





# AMERICALOC – GPS TRACKING

User Guide v3.0



**AMERICALOC - GPS TRACKING**  
**User Guide v3.0.E**  
[www.americaloc.com](http://www.americaloc.com)

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Information about the functionality of the system and the images published in this document may differ depending on the version of the operating system, browser and/or the Americaloc platform version in use. Also, some of the contents in this manual may differ from the actual product. Options and services may vary by device model.

**TRADEMARK NOTICES**

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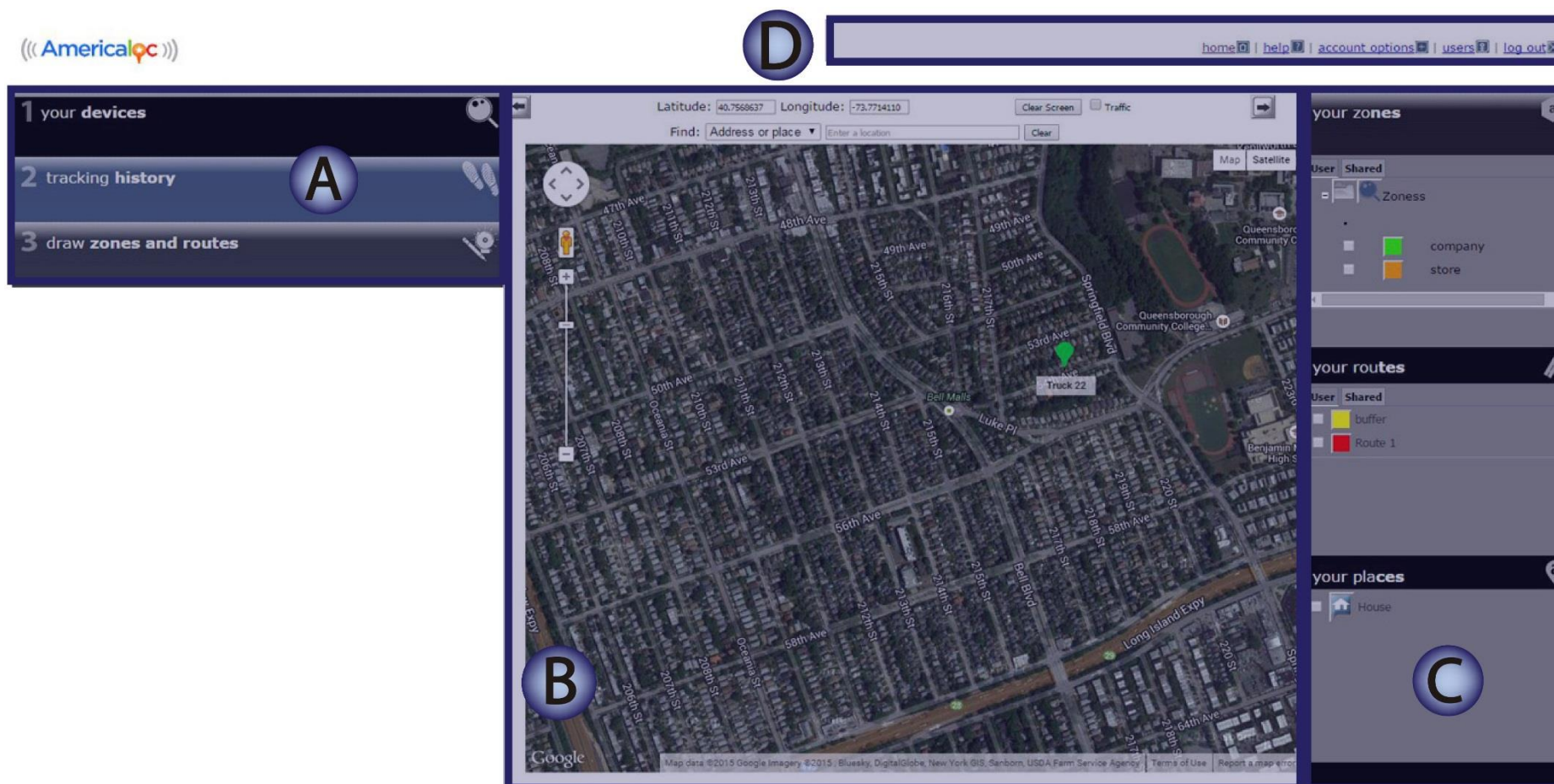
PAGE	TOPIC
03 .....	ACCESS AND GENERAL NAVIGATION
04 .....	1 YOUR DEVICES
06 .....	2 TRACKING HISTORY
08 .....	3 DRAW ZONES AND ROUTES
11 .....	CONFIGURE YOUR DEVICE
13 .....	NOTIFICATIONS
15 .....	ZONE AND ROUTE NOTIFICATIONS
17 .....	REPORTS
20 .....	SUPPLEMENTARY MENUS
21 .....	SUB-ACCOUNTS
22 .....	ZONE FOLDER

## ACCESS AND GENERAL NAVIGATION

To access your account from any PC, tablet or smartphone navigate to [www.americaloc.com](http://www.americaloc.com) from a web browser; enter the **username** and **password** provided by AmericaLoc; click the Login button.

Once open, you will be brought to the main screen and you will see 4 different sections:

- A. Section to view current and historical locations, customize and configure devices, create zones, routes and places, and generate reports.
- B. Section used to display geographic data from Google Maps.
- C. Section to view established areas, routes and places.
- D. Section used to configure the main and sub-accounts, view video tutorials and access help documents.



Click **1 your devices** to activate the following icons:

- A. **Device Directory:** Will contain all devices available to the user. Use the functionality within this folder to organize devices by region, type, route, etc.
- B. **Devices:** Click the device icon to personalize by name and color.
- C. **Locate Now:** Click the icon to display the current location of the device.
- D. **Last Known Position:** Click the icon to display the last known position and state of the device. This feature is used when the current location of the device is unavailable.
- E. **Settings:** Click the icon to view and modify settings, create custom notifications, generate reports and view the connection status of the particular device.
- F. **Auto:** Select this field to track minute-by-minute movements of the particular device on the map.
- G. **History:** Select this field to activate the **tracking history** panel, see section **2 track your devices** for more details.

The screenshot displays the AmericaLoc web application interface. At the top, the '1 your devices' section is active. A pop-up window indicates 'Truck 22 has been located.' The main map area shows a satellite view of a city street grid. A green pin labeled 'Truck 22' is positioned on the map. A detailed information window for 'Truck 22' is open, displaying the following data: Time and Date: Miércoles 4/2/2015 14:01, Ignition: On, Speed: 0.00 mph, Latitude: 40.7612, Longitude: -73.7698, Event: Position, Place: 43-6 Bell Boulevard, Bayside, NY 11361. The left sidebar contains icons for 'A ORBIFLEX INC', 'B GL200', 'C TMobile', 'D Truck 22', and 'E' (Auto/History). The right sidebar shows 'your zones' (User/Shared), 'your routes' (User/Shared), and 'your places' (House).



Follow these instructions to locate your device:

1. Click on **1 your devices**; your list of devices will appear.
2. Select the device you wish to locate.
3. Click on the **Locate now** icon to activate real time searches. As the search is performed, the map will display the last known location of the device.
4. The results of the real time search appear in a new window.
5. The map will show the current location of the device as well as a legend with details on the current status of the device.

The screenshot displays the AmericaLoc web application interface. On the left, under the '1 your devices' tab, a list of devices is shown: '3g', 'GL200', and 'T-Mobile'. Each device has a 'Locate now' icon (a green pin with a magnifying glass). A blue box with the number '2' highlights the 'Locate now' icon for the '3g' device. A blue box with the number '3' highlights the 'Locate now' icon for the 'GL200' device. A blue box with the number '4' highlights a pop-up window that says 'Truck 22 has been located.' with an 'OK' button. A blue box with the number '5' highlights a detailed status window for 'Truck 22' showing the following information: 'Device: Truck 22', 'Time and Date: Miércoles 4/2/2015 14:01', 'Ignition: On', 'Speed: 0.00 mph', 'Latitude: 40.7612', 'Longitude: -73.7698', 'Event: Position', and 'Place: 43-6 Bell Boulevard, Bayside, NY 11361'. The main map area shows a street grid with a red pin indicating the location of 'Truck 22'. The right sidebar contains sections for 'your zones' and 'your routes'. The 'your zones' section shows a legend with 'company' (green square) and 'store' (orange square). The 'your routes' section shows a legend with 'buffer' (yellow square) and 'Route 1' (red square). The bottom of the interface has a '2 tracking history' section and a '3 draw zones and routes' section.



Selecting **2 tracking history** will activate the following commands:

- A. **Advanced Search:** This command allows you to perform a historical search of the units selected in section 1. Enter a date range in the calendar drop-down.
- B. **Search:** Click this icon to execute the historical search for a specific device.
- C. **Search All:** Click this icon to execute the historical search for all the devices selected in section 1.
- D. **Watch:** Click to show a map and table of all the paths and actions taken by a given device for the date range specified in step A.
- E. **KML:** Select this icon to export a Google Earth (kml) file of the routes taken by the selected device.

The screenshot displays the AmericaLoc web application interface. On the left, a sidebar contains navigation options: '1 your devices', '2 tracking history' (selected), and '3 draw zones and routes'. Under '2 tracking history', there are buttons for 'Advanced Search', 'Search', 'Watch', and 'Kml'. A table titled 'Results found for Truck 22' is shown, listing events for 'Miercoles 4/2/2015'. The table has columns for 'Place', 'Time and Date', 'Ignition', 'Speed mph', and 'Event'. A map of Bayside, NY, is displayed in the center, showing the location of Truck 22. A pop-up window provides details for the selected device: 'Device: Truck 22', 'Time and Date: Miercoles 4/2/2015 14:01', 'Ignition: On', 'Speed: 0.00 mph', 'Latitude: 40.7612', 'Longitude: -73.7698', and 'Event: Position'. On the right, there are sections for 'your zones' and 'your routes'.

Place	Time and Date	Ignition	Speed mph	Event
	Miercoles 4/2/2015 14:01	On	0.00	Position
	Miercoles 4/2/2015 13:28	On	0.00	Ignition On
	Miercoles 4/2/2015 13:28	Off	0.00	Automatic Tracking
	Miercoles 4/2/2015 13:01	Off	0.00	Automatic Tracking
	Miercoles 4/2/2015 13:01	Off	0.00	Ignition Off
	Miercoles 4/2/2015 12:47	On	0.00	Ignition On
	Miercoles 4/2/2015 12:17	Off	0.00	Automatic Tracking
	Miercoles 4/2/2015 11:47	Off	0.00	Automatic Tracking

Device: Truck 22  
Time and Date: Miercoles 4/2/2015 14:01  
Ignition: On  
Speed: 0.00 mph  
Latitude: 40.7612  
Longitude: -73.7698  
Event: Position  
Place: 43-6 Bell Boulevard, Bayside, NY 11361

Follow these instructions to display paths:

1. Navigate to the **1 your devices** section and select the **History** flag for the desired devices. **Is very important to enable devices in this section before proceeding to the next step.**
2. Navigate to the **2 tracking history** section; only the devices flagged in **step 1** will appear in this section.
3. Select from the list of pre-determined date and time ranges or select **Advanced Search** to perform a historical search.
4. Click **Search** to view the results of the device you selected.
5. Click **Watch** to view a map and table of all the actions and paths taken by a given device for the date range selected.
6. Click on each **icon** in the path or table to display the corresponding details.

**Note: It is very important to accomplish step 1 to enable devices in step 2.**

The screenshot displays the AmericaLoc web application interface. On the left, the sidebar has two main sections: '1 your devices' and '2 tracking history'. The 'tracking history' section is active, showing a table of results for 'Truck 22'. The table has columns for 'Place', 'Time and Date', 'Ignition', 'Speed mph', and 'Event'. A map view shows the location of 'Truck 22' in Bayside, NY, with a detailed information popup. The right sidebar shows 'your zones' and 'your routes' sections.

Place	Time and Date	Ignition	Speed mph	Event
Miercoles	4/2/2015 14:01	On	0.00	Position
Miercoles	4/2/2015 13:28	On	0.00	Ignition On
Miercoles	4/2/2015 13:28	Off	0.00	Automatic Tracking
Miercoles	4/2/2015 13:01	Off	0.00	Automatic Tracking
Miercoles	4/2/2015 13:01	Off	0.00	Ignition Off
Miercoles	4/2/2015 12:47	On	0.00	Ignition On
Miercoles	4/2/2015 12:17	Off	0.00	Automatic Tracking
Miercoles	4/2/2015 11:47	Off	0.00	Automatic Tracking

Device: Truck 22  
Time and Date: Miercoles 4/2/2015 14:01  
Ignition: On  
Speed: 0.00 mph  
Latitude: 40.7612  
Longitude: -73.7698  
Event: Position  
Place: 43-6 Bell Boulevard, Bayside, NY 11361,



Selecting **3 draw zones and routes** will activate the following tabs and functions:

- A. **Zones** tab: Click to view, edit, delete or create zones. Subsequently create and receive notifications upon zone entry and exit.
- B. **Routes** tab: Click to view edit, delete or create routes. Subsequently create and receive notifications upon route entry and exit.
- C. **Get Directions** tab: Click to generate a suggested route between two locations as well as directions and distance detail.
- D. **Places** tab: Click to view, edit, delete and create landmarks such as gas stations, banks, monuments, hospitals, parks, etc.
- E. Use the **New Zone** and **New Route** icons to create zones and routes.
- F. Click the **Draw** button to activate the layout of the zone or route on the map.
- G. Use the **Circle** Zone Type to draw a circular zone. Set the radius and click **Preview**; the recommended minimum radius is 200 yards.
- H. Click the **Save** icon to save the zones or routes created.
- I. Click the **Cancel** button to remove zones or routes created.

The screenshot displays the AmericaLoc web application interface. On the left, a sidebar menu shows '1 your devices', '2 tracking history', and '3 draw zones and routes'. The '3 draw zones and routes' section is active, showing tabs for 'Zones', 'Routes', 'Get Directions', and 'Places'. The 'Zones' tab is selected, displaying a form to create a new zone. The form includes fields for 'Zone Name' (Stadium), 'Color' (a color picker), 'Zone Type' (Circle), 'Group' (company/store), and 'Radius' (0.25 mi). Buttons for 'Save', 'Cancel', 'Preview', and 'E' are visible. The main map area shows a satellite view of Bayside, NY, with a yellow circular zone drawn around a location. A pop-up window for 'Device: Truck 22' displays details like 'Time and Date: Miércoles 4/2/2015 14:01', 'Ignition: On', 'Speed: 0.00 mph', 'Latitude: 40.7612', 'Longitude: -73.7698', and 'Event: Position'. The right sidebar shows 'your zones', 'your routes', and 'your places' sections.

Follow these instructions to create zones:

1. Click on **3 draw zones and routes**.
2. Click the **Zones** tab to display already established zones.
3. Click the **New Zone** button to start creating a zone.
4. Enter a **name, color, type** of area, **group** or **folder** and a **radius** for the zone.
5. Click the **Draw** button to enable drawing on the map.
6. Click on the map in the center of the desired zone, the zone will auto populate on the map.
7. Adjust the radius of the zone if necessary; click the **Preview** button to apply the change.
8. Click the **Save** button to store the zone.

The screenshot displays the AmericaLoc web application interface. The top navigation bar includes the AmericaLoc logo and links for home, help, account options, users, and log out. The main interface is divided into three sections: 'your devices', 'tracking history', and 'draw zones and routes' (highlighted with a blue circle and the number 1). The 'draw zones and routes' section contains a 'Zones' tab (highlighted with a blue circle and the number 2) and a 'New Zone' button (highlighted with a blue circle and the number 3). A 'New Zone' dialog box is open, showing fields for Zone Name (Stadium), Color (a color picker), Zone Type (Circle), Group (company, store), and Radius (0.25 mi). The 'Draw' button is highlighted with a blue circle and the number 5, and the 'Save' button is highlighted with a blue circle and the number 8. The main map area shows a Google Map of Bayside, NY, with a yellow circle representing the zone. A 'Device' information popup is visible on the map, showing details for 'Truck 22' (Time and Date: Miercoles 4/2/2015 14:01, Ignition: On, Speed: 0.00 mph, Latitude: 40.7612, Longitude: -73.7698, Event: Position, Place: 43-6 Bell Boulevard, Bayside, NY 11361). The right sidebar contains sections for 'your zones' (with a 'Zones' tab and a list of zones), 'your routes' (with a 'Routes' tab and a list of routes), and 'your places' (with a 'Places' tab and a list of places).



Follow these instructions to create routes:

1. Click on **3 draw zones and routes**.
2. Click the **Routes** tab to display already established routes.
3. Click the **New Route** button to start creating a route.
4. Enter a **name**, **color** and **radius** for the route.
5. Click the **Draw** button to enable drawing on the map.
6. Draw a route by clicking points on the map. Each click creates a point in the route, the points are automatically joined together to form a route.
7. Adjust the radius of the route if necessary; click the **Preview** button to apply the change.
8. Click the **Save** button to store the route.

The screenshot displays the AmericaLoc web application interface. On the left, a sidebar menu shows '1 your devices', '2 tracking history', and '3 draw zones and routes' (highlighted with a blue bar and a '1' icon). Below the menu, the 'Routes' tab is selected, and the 'New Route' button is highlighted with a '3' icon. The 'Route Name' field contains 'P1-P2'. The 'Color' dropdown is set to 'company' (green). The 'Allowed Radius' is set to '100 yd'. The 'Draw' button is highlighted with a '5' icon, and the 'Save' button is highlighted with an '8' icon. The 'Preview' button is highlighted with a '7' icon. The main map area shows a satellite view of a city with a green route drawn along a road. A '6' icon is placed over the route. The right sidebar shows 'your zones' with a legend for 'company' (green) and 'store' (orange). Below it, 'your routes' shows a legend for 'buffer' (yellow) and 'Route 1' (red). At the bottom, 'your places' shows a legend for 'House' (blue). The top of the interface includes the AmericaLoc logo, navigation links (home, help, account options, users, log out), and a search bar with the text 'Find: Address or place'. The map also displays coordinates (Latitude: 40.7627311, Longitude: -73.8300025) and a speed indicator (Speed: 0.00 mph).

Click **1 your devices** to activate the following icons:

- A. **View Settings:** Click to view the settings, notifications and reports configured for each device.
- B. **Settings:** Click to modify the parameters of the selected device.
- C. **Notifications:** Click to view, edit, delete, or create notifications.
- D. **Zones and Routes:** Click to view, edit, delete, or create notifications upon entry or exit of assigned zones and routes.
- E. **Reports:** Click to generate and download ad hoc reports for the selected device or all devices on the account.
- F. **Diagnostics:** Click to display the current connection status of the device.

The screenshot displays the AmericaLoc web application interface. At the top, the AmericaLoc logo is on the left, and navigation links (home, help, account options, users, log out) are on the right. The main section is titled '1 your devices'. On the left, a sidebar lists devices: 3g, GL200, TMobile, and Truck 22. The 'Truck 22' device is selected, and its settings panel is open. The settings panel has tabs for Settings, Notifications, Zones and Routes, Reports, and Diagnose. The 'Settings' tab is active, showing various configuration options: TRACKING (Status: ON), TRAVELED DISTANCE (Total Distance: 5575 mi), SPEED ALERT (Status: OFF, Speed Limit: 65 mph), and IGNITION SENSOR (Status: ON). The 'Notifications' tab is also visible, showing options for MOVEMENT ALERT (Status: OFF) and LONG STOP ALERT (Status: OFF, Wait Time: 10 min). The 'Zones and Routes' tab is also visible, showing options for ZONE (Status: ON) and ROUTE (Status: ON). The 'Reports' tab is also visible, showing options for REPORT (Status: ON) and DIAGNOSTIC (Status: ON). The 'Diagnose' tab is also visible, showing options for DIAGNOSTIC (Status: ON) and TRACKING (Status: ON). The interface also includes a top navigation bar with links for home, help, account options, users, and log out. The bottom of the interface shows a sidebar with '2 tracking history' and '3 draw zones and routes'.



Click **1 your devices** to activate the following icons: (continued)

G. **Tracking:** Enables or disables the automatic tracking of each device.

H. **Traveled Distance:** Shows the distance that the vehicle has traveled.

I. **Speed Alert:** Sets the maximum permissible speed limit for the vehicle.

J. **Ignition Sensor:** Enables or disables logging ignition changes.

K. **Movement Alert:** Enables or disables logging of vehicle movement.

L. **Long Stop Alert:** Sets the length of time that the vehicle can be idle.

**Note:** Options and services may vary by device model.

The screenshot displays the AmericaLoc web application interface. On the left, a sidebar titled "1 your devices" lists several devices: 3g, GL200, TMobile, and Truck 22. Each device has a set of icons for configuration. Callout A points to the "Truck 22" device icon. The main area features a map with a location pin and a settings panel for "Truck 22". The settings panel has tabs for "Settings", "Notifications", "Zones and Routes", "Reportes", and "Diagnose". Callouts B through F point to these tabs. The "Settings" tab is active, showing various configuration options. Callout G points to the "TRACKING" status, which is set to "ON". Callout H points to the "TRAVELED DISTANCE" section, showing a total distance of 5575 miles. Callout I points to the "SPEED ALERT" status, which is set to "OFF". Callout J points to the "IGNITION SENSOR" status, which is set to "ON". Callout K points to the "MOVEMENT ALERT" status, which is set to "OFF". Callout L points to the "LONG STOP ALERT" status, which is set to "OFF". The bottom of the interface shows navigation tabs: "2 tracking history" and "3 draw zones and routes".

Click the **Notifications** tab to access the following sub-tabs and functions:

- A. **Events**: Click to view, edit, delete, or create notifications on various events types (see E)
- B. **Distance**: Click to view, edit, delete, or create notifications when a given distance is travelled. This feature can be used to schedule vehicle maintenance
- C. **Insurance / Maintenance**. Click to view, edit, delete, or create insurance/maintenance reminders.
- D. Click the **New Notification** button from each sub-tab in order to create a new notification.
- E. Click the **Event Type** button to display and select the type of event you want to be notified on.

**Notes:** a) Event notifications are limited to the parameters established in the Settings tab. b) Options and services may vary by device model.



Follow these instructions to create notifications:

1. Click on **1 your devices**.
2. Click on the **Settings** icon of the vehicle you wish to be notified on.
3. Click on the **Notifications** tab.
4. Click the sub-tab for the type of notification you want to create (**Events, Distance, Insurance / Maintenance**)
5. Click the **New Notification** button.
6. Select an event from the **Event Type** drop down list. Schedule the notifications by selecting a date and time range. Enter the email addresses that will receive the notifications.

**Notes:** a) Each notification may be configured for distribution to two different email addresses. If you need more you can add another row.

b) Options and services may vary by device model.

The screenshot illustrates the AmericaLoc web interface with the following elements:

- Top Bar:** AmericaLoc logo and navigation links (home, help, account options, users, log out).
- Left Sidebar:**
  - 1 your devices:** Lists devices (3g, GL200, TMobile, Truck 22) with status icons and a 'History' button for each.
  - 2 tracking history:** A section for viewing past tracking data.
  - 3 draw zones and routes:** A section for creating and managing zones and routes.
- Main Map Area:**
  - Latitude: 40.7770317, Longitude: -73.8288009
  - Find: Address or place (Search bar)
  - Map controls: Clear Screen, Traffic, Map, Satellite
  - Vehicle 'Truck 22' is highlighted on the map.
- Settings Window (Truck 22):**
  - Notifications Tab:** Selected sub-tab for creating notifications.
  - Event Type:** Dropdown menu with 'Ignition ON' selected.
  - Schedule:** Date and time range selection (Mo to Su).
  - Send to:** 'E-Mail' selected as the notification method.
  - New Notification:** Button to create a new notification.
- Right Sidebar:**
  - your zones:** Lists zones (User, Shared) with color-coded buffers (company, store).
  - your routes:** Lists routes (User, Shared) with color-coded buffers (buffer, Route 1).
  - your places:** Lists places (User, Shared) with a 'House' icon.

Click the **Areas and Routes** tab to access the following functions and settings:

- A. **New Notification**: Click to create a notification upon entry or exit of zones and routes.
- B. **Name**: Drop down the list and select that area or route that applies to the notification.
- C. **Save**: Click to save the notification created.
- D. **Remove**: Click to remove a notification.

**Note:** a) Zones and routes must be pre-established in the system in order to create entry/exit notifications. b) Automatic tracking must be on in order to receive entry/exit notifications because our system uses those positions to determine if your device is inside or outside the zone/route.

The screenshot displays the AmericaLoc web application interface. On the left, a sidebar shows 'your devices' with a list including ORBIFLEX INC, 3g, GL200, T-Mobile, and Truck 22. The main area features a map with a satellite view and a data popup for 'Truck 22' showing its current location and status. Overlaid on the map is a configuration window for 'Truck 22' with tabs for Settings, Notifications, Zones and Routes, Reports, and Diagnose. The 'Notifications' tab is active, showing a table with columns: Type, Name, Days, Hours, In Out, Send e-mail, Addresses, Send SMS, Phones, and Options. A 'New Notification' button is highlighted with a red circle 'A'. Below the table, the 'Name' dropdown is set to '(R) buffer' (highlighted with a red circle 'B'). The 'Days' section shows checkboxes for all days of the week. The 'Events' section has checkboxes for 'Arrive', 'Leave', and 'E-Mail'. At the bottom of the configuration window, 'Save' (highlighted with a red circle 'C') and 'Delete' (highlighted with a red circle 'D') buttons are visible. On the right side of the interface, there are sections for 'your zones' (showing 'company' and 'store' zones) and 'your routes' (showing 'buffer' and 'Route 1' routes). At the bottom left, there are links for '2 tracking history' and '3 draw zones and routes'.



Follow these steps to create Entry/Exit notifications:

1. Click on **1 your devices**.
2. Click on the **Settings** icon of the vehicle you wish to be notified on.
3. Click on **Areas and Routes**.
4. Click on the **New Notification** button.
5. Select from the **Name** drop down list which Zone (Z) or Route (R) you want to create a new notification for. Schedule the notifications by selecting a date and time range. Enter the email addresses that will receive the notifications.

**Notes:** a) Each notification may be configured for distribution to two different email addresses. b) If you need more you can add another row.

The screenshot displays the AmericaLoc web application interface. The top navigation bar includes the AmericaLoc logo and links for home, help, account options, users, and log out. The main content area is divided into several sections:

- your devices:** A list of devices is shown on the left, including ORBIFLEX INC, 3g, GL200, TMobile, and Truck 22. The 'Truck 22' device is selected, and its settings are displayed in a modal window. The 'Settings' tab is active, and the 'Areas and Routes' sub-tab is selected. The 'New Notification' button is highlighted with a blue circle and the number 4.
- your zones:** A section on the right showing a list of zones, including 'company' and 'store'.
- your routes:** A section on the right showing a list of routes, including 'buffer' and 'Route 1'.
- your places:** A section on the right showing a list of places, including 'House'.

The 'Truck 22' settings modal window is open, showing the 'New Notification' form. The form includes fields for Name, Days, Schedule, Events, Send to, and E-Mails. The 'Name' dropdown is set to '(R) buffer'. The 'Days' field is set to 'All Day'. The 'Events' field is set to 'Arrive'. The 'Send to' field is set to 'E-Mail'. The 'E-Mails' field is empty. The 'Save' button is highlighted with a blue circle and the number 5.

The following Reports are available to you. However, availability may vary by device model.

1. **Tracking Report:** Generates a report with all positions and events for the selected dates.
2. **Idle Time:** Generates a report with the location, time and date when the vehicle was idle.
3. **Distance:** Generates a report with the total distance and time traveled for the selected dates.
4. **In Out Zone Report:** Lists the location, date, time, speed and link to Google Maps for all zone entries and exits.
5. **Filtered by Speed Events:** Reports all the locations where the device breached speed limits.
6. **Complete Report:** Shows all positions, distance traveled, average speed, speed limit breaches and a link for each event in Google Maps.
7. **Ignition On Time:** Shows all ignition on notifications for the vehicle in the chosen dates.
8. **Top 10 Max Speed:** This report shows the top 10 vehicles that exceeded the chosen speed limits along with location, time and date of the breach.
9. **Over Speed:** This report shows the number of times the vehicle exceeded the set speed limits.
10. **Day Report:** This report shows total distance, speed, idle time and distance between idle points for the chosen device.
11. **Last Known Location of All Devices:** Shows the last location registered for all devices.
12. **Complete Report of All Devices:** Reports distance traveled, maximum speed, average speed, number of speed events, idle time and ignition on notifications for all devices in your account.
13. **Zone Report of All Devices:** Shows all the in/out of zone notifications for all the devices in you accounts.

**Note:** Reports 1, 2, 4, 6, 7, 9, 10 y 11 can be displayed on screen and may also be exported to an Excel file. All other are Excel reports.



How to generate a report:

1. Click on “1 your devices”.
2. Click the “Settings” button of the desired device.
3. Click the “Reports” tab.
4. Enter the desired date and time range.
5. Select a report from the drop down menu.
6. Select an output format.
  - a. Excel: the report exports to an Excel workbook.
  - b. Online: the report displays on screen.

**Note:** Reports will only display data for the notifications, routes and events that the chosen device is configured for. See the Notifications and Zones and Routes sections of this manual for more

The screenshot displays the AmericaLoc web application interface. On the left, a sidebar contains three main sections: '1 your devices' (highlighted with a blue circle), '2 tracking history', and '3 draw zones and routes'. The 'your devices' section lists several devices, including 'Truck 22', which is selected and highlighted with a blue circle. The main area shows a map of Queensborough Community College. A 'Truck 22' report window is open, showing the 'Reports' tab. This window contains a date range selector (2015-2-3 to 2015-2-11), a dropdown menu for 'Tracking', and buttons for 'Excel Report' and 'Online Report'. The right sidebar shows 'your zones' and 'your routes' sections. The bottom of the interface shows a status bar with 'TrackingReport (1).xls' and a blue circle with the number 7.

Click these icons to access the following functions:

- A. **General Reports:** Quickly access a given list of frequently used reports.
- B. **Help:** Access general information about the system.
- C. **Account Options:** Access this function to save the current view as the default, change passwords and update contact details.
- D. **Users:** Access this function to perform user administration tasks.

The screenshot displays the AmericaLoc web application interface. At the top, the navigation bar includes links for [home](#), [help](#), [account options](#) (labeled C), [users](#) (labeled D), and [log out](#). The main content area is divided into several sections:

- your devices:** Contains a 'GROUP' dropdown and a '1. Select report time Interval' section with 'start' and 'end' date pickers (2015-2-20 to 2015-2-28) and time selectors (08:00 to 08:00). Below this is a '2. Select Report' section with a dropdown for 'Last Known Location of All Devices' and an 'Excel Report' button. A blue circle 'A' is placed over the 'Excel Report' button.
- your zones:** Features a 'User' dropdown and a 'Shared' section with a 'Zones' list. The list includes 'company' (green), 'gjhfhjk' (blue), and 'store' (orange). A blue circle 'C' is placed over the 'Zones' list.
- your routes:** Features a 'User' dropdown and a 'Shared' section with a 'Routes' list. The list includes 'buffer' (yellow) and 'Route 1' (red). A blue circle 'D' is placed over the 'Routes' list.
- your places:** Features a 'User' dropdown and a 'Shared' section with a 'Places' list. The list includes 'House' (blue house icon). A blue circle 'A' is placed over the 'Places' list.

At the bottom, there are three tabs: '2 tracking history' and '3 draw zones and routes'. A central map area shows a satellite view of a residential neighborhood with a red location pin. Overlaid on the map are two windows:

- ACCOUNT SETTINGS:** A window with a 'Set current map view as my default map view: Save' button, a 'Time Zone:' dropdown set to '(GMT -5:00) Eastern Time (US & Canada), Bogota, Lima', and 'Save' and 'Edit' buttons. A blue circle 'C' is placed over the 'Save' button.
- Users:** A window with a 'New User' button and a 'Refresh list' button. It contains a table with user information:

Name	Last Name	User Name	E-Mail	Settings
Nancy	Stewart	nstewart	monyca927@hotmail.com	Settings

A blue circle 'D' is placed over the 'Users' window.



Follow these steps to create a sub-account:

1. Click the **Users** icon to view the existing list of users.
2. Click on **New User** to launch a User tab in your browser. Enter the user details and select the appropriate privilege levels.
3. Click **Save** to create the user.

Note: The user code and password must be at least eight alphanumeric characters. Accents and special characters are not permitted in the user name or password.

The screenshot displays the AmericaLoc web application interface. The top navigation bar includes links for home, help, account options, users, and log out. The left sidebar shows three main sections: 'your devices', 'tracking history', and 'draw zones and routes'. The main content area features a map with a satellite view. Overlaid on the map is an 'ACCOUNT SETTINGS' dialog box. This dialog box contains a 'Save' button for setting the current map view as default, a 'Time Zone' dropdown menu currently set to '(GMT -5:00) Eastern Time (US & Canada), Bogota, Lima', and a 'Change Password' button. Below the dialog box, a 'Users' table is visible, showing a list of users. The table has columns for Name, Last Name, User Name, E-Mail, and Settings. The first row of data shows 'Nancy Stewart' with the username 'nstewart' and email 'monyca927@hotmail.com'. A red circle with the number '2' is placed over the 'New User' button in the 'Users' table header.

Name	Last Name	User Name	E-Mail	Settings
Nancy	Stewart	nstewart	monyca927@hotmail.com	Settings

Follow these instructions to create a Zone Folder:

1. Click on the main **Zone Folder**, or **Zone Sub-folder**, where you would like to create the zone group.
2. In the window that opens, click on **Create New Group**.
3. Enter a **name** for the Zone Folder.
4. Click the **Save New Group** button.

Note: Zone Folders can be used to classify zones by region, state, type, etc.

The screenshot displays the AmericaLoc web application interface. On the left, a sidebar titled "your devices" lists various devices like "3g", "GL200", "TMobile", and "Truck 22", each with "Auto" and "History" options. The main area shows a map of a residential neighborhood with a "Zones" dialog box open. The dialog box has a "Name" field containing "Zones" and a "Save" button. Below this, there are two buttons: "Create New Group" (labeled with a circled 3) and "Save New Group" (labeled with a circled 4). The right sidebar, titled "your zones", shows a list of zones with a "company" zone highlighted. Below this, there are sections for "your routes" and "your places".