Mgm Neeuma Man Up Care Admin/Supervisor Tutorial and Guide

Contents

1) Introduction

This Tutorial will walk you through initial login and the various capabilities of the Mgm Neeuma Man Up care system, including Mapping, Reporting and Administrative capabilities. The intention of this tutorial is to be a step-by-step guide, showing how each of the various features and capabilities of the software are accessed and exercised in order to learn how it can be of benefit to you and your business.

2) Login

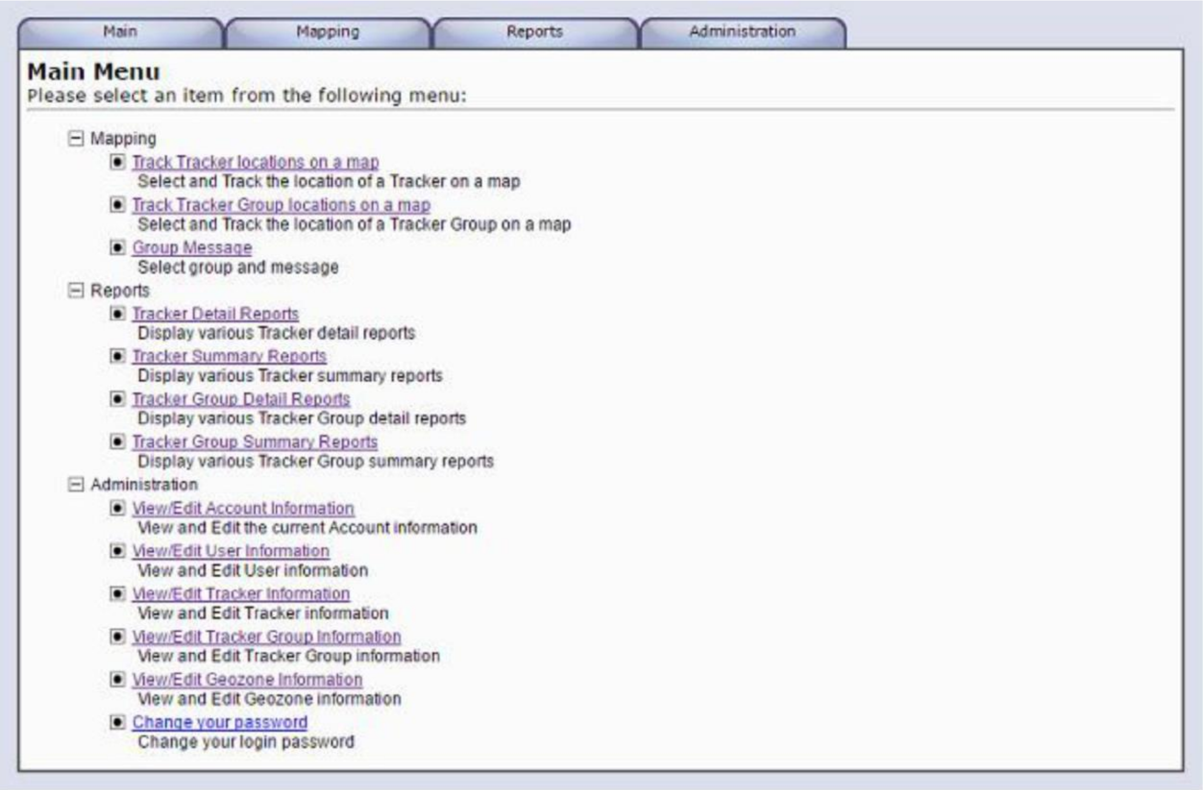
The Field Task Manager login can be displayed by viewing the URL http://itrackall.in:8080/events/pts You will be presented with a Login window as shown below:

Email Id: It is the Email Id under which organization has opened account

User: It is the user id of account administrator or user id created by account admin for supervisor.

Password: It is the password allocated for account admin or supervisor.

3) Main Menu



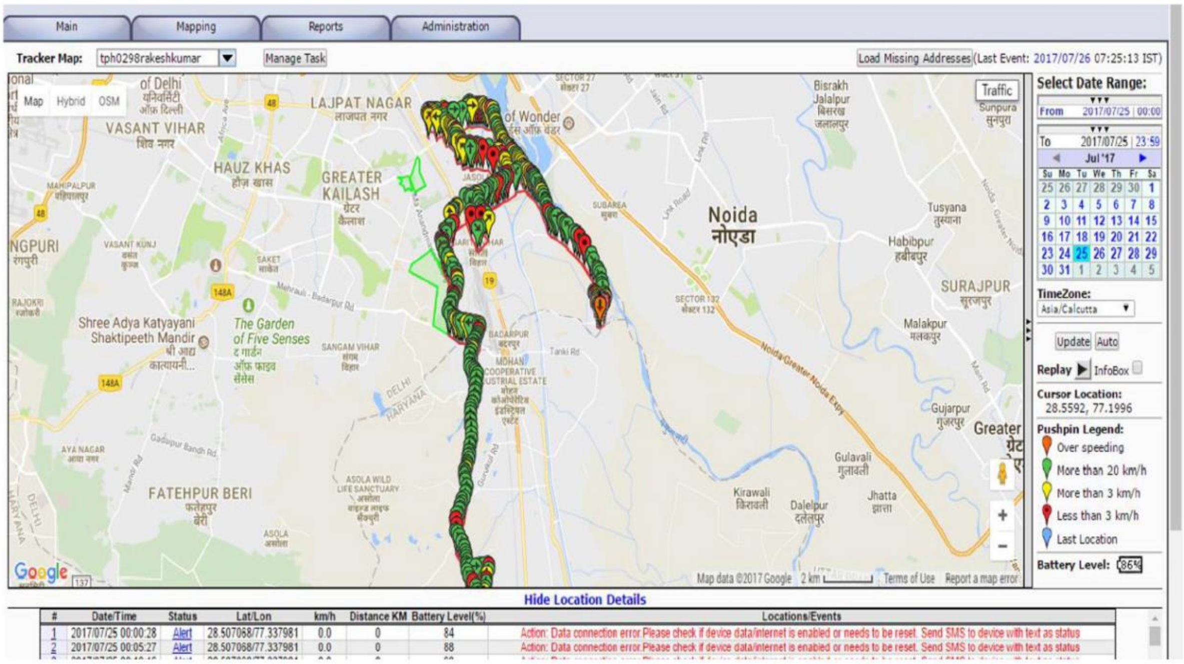
As you can see, the functions are broken down into 3 main categories, Mapping, Reports and Administration. Each of the tabs corresponds to the appropriately named category of functions.

Navigation may be accomplished in one of two ways:
From the Main tab, select Main Menu and the screen displayed above will be presented. From there, you may select whichever section of the application is of interest. Alternatively, you may use the individual tabs (Mapping, Reports, and Administration) to select functions within those specific categories.

4) Mapping

4.1) Tracker Map
Now that we know how to navigate, let's get started with the Mapping functionality. Click on the link for Track Tracker Location on a Map as highlighted above and the following screen will be displayed.

NOTE: Your map may be different depending on the date and time range selected Tracker



Here we have the best map with map zoom controls on the left

On the right hand side, we have the date range controls allowing you to select date and edit the time (in 24 hr format) for which you'd like to review activity for a particular tracker. To select a different end date, click on the 3 triangles below the calendar and the "To" calendar will roll up to replace the "From" calendar. Follow the same procedure here to select your end date and time and then click the Update button to redraw the tracker history on the map for the selected date
range and time.

Moving a bit further down the right hand side, you'll notice the word Replay -- click on the arrow
just to the right of it and it will begin a replay of the timeframe shown on the map, starting with the first point and continuing through until the final point

has been plotted. This is a useful mechanism for quickly seeing the path a tracker has taken throughout a chosen period of time.

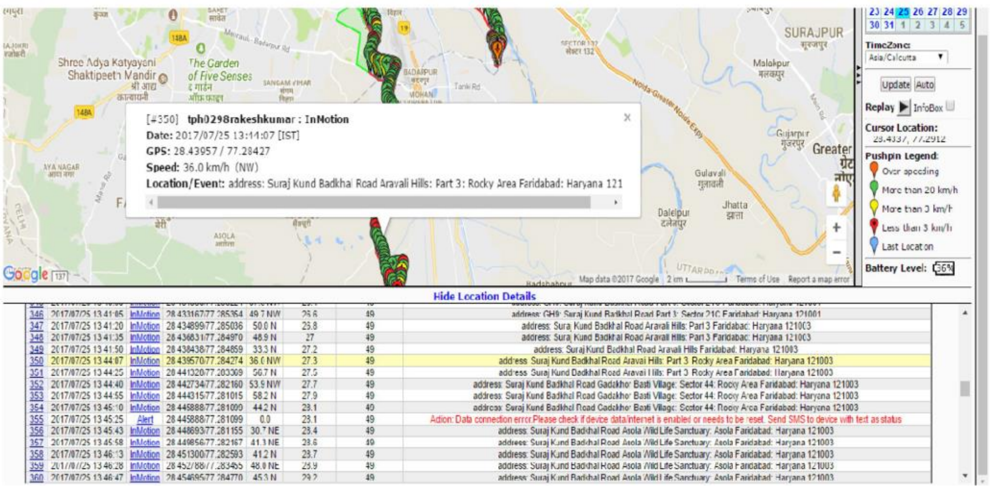
The Pushpin Legend in the lower right hand corner defines the colour code of each of the points or "pushpins" on the map.

One final note about the basic map display -- if you look in the white space just above the calendar on the right hand side, you'll notice a line that denotes the Last GPS event, telling you the last time this tracker reported its position to the database. On the left hand side of that white space is a box with the tracker name. Clicking in the box brings up a list of trackers, any of which can be chosen just by clicking on that tracker name.

Zooming in on the data in the left hand portion of the map, you can see greater detail of the map and the individual pushpins.

Placing and clicking your cursor over any pushpin will bring up an Info Box. The Info Box includes by default the data point, the Device name, its Status, Safe, Time, GPS Latitude/Longitude, Speed, Heading, and Address (if available).

As an interesting side note, if you check the InfoBox checkbox before clicking the Replay button, then each Pushpin will have an InfoBox attached to it as the trail of Pushpins is painted on the map. Placing the cursor on the red pushpin, we see that the status is reported as "Stopped" and Speed is reported as zero. Additionally, here the system reports a reverse-geocoded street address.We have two ways of diving deeper into the details. The first is obviously to continue to zoom tighter into that portion of the map. The second is to utilize the Location Details, at the bottom of the map.



The name for each of the columns are as follows (reading from left to right): Pin #, Safe/7ime, Status, GPS (late/long), Speed / & Heading, Distance KM, Battery Level (%) and Locations/Events.

Status Column can have these values:

- InMotion : Tracker is moving with certain speed.
- Location : Tracker is not moving.
- Arrive : Tracker is arrived to already created Man Up Care Fence.
- Depart : Tracker is departed from already created Geo Fence
- Alert : Tracker has generated event for your review
    a. Alert in green colour, means no action required
    b. Alert in red colour, means action required from tracker user, with those tracking results might

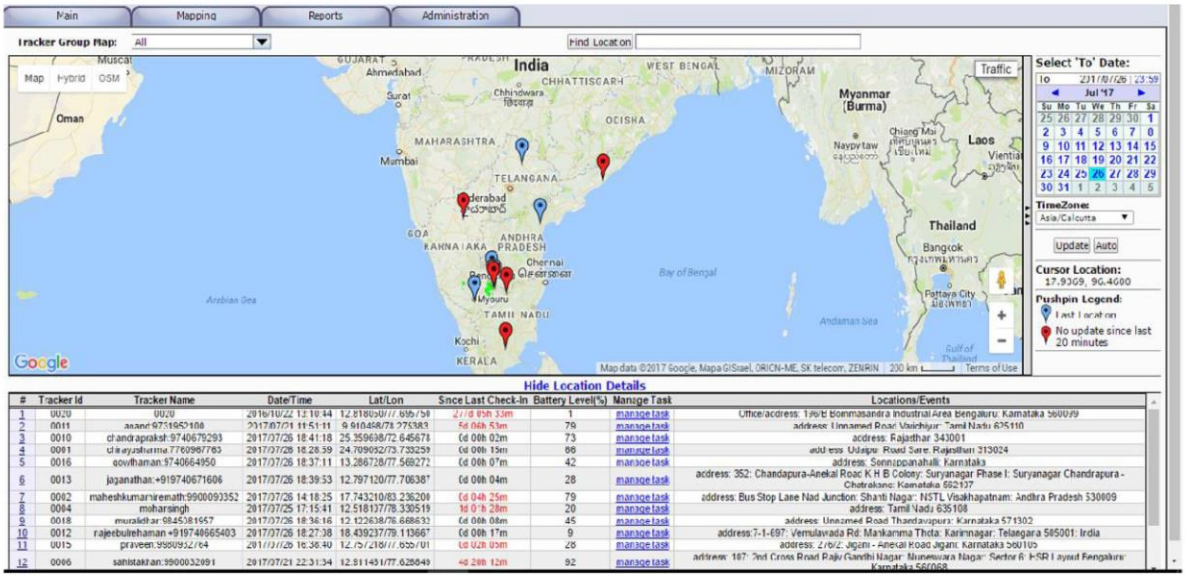
be impacted adversely.

- Notify : Tracker user has enter data and submitted to be available for

various reports.

4.2) Tracker Group Map

Now that we're done with the individual tracker mapping capabilities, let's look at what can be done in terms of mapping group tracker. From the Mapping tab, select Tracker Group Map to display all the trackers in a given group. Depending on the manner in which trackers are grouped within your organization (covered later in Administration), it is possible to look at either an individual group of trackers or your entire organization trackers on the map.

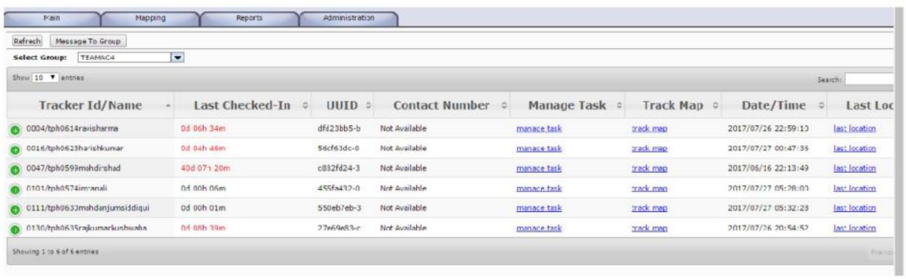


All the navigation controls are the same as the individual Tracker Map, Trackers positions can be viewed in date-specific configurations by changing the calendar and detailed information on any tracker can be accessed by placing the cursor over any "pushpin" to display. If multiple groups have been defined, then alternate groups of trackers can be accessed in a pull-down menu by clicking in the field next to "Tracker Group Map"

Note: If the pushpin colour of particular tracker goes red means that no data received from this tracker since last 20 minutes.

4.3) Group Message

It is one more view to view trackers latest event for the selected group. This screen can be used to send the Message to the whole group. Message sent to group will convert into task in the system for each device in the group and notify the same to all device users of that group through Google notification.



5) Reporting

All reports can be generated against selected date and time range.
Important Note: The report will be generated for the selected time range for all the days selected.
For example if the date range is 24 July to 27 July and time range selected is morning 8 AM till
evening 8 PM.(i.e. 20:00) then the reports will be generated for all day from 24 to 27 July for 8AM
till 8 PM only.

Reports can be generated in 2 formats HTML and CSV(XLS). Reports are classified in 4 segments
1. **Tracker Detail** (To provide details of events for individual tracker)
a. Event Detail (TEDR)
i. It comes with various filters and one can choose appropriate filter as per the requirement.
b. Staff Attendance (SADR)
i. It is for every day attendance of staff, first attendance of the day will be considered as check-in and last attendance of the day will be considered as check-out.
c. Trip Detail (against base geo zone) (TTDR)
i. It is daily report
ii. It is useful only when the multiple trips are done in a day against base geo zone.
d. Speed over(TSOR)
i. It is the report to show all the points where speed by the tracker has exceeded the defined speed limit.
2. Tracker Summary (To provide summary of events for individual tracker)

a. Stop Time Summary (TSSR)

i. It is able to give an idea about stoppage time of tracker if exceeding certain time limit.

b. Trip Summary (against base geo zone) TTSR

i. It is daily report

ii. It is useful for when multiple trips are done from the base geo-zone in a single day.

3. Tracker Group Details (Same as Tracker Detail, but showing for the selected whole group in one go)

a. Event Detail(GEDR) with various filters

b. Staff Attendance (GADR)

c. Speed Over (GSOR)

4. Tracker Group Summary (This section is having summary report for the whole selected group)

a. Last Check-in Since (GLSR)

i. Able to give view for all devices when last time device contacted and send data to platform for all device in the group.

b. Trip Summary (Against base geo-zone)(GTSR)

i. It is daily report.

ii. It is useful report when multiple trips are performed by the device holders in a specified group against a single geo-zone in a single day.

c. Hourly Utilization(against base zone)(GHSR)

i. It is hourly report

ii. It is useful report when multiple trips are performed by the device holders in a specified group

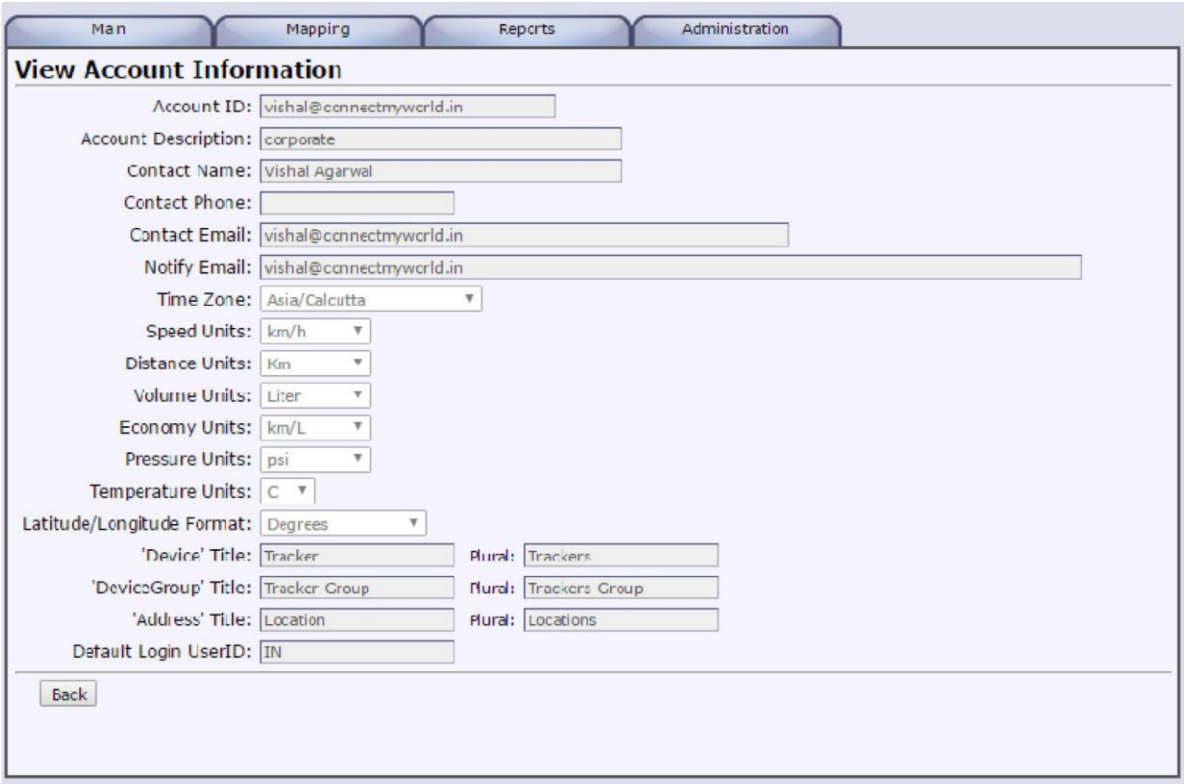
d. Stop Time Summary(GSSR)

i. It is consolidated view for stop summary for the each device for the selected group..

6) Administration

6.1) Account Detail

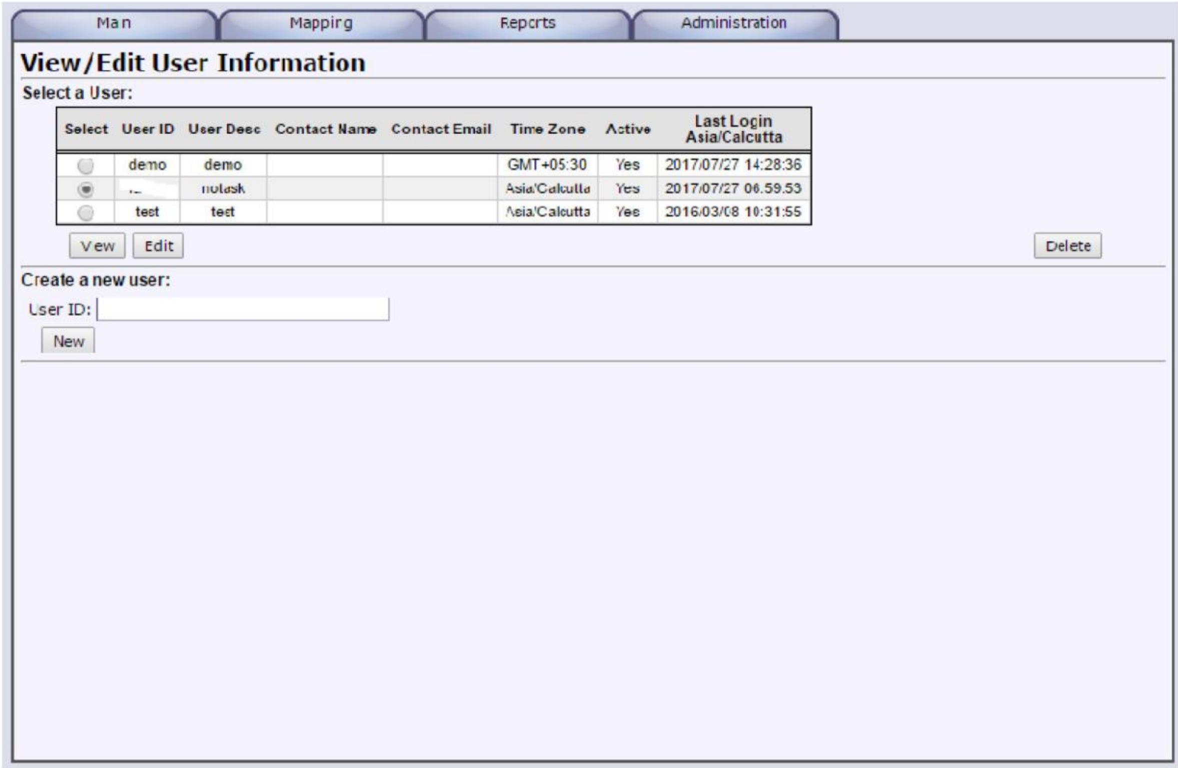
By selecting Account Detail
from the Admistration tab. This is where account-wide contact information, and units-of-measurement information and format. It is view only page.



6.2) User Admin

By selecting User Admin from the Adminlstration tab, the View/Edlt User Information screen will be displayed, as shown below. On this screen, you can review all of the defined users in the system. There are a number of fields that are available in this summary view -- I/ser /O, t/ser Oesc, Contact Name, Contact Email, Time Zone and whether the user is Active (ie. allowed to log-in). As you can see from the list below, it isn't necessary to populate all of these fields when setting up new users. If all of the fields are not defined, the table in the User Information Summary will just have some gaps.

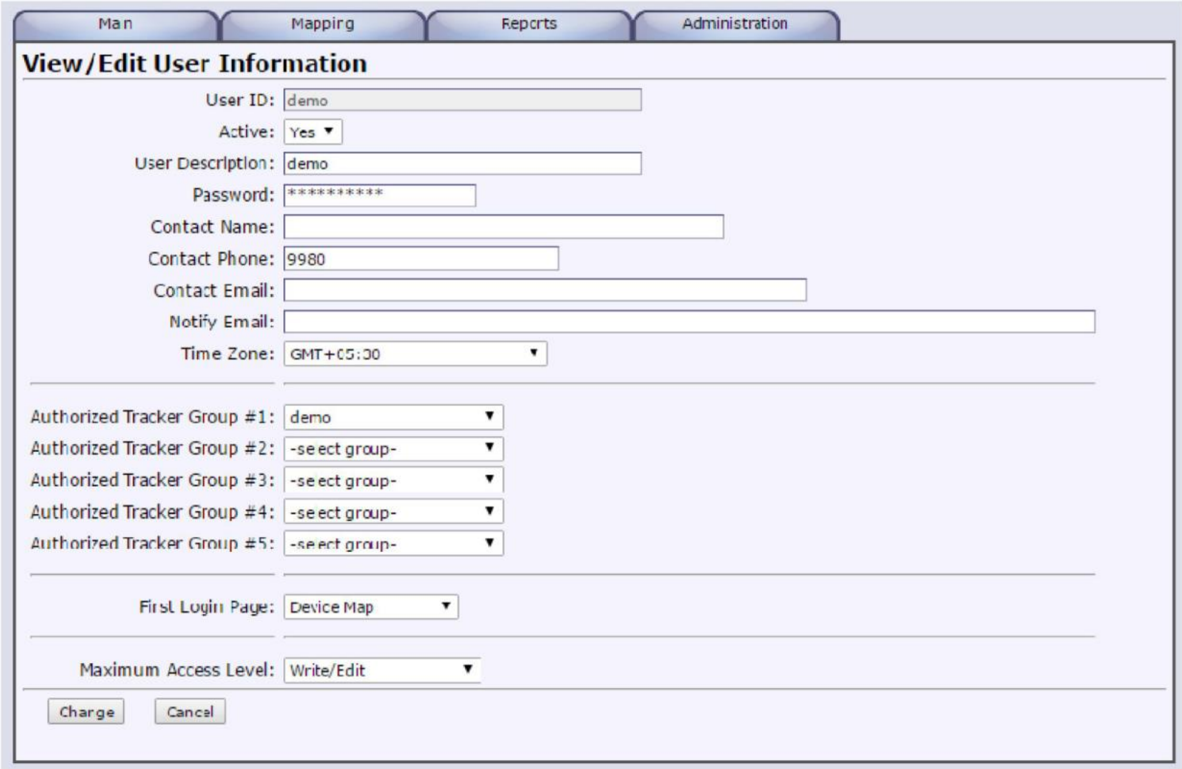
Note: Edit, New and Delete user option will be available only to “superadmin” userid of this account. Otherwise it will be view only information.



It is possible to access the details that have been defined for any user in either View or Edit mode. All of the details are the same in these two modes, with the primary difference being unable to edit in the View mode. There's also the ability to add new users using the Create a new user, in the field at the bottom of the screen. The new user ID must be all one word and can't have any Uppercase letters or special characters. To edit user information, click the Edit button to open the Edit window.

User Admin – continued

Within the View/Edlt User lnformatlon screen, users are defined as active or inactive, their password is defined, all contact information is entered (if desired) and group authorization assignment is made.

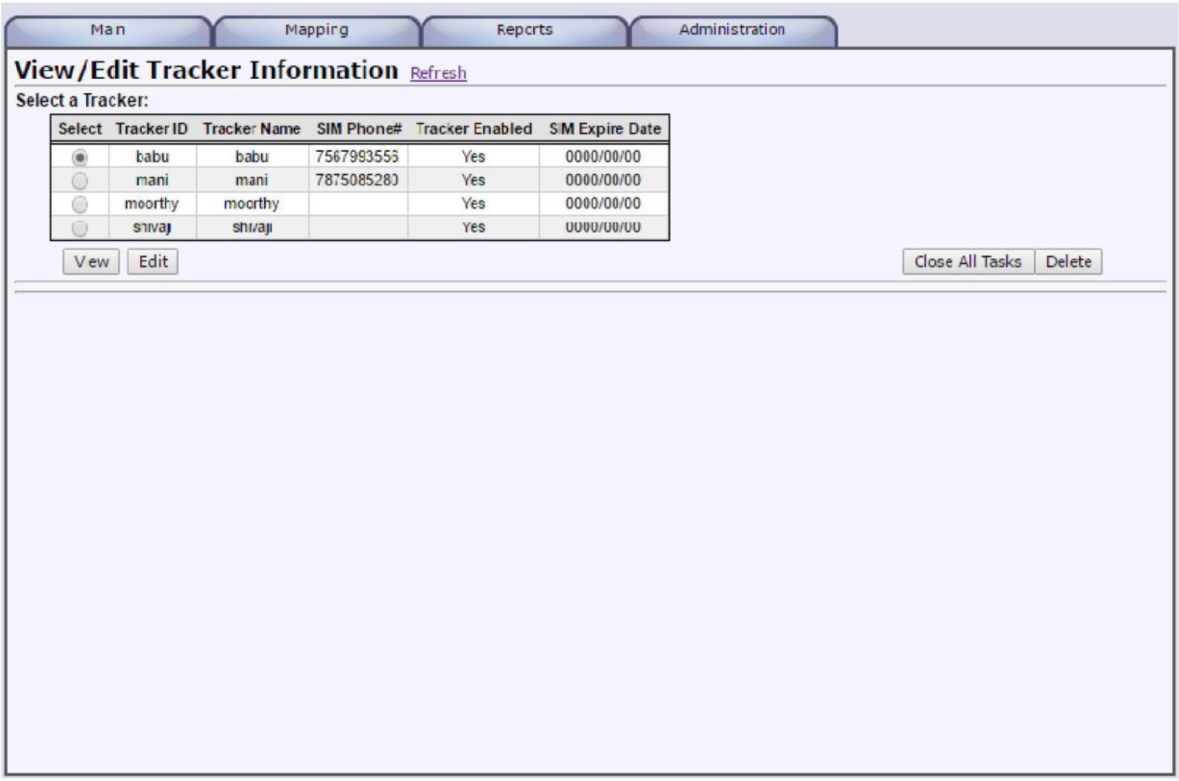


The user's access to specific functions while logged-in is controlled by Maximum Access Level which is Rear/ View, Write/Edit,New/Delete. While creating he oser is important fo make sore that corecf lime zone, required groups assigned and required access ieyei is provided fo he oser.

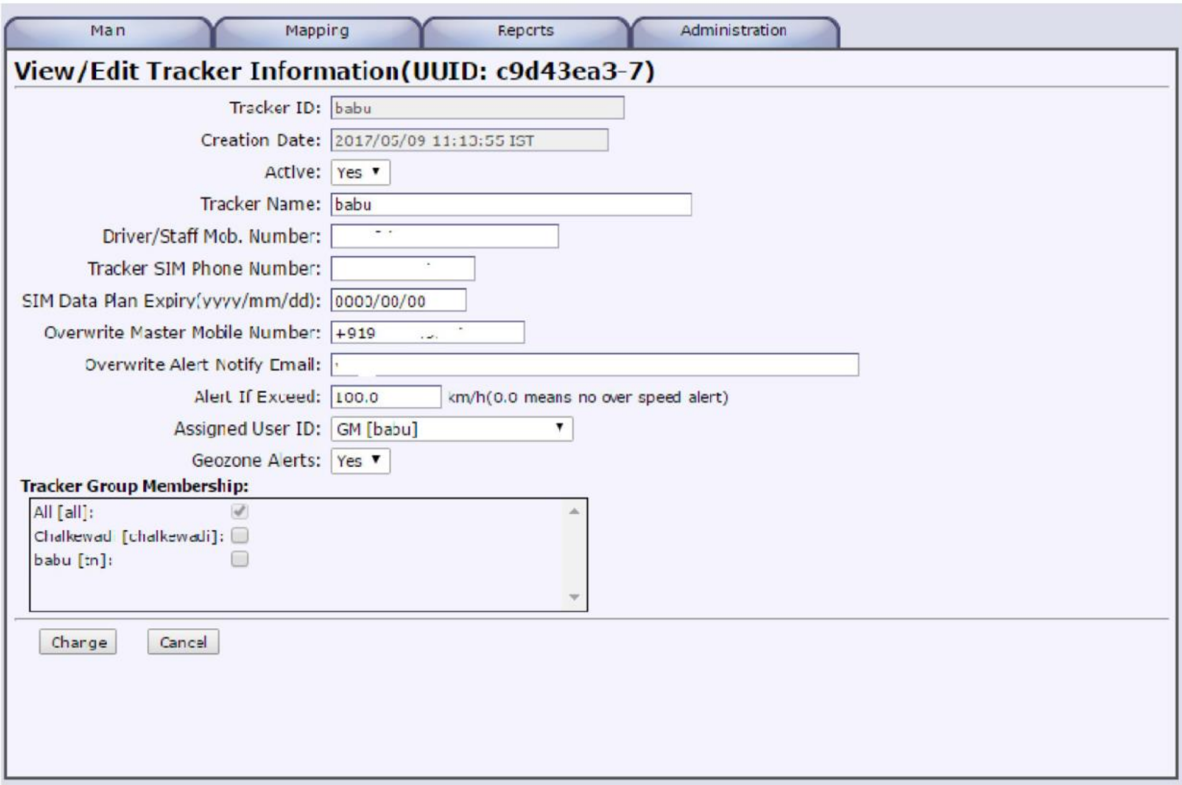
6.3) Tracker Admin

The next step is to tackle the Tracker Admin function, where the tracker-specific configuration is defined. By selecting Tracker Admln from the Admin Information tab, the Vlew/Edit Tracker Information

Screen will be displayed, as shown Below.In the table, the following pieces of information are displayed -- Tracker ID, Tracker Name, SIM Phone#, Tracker Enabled, SIM Expiry.



Selecting the Edit button opens the View/Edit Tracker Information screen where the tracker- specific information is defined.



Here there's a significant amount of key information that must be entered in order for the in-tracker devices to communicate with the server.
Tracker ID: will be passed from the prior screen.

Active : should be selected to 'Yes' if the tracker is in active status, otherwise set to 'no'. Events from an inactive device will be ignored, and not inserted into the database.

Tracker Name: is the name for this tracker. By default Id and Name will be same, all the reports will refer to tracker name also.

Orver/Sfaff Mob. Number: Device user mobile number..
Tracker SIM Phone# is the phone# assigned to the SIM supplied by the wireless service provider. This field is used for informational purposes only.

SIM Data Plan Expiry: It is the expiry date for SIM card used for data.
Overwrite /I/fasfer Mobile Number: This is the supervisor mobile number, and will be used to send notification to supervisor through SMS.
Overwrite Alert Notify Email: This is the supervisor email id, and will be used to send notification to supervisor through email.

Alert If Exceecf: If the trackers exceed the speed limit specified here, notification send to supervisor.

Assigned User ID/ser Id: It is the user id assigned here.
Geo-zone Alerts: if the option is selected as "no" means no geo-zone alert will be sent for this tracker.

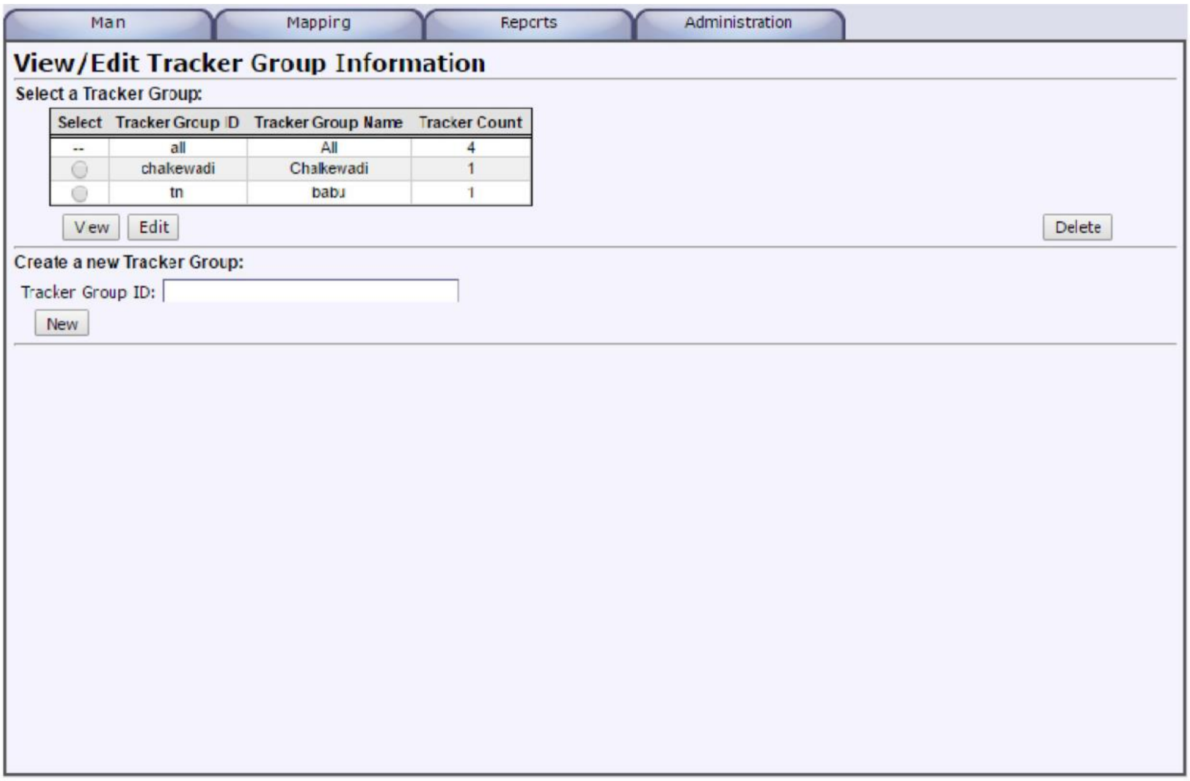
In the Group Membership window, all trackers will automatically belong to the 'All' group. This is where you can select whether you want this to tracker belong to any other groups, simply by checking the appropriate boxes. Note, trackers can belong to multiple groups, if desired.

The details of Group Adminstration will be covered in the next section.
When all changes have been made to your satisfaction, click the Change button to save your changes.

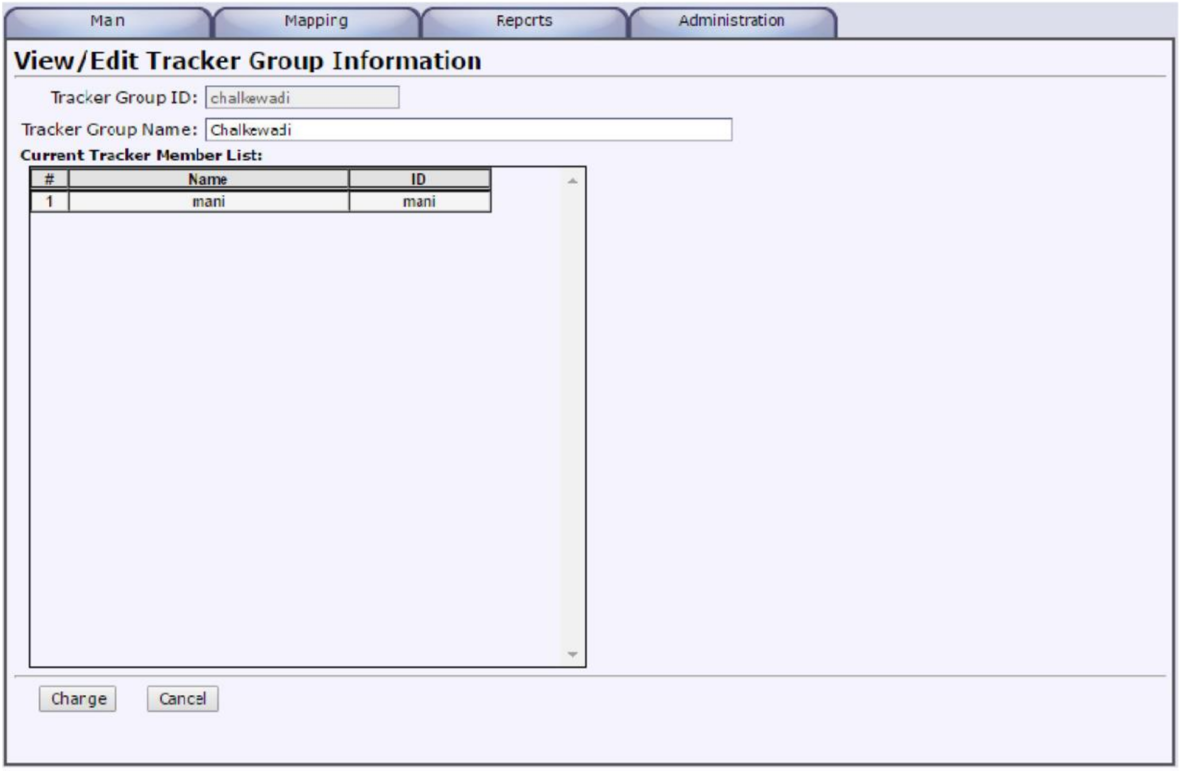
6.4) Tracker Group Admin

Note: Group management can be done only by “superadmin” user.

The goal of the Group Admin function is to simply define what groups exist. As we just covered in The Tracker Admin section, this is where all of the trackers are assigned to their groups. So all That is left to do in the Group Admin function is to define the actual Groups. By selecting Group Admin from the Adminstration menu, the View/Edit Group Information screen will be displayed, as shown below.
In the table, the following pieces of information are displayed Group Id, Group Name and Tracker Count. If new groups need to be created, that is done with the field in the middle of the page under Create a new Group. Just make sure to keep the ID confined to a single word with no capital letters or special characters.



Selecting the Edit button opens the View/Edit Group Information screen where the Group- specific information is defined.



This screen shot will drive home the point of just how straight forward it is to set up and administer groups. When you've drilled down to the edit function on a specific Group, just give the group a text description in Group Name and you're done. The Current Tracker Member List shows all trackers which are currently a member of this group. When satisfied with your modifications, click the Change button to save changes.

6.5) Geozone Admin

One of the more powerful administrative tools is the Geozone Admin function. A Geozone can be

defined around any reference location. Definition is simple and once complete, movement of trackers

in and out of that Geozone will populate the Event Detail report with the specific description of

the Geozone used a custom reverse geocoded address. By selecting Geozone Admln from the

Adminlstratlon menu, the View/Edit Geozone information screen will be displayed, as shown below.

In the table below, the following pieces of information are displayed -- Geozone ID, Description

(Address), Arrival Zone, Oepartore Zone, Group ID.

The information in this table contains the following fields:

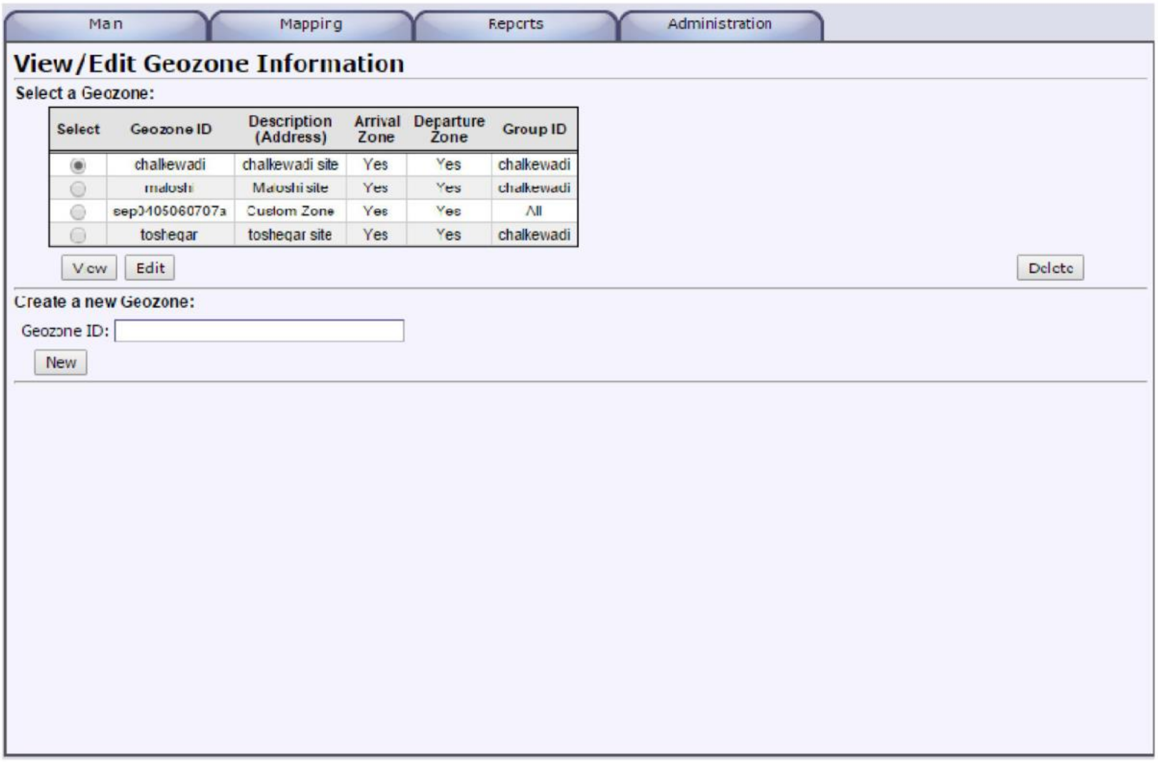
D Arrival Zone set to 'Yes' indicates that an Arrival Event will be created when a tracker enters

that Geozone (requires additional configuration and support).

Oepartore Zone set to 'Yes' indicates that a Departure Event will be created when tracker exits

that Geozone (requires additional configuration and support).

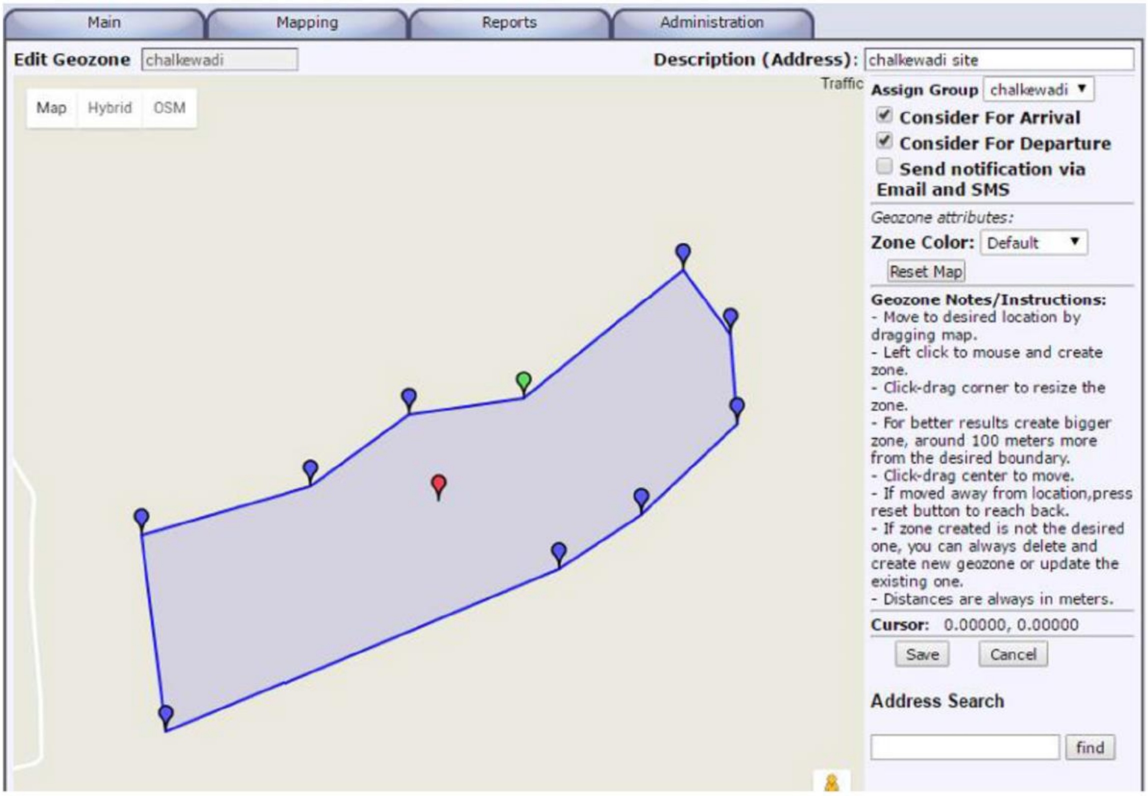
Group Id: This is to indicate the Geo-fence belongs to specific group and hence trackers only.



If new Geozones need to be created, that is done with the field in the middle of the page Create a

new Geozone. Just make sure to keep the ID confined to a single word with no capital letters or special characters.

Select a Geozone and then click the Edlt button to display the edit screen.



Use Address Search option to reach to the location where Geo-Fence need to be created.

If you know Latitude and Longitude of the exact location where Geo-Fence need to be created. In the address search Latitude,Longitude can also be put, for example if the latitude/longitude of the address is 12.99304/77.70062 then in address search we can use 12.99304,77.70062 to reach to the point location where Geo-Fence need to be created.

Reset Map button, will help to set the map to center position where the Geo-Fence created.

It is very important to fill the Description (Address) with proper description of Geo-Fence like Head Office Delhi, as this is the address will be appearing in the various reports for Geo- Fence.
When all edits are complete, click the Change button to save your changes. As before, the Cancel link will cancel any edits you have made.

Create Geo-Fence inside Geo-Fence:

There are scenarios when small geo-fences need to created inside a big geo-fence. Our system

Support this scenario to max 1 level.

To achieve this the only requirement is when geo-fence id is created the child geo-fence id must

prefix the parent geo-fence id. For example if the parent geo-fence id is “abc” then child

geo-fence can be “abc123”. Here the child geo-fence id is prefixed with parent geo-fence id where

Actual child id could have been “123”.

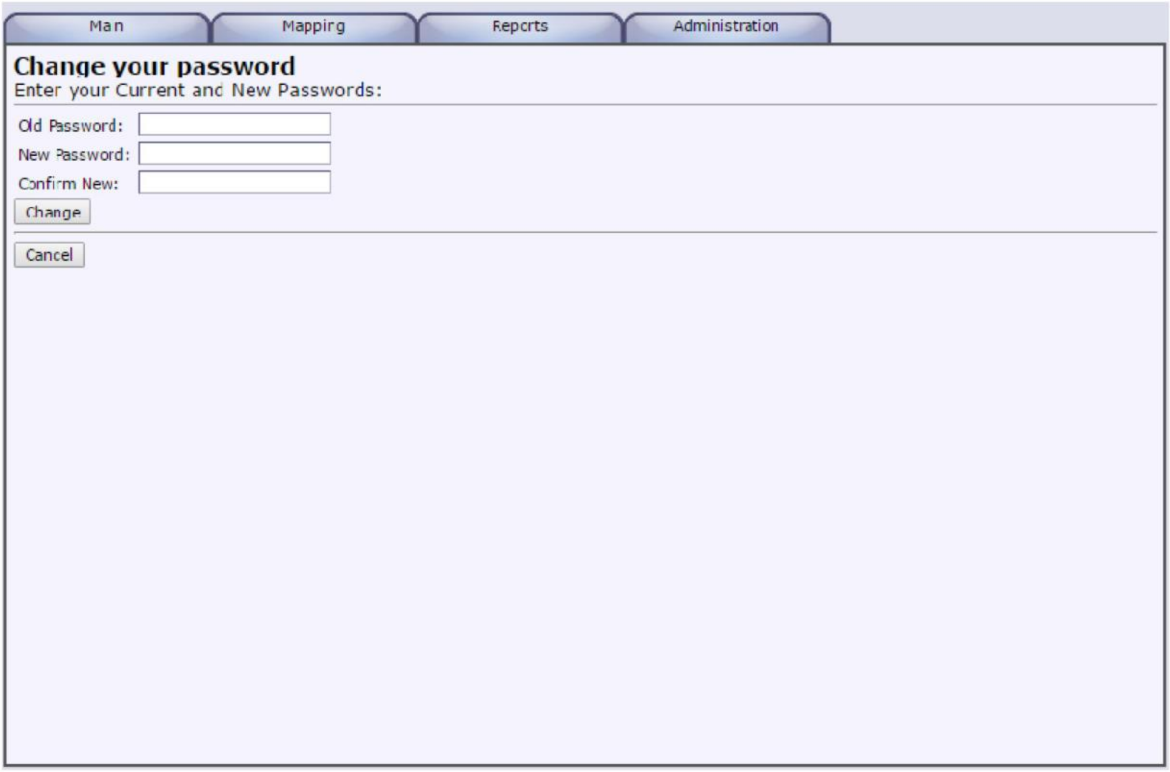
6.6) Password Admin

The simplest and most familiar of all administrative functions is setting and changing of

Passwords. Password Admin is where that is performed and is very straightforward. By selecting

Change Password from the Adminstartion menu, the Change your password/ screen will be displayed, as shown below.

Enter your old password in the first field and then your new password in each of the next two fields. When done, click Change to save your changes and you're done.



Glossary

Various Platform Event Types With Explanations

1. Location

Either device is static or currently getting location with the help of Network or Wi-Fi.

2. In Motion

The device is getting location with the help of GPS satellite and moving.

3. Alert

These messages are very important to understand as it is directlv related to the activities of device holder and can imgact tracking results to a very large extent.

Depending ueon the alerts received and tracking results, it might be required to talk to device holder and inform him/her to avoid anv such activitv which can imeact tracking adverselv Once the device holder will get to know that his/her activities are recorded in the platform, he/she will not try such attempts in future.

- **Tracking service is stopped.**

- Once the device holder chooses this option, tracking of device will be completely stopped immediately.

- Tracking service is not enabled. it means that tracking service of this device is stopped and no tracking is happening.

- Tracking service started.
  - it means that tracking service of this device is started.
  - if GPS or Location service with high accuracy is enabled, then tracking of the device will continue to happen properly.

- This device is currently facing difficulty to obtain GPS signal.

We are very much willing to support you and for that you can contact us www.mgmimpex.in or write

your queries or concern through our Support Center after login to www.mgmimpex.in and we will bring it to finish line.