



CUSTOMER ONLINE TRAINING KIT

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Premier[®]
TRAILER LEASING

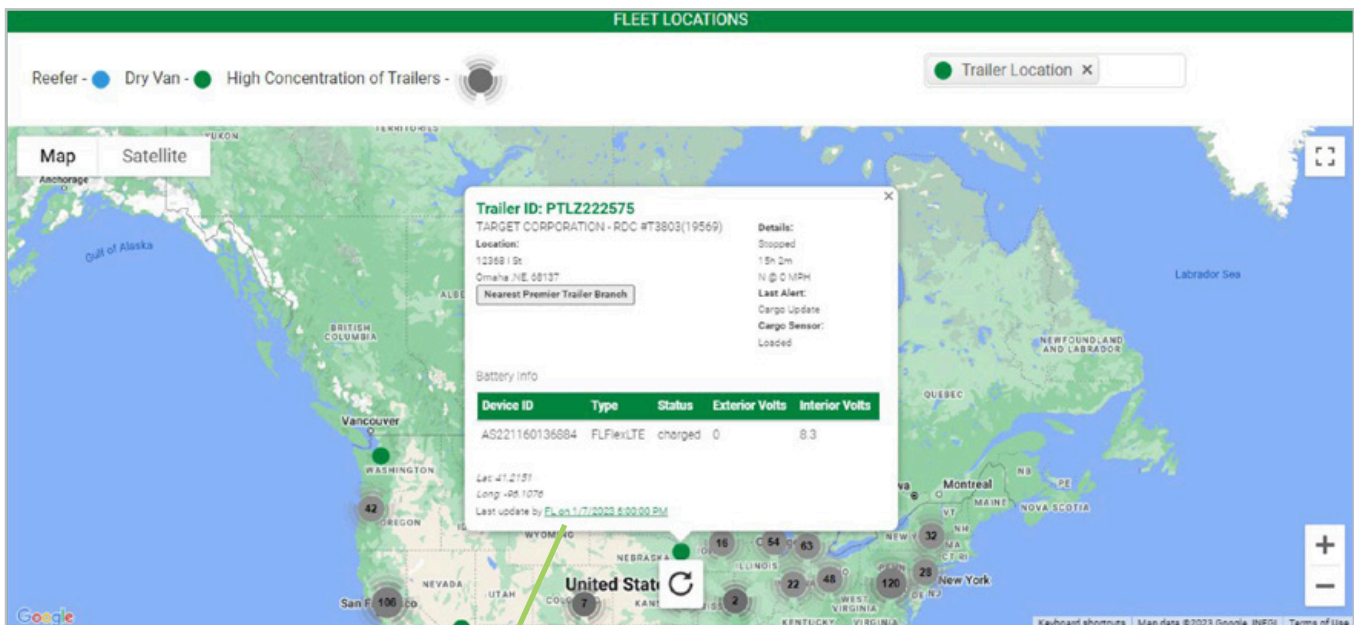


CUSTOMER ONLINE TRAINING KIT

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ACCESSING FLEETLOCATE FROM THE PREMIER WEBSITE

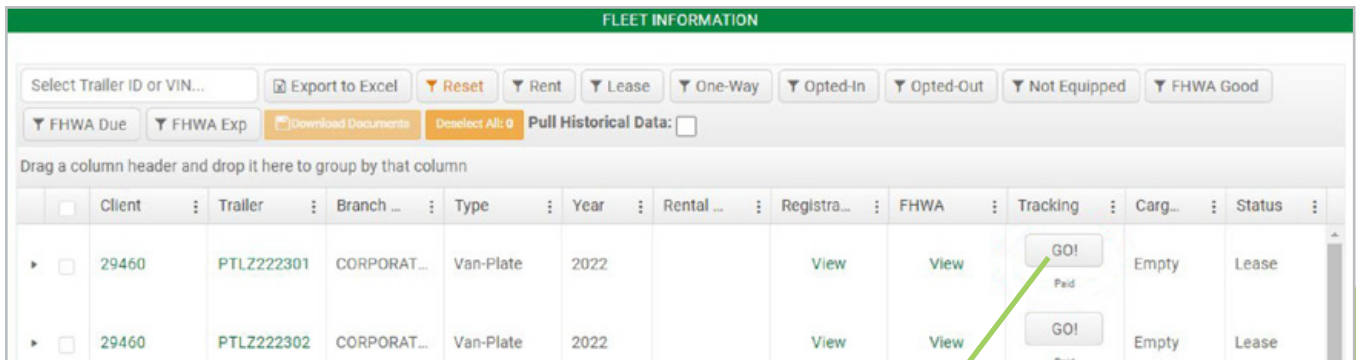
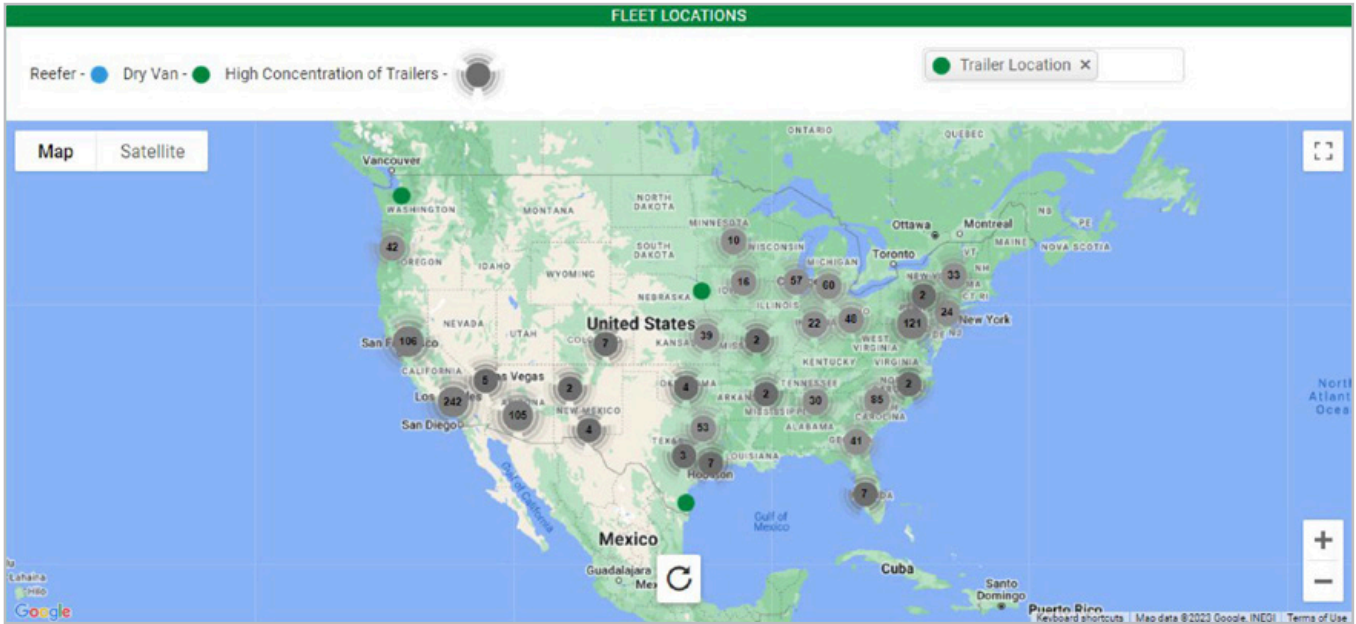
1. Login into the Premier Trailer Leasing website and scroll down to the **FLEET INFORMATION** section of the webpage.
2. Clicking the green dots in the **Fleet Locations>Map** or the **GO!** link in the **Tracking** column of any of your trailer numbers will direct you to the FleetLocate website which 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.



Last update by [FL on 1/7/2023 6:00:00 PM](#)

You can also access the FleetLocate website by clicking on the Last Update by link.

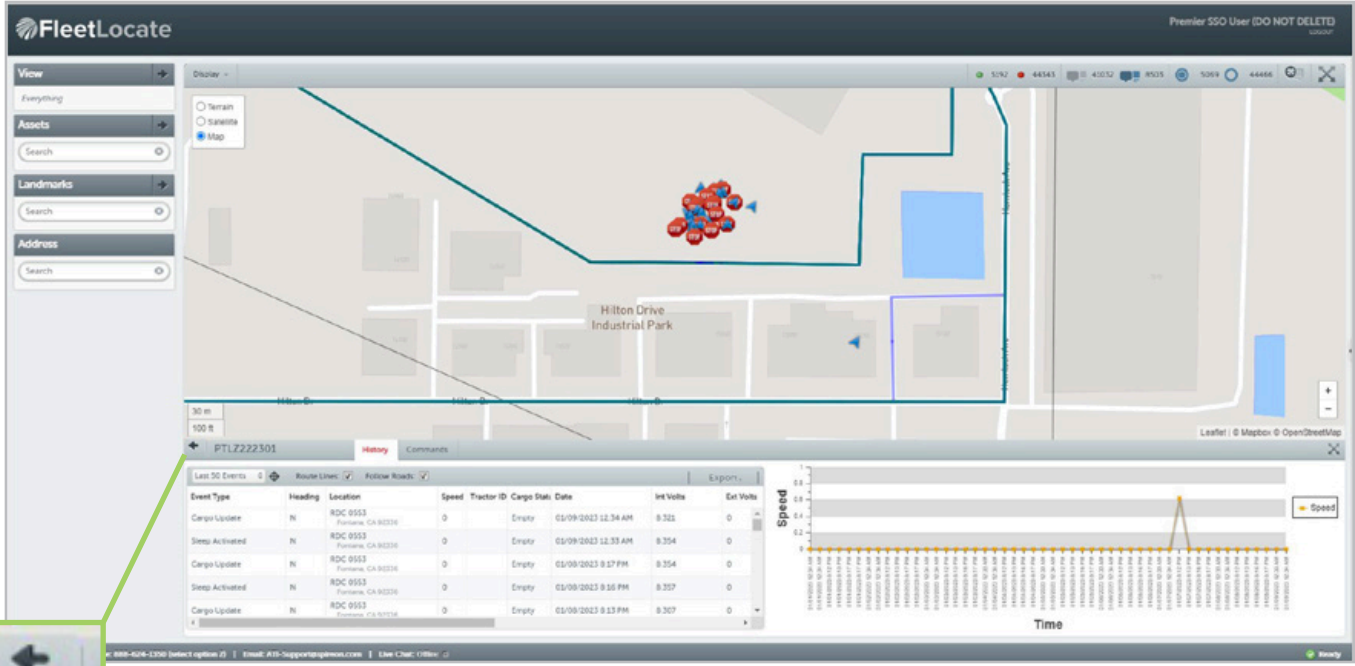
4. Clicking the **GO!** link will take you directly to the FleetLocate website.



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

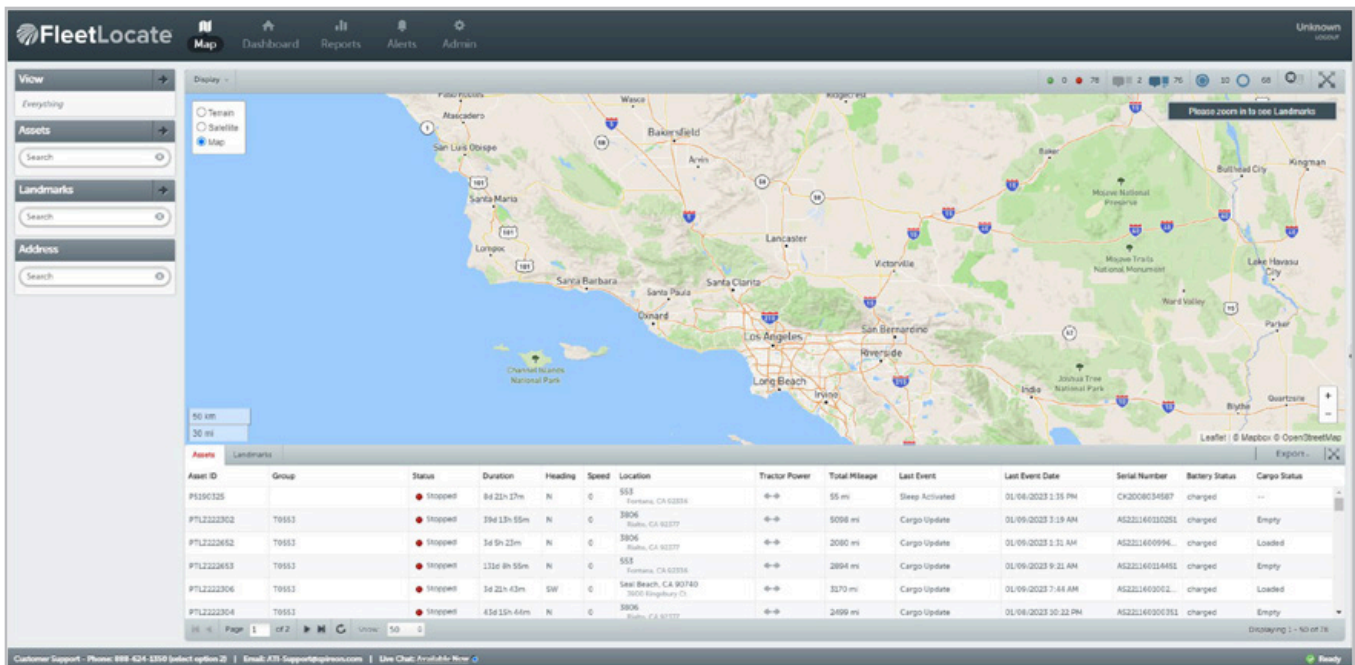
ACCESSING FLEETLOCATE FROM THE PREMIER WEBSITE (continued)

- 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



TO CUSTOMIZE YOUR ASSET AND LANDMARK DATA GRIDS



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

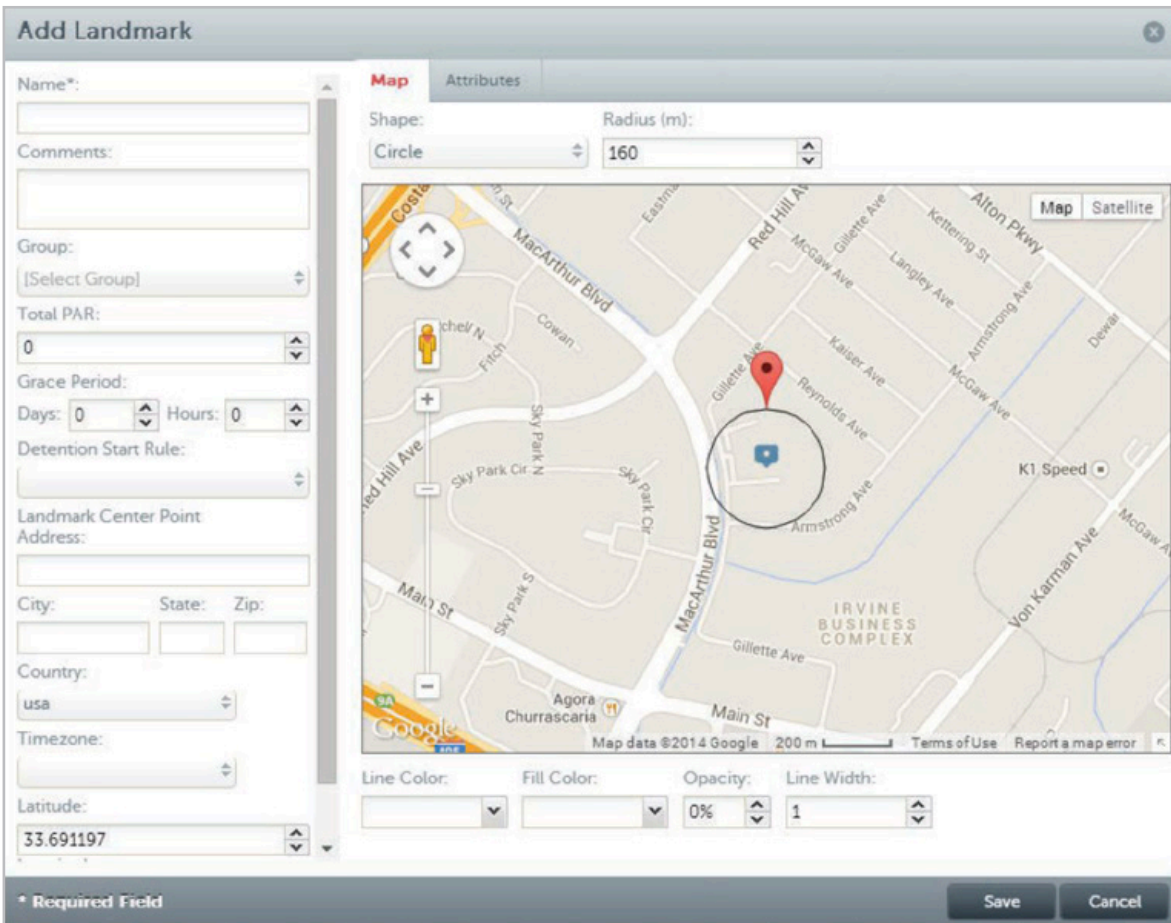
The screenshot shows a data grid with columns for Status, Duration, and Heading. A context menu is open over the 'Duration' column header, showing options for 'Sort Ascending', 'Sort Descending', and 'Columns'. The 'Columns' option is highlighted with a mouse cursor. To the right of the grid is a list of columns with checkboxes, including Asset ID, Group, Status, Duration, Heading, Speed, Location, Latitude, Longitude, Address, City, State, Zip, Cargo Status, Tractor Power, Hubodometer, Last Event, Last Event Date, Description, Make, Model, VIN, Year, Serial Number, Work Schedule, Test, and License Plate. The grid also shows a pagination bar at the bottom indicating 'Page 1 of 8' and a phone number '877-819-0000'.

Status	Duration	Heading
Stopped		
Moving		
Stopped		
Stopped	43d	NW
Stopped	47d	N
Stopped	17d	N
Stopped	16d	NE
Stopped	16.1d	N
Moving	16d	E
Stopped	17d	SE
Stopped	16.8d	N
Moving	16.7d	W
Moving	16d	E
Stopped	16.4d	SE
Stopped	36.4d	W
Stopped	48.3d	W
Stopped	18d	NW

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.



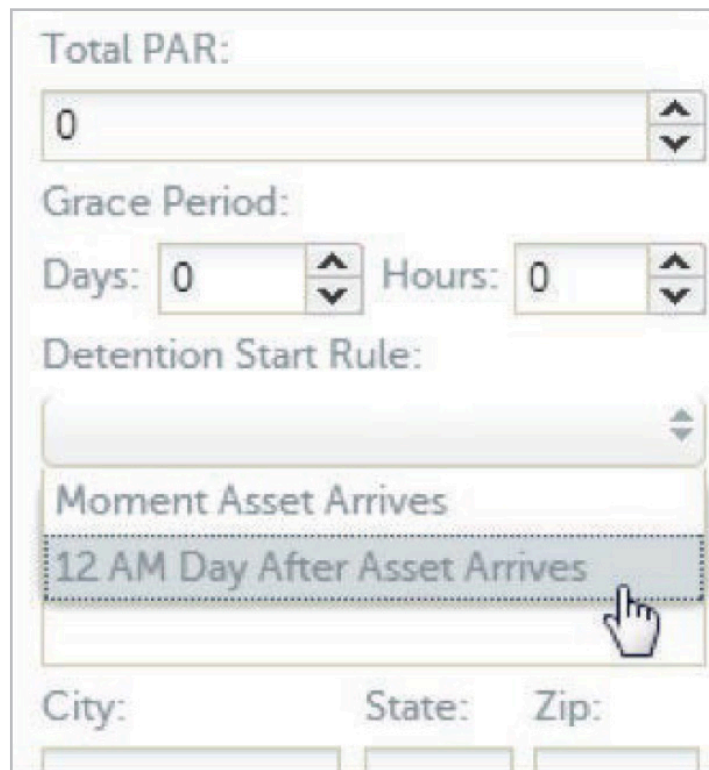
The screenshot shows the 'Add Landmark' window with a map and form fields. The map displays a street grid with a red pin and a blue circle around a point. The form fields include:

- Name* (required field)
- Comments
- Group (dropdown menu)
- Total PAR (input field)
- Grace Period (input field)
- Days (input field) and Hours (input field)
- Detention Start Rule (dropdown menu)
- Landmark Center Point Address (input field)
- City, State, Zip (input fields)
- Country (dropdown menu)
- Timezone (dropdown menu)
- Latitude (input field)
- Line Color, Fill Color, Opacity, Line Width (input fields)

The map shows a street grid with a red pin and a blue circle around a point. The map data is from 2014 Google. The map shows streets like MacArthur Blvd, Red Hill Ave, and Gillette Ave. The Irvine Business Complex is also visible.

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.



The screenshot shows a configuration form for a landmark. It includes the following fields and controls:

- Total PAR:** A numeric input field with the value '0' and up/down arrow buttons.
- Grace Period:** Two numeric input fields for 'Days' and 'Hours', both with the value '0' and up/down arrow buttons.
- Detention Start Rule:** A dropdown menu with two options: 'Moment Asset Arrives' and '12 AM Day After Asset Arrives'. The '12 AM Day After Asset Arrives' option is highlighted, and a mouse cursor is pointing at it.
- City:** An input field.
- State:** An input field.
- Zip:** An input field.

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.

The screenshot shows the 'Add Landmark' window with the 'Map' tab selected. A yellow polygon is drawn on a map of Lebanon, with several blue pinpoints marking its vertices. The 'Attributes' tab is also visible, showing the 'Shape' dropdown set to 'Polygon'. Below the map, there are settings for 'Line Color' (FFFFFF), 'Fill Color' (FFFF99), 'Opacity' (30%), and 'Line Width' (1). The 'Map' tab includes a legend for 'Road', 'Satellite', and 'Outdoors'. The 'Attributes' tab includes fields for 'Name*', 'Comments', 'Group', 'Total PAR', 'Grace Period', 'Days', 'Hours', 'Detention Start Rule', 'Landmark Center Point Address', 'City', 'State', 'Zip', 'Country', 'Timezone', and 'Latitude'.

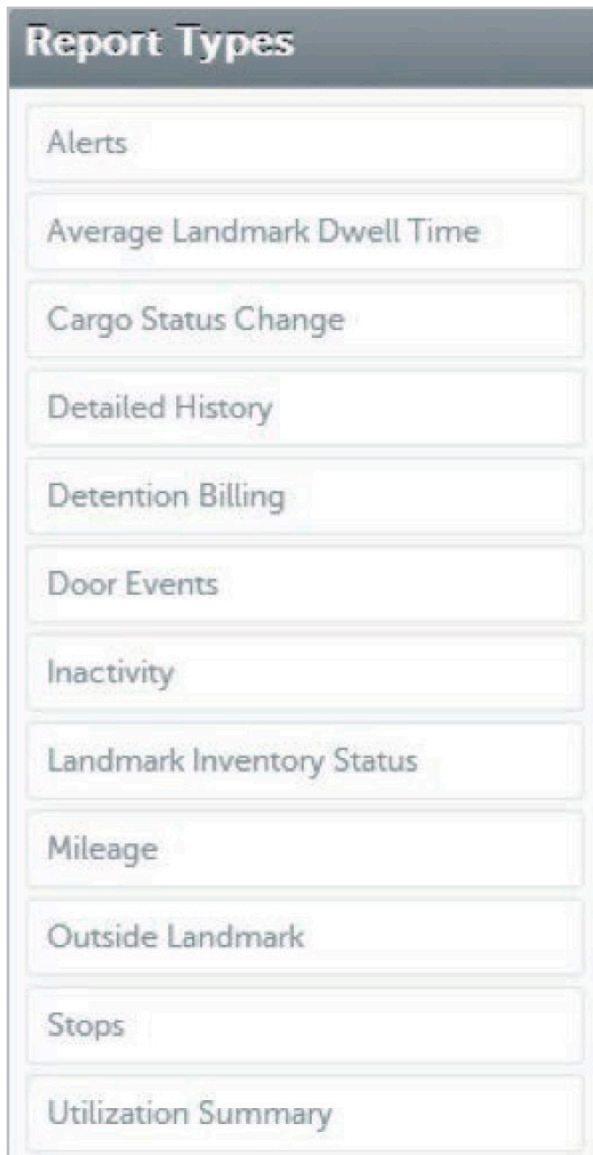
11. After completion of the outline, select a preferred **Line Color, Fill Color, Opacity,** and **Line Width**.
12. Select any labels from the **Attributes** tab that you prefer.
13. Select **Save** to create the landmark.

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:

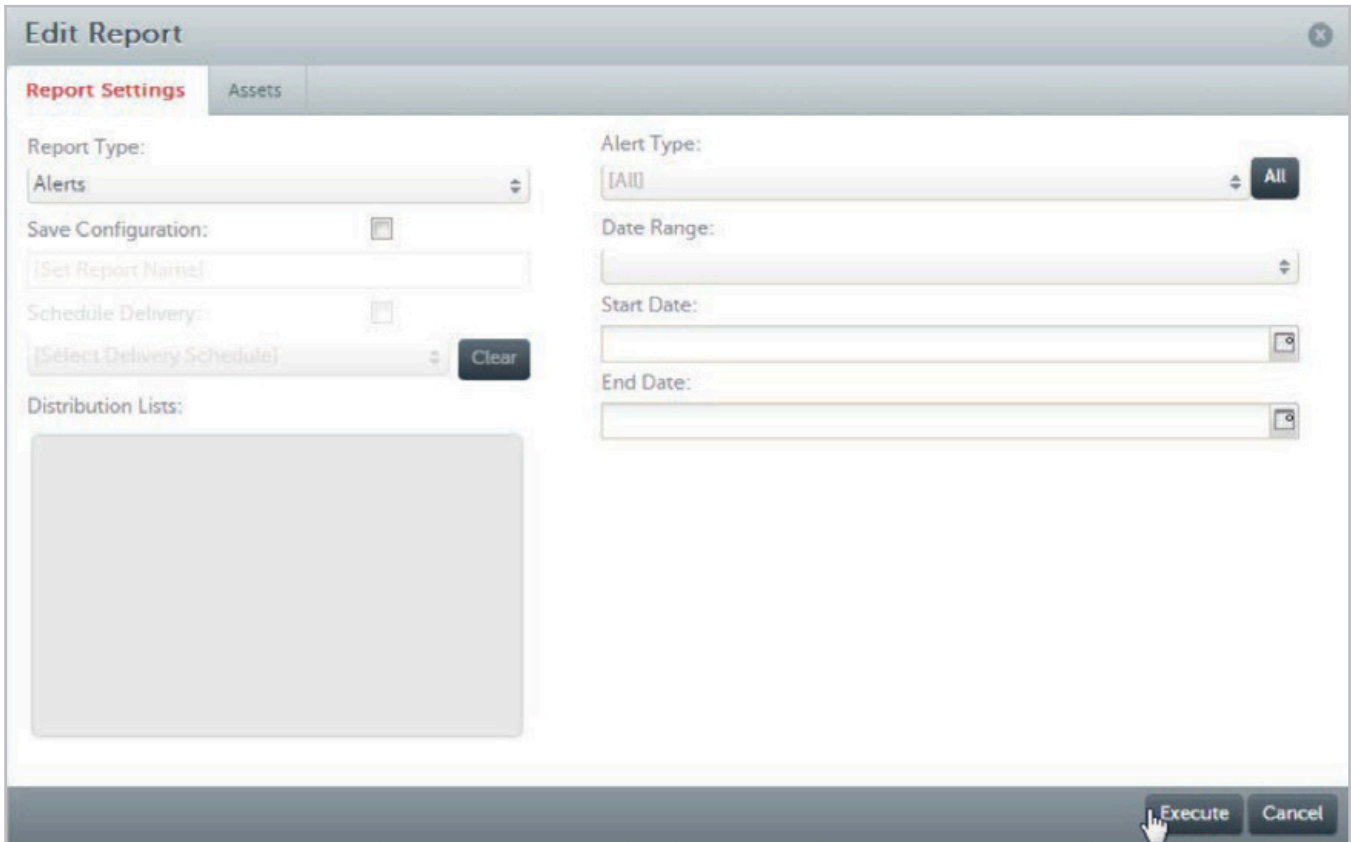
1. Click the **Reports** tab at the top of the window
2. Select the type of report from the left to bring up the **View Report** menu.



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



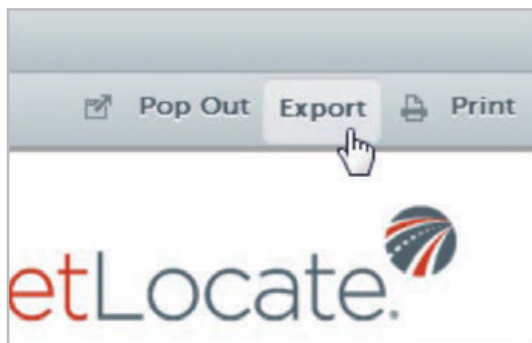
4. Fill out the fields in the **Edit Report** window. These can include filling out **Report Settings**, specifying **Assets** and **Landmarks** (if applicable).
5. Click **Execute** to run the report



The screenshot shows the 'Edit Report' window with two tabs: 'Report Settings' and 'Assets'. The 'Report Settings' tab is active and contains the following fields:

- Report Type: Alerts (dropdown menu)
- Save Configuration:
- [Set Report Name]: [Text input field]
- Schedule Delivery:
- [Select Delivery Schedule]: [Dropdown menu] [Clear button]
- Distribution Lists: [Empty list area]
- Alert Type: [All] (dropdown menu) [All button]
- Date Range: [Dropdown menu]
- Start Date: [Text input field] [Calendar icon]
- End Date: [Text input field] [Calendar icon]

At the bottom right of the window, there are 'Execute' and 'Cancel' buttons. A mouse cursor is pointing at the 'Execute' button.



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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trailers@premiertrailerleasing.com.

