

# GreenRoad Central™ User Guide

From Sight to Insight to Fleet Success

## Welcome to the GreenRoad Central User Guide for Drive app users.

In this guide you will find useful information of how to use GreenRoad Central, and easily set, measure and track the goals that are important to your company.

02 Login

03 Main Navigation

04 Dashboards Tab

07 Safety Tab

09 Tracking Tab

16 Hotspot Tab

17 Reports Tab

18 Administration Tab

22 To Do Tab

# Login

The first step your Central. We value your fleet and drivers privacy with a password protected system.

## The login is found at:

<https://central.greenroad.com/Pages/Login.aspx>

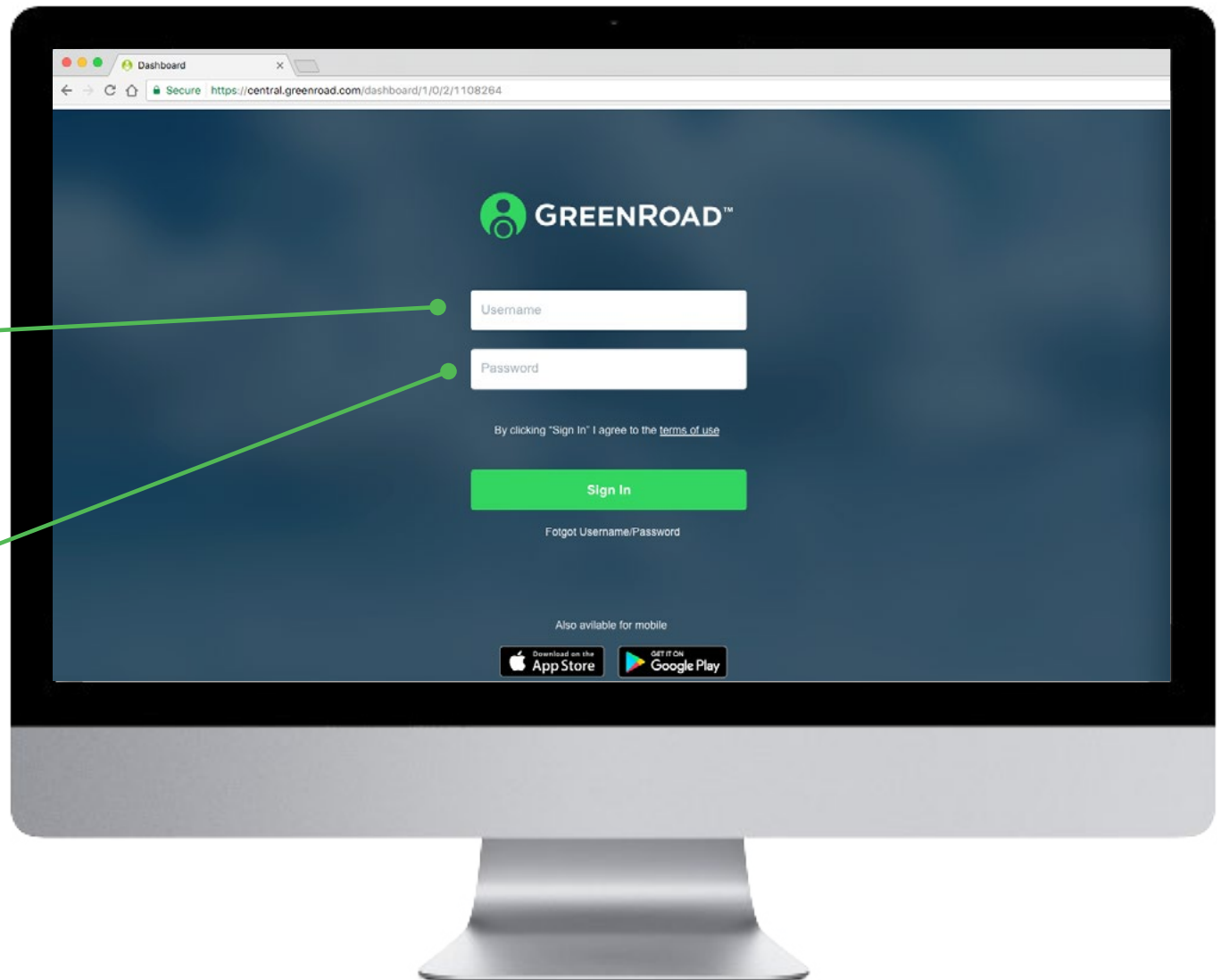
Each manager receives a welcome email which includes a link to GreenRoad Central **User Name** and a temporary **Password**.

Your **User Name** generally has 2 parts, usually your first and last name separated by a period (.). Example: John.Smith

\*Note: The User Name is not case sensitive.

The first time you login to GreenRoad Central, you will be asked to change the **Password**.

\*Note: Your Password is case sensitive.



# Main Navigation

The GreenRoad Central main menu is located on the left side of the screen.

You can easily navigate between Dashboards, To-Do, Safety, Tracking, Hotspots, Charts, Reports and Administration.



# Dashboard Tab

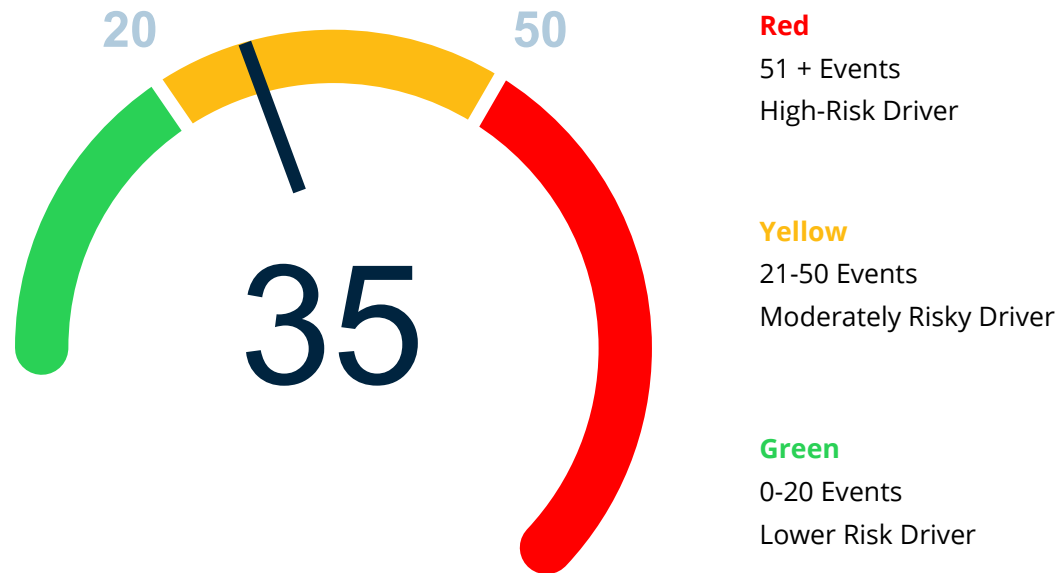
GreenRoad Central provides managers with simple yet comprehensive tools to assess driver and overall fleet performance, spot potential issues and focus improvement where it is most needed.

## What is the Safety Score?

The GreenRoad Safety Score is an objective measurement of safety performance. It represents the frequency of risky events for every ten hours of driving.

A driver's Safety Score is calculated by calculating all of his or her safety events in the past seven days, dividing this by the total number of hours driven, and multiplying by 10 to get a standardised score.

The target for all drivers is a Safety Score of 20 or below and to be a green driver overall.



## The Safety Dashboard

The Safety dashboard shows your driving safety performance, over the course of time. This helps you identify risky drivers, detect and understand driving trends. This information can help you formulate targeted training plans to improve driving behavior. A manager can see driver, vehicle or org unit dashboards.

## Dashboard for Drivers

When drivers log into GreenRoad Central, they can view dashboards that provide detailed information about their personal driving performance. They can also view their team's performance and see how they compare to the rest of their team.

Managers can review the same dashboards by selecting a specific driver from the list of drivers.



# Safety Dashboard Widgets

The GreenRoad Central Management Dashboard consists of tiles called Dashboard Widgets. Widgets provide information on performance by driver, vehicle or depot. This information is updated at the end of work day.

The Widgets include Safety Score History, Safety Score (current), Safety Categories, and Safety Level Distribution.

## Safety Score

Provides a numeric score as well as a visual indication of how safely drivers have been driving in the past seven days.



## Safety Score History

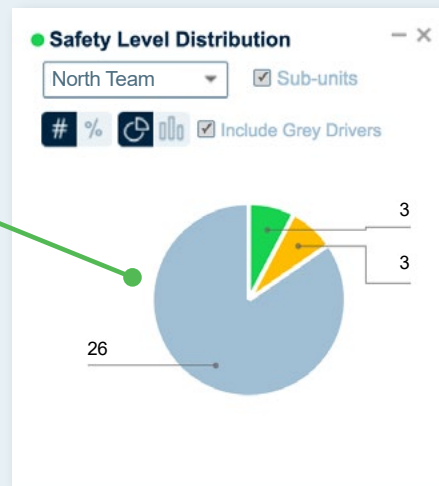
Gives you a week by week summary of how safely drivers have been driving.

The "Open full view" link gives you access to safety history trends.



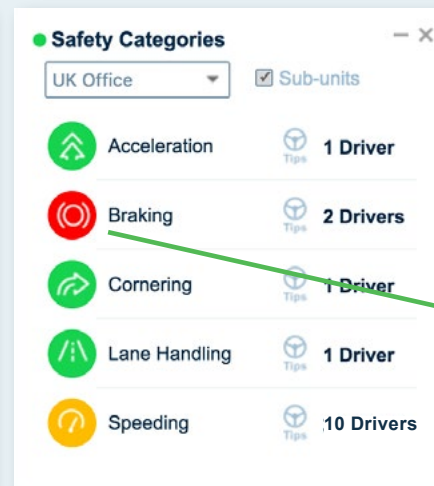
## Safety Level Distribution

Gives a snapshot of where drivers currently are within the scoring categories: red, yellow, green and grey\*. The figures can be changed to show as a percentage. The chart can be changed from a pie to a bar chart.



## Safety Categories

Shows driving safety over the past seven days in each of the five GreenRoad driving categories: Acceleration, Braking, Cornering Lane Handling and Speeding. Exclamation mark will highlight the category with the highest score.



\* Grey drivers are those that currently don't have the required amount of driving hours to create a profile.

# Safety Tab

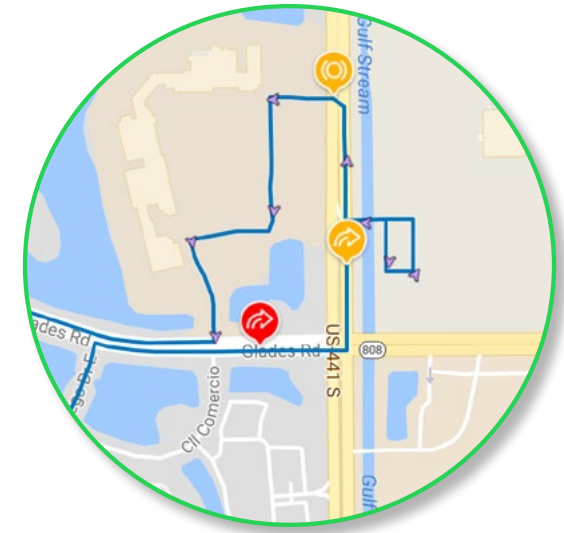
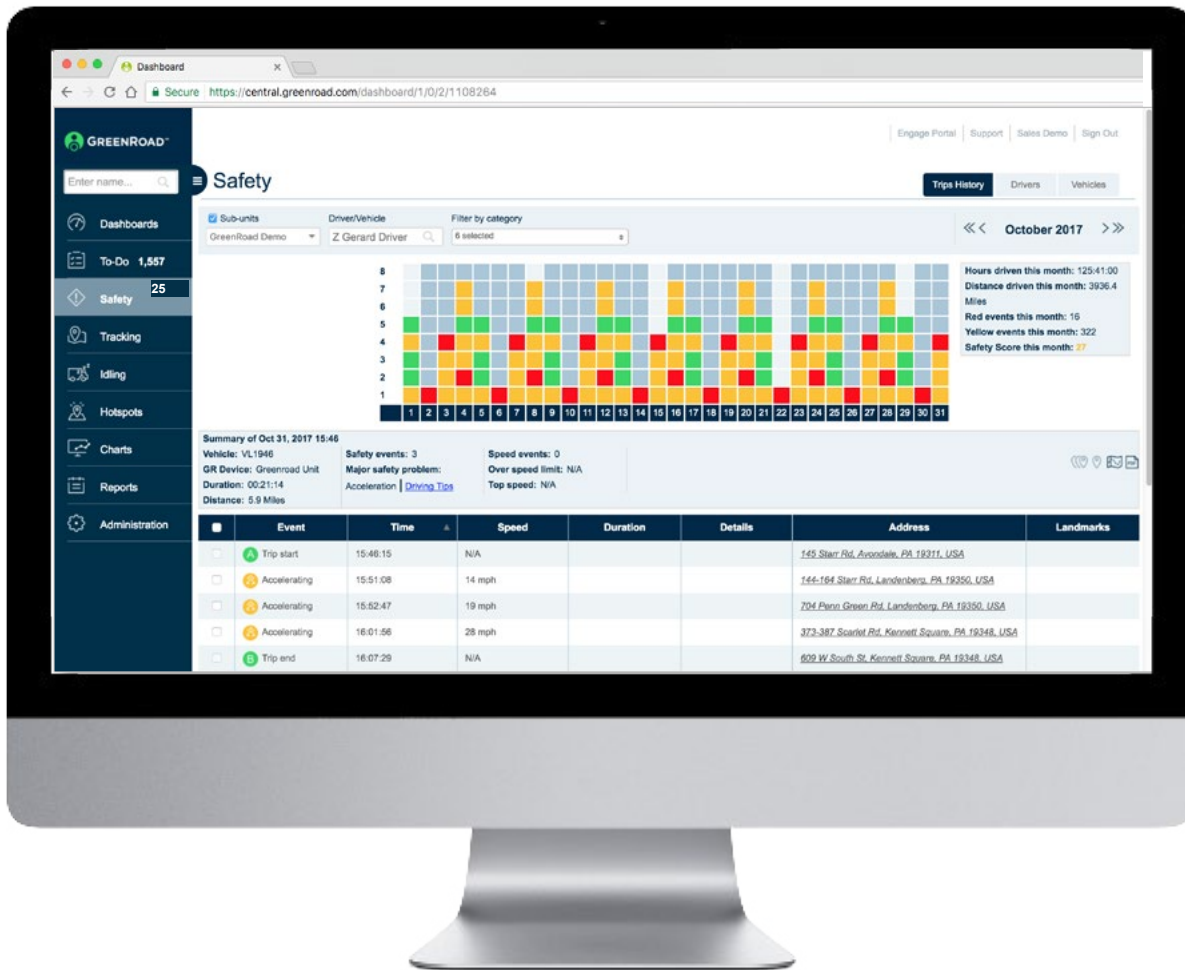
The safety panel is for viewing your drivers and vehicles safety metrics. In one glance you can view who is performing well and who need a feedback. Which vehicles are causing safety issues in your fleet.

## Drivers & Vehicles List

The Safety Driver and Vehicle List lets you review the safety data for each driver or vehicle at a glance. You can also easily compare the safety data of all drivers or vehicles, as well as segment in peer groups based on the safety data – e.g. all red drivers or vehicles.

The data can be viewed using the dashboards or downloaded to an Excel spreadsheet for further analysis.





## Individual Trip Events

The map view shows the location of all events. By clicking on a trip, the details are displayed.

The purple arrows (breadcrumbs) are timing arrows that are set down at an agreed interval. They show the vehicle speed, heading and time.

The map is based on Google Maps and it can be changed to show satellite or street view, and can be enlarged or reduced as required.

## Trips History

Provides a detailed analysis of trips over the course of time. This helps you identify specific risky maneuvers that lead to higher safety scores and to understand driving trends.

Drill down to get details on each trip, including start and stop times, duration of the trip, number of driving events triggered during the trip and overall safety level.



# Tracking Tab

View and track drivers and vehicles, trace vehicle paths, and have a visual awareness of the daily whereabouts of your organization.

## Live Fleet

Green Road's Live Fleet tracking allows managers to see where their vehicles are in near real time. This is also known as "Track and Trace".

### Map movement and zooming

Zooming in will reveal more details in a specific area, break big clusters into smaller clusters and eventually show individual vehicle locations and their current tracking details.

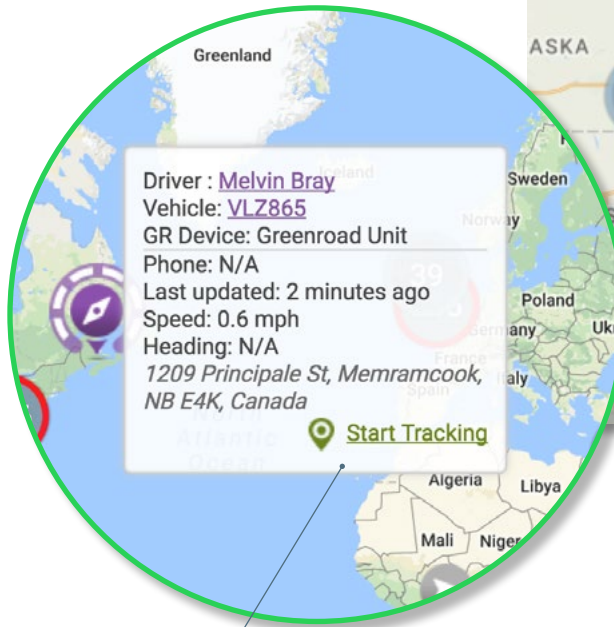
On the live map, hold the left click and move your mouse to move the displayed map area in any direction. Using your mouse scrolling wheel or the +/- zoom control at the bottom right, you can zoom in and out within the map.

The screenshot displays the GreenRoad Tracking interface. On the left is a dark sidebar with navigation options: Dashboards, To-Do (25), Safety, Tracking (selected), Idling, Hotspots, Charts, Reports, and Administration. The main area is titled "Tracking" and features a search bar with "Enter name..." and a "Live Fleet" button. Below the search bar are filters for "Sub-units" (GreenRoad Demo), "Filter Vehicles" (All), "Driver/Vehicle", "Landmark/Address", and "Resource Locator". The central map shows the United States with numerous vehicle icons, some labeled with names and IDs (e.g., Claude Carr VLZ601, Judson Hurst VLZ773, Michael Winans VLZ189, Leon Frost VLZ947, Marcos Morin VLZ919, Donald Satterfield VL1950, West Grove VLZ136, Jordan Marks VLZ1262). A status bar at the bottom provides summary statistics: 631 Vehicles, 0 Moving, 146 GPS Unavailable, 485 Parked, 0 Faulty, 631 Resources, and 0 Alerts. The bottom right corner includes a zoom control and a "00:23" timer.

## Map Vehicle Icons

Each individual vehicle is marked with an icon. Click the information symbol “i” to see the full list of icons and their meaning.

The gray icons show vehicle for which location updates have not been received within the last 10 minutes.



## Start Tracking

If you click on the “Start Tracking” link the live map will show the tracked vehicle in the center of the map with a color outline circling the vehicle’s icon. On the right-side menu you can click to show only the tracked vehicle.

### What do the vehicle icons mean?

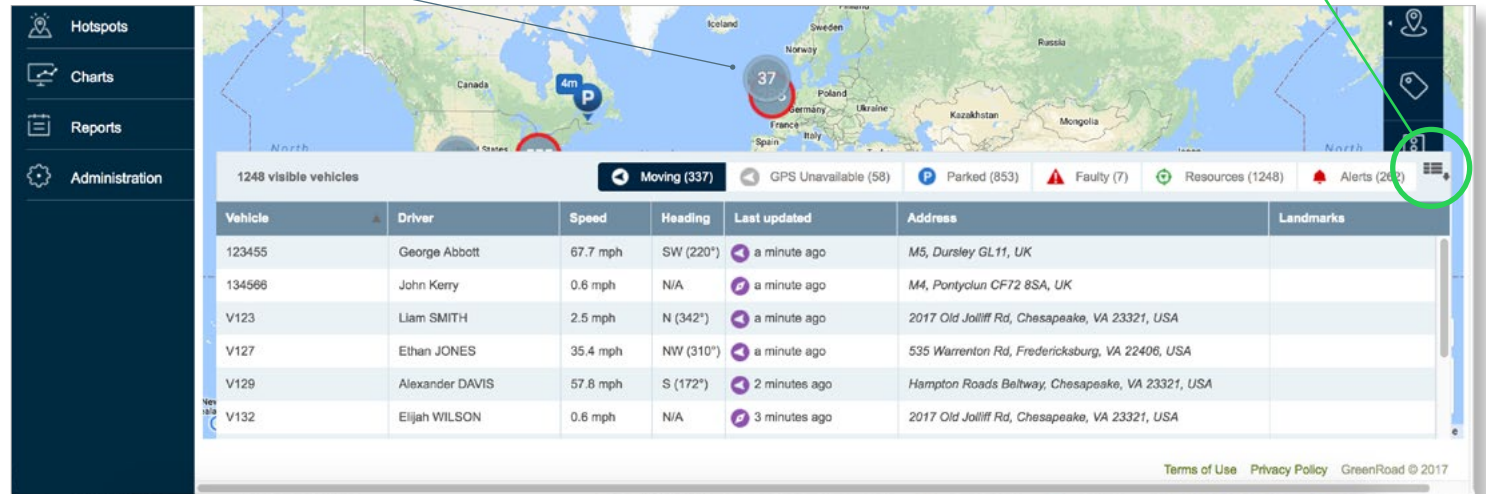
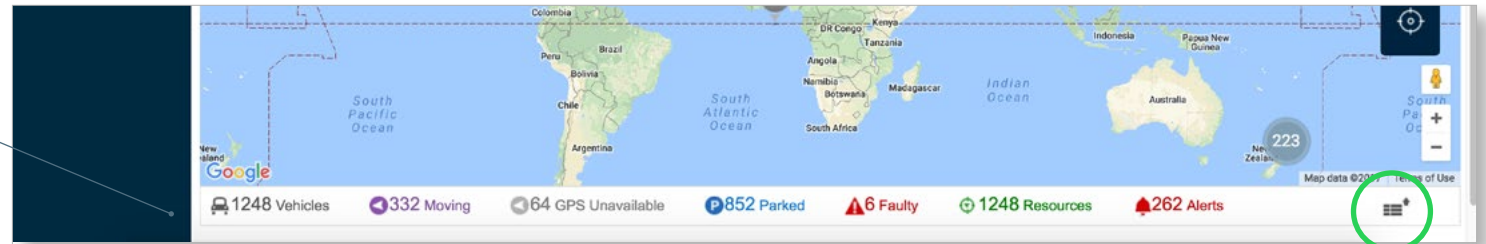
- Purple icons** indicate vehicles moving in the direction of the arrow
- Gray icons** show the last known location of vehicles for which updates have not been received recently. Arrows indicate direction vehicle was heading at last update.
- Blue icons** represent parked vehicles
- A **red outline** appears around an icon when the vehicle it represents has an active vehicle health fault or if an alert has been issued for that vehicle within the past 8 hours
- A **green outline** around an icon indicates a vehicle that has been identified in response to a resource locator request
- Tracked vehicles are indicated by a **purple outline** when they are moving,
- a **blue outline** when they are parked,
- and a **gray outline** when movement can't be confirmed due to temporary communication outage
- When there is no recorded speed or the vehicle speed is too low to register, a **compass rose** icon will replace the direction arrow

# Table View

At the bottom part of the screen you can see the total number of vehicles that are in the displayed map, and their status distribution: Moving, GPS Unavailable, Parked, Faulty. Clicking each one of them or the table icon at the bottom right will open a table of all the relevant vehicles and their details.

Clicking on any of the displayed clusters opens a table, listing all the vehicles in this cluster and their details - including their status, location address, associated driver, alerts and landmarks.

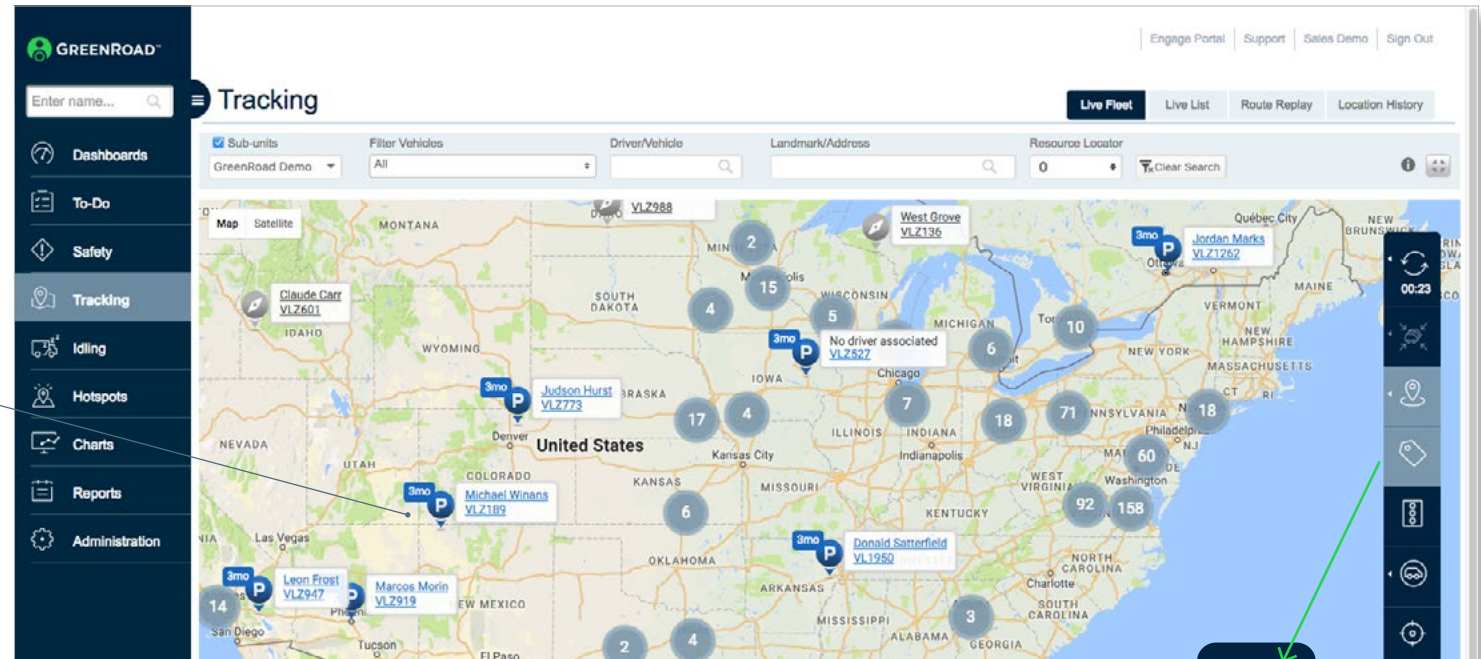
For moving vehicles, the table will also show the speed, direction (Heading) and when the location was last updated. For parked vehicles, it will also show how long they have been parked.



# Where is My Fleet?

Managers can search for and locate a vehicle or a driver through the Live Fleet Map. The map can be displayed as a window or in full screen mode.

Drivers are shown along with their associated vehicles.



Click to refresh vehicle location

Click to recenter map on tracked vehicle

Click to see Landmark

Click to see vehicle tags

Click to see traffic

Click to see cluster size

Click to see previous view

# Resource Locator

Managers and dispatchers can improve service and customer satisfaction: Search and locate the closest or the most qualified employee for a task.

Managers can predefine, maintain and manage specific values of Dynamic Attributes to support decisions in real time, such as qualification, level of expertise, or equipment availability in the Administration Tab.

The screenshot shows the GreenRoad Tracking interface. On the left is a navigation menu with options: Dashboards, To-Do 25, Safety, Tracking, Idling, Hotspots, Charts, Reports, and Administration. The main area is titled 'Tracking' and features a search bar with 'Enter name...' and a 'Resource Locator' dropdown menu. The dropdown menu is open, showing options: 'Locate All Resources' (unchecked) and 'Locate Resources By' (checked). Under 'Locate Resources By', there are 'Select Entity' and 'Select Attribute' dropdowns, and an '+ Add Filter' button. A 'Search' button and a 'Cancel' button are at the bottom of the dialog. A green circle highlights the 'Resource Locator' dropdown, and a green arrow points from it to the text below. Below the dialog is a world map with several location markers. At the bottom, a summary bar shows '1248 visible vehicles' and various status counts: Moving (209), GPS Unavailable (76), Parked (963), Faulty (1), Resources (1248), and Alerts (319). Below this is a table with columns: Vehicle, Driver, Speed, Heading, Last updated, Address, and Landmarks.

Vehicle	Driver	Speed	Heading	Last updated	Address	Landmarks
134566	John Kerry	41.6 mph	SE (128°)	2 minutes ago	Ely Valley Rd, Talbot Green, Pontyclun CF72, UK	
V169	Brayden PHILLIPS	37.9 mph	E (106°)	2 minutes ago	13501-13537 Midlothian Turnpike, Midlothian, VA 23113, USA	
V4FOG	Paul Fogg	0.6 mph	N/A	2 minutes ago	116 Lancaster Roundabout, Grays RM16 6BG, UK	
V45043	Jeffrey Hutchings	0.7 mph	W (255°)	2 minutes ago	Some Island, Market St, Bathurst NSW 2102, UK	

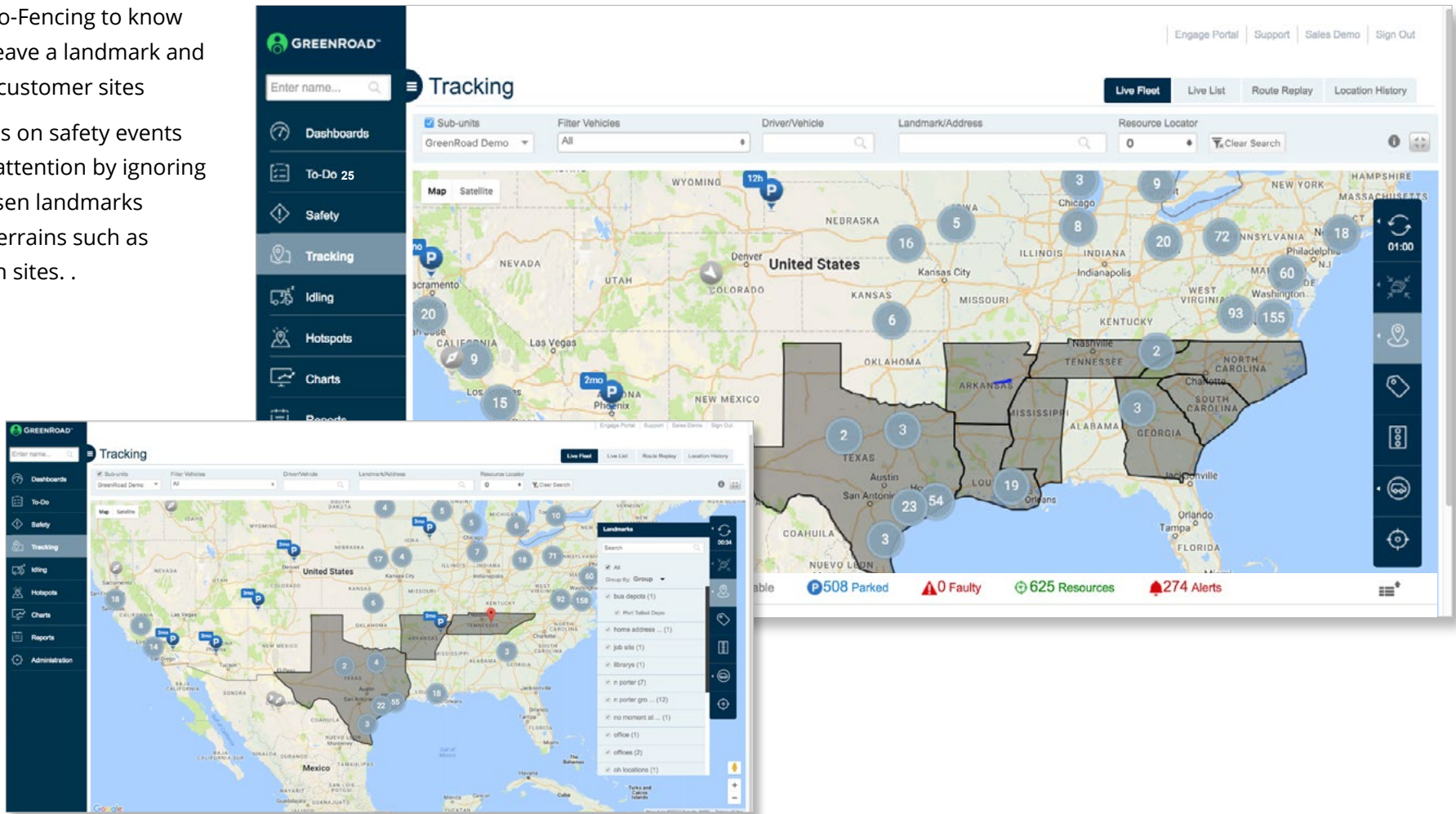
Set Dynamic Attributes for live search

# Landmarks & Geofencing

Managers can designate geographic areas important to the business to improve daily operations, track fleet performance, improve asset security and validate policy execution.

Use Landmarks and Geo-Fencing to know when drivers enter or leave a landmark and measure time spent at customer sites

Managers can also focus on safety events that truly require their attention by ignoring events triggered in chosen landmarks representing extreme terrains such as quarries or construction sites. .



## Route Replay

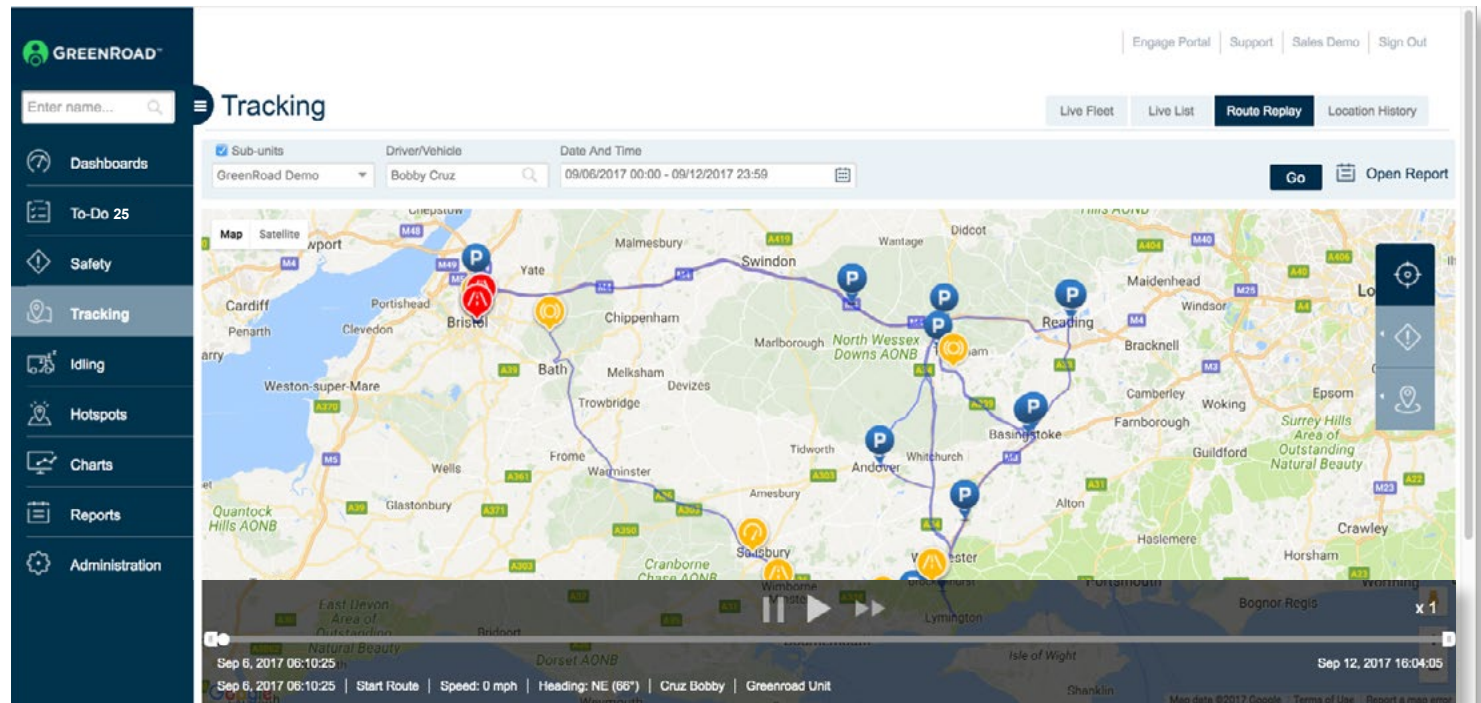
Managers can virtually review fleet activity to view safety performance and determine where productivity was gained or lost.

With GreenRoad Route Replay you can identify opportunities to optimize routes, and trace late starts, unauthorized stops and early finishes by reviewing visual display or detailed time report of a specific route.

### How to use?

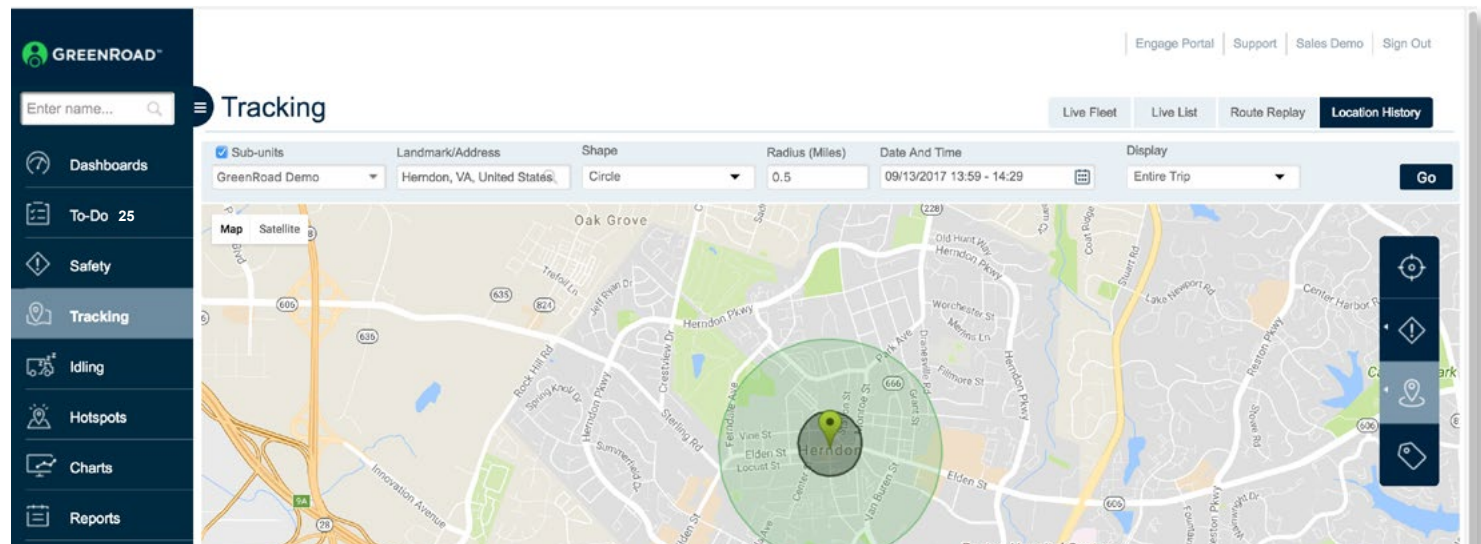
Select a driver/vehicle and a specific date & time to play the routes. View route, stops and GPS points along the trip as they happened in the field.

Add layers of information on the map: Safety Events or Landmarks information



## Location History

When a new complaint about company's branded vehicle or customer complaint came in, Managers can find out which vehicles or drivers were in or around a specific Location, Date or Time.



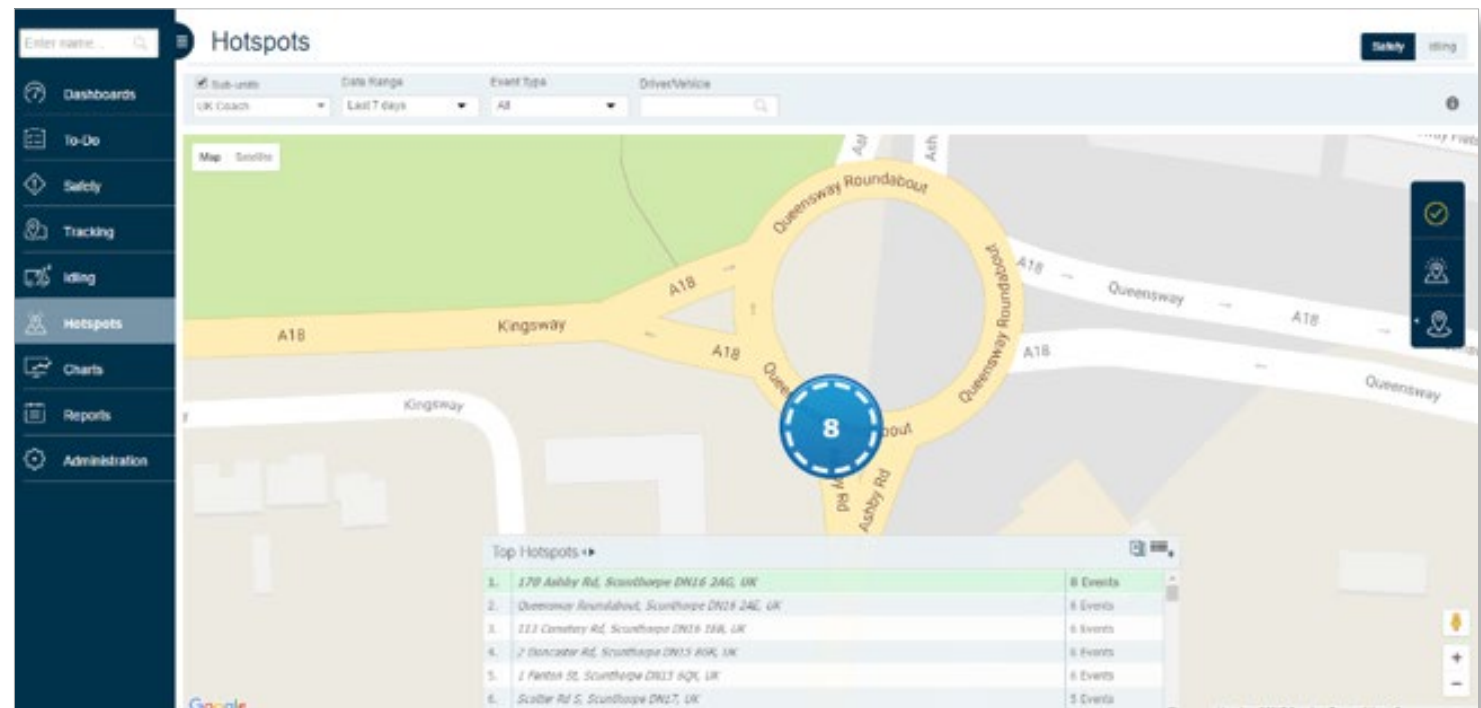
# Hotspot Tab

The Hotspots tab uses heat mapping to reflect and show locations with significant number of safety events.

The top 100 hotspots for a depot are displayed, showing the amount of events per hotspot. When you click the number, a breakdown across events categories is displayed.

The data is based on the vehicle and is not person specific.

This feature is particularly useful for running campaigns on particular areas and events. The map can be shown in satellite or street view.

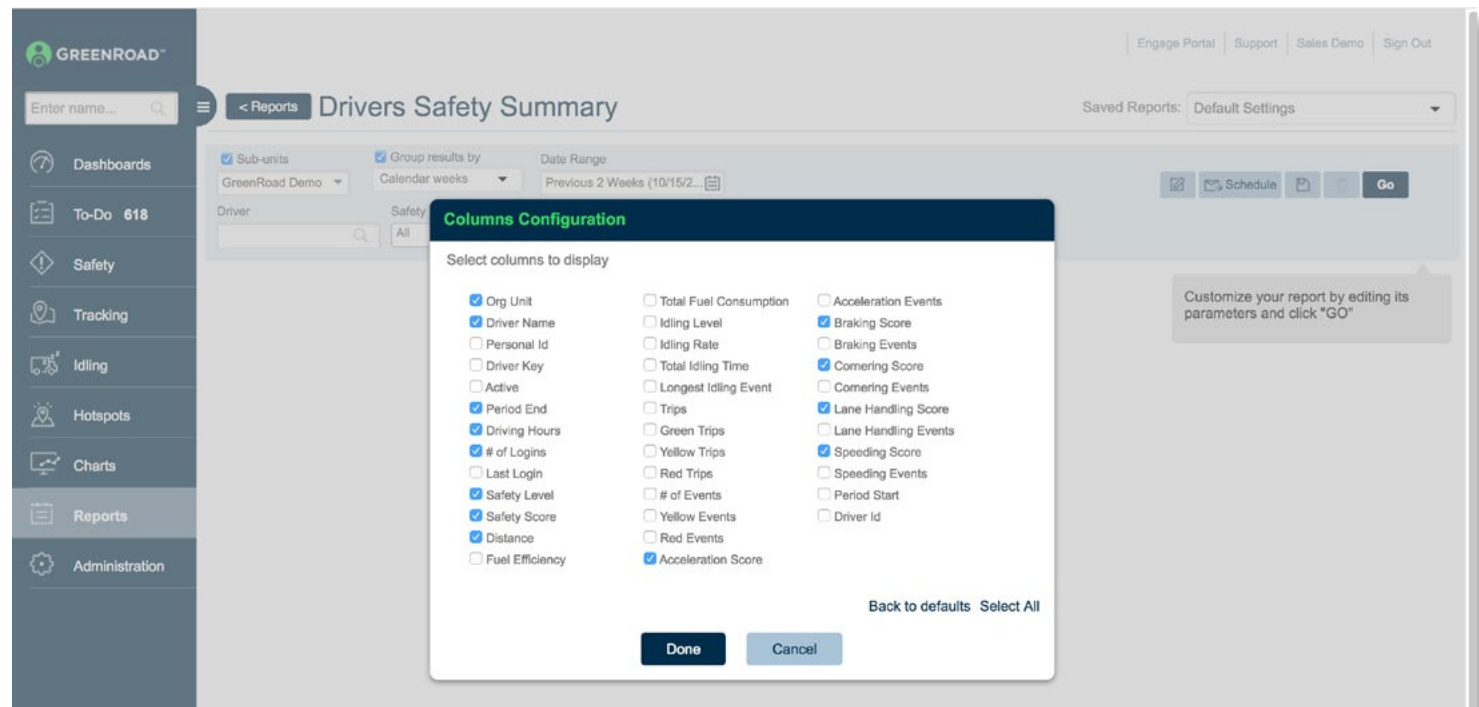




# Reports Tab

GreenRoad Central enables you to generate reports and save the ones that help you manage your business.

The report suite is divided into sections, pre-built, based on GreenRoad best practices. You can review a report, save it or schedule one to be sent to your email.



Customize reports to see the fields most relevant to managing your business.

Reports can be exported as a PDF or Excel spreadsheet



# Administration Tab

This panel holds the key to the GreenRoad Central domination. Here is where you can set up your fleet, make changes to fleet policies and set up alerts and geofences.

Administration Panel selection allows you to switch between various admin duties: Fleet Setup, Policy changes, Alert setup, Geofencing setup, Preferences, and Trip logs.

Organizational Unit selection is the first step to making changes. Whatever team or org. unit is selected, this is where changes will be made. Changes affect all members and sub-groups.

The screenshot displays the GreenRoad Administration interface. On the left is a dark sidebar with navigation options: Dashboards, To-Do (25), Safety, Tracking, Idling, Hotspots, Charts, Reports, and Administration. The Administration section is expanded, showing sub-options: Fleet Setup, Policy, Alerts, Geofencing, Preferences, and Trips. A green circle highlights the Administration sub-menu, which lists: Administration, Fleet Setup, Policy, Alerts, Geofencing, Preferences, and Trips. The main content area shows the 'Fleet Setup' page for 'GreenRoad Demo'. It includes a search bar, tabs for Users, Vehicles, Maintenance Events, Beacons, Fuel Transactions, Keys, Hierarchy, and Dynamic Attributes. Below these are filters for Sub-units, Role (Driver), Status (Active), and Dynamic Attributes. A table lists users with columns: First name, Last name, Personal ID, Email, Mobile phone, Role, ID Key, and Assigned vehicle. The table contains 10 rows of user data.

First name	Last name	Personal ID	Email	Mobile phone	Role	ID Key	Assigned vehicle
George	Abbott		liron.yanay@greenroad.com		Driver		123455
Gary	Abbott	2002626			Driver	TZN2	
Renee	Ackerman	2006027			Driver	VPE8	VL1967
Jack	ADAMS	123494			Driver		V161
Henry	Addis				Driver		VLN1020
Charlie					Driver		VLN1021
Ryan					Driver		VLN1022
					Driver		VLN1023
					Driver		VLZ1261
					Driver		VLN1024
					Driver		VLN1025
					Driver		VLN1026
					Driver		VLN1027
					Driver		VLN1028
					Driver		VLN1029

# Fleet Setup: Set & Manage Dynamic Attributes

Predefine resource attributes, capabilities and expertise to quickly locate in real time

### Go To:

1. Administration > Fleet setup > Dynamic Attributes
2. View List of Dynamic Attributes
3. Add or Edit or current Dynamic Attribute
4. Set Dynamic Attributes to resources

Attribute name	Category	Associated entities	Attribute type	Valid values
<input checked="" type="checkbox"/> Vehicle Type	Resource Locator	Vehicle	Selection list	ac/1000 (compact), ac/2000 (full sized), rapid response
<input type="checkbox"/> Vehicle Telephone	General	Vehicle	Number	
<input type="checkbox"/> test	Expiration Date	Vehicle	Date	
<input type="checkbox"/> Route	Resource Locator	Driver, Vehicle	Multiselection list	cv - 23, cv - 60, cv - 50
<input type="checkbox"/> Paal servicing (date)	Expiration Date	Vehicle	Date	
<input type="checkbox"/> Oil	Resource Locator	Vehicle	Number	
<input type="checkbox"/> MOT	Expiration Date	Vehicle	Date	
<input type="checkbox"/> Job	Resource Locator	Driver	Selection list	air-conditioning , heating , refrigeration
<input type="checkbox"/> Expertise	Resource Locator	Driver	Multiselection list	installation, maintenance, electrical specialist , gas filter, drain specialist , sales, account management, ch
<input type="checkbox"/> Driving Licence Check	Expiration Date	Driver	Date	
<input type="checkbox"/> Driver Certificate of Competence	Expiration Date	Driver	Date	
<input type="checkbox"/> Demo	Resource Locator	Vehicle	Checkbox	

Edit current attribute

Name the attribute and set new values

Edit User to define Dynamic Attributes

## Geofencing

Define geofencing of chosen landmarks representing extreme terrains such as quarries or construction sites.

### How to use?

1. In the Administration Tab > select an existing Landmark or create a new one.
2. In the 'Ignore Safety events' section, mark the safety events that should be ignored by Central and the maximal speed to ignore.

\* Safety events that you chose to ignore:

1. Will no longer be included in the system analysis (e.g. Safety Score calculation, reports, and alerts)
2. Will only appear in the ' Deleted Safety Events Log' report with reason coded as 'In Landmark' and the name of the Landmark.

\*\* Please note: In-Vehicle feedback to the Driver will remain the same even if the events will eventually be ignored.

The screenshot displays the GreenRoad Geofencing interface. On the left is a navigation sidebar with options like Dashboards, To-Do, Safety, Tracking, Idling, Hotspots, Charts, Reports, and Administration. The main area shows a map with a circular geofence centered on Billingsley. An 'Edit Landmark' dialog box is open, allowing configuration of the geofence. The dialog includes a shape selector (Circle, Poly, Rect), a label field (AL STATE), and checkboxes for 'Active', 'Include Sub Units', and 'Visible to Sub Units'. Below these are 'Ignore Safety Events' settings with checkboxes and speed limit inputs for Braking, Speeding, Lane Handling, Acceleration, Cornering, No Seatbelt, and Backing. A green arrow points to the 'Ignore Safety Events' section.

## Alerts

GreenRoad real time alerts provide a powerful exception management tool that is configurable to match company's policies. Managers can set up new alerts and configure the parameters.

For example: managers can track vehicles activity in specific landmarks.

### How to use?

In the administration Tab Choose Alerts > Go To 'Location Events' in order to set Landmarks Alerts The following Landmark Alert types are available:

In - When a vehicle is IN a location for more than a predefined period of time.

Out - When a vehicle is OUT of a location for more than a predefined period of time.

Entering - When a vehicle enters a location.

Exiting - When a vehicle leaves a location.

The screenshot displays the GreenRoad Alerts administration interface. The top navigation bar includes 'Engage Portal', 'Support', 'Sales Demo', and 'Sign Out'. The left sidebar contains navigation options: Dashboards, To-Do (25), Safety, Tracking, Idling, Hotspots, Charts, Reports, and Administration (Fleet Setup, Policy, Alerts, Geofencing). The main content area is titled 'Alerts' and shows a list of alert categories for 'GreenRoad Demo'. The 'Location Events (1)' category is highlighted in dark blue. A green box highlights the '+ Add' button for this category, with a green arrow pointing to the configuration form below. The configuration form for 'Odd Hours Events (2)' is shown, including settings for detection time (5 minutes), time frame (Weekday: 20:00 - 06:00, Weekend: 00:00 - 00:00), alert name, creation date, communication methods (ToDo, Email), and recipients (Designated alerts recipients).

# To-Do Tab

To Do items mirror your alerts, but they're much more than a standard report.

Each To Do item (or batch of To Do items) allows you to add a comment and resolve it, so that you have a virtual record of your coaching interactions with drivers.

Once a To Do item is resolved, it disappears from your list, but at any time, you can retrieve a paper trail that shows your follow-through in response to the alerts the system has triggered. Comments can be inserted for individual alerts, or you can add a comment that resolves all open To Do items for a given driver in a batch.

The screenshot displays the GreenRoad software interface. On the left is a dark blue navigation sidebar with icons and labels for: Dashboards, To-Do 25 (selected), Safety, Tracking, Idling, Hotspots, Charts, Reports, and Administration. The main content area is titled 'To-Do' and features a search bar with 'Enter name...' and a 'Go' button. Below the search bar are filters for Sub-units (GreenRoad Demo), Driver/Vehicle, Status (Unresolved), Alert Type (All), Date Range (Until Today (11/2/2016 - ...)), and Sort by (Date). A message states 'Too many matches, please refine your search and try again | Displaying 300 out of 961 results'. A list of alerts follows, each with a red warning icon, a timestamp, and a description: 'Safety Accelerating Event | 24 km/h | VL1862', 'Safety Accelerating Event | 46 km/h | VL1870', 'Safety Accelerating Event | 35 km/h | VL1870', 'Safety Accelerating Event | 25 km/h | VL1870', 'Safety Accelerating Event | 33 km/h | VL1870', 'Safety Accelerating Event | 50 km/h | VL1862', 'Safety Accelerating Event | 33 km/h | VL1862', and 'Safety Accelerating Event | 18 km/h | VL1863'. A detailed view of an alert is shown in a separate window, titled 'MIL Status | VL1870' with a timestamp of 'Oct 31, 2017 09:38'. The alert text reads 'MIL Status malfunction indicator is active.' Below this is a Google Map showing a location in Clinton, Michigan, near Hillman State Park. The map includes labels for Moon, Coraopolis, Kennedy Township, Hillman State Park, Robinson, Imperial, and Township of Hanover. Below the map, the following details are listed: 'Org. Unit: Rochester 1 Light', 'Driver Name: Michelle Mcelroy', 'Vehicle: VL1870', 'Current Status: Non active', and 'Triggered Alert: Vehicle Health Alert MIL status'. A final line of text states: 'Alert if a vehicle malfunction indicator MIL Status is active.'