# FOCUS USER GUIDE

V1.6 (May 2023)

https://app.focusoptimization.com

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## LOGGING ON & INITIAL SET-UP

Welcome to the FOCUS by Telus 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 clarification from our customer Training Team. It is a first line of assistance and a reference to be used 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 exploiting these browsers. In the browser's search bar, type:

***app.focusoptimization.com***

You will reach the following FOCUS homepage:

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

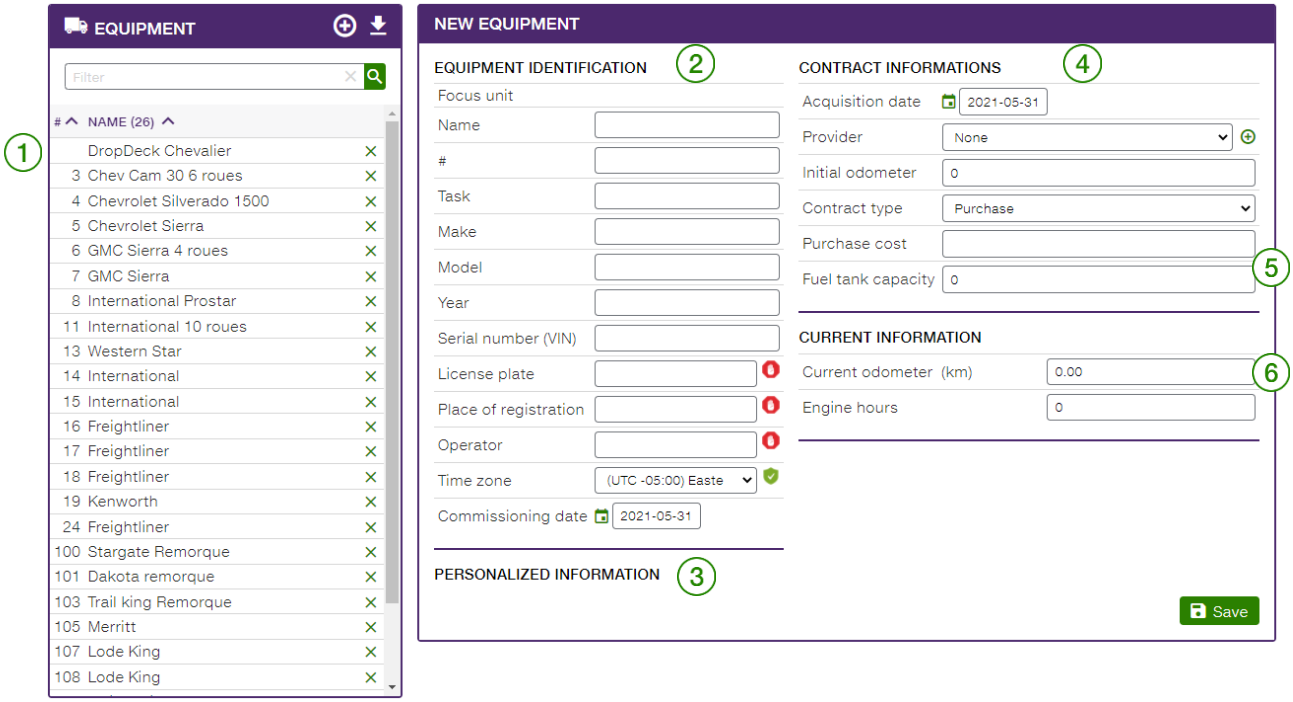
At the icon (User) (2) enter your username.

At the icon (Lock) (3) enter your password.

Clicking ENTER will redirect the user to the Fleet page.

# CREATING EQUIPMENT

At the EQUIPMENT icon. The following page will appear:




The left side menu (1) shows the list of vehicles in FOCUS. To display the specific details of a vehicle, click on the unit number within the left column and the information will be displayed in the middle section of the screen (2). Next, fill in the fields with the following additional vehicle information:

**REQUIRED INFORMATION TO COMPLETE THE EQUIPMENT IDENTIFICATION SECTION**

| FIELD | DETAILS |
|---|---|
| FOCUS UNIT | FOCUS unit ID installed on equipment (not editable) |
| IDENTIFICATION KEY | **FOCUS Fuel only** (select chip that has been attached to equipment) |
| NAME | Name assigned to the equipment (This name will appear on the Dashboard, Vehicle and Zone Map pages) |
| # | Equipment number (This # will appear on the Dashboard, Vehicle and Zone Map pages) |
| DRIVING FORCE (HP) | **FOCUS Fuel only** (If equipment qualifies for Fuel Tax Refund, in Quebec only) |
| PRESCRIBED PERCENTAGE (%) | **FOCUS Fuel only** (If equipment qualifies for Fuel Tax Refund, in Quebec only) |
| TASK | Equipment Functionality |
| MAKE | Equipment brand (i.e., Ford, Mack, John Deere) |
| YEAR | Equipment year |
| SERIAL NUMBER | Equipment VIN |

| | |
|---|---|
| LICENSE PLATE | Equipment plate number |
| PLACE OF REGISTRATION | Mandatory for DVIR |
| OPERATOR | Mandatory for DVIR |
| TIME ZONE | Defines in which time zone a vehicle is used |
| COMMISSIONING DATE | Commissioning date |

The Customized Information (3) section allows you to add information fields specific to each organization. If applicable, the necessary fields will be added following the commissioning.

Contract Information (4) refers to equipment acquisition contract.

**INFORMATION TO COMPLETE THE CONTRACT INFORMATION SECTION**

| FIELD | DETAILS |
|---|---|
| ACQUISITION DATE | Equipment date of purchase |
| PROVIDER | Supplier who sold the equipment |
| INITIAL ODOMETER | Mileage at purchase of equipment |
| CONTRACT TYPE | Purchase/Rental |
| PURCHASE COST | For Purchase contract type |
| MONTHLY COST | For Rental contract type (lease cost) |
| END DATE | For Rental contract type (last day of lease) |

Fuel tank capacity (5) is for FOCUS Fuel only. Enter the maximum number of liters that the tank can hold.

Current Information (6) refers to current odometer readings and/or engine hours of operation. Usually only one of these fields is completed. Typically, if a vehicle - use odometer, and if machinery - use hours of operation.

SEE "UPDATING ODOMETER INFO" for more details

Return to the

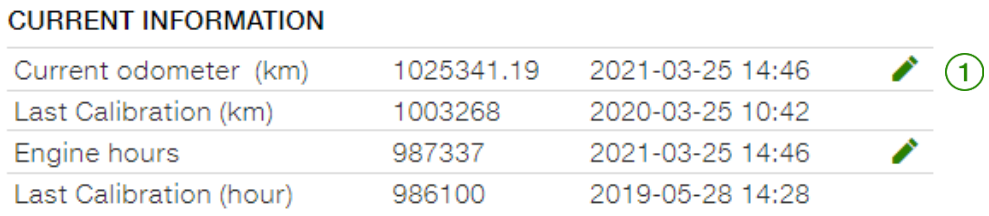
tab and follow this process to create the entire fleet.

## UPDATING ODOMETER INFO

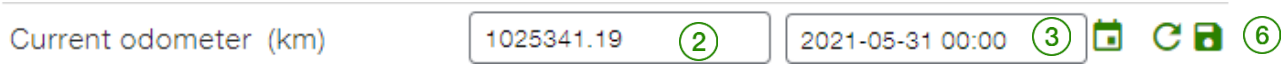
Calibration of odometers/hours of operation is essential to ensure all FOCUS data is always accurate. As the equipment communicates through the ECM of a vehicle, the odometer field will automatically update at each start.

**IMPORTANT NOTE: CALIBRATION OF ODOMETER/HOURS OF OPERATION MUST BE DONE AT LEAST TWICE (2X) A YEAR TO ENSURE A MARGIN OF ERROR OF LESS THAN 3%. NOT MANDATORY WITH ECM.**

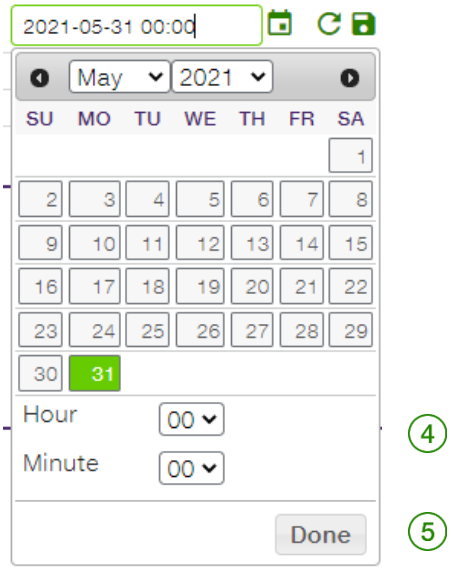
To update the odometer, click on the pen icon (1).




The following will be displayed:



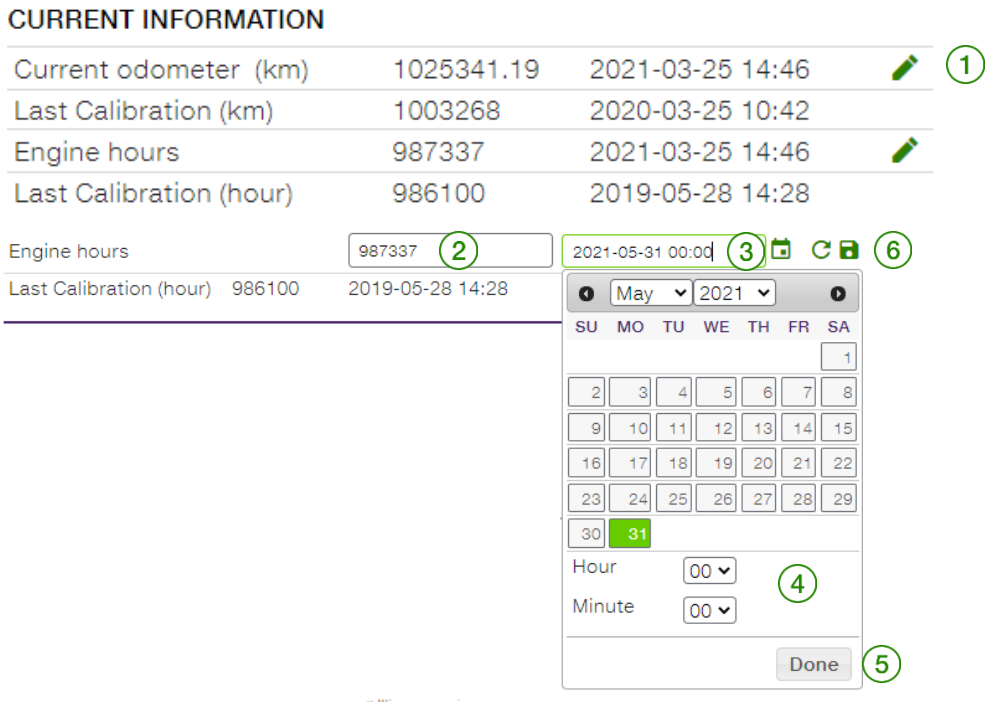

In the **km** section (2) enter the vehicle odometer and click on the calendar (3) to select the date at which the reading was made. At the bottom of the calendar (4), specify the exact hour/minute of the reading.




Once completed, click Done (5), then Save (6).

## UPDATING HOURS OF OPERATION INFO

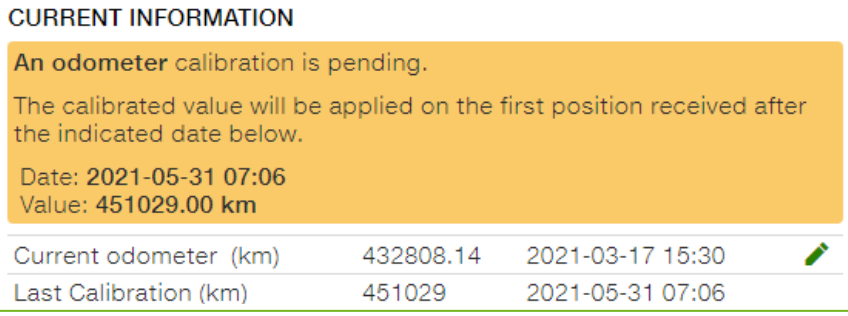
To update engine hours of operation, click on the pen icon (1).



Update the **Hours of operation** section (2) and click on the calendar (3) to select the date at which the reading was made. At the bottom of the calendar, you can specify the hour/minute (4).

Once completed, click Done (5), then Save (6).

The equipment management page will now provide proper feedback to the user, whenever he will perform an odometer or hours of service calibration as displayed here:



**CURRENT INFORMATION**

**An odometer** calibration is in progress.

The calibrated value is being processed by our servers. This process may require a little while to complete. The calibrated value will appear as soon as the process completes.

Date: **2019-09-26 13:55**
Value: **108628.00 km**

| | | | |
|---|---|---|---|
| km | 0 | 2019-09-26 13:55 | |
| Last Calibration(km | 108628 | 2019-09-26 13:55 | |
| Hours of operation | 436 | 2019-01-31 08:56 | |

# CREATING EMPLOYEES

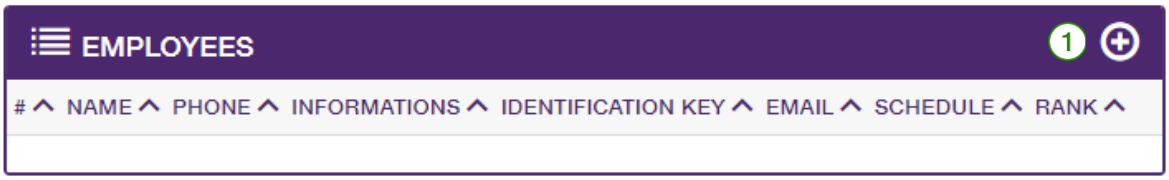
At the

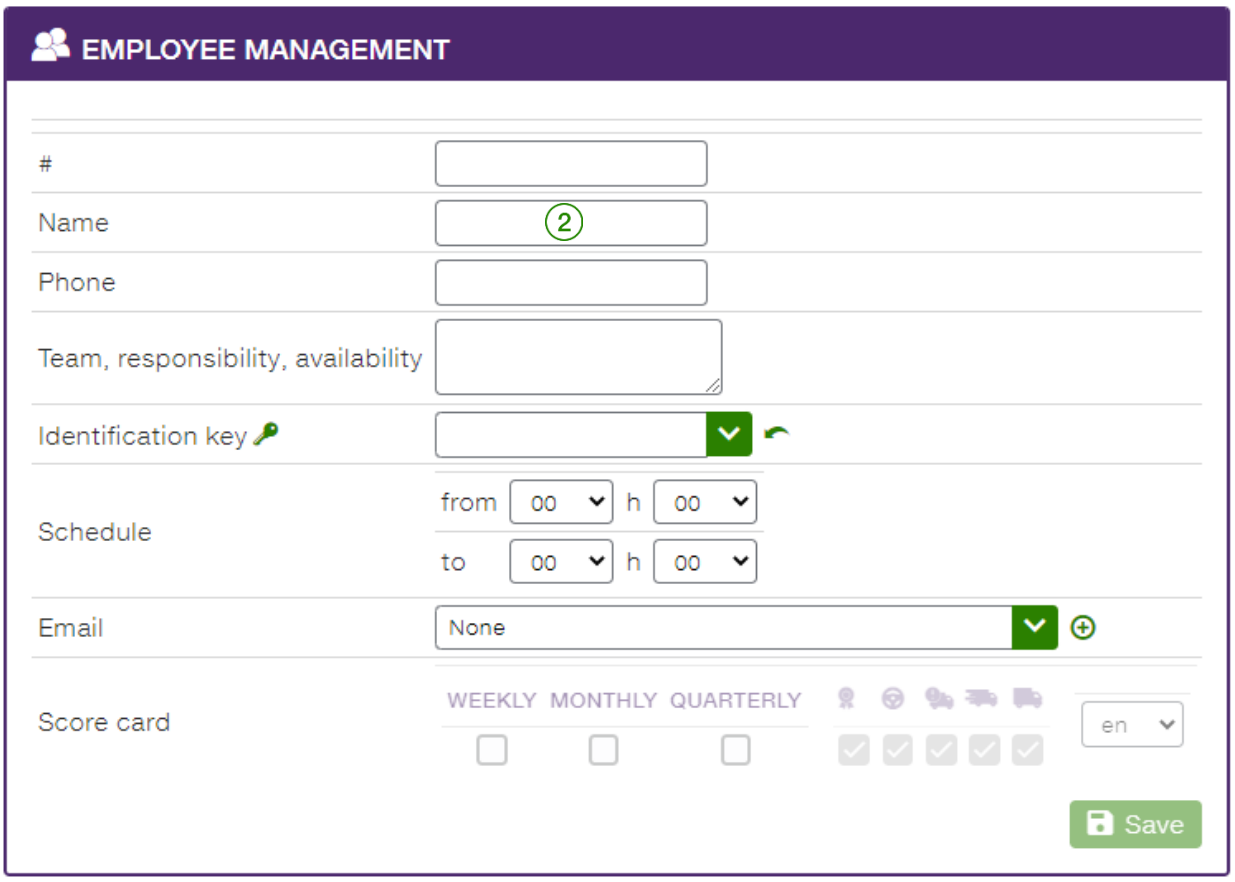
icon, choose **Employees** from the drop-down menu.

The page below will be displayed.

To create a new employee, complete all applicable fields under Employee Management – New (1).

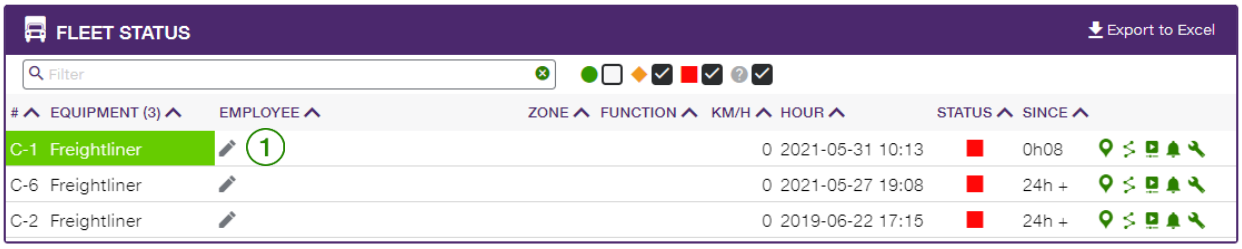
Name (2) is the only **REQUIRED** field.

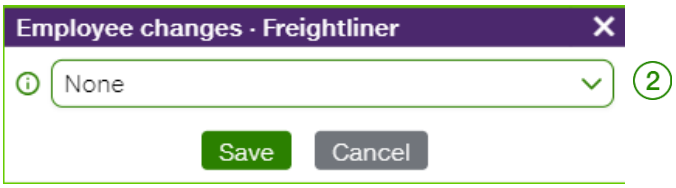


## ASSOCIATING EMPLOYEES WITH EQUIPMENT

Once employees are created, they will now appear in the drop-down menu displayed on the FLEET icon/ Dashboard in the Fleet Status section. To associate an Employee with a specific equipment, choose the desired Equipment and click on the pen icon (1) under the Employee column in the same row.




Clicking on the drop-down menu (2) will open up the entire list of employees created in FOCUS.

Select the desired driver and click “Save”.

**IMPORTANT NOTE: THIS ASSOCIATION PROCEDURE IS NOT REQUIRED WHEN USING FOCUS DRIVER-ID.**

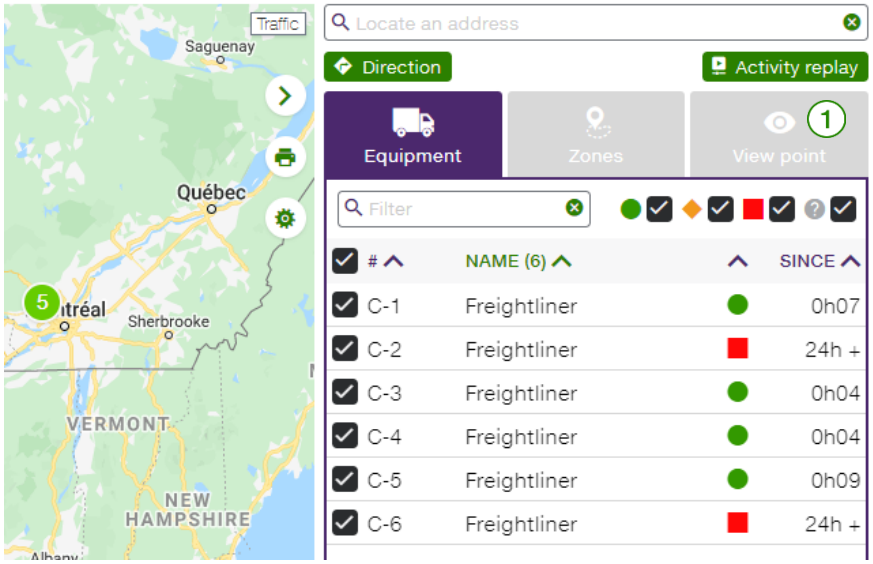
When all your equipment and employees are created, users who will have access to the FOCUS portal can now be created.

SEE “USER MANAGEMENT” for more details.

## CREATING A DEFAULT MAP VIEWPOINT

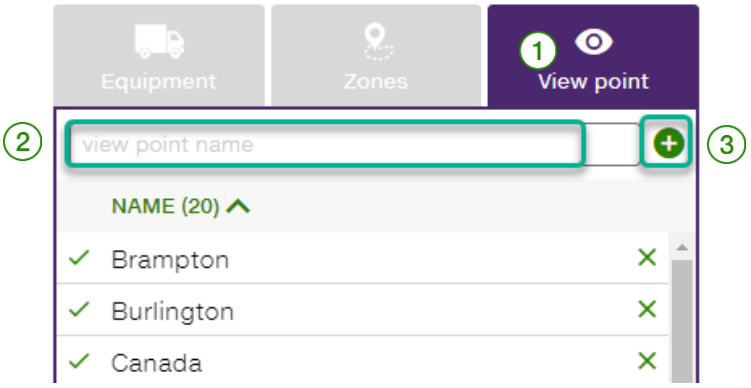
The default map viewpoint is a customizable map setting, applicable to all equipment and zones.

At the MAP icon, the following page will be displayed:




To establish the default (zoom) display of the map, simply place the map at the desired location and zoom.

Click on the viewpoint section (1) and the following menu will then be displayed:

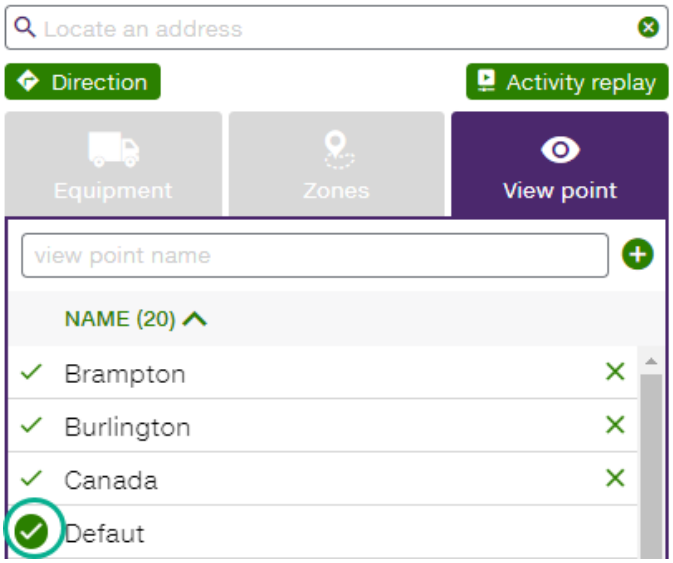



Enter the naming convention for this viewpoint (2) and the click the + icon (3) to save your changes.

You can create as many viewpoints as you want. Note that these views are per user and are unique to them.

## CHANGING DEFAULT MAP VIEWPOINT

To set or change the default viewpoint, click on the green check mark on the left side of the viewpoint name. It could be any of the views already created.

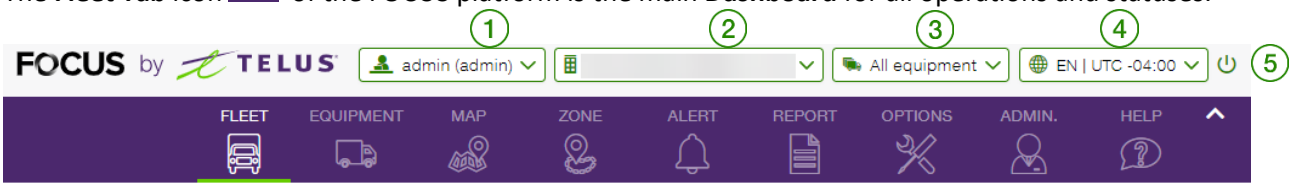



**Congratulations! Your initial set-up of FOCUS is done.**

# FLEET

## FLEET TAB OVERVIEW

The **Fleet Tab** icon of the FOCUS platform is the main **Dashboard** for all operations and statuses.




This page represents an overview of all information related to the last geolocation position of each equipment/vehicle for the fleet. Data gathered for each FOCUS unit installed, in each equipment, is displayed here. The upper section of this page displays the following information:

1 **FOCUS USER –** Identifies the user logged info FOCUS

2 **COMPANY NAME –** Identifies the organization name & the FOCUS-assigned unique company number

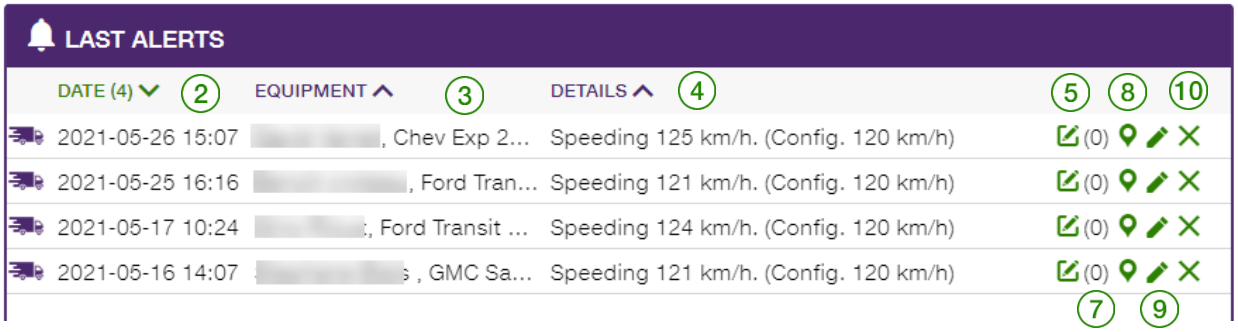
3 **DASHBOARD EQUIPMENT GROUP –** Display vehicles within a pre-determined group of vehicles. Defaults to all groups. To change to a different group on dashboard, click on

icon 3 and choose the desired group from the drop-down menu. See "**EQUIPMENT FILTER**" for more details.

4 **USER PARAMETERS –** Allows you to choose the language of use, the time zone you are in and the unit system (Metric, Imperial or Mixed).

5 **LOG OUT –** To log out of FOCUS, click on the log out button.

## LAST ALERTS SECTION




Multiple alerts can be set-up to allow for effective fleet management and to be notified immediately. Alerts can be automatically generated for every alert occurrence, or set-up as a one-time event, requiring manual re-activation for future alerts.

SEE "VEHICLE - ALERTS" for more details on creating/modifying/deleting alerts.

Once alerts have been set-up, FOCUS will display the most recently generated alerts under **LAST ALERTS**. There is a maximum of 50 alerts displayed at one time in this section. Alerts remain displayed for up to 30 days.

The icon on the left (1) indicates the type of alert.
SEE "LAST ALERT ICONS" for more details on possible alerts in this section.

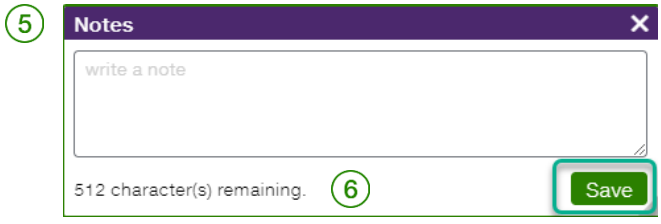
**DATE** (2) indicates exactly when the alert was generated.

**EQUIPMENT** (3) indicates equipment/vehicle (name) that generated the alert.

**DETAILS** (4) displays information related to the alert.

Example: 'Engine Idle' alert created if idling for more than 20 minutes; details would read: **ENGINE IDLING FOR 20 MINUTES**.

**ADDING A NOTE TO AN ALERT** (5) provides a text box to write a short note (up to 512 characters each). Individual user notes remain linked to Alerts and are visible on any applicable reports.
To create a note related to a specific alert generated, click on the associated pen icon. Once the note is written, click SAVE. (6)




The number in brackets (7) indicates number of notes associated to this alert. Clicking on this number will open a window where all notes related to this alert can be viewed.

The icon (8) indicates the exact location of the equipment at time of alert. Clicking on this icon opens up a Google Maps display of the equipment location, and the icon (9) immediately re-directs to the Alert Settings screen for that specific alert. From there, alert settings can be viewed, edited, or deleted.

The icon (10) indicates whether an alert is displayed under the **Last Alerts** section of Dashboard. To remove alerts from Dashboard view, click this box for each alert.

**IMPORTANT NOTE:**

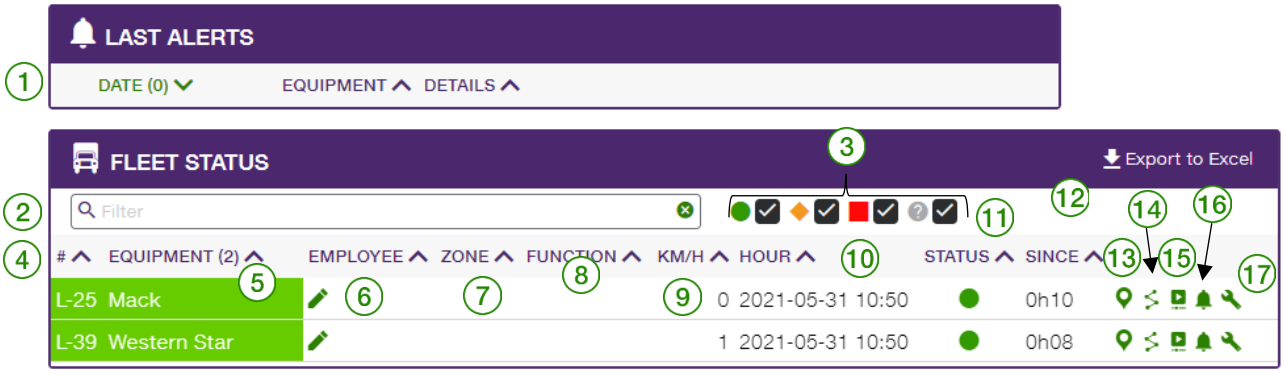
- **IT IS POSSIBLE TO MAKE CHANGES TO AN EXISITNG NOTE, BUT EXISITING NOTES CANNOT BE DELETED.**
- **WHEN ALERTS ARE REMOVED FROM DASHBOARD VIEW, THEY REMAIN VISIBLE ON THE ALERTS PAGE AND IN CORRESPONDING REPORTS.**

## LAST ALERT ICONS

| ICON | DETAILS |
|---|---|
| | **IDLING ALERT** |
| | **SPEEDING ALERT** |
| | **ACTIVE VEHICLE ALERT** |
| | **ZONE ALERT** |
| | **DRIVING BEHAVIOR ALERT** |
| | **DEFECTS ALERT** |
| | **MAINTENANCE ALERT** |
| | **EMPLOYEE ID ALERT** |

SEE "COMPLETING COMMON ALERT FIELDS" for more details.

# FLEET TAB - DETAILED SNAPSHOT




| ID | SECTION/COLUMN | DETAILS |
|---|---|---|
| 1 | Last Alerts | Display of the last 50 Alerts incurred by entire Fleet<br>Will remain here for 30 days |
| 2 | Filter | Search tool allowing quick access to specific info. Can search using various criteria (equipment name/#, employee name, zone, etc.) |
| 3 | Status Legend | Equipment is moving<br>Equipment is idling<br>Equipment is stopped<br>Equipment is out of range; Data will update once equipment is in range<br>Check box – if checked all equipment of that status will appear on Dashboard. Uncheck to remove them from display |
| 4 | # | Client-assigned # for equipment/vehicle |
| 5 | Equipment | Client-assigned name/description for equipment/vehicle |
| 6 | Employee | Employee name assigned to Equipment. If using FOCUS DRIVER ID, name will auto-populate. To assign employees manually see[1] |
| 7 | Known Zone | Zone/GEO Fencing where equipment/vehicle was positioned at last data reading |
| 8 | Function | Displays the function of each equipment (if applicable). For example, auxiliary engine running, plow, spreader running, etc. |
| 9 | KM/H | Speed of each equipment/vehicle at time of last data reading |
| 10 | Hour | Hour/Exact time of last data reading |
| 11 | Status | Status of each equipment/vehicle at time of last data reading<br>(see **Status Legend** for details) |
| 12 | Since | Amount of time equipment/vehicle has been at current Status |
| 13 | Position | Link to view map of equipment/vehicle position. See **Fleet - Position** for details |
| 14 | Route | Link to view current route of equipment/vehicle. See **Fleet - Route** for details |

| | | |
|---|---|---|
| 15 | Activity replay | Link to the vehicle search page for a sector |
| 16 | Alert Management | Link to view and set-up Alerts. See **Fleet - Alerts** for details |
| 17 | Add Repair | Link to add repairs to equipment/vehicle. See **Fleet - Repairs** for details |

SEE "ASSOCIATING EMPLOYEES WITH EQUIPMENT" for more details

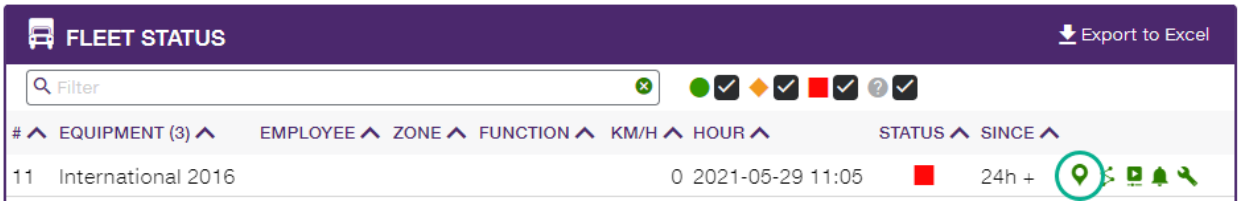
**IMPORTANT NOTE:**

- **DATA USED TO DETERMINE STATUS IS RETRIEVED FROM FOCUS UNIT OR DIRECTLY FROM ECM (AS APPLICABLE).**
- **FUNCTION IS ONLY APPLICABLE IF FOCUS SENSORS ARE INSTALLED ON THE EQUIPMENT (FOR EXAMPLE: EXACAVATORS/SPREADERS USED IN SNOW REMOVAL)**
- **IF STATUS REMAINS UNCHANGED FOR OVER 24 HOURS, STATUS WILL READ 24h+**

## EXPORT LIST OF EQUIPMENT TO EXCEL

To export a list of Equipment to Excel, click on icon and an option to Open or Save excel listing of equipment will display.

# VEHICLE – ACTUAL POSITION



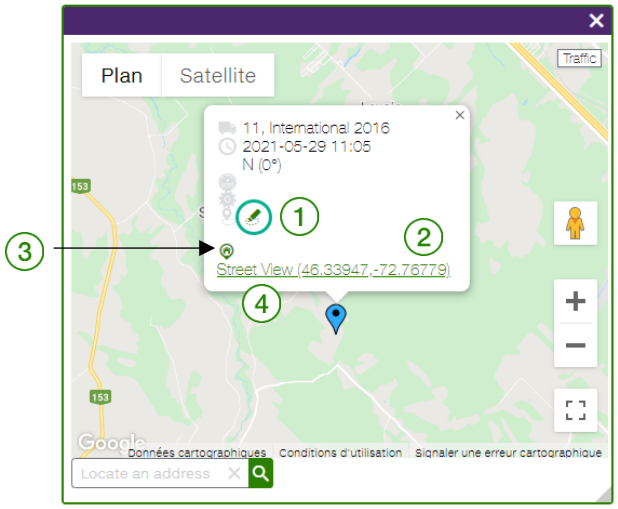

## POSITION

Clicking on this icon opens a 'Google Maps' pop-up box that displays the field position of an equipment at the time of the last data reading (identified by a blue pin). The position will not be updated as long as this window is open.

Additional information displayed include equipment name ( icon), employee name if applicable( icon), date/time of last data reading ( icon) and zone ( icon, if applicable).

Clicking on the pen icon (1) allows user to create a zone directly from this window.

SEE "CREATING A ZONE WITH AN ADDRESS" or "ADDING AREA TO AN EXISTING ZONE" for more details.




(2) displays longitude/latitude coordinates, while clicking on the house icon (3) displays approximate physical address of equipment. To display Google Street View, click on hyperlink under address (4).

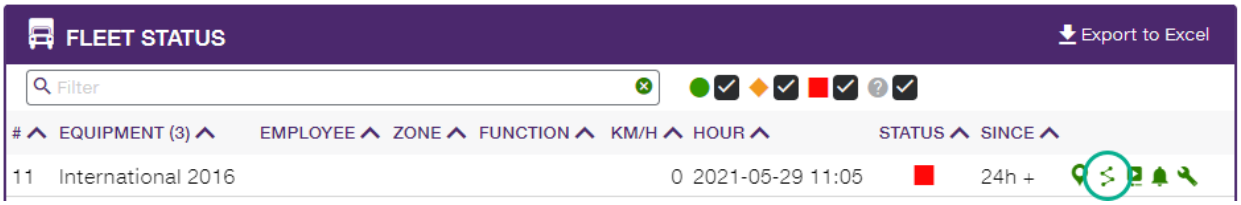
**IMPORTANT NOTE:**

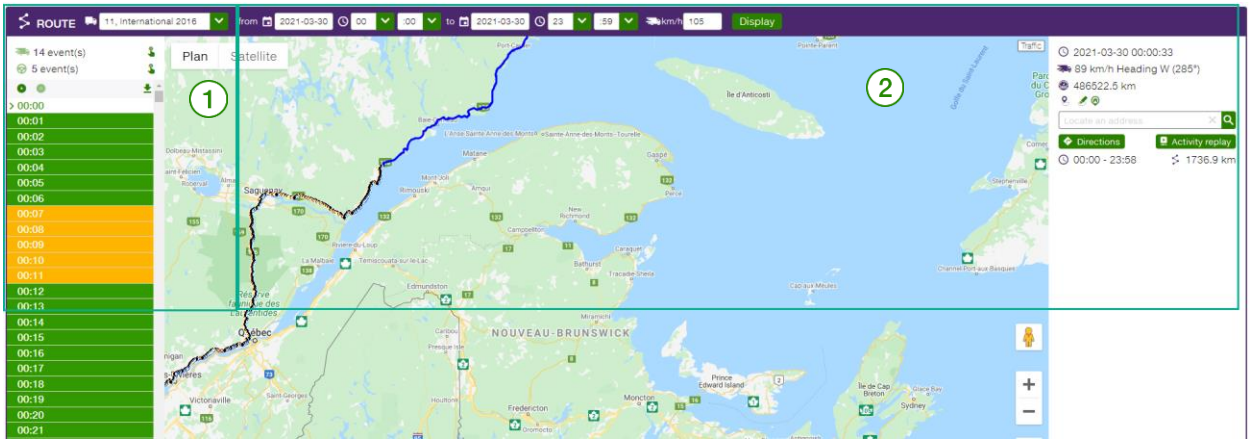
- **FUNCTIONALITY OF THIS WINDOW IS THE SAME AS GOOGLE MAPS WITH OPTIONS OF MAP, SATELLITE, STREET VIEW OR TRAFFIC VIEW.**
- **POSITION ICON DISPLAYED IS DIRECTLY LINKED TO USER ACCESS RIGHTS.**

SEE "USER MANAGEMENT" for more details.

## VEHICLE - ROUTE

Clicking on this icon opens a 'Google Maps' pop-up box that displays the route for this specific equipment at the time of the last data reading.



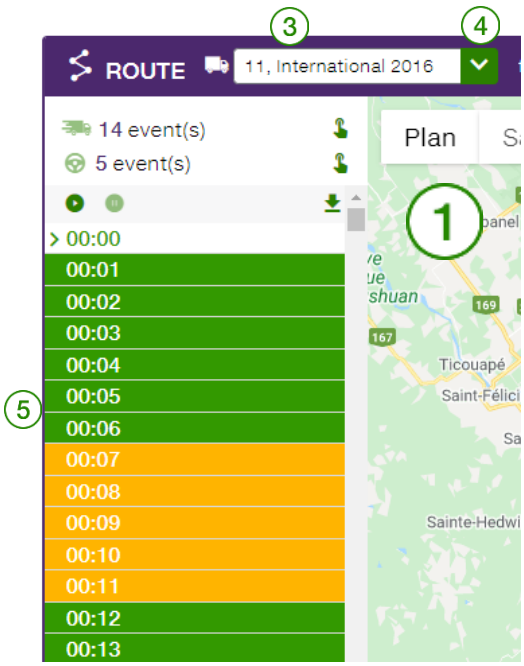

Top of page displays equipment name (3) of the chosen vehicle.

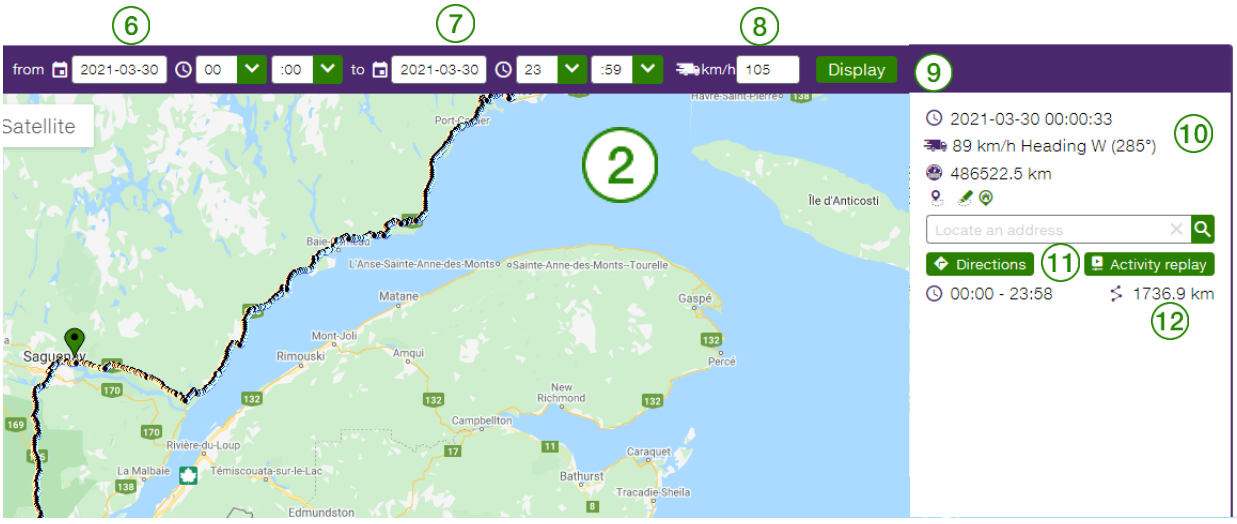
To choose a different Equipment, click on the drop-drop menu (4) and select another vehicle, then click Display (9).

Left side of map (5) provides all positions (data readings) taken within the selected timeframe.

To change the date of the route displayed, click on the **from** calendar (6) and choose date, then hit Display (9) to refresh data.

To view a route that transpired over two calendar days, select the calendar day **from** (6), but also add in the **to** date (7) and then hit Display (9).




A speed filter quickly displays positions with reported speeds in excess of chosen value (8).
See below for additional details on each of these sections.

The right side of map displays date, more details on equipment position (10), along with icons to create a zone and find an address.

The “Direction” and “Activity replay” shortcuts are also available in the route page (11).

The final information is the distance between two points (12).

**IMPORTANT NOTE: THERE IS A MAXIMUM SEARCH TIME FRAME OF 24 HOURS WHEN CHOOSING ROUTE DATES.**

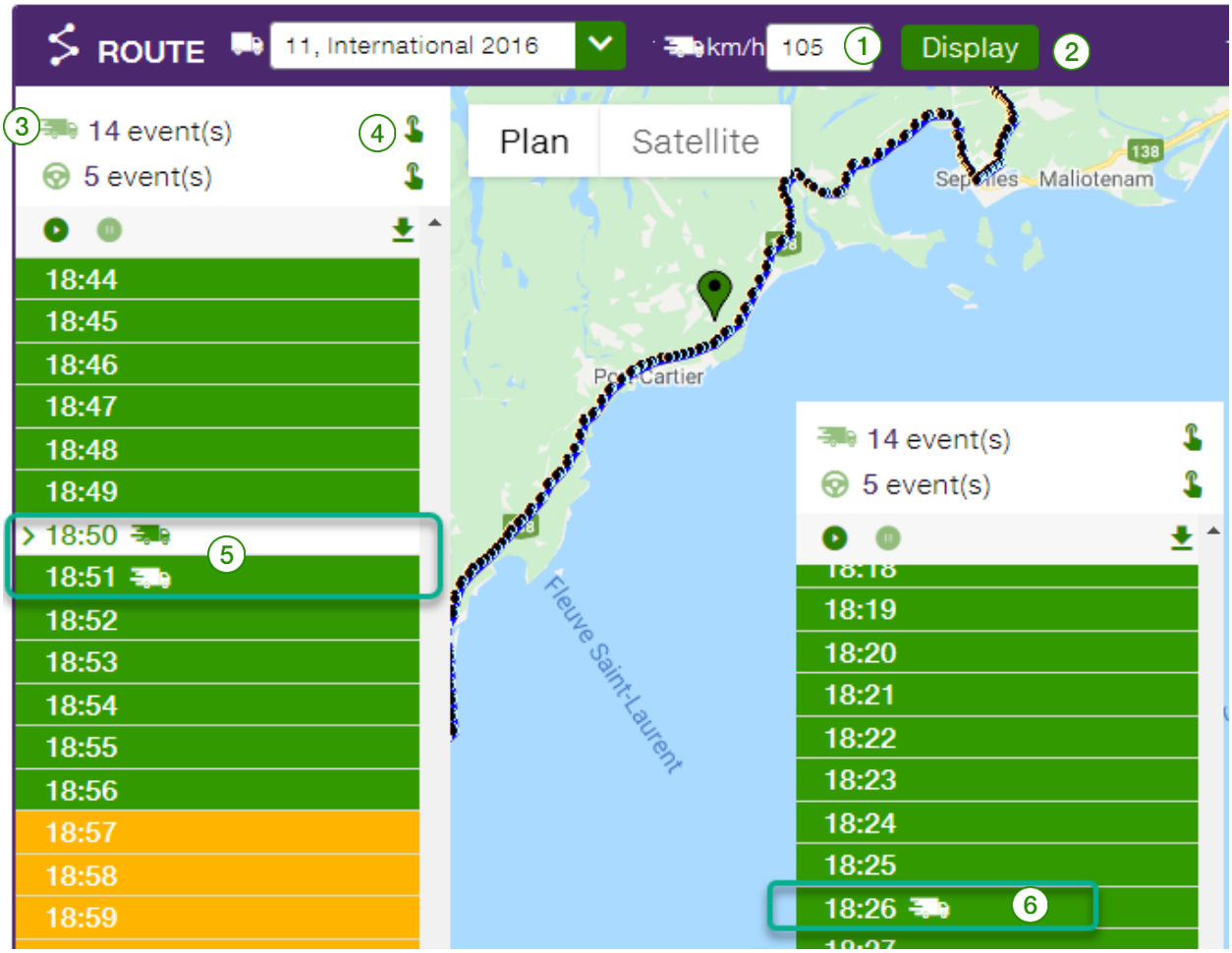
## ROUTE - SPEED FILTER

Purpose: to quickly identify any positions on a route, or during a selected timeframe, where excessive speeds over the specified speed were recorded.

Enter the desired speed limit (1) and click Display (2) to refresh the page.

A list of positions will be displayed on left side of screen in red (3). If number is zero, then no excessive speed events have occurred.

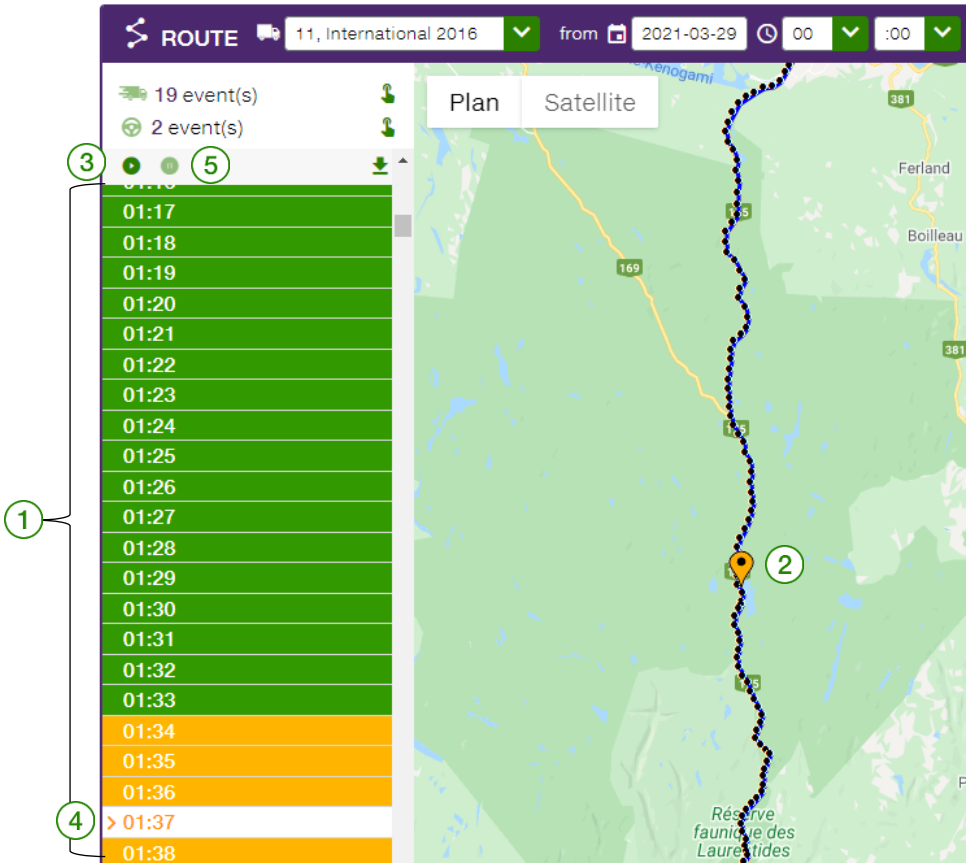
To view **Excessive Speed** events, click the icon (4) once, and the first event will be displayed. Clicking subsequent times will display the next positions of where speeding events occurred.




**IMPORTANT NOTE**

- **EVENTS THAT OCCUR IN SUCCESSION ARE LOGGED AS A SINGLE EVENT (I.E.: TWO DATA POSITIONS FOR EXCESSIVE SPEED ABOVE OCCURRED AT 18:50/18:51 (5) AND ARE LOGGED AS A SINGLE EVENT). THE EVENT AT 18:26 (6) IS ALSO AN EVENT.**
- **DEFAULT VALUE OF THIS FILTER IS 0 KM/H, WHICH WILL NOT DISPLAY ANY SPEEDING EVENTS.**

## ROUTE – POSITION & MAP DETAILS




Left hand column provides details for each position logged (1) in a specific route. Each position is color-coded according to the status of the Equipment at the exact time of positioning: **Moving (GREEN)**, **Stopped (RED)**, and **Idling (YELLOW)**.
In addition to basic positioning, additional events can be activated according to default parameters set up in FOCUS (i.e.: function activated, driving behavior, etc.).

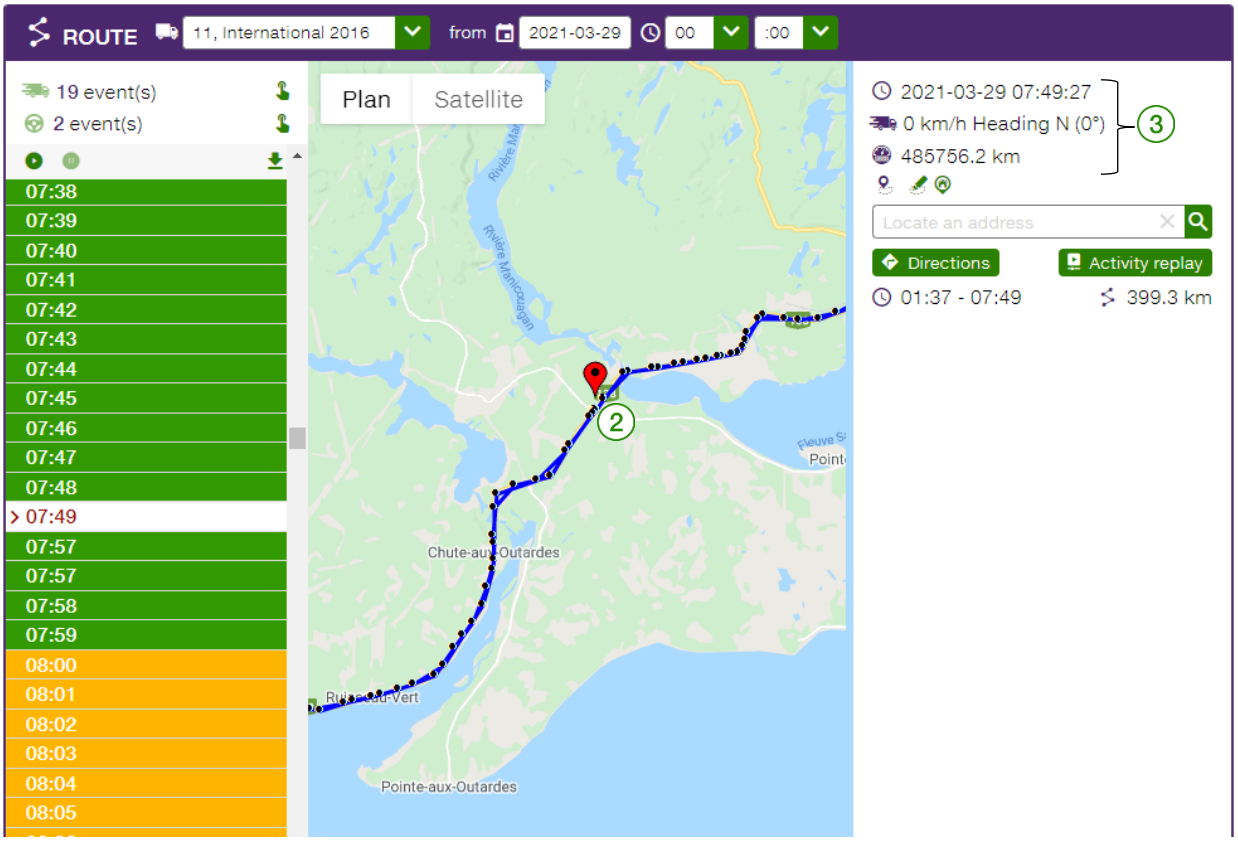
To see any given position (from left column) on the Map, click on the position and a pin (the same color as the selected status) will display the equipment location at that time (2).

## RE-PLAYING A ROUTE

The icon (3) provides an option to re-play a route to visually see path/progress taken by a vehicle. Clicking this icon once will start the playback video in slow motion. As route progression displays on the map, it will also be highlighted (4) and scroll simultaneously down through events/status column on the left, in the chronological order in which the positions were taken.

Clicking on the icon (5), will pause the replay.

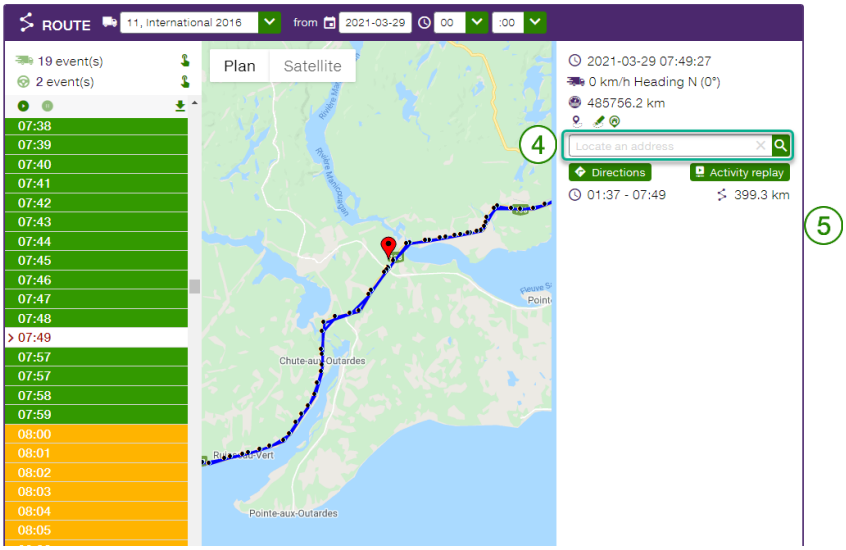
## GENERAL POSITION INFORMATION




Clicking on any one position (1) from the left hand column, or on a specific position point on the map (2) will display additional details for that point on right side of screen (3).

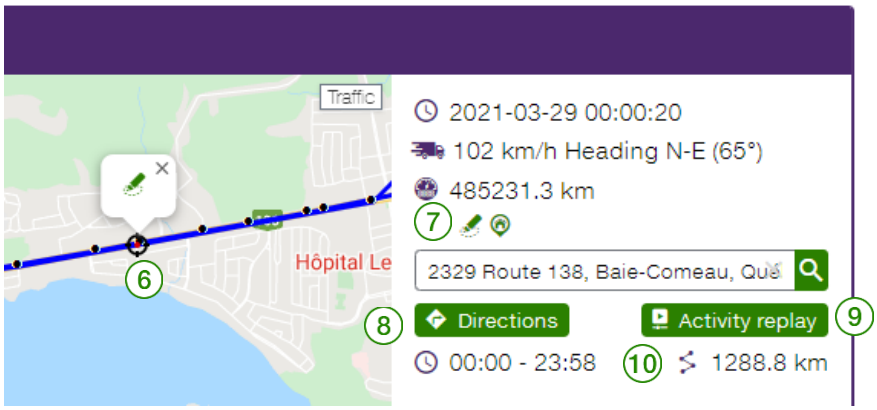
## LOCATE AN ADDRESS

To search for an address, enter address details into **locate an address** search bar (4) and click icon (5).




Said address will then be identified on the map with icon (6).

To create a zone at this location, click on icon (7)




SEE **"CREATING A ZONE FROM THE MAP TAB"** or **"ADDING AREA TO AN EXISTING ZONE"** for more details.

To get Directions, click on Directions icon (8) and a Google Maps query window will display, and a search can then be initiated in multiple ways.

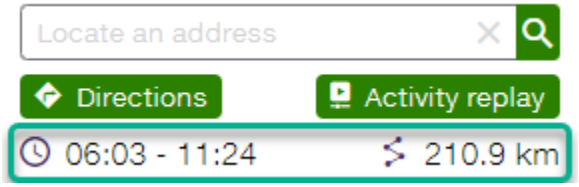
SEE **"GENERATE DIRECTIONS/ROUTE"** for more details.

To view Activity Replay, click on Activity replay icon (9).

SEE **"ACTIVITY REPLAY "** for more details.

Distance Calculator (10) shows the distance travelled by an equipment for a selected timeframe.
SEE DISTANCE CALCULATOR for more details.

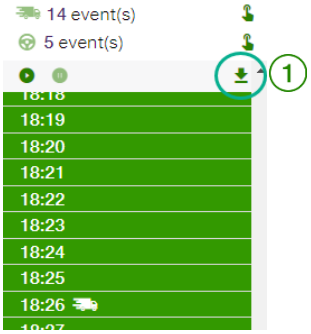
## DISTANCE CALCULATOR (FROM MAP)



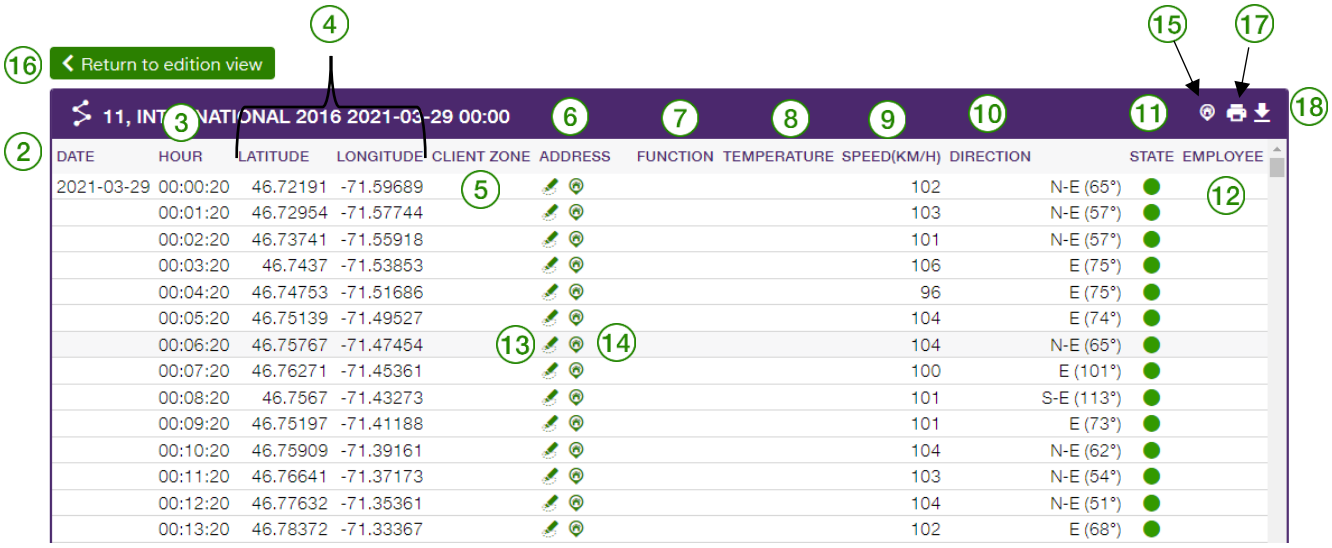

The Distance Calculator default display shows the entire route being reviewed.
To determine the distance travelled between two specific positions (from left column or from the map), click on each of the two locations, and the calculator will then display the distance between those two locations only.

**IMPORTANT NOTE: DISTANCES TRAVELLED INDICATED BY THE CALCULATOR ARE APPROXIMATE DISTANCES ACTUALLY TRAVELLED BY EQUIPMENT (REGARDLESS OF THE PRESENCE OF A FOCUS UNIT CONNECTED TO THE ECM).**

## RAW DATA OF A ROUTE




To print a list of positions from a specific route, click on the icon (1) and the following will display:




| ID | SECTION/COLUMN | DETAILS |
|---|---|---|
| (2) | Date | Date position was taken |
| (3) | Hour | Time position was taken |
| (4) | Latitude/Longitude | GPS coordinates of each position |
| (5) | Client Zone | Name of the Zone where the equipment was located when each position was taken* |
| (6) | Address | Address field will always be empty by default. To display an approximate address for a specific position, click on icon (14) in that same row. To display approximate addresses for the entire table, click on icon at top right of the table (15). |
| (7) | Function | If a function was active when position was taken |

| | | |
|---|---|---|
| 8 | Temperature | Temperature when position was taken (with FOCUS DEGREE only) |
| 9 | Speed | Speed of equipment when position was taken |
| 10 | Direction | Direction (in cardinal points/degrees) equipment was heading at time position was taken |
| 11 | State | Status when position was taken:<br>Moving<br>Idling<br>Stopped<br>Out of range |
| 12 | Employee | Driver Name (if applicable) |

*If no zone exists, one can be created by clicking on the icon 13.
SEE "CREATING A ZONE WITH AN ADDRESS" for more details.

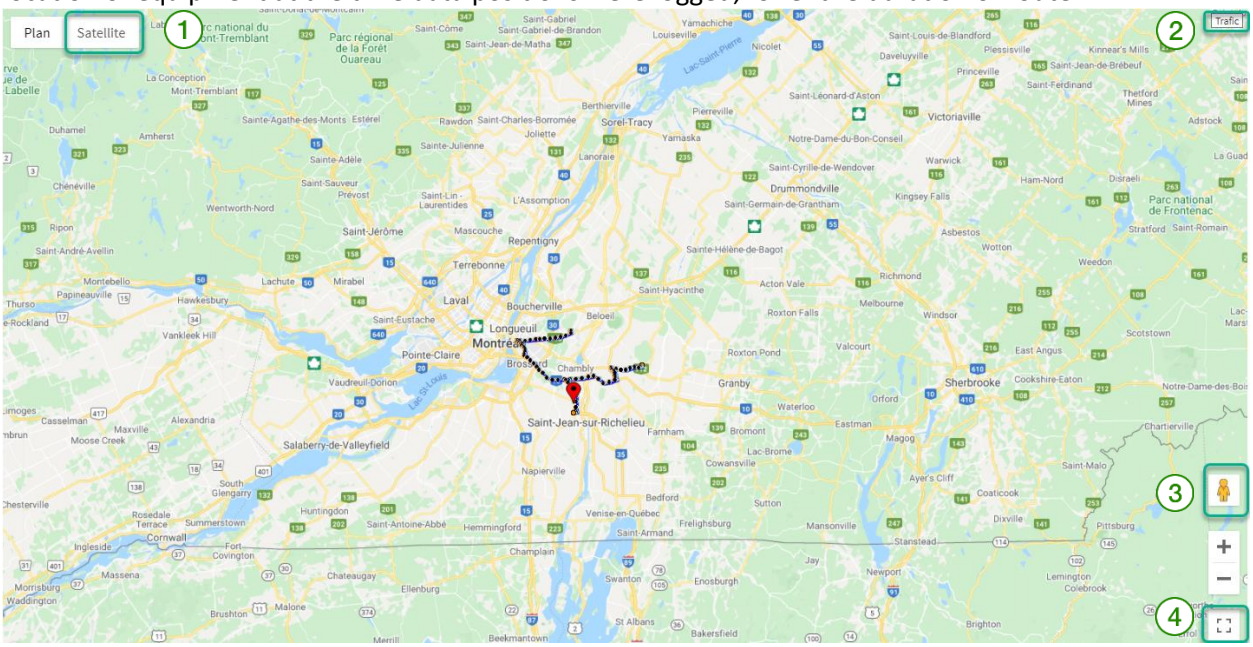
To return to the route page – click on Return to edition view 16.

To print an entire list of positions, click on the icon (17 above) and a dialogue window will display, and a choice to print or save the file as a PDF becomes available.

To export a list of positions to Excel, click on the icon (18 above) a second time, and an option to open or save in Excel will become available.

## ROUTE - MAP DETAILS

The Route icon opens to a Google Maps view as the main focal point of screen.
The route being viewed will display as a route composed of multiple points that each represent the location of equipment at the time data positions were logged, for entire duration of route.




GOOGLE MAPS OPTIONS:

Clicking on Satellite icon (1) switches the map to Satellite mode.

Clicking on Traffic icon (2) displays traffic for chosen route.

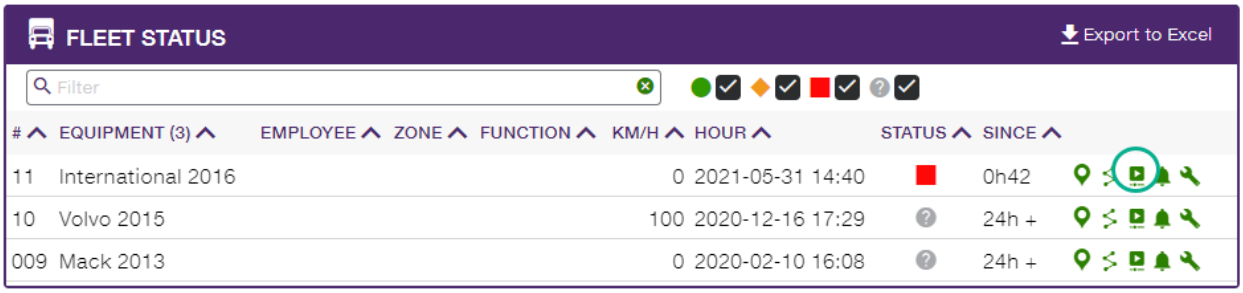
Clicking on icon (3) and dropping on desired location on map, will display Street View mode in a new window.

Clicking on (4) brings the map to full screen.

**IMPORTANT NOTE: TRAFFIC STATUS VIEW IS A LIVE UPDATE, AND NOT TRAFFIC STATUS IN EFFECT FOR A CHOSEN DATE/TIME.**

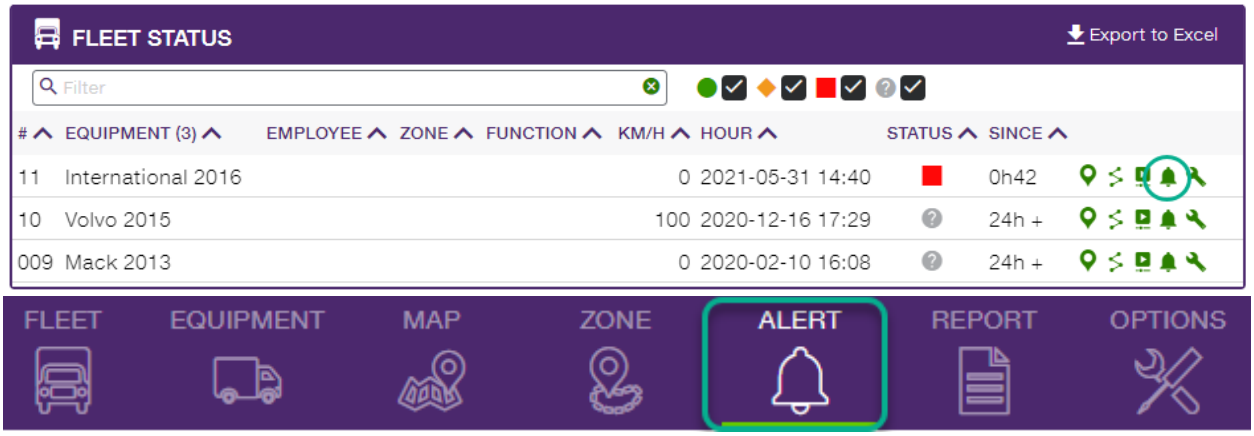
## ACTIVITY REPLAY

The "Activity Replay" shortcut allows you to search for the activity of one or more vehicles from an address or a region on the map.




SEE "ACTIVITY REPLAY " for more details.

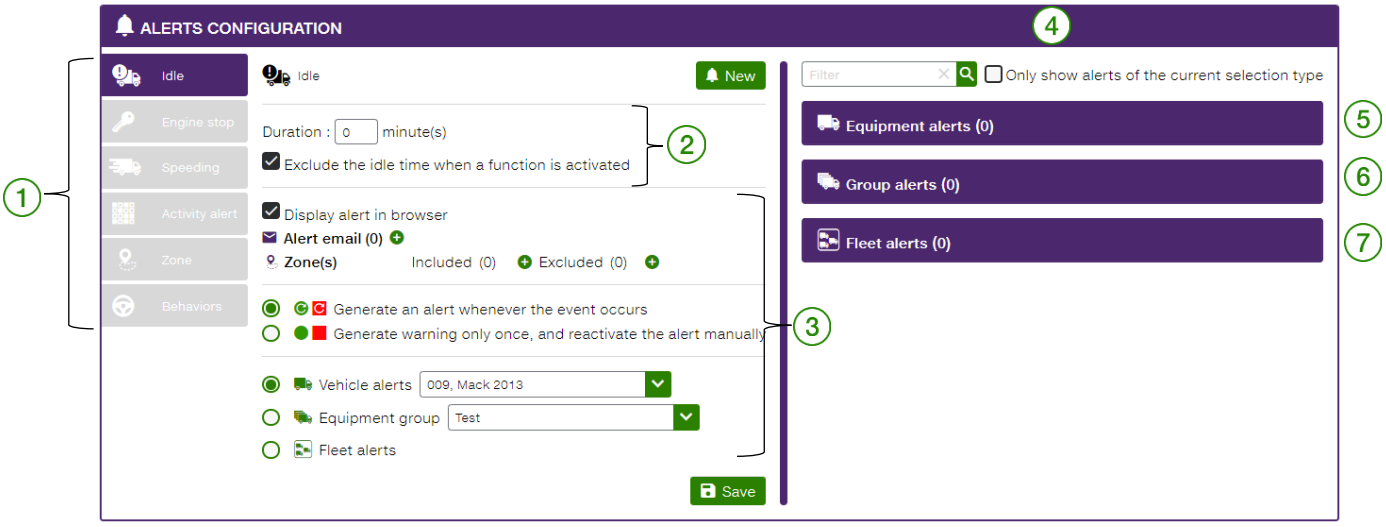
# VEHICLE - ALERTS




## ALERTS

Clicking on Alert icon or the

button will open up the following page:




A list of all available alerts appears in the column to the left (1).

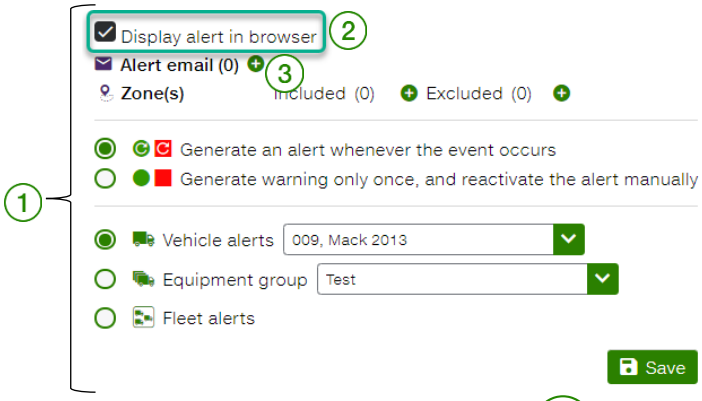
Each alert is customizable, with its own unique parameters displayed in the upper section of each alert (2), while the lower section is the same for each alert (3). Alerts can be adjusted at any time.
SEE **"COMPLETING COMMON ALERT FIELDS"** for more details.

The right section (4) displays all active alerts separated into the following categories:

- Equipment alerts (5)
- Group alerts (6)
- Fleet alerts (7)

## COMPLETING COMMON ALERT FIELDS

### DISPLAY ALERT IN BROWSER

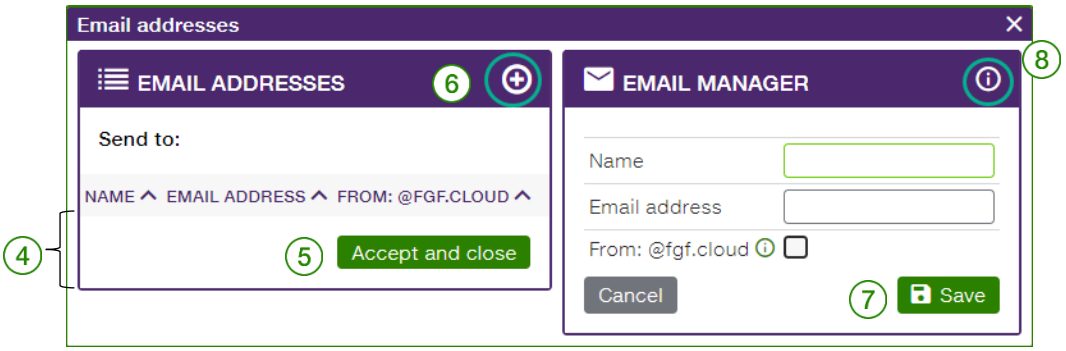



The lower section of all alerts displays the same required fields (1).

Check the **Display alert in browser** box (2) to have these alert displayed on the Last Alerts section of the Fleet tab/Dashboard.

### ALERT EMAIL

To send alert notifications to a specific email address, click on ⊕ (3) and the following windows will open:



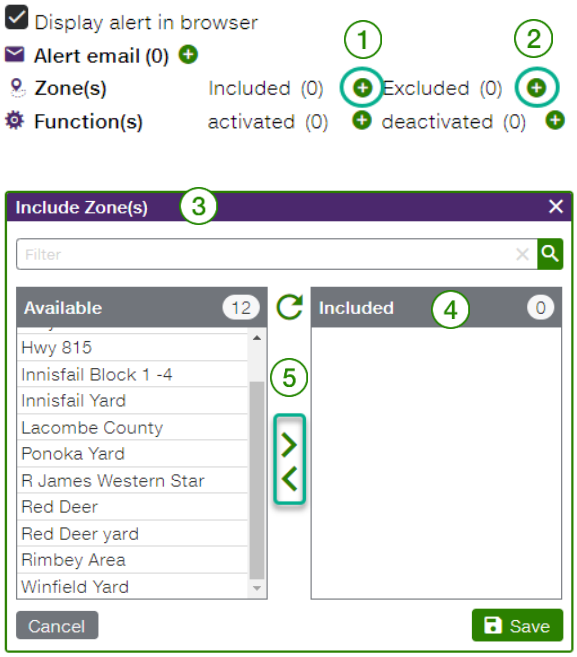

If the email address already exists in FOCUS, it will be displayed in the list (4). To choose from existing addresses, click on the desired recipient name, then on the **ACCEPT AND CLOSE** button (5).

To create a new recipient, click on ⊕ to the right of **EMAIL ADDRESSES** (6) and add details into pop-up window, then click SAVE (7), and choose **ACCEPT AND CLOSE** (5).

To have alerts sent by text message, enter the name, and instead of the email address, insert the cell number (no spaces) followed by @ and cell carrier details. (EX. 1234567890@msg.telus.com).

Click on ⓘ (8) to view a pop-up window of all carrier options in order to select the correct format.

## ALERT - INCLUDE OR EXCLUDE A ZONE(S)

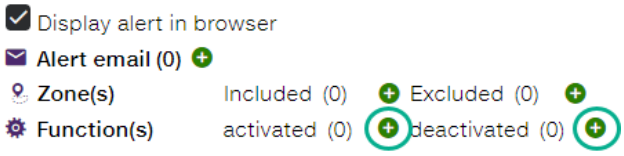



The Zone section enables an alert to be generated each time an Equipment with a FOCUS unit enters or leaves a pre-determined Zone in FOCUS.

To have alerts triggered/not triggered for a Zone(s), click on the ⊕ beside **Included** (1) or **Excluded** (2), as applicable, and a pop-up window with available zones will display (3). Clicking on the zone name will automatically move it to the right-hand **Included** column (4). To add/remove all zones at one time, click on **select all** or **deselect all** buttons in center of the window (5). When completed, click SAVE (6).

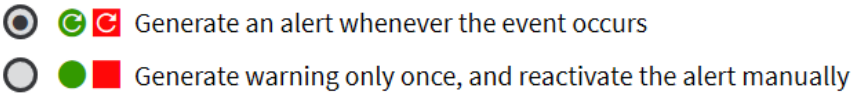
SEE "CREATING A ZONE WITH AN ADDRESS" for more details.

## ALERT - FUNCTION(S) ACTIVATION OR DEACTIVATION




The Function section applies only if an equipment has a 'PTO' and enables alerts to be generated when a function is activated and/or deactivated.
Click on the ⊕ beside either option and a pop-up window of available functions will be displayed. To activate or deactivate, follow the same process as for Zone(s) above.

## GENERATE AN ALERT




The **Generate an Alert** section provides options for the frequency of each alert.
Click **Generate an alert whenever the event occurs** to receive notifications every time an alert is triggered. For example: If a speed limit of 115 km/h has been set-up for a Speeding Alert, and this box is checked, an alert will be generated for each occurrence of this event.
Click **Generate warning only once and reactivate the alert manually** to receive a one-time notification of the same Speeding Alert. The alert must then be re-activated manually in order for it to be generated again.

## ALERT TYPE

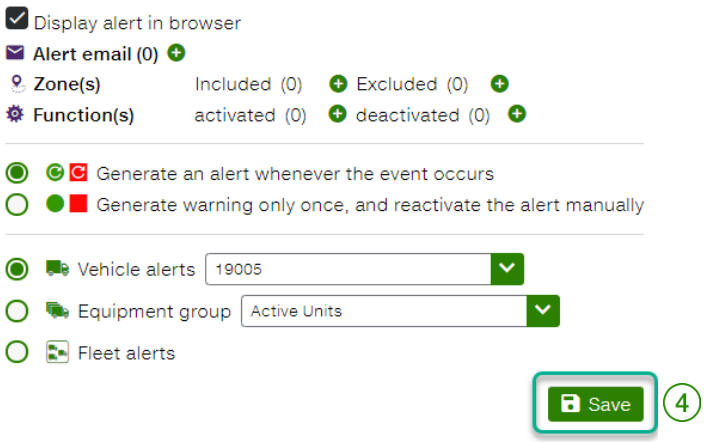
The final section provides options for selecting the range of application of the alerts as follows:

1 Click **Vehicle alerts** to apply alerts to a specific Equipment only (choose from drop-down menu).

2 Click **Equipment group** to apply alerts to a specific Group of pre-defined Equipment (drop-down menu).

SEE "EQUIPMENT FILTER" for more details.

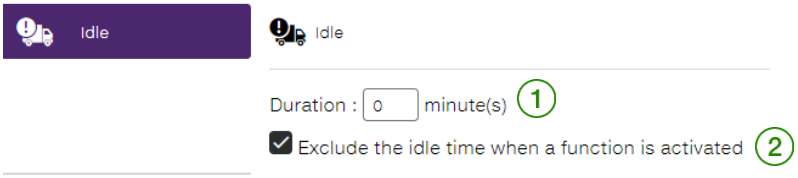
3 Click **Fleet alerts** to apply alerts to the entire Fleet in FOCUS.




Click SAVE once you are done 4.

## CREATING IDLE ALERT

### CREATING IDLE ALERT




An Idle alert is generated when an Equipment is idling over a set duration.
As all idling time is tracked, the type of idling is differentiated as follows:

- Permitted idling (idling that occurs when a function is activated), or
- Prohibited idling (when idling occurs excessively for a reason other than a specific function).

Enter idle time (1) allowed (any idling over this timeframe will generate an alert).
If Equipment idles during hours of operation, check the Exclude idle time when a function is activated box (2) (For example: if function is for a two vehicle with a PTO drive, an alert should not be generated while the engine idles during a towing operation).

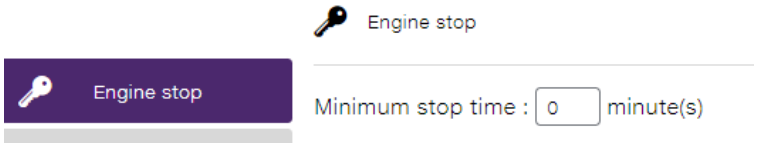
The lower part of the right-hand section of the alerts displays the same fields as for all alerts.

For example: A geofence zone was created for the garage, and the vehicle is being repaired, so no idling alert will be triggered while the equipment is in that zone.

SEE "COMPLETING COMMON ALERT FIELDS" for more details.

## CREATING ENGINE STOP ALERT

### CREATING ENGINE STOP ALERT

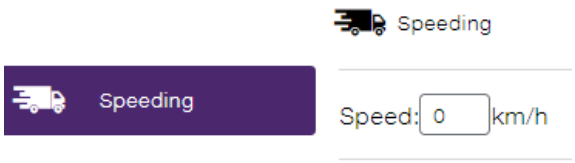



An engine stop alert is generated when Equipment is stopped over a set duration.
Enter engine stop time allowed (anything over this timeframe will generate an alert).

To complete the remainder of this alert section: SEE "COMPLETING COMMON ALERT FIELDS" for more details.
For example: You would like to know how much time your equipment takes to fill up their gas tank (Geofencing zone needed).

## CREATING SPEEDING ALERT

### CREATING SPEEDING ALERT




A speeding alert is generated when Equipment exceeds a set speed.
Enter top speed limit allowed (anything over this speed will generate an alert).

Speeding alerts can also be merged with a function “PTO” or a Geofencing Zone.

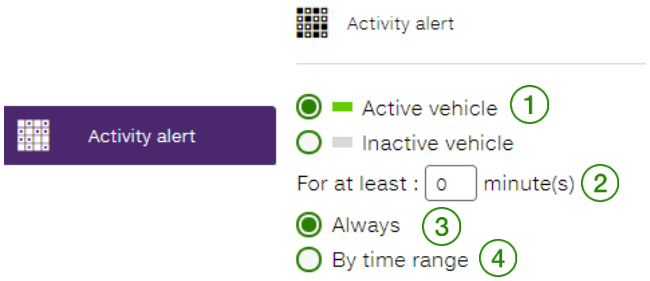
Example 1: “Function/PTO” Can be used for snow removal operation when the plow if down and the vehicle is going over a certain speed limit.

Example 2: “Geofencing zone” Verify if the vehicle is going over a certain speed limit in a residential area or a specific street.

To complete the remainder of this alert section: SEE “COMPLETING COMMON ALERT FIELDS” for more details.

## CREATING ACTIVITY ALERT

### CREATING ACTIVITY ALERT



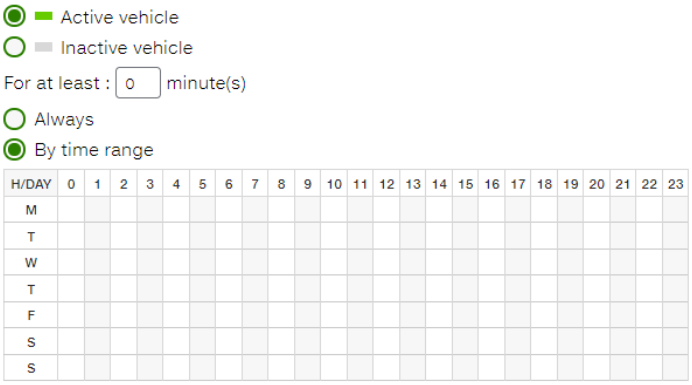

An activity alert is generated when Equipment is active at any time or over a specific timeframe.

For an activity alert at any time, choose **active vehicle** 1 and complete the **For at least** section 2.

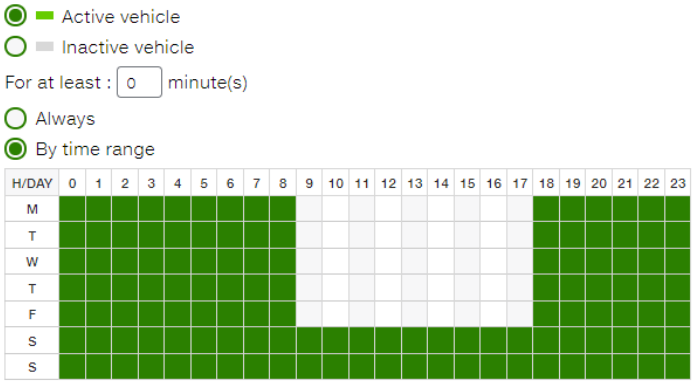
Choose **Always** 3 to have the alert generated on all occasions where the equipment is active.

For an activity alert over a specific timeframe choose the **By time range** 4 . Once an initial criterion is added, the table below will be displayed. Rows represent days of the week, while columns represent the 24 hours of a day.

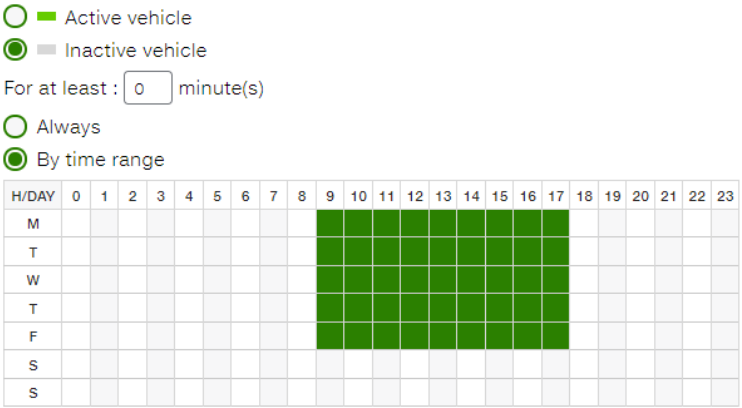
4




Example of activity alert set-up to advise when a vehicle is used outside of regular business hours:
As this is an interactive schedule, choose (by clicking on) all areas outside regular business M-F (8AM-5PM) and table will now display as follows:



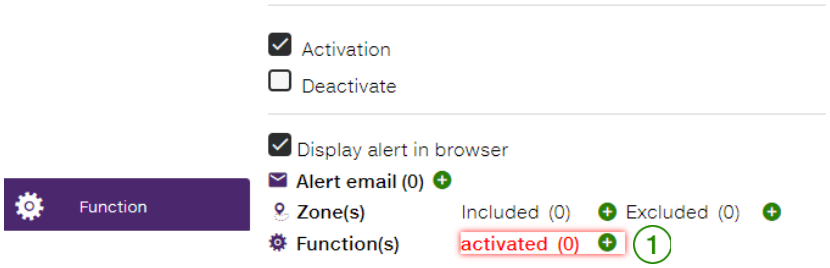

An inactivity alert is used to determine if a vehicle is not active for specific timeframe.
An inactivity alert set-up to advise if vehicle hasn't moved during the same business hours would display as follows:




To complete the remainder of this alert section: SEE "COMPLETING COMMON ALERT FIELDS" for more details.

## CREATING FUNCTION ALERT

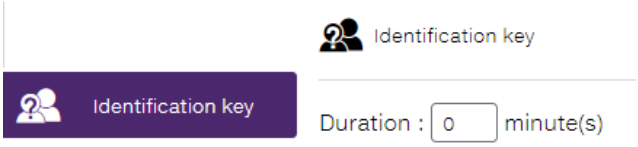
### CREATING FUNCTION ALERT




A function alert is only available for equipment with a PTO. The Function section will display if any active functions are available (1). It is used to determine if a sensor is enabled or disabled.
To complete the remainder of this alert section: **SEE "COMPLETING COMMON ALERT FIELDS"** for more details.

## CREATING IDENTIFICATION KEY ALERT

### CREATING IDENTIFICATION KEY ALERT

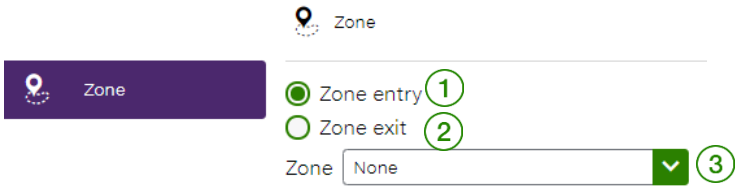



An identification alert is only available if Employee ID keys/Fobs are used. An alert is generated if proper employee identification has not been completed within a set timeframe (for example: 5 minutes).
**IMPORTANT NOTE: SETTING UP THIS ALERT IS THE ONLY MECANISM FOR MONITORING/ENSURING EMPLOYEES ARE CORRECTLY USING EMPLOYEE ID KEYS/FOBS.**

To complete the remainder of this alert section: **SEE "COMPLETING COMMON ALERT FIELDS"** for more details.

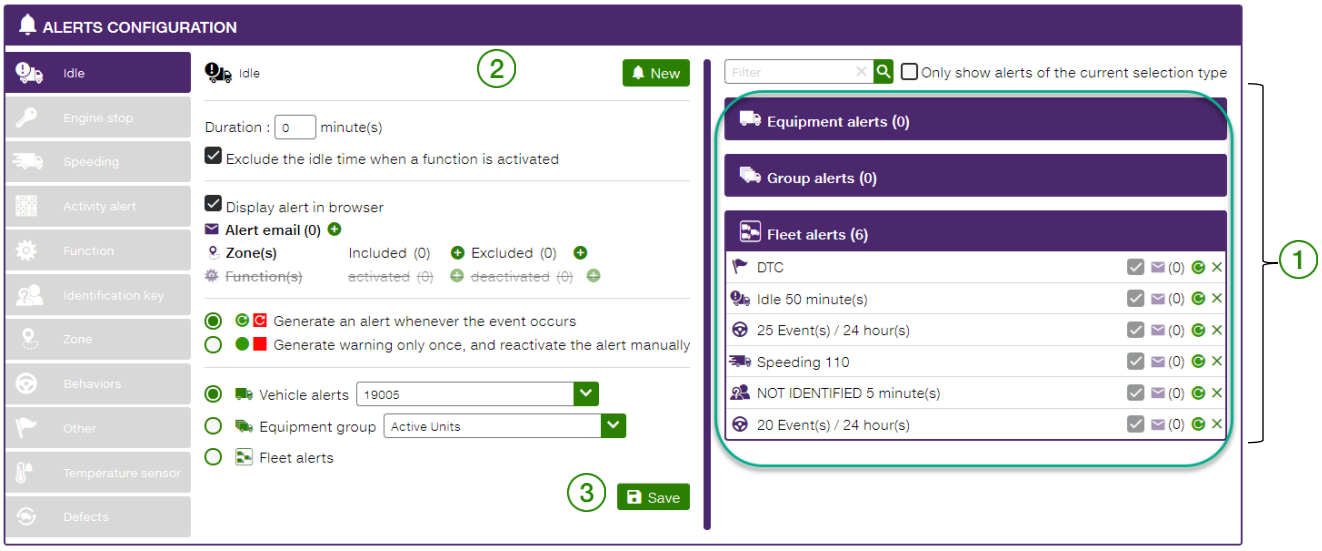
## CREATING ZONE ALERT

### CREATING ZONE ALERT




A zone alert is generated whenever an equipment enters/exits a defined area (zone) created in FOCUS.
Choose if the alert is for entering (1) or exiting (2) a zone, then select said zone from drop-down menu (3). **SEE "CREATING A ZONE WITH AN ADDRESS"** for more details.
**IMPORTANT NOTE: ZONES WILL ONLY APPEAR IF THEY HAVE ALREADY BEEN CREATED IN FOCUS.**
To complete remainder of this alert section: **SEE "COMPLETING COMMON ALERT FIELDS"** for more details.

## MODIFYING AN ALERT

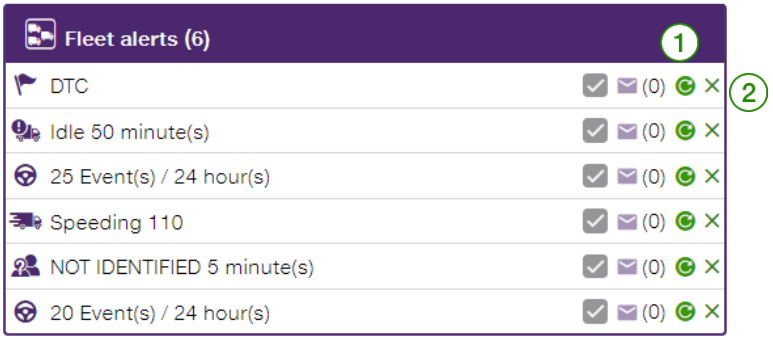



Click on any Alert that you need to update in any section (1).

The original Alert setting will be displayed on the left section (2).

Make the necessary adjustments, then click Save (3).

## DEACTIVATING & DELETING AN ALERT

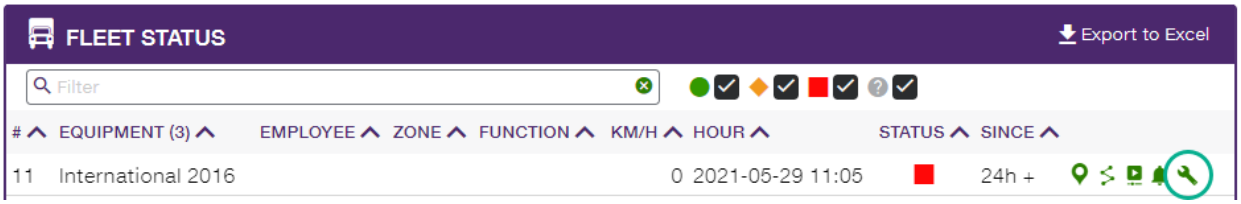



To deactivate an Alert, click on the ↻ icon (1) for that alert.

To reactivate an Alert, click on this same icon.

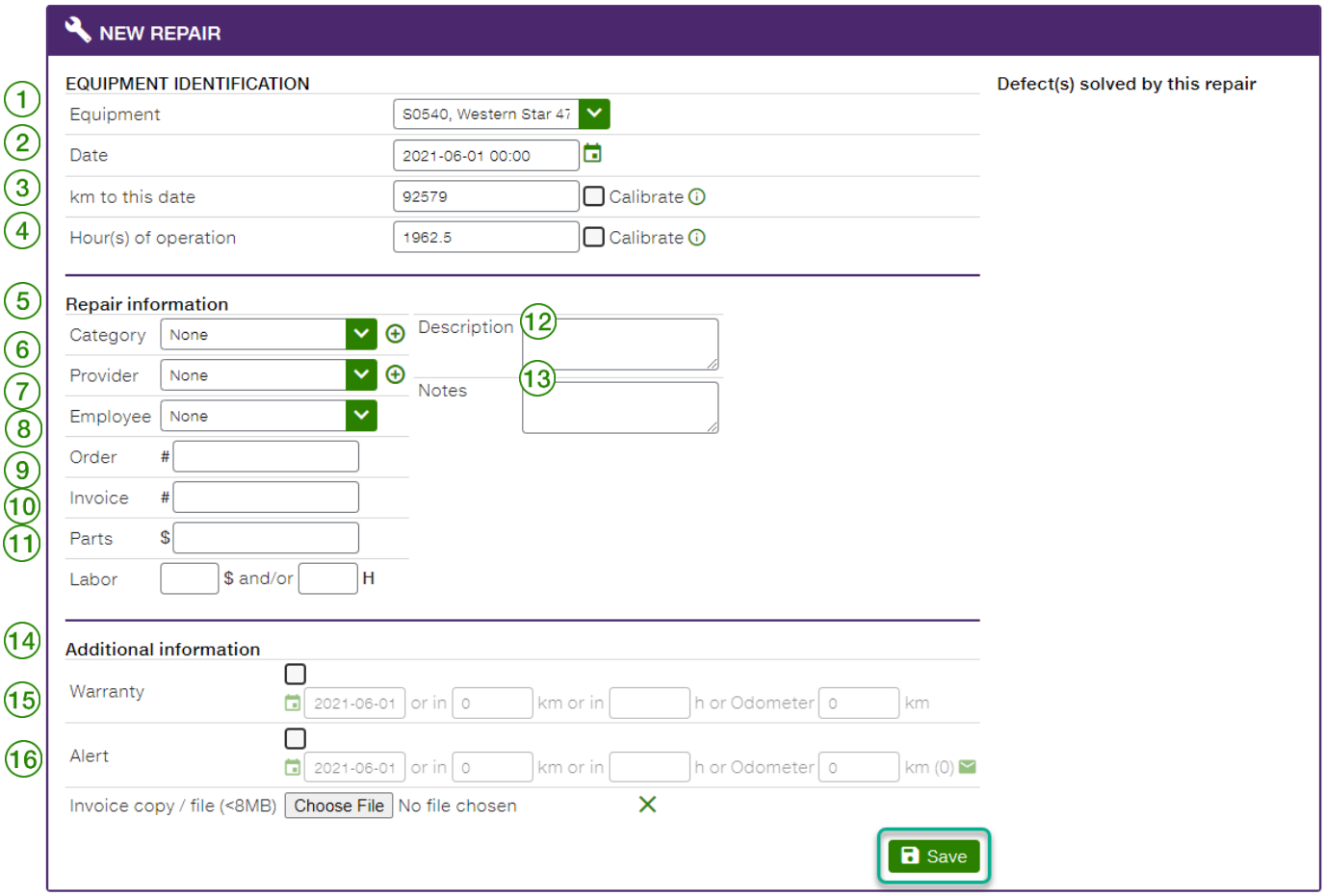
To delete an Alert, click on the × icon (2) for that alert and it will be removed completely.

# VEHICLE - REPAIRS




## CREATING FLEET REPAIRS

Clicking on this icon opens a new repair page for that equipment as follows:



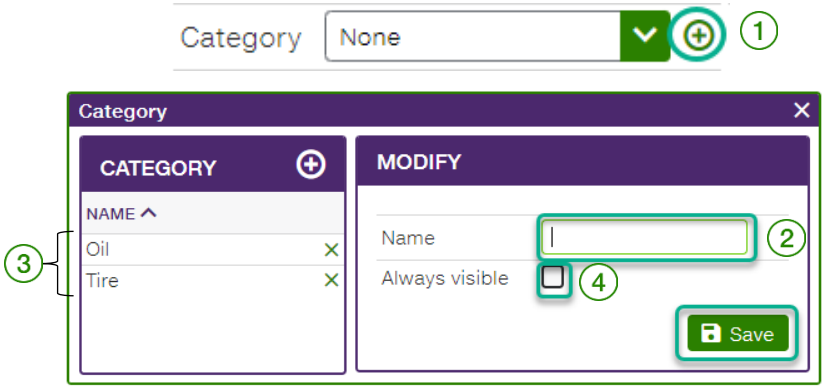

Refer to invoice/work order to fill in fields. (*See additional instructions below for more details on specific fields)

| # | FIELD | DETAILS |
|---|---|---|
| 1 | EQUIPMENT | Name of Equipment to be repaired |
| 2 | DATE | Date of repair |
| 3 | KM TO THIS DATE | Mileage on odometer at time of repair |
| 4 | HOURS OF OPERATION | Total hours of operation at time of repair<br>(Usually applicable only for heavy machinery) |

| | | |
|---|---|---|
| | | Calibration can be done directly in FOCUS<br>Leave blank if these details are being pulled directly from ECM |
| 5 | CATEGORY* | Repair category as created by User<br>(For example: Oil change, Inspection, Engine, Transmission, etc.) |
| 6 | PROVIDER | Who will perform the repair (This could be internal/external mechanic) |
| 7 | EMPLOYEE | Name of mechanic/employee |
| 8 | ORDER # | Purchase order number (when applicable) |
| 9 | INVOICE # | Invoice number |
| 10 | PARTS $ | Total cost charged for parts |
| 11 | LABOUR $ and/or H | Total cost charged for labour and/or hours of labour for the repair |
| 12 | DESCRIPTION | Description of Repair work |
| 13 | NOTES | Notes about current/future repairs (for example: check X at next oil change) |
| 14 | WARRANTY* | Check if warranty exists for current repair or if new warranty is to be entered |
| 15 | ALERTS* | Set alert to receive a reminder for future repairs/maintenance |
| 16 | COPY OF INVOICE/FILE | Attach a scanned copy of the repair invoice/work order for reference |

## CREATING CATEGORY

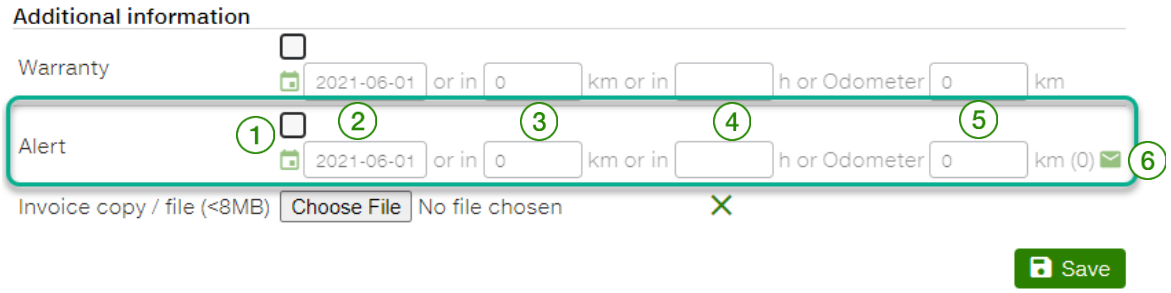
Creating repair categories provides more specific filter criteria to be used when tracking all repairs. Selecting a category displays the most recent invoices for that category at bottom of the page.




To create a category, clicking on the add button (1) will display the following:

Enter type of repair in **Name** (2). To have this repair category permanently displayed on the Repair creation page (3), tick the **Always visible** box (4). Not selecting this box means that the repair category will only be visible from the drop-down menu.

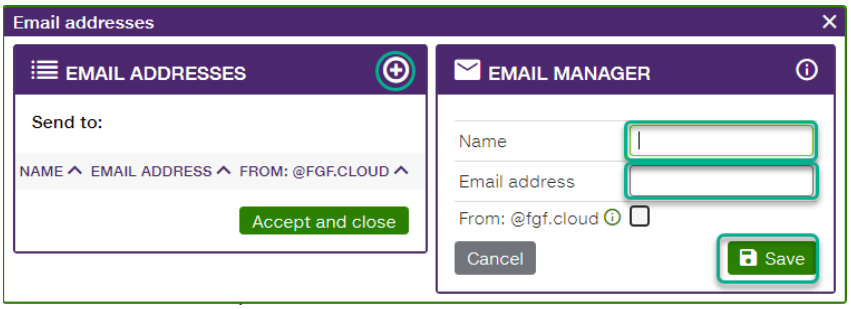
## CREATING MAINTENANCE ALERT




When entering a new reparation, check the Alert box (1).
Checking this box will give you four options:

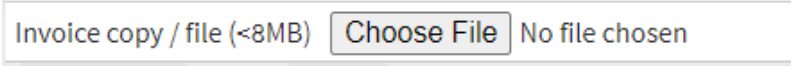
| # | FIELD | DETAILS |
|---|---|---|
| (2) | DATE | The alert will be trigged at a specific date.<br>NOTE: If you are using any other field, please make sure to use a later date. |
| (3) | KM | The alert will be trigged after a predefined number of kilometers. |
| (4) | HOURS | The alert will be trigged after a predefined number of hours. |
| (5) | SPECIFIC ODOMETER | The alert will be trigged at a specific odometer value. |

You can add an email for the reminder to be sent to when the Alert occurs (6).




Simply add a recipient by clicking on the ⊕, enter name and email address and “Save”.
Now you have a visual confirmation that the email reminder is set.

A copy of any type of document can be attached to the form, select “Choose file”.

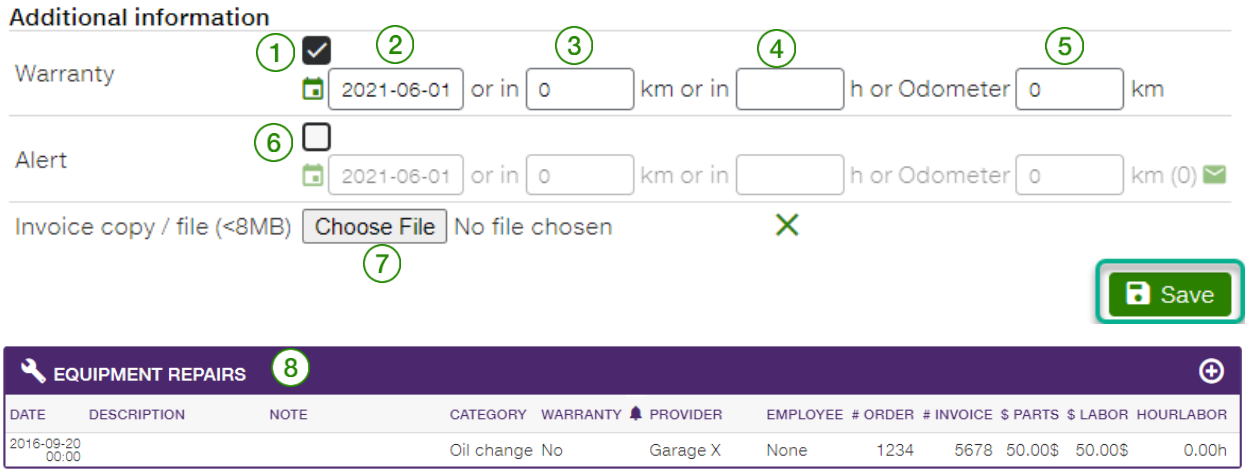



Please note that only one document can be attached per repair, with a maximum of 8 Mb.

## WARRANTY ALERT

To add existing or new warranty to an equipment repair, tick the **Warranty box** (1).
Details about the warranty can be entered four different ways:

- As a date by clicking on **calendar** (2) and entering end date of warranty,
- As a number of **km** (3) by entering km # warranty will expire after (ex. 100,000),
- As **hours of operation** (4) by entering # of hours warranty will expire after (ex. 50,000) , or
- As number of **km** (5) reached on odometer when the warranty will expire.




To add an alert associated with the warranty, tick the **Alert box** (6) and add in the same info as in the **WARRANTY** section above.
To add an **email** for a warranty alert: **SEE "COMPLETING COMMON ALERT FIELDS"** for more details.

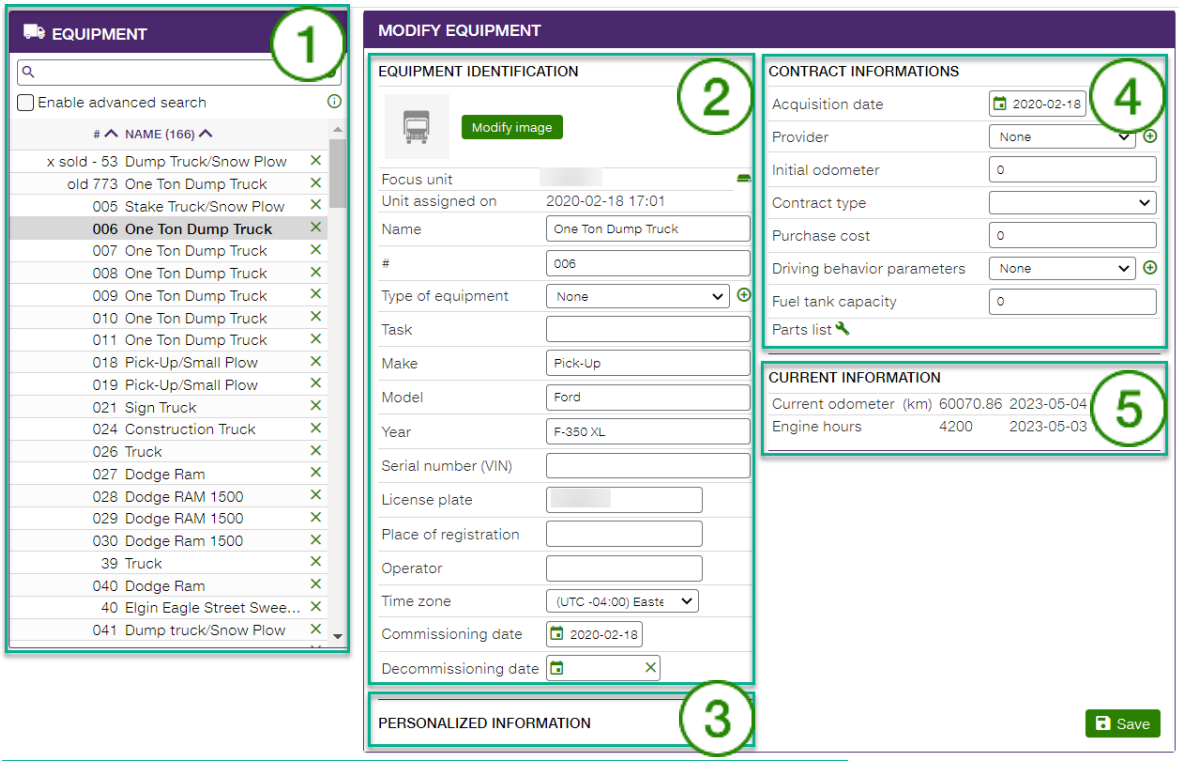
One invoice/file can be attached to each repair by clicking on **browse** (7) and attaching a file from your documents.
Click **Save** once all information has been entered.

The Equipment Repairs section (8) shows a list of all repairs associated with this category.

**IMPORTANT NOTE: AT LEAST ONE FIELD IS REQUIRED FOR AN ALERT TO WORK. AS DATE PARAMETERS ARE PRIORITIZED AS VALIDATION CRITERIA, MAKE SURE TO USE A LATER DATE WHEN USING A SECOND FIELD.**

# EQUIPMENT

The equipment page displays all the information about each piece of equipment. This page is divided into six sections.




1 : List of all created equipment

2 : Individual form for each equipment

3 : Personalized information

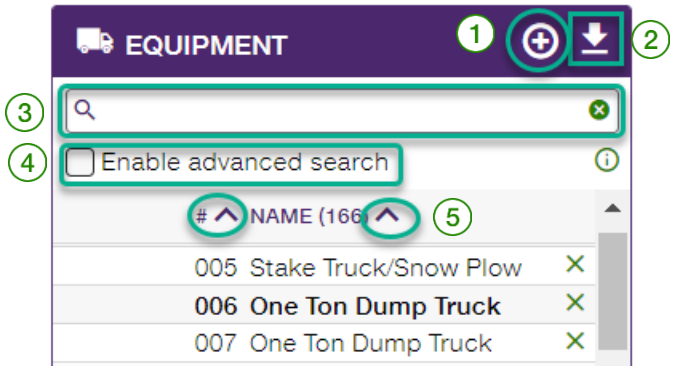
4 : Information about the contract

5 : Current information

6 : List of the last repairs for the chosen equipment

## 1 : List of all created equipment

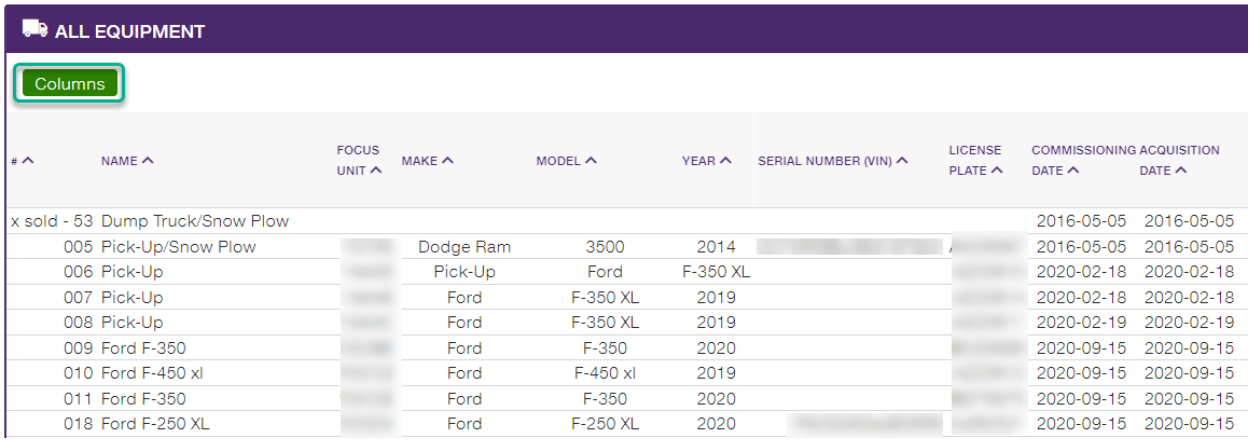
This section displays the list of all the equipment ever created, whether they currently are with or without a Focus unit.




Select the ⊕ 1 to add a new equipment.

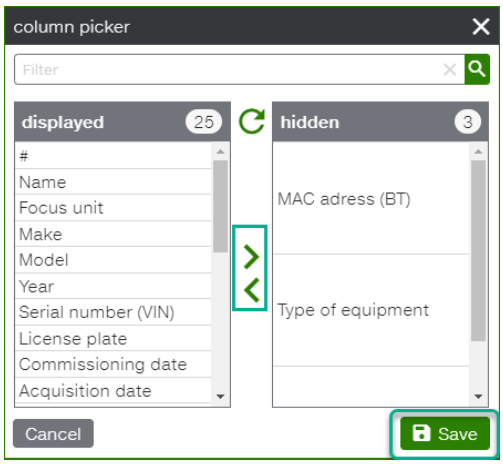
SEE **"CREATING EQUIPMENT"** for more details.

The export button 2 allows you to transfer the equipment page in a spreadsheet format.



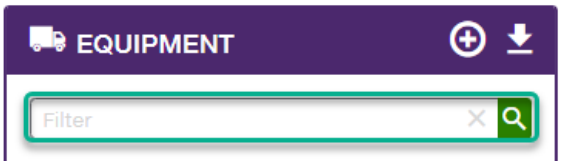

| # | NAME | FOCUS UNIT | MAKE | MODEL | YEAR | SERIAL NUMBER (VIN) | LICENSE PLATE | COMMISSIONING DATE | ACQUISITION DATE |
|---|---|---|---|---|---|---|---|---|---|
| x sold - 53 | Dump Truck/Snow Plow | | | | | | | 2016-05-05 | 2016-05-05 |
| 005 | Pick-Up/Snow Plow | [redacted] | Dodge Ram | 3500 | 2014 | [redacted] | [redacted] | 2016-05-05 | 2016-05-05 |
| 006 | Pick-Up | [redacted] | Pick-Up | Ford | F-350 XL | | [redacted] | 2020-02-18 | 2020-02-18 |
| 007 | Pick-Up | [redacted] | Ford | F-350 XL | 2019 | | [redacted] | 2020-02-18 | 2020-02-18 |
| 008 | Pick-Up | [redacted] | Ford | F-350 XL | 2019 | | [redacted] | 2020-02-19 | 2020-02-19 |
| 009 | Ford F-350 | [redacted] | Ford | F-350 | 2020 | | [redacted] | 2020-09-15 | 2020-09-15 |
| 010 | Ford F-450 xl | [redacted] | Ford | F-450 xl | 2019 | | [redacted] | 2020-09-15 | 2020-09-15 |
| 011 | Ford F-350 | [redacted] | Ford | F-350 | 2020 | | [redacted] | 2020-09-15 | 2020-09-15 |
| 018 | Ford F-250 XL | [redacted] | Ford | F-250 XL | 2020 | [redacted] | [redacted] | 2020-09-15 | 2020-09-15 |

It is possible to select only the desired columns by clicking on the "Column" button.

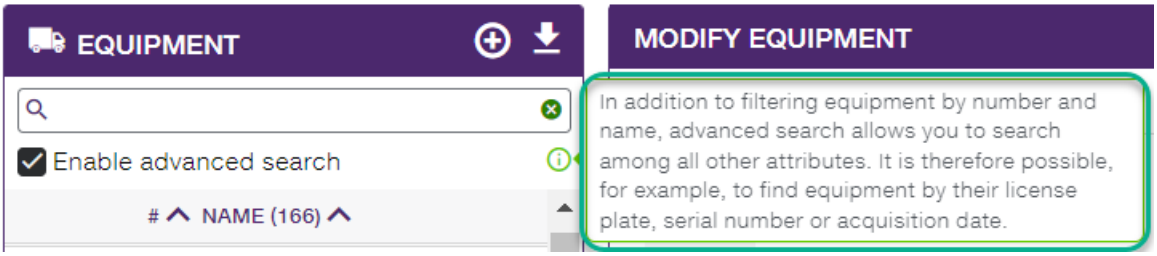



Simply select the columns to be hidden and click on "Save". To go back to normal view and click on the return button on the upper right corner.

The Filter field (3) allows you to search by number or name in the displayed list.

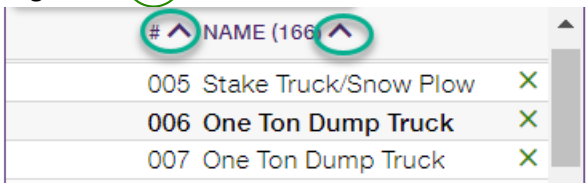



(4) The advanced search option allows you to search for certain information in all available fields when checked.




For convenience, it is also possible to sort the number or name column.

Just click on the corresponding arrow (5).



## 2 : Individual form for each equipment; EQUIPEMENT IDENTIFICATION

This section allows you to enter additional information about each equipment. Please note that only the name and the equipment number are mandatory.

INFORMATION REQUIRED TO COMPLETE THE EQUIPMENT IDENTIFICATION SECTION:

| FIELD | DESCRIPTION |
|---|---|
| Focus Unit | ID of the FOCUS unit assigned to the equipment (not editable). |
| Identification key | **For Focus Fuel only** (actual fob associated to the equipment). |
| Name | Name of the vehicle. (This name will appear on the dashboard, the vehicle and the zone map.) |
| # | Vehicle number. (This number will appear on the dashboard, the vehicle and the zone map.) |
| Driving Force (HP) | **Only for fuel tax return** (For Quebec only, if the equipment is eligible for a fuel tax refund). |
| Prescribed percentage (%) | **Only for fuel tax return** (For Quebec only, if the equipment is eligible for a fuel tax refund). |
| Task | Task of the equipment. |
| Make | Make of the vehicle (for example: Ford, Mack, John Deere, etc.) |
| Model | Model of the vehicle (for example: F150, F550, etc.) |
| Year | Year of the equipment |
| Serial number (VIN) | Vehicle identification number |
| License plate | Plate number of the vehicle |
| Place of registration | Mandatory for DVIR |
| Operator | Mandatory for DVIR |
| Time zone | Time zone associated with the vehicle<br>(Important because the data displayed will be based on this data) |
| Commissioning date | First date of service |

## 3 : Personalized information

This section allows you to add custom information fields that are specific to each client.
**IMPORTANT NOTE: THE CUSTOM FIELDS ARE ONLY PRESENT AS A COMPLEMENT. THEY ARE NOT TAKEN INTO ACCOUNT IN ANY REPORT.**

## 4 : Information about the contract

This section is also complementary and includes non-mandatory information for each equipment.

| FIELD | DESCRIPTION |
|---|---|
| Acquisition date | Date of purchase of the equipment |
| Provider | Supplier who sold the equipment |
| Initial odometer | Mileage at the date of purchase of the equipment |
| Contract type | Purchase or rental |
| Purchase cost | Price paid at purchase (if applicable) |
| Monthly cost | Lease type contract option (lease cost) |
| End date | Rental type contract option (last day of rental) |

5: Current information

This section is very important because it contains information on odometers and engine hours.

SEE "UPDATING ODOMETER INFO" for more details, or

SEE "UPDATING HOURS OF OPERATION INFO" for more details.

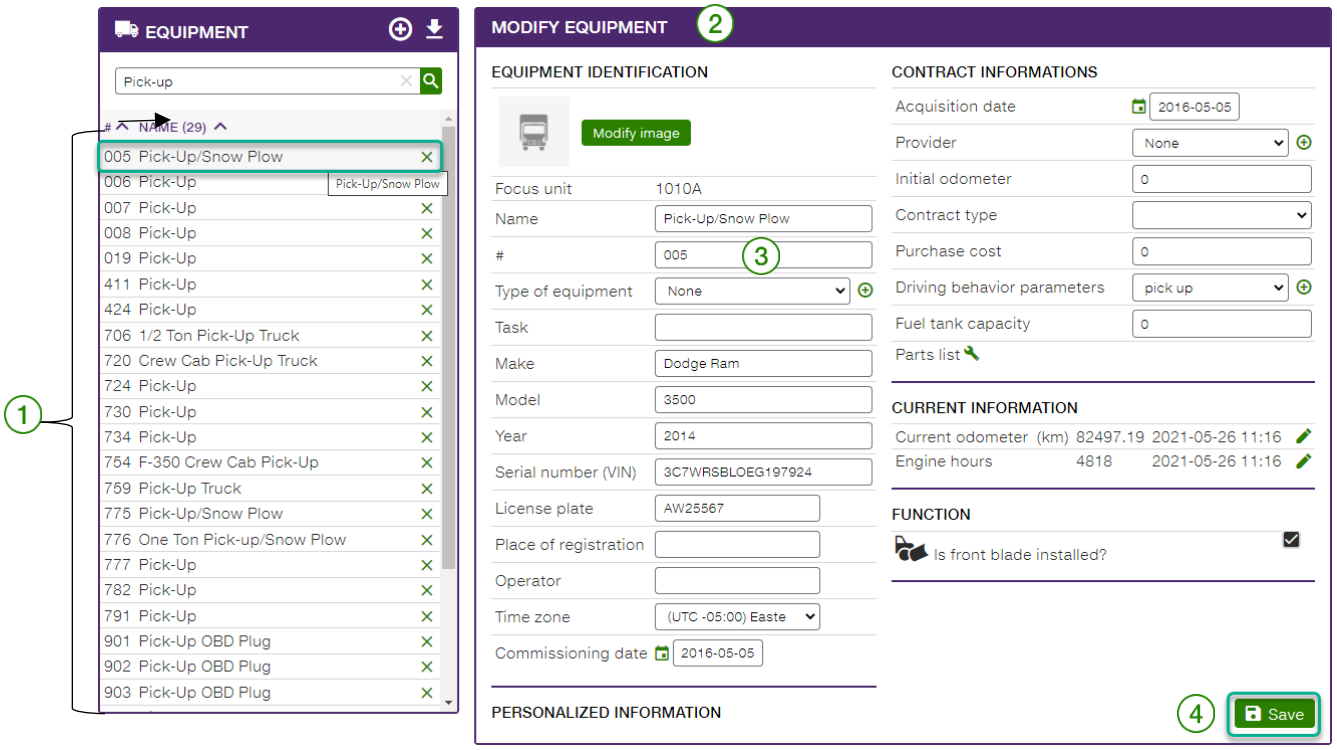
6: List of the last repairs of the chosen equipment

This section is dedicated to the follow-up of the maintenance on the chosen vehicle.

SEE "VEHICLE - REPAIRS" for more details.

## CHANGING EQUIPMENT NAME/NUMBER

At the EQUIPMENT icon. The following page will appear:




From the left-hand menu (1), select the equipment to be edited. Information pertaining to the equipment will appear in the 'Modify Equipment' pop-up window (2). Change the name/number of equipment (3), and then click Save (4).

To complete the rest of this page:

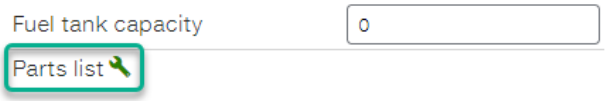
SEE **"VEHICLE - REPAIRS"** for more details.

SEE **"UPDATING ODOMETER INFO"** for more details.

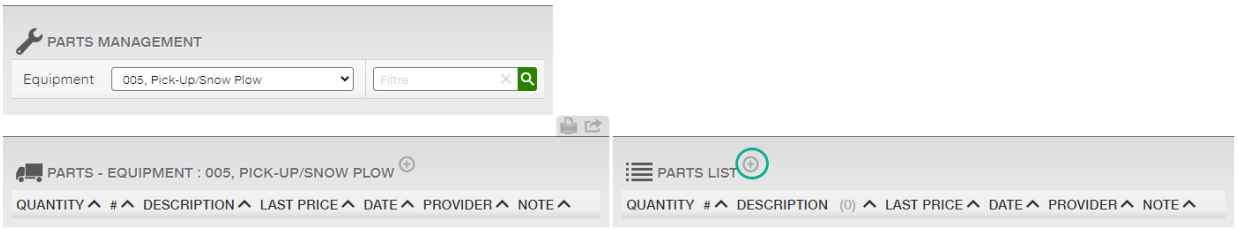
SEE **"CREATING MAINTENANCE ALERT"** for more details.

**PART LIST:**

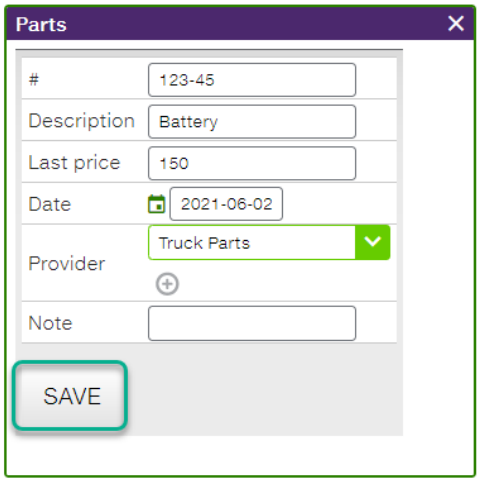
This functionality allows you to link parts to a specific vehicle from a customizable list.



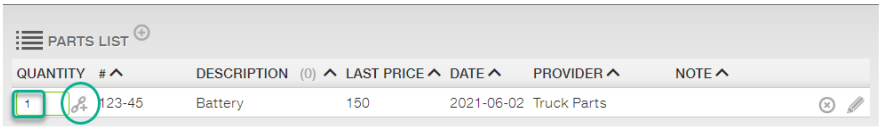

You can create or import a list of parts. Click on the ⊕ button to add a part.



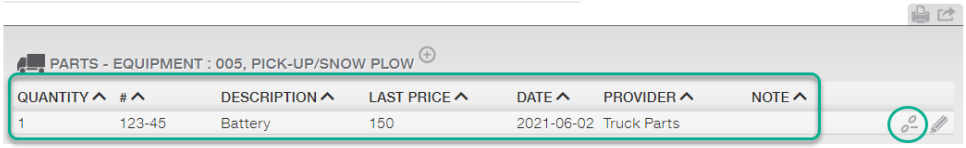

Fill the fields this individual part and click save.




Now enter the quantity required for this vehicle and click on button.




Now the part is linked to the vehicle, mote that this part is no longer available on the part list because it had been associated to this specific vehicle already. It will however remain available for another vehicle.

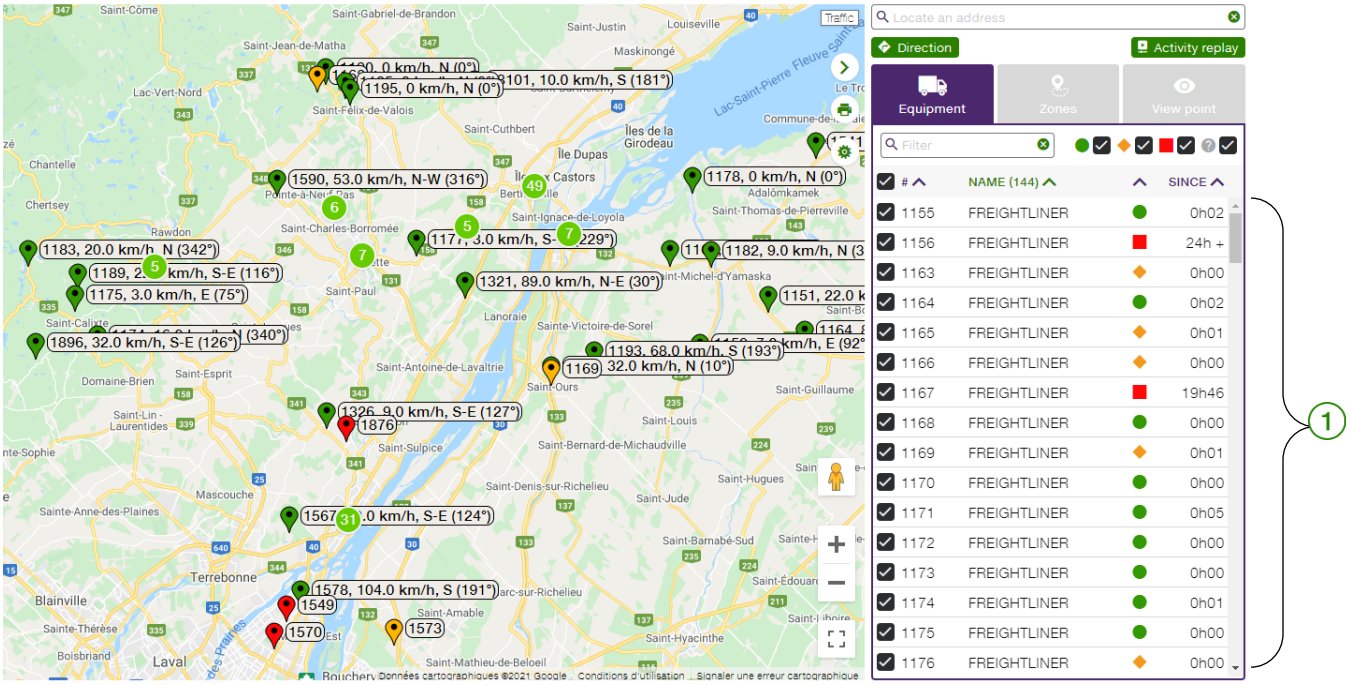



You can detach a part from a vehicle by clicking on the button. You can also edit the part by clicking on the button.

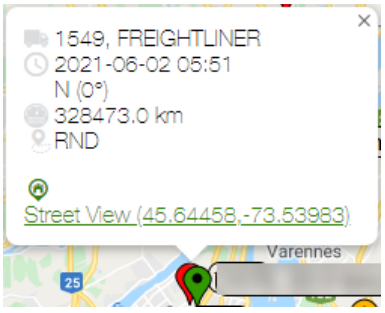
# MAP

## EQUIPMENT TAB

Hover your cursor over the MAP icon, to display the following:



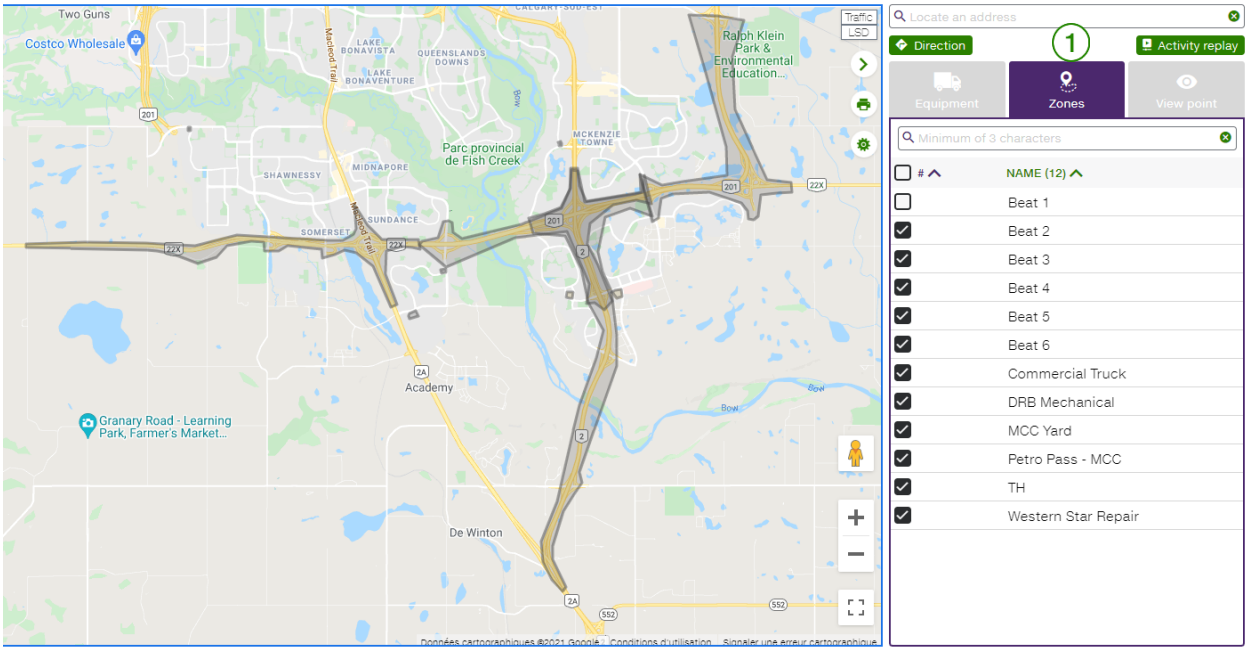

Click on a vehicle in the right section (1) to find out his exact position. By clicking on the corresponding , this following page will appear:




FOCUS will show information on speed (or last time vehicle has moved) direction, the zone where the vehicle is, approximate address from Google and Google street view coordinates.

## ZONE TAB

All zones previously created can be displayed on a map.

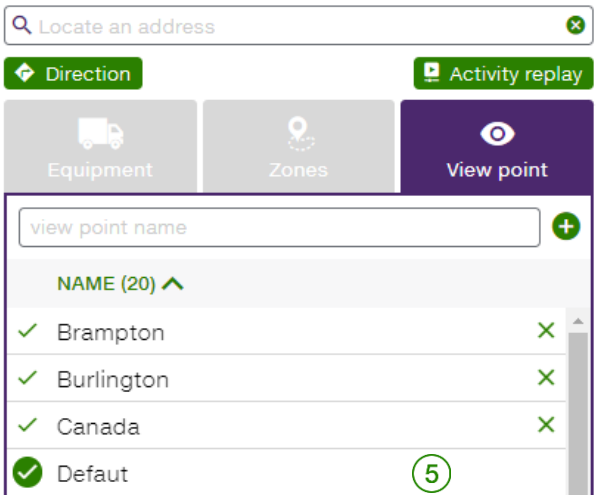



Click on the "Zone" tab (1) to display all previously created zones.
You can select all or only some of them, as needed.

SEE "**CREATING A ZONE FROM THE MAP TAB**" for more details.

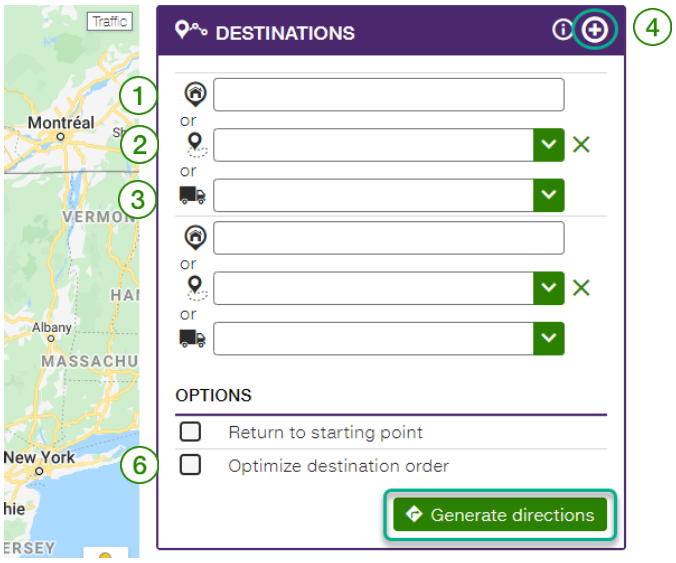
## VIEWPOINT TAB

The viewpoint tab consists of predefined map views in order to facilitate the map usage. You can toggle between viewpoint to view different area. Simply click on any view.




To create a viewpoint, SEE **CREATING A DEFAULT MAP VIEWPOINT**.

### GENERATE DIRECTIONS/ROUTE (FROM MAP)



The Directions button on the map gives you several ways to plan a destination.

Direction search options available are:

To seek directions using an address: enter the address into icon field (1) and hit ENTER.

To seek directions using an existing zone: click on icon (2) and select desired zone from drop-down menu.

To seek directions using last position of equipment: click on icon (3) and select desired position from drop-down menu.

To add multiple destinations, click on icon (4).

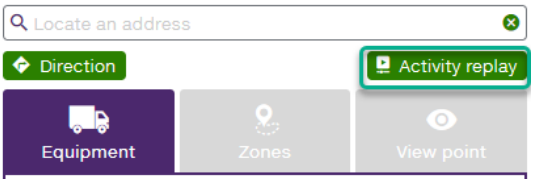
To generate directions to get back to the starting point, tick the appropriate box under OPTIONS (5).
To have the system optimize your route (applicable only when there are more than two destinations), tick the appropriate box under OPTIONS (6).

Following the selection of all direction details, click on the "Generate directions" button to display the driving instructions in the lower section of the screen, below the map.

**IMPORTANT NOTE:**

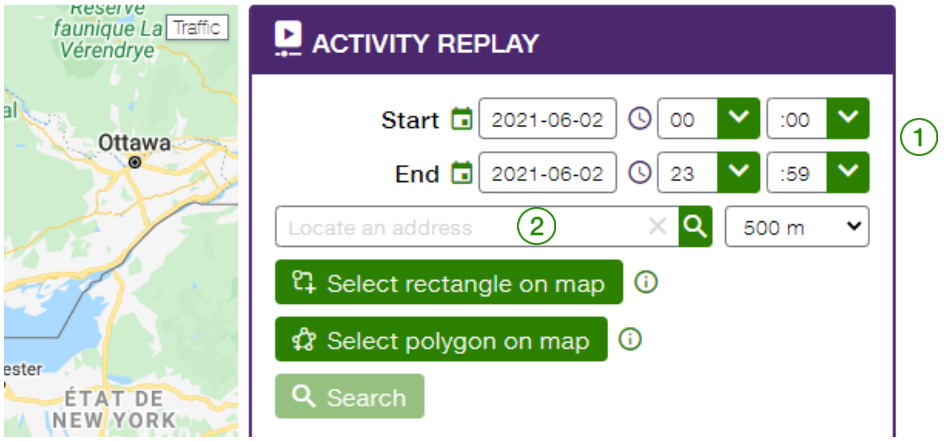
- **OPTIONS MUST BE CHOSEN PRIOR TO CLICKING ON THE GENERATE DIRECTIONS BUTTON.**
- **A MAXIMUM OF TEN (10) DIFFERENT DESTINATIONS CAN BE ADDED TO ANY SINGLE DIRECTIONS QUERY.**

## ACTIVITY REPLAY (FROM MAP)



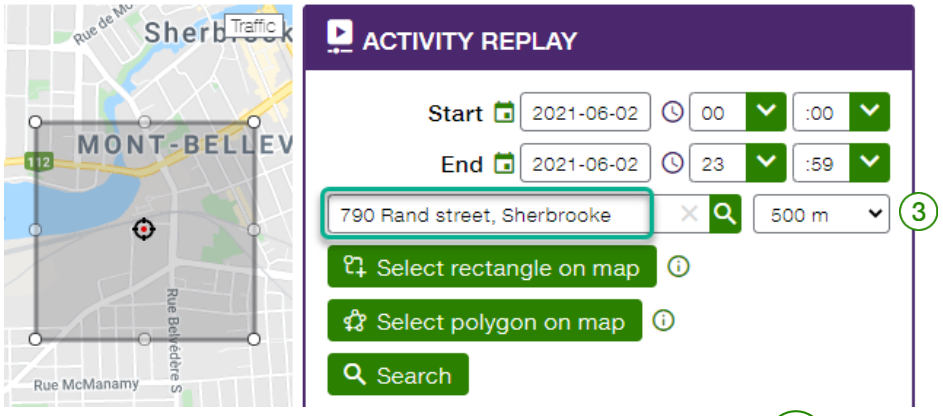

This feature allows you to quickly find out which vehicle was near an address or in a specific area.

Clicking the Activity replay icon opens the below window.




1 First, select a time period of up to 24 hours.

2 Then, the first option is to specify an address. Simply enter an address and click .

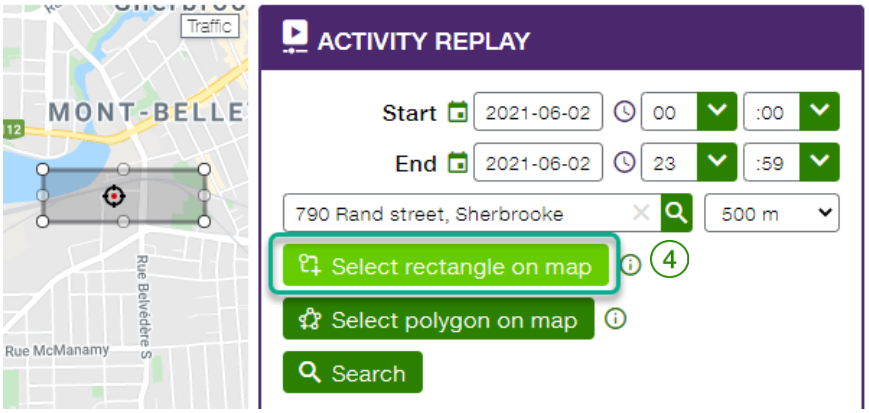


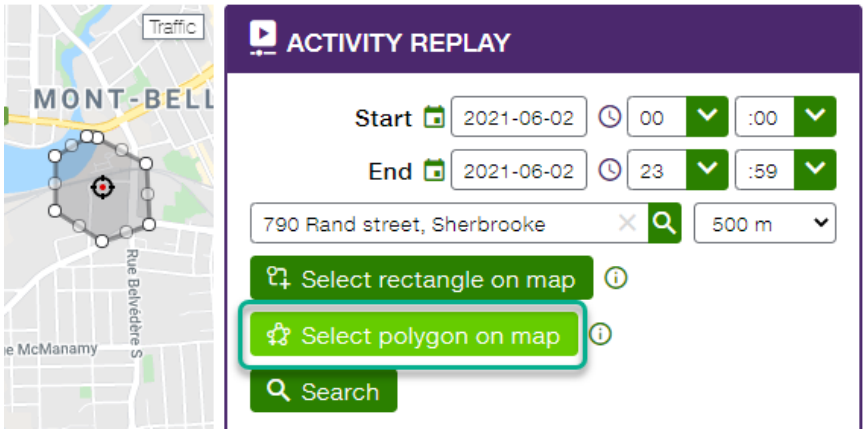

Note that the search area is 500 meters, as specified in the drop-down menu 3.

The second option is to choose a search area. This can be a neighborhood or a street corner for example. Here, two choices are possible to define an area:

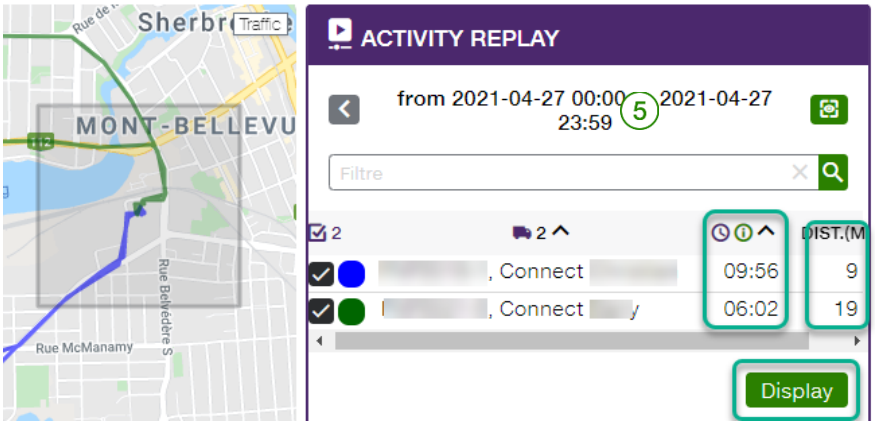
- Define a rectangle on the map 4.
- Define a polygon on the map 5.

In both cases the procedure is the same. Click on the button of your choice and draw the desired shape.

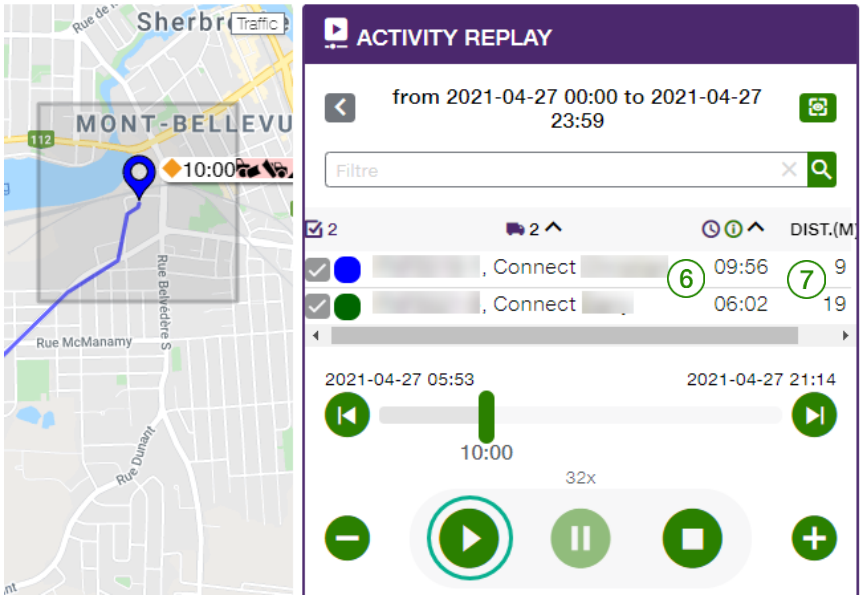



Then, click on the Search button. The following page will be displayed:



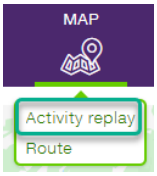

Results: Focus has found 2 vehicles that have passed the indicated address, within the specified time frame. By clicking on "Display", Focus will replay the movement of the selected vehicles.

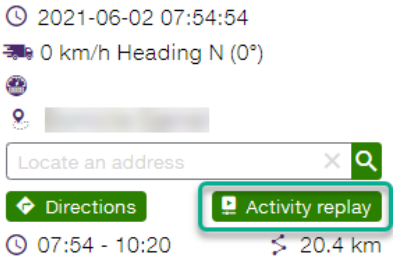



Note that the time displayed is the time of entry in the specified area on the map (6).

The distance is the distance between the nearest position to the specified address (7) and said address.

It is also possible to access the “Activity replay” by:

The MAP button 

or the route page 

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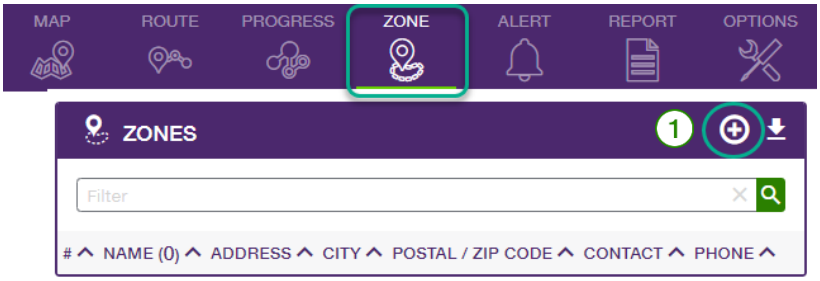
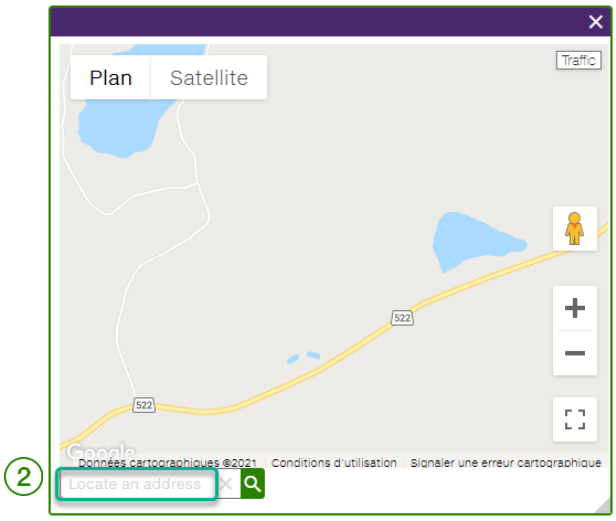
# ZONE

## CREATING A ZONE WITH AN ADDRESS

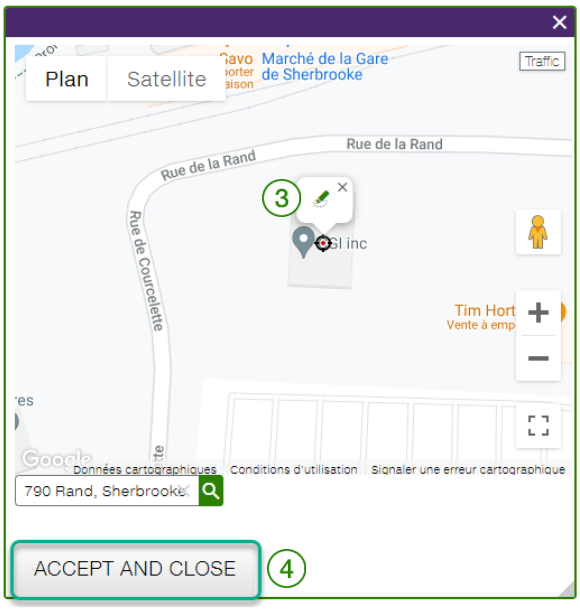
Click on the ZONE icon to display the following:




Clicking on the 1 will display the following:

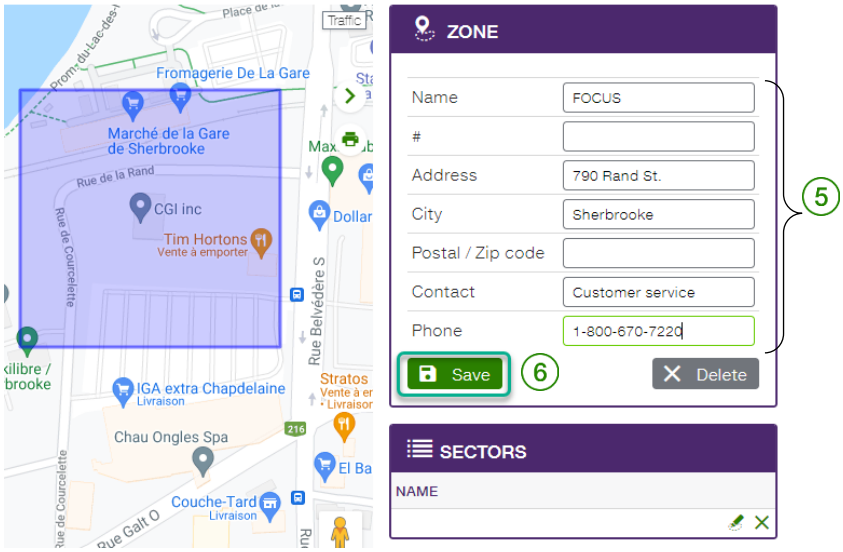


Enter an address in **locate an address** (2) and click on the . It will display this following:




VALIDATION STEP

Validate that the address entered is valid and located in the desired area. Either click on the pencil (3) or the **accept and close** (4) button to continue.

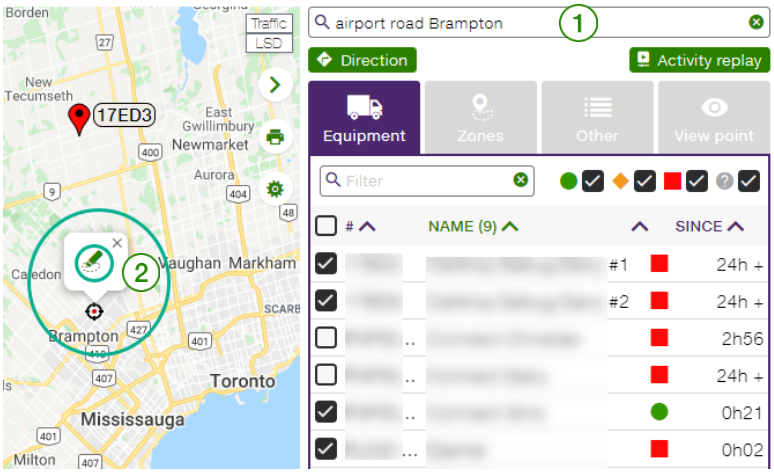



The right-side menu shows the information related to this specific zone (5). Next fill in the fields with the additional zone information and click on **save** (6).

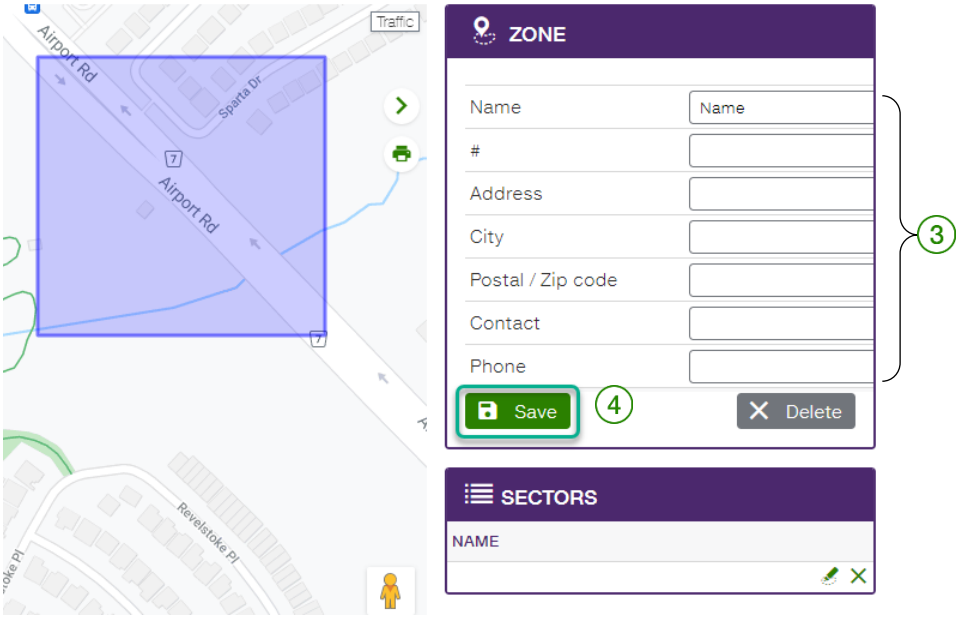
See "**EDITING AN EXISTING ZONE**" or "**ADDING AREA TO AN EXISTING ZONE**" for more options.

## CREATING A ZONE FROM THE MAP TAB

Click on the MAP icon to display the following:



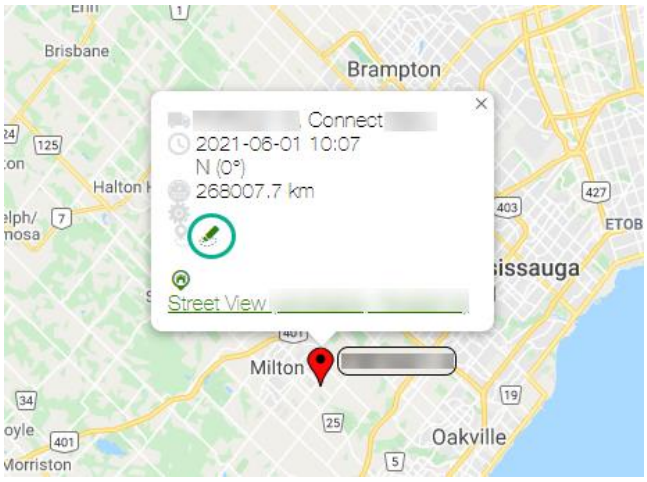

From the Map tab, click on **Locate an address** and enter an address (1). Then, select the (2) to create a zone. The following will display:




The right-side menu shows the information related to this specific zone (3). Next complete the fields with the additional zone information and click on **save** (4). The zone is now created.

## CREATING A ZONE FROM ANY POSITION

From a FOCUS map, a zone can be created. Click on a vehicle to display the following:



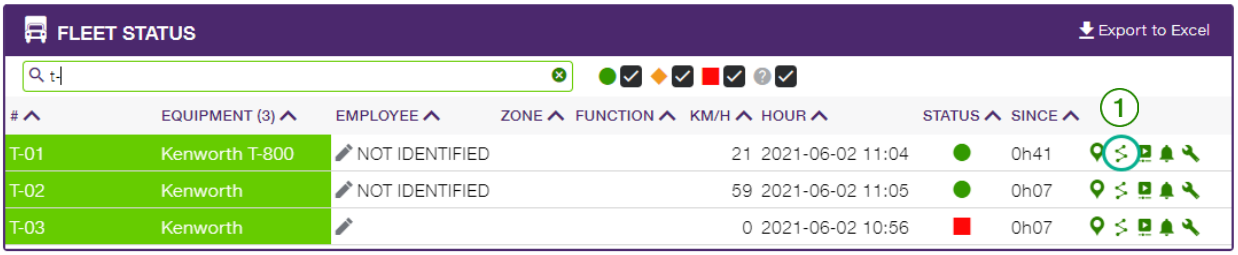

Click on to create a zone from that specific position of a vehicle.

To continue the creation of the zone: **SEE "**VALIDATION STEP**"** for more details**.**

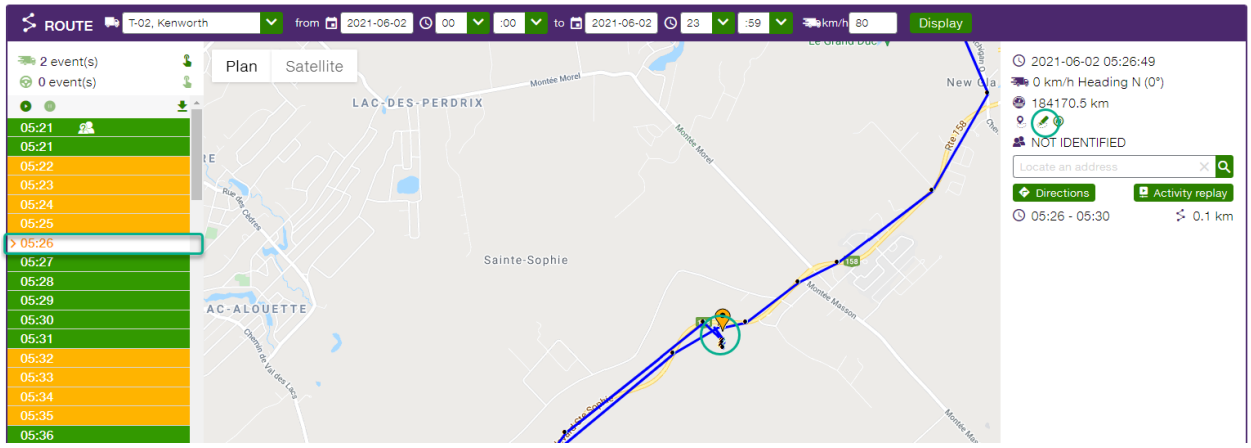
# CREATING A ZONE FROM VIEWING ROUTE HISTORY

Click on

icon to display the following:




Click on 1 and the following will display:




Click on any black dot along the path, or any hours in the colored left section, to select a precise area.

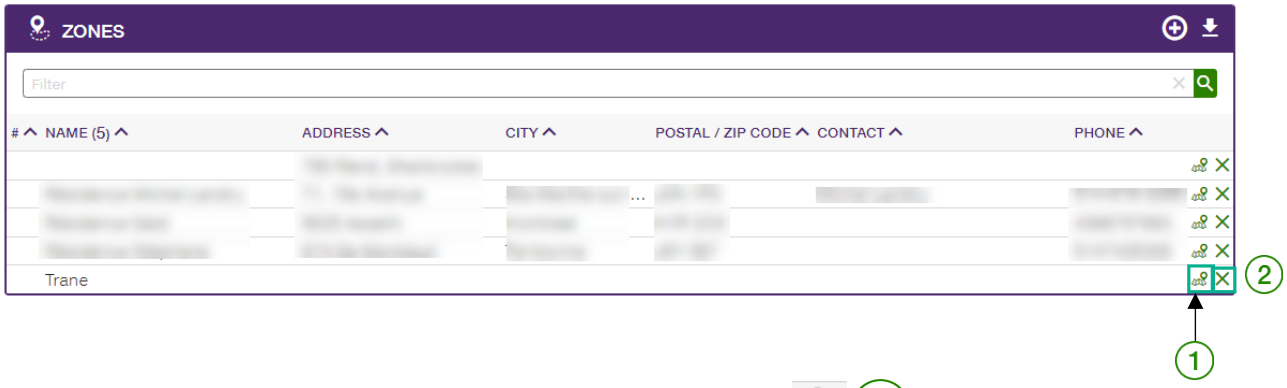
Then, click on in the right section to create a zone from that position.

To continue the creation of the zone: **SEE** “VALIDATION STEP” for more details.

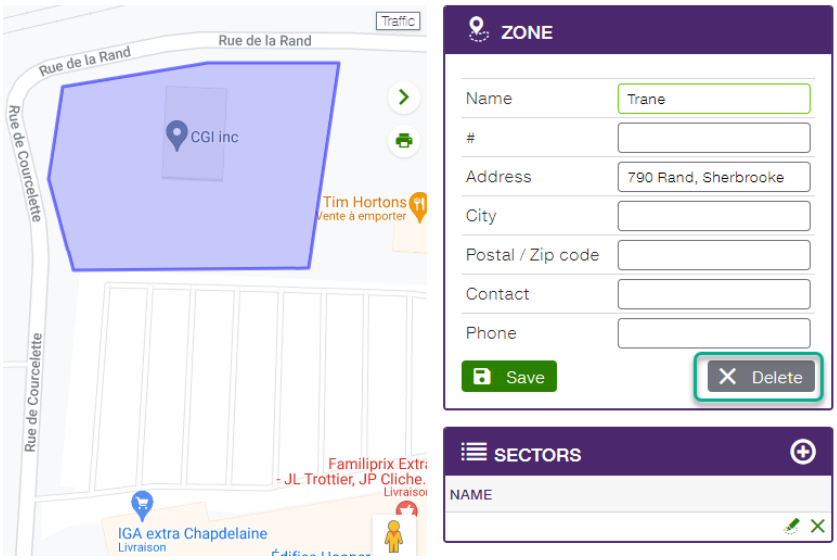
## DELETING A ZONE

Click on the ZONE icon to display the following:

There are 2 different options to delete a zone:




1- Click either on the line associated to the zone to delete or on the 1. In both cases, it will display the following page:




**IMPORTANT NOTE:**

- **TO DELETE THE ZONE, CLICK ON DELETE.**

2- Click on the 2 directly on the line associated to the zone to delete it.

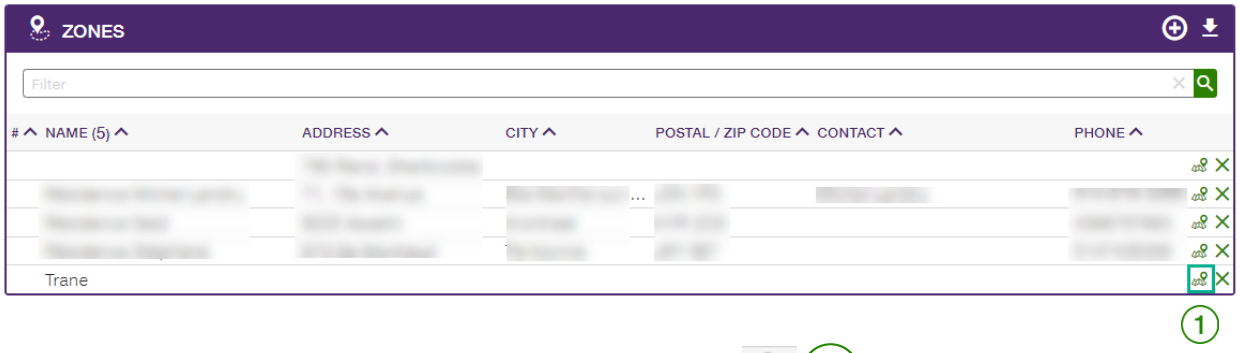
## VIEWING ALL ZONES

You can view all zones created from the ZONE page.

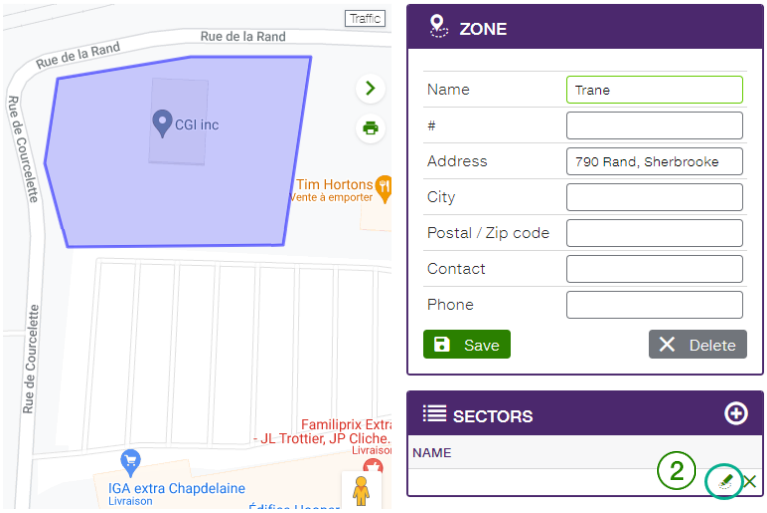
It is also possible to view all the created zones in the map page.
SEE "**CREATING A ZONE FROM THE MAP TAB**" for more details

## EDITING AN EXISTING ZONE

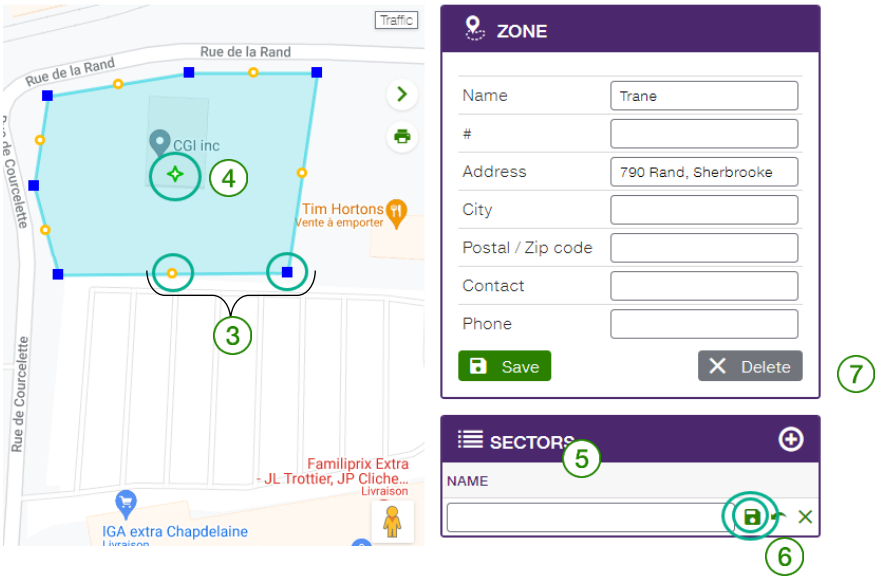
Hover cursor over ZONE icon, to display the following:




Click either on the line associated to the zone to edit or on the 1. In both cases, it will display the following page:




Click on 2 to modify the information or to customize the shape of the zone. FOCUS will display the following page:




To customize the shape of the zone, hold the cursor over one of the blue or orange dots (3) and move it to the desired location, doing the same for all the dots if necessary. To move the entire zone at once, without changing the shape, click on the at the center of the zone (4).

To save the modifications, click on (5), to undo click on (6) and to delete completely, click on **delete** (7).

## ADDING AREA TO AN EXISTING ZONE

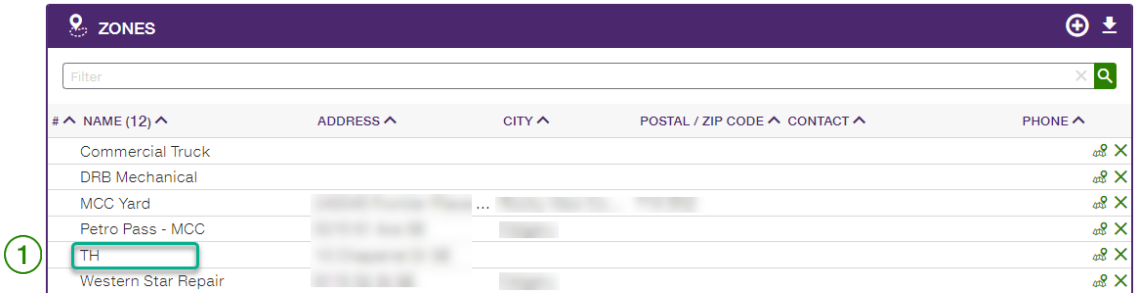
**IMPORTANT NOTE:**

- **A ZONE HAS TO BE CREATED BEFORE AN AREA CAN BE ADDED TO IT.**

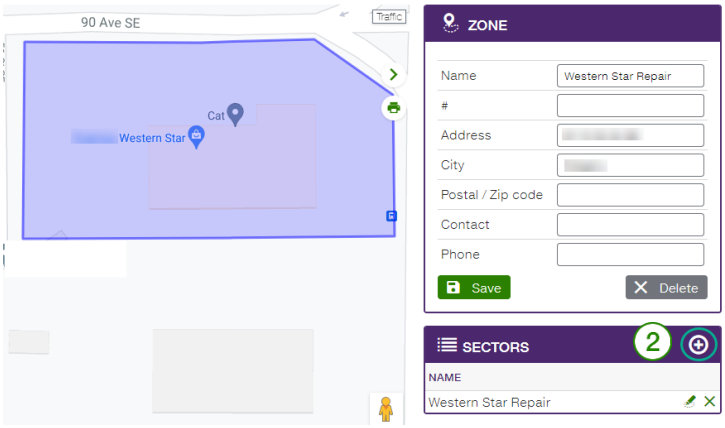
To know how to create a zone: **SEE** CREATING A ZONE WITH AN ADDRESS.

Creating subfields helps having data that connects all zones into one report. For example, having one contract related to different zones allows to merge all information of those zone into one single report.

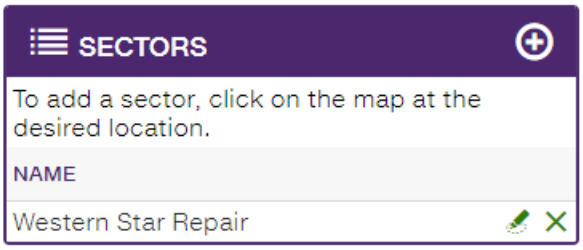
Click on the ZONE icon, to display the following:



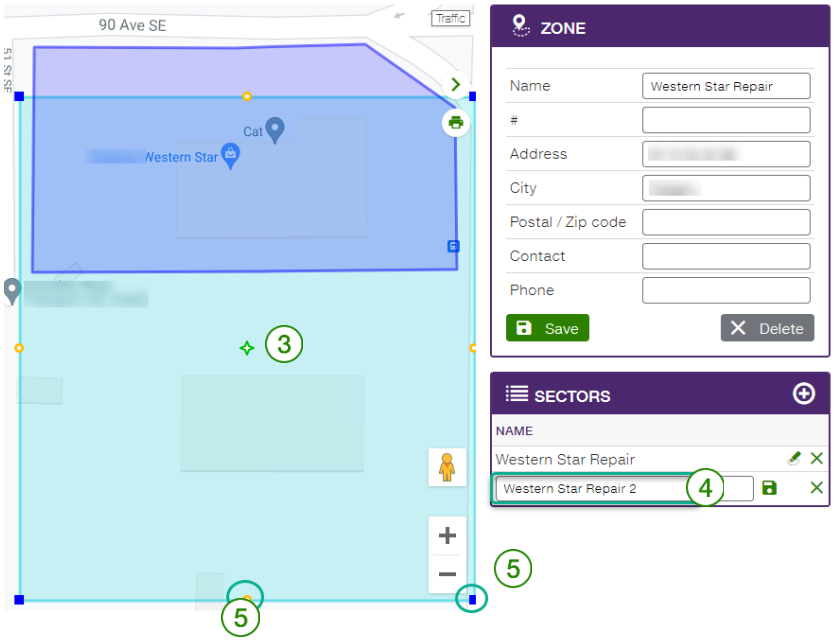

Click on a zone (1) to associate areas to it and the following will appear:



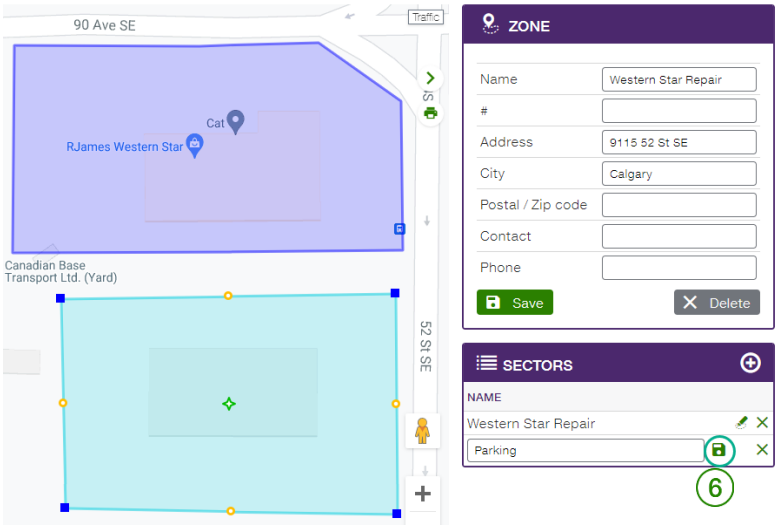

Click on (2) to create a new area.
The following will be displayed:



Click on the area where you want to create the sector (3).




Then enter a name (4) and adjust the desired perimeter (5).



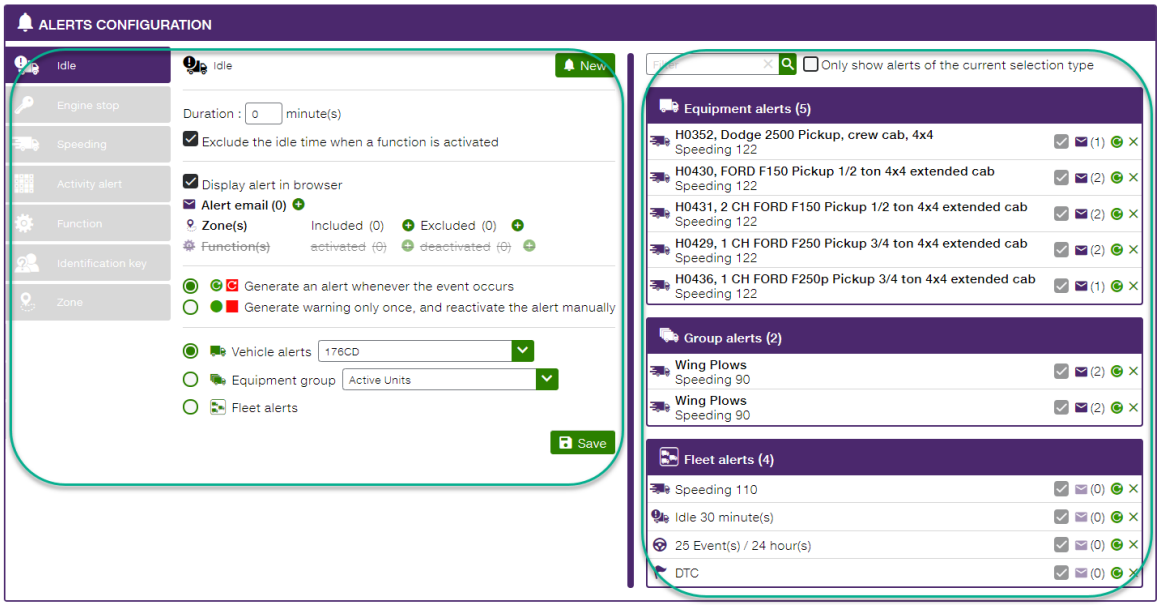

Once done, simply click SAVE.

To learn how to edit the shape of the zone: SEE **"EDITING AN EXISTING ZONE"** for more details.

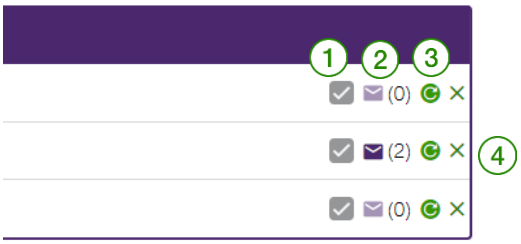
## VIEWING ALL ALERTS

The **Alert tab**

of the FOCUS platform is the general configuration page for alerts. This page allows you to set up the various possible alerts.
The left-hand side is used to configure the alerts individually, while the right-hand side identifies which vehicle the alert applies to.




The right section displays the current configuration for all the alerts already set-up.




1 : Ticked if the alert is displayed on the Fleet page.

2 : Displays the number of recipients of the email alert.

3 : Allows you to deactivate an alert.

4 : Allows you to delete an alert.

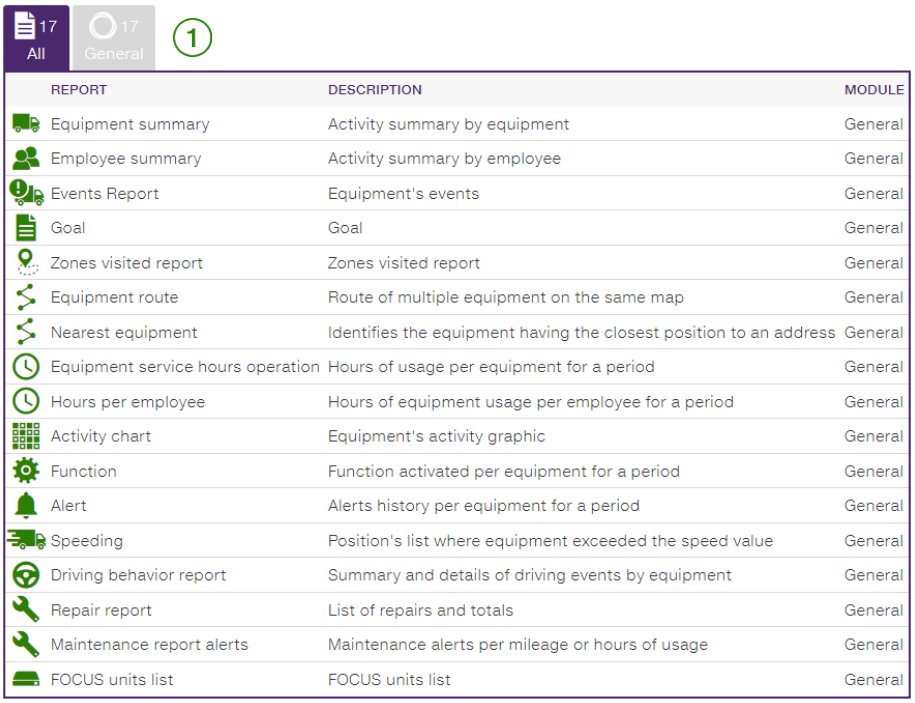
To know how to create an alert: SEE **COMPLETING COMMON ALERT FIELDS**.
To see the alert report: SEE **"EQUIPMENT SUMMARY"** for more details.

# REPORTS

## REPORT ACCESS

*This section is intended as a general overview of the reports and describes a basic level of detail. For more details, please contact our customer service department.*

Click on the REPORT icon and the following page will appear:




| REPORT | DESCRIPTION | MODULE |
|---|---|---|
| Equipment summary | Activity summary by equipment | General |
| Employee summary | Activity summary by employee | General |
| Events Report | Equipment's events | General |
| Goal | Goal | General |
| Zones visited report | Zones visited report | General |
| Equipment route | Route of multiple equipment on the same map | General |
| Nearest equipment | Identifies the equipment having the closest position to an address | General |
| Equipment service hours operation | Hours of usage per equipment for a period | General |
| Hours per employee | Hours of equipment usage per employee for a period | General |
| Activity chart | Equipment's activity graphic | General |
| Function | Function activated per equipment for a period | General |
| Alert | Alerts history per equipment for a period | General |
| Speeding | Position's list where equipment exceeded the speed value | General |
| Driving behavior report | Summary and details of driving events by equipment | General |
| Repair report | List of repairs and totals | General |
| Maintenance report alerts | Maintenance alerts per mileage or hours of usage | General |
| FOCUS units list | FOCUS units list | General |

The second tab (1) provides access to a list of all general reports available.
Click on a specific report to select your criteria associated.

General rules concerning the reports:

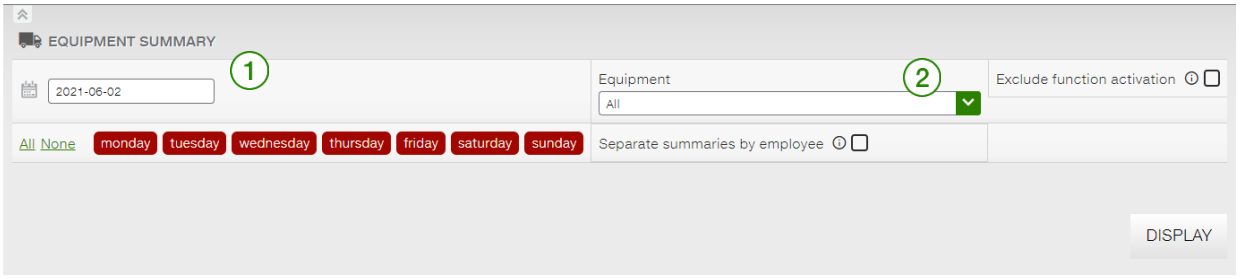
- All reports are printable and exportable in CSV format to be reworked in Excel

- Reports are available for varying periods, depending on the volume of data. Some will offer a period of 365 days and others of 24 hours.

- It is possible to specify the periods down to the hours.

# EQUIPMENT SUMMARY

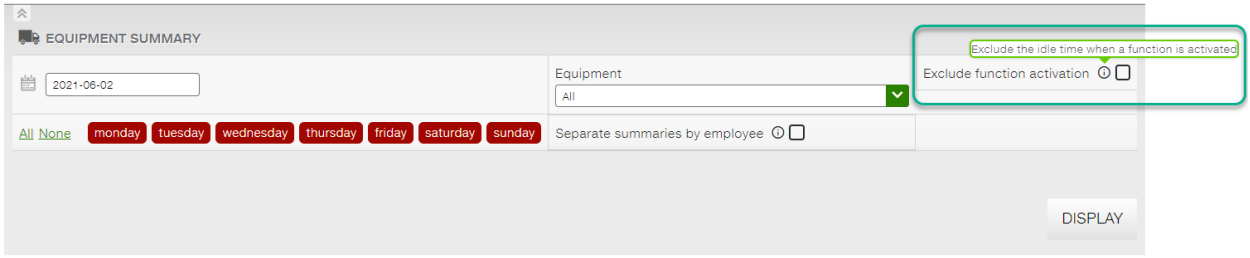
Purpose of the report: To display totals for mileage, operating hours, functions activated hours as well as averages for a given period.

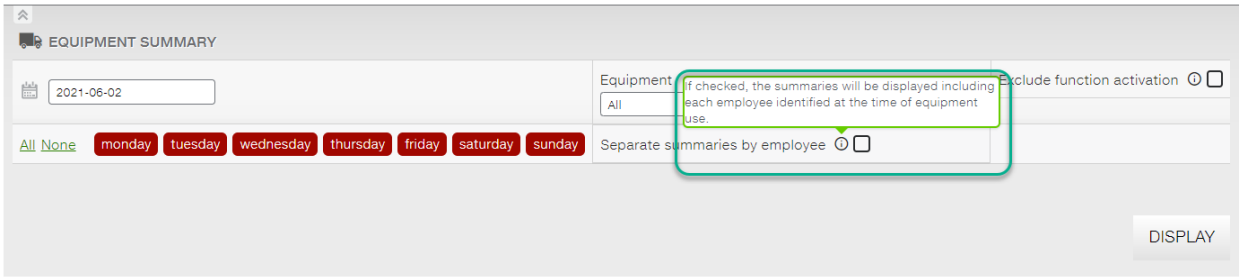


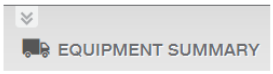

To choose the timeframe of the report, click on the calendar icon (1) and select (highlight) the desired timeframe.
Note: By default, today's date will be displayed. Timeframe cannot be more than 367 days.

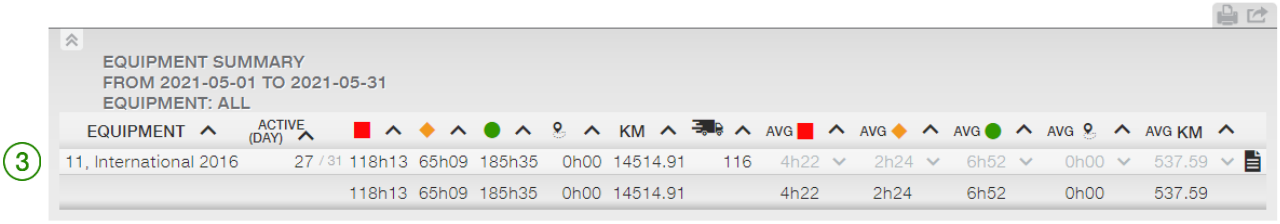
To choose a specific equipment, select from the equipment drop-down menu (2).
Note : By default, the "All' equipment option will display.

You can also exclude periods where a function is activated or obtain employees summary.

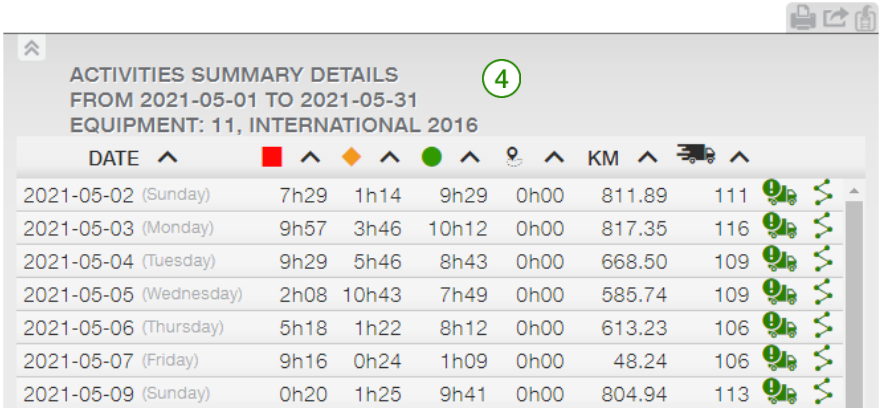




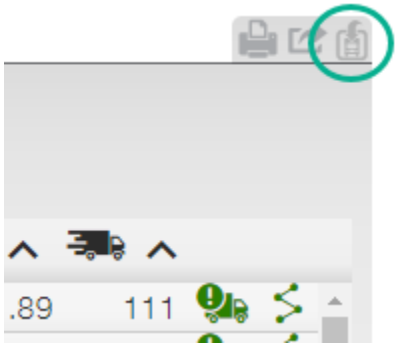




To obtain **daily stats** for one equipment, click on the equipment (3), and a second pop-up window with additional details specific that vehicle will display (4).



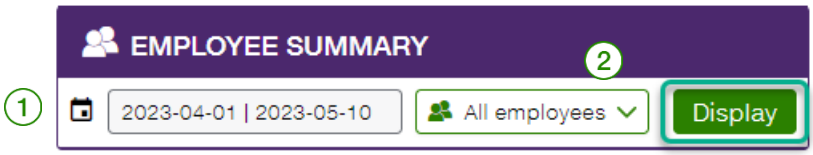

Report provides operating time, engine idle time, equipment downtime, mileage, and maximum speed during an **extended period of time (month/year)**.

NOTE: If you have many vehicles in the detailed summary, you can also download ALL the vehicles data in CSV format by clicking the export button.



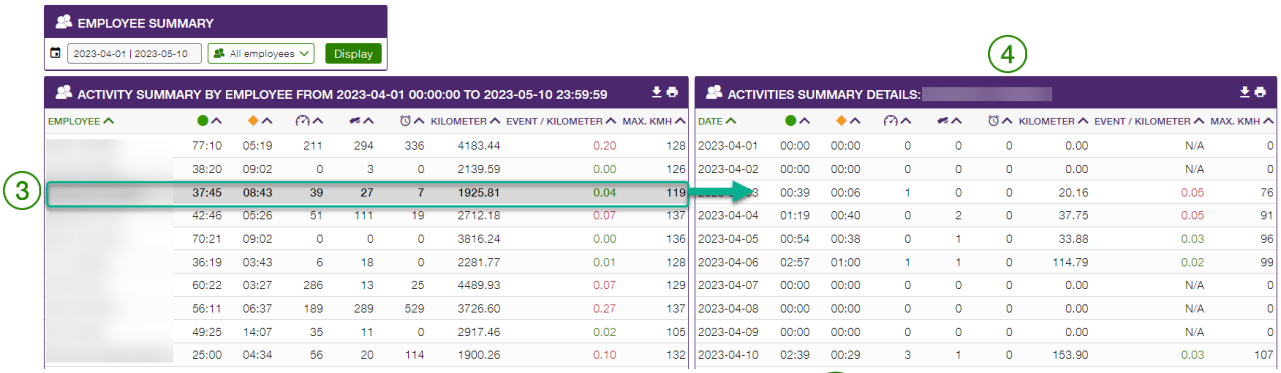
# EMPLOYEE SUMMARY

Purpose of the report: To display totals for travel times as well as engine idling times, driving behavior events and maximum speed for the selected period.




To choose the timeframe of the report, click on the calendar icon (1) and select (highlight) the desired timeframe.
Note: By default, today's date will be displayed. Timeframe cannot be more than 367 days.

To choose a specific employee, select from the employee drop-down menu (2).
Note : By default, the "All' employees option will be displayed.




To obtain **daily stats** for one employee, click on the employee, (3) and a second pop-up window with additional details specific to that employee will display (4). Fobs need to be used for added value.

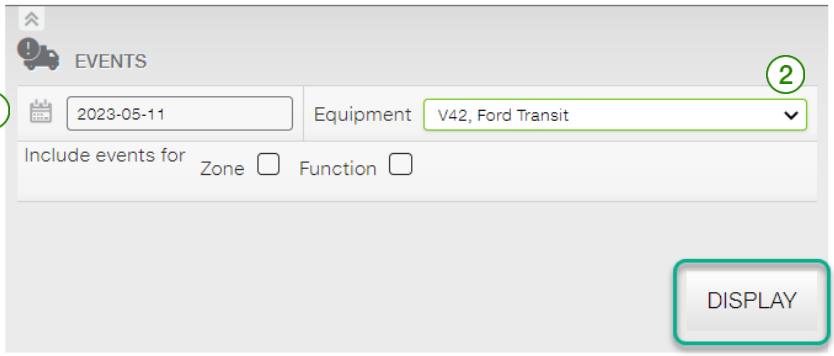
Report provides operating time, engine idle time, number of accelerations, number of hash braking, number of harsh turns, total mileage travelled, total event(s) per kilometer during an **extended period of time (month/year)**.

Note that the events per kilometer are in red when they are worse than the average and in green when the results are better.

## EVENTS REPORT

Purpose of the report: To display detailed information about a particular equipment.

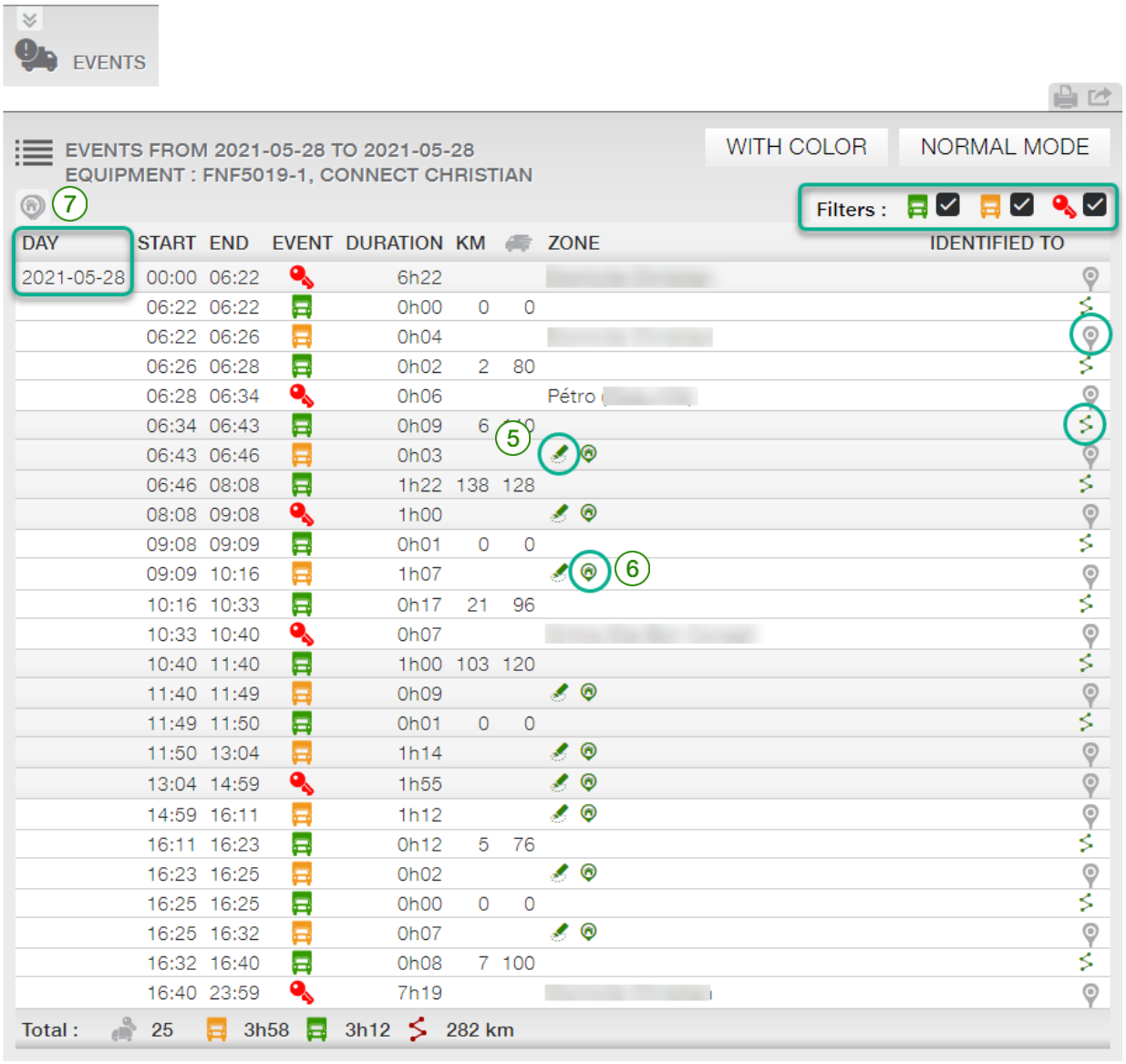
| REPORT | DESCRIPTION | MODULE |
|---|---|---|
| Events Report | Equipment's events | General |




To choose the timeframe of the report, click on the calendar icon (1) and select (highlight) the desired timeframe.
Note: By default, today's date will be displayed. Timeframe cannot be more than 7 days.

To choose a specific equipment, select from the equipment drop-down menu (2).
Note : By default, the "first" equipment will display.

By checking the "Zone" or "Function" box, the report will detail either of these options.




Report provides the moment when the event starts and finishes, the duration of each event (operating time, idling time, down time), total mileage travelled for the event, maximum speed, zone (if event happened in a created zone) during an **extended period of time of 7 days**.

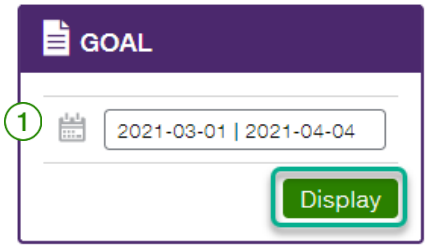
NOTE : To obtain the **position** of an event, click on the 3 or to review the route of an event, click on 4 and a second pop-up window with additional details specific that event will display. Click on 5 to create a zone and on 6 to find an address or click related to a specific event.

You can also find all the addresses by clicking on the in the upper left section 7.

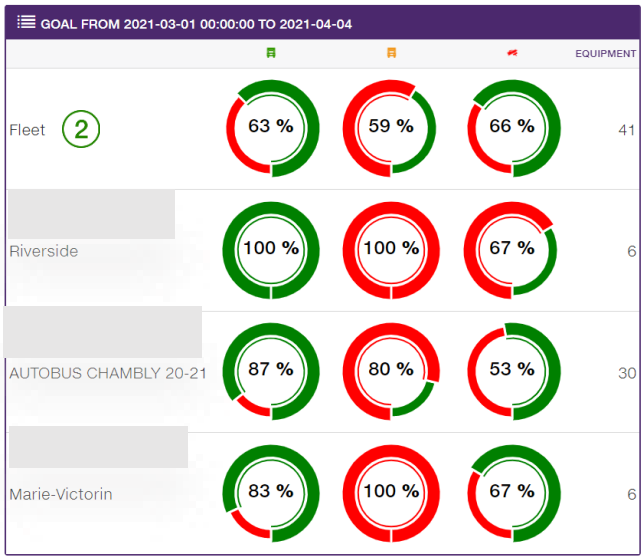
SEE "CREATING A ZONE WITH AN ADDRESS" for more details.
SEE "ACTIVITY REPLAY " for more details.

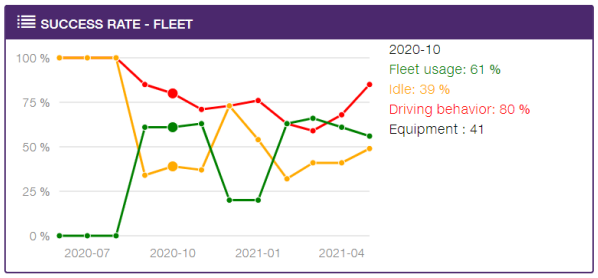
## GOAL

Purpose of the report: Display results based on fleet utilization goals, engine idling and driving behavior.




To choose the timeframe of the report, click on the calendar icon (1) and select (highlight) the desired timeframe.
Note: By default, yesterday's date will be displayed. Timeframe cannot be more than 367 days.




Report provides the success rate of each objective during an **extended period of time (month/year)**.

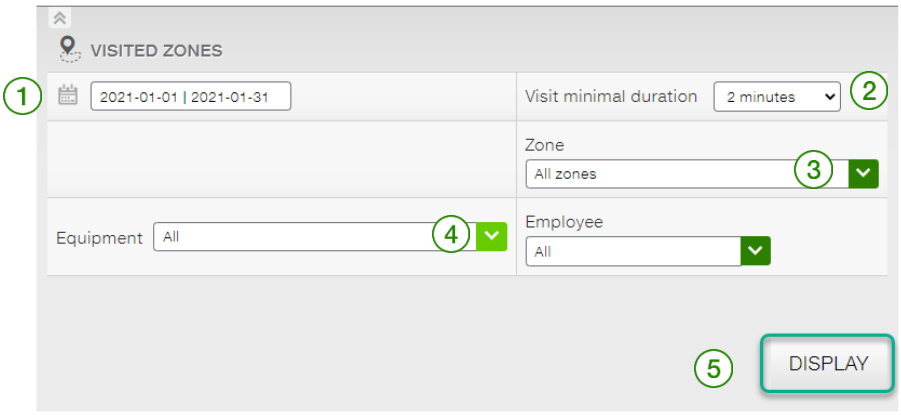
NOTE : To obtain the **success rate** for one objective, click on the objective (2) and a second pop-up window with additional details specific to that goal will display.

NOTE : A green circle means the goal has been reached and a red circle means that goal has not been achieved.

To see data related to set objectives, **SEE "GOALS"** for more details.

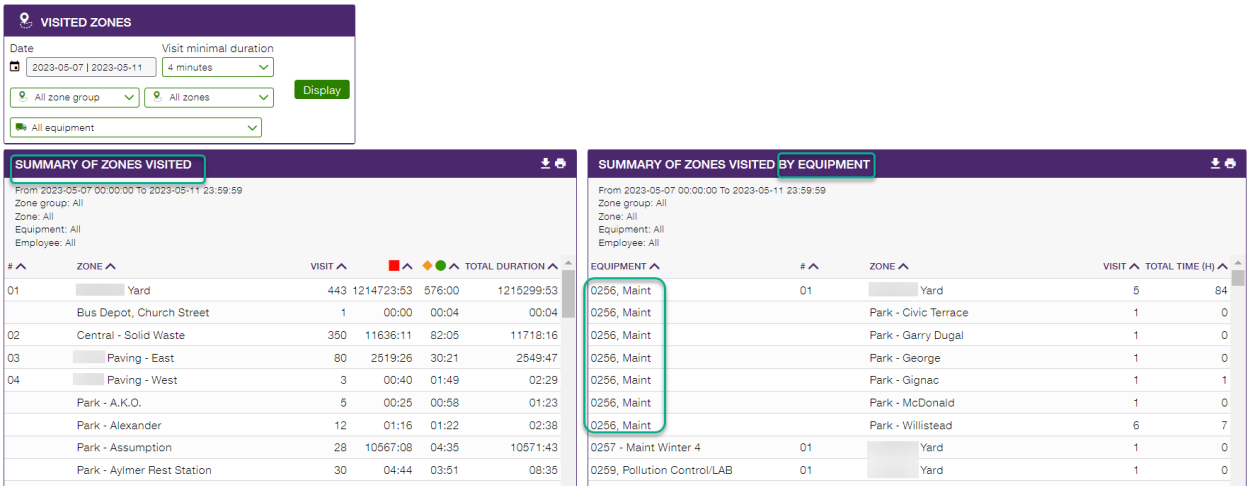
# ZONES VISITED REPORT

Purpose of the report: To display the time spent in each zone and the number of visits to said zone.




To choose the timeframe of the report, click on the calendar icon (1) and select (highlight) the desired timeframe.
Note: By default, today's date will be displayed. Timeframe cannot be more than 367 days.

You can specify a visit's minimal duration (2), specific zone (3), specific equipment (4) or specific employee (5), by selecting from the corresponding drop-down menus.
Note: By default, "All' will be displayed for the zones, equipment and employees options.

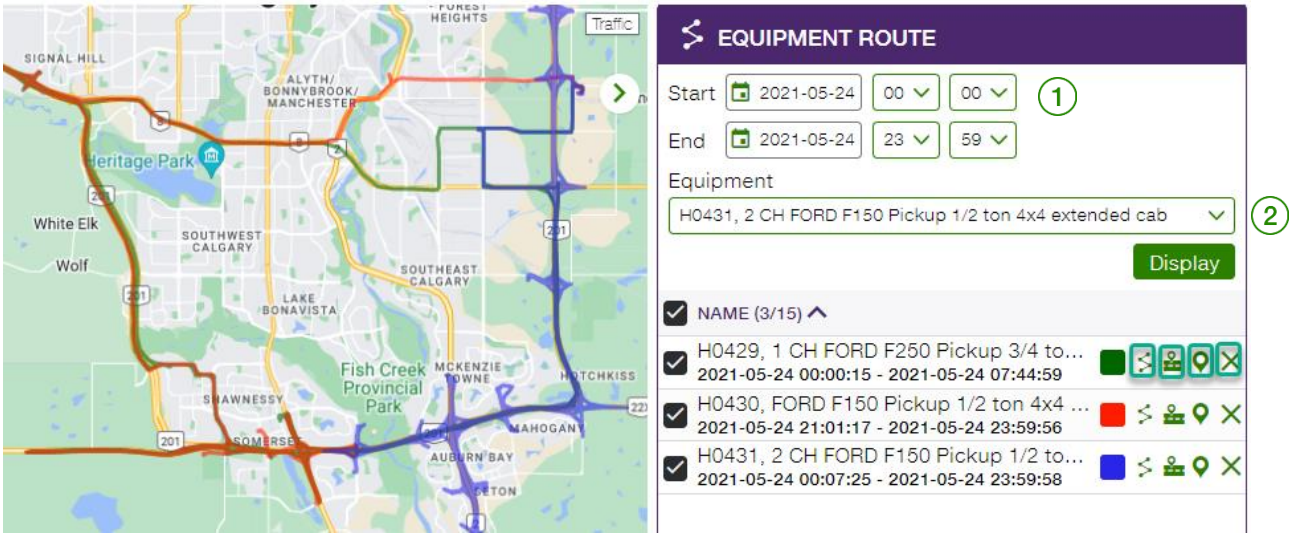



Report provides equipment, employee, duration (start/end) operating time, engine idle time, equipment downtime, total duration during an **extended period of time (month/year)**.

SEE "CREATING A ZONE WITH AN ADDRESS" for more details.

## EQUIPMENT ROUTE

Purpose of the report: Display several routes on the same map.




To choose the timeframe of the report, click on the calendar icon (1) and select (highlight) the desired timeframe.
Note: By default, today's date will be displayed. Timeframe cannot be more than 24 hours.

To choose a specific equipment, select from the equipment drop-down menu (2).

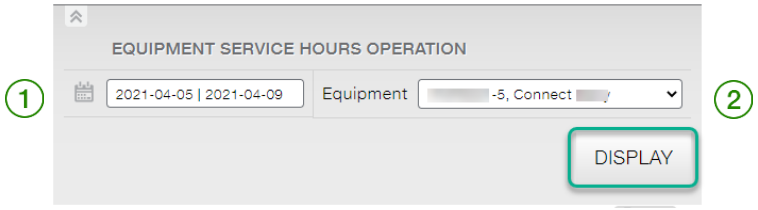
Note: By default, the first equipment on the list will be displayed.

Report provides routes of different equipment on the same map.

NOTE: To obtain entire route for one equipment, click on and a second pop-up window with additional details specific to that equipment will display. Click on to see the activity replay, to locate the equipment on the map or on to remove the route history for an equipment.

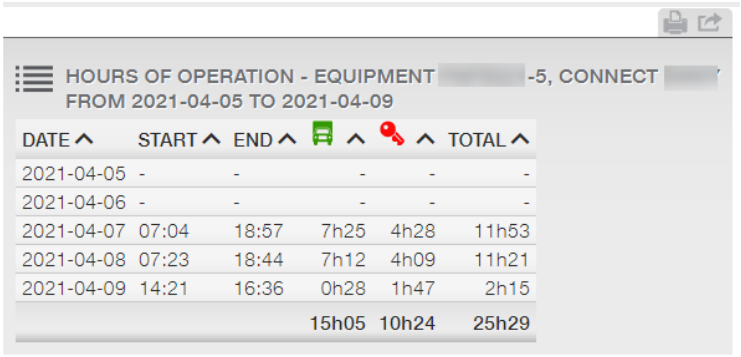
# EQUIPMENT SERVICE HOURS OPERATION

Purpose of the report: Display the time of the first position, as well as the last, and the duration of activity of an equipment.




To choose the timeframe of the report, click on the calendar icon (1) and select (highlight) the desired timeframe.
Note: By default, today's date will be displayed. Timeframe cannot be more than 35 days.

To choose a specific equipment, select from the equipment drop-down menu (2).
Note: By default, the first equipment on the list will be displayed.

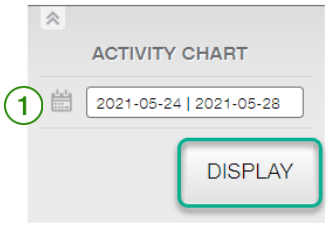



| DATE | START | END | | | TOTAL |
|---|---|---|---|---|---|
| 2021-04-05 | - | - | - | - | - |
| 2021-04-06 | - | - | - | - | - |
| 2021-04-07 | 07:04 | 18:57 | 7h25 | 4h28 | 11h53 |
| 2021-04-08 | 07:23 | 18:44 | 7h12 | 4h09 | 11h21 |
| 2021-04-09 | 14:21 | 16:36 | 0h28 | 1h47 | 2h15 |
| | | | 15h05 | 10h24 | 25h29 |

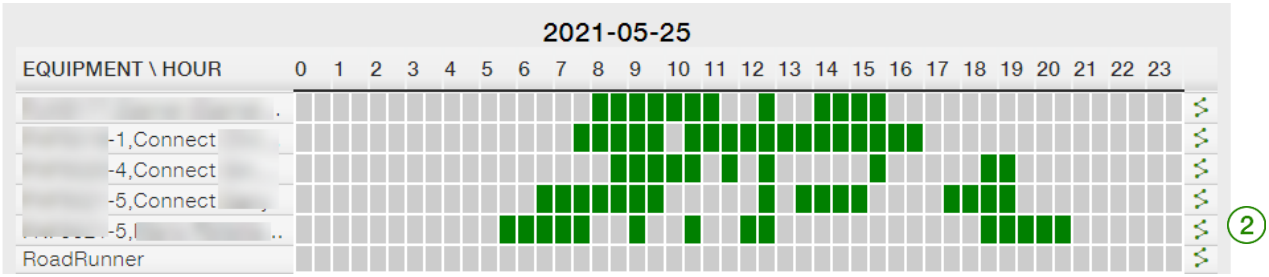
Report provides start and end times, operating time, equipment downtime and total duration of service hours operation per equipment during a **period of time (day/month)**.

## ACTIVITY CHART

Purpose of the report: Display an overview of Activity of the fleet or specific vehicle group.



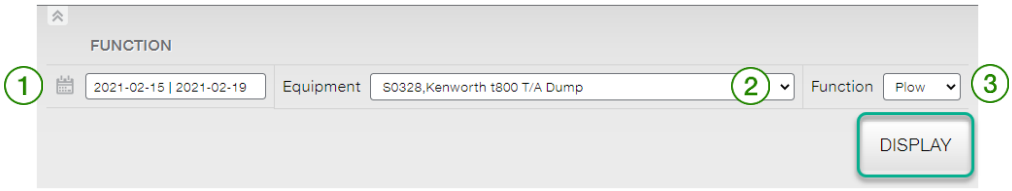

To choose the timeframe of the report, click on the calendar icon (1) and select (highlight) the desired timeframe.
Note: By default, today's date will be displayed. Timeframe cannot be more than 7 days.




Report provides the activity chart for each equipment by individual time frame of 30 minutes. What shows in green means that the equipment was in operation. Click on (2) to see in another window the route of an equipment for a given period of time.

## FUNCTION

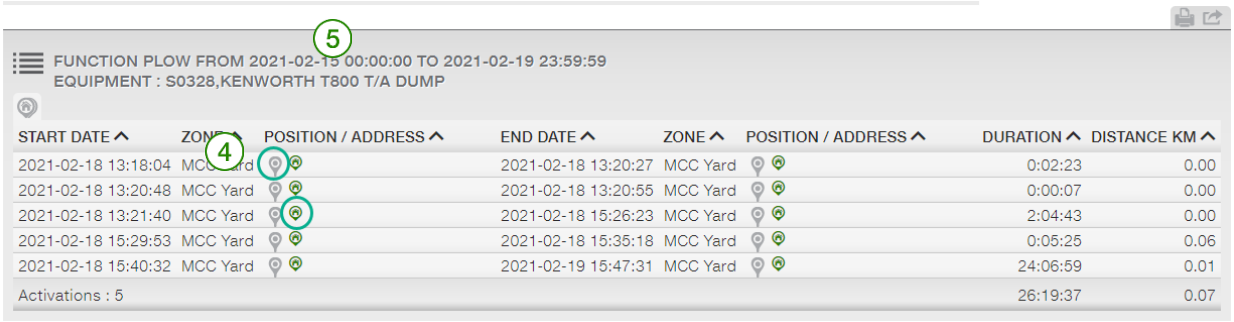
Purpose of the report: Show the time of activation and deactivation of a function.




To choose the timeframe of the report, click on the calendar icon (1) and select (highlight) the desired timeframe.
Note: By default, today's date will be displayed. Timeframe cannot be more than 7 days.

To choose a specific equipment (2) or function (3), select from the corresponding drop-down menus.

To obtain the **position** on a map of an activated function, click on the (4) or to find an address of an activated function click on (5).




Report provides the exact moments when a function is activated and deactivated, zone, position/address, duration of each function event as well as total mileage.

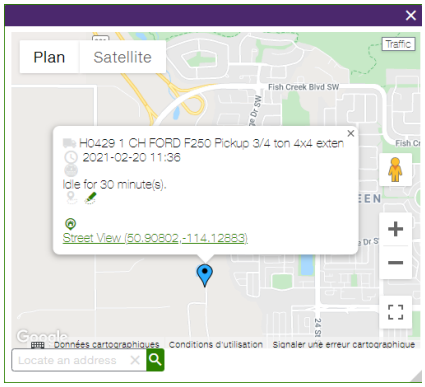
## ALERT

Purpose of the report: Display the different alerts that have been generated by the system.

To choose the timeframe of the report, click on the calendar icon (1) and select (highlight) the desired timeframe.
Note: By default, today's date will be displayed. Timeframe cannot be more than 60 days.

To choose a specific equipment (2) or alert type (3), select from the corresponding drop-down menus.
Note: By default, "all" equipment and alert type on the list will be displayed.

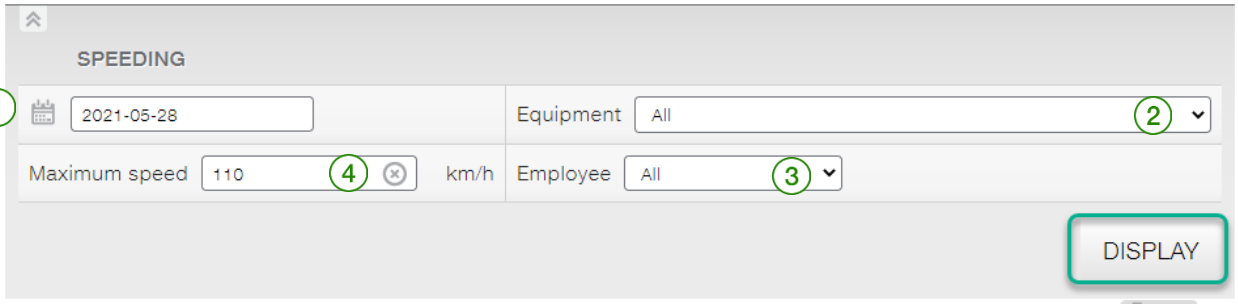
To obtain **stats** for one alert, click on the alert, (4) and a second pop-up window with additional details specific to that alert will display (5).




Report provides type of alert, date, equipment related to the alert, employee, and details for an **extended period of time (day/month)**.

## SPEEDING

Purpose of the report: Display all the vehicles that have exceeded a certain speed.

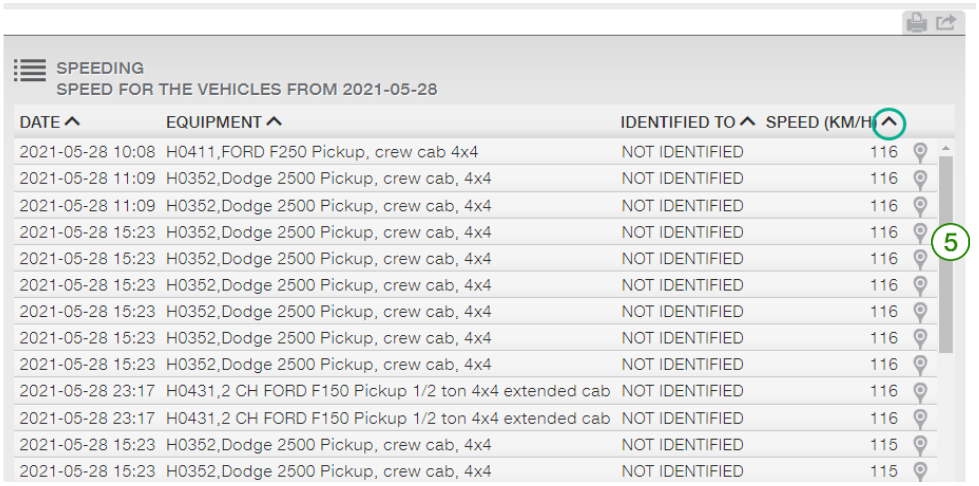



To choose the timeframe of the report, click on the calendar icon (1) and select (highlight) the desired timeframe.
Note: By default, today's date will be displayed. Timeframe cannot be more than 7 days.

To choose a specific equipment (2) or employee (3), select from the corresponding drop-down menus. To choose a maximum speed, enter the value of your choice (4).

To obtain the **position** of a specific vehicle, click on (5), and a second pop-up window with additional details specific to that vehicle will display.

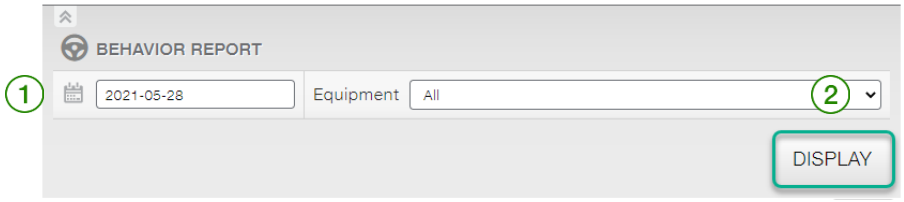
Note: By default, "all" equipment and employee on the list will be displayed.




Report provides date, equipment, employee and speed.

## DRIVING BEHAVIORS REPORT

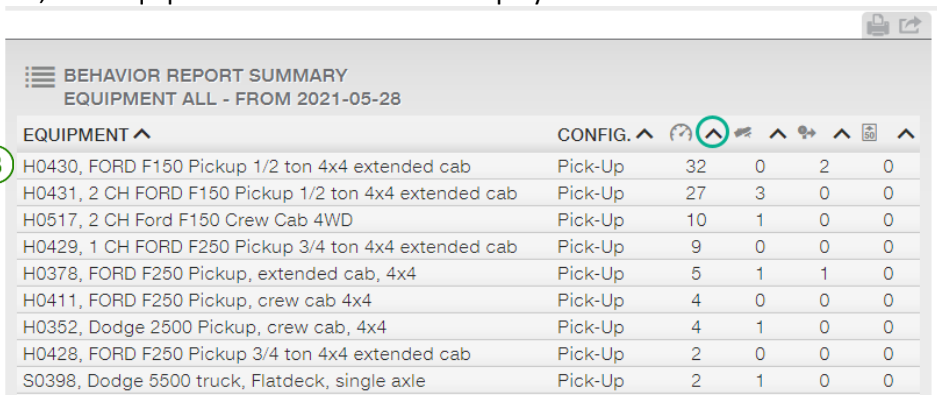
Purpose of the report: Display the total number of driving behavior events per vehicle.




To choose the timeframe of the report, click on the calendar icon (1) and select (highlight) the desired timeframe.
Note: By default, today's date will be displayed. Timeframe cannot be more than 31 days.

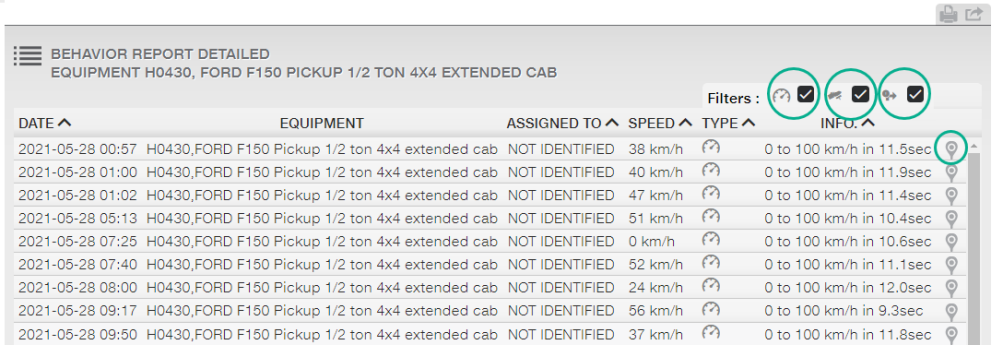
To choose a specific equipment, select from the equipment drop-down menu (2).

To obtain specific **stats** for one equipment, click on the equipment (3), and a second pop-up window with additional details specific to that vehicle will be displayed.
Note: By default, "All" equipment on the list will be displayed.




| EQUIPMENT | CONFIG. | | | | |
|---|---|---|---|---|---|
| H0430, FORD F150 Pickup 1/2 ton 4x4 extended cab | Pick-Up | 32 | 0 | 2 | 0 |
| H0431, 2 CH FORD F150 Pickup 1/2 ton 4x4 extended cab | Pick-Up | 27 | 3 | 0 | 0 |
| H0517, 2 CH Ford F150 Crew Cab 4WD | Pick-Up | 10 | 1 | 0 | 0 |
| H0429, 1 CH FORD F250 Pickup 3/4 ton 4x4 extended cab | Pick-Up | 9 | 0 | 0 | 0 |
| H0378, FORD F250 Pickup, extended cab, 4x4 | Pick-Up | 5 | 1 | 1 | 0 |
| H0411, FORD F250 Pickup, crew cab 4x4 | Pick-Up | 4 | 0 | 0 | 0 |
| H0352, Dodge 2500 Pickup, crew cab, 4x4 | Pick-Up | 4 | 1 | 0 | 0 |
| H0428, FORD F250 Pickup 3/4 ton 4x4 extended cab | Pick-Up | 2 | 0 | 0 | 0 |
| S0398, Dodge 5500 truck, Flatdeck, single axle | Pick-Up | 2 | 1 | 0 | 0 |

Report provides equipment, configuration (type of equipment), number of accelerations, number of hash braking and number of harsh turns.



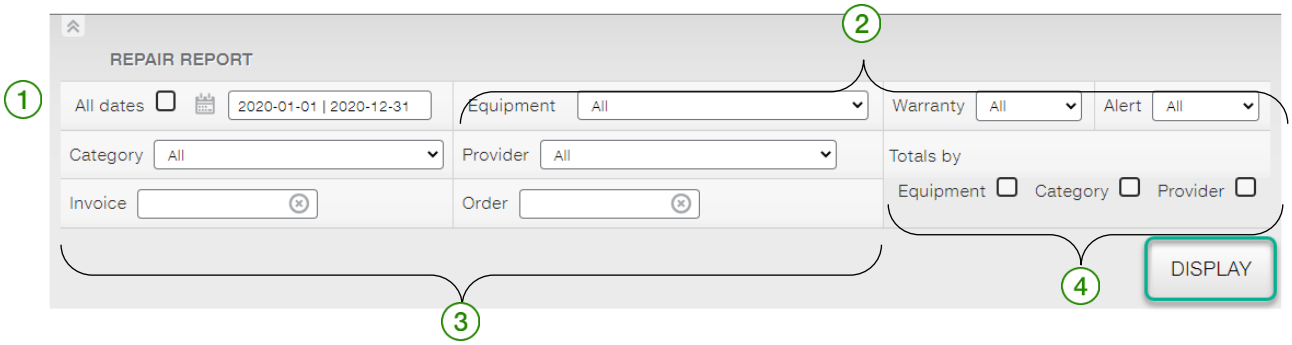

| DATE | EQUIPMENT | ASSIGNED TO | SPEED | TYPE | INFO. |
|---|---|---|---|---|---|
| 2021-05-28 00:57 | H0430,FORD F150 Pickup 1/2 ton 4x4 extended cab | NOT IDENTIFIED | 38 km/h | | 0 to 100 km/h in 11.5sec |
| 2021-05-28 01:00 | H0430,FORD F150 Pickup 1/2 ton 4x4 extended cab | NOT IDENTIFIED | 40 km/h | | 0 to 100 km/h in 11.9sec |
| 2021-05-28 01:02 | H0430,FORD F150 Pickup 1/2 ton 4x4 extended cab | NOT IDENTIFIED | 47 km/h | | 0 to 100 km/h in 11.4sec |
| 2021-05-28 05:13 | H0430,FORD F150 Pickup 1/2 ton 4x4 extended cab | NOT IDENTIFIED | 51 km/h | | 0 to 100 km/h in 10.4sec |
| 2021-05-28 07:25 | H0430,FORD F150 Pickup 1/2 ton 4x4 extended cab | NOT IDENTIFIED | 0 km/h | | 0 to 100 km/h in 10.6sec |
| 2021-05-28 07:40 | H0430,FORD F150 Pickup 1/2 ton 4x4 extended cab | NOT IDENTIFIED | 52 km/h | | 0 to 100 km/h in 11.1sec |
| 2021-05-28 08:00 | H0430,FORD F150 Pickup 1/2 ton 4x4 extended cab | NOT IDENTIFIED | 24 km/h | | 0 to 100 km/h in 12.0sec |
| 2021-05-28 09:17 | H0430,FORD F150 Pickup 1/2 ton 4x4 extended cab | NOT IDENTIFIED | 56 km/h | | 0 to 100 km/h in 9.3sec |
| 2021-05-28 09:50 | H0430,FORD F150 Pickup 1/2 ton 4x4 extended cab | NOT IDENTIFIED | 37 km/h | | 0 to 100 km/h in 11.8sec |

It is possible to sort the detailed section to display only one type of event by ticking only the targeted behavior.

Note: To get the position of a particular event, click on .

## REPAIR REPORT

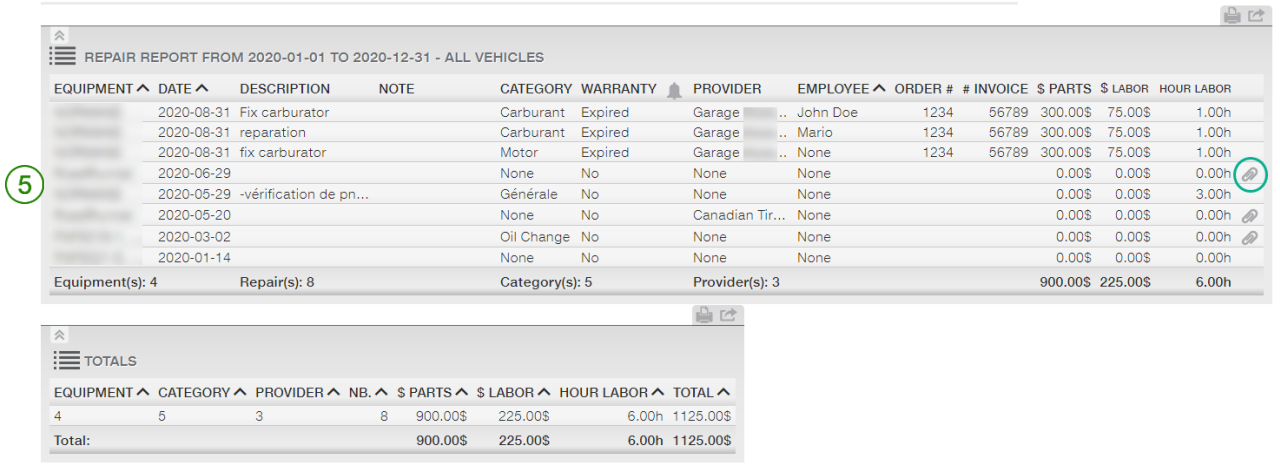
Purpose of the report: Show the history of the repairs, thus the past.




To choose the timeframe of the report, click on the calendar icon (1) and select (highlight) the desired timeframe, or click on "all dates" where all entered maintenance are available from day 1 of the initial installation of the FOCUS unit.
Note: By default, today's date will be displayed.
To choose a specific equipment, warranty, alert, category, or provider, select from the corresponding drop-down menus (2).
Note: By default, "All" equipment, warranty, alert, category, or provider on the list will be displayed.

To search by specific Invoice or Order number, enter the information in the appropriate field (3).

Tick equipment, category, or supplier according to the type of totals desired (4).

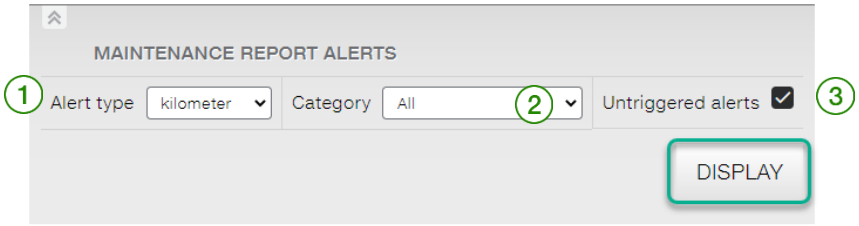



Report provides equipment, date, description, note, category of repair, warranty if applicable, provider if known, employee, order # if known, invoice # if known, cost of parts, or labor, hour labor if known and summary.

NOTE: To obtain specific **repair stats** for one equipment, click on the equipment (5), and a second pop-up window with additional details specific to that vehicle will display.

## MAINTENANCE REPORT ALERTS

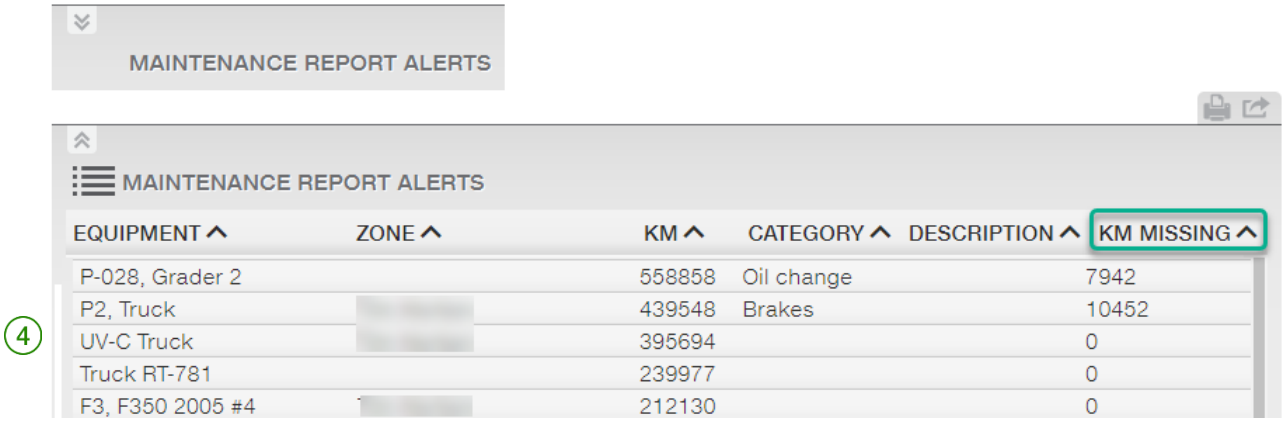
Purpose of the report: Plan the next maintenance according to the dates entered during the previous repair/maintenance, thus what is to come.




To choose a specific alert type, select from the alert type drop-down menu (1).

To search by specific category, select from the category drop-down menu (2).
Untick untriggered alerts if preferred.

Note: By default, untriggered alerts will be checked (3).

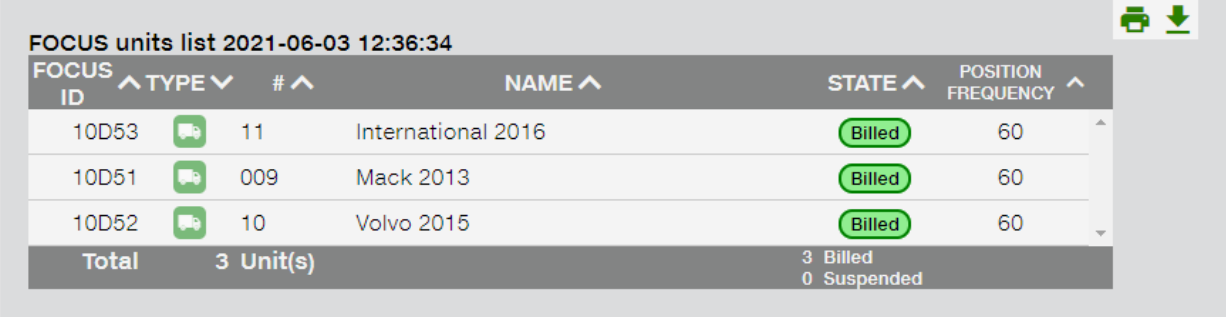



Report provides equipment, zone if created, miles, category of the maintenance, description and miles left until the maintenance is required.

NOTE: To obtain **specific stats** for one equipment, click on the equipment (4), and a second pop-up window with additional details specific that vehicle will display.

## FOCUS UNITS LIST

Purpose of the report: Display the programming of each Focus unit as well as its billing status.



FOCUS units list 2021-06-03 12:36:34

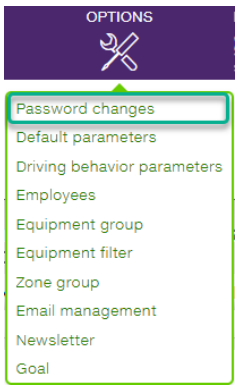
| FOCUS ID | TYPE | # | NAME | STATE | POSITION FREQUENCY |
|---|---|---|---|---|---|
| 10D53 | | 11 | International 2016 | Billed | 60 |
| 10D51 | | 009 | Mack 2013 | Billed | 60 |
| 10D52 | | 10 | Volvo 2015 | Billed | 60 |
| Total | | 3 Unit(s) | | 3 Billed<br>0 Suspended | |

Report provides FOCUS ID, type of equipment, equipment #, Equipment name, state (billed or suspended), position frequency and functions.

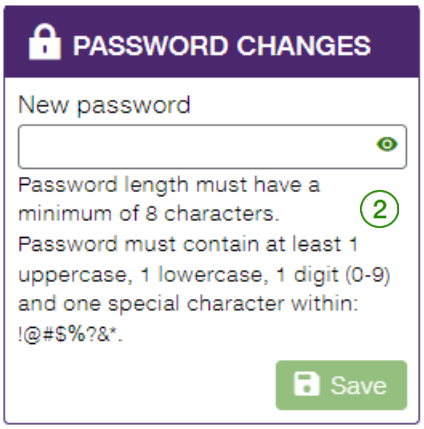
# OPTIONS

## PASSWORD CHANGES

Objective : Change your current password




Select **Password changes** to display the following:

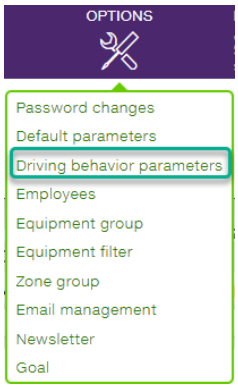



Enter your new password according to the criteria and confirm. (2).

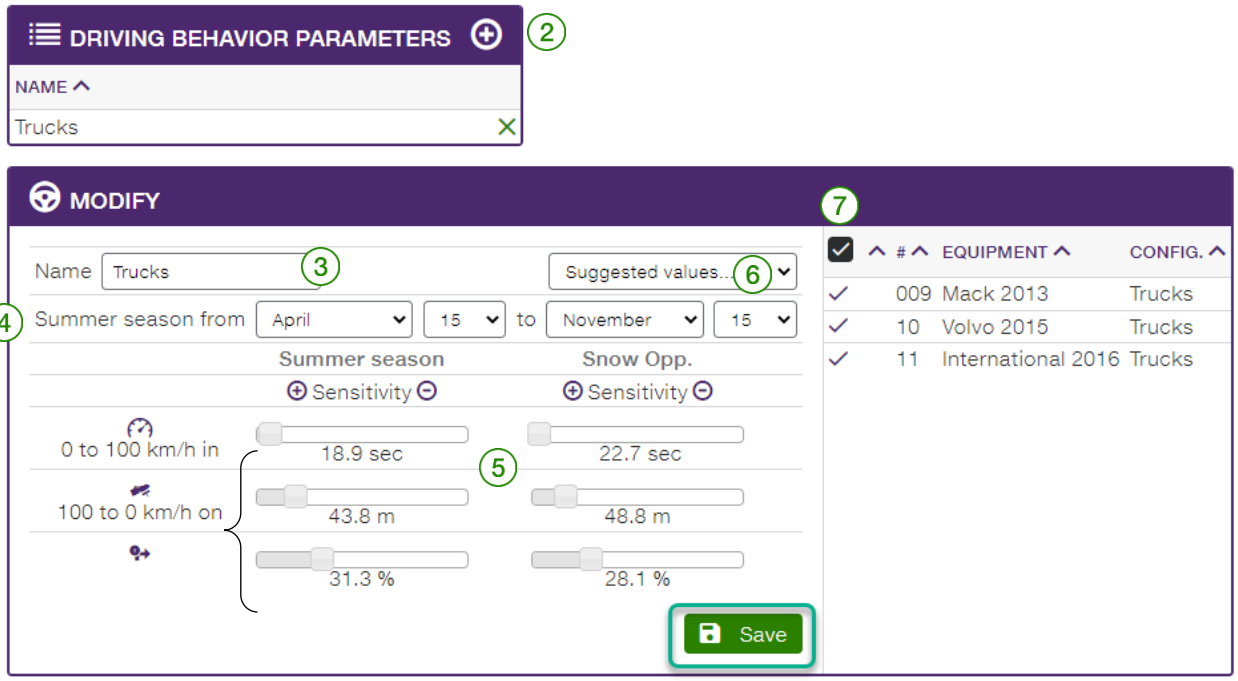
Once done, click on “Change”.

# DRIVING BEHAVIORS PARAMETERS

Objective : Configure the system to appropriately collect driving behaviors events.




Select **Driving behavior parameters** to display the following:




Click on 2 to create a new driving behavior parameter and enter a name 3.

The system can automatically update the parameters following the change of season. Select the dates when the behavior parameters will be effective 4.

Adjust the settings of acceleration , harsh braking and harsh turns in the appropriate column (Summer season or Snow Operations) by moving the sliders (5).
The driving behaviors are events when a vehicle exceed the pre-defined threshold.

Here's the explanation of the screen capture above:

: The system uses this reference point which is 0 to 100 km/h in 14.1 sec. If the vehicle generates an acceleration, whatever the speed, with a result lower than the predetermined threshold, the system will take a position et flag it as a new event.

: The system uses this reference point which is 100 to 0 km/h in 43.8 m. If the vehicle generates a deceleration, whatever the speed, with a result lower than the predetermined threshold, the system will take a position et flag it as a new event.

: In the same way, the system will count an event each time a percentage is recorded higher than 25%.

NOTE: To choose from FOCUS' suggested values, select from the suggested values in the drop-down menu (6). Once done, you can still adjust them manually with the sliders.

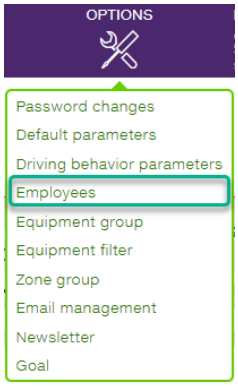
NOTE: Since driving behaviors are not the same in summer as in winter, adjusts driving behavior parameters accordingly.

Tick (7) to select all the equipment, or tick only a few equipment that are to be targeted by these parameters.

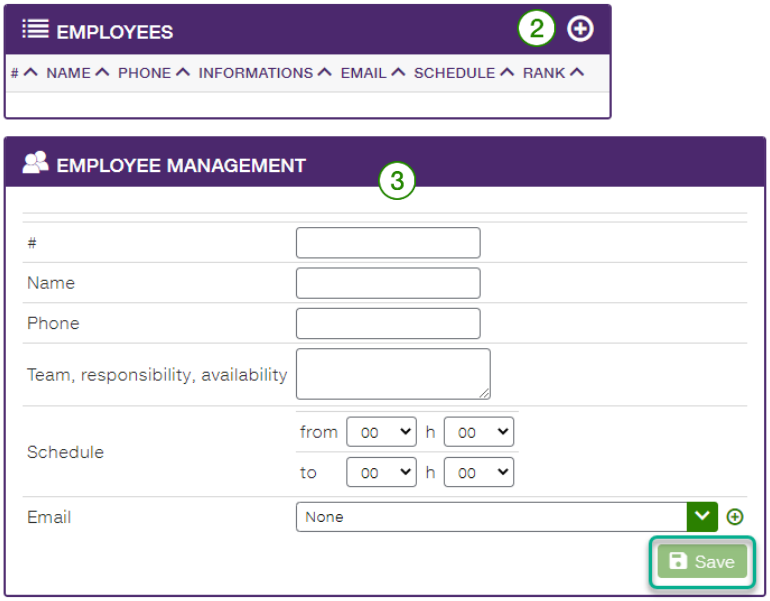
Once done, click on " Save ".

## EMPLOYEE

Objective: Create or modify the list of employees.




Select **Employees** to display the following:




To add a new employee, click on the ⊕ (2).

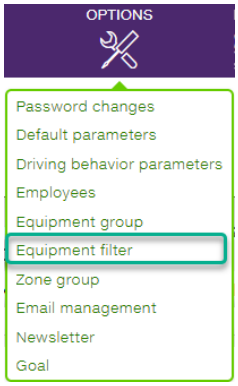
To change any information in the employee's file, enter the desired information in the appropriate box (3).

Once done, click on " Save ".

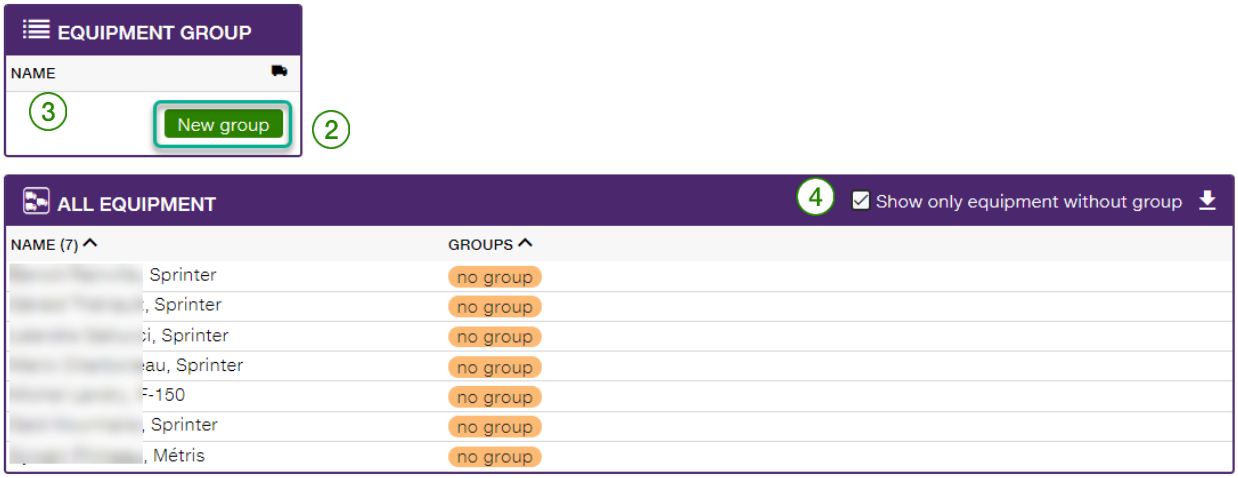
To know how to create an employee, SEE "EMPLOYEE" for more details.

## EQUIPMENT FILTER

Objective: Create equipment groups to collect data by group and only give access to certain equipment to certain users.

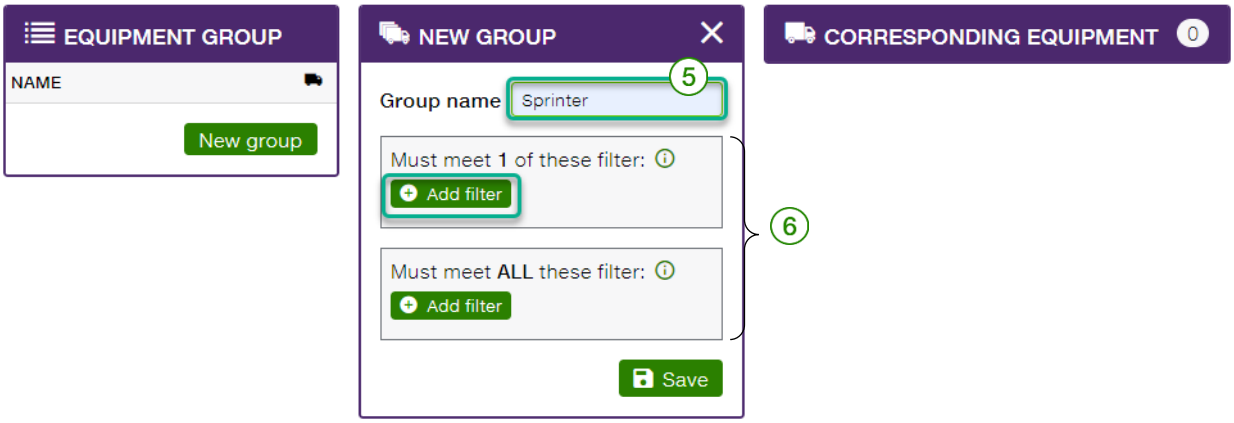



Click on **Equipment filter** to display the following:

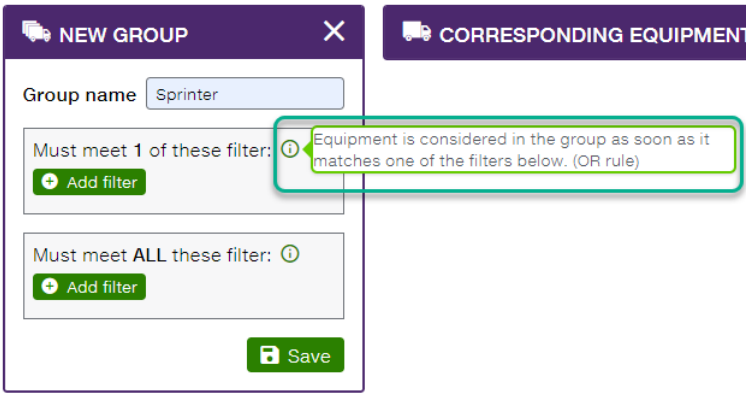


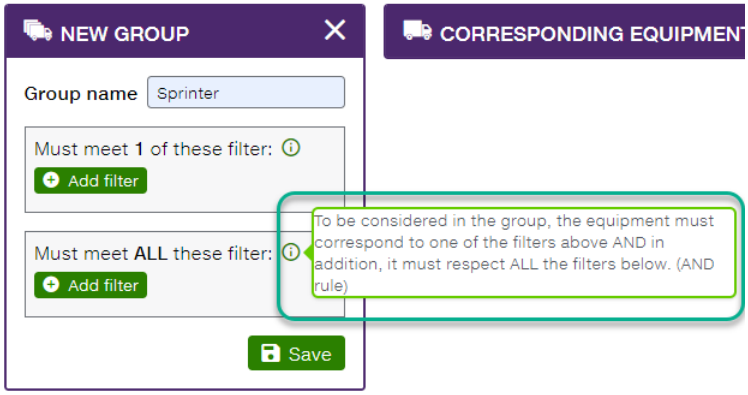

To create an equipment group, click on **New group** (2), and a second pop-up window with additional details will display. To modify an existing equipment group, click on the equipment group directly on the list (3) and the same window will be displayed.

Note: By default, equipment without a group will be displayed on the bottom list. To display all, uncheck the box (4).

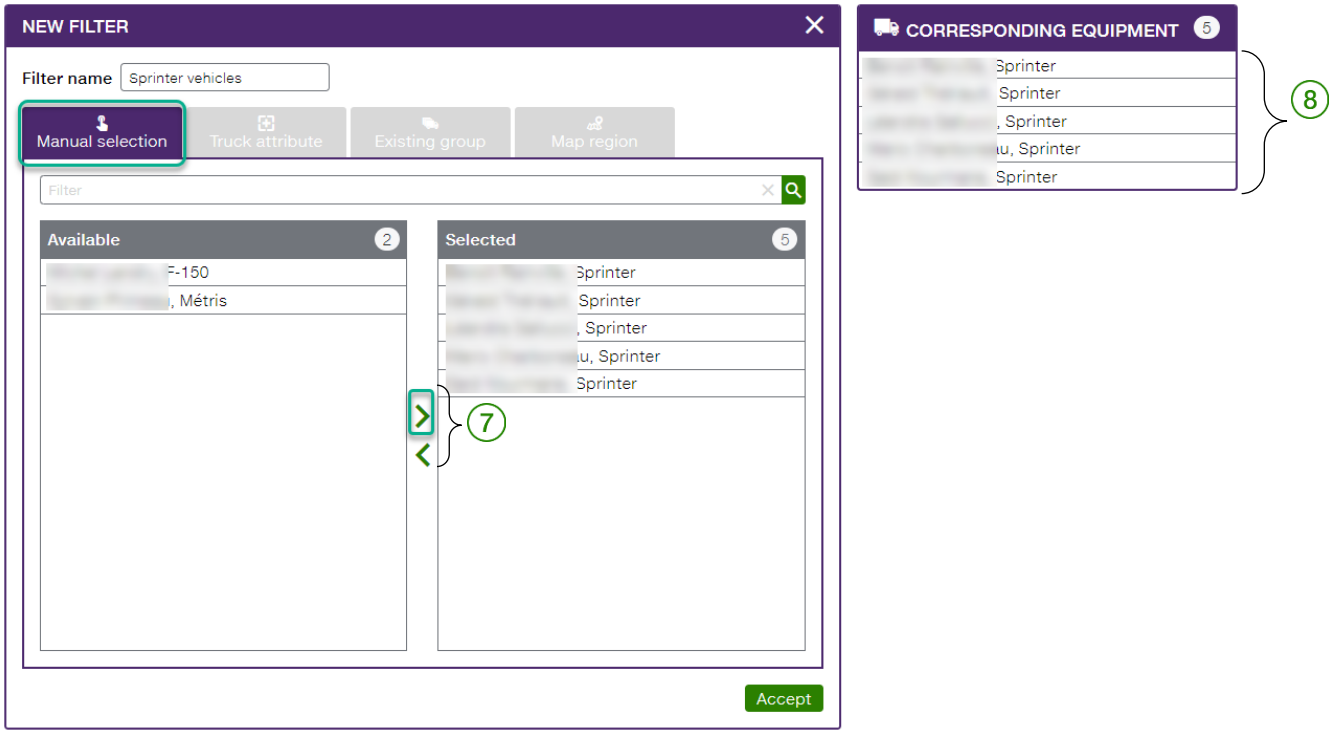



Add a Group name (5) and filter the equipment by using either of the 2 criteria's (6). The following will display:



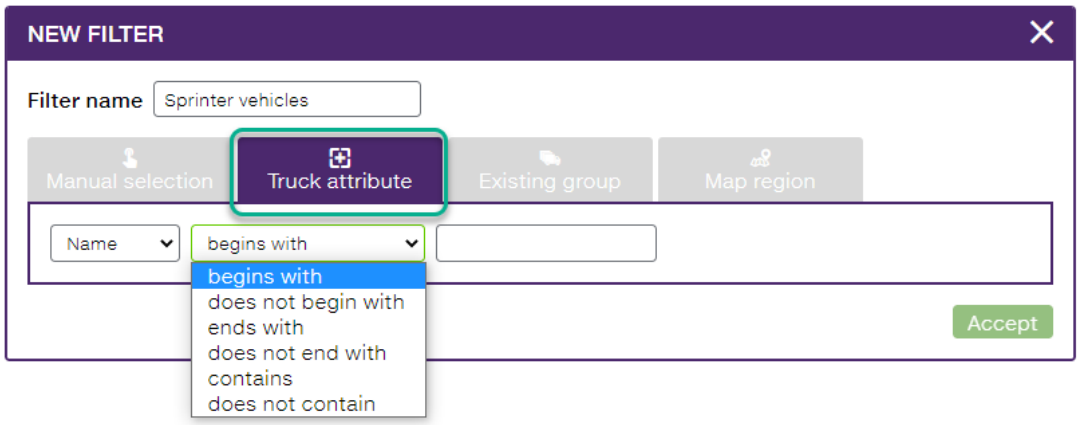

After selecting one of the two criteria, the following section will appear on the screen:



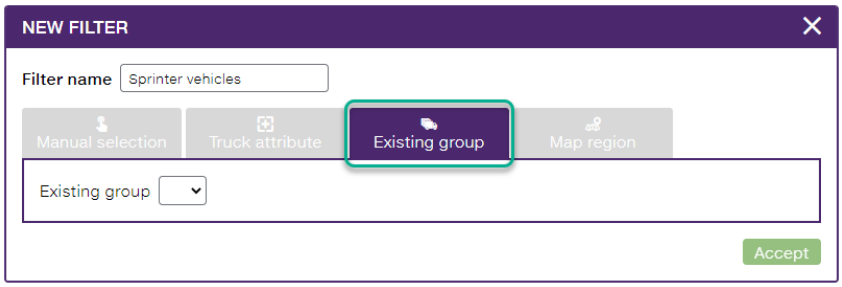

The first option is a manual selection. To add/remove equipment, click on **select** > or **deselect** < buttons in center of window (7). See the equipment corresponding to the search in the right section (8).

Once done, click on “ACCEPT”.

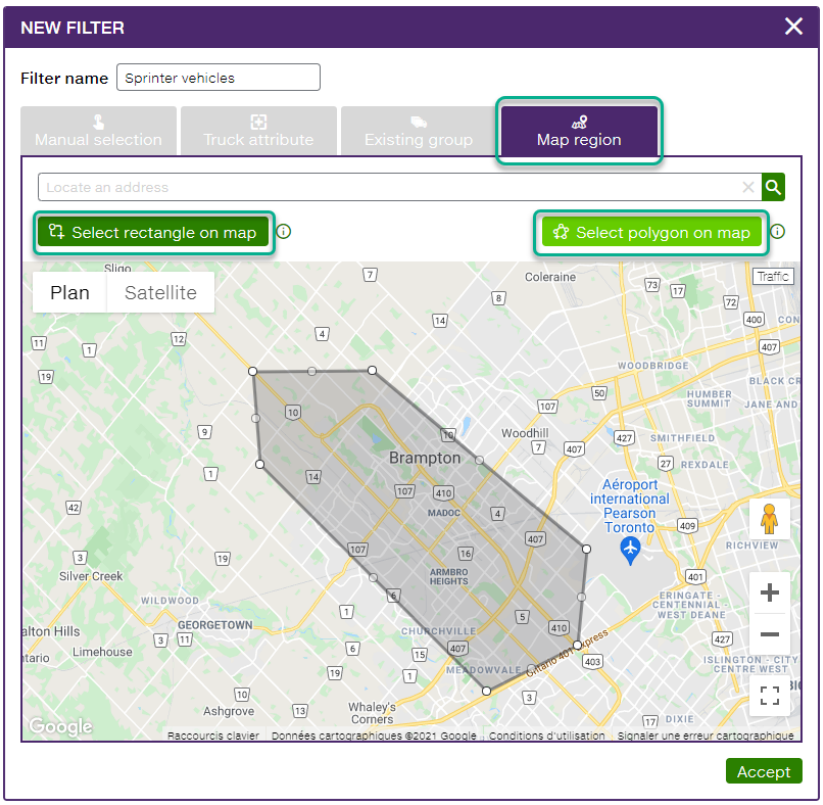
The second option is "Equipment attribute". Vehicles that match the attribute are automatically added to the group, so there are no missed vehicles.

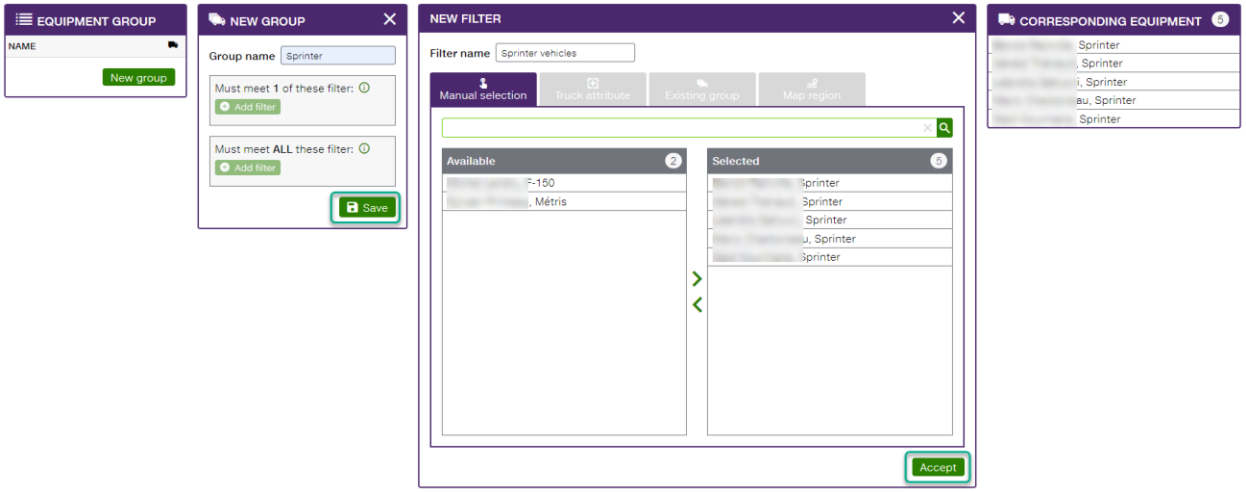


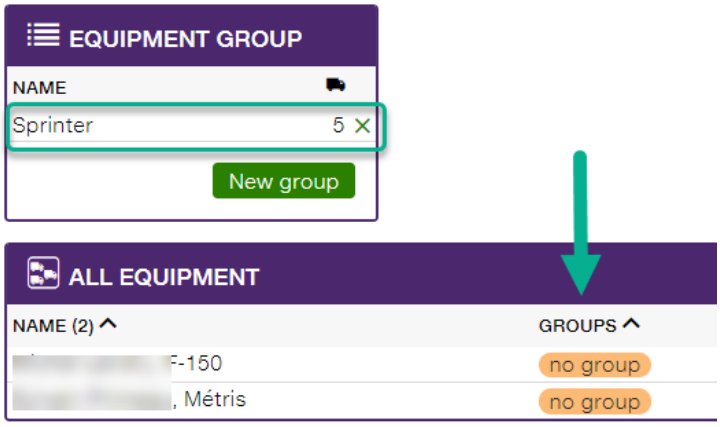
The third option allows you to select an existing group, which brings in the notion of subgroups. Please note that only one level of subgroup is possible.




The fourth option is to display vehicles only when they are in a specified area on the map. You can do this by drawing a rectangle or a polygon to define the area.



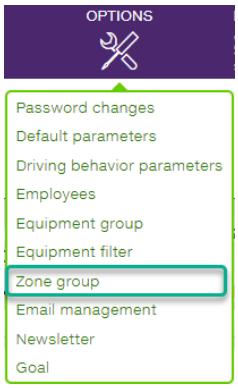


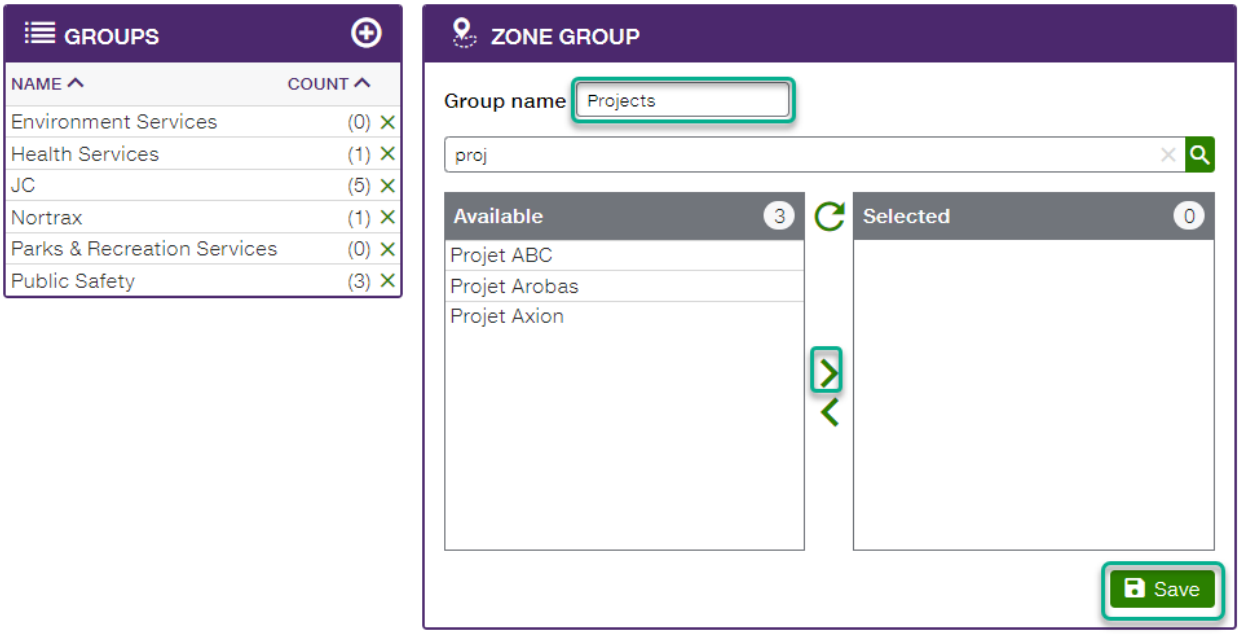

The vehicles that are not included in any group will remain visible.

# ZONE GROUP

Objective: Be able to group areas under the same theme such as the "Warehouse" or "Customer" group and to be use in many Focus reports.




Click on **Zone Group** to display the following:



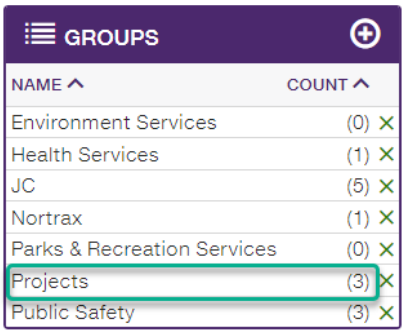

Click on the button to create a new group.

Enter a group name in the field: “Group name”

Select the zones in the “Available” column to be added to the group. You can use the filter to sort if necessary.

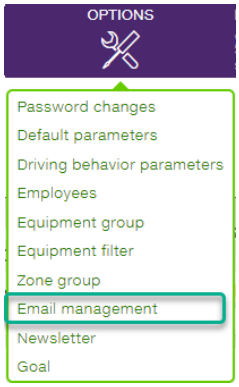
Once done, click on “ Save ”.

The zone group is now displayed in the left section as well.

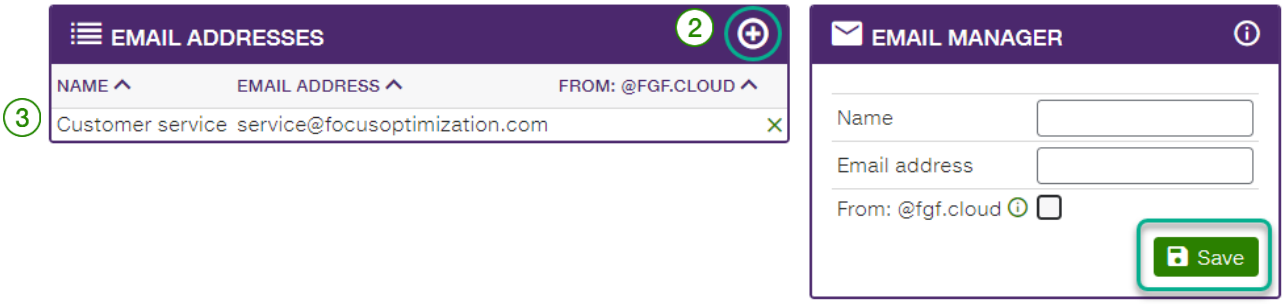


# EMAIL MANAGEMENT

Objective: Create or modify the current email addresses used in the system.



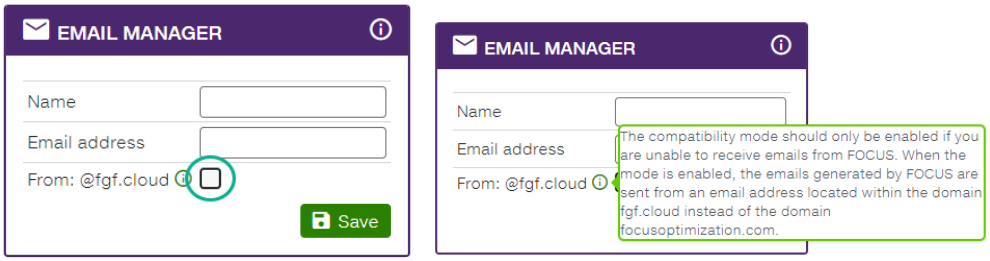

Click on **Email management** to display the following:




To create a new email address, click on **email address** (2), and complete the fields at the right in the **email manager** window. To modify an existing email address, click on the email address directly on the list (3) and modify the information in the right **email manager** section.

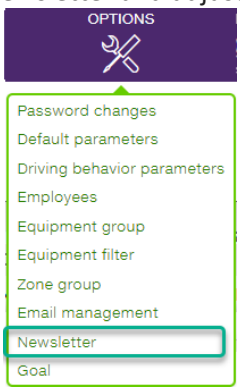
Once done, click on " Save ".

The compatibility mode should only be enabled if you are unable to receive emails from FOCUS. When this mode is enabled, the emails generated by FOCUS are sent from an address located within the domain fgf.cloud instead of the focusoptimization.com domain.

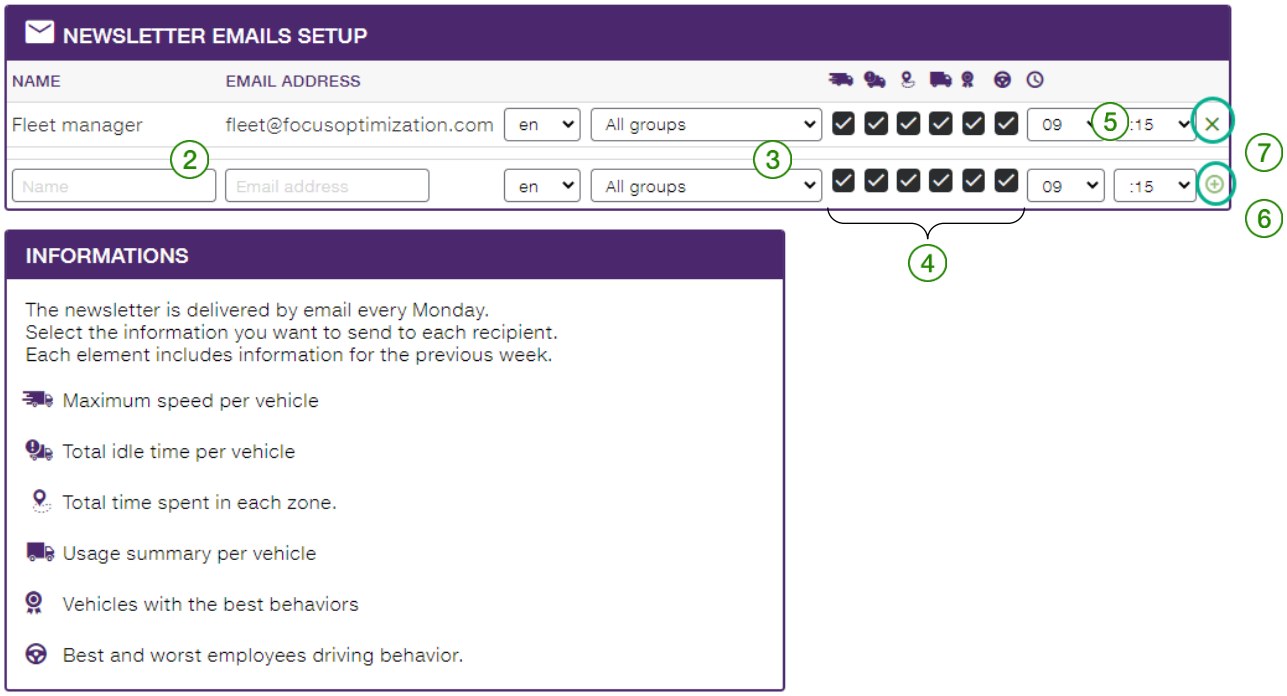


## NEWSLETTER

Objective: Configure who's receiving the newsletter and adjust some parameters.




Click on **Newsletter** to display the following:



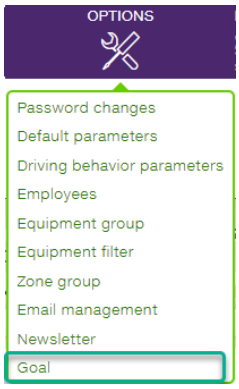

To add an email address, complete the necessary fields (2). Select, if needed, an equipment group from the drop-down menu (3). By default, all elements of the report will be checked. To remove some of them, untick the box (4).

Note: By default, the newsletter will be sent on Monday mornings at 9:15. You can change the delivery time by adjusting the time on the screen (5). To add another recipient, click on (6).

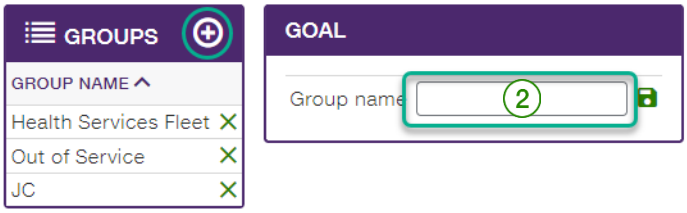
To unsubscribe a specific email address from the newsletter, click on the corresponding (7).

# GOALS

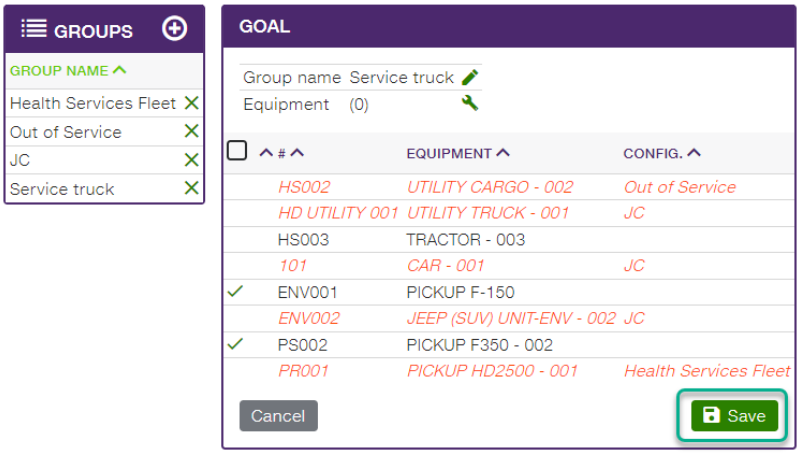
Objective: Provide a higher level of vision and set goals for fleet utilization, total idling time, and the number of driving behavior events.




Select **Goal** to display the following:



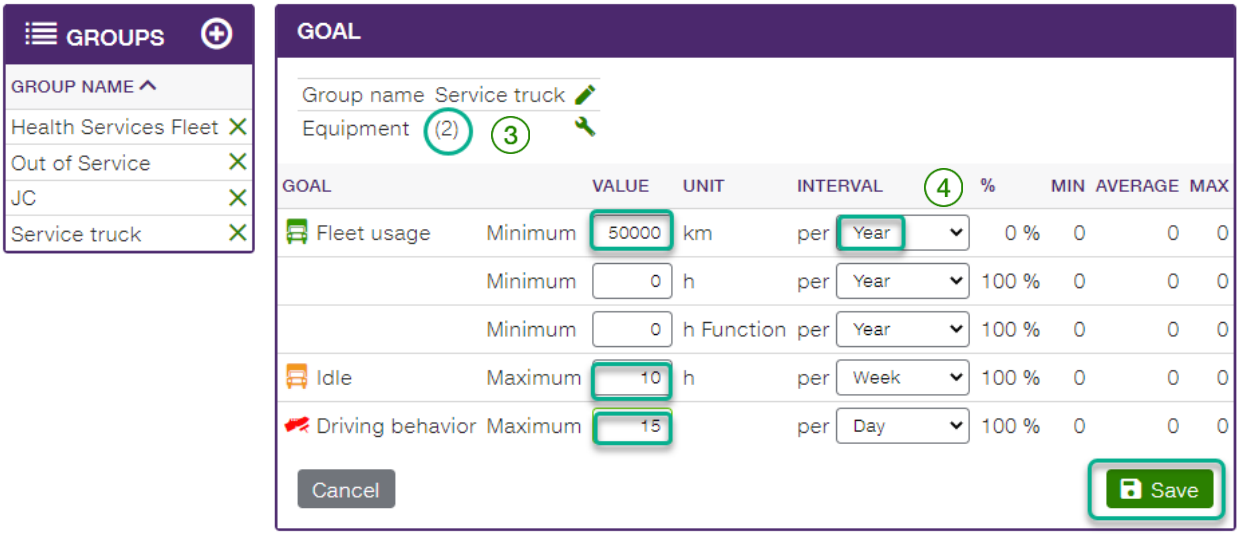

To create an equipment group, click on **New group** and on 💾 ② or on the ⊕. Then, a second pop-up window with additional details will be displayed.




To add an equipment to the goal group, click on the equipment. A ✓ will appear on the left of the equipment once selected.

Once done, click on " 💾 Save ".

Then, a second pop-up window with additional details will be displayed.



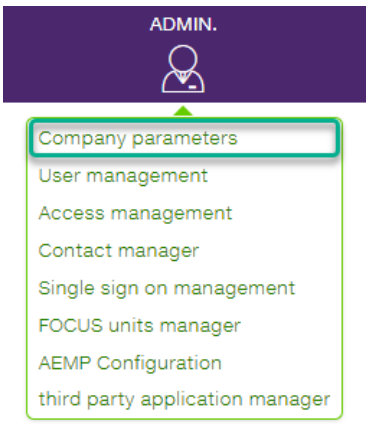

Choose between **fleet usage, idle** or **driving behavior** and enter the goal value to be reached for the previously selected equipment (3). Select an interval from the drop-down menu (4).

Once done, click on " Save ".

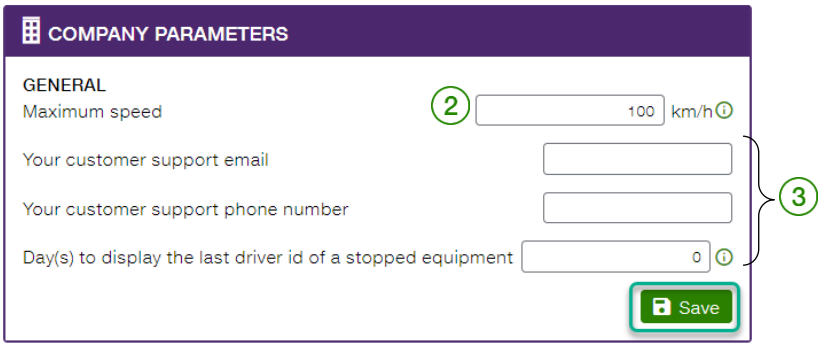
To know if your goal has been achieved, **SEE "GOAL"** for more details.

## COMPANY PARAMETERS

Objective: Configure company parameters.




Click on **Company parameters** to display the following:



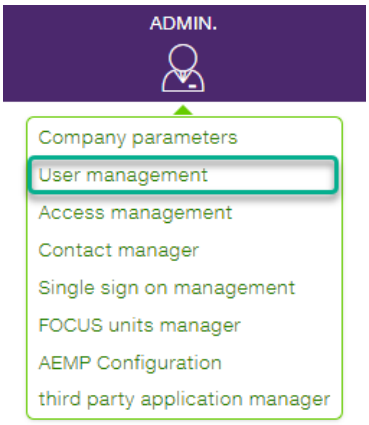

Note: By default, the maximum speed is set at 110 Km/h (2).

The other fields are optional (3).

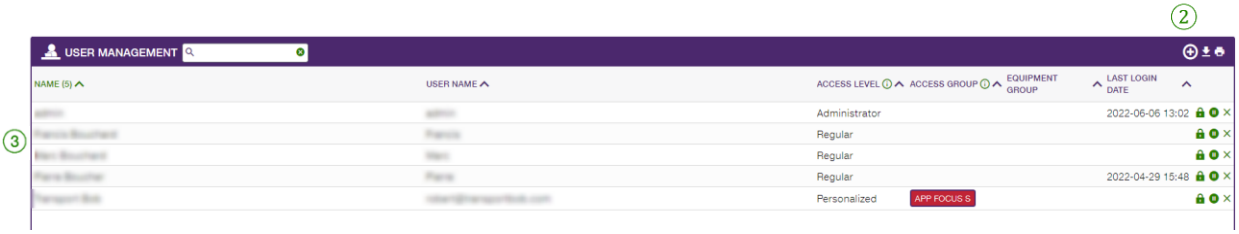
Once done, click on " Save ".

# USER MANAGEMENT

Objective: Create and modify FOCUS users.



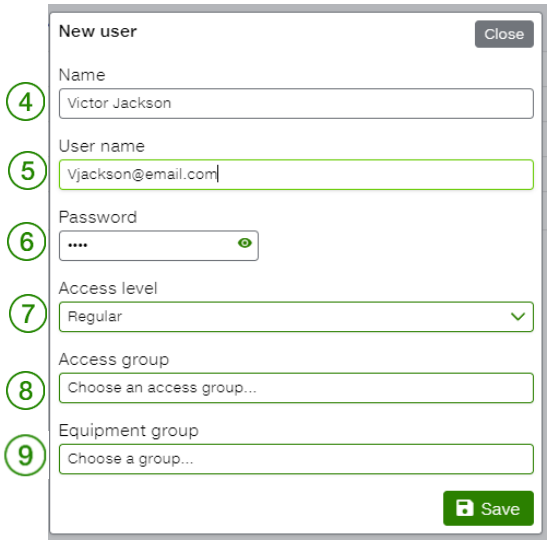

Click on **User management** to display the following:




To create a new user account, click 2. A second pop-up window appears with additional details.

To edit an existing user, click on the intended user in the users list. 3 The same pop-up window will appear.

To learn how to create/modify user, **SEE "USER MANAGEMENT"** for more details.




Add name (4), create a username**: The username which must respect the format of an email address** (5) and a temporary password (6)

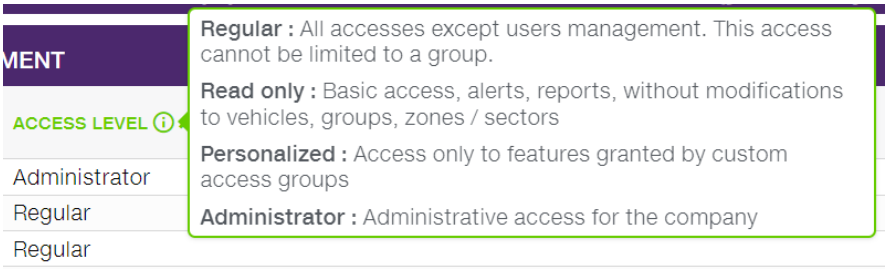
**The new user will be able to modify manually at his first connection to the FOCUS platform by using the following rule in the option tab.**

- **A lower case letter**
- **An upper case letter**
- **A number**
- **One of the following special characters: !@#$%?&***

*****It is strongly recommended that the address be a valid email address. *****

If your organization has an SSO (Single Sign On) login system, please refer to your contact person to change your password.

Select the level of access from the level drop-down menu (7).




Click on Equipment group and/or on Access group to limit or give more access to certain functionality to the user (8).

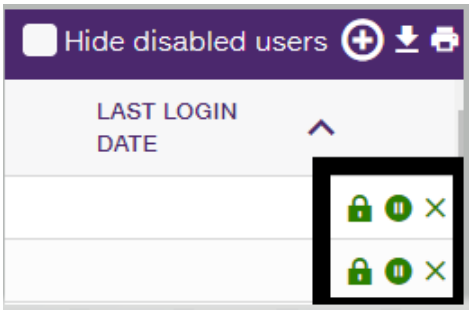
If necessary, choose an equipment group to allow or limit user access to certain vehicles. (9)

To learn how to create an equipment group, refer to the "EQUIPMENT FILTER" section.

**IMPORTANT NOTE:**

**- YOU MUST CLICK ON THE SAVE BUTTON TO SAVE YOUR USER CREATION OR MODIFICATION DATA.**

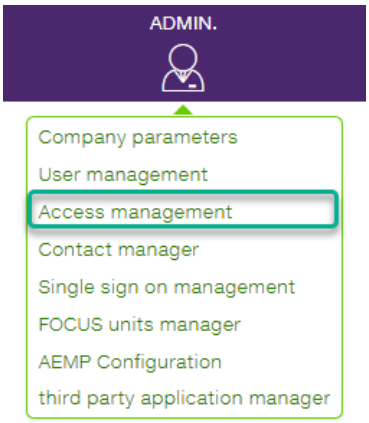
Finally, three options are available:



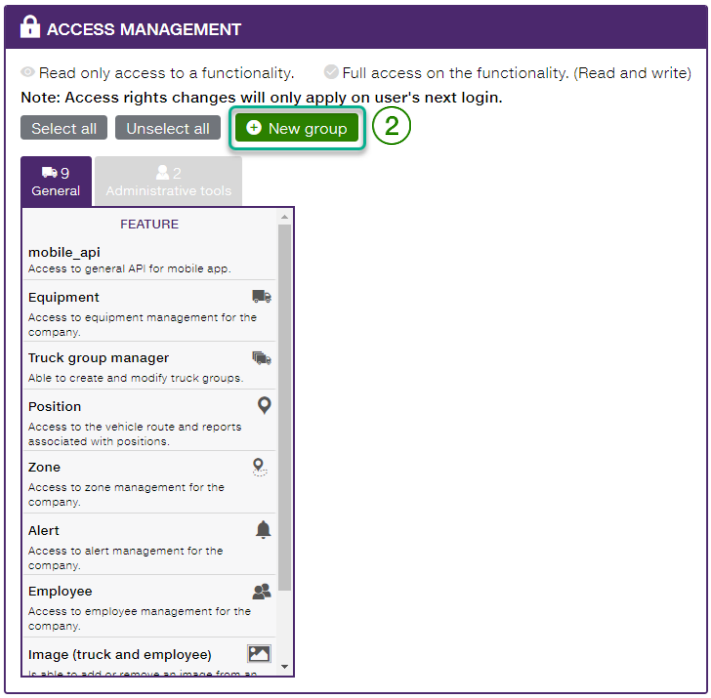

- To change the password, click on the icon
- To deactivate or reactivate an access click on the icon
- To permanently delete an access, click on the icon

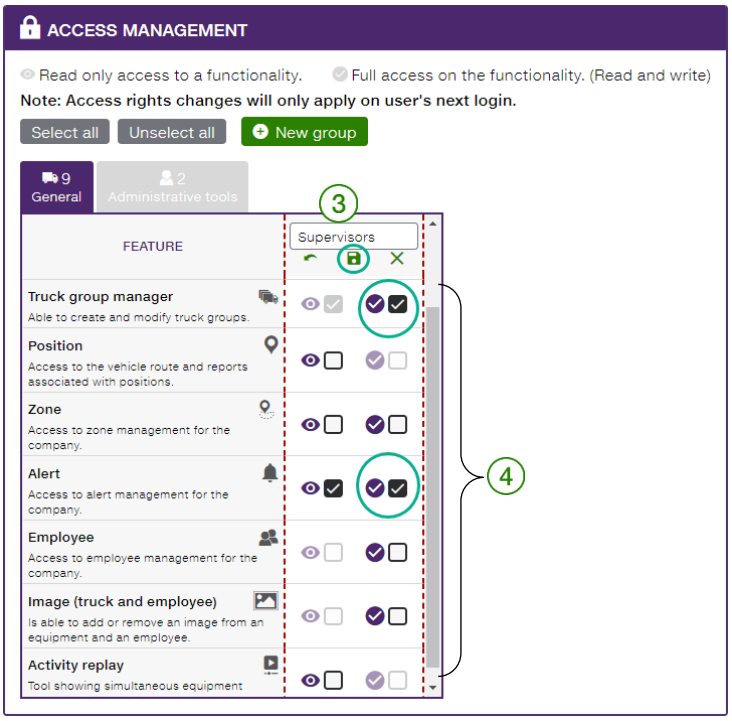
## ACCESS MANAGEMENT

Objective: Allow access to certain features for specific users, on a per-user basis. Please contact FOCUS for more information on how to set this up.




To create an access management group, click on **New group** (2), then a second pop-up window with additional details will display.

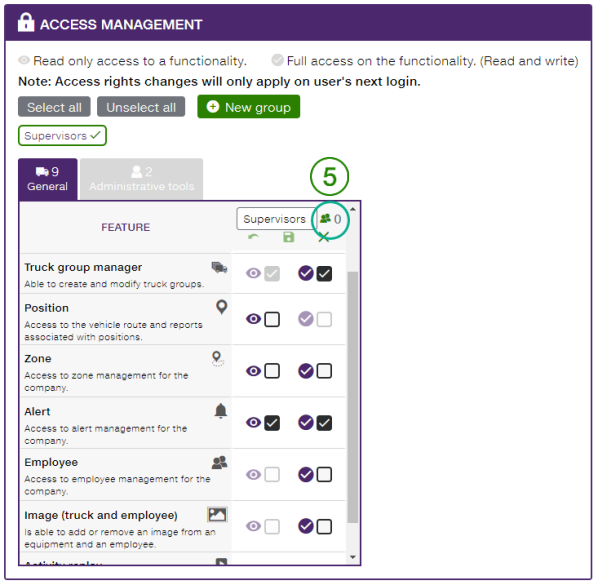


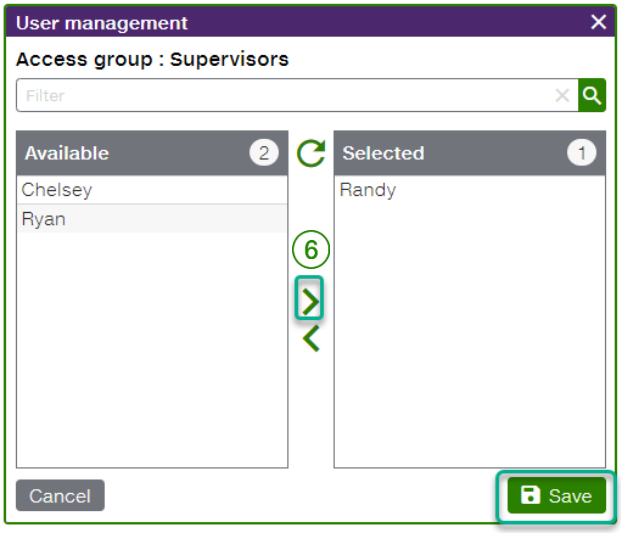



Add a group name (3) and tick the features that the user will be able to see (4).
Note: refer to the legend at the top right of the window for more details.

Click on to save. Click on to undo or on to delete the group.

Now you must add users to this new configuration. Click on (5).



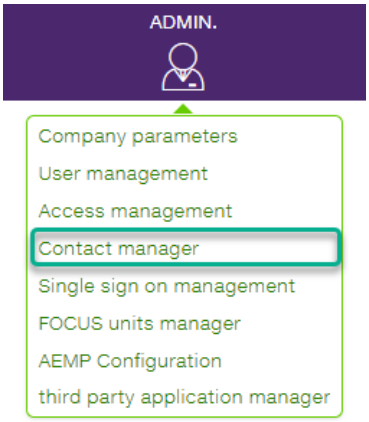



Selects from users already created by clicking either on the username or on the . To remove a user from the group, click on 6.

Once done, click on " Save ".

## CONTACT MANAGER

Objective: Allow our clients to manage the key people to be contacted by Focus according to the roles they hold in their organization. When communications are required from Focus, this list will be used according to the people we want to reach.

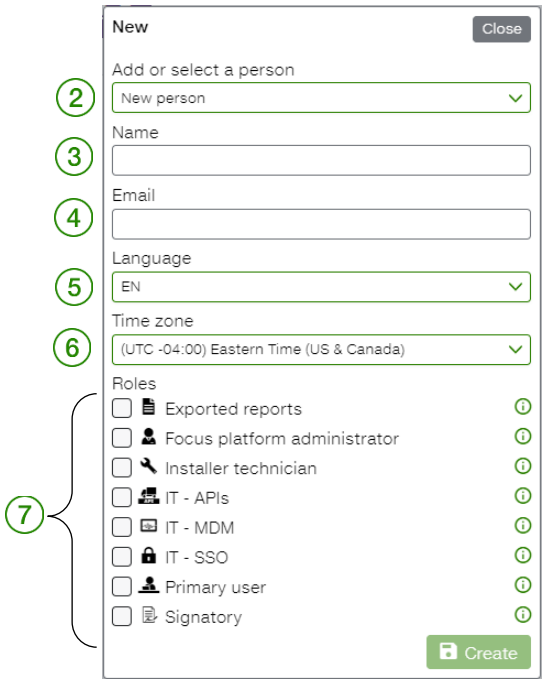



Select “Contact manager” to display the following:

To add a new contact, select

.

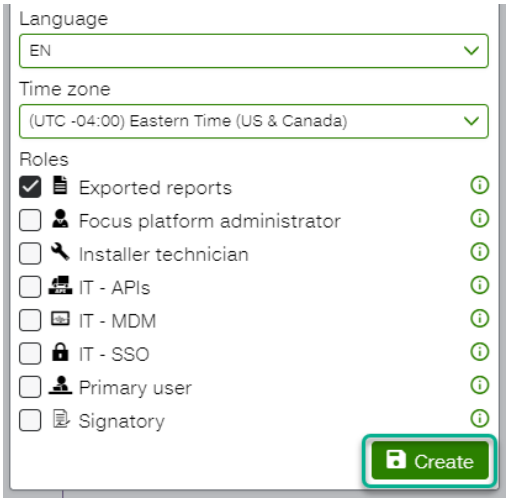
A new form will be displayed:



| ID | FIELD | DESCRIPTION |
|---|---|---|
| 2 | New person | Choose "New Person" if the name is not in the employee list. If the name is present in the list of employees, select it |
| 3 | Name | Full name of the new contact |
| 4 | Email | Emai of the new contact |
| 5 | Language | Language of use of the contact |
| 6 | Time zone | Time zone in which the new one is located |
| 7 | Roles | Assign one or more roles to this new contact |

Regarding the types of roles, please refer to the information point ⓘ .

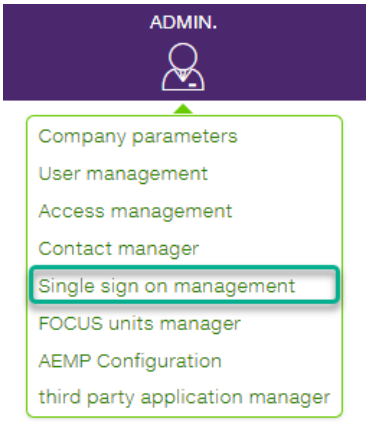
Once all field are completed, crick on Create to save.




Please note: When an existing person is selected, it is not possible to change their name or email name or email at this stage.

## SINGLE SIGN ON MANAGER

Objective: Allow our customers to configure the single sign-on (SSO) process themselves to centralize their access policies and simplify access to FOCUS for their users.

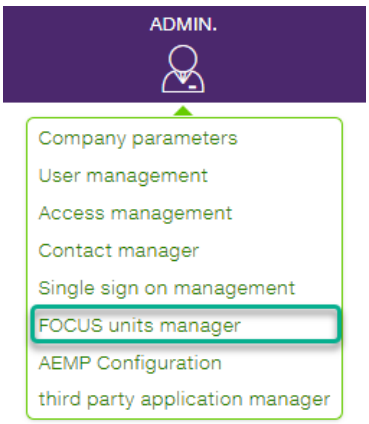



Currently, the implementation of this feature requires a very high level of vigilance as it would be easy to block anyone from accessing Focus, including the person doing the configuration.

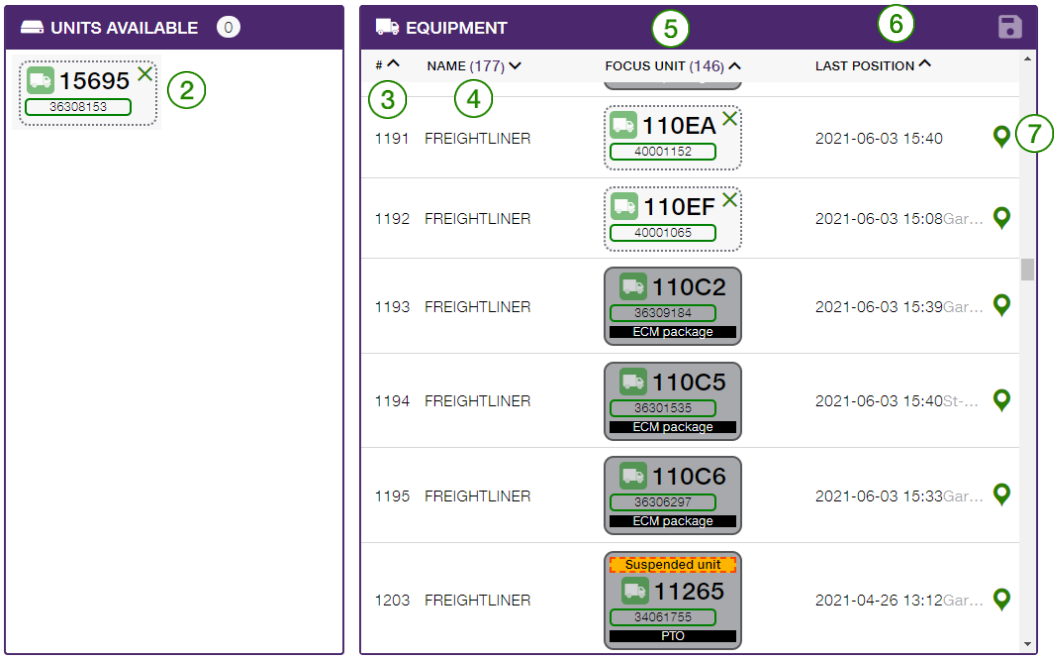
We suggest that you refer to the Focus training team before proceeding.

## FOCUS UNITS MANAGER

Objective: Information about the actual programming of each individual unit.



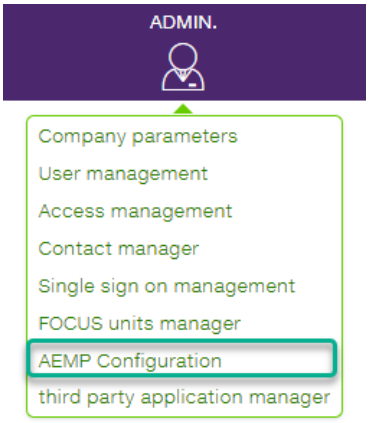

Click on **FOCUS unit manager** to display the following:




See a general portrait of your units and the association of the units with your equipment. At the left of the window, see the **units that are not currently on any equipment** (2). At the right of the window, see # of the equipment (3), name of the equipment (4), FOCUS unit status (suspended or active) (5) and the last known position (6). Click on the to display the last position on the map (7).

## AEMP CONFIGURATION

Objective: Set up a gateway between the manufacturer's OEM and the FOCUS units.

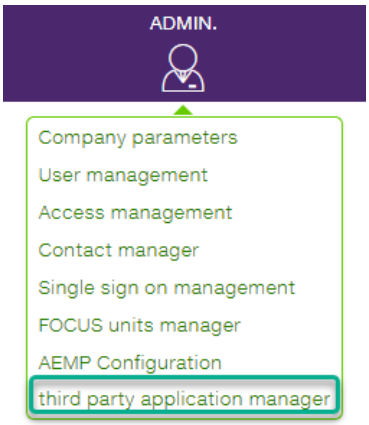



The AEMP Configuration option allows you to retrieve certain information from an original equipment manufacturer (OEM).

For more information, contact Focus by Telus sales department.

## THIRD PARTY APPLICATION MANAGER

Objective: Allow our customers to configure by themselves a bridge (Focus API) between Focus and another application to transfer, for example, odometers and engine hours.

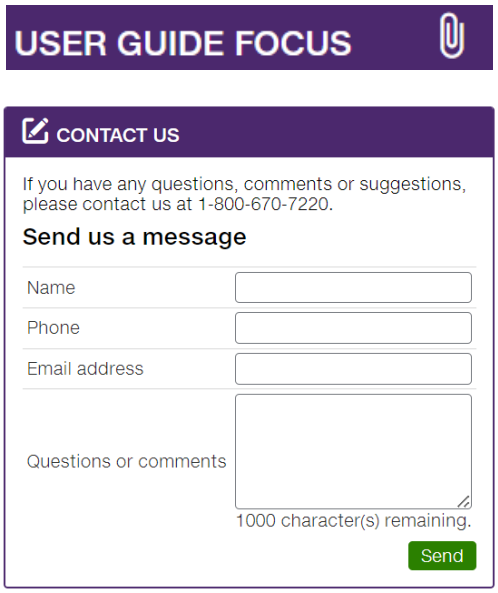



It is important to note that the people who will ultimately use this page will normally be people who have knowledge of software development or are part of the IT department of their organization.

We suggest that you refer to the Focus training team before proceeding.

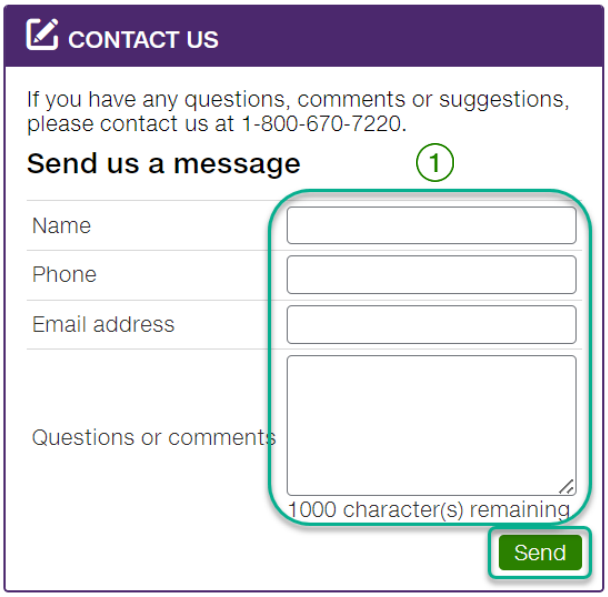
# HELP

## USER GUIDE




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

## CONTACT SECTION




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

Once done, click on " Send ".