FOCUS

by TELUS®

PROGRESSION MODULE

USER GUIDE

V1.4 June 2023

https://app.focusoptimization.com

FOCUS by TELUS

CONNEXION

Welcome to the FOCUS platform!
Focus management would like to emphasize that while this guide is intended to be as comprehensive as possible, it is not a substitute for training and explanation from our customer service department. It is a first line of assistance and a reference following the initial training.

An Internet connection is required to access the FOCUS portal. The FOCUS web application is optimized for Chrome, Firefox, Edge and Safari browsers and is therefore accessible from any device with these browsers. In the browser search bar, type:

app.focusoptimization.com.

You will reach the following FOCUS homepage:

At the [icon] icon (Company) ① enter company number. This number is provided by FOCUS and is unique to your organization.

At the [icon] icon (User) ② enter username.

At the [icon] icon (Lock) ③ enter password.

Clicking ENTER will redirect user to the Fleet page.

What is progression:

The Road Progression module gives you an overview of a given operation or operations, such as snow removal. It lets you know which streets your vehicles have passed, as well as the time of day, whether the function(s) were activated or not, and gives you quick information on whether the job is completed or not.

Here at Focus we call it "Road Centric". So we supervise road segments rather than just vehicles.

Once logged in, you will have access to the progression module features:
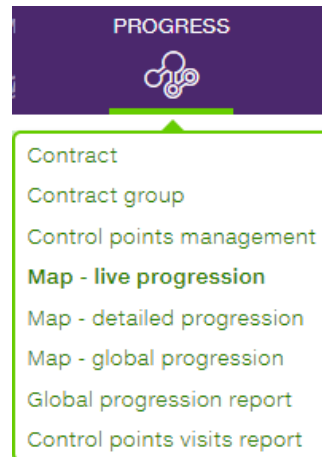
CONTRACT

This is the first step; contracts need to be created. Those contracts are typical area that will need to be visited by operation vehicles such as snow trucks or garbage trucks. Example: Districts, snow or garbage route. To have them separated will greatly help you found micro information.

Select the "Contract" feature
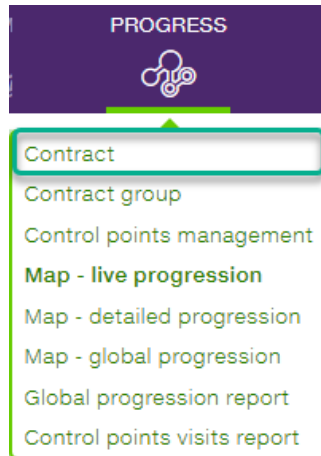
You are now ready to create your first contract. Select the ⊕ button.
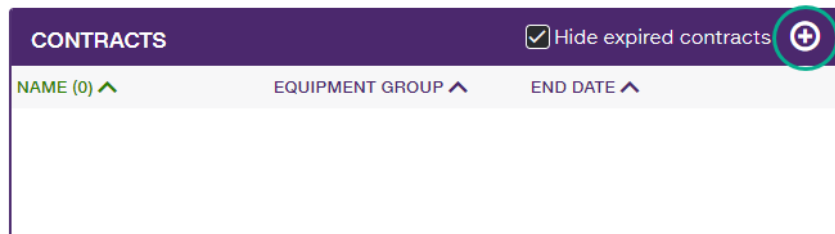
The new contract window will display as follow:

1- ① Name: Enter a contract name.

2- ② Equipment group: You can select a specific group of equipment that are allowed to visit this contract. Example: a group of sidewalk tractors can only visit sidewalks contracts. Equipment group can be created in the OPTIONS tab in Focus. For more information on how to create group, please refer to the Focus User guide.

3- ③ End date: Entering a date has the effect of deactivating the contract once that date is reached. Very useful when taking into account different years of operation with changes to each one.

Make sure you click SAVE after entering all info.

If necessary, continue to create other contracts that will be necessary such as "Sidewalks", "Streets", "Sweepers".
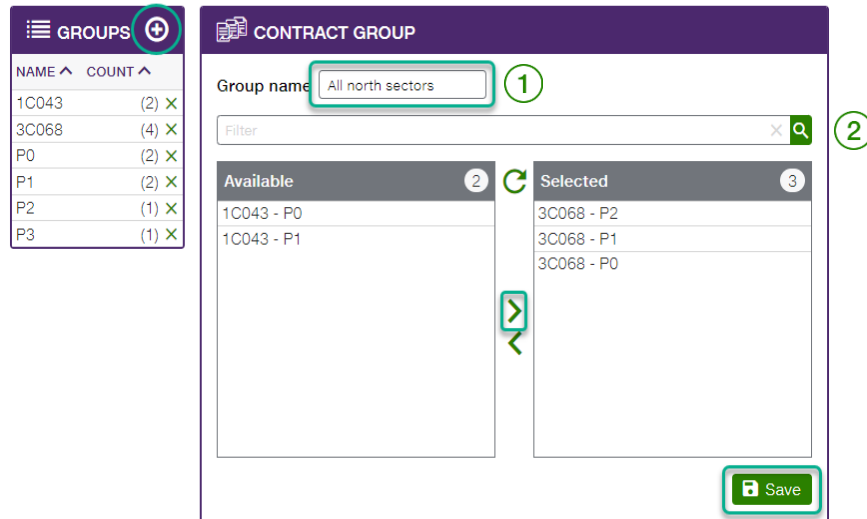
CONTRACT GROUP

To create group of contract, please select the "Contract group" section

As per its name, Contract group will allow you to merge different contract and have the reporting for all contracts instead of switching between individual one.
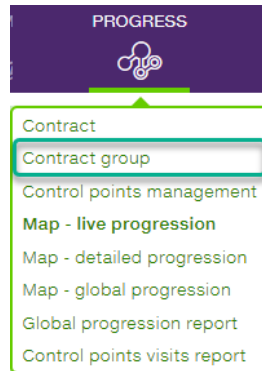
The following will be displayed: Select the ⊕ button to add a new group.

① Group name: Enter the name of the group, example: All north sectors.
Simply select in the "Available" section the contract that need to be added to this group by clicking on it.
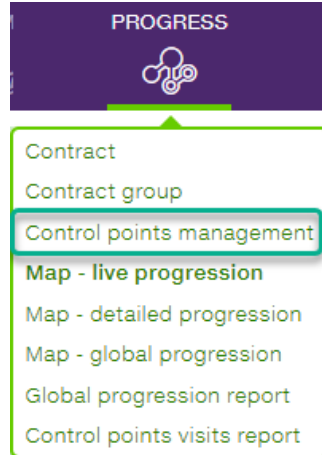
1- Filter ② : You can use the filter if you have several contracts.

Once done, click "SAVE".   You can create as many groups of contracts as you need.
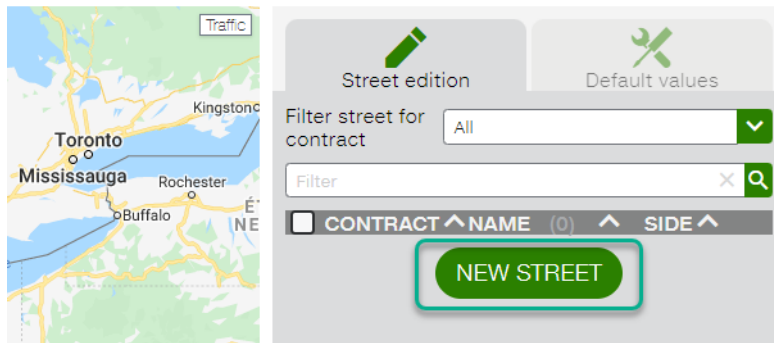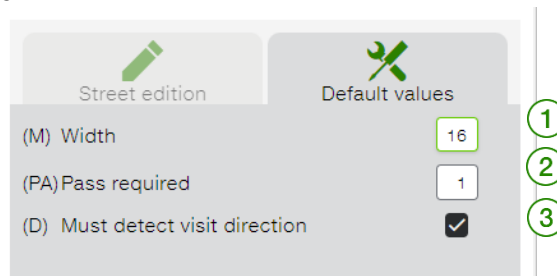
②

CONTROL POINTS MANGEMENT

Now that we have contract created, we need to add roads (segment) to those contracts.
Select the "Control points management" section.

A map will be displayed and on the right section, the Street edition, creation tools and Default values.

First let's set the default values.

Default values are there and can be modified. It will impact the route (segment) creations, keeping these values, as you progress, but will reset if you reload the page.

①   Width (m): This value set the width of the new control box. For a normal two lanes street, a default value of 16 (meters) is suitable. The goal here is to overlay the street enough to cover slight side shift between map and reality. For a sidewalk, 8 meters is good.

② Pass required : This parameter determines how the control box will act and is similar but works separately from the next parameter which is detect direction.

③ For example, a street that needs to be plowed in both directions will need to be visited from both sides. By entering one pass and detecting the direction, the control box validates that this street has been visited from both sides.

Another example, a 4 lanes boulevard must be plowed in 2 or 3 passes per direction. We can therefore enter as value 3 passes and detect the direction.
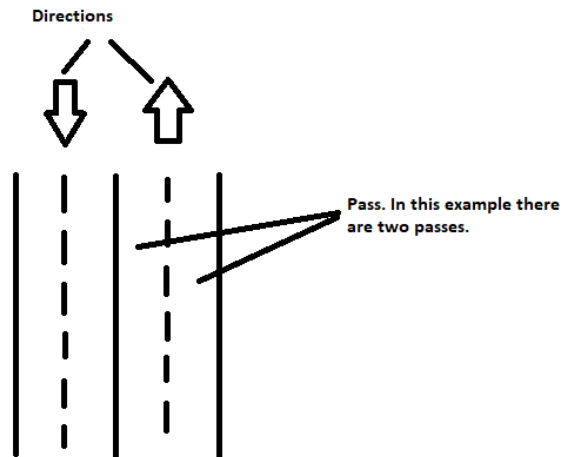
In the case of sidewalks, the direction does not need to be taken into consideration. So generally, one pass WITHOUT direction detection is sufficient.

Note: The value entered manually are not saved. If you leave the creation page and come back, the system default value applies.
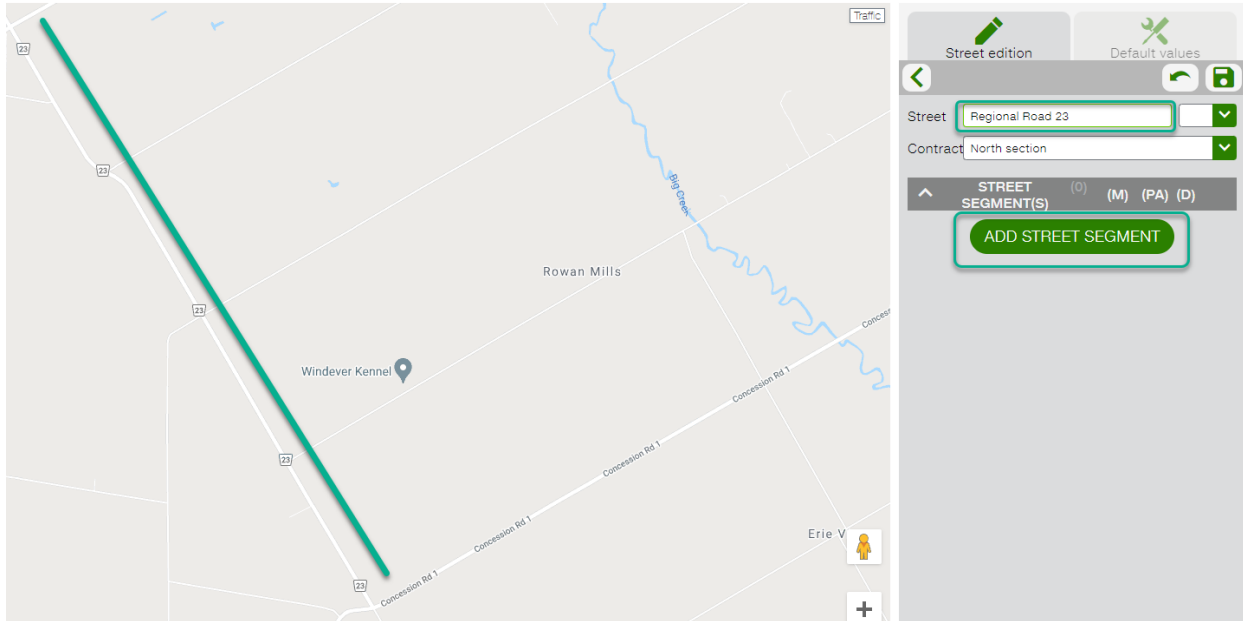
Now select the "Street Edition" tab, then in the "Filter Street for contract" select the contract that you want to add segments. Let's add control points to the North section.
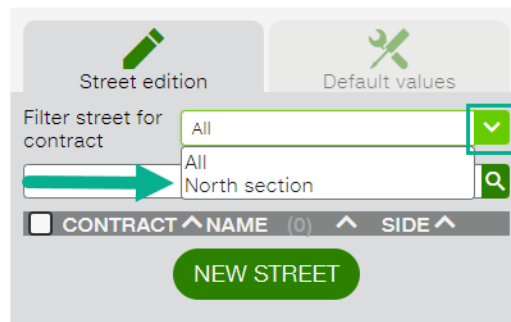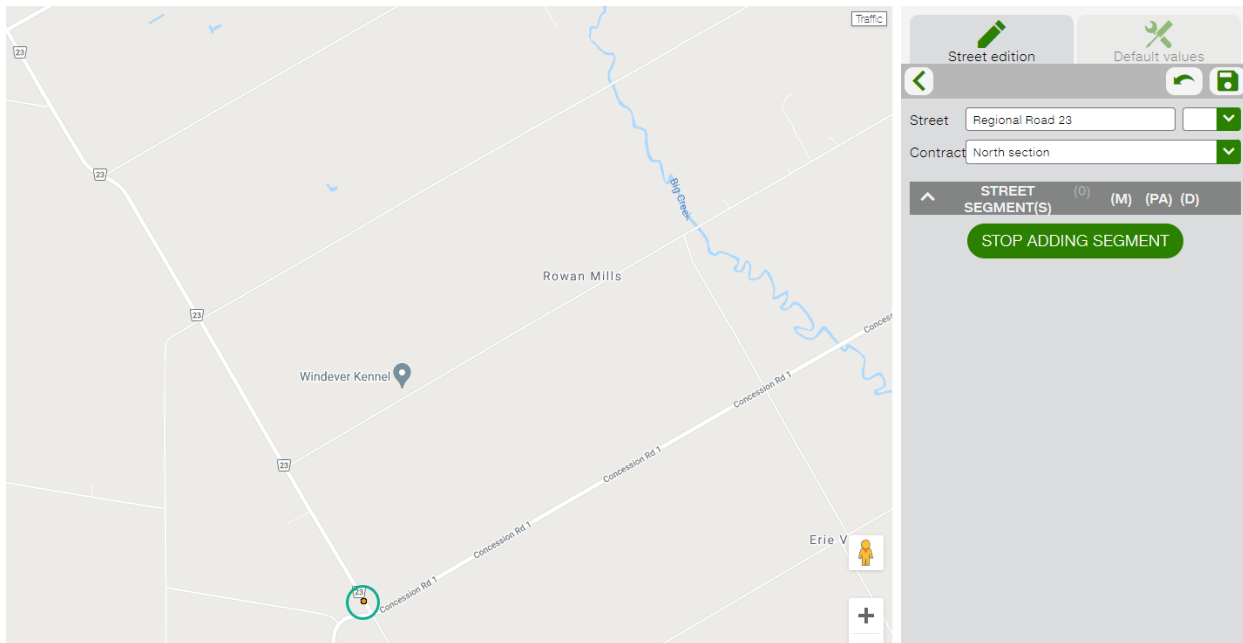

Once done, click on "NEW STREET"

Let's create Regional Road 23. Enter the street name in the field "Street".
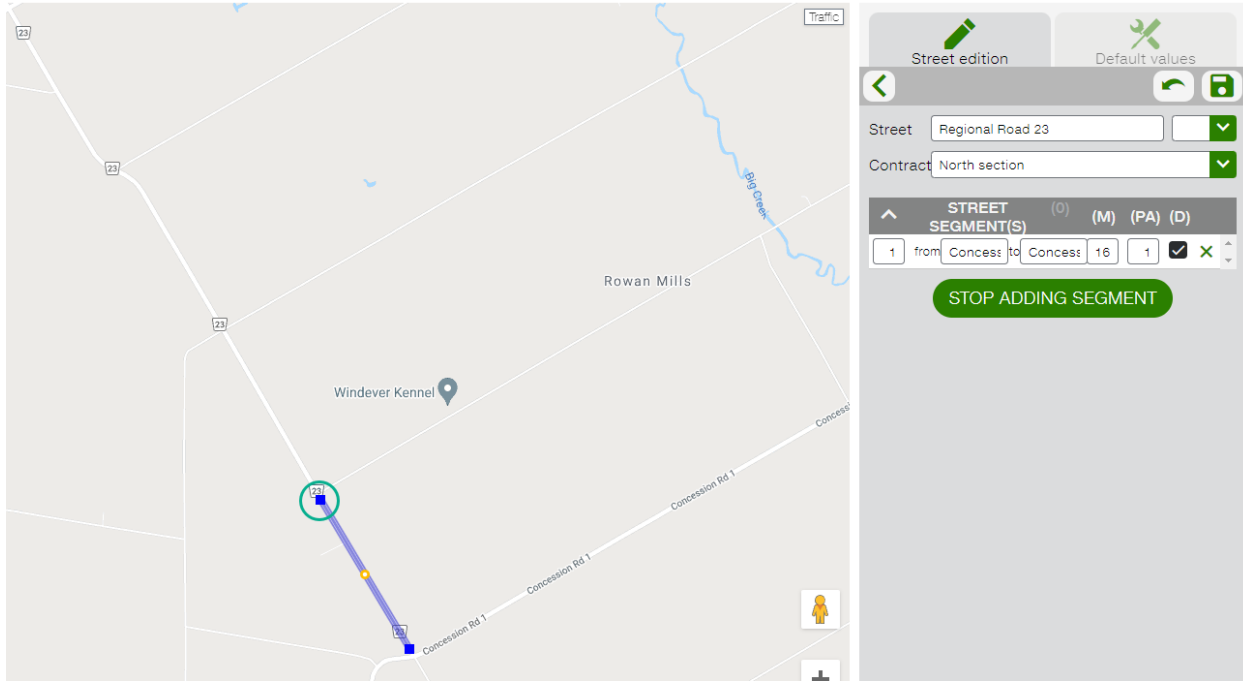

Click on "ADD STREET SEGMENT"

Now you can click on the map to create the starting point of the control box.
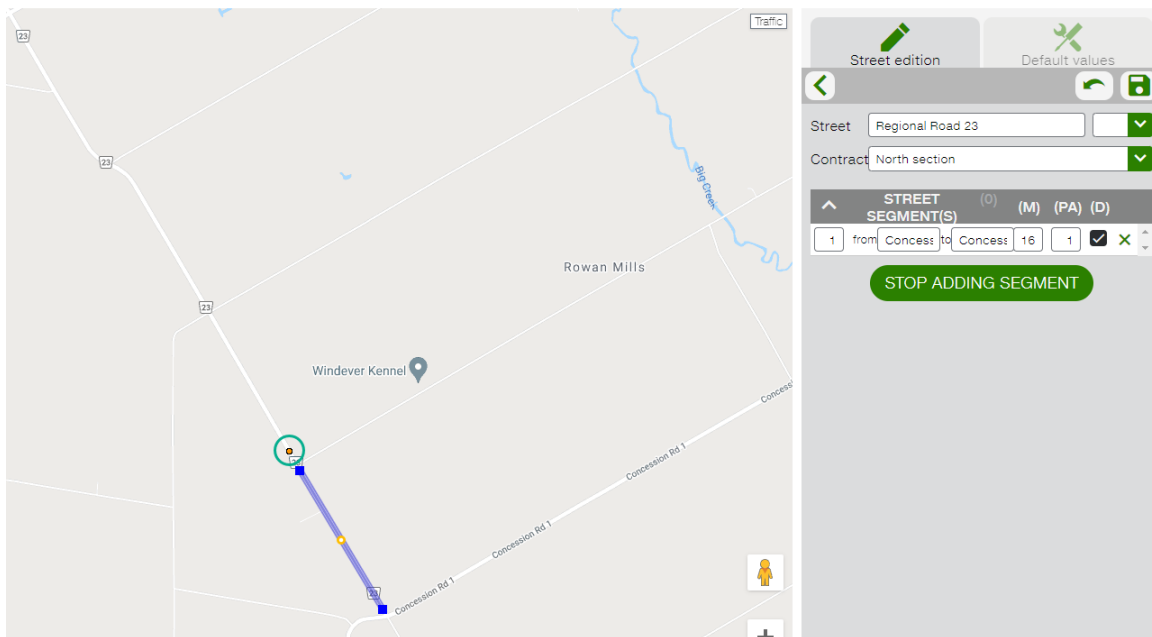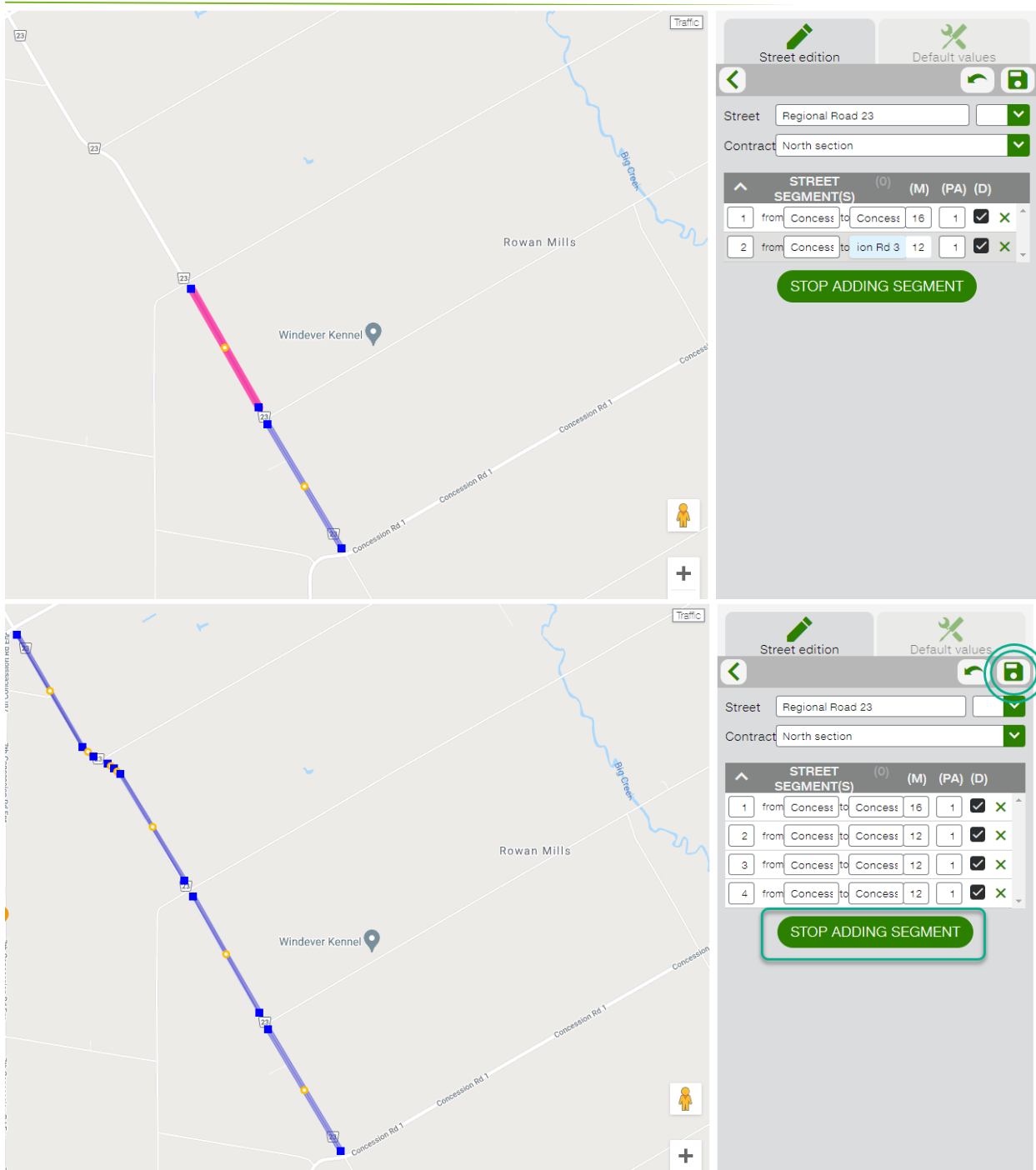
Then, click on the other end of the control point. Note that the beginning and end of a control point corresponds to the distance between two intersections. The vehicle can't "escape" between entering and exiting.

You now have on segment created for Regional Road 23 from Concession Rd1 to Concession Rd2.
A street can have several segments. The objective is to separate the streets into segments in order to have a very good level of detail in the eventuality where a vehicle does not visit a street completely. To add another segment, simply click again on the map to add a starting point and an end point.

Once done, click on "STOP ADDING SEGMENT"
Don't forget to click on the save button.

You now have one street Regional Road 23 added to "North Section" containing 4 segments.
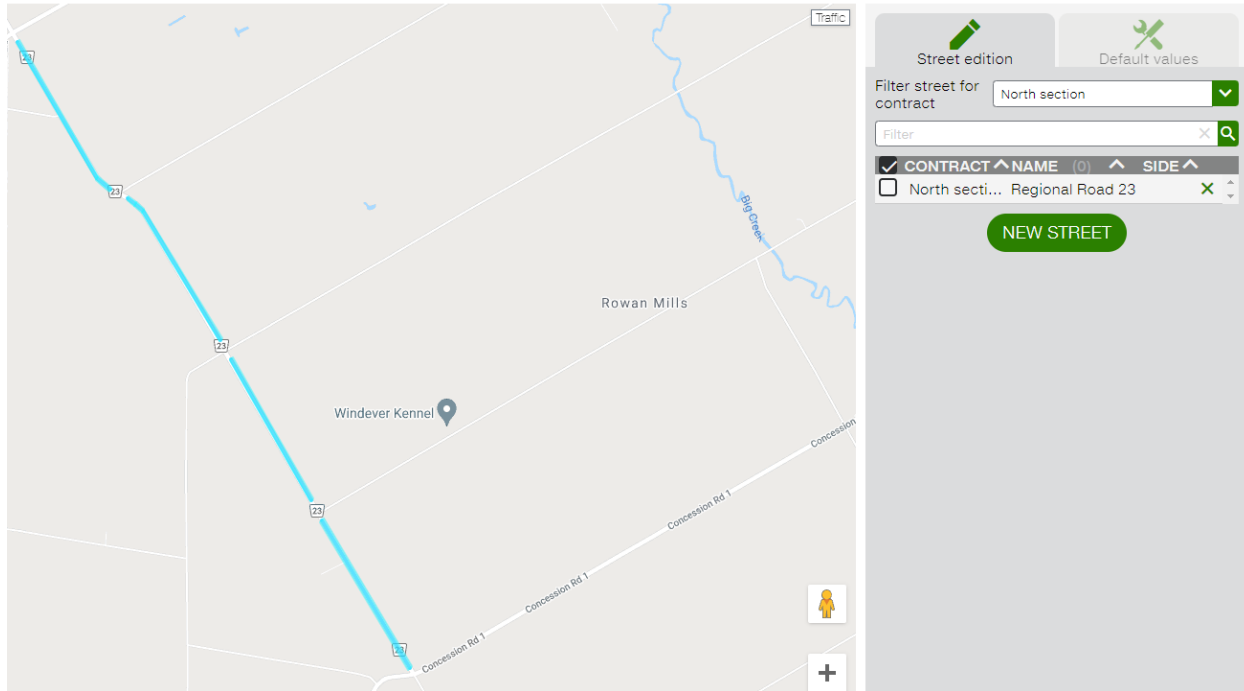
Repeat the procedure for all other streets of this contract.

Do the same for all other contracts.

TIPS:

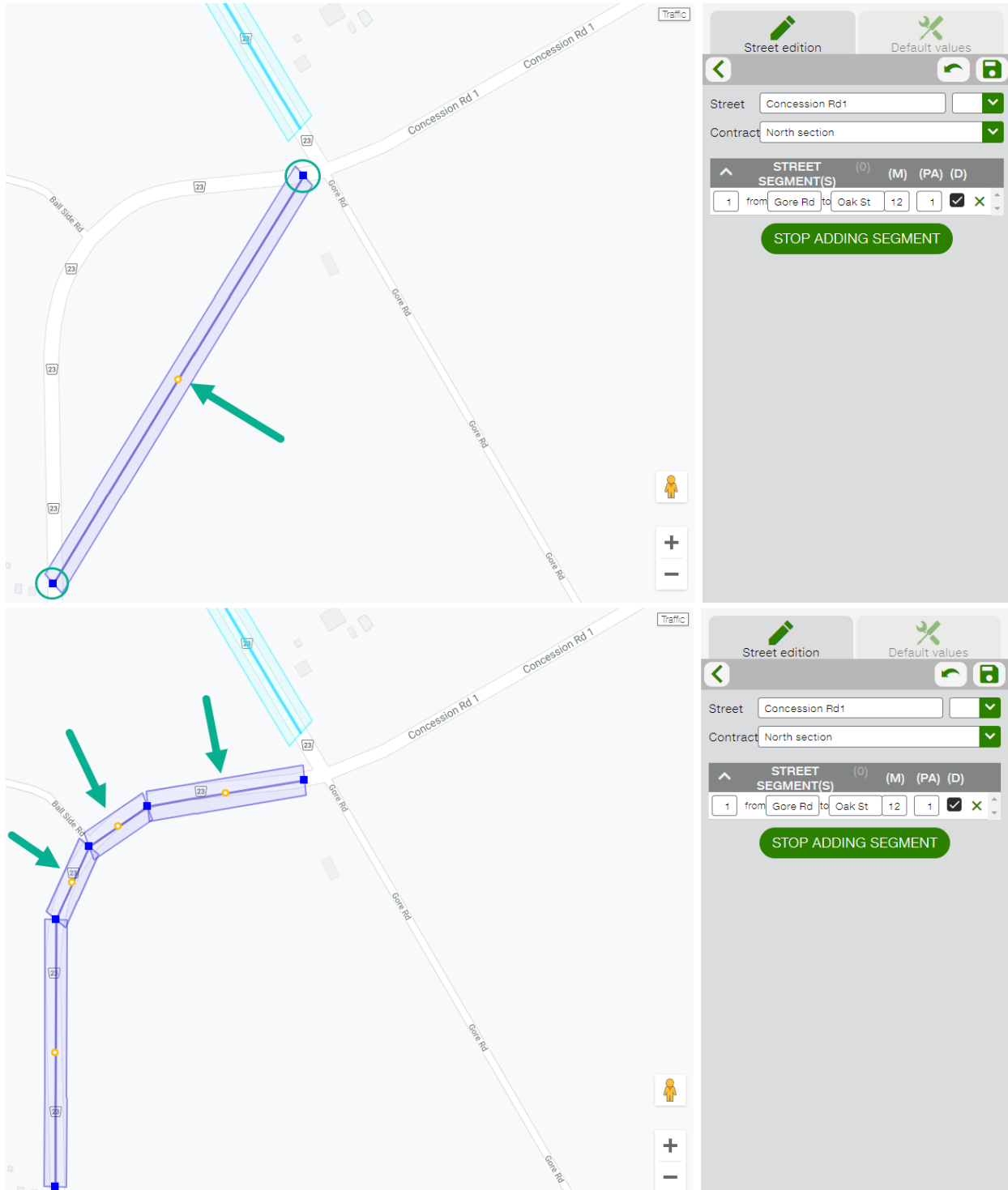You can adjust the control box by dragging the yellow dot in the center

Each time you drag a yellow dot, the segment is splitting in two but it's still the same segment.
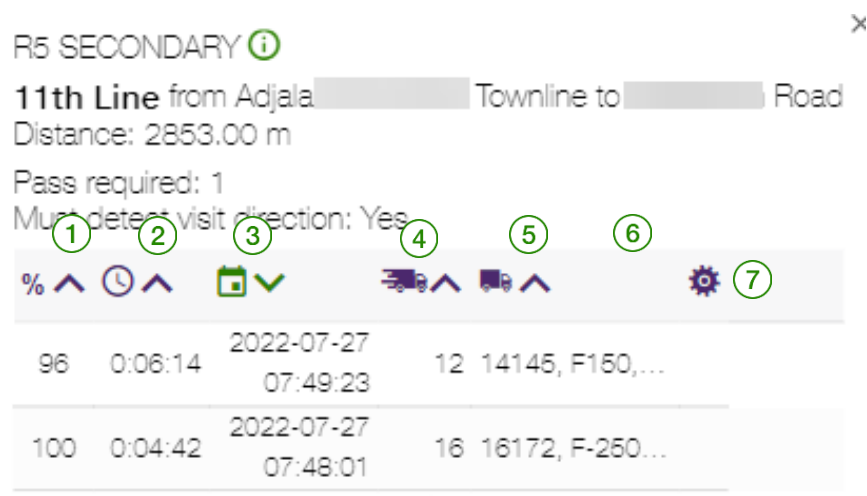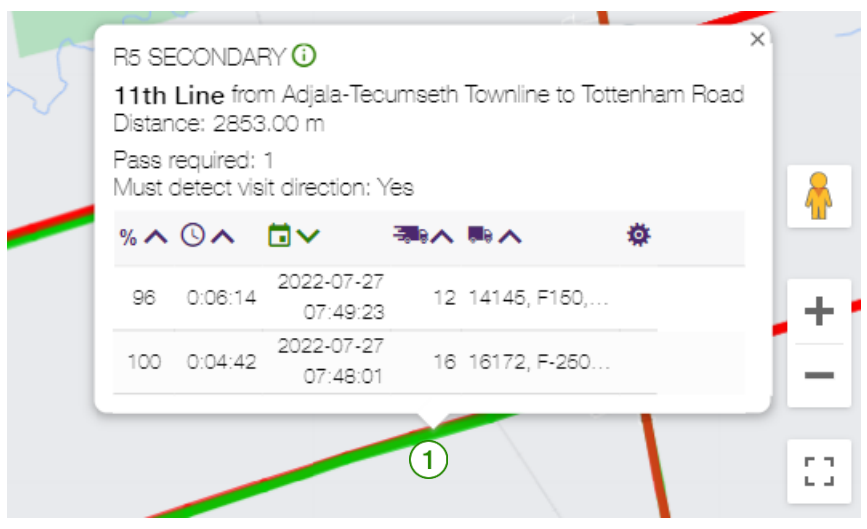
This map lets you view the real-time status of any or all of your contracts. Real-time vehicle activity is also displayed.

The "Progression" tab on the right side of the screen will displayed by default.

(1) Clicking on a segment will display the details of the visit for this specific section.
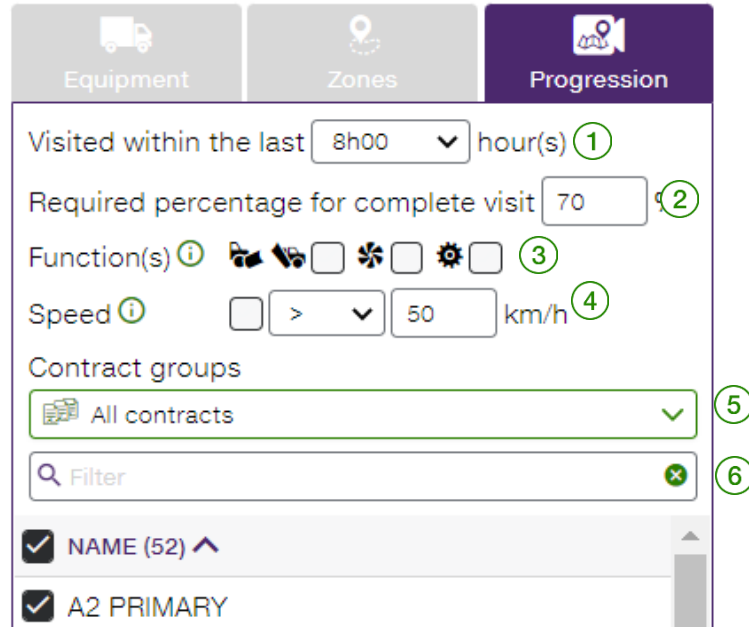

R5 SECONDARY ⓘ

11th Line from Adjala-Tecumseth Townline to Tottenham Road
Distance: 2853.00 m

Pass required: 1
Must detect visit direction: Yes

% ∧	⊙ ∧	📅 ∨		🚚 ∧	🚛 ∧		⚙
96	0:06:14	2022-07-27 07:49:23		12	14145, F150,...		
100	0:04:42	2022-07-27 07:48:01		16	16172, F-250...		

R5 SECONDARY ⓘ

11th Line from Adjala   Townline to   Road
Distance: 2853.00 m

Pass required: 1
Must detect visit direction: Yes

(1) (2) (3) (4) (5) (6)

% ∧	⊙ ∧	📅 ∨		🚚 ∧	🚛 ∧		⚙ (7)
96	0:06:14	2022-07-27 07:49:23		12	14145, F150,...		
100	0:04:42	2022-07-27 07:48:01		16	16172, F-250...		

(1) Control point coverage in percent.

(2) Total time spent in this Control Point.

(3) Date and time of entry into the control point.

(4) Average speed within the control point.

(5) Identification of the vehicle that visited this control point.

(6) Identification of the driver if available.

(7) Percentage of time a function has been activated in the control point.

Here's more details about the parameters that you can set.

① This field allows you to select the time range of the last hours you wish to view. The range is between 0h30 (30 minutes) to 24h00. (24 hours)

② The percentage field tells the system that in order to have a complete visit, the X% threshold must be met. The setting can be adjusted in the "Company Parameters" under the "Admin" tools in the Admin account.

③ The functions section will allow you to take functions in consideration in order to have a complete visit. Only consider the visit's where selected functions are active for the required percentage. If you check the plow check box, the system will display green segments only if the segment has been plowed. If you check also the salt function, you're telling the system that you want to have a complete visit only if the segment has been plowed AND salted. Basically, it is the "AND" rules.

④ The speed section is to take in consideration the speed of the vehicles. Only consider visits where the average speed matches the selected filter. There's few options here.

⑤ You can display group of contracts by do a selection in the drop-down menu. Please refer to the Focus user guide on how to create contract group.

⑥ The search field allows you to sort easily in all the contract available.

The "Equipment" tab allows you to display the real time position of the different vehicles. The usual display options are available, namely the search bar and the status.
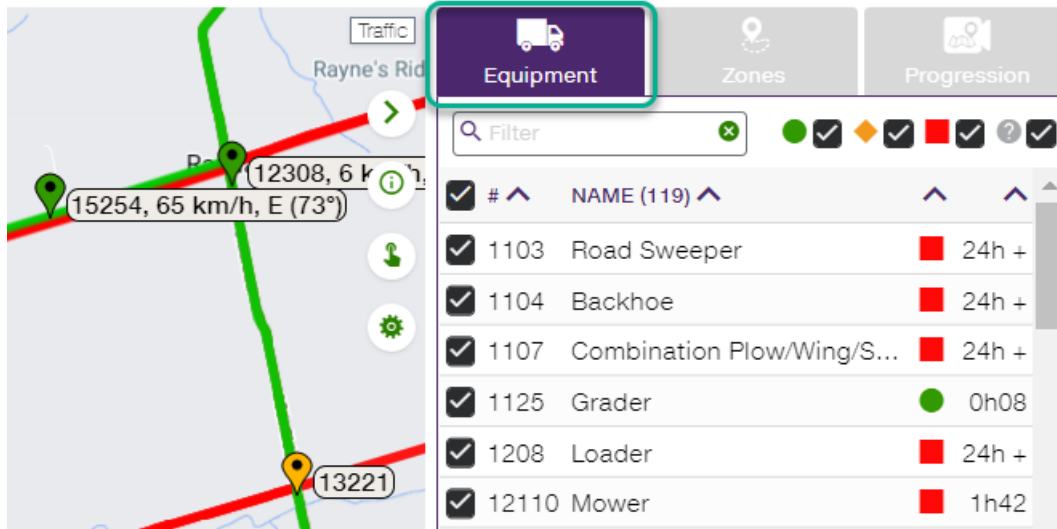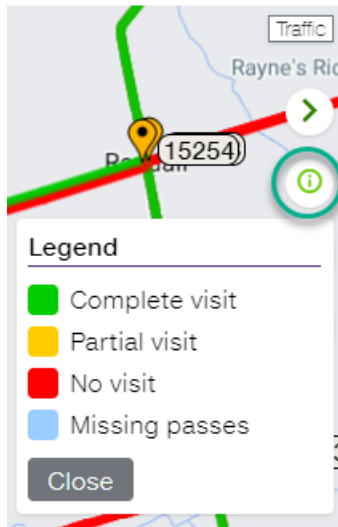

The usual display options are available, search field and status.

The "Zone" tab allows you to display the different zones previously created.
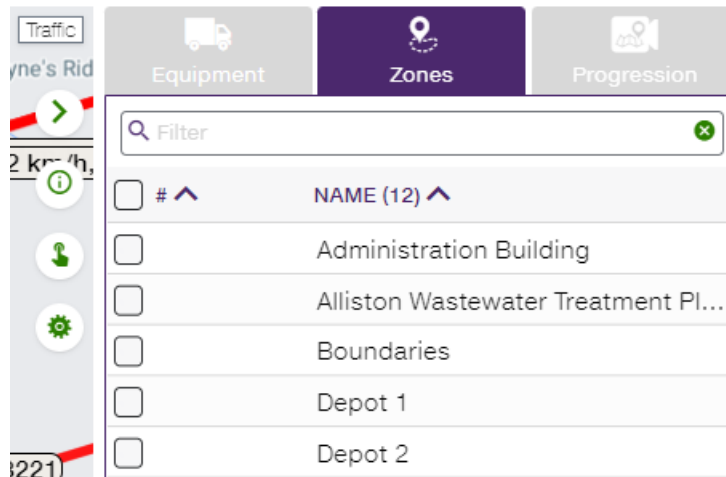
The ⓘ button will display the legend of the map.

Complete visit: (Green) Completed over the percentage that was added.

Partial visit: (Yellow) Completed over 30 % and below the percentage added for a complete visit (green)

No visit: (Red) Not done at all and below 30%.

Missing passes: (Blue) Multiples passes were selected and it was not achieved yet.

It is possible that in rare cases some segments have been visited but not updated. A button allows you to manually add visits. Select the button.

The "Create manual visits" tool will be displayed. Click on "Select street segments" then select the segment that you want to add as a visited control point.
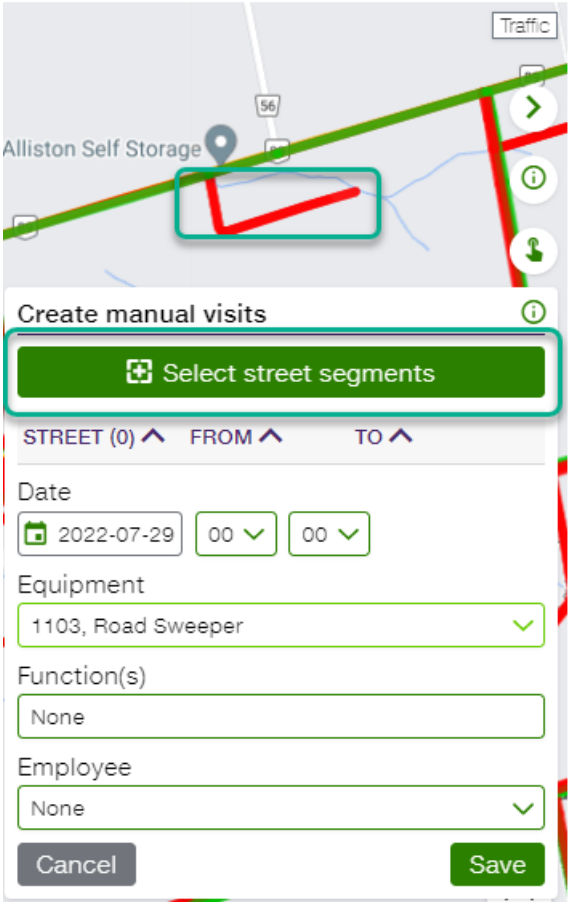
Note that you can select more than just one segment.

The selected segment(s) will be blue. Choose the date and time of the visit ②, the equipment that made the visit ③, indicate if any function(s) were enabled ④ and if an employee should be identified ⑤. To complete the addition, click on "SAVE." ⑥.

The segment is now green as having been visited with an active function.

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MAP – DETAILED PROGRESSION

This map will allow you to review in detail one contract at a time for a specific period.

By default, the "Progression" tab will be displayed. Several options are available.

① The time can be set to 30 minutes up to 5 days. Once selected, click on the [refresh] button to refresh the map. The information displayed depends on the options selected below.

② This feature is to tell the system that in order to have a complete visit, the percentage selected must be reached based on the total distance travelled per segment.

③ Adding to the visit, you can take in consideration one or many functions like plow down and/or salt

④ The system can take in consideration the speed of the vehicle to have a complete visit.

⑤ This option allows you to select only one or many vehicles from the first tab to be taken in consideration.

⑥ This option will display the actual control boxes, mainly for debugging.

⑦ This field is to select the group of contract that you want to display.

⑧ This field is to select a specific contract that you want to display.

The third tab called "Route" allows you to display the route of one or many vehicles on the map and replay their activities.
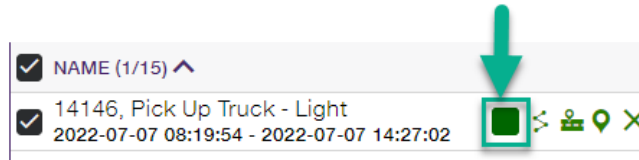

Select the period and the vehicle and click "Display"

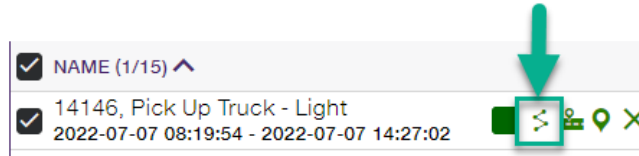The map now displays the route for one vehicle (in green)
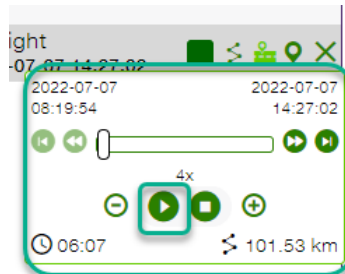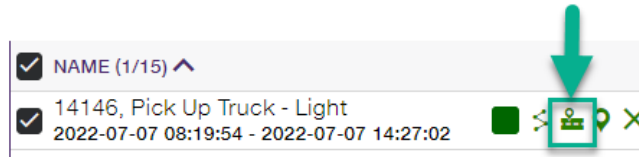
By Selecting the "Color" button, you can change the route color for more clarity.

By Selecting the "Route" button, you have access to all the details of the route page for this vehicle in a new window.

By selecting the "Replay" button, you can review the route of this vehicle point by point on the map.

The "Position" button displays all the position of the route of this vehicle
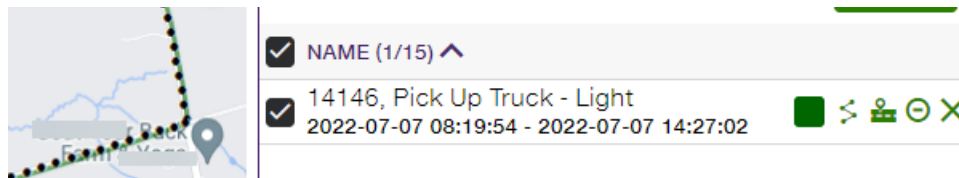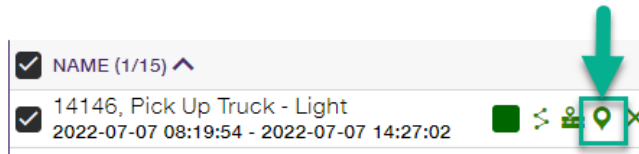
The last button removes the selected route.

The Fourth tab "Zone" simply let you displays your zones already created on the map.

Please refer to the Focus user guide on how to create a "Zone".
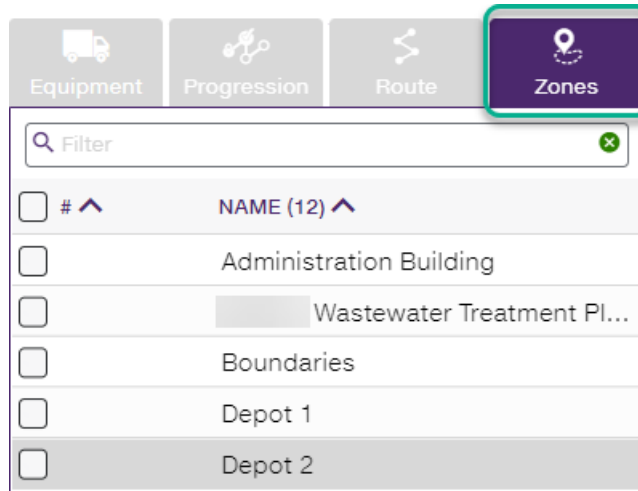
The "Equipment" tab displays the actual status of the vehicles. The usual filters are available. You can select on or as many vehicles as you want.

| Equipment | Progression | Route | Zones |

Filter 🔍 ⊗ ●☑ ◆☑ ■☑ ❓☑

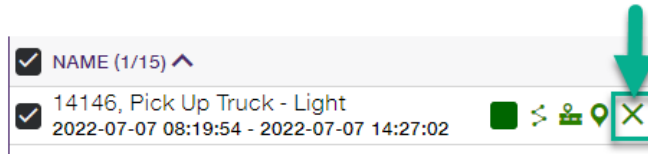| ☑	# ⌃	NAME (119) ⌃	⌃	⌃
☑	1103	Road Sweeper	■	24h +
☑	1104	Backhoe	■	24h +
☑	1107	Combination Plow/Wing/S...	■	24h +
☑	1125	Grader	●	0h22
☑	1208	Loader	■	0h10
☑	12110	Mower	■	24h +
☑	1217	Tractor 5040	■	2h58
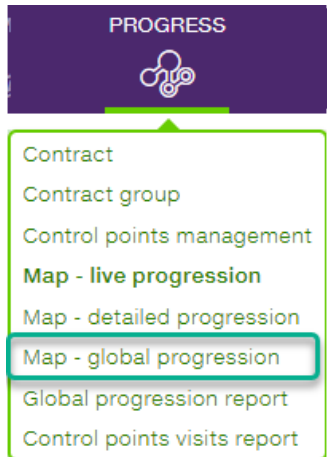
The Map - global progression section will give you an overview on what was done at a determined period, up to 6 months.
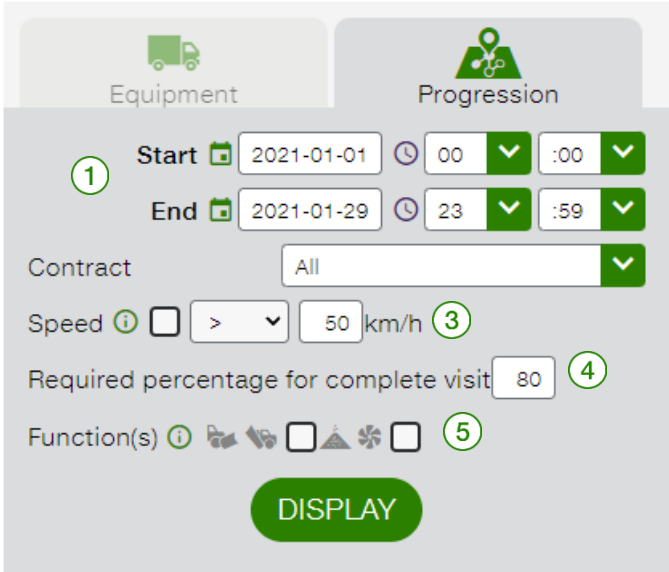
1) This is where you select your time period.

2) You can select all contrat or one specific contrat. So you can separate roads from side walk or have the information per sector.

3) You can include or exclude certain equipment that would be driving over or under a certain speed limit.

④ You can change the percentage for a complete visit. In this example over 80% will be considered completed, between 30% to 80 % partially completed and below 30 % not complete.

⑤ Functions are used to distinguish if the vehicle has a plow up or down, if it was spreading or others. Thus, you can have the distinction with function activated or not.

Clicking DISPLAY, will show the information.

This is what you'll get, which streets were done and not done globally or per sector (contract) and the percentage of completion.

Hovering your mouse on any contract will display the section it belongs to. If groups were created in the first place, you will be able to have information under that specific group ①.
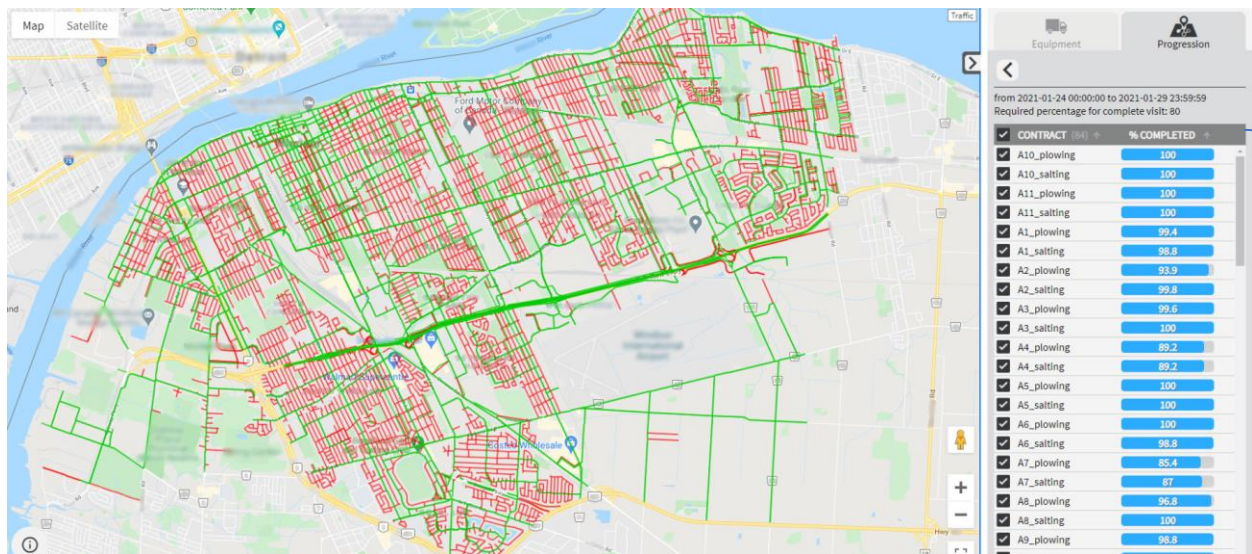
REPORT

There are two reports available for the progression module.

They are accessible under the PROGRESS tab or in the REPORT section.
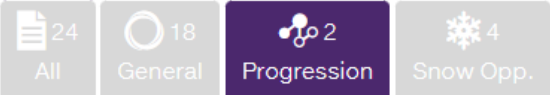
REPORT	DESCRIPTION	MODULE
Control points visits report	Detailed and summary report for control points visits	Progression
Global progression report	Progression summary for a contract lot	Progression

GLOBAL PROGRESSION REPORT

The Global Progression report is very similar to the Map – global progression but offers information in the form of a report.

$\textcircled{1}$ This is where you select your time period.

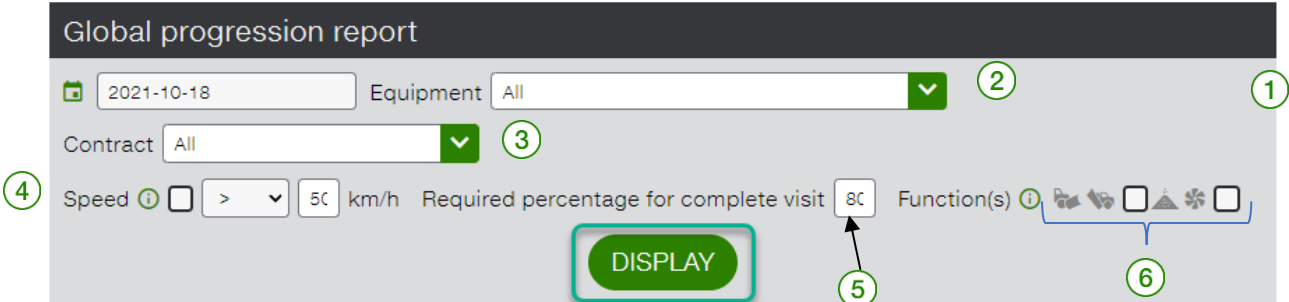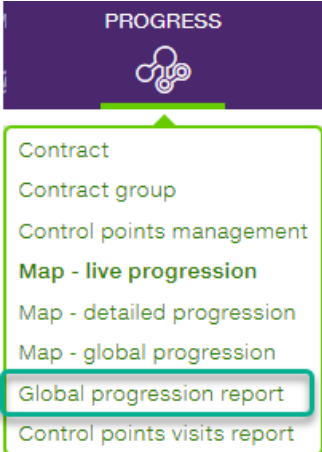$\textcircled{2}$ Where you can select a specific equipment.

$\textcircled{3}$ You can select all contract or one specific contract. So you can separate roads from side walk or have the information per sector.

$\textcircled{4}$ You can include or exclude certain equipment that would be driving over or under a certain speed limit.

$\textcircled{5}$ You can change the percentage for a complete visit. In this example over 80% will be considered completed, between 30% to 80 % partially completed and below 30 % not complete.

⑥ Functions are use to distinguish if the vehicle has a plow up or down, if it was spreading and others. Thus, you can have the distinction with function activated or deactivated.

Click DISPLAY.

Global progression report ⌄

Global progression report
from 2021-01-24 to 2021-01-29
Equipment: All
Required percentage for complete visit: 80

CONTRACT ⌃	COMPLETED DISTANCE ⌃	TOTAL DISTANCE ⌃	TOTAL DURATION ⓘ⌃	ESTIMATED TIME TO COMPLETION ⌃	DATE ⓘ	% COMPLETED ⌃
A10_plowing	48.70 km	48.70 km	3:36:26	Completed	2021-01-24 12:09:30 2021-01-27 17:59:08	100
A10_salting	21.17 km	21.17 km	1:33:28	Completed	2021-01-24 12:09:30 2021-01-27 17:59:08	100
A11_plowing	60.58 km	60.58 km	4:20:20	Completed	2021-01-24 12:09:30 2021-01-27 17:59:08	100
A11_salting	26.24 km	26.24 km	1:43:54	Completed	2021-01-24 12:09:30 2021-01-27 17:59:08	100
A1_plowing	46.24 km	46.54 km	2:12:07	0:00:51	2021-01-24 12:48:01 2021-01-27 04:04:57	99.4
A1_salting	26.57 km	26.88 km	1:20:55	0:00:57	2021-01-24 12:48:01 2021-01-27 04:04:57	98.8
A2_plowing	45.78 km	48.77 km	2:50:44	0:11:09	2021-01-24 13:14:58 2021-01-27 05:08:09	93.9
					2021-01-24	
Total	**1640.48**	**2712.31**	**94:43:20**	**74:54:04**		**54%**

Here is the information per column:

Contract information: names for your contracts

Completed distance: The completed distance includes only those segments where all selected filters (functions) are valid.

Total Distance: The total amount of all segments calculated together per contract.

Total duration: The total duration corresponds to the sum of the time of the visits of the segments considered for the completion of this contract.

Estimated time to completion: this is really an approximate of time it would take to complete the contract entirely.

DATE: The completed distance includes only those segments where all selected filters (functions) are valid.

% COMPLETED: Show how much in percentage was completed.

CONTROL POINTS VISITS REPORT

Control points visits report.

(1) When checked the information provided will be more summarized and with colors.

Summary checked:

Summary unchecked:

② Only selectable when summary is checked. Allows to if the street "segment" have been visited or not visited.

③ Where you select your time period.

④ Where you can select a specific equipment.

⑤ You can select all contract or one specific contract. So you can separate roads from side walk or have the information per sector.

⑥ Where you can select a specific street.

⑦ You can include or exclude certain equipment that would be driving over or under a certain speed limit.

⑧ You can change the percentage for a complete visit. In this example over 80% will be considered completed, between 30% to 80 % partially completed and below 30 % not complete.

⑨ Functions are use to distinguish if the vehicle has a plow up or down, if it was spreading and others. Thus, you can have the distinction with function activated or deactivated.

Click on DISPLAY

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Control points visits report

Control points visits report (Summary)
from 2021-01-27
Equipment: All
Contract:
Street: All
Visit: All
Required percentage for complete visit: 80

STREET	SIDE	FROM	TO	VISIT	START DATE	END DATE	COMMENT
				Yes	2021-01-27 00:01:41	2021-01-27 03:26:05	**11** control points merged
				No			**1** single control point
				No			**1** single control point
				No			**1** single control point
				Yes	2021-01-27 11:03:46	2021-01-27 17:57:01	**1** single control point
				No			**1** single control point
				Yes	2021-01-27 11:03:31	2021-01-27 17:58:53	**3** control points merged
				No			**1** single control point
				Yes	2021-01-27 15:32:44	2021-01-27 17:59:08	**1** single control point
				Yes	2021-01-27 03:26:20	2021-01-27 03:26:20	**1** single control point
				Yes	2021-01-27 00:32:34	2021-01-27 21:23:57	**73** control points merged
				Yes	2021-01-27 00:00:56	2021-01-27 21:25:42	**31** control points merged
				Yes	2021-01-27 00:12:28	2021-01-27 18:52:51	**8** control points merged
				No			**1** single control point
				Yes	2021-01-27 00:09:49	2021-01-27 18:55:21	**45** control points merged
				No			**1** single control point
				Yes	2021-01-27 00:09:43	2021-01-27 18:56:06	**21** control points merged
				Yes	2021-01-27 00:05:13	2021-01-27 18:56:06	**2** control points merged
				No			**1** single control point
				Yes	2021-01-27 00:05:58	2021-01-27 18:58:36	**25** control points merged

Here is the information per column:

Street: name of the street

Side: If a side has been selected. Example North, South, East, West, etc.

From: from which street

To: To which street

Visit: visited in green, not visited in red.

Start Date: when the equipment entered the street "segment"

End Date: when the equipment exited the street "segment".

Comment: Focus merge the Street "segment" that have been done but separates the street "segment" that have not.
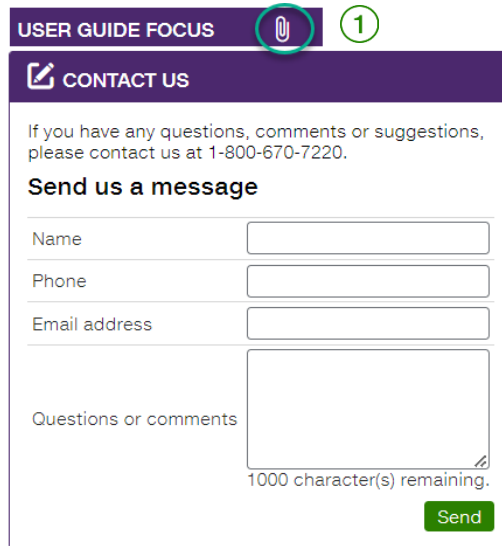
HELP

USER GUIDE

Hover cursor over [HELP] icon, to display the following:

Clicking on [paperclip] ① opens another page with the online user guide. The document will remain if this window is open.

USER GUIDE FOCUS

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Questions or comments

①

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Once done, click on " Send ".