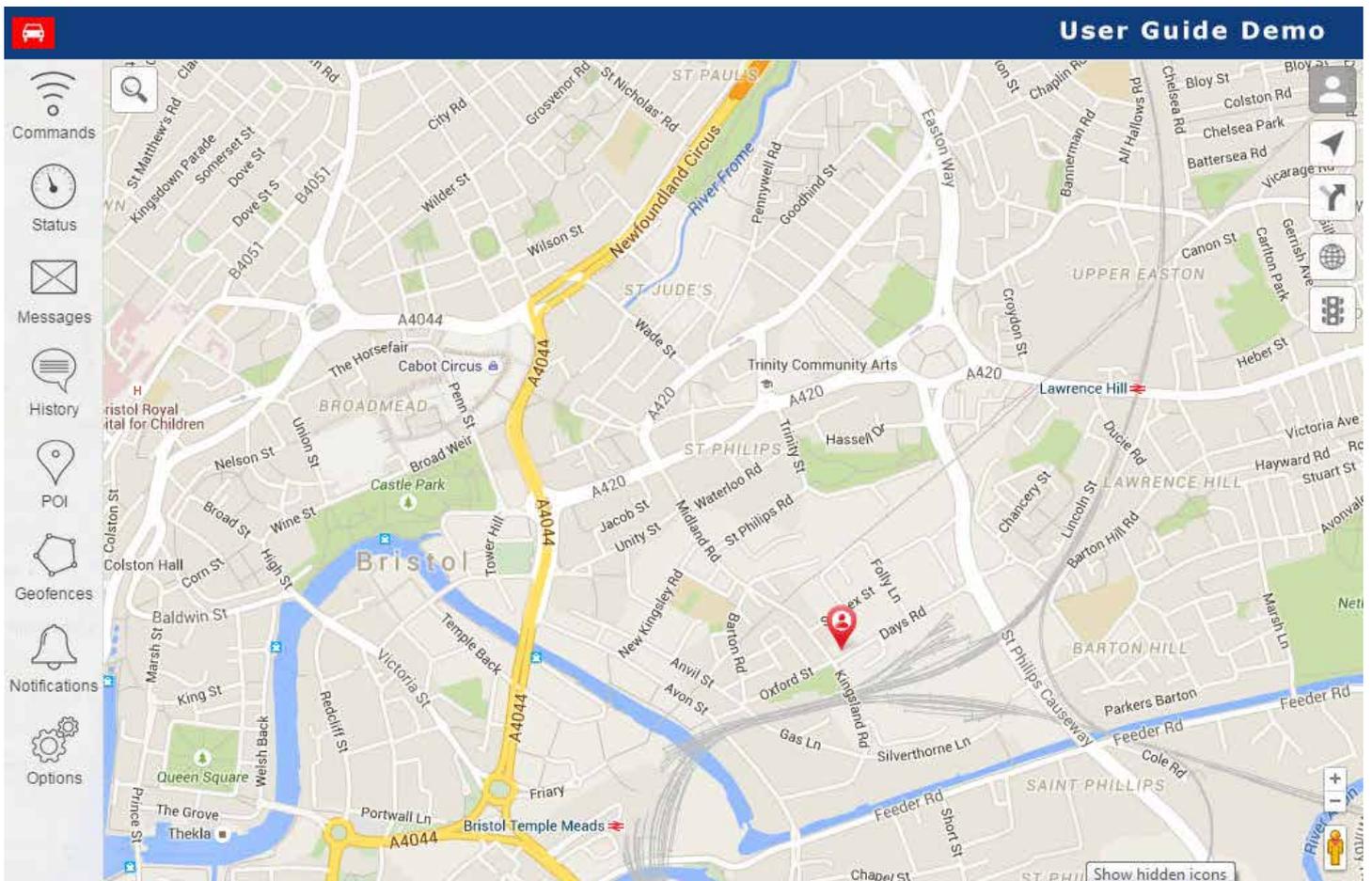# One platform - multiple applications

Enhancing productivity, protecting your vehicles

vestatec

Thank you for purchasing the Metatrak GPS tracking system.

We are certain that you will be delighted with the system. The product provides users with a web-based platform and mobile app where they are able to view real time vehicle data as well as historical data which is stored for 30 days .
To log in to your Meta Trak System please enter https://lite.metatrak.it and enter the log in details provided in your welcome text and email.

The system is simple to use and easy to navigate but, like most things, there are a few basics to master before the system becomes 'second nature'.
This user guide is intended to provide the user with a picture-based guide explaining the main features and should enable user to:-
•   View a vehicle in 'real time'.
•   View 30 days of historical data.
•   View and understand the data provided on the system 'dashboard'.
•   View vehicle ignition on and off events.
•   Set and use the geofence and POI (point of interest) functions.
Explanation of terms
The system uses some terms and features that might not be immediately obvious : -
Privacy Mode: If privacy mode is active the unit will NOT communicate ANY data until it is deactivated.
Service and Transport Modes: Service and transport modes are designed to allow the vehicle to be towed away, worked on at a garage or transported on a ferry without sending alerts to the either the control centre or to your own phone or email.
POI : Points of Interest are often used to assist with a quick view of a vehicle in proximity to a location.
Geofences: A geofence is like an invisible 'bubble' around a location and can be set to send an alert in the event that a vehicle enters or exits the 'bubble' or geofence.

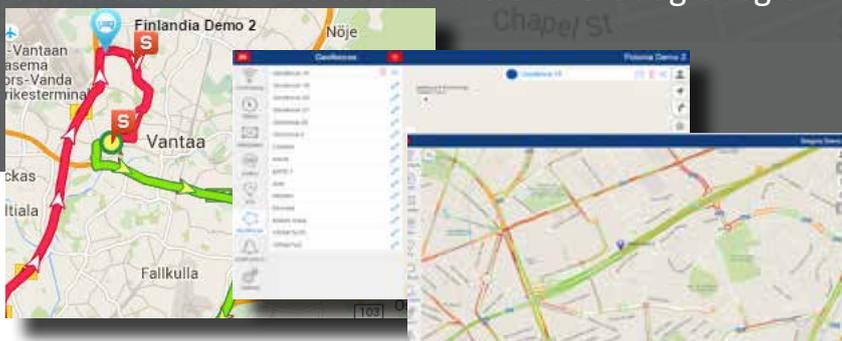## Description of the Icons on the right of the screen.

By clicking this icon you will see a quick status view of the vehicle that is live at the time. The map will be centred over the selected vehicle. (see also Section 1)

Clicking this icon will bring up 2 options – the first will allow to see up to 30 days history of vehicle movement and the second shows a data-trail view of your current journey made.(see also Sections 2 & 4)

This icon offers map options; google, satellite hybrid etc (see also Section 8)

This icon will provide you google traffic data in the area and the entire Google region. (See also Section 9)
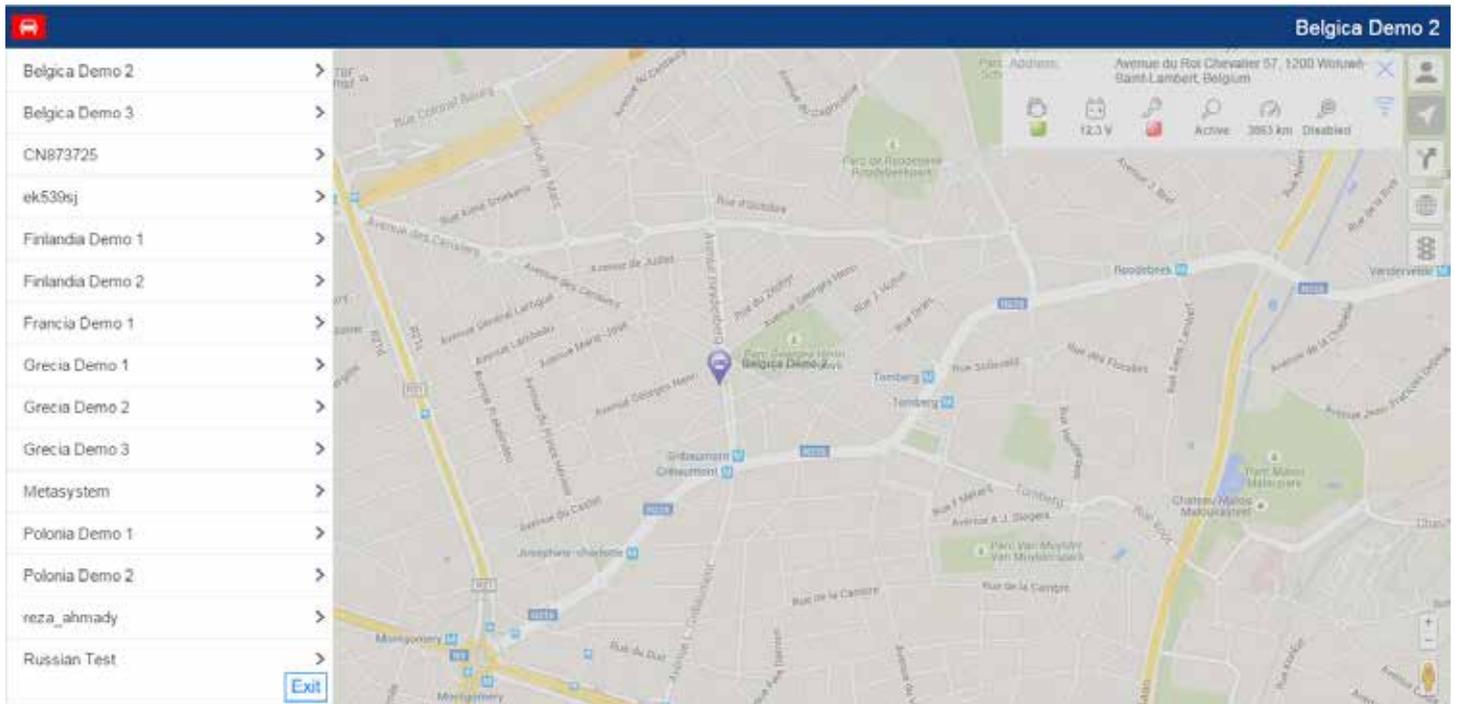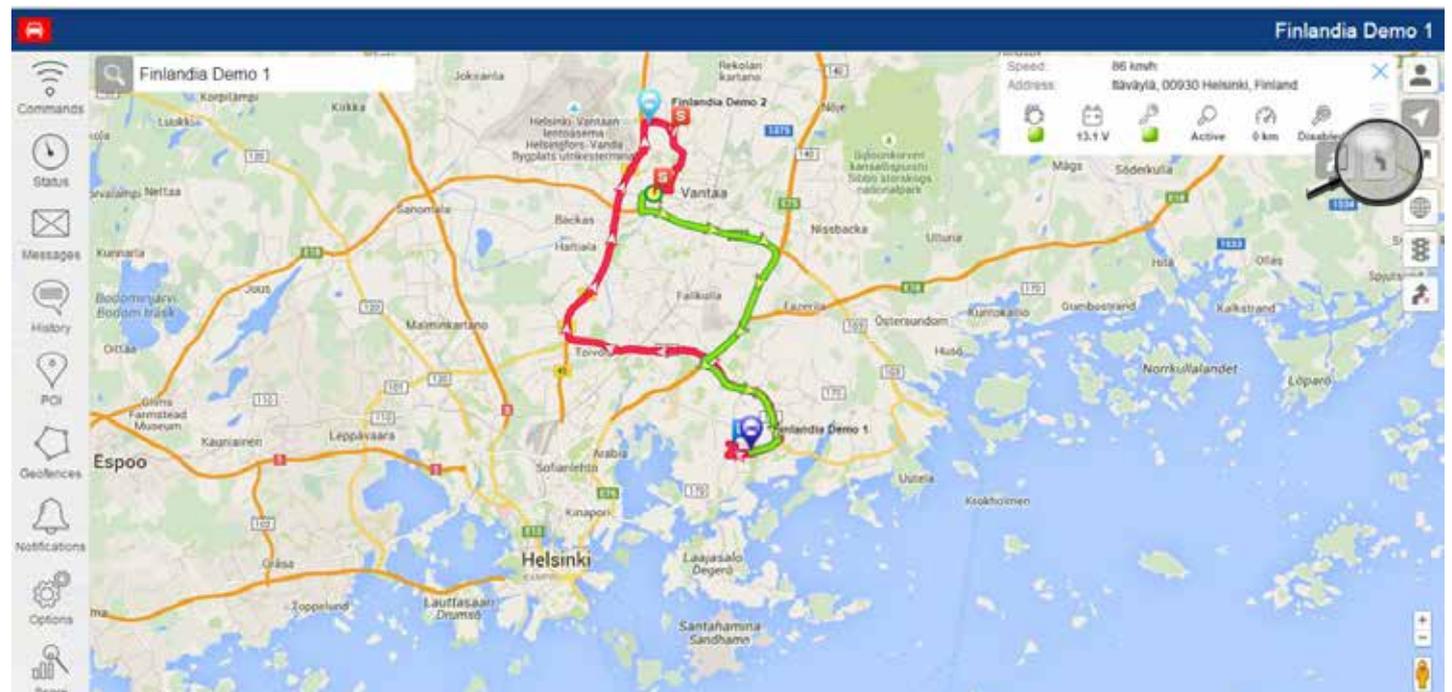
Contents

Section 1. Finding a vehicle

By clicking on the little red car icon in the blue bar at the top of the screen the system will open up to show all vehicles in your fleet fitted with the Metatrak system.

Please note: This is not available where only one vehicle has been fitted.

Section 2. Viewing current Route.

Select a vehicle then click on the right of the screen as per the icon shown for a quick view of the current journey with a data carpet trail.

Section 3. Understanding Status Dashboard
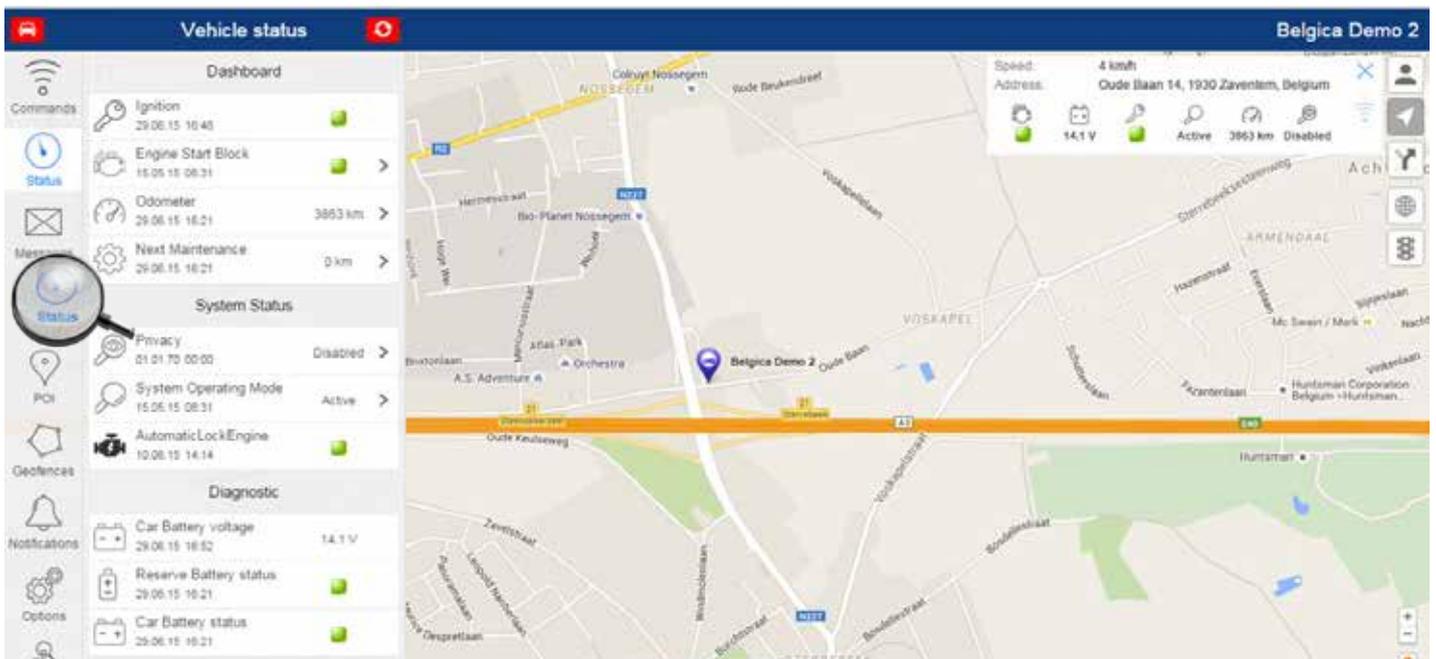
Clicking on the button labelled 'status' on the left of the screen will bring up the dashboard. The dashboard allows you to control times when you would prefer not to receive alerts from the system (i.e. when in the garage or trailer or ferry etc.). It also allows you to set reminders for the next service due date or switch between private and business modes.

The green and red buttons are status indicators.

Section 4. Viewing historical routes
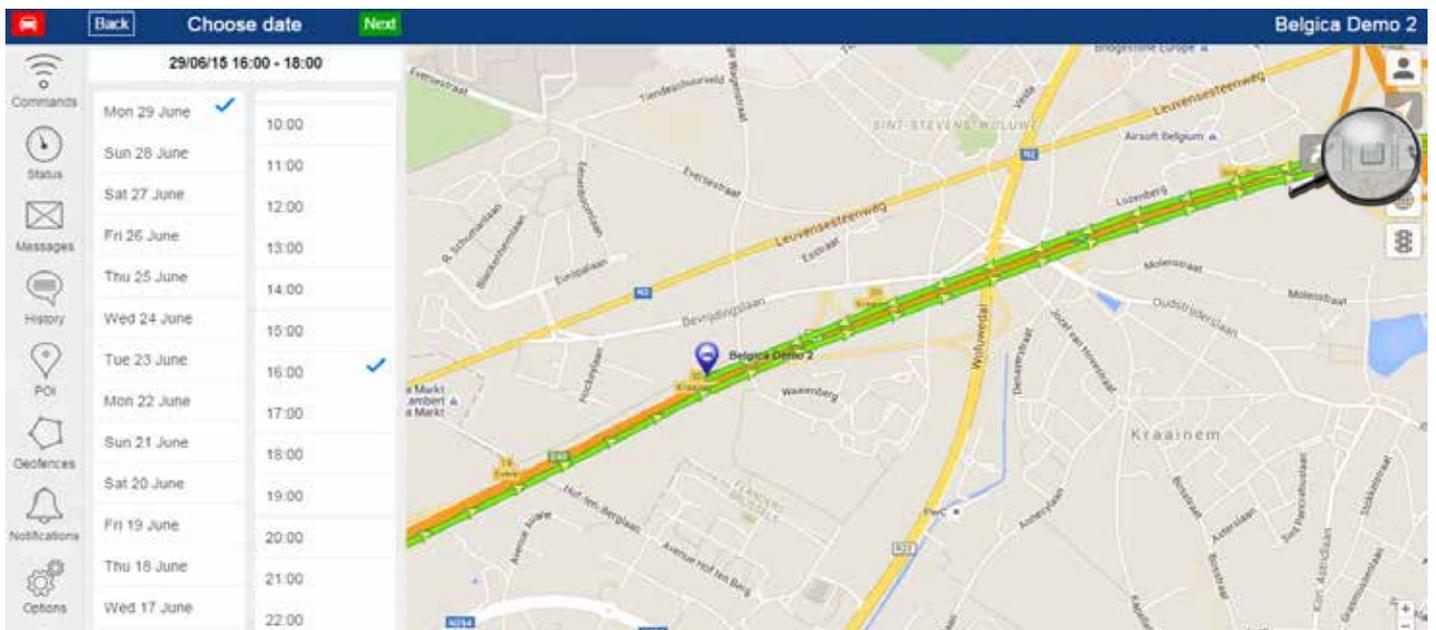
Use the icon on the right of the screen as highlighted above to open up the expanded view as demonstrated in the image. You are able to choose any 2 hour timeslots from the dates shown, in other words by selecting Monday the 13th of July and a time of 14:00 the system will show routes taken between 14:00 and 16:00 hrs on that day. Choose date and time and click next and the route will download to the map screen. Please note that this will ONLY show journeys between this time and you may need to move your times either side of the hour to capture an entire journey!

Section 5. Viewing Ignition on & off events
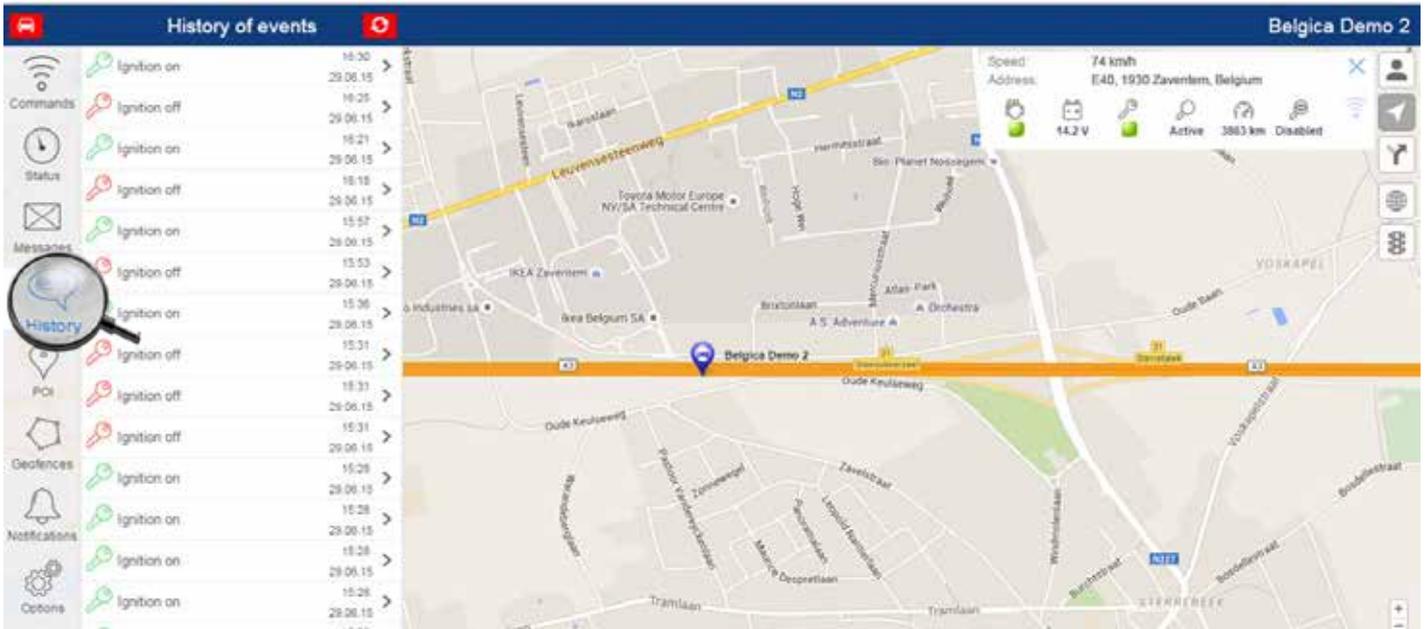
By clicking on the 'history' icon on the left of the screen, the system will display a list of the selected vehicles' ignition on and off events. An ignition off event will only be displayed after the ignition has been off for more thanXXX minutes. This is to allow for vehicles to sit in traffic with the ignition off for short periods without interrupting the journey data. Each ignition on and off event can be drilled into for a 'snapshot' of the vehicle location and status at the time.

Section 6. Setting up Point of Interest (POI)
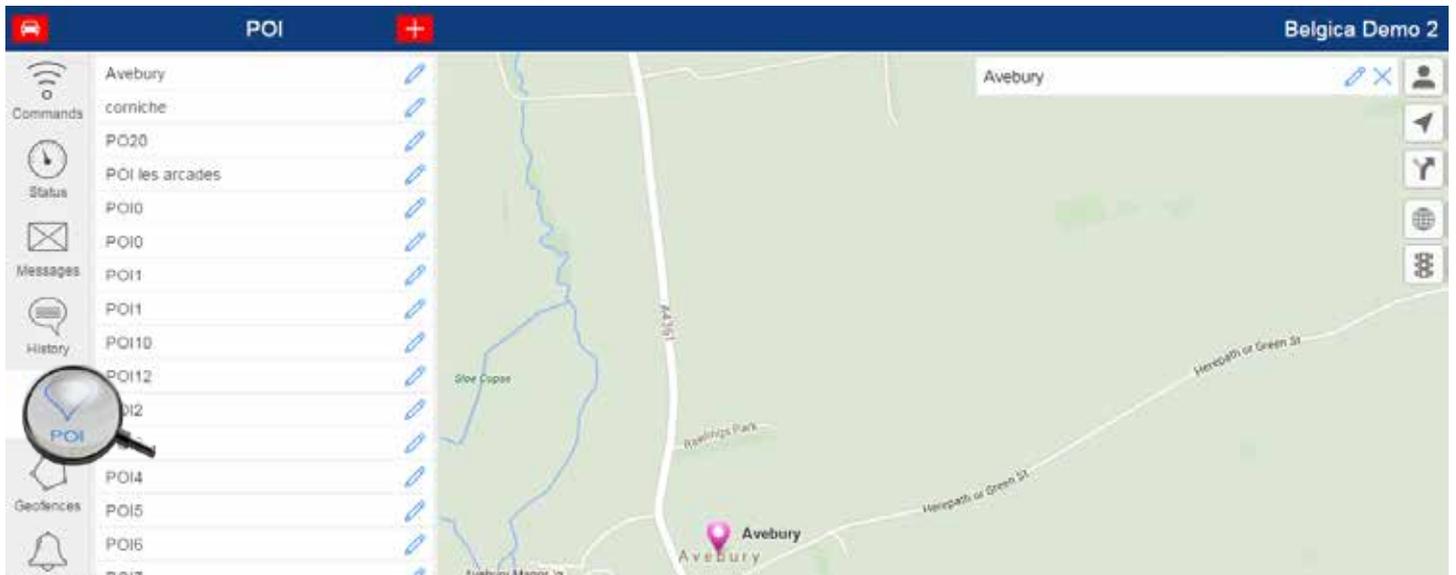
This is useful for a quick look at the screen to see your vehicle(s) in relation to important sites, customers etc. To set up a point of interest you should:

- First find the location by clicking the search icon on the top left of the map (the little magnifying glass).
- Now click on POI as highlighted above.
- Click on the plus sign in the red banner
- This will add a new POI – a box will have appeared in the top right of the map, use this to name your POI then save and it will automatically be added to the list of POIs.

Section 7. Create a Geofence & associated alert
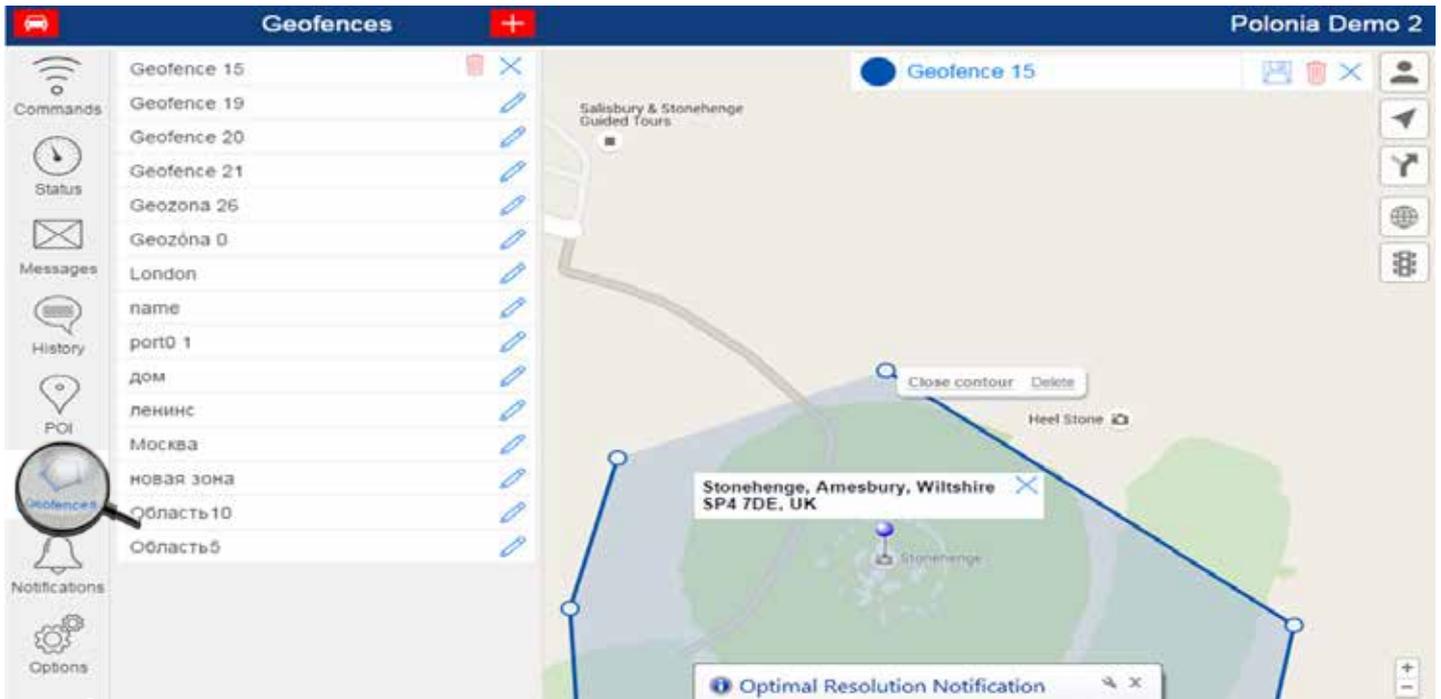


Geofences

Setting up geofences

- First find your location by clicking the search icon (magnifying glass) on the left of the map. Enter your location by town or postcode or point of interest. This will centre the map on the area
- Now select 'geofence'
- Click the plus sign in the blue bar above the map – this will add a new geofence to any already set up and will show as 'geofence 1 (2,3,3,4etc)
- Do not click on the geofence but do click on the map to place the first pin in place. If you enter the geofence in the incorrect location you can either :-
  - o   Click on the circle on the end of the line and delete or
  - o   Delete the entire new geofence from the list, refresh your screen and start again.
- At the end of the of the circle you will see an option to either 'close the contour' or 'delete'.
- Once you have completed the geofence name it in the box on the top right of the map and then save using the save symbol.
- The geofence will now show in the list on the left of the screen

Setting up a Geofence Alerts

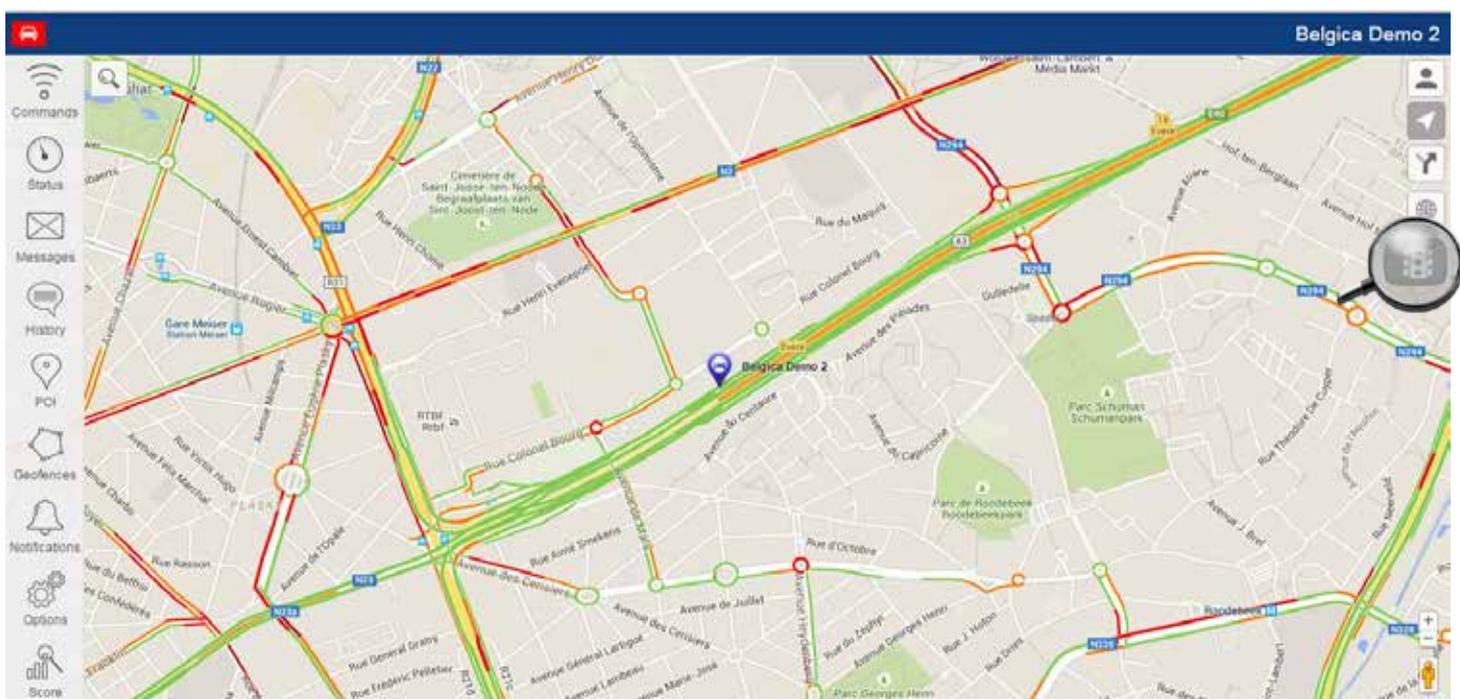Before setting up an alert you will need to have set a geofence.

- Select Vehicle by clicking on the red button on top left (this is not an option where the user only has one vehicle)
- Click on Notifications on left hand side
- Choose the plus sign (in blue bar at the top)
- Choose 'geofence control' this will bring up a tick box option 'event is fixed only if event is active after time out value (minutes). What this means is that if you select this option by ticking the box you will need to enter a value in the box that comes up and the alert will only trigger after this time. So for example if you set it to 10 the alert will only trigger if the vehicle is inside the geofenced location for 10 minutes. **This avoids notifications where a driver is simply passing through a geofence but not stopping.**

Section 8. Changing the Map View
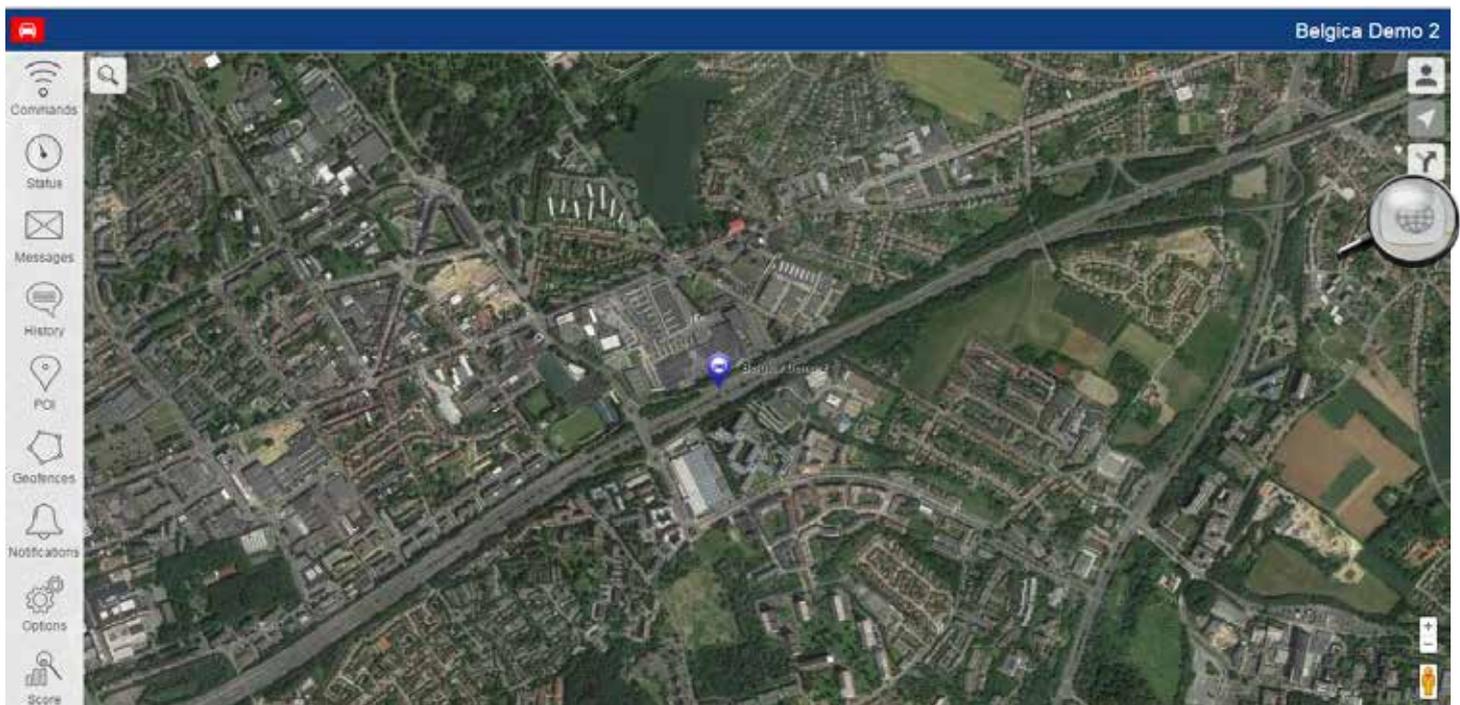
The system allows you to choose the map view best suited to you and provides options to use: Google, Google Satellite, Google Hybrid, OSM (Open Street Mapping) and Yandex

Section 9. View Google Traffic Information

The system will display traffic in the area by simply clicking on the icon on the right of the screen. Toggle to switch on and off.

# Section 10.   Setting up an overspeed and excessive idle alert
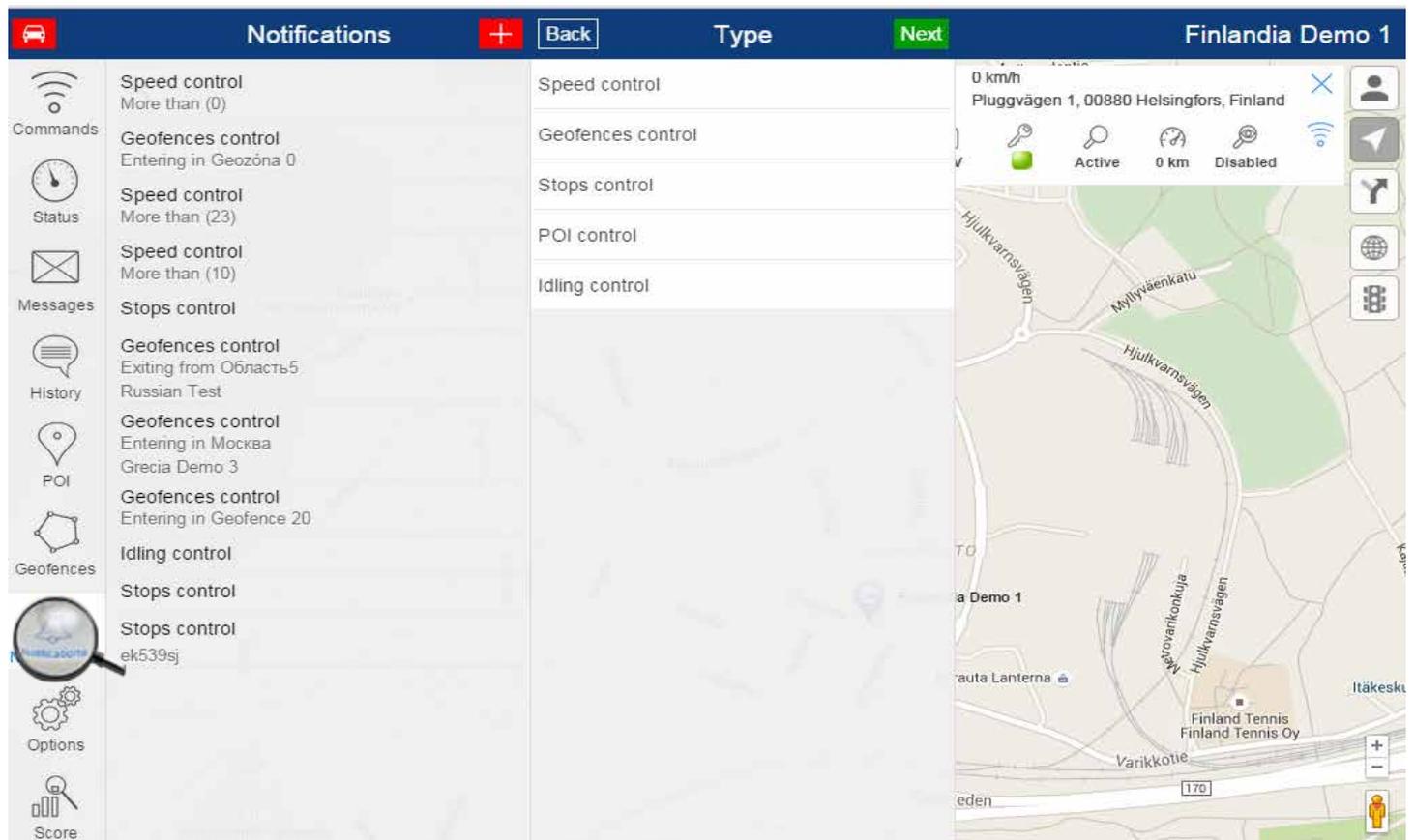
Alerts

Alerts are set up in a similar way for all:- Speed, Geofence, Stops, POI and Idle. For the sake of ease we have created step by step instructions for the overspeed alert but these steps can be applied to any of the other alert options available.

- Select Vehicle by clicking on the red button on top left (this is not an option where the user only has one vehicle)

- Click on Notifications on left hand side

- Choose the plus sign (in blue bar at the top)

- Choose 'speed control' – this will bring up a tick box option 'event is fixed only if event is active after time out value (minutes). What this means is that if you select this option by ticking the box you will need to enter a value in the box that comes up and the alert will only trigger after this time. So for example if you set it to 80mph and the vehicle exceeds 80mph the timer will start and will only alert in the event the vehicle continues at that speed for longer than the duration set by you as a timer. This avoids notifications every time a driver has to accelerate briefly to overtake etc.

- You will need to recreate this alert for every vehicle on your fleet.

Section 11. Understanding Options
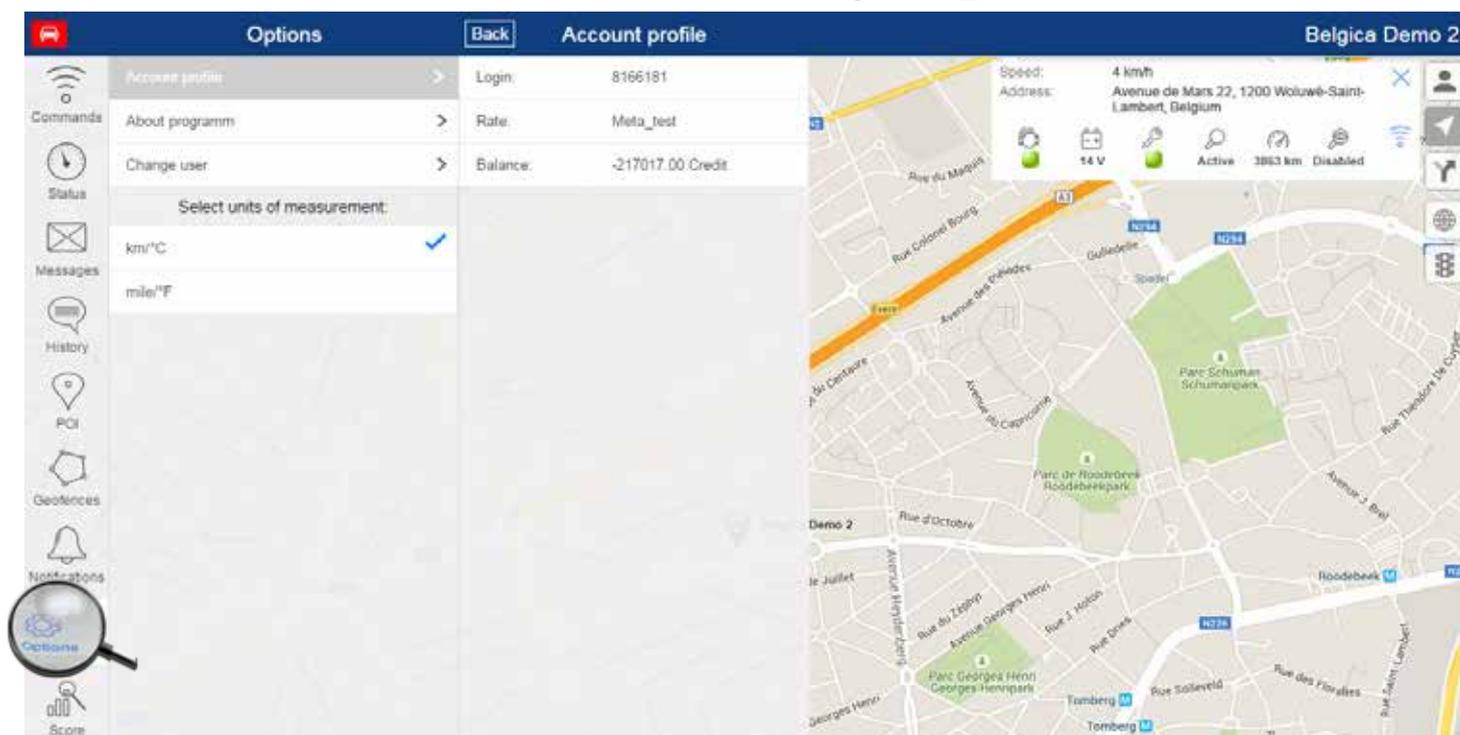
Section 12. Using Privacy Mode

Privacy Mode

Privacy mode is a feature available to all Meta Trak customers. It is activated and de-activated via the dedicated mobile app.

Please be careful when using this function as privacy mode will fundamentally affect the information that the Meta Trak system will provide and it will stop the unit from transmitting any GPS or ignition data! It is important to note that if the vehicle battery is disconnected and the internal battery runs low, while in privacy mode, the system will turn privacy mode off!

In Privacy Mode the unit will be affected as follows:-

•	The system will not log any information relating to your journeys.

•	The system will not send any geo-fence entry or exit data.

•	The system will not record or store any data pertaining to any journeys undertaken whilst in privacy mode

In Privacy Mode the system will send alerts in the following instances:-

•	The system will send battery disconnect and battery low alerts

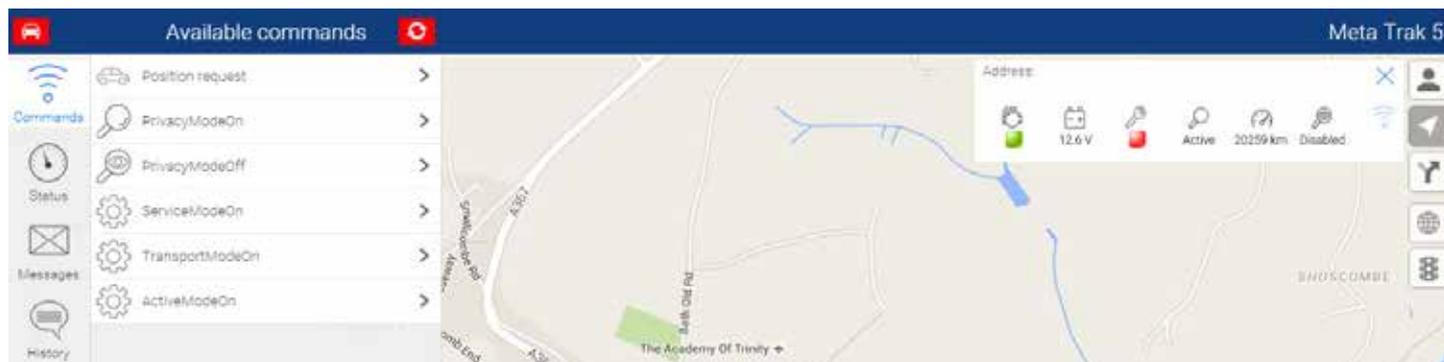•	The system will send all alarm and tow-away alerts

Please be advised that when a system has been put into Privacy Mode it will NOT retain any journey data. When in this state we are completely unable to access any information pertaining to routes undertaken during this time. For this reason where a product is either Category 6 or Category 5 approved our Secure Operating Centre will reverse the Privacy Mode of any and all vehicles that have had any alerts listed by Thatcham as critical to achieving insurance approved status. This is to say the system will be reinstated in the following cases:

•	If the unit sends a battery disconnect alert

•	If the units sends a tow – away alert

•	If the unit sends a driver ID tag not found alert

•	If any of the alarm triggers associated with the Defcom Trak system are generated (this includes, cable tamper, battery disconnect, movement whilst armed, ignition whilst armed and panic button depressed).

Please bear in mind that this is both for your safety as well as in order to meet the criteria laid down by Thatcham.

Please be aware that anyone that you have allowed to view your vehicle whereabouts by using our dedicated mobile app will have the ability to place your vehicle into privacy mode as well as to remove your vehicle from privacy mode.

Section 12 cont... Using Privacy Mode

You can operate privacy mode via your mobile app or by going to either your online platform or logging in via your app. Then select:

Commands > Privacy Mode on (Please be advised that when a system has been put into Privacy Mode it will NOT retain any journey data.)

or

Commands > Privacy Mode off (our Secure Operating Centre will reverse the Privacy Mode of any and all vehicles that have had any alerts listed by Thatcham as critical to achieving insurance approved status on systems installed to meet either Category 6 or Category 5 approved)

Section 13 Your Personal Information

There is no option to change or update your information on the Meta Trak App or via the qTrakLite website. Please call or email us using the contact information below in order to update or amend any personal details or to inform us of any changes to the account.

Unit 8 The Links,

Popham Close,

Hanworth,

Middlesex

TW13 6JE

T: 020 33320121