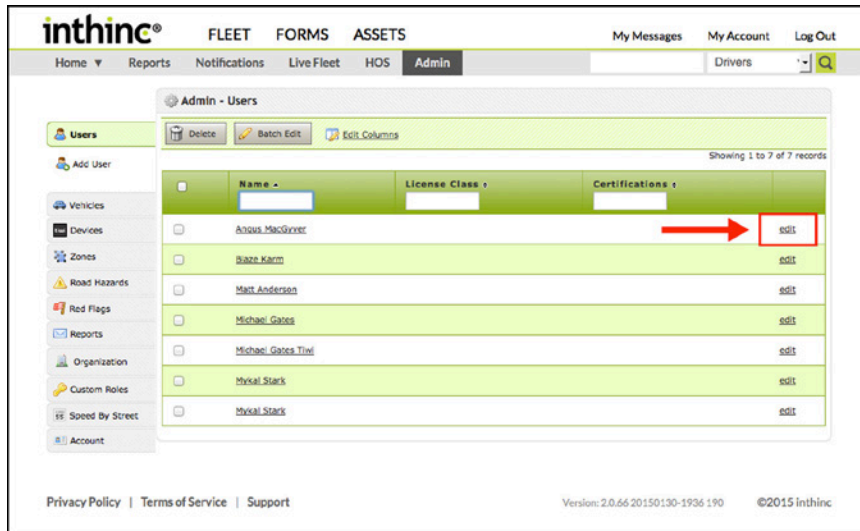


Figure 20 Admin > Users List with Edit link highlighted

Note: If you move a driver from one team to another, that driver's previous driving record stays with the first team and remains calculated into the team's score. All new driving data, going forward, will be associated with the new team.

Delete User/Driver

When you Delete a user or driver in the system, that user's or driver's information cannot be restored. However, if the user was a driver, that driver's statistical data is still included in historical team data.

- 1 From the main menu, go to **Admin > Users tab**
- 2 Select each user/driver you want to delete by checking the box next to their name
- 3 Click the **Delete** button at the top of the page (Figure 21). A warning dialog will appear confirming you wish to delete the user.

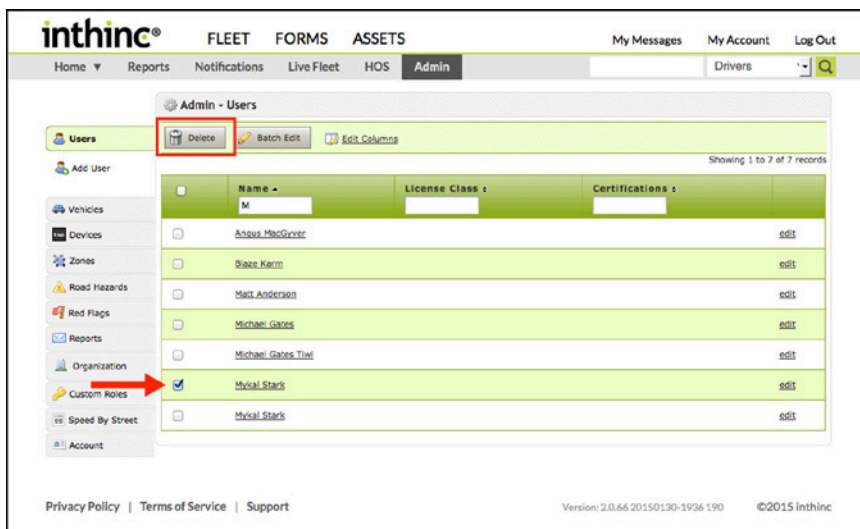


Figure 21 Admin > Users List with user selected and Delete button highlighted

Make User/Driver Inactive

If you choose to make a *user* in the system inactive, that user will remain in the system, but will not be able to log in to the portal while inactive. If you choose to make a *driver* in the system inactive, that driver's information is kept in the system, but the driver is not available for vehicle assignment while inactive.

Note: Driver information and Login information are not dependent; meaning you can make the user an "inactive" portal user (under Login Information) while remaining "active" as a driver (under Driver Information), or vice versa.

To Make a User Inactive:

- 1 From the main menu, go to **Admin > Users tab**. The current list of users displays.
- 2 Use the filter tool to locate the user, then click the **Edit** link in the far-right column. The Edit Users form displays.
- 3 Locate the *User Information* section
- 4 Select **Inactive** from the Status drop-down menu. (Figure 22)
- 5 Click **Save**.

To Make a Driver Inactive:

- 1 From the main menu, go to **Admin > Users tab**. The current list of users displays.
- 2 Use the filter tool to locate the user, then click the **Edit** link in the far-right column. The Edit User form displays.
- 3 Locate the *Driver Information* section.
- 4 Select **Inactive** from the Status drop-down menu. (Figure 22)
- 5 Click **Save**.

The screenshot shows the 'Admin - Edit User' form in the inthinc portal. The form is divided into several sections: **User Information**, **Employee Information**, **Driver Information**, **Login Information**, **Driver Identification**, and **Notifications**. The **Driver Information** and **Login Information** sections are highlighted with dashed boxes. In the **Driver Information** section, the **Status** dropdown menu is set to 'Active' and is highlighted with a red arrow. In the **Login Information** section, the **Status** dropdown menu is also set to 'Active' and is highlighted with a red arrow. The form includes fields for First Name, Middle Name, Last Name, Suffix, DOB, Gender, Employee ID, Reports To, Title, Locale, Time Zone, Measurement, Fuel Efficiency Ratio, Driver License #, Class, State, Expiration, Certifications, DOT, Team, Status, RFID Bar Code, RFID 1, RFID 2, 1-Wire ID, User Name, Password, Password Again, Group, Roles, and E-mail.

Figure 22 Status drop-down menu highlighted in the Driver and Login Information sections

Set up RFID Card for tiwiPro Login

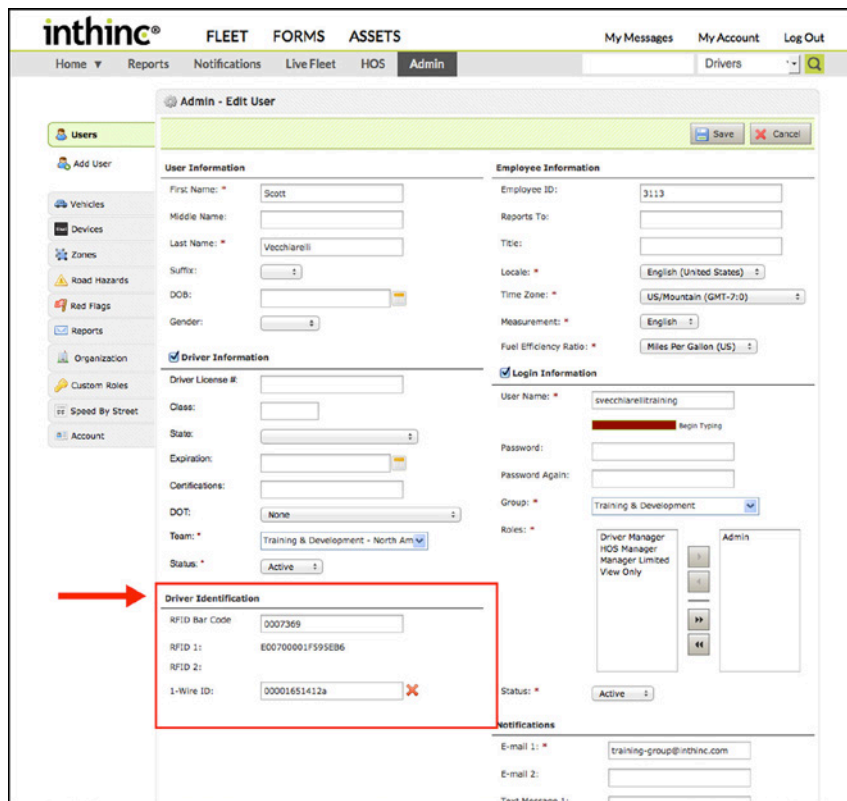
tiwiPro devices can be configured so drivers log in to the system using an RFID card. Using an RFID card is useful when drivers may not drive the same vehicle everyday. Alternatively, you can permanently “assign” a driver to a vehicle, in which case they would not need an RFID card to login. For instructions on assigning a driver to a vehicle, see **“Driver > Vehicle Assignment” on page 50**.

When setting up RFID cards for use with the tiwiPro system, each driver will be assigned their own “unique” RFID card. The cards are unique because they are individually assigned to drivers in the portal. Follow the instructions below to assign an RFID card to a driver.

Note: waySmart® systems require drivers log in using an alphanumeric ID or 1-Wire key fob, and are not compatible with RFID cards.

Assign RFID Card to a Driver:

- 1 From the main menu, go to **Admin > Users** tab.
- 2 Filter the *Users List* to locate the driver, and click **Edit** in the far-right column.
- 3 Locate the bar code number of the RFID card you want this user to use: The bar code number is located under the bar code on the back of the card. (**Figure 24**)
- 4 Enter the bar code number in the *Bar Code* field of the Add/Edit User form (**Figure 23**), then click **Save**. Once the device is powered down and back up again, the user can log in to the tiwiPro using the RFID card assigned to them.



The screenshot shows the 'Admin - Edit User' form in the inthinc system. The 'Driver Identification' section is highlighted with a red box and a red arrow. The fields in this section are: RFID Bar Code (0007369), RFID 1 (E00700001F595E86), RFID 2, and 1-Wire ID (00001651412a). Other sections include User Information, Employee Information, and Login Information.

Figure 23 Admin > User profile Driver Identification section highlighted



Figure 24 RFID Card

Set up Driver ID or Key Fob for waySmart Login

waySmart systems can be configured so drivers log in to the system using either an alphanumeric Driver ID or a 1-Wire Key Fob. The type of waySmart system, and customer preference will dictate which method drivers will use to login. See the table below for more information. Follow the instructions below to assign a Driver ID or Key Fob to a driver.

Table 6 waySmart Login Compatibility Matrix	
Hardware	Driver Login Method
waySmart 820 w/ Handheld Interface	Driver ID
waySmart 820 w/ Touchscreen Interface	Driver ID
waySmart 850 (HD) w/ Touchscreen Interface	Driver ID or 1-Wire Key Fob
waySmart 850 (LD) no Touchscreen	1-Wire Key Fob

Assign Alphanumeric Driver ID or 1-Wire Key Fob to a Driver:

- 1 From the main menu, go to **Admin > Users** tab.
- 2 Filter the *Users List* to locate the driver, and click **Edit** in the far-right column.
- 3 Complete one of the following:
 - a. **Alphanumeric** - Enter the alphanumeric Driver ID in the Employee ID field (Employee Information section) of the Add/Edit User form.
 - b. **1-Wire Key Fob** - Enter the serial number (on the label of fob) in the 1-Wire ID field of the Add/Edit User form
- 4 Click the **Save** button.

Figure 25 Admin > Users form with 1-Wire field and Employee ID field highlighted



Figure 26 1-Wire Key Fob

Manage Vehicles

This section will provide detail on how to add, edit, and delete vehicles. However, in addition, this section will cover how to modify both tiwiPro and waySmart configuration settings, such as speed buffers and aggressive driving sensitivity.

Search for a Vehicle

Go to Admin > Vehicles tab. All vehicles in your organization display in a multi-page list. To Search for a specific vehicle, complete the steps outlined below.

- 1 Navigate to **Admin > Vehicles sub-tab**. The Vehicles list will display by default.
- 2 There are two different ways to locate a Vehicle:
 - a. Use the pagination (page) buttons at the bottom of the page to scroll through the list of all vehicles.
 - b. Use the filter tool at the top of the following column headers to search for specific users using the following criteria:

Vehicle ID	Driver	Product	Team	Make	Model
Year	Zone Type	Device	VIN	License #	Color

- 3 If using the filter tool at the top of the column, type a name or number into the text entry box and press <Enter> on your keyboard to refresh the list. Any matching results will be displayed when the list refreshes.
- 4 To remove the filter, delete the text from the filter tool in the column header and press <Enter> on your keyboard to refresh the list. The full list will be displayed.

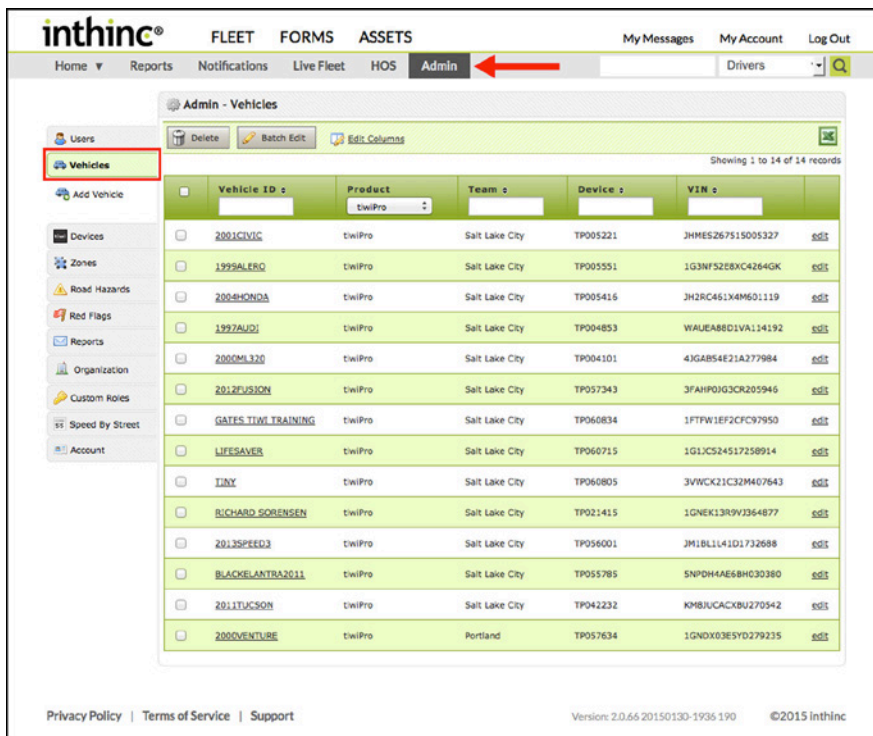


Figure 27 Admin > Vehicles menu option highlighted with Vehicle list displayed



User Tip: Sort & Filter Options within Tables

Sort the lists by clicking a column header, much like you would using Microsoft Excel. Each time the column header is clicked the list order will change from ascending to descending.

Filter - Several columns will have a filter tool. Enter a value into the text box and press <Enter> on your keyboard to refresh the list. In some cases, the filter tool is actually a drop-down menu in which case you can select an option from the list.

Add a Vehicle

Use the information in this section to add a vehicle to the system.

- 1 From the main menu, go to **Admin > Vehicles tab**.
- 2 Create a Vehicle Profile:
 - a. Click **Add Vehicle** on the left-side of the page. The *Add Vehicle* form displays with the Details tab selected.
 - b. On the *Details* tab, complete the *Add Vehicle* form. Fields marked with an asterisk (*) are required.
 - **Vehicle Information** - Enter: VIN, Make, Model, and Year. The system uses the VIN to track vehicle-specific data.
 - **Vehicle Profile** - In the Vehicle ID field, enter a number or a name for the vehicle.
 - **Vehicle Assignment** - Select a team and, if a device has already been assigned to the vehicle, select the driver. The driver selected will be permanently assigned to the vehicle. Note: If you do not permanently assign a driver to the vehicle, see information on setting up an RFID card.
 - c. Click **Save**. The vehicle will now display in the *Vehicles List*.

Vehicle Information Section
Complete the required information including: VIN#, Make, Model, and Year.

Vehicle Profile Section
Complete this section by providing a Vehicle ID number and setting the status.

Vehicle Assignment Section
Complete this section by assigning the vehicle to a Team within the organization.

Figure 28 Admin > Add Vehicle menu option highlighted and form page displayed



Important Note: Vehicle Configuration Post-Installation

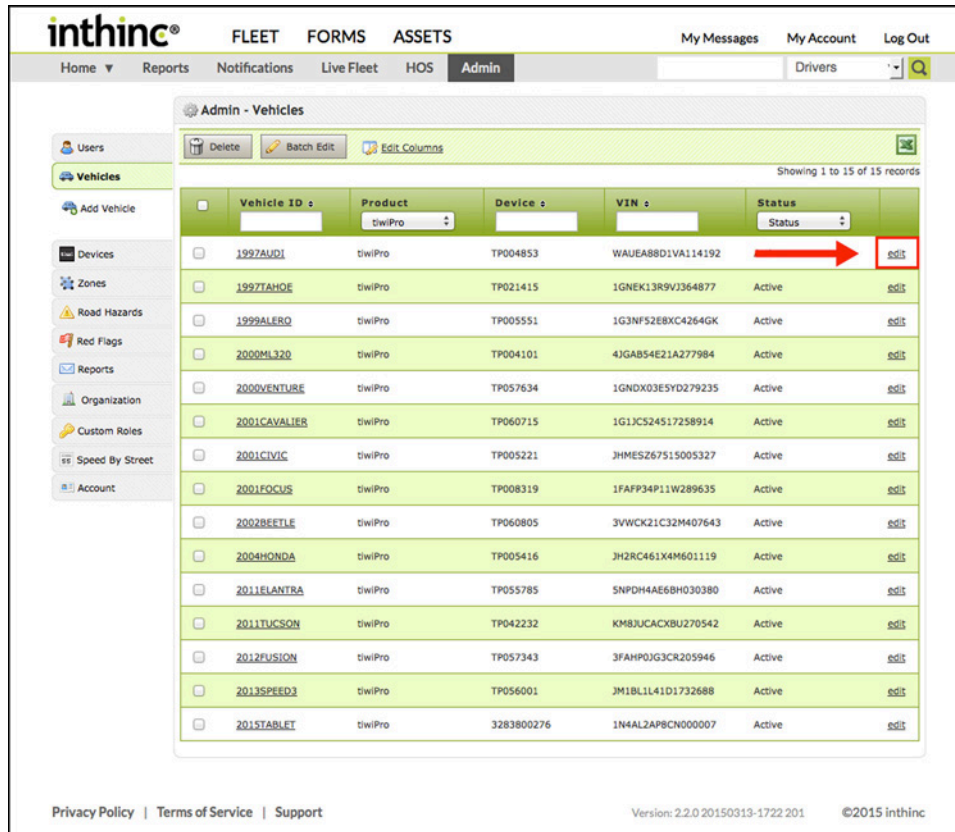
Additional vehicle configuration is required after the system hardware has been installed and has communicated with the inthinc web portal. Additional configuration includes Speed and Sensitivity settings, in addition to other profile information that is required based on the version of hardware installed.

For more information, see "[tiwiPro Configuration \(Post-Installation\)](#)" on page 51

Edit a Vehicle

Use the information in this section to edit an existing vehicle profile.

- 1 From the main menu, go to **Admin > Vehicles tab**
- 2 Locate the vehicle you want to update in the *Vehicles List*, then click the **Edit** link in the far-right column
- 3 Make the necessary changes to the Edit Vehicle form.
 - **Details tab** - Update this tab as needed. For help completing the vehicle configuration:
 - tiwiPro - For more information, see "**tiwiPro Configuration (Post-Installation)**" on page 51
 - waySmart - For more information, see "**WS820 Configuration (Post-Installation)**" on page 52.
 - **Speed & Sensitivity tab** - For more information, see "**tiwiPro Configuration (Post-Installation)**" on page 51
- 4 When finished editing, click **Save**.



The screenshot shows the inthinc Admin interface. The top navigation bar includes 'FLEET', 'FORMS', and 'ASSETS'. The 'Admin' tab is selected. A sidebar on the left contains various menu items like 'Users', 'Vehicles', 'Devices', etc. The main content area displays a table of vehicles. The first row is highlighted, and the 'edit' link in the far-right column is highlighted with a red box and a red arrow. The table columns are: Vehicle ID, Product, Device, VIN, Status, and Edit.

Vehicle ID	Product	Device	VIN	Status	Edit
1997AUDI	tiwiPro	TP004853	WAUEA88D1VA114192	Active	edit
1997TAHOE	tiwiPro	TP021415	1GNEK13R9VJ364877	Active	edit
1999ALERQ	tiwiPro	TP005551	1G3NF52BXC4264GK	Active	edit
2000ML320	tiwiPro	TP004101	4TGAB54E21AZ77984	Active	edit
2000VENTURE	tiwiPro	TP057634	1GNDX03E5YD279235	Active	edit
2001CAVALIER	tiwiPro	TP060715	1G1JC524517258914	Active	edit
2001CIVIC	tiwiPro	TP005221	JHMES267515005327	Active	edit
2001FOCUS	tiwiPro	TP008319	1FAPP34P11W289635	Active	edit
2002BEETLE	tiwiPro	TP060805	3VWCK21C32M407643	Active	edit
2004HONDA	tiwiPro	TP005416	JH2RC461X4M601119	Active	edit
2011ELANTRA	tiwiPro	TP055785	5NPDH4AE6BH030380	Active	edit
2011TUCSON	tiwiPro	TP042232	KM8JUCACXBU270542	Active	edit
2012FUSION	tiwiPro	TP057343	3FAHP0JG3CR205946	Active	edit
2013SPEED3	tiwiPro	TP056001	JM1BL1L41D1732688	Active	edit
2015TABLET	tiwiPro	3283800276	1N4AL2AP8CN000007	Active	edit

Figure 29 Vehicle List with Edit link highlighted



Important Note: Changes to Sensitivity Settings or Buffers

Changes applied to speed buffers or aggressive driving sensitivity settings do not take effect until the tiwiPro device completes a power-cycle, or the waySmart device downloads the new settings.

Make a Vehicle Inactive

When you make a vehicle “inactive” in the portal, the vehicle profile and all collected data will be retained, however, the vehicle will not be available for device assignment and will not appear on various lists and reports.

- 1 From the main menu, go to **Admin > Vehicles tab**
- 2 Locate the Vehicle in the list, then click the **Edit** link in the far-right column
- 3 On the *Edit Vehicle* form, locate the *Status* drop-down menu in the Vehicle Profile section and select **Inactive**
- 4 Click **Save**. The vehicle will remain in the Vehicle list with a status of inactive

The screenshot shows the 'Admin - Edit Vehicle' form in the inthinc portal. The 'Vehicle Profile' section is highlighted with a red box, and the 'Status' dropdown menu is set to 'Inactive', indicated by a red arrow. The form includes sections for Vehicle Information, Vehicle Assignment, and Device Assignments.

Vehicle Information

VIN: * 3FAHP0JG3CR205946
Make: * Ford
Model: * Fusion
Year: * 2012
Color:
Weight: (lbs)
License #:
State:
Odometer: (mi)
Zone Type: * Light
E-Call Phone: * 3234975838
Auto Log Off: Disabled

Vehicle Profile

Vehicle ID: * 2012FUSION
Status: * Inactive

Vehicle Assignment

Team: * Training & Development - North Am
Assigned Driver: Scott Vecchiarelli assign

Device Assignments

Product: slwPro
Assigned Device: TP057343
Cost Center:
* Required field

Figure 30 Status drop-down menu highlighted on the Edit Vehicle form



User Tip: Making a Vehicle Inactive vs. Deleting

When you delete a vehicle from the system, you also delete all historical vehicle information and data from the portal. Making a vehicle “inactive” in the portal is an alternative to deleting vehicle data altogether. Making a vehicle “inactive” will hide (archive) the vehicle and data from various lists and reports within the portal, however all historical information retained for future use if needed.

Delete a Vehicle

Use the information in this section to delete an existing vehicle.

- 1 From the main menu, go to **Admin > Vehicles tab**
- 2 Locate the vehicle you want to delete in the *Vehicles List*, then **check** the box next to the vehicle name
- 3 Click the **Delete** button at the top of the list. A warning dialog will confirm your selection

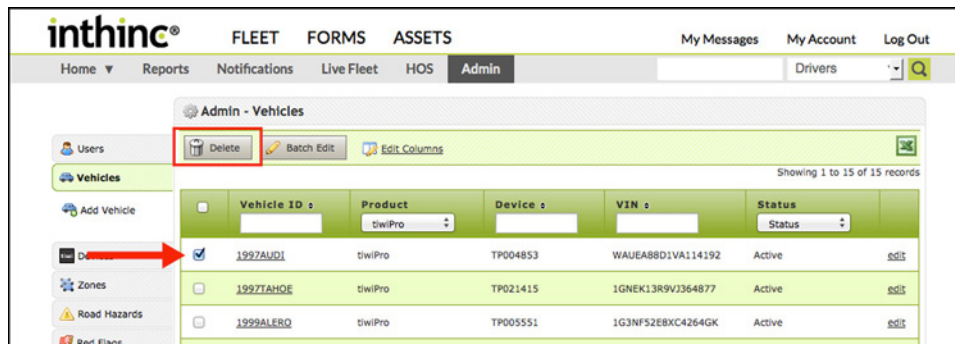


Figure 31 Vehicle selected from list with Delete button highlighted

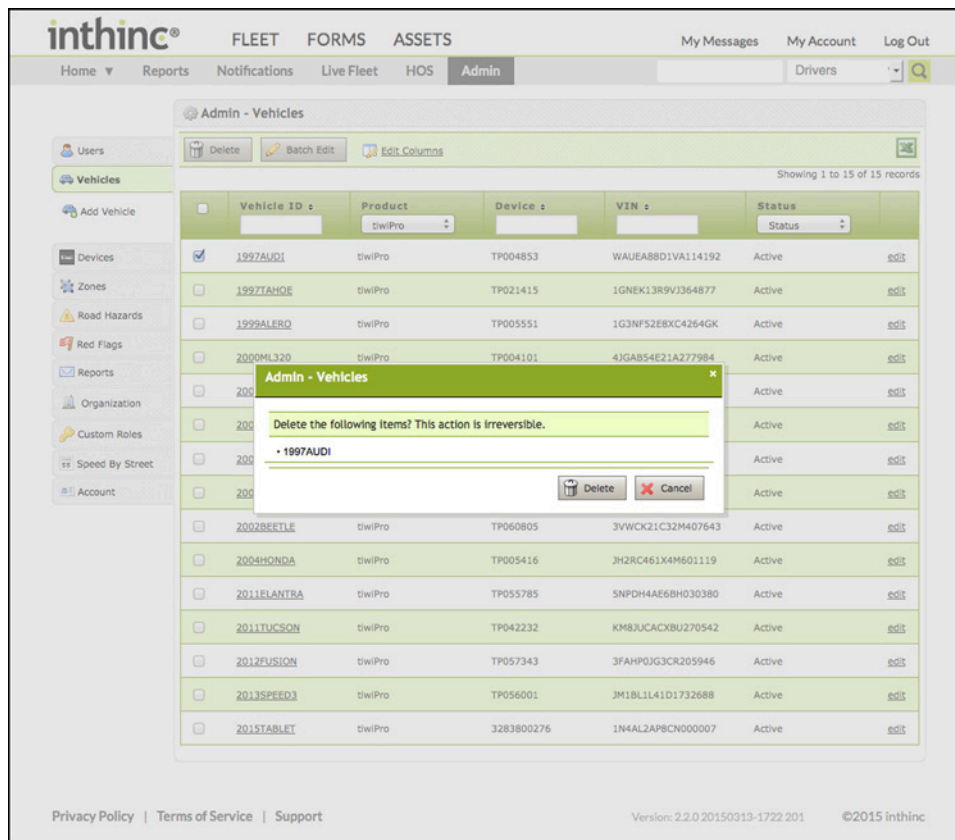


Figure 32 Warning dialog confirmation to delete vehicle

Driver > Vehicle Assignment

With certain inthinc hardware, you can assign a driver to a vehicle directly from within the inthinc portal. There are a few instances where this feature can be a helpful. If a driver loses their RFID card during a trip and cannot login, a portal user can assign the driver to the vehicle remotely, using this functionality. Another way in which this feature can be used, is to bypass driver login requirements altogether. If a driver is the only one that will ever operate the vehicle, the driver can be assigned to the vehicle within the portal and the “auto log out” functionality can be disabled, creating a scenario where the driver will remain logged in to the vehicle indefinitely.

Follow the instructions below to assign a driver to a vehicle.

- 1 From the main menu, select **Admin > Vehicles**, then select a **Vehicle** from the list. The Vehicle profile page will display
- 2 If you are not already in edit mode, click the **Edit** button on the right-side of the page
- 3 In the Vehicle Assignment section, locate the Assigned Driver field and click the **Assign** link (*Figure 33*). A list of drivers will appear.
- 4 Scroll through the list of drivers and locate the person you would like to assign to the vehicle, then click the **Assign** link in the far-right column (*Figure 34*)
- 5 In the Vehicle Assignment section, the Assigned Driver will be displayed

The screenshot shows the 'Admin - Edit Vehicle' page in the inthinc portal. The 'Vehicle Assignment' section is highlighted with a red box. It contains a 'Team' dropdown menu set to 'Training & Development - North Am...' and an 'Assigned Driver' field with the name 'BASIC' and a red arrow pointing to it. Below this is a 'Device Assignments' section with fields for Product, Assigned Device, and Cost Center.

Figure 33 Vehicle Assignment section highlighted

The screenshot shows the 'Admin - Edit Vehicle' page with the 'Assign Driver to Vehicle' window open. The window displays a table of drivers with columns for Employee ID, Name, Driver Team, Driver Status, and Assigned. The 'Assigned' column for the second driver, Steve Forsling, is highlighted with a red box and a red arrow.

Employee ID	Name	Driver Team	Driver Status	Assigned
	Scott Vecchiarelli	Salt Lake City	Active	Unassigned
	Steve Forsling	Salt Lake City	Active	Assigned
	Scott Butler	Salt Lake City	Active	Unassigned
	Michael Gates	Salt Lake City	Active	Unassigned
	Yessica Zuno	Salt Lake City	Active	Unassigned
	Sergio Pensez	Salt Lake City	Active	Unassigned
	Michael Gates Tiel	Salt Lake City	Active	Unassigned
	Mykal Stark	Salt Lake City	Active	Unassigned
	Richard Sorenson	Salt Lake City	Active	Unassigned
	Mykal Stark	Salt Lake City	Active	Unassigned

Figure 34 Assign Driver to Vehicle window with Assign link highlighted

tiwiPro Configuration (Post-Installation)

After a tiwiPro device has been installed and assigned to a vehicle within the portal, set up additional information on the Vehicle's Details page.

- 1 Ensure a tiwiPro device has been assigned to this vehicle: On the Details tab, check the *Assigned Device* field. If the device is not listed there, the device will need to be assigned to the vehicle. For more information, see "**Device > Vehicle Assignment**" on page 61
- 2 On the Edit Vehicle form > Details tab (*Figure 35*), set these additional required fields:

a. Vehicle Information Section:

- **Zone Type:** Choose Light Duty or Heavy Duty from the drop-down menu (For more information, see the chapter on smartZones®)
- **E-Call Phone:** Enter the phone number you would like the tiwiPro to dial when the emergency E-Call button is pressed.



eCall Emergency Call Button

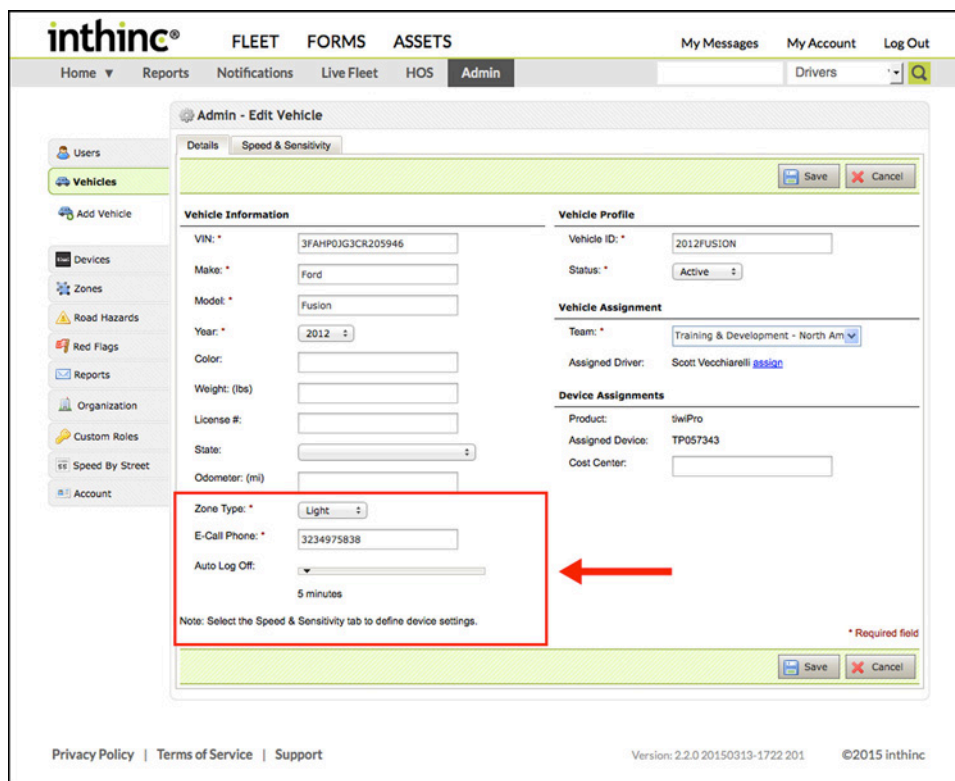
Drivers can press this button to place an outbound phone call to the number configured in the portal.

Note: this functionality must be enabled on your account. For more information, contact your inthinc Account Manager.

- **Auto Log Off:** Move the slider to set the number of minutes until the driver is automatically logged out of the device. **Note:** Setting this to 'Disabled' will keep the driver logged in indefinitely.

b. Click **Save**.

- 3 To set up *Speed and Sensitivity* settings for this vehicle, see "**Manage Devices**" on page 55



The screenshot shows the 'Admin - Edit Vehicle' form in the inthinc portal. The 'Details' tab is selected. The form is divided into several sections: 'Vehicle Information', 'Vehicle Profile', 'Vehicle Assignment', and 'Device Assignments'. The 'Zone Type' dropdown is set to 'Light', 'E-Call Phone' is '3234975838', and 'Auto Log Off' is set to '5 minutes'. A red box highlights these three fields, and a red arrow points to the 'Auto Log Off' slider. The 'Save' and 'Cancel' buttons are visible at the bottom of the form.

Figure 35 Additional tiwiPro configuration fields are highlighted

WS820 Configuration (Post-Installation)

After a waySmart 820 device has been installed and an install event sent to, and received by the portal, set up additional information on the Vehicle's Details page.

- 1 Ensure a waySmart device has been assigned to this vehicle: From the Details tab, check the *Assigned Device* field. If the device is not listed there, an install event will need to be sent from the vehicle to complete the installation.
- 2 On the Edit Vehicle form > Details tab (*Figure 36*), set these additional required fields:
 - a. Vehicle Information Section:
 - **Zone Type:** Choose Heavy Duty or Light Duty
 - **DOT:** Choose Non-DOT, DOT, or Prompt for DOT Trip.
 - **IFTA:** Check to track mileage on IFTA Mileage reports
 - b. (Only Applicable for AIB Installations) Wireline Settings Section:
 - **Kill Motor Passcode:** Set a passcode for this feature here. Once saved, this code can be entered on the Wireline tab, in order to send the Kill Motor command.
 - **Door Alarm Passcode:** Set a passcode for this feature here. Once saved, this code can be entered on the Wireline tab, in order to send the Door Alarm command.
 - **Auto Arm Time:** Set the minutes desired
 - c. Click **Save**
- 3 To setup *Speed and Sensitivity* settings for this vehicle, see "*Manage Devices*" on page 55

The screenshot shows the 'Admin - Edit Vehicle' form in the inthinc portal. The 'Details' tab is active, and the 'Vehicle Information' section is highlighted with a red box. The 'Wireline Settings' section is also highlighted with a red box, and a red arrow points to it from the right. The 'Device Assignments' section shows the assigned device as 'MCM130274'. The 'Save' and 'Cancel' buttons are visible at the bottom of the form.

Section	Field	Value
Vehicle Information	VIN *	1GCRKSE73D2355488
	Make *	Chevy
	Model *	Silverado
	Year *	2013
	Color	
	Weight (lbs)	
	License #	
	State	
	Zone Type *	Light
	DOT	Non-DOT
IFTA	<input checked="" type="checkbox"/>	
Wireline Settings	Kill Motor Passcode	
	Door Alarm Passcode	
	Auto arm time (min)	0
Vehicle Profile	Vehicle ID *	5488
	Status *	Active
	Team *	Training & Development - North Am
Device Assignments	Product	waySmart
	Assigned Device	MCM130274

Figure 36 Additional WS820 configuration fields are highlighted

WS850 Configuration (Post-Installation)

After a waySmart 850 device has been installed and assigned to a vehicle within the portal, set up additional information on the Vehicle's Details page.

- 1 Ensure a tiwiPro device has been assigned to this vehicle: On the Details tab, check the Assigned Device field. If the device is not listed there, the device will need to be assigned to the vehicle. See *"Device > Vehicle Assignment"* on page 61.
- 2 On the Edit Vehicle form > Details tab (Figure 37), set these additional required fields:
 - a. Vehicle Information Section:
 - **Zone Type:** Choose Heavy Duty or Light Duty
 - **DOT:** Choose Light Duty (No HOS), Light Duty (HOS), Light Duty (Prompt for HOS) or Heavy Duty.
 - **IFTA:** Check to track mileage on IFTA Mileage reports
 - b. Click **Save**.
- 3 To set up *Speed and Sensitivity* settings for this vehicle, see *"Manage Devices"* on page 55

The screenshot shows the 'Admin - Edit Vehicle' form in the inthinc portal. The 'Details' tab is active. The form is divided into several sections:

- Vehicle Information:** VIN (1FTFW1EF2CFC9795X), Make (Ford), Model (F-150), Year (2012), Color, Weight (lbs), License #, State, Odometer (mi) (31050).
- Vehicle Profile:** Vehicle ID (GATES850TRAINING), Status (Active).
- Vehicle Assignment:** Team (Training & Development - North Am), Assigned Driver (Michael Gates assign).
- Device Assignments:** Product (WS850), Assigned Device (VM080D0806500471C1), Cost Center.

The 'Zone Type' (Heavy), 'DOT' (Light Duty, no HOS), and 'IFTA' (checkbox) fields are highlighted with a red box. A red arrow points to the DOT field. A note at the bottom of the form reads: 'Note: Select the Speed & Sensitivity tab to define device settings.' The form also includes 'Save' and 'Cancel' buttons.

Figure 37 Additional WS850 configuration fields are highlighted

Manage Devices

This section will cover how to modify both tiwiPro and waySmart configuration settings, such as speed buffers and aggressive driving sensitivity. This section will also provide instruction on how to assign a tiwiPro device to a vehicle within the portal.

In-Vehicle Driver Mentoring

Both tiwiPro® and waySmart® systems have user-adjustable mentoring preferences within the inthinc portal. Adjustable parameters include: speeding buffers, maximum speed limits, aggressive driving sensitivity settings, and more.

Because each vehicle is a little different, the ability to adjust aggressive driving parameters will help calibrate the system for ride variances between vehicles. Adjusting speed buffers and max speed limits will affect how and when the system will provide audible driver mentoring and when drivers will potentially receive violations.

The following section will identify which settings are customizable for each type of device, and how users will be able to modify these settings.

Speed Buffers & Notifications

Speed buffers allow drivers to exceed the posted (or enforced) speed limit by a configurable buffer value (5 mph/kph for example). The waySmart® and tiwiPro® system will play an in-cab audible message “check your speed” when the driver exceeds the posted speed limit plus the speed buffer. The driver will typically have a grace period (usually 15-30 seconds) to comply with the enforced speed limit, before a speeding notification (violation) is sent to the inthinc portal.

This section will provide instructions on how to configure the Speed Buffers for the various hardware platforms.

Posted Speed Limit	Speed Buffer*	Mentoring Occurs	Violation Occurs**
Speed Limit = 25 mph	+ 3 mph	29 mph	+ 15 seconds
Speed Limit = 45 mph	+ 5 mph	51 mph	+ 15 seconds
Speed Limit = 70 mph	+ 7 mph	78 mph	+ 15 seconds

* Speed Buffers are configurable within the inthinc web portal
** Grace Periods are not configurable within the inthinc portal. Contact your Account Manager for more information.

Figure 38 Speed Buffer Example



Important Note: Changes to Sensitivity Settings or Speed Buffers

Changes applied to speed buffers or aggressive driving sensitivity settings do not take effect immediately. The changes must first be sent to the device (over the air communication), the device must download the changes and in some cases may need to power cycle before any changes will take effect.

Configure Speed Buffers for tiwiPro®

- 1 From the main menu, select **Admin > Vehicles**, then select a **Vehicle** from the list. The Vehicle profile page will display
- 2 Click on the **Speed & Sensitivity** sub-tab at the top of the page
- 3 To make changes to Speed/Notification Settings, click the **Edit** button
- 4 Edit any of the Speed settings as needed, click **Save** when finished
- 5 New settings will be communicated to the device via cellular communication. Changes will not take effect until device is able to receive this information.

The screenshot shows the inthinc portal interface. At the top, there are navigation tabs: FLEET, FORMS, ASSETS, My Messages, My Account, and Log Out. Below this is a secondary navigation bar with Home, Reports, Notifications, Live Fleet, HOS, and Admin. The Admin tab is selected, and a search bar contains 'Drivers'. The main content area is titled 'Admin - 2012FUSION Details'. It has sub-tabs: Details, Speed & Sensitivity (highlighted with a red box and an arrow), and Edit. Below the sub-tabs is a note: 'Settings will affect in-cab mentoring and driver performance scoring.' The main content is divided into two sections: 'Speed/Notification Settings' and 'Sensitivity Settings'. The 'Speed/Notification Settings' section has a table with columns 'Limit' and 'Notify driver when exceeding posted limit by'. The 'Sensitivity Settings' section has a table with columns 'Attribute' and 'Setting'.

Limit	Notify driver when exceeding posted limit by
0 to 25	5 mph
26 to 50	5 mph
51 to 75	5 mph
Or anytime driver's speed exceeds	85 mph

Attribute	Setting
Hard Accelerate	current value: less (-1)
Hard Brake	current value: less (-1)
Hard Bump	current value: less (-5)
Unsafe Turn	current value: less (-1)
Idling Threshold	current value: 2:00
Idle Mentoring	<input checked="" type="checkbox"/>

You can configure different speed buffers for each of the speed categories and for anytime the driver exceeds a maximum speed limit.

Figure 39 Speed & Sensitivity sub-tab displayed for tiwiPro device

Configure Speed Buffers for waySmart® 820

- 1 From the main menu, select **Admin > Vehicles**, then select a **Vehicle** from the list. The Vehicle profile page will display
- 2 Click on the **Speed & Sensitivity** sub-tab at the top of the page
- 3 To make changes to Speed/Notification Settings, click the **Edit** button
- 4 Edit any of the Speed settings as needed, click **Save** when finished
- 5 New settings will be communicated to the device via over-the-air communication. Changes will not take effect until device is able to receive this information.

The screenshot shows the inthinc Admin interface for a vehicle named 'Admin - 5488'. The 'Speed & Sensitivity' sub-tab is selected and highlighted with a red box. Below this, there are two main sections: 'Speed/Notification Settings' and 'Sensitivity Settings'. The 'Speed/Notification Settings' section contains three rows of settings, each with a dropdown menu and a numerical value: 'Maximum Speed' (75 mph), 'Speed Buffer' (5 mph), and 'Severe Speeding' (20 mph). The 'Sensitivity Settings' section contains four rows of settings, each with a dropdown menu and a 'current value: average' indicator: 'Hard Accelerate', 'Hard Brake', 'Hard Bump', and 'Unsafe Turn'. The interface also includes a sidebar with navigation options like 'Users', 'Vehicles', 'Devices', and 'Zones', and a top navigation bar with 'Home', 'Reports', 'Notifications', 'Live Fleet', 'HOS', and 'Admin'.

You can configure different values for the following:

Maximum Speed

Set a value for the max speed allowed. Drivers will receive coaching when they exceed this value

Speed Buffer

Set a value for the general speed buffer. Driver will receive coaching when they exceed posted speed limit + this buffer

Severe Speeding

Set a value for what you would consider severe or egregious speeding. Drivers will receive a violation anytime they exceed this limit over the posted speed

Figure 40 Speed & Sensitivity sub-tab displayed for waySmart 820 device



Important Note: Master Configuration File

waySmart 820 units are unique in that in addition to settings that can be adjusted within the inthinc portal, they also utilize a “master configuration file” that is downloaded to each device.

The master configuration file has many variable components, such as buffer and timer values, that will be established by your company administrator and inthinc account manager. Once the configuration settings have been established, each device shipped will have this “default” or “baseline” configuration already loaded.

Configure Speed Buffers for waySmart® 850

- 1 From the main menu, select **Admin > Vehicles**, then select a **Vehicle** from the list. The Vehicle profile page will display
- 2 Click on the **Speed & Sensitivity** sub-tab at the top of the page
- 3 To make changes to Speed/Notification Settings, click the **Edit** button
- 4 Edit any of the Speed settings as needed, click **Save** when finished
- 5 New settings will be communicated to the device via over-the-air communication. Changes will not take effect until device is able to receive this information.

The screenshot shows the inthinc portal interface for configuring a vehicle. The main content area is titled 'Admin - GATES850TRAINING Details'. Under the 'Details' tab, the 'Speed & Sensitivity' sub-tab is selected. A note states: 'Settings will affect in-cab mentoring and driver performance scoring.' Below this, there are two main sections: 'Speed/Notification Settings' and 'Sensitivity-Settings'. The 'Speed/Notification Settings' section is highlighted with a red box and contains a table with columns 'Limit' and 'Notify driver when exceeding posted limit by'. The 'Sensitivity-Settings' section contains a table with columns 'Attribute' and 'Setting', listing various driving events and their current settings.

Limit	Notify driver when exceeding posted limit by
0 to 25	5 mph
26 to 50	10 mph
51 to 75	15 mph
Or anytime driver's speed exceeds	93 mph

Attribute	Setting
Hard Accelerate	current value: more (+7)
Hard Brake	current value: more (+2)
Hard Bump	current value: average
Unsafe Turn	current value: more (+2)
Idling Threshold	current value: 15:00
Idle Mentoring	<input checked="" type="checkbox"/>

You can configure different speed buffers for each of the speed categories and for anytime the driver exceeds a maximum speed limit.

Figure 41 Speed & Sensitivity sub-tab displayed for waySmart 850 device

Aggressive Driving Sensitivity Settings

Aggressive driving events are recorded when the vehicle exceeds velocity (severity) thresholds for certain maneuvers (hard acceleration, hard braking, etc.), which are detected by a tri-axis accelerometer. Because each vehicle is a little different, the ability to adjust aggressive driving parameters will help calibrate the system for ride variances between vehicles. For example, an older make and model light-duty pickup truck will likely be more susceptible to certain behaviors, due to the wear and tear on the suspension. In this scenario, the aggressive driving sensitivity settings can be adjusted to accommodate for the variance compared to a brand new vehicle of the same make and model.

Follow these instructions to modify the aggressive driving sensitivity settings for any vehicle.

- 1 From the main menu, select **Admin > Vehicles**, then select a **Vehicle** from the list. The Vehicle profile page will display
- 2 Click on the **Speed & Sensitivity** sub-tab at the top of the page
- 3 To make changes to Sensitivity Settings, click the **Edit** button
- 4 Edit any of the settings as needed, by clicking and dragging the slider in either direction. The number value (+1, +2, etc.) determines the velocity (G-Force) threshold at which point the system will coach the driver and capture the event.
- 5 Click **Save** when finished
- 6 New settings will be communicated to the device via over-the-air communication. Changes will not take effect until device is able to receive this information.

The screenshot shows the inthinc Admin interface for a vehicle named 'GATES850TRAINING'. The 'Speed & Sensitivity' sub-tab is selected. The 'Sensitivity Settings' section is highlighted with a red box. It contains a table with columns 'Attribute' and 'Setting'. The settings are: Hard Accelerate (current value: more +7), Hard Brake (current value: more +2), Hard Bump (current value: average), Unsafe Turn (current value: more +2), Idling Threshold (current value: 15:00), and Idle Mentoring (checked). The 'Speed/Notification Settings' section is also visible, showing limits for 0 to 25, 26 to 50, and 51 to 75 mph, and an option for 'Or anytime driver's speed exceeds' with a limit of 93 mph.

You can adjust the sensitivity level for each of the maneuvers:

- hard acceleration
- hard braking
- hard dip/bump
- unsafe turn

Figure 42 Vehicles > Speed & Sensitivity sub-tab, Sensitivity Settings highlighted



User Tip: Determining Baseline Sensitivity Settings

How do you know where to set the “baseline” sensitivity settings for each vehicle make and model? This can be difficult to determine without some actual drive testing, however, inthinc can help make the process easier. Talk to your Account Manager who can help you establish the correct baseline settings based on our experience and millions of miles of empirical data collected for various vehicle types.

Idle Mentoring & Settings

The tiwiPro and waySmart 850 systems are capable of collecting idle data and will mentor drivers when an idle time threshold has been exceeded. Idle data is collected directly from the vehicle bus, however it is not always available for every vehicle make and model. The option for driver mentoring can be enabled or disabled, and the threshold at which point idle data is collected can be configured by users within the portal. You must have access to vehicle speed & sensitivity settings to make changes to the idle settings.

Configure Idle Threshold

Idling must be enabled before the waySmart or tiwiPro system will collect and transmit idle data. To enabled idle, follow the instructions below.

- 1 From the main menu, select **Admin > Vehicles**, then select a **Vehicle** from the list. The Vehicle profile page will display
- 2 Click on the **Speed & Sensitivity** sub-tab at the top of the page
- 3 To make changes to Idle Settings, click the **Edit** button
- 4 Click and drag the **Idling Threshold** slider to indicate when you would like to start collecting idle data. For example, if you would like to collect idle data after three (3) minutes of idle, drag the slider to indicate +3 mins. **Note:** this setting can be “disabled” by dragging the slider all the way to the left, or until it says Disabled. (Figure 43)
- 5 Click **Save** when finished
- 6 New settings will be communicated to the device via over-the-air communication. Changes will not take effect until device is able to receive this information.

Enable Driver Mentoring

For drivers to receive in-can audible mentoring when they exceed an idle time threshold, users must enable this setting from within the portal. Once enabled, the driver will hear in-cab coaching (and an idle violation will be recorded) after exceeding the time frame configured as the Idling Threshold.

- 1 From the main menu, select **Admin > Vehicles**, then select a **Vehicle** from the list. The Vehicle profile page will display
- 2 Click on the **Speed & Sensitivity** sub-tab at the top of the page
- 3 Locate the **Idle Mentoring** option and check the box (Figure 43)
- 4 Click **Save** when finished

The screenshot shows the 'Admin - 2012FUSION Details' page in the inthinc portal. The 'Speed & Sensitivity' sub-tab is active. The 'Speed/Notification Settings' table has the following data:

Limit	Notify driver when exceeding posted limit by
0 to 25	5 mph
26 to 50	5 mph
51 to 75	5 mph
Or anytime driver's speed exceeds	65 mph

The 'Sensitivity Settings' table has the following data:

Attribute	Setting	current value
Hard Accelerate	least	less (-1)
Hard Brake	least	less (-1)
Hard Bump	least	less (-5)
Unsafe Turn	least	less (-1)
Idling Threshold	least	2:00

The 'Idle Mentoring' checkbox is checked. A red box highlights the 'Idling Threshold' and 'Idle Mentoring' settings, with a red arrow pointing to them from the left.

Figure 43 Admin > Vehicle Speed & Sensitivity sub-tab with Idle Settings highlighted

Device > Vehicle Assignment

Certain devices (tiwiPro®, waySmart® 850, and ITS-100) must be assigned to a vehicle in order to correctly send data to the inthinc portal. This step usually occurs the same time the vehicle profile is created, which is typically before the unit is installed. This section will cover how to assign a device to a vehicle.

- 1 From the main menu, go to **Admin > Devices**. The inventory list of devices will display.
- 2 Locate the *Device* that you are assigning to the vehicle in the list, and click the **Edit** link in the far-right column. (Figure 44)

Note: You can use the Search tool at the top of the Device list to search for a specific IMEI number, tiwiPro serial number, or waySmart (MCM) serial number. Serial numbers are located on labels adhered to the tiwiPro and waySmart hardware.

- 3 From the Edit Device form page, click the **Show vehicles for assignment** link in the *Device Assignment* section. (Figure 45)
- 4 A list of available Vehicles will display. Scroll through the list or use the Search tool to locate a Vehicle by *Vehicle ID*. (Figure 46 on page 62)
- 5 To select the Vehicle, **click** the radio button in the far-left column. (Figure 46 on page 62)
- 6 Click the **Save** button to complete the Device > Vehicle assignment. To exit without saving changes, click Cancel.

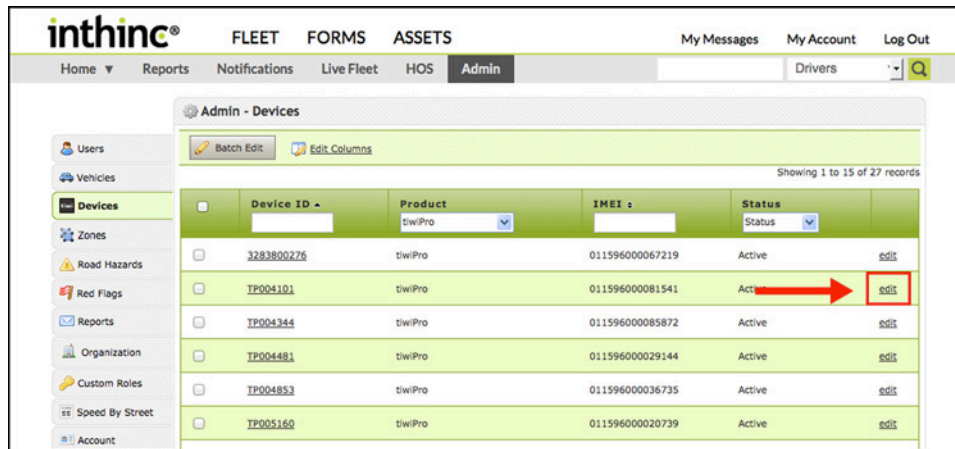


Figure 44 Admin > Device list with Edit link highlighted

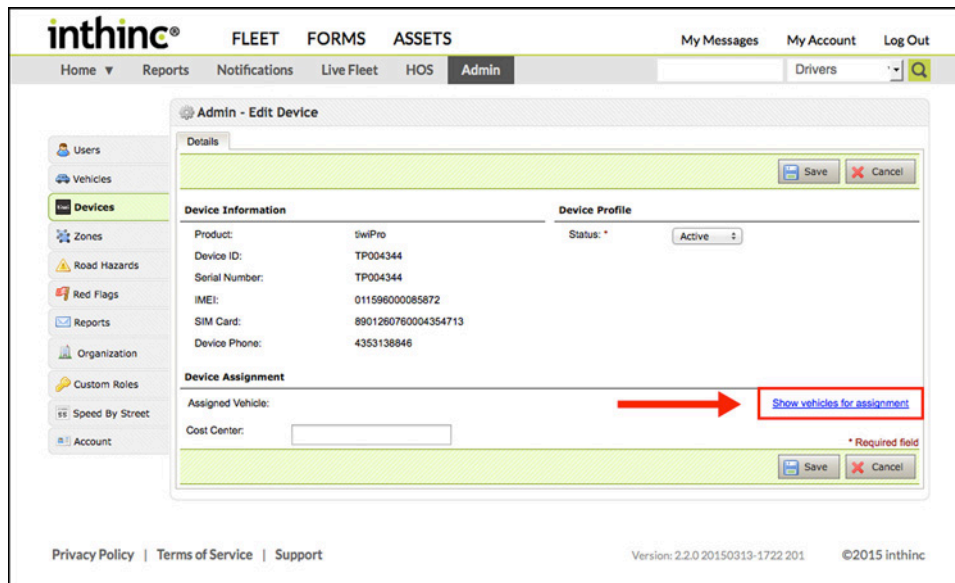


Figure 45 Device detail with Show Vehicles for Assignment link highlighted

inthinc® FLEET FORMS ASSETS My Messages My Account Log Out

Home Reports Notifications Live Fleet HOS Admin Drivers

Admin - Edit Device

Details

Save Cancel

Device Information **Device Profile**

Product: tiwPro Status: * Active

Device ID: TP004344

Serial Number: TP004344

IMEI: 011596000085872

SIM Card: 8901260760004354713

Device Phone: 4353138846

Device Assignment

Assigned Vehicle: [Hide vehicles for assignment](#)

Search

Vehicle ID	Driver	Team	Status	Assigned	Product	Device
1994TOYOTA		Salt Lake City	Inactive	Unassigned		
1997AUDI	Unknown Driver	Salt Lake City	Active	Assigned	tiwPro	TP004853
1997TAHOE	Unknown Driver	Salt Lake City	Active	Assigned	tiwPro	TP021415
1999ALERO	Scott Butler	Salt Lake City	Active	Assigned	tiwPro	TP005551
2000ML320	Unknown Driver	Salt Lake City	Active	Assigned	tiwPro	TP004101
2000VENTURE	Christopher Phillips	Portland	Active	Assigned	tiwPro	TP057634
2001CAVALIER	Unknown Driver	Salt Lake City	Active	Assigned	tiwPro	TP060715
2001CIVIC	Steve Forsling	Salt Lake City	Active	Assigned	tiwPro	TP005221
2001FOCUS	Unknown Driver	Salt Lake City	Active	Assigned	tiwPro	TP008319
2002BEETLE	Unknown Driver	Salt Lake City	Active	Assigned	tiwPro	TP060805

Cost Center: * Required field

Save Cancel

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Figure 46 Show Vehicles for Assignment Vehicle List displayed

smartZones™

In This Chapter...

- smartZones™ Overview page 65
- Manage smartZones™ page 67

Overview:

This chapter will introduce smartZones™ and the concept of using zones to help manage your fleet. smartZones™ are capable of more than just reporting on zone arrival and departure.

Learn how to create smartZones™ and modify zone parameters to change how your devices operate within zones, dynamically changing how you can manage your fleet.

smartZones™ Overview

inthinc smartZones™ allow fleet managers to take geographic boundaries to a deeper level for increased driver safety. The smartZones technology goes beyond simply sending notifications when vehicles enter or exit a defined area. Fleet managers can also assign various attributes within the zone such as real-time, in-vehicle verbal safety alerts to help drivers stay aware of their environment. Additionally, managers can be alerted of after-hours or unauthorized vehicle use.

smartZone™ Highlights

Customize smartZone settings to match your company's specific safety policies using flexible zone attributes:

- **Zone Arrival/Departure Alerts:** Be notified when drivers enter or exit a defined zone.
- **Driver Behavior Alerts:** Enable or disable safety alerts for aggressive driving behaviors within a zone.
- **Caution Area:** Alert drivers when they are approaching a hazardous area.
- **Speeding Alerts:** Assign speed limits to a zone - and verbally alert drivers if the speed limit is exceeded.
- **Free Form Zone Creation:** Create smartZones boundaries using a free-form drawing tool; don't be constrained by having to work with only circle or square shapes.
- **Multiple Zones:** Create any number of smartZones



User Tip: smartZones™ for Leased (Private) Roads

A common best practice is to use smartZones™ for leased or private roads to enforce a speed limit. Create a zone over the road and then set a speed limit zone attribute. This is the speed limit that will be enforced when the vehicle enters the zone. If the driver exceeds the speed limit, the system will coach the driver and record a violation if the driver does not comply with the enforced (zone) speed limit.

In addition to enforcing speed limits on these road types, you can also set a smartZone™ attribute to disable “hard dip/bump” violations and coaching. Leased roads are typically dirt roads, and not in the best shape, it is common for drivers to receive many coaching events and/or violations when traveling on these roads, even at safe speeds. By disabling the event type altogether, drivers will not receive coaching or violations for this behavior when inside of the zone. This reduces the “noise” drivers will hear in the vehicle, while also reducing the total number of notifications a manager might need to research.

Manage smartZones

This section will cover how to add, edit, delete, and clone smartZones. In addition, this section will include information about zone parameters and how you can set specific zones attributes that modify device behavior within then zone.

Add a smartZone

Use the information in this section to add a new smartZone.

- 1 From the main menu, go to **Admin > Zones**. The Zones page will display.
- 2 Click the **Add Zone** button on the top right-side of the page. The create/edit zone page will display.
- 3 In the *Name* field, type a Name for the zone. Try to be as descriptive as possible, so that you can identify the zone in a list later.
- 4 Use the *Find Address* search tool to locate the address of where you would like to create the zone. Alternatively, you can manually navigate the map to locate where you would like to place the zone.
- 5 Select a *shape* option for creating your zone, options include: Circle, Square, and Polygon (custom shape).
- 6 To draw the zone on the map using the Polygon shape, complete the following:
 - a. Select a starting point for the zone and **click** on the map.
 - b. Drag your mouse cursor to where you would like to 'set' an additional point and then **click**. A straight line will connect the two points.
 - c. Continue to drag the mouse and 'set' additional points to create your desired shape.
 - d. To complete the shape, hover your mouse cursor over the first point you set on the map (cursor will become a hand icon) and then **click**.
 - e. The zone will be plotted on the map. You can continue to modify the zone as needed by clicking on the one of the squares (handles) and dragging to move the location of the 'set' point.
- Note:** Using the Square or Circle shape options require that you just click and simply drag to create your desired shape size.
- 7 Set the **Zone Attributes** by editing the parameters available in the table on the right-side of the page (See Figure 48). For more information on each of the available options, see *"Table 7 smartZone™ Configurable Parameters" on page 68*
- 8 When you are satisfied with the zone shape and location, and have set the zone attributes, click **Save Zone**.

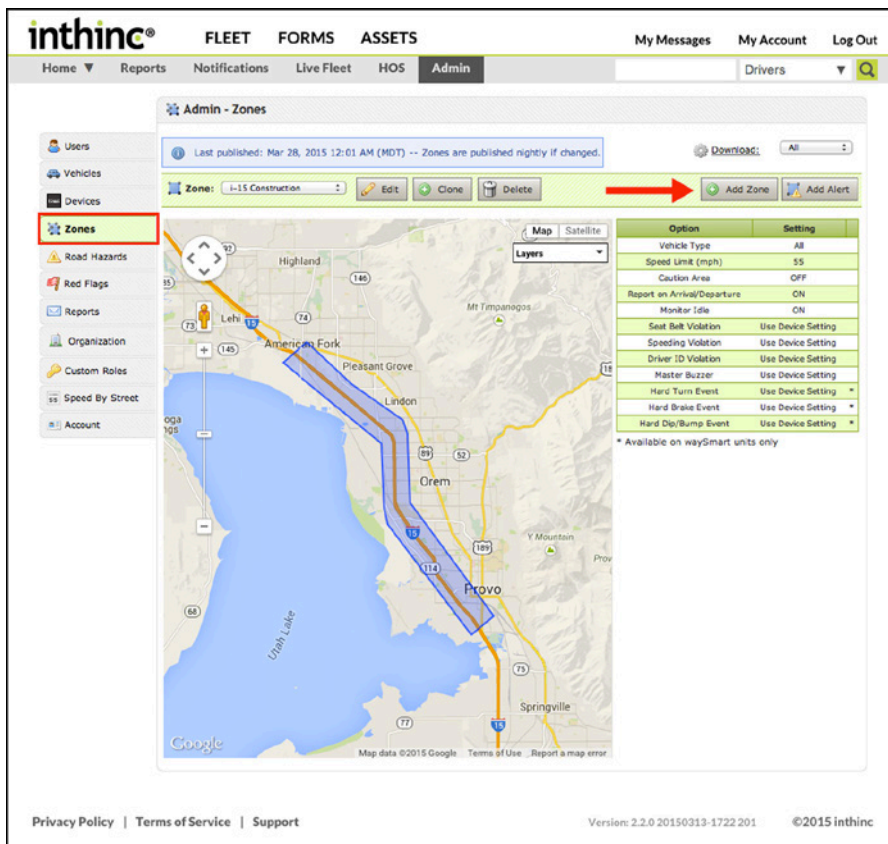


Figure 47 Admin > Zones page with Add Zone button highlighted

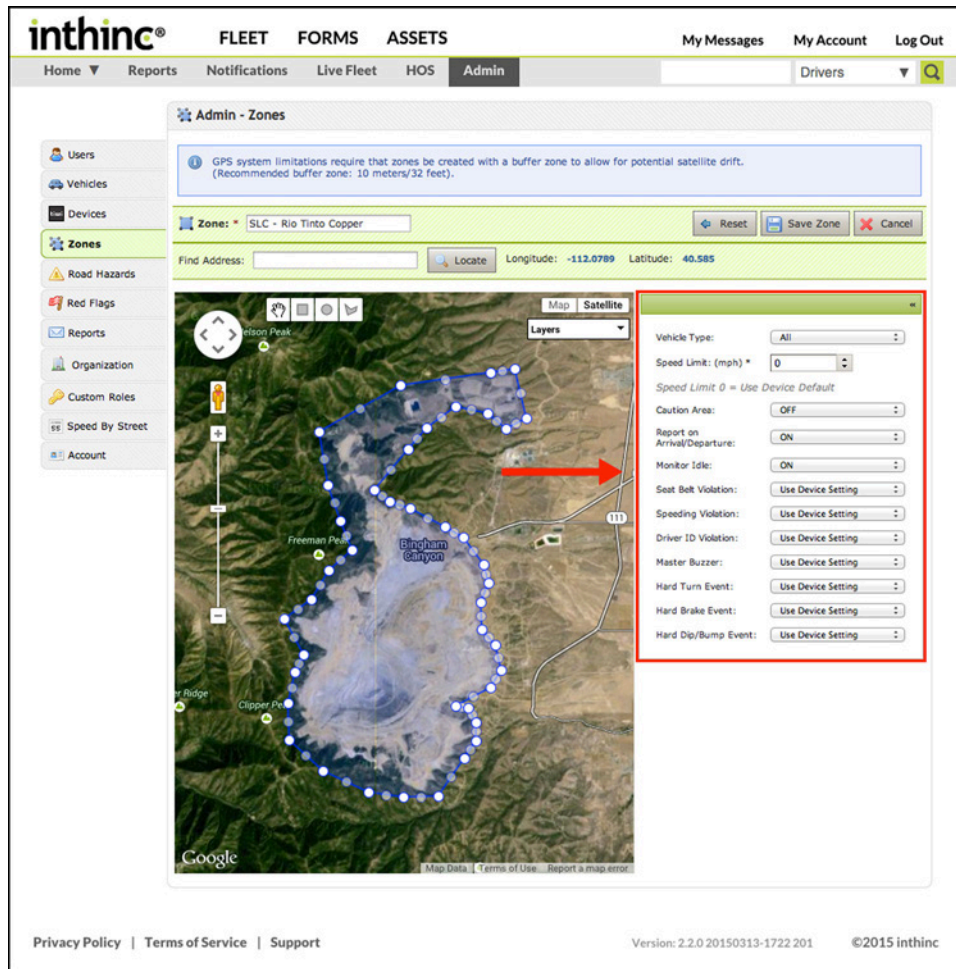
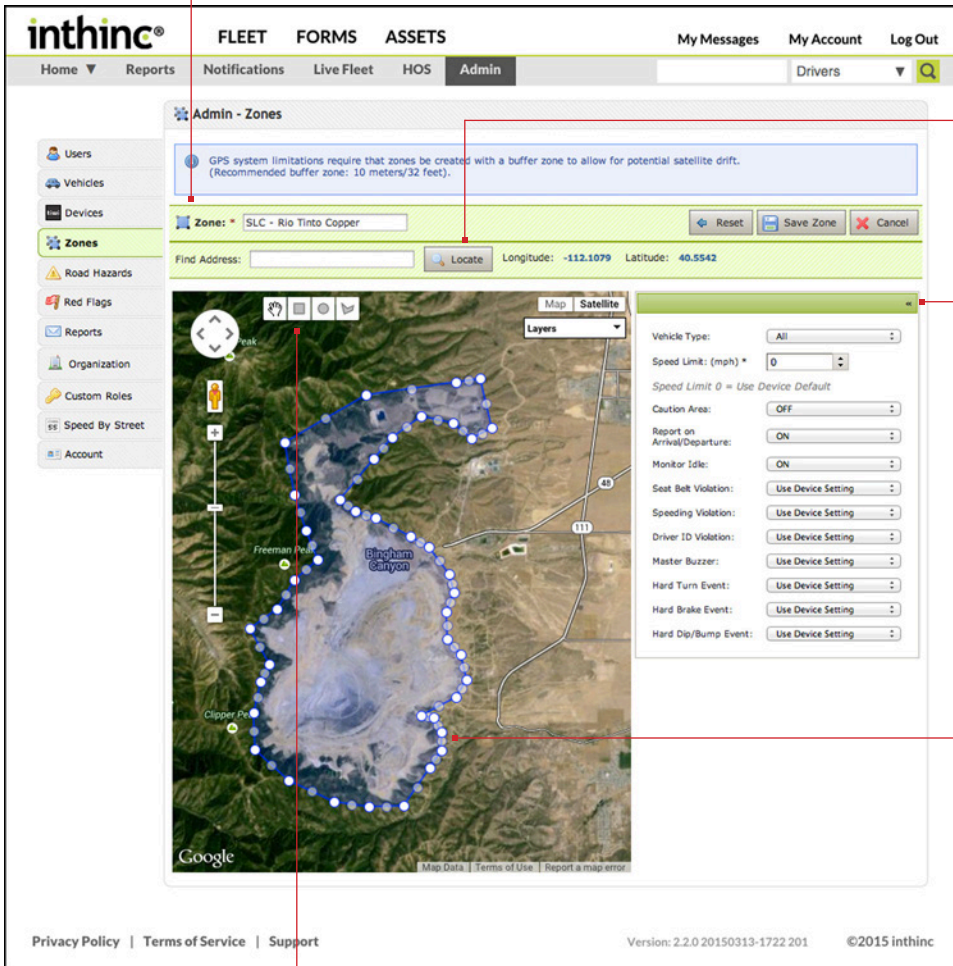


Figure 48 Admin > Zones page with smartZone attributes highlighted

Table 7 smartZone™ Configurable Parameters

Attribute	Description
Vehicle Type	This setting determines what vehicle types the zone is applicable for. Options include Light Duty Vehicles only, Heavy Duty Vehicles only, or All Vehicle types. When a zone is applicable for Heavy or Light only, they will only affect those specific vehicle types. Note: Vehicle Types are configured on the Vehicle profile page.
Speed Limit (mph)	Configure a custom speed limit for vehicles traveling within the zone. This speed limit will be enforced over Speed-by-Street, or maximum speed settings.
Caution Area	When this setting is enabled (ON), drivers will hear an audible message upon entering the zone that will say "Entering Caution Area" and upon leaving the zone they will hear "Leaving Caution Area."
Report on Arrival/Departure	When this setting is enabled (ON), "Arrival" and "Departure" notifications will be recorded and transmitted to the inthinc portal every time a vehicle enters or exits the zone.
Monitor Idle	When this setting is enabled (ON), the device will record and transmit idle statistics to the inthinc portal. Turn this setting off if there is no need to collect idle data when the vehicle is within the zone.
Seat Belt Violation	When this setting is disabled (OFF) the system will not mentor drivers or record any seat belt violations while the vehicle is within the zone.
Speeding Violation	When this setting is disabled (OFF) the system will not mentor drivers or record any speeding violations while the vehicle is within the zone.
Driver ID Violation	When this setting is disabled (OFF) drivers will not be required to login to the vehicle while the vehicle is within the zone.
Master Buzzer	When this setting is disabled (OFF) all in-cab audio will be muted when the vehicle is within the zone.
Hard Turn Event	When this setting is disabled (OFF) the system will not mentor drivers or record any Hard Turn violations while the vehicle is within the zone.
Hard Brake Event	When this setting is disabled (OFF) the system will not mentor drivers or record any Hard Brake violations while the vehicle is within the zone.
Hard Dip/Bump Event	When this setting is disabled (OFF) the system will not mentor drivers or record any Hard Bump violations while the vehicle is within the zone.

Zone Name
Name of the zone as it will appear in lists and other various locations throughout the portal.



Find Address Tool
You can manually navigate the map to a location or use the Find Address tool to search for a location by: Address, Point of Interest, Latitude and Longitude, or many other search parameters.

Configurable Zone Parameters
Various zone attributes that can be modified to change the way a device operates within a zone.

Zone Design Handles
During the process of creating or modifying a zone, click + drag any of the zone handles to modify the shape and size of the zone.

Zone Shape Options
Select from Square, Circle, or Polygon zone shapes when creating a zone.



User Tip: Avoid Intersecting smartZones™

When creating smartZones, it is best to avoid having zones that will intersect. When the vehicle is traveling in the area where two (or more) zones intersect, zone attributes may conflict and the device may not operate as desired. Creating smaller zones within a larger zone is acceptable, as long as the zone boundaries do not intersect.

Edit a smartZone

Use the information in this section to edit an existing smartZone.

- 1 From the main menu, go to **Admin > Zones**. The zones page will display.
- 2 Select the *zone* you want to edit from drop-down list. The zone will be displayed on the map
- 3 To change the zone placement on the map, select one of the drawing tools (circle, square, polygon) and re-create the zone.
- 4 Modify customizable *zone parameters* as needed.
- 5 Click **Save Zone**.

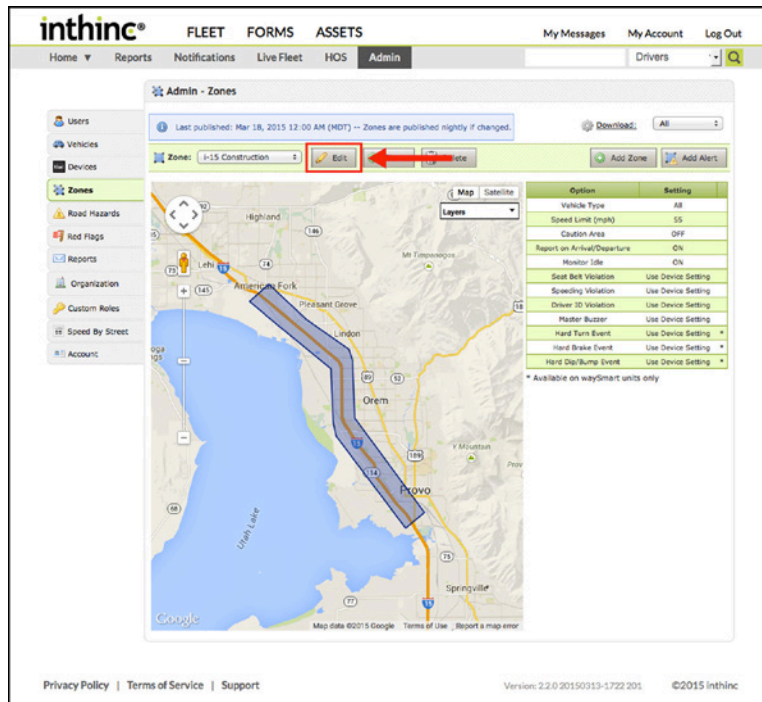


Figure 49 Admin > Zones page, Edit button highlighted

Clone a smartZone

Cloning a zone allows you to create an exact replica that you can use when creating multiple zones in the same location with different zone parameters for each zone. For instance, you may create a zone for heavy-duty vehicles with one set of zone parameters, then you may want to replicate that zone for light-duty trucks, however modify the zone parameters for the different vehicle type.

- 6 From the main menu, go to **Admin > Zones**. The zones page will display.
- 7 Select the *zone* you want to clone from drop-down list. The zone will be displayed on the map.
- 8 Click the **Clone** button. A new zone will be created and available in the zone drop-down list
- 9 Select the *new zone* from the drop-down list. The zone will be displayed on the map
- 10 Click the **Edit** button.
- 11 You can now edit the name of the zone and set customizable zone parameters
- 12 When finished, click **Save Zone**.

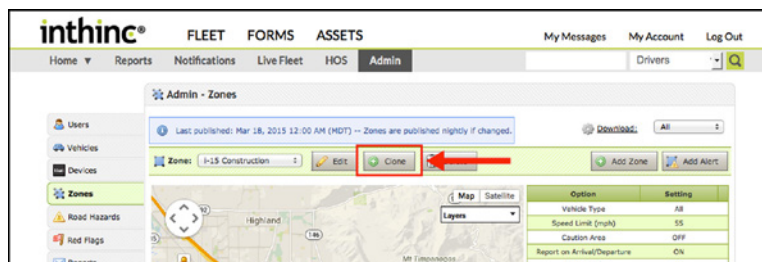


Figure 50 Admin > Zones page with Clone button highlighted

smartZone Download to Device

Anytime you create a new smartZone, or modify an existing smartZone, the updated zone information (file) must be sent to the device and downloaded before the smartZone will be in effect.

Zone information is sent to devices using cellular (GPRS) or Wi-Fi (when available) only. Once the zone file is sent, each vehicle in the fleet will receive the updated information.

In locations where cellular (GPRS) communication is good, zone updates are sent to vehicles every 24 hours. After the zone file has been sent to a vehicle and downloaded, the file will load the updated zones on that particular device. In locations where communication is poor, you may need to manually load zones on the device using a USB drive (waySmart 820 only). For instructions on saving zones to a USB drive, see “Save Zones to USB Drive (waySmart only)”.



The updated zone file can only be loaded on a device when the device is powered on. If the device is not powered on, the new zone file will remain in queue (indefinitely) and will be downloaded the next time the device powers on. This is common with “pool” vehicles, or vehicles that may not be used on a regular basis. Even if a vehicle is not used regularly, rest assured, the next time the vehicle is turned on, the new zone information will be downloaded.

Save smartZones to USB Drive (waySmart only)

In areas where communication is poor, waySmart units may not be able to get updated zone files over-the-air using wireless communication. In these situations, zone files can be saved to a USB drive, and then installed on a waySmart unit manually using the USB drive.

Completing this task will require that you have a formatted USB drive. For more information on how to download zones to a vehicle using a USB drive, please refer to the waySmart Installation Manual available at inthinc university (<https://training.inthinc.com/iu>).

- 1 From the main menu, go to **Admin > Zones**. The zones page will display.
- 2 Click the **Download** link in the upper-right. A dialog will appear asking you to save the file.
- 3 Select the *location* on your computer where you would like to temporarily save the zones file. (We recommend the saving to the desktop) and click OK to save the file.
- 4 Copy the “Zones.md5_download.bin” file from your computer to a FAT formatted USB drive. For information on how to properly format a USB drive, refer to the “waySmart 820 Installation Manual” available at inthinc university.

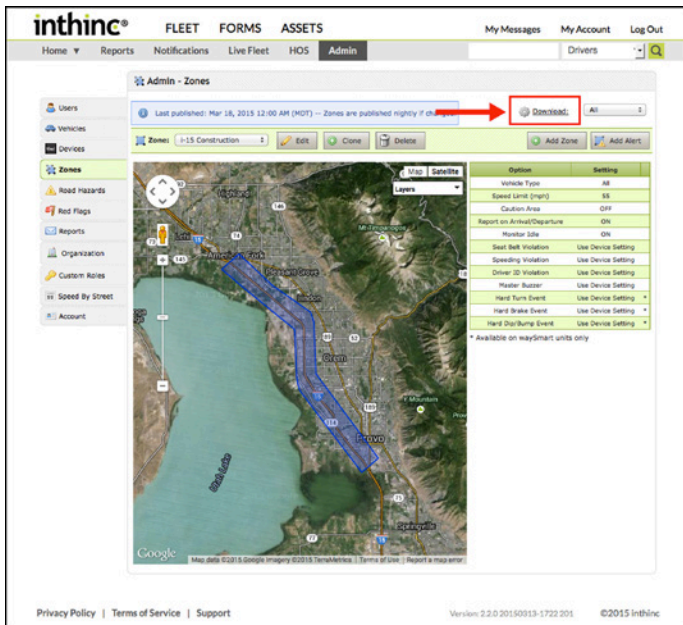


Figure 51 Admin > Zones Download link highlighted

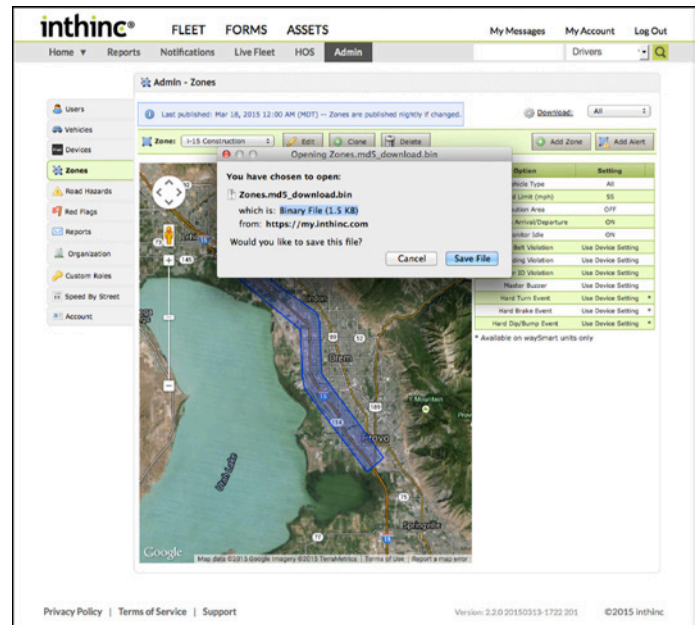


Figure 52 Admin > Zones Download Save File

Delete a smartZone

Use the information in this section to delete an existing smartZone.

- 1 From the main menu, go to **Admin > Zones**. The zones page will display.
- 2 Select the *zone* you want to delete from drop-down list. The zone will be displayed on the map
- 3 Click the **Delete** button. A warning dialog will display, confirm your selection.

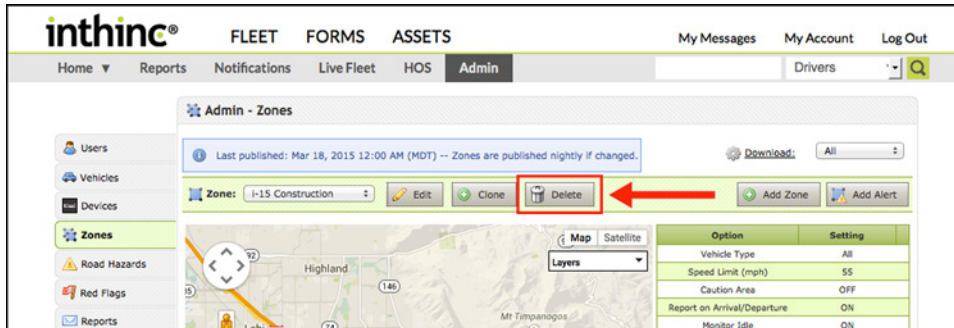


Figure 53 Admin > Zones page with Delete button highlighted

Red Flag Alerts

In This Chapter...

- Red Flag Alert Overview page 75
- Manage Red Flag Alerts page 77

Overview:

This chapter will introduce users to Red Flag Alerts, which are real-time notifications that can be created and managed by portal users.

Red Flag alerts can be rather complex to understand at first, however this chapter will provide basic information and instructions on how to create, edit, and delete Red Flag alerts.

Red Flag Alert Overview

Red Flag Alerts are a mechanism to notify managers/administrators, in real-time, when a particular event has occurred. All driver and vehicle notification events are sent passively to the inthinc portal. However, a Red Flag Alert can be set up to instantly alert you or others when a specified notification event occurs.

When to use Red Flag Alerts

Create a Red Flag Alert any time you want to be notified in real-time of a particular event notification. For instance, if a Driver presses the panic button it will passively send the 'panic' notification to the inthinc portal. However, if you want to be alerted to the fact a panic notification was just sent to the portal, you would need to create a Red Flag Alert for the 'panic' notification type.

There is no limit to the number of Red Flag Alerts you can create. You could establish one for every single notification, however that wouldn't really be practical. We suggest creating an alert for all critical notifications, such as panic, man-down, and crash events. Then, if you like, you can create additional alerts for non-critical items, such as text messages from drivers or when a driver does not login to the system.

Additional examples of when to use Red Flag Alerts include:

- When a driver is non-compliant in wearing their seatbelt or does not login to a vehicle
- When a driver performs any aggressive driving maneuver.
- When the driver exceeds the posted speed limit by a configurable increment, or exceed a maximum allowed speed.
- When the driver uses an emergency feature such as the Panic, or Work Alone timer.
- When a vehicle enters or exits a smartZone.
- When the vehicle ignition is turned on, or a unit is being tampered with
- When a new text message has been received by the portal from a waySmart unit.
- When the vehicle is involved in a potential crash.
- Any many more

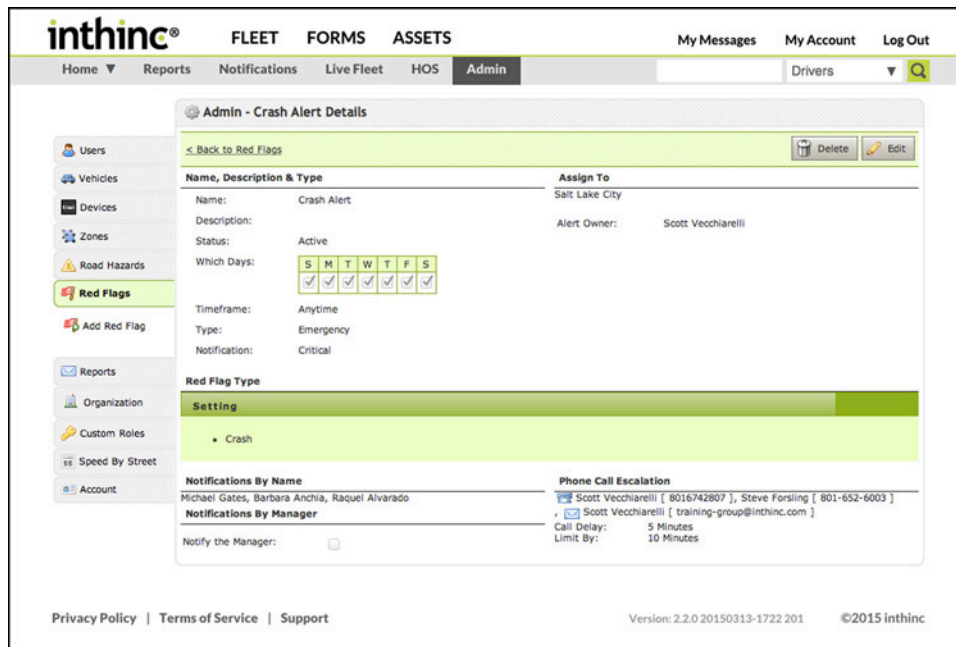


Figure 54 Admin > Red Flag List page displayed

Managing Red Flag Alerts

This section will provide instructions on how to view, create, edit, and delete Red Flag alerts. Red Flag alerts are portal user-specific, meaning the default owner and person who can edit the Red Flag alert, is the person who created it. Administrators can modify or change the owner of any Red Flag alert across the organization.

Note: Red Flag alerts will not affect in-cab coaching, or Driver performance scores. To set up in-cab mentoring, see *"Manage Devices" on page 55*

View a Red Flag Alert

Use the information in this section to view an existing Red Flag Alert.

- 1 From the main menu, go to **Admin > Red Flags**. The Red Flag list will display.
- 2 Use the *Search* tool, or scroll through the list to locate the Red Flag alert.
- 3 To view the Red Flag alert details, **click** on the Red Flag alert name. The Red Flag alert details page will display. (Figure 55)

Note: Unless you have administrator access to the portal, you will only be able to view the Red Flag alerts that you either created, or have been assigned as the 'owner'. If you need to modify a Red Flag alert and you do not have access, contact your system administrator.

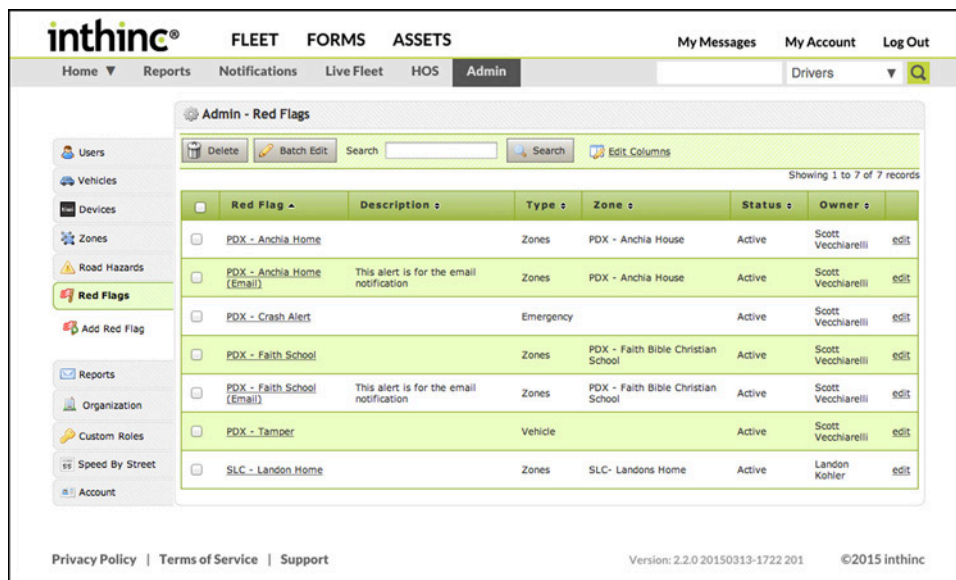


Figure 55 Red Flag Details page displayed

Create a Red Flag Alert

Use the information in this section to create a new Red Flag Alert.

- 1 From the main menu, go to **Admin > Red Flags** tab. The Red Flags list will display.
- 2 Click the **Add Red Flag** button in the sub-menu options on the left-side of the page. A new *Red Flag* form page will display.

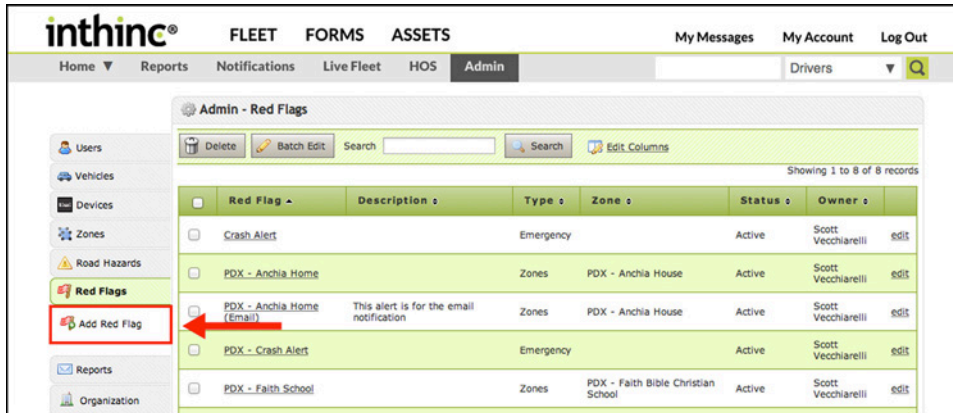


Figure 56 Admin > Red Flags, Add Red Flag sub-menu option highlighted

- 3 From the *Red Flag* type drop-down list, select a **Red Flag type** (Figure 57). When you select an option from the list, the page refreshes to reflect the available notification types.

Note: There are several 'Red Flag type' options to choose from. See *"Table 8 Red Flag Types and Descriptions"* on page 82 for a full description of Red Flag types and the corresponding notifications that can be selected

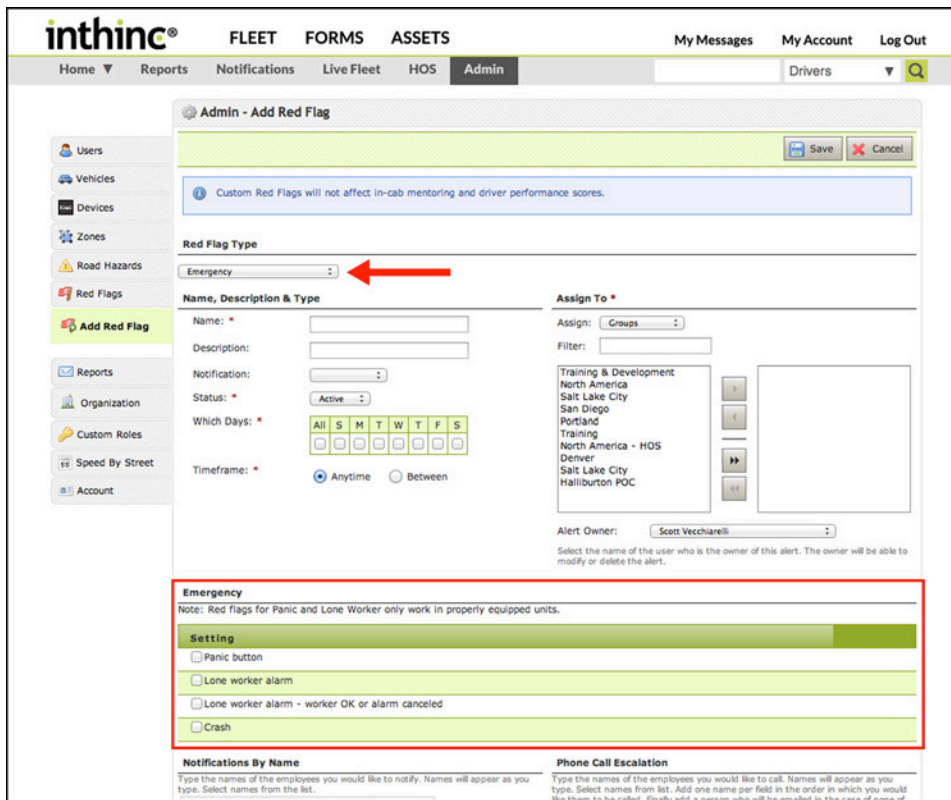


Figure 57 'Emergency' Red Flag Type and corresponding notifications are highlighted

- 4 In the *Name, Description, & Type* section, complete the following:
 - a. **Name:** Enter a name for the Red Flag alert.
 - b. **Description:** (Optional) Provide a text description for the Red Flag alert.
 - c. **Notification:** Choose the notification severity level for the Red Flag alert (Information, Warning, or Critical) **Note:** Users can independently configure their communication method of choice (text, email, phone) for each Red Flag severity level. Users can configure these preferences by clicking the “My Account” link at the top of the page.
 - d. **Status:** Select a status: Active or Inactive.
 - e. **Which Days:** Select the days you want to be alerted
 - f. **Timeframe:** Select during which hours of the day you want to be notified.

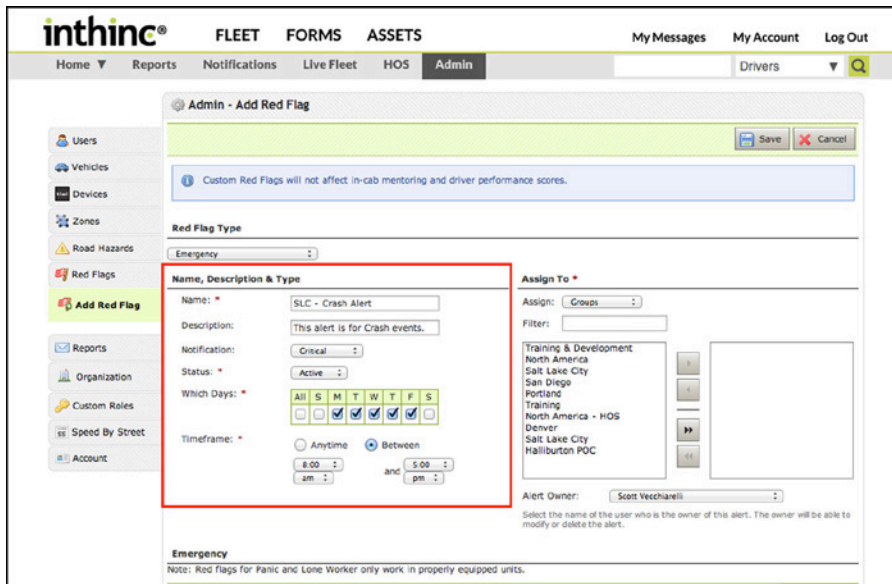
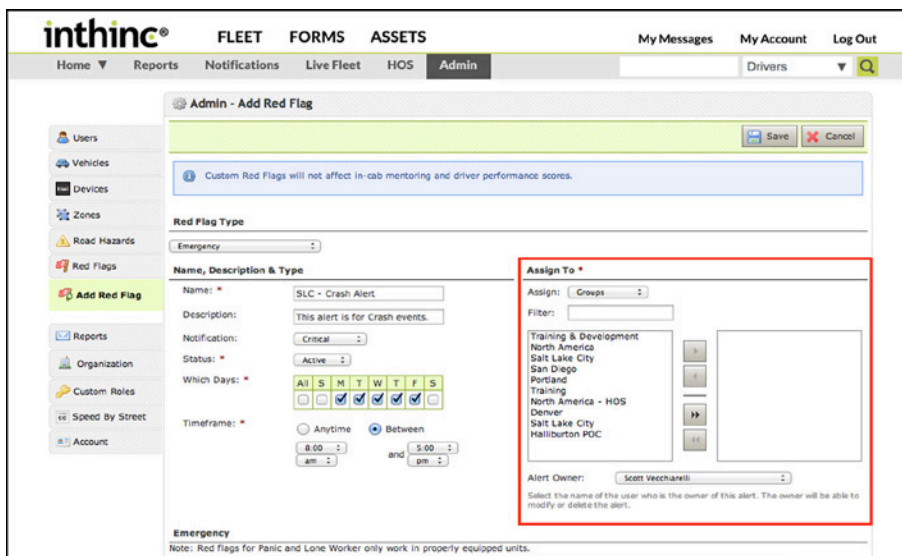


Figure 58 Create new Red Flag - Name, Description, & Type section highlighted

- 5 In the *Assigned To* section, complete the following:
 - a. **Assign:** Select who the Red Flag alert will be applicable for; driver, vehicle, or an entire group.
 - b. **Alert Owner:** Select who ‘owns’ the Red Flag alert (default is the person creating the alert). The person indicated, is the only person who will be able to view and modify the alert, with the exception of top-level administrators, who can view and modify Red Flag alerts across the organization.



Note: When you want the Red Flag alert to be applicable for all drivers/vehicles, we recommend assigning to ‘groups’, which ensures the Red Flag will impact all vehicles in the group. New vehicles added to the group will inherit the same Red Flag settings as other vehicles in the group.

Figure 59 Create Red Flag - Assign To section highlighted

- 6 Select the *Notification types* you would like the Red Flag alert to apply to. This notifications available in this section are dependent on the Red Flag type selected from the drop-down list at the top of the page. For a complete list of Red Flag types and the corresponding notifications, see *"Table 8 Red Flag Types and Descriptions"* on page 82

Figure 60 Red Flag notification section highlighted

- 7 In the *Notifications by Name* section:
 - a. Enter one or more existing users. The Red Flag alert notification will be sent to the user using the communication preference configured in the user's profile. Notifications will be sent to all users simultaneously.

Figure 61 Notifications by Name section highlighted

Note: The person must be an inthinc portal user, and have their contact preferences configured, before they can receive Red Flag alert notifications. If the user does not appear when typing their name into the Notifications by Name section, you will either (a) need to create a portal user account for the person, or (b) if the person already has a portal user account, verify the contact information and Red Flag preferences sections have been configured.

- 8 In the *Notifications by Phone* section:
 - a. Complete this section if you want users to be contacted by phone in a sequential order.
 - b. Type a **phone number** into the *Phone Numbers* field. Repeat this step to enter as many phone numbers as needed.
 - c. From the *Call Delay* drop-down list, select how many minutes to wait before attempting to contact everyone in the list again, after the previous attempts were unsuccessful.
 - d. From the *Limit By* drop-down list, select either **minutes** or **count**:
 - **Minutes:** If you select minutes, the system will continue to try to contact individuals listed in the Phone Call Escalation field for the specified amount of time. Once the time expires, and all attempts at contacting someone were unsuccessful, the system will stop attempting to make contact and will send an email to the individual listed in the Escalation Email field.
 - **Count:** If you select count, the system will continue to try to contact individuals listed in the Phone Call Escalation field for the specified number of attempts. If no successful contact is made after all of the attempts, the system will stop attempting to make contact and will send an email to the individual listed in the Escalation Email field.
 - e. In the *Escalation Email* field, enter the name of the individual that should be notified if all escalation attempts are unsuccessful.

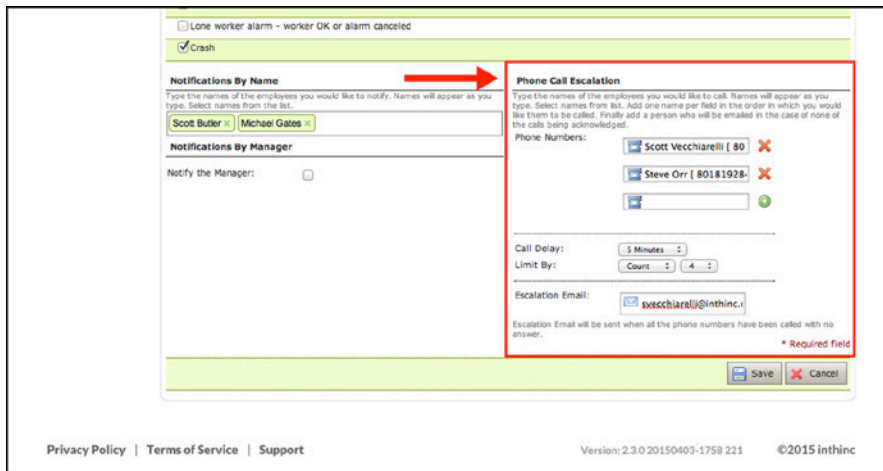


Figure 62 Notifications by Phone section highlighted

- 9 When you are finished completing the form, click **Save**.

Edit a Red Flag Alert

Use the information in this section to edit an existing Red Flag Alert.

- 1 From the main menu, go to **Admin > Red Flags**. The Red Flags list will display.
- 2 Locate the *Red Flag* in the list, then click the **Edit** link in the far-right column. The Red Flag will display in 'edit' mode.
- 3 Edit the form as needed, then click **Save**.

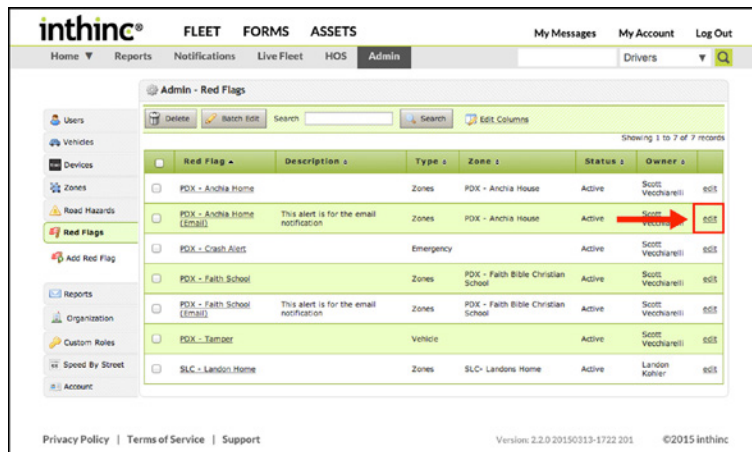


Figure 63 Admin > Red Flag Alert list with Edit link highlighted

Table 8 Red Flag Types and Descriptions

Red Flag Type	Notification Type	Description
Driving Style	Hard Accelerate	Sent when the driver receives a "hard acceleration" driving violation.
	Hard Brake	Sent when the driver receives a "hard brake" driving violation.
	Unsafe Turn	Sent when the driver receives a "hard turn" driving violation.
	Hard Bump	Sent when the driver receives a "hard bump" driving violation.
	Satellite Switch Violation	Sent when the RF (Radio Frequency) Key is in the "Off" position (waySmart 820/850)
Speeding	By Speed Limit (0-25mph)	Sent when the driver exceeds the configured value above the posted speed limit.
	By Speed Limit (26-50mph)	Sent when the driver exceeds the configured value above the posted speed limit.
	By Speed Limit (51-75mph)	Sent when the driver exceeds the configured value above the posted speed limit.
	By Maximum Speed	Sent when the driver exceeds the maximum speed limit configured.
Compliance	Not Wearing Seatbelt	Sent when the driver receives a "seat belt" violation for not wearing their seat belt.
	No Driver Logged In	Sent when the driver moves a vehicle without being logged in as the driver.
	Didn't Set Parking Brake	Sent when vehicle is parked, but parking brake was not engaged before time elapsed.
Vehicle	Tampering	Sent when tiwiPro device has been unplugged from OBD or CAN diagnostic port, and unit has no power.
	Vehicle Ignition On	Sent when the Ignition line is "on" (WS820,WS850) or the device detected movement (tiwiPro)
	Vehicle Battery is low	Sent to the portal when the waySmart unit is not getting the required 11.3 volts from the vehicle battery.
	Idling Limit (minutes)	Sent when the "Idling Limit" configured is exceeded.
	Vehicle moved backwards	Sent when a vehicle moves backwards (anytime during a trip).
Emergency	Panic Button	Sent when the driver presses the "Panic" button (waySmart 820/850)
	Lone Worker Alarm	Sent when "Man Down" notification is received (Work Alone timer expires before driver returns to the vehicle).
	Lone worker Alarm - Worker OK	Sent when the "Man Down" notification is canceled (Driver cancels alarm, or vehicle moves).
	Crash	Sent when a vehicle is involved in a crash event.
Driver Vehicle Inspection Report	Vehicle failed a pre-trip inspection	Sent when no pre-trip inspection was completed.
	Vehicle passed a pre-trip inspection	Sent when a vehicle pre-trip inspection was completed.
	Vehicle failed a post-trip inspection	Sent when no post-trip inspection was completed.
	Vehicle passed a post-trip inspection	Sent when a vehicle post-trip inspection was completed.
	Driving an unsafe vehicle	Sent when a vehicle flagged as "unsafe" moves
	Driving with no pre-trip inspection	Sent when a vehicle moves and no pre-trip inspection was completed.
	Driving with no post-trip inspection	Sent when a vehicle moves and no post-trip inspection was completed.
	Inspection Repair Completed	Sent when a technician indicates a vehicle repair was completed
Hours of Service	Driver Stopped by DOT Officer	Sent when the driver indicates they were stopped by a DOT officer.
	Driver has No Driving Hours Remaining	Sent when the driver has No Driving Hours remaining.
Fatigue	Driver in microsleap	Deprecated - No Longer Used
Wireline	Wireline Alarm	Deprecated - No Longer Used
Installation	New Installation	Sent when an "Install" event notification is received by the portal.
	Device Firmware Updated	Sent when the waySmart firmware has been updated.
	Manual Location Command	Sent when testing communication on a waySmart device and includes basic location data.
	Device cannot mount internal storage	Sent when the waySmart internal USB storage device is missing or not recognized by the unit.
	QSI Firmware Updated	Sent after successful download of waySmart QSI firmware.
	Device can't get Heartbeat from Crash Detector	Sent when the waySmart (MCM) has not communicated with the witness hardware for > 10 hours.
	Crash Detector Firmware Updated	Sent after successful download of waySmart Witness firmware.
	Device Successfully Downloaded Latest Zones	This notification is sent after a waySmart unit has successfully downloaded a zone file.
Text Messages	Text Message Received	Sent when a new Text Message has been received by the portal (waySmart 820/850)
Zones	Report on Arrival	Sent when a "Zone Arrival" notification is received for a specific zone.
	Report on Departure	Sent when a "Zone Departure" notification is received for a specific zone.
First Move Forward Violation	First Move Forward	Sent when a vehicle's first move (after ignition) is backwards (in reverse gear).

Delete a Red Flag Alert

Use the information in this section to delete an existing Red Flag Alert.

- 1 From the main menu, go to **Admin > Red Flags**. The Red Flag list will display.
- 2 Locate the *Red Flag* you want to delete in the list, then select the Red Flag by **checking** the box next in the far-left column.
- 3 Click the **Delete** Button. A warning dialog will display, confirm your selection.

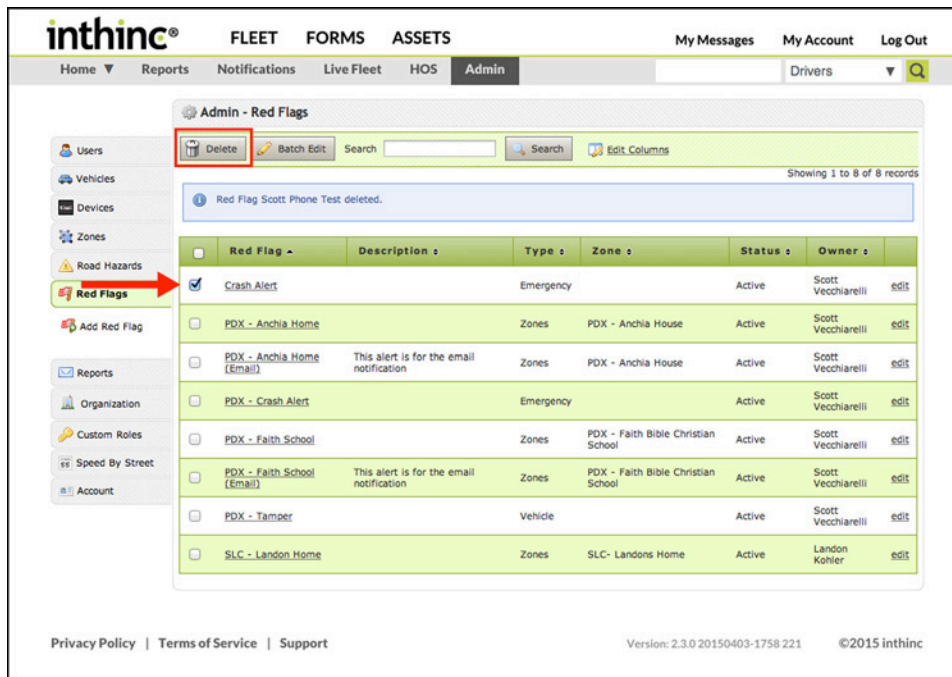


Figure 64 Admin > Red Flags, Red Flag selection and Delete button highlighted

Red Flag Alert Acknowledgment

When Red Flag alerts are configured to contact individuals in a sequential order by phone, each user specified will receive an automated call from inthinc (801-886-2255) providing the details of the alert. The automated call will provide all pertinent information about the alert such as: date/time, driver, vehicle, notification type, and more.

After the automated message has played, you will be prompted to acknowledge the alert by pressing #1. If you hang up before the automated message completes or fail to acknowledge the alert, the next individual in the sequential list will be contacted. This process will continue until either (a) someone acknowledges the alert, or (b) we have reached the maximum number of attempts as specified in the Red Flag configuration.

After acknowledging an alert, you will be accountable for resolving the situation. User can view the details of a Red Flag alert at any time in the portal. For more information, see *"Red Flag Alert Notifications" on page 96*.

When the Red Flag alert is configured to notify users by name, without specifying a phone call escalation, each user configured in the list will receive real-time alert notification based on their preferred method of communication for Red Flag alerts as configured in their user account profile.

Global Communication & Notifications

In This Chapter...

- Global Communication page 87
- Managing Notifications page 89

Overview:


This chapter will introduce users to Global Communication and system Notifications.

Global communication controls how and when data is transmitted to the portal. Notifications are the events that are transmitted to the portal.

Global Communication

inthin solutions take advantage of three (3) different types of communication:


1



Wi-Fi

	Local	Regional	Global
Coverage	■		


2



Cellular (GPRS)

	Local	Regional	Global
Coverage		■	

3



Satellite

	Local	Regional	Global
Coverage			■



Communication Routing

inthin solutions currently utilize a communication routing algorithm to determine when to send data and what communication channel will be used to send the data.

Data is classified into a priority category that defines how and when to send that type of data.

The coverage can vary for each type of communication. It is common, for instance, to be outside of Wi-Fi coverage, but inside both cellular and satellite coverage. The communication algorithm takes advantage of the relative coverage availability to send data in a specific order.



Communication Priorities

The following table shows the various communication priorities, including when data will be sent, and which method of communication will be used to send the data. The system will always attempt to send all data over the Wi-Fi or Cellular channels prior to sending the data over the Satellite channel.

Table 9 Communication Priorities & Routing	
Priority	Description
1	Wi-Fi/Cellular for 1 minute > then Satellite
2	Wi-Fi/Cellular for 15 minutes > then Satellite
3	Wi-Fi/Cellular for 7 days* > then Satellite
4	Wi-Fi/Cellular Only
5	Wi-Fi/Cellular, No Domestic Roaming for 7 days > then Domestic Roam
6	Wi-Fi/Cellular, Never Domestic Roam
7	Wi-Fi Only
* Unit will send data until the maximum number of notification attempts (per day) have been exceeded.	

How it Works

When the vehicle is operating within Wi-Fi and/or Cellular coverage, data is transmitted using the most efficient method of communication available. By default, the system will then attempt to send the data using Cellular communication.

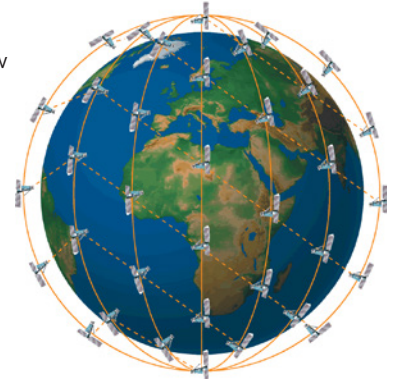
When operating in remote areas, where Wi-Fi and/or Cellular communication is not available, inthin systems equipped with Satellite communication can send certain data (priorities 1-3) over the Satellite communication channel.

Satellite communication is global and data can be transmitted from anywhere in the world. However, not all data can be transmitted over Satellite. There are limitations as to what type of data and how much data can be transmitted via Satellite communication. Data that cannot be sent via Satellite communication will be stored to system memory and transmitted when the vehicle resumes communication.

Maximum (Satellite) Transmissions

In addition to the limitations on what type of data can be transmitted via Satellite communication, there are also limitations on how much data can be sent in a 24-hour period. The events listed below cannot exceed a maximum of five (5) transmissions each, during any 24-hour period.

- Crash
- Panic
- Roll Over
- Vehicle Low Battery



Note: Any subsequent notifications will be downgraded to priority 3 and sent via Wi-Fi or Cellular communication when a connection is established.

What to Expect

When operating in remote areas where only Satellite communication is available, there are limitations to the type of data that can be transmitted. All critical events (priority 1) will be prioritized to send data over Satellite communication. Non-critical events (priority 2-3) will not be transmitted immediately. The system will hold the information for up to seven (7) days, in an attempt to establish a connection with Wi-Fi/Cellular communication before eventually transmitting the data via Satellite communication, if no other communication is available. Lower priority events (priority 4) cannot be transmitted via Satellite communication, and will only be transmitted when a Wi-Fi or Cellular connection is available.

Table 10 Communication Priority by Event Type

Priority 1	Priority 2	Priority 3	Priority 4
Emergency	Compliance & Last Location	Driver Safety & Vehicle Operations	Informational
<ul style="list-style-type: none"> • Crash / Roll Over • Panic • Man-Down • Tampering 	<ul style="list-style-type: none"> • Driver Login/Logout • All Hours of Service (HOS) • Low Battery • Messages • Road Hazards • Trip Summary • DVIR (Out of Service) 	<ul style="list-style-type: none"> • Speeding • Seat Belt • Ignition Status • No Driver • RF Key Violation • Zone Arrival/Departure • Idle Statistics • Aggressive Driving • Backing Statistics 	<ul style="list-style-type: none"> • Detailed Ground Track • DVIR Forms • SBS Map Updates
Wi-Fi / Cellular for 1 Minute ▼ Satellite	Wi-Fi / Cellular for 15 Minutes ▼ Satellite	Wi-Fi / Cellular for 7 Days ▼ Satellite	Wi-Fi / Cellular ONLY



Notifications

People often confuse Notifications and Red Flags Alerts. A *Notification* is an event (speeding, crash, ignition on/off, zone arrival, etc.) sent from a vehicle to the portal. Notifications are sent using satellite, cellular, and wi-fi communication for waySmart devices. tiwiPro devices use only cellular communication.

A *Red Flag Alert*, as described in another chapter, is simply an escalation of a Notification. Users create Red Flag Alerts to get information, in real-time, about a Notification.

Viewing Notifications is a good way to gain important insight about a fleet's performance in several categories such as Safety, Compliance, and Fleet Management. Notifications can be filtered by team, date/time, and even the event type, allowing users the ability to quickly find the data they are looking for. This chapter will introduce the different types Notifications that are available and how to interact with them.

Viewing Notifications

Use the instructions in this section to locate and view the various system notifications that are available in the portal.

- 1 From the main menu, select the **Notifications** tab. The *Notifications* page will display with the Red Flags category selected by default.
- 2 Select a Notification *sub-category* by clicking on the corresponding tab in the menu.

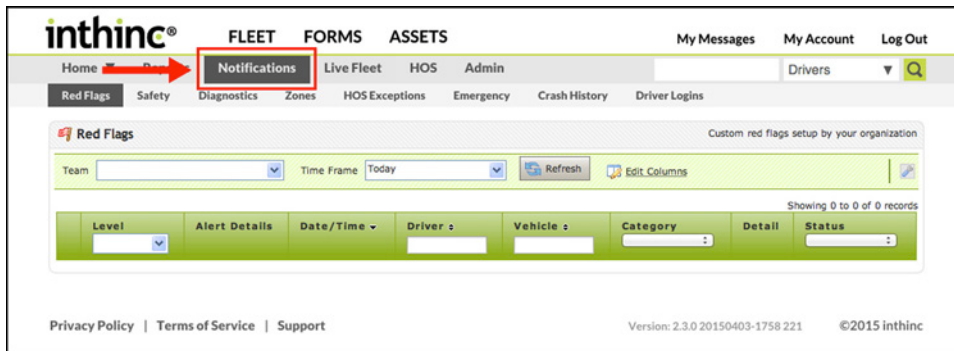


Figure 65 Notifications main menu option highlighted

- 3 Choose a **Team** from the Team drop-down list.
- 4 Choose a **Timeframe** (amount of data to display) from the Timeframe drop-down list.
- 5 Click **Refresh**. A list of notifications based on your timeframe selection will display.

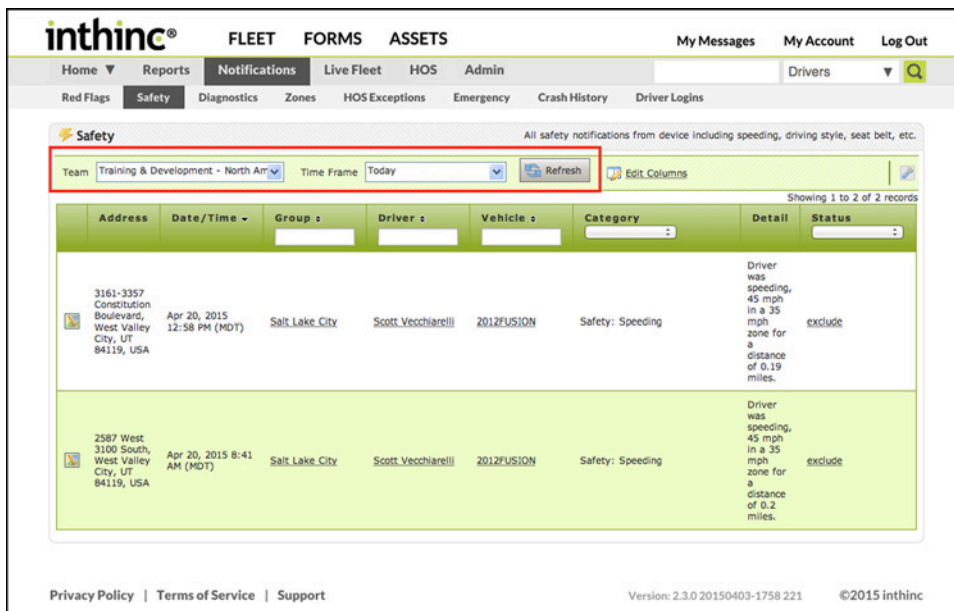


Figure 66 Notifications list will display based on timeframe and team selected, see highlight

Notification List at a glance

The screenshot shows the 'Safety' notification list. The table contains the following data:

Address	Date/Time	Group	Driver	Vehicle	Category	Detail	Status
3161-3357 Constitution Boulevard, West Valley City, UT 84119, USA	Apr 20, 2015 12:58 PM (MDT)	Salt Lake City	Scott Vecchiarelli	2012FUSION	Safety: Speeding	Driver was speeding, 45 mph in a 35 mph zone for a distance of 0.19 miles.	exclude
2587 West 3100 South, West Valley City, UT 84119, USA	Apr 20, 2015 8:41 AM (MDT)	Salt Lake City	Scott Vecchiarelli	2012FUSION	Safety: Speeding	Driver was speeding, 45 mph in a 35 mph zone for a distance of 0.2 miles.	exclude

Sort Columns
Click on a column header to sort the list by that specific column. Click again to switch between ascending/descending order.

Export Table
Click the tools icon to view table export options. Options typically include PDF, Excel, and email.

Filter List
Select an option from the drop-down list or enter text into the entry box below the column header to further refine the list.

Notification Details at a glance

Each notification will include information such as the location, date/time, driver ID, vehicle ID, and other important details about the notification.

The screenshot shows the 'Diagnostics' notification list. The table contains the following data:

Address	Date/Time	Group	Driver	Vehicle	Category	Detail	Status
4275 Lake Park Boulevard, West Valley City, UT 84120, USA	Apr 21, 2015 8:06 AM (MDT)	Salt Lake City	Scott Vecchiarelli	2012FUSION	Diagnostics: Ignition Off	Vehicle ignition off.	exclude
Unknown location	Apr 21, 2015 7:24 AM (MDT)	Salt Lake City	Scott Vecchiarelli	2012FUSION	Diagnostics: Ignition On	Vehicle ignition on.	exclude

Map Details
Hover mouse over map icon to view the address or click on the map icon to view violation on the map.

Exclude Link
For users with permission, clicking the Exclude link will "exclude" the violation so it will not affect a driver or team score.

Notification Types

There are many different notification types ranging from safety violations such as speeding and aggressive driving to emergency notifications such as panic and crash events. All data collected from the vehicle will be transmitted to the inthinc portal in the form of a notification. See the table below for a complete reference on the various notifications that are available.

Table 11 Notifications Matrix						
Notification	Description	Device Compatibility			Comm. Priority	
		tiwiPro	WS820	WS850		
Driving Style						
Hard Acceleration	As a vehicle accelerates, there is a change in velocity. The speed at which the vehicle accelerates dictates the change in velocity. If the change in velocity is greater than the configured threshold, a hard acceleration notification is sent to the portal.	■	■	■	3	
Hard Brake	As a vehicle slows down, there is a change in velocity. The speed at which the vehicle slows dictates the change in velocity. If the change in velocity is greater than the configured threshold, a hard brake notification will be sent to the portal.	■	■	■	3	
Unsafe Turn	Every time the vehicle's side-to-side movement exceeds a set change in velocity, a hard (unsafe) turn notification will be sent to the portal.	■	■	■	3	
Hard Dip/Bump	Every time the vehicle's vertical (up & down) movement exceeds a set change in velocity, a hard dip/bump notification will be sent to the portal.	■	■	■	3	
Satellite Switch Violation	Deprecated - No longer used	-	-	-	-	
Speeding						
Speeding	A speeding notification will be sent to the portal if the driver exceeds the speeding threshold configured. (Posted/Enforced Speed Limit + Applicable Speed Buffer > Configured Grace Period)	■	■	■	3	
Compliance						
Seat Belt	Sent when vehicle movement is detected (>10 mph) and seat belt is not buckled.	■	■	■	3	
No Driver	The Driver ID failed authentication with the portal. The driver may have entered an incorrect ID, or no ID at all.	■	■	■	3	
Parking Brake	Notification is sent to the portal when a vehicle is parked, but parking brake was not engaged before a set grace period has elapsed.		■		3	
Reverse						
Backing Vehicle	Sent when vehicle is backing (gear position = reverse, RPM >0 or GPS movement)	■		■	3	
First Move Forward Vehicle	Sent when the vehicle first move is forward (after ignition = on)	■		■	3	
Vehicle						
Tampering	Tampering notification is sent to the portal when a tiwiPro device has been unplugged from the OBD or CAN diagnostic port and unit has no power.	■				
Low Battery	This notification is sent to the portal when the waySmart unit is not getting the required 11.3 volts from the vehicle battery.	■	■	■	2	
tiwi Low Battery	Deprecated - No longer used	-	-	-	-	
Idling	Sent when the vehicle exceeds a configurable idle threshold	■	■		3	
Ignition On	Indicates the Ignition line is "on" (WS820,WS850) or the device detected movement (tiwi-Pro)	■	■	■	3	
Potential Tampering	Notification will be sent when potential tampering occurs (potential tampering = vehicle mileage increases while vehicle ignition = off)		■		2	
Ignition Off	Indicates the ignition line is "off" (WS820,WS850) or there is no vehicle movement for >5 minutes (tiwiPro)	■	■	■	3	
RF Off	Sent when the RF key is set to "off" while vehicle is moving.		■	■	3	
Power Interrupted	Notification will be sent when the device detects a sudden voltage drop, that can be attributed to vehicle powered equipment or a potential tampering situation.	■			2	
Wireline						
Wireline Alarm	This notification is sent when the Wireline/AIB alarm is triggered (occurs when Wireline is armed, and vehicle doors are opened without entering an access code)		■		1	
Installation						
Install	Indicates an "install" event was successfully executed by the device		■	■	1	
Firmware Current	This notification is sent when the waySmart firmware has been updated.		■			
Location Debug	This notification is sent when testing communication on a waySmart device and includes basic location data.		■	■	1	
QSI Current	Notification is sent after successful download of waySmart QSI firmware.		■		2	
Witness Current	Notification is sent after successful download of waySmart Witness firmware.		■		2	
Zones Current	This notification is sent after a waySmart unit has successfully downloaded a zone file.		■		4	

No Internal Thumb Drive	Notification is sent when the waySmart internal USB storage device is missing or not recognized by the unit.		■		3
Witness Heartbeat Violation	Notification is sent when the waySmart (MCM) has not communicated with the witness hardware for > 10 hours.		■		4
Trailer					
Trailer Data	Notification is sent when the vehicle is attached to a trailer (with trailer tracking hardware).		■	■	2
Trailer Programmed	Notification is sent when a new Trailer Tracking device has been installed and successfully programmed.		■	■	1
Driver Vehicle Inspection Report					
Driver Vehicle Inspection Report	Notification is sent when a new DVIR form response has been submitted by a driver from the Touchscreen interface.		■	■	2
Driving w/ No Pre-trip Inspection	Sent when a vehicle moves and no pre-trip inspection was completed		■	■	2
Driving w/ No Post-Trip Inspection	Sent when a vehicle moves and no post-trip inspection was completed		■	■	2
Driving an Unsafe Vehicle	Sent when a vehicle flagged as "unsafe" moves		■	■	2
Inspection Repair Completed	Sent when a repair technicians completes a repair of the vehicle and submits the repair form from the Touchscreen interface.		■	■	2
Zones					
Zone Arrival	Sent when a vehicle enters a zone	■	■	■	3
Zone Departure	Sent when a vehicle exits a zone	■	■	■	3
Hours of Service					
DOT Stopped	Sent when driver indicates DOT Inspection has been completed (port of entry, etc.)		■	■	2
HOS No Hours	Sent when a driver has no hours remaining to drive, based on the HOS log data.		■	■	2
Emergency					
Crash	Notification is sent to the portal when an event the exceeds the parameters for a crash, including acceleration, deceleration, hard turns, or vertical motion is detected. Data is recorded from time of event, including speed and RPM, for 20 seconds prior to, and 10 seconds after the event.	■	■	■	1
Panic	This notification is sent to the portal when a driver presses the "Panic" button from within the vehicle.		■	■	1
Man Down	This notification is sent to the portal when a driver has not returned to the vehicle in an expected timeframe. Before leaving the vehicle, the driver uses the keypad to set a timer. At 30 seconds before the timer expires, a warning alarm sounds to notify the driver that the timer needs to be deactivated. If the driver does not return to deactivate the alarm before the time expires, the 'Man Down' notification is sent.		■	■	1
Man Down Canceled	This notification is sent to the portal when a driver deactivates the work alone timer, or GPS detects vehicle movement, indicating the man-down situation has been resolved.		■	■	1
Driver					
New Driver	Notification is sent when a new driver successfully logs in to a device.		■	■	2
New Occupant	Notification is sent when a new occupant logs into a vehicle (w/ HOS enabled)		■	■	2
Invalid Driver ID	Notification is sent when an invalid Driver ID is entered upon by a driver when attempting to login		■	■	2
Invalid Occupant ID	Notification is sent when an Invalid Occupant ID is entered by an occupant when attempting to login (w/ HOS enabled)		■	■	2
Text Message	Sent when a new incoming text message has been received		■	■	2



Important Note: Notification Transmission

Notifications are prioritized and sent to the portal based on priority and type of communication available. For waySmart systems, all critical notifications, such as Panic and Crash events, are routed through satellite communication to ensure minimal latency. However, other non-critical notifications may not appear in the portal immediately - there may be latency in areas with poor communication.

For tiwiPro systems, all notifications will be routed through cellular communication when available. If cellular communication is not available, the device will store events to memory and transmit the notifications when communication is available. For more information about notification transmission, see **"Global Communication"** on page 87.

Excluding Notifications

Certain notifications (i.e. speeding) will affect a driver and team score and are also known as “violations”. If you are an administrator or if your user role allows, you can selectively “exclude” (or forgive) a violation from a Notification page, the Driver Performance dashboard, or the Team Performance dashboard. After excluding a violation, the impact will not be immediately noticeable. Data within the portal aggregates daily, at which time driver and team scores will be updated to reflect any violations that have been excluded.

To Exclude a Notification:

- 1 Go to a **Notification** page that includes the event (violation):
 - On any Notifications page, select the *team* and *timeframe*, then click **Refresh** to display the list.
 - On the *Driver Performance dashboard*, maximize the panel that includes the event (violation) to be excluded. For example, click the panel's maximize icon. The Notifications detail list will display at the bottom of the page.
 - On the *Team Performance dashboard*, click on the **(count)** link in the Safety column to display the *Notification detail* list for a specific driver.
- 2 Locate the event (violation) in the *Details list* on the page, then click the **Exclude** link in the far-right column.

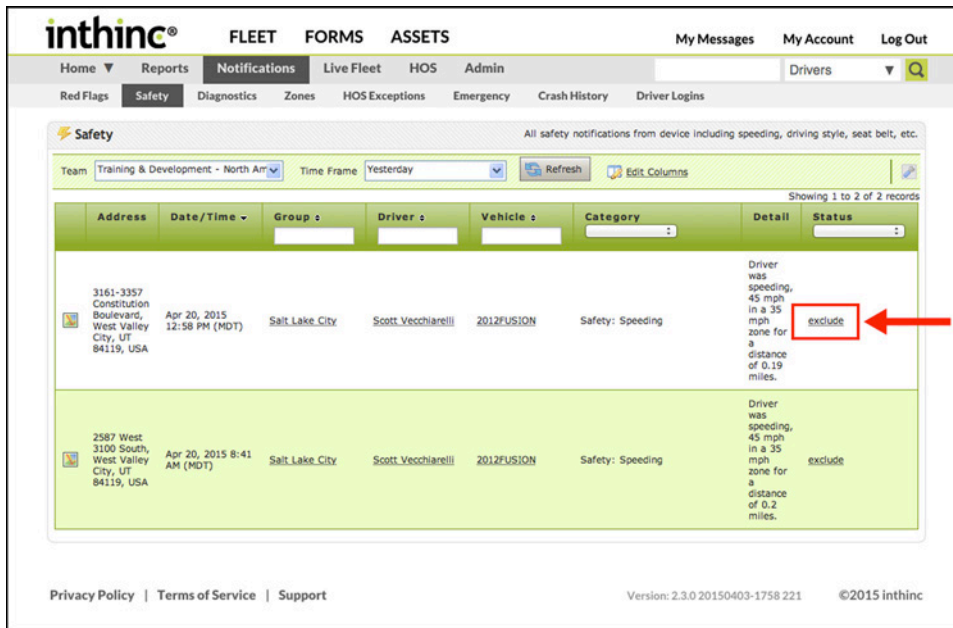


Figure 67 Exclude link highlighted from the Notifications page (Notifications > Safety)

- 3 A warning dialog box will display, confirm your selection to continue.

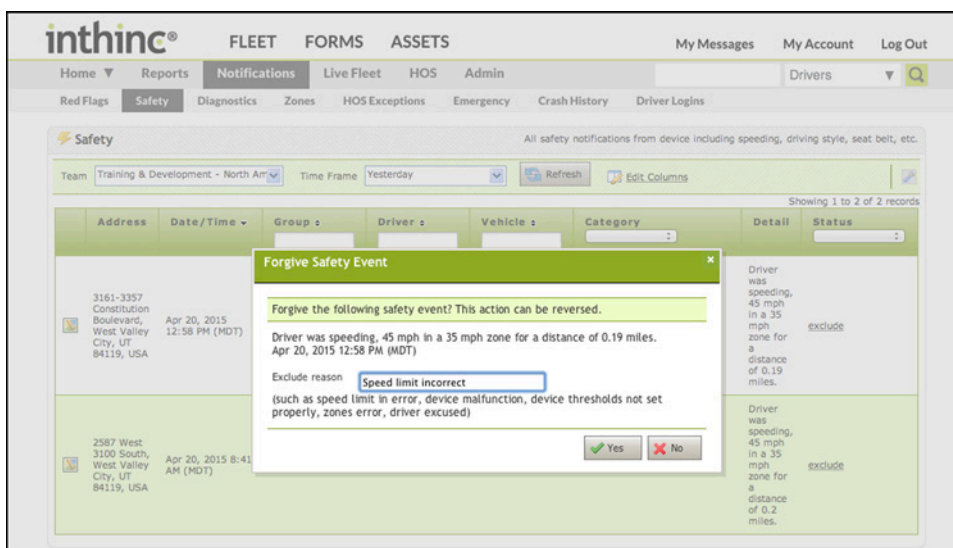


Figure 68 Users must provide a reason for excluding the event

- The event remains in the *Details list*, however the row is “grayed” out, to indicate the event has been excluded. Notice there is an “include” link available in place of the “exclude” link.

The screenshot shows the inthinc portal interface. At the top, there are navigation tabs for FLEET, FORMS, and ASSETS, along with links for My Messages, My Account, and Log Out. Below this is a secondary navigation bar with Home, Reports, Notifications, Live Fleet, HOS, and Admin. A search bar is present with the text 'Drivers' and a magnifying glass icon. The main content area is titled 'Safety' and displays a list of notifications. The list has columns for Address, Date/Time, Group, Driver, Vehicle, Category, Detail, and Status. Two records are shown. The first record is highlighted in green and has an 'include' link in the Status column. The second record is grayed out and has an 'exclude' link in the Status column.

Address	Date/Time	Group	Driver	Vehicle	Category	Detail	Status
3161-3357 Constitution Boulevard, West Valley City, UT 84119, USA	Apr 20, 2015 12:58 PM (MDT)	Salt Lake City	Scott Vecchiarelli	2012FUSION	Safety: Speeding	Driver was speeding, 45 mph in a 35 mph zone for a distance of 0.19 miles.	include
2587 West 3100 South, West Valley City, UT 84119, USA	Apr 20, 2015 8:41 AM (MDT)	Salt Lake City	Scott Vecchiarelli	2012FUSION	Safety: Speeding	Driver was speeding, 45 mph in a 35 mph zone for a	exclude

Figure 69 Events that have been excluded will appear “grayed” out in the list

- If you need to restore the excluded event, just click the **include** link. The event is restored and displays normally in the table again.

Crash History Notifications

Anytime a waySmart or tiwiPro unit detects a potential crash, a “crash” notification will be sent to the portal and can be found in the Notifications section, under the “Emergency” sub-category. When a crash notification has been received by the portal, users can view or edit the crash details from the “Crash History” sub-category. For more information, refer to the chapter titled *“Manage Crash History” on page 181.*

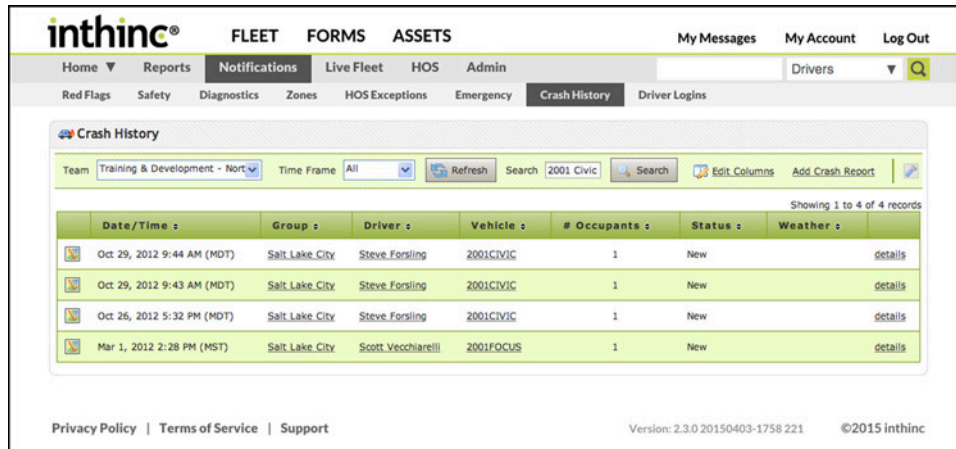


Figure 70 Notifications > Crash History sub-category page displayed

Driver Login Notifications

Driver login notifications are for waySmart 820/850 units using the Hours of Service (HOS) functionality. Anytime a driver, or an occupant, logs in to the waySmart system the corresponding notification will be sent to the portal.

- 1 From the main menu, go to **Notifications > Driver Logins tab**. The Driver Logins notifications page will display.
- 2 Select a **Team** from the Team drop-down list.
- 3 Select a **Timeframe** of data to view from the Timeframe drop-down list.
- 4 Click **Refresh**. A list of all Driver Login notifications will display for the team and timeframe selected.
- 5 You can further refine the list by selecting a *Notification type* from the *Category* column filter drop-down list.

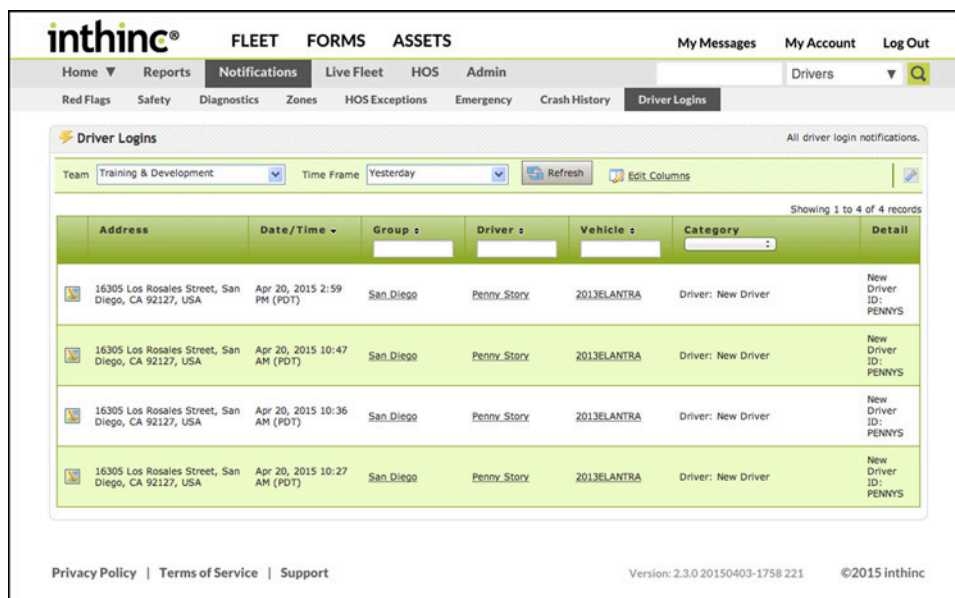


Figure 71 Notifications > Driver Logins sub-category page displayed.

Red Flag Alert Notifications

Anytime a notification is received by the portal, that is subject to a Red Flag alert, the notification will be categorized under both the “Red Flag” sub-category, in addition to the notification’s general category (safety, emergency, etc.). Use this information to determine the alert status, or to review details of the alerts that have been triggered by a notification.

- 1 From the main menu, go to **Notifications > Red Flags tab**. The Red Flags notifications page will display.
- 2 Select a **Team** from the Team drop-down list.
- 3 Select a **Timeframe** of data to view from the Timeframe drop-down list.
- 4 Click **Refresh**. A list of all Red Flag notifications will display for the team and timeframe selected.
- 5 You can further refine the list by selecting a Notification type from the Category column filter drop-down list.

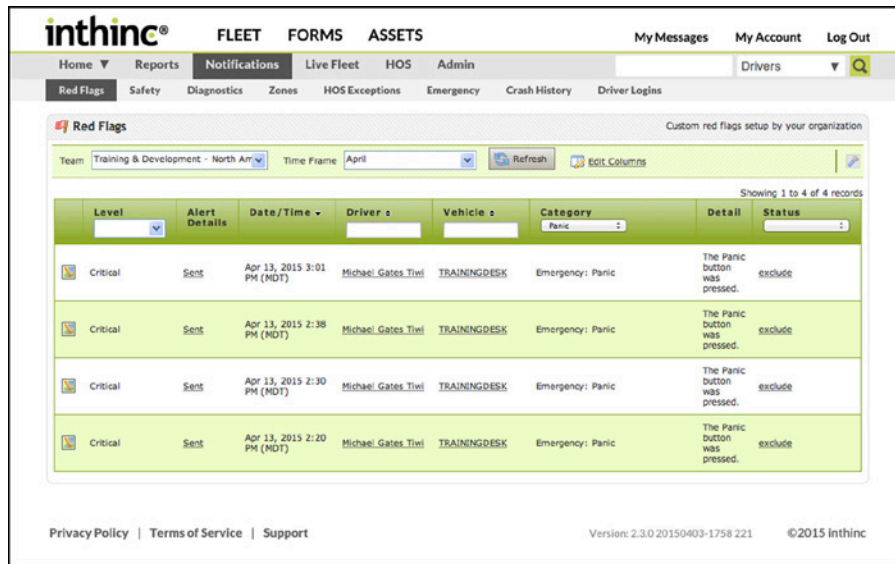


Figure 72 Notifications > Red Flags sub-category page is displayed.

View Red Flag Alert Contact Details

Use the information in this section to view Red Flag Alert contact details.

- 1 Locate the Red Flag notification in the list, and click the **Sent** link in the *Alert Details* column. The Alert Details dialog box will display.
- 2 From the drop-down list select one of the **Alert Preferences** to view the Red Flag alert escalation protocol, including: alert information and who was contacted.
- 3 When finished viewing the Red Flag alert details, click the **Close** button.

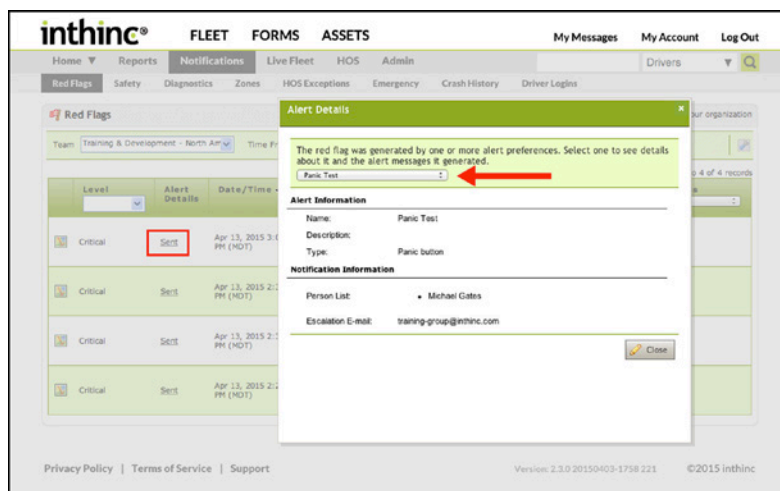


Figure 73 Red Flag Alert details are displayed

Fleet Performance & Statistics

In This Chapter...

- Performance/Statistics Overview page 99
- Fleet Performance Dashboard page 107
- Team Performance Dashboard page 113
- Driver Performance Dashboard page 123
- Vehicle Performance Dashboard page 133
- Performance Scoring Overview page 101

Overview:

This chapter will provide a detailed breakdown of the various performance dashboards available including: Fleet, Team, Driver and Vehicle performance dashboards (pages).

Some of the data in the inthinc portal are numerical scores based on driver performance in several categories. This chapter will provide information about how drivers are rated and scored as it relates to safe driving.

Performance & Statistics Overview

Driver or Team performance can be evaluated within the inthinc portal in many ways. First, the portal user interface presents data in the form of charts and graphs that we call 'dashboards'. Dashboards offer a quick and convenient method for reviewing fleet and driver performance.

There are several dashboards available within the inthinc portal including: Fleet Performance, Team Performance, Driver Performance, and Vehicle Performance. Additionally, all data can be viewed in the form of a report within the portal on-demand, or the report can be setup as a subscription, and sent to individuals as a recurring report. For more information on reports, refer to the chapter titled, "Reports" in this manual.

This section will outline and explain the various Performance Dashboards and how to interpret the data.

The image displays two screenshots of the inthinc portal. The left screenshot shows the 'Driver Performance' dashboard for Scott Vecchiarelli, featuring a 'Crash History Summary' with a rate of <math>< 0.01</math> crashes per million miles, an 'Overall Score' chart, 'Speed' and 'Driving Style' charts with scores of 2.9 and 4.2 respectively, and a 'Seat Belt' chart with a score of 2.4. The right screenshot shows the 'Team Dashboard Page' for Salt Lake City, displaying a table of driver statistics and a 'Fuel Efficiency' chart.

Team	Score	Trips	Stops	Distance Driven	Duration	Idle Time	Low Idle	High Idle	Idle %	Fuel Eff.	Seatbelt Clicks	Safety	
Salt Lake City	4.1	132	136	1,175.9 mi	43:24:15	00:10:05	00:10:05	00:00:00	0.39	18.4	116	35	
Driver	Score	Vehicle	Trips	Stops	Distance Driven	Duration	Idle Time	Low Idle	High Idle	Idle %	Fuel Eff.	Seatbelt Clicks	Safety
Steve Forsling	1.8	2001CV3C	0	0	0 mi	00:00:00	00:00:00	00:00:00	00:00:00	0.00	0	0	0
Michael Gates Test	2.9	GATES TIWI TRAINING	22	22	189 mi	09:25:56	00:00:00	00:00:00	00:00:00	0.00	18	45	1.5
Scott Vecchiarelli	3.4	2012FUSION	35	39	247.2 mi	12:03:00	00:10:05	00:10:05	00:00:00	1.39	25.6	39	20
Scott Butler	3.4	1999ALERO	26	26	19.1 mi	01:21:30	00:00:00	00:00:00	00:00:00	0.00	15.9	0	0
Michael Gates	3.5	GATES888TRAINING	24	24	184.6 mi	07:49:43	00:00:00	00:00:00	00:00:00	0.00	17.3	32	0
Yessica Zerbe	3.5	2002BEETLE	0	0	0 mi	00:00:00	00:00:00	00:00:00	00:00:00	0.00	0	0	0
Richard Sorensen	3.5	None Assigned	0	0	0 mi	00:00:00	00:00:00	00:00:00	00:00:00	0.00	0	0	0
Landon Kisher	3.5	2011ELANTRA	25	25	536 mi	12:44:06	00:00:00	00:00:00	00:00:00	0.00	0	0	0

Fleet/Division Dashboard Page

Team Dashboard Page

Driver Performance Scoring

Drivers are graded by a single overall score according to their safety record on a simple numerical scale from 0.0 to 5.0. The best possible score is a 5.0 and the lowest possible score is a 0.0. Drivers with lower scores are often perceived as high-risk, based on their historical driving performance.

4.1 – 5.0	Excellent Driver – little or no penalties recorded
3.1 – 4.0	Good Driver – penalties recorded, but not excessive
2.1 – 3.0	Fair Driver – coaching needed
1.1 – 2.0	Poor Driver – at a high risk for a crash
0.0 – 1.0	Very Poor Driver – take the keys away!

Figure 74 Driver Scoring Range

Score Categories

The Overall Score is a combination of scores achieved in three (3) categories: Speed, Driving Style, and Seat Belt Compliance. The driver will earn a score for each score category that is a weighted measure of the count and severity of violations in that category. We factor the total number of miles driven in order to make the score fair.

Category	Description
Speed	The most important category because speed is directly linked to injuries.
Driving Style	Besides speed, the general handling of the vehicle and choices made by the driver.
Seat Belt Compliance	Driver compliance with safety systems and rules both in and out of the vehicle.

With category scores, we can quickly get coaching insight for drivers. The image below is a snippet from a report showing a list of drivers with an **Overall Score**, a **Speed Score**, a **Driving Style Score**, and a **Seat Belt Compliance Score**. The scores are sorted by Overall Score, in descending order, ranking the drivers as most safe to most unsafe based on the overall criteria.

Driver: <input type="text"/>	Distance Driven <input type="text"/>	Overall <input type="text"/>	Speed <input type="text"/>	Style <input type="text"/>	Seat Belt <input type="text"/>
Curtis Orr	192.2 mi	4.5	4.3	5.0	5.0
Scott Vecchiarelli	7,710.8 mi	4.0	3.9	4.2	3.9
Mark Hawes	487.3 mi	4.0	3.4	5.0	5.0
Dan Ashby	4,894.6 mi	3.8	3.5	3.5	4.1
Scott Butler	3,898.7 mi	3.5	3.2	3.4	5.0
Dave Harry	2,047.5 mi	3.5	4.0	2.8	5.0
Steve Forsling	4,323.7 mi	3.4	3.9	2.7	5.0
Ethan Story	6,486 mi	2.9	2.9	2.4	5.0
Josh Huber	7.6 mi	2.9	1.7	5.0	5.0
Grant Keaton	4,888.6 mi	2.4	3.1	1.7	5.0

Figure 75 Score Ranking ordered by Overall Score

With the category scores available, we can easily ask and answer questions about each of the categories, such as:

- Who is the worst offender with respect to seat belt compliance?
- Who are the best with respect to compliance?
- Who handles the vehicles the worst?
- Who has the worst speeding score?

Just by sorting the report list again like the next example snippet (Figure 76), we see an entirely different ranking. This time it is sorted by **Speed Score** in descending order. If you compare the two snippets there are obvious, simple conclusions, like “Having looked at the ranking for speed and driving style, I conclude most drivers in this population follow compliance (wear seat belts) but handle the vehicle badly.”

Driver	Distance Driven	Overall	Speed	Style	Seat Belt
Charlie Knudsen	0 mi	1.8	5.0	0.0	5.0
Curtis Orr	202.9 mi	4.5	4.1	5.0	5.0
Dave Harry	2,047.5 mi	3.5	4.0	2.8	5.0
Scott Vecchiarelli	7,710.8 mi	4.0	3.9	4.2	3.9
Steve Forsling	4,362 mi	3.4	3.9	2.7	5.0
Dan Ashby	4,921.1 mi	3.6	3.5	3.5	4.1
Mark Hawes	487.3 mi	4.0	3.4	5.0	5.0
Scott Butler	3,918.2 mi	3.5	3.2	3.4	5.0
Grant Keaton	4,888.6 mi	2.6	3.1	1.7	5.0

Figure 76 Score Ranking by Speed Score

Then you can look at performance scores in sub categories to get even more insight. For example, look at this dashboard for just the Speed Score for a single driver (Figure 77). The dashboard separates speeding violations into speed limit categories and then calculates a score for each category. With a glance, you can see this person drives over the speed limit in 1-30 mph zones most often, likely in residential areas.

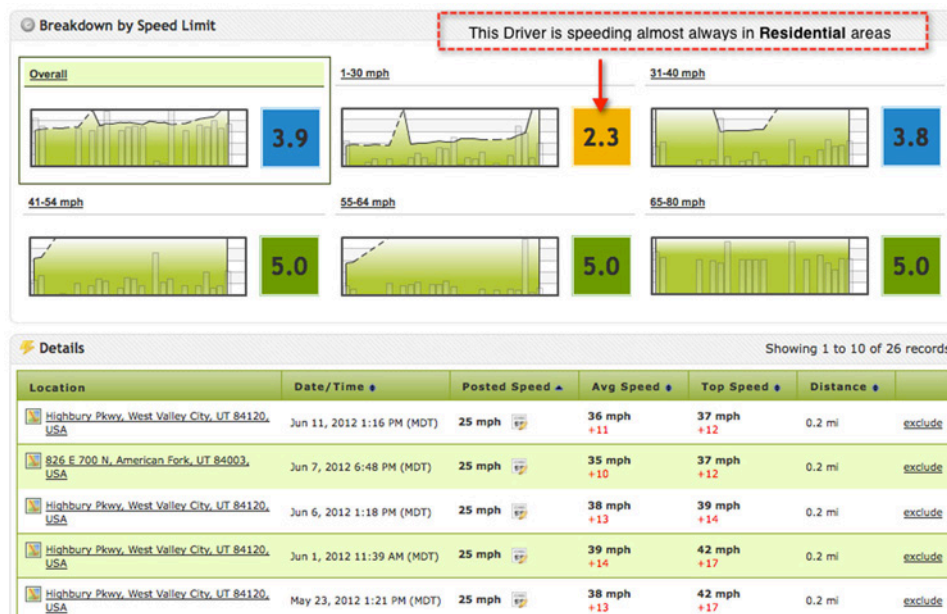


Figure 77 Speed Score Breakdown by Speed Limit

You need to keep the category scores close at hand for another reason: various vehicles with various configurations will hide bad behavior in any Overall Score. If you only look at the Overall Score and you have vehicles that can't monitor certain categories, the driver's score will default to 100% in those categories. Let us explain through a simple example:

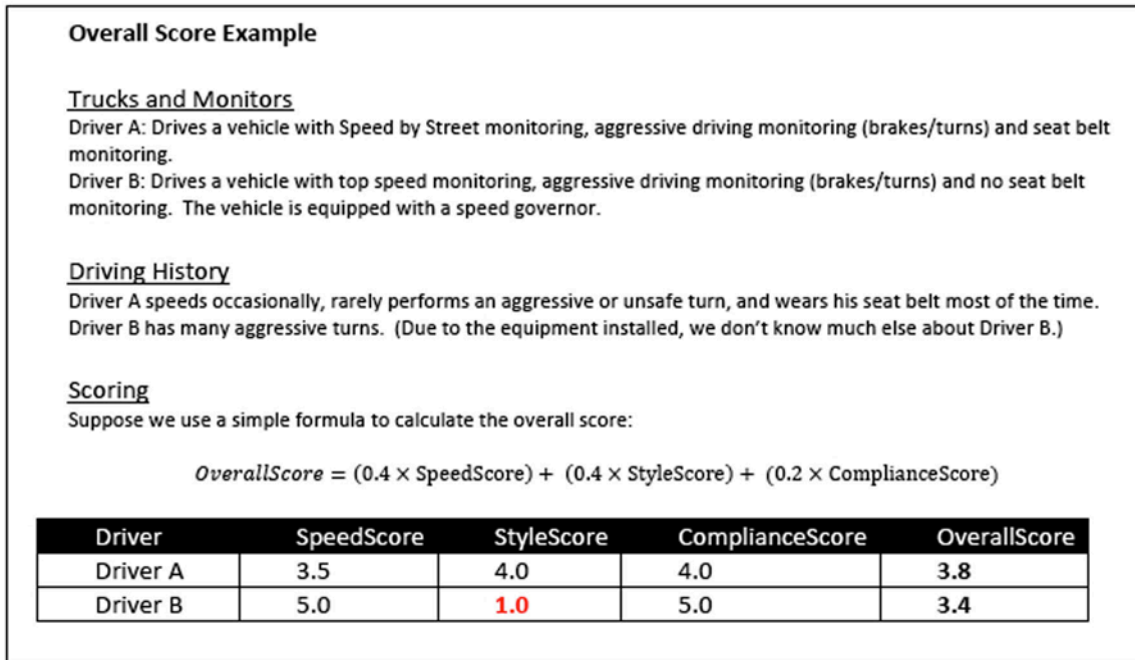


Figure 78 Overall Score Example

The example (Figure 78) shows how two drivers end up with similar Overall Scores because Driver B will always get a perfect score with respect to speed and compliance. Driver B has a terrible Driving Style Score and will likely tip over a vehicle soon. But the Overall Score doesn't show how serious his situation has become.

We considered several approaches to solve the problem of looking at just the Overall Score. We considered calculating the Overall score as:

- The least of the 3 scores
- The root-mean-square of the 3 scores
- The least square of the 3 scores
- Various other weights applied to each category

In the end, we concluded the best way to look at scoring is to keep the Overall Score calculation simple and consider the category scores individually as well.

The Penalty Concept

To envision a scoring system wherein new and various types of equipment and monitors could come into play, we looked at all our recorded history of driving behavior and arrived at basic expectations about the amount and severity of driving violations. It occurs to us that you have to take each behavior as an individual case and test those same expectations in that context. In some cases, we had to look at large volumes of measured driving data to come up with a percentile ranking of the drivers. For example, we looked at the hard turn driving history of thousands of drivers to formulate a method to assign a risk to each driver.

Based on the idea that individual behaviors must have both unique risks and unique frequency of occurrence, we propose the concept of a unique penalty for each. The idea is simple: once you start driving, you have a good score and any bad or unsafe behaviors will decrement that score in a particular way depending on the specific violation. The amount your score will decrease must be based on a subjective measure of safety, usually formulated following a thorough analysis of real drivers.

Unlike a school classroom where you have to earn your grade, our scoring system assumes you are a good driver and gives you a perfect score on your first mile. After that, it's up to you as a driver and your behavior given the equipment you use and the expectations for compliance from your company.

To keep your good score, you have to avoid incurring a **Penalty**, of which there may be several types. The basics of our penalty concept are:

- Everyone starts with an "A" or a 5.0 score
- Penalty is the inverse of score, as penalties accrue scores go down
- Bad behavior decrements your score
- You can add new penalties
- You can assign a relative value to each penalty
- You can tailor the severity of a penalty based on a subjective measure of relative risk
- Assign penalties to a category - speed, driving style, compliance
- Sum penalties in each category to calculate a score for that category

The penalty concept makes driver scores fair for several reasons. First, if the truck lacks the equipment or the monitor for a certain penalty, then the penalty just goes away. Drivers find that more than fair. Second, penalties have severity based on the specific violation or "the punishment fits the crime." Third, penalties fit into a specific score category resulting in a balanced overall score for a driver with one bad habit. For example, a person who never wears a seat belt (who may be fired anyway) will get a Compliance Score of 0.0 as a result of the penalty but could maintain a relatively normal overall score. That type of scoring appeals greatly to a person's sense of fairness.



User Tip: inthinc® Portal Scoring Document

For more information about the inthinc portal scoring system, including mathematical formulas used to calculate driver scores, refer to the **inthinc Portal Scoring System** document which can be found at inthinc™ University (<https://training.inthinc.com/iu>) under the "Resources" section of the site.

Calculating the Overall Score

We calculate the Overall score based on the category scores as follows:

$$\text{OverallScore} = (0.4 \times \text{SpeedScore}) + (0.4 \times \text{StyleScore}) + (0.2 \times \text{ComplianceScore})$$

Or equivalently, since Penalty is the inverse of the Score:

$$\text{OverallScore} = 5.0 - (0.4 \times \text{SpeedPenalty}) - (0.4 \times \text{StylePenalty}) - (0.2 \times \text{CompliancePenalty})$$

We have pointed out that the weighting of each category score is not as important as viewing Overall Score, Speed Score, Driving Style Score, and Compliance Score together.

How Violations Drop

Driver scores are normalized over a period of time. Normalization of scores is intended to create greater objectivity in driver performance management. The more hours and days driven after the last violation, the better the driver's score becomes when compared to a similar time frame. For example, a violation that occurred on Day 1 will not be included on a "7 Days" score when the latest score is viewed on Day 9.

Excluding Violations

If you are an administrator or if your user role allows, you can selectively exclude (or forgive) a driver violation from a Notification page, the Driver Performance dashboard, or the Team Performance dashboard. After excluding a violation, the impact will not be immediately noticeable. Data within the portal aggregates daily, at which time driver scores will be updated to reflect any violations that have been excluded. For more information, refer to *"Excluding Notifications" on page 93*.

The screenshot shows the inthinc web application interface. The top navigation bar includes 'FLEET', 'FORMS', and 'ASSETS'. Below this is a secondary navigation bar with 'Home', 'Reports', 'Notifications', 'Live Fleet', 'HOS', and 'Admin'. The 'Notifications' section is active, showing a list of safety notifications. The table has columns for Address, Date/Time, Group, Driver, Vehicle, Category, Detail, and Status. The first notification is for a speeding violation on April 20, 2015, at 12:58 PM (MDT) in Salt Lake City. The 'Status' column for this notification contains the word 'exclude', which is highlighted with a red box and a red arrow pointing to it. The second notification is also for a speeding violation on the same date and location, with a status of 'exclude'.

Address	Date/Time	Group	Driver	Vehicle	Category	Detail	Status
3161-3357 Constitution Boulevard, West Valley City, UT 84119, USA	Apr 20, 2015 12:58 PM (MDT)	Salt Lake City	Scott Vecchiarelli	2012FUSION	Safety: Speeding	Driver was speeding, 45 mph in a 35 mph zone for a distance of 0.19 miles.	exclude
2587 West 3100 South, West Valley City, UT 84119, USA	Apr 20, 2015 8:41 AM (MDT)	Salt Lake City	Scott Vecchiarelli	2012FUSION	Safety: Speeding	Driver was speeding, 45 mph in a 35 mph zone for a distance of 0.2 miles.	exclude

Figure 79 Exclude link highlighted

Fleet/Division Performance Dashboard

Upon logging in to the inthinc portal, most users will be viewing a Fleet/Division Performance Dashboard. The idea of the Fleet/Division Performance Dashboard, is to provide users (Administrators, Supervisors, etc.) a “snapshot” of their fleet performance as it relates to several key performance metrics, such as driver performance, idle performance, and more.

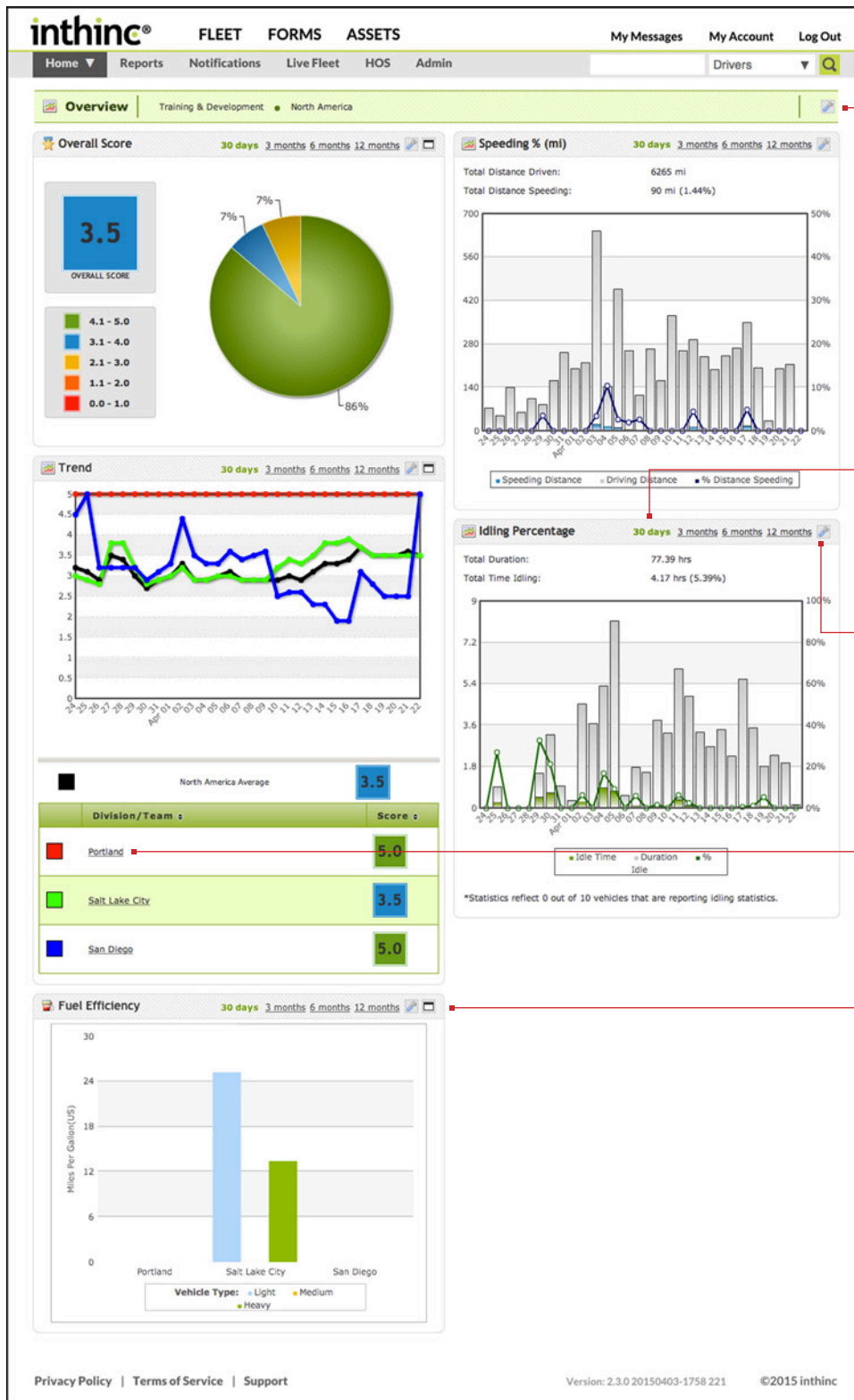
The data presented on the Fleet Performance dashboard is user-specific, meaning that the user will see data relevant to his/her role within the organization. For instance, a Division or Regional Manager may be able to see data specific to their division/region, however they will not see data for the entire fleet. Alternatively, if you are a top-level administrator or executive within the organization, you may see performance data for the entire fleet, versus just one division or region. Again, the data you see is based on your role within the organization and access level within the portal.

The Fleet/Division Performance Dashboard is comprised of several ‘panels’ that each correspond to a different performance metric or in some cases, provide trending data. Each of these dashboard panels will be explained in detail over the next several pages.



Figure 80 Fleet Dashboard page displayed

Fleet Dashboard at a glance



Tools Menu
Export the page as .PDF, or E-mail the data to one or more recipients.

Panel Timeframe Selection
Select the amount of data to view - 30 days, 3 months, 6 months, or 12 months


Panel Tools Menu
Export the panel data as .PDF or E-mail as .PDF attachment.

Team Navigation (Quick Link)
Click a Team (group) name to navigate to that team's performance dashboard page.

Maximize Panel
Maximize the panel to display more data specific to the metric

View a Fleet/Division Performance Dashboard

Depending on your role within the organization, you will be able to view the Fleet/Division Performance Dashboards for the divisions/teams that you are assigned to within the organizational hierarchy. Follow the instructions below to access a Fleet/Division Performance Dashboard.

- 1 From the main menu, hover your mouse cursor over the **Home** button. The *Navigation Tree* will display.
- 2 From the Navigation Tree, locate the Fleet/Division  that you would like to view, and click on the **Fleet/Division Name**.
- 3 The *Fleet/Division Performance Dashboard* will display for the selected group.

Note: You may need to open (expand) the various groups within the navigation tree to view other 'divisions' nested under each group. Click the (+) icon next to the Group name to expand the group to view all of the "divisions" or "teams" that may be nested under that group.

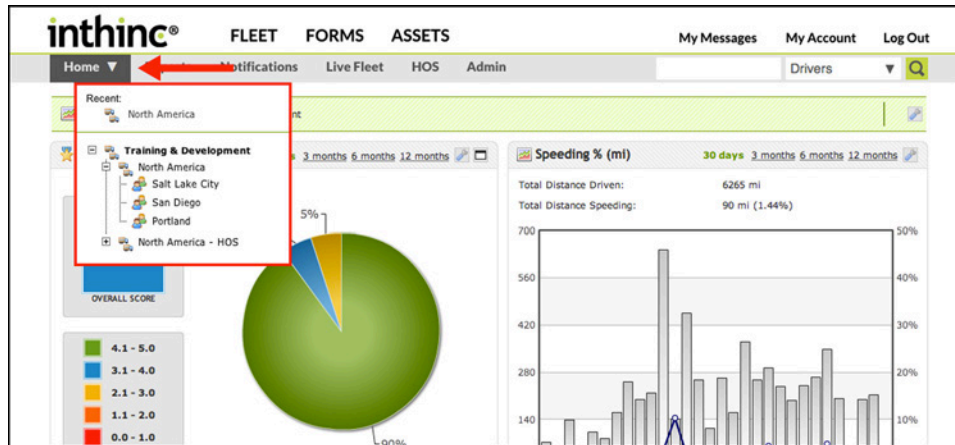


Figure 81 Home Button Navigation Tree highlighted

1 Overall Score Panel

The Overall Score panel has two elements. It provides the “overall” score for your fleet or team, and the pie chart represents the percentage of your fleet/division that fall into each of the scoring categories. The purpose of this data is to provide a holistic view of how either the fleet or division is performing. You can view 30 days, 3 months, 6 months, or 12 months of data.

It is important to note, that the ‘overall score’ is representative of how you fleet is performing as a ‘whole’, including only drivers that have accumulated miles driven, thus have been “graded” on driving performance. The pie chart represents the percentage of drivers that fall into each of the scoring categories, however this data is not representative of overall fleet/division performance, because it includes drivers that may not have driven any miles, thus still have a perfect 5.0 score. In other words, it may appear when looking at the pie chart alone, that the overall score is not correct, however keep in mind these are two different data points.

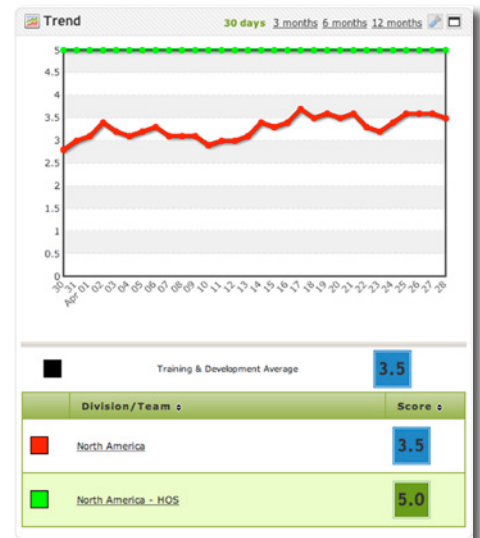
If you maximize the panel, more scoring details will be displayed, including the percentage of your division or fleet that fall into each of the scoring categories for each of the core categories we track (speeding, seatbelt, driving style).



2 Performance Trend Panel

The Trend panel will provide day-to-day or month-to-month scoring for each division/team within the fleet. Each line color represents a division/team within the fleet. You can also change the timeframe to view more or less data in the graph.

The table below the graph will display each division or team within the fleet and their overall scores. This table can be sorted by individual division/team or by overall score by clicking the column header. Clicking on the division/team name will navigate you to the “Team Dashboard”.

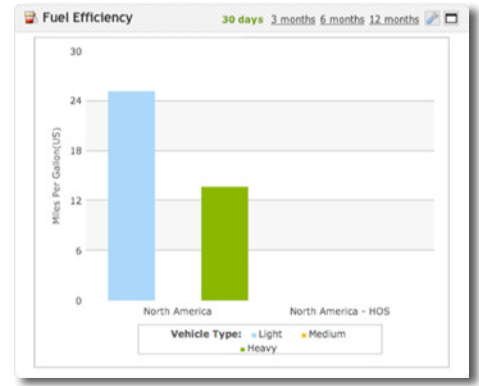


3 Fuel Efficiency Panel

The Fuel Efficiency panel will provide information on the average fuel efficiency for light-duty and heavy-duty vehicles for each division/team in the organization. Note: fuel efficiency information is collected from the vehicle BUS, not all vehicle makes/models are supported.

We gather miles per gallon (mpg) data in several ways. For unleaded vehicles we gather MPG from the MAF (mass airflow sensor) and for diesel vehicles we gather MPG in fuel rate to the cylinder, amongst other methods.

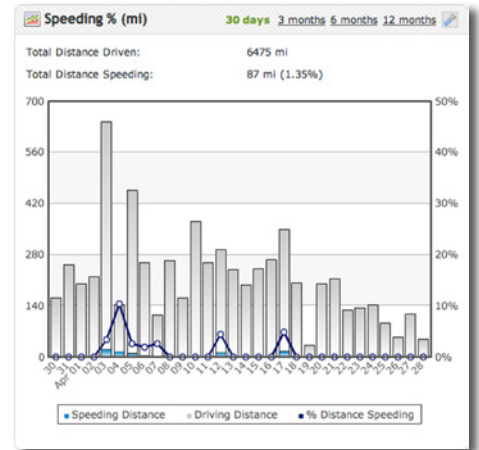
At the end of a trip, MPG data is calculated by the firmware and then sent to the inthinc portal.



4 Speed Percentage Panel

The Speeding percentage panel is a column/line graph that will provide information on how the fleet/division is performing as it relates to speeding.

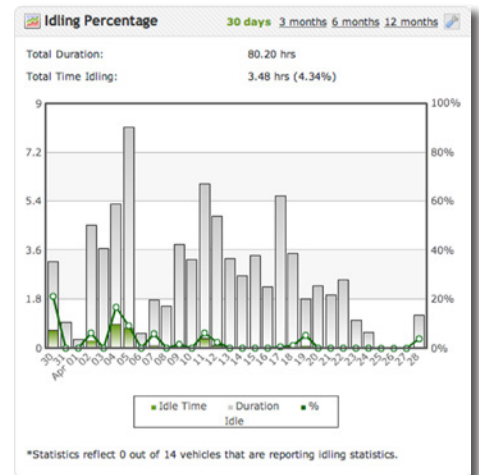
The graph will provide the total distance driven (over a specified timeframe) including how many of those miles were speeding and the total percentage of miles speeding. Hover your mouse cursor over the graph to view specific day-by-day information.



5 Idle Percentage Panel

If your fleet is configured to collect and report idle information from the vehicle, you will see data in the Idling Percentage panel.

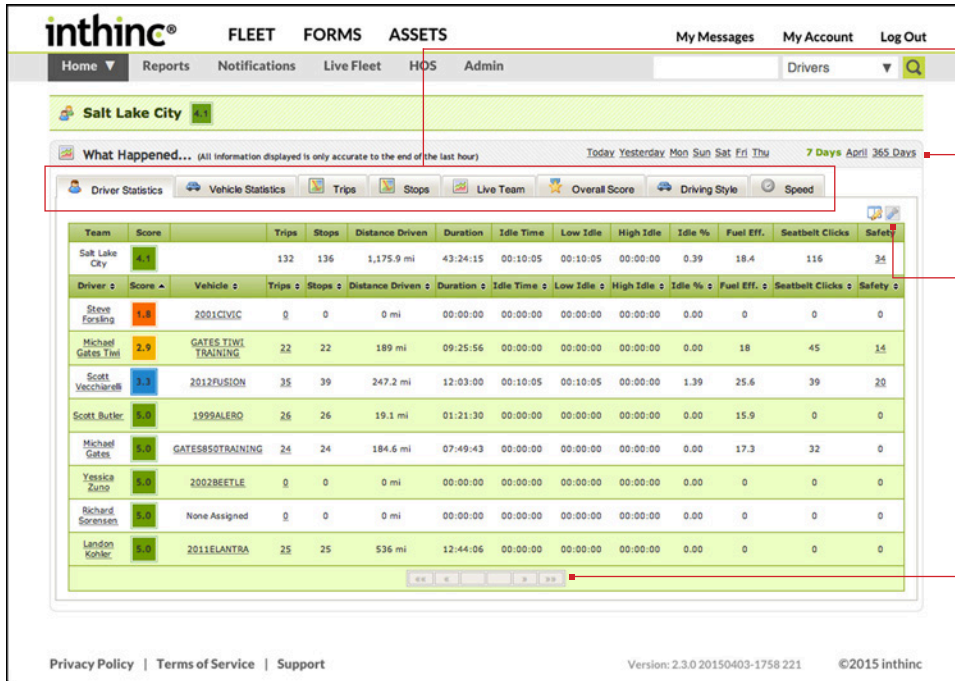
Information is displayed as a column/line graph that includes: Total engine run time (duration in hours), Total time idling, and Percentage of time idling.



Team Performance Dashboard

Each “team” or “group” within the organization will have a Team Performance Dashboard page. The data available on the Team Performance Dashboard is important for any user that manages a team of drivers. Depending on your role within the organization, you may see the Team Performance Dashboard for your team display upon logging in to the portal.

The Team Performance Dashboard will provide data on how the team is performing overall and will also breakdown the performance of each individual driver on the team. This section will provide information on how to interpret the data on the Team Performance Dashboard.



1 – 8

Sub-Tab Menu Options

View Driver/Vehicle statistics, Trips, Stops, Live Team Map, and more.

Timeframe Options

By default, “Yesterday” will be selected as the timeframe when viewing this page.

Export Options


Click the Tools icon to view available export options for the page.

Page Navigation

Use the page navigation buttons to scroll through multiple pages of drivers (if applicable).

View a Team Performance Dashboard

Depending on your role within the organization, you will be able to view the Team Performance Dashboard for the teams/groups that you are assigned to within the organizational hierarchy. Follow the instructions below to access a Team Performance Dashboard.

- 1 From the main menu, hover your mouse cursor over the **Home** button. The *Navigation Tree* will display.
- 2 From the Navigation Tree, locate the Team  that you would like to view, and click on the **Team Name**.
- 3 The *Team Performance Dashboard* will display for the selected team.

Note: You may need to open (expand) the various groups within the navigation tree to view the ‘teams’ nested under each group. Click the (+) icon next to the Group name to expand the group to view all of the “teams” or “sub-groups” that may be nested under that group.

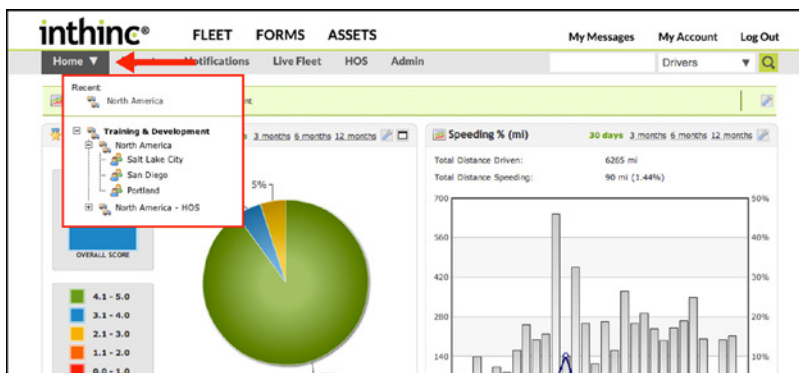
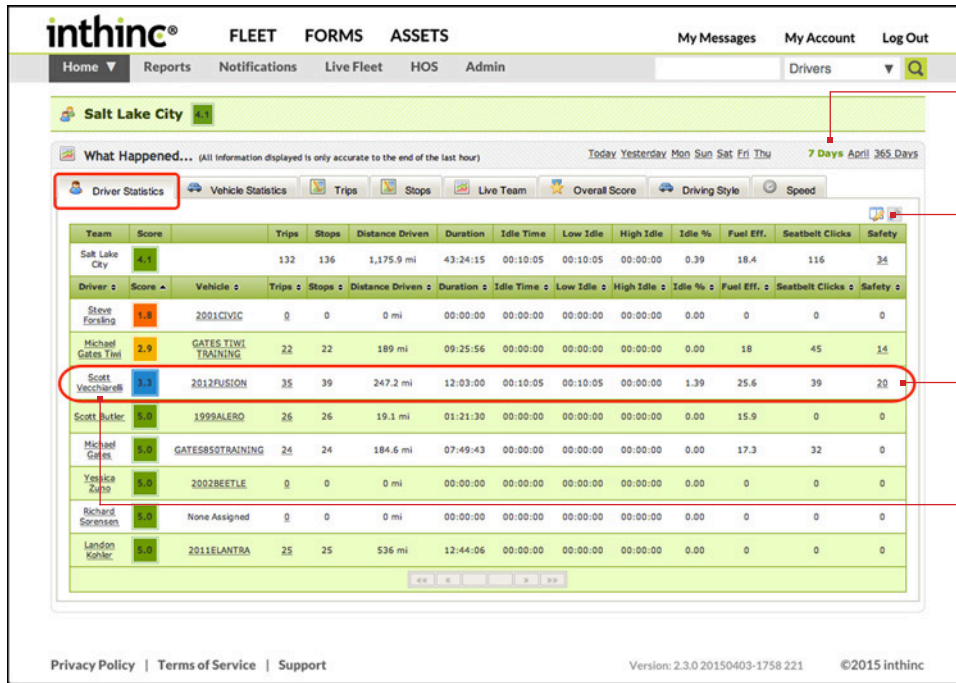


Figure 82 Home Button Navigation Tree highlighted

1 Driver Statistics

The Team Performance Dashboard opens with the Driver Statistics tab selected by default. The Driver Statistics tab provides information about a Team's overall performance, and how each driver on that team is performing individually. Managers and Supervisors can use this information to quickly identify high-risk drivers and/or top performers. See the table below for more information about the data available on this dashboard.



Select Timeframe

By default, only data from "yesterday" will be displayed. Users can select to view any timeframe available in the list of options.

Edit Columns

Click the "Edit Columns" icon to choose which columns to show/hide while viewing this data.

Safety Violations

Click the number link to view detailed information about the Safety Violations.

Driver Performance Link

Click the Driver Name to navigate to the Driver Performance Dashboard for that individual driver.

Table 12 Driver Statistics

Column	Description
Driver	First and Last name of the driver. Note: Click the link to navigate to the Driver Performance Dashboard
Score	Team/Driver Overall Score for the selected timeframe.
Vehicle	Vehicle ID # of the vehicle the driver is currently assigned to, or is currently driving.
Trips	Total count of all recorded trips for the selected timeframe. Although the definition is a little more complex, a trip is usually 'ignition on' to 'ignition off'.
Stops	Total count of all recorded stops for the selected timeframe. Stops occur during trips, and one is recorded each time there is no vehicle movement for greater than 3 minutes.
Distance Driven	Total number of miles (or kilometers) driven during the selected timeframe.
Duration	Total duration of recorded trip time for the selected timeframe. (HH:MM:SS)
Idle Time	Total duration of recorded engine idle time (greater than configured threshold) during the selected timeframe.
Low Idle	Total duration of recorded low idle time (< 1000 RPM) during the selected timeframe.
High Idle	Total duration of recorded high idle time (> 1000 RPM) during the selected timeframe.
Idle %	Percentage of time the engine was idling during the selected timeframe (Total Idle Time/Duration)
Fuel Efficiency	Average distance driving (miles or kilometers) per (gallon or liter) of fuel consumed during the selected timeframe.
Seatbelt Clicks	Total number of times the driver-side seatbelt is engaged (buckled).
Safety	Total count of safety violations (speeding, seat belt, aggressive driving) recorded for the team/driver during the selected timeframe.
Crashes	Total count of vehicle crashes recorded for the team/driver during the selected timeframe.
Back-Up Time	Total duration of time the vehicle was traveling backwards in reverse gear.
Back-Up Events	Total number of times the vehicle traveled backwards in reverse gear.

2 Vehicle Statistics

The Vehicle Statistics page (tab) provides the same information as the Driver Statistics page (tab), however the information displayed is vehicle-centric, rather than driver-centric, as on the Driver Statistics page. View information such as mileage driven, or average fuel efficiency for each vehicle assigned to the team.

Information on this page can be exported as a report in several different formats (E-mail, PDF, Excel) by clicking the Tools menu (wrench icon) button in the upper-right corner of the table.

Select Timeframe

By default, only data from “yesterday” will be displayed. Users can select to view any timeframe available in the list of options.

Edit Columns

Click the “Edit Columns” icon to choose which columns to show/hide while viewing this data.

Safety Violations

Click the number link to view detailed information about the Safety Violations.

Vehicle Performance Link

Click the Vehicle ID to navigate to the Vehicle Performance Dashboard for that individual vehicle.

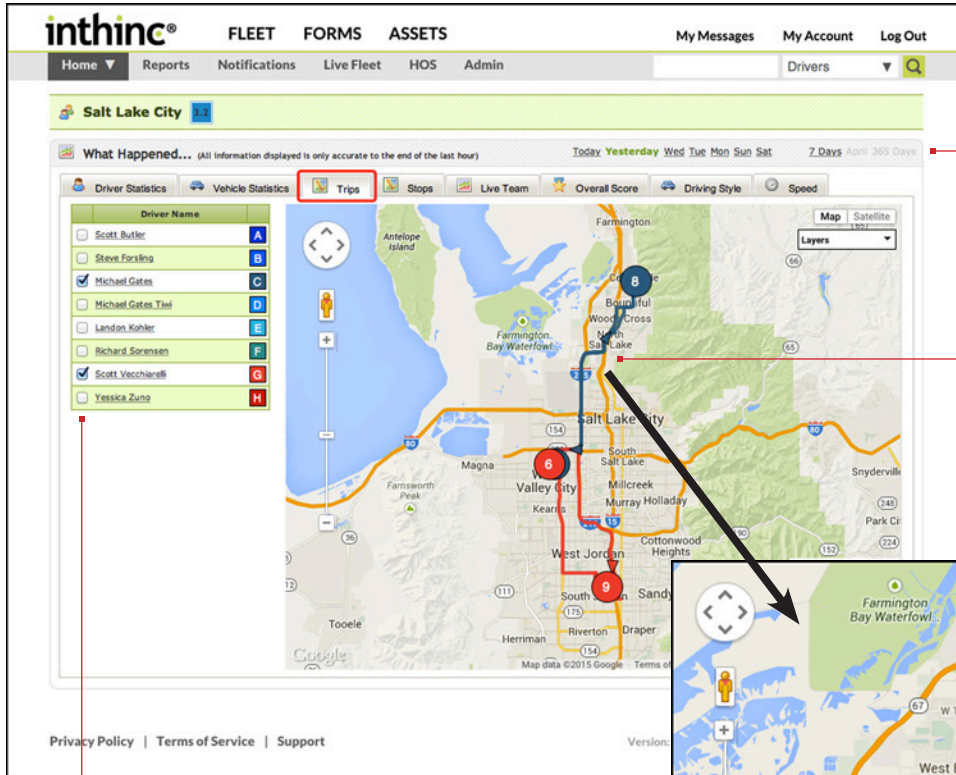
Table 13 Vehicle Statistics

Column	Description
Vehicle	Vehicle ID number. Note: Click the link to navigate to the Vehicle Performance Dashboard
Score	Vehicle Overall Score for the selected timeframe.
Driver	First and Last name of the driver that is currently assigned to, or is currently driving the vehicle.
Trips	Total count of all recorded trips for the selected timeframe. Although the definition is a little more complex, a trip is usually 'ignition on' to 'ignition off'.
Stops	Total count of all recorded stops for the selected timeframe. Stops occur during trips, and one is recorded each time there is no vehicle movement for greater than 3 minutes.
Distance Driven	Total number of miles (or kilometers) driven during the selected timeframe.
Duration	Total duration of recorded trip time for the selected timeframe. (HH:MM:SS)
Idle Time	Total duration of recorded engine idle time (greater than configured threshold) during the selected timeframe.
Low Idle	Total duration of recorded low idle time (< 1000 RPM) during the selected timeframe.
High Idle	Total duration of recorded high idle time (> 1000 RPM) during the selected timeframe.
Idle %	Percentage of time the engine was idling during the selected timeframe (Total Idle Time/Duration)
Fuel Efficiency	Average distance driving (miles or kilometers) per (gallon or liter) of fuel consumed during the selected timeframe.
Seatbelt Clicks	Total number of times the driver-side seatbelt is engaged (buckled).
Safety	Total count of safety violations (speeding, seat belt, aggressive driving) recorded for the team/driver during the selected timeframe.
Crashes	Total count of vehicle crashes recorded for the team/driver during the selected timeframe.
Back-Up Time	Total duration of time the vehicle was traveling backwards in reverse gear.
Back-Up Events	Total number of times the vehicle traveled backwards in reverse gear.

3 Trips

The Trips page will provide a map overlay of one or more drivers trips for a selected timeframe. This allows users to view multiple drivers trip detail on the map simultaneously. This data can be used to determine more efficient driver routes or to better understand the territory the driver is covering.

Every driver in the list is assigned a letter and each trip is numbered. You can select multiple drivers at once, which will overlay each selected drivers trips on the map. Arrows and icons on the map will indicate the drivers direction of travel and trip start and end points. Change the timeframe selected to view more or less data, depending on your needs.



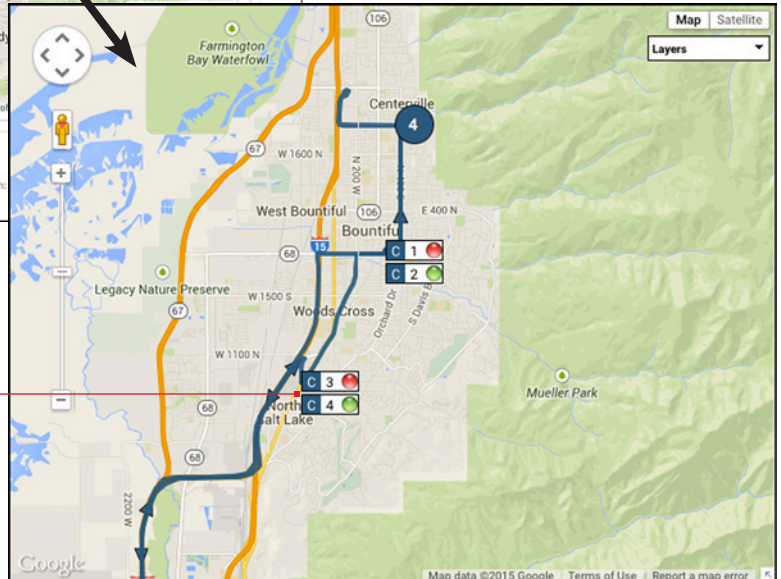
Select Timeframe
By default, only data from "yesterday" will be displayed. Users can select to view any timeframe available in the list of options.

Trips Plotted Simultaneously
Trip detail will be plotted for each driver selected. Colors and letters represent individual driver detail.

Select Multiple Drivers
The value in this feature is that you can select to view trips for multiple drivers on the map simultaneously.

Driver Identifier & Trip Number
Letters identify the various drivers and the number indicates the trip number. The Red and Green icons indicate the "start" and "end" location for each trip.

- GREEN = Trip Start
- RED = Trip End



4 Stops

The Stops page will display the daily route and stop locations for a selected driver. This spreadsheet like table includes the stop location, arrival and departure times, idle time statistics, and drive time (duration) for each trip. Stops are defined as when a vehicle is stopped (with no GPS movement) for greater than three minutes, or when the vehicle ignition is turned off. Stops of greater than three minutes will be reported on the Stops page. To accommodate for traffic signals, stop signs, etc., anything less than three minutes in duration will not be considered a 'Stop'.

Select Timeframe

By default, only data from "yesterday" will be displayed. Users can select to view any timeframe available in the list of options.

Select Driver

Choose which driver you would like to view from the list.

Stops Report

The Stops Report will provide information about each recorded stop including the date/time, location, and duration.

Table 14 Stops Tab Column Descriptions

Column	Description
Zone	If the stop location is within a smartZone, the name of the zone will appear in this column.
Vehicle	The Vehicle ID associated with the Trip/Stop. Drivers may operate different vehicles throughout the day.
Stop Location	Physical address (or latitude/longitude) of the location where the vehicle was stopped.
Arrive	The date and time the vehicle arrived at the stop location.
Depart	The date and time the vehicle departs the stop location.
Time at Stop - Total	Total amount of time the vehicle was at the stop location. (HH:MM:SS)
Time at Stop - Low Idle	Total low idle (<1000 RPM) time recorded while the vehicle was at the stop location.
Time at Stop - High Idle	Total high idle (>1000 RPM) time recorded while the vehicle was at the stop location.
Time at Stop - Wait	Total amount of time the vehicle was at the stop location with ignition "off".
Duration	Total amount of time it took for the vehicle to travel from the previous (depart) location, to the current (arrive) location. In other words, how long it took for the driver to get from point A to point B.



User Tip: Team Stops Report

The data found on the Stops tab is also available as a report (Team Stops Report) which can be accessed on-demand (Reports > Performance > Team Stops Report), or scheduled as a report subscription (Admin > Reports). For more information, see *"inthinc Portal Reports"* on page 137 in this manual.

5 Live Team

The Live Team map will provide the last known location of each driver assigned to the team. This map is commonly used by managers/supervisors, dispatch, journey management, or anyone that will need to locate drivers from time to time.

It's important to understand that the location displayed on the map is the last known location of the vehicle/driver. GPS data is being captured by the device often, however is only transmitted at certain intervals. GPS information that is displayed on the map, is the most current GPS data that has been transmitted by the device and received by the portal.

When viewing the map, there may be icons with a number in the center, which indicate multiple vehicles are "clustered" together in that general location. The number in the center of the icon represents how many vehicles are at that location. Use the Google map tools to zoom in on a cluster of vehicles, and individual vehicle icons will start to appear.

The screenshot shows the inthinc portal interface for the Live Team map. The top navigation bar includes 'FLEET', 'FORMS', 'ASSETS', 'My Messages', 'My Account', and 'Log Out'. Below this is a secondary navigation bar with 'Home', 'Reports', 'Notifications', 'Live Fleet', 'HOS', 'Admin', and a search bar for 'Drivers'. The main content area is titled 'Salt Lake City' and features a 'What Happened...' section with a date range of '7 Days April 30 6:55'. A 'Live Team' tab is selected, displaying a map of the Salt Lake City area. A popup window for 'Steve Forsling' is open, showing contact information and location details. A 'Team Legend' is visible at the bottom, listing drivers with their corresponding vehicle icons. Red lines connect the legend items to their locations on the map.

Driver Name	Vehicle ID
Scott Butler	2001CIVIC
Steve Forsling	2001CIVIC
Michael Gates	2001CIVIC
Michael Gates Tiwi	2001CIVIC
Landon Kohler	2001CIVIC
Richard Sorensen	2001CIVIC
Scott Vecchiarelli	2001CIVIC
Yessica Zuno	2001CIVIC

Vehicle (Driver) Location

Vehicle icons represent the location of a driver. Click on the icon to view details such as: Driver ID, Vehicle ID, Location, Date/Time, etc.

Vehicle Cluster

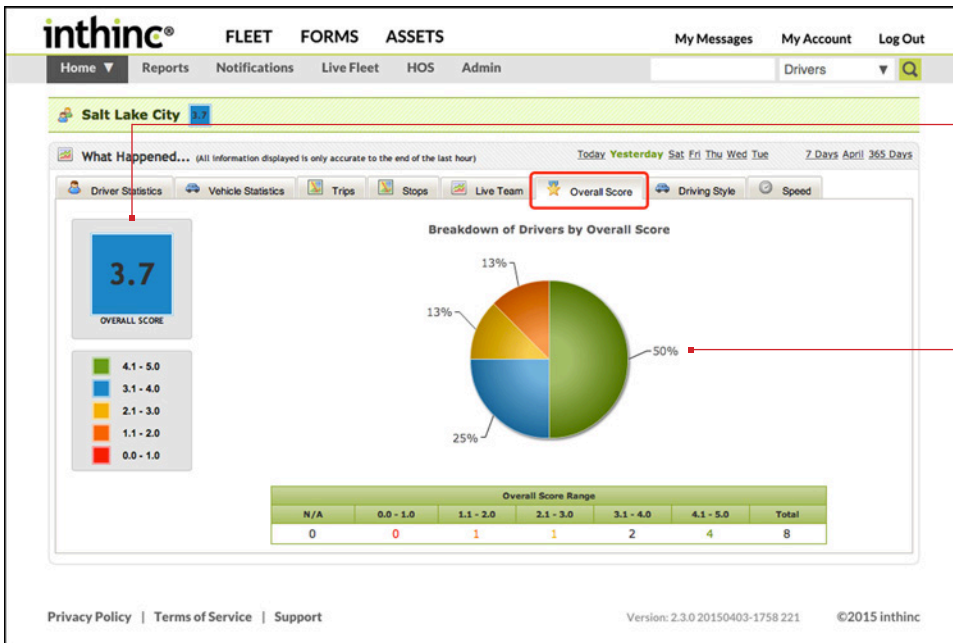
Number indicates how many vehicles are "clustered" in that location. Zoom in to view the location of each vehicle.

Team Legend

Each driver will be assigned a unique color for easy identification on the map. Click on the Vehicle icon to view the driver's location on the map.

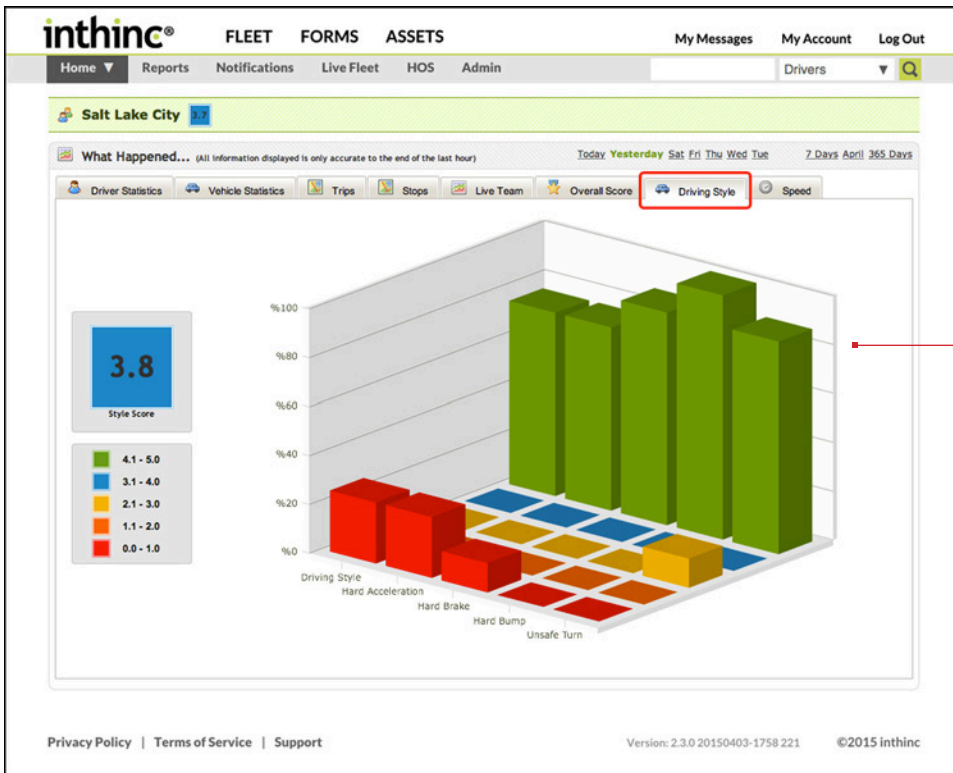
6 Overall Score

The Overall Score tab provides an overall breakdown of the team's performance, based on the a specific timeframe. Score ranges are represented by different colors in the legend, and in the pie chart, so that at a glance you can see where most of the team's scores fall. Although, there is no actionable data on this page, the data provides quick visual information about a team's performance.



7 Driving Style

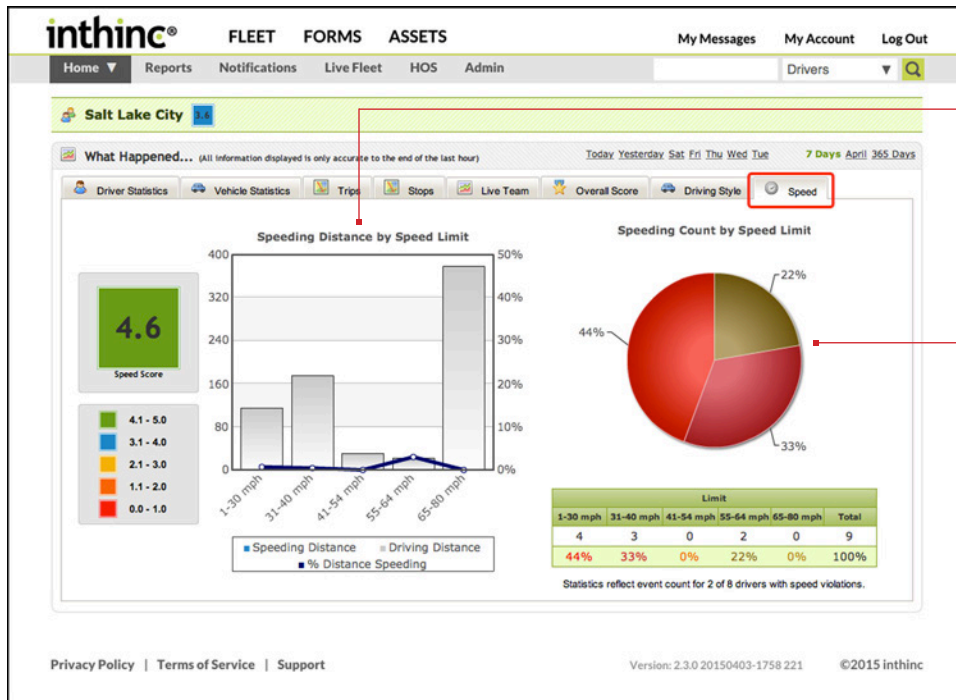
The Driving Style page provides a column-chart view of the consolidated team statistics as it relates to aggressive driving (driving style). This shows the distribution of aggressive driving events by type, letting you see at a glance the types of driving behaviors that are most common for the team. Hover your mouse cursor over the graph to display more information.



Column Chart
This chart will indicate performance across the Driving Style (aggressive driving) behaviors.

8 Speed

The Speed page includes a combination of data: Speeding statistics for the team are displayed as a numeric score, a column chart, a pie chart, and a spreadsheet. This page allows managers to see how their team is performing as it relates to speeding in a visual type manner. Hover your mouse cursor over objects on the charts and graphs for additional information.



Speeding Distance by Speed Limit
This chart will indicate the speeding distance (miles or kilometers) based on the driving distance, and the total percent of miles speeding.

Speeding Count by Speed Limit
This chart will indicate the percent of speeding violations by speed category.

Driver Performance Dashboard

Each driver within the organization will have a **Driver Performance Dashboard** page. The data available on the Driver Performance dashboard will provide an in-depth look at a driver's performance.

The Driver Performance dashboard will provide statistics on how the driver is performing overall and will also breakdown the performance of for each metric (Speeding, Seatbelt, Driving Style). This section will provide information on how to interpret the data on the Driver Performance dashboard.

1
Crash History Summary

3
Speed Performance

4
Driving Style Performance

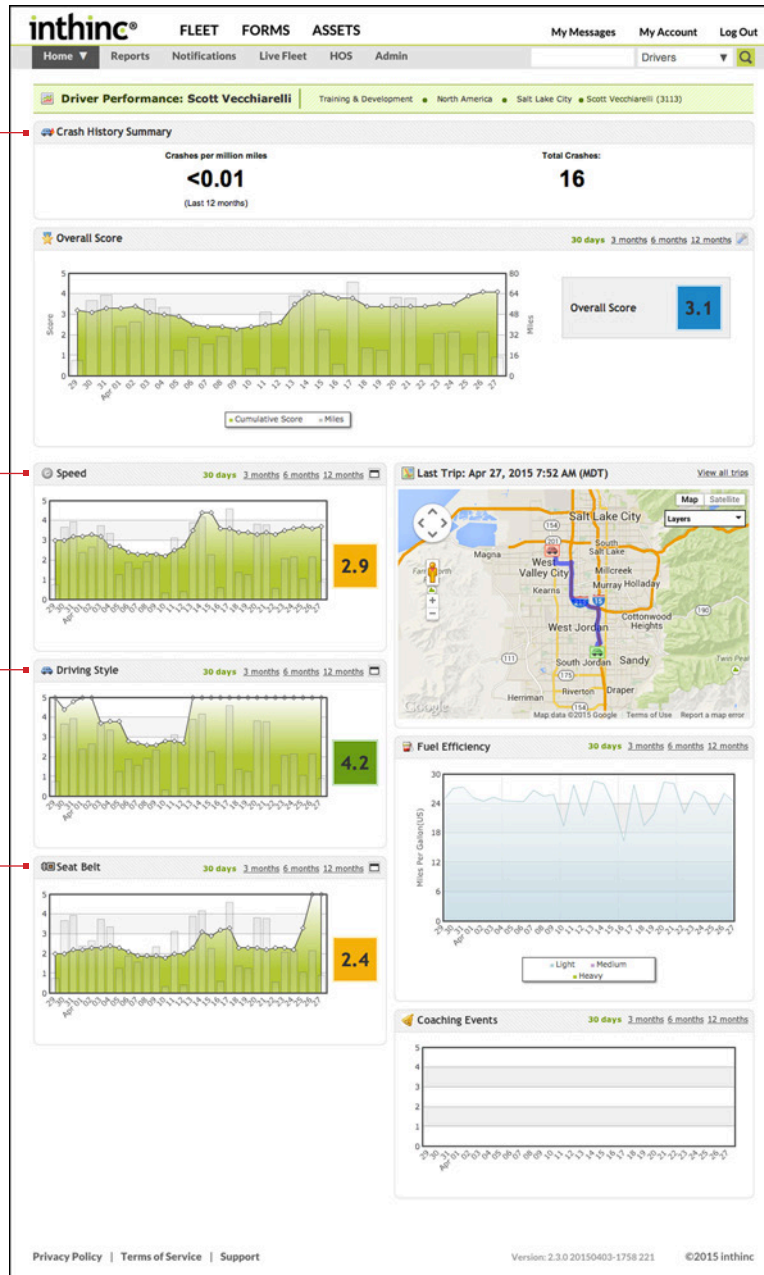
5
Seat Belt Performance

2
Overall Score

6
Trip Detail Panel

7
Fuel Efficiency

8
Coaching Events



View a Driver Performance Dashboard

Depending on your role within the organization, you will be able to view the Driver Performance Dashboard for the drivers that are assigned to your group within the organizational hierarchy. Follow the instructions below to access a Driver Performance Dashboard.

- 1 From the main menu, hover your mouse cursor over the **Home** button. The *Navigation Tree* will display.
- 2 From the Navigation Tree, locate the Team that the driver is assigned to, and click on the **Team Name**.
- 3 The *Team Performance Dashboard* will display for the selected team.
- 4 From the *Driver Statistics* tab, locate the Driver in the table, and click the **Driver Name**. The *Driver Performance Dashboard* page will display.

The screenshot displays the inthinc web application interface. At the top, there is a navigation bar with 'Home', 'Reports', 'Notifications', 'Live Fleet', 'HOS', and 'Admin'. Below this is a 'Salt Lake City' header and a 'What Happened...' section. The 'Driver Statistics' tab is selected, showing a table of driver performance metrics. A red box highlights the 'Driver Statistics' tab, and a red arrow points to the 'Scott Vecchiarelli' driver name in the table.

Team	Score	Trips	Stops	Distance Driven	Duration	Idle Time	Low Idle	High Idle	Idle %	Fuel Eff.	Crashes	Safety	
Salt Lake City	3.7	8	8	56.1 mi	02:27:34	00:00:00	00:00:00	00:00:00	0.00	26.1	0	1	
Driver	Score	Vehicle	Trips	Stops	Distance Driven	Duration	Idle Time	Low Idle	High Idle	Idle %	Fuel Eff.	Crashes	Safety
Scott Butler	N/A	1999ALERO	0	0	0 mi	00:00:00	00:00:00	00:00:00	00:00:00	0.00	0	0	0
Steve Forsling	1.8	2001CIVIC	0	0	0 mi	00:00:00	00:00:00	00:00:00	00:00:00	0.00	0	0	0
Michael Gates, Tahl	2.1	None Assigned	0	0	0 mi	00:00:00	00:00:00	00:00:00	00:00:00	0.00	0	0	0
Scott Vecchiarelli	5.0	ON	4	4	34.5 mi	01:21:33	00:00:00	00:00:00	00:00:00	0.00	26.1	0	1
Michael Gates	5.0	GATES850TRAINING	0	0	0 mi	00:00:00	00:00:00	00:00:00	00:00:00	0.00	0	0	0
Yessica Zunio	5.0	2002BEETLE	0	0	0 mi	00:00:00	00:00:00	00:00:00	00:00:00	0.00	0	0	0
Richard Sorensen	5.0	None Assigned	0	0	0 mi	00:00:00	00:00:00	00:00:00	00:00:00	0.00	0	0	0
Landon Kohler	5.0	2011ELANTRA	4	4	21.6 mi	01:06:01	00:00:00	00:00:00	00:00:00	0.00	0	0	0

Figure 83 Driver Statistics sub-tab, Driver Name link highlighted

Driver Performance Dashboard at a glance

The dashboard provides a comprehensive overview of driver performance metrics. Key sections include:

- Crash History Summary:** Shows a crash rate of $< 0.01</math> per million miles and a total of 16 crashes over the last 12 months.$
- Overall Score:** A cumulative score of 3.1, represented by a bar chart showing performance over time.
- Speed:** A score of 2.9, with a corresponding bar chart.
- Driving Style:** A score of 4.2, with a corresponding bar chart.
- Seat Belt:** A score of 2.4, with a corresponding bar chart.
- Fuel Efficiency:** A line chart showing miles per gallon (MPG) over time, with categories for Light, Medium, and Heavy.
- Coaching Events:** A bar chart showing the number of coaching events over time.
- Last Trip:** A map view of a trip on Apr 27, 2015 at 7:52 AM (HDT), with a 'View all trips' link.

Export Options

Click the "tools" icon to view the various page export options that are available.

View All Trips Link

Click this link to navigate to the "Trip Detail" page, where you can view all of the driver's trips for the past 12 months.

Panel Timeframe Selection

Select the amount of data to view - 30 days, 3 months, 6 months, or 12 months

Maximize Panel

Click this link to maximize the panel where you can view all of the details associated with a particular category.

About the Panels

Each one of the panels on the Driver Performance Dashboard will provide information pertaining to data that we capture for every driver. Supervisors of drivers are encouraged to review this information on a regular basis to get detail on a driver's overall score and a breakdown of how they score in each of the other categories for complete context.

By default, information displayed is data for the last 30 days, however you can view more data by selecting one of the timeframe options provided in each panel toolbar.

1 Crash History Summary

The Crash History Summary panel will provide the following Driver data: Number of crashes per million miles driven, Days since last crash, and Miles since the last crash.

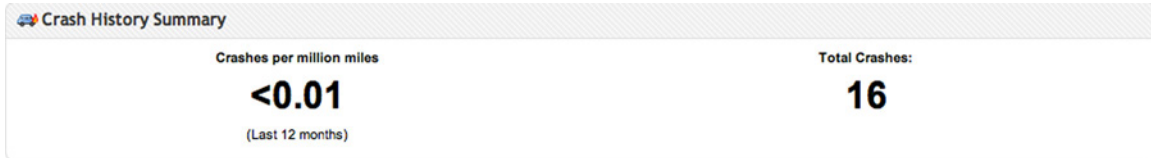


Figure 84 Crash History Summary Panel

2 Overall Score

The Overall Score panel will show day-by-day performance score for the driver when viewing the last 30 days of data. Or, when you specify a date range greater than 30 days, the chart will display month-by-month performance score for the driver.

The column graph represents the driver's day-to-day or month-to-month performance scores, depending on the timeframe selected. Hover your mouse over the bars in the graph to see how many miles were driven over that period of time.

Click on the Tools menu button (wrench icon) to view export options for this data (E-mail, PDF).

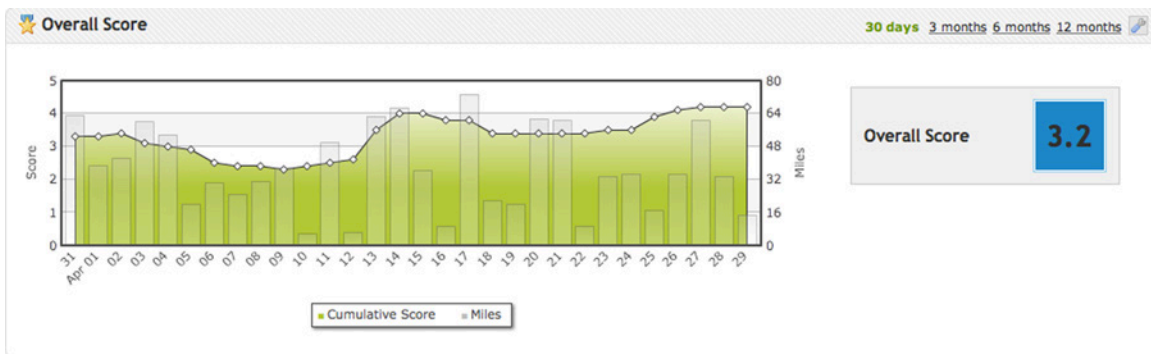


Figure 85 Overall Score Panel

3 Speed

The Speed panel will show the driver's performance score relative to speeding. Click the panel maximize button (upper-right corner of panel toolbar) to view even more speeding statistics for the driver. (See Image 8.21.)

Additional speeding detail includes a breakdown by speed limit, which will indicate the driver's speeding performance across all speed limit categories (1-30 mph, 31-40 mph, 41-54 mph, 55-64 mph, 65-80 mph).

The details section will provide a tabular list of any speeding violations that occurred during the specified time frame. View information such as: date/time of violation, location (address) of the violation, posted speed limit, average speed, top speed and distance.

You can exclude the violation from affecting the driver's score by clicking the Exclude link. (For more information, see "Excluding Notifications" on page 93.)

Click on the Tools Menu button (wrench icon in the toolbar) to view export options for this data (Email, PDF, Excel).

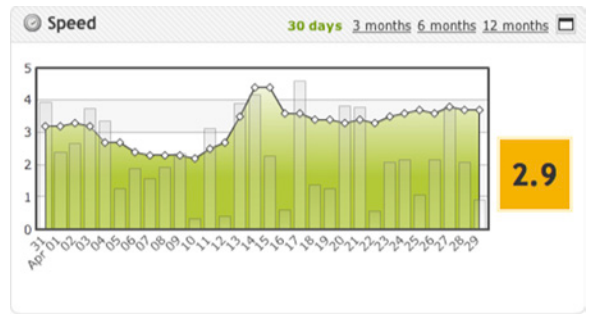


Figure 86 Speed Panel

Speed Detail at a glance

The screenshot shows the 'Driver Performance: Scott Vecchiarelli' dashboard. It includes a 'Speed: Overall' section with a score of 2.9 and a 'Breakdown by Speed Limit' section with scores for various categories: Overall (2.9), 1-30 mph (2.9), 31-40 mph (2.4), 41-54 mph (2.9), 55-64 mph (3.0), and 65-80 mph (3.8). Below this is a 'Details' table showing 10 records of violations.

Location	Date/Time	Posted Speed	Avg Speed	Top Speed	Distance	Exclude
582-598 East 9th South, Salt Lake City, UT 84105, USA	Apr 26, 2015 12:47 PM (MDT)	30 mph	38 mph	39 mph	0.3 mi	exclude
1000-1198 9970 South, South Jordan, UT 84095, USA	Apr 25, 2015 6:07 PM (MDT)	25 mph	33 mph	34 mph	0.1 mi	exclude
10769 South 700 East, Sandy, UT 84070, USA	Apr 25, 2015 11:03 AM (MDT)	40 mph	48 mph	49 mph	0.2 mi	exclude
11103 South 700 East, Sandy, UT 84070, USA	Apr 25, 2015 11:03 AM (MDT)	40 mph	49 mph	50 mph	0.2 mi	exclude
11398 South Jordan Gateway, South Jordan, UT 84095, USA	Apr 25, 2015 9:35 AM (MDT)	35 mph	42 mph	43 mph	0.2 mi	exclude
Bangerter Highway, West Valley City, UT 84120, USA	Apr 23, 2015 12:01 PM (MDT)	55 mph	63 mph	64 mph	0.3 mi	exclude
Bangerter Highway, Salt Lake City, UT 84118, USA	Apr 23, 2015 11:58 AM (MDT)	55 mph	63 mph	65 mph	0.3 mi	exclude

Minimize Panel
Navigate back to the Driver Performance Dashboard by clicking this icon.

Timeframe Selection
Select the amount of data to view from the available options.

Violation Address
Click the Address link to view the location on the map.

Submit Speed Limit Change Request
Click the speed limit icon to submit a speed limit change request for the road segment where the violation occurred.

Exclude Violation Link
Click this link to "exclude" the violation from affecting the driver's score.

4 Driving Style

The Speed panel will show the driver's performance score relative to speeding. Click the panel maximize button (upper-right corner of panel toolbar) to view even more speeding statistics for the driver. (See Image 8.21.)

Additional speeding detail includes a breakdown by speed limit, which will indicate the driver's speeding performance across all speed limit categories (1-30 mph, 31-40 mph, 41-54 mph, 55-64 mph, 65-80 mph).

The details section will provide a tabular list of any speeding violations that occurred during the specified time frame. View information such as: date/time of violation, location (address) of the violation, posted speed limit, average speed, top speed and distance.

You can exclude the violation from affecting the driver's score by clicking the Exclude link. (For more information, see **"Excluding Notifications"** on page 93)

Click on the Tools Menu button (wrench icon in the toolbar) to view export options for this data (Email, PDF, Excel).

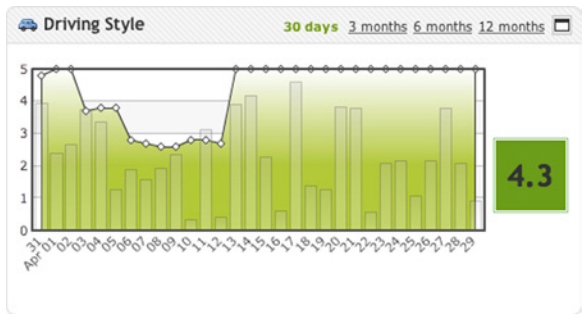


Figure 87 Driving Style Panel

Driving Style at a glance

Location	Date/Time	Event	Speed	Severity	Action
9986 South State Street, Sandy, UT 84070, USA	Apr 6, 2015 8:04 AM (MDT)	Hard Acceleration	30 mph	Low	exclude
Jordan Gateway, South Jordan, UT 84095, USA	Apr 3, 2015 4:52 PM (MDT)	Unsafe Turn	19 mph	Low	exclude
8964 South 450 West, Sandy, UT 84070, USA	Mar 30, 2015 6:05 PM (MDT)	Unsafe Turn	11 mph	Low	exclude

Minimize Panel

Navigate back to the Driver Performance Dashboard by clicking this icon.

Violation Address

Click the Address link to view the location on the map.

Exclude Violation Link

Click this link to "exclude" the violation from affecting the driver's score.

5 Seat Belt

The Seat Belt panel will show the driver's performance score relative to compliance. Click the panel maximize button to view Seat Belt statistics for the driver.

The details section will provide a tabular list of any Seat Belt violations that occurred during the specified time frame. Information available includes: date/time of violation, location, average speed, top speed, and distance.

Click on the Address hyperlink in the Location column of the Details section to view the violation on a map.

You can exclude the violation from affecting the driver's score by clicking the Exclude link. (For more information, see "Excluding Notifications" on page 93)

Click on the Tools Menu button (wrench icon in the toolbar) to view export options for this data (Email, PDF, Excel)

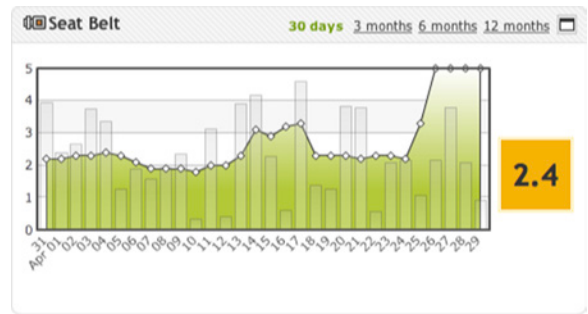


Figure 88 Seat Belt Panel

Seat Belt Detail at a glance

The screenshot shows the 'intheinc' portal interface. The top navigation bar includes 'FLEET', 'FORMS', 'ASSETS', 'My Messages', 'My Account', and 'Log Out'. The main content area is titled 'Driver Performance: Scott Vecchiarelli'. Below this, there's a 'Seat Belt: Overall' section with a graph and an 'Overall Score' of 2.4. A 'Details' section follows, showing a table of violations. A red line connects the 'Exclude' link in the table to the 'Exclude Violation Link' annotation. Another red line connects the minimize button in the graph area to the 'Minimize Panel' annotation.

Location	Date/Time	Avg Speed	Top Speed	Distance	Exclude
277 West Sege Lily Drive, Sandv, UT 84070, USA	Apr 19, 2015 12:43 PM (MDT)	25 mph	32 mph	0.2 mi	exclude
10011 South 200 West, Sandv, UT 84070, USA	Apr 19, 2015 12:42 PM (MDT)	19 mph	26 mph	0.1 mi	exclude
10011 Centennial Parkway, Sandv, UT 84070, USA	Apr 19, 2015 12:42 PM (MDT)	19 mph	24 mph	0.1 mi	exclude
240-254 West 9400 South, Sandv, UT 84070, USA	Apr 18, 2015 9:29 PM (MDT)	18 mph	22 mph	0.1 mi	exclude
San Marino Drive, South Jordan, UT 84095, USA	Apr 18, 2015 4:04 PM (MDT)	13 mph	15 mph	0 mi	exclude
Grande Rose Way, South Jordan, UT 84095, USA	Apr 18, 2015 4:03 PM (MDT)	27 mph	39 mph	0.4 mi	exclude
9847 South 1000 West, South Jordan, UT 84095, USA	Apr 18, 2015 4:02 PM (MDT)	28 mph	36 mph	0.3 mi	exclude
1061-1099 10125 South, South Jordan, UT 84095, USA	Apr 18, 2015 4:02 PM (MDT)	16 mph	23 mph	0.1 mi	exclude
1000-1056 10125 South, South Jordan, UT 84095, USA	Apr 18, 2015 3:54 PM (MDT)	25 mph	39 mph	0.7 mi	exclude
West 9840 South, South Jordan, UT 84095, USA	Apr 18, 2015 3:52 PM (MDT)	25 mph	36 mph	0.2 mi	exclude

Minimize Panel
Navigate back to the Driver Performance Dashboard by clicking this icon.

Violation Address
Click the Address link to view the location on the map.

Exclude Violation Link
Click this link to "exclude" the violation from affecting the driver's score.

6 Last Trip

The Last Trip panel will display the driver's last trip on the map. When you click the View All Trips link located in the upper-right corner of the Last Trip panel, the Driver Trips Detail page will display.

When the Last Trip Detail page displays, the initial display in the map is the last trip. To view a different trip, select the trip in the Trips table. You may need to use the pagination buttons below the table to view all trips within the specified date range. You can also change the dates in the Date Range fields to view up to the last 30 days of trip data.

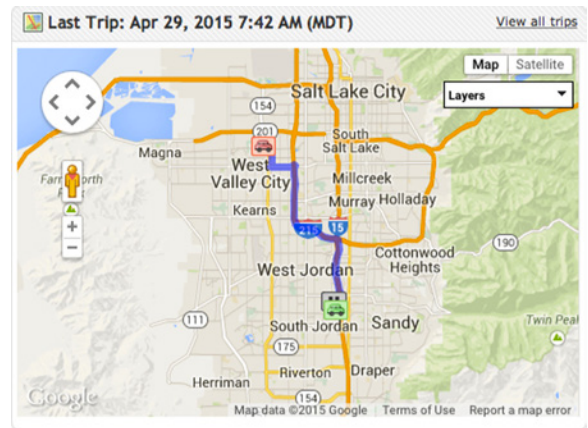


Figure 89 Last Trip Panel

Trip Detail Page at a glance

Driver Trips: Scott Vecchiarelli Training & Development • North America • Salt Lake City • Scott Vecchiarelli • Trips

Date Range

Start Date: Apr 23, 2015
End Date: Apr 29, 2015
Update Date Range

Stats: Apr 23, 2015 to Apr 29, 2015

Total Trip Duration: 10:12:39
Total Miles Driven: 229.4
Total Idle Time: 00:04:52
Total Trips: 28
Driver Time Zone: Mountain Standard Time

Trips by Scott Vecchiarelli

Date	Time	Distance	End Address	Duration	GPS
Apr 26, 2015	12:27 PM (MDT) 12:56 PM (MDT)	15.5 mi	1024 Williams Avenue, Salt Lake City, UT 84105, USA	00:28:59	✓
Apr 26, 2015	8:53 AM (MDT) 9:11 AM (MDT)	3.5 mi	Centino Drive, South Jordan, UT 84095, USA	00:17:57	✓
Apr 25, 2015	7:19 PM (MDT) 7:33 PM (MDT)	2.7 mi	Sorbara Way, South Jordan, UT 84095, USA	00:14:06	✓
Apr 25, 2015	6:01 PM (MDT) 6:14 PM (MDT)	2.1 mi	Centino Drive, South Jordan, UT 84095, USA	00:12:44	✓

Vehicle 2012FUSION

Events

Address	Date/Time
1000-1198 9970 South, South Jordan, UT 84095, USA	Apr 25, 2015 6:07 PM (MDT)

Settings

Show engine idle markers on map
Show safety violation markers on map
Show device tampering markers on map

Legend

- Start
- Safety Violation
- End
- Engine Idle
- Tampering
- In Progress

Date Range

Specify a date range for the trips you would like to view on the map.

Trips

Select which trip you would like to view on the map. The row highlighted is the trip displayed on the map.

Vehicle ID

Indicates the vehicle the driver was operating during the trip.

Map (Event) Icons

Click on any event icon on the map and a pop-up window will provide details for the event.

Legend

Learn what the various map icons represent. Click on the map icon to view details.

7 Fuel Efficiency

Fuel consumption data is collected from the vehicle then calculated to provide the average MPG (miles per gallon) performance for the vehicle. We gather MPG data in several different fashions. For unleaded vehicles we capture data from the MAF (mass airflow sensor). For diesel engines we gather data in fuel rate to the cylinder, amongst other methods.

If your vehicles are not capturing fuel efficiency data, contact your inthinc account representative or technical support.

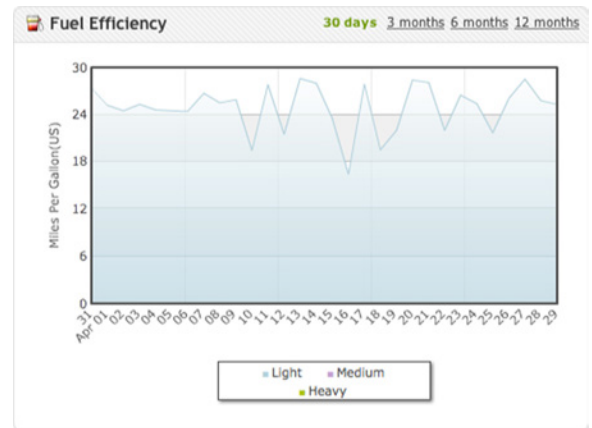


Figure 90 Fuel Efficiency Panel

8 Coaching Events

tiwiPro devices track and record Coaching Events. Coaching Events occur when the tiwiPro unit provides audible coaching to the driver, and the driver corrects their behavior before the allotted grace period has been exceeded.

Note: Coaching events are when the driver corrects their behavior after receiving an audible warning from the device. If the driver fails to correct their behavior within allotted grace period, the event will escalate into a violation and will NOT be recorded as a coaching event.

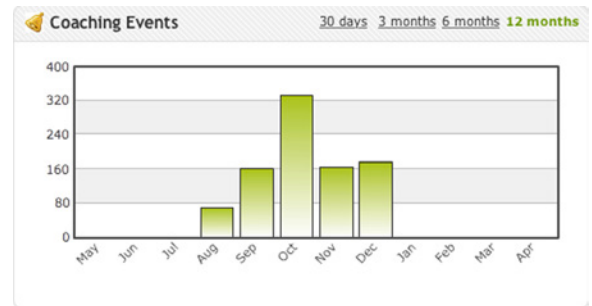


Figure 91 Coaching Events Panel

Vehicle Performance Dashboard

Each “vehicle” within the organization will have a Vehicle Performance Dashboard page. The data available on the Vehicle Performance dashboard will provide an in-depth look at vehicle performance.

The Vehicle Performance dashboard is similar to the Driver Performance dashboard, the only difference is the data. The Vehicle Performance dashboard data is vehicle-centric and only provides data relative to the vehicle.

The Vehicle Performance dashboard is comprised of several ‘panels’ that each correspond to a different performance metric or in some cases, provide trending data.

View a Vehicle Performance Dashboard

Depending on your role within the organization, you will be able to view the Vehicle Performance Dashboard for the vehicles that are assigned to your group within the organizational hierarchy. Follow the instructions below to access a Vehicle Performance Dashboard.

- 1 From the main menu, hover your mouse cursor over the **Home** button. The *Navigation Tree* will display.
- 2 From the Navigation Tree, locate the *Team* that the vehicle is assigned to, and click on the **Team Name**.
- 3 The *Team Performance Dashboard* will display for the selected team.
- 4 From the *Vehicle Statistics tab*, locate the Vehicle in the table, and click the **Vehicle Name**. The *Vehicle Performance Dashboard* page will display.

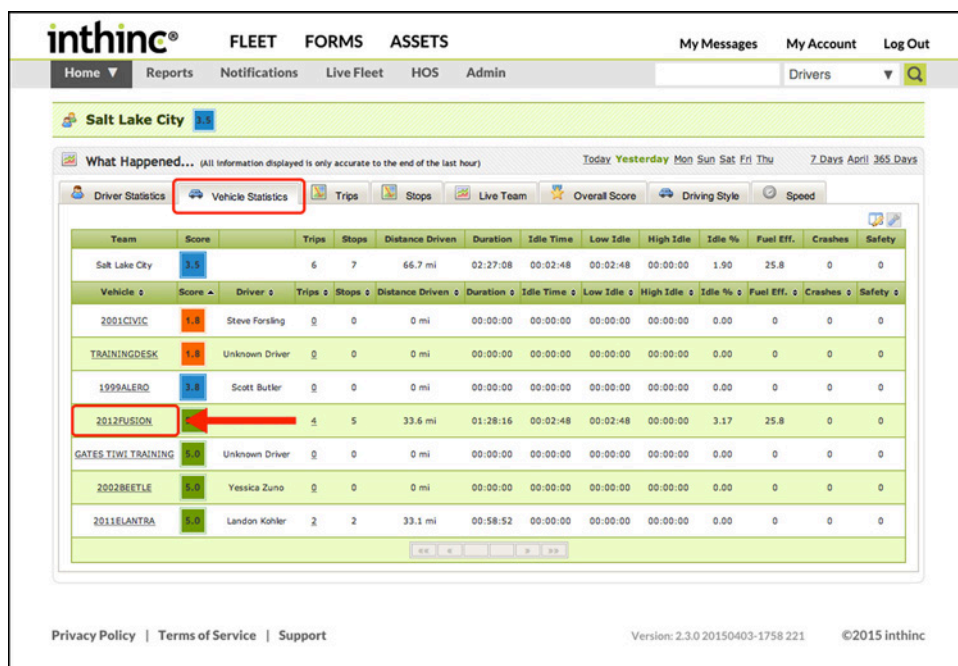


Figure 92 Vehicle Statistics sub-tab, Vehicle ID is highlighted



Important Note: Vehicle Statistics Data

The data found on the Vehicle Statistics sub-tab, and Vehicle Statistics Dashboard, are identical to the Driver Statistics sub-tab and Driver Performance Dashboard, with the only difference being how the data is presented. The Vehicle Statistics sub-tab and Vehicle Performance Dashboard provide “Vehicle-Centric” data as opposed to driver-centric data.

Vehicle Performance Dashboard at a glance

inthinc® FLEET FORMS ASSETS My Messages My Account Log Out

Home Reports Notifications Live Fleet HOS Admin Drivers

Vehicle Performance: 2012FUSION Training & Development North America Salt Lake City 2012FUSION

Crash Stats

- Crashes per million miles: **<0.01** (Last 12 months)
- Days since last crash: **444**
- Miles since last crash: **8,690.4**

Overall Score 30 days 3 months 6 months 12 months

Overall Score: **3.2**

Speed 30 days 3 months 6 months 12 months

Score: **2.9**

Driving Style 30 days 3 months 6 months 12 months

Score: **4.3**

Seat Belt 30 days 3 months 6 months 12 months

Score: **2.4**

Fuel Efficiency 30 days 3 months 6 months 12 months

Miles Per Gallon (US)

Legend: Light, Medium, Heavy

Coaching Events 30 days 3 months 6 months 12 months

Last Trip: Apr 29, 2015 7:42 AM (MDT) View all trips

Map of Salt Lake City area showing trip route.

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Export Options

Click this icon to select one of the following page export options: E-mail or PDF.

Panel Timeframe Selection

Each panel will allow you to select one of the following timeframe options: 30 days, 3 months, 6 months, or 12 months.

View All Trips

Click this link to view the trip detail page where you can view all trips for the last 12 months.

Maximize Panel

Click the maximize icon to view additional details for the category, including a detailed score breakdown and a list of driving violations.

Reports

In This Chapter...

- On-Demand Reports page 137
- Report Subscriptions page 147

Overview:

The inthinc portal has a wide array of reports and reporting options available. Reports will be an essential aspect to managing your fleet with the inthinc system.

Reports will not only provide data on drivers, but can be a very helpful asset in managing vehicle maintenance. Viewing data on vehicles can help you understand if you are getting the best fuel efficiency and performance out of your fleet.

This chapter will provide information about the different reports that are available within the inthinc portal.

inthinc Portal Reports

The inthinc portal has several different reports available, some of which you can view in the portal, and others that are available for immediate download.

Most reports can be scheduled for delivery to one or more email recipients on a regular basis. For instance, you may want to have a driver performance report emailed to a driver and a supervisor on a weekly basis.

When you choose Reports in the Main Menu toolbar, you're provided access to these predefined reports: Drivers, Vehicles, Idling Drivers, Idling Vehicles, or Devices (Figure 93). If you have a waySmart device, you're also provided access to waySmart report options.

How to Access Reports

Use the information in this section to access an on-demand report.

- 1 Click the **Reports** tab in the Main Menu toolbar. The *Reports* page will display with the *Drivers* sub-tab selected by default. (Figure 93)
- 2 Click one of the **Report** sub-tabs: Drivers, Vehicles, Idling Drivers, Idling Vehicles, Devices, or waySmart.
- 3 Depending on the report type, you may need to specify additional criteria before the report will display. In other cases, the report information will display immediately. Use the column sort and filter options to further refine the report data.

Note: Not all columns are displayed by default. Click the Edit Columns link to select which columns you want to display in the report.

The screenshot shows the inthinc portal interface. At the top, there is a navigation bar with 'Home', 'Reports' (highlighted with a red box), 'Notifications', 'Live Fleet', 'HOS', and 'Admin'. Below this is a sub-menu with 'Drivers', 'Vehicles', 'Trailers', 'Idling Drivers', 'Idling Vehicles', 'Devices', 'Performance', and 'waySmart'. The main content area is titled 'Driver Report' and includes a table with the following data:

Group	Driver	Vehicle	Distance Driven	Overall	Speed	Style	Seat Belt
Salt Lake City	Michael Gates	GATES850TRAINING	72,871.3 mi	5.0	5.0	5.0	5.0
Salt Lake City	Seth Greene	None Assigned	43,110.2 mi	5.0	5.0	5.0	5.0
Salt Lake City	Scott Vecchiarelli	2012FUSION	8,725.7 mi	3.4	3.1	4.5	3.0
Salt Lake City	Scott Butler	1999ALERO	5,852.3 mi	3.4	2.8	3.7	5.0
Salt Lake City	Michael Gates Tiwi	None Assigned	4,672.4 mi	3.1	3.5	2.5	5.0
Salt Lake City	Landon Kohler	2011ELANTRA	3,196.6 mi	4.4	5.0	4.3	4.2
San Diego	David Story	None Assigned	1,218.5 mi	3.4	5.0	2.9	5.0
Portland	Christopher Phillips	2000VENTURE	992.1 mi	4.5	4.1	5.0	5.0
Salt Lake City	Yessica Zuno	2002BEETLE	442 mi	3.8	3.2	5.0	5.0
San Diego	Penny Story	None Assigned	330.1 mi	2.5	5.0	3.1	5.0
San Diego	Ethan Story	None Assigned	121.4 mi	3.5	5.0	3.7	5.0
Salt Lake City	Richard Sorensen	None Assigned	97.7 mi	3.9	3.3	5.0	5.0
Salt Lake City	MoveDriver Lu	None Assigned	0.1 mi	5.0	5.0	5.0	5.0
Salt Lake City	Mykal Stark	None Assigned	0 mi	N/A	N/A	N/A	N/A
San Diego	Jason Hauk	None Assigned	0 mi	N/A	N/A	N/A	N/A

Figure 93 Reports Tab highlighted in the Main Menu toolbar

Portal Reports at a glance

The screenshot displays the inthinc portal interface. At the top, there are navigation tabs for FLEET, FORMS, and ASSETS, along with links for My Messages, My Account, and Log Out. Below this is a sub-menu for Reports, which includes options like Drivers, Vehicles, Trailers, Idling Drivers, Idling Vehicles, Devices, Performance, and waySmart. The main content area is titled "Driver Report" and includes a search bar with the instruction "Type into the text box to filter the list". Below the search bar is a table with columns for Group, Driver, Distance Driven, Overall, Speed, Style, and Seat Belt. The table lists 15 records for various drivers, with scores ranging from 3.0 to 5.0. A red box highlights the "Overall" column header with the instruction "Select an option from the filter drop-down list". At the bottom of the page, there are links for Privacy Policy, Terms of Service, and Support, along with the version number 2.3.0 20150403-1758 221 and the copyright notice ©2015 inthinc.

Group	Driver	Distance Driven	Overall	Speed	Style	Seat Belt
Salt Lake City	Michael Gates	72,871.3 mi	5.0	5.0	5.0	5.0
Salt Lake City	Michael Gates	72,871.3 mi	5.0	5.0	5.0	5.0
Salt Lake City	Scott Vecchiarelli	8,757.7 mi	3.6	3.3	3.4	3.0
Salt Lake City	Scott Butler	5,852.3 mi	3.4	2.8	3.7	5.0
Salt Lake City	Michael Gates Tiwi	4,672.4 mi	3.1	3.5	2.5	5.0
Salt Lake City	Landon Kohler	3,198.2 mi	3.6	5.0	4.7	4.2
San Diego	David Story	1,264.2 mi	3.7	5.0	2.9	5.0
Portland	Christopher Phillips	992.1 mi	4.5	4.1	5.0	5.0
Salt Lake City	Yessica Zuno	442 mi	3.8	3.2	5.0	5.0
San Diego	Penny Story	330.1 mi	2.5	5.0	1.1	5.0
San Diego	Ethan Story	121.4 mi	3.5	5.0	2.7	5.0
Salt Lake City	Richard Sorensen	97.7 mi	3.9	3.3	5.0	5.0
Salt Lake City	MoveDriver Lu	0.1 mi	5.0	5.0	5.0	5.0
Salt Lake City	Mykal Stark	0 mi	N/A	N/A	N/A	N/A
San Diego	Jason Hawk	0 mi	N/A	N/A	N/A	N/A

1 – 8

Sub-Tab Menu Options

View Driver/Vehicle statistics, Trips, Stops, Live Team Map, and more.

Export Options

Click this icon to select one of the following page export options: E-mail or PDF.

1 Driver Report

The Driver Report is a high-level performance report that will indicate the driver's overall performance score and performance score for each weighted category (Speed, Driving Style, Seat Belt) over the past 12 months. This report is a great way to visualize driver performance by score ranking.

The Group, Driver, and Vehicle columns include hyperlinks to the Team, Driver, and Vehicle Performance dashboard pages. Click on one of the links to navigate to that specific page.



Figure 94 Reports > Driver Report sub-tab highlighted (not all columns are displayed)

Column	Description
Group	Indicates what Team (Group) the Driver is assigned to.
Employee ID	The driver's Employee (Driver) ID.
Driver	The driver's first and last name.
Vehicle	Indicates the Vehicle ID the driver is currently assigned to. "None Assigned" indicates the driver is not assigned to a vehicle.
Distance Driven	The total distance (miles or kilometers) the vehicle has traveled.
Overall	Indicates the driver's cumulative score for all categories (Style Score + Speed Score + Seat Belt Score).
Speed	Score indicates the driver's performance as it relates to adherence of the posted/enforced speed limit.
Style	Score indicates the driver's performance in the handling of the vehicle (aggressive driving).
Seat Belt	Score indicates the driver's performance as it relates to wearing their Seat Belt.

2 Vehicle Report

The Vehicle report is a detailed report that will indicate the vehicle's overall performance score and performance score for each weighted category (Speed, Driving Style) over the past 12 months. Other data on this report includes the vehicle make/model/year, distance driven, and odometer information.

Group	Vehicle ID	Driver	Odometer	Overall	Speed	Style
Salt Lake City	TRAINING1	Unknown Driver	0 mi	5.0	5.0	5.0
Salt Lake City	2013SPEED3	Unknown Driver	31,472.7 mi	5.0	5.0	5.0
Salt Lake City	2015TABLET	Unknown Driver	1,499 mi	5.0	5.0	5.0
Salt Lake City	1997TAHOE	Unknown Driver	0 mi	4.8	5.0	4.7
Portland	2000VENTURE	Christopher Phillips	0 mi	4.5	4.3	5.0
Salt Lake City	2011ELANTRA	Landon Kohler	53,908.2 mi	4.1	5.0	4.0
Salt Lake City	2011TUCSON	Unknown Driver	0 mi	3.9	3.8	3.7
Salt Lake City	2002BEETLE	Yesica Zuno	142,091 mi	3.8	3.7	3.6
Salt Lake City	2012FUSION	Scott Vecchiarelli	0 mi	3.6	3.1	4.4
Salt Lake City	GATES850TRAINING	Michael Gates	32,737 mi	3.5	4.2	2.9
Salt Lake City	1999ALERO	Scott Butler	0 mi	3.4	2.8	3.7
Salt Lake City	TRAININGDESK	Unknown Driver	656.3 mi	3.4	3.4	2.9
San Diego	2013ELANTRA	David Story	40,691.5 mi	3.2	5.0	2.1
Salt Lake City	GATES TIWI TRAINING	Unknown Driver	16,913.7 mi	3.1	4.0	2.3
Salt Lake City	JWILCOX	Unknown Driver	85,041.4 mi	2.5	1.3	5.0

Figure 95 Reports > Vehicle sub-tab highlighted (not all columns are displayed in image)

Column	Description
Group	Indicates what Team (Group) the Vehicle is assigned to.
Vehicle ID	Indicates the Vehicle ID (name) assigned to the vehicle.
Year/Make/Model	Indicates the Vehicle's Make, Model, and Year (example 2012 Ford F-150)
Driver	The First and Last name of the driver currently assigned to the vehicle. "None Assigned" indicates No driver is logged into the vehicle. "Unknown Driver" indicates the vehicle is being driven, however the driver did not login or entered an invalid driver ID.
Distance Driven	The total distance (miles or kilometers) the vehicle has traveled.
Odometer	Indicates the current Odometer (miles or kilometers) reading from the vehicle.
Overall	Indicates the vehicle's cumulative score for all categories (Style Score + Speed Score + Seat Belt Score).
Speed	Score indicates the vehicle's performance as it relates to adherence of the posted/enforced speed limit.
Style	Score indicates the vehicle's performance as it relates to aggressive driving behaviors.

3 Idling Drivers Report

The Idling Drivers report provides statistics about engine idle time collected, based on the driver operating the vehicle. Idle time has a direct impact on vehicle performance. Data provided in this report will differentiate idle time at low RPM (low idle) from idle time at high RPM (high idle). Use this report to understand a driver's total impact on vehicle idling.

Statistics indicate you can burn up to a full gallon of fuel for every one hour of idle time. This will vary depending on the vehicle type and other factors, however it proves that Idling has both a monetary and environmental impact. Monitor your fleet's idle performance to understand if there is an opportunity to save money by reducing fuel consumption or unnecessary wear and tear on the vehicle's engine.

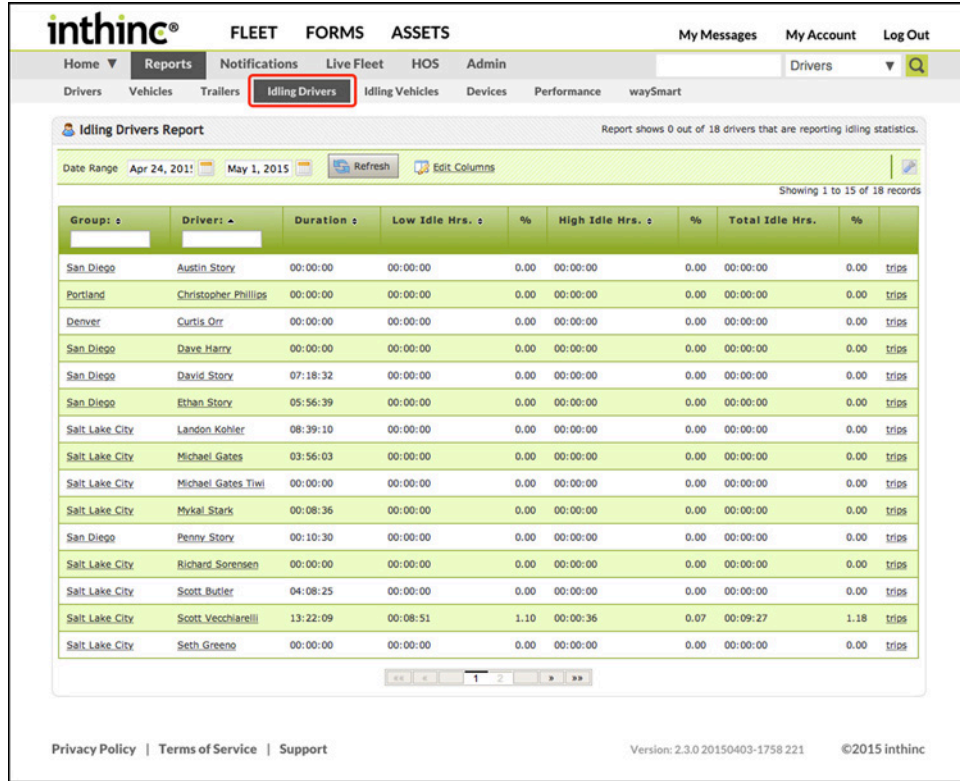


Figure 96 Reports tab > Idling Drivers sub-tab is highlighted

Column	Description
Group	Indicates what Team (Group) the Driver is assigned to.
Driver	First and Last name of the driver.
Idle Support	Indicates if the system is capable of collecting idle data from the vehicle.
Duration	Indicates the total amount of "trip" time captured from the vehicle.
Low Idle Hours	Total amount of time the vehicle engine was running at low idle (< 1000 RPM).
Low Idle Hours %	Percentage of time the vehicle engine was idling at low RPM, based on total duration captured.
High Idle Hours	Total amount of time the vehicle engine was running at high idle (> 1000 RPM).
High Idle Hours %	Percentage of time the vehicle engine was idling at high RPM, based on total duration captured.
Total Idle Hours	Total amount of engine idle time captured, including both low and high idle time.
Total Idle Hours %	Percentage of time the vehicle engine was idling, including both low and high idle time.
Trips	Hyperlink to the "Trips" page for the idling event. Click the link to view more information about the trip and idling event.

4 Idling Vehicles Report

The Idling Vehicles report is a performance report that provides detail on the vehicle's engine idle time as it relates back to the vehicle. Idle time has a direct impact on vehicle performance. inthinc collects idle information from the vehicle and can differentiate idling at low RPM from idling at high RPM. Use this report to understand a vehicle's total impact on idling.

The screenshot shows the inthinc portal interface. The navigation menu includes 'Home', 'Reports', 'Notifications', 'Live Fleet', 'HOS', 'Admin', 'My Messages', 'My Account', and 'Log Out'. Under 'Reports', there are sub-tabs for 'Drivers', 'Vehicles', 'Trailers', 'Idling Drivers', 'Idling Vehicles' (highlighted), 'Devices', 'Performance', and 'waySmart'. The 'Idling Vehicles Report' is displayed, showing a date range from April 24, 2015, to May 1, 2015. The report indicates that 0 out of 14 vehicles are reporting idling statistics. A table lists 14 records with columns for Group, Vehicle, Duration, Low Idle Hrs., High Idle Hrs., and Total Idle Hrs. The data shows various vehicles with their respective idle times and percentages.

Group	Vehicle	Duration	Low Idle Hrs.	High Idle Hrs.	Total Idle Hrs.
Salt Lake City	2012FUSION	13:33:27	00:08:51	00:00:36	00:09:27
San Diego	2013ELANTRA	22:01:37	00:00:00	00:00:00	00:00:00
Salt Lake City	2011TUCSON	21:39:07	00:00:00	00:00:00	00:00:00
Salt Lake City	GATES TIWL TRAINING	05:10:15	00:00:00	00:00:00	00:00:00
Halliburton POC	TRAINS	00:00:00	00:00:00	00:00:00	00:00:00
Salt Lake City	2015TABLET	00:05:45	00:00:00	00:00:00	00:00:00
Salt Lake City	1997TAHOE	00:00:00	00:00:00	00:00:00	00:00:00
Salt Lake City	2013SPED3	19:43:17	00:00:00	00:00:00	00:00:00
Salt Lake City	1999ALERO	04:08:25	00:00:00	00:00:00	00:00:00
Salt Lake City	GATES850TRAINING	03:56:03	00:00:00	00:00:00	00:00:00
Salt Lake City	2011ELANTRA	09:14:29	00:00:00	00:00:00	00:00:00
Salt Lake City	TRAINING1	00:00:00	00:00:00	00:00:00	00:00:00
Salt Lake City	JWILCOX	22:49:48	00:00:00	00:00:00	00:00:00
Salt Lake City	TRAININGDESK	03:34:29	00:00:00	00:00:00	00:00:00

Figure 97 Reports tab > Idling Vehicles sub-tab is highlighted

Table 18 Idling Vehicles Report Description

Column	Description
Group	Indicates what Team (Group) the Driver is assigned to.
Driver	First and Last name of the driver.
Vehicle	Indicates the Vehicle ID (name) assigned to the vehicle.
Idle Support	Indicates if the system is capable of collecting idle data from the vehicle.
Duration	Indicates the total amount of "trip" time captured from the vehicle.
Low Idle Hours	Total amount of time the vehicle engine was running at low idle (< 1000 RPM).
Low Idle Hours %	Percentage of time the vehicle engine was idling at low RPM, based on total duration captured.
High Idle Hours	Total amount of time the vehicle engine was running at high idle (> 1000 RPM).
High Idle Hours %	Percentage of time the vehicle engine was idling at high RPM, based on total duration captured.
Total Idle Hours	Total amount of engine idle time captured, including both low and high idle time.
Total Idle Hours %	Percentage of time the vehicle engine was idling, including both low and high idle time.
Trips	Hyperlink to the "Trips" page for the idling event. Click the link to view more information about the trip and idling event.

5 Devices Report

The Devices Report does not provide much value to anyone outside of inthinc Technical Support. However, if you need to obtain a device ID or IMEI number, the Devices report will include this information. The Devices report does not include all devices in your inventory, only devices that have been installed and activated in a vehicle.

The screenshot shows the inthinc web interface. At the top, there are navigation tabs: Home, Reports, Notifications, Live Fleet, HOS, Admin, My Messages, My Account, and Log Out. Below these, there are sub-tabs: Drivers, Vehicles, Trailers, Idling Drivers, Idling Vehicles, **Devices** (highlighted with a red box), Performance, and waySmart. The main content area is titled 'Device Report' and shows a table with the following data:

Device ID	Assigned Vehicle	IMEI	Device Phone #	Status
3283800276	2015TABLET	011596000067219	8018363580	Active
HENRYDEMO	HENRYNEXUS	HENRYDEMO		Active
TP004101	2000ML320	011596000081541	4353138744	Active
TP004853	1997AUDI	011596000036735	4355134283	Active
TP005221	2001CIVIC	011596000046957	4359624576	Active
TP005416	2004HONDA	011596000095707	9786053021	Active
TP005551	1999ALERQ	011596000063390	4355135360	Active
TP008319	2001FOCUS	011596000046551	8018305541	Active
TP021415	1997TAHOE	011596000015556	4355257610	Active
TP042232	2011TUCSON	011596000159776	882359900284163	Active
TP055785	2011ELANTRA	011596000229991	14133092145	Active
TP056001	2013SPEED3	011596000211288	14133092320	Active
TP057343	2012FUSION	011596000291231	14136543148	Active
TP057634	2000VENTURE	011596000213425	14133094018	Active
TP060715	2001CAVALIER	011596000180707	13852273075	Active

Figure 98 Reports tab > Devices sub-tab highlighted

Table 19 Devices Report Description

Column	Description
Device ID	Indicates the inthinc serial number for the device (MCM = WS820, VM = WS850, TP = tiwiPro)
Assigned Vehicle	Indicates which vehicle (Vehicle ID) the unit is currently installed in.
IMEI	Indicates the communications modem serial number.
Device Phone #	The assigned phone number of the device, used for two-way communication.
Status	Indicates whether the device is active and reporting or inactive and not in use.



User Tip: tiwiPro® 2-Way Communication

tiwiPro devices allow for two-way communication, meaning that administrators/supervisors can contact drivers through the tiwiPro unit and speak to the driver in the cab of the vehicle. The device phone number listed on the Devices Report is the unique phone number to call the tiwiPro device. This feature requires additional configuration, for more information contact your inthinc Account Manager.

6 Performance Reports

The Performance reports provide detailed information about driver performance. Report options include: Team Stops report, Driver Performance Key Metrics, Driver Performance per Group, Driver Performance RYG per Group. For more information about each of the available reports, including examples, see **"Appendix A > Report Examples"** on page 193.

To View Performance Reports:

- 1 From the main menu, go to **Reports > Performance sub-tab**. The *Performance Reports* menu page will display.
- 2 Select which **Report** you want to view from the available options in the *Report* drop-down list.
- 3 Once the page refreshes, select the amount of data you want to view by choosing an option in the *Time Frame* drop-down list.
- 4 Select a **Group/Team** from the available options in the *Group* drop-down list.
- 5 The page will refresh and provide several view/export options for the selected report. Choose one of the following view options:
 - **HTML** - Select HTML to view the report immediately. Data is displayed in table format within the portal.
 - **PDF** - Select PDF to save the report to your computer in Adobe .PDF format.
 - **Excel** - Select Excel to save the report to your computer in Microsoft Excel .xls format.
 - **E-mail** - Select E-mail to send the report data to one or more email recipients.

Note: Not all of the above view/export options are available for all report types. Select the report to view available view/export options.

- 6 After selecting a view option, the report will either display on-screen or will have been saved to your computer.

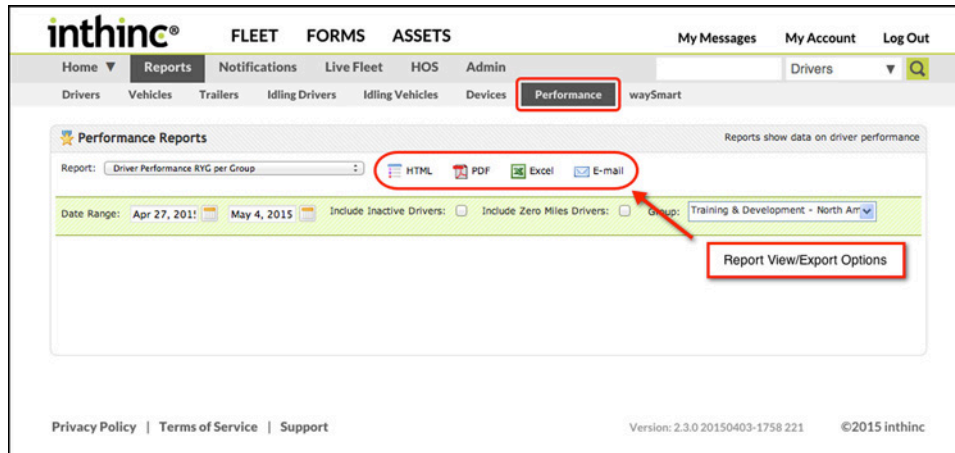


Figure 99 Reports > Performance sub-tab highlighted

7 waySmart Reports

This report option is available to waySmart users only and provides access to waySmart-specific reports. Once you select a report type, you may be required to specify other report criteria, such as Date Range, in order to display the report. For more information about each of the available reports, including report examples, see *"Appendix A > Report Examples"* on page 193

To View waySmart Reports:

- 1 From the main menu, go to **Reports > waySmart sub-tab**. The waySmart Reports menu page will display.
- 2 Select which **Report** you want to view from the available options in the *Report* drop-down list.
- 3 Once the page refreshes, select the amount of data you want to view by entering a **Date Range**.
- 4 Select a **Group/Team** from the available options in the *Group* drop-down list.
- 5 The page will refresh and provide several view/export options for the selected report. Choose one of the following view options:
 - **HTML** - Select HTML to view the report immediately. Data is displayed in table format within the portal.
 - **PDF** - Select PDF to save the report to your computer in Adobe .PDF format.
 - **Excel** - Select Excel to save the report to your computer in Microsoft Excel .xls format.
 - **E-mail** - Select E-mail to send the report data to one or more email recipients.

Note: Not all of the above view/export options are available for all report types. Select the report to view available view/export options.

- 6 After selecting a view option, the report will either display on-screen or will have been saved to your computer.

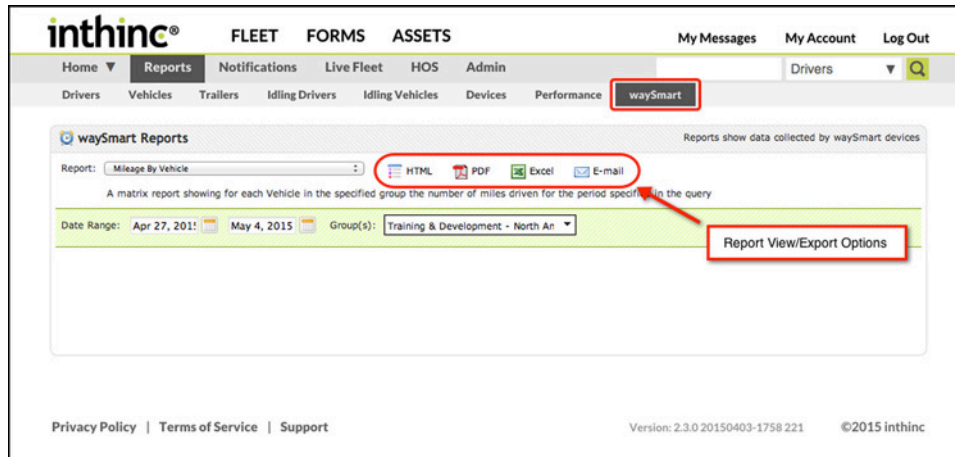


Figure 100 Reports tab > waySmart sub-tab highlighted

Report Subscriptions

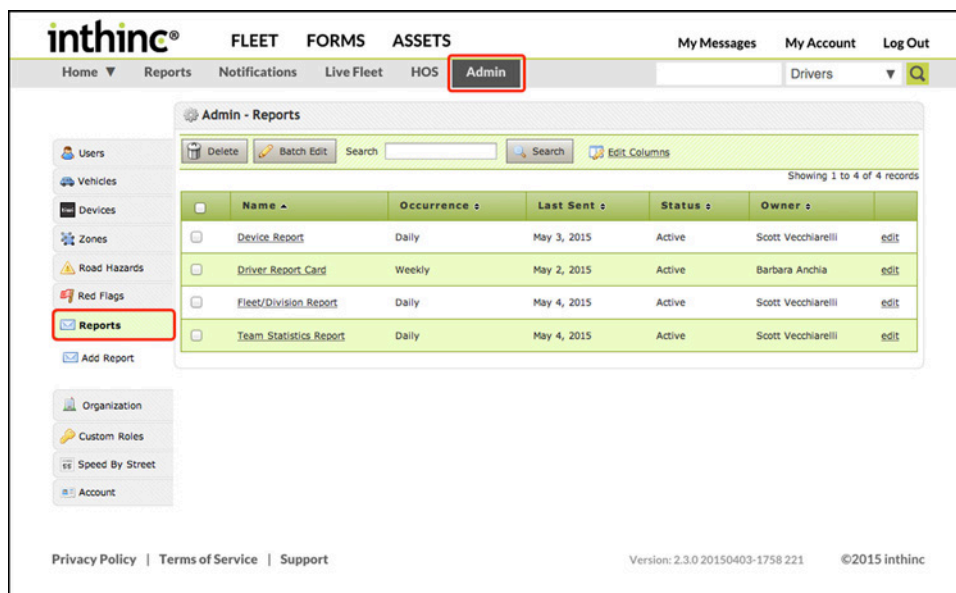
All of the reports within the inthinc portal are available for automatic delivery (via Report Subscriptions) to one or more email recipients on an as-needed basis. Scheduling reports for automatic delivery is a smart way of managing the inthinc system. Use the high-level reports to understand fleet trends and evaluate driver performance, all without needing to access the inthinc portal.

Reports can be scheduled for delivery daily, weekly, or monthly depending on the need. When choosing to have the report delivered weekly, you can specify the day of the week you would like the report delivered. Similarly, when choosing to have the report delivered monthly, you can specify the day of the month you would like the report delivered.

View Existing Report Subscriptions

Use the information in this section to view an existing report subscription.

- 1 From the main menu, click on the **Admin** tab. The *Admin page* will display.
- 2 Click the Reports sub-tab from the menu options on the left. The *Report Subscription* list will display.
- 3 Click the **Report Name** to view or modify details for that report subscription.



The screenshot shows the inthinc portal interface. At the top, there are navigation tabs: FLEET, FORMS, ASSETS, My Messages, My Account, and Log Out. Below these are secondary tabs: Home, Reports, Notifications, Live Fleet, HOS, and Admin (highlighted with a red box). A search bar for Drivers is visible. The main content area is titled 'Admin - Reports' and contains a table with the following data:

Name	Occurrence	Last Sent	Status	Owner	
Device Report	Daily	May 3, 2015	Active	Scott Vecchiarelli	edit
Driver Report Card	Weekly	May 2, 2015	Active	Barbara Anchia	edit
Fleet/Division Report	Daily	May 4, 2015	Active	Scott Vecchiarelli	edit
Team Statistics Report	Daily	May 4, 2015	Active	Scott Vecchiarelli	edit

The left sidebar contains various menu items: Users, Vehicles, Devices, Zones, Road Hazards, Red Flags, Reports (highlighted with a red box), Add Report, Organization, Custom Roles, Speed By Street, and Account. The footer includes links for Privacy Policy, Terms of Service, and Support, along with version information (2.3.0 20150403-1758 221) and a copyright notice (©2015 inthinc).

Figure 101 Admin tab > Add Report sub-tab highlighted.

Create New Report Subscription

Use the information in this section to create a new report subscription.

- 1 From the main menu, go to **Admin > Reports sub-tab**. The *Scheduled Reports* list will display.
- 2 Click **Add Report** from the sub-menu list on the left side of the page.
- 3 In the **Name, Status, and Time** section of the form, complete the following:
 - **Name** - Provide a name for the report. Name the report so you can pick it out from a list of reports at a later time.
 - **Status** - Choose Active or Inactive from the drop-down list. Choosing Inactive will stop the report from being delivered.
 - **Time of Day** - Choose the time of day you would like to report to be delivered, from the Time of Day drop-down list.
- 4 In the **Report Occurrence** section of the form, complete the following:
 - **Occurrence** - Choose how often you would like the report delivered from the Occurrence drop-down list. Options include: Daily, Weekly, and Monthly. Note: If you select weekly, you will also need to select the day of the week you want the report delivered, and if you select Monthly, you will also need to select the day of the month you want the report delivered.
- 5 In the **Report Settings** section of the form, complete the following:
 - **Report** - Choose which report you would like to schedule for delivery from the options available in the Report drop-down list. **Note:** A full list of available reports and their description can be found in Table 19 on page 125.
 - **Days Reported** - After selecting a report, you will need to select how much data you want included on the report. Choose an option from the Days Reported drop-down list. Note: options will vary depending on the report selected.
 - **Group** - After selecting a report, you will need to specify what group(s) to include on the report. Choose a group(s) from the available options in the Group drop-down list.
 - **Drivers** - Depending on the report you select, you may also need to define which driver's to send the report to. Select the driver(s) from the available options in the Driver(s) drop-down list.
 - **Owner** - By default, the person creating the report subscription will be the owner. If you want someone else to be the report owner, select their name from the list of available options in the Owner drop-down menu.
- 6 When finished completing the form, click the **Save** button. Your report subscription has been setup and will now be available in the *Report List*.

The screenshot shows the inthinc portal interface. At the top, there are navigation tabs: FLEET, FORMS, ASSETS, My Messages, My Account, and Log Out. Below these is a secondary navigation bar with Home, Reports, Notifications, Live Fleet, HOS, and Admin (highlighted with a red box). A search bar and a Drivers dropdown menu are also present. On the left, a sidebar menu lists various categories: Users, Vehicles, Devices, Zones, Road Hazards, Red Flags, Reports (with 'Add Report' highlighted in a red box), Organization, Custom Roles, Speed By Street, and Account. The main content area is titled 'Admin - Add Report' and contains a form with the following sections:

- Name, Status, and Time:** Name (Team Performance), Status (Active), Time of Day (12:00 am).
- Report Occurrence:** Occurrence (Weekly), Day of Week (checkboxes for All, S, M, T, W, T, F, S, with T checked).
- Report Settings:** Report (Team Statistics Report), Days Reported (Past Week), Group (Training & Development - North America - HC), Owner (Scott Vecchiarelli).
- File Format:** File Format (PDF).
- E-mail:** A text area containing 'training-group@inthinc.com' and a 'Required field' label.

At the bottom of the form are 'Save' and 'Cancel' buttons. The footer includes 'Privacy Policy | Terms of Service | Support', 'Version: 2.3.0 20150403-1758 221', and '©2015 inthinc'.

Figure 102 Admin tab > Add Report sub-tab highlighted.

Edit a Report Subscription

Use the information in this section to edit an existing report subscription.

- 1 From the main menu, go to **Admin > Reports tab**. The *Scheduled Reports* list will display.
- 2 Locate the *Report* you want to edit in the list, and click the **Edit** link in the far-right column. The *Report details* page will display.
- 3 Edit the form as needed, when finished click the **Save** button.

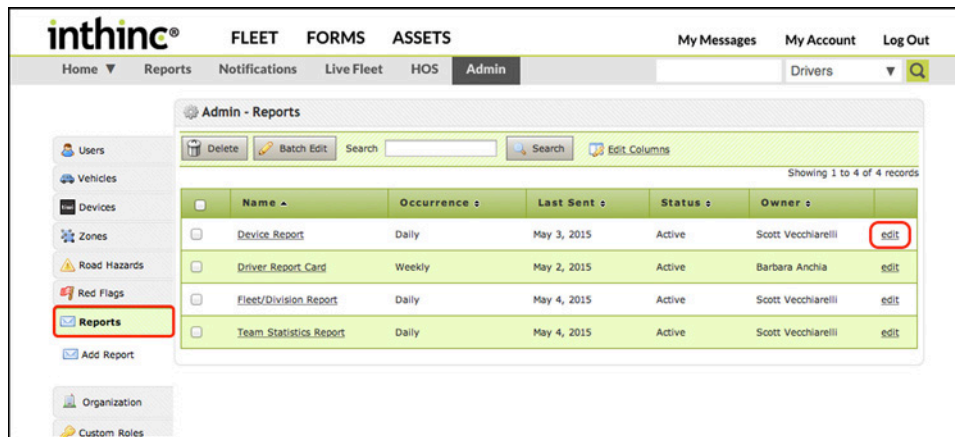


Figure 103 Report Subscription list with Edit link highlighted.

Delete a Report Subscription

Use the information in this section to delete an existing report subscription.

- 1 From the main menu, go to **Admin > Reports tab**. The *Scheduled Reports list* will display.
- 2 Locate the *Report* in the list you want to delete, and select the report by **checking** the box next to the *report name* in the far-left column.
- 3 Click the **Delete** button. A warning dialog will appear, confirm your selection to continue.

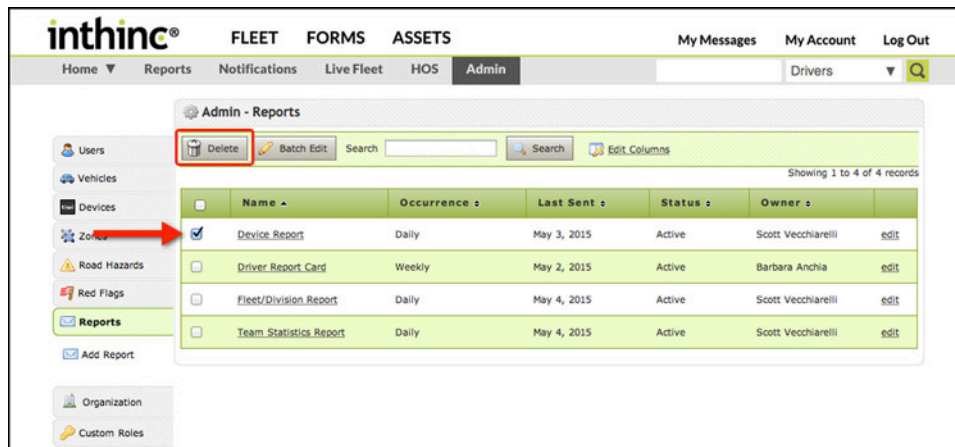


Figure 104 Report selected in list with Delete button highlighted.



User Tip: Temporarily Suspend Report Subscription

If you only want to temporarily stop a report from being delivered, you don't necessarily need to delete the report subscription. Simply edit the delivery preferences of the report subscription and change the status of the report to "inactive". This will temporarily suspend the report from being delivered to all recipients defined in the report.

Report Descriptions

The table below will provide a summary description for each report available in the portal.

Table 20 Devices Report Description		
Report	Description	Example
Miscellaneous		
Fleet/Division Report	This report is a high-level summary report providing detail on the fleet's performance in key metrics including: Overall Score, Team/Division Trend, Fuel Efficiency, Speeding Performance, and Idle Performance. This data is the same data visible on the Fleet Dashboard page in the portal.	<i>page 195</i>
Driver Report	This report is a high-level performance report that will indicate the driver's overall performance score and performance score for each category (Speed, Driving Style, Seat Belt) over the past 12 months. This report is a great way to visualize driver performance by score ranking.	<i>page 197</i>
Vehicle Report	This report is a detailed report that will indicate the vehicle's overall performance score and performance score for each weighted category (Speed, Driving Style) over the past 12 months. Other data on this report includes: Vehicle Make/Model/Year, Distance Driven, Odometer, and more.	<i>page 198</i>
Idling Report	This report breaks down idle statistics by driver. Statistics include: Idle duration, low idle percentage, high idle percentage, and total hours idling.	-
Device Report	This report is a list of all devices (for the specified group) and includes the following information: Device ID, Assigned Vehicle, IMEI, Device Phone, and Status.	-
Team Statistics Report	This report is an exported version of the Team Performance Dashboard in the portal. The report will list all drivers (for the specified group) and include their overall score as well as: Vehicle, Trips, Stops, Distance, Duration, Idle Statistics, Fuel Efficiency, Crashes, and Safety Violations.	<i>page 196</i>
IFTA		
Mileage by Vehicle	A matrix report showing for each Vehicle in the specified group, the number of miles driven for the period specified in the query.	<i>page 206</i>
State Mileage by Vehicle	A matrix report showing for each Vehicle in the specified group, the number of miles driven in every state the vehicle operated in, for the period specified in the query.	<i>page 207</i>
State Mileage by Vehicle - Road Status	This report is the same as the State Mileage By Vehicle report except that the miles are separated into on-road miles for each state and off-road miles for each state.	<i>page 208</i>
State Mileage Fuel by Vehicle	This report shows how much fuel has been manually input for each vehicle (via the Handheld/Touchscreen driver interface) by State/Province.	-
State Mileage by Month	A matrix report showing the miles driven by each group specified in the query (by all vehicles in the group) in each state that the group of vehicles operated in, for the months specified in the query.	<i>page 209</i>
Group Comparison By State/Province	A matrix report showing (for comparison) the miles driven by state by ALL groups specified in the query (by all vehicles in each group) for the time period specified in the query.	<i>page 210</i>
Performance		
Payroll Summary Report	After choosing a group and date range, this report lists the following for each driver: <ul style="list-style-type: none"> Driver Code, Driver Name Off Duty Hours, Off Duty @ Well Hours, Sleeper Hours, Driving Hours, Not Driving Hours, Total Hours 	-
Payroll Compensated Hours Report	Not currently being used.	-
Payroll Report Driver Report	Same information as the Payroll Summary Report, except the hour breakdown for each driver is broken down by date.	-
Payroll Report Driver Sign Off	Same information as the Payroll Report Driver Report, except the hour breakdown for each driver is listed on a separate sheet with a signature line for the driver and the person approving the hours.	-
Ten Hour Day Violations	A list of all the days a driver exceeded the 10 hour day rule based on when a driver accrues more than 10 hours driving in 24 hour period.	-
Driver Hours	A matrix showing the hours driven each day (specified in the query) for each driver (in the group(s) specified in the query).	-
Thirty Minute Breaks Report	Not currently being used.	-
Break Report (0-2 hrs.)	Not currently being used.	-
HOS		
HOS Record of Duty Status	This report is a printable document that drivers can use as their proof of logbook. This document includes an HOS Log chart that indicates time in various duty states, a recap that will indicate total hours worked and total hours remaining, and a remarks section that includes all required summary information.	<i>page 211</i>
HOS Violations Summary Report	The HOS Violations Summary provides two different types of data - rule violations and mileage violations. Additionally, this report displays the number of drivers for the selected group, and the total miles (on and off road).	<i>page 212</i>
HOS Violations Detail Report	This report lists drivers, time, type and duration of HOS violations in the selected group within a specified date range.	<i>page 213</i>
HOS Driver DOT Log Report	This is a report showing time, date, vehicle, and other information for each HOS status change for the scheduled driver within the specified time period. The report includes all changes/edits and the user who made them.	<i>page 214</i>

DOT Time Remaining	This report shows the number of hours a driver has remaining to drive Today (Hours Remain Today column) based on the governing rule for the driver. Shows On-Duty Driving and On-Duty Not Driving hours that contribute to the Hours Remaining Today calculation (last eight days).	page 215
HOS Zero Miles	Zero miles are counted when a vehicle is moving but no driver is logged in. Once a group and a date range have been specified, the HOS Zero Miles report provides the total number of zero miles listed by vehicle.	-
HOS Edits	This report provides details of portal users who have changed HOS logs for a driver. This provides an indication (audit trail) of what logs are being changed and by whom.	page 216
Non-DOT Violations Summary Report	This report provides a count of Non-DOT drivers by group that have logged into a DOT vehicle configured to use HOS.	-
Non-DOT Violations Detail Report	A matrix report showing for each Vehicle in the specified group the number of miles driven for the period specified in the query.	-
Driver Performance		
Team Stops Report	This report provides a chronological breakdown of the stops recorded for each driver on a team, during a specific time frame. This report will list the address for each stop during a driver's day, including the time they arrive, the time they depart, how long it took them to get to the stop, and how long the vehicle is idling at each stop. Managers commonly use this report to measure driver efficiency.	page 204
Seatbelt Clicks Report	This report indicates the total number of seat belt clicks, along with the total number of miles driven and trips for each driver. Managers commonly use this report as a tool to help identify potential seat belt tampering.	page 203
Driver Performance Key Metrics	This report provides information on driver performance for all key metrics and scoring categories. Data is presented in spreadsheet type format.	-
Driver Performance per Group	This report will provide high-level detail of Driver Performance for each driver assigned to the Team/Group.	-
Driver Performance per Driver	This report is the same as the Driver Performance per Group, however the only data displayed is for an individual driver. This is a report that can be scheduled and delivered to drivers to indicate their performance.	-
Driver Performance RYG per Group	This report will provide high-level detail of Driver Performance for each driver assigned to the Team/Group, in addition driver performance will be categorized into three colored categories (red, yellow, green) for easy reference.	page 199
Driver Performance RYG per Driver	This report is the same as the Driver Performance RYG per Group, however the only data displayed is for an individual driver. This is a report that can be scheduled and delivered to drivers to indicate their performance.	-
Driver Coaching Report	This report provides the driver's violation summary over a specified period of time. The report includes an area intended for an action plan to be written by hand, and signature rows at the bottom of the document. This report can be printed as a document and used as a tool by managers/supervisors when they need to have a coaching session with a driver.	page 201
Driver Coaching and Score Report	This report is identical to the <i>Driver Coaching Report</i> , however, it includes the driver's 1-day, 7-day, 30-day, and 3-month performance score.	page 202
Excluded Violations	This report lists each violation that had been excluded over a specific timeframe.	-
Back-Up Events Report	This report will provide summary detail for all back-up events and total back-up time per driver, during a specific time frame. Report includes Driver, Number of Trips, Distance Driven, Count of Back-Up Events, and Total Back-up Time.	-
First Move Forward Violation Report	This report will provide summary detail for all First Move Forward events per driver, during a specific time frame. Report includes Driver, Number of Trips, Distance Driven, and Total number of First Move Forward events.	-
Driver Performance Key Metrics Timeframe RYG	This report provides high-level performance information for a Team (group) of drivers. Driver performance is ranked and will be categorized into three colored categories (red, yellow, green) for easy reference.	page 200
Mileage		
State Mileage by Vehicle	A matrix report showing for each Vehicle in the specified group, the number of miles driven in every state the vehicle operated in, for the period specified in the query.	-
Communication		
Vehicles Not Communicating Report	This is a device "health" report that will help administrators and other portal users understand if any vehicles (devices) have not communicated in an excessive period of time due to potential tampering, device malfunction, or communication not being available.	page 205
Driver Vehicle Inspection Reports		
DVIR - Pre-trip	This report provides the details for the Pre-Trip inspection reports, including how the driver responded to each question on the corresponding form.	-
DVIR - Post-Trip	This report provides the details for the Post-Trip inspection reports, including how the driver responded to each question on the corresponding form.	-
DVIR - Violation	This summary report provides details for each DVIR violation received during a specific timeframe.	-
DVIR - Repair	-	-
DVIR - Repair with Details	-	-

Speed-by-Street™ (SBS)

In This Chapter...

- Speed-by-Street™ Overview page 155
- Submitting Speed Limit Change Requests page 157

Overview:

This chapter will introduce inthinc's patented Speed-by-Street™ technology.

Speed-by-Street is a standard feature available in all inthinc solutions. It provides real-time alerts to users when their vehicle exceeds the speed limit. Using GPS technology, the system knows the location of the vehicle and the speed limit for that street.

Speed-by-Street™ Overview

Speed-by-Street is a standard feature available in all inthinc solutions. It provides real-time alerts to users when their vehicle exceeds the speed limit. Using GPS technology, the system knows the location of the vehicle and the speed limit for that street.

Introduction

Speeding is a problem that affects every fleet or vehicle owner. It is costly, harmful to the environment, and results in over 1,000 deaths each month in the United States. For commercial fleets, speeding creates an unacceptable burden on employers, not to mention our planet and our families. When drivers maintain proper speeds, they have fewer crashes, burn less fuel, reduce damage and maintenance costs and promote goodwill in the community. Unfortunately, current attempts to slow drivers have been inadequate – until now. inthinc, an industry leader in safe-driving technology, has developed *Speed-by-Street™*, the first real-time driver safety feature proven to dramatically alter speeding behavior.

Sources of Data

Three sources of information comprise inthinc’s speed limit database. The first source is inthinc’s partnership with a leading global provider of digital map data. This relationship grants inthinc access to accurate speed limit data for most major metropolitan areas and all interstates. In addition to physically driving millions of miles of roads, inthinc’s mapping partner has applied one of eight speed categories (*Figure 10.1*) to every road segment in the United States and Canada. When an inthinc device travels along a road that has been physically driven, it will read the precise speed limit. On the other hand, when a device travels down a road with only a speed category, it will read the upper limit of the speed category as the speed limit. For example, on a category five road, the device will identify the bounds of the category (in this case 31-40 mph), and alert when the vehicle exceeds the upper limit of 40 mph.

Speed Category	Speed Band
1	> 80 mph / 130 kph
2	65-80 mph / 101-130 kph
3	55-64 mph / 91 - 100 kph
4	41-54 mph / 71-90 kph
5	31-40 mph / 51-70 kph
6	21-30 mph / 31-50 kph
7	6-20 mph / 11-30 kph
8	< 6 mph / 11 kph

Three sources of information comprise inthinc’s speed limit database. The first source is inthinc’s partnership with a leading global provider of digital map data. This relationship grants inthinc access to accurate speed limit data for most major metropolitan areas and all interstates. In addition to physically driving millions of miles of roads, inthinc’s mapping partner has applied one of eight speed categories (*Figure 10.1*) to every road segment in the United States and Canada. When an inthinc device travels along a road that has been physically driven, it will read the precise speed limit. On the other hand, when a device travels down a road with only a speed category, it will read the upper limit of the speed category as the speed limit. For example, on a category five road, the device will identify the bounds of the category (in this case 31-40 mph), and alert when the vehicle exceeds the upper limit of 40 mph.

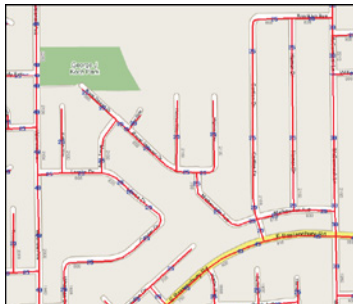


Figure 105
Proprietary Speed-by-Street™ Interface

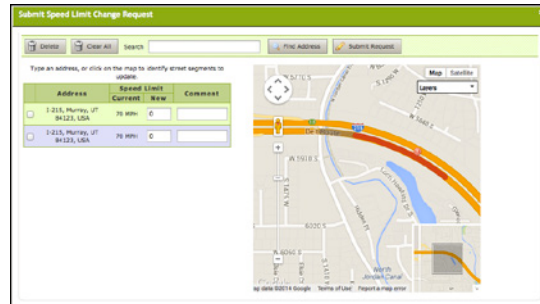


Figure 106
Speed Limit Change Request User Interface

User feedback is critical to refining and perfecting Speed-by-Street technology. It also provides an efficient and accurate method to account for new development and changing speed limits. Combining the municipal speed data with partner information and user feedback has resulted in the most reliable collection of speed limit information in the world.

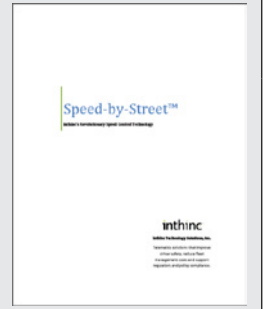
Data Accuracy

Speed limits can change and new roads are constantly under construction. Additionally, fallible human beings are often the source of our speed information and can be the source of mistakes in our data entry process; there will always be some error **built in** to the Speed-by-Street feature. However, after editing default speed limits and observing customer driving behavior, inthinc's information is correct approximately 90% of the time. Nevertheless, for **any** inaccuracy, inthinc has designed a user-friendly speed limit change request process that enables customers to provide feedback on speed limits for specific roadways. This process helps inthinc improve the accuracy of speed limit information for the areas in which users drive the most.



White Paper: Speed-by-Street™

For more information about inthinc's Speed-by-Street technology, take a look at the White Paper available at http://inthinc.com/white_papers



Submitting Speed Limit Change Requests

The inthinc portal provides the user with an easy way to provide feedback on speed limit accuracy. When a speed limit is identified as being incorrect, follow one of the methods outlined below to submit a speed limit change request. Once a request is submitted, you will receive an email confirmation and it will be assigned to a Speed-by-Street editor for review.

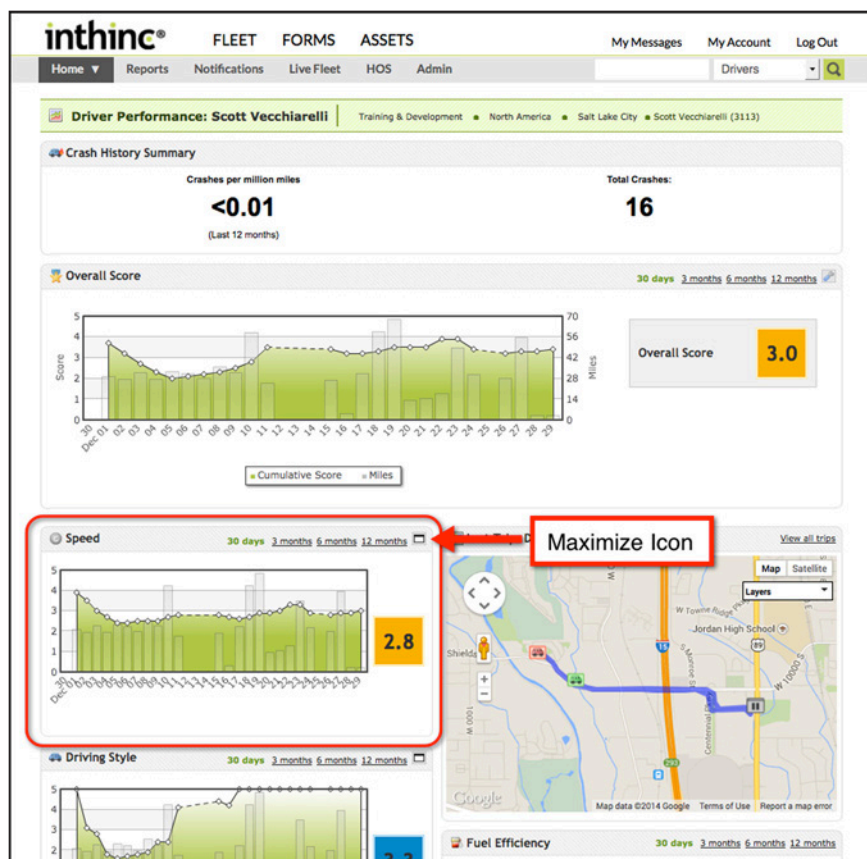
Within 1-2 business days you will receive an email from the Speed-by-Street editor indicating the action taken. In most cases, the editor will be able to validate the request and will subsequently update the database with the new speed limit. In rare instances, the editor may need more information to validate the request before making any changes to the database.

Once a speed limit is updated in the database, it is not immediately updated on every vehicle in the fleet. When updates are available, new Speed-by-Street maps are queued and downloaded by each vehicle using Wi-Fi or Cellular communication. Once the vehicle downloads the latest Speed-by-Street (SBS) map data, the system will alert the driver at the new speed limit posted to the database.

For support validating speed limits or assistance with Speed Limit change requests, contact inthinc Technical Support at (866) 294-8637, option 3.

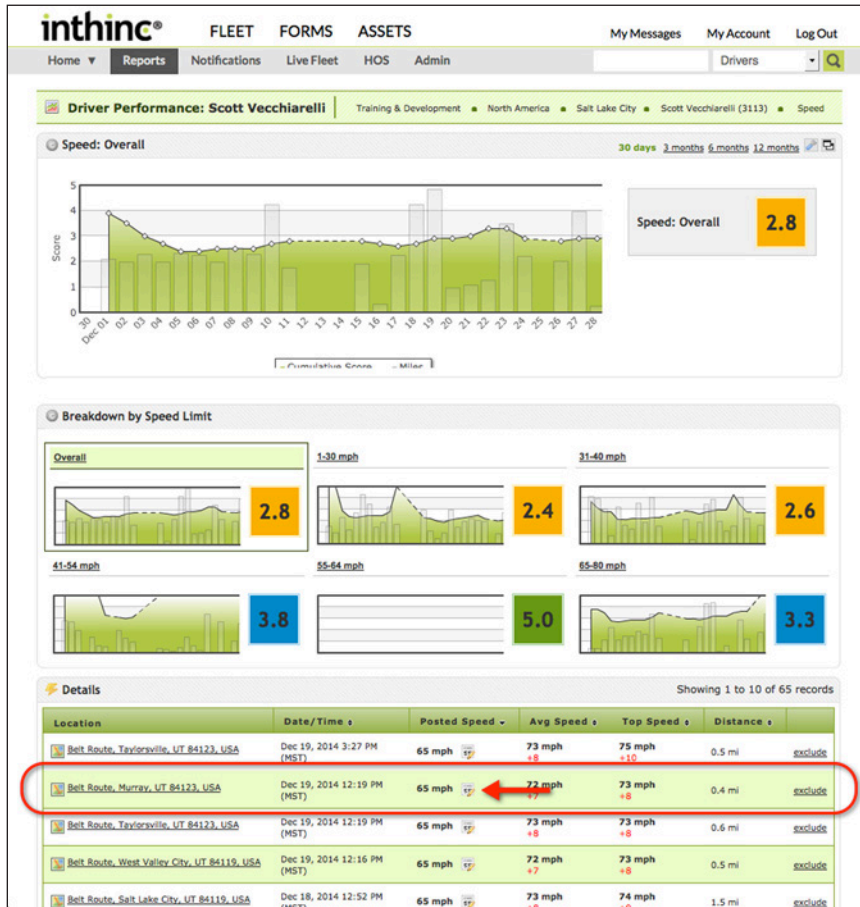
1 Submit Request from Driver Performance Dashboard

- 1 From the Driver Performance page, click the **Maximize** button in the upper-right corner of the **Speed Panel**. The *Speeding Performance Detail* will display.



- 2 Scroll down the page to view the **Details** section which will include a list of each speeding violation recorded.

- Click the **Submit Request** (Speed Limit Sign) icon next to the speed limit in the *Posted Speed* column. A *Submit Speed Limit Change Request* form will display.

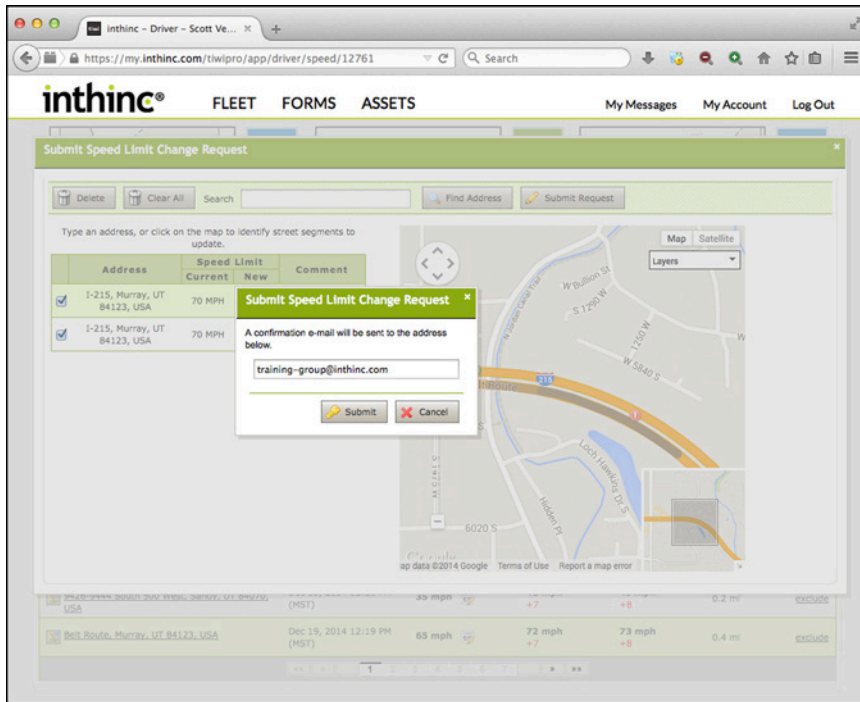


- Verify the highlighted segment of road is correct and enter the new **Speed Limit** in the *New* column in the table to the left. **Note:** Each section of road will be displayed as a row in this table. You can make multiple submissions simultaneously if needed.
- Check** each row in the table you would like to submit a Speed Limit Change Request for.
- Click the **Submit Request** button at the top of the page. A confirmation dialog will appear.

Address	Speed Limit Current	Speed Limit New	Comment
I-215, Murray, UT 84123, USA	70 MPH	75	
I-215, Murray, UT 84123, USA	70 MPH	75	

Address	Date/Time	Posted Speed	Avg Speed	Top Speed	Distance	Action
Belt Route, Murray, UT 84123, USA	Dec 19, 2014 12:19 PM (MST)	65 mph	72 mph	73 mph	0.4 mi	exclude

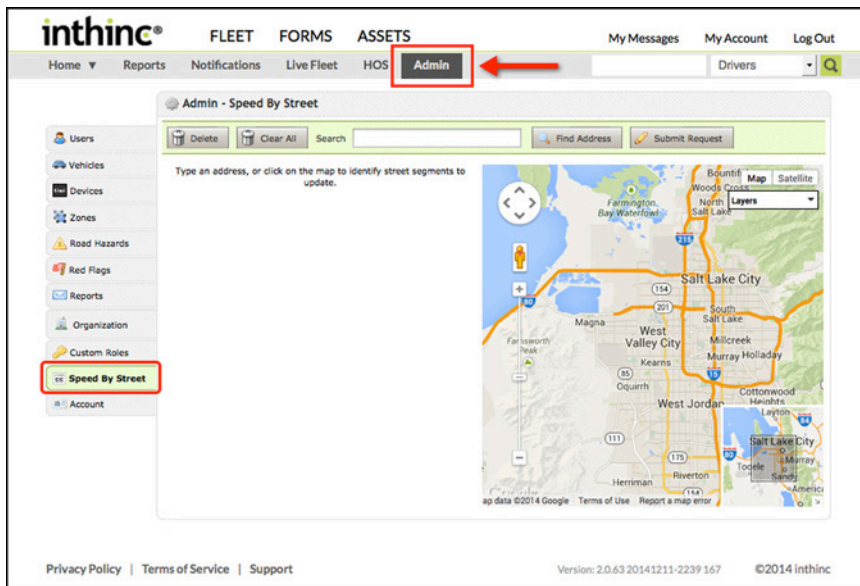
- Verify or type the **Email Address** you would like communication sent to and click the **Submit** button to send the change request.



2 Submit Request from Admin Page

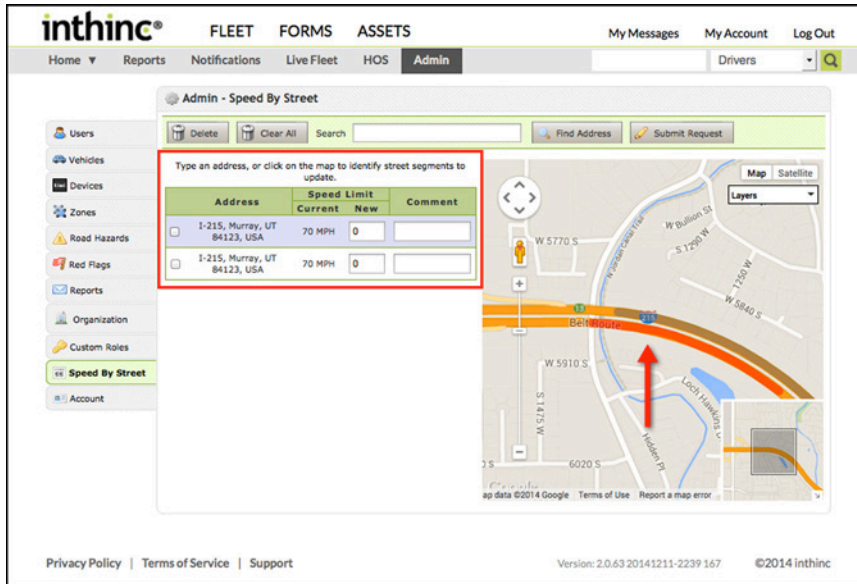
- From the main menu, go to **Admin > Speed-by-Street sub-tab**. The *Admin Speed-by-Street* page will display.

Note: If the Speed-by-Street sub-tab is not visible in the admin options on the left-side of the page, your portal user account does not have sufficient privileges to submit this type of change request. Contact your system administrator for assistance.

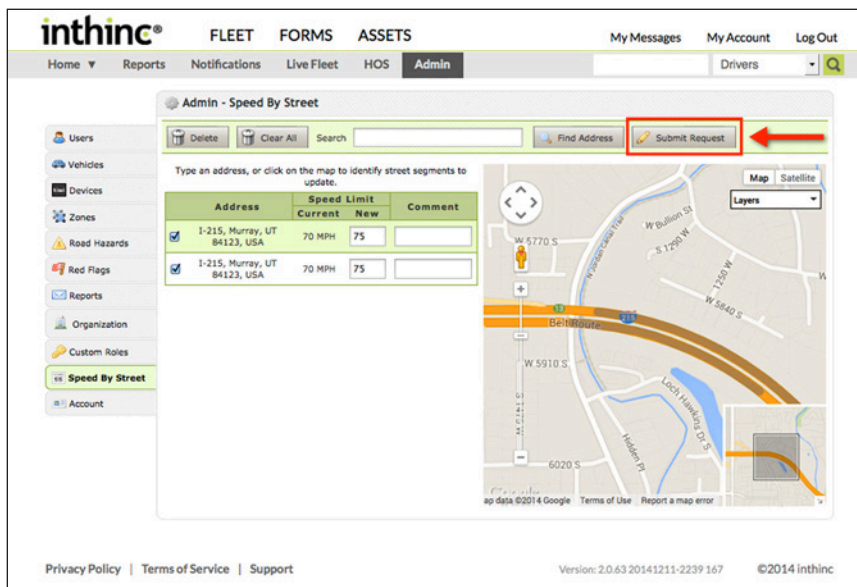


- Use the **Search** field to locate a road by address, or use the map controls to manually navigate to the desired road.

- Zoom in on the map and **click** on a section of the road to select that road segment. The segment will be highlighted on the map and will be added to the table on the left side of the page.



- Repeat Step 3 as many times that are necessary to capture all road segments where the speed limit needs to be changed.
- Verify the highlighted segment(s) of road are correct and enter the new **Speed Limit** in the *New* column.
- Type a comment in the *Comment* field if you feel it will be helpful for the Speed-by-Street editor when validating the request.
- Check** each row in the table you would like to submit a Speed Limit Change Request for.
- Click the **Submit Request** button at the top of the page. A confirmation dialog will appear.



- Verify or type the **Email Address** you would like communication sent to.
- Click the **Submit** button to send the Speed Limit Change Request.

Text Messages (waySmart® Only)

In This Chapter...

- waySmart® Text Messaging page 163

Overview:

waySmart® units are unique in that they can send and receive 'text messages' from the inthinc portal. This is not text messaging in the traditional sense, however its based on the same technology and principle.

This chapter will provide information on how the waySmart text messaging feature works and how to manage text messages.

waySmart® Text Messaging

The Messaging tool available through the inthinc Portal uses our communication technology to provide two-way communication between a waySmart vehicle and the inthinc Portal. This communication requires the use of one of the waySmart user interfaces, the Handheld device or Touchscreen device.



User Tip: Create a Red Flag Alert for Text Messages

It is highly recommended that a Red Flag Alert is created to notify users (in real-time) that a new text message has been received by the portal and is ready to view. For more information, see **"Managing Red Flag Alerts" on page 77.**

View a Text Message

Use the information in this section to view messages in the portal.

- 1 In the toolbar at the very top of the page, click the **My Messages** link. The *Text Messages* application page will display with the Inbox selected by default.
- 2 (Optional) Set filters to narrow the list:
 - a. Choose a **Team** from the drop-down list.
 - b. Set **Date Range** using the calendar icons to specify the Start and End dates.
 - c. Click **Refresh**.
- 3 If necessary, use the *pagination* buttons at the bottom of the screen to see all messages in your inbox.
- 4 To reply to one or more message at a time:
 - a. Click each applicable check box to select the message, then click the **Reply to Selected** link. The *Compose Message* page displays with the address boxes automatically populated.
 - b. Complete the *Compose Message* page (described in **"Compose a Text Message" on page 164.**)

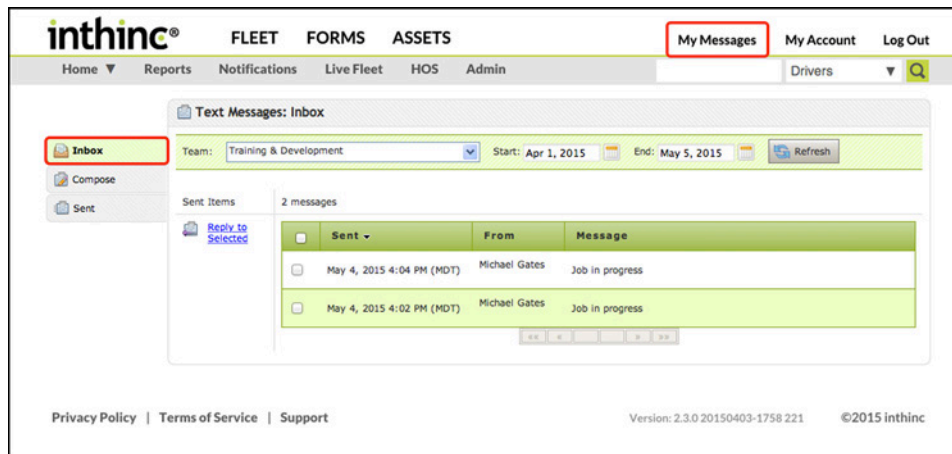


Figure 107 My Messages link highlighted. Inbox is displayed.

Compose a Text Message

Use the information in this section to create a new message.

- 1 In the toolbar at the top of the page, click the **My Messages** link. The *Messages* inbox will display by default.
- 2 Click the **Compose** tab (on the left). The *Compose Message* page will display.
- 3 Create a *distribution list* for this message: Highlight one or more Drivers, Vehicles, or Groups, and then click the right arrow to add the selected items to the list.
- 4 Compose your message OR copy and paste a message into the text entry box.
- 5 Click **Send**.

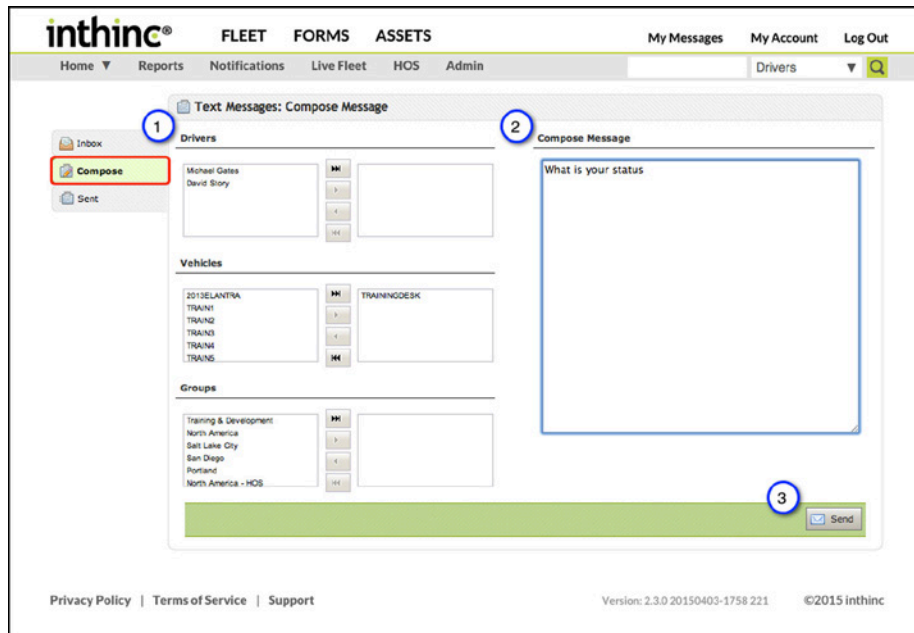


Figure 108 My Messages > Compose Message button highlighted.

Review Sent Messages

- 1 In the toolbar at the top of the page, click the **My Messages** link. The *Messages* inbox will display by default.
- 2 Click the **Sent** tab (on the left). The *Sent Items* page will display.
- 3 (Optional) Set filters to narrow the list:
 - a. Choose a **Team** from the drop-down list.
 - b. Set **Date Range** using the calendar icons to specify the Start and End dates.
 - c. Click **Apply Filter**.
- 4 If necessary, use the *pagination* buttons at the bottom of the page to see all messages in your Sent box.

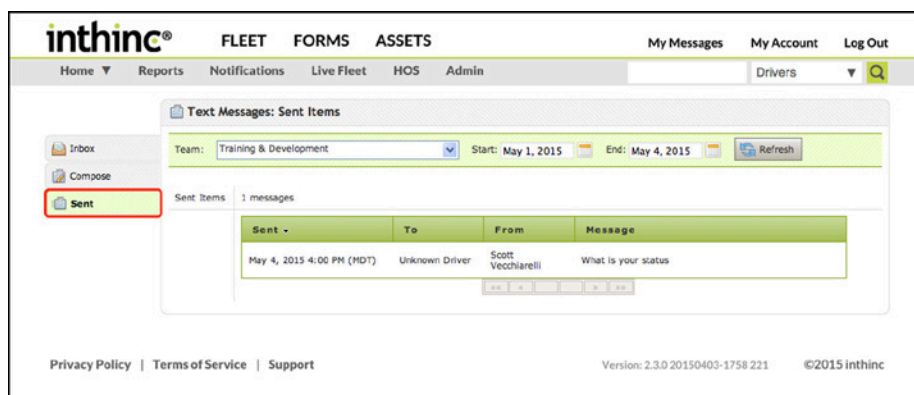


Figure 109 My Messages > Sent button highlighted.

Hours of Service (HOS)

In This Chapter...

- Hours of Service Overview page 167
- Managing HOS in the Portal page 169
- HOS Driver Kiosk page 175

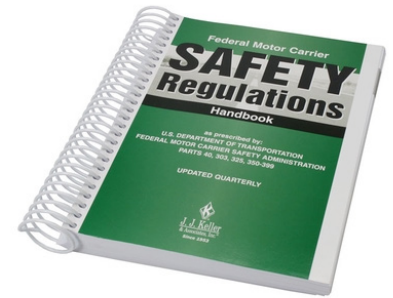
Overview:

This chapter will introduce Hours of Service and how the waySmart device accommodates DOT regulations relative to HOS.

Learn how to view and edit driver logs, download and view HOS reports, and how to access the HOS Driver Kiosk utility that was developed for drivers.

Hours of Service (HOS) Overview

Hours of Service (HOS) are regulations issued by the Federal Motor Carrier Safety Administration (FMCSA) governing the working hours of anyone operating a commercial motor vehicle (CMV) in the United States for the purpose of “interstate commerce”— moving commercial goods from one U.S. state to another. This includes truck drivers and bus drivers who operate CMVs for motor carriers (their employers). These rules limit the number of daily and weekly hours spent driving and working, and regulate the minimum amount of time drivers must spend resting between driving shifts. For intrastate commerce, the respective state’s regulations apply.



The FMCSA is a division of the United States Department of Transportation (DOT), which is generally responsible for enforcement of FMCSA regulations. The driver of a CMV is required to keep a record of working hours using a log book, outlining the total number of hours spent driving and resting, as well as the time at which the change of duty status occurred. In lieu of a log book, a motor carrier may keep track of a driver’s hours using an electronic on-board recorder (EOBR), which automatically records the amount of time spent driving the vehicle, which is one component of inthinc’s waySmart™ solution.

The HOS’s main purpose is to prevent accidents caused by driver fatigue. This is accomplished by limiting the number of driving hours per day, and the number of driving and working hours per week. Fatigue is also prevented by keeping drivers on a 21- to 24-hour schedule, maintaining a natural sleep/wake cycle (or circadian rhythm). Drivers are required to take a daily minimum period of rest, and are allowed longer “weekend” rest periods to combat cumulative fatigue effects that accrue on a weekly basis.

Enforcement of the HOS is generally handled by DOT officers of each state, and are sometimes checked when CMVs pass through weigh stations. Drivers found to be in violation of the HOS can be forced to stop driving for a certain period of time, which may negatively affect the motor carrier’s safety rating. Requests to change the HOS are a source of contentious debate, and many surveys indicate some drivers get away with routinely violating the HOS. These facts have started another debate on whether motor carriers should be required to use EOBRs in their vehicles, instead of relying on paper-based log books.

For more information about Hours of Service refer to the following resources:



U.S. Department of Transportation

www.transportation.gov



Federal Motor Carrier Safety Administration

www.fmcsa.dot.gov



J.J. Keller & Associates

www.jjkeller.com

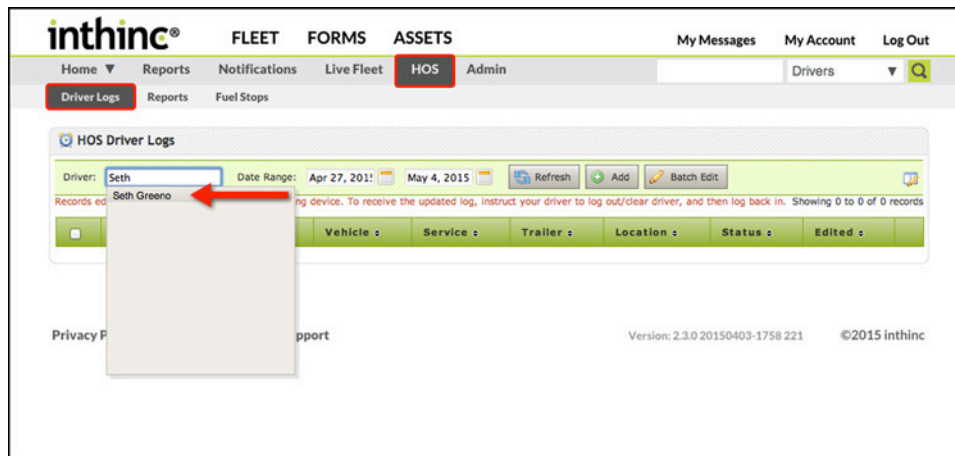
Managing Hours of Service (HOS) in the Portal

The HOS options in the Main Menu is available only for waySmart users who also have the Hours of Service (HOS) feature enabled. The HOS tab provides access to three types of Hours of Service pages: HOS Driver Logs, HOS Reports, and Fuel Stops.

View Driver Logs

HOS Driver Logs provides a list of specific time per duty status for the selected driver.

- 1 From the main menu, go to the **HOS Tab**. The *HOS* page will display with the *Driver Logs* sub-tab selected by default.
- 2 Start typing a driver's name into the *Driver* field, then select the **Driver** from the list.



HOS > Driver Logs sub-tab highlighted with driver list displayed

- 3 The Driver's HOS log information will display in a list. You can further refine the list by entering a custom *Date Range* at the top of the list and clicking **Refresh**.
- 4 At this point your options are:
 - a. **Add** a new HOS log entry for the driver
 - b. **Edit** an HOS log entry for the driver
 - c. **Send** HOS logs to the Handheld or Touchscreen device

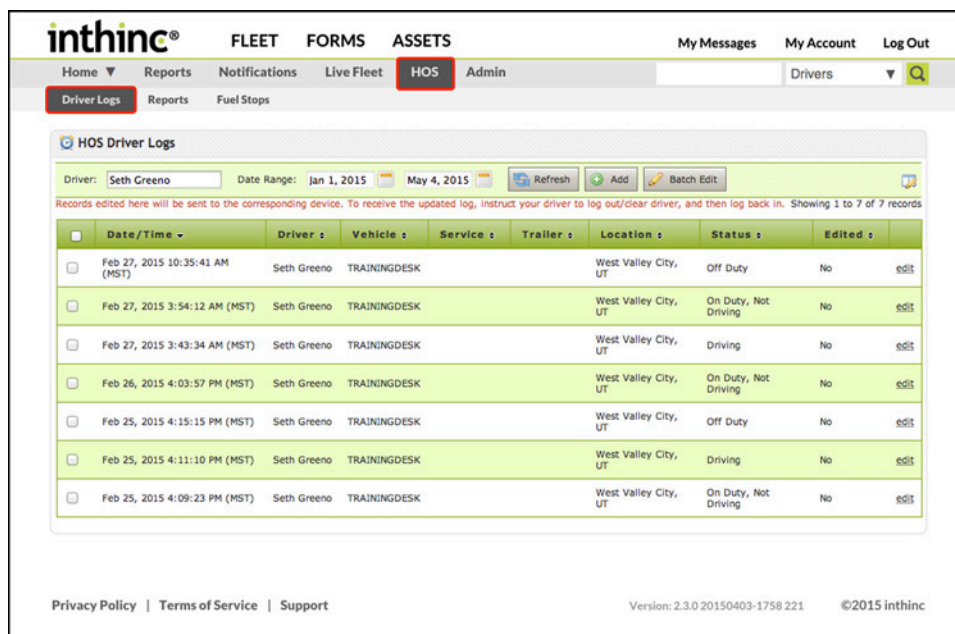


Figure 110 HOS > Driver Logs list shown

Edit Driver Logs

There may be situations where a driver will enter incorrect HOS related information, or may forget to change their duty status. The inthinc portal allows administrators the ability to edit a driver's HOS logs when necessary. The *HOS Edits* report will track all log entry edits and the inthinc portal user who made the edits.

- 1 From the main menu, go to **HOS Tab**. The *HOS* page will display with the Driver Logs sub-tab selected by default.
- 2 Start typing a driver's name into the *Driver* field, then select the **Driver** from the list.
- 3 The Driver's HOS log information will display in a list. You can further refine the list by entering a custom *Date Range* at the top of the list and clicking **Refresh**.
- 4 Locate the entry in the list you would like to *edit*, and click the **Edit** link in the far-right column. The *log entry* will display.
- 5 Edit the *log entry* information as needed. Your options are:
 - **Date** - You can modify the date as needed. Click the calendar icon to select a date.
 - **Time** - You can modify the time as needed.
 - **Status** - Choose a duty status option from the drop-down list.
 - **Trailer** - (Optional) Enter a Trailer number.
 - **Service** - (Optional) Enter a Service number.
 - **Driver** - Choose the driver from the drop-down list.
 - **Vehicle** - Choose the vehicle from the drop-down list.
 - **Location** - Edit the location information as needed.
 - **DOT** - Choose the applicable rule set from the drop-down list.
- 6 When finished, click **Save**. Or, to exit without saving any changes, click **Cancel**.

The screenshot shows the 'Edit HOS Log' form in the inthinc portal. The form is titled 'Edit HOS Log' and has a 'Save' button and a 'Cancel' button at the top right. Below the title is the 'HOS Log Information' section, which contains the following fields:

- Date: Feb 27, 2015
- Time: 10:35:41 am
- Status: Off Duty
- Trailer: (empty)
- Service: (empty)
- Mobile Unit: (empty)
- Driver: Seth Green
- Vehicle: TRAININGDESK
- Location: West Valley City, UT
- DOT: US Oil & Day
- Reason: (empty)
- Approved By: (empty)

At the bottom right of the form, there is a red asterisk indicating a required field. At the bottom of the page, there are links for Privacy Policy, Terms of Service, and Support, along with the version number 2.3.0 20150403-1758 221 and the copyright notice ©2015 inthinc.

Figure 111 HOS Log detail is shown



Important Note: Hours of Service (HOS) Log Edits

Due to legal constraints, inthinc personnel (i.e. Technical Support) cannot edit a driver log on behalf of the customer. Only a representative from the driver's company can make corrections to logs, which must be done in the inthinc portal.

View and Export HOS Reports

The HOS Reports page provides access to a variety of HOS reports that can be viewed and exported in several ways. These reports can also be scheduled for delivery via a report subscription (For more information, see **"Report Subscriptions"** on page 147).

Each of the available reports have different view and export options, depending on the type of report or what data the report includes. Select the report to view the available view/export options.

To view a report, complete the following:

- 1 From the main menu, go to **HOS tab > Reports sub-tab**. The *HOS* reports page will display.
- 2 Select a **Report** to view from the available report options in the drop-down list. For more information, see **"Report Descriptions"** on page 150
- 3 Depending on the *Report* you have selected, you may need to specify additional criteria, such as: Date Range, Driver, and Group information.
- 4 Select a *Report output* option. See the table below for available options:

Output Option	Description
Table	View Report data instantly in a table where data can be sorted or filtered as needed.
HTML	View data instantly on-screen in HTML format.
PDF	Save the report to your computer as an Adobe .PDF file.
Excel	Save the report to your computer as a Microsoft Excel .xls file
E-mail	E-mail the report to one or more recipients.

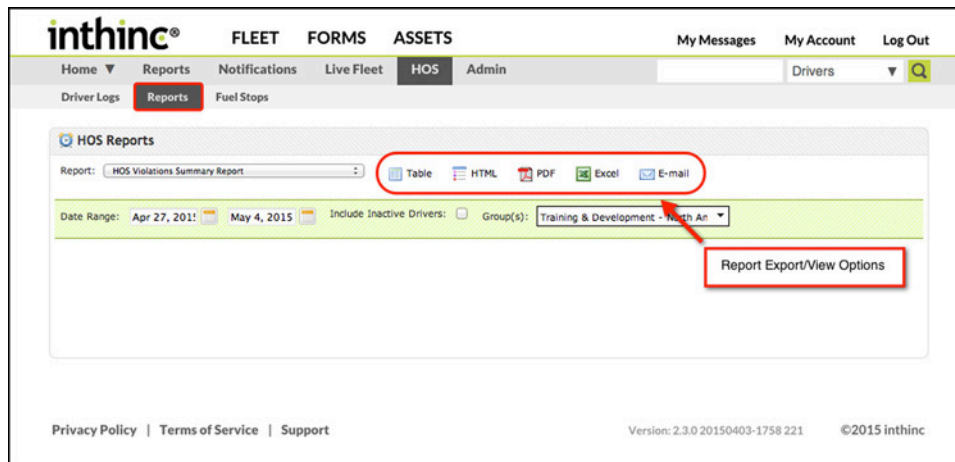


Figure 112 HOS Reports sub-tab with view/export options highlighted

View Fuel Stops

The waySmart device allows drivers to input the amount of fuel that is added to the vehicle and trailer at fuel stops. Administrators have the ability to view and edit fuel stop data as needed.

- 1 From the main menu, go to **HOS > Fuel Stops sub-tab**. The *Fuel Stops* page will display.
- 2 Start typing a Vehicle name into the *Vehicle* field, then select the **Vehicle** from the list.
- 3 Specify the amount of data you want to view by selecting a **Date Range**
- 4 Click the **Refresh** button. A list of all *Fuel Stops* will display for the selected vehicle.

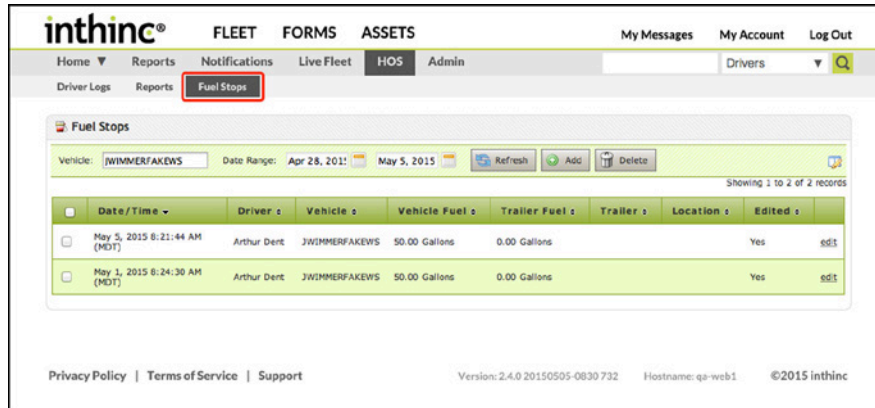


Figure 113 Fuel Stops sub-tab highlighted with Fuel Stops list shown

Add a Fuel Stop

- 1 From the main menu, go to **HOS > Fuel Stops sub-tab**. The *Fuel Stops* page will display.
- 2 Start typing a Vehicle name into the *Vehicle* field, then select the **Vehicle** from the list.
- 3 Specify the amount of data you want to view by selecting a **Date Range**.
- 4 Click the **Refresh** button. A list of all *Fuel Stops* will display for the selected vehicle.
- 5 Click the **Add** button at the top of the list. The *Add Fuel Stop* form will display.
- 6 Complete the information on the form as needed.
- 7 When finished completing the form, click **Save**. To exit without saving any changes, click **Cancel**.

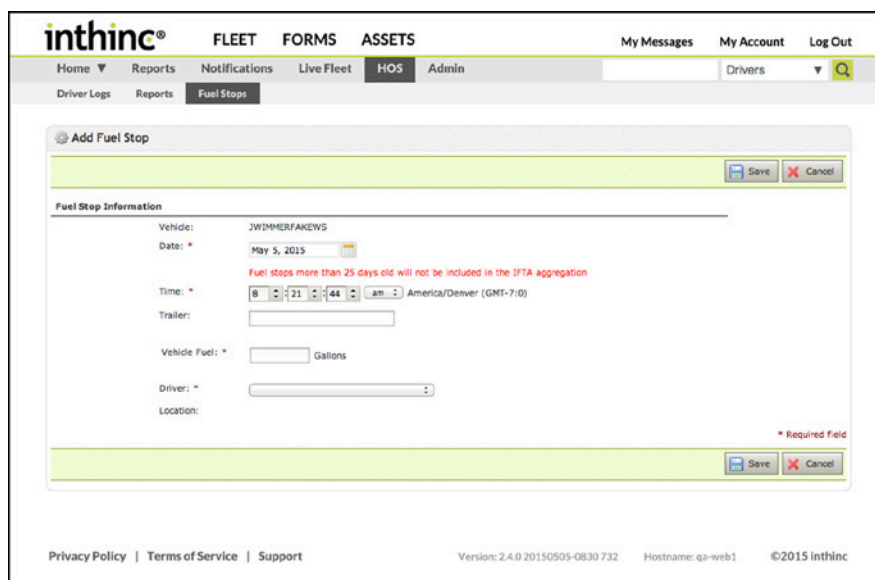


Figure 114 Add Fuel form page shown

Edit a Fuel Stop

Use the information in this section to edit a fuel stop.

- 1 From the main menu, go to **HOS > Fuel Stops sub-tab**. The *Fuel Stops* page will display.
- 2 Start typing a Vehicle name into the *Vehicle* field, then select the **Vehicle** from the list.
- 3 Specify the amount of data you want to view by selecting a **Date Range**.
- 4 Click the **Refresh** button. A list of all *Fuel Stops* will display for the selected vehicle.
- 5 Locate the Fuel Stop in the list that you want to *edit*, and click the **Edit** link in the far-right column.
- 6 Edit the Fuel Stop information as needed.
- 7 When finished, click the **Save** button. To exit without saving any changes, click Cancel.

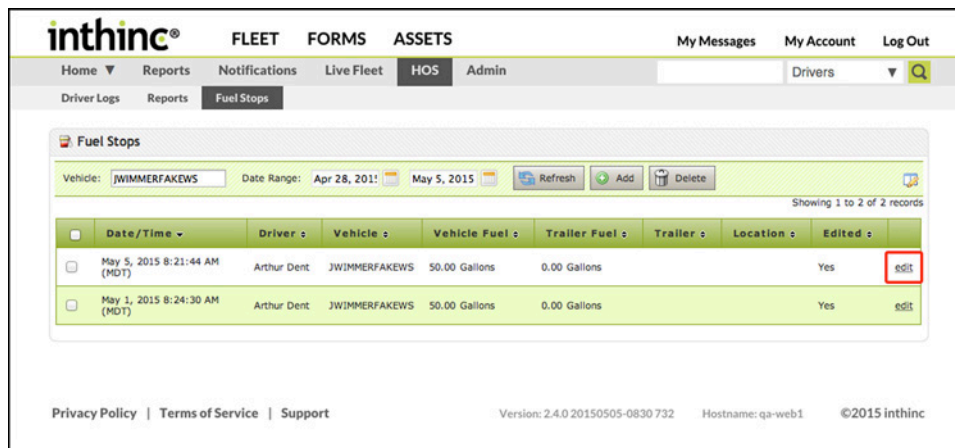


Figure 115 Fuel Stops list with Edit link highlighted.

Delete a Fuel Stop

Use the information in this section to delete a fuel stop.

- 1 From the main menu, go to **HOS > Fuel Stops sub-tab**. The *Fuel Stops* page will display.
- 2 Start typing a Vehicle name into the *Vehicle* field, then select the **Vehicle** from the list.
- 3 Specify the amount of data you want to view by selecting a **Date Range**.
- 4 Click the **Refresh** button. A list of all *Fuel Stops* will display for the selected vehicle.
- 5 Locate the *Fuel Stop* in the list that you want to delete, and select the **Fuel Stop** by checking the box in the far-left column.
- 6 With all Fuel Stops you want to delete selected, click the **Delete** button.

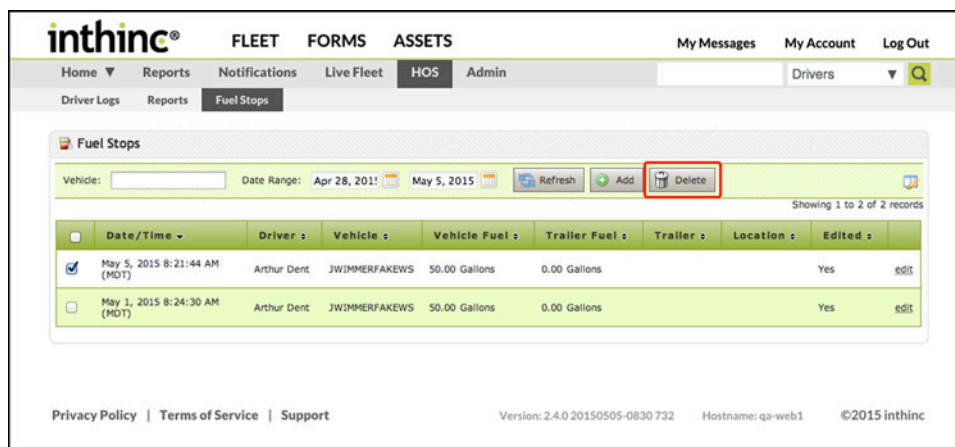


Figure 116 Fuel Stops list with Delete button highlighted.

HOS Driver Kiosk

inthinc has developed an HOS Driver Kiosk, which is a secure web site where drivers can update their duty status, print HOS logs, or export HOS logs to a USB storage drive. Access this utility at: <https://my.inthinc.com/hoskiosk>

Note: In some cases your company may have a unique web address to access the HOS Driver Kiosk utility. If you do not know the web address, speak to your system administrator or contact inthinc Technical Support.

Access the HOS Driver Kiosk

- 1 Navigate to the HOS Driver Kiosk at the following web address: <https://my.inthinc.com/hoskiosk>
- 2 Enter your *Driver ID* and *Last Name*, then click **Login**. **Note:** The spelling of the last name is case sensitive, you may need to capitalize the first letter.
- 3 You will now be logged in. From here you can either:
 - a. **Change** your HOS Duty Status
 - b. **Print** HOS Logs
 - c. **Export** HOS Logs to USB Storage Drive

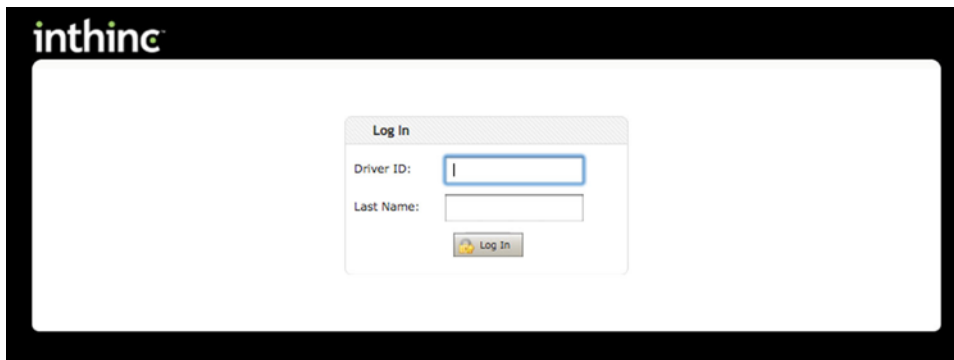


Figure 117 HOS Driver Kiosk Login Page is shown

Print HOS Logs

- 1 Navigate to the **HOS Driver Kiosk > Print Logs** sub-tab.
- 2 Enter a **Start** and **End** date for the logs you would like to print.
- 3 Click **Print Report**.

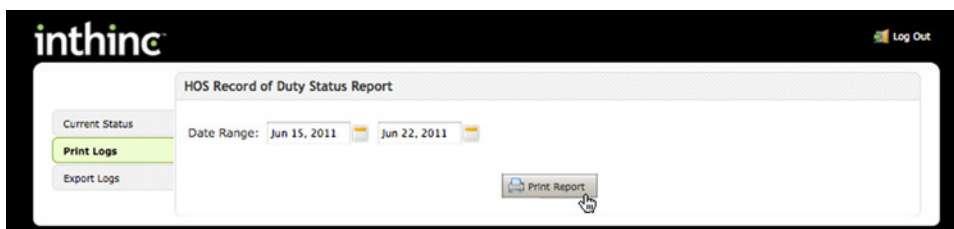


Figure 118 HOS Driver Kiosk > Print HOS Logs option is shown

Change HOS Duty Status

- 1 Navigate to the **HOS Driver Kiosk**. The **Current Status** tab will display by default.
- 2 Enter your current **City** and **State/Province** in the required Location field.
- 3 Select either *“On Duty - Not Driving”* or *“Off Duty”* as your current HOS duty status.
- 4 Your HOS duty status will be changed. You can view your current duty status and on-duty time details in the *Current HOS Information* section.

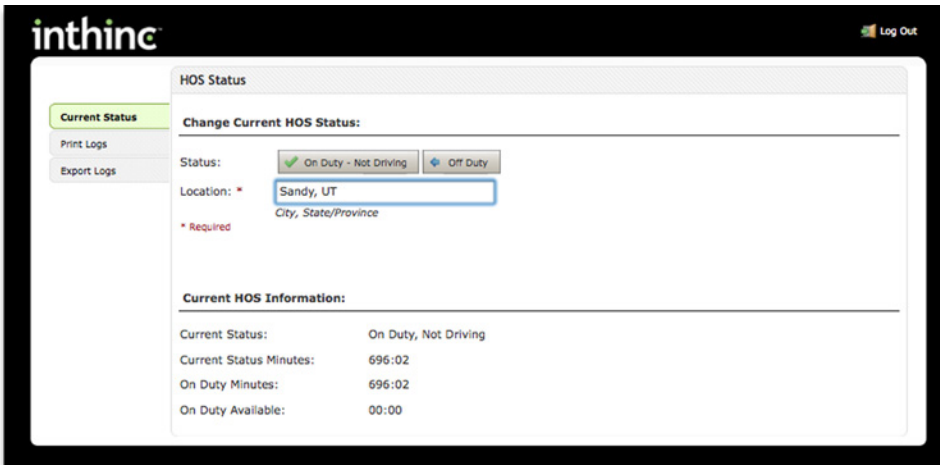


Figure 119 HOS Driver Kiosk > Current Status tab is shown

Export HOS Logs

- 1 Navigate to the **HOS Driver Kiosk > Export Logs** sub-tab.
- 2 Read the on-screen instructions on how to download and save the file to your USB Storage drive.
- 3 Click **Download Logs** button.

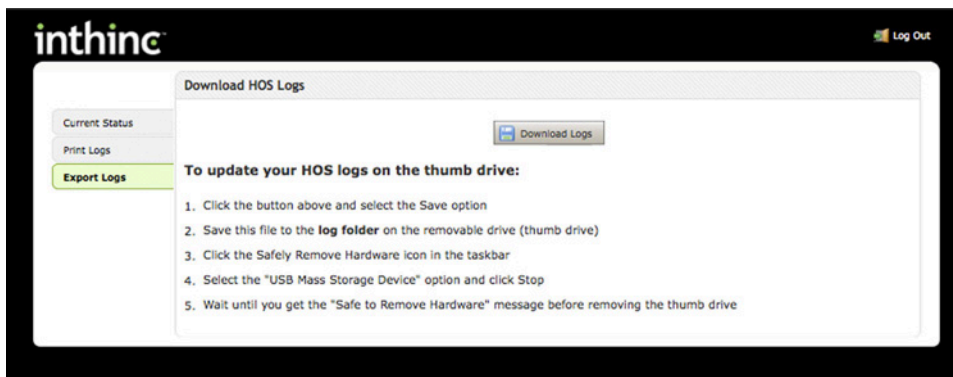


Figure 120 HOS Driver Kiosk > Download Logs page is shown.

Manage Crash History

In This Chapter...

- Crash Introduction page 179
- Manage Crash History page 181

Overview:

Both the tiwiPro and the waySmart devices are capable of detecting a potential crash event.

This chapter will introduce users to our Crash technology, including what data is recorded and available within the inthinc portal for administrative review.

Introduction to Crash History

Both the tiwiPro and waySmart devices are capable of Crash and Rollover detection. Meaning that when a potential crash event occurs, crash data will be captured and sent back to the inthinc portal. A potential crash is an impact event where velocity data exceeds the hardware and software thresholds. When this type of an even occurs, the system will capture and record 20 seconds prior to the impact and 10 seconds after the impact, and send this Crash Data back to the inthinc portal.

In addition to capturing the crash data, when this type of an event occurs, a Crash Notification is sent to the inthinc portal to alert administrators and supervisors of the potential crash situation (assuming a Red Flag alert has been created for Crash notifications). For more information on this notification type, see For more information, see **"Notifications" on page 89**

The waySmart system goes one step beyond just crash detection, in that the system captures enough information that the data can be used to provide a Crash Reconstruction report. This chapter is going to focus on the crash data available in the inthinc portal, if crash reconstruction data is needed, contact your inthinc Account Manager or Technical Support.

Crash Detection vs. Rollover Detection

Crash Detection - A crash on the tiwiPro or waySmart device is defined as an impact event whose velocity data exceeds the hardware and software thresholds.

Note: During a crash the Vehicle BUS is mostly concerned with deploying the airbag, so it is common that OBD information during a crash is not available. The data prior to the crash is accurate and should provide a relatively good idea of what the driver was doing, but the point of impact represented in the crash data may be slightly different than the actual point of impact.

Rollover Detection - A rollover on the tiwiPro device is defined as the presence of a constant acceleration of at least 0.7G for twenty seconds in any axis except for the downward axis. The downward axis is the axis of gravity for a vehicle when it is parked.

Note: It is possible to have a crash and a rollover both occur, so long as the criteria for each event are met.

Crash Reconstruction

The waySmart® 820 device collects crash data during a crash that can be used to reconstruct a crash on charts or in a computer program (such as software programs used by insurance companies or law enforcement). For more information about Crash Reconstruction reports contact your inthinc Account Manager or Technical Support.

Crash Data

Crash Data in the inthinc Portal is a 30 second snapshot of vehicle history sent when a crash or rollover event is detected. (The snapshot is 20 seconds pre-event and 10 seconds post.) Crash data consists of the following information:

- GPS Speed - Speed as measured by the device GPS.
- OBD Speed - Speed as read by the device from the Vehicle Bus.
- GPS Location - Latitude and Longitude (address) of the event.
- Time - Time of the event.
- RPM - RPM as read by the device from the Vehicle Bus.
- Seat Belt Availability - If Seat Belt is being monitored by the device.
- Seat Belt State - If available, whether the seatbelt was buckled or unbuckled.

Note: If the device is only using GPS, no vehicle data will be gathered. OBD speed and RPM fields will be 0. If seat belt data is not available, the field will be N/A.

Manage Crash History

This section will cover how to view all Crash History for a group/team within the organization. In addition, administrative users will have the ability to Edit crash history or Add a new crash to the list, all of which will be covered in this section.

View Crash History

- 1 From the main menu, go to **Notifications > Crash History** sub-tab. The *Crash History* page will display.
- 2 Select a **Team** from the *Team* drop-down list. **Note:** You can also use the Search tool to search for a specific driver or vehicle.
- 3 Select a **Timeframe** of data to view from the *Timeframe* drop-down list.
- 4 Click **Refresh**. A list of all *Crash History* notifications will display for the team and timeframe selected.
- 5 Click the **Details** link in the far-right column to see the *Crash Report*.

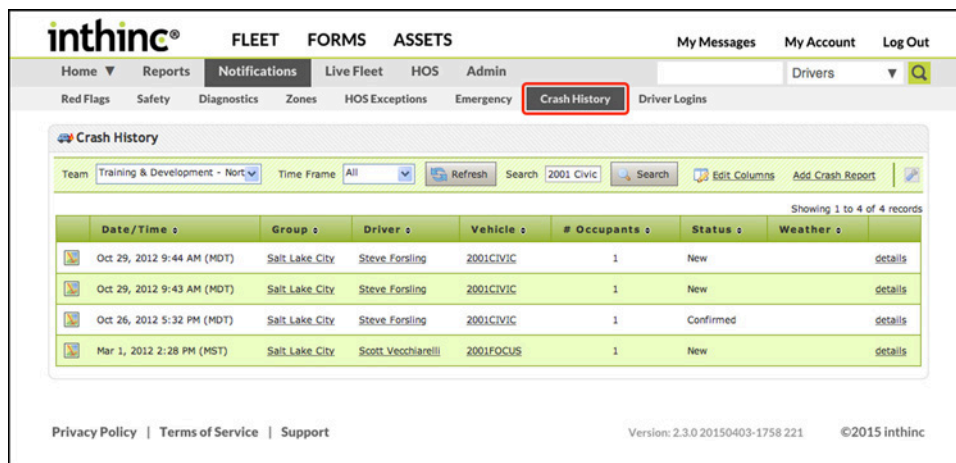


Figure 121 Notifications > Crash History tab highlighted. Crash List is shown.

Once the Crash History list displays, you can:

- Customize the columns displayed in the table and on the report.
- View the list of crashes in the Crash History list for your respective organizational level.
- Search for Crash Reports by: date, time, group, driver, vehicle, status, or weather.
- View individual Crash detail.
- Export the information in a variety of different formats including: E-mail, PDF, and Excel.

If you are an Administrator, or if you have the appropriate user rights, you can:

- Add a new Crash to the list
- Edit individual Crash details

Note: In order to view the Crash History page for your team or division, you must have permission to access this information. If you do not have the appropriate permissions, contact your system administrator.

Crash Report at a glance

The screenshot shows the Inthinc web application interface for a crash report. The top navigation bar includes 'FLEET', 'FORMS', 'ASSETS', 'My Messages', 'My Account', and 'Log Out'. Below this is a secondary navigation bar with 'Home', 'Reports', 'Notifications', 'Live Fleet', 'HOS', 'Admin', and 'Drivers'. The main content area is titled 'Crash Report' and contains several sections:

- Crash Details:** A form showing 'Crash Report Status: Confirmed', 'Date/Time: Oct 26, 2012 5:32 PM (MDT)', 'Vehicle: 2001CVIC', 'Driver: Steve Forsling', 'Weather:', 'Occupant Count: 1', and a 'Description: This was a rear end collision during rush hour traffic on the interstate. No injuries reported.' An 'Edit' button is in the top right.
- Crash Route:** A map showing the vehicle's path with a red line. Callouts include 'Map', 'Satellite', and 'Layers'.
- Crash Events Table:** A table with columns: Time, RPM, OBD Speed, GPS Speed, and Seat Belt Available. The data shows a sequence of events from 5:32:37 PM to 5:32:46 PM, with RPM at 0, OBD Speed at 0 mph, and GPS Speed decreasing from 45 mph to 26 mph. Seat belt status is consistently 'On'.
- Crash Data:** A line graph showing OBD Speed (blue), GPS Speed (green), RPM (orange), and Point of Impact (red) over time. The x-axis ranges from 5:32:40 PM to 5:33:5 PM.

Red lines with arrows point from text labels on the right to these specific sections in the interface.

Edit a Crash Report

- 1 From the *Crash History List* (Notifications > Crash History), click the **Details** link in the far-right column. The *Crash Report* will display.
- 2 From the Crash Report, click the **Edit** button in the upper-right corner of the page.
- 3 Edit the Crash Report as needed.
- 4 When finished editing the form, click the **Save** button.

The screenshot shows the 'Crash History' section of the Inthinc application. The top navigation bar is the same as in the previous image. Below it, there are tabs for 'Red Flags', 'Safety', 'Diagnostics', 'Zones', 'HOS Exceptions', 'Emergency', 'Crash History', and 'Driver Logins'. The 'Crash History' tab is active, showing a table with the following data:

Date/Time	Group	Driver	Vehicle	# Occupants	Status	Weather	
Oct 29, 2012 9:44 AM (MDT)	Salt Lake City	Steve Forsling	2001CVIC	1	New		details
Oct 29, 2012 9:43 AM (MDT)	Salt Lake City	Steve Forsling	2001CVIC	1	New		details
Oct 26, 2012 5:32 PM (MDT)	Salt Lake City	Steve Forsling	2001CVIC	1	Confirmed		details
Mar 1, 2012 2:28 PM (MST)	Salt Lake City	Scott Vecchiarelli	2001EDCJUS	1	New		details

The 'details' link for the third row is highlighted with a red box. The interface also includes search filters for 'Team' and 'Time Frame', and a 'Showing 1 to 4 of 4 records' indicator.

Figure 122 Notifications > Crash History list with Details link highlighted.

Add a Crash Report

- 1 From the *Crash History List* (Notifications > Crash History), click the **Add Crash Report** link at the top of the page. The *Add Crash Report* form will display.
- 2 In the *Crash Summary* Section, you can edit the following fields as needed:
 - a. **Crash Report Status:** Select a status for the crash (new, confirmed, excluded, potential, rollover, stop, panic, aggressive driving).
 - b. **Date/Time:** Select the date/time of the incident.
 - c. **Vehicle:** Vehicle will automatically be selected based on the vehicle the crash notification was sent from.
 - d. **Driver:** Driver will automatically be selected based on who was logged in to the vehicle at the time of the incident.
 - e. **Weather:** You can specify the weather conditions during the time of the incident.
 - f. **Occupant Count:** Select a number of occupants in the vehicle during the incident.
- 3 In the *Description* Section, type a description of the incident.
- 4 In the *Crash Location* Section, you will locate and specify where the incident occurred on the map. Complete one of the following:
 - a. **Select Location by Trips** - When you select trips, you can specify whether to search for driver or vehicle trips. You will specify the location of where the incident occurred by using the driver/vehicle trip data.
 - b. **Select Location by Address** - When you this option, you will need to manually indicate on the map where the incident occurred. Click the map to place the 'vehicle icon', indicating where the incident occurred.
- 5 When finished completing the form, click the **Save** button. The Crash Report will be available in the *Crash History List*.

inthinc® FLEET FORMS ASSETS My Messages My Account Log Out

Home Reports Notifications Live Fleet HOS Admin Drivers

Edit Crash Report

Save Cancel

⚠ There is crash data that exists for this crash so the Date and Crash Location will be read only.

Crash Summary	Description
<p>Crash Report Status * <input type="text" value="Confirmed"/></p> <p>Date/Time * <input type="text" value="Oct 26 2012 05:32 PM"/></p> <p>Vehicle * <input type="text" value="2001 CIVIC - 2001 Honda Civic"/></p> <p>Driver * <input type="text" value="Steve Forsting"/></p> <p>Weather <input type="text"/></p> <p>Occupant Count <input type="text" value="1"/></p>	<p>Please describe the crash event, occupants and/or witnesses and their contact information, personal injuries, and property damage.</p> <p>This was a rear end collision during rush hour traffic on the interstate. No injuries reported.</p>

Crash Location

Map Satellite Layers

Map data ©2015 Google Terms of Use Report a map error

* Required field

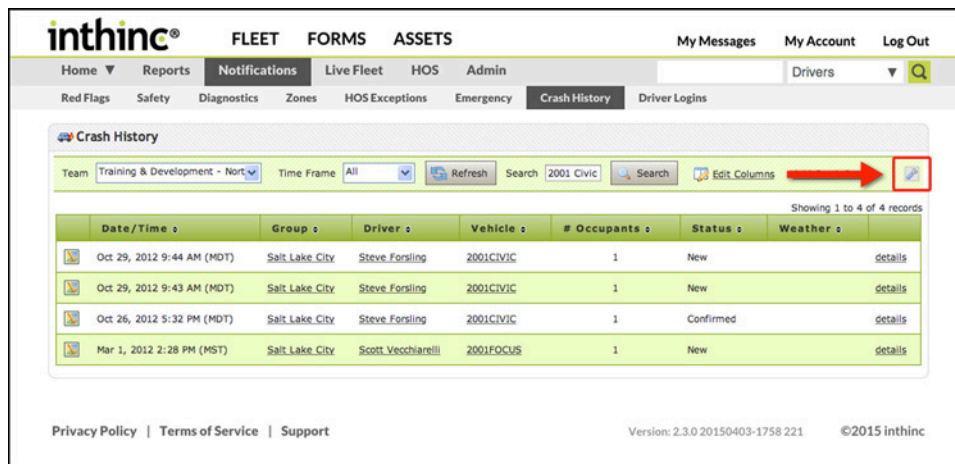
Save Cancel

Privacy Policy | Terms of Service | Support Version: 2.3.0 20150403-1758 221 ©2015 inthinc

Figure 123 Notifications > Crash History > Add Crash Report page is shown.

Export Crash Report

- 1 From the Crash History list page, click the **Tools Menu** (wrench icon) on the upper-right side of the page.
- 2 Select one of the available export options (E-mail, PDF, Excel).
- 3 Choose to save the file to your computer or *open* the file.



The screenshot shows the inthinc portal interface. At the top, there is a navigation bar with the inthinc logo and menu items: FLEET, FORMS, ASSETS, My Messages, My Account, and Log Out. Below this is a secondary navigation bar with Home, Reports, Notifications, Live Fleet, HOS, and Admin. A search bar is present with the text 'Drivers' and a search icon. The main content area is titled 'Crash History' and includes a filter for 'Team: Training & Development - North' and a 'Time Frame' dropdown set to 'All'. There are buttons for 'Refresh', 'Search' (with '2001 Civic' entered), and 'Edit Columns'. A red arrow points to a wrench icon (Tools Menu) in the top right corner of the table area. Below the filters is a table with the following data:

Date/Time	Group	Driver	Vehicle	# Occupants	Status	Weather	
Oct 29, 2012 9:44 AM (MDT)	Salt Lake City	Steve Forsling	2001CIVIC	1	New		details
Oct 29, 2012 9:43 AM (MDT)	Salt Lake City	Steve Forsling	2001CIVIC	1	New		details
Oct 26, 2012 5:32 PM (MDT)	Salt Lake City	Steve Forsling	2001CIVIC	1	Confirmed		details
Mar 1, 2012 2:28 PM (MST)	Salt Lake City	Scott Vecchiarelli	2001FOCUS	1	New		details

At the bottom of the page, there are links for 'Privacy Policy | Terms of Service | Support', the version number 'Version: 2.3.0 20150403-1758 221', and the copyright notice '©2015 inthinc'.

Figure 124 Notifications > Crash History page with Export link highlighted.

Disable Crash Events, Rollover Events, or Crash Data

Crash events, Rollover events, and the Crash data can be disabled if you don't have a business need for receiving that information. To do so, contact inthinc Technical Support or your inthinc Account Manager. They can help configure the units to enable/disable the desired feature.

Frequently Asked Questions (FAQ)

In This Chapter...

- Frequently Asked Questions page 187

Overview:

This chapter will provide frequently asked questions as it relates to the inthinc portal and the tiwiPro or waySmart device. Many driver questions or simple issues may be resolved with the information provided in this FAQ list.

If there is no answer to your specific question, or you have an issue that requires immediate attention, contact inthinc Technical Support.

Portal FAQ

Review the following list of Frequently Asked Questions (FAQ) to help you better understand the inthinc portal.

Table 22 inthinc Portal FAQ	
Question	Answer
Why can't a driver login with their RFID card?	The tiwiPro's RFID range is very limited. As long as the card is placed in the correct location it will usually work correctly.
After how much driving time is a "No Driver" notification sent?	The no driver violation is sent once the vehicle has moved 250 feet if the vehicle is traveling greater than 3 mph. There isn't a time aspect to this violation.
I would like to receive text messages instead of emails or phone calls. How do I set this up?	Most cell phone providers in the United States provide an email gateway for SMS messages. Each provider is different, for example if you have AT&T with the phone number 801-555-1212, you would enter 8015551212@txt.att.net as the email gateway for SMS messages.
Why is it important to have drivers assigned to vehicles?	Without a driver assignment the driver score will get assigned to the "unknown" driver and drivers get a free pass on driving violations.
Can I get email/text/phone alerts when a driver is speeding?	Yes. We can send alerts on speeding, driving style, seat belt usage, crashes, tampering, low vehicle battery, no driver logged in, and many others.
Can I create different zones for different groups under the same customer account?	No. Currently all of the zones are applied to every vehicle under that customer's account.
Why doesn't my trip start where the vehicle started?	We don't start the trip until we have acquired a good GPS location. If it takes 30 seconds to acquire a good lock after powering on, then that portion of the trip will not show up on the portal.
Why is there a big straight section on my trip?	This is almost always caused by loss of GPS lock, or poor quality lock. If this is happening often with a specific vehicle, contact inthinc Technical Support.
Many speeding events have a speed lower than the posted speed. How is this possible?	Speeding violations are always sent at the end of the violation, so speed < speed limit + [buffer] is normal. The case where speed > speed limit + buffer would be created when the speed limit changes since we start a new speeding violation in this case. Whenever we look at speeding use the topSpeed value to determine the top speed during the entire speeding violation.
There are speeding events where the speed is 0mph. How is this possible?	This would be caused by the speed suddenly dropping out - the usual case here is running without an EMU (firmware file) and loss of GPS lock.
Why are there so many hard bumps on freeways?	Road conditions often vary. Hard bump thresholds may need to be made less sensitive for this vehicle.
Many aggressive driving events exist with speeds of 0mph. Others are with speeds less than 10mph. This seems difficult to achieve and believe?	This is the same as speeding, so it is sending the speed after the violation has finished. A speed of 0 is almost expected for hard brakes, turns are a little harder to believe. You could also get a 0 speed if you are not running with an EMU and you lose GPS lock.
Can I turn off Speeding Mentoring?	tiwiPro---No, but you can increase the speeding threshold. Mentoring starts at 1 mph greater than the speeding threshold. Grace period for a violation is 15 seconds. The mentoring audio will play (in seconds) at 3, 13, 23, 33, 63, 93, 123, and so on. waySmart---Yes, this feature can be turned off in the configuration file.
Can I turn off Seat Belt Mentoring?	tiwiPro---No. Seat belt mentoring starts at over 10 mph. The grace period for a violation is 10 seconds. waySmart---Yes, waySmart devices can have Seat Belt monitoring turned off by either creating a zone or by changing settings in the configuration file.
How do I increase or decrease sensitivity for the Hard Accelerate, Hard Brake, Hard Turn, or Hard Bump, parameters?	<ul style="list-style-type: none"> Go to Admin page > Vehicle tab (left menu), then click a Vehicle link in the list. On the Vehicle page, click Edit (upper-right). Go to Speed & Sensitivity tab, move slider to increase or decrease the sensitivity setting, and then click Save.
Can I configure Trip Start or Trip Continuation?	No. A new Trip Start is created when the vehicle moves 250 feet or reaches 10 mph. Moving from one parking place to another does not constitute a trip. If a Trip Start is received within 5 minutes of the previous Trip End, the portal will consider it one trip.

Privacy Policy

In This Chapter...

- Privacy Policy page 191

Overview:

This chapter provides legal disclaimers and information about the inthinc Privacy Policy.

Privacy Policy

We at inthinc take your privacy very seriously. This Privacy Policy describes how we handle personally identifiable information ("Personal Information") and other information that we collect or receive through the operation of inthinc products and services, any web sites, portals, telecommunications, technical or customer service support or information and as part of any of our other business activities. "Personal Information" in this context is information that is identifiable to a particular person, including when the information is combined with other information about that individual. We endeavor to carefully guard and protect the privacy of any Personal Information that we collect or otherwise receive.

General

This Privacy Policy is intended to cover collection and use of Personal Information by inthinc and any of its affiliates. This Privacy Policy does not apply to any company or business outside the care or control of inthinc. This privacy statement applies solely to information collected by us in whatever format and through any medium including web sites, telephones, portals, products and any other source. inthinc is not responsible for the privacy policies of, or the handling or protection of Personal Information by third parties, including but not limited to third parties who are acting on behalf of or together with inthinc, as well as third party web sites linked to any inthinc web site or portal.

inthinc does not require that you register or otherwise provide any Personal Information in order to visit or browse its web site or communicate with the company. However, inthinc does collect certain Personal Information if and when you request information from us through a web site or make a purchase through a web site.

inthinc is the sole owner of the information collected on this site. We will not sell, share, or rent this information to others in ways different from what is disclosed in this statement. inthinc collects information from our users at several different points on our web site. inthinc may collect or receive information from your browser IP address and cookie information and browsing history.

Information Collection

a. Web site Use Information

When you or other customers visit an inthinc website, we collect your Internet Protocol ("IP") address (the unique set of numbers used to identify a visitor's computer) and your registered domain or home server. We do this with "Web beacons" (also known as "Web Bugs") but this information does not identify you as an individual, but only the computer that is being used to view the site. We use this information for internal statistical analysis only, such as, to analyze trends, administer the site, track users' movement, and gather broad geographic and demographic information for aggregate use. We do not link the information automatically logged by such means with any Personal Information. IP addresses and domain names are not linked to any personally identifiable information. We do not place Web beacons that link to Personal Information on other sites, nor do we permit third parties, other than those working on inthinc's behalf, and only for purposes related to the third parties' work for inthinc, to place them on any of inthinc's sites.

b. Information Collected Through Web "Cookies"

"Cookies" are small pieces of data stored by your browser on your computer's hard-drive. The cookies we use do not collect any personally identifying information about you or provide us with any way to contact you, and the cookies do not extract any information from your computer. We use cookies on our web sites in conjunction with the automatically collected unique anonymous identifiers referred to above for web traffic statistics purposes only. Many commonly available browsers permit you to reject cookies from our sites, and you may use our sites with that feature of the browser enabled, by following the instructions on the "Help" menu bar of the browser. However, if you choose to reject all cookies, you may be unable to use some of the features and content on the web sites.

c. Information Automatically Collected Through inthinc Products

inthinc services are provided using in-vehicle or attached electronics, wireless communication, global positioning satellite, Internet and other technologies. We may thereby collect information regarding the vehicle's location and speed, seat belt usage, aggressive driving or operating behavior, accidents or crashes, and other similar information. This information is not itself Personal Information; however, it may be associated with the Personal Information you provided at the time of registration or activation of the inthinc product used to collect it.

The information automatically collected through an inthinc product is associated with the vehicle in which the inthinc product is placed.

Upon activation of an inthinc product, you may have to provide us with the name of an individual, including yourself, who will be the designated operator of the associated vehicle. Our records will reflect such designation until you communicate a different designated operator. Accordingly, to ensure accuracy of our records at all times, you are responsible for notifying us of any changes to the designated operator so as to indicate the actual operator of the vehicle or asset at any particular time.

d. Information You Submit to Us

When you request information from us through any web sites, telecommunications, technical or customer service support or as part of any of our other business activities, or if you use those features of the site that allow you to communicate with us by electronic mail or otherwise, we collect some of your Personal Information to respond to your request. You are under no obligation to provide us with this information, but without it, we may not be able to take the action requested.

You will always have the option to unsubscribe from further receipt of inthinc electronic communications on each occasion that we contact you by email.

We also collect certain of your Personal Information if you purchase an inthinc product. To process your purchase and deliver the product, we collect your name, address, and any credit or debit card information you may use for the purchase. When you activate the product, we collect your name, e-mail address, telephone number, vehicle make, model, year and Vehicle Identification Number ("VIN"). We safeguard such Personal Information with strict security protections to ensure its confidentiality, consistent with this Privacy Policy.

Uses of Information

If you order inthinc products or services or activate the product through this web site, an inthinc portal, by sending us an e-mail, or in any other way, we will use the e-mail address and any other information that you provide, including credit/debit card or other financial information, in order to process your order.

This information may be used by us or one of our inthinc affiliated companies (our "Affiliates") to provide the requested services or products and to contact you in the future to convey information about our or our Affiliates' products and services.

Once you have purchased an inthinc product, we may use your Personal Information in a number of ways, including: (a) to allow you to use the inthinc product, and to allow us to deliver inthinc services to you and to bill you for such uses of the inthinc product and inthinc services (including sharing that information with roadside assistance providers, emergency service providers or others); (b) to communicate with you about your inthinc account; (c) to check, maintain, or update your inthinc hardware and software; (d) to help you to maintain the vehicle or asset based on diagnostic information; (e) to evaluate and improve inthinc's products and services; (f) to enforce the terms and conditions of any user agreement or license between you and inthinc or any of its affiliates; (g) to prevent fraud or misuse of inthinc products and services;

(i) to comply with legal requirements, court orders or criminal investigations; (j) to develop and offer you new or additional products or services; (k) to confirm your eligibility for car insurance discount programs, if applicable and available; and (l) to perform market research.

Any Personal Information we receive from you in applying for a job at inthinc will be used only for the internal application review process. Unless you ask us not to, if your application is not successful for a particular job, we will retain the application for a period of time in the event that a suitable new vacancy arises in which you might be interested.

Information Sharing & Disclosure

We may share Personal Information with our agents, affiliates or advisors who help us operate and improve inthinc's business and who act pursuant to confidentiality commitments and under the protection terms of this Privacy Policy. We may disclose or sell Personal Information in conjunction with a merger or sale of the equity of inthinc to a third party or in conjunction with the sale of all or a portion of inthinc's assets.

Other than Personal Information, inthinc may license, sell, or otherwise share aggregated information collected through the use of inthinc products and services to third parties, including insurers. This aggregated information may include information, about a type of vehicle or asset's performance, the driving experience of particular age group, or other reported events on an aggregated basis that is completely anonymous and not identifiable to any individual.

We may respond to subpoenas, court orders, legal process and other official demands and may use information to enforce or exercise our legal rights or defend against legal claims.

We may share information in order to investigate, prevent or take action regarding illegal activity, suspected fraud, situations involving potential threats to the physical safety of any person, violations of inthinc's terms and conditions, or as otherwise required by law.

Confidentiality, Security & Retention

Except as otherwise provided in the Privacy Policy, we limit access to your information to employees, agents, affiliates or advisors who we reasonably believe need such information in order to provide products and services to you.

In addition, inthinc takes every reasonable precaution to protect the confidentiality of your information using currently available physical, electronic and procedural safeguards and any sensitive information submitted via the web site is protected both online and off-line. We use a variety of physical, technical, and procedural safeguards to guard against loss, misuse, and alteration of collected information. In addition, we require customers to use user identification and passwords to access Personal Information. Similarly, when visitors to the web site conduct payment card transactions with inthinc, we employ procedures required by the Payment Card Industry Data Security Standards.

We cannot guarantee the security of any information collected from the web site or the use of inthinc products and services. Although we take reasonable steps to secure such information, there remains the possibility that it could be accessed, disclosed, altered, made unavailable to you, or destroyed by a breach of inthinc's physical, technical, and procedural safeguards. If inthinc learns that your Personal Information has been disclosed without authorization, we will attempt to notify you of such security breach at your last known email and address.

If a users' personally identifiable information changes (leg. zip code), or if a user no longer desires our service, we will endeavor to provide a way to correct, update or remove that users' personal data provided to us. This can be done by sending us a letter via postal mail to: Director of Customer Care at 4225 West Lake Park Blvd. Suite 100, West Valley City, UT 84120 USA. We maintain the Personal Information we collect from registration or activation of an inthinc product for as long as the product is registered for use and for any period during which there is a dispute between us and the person in whose name the product is registered. We maintain aggregated information collected from the use of inthinc products and services at our discretion.

Your Responsibility to Others When You Activate an inthinc Product

As noted above, the information acquired automatically by or in connection with the use of inthinc products is associated with the vehicle or asset monitored by the activated inthinc product. Other than through the Personal Information provided to us by the person who purchases, registers or activates an inthinc product, inthinc maintains no direct relationship or means of communication (other than through automatic messages conveyed by the inthinc product concerning vehicle or asset behavior) with individuals who may operate or otherwise occupy or use a vehicle or asset monitored by the inthinc product. Accordingly, inthinc necessarily disclaims responsibility for informing or satisfying the expectations or demands of any individuals, other than inthinc customers, regarding Personal Information or privacy protection.

If you activate an inthinc product, you assume full responsibility for meeting the privacy expectations and demands of all individuals who may operate or otherwise occupy or use the vehicle or asset monitored by the inthinc product and its related inthinc services.

Your Right to Opt-out of Receiving Offers and Solicitations

If you do not want to receive offers or solicitations from inthinc or its affiliates, you may "opt-out" of such communications by either sending an email to optout@inthinc.com or sending a letter to inthinc, Director of Customer Care at 4225 West Lake Park Blvd. Suite 100, West Valley City, UT 84120 USA.

Enforcement

If you believe that your rights as described in this Privacy Policy have been violated by inthinc, you should e-mail our Director of Customer Care at privacy@inthinc.com or send a letter to inthinc, Director of Customer Care at 4225 West Lake Park Blvd. Suite 100, West Valley City, UT 84120 USA. We will attempt to resolve your complaint as quickly as possible.

Amendments To This Privacy Policy

inthinc reserves the right, at its sole discretion, to change, modify, add to, or remove any portion of this Privacy Policy, in whole or in part, at any time. We will include such amendments on the version of this Policy that is posted on the inthinc web site (www.inthinc.com) and, for those customers for whom we have e-mail addresses, we will notify customers by e-mail that the Privacy Policy has been amended. Amendments to the Privacy Policy will take effect immediately upon being posted to the web site. A customer's continued use of the inthinc web site or any inthinc products or services after inthinc posts an amendment constitutes the customer's acceptance of and consent to the amendment. If a customer does not accept such an amendment, the customer must notify inthinc within 30 days after being notified of that amendment that the customer is electing to terminate use of inthinc's products and services. We will not charge a customer a termination fee for such termination of use.

Contact Us

For more information about our Privacy Policy and practices, e-mail us at privacy@inthinc.com or call 1.888.776.0452.

Acknowledgment

By using any of the inthinc™ products or services or the inthinc web site, you acknowledge that you have read and accepted this Privacy Policy. If you do not accept this Privacy Policy, please do not use any inthinc product or service or the inthinc web site.

Appendix A > Report Examples

In This Chapter...

- Report Examples page 195

Overview:

This chapter will provide examples of various reports that are available within the inthinc web portal.

Reports > Performance

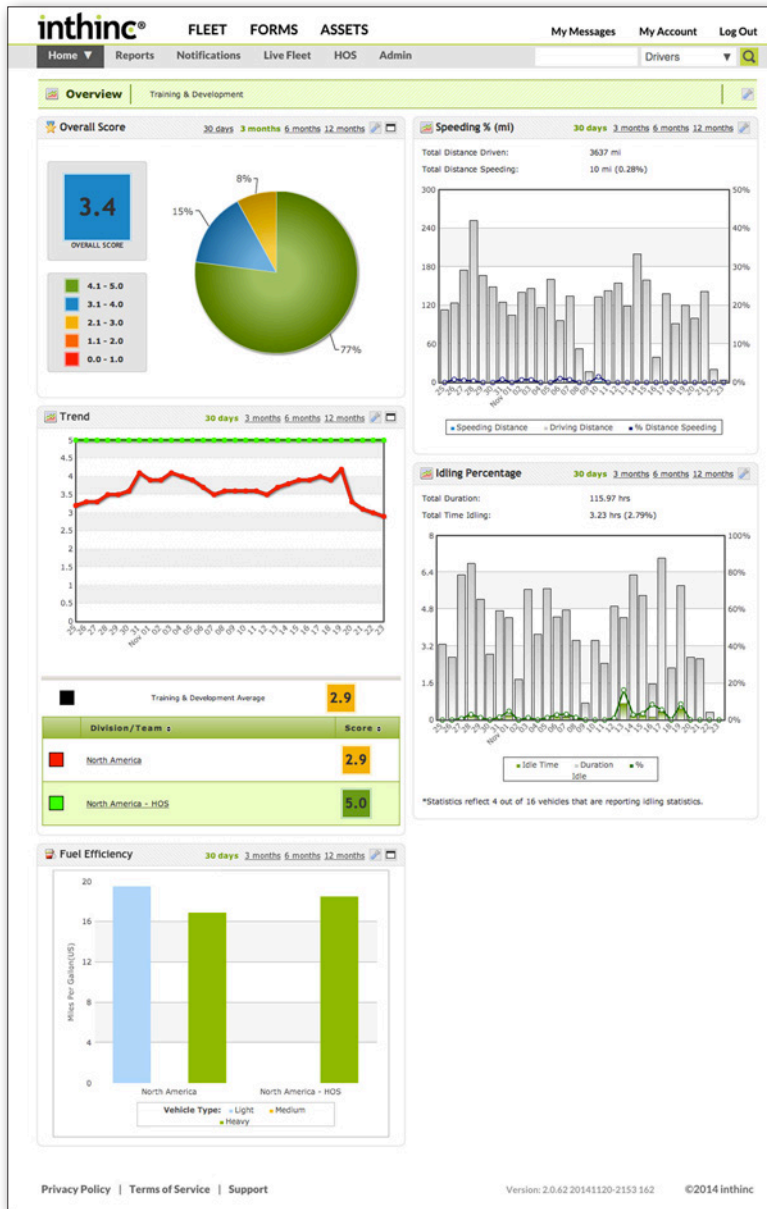
Fleet/Division Report

Description:

The Fleet/Division report is a high-level summary report providing detail on the fleet's performance in key metrics including: Overall Score, Team/Division Trend, Fuel Efficiency, Speeding Performance, and Idle Performance. This data is the same data visible on the Fleet Dashboard page visible to certain users within the inthinc Portal. This report is intended for anyone who would like to understand how the fleet is performing at a high-level.

Intended Audience:

Leadership Team, System Administrators, Division Managers, etc.



Team Statistics Report

Description:

The Team Statistics Report is intended for managers who are responsible for a group/team of drivers. This report provides high-level statistics on Team and Driver performance. Statistics include the Team and Driver performance score, distance driven, idle time, number of safety violations, and more. Best practice is to schedule this report to be automatically delivered to managers/supervisors on a regular on-going basis. Note: This data is the same data visible on the Team Dashboard page visible to most users within the inthinc Portal.

Intended Audience:

Division Managers, Team Managers/Supervisors

inthinc <small>tiwiPRO - Portal</small>														Salt Lake City		
Team Statistics Report														Time Frame: Past Week		
Driver	Score	Vehicle	Trips	Stops	Distance Driven	Duration	Idle Time	Low Idle	High Idle	Idle %	Fuel Eff.	Crashes	Belt Clicks	Safety	Back-Up Time	Back-Up Events
Salt Lake City	3.8		90	103	704.7 mi	31:14:17	01:22:59	01:21:10	00:01:	4.43	17.10	0	118	11	00:00:	0
Scott Butler	5.0	1999ALERO	25	25	16.0 mi	01:15:54	00:00:00	00:00:00	00:00:	0.00	13.60	0	0	0	00:00:	0
Steve Forsling	1.8	2001CIVIC	0	0	0.0 mi	00:00:00	00:00:00	00:00:00	00:00:	0.00	0.00	0	0	0	00:00:	0
Michael Gates	4.6	GATES850TRAINING	24	26	263.1 mi	09:47:52	00:26:14	00:26:14	00:00:	4.46	16.80	0	33	1	00:00:	0
Michael Gates Tiwi	3.5	GATES TIWI TRAINING	21	23	289.0 mi	12:18:37	00:26:59	00:26:59	00:00:	3.65	17.10	0	49	7	00:00:	0
Sergio Perez	N/A	None Assigned	0	0	0.0 mi	00:00:00	00:00:00	00:00:00	00:00:	0.00	0.00	0	0	0	00:00:	0
Mykal Stark	N/A	None Assigned	0	0	0.0 mi	00:00:00	00:00:00	00:00:00	00:00:	0.00	0.00	0	0	0	00:00:	0
Scott Vecchiarelli	4.3	2012FUSION	20	29	136.6 mi	07:51:54	00:29:46	00:27:57	00:01:	6.31	22.80	0	36	3	00:00:	0
Yessica Zuno	N/A	None Assigned	0	0	0.0 mi	00:00:00	00:00:00	00:00:00	00:00:	0.00	0.00	0	0	0	00:00:	0

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Column	Description
Driver	This column provides a list of all drivers assigned to the team.
Score	This column provides the team or drivers score for the specified report time frame.
Vehicle	This column indicates the last known vehicle the driver was assigned to
Trips	This column indicates the total count of "trips" for the team/driver. Trip = Ignition On > Ignition Off
Stops	This column indicates the total count of "stops" for the team/driver. Stop = No vehicle movement > 3 minutes
Distance Driven	This column indicates the total distance driven for the team/driver in miles (or kilometers)
Duration	This column indicates the total engine "duration" (or engine run time) for the team/driver
Idle Time	This column indicates the total "idle" time recorded for the team/driver (captured from vehicle bus)
Low Idle	This column indicates the total time recorded in low idle (low idle = < 1000 RPM)
High Idle	This column indicates the total time recorded in high idle (high idle = > 1000 RPM)
Idle %	This column indicates the total idle percent (vs. duration/engine run time)
Fuel Efficiency	This column indicates the team/driver fuel economy in Miles per Gallon (or KM/per liter)
Crashes	This column indicates the total count of "crashes" recorded for the team/driver
Seat Belt Clicks	This column indicates the total count of seat belt "click" (seat belt buckled) recorded for the team/driver
Safety	This column indicates the total count of "safety" violations recorded for the team/driver. Safety violations = events that affect the team/driver score (Speeding, Driving Style, and Seat Belt violations)
Back-Up Time	This column indicates the total amount, or duration, of "back-up" time recorded for the team/driver. Back-up time = amount of time vehicle is in reverse gear.
Back-Up Events	This column indicates the total number of "back-up" events recorded for the team/driver. Back-up events = number of times vehicle is backed in reverse gear.

Driver Report

Description:

The Driver Report is a high-level performance report that will indicate the drivers overall performance score and performance score for each weighted category (Speed, Driving Style, Seat Belt) over the past 12 months. This report is a great way to visualize driver performance by score ranking.

Intended Audience:

Leadership Team, HSE, Team Managers/Supervisors

inthinc tiwiPRO - Portal Driver Report				Training & Development Driver Count: 24 Duration: 12 months				
Group	Employee ID	Driver	Vehicle	Distance	Overall	Speed	Style	Seat Belt
Salt Lake City	VANNOY	Michael Gates	GATES850TRAINING	72,494.2 mi	5.0	5.0	5.0	5.0
Salt Lake City	ROYLEE	Seth Greeno	None Assigned	43,090.0 mi	5.0	5.0	5.0	5.0
Salt Lake City		Scott Butler	1999ALERO	4,212.1 mi	3.5	3.2	3.6	5.0
Salt Lake City	3113	Scott Vecchiarelli	2012FUSION	3,104.5 mi	4.2	4.0	5.0	3.9
Salt Lake City		Michael Gates Tiwi	GATES TIWI TRAINING	1,679.9 mi	3.2	3.6	2.5	4.9
Portland		Christopher Phillips	2000VENTURE	627.7 mi	5.0	5.0	5.0	5.0
Halliburton POC	DRIVER2	HAL Driver 2	None Assigned	0.0 mi	N/A	N/A	N/A	N/A
Halliburton POC	DRIVER3	HAL Driver 3	None Assigned	0.0 mi	N/A	N/A	N/A	N/A
Halliburton POC	DRIVER4	HAL Driver 4	None Assigned	0.0 mi	N/A	N/A	N/A	N/A
Salt Lake City		Sergio Perez	None Assigned	0.0 mi	N/A	N/A	N/A	N/A
Halliburton POC	DRIVER5	HAL Driver 5	None Assigned	0.0 mi	N/A	N/A	N/A	N/A
Halliburton POC	DRIVER6	HAL Driver 6	None Assigned	0.0 mi	N/A	N/A	N/A	N/A
Salt Lake City		Yessica Zuno	None Assigned	0.0 mi	N/A	N/A	N/A	N/A
Halliburton POC	DRIVER1	HAL Driver 1	None Assigned	0.0 mi	N/A	N/A	N/A	N/A
Denver	4444	Butch Cassidy	None Assigned	0.0 mi	N/A	N/A	N/A	N/A
Salt Lake City	182963	Steve Orr	None Assigned	0.0 mi	N/A	N/A	N/A	N/A
Denver		Curtis Orr	None Assigned	0.0 mi	N/A	N/A	N/A	N/A
San Diego		Dave Harry	None Assigned	0.0 mi	N/A	N/A	N/A	N/A

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Column	Description
Group	This column indicates the Team/Group the driver is assigned to.
Employee ID	This column indicates the driver's Employee/Driver ID.
Driver	This column indicates the driver.
Vehicle	This column indicates the last known vehicle the driver was assigned to.
Distance	This column indicates the total distance recorded for the driver during the past 12 months.
Overall	This column indicates the driver's "Overall Score" calculated for the past 12 months. Overall Score = (0.4 x SpeedScore) + (0.4 x StyleScore) + (0.2 x SeatBeltScore)
Speed	This column indicates the driver's "Speed Score" calculated for the past 12 months. Speed Score = 40% Overall Score
Style	This column indicates the driver's "Style Score" calculated for the past 12 months. Style Score = 40% Overall Score
Seat Belt	This column indicates the driver's "Seat Belt Score" calculated for the past 12 months. Seat Belt Score = 20% Overall Score

Vehicle Report

Description:

The Vehicle Report is a detailed report that will indicate the vehicle's overall performance score and performance score for each weighted category (Speed, Driving Style) over the past 12 months. Other data on this report includes the vehicle make/model/year, distance driven, and odometer information.

Intended Audience:

System Administrators, Division/Team Managers, HSE, and Maintenance

inthinc tiwiPro - Portal Vehicle Report				Training & Development Vehicle Count: 24 Duration: 12 months				
Group	Vehicle ID	Year/Make/Model	Driver	Distance	Odometer	Overall	Speed	Style
Salt Lake City	TINY	2002 Volkswagen New Beetle	Unknown Driver	88.8 mi	145,088.5 mi	5.0	5.0	5.0
Salt Lake City	GATES850TRAINING	2012 Ford F-150	Michael Gates	2,151.9 mi	26,515.6 mi	3.6	4.5	2.8
Salt Lake City	GATES TIWI TRAINING	2012 Ford F-150	Michael Gates Tiwi	2,241.6 mi	26,505.9 mi	2.9	3.7	2.1
Salt Lake City	TRAINING2	1999 LIFETIME TABLE2K	Unknown Driver	1.0 mi	15,176.1 mi	1.3	5.0	N/A
Salt Lake City	55488	2013 Chevy Silverado	Unknown Driver	6.9 mi	15,175.9 mi	1.8	5.0	N/A
Salt Lake City	5488	2013 Chevy Silverado	Unknown Driver	4.7 mi	15,168.7 mi	1.8	5.0	N/A
Salt Lake City	2441	2014 Ford F150	Unknown Driver	2.0 mi	4,832.4 mi	5.0	5.0	5.0
Salt Lake City	TRAININGDESK	2015 Office Max Desk5000	Unknown Driver	1,001.2 mi	149.6 mi	3.3	3.1	3.1
Salt Lake City	VEHICLETD8502	2013 Nexus 7	Unknown Driver	0.0 mi	15.0 mi	N/A	N/A	N/A
Salt Lake City	LIFESAVER	2001 Chevy Cavalier	Unknown Driver	0.0 mi	0.0 mi	N/A	N/A	N/A
Salt Lake City	TEST	2015 Ford Fusion	Unknown Driver	0.0 mi	0.0 mi	N/A	N/A	N/A
Salt Lake City	TSDEMO	2015 NEXUS ME370T	Unknown Driver	0.0 mi	0.0 mi	N/A	N/A	N/A
Salt Lake City	WS850BLAZE	2015 Nexus Tablet	Unknown Driver	0.0 mi	0.0 mi	N/A	N/A	N/A
Salt Lake City	2001FOCUS	2001 Ford Focus	Unknown Driver	0.0 mi	0.0 mi	N/A	N/A	N/A
Salt Lake City	2001CIVIC	2001 Honda Civic	Steve Forsling	0.0 mi	0.0 mi	N/A	N/A	N/A
Salt Lake City	1999ALERO	1999 Oldsmobile Alero	Scott Butler	4,212.1 mi	0.0 mi	3.5	3.2	3.6
Salt Lake City	2004HONDA	2004 Honda VFR800	David Story	0.0 mi	0.0 mi	N/A	N/A	N/A
Salt Lake City	1997AUDI	1997 Audi A4	Unknown Driver	0.0 mi	0.0 mi	N/A	N/A	N/A
Salt Lake City	2000ML320	2000 Mercedes	Ethan Story	0.0 mi	0.0 mi	N/A	N/A	N/A

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Column	Description
Group	This column indicates the Team/Group the driver is assigned to.
Vehicle ID	This column indicates the Vehicle ID number assigned to the vehicle.
Year/Make/Model	This column indicates the Vehicle's year, make, and model information (i.e. 2012 Ford F-250).
Driver	This column indicates the last known driver assigned to the vehicle.
Distance	This column indicates the total vehicle distance driven that has been recorded for the past 12 months.
Odometer	This column indicates that last recorded odometer reading captured from the vehicle.
Overall	This column indicates the vehicle's "Overall Score" for the past 12 months.
Speed	This column indicates the vehicle's "Speed Score" for the past 12 months.
Style	This column indicates the vehicle's "Style Score" for the past 12 months.

Driver Performance RYG per Group Report

Description:

The Driver Performance RYG (Red, Yellow, Green) per Group Report ranks Driver performance into Red, Yellow, and Green categories over a specified time frame. Data on this report includes the Team/Driver Overall score, miles driven, count of Speeding violations, count of Seat Belt violations, and count of Aggressive Driving violations. Best practice is to send this report to Group/Team managers on a regular basis. Managers can use this report to quickly identify any driver's not meeting performance expectations.

Intended Audience:

HSE, Division Managers, Team Managers/Supervisors, Drivers

inthinc		Driver Performance Report										
		11/01/2014 to 11/20/2014										
Name	Code	Employee ID	Score	Total Miles	Seat Belt	Hard Accel	Hard Brake	Unsafe Turn	Hard Bump	Speeding		
Group: inthinc Training->Training & Development->North America->Salt Lake City												
Michael Gates Tiwi	Y		3.3	750.0	4	0	1	6	0	0	12	8
Vehicles:												
GATES TIWI TRAINING			3.3	750.0	4	0	1	6	0	0	12	8
Michael Gates	Y	VANNOY	3.8	691.5	0	0	0	1	1	0	5	1
Vehicles:												
GATES850TRAINING			3.8	691.5	0	0	0	1	1	0	5	1
Scott Butler	G		4.2	131.0	0	0	0	0	0	0	2	0
Vehicles:												
1999ALERO			4.2	131.0	0	0	0	0	0	0	2	0
Scott Vecchiarelli	G	3113	4.4	594.8	2	0	0	0	0	1	12	1
Vehicles:												
2012FUSION			4.4	594.8	2	0	0	0	0	1	12	1

Legend		
 G (4.1 to 5.0)	 Y (2.1 to 4.0)	 R (0.0 to 2.0)

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Column	Description
Name	This column indicates the name of the driver. Note: This column will also indicate the Vehicle ID for each vehicle the driver operated during the report time frame.
Code	This column provides the letter abbreviation for the score color, which is useful when the report is printed in black/white. (R = Red, Y = Yellow, G = Green)
Employee ID	This column indicates the driver's assigned employee/driver ID.
Score	This column indicates the driver's "Overall" performance score for the report time frame.
Total Miles	This column indicates the total number of miles driven for the report time frame.
Seat Belt	This column indicates the total number of Seat Belt violations recorded during the report time frame.
Hard Acceleration	This column indicates the total number of Hard Acceleration violations recorded during the report time frame.
Hard Brake	This column indicates the total number of Hard Brake violations recorded during the report time frame.
Unsafe Turn	This column indicates the total number of Unsafe Turn violations recorded during the report time frame.
Hard Bump	This column indicates the total number of Hard Bump violations recorded during the report time frame.
Speeding (0-7 Over)	The total number of Speeding violations 0-7 mph over the limit recorded during the report time frame.
Speeding (8-14 Over)	The total number of Speeding violations 8-14 mph over the limit recorded during the report time frame.
Speeding (15+ Over)	The total number of Speeding violations 15+ mph over the limit recorded during the report time frame.

Driver Performance Key Metrics RYG Time Frame Report

Description:

The Driver Performance Key Metrics RYG (Red, Yellow, Green) Time Frame Report provides high-level performance information for a Group/Team of drivers. Driver performance is ranked and color-coded by score, allowing manager the ability to quickly identify drivers that are not meeting performance expectations. Data on the report includes Overall Score, Speed Score, Style Score, Seatbelt Score, Distance Driven, and Idle statistics.

Intended Audience:

HSE, Division Managers, Team Managers/Supervisors, Drivers

inthinc		Driver Performance Report										
											10/01/2014 to 10/31/2014	
Location	Time Frame	Driver	Logged Position	In Count	Distance (mi)	Overall Score	Speedin g Score	Style Score	Seat Belt Score	Idle Violation Count	Low Idle Time (h:mm:ss)	High Idle Time (h:mm:ss)
Group: inthinc Training->Training & Development->North America												
Salt Lake City	10/01/2014 - 10/30/2014	Michael Gates	Free of Technical Training	6	761.1	3.8	5.0	3.1	5.0	5	01:19:35	00:05:37
Salt Lake City	10/01/2014 - 10/30/2014	Michael Gates Tiwi		0	792.5	3.0	4.0	2.1	5.0	4	01:05:15	00:04:38
Salt Lake City	10/01/2014 - 10/30/2014	Scott Butler		0	751.4	3.6	2.8	5.0	5.0	0	00:00:00	00:00:00
Salt Lake City	10/01/2014 - 10/30/2014	Scott Vecchiarelli		0	1,453.2	4.0	3.9	4.6	3.6	17	01:01:09	00:00:34

Legend		
 G (4.1 to 5.0)	 Y (2.1 to 4.0)	 R (0.0 to 2.0)

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Column	Description
Location	This column indicates the Group/Team the driver is assigned to.
Time Frame	This column indicates the report time frame.
Driver	This column indicates the driver by name and color based on the driver's overall performance score. Green = 5.0 - 4.0, Yellow = 4.1- 2.1, Red = 2.0 - 0.0
Logged In Count	This column indicates the total number of times the driver logged in during the report time frame.
Distance	This column indicates the total miles driven during the report time frame.
Overall Score	This column indicates the driver's "Overall" score for the report time frame. Overall Score = (0.4 x StyleScore) + (0.4 x SpeedScore) + (0.2 x Seat-BeltScore)
Speeding Score	This column indicates the driver's "Speed" score for the report time frame. Speed Score = 20% Overall Score.
Style Score	This column indicates the driver's "Style" or aggressive driving score for the report time frame. Style Score = 40% Overall Score.
Seat Belt Score	This column indicates the driver's "Seat Belt" score for the report time frame. Seat Belt = 20% Overall Score.
Idle Violation Count	This column indicates the total number of idle violations recorded.
Low Idle Time	This column indicates the total amount of low (<1000 RPM) idle time recorded during time frame.
High Idle Time	This column indicates the total amount of high (>1000 RPM) idle time recorded during time frame.


Driver Coaching Report

Description:

The Driver Coaching report is a document that provides the driver's Violation summary over a specified time frame. The report also includes a blank space intended for an action plan and signature rows at the bottom of the document. This document can be used as a tool for managers and supervisors if/when they need to have performance conversations with drivers.

Intended Audience:

HSE, Team Managers/Supervisors, Drivers


Date - Nov 20, 2014 6:17 AM (MST)

Driver Coaching Report

Driver Name: Scott Vecchiarelli Date Range: Nov 01, 2014 - Nov 20, 2014

Violation Summary	Total Violations
Speed	14
Seat Belt	2
Aggressive Driving	0
Hard Accelerate	0
Hard Brake	0
Hard Turn	0
Hard Bump	0
Low Idle Hours	01:06:26
HOG Violation	0

Action Plan:

Large blank area where an "Action Plan" to improve performance can be documented.

Signature Rows for both Driver and Manager acknowledgement.

Follow up date: _____
 Manager Signature: _____
 Driver Signature: _____
 Date: _____

Column	Description
Violation Summary	Indicates the total count of Speed, Seat Belt, Idle and Aggressive driving violations over a specified time frame.
Action Plan	Blank space that can be used to formally create an action plan for improvement/sustainment.
Signatures	Signature rows for both driver and manager when used as a formal document.

Driver Coaching with Score Report

Description:

The Driver Coaching with Score report is identical to the Driver Coaching report, however, it includes the driver's 1-day, 7-day, 30-day, and 3-month performance score. This document can be used as a tool for managers and supervisors if/when they need to have performance conversations with drivers.

Intended Audience:

HSE, Team Managers/Supervisors, Drivers

Date - Nov 20, 2014 6:18 AM (MST)

inthinc

Driver Coaching and Score Report

1 Day	7 Day	30 Day	3 Month
4.3	4.5	4.0	4.2

Driver Name: Scott Veschiarelli Date Range: Nov 01, 2014 - Nov 20, 2014

Violation Summary	Total Violations
Speed	14
Seat Belt	2
Aggressive Driving	0
Hard Accelerate	0
Hard Brake	0
Hard Turn	0
Hard Bump	0
Low Idle Hours	01:06:26
HOG Violation	0

Action Plan:

Large blank area where an "Action Plan" to improve performance can be documented.

Violation Summary and Statistics as captured by the system for the report period. This provides managers with data that will help drive improvements.

Follow up date: _____

Manager Signature: _____

Driver Signature: _____

Date: _____

Signature Rows for both Driver and Manager acknowledgement.

Column	Description
Performance Score	Driver's 1-Day, 7-Day, 30-Day, and 3-Month Overall Performance score.
Violation Summary	Indicates the total count of Speed, Seat Belt, Idle and Aggressive driving violations over a specified time frame.
Action Plan	Blank space that can be used to formally create an action plan for improvement/sustainment.
Signatures	Signature rows for both driver and manager when used as a formal document.

Seat Belt Clicks Report

Description:

The Seat Belt Clicks report indicates the total number of miles driven and trips for each driver, along with the total number of seat belt clicks. Managers commonly use this report, as a tool to help identify potential seat belt tampering.

Intended Audience:

System Administrators, HSE, Team Managers

inthinc		Seatbelt Clicks Report			
		Nov 12, 2014 to Nov 19, 2014			
Driver	Trips	Miles Driven	Seatbelt Clicks	Seatbelt Score	
inthinc Training - Training & Development - North America - Salt Lake City					
Vecchiarelli, Scott	25	173.6	45	5.0	
Butler, Scott	29	17.3	0	5.0	
Gates, Michael	28	285.6	38	5.0	
Gates Tiwi, Michael	32	339.2	71	4.2	

Column	Description
Driver	This column indicates the Driver's name.
Trip	This column indicates the total number of trips during report time frame. (Trip = ignition on > ignition off).
Miles Driven	This column indicates the total number of miles/kilometers driven during report time frame.
Seat Belt Clicks	This column indicates the total number of Seat Belt clicks during the report time frame. (Seat Belt click = Seat belt buckled).
Seat Belt Score	This column indicates the driver's Seat Belt Score for the report time frame.

Team Stops Report

Description:

The Team Stops report provides a chronological breakdown of the stops recorded for each driver on a team, during a specific time frame. This report will list the address for each stop recorded during a driver's day, including the time they arrive, the time they depart, how long it took to get to the stop, and how long the vehicle is idling at each stop. Managers commonly use this report to measure driver efficiency.

Intended Audience:

System Administrators, HSE, Group/Team Managers

inthinc™		Team Stops Report																			
Driver Name: Scott Vecchiarelli		Time Frame: 11/13/2014 - 11/14/2014																			
Team Name: inthinc Training->Training & Development->North America->Salt Lake City		<table border="1"> <thead> <tr> <th colspan="5">Total Time At Stop(s)</th> </tr> <tr> <th>Total</th> <th>Low Idle</th> <th>High Idle</th> <th>Wait</th> <th>Duration</th> </tr> </thead> <tbody> <tr> <td>21:53:49</td> <td>00:08:43</td> <td>00:01:48</td> <td>21:43:18</td> <td>02:33:52</td> </tr> </tbody> </table>					Total Time At Stop(s)					Total	Low Idle	High Idle	Wait	Duration	21:53:49	00:08:43	00:01:48	21:43:18	02:33:52
Total Time At Stop(s)																					
Total	Low Idle	High Idle	Wait	Duration																	
21:53:49	00:08:43	00:01:48	21:43:18	02:33:52																	
Vehicle	Zone	Stop Location	Arrive	Depart	Time At Stop																
					Total	Low Idle	High Idle	Wait	Duration												
2012FUSION		4275 Lake Park Boulevard, West Valley City, UT 84120, USA	----	11/13/2014 4:33 PM (MST)	----	00:00:00	00:00:00	----	----												
2012FUSION		Centino Drive, South Jordan, UT 84095, USA	11/13/2014 5:06 PM (MST)	11/13/2014 6:22 PM (MST)	01:15:50	00:00:00	00:00:00	01:15:50	00:33:48												
2012FUSION		10387 South State Street, Sandy, UT 84070, USA	11/13/2014 6:37 PM (MST)	11/13/2014 6:46 PM (MST)	00:08:52	00:00:00	00:00:00	00:08:52	00:14:52												
2012FUSION		Centino Drive, South Jordan, UT 84095, USA	11/13/2014 6:57 PM (MST)	11/14/2014 7:51 AM (MST)	12:53:51	00:00:00	00:00:00	12:53:51	00:10:44												
2012FUSION		911 Shields Lane, South Jordan, UT 84095, USA	11/14/2014 7:50 AM (MST)	11/14/2014 7:52 AM (MST)	00:02:02	00:00:14	00:01:48	00:00:00	00:00:00												
2012FUSION		1063 South Jordan Parkway West, South Jordan, UT 84095, USA	11/14/2014 8:01 AM (MST)	11/14/2014 8:03 AM (MST)	00:02:45	00:02:45	00:00:00	00:00:00	00:08:13												
2012FUSION		1063 South Jordan Parkway West, South Jordan, UT 84095, USA	11/14/2014 8:03 AM (MST)	11/14/2014 8:06 AM (MST)	00:02:25	00:02:25	00:00:00	00:00:00	00:00:00												
2012FUSION		San Marino Drive, South Jordan, UT 84095, USA	11/14/2014 8:34 AM (MST)	11/14/2014 3:25 PM (MST)	06:51:20	00:00:00	00:00:00	06:51:20	00:28:17												

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Column	Description
Vehicle	This column indicates the Vehicle ID.
Zone	This column will indicate the "zone" name, when the stop address is within an applicable zone.
Stop Location	This column indicates the physical address of where the "stop" was recorded. Stop = No vehicle movement > 3 minutes.
Arrive	This column indicates the time the vehicle/driver arrived at the "stop" location.
Depart	This column indicates the time the vehicle/driver departs the "stop" location.
Total	This column indicates the total amount of time (HH:MM:SS) the vehicle is at the "stop" location.
Low Idle	This column indicates the total amount of low idle (<1000 RPM) time recorded while at the "stop" location.
High Idle	This column indicates the total amount of high idle (>1000 RPM) time recorded while at the "stop" location.
Wait	This column indicates the total amount of time the vehicle ignition was turned OFF while at the "stop" location.
Duration	This column indicates the total duration of time from when the vehicle departs the previous "stop" location, until it arrives at this "stop" location. In other words, how long did it take to get from point A to point B.

Vehicles Not Communicating Report

Description:

The Vehicles Not Communicating report is a device “health” report that will help administrators and managers understand if any vehicles/devices have not communicated in an excessive period of time due to potential tampering, device malfunction, or communication not being available.

Intended Audience:

System Administrators, HSE, Group/Team Managers, and Maintenance

inthinc		Vehicles Not Communicating Report		
Vehicles Not Communicating After: Nov 14, 2014				
Vehicle	Serial Number	Days Silent	Last Note Date/Time	Last Note Type
inthinc Training - Training & Development - North America - Salt Lake City				
1997AUDI	TP004853	472	Aug 5, 2013 6:50 PM (MDT)	DIAGNOSTICS_REPORT
2000ML320	TP004101	678	Jan 11, 2013 11:48 PM	BASE
2001CIVIC	TP005221	463	Jul 15, 2013 7:30 PM (MDT)	BASE
2004HONDA	TP005416	800	Sep 11, 2012 4:01 PM (MDT)	BASE
2441	MCM130198	169	Jun 4, 2014 8:51 PM (MDT)	IGNITION_ON
55488	_56566	245	Mar 20, 2014 5:18 PM	DIAGNOSTICS_REPORT
HENRYNEXUS	HENRYDEMO	111	Aug 1, 2014 4:38 PM (MDT)	LOCATION
TINY	TP060805	7	Nov 13, 2014 2:31 AM	STATS
TRAINING1	VM1703880650088143	37	Oct 14, 2014 9:58 PM (MDT)	DIAGNOSTICS_REPORT
TRAINING2	TP055785	170	Jun 3, 2014 5:29 PM (MDT)	POWER_INTERRUPTED
2001FOCUS	Unassigned			
2441	Unassigned			
55488	Unassigned			
TEST	Unassigned			
GATESTIB1	Unassigned			

Column	Description
Vehicle	This column indicates the Vehicle ID for the associated vehicle.
Serial Number	This column indicates the device (hardware) serial number (installed in the vehicle).
Days Silent	This column indicates the total number of days the device not communicated.
Last Note Date/Time	This column indicates the date/time of the last notification from the device.
Last Note Type	This column indicates the last notification type sent from the device. This information can help administrators identify potential tampering from other scenarios..

IFTA - Mileage by Vehicle Report

Description:

The IFTA - Mileage by Vehicle report provides a breakdown of total miles driven by vehicle over a specified period of time.

Intended Audience:

System Administrators, HSE, Division/Team Managers, IFTA

inthinc **Mileage by Vehicle**
Measurement: English, Miles
01/01/2014 to 11/20/2014

Group	Vehicle	Distance	Total
./Training & Development/North America/Salt Lake City	1999ALENO	4,156	4,156
	2012FUSION	3,168	3,168
	2441	2	2
	6488	5	5
	66488	15,176	15,176
	GATES TIW1	2,303	2,303
	TRAINING		
	HENRYNEXUS	103	103
	YINY	115	115
	TRAINING1	22,155	22,155
	TRAINING2	2	2
	TRAININGDESK	14,539	14,539
	Total		61,724

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Column	Description
Group	This column indicates the Group/Team within the organization.
Vehicle	This column indicates the Vehicle ID.
Distance	This column indicates the Miles/Kilometers driven for the report time frame.
Total	This column indicates the total Miles/Kilometers driven for the report time frame.

IFTA - State Mileage by Vehicle Report

Description:

The IFTA - State Mileage by Vehicle report provides a breakdown of total miles driven by vehicle in each state over a specified period of time.

Intended Audience:

System Administrators, HSE, Division/Team Managers, IFTA

inthinc		State Mileage by Vehicle					
		Measurement: English, Miles					
		01/01/2014 to 11/20/2014					
Group	Vehicle	Colorado	Illinois	Minnesota	Texas	Utah	Total
..Training & Development/North America/Salt Lake City	1999ALERO	0	0	0	0	4,156	4,156
	2012FUSION	0	0	0	0	3,168	3,168
	2441	0	0	0	0	2	2
	5488	0	0	0	0	5	5
	55488	0	0	0	0	15,176	15,176
	GATES TIWI	0	0	0	0	2,303	2,303
	TRAINING	0	0	0	0	39	103
	HENRYNEXUS	0	43	21	0	0	115
	TINY	0	0	0	0	0	115
	TRAINING1	281	0	0	0	10,291	11,583
	TRAINING2	0	0	0	0	2	2
	TRAININGDESK	0	0	0	0	14,539	14,539
	Total		281	43	21	10,291	51,088
Total		281	43	21	10,291	51,088	61,724

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Column	Description
Group	This column indicates the Group/Team within the organization.
Vehicle	This column indicates the Vehicle ID.
State	There will be a column for each state where a vehicle had miles driven indicating the total miles driven in that state during the report time frame.
Total	This column indicates the total Miles/Kilometers driven for the report time frame.

IFTA - State Mileage by Vehicle Road Status Report

Description:

The IFTA - State Mileage by Vehicle Road Status report expands upon the State Mileage by Vehicle report by adding columns to indicate total miles driven On-Road vs. Off-Road in each state. This data can help establish the true total miles driven on-road (or on public roads, less off-road miles) for tax purposes.

Intended Audience:

System Administrators, HSE, Division/Team Managers, IFTA

inthinc		State Mileage by Vehicle Road Status						
		Measurement: English, Miles						
		01/01/2014 to 11/20/2014						
Group	Vehicle	Colorado	Illinois	Minnesota	Texas	Utah		Total
		Off-Road	On-Road	On-Road	Off-Road	Off-Road	On-Road	
..Training & Development/North America/Salt Lake City	1999ALERO	0	0	0	0	0	4,156	4,156
	2012FUSION	0	0	0	0	0	3,168	3,168
	2441	0	0	0	0	2	0	2
	5488	0	0	0	0	5	0	5
	55488	0	0	0	0	15,178	0	15,178
	GATES TIWI TRAINING	0	0	0	0	0	2,303	2,303
	HENRYNEXUS	0	43	21	0	0	39	103
	TINY	0	0	0	0	0	115	115
	TRAINING1	281	0	0	10,291	11,583	0	22,155
	TRAINING2	0	0	0	0	0	2	2
	TRAININGDESK	0	0	0	0	14,539	0	14,539
	Total		281	43	21	10,291	41,305	9,783
Total		281	43	21	10,291	41,305	9,783	61,724

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Column	Description
Group	This column indicates the Group/Team within the organization.
Vehicle	This column indicates the Vehicle ID.
State	There will be a column for each state where a vehicle had miles driven indicating the total miles driven in that state during the report time frame.
On-Road	The total number of miles driven On-Road, or on public roads.
Off-Road	The total number of miles driven Off-Road, or on private/leased roads.
Total	This column indicates the total Miles/Kilometers driven for the report time frame.

IFTA - State Mileage by Month Report

Description:

The IFTA - State Mileage by Month report provides a breakdown of total miles driven in each state by month over a specified period of time.

Intended Audience:

System Administrators, HSE, Division/Team Managers, IFTA

intheinc		State Mileage By Month					Total
		Measurement: English, Miles					
		01/01/2014 to 11/20/2014					
Group	Month	Colorado	Illinois	Minnesota	Texas	Utah	Total
Training & Development/North America/Salt Lake City	January	0	0	0	0	347	347
	February	0	0	0	0	578	578
	March	0	0	0	0	29,944	29,944
	April	281	0	21	10,192	1,674	12,168
	May	0	0	0	0	367	367
	June	0	0	0	0	10,611	10,611
	July	0	43	0	0	220	263
	August	0	0	0	0	611	611
	September	0	0	0	0	2,001	2,001
	October	0	0	0	100	3,239	3,339
	November	0	0	0	0	1,496	1,496
		Total	281	43	21	10,292	51,088
	Total	281	43	21	10,292	51,088	61,725

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Column	Description
Group	This column indicates the Group/Team within the organization.
Month	This column indicates the month.
State	There will be a column for each state where a vehicle had miles driven indicating the total miles driven in that state during the report time frame.
Total	This column indicates the total Miles/Kilometers driven for the report time frame.

IFTA - Group Comparison by State/Province Report

Description:

The IFTA - Group Comparison by State/Province report provides a breakdown of total miles driven in each state/province for each Group/Team in the organization over a specified period of time.

Intended Audience:

System Administrators, HSE, Division/Team Managers, IFTA

inthinc		Group Comparison by State/Province					Total
		Measurement: English, Miles					
		01/01/2014 to 11/20/2014					
Group	Colorado	Illinois	Minnesota	Texas	Utah	Total	
./Training & Development/North America/Salt Lake City	281	43	21	10,292	51,088	61,725	
Total	281	43	21	10,292	51,088	61,725	

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Column	Description
Group	This column indicates the Group/Team within the organization.
State	There will be a column for each state where a vehicle had miles driven indicating the total miles driven in that state during the report time frame.
Total	This column indicates the total Miles/Kilometers driven for the report time frame.

Reports > Hours of Service (HOS)

HOS - Record of Duty Status Report

Description:

The Record of Duty Status report is a printable document that drivers can use as their logbook. This document includes an HOS Log chart that will indicate time in various duty states, a recap that will indicate total hours worked and total hours remaining, and a remarks section that includes all required summary information.

Intended Audience:

System Administrators, HSE, Team Managers, and Drivers

11/20/2014 06:45 (MST)

HOS Record of Duty Status

(ONE CALENDAR DAY - 24 HOURS)

DATE: 11/13/2014	ID: TRAIN1 (0)	US Oil 8 Day
Start Odometer: 100	Vehicles (mi driven today):	Rule:
HAL Driver 1 <small>(Driver)</small>	DRIVER1 <small>(Driver ID)</small>	0.0 <small>(Miles Driving Today)</small>
Halliburton POC <small>(Carrier(s))</small>		None <small>(Name of Co-Driver)</small>
4225 W Lake Park Blvd., West Valley City, UT, 84120 <small>(Main Office Address)</small>		 <small>(Home Terminal Address)</small>

HOS Log Chart:

Category	Total Hours
1: OFF DUTY	14:22
2: SLEEPER BERTH	00:00
3: DRIVING	01:33
4: ON DUTY (NET DRIVING)	08:05
TOTAL HOURS	24:00

RECAP
3 <small>DAY NO.</small>
70 HR 8 DAY U.S. DRIVER
55:00 <small>HRS AVAIL TODAY</small>
09:38 <small>HRS WORKED TODAY</small>
- <small>TOTAL HRS 7 DAYS</small>
24:38 <small>TOTAL HRS 8 DAYS</small>
45:22 <small>HRS AVAIL TOMORROW</small>

Shipping document, manifest number or name of shipper and commodity: None	Trailers: None	
---------------------------------------------------------------------------	----------------	--

REMARKS

2014-11-12 17:22	South Jordan, UT	Off Duty - Post Trip Inspection performed	100
2014-11-13 07:36	South Jordan, UT	On Duty, Not Driving - Pre Trip Inspection performed	100
2014-11-13 07:46	South Jordan, UT	On Duty, Driving	100
2014-11-13 08:33	WEST-UT	On Duty, Not Driving	100
2014-11-13 12:47	WEST-UT	On Duty, Not Driving - Post Trip Inspection performed	100
2014-11-13 12:49	WEST-UT	On Duty, Not Driving - Pre Trip Inspection performed	100
2014-11-13 16:29	WEST-UT	On Duty, Driving	100
2014-11-13 17:14	South Jordan, UT	Off Duty - Post Trip Inspection performed	100

Driver Signature: HAL Driver 1

HOS - Violations Summary Report

Description:

The HOS (Hours of Service) Violations Summary report will indicate if there are any HOS violations, and if so, for what category. Categories include, Driving/Rest Break rules, On-Duty rule, Cumulative rule, and the Off-Duty/Elapsed rule. HOS managers should view this report often to understand if there are any HOS violations that need to be reviewed.

Intended Audience:

HOS Administrators, HSE, Team Managers, Drivers

inthinc		DOT HOS Summary										10/01/2014 to 11/20/2014																																																																																																		
Driving/Rest Break Rules			On Duty Rule			Cumulative Rule			Off Duty/Elapsed			Drivers	Total Miles	Zero Miles	Zero Miles %	Violations %																																																																																														
0-14	15-	30+	0-14	15-	30+	0-14	15-	30+	0-14	15-	30+																																																																																																			
Location: inthinc Training->Training & Development->North America - HOS->Halliburton POC																																																																																																														
0	0	1	0	1	2	0	0	0	0	0	0	0	6	0	0	0.00 %	66.67 %																																																																																													
Location: inthinc Training->Training & Development->North America - HOS->Salt Lake City																																																																																																														
1	0	0	1	0	0	1	0	0	0	0	0	0	2	2658	1188	44.70 %	150.00 %																																																																																													
<table border="0" style="width: 100%;"> <tr> <td style="width: 100px;">1</td> <td>0</td> <td>1</td> <td>1</td> <td>1</td> <td>2</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>8</td> <td>2658</td> <td>1188</td> <td colspan="2">Violations %</td> </tr> <tr> <td colspan="15"></td> <td colspan="2">Driving/Rest Break Violation</td> <td>2</td> <td>25.00 %</td> </tr> <tr> <td colspan="15"></td> <td colspan="2">On Duty Violation Total:</td> <td>4</td> <td>50.00 %</td> </tr> <tr> <td colspan="15"></td> <td colspan="2">Cumulative Violation Total:</td> <td>1</td> <td>12.50 %</td> </tr> <tr> <td colspan="15"></td> <td colspan="2">Off Duty/Elapsed Violation Total:</td> <td>0</td> <td>0.00 %</td> </tr> </table>																	1	0	1	1	1	2	1	0	0	0	0	0	0	8	2658	1188	Violations %																	Driving/Rest Break Violation		2	25.00 %																On Duty Violation Total:		4	50.00 %																Cumulative Violation Total:		1	12.50 %																Off Duty/Elapsed Violation Total:		0	0.00 %
1	0	1	1	1	2	1	0	0	0	0	0	0	8	2658	1188	Violations %																																																																																														
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Confidential			Page 1 of 1										Nov 20, 2014 6:49 AM																																																																																																	

Column	Description
Driving/Rest Break Rules	There are 3 columns that will indicate the total count of violations based on total number of minutes over the Driving time rules. (0-14 min over, 15-30 min over, and 30+ min over)
On-Duty Rule	There are 3 columns that will indicate the total count of violations based on total number of minutes over the On-Duty time rules. (0-14 min over, 15-30 min over, and 30+ min over).
Cumulative Rule	There are 3 columns that will indicate the total count of violations based on total number of minutes over the cumulative time rules. (0-14 min over, 15-30 min over, and 30+ min over).
Off-Duty/Elapsed	There are 3 columns that will indicate the total count of violations based on total number of minutes over. (0-14 min over, 15-30 min over, and 30+ min over).
Drivers	Indicates the total number of drivers that are included in the data for each Group/Team displayed.
Total Miles	Indicates the total number of miles/kilometers driven during report time frame.
Zero Miles	Indicates the total number of miles/kilometers driven, with no driver logged in, during report time frame.
Zero Miles %	Total percent of "zero miles" driven (based on total number of miles driven).

HOS - Violations Detail Report

Description:

The HOS (Hours of Service) Violations Detail report will provide detailed information about any HOS violation, including the Type, length, date/time, driver, vehicle, and more. HOS managers can use this report to research violations for validity.

Intended Audience:

HOS Administrators, HSE, Team Managers, Drivers

inthinc		DOT HOS Violations Detail							
		11/13/2014 to 11/20/2014							
Location	Date & Time	Driver ID	Driver	Vehicle	Violation	CFR	Length	Rule	
inthinc Training->Training & Development->North America - HOS->Halliburton POC	11/13/14 16:28 MST	DRIVE R1	Driver 1, HAL	TRAIN1	Rest Break		00:45	US Oil 8 Day	
inthinc Training->Training & Development->North America - HOS->Halliburton POC	11/19/14 08:51 MST	DRIVE R5	Driver 5, HAL	TRAIN1	15 Hour On Duty Rule Needs 8 Hour Reset	4.12 (a)(2)	01:24	Texas Oil 7	

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Column	Description
Location	This column indicates the Group/Team the driver is assigned to.
Date & Time	This column indicates the date and time the HOS violation occurred.
Driver ID	This column indicates the Driver ID for the driver assigned to the vehicle when the violation occurred.
Driver	This column indicates the Driver who received the HOS violation.
Vehicle	This column indicates the Vehicle that the driver was operating when the violation occurred.
Violation	This column will indicate the type of violation that was recorded (i.e. Rest Break).
CFR	This column indicates the regulatory CFR number for the type of violation.
Length	This column indicates the total length of the violation (HH:MM).
Rule	This column indicates the HOS rule set that is currently assigned to the driver.

HOS - Driver Log Report

Description:

The HOS Driver Log report is a chronological list of driver Hours of Service logs, or duty status changes. HOS managers can use this information when researching or validating HOS violations as this data will provide a record of all driver/system interactions.

Intended Audience:

HOS Administrators, HSE, Team Managers, Drivers

inthinc		Driver HOS Log					
							11/14/2014 to 11/20/2014
Date & Time	Status	Vehicle	Trailer	Service	Location	Date Added	Added By
Driver: Driver 1, HAL							
2014-11-19 08:23:06 MST	On Duty, Not Driving - Occupant	TRAIN1				11/20/14 6:50 AM	Device
2014-11-19 06:33:25 MST	Off Duty	TRAIN1			SANANTONIO-TX	11/20/14 6:50 AM	Device
2014-11-16 21:46:30 MST	Off Duty				Salt Lake City, UT	11/20/14 6:50 AM	svectiarelltr aining Device
2014-11-16 14:56:58 MST	On Duty, Driving	TRAIN1			SANDY-UT	11/20/14 6:50 AM	Device
2014-11-16 14:56:44 MST	On Duty, Not Driving	TRAIN1			SANDY-UT	11/20/14 6:50 AM	Device
2014-11-14 14:01:47 MST	Off Duty	TRAIN1			SANDY-UT	11/20/14 6:50 AM	Device
2014-11-14 13:59:03 MST	On Duty, Not Driving - Occupant	TRAIN1				11/20/14 6:50 AM	Device
2014-11-14 13:58:52 MST	Travel Time - Occupant	TRAIN1				11/20/14 6:50 AM	Device
2014-11-14 13:58:13 MST	Travel Time - Occupant	TRAIN1				11/20/14 6:50 AM	Device
2014-11-14 13:56:46 MST	On Duty, Not Driving	TRAIN1			SANDY-UT	11/20/14 6:50 AM	Device
2014-11-14 13:38:51 MST	On Duty, Not Driving	TRAIN1			SANDY-UT	11/20/14 6:50 AM	Device
2014-11-14 13:38:27 MST	On Duty, Not Driving	TRAIN1			SANDY-UT	11/20/14 6:50 AM	Device
2014-11-14 07:46:03 MST	On Duty, Driving	TRAIN1			SANDY-UT	11/20/14 6:50 AM	Device
2014-11-14 07:44:36 MST	On Duty, Not Driving	TRAIN1			SANDY-UT	11/20/14 6:50 AM	Device

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Column	Description
Date & Time	This column indicates the date and time the HOS status change occurred.
Status	This column indicates the HOS duty status that was recorded.
Vehicle	This column indicates the Vehicle that the driver was operating when the duty status change occurred.
Trailer	This column indicates the Trailer ID associated with the HOS duty status change (if applicable).
Service	This column indicates the Service # associated with the HOS duty status change (if applicable).
Date Added	This column indicates the Date the HOS log entry was added.
Added By	This column indicates if the HOS log entry was created by the system or added later based on an edit by an HOS manager.

HOS - DOT Time Remaining Report

Description:

The HOS DOT Time Remaining report will provide detailed information on the hours remaining for each driver assigned to a specific Group/Team. Information on the report includes the Driver's DOT rule set, hours remaining today, cumulative hours remaining, and a day-by-day breakdown of a drivers Driving and On-Duty Not Driving time. This report is commonly used for dispatch and journey management purposes, when they need to understand how many hours a driver has remaining for proper trip routing.

Intended Audience:

HOS Administrators, HSE, Team Managers, Journey Management/Dispatch

intheinc		DOT Time Remaining									
Group	Driver	DOT Rule Set	Hours Remaining today	Cumulative Hours Remaining	11/19/14		11/18/14		11/17/14		11/16/14
					Driving	On Duty, Not	Driving	On Duty, Not	Driving	On Duty, Not	Driving
intheinc Training->Training & Development->North America - HOS->Halliburton POC	Driver 1, HAL	U.S. Oil 8 Day	00:00	47:30	00:00	06:45	00:00	15:30	00:00	00:00	00:00
	Driver 2, HAL	Texas Oil 7	00:00	00:00	00:00	06:45	00:00	24:00	00:00	24:00	00:00
	Driver 3, HAL	Texas Oil 7	00:00	00:00	00:00	06:45	00:00	24:00	00:00	24:00	00:00
	Driver 4, HAL	Texas Oil 7	00:00	00:00	00:00	06:45	00:00	24:00	00:00	24:00	00:00
	Driver 5, HAL	Texas Oil 7	02:45	02:45	00:00	00:00	01:30	08:45	00:00	24:00	00:00
	Driver 6, HAL	Texas Oil 7	00:00	00:00	00:00	06:45	00:00	24:00	00:00	24:00	00:00
intheinc Training->Training & Development->North America - HOS->Salt Lake City	Greeno, Seth	U.S. Oil 8 Day	14:00	70:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
	Orr, Steve	Texas Oil 7	15:00	70:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Group	Driver	DOT Rule Set	Hours Remaining today	Cumulative Hours Remaining	11/16/14	11/15/14		11/14/14		11/13/14	
intheinc Training->Training & Development->North America - HOS->Halliburton POC	Driver 1, HAL	U.S. Oil 8 Day	00:00	47:30	00:00	06:45	00:00	00:00	00:00	06:00	00:15
	Driver 2, HAL	Texas Oil 7	00:00	00:00	24:00	00:00	24:00	00:00	24:00	00:00	24:00
	Driver 3, HAL	Texas Oil 7	00:00	00:00	24:00	00:00	09:00	00:00	00:00	00:00	00:00
	Driver 4, HAL	Texas Oil 7	00:00	00:00	24:00	00:00	24:00	00:00	24:00	00:00	16:15
	Driver 5, HAL	Texas Oil 7	02:45	02:45	24:00	00:00	09:00	00:00	00:00	00:00	00:00
	Driver 6, HAL	Texas Oil 7	00:00	00:00	24:00	00:00	24:00	00:00	24:00	00:00	16:15
intheinc Training->Training & Development->North America - HOS->Salt Lake City	Greeno, Seth	U.S. Oil 8 Day	14:00	70:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
	Orr, Steve	Texas Oil 7	15:00	70:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00

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Column	Description
Group	This column indicates the Group/Team the data is associated with.
Driver	This column indicates the Driver Name.
DOT Rule Set	This column indicates the DOT Rule Set that is assigned to the driver.
Hours Remaining Today	This column indicates the total number of hours the driver has remaining today.
Cumulative Hours Remaining	This column indicates the total number of cumulative hours the driver has remaining for the 7,8, or 14-day period.
Date	The last 7,8, or 14-Days of Driving and On-Duty Not Driving time are provided.

HOS - Edits Report

Description:

The HOS Edits report will provide detailed information about any HOS log edits that were made, including who made the edit, the date/time the edit was made, and more. HOS administrators will commonly use this report to get information such as the quantity and frequency of HOS log edits.

Intended Audience:

HOS Administrators, HSE, Team Managers

inthinc		HOS Edit			
					11/14/2014 to 11/20/2014
Driver	Driver ID	HOS Status	Log Time	Adjusted Time	User
inthinc Training->Training & Development->North America - HOS->Halliburton POC					
Driver 1, HAL	DRIVER1	Off Duty	2014-11-16 21:46	2014-11-16 21:45	svecchiarellitraining

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Column	Description
Driver	This column indicates the driver the HOS log edit was applied to.
Driver ID	This column indicates the employee/driver ID.
HOS Status	This column indicates the HOS status that was recorded.
Log Time	This column indicates the Date/Time the Log entry was recorded.
Adjusted Time	This column indicates the Adjusted Date/Time for the Log entry that was recorded.
User	This column indicates the user ID for the person who made the HOS log edit.

