GPS/Online Fleet Management solution to Track, Monitor and Manage your fleet.

If you have any questions, the SolarTrak Support Team is ready and willing to help. Call us at 1-484-223-4994.

www.solar-trak.com
General Tips and Hints

**SPYGLASS QUICK SEARCH:**
Click on the spyglass and type in your destination, then choose from the options to quickly move to your destination.

When the compass points in the logo are spinning, SolarTrak is working to load your data.

The white label with the serial number is on the bottom of the Tracker and should be installed facing the ground.

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**Before you begin installing Trackers:**

SolarTrak will include the serial numbers of the Trackers you purchased or are renting in your data.

It’s helpful if you have the following information ready before proceeding with an installation:

**YOUR EQUIPMENT LIST**

Decide which equipment will get Trackers, and have the following information:

- Current Engine-Hours
- Your Inventory Number, and/or the equipment’s Serial Number
- Maintenance - consider what issues and when you want to be alerted, and have the equipment’s current maintenance status handy
- Installation Worksheet (PDF available on website Install page)

**YOUR COMPANY’S ORGANIZATION**

You use the “Branches” function to organize equipment to match your company’s structure.

You can assign users limited access to data. For example, you can send maintenance and battery notifications directly to your service staff. For “View Only” un-check all permission levels.
Welcome to SolarTrak!

This guide is designed to ensure that you make full use of SolarTrak’s online features to track, manage and monitor your equipment. Most of the website is pretty self-explanatory, but this Quick Start Guide will help you to use it to its full advantage.

Start going to www.solar-trak.com and logging in (upper right corner), using the User Login link.

Asset View

The first screen shows any equipment that has already been assigned to SolarTrak trackers and a map. Zoom in or out by clicking the + or - buttons, or hover over the icon and scroll in or out. To change maps by choosing the Geofence, Street or Satellite buttons.

You can click on an Asset icon to go right to the main data page for that asset, or you can choose from the options in the black navigation bar at the top.

At the top of the page is a quick summary of your assets, including the number of units affected by each status. To jump right to the details, click the number.

To limit what is shown to a particular Branch, Model, Asset Type or Status, click in one of the categories directly below the numbers to access a drop-down menu of choices, and the map will zoom directly to the chosen assets.

To clear your choices, click the “Clear Filter” button.

To see details about a single asset, click on the asset’s name or icon.
Main Data Screen - Timeline View

CLICK ON ANY ASSET TO SEE THE TIMELINE FOR THAT ASSET

This screen contains all the pertinent information for a particular piece of equipment, including movement tracking, maintenance schedule, mileage, voltage and engine hours tabulation (if the asset has an engine).

**Name of Asset** shows both Model name (light type) plus your unique Identifier (bold)  
**Current Location** shown in street address plus GPS co-ordinates.

**Quick Summary** of the latest tracking, voltage and engine hours (plus mileage if applicable).

**Tracker Number** assigned to this asset.

**Location & Operation** (Blue Bar)  
Data contained with a blue vertical bar includes a map of the current location or past stops, the physical address, the dates it has been stationary at this location, a battery voltage range, and a summary of engine starts and stops (run time) for each day.

**Movements** (Pink Bar)  
Previous movements of the unit are shown as a continuous line, along with a summary of events (movement starts and stops), and the maximum speed during the trip.  
This asset moved for about 45 minutes at an maximum speed of 58 mph.

**Maintenance Items** show the current status of maintenance for this equipment, and when the next maintenance item is due to be performed.  
You determine what routine maintenance should be included (oil changes, inspections, etc.) and how often to receive Notifications when you create a Model.

**Tabs** to other data.  
Current view is Timeline.

**Load More Data.** Click here to see more history.
Engine Hours Calendar
CLICK ON THE ENGINE CALENDAR TAB TO SEE THE DATA

Asset name, current location, the quick summary, tracker number and maintenance schedule are shown at the top of each page.

The Engine Calendar tab contains all the information you or your billing department need to create accurate invoices.
You and your customer will know exactly how long an asset was in operation.
The totalled engine hours also are used to determine when maintenance needs to be scheduled.

Engine Hours (Run Time) (Green areas)
This calendar contains all the information about when a particular piece of equipment was operational. Data is displayed by engine starts and stops, and is totalled by the day, week and month.
Notice that the shades of green darken the more hours the equipment was running for a quick snapshot of engine use.
Battery Voltage is displayed weekly. It may be valuable for your repair crews or maintenance staff to review the voltage before traveling to the asset.

**NOTE FROM SOLARTRAK SUPPORT:**

The SolarTrak tracker draws its energy from the asset’s battery. The tracker has small internal batteries that will run for up to 72 hours if the tracker is disconnected (an aid to recover stolen equipment), but its main source of energy is the asset battery.

It is important to act quickly when battery levels are low - so both the tracker and the asset will continue to operate.

SolarTrak will send a notification when levels drop to 12 volts (on a 12 V system), again at 11.5 volts, and another when it drops to 11 volts. When these warnings are received, a tech should check the machine promptly to prevent tracker shutdown or power loss.

**NOTE:** The Tracker will shut down once level drops to 10.7 volts.
Models

Each Asset shown on the Map or List views has an associated Model - a description of the asset including manufacturer and model number. After creating Models, you can assign a Tracker to each model. Once the Tracker has been installed and assigned, it will begin sending data about that particular equipment.

Create a New Model

To create a new Model, start by clicking “Models” in the top navigation bar, then click the “Create a new Model” button. A Model consists of an Asset Type which controls the icon used, a Manufacturer, and Model Name.

Here we entered a Kubota skid steer model SSV75. Later you will be asked to add your equipment’s serial or inventory number.

Check how the asset is powered in the Engine and Battery section.

In the Maintenance Schedule area, you can create under what circumstances you should be notified.

In the first field, name the maintenance item. On the right, you can choose from:
- Road Miles
- Engine-Hours
- Days

then fill in the number in the center field. Continue by clicking Add Item as needed.

When finished, click on the “Create Model” button to save your work.

Model List

Once you’ve entered your Models, they will appear on the Models List. You can Edit or Remove a Model from this screen.

These Models will appear as Existing Assets when you go to the “Assign Tracker to Asset” screen.

Our Kubota Skid Steer now appears on the list in alphabetical order.
Trackers Tab
Go here for an overview of which Trackers are assigned to equipment, or still waiting to be installed.

Assign Tracker to Asset
From the Tracker tab, choose an Unassigned Tracker, then click Assign from the right side of the Tracker List.

The Assign Tracker to Asset window opens. This is where you tell SolarTrak which piece of equipment to track and what you’d like monitored.

If you did create a Model: Simply choose an Asset from the “Existing Asset” field using the drop down list. By creating the Models first, they will show up in the list of Existing Assets - saving you from creating models here.

If you did NOT create a Model, leave the “Create a new asset” shown in the Existing Asset field, and start by clicking in the Model field. Complete the Model process by choosing a Manufacturer and Model Name.

Continue by filling in the Equipment Identifier (your inventory number works well here) and Serial Number:

Be sure to add either (or both) an Equipment Identifier or a Serial Number. The Equipment Identifier will appear in **BOLD** in the asset’s Name. Your Asset must include unique data, so that you can identify it from among the 10 skid steers or 15 delivery trucks in your fleet.

Finish by clicking “Assign Tracker to Asset” button.

The Tracker List
This screen is accessible by clicking the Trackers text at the top of the page.

Any Unassigned Trackers appear at the top of the page.

Once your Tracker has been assigned to an asset, it will show up on the Assigned list.

If any tracker was removed from equipment, or had it’s power interrupted, it will appear on a separate list Disconnected Trackers.

You can Assign a Tracker and check the Install by clicking on the text at the right side of each row.
**Geofences**

**Geofence List**
A Geofence is a virtual fence to which Assets may be assigned. An event is logged and optionally, a notification sent, whenever an Asset enters or leaves a Geofence. This screen shows your existing geofences.

Click “Remove” to delete a geofence. To create new, click on the “Create a new Geofence” button at the bottom of the list.

**Geofence Edit and Create**
To create a new geofence, navigate to the map of the area, then click on the map. Each time you click, a dot will be added. On the third click, a shape is created. To further refine your area, click on the shape’s border to add more dots, and move them to create the boundaries.

To edit an existing geofence, or to add additional points to the Geofence, click on the border of the map. To move an existing point, drag it. To remove a point from the Geofence, double-click the point.

When you are satisfied with the Geofence, name it and click in the Branches field to select the applicable branch.

Click on “Edit Notification Schedule” to select when you want to be notified about movements in and out of the geofence. You can set times by days of the week.

When finished, click “Save”, and your geofence will appear in your list.

If you’d like to alter the Notifications or the shape of the geofence, click on “Edit” from the Geofence List screen.
Creating Notifications

Notifications

Create a rule here that will notify you by email or text when a specific event happens. You can choose the Event, the Assets affected, and the Delivery method by using the drop-down menus.

Notification rules can be applied to a category of equipment, or to a specific piece.

General Rules
IF you want to apply a rule to all assets - leave the Asset Type and Model and the Asset areas blank.

Specific Rules
Once you choose the Event, the rules gets more specific by adding Asset Types and Moela, Assets and Branches.

Asset Types and Models - choose from this list to apply as rule to a broad category of equipment (i.e., “Boom Lift”) or narrow the rule by choosing an asset type and model (“Boom Lift Genie S65”)

Click Save to add the rule. Once your rule has been saved, you can create more by clicking the Add Rule button.

Notification rules can also be edited or removed from this screen.

Notifications related to geofences can be created when you create a new Geofence, or edited by going to the Geofence List and choosing "Edit" to access the notification rule.

Event Choices

Tracker Power Interrupted
Assigned Tracker
Deassigned Tracker
Communication Lost
Communication Recovery
GPS Fix Lost
GPS Fix Regained
Leave Geofence
Enter Geofence
Move Start
Move End
Input Voltage Low
Input Voltage Normal
Maintenance Performed
Maintenance Undone
Engine Start
Engine Stop
Maintenance Overdue

Tracker Power Interrupted
Assigned Tracker
Deassigned Tracker
Communication Lost
Communication Recovery
GPS Fix Lost
GPS Fix Regained
Leave Geofence
Enter Geofence
Move Start
Move End
Input Voltage Low
Input Voltage Normal
Maintenance Performed
Maintenance Undone
Engine Start
Engine Stop
Maintenance Overdue

Notifications related to geofences can be created when you create a new Geofence, or edited by going to the Geofence List and choosing "Edit" to access the notification rule.
Reports

**Reports-Dates-Filters**

You can create pre-set reports, then either view the results on screen or download a .csv file to view in Excel for any of these topics:

- **TRACKS** - GPS position, speed, and battery voltage data.
- **GEOFENCE** - Geofence entry and exit times.
- **RESIDENCE** - Assets within a specific geofence.
- **ENGINE HOURS** - Engine start, stop, and runtime.
- **STOPS** - Duration and location of vehicle stops.
- **MAINTENANCE HISTORY** - Displays the date of maintenance events.
- **MAINTENANCE REQUIRED** - Overdue and upcoming maintenance items.
- **IFTA** - Mileage by state for Fuel Tax Reports
- **UNDERUTILIZATION** - Assets that have not moved or operated for a period of time.

Chose the Report, then (under Dates) enter the Time Period. You can use the pre-set timed, or select the Start and End dates and the Time Zone for the Report. You can also choose to filter the results by using the Filters fields. The Filters shown will change depending on the type of report you select:

- **Asset Types or Models** - If you want to include all the assets in an Asset Type, choose the broad category (such as “Backhoe” and/or “Excavator” - you can select multiple categories). If you want to include all Assets AND all Types - leave the field blank.
- **Assets** - Here you can narrow your choice to a single asset by selecting the assigned name
- **Branches** - Branches are created in the Admin function. Choose one or multiple branches, or click the “all branches” button to include all.

Last - choose to View in a Table or Download CSV. The table with the results will appear on the Reports page (scroll down).
Saved Reports - Automatic Email - Email Recipient

All users do not have the right to save and email reports. Your Administrator assigns this ability. If you have this right, you can save reports and rename them, and have them created automatically and emailed to yourself or other SolarTrak users.

Start by creating a new report. Choose one of the pre-set Reports, then select the dates and filters. Chose how often you’d like the report to be run under the Automatic Email heading.

Be sure to add the SolarTrak users who should be sent the saved report under the heading Email Recipients. You can chose more than one person. The drop down menu will contain all the SolarTrak users in your company.

Instead of selecting “Download CSV” or “View in Table”, chose the “Save” button. Your saved report will now appear in the top drop-down field under Saved Reports. Once you select and open the saved report, you can rename it and click Save to keep a history of the reports.
After Installing Trackers

SolarTrak users: Check your installation using the Install button

SolarTrak users can double-check that the installations are correct by clicking on the Install link, entering the six character tracker serial number, then clicking Submit.

This check must be done within 30 minutes for a newly installed equipment, and the equipment must be running within that time.

If the newly installed tracker is installed correctly and communicating, it will show up in the "Newly Installed" tab.

Once the installation is verified, you’ll see the location of the equipment on a map, battery voltage, and the strength of the cellular connection and GPS connections. You’re ready to go!

Non-SolarTrak Users: Download the ‘Check Install App’ to check your installation

SolarTrak makes it easy for installers working in the field to check their work – using the free Check Install App.

The app can be downloaded at app.solartrak.com/install.

To check their work, the installer simply enters the serial number of the tracker, and the app tells the installer if the tracker has power and if the cellular connection is complete.

NOTE: This check must be done while the equipment is running and before 30 minutes has elapsed.

Once the installation is verified, the app will show the location of the equipment on a map, battery voltage, and the strength of the cellular connection and GPS connections. You’re ready to go!


Or call us for advice: 484-223-4994. Or if you have questions. We’re happy to help.
Enjoy using SolarTrak!

Once your tracker has been successfully installed, simply login to the website to begin tracking and monitoring your fleet. If you have any questions, issues or suggestions, we'd love to hear from you. If you need more help - call our Support Team.

Call Mike Wimmer at 484-223-4994 or contact your Sales Rep

Next pages: ADMIN FUNCTIONS
SolarTrak users must have Admin rights to see the options available under the Admin menu

How SolarTrak Works:

1. GPS signal received from the Satellite
2. Communication is established via cellular service
3. Unit communicates with the servers
4. Server relays information to the website
5. Client accesses the information from the website

Additional Resources

COMPLETE INSTALLATION GUIDE
Available as a PDF on the Installation page of the website: solar-trak.com

FREQUENTLY ASKED QUESTIONS page of the website. Includes additional information on how SolarTrak works and answers to other technical questions.

TRAINING VIDEOS https://www.solar-trak.com/training-videos/

SUPPORT BLOGS in the Info/News section of the website. Includes topics such as:

- Deciding between using Internal or External Antenna
- Disconnecting Trackers from Battery terminals
- Ways to Improve your Tracker's GPS Reception

SolarTrak Tech Support: 484-223-4994
Admin Functions: Create User

SolarTrak reserves some functions for the Fleet Manager or SolarTrak Administrator. Users only see “Account Settings” and “Logout”. The other options shown at right are Admin functions and do not appear unless you’ve given the user the right to view and use them.

To Create a New User
Start by clicking on the User List in the Admin menu, then click on the Create User button. The screen at left will open.

You can then add the name and email, assign branches, and choose which permissions to assign.

Click on Create User, and the new user will appear in alphabetical order by first name, along with a summary of his or her rights.

User List is also where you can Delete a user or Edit their profile.
Admin Functions: Branches

How to Use Branches
Branches enable you to watch assets in a particular geographic area. They are particularly useful for companies with multiple locations - to allow the staff to only track the assets of their branch.

We have customers that create a Branch for a regular customer.

We also have customers who resell their equipment with Trackers attached in order to provide Maintenance Services. By creating a Branch, they can monitor the health of the asset, be alerted to maintenance issues and schedule repairs.

To Create a Branch
Start by clicking on the Branch List in the Admin menu, then click on the Create Branch button. The screen at left will open.

You can then name the branch and assign multiple users. Click SAVE.

Delete or edit a Branch from the Branch list screen.
Admin Functions: Organization Settings and Public API

Organization Settings
This screen enables you to set your preferences for three functions:

Minimum Stop Length - You can determine the number of minutes that an asset will be reported by SolarTrak as “stopped”.

Lock all Assets to all Geofences - Quick way to lock all assets assigned to geofences.

Check for Underutilization - You can determine the number of hours that pass if an asset’s engine has not run and it has not moved.

Public API
SolarTrak can be integrated with the software you use to run your company, if your software follows the AEMP Telematics Standards. Details about what data is shared and how to access it are on this screen.

If you have questions about integrating SolarTrak data with your operating software, please call us directly: 484-223-4994.