

Getting Started With Fleet Tracking

Quick-Start Guide

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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>

Log in to track your vehicles

Email 

Password 

[Log In](#)

[I forgot my password](#)

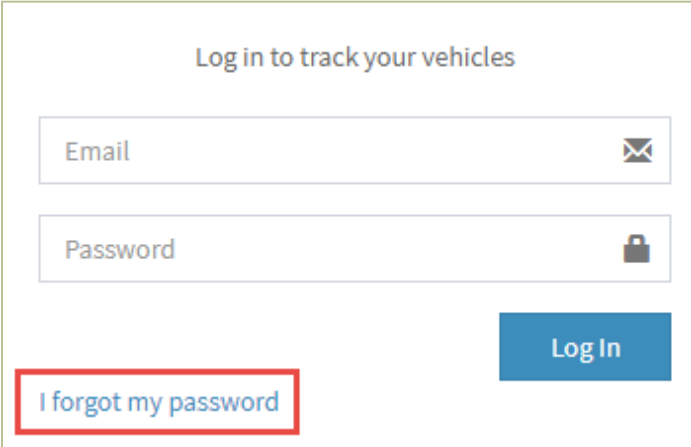
- 2) Enter valid e-mail and password.
- 3) Click on Login button.

After doing above steps, you will be navigated to the dashboard.

FORGOT PASSWORD

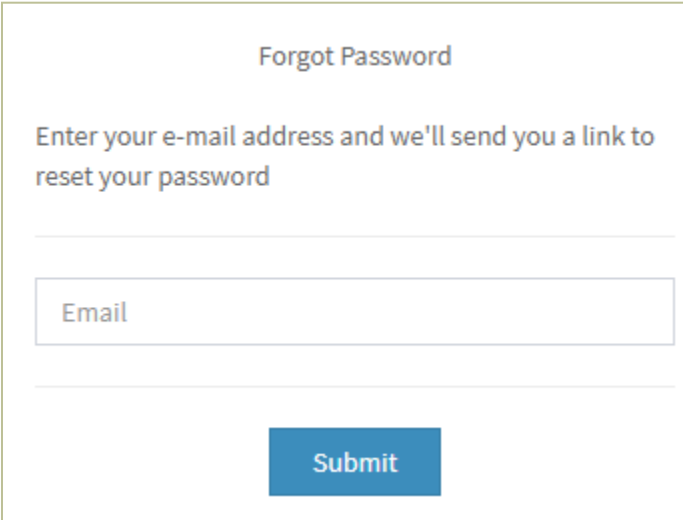
To reset your password, follow the below steps:

- 1) Go to <http://basic.novaassure.com>
- 2) Click on the link of forgot password.



The screenshot shows a login form titled "Log in to track your vehicles". It contains two input fields: "Email" with an envelope icon and "Password" with a lock icon. Below the password field is a blue "Log In" button. A red rectangular box highlights a link that says "I forgot my password" located below the email field.

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



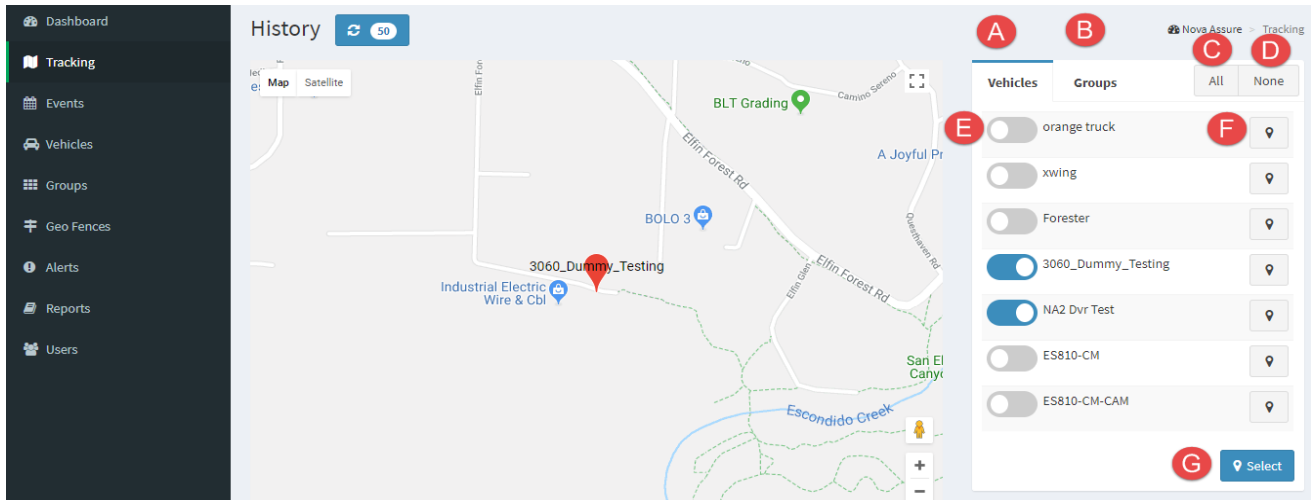
The screenshot shows a page titled "Forgot Password". It contains the instruction "Enter your e-mail address and we'll send you a link to reset your password". Below this is a single input field labeled "Email". At the bottom of the form is a blue "Submit" button.

- 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.

Tracking History

Map Satellite

Vehicle

Name xwing

Group A-Group

Date 07/21/2018 12:00:00 AM - 07/21/2018 11:59:59

Submit

07/21/2018 12:00:00 AM - 07/21/2018 11:59:59 PM

| Date | Address | Event | Speed(MPH) |
|------|---------|-------|------------|
|------|---------|-------|------------|

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**.

Events

Search Criteria

Type Select Event Type

Vehicles Select Vehicles

Date 07/21/2018 12:00:00 AM - 07/21/2018 11:59:59 PM

Submit

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:

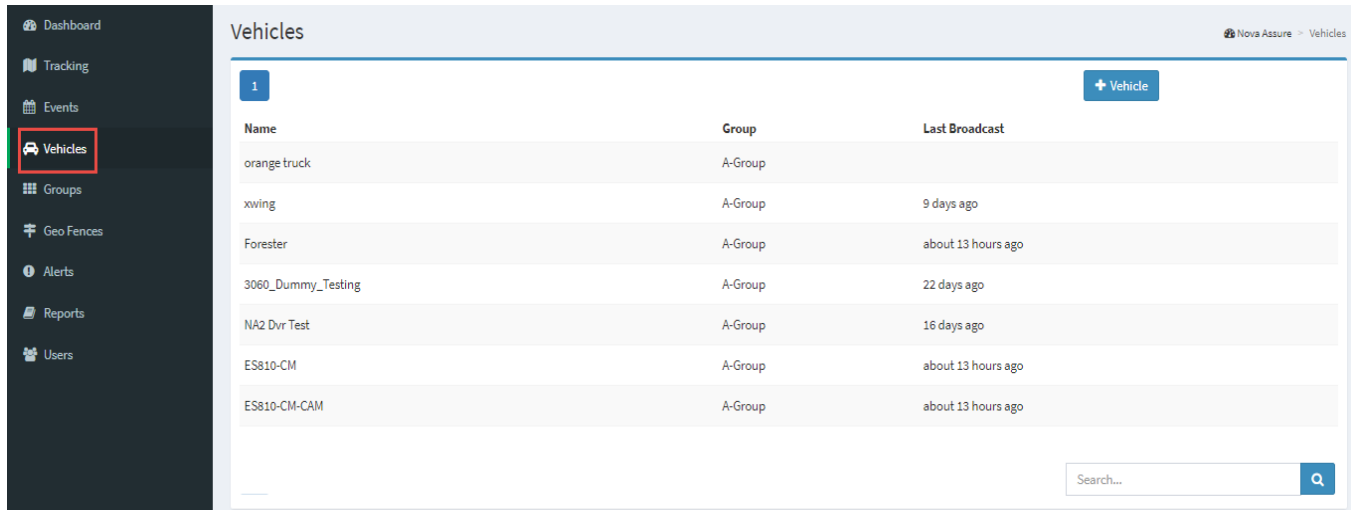
1. Select event type. You can select multiple types as well.

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**.



| Name | Group | Last Broadcast |
|--------------------|---------|--------------------|
| orange truck | A-Group | |
| xwing | A-Group | 9 days ago |
| Forester | A-Group | about 13 hours ago |
| 3060_Dummy_Testing | A-Group | 22 days ago |
| NA2 Dvr Test | A-Group | 16 days ago |
| ES810-CM | A-Group | about 13 hours ago |
| ES810-CM-CAM | A-Group | about 13 hours ago |

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.

Vehicles Nova Assure > Vehicles > Add

Overview

Name

Group A-Group

VIN

Year

Make

Model

Color

Description

Fuel Efficiency MPG

Add **Cancel**

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**.

Groups Nova Assure > Groups

1 + Group

Name

A-Group

Night Overuse Group

Search... **Q**

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

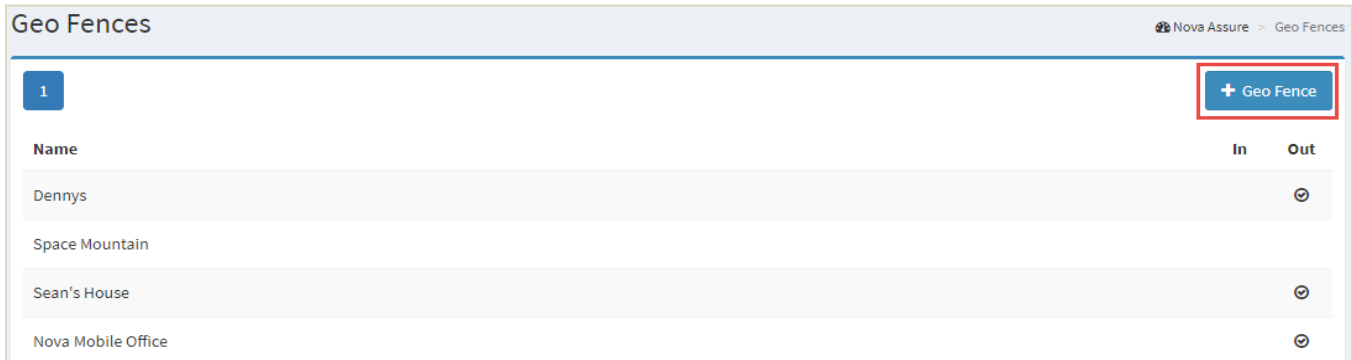
From left pane, go to **Geo Fences** section.

| Name | In | Out |
|--------------------|-------------------------------------|-------------------------------------|
| Dennys | | <input checked="" type="checkbox"/> |
| Space Mountain | | |
| Sean's House | | <input checked="" type="checkbox"/> |
| Nova Mobile Office | | <input checked="" type="checkbox"/> |
| Test | | |
| Test | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

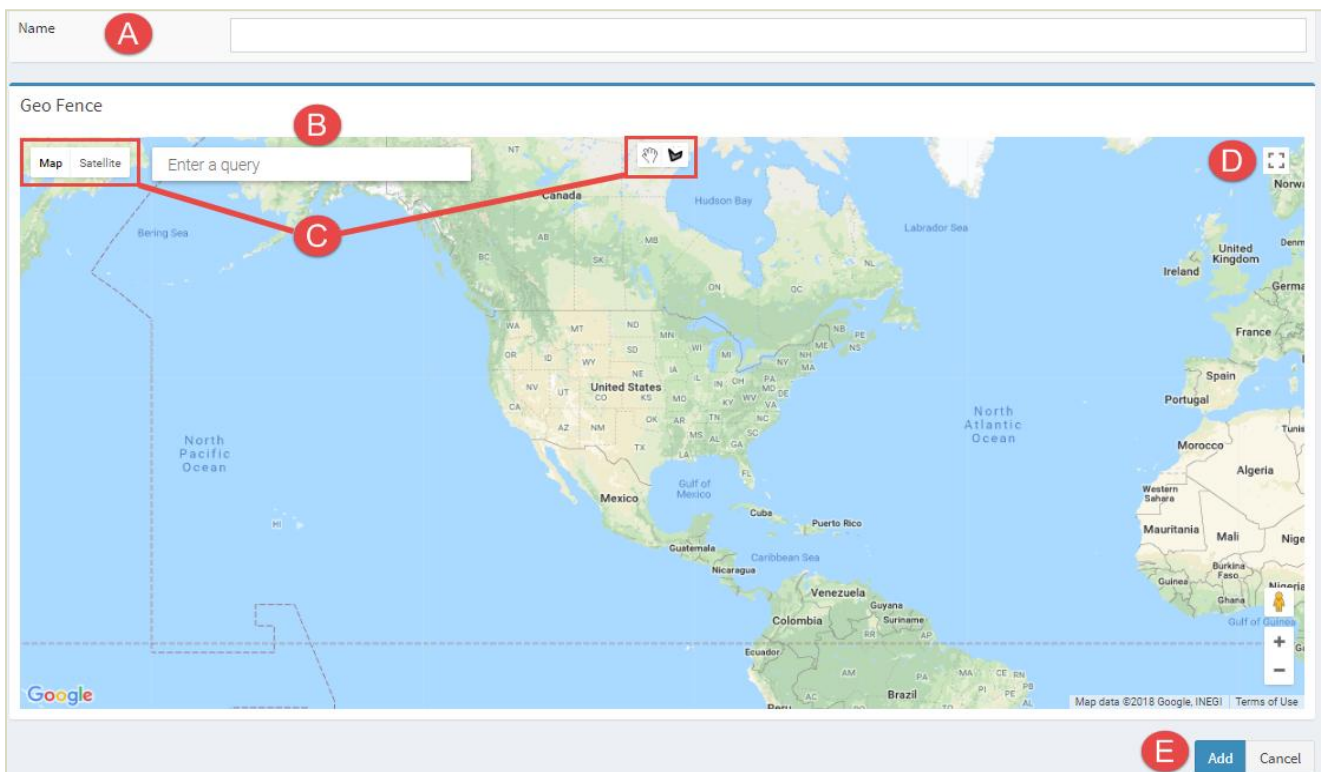
ADD GEO FENCE

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.

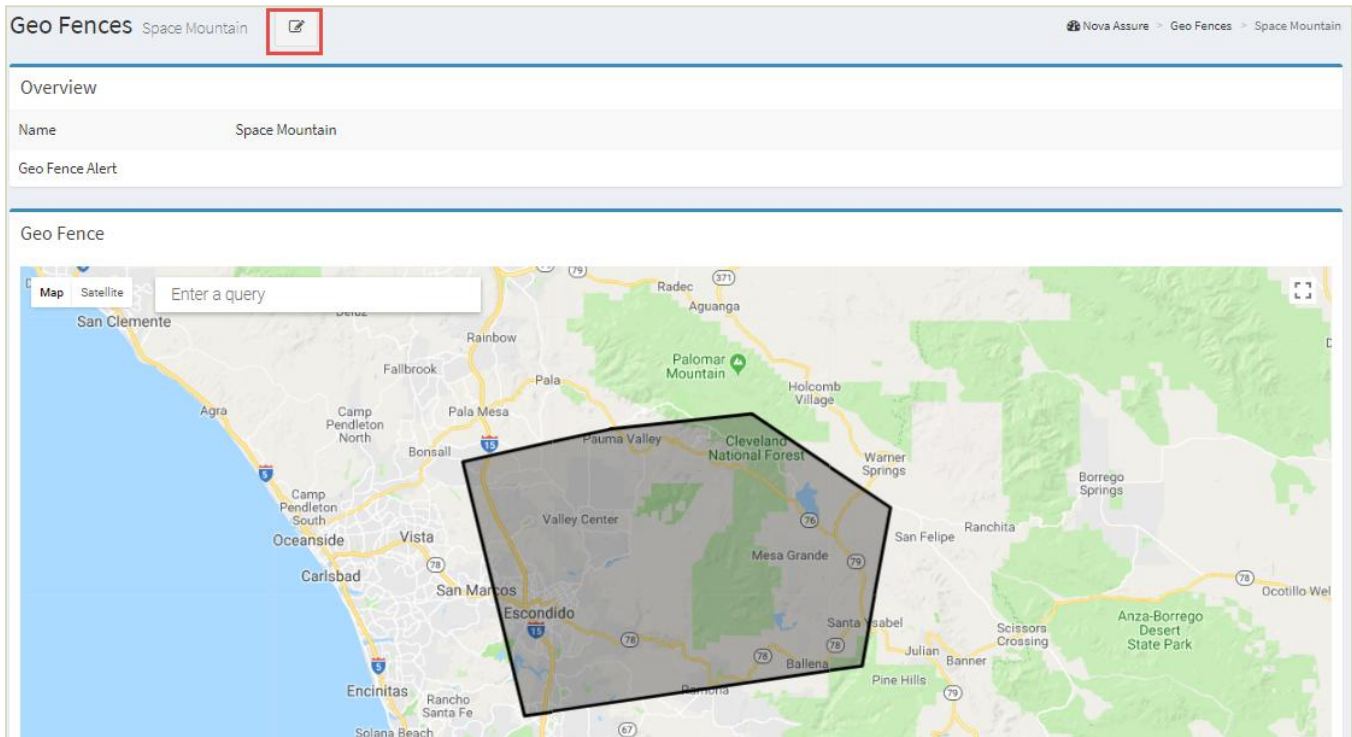
EDIT AND DELETE A GEO FENCE

In geo fence section;

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

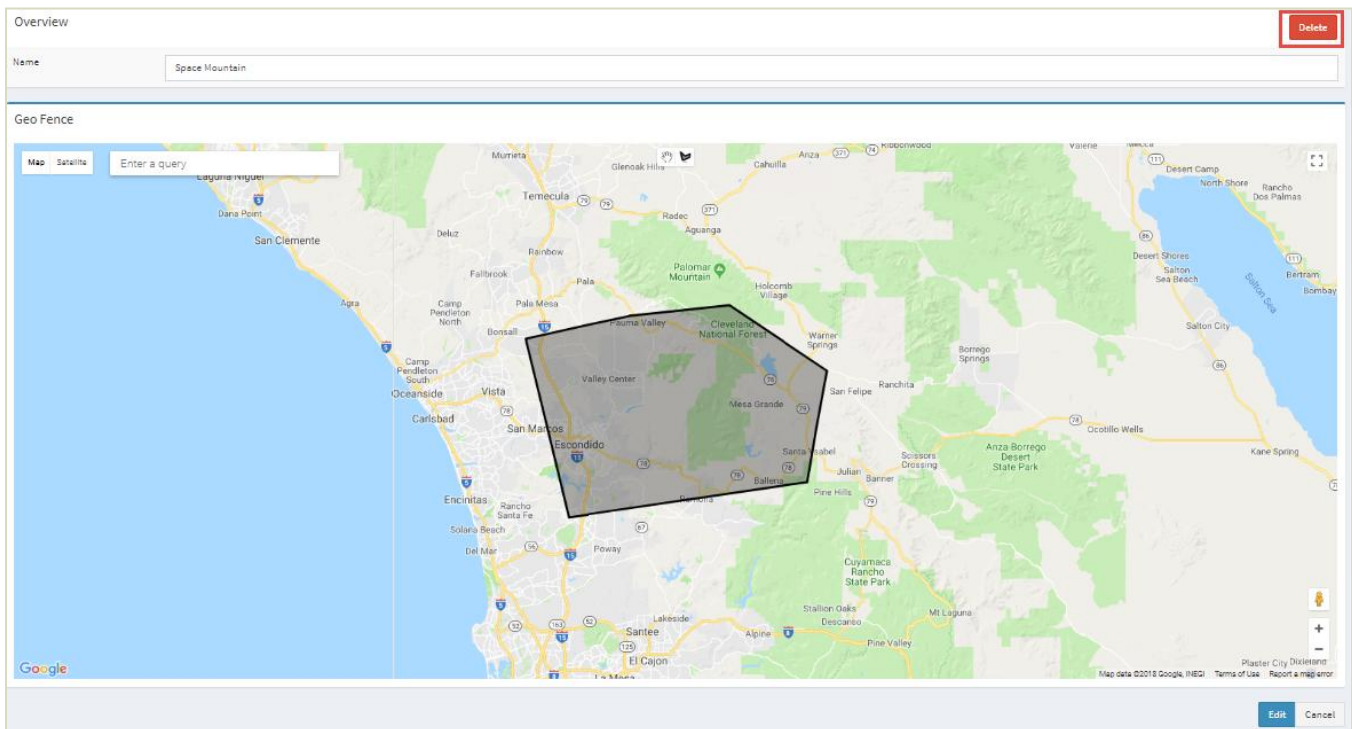
| Geo Fences | | | Nova Assure > Geo Fences | |
|--------------------|----|-----|--------------------------|--|
| 1 | | | + Geo Fence | |
| Name | In | Out | | |
| Dennys | | ☑ | | |
| Space Mountain | | | | |
| Sean's House | | ☑ | | |
| Nova Mobile Office | | ☑ | | |
| Test | | | | |
| Test | ☑ | ☑ | | |

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.

Alerts
Nova Assure > Alerts > Add(Normal)

Overview

Name

Status
Inactive

Type
Power On

Notification

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Notify Actions
☐ Email
☐ SMS
☐ Phone

Start Time
9:00:00

End Time
17:00:00

Vehicles
Assign vehicles to alert

Groups
Assign groups to alert

Users
Assign users to alert

Add
Cancel

EDIT AND DELETE ALERTS

In alerts section;

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

The screenshot shows the 'Alerts' section of the Nova Assure interface. At the top right, there is a breadcrumb trail: 'Nova Assure > Alerts'. Below this, there is a '+ Alert' button. The main content area is a table with the following columns: 'Active', 'Name', 'Email', 'SMS', 'Phone', 'Snapshot', and 'Video'. The table contains four rows of alerts:

| Active | Name | Email | SMS | Phone | Snapshot | Video |
|--------|---------------------------|-------|-----|-------|----------|-------|
| | v group power on | | | | | |
| | dennys geo fence alert | | | | | |
| | Ignition On Vehicles- All | | | | | |
| | seans house geofence | | | | | |

- 2) Click on pencil icon to edit the information.

The screenshot shows the edit page for the 'dennys geo fence alert'. At the top, there is a breadcrumb trail: 'Nova Assure > Alerts > dennys geo fence alert'. Below this, there is a pencil icon in a red box. The main content area is divided into two sections: 'Overview' and 'Notification'.

Overview

| | |
|---------------------|--------------------------|
| Name | dennys geo fence alert |
| Status | Active |
| Type | Geo Fence |
| Assigned Geo Fences | No geo fence is assigned |
| Parameter Type | Out |

Notification

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | | | |

- 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.

Alerts dennys geo fence alert Nova Assure > Alerts > Edit(dennys geo fence alert)

Overview Delete

Name: dennys geo fence alert

Status: Active

Type: Geo Fence

Parameter Type: Out

Geo Fences: Assign geo fences to alert

Notification

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Notify Actions: ☐ Email ☐ SMS ☐ Phone

Start Time: 16:37

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.

Reports Nova Assure > Reports

Make a Report

Type: Start / Stop

Date:

Vehicles:

Start / Stop
Mileage
Driving Score Card
Most Visited Locations
Speed
Activity
Mileage by State
Idling
Geo Fence

b) Date

Select the Start and Stop date range.

Reports Nova Assure > Reports

Make a Report

Type: Start / Stop

Date: 07/12/2018 12:00:00 AM - 07/12/2018 11:59:59 PM

Vehicles:

Today: 07/12/2018 12:00:00 AM - 07/12/2018 11:59:59 PM

Yesterday: 12:00:00 AM - 11:59:59 PM

Last 7 Days

Last 30 Days

This Month

Last Month

Custom Range

Apply Cancel

| Jul 2018 | | | | | | | Aug 2018 | | | | | | |
|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

Submit

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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.

Reports Nova Assure > Reports

Make a Report

Type: Start / Stop

Date: 07/12/2018 12:00:00 AM - 07/12/2018 11:59:59 PM

Vehicles:

orange truck, xwing

Select All Deselect All

orange truck ✓

xwing ✓

Forester

3060_Dummy_Testing

NA2 Dvr Test

Submit

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.

The screenshot shows the Nova Assure interface. On the left, the 'Users' menu item is highlighted with a red box and an arrow. The main area shows the 'Users' page with a table of users. The table has columns for Name, Email, and Type. A '+ User' button is located in the top right corner of the table area.

| Name | Email | Type |
|-----------------------|-------|---------|
| Dylan Park | | Admin |
| George Ecker | | Admin |
| Sujitha Govindharajan | | Admin |
| Muhammad Zubair | | User |
| Peter Won | | Admin |
| John Andrew | | Manager |
| Tasneem Nayyar | | Manager |

ADD USER

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

This screenshot is similar to the previous one, but the '+ User' button in the top right corner of the table area is highlighted with a red box, indicating the next step in the process.

| Name | Email | Type |
|-----------------------|-------|---------|
| Dylan Park | | Admin |
| George Ecker | | Admin |
| Sujitha Govindharajan | | Admin |
| Muhammad Zubair | | User |
| Peter Won | | Admin |
| John Andrew | | Manager |
| Tasneem Nayyar | | Manager |

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.

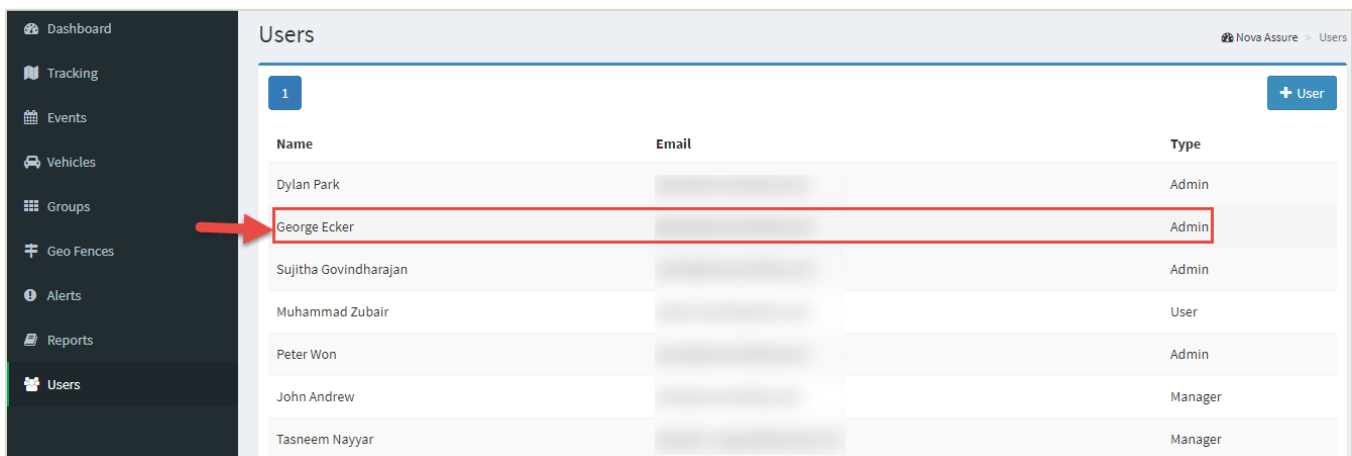
12. Comment

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.


Users George Ecker 

Nova Assure > Users > George Ecker

Overview


| | |
|-----------------|----------------------|
| First Name | George |
| Last Name | Ecker |
| Email | |
| Type | Admin |
| Company | Nova Mobile Systems |
| Phone | |
| SMS | |
| Street Address | |
| City | |
| State | |
| Zip Code | |
| Comment | |
| Assigned Alerts | No alert is assigned |

- 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.

Users George Ecker 

Nova Assure > Users > Edit(George Ecker)

Overview



| | |
|------------------------------|--|
| First Name | <input type="text" value="George"/> |
| Last Name | <input type="text" value="Ecker"/> |
| Email | <input type="text"/> |
| Password | <input type="button" value="Change Password"/> |
| Type | <input type="text" value="Manager"/> |
| Company | <input type="text" value="Nova Mobile Systems"/> |
| Phone (e.g. +18001234567) | <input type="text"/> |
| SMS (e.g. +18001234567) | <input type="text"/> |
| Street Address | <input type="text" value="Street and number, P.O. box, c/o."/> <input type="text" value="Apartment, suite, unit, building, floor, etc."/> |

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.
