

# QUIKLOC8 PORTAL CLIENT GUIDE

Please take the time to review the user manual prior to operating the system. QuikLoc8 aim to provide an efficient and easy to operate web tracking interface. This user manual contains information you will need to operate the system efficiently and utilise its features.

Please stay tuned as we continually provide updates and added features. If you have a suggestion do not hesitate to email [support@quiktrak.com.au](mailto:support@quiktrak.com.au).

From the management and staff of QuikLoc8, we wish you happy tracking!

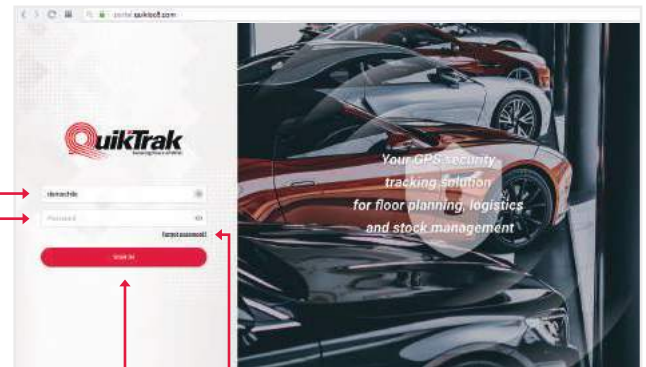
## CONTENT

|                                 |    |
|---------------------------------|----|
| 1. Accesing the online portal   | 02 |
| 2. Tracking page overview       | 02 |
| 2.1. Playback                   | 05 |
| 3. Dashboard page overview      | 07 |
| 4. General menu overview        | 08 |
| 4.1. Create alarm notifications | 09 |
| 4.2. Create / edit sub users    | 10 |
| 4.3. Credit replenishment       | 11 |
| 4.4. Create / edit geofences    | 12 |
| 4.5. Create / edit contacts     | 14 |
| 4.6. Edit your profile info     | 15 |
| 4.7. Support                    | 16 |
| 4.8. Shared assets              | 17 |
| 5. Reports overview             | 19 |
| 5.1. Create new report          | 19 |
| 5.2. View existing reports      | 21 |
| 6. Service intervals            | 21 |

# 1. ACCESSING THE ONLINE PORTAL

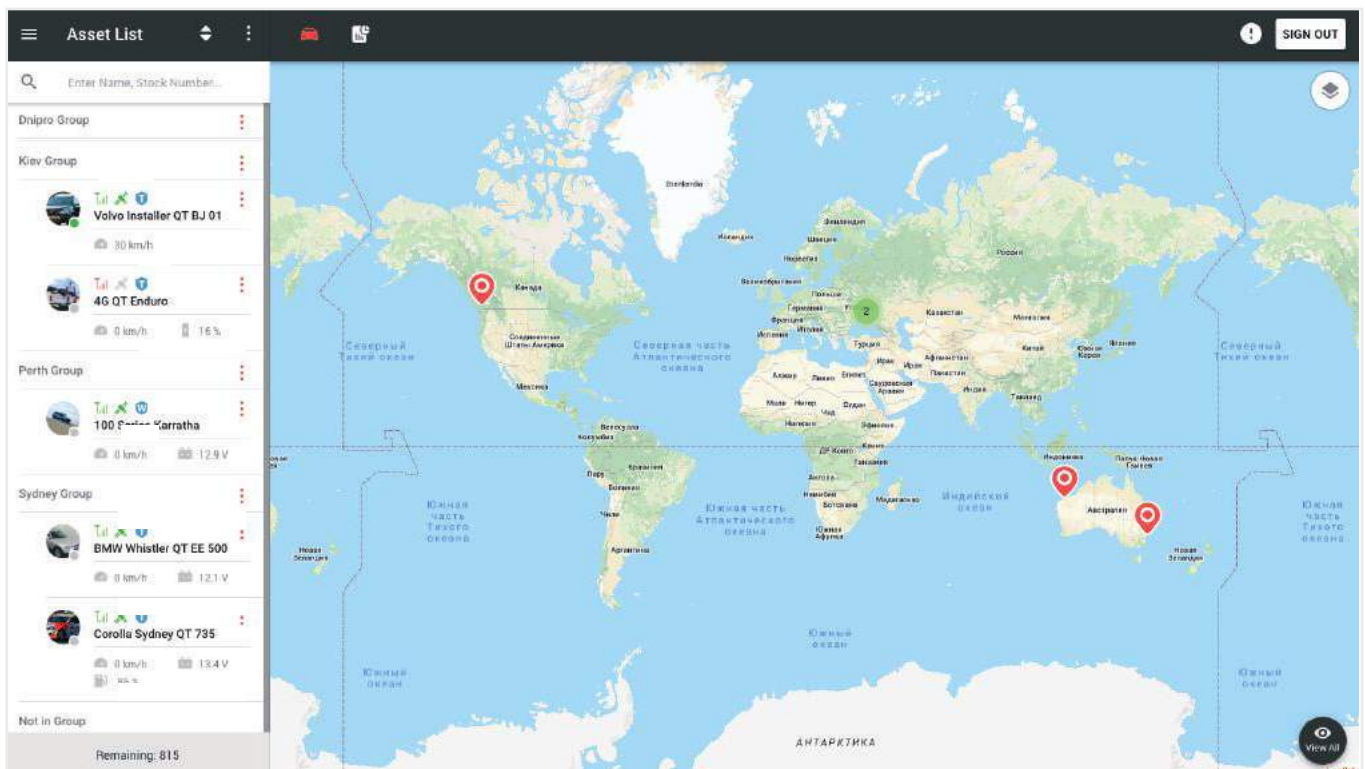
Please follow the below steps to access the online portal:

1. **Open** a new web browser. It is recommended to use Google Chrome.
2. Enter **<https://client.quikloc8.com>** into the URL / Address bar.
3. Enter **login name / email** and **password**.  
If you have forgotten your password, click the **Forgot password** button.
4. Click **Sign in** button.



# 2. TRACKING PAGE OVERVIEW

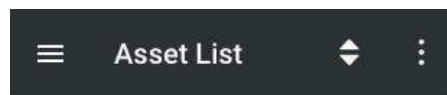
On this screen you can see a list of your assets, display their position on the map in real time, as well as use additional functions: asset activation, assignment of alarms, viewing / editing information about an asset, creating / editing groups of assets, assigning tracking intervals.



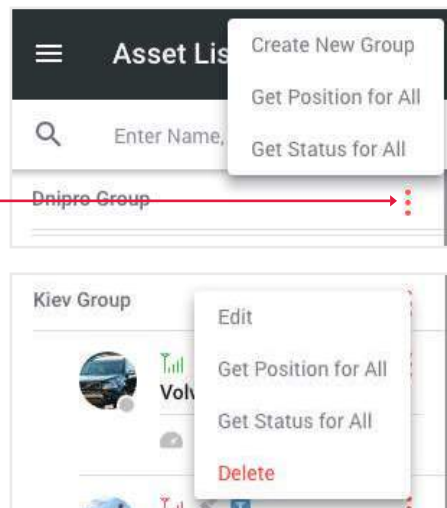
On the left side of the tracking page is a list of your groups and assets.

At the top are:

- **General menu,**
- **Current page title,**
- **Asset list display filter,**
- **Additional menu.**



In the general list, we see the names of groups and assets that belong to the group. To add a new group, click on the additional menu, to edit a group, click on the **group menu icon**.

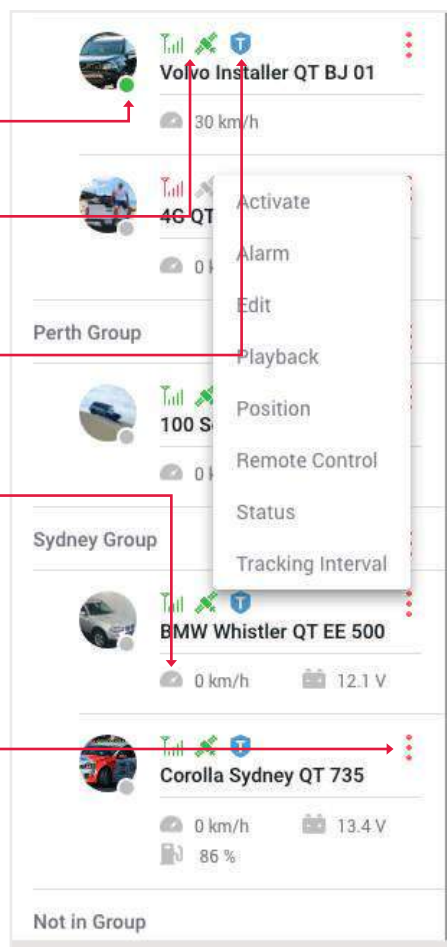


In the list of assets you can view this information:

- **The circle** in the lower right corner indicates the status of the asset: **gray** - stopped, **green** - moved.
- **Signal icons and satellites** indicate signal strength: **gray** - no signal, **red** - bad signal, **green** - good signal.
- A **blue shield icon** will indicate the service plan for this asset: **L** - loc8, **P** - protect, **T** - track, **W** - watch, **B** - boatwatch. A blank shield means the asset is not activated.
- Under the name, the current indicators of **speed, fuel, voltage and etc.** are displayed, depending on the type of device.

**Assets menu** contains the following functions:

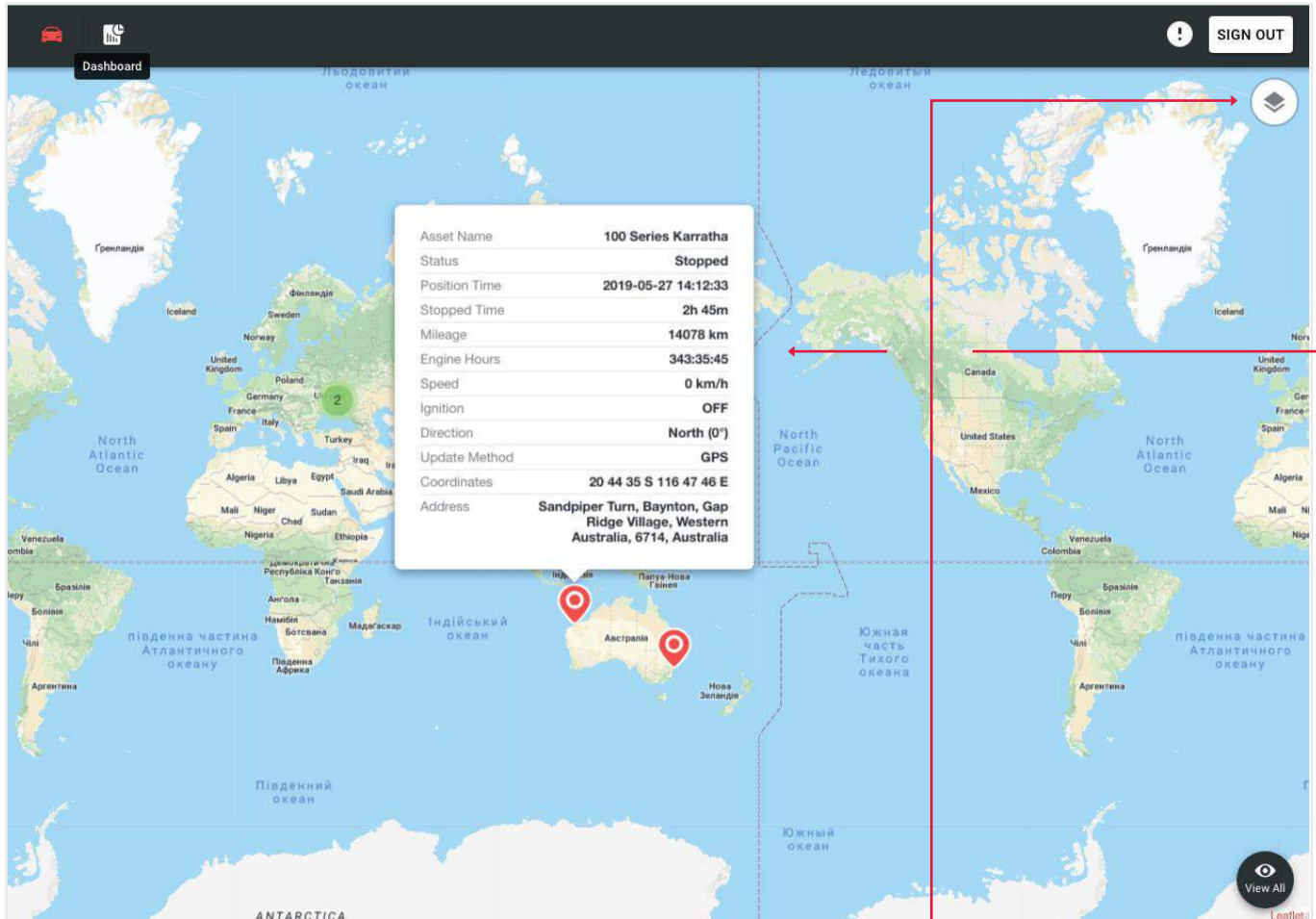
- **Activate** - asset activation,
- **Alarm** - setting alarms,
- **Edit** - edit asset info,
- **Playback** - view tracking history,
- **Position** - current asset location,
- **Remote control** - remote control of your asset,
- **Status** - information about your asset,
- **Tracking interval** - updates tracking information at different intervals.



On the right side of the tracking page is a map.

At the top are:

- **Sign out** button,
- **Notifications**,
- Navigate between **Dashboard** and **Tracking** pages.



In the upper right of the map there is a **map change icon** for various displays:

- Standart map,
- Satellite map,
- OpenStreet map.

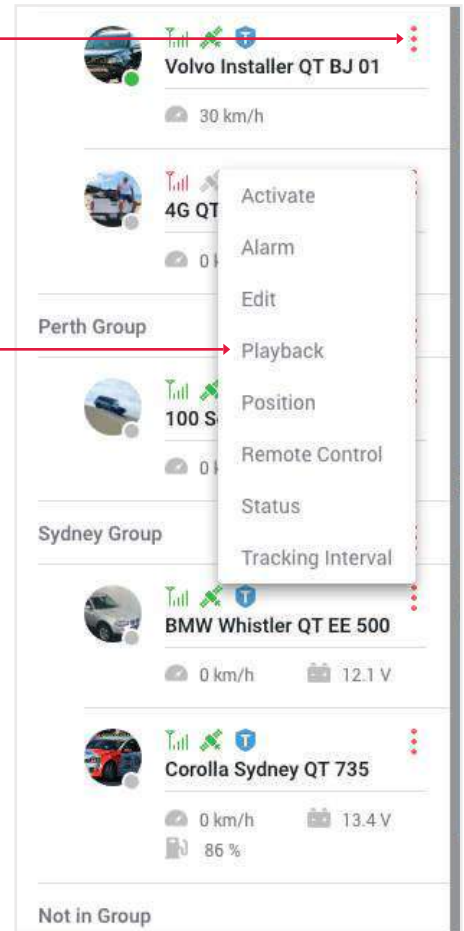
When you click on the asset pin, you will see an auxiliary window showing **status information**:

- Asset name,
- Status,
- Position time,
- Stopped time,
- Mileage,
- Engine hours,
- Speed,
- Ignition,
- Direction,
- Update method,
- Coordinates,
- Address.

## 2.1. PLAYBACK

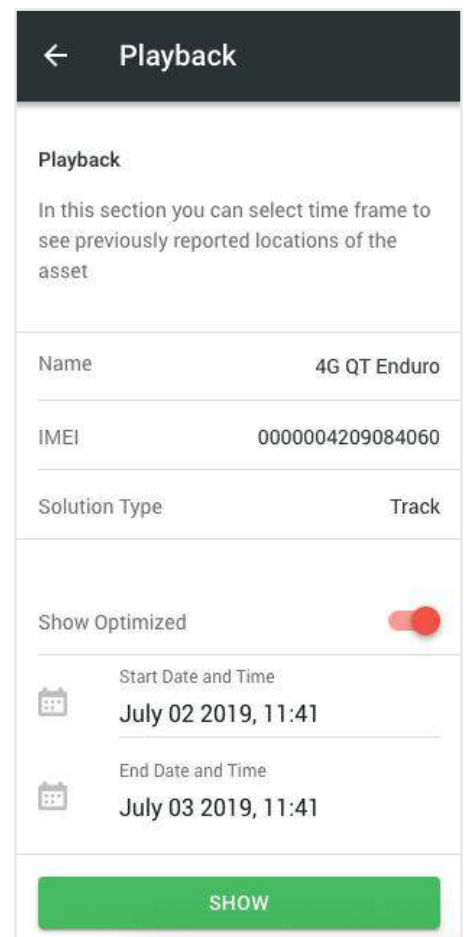
1. Click **Menu Asset** icon.

2. Select **Playback** item.



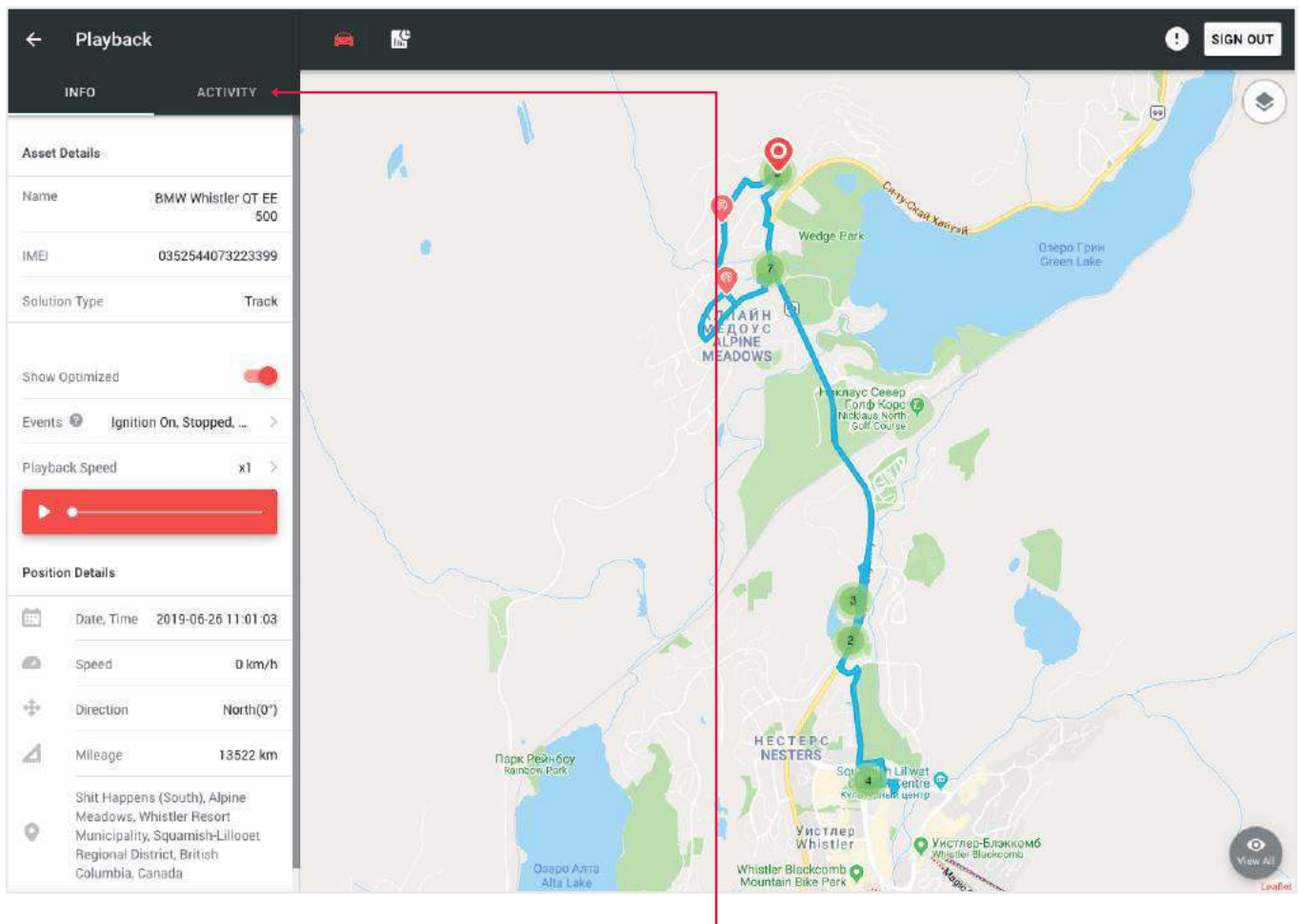
3. Select **Date and Time**.

4. Click **Show** button.

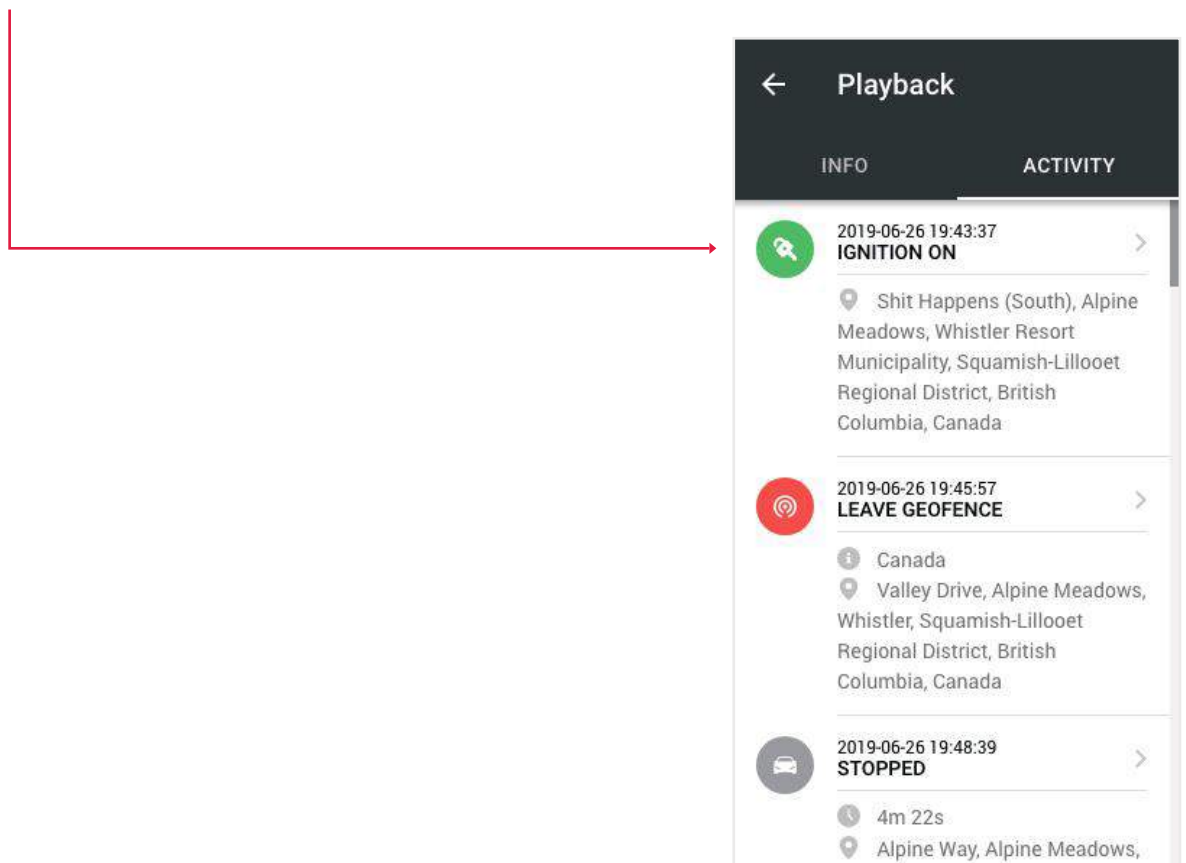




On the left side of the screen is the control panel with the details of route. In the right side - a map with the history of route and events.

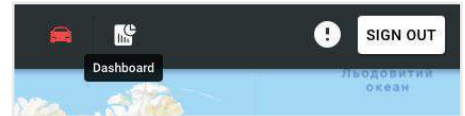


To view **All events** for the selected route, tap on **Activity** tab.



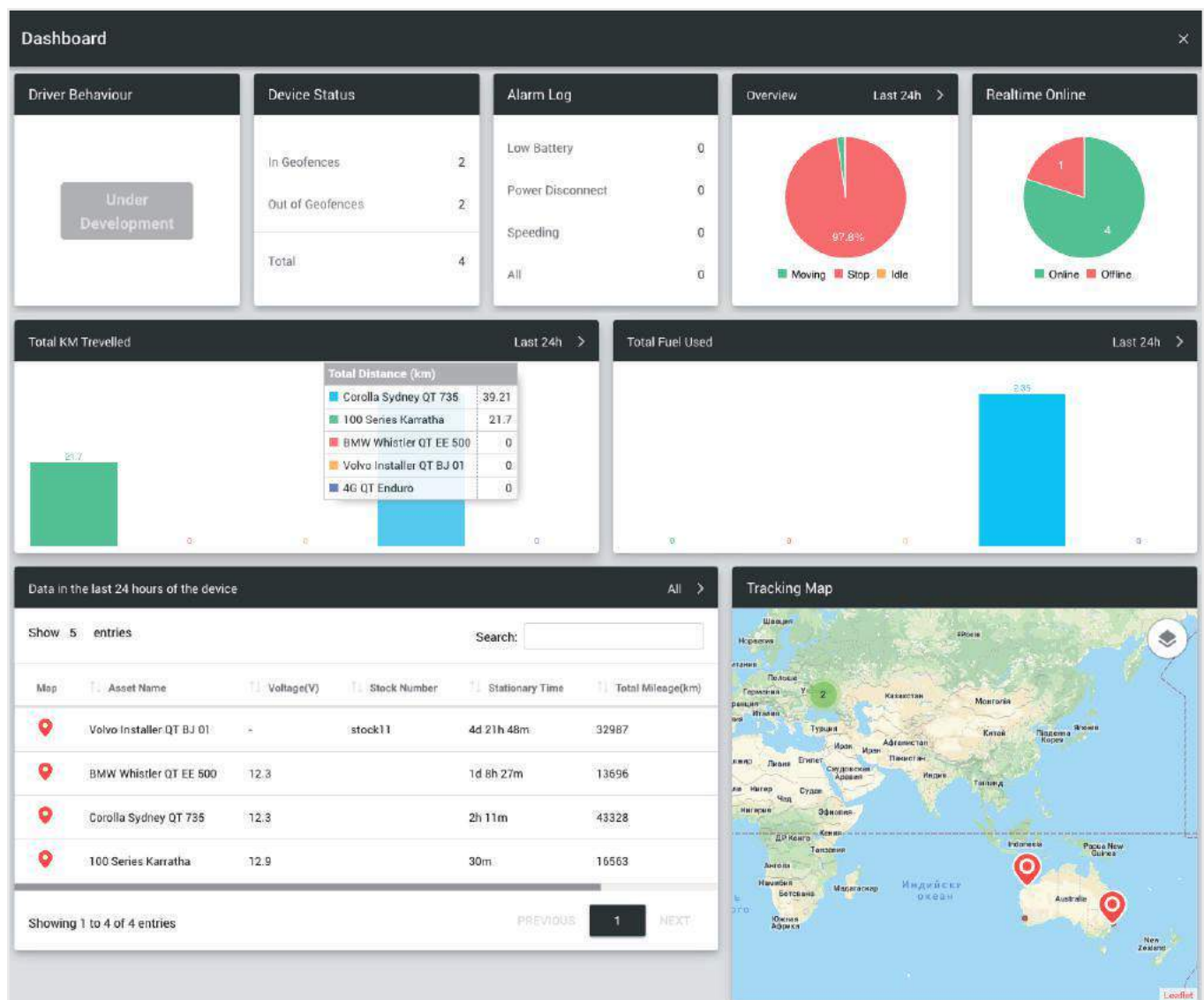
### 3. DASHBOARD PAGE OVERVIEW

To open the Dashboard page, click on the **Dashboard icon**, which is located above the map.



At the top you will find information about:

- **Driver behaviour** - this block is under development.
- **Device Status** - Number of assets in and outside geofences. Click on the items In, Out or Total for more details.
- **Alarm log** - Number of alarms received: low battery, battery disconnect, speeding and other.
- **Overview** - Pie chart showing stop time, idle time, moving time across all assets.
- **Realtime Online** - Pie chart showing the number of active and non active assets.
- **Total km Travelled** - When you hover, a hint appears with detailed information.
- **Total Fuel Used** - When you hover, a hint appears with detailed information.



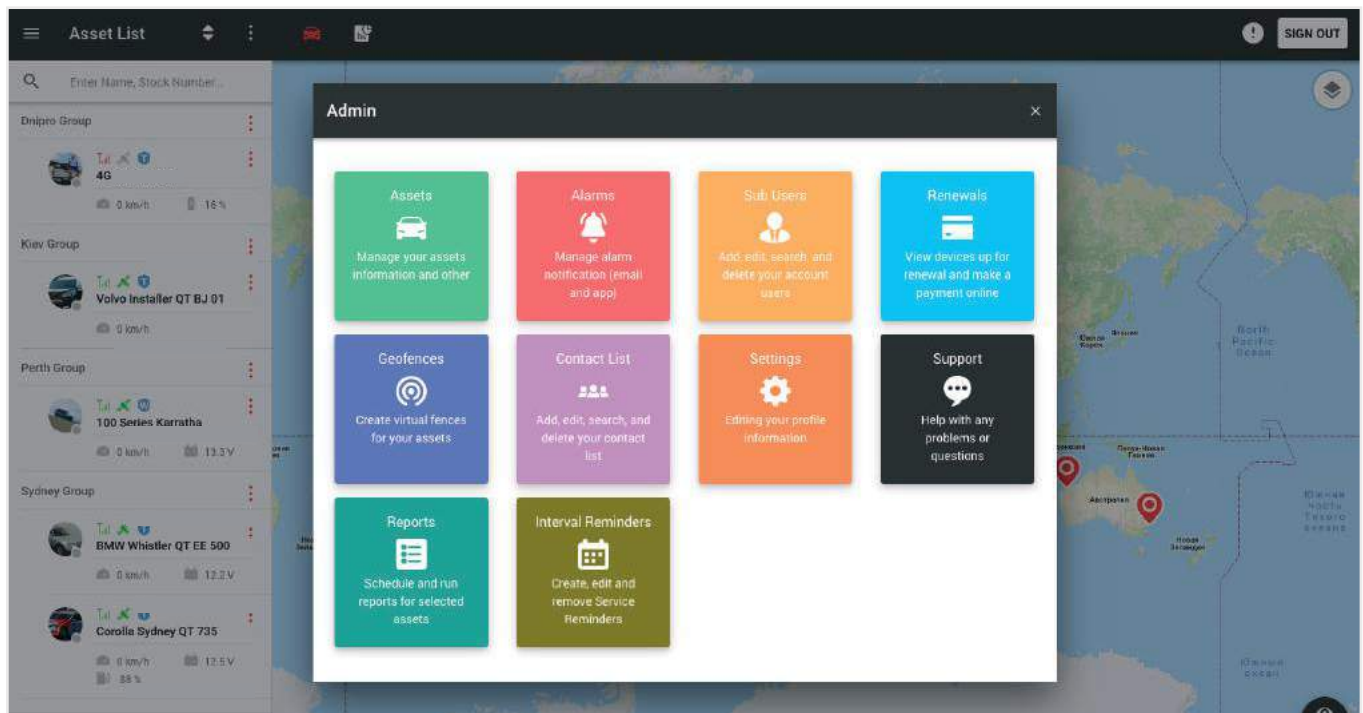
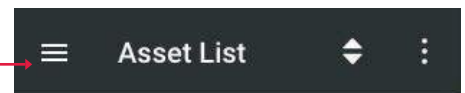
At the bottom is a map and table with the following data:

- **Map** (Click on the icon to display the corresponding asset on the map to the right of the table),
- **Asset name**,
- **Voltage**,
- **Stock Number**,
- **Stationary time**,
- **Total mileage**,
- **Total engine hours**.

To display a separate group of assets, select the **name of the group** in the upper right corner.

## 4. GENERAL MENU OVERVIEW

To open the General menu, click on the **icon** in the upper left part of the tracking page.



On this pop-up you can perform the following functions:

- **Assets** - manage your assets information and other.
- **Alarms** - manage alarm notification (email and app).
- **Sub users** - add, edit, search, and delete your account users.
- **Renewals** - view devices up for renewal and make a payment online.
- **Geofences** - create virtual fences for your assets.

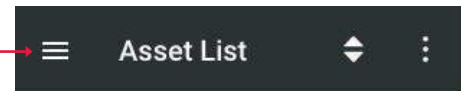


- **Contact list** - add, edit, search, and delete your contact list.
- **Settings** - editing your profile information.
- **Support** - help with any problems or question.
- **Reports** - schedule and run reports for selected assets.
- **Interval Reminders** - create, edit and remove Service Reminders.

## 4.1. CREATE ALARM NOTIFICATIONS

To receive alerts about alarmas, follow these steps:

1. Click **General menu** icon.

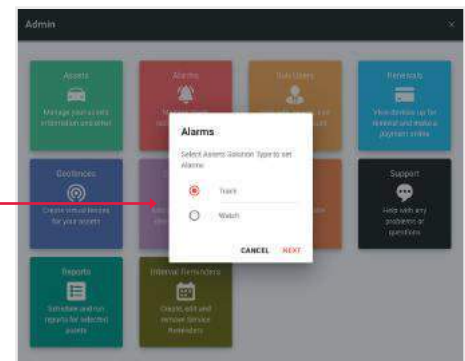


2. Select **Alarms** block.



3. Select assets **solution type** to set alarms:

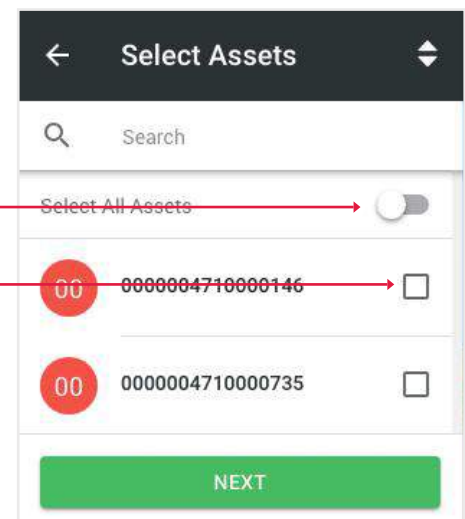
- Track,
- Watch.



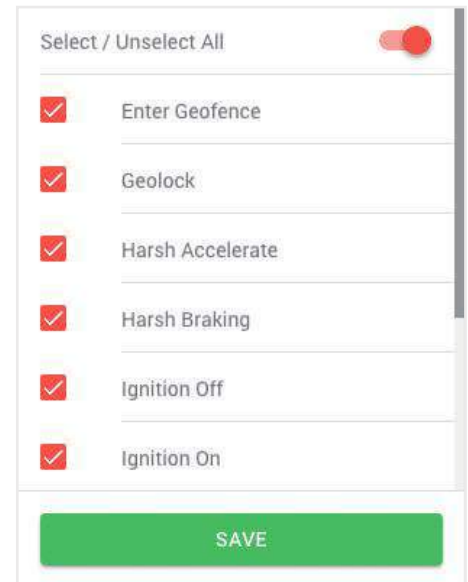
4. In the list of assets that appears, select the necessary ones by checking them in the **checkboxes**

or click on the **switcher** to select all assets.

Click **Next** button.



4. Choose which types of alarm you want to receive. Click **Save** button to continue.

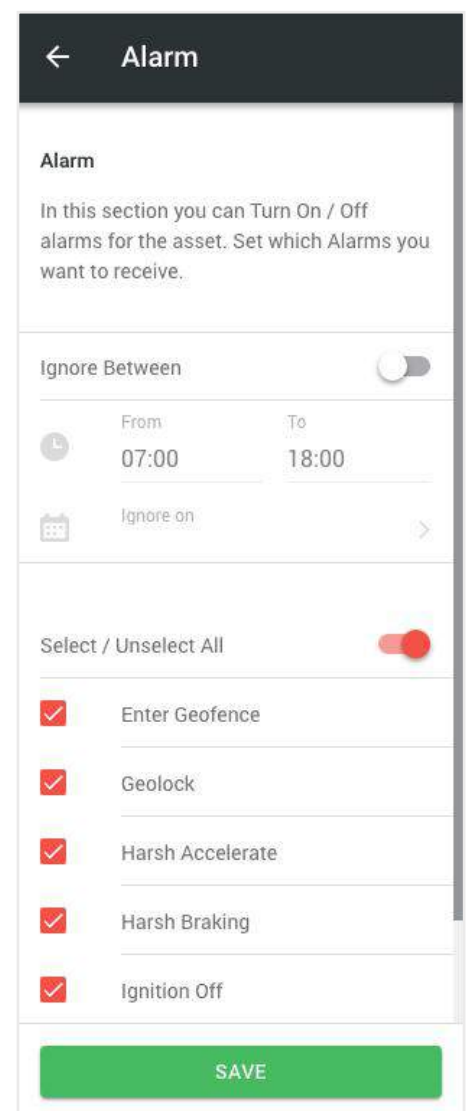


Select / Unselect All ☒

|                                     |                  |
|-------------------------------------|------------------|
| <input checked="" type="checkbox"/> | Enter Geofence   |
| <input checked="" type="checkbox"/> | Geolock          |
| <input checked="" type="checkbox"/> | Harsh Accelerate |
| <input checked="" type="checkbox"/> | Harsh Braking    |
| <input checked="" type="checkbox"/> | Ignition Off     |
| <input checked="" type="checkbox"/> | Ignition On      |

**SAVE**

Notes: If you want to limit the receipt of notifications, in the Ignore Between section you can select the time and days of the week on which you will NOT receive notifications.



**Alarm**

In this section you can Turn On / Off alarms for the asset. Set which Alarms you want to receive.

Ignore Between ☐

From 07:00 To 18:00

Ignore on

Select / Unselect All ☒

|                                     |                  |
|-------------------------------------|------------------|
| <input checked="" type="checkbox"/> | Enter Geofence   |
| <input checked="" type="checkbox"/> | Geolock          |
| <input checked="" type="checkbox"/> | Harsh Accelerate |
| <input checked="" type="checkbox"/> | Harsh Braking    |
| <input checked="" type="checkbox"/> | Ignition Off     |

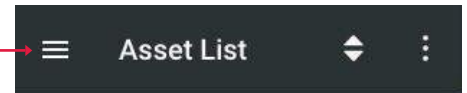
**SAVE**

## 4.2. CREATE / EDIT SUB USERS

A sub users can be created to allow different logins to see different assets, the main account will still have the full function to create, edit and remove these users and view all data from the assets on their own and any sub users.

To create / edit sub account, follow these steps:

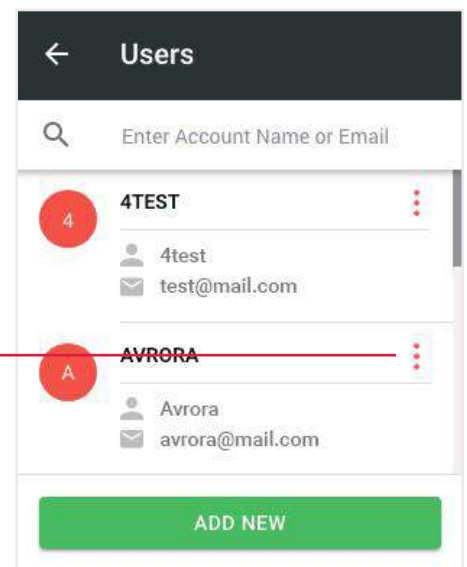
1. Click **General menu** icon.



2. Select **Sub users** block.



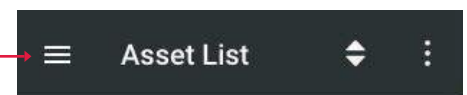
3. Click the **Add New** button to create an sub user, or the icon of the **account menu**, to edit / delete or reset password an existing sub user.



## 4.3. CREDIT REPLENISHMENT

To credit replenishment, follow these steps:

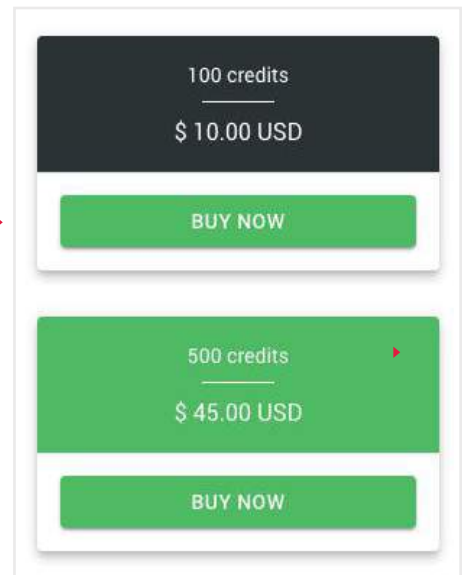
1. Click **General menu** icon.



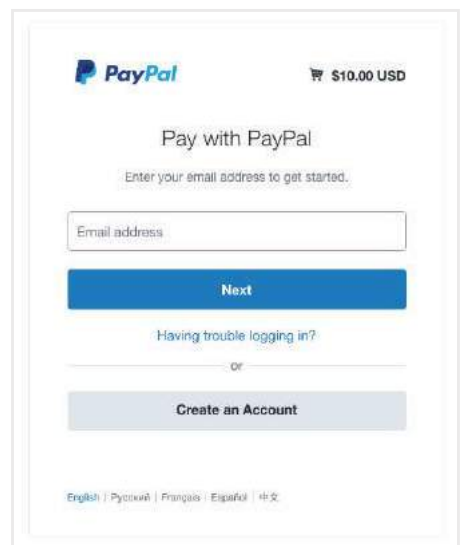
2. Select **Renewal** block.



3. **Select** the desired number of credits replenishment and click **Buy now** button. You will be taken to PayPal website.



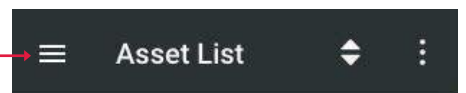
4. **Log in** and follow further instructions to pay.



## 4.4. CREATE / EDIT GEOFENCES

Geofence – this is an area that is set to provide a log or email notification in the event an asset enters or leaves the location.

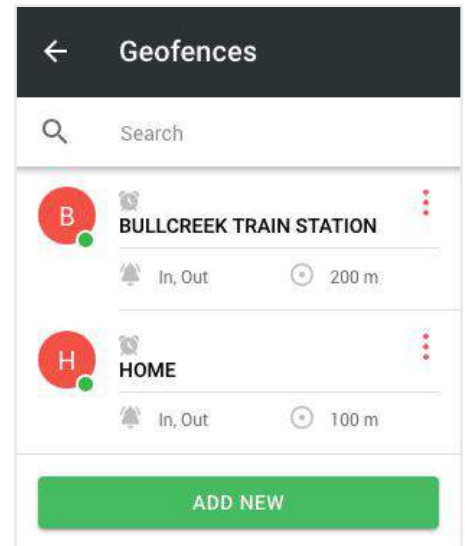
1. Click **General menu** icon.



2. Select **Geofences** block.

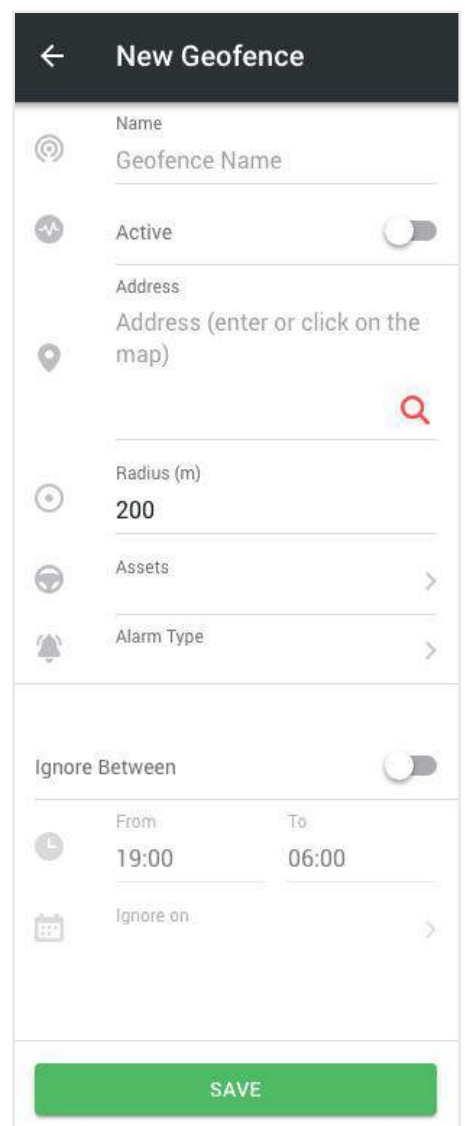


3. Click **Add new** button to create new geofence.

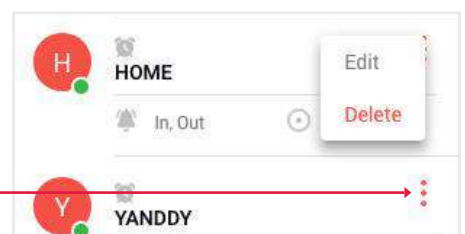


4. **Fill** in the fields and click **Save** to complete.

Notes: If you want to limit the receipt of notifications, in the **Ignore Between section** you can select the time and days of the week on which you will NOT receive notifications.



5. To edit or delete an existing geofence, click on the icon of the **geofence menu**.

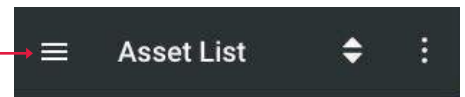




## 4.5. CREATE / EDIT CONTACTS

The contact list is required to send reports and other materials to your colleagues or people who need this information.

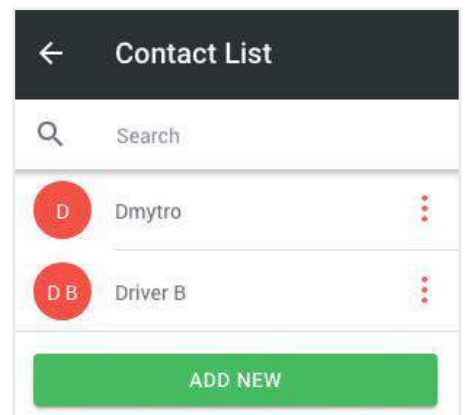
1. Click **General menu** icon.



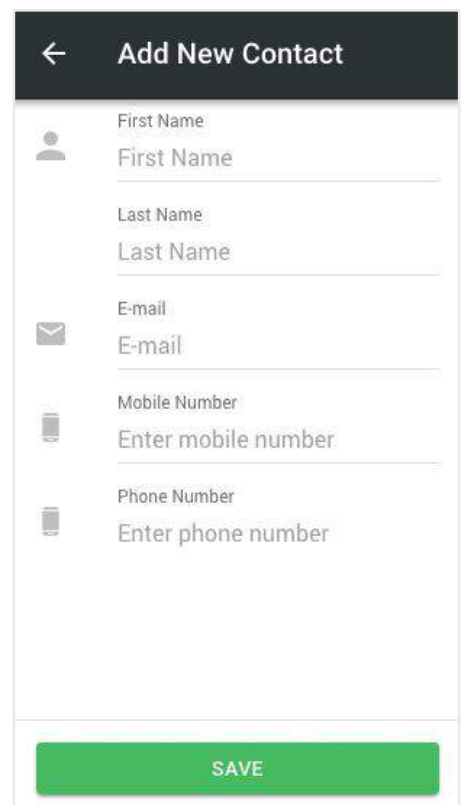
2. Select **Contact list** block.



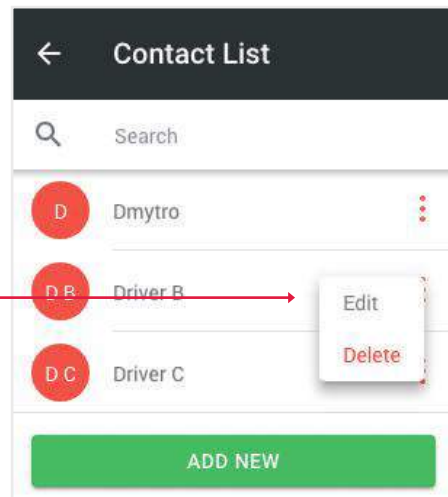
3. Click **add new** button to create new contact.



3. **Fill** in the fields and click **Save** to complete.

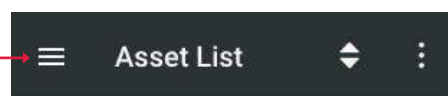


4. To edit or delete an contact, click on the icon of the **contact menu**.

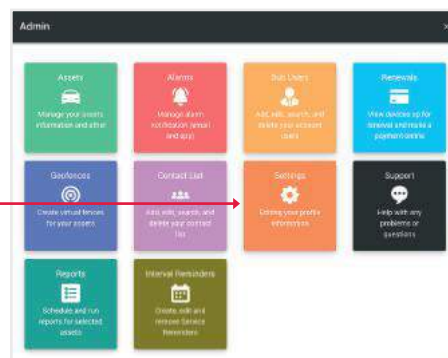


## 4.6. EDIT YOUR PROFILE INFO

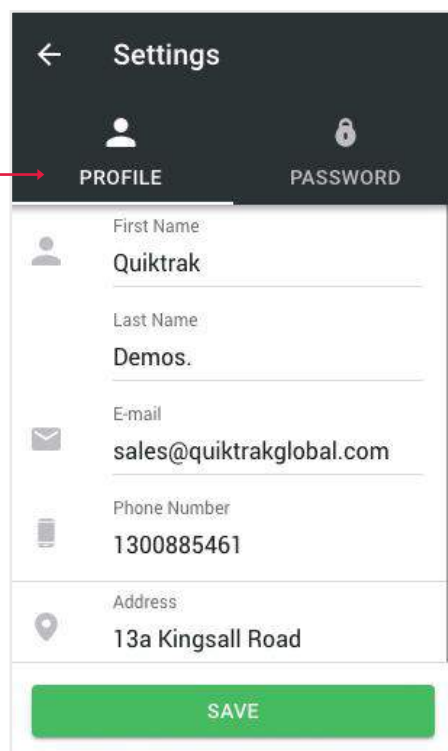
1. Click **General menu** icon.



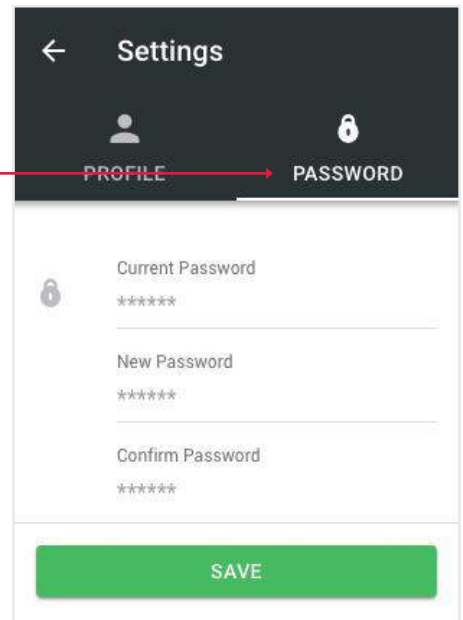
2. Select **Settings** block.



3. In the **Profile tab** you can change your contact information.



4. In the **Password tab** you can change your password.

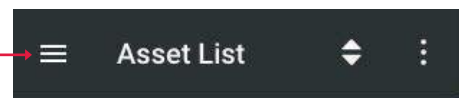


The screenshot shows the 'Settings' app with a dark header. Below the header are two tabs: 'PROFILE' and 'PASSWORD'. The 'PASSWORD' tab is selected and highlighted. Below the tabs, there are three input fields for 'Current Password', 'New Password', and 'Confirm Password', each with a lock icon and a masked password '\*\*\*\*\*'. At the bottom is a green 'SAVE' button. A red line from the text above points to the 'PASSWORD' tab.

## 4.7. SUPPORT

If you have problems with your asset, leave a request to our support center and our specialists will contact you shortly.

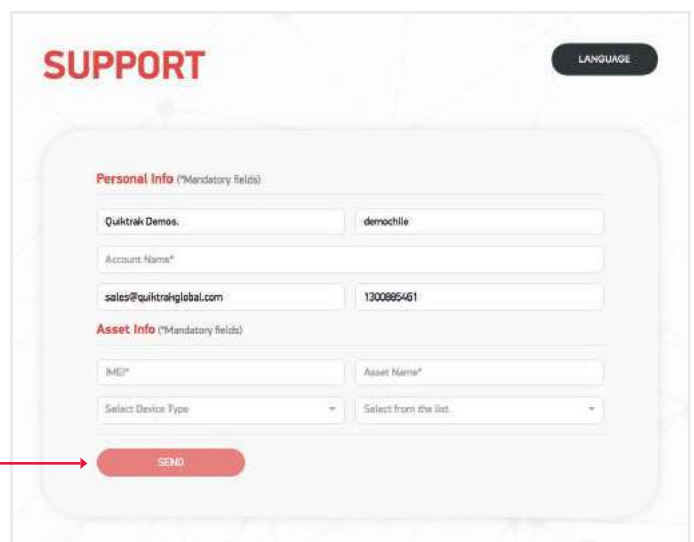
1. Click **General menu** icon.



2. Select **Support** block.



3. Fill out the form and click **Send**.

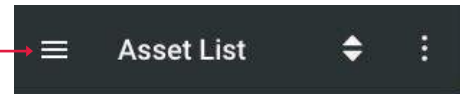


The screenshot shows the 'SUPPORT' form with a light gray background. At the top right is a 'LANGUAGE' button. The form is divided into two sections: 'Personal info (\*Mandatory fields)' and 'Asset Info (\*Mandatory fields)'. The 'Personal info' section has fields for 'Quiktrak Demos.' (filled with 'demochile'), 'Account Name\*', 'sales@quiktrahglobal.com', and '1300885461'. The 'Asset Info' section has fields for 'IMEI\*' (filled with '1300885461'), 'Asset Name\*', 'Select Device Type' (a dropdown menu), and 'Select from the list.' (a dropdown menu). At the bottom is a red 'SEND' button. A red line from the text above points to the 'SEND' button.

## 4.8. SHARED ASSETS

Shared assets - a function with which you can share access to your asset with others people for a certain period.

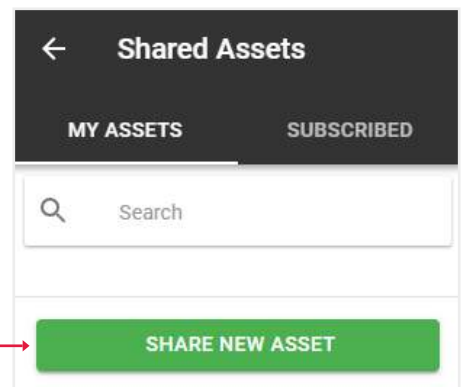
1. Click **General menu** icon.



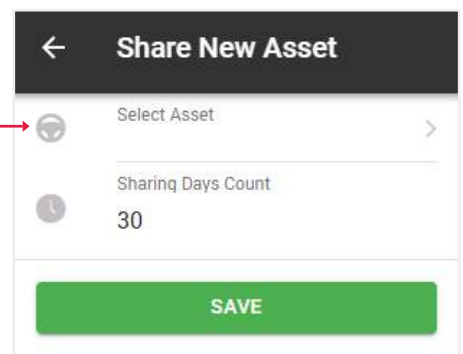
2. Select **Shared assets** block.



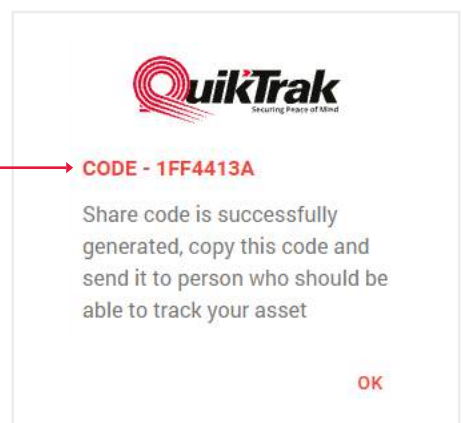
3. Click **Share new asset** button.



4. **Select** an asset and access period and click save button.

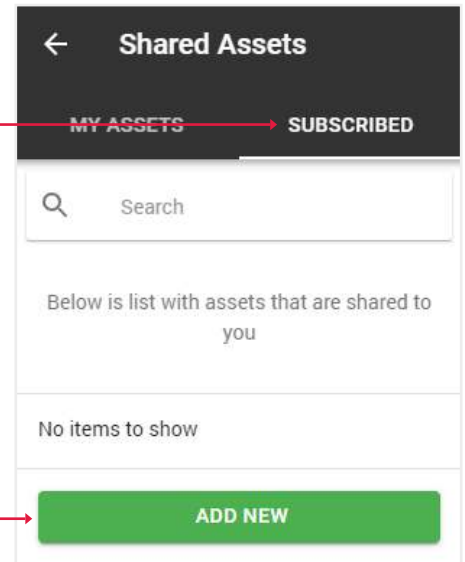


5. In the popup that appears, you will have an automatically generated **Code** to access your asset.

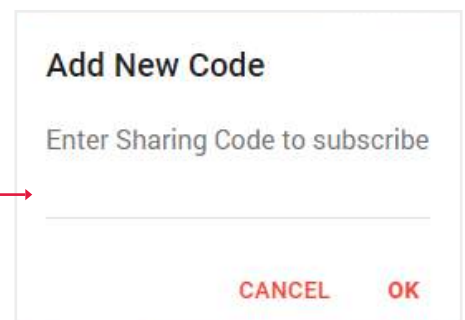


6. To add a shared asset to your list, select the **Subscribed** tab.

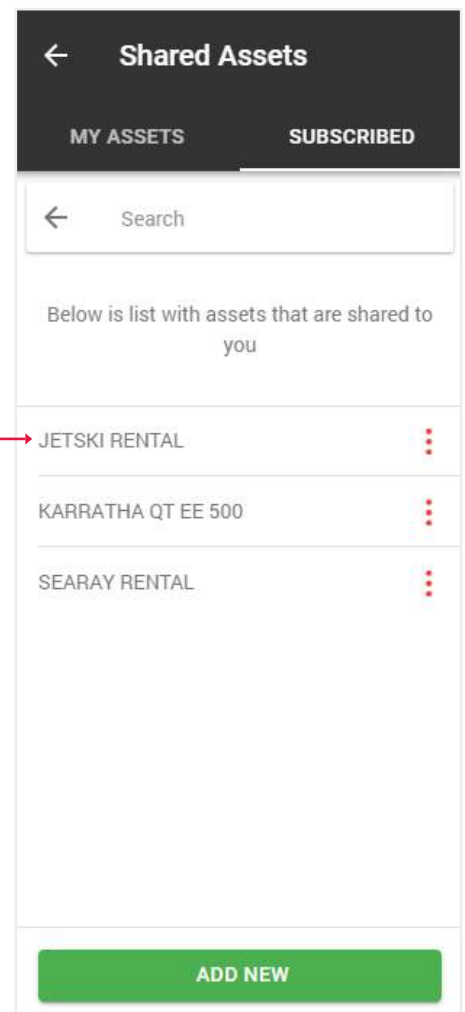
7. Click **Add new** button.



8. **Enter** the code in the input field.



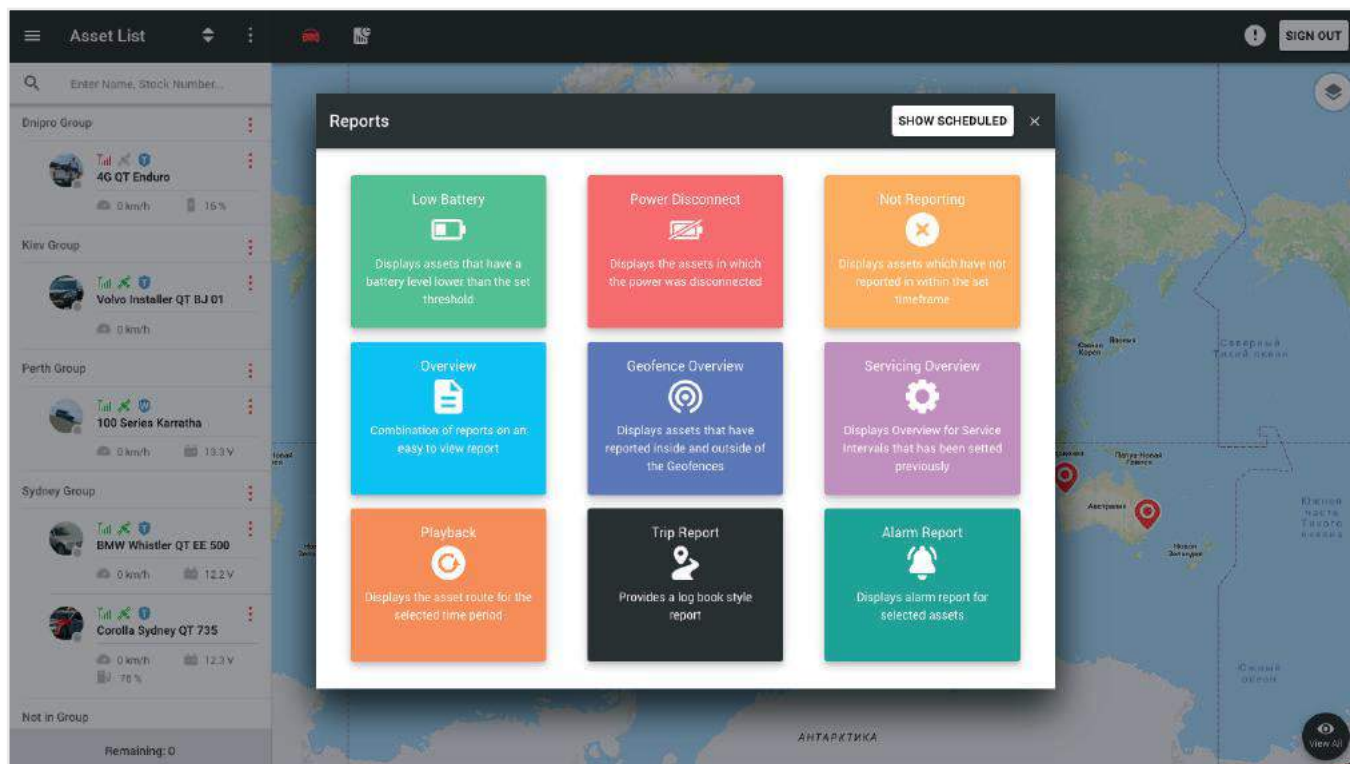
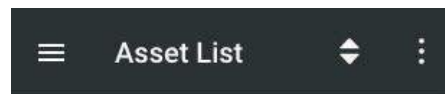
9. The asset will be added to your **List**.





## 5. REPORTS OVERVIEW

To open the Reports menu, click on the **icon** in the upper left part of the tracking page and select **Reports block**.

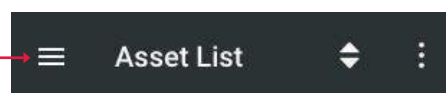


On this pop-up you can perform the following reports:

- **Low battery** - displays assets that have a battery level lower than the set threshold.
- **Power disconnect** - displays the assets in which the power was disconnected.
- **Not reporting** - displays assets which have not reported in within the set timeframe.
- **Overview** - this block is under development.
- **Geofence overview** - displays assets that have reported inside and outside of the Geofences.
- **Servicing overview** - this block is under development.
- **Playback** - displays the asset route for the selected time period.
- **Trip report** - provides a log book style report.
- **Alarm report** - displays alarm report for selected assets.

### 5.1. CREATE NEW REPORT

1. Click **General menu** icon.



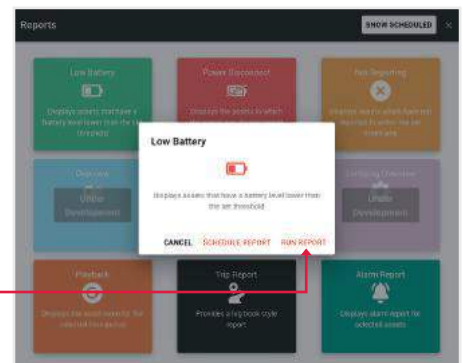
2. Select **Reports** block.



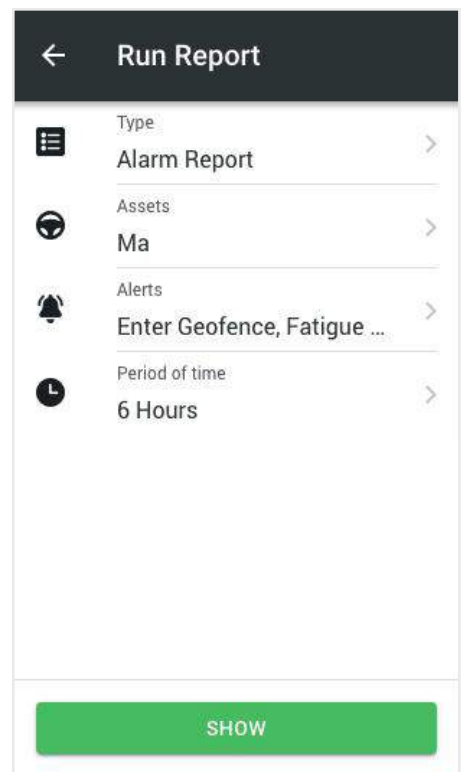
3. Click on the **desired report**.



3. Click **Run report** button.

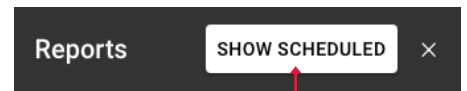


4. **Fill** in the fields and click **Show** to complete.

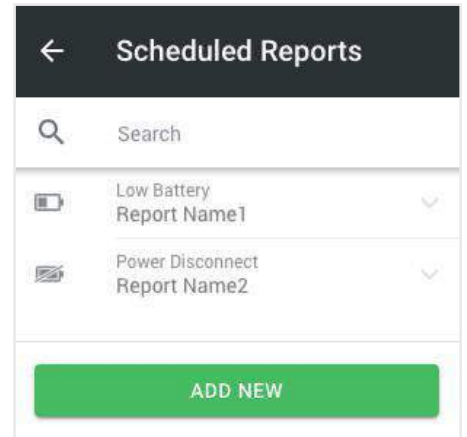


## 5.2. VIEW EXISTING REPORTS

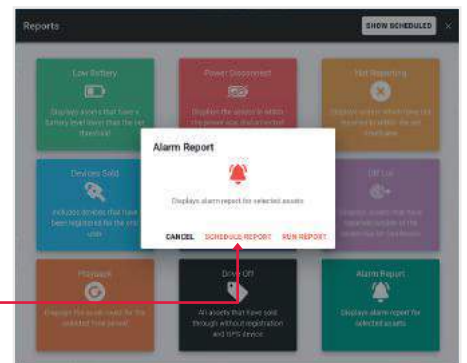
To view all existing, previously created reports, click in the upper right corner of the pop-up button to **Show scheduled**.



On the new page you will see a **list** of existing reports.



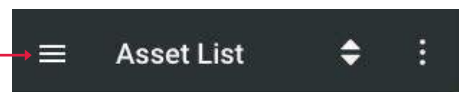
To view an existing report of a particular type, select the desired report and click the **Schedule report** button.



## 6. SERVICE INTERVALS

These are reminders of such events as: tire change, engine check, renewal of registration and insurance, etc.

1. Click **General menu** icon.



2. Select **Service intervals** block.



3. To edit an existing service, click on the **Menu icon** or on the **Add new** button if you want to create a new service.

**Service Intervals**

Search

|  |                                     |  |
|--|-------------------------------------|--|
|  | Engine Service<br>2018080701        |  |
|  | 2019-06-06 14:02:23                 |  |
|  | Engine Service<br>TEST ENGINE HOURS |  |
|  | 2019-06-06 20:19:58                 |  |
|  | Custom<br>TEST REMINDER             |  |
|  | 2019-06-03 16:48:58                 |  |
|  | Tyre Service<br>TEST                |  |
|  | 2019-06-04 18:03:04                 |  |
|  | Insurance<br>TEST2                  |  |
|  | 2019-05-31 14:29:10                 |  |

**ADD NEW**

4. **Fill** in the fields and click **Save** to complete.

**New Service Interval**

Name  
Name

Assets >

Service Type  
Engine service >

Inclusion >

Interval Type  
Date >

Interval Value  
Interval Value

Early Warning Value  
Early Warning Value

Notify Email >

Remark  
Remark

Active ☐

**SAVE**