NOVA ASSURE™

Getting Started With Fleet Tracking

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OVERVIEW

USER LEVELS

The Nova Assure platform uses several user levels to allow different levels of access to the platform. This allows the client to set up various users with access to only the functionality that they need, or to be able to set the drivers. The table below demonstrates the permissions levels.

User Level	Login-able	Access Level
Manager	Yes	See tracking details of all groups, see history, see driver assignments, create users, set permission levels, create Vehicles, change device details.
User	Yes	See tracking details of designated group, see history of Vehicles.
Driver	No	Cannot log in or use platform. These user levels allow for reports and select alerts to be received by non-administrators. Allows for fixed vehicle assignments for administrative tracking of a driver's behaviors cross vehicles.

FEATURES

All the features present for fleet management system, are listed and described below:

LOGIN

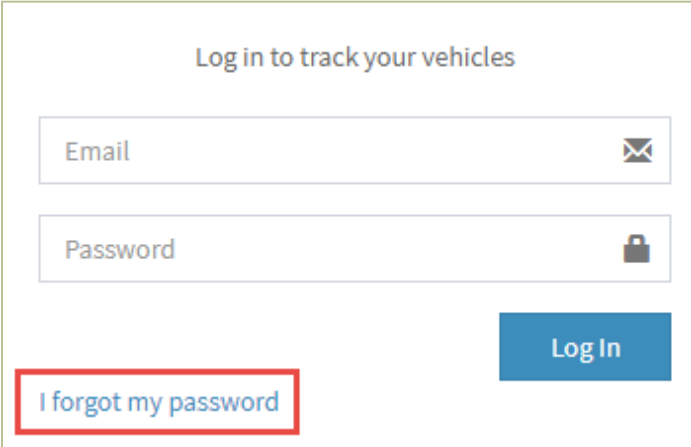1) Go to http://basic.novaassure.com

2) Enter valid e-mail and password.

3) Click on Login button.

After doing above steps, you will be navigated to the dashboard.
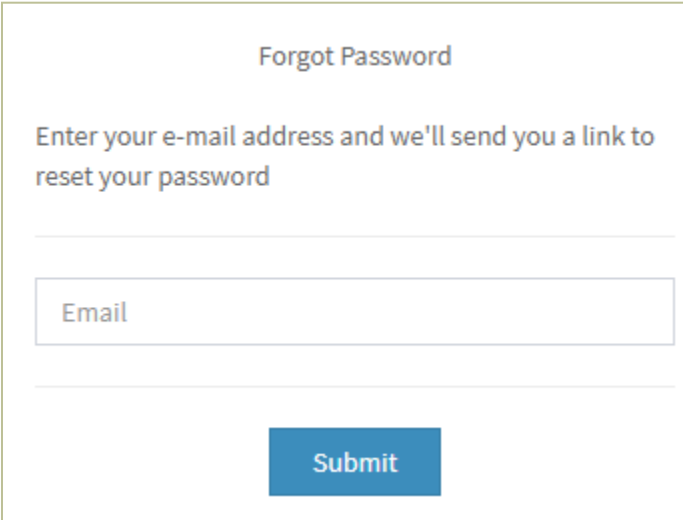
<div align="center">FORGOT PASSWORD</div>

To reset your password, follow the below steps:

1) Go to http://basic.novaassure.com

2) Click on the link of forgot password.

3) Input the e-mail of the account you wish to reset the password on and hit the **Submit** button.

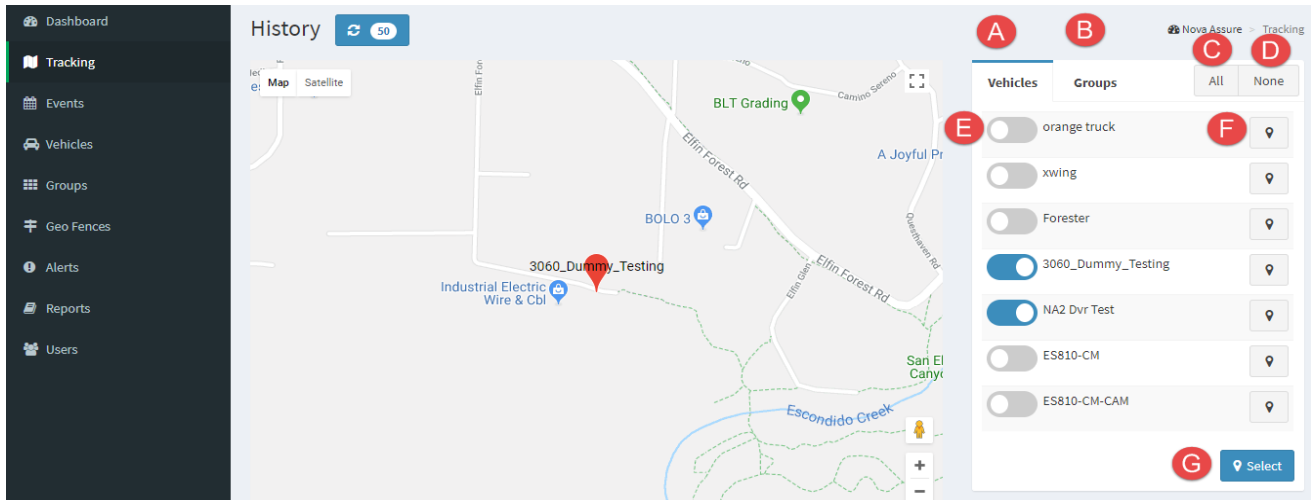**4)** Login to your e-mail and follow the instructions to set your password.

DASHBOARD

TRACKING

This section shows all the vehicles and groups, so user can select and track accordingly.

A) **Vehicles**
Selecting this tab would show all the vehicles that are present in the data base.

B) **Groups**
Selecting this tab would show all the groups that are present in database. All vehicles linked with the specific group can be tracked on the map.

C) **All**
Selecting this tab will select all the vehicles/groups that are listed.

D) **None**
Selecting this tab will deselect all the selected vehicles/groups.

E) **Toggle buttons**
These toggle buttons are linked with each vehicle/group. When this is turned on or off, user needs to click on "**Select**" button to make the changes effective.

F) **Map icon**
When this is selected, the toggle will automatically turn on or off and results will display on the map accordingly, User does not need to click on "**Select**" button, if search is made through map icon linked with each vehicle/group.

G) **Select button**
Refer to point E for use of this button.

TRACKING HISTORY

To view the tracking history of a specific vehicle;

1. Click on the vehicle name and history page will open up.

2. Select the desired date range.
3. Click on Submit button.

The tracking history will be shown at bottom of the page as well as on the map.

EVENTS

From left pane, click on **Events**.

The event search page will open up. This allows you to find different event types for different vehicles. All you have to do is following:
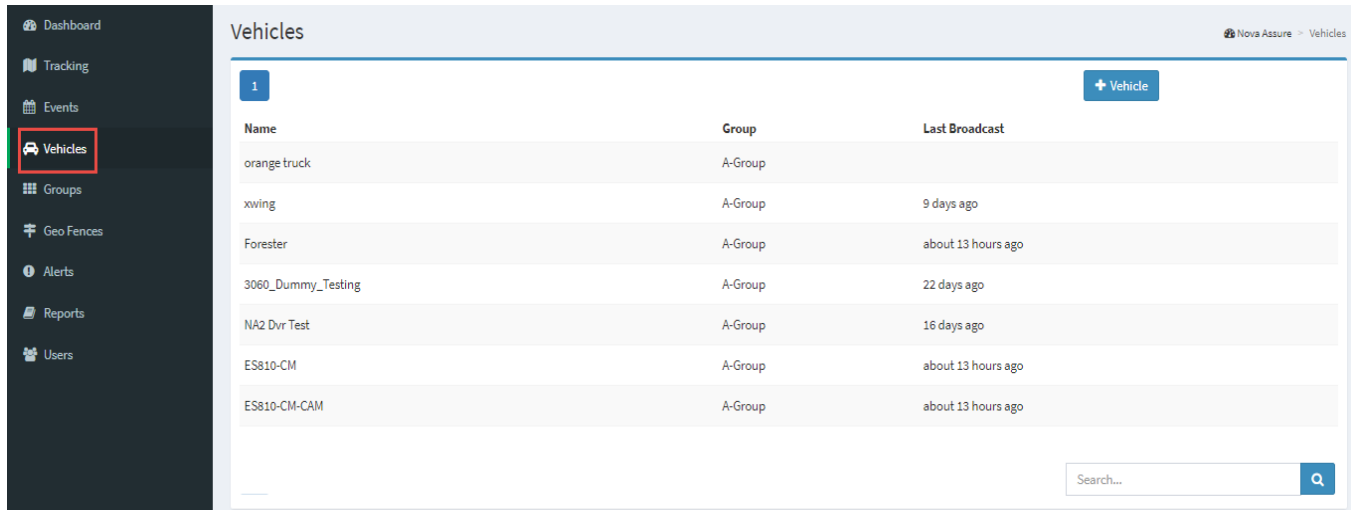
1. Select event type. You can select multiple types as well.

2. Select vehicles. Multiple vehicles can also be selected.
3. Select date range.
4. Click on "**Submit**" button.

If any event would be present, it will load on the page.

VEHICLES

From left pane, click on **Vehicles**.

This will show up the list of all vehicles present in the database. To view details of any vehicle, simply click on the vehicle name and it will show all the data and the user can even edit it from here.

ADD VEHICLE

To add a new vehicle, click on **+Vehicle** button that is located on top right.

1. Fill the new vehicle form with the necessary information.
2. Click on **Add** button.

A new vehicle will be added and listed on vehicle listing page.

GROUPS

From left pane, click on **Groups**.

This will show up the list of all groups present in the database. To view details of any group, simply click on the group name and it will show all the data and the user can even edit/delete it from here.

ADD GROUP

To add a new group, click on **+Group** button that is located on top right.

1. Fill the new group form with the necessary information. Link the vehicles to the group.
2. Click on **Add** button.

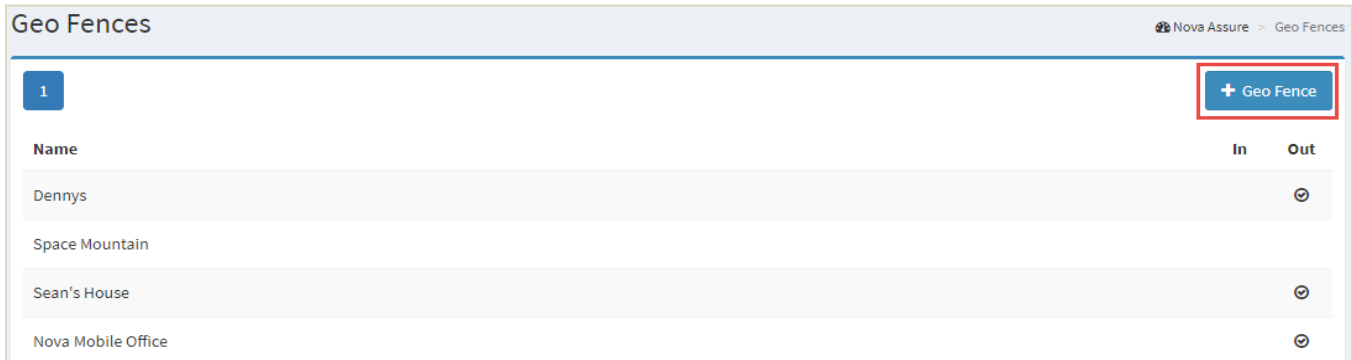A new group will be added and listed on group listing page.

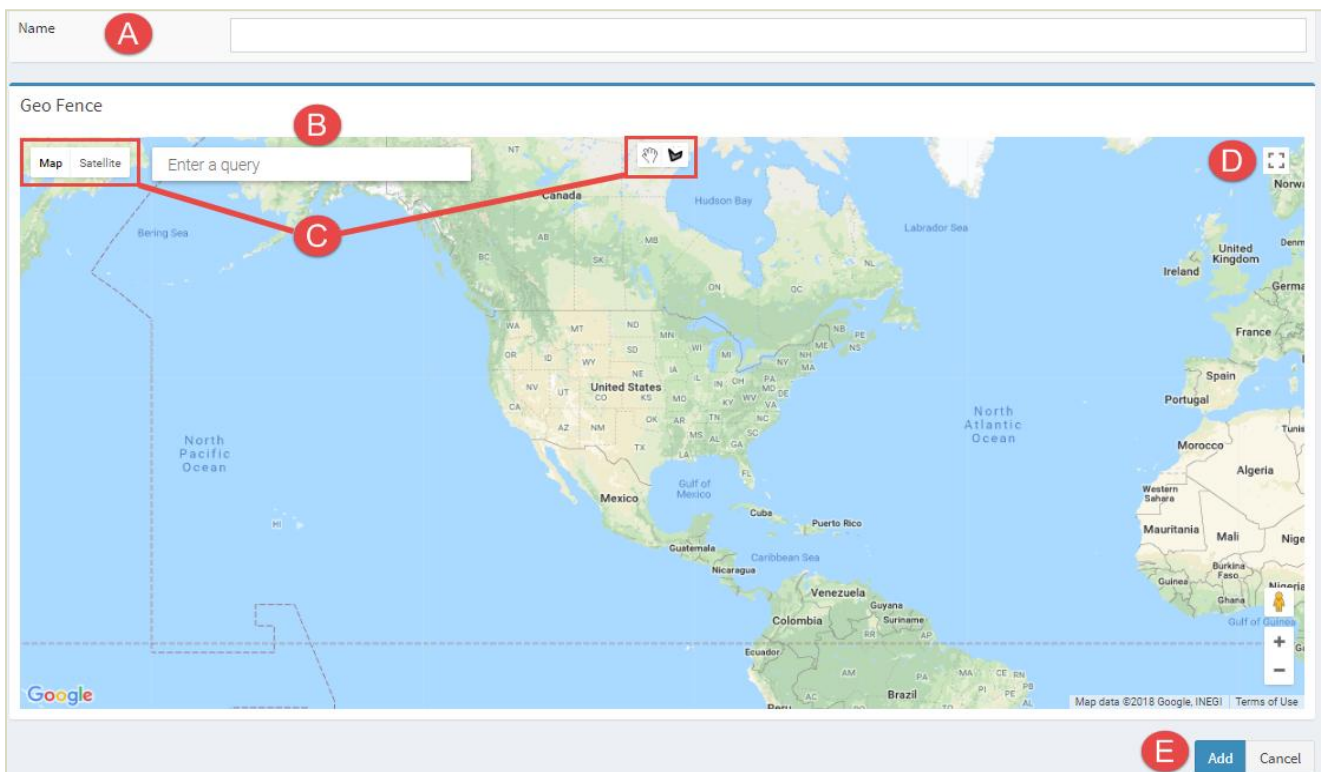## GEO FENCES

From left pane, go to **Geo Fences** section.

ADD GEO FENCE

To add a new geo fence;

1) Click on **+Geo Fence** button at top right.

2) A map will open up to add a new geo fence. All the icons on the map are described below:

A) **Name**
Select a descriptive name for the Geo Fence that will be easy to identify later.

B) **Search Query**
Allows for map searching for addresses and landmarks to easier locate areas, without the need to zoom out, drag, and zoom back in.

C) Editing Tools

    i. ***Map View Mode*** - Displays a map with roads, landmarks, and names clearly marked.

    ii. ***Satellite Mode*** - Changes the map to show satellite imagery of roads and surrounding terrain.

    iii. ***Hand Tool*** - Allows for clicking and dragging of the map to assist in navigating.

    iv. ***Geo fence Draw Tool*** - Allows for points to be drawn setting up a geo fence.

- After selecting the Geo fence Draw Tool, clicking on the map will begin to place geo fence vertices. These vertices determine the boundaries for the geo fence.

Note: Be advised that setting up geo fences too close to main roads can cause invalid in/out notifications as vehicles pass a location, especially when location is beside a Highway. This is due to natural inaccuracies in GPS position that can occur.

- Zoom in, as necessary, using the middle mouse scroll wheel or the zoom buttons on the bottom right of the map, to place additional vertices.

- To close the Geo fence Area, click the first node to close the area. The Geo fence should now show with a shaded area.

D) Full screen toggle view
To get full screen view of the map, click on this toggle.
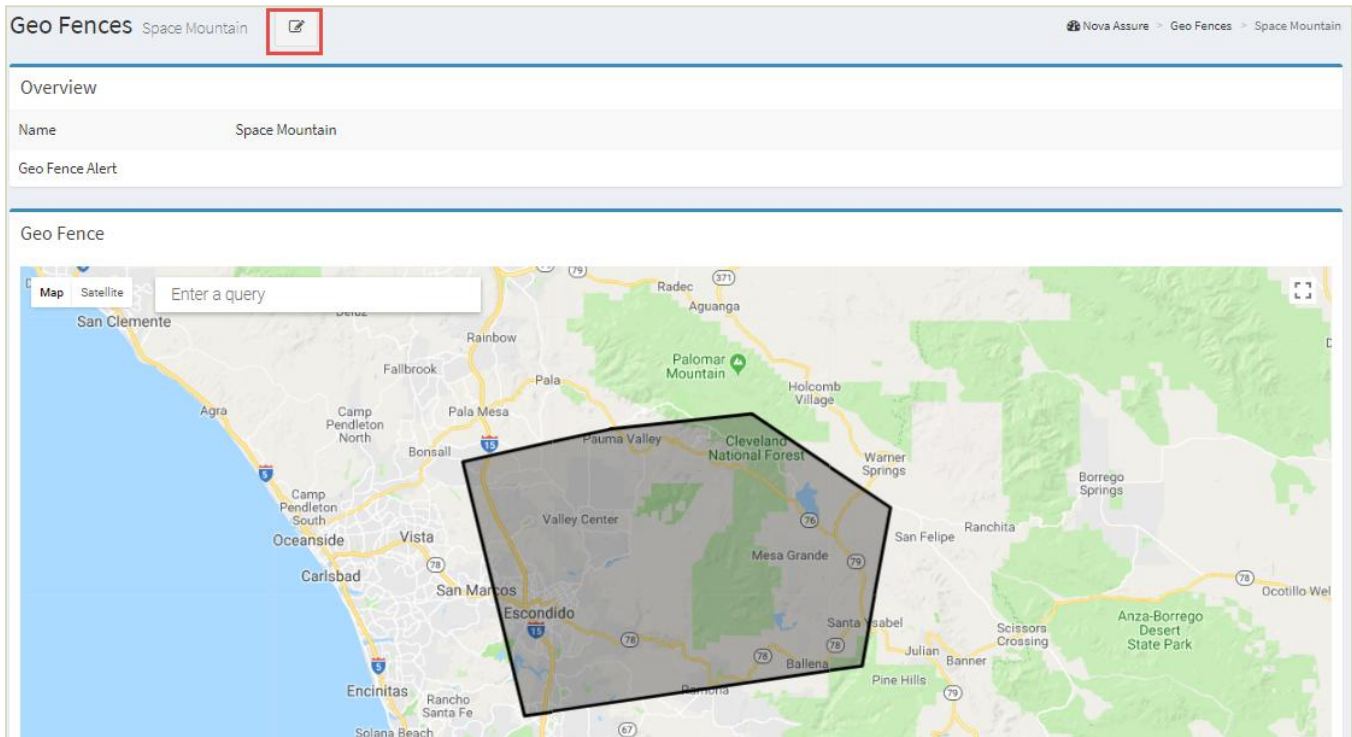
E) This will save your new geo fence settings.

EDIT AND DELETE A GEO FENCE

In geo fence section;

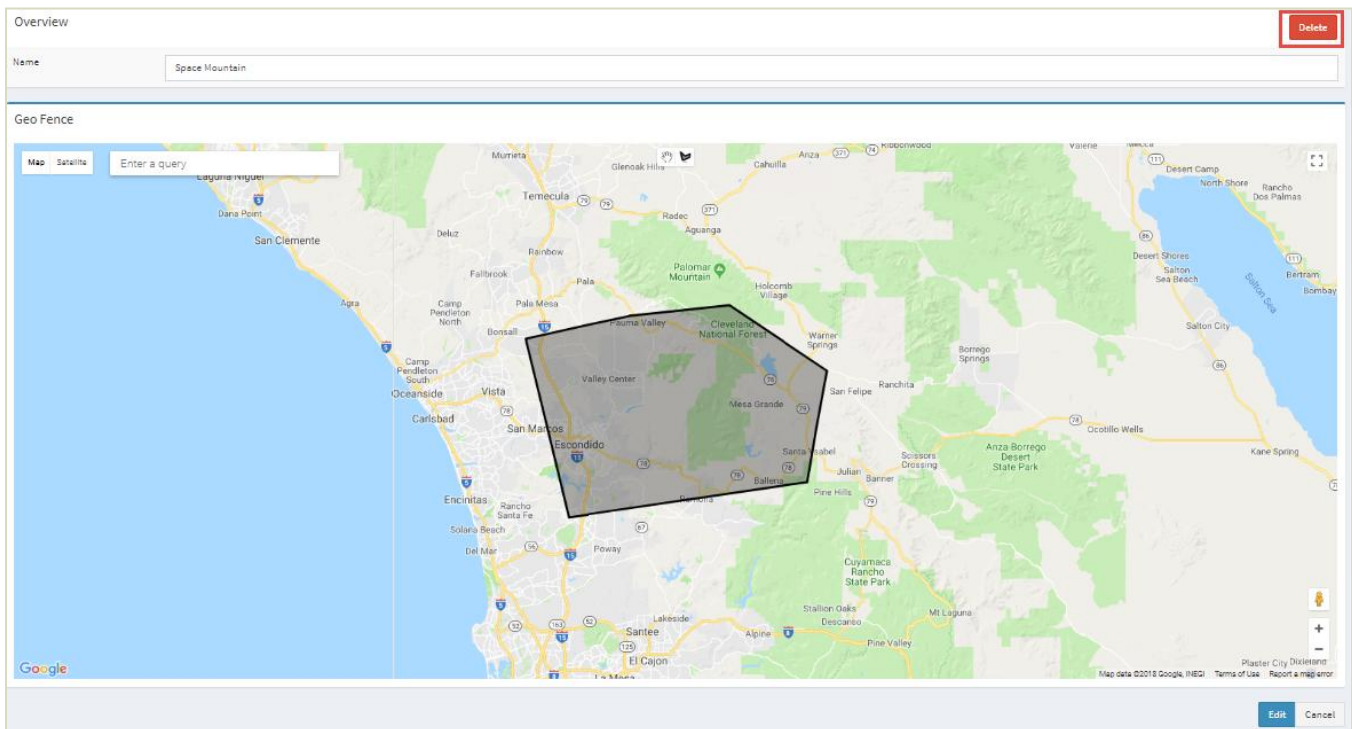**1)** Click on the desired name to edit its information.

2) Click on pencil icon to edit the settings.

3) Edit the desired information and click on **Edit** button located at bottom right of the page.
4) To delete the geo fence, click on **Delete** button at top right of the edit page.

ALERTS

The Alert Profiles feature available on Nova Assure Fleet Tracking allows instant reporting of pertinent information, allowing your data to come to you.

An Alert Profile is set with base conditions intended for a specific group of people. For example, companies with 3 shifts may wish to set up 3 alert profiles that report via email and text to the shift manager when any vehicle is leaving the office, as well as having additional alerts via Text Message to the head of security, should any vehicle experience any unauthorized use over the weekend.

METHODS OF RECEIVING ALERTS

Alerts can be received in following ways.

1. **Email**

   Some alerts can wait. At times, simply having an email is enough to help to keep atop what is on your.

2. **SMS**

   When out in the field, immediate text message alerts keep you on top of your fleet with infractions that are particularly critical.

ADD ALERTS

Provide all the necessary information in add alert form and click on "**Add**" button.

EDIT AND DELETE ALERTS

In alerts section;

1) Click on the desired name to edit its information.

2) Click on pencil icon to edit the information.

3) Edit the desired information and click on **Edit** button located at bottom right of the page.

4) To delete an alert, click on **Delete** button at top right of the edit page. Refer to image below.

REPORTS

From left pane, click on **Reports** section.

CREATE REPORT

To create a new report, select the following:

a) **Type**
   Select the report type from the dropdown.

b) **Date**
   Select the Start and Stop date range.

Various options are present for date field to select the desired date range.

c) Vehicles
From the list of vehicles, select the desired ones. You can also select/de-select all vehicles types.

After performing above steps, click on **Submit** button located at bottom right.

USERS

Users are at the very core of the **Nova Assure** platform. A user and their permission level allows for the rest of the framework. We recognize that *Administrative staff* may also have vehicles that require mileage tracking, ease of maintenance management, or a myriad of other purposes. We also realize that there are people who need to be individually tracked yet not always need to have access to view information. It is for this reason that paying attention to users and their creation becomes critical.

From the left pane, click on **Users** section.

ADD USER

1) On upper right corner, click on +**User** button.

2) A form will open that requests all necessary information required for creating a new user.

All fields in the form are described below:

1. **First Name & Last Name**
   This is the new User's name. It is required for all user types

2. **E-mail**
   This is User's e-mail address. Required for access to the platform or reporting to an email, depending on user permission level.

3. **Password & Confirm Password**
   This is user's password required to access the platform.

4. **Type**
   Required: User Permission Level (Driver Permissions disable login for that user)

5. **Company**
   This is the company name to be provided for the user.

6. **Phone**
   Optional: Full 11 digit phone number, without formatting. (EX: +11234567890)

7. **SMS**
   Optional: Full 11 digit SMS-capable device, without formatting, as above.

8. **Street Address**
   Optional: This is the user's address.

9. **City**
   Optional: This is the City of the user.

10. **State**
    Optional: This is the State of the user.

11. **Zip Code**
   Optional: This is the zip code of user where he is located.

12. **Comment**
    Optional: Any comments or other information about user that needs to be saved.

After providing all the information, click on **Add** button located at bottom right of the page, to save the changes. If you do not wish to keep changes, simply click a different menu option, or the back button.

EDIT USER

1) In user's section, click on the name of user to edit the information.
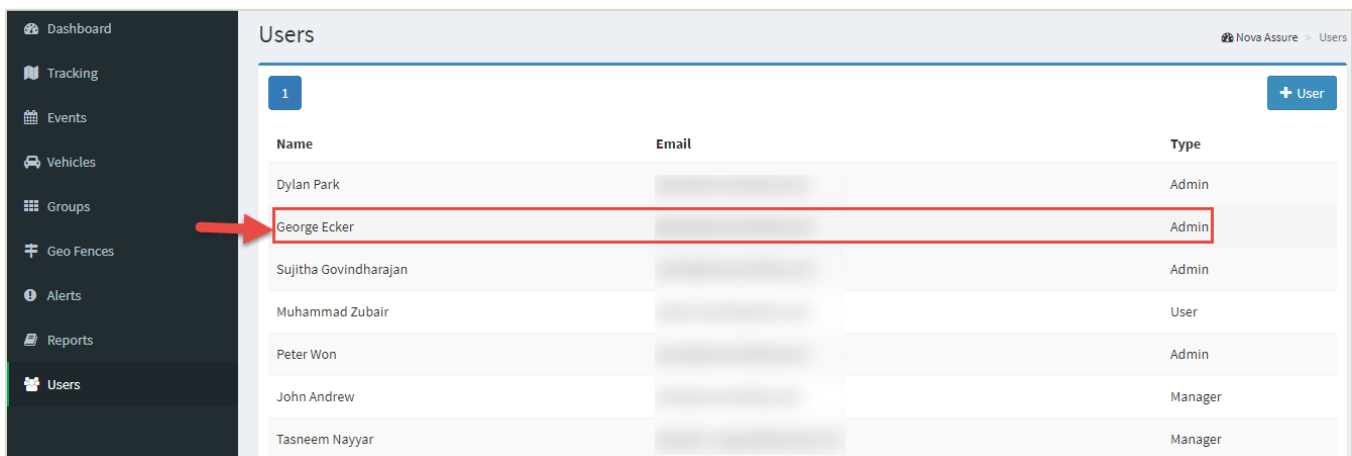
2) This takes you to the page similar to the user creation form, but with the fields populated.
3) On top of the page, click on pencil icon to edit the user's information.

4) The form will open and you can edit the user's information. Once done, click on **Edit** button located at bottom right of the page.

5) To delete the user, click on **Delete** button at top right of the edit page.

POLICIES

Data Retention Policy

Nova Assure logs and preserves records of all incoming traffic for digital forensics and data analysis purposes. These logs are to be kept at Nova Mobile System's own discretion and will not, without bilateral written agreement, be allowed for access to any entities outside of Nova Mobility.

Data Archival Policy

Nova Assure maintains 90 days of data actively searchable on our servers. Data older than 90 days is archived for 12 calendar months before being deleted. This Archive is available once per calendar year, free of charge. Access to this data is limited in scope. Up to three additional months of data can be retrieved from archive for up to three business days before being stored into archive.