

Contents

LocalTrack User Guide Documentation.....	8
Mobile view.....	9
X-GPS Monitor	9
Basic features:	9
X-GPS Monitor Features	10
X- GPS Monitor First start	13
Log in.....	14
Main tools.....	14
X-GPS Monitor Video events	15
X-GPS Tracker	19
X-GPS Tracker Application settings	19
Geolocation	19
Schedule	22
Advanced settings.....	22
X- GPS Tracker Check-ins.....	24
Sending a mark	25
Forms in check-ins	25
View sent check-ins on the map.....	26
View sent check-ins in the report	27
X-GPS Tracker First start	28
Tracker ID	28
Basic settings and permissions	29
X-GPS Tracker Invitation to X- GPS Tracker	32
X-GPS Tracker activation	32
X- GPS Tracker Main features	34
Map	35
Statuses.....	36
Chat	37
X-GPS Tracker Messages.....	37
Chat with an employee	38
Mass texting	39
Messaging between employees on practice	40
X-GPS Tracker Offline mode	40
Enabling Offline mode	41
Offline mode performance details	41
X-GPS Tracker Places.....	41
X-GPS Tracker Tasks	43
Push-notifications about new tasks and changing task's status	43
Detailed tasks description and a mark on the map.....	44

A tasks list on employee's screen.....	45
Sorting by distance, time and status	46
Web interface	48
Compatibility	49
Mobile ready	49
Web Apps.....	49
Alerts	50
Two types of events.....	50
Autocreated rules	50
Alerts Create rule.....	50
Rule wizard.....	51
Notifications	52
Suspend the rule	52
Alerts Notification settings.....	52
Alerts Rule types Device External power cut.....	54
Description	54
Settings	54
Notifications	54
Schedule	55
The platform specifics:	55
Event reports	56
Alerts Rule types Device GPS jamming	56
Description	56
Settings	58
Notifications	59
Schedule.....	59
The platform specifics:	59
Event reports	60
Alerts Rule types Inputs and outputs Parameter in range.....	60
Description	60
Settings	62
Notifications	66
Schedule.....	67
The platform specifics:	67
Event reports	67
Alerts Rule types Inputs and outputs State field value.....	68
Description	68
Settings	69
Notifications	73
Schedule.....	73
The platform specifics:	74

Event reports	74
Alerts Rule types Scheduling Deviation from the route	75
Description	75
Settings	76
Notifications	76
Schedule	77
The platform specifics:	77
Event reports	77
Alerts Rules list.....	78
Devices and settings	79
How to change settings	79
Devices and settings Engine hours	80
Devices and settings Groups.....	81
Creating and editing groups	82
Devices and settings Object label	83
Devices and settings Odometer	84
Odometer activation	84
More odometer sources adding	85
Devices and settings Parking detection.....	85
Parking detection logic	86
Field service	87
Field service Forms	88
How to start	89
Field service Forms "Task form values" report	89
Field service Forms Create a form	90
Field service Forms Fill out a form	93
Field service Forms Form submission notifications.....	94
Field service Forms Send a form to an employee	96
Field service Forms View completed forms.....	96
Field service Places	97
Basic instruments	97
Creating places	98
Field service Recurring tasks.....	99
How to create a recurring task	99
How to manage a recurring task	100
Field service Staff	101
Field service Staff Employee.....	101
What is "Tag"?	101
How to add tags.....	101
Field service Staff Employees import.....	102
Download the file to the system	103

Field service Staff List of	104
Directory of employees	104
Field service Staff Sort your employees.....	105
Sort by name.....	105
Sort by distance.....	105
Statuses.....	106
Field service Tasks.....	107
Tasks list.....	107
Tasks list customization	109
Field service Tasks Operations with tasks.....	109
Field service Tasks Operations with tasks Assign tasks to X- GPS tracker apps	109
Push-notifications about new tasks and changing task's status	110
Detailed tasks description and a mark on the map.....	110
Get an optimal route to the task place	112
A tasks list on employee's screen.....	113
Sorting by distance, time and status	114
Field service Tasks Operations	115
Editing tasks	115
Deleting tasks	116
Field service Tasks Operations with tasks Print tasks	116
Field service Tasks Operations with tasks Search and filter.....	116
Search tasks	117
Filter tasks.....	117
Filter by date.....	118
Filter by Employee.....	118
Filter by status	118
Field service Tasks Operations with tasks Tasks sorting and grouping	119
Tasks grouping in the list	119
Tasks sorting in the list.....	119
Field service Tasks Route tasks	120
Field service Tasks Route tasks Optimize route.....	121
To optimize the route:	121
Field service Tasks Single task.....	122
How to create a task	122
Additional parameters	124
Field service Tasks Single task Tasks import from Excel.....	124
Import settings	125
Field service Tasks Single task Tasks import from TXT	126
Field service Tasks Task tags.....	127
How to add tags?	128
Fleet management	128

Fleet management	128
Vehicles	128
Adding a new vehicle	129
Depots	130
Adding a new depot.....	130
Fleet management Driver identification	131
How to Use.....	131
Fleet management Driver identification Reports on drivers	132
Trips report sorted by driver.	132
Driver shift change report.....	133
Fleet management Driver identification Ways of identification	133
Automatic Identification	133
Manual identification	135
Fleet management Driver journal	136
Select trip status	136
Journal interface	137
Fleet management Eco driving	137
Fleet management Eco driving Eco driving report	138
Report settings	139
Speeding violations.....	140
Harsh driving	141
Excessive idling violations	142
Total for period page.....	143
Graph of penalty amount	144
Rating graph	144
Table total for the period	145
Detailed information page	145
Daily fine amount graph.....	146
Table total for the period	146
Tables with detailed information	146
Fleet management Eco driving	147
Fleet management Fuel consumption	149
Fleet management Maintenance.....	151
Overview	151
Fleet management Maintenance Add service work	152
To add a service work:	152
Additional parameters	155
Files	157
Fleet management Maintenance Copy service work.....	158
Fleet management Maintenance Delete service work.....	159
Fleet management Maintenance Edit service work	159

How to edit service work.....	160
Fleet management Maintenance Maintenance task list.....	160
Service Works Filter	161
Group Service Works	162
Fleet management Maintenance Mark as completed	162
Fleet management Maintenance Print maintenance task list.....	163
Fleet management Maintenance Repeatable service work	163
How to configure repeatable tasks	164
Fleet management Maintenance Service works export.....	168
Map tools	169
Reports	170
Basic features.....	170
Reports Operations with reports	171
Download your report.....	171
Print your report.....	172
Delete your report.....	172
Reports Single report	172
Reports Types of reports.....	174
Tracking	179
Tracking Map tools	180
Tracking Map tools Geofences	181
Intoduction to Geofences	181
Geofence types.....	181
How to create a geofence.....	182
Colour Your Geofences	182
Geofences import	183
Tracking Map tools Layers	184
Map Layers.....	185
How to create a KML layer.....	185
How to add map layer into account.....	186
Tracking Map tools Points of	187
What data can I see in POI?	187
How do I create and edit POIs?	188
What do I need POIs for?	189
How can I add POI to X-GPS Tracker?.....	189
Importing POIs	189
Tracking Object list	191
Display settings	191
Device statuses.....	192
Activated devices:	192
Non-activated devices:	193

Interacting with objects	193
Tracking Object list Device info and widgets.....	193
Widgets customization	194
Tracking Object list History	199
Tracking Object list History Events history	200
Tracking Object list History Tracks and stops history	201
Tracks	201
Stops	203
Color mode.....	203
Filter system	205
Tracking Object list Tracker icons	206
Tracking Video module.....	206
Tracking Video module Event video	207
Tracking Video module Live stream.....	209
Tracking Video module Playback.....	211
Object Widget	214
User account Activity log	218
How to enter the "Activity log" section.....	218
Action types	219
How to get the activity log	219
List grouping	220
List filtering	221
User account Plugins	223
User account Plugins Courier on the map.....	223
Getting HTML-code.....	223
Work of the plugin on your website.....	225
User account Plugins Weblocator	226
Description	226
Integration with ERP	227
User account Users and roles.....	227
Sub-users.....	227
Managing Access Levels Using Roles	229
Restricting Sub-User Access to trackers	229
Restriction of Sub-Users' POI (Places) and Geofences.	229
POI	230
Geofences	230
Adding a new sub-user	230
Adding a new role	233

LocalTrack User Guide Documentation

Our platform comprises products with a user-friendly and intuitive interface. This means the users don't need to learn anything before they start. For special features and seldom-used tools, there're many hints across the interface.

Mobile view

Use the X-GPS Monitor app to track your assets anywhere from any mobile device:

[X-GPS Monitor](#)

Download the X-GPS Tracker app to turn any mobile device into a GPS tracker:

[X-GPS Tracker](#)

Use the lite version of the platform in the browser when logging in from mobile devices:

[Web-interface for mobile devices](#)

X-GPS Monitor

X-GPS Monitor helps you to stay aware of what's happening with your objects: every detail of their real-time statuses, location and vehicle telemetry from your smartphones or tablets.

Basic features:

- Location of the objects online
- The track history for any period
- Your own location relative to other objects
- Notifications about your geo-events
- Choosing your map: streets or satellite maps
- Your balance



X-GPS Monitor Features

The X-GPS Monitor mobile application provides a wide range of tools for working with the map, trackers, tasks, etc.

Click the icon in the upper left corner of the screen to display the side menu. The following items are available in the menu:

1. **User information and balance.** Click on your username to get extended information on recent transactions.
2. **Devices list.** All your trackers are displayed here. Using the buttons in the upper right corner, you can search for devices you need or filter the list by various parameters.
3. **Chat messages.** Used for online chatting with employees using the X-GPS Tracker application.
4. **Tasks.** You can view all active and completed tasks and reassign them.
5. **Add asset.** Activate new GPS devices directly from the mobile application.
6. **Settings.** Allows you to configure mobile notifications, sort the trackers list, and specify a different server address.
7. **Log out.** Click to sign out. The next time you start the application, you will have to re-enter your username and password.