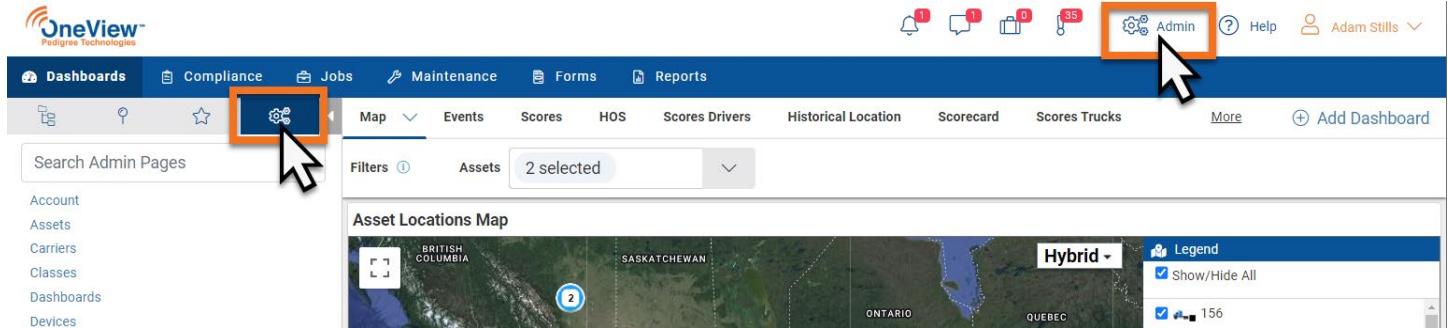


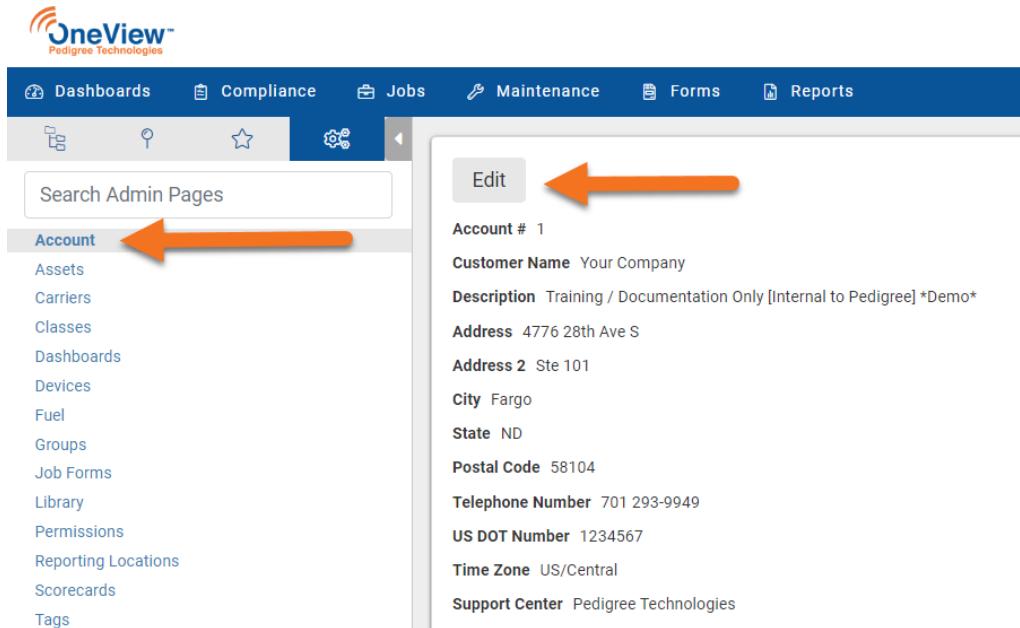
Company Admin

If you've been designated as an admin user for your company's OneView account there will be an 'Admin' tab in the top tree and in the top right header icons. This document will walk through the additional functionality provided to admin users.



Account

The Account link includes the customer's account information that can be adjusted as necessary.



Field	Description
Account #	Customer identifier
Customer Name	Name of the customer
Description	Description of the customer
Address	Primary address of the customer
Address 2	Additional address field for PO box, suite number, etc
City	Customer's city
State	Customer's state or province
Postal Code	Customer's zip code or postal code
Telephone Number	Customer's phone number
US DOT Number	Customer's DOT number
Time Zone	Customer's home terminal time zone

Account #: Cannot change.

Customer Name: name of customer

Description: description of customer

Address: address of customer

Address 2: additional address field for PO box, suite number, etc

City: customer's city

State: customers' state or province

Postal Code: customer's zip code or postal code

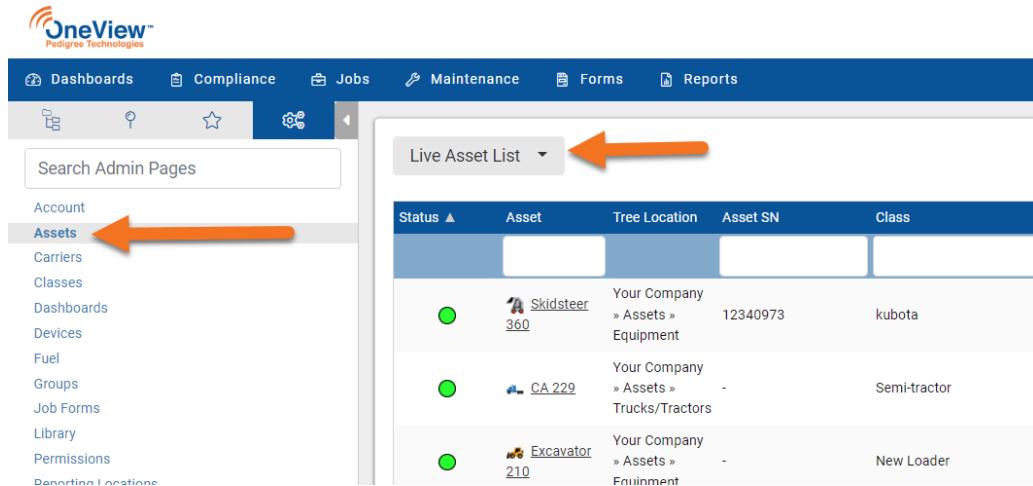
Telephone Number: customer's phone number

US DOT Number: customer's DOT number

Timezone: customer's home terminal time zone

Assets

The Assets link reveals your Live Asset List and allows you to manage your assets configurations and much more.



Status	Asset	Tree Location	Asset SN	Class
Green	Skidsteer 360	Your Company » Assets » Equipment	12340973	kubota
Green	CA 229	Your Company » Assets » Trucks/Tractors	-	Semi-tractor
Green	Excavator 210	Your Company » Assets » Environment	-	New Loader

Asset Life Cycle

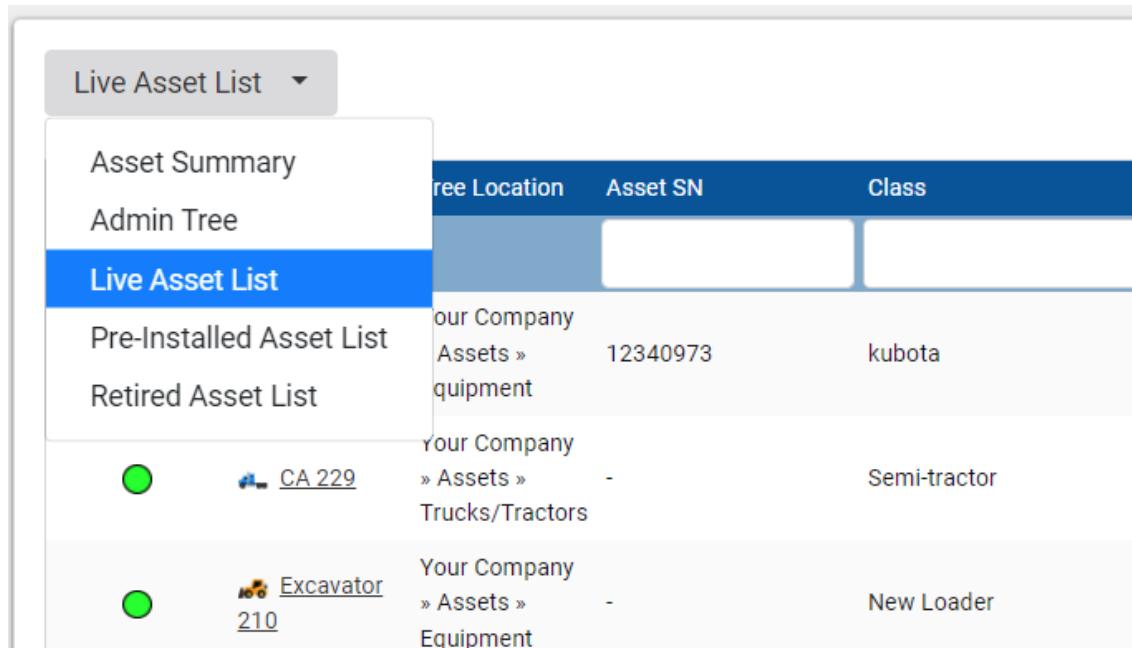
The 'Admin >> Assets' page is split into three stages (**Live, Pre-Installed, Retired**)

in order to create a nice, clean, view of your active assets and to maintain historical data from retired assets.

Live Stage

(Assets available to all users)

Once a device has been fully installed it will be moved to the 'Live' stage where it will now be available in the Assets Tree and will be available to all users for viewing asset details, running reports, assigning jobs/maintenance and everything else a regular asset can do.



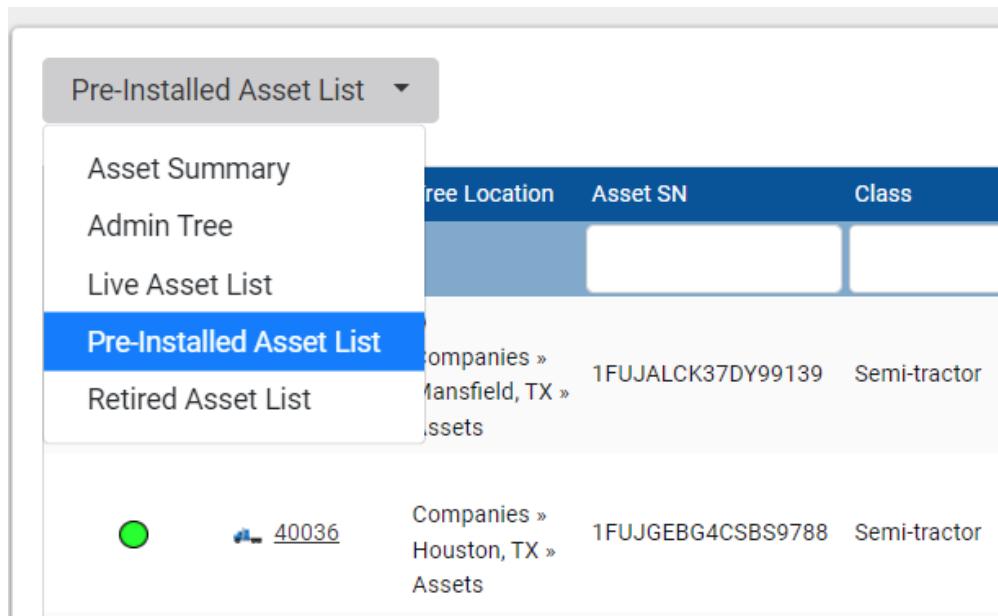
Tree Location	Asset SN	Class
Your Company » Assets » Equipment	12340973	kubota
Your Company » Assets » Trucks/Tractors	-	Semi-tractor
Your Company » Assets » Environment	-	New Loader

Pre-Installed Stage

(Assets, with limited functionality, available to admin users only)

This stage is mostly used by the Pedigree Support team. For you, it's a list of your assets that have yet to be installed.

**Pre-Installed assets won't be visible in the sidebar Assets Tree.* The Pre-Installed stage is a partial setup for your assets until the device has been installed and Pedigree support has been notified. To complete the setup, Pedigree support will assign the asset to an actor class (type of vehicle/asset) and will move it to 'Live' status.



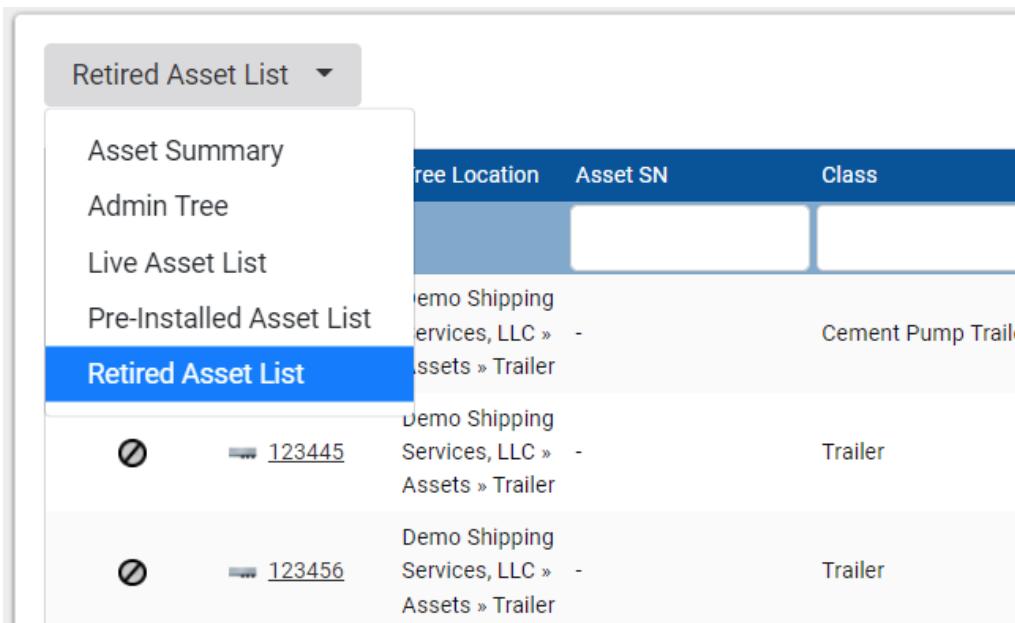
The screenshot shows the 'Pre-Installed Asset List' stage. The left sidebar menu has 'Pre-Installed Asset List' selected. The main content area displays a table with columns: Asset Location, Asset SN, and Class. Below the table, there are two asset entries:

- Asset SN: 40036, Asset Location: Companies » Mansfield, TX » Assets, Class: Semi-tractor
- Asset SN: 1FUJGEBG4CSBS9788, Asset Location: Companies » Houston, TX » Assets, Class: Semi-tractor

Retired Stage

(Assets, with limited functionality, available to admin users only)

Assets can be retired if they're sold or are no longer in use. The device can be taken off a retired asset and re-provisioned, with the help of Pedigree support, to be installed on another asset. Once an asset is retired, it won't be available in the sidebar Assets Tree and can't be accessed by regular users. Admin users can still access the asset's details page either from the Retired Assets List or by using the asset search with the 'Include Retired' option checked.



The screenshot shows the 'Retired Asset List' stage. The left sidebar menu has 'Retired Asset List' selected. The main content area displays a table with columns: Asset Location, Asset SN, and Class. Below the table, there are two retired asset entries:

- Asset SN: 123445, Asset Location: Demo Shipping Services, LLC » Assets » Trailer, Class: Cement Pump Trailer
- Asset SN: 123456, Asset Location: Demo Shipping Services, LLC » Assets » Trailer, Class: Cement Pump Trailer

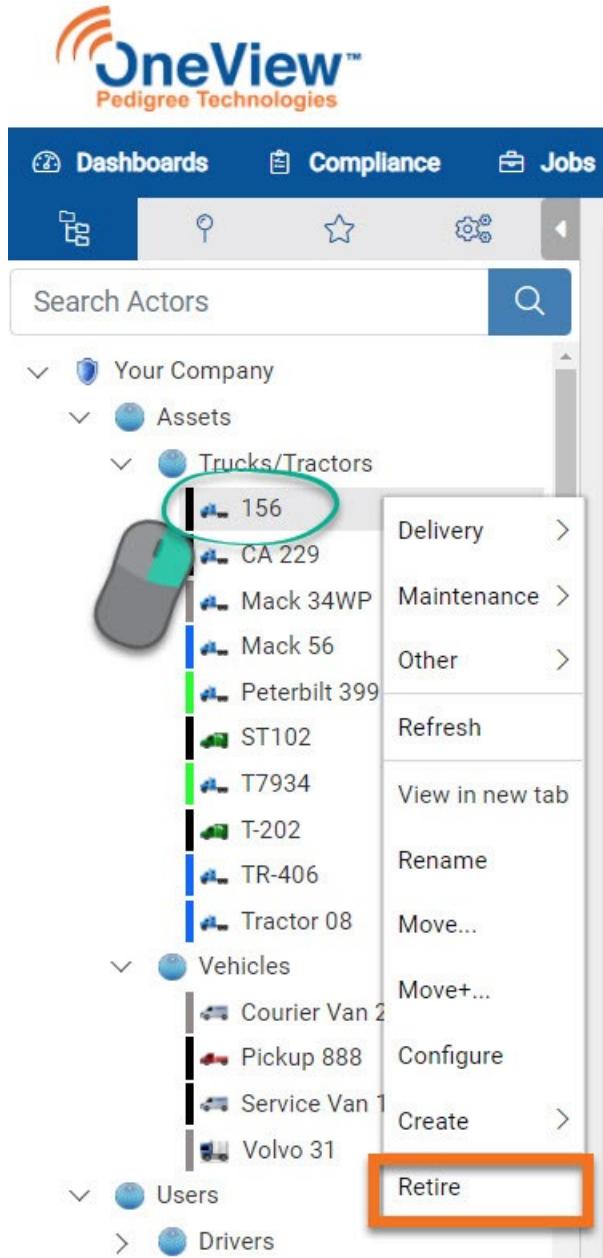
OneView™ Admin Users

A few other things about retired assets:

- They no longer update nor collect new data
- They can't be retired if the asset is the target of a new or in-progress Job/Maintenance (*completed Jobs/Maintenance will retain information about retired assets*)
- They can't be added to new Jobs/Maintenance
- They **can** be individually included in reports (*by Admin users only*)

Retiring an Asset:

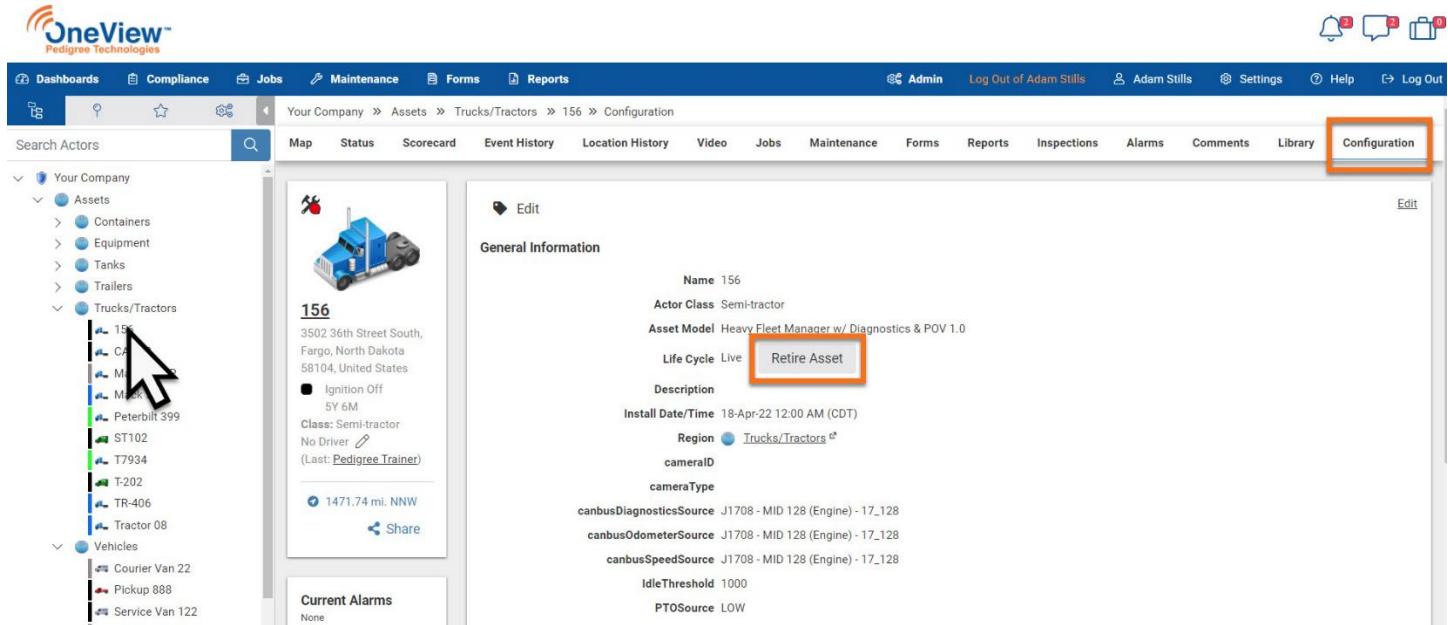
Admin users can easily retire an asset by simply right-clicking on an asset in the sidebar assets tree and selecting 'Retire' from the menu.



Or

Click on an asset, then its Configuration Tab

Click the Retire button



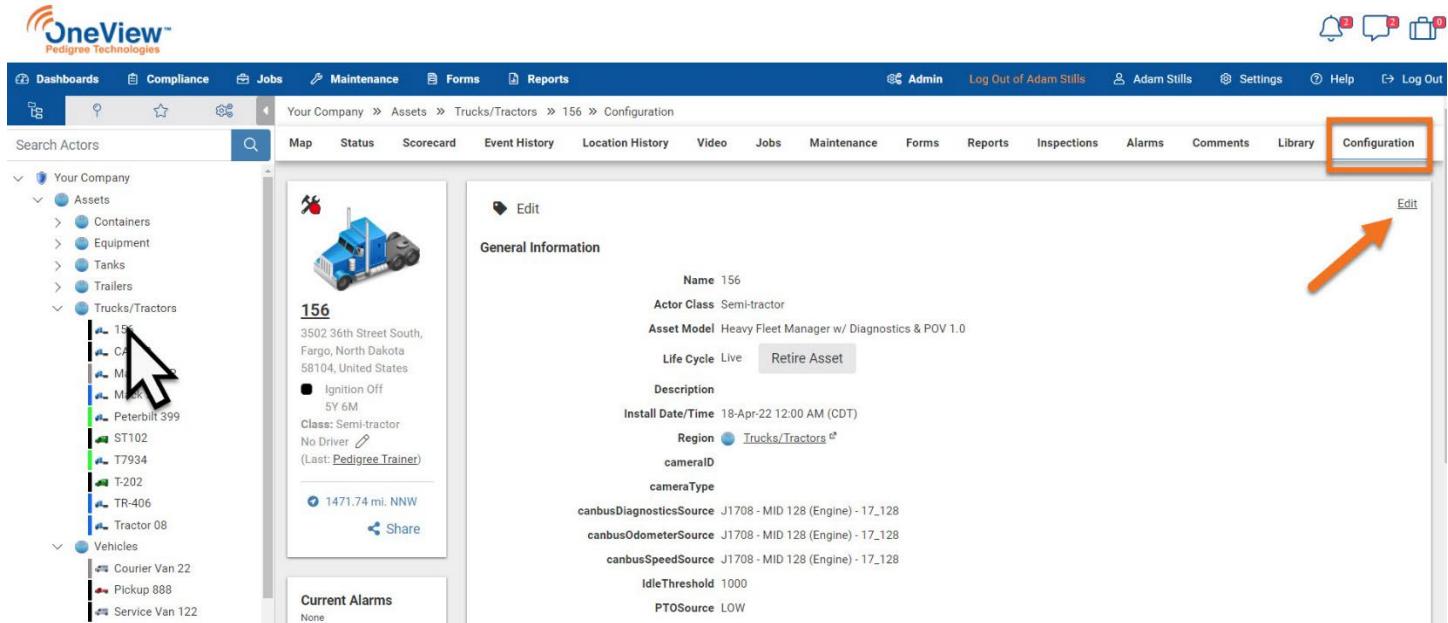
The screenshot shows the OneView Admin Users interface. On the left, there's a sidebar tree under 'Your Company' with 'Assets' expanded, showing categories like Containers, Equipment, Tanks, Trailers, and Trucks/Tractors. Under Trucks/Tractors, asset '156' is selected, indicated by a blue arrow pointing to it. The main content area shows the details for asset 156, including its name (156), location (3502 36th Street South, Fargo, North Dakota 58104, United States), and model (Peterbilt 399). The 'Configuration' tab is highlighted with a red box at the top of the page. In the 'General Information' section, there's a 'Retire Asset' button, which is also highlighted with a red box.

Editing Life Cycle Stage:

There are two methods to edit the Life Cycle of an asset:

(typically you'll only need to 'retire' an asset)

1. Click on an asset in the sidebar tree to view that asset's details page, then click 'Configuration' on the right of the page and then edit.

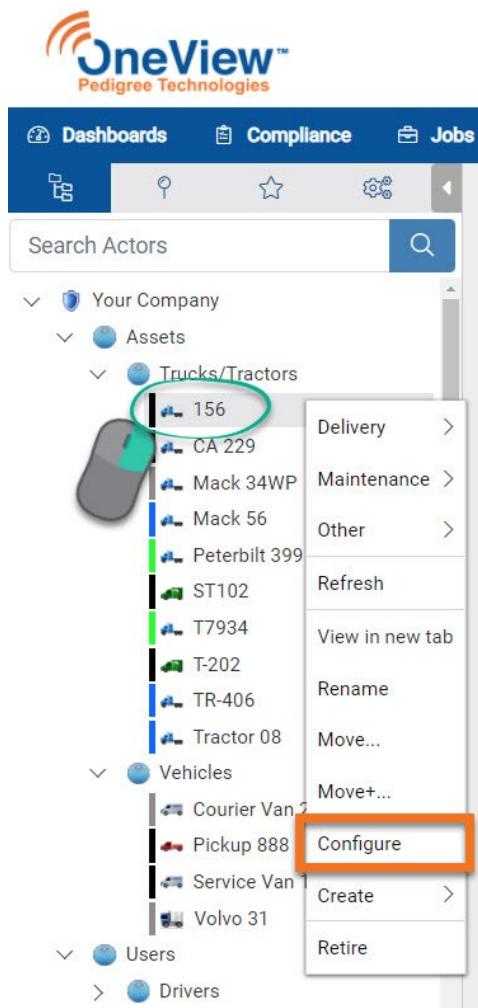


This screenshot is identical to the one above, showing the same asset details and configuration tab. However, an orange arrow points from the bottom right towards the 'Edit' link located at the top right of the configuration panel, indicating where the user should click to edit the asset's configuration.

OR

OneView™ Admin Users

2. Right-click on an asset in the sidebar assets tree and choose 'Configure'



Once on the configure page for the asset, the Life Cycle stage can be edited by selecting either Pre-Installed or Live radio buttons

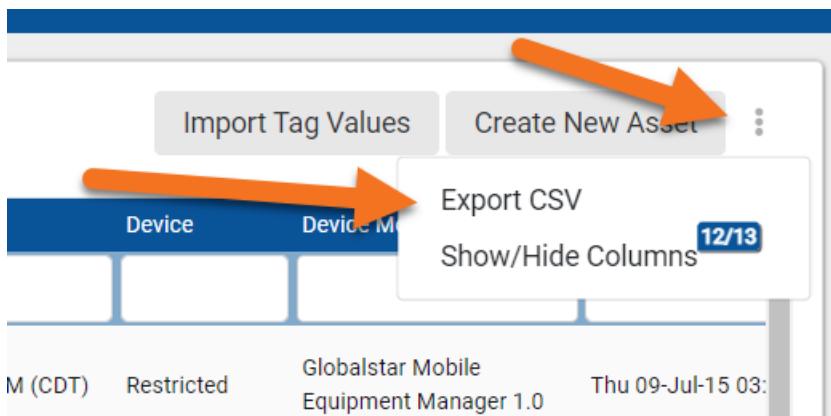
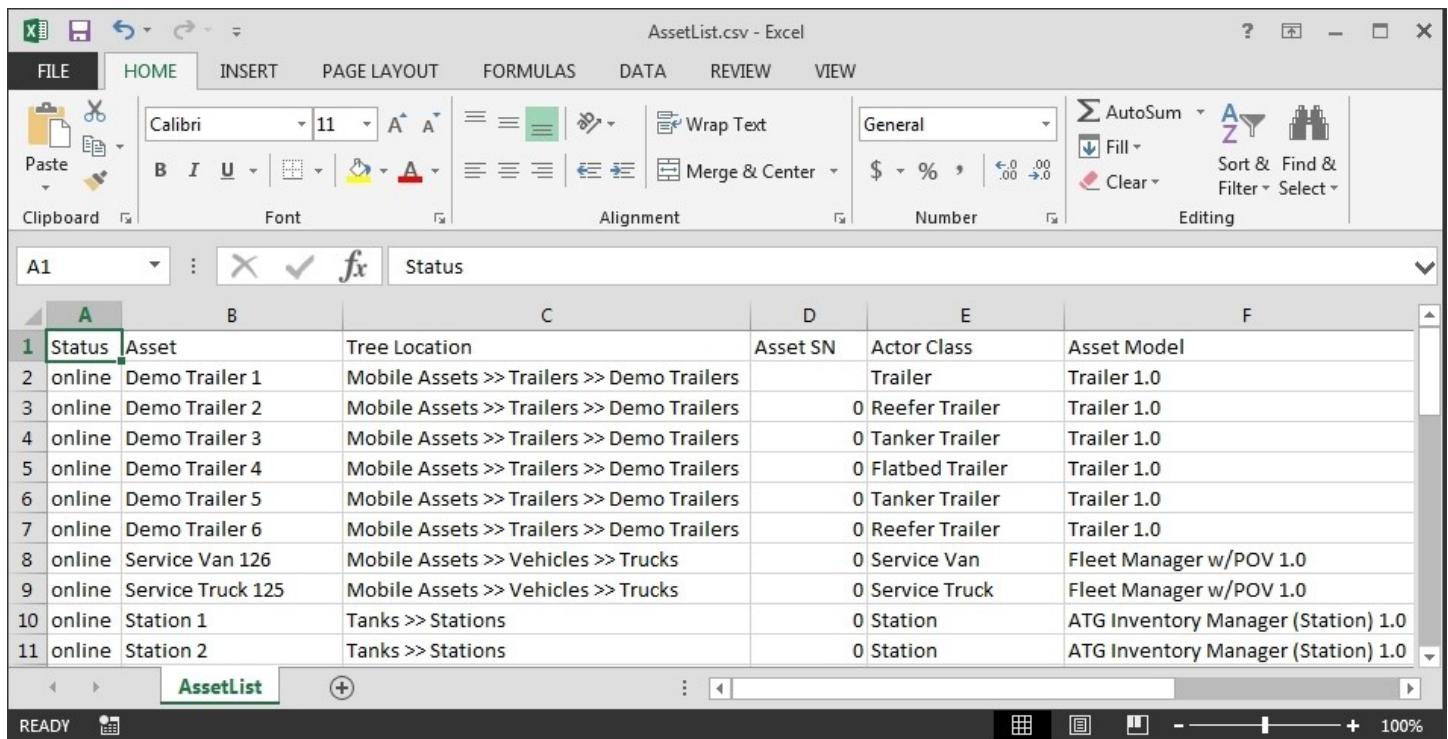
The screenshot shows the 'Edit 156' configuration page. At the top left, it says 'Edit 156'. The page has several sections: 'General Information' (Name: 156, Device: No Device, Serial #/VIN: [empty], Actor Class: Semi-tractor, Asset Model: Heavy Fleet Manager w/ Diagnostics & POV 1.0), 'Life Cycle' (Pre-Installed is selected, Live is also available), 'Description' (empty), 'Install Date' (18-Apr-22 12:00 AM (CDT)), and 'Region' (Trucks/Tractors). The 'Life Cycle' section is highlighted with an orange border.

Deleting an Asset (use 'Retire' instead)

With the availability to retire an asset, deleting isn't necessary and shouldn't be done. Deleting an asset will completely remove it from OneView and will cause information to be lost. The only location an asset can truly be deleted from is right-clicking on an asset in the Admin > Assets > Admin Tree.

Exporting Asset Lists to CSV

An additional feature of the Asset Lists (Live, Pre-Installed, and Retired), is the ability to export any of those lists, or user/driver lists, as a CSV file which can be used to easily sort, count, and analyze your assets. **Note: if you have filtered to narrow your results (see next section) the exported file will only include your filtered selections**

The screenshot shows an Excel spreadsheet titled 'AssetList.csv - Excel'. The table has columns labeled A through F. Column A is 'Status', B is 'Asset', C is 'Tree Location', D is 'Asset SN', E is 'Actor Class', and F is 'Asset Model'. The data consists of 11 rows, each representing an asset with its status, name, location, serial number, class, and model. The last row is highlighted in yellow.

A	B	C	D	E	F	
1	Status	Asset	Tree Location	Asset SN	Actor Class	Asset Model
2	online	Demo Trailer 1	Mobile Assets >> Trailers >> Demo Trailers		Trailer	Trailer 1.0
3	online	Demo Trailer 2	Mobile Assets >> Trailers >> Demo Trailers	0	Reefer Trailer	Trailer 1.0
4	online	Demo Trailer 3	Mobile Assets >> Trailers >> Demo Trailers	0	Tanker Trailer	Trailer 1.0
5	online	Demo Trailer 4	Mobile Assets >> Trailers >> Demo Trailers	0	Flatbed Trailer	Trailer 1.0
6	online	Demo Trailer 5	Mobile Assets >> Trailers >> Demo Trailers	0	Tanker Trailer	Trailer 1.0
7	online	Demo Trailer 6	Mobile Assets >> Trailers >> Demo Trailers	0	Reefer Trailer	Trailer 1.0
8	online	Service Van 126	Mobile Assets >> Vehicles >> Trucks	0	Service Van	Fleet Manager w/POV 1.0
9	online	Service Truck 125	Mobile Assets >> Vehicles >> Trucks	0	Service Truck	Fleet Manager w/POV 1.0
10	online	Station 1	Tanks >> Stations	0	Station	ATG Inventory Manager (Station) 1.0
11	online	Station 2	Tanks >> Stations	0	Station	ATG Inventory Manager (Station) 1.0

Asset Filter

Each asset page has a filter option to help search for assets by multiple fields.

Click Column Head to Filter Alpha-Numeric

Click any column head to filter in alpha-numeric order (0-100, A-Z). Click a second time to reverse the order (100-0, Z-A).

Status	Asset ▲	Tree Location	Asset SN	Class	Asset Model	A
Green	156	Your Company » Assets » Trucks/Tractors	-	Semi-tractor	Fleet Manager w/POV 1.0	M
Green	AC-10	Your Company » Assets » Equipment	-	Air Compressor	Asset Tracker Trailer	W
Green	Container 01	Your Company » Assets » Containers	-	Container	Asset Tracker 1.0	T
Green	Container 02	Your Company » Assets » Containers	-	Container	Trailer 1.0	T

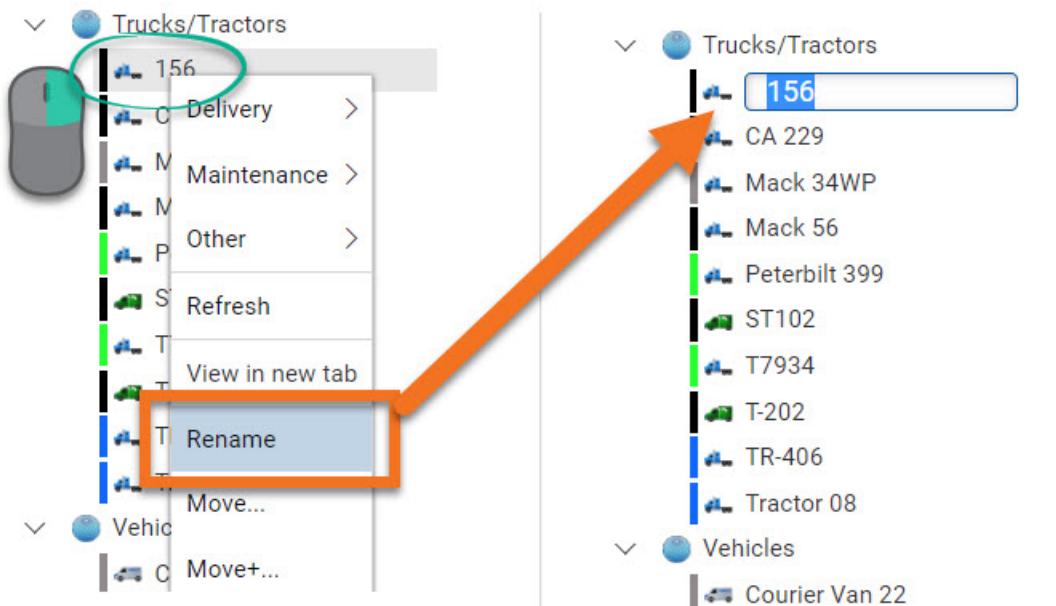
Filter Fields

In the white filter fields, click to use the dropdown and choose a filter option, or type in the blank field to filter matching keywords.

Class	Asset Model	Asset Def	Class	Asset Model	Asset Def
Semi-tractor	Asset Tracker 1.0	01 Jan 2018	Semi-tractor	Fleet Manager 1.0	01 Jan 2018
Air Compressor	Asset Tracker Trailer			Fleet Manager w/ 2 PTO	
Container	Asset Tracker with V			Fleet Manager w/ 2 PTO	
Container	ATG Inventory Mana	14 Jun 2017	Air Compressor	Fleet Manager w/POV 1.0	14 Jun 2017
Service Van	ATG Inventory Mana			Heavy Fleet Manager w/	
Loader with Drill	Bulk Tank Inventory M			Heavy Fleet Manager w/	
	Calamp Centeron Ho	09 Jul 2020 1	Container	Heavy Fleet Manager w/	
	Calamp Centeron Ve			Heavy Fleet Manager w/	
	Fleet Manager 1.0			Heavy Fleet Manager w/	
	Fleet Manager w/ 2 F	09 Jul 2020 1	Container	Heavy Fleet Manager w/	
	Fleet Manager w/ 2 F			Refrigeration Trailer Tr	
	Fleet Manager w/POV	4 Aug 2015 1	Service Van	Trailer Tracker Fleet Ma	
	FM w/ Diag & POV &				4 Aug 2015 1
	Heavy Fleet Manager	14 Jun 2017			

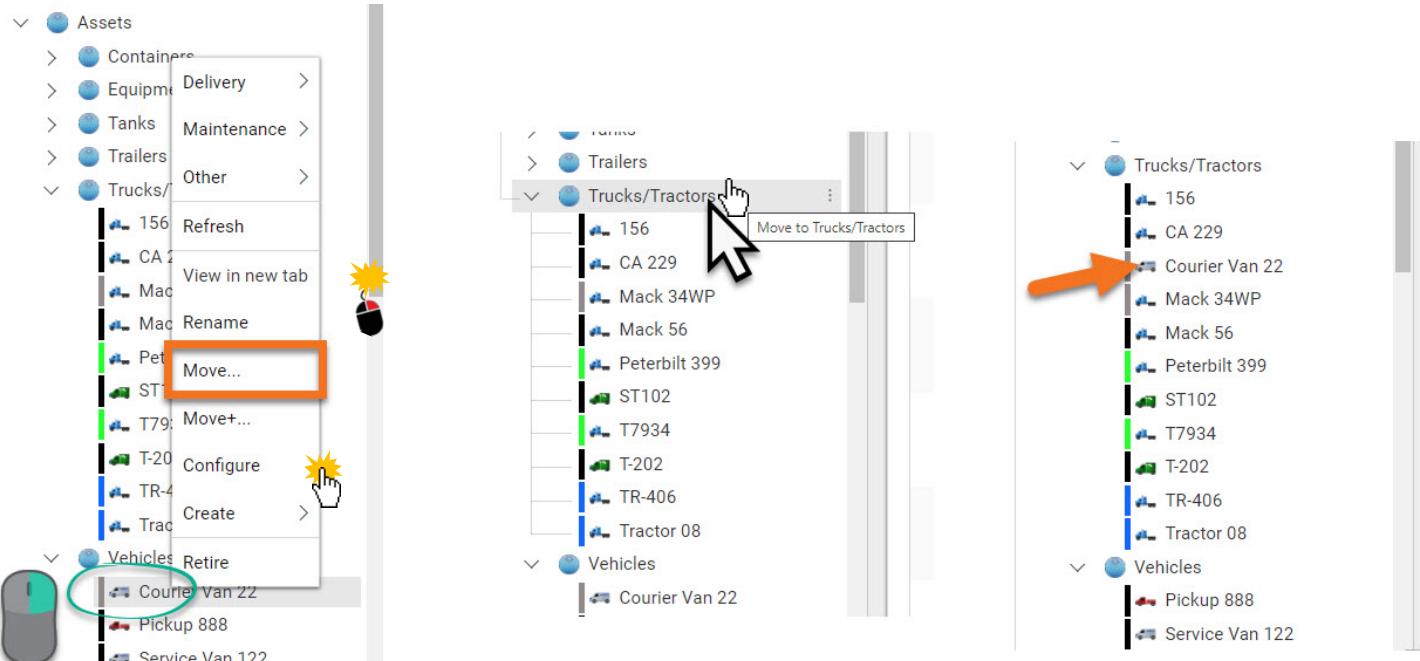
Renaming an Asset

1. Right-click on an asset from the Asset Tree in sidebar on the left side of the window. Then select **Rename**.
2. The edit box will pop up around the Asset's current name. Edit the name as desired.



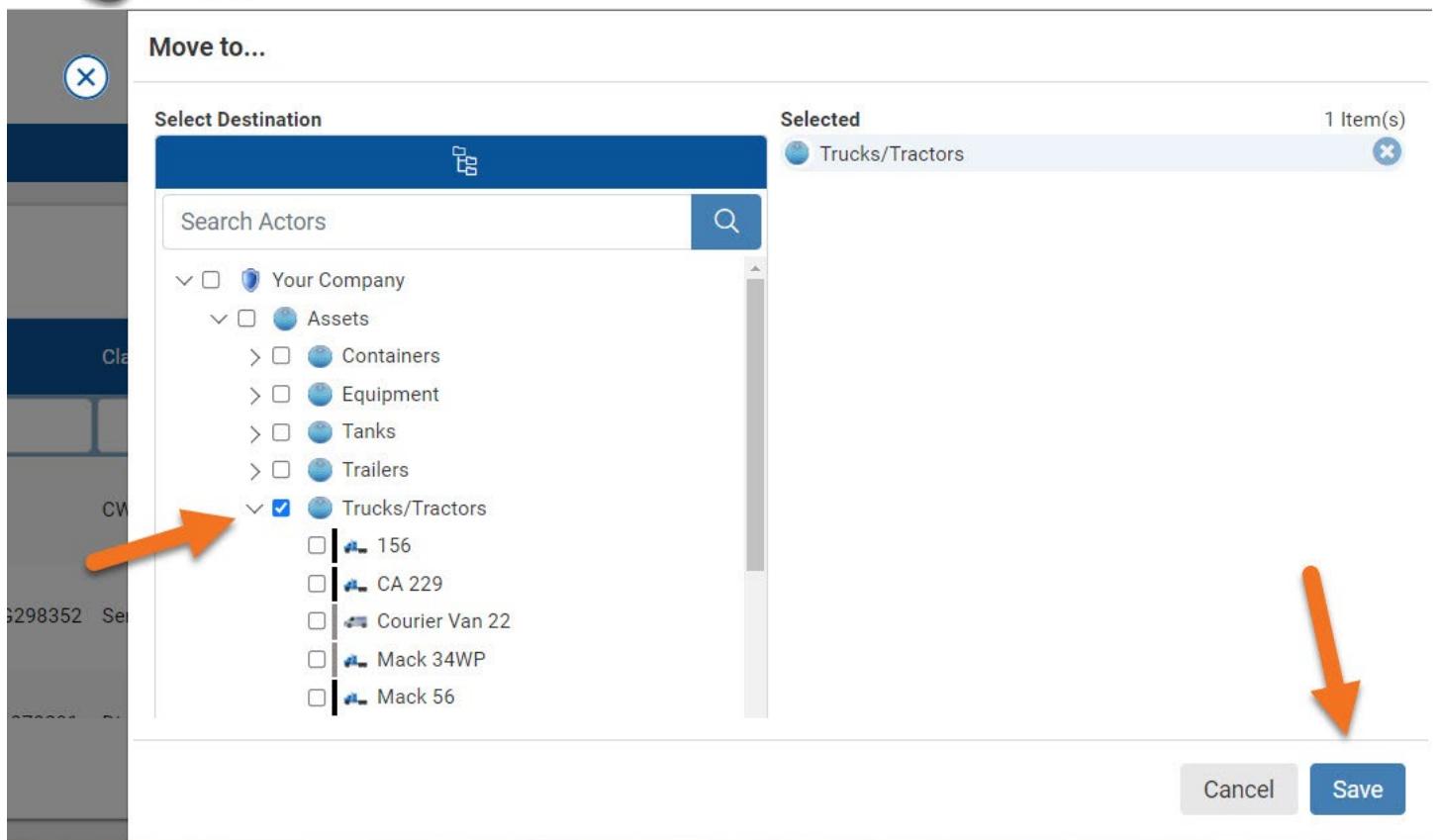
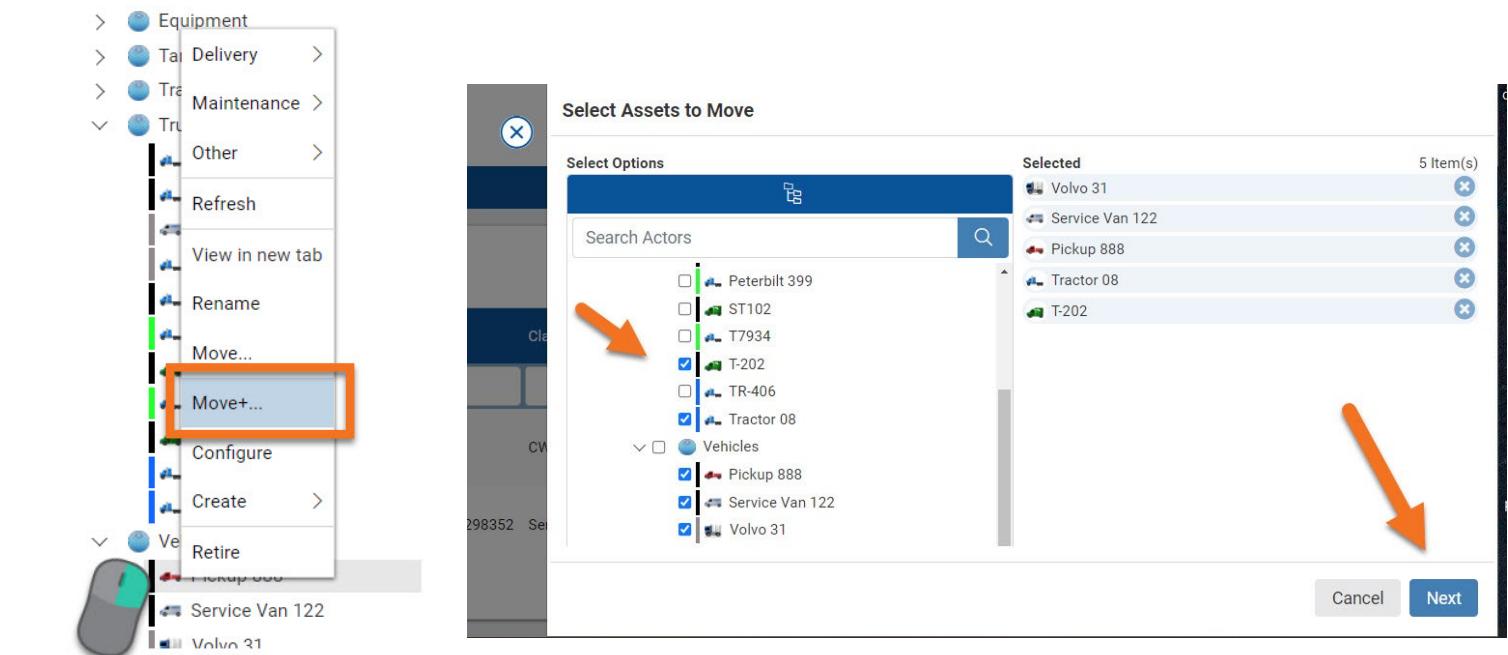
Moving a Single Asset

1. Right-click on an asset from the Asset Tree in sidebar on the left side of the window. Then select **Move**.
2. Next, click on the new region that the asset should be moved into. The asset will then appear in that region of the asset tree. *In the example below we're moving Service Truck 102 from Vehicles to the Trucks/Tractors region.*



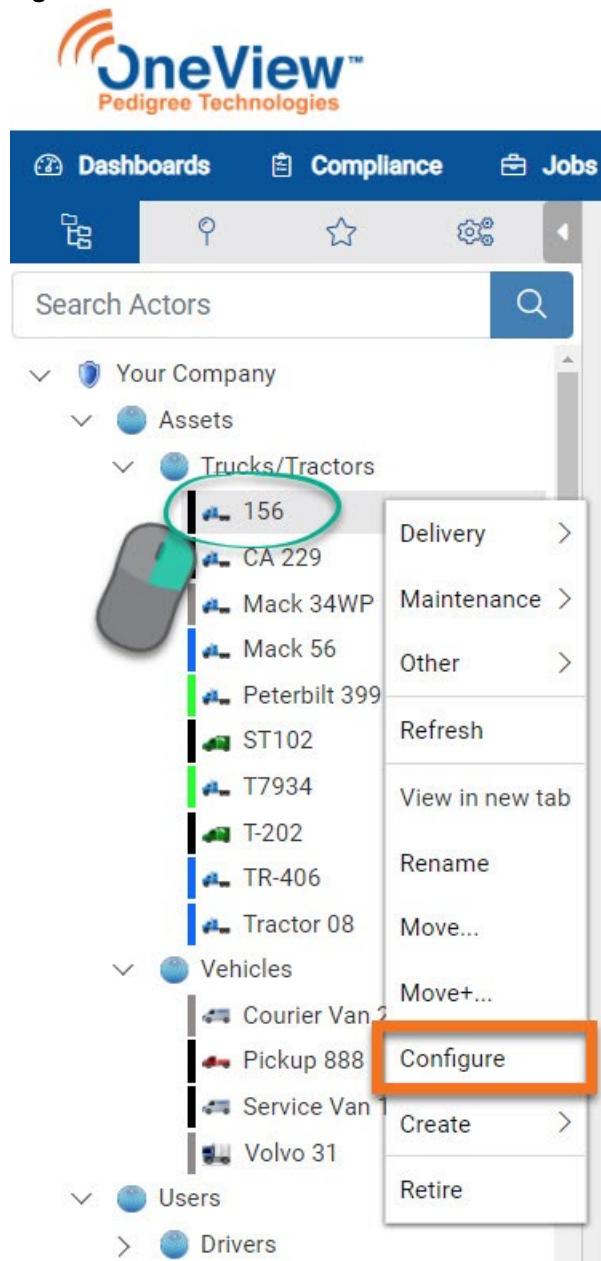
Moving Multiple Assets

1. Right click on one of the assets you would like to move.
2. Select Move +
3. From the Asset Tree pop up window, check the assets you want to move and click next. **Note: Select the assets that are moving into the same region. You may have to repeat this process if moving multiple assets to multiple regions.
4. Select the Region to move the selected assets to and click Done.

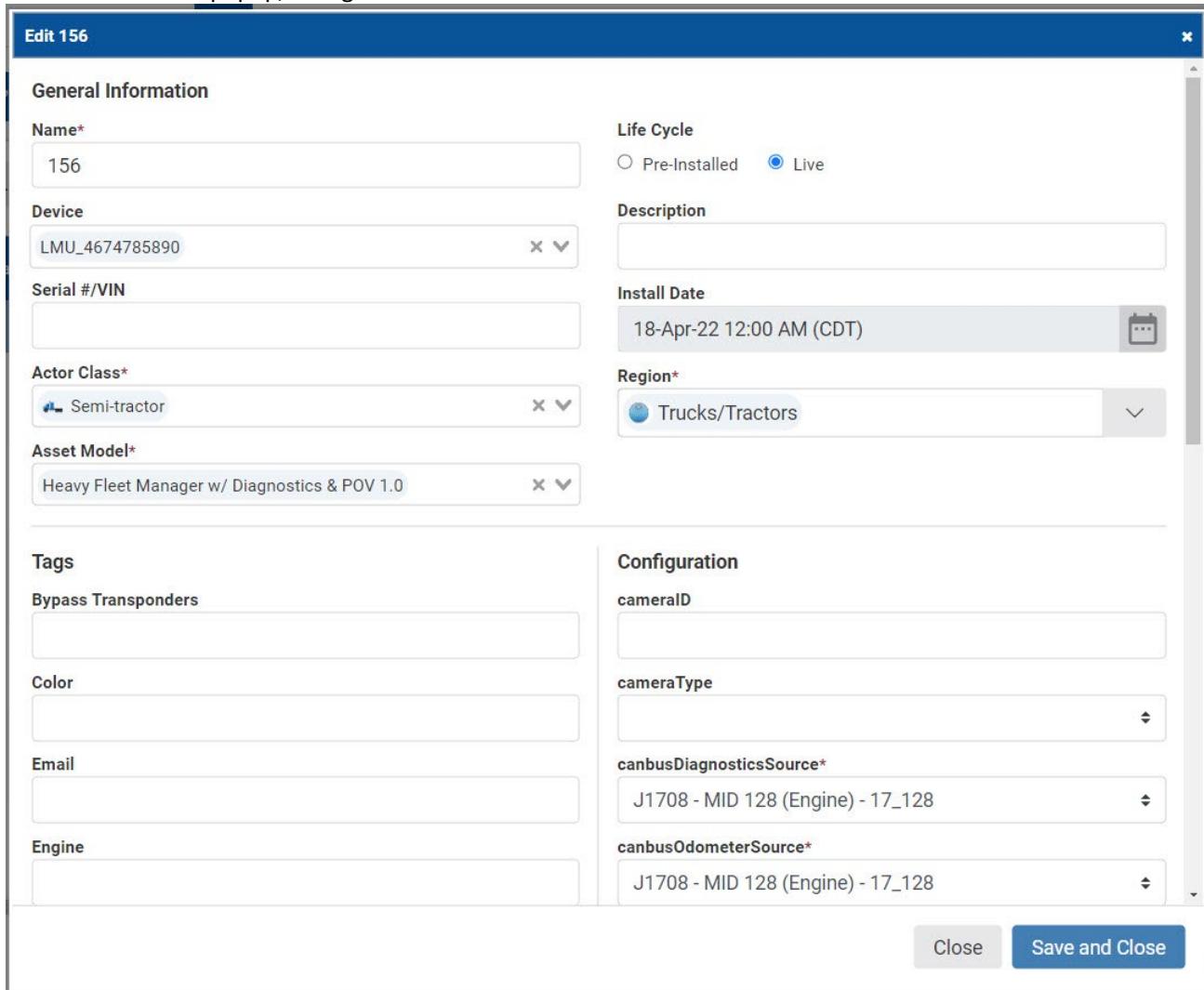


Editing Asset Details / Configure Asset

1. Right-click on an asset from the Asset Tree in sidebar on the left side of the window. Then select **Configure**.



2. In the Edit window popup, change the fields needed and then Save at the bottom.



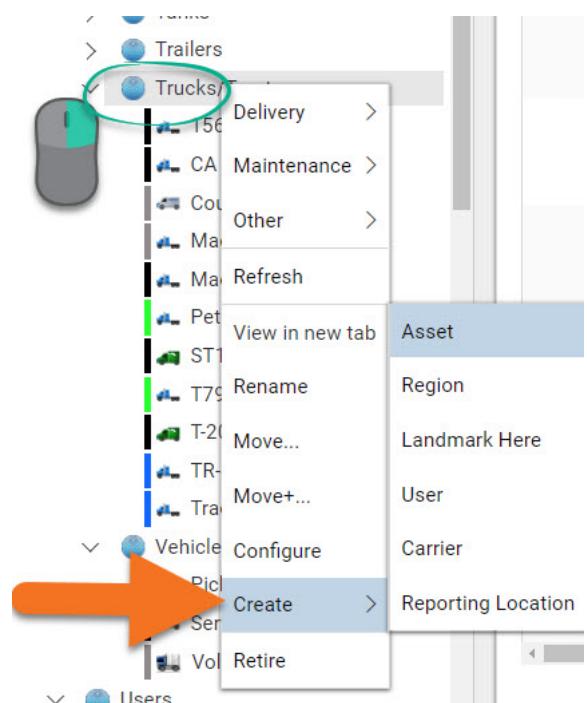
The screenshot shows the 'Edit 156' window for asset management. It includes sections for General Information (Name: 156, Device: LMU_4674785890, Serial #/VIN, Actor Class: Semi-tractor, Asset Model: Heavy Fleet Manager w/ Diagnostics & POV 1.0), Configuration (cameraID, cameraType, canbusDiagnosticsSource: J1708 - MID 128 (Engine) - 17_128, canbusOdometerSource: J1708 - MID 128 (Engine) - 17_128), Tags (Bypass Transponders, Color, Email, Engine), and a bottom row with Close and Save and Close buttons.

Right-Click to Create Assets, Regions, and more

When admin users right-click on an asset or region and select Create there will be three options: Asset, Region, Landmark here. Please see below for how to use each of these three options.

Right-Click >> Create >> Asset

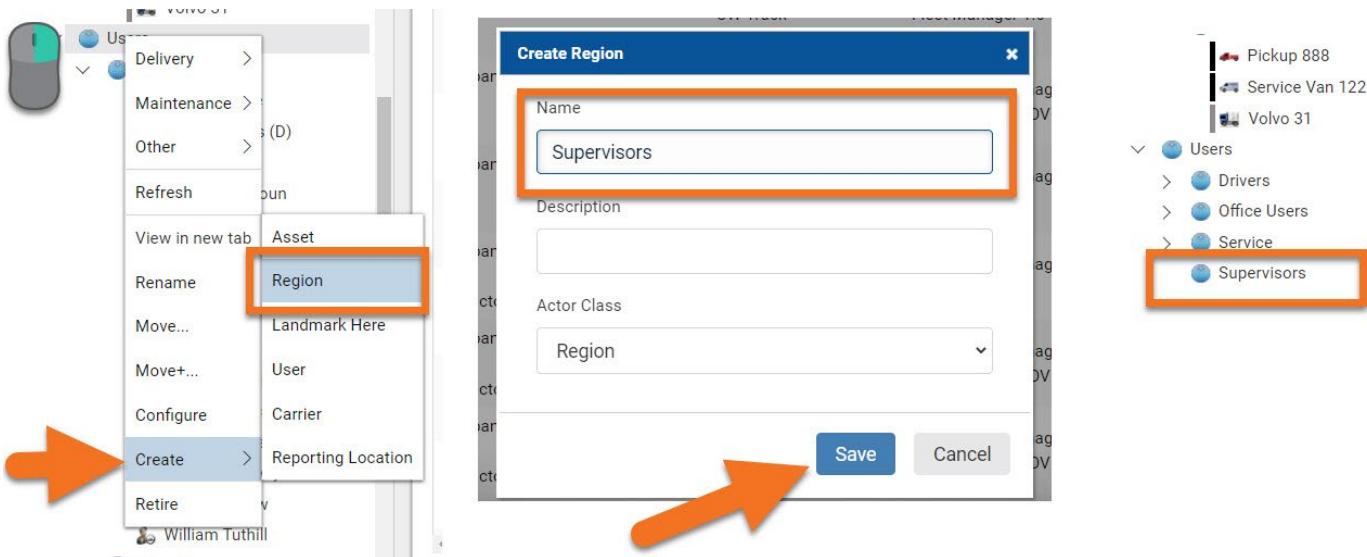
NOTE: If you have new Assets that were installed please contact Pedigree Technologies Tech Support to ensure that the ESN of that device is provisioned correctly. Email: support@pedigreetechnologies.com – Phone: 701-499-0010



Right-Click >> Create >> Region

Regions will organize Assets for everyone within your company. Assets can be broken out by type, grouped by locations/purpose/function or any other combination that makes the most sense for your business. Regions can also be created within the User sections. This will help to keep users organized by job such as dispatchers, drivers, etc.

1. Right-click on the asset or an existing region from the Menu Tree on the left side of your OneView account. Then hover over Create and select Region.
2. This will cause the new region window to pop up and allow the user to name it anything you would like.



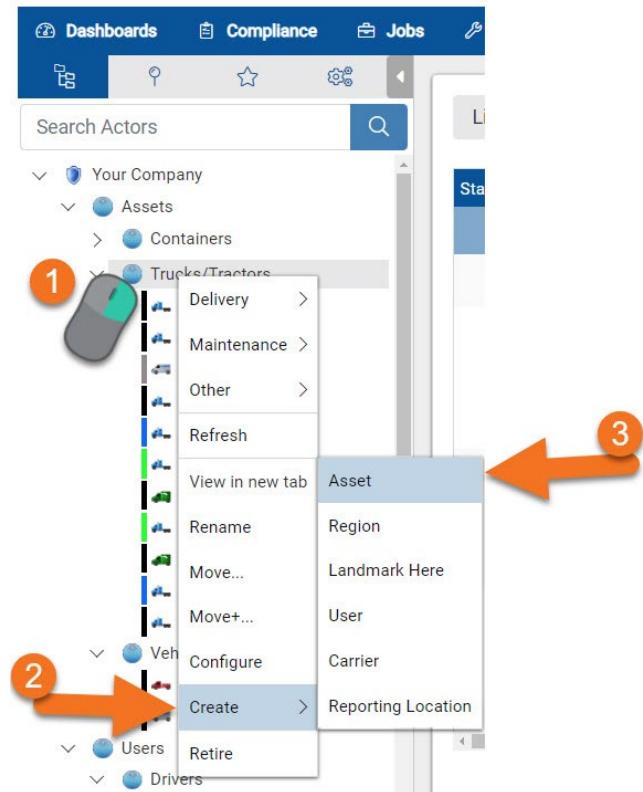
Create Asset

Admin users or Asset Admins that have permission can create an asset in OneView or OneView Mobile. Installations should always be called into Pedigree Technologies Installation Support: 1-

844-407-9307

In OneView, there are two options to create a new asset.

1. Right Click on the region/folder that you want the new asset to be in.
2. In the dropdown, mouse over **Create**
3. and then click on **Asset** in the second menu that pops up.



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Another way to create an asset is to click on the **Admin** tab, then **Assets**, and then **Create New Asset**.

The screenshot shows the OneView Admin interface. At the top, there's a navigation bar with icons for Dashboards, Commerce, Jobs, Maintenance, Forms, and Admin. The Admin icon has a red circle with the number 1 above it. Below the navigation bar is a sidebar with a search bar and a list of categories: Account, Assets (which is highlighted with a red arrow and the number 2), Carriers, Dashboards, Devices, Fuel, Groups, Job Forms, Library, Reporting Locations, and Users. The main content area is titled "Live Asset List" and shows a table with columns for Status, Asset, Tree Location, Asset Def, Device, and Device Name. There are two entries: "Diesel" and "87E". At the top right of the main content area, there are buttons for "Import Tag Values" and "Create New Asset". A red arrow with the number 3 points to the "Create New Asset" button.

In the window that appears, add the new asset information

Name: add the name of the new asset. OneView will check the name for duplicates. There can't be two assets with the same name in your OneView account. *If this asset has already be pre-built and exists in your Pre-Installed list, you will be asked if that is the asset you want to switch to. Agree and keep going.*

The dialog box is titled "Create New Asset". It has a "General Information" section with a "Name*" field containing "2835" (with an orange arrow pointing to it) and a "Device" dropdown menu showing "No Device". It also has a "Life Cycle" section with radio buttons for "Pre-Installed" and "Live" (which is selected). There is a "Description" field at the bottom.

Device: enter the ESN or serial number of the device being installed. This number will be on the label of the LMU (GPS device). After typing a few numbers, the list of devices in your account that match that number will filter down. Select the correct one by clicking on it from the results. *(If you are adding a trailer or other asset without a tracking device, you can leave this field empty.)*

The dialog box shows the "Device" dropdown menu again. The user has typed "4871" into the input field, and a list of matching devices is shown below. The first item in the list is "LMU_4871057483", which is highlighted with a blue background.

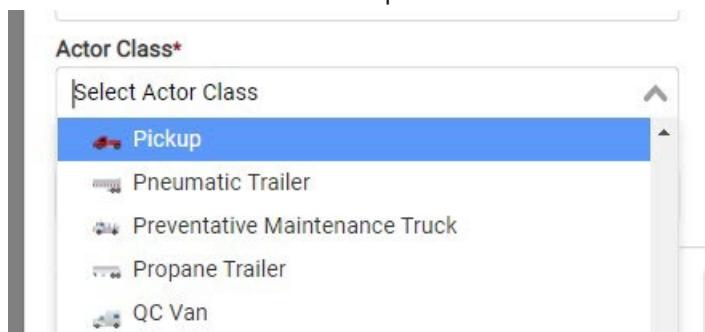
OneView™ Admin Users

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Serial #/VIN: enter the VIN or serial number. OneView will search the VIN database and automatically add tags based on that VIN, like make, model, and year of the asset if found in the database.

The screenshot shows the OneView Admin Users interface. On the left, there's a sidebar with a 'Device' field containing 'LMU_4871057483'. Below it is a 'Serial #/VIN' field containing '3C6UR5NJ0FG553166', which is highlighted with an orange rectangle. To the right, there's a main panel with fields for 'Make' (RAM), 'Mobile Device ID' (empty), 'Model' (2500), 'Reference ID' (empty), 'Size' (empty), 'software' (empty), and 'Year' (2015). At the bottom right of the main panel, there's a link 'Your Company »'.

Actor Class: Choose the asset picture from the list of Actor Class options.



Asset Model: This will be pre-determined by the device ESN number that you entered above. *If you are adding a trailer without a tracking device, find Trailer 1.0 in the list. If you are adding another kind of asset just for tracking maintenance or for other reasons and don't want this asset to show up on the ELD as a trailer, discuss what to add with your account manager.*

The screenshot shows the OneView Admin Users interface again. It includes fields for 'Device' (LMU_4871057483), 'Serial #/VIN' (3C6UR5NJ0FG553166), 'Actor Class*' (Pickup), and 'Asset Model*' (Heavy Fleet Manager w/ Diagnostics & POV 1.0). Three orange arrows point from the text below to these specific fields: one to the Device field, one to the Actor Class field, and one to the Asset Model field.

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Tags: as you scroll down, there are fields to enter tags, or details about this asset. They are optional and may be different from the tags shown in the image below.

Tags	
Bypass Transponders	
Color	
Email	
Engine	
Equipment ID	
Fuel Card Number	
License Jurisdiction	
License Plate	

Life Cycle: at the top of the window, at the right is the Life Cycle option. It will be active on Live, which means that this asset will be live in your asset tree. The Pre-Installed button will be checked if this asset was already pre-built and loaded into the system before-hand. If that's the case, check the live button.

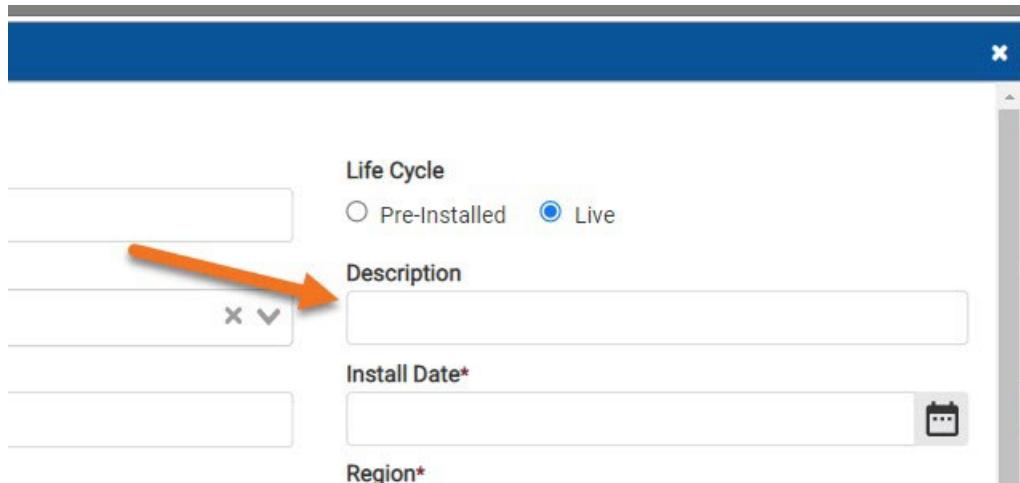
Create New Asset

General Information	
Name*	<input type="text" value="2835"/>
Device	<input type="text" value="LMU_4871057483"/> 
Serial #/VIN	<input type="text" value="3C6UR5NJ0FG553166"/>
Actor Class*	<input type="text"/>
Life Cycle	<input type="radio"/> Pre-Installed <input checked="" type="radio"/> Live
Description	<input type="text"/>
Install Date*	<input type="text"/> 
Region*	<input type="text"/>

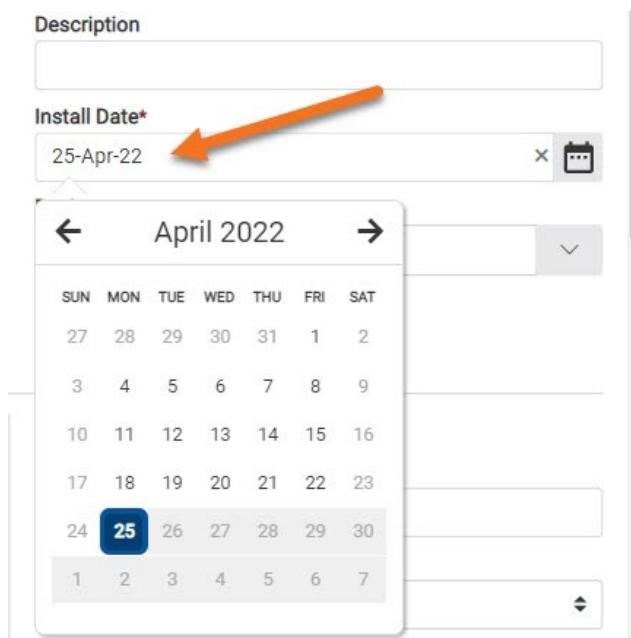
OneView™ Admin Users

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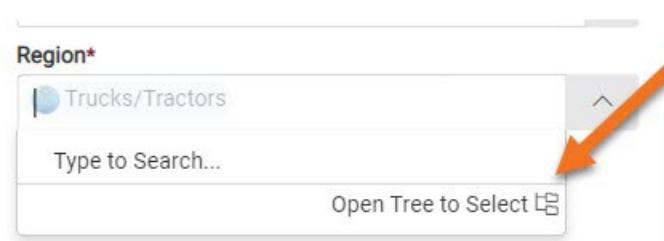
Description: this field is optional. Any description that you add will also be displayed on the asset card or summary tab when viewing the asset. It also will show up in certain reports.



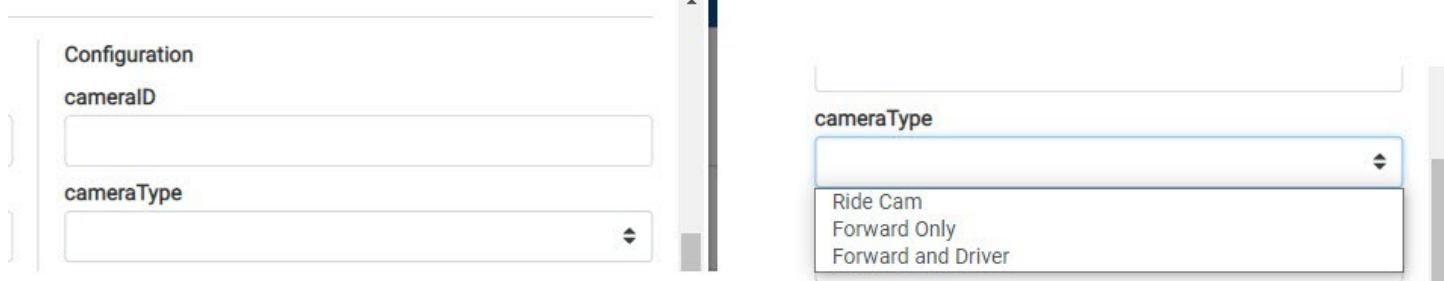
Install Date: click on the calendar field to enter when this asset was installed. This is a required field.



Region: use the search to type the name of the region to add this asset to, or if you right-clicked on a region at the beginning, this field will be set to the region you right clicked on. You can still change it at any time during this process.



Camera Configuration: if this asset is a vehicle, there will be camera options. If this asset has a camera installed, the camera will have an IMEI number or serial number on it. Enter that number into the CameraID field. Then choose the type of camera from the dropdown in the CameraType field. If you are not sure, talk to your account manager or call support.



Configuration

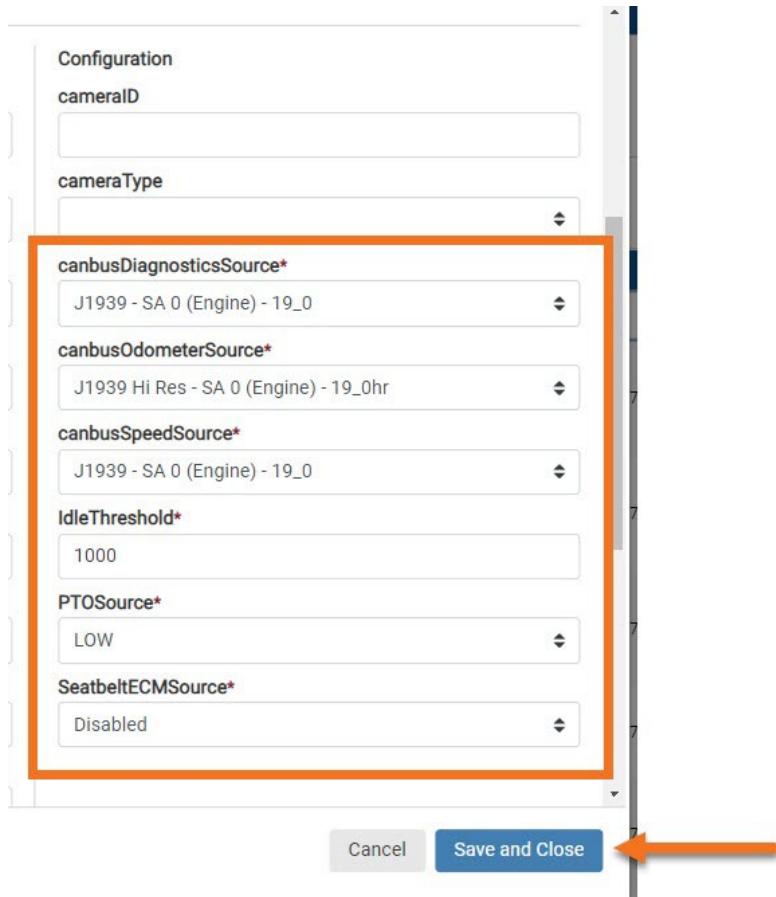
cameraID

cameraType

cameraType

- Ride Cam
- Forward Only
- Forward and Driver

Source: The source type fields should remain as they are. If they need to be adjusted, call support for guidance.



Configuration

cameraID

cameraType

canbusDiagnosticsSource*

J1939 - SA 0 (Engine) - 19_0

canbusOdometerSource*

J1939 Hi Res - SA 0 (Engine) - 19_0hr

canbusSpeedSource*

J1939 - SA 0 (Engine) - 19_0

IdleThreshold*

1000

PTOSource*

LOW

SeatbeltECMSource*

Disabled

Cancel

Save and Close

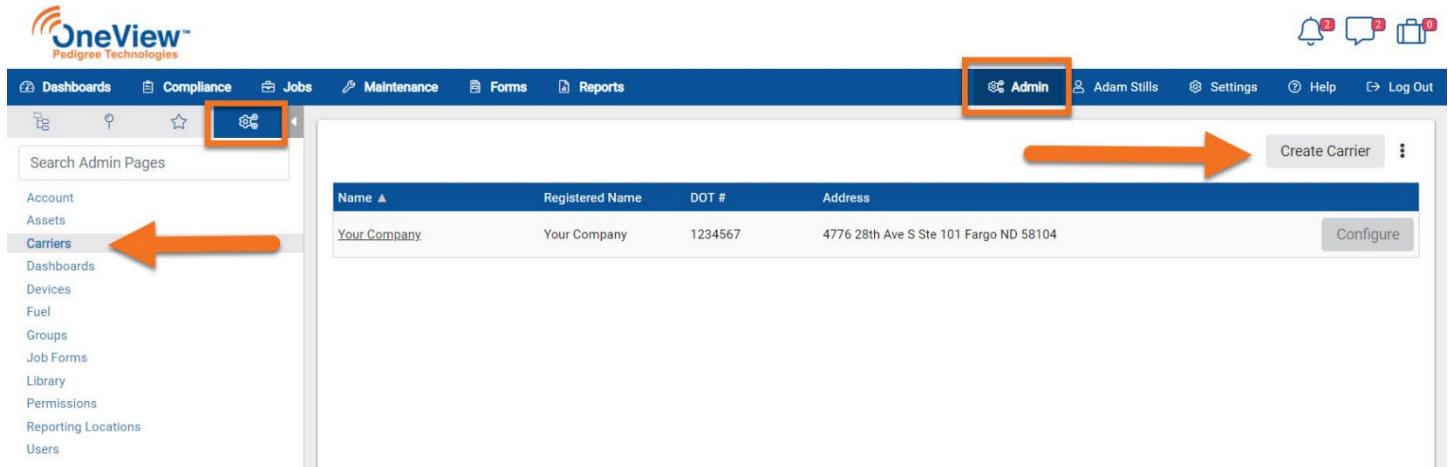
Save and Close: choose the Save and Close button to save this new asset.

Carriers

Most companies will only have one carrier or DOT number. If you ever need to add an additional carrier or DOT number, the Carrier tab allows you to do that.

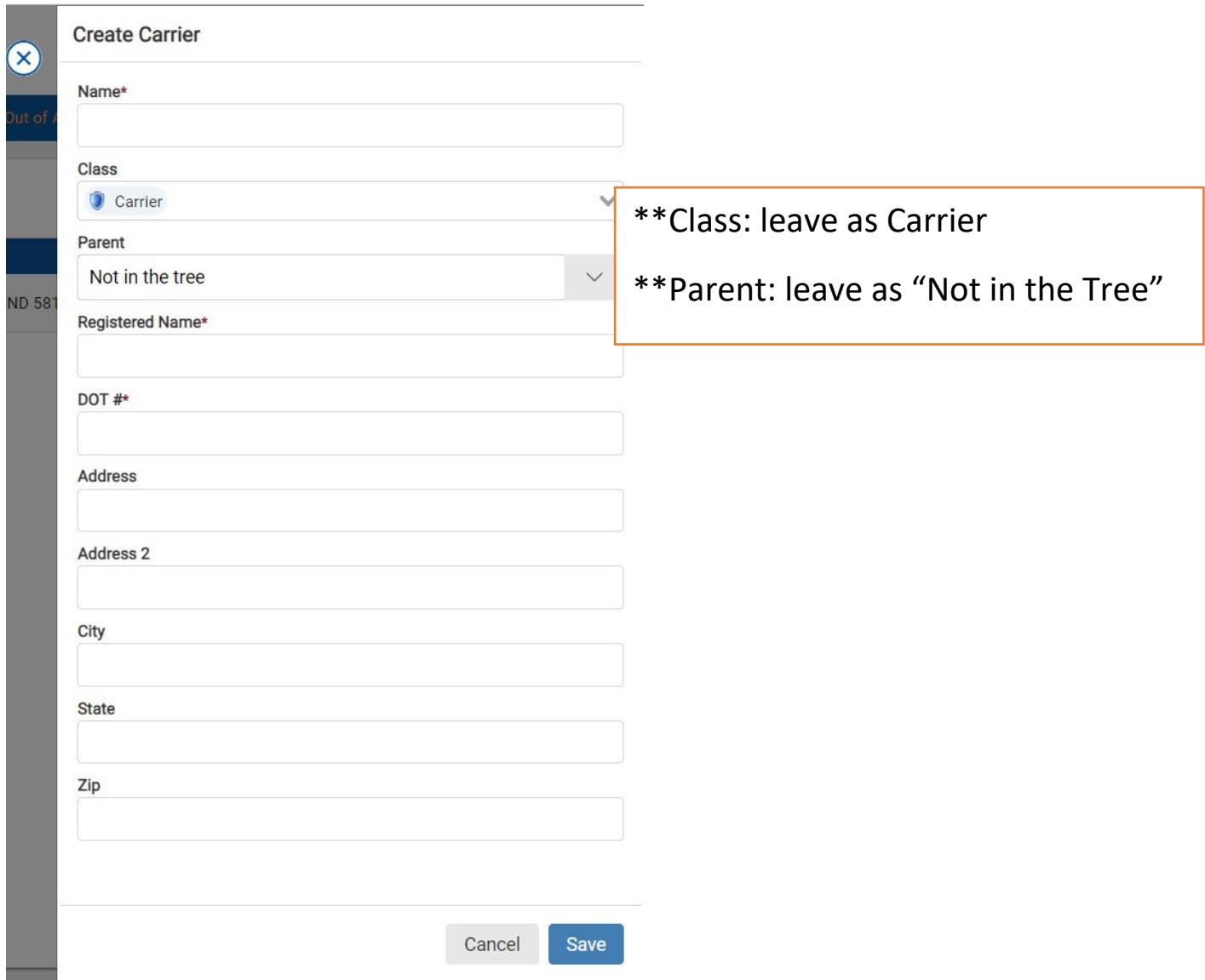
Create a new Carrier

1. Click Admin >> Carriers >> then Carriers again, it should default to show Carriers



The screenshot shows the OneView Admin Users interface. The top navigation bar includes links for Dashboards, Compliance, Jobs, Maintenance, Forms, Reports, Admin (highlighted with an orange box), Adam Stills, Settings, Help, and Log Out. The left sidebar has a search bar and a list of administrative options: Account, Assets, Carriers (highlighted with an orange arrow), Dashboards, Devices, Fuel, Groups, Job Forms, Library, Permissions, Reporting Locations, and Users. The main content area displays a table of carriers with columns for Name, Registered Name, DOT #, and Address. A single row is selected, showing 'Your Company' in all fields. A large orange arrow points from the 'Carriers' link in the sidebar to the 'Create Carrier' button in the top right corner of the main content area.

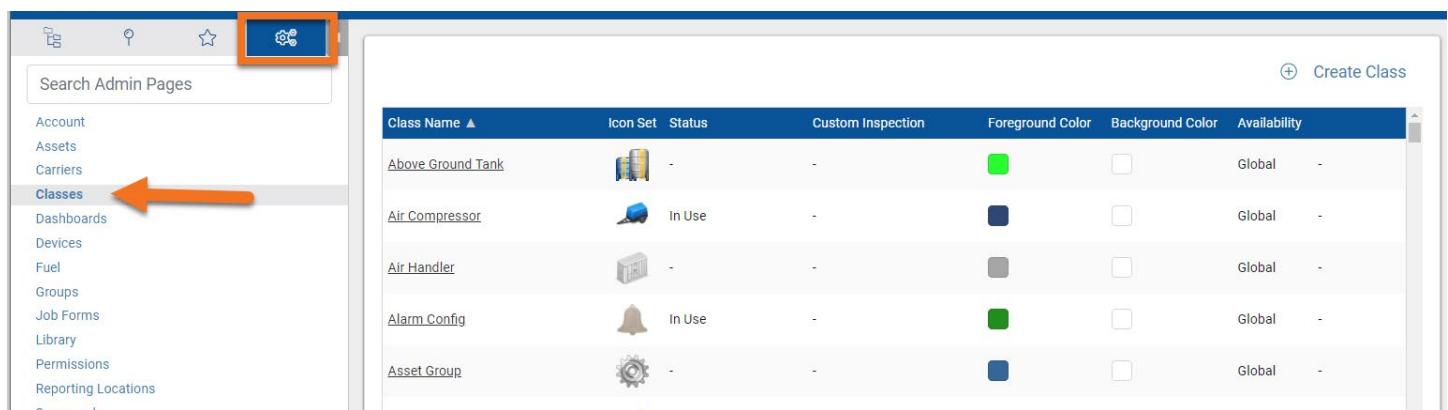
In the Create Carrier window, fill in the required information and then Save.



The screenshot shows the 'Create Carrier' dialog box. It contains fields for Name*, Class (Carrier), Parent (Not in the tree), Registered Name*, DOT #*, Address, Address 2, City, State, and Zip. At the bottom are 'Cancel' and 'Save' buttons. A callout box highlights the 'Class' and 'Parent' fields with the text: '**Class: leave as Carrier' and '**Parent: leave as "Not in the Tree"'.

Classes

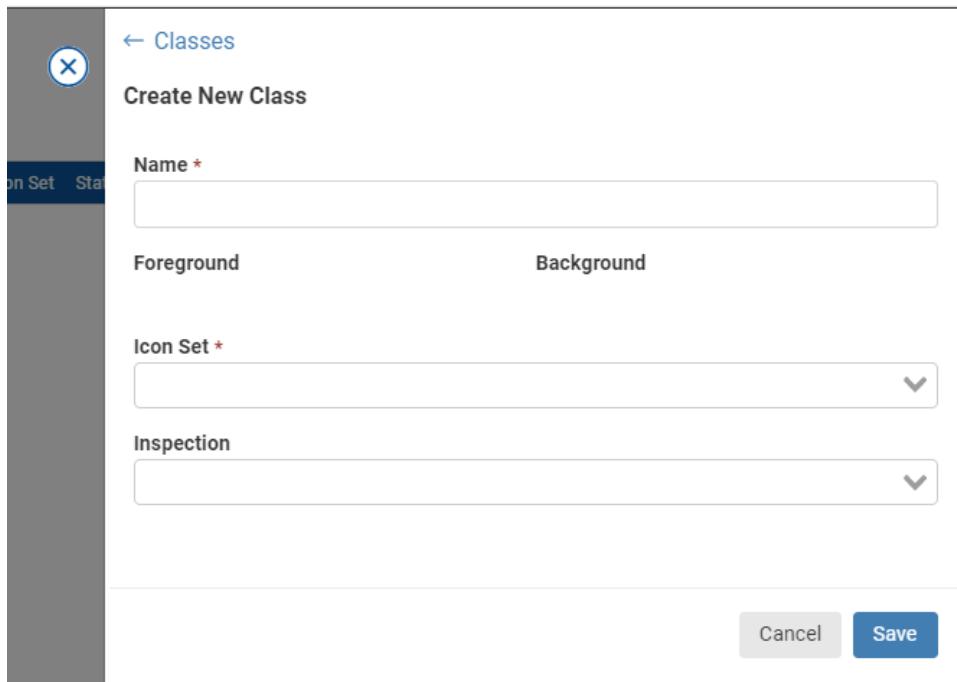
1. Click on the Admin Tab.
2. Choose the Classes section of the Admin area. You'll see a list of all the classes you have to choose from, the flag color of each class and if there is a special inspection form linked to that class. To create a new class click the "Create Class" button on the top right.



The screenshot shows the 'Admin' section of the OneView interface. On the left, a sidebar lists various administrative categories like Account, Assets, Carriers, and Classes. The 'Classes' item is highlighted with an orange arrow. At the top right of the main content area, there is a 'Create Class' button. The main content area displays a table of existing classes with columns for Class Name, Icon Set, Status, Custom Inspection, Foreground Color, Background Color, and Availability. Each row includes a small icon representing the class type (e.g., tank, compressor, handler) and a status indicator (e.g., In Use).

Class Name	Icon Set	Status	Custom Inspection	Foreground Color	Background Color	Availability
Above Ground Tank		-	-	Green	<input type="checkbox"/>	Global
Air Compressor		In Use	-	Blue	<input type="checkbox"/>	Global
Air Handler		-	-	Grey	<input type="checkbox"/>	Global
Alarm Config		-	-	Green	<input type="checkbox"/>	Global
Asset Group		-	-	Blue	<input type="checkbox"/>	Global

3. The Classes slid-out will display. Select the Create New button to create a new Actor Class (icon and colors).

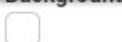


The screenshot shows the 'Create New Class' dialog box. It has a header with a back arrow and a close button. The main area contains fields for 'Name *' (with a red asterisk), 'Foreground' (with a preview box), 'Background' (with a preview box), 'Icon Set *' (with a dropdown menu), and 'Inspection' (with a dropdown menu). At the bottom are 'Cancel' and 'Save' buttons.

4. Enter a name for the new Actor Class.

Create New Class

Name *

Foreground  Background 

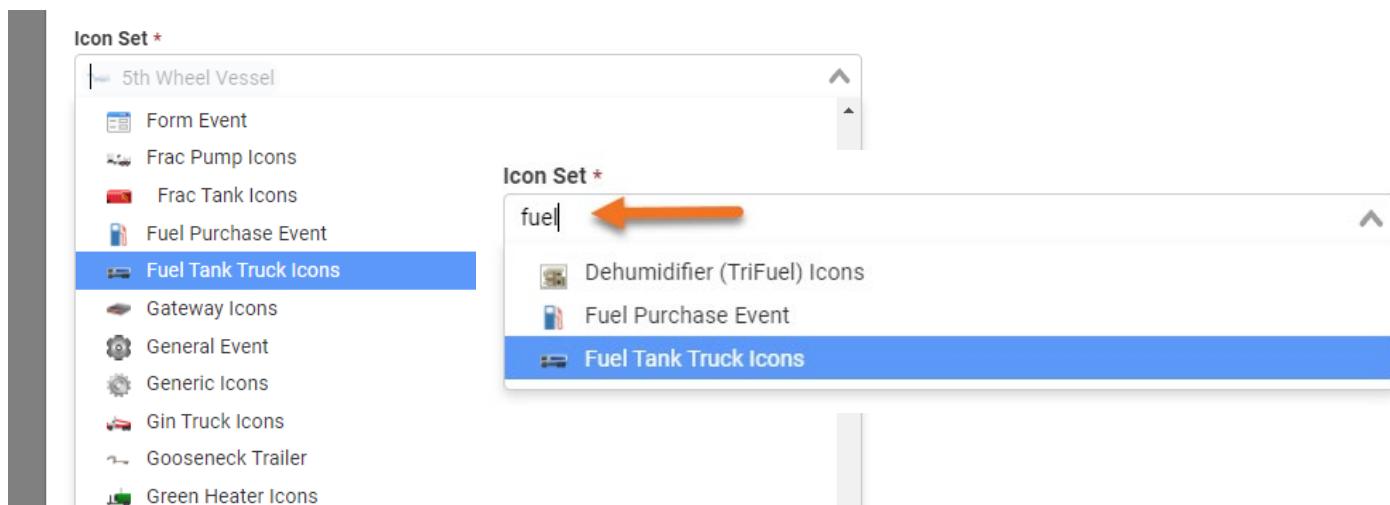
Icon Set *

5. Set Foreground and Background colors for the asset flag by clicking on the color blocks and choosing a color.



6. Choose the Icon Set. This field allows you to choose an avatar picture for your new actor class.

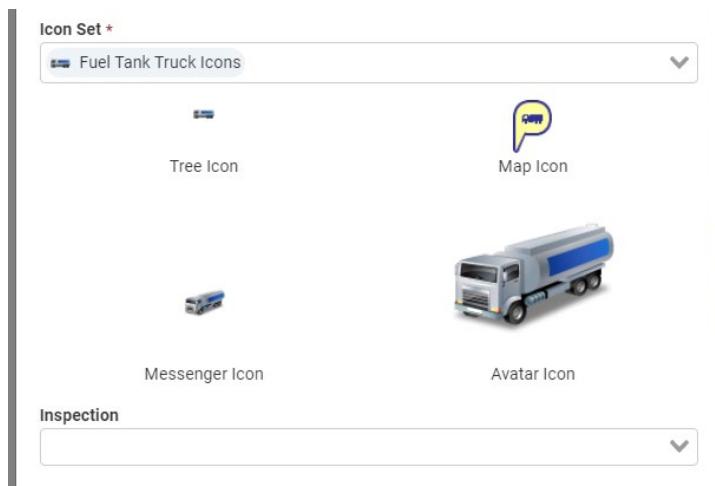
Click to choose from the dropdown or type to search by name.



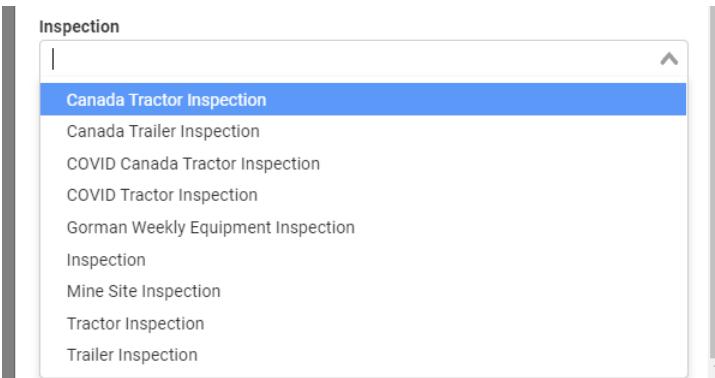
OneView™ Admin Users

Pedigree Technologies

After choosing the icon set, you will see the pictures of the asset class for various sizes and the map flag colors you chose above.



7. (Optional) If this new actor class has a custom inspection form, choose it from the Inspection dropdown list. If nothing is selected here, the asset will default to the standard inspection form.



8. Save your new custom actor class.

The screenshot shows the 'Create New Class' form for a 'Propane Truck'. The 'Name' field is filled with 'Propane Truck'. Under 'Foreground' and 'Background', there are color swatches. The 'Icon Set' dropdown is set to 'Fuel Tank Truck Icons'. Below it, the same four icons (Tree Icon, Map Icon, Messenger Icon, Avatar Icon) are shown. At the bottom, an 'Inspection' dropdown is present. The 'Save' button at the bottom right is highlighted with a red border.

Devices

The second tab is Devices that shows the devices that are provisioned to this customer. Use the list dropdown to switch between lists – explained below.

Device Summary: view how many devices of each model have been provisioned to this customer. These lists are exportable to CSV by clicking the ellipsis menu in the right corner.

Status	Last Reading	Device Name	Linked Asset	Asset Lifecycle Status	Device Model	Device Prov	Order Number	Ship Date
∅	Mon 04-May-15 08:12 AM (CDT)	LMU_4441002779	Restricted	-	Calamp Fleet Manager 1.0	04-Sep-18 03:36 PM (CDT)	-	-
∅	Mon 25-Jan-16 12:02 AM (CST)	LMU_4541007095	Restricted, Courier Van 22	Live	Calamp Fleet Manager with OBDII 1.0	14-Aug-15 10:51 AM (CDT)	-	-
∅	Tue 14-Jun-22 09:19 PM (CDT)	LMU_4674785890	T-202	Live	Calamp Heavy Fleet Manager with Diagnostics 1.0	-	-	-
∅	Sat 29-Aug-20 09:10 AM (CDT)	LMU_4871057483	-	-	Calamp Fleet Manager with OBDII 1.0	04-Mar-20 12:59 PM (CST)	-	-

Devices: a list of all the devices and what asset they are linked to. All column heads are clickable to sort.

Status	Last Reading	Device Name	Linked Asset	Asset Lifecycle Status	Device Model	Device Prov
∅	Mon 04-May-15 08:12 AM (CDT)	LMU_4441002779	Restricted	-	Calamp Fleet Manager 1.0	04-Sep-18 03:36 PM (CDT)
∅	Mon 25-Jan-16 12:02 AM (CST)	LMU_4541007095	Restricted, Courier Van 22	Live	Calamp Fleet Manager with OBDII 1.0	14-Aug-15 10:51 AM (CDT)
∅	Tue 14-Jun-22 09:19 PM (CDT)	LMU_4674785890	T-202	Live	Calamp Heavy Fleet Manager with Diagnostics 1.0	-
∅	Sat 29-Aug-20 09:10 AM (CDT)	LMU_4871057483	-	-	Calamp Fleet Manager with OBDII 1.0	04-Mar-20 12:59 PM (CST)

OneView™ Admin Users

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Status: Green = received a reading in the last hour from this device. Gray = have not received a reading in the last hour (does NOT necessarily mean offline like the regular gray status badge on assets)

Last Reading: date and time of the last reading received from this device

Device name: The ESN or LMU number of the device

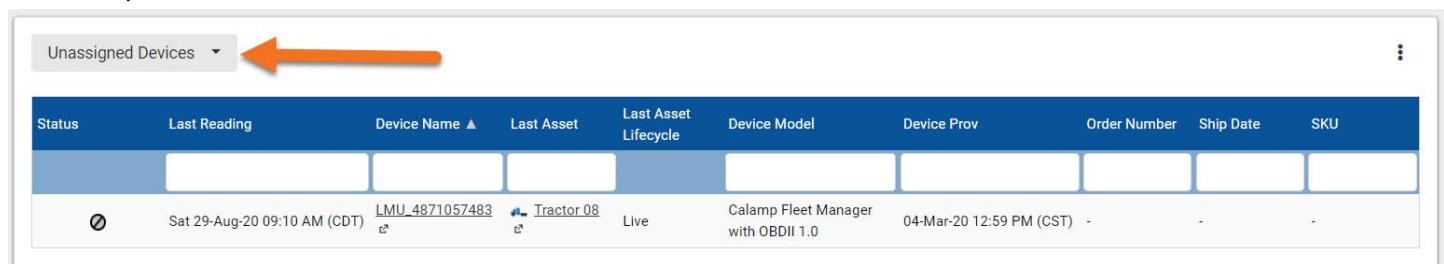
Linked Asset: The name of the asset this device is linked to or installed in

Asset Lifecycle Status: Live, Pre-installed, or Retired

Device Model: The model of the device

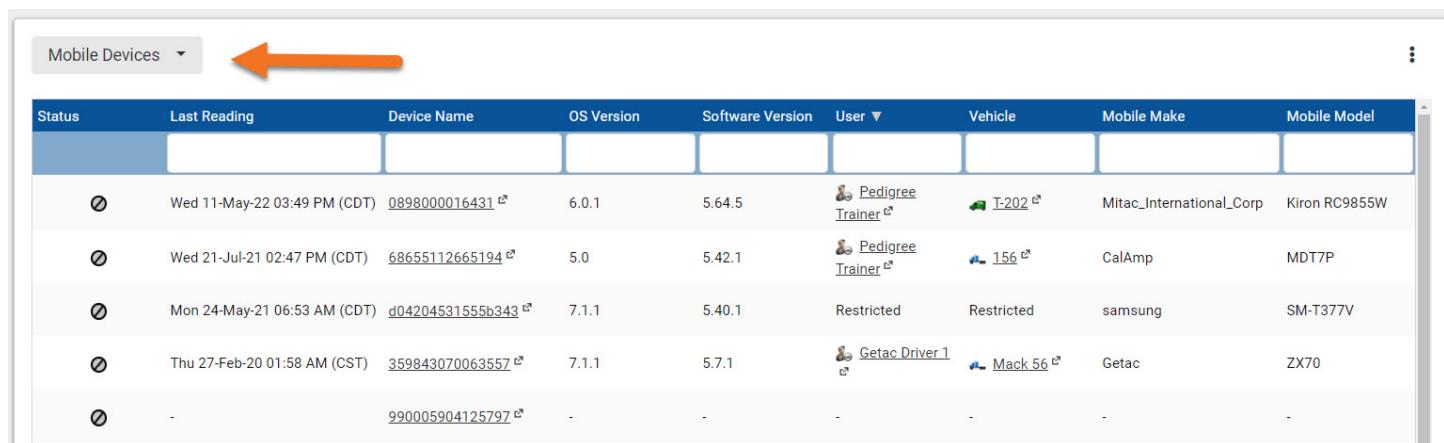
Device Prov: the date and time this device was provisioned to this account

Unassigned Devices: a list of devices that are currently not assigned to an asset. If the device was assigned to an asset at one time, you will see the last linked asset and when it was last linked.



Unassigned Devices									
Status	Last Reading	Device Name	Last Asset	Last Asset Lifecycle	Device Model	Device Prov	Order Number	Ship Date	SKU
∅	Sat 29-Aug-20 09:10 AM (CDT)	LMU_4871057483	Tractor_08	Live	Calamp Fleet Manager with OBDII 1.0	04-Mar-20 12:59 PM (CST)	-	-	-

Mobile Devices: a list of all the tablets that have been provisioned to this company. This list will include all past devices ever used/provisioned to this company.



Mobile Devices									
Status	Last Reading	Device Name	OS Version	Software Version	User ▾	Vehicle	Mobile Make	Mobile Model	
∅	Wed 11-May-22 03:49 PM (CDT)	0898000016431	6.0.1	5.64.5	Pedigree Trainer	T-202	Mitac_International_Corp	Kiron RC9855W	
∅	Wed 21-Jul-21 02:47 PM (CDT)	68655112665194	5.0	5.42.1	Pedigree Trainer	156	CalAmp	MDT7P	
∅	Mon 24-May-21 06:53 AM (CDT)	d04204531555b343	7.1.1	5.40.1	Restricted	Restricted	samsung	SM-T377V	
∅	Thu 27-Feb-20 01:58 AM (CST)	359843070063557	7.1.1	5.7.1	Getac Driver 1	Mack 56	Getac	ZX70	
∅		990005904125797	-	-					

Status: Green = received a reading in the last hour from this device. Gray = have not received a reading in the last hour.

Last Reading: date and time of the last reading received from this tablet

Device name: The ESN number of the tablet

OS Version: The current version of the Android Operating system running on this tablet

Software Version: The current version of POV running on this tablet

User: The last user to login to this tablet

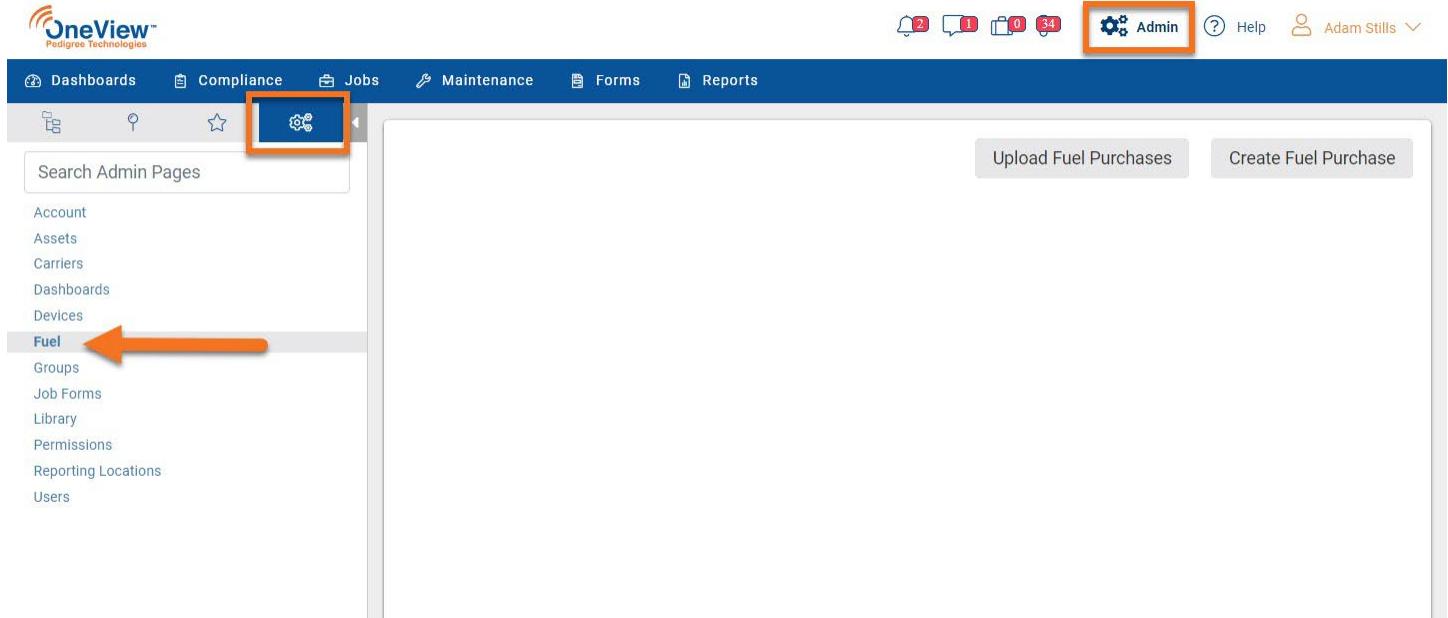
Vehicle: the last vehicle this driver linked to from this tablet

Mobile Make: The brand of this tablet

Mobile Model: The model of this tablet

Fuel

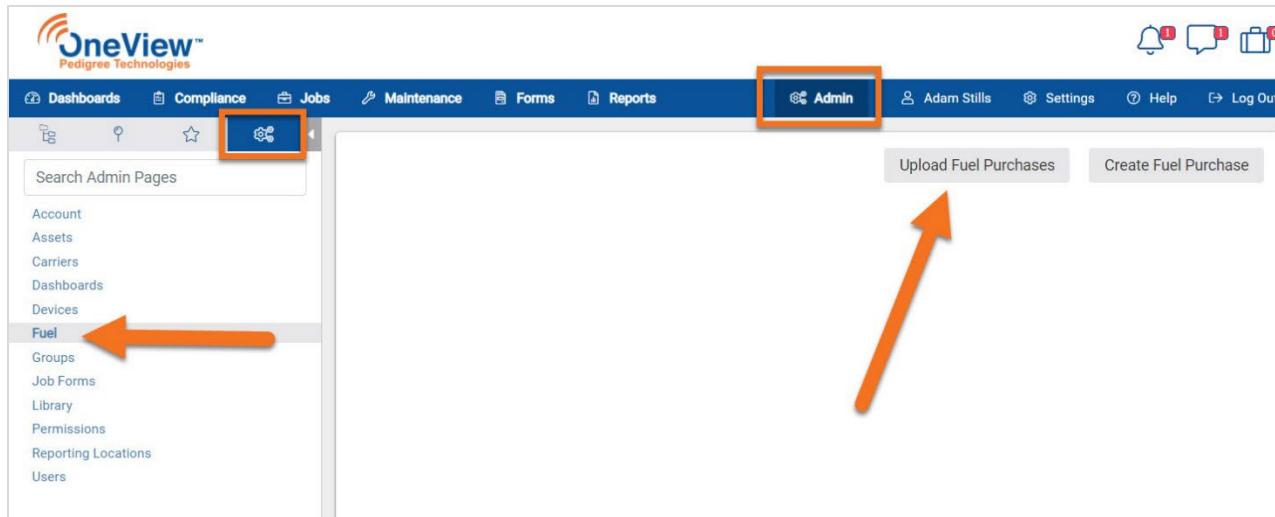
The Fuel area is where you can upload fuel purchases by csv or create a single purchase record.



This screenshot shows the OneView Admin Users interface. At the top, there is a navigation bar with links for Dashboards, Compliance, Jobs, Maintenance, Forms, and Reports. On the far right of the navigation bar are icons for notifications (2), messages (1), and help (34), followed by the 'Admin' tab, a help icon, and a user profile for Adam Stills. Below the navigation bar is a search bar labeled 'Search Admin Pages'. A sidebar on the left contains links for Account, Assets, Carriers, Dashboards, Devices, Fuel (which is highlighted with an orange arrow), Groups, Job Forms, Library, Permissions, Reporting Locations, and Users. At the bottom right of the main content area are two buttons: 'Upload Fuel Purchases' and 'Create Fuel Purchase'.

Upload Fuel Purchases

1. Click on the **Admin** tab >> select '**Fuel**' >> click the **Upload Fuel Purchases** button.



This screenshot illustrates the steps to upload fuel purchases. It shows the same interface as the previous screenshot, but with additional orange arrows and boxes highlighting specific actions. An arrow points from the 'Admin' tab in the top navigation bar to the 'Fuel' link in the sidebar. Another arrow points from the 'Fuel' link in the sidebar to the 'Upload Fuel Purchases' button at the bottom right of the main content area. The 'Admin' tab and the 'Fuel' link in the sidebar are both highlighted with orange boxes.

OneView™ Admin Users

Pedigree Technologies

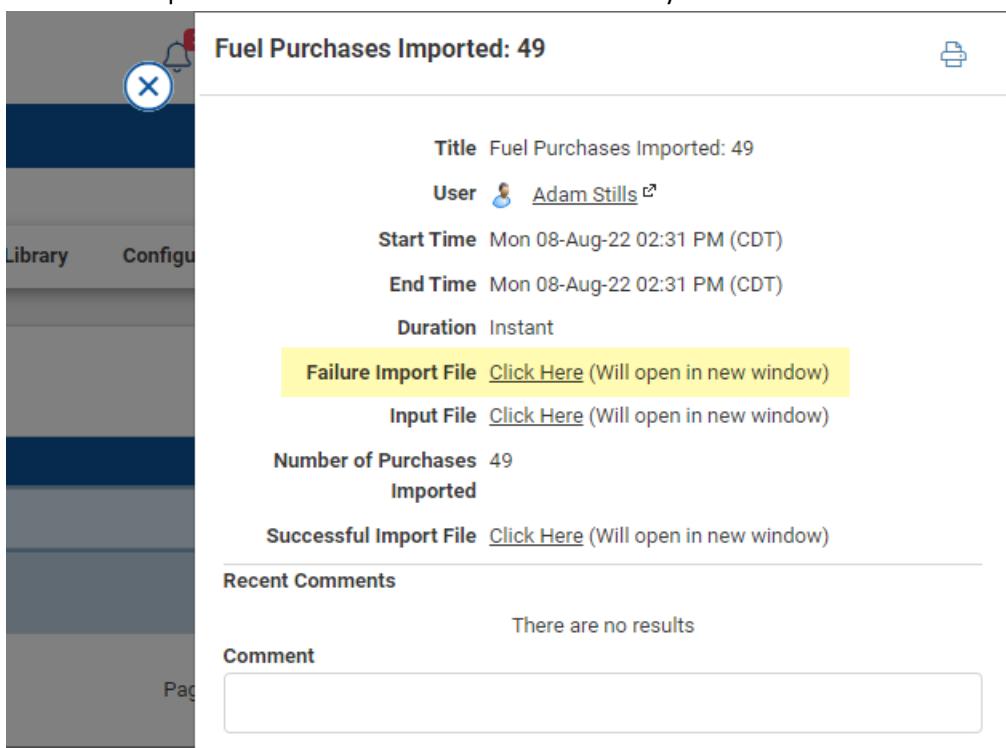
- The Upload Fuel Purchases window opens with the option to upload a file or download the template (shown below).

The required fields in the Fuel Purchases Template are marked with asterisks. If you have an export from a fuel card or another system, make sure the fields match up before uploading to ensure the upload is successful.

Note: for a fuel purchase to be associated with a vehicle and/or user, the vehicle name or user/driver name must match EXACTLY what is displayed in OneView.

- Once a file has been uploaded, you can go to your Event History page to see the results (successes and failures) by clicking on the Fuel Purchases Imported event. (Click your profile in the upper right, then Event History, then if needed, search for Fuel Purchase Import)

3. Click on the import failures to see which fuel data is missing. Add any missing information, resave and upload again. The Failure Import File will have a last column that shows you what the errors are.



Fuel Purchases Imported: 49

Title Fuel Purchases Imported: 49

User Adam Stills

Start Time Mon 08-Aug-22 02:31 PM (CDT)

End Time Mon 08-Aug-22 02:31 PM (CDT)

Duration Instant

Failure Import File [Click Here](#) (Will open in new window)

Input File [Click Here](#) (Will open in new window)

Number of Purchases 49
Imported

Successful Import File [Click Here](#) (Will open in new window)

Recent Comments

Comment

Failure Import File will show you which fuel records failed to upload and the reason why listed in a new column.

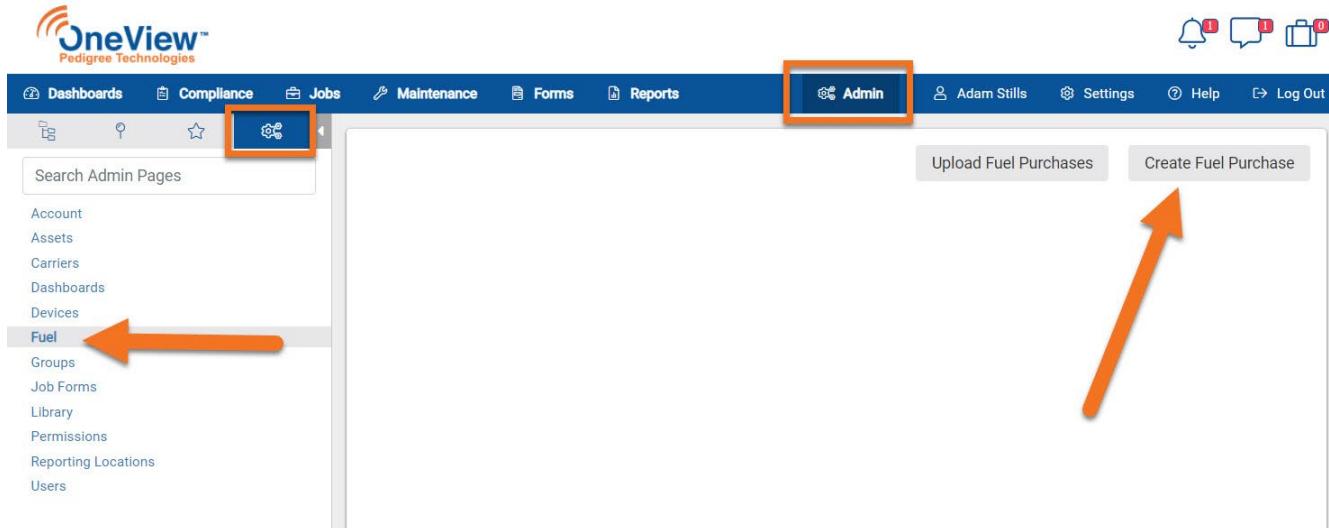
Input File is your original uploaded file.

Successful Import File will show which fuel records were successfully uploaded into the system

Create Fuel Purchase

If you need to create a single fuel purchase, the Create Fuel Purchase button will allow you to add a fuel record in OneView just like driver's do through POV. You can also upload the receipt if you have it.

1. Choose Admin >> Upload >> Create Fuel Purchase



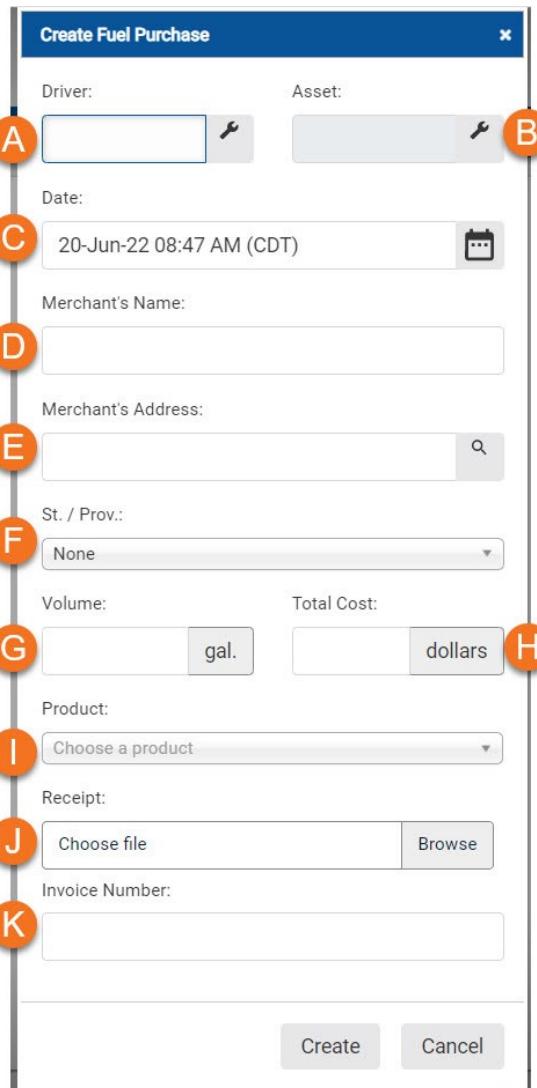
OneView Admin Users

Admin

Upload Fuel Purchases Create Fuel Purchase

Fuel

2. Fill in the information on the Create Fuel Purchase window.



The form is titled "Create Fuel Purchase". It contains the following fields:

- A – Driver:** A dropdown menu for selecting a driver.
- B – Asset:** A dropdown menu for selecting an asset.
- C – Date:** A date and time picker showing "20-Jun-22 08:47 AM (CDT)".
- D – Merchant's Name:** A text input field.
- E – Merchant's Address:** A text input field with a search icon.
- F – St. / Prov.:** A dropdown menu showing "None".
- G – Volume:** An input field with "gal." unit indicator.
- H – Total Cost:** An input field with "dollars" unit indicator.
- I – Product:** A dropdown menu for selecting a fuel type.
- J – Receipt:** A file upload field with "Choose file" and "Browse" buttons.
- K – Invoice Number:** A text input field.

At the bottom are "Create" and "Cancel" buttons.

A – Driver: Add the Driver that made the fuel purchase.

B – Asset: Choose the asset that received the fuel.

C – Date: Use the calendar and time clock to add the date and time of the fuel purchase.

D – Merchant's Name: Add the name of the merchant where the fuel was purchased.

E – Merchant's Address: Add the address of the merchant or use the Search icon to find the merchant in your Landmark list.

F – State/Province: add the state or province of the fuel purchase. Will only autofill from landmarks. Manually add it all other times.

G – Volume: Add the number of gallons or liters.

H – Total Cost: add the total cost of fuel purchased, or add a zero if the fuel was from a company tank.

I – Product: use the dropdown to choose the fuel type.

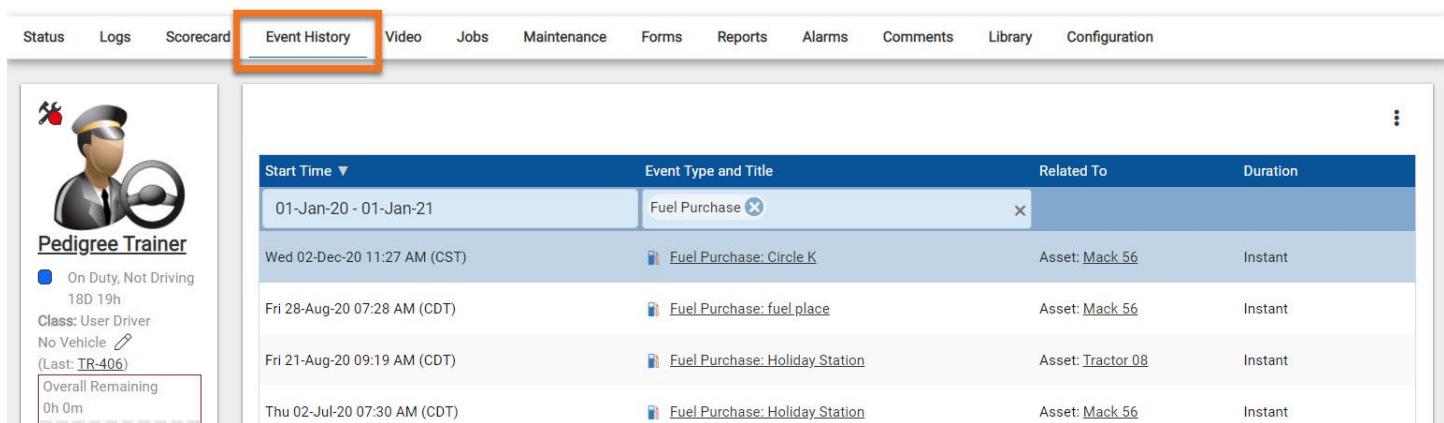
J – Receipt: if you have a receipt, scan it to your computer, then browse for the image and attach.

K – Invoice Number: (optional) add an applicable invoice number.

Click Create to save this fuel purchase.

Check Event

After creating the fuel purchase, check the driver or the asset events to verify the fuel purchase.



The screenshot shows the "Event History" tab selected in the top navigation bar. The left sidebar displays a driver profile for "Pedigree Trainer" with details like "On Duty, Not Driving", "18D 19h", "Class: User Driver", "No Vehicle", "Last: TR-406", "Overall Remaining 0h 0m", and a progress bar.

Start Time ▾	Event Type and Title	Related To	Duration
01-Jan-20 - 01-Jan-21	Fuel Purchase		
Wed 02-Dec-20 11:27 AM (CST)	Fuel Purchase: Circle K	Asset: Mack 56	Instant
Fri 28-Aug-20 07:28 AM (CDT)	Fuel Purchase: fuel.place	Asset: Mack 56	Instant
Fri 21-Aug-20 09:19 AM (CDT)	Fuel Purchase: Holiday.Station	Asset: Tractor 08	Instant
Thu 02-Jul-20 07:30 AM (CDT)	Fuel Purchase: Holiday.Station	Asset: Mack 56	Instant

OneView™ Admin Users

Click on the fuel purchase to view the details and Edit if necessary. Admin users will have an Edit button in the upper left corner. Any fuel receipt that has been uploaded to this fuel record will have a View link to click on.

Fuel Purchase: Circle K

User:	Pedigree Trainer
Asset:	Mack 56
Driver:	Pedigree Trainer
Start Time:	Wed 02 Dec 2020 11:27 AM
End Time:	Wed 02 Dec 2020 11:27 AM
Duration:	Instant
Merchant's Address:	1001 Furman Terrace, Inverness, FL, 34450
Merchant's Name:	Circle K
Product:	Diesel
Receipt:	View ←
St./Prov.:	Florida
St./Prov.:	FL
Total Cost:	200.00 dollars
Volume:	100 gal.

Pedigree Trainer Fuel Purchase: Circle K

Wed 02 Dec 2020 11:27 AM

Groups

This tab allows Administrators to create, update, and delete users in groups that are setup. The groups can be used for maintenance notifications, jobs notifications, report delivery schedules, or for messaging.

Creating a New Group

1. Click on the **Admin** tab >> select '**Groups**' >> click the Create New Group link

OneView™ Admin

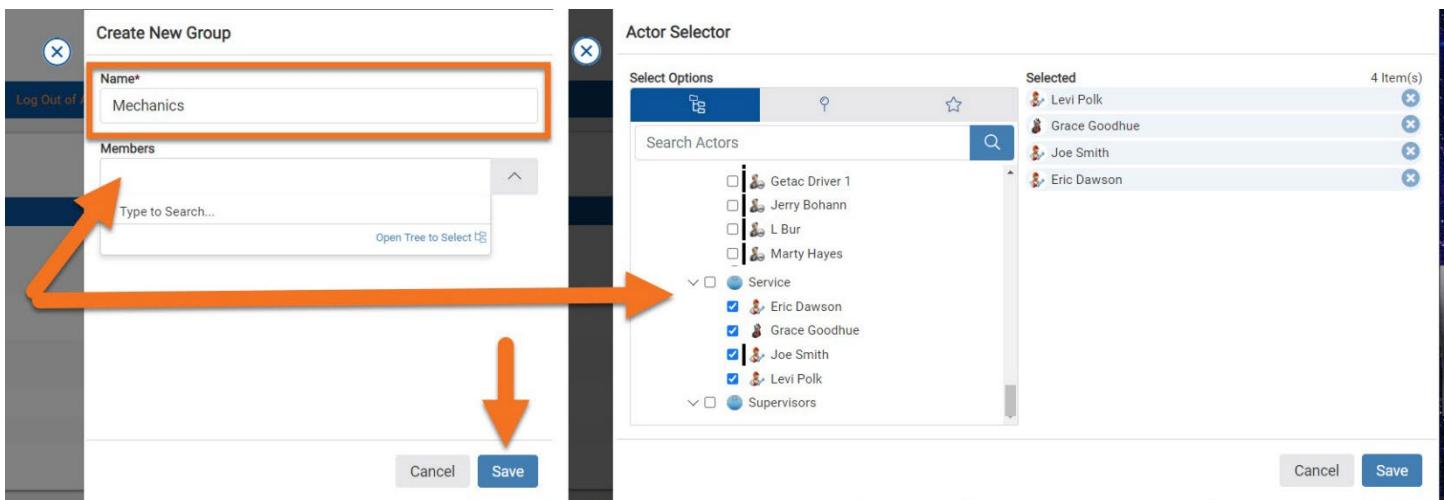
Groups

Create New Group

Administrators
Calamp
Camera Users
Canada ELD
Chrome Drivers
Drivers
HOS Annotations
Ifata

OneView™ Admin Users

2. Then type the desired name in the **Name** field.
3. Add users to the group and then **Save**.

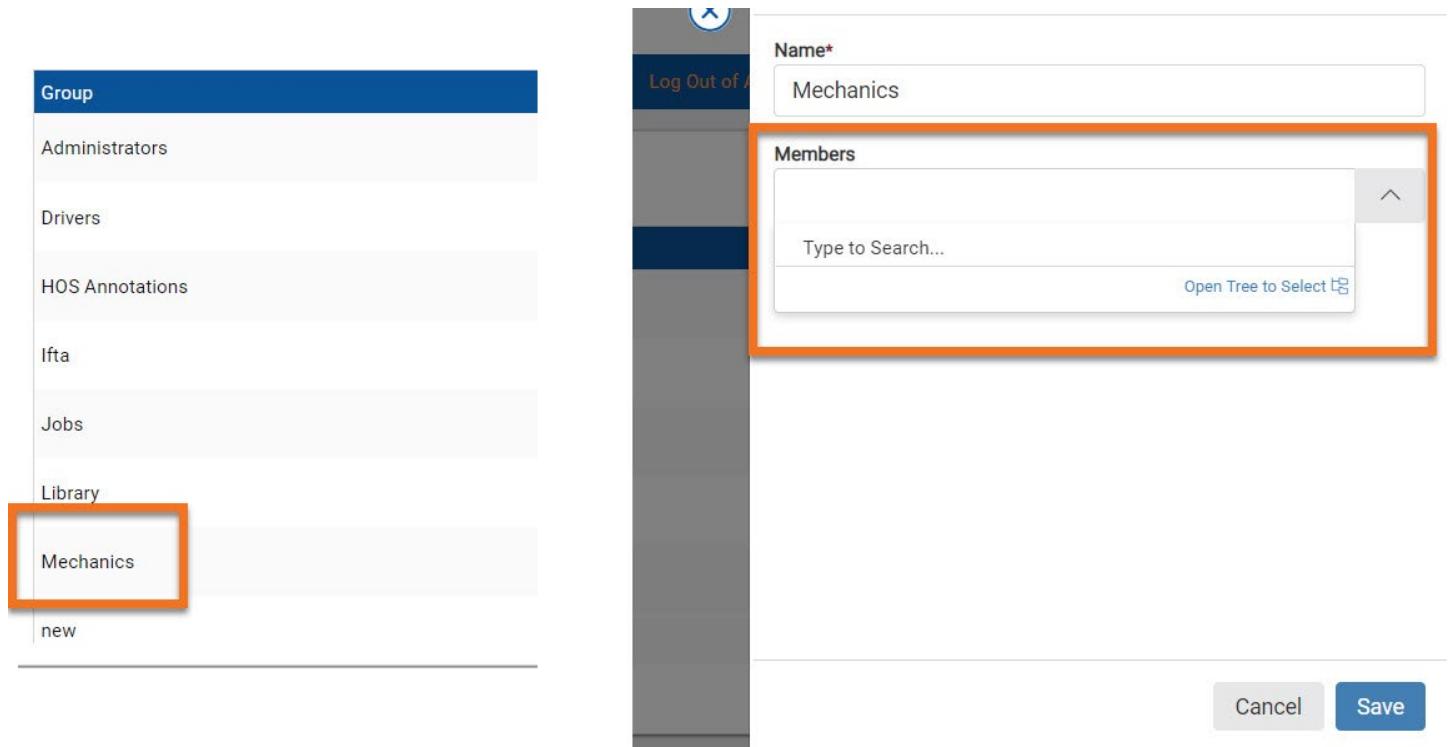


4. The group created will display under the **Groups** section.

The screenshot shows the 'Groups' section with a blue header bar labeled 'Group'. Below the header, there is a list of groups: Administrators, Drivers, HOS Annotations, Ifta, Jobs, Library, and Mechanics. The 'Mechanics' group is highlighted with an orange box. At the bottom of the list, there is a 'new' button.

Adding Users to a group

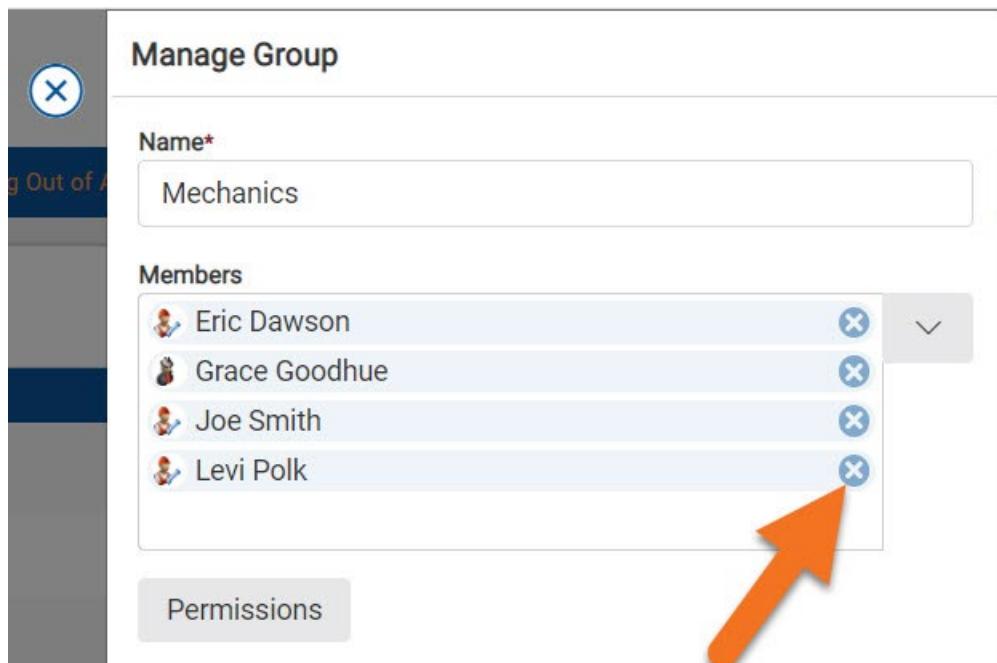
1. Click on the Group name.
2. Use the search or asset tree to add new members. Save.



The screenshot shows the 'Group' section of the OneView Admin Users interface. On the left, there's a sidebar with categories: Administrators, Drivers, HOS Annotations, Ifta, Jobs, Library, and Mechanics. The 'Mechanics' category is highlighted with an orange box. On the right, a modal window is open for editing a group. It has a 'Name*' field containing 'Mechanics'. Below it is a 'Members' section with a search bar and a button 'Open Tree to Select'. At the bottom right of the modal are 'Cancel' and 'Save' buttons.

Removing Users from a group

1. Click on the Group name.
2. Click the x next to any user's name to remove them from a group

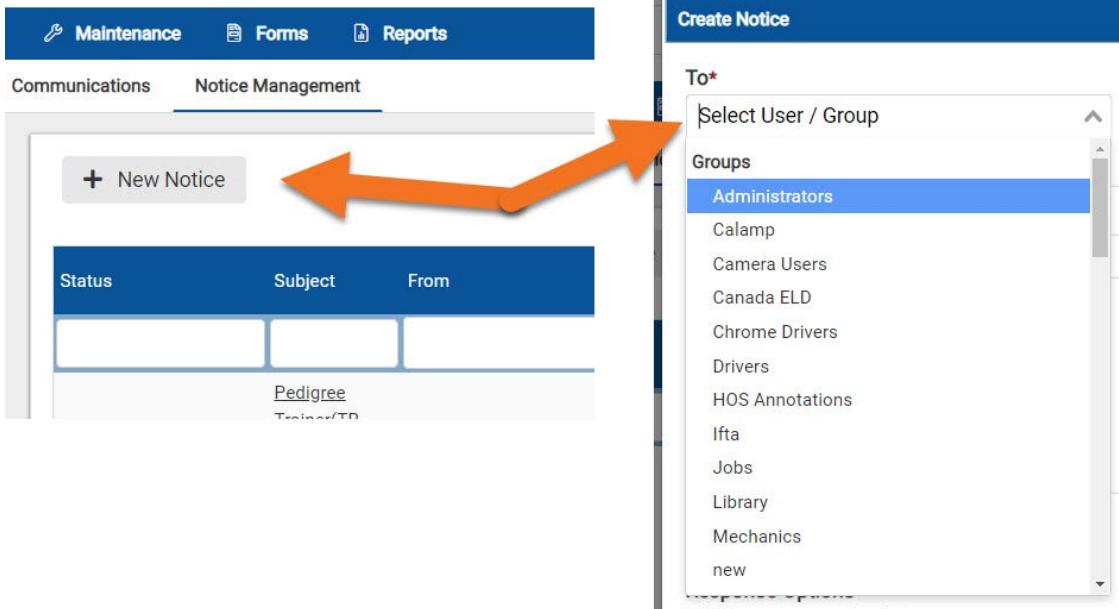


The screenshot shows the 'Manage Group' screen. It has a 'Name*' field with 'Mechanics'. Below it is a 'Members' section listing four users: Eric Dawson, Grace Goodhue, Joe Smith, and Levi Polk. Each user has a small profile icon and a blue 'X' icon to its right. An orange arrow points to the 'X' icon next to Levi Polk. At the bottom left is a 'Permissions' button.

Examples of where *Groups* could be useful:

Notices:

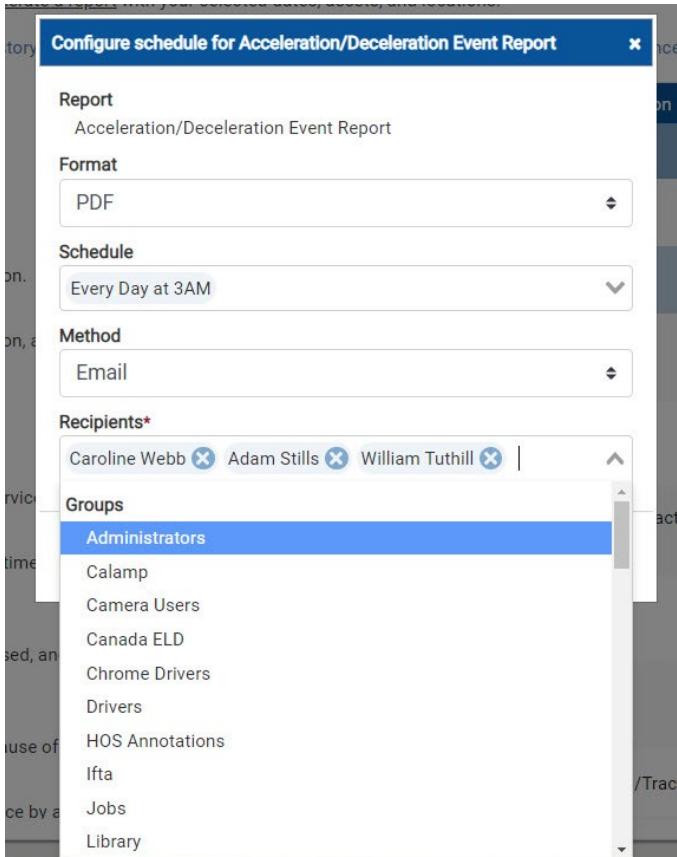
This displays all the groups available and allows the user to quickly send everyone within that group a message, conversations, or notifications.



The screenshot shows two windows side-by-side. On the left is the 'Notice Management' screen with tabs for 'Communications' and 'Notice Management'. It features a 'New Notice' button and fields for 'Status', 'Subject', and 'From'. Below these fields is a link labeled 'Pedigree' and 'Trainer/TP'. An orange arrow points from the 'New Notice' button towards the 'Create Notice' dialog on the right. On the right is the 'Create Notice' dialog with a 'To*' field containing 'Select User / Group'. A dropdown menu titled 'Groups' is open, showing a list of groups: Administrators, Calamp, Camera Users, Canada ELD, Chrome Drivers, Drivers, HOS Annotations, Ifta, Jobs, Library, Mechanics, and new. The 'Administrators' group is highlighted with a blue selection bar.

Report Delivery Schedules:

This displays all the groups available and allows the user to quickly send everyone within that group a report.



The screenshot shows the 'Configure schedule for Acceleration/Deceleration Event Report' dialog. It includes fields for 'Report' (set to 'Acceleration/Deceleration Event Report'), 'Format' (set to 'PDF'), 'Schedule' (set to 'Every Day at 3AM'), 'Method' (set to 'Email'), and 'Recipients*' (listing three users: Caroline Webb, Adam Stills, and William Tuthill). Below these fields is a 'Groups' section with a dropdown menu. The 'Groups' dropdown is open, showing the same list of groups as the 'Create Notice' dialog: Administrators, Calamp, Camera Users, Canada ELD, Chrome Drivers, Drivers, HOS Annotations, Ifta, Jobs, Library, Mechanics, and new. The 'Administrators' group is highlighted with a blue selection bar.

Maintenance Notifications:

If you are using the Maintenance portion of OneView you can send notifications out to user groups about the upcoming maintenance.

5

Notify when due (when the first of any schedule parameters are met)

Early Notification for 1 of 1

Runtime ▾ 20.0 hours before due

Notify

- Adam Stills 
- Ifta
- Jobs
- Library
- Mechanics**
- new
- Partners
- reporting location

Job Notifications:

If you are using the Jobs portion of OneView to dispatch your drivers, job notifications can be sent out to groups.

5

Notifications 1 Items

Notify when due (when the first of any schedule parameters are met) 1 of 1

Notify

- new
- Partners**
- reporting location
- Trainer
- Users

Jobs/Forms (internal use only)

Library

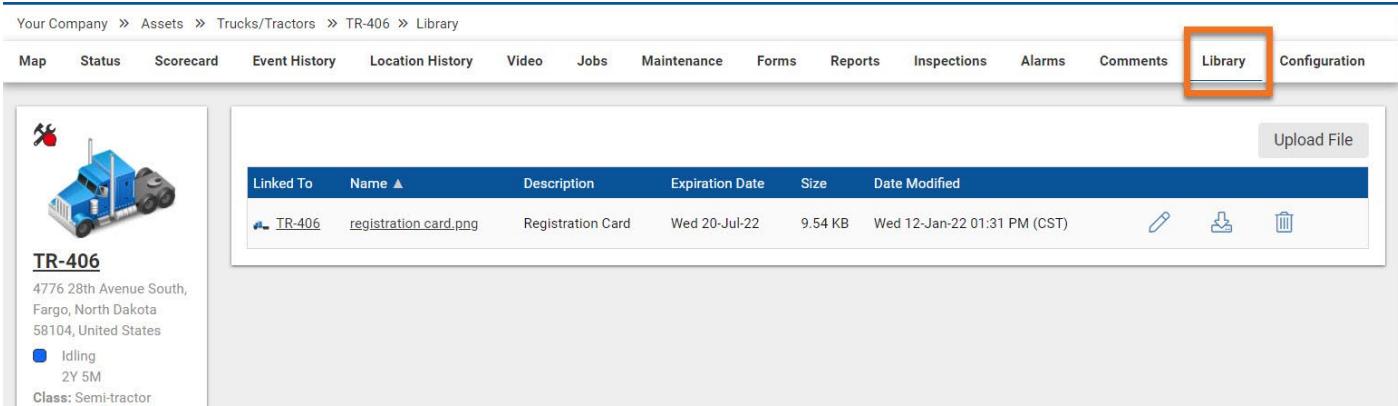
The Library feature allows companies to manage the digital distribution of files in OneView and in POV. Use the library to store documents or images in OneView, or use it to send important documentation directly to the driver's tablet based on what assets they select, what carrier they select, what jobs they are assigned and also based on the driver's login.

Library Tab in OneView

Assets, Users, Regions, Landmarks, Groups, Reporting Locations, and Carriers will all have a Library tab in OneView. Click the Library tab to view any files that have been uploaded and assigned to it. Users with permission to manage the file uploads will be able to add files, delete files, and manage the details of the expiration dates, and who or what the files are assigned to. Users that have access to the library but not permission to manage files will be able to view and download the files only.

Library Tab (with management permission)

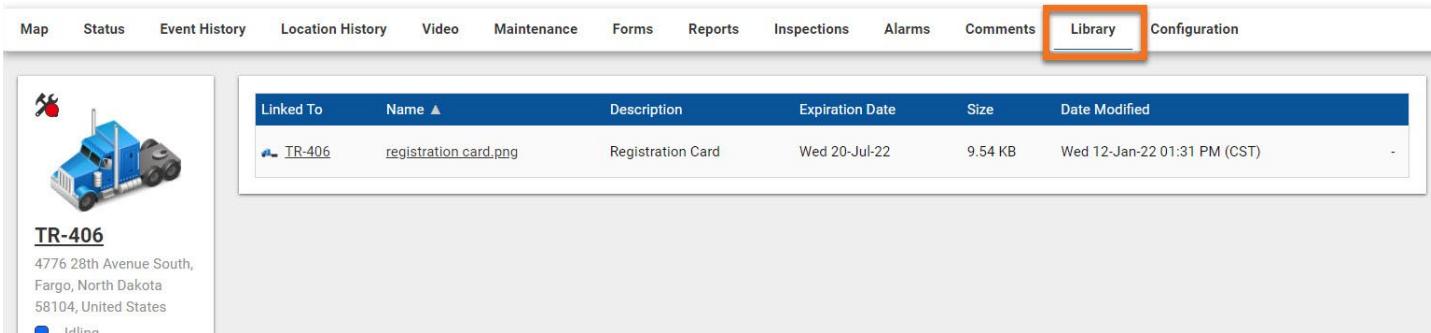
Users with permission to manage the library will see the Upload button and edit/delete buttons when looking at the library.



Linked To	Name ▲	Description	Expiration Date	Size	Date Modified
 TR-406	registration_card.png	Registration Card	Wed 20-Jul-22	9.54 KB	Wed 12-Jan-22 01:31 PM (CST)

Library Tab (without management permission)

Users with permission to see the library but not manage or edit will only be able to view the assigned files and click the file link to download. They cannot make any changes to the library. (Not all users will have permission to view the library.)



Linked To	Name ▲	Description	Expiration Date	Size	Date Modified
 TR-406	registration_card.png	Registration Card	Wed 20-Jul-22	9.54 KB	Wed 12-Jan-22 01:31 PM (CST)

Digital Library Administration

Users with Library Administration permission will have a Library tab in their Admin pages list. This is an area to manage all library files, however the files can also be managed on any individual asset/user library tab.

To find the Library Admin Tab

Choose Admin >> Library

The screenshot shows the OneView Admin Users interface. At the top, there's a navigation bar with links for Dashboards, Compliance, Jobs, Maintenance, Forms, and Reports. On the far right of the top bar are icons for notifications, messages, and user profile, along with 'Log Out'. Below the top bar is a secondary navigation bar with links for Account, Assets, Carriers, Dashboards, Devices, Fuel, Groups, Job Forms, Library (which has a red arrow pointing to it), Permissions, Reporting Locations, and Users. The main content area is titled 'Search Admin Pages' and contains a table of files. The table columns are: Linked To, Name ▲, Description, Expiration Date, Size, and Date Modified. The table rows show various files like '04-15-2021_11-04-23.jpg', 'accident-reporting-procedures.pdf', and 'Annual OS OW.pdf'. To the right of the table are edit, download, and delete icons. At the top right of the main content area is a 'Upload File' button.

Add Files to Library

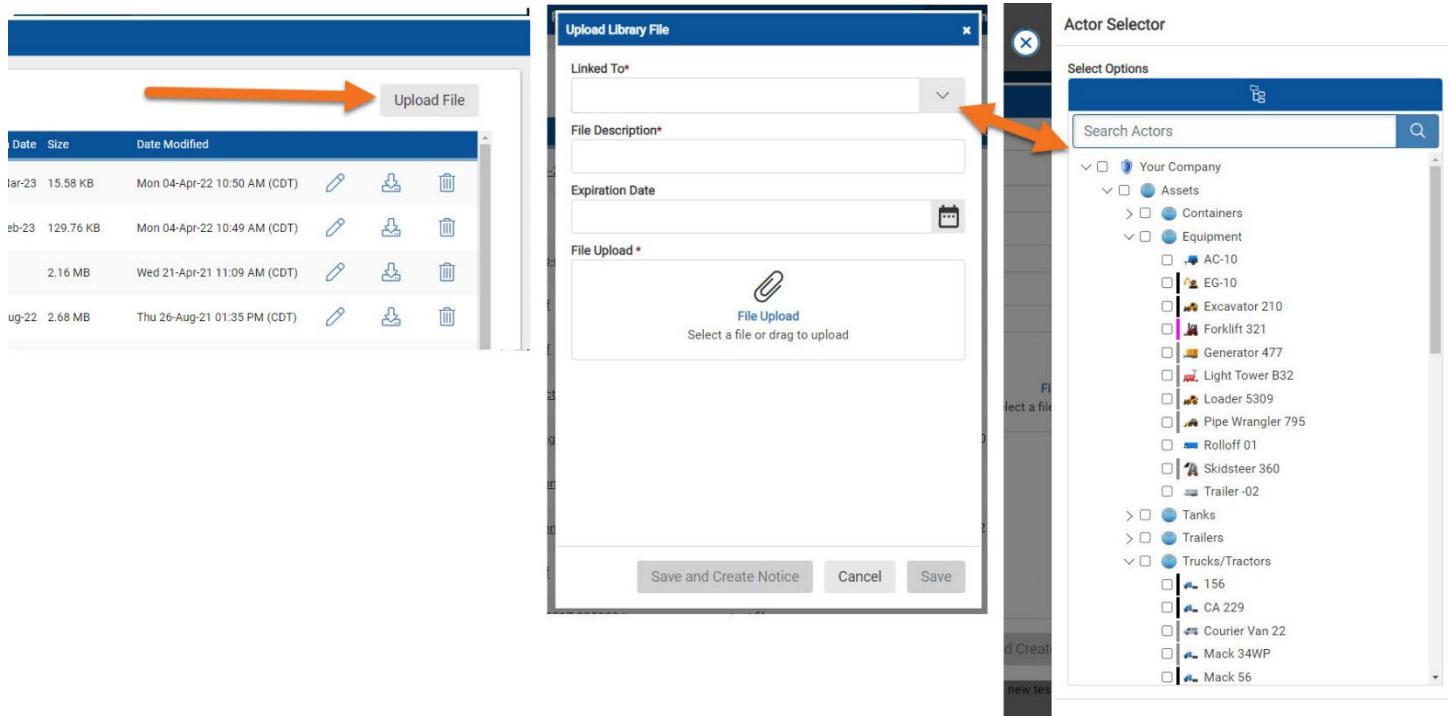
- From the library tab, use the Upload File button to add a new file to the library. File size is limited to 10 MB and jpg, png, or pdf formats.

This screenshot shows the Admin Library tab. The interface is similar to the previous one, with a top navigation bar and a sidebar with a 'Library' link. The main content area displays a list of files with columns for Linked To, Name ▲, Description, Expiration Date, Size, and Date Modified. An orange arrow points to the 'Upload File' button located at the top right of the grid.

- For library admins, there is an Upload File button on any Library tab, in addition to the Admin Library.

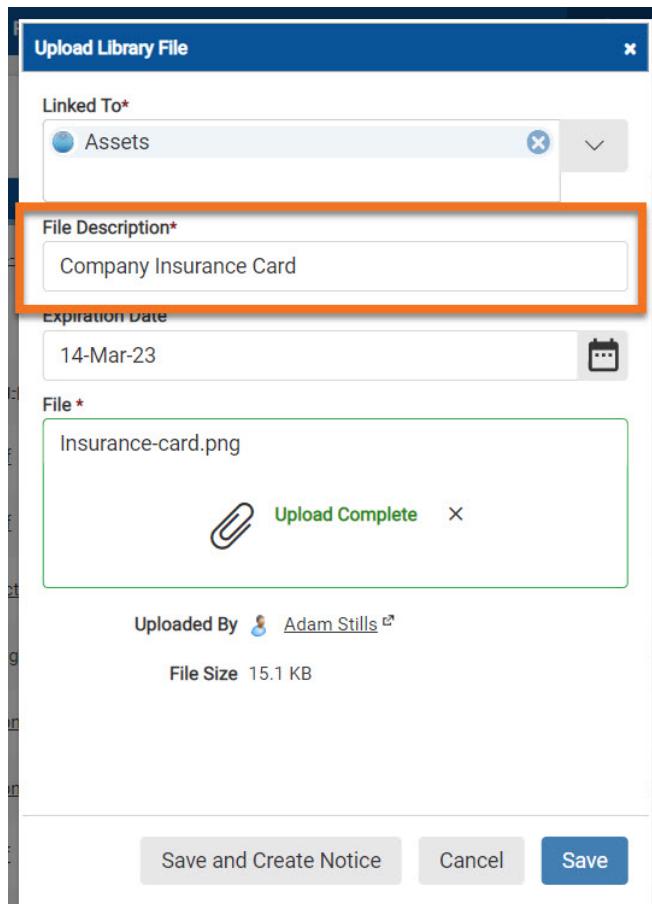
This screenshot shows a specific asset named 'TR-406'. On the left, there's a thumbnail image of a blue semi-truck and some status information: 'TR-406', address '4776 28th Avenue South, Fargo, North Dakota 58104, United States', 'Idling 2Y 5M', and 'Class: Semi-tractor'. The main content area has a 'Library' tab highlighted with an orange box and an orange arrow pointing to the 'Upload File' button.

3. Choose which assets, landmarks, regions, or users to associate this file to. (See later instructions to associate a file to carriers, groups or reporting locations.)



The screenshot shows the OneView Admin Users interface. On the left, there is a list of files with columns for Date, Size, and Date Modified. An orange arrow points from the 'Upload File' button at the top right of this list to the 'File Upload' section of the central 'Upload Library File' dialog. The dialog has fields for 'Linked To*', 'File Description*', 'Expiration Date', and 'File Upload'. An orange arrow also points from the 'Linked To*' dropdown in the dialog to the 'Actor Selector' sidebar on the right. The 'Actor Selector' sidebar lists various asset types and specific items like AC-10, EG-10, Excavator 210, Forklift 321, Generator 477, Light Tower B32, Loader 5309, Pipe Wrangler 795, Rolloff 01, Skidsteer 360, Trailer -02, Tanks, Trailers, and Trucks/Tractors.

4. Add a File Description

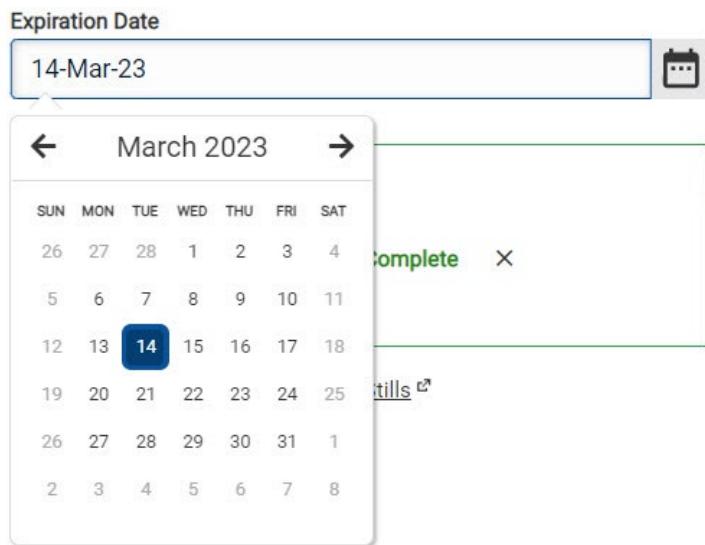


The screenshot shows the 'Upload Library File' dialog. It includes fields for 'Linked To*', 'File Description*', 'Expiration Date', and 'File *'. The 'File Description*' field is highlighted with an orange border and contains the text 'Company Insurance Card'. The 'File *' section shows a file named 'Insurance-card.png' with a green border and the message 'Upload Complete'. At the bottom, there are buttons for 'Save and Create Notice', 'Cancel', and a blue 'Save' button.

OneView™ Admin Users

Pedigree Technologies

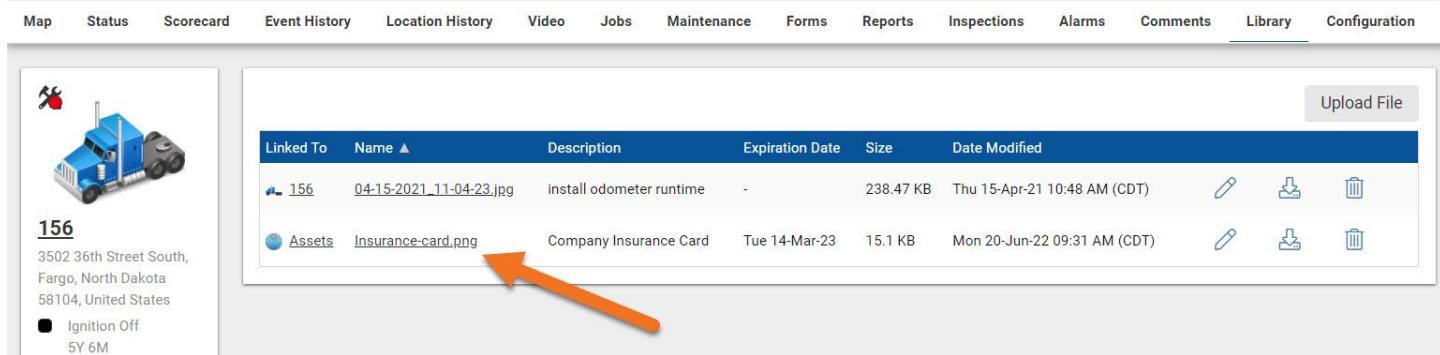
5. Click the calendar field to add an expiration date to show when this file expires if the data in the form will no longer be accurate after a certain date, like permit expirations, inspection expirations, price sheet expirations etc. It is optional to set an expiration date. At this time, the file will continue to appear in OneView and in POV after its expiration date. The expiration date does not automatically delete or remove an expired file.



6. Choose the upload option by clicking in the upload box to choose a file from your computer, or drag the file to the upload box to add a file for upload. Acceptable file formats are jpg, png, or pdf.

The screenshot shows the 'Upload Library File' dialog box. It includes fields for 'Linked To*' (Assets), 'File Description*' (Company Insurance Card), 'Expiration Date' (14-Mar-23), and a 'File' section containing 'Insurance-card.png'. The 'File' section is highlighted with an orange box. Inside the box, there is a green tooltip 'Upload Complete' with a close button 'X'. Below the file list, it says 'Uploaded By Adam Stills' and 'File Size 15.1 KB'. At the bottom are buttons for 'Save and Create Notice', 'Cancel', and 'Save'.

7. Save your upload. You will see it appear on the library tab of each asset or user or landmark that you selected.



Linked To	Name ▲	Description	Expiration Date	Size	Date Modified			
156	04-15-2021_11-04-23.jpg	install odometer runtime	-	238.47 KB	Thu 15-Apr-21 10:48 AM (CDT)			
Assets	Insurance-card.png	Company Insurance Card	Tue 14-Mar-23	15.1 KB	Mon 20-Jun-22 09:31 AM (CDT)			

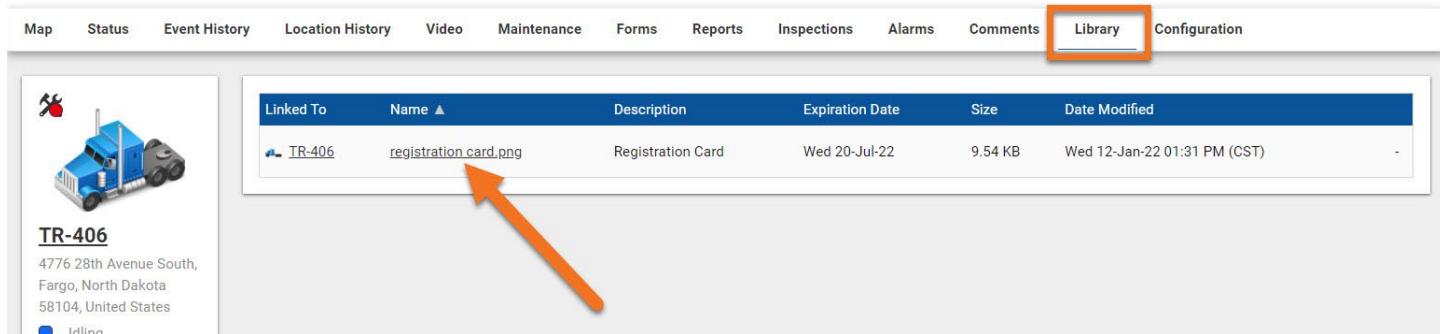
File Details

See the file information listed with each file. Click on any column head to sort.

- See who/what the file is linked to
- Name of File Description
- Expiration Date
- Size of file
- Date Modified (uploaded or last saved)
- Edit Pencil to edit the file details
- Delete Button to remove the file

Download File

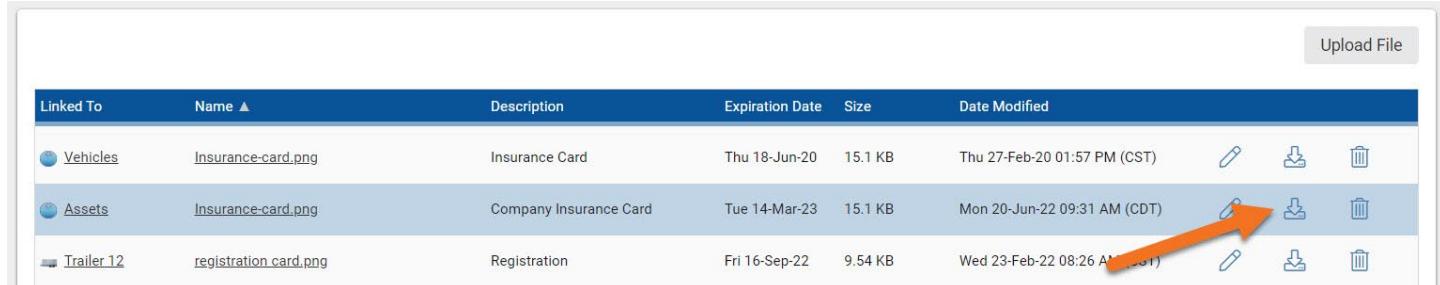
Users that have permission to view the library can click the file link to download the file to their computer or their phone (not shown).



Linked To	Name ▲	Description	Expiration Date	Size	Date Modified			
TR-406	registration_card.png	Registration Card	Wed 20-Jul-22	9.54 KB	Wed 12-Jan-22 01:31 PM (CST)			

Edit Files

Use the Edit button to open the details of any uploaded file. In the Edit Library File window, change who/what the file is linked to, change the File description, or expiration date, Delete the file, Download the file, and see the file size, who uploaded the file, and when it was last modified. Save any changes.



Linked To	Name ▲	Description	Expiration Date	Size	Date Modified			
Vehicles	Insurance-card.png	Insurance Card	Thu 18-Jun-20	15.1 KB	Thu 27-Feb-20 01:57 PM (CST)			
Assets	Insurance-card.png	Company Insurance Card	Tue 14-Mar-23	15.1 KB	Mon 20-Jun-22 09:31 AM (CDT)			
Trailer_12	registration_card.png	Registration	Fri 16-Sep-22	9.54 KB	Wed 23-Feb-22 08:26 AM (CDT)			

OneView™ Admin Users

Pedigree Technologies

Map Status Scorecard Event History Location History Video Jobs Maintenance Forms Reports Inspections Alarms Comments Library Configuration

Upload File

Linked To	Name ▲	Description	Expiration Date	Size	Date Modified	Actions		
156	04-15-2021_11-04-23.jpg	install odometer runtime	-	238.47 KB	Thu 15-Apr-21 10:48 AM (CDT)			
Assets	Insurance-card.png	Company Insurance Card	Tue 14-Mar-23	15.1 KB	Mon 20-Jun-22 09:31 AM (CDT)			

Edit Library File

Linked To*

Assets

File Description*

Company Insurance Card

Expiration Date

14-Mar-23

File *

Insurance-card.png

Select a file or drag to upload a replacement

Date Modified Mon 20-Jun-22 09:31 AM (CDT)

Uploaded By Adam Stills

File Size 15.1 KB

Delete Cancel Save

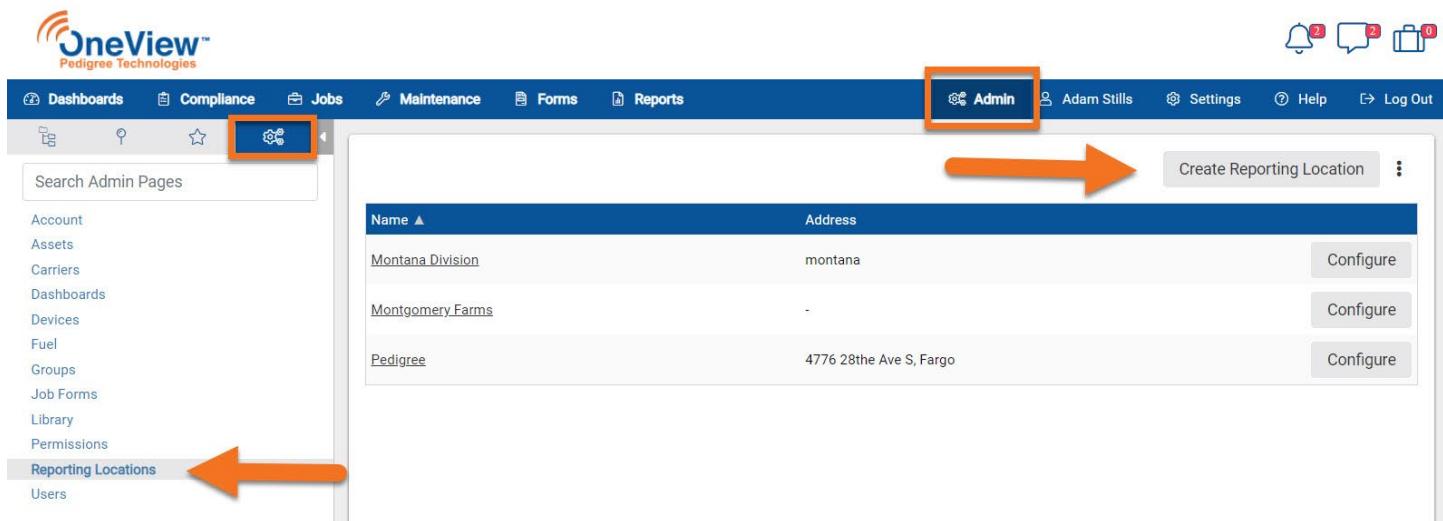
Reporting Location

In order to make sure automatic rule selection works correctly for your company, your driver's each need to be assigned a reporting location, even if you only have one for the entire company.

Admin level users with permissions for adding a reporting location will see a Carriers tab in their Admin area. You can use this tab to set up your reporting location(s) or use the New Reporting Location button on the driver's set-up page.

Create New Reporting Location

1. Choose the Admin Tab
2. Choose Reporting Location link
3. Choose Create new Reporting Location

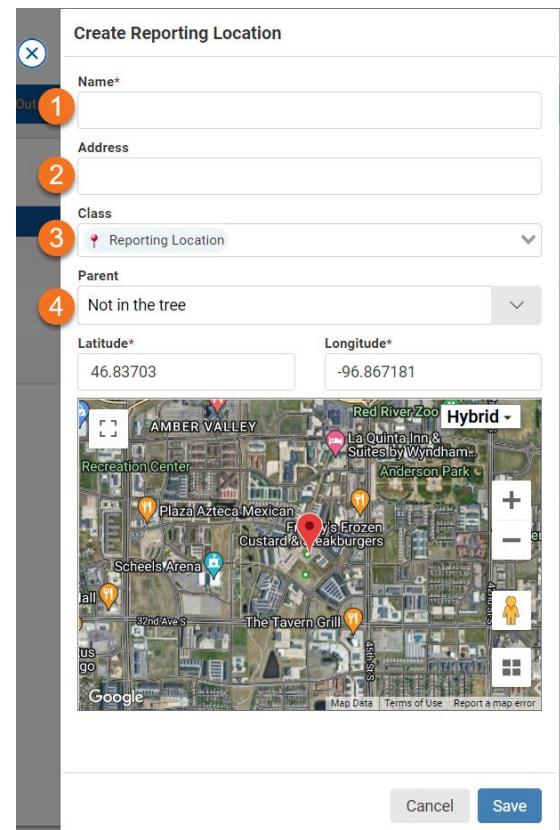


The screenshot shows the OneView Admin interface. At the top, there is a navigation bar with links for Dashboards, Compliance, Jobs, Maintenance, Forms, Reports, Admin (which is highlighted with an orange box), Adam Stills, Settings, Help, and Log Out. Below the navigation bar is a search bar labeled "Search Admin Pages". On the left, there is a sidebar with links for Account, Assets, Carriers, Dashboards, Devices, Fuel, Groups, Job Forms, Library, Permissions, Reporting Locations (which is highlighted with an orange arrow), and Users. The main content area displays a table titled "Name" with three rows: "Montana Division" (Address: montana), "Montgomery Farms" (Address: -), and "Pedigree" (Address: 4776 28th Ave S, Fargo). To the right of the table is a "Create Reporting Location" button. An orange arrow points from the "Reporting Locations" link in the sidebar to the "Create Reporting Location" button.

Create Reporting Location Window

In the Create Reporting Location window

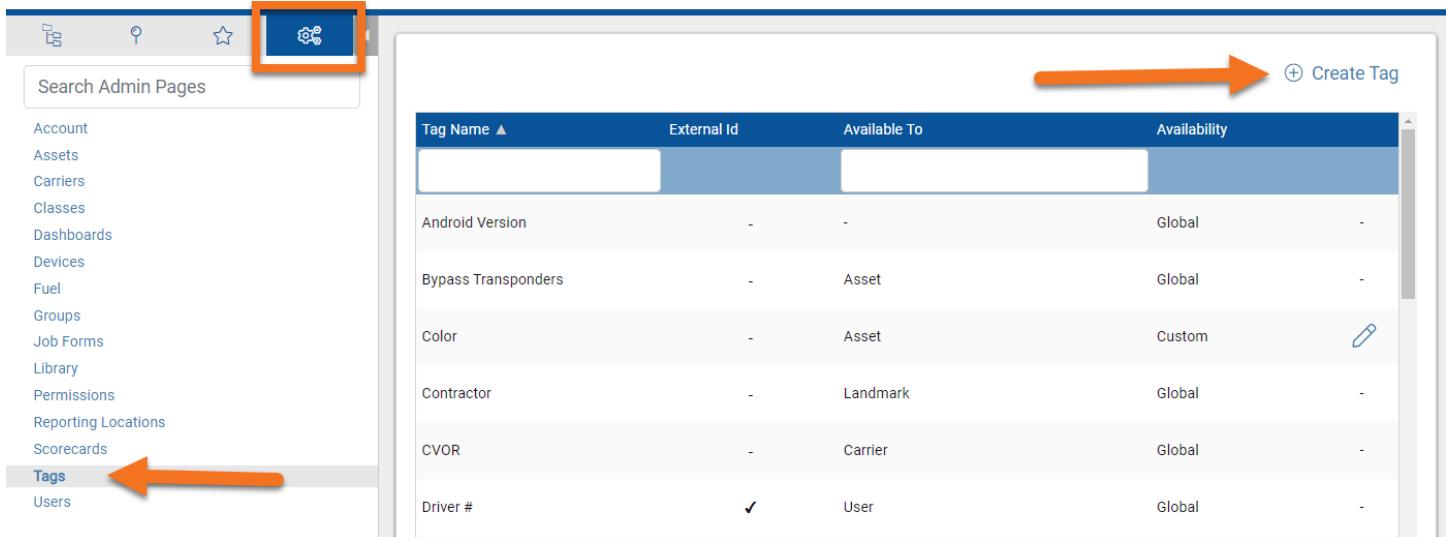
1. **Name** – add the name of the reporting location you want to create
2. **Address** – add the address of the location you want to use for the reporting location. You can also move the pin on the map to adjust the address if necessary.
3. **Actor Class** – leave as reporting location
4. **Parent** – this will default to “not in the tree” but if you would like your reporting location to show up in your asset tree, choose the folder through this dropdown by choosing “Select Parent”.
5. **Save** your location at the bottom right of this window.



The screenshot shows the "Create Reporting Location" window. It has four numbered steps: 1. Name* (input field), 2. Address (input field), 3. Class (dropdown menu set to "Reporting Location"), and 4. Parent (dropdown menu set to "Not in the tree"). Below these fields are input fields for Latitude* (46.83703) and Longitude* (-96.867181). At the bottom is a map with a red pin indicating the location. The map includes labels for AMBER VALLEY, Recreation Center, Plaza Azteca Mexican, Custard & Steakburgers, The Tavern Grill, and several other local businesses and landmarks. At the bottom right of the map are "Cancel" and "Save" buttons.

Tags

1. Click on the **Admin** Tab.
2. Choose the Tags link. You'll see a list of all tag labels that are currently available. To create a new one, on the right, click the Create Tag button.

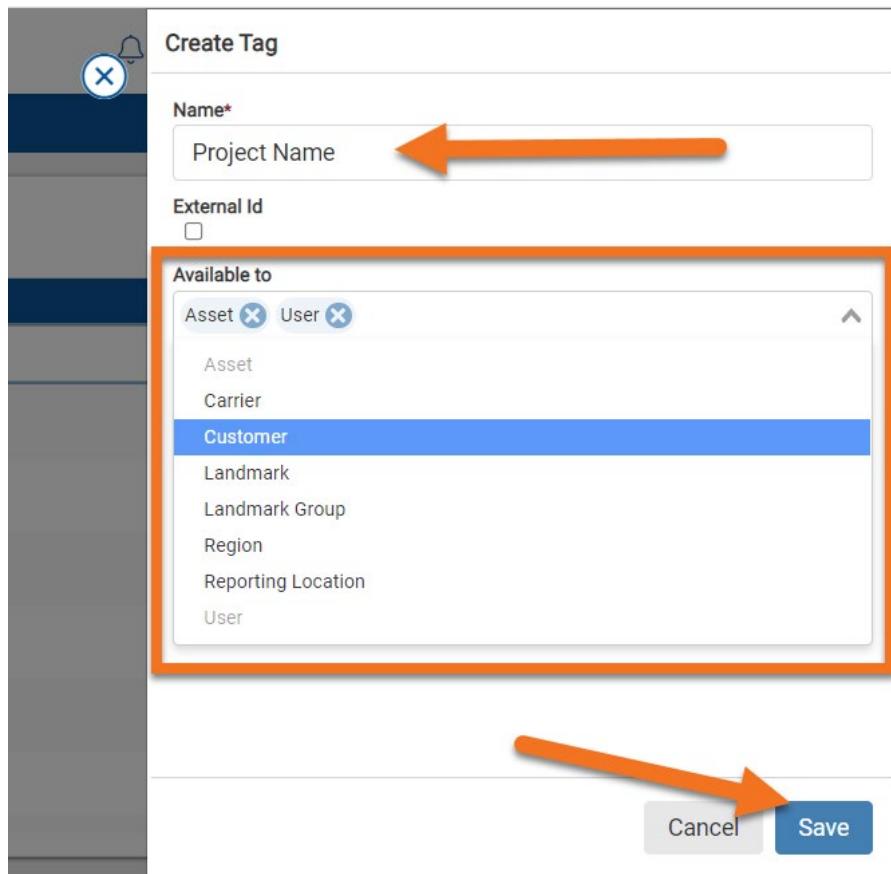


Search Admin Pages

- Account
- Assets
- Carriers
- Classes
- Dashboards
- Devices
- Fuel
- Groups
- Job Forms
- Library
- Permissions
- Reporting Locations
- Scorecards
- Tags**
- Users

Tag Name ▲	External Id	Available To	Availability
Android Version	-	-	Global
Bypass Transponders	-	Asset	Global
Color	-	Asset	Custom
Contractor	-	Landmark	Global
CVOR	-	Carrier	Global
Driver #	✓	User	Global

3. Name your new tag label.
4. Choose the Applies To field and decide which type of objects this tag will apply to.
5. Save at the bottom.



Create Tag

Name*

External Id

Available to

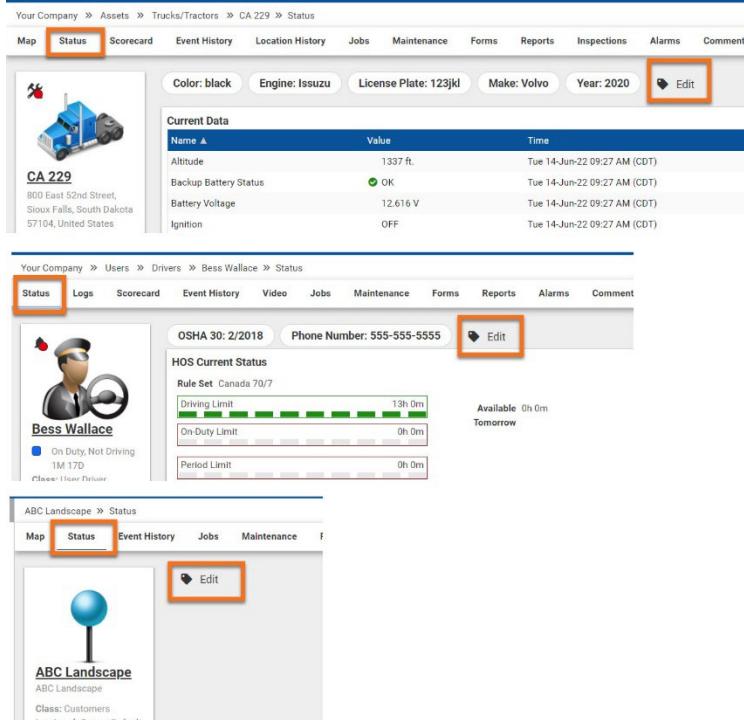
- Asset
- User
- Asset
- Carrier
- Customer**
- Landmark
- Landmark Group
- Region
- Reporting Location
- User

Cancel **Save**

Create New Tag on Asset Page

You can also add a tag directly on an asset or user's page.

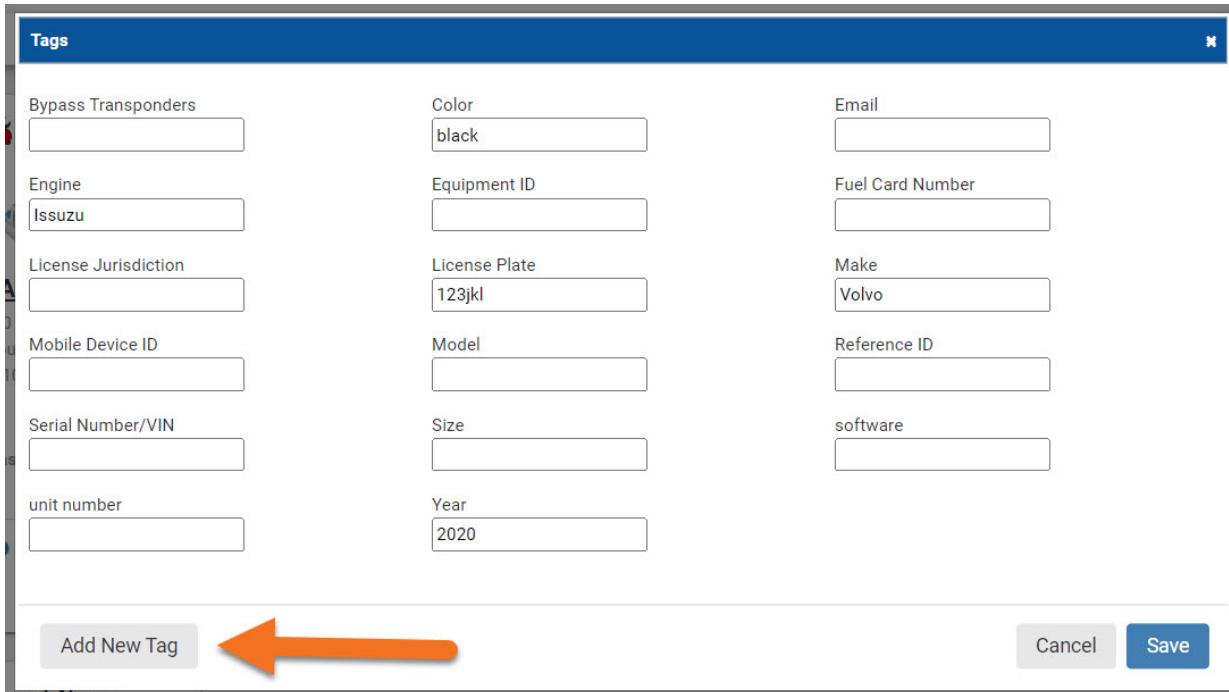
- Click on the status link at the top of an object's page and then click the Edit link.



The image contains three separate screenshots demonstrating the 'Edit' process:

- Asset Page (Trucks/Tractors):** Shows the 'Status' tab selected. An orange box highlights the 'Edit' button next to the vehicle details (Color: black, Engine: Isuzu, License Plate: 123jkl, Make: Volvo, Year: 2020).
- User Page (Drivers):** Shows the 'Status' tab selected. An orange box highlights the 'Edit' button next to the driver information (OSHA 30: 2/2018, Phone Number: 555-555-5555).
- Customer Page (ABC Landscape):** Shows the 'Status' tab selected. An orange box highlights the 'Edit' button next to the customer details.

- Choose the add tag button at the bottom of the window.
- Follow steps 4 & 5 above.



The screenshot shows the 'Tags' creation dialog box with various input fields and buttons:

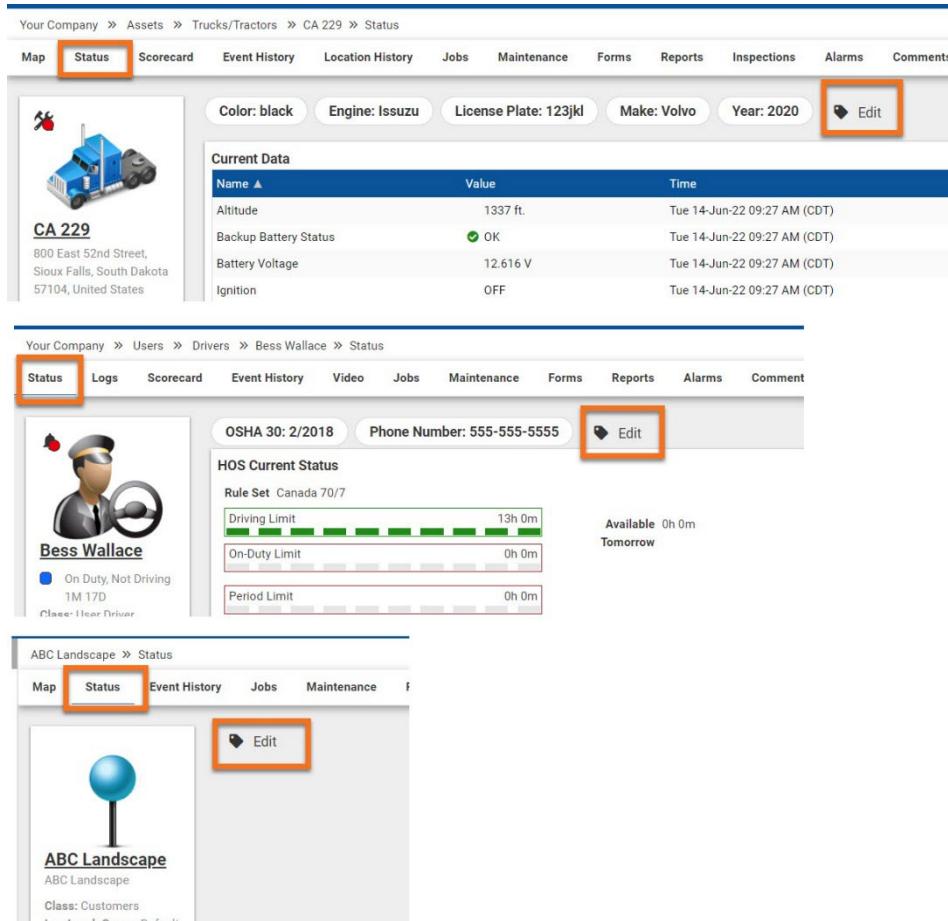
Bypass Transponders	Color	Email
<input type="text"/>	<input type="text"/> black	<input type="text"/>
Engine	Equipment ID	Fuel Card Number
<input type="text"/> Isuzu	<input type="text"/>	<input type="text"/>
License Jurisdiction	License Plate	Make
<input type="text"/>	<input type="text"/> 123jkl	<input type="text"/> Volvo
Mobile Device ID	Model	Reference ID
<input type="text"/>	<input type="text"/>	<input type="text"/>
Serial Number/VIN	Size	software
<input type="text"/>	<input type="text"/>	<input type="text"/>
unit number	Year	
<input type="text"/>	<input type="text"/> 2020	

At the bottom left is a large orange arrow pointing to the 'Add New Tag' button. To the right are 'Cancel' and 'Save' buttons.

Add a Tag

Any object in OneView can have a tag assigned to it. The easiest way to assign a tag is to click on the object (like a user or asset) and use the plus button at the top of the page.

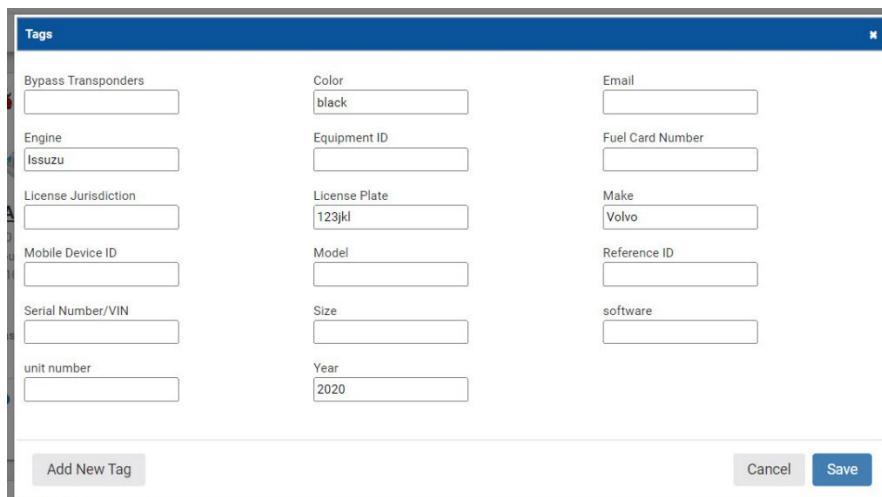
1. Click on the plus button at the top of the page.



The figure consists of three vertically stacked screenshots from the OneView interface, each showing a different object's status page with the 'Status' tab selected and the 'Edit' button highlighted with an orange box.

- Top Screenshot (Truck):** Shows a blue semi-truck icon. Below it, the object ID 'CA 229' and address '800 East 52nd Street, Sioux Falls, South Dakota 57104, United States' are displayed. The 'Status' tab is selected. At the top right, there is an 'Edit' button with a pencil icon.
- Middle Screenshot (Driver):** Shows a driver icon. Below it, the name 'Bess Wallace' and her status 'On Duty, Not Driving 1M 17D' are shown. The 'Status' tab is selected. At the top right, there is an 'Edit' button with a pencil icon.
- Bottom Screenshot (Landscape Asset):** Shows a blue sphere icon. Below it, the name 'ABC Landscape' and its class 'Customers' are shown. The 'Status' tab is selected. At the top right, there is an 'Edit' button with a pencil icon.

2. Fill in the tag field(s). You can leave tag fields blank, not all fields have to be filled in.
3. Click save at the bottom.

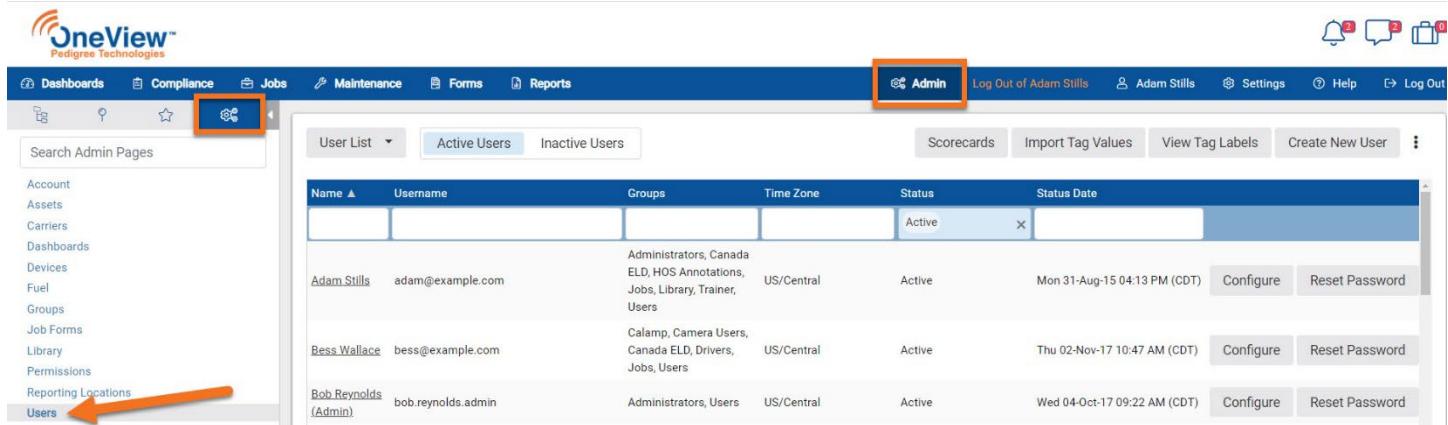


The figure shows a 'Tags' dialog box with various input fields for assigning tags to an object. The fields include:

Bypass Transponders	Color	black
Engine	Equipment ID	
License Jurisdiction	License Plate	123jkl
Mobile Device ID	Model	
Serial Number/VIN	Size	software
unit number	Year	2020

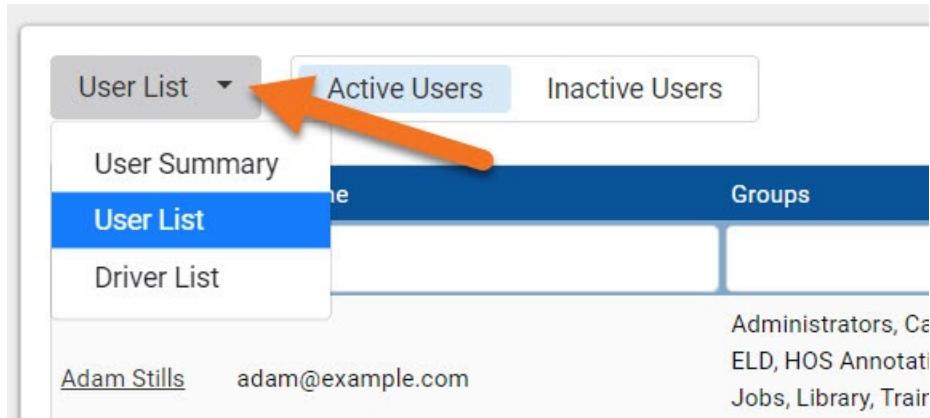
At the bottom of the dialog box are two buttons: 'Cancel' and 'Save'.

Users



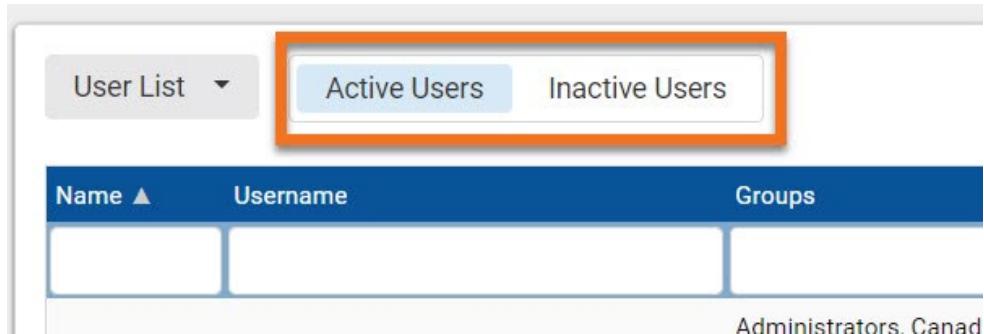
The screenshot shows the OneView Admin Users interface. The top navigation bar includes links for Dashboards, Compliance, Jobs, Maintenance, Forms, Reports, Admin (highlighted with an orange box), Log Out of Adam Stills, Adam Stills, Settings, Help, and Log Out. The left sidebar has links for Account, Assets, Carriers, Dashboards, Devices, Fuel, Groups, Job Forms, Library, Permissions, Reporting Locations, and Users (highlighted with an orange box). The main content area displays a table titled 'User List' with columns for Name, Username, Groups, Time Zone, Status, and Status Date. It lists three users: Adam Stills, Bess Wallace, and Bob Reynolds (Admin). Each user row includes 'Configure' and 'Reset Password' buttons.

There are three user lists to provide a clear view of all users: a User Summary, User List and Driver List.



The screenshot shows the User List interface. The top navigation bar includes 'User List' (selected), 'Active Users' (highlighted with an orange box), and 'Inactive Users'. The main content area displays a table with a single user entry: Adam Stills (adams@example.com) with groups Administrators, Canada, ELD, HOS Annotations, Jobs, Library, Trainer, Users.

Each list can display the Active users or Inactive Users depending on which button you click.



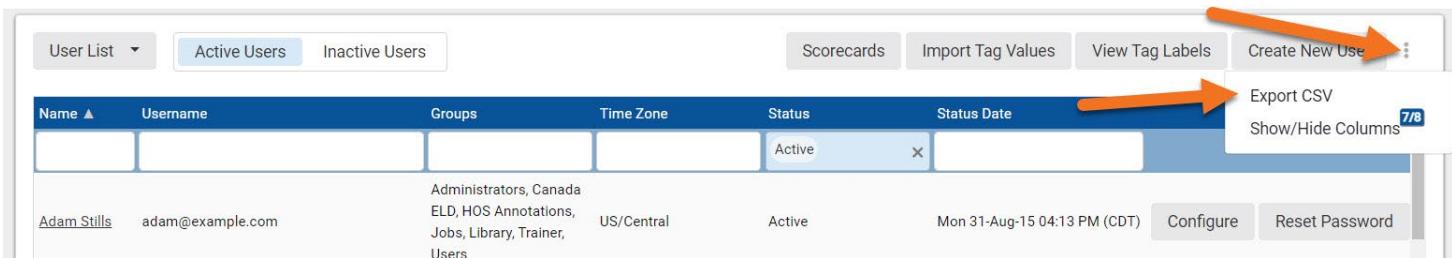
The screenshot shows the User List interface. The top navigation bar includes 'User List' (selected), 'Active Users' (disabled), and 'Inactive Users' (highlighted with an orange box). The main content area displays an empty table header for 'User List' with columns for Name, Username, and Groups.



OneView™ Admin Users

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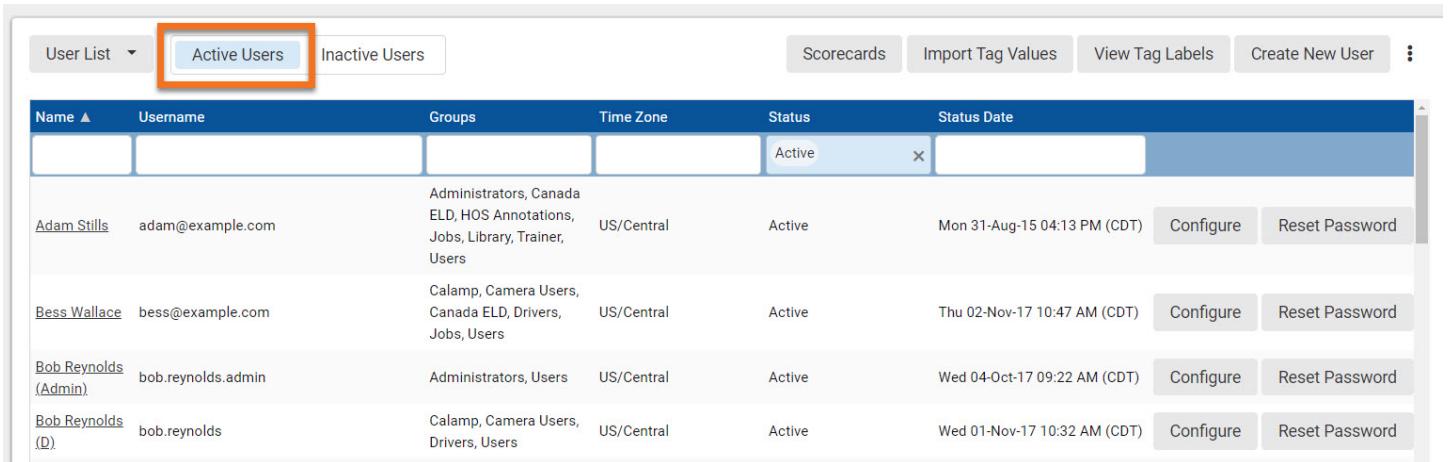
Each user list has its own CSV export option, to get the data out of the system for tracking, analyzing, and reconciliation purposes. Click the ellipsis button at the far right to export to CSV.



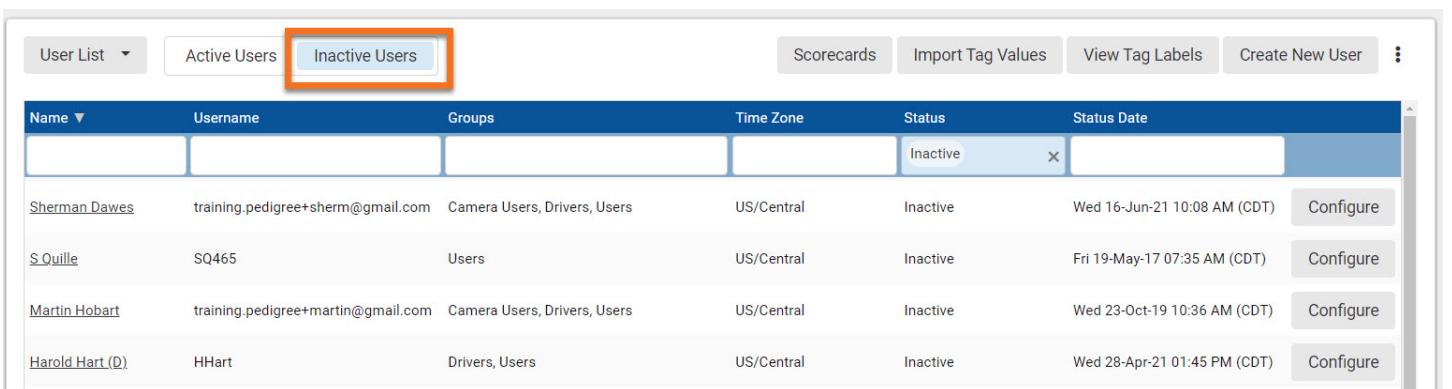
Name	Username	Groups	Time Zone	Status	Status Date	
Adam Stills	adam@example.com	Administrators, Canada ELD, HOS Annotations, Jobs, Library, Trainer, Users	US/Central	Active	Mon 31-Aug-15 04:13 PM (CDT)	Configure Reset Password

User List

The users list displays all users who have been created in your OneView account. Active users are users who have an active login to OneView or POV, and Inactive Users are “retired” users whose login credentials are no longer valid and cannot login anymore.



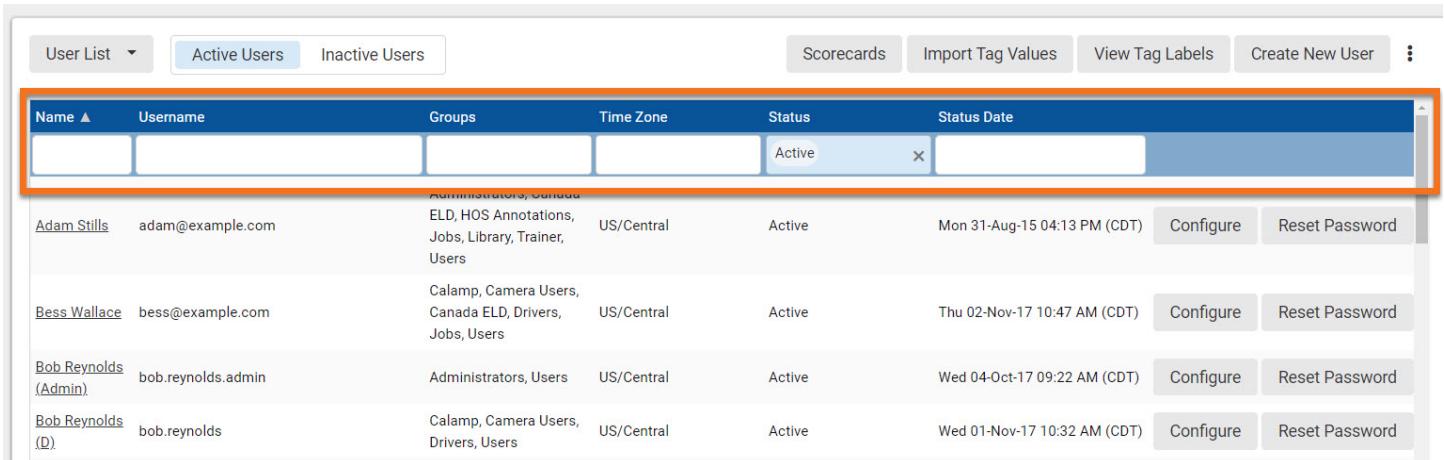
Name	Username	Groups	Time Zone	Status	Status Date	
Adam Stills	adam@example.com	Administrators, Canada ELD, HOS Annotations, Jobs, Library, Trainer, Users	US/Central	Active	Mon 31-Aug-15 04:13 PM (CDT)	Configure Reset Password
Bess Wallace	bess@example.com	Calamp, Camera Users, Canada ELD, Drivers, Jobs, Users	US/Central	Active	Thu 02-Nov-17 10:47 AM (CDT)	Configure Reset Password
Bob Reynolds (Admin)	bob.reynolds.admin	Administrators, Users	US/Central	Active	Wed 04-Oct-17 09:22 AM (CDT)	Configure Reset Password
Bob Reynolds (D)	bob.reynolds	Calamp, Camera Users, Drivers, Users	US/Central	Active	Wed 01-Nov-17 10:32 AM (CDT)	Configure Reset Password



Name	Username	Groups	Time Zone	Status	Status Date	
Sherman Dawes	training.pedigree+sherm@gmail.com	Camera Users, Drivers, Users	US/Central	Inactive	Wed 16-Jun-21 10:08 AM (CDT)	Configure
S Quille	SQ465	Users	US/Central	Inactive	Fri 19-May-17 07:35 AM (CDT)	Configure
Martin Hobart	training.pedigree+martin@gmail.com	Camera Users, Drivers, Users	US/Central	Inactive	Wed 23-Oct-19 10:36 AM (CDT)	Configure
Harold Hart (D)	HHart	Drivers, Users	US/Central	Inactive	Wed 28-Apr-21 01:45 PM (CDT)	Configure

User List Filters

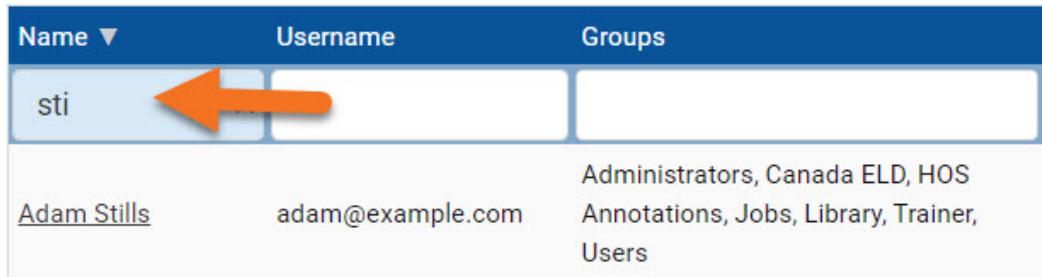
The user lists include a filter at the top that allows you to search through the list of users to find your results fast and easily.



Name	Username	Groups	Time Zone	Status	Status Date	
Adam Stills	adam@example.com	ELD, HOS Annotations, Jobs, Library, Trainer, Users	US/Central	Active	Mon 31-Aug-15 04:13 PM (CDT)	Configure Reset Password
Bess Wallace	bess@example.com	Calamp, Camera Users, Canada ELD, Drivers, Jobs, Users	US/Central	Active	Thu 02-Nov-17 10:47 AM (CDT)	Configure Reset Password
Bob Reynolds (Admin)	bob.reynolds.admin	Administrators, Users	US/Central	Active	Wed 04-Oct-17 09:22 AM (CDT)	Configure Reset Password
Bob Reynolds (D)	bob.reynolds	Calamp, Camera Users, Drivers, Users	US/Central	Active	Wed 01-Nov-17 10:32 AM (CDT)	Configure Reset Password

Name: type at least 3 letters to start narrowing the list of results by first or last name using the Name field.

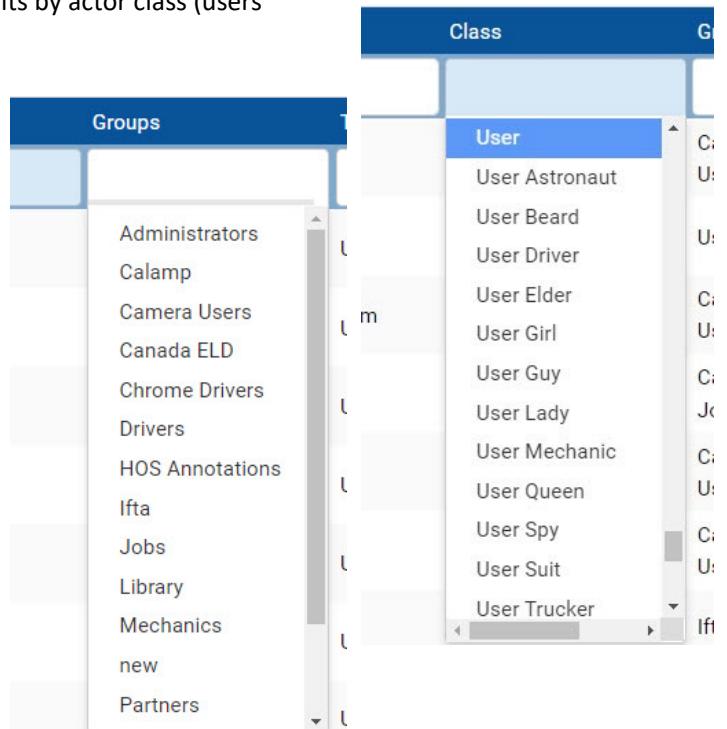
Username: type at least 3 letters or numbers to start narrowing the list of results by username.



Name	Username	Groups
Adam Stills	adams@example.com	Administrators, Canada ELD, HOS Annotations, Jobs, Library, Trainer, Users

Actor Class: Click the “Filter by Class” field to narrow the results by actor class (users classes are near the bottom of the list).

Groups: Click in the “Filter by Groups” field to select a group to include in your results.



Groups	Class
Administrators	User Astronaut
Calamp	User Beard
Camera Users	User Driver
Canada ELD	User Elder
Chrome Drivers	User Girl
Drivers	User Guy
HOS Annotations	User Lady
Ifta	User Mechanic
Jobs	User Queen
Library	User Spy
Mechanics	User Suit
new	User Trucker
Partners	

OneView™ Admin Users

Pedigree Technologies

Time Zone: Click in the “Filter by Timezone” field to narrow your results by timezone.

Status: filter by active or inactive status.

Status Date: Click in the Active Date field to use a calendar to choose a date range or specific date to filter your results by when users were added into OneView

Time Zone	Status ▲	Status Date	
	Active <input type="button" value="X"/>		
US/Central	Active Inactive	Wed 01-Nov-17 10:32 AM (CDT)	<input type="button" value="Configure"/>
US/Central	Active	Fri 31-Jul-15 11:51 AM (CDT)	<input type="button" value="Configure"/>
US/Central	Active	Mon 31-Aug-15 04:13 PM (CDT)	<input type="button" value="Configure"/>

Column Heads Clickable to Sort

Click the column head to sort alpha-numeric or click a second time to sort reverse alpha-numeric



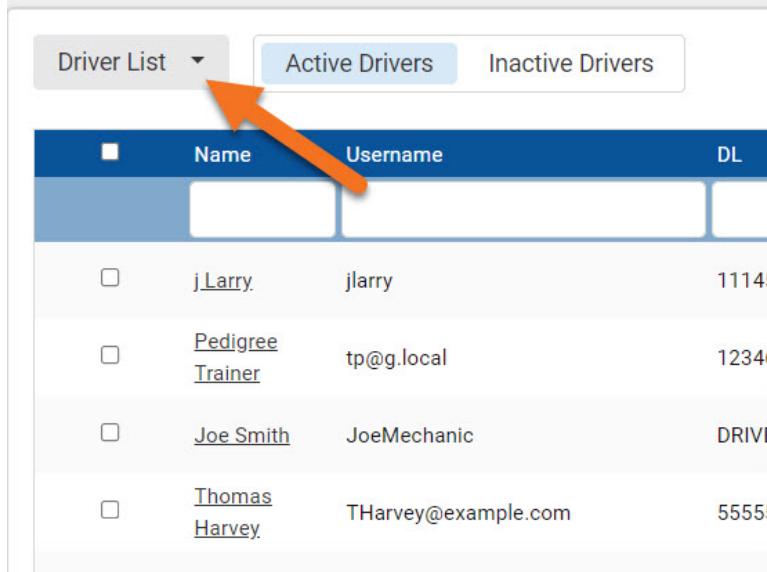
Name ▲	Username
Adam Stills	adam@example.com
Bess Wallace	bess@example.com
Bob Reynolds (Admin)	bob.reynolds.admin
Bob Reynolds (D)	bob.reynolds



Name ▼	Username
William Tuthill	training.pedigree+will@gmail.com
Warren Z Vonn	w.vonn@example.com
Warren Carow	training.pedigree+warren@gmail.com
Thomas Harvey	THarvey@example.com
Test DriverAlec	testdriveralec

Driver List

The Driver List displays only those in the 'Drivers' Group and displays all the attributes specific to drivers (Driving Rule, Start Period, Lock Screen, etc). A full list of driver attributes are listed in the 'Setting up a User/Driver' section. This list includes filters and bulk edit options.



Driver List ▾

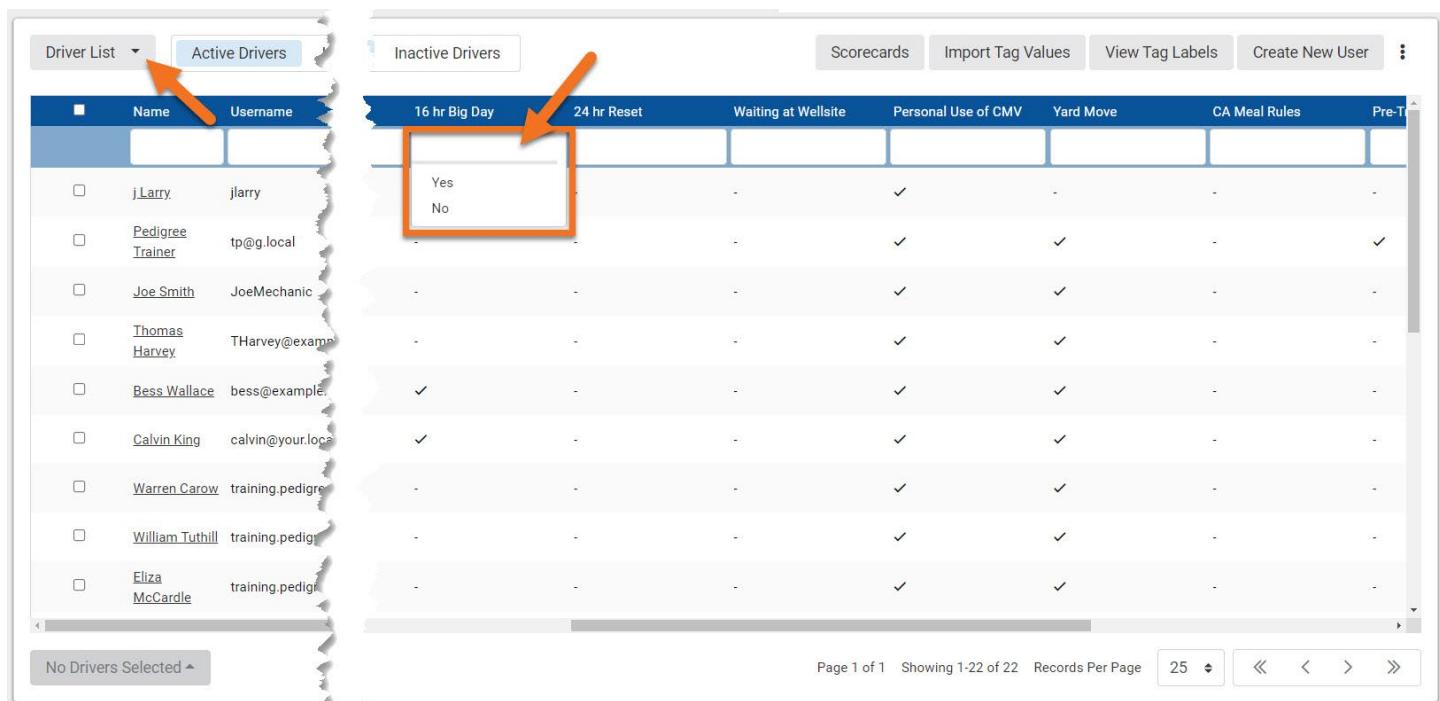
Active Drivers Inactive Drivers

<input type="checkbox"/>	Name	Username	DL
<input type="checkbox"/>	j_Larry	jlarry	11145
<input type="checkbox"/>	Pedigree Trainer	tp@g.local	12346
<input type="checkbox"/>	Joe Smith	JoeMechanic	DRIVE1
<input type="checkbox"/>	Thomas Harvey	THarvey@example.com	55555

Driver Filter

Whether you are simply looking for one particular driver, or want to bulk edit a number of drivers, the filters across the top allow you to narrow your selection results. (See previous section on User List Filters.) Column heads are clickable to sort in alpha-numeric order, or for some columns, sort by whether or not the option is on or off for drivers.

For certain driver options, if you click in the white field, you can sort by Yes - drivers who have that option active, or No - drivers who do not have that option.



Driver List ▾

Active Drivers Inactive Drivers

Scorecards Import Tag Values View Tag Labels Create New User ...

<input type="checkbox"/>	Name	Username	16 hr Big Day	24 hr Reset	Waiting at Wellsite	Personal Use of CMV	Yard Move	CA Meal Rules	Pre-Trip
<input type="checkbox"/>	j_Larry	jlarry	-	-	-	✓	-	-	-
<input type="checkbox"/>	Pedigree Trainer	tp@g.local	-	-	-	✓	✓	-	✓
<input type="checkbox"/>	Joe Smith	JoeMechanic	-	-	-	✓	✓	-	-
<input type="checkbox"/>	Thomas Harvey	THarvey@example.com	-	-	-	✓	✓	-	-
<input type="checkbox"/>	Bess Wallace	bess@example.com	✓	-	-	✓	✓	-	-
<input type="checkbox"/>	Calvin King	calvin@your.location	✓	-	-	✓	✓	-	-
<input type="checkbox"/>	Warren Carow	training.pedigree	-	-	-	✓	✓	-	-
<input type="checkbox"/>	William Tuthill	training.pedigree	-	-	-	✓	✓	-	-
<input type="checkbox"/>	Eliza McCordle	training.pedigree	-	-	-	✓	✓	-	-

No Drivers Selected ▾

Page 1 of 1 Showing 1-22 of 22 Records Per Page 25 < < > >>

Pages

You may have multiple pages of results. Look to the bottom to see the total, or to change the number of records per page.

<input type="checkbox"/>	William Tuthill	training.pedigree+will@gmail.com	-	-	U.S. 70/8 (2020)	00:00	US/Central	-	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Eliza McCardle	training.pedigree+eliza@gmail.com	123456LLL	AL	U.S. 70/8 (2020)	00:00	US/Central	-	<input checked="" type="checkbox"/>

No Drivers Selected ▾

Page 1 of 1 Showing 1-22 of 22 Records Per Page 25 ▾ < < > >>

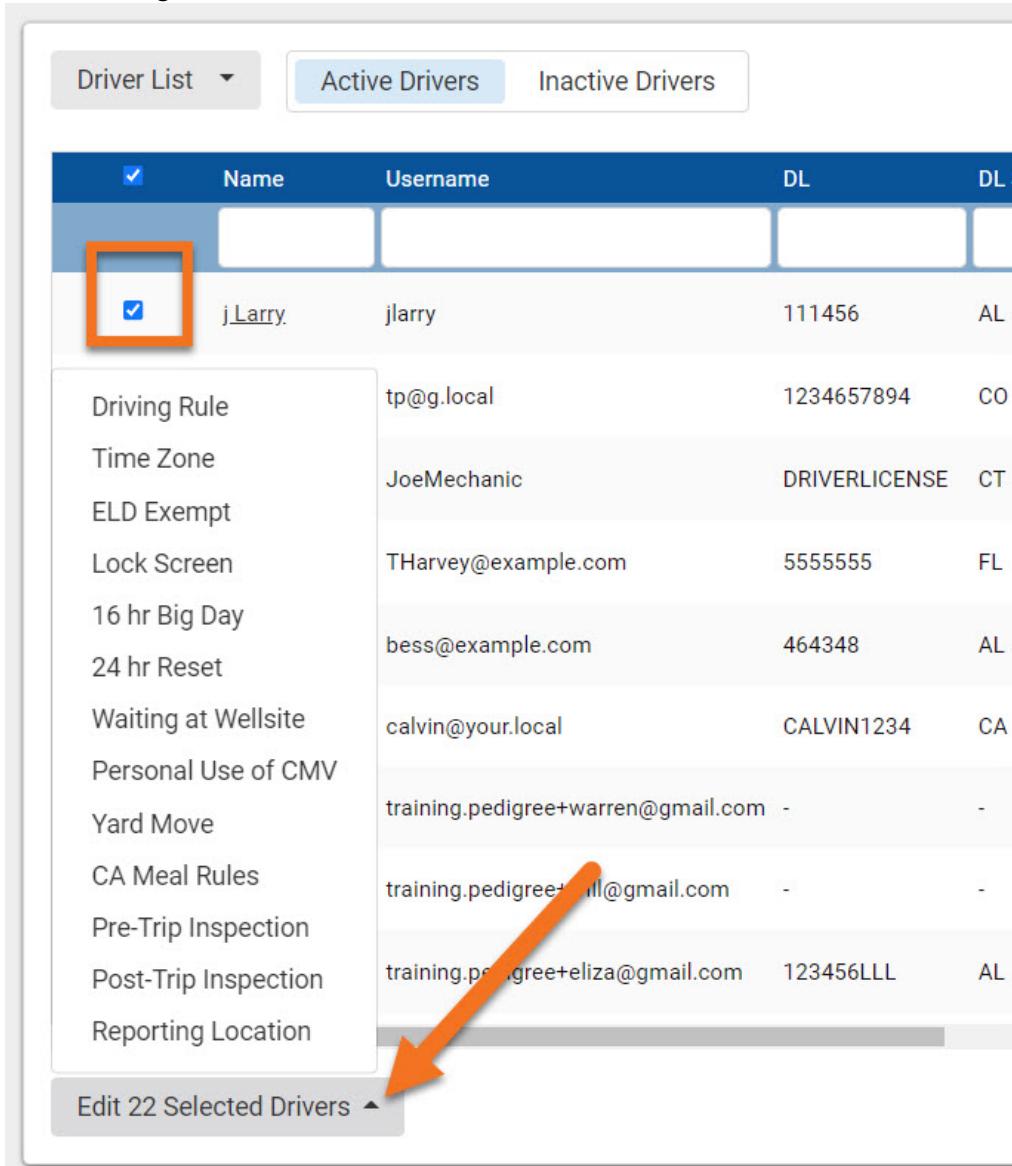
Driver Bulk Edits

1. To edit driver options in bulk, first filter for the drivers you need to make changes to.
2. Check the All box at the top left if you are making changes to all the drivers in your result, or check individual driver's check boxes from the left column if changing only select drivers.
3. After selecting the drivers, click on the Edit Selected Driver's button in the bottom left.

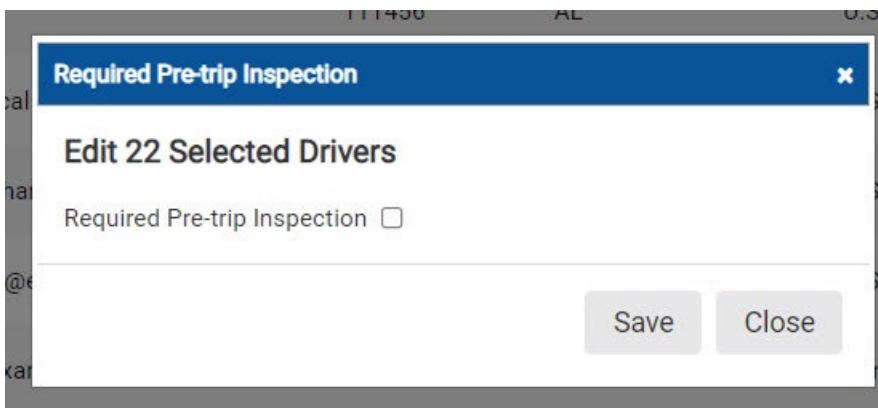
Driver List ▾
Active Drivers
Inactive Drivers

<input checked="" type="checkbox"/>	Name	Username	DL	DL S
<input checked="" type="checkbox"/>	j_Larry	jlarry	111456	AL
Driving Rule: tp@g.local Time Zone: JoeMechanic ELD Exempt: DRIVERLICENSE Lock Screen: THarvey@example.com 16 hr Big Day: bess@example.com 24 hr Reset: CALVIN1234 Waiting at Wellsite: training.pedigree+warren@gmail.com Personal Use of CMV: - Yard Move: - CA Meal Rules: training.pedigree+will@gmail.com Pre-Trip Inspection: - Post-Trip Inspection: training.pedigree+eliza@gmail.com Reporting Location: 123456LLL				

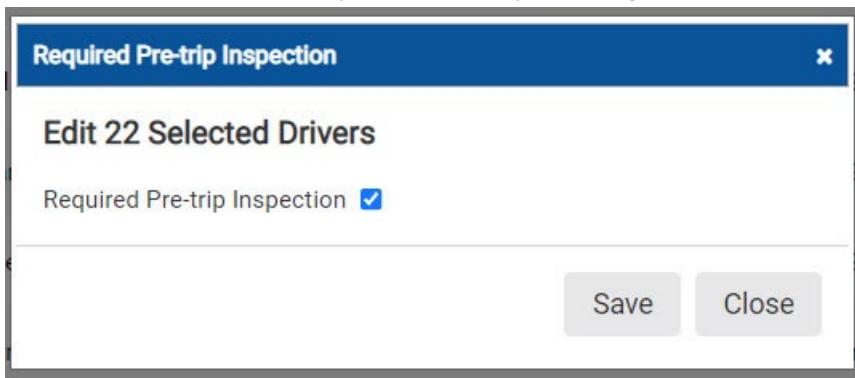
Edit 22 Selected Drivers ▾



4. Leave the box unchecked to remove an option.



or check the box to add the option and Save your changes.



Inactive Users

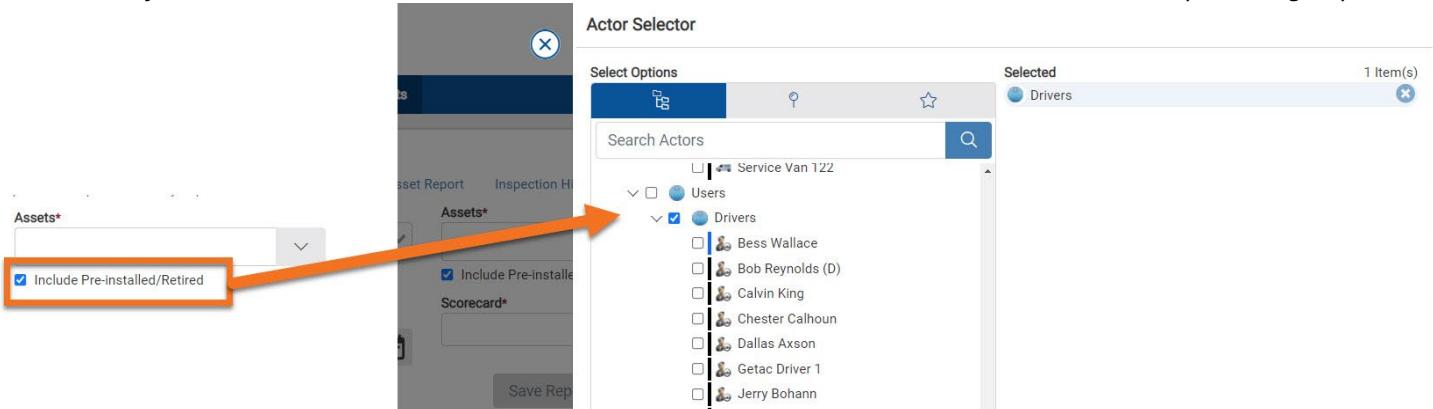
To see only inactive users, select the Inactive Users button on either the Users List for all users, therefore all inactive users, or Inactive Drivers on the Driver's list to see only inactive drivers.

User List	Active Users	Inactive Users	Scorecards	Import Tag Values	View Tag Labels	Create New User	⋮																																								
<table border="1"> <thead> <tr> <th>Name</th> <th>Username</th> <th>Groups</th> <th>Time Zone</th> <th>Status</th> <th>Status Date</th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td>Sherman Dawes</td> <td>training.pedigree+sherm@gmail.com</td> <td>Camera Users, Drivers, Users</td> <td>US/Central</td> <td>Inactive</td> <td>Wed 16-Jun-21 10:08 AM (CDT)</td> <td>Configure</td> <td></td> </tr> <tr> <td>S_Quille</td> <td>SQ465</td> <td>Users</td> <td>US/Central</td> <td>Inactive</td> <td>Fri 19-May-17 07:35 AM (CDT)</td> <td>Configure</td> <td></td> </tr> <tr> <td>Martin Hobart</td> <td>training.pedigree+martin@gmail.com</td> <td>Camera Users, Drivers, Users</td> <td>US/Central</td> <td>Inactive</td> <td>Wed 23-Oct-19 10:36 AM (CDT)</td> <td>Configure</td> <td></td> </tr> <tr> <td>Harold Hart (D)</td> <td>HHart</td> <td>Drivers, Users</td> <td>US/Central</td> <td>Inactive</td> <td>Wed 28-Apr-21 01:45 PM (CDT)</td> <td>Configure</td> <td></td> </tr> </tbody> </table>								Name	Username	Groups	Time Zone	Status	Status Date			Sherman Dawes	training.pedigree+sherm@gmail.com	Camera Users, Drivers, Users	US/Central	Inactive	Wed 16-Jun-21 10:08 AM (CDT)	Configure		S_Quille	SQ465	Users	US/Central	Inactive	Fri 19-May-17 07:35 AM (CDT)	Configure		Martin Hobart	training.pedigree+martin@gmail.com	Camera Users, Drivers, Users	US/Central	Inactive	Wed 23-Oct-19 10:36 AM (CDT)	Configure		Harold Hart (D)	HHart	Drivers, Users	US/Central	Inactive	Wed 28-Apr-21 01:45 PM (CDT)	Configure	
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Driver List	Active Drivers	Inactive Drivers	Scorecards	Import Tag Values	View Tag Labels	Create New User	⋮																																																												
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A few other things about Inactive Users:

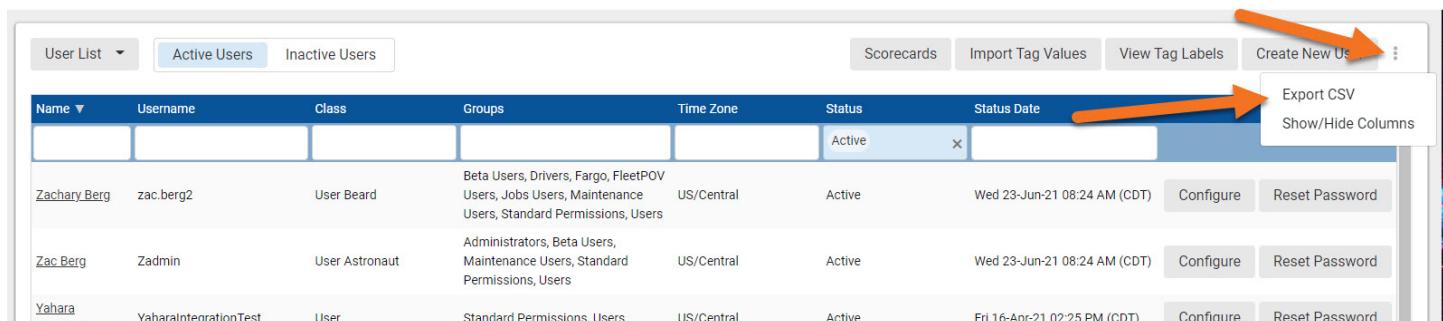
- A user can't be made inactive if they're the target or assignee of a Job or Maintenance. A prompt will alert you to the job(s) that are preventing the user from being made inactive.
- Admin users can access a user's details page by clicking on their name in the Inactive Users List or by checking 'Include Retired' when searching assets.
 - Using the asset search and 'Include Retired' checkbox is how admin users can include Inactive users in reports.
- If a user's access is restored, their tree location will be restored as will their inclusion in their previous groups.



The screenshot shows the OneView Admin Users interface. On the left, there is a search bar for 'Assets*' with a checkbox labeled 'Include Pre-installed/Retired' checked. An orange arrow points from this checkbox to the 'Selected' section of the Actor Selector dialog on the right. The Actor Selector dialog shows a tree view under 'Selected' with 'Drivers' selected. Below it, a list of users is shown, including Bess Wallace, Bob Reynolds (D), Calvin King, Chester Calhoun, Dallas Axson, Getac Driver 1, and Jerry Bohann.

Export Users/Drivers to CSV

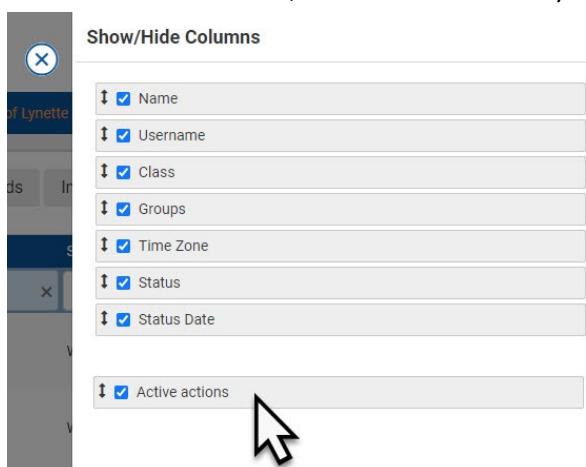
Use the ellipsis menu and choose CSV to export any list of drivers or users and save to your computer.



The screenshot shows the User List screen. At the top, there are tabs for 'User List', 'Active Users' (which is selected), and 'Inactive Users'. To the right of these tabs are buttons for 'Scorecards', 'Import Tag Values', 'View Tag Labels', and 'Create New Us...'. An orange arrow points to the ellipsis menu icon next to 'Create New Us...' which has 'Export CSV' and 'Show/Hide Columns' options. Below the tabs is a table listing users with columns for Name, Username, Class, Groups, Time Zone, Status, and Status Date. Each user row has 'Configure' and 'Reset Password' buttons.

Show/Hide Columns

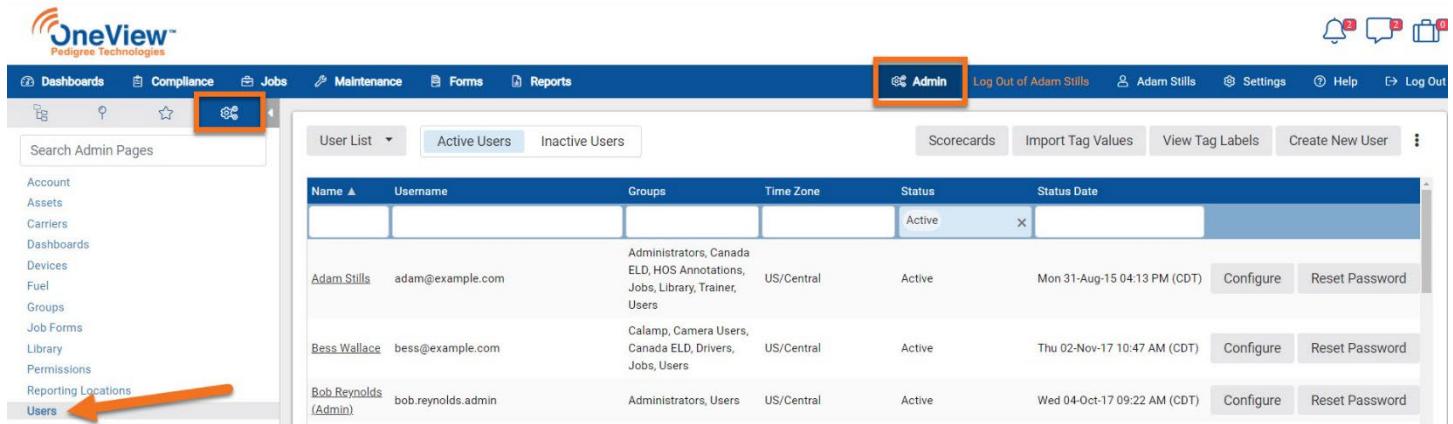
Use the Show/Hide Columns option in the ellipsis menu (see above) to make changes to the order of the columns by dragging them in a different order, or remove a column by unchecking the box.



The screenshot shows the 'Show/Hide Columns' dialog. It lists columns with checkboxes: Name, Username, Class, Groups, Time Zone, Status, and Status Date. Below this is a section for 'Active actions' with its own checkbox. A mouse cursor is hovering over the 'Active actions' checkbox.

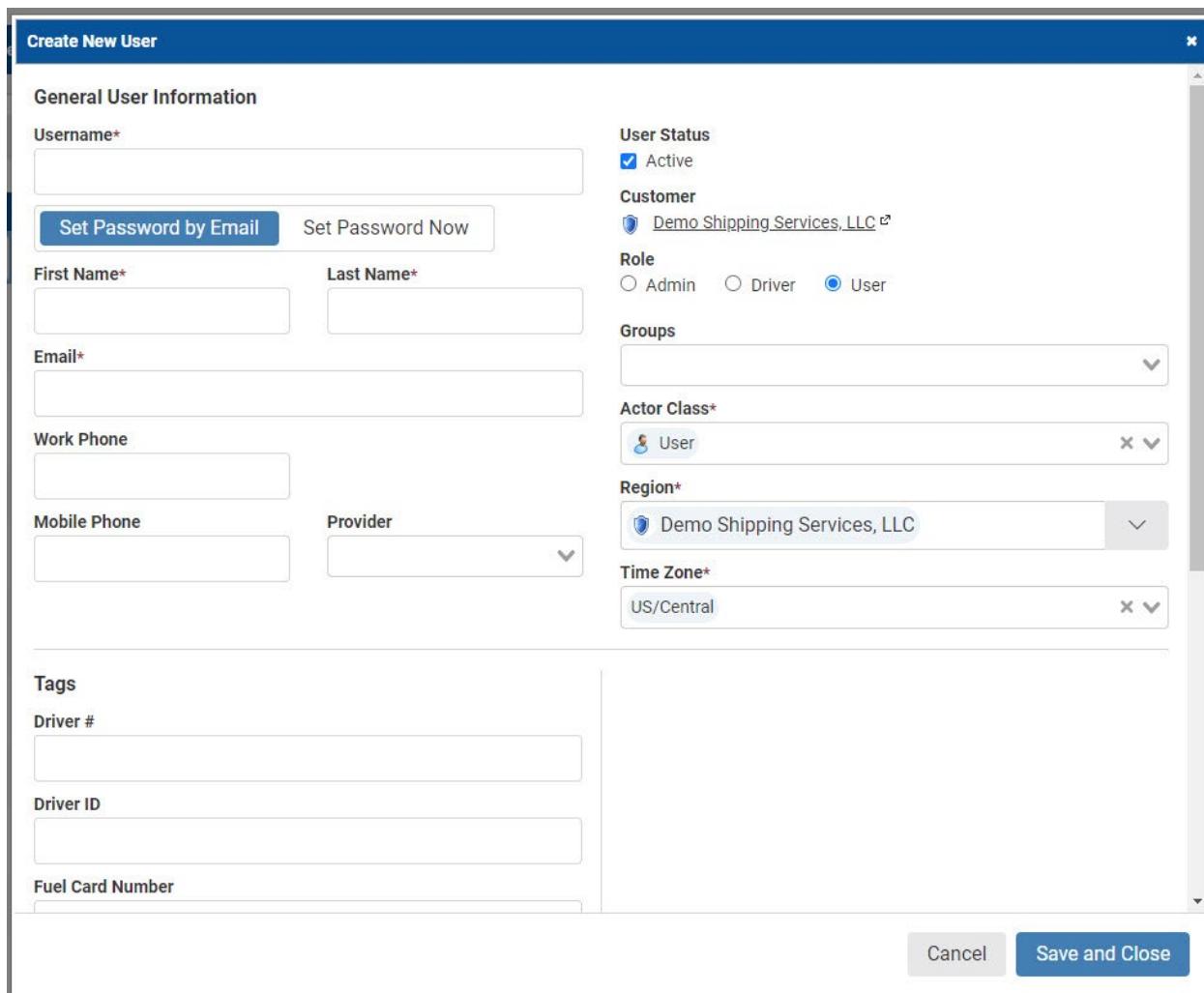
Create New User/Driver

- Click on the Admin tab >> select 'Users' >> click Create New User



The screenshot shows the OneView Admin Users interface. The top navigation bar includes links for Dashboards, Compliance, Jobs, Maintenance, Forms, Reports, Admin (highlighted with an orange box), Log Out of Adam Stills, Adam Stills, Settings, Help, and Log Out. The left sidebar lists various system modules like Account, Assets, Carriers, etc., with 'Users' highlighted by an orange arrow. The main content area displays a table of users with columns for Name, Username, Groups, Time Zone, Status, and Status Date. Three users are listed: Adam Stills, Bess Wallace, and Bob Reynolds (Admin).

- The Create New user screen will display. All the fields with asterisks next to them are required.



General User Information

Username*

User Status Active

Customer Demo Shipping Services, LLC

Role Admin Driver User

Groups

Actor Class* User

Region* Demo Shipping Services, LLC

Time Zone* US/Central

Tags

Driver #

Driver ID

Fuel Card Number

Buttons: Cancel, Save and Close

Username: (required field) Place the user/drivers username here. This will be the user/driver login.

Note: The username must be unique to the system globally. If the username you choose is already taken anywhere



else in the system, you'll be asked to choose a different username.

Set Password by Email: (default) the system will send the user an email (to the address you add in the email field) for setting their own password. Note: This email is active for 1 week only.

Set Password Now: (optional field) Enter the password the user/driver will be using to log into the OneView or POV. Note: If you have multiple drivers each driver should have a unique password.

First Name: (required field) Type in the first name as it should display in the system.

Last Name: (required field) Type in the last name as it should display in the system.

Email: (optional) Enter an email address for this user. If your username is also an email address, this field will automatically populate.

Work Phone: (optional) Place the work phone number here if it was provided. Note: When entering a phone number enter it in the following format 7015551212. Do not use spaces or dashes.

Mobile Phone: (optional) Place the cell phone number here if it was provided. This is the phone number that the user will be notified via text message alerts.

Provider: (optional) Select the cell phone provider/carrier from the dropdown list. This is required for notifying users via text message alerts.

(Right side)

User Status: Place a checkmark in this box to make the user active in the system. Remove the checkmark in this box to make the user inactive in the system.

Customer: This field shows the Companies name the User/Driver will be added to.

Role: check which type of user this is (Driver in this case)

Groups: Choose which groups apply to this user.

Actor Class: (required field) Type or choose from the drop-down list, select the proper user type. Example: User, User Driver, User Girl, etc.

Region: Select the region folder to add this user – i.e. Drivers folder. You can choose any region in your asset tree.

Time Zone: Set the home office time zone for the user/driver. (This will establish the time zone for the driver's log book.)

Create New User

Tags	
Driver #	
Driver ID	
Fuel Card Number	
Inventory Site ID	
Mobile Device ID	
Phone Number	
Reference ID	
RRS_Value	
TMW ID	
Driver Information	
Driver's License Number*	Issuing State/Province*
Only letters and numbers will be saved	
Reporting Location	
HOS Rule Set*	
U.S. 70/8 (2020)	
HOS Period Start Time*	
00:00 <input type="button" value="..."/>	
ELD Exempt	
<input type="checkbox"/>	
Select Options	
<input type="checkbox"/> 24-Hour Reset Option	
<input type="checkbox"/> Waiting at Wellsite Option	
<input checked="" type="checkbox"/> POV Screen Lock Enabled	
<input type="checkbox"/> 16-Hour Big Day Option	
<input type="checkbox"/> Personal Use of CMV Option	
<input type="checkbox"/> Yard Move Option	
<input type="checkbox"/> California Meal Break Option	
<input type="checkbox"/> Required Pre-trip Inspection	
<input checked="" type="checkbox"/> Required Post-trip Inspection	

Cancel

Save and Close

(Bottom Left)

Tags: Scroll down to view all tag fields and add any that are necessary.

(Bottom Right)

Driver Information

By checking the Driver group box, the Driver Information opens below the general information. Any user who will be driving any of your assets must have this driver information.

Driver Information

Driver's License: (required) Enter the driver's license number in just letters and numbers, no dashes.

Driver's License Issuing State: From the drop down, choose the license's state of issue.

Reporting Location: Choose the driver's home terminal reporting location from a dropdown list or create a new reporting location with the New Reporting Location button. (See Adding a Reporting Location.)

Driving Rule: Select the HOS driving rule appropriate for the driver. Consult your compliance officer with questions.

Period Start Time (HH:MM:SS): This should be set to 00:00:00 unless the driver has a known different period start time. Consult your compliance officer with questions.

ELD Exempt Option: Check this box to make signify this user is ELD Exempt. By checking the box, a reason field will appear. Enter a reason (required). Consult your compliance officer with questions.

24-hour Reset Option: Some drivers qualify for a 24-hour reset option vs. the standard 34-hour reset. Check the box if the driver qualifies for the 24-hour reset. Consult your compliance officer with questions.

Waiting at Wellsite Option: Check the box if the driver qualifies for the Waiting at Wellsite 5th line duty status. Consult your compliance officer with questions.

POV Screen Lock Enabled: Check the box if you want the moving lock screen to be enabled. If enabled, the moving lock screen will prevent the user from using the mobile device (tablet or Smartphone) to do anything while the vehicle is moving. The exception is that if turn-by-turn directions were started before the vehicle was in motion they can continue to be used.

Note: Please be aware that disabling the POV lock screen will allow drivers to use the tablet while the vehicle is moving. Use of a phone while a commercial vehicle is moving is prohibited by the FMCSA, http://www.fmcsa.dot.gov/rules-regulations/administration/rulemakings/rule-programs/rule_making_details.aspx?ruleid=347

16 Hour Big Day Option: Check this box if a driver qualifies for the 16-hour exception. Consult your compliance officer with questions.

Personal Use of CMV Option: Check this box to enable this status option, allowing the driver to choose this status on their tablet. Consult your compliance officer with questions.

Yard Move Option: Check this box to enable the yard move option, allowing the driver to choose this status on their tablet. Consult your compliance officer with questions.

Allow California Meal Break Option: Check this box to enable the California Employee Meal Break options on the driver's tablet. Consult your compliance officer with questions. (Most companies will not see this option.)

Required Pre-trip Inspection: Check this box to enable OneView to create missing pre-trip inspection violation events when drivers miss a pre-trip inspection on their tractor or trailer.

Required Post-trip Inspection: Check this box to enable OneView to create missing post-trip inspection violation events when drivers miss a post-trip inspection on their tractor or trailer.

Click on Save and the User/Driver will be created in OneView.

Key-fob Setup

If your company has vehicles using the key-fob, assigning a key-fob to a user is done through a user tag called Driver ID.

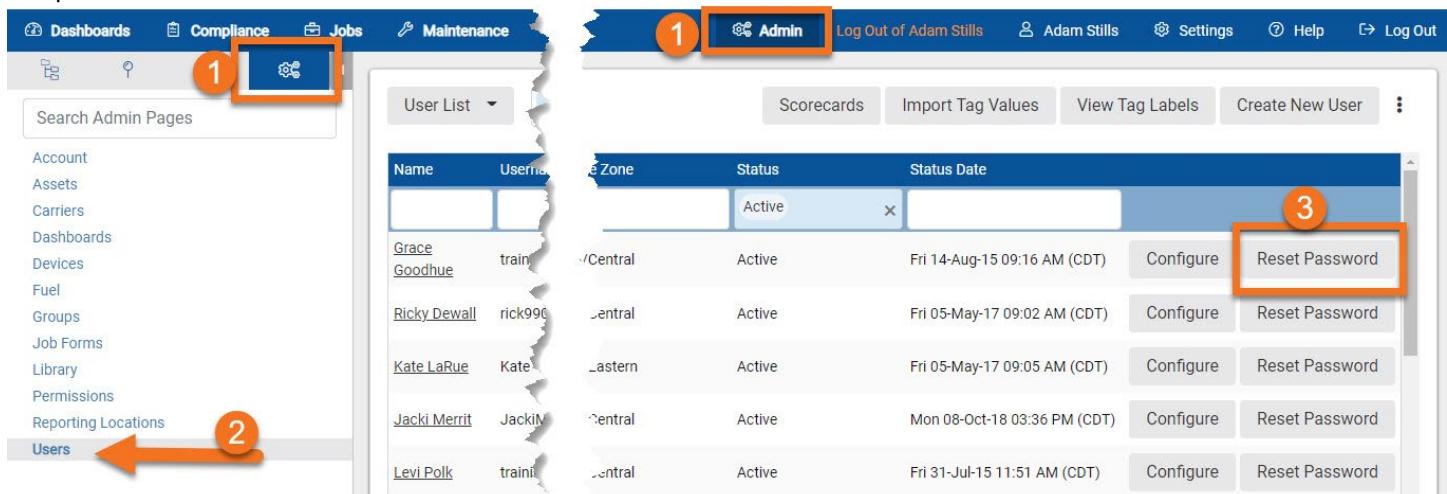
1. Find the key-fob identification number (on the back of the fob).
2. On the user's general information, use the tags field to choose Driver ID.
3. Enter the key-fob identification number.
4. Save your changes.



The screenshot shows the 'Tags' section of the OneView Admin Users interface. It includes fields for 'Driver #' (with a dropdown menu), 'Driver ID' (containing '0000000000'), 'Fuel Card Number' (empty), 'Mobile Device ID' (empty), and 'Comments' (empty). The 'Driver ID' field is highlighted with a red border.

Editing a User/Driver and Changing Emails/Passwords

1. Click on the **Admin** tab >> select '**Users**' >> click the Configure button to the right of user's name that needs edits or password reset.



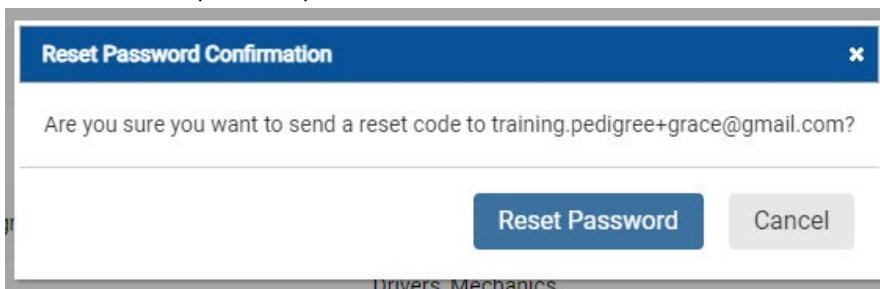
The screenshot shows the 'User List' page of the OneView Admin Users interface. The top navigation bar includes links for Dashboards, Compliance, Jobs, Maintenance, Admin (highlighted with a red box and circled '1'), Log Out of Adam Stills, Adam Stills, Settings, Help, and Log Out. The left sidebar has links for Account, Assets, Carriers, Dashboards, Devices, Fuel, Groups, Job Forms, Library, Permissions, Reporting Locations, and Users (highlighted with a red arrow and circled '2'). The main content area displays a table of users with columns for Name, Username, Zone, Status, and Status Date. Each user row has 'Configure' and 'Reset Password' buttons to the right. A red arrow and circled '3' point to the 'Reset Password' button for the first user listed.

Name	Username	Zone	Status	Status Date	Configure	Reset Password
Grace Goodhue	train	Central	Active	Fri 14-Aug-15 09:16 AM (CDT)	Configure	Reset Password
Ricky Dewall	rick990	Central	Active	Fri 05-May-17 09:02 AM (CDT)	Configure	Reset Password
Kate LaRue	Kate	Eastern	Active	Fri 05-May-17 09:05 AM (CDT)	Configure	Reset Password
Jacki Merrit	Jackin	Central	Active	Mon 08-Oct-18 03:36 PM (CDT)	Configure	Reset Password
Levi Polk	train	Central	Active	Fri 31-Jul-15 11:51 AM (CDT)	Configure	Reset Password

OneView™ Admin Users

Pedigree Technologies

- Reset Password – use this button to system generate an email to this user to reset their own password. This email will include a link that will stay live for 1 week only. If the user fails to reset their password in that time, you will need to repeat this process to send them another link.



- Configure – use this button to edit a user's information.

The following screen will pop up. Edit user/driver info accordingly.

Edit Grace Goodhue

General User Information

Username*
training.pedigree+grace@gmail.com

User Status
 Active

Customer
Your Company

Role
 Admin Driver User

Groups
Mechanics new

Actor Class*
User Spy

Region*
Service

Time Zone*
US/Central

Tags

Driver #
[empty field]

Driver ID
[empty field]

Fuel Card Number
[empty field]

Buttons: Close, Save and Close

- To change outdated information, click in the field and type over.
 - To reset the password, either use the Reset Password by Email button to send an email to this user for resetting their own password, or press the Reset Password Now button and type the new password in field the user would

OneView™ Admin Users

like.

Note: OneView may or may not have specific requirements for passwords depending on your company's preference. If not prompted for specific password requirements, the minimum requirement is 4 characters. Each user should have a unique password.

b. To deactivate the user from the system, remove the checkmark in front of the Active box. This will also move the user to the 'Inactive User List'.

2. Then click on Save in the bottom right corner.

User Reset Password

Users can reset their own password on the login screen if they have their username. The system will send them an email that is only active for 1 hour, allowing them to reset their password.

The image shows two screenshots side-by-side. The left screenshot is the 'OneView Admin Users' login page. It has fields for 'Username *' (containing a placeholder email) and 'Password *' (containing a masked password). Below these are 'LOGIN' and 'Forgot Password?' buttons. The 'Forgot Password?' button is highlighted with a red arrow. The right screenshot is the 'Driver Reset Password' page. It has a field for 'Please enter your Username *' (containing a placeholder email) and a 'RESET PASSWORD' button. Below the button is a 'Back to Login' link.

Driver Reset Password

Drivers have a reset password button on the POV login screen. This will send an email to their account's registered email (providing it is an active email address). They will need the ability to access that email to complete the reset process.

