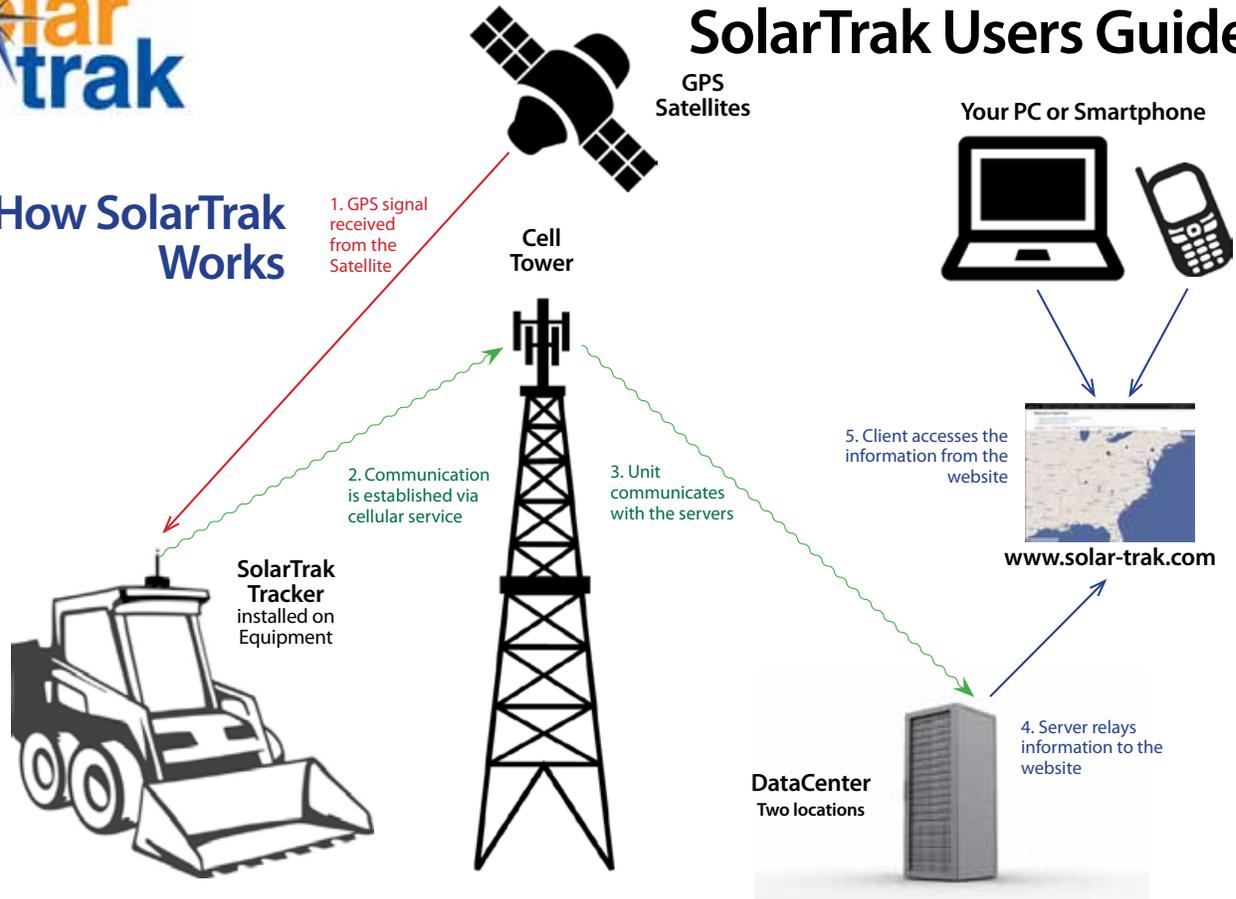




# SolarTrak Users Guide

## How SolarTrak Works



## Please READ THIS FIRST

Here are some basics to help you understand our terminology and how the system works:

Once you've ordered SolarTrak, we will send you SolarTrak Trackers, which are small weather-proof plastic boxes that contains a GPS unit and a modem. You can opt for an internal or external antenna. Optimal performance depends on proper installation. The antenna must be installed with clear access to the sky to receive GPS signals and cell service for the modem.

The system is ready to go - nothing to turn on or adjust. Simply call SolarTech (800-475-5442) and setup your account. Once you've logged in to [www.solar-trak.com](http://www.solar-trak.com), you can start using SolarTrak.

To begin, you must first tell SolarTrak which SolarTrak units (called Trackers) are installed on which piece of your equipment.

**ASSETS and MODELS** - The machines and equipment in your fleet are called Assets in the SolarTrak system. Assets are identified by the Manufacturer, Model and your own Inventory Number. To begin telling SolarTrak which Tracker was assigned to which Asset, go to the MODELS page and enter the information about your equipment using the "Create a New Model" button. **\*\*HINT\*\*** It is best to be consistent when entering the information (see the MODELS page in this Guide).

**TRACKERS** - Once the equipment you'd like to track has been entered, go to the TRACKERS page. When your account is created, all the Trackers you purchased will appear on this page, identified by their Serial Numbers (found on the large white label on the exterior of the Tracker). You can simply click on the "Assign to Asset" text, and a list of the equipment you entered will appear.

Once your Assets have all been assigned to Trackers, simply login to the website from your desktop pc, your laptop, tablet or smartphone to track, monitor and manage your equipment. Read this Getting Started guide to make full use of all the features and functions.

If you have any questions, the SolarTech Support Team is ready and willing to help. Call us at 800-475-5442.

### TIP!

HAVE THIS INFO READY BEFORE YOU BEGIN!

1. A list of the Serial Numbers of the SolarTrak Trackers you received.
2. The Manufacturer, Model name and your own Inventory or Serial Number for all the equipment you'd like to monitor.



# Users Guide

## Welcome to SolarTrak!

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

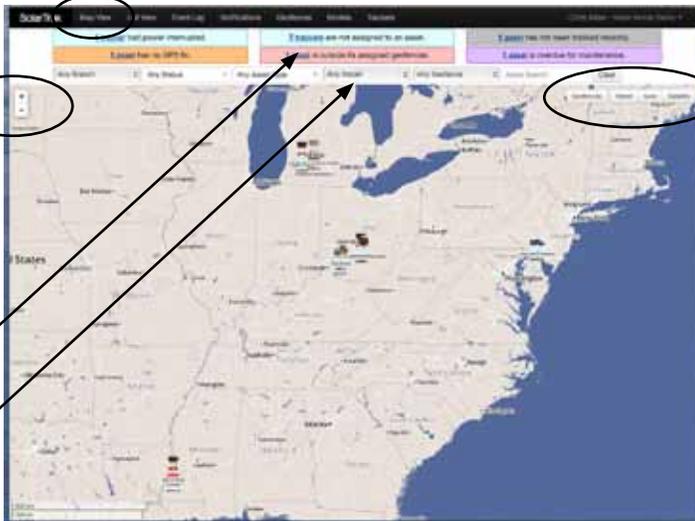
- Start going to [www.solar-trak.com](http://www.solar-trak.com) and logging in (upper right corner), using either the User Login text or the Arrow.



## Map View

This is Map View

Zoom in or out here



Change Views Here

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

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

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

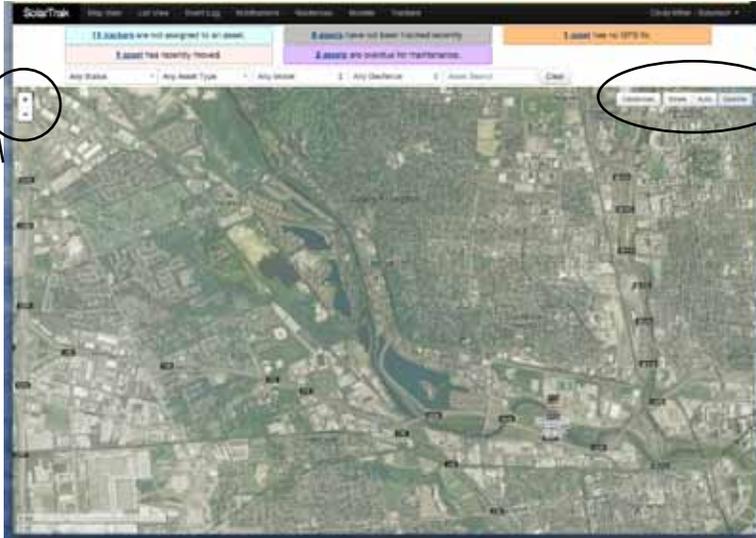
To limit what is shown to a particular Branch, Model, Asset Type or Status, click on one of the buttons directly below the colored boxes to access a drop-down menu of choices, and the map will zoom directly to the chosen assets.

For example, by clicking on Status and choosing "Maintenance Overdue", the map zoomed directly to the single asset with Overdue Maintenance status



NOTE: If the screen doesn't change immediately when you click on an option, watch the thin white bar above the black navigation bar. This small line shows you the progress as your page loads.

## Map Street and Satellite Views



### Satellite View

Using the Map view buttons, you can switch from Street View to Satellite View.

As you zoom in, the names or route numbers of the streets appear.

NOTE: When using zoom, the mouse icon will change into a hand, allowing you to "grab" the map and move it to the exact area you'd like to view



### Street View with Geofence

Street View removes the distraction of the terrain and shows just streets, waterways and parks -as you zoom closer, also the roofs of buildings.

The Geofence shown here in blue is a boundary that you can establish around a work zone or property. You can enable SolarTrak to alert you when one of your assets moves into or out of a geofence.



Satellite View Zoomed in



Street View Zoomed in

NOTE: the map icons stay small as you zoom in or out

# Models

Each Asset shown on the Map or List Views has an associated Model (description of the asset including manufacturer and model number), and each Asset has a SolarTrak Tracker assigned to it. Create the Models in the Model screen, then assign a Tracker to each model. Once the Tracker has been installed and assigned, it can begin sending data about the particular equipment to which it is assigned.

**Create a new Model**

Asset Type: Light Tower

Manufacturer: SolarTechnology

Model Name: SPLT 3000

Low Voltage Level: 10.7

Monitor Engine Hours: No

Maintenance Schedule:

Item	Frequency	Unit
Add Maintenance Item		

**Create Model** Back

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## Create a New Model

To create a new Model, start by clicking "Models" in the black bar, then click the "Create a new Model" button.

A Model consists of an Asset Type which controls the icon used (e.g. Light Tower), a Manufacturer (e.g. Solartech), and Model Name (e.g. SPLT 3000). (Later you will be asked to add your equipment's serial or inventory number).

Enter the Model data here, using the drop down menus.

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

**Model List**

Asset Type	Manufacturer	Model Name	Low Voltage	Engine	Count	Actions
Asset Board	SOLAR TECH	SPRINK BOARD	10.7 V	No	2	Edit
Asset Board	Wesco	Wesco	10.7 V	No	2	Edit
Storage Board	Wesco Tech	M30	10.7 V	No	1	Edit
Wind Meter	Seneca	4010	10.7 V	No	1	Edit
Wind Meter	Seneca	1180	10.7 V	Yes	1	Edit
Wind Meter	Wesco	3380	10.7 V	Yes	4	Edit
Wind Meter	Wesco	30430	10.7 V	Yes	1	Edit
Wind Meter	Seneca	PT 60	10.7 V	Yes	1	Edit
Vehicle	John	Grand Cherokee	10.7 V	Yes	2	Edit
Vehicle	Toyota	Scion	10.7 V	Yes	1	Edit

**Create a new Model**

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## Model List

Once you've entered your Models, the list appears here. You can Edit or Remove a Model from this screen. These Models will appear as Existing Assets when you go to the "Assign Tracker to Asset" screen

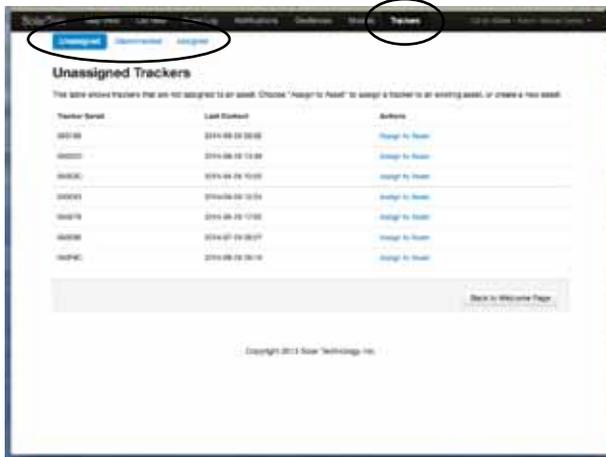
NOTE: When you first login to SolarTrak, this screen will be empty. Start by clicking here and entering the data for your equipment.

The large number is the Tracker's Serial number

# Trackers



Trackers are the SolarTrak units you will install on your equipment to track and monitor your fleet. Before you distribute the SolarTrak Trackers to your installation crew, make a note of the Trackers' serial numbers, and decide which Tracker will be assigned to which piece of equipment. Serial numbers can also be found on your invoice.

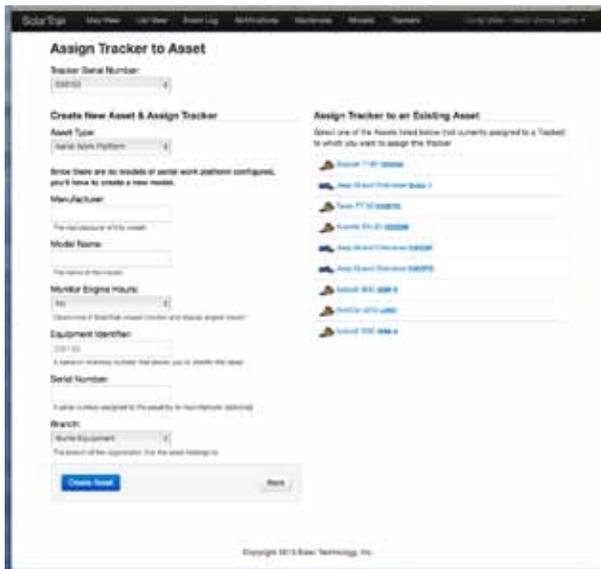


## Trackers

Your options are: Unassigned, Disconnected and Assigned.

**UNASSIGNED:** When you purchase SolarTrak devices, but have not yet installed or assigned them, they will automatically appear on this list. Click on "Assign to Asset" and an **Assign Tracker to Asset** screen opens (see below).

**DISCONNECTED:** This screen warns you of any Trackers that are disconnected. You can choose to keep it connected to the original asset, or remove it and reassign it to a new asset.



## Assign Tracker to Asset

This is where you tell SolarTrak which piece of equipment to track and what you'd like monitored. **NOTE:** By creating the Models first, they will show up in the list of Existing Assets.

Simply choose an Asset from the "Assign Tracker to an Existing Asset" list on the left.

If you did not enter the information in Models first, then enter the following for each asset:

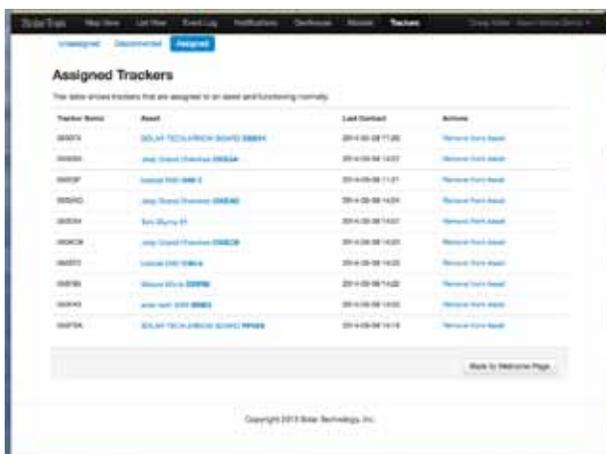
The Manufacturer or the equipment.

The Model, which determines the type of asset, and allows you to configure technical and maintenance information.

An Equipment Identifier, a name or number that is used to identify this piece of equipment in your inventory. This will appear in **BOLD** in the asset's Name.

An optional Serial Number, assigned by the manufacturer.

Be sure to add either an Equipment Identifier or a Serial Number. Your Asset **MUST** be unique, so that you can identify it from among the 10 light towers or 15 arrow boards in your fleet.



## Assigned Tracker

Once your Tracker has been assigned to an asset, it will show up on the Assigned list. Information includes the name of the Asset assigned, the Last Contact, and an option to Remove the Tracker from this Asset.

# Main Data Screen



To access data on an individual unit, click on the unit's name or icon from the List View or the Map.

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



## Location and Event History Tab

This screen will show a map of the last location and a summary of the day's movements. It also shows a history of the locations and movements for the asset.

### Location (Blue Bar)

Clicking on the blue bar will open a map showing the current location. You can zoom in or change views.

**Show History** You can increase or decrease the amount of data shown by selecting the amount of time.



### Current Location

**Maintenance Alerts** when you create the Model, you can opt to have SolarTrak remind you of routine maintenance and/or to track engine hours

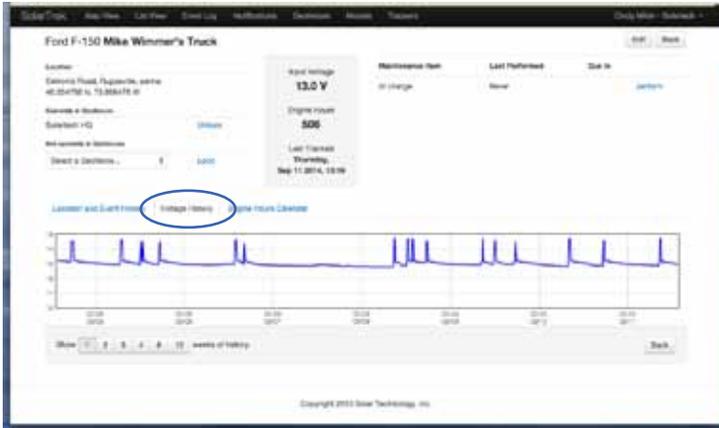
**Quick Summary** of the latest movements, voltage and engine hours.

**Geofence Status** if the Asset was within a Geofence, it will appear here. You can also assign the Asset to a Geofence using the drop-down menu here

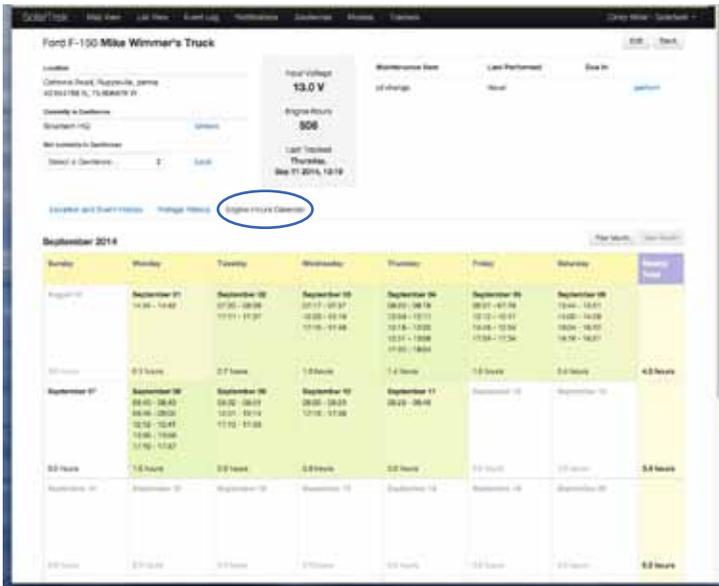
### Movements (Pink Bar)

Previous movements of the unit are shown as a continuous line, along with a summary of events.

# Main Data Screen



**Voltage History Tab** gives you a quick way to monitor your equipment's battery and charging health.



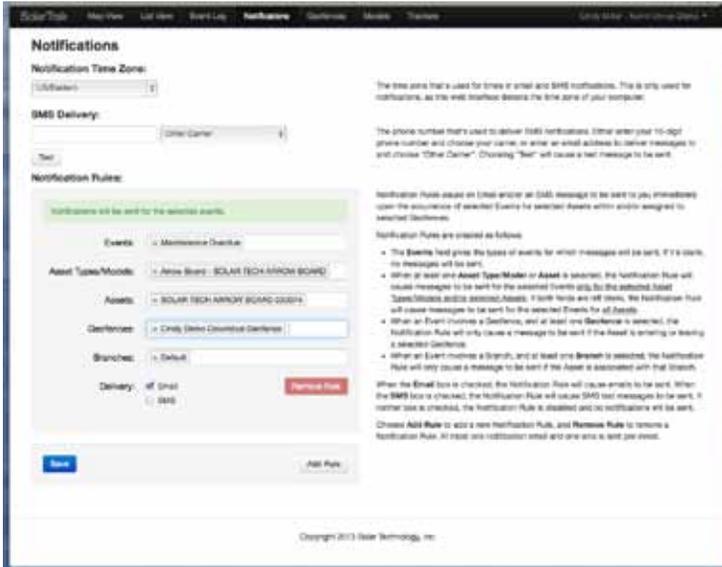
**Engine Hours Calendar Tab** records the run-time activity, then totals the engine hours by the day, week and month. The darker the color of the background, the higher the total numbers of hours.

Time	Branch	Asset	Event	Trucker/Driver
2014-09-09 13:07	Default	Imp Grand Cherokee 000302	Start engine	000302
2014-09-09 13:07	Default	Imp Grand Cherokee 000309	Start engine	000309
2014-09-09 13:42	Default	Imp Grand Cherokee 000304	Start engine	000304
2014-09-09 13:52	Default	Imp Grand Cherokee 000304	Finished fueling	000304
2014-09-09 13:54	Default	Imp Grand Cherokee 000309	Finished fueling	000309
2014-09-09 13:58	Default	Imp Grand Cherokee 000303	Finished fueling	000303
2014-09-09 13:57	Default	Imp Grand Cherokee 000304	Start engine	000304
2014-09-09 13:54	Default	Imp Grand Cherokee 000309	Start engine	000309
2014-09-09 13:51	Default	Imp Grand Cherokee 000302	Start engine	000302
2014-09-09 11:49	Default	Imp Grand Cherokee 000309	Finished fueling	000309
2014-09-09 11:49	Default	Imp Grand Cherokee 000302	Finished fueling	000302
2014-09-09 11:47	Default	Imp Grand Cherokee 000304	Finished fueling	000304
2014-09-09 13:04	Default	Imp Grand Cherokee 000309	Start engine	000309
2014-09-09 13:04	Default	Imp Grand Cherokee 000302	Start engine	000302
2014-09-09 13:32	Default	Imp Grand Cherokee 000304	Start engine	000304
2014-09-09 13:32	None	Sublet 001 000 9	Signal engine	000304
2014-09-09 09:19	Default	Imp Grand Cherokee 000309	Finished fueling	000309
2014-09-09 09:40	Default	Imp Grand Cherokee 000304	Finished fueling	000304
2014-09-09 09:39	Default	Imp Grand Cherokee 000302	Finished fueling	000302
2014-09-09 09:34	0003	Sublet 001 000 9	Finished fueling	000309
2014-09-09 08:34	Default	Imp Grand Cherokee 000309	Start engine	000309
2014-09-09 08:34	Default	Imp Grand Cherokee 000302	Start engine	000302
2014-09-09 08:35	Default	Imp Grand Cherokee 000304	Start engine	000304
2014-09-09 08:14	Default	Imp Grand Cherokee 000304	Low voltage recovery	000304

## Event Log

From this screen, you can track the movements of every asset in your fleet.

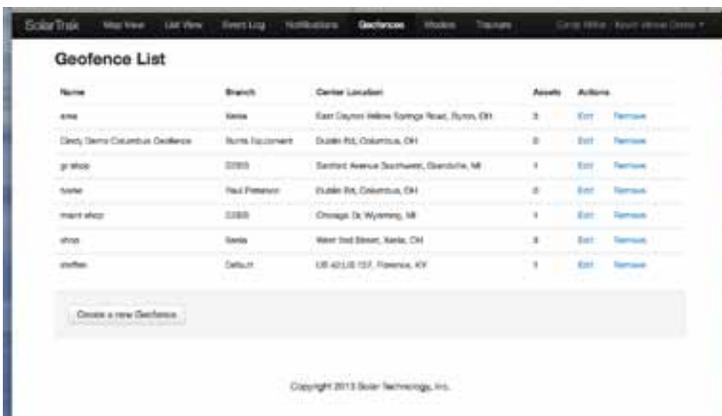
Double click on the name of the asset to return to the main data screen for that unit.



## Notifications

You can create a rule here that will notify you by email or text. You can choose the Event, the Assets, the Geofence and the Delivery method by using the drop-down menus. Be sure to click Save to add the rule. Once your rule has been saved, you can create more by clicking the New Rule button.

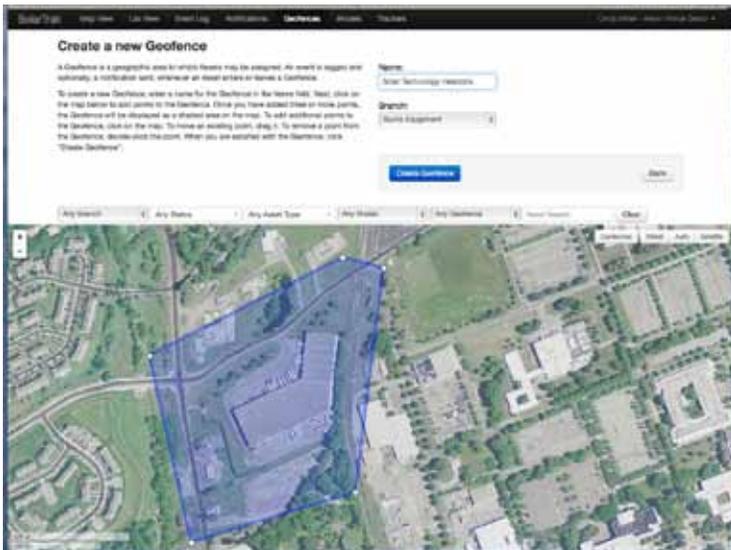
Notification rules can also be edited or removed from this screen.



## Geofences

### Geofence List

A Geofence is a geographic area to which Assets may be assigned. An event is logged and optionally, a notification sent, whenever an Asset enters or leaves a Geofence. This screen shows your existing geofences. To create new, click on the "Create a new Geofence" button at the bottom of the list.



### Geofence Edit and Create

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

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

Enjoy using SolarTrak! If you have any questions, issues or suggestions, we'd love to hear from you. The SolarTrak Users Manual will be published soon. If you need more in-depth help - call our Support Team.

Please contact us at 800-475-5442