

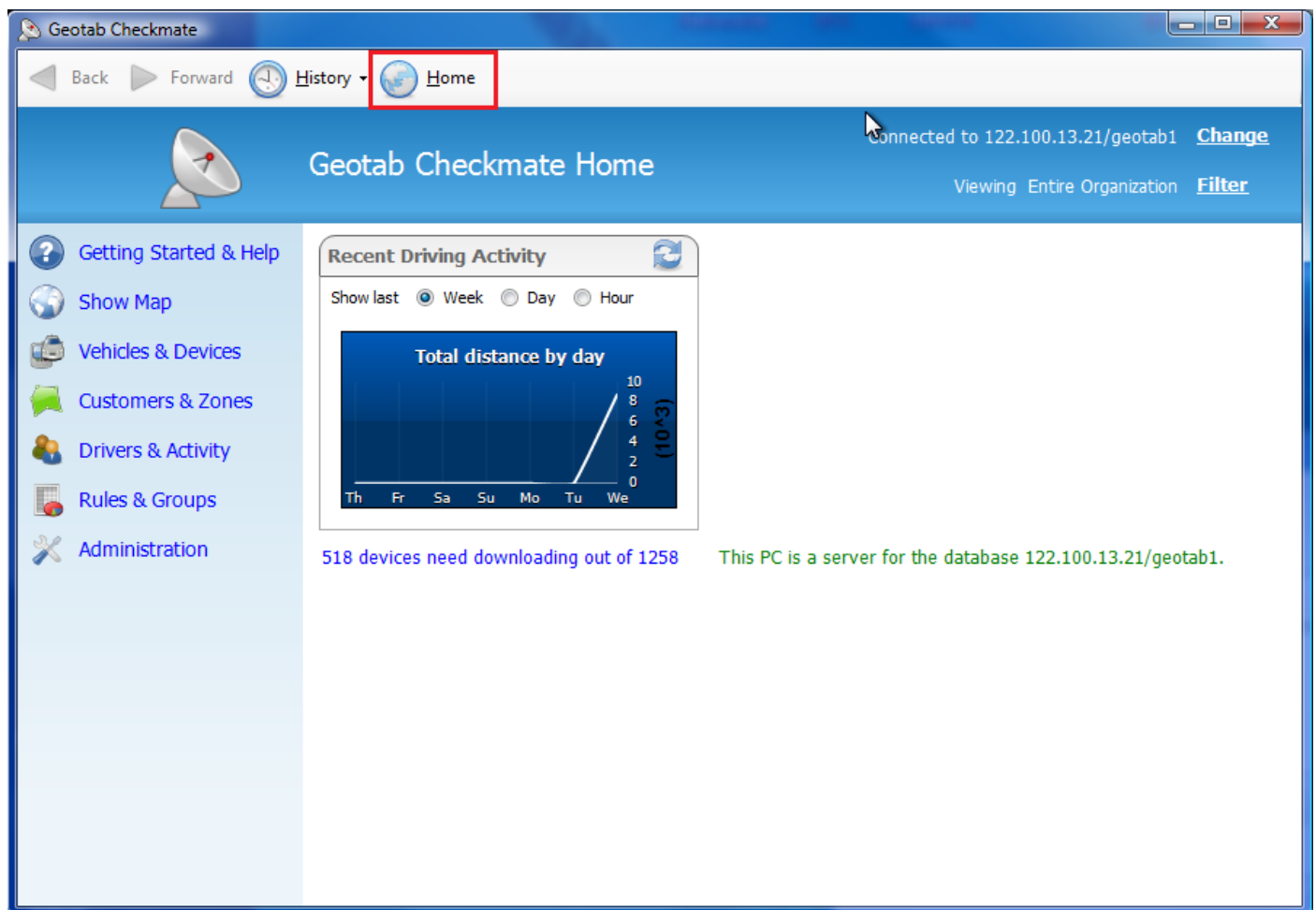
## Checkmate 5.4 Quick Start Guide

Below is a quick start guide showing you how to perform the following tasks on Checkmate 5.4:

- Checking Status of Vehicles/IVMS Units
- Tracking
- Reporting
- Exception and Risk Management
- Driver Key Administration
- Vehicle Location

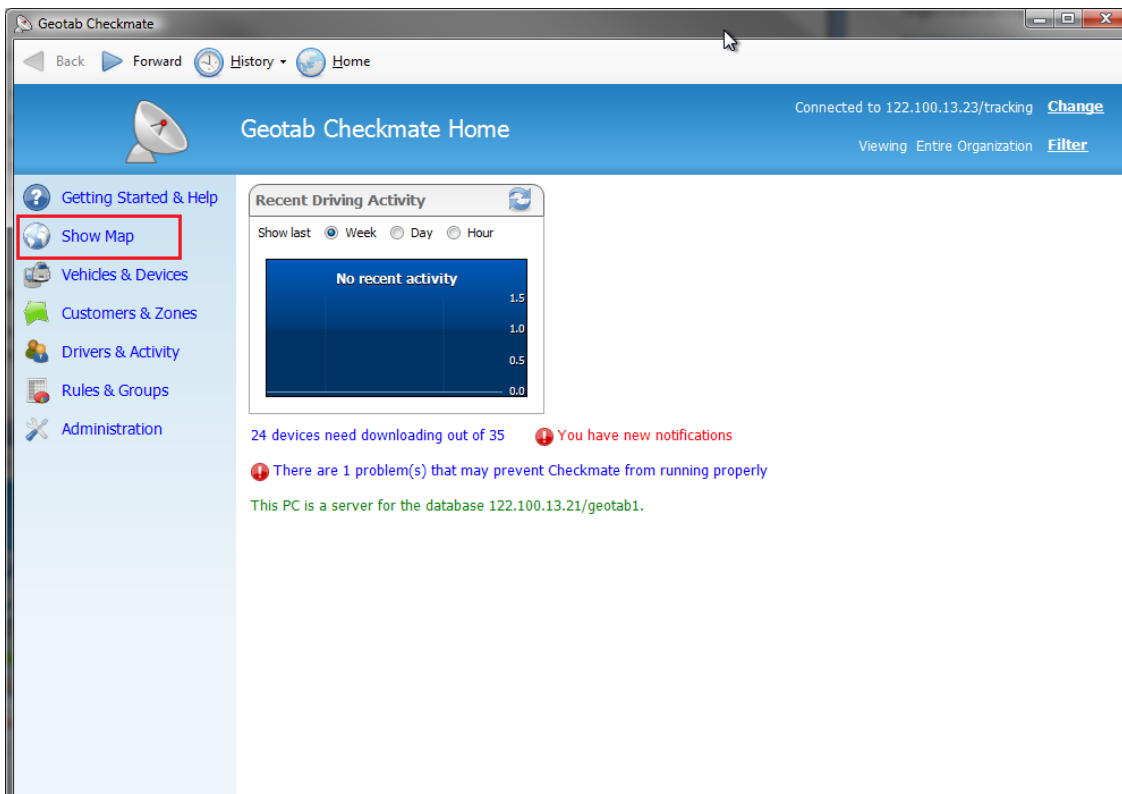
As you can see below, this is the Checkmate 5.4 home screen, all functions can be found in the menus on the left.

This version operates similarly to a web browser with 'back' and 'forward' buttons. At any time you can select the Home button to return to the Home Screen (see below) at any time.



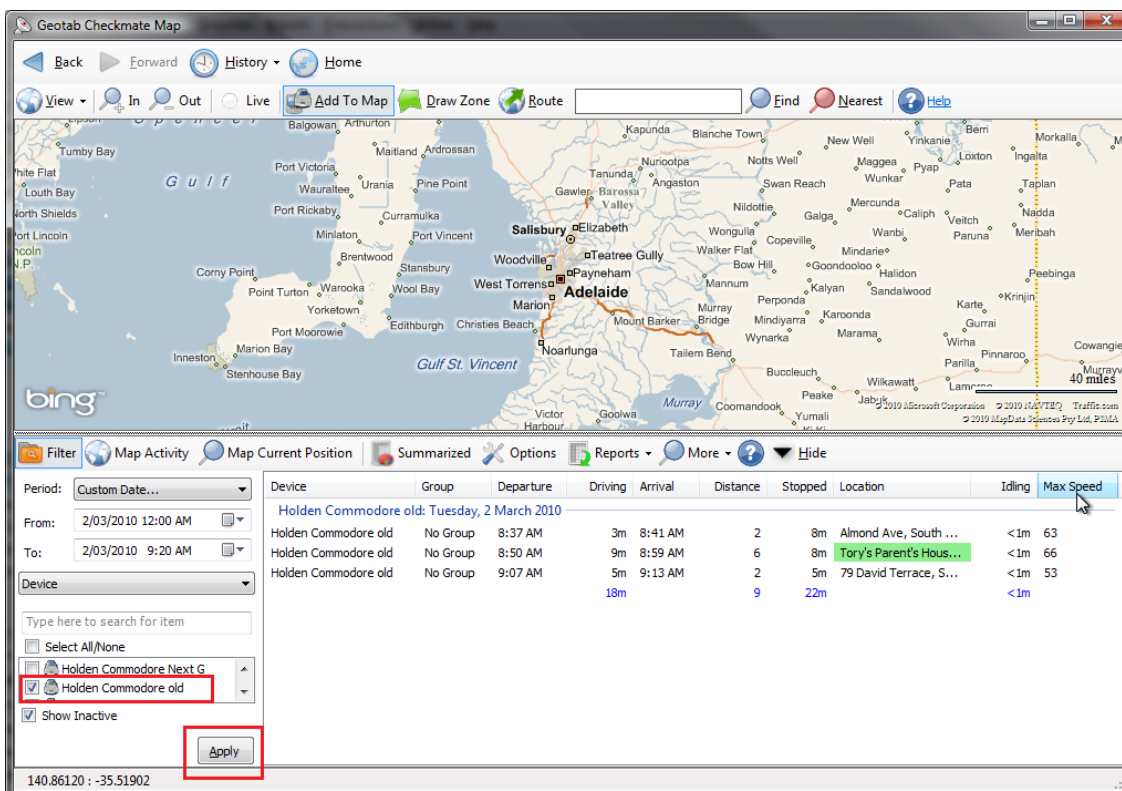
# Tracking

To get the tracking screen select **Show Map**



As pictured below this is the Tracking window. The section at the bottom is where you bring up your trip data in text form and the map at the top is where you can plot your tracking data onto the map.

To view your tracking data, specify a date range for the period of tracking you want to see. Then navigate to your vehicle/vehicles on the left side of the screen, once you have placed a checkmark next to the vehicle/vehicles you want to track click on **Apply**. This will then display the tracking data for the period selected in text form (as below).



## Tracking Cont...

Geotab Checkmate Map

Period: Custom Date...  
 From: 2/03/2010 12:00 AM  
 To: 2/03/2010 9:20 AM

Device	Group	Departure	Driving	Arrival	Distance	Stopped	Location	Idling	Max Speed
Holden Commodore old: Tuesday, 2 March 2010									
Holden Commodore old	No Group	8:37 AM	3m	8:41 AM	2	8m	Almond Ave, South ...	<1m	63
Holden Commodore old	No Group	8:50 AM	9m	8:59 AM	6	8m	Tory's Parent's Hous...	<1m	66
Holden Commodore old	No Group	9:07 AM	5m	9:13 AM	2	5m	79 David Terrace, S...	<1m	53
			18m		9	22m		<1m	


To display the tracking data on the map, first highlight the trip data you would like to display and then press the **Map Activity** button (see above). This will then plot the trip on the map (see below). The **Map Current Position** button will only show the current position of the vehicle, or the most recent position for vehicles fitted with RF units.

Geotab Checkmate Map

Period: Custom Date...  
 From: 3/03/2010 10:37 AM  
 To: 3/03/2010 1:18 PM

Device	Group	Departure	Driving	Arrival	Distance	Stopped	Location	Idling	Max Speed
Holden Commodore old: Wednesday, 3 March 2010									
Holden Commodore old	No Group	10:37 AM	15m	10:52 AM	9	4m	30 Duncan Rd, South Australia 5094	<1m	77
Holden Commodore old	No Group	10:57 AM	16m	11:13 AM	12	52m	1732 Main North Rd, South Australia 5109	<1m	85
Holden Commodore old	No Group	12:06 PM	<1m	12:06 PM	0	10m	94 Stanbel Rd, South Australia 5109	<1m	7
Holden Commodore old	No Group	12:16 PM	<1m	12:17 PM	0	3m	92 Stanbel Rd, South Australia 5109	<1m	7
Holden Commodore old	No Group	12:20 PM	16m	12:36 PM	17	42m	9 South Terrace, South Australia 5013	<1m	100
			49m		39	1h 52m		1m	

## Reports

The reports are all split between the relevant menus on the left of the Home screen. Reports are depicted within the menu system with the following symbol. 

Below is a list of the commonly used reports under each menu item.

### Vehicles and Devices:

- Vehicles and Devices (Device List)
- Auxiliary Status

### Customers and Zones:

- Customer Visits

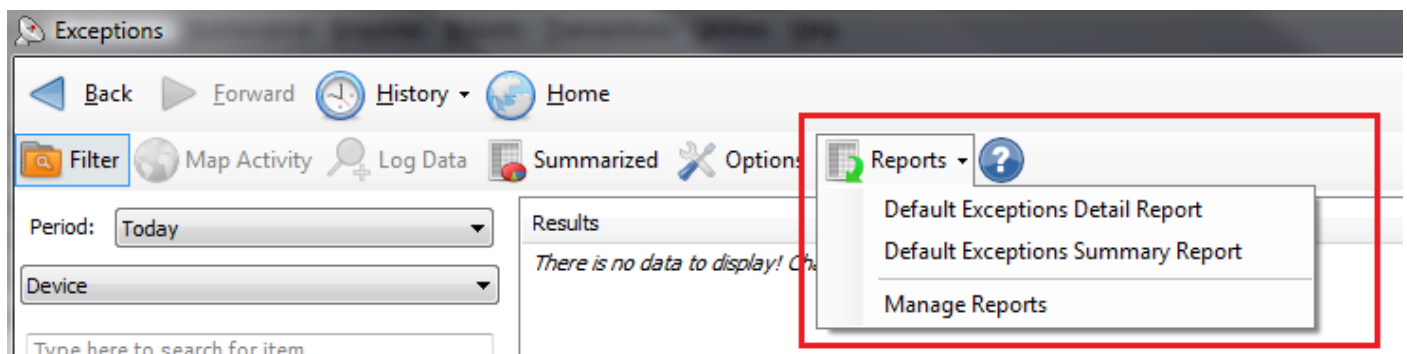
### Drivers & Activity:

- Drivers
- Work Times
- Risk Management
- Speed Graph
- Key Insert Log

### Rules and Groups

- Driving Exceptions

Once you have run a report you can export the report to Excel by clicking on **Reports** then selecting which report you want to export (see below).



## Custom Reporting

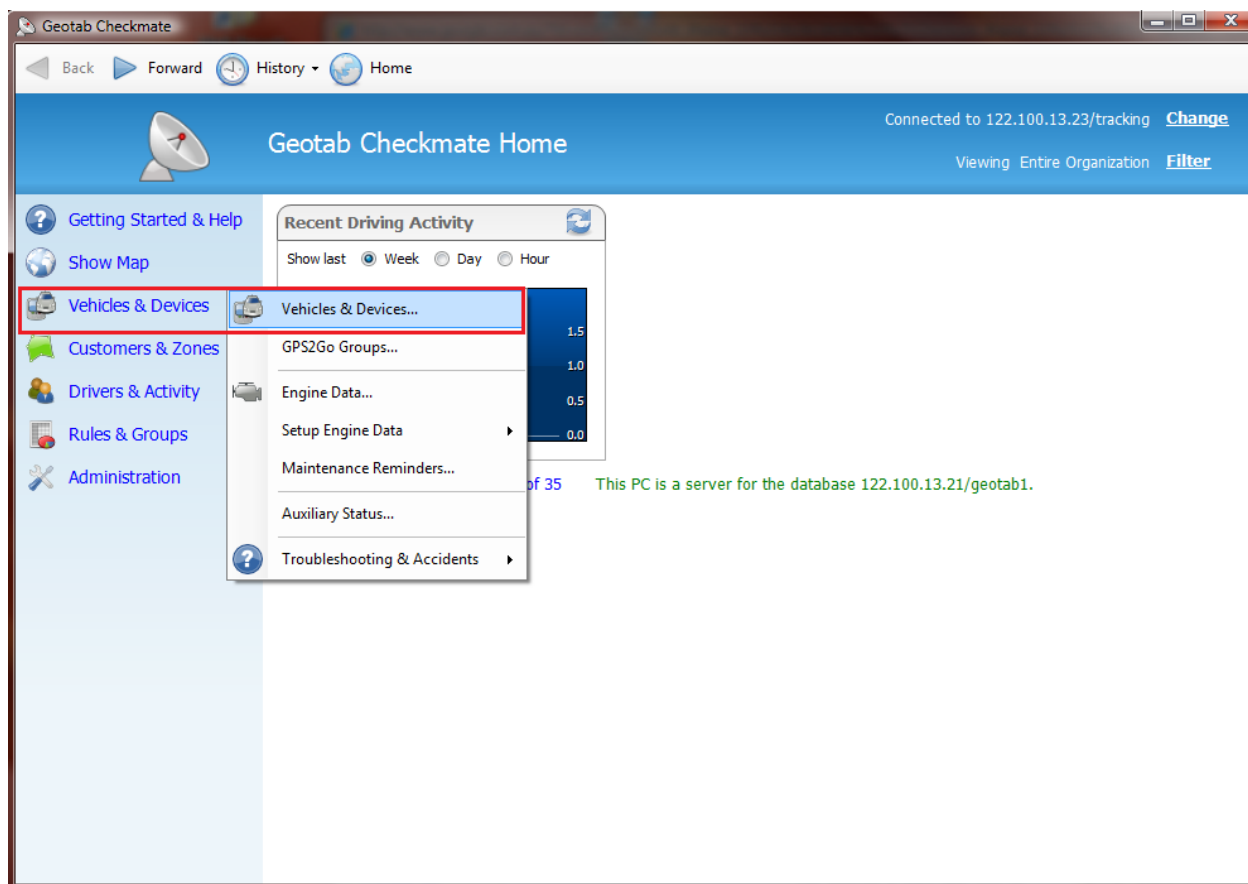
Once the report is exported to excel, if required, you can then customise it to display it as you would like.

Using Excel, format the columns and colours as you wish then print the report as required.

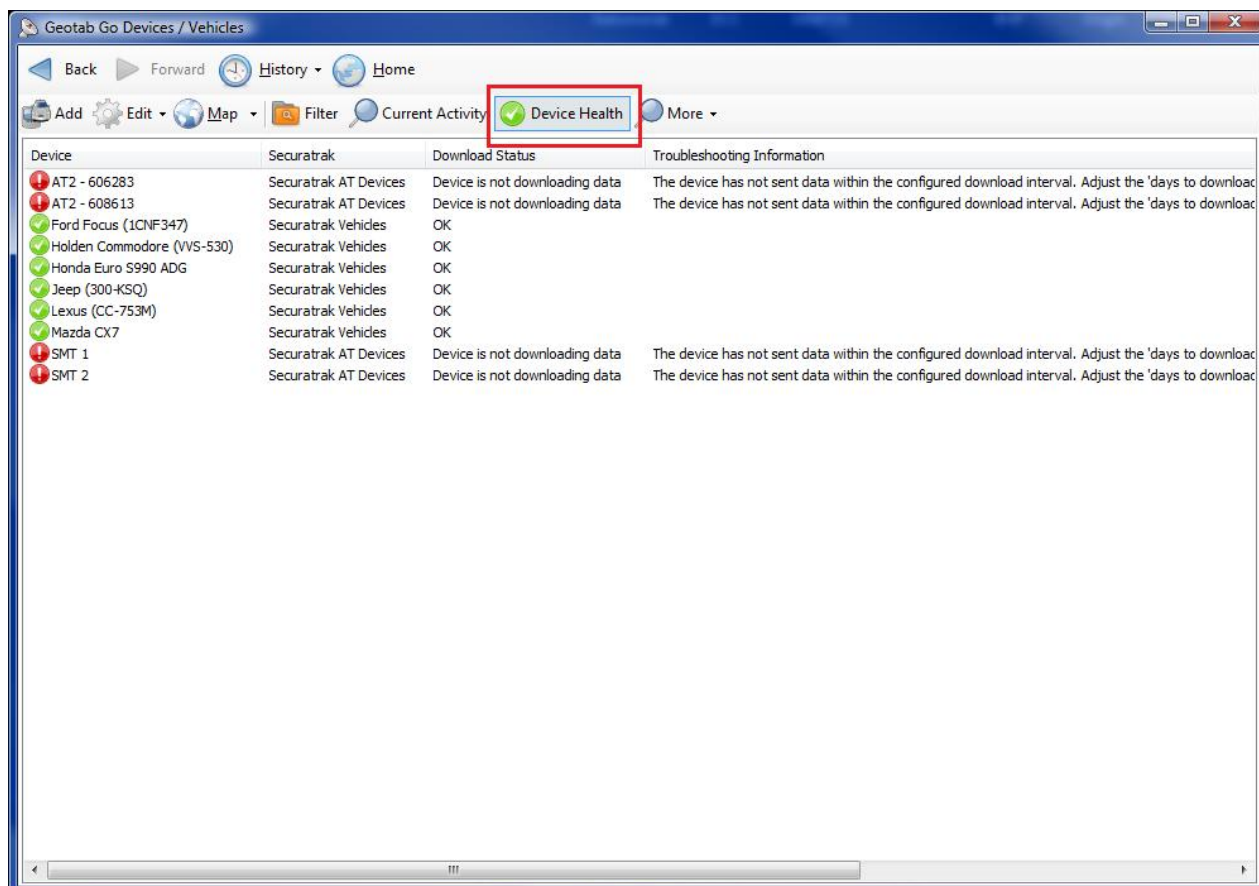
When exiting the report, if you have made changes, it will ask you if you would like to add your custom report to the list of reports. If you say yes, just supply it with a name and it will add it to your list of reports under the relevant report button in the relevant area.

# Checking Status of Vehicles/IVMS Units

To check the downloading status of your vehicles, select **Vehicles & Devices** then **Vehicles & Devices**



You will then see the following screen, to add the Download Status click on the **Device Health** button. A green tick indicates a healthy unit and a red tick indicates a possible problem with the unit.

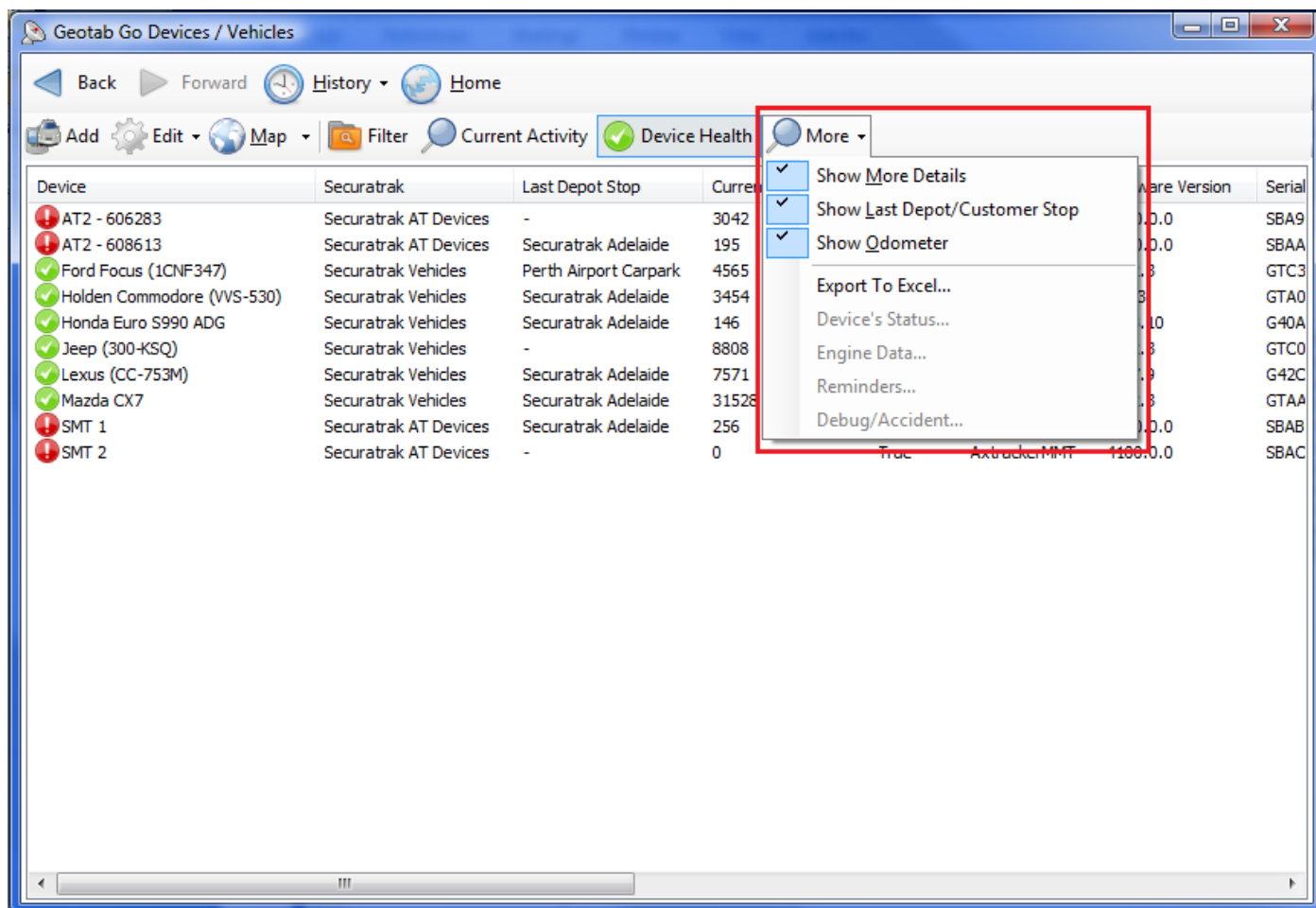


## Checking Status of Vehicles/IVMS Units cont.

If you select the “More” button you can add the following details to the screen:

- Show more Details
- Show Last Depot/Customer Stop
- Show Odometer

Once you have the criteria you need, you can **export** it to Excel from the **Reports** menu at the top.



## Requesting the Vehicles Last Known Position

To see where the vehicle's last known position was, right click on the vehicle from the list (as shown above), then click on **Show on Map**. This will then open a new window showing where the vehicle is on the map.

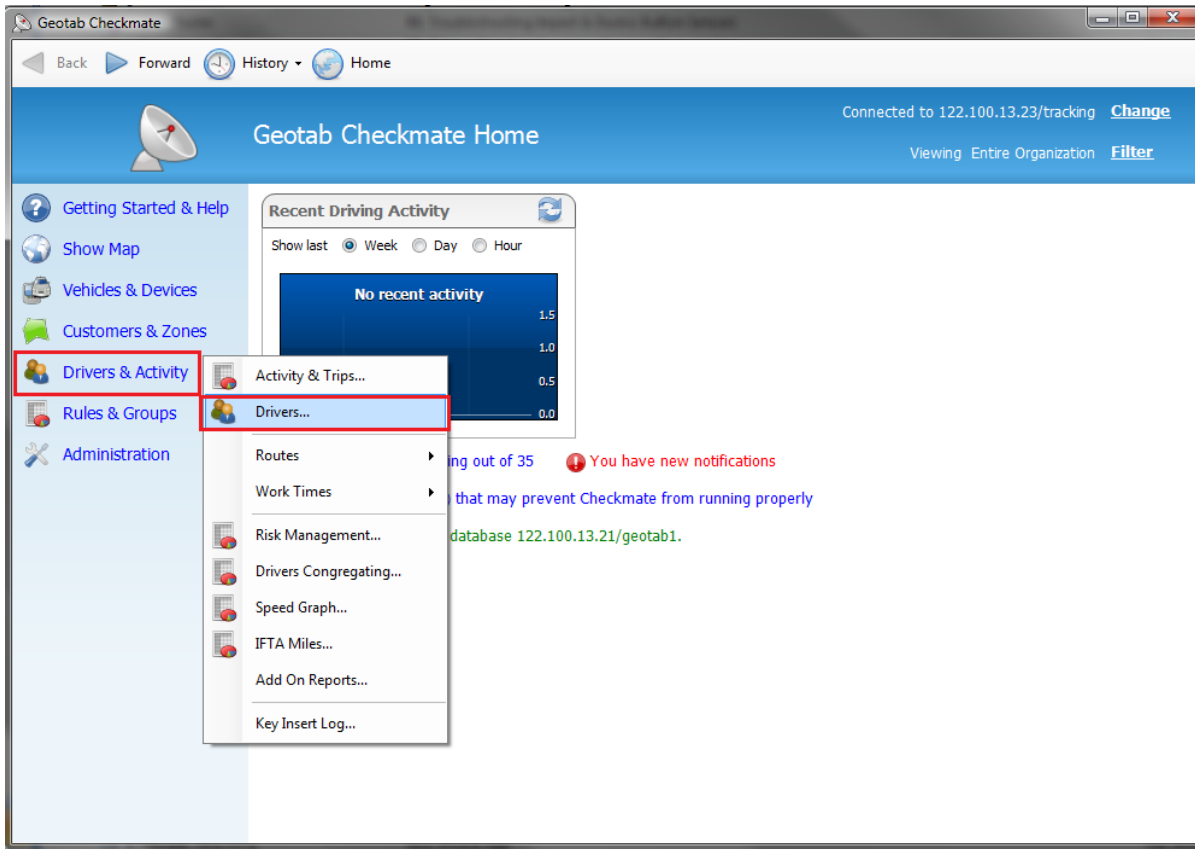
Additionally, you can highlight several vehicles at once, repeat the above process, and they will all show where they are on the same map.

If the Panic button has been pressed inside the vehicle you can either see where the vehicle is by following the steps above, or if you have seen a popup balloon in the right of your screen, click on it, then click **Show on Map**.

*NOTE – The **Request Current Position** option is a manual Poll of the device. Satellite charges apply for this.*

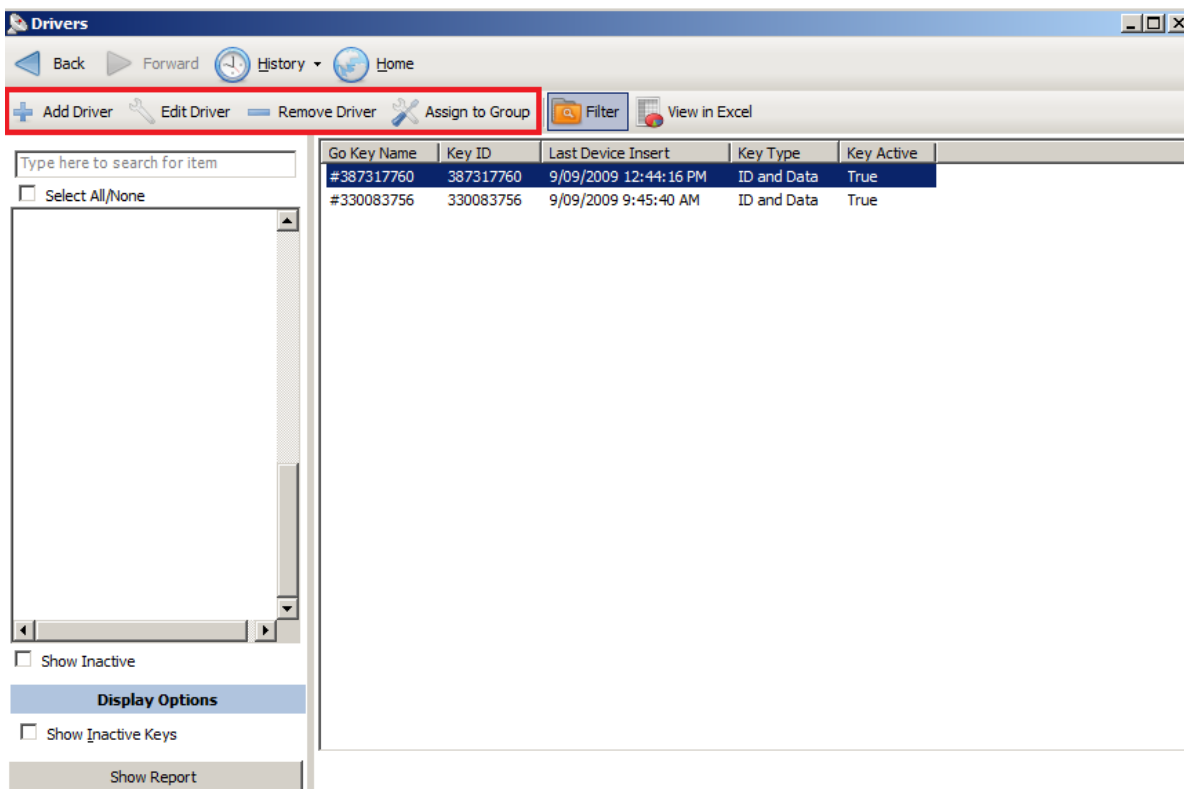
# Driver Key Administration – Editing a Driver Key

To access the Driver Administration page select **Drivers & Activity** then **Drivers**



You will then see the following screen. If you are modifying a Driver Key select the relevant Driver Key from the menu on the left and click **Show Report**.

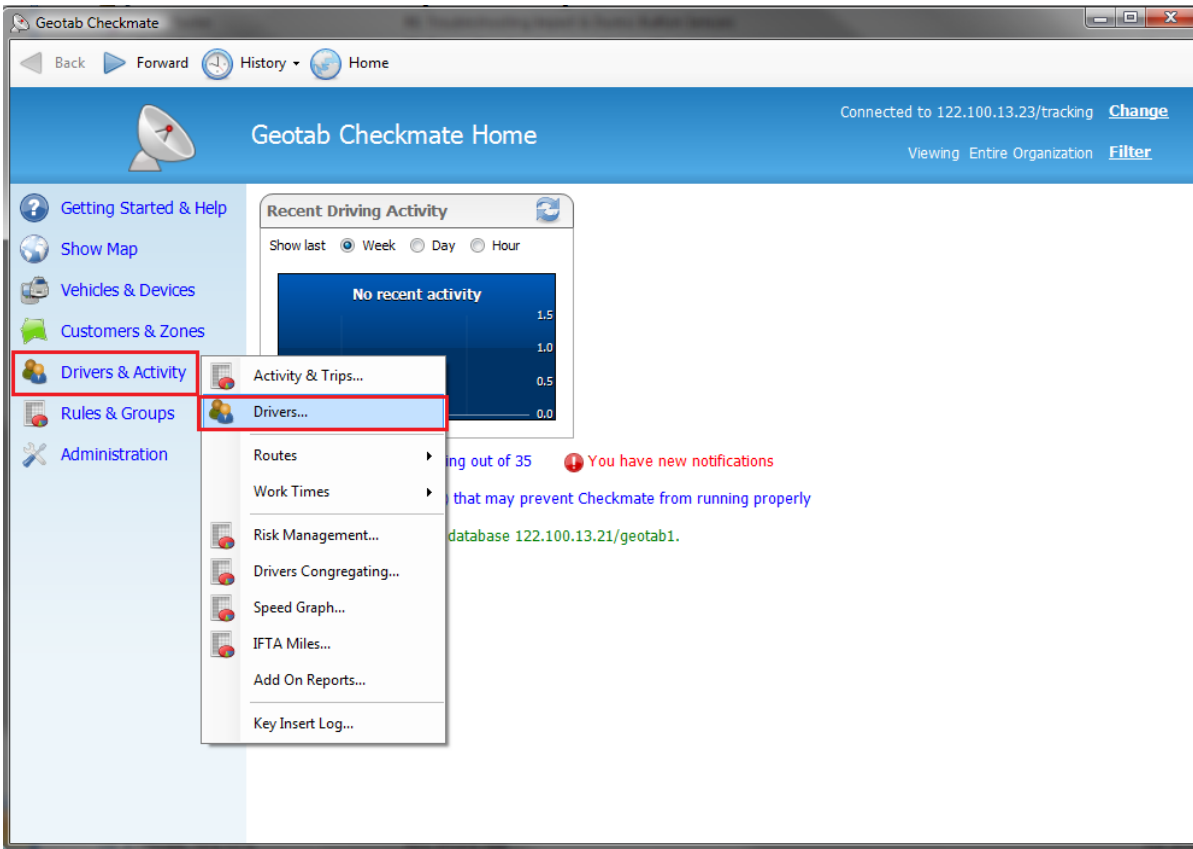
Then highlight the Driver Key once it has appeared on the Report then either right click on the key or select **Edit Driver** (up the top) and edit the name as you wish.



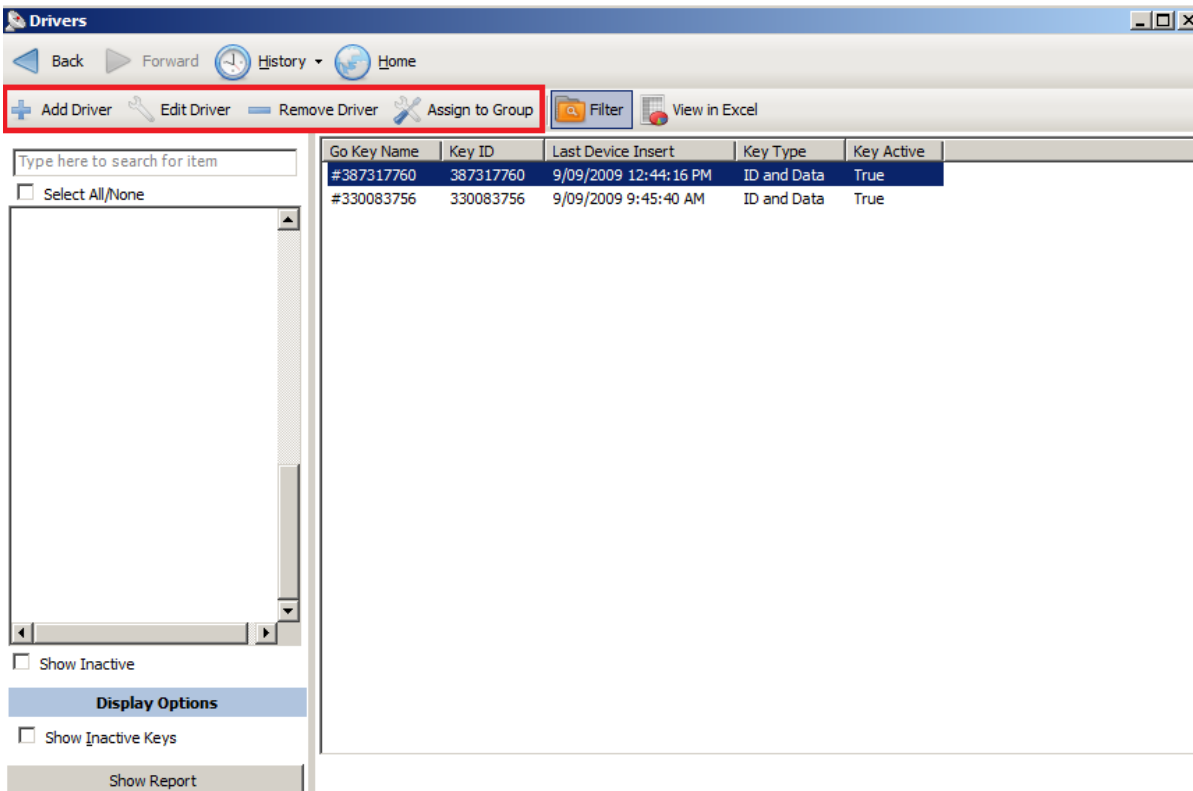
## Driver Key Administration – Creating a Driver Key

For the following process you need to have purchased a Geotab Key Downloader and have it installed and working. Please contact support on +61 8 8372 8999 if you wish to purchase one or for troubleshooting help.

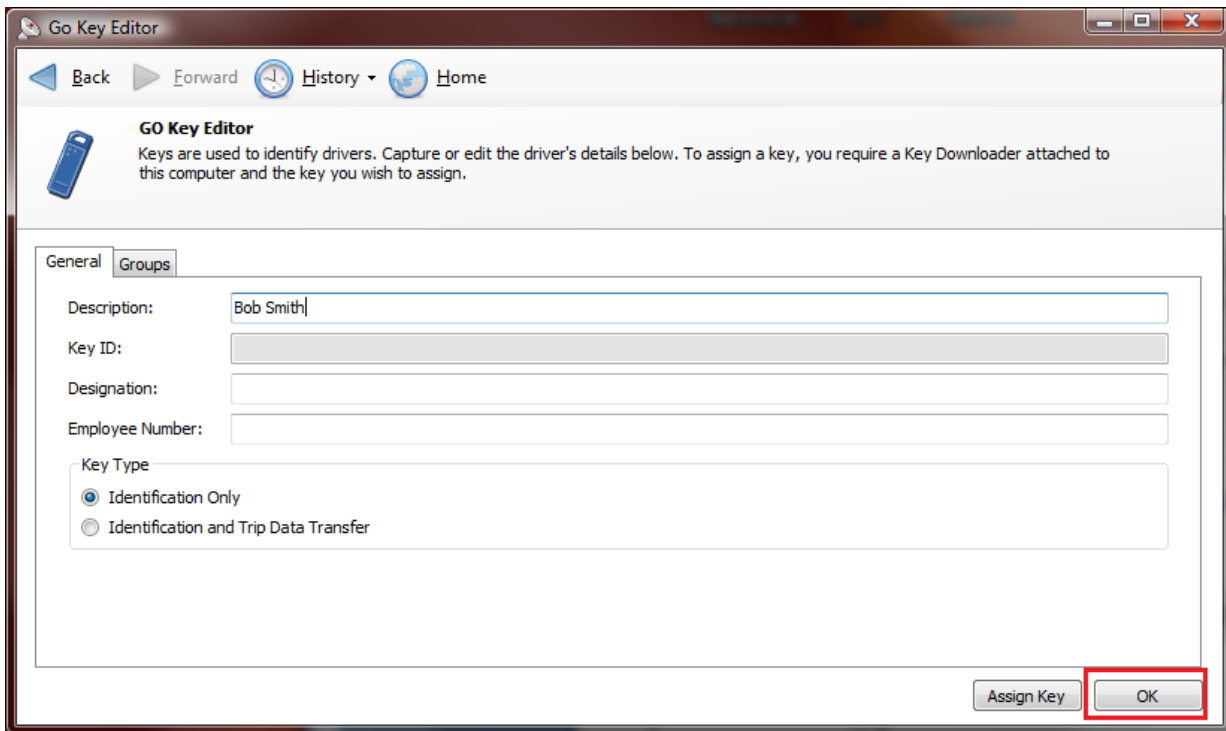
To access the Driver Administration page select **Drivers & Activity** then **Drivers**



Then select **Add Driver** from the menu at the top.



The following screen will be then displayed:



Complete the Driver name details in the description field, leave the toggle box on Identification Only, then Select the Groups tab at the top and assign the relevant Group (if applicable).

Next, click on Assign Key and follow the wizard to assign the key. Once the key is assigned there will be a 9 digit number appearing in the Key ID box.

Once the key has been programmed, click on **OK** to add the key to the database.