FOCUS by TELUS®

USER GUIDE

FOCUS-ZOOM

Ver. 1.4 (november 2023)

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LOGIN

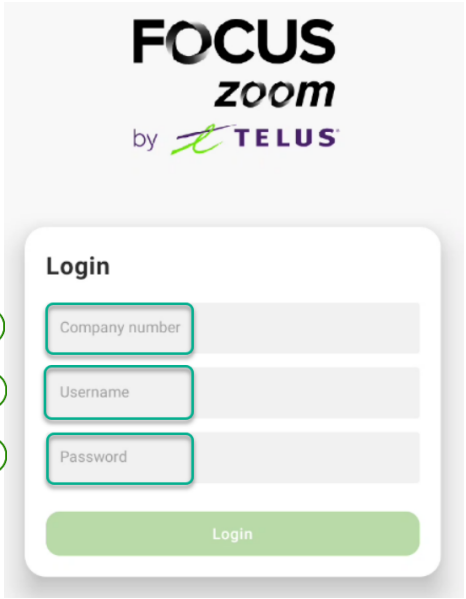
Welcome to the FOCUS-ZOOM application!

Focus 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 customer service team. It is intended as a first line of assistance and as a reference guide to be used after the initial training session.

First, you have to install the app on your smart phone or tablet. Please visit the Google PlayStore or Apple AppStore to install the application.

Once it is installed, you may tap on the corresponding icon to start the application.

The following login window will display, asking you to enter the corresponding login details:



Enter your company number in this field (1).
This number is given to you by FOCUS, and belongs exclusively to your organization.

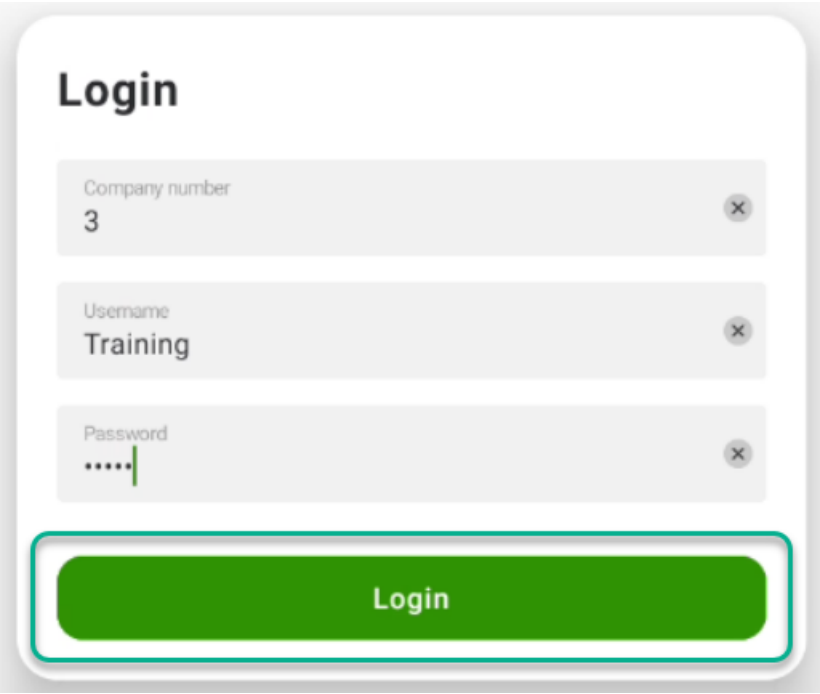
Enter your user name in this field (2).

Enter your password in this field (3).

Note that the credentials needed here are the same credentials that you use to connect to the FOCUS web portal.

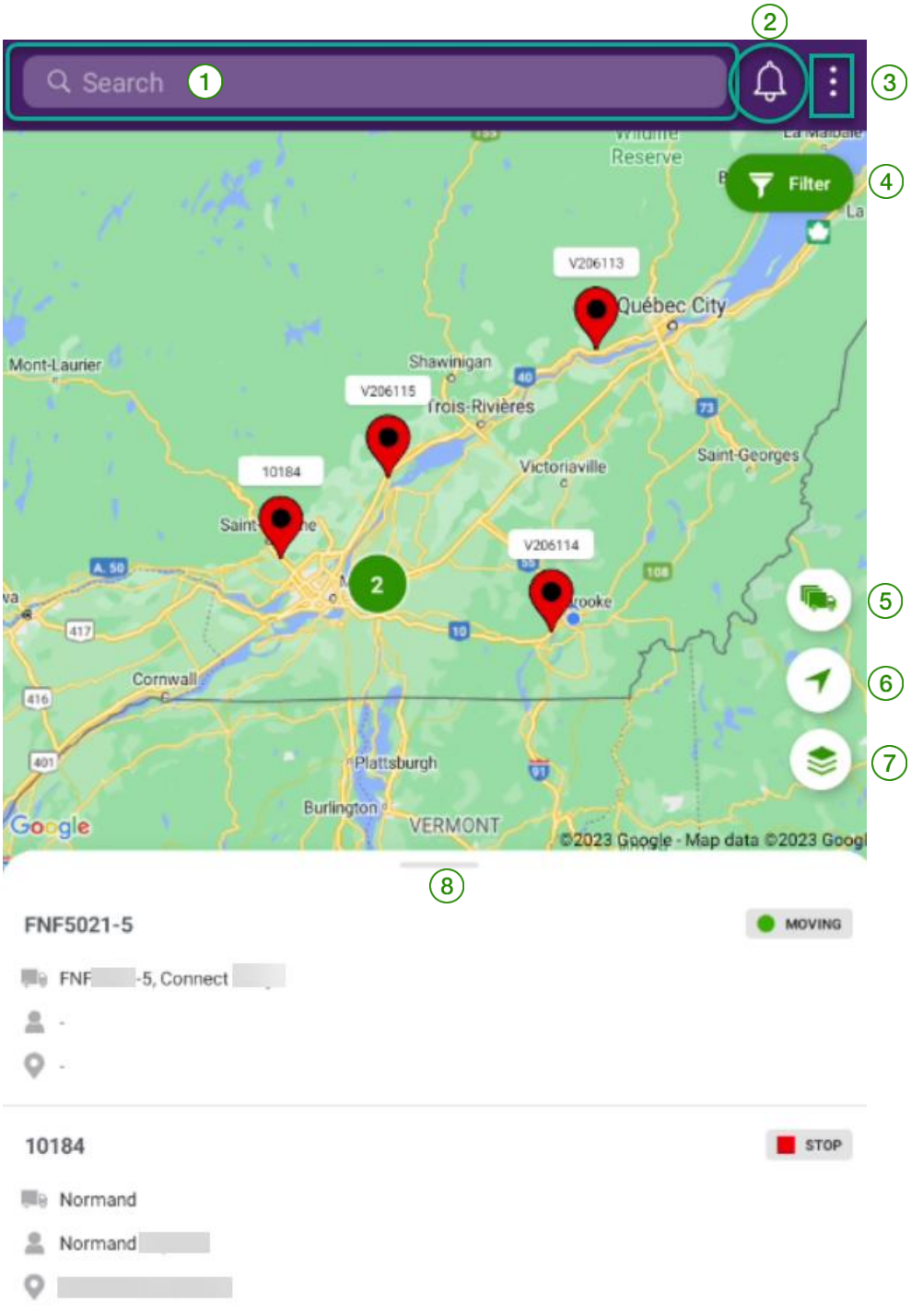
If you do not have the username and/or password, communicate with your organization's designated FOCUS administrator.

Next, click on LOGIN to connect to the application.


Login
Company number
3
Username
Training
Password
Login

MAIN PAGE

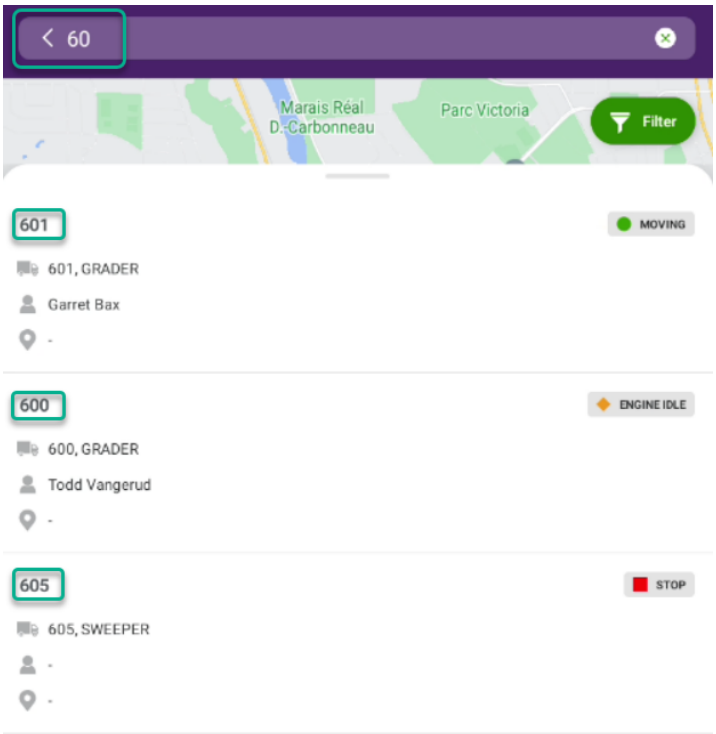
Once you are connected, the main page will be displayed. Let us examine the different options:



ID	SECTION	DESCRIPTION
①	SEARCH	This field allows you to run a search using a number of variables such as the name or the number of a piece of equipment, the name of an employee, or the name of the zone where they may be located.
②	ALERTS	The alert function allows you to display current alerts, as well as to receive notifications of alerts directly on your device.
③	OPTIONS	Information regarding how to contact us, our privacy policy, as well as logging out of the application.
④	FILTER	The filter section allows you to display the status of a piece of equipment in particular, and to access equipment groups.
⑤	DISPLAY THE FLEET	This button permits you to see all of the equipment simultaneously on the map.
⑥	YOUR POSITION	This button displays your current position.
⑦	MAP	Two maps are available: the regular map and the progress map.
⑧	DETAILS BY EQUIPMENT	This section displays all of the available information, by equipment, meaning the status and the name of the zone where the equipment is located.

① Search:

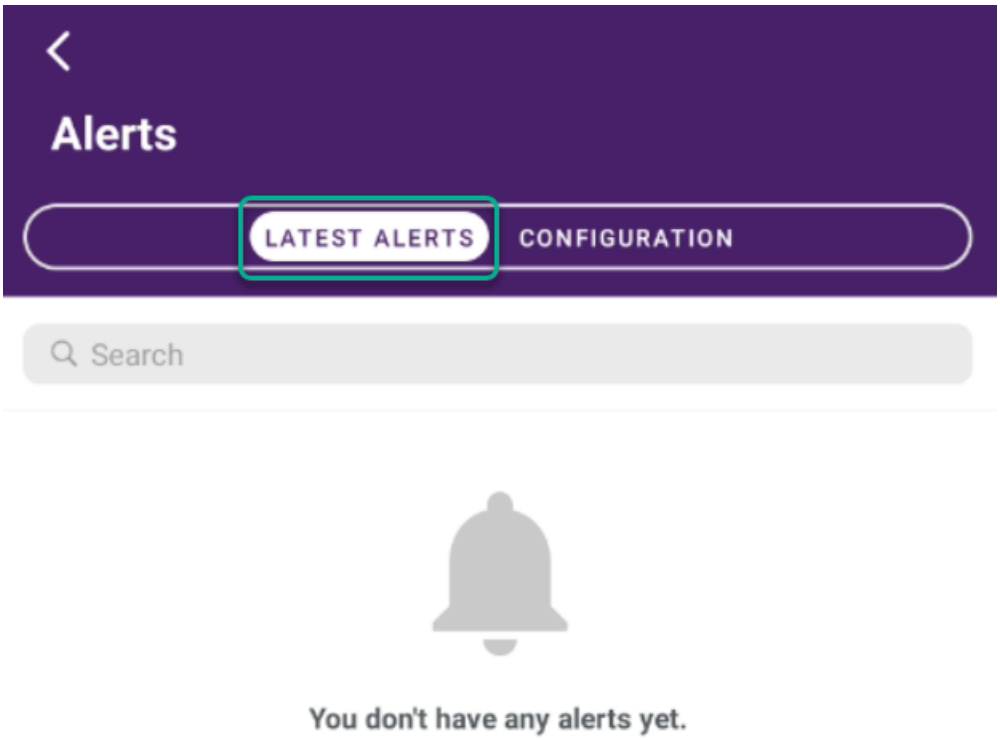
Here you can enter, for example, the number of a piece of equipment in the search bar, and the corresponding equipment will be displayed at the bottom of the page.



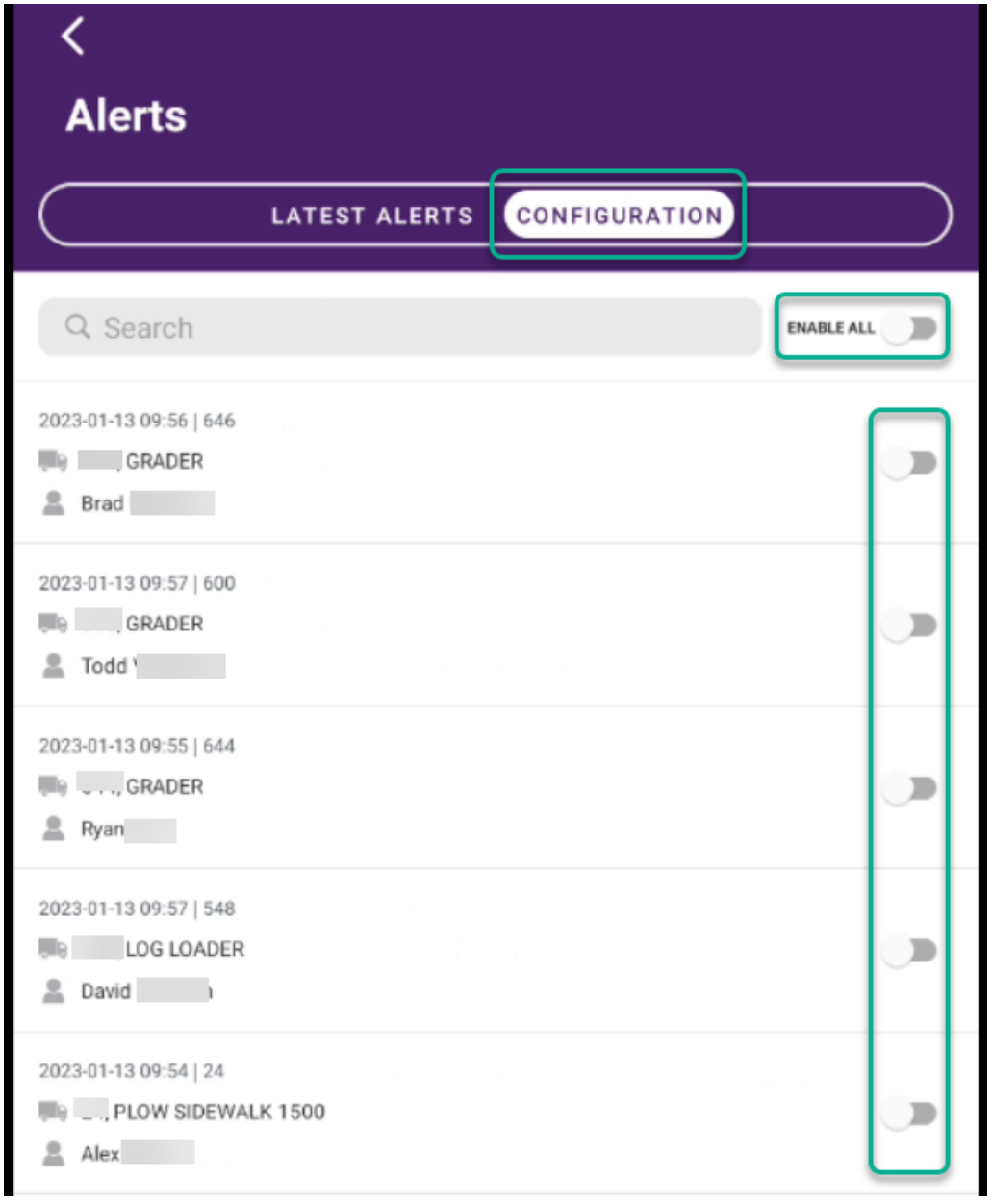
② Alerts:

This section displays the most recent alerts generated by FOCUS. These alerts were created in FOCUS, and not in the application.

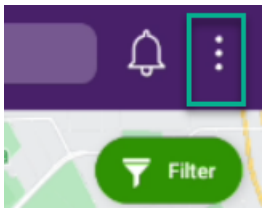
In the “Latest Alerts” tab, the 50 most recent alerts will be displayed. It is possible to run a search of these alerts using equipment number or another variable.



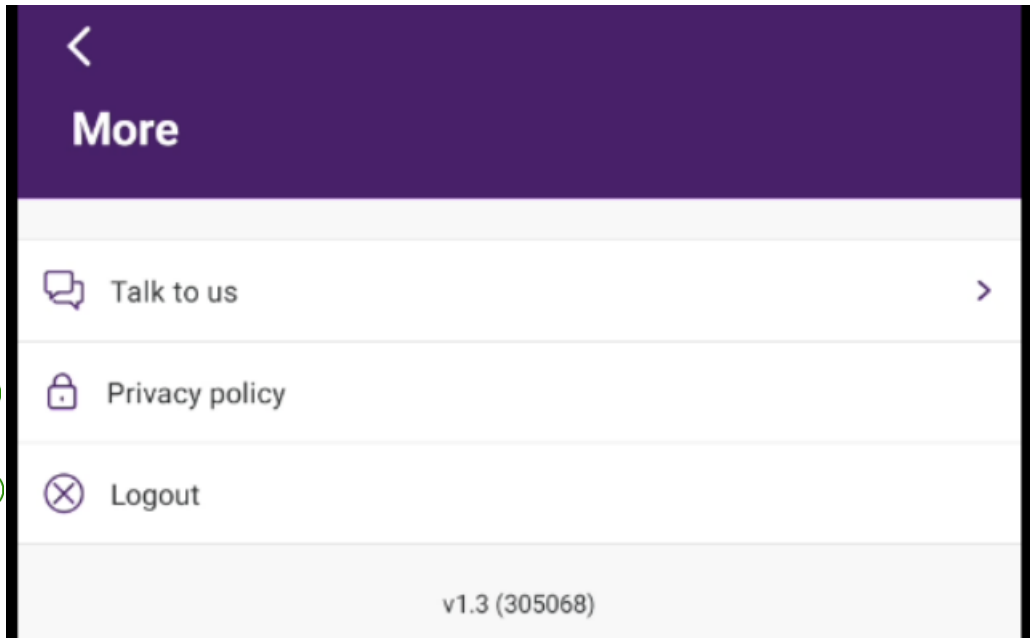
In the “Configuration” tab, you can choose to receive alert notifications for one or more pieces of equipment directly on your device. You simply have to activate notifications for the desired pieces of equipment. Please note that notifications will have to be configured as active or inactive on each device on which you use the application.



③ Options:



The three dots give you access to the following options:

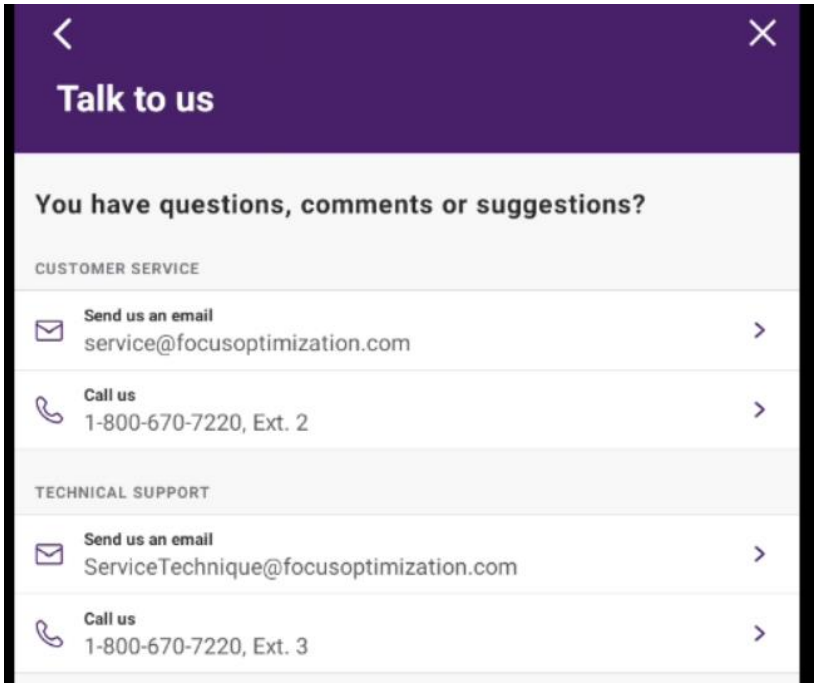


① Talk to us

② Privacy policy

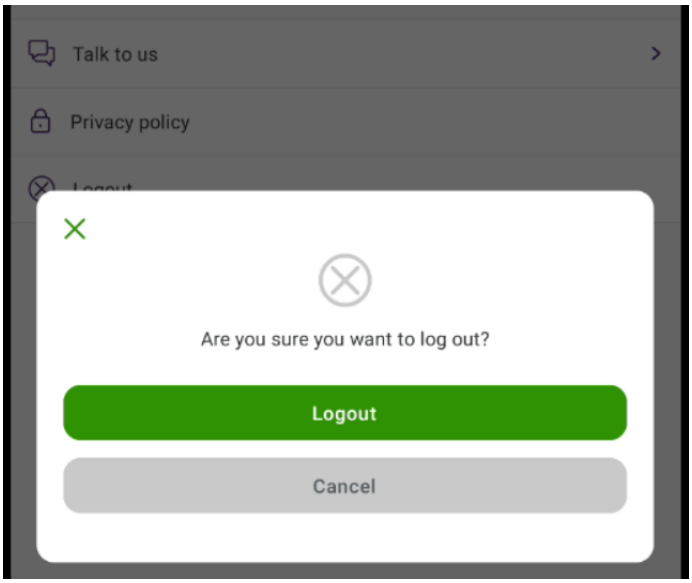
③ Logout

1 Talk to us



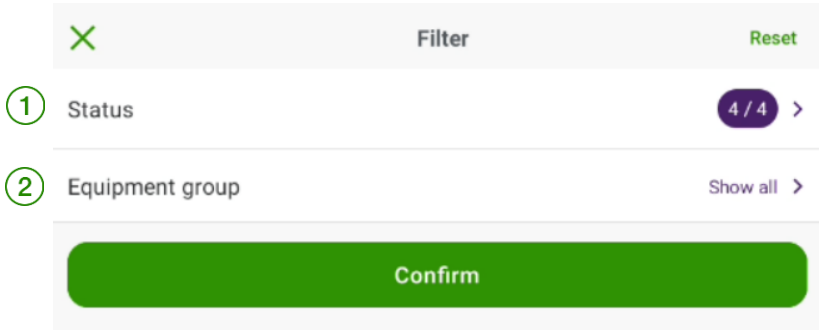
2 Privacy policy

3 Logout

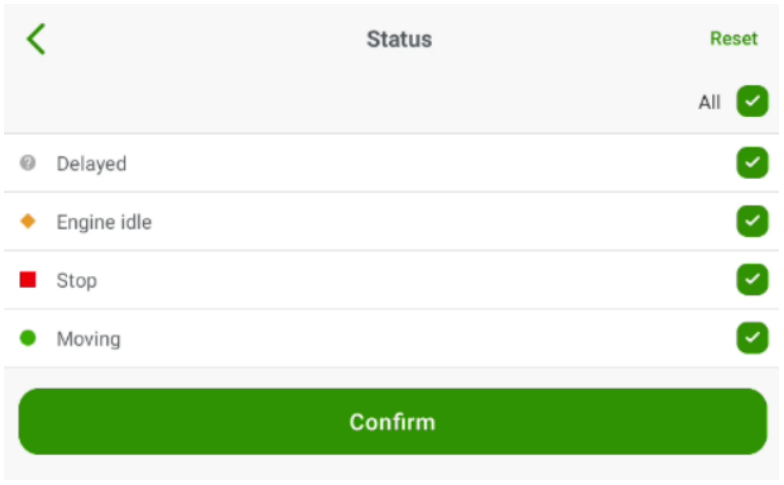


④ Filter:

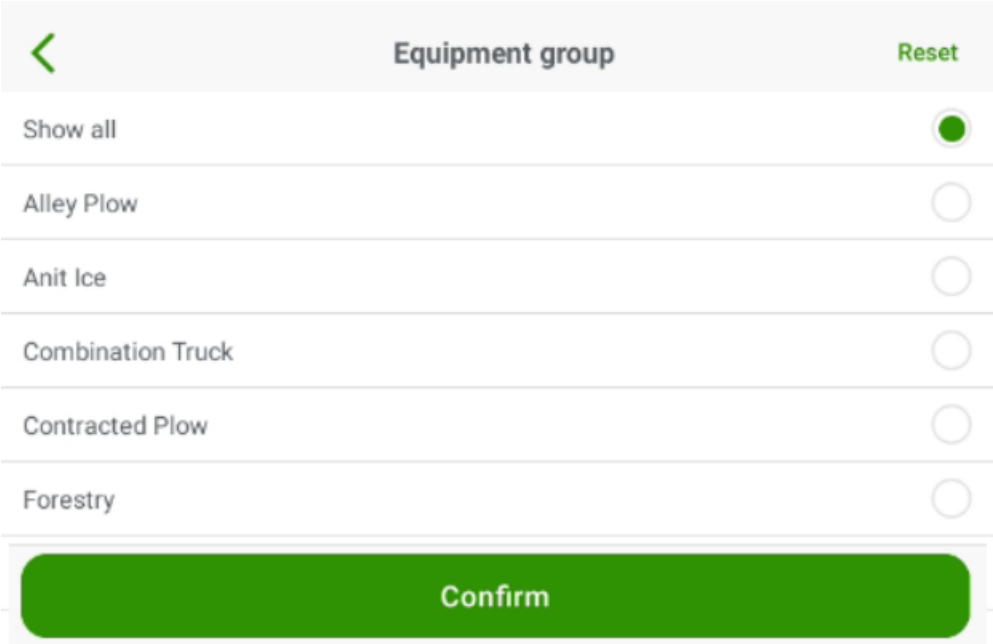
This section permits two operations: display by status and/or by equipment group.



① Filter by status: this button enables you to either display a specific set of equipment according to status (such as only moving equipment), or multiple statuses simultaneously. Simply select the desired status(es), and tap “Confirm.”

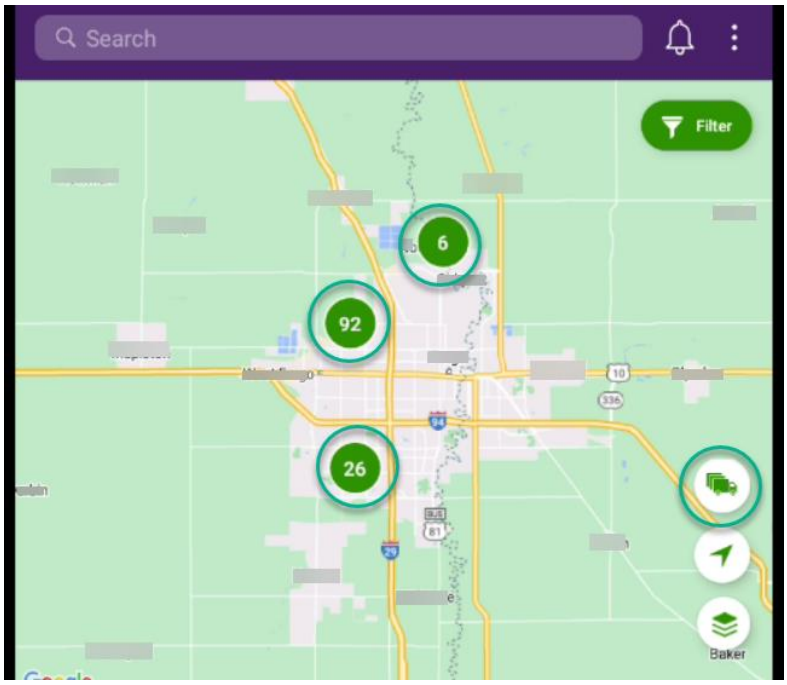


② Filter by group: this permits you to select one equipment group if they have been previously created in FOCUS. Once the group have been selected, use the “Confirm” button.



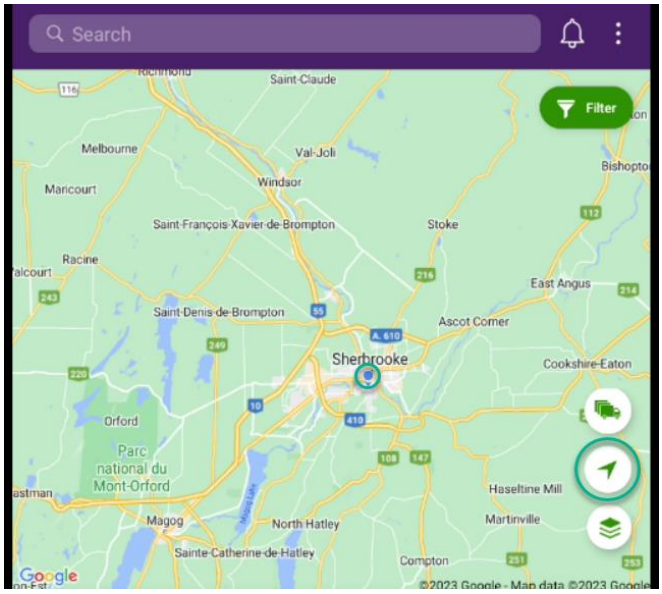
⑤ Display fleet:

This button enables you to adjust the map in order to see all of the equipment. Note that the application automatically groups equipment when this is necessary in order to facilitate reading the map.

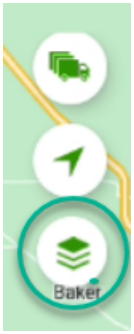


⑥ Your position:

This button centers the map on your current position.



⑦ Map:



For clients with the progression module, the option for map selection is available.

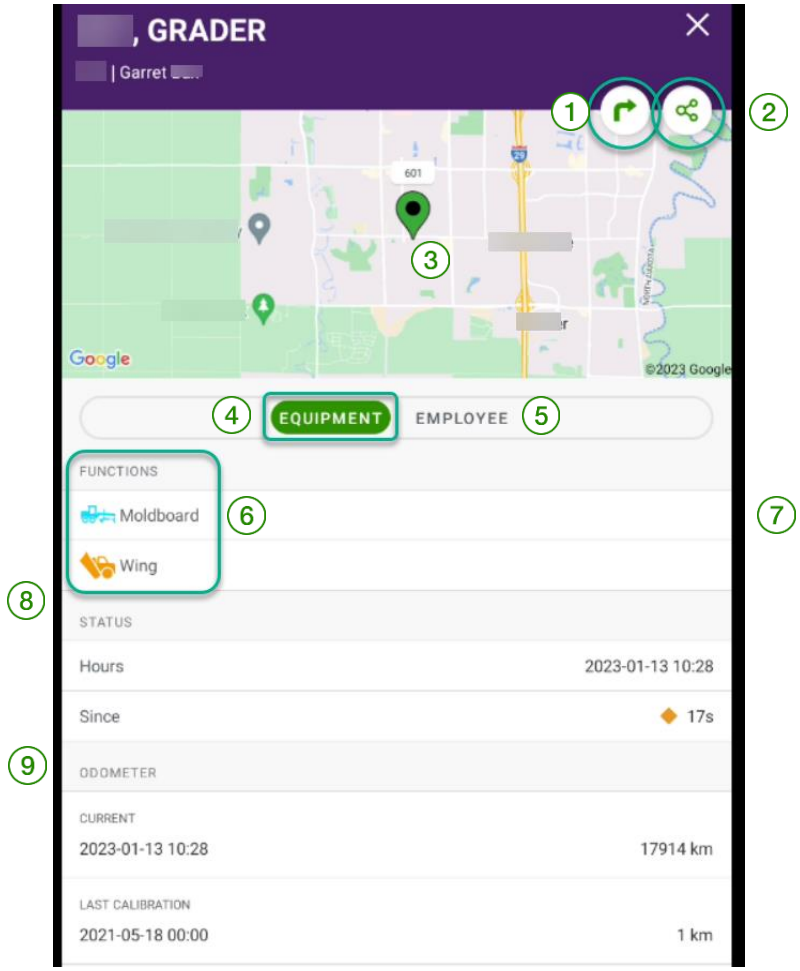
For more details concerning this module, please contact our customer service team.

⑧ Details by equipment:

This page has 2 tabs. The first is “Equipment” and the second is “Employee.”

Equipment section:

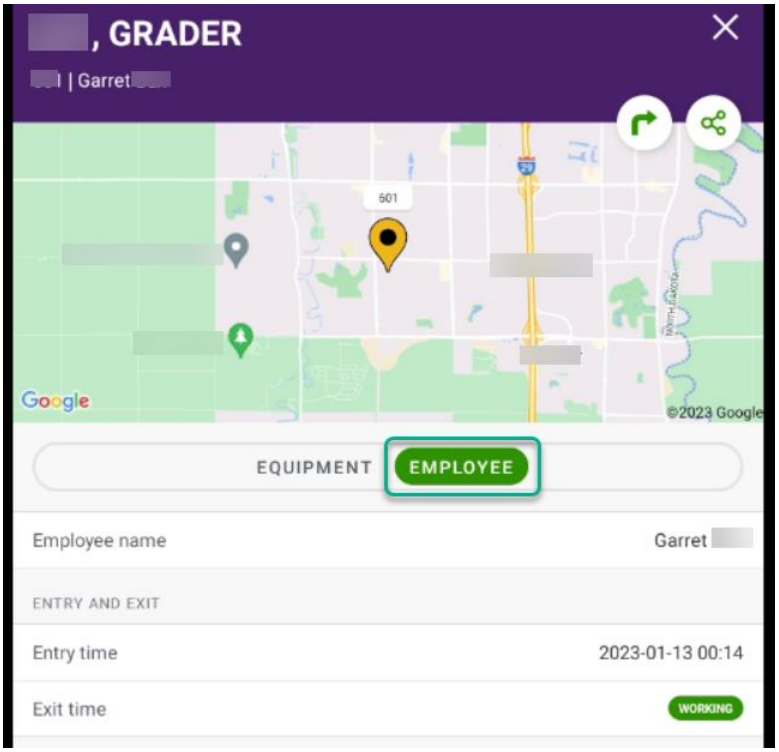
This section displays information sorted by equipment, such as the equipment number, equipment name, the name of driver (if available through FOCUS if you are using Focus fobs), the zone where the equipment is currently situated, as well as the equipment’s status.



ID	SECTION	DESCRIPTION
1	DIRECTION	It is possible to obtain directions with the help of Google Maps. Simply enter a destination address and Google Maps will take you there.
2	SHARE POSITION	You can share your current position in multiple ways, including through SMS messaging, email, and others.
3	LIVE POSITION	The map will display the real-time position of the equipment as well as its status.
4	EQUIPMENT	By default, this page presents equipment information.
5	EMPLOYEE	It is possible to select the Employee tab to view the employee currently operating the piece of equipment.
6	FUNCTIONS	When a functionality is activated on the equipment, the activation is shown in the application. As soon as the functionality is deactivated, the corresponding icon is greyed out.
7		
8	STATUS	Date and time of the last status change.
9	ODOMETER	Current odometer of the vehicle.

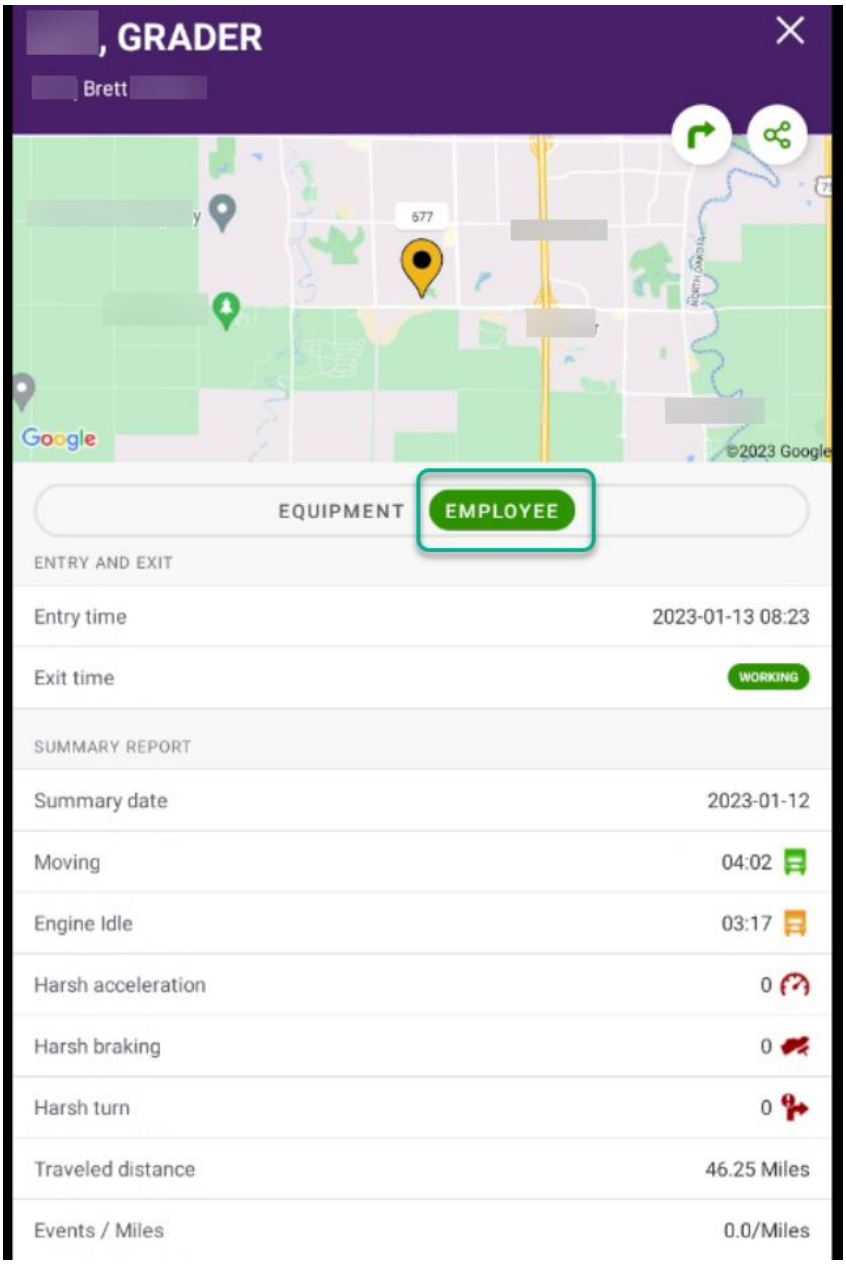
Employee section:

In order for this section to display information, the employee must be identified as being in the equipment using FOCUS driver identification fobs or they must have been assigned to the equipment in the FOCUS portal.



By default, the name of the employee and their starting time are displayed. Note that the ending time will correspond to the latest information received for an identified employee.

Depending on the information available, it is possible for other details to appear here, such as a summary of the previous day, driving behaviors and distance traveled.



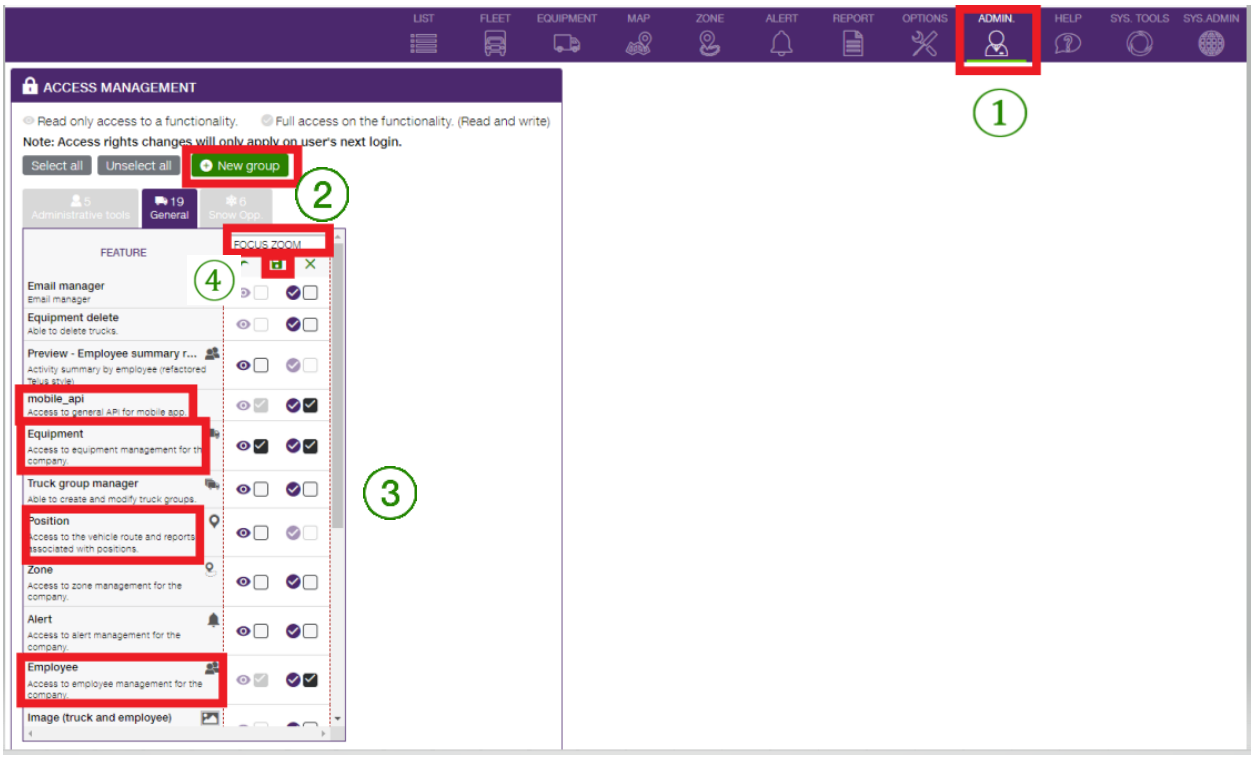
Creating the Focus Zoom access group

An administrator must go to the ADMIN tab and then press access management. (1)

Then press new group and name this group FOCUS ZOOM. (2)

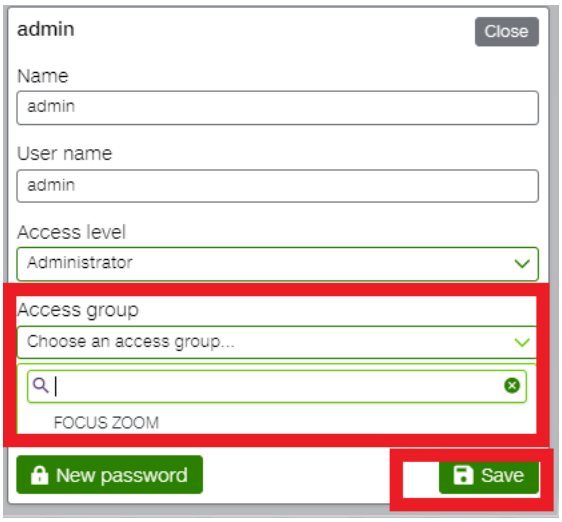
Check the following options : Mobile API, Equipment, Position and Employee. (3)

Don't forget to save by pressing the diskette at the top of the column. (4)



Go to the administrator tab - user management, press on the user to whom you wish to give access.

In the access group, add the **FOCUS ZOOM** group and press save.



**Do the same for each person who needs access to FOCUS ZOOM.