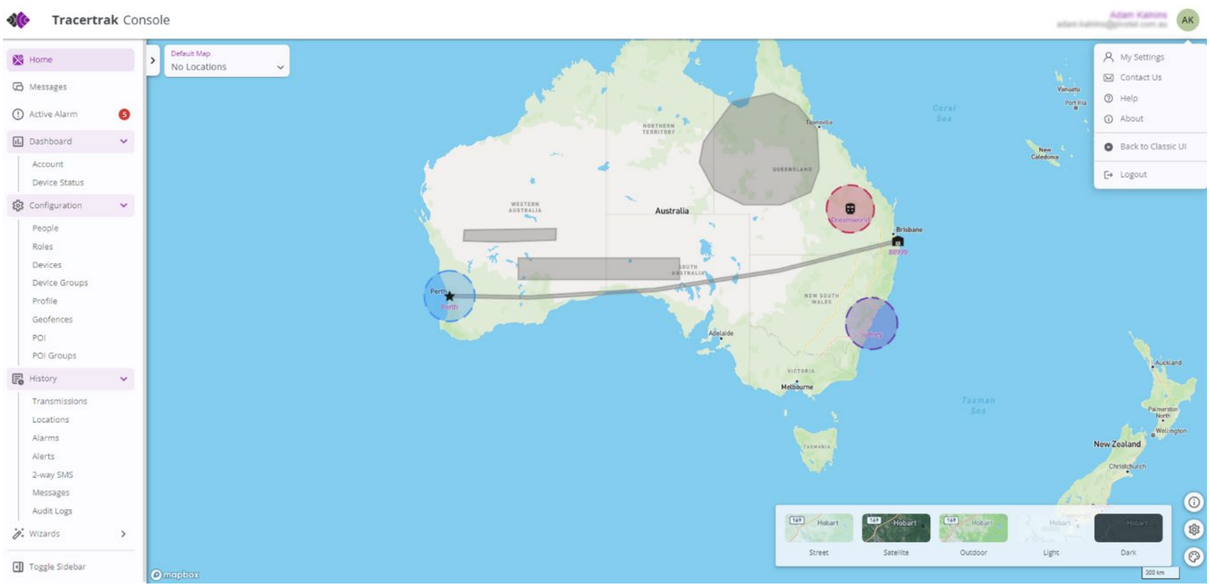
Tracertrak Next Generation Console (NGC) User Manual

We have moved from Blue (Tracertrak Classic) to Purple (Tracertrak NGC)!

As a result, you will experience a more intuitive, efficient, and future-ready solution with new features, enhanced functionality, and an improved user interface that takes Tracertrak to the next level.

This user Manual has been designed to take you on a set-up journey that aligns sequentially with the headings in the home navigation panels below.

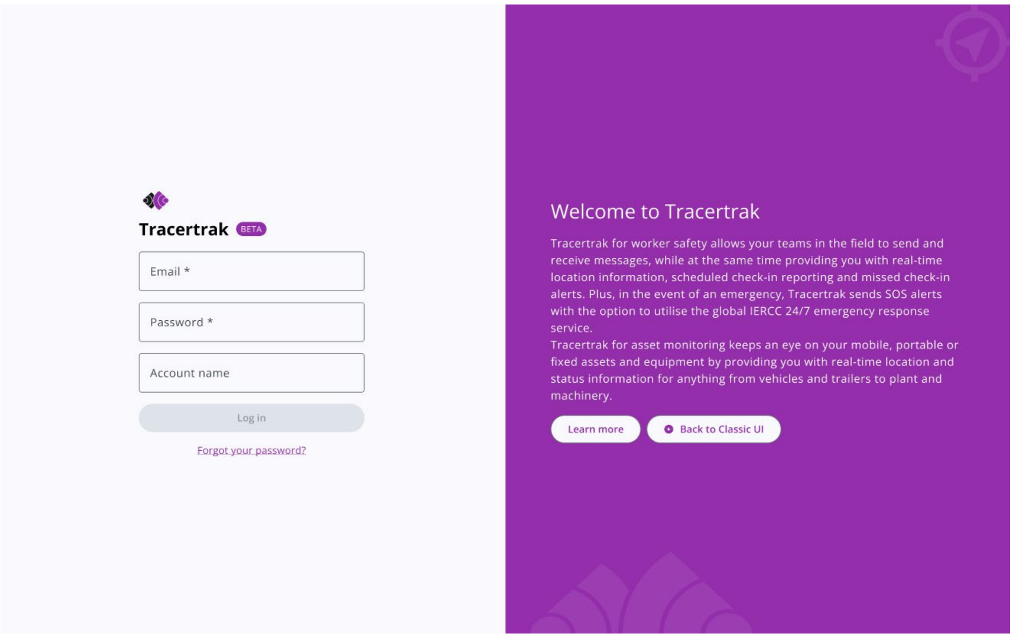
We hope you enjoy this new Tracertrak experience.



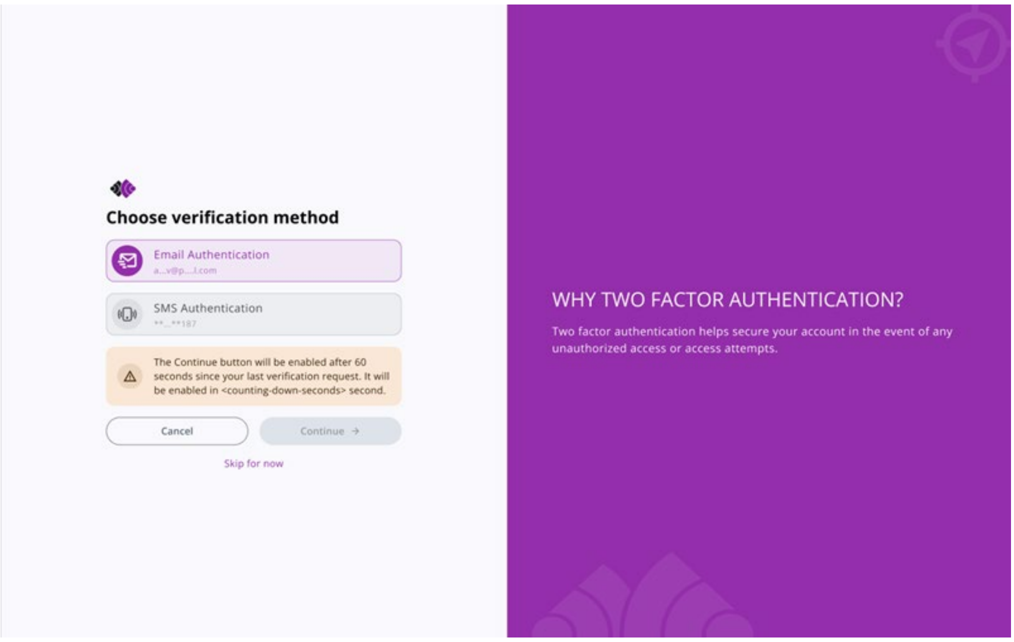
Logging In & Two Factor Authentication (2FA)

Visit - https://console.tracertrak.com.au/home/login

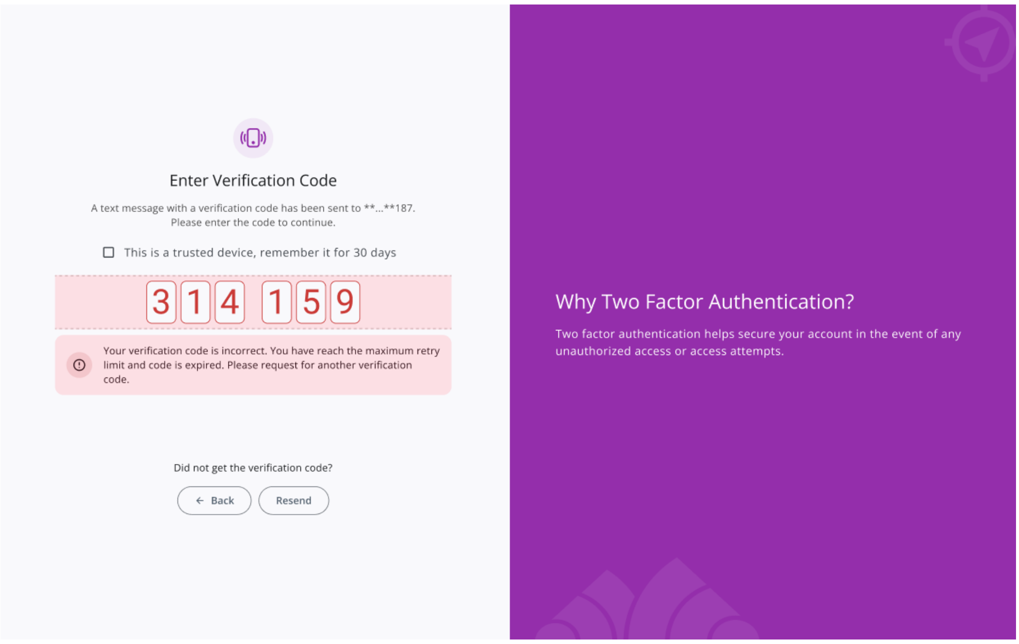
- Enter your Username, Password and Account Name.



- Choose either your phone or email address that we will use to send your one-time code. Make sure to update your contact details to avoid any inconvenience.



- Enter the code you have received and tick the trusted device box to remember your log in details on this device for 30 days.



Once you log into the new Tracertrak NGC Console experience you can return at any time to the Tracertrak Classic Console by selecting the “Back to Classic UI” option in the options under the Avatar in the top right-hand side of the screen.

While we provide for the bulk of current features in the new NGC console, we are still perfecting some of the other features to be released in upcoming deployments.

The estimated delivery of features and functions is detailed in the Tracertrak Next Generation Console Release Notes 2024 Q2. Features not available in the initial release are marked as [Coming Soon]

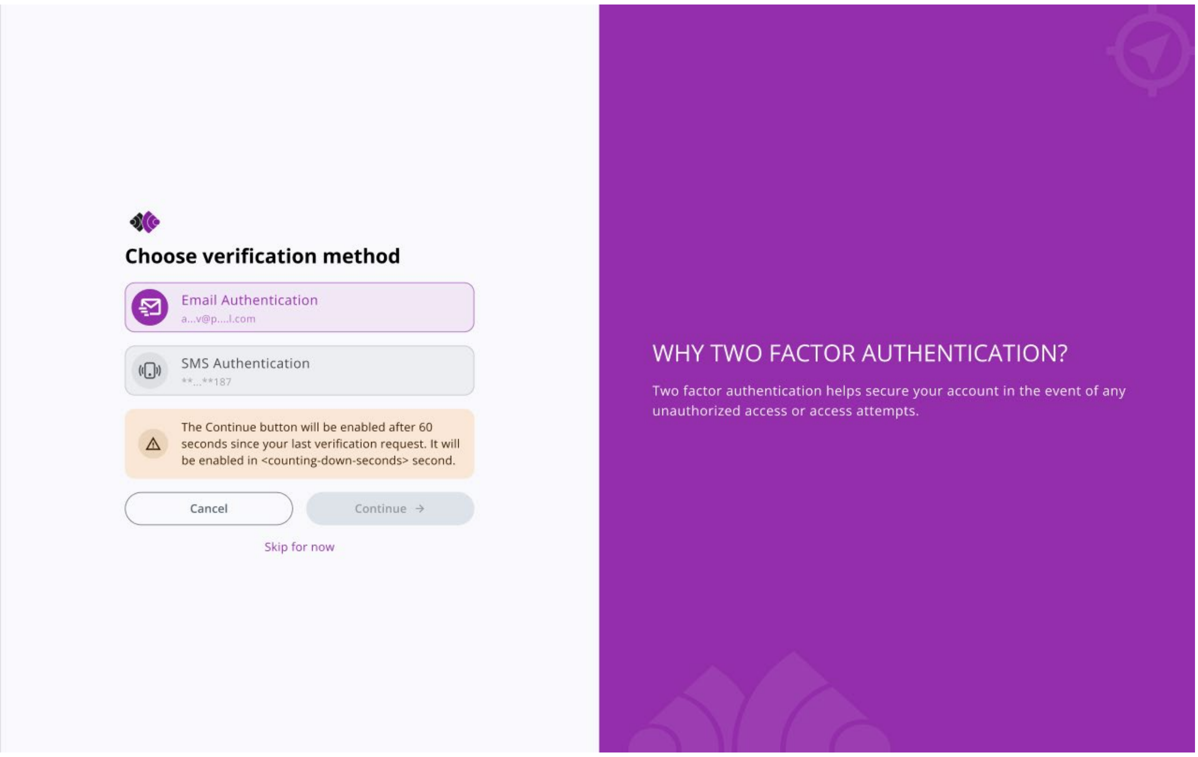
! Visual New Alarm Notifications in the Console are not supported with the initial deployment of the new NGC Console. If you use the Console as a method to receive New Alarm Notifications, you should continue to use the Tracertrak Classic Console at this time!

What does this mean?
If you are using any of the yet to be released features currently in Tracertrak you still must use the Tracertrak Classic Console to configure and view these features.

You may navigate between TT Classic (Blue) and TT NGC (Purple) to view, configure etc these features, refreshing pages when changes are made.

Information regarding Two-Factor Authentication (2FA) in the Tracertrak Console

What is it?
Two-Factor Authentication (2FA) is a security improvement to help protect your personal information and your organisation. It does this by including an additional authentication step when logging into the console, where you are prompted to enter a code that is delivered to your phone or email.

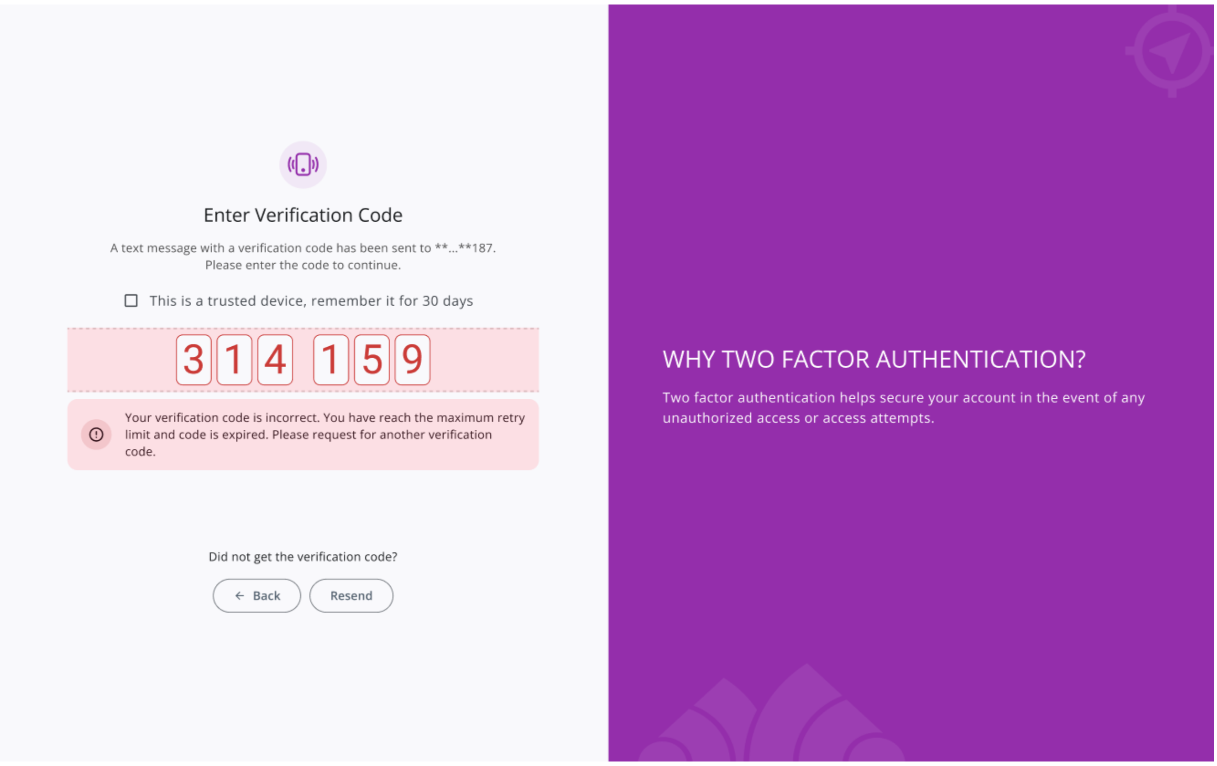


Who does this affect?
Two-Factor Authentication will be implemented for everybody who uses the Tracertrak console.

How will this change the way I work?
The only impact it will have on your work is when you log into the console. After you have entered your username and password successfully, you will be prompted with the extra security step. When the code is approved, you will be directed to your usual landing page.

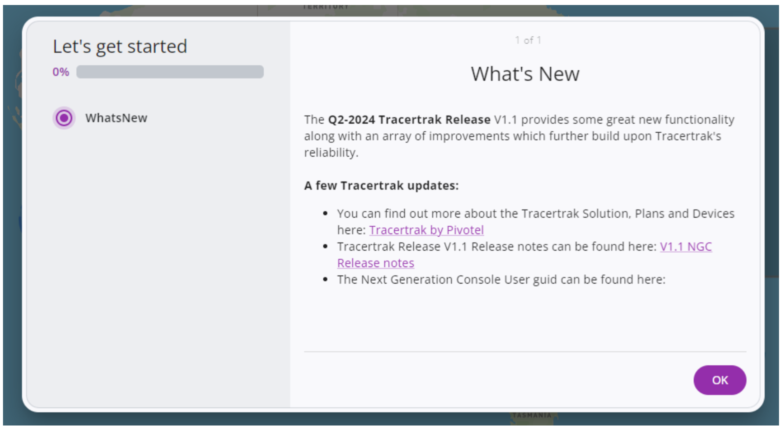
I didn't receive my code.
If you haven't received your code in a reasonable amount of time, you will be able to request a new one. Check that your details are correct. If none are valid, contact your administrator to update your contact details.

What does "This is a trusted device, remember it for 30 days" mean?
By checking this box before entering the code, Tracertrak will trust future logins from your device and will only prompt you for your username and password for the next 30 days. After that, you will be asked for a new verification code.



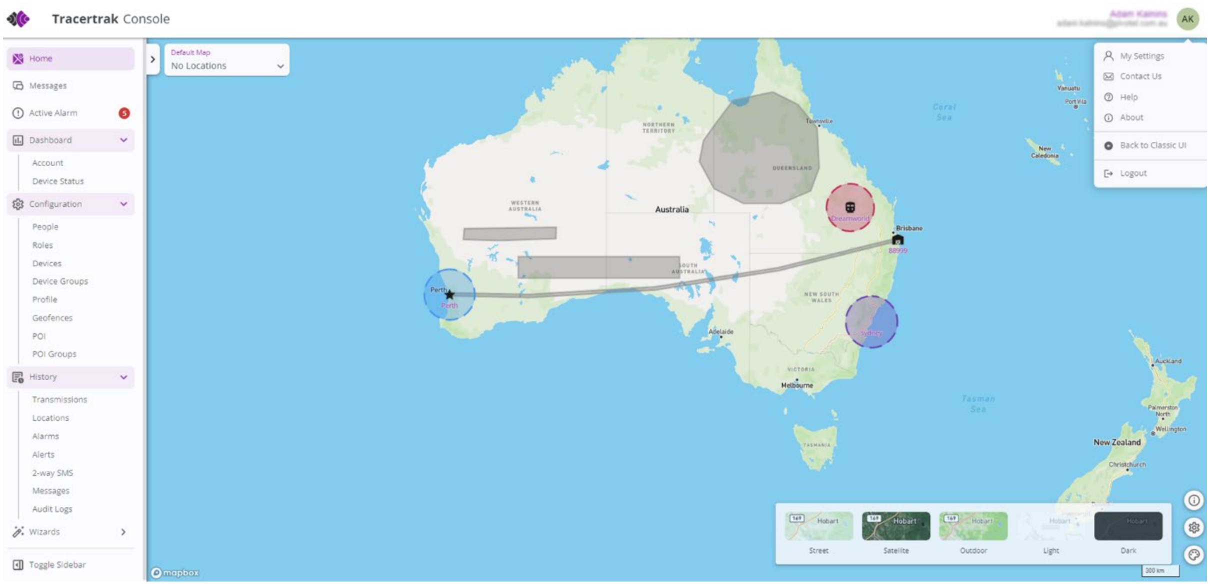
Can I use my Microsoft or Google authenticator to log into Tracertrak?
The only method available at this point in time, is to request a one-time password via email or SMS.

On logging in to the Console you will be met by the **Welcome Wizard** which will step you through setting up some of the basic personal settings such as Account Nickname and contact details



Home

Expand / Collapse menu sidebar button (Toggled) Click to expand / collapse the main navigation menu sidebar. Located in the bottom left-hand corner of the menu sidebar.	



Map & Find Location

Basic Map Interactions

- Set your preferred option for the default map in the top left corner of the map screen – No locations or Last Known Locations. Each time you open the map screen your default selection will be displayed.
- Zoom in and out using + and – buttons in top right of screen or by the scroll wheel on your mouse
- Click on the icons displayed on the map to view device or person details
- Map layers – Click the palette in the bottom right-hand corner i.e. Satellite, Street views.
- Turn on and off the display of Geofences and Points of Interest (POI) using the cog icon in the bottom right-hand corner of the map screen
- View the Geofence status legend by selecting the (i) icon in the bottom right-hand corner of the map screen
- Toggle on and off the Live Update feature for Active Alarms by selecting the top icon in the bottom right-hand corner of the map screen
- Use the search bar at the top of the screen to search for people and assets [Coming Soon].

- Under the user Avatar in the top right-hand corner of the map screen a user can navigate back to the Tracertrak Classic Console to perform any functions not yet migrated to the Next Generation Console

Click to open / close the Map style selector to change the Mapbox map style between available options. Located in the bottom right corner of the map.	
Turn on and off the display of Geofences and Points of Interest (POI) using the cog icon in the bottom right-hand corner of the map screen	
View the Geofence status legend by selecting this icon in the bottom right-hand corner of the map screen	
Toggle on and off the Live Update feature for Active Alarms by selecting the top icon in the bottom right-hand corner of the map screen	

Search People

Select People Tab

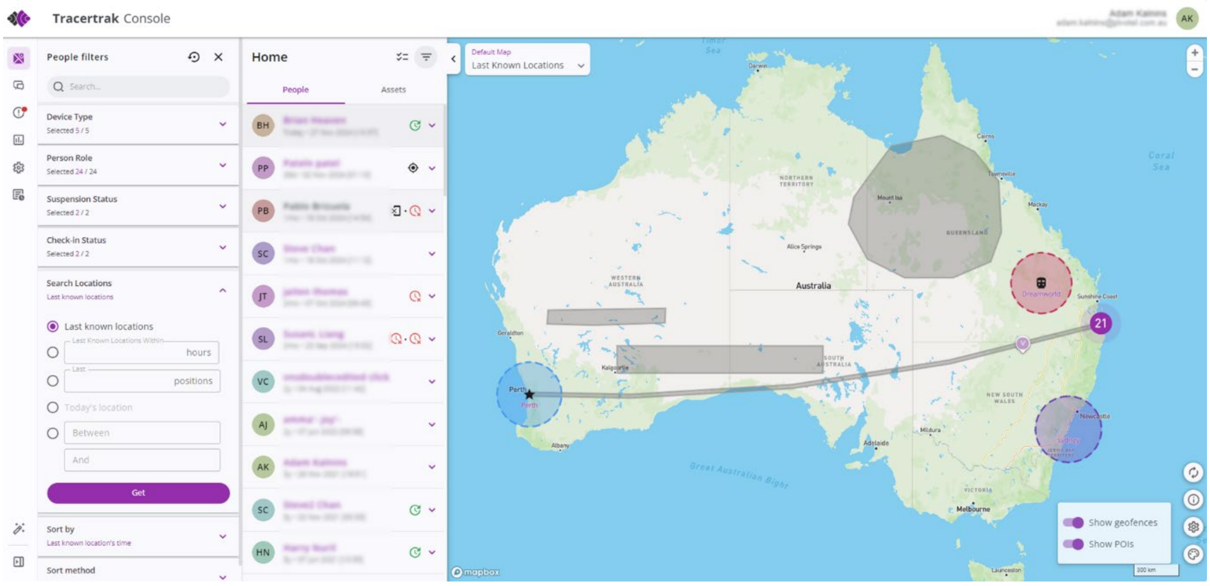
- To Select one or more people or devices from the list, click on the Avatar beside the Person or Device name.

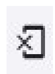
To search for a person, use the search bar in the People panel to enter the name

Filter Button Click to show / hide the filter panel. Located on right hand side of the People / Assets header panel.	
Side panel toggled button (Toggled) Click to show / hide the people, assets, alarms side panel. Located in the top right-hand side corner of the side panel	‹

Use the Search Locations filter to change the default map search, for example, to view all of the locations for a person over a period of time. You can also filter your search criteria by:

- Person Role – All, Administrator, Guest, Manager, Minimum Access, Notification Only, Super User, Supervisor
- Device Type – All, Application, inReach, Iridium 9575, SPOT, SPOT3 / SPOT4
- Check-in Status – All, Active, Inactive
- Suspension Status – All, Active, Suspended
- Sort By – Person Name, Last known location.
- Sort Method – Ascending, Descending

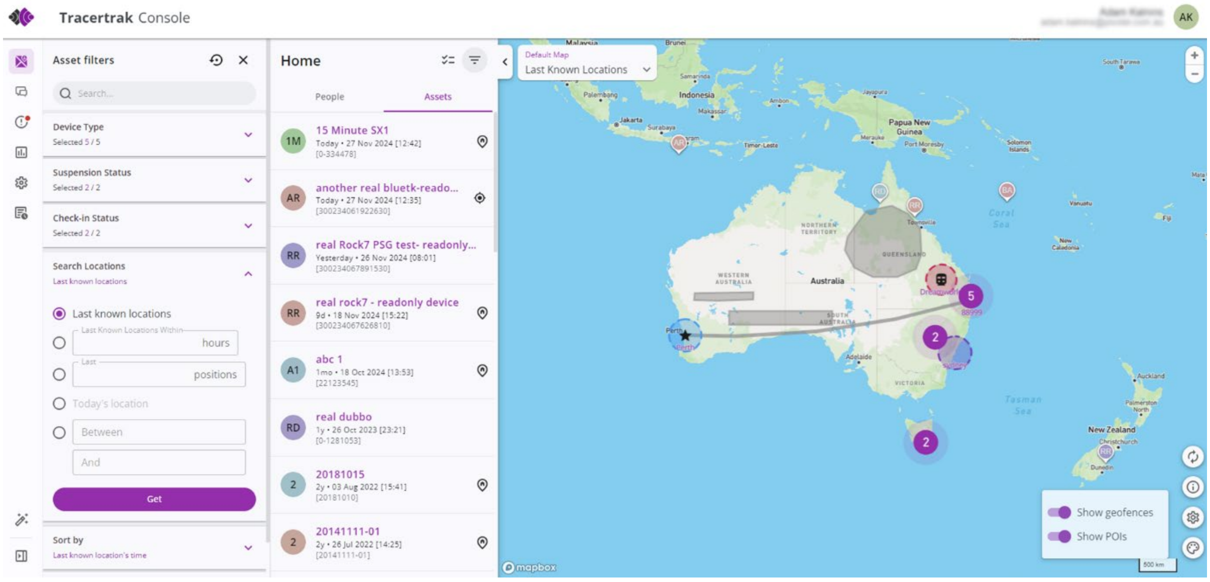


Unmonitored status icon From the people or assets sidebar list item. Indicates the Scheduled Monitoring is OFF	
Fixed check-in status icon From the people or assets sidebar list. Indicates the person / device uses a fixed check-in profile.	
Flexible check-in status icon From the people or assets sidebar list. Indicates the person / device uses a flexible check-in profile.	
Fixed location status icon From the people or assets sidebar list. Indicates the person's device / asset has a home location as its fixed location.	
Suspended status icon From the people or assets sidebar list. Indicates the person's device / asset is currently suspended.	
Indicates the Scheduled Monitoring is ON	

Search Assets

Select Assets Tab

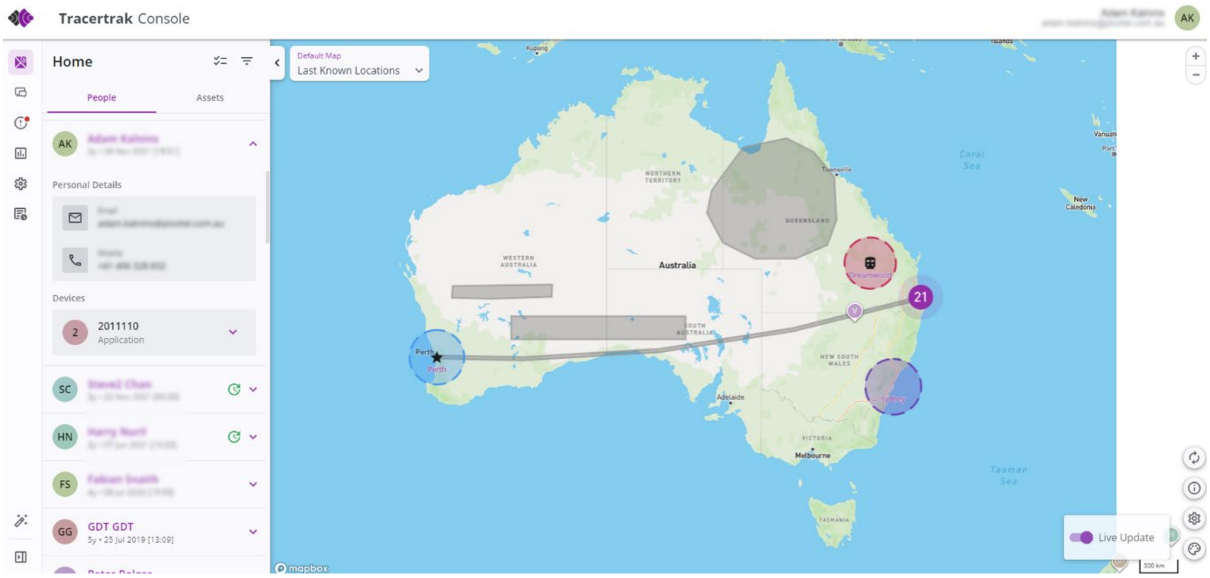
Filter Button Click to show / hide the filter panel. Located on right hand side of the People / Assets header panel.	



- Device Type – All, SmartOne, SPOT Trace.
- Check-in Status – All, Active, Inactive
- Suspension Status – All, Active, Suspended
- Sort by – Asset name, Last known location
- Sort method – Ascending / Descending

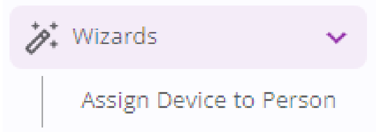
View Person & Asset Details

- Select the drop-down arrow next to the person or asset
- See Personal details and assigned devices
- Select drop down on devices to see device and application information
- You may also click on a map icon to see further Transmission details



Wizards' library – Bottom left side bar

Select the wand icon in the bottom left side bar to access the Tracertrak Wizards library 

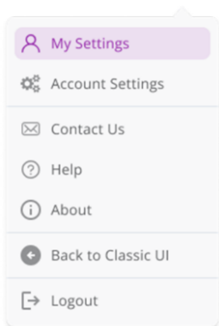


Notifications bell – Top right bar [Coming Soon]

Notification button
Click to open the notification preview panel which contains system messages and notifications. A red dot means there are unread notification(s). 

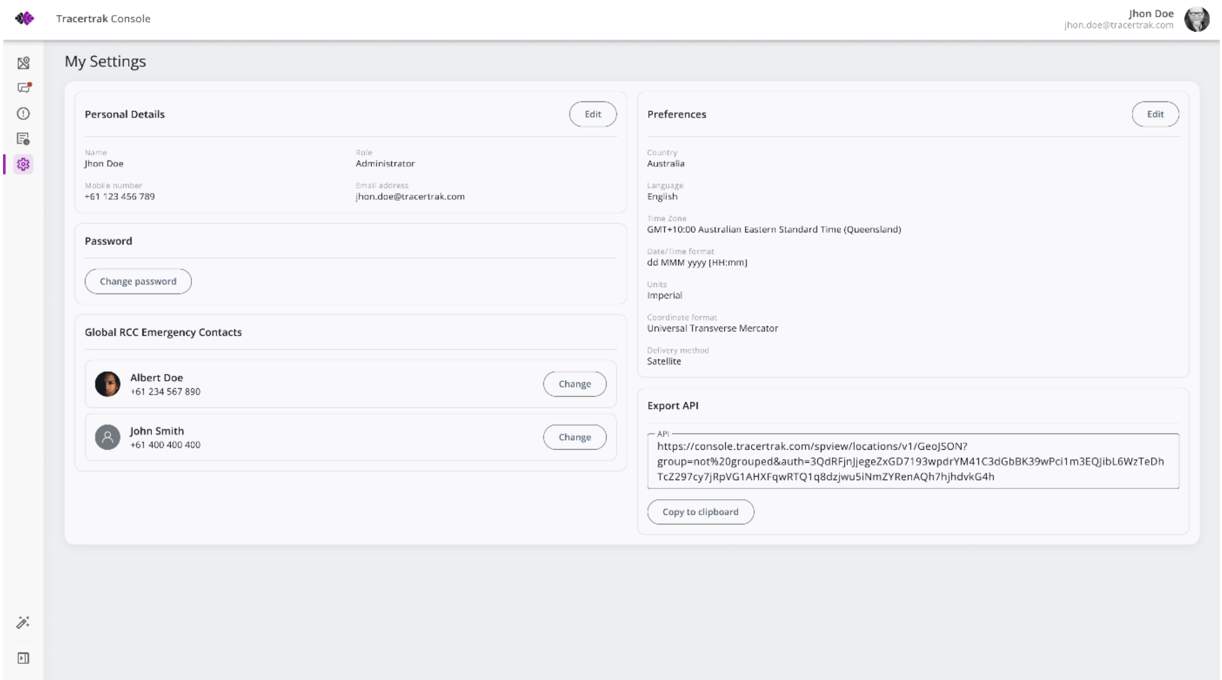
Under the Avatar

Click on the Avatar in the top right of the screen to access this menu. Here you can update:



My Settings

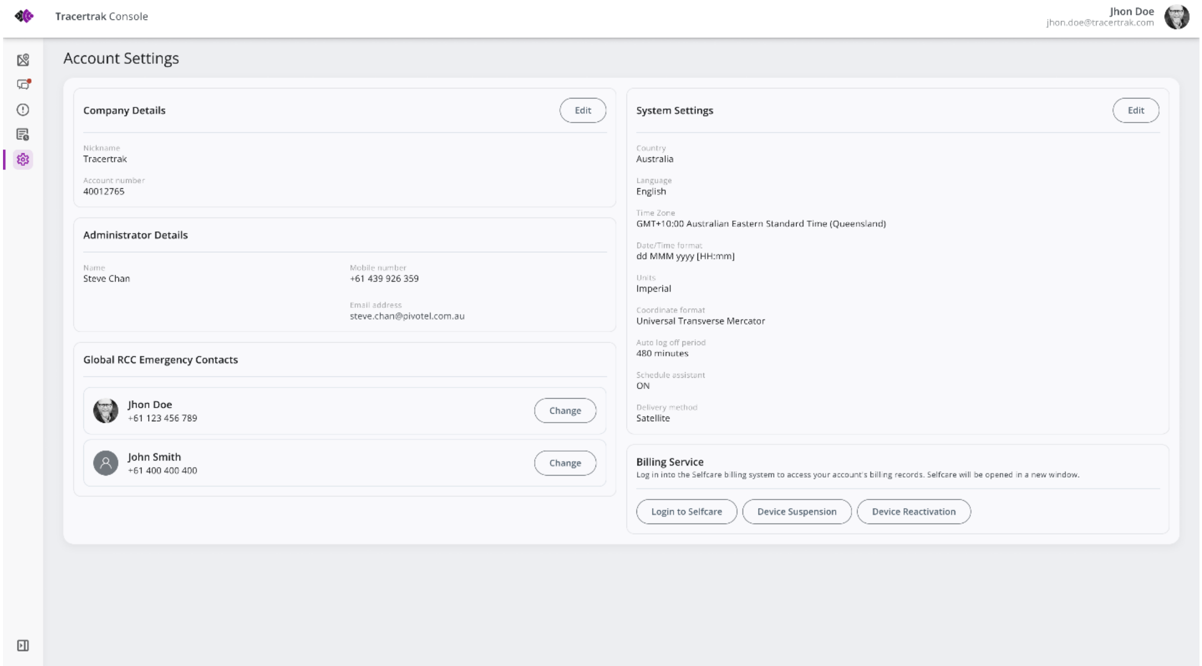
- Personal Details
- Password change location
- Global RCC Emergency Contacts
- Console Display Preferences
- Export API



If you are the Administrator, you can access the Account Settings and update:

- Company Details
- Administrator Details
- Global RCC Emergency Contacts
- System Settings
- Billing Service Options:

    - Login to Selfcare - Pivotel Selfcare is our online portal for you to login to your Pivotel Satellite account from your computer, mobile phone or tablet. Easily manage your account details, view your usage, pay your bills online and more
    - Device Suspension [Coming Soon] – Currently re-directs you to the Classic Console where you can perform the action
    - Device Reactivation [Coming Soon] – Currently re-directs you to the Classic Console where you can perform the action



Contact Us – Provides Pivotel Customer Care email and Phone number contacts.

Help – Provides a link to Tracertrak Console Support documentation.

About – Provides information about the Tracertrak Version, Account name and number.

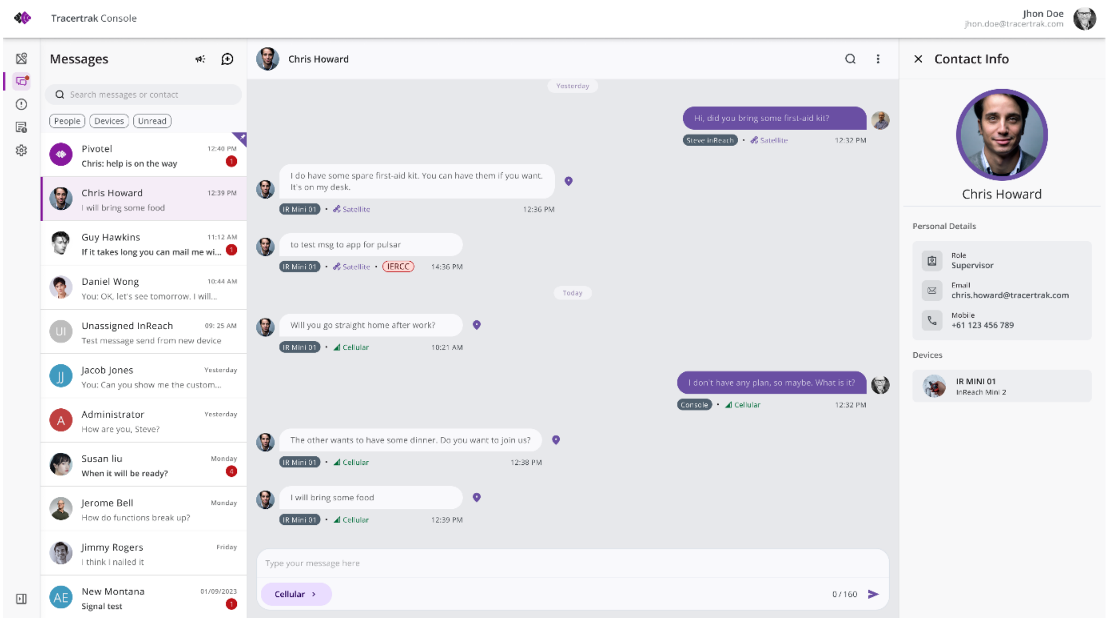
Back to Classic – Navigates you back to the previous version of Tracertrak where you can view and configure features that have not yet migrated to the Next Generation Console

Logout

Messages

Create new conversation button Click to start a new conversation or a new message to selected contacts. Located in the right-hand side of the Messages header panel.

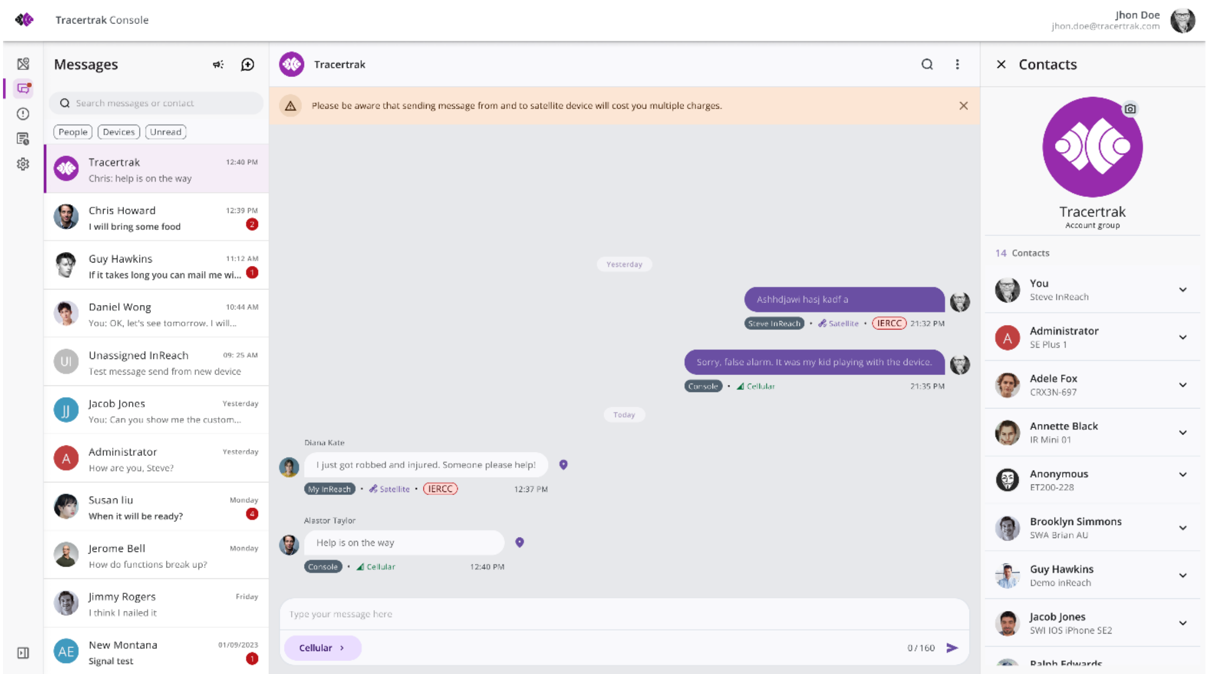
Single Conversation Example:



- The Messages side panel shows all messages from People/ Devices and those Unread
- To begin a message, select the contact by pressing the + button inside the Messages panel
- This will bring up a list of People to select from and begin your message
- By selecting the 3xdots in the top right bar of the recipients message the individuals contact details will be displayed in an expandable panel on the right
- You may select the method of transmission for your message i.e., Console to Console or Satellite based on your permissions of your role set by the Administrator

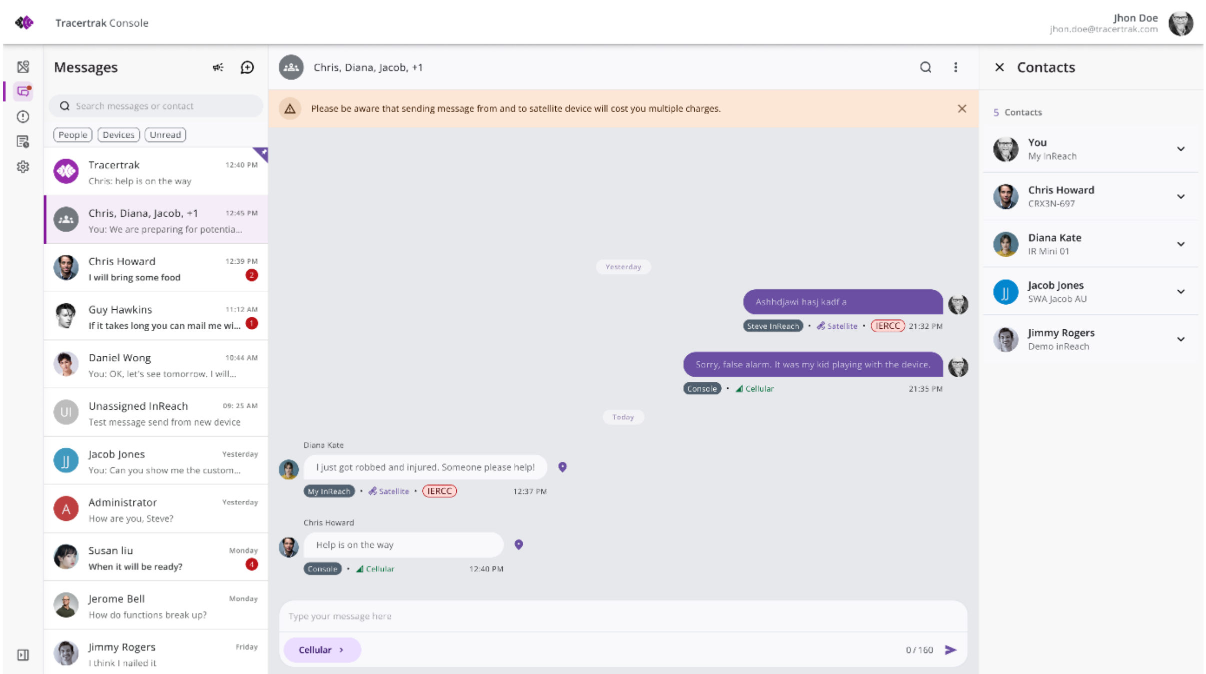
Note: Your Message History accumulated in the Classic Tracertrak Console will not be visible in the Next Generation Console. Also, any users that are assigned to *Worker* roles in the Classic console and have not had an email address updated will only be able to receive messages sent from the Tracertrak console on their device.

Account Conversation Example:



An account wide message is indicated by the TT Avatar in the message thread list. All users in the account can see these messages. The Account message group is pinned to the top of the conversation list. Note: Sending satellite messages on this channel could result in additional messaging costs

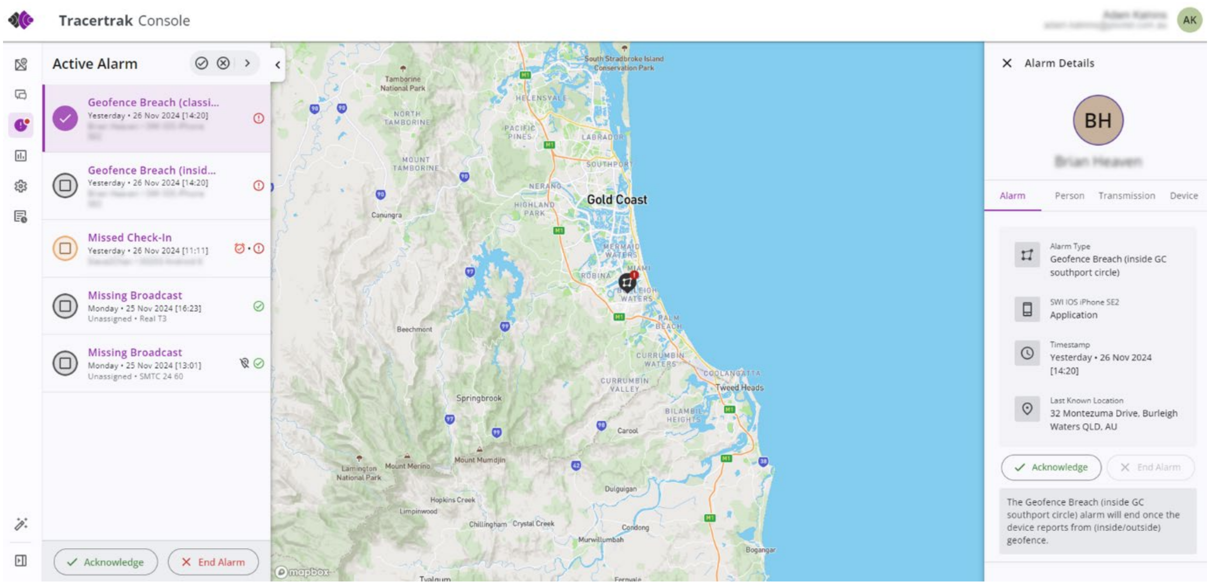
Group Conversation Example:

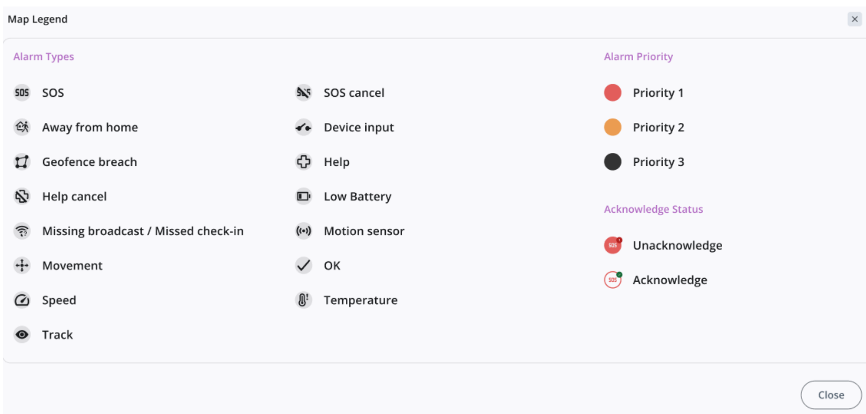


Users can create a group chat by selecting multiple users and adding them to a group. Multiple participants are indicated by a purple highlight message thread list. The Group chat name can be changed.

Alarms

- Shows missed check-ins, low battery, SOS, movement, Geofence etc. on the map and in the side panel
- Alarm details are shown on right hand side expandable panel by clicking on each alarm icon on the map
- Acknowledge and End alarm functions are performed from this Alarm Details panel by single or bulk selection of the event
- Alarm Details Panel – Outlines the Alarm, Person, Transmission and Device information
- Search and Filter functions are available in the Active Alarms panel





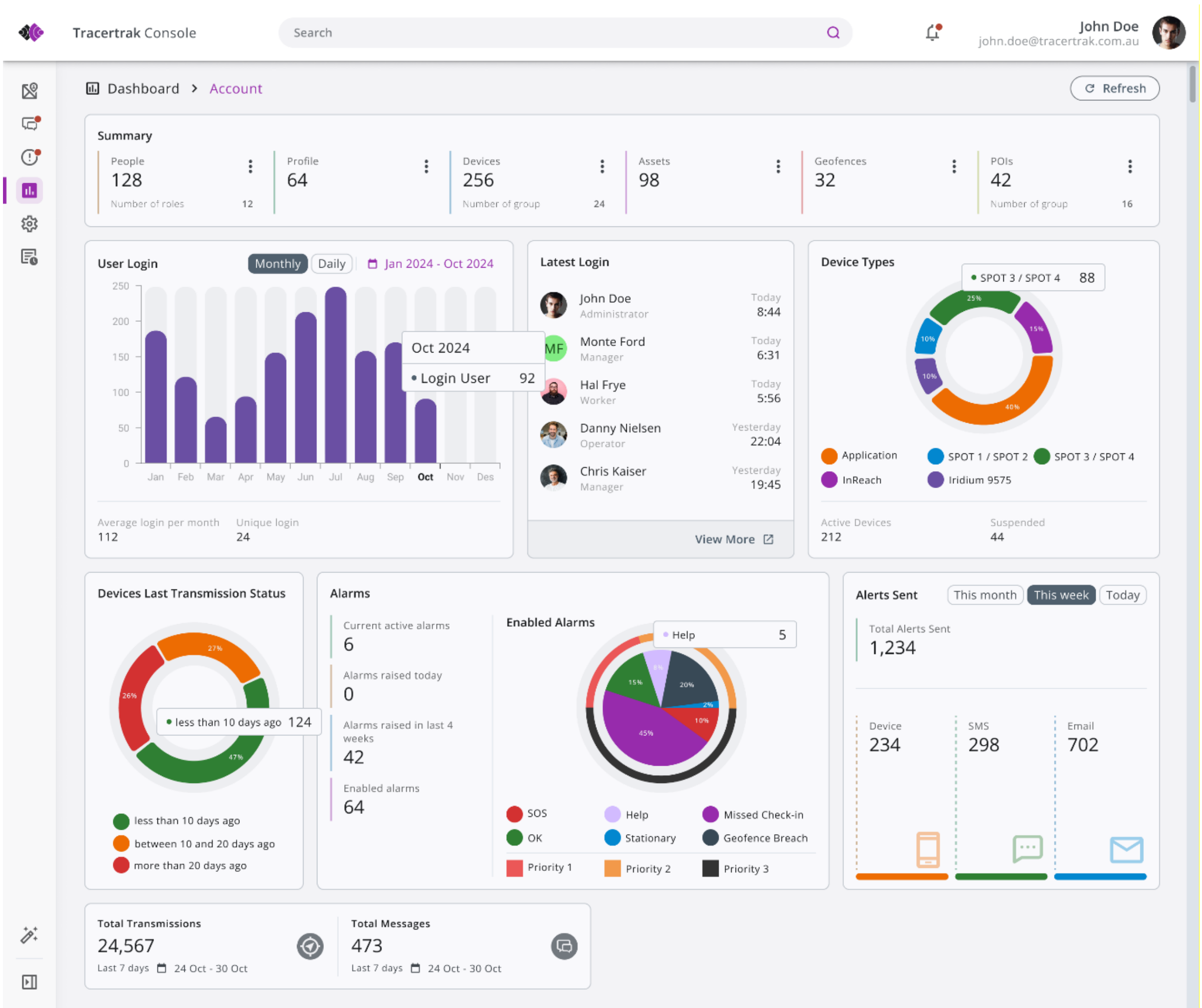
Dashboard

Navigate to the Dashboard icon > Account page and select the Refresh button in the top right-hand corner of the page.

[Coming Soon] There will be reduced metrics to view in this page until the February 2025 release

This view will provide you will a snapshot of how your Tracertrak Console is being used. In the Summary section click on the 3 dots to take you to the page where further detail and editing can be performed.

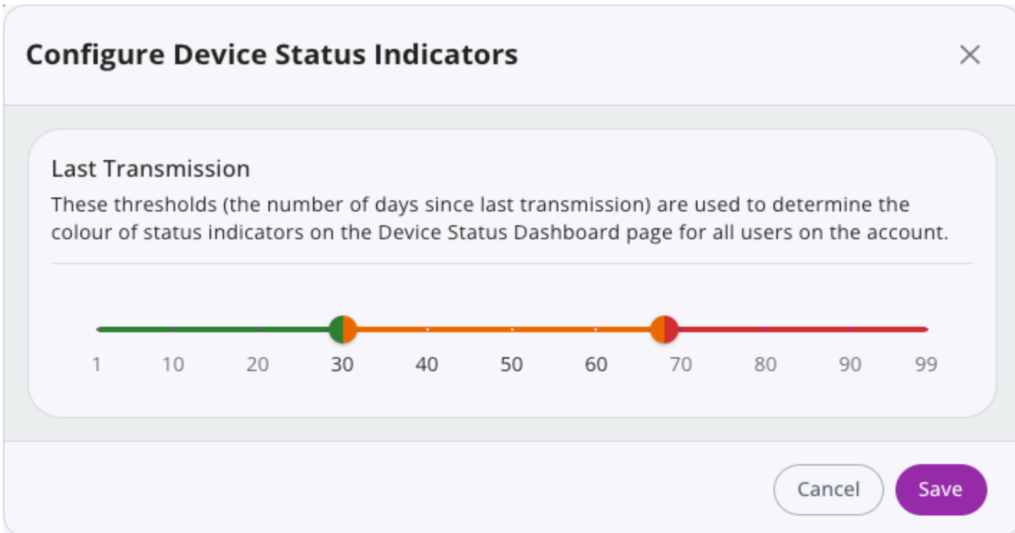
Use the cursor to hover over metrics to gain deeper insights and view the tool tips.

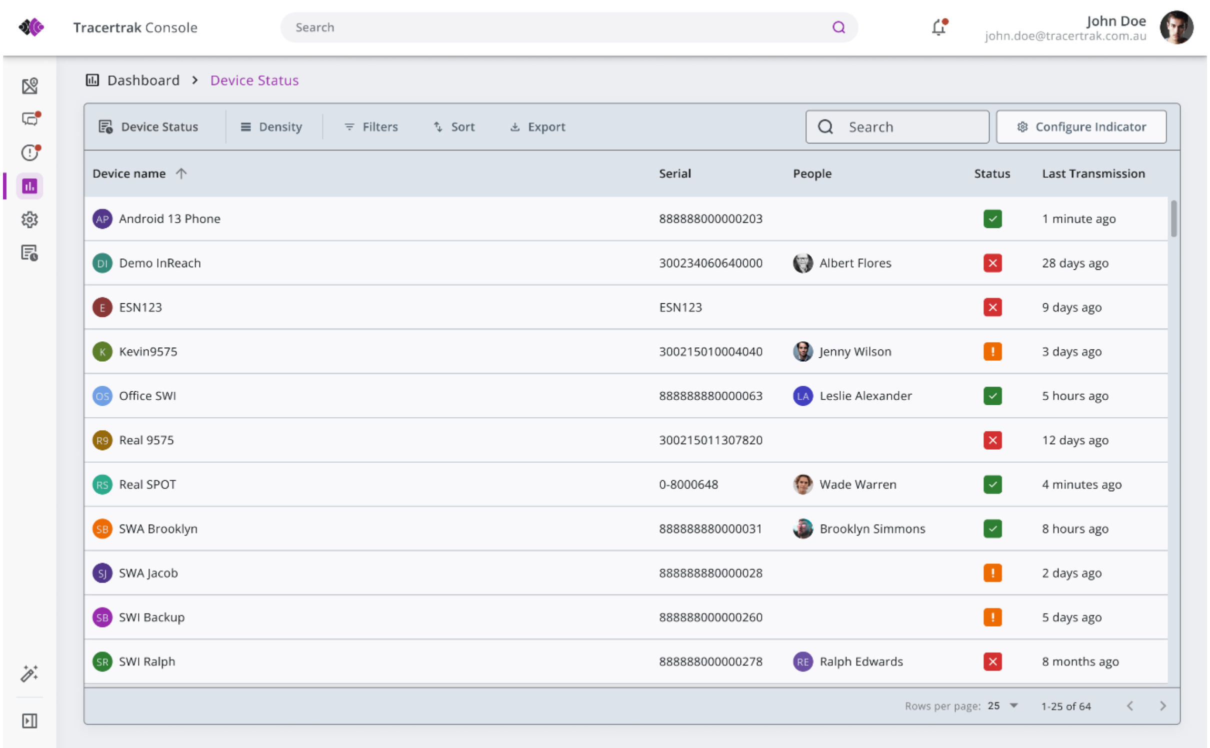


Device Status

Navigate to the Configuration > Device Status page and select the Configure Indicator to set the status threshold for devices

Slide the bar to set the overall status threshold based on your personal preferences in minutes, hours and days

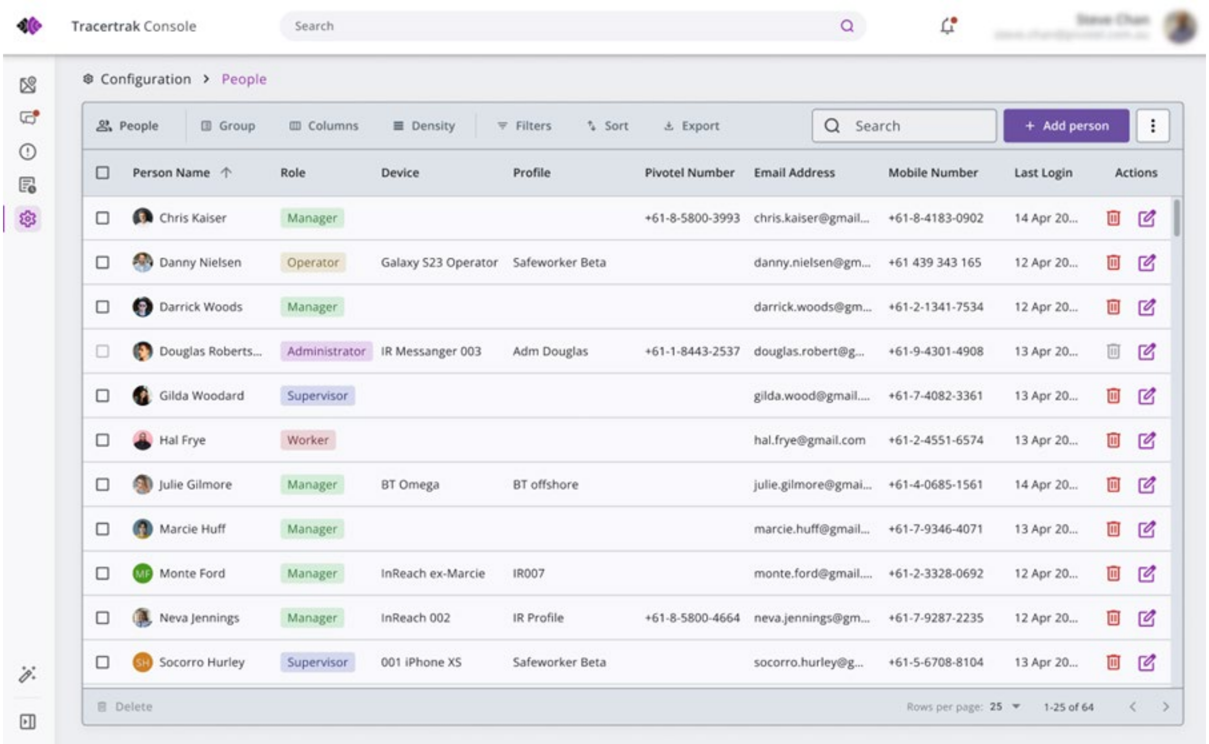




Configuration

How do I add a person?

Navigate to the Configuration > People page and select the Add person button in the top right-hand corner of the page.

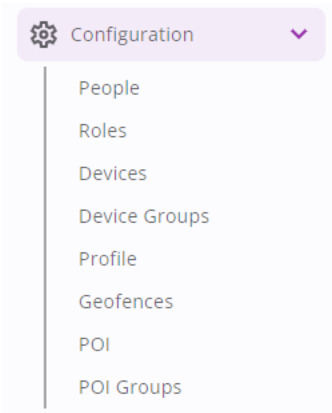


This selection will open the Create New Person pop up. Enter the Personal details, Address, Global RCC Emergency contacts, Device Group and any free form additional information required for this individual.

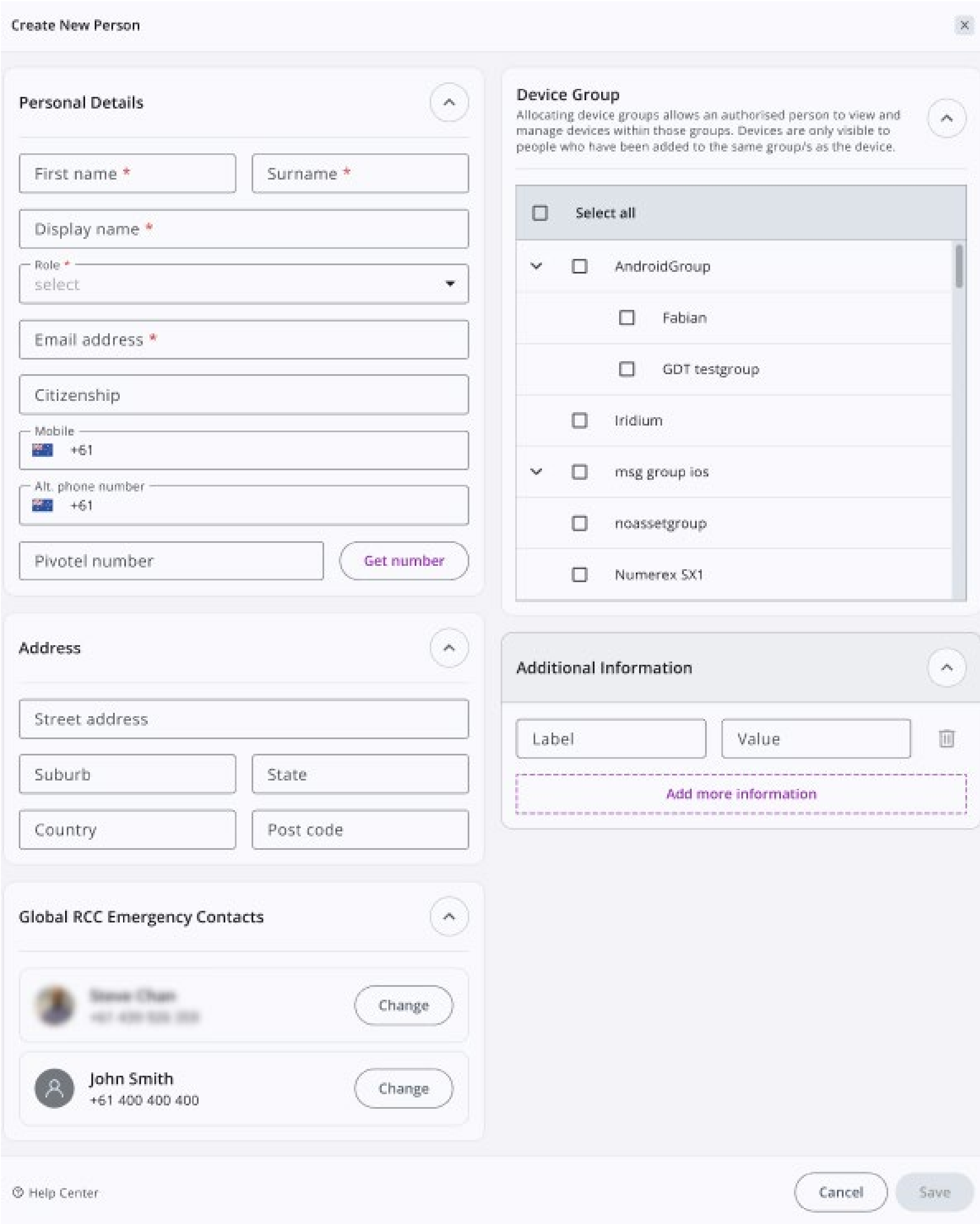
Adding a person allows that person to login to Tracertrak and to be assigned a profile with associated devices.

When creating a person, you will be required to enter the persons personal details including their name, and a unique email address. You will need to select an appropriate role and allocate them to the required Device Groups.

Tracertrak will email the new user with login instructions.

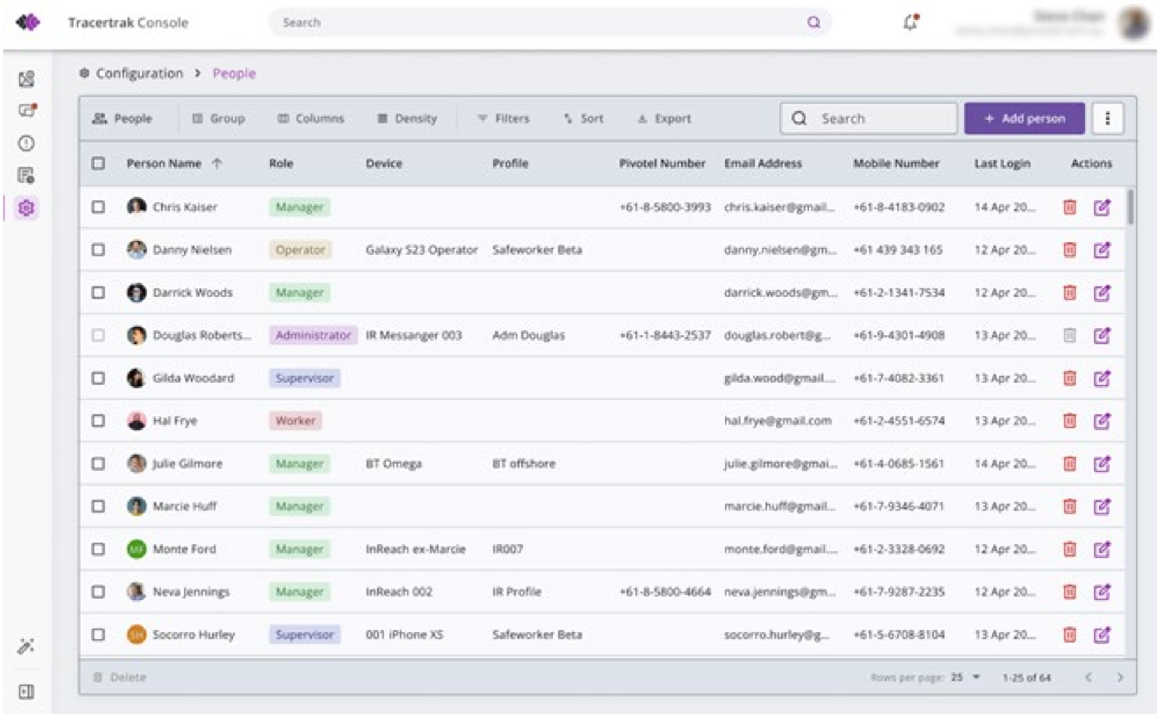


If the Tracertrak account is linked with GEOS, you will need to provide additional mandatory information that will support GEOS/ Global RCC in the event of an SOS event.



Click Save when you have entered all mandatory details.

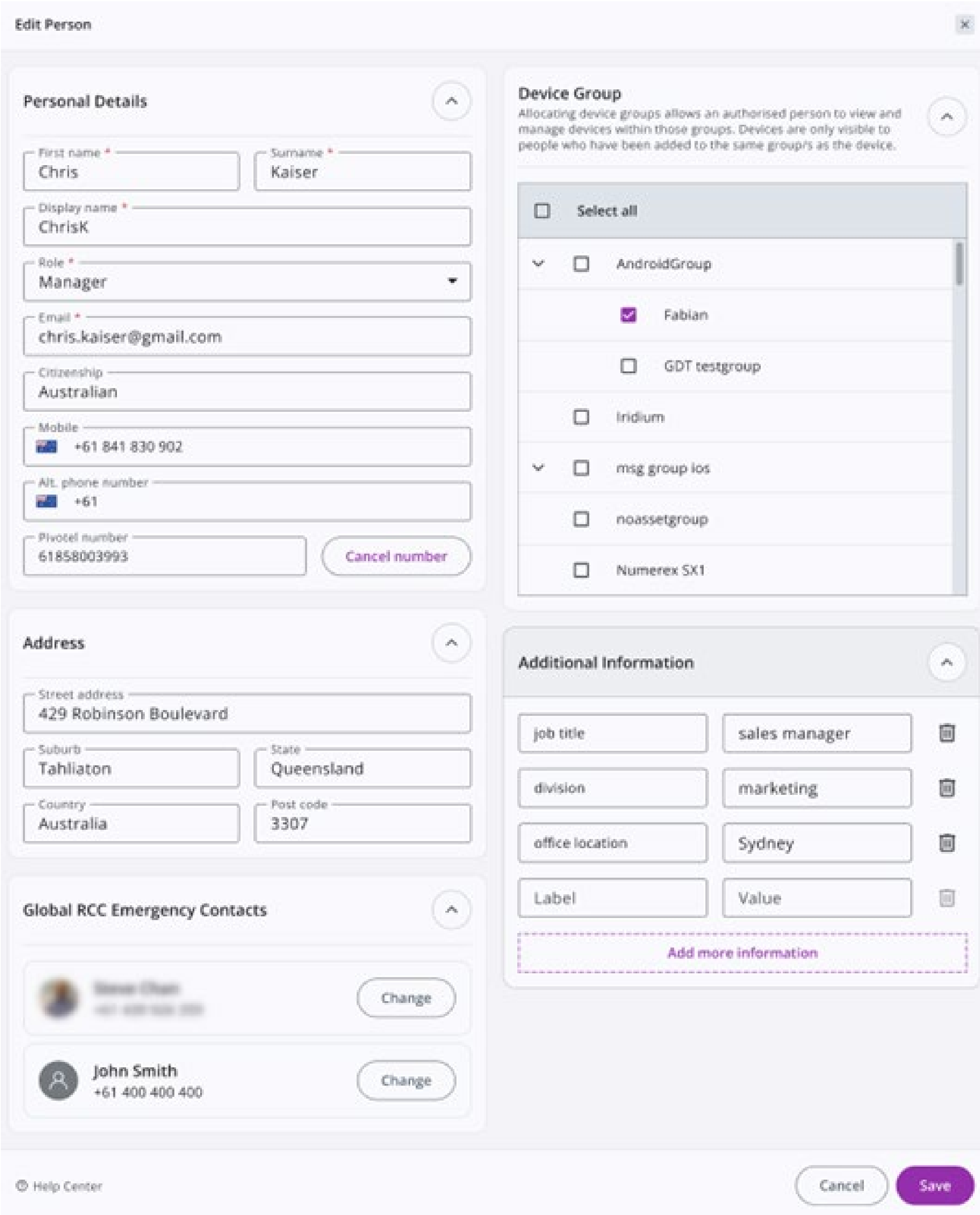
How do I edit a person?



Navigate to the Configuration > People page and select the edit person button at the end of the person row.

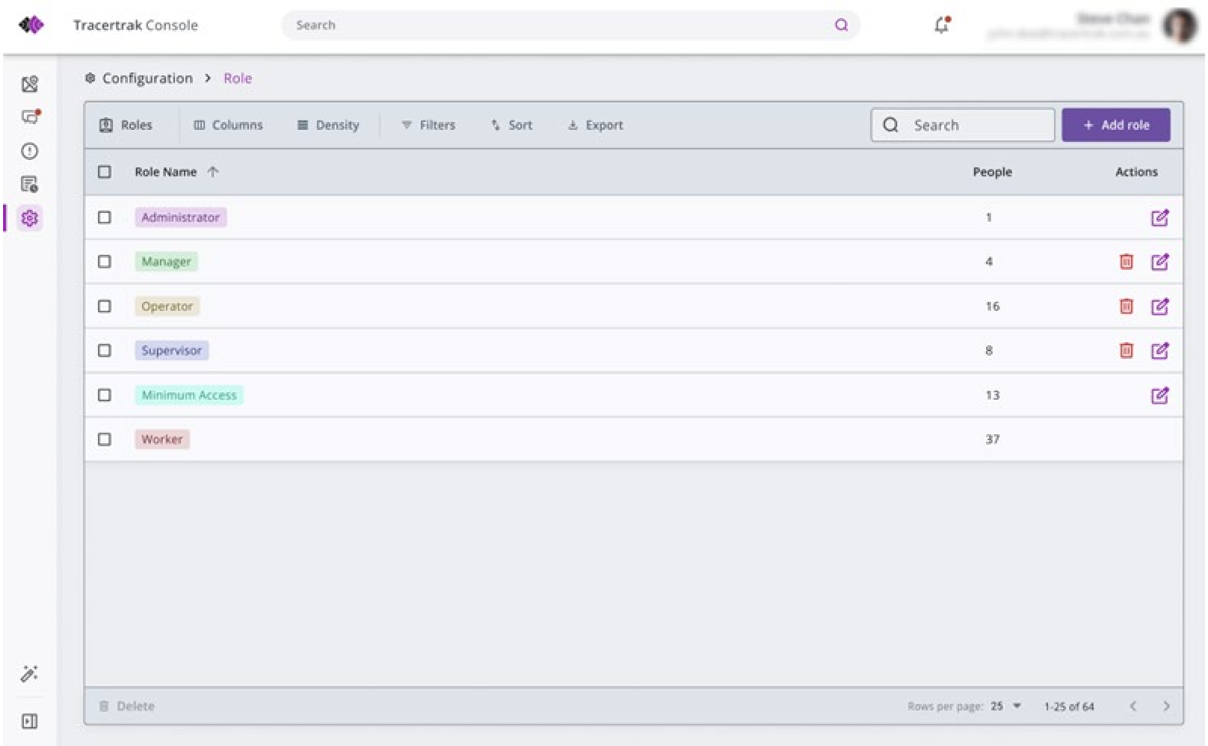
The Edit person screen will pop up and display the persons details. From here, you may edit the personal details, address, Global RCC contacts, Device Group fields and any free form data under the additional information section.

Remember to **save** your selection.

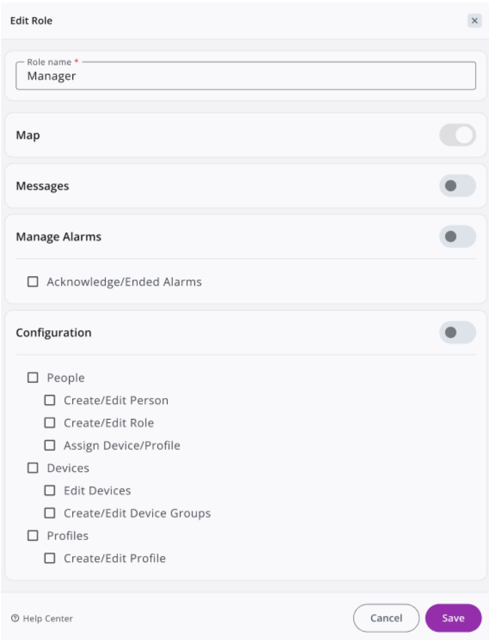

Edit Person
Personal Details
First name *
Chris
Surname *
Kaiser
Display name *
ChrisK
Role *
Manager
Email *
chris.kaiser@gmail.com
Citizenship
Australian
Mobile
+61 841 830 902
Alt. phone number
+61
Pivotel number
61858003993
Cancel number
Address
Street address
429 Robinson Boulevard
Suburb
Tahliaton
State
Queensland
Country
Australia
Post code
3307
Global RCC Emergency Contacts
Change
John Smith
+61 400 400 400
Change
Device Group
Allocating device groups allows an authorised person to view and manage devices within those groups. Devices are only visible to people who have been added to the same group/s as the device.
Select all
AndroidGroup
Fabian
GDT testgroup
Iridium
msg group ios
noassetgroup
Numerex SX1
Additional Information
job title
sales manager
division
marketing
office location
Sydney
Label
Value
Add more information
Help Center
Cancel
Save

How do I Manage People Roles?

Under Configuration > People Roles, select this button to view the roles associated with the Account.



You can add a role by selecting the “Add Role” button which will take you to the Create/Edit role pop up. From here select your role title from the drop-down box or enter manually and assign the associated permissions. Save your selections.



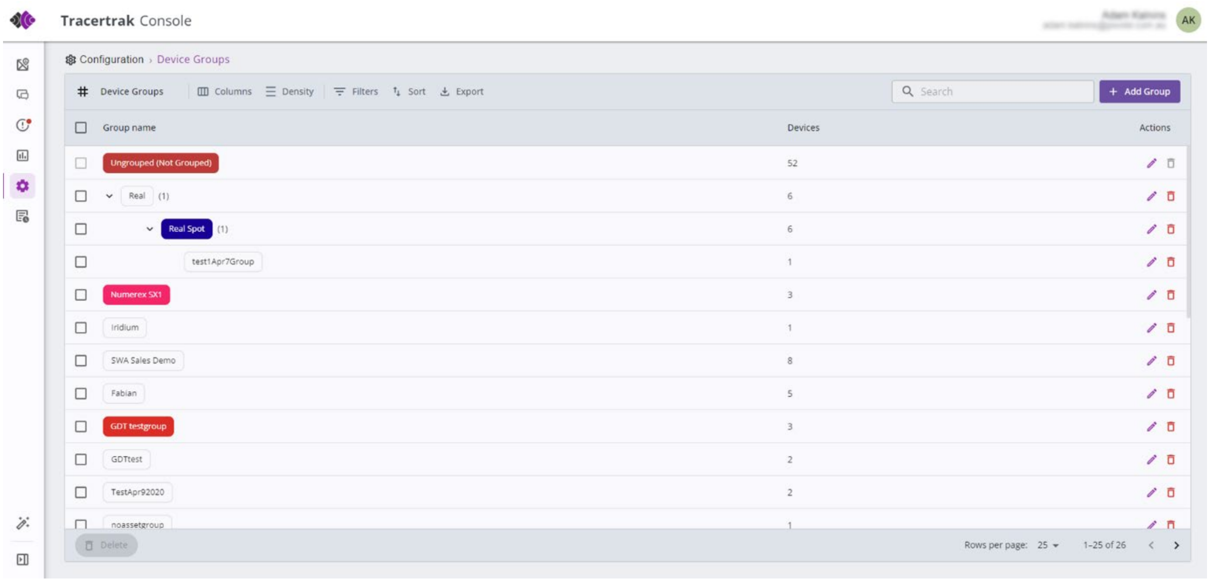
How do I add a Device Group?

Navigate to the Configuration > Device Groups selection page

Groups only need to be setup if you want to restrict which users can see which devices and/or want the convenience of filtering map results by groups.

Device groups are a good way to organise your devices if you have lots of them, separating them by teams, operations or departments.

Device groups provide you the option to limit the visibility of devices to specific people in the Tracertrak account.

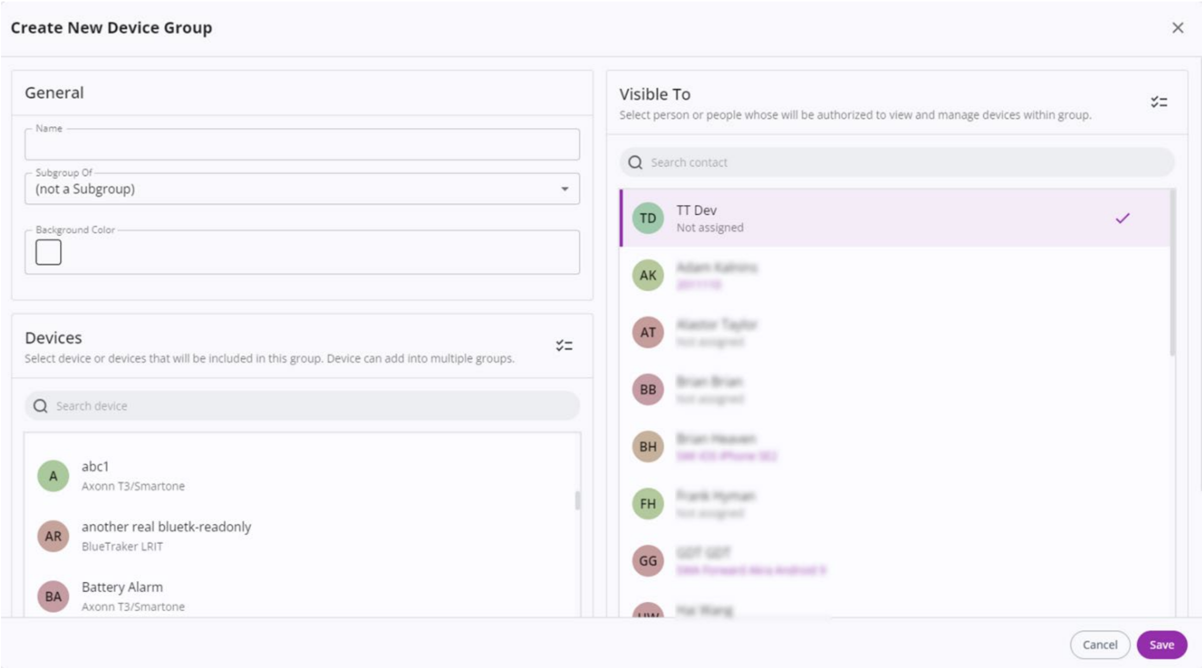


From the Configuration > Device Groups page, select the Add Group button from the top right of the page and the Create New Device Group page will open.

From the Configuration > Device Groups page, select the Edit button from any Group row and the Edit Device Group page will open.

From these pages you may change the Group names, create sub-groups and colours, select the devices for the groups and the individuals authorised to see and manage the devices within the group.

Example:



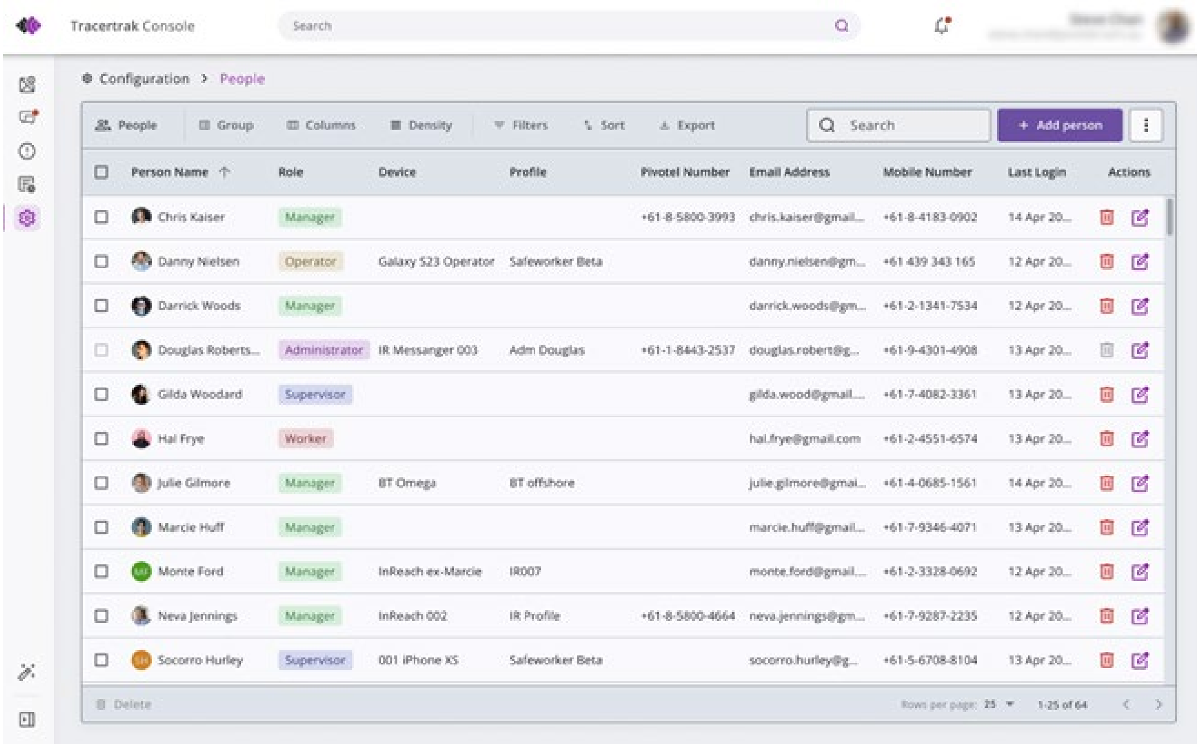
Save your selections.

What Device Groups should I assign to a person?

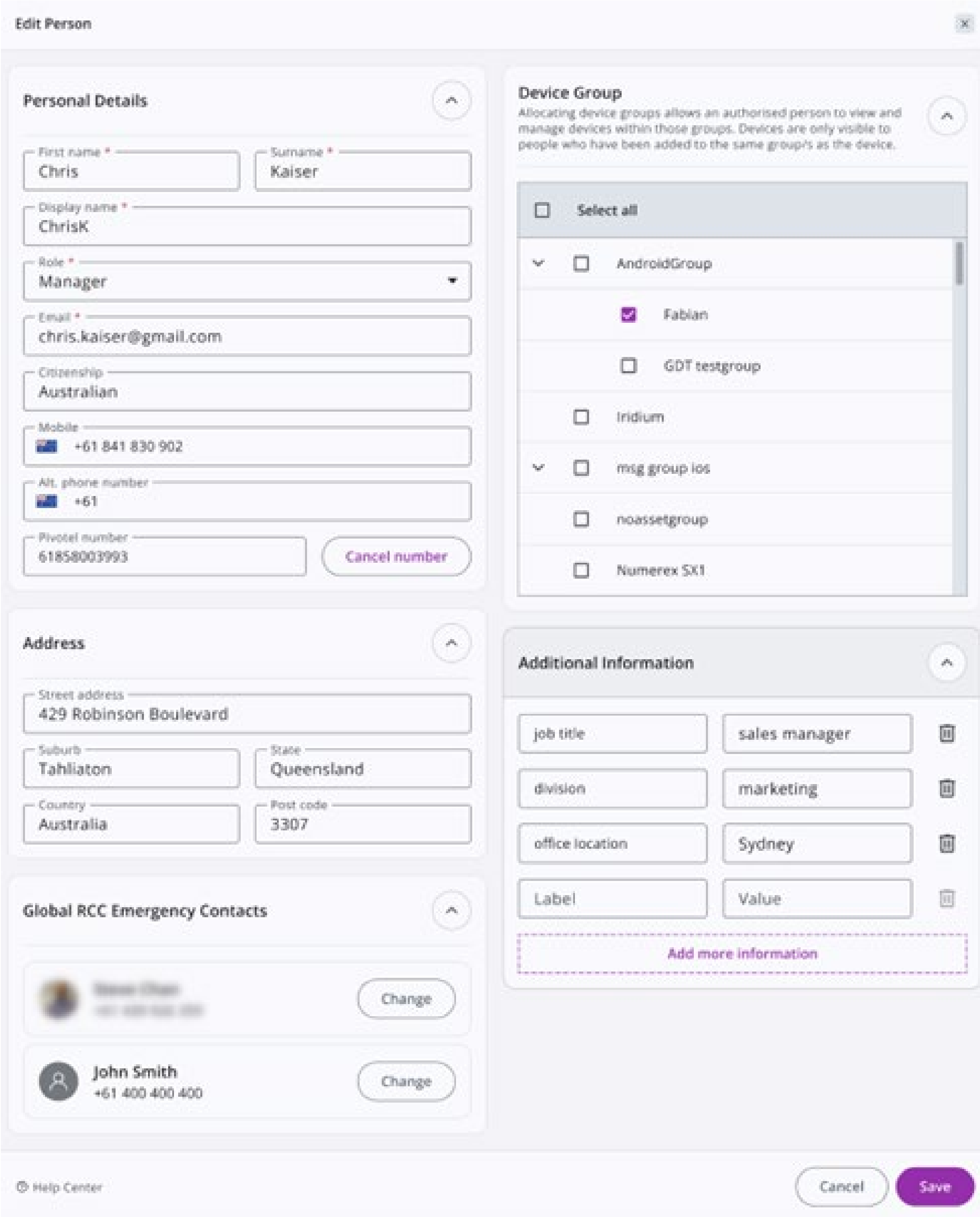
Assign the device groups to the person needing to view or manage those devices. Device groups are used to limit the visibility of devices to specific people in the Tracertrak account.

This is useful when you have multiple departments working in the same account, but you only want people within those departments to be able to view and manage their own devices.

Navigate to the Configuration > People page.



Select the edit button at the end of the row of the person you wish to edit. The “Edit Person” screen will pop up and display the person details. From here, select the device group and save your selection.



To limit visibility of devices, within the "Edit Person" page, only select those device groups that contain the devices you want the person to have visibility of.

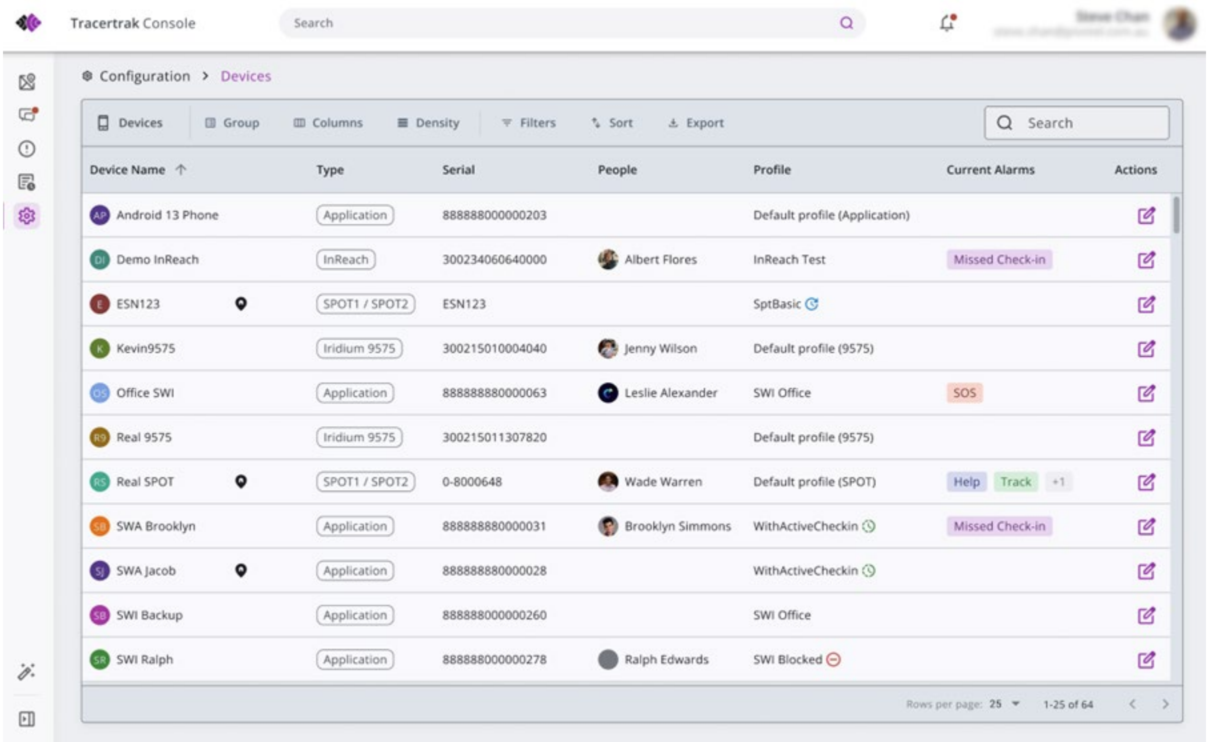
Any devices that are not members of the selected groups will not be visible to that person, preventing them from searching the history of that device, receiving notifications or managing that device.

If there is no need to limit visibility of devices, “All Groups” should be selected under the “Edit Person” page. This is the recommended configuration for all people on the account unless device visibility restrictions are desired.

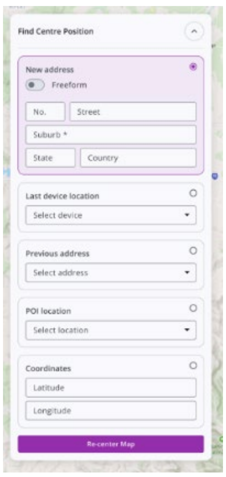
How do I configure a device?

Navigate to the Configuration > Devices page and select the edit device button at the end of the device row.

Devices will appear in this page when they are activated by the Pivotel Customer Care Team.

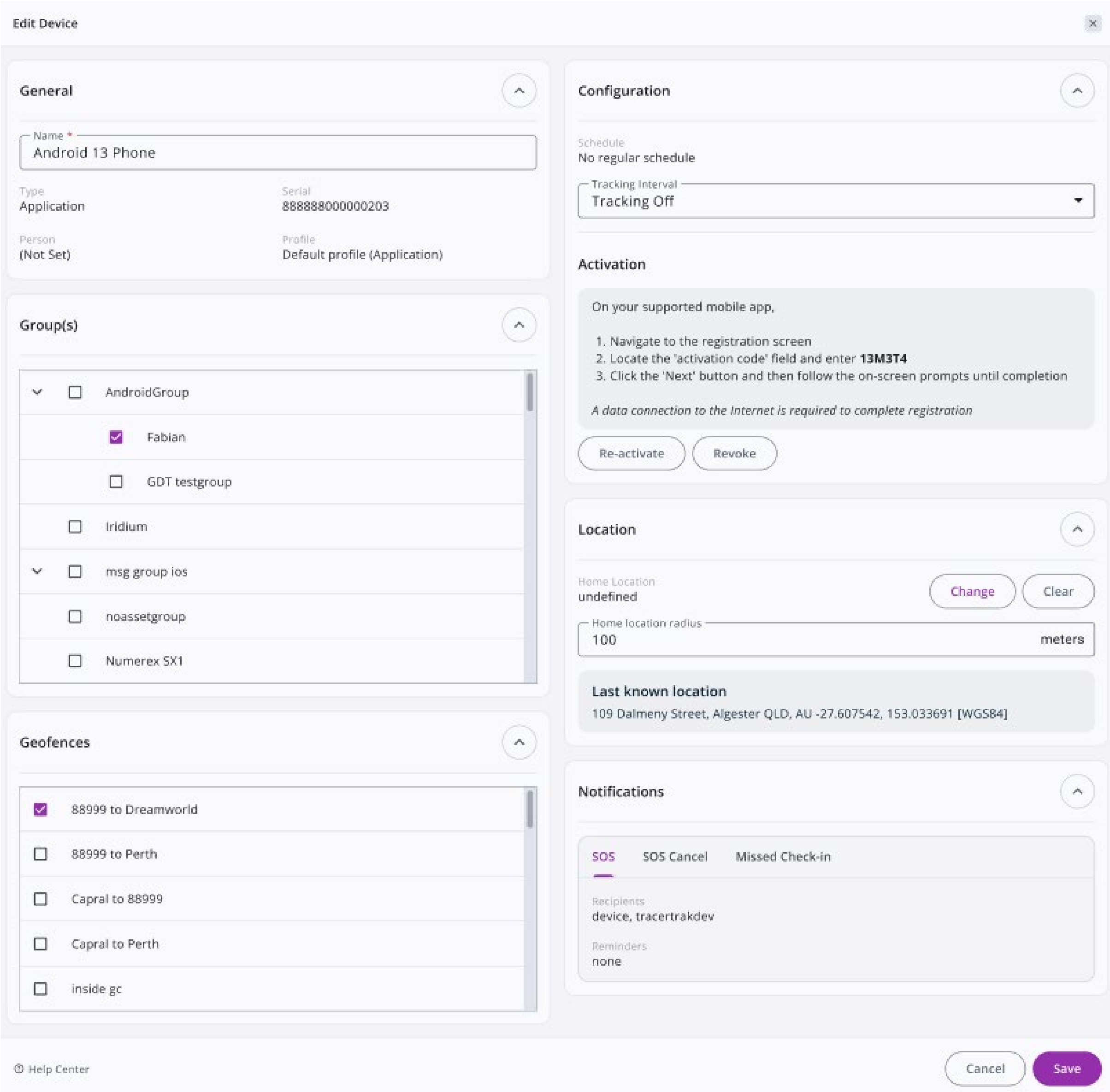


You may visualise the device list by “Device Type” or “Device Group” by selecting the sort options at the top of the page. Selecting the edit device button will bring up the Edit Device pop up where the following information can be configured:



- **Device name** – Change or view Device name and details
- **Group** – Assign the device to Group(s)
- **Geofence** – Assign the device to Geofence(s)
- **Tracking** – Adjust configuration intervals & On / Off
- **Application activation** – Create code for SWA activation, reactivate service or revoke service

- **POI location parameters** – Define home location by address, last known location, POI or Coordinates. Set the radius for this location via the free form box
- **Notifications** – Set the notifications applicable to the device you are editing



Why do I need a Profile?

Profiles allow you to manage a single set of configurations that can then be applied to People and Devices.

Profiles provide a way to create a set of configurations relating to check-ins and alarm notifications that can be applied to many people and devices of the same type at once. This makes it easy to manage the rules associated with all those devices by editing a single profile, rather than having to edit each individual device.

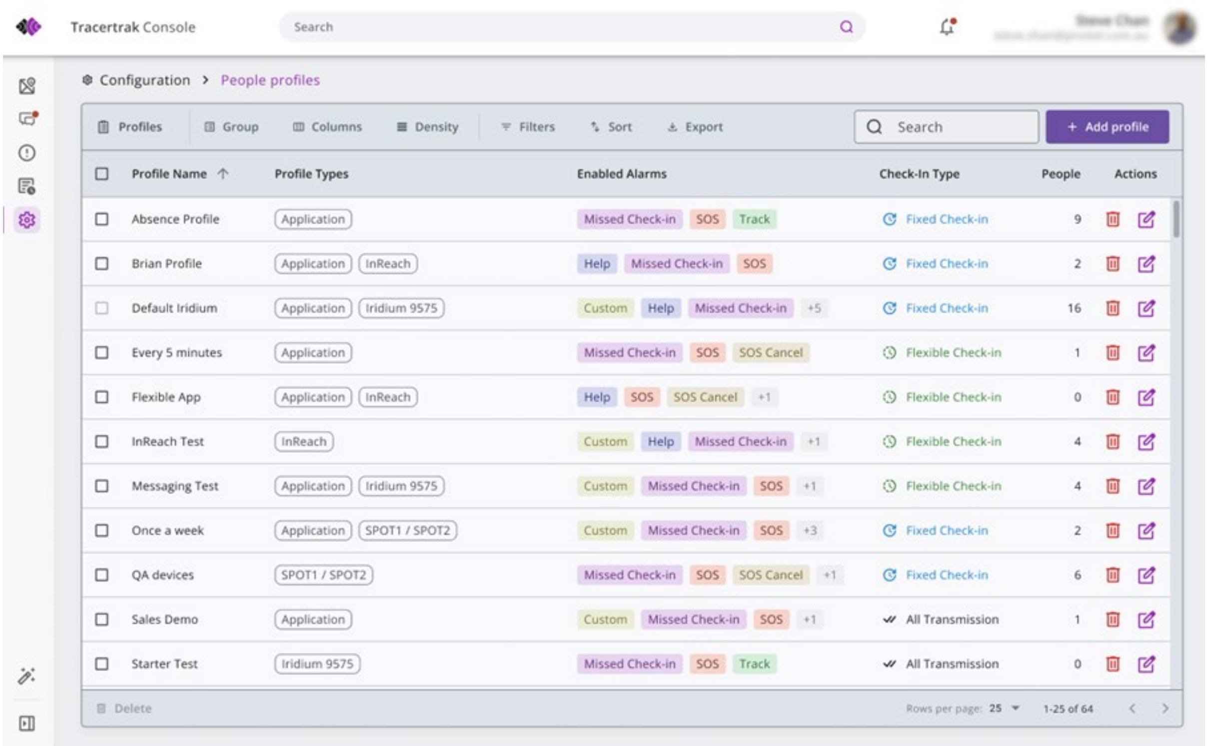
Some asset tracking type devices do not support profiles.

Those devices that do not support profiles must be edited through the edit device page to configure their alarm notifications.

Profiles should typically reflect the different operational risk exposures, reporting lines and device types relevant to your group.

How do I add a new profile?

Navigate to the Configuration > Profile page and select the Add Profile button in the top right-hand corner of the page.



Profiles allow you to manage a single set of configurations that can then be applied to many devices of the same type. Profiles are mandatory for some devices.

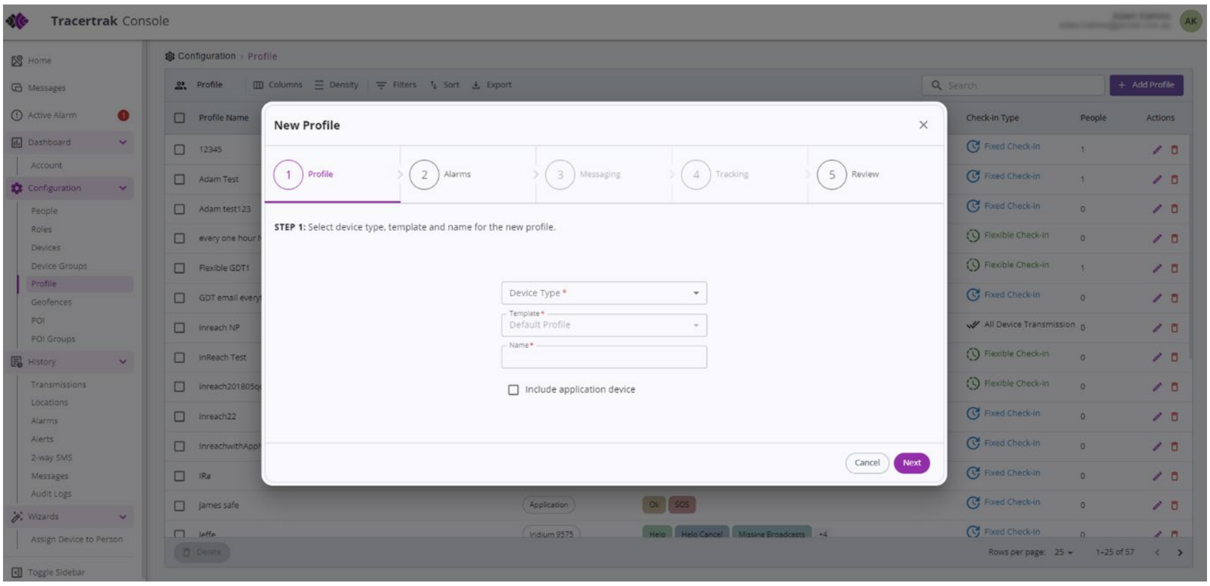
The above selection will take you to a 5 step Profile Wizard that will walk you through all the available options for each profile.

Use the “Next Alarm” and “Previous Step” or “Previous Alarm” buttons at the bottom of the pages to navigate the Wizard steps
Step 1.

Select the Device Type, template and name for the new profile. You may include a mobile application such as Pivotel's Safe Worker App., by selecting the tick box. Select the Device Type that you want to create a profile for, and a default template will load across the parameters.

Profiles are device type specific, meaning the configuration options available within a profile depend on the device type selected.

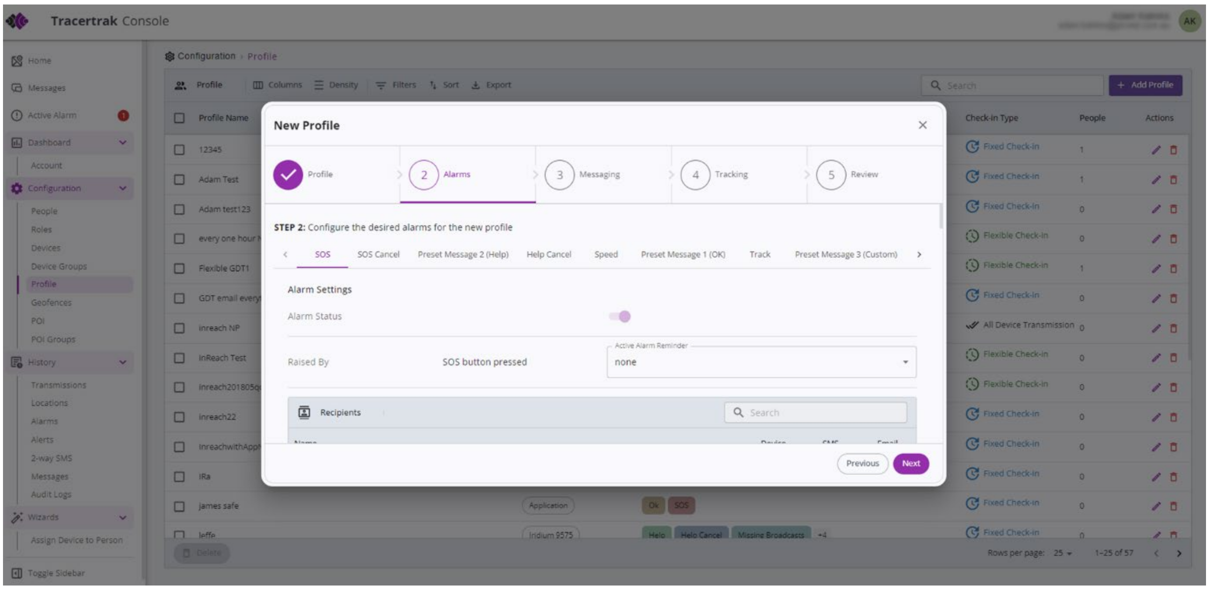
Enter a name for the profile. The name should reflect the risk exposure, reporting line and/or device type that the profile is being created for to make it easier to understand the purpose of the profile.



Step 2.
This tab allows you to configure the desired alarms for the new profile. As you step through each of the alarms you will be asked to configure the alarm parameters and alarm notification recipients for each.

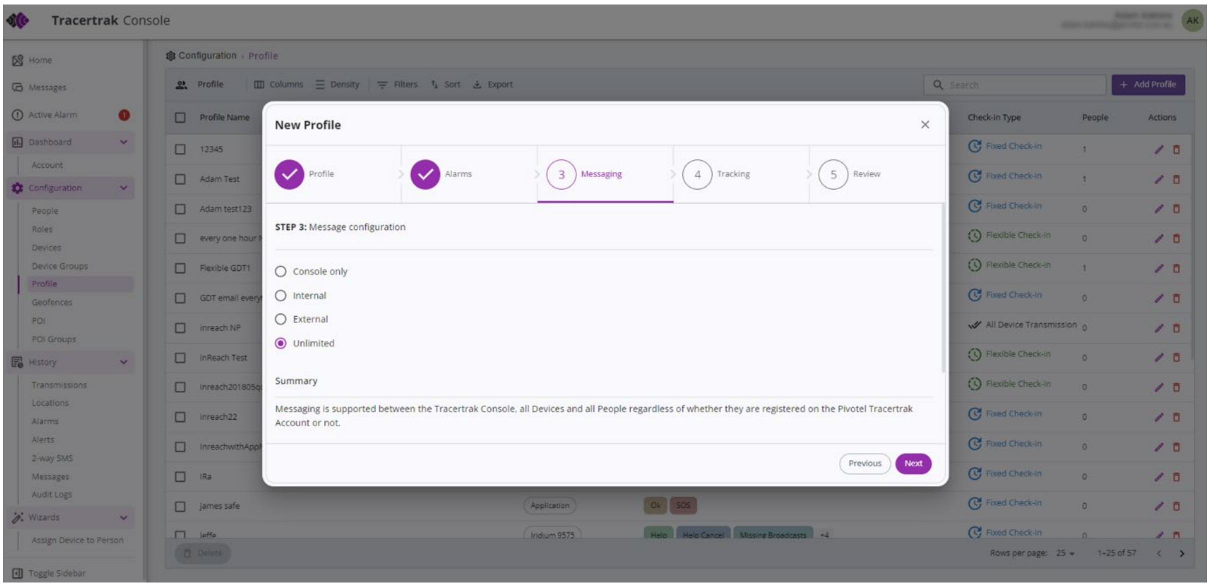
Alarm Notifications can be sent to users on the Tracertrak account. Alarm Notifications can be sent as a message to an Allocated 2-way Device, as an SMS and as an Email. The content of the alarm is specific to the recipient and the delivery method.

Tracertrak can monitor check-ins from people and raise an alarm when check-ins are not received as scheduled. This is referred to as a missed check in. If check-ins are desired, select the type of check-in and configure the check-in specifics appropriate for the risk exposure of the people that will be using the profile.



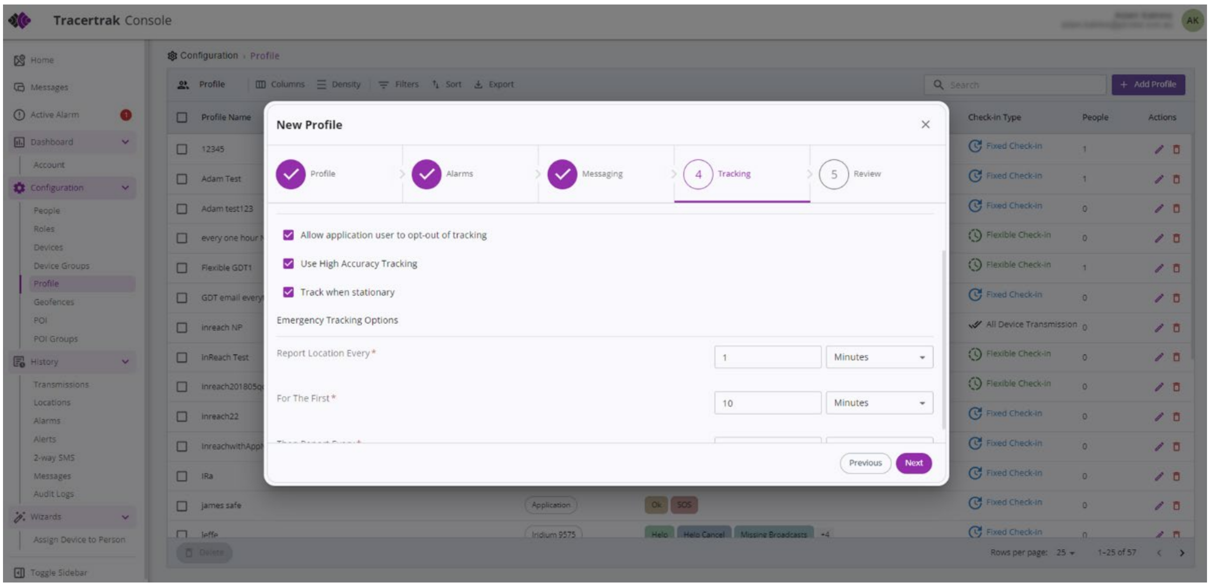
Step 3.

This tab allows you to configure the Messaging parameters for the profile and provides for a clear Summary of your selection.

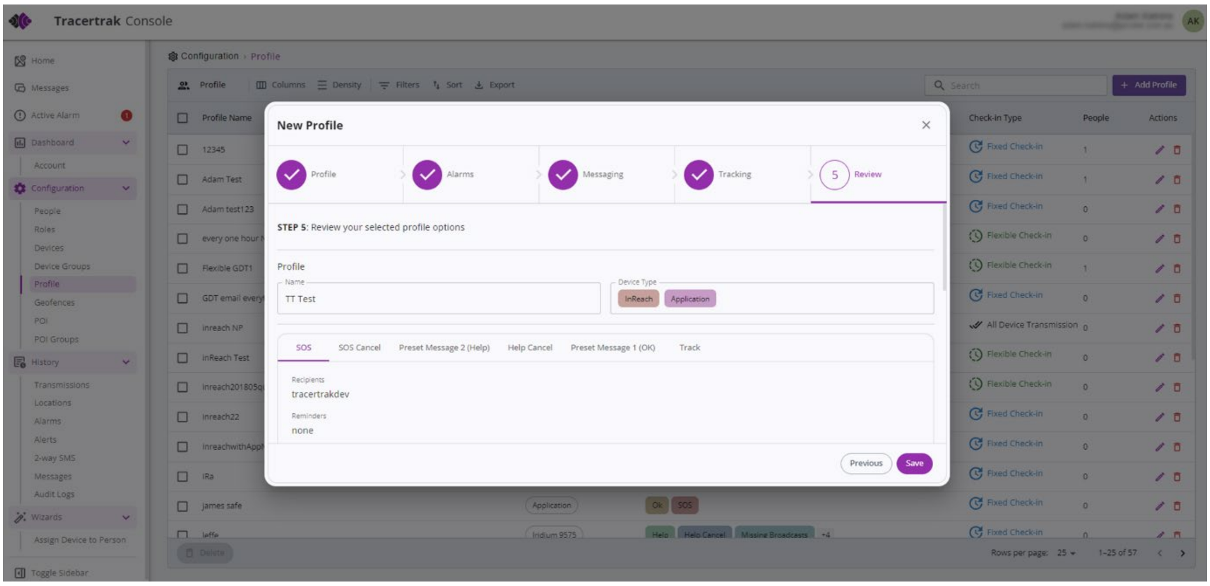


Step 4.

The Tracking tab provides for the intervals and other configurable elements expected by the Tracertrak console for the Tracertrak Application only. All other tracking parameters are configured in the Configuration > Devices section of the console.



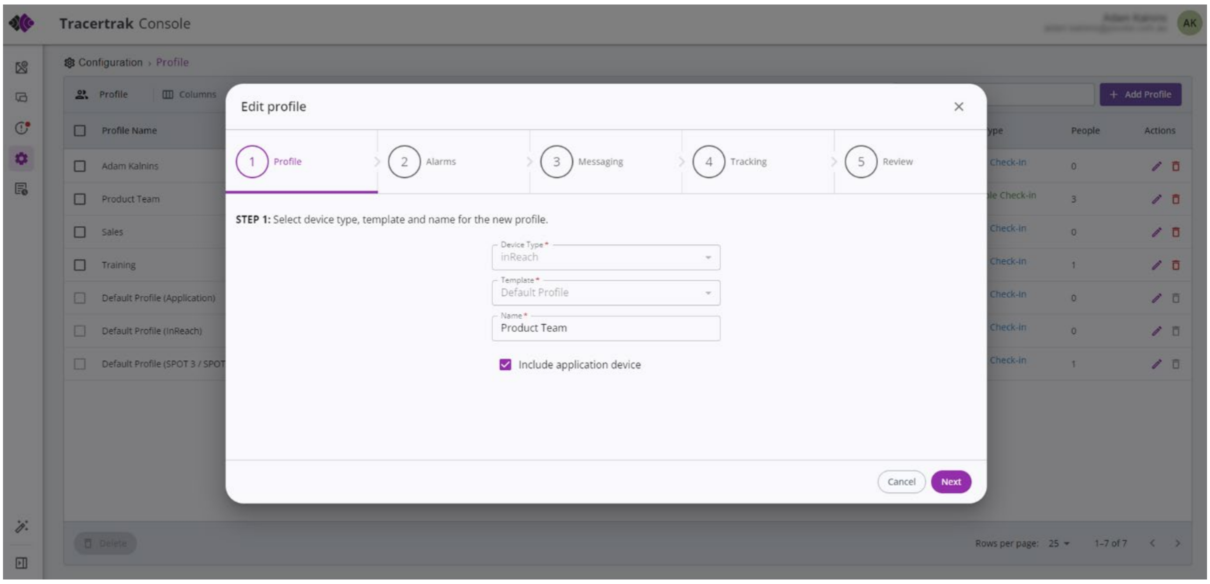
Step 5.
From this final tab you can Review all the new Profile attributes and save the profile.



How do I edit a profile?

Navigate to the Configuration > Profiles page and select the Edit button at the end of the Profile Row.

This selection will take you to a 5 step edit profile wizard that will allow you to make quick changes to the profile.



Step 1.
This step allows you to change the profile name

Step 2.
This tab allows you to configure the desired alarms for the profile. As you step through each of the alarms you will be asked to configure the alarm parameters and alarm notification recipients for each.

Step 3.
This tab allows you to configure the Messaging parameters for the profile and provides for a clear Summary of your selection.

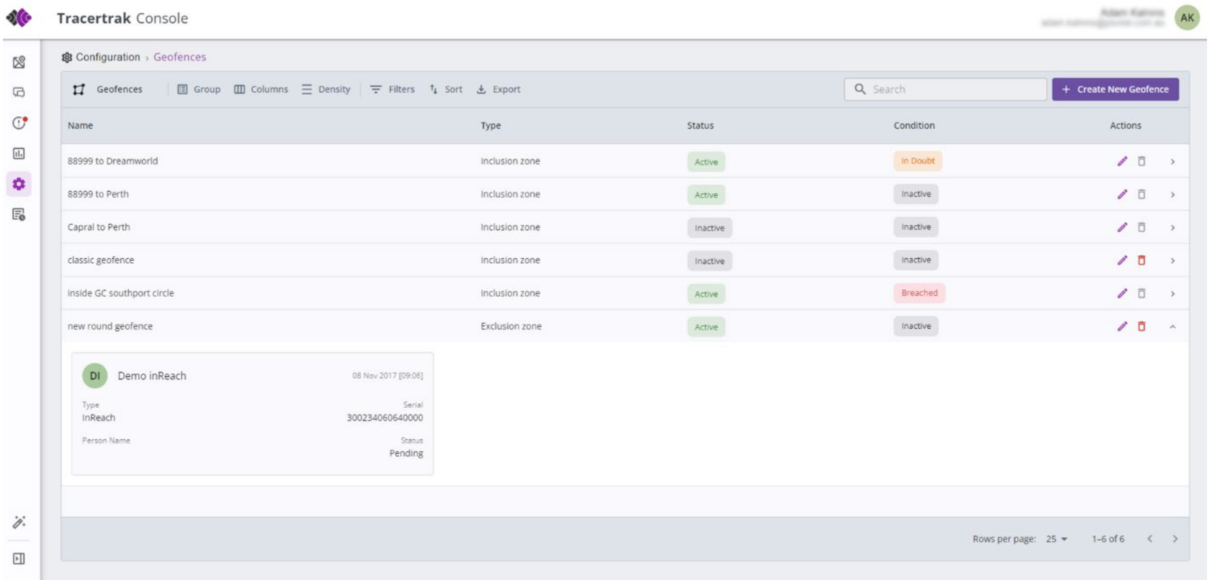
Step 4.
The Tracking tab provides options for the intervals and other configurable elements expected by the Tracertrak console for the Tracertrak Application only. All other tracking parameters are configured in the Configuration > Devices section of the console
Save your selections once complete.

Step 5.
From this final tab you can Review all the Profile attributes and save the profile.

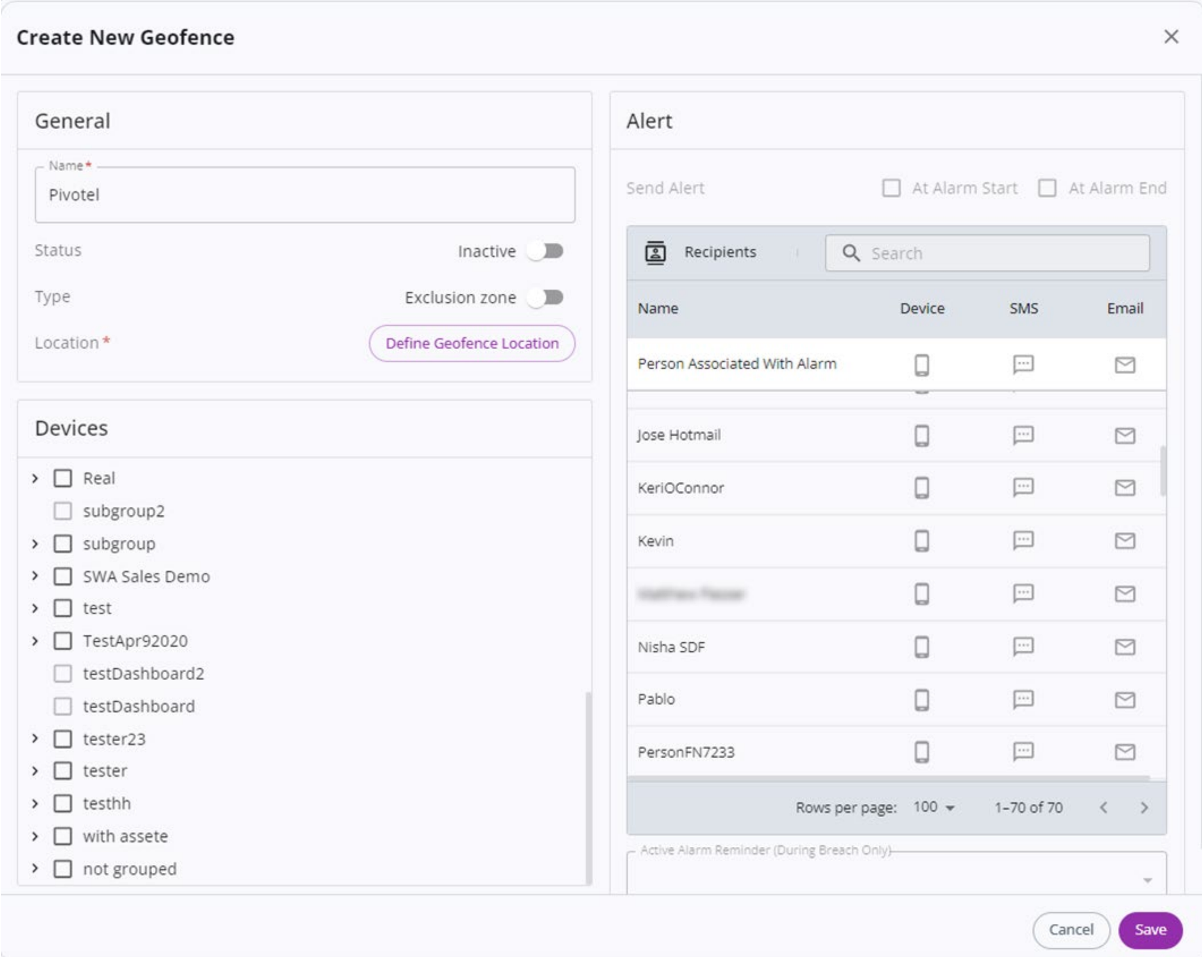
How do I configure Geofences?

Navigate to the Configuration > Geofences page and select the Create New Geofence button at the top right of the page.

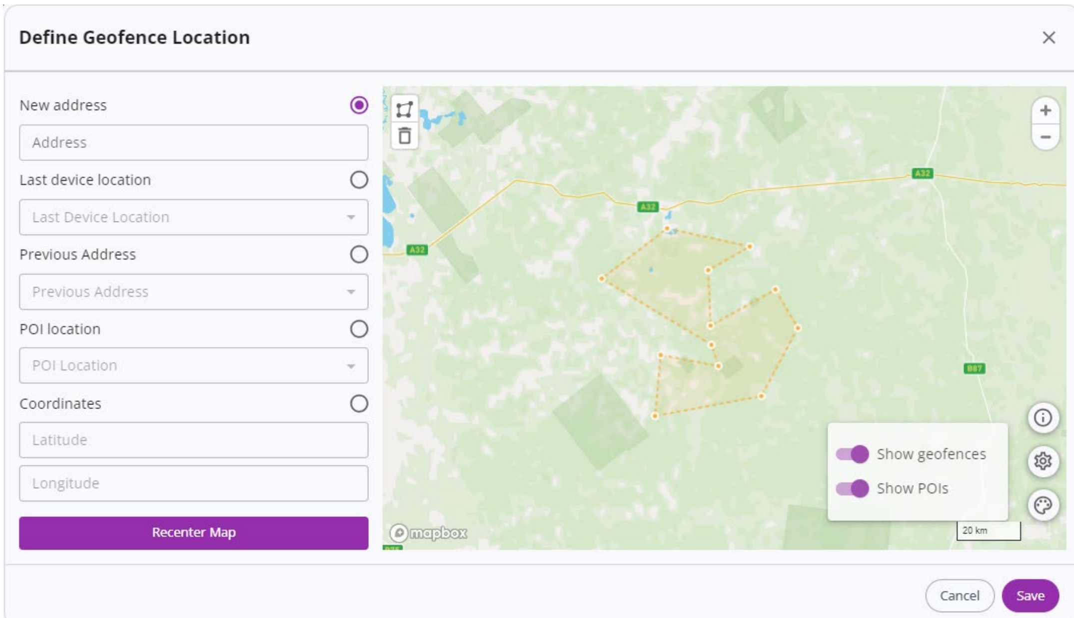
You may view the Geofence Data by Type i.e. Inclusion or Exclusion Zones or by Geofence Status.



Selecting the Create New Geofence button in the top right-hand corner will take you to the Create New Geofence pop up. In this location you may name the Geofence, make the Geofence active or inactive, an inclusion or exclusion zone, and define its location.

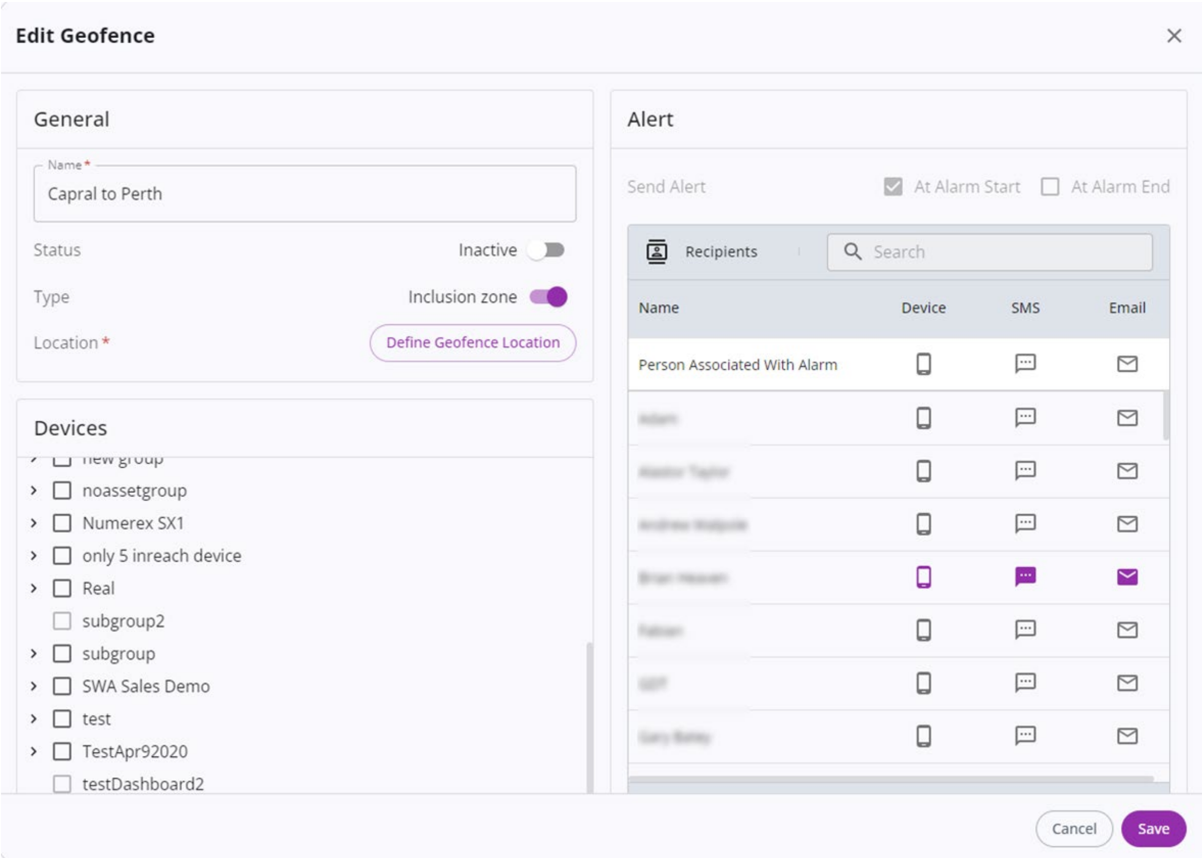


Selecting the “Define Geofence Location” button next to Location, will navigate you to a map pop up where you can define the Geofence by address, last known location, POI and coordinates. You may Re-Centre the map to an address location



1. To create the Polygon Geofence select the polygon creation icon in the top left of the map screen to plot out the appropriate area.
2. Double click the left mouse button to complete the shape.
3. Select the Polygon icon again to confirm the shape.
4. The Geofence will turn Blue at this point.
5. Use the delete icon to remove the Geofence and start again if needed

You may also Edit a Geofence by selecting the edit button on the row of the existing Geofence.



Save your selections to create your new Geofence.

Click on the settings cog on the main map page and toggle on the show Geofences option. The settings will be saved for the user upon next login.

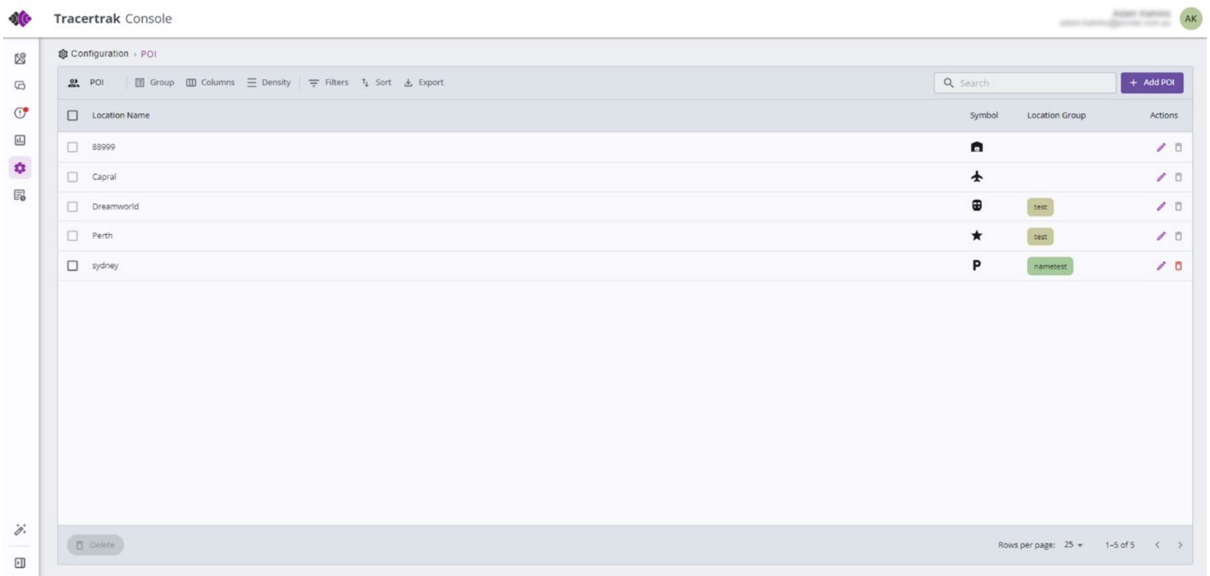
If a device is associated with one or more geofences the geofences are drawn on the map in the transparent shades defined below. Geofences must be enabled in the control panel to display.

The geofence status symbols reflect the confidence of whether there is a breach of the geofence or not.

Icon Details	
PENDING: A location has not been received from any one of the devices associated with the geofence since the geofence was created or its location, status or type was changed.	
OK: All devices associated with the geofence have either a last location that is not in breach of the geofence or has a condition of pending.	
IN DOUBT: None of the associated devices have a status of in breach. The last location for one or more associated devices is a location error or there is a missing broadcast alarm for one or more of the associated devices.	
BREACHED: The last location of one or more devices associated with the geofence was in breach of the geofence.	
INACTIVE: The geofence has been set to 'inactive'. The geofence is not being monitored for breaches.	

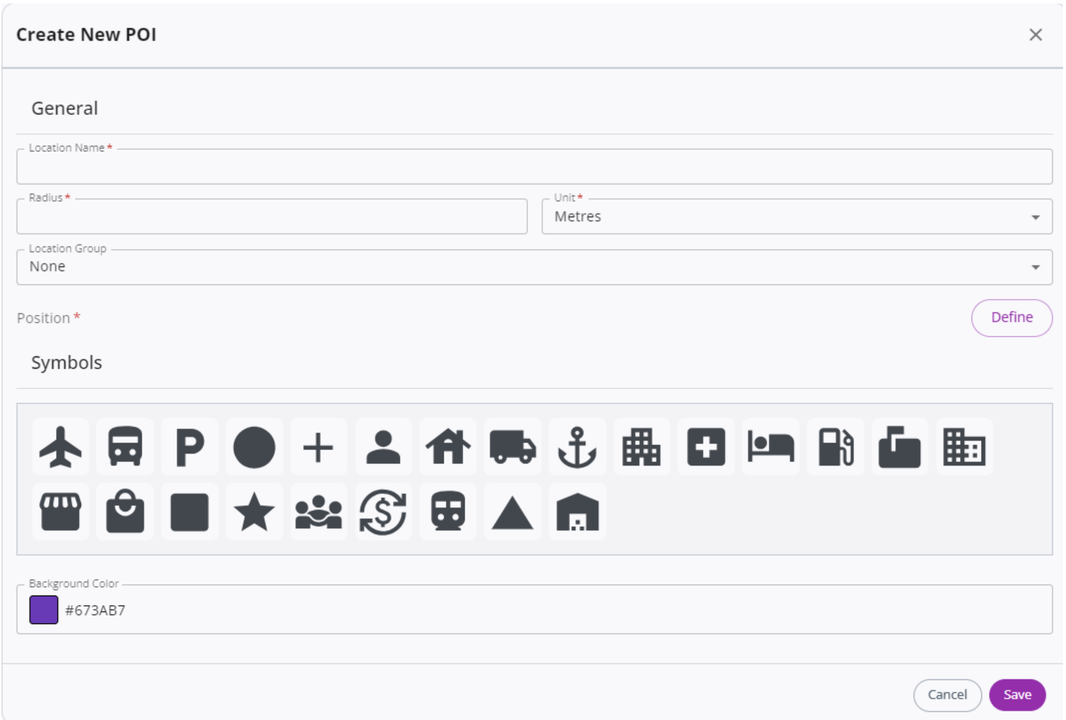
How do I configure Points of Interest, (POI)?

Navigate to the Configuration > POI page and select the Add Location button in the top right corner of the page.

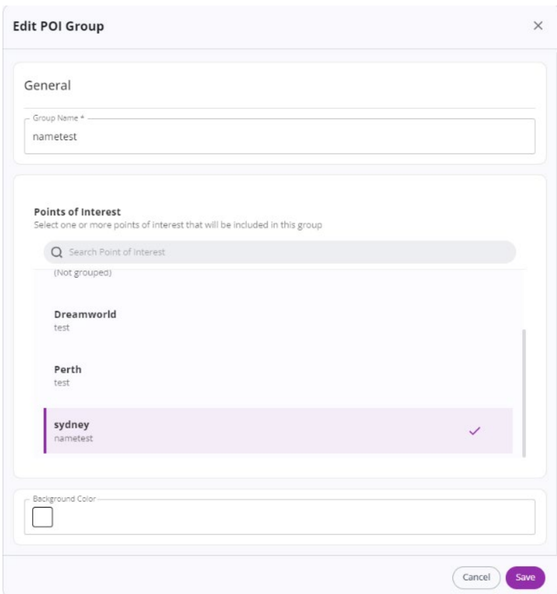


You can view the data on this page by Location Groups by using the sort buttons at the top of the data grid.

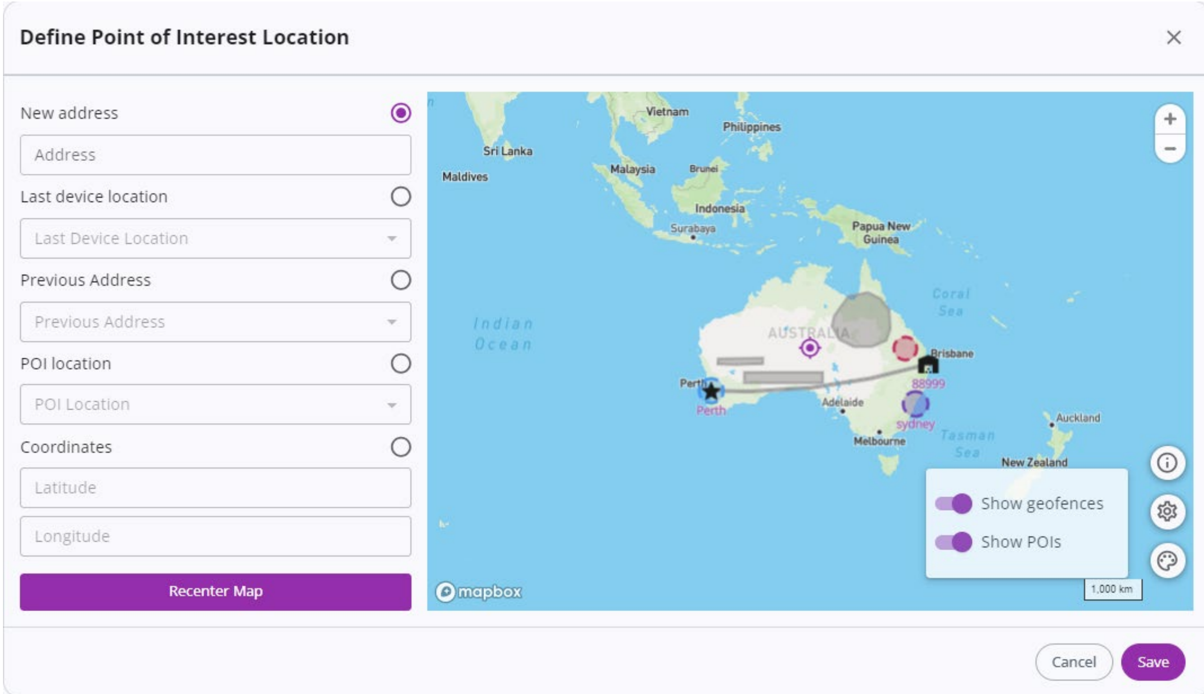
Edit existing Points of Interest by selecting the edit button at the end of each POI row. Selecting either the Add location or Edit button described above creates a pop-up screen to edit the POI name, Radius, Group, Symbol selection and background colour for the POI.



Editing a POI group can be performed by selecting the edit button on the row of the exiting POI and then selecting the POI's that you want in a group and the associated colour.



Edit or create a new Position for the POI layer by selecting the "Define" or "View & Edit" buttons. Performing this action brings up the map pop up where you can define the POI by Address, Last known device location, POI location and by specific coordinates.



* Tracertrak's NGC will support GeoJSON files via MapBox, no longer KMZ files.

We encourage the use of GeoJSON files for use with Tracertraks Next Generation Console as they are natively compatible with the new platform

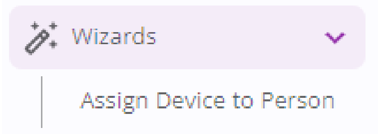
How do I assign a Device to a Person?

From the main Home menu or the Wizard Icon in the bottom left of the navigation bar select the "Assign device to person" wizard.

Assigning a device to a person associates that person to the actions of the device, including the tracking events, Check-in events, Help requests and most importantly SOS requests.

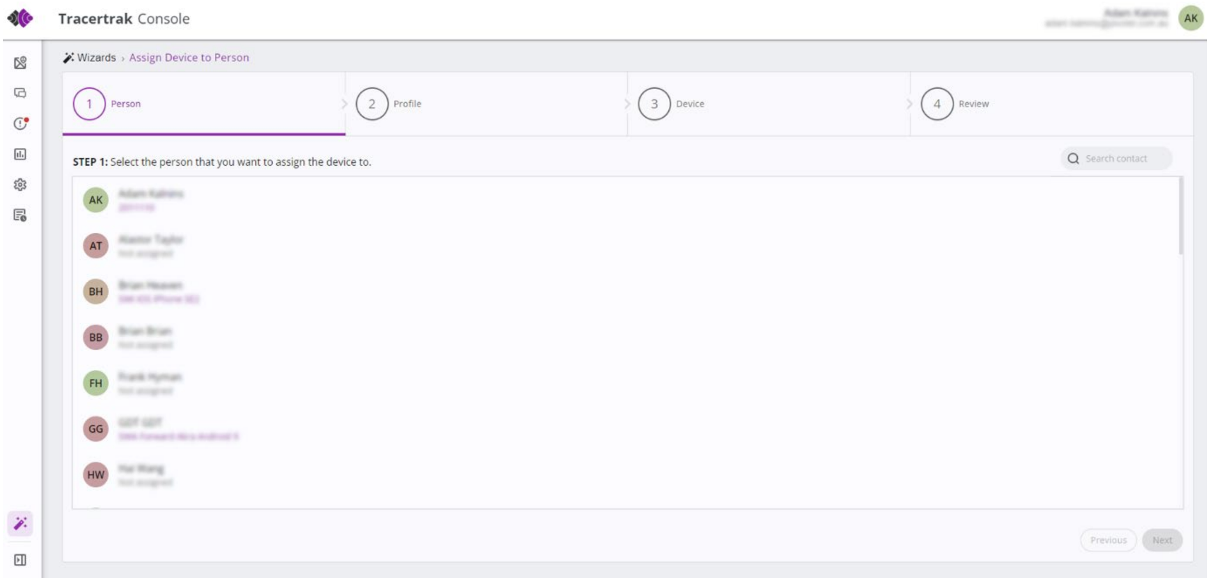
Understanding who has the device provides context of who has triggered the events from that device. This can be lifesaving information in emergency situations and thus, it is highly recommended that the person allocation for a device is maintained.

Assigning from the “Assign device to person” Wizard.



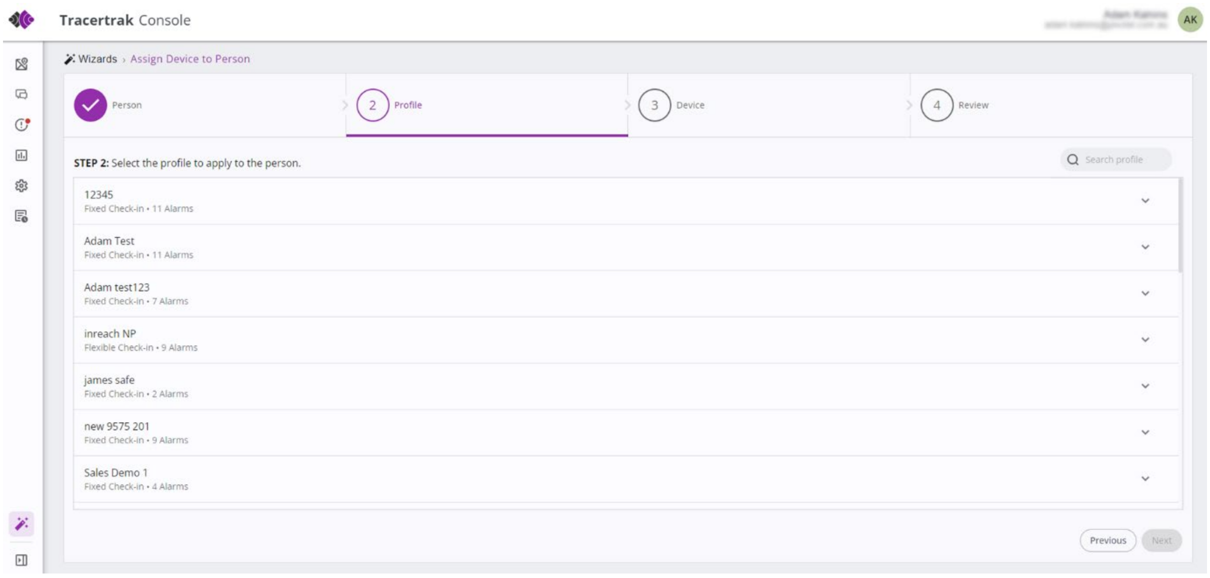
Step 1.

Select the person you want to assign to the device to. You may also filter and search for contacts and add a new person using the search, filter and plus buttons on the page.

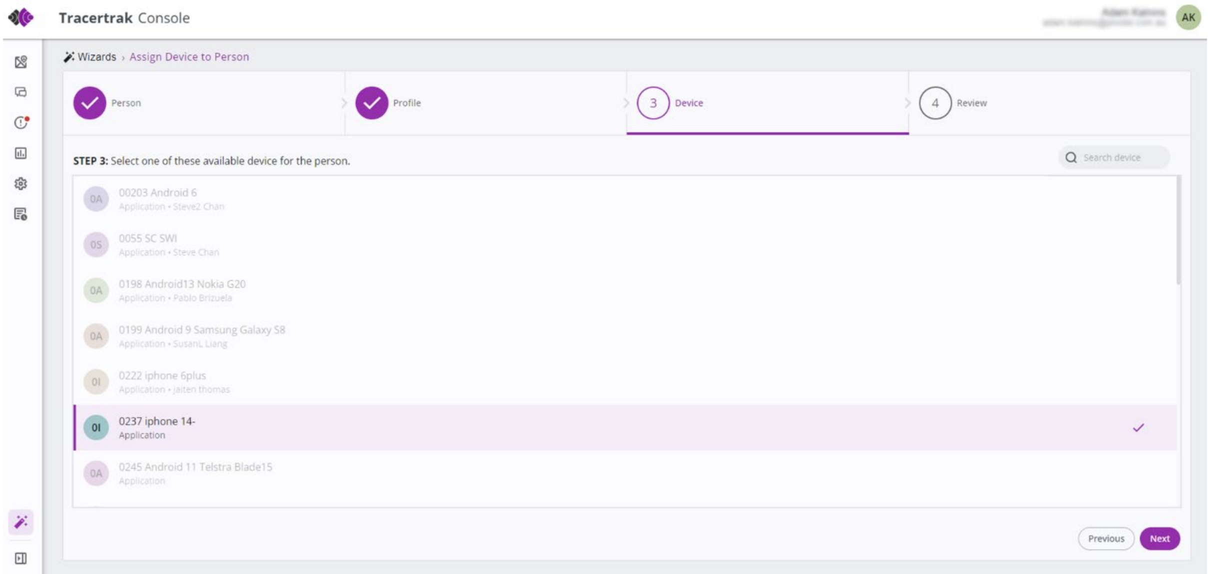


Step 2.

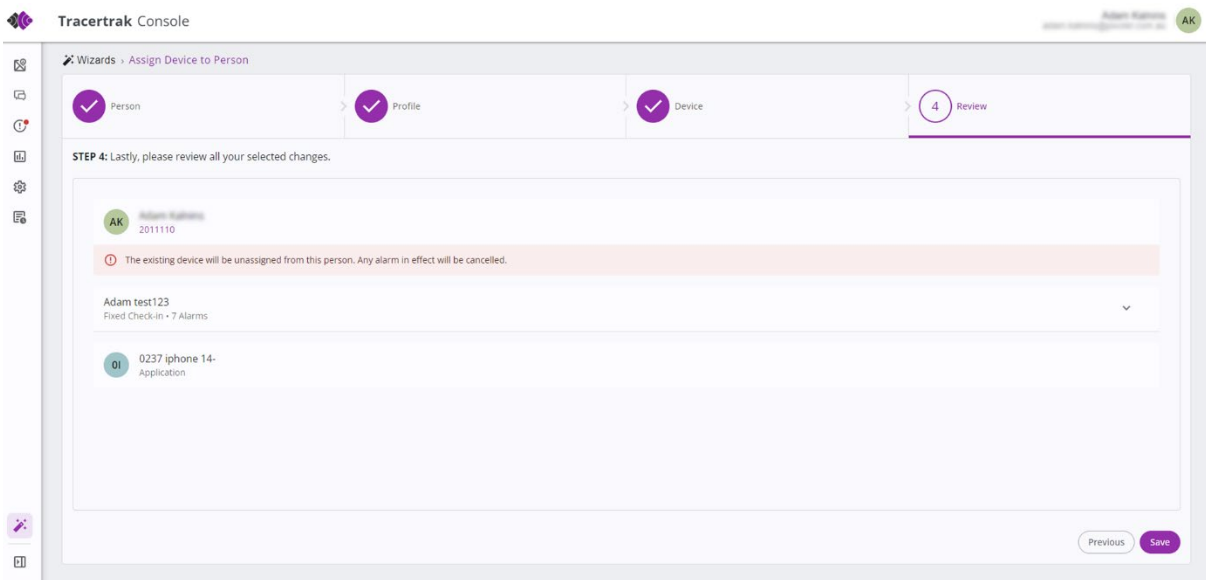
Select the profile to be assigned to the person. Select an existing profile or create a new profile using the plus button on the top right page.



Step 3.
Select a device or application from the list to assign to the person. You can search and filter devices to find the appropriate device.



Step 4.
Review your selections.

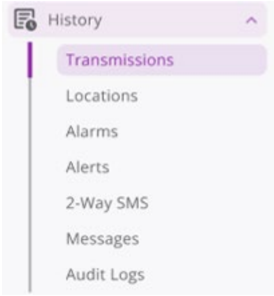


If you lack permission to assign a person to a device, request access from your account Administrator.

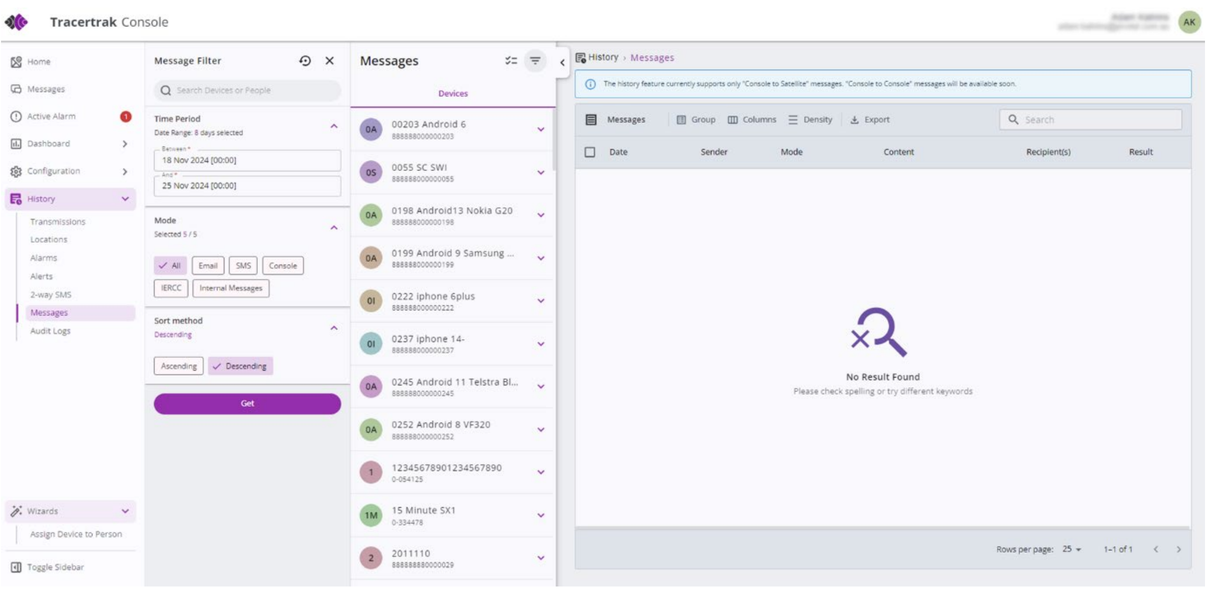
History

Select the History icon in the Home Navigation bar. History shows details on the following console activity:

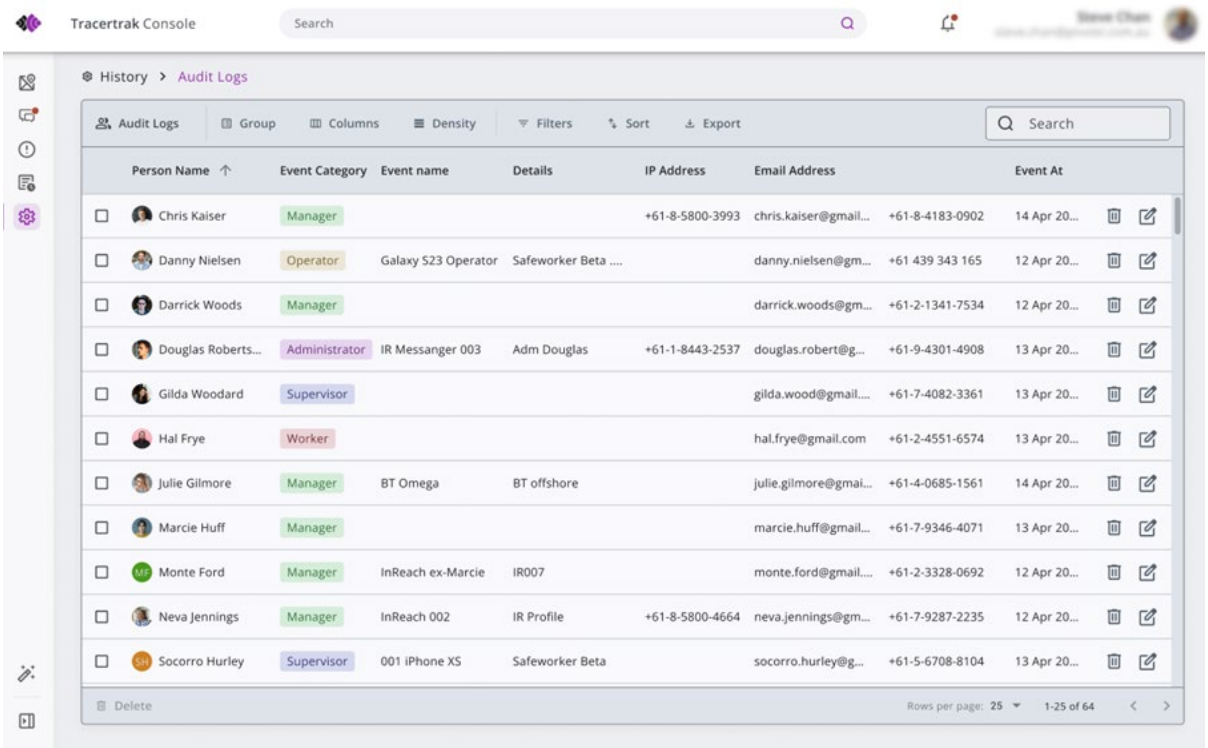
- Transmissions
- Locations
- Alarms
- Alerts
- 2-Way SMS
- Messages
- Audit logs



Using the filter button, you can select a combination of device, time and type attributes to display the information you are looking for in a data grid.



Audit Logs are also located under the History section and provide System Information such as Logins, Security issues, adds moves and changes and many other useful categories.

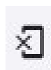


	Person Name	Event Category	Event name	Details	IP Address	Email Address		Event At
☐	Chris Kaiser	Manager			+61-8-5800-3993	chris.kaiser@gmail...	+61-8-4183-0902	14 Apr 20...
☐	Danny Nielsen	Operator	Galaxy S23 Operator	Safeworker Beta		danny.nielsen@gm...	+61 439 343 165	12 Apr 20...
☐	Darrick Woods	Manager				darrick.woods@gm...	+61-2-1341-7534	12 Apr 20...
☐	Douglas Roberts...	Administrator	IR Messanger 003	Adm Douglas	+61-1-8443-2537	douglas.robert@g...	+61-9-4301-4908	13 Apr 20...
☐	Gilda Woodard	Supervisor				gilda.wood@gmail....	+61-7-4082-3361	13 Apr 20...
☐	Hal Frye	Worker				hal.frye@gmail.com	+61-2-4551-6574	13 Apr 20...
☐	Julie Gilmore	Manager	BT Omega	BT offshore		julie.gilmore@gmai...	+61-4-0685-1561	14 Apr 20...
☐	Marcie Huff	Manager				marcie.huff@gmail...	+61-7-9346-4071	13 Apr 20...
☐	Monte Ford	Manager	InReach ex-Marcie	IR007		monte.ford@gmail....	+61-2-3328-0692	12 Apr 20...
☐	Neva Jennings	Manager	InReach 002	IR Profile	+61-8-5800-4664	neva.jennings@gm...	+61-7-9287-2235	12 Apr 20...
☐	Socorro Hurley	Supervisor	001 iPhone XS	Safeworker Beta		socorro.hurley@g...	+61-5-6708-8104	13 Apr 20...

When there is a search result in data gird, you can export the data to CSV, Excel or print Audit Log export menu:

- Download as CSV
- Download as Excel
- Print
- Download all pages as CSV
- Download all pages as Excel if user selects a checkbox, only the selected row will be exported (i.e. it excludes all pages except this one)

Icon & Symbols Legend

Expand / Collapse menu sidebar button (Toggled) Click to expand / collapse the main navigation menu sidebar. Located in the bottom left-hand corner of the menu sidebar.	
Side panel toggled button (Toggled) Click to show / hide the people, assets, alarms side panel. Located in the top right-hand side corner of the side panel	
Filter Button Click to show / hide the filter panel. Located on right hand side of People / Assets header panel.	
Map style selector button Click to open / close the Map style selector to change the Mapbox map style between available options. Located in the bottom right corner of the map.	
Create new conversation button Click to start a new conversation or a new message to selected contacts. Located in the right-hand side of the Messages header panel.	
Notification button [Coming Soon] Click to open notification preview panel contains system messages and notifications. Red dot means there are unread notification(s).	
Select the wand icon in the bottom left side bar to access the Tracertrak Wizards library	
Unmonitored status icon From the people or assets sidebar list item. Indicates the Schedule Monitoring is OFF	
Fixed check-in status icon From the people or assets sidebar list. Indicates the person / asset uses a fixed check-in profile.	
Flexible check-in status icon From the people or assets sidebar list. Indicates the person / asset uses a flexible check-in profile.	
Fixed location status icon From the people or assets sidebar list. Indicates the person's device / asset has a home location as its fixed location.	
Suspended status icon [Coming Soon] From the people or assets sidebar list. Indicates the person's device / asset is currently suspended.	
Select the messaging application by clicking on the conversation icon on the left icon panel	
Geofence Map Legend button Click to open and see the Geofence map legend. Located in the bottom right side of the map.	
Active Alarms menu icon	
History menu icon	

Geofence Map settings button Click to open and set the Geofences as visible on the map. Located in the bottom right side of the map.	
Configuration Menu Icon on side bar	
Home / Map menu icon	
Unsaved changes button From the DataGrid action buttons. Indicates that the row has an unsaved change. Click to discard the changes.	
All transmission check in status icon From the people or assets sidebar list. Indicates the person / asset uses a profile which uses all transmissions to check-in.	
Dashboard and Device Status menu button Cont.	
Edit button From the DataGrid action buttons. Click to edit the related row object data.	
Delete button From the DataGrid action buttons. Click to delete the related row object data.	
Device notification icon Click to enable / disable sending push notification to the contact's device.	
SMS notification icon Click to enable / disable sending SMS notification to the contact's phone number.	
Email notification icon Click to enable / disable sending email notification to the contact's email address.	
Device cluster icon. Showing multiple events etc. in this location	
Device has a Home Location defined	
Indicates the Scheduled Monitoring is ON	

Alarms Symbols Legend