FleetLocate

CUSTOMER ONLINE TRAINING KIT

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### TRAILER LEASING

# CUSTOMER ONLINE TRAINING KIT

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1. Login into the Premier Trailer Leasing website and scroll down to the **FLEET INFORMATION** section of the webpage.

2. Clicking the green dots in the **Fleet Locations**>**Map** or the **GO!** link in the **Tracking** column of any of your trailer numbers will direct you to the FleetLocate website which will allow you to view and track all your trailers in your account.

3. Clicking the green dot will display the most recent location information for the trailer and provides a link to assist you in locating the **Nearest Premier Trailer Branch**. You can also access the FleetLocate website by clicking on the **Last Update by** link displayed in the image below.
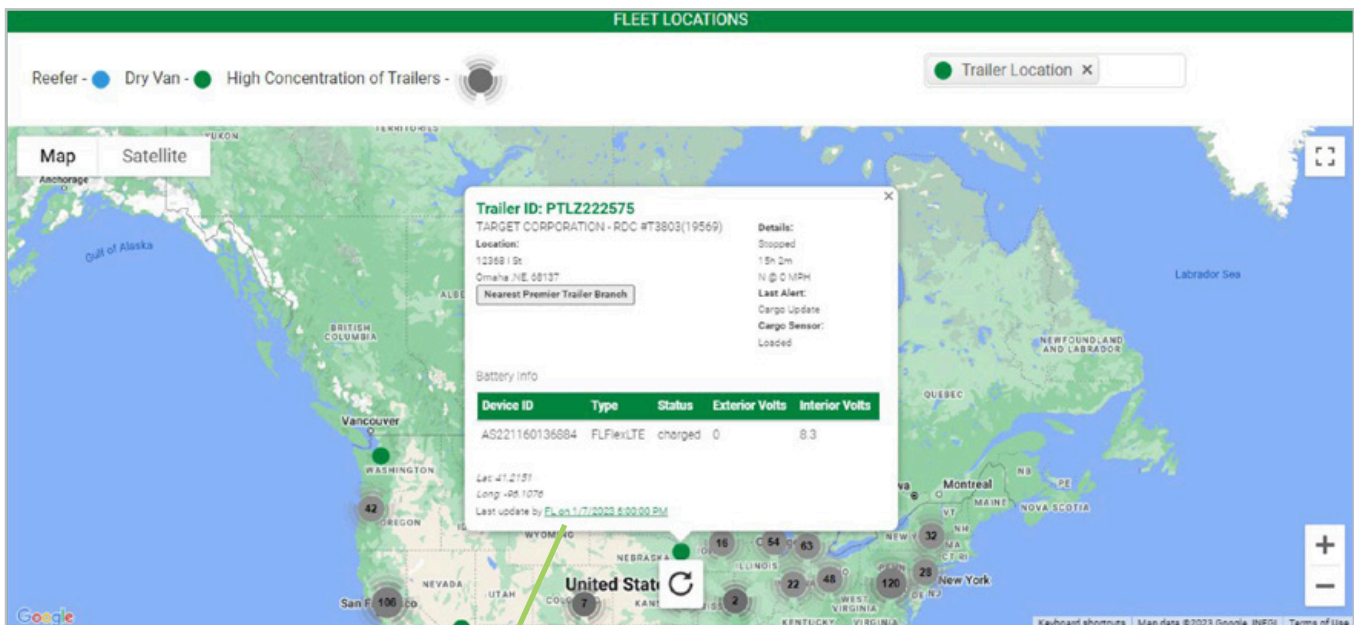
You can also access the FleetLocate website
by clicking on the Last Update by link.

4. Clicking the **GO!** link will take you directly to the FleetLocate website.
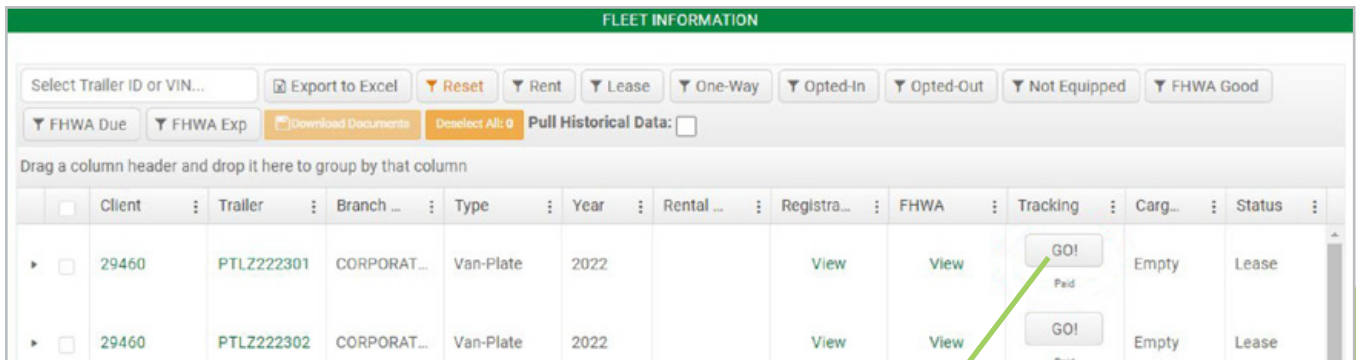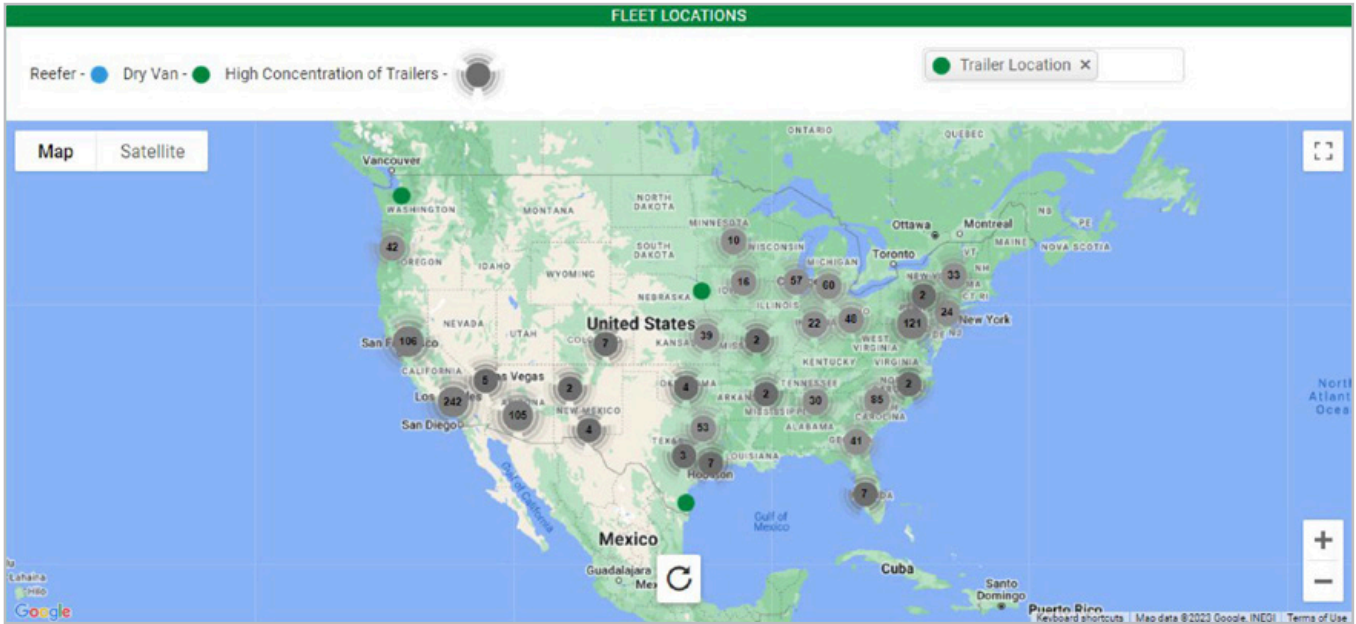
The GO! link will take you directly to the FleetLocate website.

5. Upon entering the FleetLocate website, the initial view will be for the **Last 50 Events** for the trailer number you selected. To view all trailers on your account, click the back arrow next to the trailer number.
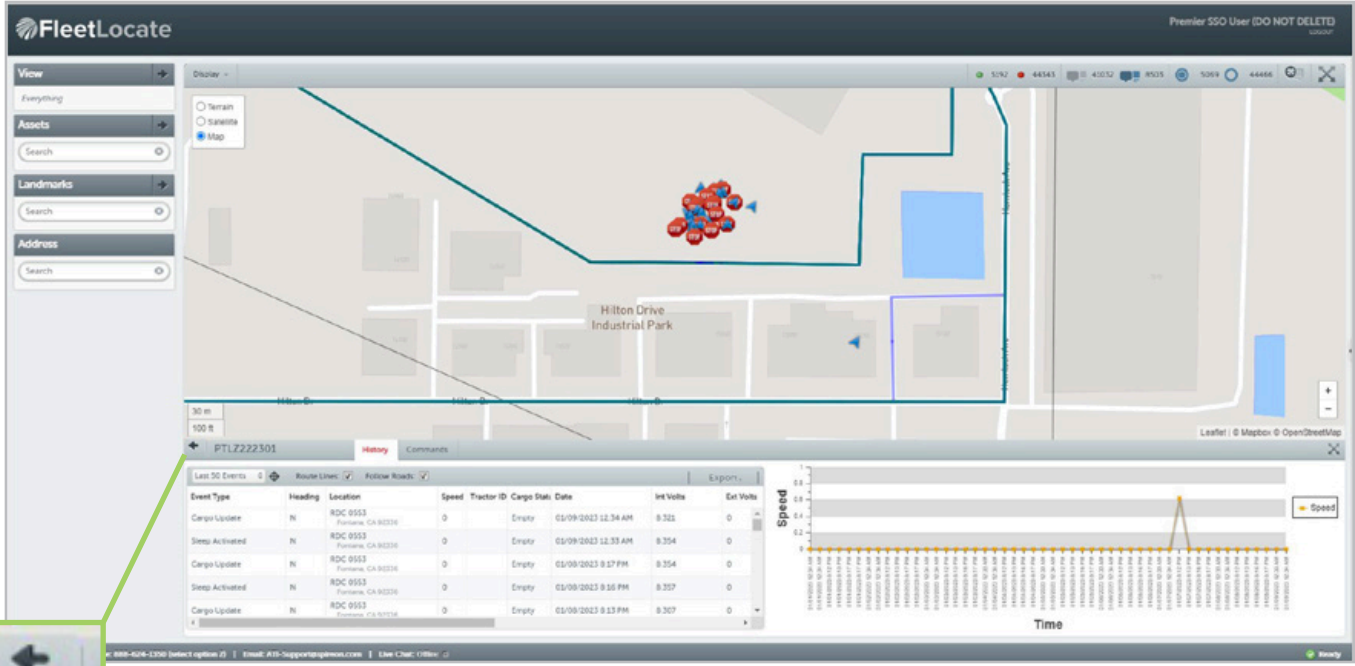
To view all trailers on your account, click the back arrow next to the trailer number.

Full Account View

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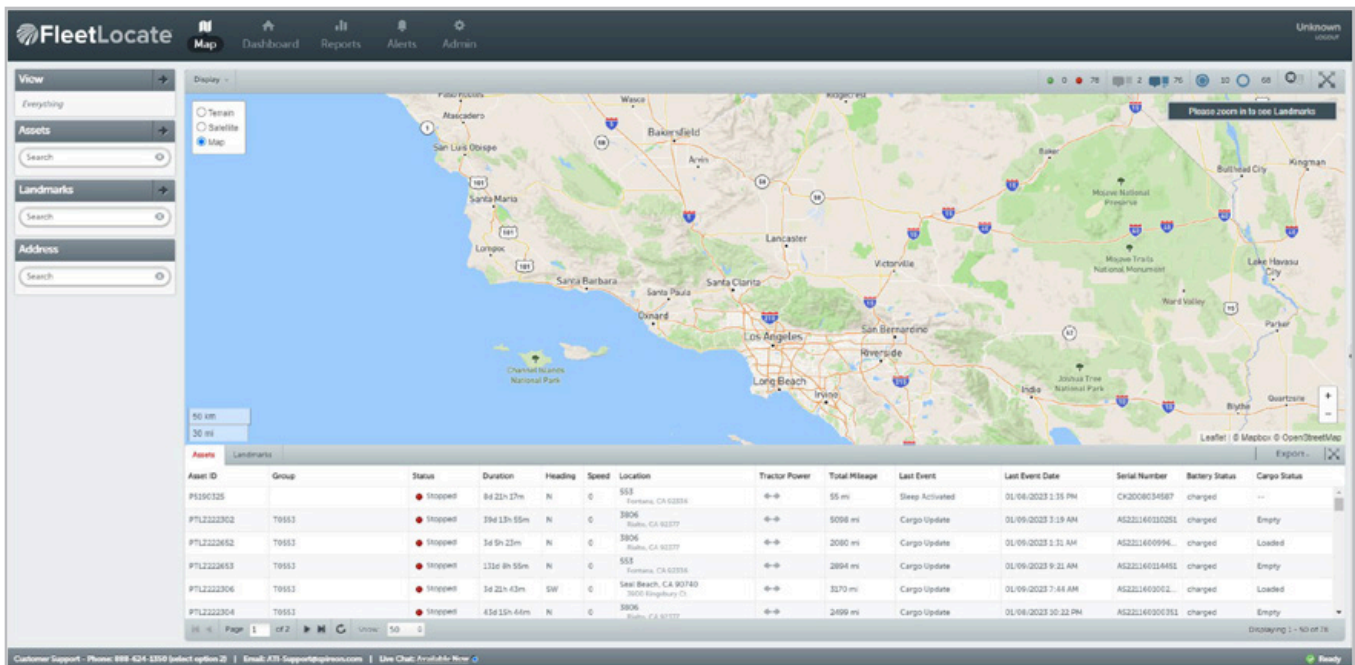
1. Placing the cursor to the right of any column header in the **Asset** and **Landmark** grids will show an arrow

2. Click the arrow to choose how to sort the selected column or to choose which columns are displayed in the grid
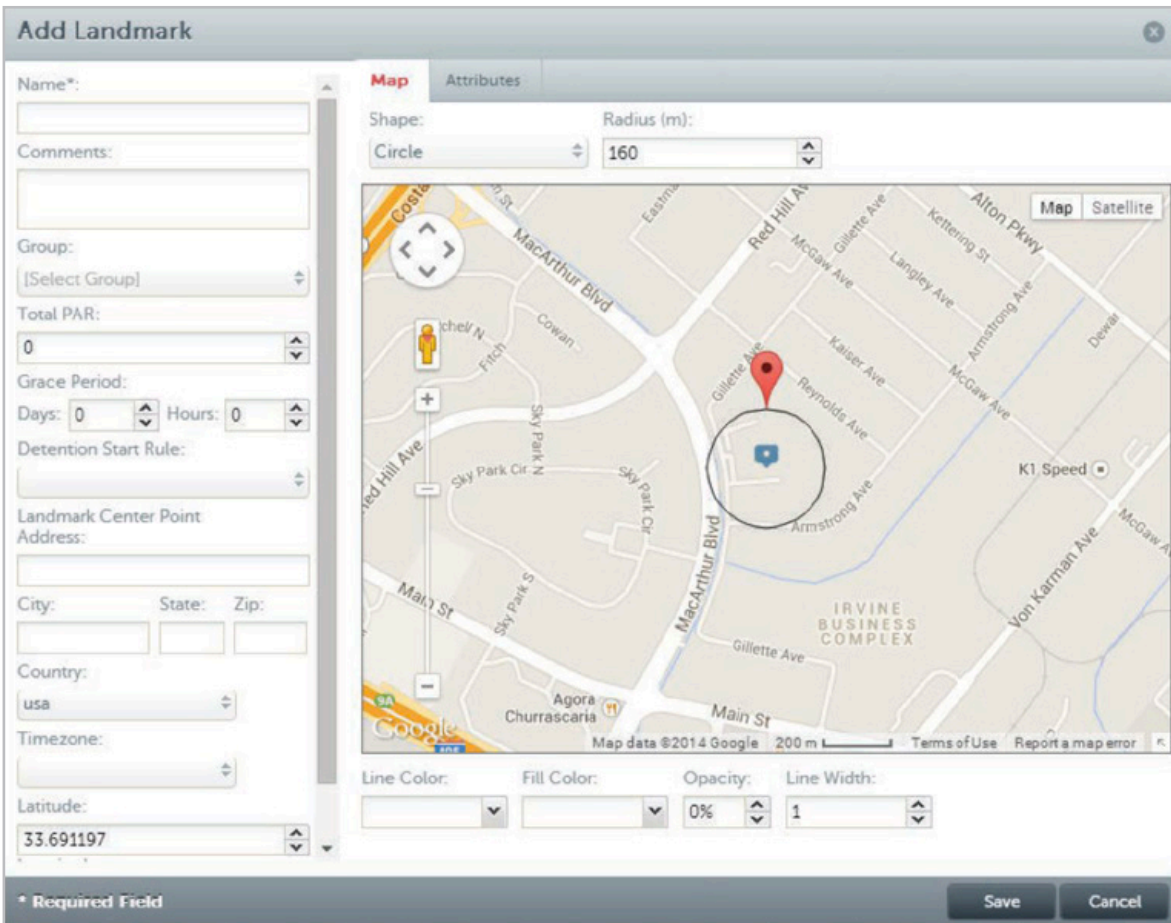
A landmark is a virtual boundary that can be drawn around a point on a map and used for the **Map, Reports** and **Alerts** pages. This can be manually set up or a landmark can be created by importing lat/long values as described in the next section below.

To set up a landmark:

1. Under the **Admin** tab, select **Landmarks**.

2. Select **Add** from the top right of the grid to open the **Add Landmark** window.
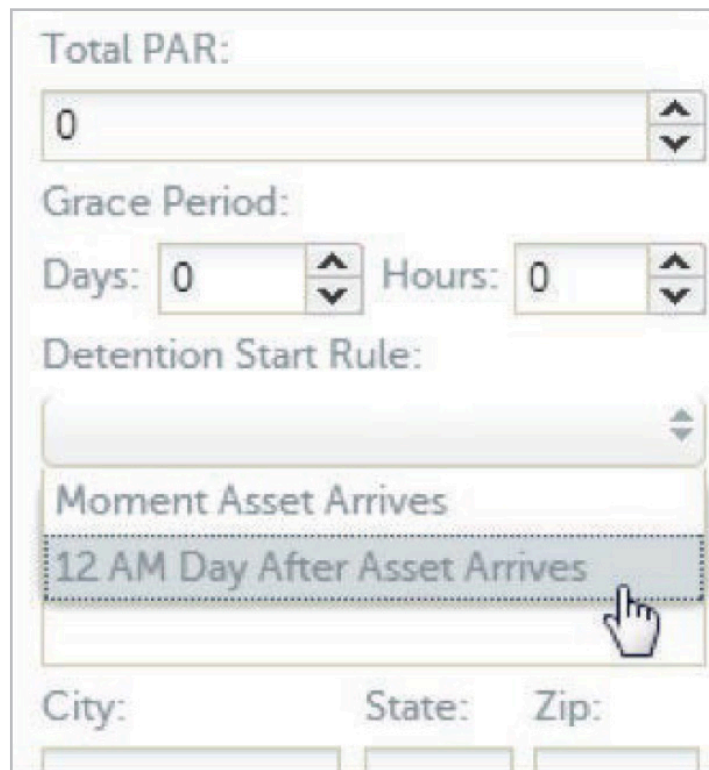

3. Enter a **Name** for the landmark and select a group from the dropdown. The **Comments** field is optional.

4. The **Total PAR** is the desired number of assets in inventory at that landmark.

5. Set the **Grace Period**. The **Grace Period** is how long your asset can remain at the landmark before it is considered detained.

6. **The Detention Start Rule** dropdown allows to you select from two options:

   a. **Moment Asset Arrives**: starts the Grace Period at the moment your asset reports crossing the landmark's boundary

   b. **12AM Day After Asset Arrives**: starts the Grace Period at midnight on the day your asset reports crossing the landmark's boundary.

7. Enter the **Landmark Center Point Address** or **Latitude** and **Longitude** to determine the landmark's central location.

8. Select a **Time zone** from the dropdown menu.

9. The **Map** tab on the right of the window contains settings for the landmark's display. Select the **Shape, Radius** (in meters), **Line Color, Fill Color, Opacity** and **Line Width**.

10. Select any labels from the **Attributes** tab that you prefer.

11. Select **Save** to create the landmark.

10. The Shape will default to **Circle**. However, the **Polygon** selection allows the most flexibility in outlining oddly shaped land masses or structures. The pinpoints can be moved by holding and pressing the mouse button to drag the pinpoints to your desired shape. Clicking between any two pinpoints adds additional pinpoints for outlining.
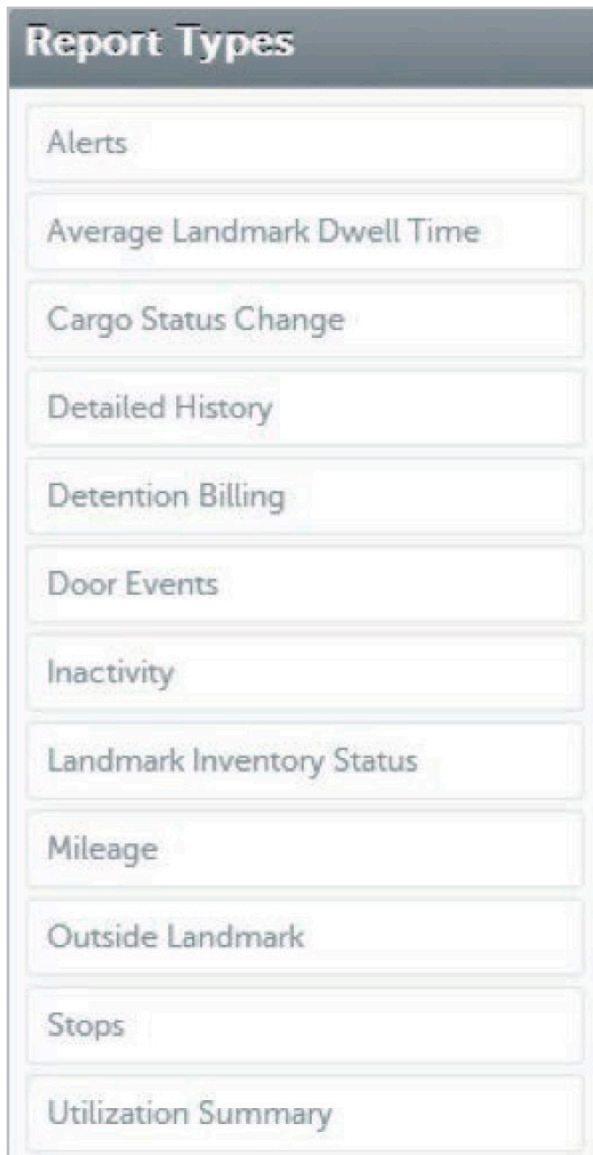

11. After completion of the outline, select a preferred **Line Color, Fill Color, Opacity**, and **Line Width**.

12. Select any labels from the **Attributes** tab that you prefer.

13. Select **Save** to create the landmark.

Reports can be accessed from the Reports tab. Reports are run for a user-definable date range and configured for single or multiple assets or landmarks.

Clicking the Reports tab brings up a list of Report Types in the left panel.
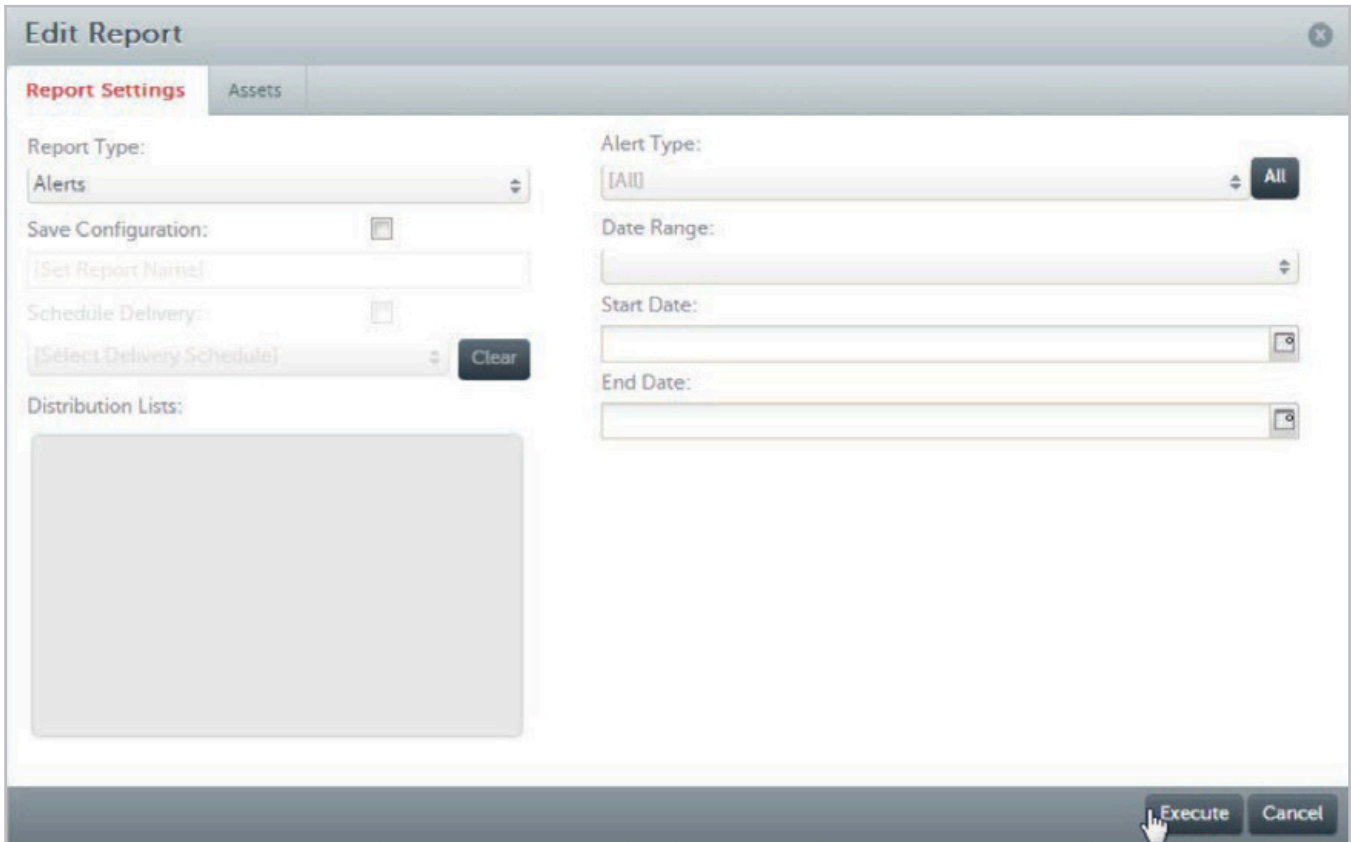
Run a report:

1. Click the **Reports** tab at the top of the window
2. Select the type of report from the left to bring up the **View Report** menu.

Report Types

- Alerts
- Average Landmark Dwell Time
- Cargo Status Change
- Detailed History
- Detention Billing
- Door Events
- Inactivity
- Landmark Inventory Status
- Mileage
- Outside Landmark
- Stops
- Utilization Summary

3. Click **Generate Report** to open the **Edit Report** window.

View Report

Alerts

Generate Report
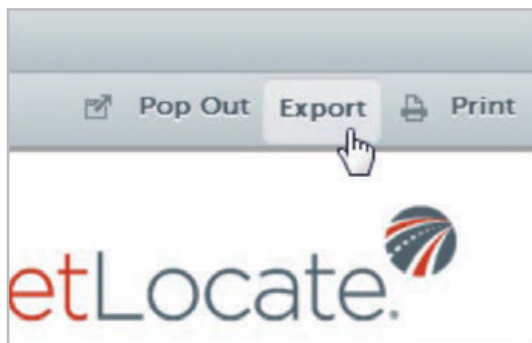
Saved reports

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4. Fill out the fields in the **Edit Report** window. These can include filling out **Report Settings**, specifying **Assets** and **Landmarks** (if applicable).

5. Click **Execute** to run the report

6. Exporting a report can be done by clicking the Export button in the upper right. Reports are exported as CSV files.

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