FRC

A Safe Fleet Brand

SafeTrack™

Vehicle Software User Manual V0.01

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1 INTRODUCTION

SafeTrack will help you reduce equipment loss. SafeTrack will notify you prior to departing if an asset is:

- Not on the vehicle
- Not present in the assigned storage location

2 SAFETRACK TERMINOLOGY

The following terminology is used in the context of the SafeTrack Mobile system.

- **Asset:** An asset is equipment such as a tool or work gear that will be monitored by SafeTrack. An Asset is usually given a unique easy to read name by the end user for ease of identification.

- **Location:** The location on the vehicle where an asset is stored. This could a storage compartments on a Fire Track, Ambulance or Work Truck. A vehicle may have one or more compartments. Each compartment or storage location is usually given a unique easy to read name by the end user for ease of identification.

- **Assigned Location:** This is the Location on a vehicle where a specific asset is designated for storage when the Vehicle leaves to service a work request and when the vehicle returns after servicing the request.

  Synonyms for Assigned Location: Assigned Storage, Assigned Location.

- **SafeTrack Vehicle Application:** This is a software application through which you will view the status of each asset on the vehicle along with other details related to the assets (such as last known location etc.) The software is also used to register an asset into the SafeTrack system so that SafeTrack can monitor the asset.

  Synonyms for SafeTrack Vehicle Application: Vehicle Software, Vehicle Application, SafeTrack Vehicle UI.

- **Dashboard:** This is SafeTrack Software report that displays the status of each Asset on a Vehicle.

  Synonyms for Dashboard: Vehicle Dashboard

3 SAFETRACK HARDWARE

3.1 SafeTrack LED

This is an LED indicator, installed in an easily viewable area. The indicator changes color based on the status of assets.

Synonyms for LED Indicator: LED, Status LED, LED Notifier.

3.2 SafeTrack Hub

This is a hardware device referred to as the SafeTrack Hub. This device is typically fixed mounted inside the cab area of the vehicle. The Hub is the primary electronic information processor of the SafeTrack system. It is powered by the vehicle.

Synonyms for SafeTrack Hub: Hub, Controller, Controller Unit, Notification Controller Unit.

3.3 SafeTrack Relay

This is a hardware device referred to as the SafeTrack Relay. This device is typically fixed mounted inside a Vehicle Storage Location. The Relay monitors the presence/absence of assets in the compartment and relays the information to the Hub. It may be battery power and can also be powered by the vehicle.

Synonyms for SafeTrack Relay: Relay, Relay Unit, Reader Relay Unit, RRU

3.4 SafeTrack Tag

This is a small electronic device that is attached to the asset being monitored. The device transmits a signal that is used by the SafeTrack system to detect the asset. The SafeTrack Tag signal is read by a SafeTrack Relay and transmitted to the SafeTrack Hub for processing.

Synonyms for SafeTrack Tag: Tag, Asset Tag, Beacon, Bluetooth Tag

4 SAFETRACK VEHICLE SET UP OVERVIEW

1. Connect to and Access SafeTrack Vehicle Application

2. Define the Vehicle and associate it with a Hub

3. Define Storage Locations for the Vehicle and associate Locations with Relays

4. Define each asset to be tracked, associate the asset with the Storage Locations and a Tag

5 ACCESSING SAFETRACK VEHICLE APPLICATION

SafeTrack is accessed using a Web Browser from a device such as a Tablet, Smart Phone or Laptop.

1. 1.   Open the Network Settings menu of the Mobile Device

2. Go to the Wi-Fi section

3. Select "Search" or "Show available networks/devices"

4. A device/network name of the form "SafeTrack_ABCDEFGHIJKL" (where ABCDEFGHIJKL is combination of characters and numbers that uniquely identify the SafeTrack system of the specific vehicle. This will differ based on the Hub in the Vehicle).

5. Select SafeTrack network name.

6. A password/key/passcode prompt will be displayed.

7. The default password is 12345678

8. Connect the mobile device to the SafeTrack Wi-Fi Access Point on the Vehicle.

9. Open a Web Browser on the Mobile device

10. Go to the Web Address http://192.168.5.1

11. The SafeTrack Vehicle Application will come up in the Web Browser

6 LOGIN

Logging in to SafeTrack is required for performing data add and update operation. SafeTrack comes with a default login credential. The default credentials can be used to set up additional logins as needed.
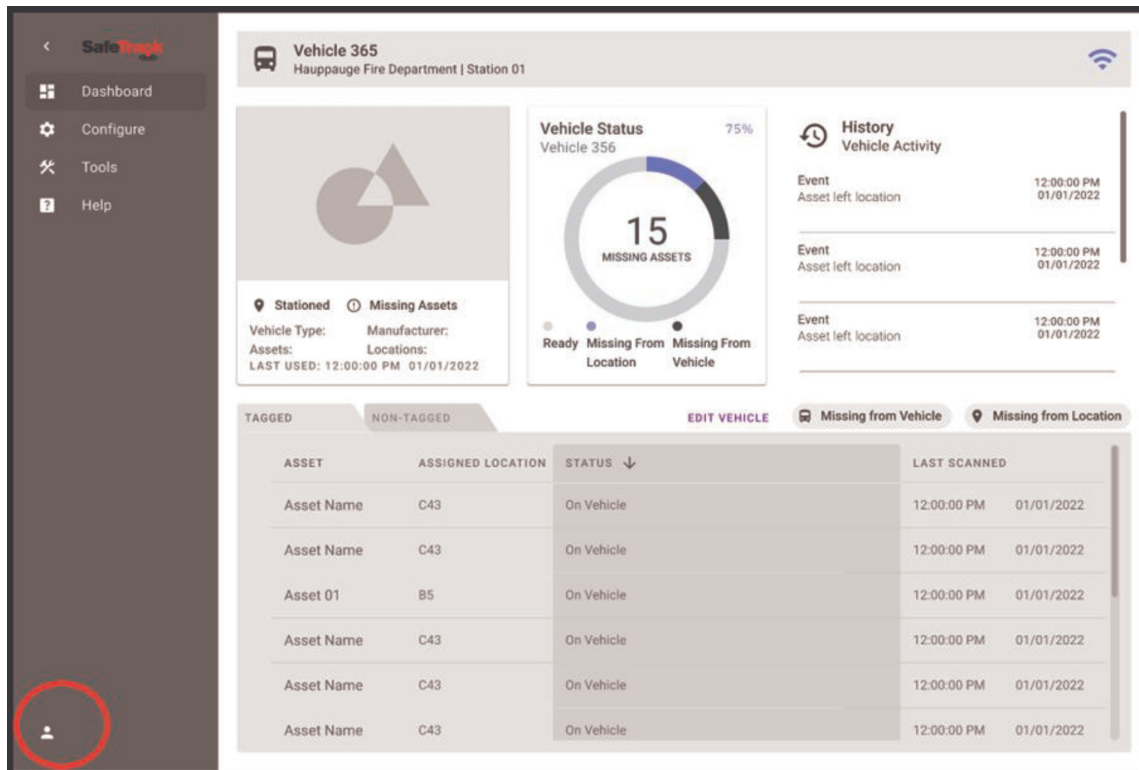
1. Click on the login icon indicated in the figure above.

2. A prompt for login and password will appear.

3. Enter the login and password and click Ok.

The application will now change to edit mode and will allow access to menu items to add and update information.

7 VEHICLE SET UP WIZARD

The Vehicle Set Up Wizard is a guided series of steps intended for quickly configuring the SafeTrack Vehicle Software with the SafeTrack hardware components. The Wizard is intended to simplify the first-time setup of SafeTrack.

Once the system has been set up through the Wizard, user may use either the Wizard or the other management screens in the software to maintain and modify information in the future.

1. Ensure SafeTrack software has been connected over Wi-Fi using the instructions in the earlier section.

2. Login to the SafeTrack Software.

3. Launch the Wizard from the menu bar.

7.1 Vehicle Identification

This is the first step of the Wizard. It is intended to make sure that the user's mobile device is connected to the SafeTrack Wi-Fi access point for the correct vehicle i.e. the Vehicle that the user is intending to set up.
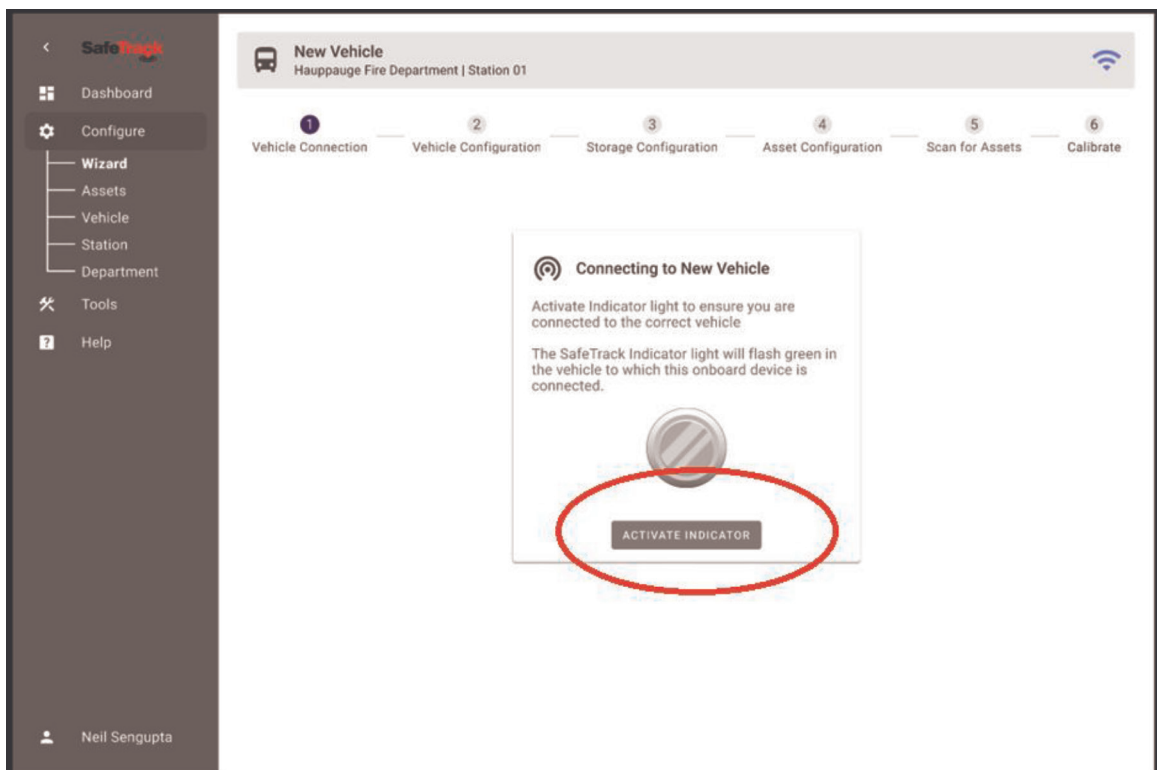
1. Click on the "Activate Indicator" button.

2. The following screen will appear:
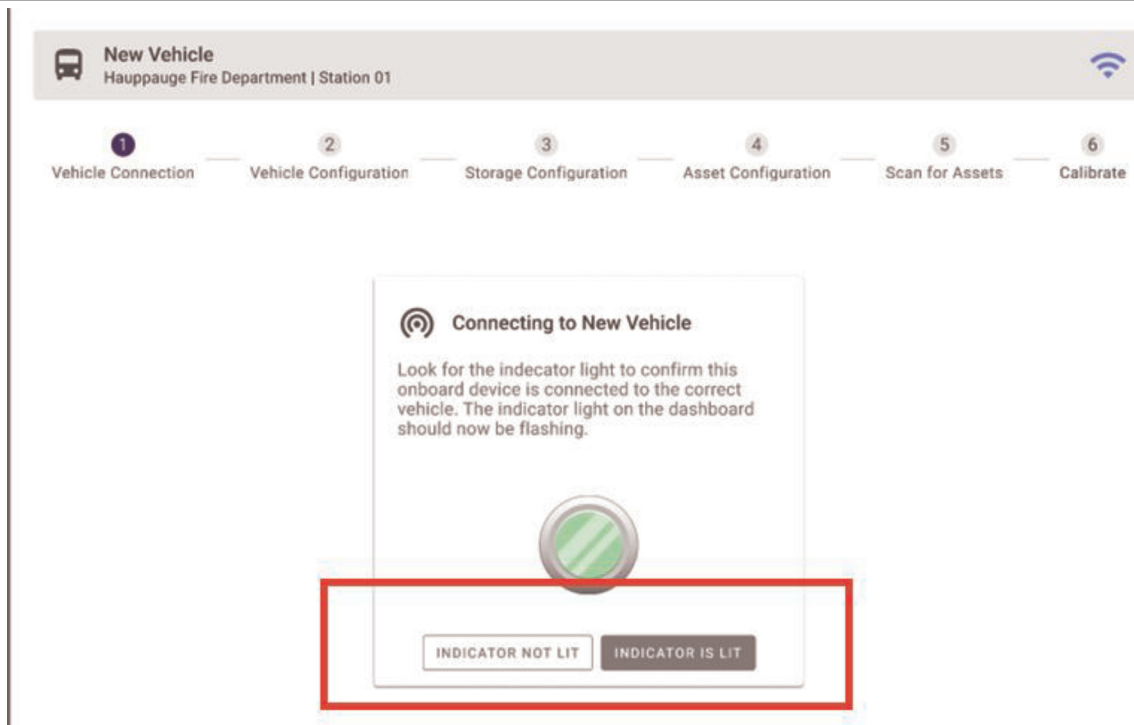
3. Make sure that the physical LED Indicator Hardware light is lit up gree sure that the physical LED Indicator Hardware light is lit up green on the vehicle that is being configured.

4. If indicator is lit then that confirms that the mobile device is connected to the Wi-Fi of the Vehicle being configured.

• Click on the "Indicator is Lit" button

5. If indicator is NOT lit on the Vehicle being configured, that means that the user's mobile device Web browser is not connected to the correct Vehicle Wi-Fi or the indicator is not properly wired.
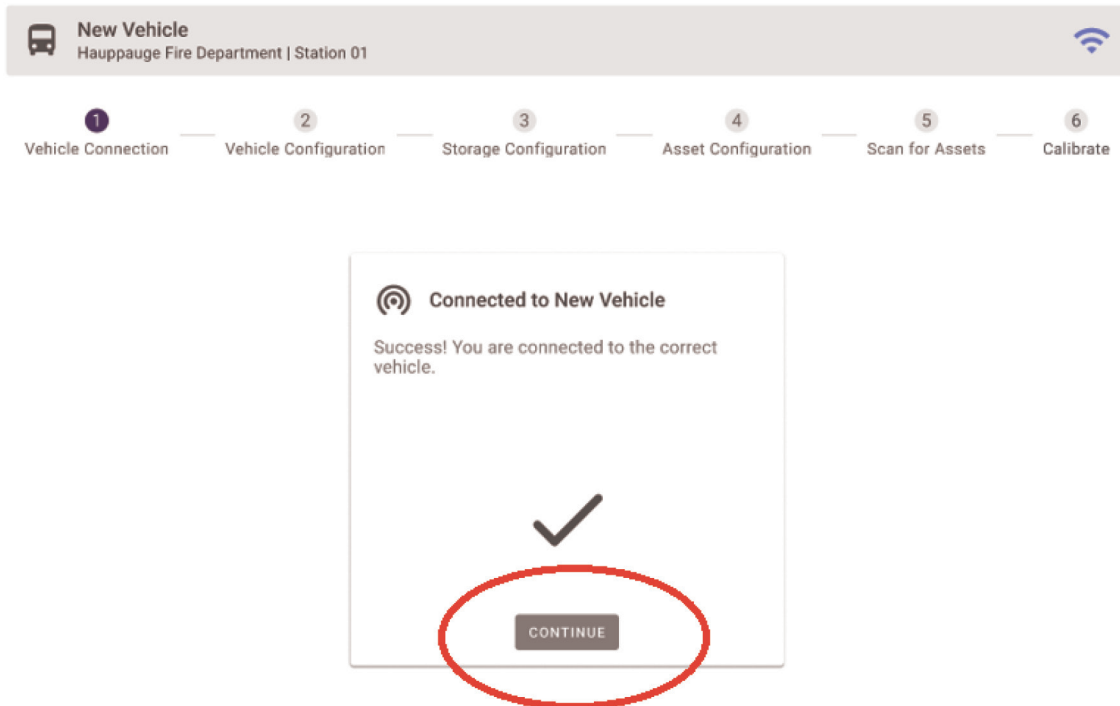
In this case the user should:

• Check the indicator is connected properly

• Disconnect they mobile device from Wi-Fi

• Select another SafeTrack Wi-Fi from the devices Wi-Fi settings

• Connect to the next SafeTrack Wi-Fi

• Repeat step 1.

7.2 Set Up Vehicle

1. Clicking on "Indicator is Lit" will bring up a confirmation form:

2. Click on Continue.

3. The Vehicle Data Form will come up

4. Fill out the Vehicle Name, this will used to ID the vehicle from this point forward.

5. Click on "Save Vehicle"

Note:

- The Wizard process will attempt to automatically identify the SafeTrack Hub information for the Vehicle.

- The Other fields are optional and may be filled later.

7.3 Set Up Storage Location

After clicking Save Vehicle, the Vehicle Storage Location set up form will be displayed

1. Enter a Location Name. This will be a compartment or other storage location. For example L1 or Left front. Names you already use to ID a compartment.

2. Click on Add Storage Location

3. The Location will be saved into the SafeTrack system.

4. Continue and add all necessary storage locations for the vehicle one at time.

5. Once all Storage Locations have been added click on the "Proceed to Asset Configuration" button.

Note:

The SafeTrack Wizard will automatically attempt to identify the Relay information for each storage location.

7.4 Set Up Assets

Once all Storage Locations have been added click on "Proceed to Asset Configuration"

The Asset Data Form will be displayed

1. Enter a name for an Asset, this will be the name that shows up from this point forward. For example: Thermal Camera 1345.

2. Indicate whether the Asset will be tracked with SafeTrack Tag or if it will be non- tagged

3. Select the Location where the Asset will be assigned to and stored – This is required for Tagged Assets

4. The Vehicle will be preselected.

5. Click on the "+" button next to the Tag List.

6. Use the camera of the mobile device to capture the QR code on the SafeTrack Tag that will be used to Tag the specific Asset.

7. Click on Add Asset

8. The Asset will be saved into SafeTrack.

9. Repeat the steps above to add other Assets to the system.

7.5 Auto-Configuration Discovery

Once all Assets (and in particular assets that will be tracked with SafeTrack Tags) have been added, proceed to Auto-Configuration or Discovery of SafeTrack Hardware.

Click on the following:

PROCEED TO SCAN
FOR ASSETS

The Auto Configuration Discovery Screen will be displayed.
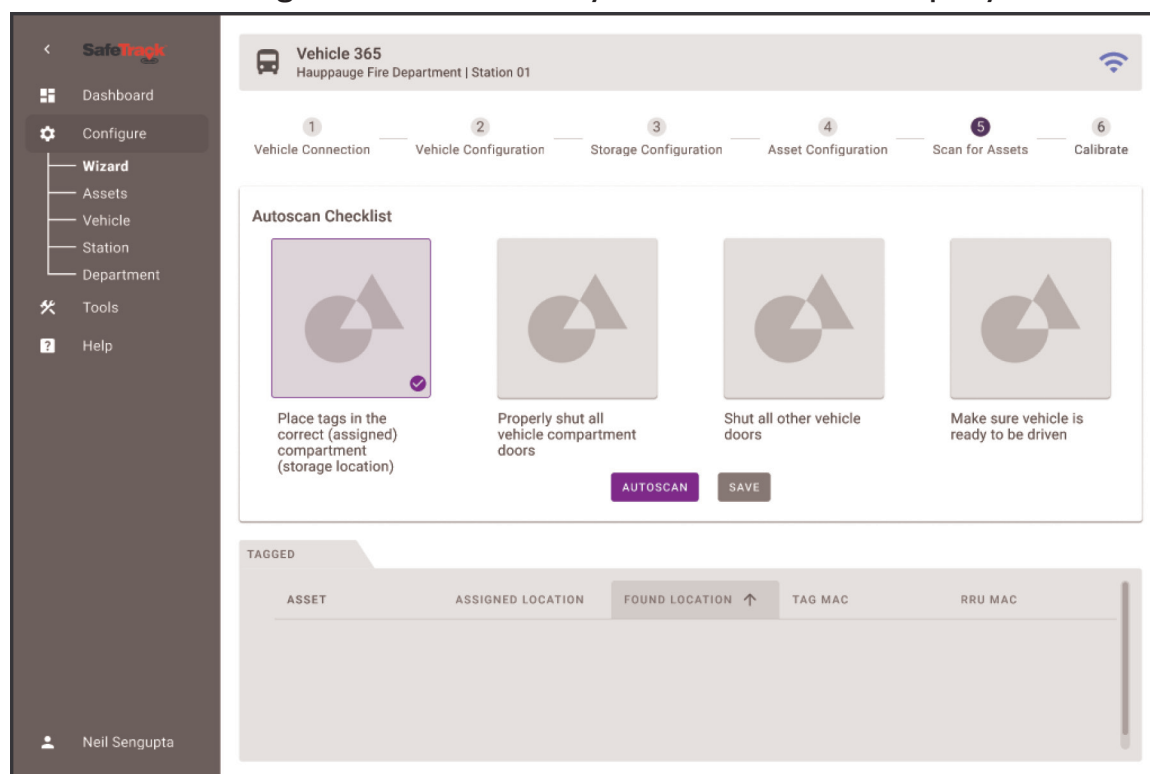
It is recommended that Tags be attached to the associated Asset and those assets be stored into the assigned locations on the vehicle.

1. Follow the instructions on the Auto Scan Check List.

2. Complete the check list. This is extremely important.

3. Click on "Auto Scan".

4. The system will gather hardware information and display a table of Assets showin:

   • Asset Name

- Assigned Location – This is the location that was selected at the time the Asset record was created.

- Found Location – This is the location where SafeTrack has determined the Asset may be actually be located based on received Tag signal information

5. For Assets where the Assigned Location and the Found Location differ, change (if needed) the Found Location to the actual and intended assigned location. This is extremely important.

7.6 Calibration

Next click on the Calibrate button to proceed to system signal calibration. The Calibration Form will be displayed

1. Complete the Pre-Calibration Check list. ***This is extremely important***.

2. Click on the Calibrate button.

3. Once Calibration is completed results will be shown in the results table

4. Click on the Save button to save the Calibration Data.

5. The Wizard will now display the Dashboard screen.

8 THE DASHBOARD - VIEWING ASSET STATUS
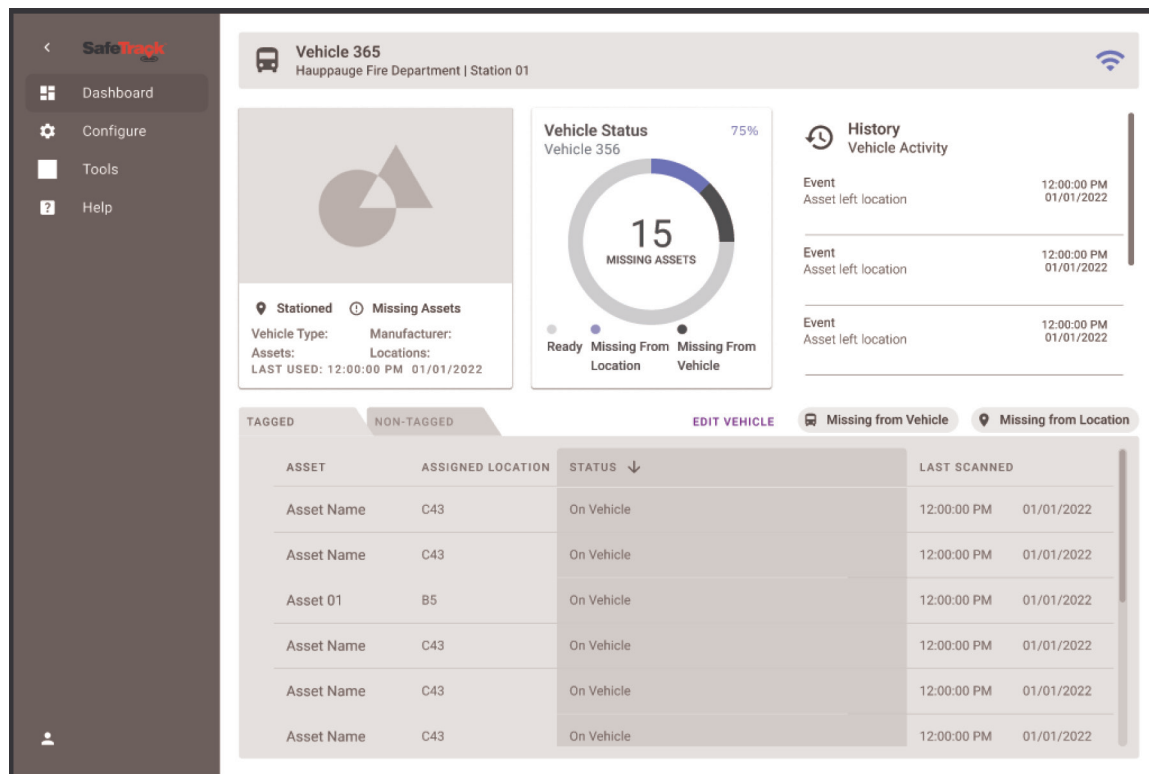
Once the SafeTrack system has been set up with Vehicles and Assets and related Hub, Relays and Tags, the status of Various assets can be view in the Dashboard.
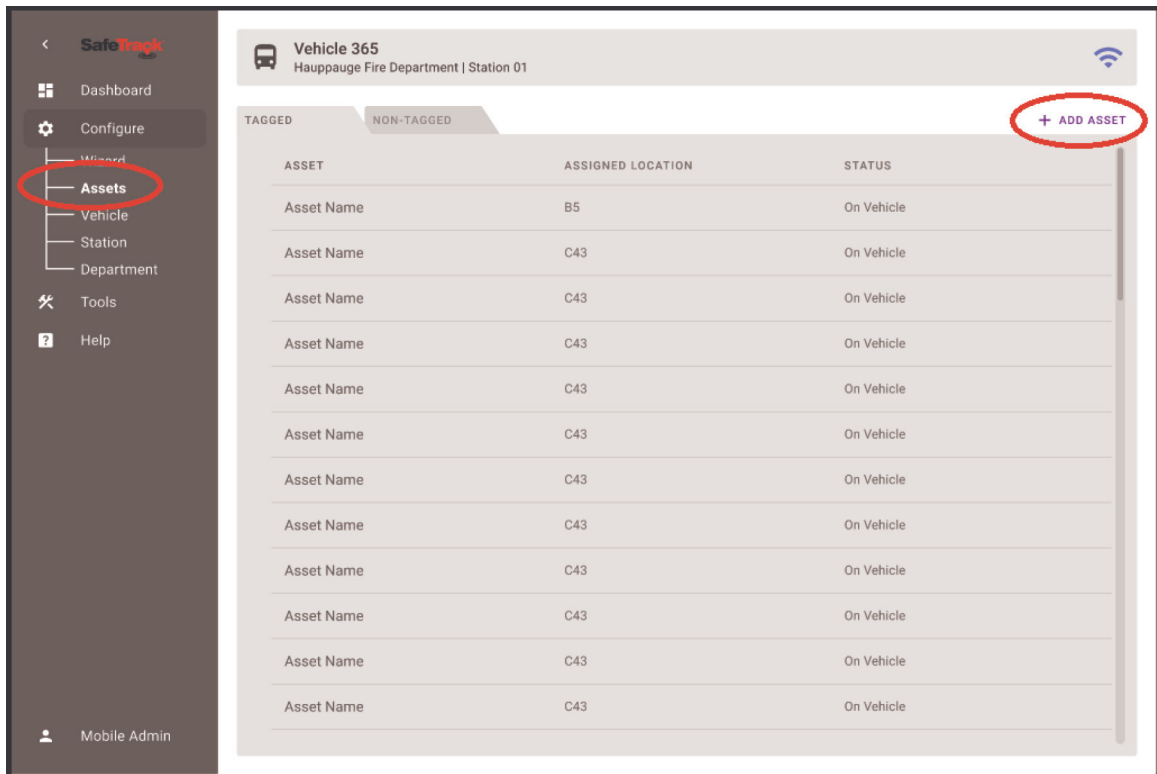
1. To view the Dashboard click on the Dashboard menu item.

2. The status of each Asset will be displayed in the table.

   Status refers to the status of the Asset with regard to it being stored on the vehicle. The possible status cases are:

a) Asset is on the Vehicle and is stored in its assigned compartment.

b) Asset is on the Vehicle however may not be stored in its assigned compartment.

c) The status of the Asset is not known, and it may not be on the vehicle. This requires that the user take an action to rectify the situation.

9   MANAGE ASSETS

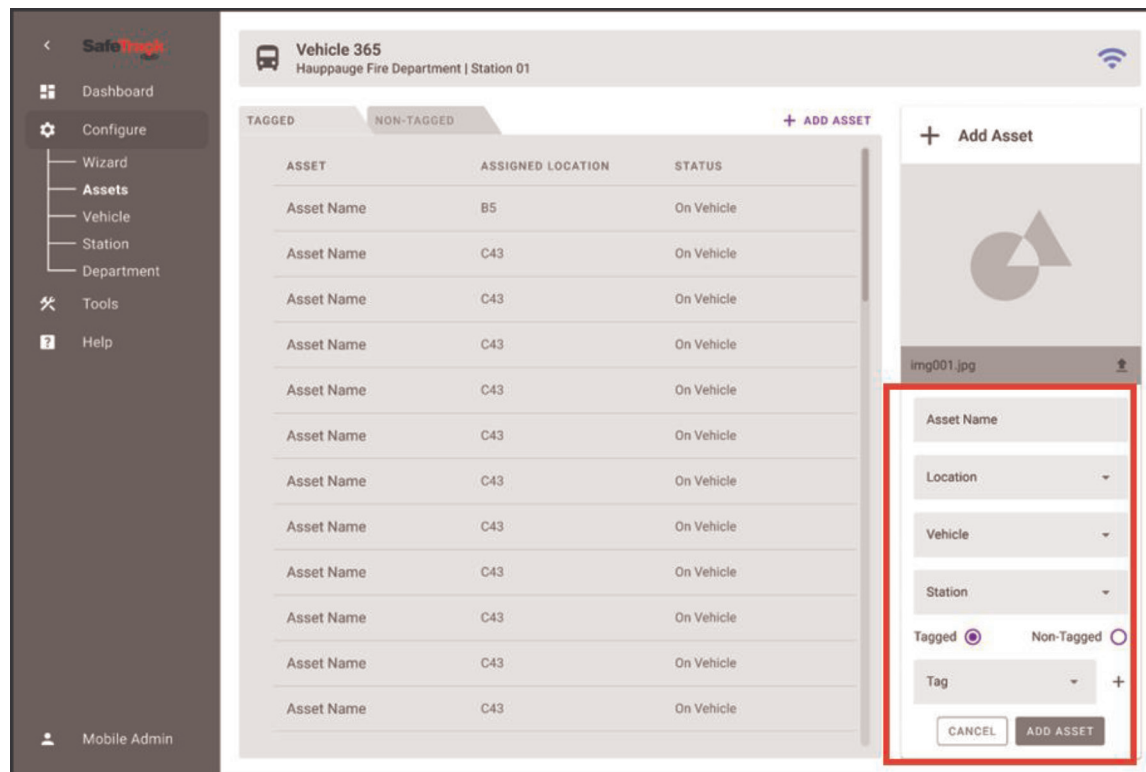Select this menu item to add a new asset or update an existing asset's information.

9.1 View Asset List

1. Click on the Assets item in the menu bar

2. A list of existing assets (if any) will be displayed

9.2 Add New Asset

1. Click on the Add Asset link as shown in the figure above to bring up the "Add Asset" form.

2. Enter a name for the Asset.

3. Using the drop down list marked "Location" select the Location on the Vehicle where that Asset will be typically stored i.e. Assigned Location.

4. The Vehicle will pre-selected and will default to the Vehicle that the application is connected to over Vehicle Wi-Fi

5. The Station will pre-selected and will default to the Station (if any) associated Vehicle that the application is connected to over Vehicle Wi-Fi

6. Select "Tagged" option if the Asset will be tracked with a SafeTrack Tag otherwise select "Non-Tagged"

7. The drop-down list marked "Tag" will have the list of Tags that are known to the Vehicle SafeTrack system.

8. Tag

- If needed a new Tag can be added to the system by clicking in the + symbol next to the Tag drop down list

- Select the Tag from the drop-down list to be associated with the Asset.

9. Optional: Click on the camera icon to take a picture of the Asset and associate the image with the Asset record

10. Click on the Add Asset button to save the Asset record into the Vehicle SafeTrack system

9.3 Edit Existing Asset

1. Click on Assets in the Menu

2. The Asset List will be displayed

3. Click on the row of the Asset to be edit.

4. The Asset Edit Form with previously filled out data will come up.

5. Make the necessary additions/modifications to the fields.

6. Click on the Save button to save the changes.

9.4 Data Field Note

For SafeTrack to monitor/track an Asset the following fields are required

1. A Location

2. The Tagged Option selected

3. A valid SafeTrack Tag Id

10 MANAGE VEHICLE

This feature is used to define the Vehicle (or update information related to the Vehicle) in SafeTrack, name the Vehicle, associate the vehicle with a Hub device define and name storage compartments, associate each compartment with a Relay device, associate the vehicle with a Station. Vehicle definition is a required step to use SafeTrack.

10.1 Add Vehicle

1. This is used if there is no Vehicle information at all stored in SafeTrack

2. Select the Vehicle Menu Item

3. The Vehicle information form is displayed.

4. Provide a Name for the Vehicle. Typically this will be the common name that the Vehicle is specifically referred to by the crew and station.

5. Key in a type for the Vehicle such as an Aerial, Pumper, Rescue, Ambulance etc.

6. Key in the Vehicle Manufacturer name.

7. Hub

   • If needed a new Hub can be added to the system by clicking in the + symbol next to the Hub drop down list

   • Select the Hub from the drop-down list to be associated with the Vehicle.

8. Click Save to create the Vehicle Record

9. Next proceed to add storage locations

10. Click on the + symbol next to the "Add Location Caption"

11. The Location Data Form is displayed

10.1.1 Add Locations

1. Enter a name for the location e.g. Left Rear Storage

2. Relay

   • If needed a new Relay can be added to the system by clicking in the + symbol next to the Hub drop down list

   • Select the Hub from the drop-down list to be associated with the Vehicle.

3. Click on Add Location to associate the storage location with the vehicle

4. The locations Tab will display the list of Locations for the Vehicle

10.2 Edit Vehicle

1. Click on Vehicle in the Menu

2. The Vehicle Data Form with previously filled out data will come up.

3. Make the necessary additions/modifications to the fields.

4. Click on the Save button to save the changes.

10.2.1 Add/Edit Locations

1. To add a new Location to the Vehicle see Add Location section above

2. To edit an existing Location, click on the Location row in the list if displayed Locations.

3. The Location Data form will be displayed showing previously saved information for that Location.

4. Add or modify the display the Location data as needed.

5. Click on the Update Location button to save the changes to the Location.
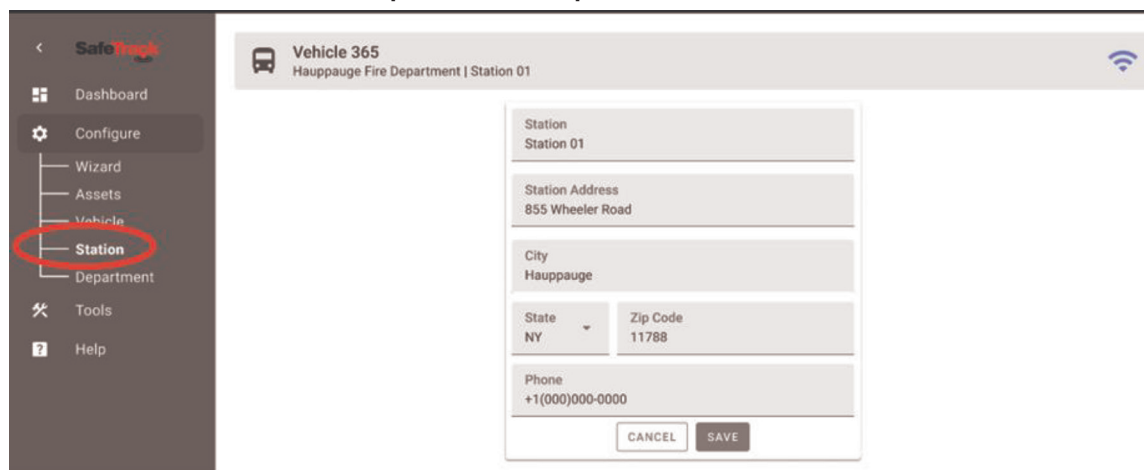
10.3 Data Field Note

For SafeTrack system to be fully functional the following fields are required for a Vehicle

1. Vehicle Name

2. A valid Hub Id

3. At least One Location with an associated valid Relay Id

11 MANAGE STATION

Use this feature to define (or update information on) the Station where the Vehicle is typically parked (or update information related to the Station), in SafeTrack. This is an optional step.

11.1 Add Station

1. Select the Station menu item

2. The Station Data Form will be displayed

3. Fill in the Station Name

4. A Street Address, City, State and Zip

5. Phone Number

6. Click on the Save button to save the station record to the Vehicle's SafeTrack system

7. The SafeTrack system will automatically link the Vehicle record to the Station in case the Vehicle was not already associated with the station.

11.2 Edit Station

1. Select the Station menu item

2. The Station Data Form will be displayed with previously saved Station data

3. Add or modify the displayed Station data as needed.

4. Click on the Save button to save the changes to the Station.

12 DEPARTMENT

Use this feature to define (or update information on) the Department to which the Station (if defined) belongs. This is an optional step.

12.1 Add Department

1. Select the Department menu item

2. The Department Data Form will be displayed

3. Fill in the Department Name

4. A Street Address, City, State and Zip

5. Phone Number

6. Click on the Save button to save the Department record to the Vehicle's SafeTrack system

7. The SafeTrack system will automatically link the Department to the Vehicle Station in case the Station was not already associated with the Department

12.2 Edit Department

1. Select the Department menu item

2. The Department Data Form will be displayed with previously saved Station data

3. Add or modify the displayed Department data as needed.

4. Click on the Save button to save the changes to the Department.

13 SECURITY LEVELS

1. Administrator allows full access to application features

2. Operator allows access to all application features except user management

3. Viewer allows access to all application features in read-only mode

NOTES

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