

LIFT LINK[®] ONLINE HELP

An operating guide for the Lift Link® software platform.

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Home Screen

	Home Visibility+ People Groups A:	ssets - Messaging	Reporting - 🍄 - So	earch (Alt+S) Logout
Home		Last Refres	hed on: 11/12/2023 8:25:23 PM	Refresh 🗯 Sync 🗱 ?
Create new	Alerts 0			•
Nothing selected	Status	^	Statistics	~
Recent Items	NAME	ACTIONS	8 Total V	éhicles
	One or more Service Heartbeats are delayed	0 -	In Use/on break —0% (0)	
	2 operator(s) are suspended	2 -	Available -0% (0)	
	1 vehicle(s) are in a restricted zone	0 •	No Comm	75% (6)
	2 operator(s) have no groups assigned	2 -	Unavailable 25% (2)	
	6 vehicle(s) have not communicated this week	6 -	0%	50% 100%
	5 vehicle(s) have not fully synched	5 -	15 Total C	Operators
	1 operators will have an expired credential by the end of this	1 -		
	1 vehicle have current active behavior events that require M	1 •	Logged off	87% (13)

Home Screen - Navigation Menu

• The main navigation menu running across the top of the screen is displayed on all pages throughout the Lift Link portal. Note that menu items with carat icons to the right contain sub-items that are displayed when the carat is clicked.

Home	Visibility -	People	Groups	Assets -	Messaging	Reporting	<u>ا</u>	\$ -	Search (Alt+S)
------	--------------	--------	--------	----------	-----------	-----------	----------	-------------	----------------

- The Home link will bring you back to the home screen from anywhere within the portal.
- Visibility contains three sub-items:
 - System Status
 - Maps (If licensed)
 - Zone Profile (If licensed)
- The People module allows you to manage system users and vehicle operators.
- The Groups module allows organization and management of operators, vehicles, and authorization schedules.
- "Assets" contains six sub-items:
 - Vehicles This module allows configuration and desired behaviors for the individual vehicles.
 - Behavior Profiles This module allows you to define specific actions the Lift Link system takes for vehicles it is assigned to.

- Checklists This module allows you to define specific checklists that are viewed on the Lift Link display.
- Devices This module allows you to configure and manage Wi-Fi Access points.
- Planned Maintenance This module allows you to set up and manage planned maintenance rules for your vehicles.
- The Messaging module allows you to create, send, and monitor messages sent through the system. You can also set up distribution lists in this module.
- The Reporting module has two sub-items.
 - Reporting allows you to set up, view, and manage reports on Lift Link device activity.
- The Notifications icon shows an incremental number on the icon as new notifications are received for events subscribed to and allows you to jump to the notification list to review subscribed events.
- The Settings icon contains two-three sub-items, depending on the instance's licensing:
 - Roles This module allows you to create system user roles and set permissions.
 - System Settings This module allows you to configure system wide settings for various areas of the system, including:
 - Chargers
 - o Checklists
 - Impact Management
 - o Maintenance
 - Messaging
 - o Operators
 - o Reports
 - o Sensors
 - o Server
 - o Shifts
 - Vehicles
 - o Visibility
 - o Wi-Fi
- A global search box is in the upper right of the screen. You can use this to search across the system using keywords.

Home Screen - Alerts

• The Alerts section displays summary information on recent system alerts. Alerts will only be displayed for items that have been subscribed to by the logged-in software user (see the People Detail page for adding/removing subscriptions).

Alerts 0	[AII] •
- Using the drandown coloction box post to "Alort T	vno "vou con choose to view all vour

 Using the dropdown selection box next to "Alert Type," you can choose to view all your subscribed alerts or only specific types of subscribed alerts.



- Use the left and right arrows to scroll through the displayed alerts.
- This section can collapse using the carat on the right side of the section heading bar.



Home Screen - Status

• The status section displays a list of alert summaries.

Status	^
NAME	ACTIONS
One or more Service Heartbeats are delayed	•
2 operator(s) are suspended 2	•
1 vehicle(s) are in a restricted zone	•
2 operator(s) have no groups assigned 2	•
6 vehicle(s) have not communicated this week 6	•
5 vehicle(s) have not fully synched 5	•

• Click on an incident item to view details. A window will open listing all incidents. Clicking on the Edit button for an incident will take you to the detail screen for the vehicle.

Vehicles not sync	hronized	×
	٩	
Date First Reported	Description	
1/25/2023 4:37:54 PM	Vehicle FR 01002 is Partially synchronized	Edit
9/21/2023 9:32:26 A	Vehicle FR 10001 is Partially synchronized	Edit
10/3/2023 2:39:18 PM	Vehicle 60002 is Partially synchronized	Edit
10/13/2023 4:42:04	Vehicle BE Demo Box - 55443 is Partially synchronized	Edit
11/3/2023 8:18:14 AM	Vehicle 60014 is Partially synchronized	Edit
		Dismiss

Vehicles not communicated last 7 days

\mathbf{v}
Χ.

	٩	
Date First Reported	Description	
1/25/2023 4:37:54 P	Vehicle FR 01002 last communicated with host more t	Edit
7/14/2023 3:38:12 PM	Vehicle FR 10003 last communicated with host more t	Edit
9/21/2023 9:32:26	Vehicle FR 10001 last communicated with host more th	Edit
10/3/2023 2:51:50 P	Vehicle 60002 last communicated with host more than	Edit
10/13/2023 4:42:04	Vehicle BE Demo Box - 55443 last communicated with	Edit
11/3/2023 8:18:14 AM	Vehicle 60014 last communicated with host more than	Edit
		Dismiss

• There are over 50+ statuses that are listed in severity order based on impact on the system health.

- Available actions for each status item are accessible via the carat icon to the right of the item.
 - Display shows the affected entities.
 - Snooze hides that status for 1 day or 1 week unless the affected count increases in that time frame.
 - Ignore hides that status until the affected count increases in that time frame.

Status		~	Stat
NAME	ļ	ACTIONS	
One or more Service Heartbeats are delayed	0	•	In Us
2 operator(s) are suspended	2	•	
1 vehicle(s) are in a restricted zone	0	Ŧ	_
2 operator(s) have no groups assigned	2	Display Snooze 1	dav
6 vehicle(s) have not communicated this week	6	Snooze 1	week
5 vehicle(s) have not fully synched	5	Ignore	
1 operators will have an expired credential by the end of this	1	•	l

Home Screen - Statistics

• The statistics section displays summary statistical data on vehicles and drivers.



• As you hover over areas of the bar graph, a pop-up box will display the meaning of the segment.



Home Screen - Recent Items

• The Recent Items section displays a list of the most recent elements that you've viewed in the system. Clicking on an item will take you to the detail page for that element.



Home Screen - Create New

The Create New section provides a shortcut for adding new records to the system. From the selection box, choose the type of record you want to create. You will be taken to the detail page for adding a new record in the appropriate module of the system.



People

People					Last Refreshed	d on: 11/12/2023 8:44:23 PM	Refresh 🕽 Sync 🗮 ?
37 results for People:					Select All	Inselect All Add Edit	Delete Import Export
Filter By Cle	ar <		EMAIL \$			RNAL 🗧 ROLE 🗘	
Text		1 blue, iButton Operator			07982183		
Search Text		2 yellow, iButton Operato	r		07972913		
Expirations		□ 3 black, iButton Operator			04349575		
Expiring This Month (1)		Burow, Jeffrey	jburow@powerfleet.com		00012345		
Expiring Next Month (1)		Cohen, Natalie	ncohen@powerfleet.com		0000000	Administrator	
Master (2)		Ellis, Brent	brent.ellis@logisnextamericas.com	L	0000000	MLA SW approval	MLA
 Maintenance (2) Standard (33) 		Johnson, Joe	spujari@unicarriersamericas.com	Product Manager	0000000		Mitsubishi Logisnext Americas
Asset Access		Maintenance, 1	test@test.com	Dancer	06616464		
 Licensed (13) Suspended (2) 		Maintenance, 2		Texas Ranger	06612933		
Not Licensed (22)		D Master, 1		januar	06616532		

People - Main Screen - Overview

• The main body of the People List screen contains the list of people along with several columns of summary data for each. To the left of the People List is a search and filter sidebar that is useful for narrowing down the list of people displayed.

People							Las	t Refreshed (on: 11/12	2/2023 8:44:2:	3 PM	Refresh	Syn	c 🗮 🥐
37 results for People:							Sel	ect All Un	select	All Add I	Edit	Delete	Import	Export
Filter By C	Clear 🔇		NAME	* EMAIL		JOB TITLE 🗘		ID ÷ ID						÷
Text			1 blue, iButton Operator				07982	183						
Search Text			2 yellow, iButton Operate	or			07972	913						
Expirations			3 black, iButton Operato	r			04349	575						
Expiring This Month (1))		Burow, Jeffrey	jburow@powerfleet.com			00012	345						
Expiring Next Month (1	g Next Month (1)		Cohen, Natalie	ncohen@powerfleet.com			00000	000	ļ	Administrator				
Master (2)	r (2)		Ellis, Brent	brent.ellis@logisnextamericas.	com		00000	000	N	ILA SW appro	val I	MLA		
 Maintenance (2) Standard (33) 			Johnson, Joe	spujari@unicarriersamericas.co	om	Product Manager	00000	000			I	Mitsubishi	Logisnex	t Americas
Asset Access			Maintenance, 1	test@test.com		Dancer	06616	164						
 Licensed (13) Suspended (2) 			Maintenance, 2			Texas Ranger	06612	933						
Not Licensed (22)			Master, 1			januar	06616	532						
Software Access Active/Locked Accour No Account (18)	nt (19)	«	1 2 3 4 »										10	25 50

- In the bottom right of the screen, you can choose how many people are displayed at a time: 10, 25, 50, or 100.
- The blue buttons on the right side of the screen just above the list are actions that can be taken with people that are selected with the checkboxes to the left of each name.

Select All	Unselect All	Add	Edit	Delete	Import	Export
------------	--------------	-----	------	--------	--------	--------

• Actions that may be executed for individual users are also accessible using the carat icon under the far-right hand column for each record.

ACCESS ID	RNAL 🗧 ROLE			ACTIONS
07982183			1	r
07972913			1	r
04349575			1	
00012345			4	
0000000	Administrato	or	0	•
0000000	MLA SW app	proval MLA	0	•
0000000		Mitsubishi Logisn	ext Americas 0	•

People - Main Screen - Sorting

You can sort the list by any of the columns by simply clicking on the column header. For example, if you want to sort by "Access ID," click on the Access ID column header.

	NAME ⁺ EMAIL	JOB TITLE			
--	-------------------------	-----------	--	--	--

People - Main Screen - Filtering

- You can use the "filter" options on the left side of the screen to refine the people list.
- For example, if you only want to see people with "Maintenance" authorization level, click the checkbox beside "Maintenance" in the Authorization Level option group.

Filter By	Clear	<
Text		
Search Text		
Expirations		
Expired (0)		
Expiring This Month	ר (0)	
Expiring Next Mont	h (0)	
Authorization Level		
Master (2)		
🗹 Maintenance (2)		
Standard (33)		
Asset Access		
Licensed (2)		
Suspended (0)		
Not Licensed (0)		
Software Access		
Active/Locked Accord	ount (O)	
No Account (2)		
Group		
Select a Group	•	

• You can apply more than one filter.

People - Main Screen - Selecting People (1 or more)

• To select one individual to work with, you can simply click on that person's name. Clicking on the person's name will take you to the detail screen for that individual.

					Select All	Unselect All	Add	Edit	Delete	Import	Export		
NAME		EMAIL	÷ JOB TITLE	÷ ACC	CESSID ÷ D	TERNAL ; ROLE		•	DRG CODE		÷	VEHICLE ÷	ACTIONS
1 blue	n Operator			07	982183							1	•
2 yellow,	iButton Operator			07	972913							1	•
3 black, il	Button Operator			04	349575							1	•
Burow, Je	effrey	jburow@powerfleet.com		00	012345							4	•

• You can also select one or more individuals from the people list by checking the box to the left of the person's name. If more than one person is selected, the action options available for the selections will be updated on the screen.

	Burow, Jeffrey	jburow@powerfleet.com	00012345		4	•
$ \rightarrow $	Cohen, Natalie	ncohen@powerfleet.com	00000000	Administrator	0	
	2 Ellis, Brent	brent.ellis@logisnextamericas.com	00000000	MLA SW approval MLA	0	•

People - Main Screen - Adding a Person

• To add a person, click on the "Add" button from the People menu.

		Select All Unselect All Add Edit Delete Import Exp	ort
	* EMAIL	JOB TITLE & ACCESS ID & EXTERNAL & ROLE & ORG CODE	\$
1 blue, iButto	on Operator	07982183	

- Enter details for the person. When finished, click on the "Save" button at the bottom.
- For more information on how to navigate the Person detail screen and explanations of applicable properties and settings for each person, see the sections on <u>People -</u> <u>Person Detail Screen</u>.

People - Main Screen - Duplicating a Person

There are two methods of adding a new person by duplicating the record of another.

Method 1

• You can duplicate an individual by clicking on the arrow to the far right of the People List screen. When you click on the arrow, you'll see options to Duplicate, Edit or Delete. Click on Duplicate.



- A new profile record opens. You will need to add the person's name, email address, and phone number. Other field values will be carried over from the person you selected for duplication.
- For more information on how to navigate the Person detail screen and explanations of applicable properties and settings for each person, see the sections on People Person Detail Screen.

Method 2

• You can also duplicate an individual while viewing that individual's profile screen. For instructions, see <u>People - Person Detail Screen - Duplicate a Person</u>.

People - Main Screen - Editing a Single Person

There are two ways to edit the profile of a single individual.

Method 1

• One method is to check the box next to the individual's name in the People list, then click on the "Edit" button in the menu.

• The individual's profile will open with all fields editable.

			Select All	Unselect All	Ada Edit	Delete	Import	Ехроп
NAME	EMAIL	÷ JOB TITLE	≎ ACCESS ID ≎	External 🗧 Role		ORG CODE		
1 blue, iButton Operator			07982183					
2 yellow, iButton Operator			07972913					
3 black, iButton Operator			04349575					
Burow, Jeffrey	jburow@powerfleet.com		00012345					
Cohen, Natalie	ncohen@powerfleet.com		00000000	Adm	inistrator			
Ellis, Brent	brent.ellis@logisnextamericas.o	com	00000000	MLA	SW approval	MLA		

Method 2

• The second method is to select "Edit" from within a person's profile. For more information, see People - Person Detail Screen - Edit a Person.

People - Main Screen - Editing Multiple People (Batch Edit)

- You can edit some profile fields for multiple people at once for example, job title, organization, or driver credentials.
- To batch edit, click on the check boxes to the left of the names in the People list.
- Next, select the "Edit" button.

		EMAIL	÷ JOB TITLE	ACCESS ID 👙	EXTERNAL ‡	ROLE		ORG CODE	
	1 blue, iButton Operator			07982183					
	2 yellow, iButton Operator	r		07972913					
	3 black, iButton Operator			04349575					
	Burow, Jeffrey	jburow@powerfleet.com		00012345					
✓	Cohen, Natalie	ncohen@powerfleet.com		00000000		Administrator			
v	Ellis, Brent	brent.ellis@logisnextamericas.c	com	00000000		MLA SW appro	oval	MLA	

• On the next screen, click on the checkboxes next to the fields you wish to edit. Those fields will now be editable.

Batch edit

Check the box to edit the field for the 3 People selected

□ Job Title	Organization Retain Original Value		
Operator Credentials			
	Labor Rate		
STANDARD	0		
Certification Expiration Date	Medical Expiration Date	□ License Expiration Date	
Retain Original Value	Retain Original Value	Retain Original Value	İ
Subscription			
Copy Subscriptions From			
Retain Original Value			

• Make changes, then when finished, click on "Save" at the bottom of the screen.

People - Main Screen - Deleting People

- To delete individuals, select the checkbox next to the name or names of the people you wish to delete.
- Next, click on the "Delete" button.

				Select All Unsele	ect All	Add Edi	t Delete	Import	Export
	NAME *	EMAIL	O JOB TITLE	ACCESS ID	ROLE		ORG C E		
	1 blue, iButton Operator			07982183					
	2 yellow, iButton Operator			07972913					
	3 black, iButton Operator			04349575					
	Burow, Jeffrey	jburow@powerfleet.com		00012345					
	Cohen, Natalie	ncohen@powerfleet.com		0000000	Admir	istrator			
۵	Ellis, Brent	brent.ellis@logisnextamericas.c	om	0000000	MLA S	W approva	MLA		

- A confirmation window will open. Click on "OK" to confirm that you wish to delete the record (or records).
- You can also delete an individual by clicking on the arrow to the far right of the screen. When you click on the arrow, you'll see options to Duplicate, Edit, or Delete. Click on Delete.

Ellis, Brent	brent.ellis@logisnextamericas.com		0000000	MLA SW approval	MLA		0	Ţ
Johnson, Joe	spujari@unicarriersamericas.com	Product Manager	0000000		Mitsubishi Logisport Amori	Duplic Edit	ate	
Maintenance, 1	test@test.com	Dancer	06616464		1	Delete	•	
Maintenance, 2		Texas Ranger	06612933				2	•

People - Main Screen - People Export

- You can export your users to a .CSV file using the Export function. (This process can be useful for updating your users en masse; after exporting your users to a .CSV file, you can update the file and then import it back into the system while the software is in Any ID Mode).
- To export users, click on the Export button at the top of the page.
- A confirmation window will open. Click on "OK" to proceed.
- Choose a location to save the exported data file to your PC/Laptop, then click "Save."
- Browse to the location where you saved the file to open it.

People - People Import

- The Import function allows you to import a group of users from a .CSV file. User types may include software users, equipment operators, or email recipients, for example. Click on the "Import" button to begin the process of importing users. The Import feature should ONLY be used while the site is in Any ID mode.
- A user import page will open.

Use this wizard to import people (equipment operators, etc.) using a .csv file.	Sample Operator Import File	1	2	3	4
Choose file		Find File	Map Fields and Columns	Review Data	Finish
DATA CONTENT RULES					
When a duplicate person is found:					
Update the person with data from the import file					
$^{\bigcirc}$ Create new person using the import data using a unique name (for e	example, Oldname_1)				
$^{\bigcirc}$ Import by access card id					

Next

 To see a sample Operator Import File, demonstrating how your .CSV file should be formatted and what information should be included, click on the "Sample Operator Import File" link in the upper left of the screen. This file can be used as a template for your user list.

Use this wizard to import people (equipment operators, etc.) using	Sample Operator Import File
a .csv file.	



• Choose a location on your computer to save the file.

• Next, browse to the file location and open it.

011	puoaiu	100.1		FUIL		1911		Aligi	ment		01 100	linnei	or i	Schies			CEIIS		Luiting			~
A	1	•	• :	× ✓	f _x ‡	f Genera	Informati	on														^
	Α		В	с	D	E	F		G	н	1	J	к	L	м	N	0	Р	Q	R	S	
1	# Gen	eral									Driver Inform	r								Group Ass	ignment	
2	First N	lam [MI	Last Nan	he E-Mail /	Ad Job Ti	tle Orgar	izati I	Mobile Ph	Carrier	External ID	Labor Rate	Credentia	Authoriza	Access ID	PIN	License D	Certificat	Medical D	Group Nar	Expiration	
3																						
4																						
5																						
5																						
7																						
в																						
9																						
0																						
1																						
_	-																					

- Input user information into the template file and save it. Be sure to save as a .CSV file.
 - Do not add blank rows or columns or make any edits to the columns. You may temporarily widen the Columns.
- When your file is ready to upload, click on the "Choose File" button.
- Browse to the location of your file and select it, then click "Open."
- The name of the file you chose will now be displayed next to the "Choose File" button.

Use this wizard to import people (equipment operators, Sample Operator Import File software users, email recipients, etc.) using a .csv file.



 Under "DATA CONTENT RULES," choose how you wish to handle users who are already in the system. You can either update the existing user with the information contained in the import file, or you can have the system create a new, unique user with a different name (for example, by adding an underscore and a numerical value next to the original name).

DATA CONTENT RULES

When a duplicate person is found:

- Update the person with data from the import file
- Create new person using the import data using a unique name (for example, Oldname_1)
- Click on the "Next" button in the lower right to proceed to the next step in the process.
- The next screen is for mapping user fields to the columns in your import file. Follow the onscreen instructions to ensure that each field is mapped to the correct column in the

file you chose to upload. Make sure that all required fields, notated by an asterisk, are matched to corresponding columns in your data file. Note that if you used the template file from the previous screen, you should not have to make any adjustments to the mapping.

For each of the required fi All required fields must be Required fields are indicat	leld, select the corresponding column l e mapped to a column header. ted by an asterisk (*)	neader from your .csv file.	Find File	e Map Fields	3 Review Data	4 Finish
1 rows from the import file	have been evaluated.					
0 unmapped column(s) for	und.					
47 column(s) are mapped.						
General Informa	ntion	Gr	oup Assignment			
First Name *	First Name Col(1)	↓ Gro	up Name 1	Group Name 1 Col(18)	~	
М	MI Col(2)	~ Exp	iration Date 1	Expiration Date 1 Col(19)	~	
Last Name *	Last Name Col(3)	↓ Skil	I Level 1	Skill Level 1 Col(20)	~	
Email	Email Col(4)	↓ Gro	up Name 2	Group Name 2 Col(21)	~	
job title	Job Title Col(5)	~ Exp	iration Date 2	Expiration Date 2 Col(22)	~	
Organization		Shill				
						Previous Next

- When you have verified that user fields are mapped to the correct columns, click on "Next" at the bottom of the screen to proceed to the next step.
- The data in your file will now be evaluated. A summary of the evaluation will appear on the next screen.

Summa 1 rows of 0 rows ar 0 rows wi 0 rows wi 0 rows ha 1 rows har View:	ry data we e corred II be ad II updat ve miss ve inval © All ro	ere ev ct and ded ie exi sing o id da	valuated d can be i as new re isting reco data in cel ita and can Inval	mporte cords. ords. Ils but o nnot be	ed. can be e impo	imported. irted. will not be imp	orted	○ Row	s adding i	new rec	cords O	1 Find File	a existing re	2 Map Fields nd Column	; Rev	3 riew Data	a that wi	Finisi Il be import	ו ed		
Errors	First Name	MI	Last Name	Email	Job Title	Organization	Mobile Phone	Carrier	External ID	Labor Rate	Credential	Authorization	Access I ID	PIN License Date	e Certification Date	Medical Date	Group Name 1	Expiration Date 1	Skill Level 1	Group Name 2	Ex Di
Details	John		Johnson						123	0	Licensed	STANDARD	123				Dry Stock				
											_					Prev	vious	Cancel	Im	port	r

• If there are any errors in your data file, they will be displayed in the summary. To the left of each error, hover over the "Details" link to see a description of the problem with that data row.

Access Card ID: Access Card ID is Required

- To correct errors, make changes to your data file, then select the "Previous" button at the bottom to back up to the previous screen. You will need to do this twice to return to the file upload screen.
- If the summary evaluation of your data indicates that the data can be imported, click on the "Import" button at the bottom of the screen. A confirmation window will open. Select "OK" if you wish to proceed.
- The screen will next display a summary of the upload. Click "Done" to return to the first Import screen. To return to the main People screen, use the breadcrumb link at the top of the screen.



DATA CONTENT RULES

When a duplicate person is found:

- Update the person with data from the import file
- Create new person using the import data using a unic Oldnesse 1

People - Person Detail Screen - People Search

Details

• On the left side of the individual record screen, you will see a people list and search bar that allows you to move to another person's record without going back to the People List. Click on any name to open that person's record.

• You can also use the search bar to find an individual.



• Click on the "Show More" button to expand the list of individuals.



People - Person Detail Screen - Options: Add, Duplicate, Edit

In the bottom right of the screen are four icons for working with the person detail screen: 5 buttons: Go Back, Delete, Add, Duplicate, and Edit.

- The "Go Back" button will take you back to the People List screen.
- The "Delete" button will delete the current Person displayed.
- The "Add" button allows you to add a new record.
- The "Duplicate" button allows you to add a new record by duplicating the current record that is open.
- The "Edit" button allows you to edit the current record.

People - Person Detail Screen - Expand/Collapse Sections

• Sections within the Person detail screen can be expanded or collapsed using the arrows on the right side of the section header bars.

Opera	tor Credentials					
Group	Assignment currently he	as access to 0 unique vehic	es			~
NAME	EXTERNAL ID	EXP DATE	\$\$ SKILL LEVEL	DATE ASSIGNED	© NUMBER OF VEHICLES	¢

• Note: If an update has been made to any properties or settings included in a collapsed section, those changes will still take effect if the person is saved.

People - Person Detail Screen - Personal Information

• The first section on the Person detail screen contains personal information. To edit this information, click on the "Edit" button on the bottom right of the screen.

Operator Credentials	First Name	МІ	Last Name
Not Licensed	VP		Demo
Software Access Active	Login Email Address vpdemo@powerfleet.com	Job Title	Organization
	Alternate Email Address	Mobile Phone	Mobile Phone Carrier
			None

- The following information can be edited in this section:
 - Enter or edit the individual's:
 - First Name each person's first name is a required field used to identify the user on interface screens and reports.
 - Middle Initial the middle initial for a user is an optional field used to identify that user on interface screens and reports.
 - Last Name the last name is a required field used to identify the user on interface screens are reports.
 - Job Title
 - Organization
 - E-Mail Address each person's email address is a required field used as their unique log in to the user interface, and for distribution of emails sent from the system. If an email address is duplicated under more than one client account, the user with that email address will have access to assets and web features for each of the selected accounts.
 - Alternate Email Address optional
 - Mobile phone number the mobile phone number is an optional setting for each person that may be used in combination with a mobile carrier selection to distribute SMS notifications of event activity from the system.
 - You can choose the mobile carrier from the dropdown the mobile carrier is an optional setting for each person that is required in addition to a mobile phone number to receive SMS notifications.
- Click on Save when you are finished making updates.

People - Person Detail Screen - Operator Credentials

The second section of the Personal Detail screen contains Driver Credential information.

To edit any of this information, click on the "Edit" button at the bottom of the screen.

Operator Credentials		^
Credential Not Licensed	Access ID 00000000	PIN
External ID	Authorization STANDARD	Labor Rate
Certification Expiration Date	Medical Expiration Date	License Expiration Date

- The following fields are included in this section.
 - The "Credential" field is a dropdown that allows you to choose between "Not Licensed," "Suspended," or "Licensed." Note that if you select Licensed, you must include the Access ID Card number in that field.
 - Populate the "Access ID card" field with the individual's Access ID Card number.
 - The Pin field is an optional feature that requires drivers to enter a 4-digit PIN number after presenting their user ID to drive a vehicle. This can be any combination of numbers.
 - The External ID field is often used to link people to external databases (e.g., HR systems) such as company employee numbers.
 - The Authorization field is a dropdown that allows you to select the individual's authorization level. Select "Standard," "Master," or "Maintenance."
 - Standard Operators are your everyday drivers who Log in and out of the Lift Link device based on group assignments, and complete checklists as prompted.
 - Master Operators are typically supervisors who can log into any Lift Link device regardless of groups, and complete checklists to unlock vehicles, based on Behavior Profile settings.
 - Maintenance Operators are typically mechanics. They can log into any Lift Link device regardless of groups, complete checklists to unlock vehicles, and can configure the Lift Link device.
 - Enter the individual's Labor Rate in the Labor Rate field (Optional field).
 - The last three fields are for selecting Certification Date, Medical Date, and License Date.
 - Should an expiration date expire, the operator will not be permitted to drive any vehicles until the expiration date is updated to a future date and synched with Lift Link devices.
 - Click on Save when you are finished making updates.

People - Person Detail Screen - Group Assignment

• The third section of the Personal Detail screen is for Group Assignment, which determines vehicle access. To edit any of this information, click on the "Edit" link.

Group Assignmer	It currently has access to	1 unique vehicles			+ Add Group	Eait
NAME	+ EXTERNAL ID	÷ EXP DATE	\$ SKILL LEVEL	DATE ASSIGNED	NUMBER OF VEHICLES	¢
VAC Test Group 2	GRP_5	3/14/2024	1. Not Used	5/23/2023 3:51:55 PM	1	•

- Existing Group Assignment is displayed, including the expiration date for the group assignment, the individual's skill level (if licensed), the date the individual was added to the group, and the number of vehicles included in the group.
- To add a group assignment:
 - Click on "+Add Group"
 - A window will open. A list of groups is displayed on the left; you can either scroll to find a group or use the search bar at the top to search for it. Click on the group's "+" symbol to select it.
 - The second field is an expiration date for the group assignment. There are two fields in this window that can be populated. These apply only if the individuals are licensed. "Skill Level" is a dropdown that allows you to choose from "Not Used," "Expert," "Intermediate," or "Novice."
 - Skill Level requires the feature to be licensed and a vehicle manager that supports the feature. If it does not apply, just leave the default.
 - Should the group Expiration Date expire, the driver will not be able to drive any vehicles in that same group until the date is updated to a future date and synchs with the Lift Link devices.
 - When you have made selections, click on the "Add" button at the bottom.

Add New Group Assignment

X

ailable Groups:				
	External ID		Number of Vehicles	
	2		0	
ALL ACCESS	Description			
	Default group conta	aining 24/	7 authorization for all members.	
Tampa Only				
	Skill Level		Expiration Date	
Test Group	1. Not Used	~		<u></u>
VAC Test Group	Selected Groups:			
VAC Test Group 3				

- You can also edit existing Group Assignment information.
 - Click on the "Edit" link in the section header.
 - An Edit window will open. The existing groups are listed on the left side. Click on a group's "+" symbol to select it for editing. You can make changes to the Skill Level selection and to the Expiration Date. When finished, click on the Update button at the bottom.
- Click on Save when you are finished making updates.

People - Person Detail Screen - Software Access

- The fourth section of the Person Detail screen is for Software Access information. To edit any of this information, click on the "Edit" button at the bottom of the screen.
- Two editable fields are included in this section.
 - Software Role is a dropdown that allows you to select the appropriate role for the individual.
 - Language is a dropdown that allows you to select the individual's language.
- Click on Save when you are finished making updates.
People - Person Detail Screen - Subscriptions

• The fifth section of the Person Detail screen is for Subscription information. Here you can set up alert notifications received by the individual. To edit any of this information, click on the "Edit" button at the bottom of the screen.

Subscription				+ Add	🖍 Edit	бОру	^
NAME		PEOPLE	÷ VEHICLES				
Alert Area	Email	My Groups	My Groups	30 min		-	

- To set up a new subscription, click on "+Add" in the section header.
- An "Add new subscription" window will open.
- Alerts are listed on the left side. Click on one to select it.
- On the right side, set the following preferences:
 - **Notifications** allow you to choose whether the individual will receive notifications via e-mail, SMS (text), or both.
 - Some Notifications require feature licenses and supporting hardware (i.e., Speed Violation).
 - **People** allow you to set whether the individual will receive notifications for all users or just users within their assigned Groups.
 - **Vehicles** allow you to set whether the individual will receive notifications for all vehicles or just vehicles within their assigned Groups.
- When you have finished setting preferences, click on the "Add" button at the bottom.

You can also add subscriptions by copying from other another person's profile.

- Click on "Copy" in the section header.
- In the window that opens, select the individual to copy from using the dropdown box, then click on the "Copy" button.

Nothing selected	-		
Select Person	×		
		1	
Wohleber, Stephanie			
Bolivar, Omar			
Wallace, M			
Davis, M			
Encarnacion Ed		•	

• Click on Save when you are finished making updates.

People - Person Detail Screen - Add a Person

- You can add a new person from an existing individual's profile screen.
- Click on the "Add" button in the bottom right of the screen.
- A new profile will open. Enter details for the person.
- When finished, click on the "Save" button at the bottom.

People - Person Detail Screen - Duplicate a Person

- You can add a new person by duplicating the record of another.
- With a person's record open, click on "Duplicate" in the bottom right of the screen.
- You will need to add the person's name, email address, and phone number. Other field values will be carried over from the person you selected for duplication. If you need to change any of the other fields, you can do so.
- When finished, click on "Save" at the bottom of the screen.

People - Person Detail Screen - Edit a Person

- To enter edit mode while on a Person's profile detail screen, click on the "Edit" button in the bottom right.
- Fields in the profile will now be editable.
- For information on the various fields, see the topics for each:
 - Personal Information
 - Driver Credentials
 - Group Assignment
 - Software Access
 - Subscriptions
- When finished making changes, click on "Save" in the bottom right of the screen.

Lift Link Online Help Groups

Groups

Groups	iroups Last Refreshed on: 11/15/2023 6:37:02 PM Refresh 🗘 Sync 🗮 💡										
6 results for Groups	s: All	Select All	Unselect All Add Ed	it Delete							
Filter By	Clear 🔇		NAME ^	EXTERNAL ID	DESCRIPTION	VEHICLES ASSIGNMENT	OPERATORS ASSIGNMENT	ACTIONS			
Text			ALL_ACCESS	2	Default group containing 24/7 authorization	0	4	•			
Search Text			Tampa Only	GRP_6	Group strictly for Tampa VAC	2	2	•			
Expirations			Test Group	GRP_7		0	0	•			
Expired (0) Expiring This Mon	nth (O)		VAC Test Group	GRP_4	VAC Test Group	2	9	•			
Expiring Next More	nth (O)		VAC Test Group 2	GRP_5	VAC Test Group 2	1	5	•			
Assigned Vehicles 0 (2)			VAC Test Group 3	GRP_3	VAC Test Group 3	2	4	•			
 □ 1-25 (4) □ 26-50 (0) □ 50+ (0) 											

Groups - Main Screen - Overview

Custom groups allow you to group vehicles associated by type, training, or work functions and to assign operators to restrict access control precisely.

The main body of the Group list screen contains the list of groups along with several columns of summary data for each. To the left of the Group list t is a search and filter sidebar that is useful for narrowing down the list of groups displayed.

6 results for Group	os: All					Select All	Unselect All Add	Edit	Delete
Filter By	Clear 🔇	NAME -	EXTERNAL ID 🗘	DESCRIPTION	÷	VEHICLES ASSIGNMENT	OPERATORS ASSIGNME	INT ¢	ACTIONS
Text		ALL_ACCESS	2	Default group containing 24/7 authorization		0	4		•
Search Text		Tampa Only	GRP_6	Group strictly for Tampa VAC		2	2		•
Expirations		Test Group	GRP_7			0	0		•
Expired (0) Expiring This More	nth (O)	VAC Test Group	GRP_4	VAC Test Group		2	9		-
Expiring Next Mo	onth (O)	VAC Test Group 2	GRP_5	VAC Test Group 2		1	5		•
Assigned Vehicles 0 (2)		VAC Test Group 3	GRP_3	VAC Test Group 3		2	4		•
□ 1-25 (4) □ 26-50 (0)									
50+ (0)									
■ to	(O) →								
Assigned Operators 0 (1) 									

- In the bottom right of the screen, you can choose how many groups are displayed at a time: 10, 25, 50, or 100.
- The blue buttons on the right side of the screen just above the list are actions that can be taken with groups that are selected with the checkboxes to the left of each group name: Add, Edit, Delete, and Refresh.
- Actions that may be executed for individual groups are also accessible using the carat icon under the far-right hand column for each record.

OPERATORS A	SSIGNMENT 💠 ACTIONS
4	
2	Duplicate Edit
0	Delete
9	•

Groups - Main Screen - Sorting

- You can sort the list by any of the columns by simply clicking on the column header.
 For example, if you want to sort by "External ID," click on the External ID column
- header.

		₽			
•	NAME	EXTERNAL ID	•	DESCRIPTION	VEHICL
0	ALL_ACCESS	2		Default group containing 24/7 authorization	o
	Tampa Only	GRP_6		Group strictly for Tampa VAC	2
	Test Group	GRP_7			0

Groups - Main Screen - Filtering

• You can use the "filter" options on the left side of the screen to refine the group list.



• For example, if you only want to see groups with 1 to 25 Assigned Vehicles, check the box next to "1-25" in the Assigned Vehicles option group.



• You can apply more than one filter.

Groups - Main Screen - Select a Group

- To select a group to work with, you can simply click on that group's name. Clicking on the group's name will take you to the detail screen for that group.
- You can also select one or more groups from the list by checking the boxes to the left of the group names. If more than one group is selected, the action options available for the selections will be updated on the screen. Note that the Edit and Duplicate functions are not available when selecting more than one group.

Test Group	GRP_7		0	0
VAC Test Group	GRP_4	VAC Test Group	2	9
VAC Test Group 2	GRP_5	VAC Test Group 2	1	5
VAC Test Group 3	GRP_3	VAC Test Group 3	2	4

Groups - Main Screen - Adding a Group

• To add a group, click on the "Add" button from the Group menu.



- A new record will open. Enter details for the group. When finished, click on the "Save" button at the bottom.
- For more information on how to navigate the Group detail screen and explanations of applicable properties and settings for each group, see the section on <u>Groups - Group</u> <u>Detail Screen</u>.

Groups - Main Screen - Edit a Group

• There are several ways to edit the settings of a group.

Method 1

• Check the box next to the group name in the group list, then click on the "Edit" button in the menu.

				Select All	Unselect All Add	Edit Delete
	NAME	EXTERNAL ID	: DESCRIPTION	: VEHICLES ASSIGNMENT	: OPERATORS ASSIGNMENT	IT : ACTIONS
	ALL_ACCESS	2	Default group containing 24/7 authorization	0	4	•
	Tampa Only	GRP_6	Group strictly for Tampa VAC	2	2	
2	Test Group	GRP_7		0	0	

• The group profile will open with all fields editable.

Method 2

• Click on the carat icon to the right of the record in the group list, then select "Edit" from the dropdown list of actions.

	Test Group	GRP_7		0	0	
	VAC Test Group	GRP_4	VAC Test Group	2	9	Duplicate Edit
	VAC Test Group 2	GRP_5	VAC Test Group 2	1	5	Delete
_				_		

• After making edits, click on the Save button at the bottom of the screen.

Method 3

- Click on the group's name in the group list, which opens that group profile.
- Click on the "Edit" button in the bottom right of the screen. The fields in the profile will now be editable.

Groups - Main Screen - Delete a Group

• There are two ways to select groups for deletion.

Method 1

- Select the checkbox next to the name or names of the groups you wish to delete.
- Next, click on the "Delete" button.

					Select All	Unselect All Add Edit	Delete
	NAME	•	EXTERNAL ID	DESCRIPTION	VEHICLES ASSIGNMENT	: OPERATORS ASSIGNMENT	ACTIONS
0	ALL_ACCESS		2	Default group containing 24/7 authorization	0	4	•
o.	Tampa Only		GRP_6	Group strictly for Tampa VAC	2	2	•

• A confirmation window will open. Click on "OK" to confirm that you wish to delete the record (or records).

Method 2

- You can also delete an individual group by clicking on the arrow to the far right of the screen.
- When you click on the arrow, you'll see options to Duplicate, Edit, or Delete. Click on Delete.

Test Group	GRP_7		0	0	<u> </u>
VAC Test Group	GRP_4	VAC Test Group	2	9	Duplicate Edit
VAC Test Group 2	GRP_5	VAC Test Group 2	1	5	Delete

• A confirmation window will open. Click on "OK" to confirm that you wish to delete the record (or records).

Groups - Main Screen - Duplicate a Group

• You can add a group by duplicating the record of another.

Method 1

- Click on the arrow to the far right of the Group List screen.
- When you click on the arrow, you'll see options to Duplicate, Edit, or Delete. Click on Duplicate.

VAC Test Group	GRP_4	VAC Test Group	2	9	<u> </u>
VAC Test Group 2	GRP_5	VAC Test Group 2	1	5	Duplicate Edit
VAC Test Group 3	GRP_3	VAC Test Group 3	2	4	Delete

- A new record opens.
- For more information on the Group detail screen, see the section on <u>Groups -</u> <u>Group Detail Screen</u>.

Method 2

- Open the record of the group that you want to duplicate by clicking on that group's name.
- In the bottom right, click on "Duplicate."
- A new record opens.
- For more information on the Group detail screen, see the section on Groups Groups - Group Detail Screen - Group Search

Groups - Group Detail Screen - Group Search

• On the left side of the individual record screen, you will see a group list and search bar that allows you to move to another group record without going back to the Group List. Click on any name to open that group record.

• You can also use the search bar to find a group.



Groups - Group Detail Screen - Options: Add, Duplicate, Edit

- In the bottom right of the screen are four icons for working with the group detail screen: five buttons Go Bad, Delete, Add, Duplicate, and Edit.
 - The "Go Back" button will take you back to the Group List screen.
 - The "Delete" button will delete the current group displayed.
 - The "Add" button allows you to add a new record.
 - The "Duplicate" button allows you to add a new record by duplicating the current record that is open.
 - The "Edit" button allows you to edit the current record.

Groups - Group Detail Screen - Expand/Collapse Sections

• Sections within the Group detail screen can be expanded or collapsed using the arrows on the right side of the section header bars.

Description VAC Test Group			Last Modified 9/18/2023 5:07:44 PM	
Assigned Vehicles				~
Assigned Operators				^
NAME	ACCESS ID	\$ SKILL LEVEL	EXPIRATION DATE	÷
Burow, Jeffrey	00012345	1. Not Used		
Maintenance, 2	06612933	1. Not Used	7/26/2024	
Master, 1	06616532	1. Not Used	7/26/2024	

• Note: If an update has been made to any properties or settings included in a collapsed section, those changes will still take effect if the group is saved.

Groups - Group Detail Screen - Group Information

• The first section on the Group detail screen contains general identifying information. To edit this information, click on the "Edit" button on the bottom right of the screen.

Group Name ALL_ACCESS	External ID 2	Group Contains: VEHICLES AND OPERATORS
Description		Last Modified
Default group containing 24/7 authoriz	zation for all members.	3/29/2023 3:40:06 PM

- The following information can be edited in this section:
 - Group Name each group's name is a required field used to identify the group on interface screens and reports.
 - External ID the External ID is an optional alpha-numeric field that is used to reference an alternative name/ID of the group.
 - Description is an optional field used to help software users identify what is contained in the group.
 - o Click on Save when you are finished making updates.

Groups - Group Detail Screen - Assigned Vehicles

 The second section of the Group detail screen contains information on the vehicles assigned to the group. To edit this information, first click on the "Edit" button on the bottom right of the screen.

- Once the "Edit" button is clicked, on the section heading bar are options to allow you to add vehicles to the group or edit existing Vehicle Assignments. Note that you can only edit the expiration date.
- To edit existing vehicle assignments:
 - Click the "edit" link.
 - A new window will open.

Edit Vehicle Assignment: FR 10001			×
Search Text Q			
Vehicle	Type Forklift Rider	Make/Model/Year Generic\FR\0	
FR 10001 +	External ID 1 Expiration Date	External ID 2	
	Selected Groups:		
		Cancel	Undate

- On the left side of the window, choose the vehicle to work with by clicking the "+" symbol. You can use the search bar to find the vehicle.
- After making changes, click on the Update button in the bottom right.

- To add a new vehicle assignment:
 - Click the "Add" link.
 - A new window will open.

e	Туре	Make/Model/Year
	Forklift Rider	Tampa\Jeff VAC\2023
0002	+ External ID 1	External ID 2
0014	Expiration Date	
BE Demo Box - 55443		
R 01002	Selected Groups:	
est Group		

- On the left side of the window, find the vehicle you wish to add and select its "+" symbol. You can use the search bar to find the vehicle.
- After selecting the vehicle, enter the Expiration Date, then click on the "Add" button in the bottom right.
- When you are finished making changes to Vehicle Assignments, click on the Save button at the bottom of the Group detail page.

Groups - Group Detail Screen - Assigned Operators

- The third section of the Group detail screen is for Assigned Operators, which contains data on operators who belong to the group and have access to the group vehicles. To edit any of this information, click on the "Edit" button at the bottom of the screen.
- Once the "Edit" button is clicked, on the section heading bar are options to allow you to add operators to the group or edit existing Assigned Operators. Note that only Skill Level and Expiration Date can be edited.

- To edit an existing operator:
 - Click on the "Edit" link.
 - A new window will open.

Access ID	
a 00012345	
+	
1. Not Used	
Expiration Date	
	
Selected Groups:	
	Access ID 00012345 Skill Level 1. Not Used Expiration Date Selected Groups:

- On the left side of the window, choose the operator to work with by clicking the "+" symbol. You can use the search bar to find the operator.
- After making changes, click on the Update button in the bottom right.
- To add a new operator:
 - Click the "Add" link.
 - A new window will open.

A	dd New Operator Assignment		×
S	earch Text Q		
Оре	erator	Access ID 07982183	Î
	1 blue, iButton Operator +	Skill Level	
	2 yellow, iButton Operator	1. Not Used	
	3 black, iButton Operator	Expiration Date	
	Cohen, Natalie	A CONTRACTOR OF A CONTRACTOR A	
	Ellis, Brent	Selected Groups:	
	Johnson, Joe		
	Maintenance, 1		
			Cancel Add

- On the left side of the window, find the operator you wish to add and select him/her by clicking the "+" symbol. You can use the search bar to find the vehicle.
- After selecting the operator, enter the Skill Level and the Expiration Date, then click on the "Add" button in the bottom right.
- When you are finished making changes to Operator Assignment, click on the Save button at the bottom of the Group detail page.

Groups - Group Detail Screen - Authorization Schedule

• The fourth section of the Group Detail screen is for Authorization Schedules. Group authorizations to grant operators and to the vehicle in the group. To edit any of this information, click on the "Edit" button at the bottom of the screen.

Authorization S	Schedule									+ Add	^
START	END							\$ SAT	CAST MODIFIED		
6:00:00 AM	6:00:00 PM	×	× .	~	~	~	~	×	5/9/2023 2:51:01 PM		•

- Once the "Edit" button is clicked, on the section heading bar are options to allow you to add authorization schedules to the group or edit existing schedules.
- To edit a schedule:
 - Click on the "Edit" link.
 - A window will open.
 - You can edit start and end times and days of the week.
 - After making changes, click on the Update button in the bottom right.

Add Authorization Schedule: VAC Test Group

- To add a new authorization schedule:
 - Click the "Add" link.
 - A window will open.

							•••
Start				End			
~	^			^	^		
12 :	00	AM		12 :	00	AM	
~	~			~	~		
SUN 🗹	MON	TUE 🖬	WED 🗹	THU 🖾	FRI	SAT	2
						C 1	
						Cancel	Add

×

- Enter the start time, end time, and select the days of the week for the schedule. When you are finished, click the "Add" button.
- When you are finished making changes to the Authorization Schedules, click on the Save button at the bottom of the Group detail page.
- If a Group is NOT assigned an authorization, it is deemed a reporting-only group, which has no effect on Access Control. This group is just used for reporting purposes. Note all Access Control groups, those with Authorization Schedules, can also be used for reporting purposes as well.

Assets - Vehicles

Vehicles				Last	Refreshed on: 11/15/2023 6:54	:50 PM Re	efresh 🕄 Syn	ic 🗮 ?
8 results for Assets: A	AII.				Select All	Jnselect All	Add Edit	Delete
Filter By	Clear 🤇	NAME	* MAKE/MODEL/YEAR		EXTERNAL ID + BEHAVIOR 2 PROFILE	¢ GROUPS ≎	AUTHORIZED OPERATORS	ACTIONS
Text Search Text		60002	Tampa/Jeff VAC/2023	FR-60002	_Forklift Rider (Electric) Safety Profile	1	2	•
Expirations Expired (0) Expired This Month (0)		60014	Tampa/Jeff VAC/2022	FR-60014	Tampa	1	2	•
		BE Demo Box	- 55443 BE Demo Box/BE Demo Box/2	.023 FS-55443	BP	ο	0	-

Assets - Vehicles - Main Screen - Overview

- To enter the Vehicle module, click the Assets dropdown on the top tool bar. Then click Vehicles.
- The main body of the Vehicles list screen contains the list of vehicles along with several columns of summary data for each. To the left of the Vehicles list is a search and filter sidebar that is useful for narrowing down the list of assets displayed.

Vehicles					_ast Refreshed o	n: 11/15/2023 6:54:5	0 PM Re	fresh 🕄 Sync	?
8 results for Assets: All						Select All Un	select All	Add Edit	Delete
Filter By Clear	<	NAME -	MAKE/MODEL/YEAR \$	VAC NUMBER ÷ 1	÷ EXTERNAL ID ÷	BEHAVIOR ÷	GROUPS 🗘		ACTIONS
Text Search Text		60002	Tampa/Jeff VAC/2023	FR-60002		_Forklift Rider (Electric) Safety Profile	1	2	•
Expirations		60014	Tampa/Jeff VAC/2022	FR-60014		Tampa	1	2	•
 Expired (0) Expiring This Month (0) 		BE Demo Box - 55443	BE Demo Box/BE Demo Box/2023	FS-55443		BP	0	0	•
Expiring Next Month (0) Asset Access		FR 01002	Generic/FR/0	FR-1002		_Forklift Rider (Electric) Safety Profile	1	5	•
 In Service (8) Out of Service (0) 		FR 10001	Generic/FR/0	FR-10001		Test VAC BP 1	2	8	•
Active/Locked Account (0)		FR 10003	Generic/FR/0	FR-10003		Test VAC BP 1	2	8	•
Planned Maintenance Overdue (3)		Test Group	JH/EKS314/2020	OP-2050		BP	0	0	•
 Due this week (3) Due next 30 days (4) 		Test Vehicle 1	Test Vehicle 1/2020/2020	FR-1999		BP	0	0	•
Diagnostic Errors Active (0)									

• In the bottom right of the screen, you can choose how many assets are displayed at a time: 10, 25, 50, and 100.

- The blue buttons on the right side of the screen just above the list are Actions that can be taken with vehicles that are selected with the checkboxes to the left of each vehicle name: Add, Edit, Duplicate, Delete, and Refresh.
- Actions that may be executed for individual assets are also accessible using the carat icon under the far-right hand column for each record.

Assets - Vehicles - Main Screen - Sorting

• You can sort the list by any of the columns by simply clicking on the column header. For example, if you want to sort by "Lift Link device Number," click on the Lift Link device Number column header.

Assets - Vehicles - Main Screen - Search and Filtering

- On the left side of the screen is a filter box. The first option in this area is a text search window.
- You can also use the "filter" options to refine the vehicle list.
- The filters include checkbox selections and dropdown selectors.
- You can apply more than one filter. Multiple selections within a category use 'or' logic, while selections between multiple categories use 'and' logic.



Assets - Vehicles - Main Screen - Select a Vehicle

- To select a vehicle, you can simply click on that asset's name. Clicking on the vehicle's name will take you to the detail screen for that asset.
- You can also select one or more vehicles from the list by checking the boxes to the left of the vehicle names. If more than one vehicle is selected, the action options available for the selections will be updated on the screen.

Assets - Vehicles - Main Screen - Add a Vehicle

- To add a vehicle, click on the "Add" button from the Vehicles action menu.
- For more information on how to navigate the vehicle detail screen and explanations of applicable properties and settings for each vehicle, see the section on Vehicles -Vehicle Detail Screen.

Assets - Vehicles - Main Screen - Edit a Vehicle

• There are several ways to edit the properties and settings for a vehicle.

Method 1

• One way is to click on the vehicle's name in the asset list, which opens that vehicle profile. Next, click on the "Edit" button in the bottom right of the screen. The fields in the profile will now be editable.

Method 2

• The second method is to check the box next to the vehicle name in the vehicle list, then click on the "Edit" button in the menu. The vehicle profile will open with all fields editable.

Method 3

• The third method is to click on the carat icon to the right of the record in the vehicle list, then select "Edit" from the dropdown list of actions.

BE Demo Box - 55443	BE Demo Box/BE Demo Box/2023	FS-55443	BP	0	0	
FR 01002	Generic/FR/0	FR-1002	_Forklift Rider (Electric) Safety Profile	1	Edit Delete	
FR 10001	Generic/FR/0	FR-10001	Test VAC BP 1	2	8	•
FR 10003	Generic/FR/0	FR-10003	Test VAC BP 1	2	8	÷

Assets - Vehicles - Main Screen - Delete a Vehicle

• There are two ways to select vehicles for deletion.

Method 1

- Select the checkbox next to the name or names of the vehicles you wish to delete.
- Next, click on the "Delete" button.

									↓
						Select All	Jnselect All	Add Edit	Delete
0	NAME *	MAKE/MODEL/YEAR	VAC NUMBER	EXTERNAL ID ÷	2	BEHAVIOR PROFILE	÷ GROUPS ÷	AUTHORIZED OPERATORS	ACTIONS
	60002	Tampa/Jeff VAC/2023	FR-60002			_Forklift Rider (Electric) Safety Profile	1	2	•
	60014	Tampa/Jeff VAC/2022	FR-60014			Tampa	1	2	-
	BE Demo Box - 55443	BE Demo Box/BE Demo Box/2023	FS-55443			BP	0	0	-
	FR 01002	Generic/FR/0	FR-1002			_Forklift Rider (Electric) Safety Profile	1	5	•

• A confirmation window will open. Click on "OK" to confirm that you wish to delete the record (or records).

Method 2

- You can also delete an *individual* vehicle by clicking on the arrow to the far right of the screen.
- When you click on the arrow, you'll see options to Duplicate, Edit, or Delete. Click on Delete.

BE Demo Box - 55443	BE Demo Box/BE Demo Box/2023	FS-55443	BP	0	0 .	
FR 01002	Generic/FR/0	FR-1002	_Forklift Rider (Electric) Safety Profile	1	Duplicate Edit Delete	
FR 10001	Generic/FR/0	FR-10001	Test VAC BP 1	2	8 .	-

Assets - Vehicles - Main Screen - Duplicate a Vehicle

• You can add a vehicle by duplicating the record of another.

Method 1

- One way to duplicate a record is to first open the record of the vehicle that you want to duplicate by clicking on that asset's name.
- For further instructions on duplicating a vehicle from the vehicle's profile screen, see <u>Vehicles Vehicle Detail Screen Duplicate a Vehicle</u>.

Method 2

• You can also duplicate a vehicle by clicking on the arrow to the far right of the Vehicle List screen. When you click on the arrow, you'll see options to Duplicate, Edit, or Delete. Click on Duplicate.

NAME ^	MAKE/MODEL/YEAR	VAC NUMBER 0	EXTERNAL ID 0	2 EXTERNAL ID	BEHAVIOR PROFILE	GROUPS 0	AUTHORIZED OPERATORS	ACTIONS
60002	Tampa/Jeff VAC/2023	FR-60002			_Forklift Rider (Electric) Safety Profile	1	2 Duplicate	·
60014	Tampa/Jeff VAC/2022	FR-60014			Tampa	1	Edit Delete	
BE Demo Box - 55443	BE Demo Box/BE Demo Box/2023	FS-55443			BP	0	0	•

Method 3

• The third way to duplicate a vehicle is to select the checkbox next to the asset name, then click the "Duplicate" button in the top right.

Assets - Vehicles - Vehicle Detail Screen - Vehicle Search

- On the left side of the vehicle profile screen, you will see a vehicle list and search bar that allows you to move to another asset record without going back to the Vehicle List. Click on any name to open that vehicle record.
- You can also use the search bar to find a vehicle.



Assets - Vehicles - Vehicle Detail Screen - Options: Add, Duplicate, Edit

In the bottom right of the screen are 5 buttons for working with the vehicle detail screen.

- The "Go Back" button will take you back to the Vehicle List screen.
- The "Delete" button will delete the vehicle currently displayed.
- The "Add" button allows you to add a new record.
- The "Duplicate" button allows you to add a new record by duplicating the current record that is open.
- The "Edit" button allows you to edit the current record.

Assets - Vehicles - Vehicle Detail Screen - Expand/Collapse Sections

- Sections within the vehicle detail screen can be expanded or collapsed using the arrows on the right side of the section header bars.
- Note: If an update has been made to any properties or settings included in a collapsed section, those changes will still take effect if the vehicle is saved.

Vehicle Sta	atus								~
Status In Service									
Detected	Location	Current Operator	Previous Operator	Compliance	Access Control	Synchronized	Next PM Due	Connected Via	IP Address
11/3/2023 8:18:14 AM	4431 ft from WAP: 1c:9e:cc:b9:	ADMIN, USER	ADMIN USER	Yes	Registered ID	Yes	12/31/1899 7:00:00 PM	f8:7b:8c:40:	72.17.90.194
General Pr	ofile								^
VAC Numbe FR - 60014	۲		External I	D1		Exte	ernal ID 2		
VAC Serial N S18-VP5341	Number 50-IMS		Vehicle C Other	lass		Wei	ght Class		
					Go Back	Delete X	Add <table-cell-rows> D</table-cell-rows>	uplicate 🗉	Edit 🖍

Assets - Vehicles - Vehicle Detail Screen - Vehicle Information

• The first section on the Vehicle detail screen contains general identifying information. To edit this information, click on the "Edit" button on the bottom right of the screen.

Name BE Demo Box	Vehicle Type Forklift Stand-Up	
Make	Model	Year
Generic	FS	2023

- The following information can be edited in this section:
 - Vehicle Name each vehicle's name is a required field used to identify the vehicle on interface screens and reports.
 - o Make
 - Model
 - o Year
 - Vehicle Type the vehicle type field is a dropdown box that allows you to select the appropriate option.
 - Click on Save when you are finished making updates.

Assets - Vehicles - Vehicle Detail Screen - Vehicle Status

• The second section of the Vehicle detail screen contains information on the vehicle status.

Vehicle Sta	itus								^
Status In Service			•						
Detected	Location	Current Operator	Previous Operator	Compliance	Access Control	Synchronized	Next PM Due	Connected Via	IP Address
11/3/2023 8:18:14 AM	4431 ft from WAP: 1c:9e:cc:b9:	ADMIN, USER	ADMIN USER	Yes	Registered ID	Yes	12/31/1899 7:00:00 PM	f8:7b:8c:40:	72.17.90.194

- The section contains the following data arranged in columns:
 - Detected the last date/time the Lift Link device communicated with the software.
 - Location indicating where the asset was positioned when last detected.
 - Current Operator indicating who the operator is when the vehicle was last detected. Unassigned means the Lift Link device is not logged in.
 - Previous Operator who logged on prior to the Current Operator
 - Compliance Indicates if the vehicle was compliant ("yes") with the required safety inspection rules or not ("no") when the vehicle was last detected.

- Access Mode displays the last known access control method for the vehicle "Any ID", "Registered ID, "ID Optional", or "hard bypass."
- Fully Synchronized indicating status of vehicle synchronization
- Next PM due indicating when next planned maintenance is due for the vehicle.
- Connected via indicating how the vehicle last connected to the Lift Link software (Wi-Fi)
- IP Address indicating the IP address of the Lift Link device on the vehicle
- There is one editable field in this section the "Status" field. This is a dropdown box that allows you to choose to put the vehicle 'out of service' or back 'in service' from the software. A 'locked' status is derived from the Lift Link device and can only be rectified at the Lift Link device. To edit this information, click on the "Edit" button on the bottom right of the screen. Out of service vehicles will not interact with the software.

`	Vehicle Sta	tus		
S	Status			
	In Service			•
	Select Status	;		×
	In Service			
_	Out of Servi	ce		pera
11/ 8:"	/3/2023 18:14 AM	4431 ft from WAP: 1c:9e:cc:b9:	ADMIN, USER	ADMIN

• When you are finished making changes to Vehicle Status, click on the Save button at the bottom of the Vehicle detail page.

Assets - Vehicles - Vehicle Detail Screen - General Profile

• The third section of the Vehicle detail screen is for General Profile information. To edit this information, click on the "Edit" button at the bottom of the screen.

General Profile		•
VAC Number FR - 60014	External ID 1	External ID 2
VAC Serial Number S18-VP534150-IMS	Vehicle Class Other	Weight Class
Purchased Date	Capacity	Parking Location
MAC Address 88-DA-1A-3F-F7-58	Date Added 12/13/2022 5:16:48 PM	Last Modified 6/22/2023 3:44:12 PM

- The following fields are editable:
 - Lift Link device Number This ID must match what is entered on the Lift Link device during the install wizard. If changed, it will not update the Lift Link device remotely but will create a new vehicle.
 - The Lift Link device Serial Number supplied by the Lift Link device and cannot be changed via the software.
 - The MAC Address supplied by the Lift Link device and cannot be changed via the software.
 - Optional fields:
 - External ID 1 This is an optional field to track vehicle information (serial #, license plate, etc.)
 - External ID 2 This is a second optional field to track vehicle information (serial #, license plate, etc.)
 - Vehicle Class This is a dropdown box from which you can choose the appropriate option.
 - Weight Class
 - Purchased Date
 - Capacity Max weight entered in lbs.
 - Parking Location
 - When you are finished making changes to the General Profile section, click on the Save button at the bottom of the Vehicle detail page.

Assets - Vehicles - Vehicle Detail Screen - Behavior Profile

• The fourth section of the Vehicle Detail screen is for Behavior Profile data. There is only one field in this section. To edit this field, click on the "Edit" button at the bottom of the screen.

Behavior Profile	
Tampa	•

- The Behavior Profile field is a dropdown box from which you can choose the appropriate option.
- When you are finished making changes to the Behavior Profile section, click on the Save button at the bottom of the Vehicle detail page.

Assets - Vehicles - Vehicle Detail Screen - Group Assignments

The fourth section of the Vehicle Detail screen is for Group Assignments, where you
can manage groups to which the vehicle belongs. Existing Group Assignment is
displayed, including the name and description, External ID, expiration date for the
group assignment, the number of vehicles included in the group, and the number of
operators assigned to the group, allowing them vehicle access.

Group Assignme	ent		+ Add Group	🖍 Edit	^
NAME ^	DESCRIPTION	C EXTERNAL ID	© NUMBER OF OPERATORS		
Tampa Only	Group strictly for Tampa VAC	GRP_6	2		•

- To edit data in this section, click on the "Edit" button at the bottom of the screen.
- There are two actions you can take in this section you can either add the vehicle to a
 group or edit settings for an existing group.
 - To add a group assignment:
 - Click on "+Add Group"
 - A window will open. A list of groups is displayed on the left; you can either scroll to find a group or use the search bar at the top to search for it. Click on the group's "+" symbol to select it.
 - There is one field in this window that can be populated an expiration date for the group assignment.
 - When you have made selections, click on the "Add" button at the bottom.

Add New Group Assignment

X

Group	External ID	Number of Operators
	2	4
ALL_ACCESS	+ Description	
Test Group	Default group contain	ing 24/7 authorization for all members.
VAC Test Group	Expiration Date	
VAC Test Group 2		
	Selected Groups:	
VAC Test Group 3		

- You can also edit existing Group Assignment information.
 - Click on the "Edit" link in the section header.
 - An Edit window will open. The existing groups are listed on the left side. Click on a group's "+" symbol to select it for editing. You can make changes to the Expiration Date. When finished, click on the Update button at the bottom.

Add New Group Assignment

×

oup		
- up	External ID	Number of Operators
	2	4
ALL_ACCESS +	Description	
	Default group containin	ng 24/7 authorization for all members.
Test Group		
VAC Test Group	Expiration Date	
		
VAC Test Group 2		
	Selected Groups:	
VAC Test Group 3		

• Click on Update when you are finished making updates.

Assets - Vehicles - Vehicle Detail Screen - Trouble Shooting

• The fourth section of the Vehicle Detail screen is for Trouble Shooting. There are four areas of this section:

Trouble Shooting									
Last Tran Code	Last Tran Codes								
System: 430	Operator: 75	Vehicle: 104	Behavior: 77	Checklist: 96	Authorization: 49	WiFi: 122	Geofence: 50		
VAC Tran Code	es with Synchroni	ization Date							
427 10/24/2023 1:14 PM	75 9/21/2023 11:23 AM	104 9/21/2023 11:23 AM	77 10/24/2023 1:14 PM	96 10/24/2023 1:14 PM	49 9/21/2023 11:31 AM	122 10/11/2023 4:40 PM	49 9/21/2023 11:24 AM		
Firmware Vers	ons								
DB: QU80506A	PIB: SU10506B	SH:	NR: MU30006B	PCM:	XL: NU00103B	Wi-FI: RC10709A			
Cumulative Ho	Cumulative Hour Meter Readings Reset Asset Cumulative Meters								
Deadman: 0.88	Idling: 0.00	Motion: 35.75	Engine On: 0.00	Lift: 517.73	Activity: 553.48	Starts: 53	Odometer: 2	.08	

- Latest Tran Codes this lists the latest transaction code the Lift Link device needs to be considered up to date.
- Lift Link device Tran Codes with Synchronization Date this section lists the last known tran code on the Lift Link device and the date it was sync'd. If the Lift Link device is up to date, the tran codes in this section will match the ones in the 'latest tran codes' section.
- Firmware versions details the Lift Link device firmware segments.
- Cumulative Vehicle Meters (hours) the information in this area displays the accumulated usage of each measured metric for the vehicle.
- Active Diagnostic Errors This section lists diagnostic errors that were active on the vehicle when it was last detected. (Refer to the Lift Link device User Guide for details on errors.)
- When you select the "Edit" button in the bottom of the screen, you are given the options to "Reset Tran Code" (clears the "Lift Link device Tran codes" section and forces the Lift Link device to re-sync all segments) and "Reset Asset Cumulative Meters" (resets all lifetime meters to zero. The meters will start accumulating again once the Lift Link device syncs its next data).
- After doing either or both of the above, click on "Save" at the bottom of the screen.

Assets - Vehicles - Vehicle Detail Screen - Add a Vehicle

- To add a new Vehicle, click on the blue "Add" button at the bottom of the Vehicle Detail screen.
- A new record opens. Populate all necessary fields and click on the "Save" button at the bottom of the screen when finished.

Assets - Vehicles - Vehicle Detail Screen - Duplicate a Vehicle

- To add a new vehicle based on the profile of the current vehicle, click on the blue "Duplicate" button at the bottom of the Vehicle Detail screen.
- A new record opens. You will need to add the vehicle Name. Other field values will be carried over from the vehicle you selected for duplication. If you need to change any of the other fields, you can do so. When finished, click on "Save" at the bottom of the screen.

All

•

Assets - Devices

Devices Last Refreshed on: 11/15/2023 7:27:36 PM Refresh C ?											
6 results for Devices: All											
Filter By	Clear	NAME	- DESCRIPTION	DEVICE ID	÷ BSSID	DEVICE TYPE		POWER LEVEL	ACTIONS		
Text		1c:9e:cc:b9:7c:9_		-	1c:9e:cc:b9:7c:9_	AP	1	{Not Applicable}	•		
Search Text		78:67:0e:0e:f3:7	_	-	78:67:0e:0e:f3:7_	AP	1	{Not Applicable}	•		
Device Type		82:bd:c5:a8:e7:4	_	-	82:bd:c5:a8:e7:4_	AP	1	{Not Applicable}	•		
WAM (0) Beacon (1)		8a:bd:c5:a8:e7:4	_	-	8a:bd:c5:a8:e7:4_	AP	1	{Not Applicable}	•		
■ AP (5)		Beacon		090		Beacon	1 -	+20 dBm	•		
Device Status Active (5) Inactive (1)		f8:7b:8c:40:73:3	-	-	f8:7b:8c:40:73:3_	AP	1	{Not Applicable}	•		
Last VAC Detected											
All	-										

Assets - Devices - Main Screen - Overview

- To enter the Devices module, click the Assets dropdown on the top tool bar. Then click Devices.
- Devices are wireless infrastructure devices leveraged to allow mobile equipment to communicate with the system software and include:
 - Wi-Fi Access Points access points using Wi-Fi frequencies.
- The main body of the Devices list screen contains the list of devices along with several columns of summary data for each. To the left of the Devices list is a collapsible search and filter sidebar that is useful for narrowing down the list of devices displayed.

Devices							Last Refreshed on: 11/15/20	023 7:27:36 PM Refre	esh 🛛 ?
6 results for Devices	s: All								Add
Filter By	Clear 🔇	NAME	DESCRIPTION	DEVICE ID	\$ BSSID	DEVICE TYPE	FLOOR	POWER LEVEL \$	ACTIONS
Text		1c:9e:cc:b9:7c:9_		-	1c:9e:cc:b9:7c:9_	AP	1	{Not Applicable}	-
Search Text		78:67:0e:0e:f3:7_		-	78:67:0e:0e:f3:7_	AP	1	{Not Applicable}	•
Device Type		82:bd:c5:a8:e7:4_		-	82:bd:c5:a8:e7:4_	AP	1	{Not Applicable}	•
WAM (0) Beacon (1)		8a:bd:c5:a8:e7:4_		-	8a:bd:c5:a8:e7:4_	AP	1	{Not Applicable}	•
□ AP (5)		Beacon		090	-	Beacon	1 -	+20 dBm	•
Device Status Active (5) Inactive (1) 		f8:7b:8c:40:73:3_		-	f8:7b:8c:40:73:3_	AP	1	{Not Applicable}	•
Last VAC Detected									
All	•								
Last Synchronized									
All	•								

- In the bottom right of the screen, you can choose how many devices are displayed at a time: 10, 25, 50, or 100.
- More devices can be added by clicking the Add button in above the action column.
- Actions that may be executed for individual devices are also accessible using the carat icon under the far-right hand column for each record.

NAME	DESCRIPTION	DEVICE ID	BSSID	DEVICE TYPE	FLOOR \$	TCP/IP ADDRESS	POWER LEVEL
1c:9e:cc:b9:7c:9_		-	1c:9e:cc:b9:7c:9_	AP	1		{Not Applicable} -
78:67:0e:0e:f3:7_		-	78:67:0e:0e:f3:7_	AP	1		{Not Applicable}
82:bd:c5:a8:e7:4_		-	82:bd:c5:a8:e7:4_	AP	1		Duplicate {Not App Edit
8a:bd:c5:a8:e7:4_		-	8a:bd:c5:a8:e7:4_	AP	1		{Not Apr Delete

Assets - Devices - Main Screen - Sorting

• You can sort the list by any of the columns by simply clicking on the column header. For example, if you want to sort by "Device ID," click on the Device ID column header.

Assets - Devices - Main Screen - Search and Filtering

- On the left side of the screen is a filter box. The first option in this area is a text search window.
 - Text Search Text Device Type WAM (0) Beacon (1) AP (5)
- You can also use the "filter" options to refine the device list.
- The filters include checkbox selections and dropdown selectors.



- You can apply more than one filter.
- Note that "AND" logic is used between multiple filters, while "OR" logic is used within a single filter.
Assets - Devices - Main Screen - Select a Device

• To select a device to work with, you can simply click on that device's name. Clicking on the device's name will take you to the detail screen for that device.

NAME	DESCRIPTION	DEVICE ID	
1c:9e:cc:b9:7c:9_		-	
78:67:0e:0e:f3:7_		-	
82:bd:c5:a8:e7:4_		-	
8a:bd:c5:a8:e7:4_		-	
Beacon		090	

Assets - Devices - Main Screen - Add a Device

• To add a device, click on the "Add" button from the Devices menu.

								Add
NAME	DESCRIPTION	DEVICE ID	; BSSID	DEVICE TYPE	tion of the time o	TCP/IP ADDRESS	POWER LEVEL	÷ ACTIONS
1c:9e:cc:b9:7c:9_		-	1c:9e:cc:b9:7c:9_	AP	1		{Not Applicable}	-
78:67:0e:0e:f3:7_			78:67:0e:0e:f3:7_	AP	1		(Not Applicable)	-
82:bd:c5:a8:e7:4_		-	82:bd:c5:a8:e7:4_	AP	1		{Not Applicable}	-
8a:bd:c5:a8:e7:4_		-	8a:bd:c5:a8:e7:4_	AP	1		(Not Applicable)	-
Beacon		090		Beacon	1		+20 dBm	-
f8:7b:8c:40:73:3_			f8:7b:8c:40:73:3_	AP	1		{Not Applicable}	-

• Enter details for the device. Data fields are determined by the Device Type that is selected.

ch current device	Device Type	Name	Floor	Status		Rioor plan	
	WAM -	Enter Name	1	Out of Servic -			
9e:cc:b9:7c:9_	Description						
e:cc:b9:7c:9_	Enter Description						
67:0e:0e:f3:7_						Location X: 0 Y:0	
7:0e:0e:f3:7_	General Settings						
•	Environment	TCP/I	IP Address	Power Level	Synchronization M	ethod	
d:c5:a8:e7:4_	Indoor	• Ent	er TCP/IP Address	+20 dBm ▼	Ascending	•	
od:c5:a8:e7:4_	Device Id O	Devic	ce Code	Subnet O	Node O	Device Label	
d:c5:a8:e7:4_	Wireless Settings						
d:c5:a8:e7:4_	Device Configuration	Confi	iguration Features	determine location using IDB	E Vos		

- Note that Wi-Fi Access Points add themselves to the system automatically as Lift Link devices use them to communicate to the software.
- When finished, click on the "Save" button at the bottom.
- For more information on how to navigate the device detail screen and explanations of applicable properties and settings for each device, please see Help for the Device Detail Screen.

Assets - Devices - Main Screen - Edit a Device

• There are two ways to edit the properties and settings for a device.

Method 1

• Click on the carat icon to the right of the record in the device list, then select "Edit" from the dropdown list of actions.

NAME	DESCRIPTION	: DEVICE IC) : BSSID	: DEVICE TYPE	: FLOOR	: TCP/IP ADDRESS	: POWER LEVEL :	ACTIONS
1c:9e:cc:b9:7c:9_			1c:9e:cc:b9:7c	:9_ AP	1		(Not Applicable)	•
78:67:0e:0e:f3:7_			78:67:0e:0e:f3	27_ AP	1		(Not Applicable)	÷
82:bd:c5:a8:e7:4_			82:bd:c5:a8:e7	7:4_ AP	1		(Not App Edit	
8a:bd:c5:a8:e7:4_			8a:bd:c5:a8:e7	7:4_ AP	1		(Not App Delete	
Beacon		090		Beacon	1		+20 dBm	

• The device profile will open with all fields editable.

Method 2

• Click on the device's name in the device list, which opens that device profile.

NAME	•	DESCRIPTION	÷	DEVICE ID	¢	BSSID
1c:9e:cc:b9:7c:9_				-		1c:9e:cc:b9:7c:9_
78:67:0e:0e:f3:7_				-		78:67:0e:0e:f3:7_
82:bd:c a8:e7:4_				-		82:bd:c5:a8:e7:4_
8a:bd:c5:a8:e7:4_				-		8a:bd:c5:a8:e7:4_
Beacon				090		-
f8:7b:8c:40:73:3_				-		f8:7b:8c:40:73:3_

arch current device	Device Type Access Points	Name 78:67:0e:0e:f3:7_	Floor 1	Status	REFloor plan	
c:9e:ccb9:7c:9_	Description					
8:67:0e:0e:13:7_ p 8:67:0e:0e:13:7_	General Setting	5			Location X: 370 Y:370	~
2:bd:c5:a8:e7:4_ p 2:bd:c5:a8:e7:4_	BSSID 78:67:0e:0e:13:7_	Device C 0011	Code	Last VAC Detected 9/20/2023 4:27:46 PM		
a:bd:c5:a8:e7:4_ p xbd:c5:a8:e7:4_					1	ļ

- Next, click on the "Edit" button in the bottom right of the screen. The fields in the profile will now be editable.
- After making edits, click on the Save button at the bottom of the screen.

Assets - Devices - Main Screen - Deleting Devices

• There are two ways to select devices for deletion. The first method below allows you to delete multiple devices at once.

Method 1

• You can also delete an individual device by clicking on the arrow to the far right of the screen. When you click on the arrow, you'll see options to Duplicate, Edit, or Delete.

DEVICE TYPE	FLOOR	TCP/IP ADDRESS	POWER LEVEL		ACTIONS
AP	1		{Not Applicable}		•
AP	1		{Not Applicable}		•
AP	1		{Not Applicable}		•
AP	1		{Not Applicable}		•
Beacon	1	-	+20 dBm	_	Ţ
AP	1		{Not App Edit Delete	ate	

• Click on Delete.

• A confirmation window will open. Click on "OK" to confirm that you wish to delete the record.



Assets - Devices - Main Screen - Duplicate a Device

• You can add a device by duplicating the record of another.

Method 1

- Click on the arrow to the far right of the Device List screen. When you click on the arrow, you'll see options to Duplicate, Edit, or Delete.
- Click on Duplicate.

DEVICE TYPE	÷ FLOOR	TCP/IP ADDRESS	POWER LEVEL	ACTIONS
AP	1		{Not Applicable}	•
AP	1		{Not Applicable}	•
AP	1		{Not Applicable}	•
AP	1		{Not Applicable}	•
Beacon	1	-	+20 dBm	Ŧ
АР	1		{Not App Edit Delete	

• A new record opens. You will need to add the device Name. Other field values will be carried over from the device you selected for duplication. If you need to change any of the other fields, you can do so. When finished, click on "Save" at the bottom of the screen.



Method 2

- Open the record of the device that you want to duplicate by clicking on that device's name.
- In the bottom right, click on "Duplicate."

Device Type Beacon	Name Beacon	Floor 1	Status Out of Service			Floo	r plan	
Description								
						Location	X: 200 Y:200	
General Setting	js							^
Power Level +20 dBm	Beacon NID 10-10-00-06-93-00							
Device Id 90	Device Code 005A		Device Label					
Trouble Shootir	ng							^
Last synchronized 12/31/1899 7:00:00	with software							
				Go Back	Delete X	Add 🔮 🛛	ouplicate 🔳	Edit 💉

• A new record opens. You will need to add the device Name. Other field values will be carried over from the device you selected for duplication. If you need to change any of the other fields, you can do so. When finished, click on "Save" at the bottom of the screen.

Assets - Devices - Detail Screen - Device Search

• On the left side of the device profile screen, you will see a device list and search bar that allows you to move to another device record without going back to the Device List. Click on any name to open that device record.



• You can also use the search bar to find a device. Note that at least 3 characters must be entered for the search filter to engage and find a device.

Search current o	device
GSE 154 WAM	•

Assets - Devices - Detail Screen - Options: Add, Duplicate, Edit

- In the bottom right of the screen are buttons for working with the device detail screen.
 - The "Go Back" button will take you back to the Device List screen.
 - The "Delete" button will delete the current device displayed.
 - The "Add" button allows you to add a new record.
 - The "Duplicate" button allows you to add a new record by duplicating the current record that is open.
 - The "Edit" button allows you to edit the current record.



Assets - Devices - Detail Screen - Expand/Collapse Sections

• Sections within the device detail screen can be expanded or collapsed using the arrows on the right side of the section header bars.

Device Type	Name	Floor	Status	Floor plan	
Beacon	Beacon	1	Out of Service		
Description					
				Location X: 200 Y:200	
General Settings				~	·
Trouble Shooting				~	

- Note: If an update has been made to any properties or settings included in a collapsed section, those changes will still take effect if the device is saved.
- The sections that appear on this screen are determined by the device type, as selected when adding a new device.

Assets - Devices - Detail Screen - Device Information

• The first section on the Device detail screen contains general identifying information. To edit this information, click on the "Edit" button on the bottom right of the screen.

Device Type	Name	Floor	Status	
MAW	GSE 154	1	Active	•
Description				
Enter Description	1			

- The following information can be edited in this section:
 - Device Type This field is available for editing only when adding a new device. The field is a dropdown box that allows you to choose the type of device you are adding. Once a device is set up, you cannot change the device type.
 - Name Each device's name is a required field used to identify the device on interface screens and reports.
 - Floor Identifies the location of the device in multi-floor facilities.
 - Status This is a dropdown box that allows you to select "Active" or "Inactive." For Wi-Fi devices, this is for information only and does not affect the access point functionality.

- Description This is a text field allowing you to input a description of the device.
- Click on Save when you are finished making updates.

Assets - Behavior Profiles

Behavior Profiles

NAME	DESCRIPTION	VEHICLES ASSIGNED	BEHAVIORS 🗘		ACTIONS
Test VAC BP 1	Test VAC BP 1	2	13	6	•
TEST VAC BP 2	Behavior Profile 2	0	5	6	•
_Forklift Rider (Electric) Safety Profile	Behavior profile automatically assigned to all vehicles configured as vehicle type 'forklift rider' and engine power type 'electric AC' or 'electric DC'.	2	10	0	•
_Forklift Rider (IC) Safety Profile	Behavior profile automatically assigned to all vehicles configured as vehicle type 'forklift rider' and engine power type 'GAS/IC'.	0	10	0	•
_Forklift Stand-Up (Electric) Safety Profile	Behavior profile automatically assigned to all vehicles configured as vehicle type 'forklift standup' and engine power type 'electric AC' or 'electric DC'.	0	10	6	•
_GPU Safety Profile	Behavior profile automatically assigned to all vehicles configured as vehicle type 'Ground power unit'.	0	10	0	•
_Jet Bridge Safety Profile	Behavior profile automatically assigned to all vehicles configured as vehicle type 'jet bridge'.	0	8	6	•
_Man Lift Safety Profile	Behavior profile automatically assigned to all vehicles configured as vehicle type 'man lift'.	0	10	0	•
Order Picker Safety Profile	Behavior profile automatically assigned to all vehicles configured as vehicle type 'order	0	10	A	•

Assets - Behavior Profiles - Main Screen - Overview

- A behavior profile is a combination of vehicle-specific settings that define how the vehicle reacts to various conditions identified by the system. At least 1 profile is required for each vehicle, and the same profile can be used for multiple vehicles.
- The main body of the Behavior Profiles list screen contains the list of behavior profiles by Name. The second column displays the profile description.

Behavior Profiles			
NAME	DESCRIPTION	VEHICLES ASSIGNED	BEHAVIC
Test VAC BP 1	Test VAC BP 1	2	13
TEST VAC BP 2	Behavior Profile 2	0	5
_Forklift Rider (Electric) Safety Profile	Behavior profile automatically assigned to all vehicles configured as vehicle type 'forklift rider' and engine power type 'electric AC' or 'electric DC'.	2	10
_Forklift Rider (IC) Safety Profile	Behavior profile automatically assigned to all vehicles configured as vehicle type 'forklift rider' and engine power type 'GAS/IC'.	0	10
_Forklift Stand-Up (Electric) Safety Profile	Behavior profile automatically assigned to all vehicles configured as vehicle type 'forklift standup' and engine power type 'electric AC' or 'electric DC'.	0	10
_GPU Safety Profile	Behavior profile automatically assigned to all vehicles configured as vehicle type 'Ground power unit'.	0	10

• You can search for a profile using the search bar at the top left of the screen. Enter a search term in the box and select "Go."

a



Behavior Profiles



- Use the blue "Add" button in the top right of the screen to create a new behavior profile.
- Clicking on the blue "Refresh" button will refresh the list of profiles.



Assets - Behavior Profiles - Main Screen - Select a Behavior Profile

• To select a Behavior Profile to work with, click on the profile's name. Clicking on the name will take you to the detail screen for that device.

+	
Electric) Safety Profile	Behavie rider' ai
IC) Safety Profile	Behavie rider' ai
Up (Electric) Safety Profile	Behavio

Assets - Behavior Profiles - Profile Detail Screen - Behavior Profile Descriptions

• The following list provides descriptions of the Behavior Profiles available for configuration in the system.

-

LL	LIFT	LINK°

Г

Battery Level	Configuration that lets you set a minimum battery voltage or % of charge threshold. Once the battery level is outside the threshold, events are created, and the operator can be alerted on the Lift Link device if configured to do so.
Checklist Critical Response	Creates events when an operator selects a critical answer to a checklist question.
Checklist Non- compliance	Creates events and takes configured actions when the safety inspection and/or job selection is not selected within the available time period.
Grace Period Timers	Settings for when to activate idle timeout, hibernate and sleeper mode.
Impact	Creates events and actions based on specific severity levels of impacts recorded.
Maintenance Completion	Assigns a checklist for maintenance personnel to complete when they perform planned maintenance on a vehicle. The completion of this checklists restarts predictive maintenance report parameters.
Message Alerts	Creates a Lift Link device 'beep' when new text messages are received.
Multi-Vehicle Access Violation	Creates events when a single operator ID is logged into multiple vehicles simultaneously. Also allows the operator ID to be suspended.
Occasional Safety Inspection	Prompts operators to complete a checklist at a defined time interval (daily, weekly, monthly, annually, every N days, every N days since last checklist completed).
Parking Brake Monitor	When enabled, requires the parking brake to be applied before an operator can log off.
Remote Security Shutdown	Locks vehicle when security shutdown is enabled in the software.
Safety Inspection Checklist	Assigns a checklist and rules for operators to complete vehicle safety inspections.
Speeding	Configuration that lets you set a maximum speed threshold. Once the speed is outside the threshold for the configured amount of time,

	events are created, and the operator is alerted on the Lift Link device.
Zone Violations	Assigns a zone profile to the Lift Link device whereby actions and events are created when the vehicle enters one of the zones within the profile.

Assets - Behavior Profiles - Profile Detail Screen - Overview

• The top section of the Behavior Profile detail screen displays the profile's description and the number of vehicles to which it has been assigned.

_Forklift Rider (IC) Safety Profile	
DESCRIPTION	
Behavior profile automatically assigned to all vehicles configured as vehicle type 'forklift rider' and engine power type 'GAS/IC'.	
VEHICLES ASSIGNED	
0	

• The next section displays the sequence of behaviors included in the profile. The first column indicates the condition triggering the behavior, while the second and third columns indicate, if applicable, the vehicle response and the action required to resolve the behavior.

NO.	BEHAVIOR	VEHICLE RESPONSE	RESOLUTION
01	Safety inspection Checklist After login, but only if non-compliant	0	_ALWAYS - FORKLIFT RIDER
02	Safety inspection Checklist Do not prompt	0	LALWAYS - FORKLIFT RIDER
03	Maintenance Completion PM - Forklift Rider (Electric)	0	IIII MASTER/MAINTENANCE OPERATORS
04	Checklist critical response to question(s)	.▲ 🔒	MAINTENANCE OPERATORS _CRITICAL - RELEASE LOCKOUT
			Duplicate

Assets - Behavior Profiles - Profile Detail Screen - Add a Behavior Profile

• To add a Behavior Profile, click on the "Add" button in the top right of the screen.

Behavior Profiles			:57 PM Ref	resh	3 3
Search Text Go 27 results for Behavior Profiles: All					Add
Behavior Profiles				·	
NAME	* DESCRIPTION	VEHICLES ASSIGNED			ACTIONS
Test VAC BP 1	Test VAC BP 1	2	13	0	•
TEST VAC BP 2	Behavior Profile 2	0	5	0	•
_Forklift Rider (Electric) Safety Profile	Behavior profile automatically assigned to all vehicles configured as vehicle type 'forklift rider' and engine power type 'electric AC' or 'electric DC'.	2	10	0	·
_Forklift Rider (IC) Safety Profile	Behavior profile automatically assigned to all vehicles configured as vehicle type 'forklift rider' and engine power type 'GAS/IC'.	0	10	0	•

• A new profile will open. Enter details for the behavior profile.

NAME					
Name is required.					
DESCRIPTION					
	ĥ				
VEHICLES ASSIGNED					
0					
			Expand A	dl Collaps	e All
1 Engine Shutdown 🕑			↑	↓ ×	^
CONDITION	VEHICI E DESDONSE	DESOLUTION			
			Cance	Save	

 Some behaviors can have multiple entries (e.g., Safety inspection Checklists), while some have a single entry (e.g., remote security shutdown). If the behavior can have multiple entries, you can include additional entries by clicking on the "Add Behavior" button at the bottom. When you click on this option, a window will open allowing you to select a behavior. When this action is complete, click on the "OK" button to return to the profile screen.

Srace Period Timers 🛛			↑ ↓	×	
TIMERS					
Idle Shutdown	Sleeper Mode	VAC hibernate mode			
10 Minute(s)	5 V Minute(s)	30 Minute(s)			
		System maximum			
	Add Behavior				
	1				
elect a Behavior					
Search Q					
Search Q					
Search Q NAME	î				
NAME Battery Level	Î				
Search Q NAME Battery Level Battery Swap					
NAME Battery Level Battery Swap Checklist critical response to ques					
NAME NAME Battery Level Battery Swap Checklist critical response to ques Checklist non-compliance					
NAME Battery Level Battery Swap Checklist critical response to ques Checklist non-compliance Grace Period Timers					
NAME Battery Level Battery Swap Checklist critical response to ques Checklist non-compliance Grace Period Timers Impact					
NAME Battery Level Battery Swap Checklist critical response to ques Checklist non-compliance Grace Period Timers Impact Job Selection					

- The behavior is added to the profile detail screen. Select configuration options, as applicable.
- You can adjust prioritization for simultaneously occurring behaviors using the up or down arrows on the heading bar displaying the behavior name (1=highest priority, 30 = lowest priority).



• When you are finished setting up the profile, click on "Save" at the bottom of the screen.

Assets - Behavior Profiles - Profile Detail Screen - Edit a Behavior Profile

• To edit a Behavior Profile, click on the "Edit" button in the bottom right of the detail screen.



 In edit mode, behaviors are grouped into sections separated by heading bars displaying the behavior name.

1	Safety inspection Checklist 🕑			↑	1	×	^
	CONDITION	VEHICLE RESPONSE	RESOLUTION				
	Master Operators •	VAC Icon	VAC checklist completion:				
	When button is pressed, prompt to complete:		Test VAC Checklist 1				
	○ Always						
	Only if non-compliant						
	Prompt to complete:						
	After login						
	$^{\bigcirc}$ After login, but only if non-compliant						
	○ Do not prompt						

• On the right side of the heading bar are options to adjust the sequencing of the behavior using the up or down arrows (or by editing the sequence number), delete the behavior using the X, or expand or collapse the section using the carat on the far right.



- Some behaviors have configurable options within the section.
- After making edits to behaviors using the available options in the section header bar or within the section, click on the Save Checklist button at the bottom of the screen.
- Default Behavior Profiles starting with an underscore "_" may not be edited.

Assets - Behavior Profiles - Profile Detail Screen - Delete a Behavior Profile

• To delete a behavior profile, click on the "Delete" button in the bottom right of the detail screen.



• A confirmation window will open asking if you are sure you want to delete the profile. Select "OK" to proceed with the deletion.

or	Delete Behavior Profile	
	Are you sure you want to delete _Forklift Rider Safety Profile?	
L	Cancel	ок
	VEHICLE RESPONSE	RESOLUTION

• Default Behavior Profiles starting with an underscore "_" may not be deleted.

Assets - Checklists

VAC Checklists			Last Refresh	ed on: 11/15/2023 8:19:24	PM Refre	sh 🕻
Search Text Go I	Advanced Search 27 results for Checklists	: All				Add
VAC Checklists						
NAME	* TYPE	© DESCRIPTION ©	BEHAVIOR PROFILES	VEHICLE PROFILES		
_ALWAYS - Forklift Rider	Safety Inspection	ALWAYS Event - Forklift Rider type vehicle1	9	5	6	•
_ALWAYS - Forklift Stand-Up	Safety Inspection	ALWAYS Event - Forklift Stand-Up type vehicle	1	0	0	•
_ALWAYS - GPU	Safety Inspection	ALWAYS Event - Ground Power Unit vehicle type	1	0	0	•
_ALWAYS - Jet Bridge	Safety Inspection	ALWAYS Event - Jet Bridge type vehicles	1	0	0	•
_ALWAYS - Manlift	Safety Inspection	ALWAYS Event - Manlift type vehicle	1	0	6	•
_ALWAYS - Order Picker	Safety Inspection	ALWAYS Event - Order Picker type	2	0	6	•

Assets - Checklists - Main Screen - Overview

A Safety Checklists prompt a user to select from onscreen responses.

• The main body of the Checklists main screen contains the list of Checklists along with several columns of summary data for each.

NAME	* TYPE	DESCRIPTION	BEHAVIOR PROFILES	÷	VEHICLE PROFILES	÷	ACTIONS
_ALWAYS - Forklift Rider	Safety Inspection	ALWAYS Event - Forklift Rider type vehicle1	9		5	6	•
_ALWAYS - Forklift Stand-Up	Safety Inspection	ALWAYS Event - Forklift Stand-Up type vehicle	1		0	0	•
_ALWAYS - GPU	Safety Inspection	ALWAYS Event - Ground Power Unit vehicle type	1		0	0	•
_ALWAYS - Jet Bridge	Safety Inspection	ALWAYS Event - Jet Bridge type	1		0	0	-

• Actions that may be executed for individual Checklists are accessible using the carat icon under the far-right hand column for each record.

NAME	* туре	DESCRIPTION		BEHAVIOR PROFILES	VEHICLE PROFILES		ACTIONS
_ALWAYS - Forklift Rider	Safety Inspection	ALWAYS Event - Forklift Rider type vehicle1		9	5	Duplicate	·
_ALWAYS - Forklift Stand-Up	Safety Inspection	ALWAYS Event - Forklift Stand-Up type vehicle		1	0	0	
_ALWAYS - GPU	Safety Inspection	ALWAYS Event - Ground Power Unit vehicle type	t	1	o	0	•

• Summary information on each Checklist can be displayed by clicking on the "information" icon toward the right side of each row (after the "Vehicle Profiles" column).

NAME	* TYPE	C DESCRIPTION C	BEHAVIOR PROFILES 0	VEHICLE PROFILES	0	ACTIONS
_ALWAYS - Forklift Rider	Safety Inspection	ALWAYS Event - Forklift Rider type vehicle1	9	5	0	•
_ALWAYS - Forklift Stand-Up	Safety Inspection	ALWAYS Event - Forklift Stand-Up type vehicle	1	0	•	•
_ALWAYS - GPU	Safety Inspection	ALWAYS Event - Ground Power Unit vehicle type	1	0	0	•
_ALWAYS - Jet Bridge	Safety Inspection	ALWAYS Event - Jet Bridge type vehicles	1	0	0	•
_ALWAYS - Manlift	Safety Inspection	ALWAYS Event - Manlift type vehicle	1	0	0	•

• The blue buttons on the right side of the screen just above the list allow you to add new Checklists or refresh the data displayed on screen.



Assets - Checklists - Main Screen - Sorting

- You can sort the list by any of the columns by simply clicking on the column header.
- For example, if you want to sort by Checklist "type," click on the Type column header.

NAME	ТУРЕ	DESCRIPTION	÷ BE	HAVIOR PROFILES	÷
_ALWAYS - Forklift Rider	Safety Inspection	ALWAYS Event - Forklift Rider type vehicle1		9	
_ALWAYS - Forklift Stand-Up	Safety Inspection	ALWAYS Event - Forklift Stand-Up type vehicle		1	
_ALWAYS - GPU	Safety Inspection	ALWAYS Event - Ground Power Unit vehicle type	t	1	
_ALWAYS - Jet Bridge	Safety Inspection	ALWAYS Event - Jet Bridge type vehicles		1	
_ALWAYS - Manlift	Safety Inspection	ALWAYS Event - Manlift type vehicle	÷	1	

Assets - Checklists - Main Screen - Select a Checklist

• To select a Checklist to work with, simply click on that Checklist's name. Clicking on the Checklist name will take you to the detail screen for that Checklist.

NAME	* TYPE	DESCRIPTION
_ALWAYS - Forklift Rider	Safety Inspection	ALWAYS Event - Forklift Rider type vehicle1
_ALWAYS - Forklift Stand-Up	Safety Inspection	ALWAYS Event - Forklift Stand-Up type vehicle
_ALWAYS PU	Safety Inspection	ALWAYS Event - Ground Power Unit vehicle type
_ALWAYS - Jet Bridge	Safety Inspection	ALWAYS Event - Jet Bridge type vehicles
_ALWAYS - Manlift	Safety Inspection	ALWAYS Event - Manlift type vehicle
_ALWAYS - Order Picker	Safety Inspection	ALWAYS Event - Order Picker type

Assets - Checklists - Main Screen - Adding a Checklist

- To add a Checklist:
 - o Click on the "Add" button from the Checklists menu.
 - Enter details for the Checklist. Click here for more information.
 - When finished, click on the "Save" button at the bottom.



• You can also add a new Checklist from the **detail screen** of an existing profile. Click on the "Add" button at the bottom of the screen.

 For more information on how to navigate the Checklist detail screen and explanations of applicable properties and settings for a profile, please see the section on <u>Checklists</u> <u>- Checklist Detail Screen</u>.

Assets - Checklists - Main Screen - Editing a Checklist

- To edit a Checklist, select the carat icon at the far right of a Checklist row.
- From the options, click on the "Edit" button.

DESCRIPTION	÷	BEHAVIOR PROFILES	÷	VEHICLE PROFILES	÷	ACTIONS
IMPACT Event Release Lockout		22		2	6	•
Non-compliance Event Release Lockout		23		2	0	-
		1		1	6	•
		0		0	6	Ţ
Test Short VAC Checklist		1		2	Duplicate Edit	
Test VAC Checklist One		3		1	Delete	

- The checklist **detail screen** will open with fields editable.
- Default Checklists starting with an underscore "_" may not be edited.

Assets - Checklists - Main Screen - Delete a Checklist

- To delete a Checklist, select the carat icon at the far right of a Checklist row.
- From the options, click on the "Delete" button.

DESCRIPTION	BEHAVIOR PROFILES	VEHICLE PROFILES		ACTIONS
IMPACT Event Release Lockout	22	2	0	•
Non-compliance Event Release Lockout	23	2	0	•
	1	1	6	•
	0	0	6	Ţ
Test Short VAC Checklist	1	2	Duplicate Edit	
Test VAC Checklist One	3	1	Delete	

• A confirmation window will open. Click on "OK" to confirm that you wish to delete the record (or records).



• Default Checklists starting with an underscore "_" may not be edited.

Assets - Checklists - Main Screen - Duplicate a Checklist

• You can duplicate a Checklist by clicking on the carat to the far right of the Checklist main screen. When you click on the arrow, you'll see options to Duplicate, Edit, or Delete. Click on "Duplicate."

DESCRIPTION	¢	BEHAVIOR PROFILES	÷	VEHICLE PROFILES	÷	ACTIONS
IMPACT Event Release Lockout		22		2	6	•
Non-compliance Event Release Lockout		23		2	0	-
		1		1	6	•
		0		0	6	
Test Short VAC Checklist		1		2	Duplicate Edit	
Test VAC Checklist One		3		1	Delete	

For more information on how to navigate the Checklist detail screen and explanations
of applicable properties and settings for a profile, please see the section on <u>Checklists</u>
<u>
 - Checklist Detail Screen</u>.

Assets - Checklists - Checklist Detail Screen - Options: Delete, Add, Duplicate, Edit

- In the bottom right of the screen are buttons for working with the Checklist detail screen.
 - The "Go Back" button will take you back to the Checklist Main screen.
 - The "Delete" button will delete the checklist.
 - The "Add" button allows you to add a new record.
 - The "Duplicate" button allows you to add a new record by duplicating the current record that is open.
 - The "Edit" button allows you to edit the current record.



Checklists - Checklist Detail Screen - General Information

• The first section on the Checklist detail screen contains general identifying information as well as the number of behavior profiles and vehicles to which the Checklist is assigned.

Test VAC Checklist 1
ТҮРЕ
Safety Inspection
DESCRIPTION
Test VAC Checklist One

- To edit the identifying information, click on the "Edit" button on the bottom right of the screen.
- Click on "Save" when you are finished making updates.

Assets - Checklists - Checklist Detail Screen - Safety Inspection - Details

• The Safety Inspection details section of the page lists the questions and answers that are included in the Checklist. To edit this information, click on the "Edit" button on the bottom right of the screen.

Safe	y Inspection			
			Expand All	Collapse All
	01			^
	Check Oil L			
	ANSWERS	SEVERITY		
	Ok	 Normal 		
	Alert	! Warning		
	Not OK	× Critical		
	02			^

• Note that when editing text boxes, the number to the right of the text box indicates the remaining number of characters allowed.

Ç	1 Question	
	ENTER QUESTION	
	Was anyone injured?	0
		19
	ANSWERS	
	Yes	12
	No	13
	✦ Add Answer	

• Questions and Answers can be edited with the corresponding textboxes.



• The severity level of an answer can be set using the dropdown under the SEVERITY column. Possible severities include Normal, Warning, and Critical. Severity levels can be linked to reports and actions.

SEVER	πγ	
~	Normal	~
~	Normal Warning Critical	

• To associate an answer with a checklist that should be completed, click on the "Select" button for the corresponding answer. A window will open in which you can select the checklist from the left side of the screen. When you have selected it, click on OK.

GO TO CHEC	KLIST		
Select			
Select		 	

Click on "Select"

Lift Link Online Help Checklists

Select a Checklist

 $\boldsymbol{\times}$

Search Q						
NAME						
_ALWAYS - Forklift Rider						
_ALWAYS - Forklift Stand-Up						
_ALWAYS - GPU						
_ALWAYS - Jet Bridge						
_ALWAYS - Manlift						
_ALWAYS - Order Picker						
_ALWAYS - Other						
ALWAYS - Pallet Jack Rider						
				Cancel	ОК	
		 		_		

Select the Checklist

• To add a possible answer, click the "+Add Answer" button. Enter the answer in the textbox.



• To adjust the sequencing of answers, use the up and down arrows on the right side of the screen.

GO TO CHECKLIST			
Select	\uparrow	\downarrow	×
Select	\uparrow	\downarrow	×

• To delete an answer, click on the "x" to the far right of the answer row.

GO TO CHECKLIST			
Select	\uparrow	\downarrow	×
Select	↑	\downarrow	×

• To add a new question, click on the "Add a Question" link at the bottom left of the screen. Enter the question in the textbox; enter and/or add answers as needed.

1 Question				
ENTER QUESTION				
Was anyone injured?	0			
	19			
ANSWERS		SEVED		
ANSWERS		SEVER	al T	
Yes	12	~	Normal	~
No	12		Normal	
NO	15	~	Norma	•
♣ Add Answer				
H Ad	d Quest	tion		

Click on "Add Question"

2 Question	
ENTER QUESTION	
	19
	19
ANSWERS	SEVERITY
Answer	15 🗸 Normal 🗸
+ Add Answer	

Enter Question and Answers

• To delete a question, click on the "X" on the far right of the question header row.

L LIFT LINK[®]



• To duplicate a question, click on the duplicate icon to the right of the question header row.



 Adjust sequencing of questions using the arrow buttons on the right side of the question header rows.



• To add a Vehicle Action to the checklist, click on the "Add Vehicle Action" link at the bottom right of the page. You will need to add Instructions in the text field, choose an Action from the Action dropdown box, and choose a corresponding Threshold from the Threshold dropdown. For example, Motion for 5 seconds means the Lift Link device needs to sense motion for 5 seconds before you can advance to the next question/action.



(ک	3 Vehicle				
	INSTRUCTION				
		19			
		19			
	* Instruction is required.				
	ACTIONS		THRESHOLD		
	Select Action	•	Select Threshold	•	
	* Actions is required.		* Threshold is required.		

Add Instructions, Choose Action, Choose Threshold

• When you have finished making all necessary edits, click on the Save button on the bottom right of the screen.

Lift Link Online Help Planned Maintenance

Assets - Planned Maintenance

Planned Maintenance

Refresh 🗯 Sync 🛱 ?

29 results for Maintenance								Add
NAME *	DESCRIPTION					DAYS ELAPSED	VEHICLES ASSIGNED	
PM JB	Testing PM Date increase	[Motion Hours]	35			4	2	•
Test PM 1	Planned Maintenance - Test 1	[Motion Hours]	3	[Activity Hours]	2	1	0	•
Planned 300 hrs maintenance	Planned 300 hrs maintenance	[Load Handler Hours]	200	[Motion Hours]	200	90	0	•
PM		[Motion Hours]	200	[Activity Hours]	200	86	0	•
PM - Forklift Rider (Electric)	Preventative Maintenance rule for Forklift R	[Motion Hours]	300			90	2	•
PM - Forklift Rider (IC)	Preventative Maintenance rule for Forklift R	[Motion Hours]	300			90	0	-
PM - Forklift Stand-Up	Preventative Maintenance rule for Forklift S	[Motion Hours]	300			90	0	-
PM - GPU	Preventative Maintenance rule for GPU	[Engine On Hours]	90			90	0	•
PM - Jet Bridge	Preventative Maintenance rule for Jet Bridge	[Motion Hours]	90			90	0	•



10 25 50

Assets - Planned Maintenance - Main Screen - Overview

- The main body of the Planned Maintenance screen contains a list of planned maintenance rules along with several columns of summary data for each.
- Actions that may be executed for individual maintenance rules are accessible using the carat icon under the far-right hand column for each record.

Planned Maintenance Refresh 🗘 Sync 🐲								
29 results for Maintenance								Add
NAME	DESCRIPTION	METER 1 TYPE	METER 1 HOURS 🗘	METER 2 TYPE	METER 2 HOURS	DAYS ELAPSED	VEHICLES ASSIGNED	ACTIONS
PM JB	Testing PM Date increase	[Motion Hours]	35			4	2	•
Test PM 1	Planned Maintenance - Test 1	[Motion Hours]	3	[Activity Hours]	2	1	0	•
Planned 300 hrs maintenance	Planned 300 hrs maintenance	[Load Handler Hours]	200	[Motion Hours]	200	90	0	•
РМ		[Motion Hours]	200	[Activity Hours]	200	86	0	•
PM - Forklift Rider (Electric)	Preventative Maintenance rule for Forklift R	[Motion Hours]	300			90	2	•
PM - Forklift Rider (IC)	Preventative Maintenance rule for Forklift R	[Motion Hours]	300			90	0	•
PM - Forklift Stand-Up	Preventative Maintenance rule for Forklift S	[Motion Hours]	300			90	0	•
PM - GPU	Preventative Maintenance rule for GPU	[Engine On Hours]	90			90	0	•
PM - Jet Bridge	Preventative Maintenance rule for Jet Bridge	[Motion Hours]	90			90	0	•
« 1 2 3 »							10	25 50

• In the bottom left of the screen, you can move forward or backward among pages or jump to a specific page.



• In the bottom right of the screen, you can choose how many pages are displayed at a time.



Assets - Planned Maintenance - Main Screen - Sorting

• You can sort the list by any of the columns by simply clicking on the column header. For example, if you want to sort by "Days Elapsed" since the last planned maintenance, click on the "Days Elapsed" column header.

METER 1 TYPE	METER 1 HOURS	METER 2 TYPE	METER 2 HOURS 👙	DAYS ELAPSED	VEHICLES ASSIGNED [©]	ACTIONS
[Motion Hours]	35			4	2	•
[Motion Hours]	3	[Activity Hours]	2	1	0	•
[Load Handler Hours]	200	[Motion Hours]	200	90	0	•
[Motion Hours]	200	[Activity Hours]	200	86	0	•
[Motion Hours]	300			90	2	•
[Motion Hours]	300			90	0	•
[Motion Hours]	300			90	0	•

Assets - Planned Maintenance - Main Screen - Select a Planned Maintenance Rule

• To select a maintenance rule from the list, click on the rule name.

NAME	•	DESCRIPTION	METER 1 TYPE	METER 1 HOURS
PM JB		Testing PM Date increase	[Motion Hours]	35
Test PM 1		Planned Maintenance - Test 1	[Motion Hours]	3
Planned 300 hrs maintenance		Planned 300 hrs maintenance	[Load Handler Hours]	200
РМ			[Motion Hours]	200
PM - Forklift Rider (Electric)		Preventative Maintenance rule for Forklift R	[Motion Hours]	300
PM - Forklift Rider (IC)		Preventative Maintenance rule for Forklift R	[Motion Hours]	300
PM - Forklift Stand-Up		Preventative Maintenance rule for Forklift S	[Motion Hours]	300
Assets - Planned Maintenance - Main Screen - Add a Planned Maintenance Rule

• To create a new Planned Maintenance Rule, click on the blue "Add" button in the top right of the screen.



• A new window will open. For further information, see <u>Planned Maintenance - Add</u> <u>Planned Maintenance Rule Screen</u>.

Assets - Planned Maintenance - Main Screen - Actions: Duplicate

- You can add a new maintenance rule by duplicating an existing rule. To duplicate a rule, click on the carat icon in the Actions column on the row of the rule that you want to duplicate.
- Then, from the dropdown options, choose "Duplicate."



A new window will open with rule details copied from the duplicated rule. For further information, consult <u>Planned Maintenance - Duplicate Planned Maintenance Rule Screen</u>.

Assets - Planned Maintenance - Main Screen - Actions: Edit

- To make changes to an existing planned maintenance rule, click on the carat icon in the Actions column on the row of the rule that you want to duplicate.
- Then, from the dropdown options, choose "Edit."

DAYS ELAPSED	÷)	(EHICLES SSIGNED =	ACTIONS
4	2	2	
1	C)	Duplicate Edit
90	C)	Delete
86	C)	•

• A window will open with the rule. For further information, consult <u>Planned Maintenance</u> <u>- Edit Planned Maintenance Rule Screen</u>.

Assets - Planned Maintenance - Main Screen - Actions: Delete

- To delete an existing planned maintenance rule, click on the carat icon in the Actions column on the row of the rule that you want to duplicate.
- Then, from the dropdown options, choose "Delete."



• A window will open requesting that you confirm that you wish to delete the rule. If you are certain you wish to delete it, click on "OK."

Delete Planned Maintenance		×
Are you sure you want to deletePM JB?		
	Cancel	OK

Assets - Planned Maintenance Rule Detail Screen - Overview

Search Planned Maintenance	Name PM - Forklift Rider (Electric)	Maintenance Id 10000		
PM - Forklift Rider (Electric) Description:	Description Preventative Maintenance rule for For	klift Riders		
Preventative Maintenance rule for	Planned Maintenance Rule			^
Forklift Riders	TYPE	© MEASURE		¢
4 Vehicles	Meter1	[Motion Hours]	≥ 300	
PM - Forklift Rider (IC) Description: Preventative Maintenance rule for	Duration	[Elapsed Days]	≥ 90	
Forklift Riders O Behavior Profiles O Vehicles				
PM - Forklift Stand-Up Description: Preventative Maintenance rule for Esclide Owned Ma				
			Co Pack Dalata X Add Duplicata 🗉 Edit .	

The detail screen for a Planned Maintenance Rule includes a section for the name, description, and system-generated Maintenance ID.

- The main body section, under a blue header row, contains rules that are included, with columns describing the rule type, measure, and criteria. This section can collapse using the arrow icon to the right side of the header row.
- The left side of the screen contains a search window that can be used to search for other Planned Maintenance instances, along with a scrollable list that allows you to select another instance.
- In the bottom right of the screen are four options:
 - **Go Back** takes you back to the main Planned Maintenance list.
 - **Delete -** allows you to delete the displayed Planned Maintenance rule.
 - Add allows you to create a new Planned Maintenance rule.
 - **Duplicate** allows you to create a new Planned Maintenance rule by duplicating the current rule.
 - Edit allows you to make changes to the current rule.

Assets - Add Planned Maintenance Rule Screen

To create a new planned maintenance rule, first enter a name and description in the text fields at the top of the screen.

• Next, to add a rule, click on the "+Edit" link on the right side of the green header row labeled "Planned Maintenance Rule."

X



- In the window that opens, select the Rule Type.
 - Meter Type The rule applies after the vehicle has surpassed the Meter Type (i.e., motion, activity, lift, etc.) criteria. Note - the Meter type selected must have that feature installed on the vehicle.
 - Duration The rule applies after a specific time duration (number of days) since the last maintenance performed.
- For Motion rules, select the Measure from the dropdown.
- In the Criteria text field, enter a value.
- When finished, click on the "Update" button at the bottom. Edit Planned Maintenance Rule

Rule Type	Measure	Criteria	
Duration	[Elapsed Days]	∨ ≥ 90	
Meter 1 Type	[Motion Hours]	~ ≥ 200	
Meter 2 Type	[Activity Hours]	~ ≥ 200	
		Cancel	data

• You may add additional rules following the above steps. When finished, click on the "Save" button at the bottom right of the screen.

Assets - Duplicate Planned Maintenance Rule Screen

- To create a new planned maintenance rule by copying an existing rule, click on the original rule and click the "Duplicate" button in the righthand corner. A new planned maintenance rule, first enter a name and description in the text fields at the top of the screen.
- Next, to add a rule, click on the "+Edit" link on the right side of the green header row labeled "Planned Maintenance Rule."

×



- In the window that opens, select the Rule Type.
 - Meter Type The rule applies after the vehicle has surpassed the Meter Type (i.e., motion, activity, lift, etc.) criteria. Note - the Meter type selected must have that feature installed on the vehicle.
 - Duration The rule applies after a specific time duration (number of days) since the last maintenance performed.
- For Motion rules, select the Measure from the dropdown.
- In the Criteria text field, enter a value.
- When finished, click on the "Update" button at the bottom. Edit Planned Maintenance Rule

Rule Type	Measure		Criteria	
Duration	[Elapsed Days]	~	≥ 90	
Meter 1 Type	[Motion Hours]	~	≥ 200	
Meter 2 Type	[Activity Hours]	~	≥ 200	
			Cancel	Undate

• You may add additional rules following the above steps. When finished, click on the "Save" button at the bottom right of the screen.

Assets - Edit Planned Maintenance Rule Screen

• To make changes to an existing maintenance plan, click the desired plan from the Planned Maintenance Main screen. Then click the "Edit" button in the bottom right of the screen.

Name PM - Forklift Rider (Electric)	Maintenance Id 10000			
Description Preventative Maintenance rule for Forklift R	ders			
Planned Maintenance Rule				^
TYPE ÷	MEASURE	÷	CRITERIA	:
Meter1	[Motion Hours]		≥ 300	
Duration	[Elapsed Days]		≥ 90	
				Ļ
		Go Back Delete X	Add O Duplicate 🗄 Ec	dit 🧪

• You can edit the name and/or description and make changes to rules.

Name PM - Forklift Rider (Electric)	Maintenance Id 10000		
Description Preventative Maintenance rule for Forklift F	Description Preventative Maintenance rule for Forklift Riders		
Planned Maintenance Rule			
ТҮРЕ	MEASURE	CRITERIA	
Meter1	[Motion Hours]	≥ 300	
Duration	[Elapsed Days]	≥ 90	

Visibility - Maps



Visibility - Maps - Overview

• The map viewer provides a visual representation of the most recently reported status for displayed vehicles, Lift Link components, and people (users).



 Map controls allow users to search for individual entities by ID or name, zoom the map window on a specific area or address, and refine the set of vehicles displayed within map results using one or more optional status filters.

Visibility - Maps - Map Refresh

 On the far upper right of the map screen are controls to refresh results with data received since the last screen load. A text label displays the last time that results were updated. Users may turn on or off periodic refresh of data using the Auto Refresh control on the far right. When enabled, the standard refresh rate is every 15 minutes. To the left of this option is a refresh icon that allows you to manually refresh the map at any time.

Refreshed on: 11/16/2023 8:36:17 AM	Refresh ${\cal G}$	Auto Refresh	OFF	?
Refreshed on: 11/16/2023 8:36:17 AM	Refresh ${old C}$	Auto Refresh		?

Visibility - Maps - Map Controls

• The map provides an interactive view of entities -- vehicles, Lift Link components, people, and/or zones. Multiple controls are available to adjust the information displayed for end users.

Search

• You can use the search bar at the top left of the map to search for entities. You can search by full or partial ID or name. This search bar is predictive; as you begin to type in an ID or name, possible matches will show up below the search bar.

Maj	ps		
Y	1	Q	Sandy
4	1c:9e:cc:b9:7c:9_	schambault Lake	J
			ις,
2			مسسر

• You may select one from the list or continue typing. Once you have selected or finished typing, click the magnifying glass icon to search.

Search on map	
1 entities in cluster	- ×
0 selected	🖻 O 📓
60014 ADMIN, USER	2 🔍
ı< ≪ 1 ≫ ≻ı	

- An information box will open with a list of the entities. Checkboxes allow you to select the desired entities and choose from three available actions:
 - Send a message (see online help for sending a message from the map)
 - Enter Playback mode (see online help for Playback mode)
 - Edit Profile

Search on map	
1 entities in cluster	- ×
□ 0 selected	⊠ ⊙ 🧕
60014 ADMIN, USER	2 🔍
к « 1 » ж	

• These actions are also accessible from the Information Window for an individual asset/person.

View Filters

• You can filter what entities are displayed on the map using view filters, which are accessible using the icon to the left of the search bar at the top of the map.

Y

- Click on the filter icon to open the list of available filters. Filters are located on two tabs:
 - Snapshot
 - History Allows you to select a vehicle event and choose a specific time.

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Filters	Clear All Apply
Snapshot	History
Group Name	
Vehicle Type	
Vehicle Availability	
Vehicle Maintenance Stat	us
Vehicle Diagnostic Errors	
Vehicle Synchronization S	itatus
Vehicle Access Status	
Vehicle Event	
	•

- Make filter selections and then click on the Apply button. The map will update according to the filter(s) applied and a search return box will open displaying entities matching the filter(s).
- Note: When filters have been applied to the map view, a number will be displayed above the filter icon indicating how many filters have been applied. Additionally, applied

Lift Link Online Help Visibility

filters are listed to the right of the search bar. You can cycle through them using the left and right arrows. You can also clear all filters here by clicking on the Clear All button.

Search on map		Q MICHIGAN Toronto
5 entities found	- ×	Chicago NEW YORK MASSACHU
. D 5 selected		PENNSYLVANIA New York
☑ 1c:9e:cc:b9:7c:9_	Q	Indianapolis Cincinnati
f8:7b:8c:40:73:3_		URI VIRGINIA WEST
82:bd:c5:a8:e7:4_	Ø	KENTUCKY
8a:bd:c5:a8:e7:4_	Ø	Nashville
78:67: 0e:0e:f3:7_	Q	SAS CAROLINA Charlotte
I< ≪ 1 ≫ >I		MISSISSIPPI CAROLINA

Map vs. Satellite View

• To switch to a satellite view of the map, select the "Satellite" button in the bottom left.



Campus View

Campus View allows you to view operator, vehicle and device activities displayed on your uploaded floor plan, within the context of your facility's physical boundaries.

- Click the facility icon ⁽²⁾ to access the detail window.
- From the facility detail window, you can enter CAMPUS VIEW to monitor vehicles and assets layered on the floor plan the same way you would on the map. To access Campus View, click the sight icon 2.

My Facility	x
Location: 20 Ingram St, Forest Hills, NY 11375	
B	
0	

In CAMPUS VIEW, you can filter and monitor vehicles, operators, and other asset activity the same way you would from the standard map.



For example, clicking on a vehicle icon in Campus View displays the same information and options you'd see if you clicked on this icon from the standard map view.



LIFT LINK°

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• To leave Campus View and return to the standard map view, click Exit from Campus.



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Mouse Controls

 Use your mouse to navigate horizontally and vertically across the map. Click and drag your cursor to adjust the area visible on the screen. Double-click to zoom in on an area. You can also zoom in or out using the wheel on your mouse.

Navigation Controls

• Onscreen navigation controls are located on the right side of the map area.

To Specific area/box

- The first control, at the top, allows you to draw an area on the map to which you want to zoom in. Select the control and then, on the map, click and drag your mouse to select a rectangular area. The map will then reposition to zoom in on that area. Click on the control again to deselect it.
- You can also zoom to a specific area by positioning your cursor on the map, holding down the shift key, and dragging the mouse to define a rectangular area. When you release the shift key the map will reposition to zoom in on the area you've drawn.

Search by Location

• The second control allows you to search for a specific address, zip code, city, state, or latitude-longitude coordinate. When you click on the icon, a search box will open permitting you to input the geographic area you wish to display. Click on a type-ahead dropdown suggestion or select Enter and the map will reposition and zoom in on the location entered.

Slider bar

• The third control is a slider for zooming in and out.



Cursor Position Control

• In the bottom right of the map area, the "globe" icon is an additional control that displays the latitude-longitude coordinates of the cursor position.

Show/Hide People

• The Show/Hide people icon allows you to choose whether to display users who have logged into the system.

Show/Hide Vehicles

 The Show/Hide vehicles icon allows you to choose whether to display vehicles on the map.

Show/Hide Access Points

 The Show/Hide Access Points icon allows you to choose whether to display Access Points on the map.

Show/Hide Zones

• The Show/Hide Zones icon allows you to choose whether to display Zones on the map.

Draw Zone Control

• The Draw Zone icon allows you to draw a new zone. Click on the icon, then choose a shape for the zone. On the map, draw the area for the zone and enter zone details in the information box. *Note: The Draw Zone Control is only active when Zones are enabled.*



Playback Control

• The Playback control icon allows you to enter Playback mode for a selected vehicle. When you select the icon, a popup window labeled "Playback List" opens from which you may select a saved vehicle playback. For more information, see online help for **Playback Mode (Vehicles)**.

PlayBack List			X	
Title	Description			
		Open	Cancel	

Thumbnail Control

• The Thumbnail Control icon allows you to select a saved map view or to save a new map view. When you select the icon, a thumbnail image of the current map view will appear, to the left of which is a "+" symbol that can be selected to add the current view to available saved views.



• Click on the "+" symbol to add the current view and a pop-up window will open with fields for a title and description. Select "Add" to save the view.

Add New View		^
Title		
Description		
	Add	Cancel

• To select from saved views, click on the ">>" symbol to the left of the current view thumbnail. A scrollable list of thumbnails will appear. When you select one, the map will refocus on that area.



• To delete a saved view, click on the "edit" icon to enter edit mode, then select the "X" displayed over the thumbnail of the view you want to delete.

Settings

- Settings allow you to configure the map settings.
 - <u>Set Map Boundaries</u> allows you to determine the typical extension of the area your system will operate in.
 - <u>Import Detailed Indoor Map</u> allows you to import a facility or building drawing to zoom into the building for higher resolution.

Add Indoor Map	Provide indoor map name and source file.	\times
Add Indoor Map Indoor Map Name Indoor-plan Map Source © Plan File © Campus Coordinates	Provide Indoor map name and source file.	×
	Vorill be able to change campus cordinates on the next step	
SPECIFY SOURCE	LOCATE Contin	JO.

Visibility - Maps - Entity Current Status

• Entities and clusters of entities are represented on the map by circular icons.



• Solid color circles with a white entity icon and number represent clusters, or groupings, of that particular entity within an area. Zoom in on a cluster to view individual entities.

- Individual entities are represented by outlined icons with white backgrounds. As the status
 data ages (due to Lift Link devices going out of range or data not being refreshed), the
 background fills grey from bottom up. For vehicles, the outline color is a status indicator at the
 time of the last refresh.
 - Blue = Vehicle is logged into by an operator or in break mode
 - Green = Vehicle is available for use
 - Yellow = Vehicle has not communicated today
 - Red = Vehicle is locked or out of service
- To enable viewing of a particular type of entity, select the corresponding icon on the map control at the bottom of the screen.



• When you click on an entity cluster, a summary pop-up window will open listing the individual entities in the grouping. By default, all the entities in the cluster will be selected. Actions that can be taken with selected entities in the cluster are displayed via icons in the upper right of the window. Individual entities may be selected or deselected using the checkboxes to the left of the entity name. Additionally, an "edit" icon is displayed to the right of each entity, allowing you to enter edit mode for that entity.

2 entities in cluster	- ×	
✓ 2 selected		
AC5079108085	 R. R	
ı< ≪ 1 ≫ >ı		
Vehicle: 108085 Operator: Last Detected: 6/4/2016 9:46:02 PM		

• When you click on an individual entity icon, a pop-up window will open listing details for the entity - for example, with vehicles, the window displays the vehicle name, the operator if the vehicle is currently in use, the vehicle type, vehicle status, and the date and time the vehicle was last detected by the system. The bottom row of the window displays icons for actions that are available for the entity.





Term C1 X
WAM Name: Term C1 WAM ID: 15
WAM Status: Active
IP Address: 10.145.80.191
Last Packet: 05-25-2016 03:29:06 AM
% ↔
Bluwire

Visibility - Maps - Playback Mode (Vehicles)

- Playback mode for vehicles allows you to capture a vehicle's status and movement over a defined period.
- To capture a playback clip for a vehicle, select the vehicle icon to open the pop-up status window. At the bottom of the window, click the playback icon.



• A playback menu will open at the top of the screen containing the following elements:

Start:	12/22/2022 12:53:22 PN	Duration: 1	Hour 🗸	Interval:	05 Sec 🗸	Type: 🖨	1	Untitled	٠.
	ILIZEIZOZZ IZ.JJ.ZZIII								

S

• **Start** date/time - Click on the "Start" box and select a date and time using the dropdown calendar and time selector.

art:	11/05/	2023	05: 47 :	39 PM	D	uratio	n: 1F	lour
	<		Nov	ember 2	023		>	
	Su	Мо	Tu	We	Th	Fr	Sa	
	29	30	31	1	2	3	4	
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	1	2	
	3	4	5	6	7	8	9	
		4	`			0		

• **Duration** - Choose a duration for the clip from the dropdown box.



• Interval - Choose an interval the time between records displayed. The shorter the interval, the more granular the playback but also the longer it takes to retrieve and play the clip.

Interval:	05 Sec 🔻	
	05 Sec	
	15 Sec	
	01 Min	
	05 Min	
	15 Min	
	30 Min	
	01 Hour	

- **Type** The type of entity you selected.
- **Play/Pause** clip Select the Play button to play the clip; while the clip is playing, the button becomes a pause control.
- **Speed up** Select the "speed up playback" button to increase the speed at which the clip plays. Each click cycles through x1, x2, x10, x50.



• **Save** - Select the Save icon to save the playback clip. When this option is selected, a window will open with fields for entering a Title and Description. When a clip is saved, it can be accessed and played by selecting the Playback control icon in the bottom right of the screen.

Save PlayBack Clip	A	K	×
Title			
Description			
		Save	Cancel

• Share by Email - Select the share icon to share the playback clip via email. When this option is selected, a window will open with fields for entering a Title and Description as well as the email address(es) to which you wish to send the clip.

pa	Share PlayBack Clip by Email		×
L	Title		
L			
L	Description		
L			
L	Email		
Ŀ			
		Send	Cancel

• Exit - Select the Exit button to leave Playback mode.

Visibility - Zone Profile

Zone Profile				Last Refreshed on: 11/26/2023 6:36:50 PM	Refresh 🕄 Sync 🗮 ?
0 Results for Z	ione Profile				Add
NAME	DESCRIPTION	© NO. OF ZONES	© BEHAVIOR PROFILE ASSIGNED	VEHICLE ASSIGNED	ACTIONS

Zone Profile - Main Screen - Overview

• Zone profiles are a collection of individual zones that you want assigned to vehicles.

Zone Pro	ĩle			Last Refreshed on: 11/26/2023 6:36:50 PM	Refresh ℃ Sync 芊 ?
0 Results	for Zone Profile				Add
NAME	© DESCRIPTION	: NO. OF ZONES	© BEHAVIOR PROFILE ASSIGNED	VEHICLE ASSIGNED	÷ ACTIONS

- The main body of the Zone Profile list screen contains the list of Zone Profiles by name along with several columns of summary data for each:
 - Name of the Zone Profile
 - Description of the Zone Profile
 - No. of Zones The number of zones assigned to the Zone Profile
 - Behavior Profiles Assigned The number of behavior profiles that the Zone Profile is used in.
 - Vehicles Assigned The number of vehicles using the Zone Profile based on the behavior profile assignments.
- Actions that may be executed for individual profiles are accessible using the carat icon under the far-right hand column for each record.



• To synchronize zone profiles, select the "Sync" button in the upper right of the screen.



- Use the blue "Add" button in the top right of the screen to create a new zone profile.
- Clicking on the blue "Refresh" button will refresh the list of profiles.



Add

Zone Profile - Main Screen - Sorting

 You can sort the list by any of the columns by simply clicking on the column header. For example, if you want to sort by the number of zones in the profile, click on the "No. of Zones" column header.

Zone Profile - Main Screen - Select a Zone Profile

• To select a Zone Profile to work with, click on the profile's name. Clicking on the name will take you to the detail screen for that profile.

N	AME *	DESCRIPTION 0	NO. OF ZONES	BEHAVIOR PROFILE ASSIGNED :	VEHICLE ASSIGNED	ACTIONS
Т	est	Test Zones	1	0	0	•

 For information on working with the profile detail screen, see the section on <u>Zone Profile</u> <u>Detail Screen</u>.

Zone Profile - Actions: Duplicate

- You can add a new Zone Profile by duplicating an existing profile. To duplicate a profile from the Zone Profile Main Screen, click on the carat icon in the Actions column on the row of the profile that you want to duplicate.
- Then, from the dropdown options, choose Duplicate.



A new window will open with profile details copied from the duplicated profile. For further
information, consult the section on <u>Zone Profile Detail Screen</u>.

Zone Profile - Actions: Edit

- To edit a profile from the Zone Profile Main Screen, click on the carat icon in the Actions column on the row of the profile that you want to duplicate.
- Then, from the dropdown options, choose Edit.



• The Profile Detail Screen will open. For more information on making changes to the profile, consult the section on <u>Zone Profile Detail Screen</u>.

Zone Profile - Actions: Delete

- To delete a profile from the Zone Profile Main Screen, click on the carat icon in the Actions column on the row of the profile that you want to duplicate.
- Then, from the dropdown options, choose Delete.



• A confirmation window will open asking if you are sure you want to delete the Zone Profile. Click on OK to proceed with deletion.



Zone Profile - Detail Screen - Search

- On the left side of the device profile screen, you will see a zone profile list and search bar that allows you to move to another profile record without going back to the device List. Click on any name to open that profile record.
- You can also use the search bar to find a profile. Note that at least 1 character must be entered for the search filter to engage and find a profile.

Search current ZoneP
test Description: xsxsx
Zones count:1
Behavior profile
count:0

Zone Profile - Detail Screen - Options: Delete, Add, Duplicate, Edit

- In the bottom right of the screen are buttons for working with the zone profile detail screen.
 - The "Go Back" button will take you back to the main Zone Profile screen.
 - The "Delete" button allows you to delete a zone profile.
 - The "Add" button allows you to add a new record.
 - The "Duplicate" button allows you to add a new record by duplicating the current record that is open.
 - The "Edit" button allows you to edit the current record.



Zone Profile - Detail Screen - Expand/Collapse Sections

• Sections within the device detail screen can be expanded or collapsed using the arrows on the right side of the section header bars.

Name		
Test		
Description		
Test Zones		
Assigned Zones		×
NAME	© DESCRIPTION	C ACTIONS
Test VAC Zone 1		

• Note: If an update has been made to any properties or settings included in a collapsed section, those changes will still take effect if the device is saved.

Zone Profile - Detail Screen - Zone Profile Information

- The first section on the Zone Profile detail screen contains general identifying information. To edit this information, click on the "Edit" button on the bottom right of the screen.
- The following information can be edited in this section:
 - Name each profile's name is a required field used to identify the profile on interface screens and reports.
 - Description This is a text field allowing you to input a description of the profile.

Name

Description

Zone Test

Zone Test

Zone Profile - Detail Screen - Assigned Zones

• The second section of the Zone Profile detail screen contains Assigned Zones - i.e., zones that have been added to the profile. To edit this information, click on the "Edit" button on the bottom right of the screen.

Assigned Zones			1
NAME	DESCRIPTION	\$ ACTIONS	
Test VAC Zone 1			

Adding a Zone

• To add a zone to the profile, select the "Add" button on the right button of the screen.



- Enter the Name and Description of the Zone.
- Then click the +Add link in the green heading.
- A pop-up window will open in which you may select a zone or zones from the left side of the window using the checkboxes next to each zone name. Note that zones themselves are created in the Maps tool. (You can scroll through the list of zones or use the search bar at the top to search for one.) Once you have made selections, click on the "Add" button in the bottom right.

Add New Zone Assignment

×

Search Text Q			
Zone:	Name Test VAC Zone 1	Description	
□ Select All			
Test VAC Zone 1			
			Cancel Add

Removing a Zone

- There are two methods of removing a zone from a profile. The first method described below will allow you to delete more than one zone at once.
 - Select the "-Remove" link on the right side of the green section heading bar. A
 pop-up window will open in which you may select a zone or zones from the left
 side of the window using the checkboxes next to each zone name. (You can scroll
 through the list of zones or use the search bar at the top to search for one.) Once
 you have made selections, click on the "Remove" button in the bottom right.
 - 2. Under the Actions column toward the right of the screen, click on the carat icon on the row of the zone you wish to remove. Next, select "Delete" from the dropdown that appears.



• A confirmation window will open asking if you are sure you wish to delete the zone assignments. Click on "OK" to proceed with the deletion.



• Click on Save when you are finished making updates.
Visibility - System Status



System Status - Overview

• The System Status screen contains summary data on twelve items. Items that are green indicate they are within normal thresholds. Yellow indicates items of moderate importance requiring attention. Red indicates items of high importance needing attention.



• Two of the status boxes contain drop-down selectors to choose between variables to display.



• To edit the thresholds, click on the pencil icon.



• A window will open. (Some thresholds are not editable.) When finish adjusting, click the Save button.

Lift Link Online Help Messaging

Messaging

lessaging

3 results for Message	es: All						New Resend	Expire	e Now Distribu	ution Lists	s Refresh
Filter By	Clear 🔇		SENDER	LAST RESPONSE	MESSAGE EXPIRATION	SUBJECT	÷#RECEIVED ÷	#READ	# RESPONDED		ACTIONS
Text Search Text		□ 10/24/2023 12:31:33 PM	Pujari, Sumeet	12/31/1899 7:00:00 PM	10/24/2023 1:01:33 PM (Expired)	Test	0/0	0/0	0/0	0	÷
Sender ■ Me (0)		 9/11/2023 7:59:47 AM 	Vaizurs, Tejasvi P	12/31/1899 7:00:00 PM	9/11/2023 8:14:47 AM (Expired)	test	0/0	0/0	0/0	0	Ŧ
Status Submitted (0) In Progress (0) Expired (3) Complete (0)		9/11/2023 7:58:29 AM	Vaizurs, Tejasvi P	12/31/1899 7:00:00 PM	9/11/2023 8:13:29 AM (Expired)	test	0/0	0/0	0/0	0	Ŧ
Recipient State None Received (3)											

None Read (3)
 None Responded (3)

Messaging - Main Screen - Overview

• The main body of the Messaging screen contains a list of sent messages along with several columns of summary data for each.

					New Resend	Expire Now	Distribution Lists	Refresh
	SENDER	LAST RESPONSE 0	MESSAGE EXPIRATION	SUBJECT	¢ # RECEIVED ≎	# READ ÷ # RESF	onded 🗧 🔺	
□ 10/24/2023 12:31:33 PM	Pujari, Sumeet	12/31/1899 7:00:00 PM	10/24/2023 1:01:33 PM (Expired)	Test	0/0	0/0 0/0	6	•
 9/11/2023 7:59:47 AM 	Vaizurs, Tejasvi P	12/31/1899 7:00:00 PM	9/11/2023 8:14:47 AM (Expired)	test	0/0	0/0 0/0	0	•
 9/11/2023 7:58:29 AM 	Vaizurs, Tejasvi P	12/31/1899 7:00:00 PM	9/11/2023 8:13:29 AM (Expired)	test	0/0	0/0 0/0	6	•

• To the left of the message list is a search and filter sidebar that is useful for narrowing down the list of messages displayed.



• The blue buttons on the right side of the screen just above the message list are messagerelated options and actions that can be taken with messages that are selected with the checkboxes to the left of each group name.



• Actions that may be executed for individual messages are also accessible using the carat icon under the far-right hand column for each record.

	SENDER	÷ LAST RESPONSE ÷	MESSAGE EXPIRATION	SUBJECT ÷	# RECEIVED 👙	# READ ≎	# RESPONDED	¢ ACTIONS
 10/24/2023 12:31:33 PM 	Pujari, Sumeet	12/31/1899 7:00:00 PM	10/24/2023 1:01:33 PM (Expired)	Test	0/0	0/0	0/0	Resend
 9/11/2023 7:59:47 AM 	Vaizurs, Tejasvi P	12/31/1899 7:00:00 PM	9/11/2023 8:14:47 AM (Expired)	test	0/0	0/0	0/0	Details

Messaging - Main Screen - Sorting

• You can sort the list by any of the columns by simply clicking on the column header. For example, if you want to sort by "Subject," click on the Subject column header.

sent ,	SENDER	: LAST RESPONSE :	MESSAGE EXPIRATION	SUBJECT	: #RECEIVED	E READ	# RESPONDED	ŧ	ACTIONS
10/24/2023 12:31:33 PM	Pujari, Sumeet	12/31/1899 7:00:00 PM	10/24/2023 1:01:33 PM (Expired)	Test	0/0	0/0	0/0	0	·
 9/11/2023 7:59:47 AM 	Vaizurs, Tejasvi P	12/31/1899 7:00:00 PM	9/11/2023 8:14:47 AM (Expired)	test	0/0	0/0	0/0	0	·
 9/11/2023 7:58:29 AM 	Vaizurs, Tejasvi P	12/31/1899 7:00:00 PM	9/11/2023 8:13:29 AM (Expired)	test	0/0	0/0	0/0	0	÷

Messaging - Main Screen - Filtering

- You can use the "filter" options on the left side of the screen to refine the message list.
- The first filter is a text search box. Enter a key word to narrow the displayed messages.
- The next group of filters allow you to filter by Sender, Status, and/or Recipient State. You can also filter by Date Sent using the dropdown selector.
- You can apply more than one filter.



Messaging - Main Screen - Select a Message (to Resend or Cancel)

- Select one or more messages from the list to Resend or Cancel by checking the boxes to the left of the message information row.
- The action options available for the selections will be updated on the screen.
- Note that "Resend" and "Cancel" are the only actions applicable to selected messages.

						New Resend Expire Now Distribution Lists				
	SENT .	SENDER	LAST RESPONSE	MESSAGE	SUBJECT	: # RECEIVED	READ	# RESPONDED	i.	ACTIONS
۵	0/24/2023 2:31:33 PM	Pujari, Sumeet	12/31/1899 7:00:00 PM	10/24/2023 1:01:33 PM (Expired)	Test	0/0	0/0	0/0	0	•
0	9/11/2023 7:59:47 AM	Vaizurs, Tejasvi P	12/31/1899 7:00:00 PM	9/11/2023 8:14:47 AM (Expired)	tost	0/0	0/0	0/0	0	ż

Messaging - Main Screen - Message Details

- There are two ways to view details of a message:
 - 1. Click on the Subject in the message list **OR**
 - 2. Under the Action column, click on the carat icon and then select "Details."

SENT -	SENDER ÷	LAST RESPONSE ÷	MESSAGE EXPIRATION ÷	SUBJECT 👙
10/24/2023 12:31:33 PM	Pujari, Sumeet	12/31/1899 7:00:00 PM	10/24/2023 1:01:33 PM (Expired)	Test
 9/11/2023 7:59:47 AM 	Vaizurs, Tejasvi P	12/31/1899 7:00:00 PM	9/11/2023 8:14:47 AM (Expired)	test

Select Subject in the message list

	SENT 🖕	SENDER	C LAST C RESPONSE	MESSAGE CONTRACTION	SUBJECT 0	# RECEIVED	# READ ≎	# RESPONDED	ACTIONS
✓	10/24/2023 12:31:33 PM	Pujari, Sumeet	12/31/1899 7:00:00 PM	10/24/2023 1:01:33 PM (Expired)	Test	0/0	0/0	0/0	esend
	9/11/2023 7:59:47 AM	Vaizurs, Tejasvi P	12/31/1899 7:00:00 PM	9/11/2023 8:14:47 AM (Expired)	test	0/0	0/0	0,0	etails

Under the Action column, select "Details"

- A window will open displaying message details, including:
 - The sender
 - The date and time the message was sent
 - Expiration time
 - The message itself
 - The response options

Test						×
Sent by	RECIPIENT	RECEIVED	READ	RESPONDED	RESPONSE	
Pujari, Sumeet						
Sent						
10/24/2023 12:31:33 PM						
Expiration						
30 Minutes						
Message						
This is only a test						
Response						
					Cancel R	esend

• The window also displays recipients of the message and status information for each, including whether the message was received and read as well as the response.

Messaging - Main Screen - Summary of Recipients & Responses

• Select the "information" icon to the left of the Actions column to view a summary of recipients and responses.

, SENDER	ELAST RESPONSE	MESSAGE	SUBJECT	: #RECEIV	ED READ	# RESPONDED		ACTIONS
Pujari, Sumeet	12/31/1899 7:00:00 PM	10/24/2023 1:01:33 PM (Expired)	Test	0/0	0/0	0/0	0	•
Vaizurs, Tejasvi P	12/31/1899 7:00:00 F**	9/11/2023	test	0/0	0/0	0/0	0	•
		Sent: 9/11/202	3 7:58:29 AM	M				
Valzurs, Tejasvi P	12/31/189 7:00:00 F	Recipient	Received	Read	Responded	Response	3	٠
	SENDER Pujari, Sumeet Vaizurs, Tejasvi P Vaizurs, Tejasvi P	SENDER LAST RESPONSE Pujari, Sumeet 12/31/1899 7:00:00 PM Vaizurs, Tejasvi P 12/31/1899 7:00:00 P** Vaizurs, Tejasvi P 12/31/189 7:00:00 F	SENDER LAST RESPONSE MESSAGE EXPRATION Pujari, Sumeet 12/31/1899 7:00:00 PM 10/24/2023 1:01:33 PM (Expired) Vaizurs, Tejasvi P 12/31/1899 7:00:00 F 9/11/2023 Sent: 9/11/202 Vaizurs, Tejasvi P 12/31/189 7:00:00 F Recipient	SENDERLAST RESPONSEMESSAGE EXPIRATIONSUBJECTPujari, Sumeet12/31/1899 7:00:00 PM10/24/2023 1:01:33 PM (Expired)Test 1:01:33 PM (Expired)Valzurs, Tejasvi P12/31/1899 7:00:00 F9/11/2023 Sent: 9/11/2023 7:58:29 AN RecipientSent: 9/11/2023 7:58:29 AN Recipient	SENDER LAST RESPONSE MESSAGE EXPIRATION SUBJECT # RECENT Pujari, Sumeet 12/31/1899 7:00:00 PM 10/24/2023 1:01:33 PM (Expired) Test 0/0 Vaizurs, Tejasvi P 12/31/1899 7:00:00 F 9/11/2023 Sent: 9/11/2023 7:58:29 AM 0/0 Vaizurs, Tejasvi P 12/31/189 7:00:00 F Recipient Received Read	SENDER LAST RESPONSE MESSAGE EXPRATION SUBJECT # RECEIVED # READ Pujari, Sumeet 12/31/1899 7:00:00 PM 10/24/2023 1:01:33 PM (Expired) Test 0/0 0/0 Vaizurs, Tejasvi P 12/31/1899 7:00:00 F 9/11/2023 Sent: 9/11/2023 7:58:29 AM 0/0 0/0 Vaizurs, Tejasvi P 12/31/189 7:00:00 F Recipient Received Read Responded	SENDER LAST RESPONSE MESSAGE EXPIRATION SUBJECT #RECEIVED #READ #RESPONDED Pujari, Sumeet 12/31/1899 7:00:00 PM 10/24/2023 1:01:33 PM (Expired) Test 0/0 0/0 0/0 0/0 Vaizurs, Tejasvi P 12/31/1899 7:00:00 F 9/11/2023 8ent: 9/11/2023 7:58:29 AM 0/0 0/0 0/0 0/0 Vaizurs, Tejasvi P 12/31/189 7:00:00 F Recipient Received Read Responded Response	SENDER LAST RESPONSE MESSAGE EXPRATION SUBJECT # RECEIVED # READ # RESPONDED Pujari, Sumeet 12/31/1899 7:00:00 PM 10/24/2023 1:01:33 PM (Expired) Test 0/0 0/0 0/0 0/0 3 Valzurs, Tejasvi P 12/31/1899 7:00:00 F 9/11/2023 Sent: 9/11/2023 7:58:29 AM test 0/0 0/0 0/0 3 Valzurs, Tejasvi P 12/31/189 7:00:00 F Recipient Received Read Responded Response Image: Senter State Stat

Messaging - Main Screen - Create a New Message

• To send a new message, click on the "New" button at the top right of the screen.



• A window will open with fields and options for configuring the message.

Messaging > New Message	
To Derivation Broadcast to everyone	
Subject	Responses
Enter a subject for this message.	➡ Add response
Message	
Enter a message to send.	
	<i>h</i>
Message available for	
01 Minute	~

 Click on the "To" button to select recipients of the message. In the window that opens, use the dropdown on the left to select the type of recipient - choose from Vehicles, People, Groups, or Distribution Lists. The list of users below the category will update according to the category. To add users, click on the "+" symbol to the right of the name(s). Selected users will appear in the "To" box. Alternatively, you can use the "Search Text" bar to search for specific users. When finish selecting recipients, click on the "Done" button in the lower right.

Add Recipients				×
Search Text Q				
Recipient Type:	Receiving			
People	Access ID 07982183	Job Title	External ID	
Select Recipient Type	License	Authorization		
Vehicles	Licensed	STANDARD		
People				
Groups				
Distribution Lists	То:			
ADMIN, USER				
			Cancel	Done

- Note that from the message setup screen, you can also choose to send the message to every • user in the system. To do so, select the checkbox next to "Broadcast to everyone."
- Once they are selected, recipients will be displayed in the box under the "To" button. •
- Enter a subject in the "Subject" field and the message in the "Message" box. •
- Select the length of time the message will be available from the dropdown selection box.
- To configure responses that will be available for recipients, click on the "+Add response" • button.
- In the text box that appears, enter the first response. The number to the right of the text box indicates how many available characters remain for the response.

Responses				
Text messages response	8	\uparrow	↓	×
+ Add respon	ise			

To add another response, click on "+Add response" again.

Responses

Text messages response	8	\uparrow	\checkmark	×
Text messages response	8	↑	\downarrow	×
🕇 Add respon	se			

- Use the up and down arrows to the right of the text box to adjust the order in which the responses are displayed.
- To delete a response, click on the "X" to the right of the text box.
- When ready, click on the "Send" button at the bottom of the screen to send the configured message.

Messaging - Main Screen - Resend a Message

- There are two ways to resend a message.
 - 1. Select the checkbox on the left side of the message row and then click on the "Resend" button. You can select more than one message. **OR...**
 - 2. In the Actions column, click on the carat icon and then select the Resend option.

							New Posend	Evoiro	Now	Distribution	Liete	Dofrosh
							New Resend	CAPITE		Distribution	Liata	Refresh
ï	-											
l		SENT 🗸	SENDER ÷	LAST RESPONSE	Message Expiration	SUBJECT	≎ # RECEIVED ≎	READ ÷	# RESPON	NDED 🔅	A	CTIONS
		10/24/2023 12:31:33 PM	Pujari, Sumeet	12/31/1899 7:00:00 PM	10/24/2023 1:01:33 PM (Expired)	Test	0/0	0/0	0/0	0		•
		9/11/2023 7:59:47 AM	Vaizurs, Tejasvi P	12/31/1899 7:00:00 PM	9/11/2023 8:14:47 AM (Expired)	test	0/0	0/0	0/0	0		•

Select the checkbox next to the message and click on the Resend button

	SENT -	SENDER	÷	LAST RESPONSE	MESSAGE EXPIRATION	SUBJECT 0	# RECEIVED 👙	# READ 0	# RESPONDED	ACTIONS
	10/24/2023 12:31:33 PM	Pujari, Sumeet		12/31/1899 7:00:00 PM	10/24/2023 1:01:33 PM (Expired)	Test	0/0	0/0	0/0	Resend
0	9/11/2023 7:59:47 AM	Vaizurs, Tejasvi P		12/31/1899 7:00:00 PM	9/11/2023 8:14:47 AM (Expired)	test	0/0	0/0	0/0	Details

In the Actions column, select the "Resend" option

• A notification in the top right of the screen will appear, indicating the message was sent successfully.

Messaging - Main Screen - Cancel a Message

• To cancel the message after it is sent. Select the checkbox on the left side of the message row and then click on the Expire Now button. You can select more than one message.

							New Resend	Expire	Now Distri	oution Lists	Refresh
0	SENT -	SENDER	-	LAST RESPONSE	MESSAGE EXPIRATION	SUBJECT	: # RECEIVED :	READ	RESPONDED	:	ACTIONS
۵	10/24/2023 12:31:33 PM	Pujari, Sumeet		12/31/1899 7:00:00 PM	10/24/2023 1:01:33 PM (Expired)	Test	0/0	0/0	0/0	0	•
	9/11/2023 7:59:47 AM	Vaizurs, Tejasvi P		12/31/1899 7:00:00 PM	9/11/2023 8:14:47 AM (Expired)	test	0/0	0/0	0/0	0	•

Select the checkbox next to the message and click on the Expire Now button

• A notification in the top right of the screen will appear, indicating the message was cancelled.



Messaging - Main Screen - Distribution Lists

- To add, edit, or delete Distribution Lists, click on the "Distribution Lists" button at the top right of the Messaging screen.
- For more information, see the section on Manage Distribution Lists.



Messaging - Manage Distribution Lists - Overview

- The Manage Distribution Lists window contains all existing distribution lists, along with several columns of summary data for each, including:
 - Distribution List name
 - Description of the Distribution List
 - Number of People in the List
 - Number of Vehicles in the List
 - Number of Groups in the List

Di 4 re	stribution Lists					Add Edit Delete Refresh
	NAME	* DESCRIPTION	# PEOPLE	# VEHICLES	≎ # GROUPS	ACTIONS
	DL		1	0	1	•
	Lunch Group	Lunch Group	2	3	1	•
	Test DL 1	DL 1	1	1	2	•
	Test Group	This is a test group	0	0	0	•

- Actions that may be executed for individual distribution lists are also accessible using the carat icon under the far-right hand column for each record.
- In the top right of the screen, above the distribution list data, are five blue buttons:

- Add click to create a new Distribution List. See online Help for "Add a Distribution List" for further information.
- Edit select a Distribution List using the checkbox to the left of its name and then click "Edit" to make changes to an existing Distribution list. See online Help for "**Edit a Distribution List**" for further information.
- Delete select a Distribution List using the checkbox to the left of its name and then click "Delete" to remove a Distribution List.
- Refresh click to reload the Distribution List data displayed on the screen.



Messaging - Manage Distribution Lists - Select a Distribution List

- To select and view a distribution list, click on the Distribution List name.
- To select a distribution list for performing one of the actions available in the menu, select the checkbox to the left of the list name.

Distribution Lists

4 results for Distribution Lists



Messaging - Manage Distribution Lists - Delete a Distribution List

- After selecting a distribution list(s) to delete and clicking on the "Delete" button, a confirmation window will open asking you to verify that you wish to delete the list.
- Click on "OK" to confirm.

Delete Distribution	×
Are you sure you want to delete Lunch Group?	
	Cancel OK

Messaging - Manage Distribution Lists - Add a Distribution List

essaging Distribution Lis	sts > Add					
Search Current Lists	Name	Enter Name				
DL	Description	Enter Descriptio	n			
Description:						
1 People	Assigned G	roups				+ Add
Lunch Group Description: Lunch Group	NAME ^	EXTERNAL ID	© DESCRIPTION	VEHICLES ASSIGNMENT	© OPERATORS ASSIGNMENT	actions
2 People	Assigned O	perators				🕂 Add 🖌
Test DL 1 Description: DL 1 1 Vehicles	NAME ^ E	MAIL 🗘 JOB T	TLE	O LICENSE O EXTERNAL I	ID ORG CODE O AUTHOR	RZATION © ACTIONS
1 People	Assigned V	ehicles				+ Add
Test Group Description: This is a test group O Vehicles	NAME	* TYPE	÷ EXTERNAL ID 1	© EXTERNAL ID 2	C MAKE/MODEL/YEAR	© ACTIONS
						Go Back Save

- The "Add" a Distribution list screen consists of a sidebar on the left allowing you to search through existing distribution lists and select one if desired.
- The main body of the screen contains fields that can be populated in the creation of a new distribution list.
- Enter a name for the list and a description in the text boxes at the top.

Name	Enter Name						
Description	Enter Description						
Assigned Groups							
NAME ^	EXTERNAL ID						

- The following sections, partitioned by green headers, allow you to manage the members of the distribution list:
 - Assigned Groups
 - Assigned Operators
 - Assigned Vehicles
- Any or all the above categories can be added to a distribution list as needed.
- For each of the categories, click on the "+Add" link on the right side of the green header bar to add members to the list.
- A window will open in front of the main screen. Use the search bar at the top or scroll through the list on the left side to locate groups, individuals, or vehicles. As a group/individual/vehicle is highlighted, summary information will display to the right. To select an item for addition to the distribution list, click on the "+" symbol on the right side of the highlighted item. It will then be added to the box labeled "To" in the bottom right of the window. You may continue to add as many recipients as necessary. When finished, click on the blue "Done" button and the window will close.

Add New Group Assignment							
Search Text Q							
Recipient Type: Groups	Receiving						
	External ID	Number of Vehicles	Number of				
ALL_ACCESS +	2	0	Operators 4				
Tampa Only	Description						
Test Group	Default group con	taining 24/7 authorization for a	all members.				
VAC Test Group							
VAC Test Group 2	10:						
			Cancel	Done			

Members will now be listed, by category, on the main "Add" screen. You may remove
members by using either the "- Remove" link at the top right of the category header row or by
clicking on the carat icon under the Actions column for a member you wish to Remove, then
selecting "Remove."

Assigned Operators				+	Add A
NAME ^ EMAIL 💠 JOB TITLE 💠			EXTERNAL ID		
Temp, Operator 4	06575981	Suspended - Oper Expiration Dates		STANDARD	Ŧ
				Remov	ve



• When finished, click on the "Save" button in the bottom right of the screen.

Messaging - Manage Distribution Lists - Duplicate a Distribution List

- You can create a new Distribution List by duplicating an existing list.
- From the detail screen of the Distribution List, you wish to duplicate, select "Duplicate" in the bottom right of the screen.
- A new Distribution List profile will open, copying some fields from the list you duplicated. You can edit any duplicated fields and will need to add additional data as necessary.

lessaging > Distribution List	ts > Duplicate fro	m Test DL 1						
Search Current Lists	Name	Enter Name						
DL Description: 0 Vehicles	Description	DL 1						
1 People	Assigned G	roups					🕂 Add	^
Lunch Group	NAME	EXTERNAL ID	DESCRIPTION		© VEHICLES ASSIGNMEN	IT © OPERATORS ASSIGNME		
Description: Lunch Group	ALL_ACCESS	2	Default group containing	24/7 authorization for all members.	0	4		-
3 Vehicles 2 People	Tampa Only	GRP_6	Group strictly for Tampa V	AC	2	2		•
Test DL 1								
Description: DL 1	Assigned O	perators					🕂 Add	^
1 People	NAME	↑ EMAIL ¢	JOB TITLE 💠 ACCESS ID 💠	LICENSE	EXTERNAL ID		DN ÷	ACTIONS
Test Group	Temp, Operato	r 4	06575981	Suspended - Oper Expiration Dates		STANDARE)	•
Description: This is a test group								
0 Vehicles								

- The Distribution List detail screen consists of a sidebar on the left allowing you to search through existing distribution lists and select one if desired.
- The main body of the screen contains fields that can be populated in the creation of a new distribution list.
- Enter a name for the list and a description in the text boxes at the top.

Name	Enter Name					
Description	DL 1					
Assigned Groups						
NAME	EXTERNAL ID					

- The following sections, partitioned by green headers, allow you to manage the members of the distribution list:
 - Assigned Groups
 - Assigned Operators
 - Assigned Vehicles
- Any or all the above categories can be added to a distribution list as needed.
- For each of the categories, click on the "+Add" link on the right side of the green header bar to add members to the list.
- A window will open in front of the main screen. Use the search bar at the top or scroll through the list on the left side to locate groups, individuals, or vehicles. As a group/individual/vehicle is highlighted, summary information will display to the right. To select an item for addition to the distribution list, click on the "+" symbol on the right side of the highlighted item. It will then be added to the box labeled "To" in the bottom right of the window. You may continue to add as many recipients as necessary. When finished, click on the blue "Done" button and the window will close.

Add	New	Group	Assignment
-----	-----	-------	------------

Search Text Q				
Recipient Type: Groups	Receiving			
	External ID	Number of Vehicles	Number of	
ALL_ACCESS	+ 2	0	Operators	
Tampa Only	Description		4	
Test Group	Default group con	taining 24/7 authorization for	all members.	
VAC Test Group				
VAC Test Group 2	10:			
			Cancel	Done

X

- LL LIFT LINK[®]
 - Members will now be listed, by category, on the main "Add" screen. You may remove
 members by using either the "- Remove" link at the top right of the category header row or by
 clicking on the carat icon under the Actions column for a member you wish to Remove, then
 selecting "Remove."



• When finished, click on the "Save" button in the bottom right of the screen.

Messaging - Manage Distribution Lists - Edit a Distribution List

lessaging > Distribution Li	ists > Edit: Test DL	1				?
Search Current Lists	Name	Test DL 1				
DL Description: 0 Vehicles	Description	DL 1				
1 People	Assigned G	roups				+ Add
Lunch Group	NAME	EXTERNAL ID	DESCRIPTION	VEHICLES ASSIGNMENT	OPERATORS ASSIGNM	IENT © ACTIONS
Description: Lunch Group	ALL_ACCESS	2	Default group containing 24/7 authorization for all members.	0	4	•
3 Vehicles 2 People	Tampa Only	GRP_6	Group strictly for Tampa VAC	2	2	·
Test DL 1						
Description: DL 1	Assigned O	perators				+ Add
1 People	NAME	^ Email ≎	JOB TITLE 👙 ACCESS ID 👙 LICENSE	EXTERNAL ID	ORG CODE 💠 AUTHORIZAT	TION 💠 ACTIONS
Test Group Description: This is a test group	Temp, Operato	ər 4	06575981 Suspended - Oper Expiration Dates		STANDAR	D -
0 Vehicles					Can	cel Save

- The "Edit" a Distribution list screen consists of a sidebar on the left allowing you to search through existing distribution lists and select one if desired.
- The main body of the screen contains fields that may be modified as needed.

• At the top, name and description may be edited.

Name	Test DL 1
Description	DL 1
Assigned G	roups

- The following sections, partitioned by green headers, allow you to edit the members of the distribution list:
 - Assigned Groups
 - Assigned Operators
 - Assigned Vehicles
- For each of the categories, click on the "+Add" or "-Remove" links on the right side of the green header bar to manage members in the list.
- After clicking "Add" or "Remove," a window will open in front of the main screen. Use the search bar at the top or scroll through the list on the left side to locate groups, individuals, or vehicles. As a group/individual/vehicle is highlighted, summary information will display to the right. To select an item for addition to or removal from the distribution list, click on the "+" or "" symbol on the right side of the highlighted item. It will then be added to the box labeled "To" in the bottom right of the window. You may continue to add as many recipients as necessary. When finished, click on the blue "Done" button and the window will close.

Re	cipient Type: Groups	
	VAC Test Group	÷
	VAC Test Group 2	
	VAC Test Group 3	
	Test Group	

• You may also remove members directly from the main screen by using clicking on the carat icon under the Actions column for a member you wish to Remove, then selecting "Remove."



• When finished, click on the "Save" button in the bottom right of the screen.

Roles

Roles		Last Refreshed on: 12/7/2023 10:44:15 A	M Refresh 2 ?
11 results for Roles		Select All Unselect All Add Edit	Delete Compare
	DESCRIPTION	PEOPLE ASSIGNED	ACTIONS
Administrator	System administrator role typically assigned to only a couple of	8	•
Enable Operator Only	Only has rights to view people driver profiles and update operat	0	•
П	Rights to manage access points WAMs and view reports	0	-
Maintenance	Rights to manage vehicles and Preventative Maintenance	1	-
Maps Only	Rights to view and search through the maps	0	•
MLA SW approval	ROle for MLA people to view and approve white label	6	•
Reports Only	Right to view and edit reports	0	•
Roles		0	•
Roles 1		0	•
Safety Manager	Rights to edit safety inspection group assignments driver creden	0	-

Roles - Main Screen - Overview

- The Roles module allows you to set up permission-based roles for accessing the system, which you can then assign to appropriate users.
- The main body of the Roles list screen contains the list of existing Roles along with several columns of summary data for each.

11 results for Roles		Select All Unselect All Add Edit	Delete Compare
	* DESCRIPTION	PEOPLE ASSIGNED	: ACTIONS
Administrator	System administrator role typically assigned to only a couple of	8	•
Enable Operator Only	Only has rights to view people driver profiles and update operat	0	•
π	Rights to manage access points WAMs and view reports	0	•
Maintenance	Rights to manage vehicles and Preventative Maintenance	1	•
Maps Only	Rights to view and search through the maps	0	
MLA SW approval	ROIe for MLA people to view and approve white label	6	•
Reports Only	Right to view and edit reports	0	1.
C Roles		0	•
Roles 1		0	•

• Actions that may be executed for individual Roles are accessible using the carat icon under the far-right hand column for each record.

Administrator	System administrator role typically assigned to only a couple of	8	Ţ
Enable Operator Only	Only has rights to view people driver profiles and update operat	0	Duplicate
п	Rights to manage access points WAMs and view reports	0	•
Maintenance	Rights to manage vehicles and Preventative Maintenance	1	•
Maps Only	Rights to view and search through the maps	0	-
MLA SW approval	ROIe for MLA people to view and approve white label	6	•
Reports Only	Right to view and edit reports	0	•

• The blue buttons on the right side of the screen just above the list allow you to select all, unselect all, add, edit, or delete roles or refresh the data displayed on screen. There is also an option for comparing up to 4 selected roles.



Roles - Main Screen - Sorting

- You can sort the list by any of the columns by simply clicking on the column header.
- For example, if you want to sort by the number of users assigned to the role, click on the People Assigned column header.

- DESCRIPTION	PEOPLE ASSIGNED	÷ ACTIONS
System administrator role typically assigned to only a couple of	8	•
Only has rights to view people driver profiles and update operat	0	•
Rights to manage access points WAMs and view reports	0	•

Roles - Main Screen - Select a Role

• To select a Role to work with, simply click on that Role's name. Clicking on the Role name will take you to the detail screen for that Role.

MLA SW approval	ROle for MLA people to view and approve white label
Rept 5 Only	Right to view and edit reports
Roles	
Roles 1	

Roles - Main Screen - Adding a Role

- To add a Role:
 - Click on the "Add" button from the Roles menu at the top of the screen.
 - Enter details for the Role.
 - When finished, click on the "Save" button at the bottom.

• You can also add a new Role from the detail screen of an existing profile. Click on the "Add" button at the bottom of the screen.

Select All	Unselect All	Add	Edit	Delete	Compare	
	÷ PEOPLE	ASSIGNE	D	¢ A	CTIONS	
Name		Description				
Enter Name		Enter Desc	ription			
elect Role Permission	IS					
	Ø	Read Only	<i>i</i> Edit			
Access Points	۲	0	0			
Batteries	۲	0	0			
Beacons	۲	0	0			
Group Assignments	۲	0	0			
Group General Informa	ition 🔘	0	0			
Impact Severities	۲	0	0			
Maintenance Intervals	۲	0	0			
Operator Credentials	۲	0	0			
People General Inform	ation 🔘	0	0			
People Import	۲	0	0			
Operator License Rese	t 🔘	0	0			
People Software Crede	entials 💿	0	0			
	0	\bigcirc	0			
People Subscriptions	۲	0				
People Subscriptions Reports and Dashboard	ds	0	0			

 For more information on how to navigate the Role detail screen and explanations of applicable properties and settings for a role profile, please see section on <u>Role Detail Screen</u>.

Roles - Main Screen - Edit a Role

• There are two methods for editing roles.

Method 1

• Select the checkbox next to the Role's name and then choose "Edit" from the menu buttons.

11 results for Roles		Select All Unselect All Add Edit	Delete Compare
NAME		: PEOPLE ASSIGNED	: ACTIONS
Administrator	System administrator role typically assigned to only a couple of	8	
Enable Operator Only	Only has rights to view people driver profiles and update operat	o	
π	Rights to manage access points WAMs and view reports	o	
Maintenance	Rights to manage vehicles and Preventative Maintenance	1	
Maps Only	Rights to view and search through the maps	0	
MLA SW approval	ROIe for MLA people to view and approve white label	6	•
1			

Method 2

• While on the detail screen for a Role, you can click on the "Edit" button in the bottom right of the screen.

Name MLA SW approval		Description ROIe for MLA people to view and approve white label		Description ROle for MLA people to view and approve white label				
elect Role Permissions								^
	Ø None	Read Only	ø r Edit					
Access Points								
Batteries		۲						
Beacons		۲						
Group Assignments			۲					
Group General Information			۲					
Impact Severities		۲						
Maintenance Intervals			۲					
Operator Credentials		۲						
People General Information			۲					
People Import		۲						
Operator License Reset			۲					
People Software Credentials		۲						
People Subscriptions			۲					
Reports and Dashboards			۲					

• After making edits to a profile, click on the Save button at the bottom of the screen.

Note: Default roles cannot be edited.

Roles - Main Screen - Delete a Role

• There are two ways to delete a role.

Method 1

- Select the checkbox next to the name of a role, then choose the Delete button in the upper right-hand corner.
- A confirmation window will open. Click on "OK" to confirm that you wish to delete the record (or records).



Method 2

- Select the carat icon at the far right of a Role row. From the options, click on the "Delete" button.
- A confirmation window will open. Click on "OK" to confirm that you wish to delete the record (or records).

Note: Default roles cannot be deleted.

Roles - Main Screen - Duplicate a Role

- You can add a Role by duplicating the record of another.
- You can duplicate a Role by clicking on the carat to the far right of the Role list screen. When you click on the arrow, you'll see options to Duplicate, Edit, or Delete. Click on Duplicate.

Roles		0	
Roles 1		0	<u> </u>
Safety Manager	Rights to edit safety inspection group assignments driver creden	0	Delete Edit
< 1 2 ×			Duplicate

Roles - Main Screen - Compare Roles

• To compare up to 4 roles to see the differences between them, first select the roles you want to compare by clicking on the checkboxes to the left of the role names. Then click on the "Compare" button at the top. Note, default roles cannot be compared.

11 results for Roles		Select All Unselect All Add Edit	Delete Compare
 None 	- DESCRIPTION	: PEOPLE ASSAULED	2 ACTO
Administrator	System administrator role typically assigned to only a couple of	8	•
Enable Operator Only	Only has rights to view people driver profiles and update operat	0	
п	Rights to manage access points WAMs and view reports	0	
Maintenance	Rights to manage vehicles and Preventative Maintenance	1	
Maps Only	Rights to view and search through the maps	0	
MLA SW approval	ROle for MLA people to view and approve white label	6	

• A screen will load displaying the list of permissions and a column for each role you selected, indicating the access level granted within the role for each permission.

COMPARE

□ Show Differences

ROLES	ROLES	ROLES 1
Access Points	None	None
Batteries	Read Only	None
Beacons	None	None
Group Assignments	None	Read Only
Group General Information	None	None
Impact Severities	None	None
Maintenance Intervals	None	Edit
Operator Credentials	None	None
People General Information	None	None
People Import	None	None
Operator License Reset	None	None
People Software Credentials	None	None
People Subscriptions	None	None
Reports and Dashboards	None	None

• If you click on the "Show Differences" checkbox, the differences between the roles will be highlighted.

COMPARE

Show Differences

ROLES	ROLES	ROLES 1
Access Points	None	None
Batteries	Read Only	None
Beacons	None	None
Group Assignments	None	Read Only
Group General Information	None	None
Impact Severities	None	None
Maintenance Intervals	None	Edit
Operator Credentials	None	None
People General Information	None	None
People Import	None	None
Operator License Reset	None	None
People Software Credentials	None	None
People Subscriptions	None	None

• You can remove a role from the comparison by clicking on the "X" in the upper right of the column for that role.

COMPARE

Show Differences

MLA SW APPROVAL 🗙	ROLES 🗙	ROLES 1 🗙
Read Only	None	None
Read Only	Read Only	None
Read Only	None	None
Edit	None	Read Only
Edit	None	None
Read Only	None	None
Edit	None	Edit
Read Only	None	None
Edit	None	None
Read Only	None	None
Edit	None	None
	MLA SW APPROVAL ★ Read Only Read Only Read Only Edit Edit Read Only Edit Edit Edit Edit	MLA SW APPROVAL XROLES XRead OnlyNoneRead OnlyRead OnlyRead OnlyNoneEditNoneEditNoneRead OnlyNoneEditNoneRead OnlyNoneEditNoneEditNoneEditNoneRead OnlyNoneRead OnlyNoneEditNoneEditNoneEditNoneRead OnlyNoneEditNoneEditNoneEditNoneEditNone

Roles - Role Detail Screen - Search

• On the left side of the role profile screen, you will see a role list and search bar that allows you to move to another role profile without going back to the Role List. Click on any role name to open that record.

earch current role	MLA SW approval		Description ROle for M	LA people to v	view and approve white
Administrator			label		
People assigned: 8	Select Role Permissions				^
Enable Operator Only		Ø None	Read Only	Edit	
People assigned: 0	Access Points				
п	Batteries				
People assigned: 0	Beacons				
	Group Assignments			0	
Maintenance	Group General Information			0	
People assigned: 1	Impact Severities				
	Maintenance Intervals				
Maps Only	Operator Credentials				
People assigned: 0	People General Information				
	People Import				
MLA SW approval	Operator License Reset				
People assigned: 6	People Software Credentials				
	People Subscriptions				
Reports Only	Reports and Dashboards				

• You can also use the search bar to find an individual role.

Search current role	
Administrator People assigned: 8	Î
Enable Operator	

Roles - Role Detail Screen - Options: Add, Edit

- In the bottom right of the screen are buttons for working with the Role detail screen.
 - The "Go Back" link will take you back to the Role List screen.
 - The "Delete" button allows you to delete a role.
 - The "Add" button allows you to add a new record.
 - The "Edit" button allows you to edit the current record.



Note: you cannot Delete or Edit a default role.

Roles - Role Detail Screen - General Information

• The first section on the Role detail screen contains the Role name and a field for a description.

Name	Description
Test Role 1	Role 1

- To edit this information, click on the "Edit" button on the bottom right of the screen.
- Click on Save when you are finished making updates.

Roles - Role Detail Screen - Role Permissions

• The "Select Role Permissions" section contains, on the left, a list of system access permissions. To the right are three access options: None, Read Only, and Edit. The Edit option allows the user access to view and to make edits in the corresponding system area. To edit permissions, click on the "Edit" button on the bottom right of the screen.

Select Role Permissions				
	Ø None	ک Read Only	ø Edit	
Access Points	\bigcirc	۲	0	
Batteries		۲		
Beacons	\bigcirc	۲	\bigcirc	
Group Assignments			۲	
Group General Information	\bigcirc	\bigcirc	۲	
Impact Severities		۲		
Maintenance Intervals		\bigcirc	۲	
Operator Credentials		۲		
People General Information		\bigcirc	۲	
People Import		۲		
Operator License Reset	\bigcirc	\bigcirc		
People Software Credentials		۲		
People Subscriptions	\bigcirc	\bigcirc		
Reports and Dashboards				

- Once you have chosen options for the list of permissions, or made changes to existing options, click on the Save button at the bottom of the screen.
- See the table below for a description of the permissions.

Permission	Function
Access Points	Access points within the Access Point module
Batteries	Batteries module
Group Assignments	Group assignments only in the various modules (group, people, or vehicle). Note: to assign groups in the people or vehicle modules you would need at least edit privilege for that section of that module as well.
Group General Information	Group module (list and detail views) excluding assignments
Impact Severities	"Sliders" in the system settings screen (note that you should not need the "system settings" enabled to enable just this section, and enabling system settings will not automatically enable this).
Maintenance Intervals	Maintenance criteria module
Operator Credentials	Operator driver section (must have "people general info" read enabled at a minimum to use this).
People General Information	People general section (list and detail views) including export
People Import	People import wizard (no "read" option)
Operator License Reset	Operator dropdown for licensed/not licensed/suspended (must have "people general information" read enabled at a minimum to leverage this). There is no read option; it is automatically selected when "edit" is selected for "People driver credentials.".
People Software Credentials	People "software' section including role assignment (must have "people general information" read enabled at a minimum to leverage this). You should not be able to assign anyone else a role with "software role" edit capabilities unless your role has it enabled.
People Subscriptions	People subscription assignment section (must have "people general information" read enabled at a minimum to leverage this).

Permission	Function
Reports and Dashboards	Reports and dashboards section (edit/delete function dependent on individual report setting (note that "read" option means no reports can be created, deleted, saved).
Sensors Settings	"Sensors" in the system settings screen (you should not need the "system settings" enabled to enable just this section, and enabling system settings will not automatically enable this).
Server Settings	"Servers" in the system settings screen (you should not need the "system settings" enabled to enable just this section, and enabling system settings will not automatically enable this).
Software Roles	Roles Module.
Checklists - Job	Checklists module for job checklists.
Checklists - Safety	Checklists module for safety checklists.
System Settings	All system settings sections except those explicitly listed separately.
Text Messaging	Messaging module.
Vehicle Behavior Assignments	Assign behaviors within the vehicle module.
Vehicle Behavior Profiles	Behavior modification module.
Vehicle General Information	Vehicle general section.
Vehicle Status	Vehicle status section (no edit option).
Vehicle Troubleshooting	Vehicle troubleshooting section.
Visibility	Visibility module (edit is for settings section). (Applies if licensed.)
Wi-Fi Settings	Wi-Fi section of system settings (you should not need the "system settings" enabled to enable just this section, and enabling system settings will not automatically enable this).
Zones	Zone creation module.
IQ Dashboard	IQ Dashboard module (applies if licensed).

Reporting

Reporting							
Search folders		Search Text	earch Text 129 results for Reports: All				
		Reports List (Folders)					
Recent Reports	~	NAME ^	FOLDERS	CAST MODIFIED	C REPORT SCHEDULE	ACTIONS	
Operator Usage Detail		Access Control Bypass (ID Optional Mode) History	Maintenance Planning	Aug 3, 2017	O	•	
Folders All Folders Bit All Folders Bit My Reports Bit Public Reports Bit Administration Bit Aviation Bit Avi		Access Point Inventory	System Settings and Diagnostics	Oct 3, 2016	O	-	
		Analysis of Usage Daily Vehicle Summaries - Top 10 - Graph	Vehicle Analysis	Apr 2, 2018	O	•	
		Analysis of Usage Daily Vehicle Summaries by Group	Vehicle Analysis	Apr 2, 2018	O	•	
		Battery Equalizations	Battery and Charger	Feb 17, 2022	O	•	
		Battery Module Logs	Battery and Charger	Feb 18, 2022	O	•	
		Battery Modules with Invalid Vehicle ID	Battery and Charger	Feb 9, 2022	O	•	
		Battery Not Charged	Battery and Charger	Jan 23, 2019	©	•	
		Battery Voltage by Vehicle	Battery and Charger	Oct 10, 2018	©	•	
Accessing the Reporting Main Page

To access reports from the Home page, select Reporting from the global navigation bar at the top of the page.

	Home Visibility- People Groups A	ssets - Messaging	Reporting - Q - Seen	II (AIPS) Logout
Home		Last Refres	hed of 7/2023 2:20 t3 PM	tefresh 🛛 Sync 🖬 ?
Create new	Alerts 💿			~
Nothing selected •	Status	~	Statistics	^
Recent Items	HAME	ACTIONS	8 Total Vehic	cles
Test DL 1	One or more Service Heartbeats are delayed	0 -	in Uselon break -0% (0)	
♥ 1c:9e:cc:b9:7c:9_	4 operator(s) are suspended		Available -0% (0)	
F Planned 300 hrs maintenance	1 vehicle(s) are in a restricted zone	0 -	No Comm	70% (6)
O ALWAYS - Forklift Rider	2 operator(s) have one or more expired credentials	2.	Unavailable 28% (2)	0% 100%
Test VAC Checklist 1	2 operator(s) have no groups assigned	2 .	15 Total Ope	rators

Reporting Main Page - Reports List

On the Reporting main page, the Reports List displays a list of all available reports.

Search folders	Search Text	: All			
	Reports List (Folders)				
Recent Reports	NAME *	FOLDERS :	LAST MODIFIED	REPORT SCHEDULE	ACTIONS
Operator Usage Detail	Access Control Bypass (ID Optional Mode) History	Maintenance Planning	Aug 3, 2017	0	•
Folders	Access Point Inventory	System Settings and Diagnostics	Oct 3, 2016	0	•
- In All Folders	Analysis of Usage Daily Vehicle Summaries - Top 10 - Graph	Vehicle Analysis	Apr 2, 2018	0	•
Public Reports	Analysis of Usage Daily Vehicle Summaries by Group	Vehicle Analysis	Apr 2, 2018	0	•
Administration	Battery Equalizations	Battery and Charger	Feb 17, 2022	0	-
 Battery and Charger 	Battery Module Logs	Battery and Charger	Feb 18, 2022	0	•
- Impact	Battery Modules with Invalid Vehicle ID	Battery and Charger	Feb 9, 2022	0	
Maintenance Planning	Destruction of the second	Battani and Charnes	Ine 23 2010	^	

Access Control Bypass (ID Optional Mode) History
Access Point Inventory
Analysis of Usage Daily Vehicle Summaries - Top 10 - Graph
Analysis of Usage Daily Vehicle Summaries by Group
Battery Equalizations
Battery Module Logs
Battery Modules with Invalid Vehicle ID
Battery Not Charged
Battery Voltage by Vehicle
Beacon Health Verification

Report names appear as hyperlinks. Clicking on the report name will run the report in its As Saved configuration. This means the report data will run in its native form, reflecting the timeframe when the report was last saved, and including any filters applied to the report at that time.

As you navigate, search, and filter through your reports and reports folders, the Reports List will update to display those results.

Reporting Main Page - Recent Reports



The Recent Reports section displays a list of the most recently generated reports. Having quick access to these reports is helpful if your role requires you to run the same report(s) on a regular basis, or you need to quickly re-run a report. Just locate the report, click on the hyperlink, and it will pull the data and run the report again.

Reporting Main Page - Folders

The Folders section contains a collection of default report folders built and maintained by Lift Link that cannot be changed by local users.

However, the Public Reports and My Reports folders can be used as locations to save any report, including reports you edit and customize.



Reports saved in the Public Reports folder can be accessed by anyone who has access to your Lift Link software site. Alternately, you can create, edit, or customize reports and save them to the My Reports folder, a private location that cannot be accessed by other users.

Selecting a folder will result in the main Reports List displaying all reports found within that folder.

Reporting Main Page - Search Folders

The Search Folders filter allows you to search for specific report folders. Begin entering the name of a folder and results will automatically be displayed as you type.

Search folders

The Search Folders filter also finds reports based on the search term you enter. For example, if you enter the term "checklist," then all reports with the word "checklist" in the name and any reports in folders with the word "checklist" will be displayed.

Reporting Main Page - Search Text

Search Text

The Search Text filter allows you to search for specific reports. Begin entering the name of a report or folder and results will automatically be displayed as you type.

Reporting Main Page - Filters Combination Search

To perform a Combination Search of your reports, select a specific Report Folder...



...and enter keywords to filter by search terms found in the reports within that folder.

Reporting		
Search folders	Search Text	

Reporting Main Page - Reports List - Column Headers

The columns in the Reports List display the report:

- Name
- Folder where the report is located
- Last Modified Date
- Schedules icon
- Actions carat to access a drop-down menu

Reports List (Folders)

NAME ^	FOLDERS	LAST MODIFIED	REPORT SCHE	DULE ACTIONS
Access Control Bypass (ID Optional Mode) History	Maintenance Planning	Aug 3, 2017	O	•
Access Point Inventory	System Settings and Diagnostics	Oct 3, 2016	O	•
Analysis of Usage Daily Vehicle Summaries - Top 10 - Graph	Vehicle Analysis	Apr 2, 2018	O	•
Analysis of Usage Daily Vehicle Summaries by Group	Vehicle Analysis	Apr 2, 2018	O	•

Reporting Main Page - Sorting the Reports List

You can sort the Reports List by clicking on the sort icons in the lame, Folder, or Last Modified headers.

Reports List (Folders)

NAME ^	FOLGERS 🗘	LAST MODIFIED	REF ORT SCHEDULE	ACTIONS
Access Control Bypass (ID Optional Mode) History	Maintenance Planning	Aug 3, 2017	O	•
Access Point Inventory	System Settings and Diagnostics	Oct 3, 2016	©	•
Analysis of Usage Daily Vehicle Summaries - Top 10 - Graph	Vehicle Analysis	Apr 2, 2018	©	•
Analysis of Usage Daily Vehicle Summaries by Group	Vehicle Analysis	Apr 2, 2018	O	-

Reporting Main Page - Reports List - Schedules

Clicking on a Schedules icon opens a window that displays the corresponding report's assigned schedules.

Reports List (Folders)

NAME	* FOLDERS	LAST MODIFIED	¢ REPC	RT SCHEDULE ACTIO	٩S
Access Control Bypass (ID Optional Mode) History	Maintenance Planning	Aug 3, 2017	G	•	
Access Point Inventory	System Settings and Diagnostics	Oct 3, 2016 🎢	O	-	
Analysis of Usage Daily Vehicle Summaries - Top 10 - Graph	Vehicle Analysis	Apr 2, 2018	O	-	
Analysis of Usage Daily Vehicle Summaries by Group	Vehicle Analysis	Apr 2, 2018	©	-	

Here you can view existing schedules that have been created for the report. This window also allows you to quickly create a schedule for the report by clicking on the + Create schedule button.

Subscriptions (Lockouts and Releases Detail)						e schedule
Job Name	Owner	State	Last Run	Next Run	Enabled	
						Close

Reporting Main Page - Reports List - Actions

Select the carat icon in the Actions column to Delete, Subscribe to, or Edit the corresponding report.

Reports List (Folders)

NAME ^	FOLDERS ÷	LAST MODIFIED		ACTIONS
Access Control Bypass (ID Optional Mode) History	Maintenance Planning	Aug 3, 2017	0	•
Access Point Inventory	System Settings and Diagnostics	Oct 3, 2016	<u>ò</u> r	•
Analysis of Usage Daily Vehicle Summaries - Top 10 - Graph	Vehicle Analysis	Apr 2, 2018	O	•
Analysis of Usage Daily Vehicle Summaries by Group	Vehicle Analysis	Apr 2, 2018	©	•
Battery Equalizations	Battery and Charger	Feb 17, 2022	©	•

Reporting Main Page - Navigating the Reports List

The page numbers located in the lower left of the screen allow you to jump to a specific page.

Use the << and >> arrows to advance to the beginning or end of the Reports List.



In the bottom right of the screen, you can



select a pagination button to view 10, 25, 50 or 100 reports at a

time.

Running Reports - Reporting Main Screen

On the Reporting main screen, report names appear in the Recent Reports section and the Reports List as **hyperlinks**.

Click on the report name to run the report in its As Saved configuration.

		Reports List (Maintena	nce Planning)		
	Recent Reports	NAME	FOLDERS	LAST MODIFIED	CREPORT SCHEDULE A
0	perator Usage Detail	Access Control Bypass (ID Optional N	Iode) History Maintenance Plann	ing Aug 3, 2017	O
	Folders	Fault Code Details	Maintenance Plann	ing Aug 15, 2017	O
4	All Folders	Fault Code Summary	Maintenance Plann	ing Aug 15, 2017	O
	 My Reports Public Reports Administration 	Lockout Duration - Graph	Maintenance Plann	ing Jul 17, 2019	O
		Lockout Summary	Maintenance Plann	ing Feb 6, 2018	O
		Lockout Trend - Graph	Maintenance Plann	ing Mar 21, 2018	O
	 Battery and Charger Impact 	Lockouts and Releases Detail	Maintenance Plann	ing Feb 16, 2023	O
Maintenance Planning	Maintenance Planning	Planned Maintenance Completed Det	Maintenance Plann	ing Oct 5, 2023	O
	Messaging	Planned Maintenance On-Time Perfo	mance Graph Maintenance Plann	ing Oct 31, 2023	O
	Operator Analysis				

A load window will appear while the system collects information to display the requested report.





Depending on the report timeframe and the amount of data being pulled for the report, a report load times may vary but should not be excessively long.

Running Reports - Report View

Running a report displays the most recently generated report data in the **Report View** screen. Report View is designed to display report data in a presentable format that makes it easier for you to review and modify the report.



Running Reports - Report View Controls

A set of menu items and navigation controls sits above the report table.

🕒 Operato	r Usage Detail	_report Data refreshed 2023-12-0	07 at 14:28:51 🗘						
B. < >	•				- + 1	100% 💌 search	report Q -		of 2 🕨
	Operator Usage Deta	11							
	Vehicle	Login	Logoff	Login Hours	Dead Man Hours	Motion Hours	Travel With Load Hours	End Method	
	ADMIN, USER, Embed	dded							
	60014	Nov 3, 2023, 2:00:00 AM	Nov 3, 2023, 4:30:00 AM	2.50	0.00	0.00	0.00	End of Shift	
	60014	Nov 3, 2023, 12:00:00 AM	Nov 3, 2023, 2:00:00 AM	2.00	0.00	0.00	0.00	End of Shift	
	60014	Nov 2, 2023, 10:30:00 PM	Nov 3, 2023, 12:00:00 AM	1.50	0.00	0.00	0.00	End of Shift	
	60014	Nov 2, 2023, 7:15:00 PM	Nov 2, 2023, 10:30:00 PM	3.25	0.00	0.00	0.00	End of Shift	
	60014	Nov 2, 2023, 4:15:00 PM	Nov 2, 2023, 7:15:00 PM	3.00	0.00	0.00	0.00	End of Shift	
	60014	Nov 2, 2023, 1:15:00 PM	Nov 2, 2023, 4:15:00 PM	3.00	0.00	0.00	0.00	End of Shift	
	60014	Nov 2, 2023, 11:30:00 AM	Nov 2, 2023, 1:15:00 PM	1.75	0.00	0.00	0.00	End of Shift	
	60014	Nov 2, 2023, 4:30:00 AM	Nov 2, 2023, 11:30:00 AM	7.00	0.00	0.00	0.00	End of Shift	
	60014	Nov 2, 2023, 2:00:00 AM	Nov 2, 2023, 4:30:00 AM	2.50	0.00	0.00	0.00	End of Shift	
	60014	Nov 2, 2023, 12:00:00 AM	Nov 2, 2023, 2:00:00 AM	2.00	0.00	0.00	0.00	End of Shift	
	60014	Nov 1, 2023, 10:30:00 PM	Nov 2, 2023, 12:00:00 AM	1.50	0.00	0.00	0.00	End of Shift	
	60014	Nov 1, 2023, 7:15:00 PM	Nov 1, 2023, 10:30:00 PM	3.25	0.00	0.00	0.00	End of Shift	
	60014	Nov 1, 2023, 4:15:00 PM	Nov 1, 2023, 7:15:00 PM	3.00	0.00	0.00	0.00	End of Shift	
	60014	Nov 1, 2023, 2:54:30 PM	Nov 1, 2023, 4:15:00 PM	1.34	0.00	0.00	0.00	End of Shift	

The upper-left corner of the Report View displays the toolbar below:

🔟 Operator Usage Detail_r	eport Data refreshed 2023-11-13 at 21:38:40
The report type & the name of the report	Impact Summary by Day - Graph_report
Date and time when the report data was last refreshed	Data refreshed 2021-11-03 at 11:39:24
A button to refresh the report data	63

Lift Link Online Help Reporting

The upper-right corner of the **Report View** displays the toolbar below:



Running Reports - Export Report

In the upper-left corner below the Report Name, the Report View displays the **Export Report** icon.

Click on the icon to access the Export Report tool and select the file format for your report.



In the upper-left corner, below the Report Name, the Report View displays the **Input Controls** icon.



Click on this icon to access the Input Controls.

The **Input Controls** define the basic parameters of your report. This is where you can review settings for the reporting period timeframe, as well as the groups, shifts and default filters applied to the report. It's also where you can access advanced options for modifying your report.

From the Input Controls window, you can customize a report by modifying its Report Period and default filters, as well as adding other filters such as **Vehicle Name** or **Operator Name**.

5	$ \land \land \land$
As	PDF
As	Excel (Paginated)
As	Excel
As	CSV
As	DOCX
As	RTF
As	ODT
As	ODS
As	XLSX (Paginated)
As	XLSX
Δs	DDTX

ut Controls			
* Report Period			^
Yesterday			•
* Wook / Month / Year			
week/month/real			
From Date/Time			
To Date/Time			
To Date/Time			
Compliance Shifts			
Available: 3		Selected: 0	
Search list			Q
ALL SHIFTS			
Day Shift			
Apply OK Reset	Cancel	Save	

For instructions on using the Input Controls to edit and modify a report's parameters, see Customizing Reports.

Running Reports - Chart Report Values

Chart Reports with values displayed in the header can be dynamically updated by clicking on the sets you want to include or exclude from view.



Running Reports - Tabular Reports

In addition to the same tools and features available when you run a Chart Report, Tabular Reports give you access to a subset of additional editing and search capabilities, such as:

- conditional formulas
- column and table layout
- redisplaying the report as you make changes

impact Detail						
Vehicle	Impact Date Time	Severity	Status Pre-Impact	Status At Impact	Status Post-Impact	Impact Location
RT 08207	Mey 7, 2018 9 16 14 AM	1 - NODERATE	Motori	Motion	Motion	Near WAP SC/FC 64 6A 9F D (JUnknown)
PR 33169	May 7, 2018 9:13:42 AM	2 - MEDIUM	Unknown	Motion	Litt	Near WAP 5C FC 6 8A 9FD (Unknown
RT 08207	Mey 7, 2018 E 04 10 AM	1 - MODERATE	Motion	Motion	Motion	Near WAP, SC/FC-6 6A SF D (Durknown
PR 33170	May 7, 2018 2:20:32 PM	2 - MEDIUM	Motion	Moton	Motion	Near WAP: 5C/FC 6 92 33 3 ((Unknown)
PR 33170	Mey 7, 2018 2:10:48 PM	0-LOW	Moton	Motion	Motion with Lift	Near WAP 5C FC 6 6A 9D B ([Unknown
PR 33170	May 7, 2018 12:42:42 PM	0-LOW	Motion	Moton	Motion with Lift	Near WAP 5C/FC 6 92/33/3 (/Unknown)
PR 33170	Mey 7, 2018 12 28:16 PM	0+LOW	Motion	Motion	Motion with Lift	Near WAP 50,F0.6 92.33.3 (Unknown)
PR 33173	May 7, 2018 11 15 38 AM	2 - MEDIUM	Motion	Motion	Motion	Near WAP, 5C FC 6 92 35 E (Junknown)

For instruction on creating and applying conditional formulas, navigating, and modifying column and table layout, and additional editing features of Tabular Reports, see Customizing Reports.

Custom Reports

Customizing Reports - Edit Mode

To begin customizing a report, run the report and then click the Edit button located in the upper-right corner above the report tool bar.

	Home	Visibility -	People	Groups	Assets -	Messaging	Reporting -	۰.	Search (Alt+S)	Logout
Reporting > View									Edit	Go Back ?
🕒 Operator Usage Detail_report 🛛 Data refreshed 2024-01-15 at 18:21:42 🖕										

Or select Edit from the Action column in the Reports List.

Reports List (Folders)

NAME	FOLDERS \$	LAST MODIFIED	REPORT SC	HEDULE ACTIONS
Access Control Bypass (ID Optional Mode) History	Maintenance Planning	Aug 3, 2017	G	•
Access Point Inventory	System Settings and Diagnostics	Oct 3, 2016	©	•
Analysis of Usage Daily Vehicle Summaries - Top 10 - Graph	Vehicle Analysis	Apr 2, 2018	©	•
Analysis of Usage Daily Vehicle Summaries by Group	Vehicle Analysis	Apr 2, 2018	G	
Battery Equalizations	Battery and Charger	Feb 17, 2022	©	Subscribe Edit
Battery Module Logs	Battery and Charger	Feb 18, 2022	G	•
Battery Modules with Invalid Vehicle ID	Battery and Charger	Feb 9, 2022	G	•
Dettern Net Channel	Detterne and Channen	lan 22, 2010	•	

Edit Mode - Input Controls

When you open a report in Edit Mode, the **Input Controls** automatically appear in the center of the screen.

Reporting > Edit			Cancel
🗠 Operator List Pul	olic	Operator Groups	
< Topic: VMSOperatorI i		Available: 9 Selected: 0	Filters
		Search list Q	
Fields	Columns	{All}	Data Level
Q	Dperator x Active x	{Maintenance}	
Abc Operator	Operator Groups *	ALL_ACCESS	
Abc Last Name		Master Users	
Abc First Name	\$ ₆ .	Tampa Only	
Abc MI	50	Test Group	
Abc Org Code		VAC test Group 2	
Abc Access ID		VAC Test Group 3	
Abc Opr Ext ID	40	✓ Select All	
Abc Opr Class			
Abc Job Title		Advanced Options	
Abc Active	30	Available: 1 Selected: 0	
🕒 Active Date		Search list Q	
🕒 Cert Exp Date			
🕒 Lic Exp Date	20		
Med Exn Date		Apply OK Reset Cancel	
Measures	10		
Q	10		
123 Labor Cost			
123 Cert Days Left			

Edit Mode - Filters

The upper-right corner of the Edit Mode screen displays filters for the report's columns and rows. Use the **Columns** and **Rows** sliders to adjust how column and row data is filtered in the report. As you adjust the sliders, you will see the data levels adjust accordingly.

Reporting > Edit		Cancal 🗢 🕐
😑 Lockout Duration - Graph	U Filters	
C Topic: WISLockoutDe 🕋 🚱 + 🗇 🛷 😰 🔅 📰 🛛 In	Data Level	Filters E >
Fields Ecolumna Lockerconfesser, Type II Ecoled, Dar, Sept 1		Data Level
Q, Rows Locked. Cort. Date: w	Columns	Columns
An Lociout_ID	0	
Shift_Start 15	1 C C C C C C C C C C C C C C C C C C C	River .
Shift_End	Rows	
Mix Wehicle_Group_Code 12.5		 A LOCKOUSREEMAN is not equal to * 1
And Lok_Operator_And_Ve		break *
Mik Wh_EH_ID 10 -		
Mar Veh_Dt_D_2	To Date (Time	
Mix Model		
Ne Vehicle_Type	Compliance Shifts	
Measures E	Available: 4 Selected: 0	
Q, 25-	Search list Q	
128 Row_ID	ALL SHIFTS First Shift (1)	
va Tear		a a a
10 Locket, Dar, Days fr Locken/Count 4 - 4 - 4 - 4 - 4 - 4 - 4 - 4 - 4 - 4	Apply OK Reset Cancel	AT WALT WALT
fx NewHeasure	Days, Critical Resonance Liceland, Dur, Days, HOHA Non-Compliance Liceland, Dur, Days, Impart	> Custom Filter Expression
		Apply

Edit Mode - Menu Options - Saving, Exporting & Editing

The menu bar above the report display contains the following option for saving, exporting, and editing your report:

■ ‡ **↓** < < < <



Save | To save a default report that you've modified, select **Save As**, rename the report, and choose the **Public Reports** or **My Reports** folder as the save destination.



Export | Access the list of available file formats to export your report.



Undo | Undo the last change you made to the report.



Redo | Redo the last change you made to the report after selecting the Undo option.



Undo All | Reset the report to its last saved configuration.



Switch the Groups | Selecting this icon will switch rows and columns. In other words, rows become columns and columns become rows.



Set the Sort Order

Access options for sorting data. A window will open with a list of available fields on the left. Use the right arrow to add and the left arrow to remove available fields to and from the **Sort On:** list. Use the up and down arrows to the right of the Sort On: list to adjust the order and use the icon in front of each field name to define whether the field should display data in ascending or descending order.

Available Fields:		Sort On:	
Row_ID	*	Shift_ID	7
Impact_ID			
Shift_Name		•	
Shift_Start			
Shift_End			
Vehicle			
Veh_Ext_ID			
Veh_Ext_ID_2			
Make			
Model			
Year			
Vehicle Type	-		

.....

Change the Input Values

Selecting this icon will allow you to adjust the report parameters. The **Input Controls** window will open with options for adjusting the data displayed in the report (for example, the report period, shifts included, groups included, etc.). After making changes, click on the **Apply** button.

ut Controls	
* Report Period	A
Year	Q
* Week/Month/Year	
2016	Q
From Date/Time	
Compliance Shifts	
Available: 4 Se	elected: 0
Search list	Q
ALL SHIFTS	
First Shift	
Second Shift	
Third Shift	•
Apply OK Reset Cancel	

Edit Mode Menu Options - Display Formats & Display Data

The menu bar above the report also contains an Icon and drop-down menus that allow you to select how your report and its data appear on the screen while in Edit Mode.



Ø h. R * Sample Data 🔻 Sample Data Full Data No Data

Select Visualization Type | The pop-up menu lets you select how the report data will be displayed.

Display Data | The Display Data drop-down menu lets you select how much data will be displayed on screen. Select **Sample Data**, **Full Data**, or **None**.

If you're making several changes and want to see how they impact the report as you modify it, the Sample Data setting lets you quickly view changes as you edit the report.

Display Format - Table

When editing a report displayed as a Table, click on the **Gear Icon Solution** to select whether you want your report's **Detailed Data**, **Totals Data** or both the **Detailed and Totals** displayed on screen. You also have the option to **Hide** or **Show Duplicate Rows** as applicable.

Detailed Data	Detailed Data
Totals Data	Totals Data
Details and Totals	Details and Totals
Hide Duplicate Rows	Show Duplicate Rows

Display Format - Chart

When editing a report displayed as a Chart,	click on the Gea	ar Icon 🤷 to adjus	t the report's Chart
Format.			

Chart Report - Chart Format

The **Chart Format** controls allow you to customize properties of the selected chart type, such as **Axis**, **Labels**, and **Appearance**. You can also access **Advanced** customization options to modify nearly every aspect of the chart report.

Chart For	mat		
	Axis Labels App	bearance Advanced	
	Property	Value	
	legend.reversed	true	/ 🗇
	series.shadow	false	/ 🗊
	yAxis.gridLineWidth	0	/ 🗊
	yAxis.lineWidth	1	/ 🗊
	xAxis.lineWidth	1	/ 🗇
	colors	["#ffffb2","#fecc5c","#fd8d3c","#f03b20","#bo	10026"] 🖍 💼
	xAxis.gridLineWidth	0	/ 🗇
	xAxis.tickWidth	0	/ 🗇
	yAxis.tickWidth	1	/ 前
			Add New Propert
	6		More Informat

From the **Advanced** tab, click on <u>More Information</u> to access a full list of Advanced Chart Formatting commands with definitions and descriptions for every command's Property and Value.

Display Format - Crosstab

Editing a report displayed in a Crosstab view provides a tabular summary of your report and allows you to edit its values within a table format.

.	B. ($\sim \Rightarrow \Rightarrow$	1 7 21	🖻 lı	Full Data	~		Select Visualization Type					×
Columns	Severity	🗙 📙 Impact C	Count ×						<				
Rows Date_of_interval ×								All Types					
Impact Summary by Severity by Day						Data Grid	Crosstab	Table	Column	Stacked Column			
S	everity 👻	4- SEVERE	3- HIGH	2- MEDIUM	1- MODERATE	0- LOW	Totals	Column and Bar	1	-	_		
	Measures	Impact Count	Impact Count	Impact Count	Impact Count	Impact Count	Impact Count	Line and Area					
Date_of	_Interval	0	0			25	25	Dual and Multi Avie	Percent Column	Bar	Stacked Bar	Percent Bar	
Oct 24,	2021	0	0	6	5	23	35						
Oct 26,	Keep	Only	0	15	26	99	140	Time Series				1	
Oct 27,	Exclud	le	0	13	35	78	126	Scatter and Bubble		<u>/</u> ~	X		
Oct 28,			1	12	15	86	114	Pi	Spider Column	Line	Spline	Area	
Oct 29,	2021	0	0	11	25	90	126	Pie					
Oct 30,	2021	0	0	10	21	91	122	Range					
Oct 31,	2021	0	0	4	3	23	30						
Totals		U	1	75	136	515	121	Gauge					
									Stacked Area	Percent Area	Area Spline	Spider Line	•

You can right-click on a row or column to access a list of editing options specific to that section, such as, excluding or only keeping certain sections.

Edit Mode - Fields & Measures

The left side of the Edit Mode screen lists Fields and Measures. These are the building blocks of your reports. When you think about modifying or customizing a report, think about it terms of modifying or customizing the displayable fields and calculable measures that make up the report.

Reporting > Edit				Cancel 🗢 ?
🙁 Fleet Usage Sum	imary			
< Topic: VMSUsageSum	B. B. ≪ ≫ Ø IZ S E h	Filters E >		
Fields	Columns Legin Hours x Notion Hours x			Data Level
٩	Rows Shift_Start x Shift_Name x	Input Controls		Rows
Abc Vehicle				
Abx Veh_Ext_ID	Ro -	* Report Period		
Abe Make	230	Last Full Week		
Abe Model		* Week/Month/Year		
Abc Vehicle_Type	200	· · · · · · · · · · · · · · · · · · ·	_	
Abx Group		From Date/Time		
Abc Group_Code	150			
Abx Last_Name		To Date (Time		
Abc First_Name	100			
Abe MI				
Measures	50	Available: 4 Selected: 1		
٩		Search list Q		
123 Year		ALL SHIFTS		
123 Vehicle_ID	0 PPA _ PPA _ PPA _ PPA	First Shift (1)	1 ²² 2 ²⁴ 2 ¹⁴ 2 ¹⁴ 2 ¹⁴	
123 Employee_ID	122 21-20 21-20 22-20 12-00 12-00 12-00 12-00 12-00 12-00 12-00 12-00 12-00 12-00 12-00 12-00 12-00 12-00 12-00		21. 01. 20° 1.50° 2.60° 2.20°	
123 Shift_ID	130° 1131° 1131° 2111° 2111°	Apply OK Reset Cancel A	(a) 5(a, 3(a), 5(a), 5(a)	 Custom Elter Exercision
123 Summary_Count 123 PowerUp_hrs_MIN		Login Hours Hours		Custom Pitter Expression
an Douncillo has MAV				shba

Fields & Measures - Fields

Fields are content-based data elements that can be displayed in a report. The items in the Fields list represent all the available data content that can be displayed in the current report.

To find a specific field, scroll through the list or enter keywords into the search box.



Fields & Measures - Measures

Measures	:
	Q
123 Row_ID	
123 Shift_ID	
123 Year	
123 Locked_Dur_Days	
fx LockoutCount	
fx NewMeasure	

Measures are formula-based items that can calculate data and display the calculated results on the report. The items in the Measures list represent all the available calculable data elements that can be displayed in the current report.

To find a specific measure, scroll through the list or enter keywords into the search box.

Adding Fields & Measures to a Report

To add a field or measure to a report, click and hold on the desired element and then drag and drop it into the Columns, Rows or Groups area.

Topic: VMSDailyVehU	∎. ≣.	★	2‡ 📼 Iu	Sample Data 🗸	
Fields	Columns Vehicle x MaxMotionHours x AvgMotionHours x MinMotionHour x				
Q	Groups	cle Group 😠			
Abc Vehicle Abc Veh_Ext_ID	۹۴ An	alysis of Usage Daily Ve	ehicle Summarie	s by Group	
Abc Veh_Ext_ID_2	Vehicle	MaxMotionHours	AvgMotionHours	MinMotionHour	
A A					

Alternately, you can right-click on the field and select **Add to Columns**, **Add to Rows** or **Add to Groups**.

Lift Link Online Help Reporting

The report editor is designed with built-in logic to prevent it from presenting your with Add to... options that can't be supported based on the report type or its parameters.





Adding Fields & Measures as Report Filters

To add a Field or Measure as a report filter, click and hold on the desired element and then **drag and drop** it into the Filters section.



LL LIFT LINK[®]

Alternately, you can right-click on the field and select Create Filter.





Defining Filter Values for Fields & Measures

On the right side of the screen, under the Filters heading, you'll see a new filter for the field or measure you added.

Click on **equals v** to access the drop-down menu of available filter values. Select the values that will define how your field or measure will be filtered in the report.



These filter values are like logical or comparison operators you might use to create formulas in Excel or other spreadsheet programs.

After you've set up your filters, click on the **Apply** button and the report will redraw itself using the field and/or measure filters as you defined them.



Creating a Calculated Field

To create a new calculated field or measure, click on the icon to the right of the Fields or Measures section header, and select **Create Calculated Field** or **Create Calculated Measure**.



The New Calculated Field or Calculated Measure window will appear.

au nume.		New Calculated Measure					
ew Field							
		Measure Name:					
Formula Builder Summary Calcul	lation	New Measure					
Formula:							
Tormana		Formula Builder Summary Calculation					
		Formula:					
+ - * / % () : AN						
Fields and Measures:	Functions:	+ - * / % () : AND OR NOT IN == != > < >= <=					
Abc Lck_Access_ID	Absolute						
Abc Lck_First_Name	Attribute	Fields and Measures: Functions: Function Description:					
Abc Lck_Job_Title	Average	Abr Lck_Access_ID Absolute					
Abc Lck_Last_Name	Boolean	Abr Lck_First_Name Attribute					
Abc LCK_MI	Case	Abr Lck_Job_Title Average					
Abc Lck_Operator	CaseRange	Abr Lck_Last_Name Boolean					
Abc Lck_Operator_And_Veh	CaseWhen	Abc Lck_MI Case					
Abc Lck_Operator_Group 👻	Concatenate	Abc Lck_Operator CaseRange					
Validate		Abr Lck_Operator_And_Veh CaseWhen 🗹 Show arguments in formula					
vacance		Abr Lck_Operator_Group 💌 Concatenate 💌					
		Validada					
Create Field Cancel		Validate					

Enter a name for your new field or measure in the Field Name / Measure Name box.

New Calculated Field	New Calculated Measure
Field Name:	Measure Name:
New Field	New Measure

Double-click on an element in the Fields and Measures list to add it to your new formula.



Similarly, double-click on a formula function in the **Functions** list to add it to the formula.

unctions:		Function Description:
Absolute		
Attribute		
Average		
Boolean		
Case		
CaseRange		
CaseWhen		✓ Show arguments in formula
Concatenate	-	

Click on a Function to see its definition in the **Function Description** box.

Absolute Attribute	Average The average (mean) value of all inputs based on an				
Average		optional level, which can be Current (default),			
Boolean		ColumnGroup, ColumnTotal, RowGroup, RowTotal, Total			
Case		Average("NumberFieldName", 'Level')			
CaseRange		Arer age(Hamber Freidhame) cever)	*		
CaseWhen		🗹 Show arguments in formula			

Formatted information that you're required to provide for a function is called an **argument**. For example, the **Average** function (shown above) requires that you enter arguments for "NumberFieldName" and "Level."

To have the Function arguments visible in the Formula, check the **Show arguments in formula** box, and the arguments will display as shown below.

Formula Builder	Summary Calculation
Formula:	
"Impact_Level" Ave	erage("NumberFieldName", 'Level')



Uncheck the **Show arguments in formula** box if you prefer the Function to appear in the Formula without any definition of argument, as shown below.

Formula Builder	Summary Calculation
Formula:	
"Impact_Level" Ave	erage()

Select the **Operators** your formula requires from the row beneath the formula box.



To choose a calculation type, click on the **Summary Calculation** tab and select one of the options from the Calculation drop-down list.

ormula Builder	Summary Calculation	
Calculation:		
CountAll		•
None		
CountAll		
CountDistinct		
Custom		
Mode		

Once you've finished building your formula, click on the Validate button to make sure it will work.



An **invalid formula** will return a message like the one below and provide an explanation of why the formula failed validation.



A valid formula will return the following message:



When you are finished, click on the **Create Field / Create Measure** button to save your new calculated measure.



A banner will appear at the top of the screen to confirm that a new field/measure has been added, and your new calculated field/measure will appear in bold in the Fields or Measures list.

Creating a Schedule

To view or create scheduled reports and set up subscribers to receive the reports as scheduled, click on the **Schedules** icon on the right side of a report row.

Reports List (Folders)							
NAME -	FOLDERS 0	LAST MODIFIED	C REPORT SCH	HEDULE ACTIONS			
Access Control Bypass (ID Optional Mode) History	Maintenance Planning	Aug 3, 2017	O	-			
Access Point Inventory	System Settings and Diagnostics	Oct 3, 2016	©	•			
Analysis of Usage Daily Vehicle Summaries - Top 10 - Graph	Vehicle Analysis	Apr 2, 2018	*	•			
Analysis of Usage Daily Vehicle Summaries by Group	Vehicle Analysis	Apr 2, 2018	O	•			
Battery Equalizations	Battery and Charger	Feb 17, 2022	O	•			
Battery Module Logs	Battery and Charger	Feb 18, 2022	G	-			

A pop-up window will open displaying any existing schedules. To set up a new schedule, click on the **+Create Schedule** button in the upper-right corner.

Subscriptions (Acce	у)	+Create	schedule			
Job Name	Owner	State	Last Run	Next Run	Enabled	
						Close

The Add new schedule window will appear.

Add Report Schedule (Vehicle Usage Detail)	
Job Name:	
Enter Job Name	
Field is required.	
Description:	
Enter Description	
Recurrence:	
None V	
Start Date:	
Cance	Add

Job Name

Enter a name to briefly define the purpose of the schedule.

lob Name:		
Enter Job Name		
Field is required.		

Description

If needed, enter a more detailed description of the schedule.

Description:

Enter Description

Recurrence

For the **Recurrence Type**, use the drop-down menu to select how often and when the selected report should be scheduled. Recurrence options are:

- None no recurrence
- Simple defined by timeframe values
- Calendar defined by calendar date(s)

Re	ecurrence:	
	Recurrence Type	
	None	•
	None	
	Simple	
1	Calendar	

Start Date

Define the Report Schedule's **Start Date**.

Start Date:	
Immediately	
On specific date:	
	

If the schedule is recurring, define the End Date.

Output Options

Confirm or modify the scheduled report's File Name and select the file Format.

Output options								
File Name:								
Access_Control_Bypass	_ID_Optional_Mode_History							
Formats:								
	□ csv							

Output To:

Select how you want the scheduled report to go out, either via email or FTP.

Output To:	
Email	~
Email	
FTP	

Output to Email

Complete the fields need to enter the email addresses for your scheduled report recipients, as well as a subject line, and a message to be included in the body of the email.

Select whether the scheduled report(s) should be included with the email as an attachment in the previously defined file type or as a Zipped attachment of those files.

Include report files as attachments

Include report files as ZIP attachment

You can also choose to opt out of sending emails for empty reports.

Do not send emails for empty reports

Output to FTP

To schedule your report to output via FTP, complete the fields to provide the Server Address, Directory name, User Name, Password, and Port. Select whether to enable FTPS. After entering the information, you can make sure the FTP connection works by clicking Test Connection.

Lift Link Online Help Reporting

utput To:		
FTP	T	
Server Address:		
		File Handling:
Directors		Overwrite Files
Directory.		Sequential File Names by Timestamp
Field is required.		Timestamp Pattern:
User Name:		3333
		-
Field is required.		
Password:		
		5
Field is required.		
Test Connection		
Enable FTPS		
Port:		
21		

For outputting to a network folder, you will need to specify the name of the folder. Choose whether you want new reports in this schedule to overwrite previous reports, if you want the report files to be sequenced by timestamp and, if so, configure the timestamp pattern.

Add the New Scheduled Report

Click Add to create your new scheduled report.

Subject:		-
Here is the awesome Access Control Bypass History report everyone wanted		
Message:		
The amazing Access Control Bypass History report is attached.		
Include report files as attachments		
igodoldoldoldoldoldoldoldoldoldoldoldoldol		
Do not send emails for empty reports		
<i>X</i>	Cancel	Add

System Se	ttings	;								
	Home	Visibility -	People	Groups	Assets -	Messaging	Reporting -	¢	Search (Alt+S)	Logou
stem Settings							Roles System Se	ottings	<u>Collapse All</u>	Sync 🛱 ?
Batteries										^
Assume any ID presented that has not syn No ID Pattern Ox O00000FFFFFF	chronized as an operator i	ID is a battery	ID						Edit 🌶	
Checklists										^
Enforce checklist compliance rules for										
 Master/Maintenance Operators Countdown for completing compliance real 	uirement for safety and io	b selection ch	necklists							
10 Minutes										
Override non-compliance behavior profile	assignments, log the oper	ator off and re	eset the cou	ntdown inst	ead					

The System Settings module is a collection of customizable settings that affect all aspects of the Lift Link system. The settings are broken down into categories separated by green bars. Please note that some of the features covered in this article may not be available to you. Availability is based on your specific site license. Accessibility may be based on role restrictions set by the System Administrator.

To access Systems setting click on the gear icon and select system settings.

Assets -	Messaging	Reporting -	*-<
	Last Refreshe	c Roles System Set	0 tings

- Expand All displays all the details for each section.
- Collapse All hides all the details for each section.



• Click v and A to toggle between displaying and hiding section details.

Batteries	•
Checklists	
Enforce checklist compliance rules for Master/Maintenance Operators	

• Search: Expand all sections and use Control+F (or your browser's standard search function) to search for the topic you are interested in.

ш	LIFT LINK	Home	Visibility -	People	Groups	Checklist	1/7	^	~	7	×	Search (Alt+S
ystem Sett	ings								<u>Exp</u>	band	All	<u>Collapse All</u>
Batteries												
	_											
Checklists												
Enfor	ce <mark>checklist</mark> compliance rules for											
Master/Maintenance Operators												
Countdown for completing compliance requirement for safety and job selection checklists												
10 N	/inutes											
Override non-compliance behavior profile assignments for the operator off and reset the countdown instead												
System Settings - Checklists

Items in this section pertain to safety checklists.

2	hecklists	^
	Enforce checklist compliance rules for	
	Master/Maintenance Operators	
	Countdown for completing compliance requirement for safety and job selection checklists	
	10 Minutes	
	Override non-compliance behavior profile assignments, log the operator off and reset the countdown instead	
	Enabled	
	Safety compliance type	
	Consecutive Operator Use Per Period	
	Safety compliance period	
	01 Day	
	Randomize the location of the safety checklist answers	
	Yes	
	Cancel Save	

Enforce checklist compliance rules for

When checked operators with Master and Maintenance authorization are held to the same compliance rules as Standard operators.

Checklists	
Enforce checklist co	npliance rules for
Master/Maintena	nce Operators leting compliance requirement for safety and job selection checklists
D Minutes	
Override non-compli	ance behavior profile assignments, log the operator off and reset the countdown instead
Enabled	

Countdown for completing compliance requirement for safety checklists

Determines the number of minutes an operator must complete a safety or job checklist before becoming non-compliant.

Checklist	S
Enforce	checklist compliance rules for
🛛 Mast	ter/Maintenance Operators
Countdo	own for completing compliance requirement for safety and job selection checklists
10 Min	utes

Override non-compliance behavior profile assignments, log the operator off and reset the countdown instead

When enabled, the Lift Link device automatically logs the operator off and reset the countdown when the countdown expires, thus preventing non-compliance events from happening.

checklists	
Enforce checklist c	ompliance rules for
Master/Mainten	ance Operators
Countdown for con	pleting compliance requirement for safety and job selection checklists
10 Minutes	
Override non-comp	liance behavior profile assignments, log the operator off and reset the countdown instead
Enabled	

Safety Compliance Type

Determines the rules for a vehicle to be compliant for safety checklists.

- No Compliance Required = Operators do not have to complete checklists, will not be presented a countdown and will not be subject to non-compliance events
- Once per period = Any operator needs to complete the safety checklist within N hours of the last time it was completed
- **Oper/Vcl Pair Per Period** = Each unique operator that uses the vehicle needs to complete the safety checklist within N hours of the last time that operator completed it
- **Consecutive Oper Use Per Period** = The safety checklist needs to be completed every time a different operator accesses the vehicle. When the same operator uses the vehicle

consecutively, they only need to complete the checklist if they haven't completed it within N hours.

- **Once per shift** = Any operator needs to complete the safety checklist the first time the vehicle is accessed for each configured shift (see shift section for configuring shifts)
- **N** = Safety selection compliance period

Safety Compliance Period

Number of hours the vehicle is compliant after a safety checklist is completed (subject to compliance type rule).

Checklists
Enforce checklist compliance rules for
Master/Maintenance Operators
Countdown for completing compliance requirement for safety and job selection checklists
10 Minutes
Override non-compliance behavior profile assignments, log the operator off and reset the countdown instead
Enabled
Safety compliance type
Consecutive Operator Use Per Period
Safety compliance period 01 Day
Randomize the location of the safety checklist answers

Yes

Randomize the location of the safety checklist answers

- Yes = Pre-selected answers to checklist questions are randomly determined
- No = The #1 checklist answer is pre-selected for each question

hecklists	
Enforce checklist cor	npliance rules for
Master/Maintena	ice Operators
Countdown for comp	leting compliance requirement for safety and job selection checklists
10 Minutes	
Override non-compli	ance behavior profile assignments, log the operator off and reset the countdown instead
Enabled	
Safety compliance ty	pe
Consecutive Opera	tor Use Per Period
Safety compliance pe	ariod
01 Day	
Randomize the locati	on of the safety checklist answers
Yes	

System Settings - Impact Management

Im	pac	t Mar	nager	nent	:																						^
	Seve	erity Ra	ange D	Definit	ions																						
Low < 1.2					1.2 ≤ Moderate < 1.7					1.7 ≤ Medium < 2.2					2.2 ≤ High < 3.4					Severe: ≥ 3.4							
		ModeM	edit Higt	•	Severe																						Max
	p	uu <mark>quu</mark> u	umupm	ապ		րուսու		պուս	արուս	mhim	արու	արո	ապա	ապա	milin	աղուս	աղա	աղա	ապաս	mhin	արա	աղա	ապա	աստիս	mulm	ապաս	uupun –
	0	1	2	3		4 5		6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
																								Ca	ncel	Save	

Items in this section pertain to the impact sensor data Profile.

- AAA Impact = Standard automated impact calibration process
- Legacy = Custom manual impact calibration process for obsolete hardware

Severity Range Definitions

Slider bar that determines how the Lift Link device will categorize impacts based on the ratio of the impact to the minimum impact level.

Lift Link Online Help Systems Settings

- Low = Minimum impact ratio and this slider cannot be moved
- Moderate = Slider should be moved to the lowest desired ratio that will result in an impact categorized as Moderate; any impacts below this slider will be categorized as Low
- Medium = Slider should be moved to the lowest desired ratio that will result in an impact categorized as Medium; any impacts below this slider will be categorized as Moderate
- High = Slider should be moved to the lowest desired ratio that will result in an impact categorized as High; any impacts below this slider will be categorized as Medium
- Severe = Slider should be moved to the lowest desired ratio that will result in an impact categorized as Severe; any impacts below this slider will be categorized as High
- Max = Maximum impact ratio and this slider cannot be moved

System Settings - License

Items in this section pertain to the licensed features applied to the site.

ense			
Software License ID		_	
0000FFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFF	900FFFF9E5D300C0E000000FF60EFEFFF	Analyze Undo	
VAC license ID			
4-025-482-8718	2-919-235-5832		
Customer Type	System Type		
General	PowerFleet		
licensing			Pending Licensing Configuration
API Redaction	Bar Code scanner integration	Battery RX	
Battery Sense	Battery Swap	Battery Swap Task	
Battery Voltage Monitoring	Blank Screen	Checklist Interlock	
Dead man	Fuel Monitoring	Display Weight	
Avramp	External Indicator	Fault Codes	
GPS	Impact	Indicator 1	
Indicator 2	IQ Dashboard	Key on Meter	
Lift Motor 1	Lift Motor 2	Lift Sense	

Software License ID

Alphanumeric string that defines the license key applied to the site. License keys can be acquired from the Support team. Paste or type a new license into this field to change the license key. The "Analyze" button allows you to see what the pending changes will be to a newly entered license key prior to saving the change.

Lift Link Device License ID

These two license keys are what appear in a Lift Link device synchronized with the software. They are not editable but will change if a new software license key is entered. When configuring a new Lift Link device, these keys should be entered at the license key entry step. The left box is the top license, the right box is the bottom license.

Customer Type

Read-only field based on the license key applied.

System Type

Read-only field based on the license key applied.

System Settings - Licensing

Read-only representation of what features are enabled (check boxes) and disabled (empty boxes) based on the license key entered.

Pending Licensing Configuration

When applying a new license key and pressing the "Analyze" button, this section displays pending changes (these changes are also highlighted in green text in the licensing section).

System Settings - Maintenance

Items in this section pertain to the planned maintenance feature.

Maintenance						
Minutes prior to schee	duled maintenance to display message to operator					
5						
	Cancel Save					

Minutes prior to scheduled maintenance to display message to operator

The number of minutes before a planned maintenance event is due that a message will be displayed to a vehicle operator.

System Settings - Messaging

Items in this section pertain to the messaging feature.

Messaging		
Time until a m	essage is removed from the 'send' queue and WAMs; it	s then queued again if it is not expired
6	Minute(s)	
		Edit 🖍

Time until a message is removed from the 'send' queue; it is then queued again if it is not expired

Minutes a pending message is made available for a Lift Link device before it is re-evaluated for its expiration date. If expired, the message is no longer available.

System Settings - Operators

Items in this section pertain to operators in the system.

Dperators								
Maintenance Operators Automatic log-off when inactive 01 Hour								
Master Operators Global Profiles Assigned Groups								
Master Operators Output alerts for configured events Yes								
Suspend Operator:								
Enabled								
Non-compliance events								
After 2 Events								
Within last 1 Day(s)								
Temporary operators Authorization Hours								

Maintenance Operators Automatic Log-off When Inactive

Amount of consecutive inactivity that results in Maintenance operators being logged off automatically.

- Use Lift Link device setting = Use the time setting for idle timeout of the behavior profile assigned to the vehicle
- N mins = Operator is logged out after N minutes of inactivity

Master Operators Global Profiles

- All Vehicles = Master operators can log into any vehicle in the fleet, regardless of the groups the Master operator is assigned to.
- Assigned Groups = Master operators can only log into vehicles that the operator has a valid group assignment for.

Master Operators Output Alerts For Configured Events

- Yes = Output alert (alarm, strobe, etc.) will function for configured events for Standard and Master operators (for applicable vehicles).
- No = Output alert (alarm, strobe, etc.) will function for configured events only for Standard operators (for applicable vehicles).

Master Operators Output alerts for configured events



Suspend Operator

When enabled can suspend an operator after a specific number of events and duration.

Suspend Operator:	
Enabled	

Non-compliance events

After	2		Even	ts
Withir	n last	1		Day(s)

Temporary Operators Authorization Hours

Number of hours a temporary ID is enabled for when assigned at a Lift Link device.



Temporary operators Authorization Hours

Temporary Operators Authorized When

Determines whether a temporary ID can be used based on the Lift Link device synchronization status.

- Lift Link device partially synced = Allows temporary IDs to be used before the Lift Link device synchronizes
- Lift Link device fully synced = Disabled temporary IDs until the Lift Link device synchronizes

Temporary operators Authorized When



Break Mode Countdown

Minutes the vehicle is in break mode from the point of activating break mode.

- Disabled = Break mode is not available on the Lift Link devices
- N mins = number of minutes break mode is active for

Deactivate Operator When MVAV Detected

- Checked = Operator is set to 'suspended' when a multiple vehicle access violation occurs
- Unchecked = Operator stays licensed even after a multiple vehicle access violation occurs

System Settings - Sensors

Items in this section pertain to sensors connected to vehicles in the system.

Sensors		~
Fork Load		
Lift Drop Filter		Minutes after lowering forks before trip gap records starts
3	seconds	5
Output Alert		
Available		Activation Pattern
Always		Constantly On
Tow		
Minimum tow presen	ce to create an event	Minimum tow presence percentage
17	seconds	80
Tow full stop filter		
32	seconds	
Operator exits vehicle	before stopping	
Motion versus preser	nce threshold	
Disabled		
		Edit 🖍

Fork Load

- Lift Drop Filter = Seconds the forks need to be lowered before a 'drop' is recorded for a trip record
- Minutes after lowering forks before trip gap records starts = Minutes after the load is dropped before the Lift Link device starts a new record recording time between loaded trips

Output Alert

- Available
 - Always = Alarm will trigger if an event happens even if no one is logged in
 - Only When Operator Logged In = Alarm will not trigger if an event happens, and no one is logged in
- Activation Pattern when alarm is triggered (until event is cleared)
 - Cycle on/off every 1/2 second = Alarm will turn on and off 2 times per second
 - Cycle on/off every 1 second = Alarm will turn on and off once per second
 - Cycle on/off every 2 second = Alarm will turn on and off once every 2 seconds
 - Constantly On = Alarm will be on constantly until the event is cleared (typically used for 'creeper mode')
 - Disabled = Alarm will not trigger

Operator Exits Vehicle Before Stopping

• Enables or disables the motion versus presence threshold when operator exits the vehicle.

System Settings - Server

Items in this section pertain to server configuration for the system.

Server			^
Client alias			
Client code	Site Code	Facility ID	CheckSum
PWLFS	03178	3178	2
Data Archive			
Checklist questions and answers (Details)	Checklist questions and answe	ers (Summary)
03 Years		03 Years	
Beacon check-Ins		Successful debug data used b	by IDSY Support
06 Months		01 Week	
Failure debug data used by IDSY S	Support	Data that is staged for archivin	ng
01 Month		01 Week	
Change mode into the software by	v software users(Detail)	Motion operator /vehicle data,	, including location information and vehicle login statistics
05 Years		01 Month	
Idle operator/vehicle data, includir	ig location information and vehicle login statisti	cs Diagnostic Errors	
03 Months		03 Months	

Client Alias

- Client code = internal code to identify the customer's. Shows up on Lift Link device when Lift Link device is synchronized with software.
- Site code = Lift Link internal code to identify the customer's site name. Shows up on Lift Link device when Lift Link device is synchronized with software.
- Facility ID and CheckSum = unique internal codes associated with each site. Must be consistent with the 'Facility ID' in the Lift Link device Access Control menu.

C	Client alias								
	Client code	Site Code	Facility ID	CheckSum					
	PWLFS	03178	3178	2					

Data Archive

Amount of time the referenced data type is stored in the Lift Link database (and available in the Lift Link software report tool) prior to being archived. Once archived, the data cannot be viewed through the Lift Link database without being restored by a Logisnext Support resource.

Services - Wi-Fi Debug

- Checked = Writes all Wi-Fi diagnostic data to log files
- Unchecked = Normal mode

Services	SSO
🖉 WiFi debug	SSO Domain

SSO

Domain

Schedule Events

• SSO domain name

Schedule Events

Enforce people and vehicle expirations	ForceFull Vehicle Synchronization	Retries for failed events
Daily	Daily	Daily
Distribute Batched Subscriptions	Reset WAM Date And Time	
Every 30 Minutes	Daily	
Update WAM Configuration	Send System Health statistics	Send System Health Performance Statistics
Daily	Daily	Daily
Automated People feed from external source	Force Incremental Vehicle Synchronization	
Daily	Every 4 Hours	

Frequency that each item automatically happens.

- Enforce people and vehicle expirations = reviews assigned license, medical, certification and group expiration dates and suspends access for dates prior to the date/time the event runs
- ForceFull Vehicle Synchronization = All vehicles complete a full synchronization of each category
- Retries for failed events = number of times each of the scheduled events in this category will retry should the initial attempt fail
- Distribute Batched Subscriptions = Sends emails and/or SMS messages for all events that are defined for batch distribution rather than immediate notification
- Daily event timer = Minimum time between executing scheduled events (default 5 seconds)
- Send System Health statistics = Sends health statistics from the Lift Link site to the central Lift Link data repository for system health verification
- Send System Health Performance Statistics = Sends performance statistics from the Lift Link software site to the central data repository for system performance verification
- Automated People feed from external source = Synchronizes people loaded in the Lift Link software from external people management software (when configured)
- Force Incremental Vehicle Synchronization = All vehicles complete a synchronization update based on changes since the last incremental or full synchronization

Time Settings for data presentation

Time Settings for data presentation				
Time Zone	Session Timeout			
(GMT-05:00) Eastern Time (US and Canada)	180 minutes			

- Time Zone: Determines the data and time data is presented in.
- Session Timeout: The timeframe of Lift Link software inactivity prior to an automatic software logoff. Options: 5, 15, 30, 60, 120, or 180 minutes.

System Settings - Shifts

Shifts are used for multiple purposes in the Lift Link software. They can be used for:

- Separating data collection
- Analysis of data in the reporting tool
- Determining checklist compliance of vehicles and operators

Any number of shifts can be configured per day. Regardless of shifts configured, the system automatically creates an end-of-shift record at the site local midnight time daily to allow for daily data comparisons when operators logins span multiple calendar days.

Default shifts are configured in the Lift Link software as follows:

- First Shift = Sunday Through Saturday, 6 am to 2 pm
- Second Shift = Monday Through Friday, 2 pm to 10 pm; Saturday and Sunday, 2 pm to 6 am
- Third Shift = Monday Through Friday, 10 pm to 6 am

Shifts							
Shift Name	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
RA Shift 10	02:00 AM-03:00 AM	02:00 AM-04:30 AM					
Shift 9	03:00 AM-04:30 AM	-	-	-	-	-	-
Shift 8	04:30 AM-11:30 AM						
Shift 4	11:30 AM-01:15 PM						
Shift 5(1)	01:15 PM-04:15 PM						
Shift 6	04:15 PM-07:15 PM						
Shift 7	07:15 PM-10:30 PM						
Shift 7(2)	10:30 PM-02:00 AM						

Adding A New Shift

- 1. Click the Clear button in the top section of the configuration view.
- 2. Enter new details for name and shift parameters.
- 3. Click the Add button (note you still need to click "Save" at the bottom of the screen to save the changes to the system).

Shift Configu	Iration						
Shift Name:				Shift Des	cription:		
				0			
Field is required.							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Select All
Please select at lea	st a day to create shi	ft					
Shint Start Time							
12:00 AM							
Add Clear							

Editing An Existing Shift

- 1. Click on the shift you want to change in the 'calendar view'
- 2. The details of that shift will appear in the top section of the configuration view
- 3. Change the required fields:

-						
Shift Name:			Shift Descriptio	on:		
Shift 9						
Sunday Shift Start Time 03:00 AM	OMonday OTuesd	ay 🗆 Wednesday	□Thursday (□Fridey □Setur	rday Select All	
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
2 AM						
AM						
AM	RA Shift 10 (2:00AM -3:00AM)	RA Shift 10 (2:00AM -4:30AM)				
AM	Shift 9 (3:00AM -4:30AM)					
AM	Shift 8 (4:30AM -11:30AM)	Shift 8 (4:30AM -11:30AM				
AM						

- Shift Name for reference in the UI and report filters
- Shift Description notation for UI only
- Days of the week Picks which days of the week the shift will be applied to (All button selects all 7 days)
- Shift Start Time the time the shift will begin. Note you do not specify a shift end time as the shift will end at the next shift's start time
- Update applies the changes made in the top section to the calendar view (note you still need to click "save" at the bottom of the screen to save the changes to the system)
- Clear Clears all settings for the shift

Deleting An Existing Shift

Click the red 'x' to the left of the "Sunday" column in the in the shift summary section (note you still need to click "save" at the bottom of the screen to save the changes to the system)

Shift Name		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
RA Shift 10	×	02:00 AM-03:00 AM	02:00 AM-04:30 AN				
Shift 9	×	03:00 AM-04:30 AM		-	-	-	
Shift 8	×	04:30 AM-11:30 AM					
Shift 4	×	11:30 AM-01:15 PM					
Shift 5(1)	×	01:15 PM-04:15 PM					
Shift 6	×	04:15 PM-07:15 PM					
Shift 7	×	07:15 PM-10:30 PM					
Shift 7(2)	×	10:30 PM-02:00 AM					

System Settings - Vehicles

Items in this section pertain to vehicle settings in the system.

Ve	hicles								^
	New Wireless Upgrade Av	ailable	Wirel	ess upgrade method		Pending F	irmware Version		
	Get New Firmware		Tur	ned Off		PIBlogo			
	Pending Firmware	VAC Status	DB firmware	PIB firmware	SH firmware	NR firmware	XL firmware	Wi-Fi firmware	
	VAC Jack upgrade Download Files								
	Hibernate cycles								
	Minutes from Hibernate to	wake up			Minutes to remain	awake before re-hibern	ating		
	30				1				
	Languages								
	Available sections on VAC (maximum of 4)							
	Erench Canadian	Castilian	🗆 En	glish	German	🗆 Romani	an	Spanish	
	Swedish	Polish		rtuguese (Brazil)	🗆 Italian				
	Primary language								
	English								

Lift Link Device Firmware Upgrade

- New Wireless Upgrade Available "Get New Firmware" button is enabled when new firmware is available for the site; once button is pressed the firmware is saved for distribution to Lift Link devices
- Wireless upgrade method Determines how the firmware is distributed and installed on Lift Link devices
 - Turned off = Firmware will not be sent to Lift Link devices for download
 - Distribute firmware, automatically install = Firmware is sent to all Lift Link devices. Each device installs the firmware as soon as it receives the complete file, and the vehicle is not in use
 - Distribute firmware, Request install by any user = Firmware is sent to all Lift Link devices. Each device prompts anyone who logs in to install the update as soon as it receives the complete file
 - Distribute firmware, Request install by Master user = Firmware is sent to all Lift Link devices. Each device prompts any Master operator who logs in to install the update as soon as it receives the complete file
 - Distribute firmware, Request install by Maintenance user = Firmware is sent to all Lift Link devices. Each device prompts any Maintenance who logs in to install the update as soon as it receives the complete file
 - Distribute firmware, Request install by Admin user = Firmware is sent to all Lift Link devices. Each device prompts an Lift Link user who logs in to install the update as soon as it receives the complete file
- Pending Firmware Version Displays the version of firmware saved for distribution to Lift Link devices
- Pending Firmware This section shows the last known status of each Lift Link device type by firmware type when the screen was last refreshed. Example: "0/3" means zero of three Lift Link devices needing the update have completed the update
- Lift Link device Jack upgrade The 'download files' button allows the software user to download firmware upgrade files to a computer. These files can be copied to a USB drive and Lift Link devices can be upgraded at the device using a Lift Link device Jack (this is an alternative to wireless upgrade)

Languages

 Each language checked is made available for operators to choose on the Lift Link device. Once chosen, the Lift Link device will display content in that language. You do not need to check the language chosen as the 'Primary Language'. Only 3 languages can be chosen in addition to the primary language.

Login Options

Login Options				
Allow login using keypad entry of operator ID				
Yes				
Log off when an operator ID is presented while already logged in				
Yes				
Access control mode				
Registered ID				
Days a VAC is powered and out of communication range before it automatically transitions to Any ID mode				
Never				
After last button press back light stays on for	Turn off the VAC screen while the VAC senses motion			
01 Minute	Enabled			
Display current login usage statistics on VAC				
Yes				

- Allow login using keypad entry of operator ID
 - Yes = allows operators to use keypad entry of login IDs
 - No = Operators must us electronic IDs to access vehicles
- Log off when an operator ID is presented while already logged in
 - Yes = Logs the operator off when an ID is read by the card reader (the same ID or another ID)
 - No = operators are only logged off by pressing the logoff button, an even lockout, or idle timeout
- Access control mode

Vehicle lockout warning countdown

30

- Any ID = Allows anyone with a compatible ID to log into a Lift Link device, and the Lift Link device will not enforce event shutdowns
- Registered ID = Requires IDs to be synchronized and authorized to log into a Lift Link device and access a vehicle; event shutdowns are enforced
- Days a Lift Link device is powered and out of communication range before it automatically transitions to Any ID mode = safety feature to allow someone to log into a Lift Link device and use a vehicle after the selected number of days out of range
- After last button press back light stays on for = Amount of time the Lift Link device backlight stays on after a button press
 - Turn off the Lift Link device screen while the Lift Link device senses motion
 - Checked = Lift Link device screens is blank when the Lift Link device senses motion
 - Unchecked = Lift Link device display remains on when the Lift Link device senses motion
- Display current login usage statistics on Lift Link device
 - No = Lift Link device uses standard screens while logged in

- Yes = enables a 'Stats' option in the menu. When selected, the operator can see accumulated activity metrics for the current login period.
- Vehicle lockout warning countdown
 - Adjust the vehicle lockout warning time.

Speed Control

• Can be used to select behavior events and configure with alarm.

Speed Control

For behavior events configured with 'Alarm' enabled, limit vehicle speed to



System Settings - Visibility

Items in this section pertain to location tracking and mapping of vehicles in the system.

Visibility	▲ 1
Automatic asset relocation No	Display events alert icons for events that occurred within the last 1
Display time stamp for every record during playback mode	Display WAM communication range
Frequency to retrieve system status	
12	
Minutes since last detection before map indicates a vehicle is out of range	
12	
	Cancel

Automatic Asset Relocation

Not used, do not change.

Display events alert icons for events that occurred within the last

Select the number of events to display icon for. Events are displayed from newest to oldest.

Display time stamp for every record during playback mode

- Yes = During breadcrumb playback, each point in the playback will show the date/time the event occurred at the point it occurred.
- No = Points of a breadcrumb trail do not display timestamps; however, the information is available by hovering over the point.

Frequency to retrieve system status

• Used to configure the frequency to retrieve the system status.

Minutes since last detection before map indicates a vehicle is out of range

Minutes of data (not real-time minutes) not being reported by the Lift Link device before the vehicle displays as out of range on the map.

System Settings - Wi-Fi

iFi		
Data Encryption type		
Hybrid SSL		
Module Boot Commands (Hit Enter ke	ey for next line)	
AT+IWROM=1		
AT+IWSRL=15		
AT+IWSRH=20		
AT+IWPSI=1		
System software host server identificat	tion	
Type DNS I	Name	IP Address
Private		52.251.53.89
		Proprietary Port
		58005
		TLS Port
		48005

Items in this section pertain to Wi-Fi communication between Lift Link devices and the Lift Link software. Security profiles entered in this section are synchronized to Lift Link devices when they connect to the software. This can be used to send new credentials to Lift Link devices when transitioning between profiles. Lift Link devices can synchronize up to 9 'personal' profiles or 1 'enterprise' profile. To enter security profiles, press the "Add security profile" button and follow the onscreen prompts for information.

Data Encryption Type

• Type of data encryption selected.

Module Boot Commands (Hit Enter key for next line)

• Various commands that tell the Wi-Fi radio what to do when powering up (either after a shutdown period or when the Lift Link device wakes from power loss or hibernate). Default commands are inserted as required.

Module Boot Commands (Hit Enter key for next line)

AT+IWROM=1 AT+IWSRL=15 AT+IWSRH=20 AT+IWPSI=1

System Software Host Server Identification

This section identifies the software host server type, DNS name, IP address and Port information.

System software host server identification

Туре	DNS Name	IP Address
Private		52.251.53.89
		Proprietary Port
		58005
		TLS Port
		48005

Security Profiles

Configure the Wi-Fi security profiles rules for an individual Lift Link devices or for all Lift Link devices.

Security Profiles

Profile Rules
Same profile all VACs
Same profile all VACs
Unique profile per VAC
Add Security Profile Download USB file