

# GETTING STARTED

FLEET RISK PORTAL

04

**In-Car Cleverness** - Getting started, fleet risk portal

# Getting Started: Fleet Risk Monitoring

Welcome to your Fleet Risk Monitoring Portal Getting Started help guide! We hope that you find your Fleet Risk Portal easy to use and navigate through. However, in order to get you started, we have put together a quick user guide illustrating how to find and use some of the more popular portal features.

Our annotated guide will help you navigate:

1. Your Home Page
2. Searching for your fleet
3. Viewing Individual vehicle activity and driving events
4. Your Driving Behaviour Report
  - a. How to view your Driving Behaviour Report
  - b. Your Driving Behaviour Report explained
5. Adding vehicles to your Watch List
6. How to view and edit your Profile and Notification settings
7. How to view and edit your Daily Report settings
8. How to request a change of VRM
9. How to request a suspension of a device
10. How to show or hide Tiles on your Home Page
11. How to access the standard suite of reports
12. How to view your unit installation records

You will also be guided through your Administrator settings, including:

13. How to edit a vehicle
14. How to edit your tag colours
15. How to view and add branches
16. How to view, edit and add users

Finally, the guide provides you with a quick reference guide to understanding some of the terms used and reports within the portal:

17. Glossary

We hope you find our guide useful! In the event that you require any further help, our support team can be contacted on **08443 755593**

# GUIDE

## 1) Your Home Page

Once logged in, you will automatically be taken to your home page. If you have selected the “KPI Tiles Screen” in your settings (which is the system default value for new users) then your Home Page will be similar to the illustration below.

This screen is designed to provide a simple to view and quick to understand summary of the most important aspects to you of your fleet and includes links to important fleet metrics and key user functions.



The screenshot shows the Home Page interface with the following components and callouts:

- Top Navigation Bar:** Contains links for Home, Account, Customise, Sites, Reports, and Enter VRM.
- Header:** Displays "Fleet size: 241" and a "Show activity in the last" dropdown menu with options: 1, 3, 7, 14, 30, 60, 90, 120 days.
- KPI Tiles (12 total):**
  - Speeding:** 57 vehicles
  - Driving behaviour:** 55 vehicles
  - Ports and high risk:** 14 new alerts
  - Faults and diagnostics:** 3 vehicles
  - Accidents:** 0 new alerts
  - Moved - ignition off:** 7 new alerts
  - High mileage:** 1 vehicles
  - Standing idle:** 15 vehicles
  - Watchlist:** 0
  - Out of hours use:** 7 vehicles
  - Custom reports:** Includes links for Vehicle Usage, First start & Last end, Mileage between dates, Find near to location, and Dartford Crossing.

**Callout Boxes:**

- Top Left:** Your home page contains 12 quick access tiles. Each tile contains useful fleet reports for you to access, such as Speeding and High Mileage reports. To access these report, simply click on the tile
- Top Right:** Useful quick links can be seen here, and remain visible on each portal page
- Right Side (Top):** “Enter VRM” allows a quick search option in the event that you know which vehicle you want to view. Or, a **simple click** on “**Fleet Size**” will allow you to view all vehicles on your fleet
- Right Side (Bottom):** If you would like to view your vehicle or fleet activity over a set period of time, your “Show Activity” function, allows you to narrow this down to more specific timeframes
- Bottom Left:** In the event that you have a specific or specific vehicles on your fleet that you want to keep a close eye on, your “Watch List” tile allows quick and easy access to this report

## 2) Searching for your fleet

Searching for your entire fleet couldn't be easier. Simply click "Fleet Size" and you will see this landing page:

A map, showing the location and state of your vehicles will be visible when viewing your fleet.

Red icons show parked vehicles and blue show those that are on the move.

The screenshot displays the 'Monitoring Account' interface. At the top, it shows 'Fleet size: 241' and a 'Back to Dashboard' link. Below this is a navigation bar with 'Location & Status' selected. The main area features a map of the UK with numerous red (parked) and blue (moving) vehicle icons. A table below the map lists vehicle details.

VRM	Vehicle	Tags	Location	Mileage	Events	Journeys
AK13XDE	FORD S-MAX		Pavement Lane, Mobberley	20,278		5 View
BF14YUA	VAUXHALL CORSA		Redlands Road, Reading	15,268		7 View
BP63EEO	AUDI Q5		Churchfields, Broxbourne			
BP63EER	AUDI Q5		Benner Road, Spalding			
DF63LWK	MERCEDES-BENZ C-CLASS		Marsh Barton Trading Estate			
DF63LWM	MERCEDES-BENZ C-CLASS		Beaumont Leys Lane, Leicester			
DF63LWS	MERCEDES-BENZ C-CLASS		Avocet Crescent, Askam in Furness			

Below the table, a pop-up window for vehicle 'LT14YRO - ASTRA' is shown, displaying its location (Forest Park Place, Dundee), status (Currently: Parked), and last tracked time (12/05/2015 09:42).

If you want to view journeys a specific vehicle, you can use the "Enter VRM" tool at the top of the mapping facility. This will narrow the vehicles list below the map to list only that specific vehicle

You can view the journeys carried out by each vehicle by clicking on the "View" function within the "Journeys" header

In the event that you want to view the time, date and location that a driving "event" took place, simply click on the event icon and you will be taken to the "Vehicle Behaviour Report" where this will be broken down for you

Should you want a quick oversight of one of your vehicles, clicking on the red or blue icon will raise a pop up which details the vehicles location, movement state and also the date and time that the device was last tracked

## Viewing individual vehicle activity and driving events

As mentioned in section 2, you have the ability to drill down into your fleet to view the activity of individual vehicles:

When viewing individual vehicles, you have the ability to view that vehicles activity over a selected period. Simply use the "Date Range" function to determine this selection and click "show"

The mapping facility will show the route taken on the vehicles highlighted journey in journeys list below. The blue icons show the direction of the journey, and each arrow relates to a point at which the vehicle was tracked

Each journey tracked by the device is displayed in the journeys list below the map. The start and end location are shown, along with times, distance travelled and the number of driving events that were recorded – "Alerts"

	End Location	Start	End	Distance (miles)	Max MPH	Alerts
	Watlington Street, Reading	09:11	09:44	13.28	44	
	Kingfisher Drive, Maidenhead	15:48	15:54	1.88	29	
	Stafferton Way, Maidenhead	15:28	15:30	0.56	22	
	Grove Road, Maidenhead	14:44	14:49	0.95	20	
	Maidenhead	14:34	14:40	1.08	22	
	Blackamoor Lane, Maidenhead	11:09	11:37	13.53	47	1
	Forbury Road, Reading	09:39	10:38	16.11	44	2
	<b>Total:</b>			<b>47.39</b>		

By clicking on the blue journey icons, a pop up will appear, giving the location, time, date and speed that that specific event was recorded at. Clicking on the red icons, will also bring up a pop up, which will give details of the type of driving event that was recorded, along with time, date and location

Where "Alerts" have been recorded within the journey, are visible within this last column. Here, you have the ability to click on the number, and a drop down will appear, giving details of the type of, time, date and location that the event(s) were recorded

Manufacturer: VAUXHALL    Model: CORSA    Tags: None

Date ▼	Start Location	End Location	Start	End	Distance (miles)	Max MPH	Alerts
12/05/2015	Ray Lea Close, Maidenhead	Watlington Street, Reading	09:11	09:44	13.28	44	
11/05/2015	Stafferton Way, Maidenhead	Kingfisher Drive, Maidenhead	15:48	15:54	1.88	29	
11/05/2015	Park Street, Maidenhead	Stafferton Way, Maidenhead	15:28	15:30	0.56	22	
11/05/2015	Guards Club Road, Maidenhead	Grove Road, Maidenhead	14:44	14:49	0.95	20	
11/05/2015	Prince Andrew Close, Maidenhead	Maidenhead	14:34	14:40	1.08	22	
11/05/2015	Forbury Road, Reading	Blackamoor Lane, Maidenhead	11:09	11:37	13.53	47	1

Event type	Event description	Event location
	11/05/2015 11:13:25	London Road, Reading,

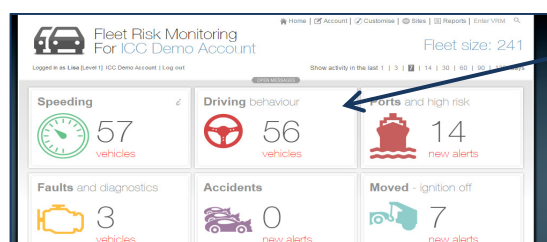


### 3) Your Driving Behaviour Report

#### a) How to view your Driving Behaviour Report

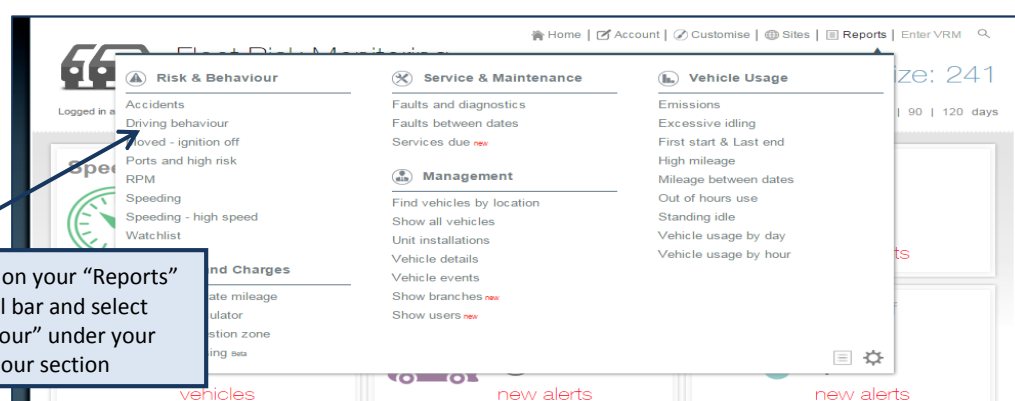
You may want to be able to keep track of the manner in which your fleet is being driven, and keep track of *good* and *bad* driving behaviour. You can access this report in one of three ways:

Home Page:



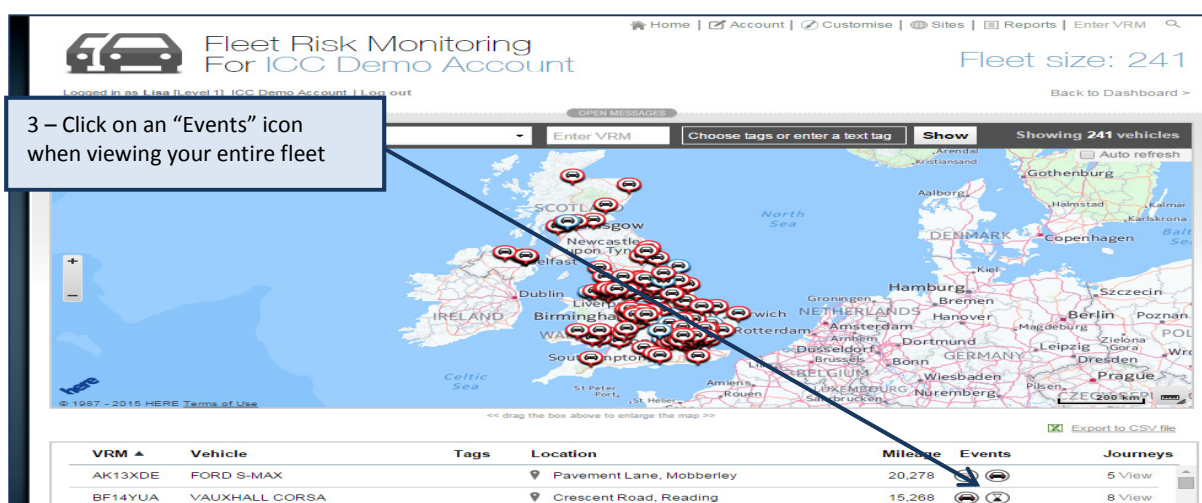
1 – Simply click on your “Driving Behaviour” tile on your home page

Report Menu:



2 – Simply click on your “Reports” tool in your tool bar and select “Driving Behaviour” under your Risk and Behaviour section

Clicking an Event Icon on View Page:



3 – Click on an “Events” icon when viewing your entire fleet

## b) Your Driving Behaviour Report explained

Your Driving Behaviour report is based on the number of driving events that a vehicle has recorded over a set number of miles travelled and a specified date range.

For a vehicle to appear on this report, it must have fulfilled the following criteria:

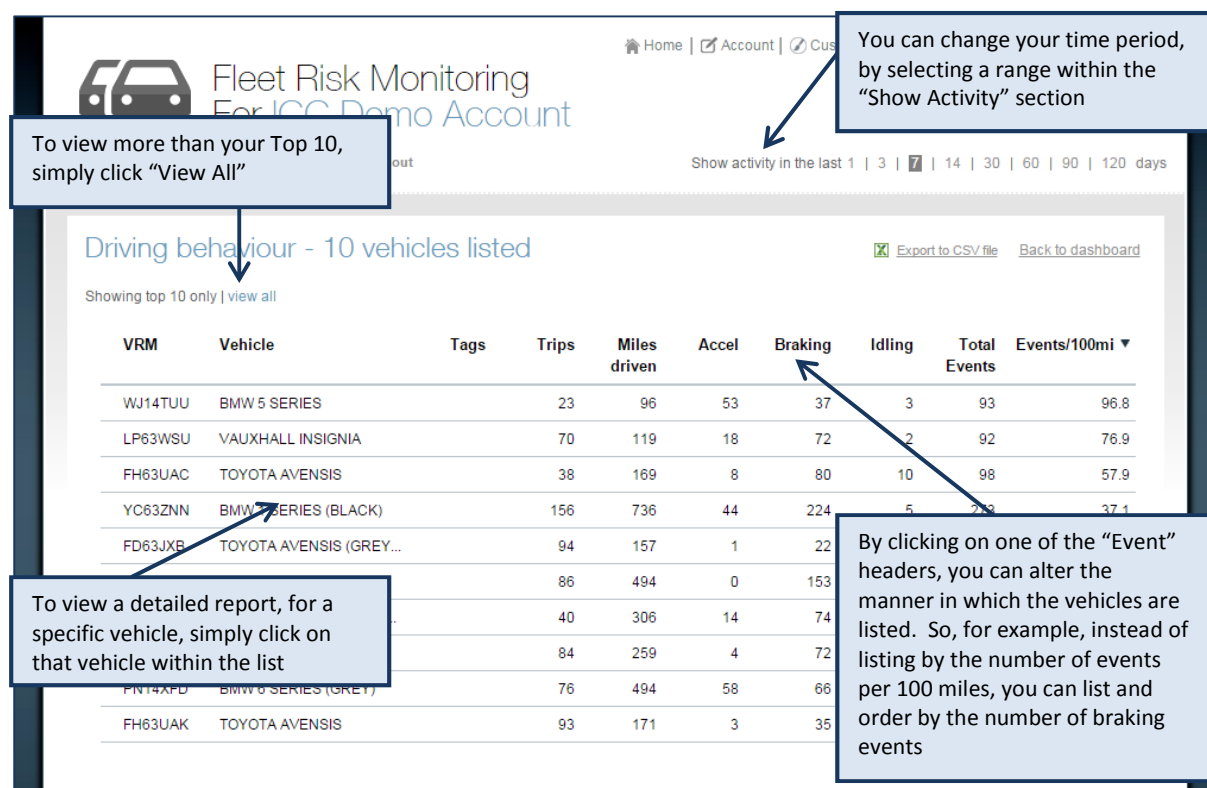
- 1) It must have travelled more than 50 miles during the selected period
- 2) It must have experienced an average of 3 or more driving events per day during your specified time period

The report in essence, is looking for patterns in driving behaviour that equate to consistent poor driving.

The driving events (transgressions) that the report looks for, and takes into account when scoring are:

- 1) Harsh Acceleration
- 2) Harsh Braking
- 3) Excessive Idling

Your report then, shows you the vehicles that meet the criteria and lists them in order of number of events per 100miles, within the specified period of time (this defaults to last 7 days):



**Fleet Risk Monitoring**  
For ICC Demo Account

Home | Account | Customer

Show activity in the last 1 | 3 | **7** | 14 | 30 | 60 | 90 | 120 days

You can change your time period, by selecting a range within the "Show Activity" section

To view more than your Top 10, simply click "View All"

### Driving behaviour - 10 vehicles listed

[Export to CSV file](#) [Back to dashboard](#)

Showing top 10 only | [view all](#)

VRM	Vehicle	Tags	Trips	Miles driven	Accel	Braking	Idling	Total Events	Events/100mi ▼
WJ14TUU	BMW 5 SERIES		23	96	53	37	3	93	96.8
LP63WSU	VAUXHALL INSIGNIA		70	119	18	72	2	92	76.9
FH63UAC	TOYOTA AVENSIS		38	169	8	80	10	98	57.9
YC63ZNN	BMW 7 SERIES (BLACK)		156	736	44	224	5	275	37.1
FD63JXB	TOYOTA AVENSIS (GREY...)		94	157	1	22			
			86	494	0	153			
			40	306	14	74			
			84	259	4	72			
FN14XPD	BMW 6 SERIES (GREY)		76	494	58	66			
FH63UAK	TOYOTA AVENSIS		93	171	3	35			

To view a detailed report, for a specific vehicle, simply click on that vehicle within the list

By clicking on one of the "Event" headers, you can alter the manner in which the vehicles are listed. So, for example, instead of listing by the number of events per 100 miles, you can list and order by the number of braking events

Home | [Account](#)

Show activity in the last 1 | 3 | **7** | 14 | 30 | 60 | 90 | 120 days

**Vehicle behaviour report - LT14YRP** [Back to dashboard](#)

Start date 05/05/2015 Number of journeys 84 Speeding sensitivity 4  
End date 12/05/2015 Miles driven 259 [Click here to view journeys](#)

### Behaviour Summary

Behaviour	KPI	Score
Speeding-Trunk road	0 events	10.0
Speeding-All road	2 events	9.7
RPM	0 events	10.0
Hard Driving	76 events	0.0
Idling	2 events	9.7

The Driving behaviour summary is illustrated in both tabular and graphical format for quick and easy viewing

The transgressions that have been logged which go towards making the score, are listed by time and date and show the event (transgression) type and location

### Transgressions


Date/time	Event type	Location
05/05/2015 16:14	Harsh braking (0.29 G)	Crayford
05/05/2015 16:20	Excessive idling	Dartford
06/05/2015 10:48	RPM threshold exceeded	M25, South Ockendon
06/05/2015 10:51	RPM threshold exceeded	M25, Upminster

Click on the Location icon to view exact location details – see image below

Logged in as Lisa [Level 1] ICC Demo Account | Log out

Show activity in the last 1 | 3 | **7** | 14 | 30 | 60 | 90 | 120 days

### Harsh braking for vehicle | LT14YRP VAUXHALL INSIGNIA



Observation time:  
**05/05/2015 16:14:12**

Location:  
**Crayford**

Latitude & Longitude:  
**51.4564, 0.1959**

Acceleration Max:  
**0.3 G**

You location icon will show a satellite map of the exact location in which the driving event was recorded. This will also give time and date details

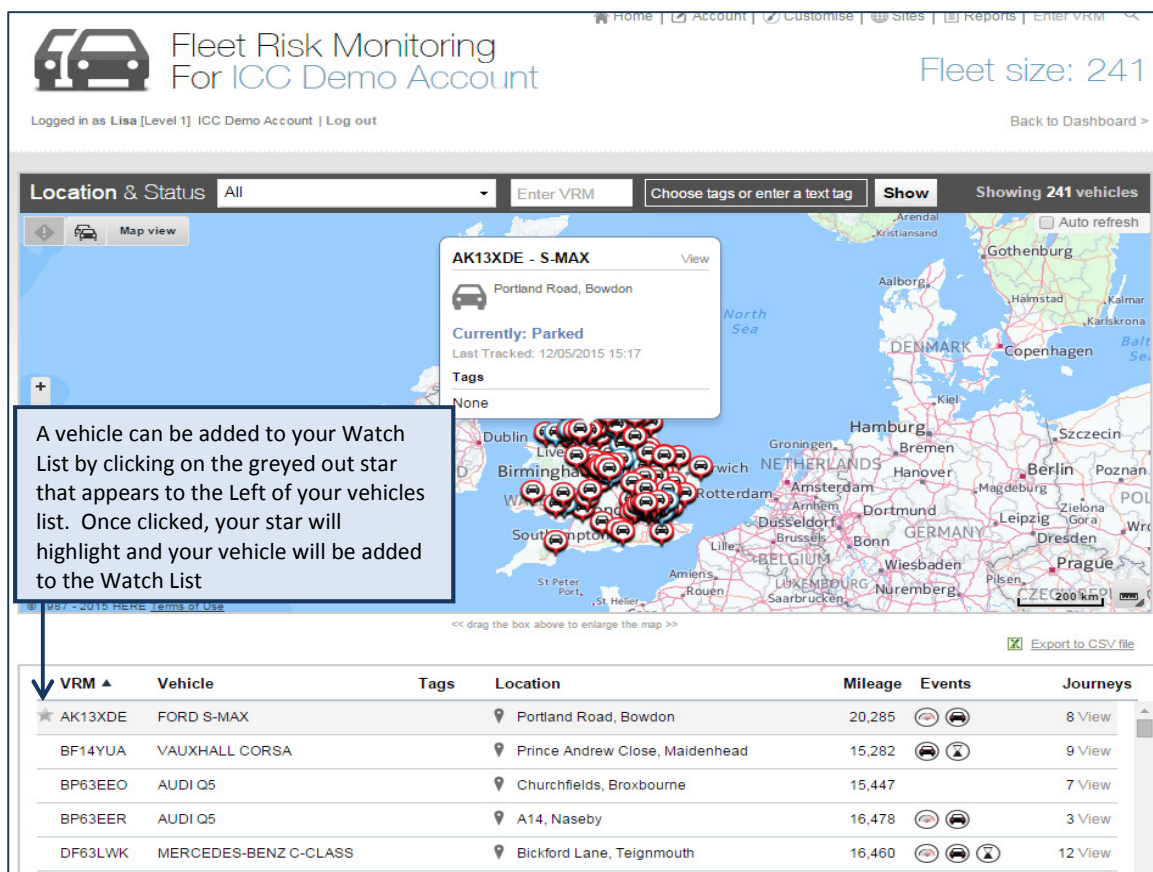
### Transgressions

Date/time	Event type	Location
05/05/2015 16:14	Harsh braking (0.29 G)	Crayford
05/05/2015 16:20	Excessive idling	Dartford
06/05/2015 10:48	RPM threshold exceeded	M25, South Ockendon



## 4) How to add vehicles to your Watch List

Your Watch List allows you to select individual vehicles of interest and add them onto a Watch List that can be accessed directly from your home page or from your Reports link:



**Fleet Risk Monitoring For ICC Demo Account**  
Fleet size: 241  
Logged in as Lisa [Level 1] ICC Demo Account | Log out

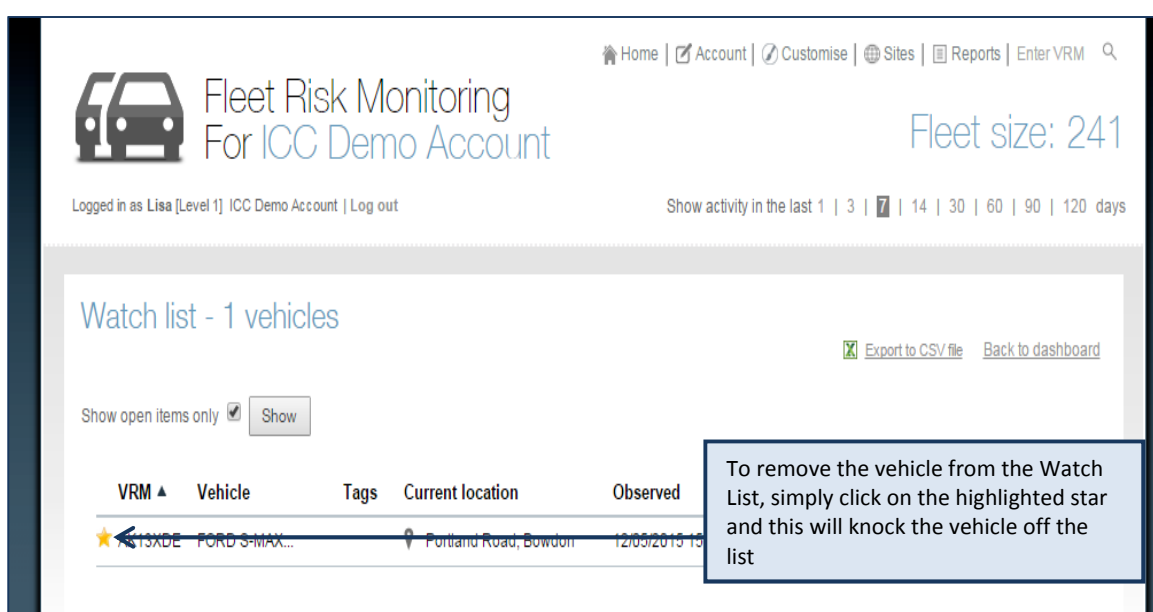
Location & Status: All | Enter VRM | Choose tags or enter a text tag | Show | Showing 241 vehicles

Map view

**AK13XDE - S-MAX**  
Portland Road, Bowdon  
Currently: Parked  
Last Tracked: 12/05/2015 15:17  
Tags: None

A vehicle can be added to your Watch List by clicking on the greyed out star that appears to the Left of your vehicles list. Once clicked, your star will highlight and your vehicle will be added to the Watch List

VRM	Vehicle	Tags	Location	Mileage	Events	Journeys
★ AK13XDE	FORD S-MAX		Portland Road, Bowdon	20,285		8 View
BF14YUA	VAUXHALL CORSA		Prince Andrew Close, Maidenhead	15,282		9 View
BP63EEO	AUDI Q5		Churchfields, Broxbourne	15,447		7 View
BP63EER	AUDI Q5		A14, Naseby	16,478		3 View
DF63LWK	MERCEDES-BENZ C-CLASS		Bickford Lane, Teignmouth	16,460		12 View



**Fleet Risk Monitoring For ICC Demo Account**  
Fleet size: 241  
Logged in as Lisa [Level 1] ICC Demo Account | Log out

Show activity in the last 1 | 3 | 7 | 14 | 30 | 60 | 90 | 120 days

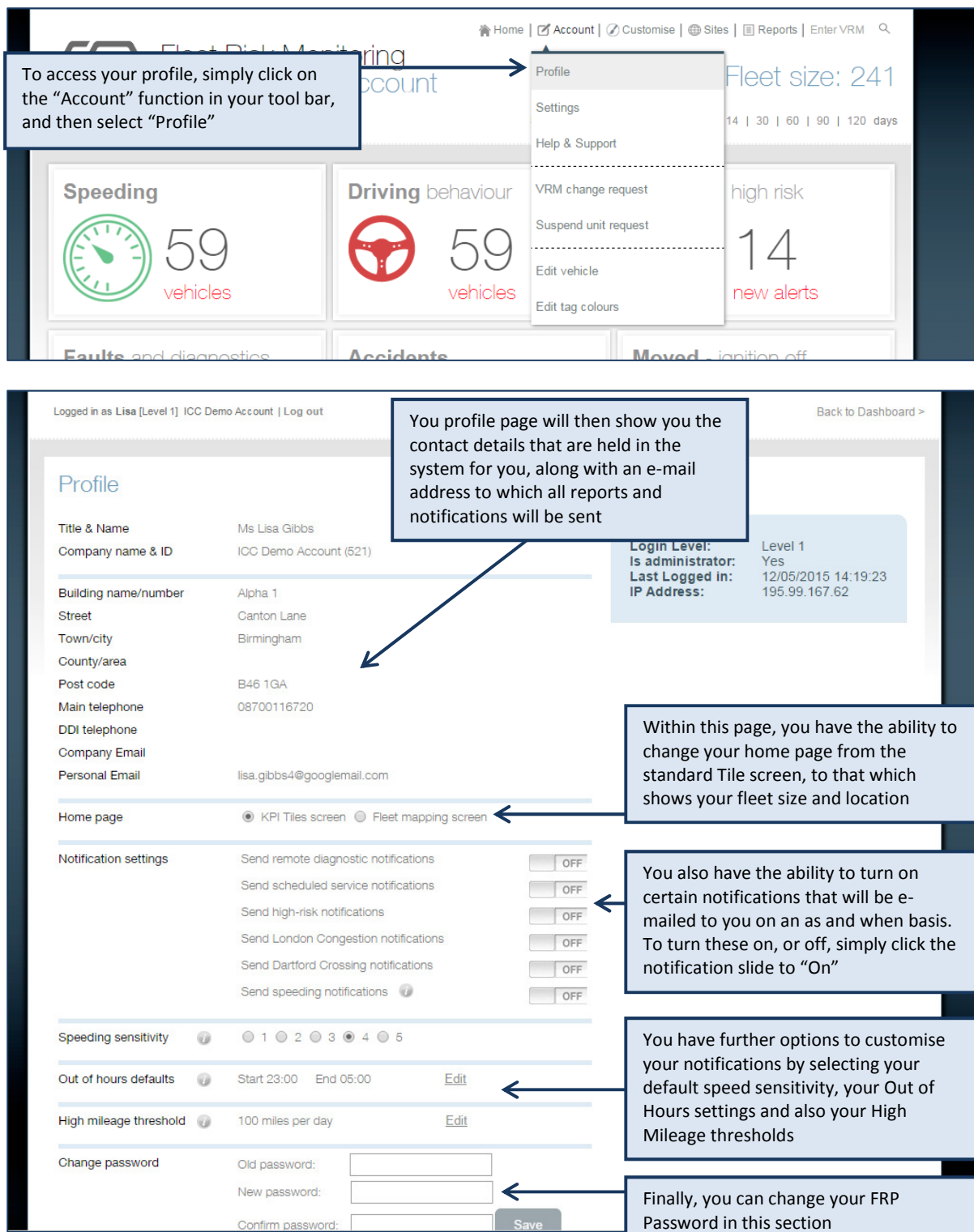
**Watch list - 1 vehicles**  
Export to CSV file | Back to dashboard

Show open items only ☒ Show

VRM	Vehicle	Tags	Current location	Observed
★ AK13XDE	FORD S-MAX...		Portland Road, Bowdon	12/05/2015 15:17

To remove the vehicle from the Watch List, simply click on the highlighted star and this will knock the vehicle off the list

## 5) How to view and edit your profile and notification setting:



To access your profile, simply click on the "Account" function in your tool bar, and then select "Profile"

Profile

Settings

Help & Support

VRM change request

Suspend unit request

Edit vehicle

Edit tag colours

Speeding 59 vehicles

Driving behaviour 59 vehicles

high risk 14 new alerts

Logged in as Lisa [Level 1] ICC Demo Account | Log out

Profile

Title & Name Ms Lisa Gibbs

Company name & ID ICC Demo Account (521)

Building name/number Alpha 1

Street Canton Lane

Town/city Birmingham

County/area

Post code B46 1GA

Main telephone 08700116720

DDI telephone

Company Email

Personal Email lisa.gibbs4@googlemail.com

Home page ☒ KPI Tiles screen ☐ Fleet mapping screen

Notification settings

Send remote diagnostic notifications ☐ OFF

Send scheduled service notifications ☐ OFF

Send high-risk notifications ☐ OFF

Send London Congestion notifications ☐ OFF

Send Dartford Crossing notifications ☐ OFF

Send speeding notifications ☐ OFF

Speeding sensitivity ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Out of hours defaults Start 23:00 End 05:00 [Edit](#)

High mileage threshold 100 miles per day [Edit](#)

Change password

Old password:

New password:

Confirm password:

[Save](#)

You profile page will then show you the contact details that are held in the system for you, along with an e-mail address to which all reports and notifications will be sent

Login Level: Level 1

Is administrator: Yes

Last Logged in: 12/05/2015 14:19:23

IP Address: 195.99.167.62

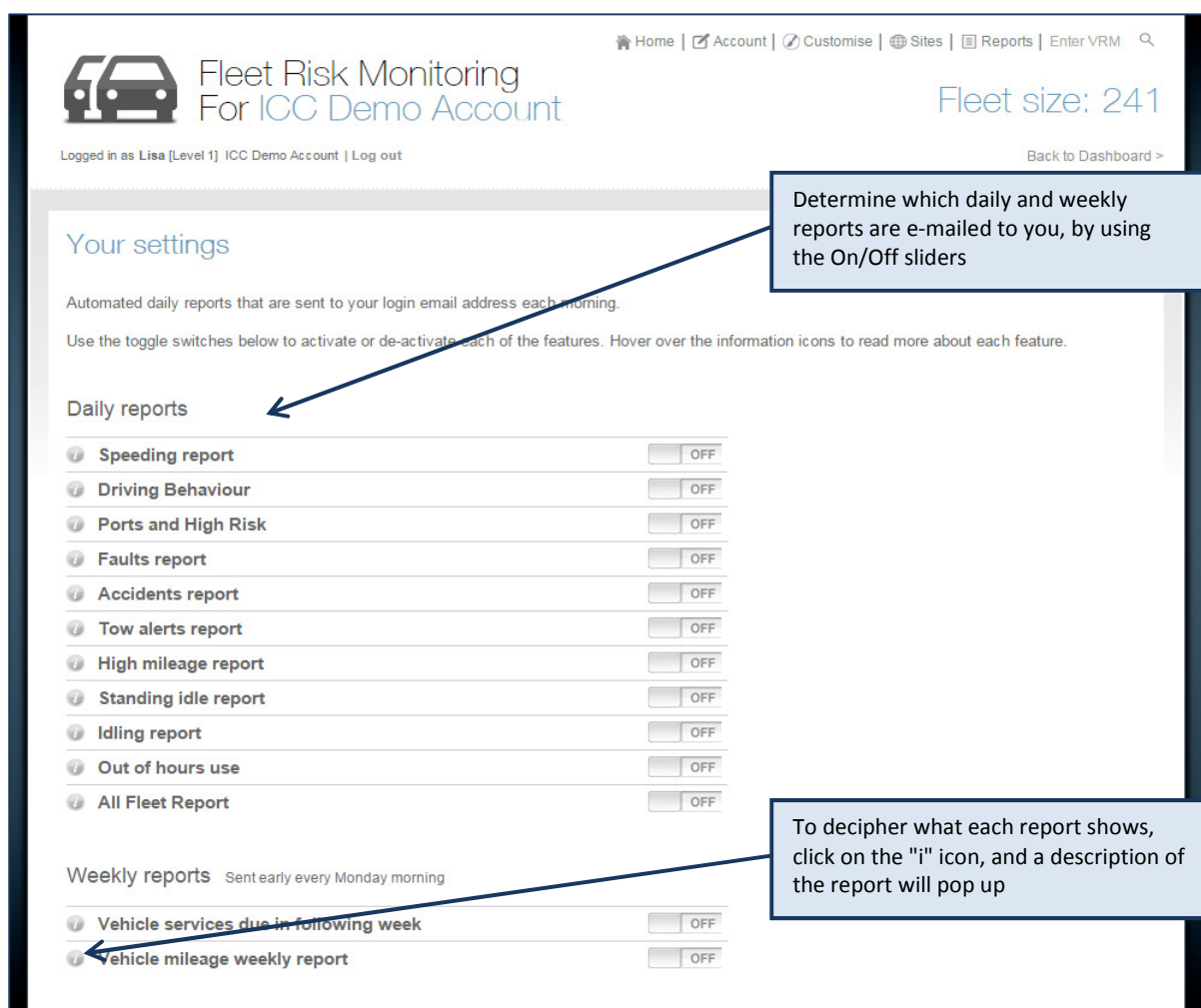
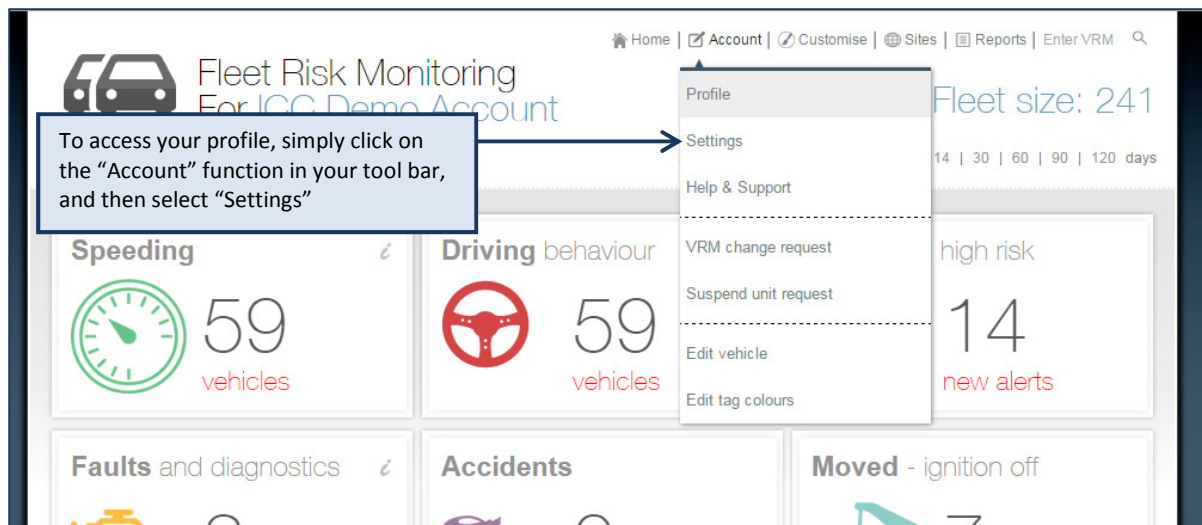
Within this page, you have the ability to change your home page from the standard Tile screen, to that which shows your fleet size and location

You also have the ability to turn on certain notifications that will be e-mailed to you on an as and when basis. To turn these on, or off, simply click the notification slide to "On"

You have further options to customise your notifications by selecting your default speed sensitivity, your Out of Hours settings and also your High Mileage thresholds

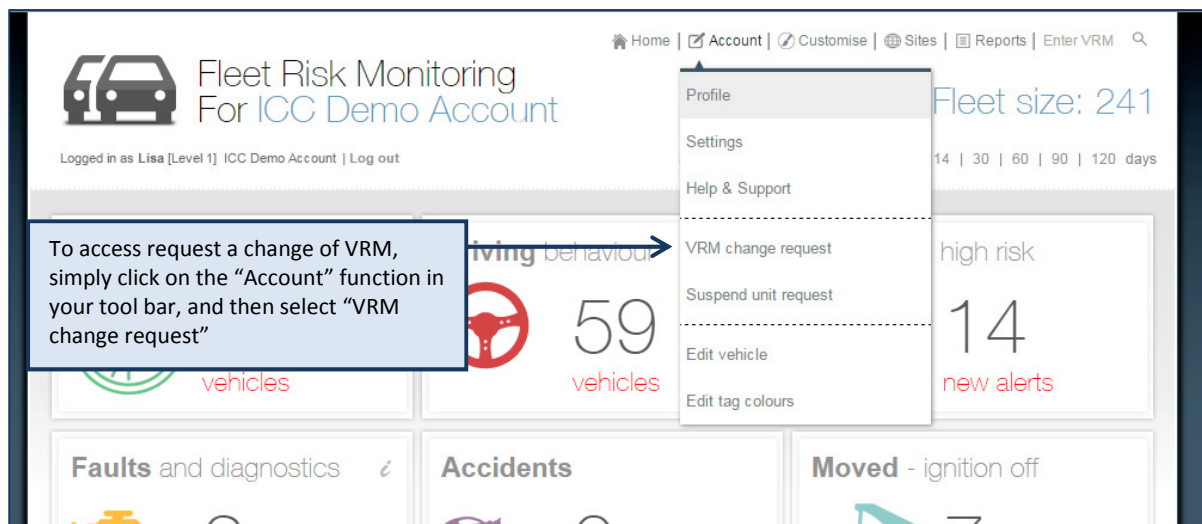
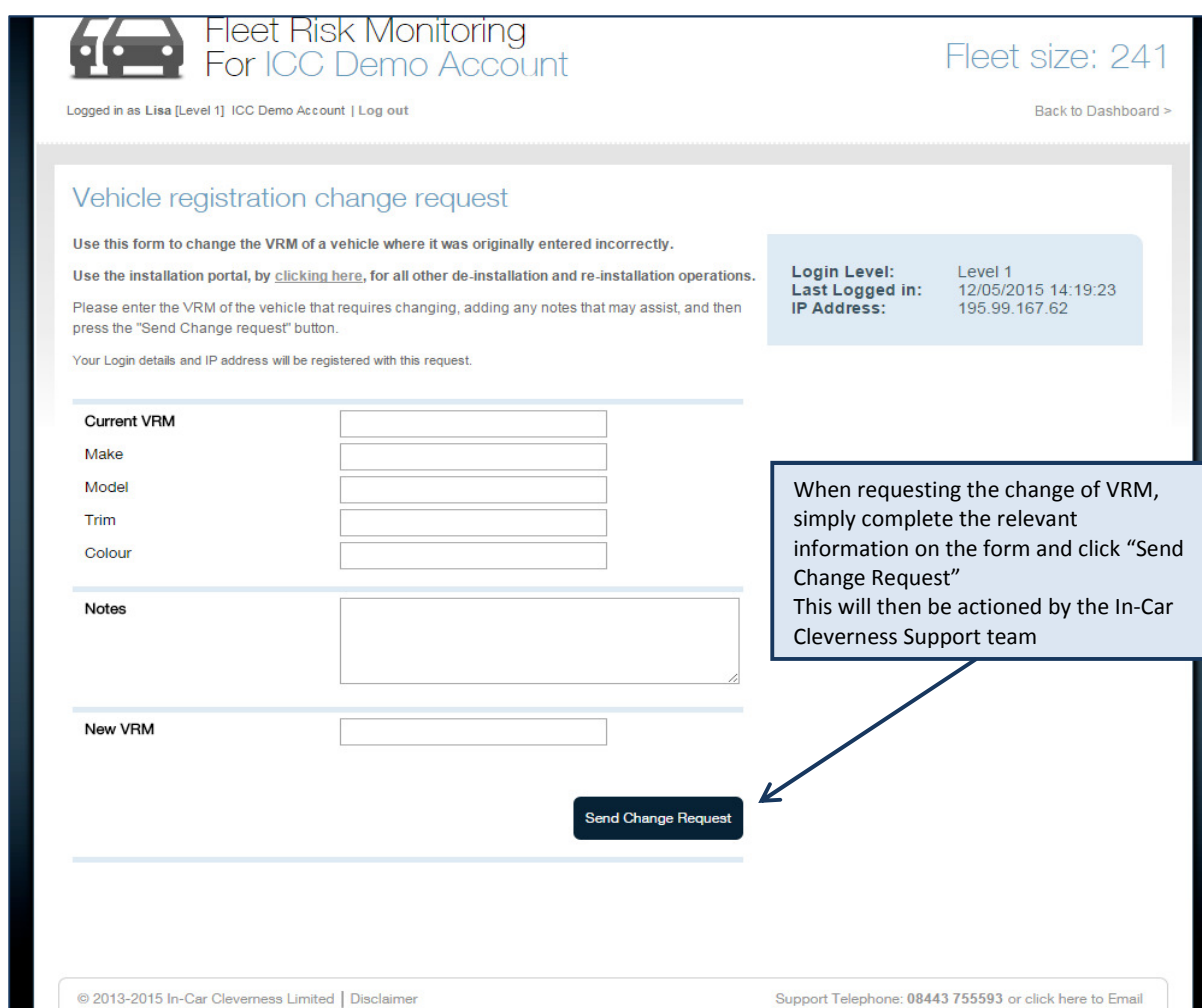
Finally, you can change your FRP Password in this section

## 6) How to view and edit your daily report settings:



## 7) How to request a change of VRM

In the event that a VRM has been entered incorrectly, or has a VRM has changed to a cherished plate, you can request that the VRM is changed on the system:

The screenshot shows the 'Vehicle registration change request' form. The form includes instructions on how to use it and a section for login details. The form fields are as follows:

Vehicle registration change request	
Use this form to change the VRM of a vehicle where it was originally entered incorrectly.	
Use the installation portal, by <a href="#">clicking here</a> , for all other de-installation and re-installation operations.	
Please enter the VRM of the vehicle that requires changing, adding any notes that may assist, and then press the "Send Change request" button.	
Your Login details and IP address will be registered with this request.	
Current VRM	<input type="text"/>
Make	<input type="text"/>
Model	<input type="text"/>
Trim	<input type="text"/>
Colour	<input type="text"/>
Notes	<input type="text"/>
New VRM	<input type="text"/>
<input type="button" value="Send Change Request"/>	

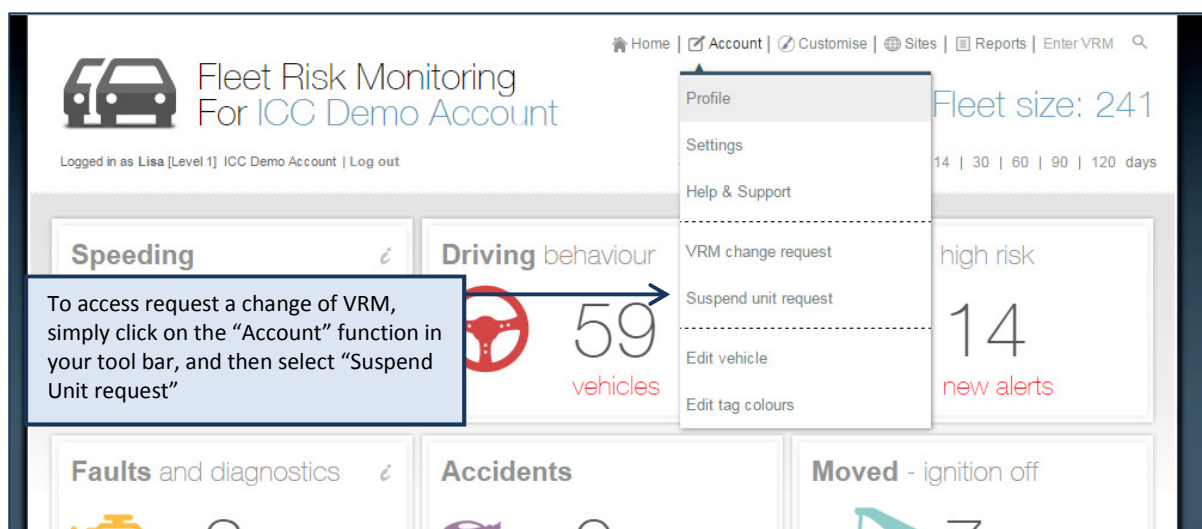
Login details box:

Login Level:	Level 1
Last Logged in:	12/05/2015 14:19:23
IP Address:	195.99.167.62

A callout box points to the 'Send Change Request' button with the text: "When requesting the change of VRM, simply complete the relevant information on the form and click 'Send Change Request' This will then be actioned by the In-Car Cleverness Support team".

## 8) How to request a suspension of a device

In the event that for one reason or another you require a unit to be suspended and no longer report location or other services. This can be requested using the Unit Suspension Request form:



**Fleet Risk Monitoring For ICC Demo Account**

Logged in as Lisa [Level 1] ICC Demo Account | Log out

Home | Account | Customise | Sites | Reports | Enter VRM

Fleet size: 241

14 | 30 | 60 | 90 | 120 days

**Speeding** **Driving behaviour** **Faults and diagnostics** **Accidents** **Moved - ignition off**

59 vehicles

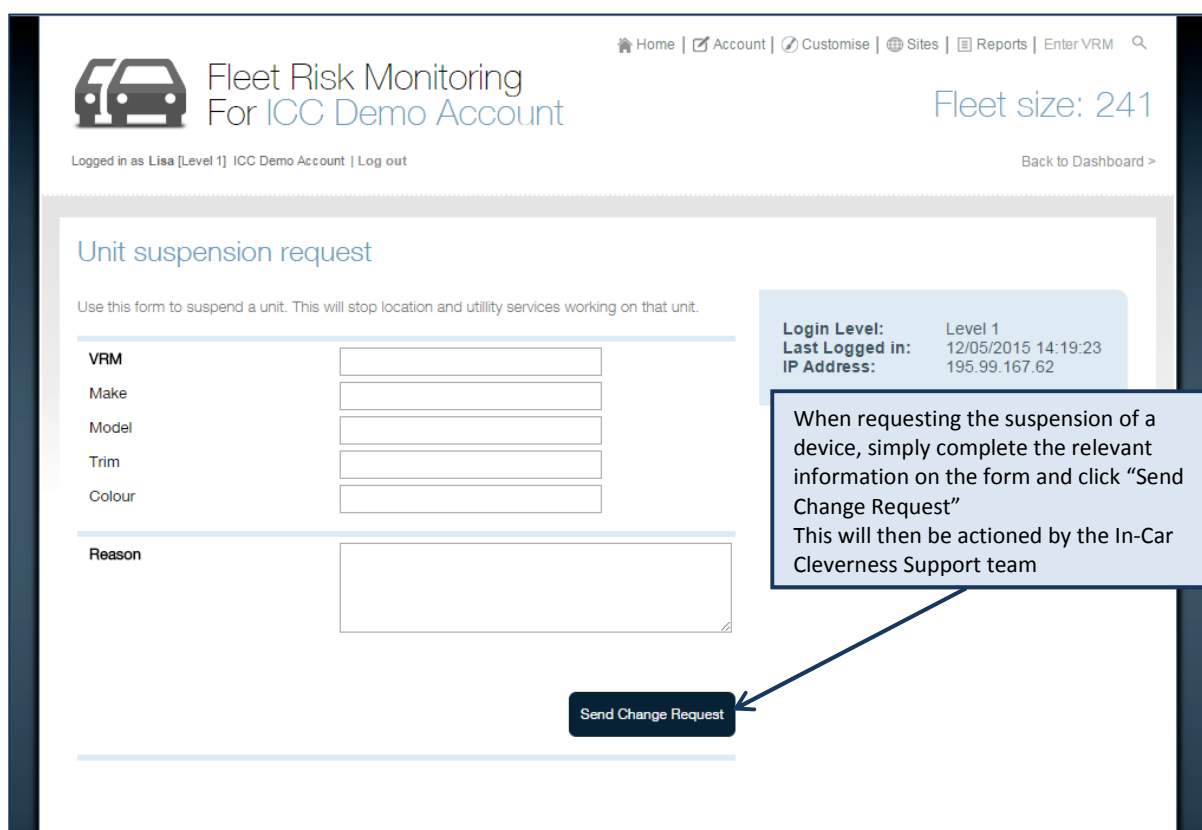
high risk

14 new alerts

Account menu:

- Profile
- Settings
- Help & Support
- VRM change request
- Suspend unit request
- Edit vehicle
- Edit tag colours

To access request a change of VRM, simply click on the "Account" function in your tool bar, and then select "Suspend Unit request"



**Fleet Risk Monitoring For ICC Demo Account**

Logged in as Lisa [Level 1] ICC Demo Account | Log out

Home | Account | Customise | Sites | Reports | Enter VRM

Fleet size: 241

Back to Dashboard >

### Unit suspension request

Use this form to suspend a unit. This will stop location and utility services working on that unit.

**VRM**

**Make**

**Model**

**Trim**

**Colour**

**Reason**

**Login Level:** Level 1  
**Last Logged in:** 12/05/2015 14:19:23  
**IP Address:** 195.99.167.62

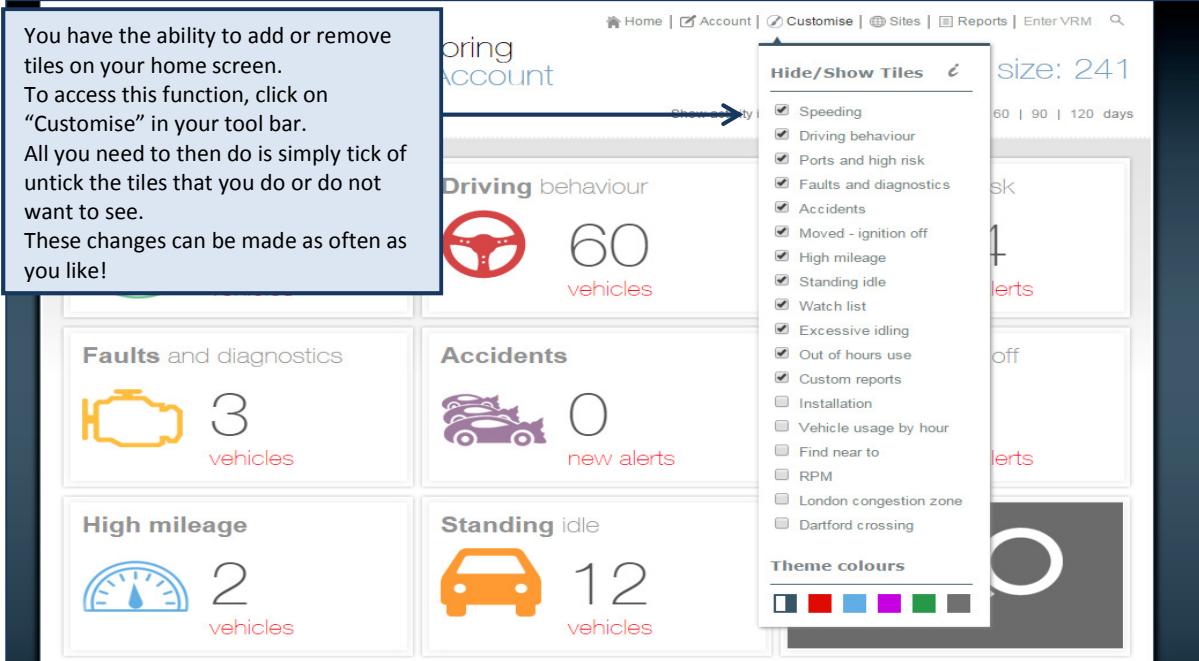
When requesting the suspension of a device, simply complete the relevant information on the form and click "Send Change Request"  
 This will then be actioned by the In-Car Cleverness Support team

**Send Change Request**



## 9) How to show / hide tiles on your home screen:

You have the ability to add or remove tiles on your home screen. To access this function, click on "Customise" in your tool bar. All you need to then do is simply tick or untick the tiles that you do or do not want to see. These changes can be made as often as you like!



The screenshot shows the in-car cleverness home screen. The top navigation bar includes links for Home, Account, Customise, Sites, Reports, and Enter VRM. The main area displays several tiles: 'Driving behaviour' (60 vehicles), 'Faults and diagnostics' (3 vehicles), 'Accidents' (0 new alerts), 'High mileage' (2 vehicles), and 'Standing idle' (12 vehicles). A 'Customise' menu is open, showing a list of tiles with checkboxes to toggle their visibility. The 'Theme colours' section at the bottom of the menu shows a selection of color swatches.

**Hide/Show Tiles**

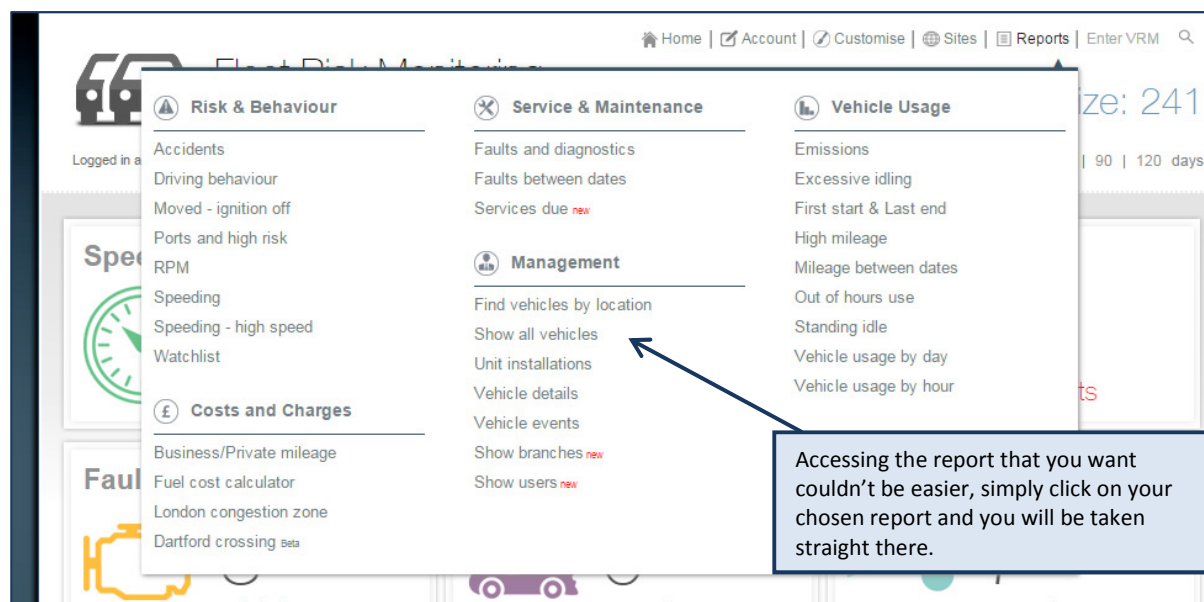
- ☒ Speeding
- ☒ Driving behaviour
- ☒ Ports and high risk
- ☒ Faults and diagnostics
- ☒ Accidents
- ☒ Moved - ignition off
- ☒ High mileage
- ☒ Standing idle
- ☒ Watch list
- ☒ Excessive idling
- ☒ Out of hours use
- ☒ Custom reports
- ☐ Installation
- ☐ Vehicle usage by hour
- ☐ Find near to
- ☐ RPM
- ☐ London congestion zone
- ☐ Dartford crossing

**Theme colours**

■ ■ ■ ■ ■ ■

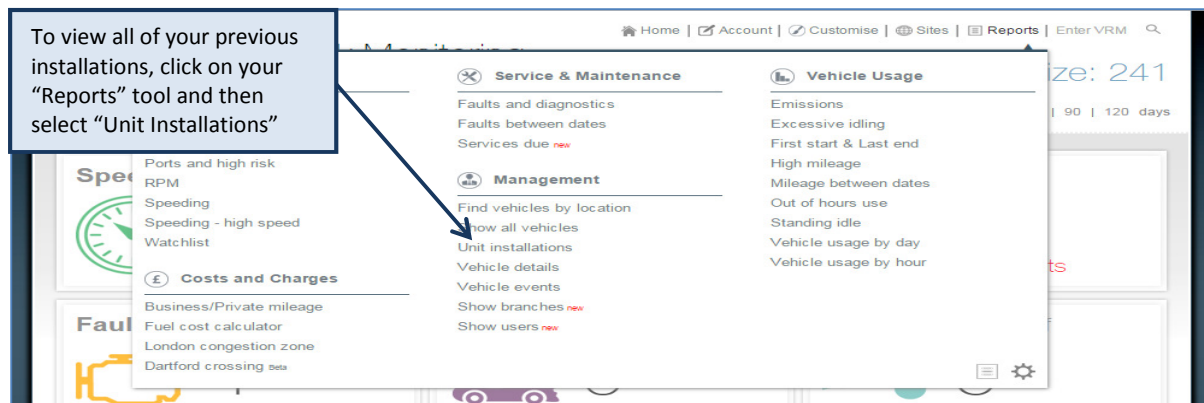
## 10) How to access your standard suite of reports

The tiles on your home screen are also accessible using the “Reports” tool, along with further reports that are available:



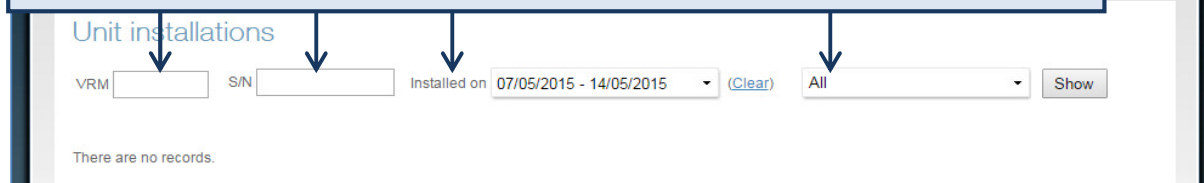
Its worth noting that all of your reports are exportable to CSV format in the event that you want to save them or do further work with them.

## 11) How to view your unit installations:



When in your report, you have the ability to search for an install using a number of different options.

- You can search for a specific install, using the VRM
- You can search for a specific device, using the Serial Number (IMEI)
- You can search for all installs within a specified period
- Finally, you can choose to view all devices currently installed, no longer installed or for devices that are currently disconnected within a specified time period



When your selection criteria has been applied, your installation report will appear. It's important to note that you may find VRM's duplicated in the report, and this would be due to multiple installs, or de-installs.

The "Status" icon shows the current health of the device:  
A green dot, shows a device with good communication  
An amber dot, shows a device which has failed to communicate within the last 24 hours  
A black and white dot shows a device that has been de-installed from that vehicle

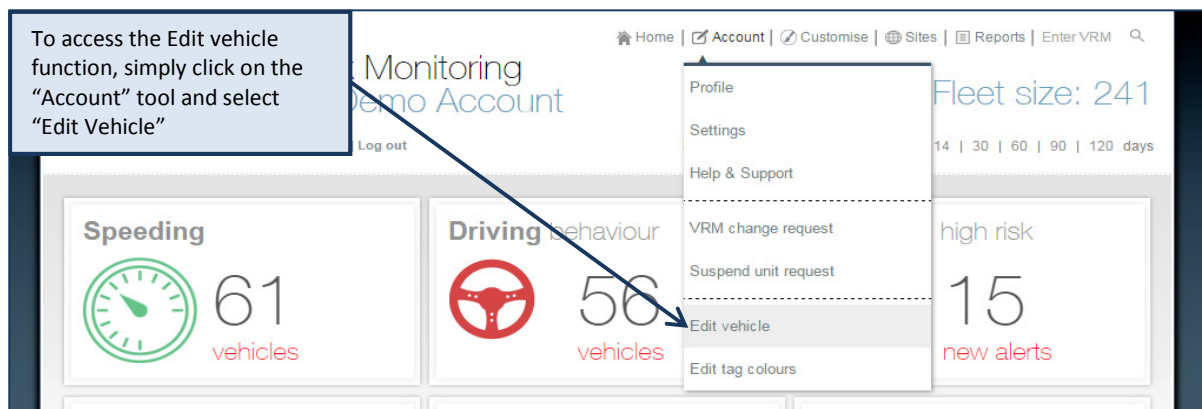
Installed	VRM	Vehicle	Tags	Device	Serial number	Status	Depot
04/03/2015 15:31	FD63JXF	TOYOTA AVENSIS		330	353816051200659	●	Accident Exchange
09/12/2014 11:44	LP63WSV	VAUXHALL CORSA		330	353816052528967	●	Accident Exchange
04/10/2014 08:39	DF63LWU	MERCEDES-BENZ C...		330	353816051366922	●	Accident Exchange
24/09/2014 12:09	FY13JVU	TOYOTA VERSO		v200/G	355797030659801	●	Accident Exchange
21/08/2014 16:15	HK63ZVL	RENAULT KANGOO		330	353816051077750	●	Accident Exchange
20/08/2014 18:25	LP63WVU	VAUXHALL INSIGN...		330	353816052196211	●	Accident Exchange
20/08/2014 18:23	LP63WTE	VAUXHALL CORSA		330	353816051250506	●	Accident Exchange
11/07/2014 16:35	PE14YJJ	MERCEDES-BENZ C...		330	353816051772244	●	Accident Exchange
27/06/2014 11:13	WJ14OVM	MINI CONVERTIBL...		330	353816051253872	●	Accident Exchange
25/06/2014 15:20	YB62PFF	BMW 3 SERIES		OB plus	020990	●	Accident Exchange
25/06/2014 08:49	GJ14ZYH	AUDI A4		v230/A	355797034231979	●	Accident Exchange
19/06/2014 11:14	DF63LWV	MERCEDES-BENZ C...		v200/G	355797031919642	●	Accident Exchange
09/06/2014 14:32	FH63UAD	TOYOTA AVENSIS		v230/A	355797034651937	●	Accident Exchange
28/04/2014 14:18	PE14YHW	MERCEDES-BENZ C...		330	353816051235044	●	Accident Exchange
28/04/2014 12:30	PE14YJR	MERCEDES-BENZ C...		330	353816052359066	●	Accident Exchange
28/04/2014 12:15	PE14YJP-1	MERCEDES-BENZ C...		330	353816051048611	●	Accident Exchange
28/04/2014 11:51	PE14YJL	MERCEDES-BENZ C...		330	353816051399659	●	Accident Exchange
28/04/2014 11:23	PE14YJK	MERCEDES-BENZ C...		330	353816052384205	●	Accident Exchange
28/04/2014 11:02	PE14YJJ	MERCEDES-BENZ C...		330	353816052512524	●	Accident Exchange

## Your Administrator Settings / Functions

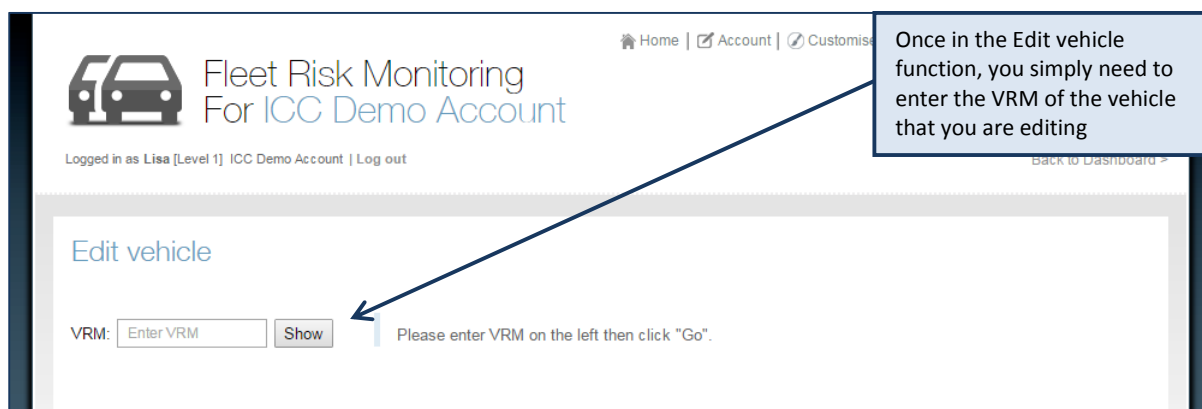
As an administrator, you have access to some further functions that you might find beneficial when managing your fleet and users.

### 12) How to edit a vehicle:

To access the Edit vehicle function, simply click on the "Account" tool and select "Edit Vehicle"



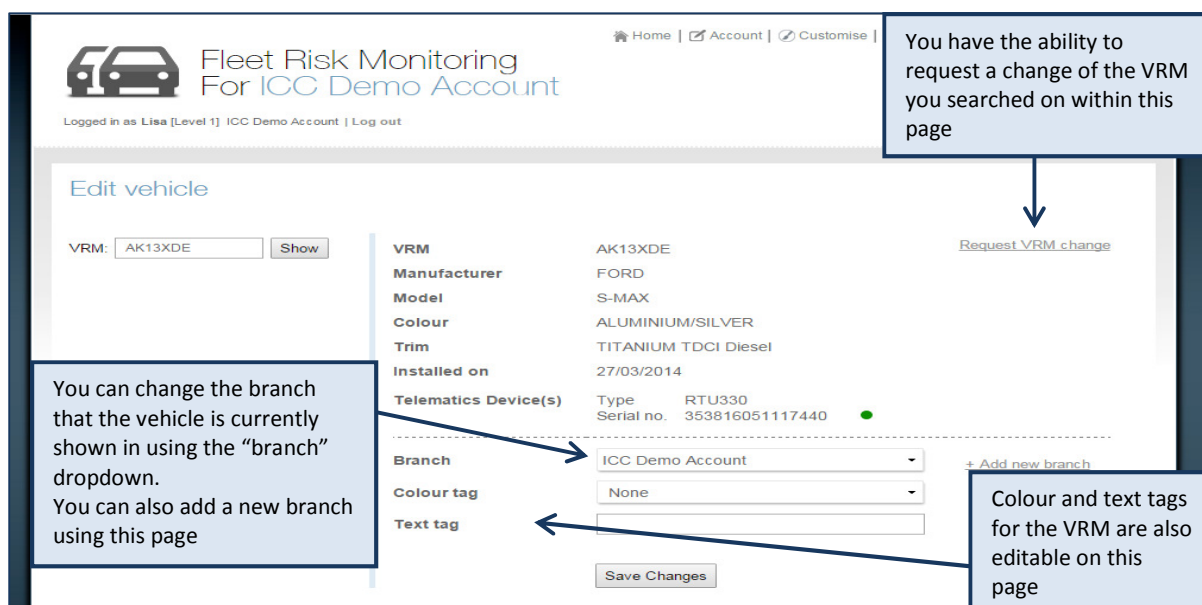
Once in the Edit vehicle function, you simply need to enter the VRM of the vehicle that you are editing



You have the ability to request a change of the VRM you searched on within this page

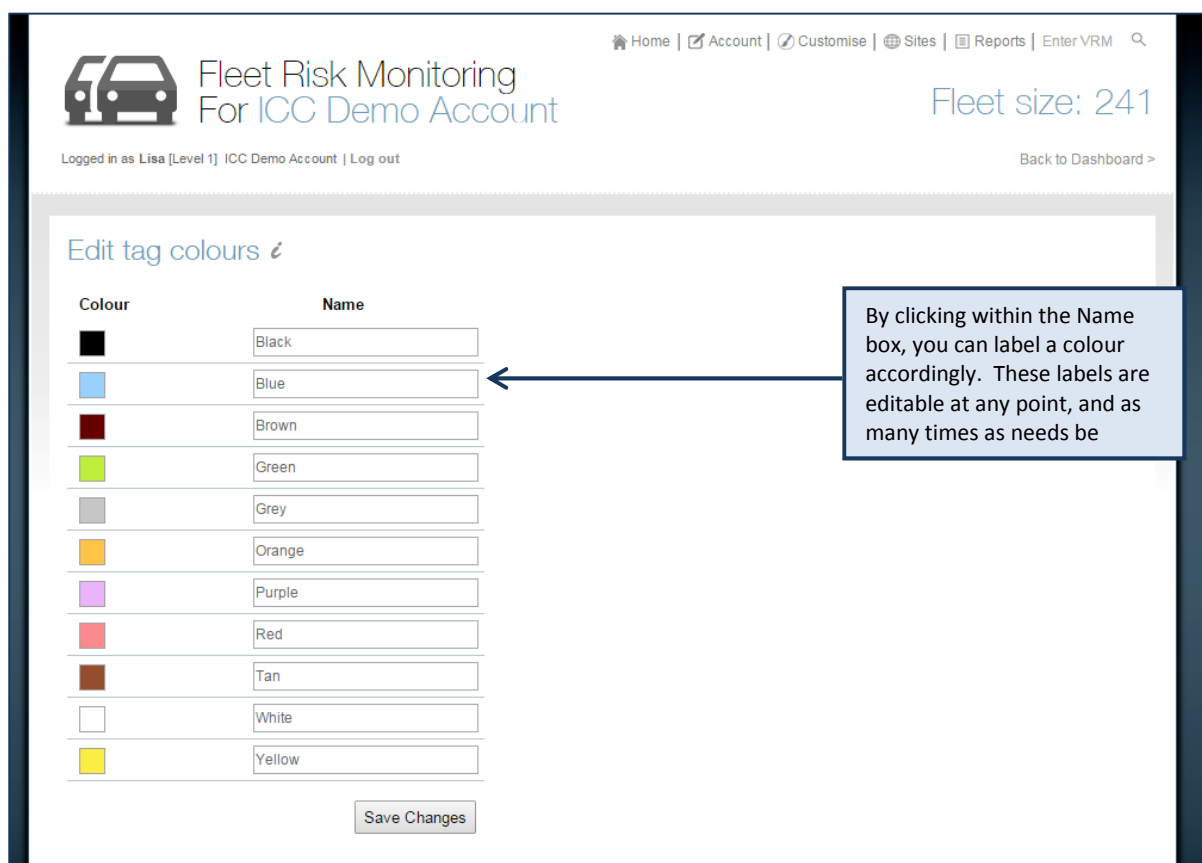
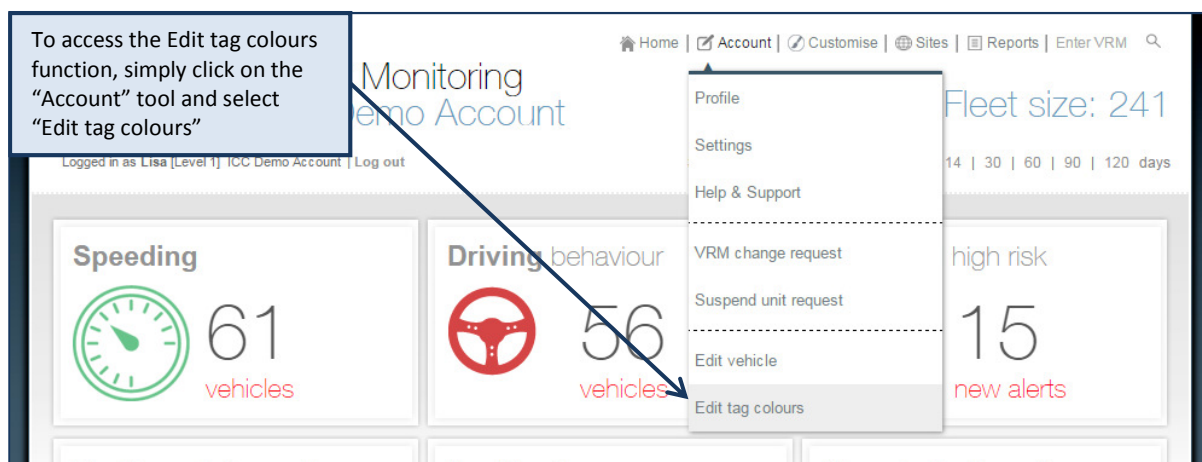
You can change the branch that the vehicle is currently shown in using the "branch" dropdown. You can also add a new branch using this page

Colour and text tags for the VRM are also editable on this page



### 13) How to edit your tag colours

In the event that you want to customise your own fleet, for example, you want to differentiate between vehicles being used by Sales and vehicles being used by Management, you have the ability here to colour code vehicles into groups accordingly:





## 14) How to view and add branches:

To view all of your previous installations, click on your "Reports" tool and then select "Show branches"

The screenshot shows the dashboard with a navigation menu on the left. The 'Reports' menu is open, and 'Show branches' is highlighted under the 'Management' section. Other options in the menu include 'Service & Maintenance', 'Vehicle Usage', 'Costs and Charges', and 'Management'.

You have the ability to either search for a branch using the "Enter branch name" function, or, alternatively, your branches will be listed and you can view the branch details by clicking on your selected branch

New branches can be added using the "Add branch" icon

The screenshot shows the 'Branch List - 2 branches' page. It features a search bar with the placeholder 'Enter branch name' and a 'Show' button. Below the search bar is a table with the following data:

Name ▲	Landline	Postcode	User accounts	Vehicles
<a href="#">ICC Demo Account</a>	08700 116720	B46 1GA	4	0
<a href="#">ICC Demo Test Child Account</a>	08700 116720	B46 1GA	0	0

At the top right of the table, there is an 'Add branch' icon and an 'Export to CSV file' link.

To add your new branch, simply enter all the relevant details into the boxes and click save.

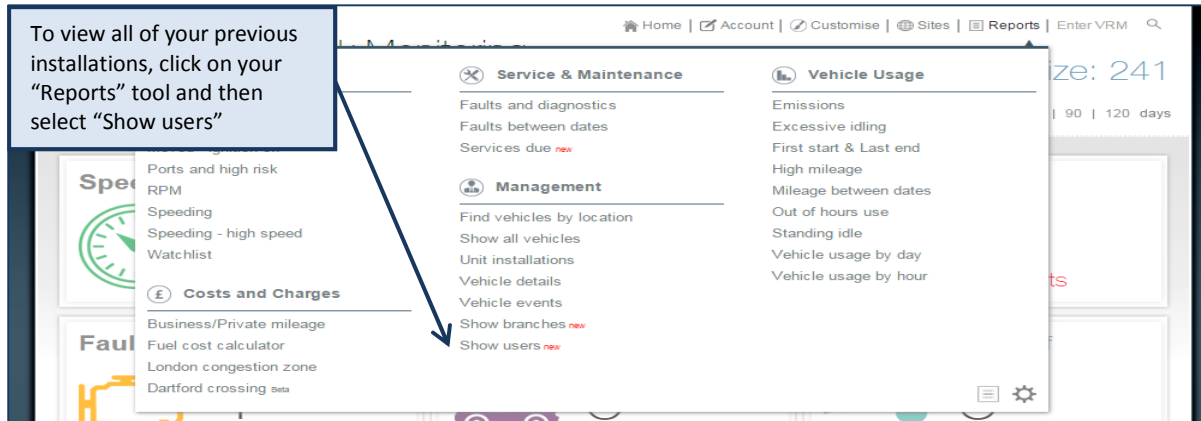
The screenshot shows the 'Add branch for ICC Demo Account' form. It contains the following fields:

- Name \*
- Landline
- Building No.
- Address line 1
- Address line 2
- Town
- County/area
- Postcode

At the bottom of the form, there is a note: '\* mandatory fields'. Below the form are 'Save' and 'Cancel' buttons.

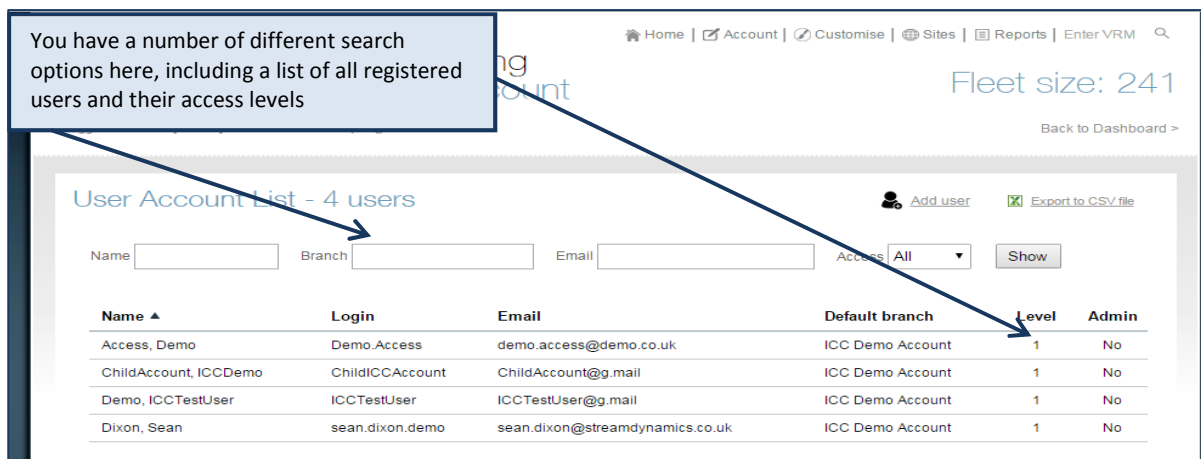
## 15) How to view, edit and add users:

To view all of your previous installations, click on your "Reports" tool and then select "Show users"



The dashboard shows a navigation bar with links: Home, Account, Customise, Sites, Reports, Enter VRM. The 'Reports' menu is open, showing options like Service & Maintenance, Management, and Vehicle Usage. 'Show users' is highlighted under the Management section.

You have a number of different search options here, including a list of all registered users and their access levels



The 'User Account List - 4 users' page shows a table with columns: Name, Login, Email, Default branch, Level, and Admin. The table lists four users: Access, Demo; ChildAccount, ICCDemo; Demo, ICCTestUser; and Dixon, Sean.

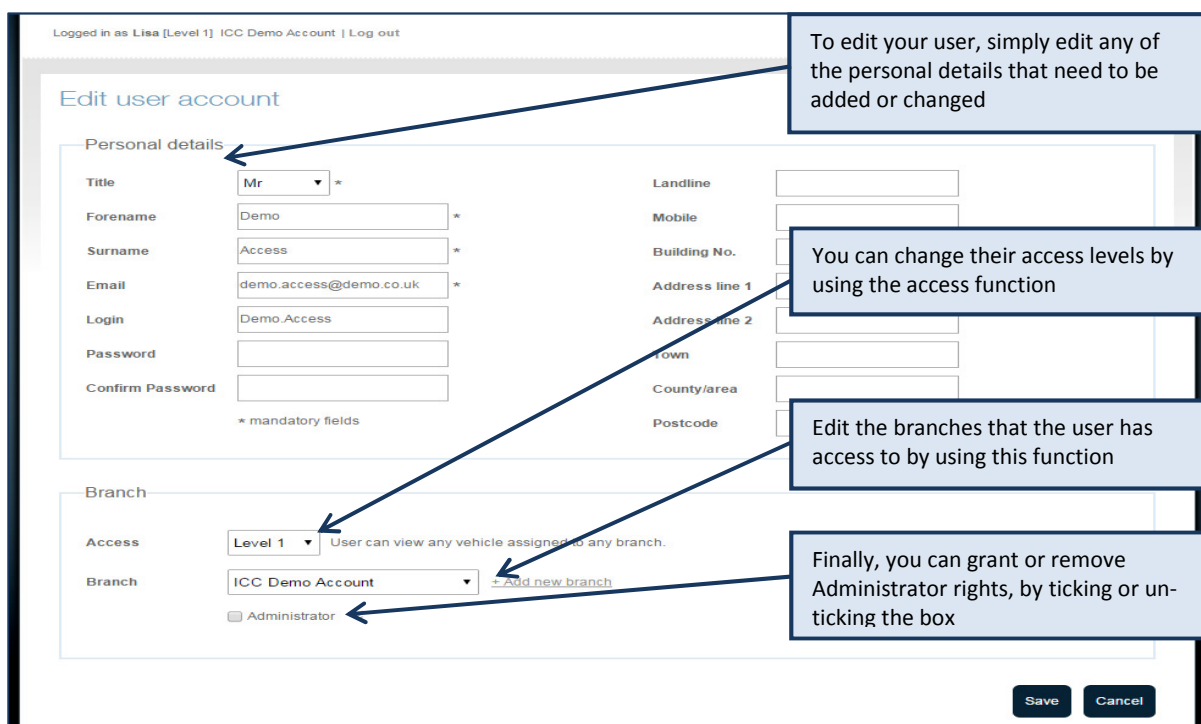
Name ▲	Login	Email	Default branch	Level	Admin
Access, Demo	Demo.Access	demo.access@demo.co.uk	ICC Demo Account	1	No
ChildAccount, ICCDemo	ChildICCAccount	ChildAccount@g.mail	ICC Demo Account	1	No
Demo, ICCTestUser	ICCTestUser	ICCTestUser@g.mail	ICC Demo Account	1	No
Dixon, Sean	sean.dixon.demo	sean.dixon@streamdynamics.co.uk	ICC Demo Account	1	No

To edit your user, simply edit any of the personal details that need to be added or changed

You can change their access levels by using the access function


Edit the branches that the user has access to by using this function

Finally, you can grant or remove Administrator rights, by ticking or un-ticking the box



The 'Edit user account' page shows the 'Personal details' section with fields for Title, Forename, Surname, Email, Login, Password, and Confirm Password. The 'Branch' section shows the 'Access' level (Level 1) and the 'Branch' (ICC Demo Account). There is a checkbox for 'Administrator'.

Adding a user couldn't be easier – simply click on the “Add User” icon on your User Account List page:



## Fleet Risk Monitoring For ICC Demo Account

Logged in as Lisa [Level 1] ICC Demo Account | [Log out](#)

To add your user, simply complete the user account form with all of the relevant details


### Add user account

[Back to User account list >](#)

#### Personal details

Title	<input type="text" value="Select..."/> *	Landline	<input type="text"/>
Forename	<input type="text"/> *	Mobile	<input type="text"/>
Surname	<input type="text"/> *	Building No.	<input type="text"/>
Email	<input type="text"/> *	Address line 1	<input type="text"/>
Login	<input type="text"/>	Address line 2	<input type="text"/>
Password	<input type="text"/> *	Town	<input type="text"/>
Confirm Password	<input type="text"/> *	County/area	<input type="text"/>
	* mandatory fields	Postcode	<input type="text"/>

#### Branch

Access	<input type="text" value="Level 3"/> User can view only those vehicles assigned to the default branch
Branch	<input type="text" value="Select..."/> <a href="#">+ Add new branch</a>
<input type="checkbox"/> Administrator 	

Select the level off access you want the user to have – a description of what each level allows will appear when the level is selected. You then need to select the branch(es) that you would like the user to have access to. Level 1 allows the user to see that level and any branches 1 level beneath it. Level 3 allows selection of 1 branch only, whereas level 2 allows multiple selections. Finally, if you want the user to have the ability to view, add, edit branches and users. and make other changes

## 16) Glossary

Below is a table that provides a brief description of each of your Fleet Portal Tile Metrics. A more detailed document can be found under the Help Files tool within your portal.

<i>Speeding</i>	<p>This report identifies vehicles that are habitually driving faster than the UK Road Speed limit allows. The report shows all vehicles that have recorded 3 or more speeding transgressions on any single day within the selected period</p> <p>A full and more detailed précis of the mechanisms used to generate this alert, can be found under the Help Files tool within your portal (SPEED – Method B)</p>
<i>Driving Behaviour</i>	<p>This report highlights vehicles where the manner in which they are being driven is likely to be detrimental to that vehicle and/or other road users. The report displays vehicles that have an average of 3 or more transgressions per day within the selected period</p> <p>A full and more detailed précis of the mechanisms used to generate this score, can be found under the Help Files tool within your portal</p>
<i>Ports and High Risk</i>	<p>This report identifies instances where a vehicle has concluded a journey in an area of perceived enhanced risk of theft or damage. Examples of such areas generating alerts would be, UK Sea ports, UK Borders and vehicle racetrack and circuits</p>
<i>Faults and Diagnostics</i>	<p>This report identifies where a vehicles own engine management system has detected a fault. This will include whether a MIL light is illuminated or other special conditions such as diesel particulate alerts</p>
<i>Accidents</i>	<p>This report lists all vehicles that have experienced a “High-G” event as detected by the Onboard device and that event has been determined to be a collision or similar event</p>
<i>Moved – Ignition off</i>	<p>In the event that the device detects that the a vehicle is being moved without the ignition being on (on a tow truck for example), the VRM will be displayed here</p>
<i>High Mileage</i>	<p>This report shows all vehicles that are recorded as consistently driving more than at present maximum value of 100 miles per day. <i>This value can be configured to your own limits within your Profile page</i></p>
<i>Standing Idle</i>	<p>This shows all vehicles that remain unused for the selected period of time. Unused is determined by the ignition not being turned on and the engine not running</p>

<i>Out of hours</i>	This report shows all vehicles that have undertaken an average of more than 2 journeys in the defined out of hours period. The default period is set at between 23:00hrs and 05:00hrs. <i>These hours are user configurable within your Profile page</i>
<i>Excessive Idling</i>	This report identifies all vehicles that have idled 3 times a day or more
<i>Watch List</i>	This is a wholly manually generated list which has been designed to easily bring to the attention of the user, vehicles that have been earlier marked as being of interest for whatever reason
<i>Custom Reports</i>	Bespoke and none standard reports that have been created for specific user or company accounts are stored here. These reports are only available to customers commissioning any particular customised report