



FOCUS

by  TELUS®

FOCUS-S ADMIN USER GUIDE

V1 August 2023

<https://app.focusoptimization.com>

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FOCUS-S OPTION

CONFIGURATION

HELP TAB

FOCUS USER GUIDE

CONTACT SECTION



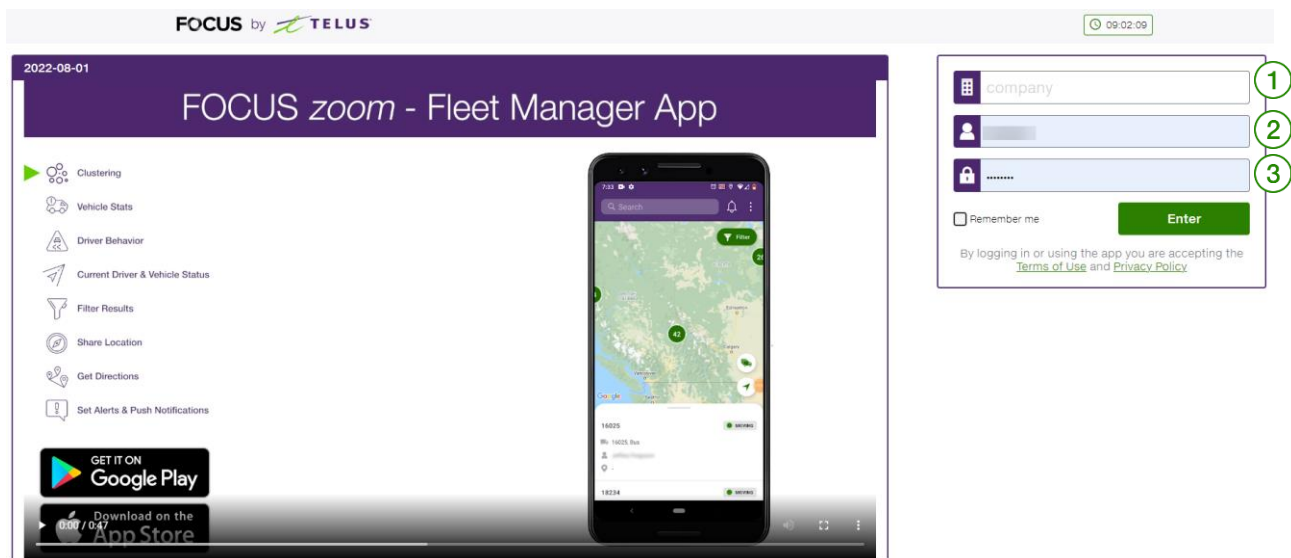
Focus by Telus management would like to emphasize that while this guide is intended to be as exhaustive as possible, it is not a substitute for a training session complete with explanations from our training team. It is intended as a first line of assistance and as a reference guide to be used following the initial training session.

This guide aims to explain how to set up a new user and add vehicle. The driver portion can be found in another document.


An internet connection is necessary for accessing the FOCUS portal. The FOCUS web application is optimized for Chrome, Firefox, Edge, and Safari browsers and is accessible via any device equipped with these applications. In the search bar, type:


app.focusoptimization.com

This link will permit you to access the application’s landing page:



Type your company number in the field  (company) **1**. This number is assigned to you by FOCUS and is unique to your organization.

Type your username in the field  (user) **2**.

Type your password in the field  (password) **3**.

Then click “ENTER” to access your Fleet page.



FOCUS-S OPTION

The Focus-S security CHECK is designed to comply with provincial regulations concerning pre-trip inspections. This guide is intended for administrators who manage security checks.

To begin, certain conditions must be met in order to complete the setup. In the equipment page, you must have entered the following information:

MODIFY EQUIPMENT

EQUIPMENT IDENTIFICATION

Modify image

Focus unit ✔	
Unit assigned on	2018-08-01 12:42
Unit unassigned on	2021-06-22 12:37
Identification key ✎	
Tag ✎	
Name	Connect <input type="text"/>
#	<input type="text"/>
Driving force (HP)	<input type="text" value="0"/>
Prescribed percentage (%)	<input type="text" value="0"/>
Information Revenu Québec ⓘ	
Type of equipment	None ▼ +
Task	techn <input type="text"/>
Make	Ford
Model	Transit Connect
Year	2017
Serial number (VIN)	<input type="text"/>
① License plate	FNF50 <input type="text"/> ✔
② Place of registration	Québec ✔
③ Operator	Focus inc ✔
④ Time zone	(UTC -04:00) Easte ▼ ✔



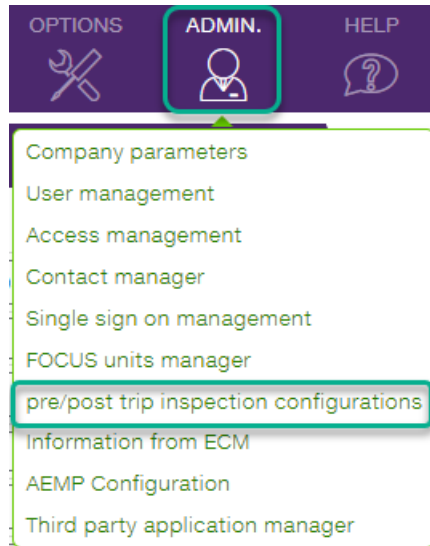
ID	SECTION/COLUMN	DESCRIPTION
①	LICENSE PLATE	Enter vehicle license plate number
②	PLACE OF REGISTRATION	The province or State where the vehicle was registered
③	OPERATOR	Full name of company operating this service
④	TIME ZONE	Make sure you have the right time zone

The green check marks indicate that you have all the information required.


CONFIGURATION

You must then have "Admin" rights to finalize the configuration.

From the "Admin" section, select "Pre/post trip inspection configurations".



The following window will appear. The first step is to add the vehicles that will use the security check. Note in the top right-hand corner that 8 vehicles out of a possible 239 have already been selected. The total number of vehicles depends on the agreement signed.

Click on the  button to add a new vehicle.



EQUIPMENT WITH PRE/POST TRIP INSPECTION ACCESS 8 / 239

EQUIPMENT	LICENSE PLATE	DEFECT LIST	VALIDITY RULES
5132-13, Ford F-450	Ontario	O.Reg - Schedule 1 - Heavy Truck	O.Reg - Schedule 1 - Heavy Truck
5129-18, Dodge 4500	Ontario	O.Reg - Schedule 1 - Heavy Truck	O.Reg - Schedule 1 - Heavy Truck
5127-16, Dodge 4500	Ontario	O.Reg - Schedule 1 - Heavy Truck	O.Reg - Schedule 1 - Heavy Truck
5035-21, Ford F-150	Ontario	O.Reg - Schedule 1 - Heavy Truck	O.Reg - Schedule 1 - Heavy Truck
5232-20, Freightliner	Ontario	O.Reg - Schedule 1 - Heavy Truck	O.Reg - Schedule 1 - Heavy Truck
5008-12, Chevrolet Silverado	Ontario	Light Vehicle Inspection Report	O.Reg - Schedule 1 - Heavy Truck
5038-19, Dodge Promaster	Ontario	Light Vehicle Inspection Report	O.Reg - Schedule 1 - Heavy Truck
2001-15, Ford F-350	Ontario	O.Reg - Schedule 1 - Heavy Truck	O.Reg - Schedule 1 - Heavy Truck

FOCUS S, PRE/POST TRIP INSPECTION MOBILE APP USERS

NAME	EMAIL	EQUIPMENT	STATUS	SEND
FOCUS DEV	focus_dev@telus.com			
Mark				

The « Add – Modify » window will be displayed:

Add - Modify ✕

Equipment

Test

Defect list

SAAQ - List 1 - Heavy ve

Validity rules

SAAQ - Heavy vehicles

SAVE

Two options are possible :

- 1- Select the drop-down menu to select your vehicle directly if he’s already created.

Or

- 2- Click on the button to create a new vehicle.

When you add a new vehicle THIS OPERATION WILL ADD A NEW VEHICLE TO THE SYSTEM, BUT NO FOCUS UNIT IS ASSOCIATED WITH IT. Some equipment can be added to Focus-S without needing to have AVL installed. Please refer to our customer support for further details.



Add - Modify [X]

Equipment (+)

Test [v]

00	Dodge Promaster
00	Dodge Promaster
00	Mitsubishi PHEV
00	Hyundai Kona

Once you have selected a vehicle, you must select the defect list that will apply to that vehicle.

Add - Modify [X]

Equipment (+)

Test [v]

Defect list

O.Reg - Schedule 1 - He [v]

- SAAQ - List 1 - Heavy vehicle
- SAAQ - List 2 - Bus
- SAAQ - List 3 - Motor Coach
- FOCUS install
- O.Reg - Schedule 1 - Heavy Truck**
- Daily Vehicle Inspection Report
- Aerial Crane Daily Vehicle Inspection report
- Light Vehicle Inspection Report
- Equipment Inspection Report

Finally, you need to choose the right validity rules for this vehicle.

Add - Modify [X]

Equipment (+)

Test [v]

Defect list

O.Reg - Schedule 1 - He [v]

Validity rules


O.Reg - Schedule 1 - He [v]

- O.Reg - Schedule 1 - Heavy Truck**
- SAAQ - Heavy vehicles
- SAAQ - Motor coaches used by team drivers
- SAAQ - Tow trucks



Last step, save your new vehicle.

The last step is to add the drivers who will be able to use the safety check.

In the bottom section, click on the  button .

NAME	EMAIL	EQUIPMENT	STATUS	SEND
FOCUS DEV	focus_dev@telus.com			
Mark				

The « Add – Modify » window will be displayed:

Here again, you have two options:



- 1- Use the drop-down menu to select the employee already created in the system.

The screenshot shows a dialog box titled "Add - Modify". On the left, there is a "User" dropdown menu with a plus sign icon. The dropdown is open, showing a list of names: Mark, Matt, Brian, Gary, Brian, and Gavin. The name "Mark" is selected and highlighted. To the right of the user selection is an "Email" input field with a dropdown arrow and a plus sign icon. Below these fields is a "SAVE" button.

- 1- 1- Create a new user using the button.

The screenshot shows the "Add - Modify" dialog box. The "User" dropdown menu is open, showing a plus sign icon and a list of options: "Default employee", "Default truck", and "Default language". The "Email" field is empty. A "SAVE" button is visible.

The screenshot shows the "Add - Modify" dialog box in "New user" mode. The "Name" field is empty and highlighted with a red box. The "Email" field has a plus icon. The "Access" dropdown is set to "Access 6". The "Equipment group" dropdown is set to "None". "SAVE" and "CANCEL" buttons are visible.

- 1- Enter the name of the user.
- 2- Then, on the "Email" line, click on the and add a VALIDE address.
- 3- We suggest leaving access 6 for new users.
- 4- Equipment group: it is possible to restrict a user to a vehicle group.
- 5- Once done, click on « Save ».



The user has now been created, and all that's left to do is finalize his personal settings.

- ① You can choose an employee to be displayed by default in the application.
- ② You can also assign a vehicle to a user. Simply select it from the vehicle list.
- ③ Last option, choose the application's default display language.

Once done, click on « Save ».

An invitation is automatically sent to the new user.



NAME	EMAIL	EQUIPMENT	STATUS	SEND
Eric Telus	ericbeaulieu4@gmail.com			
FOCUS DEV	focus_dev@telus.com			

The yellow triangle indicates that the user has not yet completed the registration process. The invitation is valid for 24 hours. Thereafter, you can resend a new one using the button.

This is the invitation the user will receive:

FOCUS pre/post trip inspection invitation

APP <noreply@focusoptimization.com>
À moi

anglais > français Traduire le message

Hello **Eric Telus**,
you've been invited to join FOCUS S, pre/post trip inspection.

1. For 24 hours, you can set or change your password with this link : app.focusoptimization.com

2. Please download our FREE mobile app here:



The **FOCUS** by TELUS team

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Click on the “app.focusoptimization.com” link



When the new user clicks on the app.focusoptimization.com link, here's what will be displayed:

Forgot your password?

You can reset your password in 3 easy steps.

1. Email
2. Validation code
3. New password

Enter a new password and confirm it.

✉

🔑

🔑

🔑

Change

Enter your new password and confirm it by entering it a second time.

Click on “Change” to finalize the procedure.

Once the new user has completed registration and installed the application, you'll see the green check mark in the admin page.

FOCUS S, PRE/POST TRIP INSPECTION MOBILE APP USERS +				
NAME	EMAIL	EQUIPMENT	STATUS	SEND
Eric Telus	ericbeaulieu4@gmail.com			✉ ✕
FOCUS DEV	focus_dev@telus.com			✉ ✕

The configuration is now complete and the new user can start using Focus-S.





HELP




HELP TAB

FOCUS USER GUIDE

Click on the  icon, to display the following:

USER GUIDE - FOCUS S ADMIN 1 


 CONTACT US

If you have any questions, comments or suggestions, please contact us at 1-800-670-7220.

Send us a message

Name	<input type="text"/>
Phone	<input type="text"/>
Email address	<input type="text"/>
Questions or comments	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>

1000 character(s) remaining.

Clicking on  1 opens another page with the online user guide. The document will remain open as long as that window is open.



CONTACT SECTION

USER GUIDE FOCUS

MOBILE ACCESS CREATION GUIDE

CONTACT US

If you have any questions, comments or suggestions, please contact us at 1-800-670-7220.

Send us a message ①

Name

Phone

Email address

Questions or comments

1000 character(s) remaining.

Send

Enter information in the appropriate fields to get in touch with customer service ①.

Once done, click on “ **Send** ”.